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Introduction

The Flexible Billings documentation assists those who do not have much experience implementing or using the Flexible Billings module.

Flexible Billings Overview

The Flexible Billings module provides the capability to create, print, and post project-related invoices. The module integrates fully with the Project Controller, General Ledger, Accounts Receivable, and Order Management modules. It supports a variety of billing methods including fixed price, fee-based, time and materials, cost plus, product and service billings, and others.

The Billing Process

The Flexible Billings module provides multiple ways of generating billing documents. This overview section describes a typical billing process, although several other methods are available.

The starting point for defining a billable project is Billing Information Maintenance (BI.BMM.00). This screen maintains master billing information at the project level, including invoice print options (invoice format, billing address, invoice comments), loading and posting options (billing rules and exceptions), and processing options (retention and approval requirements). This program includes the ability to designate several projects that bill together under a primary billing project.

Billings Transaction Load (BI.BTL.00) creates invoice details from project transactions. You can have Allocation Processor (PA.PRO.00) run the program automatically by selecting an option in Billings Setup (BI.SET.00). You can also run program from the menu when necessary.

Automatic Invoice Creation (BI.AIC.00) creates invoice drafts from the current unbilled transactions automatically. You can create drafts by subaccount, biller, billing cycle, project, date, and/or period. For projects that have a billing type other than Standard (Customer Split Bill, Bill by Task Customer, or Bill by Task Group), Automatic Invoice Creation splits the billing records and creates the drafts for the various customers or task groups according to the rules specified in Billing Information Maintenance when the invoice detail records are not associated with Order Management shippers. Automatic Invoice Creation considers the billing type as Standard when the invoice detail records are for Order Management shippers.

Invoice and Adjustment Maintenance (BI.BAM.00) allows you to maintain and manually create invoice drafts (billing documents are drafts until you perform a final print process). The screen allows direct entry of line items as well as selection of items from the Invoice Detail table (PJINVDET). (See “Creating Invoice Detail Records” on page 67 for more information about how invoice details are created.) The program supports a variety of line item types including retention, deposits, and sales tax. It can calculate retention amounts automatically if the project has a retention method and percentage assigned to it in Billing Information Maintenance. In addition, you can adjust unbilled line items or put them on hold.

Depending on an option in Billing Information Maintenance, an invoice might require approval before a final invoice can print. Invoice Review & Approval (BI.IRA.00) provides this capability by displaying all drafts that require review by the specific approver. You can use this program to view detail line items, add invoice comments, and approve or reject individual drafts.

Once approved, you can print a final invoice using Invoice Print (BI.INV.00), which prints or electronically sends the invoice formatted according to the invoice layout designated for the project in Billing Information Maintenance (use Invoice Format Maintenance (BI.ISM.00) to format invoice sections). You can print the invoice in preliminary mode, in which case the draft remains maintainable, or print or electronically send in final mode, meaning the draft has an invoice number assigned to it and is no longer maintainable. A reprint mode is also available, which allows the invoice to be reprinted or electronically resent.
After you print a final invoice, it becomes eligible for posting using Invoice & Adjustment Posting (BI.REG.00). This program generates transactions in the General Ledger, Accounts Receivable, and, when applicable, Project Controller modules. After updating the database, the program automatically prints the Invoice Register (BI.420.00) report to provide an audit trail of its postings.

Creating Invoice Detail Records

The methods for creating invoice detail records in Flexible Billings include the following.

- Automatically creating transactions from the Project Transactions table (PJTRAN), using Billings Transaction Load (BI.BTL.00), based on the billing rules assigned to each project
- Automatically creating transactions for shippers in Order Management Sales Journal (40.690.00)
- Duplicating invoice detail records in Invoice Reversal & Duplication (BI.IRV.00)
- Entering information in Invoice and Adjustment Maintenance (BI.BAM.00)
- Entering information in Billing Entry by Percent (BI.PCB.00)
- Entering information in Construction Billing Entry (BI.CNB.00)
- Entering information in Scheduled Billings and Revenue Entry (BI.SBE.00)

For more information, see “Creating Invoice Detail Records” on page 67.

Performing Inquiries

In addition to the reports provided, Flexible Billings includes the following online inquiry programs for reviewing and confirming information.

- Invoice Inquiry (BI.INQ.00) displays all invoices/drafts, in any state, for a project. You can drill down to the invoice detail, view unbilled transactions for that project, view an image of the printed invoice, or view the details of the Quick Send request created when the invoice was sent electronically. The program also retrieves the open balance in the Accounts Receivable module.
- Billing Transaction Inquiry (BI.TRI.00) provides a method for searching the invoice detail records. It answers the questions, “Was a particular transaction included on an invoice and, if it was, when and on what invoice? If it was not, what is its status?” Search criteria include customer, project, employee, vendor, account category, date, status, and task.

Screens

Flexible Billings includes the following screens.

- Billings Transaction Load (BI.BTL.00)
- Billing Entry by Percent (BI.PCB.00)
- Automatic Invoice Creation (BI.AIC.00)
- Invoice and Adjustment Maintenance (BI.BAM.00)
- Invoice Review & Approval (BI.IRA.00)
- Invoice Text Maintenance (BI.ICM.00)
- Invoice Print (BI.INV.00)
- Invoice & Adjustment Posting (BI.REG.00)
- Invoice Reversal & Duplication (BI.IRV.00)
- Invoice Inquiry (BI.INQ.00)
- Billing Transaction Inquiry (BI.TRI.00)
- Scheduled Billings and Revenue Entry (BI.SBE.00)
- Scheduled Billings and Revenue Release (BI.SBR.00)
- Construction Billing Entry (BI.CNB.00)
- Construction Billing Print (BI.CNP.00)
- Billing Information Maintenance (BI.BMM.00)
- Initial Load for Billings History (BI.ILB.00)
- Invoice Format Maintenance (BI.ISM.00)
- Billing Rules Maintenance (BI.RUL.00)
- Billings Setup (BI.SET.00)

**Reports**

Flexible Billings includes the following reports.
- Unbilled Aging (BI.400.00)
- Unbilled Detail (BI.410.00)
- Invoice Register (BI.420.00)
- Invoice in Process (BI.430.00)
- Billing Distribution Report (BI.440.00)
Flexible Billings Task Flow

The following flowchart illustrates the primary steps in the billing process.

- **Retrieve project-related transactions from Microsoft Dynamics SL modules**
- **Enter transactions into Project Management and Accounting**
  - **Project Charge Entry**
  - **Time Review & Approval**
- **Perform necessary cost markups**
  - **Allocation Processor**
- **Load billable transactions automatically**
  - **Billings Transaction Load**
- **Enter billable transactions manually**
  - **Billing Entry by Percent**
- **Create draft invoices manually**
  - **Invoice & Adjustment Maintenance**
- **Create draft invoices automatically**
  - **Automatic Invoice Creation**
- **Approve or reject invoice drafts**
  - **Invoice Review & Approval**
- **Reject**
- **Final print invoices**
  - **Invoice Print**
- **Post invoices to General Ledger and Accounts Receivable**
  - **Invoice & Adjustment Posting**

*Figure 1: Flexible Billings task flow diagram*
User Guide Overview

This user guide provides administrators with task-oriented and reference information for the Flexible Billings module of Microsoft Dynamics® SL. Reviewing the user guide helps in making informed decisions regarding the implementation of the Flexible Billings module in your business.

What is Covered in the User Guide?

This user guide is organized into the following major sections:

- The “Introduction” provides an overview of the Flexible Billings module.
- The “Concepts” section describes the major concepts you need to know to take full advantage of the Flexible Billings module.
- The “Flexible Billings Tasks” section shows how to perform various tasks within Flexible Billings.
- The “Reference” section defines all the data provided on Flexible Billings screens and reports.

The user guide also provides an Index for easy reference.

Who Should Use the User Guide?

The user guide is designed for users and system administrators who are new to the Flexible Billings module. The guide provides the information necessary to set up and operate a successful Flexible Billings system.

How to Use the User Guide

To assist you in locating information, the user guide contains:

- A “Table of Contents” of logically organized activities and tasks
- A section describing how to set up the Flexible Billings module
- A “Reference” section that contains a description of each field on all Flexible Billings screens
- An alphabetized “Index” of the information provided in the user guide
Using Password Protection

Take full advantage of the security offered by the software. Assign access rights to initially protect entry into Flexible Billings itself. Then, limit the screens users are able to view and control the functions users can perform to update, insert, and delete information in those screens. With Customization Manager, you can also limit user access to individual fields on each screen. See “Password Maintenance (PA.PWD.00)” in the Project Controller user guide or online help for more information.
Concepts

This section contains concepts that describe how Flexible Billings functions.

Billing History

The Flexible Billings module can retain two levels of billing history, billed-to-date (BTD) and invoiced-to-date (ITD), which serve different purposes. It is important to understand these two similar terms and their uses when deciding which is appropriate in a particular situation and for presentation of information to internal users and customers.

Billed-to-date History

The billed-to-date (BTD) amount is a to-date total invoiced amount that you can maintain regardless of your use of Flexible Billings. However, Flexible Billings automatically maintains the amount, which is stored at the project-task level and rolled up to the project level. BTD is a non-accounting entry but is stored in the same way as accounting entries in the Project Summary tables (PJPTDSUM and PJPTDROL) with supporting detailed transactions in the Project Transactions table (PJTRAN) for inquiries and reporting.

The BTD amount updates a single account category specified in Project Controller Setup (PA.SET.00). Create this account category in Account Category Maintenance (PA.ACC.00) as an active record with an account type of Non-Accounting.

When you use Flexible Billings, two functions automatically update the billed-to-date amount, Invoice & Adjustment Posting (BI.REG.00) and Financial Transaction Transfer (PA.TRN.00) for invoices and adjustments processed in the Accounts Receivable module. In Invoice and Adjustment Maintenance (BI.BAM.00), only transactions that have an item type of Regular update the BTD amount, allowing the BTD to reflect the amount billed under the contract value. The total amount of the invoice might differ from the BTD amount because of tax, deposits, retentions, or items such as expenses that are billable outside of any contract limits (expedited freight, etc.).

Example: You enter into a contract for $10,000 in fees (the contract value) plus expenses. In this example, the expenses billed should not accumulate into the BTD total. Therefore, if you bill $5,000 for fees using an item type of Regular and $300 in expenses using an item type of Other Item, the project’s BTD amount will be $5,000. The invoice to the customer will show $5,000 of the $10,000 contract being billed, even though the invoice total is $5,300.

The BTD amount serves several purposes:

- It appears on the same line as the contract value in the standard invoice footer of all template invoices delivered in Flexible Billings.

- Billing Entry by Percent (BI.PCB.00) uses it when computing the current billing amount based on the contract value, an entered percentage, and prior BTD amounts.

- It appears on any flexible column report if a column contains the BTD account category. Project Controller’s Project Billing Analysis (PA.130.00) report has a column specifically reserved for BTD.

The billed-to-date amount accumulates at the project-task level for the charged project-task, not for the billing project. In other words, if a primary and two subsidiary projects bill together on a single invoice, each of the three projects has its BTD updated individually and accumulated on the invoice.

For history loading purposes, load billed-to-date amounts for all open billable projects to make sure the BTD amount is correct on each invoice. However, for historical reporting purposes, it might be preferable to load BTD for all projects rather than just those that are open. To load BTD, see “Loading Billed-to-date” on page 70.
Invoiced-to-date History

Invoiced-to-date (ITD) is a categorized total of amounts billed previously. The ITD amounts appear only on the face of an invoice and only on some invoice formats.

As you print and post invoices, the billed line items remain in the database for audit history and inquiry. These items accumulate into the to-date column when you preview the invoice using View Invoice and during a final print process. Invoices generated in Flexible Billings retain this history regardless of their need to accumulate into ITD.

For history loading purposes, load ITD amounts only for those projects that are in process and that use a to-date invoice format. For these projects, the last invoice generated on the previous billing system serves as the input document for loading ITD history. To load invoiced-to-date amounts, see “Loading Invoiced-to-date” on page 70.

Billing Rules

Billing Rules Maintenance (BI.RUL.00) is a key setup program that allows the creation of standard rules that specify the types of charges within a project that are billable and determine how they post to the General Ledger module. The Flexible Billings module uses these standard rules to determine how certain processes and postings occur. Each billable project must be associated with a billing rule code. You can define as many sets of rules as needed. The module uses billing rules (see “Billing Rules Maintenance (BI.RUL.00)” on page 114) for three main purposes.

Billing Load Rules

Billing Transaction Load (BI.BTL.00) uses these selection criteria to identify the records in the Project Transactions table (PJTRAN) that will create new billing records in the Invoice Detail table (PJINVDET). (See “Setting up Billing Load Rules” on page 68 for more information.) In this regard, Billing Rules Maintenance serves as a filter for selecting the project transactions to bill.

Invoice Posting Rules

Invoice & Adjustment Posting (BI.REG.00) uses these posting rules when creating the postings to the General Ledger and Project Controller modules. (See “Invoice Posting Rules” on page 55 and “Setting up Invoice Posting Rules” on page 69 for more information.) In this regard, Billing Rules Maintenance serves as a posting matrix (“For entries with ‘this’ account category, create ‘these’ postings.”)

The invoice posting rules also define the organizational postings for a final invoice. For a lump sum plus expenses invoice, you might want the lump sum to post to Sales while the billed expenses generate a booking to a cost recovery account. The invoice posting rules provide this capability as well as rules to designate which organizations (company and subaccount) receive the credit for the sales or cost recovery.

Cost of Sales Method

For companies that ship product for their projects (such as build-to-suit manufacturers), posting an invoice can also post cost of sales. You can select the method for creating the transactions in the General Ledger and Project Controller modules using Billing Rules Maintenance (BI.RUL.00). The screen currently supports the To Date method, which posts cost of sales in proportion to revenue (described in detail in “Invoice Posting” on page 52), most commonly for fixed price contracts.
Exception Handling

You can identify exception conditions for a specific project and exclude transactions that meet these conditions from the load process by using the **Billing Exceptions** tab in **Billing Information Maintenance** (BI.BMM.00). See “Setting up Billing Exceptions” on page 68 and “Billing Information Maintenance (BI.BMM.00)” on page 103 for more information.

**Example:** A lump sum plus expenses contract might use a set of billing rules to designate the expense account categories that normally create billing records for expenses such as travel, telephone, and ODCS. Project-specific exceptions might exclude the loading of all transactions for one of the expense categories, such as telephone, or might exclude travel expenses only for a specific individual.

See “Setting up Billing Exceptions” on page 68 and “Billing Information Maintenance (BI.BMM.00)” on page 103 for more information.

The billing rules also define the organizational postings for a final invoice. For a lump sum plus expenses invoice, you might want the lump sum to post to Sales while the billed expenses generate a booking to a cost recovery account. The billing rules for posting provide this capability as well as rules to designate which organizations (company and subaccount) receive the credit for the sales or cost recovery.

Secondary Postings

**Invoice & Adjustment Posting** (BI.REG.00) can create a second set of postings for any billed transaction when you designate a **Secondary Post To Account** and a **Secondary Offset Account** in **Billing Rules Maintenance** (BI.RUL.00). These postings typically relieve balance sheet accounts such as Unbilled Receivables and Unbilled Revenue as part of billing.

Two common scenarios involve the use of secondary postings:

1. If the **Allocation Processor** (PA.PRO.00) initially creates entries using the Unbilled Receivables and Unbilled Revenue accounts, the amount relieved by invoice posting should correspond to the original amount booked, regardless of the amount billed. Whether billed, adjusted up or down, or written off entirely, the postings to Unbilled Receivables and its offset must relieve the amounts originally recorded by allocations.

2. If **Scheduled Billings and Revenue Release** (BI.SBR.00) initially creates entries using the Unbilled Receivables and Unbilled Revenue accounts, invoicing should relieve or reduce the balances in the accounts by the amount billed. In this situation, **Original Amount** is always zero.

**Invoice and Adjustment Maintenance** (BI.BAM.00) captures any changes to the billing amount in the adjustment column while retaining the value of the original amount. If you change the billing amount for an invoice item that originated from allocations or revenue recognition, the original amount no longer matches the billing amount. All invoice items created manually by the billing entry functions, such as **Scheduled Billings and Revenue Entry** (BI.SBE.00), **Invoice and Adjustment Maintenance** (BI.BAM.00), and **Billing Entry by Percent** (BI.PCB.00) have **Original Amount** set to zero.

**Billing Rules Maintenance** (BI.RUL.00) includes a check box in the Rules for Invoice Posting grid labeled **Use Bill Amount** for secondary postings. Selecting **Use Bill Amount** allows you to specify whether you want to use the original amount or billing amount for secondary postings. By default, the check box is selected, meaning the system uses the billing amount for secondary postings. The following accounting scenarios with the recommended values and settings illustrate the use of **Use Bill Amount**.
Time & Materials Contracts

Time and materials contracts often involve using allocations to mark up costs and reclassify them to a balance sheet account, then using billings to relieve the balance sheet posting.

Scenario 1 – T & M billings when revenue is recognized as work is performed (typically, by the Allocation Processor) and booked to Unbilled Receivables and Unbilled Revenue accounts

You would clear Use Bill Amount in the Rules for Invoice Posting grid to use the original amount in the secondary postings shown below. In this scenario, selecting Use Bill Amount is not appropriate because it relieves the original postings using the invoiced amount, which might not equal the value booked originally.

<table>
<thead>
<tr>
<th>Posting</th>
<th>GL Account Source (all but AR Trade from Billing Rules)</th>
<th>Amount Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post to AR Trade</td>
<td>Customer master (or AR Setup) – normally a debit</td>
<td>Total invoice amount; one GL posting per invoice</td>
</tr>
<tr>
<td>Post to Revenue</td>
<td>Primary Acct – normally a credit</td>
<td>Original Amt – Hold Amt</td>
</tr>
<tr>
<td>Post to Revenue Adjustments</td>
<td>Adjustment Acct – a write-off or write-down (positive value) is a debit; a write-up (negative value) is a credit</td>
<td>Adjustment Amt</td>
</tr>
<tr>
<td>Relieve the Unbilled Receivable posted by Allocation Processor</td>
<td>Posting (secondary debit)</td>
<td>Original Amt – Hold Amt</td>
</tr>
<tr>
<td>Relieve the Unbilled Receivable posted by Allocation Processor</td>
<td>Offset (secondary credit)</td>
<td>&lt;Original Amt – Hold Amt&gt;</td>
</tr>
</tbody>
</table>

Scenario 2 – T & M billings when revenue is recognized as work is performed (typically, by the Allocation Processor) and booked to Unbilled Receivables and Unbilled Revenue accounts

You would clear Use Bill Amount in the Billing Rules to use the original amount in the secondary postings shown below. In this scenario, selecting Use Bill Amount is not appropriate because it relieves the original postings using the invoiced amount, which might not equal the value booked originally.

From an accounting perspective, this scenario is identical to the first T & M method. However, since some users think of the credit to the asset Unbilled Receivables as the primary offset to the AR Trade posting for the invoice amount, this method also applies. The resulting entries in the Project Controller and General Ledger modules are identical to Method 1.

<table>
<thead>
<tr>
<th>Posting</th>
<th>GL Account Source (all but AR Trade from Billing Rules)</th>
<th>Amount Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post to AR Trade</td>
<td>Customer master (or AR Setup) – normally a debit</td>
<td>Total invoice amount; one GL posting per invoice</td>
</tr>
<tr>
<td>Relieve the Unbilled Receivable posted by Allocation Processor</td>
<td>Primary Acct – normally a credit</td>
<td>Original Amt – Hold Amt</td>
</tr>
<tr>
<td>Post to Revenue Adjustments</td>
<td>Adjustment Acct – a write-off or write-down (positive value) is a debit; a write-up (negative value) is a credit</td>
<td>Adjustment Amt</td>
</tr>
<tr>
<td>Relieve the Unbilled Revenue posted by Allocation Processor</td>
<td>Posting (secondary debit)</td>
<td>Original Amt – Hold Amt</td>
</tr>
<tr>
<td>Post to Revenue</td>
<td>Offset (secondary credit)</td>
<td>&lt;Original Amt – Hold Amt&gt;</td>
</tr>
</tbody>
</table>
Scenario 3 – T & M billings when revenue is recognized as work is billed

Allocation Processor (PA.PRO.00) marks up costs for creating invoice detail records. However, it does not post to any revenue or unbilled accounts. You would clear Use Bill Amount because secondary postings are not necessary. Invoice detail records created by Billings Transaction Load (BI.BTL.00) or entered manually in one of the billing entry screens do not generate revenue bookings until you post the invoice.

<table>
<thead>
<tr>
<th>Posting</th>
<th>GL Account Source (all but AR Trade from Billing Rules)</th>
<th>Amount Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post to AR Trade</td>
<td>Customer master (or AR Setup) – normally a debit</td>
<td>Total invoice amount; one GL posting per invoice</td>
</tr>
<tr>
<td>Post to Revenue</td>
<td>Primary Acct – normally a credit</td>
<td>Original Amt – Hold Amt</td>
</tr>
<tr>
<td>Post to Revenue</td>
<td>Adjustment Acct – a write-off or write-down (positive value) is a debit; a write-up (negative value) is a credit</td>
<td>Adjustment Amt</td>
</tr>
<tr>
<td>Not applicable</td>
<td>Posting (secondary debit) – leave blank</td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td>Offset (secondary credit) – leave blank</td>
<td></td>
</tr>
</tbody>
</table>

Scenario 4 – T & M billings when revenue is recognized as work is billed

Allocation Processor (PA.PRO.00) does not mark up costs. Invoice detail records are entered manually using Invoice and Adjustment Maintenance (BI.BAM.00), Billing Entry by Percent (BI.PCB.00), Scheduled Billings and Revenue Entry (BI.SBE.00), or Construction Billing Entry (BI.CNB.00). Invoice detail records created in these screens have Original Amount set to zero. Posting to Revenue will use the adjustment amount. Set both the primary and adjustment account numbers in the invoice posting rules to the same revenue account. Although you might select Use Bill Amount, it is not applicable when secondary postings are not necessary.

<table>
<thead>
<tr>
<th>Posting</th>
<th>Source for the GL Account (all but AR Trade from Billing Rules)</th>
<th>Amount Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post to AR Trade</td>
<td>Customer master (or AR Setup) – normally a debit</td>
<td>Total invoice amount; one GL posting per invoice</td>
</tr>
<tr>
<td>Post to Revenue</td>
<td>Primary Acct – normally a credit</td>
<td>Original Amt – Hold Amt</td>
</tr>
<tr>
<td>Post to Revenue</td>
<td>Adjustment Acct – a write-off or write-down (positive value) is a debit; a write-up (negative value) is a credit</td>
<td>Adjustment Amt</td>
</tr>
<tr>
<td>Not applicable</td>
<td>Posting (secondary debit); leave blank</td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td>Offset (secondary credit); leave blank</td>
<td></td>
</tr>
</tbody>
</table>
Flexible Billings

Fixed Price Contracts

Fixed price contracts often involve using percentages to calculate periodic or milestone billings.

Scenario 5 – Fixed Price billings in conjunction with Revenue Recognition

Billing for fixed price contracts is typically a manual process using Invoice and Adjustment Maintenance (BI.BAM.00), Billing Entry by Percent (BI.PCB.00), or Scheduled Billings and Revenue Entry (BI.SBE.00). Billing takes place when the project reaches a key date such as quarter-end or billable milestone. If the site uses Revenue Recognition (PA.REV.00) and posts to unbilled receivable and unbilled revenue accounts, these unbilled amounts must be relieved (by Invoice and Adjustment Posting) when billed. In this scenario, allocations typically do not apply. Because the invoice detail records created by the entry screens have an original amount of zero, you would select Use Bill Amount. Posting to Revenue will use the Adjustment amount.

<table>
<thead>
<tr>
<th>Posting</th>
<th>GL Account Source (all but AR Trade from Billing Rules)</th>
<th>Amount Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post to AR Trade</td>
<td>Customer master (or AR Setup) – normally a debit</td>
<td>Total invoice amount; one GL posting per invoice</td>
</tr>
<tr>
<td>Post to Revenue</td>
<td>Primary Acct – normally a credit</td>
<td>Original Amt – Hold Amt; equals zero if no hold amount</td>
</tr>
<tr>
<td>Post to Revenue</td>
<td>Adjustment Acct – a write-off or write-down (positive value) is a debit; a write-up (negative value) is a credit</td>
<td>Adjustment Amt</td>
</tr>
<tr>
<td>Relieve the Unbilled Revenue posted by Revenue Recognition</td>
<td>Posting (secondary debit)</td>
<td>Amount billed</td>
</tr>
<tr>
<td>Relieve the Unbilled Receivable posted by Revenue Recognition</td>
<td>Offset (secondary credit)</td>
<td>Amount billed</td>
</tr>
</tbody>
</table>

Scenario 6 – Fixed Price when revenue is recognized as work is billed

For billing fixed price contracts, create the invoice detail records manually using Invoice and Adjustment Maintenance (BI.BAM.00), Billing Entry by Percent (BI.PCB.00), or Scheduled Billings and Revenue Entry (BI.SBE.00). Invoice detail transactions created in these screens have an original amount of zero. Allocation Processor does not perform mark-ups or post to unbilled accounts. Posting to the Revenue account uses the adjustment amount. Set both the primary and adjustment account numbers in the Rules for Invoice Posting grid to the same revenue account. Although you might select Use Bill Amount, it is not used because Invoice & Adjustment Posting (BI.REG.00) will not create a secondary posting.

<table>
<thead>
<tr>
<th>Type of Posting</th>
<th>Source for the GL Account (all but AR Trade from Billing Rules)</th>
<th>Source for the Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Trade</td>
<td>Customer master (or AR Setup)</td>
<td>Total invoice amount; one GL posting per invoice</td>
</tr>
<tr>
<td>Post to a Revenue account</td>
<td>Primary Acct, normally a credit</td>
<td>Original Amt – Hold Amt; equals zero if no hold amount</td>
</tr>
<tr>
<td>Post to a Revenue account</td>
<td>Adjustment Acct; a write-down (positive value) is a debit; a negative value is a credit</td>
<td>Adjustment Amt</td>
</tr>
<tr>
<td>Not applicable</td>
<td>Posting (secondary debit); leave blank</td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td>Offset (secondary credit); leave blank</td>
<td></td>
</tr>
</tbody>
</table>
Examples of Entries for Different Contract Types

Individual projects can have revenue and/or adjustments recorded in different ways. Although this guide cannot describe all of the possible variations, the following examples illustrate the most common cases. In each case, the example will include the accounting method along with a typical allocation method step, billing load rule, and invoice posting rule. The examples show a few sample transactions, along with the postings that result from each process for the specified rules.

Case 1 – Simple Time and Materials (T&M)

In this scenario, labor and expenses for a T&M project are marked up using multipliers or hourly rates in Allocations. The resulting transactions post to Revenue with an offset to Unbilled Receivables (UBRec) in the Project Controller and General Ledger modules. The project’s revenue transactions are loaded automatically into the Invoice Detail table (PJINVDET) for invoice creation. For this case, it is assumed that revenue is booked to the employee’s organization and Unbilled Receivables posting goes to the project’s division (first two digits of the subaccount), followed by zeroes in the remaining segments of the subaccount. Division 03 owns our sample project.

Subaccount fields support the wildcards b, p, t, e, and s. This permits the company and subaccount for the adjustment to be obtained from the billing master project (b), the charged project (p), the charged task (t), the source transaction (s) or the employee (e). These wildcards appear in the examples below.

For this example, two labor charges and one travel expense post to this project.

<table>
<thead>
<tr>
<th>Emp #</th>
<th>Employee</th>
<th>Acct Category</th>
<th>Subacct</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>John Smith</td>
<td>Labor</td>
<td>01-002-00</td>
<td>42.00</td>
<td>420</td>
</tr>
<tr>
<td>234567</td>
<td>Bill Jones</td>
<td>Labor</td>
<td>02-001-00</td>
<td>24.00</td>
<td>288</td>
</tr>
<tr>
<td>126456</td>
<td>John Smith</td>
<td>Travel</td>
<td>03-000-00</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

This project’s allocation method marks up expenses, creating Unbilled Receivables and Revenue entries using steps such as the ones that follow. These allocation steps are set to post in full detail.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Acct Cat</th>
<th>Rate</th>
<th>Post Acct</th>
<th>PostSubacct</th>
<th>OffSet Acct</th>
<th>Off Subacct</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Markup Labor</td>
<td>Labor</td>
<td>125</td>
<td>UBRec</td>
<td>pp-000-00</td>
<td>Revenue</td>
<td>ee-ee-ee</td>
</tr>
<tr>
<td>110</td>
<td>Markup Overtime</td>
<td>Labor-OT</td>
<td>150</td>
<td>UBRec</td>
<td>pp-000-00</td>
<td>Revenue</td>
<td>ee-ee-ee</td>
</tr>
<tr>
<td>120</td>
<td>Markup Travel</td>
<td>Travel</td>
<td>110</td>
<td>UBRec</td>
<td>pp-000-00</td>
<td>Rev-Exp Recov</td>
<td>pp-000-000</td>
</tr>
</tbody>
</table>

When allocating the transactions for this project, each cost transaction produces both a Revenue and Unbilled Receivables entry in the Project Transactions table and a debit and credit in the General Ledger Transactions table.

Project Transactions:

<table>
<thead>
<tr>
<th>Acct Category</th>
<th>Subacct</th>
<th>Emp #</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>01-002-00</td>
<td>123456</td>
<td>42.00</td>
<td>5250</td>
</tr>
<tr>
<td>Revenue</td>
<td>02-001-00</td>
<td>234567</td>
<td>24.00</td>
<td>3000</td>
</tr>
<tr>
<td>Revenue – Exp Recov.</td>
<td>03-000-00</td>
<td>123456</td>
<td></td>
<td>110</td>
</tr>
<tr>
<td>UBRec</td>
<td>03-000-00</td>
<td></td>
<td></td>
<td>5250</td>
</tr>
<tr>
<td>UBRec</td>
<td>03-000-00</td>
<td></td>
<td></td>
<td>3000</td>
</tr>
<tr>
<td>UBRec</td>
<td>03-000-00</td>
<td></td>
<td></td>
<td>110</td>
</tr>
</tbody>
</table>

General Ledger Postings:

<table>
<thead>
<tr>
<th>GL Account</th>
<th>GL Acct Description</th>
<th>Subaccount</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1300</td>
<td>Unbilled Receivables</td>
<td>03-000-00</td>
<td>5,250</td>
<td></td>
</tr>
<tr>
<td>3010</td>
<td>Revenue</td>
<td>01-002-00</td>
<td>5,250</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>Unbilled Receivables</td>
<td>03-000-00</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>3010</td>
<td>Revenue</td>
<td>02-001-00</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>Unbilled Receivables</td>
<td>03-000-00</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>3012</td>
<td>Revenue – Expense Recovery</td>
<td>03-000-00</td>
<td>110</td>
<td></td>
</tr>
</tbody>
</table>
Billings Transaction Load uses the billing load rules for this project to select transactions for loading into the Invoice Detail table (PJINVDET). A sample billing load rule follows.

**Billing Load Rule:**

<table>
<thead>
<tr>
<th>Account Category</th>
<th>Desc</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>Load Billable Items</td>
<td>Regular</td>
</tr>
<tr>
<td>Rev – Exp Recov.</td>
<td>Load Billable Items</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Invoice Detail Transactions (W/D stands for Write-Down):**

<table>
<thead>
<tr>
<th>Source Acct Cat</th>
<th>Emp #</th>
<th>Orig Hrs</th>
<th>Orig Amt</th>
<th>Bill Hrs</th>
<th>Bill Amt</th>
<th>W/D Hrs</th>
<th>W/D Amt</th>
<th>Hold Hrs</th>
<th>Hold Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>123456</td>
<td>42</td>
<td>5250</td>
<td>42</td>
<td>5250</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Labor</td>
<td>234567</td>
<td>24</td>
<td>3000</td>
<td>24</td>
<td>3000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Travel</td>
<td>123456</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

If you create a draft invoice that includes the first two transactions and you elect to write off two hours and $250 of the first employee’s time and then increase the billing rate for the second employee to $130/hr (a write-up of $120), the invoice details for this draft will look similar to the following:

<table>
<thead>
<tr>
<th>Source Acct Cat</th>
<th>Emp #</th>
<th>Orig Hrs</th>
<th>Orig Amt</th>
<th>Bill Hrs</th>
<th>Bill Amt</th>
<th>W/D Hrs</th>
<th>W/D Amt</th>
<th>Hold Hrs</th>
<th>Hold Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>123456</td>
<td>42</td>
<td>5250</td>
<td>40</td>
<td>5000</td>
<td>2</td>
<td>250</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Labor</td>
<td>234567</td>
<td>24</td>
<td>3000</td>
<td>24</td>
<td>3120</td>
<td>0</td>
<td>-120</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The $250 write-down is stored as a positive amount. The rate increase on the second transaction results in a write-up of $120, which is stored as a negative write-down.

The next step in the billing process is to print a final invoice and post the results. The invoice posting rules define and control these postings. A simple version of the invoice posting rules for this T&M project appears in the following table.

**Invoice Posting Rule:**

<table>
<thead>
<tr>
<th>Source Acct Cat</th>
<th>Primary Acct</th>
<th>Primary Acct Cat</th>
<th>Primary Subaccount</th>
<th>Adj. Acct</th>
<th>Adj. Acct Cat</th>
<th>Adj. Subaccount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amt</td>
<td>3030 Revenue</td>
<td>pp-000-00</td>
<td>3030 Revenue</td>
<td>pp-000-00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this example, Invoice and Adjustment Posting books the amount billed to the AR Trade account defined for the customer. For this data, $8,120 debits the AR Trade account. The invoice posting rules define the offsets to this AR posting. The posting rules show that the primary offset is account 1300, our Unbilled Receivables account. The original amount on each transaction posts to this account and subaccount, normally as a credit, thereby relieving the Unbilled Receivables amount. Finally, the process records any adjustments to the transactions. In this example, the $250 write-off and the $120 write-up post to the 3034 account that equates to a Revenue Adjustment – Labor account category in Project Management and Accounting. The process creates the subaccount for the posting to the General Ledger module by filling the sss-sss-ss wildcards from the source billing transaction. This ensures that each revenue adjustment posts to the same subaccount as the original revenue it is adjusting.

The two labor transactions adjusted and billed in this example create the following transactions in the General Ledger and Project Controller modules.

**Project Transactions:**

<table>
<thead>
<tr>
<th>Acct Category</th>
<th>Subacct</th>
<th>Emp #</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Trade</td>
<td>03-000-00</td>
<td>03-000-00</td>
<td>123456</td>
<td>-2.00</td>
</tr>
<tr>
<td>Revenue Adj - Labor</td>
<td>01-002-00</td>
<td>02-001-00</td>
<td>234567</td>
<td>0.00</td>
</tr>
<tr>
<td>UBRec</td>
<td>03-000-00</td>
<td>03-000-00</td>
<td></td>
<td>-5250</td>
</tr>
<tr>
<td>UBRec</td>
<td>03-000-00</td>
<td>03-000-00</td>
<td></td>
<td>-3000</td>
</tr>
</tbody>
</table>
General Ledger Postings:

<table>
<thead>
<tr>
<th>GL Account</th>
<th>GL Acct Description</th>
<th>Subaccount</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1110</td>
<td>AR Trade</td>
<td>03-000-00</td>
<td>8120</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>Unbilled Receivables</td>
<td>03-000-00</td>
<td>5250</td>
<td></td>
</tr>
<tr>
<td>3034</td>
<td>Revenue Adj - Labor</td>
<td>01-002-00</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>Unbilled Receivables</td>
<td>03-000-00</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>3034</td>
<td>Revenue Adj - Labor</td>
<td>02-001-00</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

Case 2 – Billing Based on Revenue Recognition Entries

Project Management and Accounting can create revenue entries for fixed price projects or tasks based on a percent complete. If the project transactions created by Revenue Recognition (PA.REV.00) are loaded into the Invoice Detail table (PJINVDET), these records are the basis for creating the invoice and making adjustments.

Revenue Recognition can create entries similar to those shown below, each of which would have an offset to Unbilled Receivables (not shown).

Project Transactions:

<table>
<thead>
<tr>
<th>Acct Category</th>
<th>Task</th>
<th>Subacct</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>01-AA-002</td>
<td>03-000-00</td>
<td>23,441</td>
</tr>
<tr>
<td>Revenue</td>
<td>01-AA-003</td>
<td>03-000-00</td>
<td>1,237</td>
</tr>
<tr>
<td>Revenue</td>
<td>02-BB-001</td>
<td>01-000-00</td>
<td>5,465</td>
</tr>
<tr>
<td>Revenue</td>
<td>02-BB-002</td>
<td>01-000-00</td>
<td>-256</td>
</tr>
<tr>
<td>Revenue</td>
<td>03-CA-000</td>
<td>04-000-00</td>
<td>3,021</td>
</tr>
</tbody>
</table>

You must create the billing load rule for a fixed price project of this type to select the desired records from Revenue Recognition. In this example, the Revenue entry is used and billing load rule would look similar to the following.

Billing Load Rule:

<table>
<thead>
<tr>
<th>Account Category</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>Load Billable Items</td>
<td>Regular</td>
</tr>
</tbody>
</table>

Using the billing load rule for this project, Billings Transaction Load (BI.BTL.00) selects the Revenue entries and loads them into the invoice detail table for invoicing. Transactions very similar to the T&M records appear when the biller views this project in Invoice and Adjustment Maintenance (BI.BAM.00). The display grid would resemble the following table.

Invoice Detail Transactions:

<table>
<thead>
<tr>
<th>Source Acct Cat</th>
<th>Task</th>
<th>Orig Hrs</th>
<th>Orig Amt</th>
<th>Bill Hrs</th>
<th>Bill Amt</th>
<th>W/D Hrs</th>
<th>W/D Amt</th>
<th>Hold Hrs</th>
<th>Hold Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>01-AA-002</td>
<td>23,441</td>
<td>23,441</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>01-AA-003</td>
<td>1237</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>02-BB-001</td>
<td>5,465</td>
<td>5,465</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>02-BB-002</td>
<td>-256</td>
<td>-256</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>03-CA-000</td>
<td>3,021</td>
<td>3,021</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You could select items to bill and revise the amounts by adjusting or holding amounts when creating the invoice.

The invoice posting rule for this case is also simple. The primary posting entry in the rule is associated with the Revenue account category. The rule’s primary account relieves Unbilled Receivables and its adjustment account posts to a revenue adjustment account and category.

The records in the Invoice Detail table (PJINVDET) can be aged and represent the unbilled receivables balance in the General Ledger module.
Case 3 – Simple Fixed Price (FP)

Projects of this type record revenue when billed, not as they incur costs. Billing is performed either upon the completion of milestones or periodically based on percent complete. You enter the billing information in Billing Entry by Percent, Construction Billing Entry, or Scheduled Billings and Revenue Entry, or by entering transactions directly in Invoice and Adjustment Maintenance. The billing amounts are usually lump sums entered at the task level and do not carry an employee number. The invoice detail records resemble the entries in the following table before you select or adjust them on a draft invoice.

### Invoice Detail Transactions:

<table>
<thead>
<tr>
<th>Source Acct Cat</th>
<th>Task</th>
<th>Orig Hrs</th>
<th>Orig Amt</th>
<th>Bill Hrs</th>
<th>Bill Amt</th>
<th>W/D Hrs</th>
<th>W/D Amt</th>
<th>Hold Hrs</th>
<th>Hold Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amt</td>
<td>01-AA-002</td>
<td>0</td>
<td>17,300</td>
<td>-17,300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Amt</td>
<td>01-AA-003</td>
<td>0</td>
<td>2,350</td>
<td>-2,350</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Amt</td>
<td>02-BB-001</td>
<td>0</td>
<td>1,700</td>
<td>-1,700</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Amt</td>
<td>02-BB-002</td>
<td>0</td>
<td>16,850</td>
<td>-16,850</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Amt</td>
<td>03-CA-000</td>
<td>0</td>
<td>11,400</td>
<td>-11,400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Since these transactions came from a direct entry into the invoice detail table, the billed amount contains the entered value and the write-down column contains the same value with the opposite sign. It is a revenue increase, as desired. However, in this scenario, the desired booking is not to a revenue adjustment account but directly to a revenue account. Since revenue recognition occurs during invoice posting, the concept of a revenue adjustment from billing does not make sense. Since you have not recognized revenue yet, you cannot adjust it. Revenue adjustments due to billing disputes can flow back to Project Management and Accounting from the Accounts Receivable module but you do not enter them as you would when you are creating the invoice.

The significant difference for this type of revenue recognition is in the construction of the invoice posting rules. Each step in the posting rule should book both the primary and the adjustment entry directly to a revenue account and both columns should have the same values. The posting rule for this sample project appears in the following table.

### Invoice Posting Rule:

<table>
<thead>
<tr>
<th>Source Acct Cat</th>
<th>Primary Acct</th>
<th>Primary Acct Cat</th>
<th>Primary Subaccount</th>
<th>Adj. Acct</th>
<th>Adj. Acct Cat</th>
<th>Adj. Subaccount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>1300</td>
<td>UBR</td>
<td>pp-000-00</td>
<td>3030</td>
<td>Rev–Direct</td>
<td>pp-000-00</td>
</tr>
<tr>
<td>PR Burden</td>
<td>1300</td>
<td>UBR</td>
<td>pp-000-00</td>
<td>3031</td>
<td>Rev–Indirect</td>
<td>pp-000-00</td>
</tr>
<tr>
<td>Overhead</td>
<td>1300</td>
<td>UBR</td>
<td>pp-000-00</td>
<td>3031</td>
<td>Rev–Indirect</td>
<td>pp-000-00</td>
</tr>
<tr>
<td>G&amp;A</td>
<td>1300</td>
<td>UBR</td>
<td>pp-000-00</td>
<td>3031</td>
<td>Rev–Indirect</td>
<td>pp-000-00</td>
</tr>
<tr>
<td>Fee</td>
<td>3039</td>
<td></td>
<td>pp-000-00</td>
<td>3039</td>
<td></td>
<td>pp-000-00</td>
</tr>
</tbody>
</table>

Heed one final caution for a project that recognizes revenue at billings in this manner. The primary entries in the invoice posting rules are rarely if ever used. The adjustment values, which are generally negative values, are used for recording the write-down amounts. Be sure to enter these values as shown.

Case 4 – Simple Cost Plus (CP)

For a project that uses cost plus accounting, you can record components of revenue at different times. Direct costs are transactions charged to the project for work performed on that project. Indirect costs are applied to the project, usually in proportion to the direct costs incurred, for items such as Payroll Burden, Overhead, and G&A expenses. The revenue component resulting from both the direct and indirect costs is often recognized as work is performed (that is, immediately or very shortly after the cost is incurred). The fee, which is often negotiated as a percentage of the total costs incurred, represents the profit on the project. The fee is often computed as work is performed and recorded in Project Management and Accounting. However, the fee component is not recognized on the company’s books until the work is billed to the customer.

Cost plus allocation methods and their rates can be quite complex. For the sake of a simple example, assume that the cost plus method applies indirect expenses for Payroll Burden, Overhead, and G&A,
sums them up, and then computes the fee based on the sum of all expenses. Payroll Burden is computed as 30% of the direct labor charges, Overhead is determined as 100% of the Labor + Burden + other direct expenses, and G&A is calculated as 20% of the Labor + Burden + other direct expenses + Overhead expenses. The fee for this project has been contracted at 6% of the total expenses.

An allocation with a method established to perform the cost plus steps takes the direct expenses charged to the project and determines the indirect expenses and fee. It recognizes the revenue and unbilled receivables and creates the invoice detail from these entries. Assuming a full detail posting by allocations, the following tables show the entries in the Project Transactions, General Ledger Transactions, and Invoice Detail tables that would result.

### Project Transactions:

<table>
<thead>
<tr>
<th>Emp #</th>
<th>Reference</th>
<th>Acct Category</th>
<th>Subacct</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>John Smith</td>
<td>Labor</td>
<td>01-002-00</td>
<td>42.00</td>
<td>420</td>
</tr>
<tr>
<td>234567</td>
<td>Bill Jones</td>
<td>Labor</td>
<td>02-001-00</td>
<td>24.00</td>
<td>288</td>
</tr>
<tr>
<td>126456</td>
<td>John Smith</td>
<td>Travel</td>
<td>03-000-00</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>John Smith</td>
<td>P/R Burden</td>
<td></td>
<td></td>
<td>126</td>
</tr>
<tr>
<td></td>
<td>Bill Jones</td>
<td>P/R Burden</td>
<td></td>
<td></td>
<td>86</td>
</tr>
<tr>
<td></td>
<td>John Smith</td>
<td>Overhead</td>
<td></td>
<td></td>
<td>546</td>
</tr>
<tr>
<td></td>
<td>Bill Jones</td>
<td>Overhead</td>
<td></td>
<td></td>
<td>374</td>
</tr>
<tr>
<td></td>
<td>Travel</td>
<td>Overhead</td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>John Smith</td>
<td>G&amp;A</td>
<td></td>
<td></td>
<td>218</td>
</tr>
<tr>
<td></td>
<td>Bill Jones</td>
<td>G&amp;A</td>
<td></td>
<td></td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Travel</td>
<td>G&amp;A</td>
<td></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>John Smith</td>
<td>Fee</td>
<td></td>
<td></td>
<td>79</td>
</tr>
<tr>
<td></td>
<td>Bill Jones</td>
<td>Fee</td>
<td></td>
<td></td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>Travel</td>
<td>Fee</td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>123456</td>
<td>John Smith</td>
<td>Revenue - Direct</td>
<td>03-000-00</td>
<td></td>
<td>420</td>
</tr>
<tr>
<td>234567</td>
<td>Bill Jones</td>
<td>Revenue - Direct</td>
<td>03-000-00</td>
<td></td>
<td>288</td>
</tr>
</tbody>
</table>

The indirect expenses usually post to the project and its responsible organization (company-subaccount) with an expense contra-account posting back to the organization of the originating employee or source expense. This example does not describe all entries in the General Ledger module. The significant postings to the General Ledger module are the realized revenue for the direct expenses and the revenue for the indirect expenses of P/R Burden, Overhead, and G&A. It assumes that revenue accrues to the project and its organization.

### General Ledger Postings:

<table>
<thead>
<tr>
<th>GL Account</th>
<th>GL Acct Description</th>
<th>GL Subacct</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3030</td>
<td>Revenue - Direct</td>
<td>03-000-00</td>
<td>420</td>
<td></td>
</tr>
<tr>
<td>3031</td>
<td>Revenue - Indirect</td>
<td>03-000-00</td>
<td>890</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>Unbilled Receivables</td>
<td>03-000-00</td>
<td>1310</td>
<td></td>
</tr>
<tr>
<td>3030</td>
<td>Revenue - Direct</td>
<td>03-000-00</td>
<td>288</td>
<td></td>
</tr>
<tr>
<td>3031</td>
<td>Revenue - Indirect</td>
<td>03-000-00</td>
<td>610</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>Unbilled Receivables</td>
<td>03-000-00</td>
<td>898</td>
<td></td>
</tr>
<tr>
<td>3030</td>
<td>Revenue - Direct</td>
<td>03-000-00</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>3031</td>
<td>Revenue - Indirect</td>
<td>03-000-00</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>Unbilled Receivables</td>
<td>03-000-00</td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>
The billing load rule for this project would load the following invoice detail records.

**Invoice Detail Transactions:**

<table>
<thead>
<tr>
<th>Source Acct Cat</th>
<th>Ref or Emp #</th>
<th>Orig Hrs</th>
<th>Orig Amt</th>
<th>Bill Hrs</th>
<th>Bill Amt</th>
<th>W/D Hrs</th>
<th>W/D Amt</th>
<th>Hold Hrs</th>
<th>Hold Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>123456</td>
<td>42</td>
<td>420</td>
<td>42</td>
<td>420</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>234567</td>
<td>24</td>
<td>288</td>
<td>24</td>
<td>288</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P/R Burden</td>
<td>123456</td>
<td>126</td>
<td>126</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P/R Burden</td>
<td>234567</td>
<td>86</td>
<td>86</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead</td>
<td>123456</td>
<td>546</td>
<td>546</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead</td>
<td>234567</td>
<td>374</td>
<td>374</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead</td>
<td>Travel</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G&amp;A</td>
<td>123456</td>
<td>218</td>
<td>218</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G&amp;A</td>
<td>234567</td>
<td>150</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G&amp;A</td>
<td>Travel</td>
<td>40</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee</td>
<td>123456</td>
<td>79</td>
<td>79</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee</td>
<td>234567</td>
<td>54</td>
<td>54</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee</td>
<td>Travel</td>
<td>14</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Knowing how and when you want to recognize revenue, you would create the invoice posting rules according to when the invoice or an adjustment of this billing data will post. A possible invoice posting rule for this project appears in the following table.

**Invoice Posting Rule:**

<table>
<thead>
<tr>
<th>Source Acct Cat</th>
<th>Primary Acct</th>
<th>Primary Acct Cat</th>
<th>Primary Subaccount</th>
<th>Adj. Acct</th>
<th>Adj. Acct Cat</th>
<th>Adj. Subaccount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>1300</td>
<td>UBRec</td>
<td>pp-000-00</td>
<td>3034</td>
<td>Revenue Adjustment – Labor</td>
<td>ss-ss-ss-ss</td>
</tr>
<tr>
<td>Labor-OT</td>
<td>1300</td>
<td>UBRec</td>
<td>pp-000-00</td>
<td>3034</td>
<td>Revenue Adjustment – Labor</td>
<td>ss-ss-ss-ss</td>
</tr>
<tr>
<td>Travel</td>
<td>1300</td>
<td>UBRec</td>
<td>pp-000-00</td>
<td>3036</td>
<td>Revenue Adjustment – Expenses</td>
<td>pp-000-00</td>
</tr>
</tbody>
</table>

The first four items in this posting rule show that billing or adjusting of any item for Labor, Burden, Overhead, or G&A will relieve Unbilled Receivables in account 1300. For these items, any adjustment will directly post to the original revenue account and account category, not a revenue adjustment account, in order to demonstrate another option that you might require. Finally and most significantly, the last rule for Fee is different from the others. This step provides for the booking of the fee amount to the General Ledger module. Since the Allocation Processor has already recorded the fee entries to Project Management and Accounting, the last posting rule uses an account number that is not associated with an account category.

Many other cases exist, including methods for Fixed Price with T&M tasks, Fixed Price plus Expenses, and other schemes involving more intricate accounting, such as cases where revenue moves from Unbilled Revenue to Billed Revenue when invoiced. For most of these situations, the methods and entries in the allocation method and invoice posting rules contain small differences from the preceding cases. The significant point is that you must structure the allocation method for a project and its invoice posting rule consistently. The postings are closely together, requiring that a knowledgeable user maintain the proper relationship between entries to produce the desired postings.
Invoice Detail Records

The key to Flexible Billings is creating billable transactions. You can create them by:

- Automatically retrieving transactions from the Project Transactions table (PJTRAN) based on the billing rules assigned to each project
- Automatically creating transactions for Order Management shippers
- Entering information in Invoice and Adjustment Maintenance (BI.BAM.00)
- Entering information in Billing Entry by Percent (BI.PCB.00)
- Entering information in Construction Billing Entry (BI.CNB.00)
- Entering information in Scheduled Billings and Revenue Entry (BI.SBE.00)

Pending invoice detail records are stored in the Invoice Detail table (PJINVDET) where they remain available for selection onto a draft in a subsequent process.

The following diagram illustrates the processes for creating billable transactions.

Figure 2: Creating billable transactions process flow diagram
Selecting Transactions

In addition to the selection options specified in Billings Transaction Load (BI.BTL.00), transactions are selected using parameters or values from two tables associated with the project:

- The billing rules code is read from the Billing Master table (PJBILL) using the transaction’s project.
- The rules code represents a list of billable account categories from the Billing Rules table (PJRULES).

If the account category of the transaction matches one of the account categories in the Billing Rules table (PJRULES), the transaction is eligible for selection. A transaction can be selected only if its status is set to blank (PJTRAN.tr_status = b), indicating that it has not already been transferred to Flexible Billings.

Billings Transaction Load compares transactions to the Billing Exceptions table (PJRULEX) to see whether any billing exceptions apply. Billing Information Maintenance (BI.BMM.00) maintains this table at the project level. If a transaction matches all exclusion criteria, the transaction is not loaded into the Invoice Detail table (PJINVDET). Instead, it counts as an exception in the message displayed at the end of the load process.

Loading Transactions

Billings Transaction Load (BI.BTL.00) uses the information from a selected transaction for creating a record and then adds the record to the Invoice Detail table (PJINVDET). If a transaction successfully results in the creation of an invoice detail record, its status code in PJTRAN.tr_status is set to B (posted to Flexible Billings) and is no longer eligible for selection. The following processing assumptions apply when loading transactions:

- If the Data1 field of PJTRAN contains a value, it represents the source (cost) account category of the transaction, usually created by Project Controller’s Allocation Processor (PA.PRO.00), and is loaded into the main account category of the Invoice Detail table (PJINVDET.acct). In this case, the account category of the project transaction (PJTRAN.acct) is loaded into the revenue account field of the Invoice Detail record, which represents the revenue account of the transaction. If the Data1 field of PJTRAN is blank, the program uses the account category of the project transaction for both account category fields in the Invoice Detail record.

- The project of the transaction does not necessarily match the billing project, or the project of the invoice. Flexible Billings supports the invoicing of multiple projects on a single invoice by assigning a billing project and subsidiary projects. Use Billing Information Maintenance (BI.BMM.00) to define this relationship. The program reads the Billing Master table (PJBILL) to determine the billing project of the Invoice Detail record, which it uses only for invoicing purposes. The transaction’s source project remains the posting project.

- The program can copy five PJTRAN and/or PJTRANEX fields into PJINVDET. You can select from PJTRAN fields TR_ID01 – TR_ID05 or from PJTRANEX fields TR_ID11 – TR_ID22, InvtID, LotSerNbr, SiteID, and WhseLoc. You can store any five of these in PJINVDET fields IN_ID01, IN_ID02, IN_ID03, IN_ID04, and IN_ID05. Use the fields on the Transaction Load Options tab of Billings Setup (BI.SET.00) to define the relationship between fields in the Project Transactions tables and the ID fields in PJINVDET.

If you select a PJTRANEX field and the Allocation Processor (PA.PRO.00) created the transaction being loaded, the program must copy the fields from the source transaction. In this case, the program retrieves the source PJTRANEX information using the backward audit trail key, TR_ID12. The reason for this is that Allocation Processor (PA.PRO.00) does not load PJTRANEX data from the source record when a detailed allocation takes place.
Billing Allocations

At many sites where the allocation process is closely associated with invoicing, Allocator-created transactions create invoice details. Allocation postings must complement the entries generated when Invoice & Adjustment Posting (BI.REG.00) runs. Understanding the links and implications is crucial for ensuring that you create both the allocations and the invoice posting rules to create the appropriate postings. For more information, see the section “Examples of Revenue Recognition within Three Basic Contract Types” in the Project Controller and Project Allocator user guide (SL_PA.PDF, located in the \User Manuals folder of your Microsoft Dynamics SL installation or on the product CD).

Setting up Allocations to Create Invoice Detail Records

Project Controller’s Allocation Processor (PA.PRO.00) creates transactions that can be loaded into the Invoice Detail table (PJINVDET) for inclusion on an invoice. The setup of allocations is critical to accomplish a company’s objectives in invoicing clients and supporting the invoice with detail at the proper level.

The allocation process executes the steps contained in the allocation method assigned to a project. This process generates postings to the Project Controller and General Ledger modules. Different methods create a variety of entries based on the type of project and the accounting policies of the company. Many of these entries can have an impact on billings.

The allocation method contains a number of fields to control the level of summarization performed when generating project transactions. These fields are described in the following paragraphs.

- **Full Detail** – *Allocation Method Setup* (PA.MET.00) contains a column titled **Full Detail**, which can have a Yes or No value. If **Full Detail** is selected, each source transaction creates an allocation posting with no summarization. One posting is generated for each source transaction for each step that has a CP (calculate and post) attribute in the allocation method.

  **Example:** Set Full Detail to Yes when creating detailed billings for time and materials projects. T&M billings often need to itemize the employees who worked on the project and the dates that they performed the work, as well as print timecard comments. The full detail allocation creates a revenue entry for each timecard line item or expense charged to a project. The employee, date, and comment from the original charge can update the revenue entry.

  You might select **Full Detail** for reasons other than presentation on an invoice. It might be required for support of the invoice, which summarizes the information at a higher level. The detail can answer questions or provide drill-down analysis into an invoice. For this reason, many sites select **Full Detail** when the billing basis consists of work effort and costs charged to a project, regardless of contract type. If a cost plus billing needs the supporting detail, its allocation method would also have **Full Detail** set to Yes.

  If **Full Detail** is selected, it overrides the settings of **Employee Detail** and **Subaccount Detail** discussed in the following paragraphs.

- **Employee Detail** – If you select **Emp Detail** but you do not select **Full Detail**, *Allocation Processor* (PA.PRO.00) posts transactions summarized at the employee-project-task-account category level. This option can summarize multiple charges by the same employee to the same project-task, creating fewer transactions but losing some detail (the timecard date and comment) in the revenue entry. The posted transaction carries the employee ID.

  **Example:** If you run allocations monthly and an employee enters four direct labor charges for the same project-task (one for each week), *Allocation Processor* consolidates the revenue transaction into a single item for the sum of the four labor charges.
• **Subaccount Detail** – This option provides the ability for allocations to accumulate postings to the project at the charging subaccount level. It is available only when you clear both **Full Detail** and **Employee Detail** check boxes.

If you select this option, the **Allocation Processor** (PA.PRO.00) summarizes project postings even further. Therefore, you would not typically select this option for billing purposes. If you select only this posting summarization parameter, **Allocation Processor** creates transactions summarized by subaccount within project-task-account category. The employee, vendor, comments, and source date are lost in the consolidation.

• **Unit Post** – This flag is an independent parameter of the allocation step. It controls the transfer of the quantity or hours from the source (cost) transaction to the allocated transaction. Select this option when the invoice contains the allocated transaction and you want the units to print on the invoice.

**Example:** If the revenue transactions generated by allocations are the basis for **Billings Transaction Load** (BI.BTL.00) and if the invoice shows hours, then set to Unit Post to Yes.

The most common use for posting units is for the mark-up of labor for revenue generation and billings. For a time and materials allocation, you might mark up the labor performed on a project by an hourly rate or cost multiplier. **Allocation Processor** (PA.PRO.00) performs this calculation and commonly generates a project transaction with a revenue account category. The revenue entry often carries the hours for information and for use on an invoice. However, for a cost plus billing, the **Allocation Processor** calculates the entries for applied expenses (fringe, burden, overhead, and G & A), as well as the fee amounts. They do not need to carry units because the labor expense is the source transaction for the invoice and it contains this data.

### Setting up Allocation Postings and Billing Postings

A strong interrelationship between the allocation postings and invoice postings might be needed, depending on the desired accounting entries. This is especially true when revenue recognition occurs in both places for different projects or for different portions of the same project. It might occur when labor is loaded into a WIP or Unbilled Receivables category when performed and relieved from this category when billed. In these instances, the allocation postings established in **Allocation Method Setup** (PA.MET.00) and the invoice postings defined in **Billing Rules Maintenance** (BI.RUL.00) must be identical.

**Example:** Time and materials projects book unbilled revenue as work is performed. **Allocation Processor** generates these entries. You must configure the billing rules for the projects that use this allocation method to relieve the unbilled entry and move it to billed revenue when you post the invoice. A knowledgeable accountant must set up the allocations and billing rules with complete understanding of the controls required to create and maintain the entries correctly.

### Line Item Amount Calculations

Each row in **Invoice and Adjustment Maintenance** contains four unit and amount fields, which are described in the following paragraphs.

• **Original Amount** – This is the amount from the original source transaction. This value always equals the sum of Billed Amount + Adjustment Amount + Hold Amount. If you enter a billing transaction manually in **Invoice and Adjustment Maintenance** (BI.BAM.00), **Billing Entry by Percent** (BI.PCB.00), **Scheduled Billing and Revenue Entry** (BI.SBE.00), or **Construction Billing Entry** (BI.CNB.00), this value is zero. If the **Allocation Processor** (PA.PRO.00) created the invoice detail, this value can be non-zero but still must equal billed + adjusted + held.

• **Bill Amount** – This represents the amount you are invoicing to the customer. It might be a marked-up amount created by allocations or a direct entry in one of the billing entry screens. The invoice format determines how much detail prints on the invoice.

• **Adjustment Amount** – This field stores the correcting values, where a positive entry represents a write-down (or revenue reduction) and a negative entry represents a write-up (revenue increase).
Hold Amount – This is neither a billed nor an adjusted amount but is an interim value for the duration of the document’s lifecycle. A held amount allows you to split an existing transaction, billing a portion of it and holding the rest for future billing or adjustment. Invoice and Adjustment Posting creates a new unbilled transaction from the value in Hold Amount. The new transaction carries all of the original transaction’s information.

In order to maintain accounting integrity, the system maintains the following formula:

Original Amount = Bill Amount + Adjustment Amount + Hold Amount

Knowing this formula helps to clarify the line item display in Invoice and Adjustment Maintenance (BI.BAM.00). If the item came from allocations, Original Amount will contain an amount other than zero and only Bill Amount is populated. If you enter the transaction manually into one of the billing entry screens, Original Amount is always zero. The amount in Bill Amount is reversed in Adjustment (Write-Down) Amount, keeping the formula intact.
Billing Multiple Projects Together

Flexible Billings allows combining multiple projects on a single invoice using the Bill With Project capability. Although your company's contract with your customer might be a single project for billing purposes, it might be a consolidation of multiple projects for internal reporting purposes. By splitting the contract into multiple projects, the company can track the progress of each project separately, assign different responsible organizations or managers for each project, use different allocation methods and rates, have different billing rules and exceptions, and store distinct user-defined information in the Project Master (PJRÓJ) and Billing Master (PJBILL) tables. However, all of the work performed on behalf of a single customer can be combined for billing purposes.

For billings, you must designate one of the projects as the master or billing project and any others as subsidiary projects. This permits definition of essential information (such as invoice format code, approval requirement, number of copies to print, and override address) only once, at the billing project level.

The billing project is the primary project ID entered when creating, editing, viewing, approving, or printing invoices. In the invoice detail, you can enter either the master or subsidiary projects. Billings Transaction Load (BI.BTL.00) automatically joins all subsidiary data under the master for items it adds to the unbilled detail. Finally, depending on the invoice format that you choose, you can present the invoice data consolidated at the billing project level, sort and present it at the subsidiary project level, or even print it at the task level.

Note: Invoices created for Order Management shippers cannot be combined with another invoice.
Percentage and Scheduled Billings

The Flexible Billings module supports the entry of both percentage and scheduled billings.

Percentage Billings

Some companies bill their projects on a percentage basis. As the project proceeds or reaches certain milestones, a negotiated percentage of the contract value (or revenue budget) becomes billable. To simplify the billing for this type of project, Billing Entry by Percent (BI.PCB.00) performs the calculations and generates the invoice detail.

Billing Entry by Percent allows you to enter a to-date percentage to bill. In some cases, this might be the completion percentage for the project. The program computes the to-date billable amount and reduces it by any previous billings and entries pending invoicing to determine the net amount for the current transaction. All applicable amounts appear. Use this screen for generating a billing transaction for an initial deposit if the deposit amount represents a percentage of the contract or revenue budget amount.

Billing Entry by Percent does not create an invoice. Use either Invoice and Adjustment Maintenance (BI.BAM.00) or Automatic Invoice Creation (BI.AIC.00) to select these entries onto an invoice. As with any invoice, the transactions will not create postings in the General Ledger or Project Controller modules until they appear on a final invoice and you post them using Invoice & Adjustment Posting (BI.REG.00).

Scheduled Billings

A contract can stipulate billing at scheduled intervals. Scheduled Billings and Revenue Entry (BI.SBE.00) allows you to set up a schedule for both the billing and the revenue posting for a project. Its primary use is for recurring billings such as service or maintenance contracts, or for milestone billings. Although the two schedules have the same total amount and account number, the billing schedule can use different dates from the revenue schedule. Thus, the revenue schedule is not necessarily a distribution of each billing. In addition, you can set up a billing schedule without setting up a revenue schedule, which can be useful when recognizing revenue independently of billing, such as when you use the Percent Complete revenue recognition method. The reverse is also possible, when you want to set up a revenue schedule but a billing schedule is not required.

After you enter the schedule, run Scheduled Billings and Revenue Release (BI.SBR.00) to release scheduled billings, create unbilled detail records, and optionally create an invoice draft and/or book scheduled revenue. All invoices created in this screen are for a single project (that is, the project bill-with concept is not supported).

Construction Invoice Formatting

Construction Billing Entry (BI.CNB.00) allows the entry and maintenance of information for producing construction billings, which are AIA-style billing reports, and invoice reprints. Formatting options unique to construction billings are described below. Information for construction billings is stored in the Construction Billing Header (PJBILLCH) and Construction Billing Detail (PJBILLCN) tables.

Automatic Line Numbering

Construction Billing Entry (BI.CNB.00) can automatically assign item numbers in the grid when creating or modifying the billing. To automatically a new line number, enter zero (0) in Item Number. The program assigns the next item by incrementing the previous item number by 10. The previous line is the last one entered or, if the cursor was positioned on a line, the last one highlighted or selected.

Example: If you select line item 1000 and then enter 0, even on top of the value 1000, the program creates line item 1010. Line 1000 remains unchanged and line 1010 appears for you to enter the remaining values.
If you enter zero over an existing item, the new item carries the same description, amount, and retention as the original line. If you enter information on a new row, the program copies only the retention percentage from the previous row.

If incrementing the previous line by ten results in an item number that already exists, the highlight moves to that line in maintenance mode.

**Subtotaling**

*Construction Billing Entry* (BI.CNB.00) includes several ways to total and subtotal. However, it always calculates a grand total for the billing.

Line item numbers contain six digits. For each value of the highest-order digit (for example, 1xxxxx, 2xxxxx, etc.), *Construction Billing Print* (BI.CNP.00) produces a subtotal. Therefore, assign line item numbers with a view toward the desired output.

*Construction Billing Entry* provides the ability to subtotal any arbitrary group of contiguous lines. To achieve this, you must assign a subtotal code to each line included in the subtotal. You can enter any alphanumeric value (such as S1, S2, TA, or XY) to designate the need for a subtotal and to identify the lines that will accumulate into the subtotal. The lines must be contiguous and subtotal codes cannot be intermixed. If this constraint is not observed, an error message appears during printing in *Construction Billing Print*.

**Change Orders**

Each billing item can have one line in the grid for the original scheduled value without a change order and additional entries in the grid for change orders that affect the item’s scheduled value. When the billing is printed, the scheduled value is the sum of the original amount, if one exists, plus all change orders for that item.

One common practice when preparing a construction billing is to show all change orders in their own section following the original billing items. To use this type of format, assign item numbers for the change orders that begin with a unique digit (for example, 9xxxxx). This segregates them and ensures a separate subtotal for the changes. Add a section heading at the beginning of the 9xxxxx’s to clarify the presentation for the customer.

**Billing Cosmetics**

You can insert line items for cosmetic purposes in a construction invoice. The line item might be a blank line strictly for spacing. The item might contain a heading (description) for the subsequent group of lines, creating a sectioning of the bill. Cosmetic items cannot have numeric amounts because the amount fields do not print.

Enter cosmetic lines without a task or account category. When you create a cosmetic item, the program informs you that amounts are not appropriate.

**Invoicing and Posting Construction Billings**

Upon printing or electronically sending a final construction billing, Flexible Billings’ invoice tables are updated with information from the bill. This information serves two purposes. You can use it as the basis for generating a regular invoice. It also supplies the posting information for the Accounts Receivable, General Ledger, and Project Controller modules.

Producing a regular invoice is optional. The invoice can serve as a cover sheet to the construction billing. It uses the full capability of Flexible Billings, permitting the creation of different invoice formats. *Construction Billing Print* (BI.CNP.00) assigns an invoice number, making the document non-maintainable in other Flexible Billings screens. You can only reprint it, either before or after posting.

**Note:** You should use only one way to bill all invoices for a given project, or else choose a format that does not include billed-to-date totals. Problems arise when using format BI030 because it selects draft numbers lower than the current draft number in the calculation of billed-to-date. Because construction billings use a different counter/prefix, other draft numbers might be greater than the BI030 sequence.
Invoice & Adjustment Posting (BI.REG.00) transfers the invoice information to the Accounts Receivable module, generates postings in the General Ledger module, and updates the Project Controller module with the project impact of the billing. The project’s invoice posting rules define the postings.

Construction Billing Entry (BI.CNB.00) requires the task and source account category for each non-cosmetic item. This is not necessary for producing the construction billing, but is essential for producing a regular invoice and supporting the invoice posting methodology. The invoice load process that follows a final construction billing creates one header per billing and multiple invoice items using this data.
Foreign Currency Invoicing

Users of Flexible Billings can print invoices in the currency of their customers. The Currency Manager module must be registered and activated to make use of these features, which address the needs of sites that must produce billing documents in a currency that differs from the currency used for capturing cost (and other) transactions of the business. The procedure for setting up this feature appears in “Setting Up Foreign Currency Invoicing” on page 92.

Printing invoices in a foreign currency requires the use of the Project Allocator module, which includes screens that apply rates in the billing currency of the project. Project Allocator postings to the General Ledger module occur only in the base currency. In the Project Allocator module, Rate Type Definition (PA.RTM.00) allows definition of rate types. A rate type code can be associated with only a single currency. Allocation Processor (PA.PRO.00) creates records in the Project Transactions table (PJTRAN) that contain amounts in both base currency and the billing currency of the project. These records are the basis for creating the invoice detail records in the Invoice Detail (PJINVDET) table. The invoice detail records also contain amounts in both base currency and the billing currency.

Note: Although the Project Allocator and Flexible Billings modules produce records for each project in only one currency besides base, you can enter the source transactions in any currency. Thus, you can enter source transactions into Financial Management in non-base currency A and bill the transactions in Project Management and Accounting in non-base currency B.

Throughout this documentation, the terms “base” or “BAS” currency see the currency of the General Ledger module as specified in GL Setup (01.950.00). “Bill” or “billing” currency refers to the currency that appears on printed invoices. Each project can bill in only one currency. In Project Maintenance (PA.PRJ.00), specify the currency in which all invoices for the project will print in the Bill Currency Code field. Note that the currency fields in Project Maintenance become non-maintainable once transactions or budgets update the project-to-date summary and rollup (PJPTDSUM and PJPTDROL) records for the project.

In Flexible Billings, Invoice and Adjustment Maintenance (BI.BAM.00), Billing Entry by Percent (BI.PCB.00), and Scheduled Billings and Revenue Entry (BI.SBE.00) support entry of transactions in the billing currency of the project. Other Flexible Billings screens that create invoice detail records in PJINVDET, such as Construction Billing Entry (BI.CNB.00), support billing only in the base currency of the database and prevent entry or selection of a project that uses a foreign currency for billing (that is, where Bill Currency Code in Project Maintenance (PA.PRJ.00) is other than the base currency ID).

All invoice detail transactions carry amounts in both the base currency and bill currency (CURY) fields. When the project does not use a foreign currency for billing, the amount fields PJINVDET.Amount and PJINVDET.CuryTranAmt have the same value.

The following additional constraints underlie the implementation of the foreign currency invoice print capability:

- The system continues to keep summary and account project history (project-to-date, actual-to-date, etc.) information only in the base currency.
- All invoice amounts support only two post-decimal places, overriding the regional settings on the workstation.
- Because the Contract Value and Billed-to-Date amounts are stored in the project’s summary and rollup tables only in the base currency, this information does not print on foreign currency invoices.
- Use invoice layouts BI.010, BI.020, BI.030, and BI.090 for billing in a foreign currency. BI.040 relies on budget data that is available only in the base currency and therefore cannot produce a foreign-currency invoice. If you select the BI.040 layout, amounts will print only in the base currency. Government contractors can use invoice layout BI.050 to produce Forms 1034 and 1035.
- Tax is calculated in the billing currency and is then converted to the base currency.
- If a project uses the split-billing feature, all split invoices must use the same billing currency.
- A rate table can have, at most, rate types for two different currencies, base currency and one non-base currency for billing.

- Although Allocation Method Setup (PA.MET.00) does allow you to enter a rate or multiplier for a step, no currency code is associated with it. If you enter a rate in Alloc Rate, Allocation Method Setup assumes the base currency.

Examples of Foreign Currency Processing
To see screen shots containing sample data that illustrate how the foreign currency invoicing feature works, see the following Knowledge Base article (CustomerSource logon required):

848054 How to print BI Invoices in a foreign currency
Invoice Formatting

Before beginning to format invoices, it is important to understand the components of invoices and to know which of the components can be custom tailored. Several standard invoices developed with Crystal Reports are included with Flexible Billings to use as templates for designing custom invoices. (See “Formatting Invoices” on page 90 for detailed procedures.) These invoices have the following segments:

- **Invoice Header**
  - Company logo
  - Draft/invoice number and date
  - Project Master/Billing Information data
  - Customer name and address (or Billing Information override)
  - User-defined date phrasing
  - Project-specific header comments
  - Project-specific comments
  - Invoice-specific comments

- **Body**
  - Specific section types available for each report ID
  - Selection of section types, totaling, descriptions, recapping, and column titles are defined for specific invoice formats in *Invoice Format Maintenance* (BI.ISM.00)
  - Examples of section types: Labor by Labor Class, Labor by Labor Class and Employee, Amounts by Account Category, Amounts by Account Category and Vendor

- **Invoice Total**
  - Invoice total formatting is determined by the report ID assigned to the invoice format in *Invoice Format Maintenance* (BI.ISM.00)

- **Invoice Footer**
  - Contract value and billings-to-date
  - Biller and approver from billing information
  - Project-specific invoice footer

Maintain the invoice header, invoice total, and invoice footer segments using Crystal Reports to modify the report layout.

The invoice body segment is formatted in *Invoice Format Maintenance* (BI.ISM.00) by first selecting one of the predefined report IDs and then selecting from the predefined body sections valid for the format, although the sections in Form 1034, *Public Voucher for Purchases and Services*, are somewhat predefined to place information where the U. S. government expects it.
A single Crystal Reports invoice layout might have several invoice formats defined in *Invoice Format Maintenance* (BI.ISM.00). Often, the only difference between various invoices is the presentation of the body segments, which you can control through the different section types defined in *Invoice Format Maintenance*.

**Figure 3: Relationship of invoice formats to invoice layout**

### When to Use Crystal Reports for Invoice Formatting

Use Crystal Reports to do the following to an invoice layout:

- Resize or reposition the company logo
- Change the header spacing to use letterhead
- Add company address information
- Add additional fields to the invoice header and invoice footer segments
- Change font styles and sizes
- Add lines, shading, and other graphic elements
- Reposition fields

For full details, see the Crystal Reports documentation.

### When to Use Invoice Format Maintenance (BI.ISM.00) for Invoice Formatting

Use *Invoice Format Maintenance* (BI.ISM.00) for defining:

- Which sections to print on the invoice and in what order
- Which account categories are included in a section (such as Labor, Subcontract Labor in one section and Travel, Hotel & Lodging in another section)
- At what level the invoice will be presented (such as billing project, project, task)
- Whether to print a section title and its description
- Whether to print column headings
- Whether to print a section subtotal
- Whether the section is a detailed section included in the total or a recap of a section already included in the total
- What the detailed description of a line should be

See “Invoice Format Maintenance (BI.ISM.00)” on page 166 for details on using this function.
Choosing the Crystal Reports Invoice Layout

The following Crystal Reports invoice layouts are delivered with Flexible Billings.

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Type of Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI010</td>
<td>Current Invoice</td>
</tr>
<tr>
<td>BI020</td>
<td>Current &amp; Invoiced to Date</td>
</tr>
<tr>
<td>BI030</td>
<td>Invoiced to Date less Prior Billings</td>
</tr>
<tr>
<td>BI040</td>
<td>Current, Budget, &amp; Invoiced to Date</td>
</tr>
<tr>
<td>BI050</td>
<td>Form 1034</td>
</tr>
</tbody>
</table>

The system also provides an attachment to the invoice (Report ID BI090). The attachment allows the presentation of the current invoice information at a more detailed level for specific sections of the invoice. For example, you could print labor on the invoice summarized by labor class. The attachment could show this detail at the employee level.

The following table summarizes the specific characteristics of each report ID.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>BI010</th>
<th>BI020</th>
<th>BI030</th>
<th>BI040</th>
<th>BI050</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Project level</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Project level</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Task level</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Current invoice units &amp; amounts</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Column To date invoice amounts</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Column To date invoice units</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice total = to date less prior billings</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budgets</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supports foreign currency billing</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use BI010 if the project has a billing type of Customer Split Bill, Bill by Task Customer, or Bill by Task Group in Billing Information Maintenance (BI.BMM.00), because this format works with split billing bill types. See “Defining Body Section Types” on page 32 for specific sections available for each layout.

Do not use BI040 for producing foreign currency invoices because it relies on budget data, which is available only in the base currency. If you select this layout, the report shows amounts only in the base currency.
Defining Body Section Types

The body of the invoice consists of the sections selected in Invoice Format Maintenance (BI.ISM.00). Not all section types are valid for each report layout. The valid types appear below and in the possible values list for Section Type.

<table>
<thead>
<tr>
<th>Section</th>
<th>Section Description</th>
<th>BI010</th>
<th>BI020</th>
<th>BI030</th>
<th>BI040</th>
<th>BI050</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>Amount by Account Category</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A02</td>
<td>Amount by Account Category, Comment</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A03</td>
<td>Amount by Category, Vendor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>A04</td>
<td>Amount by Account Category, Employee</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>A05</td>
<td>Amount by Account Category, Vendor, Comment</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>A06</td>
<td>Amount by Category, Employee, Comment</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>L01</td>
<td>Labor by Labor Class</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L02</td>
<td>Labor by Labor Class, Employee</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L03</td>
<td>Labor by Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>L04</td>
<td>Labor by Labor Class, Subcontractor</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L05</td>
<td>Labor by Subcontractor</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L06</td>
<td>Labor by Labor Class, Employee, Date</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L07</td>
<td>Labor by Labor Class, Employee, Date, Comment</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>L09*</td>
<td>Labor by Employee, Date, Timecard Invoice Comment</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>L10*</td>
<td>Labor by Employee, Date, Task</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>L11*</td>
<td>Labor by Employee, Comment, Task</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>P01</td>
<td>Account Category, Quantity, Unit of Measure, Rate, Amount</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>P02</td>
<td>Comment, Quantity, Unit of Measure, Rate, Amount</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>S01</td>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
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<tr>
<td>S02</td>
<td>Subtotal</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T01</td>
<td>Task without Sections</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

* These section types print each invoice detail line item.

See the previous chart for details about which of these levels each layout supports: billing project, project, and/or task.
Examples of Invoice Sections
This section contains some sample invoice section layouts for Flexible Billings.

### Common Invoice Segments

<table>
<thead>
<tr>
<th>Invoice Header</th>
<th>Draft Number</th>
<th>0000080004</th>
<th>Invoice Date</th>
<th>1/28/96</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PO Number</td>
<td>7832180</td>
<td>Contract</td>
<td>P12339 A-01</td>
</tr>
<tr>
<td></td>
<td>Project</td>
<td>A123 -0001</td>
<td>Page</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Insert graphics, logos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Information from project master, billing information, and user-defined fields</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Customer address and/or override at project level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Work through 1/22/96</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>User-defined date phrasing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Project-specific invoice header comments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Earthquake Retrofit project performed per terms and conditions of Contract P12339 -A-01. Site location is at 4500 NW First Street, San Jose, CA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Project-specific comments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Phase one of the earthquake retrofit has been completed. This invoice reflects work and through this phase.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second and Subsequent Page Header</th>
<th>Draft Number</th>
<th>0000080004</th>
<th>Project</th>
<th>A123 -0001</th>
<th>Page</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BCM Incorporated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contract Value $100,000.00</td>
<td>Billig To Date $XX,XXX.XX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Footer</th>
<th>Biller: Marie Irvine</th>
<th>Approved by: Bob Ericson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remit payment to:</td>
<td>Smith, Dennis &amp; Gaylord, Inc.</td>
<td>3211 Scott Boulevard</td>
</tr>
<tr>
<td>Invoice reviewed and approved by:</td>
<td>Lawrence Gordon, PE</td>
<td></td>
</tr>
</tbody>
</table>

|Figure 4: Sample invoice showing various types of invoice segments |
|---|---|
| 1 | Additional fields and text can be added to the layout through the Crystal Reports |
| 2 | The address is formatted for a #10 window envelope |
| 3 | Date phrasing is specified in Billing Information Maintenance |
| 4 | These comments are added through Billing Information Maintenance (invoice header comments) |
| 5 | These comments are added through Billing Information Maintenance (project comments) |
| 6 | These comments are added through Invoice & Adjustment Maintenance or Invoice Review & Approval |
| 7 | These comments are added through Billing Information Maintenance (invoice footer comments) |
**Invoice Layout BI010 – Current Invoice**

**Section Type L01 – Labor by Labor Class**

<table>
<thead>
<tr>
<th>Labor Class</th>
<th>Current Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>36.00</td>
<td>22.00</td>
<td>792.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>163.00</td>
<td>16.81</td>
<td>2,740.02</td>
</tr>
<tr>
<td>Laborer</td>
<td>311.01</td>
<td>10.10</td>
<td>3,139.80</td>
</tr>
<tr>
<td>Mechanical Engineer</td>
<td>135.00</td>
<td>28.89</td>
<td>3,900.00</td>
</tr>
<tr>
<td>Project Manager</td>
<td>196.00</td>
<td>44.33</td>
<td>8,688.46</td>
</tr>
<tr>
<td><strong>Subtotal Professional Services</strong></td>
<td>841.00</td>
<td></td>
<td>19,260.28</td>
</tr>
</tbody>
</table>

**Section Type L02 – Labor by Labor Class, Employee**

<table>
<thead>
<tr>
<th>Labor Class</th>
<th>Current Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Labor – Service</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>36.00</td>
<td>22.00</td>
<td>792.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>163.00</td>
<td>16.81</td>
<td>2,740.02</td>
</tr>
<tr>
<td>Laborer</td>
<td>119.00</td>
<td>10.25</td>
<td>1,219.79</td>
</tr>
<tr>
<td>Laborer</td>
<td>102.00</td>
<td>10.00</td>
<td>1,020.01</td>
</tr>
<tr>
<td>Laborer</td>
<td>90.00</td>
<td>10.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Mechanical Engineer</td>
<td>135.00</td>
<td>28.89</td>
<td>3,900.00</td>
</tr>
<tr>
<td>Project Manager</td>
<td>152.00</td>
<td>35.53</td>
<td>5,400.00</td>
</tr>
<tr>
<td>Project Manager</td>
<td>44.00</td>
<td>74.74</td>
<td>3,288.46</td>
</tr>
<tr>
<td><strong>Subtotal Direct Labor – Service</strong></td>
<td>841.00</td>
<td></td>
<td>19,260.28</td>
</tr>
</tbody>
</table>

**Section Type L03 – Labor by Employee**

<table>
<thead>
<tr>
<th>Labor Class</th>
<th>Current Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Franklin</td>
<td>36.00</td>
<td>22.00</td>
<td>792.00</td>
</tr>
<tr>
<td>Rosa Morgan</td>
<td>163.00</td>
<td>16.81</td>
<td>2,740.02</td>
</tr>
<tr>
<td>Gregg Anderson</td>
<td>119.00</td>
<td>10.25</td>
<td>1,219.79</td>
</tr>
<tr>
<td>Marie Irvine</td>
<td>102.00</td>
<td>10.00</td>
<td>1,020.01</td>
</tr>
<tr>
<td>James Vanholt</td>
<td>90.00</td>
<td>10.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Don Cannon</td>
<td>135.00</td>
<td>28.89</td>
<td>3,900.00</td>
</tr>
<tr>
<td>Lawrence Gordon</td>
<td>152.00</td>
<td>35.53</td>
<td>5,400.00</td>
</tr>
<tr>
<td>Terry Johnson</td>
<td>44.00</td>
<td>74.74</td>
<td>3,288.46</td>
</tr>
<tr>
<td><strong>Subtotal Professional Services</strong></td>
<td>841.00</td>
<td></td>
<td>19,260.28</td>
</tr>
</tbody>
</table>

**Section Type L04 – Labor by Class & Subcontractor**

<table>
<thead>
<tr>
<th>Subcontract Labor</th>
<th>Current Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect</td>
<td>10.00</td>
<td>125.00</td>
<td>1,250.00</td>
</tr>
<tr>
<td>Engineer</td>
<td>75.00</td>
<td>150.00</td>
<td>11,250.00</td>
</tr>
<tr>
<td>Rubber Research</td>
<td>25.00</td>
<td>100.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>Subtotal Subcontract Labor</strong></td>
<td>110.00</td>
<td></td>
<td>15,000.00</td>
</tr>
</tbody>
</table>
### Section Type L05 – Labor by Subcontractor

#### Subcontract Labor

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Cannon</td>
<td>75.00</td>
<td>150.00</td>
<td>11,250.00</td>
</tr>
<tr>
<td>Dynaforce Corp.</td>
<td>10.00</td>
<td>125.00</td>
<td>1,250.00</td>
</tr>
<tr>
<td>Rubber Research</td>
<td>25.00</td>
<td>100.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>Subtotal Subcontract Labor</strong></td>
<td><strong>110.00</strong></td>
<td></td>
<td><strong>15,000.00</strong></td>
</tr>
</tbody>
</table>

### Section Type L06 – Labor by Class, Employee, Date

#### Professional Services

<table>
<thead>
<tr>
<th>Class</th>
<th>Employee</th>
<th>Date</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Lisa Franklin</td>
<td>10/22/95</td>
<td>31.00</td>
<td>22.00</td>
<td>682.00</td>
</tr>
<tr>
<td>Admin</td>
<td>Lisa Franklin</td>
<td>10/22/95</td>
<td>3.00</td>
<td>22.00</td>
<td>66.00</td>
</tr>
<tr>
<td>Admin</td>
<td>Lisa Franklin</td>
<td>10/22/95</td>
<td>2.00</td>
<td>22.00</td>
<td>44.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>Rosa Morgan</td>
<td>10/8/95</td>
<td>55.00</td>
<td>20.00</td>
<td>1,100.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>Rosa Morgan</td>
<td>10/15/95</td>
<td>39.00</td>
<td>19.64</td>
<td>765.85</td>
</tr>
<tr>
<td>Draftsman</td>
<td>Rosa Morgan</td>
<td>10/15/95</td>
<td>14.00</td>
<td>19.58</td>
<td>274.15</td>
</tr>
<tr>
<td>Draftsman</td>
<td>Rosa Morgan</td>
<td>10/31/95</td>
<td>55.00</td>
<td>10.91</td>
<td>600.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Gregg Anderson</td>
<td>10/8/95</td>
<td>35.00</td>
<td>10.25</td>
<td>358.75</td>
</tr>
<tr>
<td>Laborer</td>
<td>Gregg Anderson</td>
<td>10/8/95</td>
<td>16.00</td>
<td>10.25</td>
<td>164.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Gregg Anderson</td>
<td>10/15/95</td>
<td>19.00</td>
<td>10.25</td>
<td>194.77</td>
</tr>
<tr>
<td>Laborer</td>
<td>Gregg Anderson</td>
<td>10/22/95</td>
<td>49.00</td>
<td>10.25</td>
<td>502.27</td>
</tr>
<tr>
<td>Laborer</td>
<td>Gregg Anderson</td>
<td>10/22/95</td>
<td>6.00</td>
<td>10.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Marie Irvine</td>
<td>10/8/95</td>
<td>22.00</td>
<td>10.00</td>
<td>220.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Marie Irvine</td>
<td>10/8/95</td>
<td>6.00</td>
<td>10.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Marie Irvine</td>
<td>10/8/95</td>
<td>5.00</td>
<td>10.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Marie Irvine</td>
<td>10/22/95</td>
<td>12.00</td>
<td>10.00</td>
<td>120.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Marie Irvine</td>
<td>10/22/95</td>
<td>25.00</td>
<td>10.00</td>
<td>250.00</td>
</tr>
<tr>
<td><strong>Subtotal Professional Services</strong></td>
<td><strong>412.00</strong></td>
<td></td>
<td><strong>4,701.82</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section Type L07 – Labor by Class, Employee, Date, Comment

#### Professional Services

<table>
<thead>
<tr>
<th>Class</th>
<th>Employee</th>
<th>Date</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Lisa Franklin</td>
<td>10/22/95</td>
<td>31.00</td>
<td>22.00</td>
<td>682.00</td>
</tr>
<tr>
<td>Accounting</td>
<td>Lisa Franklin</td>
<td>10/22/95</td>
<td>3.00</td>
<td>22.00</td>
<td>66.00</td>
</tr>
<tr>
<td>Meetings</td>
<td>Lisa Franklin</td>
<td>10/22/95</td>
<td>2.00</td>
<td>22.00</td>
<td>44.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>Rosa Morgan</td>
<td>10/8/95</td>
<td>55.00</td>
<td>20.00</td>
<td>1,100.00</td>
</tr>
<tr>
<td>Drafting design</td>
<td>Rosa Morgan</td>
<td>10/8/95</td>
<td>20.00</td>
<td>20.00</td>
<td>1,100.02</td>
</tr>
<tr>
<td><strong>Subtotal Professional Services</strong></td>
<td><strong>91.00</strong></td>
<td></td>
<td><strong>1,892.02</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Section Type L09 – Labor by Employee, Date, Timecard Invoice Comment

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>Current Hours</th>
<th>Rate</th>
<th>Current Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Franklin</td>
<td>10/22/95</td>
<td>31.00</td>
<td>22.00</td>
</tr>
<tr>
<td>Resolve problem in A/P system with Bob</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosa Morgan</td>
<td>10/22/95</td>
<td>3.00</td>
<td>22.00</td>
</tr>
<tr>
<td>Set agenda and coordinate meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gregg Anderson</td>
<td>10/22/95</td>
<td>2.00</td>
<td>22.00</td>
</tr>
<tr>
<td>Time reports were inaccurate for last month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marie Irvine</td>
<td>10/8/95</td>
<td>55.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Drafting design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Professional Services</strong></td>
<td>91.00</td>
<td></td>
<td>1,892.02</td>
</tr>
</tbody>
</table>

### Section Type L10 – Labor by Employee, Date, Task

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>Current Hours</th>
<th>Rate</th>
<th>Current Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Franklin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/22/95 Project Management</td>
<td>31.00</td>
<td>22.00</td>
<td>682.00</td>
</tr>
<tr>
<td>10/22/95 Preliminary Design</td>
<td>3.00</td>
<td>22.00</td>
<td>66.00</td>
</tr>
<tr>
<td><strong>Subtotal Employee Lisa Franklin</strong></td>
<td>34.00</td>
<td></td>
<td>748.00</td>
</tr>
<tr>
<td>Marie Irvine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/24/95 Road Work</td>
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<td>22.00</td>
<td>44.00</td>
</tr>
<tr>
<td>10/26/95 Excavation</td>
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<td>20.00</td>
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<tr>
<td><strong>Subtotal Employee Marie Irvine</strong></td>
<td>57.00</td>
<td></td>
<td>1,144.02</td>
</tr>
<tr>
<td><strong>Subtotal Professional Services</strong></td>
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### Section Type L11 – Labor by Employee, Comment, Task

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<th>Current Hours</th>
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<th>Current Amount</th>
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<tbody>
<tr>
<td>Lisa Franklin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Project Management</td>
<td>31.00</td>
<td>22.00</td>
<td>682.00</td>
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<tr>
<td>Meetings Preliminary Design</td>
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<td>66.00</td>
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<td><strong>Subtotal Employee Lisa Franklin</strong></td>
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<tr>
<td>Marie Irvine</td>
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<tr>
<td>Produce time reports Road Work</td>
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<td><strong>Subtotal Employee Marie Irvine</strong></td>
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<td><strong>Subtotal Professional Services</strong></td>
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<td>1,892.02</td>
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### Section Type A01 – Amount by Account Category

<table>
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<th>Current Amount</th>
</tr>
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<tbody>
<tr>
<td><strong>Other Charges</strong></td>
<td></td>
</tr>
<tr>
<td>Computer Charges</td>
<td>480.00</td>
</tr>
<tr>
<td>Copying, Printing</td>
<td>48.00</td>
</tr>
<tr>
<td>Equipment Charges</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Materials</td>
<td>7,801.14</td>
</tr>
<tr>
<td>Other Direct Charges</td>
<td>275.00</td>
</tr>
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<td><strong>Subtotal Other Charges</strong></td>
<td><strong>14,604.14</strong></td>
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### Section Type A01 – Amount by Account Category

<table>
<thead>
<tr>
<th>Account Category</th>
<th>Current Amount</th>
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</thead>
<tbody>
<tr>
<td>Sales Taxes</td>
<td>988.87</td>
</tr>
<tr>
<td>Retention</td>
<td>(5,021.43)</td>
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<tr>
<td>Less Deposit Paid</td>
<td>(23,000.00)</td>
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### Section Type A02 – Amount by Account Category, Comment

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<tbody>
<tr>
<td><strong>Other Charges</strong></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>480.00</td>
</tr>
<tr>
<td>Copying</td>
<td>48.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Materials</td>
<td>7,500.89</td>
</tr>
<tr>
<td>Other</td>
<td>275.00</td>
</tr>
<tr>
<td><strong>Subtotal Other Charges</strong></td>
<td><strong>14,604.14</strong></td>
</tr>
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### Section Type A03 – Amount by Account Category, Vendor

<table>
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<th>Account Category</th>
<th>Current Amount</th>
</tr>
</thead>
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<td><strong>Other Charges</strong></td>
<td></td>
</tr>
<tr>
<td>Computer Charges</td>
<td>480.00</td>
</tr>
<tr>
<td>Copying, Print</td>
<td>48.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Materials</td>
<td>7,500.89</td>
</tr>
<tr>
<td>Other Charges</td>
<td>275.00</td>
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<tr>
<td><strong>Subtotal Other Charges</strong></td>
<td><strong>14,604.14</strong></td>
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</tbody>
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### Section Type A04 – Amount by Account Category, Employee

<table>
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<th>Account Category</th>
<th>Current Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>1,250.00</td>
</tr>
<tr>
<td>Car Rental</td>
<td>225.00</td>
</tr>
<tr>
<td>Hotel &amp; Lodging</td>
<td>675.96</td>
</tr>
<tr>
<td><strong>Subtotal Travel Expenses</strong></td>
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### Section Type A05 – Amount by Account Category, Vendor, Comment

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</tr>
</thead>
<tbody>
<tr>
<td>Computer Charges</td>
<td>CAD Drawings for review</td>
</tr>
<tr>
<td>Copying, Print</td>
<td>Jeffco Blueprinting</td>
</tr>
<tr>
<td>Equipment</td>
<td>Earth Movers</td>
</tr>
<tr>
<td>Materials</td>
<td>The Michie Company</td>
</tr>
<tr>
<td>Materials</td>
<td>Viacom Cable</td>
</tr>
<tr>
<td>Other Charges</td>
<td>Fuller Supply Co.</td>
</tr>
<tr>
<td><strong>Subtotal Other Charges</strong></td>
<td></td>
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</tbody>
</table>

### Section Type A06 – Amount by Account Category, Employee, Comment

<table>
<thead>
<tr>
<th>Travel Expenses</th>
<th>Current Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Don Cannon</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Don Cannon</td>
</tr>
<tr>
<td>Hotel &amp; Lodging</td>
<td>Don Cannon</td>
</tr>
<tr>
<td><strong>Subtotal Travel Expenses</strong></td>
<td></td>
</tr>
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</table>

### Section Type P01 – Account Category, Quantity, Unit of Measure, Rate, Amount

<table>
<thead>
<tr>
<th>Other Charges</th>
<th>Current Qty</th>
<th>Unit of Measure</th>
<th>Rate</th>
<th>Current Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Charges</td>
<td>12.00</td>
<td>DRAWINGS</td>
<td>40.00</td>
<td>480.00</td>
</tr>
<tr>
<td>Copying, Print</td>
<td>24.00</td>
<td></td>
<td>2.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Equipment Charges</td>
<td>80.00</td>
<td>BULLDOZER</td>
<td>75.00</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td></td>
<td></td>
<td>7,801.14</td>
</tr>
<tr>
<td>Other Charges</td>
<td></td>
<td></td>
<td></td>
<td>275.00</td>
</tr>
<tr>
<td><strong>Subtotal Other Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td>14,604.14</td>
</tr>
</tbody>
</table>

### Section Type P02 – Comment, Quantity, Unit of Measure, Rate, Amount

<table>
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<th>Current Qty</th>
<th>Unit of Measure</th>
<th>Rate</th>
<th>Current Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Materials</td>
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<td></td>
<td></td>
<td>7,500.89</td>
</tr>
<tr>
<td>CAD Drawings for prelim review</td>
<td>12.00</td>
<td>DRAWINGS</td>
<td>40.00</td>
<td>480.00</td>
</tr>
<tr>
<td>Color drawings for des review</td>
<td>24.00</td>
<td></td>
<td>2.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Earth Movers</td>
<td>80.00</td>
<td>BULLDOZER</td>
<td>75.00</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Packing supplies</td>
<td></td>
<td></td>
<td></td>
<td>275.00</td>
</tr>
<tr>
<td>Purchase joists</td>
<td></td>
<td></td>
<td></td>
<td>300.25</td>
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<td><strong>Subtotal Other Charges</strong></td>
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<td></td>
<td>14,604.14</td>
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</table>

### Section Type S01 – Subtotal

<table>
<thead>
<tr>
<th></th>
<th>Current Hours</th>
<th>Rate</th>
<th>Current Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
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</tr>
<tr>
<td>Direct Labor - Services</td>
<td>15.00</td>
<td></td>
<td>1,500.00</td>
</tr>
<tr>
<td>Task</td>
<td>Project Management</td>
<td>3,650.00</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Design Review</td>
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**Invoice Total**

| INVOICE TOTAL | $XX,XXX.XX |
### Invoice Layout BI020 – Current & Invoiced To Date Invoice

#### Section Type L01 – Labor by Labor Class

<table>
<thead>
<tr>
<th>Labor Class</th>
<th>Current Hours</th>
<th>Current Rate</th>
<th>Amount</th>
<th>To-Date Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>36.00</td>
<td>22.00</td>
<td>792.00</td>
<td>792.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>163.00</td>
<td>16.81</td>
<td>2,740.02</td>
<td>2,740.02</td>
</tr>
<tr>
<td>Laborer</td>
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<td>10.10</td>
<td>3,139.80</td>
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</tr>
<tr>
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<td>3,900.00</td>
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<tr>
<td>Project Manager</td>
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#### Section Type L02 – Labor by Labor Class, Employee

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<th>Current Rate</th>
<th>Amount</th>
<th>To-Date Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Labor – Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>36.00</td>
<td>22.00</td>
<td>792.00</td>
<td>792.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>163.00</td>
<td>16.81</td>
<td>2,740.02</td>
<td>2,740.02</td>
</tr>
<tr>
<td>Laborer</td>
<td>119.00</td>
<td>10.25</td>
<td>1,219.79</td>
<td>1,219.79</td>
</tr>
<tr>
<td>Laborer</td>
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<td>1,020.01</td>
<td>1,020.01</td>
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<tr>
<td>Laborer</td>
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<td>900.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Mechanical Engineer</td>
<td>135.00</td>
<td>28.89</td>
<td>3,900.00</td>
<td>3,900.00</td>
</tr>
<tr>
<td>Project Manager</td>
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<td>5,400.00</td>
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<tr>
<td>Project Manager</td>
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#### Section Type L03 – Labor by Employee

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<th>Current Hours</th>
<th>Current Rate</th>
<th>Amount</th>
<th>To-Date Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Franklin</td>
<td>36.00</td>
<td>22.00</td>
<td>792.00</td>
<td>792.00</td>
</tr>
<tr>
<td>Rosa Morgan</td>
<td>163.00</td>
<td>16.81</td>
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<td>2,740.02</td>
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<tr>
<td>Gregg Anderson</td>
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<td>1,219.79</td>
<td>1,219.79</td>
</tr>
<tr>
<td>Marie Irvine</td>
<td>102.00</td>
<td>10.00</td>
<td>1,020.01</td>
<td>1,020.01</td>
</tr>
<tr>
<td>James Vanholt</td>
<td>90.00</td>
<td>10.00</td>
<td>900.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Don Cannon</td>
<td>135.00</td>
<td>28.89</td>
<td>3,900.00</td>
<td>3,900.00</td>
</tr>
<tr>
<td>Lawrence Gordon</td>
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<td>35.53</td>
<td>5,400.00</td>
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<td>Terry Johnson</td>
<td>44.00</td>
<td>74.74</td>
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<td>3,288.46</td>
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<tr>
<td><strong>Subtotal Professional Services</strong></td>
<td>841.00</td>
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<td>19,260.28</td>
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#### Section Type L04 – Labor by Labor Class & Subcontractor

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<th>Amount</th>
<th>To-Date Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>1,250.00</td>
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<td>11,250.00</td>
</tr>
<tr>
<td>Rubber Research</td>
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<td>2,500.00</td>
<td>2,500.00</td>
</tr>
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</table>
## Section Type L05 – Labor by Subcontractor

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<th>Current Amount</th>
<th>To-Date Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subcontract Labor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Don Cannon</td>
<td>75.00</td>
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<td>1,250.00</td>
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<tr>
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<td>100.00</td>
<td>2,500.00</td>
<td>2,500.00</td>
</tr>
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## Section Type A01 – Amount by Account Category

### Other Charges

<table>
<thead>
<tr>
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<th>Current Amount</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Charges</td>
<td>480.00</td>
<td>480.00</td>
</tr>
<tr>
<td>Copying, Printing</td>
<td>48.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Equipment Charges</td>
<td>6,000.00</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Materials</td>
<td>7,801.14</td>
<td>7,801.14</td>
</tr>
<tr>
<td>Other Direct Charges</td>
<td>275.00</td>
<td>275.00</td>
</tr>
<tr>
<td><strong>Subtotal Other Charges</strong></td>
<td>14,604.14</td>
<td>14,604.14</td>
</tr>
</tbody>
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### Sales Taxes

<table>
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<th>Current Amount</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
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<td>988.87</td>
<td></td>
<td></td>
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</tbody>
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### Retention

<table>
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<th>Amount To-Date</th>
</tr>
</thead>
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<td>(5,021.43)</td>
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</tbody>
</table>

### Less Deposit Paid

<table>
<thead>
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<th>Current Amount</th>
<th>Amount To-Date</th>
</tr>
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<tbody>
<tr>
<td>(23,000.00)</td>
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<td>(23,000.00)</td>
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</tbody>
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## Section Type A03 – Amount by Account Category, Vendor

### Other Charges

<table>
<thead>
<tr>
<th></th>
<th>Current Amount</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Charges</td>
<td>480.00</td>
<td>480.00</td>
</tr>
<tr>
<td>Copying, Print</td>
<td>48.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>6,000.00</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Materials</td>
<td>7,500.89</td>
<td>7,500.89</td>
</tr>
<tr>
<td>Other Charges</td>
<td>275.00</td>
<td>275.00</td>
</tr>
<tr>
<td><strong>Subtotal Other Charges</strong></td>
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<td>14,604.14</td>
</tr>
</tbody>
</table>

## Section Type A04 – Amount by Account Category, Employee

### Travel Expenses

<table>
<thead>
<tr>
<th></th>
<th>Current Amount</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>1,250.00</td>
<td>1,250.00</td>
</tr>
<tr>
<td>Car Rental</td>
<td>235.00</td>
<td>235.00</td>
</tr>
<tr>
<td>Hotel &amp; Lodging</td>
<td>675.96</td>
<td>675.96</td>
</tr>
<tr>
<td><strong>Subtotal Travel Expenses</strong></td>
<td>2,160.96</td>
<td>2,160.96</td>
</tr>
</tbody>
</table>
### Section Type P01 – Account Category, Quantity, Unit of Measure, Rate, Amount

<table>
<thead>
<tr>
<th></th>
<th>Current Qty</th>
<th>Unit of Measure</th>
<th>Rate</th>
<th>Current Amount</th>
<th>Amount</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Charges</td>
<td>12.00</td>
<td>DRAWINGS</td>
<td>40.00</td>
<td>480.00</td>
<td>480.00</td>
<td></td>
</tr>
<tr>
<td>Copying, Print</td>
<td>24.00</td>
<td></td>
<td>2.00</td>
<td>48.00</td>
<td>48.00</td>
<td></td>
</tr>
<tr>
<td>Equipment Charges</td>
<td>80.00</td>
<td>BULLDOZER</td>
<td>75.00</td>
<td>6,000.00</td>
<td>6,000.00</td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td></td>
<td></td>
<td>7,801.14</td>
<td>7,801.14</td>
<td></td>
</tr>
<tr>
<td>Other Charges</td>
<td>275.00</td>
<td></td>
<td></td>
<td>275.00</td>
<td>275.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Other Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14,604.14</td>
<td>14,604.14</td>
</tr>
</tbody>
</table>

### Section Type S01 – Subtotal

<table>
<thead>
<tr>
<th></th>
<th>Current Hours</th>
<th>Rate</th>
<th>Current Amount</th>
<th>Amount</th>
<th>To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>340.00</td>
<td>9,260.28</td>
<td>19,260.28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Labor - Services</td>
<td>210.00</td>
<td>12,200.00</td>
<td>15,455.58</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section Type T01 – Task without Sections

<table>
<thead>
<tr>
<th></th>
<th>Current Amount</th>
<th>Amount</th>
<th>To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>Project Management</td>
<td>5,117.46</td>
<td>15,980.46</td>
</tr>
<tr>
<td>Task</td>
<td>Design Review</td>
<td>200.00</td>
<td>455.58</td>
</tr>
</tbody>
</table>

### Invoice Total

<table>
<thead>
<tr>
<th></th>
<th>INVOICE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$XX,XXX.XX</td>
</tr>
<tr>
<td></td>
<td>XX,XXX.XX</td>
</tr>
</tbody>
</table>
### Invoice Layout BI030 – Invoiced To Date Less Prior Billings Invoice

#### Section Type L01 – Labor by Labor Class

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>To-Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draftsman</td>
<td>71.00</td>
<td>3,135.62</td>
</tr>
<tr>
<td>Engineer</td>
<td>8.00</td>
<td>300.62</td>
</tr>
<tr>
<td>Laborer</td>
<td>25.00</td>
<td>939.43</td>
</tr>
<tr>
<td>Project Manager</td>
<td>2.50</td>
<td>93.95</td>
</tr>
<tr>
<td>Subtotal Professional Services</td>
<td>106.50</td>
<td>4,469.62</td>
</tr>
</tbody>
</table>

#### Section Type L02 – Labor by Labor Class, Employee

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>To-Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draftsman</td>
<td>Lawrence Gordon</td>
<td>8.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>Terry Johnson</td>
<td>63.00</td>
</tr>
<tr>
<td>Engineer</td>
<td>Marie Irvine</td>
<td>8.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Gregg Anderson</td>
<td>7.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Julie Smith</td>
<td>18.00</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Terry Johnson</td>
<td>2.50</td>
</tr>
<tr>
<td>Subtotal Professional Services</td>
<td>106.50</td>
<td>4,469.62</td>
</tr>
</tbody>
</table>

#### Section Type L03 – Labor by Employee

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>To-Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregg Anderson</td>
<td>7.00</td>
<td>263.04</td>
</tr>
<tr>
<td>Lawrence Gordon</td>
<td>8.00</td>
<td>300.62</td>
</tr>
<tr>
<td>Marie Irvine</td>
<td>8.00</td>
<td>300.62</td>
</tr>
<tr>
<td>Terry Johnson</td>
<td>65.50</td>
<td>2,928.95</td>
</tr>
<tr>
<td>Julie Smith</td>
<td>18.00</td>
<td>676.39</td>
</tr>
<tr>
<td>Subtotal Professional Services</td>
<td>106.50</td>
<td>4,469.62</td>
</tr>
</tbody>
</table>

#### Section Type L04 – Labor by Class, Subcontractor

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>To-Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draftsman</td>
<td>Online Systems</td>
<td>63.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>Don Cannon</td>
<td>8.00</td>
</tr>
<tr>
<td>Engineer</td>
<td>On Line Engineering</td>
<td>8.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Joseph Dregallo</td>
<td>18.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>Donna Redler</td>
<td>7.00</td>
</tr>
<tr>
<td>Project Manager</td>
<td>AM Consulting</td>
<td>2.50</td>
</tr>
<tr>
<td>Subtotal Professional Services</td>
<td>106.50</td>
<td>4,469.62</td>
</tr>
</tbody>
</table>
### Section Type L05 – Labor by Subcontractor

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>To-Date Hours</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Consulting</td>
<td>2.50</td>
<td>93.95</td>
</tr>
<tr>
<td>Don Cannon</td>
<td>8.00</td>
<td>300.62</td>
</tr>
<tr>
<td>Joseph Dregallo</td>
<td>18.00</td>
<td>676.39</td>
</tr>
<tr>
<td>On Line Engineering</td>
<td>8.00</td>
<td>300.62</td>
</tr>
<tr>
<td>Donna Redler</td>
<td>7.00</td>
<td>263.04</td>
</tr>
<tr>
<td><strong>Subtotal Professional Services</strong></td>
<td><strong>106.50</strong></td>
<td><strong>4,469.62</strong></td>
</tr>
</tbody>
</table>

### Section Type A01 – Amount by Account Category

**Other Charges**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Production</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Equipment Charges</td>
<td>750.00</td>
</tr>
<tr>
<td>Reproduction Costs</td>
<td>96.00</td>
</tr>
<tr>
<td><strong>Subtotal Other Charges</strong></td>
<td><strong>3,346.00</strong></td>
</tr>
</tbody>
</table>

### Section Type A03 – Amount by Account Category, Vendor

**Other Charges**

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Production</td>
<td>Small Business Technologies</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Equipment Charges</td>
<td>On Line Engineering</td>
<td>750.00</td>
</tr>
<tr>
<td>Reproduction Costs</td>
<td>Jeffco Blueprinting &amp; Supply</td>
<td>96.00</td>
</tr>
<tr>
<td><strong>Subtotal Other Charges</strong></td>
<td><strong>3,346.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Section Type A04 – Amount by Account Category, Employee

**Travel Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Employee</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Don Cannon</td>
<td>1,250.00</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Don Cannon</td>
<td>243.02</td>
</tr>
<tr>
<td>Hotel &amp; Lodging</td>
<td>Don Cannon</td>
<td>675.06</td>
</tr>
<tr>
<td><strong>Subtotal Travel Expenses</strong></td>
<td></td>
<td><strong>2,168.08</strong></td>
</tr>
</tbody>
</table>

### Section Type P01 – Account Category, Quantity, Unit of Measure, Amount

**Other Charges**

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit of Measure</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Production</td>
<td>1.00</td>
<td>BOOK</td>
<td>1,250.00</td>
</tr>
<tr>
<td>Equipment Charges</td>
<td>1.00</td>
<td>HOURS</td>
<td>243.02</td>
</tr>
<tr>
<td>Reproduction Costs</td>
<td>1.00</td>
<td>COPIES</td>
<td>675.06</td>
</tr>
<tr>
<td><strong>Subtotal Other Charges</strong></td>
<td></td>
<td></td>
<td><strong>2,168.08</strong></td>
</tr>
</tbody>
</table>

### Section Type S01 – Subtotal

<table>
<thead>
<tr>
<th>Description</th>
<th>To-Date Hours</th>
<th>Amount To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>462.00</td>
<td>19,260.28</td>
</tr>
<tr>
<td>Direct Labor – Services</td>
<td>320.00</td>
<td>15,455.58</td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>Total To-Date</td>
<td>XX,XXX.XX</td>
<td></td>
</tr>
<tr>
<td>Less Prior Billings</td>
<td>XX,XXX.XX</td>
<td></td>
</tr>
<tr>
<td><strong>INVOICE TOTAL</strong></td>
<td><strong>$XX,XXX.XX</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Invoice Layout BI040 – Current, Budget, & Invoiced To Date Invoice

### Section Type A01 – Amount by Account Category

<table>
<thead>
<tr>
<th>Account Category</th>
<th>Current Amount</th>
<th>Amount To-Date</th>
<th>Budget Amount</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Labor</td>
<td>5,430.00</td>
<td>9,756.00</td>
<td>12,000.00</td>
<td>2,244.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel Expenses</th>
<th>Current Amount</th>
<th>Amount To-Date</th>
<th>Budget Amount</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>875.00</td>
<td>1,587.00</td>
<td>5,000.00</td>
<td>3,413.00</td>
</tr>
<tr>
<td>Auto Rental</td>
<td>325.00</td>
<td>470.00</td>
<td>1,000.00</td>
<td>530.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>23.00</td>
<td>23.00</td>
<td>150.00</td>
<td>127.00</td>
</tr>
<tr>
<td>Subtotal Travel Expenses</td>
<td>2,223.00</td>
<td>2,080.00</td>
<td>6,150.00</td>
<td>4,070.00</td>
</tr>
</tbody>
</table>

### Section Type A01 – Amount by Account Category

<table>
<thead>
<tr>
<th>Account Category</th>
<th>Current Amount</th>
<th>Amount To-Date</th>
<th>Budget Amount</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Overhead</td>
<td>650.43</td>
<td>1,146.37</td>
<td>1,750.00</td>
<td>603.63</td>
</tr>
<tr>
<td>Applied G&amp;A Expenses</td>
<td>1,430.94</td>
<td>2,521.98</td>
<td>3,831.18</td>
<td>1,309.19</td>
</tr>
<tr>
<td>Fee for Service</td>
<td>380.10</td>
<td>682.92</td>
<td>840.00</td>
<td>157.08</td>
</tr>
</tbody>
</table>

### Section Type S02 – Subtotal

<table>
<thead>
<tr>
<th>Account Category</th>
<th>Current Amount</th>
<th>Amount To-Date</th>
<th>Budget Amount</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal Professional Services</td>
<td>51,425.00</td>
<td>92,500.00</td>
<td>106,000.00</td>
<td>13,500.00</td>
</tr>
<tr>
<td>Subtotal Travel Expenses</td>
<td>1,223.00</td>
<td>2,080.00</td>
<td>6,150.00</td>
<td>4,070.00</td>
</tr>
</tbody>
</table>

### Section Type T01 – Task without Sections

<table>
<thead>
<tr>
<th>Task</th>
<th>Current Amount</th>
<th>Amount To-Date</th>
<th>Budget Amount</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>51,425.00</td>
<td>92,500.00</td>
<td>106,000.00</td>
<td>13,500.00</td>
</tr>
<tr>
<td>Design Review</td>
<td>1,223.00</td>
<td>2,080.00</td>
<td>6,150.00</td>
<td>4,070.00</td>
</tr>
</tbody>
</table>

### Invoice Total

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVOICE TOTAL</td>
<td>$XX,XXX.XX</td>
</tr>
<tr>
<td></td>
<td>$XX,XXX.XX</td>
</tr>
<tr>
<td></td>
<td>$XX,XXX.XX</td>
</tr>
<tr>
<td></td>
<td>$XX,XXX.XX</td>
</tr>
</tbody>
</table>
Attachment Layout BI090 – Current

Attachment Header

BCM Incorporated

“Draft” is printed for a preliminary invoice; “Invoice” is printed for a final or reprint.

Draft Attachment

Section Types

The section types are the same as invoice format BI010.

Figure 5: Invoice attachment

- When an attachment prints, it uses the above header instead of the normal invoice header.
- No attachment total will print (although section totals print).
- Not all sections that appear on the invoice need to appear on the attachment. Generally, the sections on the attachment print in more detail than those on the invoice.
- No footer prints on the attachment.
Sending Invoices and Construction Billings Electronically

Invoices and construction billings created in Flexible Billings can be sent and resent electronically to project stakeholders using Invoice Print (BI.INV.00) or Construction Billing Print (BI.CNP.00) for a final print or reprint. To transmit invoices and construction billings electronically, Quick Send for the Project Invoice or Construction Billing document type must be set up on Shared Information’s Quick Send Setup (21.951.00) and the project or the customer of the document must be set up for Quick Send for the Project Invoice or Construction Billing document type on the Quick Send tab of Project Controller’s Project Maintenance (PA.PRJ.00) or Accounts Receivable’s Customer Maintenance (08.260.00).

Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) determines whether Quick Send preferences for the Project Invoice and Construction Billing document types are defined for the project on Project Controller Project Maintenance (PA.PRJ.00) or for the project’s customer on Accounts Receivable Customer Maintenance (08.260.00).

You can also resend invoices and construction billings using Shared Information’s Quick Send Inquiry (21.200.00). For more information about resending documents using Quick Send Inquiry (21.200.00), see “Resending Documents Delivered Electronically” in the Shared Information online help or user guide.

To send invoices or construction billings electronically using Invoice Print (BI.INV.00) or Construction Billing Print (BI.CNP.00):

1. Open Invoice Print (BI.INV.00) to send invoices
   - OR –
   Open Construction Billing Print (BI.CNP.00) to send construction billings.
2. Select Final or Reprint in Prelim/Final/Reprint.
3. Enter the draft number associated with the invoice in Draft Range.
   - OR –
   Enter the invoice number in Invoice Range.
4. Verify Print to Printer is selected.
5. Click Print Invoices. The invoice or construction billing is printed, or it is transmitted electronically by means of Quick Send or Doc Share.

- Quick Send — If the invoice or construction billing has not been transmitted electronically, Quick Send requests are created according to the Quick Send preferences defined for the Project Invoice or Construction Billing document type on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) or Account Receivable Customer Maintenance (08.260.00). Quick Send requests are also created for each additional receiver defined on Project Controller Additional Receivers (PA.PRJ.01) or Accounts Receivable Additional Receivers (08.260.08). If the invoice or construction billing was transmitted electronically, the Quick Send preferences indicated in the document’s Quick Send requests are used to resend the document to the initial recipients. For more information about Quick Send requests, see “Quick Send Inquiry (21.200.00)” in the Shared Information online help or user guide.

- Doc Share — If the invoice or construction billing has not been posted on a SharePoint site, an Application Server request is created based on the project’s Doc Share settings defined on Shared Information SharePoint Site Creation/Linking (21.960.00). The document is published to the SharePoint site that is specified. If the document is reprinted, it is created with the same file name as the previous version and overwrites the document that was previously posted to the SharePoint site.
To send invoices to one-time receivers:

Note: Construction billings cannot be sent to one-time receivers using Construction Billing Print (BI.CNP.00). For more information about sending construction billings to a one-time receiver, see “To send a Quick Send request to a one-time receiver” in the Shared Information online help or user guide.

1. Determine which invoice to send to the one-time recipient.
2. Open Invoice Print (BI.INV.00).
3. Select Final in Prelim/Final/Reprint.
4. Enter the draft number associated with the invoice in Draft Range.
5. Select Quick Send to One-time Receiver.
6. Click Print Invoices. One-time Receiver (BI.INV.01) displays.

7. Select the appropriate manner to send the invoice to the one-time recipient in Delivery Method.
8. Enter the one-time receiver’s email address in Receiver Email Address when Delivery Method is Email.
9. Enter the one-time receiver’s fax number in Receiver Fax Number when Delivery Method is Fax.
10. Select the appropriate settings for the one-time recipient based on the delivery method.
11. Click Send Request to send the invoice to the one-time recipient.
Viewing Quick Send Request Details

When an invoice created in Flexible Billings is sent electronically to a customer, a Quick Send request is created. The request instructs Application Server (96.010.00) to transmit the document according to the Quick Send preferences defined on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) or Accounts Receivable’s Customer Maintenance (08.260.00). Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) determines whether Quick Send preferences for the Project Invoice and Construction Billing document types are defined for the project on Project Controller Project Maintenance (PA.PRJ.00) or for the project’s customer on Accounts Receivable Customer Maintenance (08.260.00). You can view Quick Send request details on the Shared Information Quick Send Inquiry (21.200.00) screen. In Flexible Billings, you can open Quick Send Inquiry (21.200.00) from Invoice Inquiry (BI.INQ.00).

To view invoice Quick Send details in Invoice Inquiry (BI.INQ.00):

1. Open Invoice Inquiry (BI.INQ.00). Invoice Inquiry (BI.INQ.00) displays.

2. In Project, enter the project associated with the invoice you chose in step 1.
3. In the grid, select the detail line containing the invoice you chose in step 1.
4. Click Quick Send Inquiry. Quick Send Inquiry (21.200.00) opens and the Quick Send request details for the invoice display.
**Invoice Posting**

*Invoice & Adjustment Posting* (BI.REG.00) selects invoices for posting based on their status. To be eligible for posting, the status of each invoice must be PR, indicating that it has been through final print processing. When posting an invoice, the updates described below take place.

**Invoice Header**

The status of the invoice, stored in the Invoice Header table (PJINVHDR), is set to PO for posted. The program also updates the header record with the batch number and fiscal period. The system assigns the batch number and you designate the fiscal period for posting the invoices (the current period is the default but you can overwrite it). For audit trail purposes, records in all modules (General Ledger, Accounts Receivable, and Project Controller) carry the same batch number.

**Invoice Detail**

The billing status field in the Invoice Detail table (PJINVDET) is set to B for billed.

**General Ledger**

Invoice transactions contain the amounts, units, account numbers, and subaccounts used for creating entries in the General Ledger module. For all item types, a transaction posts to the AR Trade account category. The account and subaccount for this posting come from the Customer record (if it contains the information) or from AR Setup (08.950.00). The item type determines the offset to AR Trade.

The following is a summary of how the offset account and subaccount are determined:

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Source of account/subaccount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item – Regular</td>
<td>Posting Rules table using the account category</td>
</tr>
<tr>
<td>Other Item</td>
<td>Posting Rules table using the account category</td>
</tr>
<tr>
<td>Tax</td>
<td>Sales Tax (SALESTAX) table using the Tax ID</td>
</tr>
<tr>
<td>Retention</td>
<td>System parameter maintained in <em>Billings Setup</em> (BI.SET.00)</td>
</tr>
<tr>
<td>Deposit</td>
<td>System parameter maintained in <em>Billings Setup</em> (BI.SET.00)</td>
</tr>
<tr>
<td>Bill Retention</td>
<td>System parameter maintained in <em>Billings Setup</em> (BI.SET.00)</td>
</tr>
<tr>
<td>Apply Deposit</td>
<td>System parameter maintained in <em>Billings Setup</em> (BI.SET.00)</td>
</tr>
</tbody>
</table>

The billing rules code and account category are the keys in the Invoice Posting Rules table (PJRULIP). The rule code comes from the Billing Master table (PJBILL) for the post-to project. In addition to containing account and subaccount for each account category, it can also have a second, optional set (debit and credit) of accounts and subaccounts. If these are present for an account category, *Invoice & Adjustment Posting* (BI.REG.00) posts two additional transactions in the General Ledger module for the same amounts as the primary postings.

Invoice items with a positive amount whose type is Item – Regular, Other Item, Tax, Deposit, or Bill Retention result in a debit to the AR Trade account and a credit to the offset as described earlier. Invoice items with a positive amount whose type is Retention or Apply Deposit create the opposite posting (credit the AR Trade account and debit the offset account).
Invoice & Adjustment Posting (BI.REG.00) makes additional entries to post cost of sales transactions to the General Ledger module if the billing rule code for the billing project has a costing method associated with it. At this time, the To Date costing method is available, which posts cost of sales in the same proportion as revenue under the assumption that the billed-to-date amount represents or equals the revenue-to-date, primarily in fixed price contracts. In simple terms, if the contract is for $1,000,000 and you have billed $100,000, then 10% of the contract has already been billed. The To Date method adjusts the cost of sales booking to 10% of the anticipated final cost for the project as part of the billing posting. The anticipated final cost is calculated as the sum of the budget amounts for the estimate at completion (EAC) costs for the master project and any of its subsidiaries.

This method posts a debit to a cost of sales expense account and a credit to an asset account, such as inventory or work in process, at the invoice total level. The expense account, asset account, and the related subaccounts are stored in Billings Setup (BI.SET.00).

Note: It is important to remember that COS postings differ from secondary posting rules in that secondary postings occur for the same amounts as the primary postings, whereas COS postings are proportional.

The current cost amount (CURRENT–COS) is calculated for the invoice as follows:

- CURRENT COS = TO-DATE COS – TOTAL PRIOR COS where
- TO-DATE COS = (BTD / CONTRACT VALUE) * TOTAL EAC COST with the ratio of billed-to-date / contract value limited to a maximum of 1.0
- TOTAL PRIOR COS = total amount recorded to the cost of sales account category for all projects billing together (see “Billings Setup (BI.SET.00)” on page 121)
- TOTAL EAC COST = the sum of the EAC amounts for all account categories with an account type of Expense that are budgeted for the projects billing together
- BTD = total amount in the billed-to-date account category for all projects that bill together, including the regular item amounts on the current invoice
- CONTRACT VALUE = total amount of the contract value account category for all projects billing together on the invoice

The posting generated from the invoice debits COS and relieves an inventory or WIP type of account being carried on a cost basis, thus reducing the WIP account balance. The amount relieved is not based on the balance in WIP. The assumption is that the balance in this account category is increasing as work is performed because the allocation transfers costs to WIP to increase this asset. The account balance should be zero at project completion (or whenever the project is closed).

When the accounts and subaccounts for all items on the invoice have been determined, Invoice & Adjustment Posting (BI.REG.00) summarizes all the transactions for the same account, subaccount, project, and task. For each unique combination, the program writes a single record with a status of Released and Unposted to the General Ledger Transactions table (GLTRAN). The program always summarizes postings to the AR Trade account into one transaction per invoice. Invoice & Adjustment Posting (BI.REG.00) creates one header record in the Batch table each time it runs.

Accounts Receivable

The program writes one record to the ARDOC table for each invoice. It creates an invoice-type document if the invoice total amount is positive. It creates a credit memo-type document if the invoice total amount is negative. It calculates the due date based on the terms stored in the Customer Master record and calculates any applicable discount amount. The salesperson ID is copied to the SlsPerID fields in ARDOC and ARTRAN. In addition, the default commission percentage for the salesperson is copied to ARTRAN.CmmnPct. Finally, the invoice total updates the SLSPERHIST table for the appropriate fiscal period.

When posting a reversal invoice, the DocDesc field in ARDOC is set to “Reversal for invoice xxxxxx” where xxxxxx is the original invoice number being reversed. One record updates the ARTRAN table for each transaction generated in the General Ledger module by the invoice. The ARTRAN records have a Released status.
Project Controller

Invoice detail records with an account number associated with an account category update Project Controller. That is, one project transaction is created for each ARTRAN record that has an account number that is linked to a project account category. Invoice & Adjustment Posting (BI.REG.00) creates the postings related to a billing in the General Ledger module and optionally in the Project Controller module. The project postings are based on the account numbers used. Billing Rules Maintenance (BI.RUL.00) does not restrict the account numbers used in the Rules Invoice Posting grid to accounts with an account category. Specifically, if the account number is associated with an account category, a posting updates Project Management and Accounting. If no link exists between the account number and an account category, the posting process cannot generate a project posting. Account numbers are associated with account categories by assigning an account category to the account in Chart of Accounts Maintenance (01.260.00). For each invoice item with an item type of Item – Regular, the program also writes a Project Transaction record for the billed-to-date account category. Project transactions added to PJTRAN also update the Project Summary and Rollup tables.

For the COS posting method, it is essential to establish the link between the COS account number and its account category (the link to the offset to WIP or inventory might also be desired but is not required). Otherwise, the prior COS cannot update Project Management and Accounting for use in subsequent COS calculations and the subsequent calculations will be incorrect.

This issue is equally important for other accounts. For example, if revenue is recognized when billed or if earned-not-billed revenue is moved to billed revenue, all of these account numbers must be linked to their respective account categories in order record the values in Project Controller.

Order Management

The program writes the invoice number and date of each Flexible Billings invoice associated with an Order Management shipper to the SOSHIPHEADER table.
Invoice Posting Rules

Invoice posting rules are the instructions that generate the postings to the General Ledger and Project Controller modules during the Invoice & Adjustment Posting (BI.REG.00) process. These postings are defined by billing transaction type. Retentions, deposits, and sales taxes automatically post as shown in the table below. In addition, the Item – Regular and Other Item types automatically post one side (normally the offset, a debit to AR Trade); the rules control the other side of the posting for Item – Regular and Other Items. The table below illustrates the posting logic for all item types where the posting is a positive amount. Entries are reversed for any items entered as a negative value. (See “Setting up Invoice Posting Rules” on page 69 for detailed procedures.)

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Source and Key to Credit Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item – Regular</td>
<td>Billing Rule by Source Acct Cat</td>
<td>AR Primary Acct</td>
<td></td>
</tr>
<tr>
<td>Other Item</td>
<td>Billing Rule by Source Acct Cat</td>
<td>AR Primary Acct</td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>Tax Tables by Tax ID</td>
<td>AR Tax Acct</td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td>AR Deposit</td>
<td></td>
</tr>
<tr>
<td>Apply Deposit</td>
<td>Deposit</td>
<td>AR</td>
<td></td>
</tr>
<tr>
<td>Retention</td>
<td>Retention</td>
<td>AR</td>
<td></td>
</tr>
<tr>
<td>Bill Retention</td>
<td></td>
<td>AR Retention</td>
<td></td>
</tr>
</tbody>
</table>

The account numbers shown as AR are retrieved first from the Customer Master table and, if not specified there, are obtained from AR Setup (03.950.00). Deposit and retention are retrieved from Billings Setup (BI.SET.00). Enter posting rules in the lower grid of Billing Rules Maintenance (BI.RUL.00).

Source Account Categories

The source account category of the billed transactions determines which invoice posting rule defines the postings for each transaction. The source account category of each transaction must match the source account category in the table in order to determine the postings to produce.

Example: On a time and materials contract, Project Controller’s Allocation Processor (PA.PRO.00) performs the revenue calculations on a timesheet transaction by multiplying the employee’s hours by an hourly billing rate. This could result in two project transactions, one to a revenue account category in full detail and the offset to an unbilled receivables account category. You could configure the billing load rules to pick up the revenue transactions created by allocations but the Invoice Detail table (PJINVDET) would be loaded with the source account category because this is what you want to appear on the invoice (Labor or Travel, not Revenue).

Invoice & Adjustment Posting (BI.REG.00) uses the source account category for creating the postings to the General Ledger and Project Controller modules for each transaction on the invoice. The selection account category for the load process (entered in the upper grid) is not used because it might be Revenue for all items but you might need different transactions to post to different accounts. Invoice & Adjustment Posting (BI.REG.00) creates postings in the General Ledger module for all invoices based on the invoice posting rules. Billing Rules Maintenance (BI.RUL.00) does not restrict the account numbers that you can enter into the Rules for Invoice Posting grid. If the account number entered in the invoice posting rule has an account category associated with it in General Ledger’s Chart of Accounts Maintenance, Project Controller postings are created as well. This provides consistent control over how entries are generated for Project Management and Accounting.

The primary account number will be used for creating the offset to the AR entry. This is typically a revenue or asset account.

The primary subaccount will be used for creating the offset to the AR entry.

The secondary post-to and offset fields allow for the automatic creation of an additional set of postings from the single source using the same amount. If secondary postings are not necessary, leave the fields blank.
Example: If an organization recognizes revenue using Project Controller's Allocation Processor (PA.PRO.00) but wants to distinguish on the books the amount of revenue that has been billed, the secondary posting could provide this visibility. In this case, the allocation method might be set up to create postings to an unbilled receivables asset account with an offset to an earned-not-billed revenue account. When posting an invoice, the invoice posting rules would create a posting with an offset to the primary account, unbilled receivables. The secondary set of postings would record billed revenue (a credit) and relieve the earned-not-billed revenue.

Wildcards

The three subaccount fields in each rule can accept wildcard characters. Use of these wildcards permits the creation of a flexible posting rule. Wildcarding allows generic subaccount definition of the value and its source. During posting, the subaccount from the project, task, project bill-with, or employee determines the organization to debit or credit. Following is a list of wildcard characters and their corresponding source:

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Source Table for the Subaccount</th>
</tr>
</thead>
<tbody>
<tr>
<td>p</td>
<td>Project Master (table PJPROJ)</td>
</tr>
<tr>
<td>e</td>
<td>Employee Master (table PJEMPLOY)</td>
</tr>
<tr>
<td>b</td>
<td>Project Master using Project Bill-with (table PJBILL)</td>
</tr>
<tr>
<td>t</td>
<td>Task Master (table PJPENT)</td>
</tr>
</tbody>
</table>

Always enter wildcard characters in lowercase text to distinguish them from valid constants. You can enter wildcard characters in any character position of the posting subaccount (up to the entire field). The wildcard characters are replaced by corresponding characters in the same position from the subaccount field source table. If wildcard characters are used, subaccount validation cannot take place.

Example: The department responsible for the project should receive credit for the revenue generated by the project. If the department code consists of the last four characters of a 10-character subaccount, the primary subaccount field in the posting rule might be 00-0155-pppp. For any revenue posting, wildcard processing loads the subaccount with company 00, location 0155, and the department from the subaccount in the project master.

Additional Information

Invoice posting rules must contain an entry for each source account category that might be included on any of the project's invoices. This restriction allows you to control which items are billable and ensures that all transactions on the invoice post correctly.

*Invoice and Adjustment Maintenance* (BI.BAM.00) blocks input or selection of any transaction with an account category that does not have a posting rule. To correct this situation, add the account category to the billing rule assigned to the project.

You can create multiple sets of rules. Each billable project must have a billing rule designated for it in *Billing Information Maintenance* (BI.BMM.00).
Invoice Approval and Rejection

Each billing project can have an approver assigned to review invoices for it before they can undergo a final print process. You can set the requirement for invoice approval as a global option in Billings Setup (BI.SET.00) or on a project-by-project basis in Billing Information Maintenance (BI.BMM.00). The requirement for invoices to undergo review and approval serves several purposes, including:

- Reviewing invoices for accuracy
- Auditing invoices for limits, sensitive wording, etc.
- Providing for an electronic signature
- Ensuring that essential text, such as a status report, is entered on the invoice and is accurate

See “Reviewing, Approving, and Rejecting Invoices” on page 87 for detailed procedures.
Mass Invoicing

Flexible Billings can automatically create multiple draft invoices based on user-selected criteria. This feature allows selection of unbilled detail, usually loaded by Billings Transaction Load (BI.BTL.00), Project Controller’s Allocation Processor (PA.PRO.00), or Order Management’s Sales Journal (40.690.00), onto draft invoices automatically. This is particularly advantageous at sites with a large number of billing projects, invoices, or large volumes of billing detail.

Using billing criteria and user-provided values, Automatic Invoice Creation (BI.AIC.00) selects unbilled detail meeting the criteria and generates draft invoices from this detail. The criteria include subaccount mask, biller ID, billing cycle, billing project, cutoff date, and fiscal period.

Each invoice generated with this process has its status set to either Completed or Approved depending on the project’s approval requirement in the Billing Master. If approval is required, the draft moves into the approver’s queue and a Communicator message notifies the approver.

Draft invoices created by Automated Invoice Creation (BI.AIC.00) contain all billing detail with a status of Available (which excludes items on hold), with transaction dates on or before the cutoff date, and for the fiscal period entered. However, draft invoices created for Order Management shippers contain only the billing detail of one shipper.

Retention processing takes place for billing projects that have a retention method and percentage specified for them in Billing Information Maintenance (BI.BMM.00).

You can create a draft only for qualifying billing projects that do not already have an unposted draft in progress unless Allow Multiple Unposted Invoices is selected in Billings Setup (BI.SET.00). When this box is checked, Automatic Invoice Creation skips any projects that have unposted drafts on file and displays a message.

When Automatic Invoice Creation (BI.AIC.00) finishes creating drafts, view or print the range of drafts using Invoice and Adjustment Maintenance (BI.BAM.00) or Invoice Print (BI.INV.00). (See “Running Mass Invoicing” on page 89 for detailed procedures and “Automatic Invoice Creation (BI.AIC.00)” on page 95 for a description of the fields that affect selection.)
Sales Tax

You can create sales tax line items on Flexible Billings invoices in two ways. The first option allows the creation of invoice tax items either manually or automatically using Invoice and Adjustment Maintenance (BI.BAM.00) (see “Processing Invoices” on page 75 for more information). The second option allows the use of Automatic Invoice Creation (BI.AIC.00) to build a set of draft invoices with tax items generated automatically according to user-supplied criteria (see “Running Mass Invoicing” on page 89 for more information). You can maintain tax line items created by either automated process using Invoice and Adjustment Maintenance (BI.BAM.00). See “Processing Sales Tax” on page 91 for detailed procedures.

Sales Tax Calculation

Calculation of tax involves the tax ID, tax category, and taxable basis amount. In the case of invoices billed in a foreign currency, the tax is first calculated in the billing currency and then converted to the base currency.

The tax ID determines the tax rate, the calculation level, the tax category exemption, and the level 2 tax exemption flag.

The calculation level is one of these two levels:

- Level 1: Calculations on Goods Only
- Level 2: Calculations on Goods + Level 1 Taxes

When calculation level 2 is specified for a tax ID, the taxable amount for the line item is increased by the tax amount for all line items with level 1 tax where the level 2 tax exemption flag is false.

Sales Tax Examples

<table>
<thead>
<tr>
<th>Shared Information – Tax Maintenance (21.280.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax ID</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>01</td>
</tr>
<tr>
<td>02</td>
</tr>
<tr>
<td>03</td>
</tr>
<tr>
<td>04</td>
</tr>
<tr>
<td>05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flexible Billings – Invoice and Adjustment Maintenance (BI.BAM.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
</tbody>
</table>
Row 1 is taxable. Tax ID 01 is taxable for all tax categories except 001, 002, and 003. The tax category for row 1 is 004, so it is not exempt from taxation. The calculation level for Tax ID 01 is for goods only so the tax amounts on other rows do not affect the tax on row 1. However, the tax amount on row 1 is not excluded from level 2 calculation, so the tax amount of $6.00 is included in the taxable amount for all level 2 tax calculations.

Row 2 is taxable. Tax ID 02 is taxable for all tax categories except 001 and 002. The tax category for row 2 is 003 so it is not exempt from taxation. The calculation level for Tax ID 02 is for goods only, so the tax amounts on other rows do not affect the tax on row 2. The tax amount on row 2 is excluded from level 2 calculation, so the tax amount is not included in the taxable amount for any level 2 tax calculations.

Row 3 is not taxable. Tax ID 01 is taxable for all tax categories except 001, 002, and 003. The tax category for row 3 is 002, so it is exempt from taxation.

Row 4 is taxable. Tax ID 04 is taxable only for tax category 002. The tax category for row 4 is 002 so it is not exempt from taxation. The calculation level for Tax ID 04 is for goods only, so the tax amounts on other rows do not affect the tax on row 4. However, the tax amount on row 4 is not excluded from level 2 calculation, so the tax amount of $45.00 is included in the taxable amount for all level 2 tax calculations.

Row 5 is taxable. Tax ID 05 is taxable for all tax categories except 002. The tax category for row 5 is 001, so it is not exempt from taxation. The calculation level for Tax ID 05 is for goods + level 1 taxes, so the tax amounts on other rows with goods-only tax that is not excluded from level 2 calculation is included in the taxable amount for row 5. The tax amount on row 5 is excluded from level 2 calculation by default.

Row 6 is taxable. Tax ID 03 is taxable only for tax categories 001 and 003. The tax category for row 6 is 003, so it is not exempt from taxation. The calculation level for Tax ID 03 is for goods + level 1 taxes, so the tax on other rows with goods-only tax that is not excluded from level 2 calculation is included in the taxable amount for row 6. The tax amount on row 6 is excluded from level 2 calculation by default.

Row 7 is not taxable. Tax ID 04 is taxable only for tax category 002. The tax category for row 7 is 001, so it is exempt from taxation.
Flexible Billings Tasks

This section contains procedures that describe common ways to use Flexible Billings. Following is a quick reference task list for the procedures contained in this section.

Quick Reference Task List

This list contains tasks that are commonly performed in Flexible Billings. Each task is cross-referenced to a specific page in the user guide.

How do I set up...?
- The Flexible Billings module (see “Setting up Flexible Billings” on page 65)
- Accounts Receivable transfer rules (see “Setting up AR Transfer Rules” on page 69)
- Billing load rules (see “Setting up Billing Load Rules” on page 68)
- Billing exceptions (see “Setting up Billing Exceptions” on page 68)
- Invoice posting rules (see “Setting up Invoice Posting Rules” on page 69)
- Invoice formats (see “Formatting Invoices” on page 90)
- Master billing projects (see “Define a Billing Project” on page 73)
- Subsidiary projects (see “Define a Subsidiary Project” on page 73)
- Foreign currency invoicing (see “Setting Up Foreign Currency Invoicing” on page 91)

How do I create...?
- A billing transaction (see “Creating Invoice Detail Records” on page 67)
- A new invoice draft (see “Creating a New Invoice Draft” on page 75)
- Billing deposits (see “Billing Deposits” on page 82)
- Billing retentions (see “Billing Retentions” on page 83)

How do I enter...?
- Billing history (see “Entering Billing History” on page 70)
- Contract values (see “Entering Contract Values” on page 72)
- Fixed price, lump sum, or milestone items (see “Entering Fixed Price, Lump Sum or Milestone Items” on page 75)
- Labor and expense items (see “Entering Labor and Expense Items” on page 76)
- Product or service items (see “Entering Product or Service Items” on page 76)
- Miscellaneous items (see “Entering Miscellaneous Items” on page 77)
- Percentage billings (see “Entering Percentage Billings” on page 85)
- Scheduled billings by percent (see “Entering Scheduled Percentage Billings” on page 86)
- Scheduled billings by amount (see “Entering Scheduled Billings by Amount” on page 87)
- Taxes (see “Entering and Processing Taxes” on page 79)
- Text on an invoice (see “Entering Text on the Invoice” on page 81)

How do I maintain...?
- Draft invoices (see “Maintaining a Draft Invoice” on page 80)
• Invoice detail records (see “Maintaining Invoice Detail Records” on page 80)

How do I modify...?
• Draft invoices (see “Maintaining a Draft Invoice” on page 80)
• Existing unbilled transactions (see “Maintaining Invoice Detail Records” on page 80)
• Invoice formats or attachments (see “Changing the Invoice or Attachment” on page 82)
• Report layouts (see “Modifying the Report Layout” on page 90)
• Transactions on a draft invoice (see “Removing Transactions from a Draft Invoice” on page 81)

How do I release...?
• Scheduled billings (see “Releasing Scheduled Billings” on page 87)

How do I...?
• Apply deposits (see “Applying Deposits” on page 83)
• Bill for deposits (see “Billing Deposits” on page 82)
• Bill retentions (see “Billing Retentions” on page 83)
• Calculate retentions (see “Calculating Retentions” on page 78)
• Look up rates (see “Looking up Rates” on page 77)
• Run mass invoicing (see “Running Mass Invoicing” on page 89)
• Use my company logo (see “Using Your Company Logo” on page 90)

How are invoices...?
• Submitted for approval (see “Submitting the Invoice for Approval” on page 83)
• Reviewed (see “Reviewing, Approving, and Rejecting Invoices” on page 88)
• Approved (see “Approving Invoices” on page 88)
• Rejected (see “Rejecting Invoices” on page 88)
• Electronically sent or resent to customers (see “Sending Invoices and Construction Billings Electronically” on page 49)
• Summary viewed (see “Viewing the Invoice Summary” on page 82)
• Viewed or printed (see “Viewing or Printing the Invoice” on page 82)
Setting up Flexible Billings

Use the following procedures to set up the Flexible Billings module.

Pre-setup

Before beginning to process information in Flexible Billings, you must set up certain information in other modules. This information includes:

- Defining Project Controller options
- Setting up employees
- Setting up account categories and associating them with account numbers
- Setting up projects
Module Setup

Once you have set up the necessary information in related modules, you can set up the Flexible Billings module itself. The steps with an asterisk are required.

To set up the module:

1. *Define new account categories as necessary, particularly the billed-to-date, contract value, deposit, and retention account categories, using Account Category Maintenance (PA.ACC.00).
2. Map the new account categories to the chart of accounts using General Ledger’s Chart of Accounts Maintenance (01.260.00). (See “Invoice Posting” on page 52 for important information about mapping the chart of accounts to account categories.)
3. *Enter the account categories for billed-to-date and contract value in Project Controller Setup (PA.SET.00).
4. *Establish the global billing options in Billings Setup (BI.SET.00).
5. *Define the billing rules required for all billable projects using Billing Rules Maintenance (BI.RUL.00).
6. *Define the invoice formats required for all billable projects using Invoice Format Maintenance (BI.ISM.00).
7. Determine the fields in the header and footer that you want to add or remove from each report layout and save those changes into the user reports subdirectory.
8. *Enter the billing information for all billing and subsidiary projects using Billing Information Maintenance (BI.BMM.00).
9. Determine whether Order Management shippers for specific projects will be billed in Flexible Billings. If so, set Shipper Invoicing Method on the Additional Info tab of Project Maintenance (PA.PRJ.00) to Invoice in Project Flexible Billings or Shipper does not Create an Invoice.
10. Determine whether invoice drafts will be created for projects set up to bill Order Management shippers in Flexible Billings. If so, select the Create Invoice Drafts check box on the Additional Info tab of Project Maintenance (PA.PRJ.00).
11. Determine whether you will use the Allocator module for creating billable transactions. If so, select the Load Billings in Allocations check box in Billings Setup (BI.SET.00). See Project Allocator documentation for information about setting up and using the Project Allocator module.
12. Enter the data required for the To Date amounts using Initial Load for Billings History (BI.ILB.00). This data is necessary for any projects that use an invoice format with To Date columns and that have been invoiced prior to implementing Flexible Billings.
13. Enter the data required to properly reflect the billed-to-date amount displayed in the footer of the standard invoices using Project Controller’s Project Charge Entry (PA.CHG.00).
14. Enter the contract values for projects whose invoice formats print this data using Project Controller’s Budget Maintenance (PA.BSM.00) or Project Budgeting’s Budget Revision Maintenance (BU.BRM.00).
Creating Invoice Detail Records

You can create billable transactions using various basic methods, as follows:

- In situations where Project Controller transactions are billable, *Billings Transaction Load* (BI.BTL.00) can read transactions from the Project Transactions table (PJTRAN) and, based on the appropriate billing rule, transfer these transactions to the Invoice Detail table (PJINVDET). An example of this is the application of a rate to direct labor. Project Controller’s *Allocation Processor* (PA.PRO.00) can apply the billing rate to labor hours, creating revenue transactions in the Project Transactions table (PJTRAN). *Billings Transaction Load* (BI.BTL.00) transfers these transactions to Flexible Billings. If you want to load the transactions into the Invoice Detail table (PJINVDET) directly from *Allocation Processor* (PA.PRO.00), bypassing the *Billings Transaction Load* (BI.BTL.00) step, select the **Load Billings in Allocations** check box in *Billings Setup* (BI.SET.00).

- Use **Billing Entry by Percent** (BI.PCB.00) to enter percentage billings. This screen takes the user-input completion percentage figure and, based on the overall contract value and previous billings, calculates the current billable amount and adds a transaction to the Invoice Detail table (PJINVDET).

- Use **Scheduled Billings and Revenue Entry** (BI.SBE.00) to enter milestone billings, milestone revenue, or both.

- You can enter billable transactions directly in *Invoice and Adjustment Maintenance* (BI.BAM.00).

- You can generate billings for project-related Order Management shippers by processing the Order Management *Sales Journal* (40.690.00) report. Invoice detail records and invoice drafts are created for project-related shippers when the shipper’s project is set up to bill its shippers in Flexible Billings. For more information to set up projects so that their shippers are billed in Flexible Billings, see “Flexible Billings” in the Order Management online help or user guide.

- You can generate billings for construction projects in a format similar to that approved by the American Institute of Architects (AIA). Based on forms 702G and 703G, *Construction Billing Entry* (BI.CNB.00) provides the ability to enter the details for a construction billing into the first request for payment. Subsequent requests for payment for the same project only require the maintenance of the line item completion percentage and stored material amount. Running *Construction Billing Print* (BI.CNP.00) for a request for payment in Final mode creates records in the Invoice Detail table (PJINVDET).

For more information about billable transactions, see “The Billing Process” on page 1.
Setting up Billing Rules

The Flexible Billings module uses billing rules to define how certain processing and postings take place. Each billable project must be associated with a billing rule code. For more information, see “Billing Rules” on page 8.

Setting up Billing Load Rules

Before beginning entry, define the different types of billings needed such as time and materials, cost plus, fixed fee, lump sum plus expenses, and so on. Since each of these billing types typically involves different kinds of source and allocated transactions, you might create a different set of billing rules for each type.

To set up billing load rules:

1. Enter billing load rules in the upper grid of Billing Rules Maintenance (BI.RUL.00).
   - Account Category serves as the filter to determine whether a transaction in the Project Transactions table (PJTRAN) is eligible for loading into the Invoice Detail table (PJINVDET). Well-planned definition of the account categories for original cost transactions as well as transactions created by Project Controller’s Allocation Processor (PA.PRO.00) is crucial to the billing process.
   - Invoice Item Type determines whether the item will update billed-to-date and can affect the calculation of retention amounts. When Billings Transaction Load (BI.BTL.00) or Project Controller’s Allocation Processor (PA.PRO.00) creates an invoice detail record, it sets the item type to the value that you select.
   - Item types applicable in billing load rules are:
     - Item – Regular: The normal billable line item that, when posted, updates billed-to-date
     - Other Item: A special type used for freight, special handling, and any billing transaction that should not update billed-to-date. Some contracts might categorize certain expenses as reimbursable outside the contract maximum. You would classify these expense categories as Other Items so that they do not accumulate into billed-to-date.

2. Assign a billing rule to each project using Billing Information Maintenance (BI.BMM.00).

Setting up Billing Exceptions

Specify billing load exceptions on a project-by-project basis. These exceptions are usually a result of the contract’s terms and are generally set up at project inception.

To define a project’s exceptions:

1. Open Billing Information Maintenance (BI.BMM.00) for the desired project and click Billing Exceptions. A grid for exceptions appears.

2. Enter as many exceptions as required. Each row defines one exception and can have up to three fields and values (such as employee = 0012 and task = 01 and account category = Travel). Within a row, the criteria are evaluated as AND operators (task = 01 AND employee = 0012 AND account category = Travel). Additional rows are considered OR operators when evaluating transactions.
Setting up AR Transfer Rules
The following applies to invoices entered in the Accounts Receivable module. The billing rule code ARBI is reserved for the account categories associated with account numbers that you enter into Accounts Receivable’s Invoice and Memo for inclusion in the project’s billed-to-date amount.

To set up the Accounts Receivable transfer rules:
1. Open Project Controller Setup (PA.SET.00).
2. In the Billed To Date Setup tab, enter the account categories that will update billed-to-date when the invoice data comes from the Accounts Receivable module. These account categories are associated with the account numbers that you enter in Accounts Receivable’s Invoice and Memo (08.010.00) that will be included in the project’s billed-to-date amount.

Setting up Invoice Posting Rules
Invoice posting rules are the instructions that generate the postings to the General Ledger and Project Controller modules during the Invoice & Adjustment Posting (BI.REG.00) process. The source account category of the billed transactions determines which rule in the grid defines the postings for each transaction. The source account category of each transaction is compared to the source account category in the grid to determine the postings to produce.

To set up invoice posting rules:
1. Open Billing Rules Maintenance (BI.RUL.00).
2. Enter the posting rules in the bottom of the grid.
See “Invoice Posting Rules” on page 55 for more information.
Entering Billing History

Project Management and Accounting supports two levels of billing history, billed-to-date (BTD) and invoiced-to-date (ITD). They are maintained at different levels and for different purposes.

Before beginning to load the history, it is important to understand the difference between these two amounts to determine what history you need to load and where. (See “Billing History” on page 7 for more information.)

Loading Billed-to-date

The following steps guide you through the process of entering billed-to-date amounts.

To load billed-to-date:
1. Specify the billed-to-date account category in Project Controller Setup (PA.SET.00).
2. Load the billed-to-date (BTD) amounts using Project Charge Entry (PA.CHG.00) in the Project Controller module and set up a batch.
3. Set the fiscal period to the current period. You can enter beginning balances into the previous period if it is important that they appear in the balance forward amounts for the current fiscal year. Please contact your certified Microsoft Dynamics partner for assistance in reopening the prior period.
4. Enter the total amount of the batch into the batch amount field.
5. Enter the project. You must enter data for all billing projects and subsidiary projects individually. The system automatically updates the BTD for any invoices that are posted for each project whether they are billing projects or subsidiary projects. The invoice adds all BTDs together for presentation on the invoice. Therefore, any initial loading should be entered at the detailed project level.
6. Enter the task. The system automatically updates the BTD at the task level for any invoices that are posted. The invoice adds the BTDs for all tasks together for presentation on the invoice. If you do not need to enter data at this level of detail, simply post the project’s total BTD amount to the first task of the project or the task specified as the Default Task for System Postings in Project Controller Setup (PA.SET.00).
7. Enter the billed-to-date account category as defined in Project Controller Setup (PA.SET.00).
8. Enter the BTD amount.
9. Enter the BTD amount.
10. All other fields can be blank.
11. Release the batch.

To verify the amounts, use the Project Billing Analysis report (PA.130.00) in the Project Controller module. Remember that you must first define the flexible columns with column 6 (billed-to-date) containing the billed-to-date account category. To set up flexible columns, use Flexible Report Column Maintenance (PA.RPC.00) in the Project Controller module.

Loading Invoiced-to-date

The following steps guide you through the process of entering invoiced-to-date amounts.

To load invoiced-to-date:
1. Load the invoiced-to-date using Initial Load for Billings History (BI.ILB.00).
2. Enter the billing project ID in the header. The detailed line items can reflect the subsidiary projects if applicable. The subsidiary breakout requires more entry and is needed only if the invoice sorts on subsidiary projects.
3. Enter the balance forward date, which becomes the default transaction date for these entries.

4. Select an item type for each entry. The type controls whether entries are added to or subtracted from the accumulation of the ITD grand total. Most history should be added as the default type, Item – Regular, which is treated as an additive item. If to-date tax is necessary, this additive type can also be used. You might occasionally need to enter to-date retentions or deposits applied. Retentions and deposits applied reduce the grand total. In most cases, you do not need to enter the Other, Retention Billing, and Deposit types.

5. At the line item level, enter the invoiced-to-date information at the level summarized on each invoice. For example, if invoiced-to-date will print at the employee and labor class levels, you must enter the history at that level.

6. Saving the information adds it as an historical item with a billed status but without an invoice header.

To verify the information for a project, enter an invoice in Invoice and Adjustment Maintenance (BI.BAM.00) for the project. (You must define the invoice format before you begin entering the invoice.) Print a preliminary invoice either by clicking View invoice or by accessing Invoice Print (BI.INV.00) and verifying the ITD amounts.
Entering Contract Values

If contract value will print on invoices (normally in the invoice footer), or if you use Billing Entry by Percent (Bl.PCB.00) for calculating billing amounts, you must also enter contract values or revenue budgets.

To enter contract values or revenue budgets for presentation on an invoice:

1. Open Project Controller’s Budget Maintenance (PA.BSM.00) or, if the Project Budgeting module is installed, Budget Revision Maintenance (BU.BRM.00).
2. Enter the project.
3. Enter the task. If you do not enter contract value at the task level, enter the entire project’s contract value into the first task of the project or the task specified as the Default Task for System Postings in Project Controller Setup (PA.SET.00).
4. Enter the account category for contract value or revenue budget as defined in Project Controller Setup (PA.SET.00).
5. Enter the contract value or revenue budget amount in Budget Amount.
Setting up Multiple Projects to Bill Together

The Flexible Billings module allows you to bill multiple projects together on a single invoice using the “Bill With Project” capability. Use the following procedures to bill multiple projects together on a single invoice.

**Note:** Invoices created for Order Management shippers are not combined with other invoices.

### Define a Billing Project

To bill projects together, you must designate a billing project and one or more subsidiary projects.

**To define a billing project:**

1. Open *Billing Information Maintenance* (BI.BMM.00).
2. Enter the master project ID in **Project**.
3. The value in the **Bill With Project** field automatically defaults to the project entered in Step 2. Since this is the master billing project, do not change the value in Bill With Project.
4. Because all fields in *Billing Information Maintenance* apply to a billing project, complete the rest of the fields on the screen.

### Define a Subsidiary Project

After you designate a billing project, you can specify one or more subsidiary projects to bill under the billing project.

**To define a subsidiary project:**

1. Open *Billing Information Maintenance* (BI.BMM.00).
2. Enter the subsidiary project ID in **Project**.
3. Type or select the master or billing project that the subsidiary project bills under in **Bill With Project**. Projects that bill together must have the same customer assigned to them in *Project Maintenance* (PA.PRJ.00). The invoice header displays only the billing project. Aging reports are generated by billing project and any project-related postings from the Accounts Receivable module use the billing project.
4. For subsidiary projects, only the **Bill With Project**, **Billing Rule**, project invoice comments, ID fields, and billing exception fields apply. For all other billing options, the master billing project’s options take precedence and these fields are unavailable for maintenance.
Billing Multiple Customers for a Single Project

You can bill multiple customers for a single project, or for a billing project and its subsidiary projects, by selecting a billing type on the Bill With tab of Billing Information Maintenance (BI.BMM.00). For projects that have a billing type other than Standard (Customer Split Bill, Bill by Task Customer, or Bill by Task Group), Automatic Invoice Creation splits the billing records and creates the drafts for the various customers or task groups according to the rules specified in Billing Information Maintenance.

Note: Invoices created for Order Management shippers are not combined with other invoices.

To bill multiple customers for a billing project and its subsidiaries:

Open Billing Information Maintenance (BI.BMM.00), designate a billing project, and assign an invoice format, billing rule, and other information that you want to store in the project’s billing master record. Select one of the following from the Billing Type list:

- Standard – To create one invoice draft for the billing project using the customer assigned to the project in Project Maintenance (PA.PRJ.00), select Standard.
- Customer Split Bill – To split the billing items into separate invoice drafts according to percentages assigned to each customer, select Customer Split Bill. Click the Customer Split Bill tab to designate the customers and the percentages of each billing item to bill to each customer. The entries on this tab, up to a maximum of 20 per billing project, update the Split Bill table (PJBILLSB). When Automatic Invoice Creation (BI.AIC.00) processes an open billing item, it divides the item up according to the percentages. The program then creates new billing items that reflect the split percentages and assigns the new split items to different invoice drafts based on the customer.
- Bill by Task Customer – To assign the billing items to separate invoice drafts based on the customer assigned to the task, select Bill by Task Customer. Click the Bill by Task tab to assign customer IDs to each task of the project. When Automatic Invoice Creation (BI.AIC.00) processes open billing items, it places the items on different invoice drafts based on the task and customer. The task and its customer are stored in the Task Master Extended table (PJPENTEX).
- Bill by Task Group – To assign the billing items to separate invoice drafts based on a user-assigned task group, select Bill by Task Group. Click the Bill by Task tab to assign group IDs to each task of the project. When Automatic Invoice Creation (BI.AIC.00) processes open billing items, it places the items on different invoice drafts based on the task group assigned to the billing item’s task and assigns the customer of the project to each. You must maintain the draft in Invoice and Adjustment Maintenance (BI.BAM.00), where you can override the customer ID and assign a different customer to the draft based on the task group. The task and its task group are stored in the Task Master Extended table (PJPENTEX).
Processing Invoices

You can create standard (non-construction) Flexible Billings invoices in three ways. The first option allows you to create draft invoices either manually or upon demand using Invoice and Adjustment Maintenance (BI.BAM.00). The second option entails the processing of the Order Management Sales Journal (40.690.00) report to create invoice detail records and draft invoices for shippers related to projects set up to have their shippers billed in Flexible Billings. The third option entails the use of Automatic Invoice Creation (BI.AIC.00), allowing the system to build a set of draft invoices according to user-supplied criteria. You can maintain invoices created by the automated process using Invoice and Adjustment Maintenance.

This section outlines the procedures for manually entering or maintaining invoices. Unless otherwise noted, these procedures assume the use of Invoice and Adjustment Maintenance. For information on Automatic Invoice Creation, see “Running Mass Invoicing” on page 89 and “Automatic Invoice Creation (BI.AIC.00)” on page 95.

Creating a New Invoice Draft

The Flexible Billings module supports several ways of creating invoices.

To create a new invoice:

1. Open Invoice and Adjustment Maintenance (BI.BAM.00).
2. Enter the billing project.
3. Leave Draft Number blank to create a new draft. (Whether multiple drafts can be in process at the same time depends on the setting of the Allow Multiple Unposted Invoices check box in Billings Setup (BI.SET.00). An invoice is unposted until successfully processed by Invoice & Adjustment Posting (BI.REG.00).) The program assigns the draft number when you save the document.
4. A start date can print on the invoice, depending on the value in Date Print Code for the project in Billing Information Maintenance (BI.BMM.00). The start date does not filter the unbilled transactions that appear in the grid.
5. An end date can print on the invoice, depending on the value in Date Print Code for the project in Billing Information Maintenance. The end date serves as a cutoff date for the unbilled transactions shown in the grid.
6. You can overwrite the project’s default invoice format in Billing Information Maintenance and select a different invoice format for the current invoice. This ability is useful for special invoices used when billing for an initial deposit or down payment, billing for collection of a retention amount, or for an adjustment.
7. You can overwrite the default attachment format from Billing Information Maintenance and select a different attachment format for the current invoice.
8. The status of an invoice defaults to In Process. When finished, change the invoice status to Completed, which queues the invoice for either approval or final printing based on the billing project’s Approval Required flag in Billing Information Maintenance. Once you save the draft, if the project requires invoice approval, the invoice header status remains Completed. If approval is not necessary, the status changes to Approved. When saving a draft with a status of Completed for a project whose drafts require approval, a Communicator message automatically notifies the approver. You cannot set the status to Completed if the draft does not contain any billing items.

Entering Items

While many invoice details are created by allocations, manual entry is sometimes necessary.

Entering Fixed Price, Lump Sum or Milestone Items

A fixed price or lump sum billing is an invoice transaction with a project, task, account category, and amount. It can carry a comment as well. However, it does not generally relate to a specific employee, vendor, or expense.
To invoice a fixed amount:
1. Enter the amount that you want to bill in Invoice and Adjustment Maintenance (BI.BAM.00).
2. Enter or select the project and task for the item.
3. Enter or select an account category. You can only enter or select account categories that have posting rules in the billing rule assigned to the billing project. The field does not accept the entry of an account category that the system does not know how to post.
4. Enter the transaction date or accept the default end date from the invoice header.
5. Enter a comment that can optionally print on the invoice.
6. Select the appropriate item type. For billing items that should update the project’s billed-to-date (BTD) balance, set Item Type to Item – Regular. For billing items that should not update BTD, select Other Item.
7. Enter or select the appropriate tax ID, if applicable.

Generally, the other fields in the Invoice and Adjustment Maintenance grid do not apply to a fixed amount and you do not need to enter them. If entered, they are validated and stored with invoice history.

Entering Labor and Expense Items
Labor and expense transactions usually flow automatically from the project transactions through Project Controller’s Allocation Processor (PA.PRO.00) for any mark-ups to billing line items. However, you can enter labor or expense items directly on an invoice.

To enter labor and expense items on an invoice:
1. Enter the hours or units (for example, miles) that you want to bill. Leave the field blank if units do not apply to the item.
2. Enter the rate type if you want to use a rate table for rate retrieval. Because Invoice and Adjustment Maintenance performs multi-tiered rate retrieval similar to Allocation Processor and the applicable rate can change as you enter data in the fields that trigger rate retrieval, the rate lookup occurs when you complete the line and the program calculates the billing amount at that time.
3. Enter the billing rate if you are not using the rate tables for rate retrieval. If a rate is not available, proceed to Amount. If you enter a rate type or billing rate, the program calculates the billing amount. However, if you do not provide a rate type or rate, you can enter the amount that you want to bill directly.
4. Enter or select the project and task for the item.
5. Enter or select the account category.
6. Enter the employee, labor class, or vendor if appropriate to the item.
7. Select the appropriate item type. Use Item – Regular if the entry should be included in the billed-to-date total for the project. Use Other Item if the entry does not need to accumulate into billed-to-date.

Entering Product or Service Items
A product or service billing is an invoice transaction in which you are billing a quantity at a price per unit. Often, these transactions are used when billing for plans, copies, surveys, equipment, per diems, and so on. For billing, these items can be entered directly in Invoice and Adjustment Maintenance (BI.BAM.00). Each invoice item carries a project, task, account category, quantity, unit of measure, and an amount, and can include a comment as well. Generally, these billing items do not relate to a specific employee or vendor and you can skip these fields.

To enter product or service items on an invoice:
1. Enter the quantity that you want to bill.
2. Enter the rate type if you want to use a rate table for rate retrieval. Because Invoice and Adjustment Maintenance performs multi-tiered rate retrieval similar to Allocation Processor and
the applicable rate can change as you enter data in the fields that trigger rate retrieval, the rate lookup occurs when you complete the line and the program calculates the billing amount at that time.

3. Enter the billing rate if you are not using the rate tables for rate retrieval. If a rate is not applicable, proceed to Amount. If you enter a rate type or billing rate, the program calculates the billing amount. However, if you do not provide a rate type or rate, you can enter the amount that you want to bill directly.

4. Enter or select the project and task for the item.

5. Enter or select the account category.

6. Select the appropriate item type. Use Item – Regular if the entry should be included in the billed-to-date total for the project. Use Other Item if the entry does not need to accumulate into billed-to-date.

7. Enter a freeform unit of measure for the quantity you entered in step 1.

**Entering Miscellaneous Items**

You can create miscellaneous items to bill charges such as freight and other special charges. You would typically enter these items as a fixed price transaction with a project, task, account category, and amount. They can carry a comment as well.

**To enter miscellaneous items on an invoice:**

1. Enter the amount that you want to bill. If the amount is a credit, enter a negative mount.

2. Enter or select the project and task for the item.

3. Enter or select the account category.

4. Since miscellaneous charges should rarely update the billed-to-date balance for a project, select the item type Other Item.

**Looking up Rates**

For some invoice items, particularly those that represent products or services, it is often desirable to have the system look up the billing rate for these items. You can create a rate table to support a flexible rate lookup with standard as well as project-specific rates. Specify the default rate table for the entire module in *Billings Setup* (BI.SET.00). You can also specify rate tables for each project in *Billing Information Maintenance* (BI.BMM.00).

*In Invoice and Adjustment Maintenance* (BI.BAM.00), enter a rate type that exists within the Billing Rate table (PJRATE).

**To look up rates:**

1. The rate table specified for the project in *Billing Information Maintenance* is used for looking up the specific rate. If the project-level rate table field is blank, the table defined in *Billings Setup* is used. The rate table and rate type entered for the transaction are used for retrieving the rate. This definition establishes the subtables (levels) and the values (rate keys) for the rate lookup of each level. There can be up to nine levels that provide the order (hierarchy) of the rate lookup. The rate keys define the data from the Invoice Detail transactions that are used for performing the lookup.

   **Note:** When setting up a rate table for use in *Invoice and Adjustment Maintenance* (BI.BAM.00), the rate keys used must not reference the Transaction Table fields in the database source value. They must reference the Invoice Detail fields or one of the master tables such as the Project Master (PJPROJ) or Task Master (PJPENT) table.

2. Starting with level 1, the appropriate rate key values are retrieved from the transaction record, combined with the rate table ID, rate type, and level number. The rate table is then searched for a record with an effective date less than or equal to the transaction date.

3. If a record is found, the rate is retrieved and the lookup is complete. If one is not found, the next level is searched.
4. If no record is found after all nine levels have been tried, a last search is attempted for level 0 with the rate keys set to blank. Level 0 contains the default rate for that rate type. If no match is found on this last attempt, a rate of zero is returned.

5. If rate lookup is used, the rate retrieved from the rate table fills the Rate and the program calculates the amount as the units multiplied by the rate.

**Calculating Retentions**

Flexible Billings’ screens can automatically create retention items or you can enter them manually.

**Automatically Calculating Retentions**

If the billing project has a retention method and retention percentage specified for it in *Billing Information Maintenance* (BI.BMM.00), *Invoice and Adjustment Maintenance* (BI.BAM.00) can automatically calculate retention whenever you click Save as described below.

The retention percentage is multiplied by the basis amount of the invoice. The basis amount is the sum of all regular items and, optionally, other items and sales tax items. Specify the options for other items and tax in *Billing Setup* (BI.SET.00). Any Deposit or Retention item types are always excluded from the basis amount.

The retention amount appears for confirmation before any update takes place. When confirmed, *Invoice and Adjustment Maintenance* creates a new retention transaction, replacing any existing retention entry. The program creates the retention line item for the task designated as the default task for system postings in *Project Controller Setup* (PA.SET.00). If a default task has not been specified or does not exist for the project, the program creates the retention line for the first task of the billing project. The default retention account category comes from the definition in *Billing Setup* and the invoice end date becomes the default transaction date.

**Manually Entering Retentions**

You might occasionally need to calculate and enter retention amounts manually for projects with unusual retention terms.

**To enter retention manually on an invoice:**

1. In the Tax, Retentions and Deposits tab of *Invoice and Adjustment Maintenance* (BI.BAM.00), select the item type Retention. The default account category for retention specified in *Billing Setup* (BI.SET.00) appears automatically.

2. Enter the amount of retention that you want to subtract from the invoice total. You can enter retention amounts manually regardless of whether you have assigned a retention method and percentage for this billing project in *Billing Information Maintenance* (BI.BMM.00). However, after you enter a retention amount manually and click Save, the program still calculates the retention amount according to the retention options selected for the project and prompts you to accept the system-generated amount. You must answer NO to the “replace retention” question. Otherwise, the program replaces the manually entered amount with its calculated amount.
Entering and Processing Taxes

Sales tax can be created automatically by Automatic Invoice Creation (BI.AIC.00) using the tax ID and tax category of the item or by manually entering a tax amount in Invoice and Adjustment Maintenance (BI.BAM.00). When you process foreign currency invoices, the program first calculates taxes in the foreign currency and then converts them to the base currency.

To create sales tax automatically:

1. In Automatic Invoice Creation (BL.AIC.00), enter the desired selection criteria and click Create Invoices. No additional steps are required to create drafts. For taxable line items, the system automatically creates sales tax line items as it creates the new drafts using the default tax ID of the task and the default tax category of the account category.

2. In Invoice and Adjustment Maintenance (BI.BAM.00), enter a new line item or modify an existing line item. For taxable line items, sales tax calculation is automatically performed whenever you click Save. The system deletes all tax line items previously created either manually or automatically and creates new tax line items.

3. In Invoice & Adjustment Posting (BI.REG.00), all tax line items post to the Sales Tax Document History table (HistDocSlsTax) and the Sales Tax History table (SlsTaxHist).

4. A line item can be taxable only when the item type is Item – Regular or Other Item.

5. The program applies tax to each taxable line item based on the item’s tax ID. Exemption from taxation is based on the tax category for that line item. See “Tax Maintenance” in the Shared Information user guide (SL_SI.pdf). The program does not calculate and apply tax when the tax ID is NONE.

6. The default tax ID is stored at the task level. Specify default tax IDs on the Task tab of Project Maintenance (PA.PRJ.00).

7. The default tax category is stored at the account category level. Specify default tax categories using Account Category Maintenance (PA.ACC.00).

8. The program creates a single tax line item for each tax ID. If the same tax ID appears on more than one taxable line item, the taxable amounts are combined. If you enter a tax group, the program creates a tax line item for each tax ID in the tax group.

9. The following are the properties of system-generated tax line items.
   - The item type is Tax.
   - The project ID is the billing project.
   - The account category defaults from Billings Setup (BI.SET.00).
   - The transaction date is the invoice end date.
   - The amount is the tax amount.
   - The taxable amount is stored in the ID field ID 07.
   - The item comment is Automatically Calculated Tax.

To add sales tax manually to a project invoice:

1. In the Tax, Retentions and Deposits tab of Invoice and Adjustment Maintenance (BI.BAM.00), select the item type Tax. The default account category for sales tax specified in Billings Setup (BI.SET.00) appears automatically.

2. Enter the tax amount.

3. Enter the project and task. Since taxes do not typically pertain to specific tasks, you could apply the tax amount to the first task of the project or the task specified as the Default Task for System Postings in Project Controller Setup (PA.SET.00).

4. Enter or select a valid tax ID, which is required for determining the account and subaccount for posting the tax liability to the General Ledger module.
5. Click **Save**. You can enter tax amounts manually even when the invoice does not include line items designated as taxable. However, after you enter a tax amount manually and click **Save**, the program still calculates the tax amounts and prompts you to accept the system-generated amount. You must answer NO to this “replace tax” question. Otherwise, the program replaces the manually entered amount with its calculated amount.

### Maintaining Invoices

You can maintain invoice drafts until they undergo a final invoice print.

#### Maintaining a Draft Invoice

*Invoice and Adjustment Maintenance* (BI.BAM.00) provides full maintenance capability of any draft invoice in the billing cycle until a final invoice is printed (status PR). When the status of a draft is other than Printed or Posted, you can change its status to In Process and add, modify, or delete the items on it. In addition, you can change invoice-specific text and even the formats used for printing the invoice and attachment.

**Note:** Invoice drafts for Order Management shippers cannot be deleted. The drafts can be modified but the modifications do not update the shipper in Order Management.

### To maintain an existing draft invoice:

1. Open *Invoice and Adjustment Maintenance* (BI.BAM.00).
2. Enter the billing project.
3. Enter the draft number or use possible values assistance (F3) to identify the draft. When you enter or select the draft number, the invoice header data appears along with any detail transactions forming the basis for the draft.
4. You can maintain many fields in the invoice header including start date, end date, invoice format, attachment, and status (a common use for header maintenance is to change the status of a draft from In Process to Completed). If you maintain only header information, click **Save** and proceed to the next draft or close the screen.
5. If you want to make any other changes, additions, or deletions, continue to the grid portion of the screen. Note that if you change the end date, which serves as a filter for the billing items that appear in the grid when the draft is first prepared, additional items might be eligible for inclusion on the draft. However, the program will not select these items automatically. When you retrieve an existing draft, you must select and deselect items manually.

#### Maintaining Invoice Detail Records

In *Invoice and Adjustment Maintenance* (BLBAM.00), you can maintain most of the information in the detail transactions whether created in *Invoice and Adjustment Maintenance*, *Billing Entry by Percent* (BI.PCB.00), *Scheduled Billings and Revenue Entry* (BI.SBE.00), or *Billings Transaction Load* (BI.BTL.00).

In the displayed detail, highlight the field that you want to change and enter the new information. To maintain a draft invoice that has a status of Completed (CO) or Approved (AP), you must set the status to In Process (IP) and click **Save**.

You can maintain draft invoices using *Invoice and Adjustment Maintenance* until you print a final invoice. You can continue to maintain even approved drafts. However, if you change an approved draft, the invoice must go through the approval process again (when applicable). This allows full maintenance capabilities while ensuring that the draft does not change without the approver’s knowledge. The approval process might or might not be required for a project’s invoices. You designate this requirement for each billing project in *Billing Information Maintenance* (BI.BMM.00).

**Note:** Invoice detail records for Order Management shippers cannot be deleted. The records can be modified but the modifications do not update the shipper in Order Management.
Removing Transactions from a Draft Invoice

You can remove invoice details from invoice drafts unless they have undergone a final print process or the invoice details are for Order Management shippers.

To remove items from an invoice:
1. Open Invoice and Adjustment Maintenance (BI.BAM.00).
2. Enter the billing project.
3. Enter the draft number or use possible values assistance (F3) to identify the draft. When you select the draft, the invoice header data appears along with the detail transactions for this draft.
4. You can remove line items that have a non-zero Original Units or Original Amount from a draft but you cannot delete them from the database. When you deselect a line item, it reverts to an unbilled state. Because the item has accounting implications associated with it, the only way you can remove the line is to write it off (select the item on a draft or an adjustment document and set Units and Amount to zero).
5. If you deselect a line item that has Original Units and Original Amount set to zero, clicking Save will delete the item from the database. Items created within the Flexible Billings module always have Original Units and Original Amount set to zero.
6. Delete tax, retention, or deposit items from a draft invoice by selecting the line item and clicking Delete. The transaction is deleted from the database. There is no accounting or audit reason to retain transactions created in Invoice and Adjustment Maintenance (BI.BAM.00).

Deleting a Draft Invoice

Invoice and Adjustment Maintenance (BI.BAM.00) provides full maintenance capability of any draft invoice in the billing cycle, including the ability to delete a draft when the draft is not associated with an Order Management shipper. Drafts created for Order Management shippers cannot be deleted.

To delete an existing draft invoice:
1. Open Invoice and Adjustment Maintenance (BI.BAM.00).
2. Enter the billing project.
3. Enter the draft number or use possible values assistance (F3) to identify the draft. When you enter or select the draft number, the invoice header data appears along with any detail transactions forming the basis for this draft.
4. Deselect or delete all detail items on the invoice, including those on the Tax, Retentions and Deposits tab, and click Save.
5. When all detail is deleted and the Net Doc Amt field in the header area displays 0.00, place the cursor in the draft number field and click Delete.

Entering Text on the Invoice

One text field contains verbiage specific to that billing. This type of text often contains a status report covering the billing work, period of performance, or milestone event. You can enter invoice text in Invoice and Adjustment Maintenance (BI.BAM.00) or Invoice Review & Approval (BI.IRA.00). To enter it using Invoice and Adjustment Maintenance (BI.BAM.00), click the Invoice Specific Text tab and type the invoice comments. Invoice text supplements other text and comment fields supported in the Flexible Billings module. The other places where you can enter comments include the following.

- You can enter a comment of up to 150 characters for each line item. This comment can print on the invoice depending on the format of the section in which the line item appears.
- You can enter project-specific comments as well as invoice header and footer comments in Billing Information Maintenance (BI.BMM.00). Comments related to the billing project print on all invoice formats. Comments related to the subsidiary project print only on project-level invoice formats in which you selected Project & Task Totals or Project Totals for the format’s totaling option.
You can enter task-specific comments for invoices on the Task tab of Project Maintenance (PA.PRJ.00). These print on task-level invoices in which you selected Project & Task Totals for the format’s totaling option.

Viewing Invoices
The Flexible Billings module provides two basic ways of viewing invoices.

Viewing the Invoice Summary
At any point in the billing entry or maintenance process, the Document Summary tab in Invoice and Adjustment Maintenance (BI.BAM.00) displays a high-level summary of the current draft showing the totals for regular items, other items, taxes, deposits, retentions, and the invoice net amount.

Viewing or Printing the Invoice
Invoice and Adjustment Maintenance (BI.BAM.00) provides a means to see the resulting invoice and attachment created from the data entered on the draft.

Clicking View Invoice runs the Crystal report associated with the invoice and attachment format displayed in the header portion of Invoice and Adjustment Maintenance (BI.BAM.00). This might take a few minutes depending on the complexity of the invoice layout, the number of detail items selected, the amount of memory and speed of the processor available on the workstation, and other activity on the network and server.

If you entered an account category on the invoice that is not included in the selected invoice format, an error message advises you of this condition after you view the invoice. You must either add the account category to the format or remove it from the invoice before you can print a final invoice.

View Invoice opens the Print Preview mode of Crystal Reports to zoom in on parts of the invoice, display different pages, and print the invoice.

When you use View Invoice for printing the invoice, a preliminary draft invoice appears in view-only mode. To print a final invoice, select Invoice Print (BI.INV.00) from the menu. Invoice Print (BI.INV.00) can process invoices in preliminary, final, or reprint modes. Reprint mode produces a copy of an invoice that has already undergone final print processing. See “Invoice Print (BI.INV.00)” on page 175 for more information.

Changing the Invoice or Attachment
The default invoice format and attachment for the billing project appear in the header portion of Invoice and Adjustment Maintenance (BI.BAM.00). You can override either format on a specific invoice. This is useful when billing deposits, retentions, or miscellaneous items require a different format than the normal invoice for the billing project.

To see how the invoice will appear after entering the items on the invoice, click View Invoice.

Special Billings
Special billings accommodate the need to bill previous deposit or retention amounts.

Billing Deposits
You can create invoice drafts for deposit amounts.

To create an invoice for a deposit:
1. Open Invoice and Adjustment Maintenance (BI.BAM.00).
2. Enter the billing project.
3. Leave the draft number blank to create a new draft. Saving the draft assigns a draft number to it.
4. Select an invoice format that includes the deposit account category or design a simple invoice format specifically for this type of bill.
5. In the **Tax, Retentions and Deposits** tab of *Invoice and Adjustment Maintenance* (BI.BAM.00), select the item type Deposit. The default account category for deposits defined in *Billings Setup* (BI.SET.00) appears.

6. Enter the amount of the deposit that you want to bill.

7. Enter the project and task. Since deposits are not typically associated with specific tasks, you might apply the deposit amount to the first task of the project or the task specified as the **Default Task for System Postings** in *Project Controller Setup* (PA.SET.00).

### Billing Retentions

Normally, retained amounts are billed to the customer at the end of the project. To do this, use *Invoice and Adjustment Maintenance* (BI.BAM.00).

**To bill retentions to the customer:**
1. Open *Invoice and Adjustment Maintenance* (BI.BAM.00).
2. Enter the billing project.
3. Leave the draft number blank to create a new draft. Saving a draft assigns a draft number to it.
4. Select an invoice format that includes the retention account category or design a simple invoice format specifically for retention invoices.
5. In the **Tax, Retentions and Deposits** tab of *Invoice and Adjustment Maintenance* (BI.BAM.00), select the item type Bill Retention. The default account category for retentions specified in *Billings Setup* (BI.SET.00) appears automatically.
6. Enter the amount of retention you want to bill.
7. Enter the project and task. Since retentions are not typically associated with specific tasks, you might apply retained amounts to the first task of the project or the task specified as the **Default Task for System Postings** in *Project Controller Setup* (PA.SET.00).

### Applying Deposits

If you collect a deposit or prepayment at the beginning of a project, you might want to apply these funds to invoices selectively as the work progresses. When using this approach, enter the amount as a positive number in *Invoice and Adjustment Maintenance* (BI.BAM.00), even though the application of a deposit amount appears as a credit item on the invoice. For a description of how item types affect invoice calculations, see “Invoice Posting Rules” on page 8.

**To apply deposits to an invoice:**
1. *Maintenance*, select the Apply Deposit item type. The default account category for deposits specified in *Billings Setup* (BI.SET.00) appears automatically.
2. Enter the amount of deposit that you want to apply to the invoice.
3. Enter the project and task. Since a deposit amount is generally not associated with a specific task, it is often applied to the first task of the project or the task specified as the **Default Task for System Postings** in *Project Controller Setup* (PA.SET.00).
Submitting the Invoice for Approval

When the status of a draft is set to Completed in Invoice and Adjustment Maintenance (BI.BAM.00), the draft becomes queued for approval in Invoice Review & Approval (BI.IRA.00) automatically if this step is required. Billing Information Maintenance (BI.BMM.00) establishes this approval requirement and identifies the approver.

- If the billing requires approval, a Communicator message automatically notifies the approver assigned to the project when you change the status of a draft to Completed.
- If approval is not required for the project, the status automatically changes from Completed to Approved.
- If an invoice is already approved but you want to change it before you print the final invoice, you must change the status back to In Process. Another Communicator message notifies the approver when you change the status back to Completed and the approver must approve the draft again before you can print a final invoice.

For more information on approving invoices, see “Reviewing, Approving, and Rejecting Invoices” on page 88.
Entering Percentage Billings

Some companies bill their projects on a percentage basis. As the project proceeds or reaches certain milestones, a negotiated percentage of the contract value (or revenue budget) becomes billable. To simplify the billing for this type of project, *Billing Entry by Percent* (BI.PCB.00) performs the calculations and generates the unbilled detail.

Percentage and Scheduled Billings

The Flexible Billings module supports the entry of both percentage and scheduled billings.

To create a billing detail using *Billing Entry by Percent* (BI.PCB.00):

1. Enter the billing project and task. The program retrieves the contract value or revenue budget from the budget table. An option on the *Revenue Setup* tab of *Project Controller Setup* (PA.SET.00) determines whether the program retrieves the contract value or revenue budget. If a single task contains the total contract value, enter this task. (For more information on contract value, see “Entering Contract Values” on page 72.)

2. Input the billed-to-date percentage that you want to use for the calculation in *Percent BTD*. You can enter any value between 0 and 100. The value entered should be the cumulative billed-to-date percentage, not the specific percentage for this billing. For example, if you billed 25% previously and you want to bill another 25% now, enter 50% (the total to date). (See “Percentage and Scheduled Billings” on page 25 for additional information.)

3. The program performs the calculations and displays the results. Proceed if the calculated amount is satisfactory. Otherwise, change the value in *Percent BTD* to another value.

4. Accept the default account category specified in *Billings Setup* (BI.SET.00) or select a different one for this transaction. Many sites use either a single or a few account categories for this type of billing. Commonly, a sales or revenue account category is used. While you can use the contract value or revenue account category, do not use the billed-to-date account category. *Invoice & Adjustment Posting* (BI.REG.00) maintains the billed-to-date amount automatically.

5. Enter the transaction or billing date. This is typically the date on which the percentage was achieved or the date of the scheduled billing.

6. Enter a freeform comment for the transaction if desired.

7. Click *Add Billing* when the information appears satisfactory. This adds the unbilled detail to the table.

8. Select the unbilled detail onto a draft using *Automatic Invoice Creation* (BI.AIC.00) or *Invoice and Adjustment Maintenance* (BI.BAM.00). If you discover an error in the unbilled detail transactions created by *Billing Entry by Percent* (BI.PCB.00) before a final invoice print, you can correct the erroneous entry in *Invoice and Adjustment Maintenance* (BI.BAM.00). Future calculations will properly reflect any of these adjustments.

Unbilled transactions created by this function do not produce any postings in the General Ledger or Project Controller modules until they appear on a final invoice and *Invoice & Adjustment Posting* (BI.REG.00) processes them. The billing rules define the postings to the General Ledger and Project Controller modules for these transactions.
Entering and Releasing Scheduled Billings

A contract might stipulate that you bill specific percentages or amounts at scheduled intervals. Use Scheduled Billings and Revenue Entry (BI.SBE.00) to enter one or more billing (and optional revenue recognition) schedules for a project. The post date assigned to the item is considered the scheduled billing date since it controls when Scheduled Billings and Revenue Release (BI.SBR.00) can pick up the item and add it to an invoice. If the item should not automatically create a draft (an option in Scheduled Billings and Revenue Entry (BI.SBE.00)), the unbilled item is created in the Invoice Detail table (PJINVDET) by Scheduled Billings and Revenue Release (BI.SBR.00). You can select the unbilled item on a draft invoice using either Automatic Invoice Creation (BI.AIC.00) or Invoice and Adjustment Maintenance (BI.BAM.00).

Note: The option to create a draft automatically is not available if the project’s billing type is other than Standard in Billing Information Maintenance (BI.BMM.00).

Entering Scheduled Percentage Billings

In addition to creating percentage billings, the Flexible Billings module allows you to schedule billings.

To enter percentage billings in advance:

1. Open Scheduled Billings and Revenue Entry (BI.SBE.00). Create a schedule header, selecting Billings or Both in Schedule Type (the billing schedule might or might not be associated with scheduled revenue recognition). If the schedule includes units, enter the total number of units for the schedule in Schedule Units in addition to entering the total amount in Schedule Amount.

   Example: To implement a billing schedule of 45% on contract signing, 45% upon initial installation, and 10% upon acceptance, enter the following transactions on the Billings Schedule tab of Scheduled Billings and Revenue Entry (BI.SBE.00):

   - Enter 45% into Percent on the first line. This calculates 45% of the schedule amount and writes the result to Amount. If you know the contract signing date, enter the date in Post Date. If you do not know the initial billing date, enter an approximate billing date into Est Post Date.

   - For the second transaction (45% upon initial installation), enter 45% into Percent on the second line. This calculates another 45% of the schedule amount and writes the result to Amount. Enter the estimated date of installation into Est Post Date. When installation is complete and you can bill the customer, enter the actual date to bill the item in Post Date. Scheduled Billings and Revenue Release (BI.SBR.00) processes the item when this date arrives. The program creates an invoice draft that includes the item if you selected Auto Create Draft in the schedule header. (Note that the option to create a draft automatically is not available if the project’s billing type is other than Standard in Billing Information Maintenance (BI.BMM.00).)

   - For the third transaction (10% upon acceptance), enter 10% in Percent. This calculates the remaining 10% of the schedule amount and writes the balance to Amount. Enter the estimated date of acceptance in Est Post Date. Upon acceptance, enter the acceptance date in Post Date. Running Scheduled Billings and Revenue Release (BI.SBR.00) then creates the billing item and optionally places it on a draft invoice.

2. Once Billings Amount matches Schedule Amount and Billings Units match Schedule Units, click OK to record the schedule.
Entering Scheduled Billings by Amount

You can enter advance billings by amount rather than as a percentage of contract value.

To enter scheduled billings by amount (such as monthly payments for a year, quarterly payments, and so on):

1. Open Scheduled Billings and Revenue Entry (BL.SBE.00). Create a schedule header, selecting Billings or Both in Schedule Type (the billing schedule might or might not be associated with scheduled revenue recognition). If the schedule includes units, enter the total number of units for the schedule in Schedule Units in addition to entering the total amount into Schedule Amount.

2. On the Billings Schedule tab, enter the task for the items. The amount for the specific billing (the monthly amount, for example) can be entered in one of three ways:
   - Enter the number of scheduled units in Units and the billing rate per unit into Fee Rate. The function multiplies the quantity by the rate and writes the result to Amount.
   - Enter the percentage of the schedule amount in Percent. The function then multiplies the schedule amount by the percentage and writes the result to Amount.
   - Enter the amount that you want to bill directly in Amount.

3. In Post Date, enter the date on which you want to add the billing to an invoice. Enter an optional tax ID, employee, labor class, and/or vendor if applicable.

4. Click Duplicate/Create Periodic to duplicate the details of the first line onto the rest of the scheduled lines, each with its own post date at the specified interval.

5. In Duplicate or Create Periodic Lines (BL.SBE.03), select a periodic type from the drop-down list to create weekly, monthly, or quarterly billing items.

6. If you do not want to automatically create a draft that includes the items, do not select Auto Create Draft in the schedule header.

Once Billings Amount matches Schedule Amount and Billings Units match Schedule Units, click OK to record the schedule.

Releasing Scheduled Billings

You can release scheduled billings in two ways. The first occurs when you selected Auto Create Draft in the schedule header. (Note that the option to create a draft automatically is not available if the project’s billing type is other than Standard in Billing Information Maintenance (BL.BMM.00). If the project uses the “split billing” feature, use the second method described below.)

Run Scheduled Billings and Revenue Release (BL.SBR.00), which reads the Post Date of the schedule and compares it to the date entered in Cutoff Date to select records for release. Scheduled billing items whose post date occurs before or on the cutoff date are placed on a draft whose status is Completed or Approved, depending on the Approval Required flag in the project’s billing master record (in table PJBILL).

The second method is to use Automatic Invoice Creation (BL.AIC.00) to select the items onto a draft when you did not select Auto Create Draft in the schedule header. In this case, Scheduled Billings and Revenue Release (BL.SBR.00) creates an invoice detail that is not automatically included in a draft. When running Automatic Invoice Creation (BL.AIC.00), use an appropriate cutoff date to pick up only transactions for the current billing period.

Once you release a billing item, the program marks it as processed in the database to prevent it from being reprocessed during subsequent runs of Scheduled Billings and Revenue Release (BL.SBR.00).
Reviewing, Approving, and Rejecting Invoices
You can review and approve or reject invoice drafts using the following procedure.

To review an invoice:
(See “Invoice Approval and Rejection” on page 57 for more information.)
1. Open Invoice Review & Approval (BI.IRA.00).
2. Enter the approver’s employee ID (and password, if required).
   The grid displays a list of the drafts awaiting approval by the specific approver.
3. Select a draft to review.
4. Select from among several options, which can be performed in any order:
   • Click View Invoice to see the invoice and attachment if one exists. This causes Crystal Reports to generate the invoice. Depending on the complexity of the invoice, this could take a few moments.
   • Click View Detail to view the details contained on the invoice. This display presents the detail showing all information carried on the unbilled transactions.
   • Click Invoice Text and enter, review, or edit invoice-specific text.

Approving Invoices
Approving an invoice makes it eligible to undergo a final invoice print.

To approve an invoice:
1. Review the draft using Invoice Review & Approval (BI.IRA.00).
2. When satisfied with the draft, select Approved from the Status list.
3. Once you save all changes, the draft status changes to Approved (AP), removing the draft from the approval queue. The draft is now available for a final print.

Rejecting Invoices
If the review process reveals a problem with a draft that must be corrected before you can send the billing to the customer, you must notify the biller of the issues, in which case you would reject the draft.

To reject an invoice:
1. Click the Note button to attach a note to the draft describing the problem or desired change.
2. Enter the note number. Usually a single note suffices to describe the problem or desired change. However, you can attach multiple notes by incrementing the note number. After you enter the number, enter the text of the message and click Save.
3. After saving and closing the note, change Status to Rejected.
4. Click Save to record the change and send a Communicator message back to the project’s biller.
Running Mass Invoicing

The Flexible Billings module can automatically create multiple draft invoices based on user-selected criteria. (See “Mass Invoicing” on page 58 and “Automatic Invoice Creation (BI.AIC.00)” on page 95 for more information.)

To create drafts automatically:

1. Open Automatic Invoice Creation (BI.AIC.00).
2. You can specify organizational criteria by entering a subaccount or a portion of the subaccount. If you want to enter a portion of the subaccount, you must do so in left to right order. If entered, the program compares the value or mask to the responsible organization for the billing project. If you leave this field blank, it is not used as a selection criterion.
3. Enter or select a biller ID. If you leave this field blank, Biller ID is not used as a selection criterion.
4. Enter or select a user-defined billing cycle. This field can be blank if you will not use billing cycle as a selection parameter.
5. Request a specific billing project number. If this field is blank, all billing projects are considered.
6. You must enter a cutoff date, which is always used for data selection.
7. Click Create Invoices to begin the evaluation and draft creation process. When the process finishes, it reports the number of invoices generated and the draft number range assigned.
8. View or print the range of draft invoices just created using Invoice and Adjustment Maintenance (BI.BAM.00) or Invoice Print (BI.INV.00).
Formatting Invoices

Before beginning to format invoices, it is important to understand the components of invoices and to know which of the components can be custom-tailored. (See “Invoice Formatting” on page 30 for more information.)

Modifying the Report Layout

The Flexible Billings module includes six standard report layouts (five invoices and one attachment). Crystal Reports does not contain a template version and an operational version of each layout.

To modify the report layout:
1. In Windows Explorer, copy the report BIOn0.rpt into \Microsoft Dynamics SL\Usr_Rpts. The report ID must start with BI. You can create up to ten versions, BI0n0 – BI0n9 (where n = a number from 1 – 9) of each invoice report.
2. Select Crystal Reports for Microsoft Dynamics SL on the Modules menu.
3. Open the BIOn0.rpt invoice in \Microsoft Dynamics SL\Usr_Rpts.
4. Making changes to the body sections of the layout requires a good understanding of the structure of the invoice layouts. If you change the page orientation to landscape mode, the section names print.
5. Make the necessary changes to the report. (See “Using Your Company Logo” on page 90 for details on the logo.)
6. Save the report.

Using Your Company Logo

To display the company logo on invoices, save the logo as a BMP, GIF, PCX, TIF, or TGA file. The logo delivered with the report is an OLE object embedded in the report.
1. To delete the delivered logo, open the appropriate invoice layout and select the logo. Click Delete.
2. To insert a new logo, select OLE Object from the Insert menu.
3. Select Create from File and click Browse.
4. Select the logo file and insert it into the report. When saving the layout, be careful to follow the invoice naming conventions as described in “Modifying the Crystal Reports Layout.”
5. Repeat for each invoice format that your company will use.
6. For full details on inserting graphics in Crystal Reports, see the Crystal Reports documentation.

Assigning Layouts to Invoices

You must create at least one invoice format using Invoice Format Maintenance (BI.ISM.00) before you can print invoices. Specify the report ID that will form the framework for the invoice in this screen. Invoice Format Maintenance also allows you to select the sections that will appear in the body of the invoice and how they will appear.

To define invoice formats:
1. In Billing Information Maintenance (BI.BMM.00), specify the invoice format and attachment format for each billing project. You can override the default format in Invoice and Adjustment Maintenance (BI.BAM.00) whenever necessary.
2. Enter an invoice in Invoice and Adjustment Maintenance (BI.BAM.00). You can print a preliminary invoice to test the format.

See “Invoice Format Maintenance (BI.ISM.00)” on page 166 for full details about this screen.
Processing Sales Tax

Use the following procedure to create sales tax line items automatically for a new invoice. (See “Sales Tax” on page 59 for information as to how Microsoft Dynamics SL calculates sales tax.)

- In Automatic Invoice Creation (BL.AIC.00), enter the desired selection criteria and click Create Invoices to create invoice drafts. No additional steps are required. If the draft contains taxable line items, the system automatically creates sales tax line items as it creates the new drafts. The default tax IDs or tax groups and the default tax category are used. Assign default Tax IDs and Tax Groups to the project's tasks on the Task tab of Project Controller’s Project Maintenance (PA.PRJ.00). Designate the default Tax Category for each account category in Project Controller’s Account Category Maintenance (PA.ACC.00).

- In Invoice & Adjustment Maintenance (BL.BAM.00), enter a new line item or modify an existing line item. If the draft contains taxable line items, the program prompts for automatic sales tax calculation whenever you click Save. The system deletes all tax line items previously created either manually or automatically and creates new tax line items.

- In Invoice & Adjustment Posting (BL.REG.00), all tax line items post to the Sales Tax Document History file (HistDocSlsTax) and the Sales Tax History file (SlsTaxHist).

- A line item can be taxable only when the item type is Item – Regular or Other Item.

- The program applies tax to each taxable line item based on the item's tax IDs. Exemption from taxation is based on the tax category for that line item. (See “Tax Maintenance” in the Shared Information online help or user guide for more information.) If all Tax ID fields are blank, the program does not calculate any tax for the line item.

- The default tax ID is stored at the task level. Set up default tax IDs on the Task tab in Project Maintenance (PA.PRJ.00).

- The default tax category is stored at the account category level. Set up default tax categories using Account Category Maintenance (PA.ACC.00).

- The program creates a single tax line item for each tax ID. When multiple taxable line items contain the same tax ID, the program sums the taxable amounts together when it calculates the tax amount. When you enter a tax group, the program creates a tax line item for each tax ID in the tax group.

- The following are the properties of the tax line item:
  - Item type is Tax
  - Project is the billing project
  - Account category is obtained from Billings Setup (BI.SET.00)
  - Transaction date is the invoice end date
  - Amount is the tax amount
  - ID 07 field is the taxable amount
  - Item comment is “automatically calculated tax”
Setting Up Foreign Currency Invoicing

This section describes the steps to configure the system to enable foreign invoice print processing. For constraints that affect setting up foreign currency invoicing, see “Foreign Currency Invoicing” on page 28.

Once this setup is complete, follow your standard procedures to enter, allocate, and bill transactions.

To set up foreign currency invoicing:

1. In the Currency Manager module, open CM Setup (24.950.00) and select **Activate Multi-Currency Entry**.
2. Set up currency codes in **Currency Maintenance** (24.250.00).
3. Set up currency rate types in **Currency Rate Type Maintenance** (24.260.00).
4. Set up currency rates in **Currency Rate Maintenance by ID** (24.270.00) or **Currency Rate Maintenance by Date** (24.271.00). Foreign currency invoice processing within Project Management and Accounting requires that all currencies be input in **Currency Rate Maintenance by ID** (24.270.00) or **Currency Rate Maintenance by Date** (24.271.00) with the non-base currency in **From** and the base currency ID in **To**. If the order of the entries is reversed and the non-base currency is in **To**, the currency code cannot be entered in **Bill Currency Code** in **Project Maintenance** (PA.PRJ.00) and System Message 6094, “Warning – Currency Rate not found; please enter,” appears.
5. In the Project Controller module, open **Project Controller Setup** (PA.SET.00) and select the **Activate Foreign Currency Billing** check box.
6. In **Project Maintenance** (PA.PRJ.00), enter the billing currency for the project in **Bill Currency Code**.
7. Enter either a **Fixed Currency Rate** or a select a **Currency Rate Type** (for example, SPOT, AVG, etc.). If both fields are left blank and **Bill Currency Code** is other than the base currency ID, PC Message Number 1372 appears: “Either Currency Rate Type must be non-blank OR Fixed Currency Rate must not = 0.”

**Note:** **Project Maintenance** (PA.PRJ.00) allows adding or modifying **Bill Currency Code** only for new projects or projects that have not been updated by transaction or budget information. Once records have updated the project-to-date summary and rollup (PJPTDSUM and PJPTDROL) records for the project, **Bill Currency Code**, **Currency Rate Type**, and **Fixed Currency Rate** become disabled and cannot be changed.

8. In the Project Allocator module, open **Rate Type Definition** (PA.RTM.00) and modify **Currency** in any existing rate types or create new rate types. The default currency code is the base currency of the database.
9. In **Rate Table Definition** (AL.RTD.00), create new rate tables for the foreign rate types or maintain the existing rate types. Validation ensures that all rate types associated with the rate table are for, at most, one other currency besides base currency. If a rate type associated with another non-base currency is entered in **Rate Type**, PC Message Number 1367 appears (“A Rate Table cannot have Rate Types associated with more than one currency (other than base currency). This Rate Table has a Rate Type with Currency ID: {Currency XXXX} already associated with it. The Rate Type you input has Currency ID: {Currency YYYY} associated with it.”).
10. In **Multi Level Rate Entry** (AL.RAT.00), enter the rates that you want to apply to foreign currency invoice detail records.
11. In *Allocation Method Setup* (PA.MET.00), add the rate types associated with a foreign currency to the appropriate steps of the method.

When using a non-base rate type in a method, all values in **Post Project** and **Offset Project** for the method must be all “s,” which indicates the project of the source transaction. If you enter any characters other than “s” in these fields, PC Message Number 1382 appears (“Step nnnnn does not contain post and offset projects equal to all s”). Only one non-base currency can be associated with all the rate types entered for the method. If a rate type for another non-base currency is entered in **Rate Type**, PC Message Number 1369 (“A Method cannot have Rate Types associated with more than one currency (other than Base currency). Step nnnnn already has a Rate Type with Currency ID: {Currency XXXX} already associated with it. The Rate Type you input has Currency ID: {Currency YYYY} associated with it”) appears when the method is saved.

The procedures for creating billing records in the Invoice Detail (PJINVDET) table and producing billing drafts remain unchanged, regardless of the billing currency. However, when you post the invoice to the Accounts Receivable and General Ledger modules, you must segregate the batches by currency ID. To do so, in **Invoice & Adjustment Posting** (BI.REG.00), enter or select the currency code of the invoices being processed in **Bill Currency ID**. Repeat this step for each of your billing currencies.
Reference

Automatic Invoice Creation (BI.AIC.00)

Automatic Invoice Creation (BI.AIC.00) creates invoice drafts by selecting unbilled items from the Invoice Detail table (PJINVDET) according to the criteria entered in this window. Draft invoices created for Order Management shippers contain only the unbilled items for one shipper. Tax and retention line items are created when applicable. At the end of processing, a list of drafts created appears in the list box. Any errors that occur also appear in the box.

Figure 8: Automatic Invoice Creation (BI.AIC.00)

Drafts created by this program have a status of Completed if the billing project requires invoice approval or Approved if it does not. If needed, you can review and maintain the draft in Invoice and Adjustment Maintenance (BI.BAM.00). Billing documents are called drafts until they undergo a final print using Invoice Print (BI.INV.00).

Following are the field descriptions for Automatic Invoice Creation (BI.AIC.00).

Select Company Area
The Select Company area allows entry to select a specific company or all companies.

Specific
Allows you to enter a specific company, you will be limited to companies to which you have access rights to this screen. The default is the logged in company.

Company
Company’s identification number and name. You will have only access to companies to which you have access rights in this screen.
All
Will process all companies to which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

GL Subaccount
This entry serves as a selection criterion for creating invoice drafts by project subaccount. Since the subaccount usually represents a financial organization, entry into this field provides the ability to create drafts by organization. Although this field is not validated, if a valid subaccount is entered, the subaccount description appears in the adjacent field.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if CO is entered, all invoice detail records for which the subaccount of the project begins with CO are selected onto drafts. Selection cannot be based on middle or end-of-field values.

This subaccount field refers to the home subaccount of the project in Project Maintenance (PA.PRJ.00), not the subaccount recorded in the individual invoice detail records.

Biller ID
A biller is responsible for creating and maintaining the invoices for one or more projects. This person’s employee ID can be assigned to one or more billing projects in Billing Information Maintenance (BL.BMM.00) and can be used here as a selection criterion for creating invoices by biller. Since this field is used only for data selection, its entry is optional.

Billing Cycle
Billing cycles can be assigned to the billing project in Billing Information Maintenance (BL.BMM.00) and can be used here to segregate projects when automatically creating invoices. Since this field is used only for data selection, its entry is optional. The entry acts as a wild card. When more than one billing cycle starts with the same character, you can select them both by entering that one character.

Billing cycles can be changed, added, or deleted in the Code File Maintenance (PA.CFM.00) screen in Project Controller. The Code Type that represents the billing cycle is ‘BCYC’.

Example: A company might define Priority, Normal, and Miscellaneous as cycles, while another company uses Weekly, Monthly, and Quarterly billing cycles. You can process each cycle separately or by wildcarding.

Billing Project
This optional field allows the creation of invoice drafts for a specific project. If you enter a valid project ID, the description of the project assigned in Project Controller’s Project Maintenance (PA.PRJ.00) appears in the adjacent field.

Start Date
Start Date is not used as a selection criterion but it can be added to the invoice header for potential printing on an invoice if entered here. Whether start and end dates print on invoices depends on the Date Print Code defined for the billing project in Billing Information Maintenance (BL.BMM.00). Since start and end dates are entered by users, it is possible for overlapping dates to appear from invoice to invoice for a particular project.

Cutoff Date
This date serves as a cutoff date for invoice detail records being read from the Invoice Detail (PJINVDET) table to create draft invoices. If a record has a transaction date greater than this date, it will not be selected onto the draft.

This date becomes the default date for system-generated tax and retention transactions. The date of a transaction is also the date used for retrieving the effective currency rate.
**Start Fiscal Period**

*Start Fiscal Period* is used as a selection to limit the transactions to a period or range of periods. Only transactions posted in or after the entered period are included when creating the invoices.

**End Fiscal Period**

*End Fiscal Period* is used as a selection to limit the transactions to a period or range of periods. Only transactions posted in or before the entered period are included when creating the invoices.

**Create Invoices (button)**

Clicking *Create Invoices* starts a process that creates new invoices in the Invoice Header table (PJINVHDR) using unbilled, unselected transactions from the Invoice Detail table. The program selects the billing projects for which it will create invoices using the specified criteria. Only detail transactions that have a bill status of Unbilled and a hold status of Available and that do not have a transaction date greater than the cutoff date are selected. The results of this process appear in the list box, including the number of invoices created and any fatal errors.

**Special Notes**

Many of the fields that serve as selection criteria accept partial values. Such fields accept any entry, even when whole values are entered. If the process fails to create any drafts, examine the selection criteria to see whether all values were entered correctly.

**Billing Types**

The number of invoices created for each billing project and the customers assigned to those invoices are controlled by the setting of *Billing Type* in *Billing Information Maintenance* (BI.BMM.00), which overrides the setting of *Allow Multiple Unposted Invoices*. The following options are available:

- **Standard** – One invoice draft is created for each billing project using the customer of the project.
- **Customer Split Bill** – The billing items for the bill project are split into separate invoices to multiple customers according to the percentages in the Split Bill table (PJBILLSB), maintained in *Billing Information Maintenance* (BI.BMM.00). Each record in this table indicates a percentage and a customer, up to a maximum of 20 per billing project. When an open billing item is encountered, it is divided up according to the percentages and assigned to different invoices based on the customer. The program then creates new billing detail records to reflect the split.
  
  One exception to this process is that if an item is split and then deleted from an invoice using *Invoice and Adjustment Maintenance* (BI.BAM.00), it will be assigned to the invoice for the same customer to whom it was split when processed by the next *Automatic Invoice Creation* (BLAIC.00). In other words, it is not re-split since it has already been split by the previous process. If the Split Bill table (PJBILLSB) has been changed and that customer is no longer being billed, the item is skipped altogether.
- **Bill by Task Customer** – The billing items for the billing project are assigned to different invoices based on the customer stored at the task level, maintained by *Billing Information Maintenance* (BI.BMM.00) and stored in PJPENTEX.
  
  **Example:** If a billing project has three tasks, each assigned to a different customer, and *Automatic Invoice Creation* (BLAIC.00) finds billing items for all three tasks, it creates three invoice drafts for the billing project, one for each customer.
- **Bill by Task Group** – The billing items of the billing project are assigned to different invoices based on the billing group stored at the task level, maintained by *Billing Information Maintenance* (BI.BMM.00) and stored in PJPENTEX.
  
  **Example:** If a billing project has three tasks, each assigned to a different billing group, and *Automatic Invoice Creation* (BLAIC.00) finds billing items for all three tasks, it creates three invoices for the billing project, one for each billing group. The customer assigned is the customer of the project.
If the billing project has a retention method and percentage assigned to it in Billing Information Maintenance (BI.BMM.00), a retention line item is added automatically to each invoice created. Currently, the only method available is Total, which multiplies the invoice total (which might include Tax and Other line items, depending on the options selected in Billings Setup (BI.SET.00)) by the retention percentage.

A tax line item can be added automatically to each invoice, based on the tax code assigned to each task in Project Controller’s Project Maintenance (PA.PRJ.00), where blank means non-taxable. Only line items whose item type is Item – Regular or Other are included. The percentage and calculation type (level 1 or level 2, other taxes) of the tax code is obtained from the Tax table. The default tax category for the line item is obtained from the Account Category master record (PJACCT), which is maintained in Project Controller’s Account Category Maintenance (PA.ACC.00).

Retention Processing
If the billing project has a retention method and percentage assigned to it in Billing Information Maintenance (BI.BMM.00), Automatic Invoice Creation adds a retention line item automatically to each draft it creates for the project. The system creates the automatic retention entries using the task specified for Default Task for System Postings in Project Controller Setup (PA.SET.00) if it exists for the billing project. If the default task does not exist for the billing project or no default task has been defined, the first task of the billing project is used. Currently, the only retention method is Total, which multiplies the draft total by the retention percentage. Whether the total includes Tax or Other item types depends on the setting of the Include Tax When Calculating and Include Other When Calculating options in Billings Setup (BI.SET.00).

Tax Processing
One or more tax line items can be added to each draft automatically based on the Tax IDs or Tax Groups assigned to each task on the Task tab of Project Maintenance (PA.PRJ.00) (a blank Tax ID indicates that tax will not be levied when the task’s transactions are billed). The system creates the automatic tax entries using the task specified for Default Task for System Postings in Project Controller Setup (PA.SET.00) if it exists for the billing project. If the default task does not exist for the billing project or no default task has been defined, the first task of the billing project is used. Only line items whose item type is Item – Regular or Other are included in the taxable basis. The calculation type (for example, level 1 or level 2, other taxes) and percentage for the Tax IDs are obtained from the SALESTAX table. If the tax percentage is zero, the taxable basis updates the SlsTaxHist table even though the tax amount is zero. The default Tax Category for each taxable line item is obtained from the Account Category master record as established in Account Category Maintenance (PA.ACC.00).

Foreign Currency Processing
Automatic Invoice Creation (BI.AIC.00) builds draft invoices, selecting records from invoice detail records, constructing invoice headers from information in the project’s Billing Master (in table PJBILL), and summing the invoice detail records. Since the Invoice Header (PJINVHDR) and Invoice Detail (PJINVDET) tables have fields for currency information, this function has logic to determine the proper values for loading these fields.

First, Automatic Invoice Creation (BI.AIC.00) loads the project’s Bill Currency Code and Currency Rate Type or Fixed Currency Rate from the Project Master table (PJPROJ) into the Invoice Header record it produces. The Bill Currency Code, stored in PJPROJ.BillCuryID, is copied to PJINVHDR.CuryID, the Currency Rate Type from PJPROJ.BillRateTypeID is written to PJINVHDR.CuryRateType, and the Fixed Currency Rate from PJPROJ.BillCuryFixedRate into PJINVHDR.CuryRate. The currency multiply/divide flag (PJINVHDR.CuryMultDiv) is always set to M and the currency effective date (CuryEffDate) is set to the draft date (PJINVHDR.End_Date).

The Invoice Header contains a number of summary amounts, primarily for display purposes. These fields store the total of regular items (Gross_Amt), other items (Other_Amt), tax (Tax_Amt), retention (Retention_Amt), and deposit or prepayment amounts (Paid_Amt) in the base currency. The corresponding CURY fields, CuryGross_Amt, CuryOther_Amt, CuryTax_Amt, CuryRetention_Amt, and CuryPaid_Amt, are also populated. The logic to categorize the invoice detail items is the same as for base-currency invoices. The items’ billing currency values are accumulated and updated into the invoice header along with the base currency amounts.
For more information about printing invoices in a foreign currency, see “Foreign Currency Invoicing” on page 28.
Billing Entry by Percent (Bl.PCB.00)

Billing Entry By Percent (Bl.PCB.00) gives the project manager the ability to add a new billing transaction in Flexible Billings based upon a percent complete value. To add this to an invoice after saving the entry, use Select Unbilled in Invoice and Adjustment Maintenance (Bl.BAM.00). Similar to a calculator, the program multiplies the percentage by the total contract value or revenue budget to arrive at an earned-to-date amount. The screen then automatically adjusts the calculated amount by subtracting prior and in-process billings so that the total contract value or revenue budget is not exceeded.

![Billing Entry by Percent (Bl.PCB.00)](image)

To use this function, the project-task entered must have a contract value or revenue budget stored in the system. Budget and EAC amounts can be entered in Budget Maintenance (01.250.00) in the Project Controller module or Budget Revision Maintenance (BU.BRM.00) in the Project Budgeting module. Whether the basis amount is the contract value or revenue budget is determined by the setting of the Revenue Recognition based on option in Project Controller’s Project Controller Setup (PA.SET.00). Enter contract values in Project Controller’s Budget Maintenance (PA.BSM.00) or Budget Revision Maintenance (BU.BRM.00) in the Project Budgeting module, if installed, using the contract value account category specified in Project Controller Setup. See “Entering Contract Values” on page 72 for details on entering contract values. Revenue budgets are also entered in either Budget Maintenance or Budget Revision Maintenance (BU.BRM.00). The revenue account category can be defined globally in Project Controller Setup or at the project or task level in Percent Complete and Revenue Recognition Setup (PA.PCM.00) in Project Controller. If override account numbers have not been specified for the task or project in Percent Complete and Revenue Recognition Setup, enter the revenue budget using the account category specified for REVENUE in Project Controller Setup.

Following are the field descriptions for Billing Entry by Percent (Bl.PCB.00).

**Project**

Enter the project for which you are creating the billing item. This is generally the individual project being billed, not the billing project (unless contract values are stored at the billing project level). This function does not roll up all subsidiary projects for a billing project when the amount to bill is calculated. The project’s description and billing currency appear next to the project ID.
Task
Enter the task that had its contract value or revenue budgeted in Project Controller’s Budget Maintenance (PA.BSM.00), Project Budgeting’s Budget Revision Maintenance (BU.BRM.00), or Percent Complete and Revenue Recognition Setup (PA.PCM.00).

Contract Value / Revenue Budget
This amount appears in view-only mode. It represents the EAC contract value amount or revenue budget amount for the given project and task. Maintain this amount using Project Controller’s Budget Maintenance (PA.BSM.00) or Project Budgeting’s Budget Revision Maintenance (BU.BRM.00).

Percent BTD
Enter the total percentage of the contract value/revenue budget that should be billed on the project to date, not the incremental percentage increase over prior billings that has been completed for this individual billing.
This percentage is multiplied by the contract value or revenue budget to calculate the billed-to-date amount. Entry into this field is required.

Calc BTD
The amount displayed is calculated as the contract value/revenue budget multiplied by the Percent BTD. Entry of amounts directly into this field is not allowed. If the billing currency of the project differs from the base currency of the company, this amount appears in both base and billing currency. The initial currency translation occurs using the business date as the effective date. If you enter a different date in Transaction Date, the program recalculates the billing currency amount and redisplays it.

Less Prior Billings
This system-maintained field displays in view-only mode the total billed-to-date (BTD) amount for the given project-task. See “Entering Billing History” on page 70 for an explanation of the billed-to-date amount. If the billing currency of the project differs from the base currency of the company, this amount appears in both base and billing currency. The initial currency translation occurs using the business date as the effective date. If you enter a different date in Transaction Date, the program recalculates the billing currency amount and redisplays it.

Less Billings in Process
This field displays in view-only mode the sum of the billings for this project-task that have not yet appeared on an invoice. The invoice detail records making up this amount include unselected billing items, those selected onto a draft invoice, and those included in an invoice that has not yet been final printed or posted. The amount is calculated from the Invoice Detail table using records that have a status of Unbilled or Selected. If the billing currency of the project differs from the base currency of the company, this amount appears in both base and billing currency. The initial currency translation occurs using the business date as the effective date. If you enter a different date in Transaction Date, the program recalculates the billing currency amount and redisplays it.

Current Amount
This amount is automatically calculated as Calc BTD - (Less Prior Billings + Less Billings in Process). It represents the amount that will be added into the Invoice Detail table when you click Add Billing. Entry of amounts directly into this field is not allowed. If the billing currency of the project differs from the base currency of the company, this amount appears in both base and billing currency. The initial currency translation occurs using the business date as the effective date. If you enter a different date in Transaction Date, the program recalculates the billing currency amount and redisplays it.

Account Category
The account category specified for Percent Complete Account Category in Billings Setup (BI.SET.00) is the default but can be overwritten. The account category is validated in the project’s invoice posting rules. (Do not use the billed-to-date account category, as defined in Project Controller Setup
(PA.SET.00), because it is a special non-accounting account category reserved for storing billed-to-date amounts.) If the billing rule for the project does not contain a posting rule for the account category, the field is cleared and another account category must be entered or selected.

**Transaction Date**
Enter the transaction date for the invoice line item. The default for this required entry is the business date.

**Note:** This date will be used to determine the fiscal number (PJINVDET.FILCALNO) that will be populated in the database, based on the period ending dates in GL Setup (01.950.00).

**Tax ID 1, 2, 3**
Enter the Tax IDs or Tax Groups to apply to the billing item. The Tax IDs or Tax Groups assigned to the task on the Task tab of Project Controller's Project Maintenance are automatically retrieved but can be overwritten.

Tax IDs and tax groups are established in the Shared Information module and are used for automatically calculating the tax amount. When the draft is saved, the system automatically calculates the amount of tax for all line items that contain the same Tax ID and adds the Tax line items with the appropriate Tax IDs on them. The tax amount is calculated for each Tax ID in a tax group and a tax line item is created for each Tax ID. If the tax rate is zero, the taxable basis amount updates table SlsTaxHist even when the tax amount is zero. The end date for the invoice is used as the default transaction date for the tax line item, but can be overwritten.

**Tax Category**
Tax Category for the billing item defaults to the Tax Category assigned to the account category in Account Category Maintenance (PA.ACC.00), which can be overwritten. If Tax Category has not been assigned at the account category level, enter an optional tax category for the item. Tax categories are established in the Shared Information module and are used for determining whether the item is exempt from taxation, even if tax IDs or tax groups have been designated for the transaction's task.

**Company ID**
Enter the company of the invoice document. This entry is required and defaults to the current login company. The company name appears in the field below.

**Comment**
A comment of up to 100 characters can be entered. This comment can be printed on the invoice depending on the format of the section into which this transaction is placed. Entry into this field is optional.

**Add Billing (button)**
Clicking Add Billing creates an unbilled detail transaction in the Invoice Detail table (PJINVDET). The amount of the transaction is the Current Amount displayed on this screen. A biller can then select this transaction onto an invoice draft in Invoice and Adjustment Maintenance (BI.BAM.00) using Select Unbilled.
Billing Information Maintenance (BI.BMM.00)

Billing Information Maintenance (BI.BMM.00) is used for setting up and maintaining billing-related information at the project level. Additional functionality is accessed via the buttons from the main window, which include billing address override, invoice comments, user-defined fields, split bill and task bill options, and billing exceptions.

Billing Information Maintenance, Bill With tab

Billing Information Maintenance (BI.BMM.00) maintains the Billing Master table (PJBILL). Options that affect billing at the project level are maintained here, including the following:

- Designate whether the project is a master or subsidiary billing project
- Specify the invoice printing options such as the default invoice format and attachment format (if any), how dates are presented on the invoice, and how many copies of the final invoice to print
- Select the invoice processing options such as which billing rule to use for Billings Transaction Load (BI.BTL.00) and Invoice & Adjustment Posting (BI.REG.00), whether retention will be applied, whether multiple customers will be billed, whether approval of invoice drafts is required and by whom, and which rate table to use in Invoice and Adjustment Maintenance (BI.BAM.00)

![Billing Information Maintenance (BI.BMM.00), Bill With tab](image)

Figure 10: Billing Information Maintenance (BI.BMM.00), Bill With tab

Following are the field descriptions for the Bill With tab.

Project

Enter the billing project or subsidiary project whose details are being invoiced. The project ID is validated in the Project Master table (PJPROJ). The project description appears in the adjacent field.

Bill With Project

The project ID entered in Bill With Project designates the master or primary project (also called the billing project) with which the current project is billed. It defaults to the Project entered previously but can be overwritten. A subsidiary project, which has a different billing project in the Bill With Project

...
field, is included with other projects on an invoice. Projects can only be designated to bill with other
projects that have the same customer ID assigned to them in Project Maintenance (PA.PRJ.00). In
addition, validation ensures that the billing currency for the primary billing project is the same as the
billing currency for the subsidiary project, although the currency rate types can differ. When using fixed
translation rates, you must ensure that all projects that are billed together have the same translation
rates, because the system does not perform this validation.

If the default is accepted and Bill With Project is the same as Project, the current project becomes a
billing project and the other fields on the screen are available for maintenance.

If the default is overwritten and Bill With Project differs from Project, the current project becomes a
subsidiary billing project. The Bill With Project is validated in the Billing Master table (PJBILL) and the
possible values listing shows only those projects that have been designated as billing projects. For
subsidiary projects, only the Bill With Project, Billing Rule, Project Comment, Additional Information ID
fields, and Billing Exceptions fields are maintainable.

**Invoice Format**

This code indicates the default invoice format used when an invoice for the billing project is created,
although it can be overwritten for a specific invoice in Invoice and Adjustment Maintenance
(BI.BAM.00). This field is not applicable for a subsidiary project, as subsidiary projects use the invoice
format specified for the master project.

Invoice format codes are maintained in Invoice Format Maintenance (BI.ISM.00). Since the invoice
format can be assigned in Invoice and Adjustment Maintenance (BI.BAM.00), and since construction
billings use a special format that is not maintained in Invoice Format Maintenance (BI.ISM.00), entry
into this field is optional.

**Attachment**

This code identifies the default format used for creating an attachment when an invoice draft is
created, although it can be overwritten for a specific invoice in Invoice and Adjustment Maintenance
(BI.BAM.00). This field is not applicable for a subsidiary project, because subsidiary projects use the
attachment format specified for the master project.

Attachments are special formats that are maintained in Invoice Format Maintenance (BI.ISM.00). They
generally present a different level of detail than the invoice format. Entry into this field is optional,
because some billing projects might not require that an attachment be furnished with the invoice.

**Date Print Cd**

The date print code is used in formats that present billing dates. The codes are maintained in Project
Controller’s Code File Maintenance (PA.CFM.00) with code type DATP. The descriptions associated
with the codes contain abbreviations for the different types of dates.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>Period beginning SD through ED</td>
</tr>
<tr>
<td>B2</td>
<td>Work from LB through ED</td>
</tr>
<tr>
<td>E1</td>
<td>Work through ED</td>
</tr>
<tr>
<td>WD</td>
<td>Work during LB through ED</td>
</tr>
</tbody>
</table>

The meanings of the date codes in the description are as follows.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD</td>
<td>Start Date</td>
</tr>
<tr>
<td>ED</td>
<td>End Date</td>
</tr>
<tr>
<td>LB</td>
<td>Last Billed Date</td>
</tr>
</tbody>
</table>

On the invoice, the B1 date print code would appear as follows:

Period beginning 06/01/04 through 06/30/04
You can specify the start and end dates for the billing period in either Invoice and Adjustment Maintenance (BI.BAM.00) or Automatic Invoice Creation (BI.AIC.00). Entry into this field is optional although, if blank, the billing period cannot automatically print on the invoice.

No. Copies
Enter the number of copies of the final invoice that you want to print.

Last Bill Date
This field indicates the last time the project was billed and is automatically maintained by the system when an invoice is posted. However, this field is maintainable for use during the initial conversion to Flexible Billings.

Billing Rule
This code specifies the set of billing rules to apply to the project’s invoices. A project that will be billed must have a billing rule identified; therefore, entry into this field is required. Billing rules are used by the system for the following:

- To identify the account categories that are considered billable and are therefore transferable to the Invoice Detail table by Billings Transaction Load (BI.BTL.00) or Project Controller’s Allocation Processor (PA.PRO.00) if an option in Billings Setup (BI.SET.00) is selected
- To define the account numbers for the postings to the General Ledger module that result when an invoice becomes posted.

Billing rules are maintained in Billing Rules Maintenance (BI.RUL.00). For more information about billing rules, see “Billing Rules” on page 8 and “Setting up Billing Rules” on page 68.

Retention Method
This field determines whether the current billing project has a retention amount automatically calculated when an invoice is created. The default is No. The method currently supported is Total, which calculates the retention based on the total invoice amount. A system option in Billings Setup (BI.SET.00) determines whether Total includes sales tax and other items, such as freight.

If you set Retention Method to Total, enter the retention percentage into the adjacent field. The retention amount calculated by the system can be overwritten in Invoice and Adjustment Maintenance (BI.BAM.00). See “Manually Entering Retentions” on page 78 for more information concerning overriding automatic retention amounts.

Percent
If the Total retention method has been selected previously, enter the percentage of the total invoice amount that the customer is allowed to retain. This value determines the percentage applied when retention amounts are calculated automatically by Automatic Invoice Creation (BI.AIC.00) or by Invoice and Adjustment Maintenance (BI.BAM.00). The retention amount calculated by the system can be overwritten in Invoice and Adjustment Maintenance (BI.BAM.00). See “Manually Entering Retentions” on page 78 for more information concerning overriding automatic retention amounts.

Billings Cycle
Billings Cycle can be used as a selection criterion in Automatic Invoice Creation (BI.AIC.00) and Invoice Print (BI.INV.00), and for reporting purposes. For example, a biller might use billings cycles to classify high-priority projects, monthly billings, quarterly billings, and so on.

Billing cycles are maintained in Code File Maintenance (PA.CFM.00) with code type BCYC. See “Running Mass Invoicing” on page 89 for detailed information concerning bulk processing of invoices.

Billing Type
This field is used for specifying automated methods of splitting or grouping invoices for the current project. Its default value is Standard. If a project uses the split billing capability, all split invoices must be in the same billing currency. For more information about non-standard billing types, see “Billing
Multiple Customers for a Single Project” on page 74. Since the purpose of the non-standard billing types will create multiple invoices for a project, *Automatic Invoice Creation* (BI.AIC.00) can create multiple in-process drafts for a project whose Billing Type is other than Standard regardless of the setting of the **Allow Multiple Unposted Invoices** check box in *Billings Setup* (BI.SET.00).

The following options are available:

- **Standard** – Automatic splitting or grouping does not occur. For a set of charges against a project, *Automatic Invoice Creation* (BI.AIC.00) creates one invoice.

- **Customer Split Bill** – *Automatic Invoice Creation* (BI.AIC.00) takes a set of charges against an invoice and splits them into multiple invoices to different customers based on a customer number and percentage entered on the **Customer Split Bill** tab of *Billing Information Maintenance* (BI.BMM.00).

- **Bill by Task Customer** – *Automatic Invoice Creation* (BI.AIC.00) takes a set of charges against an invoice and splits them into multiple invoices to different customers based on a customer number assigned at the task level. This is maintained on the **Bill by Task** tab of *Billing Information Maintenance* (BI.BMM.00).

- **Bill by Task Group** – *Automatic Invoice Creation* (BI.AIC.00) takes a set of charges against an invoice and splits them into multiple invoices based on a group code assigned at the task level. This is maintained on the **Bill by Task** tab of *Billing Information Maintenance* (BI.BMM.00).

If you select a billing type other than Standard, the billing type tab appears. If you select Customer Split Bill, this tab is called **Customer Split Bill**. If you select Bill by Task Customer or Bill by Task Group, this tab is called **Bill by Task**.

**Approval Required**

This setting indicates whether this project’s invoice(s) must undergo an approval process using *Invoice Review & Approval* (BI.RA.00) before a final invoice print. If set to Yes, the approver’s employee ID must be specified in the next field.

**Approver**

If an approval process is required for this project’s invoices, **Approver** can become available for entry, depending on a setting in *Billings Setup* (BI.SET.00). A default approver might appear, also subject to a setting in *Billings Setup* (BI.SET.00). If this field is available, enter the employee ID of the person responsible for the approval. If the invoices of the project require approval before final printing, this entry is required. A message is sent to the approver through the Communicator module (if installed) when an invoice awaits approval.

**Biller**

Biller is the person responsible for creating and maintaining the invoices for this project, and is used as a selection criterion in *Automatic Invoice Creation* (BI.AIC.00) and *Invoice Print* (BI.INV.00) for bulk processing. You can assign a biller to the current project by entering or selecting the employee ID in this field. Entry into this field is optional.

If an invoice is rejected by the approver, a message is sent to the biller through the Communicator module, if installed. See “Running Mass Invoicing” on page 89 for more detailed information concerning bulk processing of invoices.

**Invoice and Adjustment Maintenance Rate Table**

This field identifies a table of rates that can be used by *Invoice and Adjustment Maintenance* (BI.BAM.00) to calculate amounts from units. Rate tables are maintained using *Rate Table Definition* (AL.RTD.00) in the Project Allocator module, if purchased. If this field is blank, *Invoice and Adjustment Maintenance* (BI.BAM.00) uses the rate table specified in *Invoice Entry Rate Table* in *Billings Setup* (BI.SET.00).

**Billing Address (button)**

Clicking this button opens *Address Maintenance* (PA.ADR.00) in Project Controller.
Billing Information Maintenance, Invoice Comments tab

The three invoice comments at the Project Billing Master level can print freeform text on all invoices for the project. Each of the three fields has a maximum length of 510 characters.

![Billing Information Maintenance (BI.BMM.00), Invoice Comments tab](image)

**Figure 11: Billing Information Maintenance (BI.BMM.00), Invoice Comments tab**

**Note:** To allow information to print on different lines (as shown in the invoice footer in the example below), you must remove the option Enter key = Tab key (under the Option menu) in order to press Enter within any of the comment fields. When you are finished entering comments, you can select this option again.

Following are the field descriptions for the Invoice Comments tab.

**Project Comment**
The Project Comment prints at the project header level within the invoice.

**Invoice Header**
The Invoice Header comment prints on the first page of the invoice in the header section.

**Invoice Footer**
The Invoice Footer comment prints at the bottom of the last page of the invoice.
Billing Information Maintenance, Additional Info tab

Use the Additional Billing Information tab to enter data into flexibly-defined ID fields from the Billing Information Master table (PJBILL). These ID fields can be set up for capturing site-specific, project billing-related information. Any of these fields can be presented on the customer’s invoice by modifying the invoice layout in Crystal® Reports. They are flexibly defined using Project Controller’s ID Maintenance (PA.IDM.00) where the caption, length, mask, and type of validation can be defined. Reserved fields are not user-maintainable. See the online schema for information concerning field attributes and current reserved status.

Figure 12: Billing Information Maintenance (BI.BMM.00), Additional Info tab
Billing Information Maintenance, Billing Exceptions tab

Use the Billing Exceptions tab to identify any tasks or transactions for a project that are not considered billable when Billings Transaction Load (BI.BTL.00) automatically creates invoice detail records, or Project Controller’s Allocation Processor (PA.PRO.00). Use the Billing Exceptions tab when a particular task, employee, or other transaction item should not be billable for a normally billable project. Any transaction that meets all the criteria entered here is excluded from the transfer process to the Invoice Detail table (PJINVDET).

**Figure 13: Billing Information Maintenance (BI.BMM.00), Billing Exceptions tab**

**Billing Rule**, specified on the Bill With tab, determines which account categories for a project are billable. Billing Exceptions allows you to specify exceptions to the billing rule. Billings Transaction Load (BI.BTL.00) uses both the billing rule and the exception items to load the Invoice Detail table from the Project Transactions table (PJTRAN).

Within a row, the criteria is evaluated as an “and” operator, such as Employee = E01261 and Task = 00-00000. Additional rows are considered “or” operators when evaluating transactions.

Following are the field descriptions for the Billing Exceptions tab.
Field Name
Each exception line contains three Field Name fields. The following shows the fields that are available to indicate that the transaction is non-billable.

<table>
<thead>
<tr>
<th>Table</th>
<th>Available Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction</td>
<td>Task&lt;br&gt;Acct Category&lt;br&gt;CompanyID&lt;br&gt;Employee&lt;br&gt;GL Subaccount&lt;br&gt;Vendor&lt;br&gt;Labor Class&lt;br&gt;User-defined ID fields (these appear with the captions you assign to the ID fields)</td>
</tr>
<tr>
<td>Task</td>
<td>Task Contract Type&lt;br&gt;GL Subaccount&lt;br&gt;Earnings Type&lt;br&gt;User-defined ID fields (these appear with the captions you assign to the ID fields)</td>
</tr>
</tbody>
</table>

These fields specify the criteria for excluding a transaction that would normally be loaded by Billings Transaction Load (BI.BTL.00) into the Invoice Detail table. The actual values compared are in the corresponding field value fields. If more than one exception factor is indicated, then the transaction must meet all criteria in order to be excluded.

**Example:** If a project manager decides that all work by employee E01261 on task 00-00000 is non-billable, but that all other work on this task is billable, set Field Name 1 to Employee, Field Value 1 to E01261, Field Name 2 to Task, and Field Value 2 to 00-00000. Field Name 3 is left set to N/A.

Field Value
Each exception line contains three Field Value fields, which are used with the corresponding Field Name fields to deselect transactions from being picked up by Billings Transaction Load (BI.BTL.00).

Special Note
Only certain ID fields can be used for the comparison of exception factors.

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>ID Field #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJTRAN</td>
<td>Project Transactions</td>
<td>TR01</td>
</tr>
<tr>
<td>PJTRAN</td>
<td>Project Transactions</td>
<td>TR05</td>
</tr>
<tr>
<td>PJPENT</td>
<td>Task Master</td>
<td>PE01</td>
</tr>
<tr>
<td>PJPENT</td>
<td>Task Master</td>
<td>PE02</td>
</tr>
<tr>
<td>PJPENT</td>
<td>Task Master</td>
<td>PE03</td>
</tr>
<tr>
<td>PJPENT</td>
<td>Task Master</td>
<td>PE04</td>
</tr>
<tr>
<td>PJPENT</td>
<td>Task Master</td>
<td>PE05</td>
</tr>
</tbody>
</table>
Billing Information Maintenance, Customer Split Bill tab

The Customer Split Bill tab is used for splitting a project’s invoices into multiple invoices using Automatic Invoice Creation (BI.AIC.00) for sending to different customers. The Billing Type on the Bill With tab must be set to Customer Split Bill for this tab to appear. The billing items for the billing project are split into separate invoices for each customer according to the percentages in the Split Bill table (PJBILLSB). Note that if a project uses the split billing feature, all split invoices must use the same billing currency. Each record in this table contains a percentage and a customer ID up to a maximum of 20 per billing project. The total of the percentage values must add up to 100.

![Billing Information Maintenance (BI.BMM.00), Customer Split Bill tab](image)

Figure 14: Billing Information Maintenance (BI.BMM.00), Customer Split Bill tab

When Automatic Invoice Creation (BI.AIC.00) processes an open billing item for a project with this billing type, the billing item is divided up according to the percentages and assigned to different invoices based on the customer. The program then creates new billing detail records to reflect the split. One exception to this process is that if an item has been split by Automatic Invoice Creation (BI.AIC.00) and the split detail is then deleted from a draft using Invoice and Adjustment Maintenance (BI.BAM.00), it will be assigned to the next draft for that same customer when processed again by Automatic Invoice Creation (BI.AIC.00). In other words, it is not re-split since it has already been split by the previous process. If the Split Bill table has been changed and that customer is no longer being billed, the item is skipped altogether.

Following are the field descriptions for the Customer Split Bill tab.

**Customer**

Enter a valid customer ID, which is validated in the Customer Master table. The customer name appears in the adjacent field. Entry into this field is required.

**Percent**

Enter the percentage of the bill that you want to allocate to this customer. Entry into this field is required.
Comment
Enter an optional freeform comment or description of up to 30 characters in length.

Billing Information Maintenance, Bill by Task tab
Use the Bill By Task tab to input the specifications for creating multiple invoices based on the customer or task group stored at the task level (in table PJPENTEX). The Billing Type on the Bill With tab must be set to Bill by Task Customer for this tab to appear.

Figure 15: Billing Information Maintenance (Bl.BMM.00), Bill by Task Customer option
Example: If a bill project has three tasks, each assigned to a different customer, and Automatic Invoice Creation (BI.AIC.00) finds billing items for all three tasks, it creates three invoices for the bill project, one for each customer.

![Billing Information Maintenance (BI.BMM.00), Bill by Task Group option](image)

Example: If a billing project has three tasks, each assigned to a different billing group, and Automatic Invoice Creation (BI.AIC.00) finds billing items for all three tasks, it creates three invoices for the bill project, one for each billing group.

The customer ID initially assigned to the invoice is the customer ID designated for the project in Project Maintenance (PA.PRJ.00). This customer ID can be overwritten in Invoice and Adjustment Maintenance (BI.BAM.00).

Following are the field descriptions for the Bill by Task tab.

**Bill Group**

Enter a freeform group code, which can contain up to four characters.

**Customer**

Enter a valid customer ID, which is validated in the Customer Master table. If this field is blank, this signifies that the task will be billed to the customer assigned to the project in Project Maintenance (PA.PRJ.00).
Billing Rules Maintenance (BI.RUL.00)

Use *Billing Rules Maintenance* (BI.RUL.00) to maintain the billing rule codes, which are used throughout the Flexible Billings module for several main purposes as described below. Each billable project must be associated with a billing rule code associated with it in *Billing Information Maintenance* (BI.BMM.00). See “Billing Rules” on page 8 and “Invoice Posting” on page 52 for more details on using this screen.

![Billing Rules Maintenance (BI.RUL.00) Screen](image)

**Figure 17: Billing Rules Maintenance (BI.RUL.00)**

It is important to note that the account category of the source transaction might differ from that of the billing transaction created from it due to the flow of a transaction from the Project Transactions table (PJTRAN) to the Invoice Detail table (PJINVDDET), which affects which account categories are referenced in *Billing Rules Maintenance* (BI.RUL.00). You might use Project Controller’s *Allocation Processor* (PA.PRO.00) with the **Full Detail** check box selected for marking up a cost transaction for billing purposes and for posting the marked-up transaction to a different account category. When *Billings Transaction Load* (BI.BTL.00) or *Allocation Processor* (PA.PRO.00) runs, it uses the source or original account category of the allocated transaction as the billing account category in the Invoice Detail table, not the account category to which it was posted. For example, if the *Allocation Processor* (PA.PRO.00) marks up LABOR and posts it to REVENUE but you want LABOR to print on the invoice, enter LABOR in **Source Acct Category** of the posting rules grid. In the posting rules grid, the account category represents the billing account category, which is the account category of the original transaction before allocation (LABOR in the example). However, you would enter REVENUE in the billing load rules grid, where the account category represents the resulting account category of the Project Transaction record created by *Allocation Processor* (PA.PRO.00).
Billing Load Rules

The entries in the upper grid identify which account categories are considered billable and are therefore loaded to the Invoice Detail table when Billings Transaction Load (BI.BTL.00) or Project Controller’s Allocation Processor (PA.PRO.00) is run. The corresponding line item type, which affects the updating of the billed-to-date account category, is assigned to each billable account category in this grid.

The billing load rules are maintained in the top grid of this screen.

Invoice Posting Rules

The entries in the lower grid define the postings in the General Ledger module that result when an invoice posts. They apply to any detail record of the invoice with an item type of Item – Regular or Other Item. These rules map the account category of the source transaction to account numbers and subaccounts. Since invoice detail records created by Billing Entry by Percent (BI.PCB.00), Scheduled Billings and Revenue Release (BI.SBR.00), and Construction Billing Print (BI.CNP.00) are entered into the unbilled table for invoice generation purposes, invoices containing these transactions are usually generated promptly to bill the client, record the amount receivable, and book the associated ledger entries that usually include revenue. The input of these transactions into the Invoice Detail table does not occur with a simultaneous ledger entry. Therefore, these entries do not correspond to or support ledger balances such as unbilled receivables. Projects that invoice and recognize revenue based on billing need different invoice posting rules for these cases. These rules must store the desired revenue account in both the primary and adjustment posting fields.

Note: If billing transactions do not appear as expected when viewing Billing Transaction Inquiry (BI.TRI.00) or the grid in Invoice and Adjustment Maintenance (BI.BAM.00), or in Invoice Detail (BI.INQ.03) in Invoice Inquiry (BI.INQ.00), check the billing load rules to make sure the appropriate account categories are referenced.

Cost of Sales Method

The COS (Cost of Sales) Method next to the billing rule field indicates whether projects that use this billing rule have their cost of goods sold calculated and posted by Invoice & Adjustment Posting (BI.REG.00) and, if so, what method of cost calculation takes place. If this field is set to <none>, no cost calculation is performed. At this time, the To-Date method of cost calculation is available. See “Invoice Posting” on page 52 for more details on this calculation.

Following are the field descriptions for Billing Rules Maintenance (BI.RUL.00).

Billing Rule

Entry into this required field creates a code that identifies a set of billing rules. The billing rule is assigned to projects in Billing Information Maintenance (BI.BMM.00). Multiple projects can use the same billing rule code.

COS Method

This drop-down field determines whether projects that use this billing rule have cost of sales calculations performed and updated by Invoice & Adjustment Posting (BI.REG.00). The default for this drop-down is None. The available methods are:

- None: No cost calculation is performed
- To-Date: Post cost of sales in same proportion as billed-to-date

See “Invoice Posting” on page 52 for details on how cost is calculated.

Description

Enter an optional freeform description of this set of rules, such as Time & Materials to WIP, Cost Plus Fee, or Fixed Price.
**Acct Category**

For a billing load rule associated with a project, the account category in this field acts as a filter that controls the selection process for the loading of invoice detail records. For a transaction from the Project Transactions table (PJTRAN) to be selected and loaded into the Invoice Detail table by **Billings Transaction Load** (BI.BTL.00) or **Project Controller’s Allocation Processor** (PA.PRO.00), the account category of that transaction must appear in this grid. The description of the account category appears in the adjacent field.

**Item Type**

**Item Type** is used for categorizing the various line items on an invoice and for indicating special processing. When the item is loaded by **Billings Transaction Load** (BI.BTL.00) or **Project Controller’s Allocation Processor** (PA.PRO.00), the item types are set to whatever has been defined here. The default for this drop-down is **Item – Regular**. Item types applicable for billing rules are:

- **Item – Regular** – This is a normal billable line item. It is always included in the basis for automatic tax and/or retention processing performed by **Automatic Invoice Creation** (BI.AIC.00), **Scheduled Billings Release** (BI.SBR.00), and **Invoice and Adjustment Maintenance** (BI.BAM.00). **Invoice & Adjustment Posting** (BI.REG.00) updates the billed-to-date balance of the project during posting.
- **Other Item** – This type can be used for freight, special handling, and any item that does not update the project’s billed-to-date balance. It is always included in the basis for automatic tax processing performed by **Automatic Invoice Creation** (BI.AIC.00), **Scheduled Billings Release** (BI.SBR.00), and **Invoice and Adjustment Maintenance** (BI.BAM.00). The setting of **Include Other When Calculating** in **Billings Setup** (BI.SET.00) determines whether other items are included in the basis for automatic retention processing. Some companies categorize pass-through expenses as Other Items.

**Source Acct Category**

Enter the account category for the original source transaction. The description of the account category appears in the adjacent field. The account category in this grid is the key to the **Invoice & Adjustment Posting** (BI.REG.00) matrix, which uses the source account category in the Invoice Detail record (for detail items with an item type of **Item – Regular and Other Item**) to look up a record in this grid. Once found, the record provides the account numbers and subaccounts to which the invoice details will post. All account categories that appear on an invoice must have an entry in this grid before a final invoice can be produced.

**Primary Company**

Enter the company ID that will be updated by the primary transaction that **Invoice & Adjustment Posting** (BI.REG.00) creates in the General Ledger module when an invoice is posted.

Wildcarding allows the substitution of characters from another source into the key field. Wildcard characters are always entered as lowercase letters to differentiate from them from valid constants. When the wildcard options are used, the entire **Company** field defaults to the first wildcard character input; that is, no mixing of wildcard (or other characters) is allowed in **Company** fields. The wildcard characters are replaced by the corresponding characters in the same position from the same field in the source. If wildcard characters are keyed in, normal table validation does not take place. The following wildcard characters can be used in all **Company** fields in this grid.

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Source Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>p</td>
<td>Project Master</td>
</tr>
<tr>
<td>b</td>
<td>Project Master using Project Bill-with</td>
</tr>
<tr>
<td>e</td>
<td>Employee Master</td>
</tr>
<tr>
<td>s</td>
<td>Source Company</td>
</tr>
</tbody>
</table>
Primary GL Acct

Enter the account number that will be updated by the primary transaction that Invoice & Adjustment Posting (BI.REG.00) creates in the General Ledger module when posting an invoice. If the account number is associated with an account category in Chart of Accounts Maintenance (01.260.00), the account category appears in the adjacent field. This entry is usually a credit to an asset account such as work in process or inventory or to a revenue account such as sales.

The offset to this entry (normally a debit) is typically posted to the AR Trade account, which is first looked up in the Customer master and, if not found there, is taken from AR Setup (08.950.00).

Primary GL Subacct

This required entry specifies the subaccount that will be used when a transaction is generated in the General Ledger module for the related account. Wildcarding allows the substitution of characters from another source into the key field. Wildcard characters are always entered as lowercase letters to differentiate from them from valid constants. The wildcard characters can be keyed into any character position (up to the entire field). The wildcard characters are replaced by the corresponding characters in the same position from the same field in the source. If wildcard characters are keyed in, normal table validation does not take place. The following wildcard characters can be used in all Subaccount fields in this grid. However, be careful when using the wildcard character e, as some screens do not support the entry of employee detail.

<table>
<thead>
<tr>
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<td>p</td>
<td>Project Master</td>
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<tr>
<td>b</td>
<td>Project Master using Project Bill-with</td>
</tr>
<tr>
<td>e</td>
<td>Employee Master</td>
</tr>
<tr>
<td>t</td>
<td>Task Master (or Project Master if Task Subaccount is blank)</td>
</tr>
</tbody>
</table>

Example: If the subaccount for a revenue posting is that of the employee who performed the work, use the employee wildcard character “e” in the department portion of subaccount for a revenue posting. Then, when the posting is done, the employee’s department is filled in.

Adjustment Company

Enter the company ID that will be used when Invoice & Adjustment Posting (BI.REG.00) processes adjustment (write-up, write-down, or write-off) transactions. In some cases, this account will be the same as Primary Company. Wildcarding allows the substitution of characters from another source into the key field. Wildcard characters are always entered as lowercase letters to differentiate from them from valid constants. When the wildcard options are used, the entire Company field will default to the first wildcard character input; that is, no mixing of wildcard (or other characters) is allowed in Company fields. The wildcard characters are replaced by the characters that are in the same position from the corresponding field in the source. If wildcard characters are keyed in, normal table validation does not take place. The following wildcard characters can be used in all Company fields in this grid. However, be careful when using the wildcard character e, as some screens do not support the entry of employee detail.

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</thead>
<tbody>
<tr>
<td>p</td>
<td>Project Master</td>
</tr>
<tr>
<td>b</td>
<td>Project Master using Project Bill-with</td>
</tr>
<tr>
<td>e</td>
<td>Employee Master</td>
</tr>
<tr>
<td>s</td>
<td>Source Company</td>
</tr>
</tbody>
</table>
Adjustment GL Acct

Enter the account number to which adjustments (write-ups, write-downs, or write-offs) will post when processed by Invoice & Adjustment Posting (BI.REG.00). In some cases, this account will be the same as the one used in Primary GL Acct. Transactions that originate in Flexible Billings and that carry no Original Amount in PJINVDET use the account in Adjustment GL Acct as the primary account for postings. If the account number is associated with an account category (in Chart of Accounts Maintenance (01.260.00)), the account category appears in the adjacent field.

Adjustment GL Subacct

Enter the subaccount that will be used when a transaction is generated in the General Ledger module for the related account number. In some cases, this account will be the same as the one in Primary GL Acct. Transactions that originate in Flexible Billings and that carry no Original Amount in PJINVDET use the account in Adjustment GL Acct as the primary account for postings. Wildcarding allows the substitution of characters from another source into the key field. Wildcard characters are always entered as lowercase letters to differentiate from them from valid constants. The wildcard characters can be keyed into any character position (up to the entire field). The wildcard characters are replaced by the characters that are in the same position from the corresponding field in the source. If wildcard characters are keyed in, normal table validation does not take place. The following wildcard characters can be used in all Subaccount fields in this grid. However, be careful when using the wildcard character e, as some screens do not support the entry of employee detail.

<table>
<thead>
<tr>
<th>Wildcard Character</th>
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</tr>
</thead>
<tbody>
<tr>
<td>p</td>
<td>Project Master</td>
</tr>
<tr>
<td>b</td>
<td>Project Master using Project Bill-with</td>
</tr>
<tr>
<td>e</td>
<td>Employee Master</td>
</tr>
<tr>
<td>t</td>
<td>Task Master (or Project Master if Task Subaccount is blank)</td>
</tr>
</tbody>
</table>

Post Company

Enter an optional post-to company ID that will be updated by an optional secondary transaction (usually a debit) created in the General Ledger module by Invoice & Adjustment Posting (BI.REG.00). Wildcarding allows the substitution of characters from another source into the key field. Wildcard characters are always entered as lowercase letters to differentiate from them from valid constants. When the wildcard options are used, the entire Company field will default to the first wildcard character input; that is, no mixing of wildcard (or other characters) is allowed in Company fields. The wildcard characters are replaced by the characters that are in the same position from the corresponding field in the source. If wildcard characters are keyed in, normal table validation does not take place. The following wildcard characters can be used in all Company fields in this grid. However, be careful when using the wildcard character e, as some screens do not support the entry of employee detail. This field can be blank unless an account number is input into the next field.

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Source Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>p</td>
<td>Project Master</td>
</tr>
<tr>
<td>b</td>
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</tr>
<tr>
<td>e</td>
<td>Employee Master</td>
</tr>
<tr>
<td>s</td>
<td>Source Company</td>
</tr>
</tbody>
</table>

Post GL Acct

Enter an optional post-to account number that will be updated by an optional secondary transaction (usually a debit) created in the General Ledger module by Invoice & Adjustment Posting (BI.REG.00). If the account number is associated with an account category in Chart of Accounts Maintenance (01.260.00), the account category appears in the adjacent field. The secondary post-to and offset fields allow for the creation of an additional posting in the General Ledger module. If an account number is entered here, a company ID for the transaction must exist.
**Example:** The revenue might be recognized based on an allocation, which calculates revenue and creates billable transactions. In this case, the allocation method could have been defined to create postings to an unbilled receivables asset account and to an earned-not-billed revenue account in the General Ledger module. Now that an invoice has been created and is being posted, the invoice posting rules are set up to post to the Accounts Receivable module (no rule required) and to revenue using secondary entries to reduce the unbilled receivables asset and earned/not billed revenue.

**Post GL Subacct**
Enter an optional post-to-subaccount that will be updated by an optional secondary transaction (usually a debit) created in the General Ledger module by *Invoice & Adjustment Posting* (BI.REG.00). Wildcarding allows the substitution of characters from another source into the key field. Wildcard characters are always entered as lowercase letters to differentiate from them from valid constants. The wildcard characters can be keyed into any character position (up to the entire field). The wildcard characters are replaced by the characters that are in the same position from the corresponding field in the source. If wildcard characters are keyed in, normal table validation does not take place. The following wildcard characters can be used in all **Subaccount** fields in this grid. However, be careful when using the wildcard character *e*, as some screens do not support the entry of employee detail.

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Source Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>p</td>
<td>Project Master</td>
</tr>
<tr>
<td>b</td>
<td>Project Master using Project <em>Bill</em>-with</td>
</tr>
<tr>
<td>e</td>
<td>Employee Master</td>
</tr>
<tr>
<td>t</td>
<td>Task Master (or Project Master if Task Subaccount is blank)</td>
</tr>
</tbody>
</table>

**Offset Company**
Enter an optional offset company ID that will be updated by an optional secondary transaction (usually a credit) created in the General Ledger module by *Invoice & Adjustment Posting* (BI.REG.00). Wildcarding allows the substitution of characters from another source into the key field. Wildcard characters are always entered as lowercase letters to differentiate from them from valid constants. When the wildcard options are used, the entire **Company** field will default to the first wildcard character input; that is, no mixing of wildcard (or other characters) is allowed in **Company** fields. The wildcard characters are replaced by the characters that are in the same position from the corresponding field in the source. If wildcard characters are keyed in, normal table validation does not take place. The following wildcard characters can be used in all **Company** fields in this grid. However, be careful when using the wildcard character *e*, as some screens do not support the entry of employee detail. This field can be blank unless an account number is input into the next field.

<table>
<thead>
<tr>
<th>Wildcard Character</th>
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</tr>
</thead>
<tbody>
<tr>
<td>p</td>
<td>Project Master</td>
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<td>Project Master using Project <em>Bill</em>-with</td>
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<tr>
<td>s</td>
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</tr>
</tbody>
</table>

**Offset GL Acct**
Enter an optional offset account used in an optional secondary transaction (usually a credit) created in the General Ledger module by *Invoice & Adjustment Posting* (BI.REG.00). If the account number is associated with an account category in *Chart of Accounts Maintenance* (01.260.00), the account category appears in the adjacent field. If an account number is entered here, a company ID for the transaction must exist.
Offset GL Subacct

Enter an optional offset subaccount that will be used in an optional secondary transaction (usually a credit) created in the General Ledger module by Invoice & Adjustment Posting (BI.REG.00). Wildcarding allows the substitution of characters from another source into the key field. Wildcard characters are always entered as lowercase letters to differentiate from them from valid constants. The wildcard characters can be keyed into any character position (up to the entire field). The wildcard characters are replaced by the characters that are in the same position from the corresponding field in the source. If wildcard characters are keyed in, normal table validation does not take place. The following wildcard characters can be used in all Subaccount fields in this grid. However, be careful when using the wildcard character e, as some screens do not support the entry of employee detail.

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Source Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>p</td>
<td>Project Master</td>
</tr>
<tr>
<td>b</td>
<td>Project Master using Project Bill-with</td>
</tr>
<tr>
<td>e</td>
<td>Employee Master</td>
</tr>
<tr>
<td>t</td>
<td>Task Master (or Project Master if Task Subaccount is blank)</td>
</tr>
</tbody>
</table>

Use Bill Amount (checkbox)

Selecting Use Bill Amount allows you to specify whether you want to use the original amount or billing amount for secondary postings. By default, the check box is selected, meaning the system uses the billing amount for secondary postings. For examples and information on the use of this check box, see “Secondary Postings” on page 9.
Billing Transaction Inquiry (BI.TRI.00)

Use Billing Transaction Inquiry (BI.TRI.00) to view invoice detail records. The screen contains two groups of selection criteria: Primary and Optional. Of the four fields in the primary group, at least one entry is required. The primary selection criteria determine which index is used when searching the Invoice Detail table. The optional fields act as filters to limit what records appear. After entering the selection criteria, click OK – Load Grid to launch the search.

Bill Cury ID and Base Amount appear only if foreign currency processing is active.

![Billing Transaction Inquiry (BI.TRI.00)](image)

Figure 18: Billing Transaction Inquiry (BI.TRI.00)

**Note:** If you select a tax billing transaction, the Tax ID always appears in Tax ID 1, even if it appears in Tax ID 2 or Tax ID 3 for the basis transaction.

Following are the field descriptions for Billing Transaction Inquiry (BI.TRI.00).

**Project Customer**

If entered, the value in this field serves as a primary search criterion for selecting invoice detail records by project customer. This customer field refers only to the customer ID assigned to the project in Project Maintenance (PA.PRJ.00) and stored in the Project Master table, not to the customer ID of an invoice, which might be different from the project’s customer. (When a billing item is invoiced against a different customer, that customer ID appears in the grid under the column heading Cust ID.) Although this field is not validated, if a valid customer ID is entered, the customer name appears in the adjacent field.

**Example:** If A5 is entered, all projects are selected whose customer ID begins with A5. (Selection cannot be based on middle or end-of-field values.) If a complete customer ID is entered, the field is validated in the Customer table and the customer name displayed. Otherwise, the field is not validated.
Flexible Billings

Project
If entered, the value in this field serves as a primary selection criterion for selecting invoice detail records by project. This optional field accepts entry of a partial value.

Example: Entering CO selects all projects that begin with CO. (Selection cannot be based on middle or end of field values.)

If a complete project ID is entered, the field is validated in the Project Master table and the project name appears. Otherwise, the field is not validated.

This project field refers to the project ID of the billing transaction, not to the primary billing project, which might differ if the project of the transaction has been designated to bill with a primary billing project in Billing Information Maintenance (BL.BMM.00).

Employee
If entered, the value in this optional field serves as a primary search criterion. If a complete employee ID is entered, the field is validated in the Employee Master table and the name appears. Otherwise, the field is not validated.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if E012 is entered, invoice detail records for which the employee ID begins with E012 are selected. Selection cannot be based on middle or end-of-field values.

Vendor
If entered, the value in this optional field serves as a primary selection criterion. If a complete vendor ID is entered, the field is validated in the Vendor table and the vendor name appears. Otherwise, the field is not validated.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if VT is entered, invoice detail records for which the vendor ID begins with VT are selected. Selection cannot be based on middle or end-of-field values.

Note: Vendor is not an index into the Invoice Detail table. If inquiries commonly take place where vendor is the only primary search criteria input, then an index by vendor should be added to PJINVDET.

Task
If entered, the value in this optional field serves as a selection criterion. Although this field is not validated, if a valid task ID is entered, the task description appears in the adjacent field.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if PM is entered, invoice detail records for which the task ID begins with PM are selected. Selection cannot be based on middle or end-of-field values.

Account Category
This entry serves as an optional filter for selecting invoice detail records by account category.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if LAB is entered, invoice detail records for which the account category begins with LAB are selected. Selection cannot be based on middle or end-of-field values.

Bill Status
This selection serves as an optional filter for selecting invoice detail records by bill status. Selecting All displays all invoice detail records regardless of status. Selecting Billed displays only those invoice detail records that have appeared on a finalized, posted invoice. Selecting Unbilled displays only invoice detail records that are not on any invoice or draft, and choosing Selected displays those invoice detail records that are on an unposted invoice.
Trans Date – through
These fields are used as selection criteria when transaction records are being searched. If a billing
detail has a transaction date before the first date, it is not selected. If a billing detail has a transaction
date after the second (through) date, it is not selected. If either field is blank, date is not used as a
selection criterion.

OK – Load Grid (button)
Clicking this button initiates the search for billing transaction records from the Invoice Detail table that
meet the search criteria and loads them into the display grid. The records are sorted by bill status,
transaction date, project, task, and account category. Base Curry ID and Base Amount appear for a
record only if foreign currency processing is active.

Invoice Inquiry (button)
Clicking this button opens Invoice Inquiry (BI.INQ.00), passing the current billing project (from the line
in the grid that is selected) as a parameter.

Clear (button)
Clicking this button clears all data in the grid and all search criteria.
Billings Setup (BI.SET.00)

*Billings Setup* (BI.SET.00) is used for maintaining the system parameters used by Flexible Billings. These include parameters for retention processing as well as account numbers and subaccounts used for posting invoices. Fields that will be copied from the Project Transaction tables (PJTRAN and PJTRANEX) to unbilled invoices by *Billings Transaction Load* (BI.BTL.00) can be specified. The last draft number counter also appears in this window. The invoice number counter is stored in *AR Setup* (03.950.00).

**Billings Setup, General Information Tab**

General options for the configuration and operation of the Flexible Billings module are established here.

![Billings Setup (BI.SET.00), General Information tab](image)

**Figure 19: Billings Setup (BI.SET.00), General Information tab**

Following are the field descriptions for the **General Information** tab.

**Last Draft Number**

This field displays the last draft number assigned by *Invoice and Adjustment Maintenance* (BI.BAM.00), *Invoice Reversal & Duplication* (BI.IRV.00), or *Scheduled Billings Release* (BI.SBR.00). Because draft numbers are automatically assigned by the system and must be unique, this value should normally not be changed manually.

**Last Invoice Register Batch #**

The number displayed here is equal to the last batch number used for invoices.

**Invoice Entry Rate Table**

This optional field identifies the default table of rates that can be used by *Invoice and Adjustment Maintenance* (BI.BAM.00) to calculate amounts from units. Rate tables are maintained by *Rate Table Definition* (AL.RTD.00) in the Project Allocator module. The rate table specified here can be overwritten at the project level in *Billing Information Maintenance* (BI.BMM.00). See “Looking up Rates” on page 77 for more information.
Percent Complete Account Category
This default account category will be assigned to the transactions created in Billing Entry by Percent (BI.PCB.00). This entry is optional but recommended if billing a percentage of a project’s contract value or revenue budget will be performed.
Do not use the billed-to-date account category from Project Controller Setup (PA.SET.00) for this purpose, as it is a special non-accounting account category reserved for storing billed-to-date amounts.

Sales Tax Account Category
This is the default account category assigned in Invoice and Adjustment Maintenance (BI.BAM.00), and Scheduled Billings Release (BI.SBR.00) when a line item is entered with a Tax item type. This entry is optional but recommended if sales tax processing will be performed. The account category specified as the default can be overwritten for a specific line item in Invoice and Adjustment Maintenance. See “Processing Sales Tax” on page 91 for more information.

Allow Multiple Unposted Invoices
This check box indicates whether multiple unposted invoices can exist simultaneously for a single billing project. This setting affects Invoice and Adjustment Maintenance (BI.BAM.00), Automatic Invoice Creation (BI.AIC.00), and Invoice Reversal & Duplication (BI.IRV.00).
If this option is selected, billed-to-date information presented on an invoice might be inaccurate and misleading when multiple unposted invoices are on file for a billing project and a final invoice is printed for the project. Since Invoice & Adjustment Posting (BI.REG.00) performs the update to the billed-to-date amount, only posted invoice amounts can be included in the billed-to-date amount shown on the invoice.
Since the purpose of non-standard billing types is to create multiple invoices for a project, Automatic Invoice Creation (BI.AIC.00) can create multiple in-process drafts for a project whose Billing Type in Billing Information Maintenance (BI.BMM.00) is other than Standard (that is, Customer Split Billing, Bill by Task Customer, or Bill by Task Group) regardless of the setting of this flag.

Allow Editing of Invoice Text after Printing
This check box determines whether users are allowed to add/modify the invoice text of printed or posted invoices in Invoice and Adjustment Maintenance (BI.BAM.00).

Default Approver
Select the default approver type from the list. Valid options are Project Manager, Business Manager, and Other. Selecting Other designates a single individual as the approver for all invoices. If you select Other, the adjacent field becomes available and required for you to select the approver’s ID. The approver’s name appears below the ID.

Note: The captions for Project Manager and Business Manager can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for those roles, these options will appear using your custom terms.

Enable Invoice Approver Selection
If this box is checked, users can override the default approver for the project in Billing Information Maintenance (BI.BMM.00).
Billings Setup, Cost of Sales/Deposits Tab

Use the Cost of Sales/Deposits tab to specify the account numbers, subaccounts, and account categories updated when Invoice & Adjustment Posting (BI.REG.00) processes deposits and cost of sales transactions.

Following are the field descriptions for the Cost of Sales/Deposits tab.

**Account Category (Cost of Sales)**

Enter the account category used when Invoice & Adjustment Posting (BI.REG.00) calculates the total prior cost of sales for a bill project. As this calculation is used whenever the To Date cost of sales method is selected in the billing rule for a project, this entry is required for processing cost of sales computations.

**Post To Account (Cost of Sales)**

Enter the account number used in the transaction created in the General Ledger module by Invoice & Adjustment Posting (BI.REG.00) when the cost of sales posting takes place. As this account is used for the post-to transaction, usually a debit to a cost of goods sold expense account, this entry is required for processing cost of sales computations.

**Subaccount (Cost of Sales)**

Enter the subaccount used in the transaction created in the General Ledger module by Invoice & Adjustment Posting (BI.REG.00) when the cost of sales posting takes place. As this subaccount is used for the post-to transaction, usually a debit to a cost of goods sold expense account, this entry is required for processing cost of sales computations.

**Offset Account (Cost of Sales)**

Enter the account number that Invoice & Adjustment Posting (BI.REG.00) credits in the transaction created in the General Ledger module by a final invoice when the cost of sales posting takes place. As this account is used for the offset transaction, usually a credit to an inventory or other asset account, this entry is required for processing cost of sales computations.
Offset Subaccount (Cost of Sales)
Enter the subaccount used in the transaction created in the General Ledger module by Invoice & Adjustment Posting (BI.REG.00) when the cost of sales posting takes place. As this subaccount is used for the offset transaction, usually a credit to an inventory or other asset account, this entry is required for processing cost of sales computations.

The wildcard substitution character $b$ can be input in any or all character positions to indicate that the corresponding character from the subaccount of the Bill-With Project will be used in that position. Wildcard characters are always entered as lowercase letters to differentiate from them from valid constants. If the wildcard character is used, normal table validation does not take place.

Account Category (Deposits)
Enter the default account category that will be assigned in Invoice and Adjustment Maintenance (BI.BAM.00) when a line item is entered with an item type of Deposit or Apply Deposit. This entry is optional but recommended if deposit processing will be performed.

Account (Deposits)
Enter the account number used in the transaction created in the General Ledger module by Invoice & Adjustment Posting (BI.REG.00) when an invoice line item with an item type of Deposit or Apply Deposit is posted. The transaction is typically a debit for an Apply Deposit and a credit for a Deposit. This entry is required for deposit processing. The account category specified as the default can be overwritten for a specific line item in Invoice and Adjustment Maintenance.

Subaccount (Deposits)
Enter the subaccount used in the transaction created in the General Ledger module by Invoice & Adjustment Posting (BI.REG.00) when an invoice line item with an item type of Deposit or Apply Deposit is posted. Usually, the transaction is a debit for an Apply Deposit and a credit for a Deposit. This entry is required for deposit processing.

Billings Setup, Retention Options Tab
Use the Retention Options tab to set up options for processing retention amounts on invoices.

![Billings Setup (BI.SET.00), Retention Options tab](image)

Following are the field descriptions for the [Retention Options](#) tab.
**Account Category**

Enter the default account category that will be assigned when *Invoice and Adjustment Maintenance* (BI.BAM.00) automatically creates a retention line item or a line is entered with an item type of Retention or Bill Retention. The account category specified as the default can be overwritten for a specific line item in *Invoice and Adjustment Maintenance* (BI.BAM.00). This entry is optional but recommended if retention processing will be performed.

**Account**

Enter the account number used in the transaction created in the General Ledger module by *Invoice & Adjustment Posting* (BI.REG.00) when an invoice line item with an item type of Retention or Bill Retention is posted. Usually, this is a debit for Retention and a credit for Bill Retention. This entry is required for retention processing.

**Subaccount**

Enter the subaccount used in the transaction created in the General Ledger module by *Invoice & Adjustment Posting* (BI.REG.00) when an invoice line item with an item type of Retention or Bill Retention is posted. This entry is required for retention processing. This field allows entry of wildcard characters, which represent key fields (such as Project, Task, or Bill-With Project) that designate where a transaction will post. Wildcarding allows the substitution of characters from another source into the key field. Special wildcard characters and their corresponding source are:

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Source</th>
<th>Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>p</td>
<td>Project Master</td>
<td>PJPROJ</td>
</tr>
<tr>
<td>t</td>
<td>Task Master</td>
<td>PJPENT</td>
</tr>
<tr>
<td>b</td>
<td>Bill-With Project</td>
<td>PJBILL</td>
</tr>
</tbody>
</table>

Wildcard characters are always entered as lowercase to differentiate them from valid constants. The wildcard characters can be keyed into any character position (up to the entire field). The wildcard characters will be replaced by the corresponding characters in the same position in the source. If wildcard characters are keyed in, normal table validation does not take place.

**Example:** To post deposits to the same department as the home department of the billing project, where the department is represented by the last four characters of a 10-character subaccount, the Deposits Subaccount would be keyed in as 0001-55-bbbb. Wildcard processing loads the subaccount in the transaction with company 0001, location 55, and the department from the Bill-With Project.

**Include Tax When Calculating**

Select whether tax line items are included in the basis amount when *Automatic Invoice Creation* (BI.AIC.00) and *Invoice and Adjustment Maintenance* (BI.BAM.00) calculate retention amounts. Taxes are included in the computation if the box is selected.

**Include Other When Calculating**

Select whether Other Items are included in the basis amount when *Automatic Invoice Creation* (BI.AIC.00) and *Invoice and Adjustment Maintenance* (BI.BAM.00) calculate retention amounts. Other Items are included in the computation if the box is selected.
Billings Setup, Transaction Load Options Tab

Use the Transaction Load Options tab to determine whether transactions are loaded automatically into the Invoice Detail table (PJINVDET) by Project Controller’s Allocation Processor (PA.PRO.00) function. It also allows you to select certain ID fields from the Project Transaction tables (PJTRAN and PJTRANEX) whose values are copied to invoice detail (PJINVDET) ID fields by Billings Transaction Load (BI.BTL.00) or Allocation Processor (PA.PRO.00) if Load Billings in Allocations is selected. The field names are stored in the control parameter file where the control type is BI and the control code is TRLOAD1, TRLOAD2, etc.

Following are the field descriptions for the Transaction Load Options tab.

Load Billings in Allocations

This check box determines whether Project Transaction (PJTRAN) records are loaded directly into the Invoice Detail table (PJINVDET) by Project Controller’s Allocation Processor (PA.PRO.00). Selecting this box effectively allows skipping running Billings Transaction Load (BI.BTL.00) manually for creating transactions in the Flexible Billings module. When this option is used, the Allocation Processor (PA.PRO.00) performs the same processing that is done by Billings Transaction Load (BI.BTL.00).

ID Fields 1 through 5

Each drop-down box contains the same list of fields from the Project Transaction tables (PJTRAN and PJTRANEX). The available fields from PJTRAN are TR_ID01 – TR_ID05. Available fields from PJTRANEX are TR_ID11 – TR_ID22, InvtID, LotSerNbr, SiteID, and WhseLoc. The values from the selected fields are copied to fields IN_ID01, IN_ID02, IN_ID03, IN_ID04, and IN_ID05 respectively in the invoice detail table (PJINVDET) by Billings Transaction Load (BI.BTL.00) (or Project Controller’s Allocation Processor (PA.PRO.00) if Load Billings in Allocations is selected). To remove a field, select Blank.

If a PJTRANEX field is chosen and the transaction being loaded by Billings Transaction Load (BI.BTL.00) was created by allocations, the fields must be copied from the associated source transaction. In this case, the source PJTRANEX record is retrieved using the backward audit trail key, TR_ID12. The reason for this is that the Allocation Processor (PA.PRO.00) does not load PJTRANEX data from the source record into the new record when a detailed allocation takes place.
Billings Transaction Load (BI.BTL.00)

*Billings Transaction Load* (BI.BTL.00) transfers transactions from the Project Transactions table (PJTRAN) to the Invoice Detail table (PJINVDET). Once a transaction is transferred, it is available for selection onto an invoice draft using *Automatic Invoice Creation* (BI.AIC.00) or *Invoice and Adjustment Maintenance* (BI.BAM.00).

In order for a project transaction to be transferred to the Invoice Detail table, its project must have a Billing Master record, which is created in *Billing Information Maintenance* (BI.BMM.00) and stored in the Billings Master table (PJBILL). The transaction must also meet the criteria for its project’s billing rules and billing exceptions. See “Setting up Billing Load Rules” on page 68 for more information.

You can optionally specify selection criteria by project and/or subaccount. Records are transferred for one fiscal period at a time; transactions within the period can be filtered by entering a cutoff date.

![Billings Transaction Load (BI.BTL.00)](image)

*Figure 23: Billings Transaction Load (BI.BTL.00)*

Following are the field descriptions for *Billings Transaction Load* (BI.BTL.00).

**Fiscal Period**

Input the 6-digit fiscal period in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. This field defaults to the current Project Controller period but can be overwritten with a future period.

**Cutoff Date**

This field can be used as a cutoff date when records are being selected from the Project Transactions table (PJTRAN) for loading into the Invoice Detail table (PJINVDET). If a record has a transaction date greater than this date, it is not eligible for transfer. This field is optional and, if blank, is not used for selection.

**Project**

This entry serves as a primary search criterion for creating invoice detail records by project. Although this field is not validated, if a valid project ID is entered, the project description appears in the adjacent field.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if CO is entered, all transactions for which the project ID begins with CO are selected for loading. Selection cannot be based on middle or end-of-field values.

This project field refers to the project ID of the transaction, not to the primary billing project, which might differ if the project of the transaction has been designated to bill with a primary billing project in *Billing Information Maintenance* (BI.BMM.00).
GL Subaccount
This entry serves as a selection criterion for creating invoice detail records by project subaccount. Since the subaccount usually represents a financial organization, entry into this field provides the ability to create invoice detail records by organization.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if CO is entered, all transactions for which the subaccount of the project begins with CO are selected for loading. Selection cannot be based on middle or end-of-field values.

This subaccount field refers to the home subaccount of the project in Project Maintenance (PA.PRJ.00), not the subaccount recorded in the individual transactions.

Begin Processing (button)
When you click Begin Processing, a process is started that reads records from the Project Transaction table and loads them into the Invoice Detail table. The results of the load process appear in the status box using message number 0120. If a fatal SQL error occurs, message number 0121 appears. For audit trail purposes, these messages can be logged in the event log by selecting Log Messages in Message Text Maintenance (PA.MSG.00) in the Project Controller menu.

Special Notes
Process Already in Progress Message
Multiple users cannot run Billings Transaction Load (BI.BTL.00) simultaneously. When this occurs, the second user who attempts to run the function receives an “Already in Progress” error message. If this happens, you should wait until the first process completes. If the previous process terminated abnormally, whether due to a system failure or clicking Cancel in the status box during processing, do the following to reset the system:

1. Close the current copy of Billings Transaction Load (BI.BTL.00).
2. Confirm that the database is in a consistent state (SQL backs out all unfinished transactions automatically).
3. Open Control Parameter Maintenance (PA.CNT.00) in the Project Controller menu.
4. Input the following control type and control code:
   
<table>
<thead>
<tr>
<th>Type</th>
<th>Control Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI</td>
<td>LOAD–RUN</td>
</tr>
</tbody>
</table>

5. Click Delete.
6. Answer Yes in the message box to delete the current record.
7. Close Control Parameter Maintenance (PA.CNT.00) and re-run Billings Transaction Load (BI.BTL.00).

Foreign Currency Invoicing
Billings Transaction Load (BI.BTL.00) has the same rules for selecting and loading transactions into the Invoice Detail table (PJINVDET) as Allocation Processor (PA.PRO.00). First, it ensures that each transaction has a currency code that matches the Bill Currency Code value in Project Maintenance (PA.PRJ.00). For qualified transactions that are transferred according to the billing load rules in Billing Rules Maintenance (BI.RUL.00), the billing currency fields are populated in the invoice detail record. The values come from the source transaction (PJTRAN). The CuryID, CuryMultDiv, and CuryRate values are copied from the source transaction into the corresponding fields in the invoice detail record. The CuryTranAmt from the source transaction is loaded into the CuryTranAmt and CuryOrig_Amount fields of the invoice detail. The CuryHold_Amount and the CuryAdj_Amount on the invoice detail record are set to zero.

If the process is unable to transfer a transaction that qualifies under the billing load rule because the currency of the transaction differs from the billing currency of the project, the process status message notes the error condition.
Construction Billing Entry (BI.CNB.00)

*Construction Billing Entry* (BI.CNB.00) allows the entry and maintenance of billing data for producing AIA-style construction billings. Each bill is identified by a project and application number. A single project can have several applications or iterations of bills. Final printing of a billing application automatically creates the next application. Data for construction billings is stored in the Construction Billing Header (PJBILLCH) and Construction Billing Detail (PJBILLCN) tables.

**Note:** *Construction Billing Entry* (BI.CNB.00) supports billing only in the base currency. Only projects that bill in base currency can be entered or maintained by this function.

The detail grid allows the entry of individual billing line items. As detail lines are keyed in, totals appear at the bottom of the screen. Item numbers can be optionally auto-incremented (by 10). Both Work in Place and Retention can be auto-calculated by the program if you enter the completion and retention percentages. Non-monetary comment lines are entered by simply leaving Task or Account Category blank.

To final print a construction bill, change its status from In Process to Approved for Print. Once it has undergone final print, the current amounts are rolled into the next application’s previous amounts (including retention), invoice records are created in the Flexible Billings database, and the status of the bill is changed to Printed. At this point, the bill can be viewed by this program but no longer maintained unless you reverse it and change its status back to In Process. See the Status description below.

![Figure 24: Construction Billing Entry (BI.CNB.00)](image)
Following are the field descriptions for Construction Billing Entry (BI.CNB.00).

**Project**
This required field is the project that will be billed, which must have a status of Active in the Project Master table (PJPROJ). It must also be a valid billing project in the Billings Master table (PJBILL), established using Billing Information Maintenance (BI.BMM.00). Only projects with home companies where you have access to this screen are available in the Possible Values (PV) list when clicking F3. Since Construction Billing Entry (BI.CNB.00) supports billing only in the base currency of the database, it allows entry of only those projects whose Bill Currency Code is set to the base currency.

**Company ID**
Enter the company of the invoice document. This entry is required and defaults to the current login company. The company name appears in the adjacent field.

**Application Nbr**
The application number is a 6-digit manually assigned number used for uniquely identifying a single bill. Entry into this field is required. Once a starting application number has been assigned manually to the first billing application for a project, subsequent applications have their Application Number assigned by the system, incrementing the previous Application Number by 1.

**Invoice Number**
The invoice number is assigned when the bill undergoes a final print process. It appears here in view-only mode.

**Archit. Project**
The architect’s project is a 16-character optional reference to the architect’s internal project number.

**Period, From**
This is the beginning date of the billing period for the invoice, which prints on the report. The default value of this required field is the current system date but can be overwritten.

**Period, To**
This is the ending date of the billing period for the invoice, which prints on the report. Any change orders that have approval dates after this date do not appear on the billing report. The default value of this required field is the current system date but can be overwritten.

**Contract Value**
This display field shows the total contract value of the project. The contract value for the project is retrieved from the eac_amount field of the Project-to-Date Rollup (PJPTDROL) table using the account category associated with the contract value defined in Project Controller Setup (PA.SET.00).

**Application Date**
The date of the application or invoice date prints on the report and updates the invoice date field of the invoice header table (PJINVHDR.invoice_date). The default value of this required field is the current system date but can be overwritten.

**Retention %**
This is the overall retention percentage for the bill. The default value for this field is the retention percentage input in Billing Information Maintenance (BI.BMM.00) but can be overwritten.
Status
This flag indicates the status of the bill. The possible status codes appear below in their logical sequence:

- In Process (I) – The billing is available for maintenance or for a preliminary print, but cannot undergo a final print process.
- Approved for Printing (A) – The billing is complete and ready for a final print. Although multiple applications for a project can have status Approved for Printing, the Previously Billed amount of a higher-numbered application does not reflect the amount billed on previous applications until the previous applications have been final printed. Consequently, having multiple applications with status Approved for Printing is not recommended.
- Printed (P) – When an application has a status of Printed, it cannot be maintained. However, its status can be changed back to In Process. If this occurs, the program changes the status of all subsequent applications for the project that have a status of Printed to a status of Reversed. You must reverse any invoices (or drafts) that correspond to these applications, as this does not happen automatically.
- Canceled/Closed (C) – The billing is no longer active.

Additional Info (button)
Clicking this button opens Additional Information (BI.CNB.01), which is used for maintaining the Construction Billing Header (PJBILLCH) ID fields.

Item Number
Item Number is a 6-digit, required identifier of the billing line item. If you enter zero and tab out of this field, the program automatically calculates the item number by adding 10 to the item number of the line item. A change in the first character position of this field causes a subtotal on the billing report.

Company ID
The initial default is the company ID of the billing document, which can be overwritten.

Owner Chg Order
Owner Chg Order is optional but, if keyed in, acts as an additional key to the line. That is, the same item number can be used on a different line if a different owner change order number is keyed in. Although the lookup of possible values (F3) can be performed against the Change Order table (PJCOPROJ), the field is not validated against this table.

CO Apprv Date
CO Apprv Date determines whether the change order referenced in this billing line item appears on the report as a new change order. For this to occur, the approval date must not be greater than the Period To date and must not have appeared on another application.

Description of Work
A 40-character freeform description/comment of the line item can be entered. If blank, this field defaults to the description of the task entered for the line item.

Subtotal Code
Enter an optional freeform Subtotal Code, which can be a number, letter, or symbol. Subtotal Code is used for grouping line items into subtotals on the report. All line items with the same subtotal code are added into a subtotal.
Task
Enter the task within the project for the billing line item. It is validated in the Project Task table (PJPENT). Entry of a task ID is required unless this item is a comment line. This value defaults to the value from the previous line.

Item Type
Select the type of invoice line item that will be created upon invoicing from the following list:

- Item (I) – This is the default used for both normal billing items and for comment lines.
- Tax (T) – Use the Tax item type for entering sales, use, and other taxes. If the Tax type is chosen, you must manually calculate the tax amount and enter it in Work in Place. The tax ID and tax basis amount (the gross amount the tax was calculated on) must also be entered. The retention amount for the line defaults to zero.
- Other (O) – Other items appear on the invoice but do not update Billed-to-Date. While tax and retention can be applied to a billing item with item type Other, they are initially set to zero.
- Apply Deposit (A) – Select Apply Deposit for crediting a deposit that the customer previously submitted. If the Apply Deposit type is chosen, you must enter the amount of the deposit application in Work in Place as a negative number if you want to credit the billing. The retention amount for the line defaults to zero.

Acct Category
Enter the account category for the billing line item. It is validated in the Invoice Posting Rules table (PJRULIP). Entry of an account category is required unless this item is a comment line. This value defaults to the value from the previous line.

Scheduled Value
This field is the maximum billable amount of the line item. It informs the customer how much will be charged when the project is finished and serves as the basis for the calculation of the Work in Place amount when a percentage is keyed in % Complete.

Previously Billed
This field displays the accumulated total of the Work in Place amounts billed on other applications for the current project. It is normally maintained automatically by the system, but can be maintained manually when necessary.

% Complete
If you enter a percentage, the value in this field can be used for automatically calculating the work in place that will be billed on this item. It should be the completion percentage for the total project. It serves only as an entry aid and might not accurately reflect the true completion percentage of the project.

Work in Place
Enter the amount that will be billed on this application for work in place. It can be automatically calculated by keying in a completion percentage or it can be entered manually. If an amount is entered manually, the system does not automatically recalculate the completion percentage, which might result in an inaccurate percentage. The work in place is calculated as follows:

- To-date Billable = Scheduled Value * % Complete
- Work In Place = To-date Billable – Previously Billed

Sales tax should be manually computed and entered into this field. A deposit application should be manually entered at this field as a negative number preceded by a minus sign (−).
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**Stored Material**
This field is the amount that will be billed on this application for stored material. If used, it is entered manually. The stored material amount does not accumulate into the previously billed amount, although it does carry forward to the next application.

**Retention %**
Retention % can optionally be used for automatically calculating the retention amount for this line item. The retention percentage from the header is used as the default. This value serves only as an entry aid and might not accurately reflect the actual retention percentage.

**Retention to Date**
This field displays the total of amounts retained on previous billing applications and the current application. This amount is normally maintained automatically by the system but can be maintained manually when necessary.

**Less Previous Retention**
This field displays the accumulated retention amount from all previous applications of this project. It is normally maintained automatically by the system, but can be maintained manually when necessary.

**Retention Amount**
Retention Amount contains the retention amount for the current line item. It can be automatically calculated by keying in the retention percentage or a flat amount can be entered. If a retention amount is entered manually, the retention percentage is not recalculated based on the amount and might not reflect the actual percentage. In addition, if the item type is set to Tax or Apply Deposit, the retention amount defaults to zero, that is, retention is not automatically calculated for the current line.

The retention amount is calculated as follows:
Total Billable = Work In Place + Stored Material
Retention Amt = Total Billable * Retention %

**Tax ID**
If any items in this billing are subject to tax (such as sales taxes, use taxes, and HazMat taxes), create a line whose item type is Tax and input the tax authority ID into this field, which is validated in the Sales Tax table. Since tax amounts must be entered manually for each applicable tax ID, tax groups cannot be entered. The tax ID is a required entry if Item Type is Tax. See the example that follows this section.

**Tax Basis Amt**
Enter the gross taxable amount on which the sales tax was computed. Invoice & Adjustment Posting (BI.REG.00) updates the tax basis amount into the SalesTaxHist table when processing the current document. Entry of a tax basis amount is required if Item Type is set to Tax. See the example that follows this section.

**ID Fields**
Ten user-defined identification (ID) fields at the Construction Bill Detail (PJBILLCN) level allow you to capture site-specific information. The attributes for these fields are defined using Project Controller’s ID Maintenance (PA.IDM.00) function (ID type BN). Please see the online schema for field attributes and reserved status.

**Additional Information (BI.CNB.01)**
The attributes for these user-defined fields are established using Project Controller’s ID Maintenance (PA.IDM.00) function (ID type BH). Please see the online schema for field attributes and reserved status.
status. Comment and Example will appear and can be used without updating in the *ID Maintenance* screen.

![Figure 25: Additional Information (BI.CNB.01)](image-url)
Construction Billing Print (BI.CNP.00)

Use Construction Billing Print (BI.CNP.00) to print construction billings in Flexible Billings. Using the project ID, documents for a single project or a range of projects can be selected to print. (Construction Billing Print (BI.CNP.00) allows selection of only those projects that are billed in base currency.) The application number defaults to the first application number with a status of In Process for the project(s).

![Image](image.png)

Figure 26: Construction Billing Print (BI.CNP.00) — Construction Billing document type is defined in Quick Send Setup (21.951.00) and a SharePoint site is configured for the project in SharePoint Site Creation/Linking (21.960.00)

You can run this function in one of three processing modes:

- **Preliminary** – A preliminary print performs no updates to the database. No invoice number appears on the application when run in this mode.

- **Final** – The process automatically creates or reopens the next application for the project. A new invoice is also created with a status of PR (final invoice printed). A final print can be run more than once for a given application under certain circumstances.

A construction billing for a project or customer set up for Quick Send for the Construction Billing document type on the Project Controller Project Maintenance (PA.PRJ.00), Quick Send tab or the Accounts Receivable Customer Maintenance (08.260.00), Quick Send tab is not printed. Instead, the construction billing is transmitted electronically according to the Quick Send preferences defined for the project or customer. Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) determines whether the project’s or the customer’s Quick Send preferences are used to send the construction billing electronically. When a project is set up to publish construction billings to a SharePoint site by means of Doc Share, the construction billing is printed and posted to the specified SharePoint site.

- **Reprint** – To print or electronically send an application that has already been finalized, use reprint mode. In this mode, you can print one application for one project at a time.

A construction billing for a project or customer set up for Quick Send for the Construction Billing document type on the Project Controller Project Maintenance (PA.PRJ.00), Quick Send tab or the
Accounts Receivable Customer Maintenance (08.260.00), Quick Send tab is not reprinted. If the construction billing has not been transmitted electronically, Quick Send requests are created using the Quick Send preferences defined for the project or customer. Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) determines whether the Quick Send preferences defined for the project or the customer are used to send the construction billing electronically. If the construction billing was transmitted electronically, the Quick Send preferences indicated in the construction billing’s Quick Send requests are used to resend the construction billing to the initial recipients. For more information about Quick Send requests, see “Quick Send Inquiry (21.200.00)” in the Shared Information online help or user guide.

Following are the field descriptions for Construction Billing Print (BI.CNP.00).

Select Company Area
The Select Company area allows entry to select a specific company or all companies.

Specific
Allows you to enter a specific company, you will be limited to companies to which you have access rights to this screen. The default is the logged in company.

Company
Company’s identification number and name. You will have only access to companies to which you have access rights in this screen.

All
Will process all companies to which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

Subaccount
This entry serves as a selection criterion for printing construction billing applications by project subaccount. Since the subaccount usually represents a financial organization, entry into this field provides the ability to print billings by organization. Although this field is not validated, if a valid subaccount is entered, the subaccount description appears in the adjacent field.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if CO is entered, all billing applications for which the subaccount of the project begins with CO are selected. Selection cannot be based on middle or end-of-field values.

This subaccount field refers to the home subaccount of the project in Project Maintenance (PA.PRJ.00).

Biller
A biller is responsible for creating and maintaining the invoices for one or more projects. This person’s employee ID can be assigned to one or more billing projects in Billing Information Maintenance (BI.BMM.00) and can be used here to select the projects that will be billed by project biller. Since this field is used only for data selection, its entry is optional. If this field is left blank, all applications that meet the other selection criteria are printed regardless of their biller.

Prelim/Final/Reprint
Select one of the following print modes for the Construction Billing Print (BI.CNP.00) process from the drop-down: You can select one of the following:

- Preliminary – The print process performs no database updates and does not create an invoice.
- Final – A final print process automatically assigns an invoice number and a draft number to the document. It updates the Construction Billing header record (in table PJBILLCH) with the invoice number, the draft number, and a status of P (final application printed). (Construction Billing Print (BI.CNP.00) stores and maintains the next available draft number in the Control Parameters table
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(control type BI, control code W–AIA–DRAFTNUM) to avoid contention within the table PJDOCNUM.) It also creates the next application for the project. An application can no longer be maintained once a final application has been produced unless the application status is first changed back to In Process.

An application can undergo a final print process more than once. The invoice that was created when the application underwent the initial final print must be reversed using Invoice Reversal & Duplication (BI.IRV.00). If an application undergoes final print a second time and the next application already exists, the status of the next application is automatically changed to In Process.

If final mode is selected, additional action buttons appear on the screen, allowing you to choose between printing and electronically transmitting construction billings (the default), turning off the electronic transmission of construction billings, or turning off the publication of construction billings to a specified SharePoint site.

A construction billing for a project or customer set up for Quick Send for the Construction Billing document type on the Project Controller Project Maintenance (PA.PRJ.00), Quick Send tab or the Accounts Receivable Customer Maintenance (08.260.00), Quick Send tab is not printed. Instead, the construction billing is electronically transmitted according to the Quick Send preferences defined for the project or customer. Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) determines whether the Quick Send preferences defined for the project or the customer are used to send the construction billing electronically. When a project is set up to publish construction billings to a SharePoint site by means of Doc Share, the construction billing is printed and posted to the specified SharePoint site.

A new invoice header record is created in the Invoice Header table (PJINVHDR) and the invoice date is set to the application date. The invoice status is PR (final invoice printed). Since the standard invoice has not actually printed, special care should be taken to ensure that the project’s default format and attachment codes (assigned in Billing Information Maintenance (BI.BMM.00)) are compatible with the data on the application in case a standard invoice is also desired. The construction billing can then be processed by Invoice & Adjustment Posting (BI.REG.00).

When Construction Billing Print (BI.CNP.00) runs in Final mode, it creates an invoice header record as well as invoice detail transactions. The new invoice header record has the five summary currency amount fields filled with their corresponding base currency amounts. CuryID in the Invoice Header record is set to the base currency ID, CuryRate is set to 1.0, CuryRateType is set to blank, and the CuryMultDiv flag is set to M. The CuryEffDate is set to the construction invoice date. The currency fields in PJINVDET contain four currency fields, which are populated with the corresponding base currency amounts. In addition, CuryID is set to blanks (indicating the base currency), CuryMultDiv is set to M, and CuryRate is set to 1.0.

- Reprint – Only applications that have undergone a final print can be printed in this mode. No updates to the database are performed. The application prints with the invoice number stored in the application header.

If reprint mode is selected, additional action buttons appear on the screen, allowing you to choose by application number, print and electronically transmit construction billings, turn off the electronic transmission of construction billings, or turn off the publication of construction billings to a specified SharePoint site.

A construction billing for a project or customer set up for Quick Send for the Construction Billing document type is not reprinted. If the construction billing has not been transmitted electronically, Quick Send requests are created according to the Quick Send preferences defined for the project or customer on the Project Controller Project Maintenance (PA.PRJ.00), Quick Send tab or the Accounts Receivable Customer Maintenance (08.260.00). Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) determines whether the Quick Send preferences defined for the project or the customer are used to send the construction billing electronically. If the construction billing was transmitted electronically, the Quick Send preferences indicated in the construction billing’s Quick Send requests are used to resend the construction billing to the initial recipients. For more information about Quick Send requests, see “Quick Send Inquiry (21.200.00)” in the Shared Information online help or user guide.
**Project – Through**

These fields are used for selecting billing applications to print. A single project application can be chosen for printing by keying in, or selecting from possible values, a project number in the first field. A range of project numbers can be selected by keying in an ending project number in the through field. When in reprint mode, only a single project number can be selected.

Since *Construction Billing Print* (BI.CNP.00) supports billing only in the base currency, this field allows entry of only those projects whose **Bill Currency Code** is set to the base currency of the database.

**Application Nbr**

This is the application number of a previously printed application for the selected project. This field is available only in reprint mode.

**Error Messages**

This area displays all messages encountered during the processing of the report.

**Print Report (button)**

Clicking this button opens the Crystal Reports application for printing the application(s). The results of the print process appear in the list box above the button.
Initial Load for Billings History (BI.ILB.00)

Use *Initial Load for Billings History* (BI.ILB.00) to load historical previously invoiced amounts into the Invoice Detail table (PJINVDET) when initially implementing the Flexible Billings module. The amounts entered here appear in the previously billed or to-date billing columns when subsequent invoices are generated; therefore, line items should be keyed into this screen at the level needed for invoice presentation. The project entered at the top of the screen must be a primary billing project. Projects entered into the grid are verified to either match the billing project or be a subsidiary project of the billing project.

![Initial Load for Billings History (BI.ILB.00)](image)

*Figure 27: Initial Load for Billings History (BI.ILB.00)*

For projects that are underway at the time of conversion, you might need to load billing summary information so that the amount-to-date column on the invoice is accurate for projects using invoice format BI.020 or BI.030. Format BI.040, which also presents amount-to-date, prints budget information and can only be used for invoices printed in the base currency of the database. It does not support foreign currency invoicing because budget information is available only in the base currency.

This function does not update the billed-to-date (BTD) amounts in the account or project summary tables. Update the historical BTD amounts by entering the amounts in *Project Charge Entry* (PA.CHG.00) using the account category specified for billed-to-date in *Project Controller Setup* (PA.SET.00). See “Billing History” on page 7 for more information.

The *Balance Forward Date* becomes the default transaction date for each entry in the grid. When an item is saved, it is saved in the database as a historical item with a billed status but does not have an invoice header.

*Initial Load for Billings History* (BI.ILB.00) contains a field labeled *Amount*, visible only when the billing currency of the project differs from the base currency, to allow entry of the bill currency amount. The *Base Amount* field is used for entering and maintaining the billing amount in base currency. The *Amount* field maintains the CuryTranAmt field in the Invoice Detail (PJINVDET) table. However, if the project is billed in a foreign currency, you must enter both the base currency and bill currency amounts in the grid, as this screen does not perform currency conversion between bill currency and the base currency.
The other currency fields in each invoice detail record are automatically filled with data as follows:

- CuryOrig_Amount and CuryHold_Amount are set to zero.
- CuryAdj_Amount is set to the negative of the CuryTranAmt.
- CuryID is set to the billing currency code from the master record of the billing project.
- CuryMultDiv is set to M.
- CuryRate is computed as the ratio of the amount divided by the CuryTranAmt.

Following are the field descriptions for Initial Load for Billings History (BI.ILB.00).

**Billing Project**

Enter the master or primary project whose billing history is being loaded. The project description and the name of the customer assigned to this project appear in the fields to the right. This required entry is validated to be an active project in the Project Master table (PJPROJ) and to be a primary billing project (that is, not billing with another project) in the Billing Master table (PJBILL). A subsidiary project is one that always bills under a billing project. Its details can be entered into the item detail in the grid. Use Billing Information Maintenance (BI.BMM.00) for creating and maintaining the Billing Master records.

**Balance Forward Date**

This entry represents the historical date of the invoice or invoices being input, which becomes the default transaction date for all line items entered.

**Bill Currency**

The Bill Currency code from the Project Master for the billing project appears in display-only mode. If the project is being billed in a foreign currency, amounts must be entered in both Amount and Base Amount.

**Type**

Use this item type for categorizing the various line items on an invoice and for indicating special processing. The value of the item type can indicate the sign of the line item amount relative to the invoice (as in adding to or subtracting from the invoice total). The following is a summary of the valid item types:

- Item – Regular (I) – Select Item – Regular for a normal billable line item. If the current item had been attached to an invoice, a positive entry would add to the invoice total and the project’s Billed-to-date (BTD) total. This 1-character item type is stored in the database.
- Other Item (O) – Select Other Item for freight, handling charges, and other non-revenue charges. If the current item had been attached to an invoice, a positive entry would add to the invoice total with no BTD update.
- Tax (T) – Select Tax for sales, use, or other taxes. If the current item had been attached to an invoice, a positive entry would add to the invoice total with no BTD update.
- Deposit (D) – Select Deposit when billing a deposit or prepayment. If the current item had been attached to an invoice, a positive entry would add to the invoice total with no BTD update.
- Retention (R) – Select Retention to allow a portion of the invoice to be retained. If the current item had been attached to an invoice, a positive entry subtracts from the invoice total with no BTD update.

**Project**

The default for this required field is the billing project but a subsidiary project that bills with the master project can be entered, provided both projects reference the same customer ID in Project Maintenance (PJPROJ). The project description appears at the bottom of the screen. For data entry efficiency, the selected project becomes the default for the next line item entered; this value can be overwritten.
Task
Enter the task that was billed for the project entered on this row. The task description appears at the bottom of the screen. For data entry efficiency, the selected task becomes the default for the next line item entered; this value can be overwritten.

Account Category
Enter the account category that corresponds with the account that was billed. Account categories are significant on invoices because they control in which section of an invoice an item appears. The values accepted by this required field are restricted to those contained within the invoice posting rules established for the billing rule assigned to the billing project in Billing Information Maintenance (BI.BMM.00). For item types Tax, Retention, and Deposit, Account Category defaults to the account category defined in Billings Setup (BI.SET.00) and cannot be modified.

Tran date
This is the actual date of the transaction for the item. The default is the balance forward date from the header portion of the screen but can be overwritten.

Employee
If the item being entered is for a specific employee input the employee ID into this optional field. The employee is validated in the Employee Master table (PJEMPLOY), which is maintained by Project Controller’s Employee and Resource Maintenance (PA.EMP.00). The employee name appears in the adjacent field. Certain invoice section types present the employee name on the invoice.

Labor Class
If you enter an employee ID, the employee’s default labor class appears but you can overwrite it. Labor classes are maintained in Project Controller’s Code File Maintenance (PA.CFM.00) with code type LABC. Certain invoice section types present the labor class description on the invoice.

Vendor
If the item being entered is for a specific vendor, you can enter the vendor ID here. The vendor ID is validated in the Vendor Master table (Vendor). Certain invoice section types present the vendor name on the invoice.

Units
Input the number of units for the transaction into this optional field. Certain invoice section types present the number of units on the invoice.

Amount
If the project is billed in a currency other than base currency, enter the amount of the billing transaction in the billing currency. Making an entry here enables Base Amount.

Base Amount
If this field is enabled (by entering an amount in Amount), enter the amount of the transaction in base currency into this required field. Normally, all amounts are keyed in as positive numbers regardless of account category (although a negative amount can be entered in this field if entering a credit invoice). The item type determines whether the amount is added to or subtracted from the invoice (such as retention amounts and applying deposits).

Unit of Measure
Enter the unit of measure for the transaction. Units of measure are maintained in Project Controller’s Code File Maintenance (PA.CFM.00) for code type Unit. Entry into this field is optional.
Invoice Detail Identification (ID) Fields

These fields can be used for attaching any type of identification or reference data to a record. They are flexibly defined using ID Maintenance (PA.JDM.00) where a field’s caption, length, mask, and type of validation can be defined. Reserved fields are not user-maintainable. See the online schema under the Help menu for a list of available ID fields and their current reserved status.

Comment

Enter an optional freeform comment for internal reference.
Invoice and Adjustment Maintenance (BI.BAM.00)

Use Invoice and Adjustment Maintenance (BI.BAM.00) for creating or maintaining an invoice draft. A billing document is called a draft until a final version is generated using Invoice Print (BI.INV.00) for billing a customer or an adjustment document for writing off unbilled detail in Flexible Billings.

Previously unbilled items can be selected from the Invoice Detail table (PJINVDET) to become billing or adjustment line items or the line items can be keyed in directly. Invoice comments or text can be added or maintained. The screen can also be used for viewing summary information, including the net amount due, or for previewing how the draft will appear when processed by Invoice Print (BI.INV.00).

![Invoice and Adjustment Maintenance (BI.BAM.00)](image)

Invoice and Adjustment Maintenance (BI.BAM.00) allows the unbilled detail to be adjusted in a controlled fashion. Additions, changes, and deletions to the unbilled detail are permitted, simplified, and accompanied by concomitant ledger entries for invoice drafts not associated with Order Management shippers. Additions and changes to the unbilled detail are permitted for invoice drafts associated with shippers but these modifications do not update the shipper in Order Management. Deletions to the unbilled detail are not permitted for invoice drafts associated with shippers. With this functionality, adjustments can be made to invoice drafts that are in process as well as to unbilled detail that is not and might never be billed to a customer.

Invoice and Adjustment Maintenance (BI.BAM.00) can create two types of documents, invoice drafts and adjustment documents. Entry of an adjustment document is similar to that of an invoice draft and the data is stored in the same tables. In addition, adjustments to unbilled detail can be performed as part of billing; that is, the preparation of a separate adjustment document is not required in order to perform write-offs. After defining the document type, customer, cutoff date, and other required header information, the billing detail grid displays qualified transactions that might already have been selected onto the draft or that are candidates for inclusion. Entries can be selected onto or removed from the document either individually or automatically using Select All or Clear Selections. Three pairs of amounts are available, the amount billed to the customer on the current draft, the amount adjusted
(written up, written down, or written off), and the amount held for billing later. Billable amounts, rates, adjustments, and held amounts appear in adjacent columns, providing easy transaction maintenance. Invoice and Adjustment Maintenance (BI.BAM.00) ensures that the sum of amount billed, amount adjusted, and amount held equals the starting amount that was loaded from the Allocation Processor (PA.PRO.00) by Billings Transaction Load (BI.BTL.00).

This screen also allows the entry of new transactions. For a new item, the amount billed to the customer must be offset by a corresponding adjustment or hold amount to balance the entry since the total must match the original (which, for a new item, is always zero).

Finally, any amounts designated as being held are returned to the invoice detail table as new transactions for either billing or adjustment processing at some future time. Any held amount creates a new transaction that will carry much of the original information (employee, labor class, date, etc.).

Several options in Billings Setup (BI.SET.00) affect processing within this screen, including the default account categories for retention, deposits, and tax; whether multiple drafts for a billing project can be in process simultaneously; and whether to include Tax and Other line items when calculating retention.

Foreign Currency Invoicing Feature

Invoice and Adjustment Maintenance (BI.BAM.00) allows creating, viewing, and revising a draft invoice or adjustment using amounts in the billing currency of the project. This screen displays all amounts from the appropriate billing currency fields in the Invoice Header (PJINVHDR) and Invoice Detail (PJINVDET) tables. These amounts also drive most computations. All billing currency amounts are converted to the base currency dynamically as the billing currency values are entered or adjusted.

The value in Bill Currency Code for the project (maintained in Project Maintenance (PA.PRJ.00) is the default document currency and cannot be changed.

Invoice and Adjustment Maintenance (BI.BAM.00) maintains four amount fields, Bill (shown as Amount on the screen), Original, Adjustment (shown as Write Down on the screen), and Hold. The program ensures that the sum of the Bill, Adjustment, and Hold amounts equals the Original amount performing the same computations as for base currency drafts, displaying the amounts, maintaining the four fields, and ensuring that this sum is valid in the billing currency. A corresponding and proportional distribution of the base currency amounts is also maintained behind the scenes. The base currency amounts are used for all postings in the General Ledger, Accounts Receivable, and Project Controller modules, so the program ensures that the values and their integrity are retained. Specifically, if amounts in the billing currency are spread to Bill, Adjust, and Hold categories, the corresponding base currency amounts must be proportionally distributed. However, the logic also ensures that no change is introduced to the original amount in the base currency. Therefore, the billing amount is translated into the base currency but the Adjust and/or Hold must be calculated as the sum/difference in the base currency, ensuring that the base currency amount and the original amount do not differ due to rounding. Thus, any rounding must affect the Adjustment or Bill Amounts.

Invoice and Adjustment Maintenance (BI.BAM.00) can be used for creating new draft invoices and for maintaining existing drafts. For new drafts, the function builds an Invoice Header record and includes logic to populate the currency fields. CuryID in the Invoice Header record is loaded from the billing currency in the Project Master for the primary billing project. The other currency fields in the invoice header, the currency rate (CuryRate) and the currency rate type (CuryRateType), are also read from the Project Master to the invoice header. The currency multiply/divide flag (CuryMultDiv) is always set to M and the currency effective date (CuryEffDate) is set to the draft date (PJINVHDR.End_Date).

For changes to an existing draft, the invoice header amount fields for regular items, other items, tax, retention, and prepayments/deposits are updated in both the base and billing currencies. The amounts used for calculating the invoice summary amounts come from the bill and the base currency amounts in the invoice detail records in the grid. This function accumulates and updates the header for these five values in both currencies.

The logic to categorize an invoice detail item as regular, other, tax, deposit, etc. is the same as for base-currency invoice detail records. The bill currency amounts are accumulated and updated into the invoice header along with the base currency amounts.

The rate lookup in Invoice and Adjustment Maintenance (BI.BAM.00) is defined for the billing currency in Billings Setup (BI.SET.00) and Billing Information Maintenance (BI.BMM.00).
For more information about foreign currency invoicing, see “Foreign Currency Invoicing” on page 28.

**Invoice and Adjustment Maintenance, Header Area**
The header area of the screen is for entering document-level properties.

Following are the field descriptions for the header area of *Invoice and Adjustment Maintenance* (BI.BAM.00).

**Billing Project**
Enter the master or primary project for the invoice draft. The project’s description appears in the adjacent field. This required entry is validated in the Project Master table (PJPROJ) to be an active project and in the Project Billing Master table (PJBILL) to be a primary billing project. (A subsidiary project is one that always bills under a billing project. Its details can be entered into the line item of an invoice but it is not associated with its own invoice header.) Only projects with home companies where you have access to this screen are available in the Possible Values (PV) list when clicking F3. Use *Billing Information Maintenance* (BI.BMM.00) to create and maintain the Billing Master records.

**Company ID**
Enter the company of the invoice document. This entry is required and defaults to the current login company. The company name appears in the adjacent field.

**Draft Number**
This is the primary identification number of an invoice draft until it undergoes a final print (once a draft has undergone final print, it is assigned an invoice number). If an existing draft number is keyed into this field, it appears for inquiry or maintenance. If blank, this field is automatically assigned a value when a new draft invoice is created and saved.
Multiple unposted invoices for a billing project can exist only if the **Allow Multiple Unposted Invoices** check box is selected in *Billings Setup* (BI.SET.00). If this option is selected, however, presentation of the BILLED-TO-DATE amount on invoices should be suppressed, as the updating of the billing project’s BILLED-TO-DATE account category does not occur until *Invoice & Adjustment Posting* (BI.REG.00) processes each unposted draft in succession.

**Customer**

Enter the customer ID of the party to whom the invoice is directed. This required entry defaults to the customer ID of the billing project but can be overwritten. The customer name appears in the adjacent field. If the billing type of the invoice is T (Bill by Task Customer), only unbilled items with a task that has the same Customer ID as in this field appear in the grid. The billing type and the task customer are established in *Billing Information Maintenance* (BI.BMM.00).

**Bill Group**

This field is used for grouping certain line items of the project into separate invoices. It only applies if the billing type of the primary billing project is G (Bill by Task Group). Otherwise, this field is disabled. If a bill group is entered here, or if the invoice was created with a bill group via *Automatic Invoice Creation* (BI.AIC.00), then only unbilled items for tasks having the same Bill Group Code as this entry appear in the grid. The billing type and bill group values for the tasks are established in *Billing Information Maintenance* (BI.BMM.00).

**Invoice Number**

If an invoice draft has undergone final print, the invoice number assigned by *Invoice Print* (BI.INV.00) appears in view-only mode.

**Start Date**

Entry of this date is optional; if entered, it can print on the invoice, depending on the **Date Print Code** in the billing master for the primary project.

**End Date**

The end date for the billing serves as the cutoff date for filtering the unbilled transactions that appear in the grid and thus is a required entry. If an unbilled transaction is dated after this date, it does not appear on the screen for this draft. However, if End Date is changed after invoice detail records have appeared in the grid, the new date only affects the display of invoice detail records that are not selected onto the current document. Once a transaction has been selected onto a draft, it remains in the grid even when the ending date is moved forward and the selected item is dated after the revised end date. **End Date** also becomes the default transaction date for new billing line items input manually into *Invoice and Adjustment Maintenance* (BI.BAM.00). It also becomes the default date for system-generated tax and retention transactions. The date of a transaction is also the date used for retrieving the effective currency rate.

**Doc Type**

**Doc Type** can be set to Invoice or Adjustment, with Invoice as the default. Once the document is saved, this selection cannot be changed.

When preparing an adjustment document, several fields and tabs become disabled, as they do not apply to documents whose purpose is to adjust billing detail with no effect on the customer’s balance in the Accounts Receivable module. The fields **Invoice Format** and **Attachment Format** and the tabs **Tax, Retentions, & Deposits** and **Invoice Specific Text** do not pertain to adjustment documents.

Adjustment documents cannot undergo a review and approval process. When an adjustment document’s status is set to Completed and saved, the status immediately becomes Printed and the document is queued for posting.
Invoice Format

Invoice Format designates the invoice format that will be used when the invoice is printed and is validated in the Invoice Section table (PJINVSEC). Use Invoice Format Maintenance (BI.ISM.00) to create and maintain invoice formats. Different section types allow the presentation of invoice detail records in a variety of formats. The default value is the invoice format for the billing project from the Billing Master if one has been specified in Billing Information Maintenance (BI.BMM.00). If you override the invoice format code, it is used only for this specific invoice.

Although a draft can have a blank Invoice Format and a Status of Completed or Approved, it cannot be printed if an invoice format has not been specified. Until the draft undergoes a final print, an invoice number cannot be assigned to it, nor can it be posted; therefore, entry of a valid invoice format is required.

Attachment Format

This optional entry determines whether an attachment to the invoice will print and what format it will use. Use Invoice Format Maintenance (BI.ISM.00) to create and maintain attachment formats. Different section types allow the presentation of invoice detail records in a variety of formats. The default value is the attachment code from the Billing Master for this billing project if one has been designated. If you override the attachment format code, it is used only for this specific invoice.

Salesperson ID

Salesperson ID identifies the salesperson assigned to the customer on this draft. The salesperson ID entered for the project in Project Maintenance (PA.PRJ.00) is the default but can be overwritten while the draft has a status of In Process. The salesperson ID is copied from the invoice in Flexible Billings to tables used by Accounts Receivable (ARDOC and ARTRAN) as well as the salesperson history table (SLSPERHIST).

Terms ID

Terms ID controls the due date, discount days, and discount amount of the invoice. The terms ID for the customer on this draft as entered in Customer Maintenance (08.260.00) is the default but can be overwritten while the draft has a status of In Process.

Net Doc Amount

Net Doc Amount represents the sum of the amounts billed + taxes – retention withheld + retention billed – deposit applied + deposit amount billed. If this sum is negative, the document creates a credit memo, which you can apply to an existing invoice using Accounts Receivable’s Payment Application (08.030.00). For an adjustment document, this amount must be zero before the document can be saved with a status of Completed.

Status

Status indicates the status of the draft/invoice. The following codes represent all the various statuses that a draft can have, although not all can be selected from this screen:

- In Process (IP) – The invoice is being worked on and cannot be approved or printed. This is the code stored in the database. When possible values are looked up for this field, the database status, such as IP, appears rather than the descriptive status In Process.
- Completed (CO) – The invoice is ready for approval.
- Approved (AP) – The invoice is ready to for a final print.
- Rejected (RJ) – The invoice was rejected by the approver. It cannot undergo final print until corrected.
- Final Printed (PR) – A final invoice has been printed but posting has not taken place. No further maintenance of the invoice is allowed.
- Posted (PO) – The invoice has been posted to the Accounts Receivable and General Ledger modules. No further maintenance of the invoice is allowed.
Invoice and Adjustment Maintenance (BI.BAM.00) allows maintenance of invoices with the first four status values. When a draft is initially saved/updated by Invoice and Adjustment Maintenance (BI.BAM.00), its status can be set to:

- In Process if the draft’s status is left unchanged
- Completed if the Billing Master indicates that approval is required for this billing project
- Approved if the Billing Master indicates that approval is not required for this billing project

In other words, if you change the status to Completed and click Save, the status is changed to Approved if the billing project does not require approval.

**Type**

*Type* displays the billing type of the primary billing project. The billing type is maintained for each billing project in Billing Information Maintenance (BI.BMM.00). Valid values are:

- Standard – Most projects use the Standard Billing Type, with no split or group billing.
- Customer Split Bill – The billing will be split among multiple customers according to a percentage
- Bill by Task Group – The billing will be split into multiple billings according to a user-defined group code assigned to each task
- Bill by Task Customer – The billing will be split among multiple customers according to the customer ID assigned to each task

**Bill Currency**

The bill currency for the billing project appears in display-only mode.

**Display Order**

Select the order in which to present unbilled items in the grid and click Display. If the Display Order option includes the Select flag, items that are already selected onto the document appear in the grid. Options are:

- Selected/Acct Category/Labor Class/Employee/Vendor/Date
- Acct Category/Labor Class/Employee/Vendor/Date
- Acct Category/Project/Task/Employee/Vendor/Date
- Project/Acct Category/Employee/Vendor/Date
- Project/Task/Acct Category/Employee/Vendor/Date

**Display (button)**

Clicking Display loads the unbilled details that meet all selection criteria into the grid. End Date serves as the cutoff date for data selection. Start Date is only used for presentation on the invoice; it does not affect data selection. Clicking Display also refreshes the grid when Display Order has changed.
Invoice and Adjustment Maintenance, Regular and Other Tab

If unbilled details for the billing project exist that are dated before or on the end date in the draft header, they appear in the grid when you click Display. If the draft was initially created by Automatic Invoice Creation (BI.AIC.00), the details that were selected onto the draft during its creation have their Select box checked. If invoice detail records are manually entered into this screen, the unbilled details appear with their Select box initially clear. In either instance, invoice detail records that have been stored in the Invoice Detail table (PJINVDET) have certain fields disabled to further maintenance: Project, Task, Account Category, Employee, Vendor, Tran Date, Labor Class, Original Units, Original Amount, Company ID, and GL Subaccount. Invoice detail records that are input manually into the grid can have all their fields maintained except Original Units and Original Amount.

Figure 30: Invoice and Adjustment Maintenance (BI.BAM.00), Regular and Other tab

Invoice detail records that have been loaded via the Allocation Processor (PA.PRO.00) and Billings Transaction Load (BI.BTL.00) have their original amount and units fields populated with the allocated amount and units. If these details are marked as Selected, changes to the original values are moved automatically into the Adjustment amount and units for write-off/write-up. If these changes should not post as write-offs, you can move the adjustment values into the hold fields. These held amounts and units create new invoice detail records when the draft is processed by Invoice & Adjustment Posting (BI.REG.00), effectively remaining in PJINVDET until billed or adjusted. If an unbilled item is not selected, it remains in the database until billed or written off.

Entries keyed into any of the billing functions have their original amount and units set to zero; all manual entries to the amount and units fields are offset with automatic entries to the adjustment fields. The adjusted values can be moved to the hold fields for billing later. If manual entries are deleted from the draft, they are also deleted from PJINVDET, not returned to the table as unselected entries.

The first tab displays All Unselected Transactions when Draft Number is blank or Regular and Other when a draft number is assigned to the current billing.
Following are the field descriptions for the Regular and Other tab of Invoice and Adjustment Maintenance (BI.BAM.00).

Select

Checking Select attaches a previously unbilled detail from the Invoice Detail table (PJINVDET) onto the draft. Unbilled details have a blank draft number (in PJINVDET.draft_num) and a status of Unbilled (PJINVDET.bill_status = U). Saving an unbilled detail onto a draft writes the draft number to PJINVDET.draft_num and changes PJINVDET.bill_status to S (Selected). All unbilled items for the billing project and its subsidiary projects that are dated on or before the end date in the header are eligible for selection.

Unbilled details created by Billings Transaction Load (BI.BTL.00) or the Allocation Processor (PA.PRO.00) when Load Billings in Allocations is checked in Billings Setup (BI.SET.00) have their Original Amount and Original Units (the amount and units that have posted to an asset account category such as WIP or UNBILLED) set to the same values as the billing Amount and Units. When an unbilled detail with a non-zero Original Amount or Original Units is deselected from a draft, it remains stored in PJINVDET with the draft number blanked out and field bill_status changed back to U.

Other screens in the Flexible Billings module can create unbilled details, although they have their Original Amount and Original Units set to zero because they do not have a source transaction that was posted to WIP/UNBILLED. They should use different invoice posting rules from those used in conjunction with billings prepared using Invoice and Adjustment Maintenance (BI.BAM.00), including:

- Billing Entry by Percent (BI.PCB.00)
- Invoice Reversal & Duplication (BI.IRV.00)
- Scheduled Billings and Revenue Release (BI.SBR.00) (when a billing is scheduled)

Finally, unbilled details can be entered directly into this screen. Placing focus on a blank line in the grid automatically selects the line. Manually entered items are not saved in PJINVDET when deselected from a draft.

Units

If the billing transaction has a quantity associated with it, the number of units from the source transaction appears here. The quantity can also be input manually. If a rate is entered or retrieved from the rate tables, the transaction amount is calculated automatically as the number of units multiplied by the rate. Certain invoice section types present the number of units on the invoice.

Rate Type

To apply rates from the rate tables to this billing transaction, enter a rate type, which is set up in Rate Type Definition (PA.RTM.00) and validated in the code file (code type RATE). The rate table assigned to the project in Billing Information Maintenance (BI.BMM.00) is used for retrieving the specific rate. If a rate table has not been assigned to the project, the rate table specified in Billings Setup (BI.SET.00) is used. Only those rate types that use the same currency as the billing currency of the primary billing project are available for use within this screen.

When setting up a rate table that will be used for billing items, the rate keys used must not reference the Project Transactions table (PJTRAN) fields in the Database Source value. They must reference the Billing Detail fields or one of the master tables or the rate retrieval will fail. Conversely, the rate keys used by the Allocation Processor (PA.PRO.00) or Project Charge Entry (PA.CHG.00) must not reference Billing Detail fields.

Rate

Rate stores the rate of the billing transaction. It can be manually keyed in or, if a rate type is entered, it can be looked up automatically from the rate table by the system. If a rate and units are entered, the amount is calculated by multiplying rate by units. Automatic rate lookup and amount computation
occur while tabbing through the various fields upon which rates might be based, with the final rate amount appearing after tabbing from the current line onto the next line.

**Amount**

This field is used for entering the amount of the transaction. If entries have been made into the Units and Rate fields, the amount is automatically calculated as the units multiplied by the rate.

Normally, all amounts are keyed in as positive numbers regardless of account category (although a negative amount can be entered in this field if entering a credit invoice). The item type determines whether the amount is added to or subtracted from the invoice (such as retention amounts and applying deposits).

**Write Down Units**

Enter the number of units that you want to write off (up or down) when this draft is processed by Invoice & Adjustment Posting (BI.REG.00). When manually entering a transaction, the entry of billed units generates an offsetting entry to Write-Down Units due to the requirement that Original Units = Billed Units + Write-Down Units + Hold Units.

**Write Down Amount**

Enter the amount that you want to write off (up or down) when this draft is processed by Invoice & Adjustment Posting (BI.REG.00). When manually entering a transaction, the entry of billed amount generates an offsetting entry to Write-off Amount due to the requirement that Original Amount = Billed Amount + Write-Down Amount + Hold Amount. The amount written off posts to the adjustment company, account, and subaccount assigned to the account category in the Rules for Invoice Posting grid of Billing Rules Maintenance (BI.RUL.00).

**Hold Units**

Enter the number of units that you want to retain in PJINVDET after this draft is processed by Invoice & Adjustment Posting (BI.REG.00). This value must be entered to override the adjustment units when a manual entry is made or an allocated entry is changed due to the requirement that Original Units = Billed Units + Write-off Units + Hold Units. Thus, when making a manual entry of 1 to Billed Units, -1 is automatically written to Write-Down Units. If the value will be held rather than adjusted, enter -1 in Hold Units. Write-Down Units then becomes zero.

**Hold Amount**

Enter the amount that you want to retain in PJINVDET after this draft is processed. This value must be entered to override the adjustment amount when a manual entry is made or an allocated entry is changed due to the requirement that Original Amount = Billed Amount + Write-Down Amount + Hold Amount. Thus, when making a manual entry of 100 to Billed Amount, -100 is automatically written to Write-Down Amount. If the value will be held rather than adjusted, enter -100 in Hold Amount. Write-Down Amount then becomes zero.

If the billing detail includes a Hold Amount, the detail itself is not retained as unbilled in the database. Rather, Invoice & Adjustment Posting (BI.REG.00) creates a new unbilled detail from the held amount and units in the original detail, which now has a draft number in PJINVDET.draft_num and a status of Billed (PJINVDET.bill_status = B). The method by which Invoice and Adjustment Posting creates new unbilled details from held amounts varies, depending on the account type of the primary and secondary account numbers in the invoice posting rule for the account category in the project’s billing rule established in Billing Rules Maintenance (BI.RUL.00). If the account in the primary or secondary account field has an account type of Asset in Chart of Accounts Maintenance (01.260.00), the amount held is written to the Original Amount field of the new unbilled detail, due to the underlying assumption that the asset is the WIP or Unbilled account that must be kept in balance and reconciled. Thus, the new record is created in the same manner as if it had been allocated. If, however, the account type is not Asset (that is, Type = Liability, Income, or Expense), Invoice & Adjustment Posting (BI.REG.00) creates the new unbilled detail with Original Amount set to zero. Again, the assumption is made that the account is one that does not require reconciliation and the amount can therefore be written up, written down, or written off without impact on balance sheet analysis.
Project
For a manual entry, the default Project ID is the billing project in the draft header but a subsidiary project that bills with the master project can be entered.

Task
For a manual entry, enter the task ID for the project entered on the row that you are billing.

Account Category
Enter the account category that you want to bill. Account categories are significant on invoices because they control in which section of an invoice an item appears. The values accepted by this required field are restricted to those contained within the invoice posting rules established for the billing rule that has been assigned to the billing project in Billing Information Maintenance (BI.BMM.00).

Employee
If the item being entered is for a specific employee, you can enter the employee ID here. The employee is validated in the Employee Master table (PJEMPLOY), which is maintained by Employee and Resource Maintenance (PA.EMP.00). The employee’s name appears in the adjacent field. Certain invoice section types present the employee name on the invoice.

Vendor
If the item being entered is for a specific vendor, you can enter the vendor ID here. The vendor ID is validated in the Vendor Master table (Vendor). Certain invoice section types present the vendor name on the invoice.

Tran Date
This is the actual date of the transaction for the item. This required entry defaults to the end date in the invoice header but can be overwritten.

Note: This date is used to determine the fiscal number (PJINVDET.FILCALNO) that is populated in the database, based on the period ending dates in GL Setup (01.950.00).

Labor Class
If the billing transaction is associated with a specific employee, the labor class from the source transaction appears in this field. When an employee ID is entered manually, this field displays the employee’s default labor class, which can be overwritten. Labor classes are validated in the code file (code type LABC). Certain invoice section types present the labor class description on the invoice. The program uses the Date in the grid to retrieve the correct labor class for the employee (if entered) based on the effective date in the Employee Rates table (PJEMPJT).

Comment
The comment entered here might print on the invoice depending on the section in which this transaction appears. The invoice format determines which sections to print on the invoice.

Item Type
Item Type determines whether the billing item is revenue (sales) or non-revenue (freight/delivery, etc.) transaction. When posted, Regular Items update the billing project’s billed-to-date (BTD) balance; Other Items do not. Whether retention is withheld from Other Items depends on whether the Include Other When Calculating is selected in Billings Setup (BI.SET.00).

- Item – Regular (I) – This is a normal billable line item. A positive entry adds to the invoice total and the project’s BTD
- Other Item (O) – Billing items typically classified as Other Items include freight, handling charges, and other non-revenue charges. A positive entry adds to the invoice total with no BTD update
Unit of Measure
Input an optional freeform unit of measure for the billing transaction.

Tax ID 1, 2, 3
If the item type entered is a non-taxable Regular or Other item type, leave these fields blank. If the item type is a taxable Regular or Other item type, the defaults for these fields are the Tax IDs or Tax Groups specified for the task on the Task tab of Project Controller’s Project Maintenance (PA.PRIJ.00), but can be overwritten. If Tax IDs have not been assigned at the task level, enter the Tax IDs to apply to the current line.

Tax IDs and tax groups are established in the Shared Information module and are used for automatically calculating the tax amount. When the draft is saved, the system automatically calculates the amount of tax for all line items that contain the same Tax ID and adds the Tax line items with the appropriate Tax IDs on them. The tax amount is calculated for each Tax ID in a tax group and a tax line item is created for each Tax ID. If the tax rate is zero, the taxable basis amount updates table SsSlsTaxHist even when the tax amount is zero. The end date for the invoice is used as the default transaction date for the tax line item, but can be overwritten.

Tax Category
Tax Category for the line defaults to the Tax Category assigned to the account category in Account Category Maintenance (PA.ACC.00), which can be overwritten. If Tax Category has not been assigned at the task level, enter an optional tax category for the item. Create tax categories in the Shared Information module and determine whether the item is exempt from taxation, even if a tax ID or tax group has been designated for the transaction’s task.

Original Units
Original Units displays the number of units from the original source transaction. This value always equals the sum of Billed Units + Adjustment Units + Hold Units. If a billing transaction is entered manually, or if it was created by Billing Entry by Percent (BI.PCB.00), Scheduled Billing and Revenue Release (BI.SBR.00), or Construction Billing Print (BI.CNP.00), this value is zero. If the billing transaction was allocated, this value can be non-zero but still must equal billed + adjusted + held.

Original Amount
Original Amount displays the amount from the original source transaction. This value always equals the sum of Billed Amount + Adjustment Amount + Hold Amount. If a billing transaction is entered manually into this screen or was entered into Billing Entry by Percent (BI.PCB.00), Scheduled Billing and Revenue Entry (BI.SBE.00), or Construction Billing Entry (BI.CNB.00), this value is zero. If the billing transaction was allocated, this value can be non-zero but still must equal billed + adjusted + held.

Company ID
For a manual entry, the initial default is the company ID of the transaction’s project, which can be overwritten.

GL Subaccount
The subaccount from the source transaction appears in this optional field. The subaccount can also be input for a manual entry. When the invoice or adjustment draft is processed by Invoice & Adjustment Posting (BI.REG.00), the subaccount specified for the account category’s invoice posting rule is used in the GLTRAN record. If the wildcard character $ (source transaction) is used for the subaccount posting in Billing Rules Maintenance (BI.RUL.00), the process substitutes the character with the value in the same position of the source transaction.

Invoice Detail Identification (ID) Fields
These fields can be used for attaching any type of identification or reference data to a record. They are flexibly defined for ID Type IN using ID Maintenance (PA.IDM.00) where a field’s caption, length, mask,
and type of validation can be defined. By modifying the invoice layout in Crystal Reports, any of the ID fields can be presented on the invoice. Reserved ID fields cannot be maintained. See the online schema under the Help menu for a list of available ID fields and their current reserved status.

**Shipper ID**

*Shipper ID* displays the unique code assigned to the Order Management shipper line item associated with the invoice detail record.

**Shipper Line Ref**

*Shipper Line Ref* displays the line number for the Order Management shipper line item associated with the invoice detail record.

**Available**

*Available Amount* displays in view-only mode the sum of the billed amounts plus hold amounts plus write-down amounts for all the line items in the grid.

**Unselected**

*Unselected* displays in view-only mode the sum of the billed amounts plus hold amounts plus write-down amounts for all the unselected line items in the grid.

**Selected**

*Selected* displays in view-only mode the sum of the billed amounts plus hold amounts plus write-down amounts for all the selected line items in the grid.

**Amount Total**

*Amount Total* displays in view-only mode the sum of the amounts in the Amount column for the selected line items in the grid.

**Write Down Total**

*Write Down Total* displays in view-only mode the sum of the amounts in the Write Down Amt column for the selected line items in the grid.

**Hold Total**

*Hold Total* displays in view-only mode the sum of the amounts in the Hold Amt column for the selected line items in the grid.

**Select All (button)**

All unbilled items (PJINVDET.bill_status = U and PJINVDET.draft_num is blank) with a transaction date through the End Date in the header appear in the grid. Clicking this button causes all displayed details to become selected onto the draft. Further maintenance requires line-by-line de-selection by clearing Select of the detail(s) that you want to remove from the current draft.

**Clear Selections (button)**

Clicking *Clear Selections* clears Select of all previously selected transactions. Further maintenance requires line-by-line selection by checking the Select box of the detail(s) that you want to include in the current draft.

**Write Off Selected (button)**

Clicking *Write Off Selected* moves the bill units and amount of all selected items to the write-off units and amount columns automatically, whether the Document Type is Invoice or Adjustment.
View Invoice (button)

Clicking View Invoice opens the View Invoice window to preview how the draft will appear when processed using Invoice Print (BI.INV.00). The draft must be saved before it can be previewed. Crystal Reports presents the draft in preview mode using the Invoice Format entered into the draft header. The window can zoom in to a closer view of the draft, page through, or print a copy of the draft to the printer.

Timecard Comments (button)

Clicking Timecard Comments opens Notes and Comments (PA.NOT.00) to view and maintain employee timecard-level comments that can print on the project’s invoice (if the invoice format used for the project presents employee timecard comments). Please note that only the first comment (Note Number 01) can print on the invoice.

View Shipper (button)

Clicking View Shipper opens Order Management Shippers (40.110.00) and displays the details of the shipper associated with the invoice draft.

Invoice and Adjustment Maintenance, Tax, Retentions and Deposits Tab

Use the fields on this tab to enter or maintain invoice detail records for taxes, retention, and deposits. If the draft was created by Automatic Invoice Creation (BI.AIC.00), Tax and Retention line items might already exist using the default information from the task’s Tax ID and Tax Category, maintained on the Task tab of Project Maintenance (PA.PROJ.00), and from the project’s Billing Master record, maintained in Billing Information Maintenance (BI.BMM.00). Tax and Retention amounts are also calculated automatically when the draft is saved. All fields except Tax Item Basis and the displayed total fields at the bottom of the tab can be maintained.

Figure 31: Invoice and Adjustment Maintenance (BI.BAM.00), Tax, Retentions and Deposits tab
Following are the field descriptions for the **Tax, Retentions and Deposits** tab of **Invoice and Adjustment Maintenance** (BI.BAM.00).

**Type**

*Type* categorizes and indicates special processing on the various line items of an invoice draft (this tab is not accessible on an adjustment document). It determines the sign of the line item amount relative to the invoice (whether adding to or subtracting from the invoice total). The following is a summary of the valid transaction types, which do not update the billing billed-to-date (BTD) balance of the project, and their uses:

- **Tax (T)** – Select Tax to bill sales, use, or other taxes. A positive entry adds to the invoice total with no BTD update. If billing items on the **Regular and Other** tab are taxable (the line contains a valid Tax ID or Tax Group and the account category is not defined as non-taxable), the appropriate tax entries are created automatically when you click **Save** or **Calculate**.
- **Deposit (D)** – Select Deposit to bill a deposit or prepayment. A positive entry adds to the invoice total with no BTD update.
- **Apply Deposit (A)** – Select Apply Deposit to apply a previously received deposit amount to the billing. A positive entry subtracts from the invoice total with no BTD update.
- **Retention (R)** – Select Retention to allow the customer to retain a portion of the invoice until the project is complete. A positive entry subtracts from the invoice total with no BTD update.
- **Bill Retention (B)** – Select Bill Retention to bill the previously retained amount when the project is complete. A positive entry adds to the invoice total with no BTD update.

**Bill Amount**

Enter the amount that you want to bill or deduct from billing, depending on the Type selected.

**Account Category**

*Account Category* defaults to the selected transaction type’s default account category, which can be overwritten. The default account category for the Tax transaction type is specified in **Sales Tax Account Category** in **Billings Setup** (BI.SET.00). The default account category for the Deposit and Apply Deposit transaction types is specified in **Deposits Account Category** in **Billings Setup** (BI.SET.00). The default account category for the Retention and Bill Retention transaction types is specified in **Retention Account Category** in **Billings Setup** (BI.SET.00).

**Tran Date**

The transaction date of the line item defaults to **End Date** in the draft header but can be overwritten.

**Project**

The transaction’s **Project** defaults to the Project in the draft header, but can be overwritten with a subsidiary project that bills with the master project.

**Task**

If the transaction is a system-generated Tax or Retention line, the Task ID is the Default Task for System Postings in **Project Controller Setup** (PA.SET.00) if it is valid for the Project. If the **Default Task for System Postings** does not exist for the Project, the system uses the first task for the Project when it creates the line item. When manually entering the transaction, **Task** must be filled in.

**Tax ID**

If the transaction is a system-generated Tax line, one line is created for each Tax ID used in the Detail Transactions grid (or for each Tax ID contained within a Tax Group). If an item type of Tax is input manually, the tax ID associated with the amount must be entered. Tax IDs are used by **Invoice & Adjustment Posting** (BI.REG.00) to determine the account and subaccount for posting to the General Ledger module and to update the appropriate entry in the SlsTaxHist table.
Tax Item Basis
This display field shows the aggregate taxable amount for which tax is being applied. The amounts in this column update the appropriate SlsTaxHist records when the invoice is processed by Invoice & Adjustment Posting (BI.REG.00).

Comment
If the transaction is a system-generated Tax or Retention line, Comment displays a system-generated comment, which can be overwritten with a freeform comment. If the transaction is entered manually, enter an optional comment into this freeform text field.

Calculate (button)
Clicking Calculate causes the immediate calculation of tax and retention amounts before saving the draft (Tax and Retention are calculated automatically when you click Save).

Invoice and Adjustment Maintenance, Document Summary Tab
Use the Document Summary tab to view the selected invoice line items and the calculated net amount due for the invoice summarized by item type. The item type determines how to summarize the amounts and whether to add to or subtract from the invoice.

Figure 32: Invoice and Adjustment Maintenance (BI.BAM.00), Document Summary tab
Invoice and Adjustment Maintenance, Invoice Specific Text Tab

Use the Invoice Specific Text tab to enter freeform text that will print on the current draft. For example, the status of a project or special billing instructions could be presented on the invoice. Up to 1,900 characters can be entered in this area.

![Invoice and Adjustment Maintenance (BI.BAM.00), Invoice Specific Text tab](image)

Figure 33: Invoice and Adjustment Maintenance (BI.BAM.00), Invoice Specific Text tab

Following are the field descriptions for the Invoice Specific Text tab of Invoice and Adjustment Maintenance (BI.BAM.00).

Save Text (button)

Click Save Text to save revised text in printed or posted invoices (Save is unavailable). In order to add/modify invoice text for printed or posted invoices, Allow Editing of Invoice Text after Printing must be selected in Billings Setup (BI.SET.00). This button does not appear on posted status invoices.
Invoice & Adjustment Posting (BI.REG.00)

Use Invoice & Adjustment Posting (BI.REG.00) to post invoices to the General Ledger, Accounts Receivable, and Project Controller modules by writing released transactions to the appropriate transaction tables. (For details on the types of postings made to each system, see “Invoice Posting” on page 52.) Only invoices that have undergone the final invoice print process and that were not previously posted are eligible for this process. No further maintenance of an invoice, other than text and comment fields, is allowed once it has been posted.

The program automatically prints an Invoice Register (BR.420.00) report when the job completes processing. The list box window displays the number of invoices posted for each batch number, as well as any fatal errors encountered.

Optional selection criteria, including subaccount, Biller, Invoice Cutoff Date, and Fiscal Period for Reversals, can be used for filtering the invoices that will be processed. The posting period does not affect selection, but rather determines the financial period to which the transactions will post.

![Invoice & Adjustment Posting (BI.REG.00)](image-url)

Figure 34: Invoice & Adjustment Posting (BI.REG.00)

Following are the field descriptions for Invoice & Adjustment Posting (BI.REG.00).

Select Company Area

The Select Company area allows entry to select a specific company or all companies.

Specific

Allows you to enter a specific company, you will be limited to companies to which you have access rights to this screen. The default is the logged in company.

Company

Company’s identification number and name. You will have only access to companies to which you have access rights in this screen.

All

Will process all companies to which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.
Selection Criteria Area

GL Subaccount
This entry serves as a selection criterion for printing invoice and adjustment documents by billing project subaccount. Since the subaccount usually represents a financial organization, entry into this field provides the ability to print billing documents by organization. Although this field is not validated, if a valid subaccount is entered, the subaccount description appears in the adjacent field.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if CO is entered, all billings for which the subaccount of the billing project begins with CO are selected. Selection cannot be based on middle or end-of-field values.

This subaccount field refers to the home subaccount of the primary billing project in Project Maintenance (PA.PRJ.00).

Bill Currency ID
Enter the billing currency of the invoices that will be posted. The currency ID is validated against the Currency (CURRNCY) table. For sites that bill in multiple foreign currencies, this process must be run separately for each currency billed.

Biller ID
A biller is responsible for creating and maintaining the invoices for one or more projects. This person’s employee ID can be assigned to one or more billing projects in Billing Information Maintenance (BI.BMM.00) and can be used here as a selection criterion for posting invoices by biller. Since this field is used only for data selection, its entry is optional. If this field is blank, biller ID is not used as a selection criterion.

Invoice Cutoff Date
This is used as a cutoff date when invoices are being selected for posting from the Invoice Header table (PJINVHDR). If a record has an invoice date greater than this date, it cannot be selected. This field is optional and is not used for selection if blank.

Fiscal Period for Reversals
This field is used in posting invoice reversals. Invoice reversals are selected by matching the fiscal period entered here with the fiscal period entered in Invoice Reversal & Duplication (BI.IRV.00). Entry of a fiscal period will only select reversals, since all other invoices have a blank fiscal period before they are posted. Entry into this field is optional; reversed invoices that have a fiscal period that matches the Posting Period are selected even when this field is blank.

Posting Period
This field determines the fiscal period to which the transactions will post. The period must be either the current Project Controller period or a future period; the current period is the default. The Posting Period for invoice reversals is specified in Invoice Reversal & Duplication (BI.IRV.00) and appears in view-only mode.

Begin Processing (button)
Clicking this button starts a process that reads printed, unposted billing documents for the company selected from the Invoice Header and Detail tables and writes the appropriate invoice detail records to the General Ledger, Accounts Receivable, and Project Controller modules. Tax history is also saved in the Shared Information module. The results of this process appear in the list box, indicating how many invoices were posted, the batch number assigned, and any fatal errors or aborted invoices.

Special Notes
Process Already in Progress Message
Invoice & Adjustment Posting (BI.REG.00) cannot be run more than one time simultaneously. If this should occur, a “Process Already in Progress” message appears. If this happens, wait until the first process completes. If the process previously terminated abnormally, do the following to reset the system:

1. Close the current copy of Invoice & Adjustment Posting (BI.REG.00).
2. Confirm that the database is in a consistent state (SQL should back out all unfinished transactions automatically).
3. Open Control Parameter Maintenance (PA.CNT.00) in the Project Controller module.
4. Input the following control type and control code:

<table>
<thead>
<tr>
<th>Type</th>
<th>Control Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI</td>
<td>INVOICE–REGISTER</td>
</tr>
</tbody>
</table>

5. Click Delete. Answer Yes in the message box to delete the current record.
6. Close Control Parameter Maintenance (PA.CNT.00) and re-run this program.

Entries Created by the Posting Process

If the billing detail includes a Hold Amount (entered using Invoice and Adjustment Maintenance (BI.BAM.00), the detail is not retained as unbilled in the database. Invoice & Adjustment Posting (BI.REG.00) creates a new unbilled detail from the held amount and units in the original detail, which now has a draft number in PJINVDET.draft_num and a status of Billed (PJINVDET.bill_status = B). The method by which Invoice and Adjustment Posting creates new unbilled details from held amounts varies, depending on the account type of the primary and secondary account numbers in the invoice posting rule. If the account number in the primary or secondary account fields has an account type of Asset in Chart of Accounts Maintenance (01.260.00), the amount held is written to the original amount field of the new unbilled detail, due to the underlying assumption that the asset is the WIP or Unbilled account that must be kept in balance and reconciled. Thus, the new record is created in the same manner as if it had been allocated. If, however, the account type is not Asset (that is, Type = Liability, Income, or Expense), Invoice & Adjustment Posting (BI.REG.00) creates the new unbilled detail with original amount set to zero. Again, the assumption is made that the account is one that does not require reconciliation and the amount can therefore be written up, written down, or written off without impact on balance sheet analysis.

Invoice & Adjustment Posting (BI.REG.00) creates the postings in the General Ledger module and optional entries in the Project Controller module related to a billing. The project postings are generated based on the account numbers used. If the account number is linked to an account category, a posting is made to the Project Management and Accounting tables. If no link exists, no project posting is generated.

For the COS (Cost of Sales) posting method, it is essential to establish the link between the COS account number and the account category specified in Billings Setup (BI.SET.00). The link to the offset to WIP or inventory might also be desired. Otherwise, the prior COS cannot be recorded in Project Management and Accounting for use in subsequent COS calculations and these subsequent calculations will be incorrect.

This issue is equally important for other account numbers. For example, if revenue is recognized upon invoicing or if earned-not-billed revenue is moved to billed revenue, all of these account numbers must be linked to account categories to get the values recorded in Project Management and Accounting.

If the billed-to-date account category is specified in Project Controller Setup (PA.SET.00), then a billed-to-date transaction using this account category is added to PJTRAN for each line item that has an item type of Item – Regular (li_type = I). This is a non-accounting entry and is not written to GLTRAN or ARTRAN.

Comment/trandesc fields in all ARTRAN and PJTRAN records created (including billed-to-date transactions) are formatted according to the setting in the AR Setup (03.950.00) function. This allows you to select having the comment field set to customer ID, customer name, or a combination of customer ID plus name.

When a reversal invoice is posted, the docdesc field in ARDOC is set to Reversal for invoice nnnnnn where nnnnnn is the original invoice number being reversed.
Foreign Invoice Processing

When Invoice & Adjustment Posting (BI.REG.00) processes a foreign currency invoice, the postings to the Accounts Receivable, General Ledger, and Project Controller modules are made in the base currency. Since the currency translation has already taken place when the draft was created and the base and foreign currency amounts are stored in each invoice detail record, no translation is needed at the time of posting. Only a consolidation (summation) is needed. All of the records created in the Accounts Receivable, General Ledger, and Project Controller modules carry the billing currency information in the CURY fields and the base currency in the transaction amount fields. The currency fields updated are the currency code for the primary billing project (CuryID), the rate type from the billing project (CuryRateType), and the bill currency amount (CuryTranAmt). Since the currency date or rate for multiple consolidated records might differ, no value is placed in these fields on the transaction records created in PJTRAN or GLTRAN.

The financial modules (Accounts Receivable and General Ledger) allow a single transaction currency per batch. Invoice & Adjustment Posting (BI.REG.00) allows only a single specific billing currency. Bill Currency ID defaults to the base currency. Selecting by bill currency restricts the transactions to a single currency but requires that the function be run multiple times, once for each currency billed. Invoice Register Report (BI.420.00) shows the currency code and the total invoice amount in the billing currency.

Pay-when-Paid Processing

For invoices that contain charges with the pay-when-paid terms code (from subcontracts entered in the Contract Management module), the process creates a record in table APARLink to establish the link between the invoice and the pay-when-paid terms documents in the Accounts Payable module.
Invoice Format Maintenance (BI.ISM.00)

Use Invoice Format Maintenance (BI.ISM.00) to define various formats for presenting charges on invoices. An invoice format is made up of one or more sections. Invoice Print (BI.INV.00) uses these sections to determine which account categories to retrieve, the sort order in which the sections appear, whether section descriptions print on the invoice, and if subtotaling is done for each section. Typically, each contract type that is billed has its own invoice format. See “Examples of Invoice Sections” on page 34 to see how the various sections appear on an invoice.

Figure 35: Invoice Format Maintenance (BI.ISM.00)

It is possible to select transactions on a draft invoice for which no body section has been defined. If this happens, the system notifies you in both View Invoice and Invoice Print (BI.INV.00) about account categories appearing on the draft but that are not defined in the format. Additionally, the final print process is blocked until the invoice format has been fixed or the transactions have been deleted from the draft invoice.

For normal invoices, all account categories that are defined in the invoice posting rules (which are assigned to each billing project along with the invoice format) should be included in the format. An exception would be the invoice formats created for deposit invoices or retention billing invoices.

Caution should be exercised when removing account categories since they might exist on previously printed invoices. Removing these account categories might cause problems when attempting to reprint an invoice.

When multiple account categories are entered in the same section, the following rules should be applied:

- The same **Section Number** is used
- The same **Section Type** is used
- The same **Section Description** is used
- **Print Description** is either all Yes or all No
- **Subtotal** is either all Yes or all No
- **Column Title** is either all Yes or all No
- **Recap** is either all Yes or all No
Following are the field descriptions for Invoice Format Maintenance (BI.ISM.00).

**Invoice Format**

The invoice format code associates a Crystal report ID with a group of report sections. Once the invoice format has been configured in this screen, the format code can be associated with a billing project in Billing Information Maintenance (BI.BMM.00). When an invoice for this project is printed, the associated invoice format determines which Crystal Reports to run as well as how the report’s sections are formatted.

**Description**

Enter an optional description of this format.

**Report ID**

Choose from among six Crystal report layouts to serve as the foundation for each invoice format. The pre-configured layouts are:

<table>
<thead>
<tr>
<th>Layout ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI010</td>
<td>Current Invoice</td>
</tr>
<tr>
<td>BI020</td>
<td>Current &amp; Invoiced To Date Invoice</td>
</tr>
<tr>
<td>BI030</td>
<td>Invoiced To Date Less Prior Billings Invoice</td>
</tr>
<tr>
<td>BI040</td>
<td>Current, Budget, &amp; Invoiced To Date Invoice</td>
</tr>
<tr>
<td>BI050</td>
<td>Form 1034</td>
</tr>
<tr>
<td>BI090</td>
<td>Invoice Attachment</td>
</tr>
</tbody>
</table>

If any of the standard layouts has been cloned into a custom version, there might be additional formats available.

**Totaling Options**

This drop-down box allows you to select different totaling options for an invoice format. Different options are available for different report IDs. The available options follow, although not all options are available for any particular layout.

- **Section Totals** – This option summarizes the invoice at the section level. Within a section, the amounts are presented for all of the projects on the invoice. This is also considered the billing project level. If a single project will be billed on the invoices that employ this format, choose either this option or the Project & Task Totals option.

- **Project Totals** – This option produces a summary for each project on the invoice and includes each project’s invoice comments from Billing Information Maintenance (BI.BMM.00). This option should only be chosen if multiple projects are billed on the invoices that use this format.

- **Project & Task Totals** – This option produces a summary for each project and task on the invoice. It also includes task-level invoice comments entered on the Task tab of Project Maintenance (PA.PRJ.00).

- **Less Prior Billings** – This option is available for report layout BI030, which assumes section-level totals.

**Section Number**

A section is comprised of transactions selected onto the draft invoice based on the source account category of the transaction. The section number defines the order in which sections are presented on the invoice and is user-assigned. Leave plenty of space between section numbers so that you can insert more sections into a format later.

There must be an entry for each account category included in the section. Therefore, multiple lines with the same section number could exist. For example, if account categories LABOR and SUBCONTRACT will be combined into the same section, enter the same section number for both account categories.
Section Type

Section Type determines which section layout is used for presenting the transactions selected for the section. Ensure that all lines in a section have the same section type.

Acct Category

Account Category is used as the selection criterion for placing transactions into the section. An account category must appear only once in an invoice format unless a recap section is included within the format. If it appears more than once, it adds in the line item amounts more than once as well. This condition is blocked when processing a final invoice print. Be sure to include all account categories that are applicable to all projects for which this format is used. If a transaction with an account category that is not specified in the invoice format appears on a draft, a final invoice print process is blocked and a message appears identifying the missing account category.

Acct Category Description

This description is used for section types that print the source account category of the transaction. It defaults to the description of the account category but can be overwritten for the section by keying in an alternate description. This is useful if the customer has specific terminology for different types of charges that must be itemized on the invoice. For example, some customers might expect you to list travel expenses as Travel and Living Expenses.

Section Description

Section description is a user-defined title for the section. For example, to have account categories LABOR and SUBCONTRACT appear in a section with the heading Professional Services, enter Professional Services for both account categories. Printing this description is controlled by Print Description.

Ensure that all lines in a section have the same section description. During the printing of the invoice, the data is sorted and the first and last entries are used for determining the section and subtotal descriptions.

Print Description

If you select Yes, the section description will print at the top of the section and will appear after the word Total if a subtotal is defined for the section. For sections that contain only one account category (such as Retention, Deposits, Sales Tax), this field is generally set to No so that the section prints as one line with an amount. Section type A01 (amount by account category) is generally chosen for this type.

Care must be taken to ensure that all lines in a section have the same option selected. When printing the invoice, the data is sorted and the first entry determines whether the section description will print.

Subtotal

If you select Yes, a subtotal will print at the end of the section. For sections that contain only one account category (such as Retention, Deposits, Sales Tax, Applied Fringe, Applied Overhead, or Applied G&A), this field is generally set to No so that the section prints as one line with an amount. Section type A01 (amount by account category) is generally chosen for this type.

Care must be taken to ensure that all lines in a section have the same option selected. When printing the invoice, the data is sorted and the last entry determines whether to calculate and print a subtotal for the section.

Col Title (Y/N)

Selecting Yes causes the predefined column titles of the section to print. Typically, only the first section of an invoice is set to print the column titles unless a labor-type of section, which might present hours, rate, and amount, changes to an amount-type of section, which might present only an amount. In this instance, you might need to repeat the column titles in order to ensure readability of the invoice. For sections that contain only one account category (such as Retention, Deposits, Sales
Tax), this field is generally set to No so that the section prints as one line with an amount. Section type A01 (amount by account category) is generally chosen for this type.

Care must be taken to ensure that all lines in a section have the same option selected. When printing the invoice, the data is sorted and the first entry determines whether the section column title will print.

**Recap (Y/N)**

Selecting Yes creates a recap section of the invoice. The amounts shown in recap sections are not included in the invoice total. This provides the capability to produce a detailed section of the invoice (perhaps by employee) and then provide a recap of the same data (perhaps by labor class). Account categories are duplicated in the section by employee and the section by labor class.

Make sure that each recap section is clearly labeled with “Recap” in the section description as this section is printed before the invoice total. The customer might become confused if the data appears twice and the section that has apparently been duplicated is not clearly identified as a recap section.

All sections are conditionally printed; that is, if on a specific invoice no data exists for a section, the section is excluded from the printout of that invoice.
Invoice Inquiry (BI.INQ.00)

*Invoice Inquiry* (BI.INQ.00) displays the invoices and drafts on file in Flexible Billings. You can inquire on all invoices or only open invoices (those that have a balance in the Accounts Receivable module) by selecting All Invoices or Open Only. Information, including invoice number, status, amount, balance, deposits applied, and retention amounts, appears for each invoice (or draft) in the grid. By selecting a row, you can view the invoice text, transaction detail, a summary of the invoice amounts, all unbilled items on file for the billing project, or the details of the Quick Send request. You can also preview the invoice by clicking *View Invoice*.

![Invoice Inquiry (BI.INQ.00)](image)

When the screen is in grid view, you can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

**Foreign Currency Invoicing Feature**

Two fields in the grid of invoice data display the billing currency (Bill Cury ID) and the calculated invoice amount (*Amount*) in the foreign currency. Because of potential currency gain/loss issues in the Accounts Receivable module, the amount in *Unpaid Balance* appears only in the base currency. **Base Amount** displays the invoice amount in the base currency and **Base Unpaid Balance** displays the unpaid balance in the base currency. The remaining amount columns display *CuryGross_Amt*, *CuryOther_Amt*, *CuryPaid_Amt*, *CuryRetention_Amt*, and *CuryTax_Amt* in *Gross*, *Deposit*, *Retention*, and *Tax* respectively. This provides a consistent presentation when viewing amounts from *View Invoice* and the details that are presented on *Invoice Detail* and *Unbilled Detail*.

Following are the field descriptions for *Invoice Inquiry* (BI.INQ.00).

**Project**

Enter the primary billing project whose invoices you want to view in the inquiry. A billing project has its own record in the Billing Master table (PJBILL), which is maintained by *Billing Information*. 
Maintenance (BI.BMM.00). Multiple projects can be billed together but one project must be designated the billing project and the other projects become subsidiary projects. Since subsidiary projects do not have their own Billing Master record, they cannot be entered in this field. The project description, project customer ID and name, and project biller appear in the fields below and to the right of this required field.

**Shipper ID**
Enter the unique code of an Order Management shipper to display invoices created for the shipper.

**By**
Select the order in which billing/invoice detail records will be sorted when displayed using View Detail or View Unbilled. The four sort options include:
- Category/Labor Class/Employee/Vendor/Date
- Category/Project/Task/Employee/Vendor/Date
- Project/Category/Employee/Vendor/Date
- Project/Task/Category/Employee/Vendor/Date

**Invoice Text (button)**
Clicking this button opens Invoice Text (BI.INQ.01) for viewing text entered in Invoice and Adjustment Maintenance (BI.BAM.00) for the highlighted draft or invoice.

**Summary (button)**
Clicking this button opens Invoice Summary (BI.COM.01) for viewing information about the highlighted invoice or draft summarized by item type.

**View Invoice (button)**
Clicking this button displays an online view of the highlighted invoice or draft as it appears when printed by Invoice Print (BI.INV.00).

**View Detail (button)**
Clicking this button opens Invoice Detail (BI.INQ.03) for viewing the individual invoice detail records contained on the current invoice or draft.

**View Unbilled (button)**
Clicking this button opens Unbilled Detail (BI.INQ.02) for viewing the available invoice detail records for the selected project.

**Quick Send Inquiry (button)**
Clicking this button opens Shared Information’s Quick Send Inquiry (21.200.00) for viewing the details about the Quick Send request created when the invoice was sent electronically. This button is enabled when the invoice has been sent electronically.

**Reverse/Duplicate (button)**
Reverse/Duplicate opens Invoice Reversal & Duplication (BI.IRV.00) for reversing or duplicating the highlighted invoice or draft. This button is available only for invoices that have a status of Printed or Posted because only invoices with these status codes can be either reversed or duplicated. For further details, please see the documentation for this screen. For more information, see “Invoice Reversal & Duplication (BI.IRV.00)” on page 184.
**All invoices / Open Only (option buttons)**

These option buttons determine whether all invoices for a project or only open invoices appear in the grid. An open invoice is one that has a balance in the Accounts Receivable module.

**Invoice Text (BI.INQ.01)**

You can view invoice text that has been entered into either Invoice and Adjustment Maintenance (BI.BAM.00) or Invoice Review & Approval (BI.IRA.00). This text is specific to the selected invoice and prints in the body of the invoice just beneath the header section. The invoice text cannot be changed in this window.

![Invoice Text (BI.INQ.01)](image)

**Unbilled Detail (BI.INQ.02)**

You can view all unbilled and unselected items for the current billing project. The transactions appear in the order selected from the drop-down list. If foreign currency processing is active, Bill Cury ID and Base Amount appear, and the field otherwise labeled Invoice Amount becomes Amount.

![Unbilled Detail (BI.INQ.02)](image)

This window does not contain any entry fields. All information is for display only. For descriptions of each of the fields, see the online help for Invoice and Adjustment Maintenance (BI.BAM.00).
Invoice Detail (BI.INQ.03)

The grid lists the detail records for the invoice selected on the main screen of Invoice Inquiry (BI.INQ.00). The transactions appear in the order selected from the drop-down list. This window does not contain any entry fields. All information appears in view-only mode.

![Invoice Detail (BI.INQ.03)](image1)

Figure 39: Invoice Detail (BI.INQ.03)

All information is for display only. For descriptions of each of the fields, see the online help for Invoice and Adjustment Maintenance (BI.BAM.00). Two fields, Bill Cury ID and Base Amount, appear only if foreign currency processing is active.

Invoice Summary (BI.COM.01)

Invoice Summary (BI.COM.01) displays a summary of the invoice line items and the calculated net due amount for the invoice. The item type determines how to summarize the amounts and whether to add or subtract from the invoice. Bill retention amounts and deposit items appear in Total of Other Charges. When foreign currency invoicing is active, Bill Cury ID appears on this screen and all amounts display data or calculate totals from the corresponding currency amount fields.

![Invoice Summary (BI.COM.01)](image2)

Figure 40: Invoice Summary (BI.COM.01)
**View Invoice (BI.INV.00)**

*View Invoice* presents an online preview of the printed invoice after processing. You can zoom in to see details of the invoice, page through, or print a copy of the invoice to the printer.

![View Invoice](image)

*Figure 41: View Invoice*
Invoice Print (BI.INV.00)

Use Invoice Print (BI.INV.00) to print drafts and invoices in Flexible Billings. Using the optional selection criteria, you can choose one invoice or a range of invoices to print. The invoice date defaults to the current system date but can be overwritten.

![Invoice Print (BI.INV.00) - Contoso, Ltd:Demo](image)

*Figure 42: Invoice Print (BI.INV.00) – Project Invoice document type is defined in Quick Send Setup (21.951.00) and a SharePoint site is configured for the project in SharePoint Site Creation/Linking (21.960.00)*

This function can be run in one of three processing modes:

- **Preliminary** – The print process does not perform any database updates and does not assign an invoice number. The draft number is presented on the printout.

- **Final** – The process automatically assigns an invoice number and updates the Invoice Header with the invoice number, invoice date, and a billing status of PR. A final print can only be run once for a given invoice. An invoice can no longer be maintained once a final invoice has been produced.

Before an invoice can be processed by Invoice & Adjustment Posting (BI.REG.00), a final invoice must have been printed.

An invoice for a project or customer set up for Quick Send for the Project Invoice document type on the Project Controller Project Maintenance (PA.PRJ.00), Quick Send tab or the Accounts Receivable Customer Maintenance (08.260.00), Quick Send tab is not printed. Instead, the invoice is sent electronically according to the Quick Send preferences defined for the project or customer on the Project Controller Project Maintenance (PA.PRJ.00), Quick Send tab or the Accounts Receivable Customer Maintenance (08.260.00). Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) determines whether the Quick Send preferences defined for the project or the customer are used to send the invoice electronically to the initial recipients. When a project is set up to publish invoices to a SharePoint site by means of Doc Share, the invoice is printed and posted to the specified SharePoint site.
Flexible Billings

- Reprint – In Reprint mode, only previously printed invoices can be printed or sent electronically. The invoice prints using the invoice number and invoice date stored in the invoice header and no database updates occur.

An invoice for a project or customer set up for Quick Send for the Project Invoice document type on the Project Controller Project Maintenance (PA.PRJ.00), Quick Send tab or the Accounts Receivable Customer Maintenance (08.260.00), Quick Send tab is not reprinted. If the invoice has not been transmitted electronically, Quick Send requests are created for the primary and additional recipients defined for the project or customer using their Quick Send preferences.

**Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.951.00) determines whether the Quick Send preferences defined for the project or the customer are used to send the invoice electronically. If the invoice was transmitted electronically, the Quick Send preferences indicated in the invoice’s Quick Send requests are used to resend the invoice to the initial recipients. For more information about Quick Send requests, see “Quick Send Inquiry (21.200.00)” in the Shared Information online help or user guide.

Following are the field descriptions for Invoice Print (BI.INV.00).

**Select Company Area**
The Select Company area allows entry to select a specific company or all companies.

**Specific**
Allows you to enter a specific company, you will be limited to companies to which you have access rights to this screen. The default is the logged in company.

**Company**
Company’s identification number and name. You will have only access to companies to which you have access rights in this screen.

**All**
Will process all companies to which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

**Subaccount**
This entry serves as a selection criterion for printing invoice drafts by billing project subaccount. Since the subaccount usually represents a financial organization, entry into this field provides the ability to print billings by organization. Although this field is not validated, if a valid subaccount is entered, the subaccount description appears in the adjacent field.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if CO is entered, all billings for which the subaccount of the billing project begins with CO are selected. Selection cannot be based on middle or end-of-field values.

This subaccount field refers to the home subaccount of the primary billing project in Project Maintenance (PA.PRJ.00).

**Biller**
A biller is responsible for creating and maintaining the invoices for one or more projects. This person’s employee ID can be assigned to one or more billing projects in Billing Information Maintenance (BI.BMM.00) and can be used here as a selection criterion for printing invoices by biller. If blank, this optional entry is not used for selection.

**Prelim/Final/Reprint**
This drop-down box indicates the print mode of the Invoice Print (BI.INV.00) process. The available options are:

- Preliminary – A preliminary print process does not perform any updates to the database. Drafts can be printed in preliminary mode as often as necessary to ensure that the data and the invoice
format are correct. The draft number, not an invoice number, is presented in the header portion of the printout when run in this mode. An invoice number replaces the draft number when a final print is performed but the invoice number has not yet been assigned to the draft when printing in preliminary mode. Only drafts with a status of In Process, Rejected, Completed, or Approved can undergo preliminary printing.

- **Final** – A final print automatically assigns an invoice number and updates the invoice header with the invoice number, invoice date, and a status of PR (final invoice printed). The draft number remains stored in the database but no longer appears on the printout. An invoice can undergo a final print process only once. Only drafts with a status of Approved can undergo final printing.

If final mode is selected, additional action buttons appear on the screen, allowing you to choose between printing and electronically transmitting invoices (the default), electronically transmitting an invoice to a one-time recipient, turning off the electronic transmission of invoices, or turning off the publication of invoices to a specified SharePoint site.

An invoice for a project or customer set up for Quick Send for the Project Invoice document type on the Project Controller Project Maintenance (PA.PRJ.00), Quick Send tab or the Accounts Receivable Customer Maintenance (08.260.00), Quick Send tab is not printed. Instead, the invoice is transmitted electronically according to the Quick Send preferences defined for the project or customer. **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.951.00) determines whether the Quick Send preferences defined for the project or customer are used to send the invoice electronically. When a project is set up to publish invoices to a SharePoint site by means of Doc Share, the invoice is printed and posted to the specified SharePoint site.

When a final print is requested, the system checks to see that all account categories contained within the draft are included in the invoice format assigned to the draft. If the account category is missing from the selected invoice format, an error message appears and the updates to the database are halted. Once the invoice format has been modified to include the missing account category, a final print can be requested again, although it might be advisable to print a preliminary first to ensure that the added account category has been formatted correctly.

- **Reprint** – To print or electronically resend an invoice that has already undergone a final print, use reprint mode. The invoice prints using the invoice number and date that were stored in the invoice header when the final print was performed. A reprinted invoice appears identical to the final invoice unless invoice comments have been modified since the final print. An invoice can be reprinted as often as necessary. Only invoices with a status of Printed or Posted can be reprinted.

If reprint mode is selected, additional action buttons appear on the screen, allowing you to choose between selection by invoice number (the default) and selection by draft number. You can also choose between printing and electronically transmitting invoices, previewing invoices, electronically transmitting an invoice to a one-time receiver, turning off the electronic transmission of invoices, or turning off the publication of invoices to a specified SharePoint site.

An invoice for a project or customer set up for Quick Send for the Project Invoice document type is not reprinted. If the invoice has not been transmitted electronically, Quick Send requests are created according to the Quick Send preferences defined for the project or customer on the Project Controller Project Maintenance (PA.PRJ.00), Quick Send tab or the Accounts Receivable Customer Maintenance (08.260.00). **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.951.00) determines whether the Quick Send preferences defined for the project or customer are used to send the invoice electronically. If the invoice was transmitted electronically, the Quick Send preferences indicated in the invoice’s Quick Send requests are used to resend the invoice to the initial recipients. For more information about Quick Send requests, see “Quick Send Inquiry (21.200.00)” in the Shared Information online help or user guide.

**Draft Range (or Invoice Range)**
These optional fields are used for selecting one or more drafts or invoices to print. The prompt is either for draft number or invoice number depending on the mode selected (invoice numbers are not available for preliminary or final modes). A single draft/invoice can be chosen by entering a draft/invoice number in the first field, which is copied to Through. A range of draft/invoice numbers
can be selected by overwriting the copied default in **Through** and keying in a different ending draft/invoice number.

**Print Options (Action Buttons)**

These action buttons allow you to direct the output of the process to a printer, to the screen (**Print Preview**), transmitted electronically, or published to a SharePoint site. If a Final print mode is selected, the draft(s) or invoice(s) are automatically directed to the printer or transmitted electronically when **Print to Printer** or **Quick Send to One-time Receiver** is selected; that is, printing a final process to the screen in preview mode is not allowed. **One-time Receiver** (BI.INV.01) opens when **Quick Send to One-time Receiver** is selected and the **Print Invoices** button is clicked.

**Print Invoices** (button)

Clicking this button opens Crystal Reports, which prints the invoice(s) of the selected company according to the invoice format code stored in the Billing Master table for the billing project. The results of the print process appear in the list box above the button.

**One-time Receiver (BI.INV.01)**

*One-time Receiver* (BI.INV.01) allows you to identify the Quick Send preferences for a recipient and transmit a selected invoice to the recipient electronically. One-time recipients are not defined as the primary recipient for the project or the customer on the **Quick Send** tab of Project Controller **Project Maintenance** (PA.PRJ.00) or Accounts Receivable **Customer Maintenance** (08.260.00) or as an additional recipient defined on Project Controller **Additional Receiver** (PA.PRJ.01) or Accounts Receivable **Additional Receivers** (08.260.08). The Quick Send preferences for the one-time recipient are not retained for future use. A one-time recipient should be defined as an additional receiver if future invoices will be sent to the recipient.

*One-time Receiver* (BI.INV.01) opens when **Quick Send to One-time Receiver** is selected on Invoice Print (BI.INV.00) and the **Print Invoices** button is clicked.

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**Figure 43: One-time Receiver (BI.INV.01)**

Following are the field descriptions for **One-time Receiver** (BI.INV.01).
Project ID

Project ID displays the project identification number associated with the invoice.

Customer ID

Customer ID displays the customer identification number associated with the invoice.

Document Type

Document Type displays the kind of document associated with the invoice.

Invoice Number

Invoice Number displays the unique code assigned to the invoice.

Delivery Method

Delivery Method is the manner in which the electronically-transmitted invoice will be received by the one-time recipient. Delivery methods are Email and Fax. The method defaults from the Project Invoice document type’s Delivery Method on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked or from Delivery Method on the Quick Send tab of Accounts Receivable Customer Maintenance (08.260.00) when Establish Quick Send Preferences by Project is not checked. If the Project Invoice document type is not defined for the project or the customer, Delivery Method defaults from the Project Invoice document type’s Delivery Method on Shared Information Quick Send Setup (21.951.00).

Request Priority

Request Priority is the precedence assigned to the processing of the Quick Send request by Application Server. Request priorities are High, Low, and Normal. The priority defaults from the Project Invoice document type’s Request Priority on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked or from Request Priority on the Quick Send tab of Accounts Receivable Customer Maintenance (08.260.00) when Establish Quick Send Preferences by Project is not checked. If the Project Invoice document type is not defined for the project or the customer, Request Priority defaults from the Project Invoice document type’s Request Priority on Shared Information Quick Send Setup (21.951.00).

Receiver Email Address

Receiver Email Address identifies the email address of the one-time recipient to whom the invoice will be sent. The email address defaults from Email Address on Project Controller Address Maintenance (PA.ADR.00) for the project’s billing address when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked. If the project does not have a billing address or Establish Quick Send Preferences by Project is not checked, Receiver Email Address defaults from E-mail Address (Main Address) on the Address Info tab of Accounts Receivable Customer Maintenance (08.260.00).

Reply Email Address

Reply Email Address identifies the email address used when the one-time recipient replies to the email message containing the invoice. The email address defaults from the Project Invoice document type’s Reply Email Address on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked or from Reply Email Address on the Quick Send tab of Accounts Receivable Customer Maintenance (08.260.00) when Establish Quick Send Preferences by Project is not checked. If the Project Invoice document type is not defined for the project or the customer, Reply Email Address defaults from the Project Invoice document type’s Reply Email Address on Shared Information Quick Send Setup (21.951.00).
Email Attachment File Type

Email Attachment File Type specifies the format of the file to be created to hold the invoice you send to the one-time recipient. File types for documents sent electronically via email are Text, Word, Crystal Reports, Excel, Adobe Acrobat, Rich Text, XML, and Comma-separated values. File types for documents sent electronically via fax are Text, Word, Excel, and Rich Text. The file type defaults from the Project Invoice document type’s Email Attachment File Type on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked or from Email Attachment File Type on the Quick Send tab of Accounts Receivable Customer Maintenance (08.260.00) when Establish Quick Send Preferences by Project is not checked. If the Project Invoice document type is not defined for the project or the customer, Email Attachment File Type defaults from the Project Invoice document type’s Email Attachment File Type on Shared Information on Quick Send Setup (21.950.00).

Fax Receiver Name

Fax Receiver Name designates the name to appear on the cover sheet accompanying the invoice faxed to the one-time recipient. The name defaults from Individual on Project Controller Address Maintenance (PA.ADR.00) for the project’s billing address when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked. If the project does not have a billing address or Establish Quick Send Preferences by Project is not checked, Fax Receiver Name defaults from Attention (Bill To) on the Address Info tab of Accounts Receivable Customer Maintenance (08.260.00).

Fax Prefix

Use Fax Prefix to specify a sequence of numbers, such as a country code (for example, 061 011), that must be dialed prior to the Receiver Fax Number. The fax prefix defaults from the Project Invoice document type’s Fax Prefix on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked or from Fax Prefix on the Quick Send tab of Accounts Receivable Customer Maintenance (08.260.00) when Establish Quick Send Preferences by Project is not checked. If the Project Invoice document type is not defined for the project or the customer, Fax Prefix defaults from the Project Invoice document type’s Fax Prefix on Shared Information Quick Send Setup (21.950.00).

Dial Area Code (check box)

If you select Dial Area Code, the first three digits of Receiver Fax Number will be dialed as the area code when the invoice is transmitted to the one-time recipient. Clear this check box if the fax phone number is a local number for which dialing the area code is not required.

Receiver Fax Number

Receiver Fax Number designates the phone number that will receive the invoice faxed to the one-time recipient. The fax number defaults from Fax on Project Controller Address Maintenance (PA.ADR.00) for the project’s billing address when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked. If the project does not have a billing address or Establish Quick Send Preferences by Project is not checked, Fax Receiver Name defaults from Fax/Ext (Bill To) on the Address Info tab of Accounts Receivable Customer Maintenance (08.260.00).

Fax Sender Name

Fax Sender Name specifies the name of the individual who will send the invoice to the one-time recipient. The name defaults from the Project Invoice document type’s Fax Sender Name on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked or from Fax Sender Name on the Quick Send tab of Accounts Receivable Customer Maintenance (08.260.00) when Establish Quick Send Preferences by Project is not checked. If the Project Invoice document type is not defined for the project or the customer, Fax Sender Name defaults from the Project Invoice document type’s Fax Sender Name on Shared Information Quick Send Setup (21.950.00).
Sender Fax Number

**Sender Fax Number** indicates the phone number that will be the source of the invoice faxed to the one-time recipient. The fax number defaults from **Sender Fax Number** on the **Quick Send** tab of Project Controller Project Maintenance (PA.PRJ.00) when **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.951.00) is checked or from **Sender Fax Number** on the **Quick Send** tab of Accounts Receivable Customer Maintenance (08.260.00) when **Establish Quick Send Preferences by Project** is not checked. If the Project Invoice document type is not defined for the project or the customer, **Sender Fax Number** defaults from the Project Invoice document type’s **Sender Fax Number** on Shared Information Quick Send Setup (21.950.00).

Include Fax Cover Sheet (check box)

**Include Fax Cover Sheet** indicates whether a cover sheet should precede the invoice sent to the one-time recipient. The setting defaults from the Project Invoice document type’s **Include Fax Cover Sheet** on the **Quick Send** tab of Project Controller Project Maintenance (PA.PRJ.00) when **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.951.00) is checked or from **Include Fax Cover Sheet** on the **Quick Send** tab of Accounts Receivable Customer Maintenance (08.260.00) when **Establish Quick Send Preferences by Project** is not checked. If the Project Invoice document type is not defined for the project or the customer, **Include Fax Cover Sheet** defaults from the Project Invoice document type’s **Include Fax Cover Sheet** on Shared Information Quick Send Setup (21.950.00). For more information about the fax cover sheet, see “Using Application Server” in the Application Server online help or user guide.

Fax Response (check boxes)

Your selections in the **Fax Response** check boxes will appear in the Notes area of the fax cover sheet. Select one or more check boxes to indicate how you want the one-time recipient to process the fax. The **Fax Response** check boxes are:

- **Urgent** — Defaults from the Project Invoice document type’s **Fax Response** – **Urgent** setting on the **Quick Send** tab of Project Controller Project Maintenance (PA.PRJ.00) when **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.951.00) is checked or from **Fax Response** – **Urgent** on the **Quick Send** tab of Accounts Receivable Customer Maintenance (08.260.00) when **Establish Quick Send Preferences by Project** is not checked. If the Project Invoice document type is not defined for the project or the customer, **Fax Response** – **Urgent** defaults from the Project Invoice document type’s **Fax Response** – **Urgent** setting on Shared Information Quick Send Setup (21.950.00).

- **For Review** — Defaults from the Project Invoice document type’s **Fax Response** – **For Review** setting on the **Quick Send** tab of Project Controller Project Maintenance (PA.PRJ.00) when **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.951.00) is checked or from **Fax Response** – **For Review** on the **Quick Send** tab of Accounts Receivable Customer Maintenance (08.260.00) when **Establish Quick Send Preferences by Project** is not checked. If the Project Invoice document type is not defined for the project or the customer, **Fax Response** – **For Review** defaults from the Project Invoice document type’s **Fax Response** – **For Review** setting on Shared Information Quick Send Setup (21.950.00).

- **Please Comment** — Defaults from the Project Invoice document type’s **Fax Response** – **Please Comment** setting on the **Quick Send** tab of Project Controller Project Maintenance (PA.PRJ.00) when **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.951.00) is checked or from **Fax Response** – **Please Comment** on the **Quick Send** tab of Accounts Receivable Customer Maintenance (08.260.00) when **Establish Quick Send Preferences by Project** is not checked. If the Project Invoice document type is not defined for the project or the customer, **Fax Response** – **Please Comment** defaults from the Project Invoice document type’s **Fax Response** – **Please Comment** setting on Shared Information Quick Send Setup (21.950.00).

- **Please Reply** — Defaults from the Project Invoice document type’s **Fax Response** – **Please Reply** setting on the **Quick Send** tab of Project Controller Project Maintenance (PA.PRJ.00) when **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.951.00) is checked or from **Fax Response** – **Please Reply** on the **Quick Send** tab of Accounts Receivable Customer Maintenance (08.260.00) when **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.950.00) is checked or from **Fax Response** – **Please Reply** on the **Quick Send** tab of Accounts Receivable Customer Maintenance (08.260.00) when **Establish Quick Send Preferences by Project** on Shared Information Quick Send Setup (21.950.00) is checked or from **Fax Response** – **Please Reply** on the **Quick Send** tab of Accounts Receivable Customer Maintenance (08.260.00) when **Establish Quick Send Preferences by Project** on Shared Information Quick 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**Project** is not checked. If the Project Invoice document type is not defined for the project or the customer, **Fax Response – Please Reply** defaults from the Project Invoice document type’s **Fax Response – Please Reply** setting on Shared Information Quick Send Setup (21.950.00).

- **Please Recycle** — Defaults from the Project Invoice document type’s **Fax Response – Please Recycle** setting on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked or from **Fax Response – Please Recycle** on the Quick Send tab of Accounts Receivable Customer Maintenance (08.260.00) when Establish Quick Send Preferences by Project is not checked. If the Project Invoice document type is not defined for the project or the customer, **Fax Response – Please Recycle** defaults from the Project Invoice document type’s **Fax Response – Please Recycle** on Shared Information Quick Send Setup (21.950.00).

**Subject Text**

**Subject Text** is the wording that appears in the Subject of the email message or in the Regarding area on the fax cover sheet that accompanies the invoice sent to the one-time recipient. The text defaults from the Project Invoice document type’s **Subject Text** on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked or from **Subject Text** on the Quick Send tab of Accounts Receivable Customer Maintenance (08.260.00) when Establish Quick Send Preferences by Project is not checked. If the Project Invoice document type is not defined for the project or the customer, **Subject Text** defaults from the Project Invoice document type’s **Subject Text** on Shared Information Quick Send Setup (21.950.00).

You can specify the following variables within the subject text to personalize the email message or fax to the one-time recipient:

- **<Project Description>**
- **<Customer Name>**
- **<Invoice Number>**
- **<Document Amount>**
- **<Company Name>**

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

**Example:** You enter a variable to customize the default subject text: “Current invoice from <Company Name>”. If the company name is Contoso, Ltd, the subject text for the email message or fax cover sheet reads, “Current invoice from Contoso, Ltd”.

**Body Text**

**Body Text** is the wording that appears in the body of an email message or in the Notes area on a fax cover sheet that accompanies the invoice sent to the one-time recipient. The text defaults from the Project Invoice document type’s **Body Text** on the Quick Send tab of Project Controller Project Maintenance (PA.PRJ.00) when Establish Quick Send Preferences by Project on Shared Information Quick Send Setup (21.951.00) is checked or from **Body Text** on the Quick Send tab of Accounts Receivable Customer Maintenance (08.260.00) when Establish Quick Send Preferences by Project is not checked. If the Project Invoice document type is not defined for the project or the customer, **Body Text** defaults from the Project Invoice document type’s **Body Text** on Shared Information Quick Send Setup (21.950.00).

You can specify the following variables within the body text to personalize the email message or fax to the one-time recipient:

- **<Project Description>**
- **<Customer Name>**
- **<Invoice Number>**
•  <Document Amount>
•  <Company Name>

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

Example: You enter a variable to personalize the body text: “Here is an invoice for <Customer Name>”. When you send the invoice electronically to the one-time recipient, the email message or fax cover sheet body text reads, “Here is an invoice for Kim Abercrombie” since the one-time recipient is associated with the customer, Kim Abercrombie.

Send Request (button)
Click **Send Request** to transmit the invoice electronically to the one-time recipient.

Cancel (button)
Click **Cancel** to close this window without recording any changes to the database, returning to Invoice Print (BI.INV.00).
Invoice Reversal & Duplication (BI.IRV.00)

Use Invoice Reversal & Duplication (BI.IRV.00) to reverse or duplicate an invoice created in Flexible Billings. Invoices can be selected for reversal or duplication by project ID and draft number, project ID and invoice number, or simply by invoice number. For a reversal, it creates an invoice with the units and amounts reversed and a status of Printed. In addition to creating the reversal, the program attaches the line items to a new in-process draft. Both the reversal invoice number and new draft number appear on the screen. You can use the invoice reversal feature to void an invoice because you can delete the new draft in the same manner as any in-process draft, in which case only the reversal invoice will post.

For invoice duplication, a new draft is created that is identical to the invoice duplicated but whose status is In Process. The items on the new draft have zero units and amount, a blank invoice number, and a blank invoice date. The new draft number appears on the screen.

Following are the field descriptions for Invoice Reversal & Duplication (BI.IRV.00).

Project
Enter the master or primary project of the invoice that you want to reverse or duplicate. Entry of a project ID is optional when reversing or duplicating invoice documents. However, Project is required when selecting adjustment documents for reversal (adjustment documents cannot be duplicated). If entered, it is validated in the Project Master table (PJPROJ) and must have an active status. It is also validated in the Project Billings Master table (PJBILL) to be a primary project (that is, not billing with another project). Entry of this field is optional. If entered, only invoices for this project can be viewed.

Invoice Number
Enter the number of the invoice that you want to reverse or duplicate into this required field. If Project is blank, pressing F3 displays all printed or posted invoices regardless of billing project. If a project has been entered, pressing F3 lists printed or posted invoices for that particular billing project. Summary information about the selected invoice appears in the Original Invoice Information box.

Type
Type displays the invoice type: REVD for a reversed invoice and REVR for the reversal created.
Posting Period
Enter the period to which the reversal invoice will post. The period must be either the current period or a future period with the current period as the default. The Fiscal Period For Reversals field in Invoice & Adjustment Posting (BI.REG.00) can be used for posting invoice reversals separately from other invoices.

Invoice Date
Invoice Date is used for setting the date on the reversal invoice. It defaults to the date on the original invoice but can be overwritten.

Invoice Number (reversing document)
After you click Reverse Invoice, the invoice number of the reversal created appears. The units and amounts are reversed from the original values and the status is set to Printed.

New Document
Whether the selected invoice is being reversed or duplicated (or the selected adjustment document is being reversed), a new document is created with the same project ID and document type (Invoice or Adjustment) as the original.

Draft Number
After you click Reverse Invoice or Duplicate Invoice, the number of the new draft created appears.

Reverse Invoice (button)
Clicking this button creates a reversal invoice from the invoice whose number was selected above. It is identical to the original, with units and amounts reversed. The invoice date and fiscal period are user-specified and the status is set to Printed. The reversal invoice does not print automatically, although it can be printed using the reprint option of Invoice Print (BI.INV.00). The invoice type is set to REVR and the original invoice number is stored in reserved ID field PJINVHDR.ih_id12 for audit trail purposes. The invoice type in the original invoice is set to REVD. A previously reversed invoice cannot be reversed again. A new draft is created with the details, including any units or amounts in the Hold columns, identical to the original. The invoice number and date are set to blank in the new draft and the status is set to In Process.

When an invoice is reversed, both the reversing invoice and the new in-process draft carry all of the currency values from the original document. CURY fields from both the invoice header and detail of the original invoice are transferred to the new documents created by this function. All of the currency amounts have their signs reversed on the reversing document. The signs of the fields are consistent with the signs of the corresponding amounts in the base currency. The original conversion rates, rate type, and effective date are carried forward to the new documents.

For the newly created reversal document, the invoice header and invoice items all carry the currency values of the source invoice. A previously reversed invoice cannot be reversed a second time.

Duplicate Invoice (button)
Clicking this button creates a duplicate invoice based on the invoice specified above. The units and amounts are set to zero and the status is set to In Process. The invoice number and date are set to blank.

When a document is duplicated, all amounts are set to zeroes. The CURY fields from both the invoice header and detail of the original invoice, including the original translation rate, rate type, and effective date, are set to zeroes or spaces.
Special Notes

Processing Subject to ‘Allow Multiple Unposted Invoices’ Setting
Multiple unposted invoices for a billing project can only be created if Allow Multiple Unposted Invoices is selected in Billings Setup (BI.SET.00). Therefore, if an unposted invoice exists and multiple unposted invoices are not allowed, invoice duplication is not allowed. Reversing an invoice creates two unposted invoices (one printed, one a draft). However, if multiple unposted invoices are not allowed, an invoice can still be reversed but the program prompts you to be sure to post the reversal before you print the re-issued invoice to ensure that the project’s billed-to-date amounts are correct.

Reversing or Duplicating Construction Billings
This function is designed to reverse or duplicate standard Flexible Billings invoices. It can be used for reversing construction (AIA-style) billings formatted in Construction Billing Entry (BI.CNB.00), provided all subsequent billing applications for the project are also reversed using this screen. When reversing a construction billing, a new draft is not created by this function. You must reset the status of the billing application to In Process, after which a final Construction Billing Print (BI.CNP.00) of the application creates the correcting entries.
Invoice Review & Approval (BI.IRA.00)

Use Invoice Review & Approval (BI.IRA.00) for reviewing and approving or rejecting invoice drafts in Flexible Billings. The screen displays invoices awaiting approval by the invoice approver, an employee specified for each billing project in Billing Information Maintenance (BI.BMM.00). Only the invoices for projects where the logged in user has access to this screen will be listed. The approver approves or rejects each invoice by changing its status in the drop-down list. If a draft is rejected, a Communicator message is sent to the biller specified for the billing project in the Billing Master record. The grid displays summary information from each draft, including the total invoice amount in the base currency and in its billing currency, as well as its billing currency code. The Bill Cury ID and Base Amount columns appear only if foreign currency processing is active.

Not all invoice drafts require approval. Each billing project has an approval (YES/NO) flag in Billing Information Maintenance (BI.BMM.00). If the approval flag is set to NO, an invoice draft for the project does not need approval and a final invoice can be printed once the document status is set to Completed in Invoice and Adjustment Maintenance (BI.BAM.00) or immediately upon creation when generated using Automatic Invoice Creation (BI.AIC.00) or Scheduled Billings Release (BI.SBR.00).

Four buttons allow the approver to view additional information about an invoice by highlighting the invoice line in the grid and then clicking the appropriate button. When you click Invoice Text, you can view the invoice-specific comments. Summary provides a display of the line item subtotals and net amount due calculated for the invoice. View Detail allows the approver to review each line item on the invoice. View Invoice displays a preview of the formatted invoice.

Following are the field descriptions for Invoice Review & Approval (BI.IRA.00).

Employee

Enter the employee ID of the person designated as the billing authority for one or more projects in Billing Information Maintenance (BI.BMM.00). The employee name appears in the adjacent field. When you enter an employee ID into this field, the screen displays all invoices that have a status of Completed for all projects that specify this employee as the approver. The employee ID can be password-protected using Password Maintenance (PA.PWD.00).
Status

Use this drop-down list to maintain the status of the draft invoice. Initially, all invoices displayed have a status of Completed, indicating that the invoices are awaiting approval. You can change the status of each invoice to one of two values:

- **Approved** – When the status is changed to Approved, the invoice becomes eligible for a final print process.
- **Rejected** – If the invoice is rejected by the approver, it should be reviewed and corrected in *Invoice and Adjustment Maintenance (BI.BAM.00)*. A Communicator message is sent to the biller if one has been designated for the billing project in *Billing Information Maintenance (BI.BMM.00)*, or to the project manager designated for the project in *Project Maintenance (PA.PRJ.00)* if a biller is not specified. It is recommended that you attach a note to any rejected invoices by highlighting the row with the invoice being rejected and clicking the Note button to open Project Controller’s *Notes and Comments (PA.NOT.00)*. Remember that these are internal notes and do not print on invoices. Until the status is changed to Approved, a final invoice cannot be printed.

![Notes and Comments (PA.NOT.00)](image)

The status change does not take effect until you click **Save**.

By

This drop-down list is used for specifying the sort order of the displayed billing/invoice detail records when you click **View Detail**. The sort options include:

- Category / Labor Class / Employee / Vendor / Date
- Category / Project / Task / Employee / Vendor / Date
- Project / Category / Employee / Vendor / Date
- Project / Task / Category / Employee / Vendor / Date

**Invoice Text (button)**

Clicking this button opens *Invoice Text Maintenance (BI.ICM.00)* for viewing or maintaining comments that will print on the highlighted invoice.
Summary (button)
Clicking this button opens Invoice Summary (BI.COM.01) for viewing information about the highlighted invoice summarized by item type.

View Invoice (button)
Clicking this button displays an online view of the highlighted invoice as it appears when printed by Invoice Print (BI.INV.00).

View Detail (button)
Clicking this button opens Invoice Detail (BI.IRA.03) for viewing the individual transactions that comprise the highlighted invoice.

Invoice Text Maintenance (BI.ICM.00)
Invoice Text Maintenance (BI.ICM.00) is used for entering freeform text for presentation on the current invoice. For example, the status of a project could be presented on the invoice. A maximum of 1,900 characters can be entered here. To save text entered on this screen, click Save followed by Close to return to Invoice Review & Approval (BI.IRA.00).

Figure 47: Invoice Text Maintenance (BI.ICM.00)
Invoice Summary (BI.COM.01)

Invoice Summary (BI.COM.01) displays a summary of the invoice line items and the calculated net amount due for the invoice. The item type determines how to summarize the amounts and whether to add or subtract an amount from the invoice. Bill retention amounts and deposit items appear in the Total of Other Charges subtotal.

Figure 48: Invoice Summary (BI.COM.01)
View Invoice (BI.INV.00)

View Invoice presents an online preview of how the printed invoice will appear after processing. The Crystal Reports application opens in preview mode using the invoice layout entered in the header of the invoice. You can zoom in to see details of the invoice, page through, or print a copy of the invoice to the printer.

Invoice Detail (BI.IRA.03)

This window displays the individual line items that comprise the selected invoice. This window does not contain any entry fields. All information is for display purposes only. Please see the documentation for Invoice and Adjustment Maintenance (BI.BAM.00) for a description of these fields.
Scheduled Billings and Revenue Entry (BI.SBE.00)

Use Scheduled Billings and Revenue Entry (BI.SBE.00) to set up schedules for creating invoice detail records and/or revenue postings at predetermined intervals. Its primary use is for recurring billings, such as service or maintenance contracts, or for milestone billings with predetermined billing amounts or percentages. Although the billing and revenue schedules have the same total amount, the billing schedule can have different dates from the revenue schedule. The schedule amount and units entered into the header are balancing amounts for the details that will be entered in subsequent windows. In addition, a billing schedule can be established without setting up a revenue schedule, which might be useful in situations where revenue is recognized in a different manner, such as the Percent Complete revenue recognition method. The reverse is also allowed, in which a revenue schedule is desired but no billing is required.

Because scheduled billings are often created for invoicing a maintenance agreement or a retainer, it might be desirable to define an invoice format and an approval requirement that differ from the defaults specified in the billing master record for the project. These fields, which only apply if the billing option is selected, are included in the header.

Scheduled Billings and Revenue Entry – Schedule tab

The Schedule tab allows the creation of schedules, one for billings and one for revenue. This pair of schedules is identified using a Schedule number. A project can have more than one schedule associated with it. Scheduled Billings and Revenue Release (BISBR.00) creates unbilled detail records (and possibly an invoice draft) and/or revenue entries based on the schedule. All invoice drafts created by the release process must be for a single project (that is, the project bill-with capability is not supported).

Figure 50: Scheduled Billings and Revenue Entry (BI.SBE.00), Schedule tab showing project that bills in foreign currency being scheduled in base currency
**Schedule tab**

**Figure 51:** Scheduled Billings and Revenue Entry (BI.SBE.00), Schedule tab showing project that bills in foreign currency being scheduled in billing currency

Following are the field descriptions for the **Schedule** tab.

**Project**

Enter the project for which schedules are being established. This required entry is validated to be a primary billing project (that is, not billing under another project) in the Billing Master table (PJBILL), which is maintained in **Billing Information Maintenance** (BI.BMM.00).

When preparing a billing schedule, be sure that the project’s billing rule does not contain the wildcard characters `e` or `s` in the Subaccount field of its invoice posting rules. When **Invoice & Adjustment Posting** (BI.REG.00) processes invoices for a project whose posting rule for the account category contains these wildcards, it automatically substitutes the corresponding character(s) from the task subaccount or, if no subaccount has been assigned at the task level, from the project subaccount. This substitution might result in a value that is not valid, which will prevent the invoice from posting.

**Schedule Number**

Enter a numeric value to identify the current schedule. An optional description can be entered into the adjacent field.

**Schedule Type**

Select the type of schedule that you are entering. Options for projects that bill in the base currency of the company are Both, Billings, and Revenue. The default schedule type is Both.

If the project does not bill in the base currency, an additional schedule type, Bill Currency, appears in the list. If you select the Bill Currency schedule type, you must enter all amounts in the billing currency and you will not be able to process scheduled revenue recognition, which occurs only in the base currency, in this schedule.
Approval Required

If the schedule type is Both or Billings, the setting of the project’s approval flag established in Billing Information Maintenance (BI.BMM.00) appears. If this box is checked, the draft that can optionally be created when this schedule is released must be approved in Invoice Review & Approval (BI.IRA.00) before printing a final invoice. If this box is not selected, no approval is required before a final invoice can be printed.

If the project’s approval flag in the billing master record is set to Yes, it can be overwritten by clearing this check box. If the default approval flag is No, it cannot be overwritten in this screen.

Auto Create Draft

If this box is selected, Scheduled Billings and Revenue Release (BI.SBR.00) creates a draft, including any applicable retention and/or tax amounts, for released invoice detail records (schedule type is Both or Billings). If this box is clear, Scheduled Billings and Revenue Release creates billing records in the invoice detail table (PJINVDET) for subsequent selection onto a draft. The default is selected, meaning that a draft is created for any released invoice detail records.

Note: The option to create a draft automatically is not available if the project’s billing type is other than Standard in Billing Information Maintenance (BI.BMM.00). You must create drafts for projects that use the “split billing” feature using Automatic Invoice Creation (BI.AIC.00).

Company ID

The initial default is the logged in company which can be overwritten. This becomes the invoice document Company ID.

Invoice Format

If the schedule type is Both or Billings and Auto Create Draft is selected, the project’s default invoice format code established in Billing Information Maintenance (BI.BMM.00) appears in this field but can be overwritten.

Acct Category

This account category must exist in the invoice posting rules for the project’s billing rule code, as it becomes the account category of the scheduled billing. It defines the credit account for the billings, which is the offset to the AR Trade account, and the debit account for revenue recognition, which is the offset to the revenue account. Thus, when the schedule includes both billing and revenue schedules, the balance of this account category (and the corresponding account in the project’s invoice posting rules) will be cleared once all entries have posted to the General Ledger and Project Controller modules. If this account category is changed, the account category in all invoice detail records must also be changed so that the entries from billings and from revenue postings offset each other. The account category description appears in the adjacent field.

Example: The schedule processes billings quarterly and revenue monthly. If revenue posts before the billing (billing in arrears), the timing of the respective schedules might result in an initial debit to this account category, in which case an asset account category such as UNBILLED might be used in order to avoid posting a contra-liability. Conversely, if the billing is processed before the revenue (billing in advance), an initial credit to this account category will result, in which case a liability account category such as UNEARNED could be used for avoiding posting a contra-asset. In either case, it is essential that the account number associated with the account category in Billing Rules Maintenance (BI.RUL.00) be one that, in turn, is associated with this account category in Chart of Accounts Maintenance (01.260.00). Thus, when all scheduled billing and revenue lines have been posted and the schedule is complete, both the account and the account category are properly cleared.

Start Date

Enter the anticipated starting date of the schedule(s) for reference.
End Date
Enter the anticipated ending date of the schedule(s) for reference.

Schedule Amount
Enter the total amount that you want to schedule. When all details have been entered into the appropriate schedule windows and the schedule is saved, the system verifies that the sum of the detail amounts in the grid(s) matches the amount entered here.

Schedule Units
Enter the sum of all billing detail units. When all details have been entered into the schedule grid(s) and the schedule is saved, the system verifies that the sum of the detail units in the billing grid matches the value entered here.

Scheduled Billings and Revenue Entry – Billings Schedule tab
The Billings Schedule tab allows the entry of anticipated or actual dates for the addition of billing items to the unbilled detail table. This data can be used for automatically creating an invoice if the Auto Create Draft check box was selected in the header. All the fields in the invoice detail are prompted on this screen.

Figure 52: Scheduled Billings and Revenue Entry (BI.SBE.00), Billings Schedule tab
Clicking Duplicate/Create Periodic allows an item to be duplicated repeatedly with a user-defined number of billings and cycle for billing (for example, monthly for one year).

Following are the field descriptions for the Billings Schedule tab.

Line#
Enter a line number to identify the billing detail into this required field.
Released
The release status of the billing line appears in view-only mode.

Company ID
The initial default is the Company ID from the Schedule tab.

Task
Enter the task ID for the billing line into this required field.

Acct Category
This field displays the account category from the schedule header in view-only mode.

Post Date
Enter the date when the billing detail should be released. When Scheduled Billings and Revenue Release (BI.SBR.00) is run, the cutoff date in the release function is compared to the post date of the scheduled details. All invoice detail records with a post date occurring before or on the cutoff date are then released, creating invoice detail records and, optionally, an invoice draft. Once the line has been released, this date becomes the transaction date of the invoice detail and the ending date of the invoice draft. This entry is optional when the schedule is established but must be supplied before Scheduled Billings and Revenue Release (BI.SBR.00) can process the line.

Est Post Date
If the actual release date of the invoice detail records is not known when the schedule is entered, as is the case with milestone billings, an estimated post date might be entered to serve as a reminder to review the status of the billing schedule with regard to the project milestones.

Units
Enter the number of units applicable to the billing line. This entry is optional but, if entered, is multiplied by the rate to compute the amount. The value entered can appear on the invoice if the appropriate section type is selected in the project’s invoice format as maintained in Invoice Format Maintenance (BI.ISM.00).

Fee Rate
Enter the rate that, when multiplied by the number of units, can be used for computing the amount automatically. This field can be blank and the units and amount fields entered directly.

Percent
If the project will be billed as a percentage of the total billing amount, enter the percentage into this optional field. The schedule amount entered into the schedule header is multiplied by this percentage to calculate the amount to bill.

Amount – {billing currency ID}
If the amount of the billing line has not been calculated using the Units/Rate or Percent options, enter the amount here in the billing currency.

Tax ID 1, 2, and 3
If sales and/or use tax is applicable to the billing line, enter the Tax IDs of the appropriate taxing authority. The default values are the tax IDs or tax groups assigned to the task on the Task tab of Project Maintenance (PA.PRJ.00). If a Tax ID for the task is assigned or changed after the billing schedule is established, manually maintain the Tax ID for the remaining unreleased invoice detail records. Failure to do so will result in tax data being incorrectly calculated or omitted altogether.
Tax Category

Tax Category for the line defaults to the Tax Category assigned to the account category in Account Category Maintenance (PA.ACC.00). If a tax category has not been assigned to the account category, enter an optional tax category for the item. Create tax categories in the Shared Information module and determine whether the item is exempt from taxation, even if a Tax ID or Tax Group has been designated for the transaction’s task.

Employee

If the billing line is associated with labor performed by an employee, the employee ID can be entered here for presentation on the invoice. The employee name appears in the adjacent field.

Labor Class

If the billing line is associated with labor performed, the labor class can be entered here for presentation on the invoice.

Vendor

If the billing line is associated with labor or materials from a vendor, the vendor ID can be entered for presentation on the invoice.

Type

Select the item type of the billing line. Options are Item and Other. Item corresponds to the item type Regular Item in Invoice and Adjustment Maintenance (BI.BAM.00) and updates the project’s billed-to-date when processed by Invoice & Adjustment Posting (BI.REG.00). Other corresponds to the item type Other Item in Invoice and Adjustment Maintenance (BI.BAM.00) and do not update billed-to-date. The default type is Item.

Comment

Enter a freeform comment into this optional field for presentation on the invoice.

Duplicate/Create Periodic (button)

Clicking this button opens Duplicate or Create Periodic Lines (BI.SBE.03) for automatically creating multiple billing lines at regular intervals. To use this feature, complete entering the line that you want to duplicate and tab onto the next line. At the empty Line#, place the cursor on the last completed line and click Duplicate/Create Periodic.
Scheduled Billings and Revenue Entry – Revenue Schedule tab

The Revenue Schedule tab allows entering scheduled revenue records, including anticipated or actual dates for the posting of revenue items to the General Ledger and Project Controller modules. A percentage can be entered to calculate the line item amount but any computed amount can be overwritten.

![Scheduled Billings and Revenue Entry (BI.SBE.00), Revenue Schedule tab]

Figure 53: Scheduled Billings and Revenue Entry (BI.SBE.00), Revenue Schedule tab

Clicking Duplicate/Create Periodic allows you to duplicate revenue items that will be recognized periodically with a user-defined number of periods and cycle (for example, monthly for a year).

Following are the field descriptions for the Revenue Schedule tab.

**Line#**

Enter a line number to identify the revenue detail into this required field.

**Company ID**

The initial default is the Company ID from the Schedule tab.

**Released**

The release status of the revenue line appears in view-only mode.

**Task**

Enter the task ID for the revenue line into this required field.

**GL Account**

Enter the account number for the revenue posting. This required entry defaults to the account designated for Revenue in Project Controller Setup (PA.SET.00), which can be overwritten with any account associated with an account category.
GL Subaccount
Enter the subaccount for the revenue posting. This required entry defaults to the subaccount designated for Revenue in Project Controller Setup (PA.SET.00), which can be overwritten.

GL Comment
Enter a freeform comment that you can view in the General Ledger module.

Post Date
Enter the date that the revenue detail should be released. When Scheduled Billings and Revenue Release (BI.SBR.00) runs, the cutoff date in the release function is compared to the post date of the scheduled details. All revenue details with a post date that occurs before or on the cutoff date are then released, creating entries in the General Ledger and Project Management and Accounting transaction tables. Once the line has been released, this date becomes the transaction date of the revenue detail. This entry is optional when the schedule is established but must be supplied before Scheduled Billings and Revenue Release (BI.SBR.00) can process the line.

Est Post Date
If the actual release date of the revenue details is not known when the schedule is entered, as is the case with milestone revenue recognition, an estimated post date might be entered to serve as a reminder to review the status of the revenue schedule with regard to the project milestones.

Percent
If revenue is being recognized as a percentage of the total revenue amount, enter the percentage into this optional field. The schedule amount entered into the schedule header is multiplied by this percentage to calculate the amount that will be posted.

Amount
If the amount of the revenue line has not been calculated using the Percent option, enter the amount here.

Duplicate/Create Periodic (button)
Clicking this button opens Duplicate or Create Periodic Lines (BI.SBE.03) for automatically creating multiple revenue details at regular intervals. To use this feature, complete entering the line that you want to duplicate and tab onto the next line. At the empty Line# field, place the cursor on the last completed line and click Duplicate/Create Periodic.

Duplicate or Create Periodic Lines (BI.SBE.03)
Use Duplicate or Create Periodic Lines (BI.SBE.03) to duplicate the information. The example shows selection of the 12th item in the grid and duplicating it for another 12 periods. This procedure might be used for extending a service contract that was renewed for another year. It would create the monthly billing and/or revenue records for the coming year.

![Figure 54: Duplicate or Create Periodic Lines (BI.SBE.03)](image-url)
Flexible Billings

Following are the field descriptions for *Duplicate or Create Periodic Lines* (BI.SBE.03).

**Line#**
The line number that was highlighted when you clicked *Duplicate/Create Periodic* appears here in view-only mode.

**Periodic Type**
Select the interval at which entries will be generated. Options are Weekly, Monthly, Quarterly, and None. The default Periodic Type is None.

**Number of records**
Enter the number of duplicate records that you want to generate. If a schedule consists of 12 monthly details, enter 11 because the first record, which serves as the template, has already been created.

**Starting Number**
Enter the number that will be assigned to the first duplicated detail line. This number should be greater than the highest-numbered existing detail line. If only the first line has been created on line 1 and sequentially numbered lines are desired, enter 2 to create line 2.

**Increment By**
Enter the number by which subsequent duplications will be incremented. If sequentially numbered lines are desired, enter 1 to increment each subsequent line number by one.

**Duplicate (button)**
Clicking this button creates the duplicated lines for the Billings or Revenue schedule, Billings or Revenue that was open when you clicked *Duplicate/Create Periodic*.

**Cancel (button)**
Clicking this button closes this window without duplicating the schedule line, returning to the Billings Schedule tab or the Revenue Schedule tab, depending on the tab that was selected when you clicked *Duplicate/Create Periodic*. 
Scheduled Billings and Revenue Release (BI.SBR.00)

Use *Scheduled Billings and Revenue Release (BI.SBR.00)* to release scheduled items entered in *Schedule Billings and Revenue Entry (BI.SBE.00)*. You can select items for release by project and/or subaccount with the entry of partial values allowed. Only items that have a post date can be selected and only those items whose post date occurs on or before the entered cutoff date can be released. Once a scheduled item has been released by this function, its status is changed to Released.

![Scheduled Billings and Revenue Release (BI.SBR.00)](image)

*Figure 55: Scheduled Billings and Revenue Release (BI.SBR.00)*

During the release process, the screen displays messages regarding its progress and the items it has released. Each billing schedule creates a separate invoice draft, whereas revenue postings are consolidated into a single batch.

Following are the field descriptions for *Scheduled Billings and Revenue Release (BI.SBR.00)*

**Select Company Area**

The Select Company area allows entry to select a specific company or all companies.

- **Specific**
  
  Allows you to enter a specific company, you will be limited to companies to which you have access rights to this screen. The default is the logged in company.

- **Company**
  
  Company's identification number and name. You will have only access to companies to which you have access rights in this screen.

- **All**
  
  Will process all companies to which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.
Flexible Billings

Posting Period
Enter the period to which scheduled revenue items will post in the General Ledger and Project Controller modules. The fiscal period, which must be an open or future period, defaults to the current period but can be overwritten. The posting period does not apply when releasing billing items. When billing items are released, they create invoice detail records in the Invoice Detail table (PJINVDET) and can create invoice drafts if the Auto Create Draft check box was selected in Scheduled Billings and Revenue Entry (BI.SBE.00). Invoice detail records do not have a posting period associated with them. The fiscal period to which invoices post in the General Ledger, Accounts Receivable, and Project Controller modules is determined by the period entered in Invoice & Adjustment Posting (BI.REG.00).

Cutoff Date
The date entered into this required field determines which items are released. Only billing and revenue line items with a post date that occurs on or before the entered cutoff date are processed. Scheduled items that do not have a post date are skipped.

Project
To process scheduled billing or revenue items for a single project, enter the project ID. Although this entry is not validated, if a valid project ID is entered, the project description assigned in Project Maintenance (PA.PRJ.00) appears in the adjacent field.

A partial value can be entered. Selection is based on the partial value, which is always assumed to read from left to right.

Example: If you enter CO, all scheduled items for which the project ID begins with CO are selected for release.

Selection cannot be based on middle or end of field values. If an entire project ID is entered, it must be a billing project in the Billing Master table (PJBILL). If a partial value is entered, validation of the project ID cannot occur. If this field is blank, project ID is not used as a selection criterion and scheduled items for all projects that have a status of active or inactive are selected. Since this field is used only for data selection, its entry is optional.

GL Subaccount
This entry serves as a selection criterion for releasing scheduled items by project subaccount. Since the subaccount usually represents a financial organization, entry into this field provides the ability to release scheduled items by organization. Although this field is not validated, if a valid subaccount is entered, the subaccount description appears in the adjacent field.

This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if CO is entered, all scheduled items for which the subaccount of the project begins with CO are selected. Selection cannot be based on middle or end-of-field values.

This subaccount field refers to the home subaccount of the project in Project Maintenance (PA.PRJ.00).

Example: If a value of A5 is entered, all scheduled items are selected for which the subaccount of the project begins with A5.

Selection cannot be based on middle or end of field values. Since this field is used only for data selection, its entry is optional. If a whole subaccount is entered, it is validated in the SUBACCT table. If a partial value is entered, subaccount validation cannot occur. If this field is blank, subaccount is not used as a selection criterion.

Begin Processing (button)
Clicking this button initiates the processing of records for the company selected. Note that you cannot delete any schedule line item that is released, nor can you delete any schedule that contains a released item.

Scheduled Billing Release
Each billing schedule creates a set of invoice detail records entries or a draft invoice, depending on **Auto Create Draft** in the Schedule Header table (PJBSHDR). If so indicated, a draft header record is created in the Invoice Header table (PJINVHDR). The draft might have a status of Completed or Approved, depending on the setting of the **Approval Required** flag in the schedule header. The draft number assigned is updated back into each scheduled billing record (in table PJBSDET) as an audit trail. The draft’s invoice format code is also obtained from the Schedule Header table.

If the project’s billing currency differs from the base currency of the company and **Schedule Type** is not set to Bill Currency, the program converts the scheduled billing amounts entered in base currency to the project’s billing currency. If the project’s billing currency differs from the base currency of the company and **Schedule Type** is set to Bill Currency, the program converts the scheduled billing amounts entered in billing currency to the base currency.

When preparing a billing schedule, be sure that the project’s billing rule does not contain the wildcard characters e or s in its invoice posting rules. When **Invoice & Adjustment Posting** (BI.REG.00) processes invoices for a project whose posting rule for the account category contains these wildcards, it automatically substitutes the corresponding character(s) from the task subaccount or, if no subaccount has been assigned at the task level, from the project subaccount. This substitution might result in a value that is not valid, which will prevent the invoice from posting.

When creating a draft, tax and retention line items are created automatically (if appropriate) in a manner similar to that in **Automatic Invoice Creation** (BI.AIC.00). If a tax ID has a rate of zero, the tax line will not be created but the taxable basis amount will update table SlsTaxHist when the invoice is posted. The system creates the automatic entries using the task specified for Default Task for System Postings in **Project Controller Setup** (PA.SET.00) if it exists for the project. If the default task does not exist for the project or no default task has been specified, the first task of the project is used.

The invoice detail records are added to the Invoice Detail table (PJINVDET), one for each entry in table PJBSDET.

**Scheduled Revenue Release**

Each scheduled revenue item creates a released transaction in the General Ledger and Project Controller modules. The account and subaccount for the revenue postings are obtained from the Revenue Detail table (PJBSREV). The equivalent account category for the Project Transaction record (PJTRAN and the appropriate summary tables) is retrieved from the Account Category Cross-reference table (PJ_ACCOUNT).

For the offset to revenue, the account category comes from the schedule header (PJBSHDR). The account and subaccount are obtained from the Invoice Posting Rules table (PJRULIP) using the account category and the project’s billing rule code.
Reports
This section contains the standard reports offered with the Flexible Billings module.

Unbilled Aging Report (BI.400.00)
Use the Unbilled Aging Report (BI.400.00) to view aged accounts receivable by project customer and project. The prerequisites for using this report are:

- The **Transfer AR Payments/Require Default Task** box must be checked in the **PC Options and Setup** tab of **Project Controller Setup** (PA.SET.00)
- The **Default Task for System Postings** must exist for all projects whose aged balances appear in this report
- The Accounts Receivable module must be used for the entry of payments for project-related invoices.

For an explanation of the extended report option fields used when generating this report, please see “Creating a Report” in the System Manager online help or user guide.

![Figure 56: Unbilled Aging Report (BI.400.00)](image-url)
Unbilled Detail Report (BL.410.00)

Use the Unbilled Detail Report (BL.410.00) to view the entries that have not been selected onto drafts for invoicing through the specified cutoff date. The entries that fall within the current billing cycle are indicated by an asterisk (*) in the In Cycle column.

For an explanation of the extended report option fields used when generating this report, please see “Creating a Report” in the System Manager online help or user guide.

![Unbilled Detail Report (BL.410.00)](image-url)
Invoice Register Report (BI.420.00)

The Invoice Register Report (BI.420.00), produced automatically when Invoice & Adjustment Posting (BI.REG.00) is run, lists the postings in the General Ledger module as defined in the invoice posting rules. The report can also be run from the Flexible Billings Reports menu.

For an explanation of the extended report option fields used when generating this report, please see “Creating a Report” in the System Manager online help or user guide.

![Invoice Register Report (BI.420.00)](image-url)

Figure 58: Invoice Register Report (BI.420.00)
Invoice in Process Report (BL.430.00)

Use the Invoice in Process Report (BL.430.00) to view a summary of all unposted invoices. The report separates the invoices by status (Approved, Completed, In Process, Printed, and Rejected).

For an explanation of the extended report option fields used when generating this report, please see “Creating a Report” in the System Manager online help or user guide.

Figure 59: Invoice in Process Report (BL.430.00)
### Billing Distribution Report (BL.440.00)

The **Billing Distribution Report (BL.440.00)** provides an audit trail of the revenue adjustments or write-downs entered in **Invoice and Adjustment Maintenance (BL.BAM.00)**.

#### Account and Description

<table>
<thead>
<tr>
<th>Invoice/Draft</th>
<th>Type Co.</th>
<th>Project</th>
<th>Task</th>
<th>Data 1</th>
<th>Data 2</th>
<th>Data 3</th>
<th>Units</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

#### Period: 06-2004 Thru 06-2004

**Report:** BI400pt

**Company:** CBS

**Date:** Tuesday, May 31, 2005

**Time:** 2:07:31PM

**User:** SYSADMIN

**Contoso Business Solutions**

**Billing Distribution Report**

**Balance Sheet**

<table>
<thead>
<tr>
<th>Invoice/Draft</th>
<th>Type Co.</th>
<th>Project</th>
<th>Task</th>
<th>Data 1</th>
<th>Data 2</th>
<th>Data 3</th>
<th>Units</th>
<th>Amount</th>
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</tr>
</tbody>
</table>

#### Total 00 Balance Sheet (account 1100)

<table>
<thead>
<tr>
<th>Invoice/Draft</th>
<th>Type Co.</th>
<th>Project</th>
<th>Task</th>
<th>Data 1</th>
<th>Data 2</th>
<th>Data 3</th>
<th>Units</th>
<th>Amount</th>
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</tbody>
</table>

#### Total 1100 Accounts Receivable - Trade

<table>
<thead>
<tr>
<th>Invoice/Draft</th>
<th>Type Co.</th>
<th>Project</th>
<th>Task</th>
<th>Data 1</th>
<th>Data 2</th>
<th>Data 3</th>
<th>Units</th>
<th>Amount</th>
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**Figure 60: Billing Distribution Report (BL.440.00)**
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