Microsoft Dynamics® GP

# Project Accounting Billing Guide

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# INTRODUCTION

# Introduction

The Project Accounting Billing Guide includes information for accounts receivable administrators about how to use Microsoft Dynamics® GP Project Accounting to bill customers for projects.

You can use Project Accounting to set up the various billing cycles to use for billing customers. Billing cycles determine the frequency that you bill customers for projects. You also can set up the invoice formats to use for printing billing invoices.

After you use a billing cycle to generate a batch of billing invoices automatically, you can select the projects, cost categories, and cost transaction line items to bill, and you can modify billing amounts and fees.

You can apply customer payments, credit memos, and billing returns to billing invoices and to project balances. You then can age billing invoice, work in progress, and accrued revenue amounts to determine the number of days that billing amounts are past due or the number of days that work in progress or accrued revenue amounts have been left unbilled.

You can suspend billing for customers, contracts, projects.

See the following Project Accounting documents (**Help > Printable Manuals**) for more information.

**Project Accounting Cost Management Guide** Includes information about how to estimate and track project costs, and specify how billing amounts, revenue, and profit should be calculated, based on project costs.

**Project Accounting Accounting Control Guide** Includes information about how to manage posting accounts and recognize revenue for projects.

**Project Accounting Administrator's Guide** Includes information about how to set up user security and maintain your company databases for Project Accounting.

This introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Resources available from the Help menu*
- *Send us your documentation comments*

## What's in this manual

This manual is designed to give you an understanding of how to use the billing features of Project Accounting, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Project Accounting, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide. Choose **Help > Printable Manuals** for more information.

You might also need to be familiar with features described in General Ledger, Bank Reconciliation, Multicurrency Management, Purchase Order Processing, Purchase Order Enhancements, Payables Management, Receivables Management, Inventory Control, United States Payroll, Canadian Payroll, or Report Writer. Choose **Help > Printable Manuals** for more information.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose **Help > About Microsoft Dynamics GP.**

The manual is divided into the following parts.

- Part 1, **Billing setup**, includes information about how to set up Project Accounting to bill customers.

- Part 2, **Billing processes**, includes information about how to bill customers for projects. It also includes information about how to apply customer payments to billing invoices and to project balances, and how to determine the number of days that billing amounts are past due. You also can suspend billing for customers, contracts, and projects.

## Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

| **Symbol** | **Description** |
|---|---|
| 💡 | The light bulb symbol indicates helpful tips, shortcuts and suggestions. |
| ⚠ | The warning symbol indicates situations you should be especially aware of when completing tasks. |

This manual uses the following conventions to refer to sections, navigation and other information.

| **Convention** | **Description** |
|---|---|
| *Create a batch* | Italicized type indicates the name of a section or procedure. |
| **File > Print** or File >> Print | The (**>**) or (>>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the **File** menu and choose **Print**. |
| **TAB** or **ENTER** | All capital letters indicate a key or a key sequence. |

## Resources available from the Help menu

The Microsoft Dynamics GP **Help** menu gives you access to user assistance resources on your computer, as well as on the Web.

### Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main "contents" topic. To browse a more detailed table of contents, click the **Contents** tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an "Additional Help files" topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the **Favorites** tab. Click **Add**.

### Index

Opens the Help file for the active Microsoft Dynamics GP component, with the **Index** tab active. To find information about a window that's not currently displayed, type the name of the window, and click **Display**.

### About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press **F1** to display Help about the current window.

### Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

### Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. To change the way required fields are highlighted, choose **Tools > Setup > User Preferences > Display**, and specify a different color and type style.

### Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

### What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

### Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

### Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

## Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the **Documentation Feedback** link, which is located at the bottom of each Help topic.

*Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.*

# PART 1: BILLING SETUP

# Part 1: Billing setup

This part of the documentation includes information for the accounts receivable administrator about how to set up Project Accounting to bill customers.

- Chapter 1, “Billing cycles,” includes information about how to set up billing cycles for generating billing invoices based on billing frequencies.
- Chapter 2, “Invoice and billing formats,” includes information about invoice formats and how to specify the information to include on them for printing billing invoices. It also includes information about grouping invoice formats into billing formats so that when you print billing invoices, all invoice formats in the billing format will be included.
- Chapter 3, “General billing setup,” includes information about how to set up Project Accounting to bill customers for projects. It also includes information about how to grant all users permission to various data entry options for billing invoices and billing returns.

# Chapter 1: Billing cycles

This part of the documentation includes information for an accounts receivable administrator about how to set up billing cycles for generating billing invoices based on billing frequencies.

The following topics are discussed:

- *Billing cycles and billing customers for projects*
- *Create a billing cycle*

## Billing cycles and billing customers for projects

We recommend that you use billing cycles to bill customers for projects. When you use a billing cycle, a batch of billing invoices will be generated using the billing frequency that you specified for the billing cycle. After the batch has been generated, you can modify the billing invoices, as necessary. See *Enter or modify a billing invoice* on page 29 for more information.

You can assign billing cycles to customers, contracts, and projects. See *Set up a customer record for billing* on page 23 and also *Specify billing settings for a contract* on page 64 and *Specify billing settings for a project* on page 71 in the Project Accounting Cost Management Guide for more information.

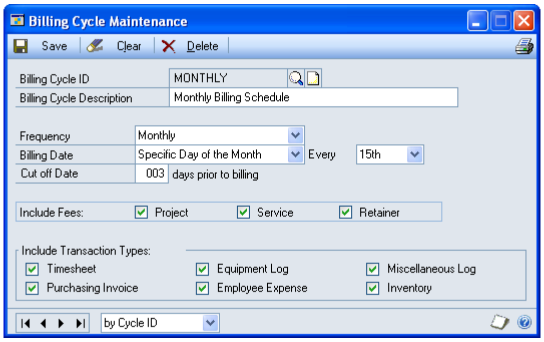
When you use a billing cycle, you must specify whether to limit billing to the customers, contracts, or projects assigned to the billing cycle. See *Use a billing cycle to generate billing invoices* on page 27 for more information.

You also can enter a batch of billing invoices manually, if necessary. See *Manually create a batch for transactions* on page 19 in the Project Accounting Accounting Control Guide for more information.

## Create a billing cycle

You can create billing cycles that you can use to generate billing invoices. See *Billing cycles and billing customers for projects* on page 9 and *Use a billing cycle to generate billing invoices* on page 27 for more information.

1. Open the Billing Cycle Maintenance window.
   **Cards > Project > Billing Cycle**



Billing Cycle ID: MONTHLY
Billing Cycle Description: Monthly Billing Schedule
Frequency: Monthly
Billing Date: Specific Day of the Month Every 15th
Cut off Date: 003 days prior to billing
Include Fees: ☑ Project ☑ Service ☑ Retainer
Include Transaction Types:
☑ Timesheet ☑ Equipment Log ☑ Miscellaneous Log
☑ Purchasing Invoice ☑ Employee Expense ☑ Inventory
by Cycle ID

2. Enter a billing cycle ID and description.

3. Select the billing frequency and billing date. Enter the cut off date.

4. Select the fees to include when billing customers. See Chapter 11, “Fees,” in the Project Accounting Cost Management Guide for more information.

5. Select the cost transaction types to bill customers for. See Part 5, **Project cost tracking** in the Project Accounting Cost Management Guide for more information.

6. Click **Save** and close the window.

# Chapter 2: Invoice and billing formats

This part of the documentation includes information for an accounts receivable administrator about invoice formats and how to specify the information to include on them for printing billing invoices. It also includes information about grouping invoice formats into billing formats so that when you print billing invoices, all invoice formats in the billing format will be included.

The following topics are discussed:

- *Invoice formats*
- *Specify information to include on an invoice format*
- *Specify information to include for cost transactions on an invoice format*
- *Options for summarizing cost transaction information on invoice formats*
- *Enter names for fee types on an invoice format*
- *Specify settings for users and printers for an invoice format*
- *Billing notes for invoices*
- *Group invoice formats into a billing format*

## Invoice formats

An invoice format is the framework that contains information for the layout and content of a printed billing invoice. There are 55 predefined invoice formats. The invoice formats that you can choose from are listed in the Standard Billing Reports Lookup window (**Tools > Setup > Project > Billing > Billing Report button > Billing Report Key lookup button**).

There are several types of predefined invoice formats, including formats specifically for **Cost Plus**, **Fixed Price**, or **Time and Materials** projects. Some invoice formats will display itemized information about the amounts due, while others will display only the total amount due and the current balance. Depending on the invoice format, information might be grouped by contract, project, or cost transaction type. Some invoice formats are specifically for fees.

You can group invoice formats into a billing format so that you can print more than one type of billing invoice at the same time. See *Group invoice formats into a billing format* on page 16 for more information.

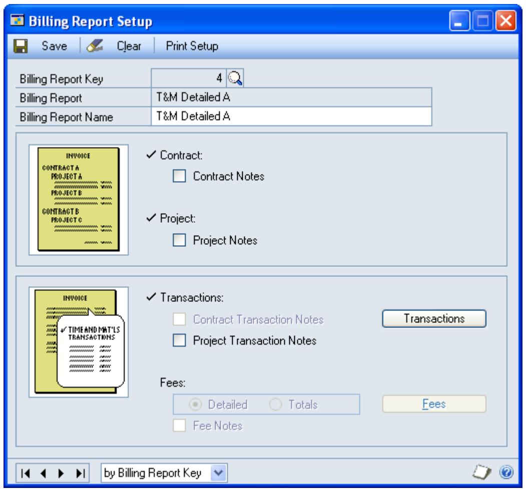
You can specify the content to be included on an invoice format. See *Specify information to include on an invoice format* on page 11 for more information.

You also can use Report Writer to modify the layout of invoice formats, including five blank invoice formats. See the Report Writer documentation (**Help > Printable Manuals**) for more information.

## Specify information to include on an invoice format

You can specify the information to include on an invoice format. See *Invoice formats* on page 11 for more information.

1. Open the Billing Report Setup window.
   **Tools > Setup > Project > Billing > Billing Report button**


Billing Report Setup
Save
Clear
Print Setup
INVOICE
CONTRACT A
PROJECT A
PROJECT B
CONTRACT B
PROJECT C
INVOICE
✓ TIME AND MAT'LS TRANSACTIONS
Transactions
Fees
by Billing Report Key

Billing Report Key: 4
Billing Report: T&M Detailed A
Billing Report Name: T&M Detailed A

✓ Contract:
☐ Contract Notes

✓ Project:
☐ Project Notes

✓ Transactions:
☐ Contract Transaction Notes
☐ Project Transaction Notes

Fees:
● Detailed ○ Totals
☐ Fee Notes

2. In the **Billing Report Key** field, enter the invoice format to modify.

*Illustrations displayed in the Billing Report Setup window depict the layout for the invoice format.*

3. In the **Billing Report Name** field, you can enter the name for the invoice format to be displayed on the printed billing invoice.

4. If the invoice format includes information grouped by contract, select the following options.

   - Select **Contract Notes** to include billing notes for the contract record.

   - Select **Contract Transaction Notes** to include billing notes entered for the contract record for cost transactions.

     See *Specify billing settings for a contract* on page 64 in the Project Accounting Cost Management Guide for more information.

   - Select how to sort contracts on the invoice format.

5. If the invoice format includes information grouped by project, select the following options.

   - Select **Project Notes** to include billing notes for the project record.

   - Select **Project Transaction Notes** to include billing notes entered for the project record for cost transactions.

     See *Specify billing settings for a project* on page 71 in the Project Accounting Cost Management Guide for more information.

   - Select how to sort projects on the invoice format.

6. If the invoice format includes fee information, select the following options.

   - Select **Detailed** to display itemized fee amounts or **Totals** to display summarized fee amounts.

   - Select **Fee Notes** to include billing notes for fees for projects. See *Assign fees to a project* on page 89 in the Project Accounting Cost Management Guide for more information.

7. Click **Transactions** to specify information to include for cost transactions on the invoice format. See *Specify information to include for cost transactions on an invoice format* on page 13 for more information.

8. Click **Fees** to enter descriptive names to be displayed on the invoice format for fees. See *Enter names for fee types on an invoice format* on page 15 for more information.

9. Click **Print Setup** to specify settings for users and printers for the invoice format. See *Specify settings for users and printers for an invoice format* on page 15 for more information.

10. Click **Save** and close the window.

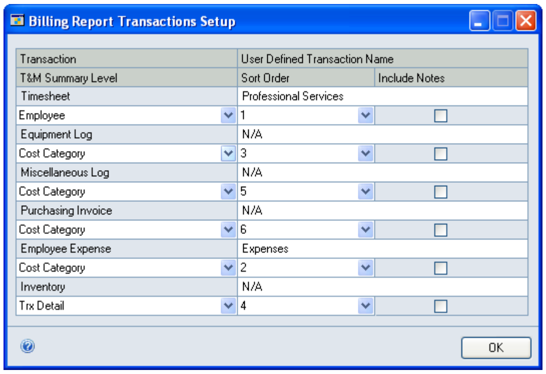
## Specify information to include for cost transactions on an invoice format

You can specify information to include for cost transactions on an invoice format.

1. Open the Billing Report Setup window.
   **Tools > Setup > Project > Billing > Billing Report button**

2. In the **Billing Report Key** field, enter the invoice format to modify.

3. Click **Transactions** to open the Billing Report Transactions Setup window.



Billing Report Transactions Setup

| Transaction | User Defined Transaction Name | |
|---|---|---|
| T&M Summary Level | Sort Order | Include Notes |
| Timesheet | Professional Services | |
| Employee | 1 | ☐ |
| Equipment Log | N/A | |
| Cost Category | 3 | ☐ |
| Miscellaneous Log | N/A | |
| Cost Category | 5 | ☐ |
| Purchasing Invoice | N/A | |
| Cost Category | 6 | ☐ |
| Employee Expense | Expenses | |
| Cost Category | 2 | ☐ |
| Inventory | N/A | |
| Trx Detail | 4 | ☐ |

4. For each cost transaction type, specify the following options.

   **Summary Level** How information will be summarized on the invoice format for the cost transaction type. See *Options for summarizing cost transaction information on invoice formats* on page 14 for more information.

**User Defined Transaction Name** The name to display on the invoice format as the heading for the cost transaction type.

**Sort Order** The priority for displaying the cost transaction type on the invoice format. If you select **1**, the cost transaction type will be displayed first.

**Include Notes** Display billing notes on the invoice format that are entered for line items for the cost transaction type. See *Billing notes for invoices* on page 16 for more information.

5. Click **OK**.

## Options for summarizing cost transaction information on invoice formats

When you specify information to include for cost transactions on an invoice format, you can select how the information should be summarized. See *Specify information to include for cost transactions on an invoice format* on page 13 for more information.

**Cost Category** Amounts will be summarized by cost category.

**Cost Category Class** Amounts will be summarized by cost category class.

**Cost Category + Cost Owner** Amounts will be summarized by cost category, and then by the employee, equipment, miscellaneous, or item record.

**Cost Owner** Amounts will be summarized by employee, equipment, miscellaneous, or item record.

**Cost Owner Class** Amounts will be summarized by employee, equipment, miscellaneous, or item class.

**Cost Owner + Cost Category** Amounts will be summarized by employee, equipment, miscellaneous, or item record, and then by cost category.

**Cost Owner + Cost Category Class** Amounts will be summarized by employee, equipment, miscellaneous, or item record, and then by cost category class.

**Cost Owner + Document No.** Amounts will be summarized by employee, equipment, miscellaneous, or item record, and then by document number.

**Date + Cost Owner + Cost Category** Amounts will be summarized by date, then by employee, equipment, miscellaneous, or item record, and then by cost category.

**Position** Amounts will be summarized by position code.

**Position + Rate** Amounts will be summarized by position code, and then by pay rate.

**Trx Detail** Amounts will not be summarized. Information about every line item entered for every cost transaction will be displayed.

**Trx Summary** All line items entered for the cost transaction type will be summarized on a single line.

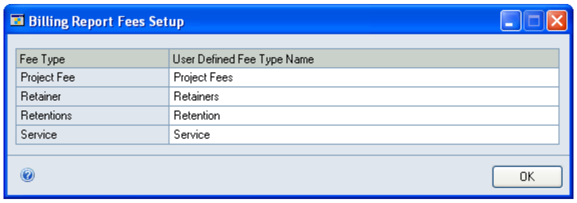
## Enter names for fee types on an invoice format

You can specify the names to display for types of fees on an invoice format.

1. Open the Billing Report Setup window.
   **Tools > Setup > Project > Billing > Billing Report button**

2. In the **Billing Report Key** field, enter the invoice format to modify.

3. Click **Fees** to open the Billing Report Fees Setup window.



| Fee Type | User Defined Fee Type Name |
|---|---|
| Project Fee | Project Fees |
| Retainer | Retainers |
| Retentions | Retention |
| Service | Service |

4. For each type of fee, enter the name to display on the invoice format for the fee.

5. Click **OK**.

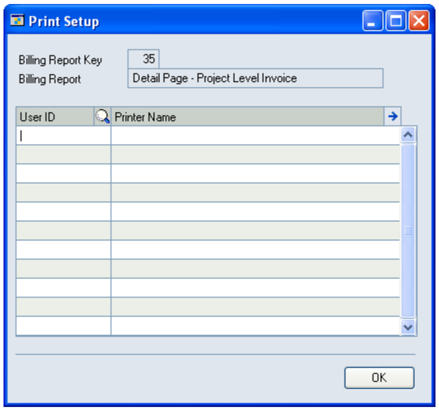
## Specify settings for users and printers for an invoice format

For each user that will print billing invoices, you can specify the printer to use for an invoice format.

1. Open the Billing Report Setup window.
   **Tools > Setup > Project > Billing > Billing Report button**

2. In the **Billing Report Key** field, enter the invoice format to modify.

3. Click **Print Setup** to open the Print Setup window.



Billing Report Key 35
Billing Report Detail Page - Project Level Invoice

4. Select the user that will print billing invoices using the invoice format.

5. Click the **Printer Name** expansion button to select the printer that the user will use when printing billing invoices using the invoice format.

6. Click **OK**.

## Billing notes for invoices

When you enter a cost transaction, you can include a billing note for each line item on the transaction. You then can select to print the billing notes on billing invoices. See *Specify information to include for cost transactions on an invoice format* on page 13 for more information.

When you set up cost transactions for tracking project costs billing customers, you can select the default billing note to use for each line item on cost transactions.

**None** Don't use a default billing note for line items.

**Budget** Use the billing note entered for a cost category in a project budget.

**Cost Category** Use the billing note entered for a cost category record.

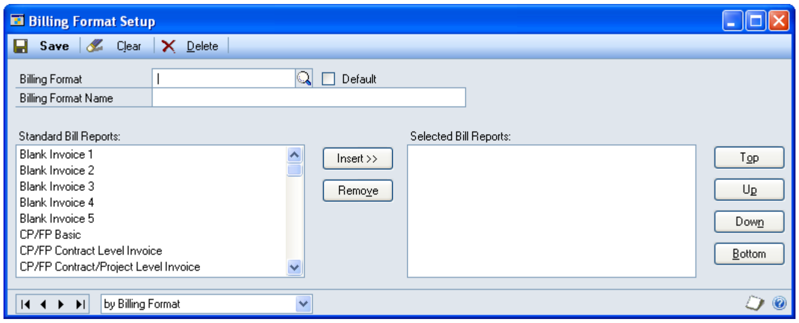
See Part 5, **Project cost tracking**, in the Project Accounting Cost Management Guide for more information.

## Group invoice formats into a billing format

You can create a group of invoice formats, called a billing format. You can assign billing formats to customers, contracts, and projects and to individual billing cycles for those customers, contracts, and projects. When you print billing invoices, all invoice formats in the billing format will be included.

See *Set up a customer record for billing* on page 23 and *Create a billing cycle* on page 9, and also *Specify billing settings for a contract* on page 64 and *Create a project record* on page 68 in the Project Accounting Cost Management Guide for more information.

1. Open the Billing Format Setup window.
   **Tools > Setup > Project > Billing > Billing Format button**


Billing Format Setup
Save
Clear
Delete
Billing Format
Default
Billing Format Name
Standard Bill Reports:
Blank Invoice 1
Blank Invoice 2
Blank Invoice 3
Blank Invoice 4
Blank Invoice 5
CP/FP Basic
CP/FP Contract Level Invoice
CP/FP Contract/Project Level Invoice
Insert >>
Remove
Selected Bill Reports:
Top
Up
Down
Bottom
by Billing Format

2. Enter the billing format ID and description.

3. Select **Default** to use the billing format as the default grouping of invoice formats for all new billing formats.

4. In the **Standard Bill Reports** list, select the invoice formats to include in the billing format and click **Insert**. The invoice formats will be displayed in the **Selected Bill Reports List**.

5. In the **Selected Bill Reports** list, select an invoice format and click **Top**, **Up**, **Down**, and **Bottom** to change the position of the invoice format in the list. When you print billing invoices using the billing format, invoice formats will be used in the order listed.

6. Click **Save** and close the window.

# Chapter 3: General billing setup

This part of the documentation includes information for an accounts receivable administrator about how to set up Project Accounting to bill customers for projects. It also includes information about how to grant all users permission to various data entry options for billing invoices and billing returns.

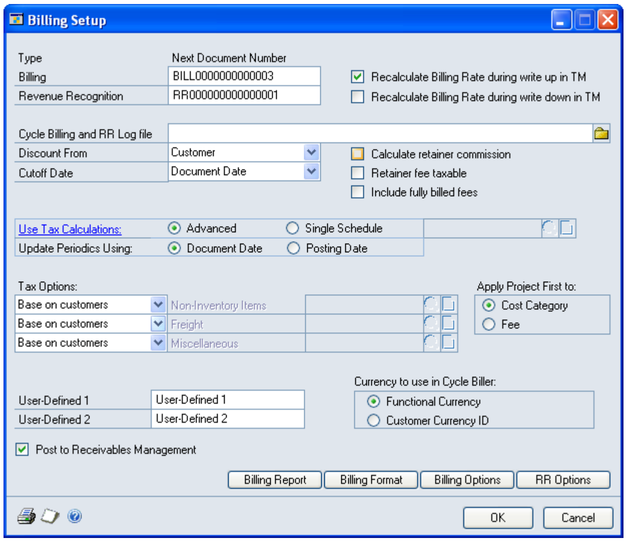
The following topics are discussed:

- *Configure general settings for billing customers*
- *Grant billing invoice and return data entry permissions*
- *Set up a customer class for billing*
- *Set up a customer record for billing*

## Configure general settings for billing customers

You can configure general settings for billing customers, such as how to calculate taxes on billing invoices.

1. Open the Billing Setup window.
   **Tools > Setup > Project > Billing**



| Type | Next Document Number |
|---|---|
| Billing | BILL0000000000003 |
| Revenue Recognition | RR000000000000001 |

☑ Recalculate Billing Rate during write up in TM
☐ Recalculate Billing Rate during write down in TM

Cycle Billing and RR Log file
Discount From: Customer
Cutoff Date: Document Date

☐ Calculate retainer commission
☐ Retainer fee taxable
☐ Include fully billed fees

Use Tax Calculations: ● Advanced ○ Single Schedule
Update Periodics Using: ● Document Date ○ Posting Date

Tax Options:

| | |
|---|---|
| Base on customers | Non-Inventory Items |
| Base on customers | Freight |
| Base on customers | Miscellaneous |

Apply Project First to: ● Cost Category ○ Fee

User-Defined 1: User-Defined 1
User-Defined 2: User-Defined 2

Currency to use in Cycle Biller: ● Functional Currency ○ Customer Currency ID

☑ Post to Receivables Management

2. In the **Billing** field enter the next document number to use for billing invoices and billing returns. In the **Revenue Recognition** field, enter the next document number to use for revenue recognition transactions. See *Enter or modify a billing invoice* on page 28 and also *Enter or modify a revenue recognition transaction* on page 29 in the Project Accounting Accounting Control Guide for more information.

3. Select **Recalculate Billing Rate during write up in TM** to adjust the billing rate or markup percentage for a billing invoice line item if you enter a write up amount or percentage for the line item. You can enter write up amounts and percentages for line items that are for **Time and Materials** projects. If you don't select this option, the quantity for the line item will be adjusted if you enter a write up amount or percentage. See *Select line items to bill and modify billing amounts for a Time and Materials project* on page 31 for more information.

4. Select **Recalculate Billing Rate during write down in TM** to adjust the billing rate or markup percentage for a billing invoice line item if you enter a write down amount or percentage for the line item. You can enter write down amounts and percentages for line items that are for **Time and Materials** projects. If you don't select this option, the quantity for the line item will be adjusted if you enter a write down amount or percentage. See *Select line items to bill and modify billing amounts for a Time and Materials project* on page 31 for more information.

5. In the **Cycle Billing and RR Log file** field, enter the path name where a log file will be saved after you complete a billing or revenue recognition cycle. The log file will list any errors that were encountered while generating billing invoices or revenue recognition transactions. See *Create a billing cycle* on page 9 and also *Create a revenue recognition cycle record* on page 25 in the Project Accounting Accounting Control Guide for more information.

6. In the **Discount From** field, select whether discounts for billing amounts will be based on discount amounts entered for the customer, contract, or project record. See *Create a contract record* on page 62 and *Create a project record* on page 68 in the Project Accounting Cost Management Guide for more information. See the Receivables Management documentation (**Help > Printable Manuals**) for more information about entering discounts for customers.

7. Select the default cutoff date to use for billing invoices.

   For example, if you enter a billing invoice and the user date is **9/22/2010**, which is a Wednesday, then the following dates will be used.

   **Document Date** The date **09/22/2010** will be used.

   **Beginning of week** The date **09/20/2010**, which is the Monday for the week that the user date is in, will be used.

   **Beginning of month** The date **09/01/2010** will be used.

   **End of month** The date **09/30/2010** will be used.

   The cutoff date that you select in this window does not affect the cutoff date that you select to use with billing cycles. See *Create a billing cycle* on page 9 for more information.

8. Select **Calculate retainer commission** to calculate commissions on **Retainer** fees for salespeople. See *Create a contract record* on page 62 in the Project Accounting Cost Management Guide for more information.

9. Select **Retainer fee taxable** to calculate taxes on **Retainer** fees. See *Create a Retainer fee* on page 59 in the Project Accounting Cost Management Guide for more information.

10. Select **Include fully billed fees** to include on billing invoices information about fees that already have been billed.

11. Indicate whether to specify individual tax options for non-inventoried items, freight, and miscellaneous charges on billing invoices and billing returns or to use a single tax schedule for all charges.

**Advanced** Specify whether non-inventoried items, freight, and miscellaneous charges are taxable, non-taxable, or based on the tax schedule for the customer record. If you select **Taxable**, select a tax schedule.

**Single Schedule** Select a tax schedule.

12. In the **Update Periodics Using** list, select whether to use the document date or the posting date on billing invoices and billing returns to update information in the Project Periodic Budget window. See *Modify project budget amounts for a cost category by fiscal period* on page 86 in the Project Accounting Cost Management Guide for more information.

13. Select the **Apply Project First to** option to specify whether customer payments will be applied first to amounts for cost categories in project budgets or to amounts for fees for projects.

14. You can enter names for user-defined fields that you can use in the Billing Entry window. You must use Modifier to display user-defined fields in the Billing Entry window and you must use Report Writer to include information entered in those fields on reports. See the Modifier and Report Writer documentation (**Help > Printable Manuals**) for more information.

15. Select the **Currency to use in Cycle Biller** option to specify whether to use the currency ID selected for the customer in the Customer Maintenance Options window (**Cards > Sales > Customer > Options button**) or the functional currency selected in the Multicurrency Setup window (**Tools > Setup > Financial > Multicurrency**) when generating invoices using billing cycles.

⚠ *If you select **Functional Currency**, all billing invoices generated using billing cycles will use the functional currency even though you've specified billing currency IDs for the contracts and projects that you're generating billing invoices for.*

16. Select **Post to Receivables Management** to post billing invoices and billing returns to Receivables Management.

17. Click **Billing Report** to specify information to include on invoice formats. See *Specify information to include on an invoice format* on page 11 for more information.

18. Click **Billing Format** to group sets of invoice formats into billing formats. See *Group invoice formats into a billing format* on page 15 for more information.

19. Click **Billing Options** to grant billing invoice and billing return data entry permissions. See *Grant billing invoice and return data entry permissions* on page 21 for more information.

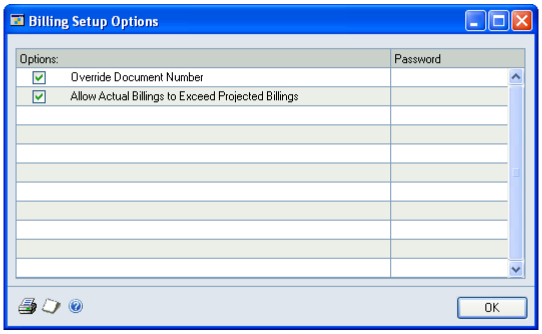
20. Click **RR Options** to grant revenue recognition transaction data entry permissions. See *Grant revenue recognition transaction entry permissions* on page 25 in the Project Accounting Accounting Control Guide for more information.

21. Click **OK**.

## Grant billing invoice and return data entry permissions

You can grant all users permission to various data entry options for billing invoices and billing returns. You also can require a password for each data entry option to limit user access.

1. Open the Billing Setup Options window.
   **Tools > Setup > Project > Billing > Billing Options button**


Billing Setup Options
Options:
Password
OK

☑ Override Document Number
☑ Allow Actual Billings to Exceed Projected Billings

2. Select the data entry tasks to grant permission for.

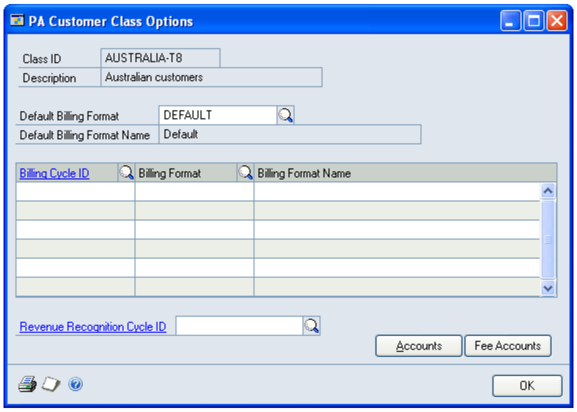
   **Override Document Number** Allow users to modify the default document number for a billing invoice or billing return.

   **Allow Actual Billings to Exceed Projected Billings** Allow users to enter a billing amount that exceeds the calculated billing amount for a billing invoice line item for a **Time and Materials** project.

3. Click **OK**.

## Set up a customer class for billing

You can use the PA Customer Class Options window (**Tools > Setup > Sales > Customer Class > Project button**) to set up a customer class for billing. If you assign a customer to the class, the customer record will inherit information from the class.


PA Customer Class Options
Billing Cycle ID
Billing Format
Billing Format Name
Revenue Recognition Cycle ID
Accounts
Fee Accounts
OK

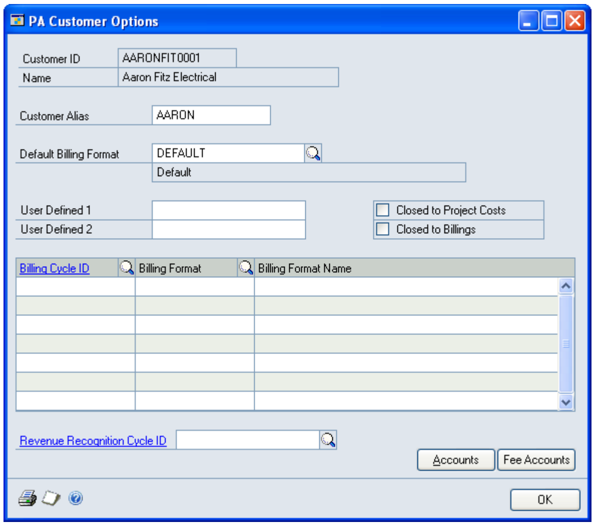
Class ID AUSTRALIA-T8
Description Australian customers
Default Billing Format DEFAULT
Default Billing Format Name Default

The window is similar to the PA Customer Options window. See [Set up a customer record for billing]() on page 22 for more information.

## Set up a customer record for billing

You can set up a customer record for billing.

1. Open the PA Customer Options window.
   **Cards > Sales > Customer > select a Customer ID > Project button**



Customer ID AARONFIT0001
Name Aaron Fitz Electrical
Customer Alias AARON
Default Billing Format DEFAULT
Default
☐ Closed to Project Costs
☐ Closed to Billings

2. Enter the customer alias. The alias will be used to create contract numbers for the customer. See *Create a contract record* on page 62 in the Project Accounting Cost Management Guide for more information.

3. Select the default billing format to use for billing invoices for the customer. See *Group invoice formats into a billing format* on page 15 for more information.

4. You can select **Closed to Project Costs** or **Closed to Billings** to prevent the accrual of costs or to prevent billing for projects for the customer.

5. Select billing cycles to use for billing the customer for projects. You can select a billing format to use with each billing cycle. See *Create a billing cycle* on page 9 for more information.

   You also can assign billing cycles to contracts and projects. See *Billing cycles and billing customers for projects* on page 9 for more information.

6. Select a revenue recognition cycle to use for recognizing revenue for projects for the customer. See *Create a revenue recognition cycle record* on page 25 in the Project Accounting Accounting Control Guide for more information.

7. Click **Accounts** to specify posting accounts for the customer. See *Specify default posting account numbers for records and classes for cost transactions* on page 10 in the Project Accounting Accounting Control Guide for more information.

8. Click **Fee Accounts** to specify posting accounts for fees for the customer. See *Specify default posting account numbers for records and classes for fees* on page 13 in the Project Accounting Accounting Control Guide for more information.

9. Click **OK**.

# Part 2: Billing processes

This part of the documentation includes information for an accounts receivable administrator about how to bill customers for projects. It also includes information about how to apply customer payments to billing invoices and to project balances, and how to determine the number of days that billing amounts are past due. You also can suspend billing for customers, contracts, and projects.

- Chapter 4, "Billing invoices," includes information about creating and printing billing invoices to bill customers for project costs.

- Chapter 5, "Applying and aging," includes information about applying payments from customers to projects. It also includes information about how to use aging to determine the number of days that billing invoice balances are past due and the number of days that work in progress and accrued revenue amounts have remained unbilled.

- Chapter 6, "Billing suspension," includes information about how to suspend billing for customers, contracts, and projects.

# Chapter 4: Billing invoices

This part of the documentation includes information for an accounts receivable administrator about creating and printing billing invoices to bill customers for project costs.

The following topics are discussed:

- *Default billing formats for customers, contracts, and projects*
- *Use a billing cycle to generate billing invoices*
- *Enter or modify a billing invoice*
- *Select line items to bill and modify billing amounts for a Time and Materials project*
- *Bill a partial quantity for a billing invoice line item for a Time and Materials project*
- *Modify billing amounts for cost categories for a Cost Plus or Fixed Price project*
- *Select fees to bill and modify fee billing amounts for a project*
- *Enter payments, taxes, and other charges for a billing invoice*
- *Modify salespeople commissions for a billing invoice*
- *Modify billing amounts for a posted billing invoice for a Time and Materials project*
- *Modify payments and charges for a posted invoice for a Time and Materials project*
- *Print billing invoices*

## Default billing formats for customers, contracts, and projects

The billing format that will be used when you print billing invoices depends on the billing formats that you've selected for customers, contracts, and projects. See *Group invoice formats into a billing format* on page 16 for more information.

You can select the overall default billing format in the Biller Setup window. The default billing format will be used when you print billing invoices if no billing format has been specified for a customer, contract, or project. See *Configure general settings for billing customers* on page 19 for more information.

The billing format that you specify for a customer will be the default billing format for contracts for that customer. See *Set up a customer record for billing* on page 23 for more information. Likewise, the billing format that you specify for a contract will be the default billing format for projects for that contract. See *Specify billing settings for a contract* on page 64 and *Specify billing settings for a project* on page 71 in the Project Accounting Cost Management Guide for more information.

## Use a billing cycle to generate billing invoices

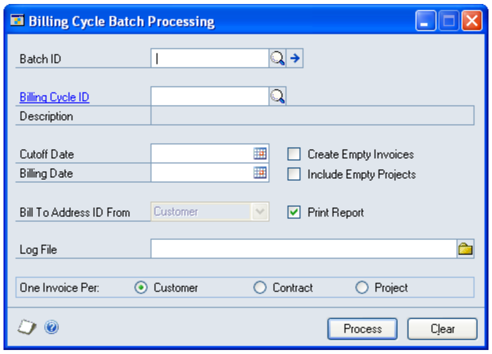
You can generate a batch of billing invoices using a billing cycle. See Chapter 1, "Billing cycles," for more information.

*You can generate billing invoices for a customer, even though the customer record is on hold. See the Receivables Management documentation (**Help > Printable Manuals**) for more information.*

Billing invoices can be generated for **Open** or **Completed** contracts and projects. See *Contract, project, and cost category statuses* on page 44 in the Project Accounting Cost Management Guide for more information.

Before you generate billing invoices, you can age customer balances and the Work In Progress (WIP) account to calculate outstanding balances for customers and projects. See Chapter 5, “Applying and aging,” for more information.

1. Open the Billing Cycle Batch Processing window.
   **Transactions > Project > Billing > Cycle Biller**


Billing Cycle Batch Processing
Batch ID
Billing Cycle ID
Description
Cutoff Date
Billing Date
Create Empty Invoices
Include Empty Projects
Bill To Address ID From
Print Report
Log File
One Invoice Per:
Customer
Contract
Project
Process
Clear

Bill To Address ID From: Customer

☐ Create Empty Invoices
☐ Include Empty Projects
☑ Print Report

One Invoice Per: ● Customer ○ Contract ○ Project

2. Enter or select a batch ID. See *Manually create a batch for transactions* on page 19 in the Project Accounting Accounting Control Guide for more information.

3. Select the billing cycle to use to generate billing invoices.

4. You can modify the billing date and cutoff date. See *Create a billing cycle* on page 9 for more information.

5. Select **Create Empty Invoices** to generate invoices for customers, even though the billing amounts are zero.

6. Select **Include Empty Projects** to include projects with zero billing amounts on billing invoices.

7. Select **Print Report** to create a log file after you generate billing invoices. You can modify the path to where the log file will be saved. The log file will list any errors that are encountered. See *Configure general settings for billing customers* on page 19 for more information.

8. In the **One Invoice Per** options, specify whether to print one invoice per customer, contract, or project. The option that you select also will limit billing to the customers, contracts, or projects that are assigned to the billing cycle.

   If you specified various billing currency IDs for contracts for a customer, a separate invoice will be printed for each billing currency. Each separate invoice will include only contracts that use the same billing currency ID.

   If you select to print one invoice per contract or project, you can select the billing address to use.

   **Customer** The address selected in the **Bill To** field in the Customer Maintenance window. See the Receivables Management documentation (**Help > Printable Manuals**) for more information.

**Contract** The address selected in the **Tax Address ID** field in the Contract Settings window. See *Specify billing settings for a contract* on page 64 in the Project Accounting Cost Management Guide for more information.

**Project** The address selected in the **Tax Address ID** field in the Project Billing Settings window. See *Specify billing settings for a project* on page 71 in the Project Accounting Cost Management Guide for more information.

If you select to print one invoice per customer, the address selected in the **Bill To** field in the Customer Maintenance window will be used. See the Receivables Management documentation (**Help > Printable Manuals**) for more information.

9. Click **Process**.

## Enter or modify a billing invoice

You can enter a billing invoice manually. However, we recommend that you use billing cycles to generate a batch of billing invoices using the billing frequency that you specified for the billing cycle. After the batch of billing invoices has been generated, you can modify the individual billing invoices, as necessary. See *Use a billing cycle to generate billing invoices* on page 27 for more information.

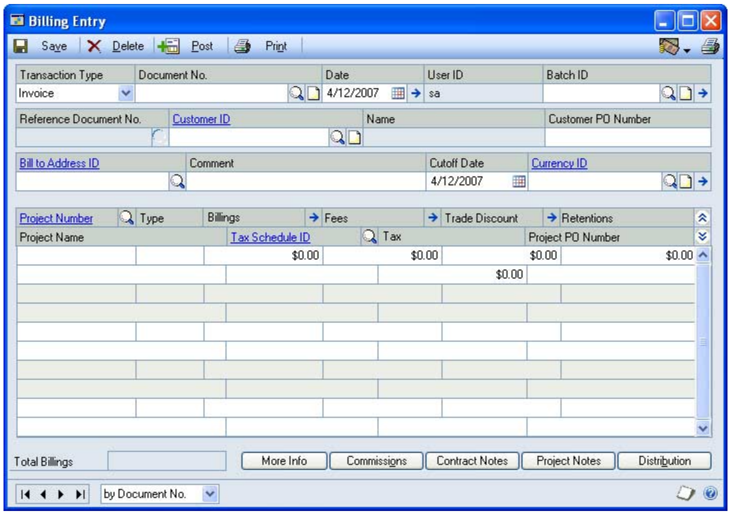
The data that you can enter depends on the permissions that you've been granted. See *Grant billing invoice and return data entry permissions* on page 22 for more information.

You can enter billing invoices for **Open** or **Completed** contracts and projects. See *Contract, project, and cost category statuses* on page 44 in the Project Accounting Cost Management Guide for more information.

Before you enter a billing invoice, you can age customer balances and the Work In Progress (WIP) account to calculate outstanding balances for customers and projects. See Chapter 5, "Applying and aging," for more information.

*You can use the Billing Inquiry window (**Inquiry > Project > PA Transaction Documents > Biller Documents**) to view posted or saved billing invoices, or you can use the Billing-Detail Inquiry window (**Inquiry > Project > PA Transaction Documents > Billed Projects**) to view billing invoice line item details.*

1. Open the Billing Entry window.
   **Transactions > Project > Billing > Billing Entry**


Billing Entry
Save
Delete
Post
Print
Document No.
Batch ID
Reference Document No.
Customer ID
Name
Customer PO Number
Bill to Address ID
Comment
Currency ID
Project Number
Type
Billings
Fees
Trade Discount
Retentions
Project Name
Tax Schedule ID
Tax
Project PO Number
Total Billings
More Info
Commissions
Contract Notes
Project Notes
Distribution
by Document No.

Transaction Type: Invoice
Date: 4/12/2007
User ID: sa
Cutoff Date: 4/12/2007
Billings: $0.00
Fees: $0.00
Trade Discount: $0.00
Retentions: $0.00
Tax: $0.00

2. Select the **Invoice** transaction type.

   Select the **TM Return** transaction type to modify amounts on a billing invoice for a **Time and Materials** project. In the **Reference Document No.** field, enter the document number for the billing invoice that you're modifying amounts for.

3. Enter a document number and date.

4. Enter or select a batch ID. See *Use a billing cycle to generate billing invoices* on page 27 and also *Manually create a batch for transactions* on page 19 in the Project Accounting Accounting Control Guide for more information.

5. Select the customer that the billing invoice is for. You can enter the purchase order number from the customer.

6. Select the billing address for the billing invoice.

7. You can modify the cutoff date for billing. Cost transaction line items with dates after the cutoff date won't be billed. The cutoff date must be on or before the billing date specified for the billing cycle. See *Create a billing cycle* on page 9 for more information.

8. Select the billing currency for the invoice.

   The default currency will be the currency that you specified for the customer that the invoice is for in the Customer Maintenance Options window (**Cards > Sales > Customer > Options button**). If you haven't specified a currency for the customer, the functional currency will be used. See the Receivables Management and Multicurrency Management documentation (**Help > Printable Manuals**) for more information.

   You can click the **Currency ID** expansion button to enter or select an exchange rate to use.

9. For each line item on the billing invoice, select the projects to bill the customer for.

   You bill only projects that use the same billing currency as the currency ID that you selected in the **Currency ID** field.

10. Click the **Billings** expansion button to select the cost categories to bill for the project and to modify billing amounts. See *Select line items to bill and modify billing amounts for a Time and Materials project* on page 32 and *Modify billing amounts for cost categories for a Cost Plus or Fixed Price project* on page 34 for more information.

11. Click the **Fees** expansion button to select the fees to bill for a project and to modify fee billing amounts. See *Select fees to bill and modify fee billing amounts for a project* on page 35 for more information.

12. Click the **Trade Discount** expansion button to enter a trade discount amount or percentage for a **Time and Materials** project.

13. You can modify the tax schedule used to calculate taxes for the line item. You also can modify the purchase order number for the line item.

14. Click **More Info** to enter payments, taxes, and other charges for the billing invoice. See *Enter payments, taxes, and other charges for a billing invoice* on page 36 for more information.

15. Click **Commissions** to modify salesperson commissions for the billing invoice. See *Modify salespeople commissions for a billing invoice* on page 37 for more information.

16. Click **Contract Notes** to modify billing notes that you entered for contracts that the billing invoice is for.

17. Click **Project Notes** to modify billing notes that you entered for projects on the billing invoice.

18. Click **Distribution** to modify the allocation of transaction amounts to specific posting accounts. See *Review and modify posting account distributions for transactions* on page 20 in the Project Accounting Accounting Control Guide for more information.

19. You can click **Print** to print the billing invoice. The billing format that will be used depends on the billing formats that you've selected for the customer, contract, or project that the billing invoice is for. The printer that will be used depends on the printer that you specified for the user that is printing. See *Default billing formats for customers, contracts, and projects* on page 27 and *Specify settings for users and printers for an invoice format* on page 15 for more information.

    Use the Print Billing Range window to print a batch of billing invoices. See *Print billing invoices* on page 40 for more information.

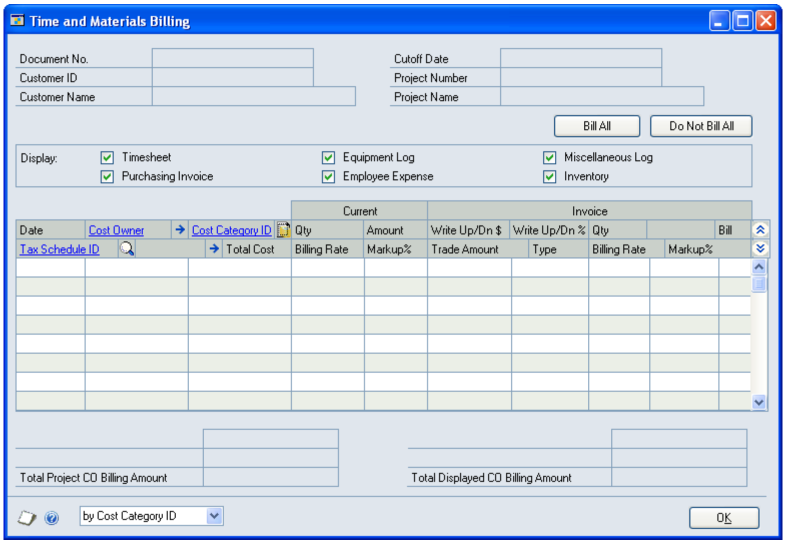
20. If the transaction is in a batch, click **Save**. Otherwise, click **Post**.

## Select line items to bill and modify billing amounts for a Time and Materials project

You can select the line items to bill and modify billing amounts on a billing invoice for a **Time and Materials** project.

*You can use the Time and Materials Billing Inquiry window (**Inquiry > Project > PA Transaction Documents > T&M Billing**) to view billing invoice line item details for **Time and Materials** projects.*

1. Open the Time and Materials Billing window.
   **Transactions > Project > Billing > Billing Entry > select a Time and Materials project > Billings expansion button**


Time and Materials Billing
Document No.
Customer ID
Customer Name
Cutoff Date
Project Number
Project Name
Bill All
Do Not Bill All
Current
Invoice
Date
Cost Owner
Cost Category ID
Qty
Amount
Write Up/Dn $
Write Up/Dn %
Qty
Bill
Tax Schedule ID
Total Cost
Billing Rate
Markup%
Trade Amount
Type
Billing Rate
Markup%
Total Project CO Billing Amount
Total Displayed CO Billing Amount
OK

Display: ☑ Timesheet ☑ Equipment Log ☑ Miscellaneous Log ☑ Purchasing Invoice ☑ Employee Expense ☑ Inventory

by Cost Category ID

2. Select the cost transactions to display line items for in the scrolling window.

   The amounts and percentages displayed in the **Current** column are totals for all posted cost transactions for the employee, equipment, miscellaneous, or vendor record that is listed in the **Cost Owner** column for the project. Click the **Cost Owner** expansion button to view a list of the cost transaction line items that have been entered for the cost owner.

3. In the **Bill** column, select the check box for line items to bill. Click **Bill All** or **Do Not Bill All** to select or clear all check boxes.

   *If the line item is for a change order, **C-** will be displayed next to the date in the **Date** column. You can't select a change order line item for billing if the status of the corresponding change order is **Unapproved**. See Change order statuses on page 103 in the Project Accounting Cost Management Guide for more information.*

4. In the **Write Up/Down $** or **Write Up/Down %** column, enter a positive write-up amount or percentage or a negative write-down amount or percentage to modify the total amount to be billed.

   If you enter a write-up amount or percentage and you've selected **Recalculate Billing Rate during write up in TM** in the Billing Settings window, the billing rate or markup percentage will be recalculated. If you haven't selected this option, the quantity for the line item will be adjusted.

If you enter a write-down amount or percentage and you've selected **Recalculate Billing Rate during write down in TM** in the Billing Settings window, the billing rate or markup percentage will be recalculated. If you haven't selected this option, the quantity for the line item will be adjusted.

See *Configure general settings for billing customers* on page 19 for more information.

5. You can modify the quantity and amount to bill.

   You can choose **Extras > Options > Split** or press **CTRL + S** to bill a partial quantity. See *Bill a partial quantity for a billing invoice line item for a Time and Materials project* on page 33 for more information.

6. You can modify the tax schedule used to calculate taxes for the line item.

   You can click the **Tax Amount** expansion button to modify tax details for the tax schedule for the line item.

7. You can modify the trade discount amount for the line item.

8. You can modify the billing type for the line item. See *Billing types* on page 68 in the Project Accounting Cost Management Guide for more information.

9. A visual cue will be displayed in the **Billing Rate** column if the line item is for a **Time and Materials** project that uses the **Billing Rate** profit type. You can modify the billing rate. See *Profit types for calculating billing amounts* on page 49 in the Project Accounting Cost Management Guide for more information.

10. A visual cue will be displayed in the **Markup%** column if the line item is for a **Time and Materials** project that uses the **Markup %** profit type. You can modify the markup percentage. See *Profit types for calculating billing amounts* on page 49 in the Project Accounting Cost Management Guide for more information.

11. Click **OK**.

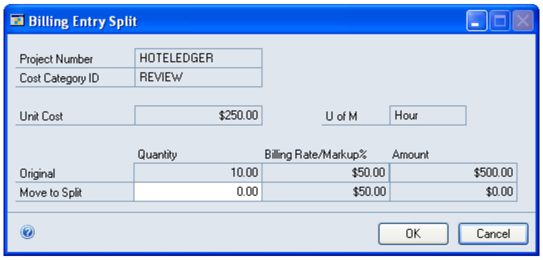
## Bill a partial quantity for a billing invoice line item for a Time and Materials project

You can bill a partial quantity for a billing invoice line item for a **Time and Materials** project.

1. Open the Time and Materials Billing window.
   **Transactions > Project > Billing > Billing Entry > select a Time and Materials project > Billings expansion button**

2. Select the cost transactions to display line items for in the scrolling window.

3. Select the line item to bill a partial quantity for and choose **Extras > Options > Split** or press **CTRL + S** to open the Billing Entry Split window.


Billing Entry Split
OK
Cancel

Project Number: HOTELEDGER
Cost Category ID: REVIEW
Unit Cost: $250.00
U of M: Hour

| | Quantity | Billing Rate/Markup% | Amount |
|---|---|---|---|
| Original | 10.00 | $50.00 | $500.00 |
| Move to Split | 0.00 | $50.00 | $0.00 |

4. In the **Move to Split** field, enter the quantity to create a new billing invoice line item for. The original line item will be reduced by the quantity that you enter.

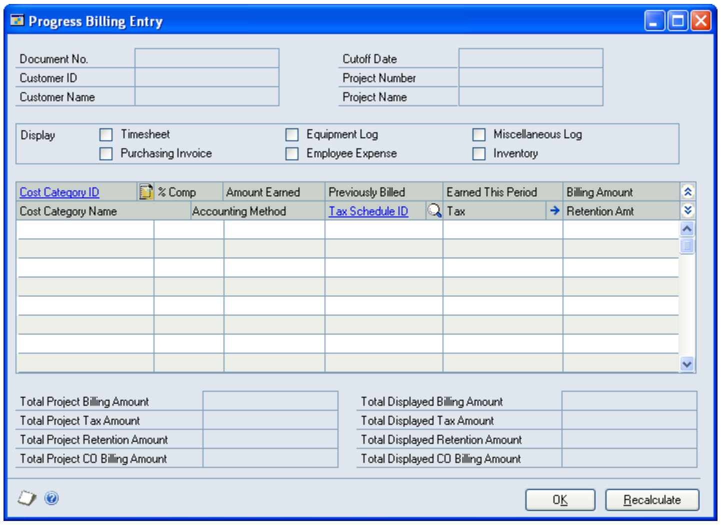
5. Click **OK**. The line item in the Time and Materials Billing window will be split into two line items. Select the check box in the **Bill** column for line items to bill.

## Modify billing amounts for cost categories for a Cost Plus or Fixed Price project

You can modify billing amounts for cost categories for a **Cost Plus** or **Fixed Price** project. Billing amounts for **Cost Plus** and **Fixed Price** projects are determined by a percentage of completion calculation. See *Project types* on page 68 in the Project Accounting Cost Management Guide for more information.

*You can use the Progress Billing Inquiry window (**Inquiry > Project > PA Transaction Documents > Progress Billing**) to view billing invoice line item details for **Cost Plus** and **Fixed Price** projects.*

1. Open the Progress Billing Entry window.
   **Transactions > Project > Billing > Billing Entry > select a Cost Plus or Fixed Price project > Billings expansion button**


Progress Billing Entry
Document No.
Customer ID
Customer Name
Cutoff Date
Project Number
Project Name
Display
Timesheet
Purchasing Invoice
Equipment Log
Employee Expense
Miscellaneous Log
Inventory
Cost Category ID
% Comp
Amount Earned
Previously Billed
Earned This Period
Billing Amount
Cost Category Name
Accounting Method
Tax Schedule ID
Tax
Retention Amt
Total Project Billing Amount
Total Project Tax Amount
Total Project Retention Amount
Total Project CO Billing Amount
Total Displayed Billing Amount
Total Displayed Tax Amount
Total Displayed Retention Amount
Total Displayed CO Billing Amount
OK
Recalculate

2. Select the cost transactions to display cost categories for in the scrolling window.

*If the cost category includes amounts from a change order, **C-** will be displayed next to the cost category ID in the **Cost Category ID** column. The cost category won't be billed if the status of the corresponding change order is **Unapproved**. See Change order statuses on page 103 in the Project Accounting Cost Management Guide for more information.*

3. You can modify billing amounts.

4. You can modify the tax schedule used to calculate taxes for a cost category.

   You can click the **Tax** expansion button to modify tax details for the tax schedule for the cost category.

5. If the project includes a **Retentions** fee and the project status is **Completed**, you can modify the retention amount for a cost category.

*You can click **Recalculate** to display the original amounts that were calculated for the cost categories before you made changes.*

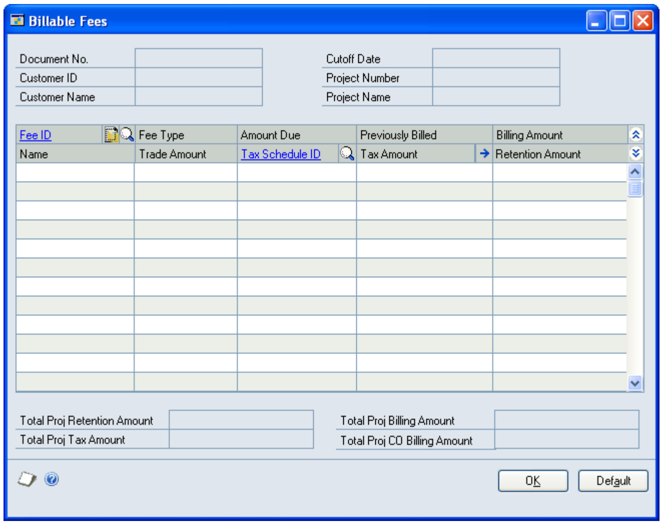
6. Click **OK**.

## Select fees to bill and modify fee billing amounts for a project

You can select the **Project**, **Retainer**, and **Service** fees to bill for a project and modify fee billing amounts on a billing invoice. To modify **Retentions** fee billing amounts for **Cost Plus** and **Fixed Price** projects, use the Progress Billing Entry window. See *Modify billing amounts for cost categories for a Cost Plus or Fixed Price project* on page 34 for more information.

*You can use the Billable Fees Inquiry window (**Inquiry > Project > PA Transaction Documents > Fee Billing**) to view fees billed for projects.*

1. Open the Billable Fees window.
   **Transactions > Project > Billing > Billing Entry > Fees field > select a Project Number > Fees expansion button**


Billable Fees
Document No.
Customer ID
Customer Name
Cutoff Date
Project Number
Project Name
Fee ID
Fee Type
Amount Due
Previously Billed
Billing Amount
Name
Trade Amount
Tax Schedule ID
Tax Amount
Retention Amount
Total Proj Retention Amount
Total Proj Tax Amount
Total Proj Billing Amount
Total Proj CO Billing Amount
OK
Default

The fees to be billed for the project will be displayed.

*If a fee is the result of a change order,* ***C-*** *will be displayed next to the fee ID in the* ***Fee ID*** *column. The fee won't be billed if the status of the corresponding change order is* ***Unapproved****. See Change order statuses on page 103 in the Project Accounting Cost Management Guide for more information.*

2. You can modify the billing note for a fee.
3. You can modify billing amounts.
4. You can modify the tax schedule used to calculate taxes for a fee.

   You can click the **Tax Amount** expansion button to modify tax details for the tax schedule for the fee.
5. If a **Project** fee includes a retention amount and the status for the project that the fee is assigned to is **Completed**, you can modify the retention amount for the fee.

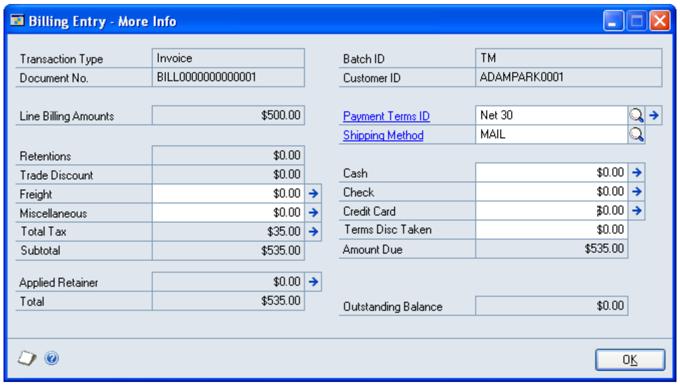
*You can click* ***Default*** *to display the original amounts for the fees before you made changes.*

6. Click **OK**.

## Enter payments, taxes, and other charges for a billing invoice

You can enter payments, taxes, and other charges for a billing invoice.

1. Open the Billing Entry – More Info window.
   **Transactions > Project > Billing > Billing Entry > More Info button**



| | | | |
|---|---|---|---|
| Transaction Type | Invoice | Batch ID | TM |
| Document No. | BILL0000000000001 | Customer ID | ADAMPARK0001 |
| Line Billing Amounts | $500.00 | Payment Terms ID | Net 30 |
| | | Shipping Method | MAIL |
| Retentions | $0.00 | | |
| Trade Discount | $0.00 | Cash | $0.00 |
| Freight | $0.00 | Check | $0.00 |
| Miscellaneous | $0.00 | Credit Card | $0.00 |
| Total Tax | $35.00 | Terms Disc Taken | $0.00 |
| Subtotal | $535.00 | Amount Due | $535.00 |
| Applied Retainer | $0.00 | | |
| Total | $535.00 | Outstanding Balance | $0.00 |

2. Enter freight and miscellaneous charges for the billing invoice. Click the **Freight** or **Miscellaneous** expansion button to specify whether an amount is taxable, non-taxable, or based on the tax schedule for the customer record. If you select **Taxable**, select a tax schedule.
3. Click the **Total Tax** expansion button to view information about the tax details that are included in calculating tax for the billing invoice.

4. Click the **Applied Retainer** expansion button to enter the **Retainer** fee amount to be credited to the billing invoice. The **On Account Amount** in the Retainer Billings window includes **Retainer** fee amounts that have been paid by the customer. See *Types of fees* on page 57 in the Project Accounting Cost Management Guide for more information.

5. Select the payment terms for the billing invoice. You can click the **Payment Terms ID** expansion button to enter the amount or percentage discount that the customer will receive if payment terms are met.

6. Select a shipping method.

7. Enter cash, check, and credit card payments that have been made for the billing invoice. You can click the **Cash**, **Check**, or **Credit Card** expansion button to enter additional information about the payment.

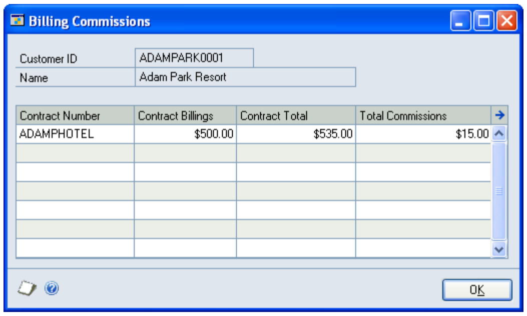
8. If the customer will be given a discount for the billing invoice, enter the amount in the **Terms Disc Taken field.**

9. Click **OK**.

## Modify salespeople commissions for a billing invoice

You can modify the commission amounts that salespeople will receive for a billing invoice. And while you can assign only one salesperson per contract, you can use the Commission Detail window to divide commissions among multiple salespeople. See *Specify billing settings for a contract* on page 64 in the Project Accounting Cost Management Guide for more information.

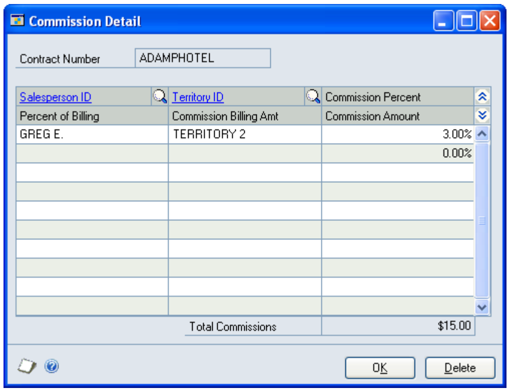
1. Open the Billing Commissions window.
   **Transactions > Project > Billing > Billing Entry > Commissions button**



Customer ID ADAMPARK0001
Name Adam Park Resort

| Contract Number | Contract Billings | Contract Total | Total Commissions |
|---|---|---|---|
| ADAMPHOTEL | $500.00 | $535.00 | $15.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

2. Select a contract and click the **Total Commissions** expansion button to open the Commission Detail window.



Contract Number ADAMPHOTEL

| Salesperson ID | Territory ID | Commission Percent |
|---|---|---|
| Percent of Billing | Commission Billing Amt | Commission Amount |
| GREG E. | TERRITORY 2 | 3.00% |
| | | 0.00% |

Total Commissions $15.00

3. Select the salespeople to receive commissions for the billing invoice. Select the sales territories to track commissions for.

4. In the **Percent of Billing** column, enter the percentage of the total billing amount to calculate commissions on or modify the total billing amount in the **Commission Billing Amt** column. Enter the percentage commission that a salesperson will receive in the **Commission Percent** column.

   The **Commission Amount** column will be updated based on your entries.

5. Click **OK**.

## Modify billing amounts for a posted billing invoice for a Time and Materials project

You can use the **TM Return** billing transaction type to modify billing amounts for a posted billing invoice for a **Time and Materials** project.

1. Open the Billing Entry window.
   **Transactions > Project > Billing > Billing Entry**

2. Select the **TM Return** transaction type.

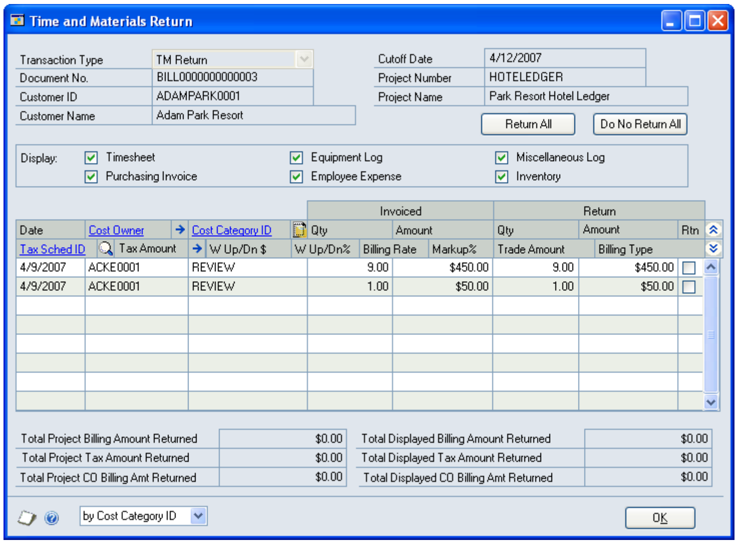
3. Enter a document number and date.

4. Enter or select a batch ID. See *Manually create a batch for transactions* on page 19 in the Project Accounting Accounting Control Guide for more information.

5. In the **Reference Document No.** field, enter the document number for the billing invoice that you're modifying amounts for.

6. Select a project to modify billing amounts for.

7. Click the **Billings** expansion button to open the Time and Materials Return window.



Transaction Type: TM Return
Document No.: BILL0000000000003
Customer ID: ADAMPARK0001
Customer Name: Adam Park Resort
Cutoff Date: 4/12/2007
Project Number: HOTELEDGER
Project Name: Park Resort Hotel Ledger

Display: ☑ Timesheet ☑ Equipment Log ☑ Miscellaneous Log ☑ Purchasing Invoice ☑ Employee Expense ☑ Inventory

| | | | Invoiced | | Return | | |
|---|---|---|---|---|---|---|---|
| Date | Cost Owner | Cost Category ID | Qty | Amount | Qty | Amount | Rtn |
| Tax Sched ID | Tax Amount | W Up/Dn $ | W Up/Dn% | Billing Rate | Markup% | Trade Amount | Billing Type |
| 4/9/2007 | ACKE0001 | REVIEW | 9.00 | $450.00 | 9.00 | $450.00 | ☐ |
| 4/9/2007 | ACKE0001 | REVIEW | 1.00 | $50.00 | 1.00 | $50.00 | ☐ |

Total Project Billing Amount Returned: $0.00
Total Project Tax Amount Returned: $0.00
Total Project CO Billing Amt Returned: $0.00
Total Displayed Billing Amount Returned: $0.00
Total Displayed Tax Amount Returned: $0.00
Total Displayed CO Billing Amt Returned: $0.00

by Cost Category ID

8. Select the cost transactions to display line items for in the scrolling window.

   The amounts and percentages displayed in the **Invoiced** column are totals for all posted billing invoice line items for the employee, equipment, miscellaneous, or item record that is listed in the **Cost Owner** column for the project. Click the **Cost Owner** expansion button to view a list of the billing invoice line items that have been entered.

9. In the **Rtn** column, select the check box for line items to return. Click **Return All** or **Do Not Return All** to select or clear all check boxes.

10. You can modify the quantity for the line item.

11. You can modify the tax schedule used to calculate taxes for the line item.

    You can click the **Tax Amount** expansion button to modify tax details for the tax schedule for the line item.

12. You can modify the trade discount amount for the line item.

13. Click **OK**.

## Modify payments and charges for a posted invoice for a Time and Materials project

You can use the **TM Return** billing invoice transaction type to modify payments, taxes, and other charges for a posted billing invoice for a **Time and Materials** project.

1. Open the Billing Entry window.
   **Transactions > Project > Billing > Billing Entry**

2. Select the **TM Return** transaction type.

3. Enter a document number and date.

4. Enter or select a batch ID. See *Manually create a batch for transactions* on page 19 in the Project Accounting Accounting Control Guide for more information.

5. In the **Reference Document No.** field, enter the document number for the billing invoice that you're modifying amounts for.

6. Click **More Info** to open the Billing Entry - More Info window.

7. Modify freight and miscellaneous charges. Click the **Freight** or **Miscellaneous** expansion button to specify whether an amount is taxable, non-taxable, or based on the tax schedule for the customer record. If you select **Taxable**, select a tax schedule.

8. Click the **Total Tax** expansion button to view information about the tax details that are included in calculating tax.

9. Select a shipping method.

10. Modify cash, check, and credit card payments that have been made for the billing invoice. You can click the **Cash**, **Check**, or **Credit Card** expansion button to enter additional information about the payment.

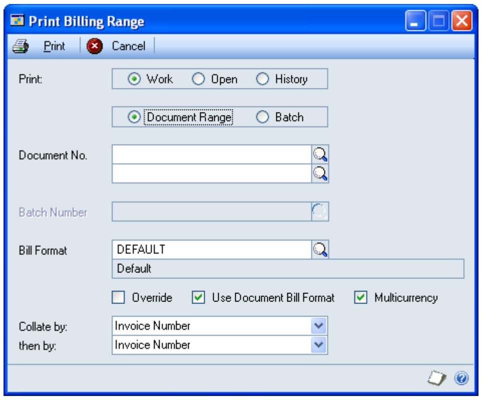
11. In the **Discount Returned** field you can modify the discount that the customer was given for the billing invoice.

12. Click **OK**.

## Print billing invoices

You can print a batch of billing invoices or select a range of document numbers to print billing invoices for.

1. Open the Print Billing Range window.
**Transactions > Project > Billing > Print Biller Documents**



Print: ● Work ○ Open ○ History

● Document Range ○ Batch

Document No.

Batch Number

Bill Format: DEFAULT
Default

☐ Override ☑ Use Document Bill Format ☑ Multicurrency

Collate by: Invoice Number
then by: Invoice Number

2. Select whether to print **Work** (saved) or **Open** (posted) billing invoices, or invoices that have been moved to history. See *Clear paid billing invoices from lookup windows* on page 51 in the Project Accounting Accounting Control Guide for more information.

3. Select **Document Range** to print billing invoices based on a range of document numbers and enter the range. Select **Batch** to print a batch of billing invoices and select the batch.

4. Select the billing format to use.

    - Select a billing format and select **Override** to use that billing format instead of the billing formats that have been assigned to the customers, contracts, or projects that the billing invoices are for.

    - Select **Use Document Bill Format** to use the billing formats that have been assigned to the customers, contracts, or projects that the billing invoices are for.

        See *Default billing formats for customers, contracts, and projects* on page 27 for more information.

    - Select **Multicurrency** to use the version of the billing format that is set up for multiple currencies. You must have **Include Multicurrency Info** selected in the Posting Setup window (**Tools > Setup > Posting > Posting**) for the **Billing Entry** origin for the **Project** series. See the System Setup documentation (**Help > Printable Manuals**) for more information.

5. In the **Collate by** and **then by** lists, select the sequence to print the billing invoices in.

6. Click **Print**.

# Chapter 5: Applying and aging

This part of the documentation includes information for an accounts receivable administrator about applying payments from customers to projects. It also includes information about how to use aging to determine the number of days that billing invoice balances are past due and the number of days that work in progress and accrued revenue amounts have remained unbilled.

The following topics are discussed:

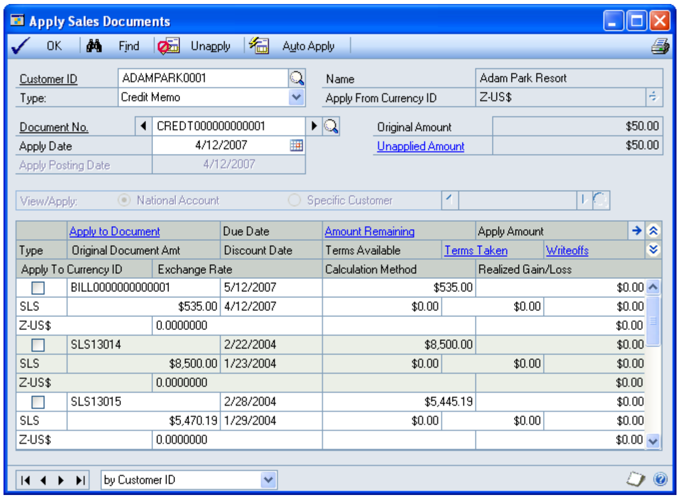
- *Apply payments, credits, and returns to billing invoices and project balances*
- *Age billing invoice balances*
- *Age work in progress amounts for projects that use the When Billed accounting method*
- *Age unbilled accrued revenue amounts for Time and Materials projects*

## Apply payments, credits, and returns to billing invoices and project balances

You can apply customer payments, credit memos, and billing returns to billing invoices and project balances.

*You can use the Billings and Payments Inquiry window (**Inquiry > Project > PA Transaction Documents > Billings and Payments**) to view billing invoices and customer payments for projects.*

1. Open the Apply Sales Documents window.
   **Transactions > Sales > Apply Sales Documents**



Customer ID: ADAMPARK0001
Type: Credit Memo
Name: Adam Park Resort
Apply From Currency ID: Z-US$
Document No.: CREDT000000000001
Apply Date: 4/12/2007
Apply Posting Date: 4/12/2007
Original Amount: $50.00
Unapplied Amount: $50.00
View/Apply: ● National Account ○ Specific Customer

| | Apply to Document | Due Date | Amount Remaining | Apply Amount | |
|---|---|---|---|---|---|
| Type | Original Document Amt | Discount Date | Terms Available | Terms Taken | Writeoffs |
| Apply To Currency ID | Exchange Rate | | Calculation Method | Realized Gain/Loss | |
| ☐ | BILL0000000000001 | 5/12/2007 | $535.00 | $0.00 | |
| SLS | $535.00 | 4/12/2007 | $0.00 | $0.00 | $0.00 |
| Z-US$ | 0.0000000 | | | $0.00 | |
| ☐ | SLS13014 | 2/22/2004 | $8,500.00 | $0.00 | |
| SLS | $8,500.00 | 1/23/2004 | $0.00 | $0.00 | $0.00 |
| Z-US$ | 0.0000000 | | | $0.00 | |
| ☐ | SLS13015 | 2/28/2004 | $5,445.19 | $0.00 | |
| SLS | $5,470.19 | 1/29/2004 | $0.00 | $0.00 | $0.00 |
| Z-US$ | 0.0000000 | | | $0.00 | |

by Customer ID

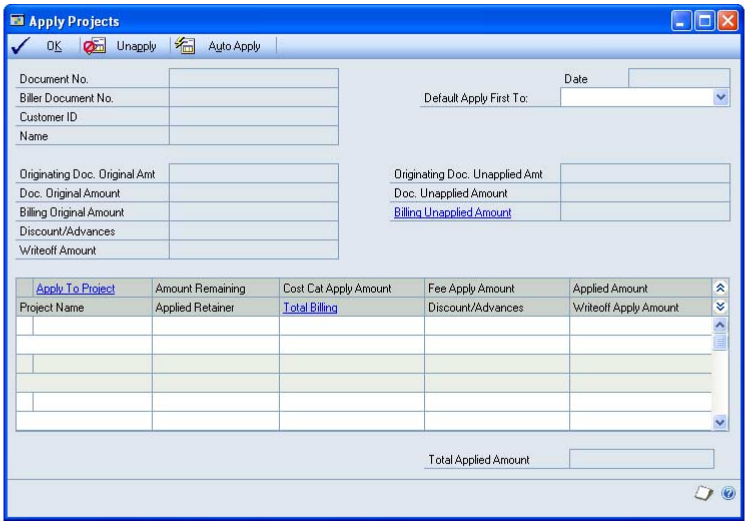
2. Select a customer ID.

3. Select the document type and the document number to apply.

4. Enter an apply date.

5. Select the billing invoices to apply amounts to. You can modify the amount to apply in the **Apply Amount** column. You also can enter amounts in the **Terms Taken** and **Writeoffs** columns to increase or decrease the amount remaining to be applied to the billing invoice.

6. Click the **Apply Amount** expansion button to select the projects to apply amounts to. The Apply Projects window will open.


Apply Projects
OK
Unapply
Auto Apply
Document No.
Biller Document No.
Customer ID
Name
Date
Default Apply First To:
Originating Doc. Original Amt
Doc. Original Amount
Billing Original Amount
Discount/Advances
Writeoff Amount
Originating Doc. Unapplied Amt
Doc. Unapplied Amount
Billing Unapplied Amount
Apply To Project
Amount Remaining
Cost Cat Apply Amount
Fee Apply Amount
Applied Amount
Project Name
Applied Retainer
Total Billing
Discount/Advances
Writeoff Apply Amount
Total Applied Amount

7. In the **Default Apply First To** list, select whether to apply amounts first to cost categories in project budgets or to fees for projects.

8. In the scrolling window, select the projects to apply amounts to. You can click **Auto Apply** to distribute amounts among projects in the scrolling window. Click **Unapply** to clear applied amounts for all projects in the scrolling window.

9. You can modify the amounts to be applied to cost categories in project budgets or to fees for projects.

10. You can modify the discounts or writeoff amounts to be applied to each project.

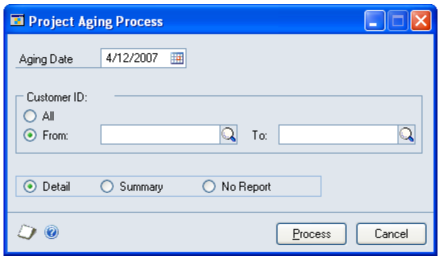
11. Click **OK** to close the Apply Projects window.

12. Click **OK** to close the Apply Sales Documents window.

## Age billing invoice balances

You can age billing invoice balances to determine the number of days that the balances are past due. To be sure that calculations are accurate, you must enter and post all billing returns and customer payments before aging balances.

1. Open the Project Aging Process window.
   **Tools > Routines > Project > Aging**


Project Aging Process
Customer ID:
To:
Process
Cancel

Aging Date 4/12/2007

○ All
● From:

● Detail ○ Summary ○ No Report

2. Enter the date to age balances from. The document date for each billing invoice will be compared to this date to determine the age of each document.

   Use the Receivables Management Setup window (**Tools** > **Setup** > **Sales** > **Receivables**) to set up aging periods. See the Receivables Management documentation (**Help** > **Printable Manuals**) for more information.

3. Select the customers to include billing invoices for.

4. An aging report will be printed after you age balances. Select **Detailed** to list billing invoices for each customer or **Summary** to display only customer totals. Select **No Report** to age without printing a report.

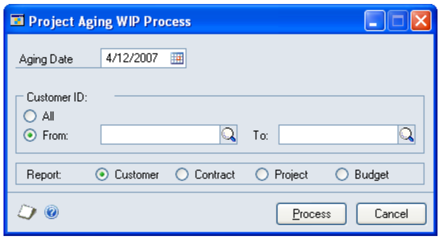
5. Click **Process**.

## Age work in progress amounts for projects that use the When Billed accounting method

You can age work in progress amounts for cost transactions to determine the number of days that the amounts have remained unbilled for **Time and Materials** projects that use the **When Billed** accounting method.

To be sure that calculations are accurate, you must post all cost transactions before aging work in progress amounts.

1. Open the Project Aging WIP Process window.
   **Tools** > **Routines** > **Project** > **Aging WIP**



Aging Date 4/12/2007

Customer ID:
○ All
● From: To:

Report: ● Customer ○ Contract ○ Project ○ Budget

2. Enter the date to age work in progress amounts from. The document date for each cost transaction will be compared to this date to determine the age of each document.

   Use the Receivables Management Setup window (**Tools** > **Setup** > **Sales** > **Receivables**) to set up aging periods. See the Receivables Management documentation (**Help** > **Printable Manuals**) for more information.

3. Select the customers to include work in progress for.

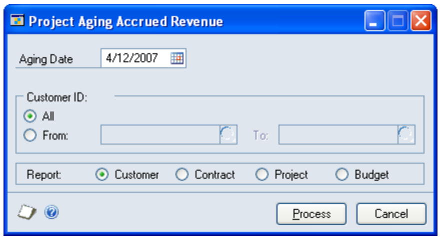
4. A report will be printed after you age work in progress amounts. Select whether to summarize work in progress by customer, contract, project, or cost category.

5. Click **Process**.

## Age unbilled accrued revenue amounts for Time and Materials projects

You can age accrued revenue amounts for cost transactions to determine the number of days that accrued revenue amounts have remained unbilled for **Time and Materials** projects that use the **When Billed** or **When Performed** accounting method.

1. Open the Project Aging Accrued Revenue window.
   **Tools > Routines > Project > Aging Accrued Revenues**



Aging Date 4/12/2007
Customer ID:
● All
○ From: To:
Report: ● Customer ○ Contract ○ Project ○ Budget

2. Enter the date to age accrued revenue amounts from. The document date for each cost transaction will be compared to this date to determine the age of each document.

   Use the Receivables Management Setup window (**Tools > Setup > Sales > Receivables**) to set up aging periods. See the Receivables Management documentation (**Help > Printable Manuals**) for more information.

3. Select the customers to include accrued revenue for.

4. A report will be printed after you age accrued revenue amounts. Select whether to summarize accrued revenue by customer, contract, project, or cost category.

5. Click **Process**.

# Chapter 6: Billing suspension

This part of the documentation includes information for an accounts receivable administrator about how to suspend billing for customers, contracts, and projects.

When you suspend billing, you can't enter or post billing transactions for the project or projects until you clear the **Closed to Billings** option for the customer, contract, or project record.

The following topics are discussed:

- *Suspend billing for a customer*
- *Suspend billing for a contract*
- *Suspend billing for a project*

## Suspend billing for a customer

You can suspend billing for a customer. When you close a customer record to billing, billing transactions can't be entered or posted for projects for the customer.

1. Open the PA Customer Options window.
   **Cards > Sales > Customer > select a Customer ID > Project button**

2. Select **Closed to Billings**.

3. Click **OK**.

## Suspend billing for a contract

You can suspend billing for a contract. When you close a contract to billing, billing transactions can't be entered or posted for projects for the contract.

1. Open the Contract Maintenance window.
   **Cards > Project > Contract**

2. Select a customer ID and enter a contract ID.

3. Select **Closed to Billings**.

4. Click **Save** and close the window.

## Suspend billing for a project

You can suspend billing for a project. When you close a project to billing, billing transactions can't be entered or posted for the project.

1. Open the Project Maintenance window.
   **Cards > Project > Project**

2. Select a project number.

3. Select **Closed to Billings**.

4. Click **Save** and close the window.

# Glossary

**access list**
An employee access list or an equipment access list. The list of employees who can enter transactions for a specific project, or the list of equipment that can be used when entering equipment log transactions for a specific project.

**account**
The type of record—asset, liability, revenue, expense or owner's equity—traditionally used for recording individual transactions in an accounting system.

**account balance**
The difference between the debit amount and the credit amount of an account.

**account format**
The structure defined for account numbers, including the number of segments in the format and the number of characters in each segment.

**account number**
The identifying alphanumeric characters that have been assigned to an account.

**account segment**
A portion of the account format that can be used to represent a specific aspect of a business. For example, accounts can be divided into segments that represent business locations, divisions, or profit centers.

**account segment number**
A number that represents a particular area of a business or an account category. Using account 01-200-1100, for example, account segment number 01 might represent a particular site, 200 might represent a department located at that site, and 1100 might represent the Cash account for that site and that department. Descriptions can be entered for each account segment number and appear on General Ledger reports.

**accounting method**
A method used to calculate revenue for a project or contract. Accounting methods include: Completed, Cost-to-Cost, Effort-Expended, Effort-Expended Labor Only, When Billed, and When Performed.

**accrued revenue**
Revenue that has been earned for actual project costs, but not collected. For Time and Materials projects, accrued revenue is based on forecast billing amounts for both saved and posted cost transactions. For Cost Plus and Fixed Price projects, revenue is accrued when you recognize revenue.

**active employee**
An employee whose records are active and that you can include in transactions that require employee IDs.

**actual**
A project budget amount that represents cost and billing amounts based on the transactions that you've entered. You can use actual amounts to measure project performance against forecast and baseline budget amounts.

**adjusting transaction**
A transaction that you can enter to reverse—or to reverse and correct—line item entries on posted timesheets, employee expense transactions, equipment logs, or miscellaneous logs.

**adjustment**
Increases or decreases to inventory quantities based on receivings or allocations.

**age**
To subtract the document date from the date you're aging from to determine the age of the document.

**aging**
The process that determines the maturity of a document or account, or the number of days that the document or account has been outstanding. Aging places each transaction in the appropriate current or past-due aging category.

**analysis**
The process of evaluating the condition of an accounting record and possible reasons for discrepancies.

**applying**
The process of linking the payment amount to amounts from one or more documents that are being paid.

**audit trail**
A series of permanent records used to track a transaction to the point where it was originally entered in the accounting system. The audit trail can be used to verify the accuracy of financial statements by outside accountants or auditors.

**bank card**
A type of credit card whose payments may be treated as cash by the business receiving the payment. Bank cards differ from charge cards, whose payments must be collected from the company issuing the card before they can be considered received.

**base unit of measure**
Typically, the smallest quantity on a Unit of Measure schedule in which items can be bought or sold. The base unit of measure is common to all named quantities entered for a Unit of Measure schedule. For example, for the item "soda," the base unit of measure might be "Can" because all the other units of measure are multiples of a single can.

**baseline**
A project budget amount used as a basis for comparison to measure project performance. Baseline amounts are entered to estimate cost and billing amounts for a project. You can measure project performance by comparing forecast and actual amounts against the baseline. Project managers typically refer to the cost baseline, which is created during cost budgeting. Baseline amounts for billing also are calculated in Project Accounting.

**batch**
A group of transactions identified by a unique name or number. Batches are used to conveniently group transactions, both for identification purposes and to speed the posting process.

**batch posting**
An option used to post a group of transactions identified by a unique name or number.

**begin date**
The date that you can begin entering cost transactions using a specific cost category in a project budget.

**billable amount**
An amount that you can bill customers for. The default billing type for a cost category is STD, or Standard, meaning that transaction amounts that you enter using the cost category will be billable.

**billing**
To generate and print invoices to charge customers for items or services that have not been paid for.

**billing currency**
The currency used on a billing invoice.

**billing cycle**
A record that identifies when and how often to bill customers for projects. Billing invoices can be generated using billing cycles.

**billing discounts**
A percentage that is deducted from the overall billing amount for a contract or project.

**billing format**
A group of invoice formats that have been selected to be printed together when billing customers.

**billing frequency**
The frequency that a billing cycle will be used to create billing invoices for a customer.

**billing invoice**
A transaction that you can use to charge customers for items purchased and services rendered for a project. Also refers to the document that you print to send to the customer to bill them.

**billing note**
The information that you can type in the Billing Note window for contracts, projects, cost categories, fees, and cost transactions that will appear on billing invoices. You can click the billing note button adjacent to a field to enter a billing note.

**billing rate**
The amount that a customer is billed for a single unit quantity of an item or time.

**billing return**
A transaction that you can use to credit customers for amounts that have been billed using a billing invoice. You only can enter billing returns to credit customers for billed amounts for Time and Materials projects.

**billing transaction**
A billing invoice or billing return.

**billing type**
A selection that specifies whether and how a project cost will be billed. Billing types include Standard, Non-billable, and No Charge. They are abbreviated STD, N/B, and N/C.

**business manager**
A person who manages the business functions for a project, such as contracting, planning, scheduling, budgeting, and so forth.

**cash**
Ready money or its equivalent that a bank will accept at face value. Cash includes coins; paper money; certain deposited negotiable instruments such as checks, bank drafts, and money orders; amounts in checking and savings accounts; and demand certificates of deposit.

**cash budget**
A budget that presents expected cash flow—both in and out—for a designated time period.

**cash receipt**
A document used to record payments and deposits received from customers.

**change order**
A transaction that you can use to modify project budgets and fee assignments and to enter quote information for projects. Change order types include Internal, Company, and Customer.

**change order status**
Indicates the progress of a change order. Change order statuses include Approved, Canceled, Completed, Pending, and Unapproved.

**check**
A written order on a bank to pay a sum of money from funds in an account. Checks show the name of the company or individual receiving payment, the signature and account number of the person issuing the check, the payment amount and the current date. Checks usually are numbered in sequence.

**checkbook**
An account used to maintain a currency balance and to track cash that is received and disbursed.

**class**
A group of records that share common characteristics.

**close**
To suspend or end cost accruals for a customer, contract, or project.

**combined revenue**
The result of adding together revenue from a group of projects within a contract, or from separate cost categories within a project budget.

**commission**
The amount, usually a percentage of the sale amount, paid to the salesperson making the sale.

**contract**
A group of projects that a contractor completes for a customer, and for which the contractor bills the customer for various costs.

**contract amount**
The sum of the project amounts in a contract. The original contract amount is the sum of the project amounts in the contract, not including change orders. The revised contract amount is the sum of the project amounts in the contract, including change orders. The contract amount also includes taxes, trade discounts, freight, and miscellaneous charges.

**contract class**
A group of contracts. You can use contract classes to define parameters for contracts within the group.

**contract manager**
The person who oversees all aspects of contract preparation and administration.

**contract status**
The progress of a contract. Contract statuses include Closed, Completed, Estimate, On Hold, Open, and additional statuses that you can name.

**contract template**
A framework that contains information for creating a new contract record.

**contract total**
*See* contract amount.

**cost category**
The framework used to track and group expenses by kind for a project budget. You must select the type of cost transaction that a cost category will be used for and whether or not inventoried items will be used with the cost category.

**cost category class**
A group of cost categories. You can use cost category classes to define parameters for cost categories within a group.

**cost category status**
The progress of a cost category in a project budget. Cost category statuses include Closed, Completed, Estimate, On Hold, and Open.

**cost description**
A user-defined name for a cost transaction type that will be displayed for the transaction in various windows.

**cost of revenue**
An amount that is calculated as total cost minus overhead.

**Cost Plus project**
A type of project in which the customer pays for actual project costs plus a fee. Each billing invoice is for a percentage of the final total that is calculated using forecast budget amounts.

**cost transaction**
A transaction that you enter to track project costs. Cost transactions include timesheets, employee expense transactions, equipment logs, miscellaneous logs, inventory transfers, return from project transactions, shipment receipts, and shipment/invoice receipts.

**credit**
To enter an amount that decreases the balance of an asset or expense account or increases a liability, owners' equity, or revenue account; the right side of any T account.

**credit card**
Cards used to pay for items instead of a check, cash, or other method. The amount due is then billed by the credit card company. Using the Credit Card Setup window, cards used to make payments can be classified as credit cards or check cards. Cards accepted as payment by a company can be classified as bank cards or charge cards.

**credit memo**
A document that credits a customer’s or vendor’s account and explains the reason for the credit.

**currency**
Any form of money, including bills and coins, used as a medium of exchange.

**customer**
The entity with which a business unit conducts a business transaction.

**customer alias**
A string of up to five characters for a specific customer used as the basis for creating a contract number for the customer.

**customer class**
A group of customers that you can define parameters for.

**customer payment**
A transaction to track money that is paid by a customer for goods or services.

**debit**
To enter an amount that increases an asset or expense account, or decreases the balance of a liability, owners’ equity or income account; the left side of any T account.

**department**
A business division that incurs costs and/or generates revenue.

**department code**
A unique alphanumeric name used to identify a department.

**details**
Individual amounts that you enter in a transaction, as opposed to summary, which is the calculated total amounts.

**discount available**
A reduction in the amount payable, typically offered if the payment is made by a certain date.

**discount date**
The date an invoice must be paid for a discount to be valid.

**distribution accounts**
Accounts designated to receive a percentage or part of a posted transaction, or accounts assigned to a fixed or variable allocation account that will receive a percentage of posted transaction amounts.

**distributions**
The manner in which amounts from a transaction are divided up among posting accounts.

**document**
All the information entered for a single, complete transaction, including distribution amounts (if any).

**document date**
The date when a document or transaction is created.

**document number**
A number that identifies a group of entries that have been posted as a single, complete transaction.

**earned value analysis**
A method for measuring project performance. It indicates how much of the budget should have been spent in view of the amount of work completed so far and the baseline cost for the project.

**earnings**
The net income for a contract or project.

**employee**
A person who works for your company and receives payment for work performed.

**employee access list**
The list of employees who can enter transactions for a specific project.

**employee class**
A group of employees that you can define parameters for.

**employee expense transaction**
A transaction that you enter to track project costs that are incurred by an employee while working on a project, for example, travel expenses.

**employee rate table**
A list of employees and the cost and profit for whenever an employee works on a project.

**end date**
The last day that you can enter cost transactions using a specific cost category in a project budget.

**equipment**
Machines, tools, or other equipment used for a project.

**equipment access list**
The list of equipment that can be used when entering equipment log transactions for a specific project.

**equipment class**
A group of equipment records that you can define parameters for.

**equipment log**
A transaction used to track the cost for using equipment for a project.

**equipment rate**
The amount that you bill a customer per unit of time for using a piece of equipment for a project.

**equipment rate table**
A list of equipment and the cost and profit for whenever the equipment is used for a project.

**fee**
An amount that a customer pays for services over and above project costs. Also, an amount that is paid in advance or an amount that is withheld until project completion. Fees include Project, Service, Retainer, and Retentions.

**fee calculation method**
A method of determining how a fee is calculated and the fee frequencies that you can select for a fee. Fee calculation methods include % of Baseline Cost, % of Baseline Revenues, Fee Amount, and Retention Percent.

**fee frequency**
A framework for when and how often a customer is billed for a fee. Fee frequencies include At Project Completion, Per Invoice, and Scheduled.

**fee template**
A framework that contains information for creating a new fee record.

**Fixed Price project**
A type of project in which the customer pays a predetermined amount for the entire project. Each billing invoice is for a percentage of the predetermined total billing amount.

**fiscal period**
Divisions of the fiscal year, usually monthly, quarterly, or semiannually, when transaction information is summarized and financial statements are prepared.

**fiscal year**
An accounting cycle composed of up to 30 consecutive periods, spanning the number of days in a year. In Australia and New Zealand, the fiscal year is referred to as a financial year.

**forecast**
A project budget amount that you can modify as a project progresses to represent expected results. Forecast amounts are subjective. You can use forecast amounts to measure project performance against baseline and actual amounts.

**freight**
An amount paid to a carrier for transporting goods.

**functional currency**
The primary currency in which a company maintains its financial records. Typically, the functional currency is the currency for the country/region where the company is located.

**history**
A record of transactions for previous and current years.

**inactive employee**
An employee record that is unavailable to use.

**inventoried item**
An item that quantities are tracked for.

**inventory**
Goods produced or purchased to be used or sold at a later time.

**inventory transfer**
A transaction to move items from inventory to a project, or from a project to inventory.

**invoice format**
A framework that contains information for the layout and content of a printed billing invoice.

**invoice receipt**
A transaction that tracks the receipt of an invoice from a vendor for items that have been received or are expected to be received from the vendor for a purchase order for a project.

**item**
The name for a product or service. Items include inventoried and non-inventoried items.

**item number**
A number that identifies one type of inventoried item. Inventoried items can be used in transaction entry only if item numbers have been assigned.

**journal entry**
A transaction recorded in a formalized manner by entering an account and debit and credit amounts.

**labor list**
*See* employee access list.

**labor rate table**
A generic term for an employee rate table or position rate table.

**line item**
A single entry in a transaction that typically includes an item, quantity, and cost.

**lookup window**
A window that displays a list of accounts, customers, jobs, or other items in the accounting system. Lookup windows for a specific field are displayed by choosing the lookup button next to the field.

**lot number**
A number provided by the manufacturer that can be used for tracking quantities of a specific item (for example, a roll of carpet or a roll of wire).

**main segment**
The segment of posting accounts that has been designated as the sorting option for accounts on financial statements. Typically, the main segment is used to indicate whether the account is an asset, liability, owners' equity, revenue or expense account.

**miscellaneous class**
A group of miscellaneous records. You can use miscellaneous classes to define parameters for miscellaneous records within the group.

**miscellaneous expense**
An additional expense for a project that can't or shouldn't be tracked using timesheets, employee expense transactions, equipment logs, inventory transfers, shipment receipts, or shipment/invoice receipts.

**miscellaneous log**
A transaction to track additional expenses for a project that can't or shouldn't be tracked using timesheets, employee expense transactions, equipment logs, inventory transfers, shipment receipts, or shipment/invoice receipts.

**non-inventoried item**
An item that quantities aren't tracked for.

**<NONE> cost category**
Used to indicate that a line item on a transaction is not to be tracked using a cost category.

**<NONE> project number**
Used to indicate that a line item on a transaction is not to be tracked for a specific project.

**originating currency**
The foreign currency that a multicurrency transaction was conducted in.

**overhead**
An indirect project cost, such as electricity, administration, and insurance.

**overhead calculation method**
A method of calculating overhead for employees and vendors, and when entering timesheets, employee expense transactions, equipment logs, and miscellaneous logs. Also determines how overhead is calculated for projects, cost categories, and cost categories in project budgets. Overhead calculation methods include Amount per Unit and Percentage of Actual Cost.

**path name**
A location on a computer or in a network where files are created and stored.

**pay code**
A code used to identify a specific type and rate of pay.

**pay rate**
The amount an employee is paid for working a period of time.

**payment method**
The form of payment. Examples include check, cash, or credit card.

**payment terms**
Conditions for payment that are extended to customers and that vendors may extend to a company.

**periodic budget**
A budget for estimating and tracking costs, quantities, and billing amounts for a project by fiscal period.

**position code**
A unique alphanumeric name used to identify a defined role within an organization.

**position rate table**
A list of positions and the cost and profit for whenever an employee works in a specific position on a project.

**posting**
A procedure to make temporary transactions a part of a business's permanent records; to update accounts by transaction amounts. In manual accounting, posting transfers journal entries to the proper accounts in a general ledger.

**posting account**
A financial account that tracks assets, liabilities, revenue or expenses. These accounts will appear on financial statements and other reports.

**posting date**
The date that a transaction is recorded in General Ledger.

**pre-billing worksheet**
A report that includes detailed information and space to include comments about the billing invoices that you plan to generate. There are two types of pre-billing worksheets: in-process worksheets that include saved billing invoices; and billable worksheets, which include all billing invoices.

**price level**
Used to specify different prices for an item or group of items, depending upon who it's being sold to. For example, you might charge one price if you're selling to a retail customer and another price to a wholesale customer. You don't need to assign all price levels to all units of measure; be sure that each unit of measure can be used with every price level at which you might want to sell it.

**profit type**
A method of calculating profit based on project type. Profit types include % of Actual, % of Baseline, Billing Rate, Markup %, None, Price Level, Profit/Unit - Fixed, Profit/Unit - Variable, and Total Profit.

**progress billing**
A method of billing customers for the percentage of project completion, based on either cost or quantity, for a Cost Plus or Fixed Price project.

**project**
A task with a budget to complete a deliverable for a contract.

**project amount**
The total cost for a project. The project amount calculation depends on whether the project is a Cost Plus, Fixed Price, or Time and Materials project.

**project budget**
The planned revenue and expenses for a project categorized by cost. You can include various cost categories in the budget, and then specify baseline and forecast amounts for each cost category. You then can compare actual costs to budgeted costs.

**project budget totals**
The baseline, forecast, and actual total revenue and expense amounts for a project and its various cost categories.

**project class**
A group of projects defined by parameters within the group.

**project manager**
The person who leads a project team and is responsible for completing projects and meeting objectives using project management.

**project number**
An alphanumeric name used to identify a project.

**project status**
The progress of a project. Project statuses include Closed, Completed, Estimate, On Hold, Open, plus additional statuses that you can name.

**project template**
A framework that contains information to create a new project record.

**project type**
A project classification used to determine how project costs are calculated and how customers are billed. Project types include Cost Plus, Fixed Price, and Time and Materials.

**purchase order**
A document that authorizes you to purchase items from vendors for projects.

**purchase order format**
A framework that contains information for the layout and content of a printed purchase order.

**purchases/material**
Refers collectively to purchase orders, shipment receipts, shipment/invoice receipts, invoice receipts, and inventory transfers with non-inventoried items.

**purchasing document**
A purchase order that you enter to purchase items from vendors for projects. General ledger accounts and inventory quantities aren't updated when you enter a purchase order, which is why it is referred to as a document and not a transaction.

**purchasing transaction**
A transaction that you enter to track the receipt of items and invoices from vendors for purchase orders for projects. Purchasing transactions include shipment receipts, shipment/invoice receipts, and invoice receipts.

**rate table**
A list of employees, equipment, or positions used to calculate cost and profit for whenever they are used for a project.

**reconcile**
A procedure that compares corresponding data in different logical tables and removes any "orphan" records. Reconciling also verifies that information stored in two different tables is the same, and if there are discrepancies, changes the information in the table being reconciled to match the information in the table it's being compared to.

**recurring batch**
A batch that will be posted repeatedly, according to the selected frequency. An example of a recurring batch would be one to record monthly rent expense. In Australia and New Zealand, transactions entered in a recurring batch are referred to as standing transactions.

**reference document number**
A number that identifies a transaction that a Referenced transaction has been posted for.

**referenced transaction**
A transaction used to correct the quantities on a posted cost transaction.

**report option**
A collection of entries that specify the amount of information or the type of information that appears on a report. Multiple report options can be created.

**reporting currency**
A currency that is used to convert functional currency amounts to another currency on inquiries and reports. This calculation uses a spot exchange rate entered when the inquiry or report is generated.

**return from project transaction**
A transaction used to return items from projects to vendors.

**revenue**
The income generated as the result of activities related to a project or contract.

**revenue recognition**
A feature that allows you to recognize revenue for Cost Plus and Fixed Price projects. When you bill customers for these projects, the billing amounts are not recognized as revenue on Profit and Loss Statements. Revenue recognition will update the financial statement.

**revenue recognition calculation method**
The method of determining revenue amounts when recognizing revenue using revenue recognition transactions.

**revenue recognition cycle**
A record that identifies when and how often to recognize revenue for contracts and projects. Revenue recognition cycles can be used to automatically generate revenue recognition transactions.

**revenue recognition transaction**
A transaction used to recognize earnings from projects as revenue for the company.

**salary pay**
A pay code that's used for employees who are paid a specific amount each pay period.

**salesperson**
A person who sells a company's goods or services.

**serial number**
A number assigned to a specific inventory item to identify it and differentiate it from similar items with the same item number.

**shipment receipt**
A transaction used to record merchandise received from a vendor.

**shipment/invoice receipt**
A transaction used to record merchandise received from a vendor, accompanied by an invoice.

**shipping method**
A method of transportation for goods or services. Default shipping methods are provided with the accounting system and can be modified for a specific business.

**single-use batch**
A batch that is created, posted once and then automatically deleted from the system after all transactions in the batch are posted.

**site**
A store, warehouse or other location from which business or store items are sold.

**standard transaction**
A basic timesheet, employee expense transaction, equipment log, or miscellaneous log.

**summary**
The calculated total amounts for a transaction.

**SUTA**
An acronym for “state unemployment tax.” This is the state unemployment tax paid by an employer to provide for payments of unemployment compensation to workers who have lost their jobs.

**tax detail**
A definition of a tax that may apply to sales or purchases. Tax details are grouped into tax schedules.

**tax schedule**
Groups of tax details that define each tax that may apply to sales or purchases. When tax schedules are assigned to vendors, the applicable taxes will be calculated during transaction entry.

**template**
A framework that contains information for creating a new contract, project, or fee record.

**territory**
A division of the regions in which a company’s products are sold, often separated from other divisions by geographical location.

**third-party customer**
A customer who is the customer of an individual or business that you are billing for a contract.

**third-party customer list**
A list that you can use to bill a customer who is the customer of the individual or business that you are billing for a contract.

**Time and Materials project**
A type of project in which the customer is billed for project costs as they are incurred. The amount that the customer is billed is based on billing rates or markup percentages for time and materials used for the project. Time includes the time that employees spend working on a project and for equipment used for the project. Materials include inventoried and non-inventoried items used for the project.

**timesheet**
A transaction entered to track the cost of time for an employee on a project.

**total billings**
The sum of the amounts billed for a contract or project.

**total cost**
The sum of the actual cost amounts incurred for a contract or project.

**total revenue**
The sum of the revenue amounts recognized for a contract or project.

**trade discount**
A discount given by a vendor or received by a customer. The rate is calculated at the time of a purchase or sale and is added to payment term discounts that also may be offered. Trade discounts only can be applied to Time and Materials projects.

**transaction**
An event or condition that is recorded in asset, liability, expense, revenue and/or equity accounts.

**transaction date**
The date when a transaction occurred; not necessarily the date that it was entered into the system.

**transaction history**
A record of transactions for a previous year or a record of a fully applied transactions.

**transaction owner**
The type of record that a transaction is entered for. For example, an employee is the transaction owner for timesheets and employee expense transactions.

**unbilled revenue**
Revenue that has been realized for Time and Materials projects but hasn’t been billed, or revenue that has been recognized for Cost Plus and Fixed Price projects but hasn’t been billed.

**unit**
A single quantity of an item.

**unit cost**
The amount per unit that you paid for an item you’re planning to sell or consume.

**unit of measure**
The quantities in which your business buys or sells an item.

**unit of measure schedule**
A group of related named quantities.

**user**
A person working with software on a computer; a computer operator.

**user class**
A group of users. You can use user classes to define parameters for users within the group.

**user-defined field**
A field that can be used to track information specific to your company.

**user-defined field label**
The name for a user-defined field.

**valuation method**
The method by which you track the cost of an item from the time you receive it until you sell it. Different businesses and industries typically use different valuation methods, which are sometimes specified by law. In most locations, strict legal limits are in place concerning changing the valuation method once you’ve begun using a particular one. Valuation methods include FIFO Perpetual, FIFO Periodic, LIFO Perpetual, LIFO Periodic, and Average Perpetual.

**vendor**
A person or company providing goods or services in return for payment.

**vendor class**
A group of vendors. You can use vendor classes to define parameters for vendors within the group.

**WIP (Work In Progress)**
The project costs that customers haven’t been billed for.

**workers’ compensation tax**
Taxes paid by the employer for insurance covering injuries incurred on the job. Workers’ compensation is paid to the state government.

**write down**

To arbitrarily reduce a calculated billing amount on a billing invoice.

**write up**

To arbitrarily increase a calculated billing amount on a billing invoice.

**writeoff**

A process used to adjust small differences between an invoice amount and a payment or an amount that a business chooses not to pay on a vendor account. A writeoff is deducted from the account total.

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