
User Reference

Job Billing (ADF)

By CMiC

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Job Billing

Job Billing Overview

The Job Billing Module is a fully integrated billing application that automatically produces Time and Material invoices as well as AIA Style invoices. Features of the product are:

- Unlimited user defined billing items
- Ability to auto-create billing code
- Date sensitive billing rates
- Supports Surcharges
- Supports Minimum/Maximum time charges
- Supports retainage release rules per billing item
- Provision for non-recoverable costs
- Ability of defer or express bill transactions
- Supports unlimited billing revisions and draws
- Supports Risk Management
- Supports Trade Code Cross References

Prerequisites

Prior to using the Job Billing Module to its fullest the following should have been configured:

- Job Costing
- Accounts Receivable / Accounts Payable
- Payroll
- Change Management/Project Management
- Subcontract Management

Module Checklist

Prior to setting up the system you should discuss the functionality available within the Job Billing system with regards to what is required for your implementation. Below is a short list to help facilitate the discussion.

- Do you need to utilize surcharges?
- Do you know/have all current billing rates?
- Are minimum/maximum time charges applicable?
- How much detail is required on invoices? At what level do you need to create billing transactions?
- Are there special Billing Overtime rules required?
- Will Contract and Billing Approvers be utilized?

Functionality Overview

Billing Type Rate Rules

Depending on the Billing Type, Billing Rates are derived from different places.

Billing Type	Rule
Cost	If on the Job Master 'Use Payroll Billing Rates or Use Equipment Billing Rates are checked then these rates will be used where possible to determine the billing amount for Cost transactions generated in the Payroll or Equipment systems. All other billing amounts will be determined by using the Billing Rate table. There is one override to this rule. On the Job Setup Form there is a Max Hourly Rate field, if this is entered then all transactions from payroll will be compared to this Max Billing rate and altered if their billing rate is greater than this Max.
Unit	Under this method the billing rate used is the billing rate applied on the Billing Code Line
Phase Unit	Under this method the billing rate used is the billing rate applied on the Billing Code Line
% Complete of Costs	Under this method the billing amount is the Percent Complete of the costs to the Budgeted Costs for the billing code
% Complete of Construction Value	Under this method the billing amount is the Percent Complete of the % of the Construction Value
% Complete of Units	Under this method the billing amount is the Units Complete of the Billing Code times the Unit Rate of the Billing Code
Milestone	Each Milestone indicates the exact amount to bill when the milestone is released either manually or automatically
Non - Recoverable	This is a NON Billing rate. Any item using this method will NOT be billed unless manually overridden

Billing Types

Code	Billing Type	Calculation Method
COST	COST	This method will select all the 'Cost' transactions for a specific Billing Code and bill the calculated 'Revenue' amount associated with each transaction.
UNIT	UNITS	This method is calculated as the sum of the Units associated with all 'Cost' transactions for a specific Billing Code multiplied by the billing rate on the Contract.
UPHS	PHASE UNIT BILLING	This method will calculate as the sum of the amount entered via Job Cost Phase Quantity Completion multiplied by the rate on the billing code line.
NR	NON RECOVERABLE	This method is a 'Non Billable' method – any transactions associated with Bill Codes marked with this billing method will produce a Zero bill but the transactions will be marked as billed, these transactions are also available for printing on the invoice.

% COMPLETE Billing Types Overview

Percent Complete billings work against a fixed Contract Value, the Budgeted Cost, Budgeted Units or Contract Value. The Units and Costs are derived from the Job Cost Transactions.

Code	Billing Type	Calculation Method
PCCO	% Complete/Cost	With this method the Billing Type used will depend on The Billing Contract budget lines. Where there is a budget on the billing line then % COMPLETE billing type will be used. Where the billing budget line is null or zero the billing type COST will be used.
PC	% Complete of Budgeted Costs	This method will automatically calculate the percent complete of currently asked for costs against the Budgeted Cost Amount of the billing code and create the Bill Amount as '(Budgeted Billing Amount * Percent Complete / 100)'
PCV	% Complete of Construction	This method will automatically calculate the percent complete of currently asked for costs against the Construction Value of the billing code and create the Bill Amount as '((Construction Value* % of Construction Value / 100) * (Percent Complete/100))'
PU	% Complete of Budgeted Units	This method requires the user to enter the % of Units Complete for each Billing Code. The system will then calculate the bill amount as '((Budgeted Units * Percent Complete)/100) * Unit Billing Rate.'

BURDENED BILLINGS Billing Types Overview

Burdened billings are a method of billing a percent of a different billing line. For Example your Site Management Fee may be 15% of all General Conditions.

Code	Billing Type	Calculation Method
BPC	Burdened Billings % of Cost Amount	This method will sum the 'COST' amount of the associated billing codes cost Transactions and then apply the required Burden %. ((Sum of Costs * Burden Percent) /100)
BPB	Burdened Billings % of Billing Amount	This method will sum the 'BILL' amount of the associated billing codes 'Cost' transactions and then apply the required Burden %. ((Sum of Bill Amounts * Burden Percent)/100)
BPU	Burdened Billings \$ Rate per Unit	This method will take the Billing Units entered of the associated billing codes and then apply a rate per unit. (Sum of Units * \$ Rate per Unit)

MILESTONE BILLINGS Billing Types Overview

Milestone billings are manual billings triggered by % complete, dates, and costs or manually released. All Milestones except Fixed fee allow for multiple releases of the Milestone.

Code	Billing Type	Calculation Method
MC	Milestones Cost to Date	This method allows the user to define the Amount to be billed every time the Actual Cost to date reaches an entered Value
MD	Milestone Date Based	This method allows the user to define the Amount to be billed on specific dates.
MF	Milestone Fixed Fee	This method allows for a Bill Code to be billed only once, for a specified dollar amount. The User must manually release this Milestone
MU	Milestone User Defined	This method allows the user to define multiple milestones with fixed dollar values for a specific Bill Code. The User must manually release the Milestones
MPC	Milestone % Complete of Cost	This method allows the user to enter the amount to bill when the calculated % complete equals or is greater than the Percent Complete entered on the milestone
MPCV	Milestone % Complete of Construction Value	This method allows the user to enter the amount to bill when the calculated % complete equals the Percent Complete of Construction Value entered on the milestone
MPU	Milestone % Complete of Units to Date	This method allows the user to enter the amount to bill whenever the units complete equals the percent of budgeted units entered on the milestone
MQ	Milestone Quantity to Date	This method allows the user to enter the amount to bill whenever the Units to Date equal the amount entered on the milestone

0.00 hrs to category 1005

Example 2:

Minimum time 8 hrs, Maximum time 12 hrs, Round Up .50 hrs

- Minimum Categories - 1002 - No specific Minimum
- 1003 - No specific Minimum
- 1004 - Specific Minimum of 1 Hr
- 1005 - No specific Minimum

Time charged is: 3.75 hrs to category 1002
0.00 hrs to category 1003
0.25 hrs to category 1004
0.00 hrs to category 1005

Minimum 8.00 hrs minus time charged of 4.00hrs = Adjustment of 4.00 hrs is required

Time charged is: 3.75hrs to category 1002 + Adjustment of 3.25 Hrs
0.00 Hrs to category 1003
0.25 Hrs to category 1004 + Adjustment of 0.75 Hrs
0.00 Hrs to category 1005

NOTE: If a category minimum adjustment is required – it will not reuse that category for Overall Minimum adjustments.

2: Maximums Exceeded

Maximums Exceeded are created by starting with every category where the Category Quantity is greater than the Category Minimum and reducing that Category Quantity until the Category Minimum or the Maximum has been reached. Then it moves on to the next category. The procedure starts with the Category with the largest Quantity first.

If there are no Category minimum's it will then prorate the adjustment according to the Category Quantities.

Example 1:

Minimum time 8 hrs, Maximum time 12 hrs, Round Up .50 hrs

- Minimum Categories - 1002 - No specific Minimum
- 1003 - No specific Minimum
- 1004 - No specific Minimum
- 1005 - No specific Minimum

Time charged is: 6.00 hrs to category 1002
4.00 hrs to category 1003
0.25 hrs to category 1004

3.50 hrs to category 1005

Maximum 12.00 hrs minus time charged of 13.75 hrs = Adjustment of -1.75 hrs is required

Time charged is: 6.00 hrs to category 1002 Adjustment of -0.80 Hrs
4.00 hrs to category 1003 Adjustment of -0.50 Hrs
0.25 hrs to category 1004 Adjustment of -0.05 Hrs
3.50 hrs to category 1005 Adjustment of -0.40 Hrs

Example 2:

Minimum time 8 hrs, Maximum time 12 hrs, Round Up .50 hrs

Minimum Categories - 1002 - 2 Hr specific Minimum
- 1003 - 2 Hr specific Minimum
- 1004 - 2 Hr specific Minimum
- 1005 - 2 Hr specific Minimum

Time charged is: 6.00 hrs to category 1002
4.00 hrs to category 1003
0.25 hrs to category 1004
3.50 hrs to category 1005

Maximum 12.00 hrs minus time charged of 13.75 hrs = Adjustment of - 1.75 hrs is required

Time charged is: 6.00 hrs to category 1002 Adjustment of - 1.75 Hrs
4.00 hrs to category 1003
0.25 hrs to category 1004
3.50 hrs to category 1005

Example 3:

Minimum time 8 hrs, Maximum time 12 hrs, Round Up .50 hrs

Minimum Categories - 1002 - 5 Hr specific Minimum
- 1003 - No specific Minimum
- 1004 - No specific Minimum
- 1005 - 2.75 Hr specific Minimum

Time charged is: 6.00 hrs to category 1002
4.00 hrs to category 1003
0.25 hrs to category 1004
3.50 hrs to category 1005

Maximum 12.00 hrs minus time charged of 13.75 hrs = Adjustment of -1.75 hrs is required

Time charged is: 6.00 hrs to category 1002 Adjustment of - 1.00 Hrs

4.00 hrs to category 1003
0.25 hrs to category 1004
3.50 hrs to category 1005 Adjustment of - 0.75 Hrs

Example 4:

Minimum time 8 hrs, Maximum time 12 hrs, Round Up .50 hrs

Minimum Categories - 1002 - 5 Hr specific Minimum
- 1003 - No specific Minimum
- 1004 - No specific Minimum
- 1005 - No specific Minimum

Time charged is: 6.00 hrs to category 1002
4.00 hrs to category 1003
0.25 hrs to category 1004
3.50 hrs to category 1005

Maximum 12.00 hrs minus time charged of 13.75 hrs = Adjustment of -1.75 hrs is required

Time charged is: 6.00 hrs to category 1002 Adjustment of -1.00 Hrs
4.00 hrs to category 1003 Adjustment of -0.40 Hrs
0.25 hrs to category 1004 Adjustment of -0.05 Hrs
3.50 hrs to category 1005 Adjustment of -0.30 Hrs

3: Rounding

Rounding is only applied if Minimum's or Maximums do not apply. Rounding is prorated by Quantity

Example 1:

Minimum time 8 hrs, Maximum time 16 hrs, Round Up .50 hrs

Minimum Categories - 1002 - No specific Minimum
- 1003 - No specific Minimum
- 1004 - No specific Minimum
- 1005 - No specific Minimum

Time charged is: 6.00 hrs to category 1002
4.00 hrs to category 1003
0.25 hrs to category 1004
3.50 hrs to category 1005

Time charged is: 6.00 hrs to category 1002 Adjustment is 0.10 Hrs
4.00 hrs to category 1003 Adjustment is 0.10 Hrs
0.25 hrs to category 1004 Adjustment is -0.05 Hrs
3.50 hrs to category 1005 Adjustment is 0.10 Hrs

Surcharge Functionality

Surcharges create zero dollar cost transactions with billing dollar amounts. Each Surcharge is created against a unique Cost Code/Category combination. Surcharges are meant for situations where costs are accumulated during a billing period to specific Cost Code/Categories where you know further costs not posted to the job have been incurred. Each Contract may have multiple Surcharge codes applied.

Surcharge Billing Rates are retrieved from the Billing Rate table associated with the job. Surcharges use the Billing Rate Column of the Rate table only.

Surcharges are always applied if entered; the surcharge is pro-rated according to the number of hours entered. Applied Surcharges cannot be further increased/decreased by the 'Minimum Charge' function.

Example 1:

Every 4 hours of Tech time should create .25 hours of Engineering time

Units of Tech Time Posted = 8Hrs	Surcharge will be for .5 Hours
Units of Tech Time Posted = 4Hrs	Surcharge will be for .25 Hours
Units of Tech Time Posted = 3.75	Surcharge will be for .23 Hours

Example 2:

Every 4 hours of Tech time should create .25 hours of Engineering time with roundup to .5 of an hour

Units of Tech Time Posted = 8Hrs	Surcharge will be for .5 Hours
Units of Tech Time Posted = 4Hrs	Surcharge will be for .5 Hours
Units of Tech Time Posted = 3.75	Surcharge will be for .5 Hours

Creating a Billing Contract

Billing Contract Creation Procedure

Contract set up in job billing is an extremely important step in the successful and accurate billing preparation and invoice posting. Retainage code rules, tax percentages, maximums and minimums, project managers, billing types and billing codes, milestones and burdens, budget billing and billing rate changes, groupings and subcontractors and more are all assigned on the Job Billing Contract Entry screen.

Set Up the Job

Contracts can only be entered against existing Jobs. The job must be declared to have the billing method 'Job Billing'. Jobs are set-up in the Job Cost Application – Please refer to the Job Costing Manual for further information.

Manually Create Template

If you are not going to use the system defined Contract Templates for Billing Codes and Group Codes then:

- Create Group Codes

The creation of user-defined group codes allows you to group and subtotal Billing Items in alternate formats for backup documentation. The system allows up to 5 group codes per Contract. This is an optional set up.

- Create the Master Billing Structure

The creation of a Master Billing Structure allows you to create the default billing structure for your company. If you are going to be using one of the standard billing code mappings available when the job is created, (i.e. One to One mapping, or Cost Code to Bill Code mapping) then this step is not necessary.

Create Your Job Billings Structure

This step is only necessary if you do not wish to use one of the standard mappings available.

The Set-up Billing Codes Maintenance Screen allows you to create the billing structure. It allows you to set up your Billing Codes and assign those codes to the cost elements (Cost Codes/Categories) which will receive the revenue when invoices are posted through to the Job Costing module.

The system allows you to use the master billing structure, or customize the billing structure on a job by job basis.

Assign Billing Codes to Phases/Categories

This step is only necessary if you do not wish to use one of the standard mappings available.

The Assign Billing Codes to Phases/Categories allows you to map the costs to the billings. This enables you to analyze the cost to bill ratio on each Job and facilitates the creation of Job Bills.

Create Contract

Create the Contract by using the Create Contract program. This is where the details of the Contract are entered and modified.

Print Edit Listing

Once you have entered the details of the Contract, print an Edit Listing to view your entries prior to approving the Contract.

Approve Contracts

If the Contract Approval functionality is being used, it is necessary to manually approve Contracts.

The Approve Contracts process also allows the user to un-approve a Contract and return it to an editable state within the Enter Contract screen. When automatic approval is used, the Contract cannot be unapproved.

Manually Assigning Billing Codes to Contracts

* Bill Code	* Bill Name	* Job Code	* Cost Code	* Category	* WM	* Invoice Code	Group Code1	Group Code2
1000.010160.1000	Control Job 1000	1000	010160	1000	HR	1000.010160.1000	1000	010160
1000.010160.2000	Control Job 1000	1000	010160	2000	LS	1000.010160.2000	1000	010160
1000.010160.3000	Control Job 1000	1000	010160	3000	DY	1000.010160.3000	1000	010160
1000.010160.4000	Control Job 1000	1000	010160	4000	LS	1000.010160.4000	1000	010160
1000.010160.5000	Control Job 1000	1000	010160	5000	NA	1000.010160.5000	1000	010160
1000.010160.7000	Control Job 1000	1000	010160	7000	NA	1000.010160.7000	1000	010160
1000.010160.NR	Control Job 1000	1000	010160	NR	NA	1000.010160.NR	1000	010160
1000.04-5TH-123456.A.CFL	Fifth Level Phase - Constan Field Labor	1000	04-5TH-123456.A	CFL	HR	1000.04-5TH-123456.A.CFL	1000	04-5TH-123456.A

Pgm: JBJCMEFM – Assign Billing Codes to Contract

If the Contract is using a defined template the Bill Codes will be created automatically when the Contract is created and data should not be entered here.

The Assign Billing Codes to Contracts screen is used to create the structure to be used on each Contract and specify the Job Cost elements which will be used to post the billing amounts.

When creating the structure of the Job Bill for each Contract, Billing Codes can be pulled from the Master Billing Codes list or created uniquely for the particular Contract.

The system allows any of the cost elements on the Job to accumulate revenue. So there are three choices on how revenue is mapped.

- A single revenue account is used for all cost elements
- Each cost element also is also a revenue element

- c) Unique Revenue elements are designed for specific ranges of cost elements

Contract and Job Code

Enter/Select the required Contract Code and Job Code. The system will only allow access to Contract Codes that have been associated with Jobs within the Job File Maintenance screen. As well, only those Jobs set to “Job Billing” type jobs can be accessed through the Job Billing module.

If this is the initial set up of the Job Bill for this Contract, the Contract Name will appear as 'Contract Description Not Set-up'. This is because the actual Contract has not yet been created, so the contract name has not yet been entered.

The system will only allow for the selection of those jobs that are controlling jobs and have been assigned the Contract Code in the previous field. Remember that only Jobs created as ‘Job Billing’ type jobs will be accessed through the Job Billing module.

Move to the Billing Code block and assign the revenue elements

In the billing block, you are entering the billing codes that will be used in the details of the Job bill for this Contract. The Bill Codes that are entered on this Contract can be selected from the master list of Bill Codes, or can be unique to the Contract that you are defining. In either case, once a Bill Code is entered it must be assigned a corresponding Job Cost element that will accept the revenue during the invoicing of the Job bill.

Bill Code

Enter/Select the Bill Code associated with the bill line you are defining on the Job Bill for this Contract. The Billing Code is a 35 character code. When entering your billing codes you may select from the Master Billing Codes or you may enter a unique code for this job. The Billing Code is used to signify the breakdown needed for processing percent completes.

Billing Description

Enter the description that will be used in conjunction with the billing code to signify a Billing Item. The billing description can be up to 60 characters in length.

When using a code from the Master Billing Code set, the code description will default to this field.

Billing Job/Cost Code and Category

Enter the cost element that will be used to accumulate the billing revenues when the Job Bill is posted.

You may choose a single cost element for all billing, you may choose to apply the revenue to each cost element, or you may create a cost element specifically designed to accumulate the revenue amounts and each major Cost Code level.

When using a Billing Code from the Master Billing Code set, the Cost Code and Category will default to these fields.

Invoice Code

The Invoice Code is used to signify the grouping of the billing codes for printing purposes. This field will default with the Billing Code entered on this line but may be changed to suit printing requirements.

Group Codes

(Optional) Enter/Select the group code for the billing line item that is being defined. The group code that is entered can be selected from the master list of group codes (created within Group Code Maintenance) or entered as a unique group code for the Contract that you are defining.

If the group code being assigned has not been created previously within the Group Code Maintenance screen, press the [**Create Group**] button. The [**Create Group**] button allows you to create group codes on

the fly through a pop-up screen. Simply enter the desired code and description and press [**Accept**]. Once this has been done, you may select the new group code for use.

Leave this field blank if you are not using group codes or if you do not wish to include this item under a particular heading within the AIA report.

Assign Billing Codes to Cost Elements

Billing Code	WM	Job Code	Cost Code	Cost Code Name	WM	* Category
1000.010160.1000	HR	1000	010160	Temporary Buildings-Job Phase Na	NA	1000
1000.010160.2000	LS	1000	010160	Temporary Buildings-Job Phase Na	NA	2000
1000.010160.3000	DY	1000	010160	Temporary Buildings-Job Phase Na	NA	3000
1000.010160.4000	LS	1000	010160	Temporary Buildings-Job Phase Na	NA	4000
1000.010160.5000	NA	1000	010160	Temporary Buildings-Job Phase Na	NA	5000
1000.010160.7000	NA	1000	010160	Temporary Buildings-Job Phase Na	NA	7000
1000.010160.NR	NA	1000	010160	Temporary Buildings-Job Phase Na	NA	NR
1000.04-5TH-123456.A.CFL	HR	1000	04-5TH-123456.A	Fifth Level Phase	NA	CFL
1000.05.06A.030000.F.1000	HR	1000	05.06A.030000.F	Area 5.06A.Fndtns - Concrete	NA	1000
1000.05.06A.030000.F.7000	NA	1000	05.06A.030000.F	Area 5.06A.Fndtns - Concrete	NA	7000

Pgm: JBJCMST – Assign Billing Codes to Job/ Cost Code/Category

If the Job is using the pre-defined mapping templates, then do not enter any data in this screen. The system will populate it when the Contract is entered.

The Assign Billing Codes to Cost Elements screen is used to map Bill Codes to cost elements. This allows the system to automatically retrieve Budget and Cost amounts form JC into the specified Bill Codes for the purposes of generating a Job Bill.

Contract and Job Code

Enter the Contract and Job Code required. Once the Contract Code is entered, the system will display the Controlling Job Code associated with the Contract in the next field.

Cost Code/Category – Section

When this section is first entered, the system will return all the Cost Code/Category codes that exist on the Controlling Job and any Sub-Jobs associated with the Contract selected in the header. The **Billing Code** field will be blank; you must enter the Billing Code to which the cost element applies.

Billing Code

Enter the Billing Code that applies to the cost element on this line. Note that you may only use those Billing Codes that apply to the Job being entered. To exclude a Job Cost budget amount from the Job Bill - leave the **Billing Code** field blank.

Contract Entry

CONTRACT ENTRY Table Mode Save Exit

Enter Company Code

CREATE CONTRACT

* Company CCC x CMIC Test Construction Company **JB - Assign Billing Codes to a Contract** **JB - Assign Billing Codes to Cost Phase/Categories** **JB - Billing Rates**

Use Sub-Contract Vendor on New Bill Lines Show Closed Contracts Show NR Bill Codes

CONTRACT INFORMATION

Billing Items Defaults Rounding Methods Address Description Officials Surcharges Risk Management Separate Billing Information Mapping Groups

Search Insert Delete Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

Job 1000 Project 1000 With Job Series 1000 (Forecast with AD)

* Contract 1000 Project 1000 With Job Series 1000 (Forecast with AD) * Contract Currency US Dollars Contract Billing Type COST

* Customer GUELPH Guelph University

Budg. Billing Amt * Time Phased Exclude Non-Inv Receipts

Max Billing Amt

Bid Date * Contract Date 2011/Jun/27

Approved Date Closed Date Spread Rule

Start Date 2010/Jan/01 End Date 2014/Dec/31 Rate Code

Create Contract Details Bill Rates Add New Bill Codes Reset All Bill Code Budgets Default Compliance Codes Invoice Preview

Billing Codes Group 1 Group 2 Group 3 Group 4 Group 5

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export Import ECM Documents User Extensions Mass Update

Billing Code	* Type	Description	Budg. Billing Amt	Curr \$	Budg. Qty.	WM	Billing Rate	Max Billing Amt	Max Qty	% of Constr.	Construction Value	Group 1
1000.02 41 13.13.1	COST	Paving Removal - Labor	152,000.00	US	1,500,000	LS	101.3333					1000
1000.02 41 13.13.2	COST	Paving Removal - Subcc	231,000.00	US	225,000	LS	1,026.6667					1000
1000.02 41 13.13.3	COST	Paving Removal - Equip	250,000.00	US	1,000,000	LS	250.0000					1000
1000.02 41 13.13.4	COST	Paving Removal - Mater	325,000.00	US	0.000	LS						1000
1000.02 41 13.13.5	COST	Paving Removal - Subst	475,000.00	US		LS						1000

Pgm: JBCONT – Job Billing Contract Entry

Contract set up in Job Billing is an extremely important step for successful and accurate billing preparation and invoice posting. Retainage codes, tax percentages, billing maximums and minimums, project managers, billing types and billing codes, budget billing, billing rate changes, and more are all assigned through this, Contract Entry screen. Once Contracts are entered, and optionally approved, invoices can be released as draws against the Contract Amount.

The first section of this screen is used to select the company, and the second is used to enter contract information and defaults. The third is used to enter billing information, and users can add new Billing Codes, delete Billing Codes or modify existing line's Billing Items.

Entering Contract Information

Use Sub-Contract Vendor on New Bill Lines – Flag

When this box is checked, the system attempts to match the Subcontract Vendor on the same Job whose contract detail matches the Job/Cost Code/Category element associated to the Billing Code on the line item.

If a match is found, the system returns the appropriate Vendor and Subcontract Code to the appropriate fields on that Bill Code line, and unchecks the **Self Performed Work** flag. If no match is found, the aforementioned fields will be left blank. In either case, these fields can be over-riden and the appropriate Vendor and Subcontract Code can be entered.

Show Closed Contracts – Flag

Check this box if you want to query Contracts that have been closed. Leave this box blank to view open Contracts.

Show NR Bill Codes – Flag

If checked, Non- Recoverable (non-billable) type Billing Codes will not be included in the table displayed by the **Billing Codes** tab in the lower section of the screen.

[JB – Assign Billing Codes to a Contract] – Button

This button launches the Assign Billing Codes to a Contract screen (program name: JBJCMEFM).

[JB – Assign Billing Codes to Cost Phase/Category] – Button

This button launches the Assign Billing Codes to Cost Phase/Category screen (program name: JBJCMST).

[JB – Billing Rate] – Button

This button launches the Billing Rate screen (program name: JBRATE), used to review or update billing rate details. The screen opens with the Company and the Rate Code associated with the key Job for the Contract; which is the controlling Job if there is more than one Job associated with the Contract.

Billing Items – Tab

Job

Enter the Job Code for the Contract being entered. A Job Code must be entered for every Contract entered on this screen.

Contract

Verify/Modify the Contract Code. The Contract Code will default from Contract code entered on the Job specified in the previous field. A Contract Code must be entered for each Contract entered in this screen.

The field beside the Contract Code displays the Contract's name/description. The Contract's name/description is also shown by the **Name** field on the **Description** tab, which can be used to change the Contract's name.

Contract Currency

The currency, which has defaulted to contract currency, is the customer currency. If a currency different from the company currency is entered all amounts for the Contract will be converted to this currency.

Contract Billing Type

This is a reference field from Job Setup. The field is not updatable, it is only a display field to show the default Billing Type defined on a Job.

Customer

The Customer Code will default from the Job entered in the previous field.

Budget Billing Amount

This is the Contract Amount for the Billing Item. It is defaulted from the Max revenue cap from the Job Setup screen. Users may override as required.

Maximum Billing Amount

This field indicates the maximum amount that can be billed to the owner for the complete Contract. This field will default from the Job Master File. When a billing is created and it is over this maximum amount the system will create all the bill lines including those over the max, then create a negative billing line to reduce the billing down to this maximum amount.

The transaction that is created will be against the last Cost Code on the Job that has the "Contract Maximum Adjustment Category" associated with it. The Category is entered via the Job Billing Control.

Time Phased

Check this flag to enable use of the Time Phased Budgeting against the current Billing Contract.

Exclude Non-Inv Receipts

To exclude non-invoiced receipts check this box.

Bid Date

If the bid date for the job is required enter it in this field.

Contract Date

Enter the date of the Contract for this Job.

Approved Date and Closed Date

These are display fields only.

Start Date and End Date

Contract's start and end date.

NOTE: If a JB Contract has an associated forecast in GC Monitor, with at least 1 entered forecast line, these dates cannot be changed here. They must be changed via the GC Monitor's [Update Contract Date] button. This is to keep the start and end dates for forecast lines in sync with the Contract's start and end dates.

Spread Rule

Select an available GL Period Interval Time Phased Budgeting Spread Rule (setup in Job Costing, Local Tables).

Rate Code

Enter Billing Rate Code associated to Job.

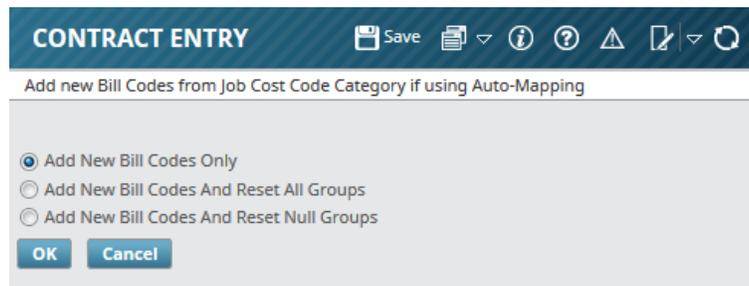
[Create Contract Details] – Button

This button is used to create the Contract's Billing Code lines, on the lower section's **Billing Codes** tab, as per the Billing Codes assigned to the Contract.

[Bill Rates] – Button

This button opens the Billing Rate Maintenance screen to review/update billing rate details. The Billing Rate Maintenance screen opens with the Company and the Rate Code associated with the 'key' Job for the Contract, which is the Controlling Job, if there is more than one Job associated with the Contract.

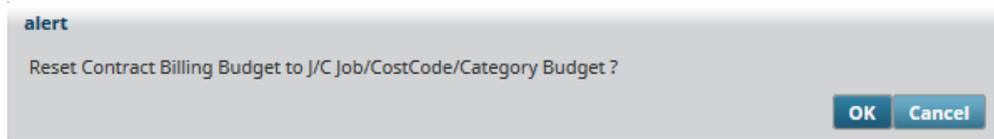
[Add New Bill Codes] – Button



Pgm: JBCONT – Contract Entry – Add New Bill Codes Button

This button will add any Job/Cost Code/Categories to the Contract that have been added to the appropriate Jobs since the Billing Contract was entered, or last updated. Billing Codes manually deleted from the Billing Contract will be re-added. Options are provided to only add the codes, reset all Group Codes, or reset only previously null Group Codes while adding the missing Billing Codes.

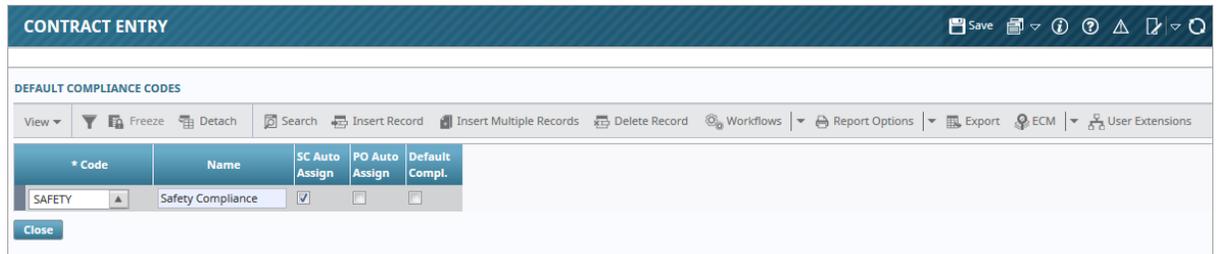
[Reset All Bill Code Budgets] – Button



Pgm: JBCONT – Contract Entry – Reset All Bill Code Budgets Button

This button will override all changes made to the Budget in the Billing Contract Entry screen with the current budget values as found in the Job Cost Enter Budget screen.

[Default Compliance Code] – Button



Pgm: JBCONT – Contract Entry – Default Compliance Code Button

This option will allow specification of the default Compliance Codes to be used for all job and vendor Purchase Orders or Subcontracts assigned to this Billing Contract.

[Invoice Preview] – Button



This button allows users to preview or email the invoice through their web browser.

Field	Description
Destination	Select whether you would like to Preview or Email the generated invoice.
Format	Select the format of the generated invoice.

Defaults – Tab

The screenshot displays the 'CONTRACT ENTRY' application window. At the top, there's a 'CREATE CONTRACT' section with a company dropdown set to 'RV123456' and 'R.V. Head Quarters Company, LLC'. Below this are several tabs: 'Billing Items', 'Defaults', 'Rounding Methods', 'Address', 'Description', 'Officials', 'Surcharges', 'Risk Management', 'Separate Billing Information', and 'Mapping Groups'. The 'Defaults' tab is selected, showing a grid of fields for currency and tax settings. The 'Job Currency Code' is set to 'US'. The 'Contract Currency' is 'US' with a value of '1.00000000'. The 'Invoice Currency' is also 'US' with a value of '1.00000000'. The 'Fixed Currency Factor' is set to '1'. The 'Retainage Code' is 'RET10'. There are also checkboxes for various options like 'Allow SC Request For Payment Creation From Billing Invoice', 'Warn If There Are Categories Without Bill Codes', 'Calculate And Release Retainage At Invoice Level', 'Material Stored Included In Calculated Billing Amount', 'Previous Completed Amount Includes Material Stored', 'WIP Roll-In', 'SC Retainage', 'Use Release Retainage % From Last SC RFP', and 'Consider calculated potential revenue in ETC'.

Pgm: JBCONT – Contract Entry – Defaults Tab

Job Currency Code

The Job's currency defaults from the company maintenance setup and is not updateable in the Job Billing Contract Entry screen.

Contract Currency

The currency, which has defaulted to contract currency, is the customer currency. If a currency different from the company currency is entered, all amounts for the Contract will be converted to this currency.

Invoice Currency

Enter the Currency Code to be used for the Contract. The system will default the Currency Code associated with the customer. This is the currency that the invoice will be produced in.

These two fields allow the following type of setup.

The company is Canadian, so therefore all JC costs are stored in Canadian dollars.

Sample 1. The Customer is US and you want the system to convert the billing to US when the invoice is created. In this case the Contract Currency would be CDN and the Invoice Currency US.

Sample 2. The Customer is US, all costs for the Job occurred in US dollars, and you want to create the billing in US dollars as well as Invoice in US dollars. In this case Both the Contract and Currency Invoice Codes would be US.

Fixed Currency Factor

If the Contract is not in the company currency, then the system gives the choice of using a Fixed Currency Factor for the Job regardless of currency rate fluctuations. The rate has defaulted from the Exchange Rate table, or using the Currency Exchange Rate table which selects the currency factor by invoice date. If you want a fixed factor, then enter the factor in this field. This factor can be adjusted during the life of the project.

WARNING: Adjusting this factor after a billing has been posted will not adjust any posted billings.

Retainage Code

Enter the of retainage code rule for this Contract. The retainage code rule will default to each billing line of the Contract. If a different rule is required it can be changed by billing line. Retainage codes calculate per line not per total contract.

The retainage code rule can be entered in one of three ways:

- Type a user-defined code in the retainage code field. A message will appear that this code does not exist and a button will be available marked [**Ret. Code**]. User will be brought to the retainage code rules screen and be able to enter the retainage rule. Only the information for the one rule can be entered. To add more codes for the one Contract, the user will have to go directly to the Retainage Code Rules screen.
- The Retainage code may have been set up for the Contract prior to Contract entry and will be available on the LOV,
- If a contract specific retainage code rule is not required select from the LOV a rule that has been set up under 'ALL'

Tax Codes 1, 2 and 3 with Taxable Percentages

The tax code can be manually entered or changed if they defaulted from the Job Setup.

Up to 3 tax codes per Contract are available. If you are in Canada then the GST tax code must be entered against Tax1. If for example, you have a scenario where the standard tax code is 7% and you must use this Tax Code, but for this particular Contract you are only allowed to charge 3.5% then enter 50 in the Taxable Percentage field. This indicates that you will be charging the tax at 3.5%. The most common usage for this feature is on Government owned jobs. If this is not applicable leave the field blank or enter 100.

Starting Draw Number

(Optional) Enter an initial Draw number. Default is '1', however if needed, enter a different value for the first draw to be created.

Allow SC Request For Payment Creation From Billing Invoice

This option will allow (with proper setup in the Subcontract) the Prepare Bill form to generate SC RFP's for the defined lines by using the % Complete or \$ Over-ride Billing values to determine the appropriate Cost Amounts to be inserted into the lines of the SC RFP.

NOTE: This option is only functional when users map the SC Schedule to the matched JB Contract Billing Codes.

For details about this functionality, please refer to this guide's following quick guide:

[Create Separate Invoices for Each Customer on Single JB Contract - Quick Guide](#)

Warn If There Are Categories Without Bill Codes

This option is specific to Prepare Bill screen. When checked, a warning message will popup if there are Categories without Bill Codes. If unchecked, there will be no warning message.

Calculate And Release Retainage At Invoice Level

This option is specific to G/C Prepare bill Screen only. When creating a JB Contract the value from the JB Control > Billing Tab > **Calculate And Release Retainage At Invoice Level** checkbox will be defaulted into this field. Users may override as desired on contract by contract basis. When checked, retainage will be calculated and released at the invoice level. Once there are assigned Billing Items to the Contract, users are not allowed to uncheck/update this flag and a message would popup.

Material Stored Included In Calculated Billing Amount

This checkbox defaults the value from the control file when a new Job Billing Contract is created, which may be overridden by the users. When checked, Material Stored override in prepare billing programs will be considered as included in the calculated billing amount. Un-checked, the material stored amount would be considered as a surcharge and will be added to the calculated billing amount.

Previous Completed Amount Includes Material Stored

This checkbox is enabled only when the **Material Stored Includes In Calculated Billing Amount** checkbox is checked. When checked, during invoice printing, the 'Previous Completed Amount' column includes and prints material stored amount as well. This is not applicable to JBPB_U13 and Free Form invoice printing.

WIP Roll-In

The value for this checkbox defaults from the JC Control > WIP tab > Roll in by JB-Contract checkbox, which users may override. When checked, the information of all those Sub-Jobs sharing the same Contract Code will be Rolled-In during WIP processing. Users must note that, both Job Level and Contract Level WIP Roll-In flags may not be checked at the same time. Also, a main Job and all its Sub-Jobs (with or without their own Contract Codes) may follow any one method of rolling-in for WIP and the flags must be set accordingly.

SC Retainage

This option serves as a default for JB Contract schedule lines.

When creating a new JB Contract, the program reads the value from **SC Retainage** checkbox in the JB Control File and it is defaulted into this field. Also, when Bill Code details are created for a Billing Contract, this flag's value from the header is defaulted into the individual Bill Code detail lines, which users may override.

NOTE: Users are not allowed to set both **SC Retainage** and **Allow SC Request For Payment Creation From Billing Invoice** checkboxes at the same time. Only one of the functionality is allowed for a Billing Contract.

Use Release Retainage % From Last SC RFP

If this flag is checked, the Prepare Billing programs will find the last posted Request For Payment for the Bill Code and calculate the Release Retainage Percent. Then the same percent will be applied to calculate the Release Retainage for the Bill Code in JB Billing.

The corresponding SC Subcontract must be invoiced via Subcontract and its **Schedule Level/Retainage Release** flag must be checked. The Schedule Lines must have their JB Bill Code field populated.

Consider calculated potential revenue in ETC

This flag controls whether or not this potential revenue is considered in the Estimate to Complete calculation of Contract Forecasting. Please refer to the Contract Forecasting and Job Costing user guides for details.

Rounding Methods – Tab

The screenshot shows the 'CONTRACT ENTRY' application interface. At the top, there is a header bar with 'CONTRACT ENTRY' on the left and 'Table Mode' and various utility icons on the right. Below the header, there is a 'CREATE CONTRACT' section with a company dropdown set to 'RV123456' and 'R.V.Head Quarters Company, LLC'. There are three buttons: 'JB - Assign Billing Codes to a Contract', 'JB - Assign Billing Codes to Cost Phase/Categories', and 'JB - Billing Rates'. Below this are three checkboxes: 'Use Sub-Contract Vendor on New Bill Lines', 'Show Closed Contracts', and 'Show NR Bill Codes'. The main section is titled 'CONTRACT INFORMATION' and has several tabs: 'Billing Items', 'Defaults', 'Rounding Methods', 'Address', 'Description', 'Officials', 'Surcharges', 'Risk Management', 'Separate Billing Information', and 'Mapping Groups'. The 'Rounding Methods' tab is active, showing four dropdown menus: 'Bill Amount' (Round To Nearest \$0.01), 'Bill Round Method' (Default), 'Retainage Amount' (Round To Nearest \$0.01), and 'Retainage Round Method' (Default).

Pgm: JBCONT – Contract Entry – Rounding Methods Tab

This tab can be configured to handle how the bill and retainage amounts are rounded. They can be set via the drop-down lists.

Address – Tab

The screenshot shows the 'CONTRACT ENTRY' application interface, similar to the previous one. The 'Address' tab is active under the 'CONTRACT INFORMATION' section. The 'Address Code' field is a dropdown menu. Below it are several text input fields: 'Contact' (Mr.Sky Man), 'Address' (100, Sky Street), 'Line 2' (Suite 900, Floor IX), and 'Line 3' (Chicago). There are also dropdown menus for 'State / Prov.' (IL) and 'Country' (US). At the bottom, there are text input fields for 'Zip / Postal' (4568), 'Phone' ((111) 222-3333), and 'Fax' ((111) 222-3434). Above these fields is a toolbar with icons for 'Search', 'Insert Record', 'Delete Record', 'Previous Record', 'Next Record', 'Workflows', 'Report Options', 'Attachments', 'Notes', 'ECM', and 'User Extensions'.

Pgm: JBCONT – Contract Entry – Address Tab

The **Address** tab displays the Customer address information as entered in the Accounts Receivable module's Customer Maintenance screen. This information will display on the Job Bill and the invoice header and may be changed as needed. To access an existing Address Code for this Customer, select it from the **Address Code** field. The details of the Address Code will be copied into the other fields and may be modified as required.

Description – Tab

The screenshot displays the 'Description' tab within the 'CONTRACT ENTRY' application. At the top, there's a 'CREATE CONTRACT' section with a company dropdown set to 'RV123456' and a text field containing 'R.V. Head Quarters Company, LLC'. To the right are three buttons: 'JB - Assign Billing Codes to a Contract', 'JB - Assign Billing Codes to Cost Phase/Categories', and 'JB - Billing Rates'. Below this is the 'CONTRACT INFORMATION' section, where the 'Description' tab is active. This tab contains several input fields: 'Name' (1000.100), 'Invoice Format' (U11A), 'Description' (empty), 'Invoice Override' (RV-SKYAIR Partner), 'Override Customer Name' (empty), 'Alt. Add. Code' (empty), 'Minimum Time' (empty), 'Term' (NET30), 'Department' (011110), and 'JB Trade List' (empty). Each field has a corresponding dropdown menu or selection box.

Pgm: JBCONT – Contract Entry – Description Tab

Name and Description

The existing contract name will appear, if the contract name is to be changed enter the description in the name field. This is printed on the Job Billing invoice and on some of the available invoices along with any entry in the description field.

Invoice Override Customer Name

An alternative Customer Name may also be entered in this field.

Alt. Add Code

Specify an Alternate Address Code to override the current address information.

Invoice Format

The default invoice format will display with the format entered on the Job Entry screen. It can be changed in this popup. The information entered here will display for each line.

When detail records already exist, changing the default invoice format will only change the Contract Level. The details will remain as they are and will have to be changed line by line.

Minimum Time

If the Job Billing Control file has a Minimum Time Code entered then this value will be automatically be defaulted. Where a minimum charge is required leave the default as it or apply the Minimum Time Code in this pop up. Where not required clear the field. Each Contract can only have One Minimum Code applied.

Term

This allows override to the defaulted AR Terms being applied to this Contract.

Department

This allows specification of a 'Billing Department'. This has no impact on postings, and is provided for the purposes of queries within the Job Billing module only.

JB Trade List

This option allows reclassification of Employee Payroll Trades as per the configurations and mappings entered in the JB Trade local tables of Job Billing.

Officials – Tab

The screenshot shows the 'CONTRACT ENTRY' window with the 'Officials' tab selected. The 'CREATE CONTRACT' section shows the company 'R.V. Head Quarters Company, LLC'. The 'CONTRACT INFORMATION' section includes fields for PM Contact Code (C), Project Manager (Monica Seles), Architect BP Code (A1GARDEN), Address Code (GDNT), Architect (Garden Doctor), Engineer (John Kepler), Supervisor (Benjamin Franklin), and Lawyer (Peter Robert). Navigation buttons like 'Search', 'Insert Record', and 'Delete Record' are visible at the top of the form area.

Pgm: JBCONT – Contract Entry – Officials Tab

Fields in this section are used to enter contacts for specific roles on the Contract.

If the company contacts have been set up a list of values will be available in the project manager field.

If you enter an Architect Business Partner code, the Architect field becomes the Contact Name for the Business Partner and the Business Partner Name and Primary Address along with the Contact will print on the G702 form. If you do not enter a Business Partner Code then the G702 will only print the data entered in the Architect field.

If the Address Code is entered, this will show on the AIA Invoice, otherwise, the main address of the Architect will be shown.

Depending on options set in the JC Control File, access to the Project Manager field may be inhibited, or may allow updates in here that will be reflected in the Job Entry form. Optionally, the value specified in the Job Entry Form may have populated this field as well.

Surcharges – Tab

The screenshot shows the 'CONTRACT ENTRY' window with the 'Surcharges' tab selected. The 'CREATE CONTRACT' section is the same as in the previous screenshot. The 'CONTRACT INFORMATION' section has the 'Surcharges' tab active, showing a table with columns for 'Surcharge' and '* Name'. The table is currently empty.

Pgm: JBCONT – Contract Entry – Officials Tab

If Surcharges are applicable to the Contract, they must be applied by using the **Surcharge** tab. There can be as many Surcharge Codes applied to the Contract as required. If the Contract is a new Contract any Surcharge code marked as 'Default to New Contracts' will already be assigned.

Risk Management – Tab

CONTRACT ENTRY

Enter Risk Management Code

CREATE CONTRACT

* Company: RV123456 | R.V.Head Quarters Company, LLC

Use Sub-Contract Vendor on New Bill Lines | Show Closed Contracts | Show NR Bill Codes

CONTRACT INFORMATION

Billing Items | Defaults | Rounding Methods | Address | Description | Officials | Surcharges | Risk Management | Separate Billing Information | Mapping Groups

Code | Name | Rate

RATE BY DATE

Rate | Start Date | End Date

No rows yet.

Pgm: JBCONT – Contract Entry – Risk Management Tab

Risk Management Codes calculate an actual Cost Amount to be charged to the Job at Posting of the Billing Invoice in Job Billing. The Amount is based on the Total Billing, and then calculated by each assigned Risk Management Code. The JC Posting Report will show the C (Cost) Transactions created by Risk Management along with the B (Billed) details created from the Billing.

Code

Select from the available Risk Management Codes to apply Risk Management calculations to this Contract at Bill Posting. These are defined in the Job Billing Local Table > Risk Management Rules.

NOTE: Only Risk Management Codes where the associated Cost Code and Category are assigned to the Job will be available for selection.

Rate

This field allows overriding of the set rate to be used in calculations of Risk Management.

Separate Billing Information – Tab

CONTRACT ENTRY Table Mode Save Exit Print Help ?

CREATE CONTRACT
 * Company CCC CMIC Test Construction Company JB - Assign Billing Codes to a Contract JB - Assign Billing Codes to Cost Phase/Cat
 Use Sub-Contract Vendor on New Bill Lines Show Closed Contracts Show NR Bill Codes

CONTRACT INFORMATION
 Billing Items Defaults Rounding Methods Address Description Officials Surcharges Risk Management **Separate Billing Information** Mapping Groups

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents

Reference Code	Customer	Name	Contract
MNH-J44895	MNO	Manulife National Holding	J448957-MN

Billing Codes Group 1 Group 2 Group 3 Group 4 Group 5

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export Import ECM Documents

Billing Code	* Type	Description	Vendor	Sub-Contract	SC RFP	Billing Reference	Billing	Burden Level	Jbcd B Stored Materi
J448957.04 050	COST	Masonry - Subcontract	A1MASONS	P44-A1MASO	<input checked="" type="checkbox"/>	MNH-J44895	Cost Plus Markup		
J448957 03 31 1:	COST	Heavy Weight Structural			<input checked="" type="checkbox"/>		Cost Plus Markup		
J448957 03 31 1:	COST	Heavy Weight Structural			<input checked="" type="checkbox"/>		Cost Plus Markup		
J448957 03 31 1:	COST	Heavy Weight Structural			<input checked="" type="checkbox"/>		Cost Plus Markup		
J448957.08-300.C	COST	Adjustment - Groups - C			<input type="checkbox"/>		Cost Plus Markup		

Bill Code Details Total Bgd. Billing Amount 2,136,716.00

Pgm: JBCONT – Contract Entry – Separate Billing Information Tab

This functionality provides the ability to prepare separate Invoices for a single Job, as if there were multiple Contracts against the same Job. This is done by grouping Bill Codes using Reference Codes and Customer codes.

By specifying a **Reference Code** and a **Customer** on this tab, and associating the Reference Code to the Bill Codes to be grouped (using the **Billing Reference** field on the **Billing Codes** tab, as shown above), a separate paper Billing Invoice will be generated for each of the defined Customers. This allows billing of a line on a JB Contract to a different Customer that exists on the Contract. Each unique grouping of Reference Codes (including group of blank defined lines) will generate a separate paper billing invoice.

NOTE: The Split Billing option is currently only available with Free Format Invoices.

For further details about this functionality, please refer to this guide's following quick guide:

[Create Separate Invoices for Each Customer on Single JB Contract - Quick Guide](#)

Mapping Groups – Tab

CONTRACT ENTRY

Table Mode Save Exit

CREATE CONTRACT

* Company RV123456 R.V. Head Quarters Company, LLC

JB - Assign Billing Codes to a Contract JB - Assign Billing Codes to Cost Phase/Categories JB - Billing Rates

Use Sub-Contract Vendor on New Bill Lines Show Closed Contracts Show NR Bill Codes

CONTRACT INFORMATION

Billing Items Defaults Rounding Methods Address Description Officials Surcharges Risk Management Separate Billing Information Mapping Groups

Mapping Group #1 1

Mapping Group #2

Mapping Group #3

Mapping Group #4

Mapping Group #5

Pgm: JBCONT – Contract Entry – Mapping Groups Tab

Group Maximums Sequence

The values in the Group Maximums Sequence Order fields default from the Systems Options – Projects tab, for a new Contract, and are validated against the JB Contract’s JC/JB mapping, so the sequence order is correct as per the Groups setup. For example:

If the JB Groups are:

Group 1: Lowest Level Job

Group 2: Lowest Level Job, Highest Level Cost Code

Group 3: Lowest Level Job, Highest Level Cost Code, Lowest Level Cost Code

Then the Group Maximums Sequence will be:

Group 1: 1

Group 2: 2

Group 3: 3

If the JB Groups are:

Group 1: Lowest Level Job, Highest Level Cost Code, Lowest Level Cost Code

Group 2: Lowest Level Job, Highest Level Cost Code

Group 3: Lowest Level Job

Then the Group Maximums Sequence will be:

Group 1: 3

Group 2: 2

Group 3: 1

Billing Codes – Tab (Creating Billing Items)

Billing Code	* Type	Description	Budg. Billing Amt	Curr \$	Budg. Qty.	WM	Billing Rate	Max Billing Amt	Max Qty	% of Constr.	Construction Value
1000.100.01016.1	COST	1000.100		US	0.000	HR					1000.10
1000.100.010160.2	PC	1000.100		US	0.000	LS					1000.10
1000.100.010160.3	PC	1000.100		US	0.000	DY					1000.10
1000.100.010160.4	PC	1000.100		US	0.000	LS					1000.10
1000.100.010160.5	PC	1000.100		US	0.000	NA					1000.10

Pgm: JBCONT – Contract Entry – Billing Items

If the Contract has assigned JB Billing Codes already assigned or is marked to use a predefined template (JB Mapping), this block will automatically be created. You may change any or all of these defaulted items at this point.

The system will automatically hide any Billing Codes that are marked as Billing Type “NR” (Non Recoverable – No Billing) where the line does not match the adjustment line for the Contract Maximum or Group Maximums (where the Category matches the Adjustment Category). To view these items, check the **Show NR Bill Codes** checkbox at the top of the screen and re-query.

This section is used to enter the details of the Billing Items for the Job Billing Contract. Billing Items are entered with their associated billing amounts and units. Each Billing line is assigned a retainage percentage and checked for its tax applicability.

Billing Code

If a billing code has not defaulted enter a code. If a billing code has defaulted verify that it is showing the correct detail for your billing.

Type (Billing Type)

The Billing Type will default from the Job Cost Entry set up. All lines will show the same Billing Type. Each line may be changed on a line by line entry or left as defaulted. Billing Types are system defined and may be selected from the LOV.

If entering Milestone or Burden Billing Code types, the [Bill Code Details] button can be used to launch a screen to enter details for these code types. Refer to the [Bill Code Details] – Button section for additional details.

* No.	* Name / Description	* Bill Amount	* Status	Date Trigger
1	ArchConMilestone	14 856.52	Active	13/Nov/2015

Bill Code: 1488395-15.03-200 Architectural Concrete - Sundry

Billing Type: Milestone Billing - Date Based

Close

Sample of Milestone Billing Code Details screen

CONTRACT ENTRY				
BILLING BURDENS				
* Burden Bill Code	* Name	Burden Pct	Description	Burden Rate
%	Structural Demolition - Sundry	5.0000	Burden	

Sample of Burdens Billing Code Details screen

- In the Milestone Billing Code Details screen, milestone entries will require the dollar amount, percentages or dates for calculations.
- In the Burdens Billing Code Details screen, you can select * for all and enter a % amount and press the [**Burden All**]. All of the Bill Codes from the Contract will default with the same percentage rate for all. If there are any Bill Codes that will differ from the others you can enter * with a % and then enter/select the specific Bill Codes with a new percentage and press [**Burden All**]. All of the Bill Codes will appear with the same percentage except for the Billing Codes entered separately, which will have stayed as entered (note that any burden bill types, types starting with “**B**”, will not be populated via the use of wildcards).
- For Burden Billing Codes, the wildcard characters * or % can be used with a description and % amount. This will act as a dynamic list picking up existing Billing Codes as well as the Billing Codes that may be added at a later date, ensuring that all Billing Codes have the burden applied.
- When entering a Burden, specification of the Burden Level (*optional*) will allow the use of the Burden on Burden function. A burden can be applied against a lower level burden. Burdens will not be populated via use of wildcards, and must be explicitly defined inside other burdens. For example, a Burden applied at Level 1 can be included in the Burden created at Level 3, generating a burdened amount calculated on top of a previously calculated burden amount. Use Billing Type BPB when creating a burden on burden.

Description

This description will appear on invoices and reports in the system when this Billing Item is listed. The description can be up to 60 characters in length.

Budgeted Billing Amount

This amount is the amount that will be billed for the line item. When the Billing Type is “**PC**” (Percent Complete of Budgeted Cost), this field is required.

If the **Budg. Qty**, **WM**, and **Billing Rate** values are entered first, this field will be automatically calculated.

If the contract lines were automatically brought in for you, this column is automatically calculated as the Revenue Budget entered on the Job or the Cost Budget of the Job when the Job Budget - Revenue Budget is blank.

When using the “**UPHS**” (Unit Phase Billing) Billing Type, units and rates entered against the Cost Code lines in Job Costing will be used to calculate the Budgeted Billing Amount.

If the Contract’s currency is not the same as the Job’s currency, this amount will be converted to the Contract’s currency. The Currency Code being used is displayed in the Job Billing Contract, ‘Default’ pop-up, as well as, on each line.

NOTE: If you want to reset the Budgeted Billing Amount on all lines back to what the Job Cost Budget is use the [**Reset All Bill Code Budgets**] button on the contract header.

Curr \$

Currency of amount.

Budg. Qty. (Budgeted Quantity of Units)

The quantity will default when units have been entered at the Job Level or the Budgeted Quantity/Units for this billing line can be entered.

This is a required field when the “**PU**” (Percent Complete of Units) Billing Type is used.

If the contract lines were automatically generated, this field is filled in with the Revenue Budget Units entered on the Job, the Job Cost Units will be used when the Revenue Budget Units are blank on the Job Budget.

WM

Weight Measure unit of quantity.

Billing Rate

Enter the Billing Rate for the Budgeted Quantity entered in the previous field. If the Billing Type is “**UNIT**” or “**UPHS**” this is a required field otherwise is informational only.

If the contract lines were automatically generated, this field is filled in with the Budgeted Revenue Rate entered on the Job. If this field is blank, the Cost Rate is used.

Max Billing Amount

If the billing line item has a contract maximum, enter the maximum here.

Max Qty (Max Billing Quantity)

If the billing line has a maximum contract quantity, enter the maximum here.

% of Constr. (Percent of Construction Value),

If the Billing type is “**PCV**” (Percent of Construction Value) or “**MPCV**” (Milestone Percent of Construction Value), enter the appropriate percent in this field for the Billing Item and the **Construction Value** in the next field.

Leave this field blank to use the Job’s Percent of Construction Value.

Construction Value

Construction Value for this Billing Item. Leave this field blank to use the Job’s Construction Value.

Group 1 – Group 5

If using Group Codes, enter or select the Group Codes for the billing line item being defined. If the Contract was created from a template (JB Mapping), the Group Codes assigned to the template will have defaulted into these fields.

If the Group Code that you wish to assign has not been created previously within the Group Code Maintenance screen, press the [**Group**] button. The [**Group**] button allows you to create Group Codes on the fly through a popup screen. Enter the code and description and press [**Accept**]. Once this has been done, the code is available for selection. To make the Group Code contract specific, enter the code name in first, then press the [**Group**] button.

Inv Fmt (Invoice Format)

The format will default but can be changed line by line .The invoice format determines how this particular Billing Code will be printed on the Job Billing invoice. The default will be the format defined on the contract header or job master, but you may change it at the Billing Code Level if required.

NOTE: Only a Contract using Free Format Invoices allows function of different defined Free Format Invoices for different billing codes within the same Contract.

Job

The Job Code will have defaulted from the contract header. It must stay the same or may be a Sub-Job associated with the Job entered in the contract header only. This is the Job the revenue will be accumulated against.

If the details were automatically created, the billing Job/Cost Code/Category will have automatically been brought in according to the setup.

Cost Code, Cat

Enter the Cost Code/Category combination against which this revenue for this billing line will be accumulated.

Burden Billings must have an exclusive category assigned to it or it will not calculate.

Ret. Code (Retainage Rule)

The Retainage Rule will have defaulted from the default popup. Retainage Rules can be associated to each Bill Code on a line by line item The Retainage Rules can be a combination of contract specific codes and codes set up for “ALL” Contracts throughout the billing lines.

SC Ret

If checked, the system ignores the retainage code rule and look to the Subcontract for the retainage amount. The checkbox will need to be selected for each billing line where the SC Retainage is to be used in place of the Billing Code assigned Retainage Rule.

When creating Schedule lines for a Contract, system reads the ‘SC Retainage’ flag value from the header >Defaults tab and populates accordingly.

Tax Codes and Billing Percentages

The tax codes and associated billing percentages will default from the data entered in the top block of the form. They can be adjusted on a Bill Code basis.

Self-Perf. Work (Self-Performed Work)

If checked, the line item being defined is “self-performed”. If you checked the ‘Use Subcontract Vendor on New Bill Line’ before creating the detail – the system may have unchecked this box if a Subcontract was found for the Bill Code.

Leave this box blank if this item will be performed by another vendor.

Vendor

Enter the vendor name for the sub-contractor or vendor working on this Billing Item. The vendor name entered here will appear on the owners detailed billing reports.

This value and the associated Subcontract Code in the next field must be matched to identical SC Detail Lines (by specification of the Billing Code in the SC Schedule) in order to use the function where Billing will create the SC RFP’s.

NOTE: If you checked the **Self-Perf. Work** checkbox in the previous field, you may still enter a Vendor Code in this field.

Sub-Contract

Enter the Subcontract Code to specify the Contract that applies to the Billing Item on this line where applicable. The Subcontract Code entered in this field must already be set up in the Subcontract module. Only Subcontract Codes that apply to the Vendor entered in the previous field are valid.

The Subcontract Code entered here will appear on the owners detailed billing reports, depending on the format used.

SC RFP

For details about this functionality, please refer to this guide's following quick guide:

[Create Separate Invoices for Each Customer on Single JB Contract - Quick Guide](#)

Billing Reference

This field is used with the **Separate Billing Information** tab to set up the Separate Billing option for a group of Bill Codes.

The Reference Codes available in this field's LOV are those that were set up on the **Separate Billing Information** tab.

For details about this functionality, please refer to this guide's following quick guide:

[Create Separate Invoices for Each Customer on Single JB Contract - Quick Guide](#)

Burden Level

Enter the Burden Level (e.g., 1, 2 ...).

Specification of the Burden Level (*optional*) allows the use of the Burden on Burden functionality. A burden can be applied against a lower level burden. Burdens will not be populated via use of wildcards, and must be explicitly defined inside other burdens. For example, a Burden applied at Level 1 can be included in the Burden created at Level 3, generating a burdened amount calculated on top of a previously calculated burden amount. Use Billing Type "**BPB**" when creating a Burden On Burden

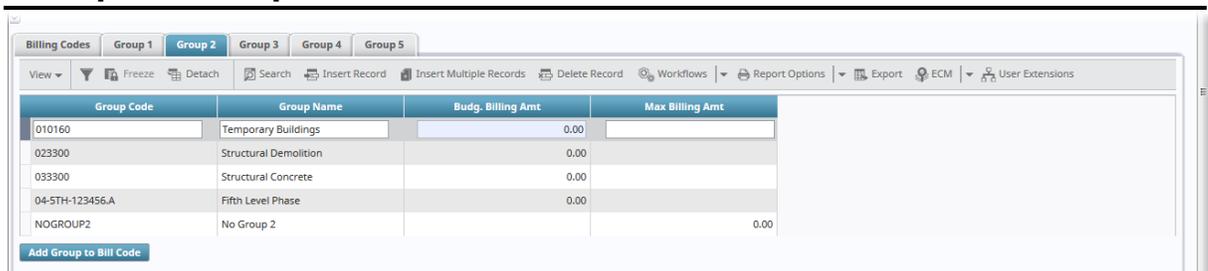
Jbcd Bur Stored Material Flag

Indicates Burden Stored Materials.

Filter

Select a burden filter from the LOV.

Group 1 - Group 5 – Tabs



The screenshot shows a software interface for 'Billing Codes' with five tabs: Group 1, Group 2, Group 3, Group 4, and Group 5. The 'Group 2' tab is selected. Below the tabs is a table with the following data:

Group Code	Group Name	Budg. Billing Amt	Max Billing Amt
010160	Temporary Buildings	0.00	
023300	Structural Demolition	0.00	
033300	Structural Concrete	0.00	
04-STH-123456.A	Fifth Level Phase	0.00	
NOGROUP2	No Group 2		0.00

At the bottom left of the table area, there is a button labeled 'Add Group to Bill Code'.

Pgm: JBCONT – Contract Entry – Groups Setup

If the Group Code that you wish to assign has not been created previously within the Group Code Maintenance screen, press the Group tab. The Group tab allows you to create **group codes** on the fly through a popup screen. Enter the code and description.

[Bill Code Details] – Button

If you are using any of the Burdened Billing or Milestone Billing Types then you will need to enter further data on the 'Details' window available via the [Details] button.

For Milestone Billing Types multiple records can be entered one for each milestone with the Billing Amount and the Milestone Trigger.

For Burdened Billing Types the system requires the Bill Code being burdened, and the burden percent. Multiple Bill Codes to be burdened to one billing line can be entered.

[Mass Update] – Block Toolbar Button

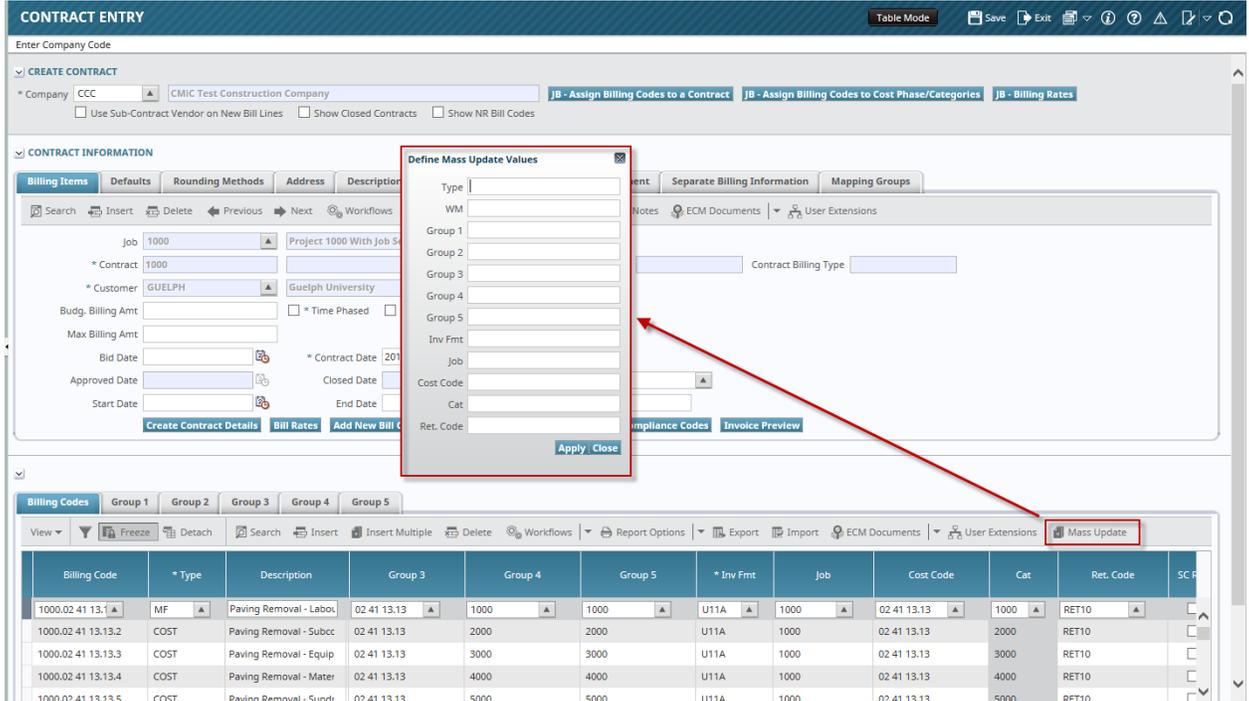
The screenshot shows the 'CONTRACT ENTRY' screen in the JBCONT software. The 'Billing Codes' tab is active, displaying a table of billing codes. A red box highlights the 'Mass Update' button in the Block Toolbar.

Billing Code	* Type	Description	Group 3	Group 4	Group 5	* Inv Fmt	Job	Cost Code	Cat	Ret. Code	SCF
1000.02 41 13.13.1	MF	Paving Removal - Labor	02 41 13.13	1000	1000	U11A	1000	02 41 13.13	1000	RET10	
1000.02 41 13.13.2	COST	Paving Removal - Subcc	02 41 13.13	2000	2000	U11A	1000	02 41 13.13	2000	RET10	
1000.02 41 13.13.3	COST	Paving Removal - Equip	02 41 13.13	3000	3000	U11A	1000	02 41 13.13	3000	RET10	
1000.02 41 13.13.4	COST	Paving Removal - Mater	02 41 13.13	4000	4000	U11A	1000	02 41 13.13	4000	RET10	
1000.02 41 13.13.5	COST	Paving Removal - Sundr	02 41 13.13	5000	5000	U11A	1000	02 41 13.13	5000	RFT10	

Program: JBCONT – Enter Contract

As framed in red above, the Contract Entry screen has a [Mass Update] button on the Block Toolbar for the **Billing Codes** tab.

When clicked, the **[Mass Update]** button launches a pop-up (Define Mass Update Values) with the following fields that correspond to the columns of the table, where users enter valid values as required:



Pgm: JB > JBCONT

The following are the mass updateable columns in the Contract Entry screen:

Updateable Column	Detail
WM	Weight Measure
Group 1	Group Code 1
Group 2	Group Code 2
Group 3	Group Code 3
Group 4	Group Code 4
Group 5	Group Code 5
Inv Fmt	Invoice Format Code
Job	Job Code
Cost Code	Cost Code
Cat	Category Code
Ret. Code	Retainage Code

Users may query/filter for specific set of records for 'Mass Update' of values.

Also, users may enter values in one or more columns for mass update purposes and press **[Apply]** to propagate the values to the queried set of records.

The **[Close]** button will close the pop-up without updating the column values.

Once columns reflect the mass updated values, users must explicitly click [**Save**] to commit the updates to the database. The program will validate the entries and commit them if all the values are valid. Errors will be displayed if there are any invalid values entered by users.

Deleting a Contract

Sometimes it is necessary to remove a Contract. This may be for many reasons, but the most common is that the Contract did not create correctly due to missed setup. To remove a Contract, move to the Contract Header section of the screen and press the delete icon on the toolbar.

The system will not allow any Contract with a line that has been billed to be deleted.

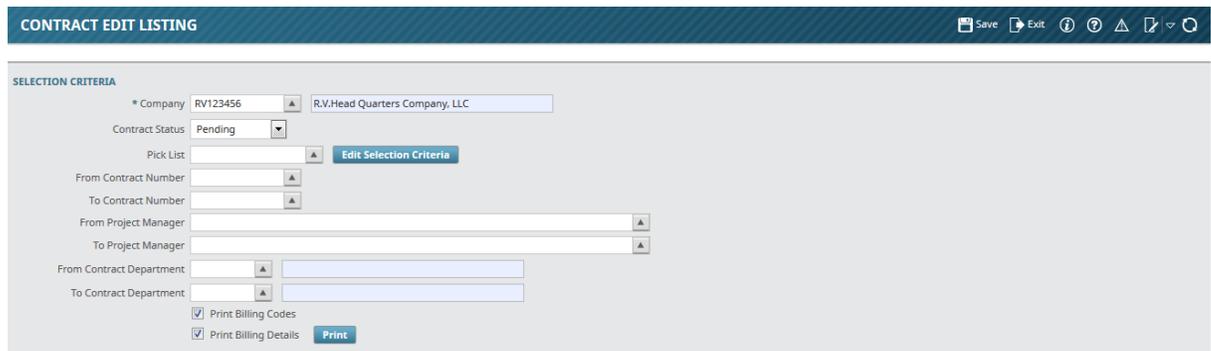
Adding Billing Lines to Existing Contracts

If after creating the original Contract the job structure is changed via the Add Cost Code/Category functions in the Job Costing module to include more cost elements, it will be necessary to bring these new cost elements into the Contract.

Open the Create Contract screen and query the Job/Contract in question. Once the Contract is displayed use the [**Add New Bill Codes**] button available on the contract header to bring in the new lines.

This function will not affect any billing Draw or Revision currently in progress for the Contract. If the new lines are to be included in the current billing then the bill will have to be deleted and recreated to inherit these new billing lines, or the user will need to utilize the Add Bill Codes option in the Prepare Billing form to add the missing Bill Codes.

Printing the Contract Edit List



The screenshot shows the 'CONTRACT EDIT LISTING' interface. At the top, there is a toolbar with icons for Save, Exit, Help, and other functions. Below the toolbar, the 'SELECTION CRITERIA' section includes several input fields and checkboxes. The 'Company' field is set to 'RV123456' and 'R.V.Head Quarters Company, LLC'. The 'Contract Status' is set to 'Pending'. There are fields for 'From Contract Number', 'To Contract Number', 'From Project Manager', and 'To Project Manager'. There are also fields for 'From Contract Department' and 'To Contract Department'. At the bottom, there are two checked checkboxes: 'Print Billing Codes' and 'Print Billing Details', with a 'Print' button next to them.

Pgm: JBCONTED – Print Contract Edit Listing

The Contract Edit Listing provides a detail report of the Contract(s). The Edit Listing will print pending, approved, closed or all and can be edited to print billing codes and bill details in the printing.

Set the Contract Status

Set the status of the Contract to pending, approved, closed or all.

Enter Contract Detail

If using pick list enter the pick list title and then edit the criteria for printing. When not using a pick list enter the “To” and “From” Contract Codes.

From/To Project Manager and Contract Department

Both Project Partner and Contract Department fields are used as filters when requesting the edit list.

Printing Options

The checkboxes for Print Billing Codes and Billing Details are available for further detail on the report.

Approving the Contract

APPROVE JB CONTRACTS

SELECTION CRITERIA

Company: CC (CMIC Construction)

User: RAFID

Contract Dept: All Departments

Project Manager: []

Show All Unapproved Contracts Show All Approved Contracts

UNAPPROVED CONTRACTS

Approve	JbcApprovalNeededBy	* Contract	Job	Customer	Approved Date
<input type="checkbox"/>	Others	BCDJOB1	BCDJOB1	BCD	
<input type="checkbox"/>	Others	CC-BACK1	CC-BACK1	CC-TOYS	
<input type="checkbox"/>	Others	CC-BJOB1	CC-BJOB1	CC-TOYS	
<input type="checkbox"/>	Others	CC-J1	CC-J1	CC-TOYS	
<input type="checkbox"/>	Others	CC-MARKET1	CC-MARKET1	CC-TOYS	
<input type="checkbox"/>	Others	CC-RET10	CC-RET10	CC-TOYS	
<input type="checkbox"/>	Others	CC-ROVER1	CC-ROVER1	CC-ROVER	

Project Name: BCDJOB1

APPROVED CONTRACTS

UnApprove	JbcUnapprovalNeededBy	* Contract	Job	Customer	Approved Date
<input type="checkbox"/>	Others	CC-AMIGAS	CC-AMIGAS	CC-TOYS	05-Jun-08

Project name: AMIGAS MEGA PROJECT

Pgm: JBAPPCON – Manually Approve/Unapprove Contract in Job Billing

This form is only applicable if the Job Billing control file is set to require contract approvals. Once the Contracts have been created, they will have to be approved if automatic approval has not been set on the Job Billing control file.

When entering the screen, all Contracts will appear either in the approved or unapproved section of the screen. Checking the 'Approve' box beside the Contract(s) being approved will change its' status from Pending to Approved. Checking the Unapproved box beside the Contract to be unapproved will change its' status from approved to unapproved or pending.

Check the approve checkbox beside each Contract to be approved and select [**Commit Approval**]. A message will appear that contract status as been changed as indicated. The Contract will now be moved from the **Unapproved Contract** section to the **Approved Contracts** section. The user name may change to others. This is signaling that other approvers are required before this Contract is approved. To view the required approvers for this Contract press the [**Detail**] button.

The same sequence will be followed for unapproved contracts. A Contract must be unapproved if there is to be a change to an approved Contract.

Creating a Bill

Contract Billing Procedure Overview

There are two methods of creating billings; the first 'Prepare Billing' is a manual method where the bills are created one at a time. The second method is 'Prepare Mass Billing' which creates the bills for all Contracts according to requested parameters. Once created, editing can then be done where required.

1. Add new Billing Items

If new Cost Code/Category combinations have been added to the job manually (not via a Change Order) after the billing was created but not posted, then these Billing Items will need to be added to the Contract. Use the [Add New Bill Items] button on the Create Contract screen to bring in these new items.

2. Prepare the Billing

The Prepare Billing screen is where you enter the billing amounts, percent complete, change the system generated billing amounts or release milestones. Every billing is denoted by a draw and revision number and a detailed history of the draw on each Contract Billing Item is kept within the system.

3. Print Edit Listing and Revise Billing where Necessary

Once you have entered the details of the contract draw or revision you should print the Edit List to verify your entries. If changes need to be made use the Prepare Billing screen.

4. Generate Invoices

Once the billing numbers have been calculated, the invoice must be generated. This function builds the invoice detail according to your invoice format rules.

5. Print Invoices

Once generated the invoices are ready to print. There are two different types of invoices to print AIA style invoices and Free Form style invoices – either may be printed more than once and therefore can be substituted as an Edit List if required.

If after printing an invoice you find the numbers are incorrect, return back to step one to make the adjustments.

6. Edit and Reprint Invoices

Editing an invoice will not change the dollar value of an invoice, but it does allow you to add your own comments or change the text that is printed.

7. Approve Invoices

If approval is required, invoices must first be posted. Only invoices that have been printed will be available for approval.

The Approve Invoices process also allows you to retract the approval of an invoice, to return it to an editable state within the Prepare Billing screen.

8. Post Invoices

Posting is the final step, once posted the billing cannot be altered. Posting will update Accounts Receivable with invoices posted against customer accounts; Job Costing with the billing amounts against the specified cost elements; General Ledger with the affected account information and of course the Contract is updated with the billing information.

Preparing the Billing

JB PREPARE BILLING
Table Mode Save Exit

SELECTION CRITERIA

* Company: 6P Davids Construction Group (6P)

Contract Number: 2006-202 Hudson Homes Development Project (Sworn Statements)

CONTRACT

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Attachments Notes ECM Documents User Extensions

Job: 2006-202 Hudson Homes Development Project (Sworn Statements) Show Zero Lines

Customer: HUDSON Hudson Development Corporation Include NR Bill Types

Budg. Billing Amt: Max Billing Amt: 2,250,000.00 Contract Currency: US Dollars

Billing Date: 31-Aug-07 Due Date: Period Ending Date: 31-Aug-07 Invoice Format: SWRN

Type: Revision Draw: 1 Revision: 2

Total Percentage Billed: 7.89 Due Date To Client: Bill Status: Unapproved

Invoice Desc: Unprepared Transactions Exist (010120, M)

BILLING DETAILS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM Documents

Billing Code	Bill Code Name	Description	Budg. Billing Amt	Curr \$	% Complete	Override %	Actual Cost Amt	Budg. Qty.	WM	Complete Qty	Override Qty
010110_O	Tools and Suppl	PC unless budget is	5,000.00	US	0.00		0.00		NA	0.000	
010120_M	Job Office - Matc	% Complete of Budg	45,000.00	US	9.83		4,425.00	3.000	EA	0.300	
010120_S	Job Office - Subc	% Complete of Budg	60,000.00	US	10.05		5,025.04		LS	0.000	
010410_S	General Building	% Complete of Budg	60,000.00	US	0.00		0.00		LS	0.000	
010420_S	Dirt Chutes - Sul	Cost Plus Markup	60,000.00	US	7.50		4,500.00		LS	0.000	
010430_S	Rubbish Remov	% Complete of Budg	60,000.00	US	10.40		5,200.00		LS	0.000	
010440_S	Site and Street C	% Complete of Budg	60,000.00	US	10.00		5,000.00		LS	0.000	
010610_O	Office Supplies -	Cost Plus Markup		US	100.00		4,500.00		NA	0.000	
010692_O	Meeting Expens	PC unless budget is		US	100.00		0.00		NA	0.000	
010702_L	Business Develo	Cost Plus Markup	2,500.00	US	102.40		1,093.67	50.000	HR	40.000	
010706_L	General Trades -	Cost Plus Markup	80,000.00	US	0.00		0.00	2,000.000	HR	0.000	
010706_R	General Trades -	Burdened Billing - %	8,000.00	US	100.00		0.00		LS	0.000	
010710_L	Project Manager	Cost Plus Markup	56,400.00	US	0.00		0.00	940.000	HR	0.000	
010710_O	Project Manager	% Complete of Budg	4,600.00	US	0.00		0.00		NA	0.000	
			1,823,700.00				118,818.71	6,993.000		240.300	

Tax1 Name: Tax2 Name: Tax3 Name:

Name: Tools and Supplies - Other/Miscell Billing Type: PC unless budget is 0, then COST Group Name: Hudson Homes Development Proj

Budgeted: 5,000.00 Cost Amt: 0.00 Billed Amt: 0.00

Line: Message:

Pgm: JBBILL – Prepare Billing

The Prepare Billing program is used to create and enter billings and revisions for jobs created with the Job Billing Type method. This program can also be used to edit those billings created through the mass prepare function. All costs entered up to the last date of the previous month will be brought forward into the current billing.

The Contract Billing Entry screen displays the current billing information as it is entered, as well as the billing history to date. The following are a list of the fields and amount columns provided in the Contract Billing Entry screen, as well as a brief description of each one:

Show Zero Lines – Checkbox

Check this box to display zero lines in the billing details section.

Include NR Bill Types – Checkbox

If this box is checked, the contract details will include all non-recoverable (non-billable) codes. Non-recoverable costs are not included in the actual cost amount unless this field is checked.

Billing Date

Enter invoice date. This field will default to the system date but may be changed. This date will be the billing date used as reference on the free form invoice as well as CMIC standard JBPB invoice.

Due Date

Enter invoice due date. The date will be automatically calculated and populated as per term code setting at job and contract level but may be changed. This date will be the due date used as reference on AR invoice.

Period Ending Date

This date is used (as a default) to cut off transactions used for billing. This field will default to the last day of the previous month unless the system date is within five days of the month end, then it will default to the last day of the next month. This date refers to the billing period as referenced on the free form invoice.

Due Date To Client

Date on which the billing is due to the owner. The date will be automatically calculated and populated as per the term code set at the job and contract level, but may be changed.

Invoice Format

Select the invoice format code for invoices. This is only applicable to AIA invoice formats.

Invoice Description

Enter the AR invoice description.

Budgeted Billing Amount

This field is the Current Contract amount entered against the Billing Code when the Contract was originally set up in the Contract Entry Screen plus any posted Change Orders applied since. Unless the Billing Type is a Percent Complete type this field is informational only.

If the *'Warn If Contract Amount Does Not Match Total Budget Amount'* flag on the control is activated and the Budgeted Billing Amount differs a message will appear in the status line and an **[Update]** button will appear. User may press the button and the 'Budgeted Billing Amount' will be updated. If the flag is off no message will appear and the user will not be able to see the **[Update]** button. The **[Update]** button will not appear on revisions greater than zero (0).

% Complete

The Percent Complete is automatically calculated for each line as 'Cost' against 'Budgeted Billing Amount'. Unless you are using a Percent Complete Billing Type this is an information field only.

Override %

If using a Percent Complete Billing Type then this field is used to adjust the system calculated percent Complete. Otherwise, this field should not be used.

Actual Cost Amount

This field is calculated by the system. It is the actual 'COST' amount of all transactions related to the Billing Code.

Budgeted Quantity

This field is the Current Contract Budgeted QTY against the Billing Code when the Contract was originally set up in the Contract Entry Screen plus any posted Change Orders applied. Unless the Billing Type is a Percent Complete type this field is informational only.

WM Code

This is information only and displays the WM of the Budgeted Quantity and it is also the WM any units will be reported in on Invoices.

Complete Qty

This field is calculated by the system. It is the sum of the UNITS on all 'COST' Transactions related to the Billing Code.

Override Qty

To adjust the Complete Qty either up or down, enter the correct number of units in this field. This field is only applicable on 'UNIT' billing code type.

Max Qty

This field will display the Maximum Qty allowed to be billed for this line. This is for information only and cannot be updated.

Billing Rate

This is the current billing rate for the units completed. This is for information only and cannot be updated.

Previously Billed

This column displays the total billing to date excluding the current draw.

Calc'd Billing Amount

This field displays what the system has calculated as the billing amount – including any changes made to the previous fields.

Override Billing Amount

If the billing amount calculated is not correct you may adjust the amount up or down by entering the required billing amount in this column.

Max Billing Amount

This is the Maximum Billing Amount allowed for the line. This is for information only and cannot be updated.

Materials Stored

Any amounts that are based on materials on hand can be entered into the MATERIALS STORED field – See the JB Control file for how this field is actually billed.

Completed and Stored

This field is the Previously Billed Amount plus current billing plus stored materials.

Calculated Retained Amount

This amount is the previously billed retainage plus any retainage calculated for the current draw.

Override Retainage Amount

If the Calculated Retained Amount is incorrect it can be adjusted up or down by entering the correct amount in this column.

Release Retainage

If there is retainage to be released on this draw enter the amount in this field.

Taxes 1 Through 3

These are display only fields. The Contract Entry screen is where a tax code must be changed.

Billing Reference

This display-only field shows the Reference Code for the Separate Billing Information set up for the Bill Code in the Enter Contract screen, as shown in the following screenshot sample:

The screenshot displays the 'CONTRACT ENTRY' interface. The 'CONTRACT INFORMATION' section is active, showing a table with columns: Reference Code, Customer, Name, and Contract. The first row contains: MNH-J44895, MNO, Manulife National Holding, and J448957-MN. Below this, the 'Billing Codes' section is visible, showing a table with columns: Billing Code, * Type, Description, Vendor, Sub-Contract, SC RFP, Billing Reference, Billing, Burden Level, and Jbed Bi Stored Materi. The first row in this table has: J448957.04 050, COST, Masonry - Subcontract, A1MASONS, P44-A1MASO, a checked box, MNH-J44895, Cost Plus Markup, and an empty field. A red dashed arrow points from the 'Billing Reference' cell in the Billing Codes table to the 'Reference Code' cell in the Contract Information table.

The Job Billing generation program will not allocate invoice numbers when there are no currently billed amounts against those Bill Codes associated with Billing References. This assumes importance as, if a Contract has too many references, the number of “0” dollar invoices may also be too many which may unnecessarily use up the invoice numbers in sequence.

Restrictions on Revision Draws when using billing references:

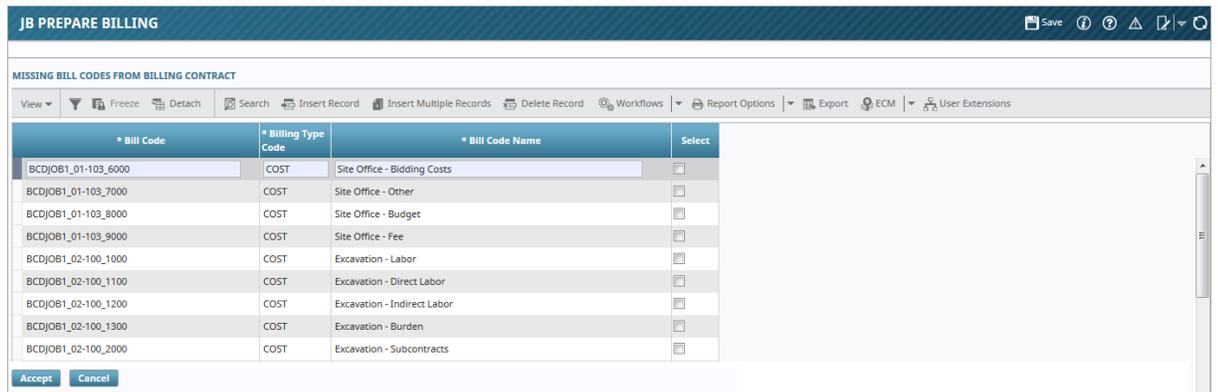
For Example, A Contract has three billing references REF1, REF2 & REF3 assigned to some Bill Codes.

Draw 1 rev 0 is posted and there are two billing invoices, one for REF1 and another for Main Customer of the Contract. No invoices generated for REF2 & REF3. When creating a revisions to the draw, costs are found only against REF2 & REF3 as well as Main customer. Since the main draw did NOT have any invoices posted against these References, system will exclude them from the current revision draw and a meaningful message is displayed. Also, there are restrictions to Contract level/Group Level/Bill Code level overrides and users will NOT be able to override at Contract/ group levels for revision draws with reference codes.

If users would like to include all those costs, then the following two options may be considered:

1. Void the previously posted draw and then re-create the draw to include all the posted costs.
2. Create a new draw instead of a Revision.

[Add Bill Codes] – Button



This button displays a popup window where the user can view all the Bill Codes that are not on the billing for the current draw and revision against the Contract.

The user is able to choose selectively Bill Codes that need to be added to the current bill. The user also has the choice to select/un-select all Bill Codes at the press of a button. The selected Bill Codes can then be added to the billing by pressing the [Accept] button. If all Contract Bill Codes have been added to the billing, this button is disabled.

Change Orders and the Bill

Change orders are entered through either the Change Management system or the Project Management system. Please refer to the associated manuals for details. Change Orders can affect the Owner Contract, and therefore affect Job Billing. Change Orders appear in Job Billing by three different ways:

As an increase or decrease to existing billing items

When a change order is posted against a Billing Item that exists within the original contract, the change order will not appear as a separate line item. Rather, the Change Order will be reflected as an increase, or decrease to the contract amount on the existing billing line item.

As a separate line item

When a change order is posted against a Billing Item that is not used in the original contract, the change order will appear as a new line item.

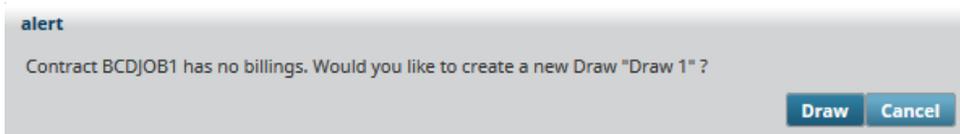
As a Future Release

When a change order has been entered while a billing exists but has not been posted the change order will appear in the change order popup as a future release but the status can be changed to Current to be included in the current billing.

Preparing Billing Header

Ensure the company selected by the **Company** field is correct. Check the **Show Zero Lines** flag when the lines with no budget, billing or cost amounts need to be displayed. Check the **Show NR Bill Type** flag to display non-recoverable (i.e. non-billable) line items in the **Billing Details** section. Use the Contract Number field to select the Contract to be billed, revised or deleted.

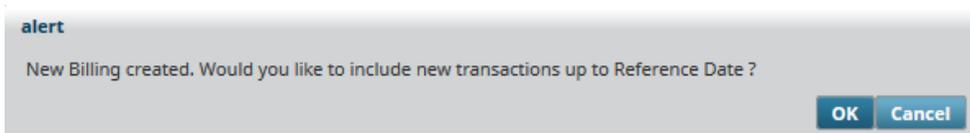
If the system finds a current billing, it will display the existing billing. If there is not a current billing, the system will ask the user if they want to create a new draw or a revision to the last draw.



Prompt for first Draw Creation

NOTE: A draw indicates a new Invoice while a revision is a Memo to an existing invoice.

The program will display a message, “New Billing Created. Would you like to include transactions up to Reference Date (*last day of previous month*)?”



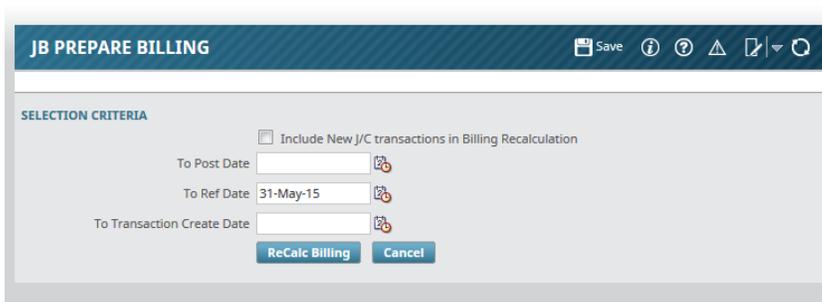
If **[OK]** is selected, the system will retrieve and calculate the billing.

If **[Cancel]** is selected, the system will create blank billing rows. The dates required may be adjusted and recalculated according to the required dates and criteria.

When re-calculating a billing, transactions will be included depending on three date criteria,

- The posting date
- The transaction reference date
- The transaction entry date.

Once the data entry for a billing is completed, the invoice can be generated and then printed directly from the screen. The Print has two options **[Print Draft]** or **[Print]**. The **[Print Draft]** button prints the “draft” version of the invoice. Both generate and print invoice can be done from the main billing menu.



Pgm: JBBILL – Prepare Billing – Recalculation Popup

The Recalculation popup opens when the **[Recalc Billing]** button is pressed for an existing draw/revision. Also, when recreating an existing draw/revision immediately after deletion, opens this popup. Whereas, if creating a new draw/revision for a Job Billing Contract, the popup opens depending on the flag value ‘Show Billing Recalculation popup when creating new Draw/Revision’ at JB Control > Billing tab.

If the **Show NR Bill Code** checkbox is checked at the top of the screen, the Contract details will include all Non- Recoverable (non-billable) codes. Non-Recoverable Costs are not included in the Actual Cost amount unless this field is checked.

Releasing Milestones

The screenshot shows the 'MILESTONE DETAILS' section of the JBBILL TRANSACTIONS application. A table lists a single milestone:

* Number	Name / Description	Bill Amount	Status	Cost To Date Trigger	% Complete Fired	% Complete Trigger	Date Trigger	Quantity To Date Trigger	On	Quantity To Date Fired	Cost To Date Fired	by	Milestone Achieved	Draw
1	Startup Costs Recovery	100,000.00	Active										<input type="checkbox"/>	

Below the table, the 'Billing Type' is set to 'Milestone Billing - Fixed Fee'.

Pgm: JBBILL – Milestone Billing

The system cannot release milestones automatically, depending on the configuration of the milestone. To verify or release milestones, use the **[Details]** button, found at the bottom of the Prepare Billing screen. In the JBBill Transactions screen, shown above, checking the **Milestone Achieved** checkbox will activate the milestone.

If a change is made, it will require the billing to be re-calculated. The system will display a status line in the header block indicating that re-calculation is necessary. Save the current details and click **[ReCalc. Billings]** (each change does not have to be re-calculated, as you can wait until all changes are completed). This function can be done as often as required.

NOTE: Only Fixed Fee or User Defined milestones can be released here. The other milestones will release automatically as they meet the criteria set up in the Job Billing Contract screen.

Reviewing/Adjusting Related Costs

The screenshot shows the 'TRANSACTIONS' section of the JBBILL TRANSACTIONS application. It displays a list of transactions with the following columns:

Job	Cost Code	Category	Status	Draw	Rcv	Bill Code	Post Date	Contract Currency Calc. Potential Rev.	Curr	Unit	Rate	Hour Type	Hour De
CC-AMIGAS	01-100	1000	B T P	2	0	CC-AMIGAS_01-	03-Jun-15	1.00	US	10	10.00		
CC-AMIGAS	01-100	1300	B T P	2	0	CC-AMIGAS_01-	31-Jan-07	-2,400.00	US	0			
CC-AMIGAS	01-100	1300	B T P	2	0	CC-AMIGAS_01-	31-Jan-07	4,200.00	US	0			
CC-AMIGAS	01-100	1300	B T P	2	0	CC-AMIGAS_01-	31-Jan-07	7,000.00	US	0			
CC-AMIGAS	01-101	2000	B T P	2	0	CC-AMIGAS_01-	11-Jun-08	100.00	US				
CC-AMIGAS	01-102	3000	B T P	2	0	CC-AMIGAS_01-	01-Feb-08	2,160.00	US	20	108.00		
CC-AMIGAS	01-102	3000	B T P	2	0	CC-AMIGAS_01-	25-Jun-08	972.00	US	9	108.00		
CC-AMIGAS	02-100	4000	B T P	2	0	CC-AMIGAS_02-	10-Jan-08	58,712.50	US	100	587.12		
CC-AMIGAS	03-200	4000	B T P	2	0	CC-AMIGAS_03-	01-Jan-08	1,200.00	US	100	12.00		
CC-AMIGAS	03-600	2000	B T P	2	0	CC-AMIGAS_03-4	09-Jun-08	100.00	US				
								72,045.50					

At the bottom, the 'Transaction Status' is 'Currently Billed'. Buttons for 'Create Transaction', 'Express Bill', and 'Split Units' are visible.

Pgm: JBBILL – Prepare Billing – Cost Transaction Popup

[Cost Transactions] – Button

The [Cost Transactions] button will show all the transactions associated directly with a Billing Code. The Window shows which transactions have been billed, which are deferred and which are for the current billing.

This screen allows the user to defer the billing or bill unbilled transactions just by activating the status on the transaction. The Calculated Revenue may be adjusted on each transaction provided the Revenue Recognition method is set to “Without GL” in the Job Entry Screen.

When an unbilled transaction is found and it should be include on the current bill move the cursor to the transaction line and press the [Express Bill] button to move the transaction into the current billing.

When using ‘Minimum Time’ calculations to round up time – you may find that the system calculates the billing amount for the time to a decimal number. To override this calculation and save the override you will need to check the ‘Freeze Adjustment’ field before re-calculating the billing.

The [Create Transactions] button allows you to create a ‘Real’ transaction that has a zero dollar cost but does have a billing amount. This type of adjustment is permanent. This type of transaction is done when you need to have your billing backup sheets (printed by revenues only) match exactly to the penny and you have some billing lines that will never have a cost transaction such as a milestone billing line.

If the Billing type is 'UPHS' Unit Phase billing, the [Create Transaction] button allows the user to enter units complete for billing.

Reviewing/Adjusting Change Orders

The screenshot shows the 'JBBILL TRANSACTIONS' window. At the top, there are icons for Save, Exit, Help, and other functions. Below this is the 'SELECTION CRITERIA' section with checkboxes for 'Previously Billed', 'Currently Billed', 'Temporarily Deferred', 'Permanently Deferred', and 'Future Transactions', all of which are checked. The main section is titled 'CHANGE ORDERS' and contains a toolbar with 'View', 'Freeze', 'Detach', 'Search', 'Workflows', 'Report Options', 'Export', and 'ECM Documents'. Below the toolbar is a table with the following data:

Draw	Rev	Status	* Change Order	Name	Original Calc. Potential Rev.
1	0	<input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> T <input type="radio"/> P <input type="radio"/> F	EXT0000002	Test July20/2011	700.00

[Change Orders] – Button

The [Change Orders] button will show all Change Orders associated directly with a billing. The Window shows which Changes have been billed, which are deferred, which are for the current billing period and which are for future billing periods.

The following table provides the full name for each **Status** radio button:

Status	Full Name
B	Previously Billed
C	Currently Billed
T	Temporarily deferred
P	Permanently Deferred

F Future

This popup allows total control of when a Change Order will impact billings. Based on dates, an item may be flagged as Future (F). Users have the same functionality as with Cost Transactions to Temporarily (T) or Permanently (P) defer a Change Order.

Releasing Retainage

SELECTION CRITERIA

* Company: CC (CMIC Construction)
Contract Number: BCDJOB1 (BCDJOB1)

CONTRACT

Job: BCDJOB1
Customer: BCD Inc
Billing Date: 03-Jun-15
Due Date: 03-Jul-15
Total Percentage Billed: 0.70
Due Date To Client: 30-Jun-15
Bill Status: Unapproved

BILLING DETAILS

#	Calc'd Billing Amt	Override Billing Amt	Max Billing Amt	Material Stored	Completed & Stored	Ret Method	Ret Code	Calc. Ret. Amt.	Override Ret. Amt	Calc'd Ret. Rls Amt	Ret. Release Amt	Tax 1	Tax 2
.00	27,628.11			0.00	27,628.11	P	RET10	2,762.81	2,762.81	0.00		01	
.00	0.00			0.00	0.00	P	RET10	0.00	0.00	0.00		01	
.00	0.00			0.00	0.00	P	RET10	0.00	0.00	0.00		01	
.00	0.00			0.00	0.00	P	RET10	0.00	0.00	0.00		01	
.00	0.00			0.00	0.00	P	RET10	0.00	0.00	0.00		01	
.00	24,172.69			0.00	24,172.69	P	RET10	2,417.27	2,417.27	0.00	100.00	01	
.00	0.00			0.00	0.00	P	RET10	0.00	0.00	0.00		01	
.00	0.00			0.00	0.00	P	RET10	0.00	0.00	0.00		01	

Pgm: JBBILL – Prepare Billing – Release Retainage

Retainage Release is done through the Prepare Billing screen. As each item is billed retainage is calculated (where applicable) and accounted for in the Current Retainage field. Upon posting, the retainage to-date is accumulated in Calculated Retainage. When retainage is to be released, move to the billing line item enter the required release amount into the RETAINAGE RELEASE AMOUNT field.

The Retainage will be released as part of the draw or revision.

Deleting a Bill

The system allows a bill to be deleted if it has not been posted. Depending on the complexity of the billing, and the number of manual overrides entered, sometimes when editing a bill it is easier to delete the bill and re-create it rather than entering more overrides.

To delete, query the bill in question, and once displayed, use the [Delete] button to remove the bill. The system will ask you to confirm the delete, and then prompt you for the next billing to create, either a draw or a revision or you may cancel and the system will remove the bill.

Deleting the bill will remove all billing information associated with the current bill including manually creating transactions, and will release any transactions put on permanent hold depending on the control flag setting.

Managing Revisions

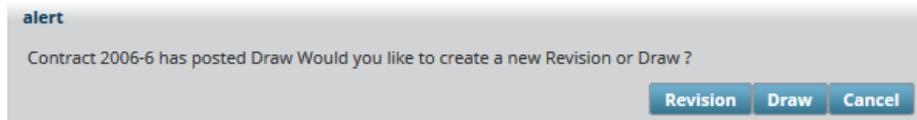
A contract revision is an adjustment to the last draw posted on the Contract, where the application for payment on that draw has been rejected.

Revisions are entered by adjusting the billing amounts, changing the percent complete, units Milestones numbers against the last draw printed and posted for a specified Contract. The revision produces a new version of the invoice or AIA report that prints the corrected amounts for the draw. The revisions themselves are not printed separately; rather they are incorporated into the billing numbers under the original application for payment. The new application for payment can then be sent back to the owner for approval, where the revision number printed next to the original draw number can distinguish it from the original.

The subsequent posting of the revision will generate a debit or credit note within the Accounts Receivable against the original invoice on the draw that has been revised.

Select Draw or Revision

Once in the contract header of prepare billing, enter query, select Contract Code from the LOV. A message will appear on the screen 'Contract XXXX has posted Draw # would you like to prepare Rev# or Prepare Draw #'. Select Revision #.



The 'Revision' number is used to track the number of revisions made against a draw. When it is indicated that a revision is being performed against the Contract, the draw number will not change but the revision number will increment by one automatically.

That draw number and revision number will then remain active until the billing created by the revision has been printed and posted.

WARNING: A revision can only be made against the last (non-zero) draw posted.

Enter the revision details where required:

- Enter the new billing amounts for the current Job Bill completed amount
- Enter the Revised Billing Amounts by the Billing Type
- Modify the Current Retainage Amount
- Enter the Retainage to Release
- Modify the Retainage Percentage
- Modify the application of Taxes

G/C Prepare Billing (General Contractor Prepare Billing) – Screen

PREPARE BILLING
Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company: CCC | CMIC Test Construction Company

Contract Number: 1000 | Main Job - Forecasting with ADF Only

Job Number: 1000 | Project 1000 With Job Series 1000 (Forecast with ADF Only)

PO/WO Number: PO1001 | PO1001 Add New PO/WO

Show Zero Lines Show NR Bill Types

DRAW INFO

Search Workflows Report Options Attachments Notes ECM Documents User Extensions

Job: 1000 | Project 1000 With Job Series 1000 (Forecast with ADF Only)

Customer: GUELPH | Guelph University

Billing Date: 01/15/2018 | Type: Draw

Due Date: 02/14/2018 | Draw Num: 7 | Revision Num: 0

Period Ending Date: 06/30/2018 | Contract Currency: | Status:

Budg. Billing Amt: 2,735,501.00 | Max. Billing Amt: | Invoice Format: CX2

Invoice Desc: | Accounting Description:

Recalc Notification: Unprepared Transactions Exist (01.03A.030000.F, CC) | Jbbill Exists Flag: | Bill Exists: Y

Add Bill Codes Update Budget Recalc. Billings Create Billing Generate Print Draft Print Delete Billing Create RFP

Cost Transactions Change Orders Pending PCs Funding Sources

Summary | Group 1 Summary | Group 2 Summary | Group 3 Summary | Group 4 Summary | Group 5 Summary | Bill Code Detail

Search Workflows Report Options Attachments Notes ECM Documents User Extensions

	Previous Draws	Current Draw	Total to Date
Cost	150,707.44	265,643.00	416,350.44
% Complete	0.19	2.38	2.57
Billed	40,800.00	518,248.09	559,048.09
Material Stored	0.00	0.00	0.00
Completed & Stored	40,800.00	518,248.09	559,048.09
Retainage	4,080.00	51,824.84	55,904.84
Retainage Released	0.00	0.00	0.00
Net Amount	36,720.00	466,423.25	503,143.25

Accept Override Value

Pgm: JBBILL2 – G/C Prepare Bill

Although this screen follows the same rules as the Prepare Billing screen, the General Contractor Prepare billing screen allows far more flexibility in overwrites being allowed in Total % complete, Total billed, Group overrides by line, billing detail overrides by line either percentages or amounts. Changing the Current Draw or Total To Date percentages or amounts or Retainage current draw or Total To date, will automatically disperse the amount throughout the billing detail and group billing lines.

Billing Type PCCO was introduced with this screen. Where there is a budget on the line it will be treated as Percent Complete. Where the billing line budget is null or zero it will be treated as COST

There are multiple ways to calculate the billing in the G/C Prepare Billing screen. Any amount that is overwritten will appear in red, as well as, the billing lines it has been disbursed to.

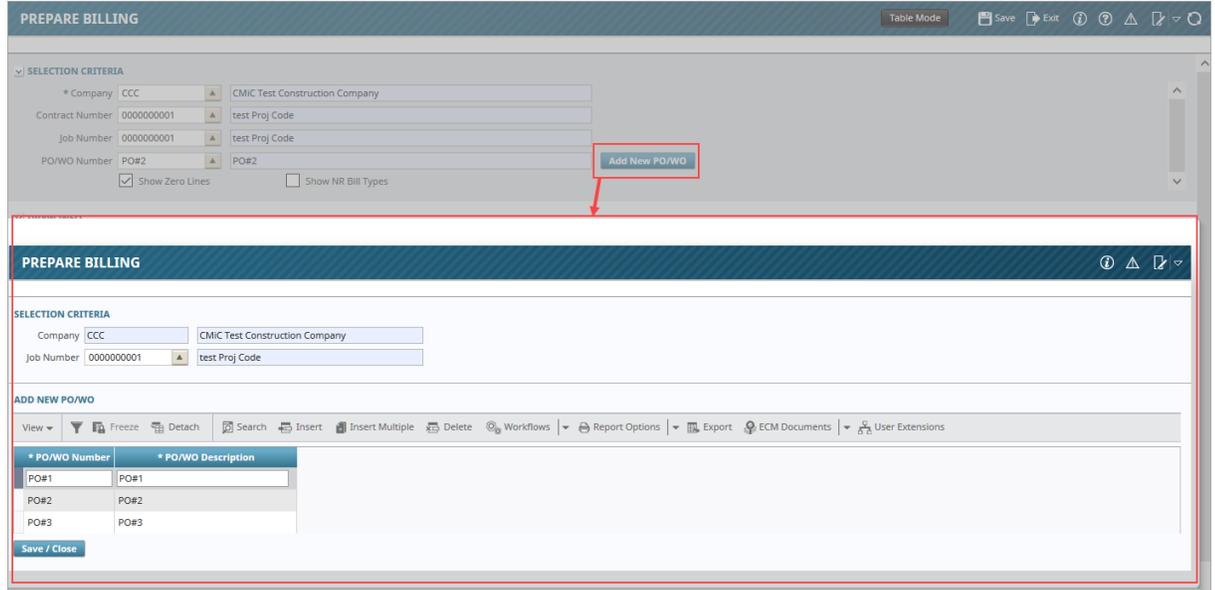
When checked, the **Show Zero Lines** checkbox restricts Bill Code lines with zero amounts in Budgeted Billing and Completed Cost Amount fields.

PO/WO Number

Select a PO/WO associated with the contract/job number. A PO/WO number will default in this field if it has been set to default in the PO/WO tab of the Job Setup screen in the Job Costing module (standard Treeview path: *Job Costing > Job > Enter Job – PO/WO tab*). Additional PO/WO numbers can be added using the **[Add New PO/WO]** button.

NOTE: There can only be one default PO/WO number at a time. If it is a revision, then the program will retrieve the previous PO/WO code from the previous draw. If it is a new draw, then the program will retrieve the default PO/WO code from JC Job.

[Add New PO/WO] – Button



Pop-up window launched from [Add New PO/WO] button on the Prepare Billing screen (standard Treeview path: Job Billing > Billing > G/C Prepare Billing)

This button displays a pop-up window where the user can add Purchase Order/Work Order numbers, assigned to the job.

Using the Override billing screen

Job Billing Prepare Bill2 allows the user to bill by entering a percentage override or amount override in the % complete field or Billed Field of Current Draw or Total To Date. This will disburse the amount equally to each Bill Code that has a budget line and is being treated as a percent complete. This disbursement can be seen in each Group Summary screen and the Bill Code Detail screen. The user can Recalculate, Generate and Print the billing from the first entry screen by using the [Accept Override Value]. To reverse the entry use the [Clear Billed Amount Overrides].

A Group Override

Any billing line in a Group Summary can be overridden and recalculated in any of the Group pop-ups. This billing information will default to both the Bill Code Detail lines and to the Override Billing Screen.

Bill Code Detail Override

Any billing line in the Bill Code Detail can be overridden and recalculated. This billing information will default to both the Group Code Detail lines and the Override Billing Screen.

An override of \$4,000.00 in the Override Billing Screen will affect the billing in any of the following ways:

Override Amount	Line No	Budget Amt	Cost Amount	Calculation
\$4,000.00	1 2	\$300,000.00 \$100,000.00	\$10,000.00 \$90,000.00	If both of the lines have a budget the system will prorate the \$4000.00 between two lines based on the budgeted amount. Line 1 gets 75% of 4,000.00 = \$3,000.00 Line 2 gets 25% of 4,000.00 = \$1,000.00
\$4,000.00	1 2	\$300,000.00	\$10,000.00 \$90,000.00	If only line 1 has a budget the entire amount will go against line 1 Line 1 gets 100% = \$4,000.00
\$4,000.00	1 2		\$10,000.00 \$90,000.00	If both the lines have no budget or a sum of zero the system will prorate 4000.00 between the two lines based on the total cost if it is non-zero Line 1 gets 10% of 4,000.00 = \$400.00 Line 2 gets 90% of 4,000.00 = \$3,600.00
\$4,000.00	1 2		\$10,000.00	If both lines have a null or zero budget and only 1 line has a cost amount the entire amount will go against the line with costs Line 1 gets 100% of 4,000.00 = \$4,000.00
\$4,000.00	1 2			If both of the lines have a null or zero budget and total cost of zero the system will prorate the \$4000.00 based on the line count Line 1 gets 50% of 4,000.00 = \$2,000.00 Line 2 Gets 50% of 4,000.00 = \$2,000.00

NOTE: The General Contractor billing will not allow the use of Free Form invoices only AIA will be calculated.

[Create RFP] – Button (Creating Pay Requests via JB Invoice)

The **[Create RFP]** button can be used to create a pay request. The button is only visible if the **Allow SC Request for Payment Creation From Billing Invoice** box is checked on **Defaults** tab of the JB Contract. It will create an un-posted SC Pay Request for each of the Subcontracts being billed, so long as there is not already an un-posted pay request entered (manually). The SC Pay Requests originally generated via this function will be deleted and re-created each time the **[Create RFP]** button is used.

For details about this functionality, please refer to the following quick guide:

[*Create Separate Invoices for Each Customer on Single JB Contract - Quick Guide*](#)

[Mass Update] – Block Toolbar Button

PREPARE BILLING Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company
 Contract Number 1000 Main Job - Forecasting with ADF Only
 Show Zero Lines Show NR Bill Types

DRAW INFO

Job 1000 Project 1000 With Job Series 1000 (Forecast with ADF Only)
 Customer GUELPH Guelph University
 Billing Date 2017/Jan/19 Type Draw
 Due Date 2017/Mar/03 Draw Num [] Status Unapproved
 Period Ending Date 2016/Dec/31 Contract Currency US Doll. Format CU20
 Budget Billing Amt 2,705,500.00 Max. Billing Amt []
 Invoice Desc []
 Recalc Notification []

Define Mass Update Values

%Completed 25.75
 Ret. % 7.5
 Apply Close

Block Toolbar: Add Bill Codes Update Budget Recalc. Billings Create Billing Generate Print Draft Print Delete Billing Create RFP
 Cost Transactions Change Orders Pending PCs

Summary: Group 1 Summary Group 2 Summary Group 3 Summary Group 4 Summary Group 5 Summary Bill Code Detail

Block Toolbar: View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions **Mass Update**

Group/Bill Code	Description	Budg. Billing	Cost To Date	Current Cost	Prev. Billed Amt	Ovr	Material Stored	Current Completed	Compl & Stored	%Completed	Retainage
1000.02.41.13.13	Paving Removal - Sundry	475,000.00	0.00	0.00	0.00	O	0.00	112,475.25	112,475.25	23.68	22,119.
1000.02.41.13.23.50	Utility Line Removal - Sundry	655,000.00	0.00	0.00	0.00	O	0.00	155,097.45	155,097.45	23.68	30,501.

Pgm: JBBILL2 – G/C Prepare Billing

As framed in red above, the G/C Prepare Billing screen has a [Mass Update] button on the Block Toolbar of the **Group 1 Summary** to **Group 5 Summary** tabs, and on the **Bill Code Detail** tab.

When clicked, a pop-up (Define Mass Update Values) opens up with the following fields used to update the corresponding columns.

The following are the mass updateable columns in the G/C Prepare Billing screen:

Updateable Column	Detail
% Completed	Completed Percentage
Ret. %	Retainage Percentage

Users may enter numbers with decimal places for mass updating, but the process will round the same to two decimal places upon update of detail records.

Users may query/filter for specific set of records for 'Mass Update' of values.

Also, users may enter values in either or both columns for mass update and press [Apply] to propagate the % values to the queried set of records.

[Close] will close the pop-up without updating the column values.

Once columns reflect the mass updated values, users must explicitly save the action to commit the updates to the database, and then perform the 'Recalculate Billings' action to update the billing values. The program will validate the entries and adjust the retention %, which may be different from the mass update value in some cases. This is due to the existing rules to validate and adjust the retention % when recalculating billings.

[Clear Billed Amount Overrides] and [Clear Retainage Overrides] – Buttons

The screenshot shows the 'PREPARE BILLING' interface. At the top, there are input fields for 'Budg. Billing Amt' (1,300,000.00), 'Max. Billing Amt', 'Invoice Format' (C11), and 'Accounting Description'. Below these are buttons for 'Add Bill Codes', 'Update Budget', 'Recalc. Billings', 'Create Billing', 'Generate', 'Print Draft', 'Print', 'Delete Billing', and 'Create RFP'. A section for 'Cost Transactions' includes 'Change Orders', 'Purchasing P/Cs', and 'Funding Sources'. The main area displays a table with columns: Select, Group/Bill Code, Description, Budg. Billing, Current Completed, Compl & Stored, %Completed, Retainage, Ret Ovr, Ret. %, and SC.Rls.Amt. The table lists four items related to 'Temporary Structures - Labour' and 'Structural Demolition - Labour'. At the bottom of the table, there are buttons for 'Details', 'Cost Transactions', 'Change Orders', 'Clear Billed Amount Overrides', and 'Clear Retainage Overrides'. The last two buttons are highlighted with red boxes.

Pgm: JBBILL2 – G/C Prepare Billing

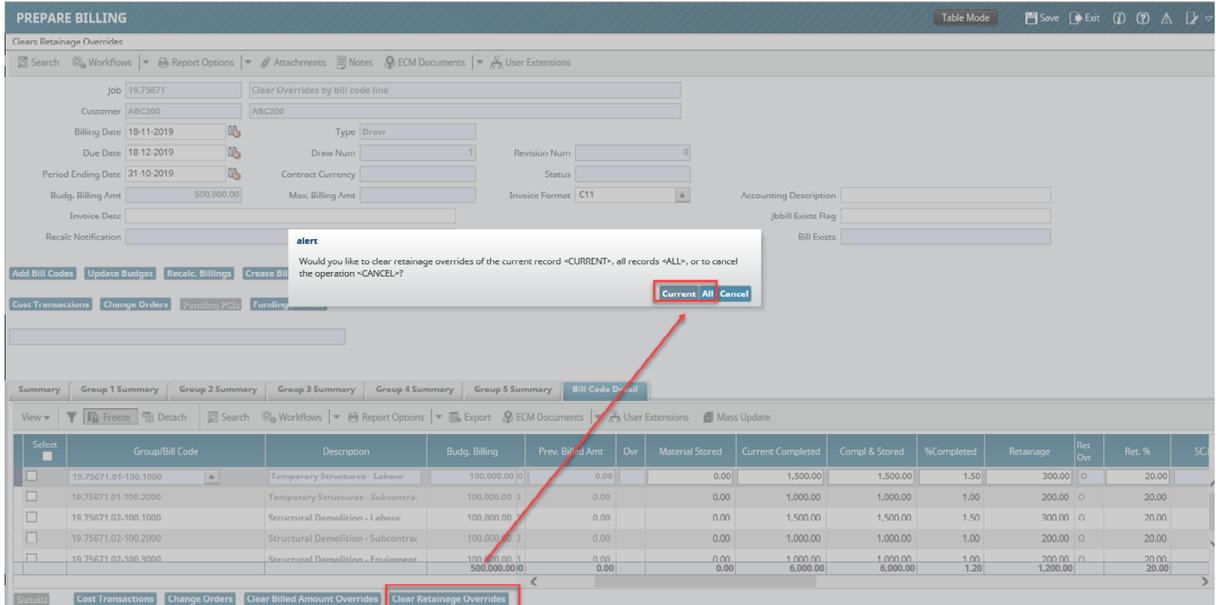
As framed in red above, the G/C Prepare Billing screen has a [Clear Billed Amount Overrides] button and a [Clear Retainage Overrides] button at the bottom of the Group 1 Summary to Group 5 Summary tabs, and on the Bill Code Detail tab.

Clicking the [Clear Billed Amount Overrides] button launches a pop-up window, where the user is given the option of clearing billed overrides of all records or of the current record of a particular tab.

The screenshot shows the 'PREPARE BILLING' interface with the 'Clears Retainage Overrides' pop-up window. The window contains an alert message: "Would you like to clear retainage overrides of the current record <CURRENT>, all records <ALL>, or to cancel the operation <CANCEL>?". Below the message are three buttons: 'Current', 'All', and 'Cancel'. The 'Current' button is highlighted with a red box. The background shows the 'PREPARE BILLING' screen with the 'Clear Billed Amount Overrides' button highlighted in red.

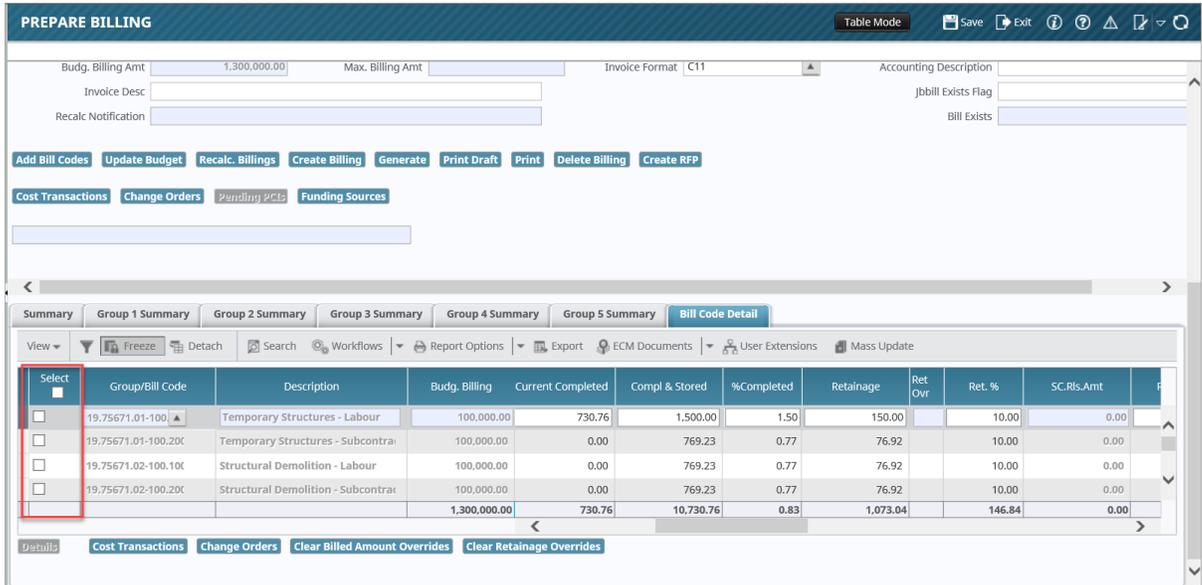
Pop-up window launched from [Clear Billed Amount Overrides] button on G/C Prepare Billing screen

Clicking the [**Clear Retainage Overrides**] button launches a pop-up window, where the user is given the option of clearing retainage overrides of all records or of the current record of a particular tab.



Pop-up window launched from [**Clear Retainage Overrides**] button on G/C Prepare Billing screen

Checkboxes are also provided on the group code/bill code details. If the user selects group or bill code lines and then presses either the [**Clear Billed Amount Overrides**] button or the [**Clear Retainage Overrides**] button on the Group Summary/Bill Code Detail tabs, the overrides will be cleared only from the selected records. In this case, there will be no option given to the user to choose which lines they want to clear the overrides from.



The user must recalculate the bill once overrides are cleared at the group code/bill code level.

The PCI detail billing related options (combined, original, changes) will be respected when clearing overrides at these levels.

Mass Prepare Billing

PREPARE MASS BILLING

SELECTION CRITERIA

* Company: CC (CMIC Construction)

Invoice: []

Billing Date: 03-Jun-15

Period Ending Date: 31-May-15

Draw Num: []

* Project Manager Filter: %

* Job Home Dept: %

* Customer Filter: %

Job Picklist: [] Edit

Control Job: []

Include and Redo Zero Dollar Unposted Invoices

To Posting Date: []

To Reference Date: 31-May-15

To Transaction Date: []

Prepare Zero Dollar Invoices

Generate Invoices

Print Invoices

Print Draft Invoices

Prepare Invoices Preparation Log

Pgm: JBPREP – Mass Prepare Billing

The mass prepare billing program does the same as the Prepare Billing screen, but it does it for more than one Contract at a time. This form will prepare the billing, generate the invoice and then print the invoice for multiple Contracts. The billing can still be edited and re-generated as necessary. Mass prepare can be filtered using Project Managers names, Dates, Job Home Department, Job Picklist or Customer Code.

Invoice Dates

The Invoice Date will default to the system date, but may be changed. This date will be the Billing Date used as reference on the Free Form Invoice.

The Period Ending date will default to the last day of the previous month unless the system date is within 5 days of the month end, then it will default to the last day of the next month. This date refers to the Billing Period as referenced on the Free Form Invoice.

Draw Number

Draw Number is an option used to place the same draw number on all invoices generated during processing. If the Job Billing Contract has preceding draw numbers the invoice will use the draw number entered in this field, regardless of how many draw numbers need to be skipped.

If the Job Billing Contract has draw numbers posted the same as or higher than the draw number entered an invoice will not be generated and the preparation log will show an error that the bill could not be created as the draw number already exists. Should the draw require voiding, the draw number will revert to the pre-existing draw number.

To use consecutive draw numbers leave this field as null.

Restrict Contracts to be Invoiced

To restrict which Contracts are to be billed in a particular run, enter values in the project manager, job home department, customer code or job pick list.

- The '%' sign is a wild card that may be utilized if required. The '%' sign works in these fields just as it does in List of Values pop up.

If checked the Include and Redo Zero Dollar Invoices, the mass prepare billing can be run even where zero dollar invoices from a previous prepare billings exist.

The Control Job field is only available for entry if the Job Pick List is null. It has an LOV to 'Controlling' jobs within the selected company.

Include Transactions Date Restriction

You may enter dates in all three of the following fields if required:

- **To Posting Date:** When a value is entered here the system will bill transactions with a post date on or before this date.
- **To Reference Date:** The period ending date will default into this field. Any value entered in this field is an indication to bill transactions where the reference date is on or before this date.
- **To Transaction Date:** When a value is entered in this field it indicates that you want to bill transactions entered on or before this date.

Prepare Zero Dollar Invoices – Checkbox

If you leave this box un-checked, after the invoice generation routine has finished the system will perform an extra step and remove these invoices. This is a useful feature if you are generating and printing in the same run. If this field is checked, the system will create zero dollar invoices and then print the zero dollar invoices.

Generate Invoices – Checkbox

If you want to have the system generate the invoices as well as prepare them check this box.

Print Invoices – Checkbox

If 'Generate Invoices' has been checked the Print Invoices box may also be checked.

[Prepare Invoices] – Button

As the process is running, the right-hand side of the screen will be scrolling through and showing the status of the process. Once done a summary will be displayed showing how many bills were prepared, generated and printed.

When a more detailed view is required of the processing use the **[Preparation Log]** button to review processing history.

Printing the Billing Edit Listing

As invoices may be generated and printed complete with back up sheets they generally substitute as the edit list, however, for more concise reporting use the Edit Listing to check unposted billings that have been entered against Contracts. You can list a particular set of customers and/or Contracts as well as list the report by customer or by Contract.

The Job Billing Edit Listing will display a summary line for each Contract selected with the Customer Code, the contract amount, billing amount, tax amount, retainage and invoice amount. Below the summary the contract details are displayed showing such things as each items Bill Code and description, completed amount and percentage, retainage as well as the Job, Cost Code & Category codes.

Generating Invoices

GENERATE INVOICE
Save Exit ? ? ? ? ?

SELECTION CRITERIA

Company: RV123456 R.V.Head Quarters Company, LLC Contracts Requiring Invoice Generation Only

Project Manager Filter: %

Job Home Dept: %

Starting Period Ending Date: 04042015

Ending Period Ending Date: 30062015

CONTRACTS

View Freeze Detach Search Workflows Report Options Export ECM User Extensions

* Contract	Select	Job	Job Home Dept.	Customer	* Draw	* Rev.	Period Ending Date	* Invoice Date	Invoice
1487659	<input type="checkbox"/>	1487659	011110	1487659	3	0	26052015	26052015	JB100000165
1500217	<input type="checkbox"/>	1500217	00	AMIGAS	2	0	26052015	26052015	JB100000166
22JUNE2011	<input type="checkbox"/>	22JUNE2011	00	AMIGAS	2	0	26052015	26052015	JB100000167
RV500	<input type="checkbox"/>	RV500	00	AMIGAS	1	0	26062015	26052015	JB100000181
T&MJOB1	<input type="checkbox"/>	T&MJOB1	00	AMIGAS	1	0	26062015	26052015	JB100000182
V10-15	<input type="checkbox"/>	V10-15	011110	AMIGAS	1	0	26052015	26052015	JB100000176

Contract: 1487659 - 0.00 Receipt Test Draw Billed: 900.00

Customer: 1487659 - CANNISTR - Issue for 0.00 receipt Contract Bill Amt: 20,725.00

Project Manager:

Pgm: JBINVGEN – Generate Invoice

If the invoice has not been generated and printed in either of the Prepare Billing screens the generation may be run from the Generate Invoices menu selection.

In the company block enter any filtering information which will enable the generation of invoices generated to a specific selection. If not required leave these fields with the wildcard % for all when no filtering is needed.

When only Contracts that have not yet been generated are to be shown, check the 'Contracts Requiring Invoice Generation Only' box otherwise all Contracts that have open billing status will be displayed.

Change any of the defaulted dates or other restrictions as required.

The date fields use the follow rules for defaults. The system will automatically default to a start date of two months from the system date and an end date of either the current month or the next month depending on where in the month the system date is. When the system date is 7 days or less from the end of the month the system set the end date to the last day of next month.

To generate invoices for Contracts, select the desired invoices, using the checkboxes under the **Select** column and press the [**Generate Invoice**] button.

Editing Generated Invoices

JOB BILLING - EDIT INVOICE Save Exit ? ? ? ? ?

SELECTION CRITERIA

Company: RV123456 R.V.Head Quarters Company, LLC
 Contract Department:
 Project Manager: Unposted Invoice Only

CONTRACTS

View Freeze Detach Search Workflows Report Options Export ECM User Extensions

Contract	Job	Customer	Invoice Links	Draw	Rev.	Invoice Date	Invoice	Draw Billed	Contract Billed
1000C	1000C	SKYAIR		1	0	08102013	JB100000057	8000	8000
1487659	1487659	1487659		3	0	26052015	JB100000165	900	20725
1500217	1500217	AMIGAS		2	0	26052015	JB100000166	4140	5130
22JUNE2011	22JUNE2011	AMIGAS		2	0	26052015	JB100000167	26.25	201.24
3000	3000	AMIGAS		3	0	26052015	JB100000168	10.09	272.57
3333	3333	SKYAIR		4	1	17072014	JB100000141	10971.04	81187.69
3456	3456	SKYAIR		1	0	26052015	JB100000169	161.8	161.8

Pgm: JBINVEDT – Edit Generated Invoice – Display Invoices

The Edit Invoice program allows users to change the text of the generated invoice. Lines may be added, and text and amounts changed (note, any changes to amounts are cosmetic only, i.e. not changed within the system).

Invoices using AIA/Progressive Billing formats will not use these edits.

Query the Invoice required, and then use the **[Edit Invoice]** button to open the Editing Screen.

JOB BILLING - EDIT INVOICE Save ? ? ? ? ?

CONTRACT

Company: RV123456
 Contract: 1000C 1000C
 Customer: SKYAIR RV-SKYAIR Partner Draw: 1 Rev.: 0

LINE DETAILS

View Freeze Detach Search Delete Record Workflows Report Options Export ECM User Extensions

Print	User	Line	Sub-Line	Type	Bill	Type	Job	Phase	Category	Current	Previous	Total	Create Sub-Line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	10	CONT									Create Sub-Line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	20	CONT									Create Sub-Line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30	30	CONT									Create Sub-Line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	40	CONT									Create Sub-Line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	50	0	GRP									Create Sub-Line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	60	0	GRP									Create Sub-Line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	70	0	GRP									Create Sub-Line
<input type="checkbox"/>	<input type="checkbox"/>	80	0	BILL	1000C.033300.1000	COST				2,500.00	0.00	2,500.00	Create Sub-Line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	90	0	GRP						2,500.00	0.00	2,500.00	Create Sub-Line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	0	GRP									Create Sub-Line

Detail:

RE: 1000C

Text:

Comment:

Close

Pgm: JBINVEDT – Edit Generated Invoice – Editing Invoice

The editing screen will allow the user to change any system-generated lines. To change a line the user must go to the line to change and use the Insert Record function. This will make a copy of the current line marked as a 'User' line that can then be changed.

Depending on the Type of record you may change the Text, the Details or any of the amounts using this form.

The line types are:

- CONT – for Contract Level
- GRP – for Group Level
- BILL – for Billing Item Level
- DET – Transaction Detail Level
- For CONT, GRP and BILL types the fields you can change are the TEXT and the AMOUNTS
- For DET types the only fields you can change are the ‘DETAIL’ fields.

WARNING: If you change the Amount columns these numbers will not be reflected in the invoice total or tax calculations these are reference amounts only.

Printing the Customer Invoice

The screenshot shows the 'PRINT INVOICES' application window. The 'SELECTION CRITERIA' section includes fields for Company (RV123456), Contract Dept, Project Manager Filter (%), and Print Invoices Sorted by (Project Manager, Contract Code, Invoice Number). The 'CONTRACTS' section displays a table with columns: Contract, Print, Draft, Reprint, Project Manager, Invoice Link, Draw, Rev, Invoice Date, Invoice, and Invoice Format.

* Contract	Print	Draft	Reprint	Project Manager	Invoice Link	* Draw	* Rev.	* Invoice Date	Invoice	Invoice Format
1000C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1	0	08102013	JB100000057	U11A
1487659	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			3	0	26052015	JB100000165	U11A
1500217	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2	0	26052015	JB100000166	RV17
22JUNE2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2	0	26052015	JB100000167	U11A
3000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			3	0	26052015	JB100000168	U11A
3333	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ravichandran Venkatch		4	1	17072014	JB100000141	U11A
3456	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1	0	26052015	JB100000169	U11A
3700M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1	0	26052015	JB100000178	RV17

Pgm: JBINVPRT – Print Invoice

There are two types of invoices that can be printed via Job Billing, an AIA style format and a Free Form JB format. Either one can be printed for any job. Each type has its own printing form on menu.

Select from the list of values the Project Manager required. This will limit the Contracts shown in the next block. If not required leave as ‘%’.

When only the invoices that have not yet been posted are to be viewed, leave the **Include Posted Invoices** checkbox unchecked and select the required print order. The default is by project manager. Other selections are Contract Code or Invoice Code.

Mark the invoices to be printed by checking the **Print** checkbox. Other selections are draft or final versions. The default for unposted invoices is a **Draft**. If the invoice has already been posted, the default is set to reprint.

The invoice format may be changed by selecting from the LOV available in the **Invoice Format** field. This functionality is for use with AIA Type invoices only.

NOTE: When changing the AIA Style Invoice Format to a different version, the original flag settings such as ‘Print Cents’, ‘Show Invoice’ are used, but the body format such as columns shown etc. will reflect the newly specified invoice format.

Press the [**Print Invoice**] button to start the printing.

NOTE: When printing linked invoices, if you want an invoice printed for each Contract then you must select each Contract. To only re-print one of the linked invoices and re-produce the summary page then only check the one invoice. The summary page that prints will always include all of the linked invoice information not just the currently selected invoices.

Approving Invoices

APPROVE JOB BILL INVOICES
Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Company:

User:

Contract Dept:

Project Manager:

Show All Unapproved Invoices

Show All Approved Invoices

UNAPPROVED INVOICES

View

Approve	Approval Needed By	* Contract	Job	* Draw#	* Rev#	Draw Amount
<input type="checkbox"/>	RAFID	BCDJOB1	BCDJOB1	1	0	61,793.93
<input type="checkbox"/>	RAFID	CC-AMIGAS	CC-AMIGAS	2	0	65,630.70
<input type="checkbox"/>	RAFID	CC-BJOB1	CC-BJOB1	1	0	10,912.50
<input type="checkbox"/>	RAFID	CC-J1	CC-J1	1	0	37,687.50
<input type="checkbox"/>	RAFID	CC-ROVER1	CC-ROVER1	1	0	94,970.32

Customer:

Project Name:

APPROVED INVOICES

View

UnApprov	Unapproval Needed By	* Contract	Job	* Draw#	* Rev#	Draw Amount	Approved Date
No rows yet.							

Customer:

Project Name:

Pgm: JBINVAPP – Invoice Approve/Disapprove

The Job Billing module’s Control screen (Setup > Local Tables > Control) determines if approval of invoices is required. If it is, then invoices cannot be posted until they have been approved. Once an invoice is approved, the draw or revision cannot be modified. However, an invoice can be un-approved and then modified.

Approve Invoice

The **Unapproved Invoices** section of this program will display all the open invoices on the system. To approve an invoice, check its corresponding **Approve** and click [**Commit Approval**].

Un-Approve Invoice

The **Approved Invoices** section is used to un-approve Invoices. To un-approve an invoice, check its corresponding UnApprove checkbox, and click [**Commit Unapproval**]. The Invoice will move to the **Unapproved Invoices** section, where it can then be modified.

Posting the Invoices

JB INVOICE POSTING

SELECTION CRITERIA

Company: RV123456, R.V.Head Quarters Company, LLC
Posting Date: 03062015, Posting Year: 2015, Per: 1
Contract Department:
Project Manager:

CONTRACTS BILLED

* Contract	Customer	* Draw	* Rev.	Approved Date	* Invoice Number	Invoice Date	Unposted Pay Req.	Select
1000C	SKYAIR	1	0		JB100000057	08102013	<input type="checkbox"/>	<input type="checkbox"/>
1487659	1487659	3	0	26052015	JB100000165	26052015	<input type="checkbox"/>	<input type="checkbox"/>
1500217	AMIGAS	2	0	26052015	JB100000166	26052015	<input type="checkbox"/>	<input type="checkbox"/>
22JUNE2011	AMIGAS	2	0	26052015	JB100000167	26052015	<input type="checkbox"/>	<input type="checkbox"/>
3000	AMIGAS	3	0	26052015	JB100000168	26052015	<input type="checkbox"/>	<input type="checkbox"/>
3333	SKYAIR	4	1		JB100000141	17072014	<input type="checkbox"/>	<input type="checkbox"/>
3456	SKYAIR	1	0	26052015	JB100000169	26052015	<input type="checkbox"/>	<input type="checkbox"/>
3700M	AMIGAS	1	0	26052015	JB100000178	26052015	<input type="checkbox"/>	<input type="checkbox"/>
4000	SKYAIR	2	0	26052015	JB100000170	26052015	<input type="checkbox"/>	<input type="checkbox"/>
6000M	AMIGAS	1	0	26052015	JB100000179	26052015	<input type="checkbox"/>	<input type="checkbox"/>

Name: 1000C
Revision Billed: 8,000.00
Draw Billed: 8,000.00
Total Billed: 8,000.00

Preview Reports
 Print Reports Immediately **Post**

Pgm: JBPSTFM – Job Billing Post Invoice

The Invoice Posting form is used to post invoices that are approved for posting. When this procedure is performed, the Job Billing, Accounts Receivable, General Ledger and Job Costing applications will all be updated. After specifying the posting year and period in the top block, the contract invoices may be selected in the second block. This form must be committed from the top block.

Verify the Company and Posting Date, you can filter your selection by entering project manager and/or department. Move to the details block and selected the required Contracts by checking the **Select** box.

Print Reports Immediately – Flag

If you leave this box blank, the posting report will not print after posting but you can print it later using the posting report utility.

Preview Posting – Flag

‘Preview Posting’ when checked will process the transactions and print the reports for review, however, the actual posting will not occur.

NOTE:

1. If the posting includes the posting of a subcontract pay request these posting report will not print. You will be able to preview the posting reports generated for the job billing invoice only.
 2. When an invoice contains Cost Codes/Categories that have been in-active, the posting program will check AR Control setting 'Allow to post to in-active Cost Code/Categories' flag value and if checked, the posting will go through. When un-checked, the program will check for user level privilege 'ARJBINPHPS' and only those users with the value checked will be allowed to post otherwise the posting will fail and a message issued.
 3. When posting the Job Billing Invoices, the system options selection of the 'deleting the JB Invoice details' is taken into account. The invoice detail lines with the 'Print On Invoice' Flags set to 'N' will be dealt by the selection at system level. Refer to SYSTEM DATA manual for more details
-

Queries

Contract Summary Query

JB - CONTRACT SUMMARY LOG							
Filter Advanced Saved Search All Fields							
View Format Freeze Detach Wrap Clear Query Export ECM							
Search <input type="text"/> Go							
Job Code	Job Name	Contract Code	Contract Name	Contact Name	Project Manager	Customer Code	
1000	Control Job 1000	1000	Control Job 1000	Mr.Sky Man		SKYAIR	RV-SKYAIR
1000.100	1000.100	1000.100	1000.100	Mr.Sky Man		SKYAIR	RV-SKYAIR
1000B	1000B	1000B	1000B	Mr.Sky Man		SKYAIR	RV-SKYAIR
1000C	1000C	1000C	1000C	Mr.Sky Man		SKYAIR	RV-SKYAIR
1047796	Test of issue 10.47796	1047796	Test of issue 10.47796	George Tsakis		A1ROOF	A1 Roofing
1274103	1274103-Net Method	1274103	1274103-Net Method	Mr.Amigas		AMIGAS	AMIGAS N
1274103G	1274103g - Gross Method	1274103G	1274103g - Gross Method	Mr.Amigas		AMIGAS	AMIGAS N
14.94257	14.94257	14.94257	14.94257			CANCOM	CANCOM
1487659	1487659 - 0.00 Receipt Test	1487659	1487659 - 0.00 Receipt Test			1487659	1487659 -
1488678	1488678 (GILBANE) Billing Back Up with	1488678	1488678 (GILBANE) Billing Back Up with	Mr.Sky Man		SKYAIR	RV-SKYAIR
1491523M	1491523M Controlling Job	1491523M	1491523M Controlling Job	Mr.Sky Man		SKYAIR	RV-SKYAIR
1491523S3	1491523S3SubJob	1491523S3	1491523S3SubJob	Mr.Sky Man		SKYAIR	RV-SKYAIR
1491523S4	1491523S4 SubJob	1491523S4	1491523S4 SubJob	Mr.Sky Man		SKYAIR	RV-SKYAIR
15.01364	15.01364	15.01364	15.01364			CANCOM	CANCOM
1500217	15.00217 GILBANE - Exchange Rates in	1500217	15.00217 GILBANE - Exchange Rates in	Mr.Amigas		AMIGAS	AMIGAS N

Pgm: JB_CONTRACT_SUMMARY_LOG – Summary of Contracts

This screen lists all Contracts in the system, to which the user has rights.

Transaction Detail Query

JB - TRANSACTION DETAIL LOG													
Job	Phase	Cat	Ref.Date	Type	Amount	Source Code	Reference Code	Crew Code	Quantity	WM	Ctrl Job	Ctrl Phase	Ctrl Cat
1000	010160	1000	12052015	B	-5796.63	SKYAIR	JB100000156		100	HR	ALL	01	ALL
1000	010160	1000	11032014	B	30067.32	SKYAIR	JB100000106		0	HR	ALL	01	ALL
1000	010160	1000	19022013	B	38144.25	SKYAIR	JB100000036		20	HR	ALL	01	ALL
1000	010160	1000	22062011	B	-2500.00	SKYAIR	JB100000001		0	HR	ALL	01	ALL
1000	010160	1000	08102013	B	28700.44	SKYAIR	SC100000007		0	HR	ALL	01	ALL
1000	010160	1000	08102013	B	-28700.44	SKYAIR	SC100000007		0	HR	ALL	01	ALL
1000	010160	1000	22062011	B	2500.00	SKYAIR	JB100000001		0	HR	ALL	01	ALL
1000	010160	1000	11032014	B	2137.50	SKYAIR	JB100000109		0	HR	ALL	01	ALL

Pgm: JB_TRAN_DETAIL_LOG – Detail of Transaction

This screen lists all Transaction records to which the user has rights.

Status Detail Query

JB - STATUS DETAIL LOG								
Job Code	Job Name	Category Code	Category Name	Phase Code	Phase Name	Progress Billing Code	Billing Type Code	Bill Amount
1000	Control Job 1000	1000	Labour	010160	Temporary Buildings-Job Ph	1000.010160.1000		64552.44
1000	Control Job 1000	1000	Labour	05.06A.030000.F	Area 5.06A.Fndtns - Concret	1000.05.06A.030000.F.1000		1485.00
1000	Control Job 1000	2000	Subcontract	010160	Temporary Buildings-Job Ph	1000.010160.2000		60015.98
1000	Control Job 1000	3000	Equipment	010160	Temporary Buildings-Job Ph	1000.010160.3000		16894.00
1000	Control Job 1000	4000	Material	010160	Temporary Buildings-Job Ph	1000.010160.4000		46573.10
1000	Control Job 1000	5000	Sundry	010160	Temporary Buildings-Job Ph	1000.010160.5000		137815.03
1000	Control Job 1000	7000	Others	05.06A.030000.F	Area 5.06A.Fndtns - Concret	1000.05.06A.030000.F.7000		0.00

Pgm: JB_TRAN_DETAIL_LOG – Status Detail

Utilities

Closing/Reopening Contracts

CLOSE CONTRACTS Save Exit ? ? ? ? ? ?

SELECTION CRITERIA
 Company Show Closed Contracts

CONTRACT
 View Freeze Detach Search Workflows Report Options Export Attachments Notes ECM Documents User Extensions

Contract	Job	Customer	Project Manager	Contract Date	Approved Date	Closed Date
1000	1000	GUELPH	Mr Ravichandran Venkatac	27/Jun/2011		
1002	1002	ABSCONT		11/Oct/2011	11/Oct/2011	15/Jul/2015
12345	12345	ABSCONT	Mr Ravichandran Venkatachal	01/Jan/2014	16/Oct/2014	
13.77210	13.77210	GUELPH		27/Feb/2015		
1385911	1385911	ABSCONT		03/Feb/2014	03/Feb/2014	
1486344	1486344	ABSCONT		02/Oct/2014	15/Oct/2014	
1487331	1487331	ABSCONT		01/Jan/2014	26/Mar/2014	
1488395	1488395	ABSCONT		18/Jun/2014	18/Jun/2014	
1488395-1	1488395-1	ABSCONT		04/Jul/2014	04/Jul/2014	
1488395-2	1488395-2	ABSCONT		04/Jul/2014	04/Jul/2014	
1488646	1488646	ABC100		20/May/2015	20/May/2015	
1490125-1	1490125-1	ABSCONT		03/Jun/2014	03/Jun/2014	
1490125-2	1490125-2	ABSCONT		03/Jun/2014	03/Jun/2014	
1490125-3	1490125-3	ABSCONT		03/Jun/2014	03/Jun/2014	
1490125-4	1490125-4	ABSCONT		03/Jun/2014	03/Jun/2014	

Contract Name Job Name

Pgm: JBCLOSE – Close Contract

Contracts should be closed once they are fully billed, and should not show up on the active List of Values. Re-opening the Contract is done by removing the closed date.

Show Closed Contracts

To view both open and closed Contracts, check the **Show Closed Contracts** checkbox.

Close/Reopen Contract

To close a Contract, use the Closed Date field to enter the date it was closed and click [**Save**].

To reopen a Contract, remove the date and click [**Save**].

Also, closed dates can be adjusted by changing the date and clicking [**Save**].

Print Posting Reports

* Batch	Name	* User	* Date
5846	Invoice Posting to AR	RAVI	26052015
5844	Invoice Posting to AR	RAVI	26052015
5842	Invoice Posting to AR	RAVI	26052015
5817	Invoice Posting to AR	RKUMAR	25052015
5774	Invoice Posting to AR	RAVI	22052015
5773	Invoice Posting to AR	RAVI	22052015
5772	Invoice Posting to AR	RAVI	22052015
5771	Invoice Posting to AR	RAVI	22052015
5769	Invoice Posting to AR	RAVI	22052015
5767	Invoice Posting to AR	RAVI	22052015
5765	Invoice Posting to AR	RAVI	22052015
5764	Invoice Posting to AR	RAVI	22052015

Pgm: SYSRUN – Print Posting Report

During the posting process the user had the option to print reports immediately or print them at a later time using this utility. If the option was set to not ‘Print Reports Immediately’ these reports can be printed via this utility.

When this screen opens all posting reports for the company will be displayed sorted by batch number.

Press the [**Print**] button to print or preview the selected posting reports.

Copy JB Tables

Pgm: JBCOPY – Copy JB Setup

This utility is used to copy the Control File (**Job Billing > Setup > Local Tables > Control**), Category Types, Group Codes, Billing Codes, Minimum Time Charges, and Retainage Code Rules from one company to another.

After selecting the parameters, click [**Process**] to begin the copying.

Void Posted Draw/Revision

VOIDING JB CONTRACT DRAW AND REVISION

Save Exit ? ▲ ↻ 🔍

SELECTION CRITERIA

Company

Posting Date

CONTRACT DRAW AND REVISIONS

View Freeze Detach Search Workflows Report Options Export ECM User Extensions

Select	* Contract	Customer	* Draw	* Revision	Posted Date	Invoice Number	* Invoice Date
<input type="checkbox"/>	CC-AMIGAS	CC-TOYS	2	0	<input type="text"/>	000023	19-Jun-08 <input type="text"/>
<input type="checkbox"/>	CC-BACK1	CC-TOYS	1	0			25-Aug-08
<input type="checkbox"/>	CC-BJOB1	CC-TOYS	1	0		000007	14-Apr-08
<input type="checkbox"/>	CC-J1	CC-TOYS	1	0		000017	21-Apr-08
<input type="checkbox"/>	CC-RET10	CC-TOYS	1	0		000013	15-Apr-08
<input type="checkbox"/>	CC-ROVER1	CC-ROVER	1	0		000012	15-Apr-08
<input type="checkbox"/>	CC-U15	AMIGAS	1	0		000006	15-Apr-08
<input type="checkbox"/>	CC-VOLOD1	AMIGAS	2	1			15-Jul-08
<input type="checkbox"/>	RT-100	CC-TOYS	1	1			15-Jul-08

Name

Revision Billed

Draw Billed Print Reports Immediately

Total Billed Delete Reports After Printing

Pgm: JBVOID – Voiding JB Contract Draw and Revision

Selection Criteria – Section

Company

Enter/select company by which to filter contract draws and revisions. All the last posted draws/revisions for contracts in the selected company will be queried and displayed under the Contract Draw and Revisions section of the screen.

For example, if a contract has five draws posted, only draw “5” with the highest revision posted will be retrieved. If draw “5” is voided, then the previous last draw will be retrieved in a subsequent query.

Posting Date

The posting date selected in this field will be used as the posting date for AR, JC and GL when users click on [Void].

NOTE: Only those JB invoices where there are no posted AR receipts will be retrieved. If required, users must void the related AR receipts first and then those JB invoices will be available for voiding.

Posting Yr/Per

The posting year and period are display only and correspond to the posting date selected in the previous field. If the posting date is updated, the posting year and period will update automatically according to the setup on the GL Period Dates screen (standard Treeview path: General Ledger > Setup > Global Tables > Period Dates).

Print Reports Immediately – Checkbox

Check to print a report during the void process.

Delete Reports After Printing – Checkbox

Check to delete the report from the system after it is printed.

Contract Draw and Revisions – Section

To void draws/revisions, check the box in the **Select** column beside each draw/revision to be voided, then click [Void].

Post Invoices – No A/R, J/C or G/L

JB INVOICE POSTING NO AR/GL/JC
Exit ? ? ? ? ?

SELECTION CRITERIA

Company: CMiC Test Construction Company

Posting Date: Posting Year: Per:

Contract Department:

Project Manager:

CONTRACTS BILLED

View | Freeze | Detach | Search | Workflows | Report Options | Export | ECM Documents | User Extensions

* Contract	Customer	* Draw	* Rev.	Approved Date	* Invoice Number	Invoice Date	Unposted Pay Req.	Select
1000	GUELPH	8	32		JB1-00003	13/Oct/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12345	ABSCONT	1	0		JB1-00113	11/Jul/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.77210	GUELPH	1	0		JB1-00088	24/Feb/2016	<input type="checkbox"/>	<input type="checkbox"/>
1487331	ABSCONT	2	1		JB1-00053	15/Jul/2015	<input type="checkbox"/>	<input type="checkbox"/>
1488395	ABSCONT	1	0		JB1-0000062	07/Jul/2014	<input type="checkbox"/>	<input type="checkbox"/>
1491214	ABSCONT	6	0		JB1-00006	13/Apr/2015	<input type="checkbox"/>	<input type="checkbox"/>
1491214-1	ABSCONT	3	0		JB1-0000160	24/Oct/2014	<input type="checkbox"/>	<input type="checkbox"/>
1491214-4	ABSCONT	2	0		JB1-0000195	14/Nov/2014	<input type="checkbox"/>	<input type="checkbox"/>
1491523-53	ABSCONT	1	0	13/Apr/2015	JB1-00007	13/Apr/2015	<input type="checkbox"/>	<input type="checkbox"/>
1491523M	ABSCONT	2	0	15/Jul/2015	JB1-00055	15/Jul/2015	<input type="checkbox"/>	<input type="checkbox"/>

Name:

Revision Billed:

Draw Billed:

Total Billed:

Post JB but no G/L

Pgm: JBPSTFM – Job Billing Posting with no AR, GL and JC Postings

This utility is used to enter the opening balances of JB Contracts, and it should only be used under the guidance of a CMiC Consultant. This program will create the required LAST Draw number details in Job Billing without creating an AR Invoice, Posting to GL or updating Job Cost. This is the same program as Post Invoice, but it does not post to the other modules.

Select the Contracts/Draws to be posted by marking their corresponding **Select** checkbox.

Posting Date

The posting date entered here should be the same as the date used on the last bill issued via the previous system.

Contract Department

Use this field to filter Contracts by a Department.

Project Manager

Use this field to filter Contracts by a Project Manager.

[Post JB but no G/L] – Button

Click to begin the posting process.

Re-Calculating Billing Rates

BILLING RATE RECALCULATION

Save Exit Help ? ? ? ? ? ? ? ? ? ?

OPTIONS

Company

Batch

Job Revenue Generation ▼

From Contract

To Contract

Job Pick List

From Job

To Job

From Phase

To Phase

Category Pick List

From Category

To Category

Billing Rate Table Code

Creation Date From To

Posting Date From To

Reference Date From To

Unbilled

Include Overridden Billed Amounts

Billed (Unposted)

Billed (Posted)

Pgm: JBRECAL – Recalculate Billing Rates

The program will re-calculate billing rates (amounts) for any Job Billing type Contract where the job costs associated with the Contract were posted with the incorrect bill rates and need to be corrected.

This utility will not re-calculate Closed Jobs.

The only required field on this screen is the 'Company Code' all other fields are to help in limiting which Contracts, Jobs, Cost Codes... to be re-calculated.

Enter the selection criteria as needed. When done press the **[Process]** button.

If when you post from Payroll to Job Cost, you do not 'Post Transactions by Hour Type', the system will ask the user if they want to recalculate the payroll time in the same manner as a Non Payroll record.

NOTE: If the Billing Rate table's PY Tran Type and PY Tran Code columns are being considered, the Billing Rate Recalculation screen will include the added transaction types to update the correct billing rate applied. The Billing Rates Recalculation screen will calculate the new billing amount considering the unbilled revenue amount and applying the changed billing rate multiplier to the unbilled revenue amount. Please see the Billing Rate Maintenance section in this guide for more information on the PY Tran Type and PY Tran Code columns.

Recalculating Billing Rates for Revenue Generation ‘with GL’ Type

The Billing Rates Recalculation utility is useful when you need to change the billing rate on already posted JC transactions where the Job is defined as Revenue Recognition with GL.

This change does not update/change any existing data, instead existing data is read and a ‘New’ zero cost transaction is created as a copy of the Originating transaction except the unbilled revenue amt and rate will be the difference between the originating record and the new bill rate and amount ((New Bill Rate – Old Bill Rate) * QTY=New Unbilled revenue amt). The Qty field is not copied as this will skew any qty totals.

All new transactions will also create a GL transaction that will post a Revenue Recognition transaction to the current period – just as JC Posting already does.

The recalculation process in this case creates an ‘F’ type batch. This new batch type for Recalculated Bill Amounts can only be created via the Recalculation program. It cannot be manually created by a user.

The screenshot shows the 'BILLING RATE RECALCULATION' utility interface. The 'OPTIONS' section includes the following fields and controls:

- Company: CC (dropdown), CMIC Construction (text)
- Batch: (empty dropdown)
- Job Revenue Generation: As Costs Incurred (Without GL) (dropdown)
- From Contract: (empty dropdown)
- To Contract: (empty dropdown)
- Job Pick List: (empty dropdown)
- Edit Selection Criteria (button)
- From Job: (empty dropdown)
- To Job: (empty dropdown)
- From Phase: (empty dropdown)
- To Phase: (empty dropdown)
- Category Pick List: (empty dropdown)
- Edit Selection Criteria (button)
- From Category: (empty dropdown)
- To Category: (empty dropdown)
- Billing Rate Table Code: (empty dropdown)
- Creation Date From: (empty text), To: (empty text)
- Posting Date From: (empty text), To: (empty text)
- Reference Date From: (empty text), To: (empty text)
- Unbilled:
- Include Overridden Billed Amounts:
- Billed (Unposted):
- Billed (Posted):
- Process: (button)

To recalculate the posted JC transactions based on updated bill rates for this type of Revenue Generation job, select the Job Revenue Generation option ‘As Costs Incurred (With GL)’ after entering/selecting the appropriate JC batch. Complete the parameter selection screen appropriately and click ‘Process’. The processing will do the following:

- Create an Unposted JC Batch (type = F)
- Create a copy of the original transaction in the current period in the new batch
 - Cost will be zero
 - QTY will be zero – not null
 - Unbilled Revenue columns will be the difference between original and new rate
 - Update the **[Reference]** popup in the new batch as a link back to the original transaction.
- Display the Batch Number when the processing has completed.
- The newly created un-posted batch will be available to edit via the standard JC transaction entry screen.

- This newly created un-posted batch will be available to the Print Edit List program in JC
- The newly created un-posted batch will be available to Post via the standard JC Post Transactions program.

The system will check to see if a Recalculation batch has already been POSTED for the original transaction. If it has, then the system will find the existing recalculation transactions and also include them into the calculation for the new Unbilled Revenue Columns.

After a recalculation, as shown in the following screenshot, a message will display the number for the newly created batch:

The screenshot shows a software interface with the following elements:

- Posting Date From: [] To: []
- Reference Date From: [] To: []
- Unbilled:
- Include Overriden Billed Amounts:
- Billed (Unposted):
- Billed(Posted):
- Process: [Button]
- Message area: Created unposed JC batch 15678. Records processed: 1

A red arrow points from a text box containing the text "after recalculation, the message area displays the batch number for the newly created batch" to the message area.

The new batch can be viewed through the Job Costing module's Batch Entry screen. Also, the original Reference code will be prefixed by 'BR' (Billing Recalculation), as a means of linking back to the original transaction.

Job Hierarchy (Billing Defaults)

Table Mode Save Exit
BILLING DEFAULTS

Enter Company Code

SELECTION CRITERIA

Company ZZ CMIC Construction Inc.
 Job Mask % All Jobs
 Phase Mask % All Phases
 Category Mask % All Categories

JB CONTROL

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

JB Billing: PC, Invoice: ZZ-S

CATEGORY

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Select	Category
<input type="checkbox"/>	0123456789711189 test for long char: Billing: Default, Invoice: Default
<input type="checkbox"/>	1000 Labor: Billing: Default, Invoice: Default
<input type="checkbox"/>	1100 Direct Labor: Billing: Default, Invoice: Default
<input type="checkbox"/>	1110 Code Category New: Billing: Default, Invoice: Default
<input type="checkbox"/>	1200 Indirect Labor: Billing: Default, Invoice: Default

JOB

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Select	Job
<input type="checkbox"/>	00-DUPLICA: test for duplicate opportunity across companies: Billing: Default, Invoice: Default
<input type="checkbox"/>	007715980: Museum Exhibition Center: Billing: PCCO, Invoice: ZZ-S
<input type="checkbox"/>	00: SJOB1 Project: Billing: COST, Invoice: ZZ-S
<input type="checkbox"/>	01-UNIQUE: ZZ - 01-unique: Billing: Default, Invoice: Default
<input type="checkbox"/>	05-DUP: # 5: Billing: PCCO, Invoice: ZZ-S

JOB PHASES

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Select	Job Phases
<input type="checkbox"/>	01 GENERAL CONDITIONS: Billing: Default, Invoice: Default
<input type="checkbox"/>	01-100 Blue Prints: Billing: Default, Invoice: Default
<input type="checkbox"/>	AZZPHASE azzpha: Billing: Default, Invoice: Default

JOB CATEGORIES

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Select	Job Categories
No rows yet.	

Billing Type **Set Billing Type**

Invoice Format **Set Invoice Format**

Pgm: JBDFLT – Job Billing Hierarchy

This utility allows users to view the Job Billing defaults applied at all levels jobs. This utility is very useful to view overrides of the invoice format or billing types.

This screen allows you to apply Billing Types and Invoice Formats to one or more rows of the Cost Code/Category combinations at one time. It is also handy for checking the Billing type and Invoice Format types at the detail level.

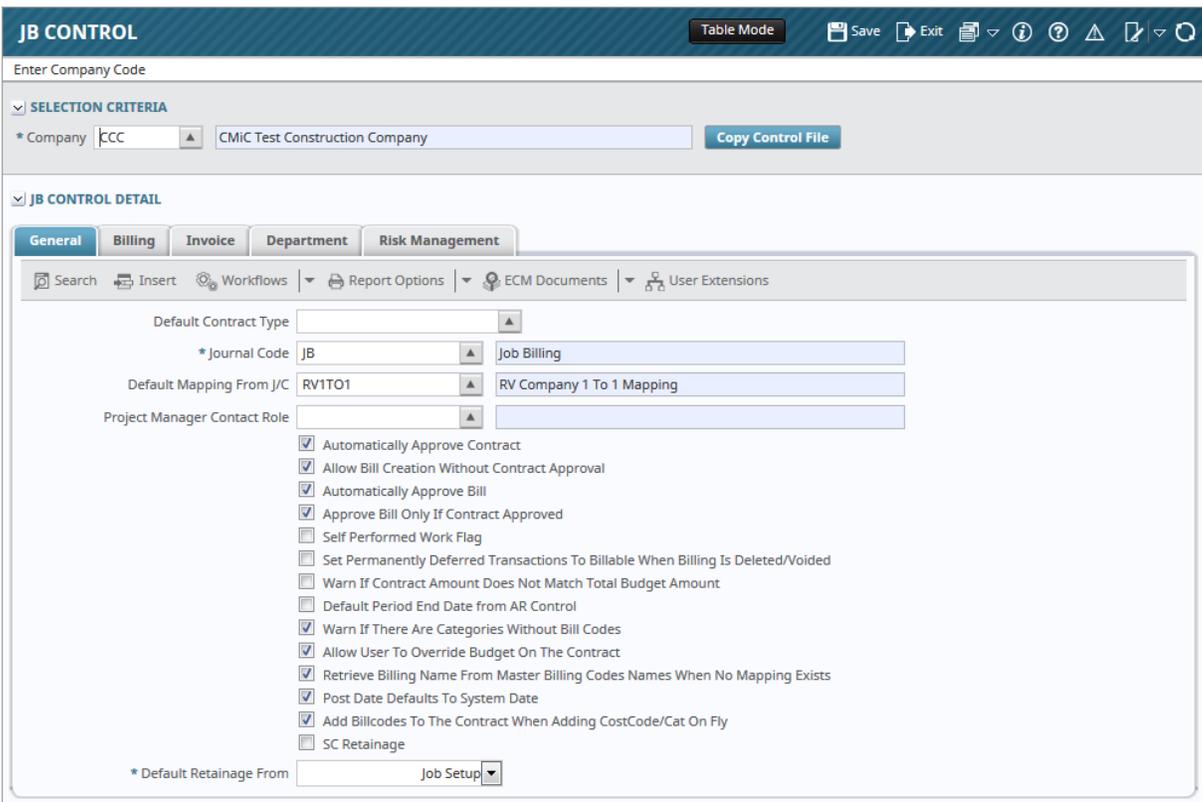
To update a Billing type or Format code, enter the required code in the field next to the button, select the records to change, then enter the desired Billing or Invoice Formats and press the appropriate [Set ...] button.

Setup – Job Billing

JB Control File

The JB Control File is used to specify the defaults and rules for the Job Billing application by company. There must be a JB Control File defined for each Company that uses the Job Billing module. The Control File is split up into tabs to make data entry easier.

General – Tab



Pgm: JBCTRLFM – Job Billing Control – General Tab

Default Contract Type

Select the default contract type from LOV.

Journal Code

Enter the journal code to be used for Job billings. The journal code entered must have been previously set up on the General Ledger Journal Set-up form. The Journal Code will be used for all postings of Billing Transactions to the General Ledger.

Default Mapping From JC

Enter the JC mapping code to be used as an automatic default when jobs are created. If this field is left blank a mapping code will have to be entered each time a Job Billing style job is created in job costing set up. This field can be entered later if the mapping codes have not as yet been defined.

This option may also be set at a Customer Level in the Enter Customer maintenance screen.

Project Manager Contact Role

If attempting to limit the project manager list of values to Contacts with the project manager role in Contract Entry, enter a value in this field.

Leave this field blank when the Contract Setup screen list of values should show all previously utilized project managers for the company then all employees for the company.

Automatically Approve Contract

If the company does not require a Contract to be approved by management before it can be considered available for billing purposes, check this box and the system will automatically assume the Contract to be approved.

Leave this field unchecked and the system will force the Contract to be approved before it is available for billing.

WARNING: If the automatic approval is used the Contract cannot be unapproved manually.

Automatically Approve Bill

If Invoices do not require approval by management before posting, then check this box. If all billings require approval before they can be posted to the AR module, leave this field blank

Approve Bill Only If Contract Approved

As billings can be generated and printed prior to the approval of a Contract, this checkbox has been created for those companies that require a Contract be approved before a billing can be approved. The posting of the invoice will be stopped unless the Contract has been approved.

Leave the box unchecked if this option is not required.

Self-Performed Work Flag

When creating a new Job Billing Contract, the system will read the Control File setup and accordingly check or un-check the **Sel-Per. Work** (Self-Performed Work) checkboxes against all the Bill Code detail lines. If the **Use Sub-Contract Vendor on New Bill Lines** checkbox is checked in Contract Entry screen, a detail line's **Sel-Per. Work** checkbox will be checked where there is no Vendor and Sub-Contract Code.

Set Permanently Deferred Transactions to Billable when Billing is Deleted/Voided

If this flag is set, any cost transactions that were marked as Permanently Deferred during the creation of the bill will be converted back to billable when the bill is either 'Voided' or 'Deleted'.

If this field is unchecked these transactions will remain 'Permanently Deferred' and the status will have to be re-set manually back to billable.

Warn if Contract Amount Does not Match Total Budget Amount

If this box is checked a warning will be given at contract entry time that the job cost budget has changed and no longer matches the contract amount.

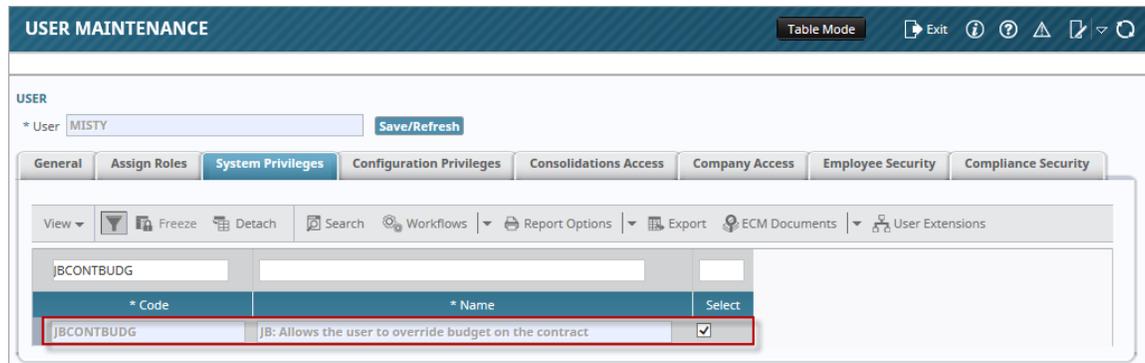
Warn If There Are Categories Without Bill Codes

This option defaults into contract entry and is specific to Prepare bill Screen. When checked at billing Contract level, a warning message would popup, if there are categories without Bill Codes. Unchecked, there will not be any warning message.

Allow User To Override Budget On The Contract

If this box is checked, overriding the budget on the Contract is allowed. The default is checked.

This checkbox is used in combination with the system privilege 'JBCONTBUDG - Allows the user to override budget on the contract'.



Pgm: SDUSRMT – User Maintenance; standard Treeview path: System > Security > User Maintenance – System Privileges tab

The checkbox and system privilege function as follows:

- If the JB Control File box is checked, the system privilege is not applicable. The user will be able to change the budget on an existing bill code line.
- If the JB Control File box is unchecked and the user does not have the system privilege, the user will not be able to change the budget on an existing bill code line.
- If the JB Control File box is unchecked and the user has the system privilege, the user will be able to change the budget on an existing bill code line.

The user will still be allowed to enter new bill codes. For new bill codes, the user should be able to enter budgets without any restrictions.

If contract approval is required, the checkbox is only applicable once the contract is approved.

There will be no change in the functionality of Reset Bill Code Budgets.

Retrieve Billing Name From Master Billing Codes Names When No Mapping Exists

If this box is checked when there is no default mapping code defined for the Contract, then the names will be retrieved from the Master Billing Code names.

Post Date Defaults to System Date

If this box is checked then the system date will be used as post date. If un-checked, then the default post date is same as the AR posting date.

Add Bill Codes To Contract when Adding Cost Code\Category On The Fly

If this box is checked, then the Bill Codes associated with the Cost Codes that were added on the fly in PMJSP during a Subcontract/PCI entry will be automatically added to the Job Billing Contract Detail.

If unchecked, the Bill Codes will not be added automatically to the JB Contract Details. However, they will be added when the PCI/OCO is posted.

SC Retainage

This option when selected, would use the retainage percentage from the Subcontract at Bill Code level. Unchecked, the default job billing retainage percentage will be used. The setting here in JB control is just a default for Contract Entry screen > defaults > SC Retainage flag, which in turn would default into the individual Bill Code lines.

Users are not allowed to check this box and the **Invoicing** tab's **Allow SC Request For Payment Creation from Billing Invoice** box at the same time.

Retainage From

The available list items are Job Setup and Customer Setup. The default is set as 'Job Setup' which users may override. At the time of creating a Job Billing Contract, the program would look for this selection. If 'Job Setup' is the selection, then the retainage code from job file will be defaulted. If there is none defined in job file, then the code from the customer file > JB Invoice Values popup will be defaulted and if no is code defined both at Job and customer level, users have to manually enter / select from the LOV. Same logic applies for 'Customer Setup' selection as well. See Contract Entry Form for more details.

Billing – Tab

The screenshot displays the 'JB CONTROL' software interface, specifically the 'Billing' tab. The top navigation bar includes 'Table Mode', 'Save', 'Exit', and other utility icons. Below the navigation bar, the 'SELECTION CRITERIA' section shows the company set to 'CCC' (CMIC Test Construction Company) with a 'Copy Control File' button. The 'JB CONTROL DETAIL' section is divided into tabs: 'General', 'Billing' (selected), 'Invoice', 'Department', and 'Risk Management'. The 'Billing' tab contains several configuration fields and checkboxes:

- * Default Billing Type: COST (dropdown), Cost Plus Markup (text input), Material Stored Included In Calculated Billing Amount
- * Group 1 Maximum Adjustment Category: MAX1 (dropdown), Group Max Adjustment Category (text input), * Previous Completed Amount Includes Material Stored
- Group 2 Maximum Adjustment Category: MAX2 (dropdown), Group Max Adjustment Category (text input), Apply Job's Revenue Generation Rule To Burden Bill Types At JB Posting Time
- Group 3 Maximum Adjustment Category: MAX3 (dropdown), Group Max Adjustment Category (text input), Default Taxes From Sub-jobs
- Group 4 Maximum Adjustment Category: MAX4 (dropdown), Group Max Adjustment Category (text input), Exclude Non-Invoiced Receipts
- Group 5 Maximum Adjustment Category: MAX5 (dropdown), Group Max Adjustment Category (text input), Allow Release More Retainage Than Is Held
- * Contract Maximum Adjustment Category: MAX6 (dropdown), Contract Maximum Adj Category (text input), Include Unposted Pay Request In G/C Billing
- Default Billing Rate Table For New Jobs: ONERATE (dropdown), Billing Rate (One Rate upto 2020) (text input), Include Unapproved Pay Request In G/C Billing
- Default Minimum Code: JBMIN (dropdown), * Use Release Retainage % From Last SC RFP
- Revenue Recognition Journal Code: JB (dropdown), job Billing (text input), * Calculate And Release Retainage At Invoice Level
- * Bill Amount: Round To Nearest \$0.01 (dropdown), * Show Billing Recalculation Popup When Creating New Draw/Revision
- * Bill Round Method: Default (dropdown), * Always Set Billing Maximum Equal To Billing Budget
- * Retainage Amount: Round To Nearest \$0.01 (dropdown), * Detail PCI Billing
- * Retainage Round Method: Default (dropdown)

Pgm: JBCTRLFM – Billing Tab

Default Billing Type

This is a required field. Enter the most common billing type. This value will default to the Billing tab of each new job created. If the value is blank on a job, this is the billing type that will be used as the default for each billing line.

Group Maximum Adjustment Category

The Job Cost Category entered here will be used by the system to automatically make a billing adjustment transaction if a pre-defined group of Cost Codes/Categories has exceeded the maximum allowed billing amount. Maximum Adjustment Category can be entered for all 5 groups.

Contract Maximum Adjustment Category

When a Contract has reached its maximum billing dollars, the system will generate a billing adjustment transaction. The Job Cost Category it will use is the category specified here.

Default Billing Rate Table For New Jobs

When each new job should have a specific billing rate table automatically defaulted at set up, enter a billing rate table code here.

NOTE: This field should be left blank if there are multiple billing rate tables and an automatic default is not practical. The billing rate table will have to be selected manually in the job billing pop up of job entry in the job cost module. In these cases, use the JC Control Option to require a Billing Rate table to ensure one is always applied.

Default Minimum Time Charge Code

When a Minimum Time Charge code is entered in this field, this code will then default to any new Contracts that are created.

When there are multiple Time Charge Codes, then reconsider entering a value here as the users will have to remember to change this code when the Contract is created.

Minimum Time Charge Codes are set up in the job billing local tables. The code may be selected from the LOV at a later time.

Revenue Recognition Journal Code

If the previous field is check, a Journal Code must be entered in this field. This is required for the Revenue Generation to be entered against. This may be the same as the one in Job Costing or a different one so that the transactions are separated by application and source.

Materials Stored included in Calculated Billing Amount

This field indicates if Stored Materials are to be considered over and above the actual billing amount or if they are to be included as part of the billing amounts.

When the stored materials are to be considered billable, check the checkbox.

This affects the AIA style of invoice printing.

Previous Completed Amount Includes Material Stored

Checked: Material Stored will be Printed in the Billing Invoice in the previous completed amount. This is excluded in Free Form & JBPB_U13 invoice formats. This is applicable only to invoice printing and does NOT involve in any calculations.

Apply Job's Revenue Generation Rule to Burden Bill Types

If checked, the system will automatically create a zero cost transaction with the Unbilled Revenue Amount in Job Cost and GL, when a bill is posted from Job Billing that contains Burden Billing type Bill Codes and the Job has been set to utilize Revenue Generation.

NOTE: This field should only be checked when Job Cost with Revenue Generation set to GL is used.

Default Taxes from Sub-Jobs

This checkbox is for use when both controlling and sub-jobs are on the same Job Billing Contract. When this is the case if the checkbox is checked the controlling job will inherit the taxes mapped to the controlling job and the sub-job will inherit the taxes mapped to the sub-job. The default tax percentage will apply to the control job only. If the checkbox is unchecked both the sub-job and the controlling job will inherit the taxes mapped to the controlling job.

Exclude Non-Invoiced Receipts

This checkbox is for use with Purchase Orders for Non-Stock Items. With the checkbox flagged, non-stock purchase orders that have been received but not yet invoiced, will not be included in the job billing. When the checkbox is not flagged, non-invoiced receipts will be included in the job billing.

Allow Release More Retainage Than Is Held

When checked retainage may be released in any amount including that which exceeds the held amount. When unchecked an error message will be given 'Release Exceeds Retainage'.

Include Unposted Pay Request In G/C Billing

When the checkbox is checked any unposted Subcontract Pay Requests will be included in the billing calculation for jobs using revenue generation without G/L. This process excludes subcontract pay requests

that were generated from job billing. The transactions will appear in light green on the Billing – [Cost Transactions] popup detail lines and can be temporarily or permanently deferred as any other cost detail line. At posting if the pay request has not been posted the user will receive a message and an option to Post All or cancel. If 'Cancel' is selected the SC pay request will not be posted nor will the JB Bill. If 'Post All' is selected both the SC Pay Request and the JB Bill will be posted. If the SC pay request batch has pay requests unrelated to the billing the pay request will be moved to a new batch.

This checkbox can be unchecked at any time, excluding when there is an unposted request for payment included in an unposted billing.

NOTE: If an unposted Request For Payment that is included in a bill and the pay request is then modified the information will not be included in the billing unless the billing is recalculated.

Use Release Retainage % From Last SC RFP

This flag will default its value to the similar Contract level flag. If the flag is checked, the Prepare Billing programs will find the last posted Request For Payment for the Bill Code and calculate the Release Retainage Percent. Then the same Percent will be applied to calculate the Release Retainage for the Bill Code in JB Billing. The corresponding SC Subcontract must be invoiced via Subcontract and the Schedule Level Retainage Release flag must be checked. The Schedule lines must have JB Bill Code field populated.

Include Unapproved Pay Request In G/C Billing

This checkbox is enabled only when the **Include Unposted Pay Request in G/C Billing** checkbox is checked (as explained above). When checked, any unapproved Subcontract Pay Requests will also be included in the billing calculation.

Calculate and Release Retainage at Invoice Level

When checked, retainage is calculated and released at the JB invoice level; otherwise, retainage is calculated and released at the detail level.

The value set in the Control file is the defaulting value that is carried to the JB Contract - Defaults screen and can be set for individual Contracts:

Show Billing Recalculation Popup When Creating New Draw/Revision

When checked, at the time of creating a new Billing Draw/Revision, the Recalculation window pops up for user action. The default value is un-checked and may be updated at any time as per the requirement.

Always Set Billing Maximum Equal To Billing Budget

By default, this flag is un-checked. When checked, the billing maximum at the Bill Code level is set to be equal to the billing budget when a PCI or Change Order (CM) is posted or when a Bill Code line is added or modified in the Job Billing Contract Entry screen.

Detail PCI Billing

Checked: Allows partial billing of a posted PCI using the Change Order popup screen.

Unchecked: PCIs included in the current billing cycle will be fully billed and no user override is allowed.

Rounding Precision And Methods

This feature allows users set a control on rounding precision and methods and automate their billing invoice generation as required. For example, Government Jobs/Contracts may demand that every billing/retainage amount calculated is accurate to a penny, on the contrary some private jobs may require the amounts be rounded to a nearest 1s, 10s, 100s, and 1000s and so on.

Job Billing Control setting allows users to set the rounding precision and methods for billing and retainage amounts. When creating a Contract using Contract Entry or from Assign Cost Codes screen, these values will be defaulted into the 'Contract Defaults' screen.

The Rounding Precision has 8 options each for Billing and Retention amounts.

Round To Nearest \$0.01 (Default Value for Precision)

Round To Nearest \$1

Round To Nearest \$10

Round To Nearest \$100

Round To Nearest \$1,000

Round To Nearest \$10,000

Round To Nearest \$100,000

Round To Nearest \$1,000,000

The Rounding Method has the following 3 options from the drop down list.

Default: (Default Rounding method)

Up: (Always Rounded Up to the next higher value when there is a decimal number)

Down: (Always Rounded Down to the next higher value when there is a decimal number)

The rounding precision for billing and retention amounts may be independently set of each other. For example, Billing amounts may be rounded up with a precision of \$1000, whereas, the retention amount may be rounded down with a precision of \$10.

The G/C Prepare Billing screen reads the contract defaults for rounding precision and method and generates billings/retentions accordingly. The Billing Invoice printing shows the billed/retained amounts rounded accordingly.

Invoice – Tab

Pgm: JBCTRLFM – JB Control Invoice Tab

Enter the Default Invoice Format code

This is a default code representing the Invoice Format that will be used to print the billing for each new Contract when entered. If Invoice Formats have not been set up yet this field may be filled in at a later date or left blank.

If multiple invoice formats will be used then it may be best to leave this field blank and apply the invoice formats manually as required.

The default Invoice Format may also be set on a Customer basis in the AR application Customer Maintenance, Job Billing Defaults popup.

Enter the Invoice Series code for Self-Performed Work

Enter/Select from the LOV the Invoice Series code for Job billing invoices that are self-performed.

Invoice Series codes are user-defined codes that are attached to invoices as a means of grouping and numbering different types of invoices.

The Invoice Series code entered in this field must have been set up within the Invoice Series Code maintenance screen within the Accounts Receivable Local Tables.

Invoice Series Code for Sub-Contracted Work

If you want to split your Draw into Two AR Invoices, one for Self Performed and one for Subcontracted Work then enter the Invoice Series code for sub-contracted work. The system will check the 'Self Performed Work' flag, in Job Billing Contract entry, to determine the split for Invoicing.

If you do not need to create two invoices from one billing this second field may be left blank. The Invoice Series code entered in this field must have been set up already within the Invoice Series code maintenance screen within the Accounts Receivable Local Tables.

WARNING: If a Job has a Home Department declared, then the Job department will override the Invoice Series Code departments when the invoice is created via Job Billing.

Self-Performed Work Code and Description

Enter a code and description representing your company. This may be entered against a billing line to indicate that your company performed the work. The description will default on one of the AIA style reports when the work to be billed on a line item has been checked as 'self-performed' and the vendor code has been left blank or this code has been entered. This name is used for example in the Sworn Statement Invoice option as the Subcontractor Name where the work is flagged as self-performed.

AIA G701 And G702 and G703 License – Checkbox

If you have a License to Print AIA G702 and G703 forms, or AIA G701 Change Order Document and want to have the option to print the text 'G702' and 'G703' on Progress Billing style invoices created in Job Billing, or the text 'AIA Document G701' on Owner Change Order document printed in CM/PM application, then check this box. This is the default value that will appear in the maintenance for Invoice Format setups.

When Checked, the AIA License Number and the Expiry Date fields are enterable and users may enter required information. When both fields are populated the G701 PM Owner Change Order report (PMG701.rep) will print the AIA License information as well at the bottom of the report.

Use Job Department For AR Posting – Checkbox

This flag will determine the department used for the accounts receivable posting at job billing invoice posting

- If the 'Use Job Department for AR' flag is checked the job will determine the department used.

- If the 'Use Job Department for AR' is unchecked then the AR control flag 'Default AR Dept. from Customer' will be checked. If the AR flag is checked then the customer will determine the department. If the AR flag is unchecked then the AR invoice series code will determine the department used.

Use Customers AKA Name If Available – Checkbox

If the customer has a value entered in the Also Known As field, use this name instead of the regular name when this option is flagged.

Allow SC Request For Payment Creation From Billing Invoice – Checkbox

Setting this option allows (when Billing Contract and SC Subcontracts are defined for this function) the system to automatically create SC RFPs for the items being billed using Overrides. The system will look at the Bill Code Item overridden, then for the SC defined in the Contract, and the lines on the Subcontract where the associated Billing Codes were assigned and from this information create the appropriate RFP in SC.

NOTE: When this option is selected, users are not allowed to use the **SC Retainage** option on the **General** tab

For details about this functionality, please refer to this guide's following quick guide:

[*Create Separate Invoices for Each Customer on Single JB Contract - Quick Guide*](#)

JB Invoice Void Automatically Voids SC Manual Request For Payment – Checkbox

Used in conjunction with the previous Allow SC RFP Creation option – This setting will void only system generated RFPs when unchecked, however if checked, this option will have the system also void any user created RFPs as well.

For details about this functionality, please refer to this guide's following quick guide:

[*Create Separate Invoices for Each Customer on Single JB Contract - Quick Guide*](#)

Department – Tab

JB CONTROL
Table Mode

Save Exit Print Help Warning Refresh

SELECTION CRITERIA

* Company Copy Control File

JB CONTROL DETAIL

General
Billing
Invoice
Department
Risk Management

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Department	Alternate Company Address	Alt Address Name	Alternate Remit Address	Alt Remit Name	JB Rate Table
00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	CCC1	CCC1 Address			
20	CCC2	CCC2 -Address Code			
30					
40					
50					
60					
70					

Department

Alternate Company

Alternate Remit To

Pgm: JBCTRLFM – JB Control Department Tab

Alternate Company Address and Remit Address

Enter optional Alternate Address Codes for the Company/Department to be used in producing the Free Format Invoices for Jobs assigned to the Department identified.

Risk Management – Tab

Enter Risk Management Code

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company Copy Control File

JB CONTROL DETAIL

General Billing Invoice Department Risk Management

DEFAULT RISK MANAGEMENT

Code	Name
CCIP	P@2500
BOND	Bonded
CCIP18.2	CCIP18.2
CCIP@2500	CIP@2500
RISK3	Risk3
RISK5	RISK5
RM0845	RM0845
RM18.2G&L	RM18.2G&L

Pgm: JBCTRLFM – JB Control Risk Management Tab

The Risk Code field has an LOV that displays all the **active** Risk Management Codes that have been defined in the *JB> Setup > Local Tables > Risk Management Calculation Rules*. Multiple Risk Codes can be entered in this tab. These Risk Codes serve as a default when in Job Billing Contract Entry screen > Risk Management popup.

Category Type Setup

CATEGORY TYPE SETUP

SELECTION CRITERIA

Company CCC CMIC Test Company

COLUMN

* Column #	* Name	* Short Name
No rows yet.		

CATEGORY

* Code	Description	Category Column #	Short Name
1000	Labor		
2000	Subcontract		
3000	Equipment		
4000	Material		
5000	Sundry		
CONT-MAX	Contract Maximum Adjustment Ca		
MAX-ADJ1	Maximum Adjustment Category1		
MAX-ADJ2	Maximum Adjustment Category2		
MAX-ADJ3	Maximum Adjustment Category3		
MAX-ADJ4	Maximum Adjustment Category4		
MAX-ADJ5	Maximum Adjustment Category5		
WUPBILL	WIP Unposted Bill		
WUPCOST	WIP Unposted Cost		

Pgm: JBCATFM – Category Type Maintenance - This is not a mandatory set up requirement.

Category type maintenance is not a mandatory set up screen. This program allows for the grouping of different categories together for printing in columns on the backup reports for the billing. Four columns can be defined. The categories can then be matched to any of the four columns. If the category type maintenance is not set up the backup sheet, which is produced when a billing is printed, will print each category separately. The category with the short name Labor or Labor will be used in the calculation for the multiplier on the Billing Transaction Report.

Column Number, Name and Short Name

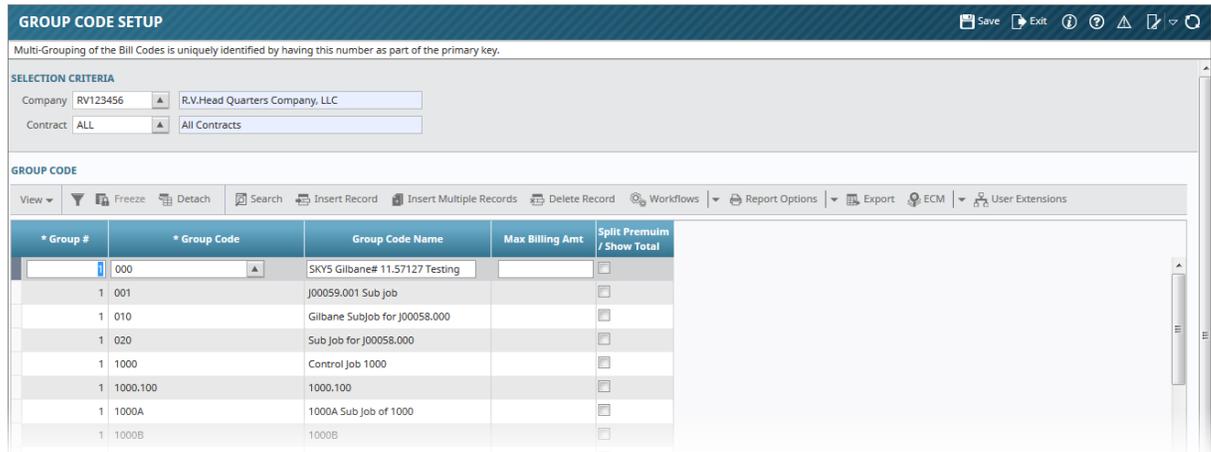
Enter a column number for each of the four columns 1 through 4. The column numbers represent the four columns available on the backup reports. Assign a long name and a short name for each column. The short name is the title that will appear on the backup reports.

NOTE: When setting up category types, it is important to include a category type with a short name Labor or Labor. Labor and Non-labor category types will be used in the calculation of the multiplier on the job billing transaction report.

Category Block

This block is where you apply the column number to your categories. If a category is not assigned a column number any billing amounts associated with the category will automatically be included in column one.

Creating Group Codes



Pgm: JBGROUP – Group Code Set Up – This is not a mandatory set up requirement.

Group codes are a method by which billing codes can be regrouped for printing. Billing Code lines may be assigned up to 5 different Group Codes. Group codes can be either ‘Generic’ or specific to a Contract. Also Group Codes allow for a Maximum Billing Amount. If the Maximum Billing Amount is surpassed, the system will make a negative adjustment transaction using the ‘Group Maximum Adjust Category’ that has been defined on the control file. Group Codes are not a mandatory set up requirement.

The system will default the word ‘ALL’ into the Contract field, this indicates that any group codes entered against ‘ALL’ will be available for all Contracts – it’s like a master list.

When a master Group Code is used on a specific Contract the system will automatically assign it to the Contract.

NOTE: If using JC-JB Mappings, these groups will be automatically created when the Billing Contract is created automatically. For this type of setup, this form provides a simple editing option for updates and changes.

Group Number

The system allows for 5 different combinations of group codes for all Contracts if required. These levels are for reporting only.

Group Maximums can be applied to any group code.

The different levels can be used for presenting the same billing information different levels information, i.e. by category.

Group Code and Name

Enter the code for one of the five groups being defined. The group code can consist of a maximum of 10 alphanumeric characters and the name 60.

Group Maximum

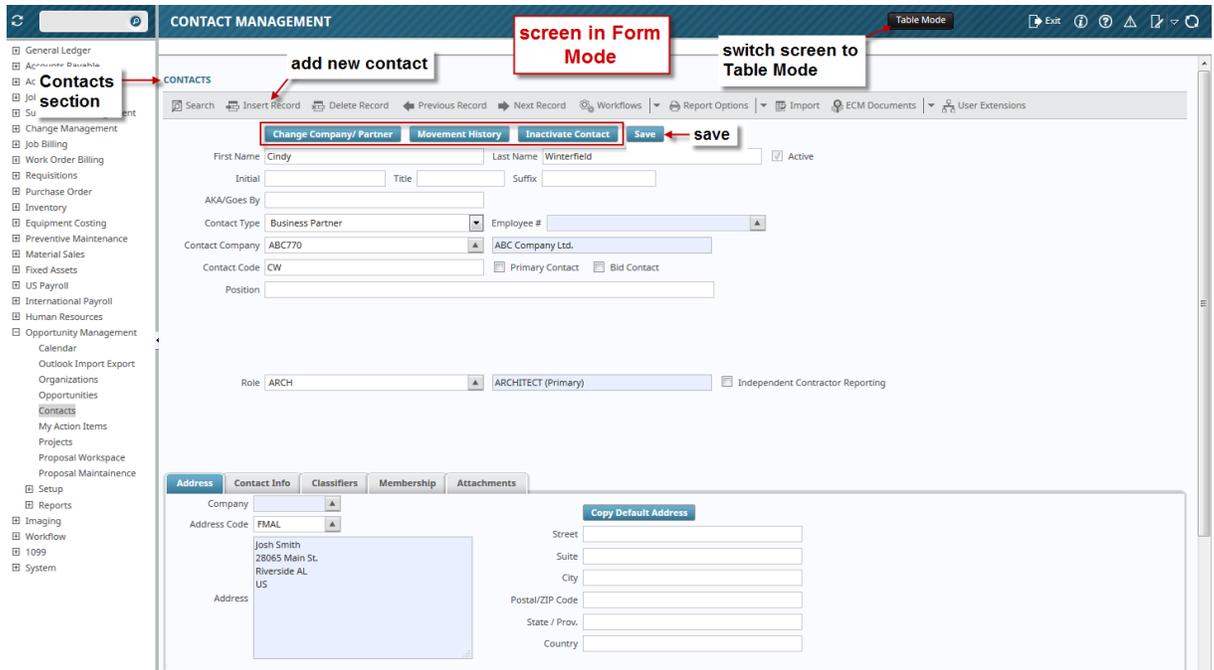
If the specific group code being entered has a maximum billing amount then enter it at this point. Group Maximums can only be entered against specific Contracts they will not be accepted if the Contract is 'ALL'.

Contacts

Overview – Contacts

Contact Company	SyscPartnName	Contact Code	First Name	Last Name	Work
5777783	Mutual Admiration Society	BH	Bassem	Hamdy	416-736-0123
SUS	SB Urban Systems	BH	Banjo		346-889-9988 x.248
ZZ	CMIC Construction Inc.	BH	Basse		1-416-736-0123 x.233
AAAJODI	AAA Jodi Consultants Group	BJ	Barry		489-987-7789
AC100	AC100	BJ	beta	James	685-459-9988

Sample of Contacts screen in Table Mode. **NOTE:** If *Enable De-duplication Searching Function* is being used, new entries cannot be made when the screen is in Table Mode.



Sample of Contact screen in Form Mode

The Contact screen is used to create, view and manage Contact records, which can be associated to Business Partner, Vendor, and Customer records.

Contacts – Section

The **Contacts** section displays the contact's basic information. The following table describes this section's fields:

First Name	Contact's first name.
Last Name	Contact's last name.
Active	Indicates if contact record is active. NOTE: When a contact's Contact Company is changed, the contact's previous record is saved as a separate record and its status is set to inactive.
Initial	Contact's middle name initial.
Title	Title applicable to contact.
Suffix	Suffix applicable to contact's name.
AKA/Goes By	Alternative name by which contact is also known.
Contact Type	Contact Type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the Contact Company drop-down list.

Employee #	If contact's Contact Type is Company (their company is also your company or a company that is a member of your company's group), this field is enabled for you to enter an employee number, or to search for and select the contact's employee number.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. The value selected by the Contact Type field determines what values are available in this list.
Contact Code	Code to identify this contact record.
Primary Contact	Indicates if contact is the primary contact for organization specified by Contact Company field.
Bid Contact	Indicates if contact is a Bid Contact for an opportunity's bid process.
Position	Position within organization specified by Contact Company field.
Role	Project Management role contact performs. Maintenance screen: Job Costing > Setup > Local Tables > Project Management Roles .
Independent Contractor Reporting	Indicates if contact is an independent contractor, who services need to be reported on 1099-MISC tax forms. Also, it can indicate that this contact is an independent contractor whose information must be reported to California's Employment Development Department (Independent Contractor Reporting).

Address – Tab

This tab displays a contact's address, and the following table describes this section's non-standard fields:

Company	If contact's Contact Type is Company (their company is also your company or a company that is a member of your company's group), this field displays the contact's company. Also, this field determines what values are available for the Address Code field.
Address Code	Contact's address code, which populates the Address field. Lists all of Address records that have been created for the contact's affiliated organization.

When a new contact is created, the **Address** field (display only) gets automatically populated with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Manually Enter Address

Use the address fields under the [**Copy Default Address**] button to manually change the contact's address.

Overwrite Address to Organization's Default Address

Use the [**Copy Default Address**] button to overwrite the contact's address with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Use Organization's Address Records to Set Contact's Address

Use the **Address Code** drop-down list to select an address that has been entered for the contact's affiliated organization. To create a new address record for the organization, which can then be selected from this field, use the affiliated organization's **Addresses** tab.

Contact Info – Tab

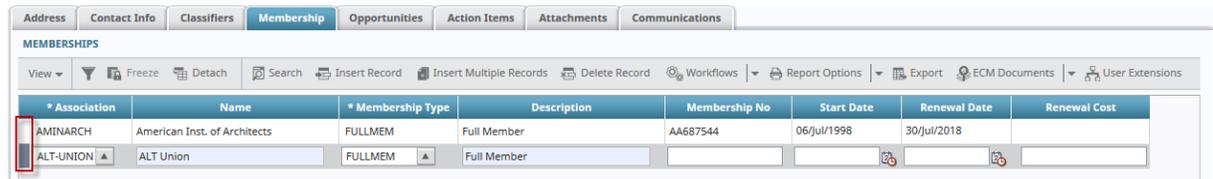
This tab displays a contact's standard contact information, except the **Send Email as HTML** flag. This flag indicates if emails sent to the contact need to be in the HTML format.

After any entries or edits are made, click the Main Toolbar's **[Save]** button.

Classifiers – Tab

If set up for your company, this tab displays the user defined classifiers.

Membership – Tab



* Association	Name	* Membership Type	Description	Membership No	Start Date	Renewal Date	Renewal Cost
AMINARCH	American Inst. of Architects	FULLMEM	Full Member	AA687544	06/jul/1998	30/jul/2018	
ALT-UNION	ALT Union	FULLMEM	Full Member				

This tab displays any professional associations or organizations to which the contact belongs.

The following table describes the fields on this tab:

Association	Professional association or organizations to which the contact belongs. Maintenance screen's standard path: Human Resources > Setup > Local Tables > Organizations .
Name	Name of association or organizations.
Membership Type	Select membership type from list of values. Maintenance screen's standard path: Human Resources > Setup > Codes > Membership Types
Description	Description of Membership Type .
Membership No	Membership number.
Start Date	Date membership was issued.
Renewal Date	Date membership needs to be renewed.
Renewal Cost	Cost of renewing membership.

Add Entry

To add a new record, click the **[Insert Record]** button, enter the details, and click **[Save]**.

Delete Entry

To delete a record, select its row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Export Membership Records to File

To create an XLSX (spreadsheet) file of the contact's membership records, click the **[Export]** button. You can then use your web browser to specify where to save the file, or use it to open and print the file.

Attachments – Tab

This tab displays attachments added to this contact record. If there are any added attachments, the Block Toolbar's **Attachments** option will indicate how many.

For details about this tab, which is common to various screens of the Opportunity Management module, please refer to the *Attachments Tab* sub-section of the *Common Icons & Functionality* section in this manual.

Add New Contact

Ensure Contact Has Not Already Been Added

First, it is necessary to ensure that the contact about to be entered does not already exist so that you do not duplicate already existing data, and to ensure that you do not miss any important information. Refer to the sub-section *Search for Record* under the *Common Functionality* section for instructions on how to search for a record to ensure that it does not already exist.

De-duplication Searching Function

The Enterprise system has a backend process that can be enabled to greatly reduce unintended duplications. The flag to enable this option is labeled **De-duplication Searching Function**, and it is found in the Company Control screen of the Opportunity Management module. For details about this option, please refer to the System Options sub-section of the Company Control section in the Opportunity Management manual. The relevant sub-sections under the System Options section are: Enable De-duplication Searching Function and De-Duplication Searching Function – Parameter List.

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

Add Contact

There are two options to create a contact through the Contact screen, one option is available when the screen is in Table Mode (listing all contacts), and the other when the screen is in Form Mode (displaying a single contact). The creation of contact records can also be initiated through the Organizations and Opportunities screens, and when these options are used, the new record's **Contact Type** and **Contact Company** fields are automatically populated.

To add a contact when the Contact screen in Table Mode, click the Main Toolbar's **[Add New]** button, as shown in the first screenshot of this section. This will switch the Contact screen to Form Mode, for the entry of the contact's information. If the Block Toolbar's **[Insert Record]** button is used, the entry of the contact's information is done while the screen is in Table Mode. Click **[Save]** when finished the contact's data entry.

To add a contact when the Contact screen is in Form Mode, click the Block Toolbar's **[Insert Record]** button. Click **[Save]** when finished.

For details about the fields under the **Contacts** section and on each tab, please refer to the relevant sub-sections of this section.

View Contacts Associated to Record

If you got to the Contacts screen through a screen for records that can have associated Contact records, such as the Business Partner, Vendor, or Customer screens, you can view the list of Contacts associated to the record in Table Mode, or you can move from one Contact to another in Form Mode.

Table Mode

Contact Company	SyscPartnName	Contact Code	First Name	Last Name	Work
FRSHMART	Freshmart Groceries Inc.	JML	Jameel	Mahat	451-688-8899
FRSHMART	Freshmart Groceries Inc.	JSM	Frank	Herbert	
FRSHMART	Freshmart Groceries Inc.	JSMITH	Josh	Smith	999-888-9999
FRSHMART	Freshmart Groceries Inc.	JW	Jennifer	Winters	(788) 542 9988
FRSHMART	Freshmart Groceries Inc.	OB	Oliver	Bonski	

Sample of Contacts screen in Table Mode, listing all Contact records associated to a Business Partner record.

The Contacts screen in Table Mode, if launched using the **[Contacts]** button on a record that can have associated Contacts, lists all of the Contacts associated to the record. For instance, if the Contacts screen is launched through a Business Partner record, in Table Mode it will list all of the Contacts associated to the Business Partner.

If the screen is in Form Mode, click the **[Table Mode]** button to switch it to Table Mode, as shown in the following screenshot.

Form Mode

Sample of Contacts screen in Form Mode, displaying a single record associated to a Business Partner record.

The Contacts screen in Form Mode, if launched using the **[Contacts]** button on a record that can have associated Contacts, displays the first Contact associated to the record.

If the screen is in Table Mode, click a record's corresponding Edit icon, as shown in the screenshot under the preceding Table Mode section, to switch the screen to Form Mode.

Navigate between Contact Records

To move between the Contact records, use the **[Next Record]** and **[Previous Record]** buttons on the Block Toolbar, as shown in the above screenshot. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking **[Previous Record]** does not change the record.

Change Contact's Company

CONTACT MANAGEMENT

SELECT COMPANY/PARTNER

First Name: Jameel

Initial:

Last Name: Mahan

Contact Type: Business Partner

Contact Company:

Contact Code: JML

Process Cancel

To change the company with which the contact is affiliated, click the [**Change Company/Partner**] button (within red rectangle on second screenshot of this section).

NOTE: This operation cannot be done for inactive records.

When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, but its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). To view the history of changes to the contact's **Contact Company**, click the [**Movement History**] button.

The following table describes the non-name fields on this screen:

Contact Type	Contact type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the Contact Company drop-down list.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. Value selected by Contact Type field determines what values are available in this list.
Contact Code	Code to identify contact.

To save any changes, click the [**Process**] button.

View Contact's Movement History

CONTACT MANAGEMENT

MOVEMENT HISTORY

View Filter Freeze Detach Search Workflows Report Options Export ECM Documents

* Date	Contact Company	Type	* Contact Code
15/Sep/2015	A & G Incorporated	Business Partner	CW
31/Aug/2015	ABC Company Ltd.	Business Partner	CW

Close

When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, and its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). Also, the contact's

previous Contact Company, Contact Type, and Contact Code, along with the date that the change was made, is saved as a Movement History record.

To view a contact's Movement History records, click the [**Movement History**] button (within red rectangle on second screenshot of this section).

Make Contact Inactive or Active

To make an active contact record inactive, click [**Inactivate Contact**] (within red rectangle on second screenshot of this section). The system will then ask you to confirm the inactivation. Click [**Yes**] and the contact will be inactivated, or click [**No**] to abort. This will set the record's **Active** flag, under the **Contacts** section, to false.

To make an inactive contact record active, click the [**Activate Contact**] button. Click [**Yes**] and the contact will be activated, or click [**No**] to abort. This will set the record's **Active** flag to true.

NOTE: Inactivated contact records stay in the database, but you will not be able to see them if you do not have security rights to view inactive contacts.

Billing Rate Maintenance

Pgm: JBRATE – Job Billing Rate Table; standard Treeview path: Job Billing > Setup > Local Tables > Billing Rates

Billing Rates are used to mark up any type of cost hitting the JC system from any of the other CMiC Modules. Billing rates can be used to mark-up units such as ‘Hours’ from payroll or apply a Mark-up Percent to Materials posted directly through AP.

The billing rate at the time of the transaction will be applied and stored on each transaction.

Billing rates can be generic, applied by Employee, Trade, Cost Code (Phase), Job and Category or any combination thereof against each Contract. The more detail on the rate line the more exact the match to a specific transaction. A Billing Rate Table can be specific per Job or it can span many or all jobs.

Enter Controlling Billing Rate Code

Enter a new controlling rate code and name or enter/execute query to view an existing rate code.

Enter Sub Billing Rate Codes

Enter sub rate codes if applicable. If users prefer to use only a controlling rate code and that the billing rates for a job are not expected to change, then they may move to ‘Details’ block to enter the rates. In that case the sub rate code block is not enterable and display only. Alternately, if the billing rates are expected to change during the life cycle of a job, then the sub rate codes may be entered with start and end dates.

Mark Rate Code Active

Rate Codes may be marked as inactive so that they cannot be applied to new Contracts or used by the posting programs to calculate the billing dollars. This flag may be changed at any time. The default value for this field is Active.

When the Rate Code Flag is made ‘In-Active’ a warning message will be issued about the number of active jobs that are using this Billing Rate Code. Any Rate Code that has been made in-active, will neither be available for selection through LOV’s nor users can manually enter in the field such as in Job Setup form > Job Billing Tab > Billing Rate Table Field.

Enter the Start and End Dates

These start date is a mandatory field. The end date may be left open, as the system assigns an open end date. The posting programs when selecting an applicable billing code and rates, would validate for the

start and the end dates. When defining the sub rate codes, users may define a start date and system, assigns an open end date until another sub rate code is entered with a new start date. The previous rate code with an open end date will now be assigned with an end date that is previous date to the new start date.

Enter a Long Description

The Long description is to indicate the reasons for the rate code. Reasons might be such things as government mandated rate codes or the contract schedule declaring the rates.

Enter the Rate Code Details

To indicate 'ALL' in the rate code fields leave the field as null.

Basic Wage Type – To indicate Normal Hours leave the field as null, to indicate Overtime enter OT and to indicate double overtime enter DOT.

Rate codes are determined by a hierarchy – the system will start with the lowest level detail and work up from there.

For example - an Employee, Trade and Job Code with a rate (A), and also a Trade and Job Code with a different Rate (B) all employees except the named one who work on the Job within the Trade will get rate (B) while only the named employee will get rate (A).

NOTE: The PY Tran Type column will include the following transaction types (component codes): BN, TX, DE, PL, WC, EX, LE to the existing Tran Type BW (All, OT, DOT, OTH). This will allow a billing rate multiplier to be applied to each component (Tran Type) as necessary. The user can select the PY Tran Code values from corresponding list of values for each PY Tran Type.

The system will primarily consider the company setup, if the 'Post by Transaction by Hour Type in Job Cost' box is checked, the system will process and consider the modified Wage Type column in the Billing Rates table for transaction type and insert each transaction type (component) separately and allow the Billing Rates table to reference each component to apply mark-ups/discouts as specified.

If the 'Post By Burden Transaction Type' and 'Post Transactions by Hour Type in Job Cost' boxes are checked in the Payroll Control screen, Payroll timesheet posting will have Job Billing pass the values for the PY Tran Code and PY Tran Type columns and insert it in the JC Detail screen's JCT PY Tran Type and JCT PY Tran Type Description columns.

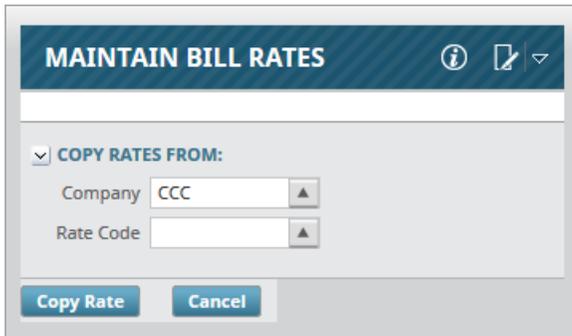
Import Bill Rates/Subrates

For details about importing bill rates or subrates, please refer to the *Import Bill Rates/Subrates* quick guide at the end of this user guide.

The rate code table will be used for Payroll or Equipment Timesheets unless the job master file indicates to use rates from Payroll or Rates from Equipment. Please refer to the Job Costing Manual – Job Set-Up for further info on this.

NOTE: Job security may be applied to access the billing rate codes, via a system options > projects tab 'Apply Job Security to Billing Rate Table Maintenance' flag. When the system options flag is checked, then users will be able to access the rate codes that have been assigned to the jobs of their security group. Also, they will be able to access rate codes that have been created but not assigned to any jobs yet!

[Copy Rate] – Button (Copy Billing Rate Table)



[Copy Rate] button's popup.

In order to make setting up rate tables easier, if you have already setup a rate table, this may be used as a base for any number of other rate tables. Copying a rate code may be done at two levels. If using only a controlling rate code, then rate details may be copied from another billing rate code by pressing the [**Copy Rate**] button. Alternately, if using date sensitive sub rate codes defined under a controlling rate code, then scroll across on a sub rate code and press the [**Copy Rate**] button on a desired line.

Enter the information for the new rate table in the Rate Code Section of the screen. Enter a long description if required

Press the [**Copy Rate**] button.

In the Copy Billing Rates popup window select the required **Company** and **Rate Code**.

Press [**Copy Rate**] to complete the task.

WARNING: When copying Rate Codes between Companies, be sure that the Job structures are similar.

Billing Rate Functionality with Markup, Premium & Billing Cap Amounts

The Job Billing Rate table allows for a markup and an additional premium (on top of the markup) to the billing rate. Also, users will have the ability to cap the billing amount if required.

Details:

The following four columns in the billing rate table define this functionality when used together.

JBBRD_MARKUP_TYPE	VARCHAR2(1),
JBBRD_MARKUP_RATE	NUMBER(16,8),
JBBRD_MARKUP_PREMIUM	NUMBER(16,8),
JBBRD_MARKUP_CAP	NUMBER

The columns are user enterable in the billing rate setup screen as shown below.

Sl.No.	Column	Data Type	Valid Values
1.	Type	Drop Down List	Null, Amount, Multiplier
2.	Rate Factor	Number	Number (16,8)

- 3. Premium Number Number (16,8)
- 4. Cap Number Number (16,8)

MAINTAIN BILL RATES Table Mode Save Exit ? ? ? ? ? ? ? ? ? ?

SELECTION CRITERIA
 Company: RVHQ1001 | RV Construction Company
 Surcharges Minimum Time Charges Billing Overtime Rules Risk Management Calculation Rules Invoice Formats

RATE CODE
 * Rate Code: RATE-TYPE | Billing Rate Type & Rate Factor
 * Start Date: 01/Nov/2019 | End Date: 30/Nov/2022 | Copy Rates
 Description: RATE-TYPEwith Billing Rate Type & Rate Factor
 * Active:

SUB RATE CODE
 * Rate Code: RATE-TYPE1 | * Name: Rate Type 1 Nov 2019 - Dec 2019 | * Start Date: 01/Nov/2019 | End Date: | Description: Rate Type 1 Nov 2019 - Dec 2019

Rate Detail | **Subrate Detail**

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Export | Import | ECM Documents | User Extensions

Job	Cost Code	Category	PY Tran Type	PY Tran Code	Multiplier	Billing Rate	* WM	Description	Type	Rate Factor	Premium	Billing Cap
					1.1500		NA				9.999	
		3000			1.5000		NA				43.750	
		5000			1.2750		NA				14.999	150.000
		7000			1.6500		NA				12.750	175.000
4000M	01-100	1000				125.000	HR		Amount	13.360	5.750	166.750
4000M	02-100	1000			1.2500		HR				16.750	175.000
4000M	03-100	1000				225.000	HR		Multiplier	1.220	45.000	300.000
400051	01-100	1000				112.750	HR		Multiplier	1.175	7.789	155.000

Employee: All Employees | Job: All Jobs

Rate Detail | **Subrate Detail**

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Export | Import | ECM Documents | User Extensions

Job	Cost Code	Category	PY Tran Type	PY Tran Code	Multiplier	Billing Rate	* WM	Description	Type	Rate Factor	Premium	Billing Cap
		5000			1.2750		NA				14.999	150.000
		7000			1.6500		NA				12.750	175.000
4000M	01-100	1000				125.000	HR		Amount	13.360	5.750	166.750
4000M	02-100	1000			1.2500		HR				16.750	175.000
4000M	03-100	1000				225.000	HR		Multiplier	1.220	45.000	300.000
400051	01-100	1000				112.750	HR		Multiplier	1.175	7.789	155.000
400051	02-100	1000				133.660	HR		Amount		15.750	23.960
400051	03-100	1000				175.000	HR		Amount		19.990	26.750

Employee: All Employees | Job: All Jobs
 Trade: All Trades | Cost Code: All Phases
 Union: All Unions | Category: All Categories
 Transaction: All Transactions

Pgm: JBRATE – Maintain Bill Rates; standard Treeview path: Job Billing > Setup > Local Tables > Billing Rates

1. Markup Type:

The Type field is enterable only when, the Base Billing Rate field is entered (rate multiplier must be blank). The markup type may be specified by selecting the required value from the list. The default is null.

The available values are “Amount” and “Multiplier”.

2. Rate Factor:

The Rate Factor field is enterable only when the Base Billing Rate field is entered, and the Type field is not null.

The Type and Rate Factor columns go together in the calculation of billing amounts.

3. Premium:

Enter a value in the Premium field as required. The premium is always added on top of the calculated billing rate.

4. Billing Cap:

The Billing Cap amount column allows the users to set a cap amount. This field may be left as null, which means there is no billing cap applicable and the calculated billing rate will be used during postings.

If the calculated billing rate is greater than the billing cap then the calculated billing rate will be equal to the billing cap.

Summary of the Billing Rate Calculation:

The following is the summary of the calculation logic for the job billing amount per weight measure.

1. When not using the newly created columns, the existing logic of calculation of billing amount is followed during the posting processes.
 - a. When Base Rate Multiplier is used,
 - i. $\text{Billing Rate} = \text{Cost Rate} * \text{Base Rate Multiplier}$
 - b. When Billing Rate is used,
 - i. $\text{Billing Rate} = \text{Base Billing Rate}$
2. When Base Billing Rate is entered,
 - a. If the Markup Type is "Amount"
 - i. $\text{New Billing Rate} = \text{Base Billing Rate} + \text{Rate Factor} + \text{Premium}$
 - b. If the Markup Type is "Multiplier"
 - i. $\text{New Billing Rate} = (\text{Base Billing Rate} * \text{Rate factor}) + \text{Premium}$
 - c. If the Markup Type/Rate Factor are not used
 - i. $\text{New Billing Rate} = \text{Base Billing Rate} + \text{Premium}$
3. When Base Billing Multiplier is entered,
 - i. $\text{New Billing Rate} = (\text{Cost Rate} * \text{Base Rate Multiplier}) + \text{Premium}$

Testcase explaining the functionality:

The following calculation examples are done for a unit rate (e.g. employee pay rate) of \$100 and a number of units of 1:

No.	Emp	Job	Phase	Cat.	Base Rate		WM	Type	Rate Factor	Premium	Billing Cap
					Multiplier	Billing Rate					
1					1.150		NA			9.999	
2				5000	1.275		NA			14.999	150.000
3				7000	1.650		NA			12.750	175.000
4				3000	1.500		HR			43.750	
5		4000M	01-100	1000		125.000	HR	Amount	13.360	5.750	166.750
6		4000M	02-100	1000	1.250					16.750	175.000
7		4000M	03-100	1000		225.000		Multiplier	1.220	45.000	300.000
8		4000S1	01-100	1000		112.750		Multiplier	1.175	7.789	155.000
9		4000S1	02-100	1000		133.660		Amount	15.750	23.960	
10		4000S1	03-100	1000		175.000		Amount	19.990	26.750	

- Billing Rate = $(100 * 1.150) + 9.999 = 124.999$
- Billing Rate = $(100 * 1.275) + 14.999 = 142.499$
- Billing Rate = $(100 * 1.650) + 12.750 = 177.75$ (Billing Cap 175.000 will be applied)
- Billing Rate = $(100 * 1.500) + 43.750 = 193.750$
- Billing Rate = $(125.000 + 13.360 + 5.750) = 144.110$
- Billing Rate = $(100 * 1.250) + 16.750 = 141.750$
- Billing Rate = $(225 * 1.220) + 45.000 = 319.500$ (Billing Cap 300.000 will be applied)
- Billing Rate = $(112.750 * 1.175) + 7.789 = 140.270$
- Billing Rate = $(133.660 + 15.750) + 23.960 = 173.37$
- Billing Rate = $(175.000 + 19.990) + 26.750 = 221.74$

The following screens show the JC Cost transactions posted against each of the categories setup above with a unit of 1 and rate 100.00.

The unbilled revenue amount posted to the JCDETAIL table can be viewed from JC Transaction Detail Log screen and shows the amounts correctly calculated using the rate setup explained above.

ENTER COST OR BILLING TRANSACTION Table Mode Save [Info] [Warning] [Error] [Refresh]

Enter Transactions Print Edit List Post Transactions

Search Insert Delete Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

* Transaction 47116 * Post Date 21/Nov/2019

* Journal JC Job Costing Trans Proof 1,000.00

Currency US Conv Factor 1.000000

Source Source Desc

Reference Reference Desc

* Ref. Date 21/Nov/2019 Accrual Adjustment **Adjustment**

DETAIL

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export Import ECM Documents User Extensions

* Type	Company	Job/Dept/Eqp/WO	CostCode/Compon/Ad	Cat/Tran/Exp	Crew Code	Quantity	Rate	WBS Code 1	WBS Code 2	WBS Code 3	WBS Code 4
J	RVHQ1001	4000M	01-100	2000		1	100.00	A	A	A	A
J	RVHQ1001	4000M	01-100	5000		1	100.00	A	A	A	A
J	RVHQ1001	4000M	01-100	7000		1	100.00	A	A	A	A
J	RVHQ1001	4000M	01-100	3000		1	100.00	A	A	A	A
J	RVHQ1001	4000M	01-100	1000		1	100.00	A	A	A	A
J	RVHQ1001	4000M	02-100	1000		1	100.00	A	A	A	A
J	RVHQ1001	4000M	03-100	1000		1	100.00	A	A	A	A
J	RVHQ1001	4000S1	01-100	1000		1	100.00	A	A	A	A
J	RVHQ1001	4000S1	02-100	1000		1	100.00	A	A	A	A
J	RVHQ10	4000S1	03-100	1000		1	100.00	A	A	A	A

WBS Detail Create CostCode/Cat TAB Reference

Pgm: JCTRNT – Enter Cost or Billing Transaction; standard Treeview path: Job Costing > Transactions > Enter Billing Transaction

JC - TRANSACTION DETAIL LOG Advanced Layout Saved Search Default

Search Match All Any

Job Phase Company

Execute Reset Create/Save

View Format Freeze Detach Wrap Clear Query Export ECM Documents

Find Go

From: To: From: 6153 To:

EC Job	Phase	Cat	Ref. Date	Type	Amount	So Co	Re Co	Ch Co	Quantity	WM	Ctrl Job	Ctrl Phase	Ctrl Cat	Re De	Post Date	Batch	Pr Src	So De	Unbilled Revenue Amt.	Currency	Exchg Curr	Exchg Rate
4000M	01-100	1000	21/Nov/2019	C	100.00				1	HR	ALL	01	ALL		21/Nov/2019	61533	JC		144.11	US	US	1
4000M	01-100	2000	21/Nov/2019	C	100.00				1	CY	ALL	01	ALL		21/Nov/2019	61533	JC		125.00	US	US	1
4000M	01-100	3000	21/Nov/2019	C	100.00				1	DY	ALL	01	ALL		21/Nov/2019	61533	JC		193.75	US	US	1
4000M	01-100	5000	21/Nov/2019	C	100.00				1	LS	ALL	01	ALL		21/Nov/2019	61533	JC		142.50	US	US	1
4000M	01-100	7000	21/Nov/2019	C	100.00				1	NA	ALL	01	ALL		21/Nov/2019	61533	JC		175.00	US	US	1
4000M	02-100	1000	21/Nov/2019	C	100.00				1	HR	ALL	02	ALL		21/Nov/2019	61533	JC		141.75	US	US	1
4000M	03-100	1000	21/Nov/2019	C	100.00				1	HR	ALL	03	ALL		21/Nov/2019	61533	JC		300.00	US	US	1
4000S1	01-100	1000	21/Nov/2019	C	100.00				1	HR	4000M	01	ALL		21/Nov/2019	61533	JC		140.27	US	US	1
4000S1	02-100	1000	21/Nov/2019	C	100.00				1	HR	4000M	02	ALL		21/Nov/2019	61533	JC		173.37	US	US	1
4000S1	03-100	1000	21/Nov/2019	C	100.00				1	HR	4000M	03	ALL		21/Nov/2019	61533	JC		221.74	US	US	1
					1,000.00														1,757.49			

10 records

The Billing Rate used to calculate Un-Billed Revenue Amount confirms to the Rate Type, Premium and Billing Cap setup



Pgm: JCDETAIL_LOG – JC - Transaction Detail Log; standard Treeview path: Job Costing > Logs > Transaction Detail

Creating Surcharge Codes

BILLING TIME SURCHARGES

Table Mode Save Exit ? ? ? ? ? ?

SELECTION CRITERIA

Company ZZ CMIC Test Company

MINIMUM

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options ECM User Extensions

Surcharge Code: SCHG1 Surcharge 1 Active

Journal: JB Job Billing Default for New Contracts

Cost Code: 01-100 Blue Prints

Category: 1000 Labor

Component: 8 Surcharge Hours: 1

Round Up Time:

Description:

COMPONENTS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

* Cost Code	JbsdPhaseName	* Category	JbsdCatName
01-100	Blue Prints	1000	Labor

Pgm: JBSURCHG – Surcharge Setup

Surcharges provide the ability to create additional billing lines based on the quantity of hours charged within a billing period. For example, in an engineering situation you may have 16 hours of time accumulated by a technician, which means that an additional 2 hours should be billed for engineering time.

Surcharges create separate transactions sent to pre-defined Cost Code/Category combinations; they do not adjust originating transactions.

Surcharge Code, Name

The Surcharge Code is a user -defined field. To review existing surcharges just enter/execute a query.

Active

When first creating a new Surcharge Code, ensure that the active field is checked.

To create a new surcharge instead of changing an older one, mark the older surcharge inactive.

Default for New Contracts

If the surcharge being created is standard to most Contracts, check this box to have the surcharge automatically added to all new Contracts.

Journal

Enter the Journal Code to be used when creating the surcharge transaction.

To separate surcharge transactions from standard transactions, it is suggested that a ‘Surcharge’ Journal code be created in the General Ledger module and entered here.

Cost Code, Category

The Cost Code and Category entered in these two fields will be used when the surcharge is posted.

Component

This field’s value is the number of hours of ‘X’ to create the surcharge hours entered in the next field. This ratio is applied for fractional hours. The actual component Cost Code/Categories are entered in the detail block.

Surcharge Hours

This field shows the surcharge number of hours to be applied.

For example, if you put 2 hours in the **Component** field and .25 in the **Surcharge Hour** field for every 2 hours of component time, the system will create a transaction for .25 hours of Surcharge Time.

Round Up Time

This will round the Surcharge Time to the stated fraction.

Description

This is reference only, free form text, where the surcharge can be described in more detail.

Components Detail

Once the Surcharge Header is complete, at least one component record must be entered in the detail. Component Records can be specifically written as Cost Code and Category or they can be entered with wild cards allowing for ranges of Cost Codes and Categories.

All components of a surcharge are added together to determine the actual surcharge.

- The surcharge is not applied on a line by line basis.

WARNING: Remember the surcharge Cost Code/Category will require a Billing Rate (not multiplier) to be set up, and that any existing Contracts will not have this surcharge applied automatically.

Setting up Minimum Time Charges

BILLING MINIMUM TIME Table Mode Save Exit ? ? ? ? ? ?

SELECTION CRITERIA
Company ZZ CMIC Test Company

BILLING MINIMUM TIME
Search Insert Record Delete Record Previous Record Next Record Workflows Report Options ECM User Extensions

* Minimum Code MINTIME Minimum Time Charge * Active
Minimum Hours 40
Maximum Hours 100
Rounding Up Hours 0.25
Min Time
Description

CATEGORIES
View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

Category	Category Name	Category Minimum Hours
1000	Labor	4

Pgm: JBMINFM – Minimum Charge Time Setup

Time Charges allow for the increase/decrease of the billing for time entered on a specific category or group of categories. These increase/decrease transactions are created (prorated if necessary) against all Cost Code/Category combinations required and are calculated on a day by day basis.

Minimum Code and Name

The Minimum Code is a user-defined field. When first creating a new Minimum Code, ensure that the **Active** box is checked. When creating a new Minimum instead of changing an older one mark the older one inactive by un-checking the **Active** box.

Minimum

Enter the minimum number of hours that are to be billed for this particular Category or group of Categories per day.

Maximum

Enter the maximum number of hours to be billed for this particular Category or group of Categories per day.

Round Up time

Enter the minimum billing unit, i.e. 1 hr, ½ hour... The system will automatically round any time entered to this unit.

Description

This is a free form text where the Minimum can be described in more detail. This field is for reference only.

Categories Detail

Once the Minimum Hours Header is completed, at least one Category must be entered in the detail.

Each Category can also have a unique minimum applied. This minimum will be calculated before the header minimum.

- Make sure the WM code on the Category is the same as the WM code which will be used when entering the hours.

Billing Overtime Rules

* Job	Job Name	Weekly Hours Overtime	Weekly Hours Double Overtime	Daily Hours Overtime	Daily Hours Double Overtime	Saturday Hours Overtime	Saturday Hours Double Overtime	Sunday Hours Overtime	Sunday Hours Double Overtime	Holiday(s) Hours Overtime	Holiday(s) Hours Double Overtime	* Active
DEFAULT	Default PM Project Sample	40.00	40.00			0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>

Pgm: JBOVTMRU – Job Billing Overtime Rules Setup

Overtime rules are used to define how overtime is applied to the Billing Rate of Payroll Timesheets. These rules only apply to the Billing Amount. Cost and Charge Out rules are defined in the payroll system. Please refer to the Payroll Manual.

This form allows for the declaration of overtime rules for ALL Jobs or for specific jobs as required.

Overtime Parameters

Overtime rules are entered by company and job. Each job may have a unique billing overtime rule. If your company has a generic rule which applied to most jobs enter an "*" in the job code field. This rule will then apply to all jobs where specific rules have not been declared.

Over Time Rules

Over Time rules can be set up by either Daily or Weekly but not both. When setting rules, declare the number of hours against the Hour Code entered before overtime kicks in. If working on a daily basis

unique levels for weekday, Saturday, Sunday and Holidays may be declared. Weekly can only be specified for the complete week regardless of the types of days.

When entering weekly rules, there is a flag on the PAYROLL Company Control file – **Rules** tab that indicates if Weekends and Holidays are to be included.

Example1:

The rules are daily as OT = 8 and DOT = 12.

If the timesheets entered are as follows:

```
Emp1 Job1 Phase1 Cat1 DAY 1 6 Hours NWHR
Emp1 Job2 Phase2 Cat2 DAY 1 6 Hours NWHR
```

The system will allocate the billing amount as follows:

```
Emp1 Job1 Phase1 Cat1 DAY 1 4 Hours NWHR 2 OVHR
Emp1 Job2 Phase2 Cat2 DAY 1 4 Hours NWHR 2 OVHR
```

Example2:

The rules are weekly as OT = 40 and DOT = 50.

If the timesheets entered are as follows:

```
Emp1 Job1 Phase1 Cat1 WEEK 1 26 Hours NWHR
Emp1 Job2 Phase2 Cat2 WEEK 1 26 Hours NWHR
```

The system will allocate the billing amount as follows:

```
Emp1 Job1 Phase1 Cat1 WEEK 1 20 Hours NWHR 5 OVHR 1 DTHR
Emp1 Job2 Phase2 Cat2 WEEK 1 20 Hours NWHR 5 OVHR 1 DTHR
```

Defining Retainage Rules

Pgm: JBRETRAT – Retainage Rate Codes

Retainage Code rules allow for multi-code, multi-level, multi stage, retro-active, retainage code charges to a specific Contract or all Contracts charged line by line. Retainage codes are mandatory in the Contract Entry screen, therefore, it is advisable to set up one code to 'ALL' Contracts for zero dollars where a Contract would not have retainage. Retainage codes do not default from the Job or Vendor and are created in the Rules screen only. Codes can be set in the Rules screen or directly from the Contract Entry screen.

Selection Criteria – Section

Contract

For the **Contract** field, enter 'ALL' to set up the retainage codes that will appear in the LOV for selection during contract entry for all Contracts.

For contract specific retainage codes, manually enter the Contract Code for the contract that has not been set up yet. For a Contract which has been entered, select the Job Billing Contract code from the LOV.

Retainage Code – Section

Code, Description

Enter a user defined retainage code and description unique to the Contract. As retainage is calculated for each line of the Contract, multiple codes can be set up for one Contract.

Type

From the dropdown list select 'Percent' or 'Amount'.

Details – Section

In the **Details** section, enter the range for calculation and the percentage to be charged for retainage.

- If 'Percent' was selected, enter the Percentage of the lower and upper limits of the budgeted billing amount and the retainage percent to be charged.

For Example - 0 to 50% of budgeted amount charges 10% retainage and when above 50% of budgeted amount charge 5% retainage.

- If 'Amount' was selected, enter the upper and lower limits of the dollar amount of the budgeted billing amount.

For Example – The budgeted billing amount on the Contract line is \$50,000.00. Enter \$0.00 to \$25,000.00 10% retainage and \$25,000.00 to \$50,000.00 enter 5% retainage.

- When the upper limit on one line and the lower limit on the next line appear to be the same the charges will be to the maximum of the first line and add one to the next line.
- Retainage rules are calculate at the bill-code level. For example, in cases where the rule is to apply 10% retainage up to 50% complete, and then 0% retainage if the first bill-code line is 100% complete, then it will have retainage of 10% calculated on the first 50%. The calculation is not done on the Contract-level. In the prior example, the Contract might be only 1% complete, but only 10% retainage will be calculated on the first 50% of the bill-code line. It is not possible to set a rule that will ensure that 10% will be billed whenever the Contract, as a whole, is less than 50% complete. That would have to be done through overrides in Prepare Billing.

Usually, retainage is applied even when the amount billed exceeds the amount budgeted for a billing line of a Contract. For example, if there is a billing line whose Contract value is \$100K, with 10% retainage, and \$200K is billed for that line, then the retainage "Up To %" should be left blank to apply to any billings that are in excess of 100%:

RETAINAGE CODE

View ▾ | Filter | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows

* Code	Description	Type
5PC	5 percent	Percent ▾

DETAILS

View ▾ | Filter | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows

From \$ or %	Up To \$ or %	Calculate	Retroactive
0		5	<input checked="" type="checkbox"/>

It is also possible to enter a high percentage, such as “999%”; however, it is preferable to leave the field blank since this is the only way that it will be applied when billing against a line that has a billing budget of \$0.

If it is desired to only have retainage on billed amounts up to the contract amount of a billing line, then set the “Up To %” as 100%:

RETAINAGE CODE

View ▾ | Filter | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows

* Code	Description	Type
5PC	5 percent	Percent ▾

DETAILS

View ▾ | Filter | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows

From \$ or %	Up To \$ or %	Calculate	Retroactive
0	100	5	<input checked="" type="checkbox"/>

NOTE: When using Percentages or Dollars, do not set a maximum amount. Billings exceeding that will not be used in retainage calculations!

Retroactive – Checkbox

If the retainage charge is to be retroactive click the checkbox. This means that in the case of 10% on the first limit and 5% on the second limit.

For Example- the retroactive box has been checked, when the billing exceeds \$25,000.00 the 10% will be credited and 5% retainage will be charged on the full billing.

When the checkbox is un-checked, the Retainage Code will be charged as it appears on the screen.

For Example - the retro-active box is unchecked, when the billing exceeds \$25,000.00 the first 10% retainage charge will remain the same, and anything exceeding \$25,000.00 will be charged 5% retainage.

When the retainage is set up with one line only, the retroactive flag can still be used. The flag if left off will charge retainage from the time it was associated with a contract line. The flag if left on will charge retainage on the full billing amount previous and current.

For Example - a contract has a Draw posted against it using 10% retainage on all lines. The owner wants to retain 5% from the next draw and forward but does not want to credit the 10% already withheld. A retainage rule can be set up for 5% with the retroactive flag off on line one of the ‘Details’ block. After changing the contract lines to use this retainage rule the next draw will

only allow 5% retainage on the current billing only. Whereas, if the retroactive flag had been turned on then the full billed amount would have a retainage withholding of 5%, previous and current billings included.

[Adjust] – Button

This button is used to adjust the retainage details. When adjusted, a message will appear at the bottom of the screen ‘Discrepancies found in Details from to Range’ and an [Adjust] button will appear. Press the [Adjust] button and the message to recalculate becomes available.

Risk Management Rules

The screenshot shows the 'RISK MANAGEMENT CALCULATION RULES' application window. At the top, there is a title bar with 'Table Mode' and icons for Save, Exit, Help, and Refresh. Below the title bar is a 'SELECTION CRITERIA' section with a dropdown menu for '* Company' set to 'RV123456' and a text field containing 'R.V.Head Quarters Company, LLC'. The main area is titled 'RISK' and contains a toolbar with icons for Search, Insert Record, Delete Record, Previous Record, Next Record, Workflows, Report Options, ECM, and User Extensions. Below the toolbar are several input fields: Risk Code (LOCAL1), Journal (JB), Cost Code (05.06A.030000.F), Category (CFLNR), Department (00), and Account (5200.105). To the right of these fields are text boxes containing descriptions: 'Risk of Local Price Rise', 'Job Billing', 'Area 5.06A.Fndtns - Concrete', 'NR Constrn Field Burden', and 'Company Level'. There is also a 'Rate' field and a checked 'Active' checkbox. A 'Rate By Date Range' button is visible. At the bottom, there is a large empty text area for 'Description'.

Pgm: JBRMRULE – Risk Management Rules

Risk Management is used to create a calculation based on the Posting of an actual Billing Draw. The amount billed will be used against the rates for all applied Risk Management Codes to create a Costing ('C' transaction in Job Costing) that will be posted with the Draws Billing ('B' transactions).

To define a Risk Code, the user may select from the Risk Code (LOV selection) that have been already defined for use in the Opportunity Management application. Users may also create unique codes not related to Opportunity Management for use only within the Billing module.

To complete the Risk Code, a Journal Code for identification of the source, the Cost Code/Category and Department/Account that will be used for the posting of the amount will also be required. The Rate is then specified for the calculation to be based on. If the Risk Percentage varies in time, then users may press the **[Rate By Date Range]** button and enter the desired rate and date range.

'Active' flag when unchecked, marks the risk code no longer available for selection and assignment against Job Billing Contracts. Also, during billing invoice posting, the JC posting program would ignore inactive risk codes.

RISK MANAGEMENT CALCULATION RULES

RATE BY DATE RANGE

View ▾ | Freeze | Detach | Search | Insert Record »

* Rate	* Start Date	* End Date
1.50000000	16082011	31122011
1.25000000	01012011	15082011

Close

Note that use of a 'recoverable' Category will result in the technical non-ending of billing as a Risk Management Calculation results in a Cost amount created only at the time of Bill Posting. As a result, for every billing with an amount, there will be a new outstanding cost waiting to be billed out on the next cycle.

JB Trade Code Cross Reference (Free Format Invoices)

JB TRADE CODES

Save | Exit | ? | ? | ? | ? | ?

TRADE CODE LIST

View ▾ | Freeze | Detach | Search | Insert Record | Insert Multiple Records | Delete Record | Workflows | Report Options | Export | ECM | User Extensions

* Trade List	* Name	* Active
FABRICATION	Sheet Metal Fabrication	<input checked="" type="checkbox"/>
WELDING	Welding	<input checked="" type="checkbox"/>

DETAILS

View ▾ | Freeze | Detach | Search | Insert Record | Insert Multiple Records | Delete Record | Workflows | Report Options | Export | ECM | User Extensions

* Trade	* Name
SHFRM	Sheet Metal Forming

Pgm: JBTRDFM – JB Trade Listing

This feature in Job Billing allows for the substitution of Trades per the set mappings when producing 'Free Format Invoices' in Job Billing. This option will allow a different Trade to be displayed on the invoice then the trade code/description used for that Employee/ Cost Code in Payroll Timesheet entry.

The concept is for example where there might be 5 types of a particular trade such as an Engineer. The client invoice can show for example 1 or 2 types with a particular description by using the mapping option to have several of the actual payroll trades rolled into 1 or 2 'billing' trades.

Multiple mappings may exist allowing the 5 Engineer trades in Payroll to appear as 1 trade for a particular customer invoice, yet as the regular 5 on another invoice, or 2 on yet another invoice.

The above form allows the definition of which Trade Overrides will be used on a particular Invoice. As shown here, there are two options for the user to select from, or by leaving the field blank in the Job Contract Description, leave all trades as per the specific employee Payroll trades.

The lower section allows entry of the Trade Code/Descriptions that will be available to be assigned to the Payroll Trades. These are the trade codes/descriptions that will appear on the invoice when the employee trade code matches the defined mapping.

In the form displayed below, the user may specify which Payroll Trades, Employees, Cost Codes or even Categories will map to the previously defined Job Billing Trade Codes and Descriptions. When a match is found, instead of printing the Payroll Trade Code/Description, the Job Billing Trade Code/Description will be printed on the Invoice. If there is no match, then the Payroll Trade Code/Description will be shown.

TRADE CODE MAPPING Save Exit ? ? ? ? ? ? ? ?

TRADE LIST

View Filter Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

* Trade List	* Name
FABRICATION	Sheet Metal Fabrication
WELDING	Welding

TRADE CODE MAPPING

View Filter Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

* Employee	* Py Trade	* Company	* Job	* Cost Code	* Category	Jbpyxtcm	* JB
0004	140	*	*	*	*	->	

Employee: Thomas Gregory
 Trade: Accountant
 Company: *All Companies
 Job: *All Jobs
 Cost Code: *All Phases
 Category: *All Categories

Pgm: JBPYTRDX – JB Trade Mapping to Payroll Trades

Creating Mappings from JC

MAINTAIN BILL CODE MAPPINGS Table Mode Save Exit ? ? ? ? ? ? ? ?

MAPPING

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options ECM User Extensions

* Map Code: ALCD Company ALCD Map * Active

Description: DO NOT CHANGE

Bill Code Group Code 1 Group Code 2 Group Code 3 Group Code 4 Group Code 5

View Filter Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

JbjcmSourcePr	JbjcmSourceCode	cSourceName	Start	Length	Terminator	cTerminatorName	Name	JbjcmNameDesc
Source 1	LOW_JOB	Lowest Level Job	1	10	-	-(Dash)	PCN	Cost Code Name - Category Name
Source 2	LOW_PHS	Lowest Level Cost Code	1	2	-	-(Dash)		
Source 3	LOW_CAT	Lowest Level Category	1	4	*	No separator		

Pgm: JBMAPJC – Job Billing Mapping

Mapping codes are used to define the relationship between the Costing Structure of Jobs to the Billing Structure of Jobs. Mapping Codes allow the billing structure of a Job to be totally different from the costing structure.

A JC mapping template contains both the mapping of the Bill Codes and the mapping of the 5 available group codes. Mapping templates are then assigned to Job Billing Jobs when the Jobs are created.

Enter a Map Code and Name

Enter a new format code and name (description) of the code. To view an existing code enter/execute query.

Mark as Active

When creating a new format code, make sure that the code is marked as active. To mark an existing code as in-activate, uncheck the Active box.

Enter a Description

To describe the template and why its set-up and what to use it for use the long description field.

Move to the Detail Block

The detail block contains 6 tabs. The first is the actual Bill Code mapping and the others are for Group Code mappings.

A Bill Code or Group Code can be made up of a combination of 5 sources. The Bill or Group code has a maximum of 12 characters. Each tab allows the user to specify how to create the code. The Automatic Mapping Levels available are:

Mapping Code	Description
Highest Level Job	This indicates the Controlling Job
2nd Level Job	At the current time this is the same as Lowest Level Job
Lowest Level Job	This represents the actual job number
Highest Level Phase	This represents the Cost Code that is controlled by 'ALL'. In most cases it relates to the standard CSI codes (01, 02, 03...)
2nd Level Phase	This is the 2nd level below 'ALL' for example '01-101'
Lowest Level Phase	This is the Cost Code level at which costs are stored (i.e. the Cost Code entered in Transaction Entry screens)
Highest Level Category	This represents the category that is controlled by 'ALL'.
Lowest Level Category	This is the sub-category level for Example Labor Regular, Labor Overtime....
WBS Code (1,2,3,4)	If 1 or more (maximum 4) WBS Codes are defined for the company, they can be included as part of the Bill Code. See restrictions when using WBS Codes in Bill Code mapping.
None	Do not create a mapping

Source

Select the required source from the drop down list.

WBS Codes can be specified as part of JC/JB Mapping. The Bill Code is not mandatory if the mapping has WBS Codes, neither is the user allowed to create it 'on the fly' in such cases. In the JC Assign Cost Codes and the Create Cost Codes/Cat 'on the fly' screens, the Bill Code is not editable in this case either.

Start

Specify the starting position to start using the code.

Length

How many characters after the start position do you want to have included as part of the code.

For example if your source is Highest Level Cost Code and your High level Cost Codes are 01, 02, 03... you would want to start in position one and continue for a length of 2.

Terminator

The terminator allows for the breaking of the Billing Code with dashes or other types of coding breaks. You may select any one of the types from the drop down list.

Name

Select the automatic naming method most suitable for this Billing or Group code. The names may be manually changed after a billing has been created.

WARNING: For Group Codes to work effectively they must be at a higher level or equal to the Bill Code defined. Free Form Invoices only can use all 5 Grouping Levels, while AIA type invoices can only use 3 Groupings.

Restrictions when using WBS Codes in Bill code Mapping

When considering whether to use WBS Codes as a part of the Bill Code mapping, the following restrictions must be borne in mind:

- User cannot change JB Contracts from a mapping that uses WBS Codes to a non-WBS mapping, and vice versa if the JB Contract has been created or transactions exist.
- JC/JB mapping cannot be modified or deleted if it is in use (JB Contract or transactions exist), and uses WBS mapping.
- Bill Type '**UPHS-Phase Unit Billing**' cannot be used if the Job/Contract is using WBS Code in the Bill Code mapping.
- Add Cost Code/Category 'on the fly' is not allowed
- Bill code field is disabled (and not mandatory) in Job Costing
- 'Modify Subcontract' is not allowed for such Jobs with WBS Code mapping
- '**Assigning Billing codes to Cost Phase/Categories**' is not permitted
- Use of the [**Create RFP**] feature in the JB Invoice is disallowed
- Use of the '**Modify Type**' feature in PCI Entry is disallowed if any PCI detail line is linked to a Subcontract or Subcontract Change Order

Defining Invoice Formats

Invoice formats allow for the user to define printing criteria at the Contract Level, Group Code Level, Bill Code Level and Detail Level. The same format code can be applied to the complete Contract or can be mixed and matched as required at the different levels.

NOTE: See the *Frequently Asked Questions* section for more details on the standard Invoice Layouts provided.

Enter a Format Code and Name

Enter a new format code and name (description) of the code. To view an existing code enter/execute query.

Mark as Active

When creating a new format code make sure that the code is marked as active. Uncheck the Active box to inactivate an existing code so that it is no longer available for new Contracts. An inactive Format Code has no effect on existing Contracts using the code.

Long Description

In some cases, an invoice format may be specifically required for one customer. In that case you may want to put in a detailed description about the format code.

Defining the Formats

The formats are broken into 6 areas, Invoice, Invoice Options, Group, Bill Code and Detail and Backup Sheet. At each of these levels there are specific functions that may be turned on or off. Each function is applicable to the level it is described under.

Invoice – Tab

The screenshot shows the 'INVOICE FORMATS' application window. The interface includes a title bar with 'Table Mode' and standard window controls. Below the title bar, there is a search bar and navigation buttons: Search, Insert Record, Delete Record, Previous Record, Next Record, Workflows, Report Options, ECM, and User Extensions. The main area is divided into tabs: Invoice, Invoice Options, Group, Bill Code, Detail, and Backup Sheet. The 'Invoice' tab is active. It contains several dropdown menus: 'Invoice Report' (JBPB_U10), 'Group Summary 1' (GROUP3), 'Group Summary 2' (GROUP2), 'Group Summary 3' (GROUP1), 'Group Summary 4' (No Summary Group), and 'Group Summary 5' (No Summary Group). There is also a checkbox for 'Show Bill Code Level on Billing Invoices' and a 'Backup Sheet Report' dropdown (JBBACKUP). A 'Hint Text' field contains 'Dav AIA 10 Type Layout No Billing Codes, no Backup'. At the bottom, there is a 'Description' field.

Pgm: JBINFMT – Invoice Formatting

The invoice tab is for defining how many group level totals are to be seen on the invoice, and what backup sheet format, if any, is to be used.

Invoice Report

Select from the LOV the type of report your invoice format is for.

Group Summary

Enter group column number to be used on the invoice when it is printed. A group code is a printing function. The first group listed is your main heading that will be subtotaled and the second group is the detail that will be subtotaled. The level of detail is driven by the group code (or codes) assigned to the invoice format.

Group codes control the level of detail you provide to the customer. They allow you to re-group Bill Code lines in alternate freeform invoice formats. Using multiple groups subtotals your information.

NOTE: Group 4 and 5 are only available for the Free Form Invoice Format not for AIA reports.

Show Bill Code Levels on Invoice

Check this box to have the Bill Code levels showing on the invoice.

Backup Sheet Report

There is only one Standard Backup Sheet format to be selected. If you do not want a backup sheet to print leave this field as null.

Invoice Options – Tab

Table Mode Save Exit
INVOICE FORMATS

Enter Invoice Format Code

INVOICE FORMATS

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Format Code * Active

Invoice

Invoice Options

Group

Bill Code

Detail

Backup Sheet

FREEFORM STYLE INVOICE OPTIONS

<input checked="" type="checkbox"/> * Show Company Name	<input type="checkbox"/> * Print Particulars
<input checked="" type="checkbox"/> * Show Contract Name	<input type="checkbox"/> * Print Invoice Description from Contract Setup
<input checked="" type="checkbox"/> * Show Job Name	<input type="checkbox"/> * Print Original Contract Amount
<input checked="" type="checkbox"/> * Show Contract Number	<input type="checkbox"/> * Print Approved Change Orders (OCOs)
<input checked="" type="checkbox"/> * Show Period Ending	<input type="checkbox"/> * Print Revised Contract Amount
<input checked="" type="checkbox"/> * Show Sub-Total Line Always	<input checked="" type="checkbox"/> * Print Zero Invoice
<input checked="" type="checkbox"/> Print Invoice Number On Linked Invoices	<input type="checkbox"/> Print PO Number

PROGRESS BILL STYLE INVOICE OPTIONS

- Print Invoice Number
- * Print AIA G702 And G703 Titles
- * Print Cents on PB Invoices
- * CM Agency Job Format
- Suppress Zero Lines

DECIMAL DIGITS FOR % COMPLETE COLUMN

0 Decimal Digits - IE: 99
 1 Decimal Digit - IE: 99.9
 2 Decimal Digits - IE: 99.99

Description

Pgm: JBINVFMT – Invoice Format; standard Treeview path: Job Billing > Setup > Local Tables > Invoice Formats - Invoice Options Tab

This tab is used to define overall rules for both Free Form and Progress Billing style invoice formats.

The left side of the tab is for Free Form Invoice Selections only and the right side is for AIA Progress Billing style invoices only

Freeform Invoice Style Options

The checkboxes available under this heading will control the information printed on the freeform invoice. For example ‘Show Contract Name’ will show the Job Billing Contract name.

The Print Invoice Number on Linked Invoices is referring to repeating the current invoice number on the Link. Unchecked the Linked Invoice will not show an invoice number in the heading of the linked invoice.

The Print Zero Invoice, when checked will print a Zero Dollar Free Form Invoice.

When the ‘Print PO Number’ box is checked, for the free form invoice format JBINVPRT and during invoice printing, the selected PO/WO number will be printed on the header upon billing generation.

Progress Bill Style Invoices Options

The checkboxes for this style allow you to show ‘cents’ on the invoice, to print the invoice number, to print G702 and G703 titles on the invoices, and to suppress zero lines.

Decimal Digits For % Complete Column

Used to set how many decimals to show for the percent complete column that appears on all progress style invoices.

Group – Tab

INVOICE FORMATS Table Mode Save Exit ? ? ? ? ? ?

INVOICE FORMATS

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options ECM User Extensions

* Format Code D10U Dav AIA 10 Type Layout No Billing Codes * Active

Invoice Invoice Options **Group** Bill Code Detail Backup Sheet

Freeform Style Invoice Options

- * Show Zero to Date Groups Lines
- * Show Group Total Billing Column
- * Show Zero Current Billing Group Lines
- * Show Group Previous Billing Column
- * Show Group Current Billing Column
- * Show Group Previous Billing Column Details (Where Applicable)
- * Show Group Total Billing Column Details (Where Applicable)
- * Show Group Current Billing Column Details (Where Applicable)

Description

Pgm: *JBINVFMT – Invoice Format – Group Tab*

Use this tab to define how the group details are to be defined.

Settings on this tab only apply to Free Format Invoicing.

Bill Code – Tab

INVOICE FORMATS Table Mode Save Exit ? ? ? ? ? ?

INVOICE FORMATS

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options ECM User Extensions

* Format Code D10U Dav AIA 10 Type Layout No Billing Codes * Active

Invoice Invoice Options Group **Bill Code** Detail Backup Sheet

Freeform Style Invoice Options

- * Show Zero To Date Bill Lines
- * Show Zero Current Billing Bill Lines
- * Show Bill Code Total Billing Column
- * Show Bill Code Previous Billing Column
- * Show Bill Code Current Billing Column

Description

Pgm: *JBINVFMT – Invoice Format – Bill Code Tab*

Use this tab to define the rules for printing Bill Code information.

Settings on this tab only apply to Free Format Invoicing.

Detail – Tab

Pgm: JBINVFMT – Invoice Format – Details Tab

This tab defines what details show for each line on a Free Form Invoice style format.

WARNING: To Comply with DCAA (Defense Contractor Audit Association) requirements that the invoice be per person per trade PER DAY, you must check the **Bill Employees by Day** checkbox on this tab.

Backup Sheet – Tab

Pgm: JBINVFMT – Invoice Format – Backup Sheet Tab

This tab allows for definition of what type of data will be seen on the invoice backup sheets. The breakdown is by each billing type. The choices are 'As Is' which means that you will print the Original JC Cost Transactions on the backup sheet, 'Replace Revenues' which means that the backup sheet will create a transaction for the 'Billing' amount for every bill line or 'Top Up' which will create a line for the difference when the job cost transactions do not match the billings.

'As Is'

When used the back up sheet will show only the job cost transactions Calculated Potential Revenue (CPR). This may not match the actual billing if overrides have been used or a billing type other than 'COST' has been used.

'Replace Revenues'

This option will ensure that the backup sheets match the billing to the penny, while 'As Is' only includes the original JC transactions and such items as milestones may not have any transactions and therefore the backup sheet will not match the Bill.

'Top Up'

Will add a line for the difference between Job Cost Transactions and the Actual Billing. This would be used when the backup sheet should show overrides, milestones and or billing burdens.

Setting Up Approvers

Company Code	Customer Code	Contract Code	* User Level	* Approver
ZZ			1	QAPTFV10
ZZ			1	RAFID

Pgm: SYSAPPRV – Sample screen of one of the Approver setup screens.

Job Billing Approvers allows for multiple persons to be assigned to different levels of approvals, from the Company level right down to the Contract level. This feature is available for both Contract approvals and Invoice approvals.

Both Approver setup menus contain 4 options each: Company Approvers, Business Partner Approvers, Customer Approvers and Contract Approvers. In each of these screens, you select the relevant values for the user being set up as an approver, and select the user's User ID. The system will force the highest level approver to approve the Contract before it can be billed, or the Invoice before it can be posted to the Accounts Receivable system.

All the Approve screens work in exactly the same manner; the only difference is the Approval Type (i.e. Contract or Invoice) and the Data Restriction (Business Partner, Company, Customer or Contract).

Set Up User as Approver

As data is selected for the user being set up as an approver through the **Selection Criteria** section, a new row with the selected data is filled out under the **Approver List** section. To finish setting up the user as an approver, use the new row's **User Level** field to select the approver level for the user, and use the **Approver** field to select the user's User ID. The following provides details about these two fields:

User Level

The user level indicates the authority given to the user being entered. The lower the number, the higher the authority.

For example, if you had three users entered with User Levels 1, 2, and 3, the system would force the User associated with Level 1 to have approved the Contract before it could be posted.

Approver

Select the User ID of the user to be associated with the **User Level** and parameters entered through the **Selection Criteria** section.

NOTE: For the Company screen, you may leave the company code blank to indicate that these approvers are valid for all companies using the Job Billing System.

Customer JB Invoice Settings

The screenshot shows the 'MAINTAIN CUSTOMERS' form with the 'JB Invoice Values' tab selected. The 'SELECTION CRITERIA' section shows 'Company' set to 'CC' and 'CMIC Construction'. The 'DETAILS' section includes tabs for 'Customer', 'Surcharge Exemption List', 'Business Partner Address', 'JB Invoice Values', 'Shipping Address', and 'Accounting'. The 'JB Invoice Values' tab contains the following settings:

Field	Value	Description
Invoice Link		
JB Invoice Format	DA11	BP Custom AIA 11 (US w CO) - DO NOT MODIFY!
Default Billing Type	PCCO	PC unless budget is 0, then COST
Billing Rate Table	CC-RATE	CC-RATE
Job Billing Map Code	DEFAULT	Standard One to One JC:JB Mappings
Retainage Code	RET10	ret10

Pgm: BPCUSTFM – Maintain Customers

In the Accounts Receivable – Maintain Customer form, there is an option to set the defaults for Jobs in terms of the values for Job Billing Tab when a Job is created for that Customer. These defaults are related to the Contract Entry form and how the Billing Contract will be setup in Job Billing.

To set these options, click the JB Invoice Values option for the customer and define the available settings as desired. These options override any defaults set in the Job Billing Control form. The values may be overridden in either the Job Cost – Enter Job form, or the Job Billing Contract Entry form depending on which value is being adjusted.

Quick Guides

Import Bill Rates/Subrates – Quick Guide

This quick guide provides details about importing Bill Rates and Subrates via the Maintain Bill Rate screen (program: JBRATE).

Import Process of Billing Rate Maintenance Screen

The screenshot displays the 'MAINTAIN BILL RATES' interface. At the top, there are tabs for 'Surcharges', 'Minimum Time Charges', 'Billing Overtime Rules', 'Risk Management Calculation Rules', and 'Invoice Formats'. The 'RATE CODE' section shows a search for 'IMP2' with 'Imported File' as the description. Below this, there is a table with columns for Rate Code, Name, Start Date, End Date, and Description. The table contains one row: 'IMP2' | 'Imported File Sub Rate' | '2017/Mar/06' | '2020/Dec/31' | 'Imported File'. The 'Subrate Detail' tab is selected, and the 'Import' button in the toolbar is highlighted with a red arrow. A yellow callout box points to the 'Import' button with the text: 'Import Function added to the JB Rate Detail & Sub Rate Detail blocks'.

1. Create Rate Code
2. Create Sub Rate Code if required
3. Click [Save]
4. Select the relevant Rate Code or Sub Rate Code
5. Navigate to relevant tab, **Rate Detail** or **Subrate Detail**

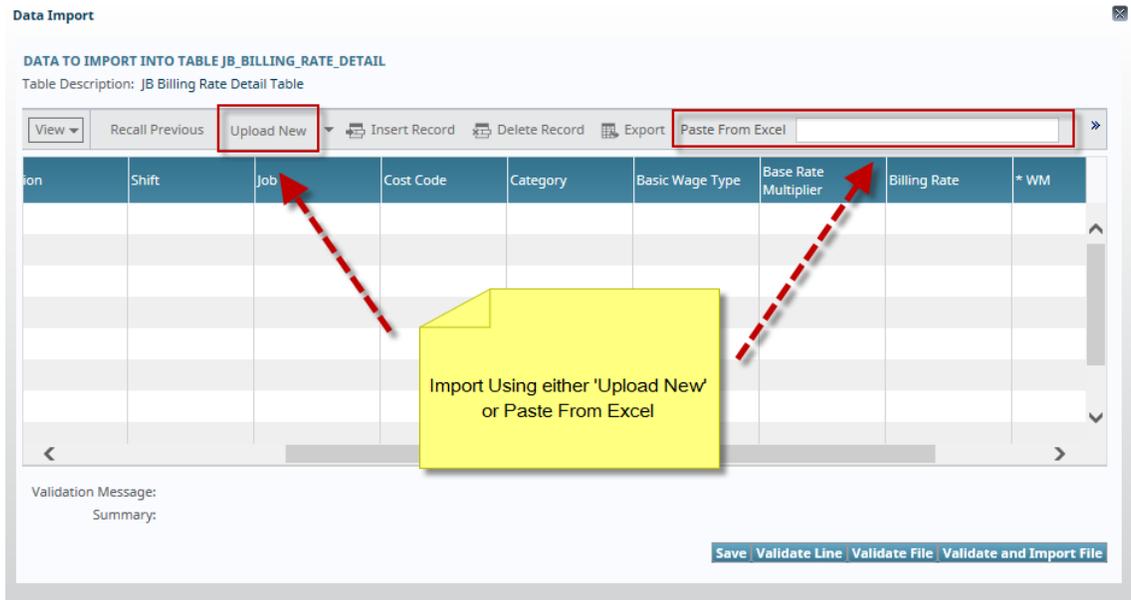
6. Click **[Import]** on tab's Block Toolbar

The screenshot shows the 'MAINTAIN BILL RATES' application. The 'Import' button in the toolbar is highlighted with a red dashed box and a red arrow. A yellow callout box labeled 'Import Function' points to the button. The interface shows various tabs like 'Rate Code' and 'Sub Rate Code', and a table with columns for Employee, Trade, Union, Shift, Job, Cost Code, Category, Basic Wage Type, Base Rate Multiplier, Billing Rate, * WM, Description, and Type.

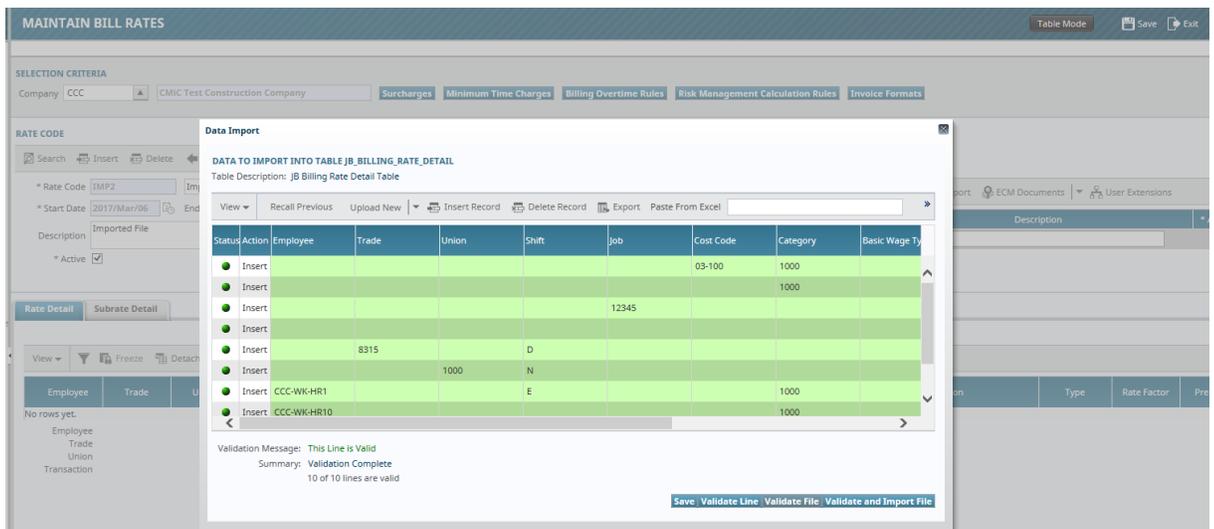
7. Upload CSV spreadsheet via the **[Upload New]** button:

The screenshot shows the 'Data Import' dialog box. The 'Upload New' button is highlighted with a yellow callout box labeled 'Download CSV Template'. A red dashed arrow points to the 'Upload New' button. The dialog shows a table with columns for Status, Action, Employee, Trade, Union, Shift, Job, Cost Code, Category, and Basic Wage Ty. The 'Validation Message' section is empty.

Or use the **Paste From Excel** field to perform the import instead by pasting in the rate details manually copied from the spreadsheet, without the header line:



8. Validate the imported data:



NOTE: The file must contain valid values in order to be successfully validated before import. If NOT, users have to manually adjust the values as per the validation message when the cursor focus is on the invalidated record.

Also note that the Payroll shift code may be 'null' to represent all shifts or **D**, **E**, or **N** for Day, Evening & Night shifts respectively.

Sample of successfully imported Bill Rates/Subrates:

MAINTAIN BILL RATES Table Mode Save Exit

SELECTION CRITERIA
Company: CCC

Data Import

DATA TO IMPORT INTO TABLE JB_BILLING_RATE_DETAIL
Table Description: JB Billing Rate Detail Table

View Recall Previous Upload New Insert Record Delete Record Export Paste From Excel

Job	Cost Code	Category	Basic Wage Type	Base Rate Multiplier	Billing Rate	* WM	Description
12345				1.25		HR	Labor-Job 12345
				2		HR	Labor - Night Shift
				1.99		HR	Crane Operator -
				2.15		HR	Union 1000 Rate
	1000			2.25		HR	Special Labor
	1000				35.75	HR	Specific Employee
			9T	1.5		HR	Oyar Time
			DOT	2		HR	Double Over Time

Validation Message: This Line is Valid
Summary: Validation and (All or Nothing) Import Complete
10 of 10 lines are valid

Save Validate Line Validate File Validate and Import File

MAINTAIN BILL RATES Table Mode Save Exit

SELECTION CRITERIA
Company: CCC CMIC Test Construction Company Surcharges Minimum Time Charges Billing Overtime Rules Risk Management Calculation Rules Invoice Formats

RATE CODE
Rate Code: IMP2 Imported File
Start Date: 2017/Mar/06 End Date: 2020/Dec/31
Description: Imported File
Active:

SUB RATE CODE
View Freeze Detach Search Export ECM Documents

* Rate Code	* Name	* Start Date	End Date	Description	* Active	Copy Rate
IMP2-1	Imported File Sub Rate	2017/Mar/06		Imported File	<input checked="" type="checkbox"/>	Copy Rate

Imported Successfully!

Rate Detail **Subrate Detail**

View Freeze Detach Search Export Import ECM Documents

Employee	Trade	Union	Shift	Job	Cost Code	Category	Basic Wage Type	Base Rate Multiplier	Billing Rate	* WM	Description	Type	Rate Factor	Premium	Billing Cap
								2.0000		HR	Labor - Night Shift				
						1000		1.5000		HR	Labor-All				
					03-100	1000		1.7500		HR	Labor - Concrete				
				12345				1.2500		HR	Labor-job 12345 Only				
		1000	Night					2.1500		HR	Union 1000 Rate				
	8315		Day					1.9900		HR	Crane Operator - day				
CCC-WK-HR							DOT	2.0000		HR	Double Over Time				
CCC-WK-HR							OT	1.5000		HR	Over Time				

Import File Samples

Sample of template used to create import file for Bill Rate/Subrate details:

1	Employee	Trade	Union	Shift	Job	Cost Code	Category	Basic Wage Type	Base Rate Multiplier	Billing Rate	WM*	Description
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												

Sample of import file of Bill Rate/Sub-Rate details:

1	Employee	Trade	Union	Shift	Job	Cost Code	Category	Basic Wage Type	Base Rate Multiplier	Billing Rate	WM*	Description
2						03-100		1000	1.75		HR	Labor - Concrete
3								1000	1.5		HR	Labor-All
4					12345				1.25		HR	Labor-Job 12345 Only
5									2		HR	Labor - Night Shift
6		8315		D					1.99		HR	Crane Operator - day
7			1000	N					2.15		HR	Union 1000 Rate
8	CCC-WK-HR1			E				1000	2.25		HR	Special Labor
9	CCC-WK-HR10							1000		35.75	HR	Specific Employee Rate
10	CCC-WK-HR1							OT	1.5		HR	Over Time
11	CCC-WK-HR1							DOT	2		HR	Double Over Time
12												
13												
14												

Create Separate Invoices for Each Customer on Single JB Contract – Quick Guide

The screenshot displays the 'CONTRACT ENTRY' application. At the top, the 'CREATE CONTRACT' section shows the company 'CMIC Test Construction Company'. Below this, the 'CONTRACT INFORMATION' section is active, with the 'Separate Billing Information' tab selected. This tab contains a table with the following data:

Reference Code	Customer	Name	Contract
MNH-J44895	MNO	Manulife National Holding	J44895-MN

Below this, the 'Billing Codes' section shows a table with columns for Billing Code, Type, Description, Vendor, Sub-Contract, SC RFP, Billing Reference, Billing, Burden Level, and Jbcd Bt Stored Materi. The first row is highlighted with a red box, showing the following data:

Billing Code	* Type	Description	Vendor	Sub-Contract	SC RFP	Billing Reference	Billing	Burden Level	Jbcd Bt Stored Materi
J448957.04 050	COST	Masonry - Subcontract	A1MASONS	P44-A1MASO	<input checked="" type="checkbox"/>	MNH-J44895	Cost Plus Markup		
J448957 03 31 1:	COST	Heavy Weight Structural			<input checked="" type="checkbox"/>		Cost Plus Markup		
J448957 03 31 1:	COST	Heavy Weight Structural			<input checked="" type="checkbox"/>		Cost Plus Markup		
J448957 03 31 1:	COST	Heavy Weight Structural			<input checked="" type="checkbox"/>		Cost Plus Markup		
J448957.08-300.C	COST	Adjustment - Groups - C			<input type="checkbox"/>		Cost Plus Markup		

At the bottom of the screen, the 'Bill Code Details' section shows a 'Total Bgd. Billing Amount' of 2,136,716.00.

Sample of *Separate Billing Information* tab of JB Contract Entry screen (standard path: **JB > Contracts > Enter Contract**)

This functionality provides the ability to prepare separate invoices for different Customers for a single Job, as if there were multiple Contracts against the same Job. This is done by grouping Bill Codes using Reference Codes and Customer Codes.

Also, this functionality provides the ability to generate unposted Requests For Payments against Subcontracts with posting of an Owner Contract Draw or Revision, linking Subcontract Pay Items to Owner Contract pay items. This means creating costs from billings, as opposed to creating billings from costs.

As shown in the above screenshot, on the **Separate Billing Information** tab of the Contract Entry screen, an “Invoice Contract Code” is entered in the **Contract** field, which is associated with a Customer. This Invoice Contract Code is only printed on invoices.

The Invoice Contract Code is assigned to those Bill Codes that need to be grouped into an invoice for a Customer/Contract Code combination different from the Customer/Contract Code on the JB Contract itself. Bill Codes that are not assigned any Invoice Contract Code will billed to the JB Contract Customer/Contract Code.

JB Control File – Screen

The screenshot shows the 'JB CONTROL' application window. At the top, there is a 'Table Mode' button and standard application icons (Save, Exit, etc.). Below the title bar, a status bar reads 'Checked: Allow Job Billing To Create SC Payment Requests'. The main interface is divided into sections: 'SELECTION CRITERIA' and 'JB CONTROL DETAIL'. Under 'SELECTION CRITERIA', the 'Company' is set to 'CCC' (CMiC Test Construction Company) with a 'Copy Control File' button. The 'JB CONTROL DETAIL' section has tabs for 'General', 'Billing', 'Invoice', 'Department', and 'Risk Management'. The 'Invoice' tab is active, showing various fields for invoice configuration. A red box highlights two checkboxes at the bottom: 'Allow SC Request For Payment Creation From Billing Invoice' (checked) and 'JB Invoice Void Automatically Voids SC Manual Request For Payment' (unchecked).

Sample of Invoice tab of JB Control File; standard path: **JB > Setup > Local Tables > Control.**

Allow SC Request For Payment Creation From Billing Invoice

This option sets whether or not the company's Contracts allow SC RFP creation at JB Posting time. The default state for this box is unchecked.

JB Invoice Void Automatically Voids SC Manual Request For Payment

This option is used at the time of Voiding JB Draws, and it is used to set whether or not to void SC Requests For Payments that were not generated automatically by "JB system posts" as well as by "JB system generated RFPs". The default state for this box is unchecked.

TECHNICAL NOTE: Unchecking Allow SC Request For Payment Creation From Billing Invoice

When unchecking the **Allow SC Request For Payment Creation From Billing Invoice** checkbox, the system makes sure that `JBC_SC_RFP_COST_FLAG`, `JBCD_SC_RFP_COST_FLAG` is not set to "Y" in any record in `JBCONT` or `JBCONTDET` tables. Also, the `SCSCH_JB_BILL_CODE` field must not have a value in any `SCSCHED` table records for current company.

JB Contract Entry – Screen

Defaults – Tab

The screenshot displays the 'CONTRACT ENTRY' interface with the 'Defaults' tab selected. The 'CONTRACT INFORMATION' section includes fields for Job Currency Code (US), Contract Currency (US), Invoice Currency (US), and Retainage Code (RET10). Tax information is shown for Illinois State Tax (Tax 1: 01, Taxable %: 1.00000000). A list of checkboxes is visible, with 'Allow SC Request For Payment Creation From Billing Invoice' checked and highlighted by a red box. Other checked options include 'Warn If There Are Categories Without Bill Codes', 'Material Stored Included In Calculated Billing Amount', and 'Previous Completed Amount Includes Material Stored'. Unchecked options include 'Calculate And Release Retainage At Invoice Level', 'WIP Roll-In', 'SC Retainage', and 'Use Release Retainage % From Last SC RFP'. The 'Starting Draw Num' is set to 1. At the bottom, there are tabs for 'Billing Codes' and 'Group 1' through 'Group 5'.

Sample of JB Contract Entry screen's **Defaults** tab; standard path: JB > Contracts > Enter Contract.

Allow SC Request For Payment Creation From Billing Invoice – Checkbox

This checkbox's state defaults from the **Allow SC request For Payment Creation From Billing Invoice** checkbox on the **Invoice** tab of the JB Control File, and it must be checked to enable this functionality for the displayed Subcontract.

Separate Billing Information – Tab

CONTRACT ENTRY Table Mode Save Exit

CREATE CONTRACT
* Company CCC CMIC Test Construction Company
JB - Assign Billing Codes to a Contract JB - Assign Billing Codes to Cost Phase/Cat

CONTRACT INFORMATION
Billing Items Defaults Rounding Methods Address Description Officials Surcharges Risk Management **Separate Billing Information** Mapping Groups

Reference Code	Customer	Name	Contract
MNH-J44895	MNO	Manulife National Holding	J448957-MN

Billing Codes Group 1 Group 2 Group 3 Group 4 Group 5

Billing Code	* Type	Description	Vendor	Sub-Contract	SC RFP	Billing Reference	Billing	Burden Level	Jbcd B Stored Materi
J448957.04 050	COST	Masonry - Subcontract	A1MASONS	P44-A1MASO	<input checked="" type="checkbox"/>	MNH-J44895	Cost Plus Markup		
J448957 03 31 1:	COST	Heavy Weight Structural			<input checked="" type="checkbox"/>		Cost Plus Markup		
J448957 03 31 1:	COST	Heavy Weight Structural			<input checked="" type="checkbox"/>		Cost Plus Markup		
J448957 03 31 1:	COST	Heavy Weight Structural			<input checked="" type="checkbox"/>		Cost Plus Markup		
J448957.08-300.C	COST	Adjustment - Groups - C			<input type="checkbox"/>		Cost Plus Markup		

Bill Code Details Total Bdg. Billing Amount 2,136,716.00

The **Separate Billing Information** tab is used to implement the functionality to prepare separate Invoices for a single Job, as if there were multiple Contracts against the same Job. This is done by grouping Bill Codes using Reference Codes and Customer codes.

By specifying a **Reference Code** and a **Customer** on this tab, and associating the Reference Code to the Bill Codes to be grouped (using the **Billing Reference** field on the **Billing Codes** tab, as shown above), a separate paper Billing Invoice will be generated for each of the defined Customers. This allows billing of a line on a JB Contract to a different Customer that exists on the Contract. Each unique grouping of Reference Codes (including group of blank defined lines) will generate a separate paper billing invoice.

NOTE: The Split Billing option is currently only available with Free Format Invoices.

Billing Codes – Tab

Vendor

Select the Vendor handling the Subcontract associated to the Task Line' Billing Code. For the Vendor selected for this field, the adjacent **Sub-Contract** field's LOV lists the Subcontracts associated to the Vendor and this Contract's associated Job.

Sub-Contract

For the Vendor selected via the **Vendor** field, this field's LOV lists the Subcontracts associated to the Vendor and the Job.

SC RFP – Checkbox

Since not all Bill Codes assigned to the JB Contract should allow for automatic generation of RFPs, each Bill Code assigned to the JB Contract on the **Billing Codes** tab has a **SC RFP** checkbox to control which ones allow for automatic generation of RFPs.

Also, this checkbox can only be checked if the Bill Code's Billing Type is one of the following: **UNIT, UPHS, PC, PV, COST**.

Billing Reference

This field is used with the **Separate Billing Information** tab to set up the Separate Billing option for a group of Bill Codes.

The Reference Codes available in this field's LOV are those that were set up on the **Separate Billing Information** tab.

Restrictions on Revision Draws when Using Billing References

For Example, A Contract has three billing references REF1, REF2 & REF3 assigned to some Bill Codes.

Draw 1 rev 0 is posted and there are two billing invoices, one for REF1 and another for Main Customer of the Contract. No invoices generated for REF2 & REF3. When creating a revisions to the draw, costs are found only against REF2 & REF3 as well as the main customer. Since the main draw did not have any invoices posted against these references, system will exclude them from the current revision draw and a meaningful message is displayed. Also, there are restrictions to Contract level/Group Level/Bill Code level overrides and users will not be able to override at Contract/Group Levels for revision draws with reference codes.

If users would like to include all those costs, then the following two options may be considered:

1. Void the previously posted draw and then re-create the draw to include all the posted costs.
2. Create a new draw instead of a Revision.

Enter Subcontract – Screen

As shown below, once the **Vendor**, **Sub-Contract** fields are entered and the **SC RFP** box is checked in the Enter Contract screen (JB module), the corresponding Bill Code will be available in the Enter Subcontract screen (SC module) for the Subcontract specified by the **Sub-Contract** field:

The screenshot displays the 'SUBCONTRACT MAINTENANCE' interface. The 'SELECTION CRITERIA' section shows Company: CC (CMIC Construction) and Project: P448957 (Freshmart Office Building - Chicago II). The 'SUBCONTRACT INFORMATION' section includes Vendor: A1MASONSONS (A1 Masons Inc.) and Contract: CC1700001 (Exterior stone walkways, walls &...). The 'SCHEDULE OF VALUES' tab is active, showing a table with columns for Task, Task Description, Long Description, Tax1, Taxable, Tax2, Taxable, Tax3, Taxable, Ret%, Expense Code, JB Bill Code, and Fully Purch. A 'JB Bill List' pop-up window is open, displaying a search result for Code: J448957_04 0500_2000 and Name: Masonry - Subcontracts. A red arrow points to the 'OK' button in the pop-up window.

Code	Name
J448957_04 0500_2000	Masonry - Subcontracts

Sample of Schedule of Values tab of Enter Subcontract screen; standard path: SC > Contracts > Enter Subcontract/Change Order.

G/C Prepare Billing (General Contractor Prepare Billing) – Screen

The screenshot displays the 'PREPARE BILLING' interface. The 'SELECTION CRITERIA' section shows Company: CC (CMIC Construction) and Contract Number: BCDJOB1. The 'DRAW INFO' section includes Job: BCDJOB1, Customer: BCD, Billing Date: 03-Jun-15, Due Date: [blank], Period Ending Date: 31-May-15, Budget Billing Amt: 16,840,500.00, and Max. Billing Amt: [blank]. The 'Create RFP' button is highlighted with a red box.

Sample of G/C Prepare Billing screen; standard path: JB > Billing > G/C Prepare Billing.

The [Create RFP] button on this screen is used to create an RFP. The button is only visible if the **Allow SC Request for Payment Creation From Billing Invoice** box is checked on **Defaults** tab of the JB Contract. It will create an un-posted SC Pay Request for each of the Subcontracts being billed, so long as there is not already an un-posted pay request entered (manually). The SC Pay Requests originally generated via this function will be deleted and re-created each time the [Create RFP] button is activated.

JB Invoice Posting

At the time of JB Draw posting, the system will check whether there are Bill Codes marked as "Generate SC Costs". This is done by checking JBCONTDET lines related to the current bill, making sure that the current billing amount/units do not equal 0 (this means there is current billing activity). Then, the following will be done for each draw satisfied by the previous condition:

- Apply the total % Complete to the SC budget and calculate the total completed units and amounts for every SC line in "SCSCHED" attached to the Bill Code, making sure it is a posted and not voided Subcontract.
- If more than one SC detail line is attached to the same Bill Code, the same percent of completion will be applied to each SC detail line.
- Once the total completed amount on an SC detail line is calculated, the difference between this new completed amount and the previously invoiced amount will be used as current SC invoiced amount on each schedule line.
- Just before each draw posting, and for each Bill Code that has the **SC RFP** box checked in JBCONTDET, an unposted Voucher will be generated automatically.

Post Requests For Payment against Unit Price Subcontract Items

For Unit Price type Subcontract items, budget quantity and dollars will be automatically updated with overruns. To maintain data consistency, this may only happen during RFP posting (otherwise updated schedule amount will be available for manual RFP entry, which could lead to mistakes).

JB Draw Void

Voiding of billing draws voids all generated and manually entered RFPs associated with the voided draw.

Also Schedule Lines are updated by undoing the modifications done while creating the Vouchers (Request Form Payments).

Frequently Asked Questions

Common Questions about Job Billing

Question:

Why did mass prepare billing create another invoice for the burdens on previous billings?

Answer:

Check your Contract – make sure that your burden line does NOT have the same Cost Code and Category as one of the other lines in the Contract. What is happening is that the system is burdening your last bill...It's a loop that will never end.

Verify the setting of the Control file flag 'Apply Jobs Revenue Generation Rule to Burden Billing types at Posting Time'.

Question:

Why did I not get a billing showing the changes I made on my Contract?

Answer:

The Contract was not un-approved first. Once un-approved and the change is committed once again, the billing will show the change.

Question:

Is there a way to limit access to Job Billing Utility – Post Invoices No A/R J/C or G/L?

Answer:

Create Role and assign to JBPSTNOAR.

Question:

What are the differences between the AIA reports?

Answer:

AIA invoices G702 to be used in conjunction with the G703 are generally designed to present the same information with a minor design change in the G703 for each.

Question:

What are the rules for recalculating billing rates?

Answer:

- 1) The job is not closed. The Contract can be closed and recalculation will still take place as a Contract can be re-opened at any time.
- 2) The job is using Job Billing Method
- 3) The job is using Revenue Generation 'As Costs Incurred Without GL' or 'As Costs Incurred With GL'.
- 4) The transactions to be recalculated are type 'C'
- 5) The job has Use Equipment Bill Rates and Use Payroll Bill Rates unchecked and the job is using job billing 'billing' rates.
- 6) Only jobs using a bill rate table
- 7) Payroll control has flag checked 'Post Transactions by Hour Type In Job Cost'.

Question:

What are the details of the Current Transaction Report [JB1010.rep] regarding Burdens?

Answer:

The Job Billing Current Transaction Report includes in the header for each Contract, burden information related to the entire Contract. The Calculated Potential Revenue includes both the standard CPR value plus the estimated Burden totals.

The Contract summary section includes a value for Net Unbilled WIP. This is the Total Revenue less Posted Billings as also found on the Billing Transaction Report.

The 'Burden' listing in the lower right section of the Contract summary details will show each unique rate being applied through any Burden Types. (For example, if both Cost and Billing Burdens are entered with a 1% Markup Rate, then only one line will show reflecting a 1% Burden.) Each unique value of Burden Rate in the Contract will be displayed.

The details section will also show a Burden total for each Job/Cost Code where any Burden Type has included that Cost Code in its calculations. Totals are shown for the Job, the Cost Code and the Billing Code. The Burden Amount is a simple addition of all applicable Burden Rates times the Costs To Date. It does not calculate based on Burden Levels (e.g., 1, 2 ...).

Question:

Why did my Control option to prevent '*Allow Release More Retainage Then Is Held*' not function as expected within the G/C Prepare Billing form?

Answer:

When using the G/C Prepare Billing form, rules that apply at a detail Bill Code level may not apply. If for example a Retainage Release is done on a Group and that Group includes multiple Billing Lines, the retainage amount being release is spread across those billing lines, and will not validate that the amount release is less or equal to that previously retained. To ensure that only held retainage is released, the

Release Retainage function should only be performed at the Billing Code level, and not at a higher group level.

Question:

Error: No charge code on Invoice: Company XX, Invoice Number XXXX. What is a charge code?

Answer:

In Customer Maintenance there is an [Accounting] popup where you enter the charge codes in the Interest Rate filed. This code determines the interest calculation rules for overdue balances. This is a mandatory field.

Invoice Report Layouts

Progress Billing type U_10

This format has the standard columns and headings and reports as a standard progress billing type invoice.

Progress Billing type U_11

This layout has a modified 'Schedule of Values' section with three columns reporting original budget amount, plus/minus change orders and current billing budget.

Progress Billing type U_12

The U12 layout has the columns of the U_10 with an added column called Total Taxes To Date. Where all other G703 reports will not include taxes the U_12 will calculate taxes in all columns including Original Value and will report these totals on the G702.

Progress Billing type U_13

This layout is unique in how it handles materials stored. If the JB control is set to Materials Stored Included in Billing amount the materials stored figure will not be brought forward into the 'From Previous Billing/Application' column.

The U_10, U_11 and U_12 will bring the materials stored figure forward to the From Previous Billing/Application column. If the JB control flag is not used the U_13 will not show the materials stored on the U_13 at all nor will it be brought forward to the G702 to be included in the Total Completed and Stored To Date amount. The U_10, U_11 and U_12 will included the materials stored in the Total Completed and Stored To Date on the G702, however, the U_12 will not calculate the tax on the materials stored.

Progress Billing type U_14

The U14 Layout has the function of the U_13 but is unique in the Added Columns and Headers. Column C has two added columns with a header of 'Subcontractor Detail' with column headings of Name and Buyout. The buyout amount column will show the total of the committed costs if the SPW (Self performed work) flag is off on the Contract or it will show the scheduled value if the SPW flag is on. Column H is called Balance to Finish vs. Buyout amount. The calculation for column H is Buyout Amount less Total Completed and Stored to Date.

The rules for the U_14 are:

- If the bill line is marked as self-performed work (SPW) there will be no vendor name and the buyout amount will be equal to the budget amount.
- If the bill line is not marked as self-performed work (SPW) and there are no committed costs the vendor name will be TBD and the buyout amount will be equal to the budget amount.

- If the bill line is not marked as self-performed work (SPW) and there are committed costs then the total buyout amount is shown on the billing line along with vendors (SC and PO) listed below the total buyout with the business partner name and amount. When there is a single vendor there will not be a listing below the BP name and the buy amount will appear on the billing line.

Progress Billing type U_15

Has the same function as the U_10. The U_15 will show the Original Contract Amount and changes the same as the U_11. The difference is that the U_15 has separate columns - Column C Original SOV, Column D SOV Changes and Column E Scheduled Value. U_10 does not show changes, whereas U_11 has this information broken down in sections under one column.

Progress Billing type U_16

This layout is similar to the original U_10, however includes on the detail pages an additional column representing the current period retainage amount. (Positive or Negative depending on new retainage or released retainage.)

Progress Billing type U_17

This layout is similar to the original U_14, however includes on the detail pages an additional column representing the current period retainage amount. (Positive or Negative depending on new retainage or released retainage.) See the details of the U_14 Layout for particulars on other columns.

Progress Billing type U_19

This layout is a simplified version of the detail pages from an AIA Invoice. This layout will not use more than one group – it only includes detail rows for the Group specified in Invoice Format Group Summary 1. The U_19 is not to be used with ‘Show Bill Codes’ and does not offer any grouping options (besides that defined as the single Group on which details are shown).

This format will automatically break all sub-jobs out, reporting each job and sub-job individually showing the Job Code and Name as a header, and a footer showing the Subtotal amount for the job/sub-job.

Progress Billing type JBSSTMT

This layout has a schedule of values like the U_11 showing the original contract, change order plus or minus but instead of the third column reading Current the JBSSTMT column reads Adjusted Contract. The JBSSTMT follows the U_13 rules in how it handles materials stored. The JBSSTMT is more closely related to the U_14 following the billing rules for self-performed (SPW) and subcontractor (committed cost) entries. The difference is with the self-performed (SPW) work the description will appear in the Subcontractor Name column, the description coming from the Job Billing Control – Self Performed Work Description. Other differences for the JBSSTMT are a sworn statement on the last page of the AIA invoice, a summary at the bottom of the G703, a group total at the top of the group or if groups are not being used a total line at the top of the AIA report. The percent complete column has been moved to show beside the Schedule of Values column.

Columns unique to the JBSSTMT are ‘Previous Billing (Net), Current Net Due and Remaining to Bill.

Progress Billing type C_10

The C_10 is a Canadian invoice with similar detail pages as the U_10 but then calculates and reports Canadian Tax GST. This layout prints certain pages in Landscape and others in Portrait orientations.

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