

PRELIMINARY ANALYSIS AND CONFIGURATION RELATED TO CONTRACTUAL BILLING

Unit CONBILL01

[Printable Version](#) - 2024-05-31

Configurations specific to contractual billing are added to [those previously completed for the basic invoicing module](#). Indeed, different [invoicing methods](#) can be used in **maestro***:

- Enter a sale (T&M) invoicing;
- Work order (T&M) invoicing;
- Lump sum invoicing, progress billing, cost plus invoicing;
- Construction management billing.

The configurations presented in document [CAR01](#) explain the parameters required to use the first two invoicing methods, whereas those explained in this document must be completed, in addition to the previous ones, if a contractual billing method is also chosen by the company. It is possible to identify the distinct general ledger accounts to use by default, as well as the forms (or the formats for invoices, account statement, and delivery preparation) specific to the different contractual billing methods.

The configurations described below consist of global configurations that determine the default behaviour of the contractual billing sub-module. Specificities can be made for configurations specific to each customer, individually.

PREREQUISITES

- [General Ledger](#)
- [Projects](#)
- [Security Management](#)
- [Accounts Receivable](#)

- [Document Management](#) (optional)
- [Contract Management](#) (optional)

SUMMARY

- [Complete the General Settings of the **Contractual Billing** Module](#)
 - [Complete the Parameters of the **General** Tab](#)
 - [Complete the **Forms** Tab](#)
 - [Complete the Parameters of the **Statement of Account** Tab](#)
- [Checklist](#)

STEPS

Complete the General Settings of the Contractual Billing Module TO VALIDATE TO COMPLETE

Three options in the **Configuration** option of the **Contractual Billing** module have to be completed at this stage of the implementation/training process, to allow using contractual billing in **maestro***:

- **General**
- **Forms**
- **Customer Statements**



maestro* > Invoicing > Maintenance > Contract > **Configuration**

maestro* > Main menu > **Configuration** icon > **General Settings** > **Configuration** section



Complete the Parameters of the General Tab

The **General** tab (or option) is essentially for identifying general ledger accounts and the parameter configurations linked to contractual billing.

1. In the **Configuration** window, click on the **General** tab in the left section.
2. Complete the parameters in the right section of the window, using the explanations given in the following table.

Contractual Billing - General

Sales Account: 41000	Transfer to Accounting <input checked="" type="checkbox"/>
Extras Account: 41000	Transfer of Holdbacks: Yes
Bank Account: 10200	Default Invoice Acceptance Status: Yes
Accounts Receivable: 11000	for Progress Billings: Yes
Tax on Holdback Account: 31300	Show Closed Contracts <input type="checkbox"/>
Cost of Sales Account: 41000	
Work in Progress Account: 13200	


Rev Group 2 C/O 2






Maximum Length of Description: 60
Number of Decimals: 0 Quantity: 0 Unit Price: 0



Holdback Calculation Method
Holdback Invoicing: With Tax



Defaults value for the 'Print' column
Detail rows set to 'Print' by default:
Total rows set to 'Print' by default:


Progress Billing Invoicing
Billing the contract and change orders separately: No

The  symbol, that follows the name of a field, means the said field can/must be completed at this stage of the implementation process. Information concerning the other fields will be shared with you throughout training, according to the modules and options which they impact.

Field	Description
Sales Account 	<p>General ledger account for revenues that is used by default in all invoices.</p> <p><i>NOTES: It is possible to have multiple revenue accounts. However, it is necessary to enter a default account, preferably the most commonly used one.</i></p> <p><i>Furthermore, to distinguish the revenue of a particular contract, it is possible to specify, in the Contract Management option, a different revenue account. Maestro* will use the first revenue account found, in the following order:</i></p> <ol style="list-style-type: none"> <i>1. The revenue account linked to the group identified in the Group field of the contract Details;</i> <i>2. The revenue account linked to the contract activity;</i> <i>3. The revenue account entered in the contract (Sales field of the GL Account sub-tab);</i> <i>4. The revenue account specified in this field of the Configuration option.</i>
Extras Account 	<p>General ledger account for revenues that is used by default for extras (change orders).</p> <p><i>NOTE: If extras are not supposed to be managed in a separate general ledger account, the account of the previous field can be entered here as well.</i></p>
Bank Account 	<p>Bank account used by default when entering receipts in maestro*.</p> <p><i>NOTE: It is possible to have multiple bank accounts. However, it is necessary to enter a default account, preferably the most commonly used one.</i></p>
Accounts Receivable 	<p>General ledger accounts for customers used by default.</p> <p><i>NOTE: It is possible to have multiple AR accounts. However, it is necessary to enter a default account, preferably the most commonly used one.</i></p> <p><i>If the AR is different for a contract, it is possible to modify it: either directly in the invoicing window or in the Contract Management option.</i></p>
Tax on Holdback Account 	<p>General ledger account used to account for taxes applied to customer account holdbacks (QST, GST, etc.) when the Holdback Calculation Method of the Holdback Invoicing is <i>With Tax</i>.</p> <p><i>NOTE: For more information, please read the concept - The Different Invoicing Methods in maestro*.</i></p>
Cost of Sales Account	<p>General ledger account for sales costs if work is managed as active.</p>

Field	Description						
	<p><i>NOTE: This account is used during the sale transfer when the project Work in Progress Method is Active (in the Parameter section, Project Desc tab, Project Management option) to temporarily account for fictitious expenses. For more information, please read the concept - Works in Progress Management.</i></p>						
Work In Progress Account	<p>General ledger account for works in progress, if work is managed as active. This account is used during the sale transfer.</p> <p><i>NOTE: Works in progress are deducted from this account. For more information, please read the concept - Works in Progress Management.</i></p>						
Group 	<p>Fields to complete:</p> <table border="0" data-bbox="520 548 1944 760"> <tr> <td data-bbox="520 548 877 613"><i>Rev</i></td> <td data-bbox="877 548 1944 613">Revenue group by default, used when invoicing a contract.</td> </tr> <tr> <td data-bbox="520 613 877 678"><i>C/O</i></td> <td data-bbox="877 613 1944 678">Revenue groupe by default, used when invoicing change orders.</td> </tr> <tr> <td colspan="2" data-bbox="877 678 1944 760"><i>NOTE: It is always possible to modify the revenue group when entering the invoice.</i></td> </tr> </table>	<i>Rev</i>	Revenue group by default, used when invoicing a contract.	<i>C/O</i>	Revenue groupe by default, used when invoicing change orders.	<i>NOTE: It is always possible to modify the revenue group when entering the invoice.</i>	
<i>Rev</i>	Revenue group by default, used when invoicing a contract.						
<i>C/O</i>	Revenue groupe by default, used when invoicing change orders.						
<i>NOTE: It is always possible to modify the revenue group when entering the invoice.</i>							
Maximum Length of Description	<p>Maximum length available for the Description field when printing invoices.</p> <p><i>NOTE: The maximum value by default is 60 characters. It is possible to adjust the length of the description to the number of characters set up on the invoice form. Maestro* validates the number of characters when entering the invoice and prevents the limit from being exceeded.</i></p>						
Number of Decimals 	<p>Fields to complete:</p> <table border="0" data-bbox="520 1027 1944 1230"> <tr> <td data-bbox="520 1027 877 1092"><i>Quantity</i></td> <td data-bbox="877 1027 1944 1092">Number of decimal places necessary in the Qty field when entering sale transactions.</td> </tr> <tr> <td data-bbox="520 1092 877 1157"><i>Unit Price</i></td> <td data-bbox="877 1092 1944 1157">Number of decimal places necessary in the UP field when entering sale transactions.</td> </tr> <tr> <td colspan="2" data-bbox="877 1157 1944 1230"><i>NOTE: the number of decimal places may vary from 0 to 4. By default, maestro* uses 2.</i></td> </tr> </table>	<i>Quantity</i>	Number of decimal places necessary in the Qty field when entering sale transactions.	<i>Unit Price</i>	Number of decimal places necessary in the UP field when entering sale transactions.	<i>NOTE: the number of decimal places may vary from 0 to 4. By default, maestro* uses 2.</i>	
<i>Quantity</i>	Number of decimal places necessary in the Qty field when entering sale transactions.						
<i>Unit Price</i>	Number of decimal places necessary in the UP field when entering sale transactions.						
<i>NOTE: the number of decimal places may vary from 0 to 4. By default, maestro* uses 2.</i>							
Transfer to Accounting	<p>Generates an entry in the general ledger when transferring the sale.</p> <p><i>NOTE: This box must always be checked.</i></p>						

Field	Description
	
Transfer of Holdbacks	<p>Affects the posting of the transaction only, not the invoice form.</p> <p>Available values:</p> <p>Yes Displays the holdback in the various accounts in the general ledger (taxes on holdbacks and holdbacks receivable) on posting the invoice.</p> <p><i>NOTES: This value must be selected when the Standard holdback calculation method is used.</i></p> <p><i>At the end of the project, you do not need to create an invoice in the system for holdbacks because they have already been posted to the general ledger. The holdback and tax amounts on the latter are reversed when a receipt is entered.</i></p> <p>No Does not display the holdback in the general ledger when posting the invoice.</p> <p><i>NOTE: At the end of the project, you must create an invoice in the system for the holdbacks.</i></p> <p>Postponed Does not display the holdback in the general ledger when posting the invoice.</p> <p><i>NOTE: At the end of the project, you must create an invoice in the system for the holdbacks using the Holdback Invoicing option. When invoicing holdbacks, the system posts the invoice to the holdbacks receivable and taxes on holdbacks accounts. Holdbacks amounts are reversed when a receipt is entered.</i></p> <p><i>NOTE: For more information, please read the concept - The Different Invoicing Methods in maestro*.</i></p>
Default Invoice Acceptance Status 	<p>Allows to define a default acceptance status when entering an invoice. This field indicates to maestro* that the default status of the Acceptance field is Yes.</p> <p><i>NOTE: Only invoices with the Acceptance status set to Yes can be transferred.</i></p>
(Default Invoice Acceptance	<p>Allows to define a default acceptance status when entering an invoice. Thies field indicates to maestro* that the default</p>

Field	Description
Status) For Progress Billings	status of the Acceptance field is Yes . <i>NOTE: Only invoices with the Acceptance status set to Yes can be transferred.</i>
Show Closed Contracts 	Check the box to display and see closed contracts when searching or in the Contract Management and Progress Billing Contracts options.

Holdback Calculation Method Section

Field	Description
Holdback Invoicing	Allows to determine whether the holdbacks invoiced via the Holdback Invoicing option are with or without tax. <i>NOTE: As the Standard - Tax Differed Holdback mode is favoured by maestro* and, therefore, the Release Holdback option is used to generate a second invoice, this field is now rarely used, as it does not apply to the standard mode.</i>

Default Value for the 'Print' Column Section

Checkbox	Description
Detail rows set to 'Print' by default	When this box is checked, the detail lines are printed by default on invoices, for both lump sum invoicing and progress billing.
Total rows set to 'Print' by default	When this box is checked, the total lines are printed by default on invoices, for both lump sum invoicing and progress billing.

Progress Billing Invoicing Section

Complete the Settings in the Forms Tab

Create and/or select the contractual billing forms to use.

1. In the **Configuration** window, click on the **Forms** tab in the section on the left.
2. Create and/or select the desired forms in the right section of the window, using the given explanations in the table below. These forms can be standard, meaning those provided by **maestro***, or personalized ones, specifically created and/or modified to meet the needs of the company.

Field	Description
Statement of Account	Form used by default when printing a Statement of Account .
Delivery Preparation	Delivery preparation form. <i>NOTE: If a form has been set, it will be available through the Contract Invoicing and Cost Plus Invoicing options.</i>

Field	Description
Contract Invoicing	Form used by default when printing a contract invoice through the Print Contract Invoicing option (Processing tab of the Contractual Billing menu).
Continued Page Num. for Extras	If this box is checked, it allows to print extras after the regular invoice, keeping up with the pagination. <i>NOTE: This functionality avoids the page number being reset to 1 for extras.</i>
Payment Request	Form used by default when printing in the Print Payment Requests option ¹ .
Progress Billing - Rate	Form used by default to print an invoice whose Progress field, defined in the Progress Billing Contracts , is set to <i>Rate</i> . <i>NOTE: It will be used if no other form has previously been defined in the Progress Billing Contracts or Customer Management options.</i>
Progress Billing - Quantity	Form used by default to print an invoice whose Progress field, defined in the Progress Billing Contracts option, is set to <i>Quantity</i> . <i>NOTE: It will be used if no other form has previously been defined in the Progress Billing Contracts or Customer Management options.</i>
Construction Management Billing	Form used by default when printing a construction management billing invoice in the Print Invoices option (Construction Management tab of the Contractual Billing menu).
Prints Extras Separately	If the box is checked, extras (change orders) are displayed on a separate document when printing the invoice generated in the Prepare Progress Billing option. <i>NOTE: The checkbox displayed to the right of the Progress Billing - Rate applies to both progress billing forms (Rate and Quantity).</i>

¹A payment request differs from an invoice as a payment request serves for progress billing. It allows the client to see the value of the invoiced work and materials before they are actually billed, so that changes may be made if necessary.

Field	Description
Cost Plus Invoicing	Form used by default when printing a cost plus invoice in the Print Invoices option (Cost Plus tab of the Contractual Billing menu).

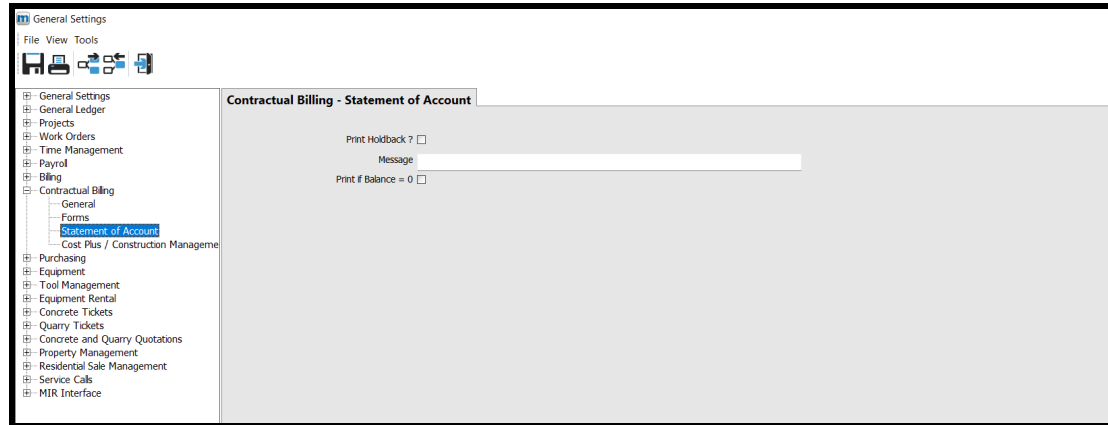
3. Click on the **Save** icon.

Notes:

Complete the Statement of Account Tab Settings

The **Statement of Account** tab allows to specify certain settings applicable by default to statement of accounts generated in **maestro***, following contractual billing.

1. Still in the **Configuration** window, click on the **Statement of Accounts** tab in the leftmost section.
2. Complete the settings in the rightmost section of window, using the given explanations in the table below.



Field	Description
Print Holdback?	Allows to display the statement of accounts holdbacks, if this box is checked.
Message	Allows to enter a message to print on the statement of accounts. <i>NOTE: This field is limited to 60 characters and must be setup on the form to be printed.</i>
Printing if Balance=0	Tells maestro* to print statement of accounts even if the balance is 0, if this box is checked.

3. Click on the **Save** icon.

CHECKLIST

Legend

Type	Description
C	Configurations to be completed
A	Approval or meeting with management
T	Tests and trial runs

Unit CONBILL01

No.	Type	Task	Employee	Due Date	Done
1	C	<p>Complete the settings in the General tab of the Configuration option, in the Contractual Billing module.</p> <ul style="list-style-type: none"> • Complete the general fields; • Complete the Holdback Calculation Method section; • Complete the Default Values for the "Print" Column section; • Complete the Progress Billing Invoicing section. 			✓
2	C	Complete the document selection in the Forms tab.			
3	C	Complete the settings in the Statement of Accounts tab.			
4					
5					

Last modification: May 31, 2024