

PRELIMINARY ANALYSIS AND CONFIGURATION RELATED TO CONTRACTUAL BILLING

Last modification: June 06, 2025

2024-05-31 version

Unit CONBILL01

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 Configuration 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 Configuration 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.

Contenu réutilisé dans :

Chemin d'accès

Commentaire

MAESTRO > Facturation > Maintenance > Contractuelle > **Configurations diverses** (FSCONFIG.PROC.FR/EN)

MWAY > Plans-cours-et-materiel-apprentissage > I0-Factcon > FACTCON01



As **Configuration** in the **Accounting module** has already been completed, certain accounts are displayed by default.

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.

General Settings

File View Tools

General Settings
General Ledger
Projects
Work Orders
Time Management
Payroll
Billing
Contractual Billing
Forms
Statement of Account
Cost Plus / Construction Management
Purchasing
Equipment
Tool Management
Equipment Rental
Concrete Tickets
Quarry Tickets
Concrete and Quarry Quotations
Property Management
Residential Sale Management
Service Calls
MIR Interface

Contractual Billing - General

Sales Account: 41000
Extras Account: 41000
Bank Account: 10200
Accounts Receivable: 11000
Tax on Holdback Account: 31300
Cost of Sales Account: 41000
Work in Progress Account: 13200

Transfer to Accounting ☒
Transfer of Holdbacks: Yes
Default Invoice Acceptance Status: Yes
for Progress Billings: Yes
Show Closed Contracts ☐

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

Field	Description
Sales Account	<p>General ledger account for revenues that is used by default in all invoices.</p> <p><i>NOTES: This is the general ledger account used by default in the Contractual Billing and Progress Billing modules.</i></p> <p><i>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"> 1. The revenue account linked to the group identified in the Group field of the contract Details; 2. The revenue account linked to the contract activity; 3. The revenue account entered in the contract (Sales field of the GL Account sub-tab); 4. The revenue account specified in this field of the Configuration option.

Field	Description
Extras Account	<p>General ledger account for revenues that is used by default for extras (change orders).</p> <p><i>NOTES: This is the general ledger account used by default in the Contractual Billing and Progress Billing modules.</i></p> <p><i>If extras are not supposed to be managed is 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>NOTES: This is the bank account used by default in the Contractual Billing and Progress Billing modules.</i></p> <p><i>It is possible to have multiple bank account. 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>NOTES: This is the general ledger account used by default in the Contractual Billing and Progress Billing modules.</i></p> <p><i>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 <u>on</u> 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>NOTES: This is the general ledger account used by default in the Contractual Billing and Progress Billing modules.</i></p> <p><i>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> <p><i>NOTES: This is the general ledger account used by default in the Contractual Billing and Progress Billing modules.</i></p>

Field	Description				
	<p>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.</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>NOTES: This is the general ledger account used by default in the Contractual Billing and Progress Billing modules.</i></p> <p><i>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> <tr> <td>Rev</td><td>Revenue group by default, used when invoicing a contract.</td></tr> <tr> <td>C/O</td><td>Revenue groupe by default, used when invoicing change orders.</td></tr> </table> <p><i>NOTE: It is always possible to modify the revenue group when entering the invoice.</i></p>	Rev	Revenue group by default, used when invoicing a contract.	C/O	Revenue groupe by default, used when invoicing change orders.
Rev	Revenue group by default, used when invoicing a contract.				
C/O	Revenue groupe by default, used when invoicing change orders.				
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> <tr> <td>Quantity</td><td>Number of decimal places necessary in the Qty field when entering sale transactions.</td></tr> <tr> <td>Unit Price</td><td>Number of decimal places necessary in the UP field when entering sale transactions.</td></tr> </table>	Quantity	Number of decimal places necessary in the Qty field when entering sale transactions.	Unit Price	Number of decimal places necessary in the UP field when entering sale transactions.
Quantity	Number of decimal places necessary in the Qty field when entering sale transactions.				
Unit Price	Number of decimal places necessary in the UP field when entering sale transactions.				

Field	Description						
	NOTE: the number of decimal places may vary from 0 to 4. By default, maestro* uses 2.						
Transfer to Accounting	<p>Generates an entry in the general ledger when transferring the sale.</p> <p>NOTE: This box must always be checked.</p>						
Transfer of Holdbacks	<p>Affects the posting of the transaction only, not the invoice form.</p> <p>NOTE : Consulter le document des concepts - Les différents modes de facturation dans maestro* pour en savoir davantage.</p> <p>NOTE: For more information, please read the concept - The Different Invoicing Methods in maestro*.</p> <p>Available values:</p> <table> <tr> <td>Yes</td><td> <p>Displays the holdback in the various accounts in the general ledger (taxes on holdbacks and holdbacks receivable) on posting the invoice.</p> <p>NOTES: This value must be selected when the Standard holdback calculation method is used.</p> <p>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.</p> </td></tr> <tr> <td>No</td><td> <p>Does not display the holdback in the general ledger when posting the invoice.</p> <p>NOTE: At the end of the project, you must create an invoice in the system for the holdbacks.</p> </td></tr> <tr> <td>Postponed</td><td> <p>Does not display the holdback in the general ledger when posting the invoice.</p> <p>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.</p> </td></tr> </table>	Yes	<p>Displays the holdback in the various accounts in the general ledger (taxes on holdbacks and holdbacks receivable) on posting the invoice.</p> <p>NOTES: This value must be selected when the Standard holdback calculation method is used.</p> <p>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.</p>	No	<p>Does not display the holdback in the general ledger when posting the invoice.</p> <p>NOTE: At the end of the project, you must create an invoice in the system for the holdbacks.</p>	Postponed	<p>Does not display the holdback in the general ledger when posting the invoice.</p> <p>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.</p>
Yes	<p>Displays the holdback in the various accounts in the general ledger (taxes on holdbacks and holdbacks receivable) on posting the invoice.</p> <p>NOTES: This value must be selected when the Standard holdback calculation method is used.</p> <p>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.</p>						
No	<p>Does not display the holdback in the general ledger when posting the invoice.</p> <p>NOTE: At the end of the project, you must create an invoice in the system for the holdbacks.</p>						
Postponed	<p>Does not display the holdback in the general ledger when posting the invoice.</p> <p>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.</p>						

Field	Description
Default Invoice Acceptance Status	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 . <i>NOTE: Only invoices with the Acceptance status set to Yes can be transferred.</i>
(Default Invoice Acceptance Status) For Progress Billings	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 . <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.

a. **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>

b. **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.

Checkbox	Description
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.

c. **Progress Billing Invoicing** Section

Settings	Description						
Billing the contract and change orders separately	<p>This parameter allows the user to specify whether or not to invoice in separate transactions the sale specified in the contract and each of the change orders related to that same contract.</p> <p>Available values:</p> <table> <tr> <td>No</td><td>The progress billing invoice, generated in maestro*, combines the original contract and all invoiced change orders in a single a unique transactions, via the Progress Billing option.</td></tr> <tr> <td>Yes</td><td> <p>Separate invoices are generated for the contract and for every change order. The original contract is billed via the Progress Billing option and the change orders are billed via the Contract Invoicing option. A specific invoice number is assigned to each transaction.</p> <p><i>The Contract Invoicing option can be accessed through the following path: maestro* > Invoicing > Contractual Billing > Processing > Contract Invoicing.</i></p> </td></tr> <tr> <td>Upon Request</td><td>By selecting this value, maestro* will ask the user if the invoice must be combined to the contract and change orders or if everything must be billed separately when saving every progress billing invoice.</td></tr> </table>	No	The progress billing invoice, generated in maestro* , combines the original contract and all invoiced change orders in a single a unique transactions, via the Progress Billing option.	Yes	<p>Separate invoices are generated for the contract and for every change order. The original contract is billed via the Progress Billing option and the change orders are billed via the Contract Invoicing option. A specific invoice number is assigned to each transaction.</p> <p><i>The Contract Invoicing option can be accessed through the following path: maestro* > Invoicing > Contractual Billing > Processing > Contract Invoicing.</i></p>	Upon Request	By selecting this value, maestro* will ask the user if the invoice must be combined to the contract and change orders or if everything must be billed separately when saving every progress billing invoice.
No	The progress billing invoice, generated in maestro* , combines the original contract and all invoiced change orders in a single a unique transactions, via the Progress Billing option.						
Yes	<p>Separate invoices are generated for the contract and for every change order. The original contract is billed via the Progress Billing option and the change orders are billed via the Contract Invoicing option. A specific invoice number is assigned to each transaction.</p> <p><i>The Contract Invoicing option can be accessed through the following path: maestro* > Invoicing > Contractual Billing > Processing > Contract Invoicing.</i></p>						
Upon Request	By selecting this value, maestro* will ask the user if the invoice must be combined to the contract and change orders or if everything must be billed separately when saving every progress billing invoice.						

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

Notes:

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>
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>

Field	Description
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>
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).

¹Une demande de paiement diffère d'une facture en ce sens où une demande de paiement dessert le processus de facturation par bordereau. Elle permet au client d'entrevoir la valeur des travaux et matériaux facturés avant qu'ils ne le soient véritablement, afin d'apporter des modifications au besoin. A 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.

I. 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.

Contenu réutilisé dans :

Chemin d'accès

Commentaire

MAESTRO > Facturation > Maintenance > Contractuelle > **Configurations diverses** (FSCONFIG.PROC.FR/EN)

MWAY > Plans-cours-et-materiel-apprentissage > I0-Factcon > FACTCON01

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.

General Settings

File View Tools

Contractual Billing - Statement of Account

Print Holdback? ☐

Message:

Print if Balance = 0 ☐

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.

I. 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	Complete the settings in the General tab of the Configuration option, in the Contractual Billing module. <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					