



**UNANET AE:
USING ACCOUNTS
RECEIVABLE**

PARTICIPANT GUIDE

Last Revised October 8, 2024

TABLE OF CONTENTS

| | |
|--|----|
| TABLE OF CONTENTS | 2 |
| ABOUT THIS PARTICIPANT GUIDE..... | 5 |
| Symbols Used in this Guide | 5 |
| Unanet University Contact Information | 5 |
| Support Portal..... | 5 |
| COURSE INTRODUCTION | 6 |
| Learning Objectives | 6 |
| Student Training Site..... | 6 |
| LESSON 1: A/R JOURNALS | 7 |
| Learning Objectives | 7 |
| Introduction..... | 7 |
| A/R Configuration | 7 |
| Global Settings | 8 |
| Tour 1.1 – Review Global Settings..... | 11 |
| Activity 1.2 – Modify Global Settings..... | 12 |
| Chart of Accounts..... | 12 |
| Activity 1.3 – Setup A/R and Bank Account | 18 |
| Client Setup for Billing..... | 19 |
| Activity 1.4 – Setup Clients | 24 |
| Project Setup for Billing..... | 25 |
| Activity 1.5 – Setup Project for Billing..... | 29 |
| Sales Entries | 29 |
| Key Concepts..... | 29 |
| Toolbar Options..... | 30 |
| Additional Toolbar Options | 31 |
| Sales Header | 32 |
| Sales Detail | 33 |
| Activity 1.6 – Create a Manual Sales Journal Entry | 34 |
| Batch Entry | 36 |
| Activity 1.7 – Post Invoices Using Batches | 38 |
| PA Bill Review..... | 39 |






| | |
|--|-----------|
| Activity 1.8 – Prep Project to Run Automated Invoicing | 47 |
| Automated Invoicing..... | 47 |
| Activity 1.9 – Automate Sales Journal Entries..... | 52 |
| Project Figures | 52 |
| Activity 1.10 – Run Project Figures Report | 54 |
| Credit Memo | 54 |
| Activity 1.11 – Issue a Credit Memo..... | 54 |
| Invoice Write-Off | 56 |
| Activity 1.12 – Write Off an Invoice | 56 |
| Activity 1.13 – Void and Re-issue an Invoice | 56 |
| Receipts..... | 58 |
| Header Section | 58 |
| Detail Section | 59 |
| Receipt Journal Toolbar | 60 |
| Activity 1.14 – Enter a Manual Receipt | 61 |
| Activity 1.15 – Use Batch Entries in Journals | 62 |
| Activity 1.16 – Automate a Receipt | 63 |
| Client Invoice Wizard | 64 |
| Activity 1.17 – Use the Client Invoice Wizard | 65 |
| Activity 1.18 – Void a Receipt | 66 |
| Check Your Understanding | 67 |
| LESSON 2: A/R TRACKING | 68 |
| Learning Objectives | 68 |
| Overview..... | 68 |
| Applets | 68 |
| Activity 2.1 – Use Applets for A/R Tracking Information..... | 68 |
| Collections | 69 |
| Managing Collections..... | 70 |
| Field Descriptions..... | 71 |
| A/R Collections Grid..... | 72 |
| A/R Collections Tab (Right Pane) | 73 |
| Activity 2.2 – Use the A/R Collections Applet..... | 73 |

| | |
|---|-----------|
| A/R Reports | 74 |
| Key Concepts..... | 74 |
| Report Descriptions..... | 74 |
| Activity 2.3 – Run Accounts Receivable Reports | 75 |
| Check Your Understanding | 77 |
| LESSON 3: RETAINERS | 78 |
| Learning Objectives | 78 |
| Introduction | 78 |
| Retainers | 78 |
| Activity 3.1 – Use the Retainer Wizard for deposits/pre-payments..... | 78 |
| Activity 3.2 – Verify Retainer Balance | 79 |
| Activity 3.3 – Apply Retainers to Invoices | 80 |
| Tour 3.4 – Review the Updated Retainer Details | 80 |
| Check Your Understanding | 81 |
| APPENDIX A: CHECK YOUR UNDERSTANDING ANSWER KEY | 82 |
| Lesson 1: Settings and Permissions | 82 |
| Lesson 2: Project Planning | 83 |
| Lesson 3: Project Management | 84 |
| NEXT STEPS | 85 |
| Course Survey | 85 |
| Certificate of Completion | 85 |

ABOUT THIS PARTICIPANT GUIDE

This document serves as a supplement to the training courses offered through Unanet University at unanetuniversity.com. Participants should use this workbook to complete exercises in the student Unanet system while attending the course. Additionally, participants should record notes and actions for reference when working within their own Unanet system.

Symbols Used in this Guide

| Activity | Demonstration | Important Note | Question | Tour |
|---|---|---|--|---|
|  |  |  |  |  |
| A hands-on practical exercise that will be completed by participants | An instructor-guided detailed review of features or processes | A callout of critical information related to a topic | Assesses participants' understanding of a topic | A high-level review of system features or functionality by the instructor |

Unanet University Contact Information

Send questions to VirtualUU@unanet.com for information about courses, course schedules, enrollments, and certifications. This is a mailbox that is monitored daily.

Support Portal

Use Unanet's Support Portal support.unanet.com to access product reference articles and FAQs. To obtain a Support Portal ID, send an email to support@unanet.com with the subject "Support Portal ID request".

The following conditions must be met to be granted a support account:

- The "from" address must match the domain of your company
- It must NOT be a generic email account (e.g., gmail.com)

COURSE INTRODUCTION

In this course, you will learn about A/R tasks and functionality within Unanet AE, including managing A/R journals, tracking invoices, and using the Retainer Wizard for deposits and pre-payments.

Recommended Roles: **Accountant/Project Accountant**

Learning Objectives

In this course, **Unanet AE**: participants will:

- Explain how to use A/R Journals.
- Summarize how to use A/R tracking.
- Review how to work with retainers.

Student Training Site

A Unanet training system has been specifically created to support this course. The system is configured around a fictional Unanet AE company named Casco & Wilson, Inc. The activities, and accompanying simulations, reference Casco & Wilson, its related internal and external organizations, and business processes.

LESSON 1: A/R JOURNALS

Learning Objectives

Explain how to use A/R Journals.

- Describe the purpose of A/R configuration.
- Recall the Global Settings associated with A/R.
- Summarize how to create sales entries.
- Explain how to use credit memos.
- Describe how to perform an invoice write-off.
- Review the process for recording receipts.

Introduction

A/R journals, or Accounts Receivable journals, are accounting records that document all transactions related to accounts receivable. These journals track the money owed to a business by its customers for goods or services delivered on credit. Key entries in A/R journals typically include:

- Invoice Issuance: Recording the amount billed to customers.
- Customer Payments: Recording payments received from customers against outstanding invoices.
- Credit Memos: Recording reductions in receivables due to returns, allowances, or discounts granted to customers.
- Adjustments: Recording any adjustments to receivables, such as write-offs for bad debts or corrections of billing errors.

Maintaining accurate A/R journals is crucial for effective financial management, as they provide detailed insights into the company's cash flow and the status of outstanding customer payments.

A/R Configuration

A/R configuration involves setting up various parameters and settings related to how accounts receivable transactions are managed within a company's financial system. This configuration often includes defining payment terms, credit limits, customer master data, invoice processing workflows, and integration with other financial modules or systems. Configuring A/R effectively helps streamline the invoicing, billing, and collection processes, ensuring accurate tracking and management of receivables.

Global Settings

The **Global Settings** applet contains all system-wide settings for Unanet AE. There are several fields that need to be addressed to properly setup A/R configuration. For purposes of this course we will focus on fields directly related to A/R and several more general fields used in the activities.

General Tab

The **General** tab contains miscellaneous settings that do not fall under any major category.

- Error G/L Account - Account to be used when an automated process cannot derive a G/L account. A derived account is one where the process asks for a base account and uses relevant employee or project OBS paths to derive a true G/L account. Some processes that include this method are revenue recognition, labor distribution and automated invoicing.

A/R Tab

Settings on the **A/R** tab relate mostly to the Accounts Receivable processes.

The screenshot displays the 'Global Settings' application window with the 'A/R' tab selected. The interface includes a navigation bar with tabs for General, Licensing, A/R, AP, Invoicing, Time and Expense, Single Sign On (SSO), Electronic Signature, Currency, Labels, Project Admin, Taxes and Surcharges, Auto Codes, Document Management, and Multi-Company. The main content area is divided into several sections:

- Overpayments:** Includes dropdowns for 'Type' (set to 'Invoice Date') and 'Label' (set to 'Over Payment').
- Default Bill Review Report:** Contains dropdowns for 'PM Bill Review' and 'PA Bill Review', both set to 'Bill Review'.
- Aging Periods:** Features a 'Number of Periods' dropdown set to '4' and a 'Days Old' section with five periods: 1st (30), 2nd (60), 3rd (90), 4th (120), and 5th (blank).
- Percent Complete Calculation Default Formula:** A dropdown set to 'Current Labor WIP+Billed %' with a 'Manage Formulas' link below it.
- PA / PM Bill Review Settings:** Includes an 'Include:' section with checkboxes for 'Never Bill', 'Write Off', and 'ICC WIP', all of which are currently unchecked. There is also a 'Show help for Bill Review' link.
- Receipt Wizard Breakdowns:** Contains two checked checkboxes: 'Breakdown Receipts To WBS' and 'Breakdown Receipts To Revenue Type'.
- Auto-Assign PM Reviewed Bills:** A checked checkbox.
- Bill Review Completion Settings:** A dropdown menu set to 'None'.

Field Descriptions

Overpayments

- Type - Determines how over-payments are aged on Receivable reporting.
Options are:
 - Keep in Current
 - Last Check Date
 - Invoice Date
- Label - Label to print in Accounts Receivable reporting for overpayments.

Aging Periods

- Number of Periods - Number of aging periods to appear on Accounts Receivable reporting. Up to five periods can be specified. The system automatically adds a final period that is all transactions older than the final period specified.
- 1st Period - Maximum number of days old for an invoice to fall into this period. The calculated minimum is automatically zero.
- 2nd Period - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 1st Period.
- 3rd Period - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 2nd Period.
- 4th Period - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 3rd Period.
- 5th Period - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 4th Period.

Receipt Wizard Breakdowns

- Breakdown Receipts to WBS - Controls whether or not the receipt wizard will break down receipts to levels below the project (top node) level.
- Breakdown Receipts to Revenue Type - Controls whether or not the receipt wizard will break down receipts to the revenue type. Revenue Types include the following:
 - F - Fixed Fee
 - L - Labor
 - O - Other Direct Charges
 - C - Out of Contract Consultants
 - I - In Contract Consultants
 - R - Retainer
 - G - Retainage
 - B - Bad Debt

Default Bill Review Report

- PM Bill Review - Selects the default Bill Review report that is accessed by clicking Bill Review Report on the toolbar in PM Bill Review.

- PA Bill Review - Selects the default Bill Review report that is accessed by clicking Bill Review Report on the toolbar in PA Bill Review.

Percent Complete Calculation Default Formula

- Dropdown Box - Gives you a list of Percent Complete Formulas that have been created using the Manage Formulas link.
- Manage Formula - When clicked, you will get the **Percent Complete Formulas** popup. The **Percent Complete Calculation Formula** box allows you to define formulas that can be used to calculate Percent Complete numbers in PA Bill review. The available columns are listed in the **Available Fields** column. A sample formula is provided in the popup but note that column names need to be enclosed with []. An example of a formula for calculating the percent complete based on labor effort is: [LaborEffort]/[LaborFixedFee]

PA/PM Bill Review Settings

- Never Bill - When selected, Never Bill (N) charges will appear in PA/PM billing review. They will also show up in the system Bill Review reports.
- Write Off - When selected, Write Off (W) charges will appear in PA/PM billing review. They will also show up in the system Bill Review reports.
- ICC WIP - When selected, ICC WIP charges will appear in PA/PM billing review. They will also show up in the system Bill Review reports.

Invoicing Tab

The settings on this tab relate to the automated invoicing process.

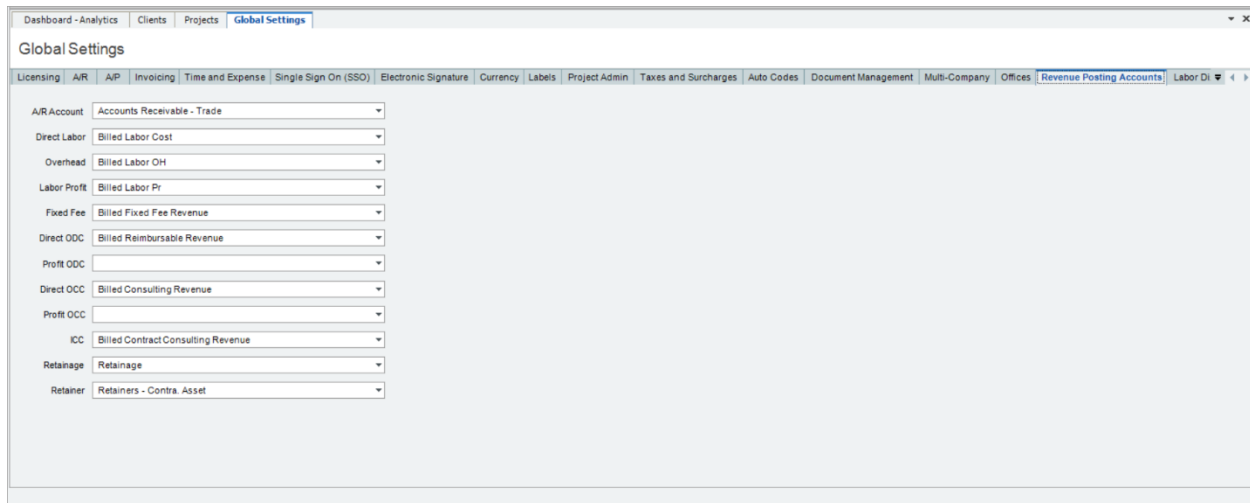
Field Descriptions

Additional Settings

- Convert Holds to Ready to Bill after invoicing post - When checked, all transactions flagged as Hold will be changed to Ready-to-Bill after the invoice has been posted.

Revenue Posting Accounts

The **Revenue Posting Accounts** tab controls the default Revenue Posting Accounts used in Automated Invoicing. These accounts can be overridden in **Automated Invoicing > Posting** tab and when using Invoice Posting Groups.



Global Settings

Licensing | AR | AP | Invoicing | Time and Expense | Single Sign On (SSO) | Electronic Signature | Currency | Labels | Project Admin | Taxes and Surcharges | Auto Codes | Document Management | Multi-Company | Offices | Revenue Posting Accounts | Labor Di

A/R Account: Accounts Receivable - Trade

Direct Labor: Billed Labor Cost

Overhead: Billed Labor OH

Labor Profit: Billed Labor Pr

Fixed Fee: Billed Fixed Fee Revenue

Direct ODC: Billed Reimbursable Revenue

Profit ODC:

Direct OCC: Billed Consulting Revenue

Profit OCC:

ICC: Billed Contract Consulting Revenue

Retainage: Retainage

Retainer: Retainers - Contra. Asset

Field Descriptions

- A/R Account – A/R account to process.
- Direct Labor - The base account to which the base amount for hourly labor is posted.
- Overhead - Base account to which the DPE plus OH amount for hourly labor is posted. If not supplied, direct labor is used.
- Labor Profit - Base account to which the profit portion for hourly labor is posted. If not supplied, direct labor is used.
- Fixed Fee - Base account to which fixed fee is posted. If not supplied, direct labor is used.
- Direct ODC - Base account to which non-marked up portion of ODC expense is posted.
- Profit ODC - Base account to which marked-up portion of ODC expense is posted. If not supplied, direct account is used.
- Direct OCC - Base account to which non-marked up portion of OCC expense is posted.
- Profit OCC - Base account to which marked-up portion of OCC expense is posted. If not supplied, direct account is used.
- ICC - Base account to which ICC portion of fixed fee is posted.
- Retainage - Base account to use for retainage.
- Retainer - Base account to use for retainers.



Tour 1.1 – Review Global Settings

Watch this video overview of the Global Settings related to A/R.



Activity 1.2 – Modify Global Settings

In this activity, you will update one of the Global settings related to A/R to prepare for additional activities.

Activity Steps

1. Navigate to **Administration > Global Settings**. The **Global Settings** applet opens.
2. Select the **Invoicing** tab.
3. Select the **Convert Holds to Ready to Bill after Invoicing Post** check box.
4. Select the **Save** button.

Chart of Accounts

Bank accounts need to be set up in the Chart of Accounts to record when cash is deposited and withdrawn. Once set up correctly, they are applied in the Receipt and Disbursement journals.

Description

The Chart of Accounts is a list of all financial accounts. It includes a unique number for each account that makes it easy to locate a specific account in each ledger. The Chart of Accounts represents the allowable G/L accounts. An allowable G/L account can be comprised of two parts - a base account and possibly an organization path. Base accounts can be attached to any org path or to no org path.

Base accounts also contain properties that interact with project management and accounting processes.

Note: This is where the integration of accounting and project management is established.

Toolbar

The Unanet AE Toolbar is dynamically built in accordance with the active applet on the screen.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Print All Accounts - Runs the Chart of Accounts List Report.

Header

The Chart of Accounts header is the top part of the applet screen that is visible when first going to the **Chart of Accounts** applet.

Chart Of Accounts*

ChartOfAccounts

Code [Re-Code](#) Description

Name Active

Can Be Used Without Org. Units

Field Descriptions

- Code - Account Base Code. A unique number for each account.
- Re-Code - The Re-Code link allows the user to change the code for an existing General Ledger account. It prevents the accidental changing of an account code. Clicking this link will open the account Code field, making it editable. To re-code, enter the account's new identification code and click Save. The account code will then be changed here and on all related entries and transactions throughout the system.
- Name - Account Base Name.
- Description - Description of the loaded Base Account.
- Active - When checked, base account is active.
- Can Be Used without Org. Units - When checked, the base account does not require an organizational unit to form a valid General Ledger account.

Properties Tab

The **Properties** tab manages the properties of the G/L Accounts. Unanet AE categorizes project management amounts through the Chart of Accounts. It accomplishes this by using two major properties assigned at the account level. These two properties are Metrics and Project Management Types (PM Types).

Chart Of Accounts*

ChartOfAccounts

Code [Re-Code](#) Description

Name Active

Can Be Used Without Org. Units

Properties | Account Associations | Balances | FS Groups

Financial Type

Register Type
 Debit
 Credit

Account Type
 Subledger Account

 Other
 Metric Type

Settings
 Can Consolidate
 Print Detail in GL
 Is 1099
 Is Sub-Contractor

Cost Type
 PM Type
 Revenue Type

Field Descriptions

Financial Type

- Choices of financial types include Asset, Liability Capital, Income, and Expense.
Note: Income and Expense accounts will be zeroed out to Retained Earnings when the EOY (end of year) posting is run.

Account Type

- Subledger Account - Choices include Bank, Accounts Receivable, Accounts Payable, and Employee Reimbursable.
- Other - When selected, the account is not a subledger account.
- Metric Type - Determines what metric type the account represents for project related transactions. Choices are Cost, Billed Revenue, Work in Progress, Bad Debt, Late Fee, Retainer, Retainage, Unbilled Revenue, Other Revenue, Intercompany Revenue, and Intercompany Expense.
- Cost Type - Cost type is available only when the metric type is cost. Choices include Direct and Indirect.
- PM Type - Project Management Type is available when the metric type is one of the following: Cost, Billed, Unbilled, or WIP. Those four metric types are then subdivided into Labor, ODC, ICC, and OCC.
- Revenue Type - Only available when the metric type is Billed Revenue. The Revenue Type splits revenue between its cost component and the marked-up component. Revenue Type is needed to calculate Billed-to-Date at some value, other than the marked-up amount, and compare to a capped figure in a Not-to-Exceed type invoice. Otherwise, select the first option Direct. In the case of Non-Labor Revenue, there are two choices: Direct and Markup. In the case of Labor Revenue, there are four choices: Direct, DPE + Overhead, Profit, and Fixed Fee.

Register Type

- Register Type (radio button) - The choices are Debit and Credit and the default setting is based on the financial type selected. The Register Type represents the normal balance state of the account. The default is changed only in a few cases, such as a contra account.

This Register Type affects only the sign in Financial Statements. Unanet AE stores debits as positive (+) values and credits as negative (-) values. Setting the Register Type to credit informs Financial Statements to reverse the sign.

Settings

- Can Consolidate - When checked, the All Org Units for this base account will be merged if Consolidate is chosen when printing a G/L Report.

- Print Detail In G/L - When checked, this account will print transaction detail when printing a detailed G/L report.
- Is 1099 - Flag indicating whether charges to this account are considered for Form 1099. This is an optional feature as Form 1099 can be run to consider all payments to a vendor despite this flag.
- Is Sub-Contractor - Indicates that this is a subcontractor cost account. Available only when the metric type is Cost and the PM type is Labor. It is used for labor distributions. Subcontractors differ from other consultants because they enter timesheets like an employee.

Account Associations Tab

The **Account Associations** tab manages the associations made between base accounts and org paths. The grid shows every available org path that has been established, plus one row (the top row) to allow for base codes that have no association to an org unit. EFT can also be configured here.

Chart Of Accounts*

ChartOfAccounts

Code [Re-Code](#) Description **Active**

Name Can Be Used Without Org. Units

Properties **Account Associations** Balances FS Groups

| | Use | Active | Level | Code | Name | Org. Path | G/L Name Override |
|---|-------------------------------------|-------------------------------------|-------|--------------|----------------|------------------------------|-------------------|
| 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | No Org. Unit | No Org. Unit | No Org. Unit | |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | ADM | Administration | ADM | |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | ARC | Architecture | ARC | |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | ENG | Engineering | ENG | |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | 1 | SUR | Survey | SUR | |

Show Row Filter

Check Level 1

Uncheck Level 1

Check All

Clear All

Check Visible

Uncheck Visible

Field Descriptions

Account Associations Grid

- Use - When checked, the account is associated with the org. path. Multiple rows can be set at once by using the various options at the right of the grid. By default, the first row automatically is checked when a new base account is added.
- Active - When checked, the Org. Path is Active.
- Level - Denotes the level in the Org. Unit tree.
- Code - Code of the Org. Unit.
- Name - Name of the Org. Unit.
- Org. Path - Path of the Org. Unit.

- Currency - Enabled with Multi-Currency Setup. The designated currency defines transactional currency where the account is used. Designated currency utilized by the selected employee pay history. This designation determines the transactional currency of the employee's timesheets and (therefore) the evaluation of available Rate Schedule rates for time entered.
- G/L Name Override - This is used to vary the account name between org paths. It is usually left empty; however, in cases such as a bank account where the user wants to use the same base code for the main bank in two different offices but display the official name of the bank (e.g., Chase or Chemical), the G/L name override is used.
- Next Control Number - A Next Control Number column will appear in the grid in the case of a bank account or A/R account. The next check number or next invoice number (when invoicing by A/R account) will be established here. This will show when the Incrementing Method is set to A/R Account in **Global Settings at Administration > Global. Settings > Invoicing** tab.
- EFT - When the Financial Type of the account is Bank, you will get this column and the Bank Info button.

Selection Options (At top right)

- Show Row Filter - Enables the column row filters.
- Check Level - Checks all org paths with the Level specified at the right.
- Uncheck Level - Unchecks all org paths with the Level specified at the right.
- Check All - Checks all org paths.
- Clear All - Unchecks all org paths.
- Check Visible - Checks only those org paths that are visible.
- Uncheck Visible - Unchecks only those org paths that are visible.

Balances Tab

The **Balances** tab is a quick reference for finding account balances.

The screenshot shows the 'Chart of Accounts' window with the 'Balances' tab selected. The window title is 'Chart Of Accounts*'. Below the title bar, there is a search field and a 'Re-Code' link. The main area contains a 'Code' field with a 'Re-Code' link, a 'Name' field, and a 'Description' field. On the right side, there are two checkboxes: 'Active' (checked) and 'Can Be Used Without Org. Units' (checked). Below these fields, there are tabs for 'Properties', 'Account Associations', 'Balances', and 'FS Groups'. Under the 'Balances' tab, there is a 'Balances Last Calculated On:' section with a 'Re-Calculate' button. Below that, there is a 'Show All Org. Units' checkbox, a 'Fiscal Year' dropdown menu, and radio buttons for 'Cash' (selected) and 'Accrual'. A refresh icon is located in the bottom right corner of the main area.

Field Descriptions

- Re-Calculate - G/L Balances are calculated when certain reports are run in Unanet AE. They can be manually recalculated here. Balances that are shown are through whatever the last Calculate date on this tab shows.
- Show all Org. Units - When unchecked, the G/L Budgets are consolidated.
- Fiscal Year - Dropdown where you select the fiscal year of the G/L Budgets.
- Cash/Accrual (radio button) - Balances are available in both cash and accrual depending on this selection.
- Refresh icon - Refreshes the G/L Budgets.

G/L Balances Grid

- Prev. Bal. Fwd. - Shows the prior Balance Forward amount from the Previous Fiscal Year.
- Period (# columns) - Show the Balances for the specified period within the selected Fiscal Year.
- New Bal. Fwd. - Shows the ending Balance Forward amount for the Current Fiscal Year.

FS Groups Tab

The **FS Groups** tab gives the user the ability to group G/L Accounts when designing Financial Statements. FS Groups are defined in **Administration > List Management > FS Group 1, FS Group 2, FS Group 3, FS Group 4**, assigned to G/L Accounts here, and leveraged when designing Financial Statements that use a Filter Range.

Chart Of Accounts*

ChartOfAccounts

Code [Re-Code](#) Description **Active**

Name Can Be Used Without Org. Units

Properties Account Associations Balances **FS Groups**

FS Group 1 x

FS Group 2 x

FS Group 3 x

FS Group 4 x



Activity 1.3 – Setup A/R and Bank Account

In this activity, you will set up the chart of account records for the A/R account and a cash account.

Activity Steps

Part 1: Add the cash account

1. Navigate to **General Accounting > Chart of Accounts**. The **Chart of Accounts** applet opens.
2. Type *1006* in the **Code** field.
3. Type *Cash – Wells Fargo* in the **Name** field.
4. Select **Asset** in the **Financial Type** field.
5. Verify the **Debit** radio button is selected.
6. Select the **Subledger Account** radio button.
7. Select **Bank** in the **Subledger Account** field.
8. Select the **Can Consolidate** check box.
9. Select the **Account Associations** tab.
10. Select the following check boxes:
 - Use - ADM line
 - Active - ADM line
 - Use – ARC line
 - Active – ARC line
 - Use – ENG line
 - Active – ENG line
 - Use – SUR
 - Active - SUR
11. Select the **Save** button.
12. Select the **Properties** tab.

Part 2: Add the accounts receivable account

1. Select the **New** button.
2. Type *1105* in the **Code** field.
3. Type *Accounts Receivable* in the **Name** field.
4. Select **Asset** in the **Financial Type** field.
5. Verify the **Debit** radio button is selected.
6. Select the **Subledger Account** radio button.
7. Select **Accounts Receivable** in the **Subledger Account** field.
8. Select the **Can Consolidate** check box.
9. Select the **Account Associations** tab.
10. Select the following check boxes:
 - Use - ADM line
 - Active - ADM line

- Use – ARC line
- Active – ARC line
- Use – ENG line
- Active – ENG line
- Use – SUR
- Active - SUR

11. Select the **Save** button.

Client Setup for Billing

A Client is a person or business that receives professional services from a company. Generally, when the Client receives goods and/or professional services it will also receive an invoice.

Navigate to **Accounts Receivable > Clients**.

Key Concepts

Like Vendors, Clients (and Prospects) are considered firms in Unanet AE. When a Client is added, it can later be flagged to act as a vendor. The opposite is also true.

Prospects are firms that are prospective Clients. Once they become Clients, they are no longer prospects. Clients are required for billable projects.

Clients Header

Clients are Firms that you are doing work for. Clients are required for billable projects. You typically will be sending them an invoice (AR).

Note: Like Vendors, Clients are also firms. If the Client you want to set up already exists (as a vendor, or prospect) simply recall the firm to the screen and click **Save**. This will establish it as a Client.

Field Descriptions

- Code - User-entered Client Identification Code. Each Client must have a unique code. Required.
 - Re-Code - The re-code link allows the user to change the code for an existing client firm. The link is required in order to prevent the accidental changing of a client code. Clicking this link will open the client Code field, making it editable. To re-code, enter the new code to change the client's identification and click Save. This will change the client code here and on all related entries and transactions throughout the system.

- Name - Client Name. Required.
- Active - When checked, designates that this is an active client and available for transactions and assignments.
- Web Site - Clients Web Site.
- Parent Firm - Parent firm code. Firms can have parents. Only two levels are supported in the current version. This allows for the association of firms (especially for roll-up purposes) and is exposed in areas of the program such as the AR and AP sub-ledgers and Client Queries.
- Prospect - When checked, designates this is a prospect, rather than a billable client.

General Tab

The **General** tab holds key information for each Client.

Dashboard - Analytics **Clients**

enter client code...

Code [re-code](#) Web Site

Name Parent Firm

Active Prospect

General | General Note | Addresses | Billing | Contacts | Projects | Opportunities | Recent | A/R History | Notes | Warnings | Documents | Payments | Custom Fields

Bill To

Attention

Office

Street 1

Street 2

Street 3

Street 4

City

State

Zip

Country

Phone

Fax

Client Type / Specialty

Type

Specialty

Internal Contacts

Main Contact

Comments

Sales Contact

Comments

Marketing Contact

Comments

Other Contact

Comments

Field Descriptions

Bill To

- Note - This is the Bill To address. The Bill To address can print on invoices, statements, and Accounts Receivable reports. It can be overridden on the project at **Project Administration > Projects > Billing tab > Bill To Address**.
- Attention - Bill To Attention. Can be selected from a list of contacts or typed in manually.

- Office - Dropdown list of addresses that are located on the Addresses tab.
- Street 1 - Address line 1.
- Street 2 - Address line 2.
- Street 3 - Address line 3.
- Street 4 - Address line 4.
- City - City.
- State - State.
- Zip - Zip Code.
- State - State.
- Country - Country.
- Phone - Telephone number.
- Fax - Fax number.

Client Type/Specialty

- Type - Type of Client. A User-Defined Field. The Type list is managed under **Administration > List Management > Client Types**.
- Specialty - The specialty area of the Client. A User-Defined Field. The Specialty list is managed under **Administration > List Management > Client Specialties**.

Internal Contacts

- Main Contact - Employee who acts as main contact for this Client.
- Comments - Note for main contact.
- Sales Contact - Employee who acts as sales contact for this Client.
- Comments - Note for sales contact.
- Marketing Contact - Employee who acts as marketing contact for this Client.
- Comments - Note for marketing contact.
- Other Contact - Employee who acts as a miscellaneous contact for this Client.
- Comments - Note for contact.

Addresses Tab

The **Addresses** tab contains the addresses of the selected firm.

Dashboard - Analytics Clients

enter client code...

Code re-code Web Site

Name Parent Firm

Active Prospect

General General Note Addresses Billing Contacts Projects Opportunities Recent A/R History Notes Warnings Documents Payments Custom Fields

| | Name | Street 1 | Street 2 | Street 3 | Street 4 | City | State | Zip | Country | Phone |
|---|----------------------|----------|----------|----------|----------|------|-------|-----|---------|-------|
| * | ...Enter New Line... | | | | | | | | | |

Field Descriptions

- Name - Named address. Not available for employee contacts.
- Street 1 - Address line 1.
- Street 2 - Address line 2.
- Street 3 - Address line 3.
- Street 4 - Address line 4.
- City - City.
- State - State.
- Zip - Zip Code.
- State - State.
- Country - Country.
- Phone - Telephone number.
- Fax - Fax number.
- Latitude - Latitude of address.
- Longitude - Longitude of address.
- Copy to Clipboard - Copies address to the clipboard of the local workstation (only seen in Address Editor).
- Geocode - When clicked, the Latitude and Longitude are filled in with the location of the Main Address. This can be used in the Map Viewer applet (only seen in Address Editor).

Note 1: Clicking the edit pencil icon will bring up an Address Editor that will make data entry easier.

Note 2: Addresses can be NAMED to categorize them for reuse. For instance, a client can have many offices with an address for each office, as well as associate client contacts with a particular office address. If the information of the NAMED address changes, you can cascade those changes to all associated (linked) addresses in entirety, or only for fields that have a value.

Sometimes addresses have specific uses, as in the case of Bill To, Pay To, and Remit To addresses. These can be unassociated addresses or linked addresses. Typically,

they will be linked addresses, which means they must first be entered as a named address, prior to referencing them as a Bill To, Pay To, or Remit To.

Billing Tab

The **Billing** tab contains the billing information for the selected client.

The screenshot shows a web application interface for managing clients. The 'Clients' tab is active, and the 'Billing' sub-tab is selected. The form contains the following fields and sections:

- Code:** Text input field with a 're-code' link.
- Name:** Text input field.
- Web Site:** Text input field.
- Parent Firm:** Text input field with a search icon.
- Active:** Checked checkbox.
- Prospect:** Unchecked checkbox.
- Main Email:** Section with an 'Email Address' text input field.
- Payment Terms:** Section with a 'Type' dropdown menu and a 'Net Days' spinner field set to 0.
- Late Charges:** Section with a 'Type' dropdown menu and an 'Amount' text input field set to \$0.00.
- Invoicing / PO:** Section with a 'Next Inv. Number' text input field set to 0 and a 'Client PO Number' text input field.

Field Descriptions

Main Email

- Email Address - Main email address of the Client.

Payment Terms

- Type - Payment Type. A User-Defined Field. The Type list is managed under **Administration > List Management > Billing Terms**. This information can be overridden on the project.
- Net Days - When a Sales Journal entry is made, this value is added to the invoice date to determine the due date. This information can be overridden on the project.

Late Charges

- Type - Type of late charge. Choices are a one time add-on amount and a percentage of total invoice. Late charges can be shown as a calculated amount on AR reports but are not automatically booked to the General Ledger.
- Amount - Late charge amount. Either a flat amount or percentage, depending on type.

Invoicing/PO

- Next Inv. Number - Next Invoice Number is active when invoice incrementing in Global Settings is set to By Client. The Global Setting is located at **Administration > Global Settings > Invoicing tab > Invoice Numbering**.
- Client PO Number - Client Purchase Order Number. Available in Invoice Design.

A/R History Tab

The **A/R History** tab is used for quick lookup of accounts receivable transactions.

The screenshot shows the 'Clients' applet with the 'A/R History' tab selected. The 'Options' section has 'Open Only' and 'Combine Accounts' checked. The 'History' section is empty.

Field Descriptions

Options

- Open Only - Shows only invoices with a non-zero balance.
- Combine Accounts - When checked, the system will show the A/R account and balances will be calculated with respect to the A/R account. If you do not have more than one A/R account this option has no effect.

Note: The grid includes the Transaction ID, Journal, A/R Account, Invoice No., Invoice Date, Due Date, Check No., Check Date, Amount, Days Old, and Comments.



Activity 1.4 – Setup Clients

In this activity, you will modify some settings on an existing client to prepare for billing.

Activity Steps

1. Navigate to **Accounts Receivable > Clients**. The **Clients** applet opens.
2. Type *Back Cove* in the **Search** field (upper right).
3. Press **Enter**.
4. Select the **Addresses** tab.

5. Select the **Edit** icon (pencil) for the second line. The **Address Editor** window opens.
6. Type *Billing* in the **Name** field.
7. Type *1414 Mockingbird Lane* in the **Street 1** field.
8. Type *Portland* in the **City** field.
9. Type *ME* in the **State** field.
10. Type *04224* in the **Zip** field.
11. Select the **Ok** button.
12. Select the **Save** button.
13. Select the **General** tab.
14. Select **Billing** in the **Office** field.
15. Select the **Billing** tab.
16. Select **Net 45** in the **Type** field in the **Payment Terms** section.
17. Type *45* in the **Net Days** field in the **Payment Terms** section.
18. Select the **Save** button.

Project Setup for Billing

Projects are used to manage jobs throughout Unanet AE. The main projects applet is located at **Project Administration > Projects**.

Note: Some tab options will vary according to the level selected - main project or sublevel.

Billing Tab

The **Billing** tab establishes Billing terms, Billing addresses (Remit to & Bill to), Late Charges, Retainer, Retainage, and Billing groups/Invoicing.

Field Descriptions

Billing Terms

- Term Type - Billing (Payment) terms of this project. This is a user defined field and is informational only. The Term Type list is managed under **Administration > List Management > Billing Terms**.
- Net Days - Number of days added to the invoice date (Sales Journal) to calculate the due date (Sales Journal).

Remit-To-Address

- Office - Company office, set up at **Administration > Global Settings > Offices** tab, where payments should be sent. Appears on system invoice designs as the Remit to Address.
- Attention - Attention line for remit to address. Appears on system invoice designs as the Attention item.

Retainage

A portion of the agreed upon contract that is deliberately withheld until the work is substantially complete to assure that the client will satisfy its obligations and complete a construction project.

- Max - Maximum amount of retainage to be withheld.
- Percentage - Percentage of labor revenue to withhold as retainage.

Retainage Inclusions

- Hourly - Labor charged against this project is included in the retainage amount.
- Fixed Fee - Fixed Fee Billings against this project are included in the retainage amount.
- OCC - Out of Contract Consulting (sub-consultant charges) against this project is included in the retainage amount.
- ODC - Other Direct Charges (expense charges) against this project is included in the retainage amount.

Retainer

- Apply Current Amount - Amount of retainer to be applied on next invoice. When invoiced, this amount is automatically reduced by amount that was applied.

Billing Group

- Group - Billing groups are items that can be used for filtered runs or batches of automated invoices. Billing groups are commonly used as a separate group for each week of a month. You could then assign projects to a group and that way process invoices throughout the month. This is a user defined field. The Billing Group list is managed under **Administration > List Management > Billing Groups**.

Invoicing

- Invoice Email - Billing email address associated with the project. Will be the email used if the emailing functionality in Automated Invoicing is enabled. This field does not default from the Clients applet.
- Main Invoice - Main invoice design assigned to the project.
Note: When **Separate Expense Invoice** check box is selected, this label of this box changes to **Labor Invoice**. At that point an Invoice design must have the Style attribute of Labor Only selected, on the Invoice Design, for the invoice design to show in this drop-down.
- Separate Expense Invoice - When checked, the Expense Invoice cell will activate. This will allow for a project to run an invoice for expenses separately from invoices that include labor and Fixed Fees.
- Expense Invoice - Invoice designs must have the style attribute of Expense Only selected, on the Invoice Design, for the invoice design to show in this drop-down.
- Next Invoice Number - Next Invoice Number is active when invoice incrementing in Global Settings is set to By Project. The Global Setting is located at **Administration > Global Settings > Invoicing tab > Invoice Numbering**.
- Invoice Group - The Invoice Group allows for projects to be invoiced as one invoice. When used, cover sheets can be designed to summarize individual project billings.
- PO Number - When filled out this will override the client PO Number in invoicing.

Late Charge

While late charges can be manually entered into the system and appear on A/R reports, they are not automatically calculated and booked to the General Ledger. The following two fields are part of A/R reports and can be used to customize the reports by the user.

- Type - Designates the type of late charge to be calculated. Choices are Percentage of Balance Due and Flat Amount.
- Amount - The amount of late charge to be added or percentage to calculate. Depends on the Type selected.

Bill-To Address

- Use Client's Bill-To - When checked, no address will appear here in the project set-up, but client's default bill-to address will be used in invoicing.
- Use Custom Bill-To - When checked, an address that is different from the client's default bill-to address can be entered here and used when generating invoices for this project.
 - Use Custom Bill-To Drop-down - After selecting Use Custom Bill-To, select dropdown to fill in the client's default bill-to address. You may then modify it, as needed, for this particular project. For example, you could enter a different contact person while using the rest of the default address for this project's invoices.

Custom Bill-To Address

- Attention - Bill-To Attention. You can type in a custom or use the look-up to select from Firm Contacts.
- Street 1 - Address line 1
- Street 2 - Address line 2
- Street 3 - Address line 3
- Street 4 - Address line 4
- City - City
- State - State
- Zip / Postal - Zip Code
- Country - Country

Invoice Comments

- Invoice Comments - Text that can optionally appear on an invoice, typically on the first page invoice header section. This text will appear and can be edited in the Invoice Comments located in the header of PA Bill Review.



Activity 1.5 – Setup Project for Billing

In this activity, you will modify an existing project to prepare for billing.

Activity Steps

1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Type **20140000** in the **Search** field (upper right).
3. Press **Enter**.
4. Select the **Billing** tab.
5. Select **Net 45** in the **Term Type** field.
6. Type **45** in the **Net Days** field.
7. Type **john.doe@backcove.com** in the **Invoice Email** field.
8. Select **FFLogo** in the **Main Invoice** field.
9. Type **JOHN** in the **PO Number** field.
10. Select the **Save** button.

Sales Entries

The Sales Journal (**Accounts Receivable > Sales Journal**) is where client invoices are entered.

The screenshot shows the 'Sales Journal' window in the Unanet A/E software. The window title is 'Unanet A/E - Casco & Wilson, Inc.'. The interface includes a menu bar (File, Edit, View, Tools, Help) and a toolbar with various icons. The main area is divided into a left-hand navigation pane and a central form area. The navigation pane lists several categories: Accounts Receivable (selected), Accounts Payable, Project Administration, Project Management, Human Resources, Purchasing, Personal, General Accounting, Prospect Management, Utilities, and Administration. The central form area is titled 'Sales Journal' and contains several input fields: 'AR Account' (set to '1100 - Accounts Receivable - Trade'), 'Client', 'Invoice Number', 'G/L Comments', 'Amount' (set to '\$0.00'), 'Invoice Date' (set to '07/25/2024'), 'Due Date' (set to '07/25/2024'), and 'As Of Date'. Below the form is a table with columns: 'Rev. No.', 'Project Path', 'Project Name', 'Exp. Code', 'Exp. Code Name', 'G/L Account', 'Account Name', 'Amount', 'G/L Comments', and 'PM Comments'. The table shows a single entry with a total amount of '\$0.00'.

Key Concepts

- Transactions entered here must be offset against an Accounts Receivable account. This is the header side of the transaction.

- Most transactions in the Sales Journal are entered automatically through Automated Invoicing.
- The Sales Journal makes assumptions on debits and credits. It assumes the detail amount is a credit, so when you enter a positive amount, it is saved behind the scenes as a negative (credit).

Toolbar Options

- New - Creates a new journal transaction.
- Save - Saves the current journal transaction.
- Copy - Copies the current journal transaction to the journal.
- Void - Voids the current journal transaction.
- Delete - Deletes the current journal transaction.
- Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles.
- Batches - When clicked, a batches popup is displayed. Batches are a way for a user to manually input transactions into the system and check them against the batch total. Once all of the transactions are entered, the user can then post all of the transactions within the batch.
- Bookmark - Bookmarks the current journal transaction.
- Bookmarked - Displays a list of bookmarked transactions for quick reference.
- Documents - Attach documents to existing journal entries.
The Documents option contains a visual indicator appended to the option name, as well as the hover text, to enable the user to immediately see how many documents are uploaded.
- Print - Prints the **Journal Single Transaction** report.
- Delivery/Payment - Displays a list of feature options for invoice delivery and payments including sending invoice and reminder emails, viewing invoices online, etc.

Note: Delivery/Payment options are a feature of Invoice Delivery/Payments.

- Queue Delivery - Queues invoice email for delivery.
- Queue Reminder - Queues reminder email for delivery.
- View Invoice Online - Click to view invoice online.
- Refresh Payments Link - Click to invalidate original payments link and replace with a new link.
- Settings - Delivery/Payment override settings.
 - Use Custom Settings - When checked, all overrides are used even blank values, etc.
 - Click Save to retain override settings on the invoice.
 - Email History tab - Review detailed tracking on previously emailed invoices.
- More details can be found under Invoice Delivery/Payments.

Copy Project Leaders on AR Automation Emails

When sending A/R Automation emails, you have the option to copy any or all project leaders (Principal in Charge, Project Manager, Project Accountant) on the email notification for the selected Sales Journal entry.

Use the search box in the upper right corner to select a Sales Journal entry.

- In the toolbar, click **Delivery/Payment > Settings**. Select the **Settings** tab and locate the CC Project Leaders section.
- Select Use Custom Settings, then select the checkboxes for the Project Leaders who will receive the email and Save.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

Menu Bar

- File - Additional options under the File menu.
 - Void - Voids the current Journal Transaction.
- View - Additional options under the View menu.
 - Bookmarked - Allows you to select Bookmarked Transactions.
- Tools - Additional options under the Tools menu.
 - Auto-balancing - Allows user to enable auto-balance for journal entry. Available types of Auto Balance include:
 - Off - Disables this functionality.
 - Top Down - Distributes the remaining Header Amount listed into each new line item.
 - Bottom Up - Enters the sum of the line items into the Journal Header Amount.
 - Change A/R Account - Allows the user to change the Accounts Receivable account for the current posted journal entry.
 - New Entry On Save - If On is selected, a new Journal Entry screen will load when saving another Journal Entry. Otherwise the saved Journal Entry remains loaded on the screen.
 - Linked Transactions - When selected, a popup will display showing all of the transactions that are linked to the Sales Journal that is selected. The bottom left of the popup has a Print icon. (**Report Management > Linked Transaction Report**)
 - Print Icon runs the Linked Transactions report.
 - Batches - When clicked, a batches popup is displayed. Batches are a way for a user to manually input transactions into the system and check them against the batch total. Once all of the transactions are entered, the user can then post all of the transactions within the batch.

- Change Period for Current Revision - This will change the G/L period for the current journal revision.
- Show Unposted - Shows unposted journal entries for a given G/L period.
- Bookmark - Bookmarks the journal entry for future retrieval.
- Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles.

Sales Header

The Sales Journal Header section is referred to as the control side. It contains the common data for a client invoice, A/R Account, and Transaction Amount.

Key Concepts

- The Sales Journal makes assumptions on debits and credits. It assumes the detail amount is a credit, so when you enter a positive amount, it is saved behind the scenes as a negative (credit).
- There are three key fields that uniquely identify a client invoice.
 - The Accounts Receivable Account.
 - The Client.
 - The Invoice Number.

With proper permissions, the client or invoice number can be edited on a previously saved record.

Field Descriptions

- Transaction ID - The unique identification number of this transaction. This displays in the header next to Sales Journal.
- Batch ID - The Batch ID that the selected transaction is a part of.
- A/R Account - The Accounts Receivable G/L account is the control account. It must have a subledger type of Accounts Receivable. AR subledger reports can be printed for an individual or combined account (account indifferent). Required.
- Client - Client for this transaction. Once saved, you need special permission to change. Required.
- Invoice Number - Client invoice number. Once saved, you need special permission to change. Required.
- Bill To Address - Assigned Bill To address for this invoice. Clicking it will generate a list of available addresses, as well as the currently selected one. If button text is red, no address has been assigned.
- G/L Comments - Comments to appear in G/L report. Will show on control side and, if no G/L comment is entered on the line item, it will also print on those as well.
- Amount - Amount of invoice. Must balance to the line entries in the detail section.

- Amount Status - Status of the amount invoiced, statuses include: Paid, Unpaid, or Partial. You can view the associated transaction by clicking the status. The breakout list contains additional links to the actual receipts.
- Invoice Date - Client invoice date.
- Due Date - Automatically calculated by adding net days from the client setup to the invoice date. This is set at **Accounts Receivable > Clients > Billing Tab > Payment Terms** Section. The Due Date can be overridden here.
- As Of Date - The As Of date that was used when running Automated Invoicing.

Sales Detail

The Sales Journal Detail section displays the detail of how the client invoice is distributed to G/L accounts and WBS paths.

Key Concepts

If you are on a new row, F2 duplicates the row from above; otherwise, it copies the row you are on to a new line.

Field Descriptions

- 1 of ? - This shows the version of the journal entry that you are currently viewing. This is enabled by selecting Journals at **Global Settings > General tab > Full Audits**.
- Current Version Period - The G/L Period that the current version of the transaction falls in. A Change Period for Current Revision option is located under Tools in the toolbar, allows you to change the current period.
- Show Audit Trail - When selected, all entries (including reversing entries) will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered. This also displays the Create By, Create Date, Modify By, and Modify Date of the transaction.
- Rev. No. - The number of the revision of the Journal entry. The original entry is 1.
- Project Path - Project the line item is being entered against. Optional.
- Expense Code - Displays the Expense Code of the transaction. Optional.
- G/L Account - Limited to billed and unbilled revenue, WIP, retainage, retainer, bad debt, and late charge accounts as indicated in **General Ledger > Chart of Accounts > Metric Type**.
- Amount - Line item amount. The total must equal the Amount in the Header.
- G/L Comments - General Ledger comments. Will print on G/L reports in place of comments on header of transactions for this line item.
- PM Comments - Project management comments. Appears on project management reports and invoices.

Additional Columns

- Account Name - Name of the G/L Account.
- Exp. Code Name - Name of the Expense Code.
- G/L Org Name - Name of the Organizational Unit associated with the G/L Account used on the line item.
- G/L Period - Period code.
- Is G/L - Flag indicating if entry is to be considered as part of General Ledger. Only set to zero by project management opening entries.
- Project Code - Code of the project the line item is being entered against. While Project Path shows the full WBS path (e.g., 2014000-001), Project Code displays only the code of the assigned WBS node (e.g., 001).
- Project ID - Internal ID of the project associated with the line item.
- Project Name - Project Name of the project associated with the line item.
- SJID - Internal Sales Journal ID.
- SJLineID - Internal ID of the line item.



Activity 1.6 – Create a Manual Sales Journal Entry

In this activity, you will create a manual sales journal entry.

Activity Steps

Part 1: Run the Project Figures Report

1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Type *20140000* in the **Search** field (upper right).
3. Press **Enter**.
4. Select **View > Project Figures**. The **Project Figures** report displays. Leave this report open.

Part 2: Create the sales journal

1. Navigate to **Accounts Receivable > Sales Journal**. The **Sales Journal** applet opens.
2. Verify that **1100 – Accounts Receivable – Trade** displays in the **A/R Account** field.
3. Type *Back Cove* in the **Client** field.
4. Press **Enter**.
5. Type *2024-357* in the **Invoice Number** field.
6. Type *For the period ending 5/31/2024* in the **G/L Comments** field.
7. Select **Tools > Auto Balancing > Bottom Up**.
8. Type *5/31/2024* in the **Invoice Date** field.
9. Type *20140000-001* in the **Project Path** column for the first line. **Note:** To easily move between columns, press **Tab**.
10. Type *4100-ARC* in the **G/L Account** column.

11. Type *11000* in the **Amount** column.
12. Type *20140000-006* in the **Project Path** column for the second line.
13. Type *4001-ARC* in the **G/L Account** column.
14. Type *50000* in the **Amount** column.
15. Select the **Save** button. The **Mark Time & Expenses Billed** window opens.
16. Select the **Save** button. The sales journal is posted.

Part 3: Add time sheets to the sales journal

1. Type *312* in the **Search** field (upper right).
2. Press **Enter**.
3. Select **Tools > Linked Transactions**. The **Sales Journal Links** window opens.
4. Select the **Add New Timesheet Items** link. The **Add Transactions** window opens.
5. Select the **Select All** check box.
6. Select to clear the following check boxes for the following rows:
 - 1
 - 2
 - 3
 - 14
 - 16
 - 17
7. Select the **Ok** button. A confirmation message displays.
8. Select the **Yes** button.
9. Double-click the **Bill Amount** column header to sort the rows. The highest values display at the top.
10. Select the following check boxes for the following rows:
 - 1
 - 2
 - 3
 - 4
 - 5
 - 6
11. Select the **Un-link Selected Timesheet Items** link. A confirmation message displays.
12. Select the **Yes** button. The **Bill Status? Window** opens.
13. Select **Ready to bill** in the **What would you like to make the bill status for the selected transactions?** field.
14. Select the **Ok** button.

Part 4: Add expense sheets to the sales journal

1. Select the **Expenses** tab.

2. Select the **Add New Expense Items** link. The **Add Transactions** window opens.
3. Select the check box for row one.
4. Select the **Ok** button. A confirmation message displays.
5. Select the **Yes** button.

Part 5: Add purchases to the sales journal

1. Select the **Purchases** tab.
2. Select the **Add New Purchase Items** link. The **Add Transactions** window opens.
3. Select the following **check boxes**:
 - ID 86 In-House Printing
 - ID 90 In-House Printing
4. Select the **Ok** button. A confirmation message displays.
5. Select the **Yes** button.
6. Select the **Close** button.

Part 6: Run the Project Figures report

1. Select the **Projects** tab.
2. Select **View > Project Figures**. The **Project Figures** report displays.
3. Navigate to the first **Project Figures** report from part 1.
4. Review the following fields in the **WBS** section:
 - Fixed Fee Labor/Billed
 - Consultant (OCC)/Billed
5. Review the following fields in the **Pre-Design** section:
 - Consultant (OCC)/Billed
6. Review the following fields in the **Construction Admin** section:
 - Fixed Fee Labor/Billed

Batch Entry

Batch Entry allows the user to manually input transactions into the system and check them against the Batch Total. Once all of the transactions are entered, the user can then post all of the transactions within the batch.

Key Concepts & Settings

- Batch entry must be enabled by checking Use Batch Entries in Journals via **Administration > Global Settings > General tab**.
- When enabled, a Batch ID is visible in the top right of supporting journals. There you can assign/edit the batch associated with the transaction.
- Batch entries are available in all journals except for the General Journal (**General Accounting > General Journal**).
- Batches can be created via **Menu > Tools > Batches** or by clicking Batches from the toolbar.

Field Descriptions

Batches Header

- Batch Count - Number of Transactions in the batch that is being added.
- Batch Amount - Dollar amount that is to be used in the batch.
- Add Batch - Adds batch to the Batched Grid.

Batches Top Grid

- Select - Select the batch for approval. By clicking Close Selected Batches, you are Posting the entries.
- Batch ID - When you click Save, the system will then add a batch to the list with a unique batch ID.
- Note - When you add transactions, you can enter a Batch ID. All subsequent new entries will then default to that Batch ID.
- Transaction Count - The Batch Count that was entered before the batch was added to the list.

- Entered Count - The number of the transaction associated with the batch. They are added by selecting the Batch ID in the top right of the journal and clicking Save.
- Batch Amount - The Batch Amount that was entered before the batch was added to the list.
- Entered Amount - The Amount of the transaction associated with the batch. They are added by selecting the Batch ID in the top right of the journal and clicking Save.

Batches Bottom Grid

- Firm Code - The Code of the Firm associated with the transaction.
- Firm Name - The Name of the Firm associated with the transaction.
- Invoice No. - The Invoice/Check No. associated with the transaction.
- Invoice Date - The Invoice/Check Date associated with the transaction.
- Amount - The Amount associated with the transaction.



Activity 1.7 – Post Invoices Using Batches

In this activity, you will post invoices using batches.

Activity Steps

Part 1: Post invoice

1. Navigate to **Accounts Receivable > Sales Journal**. The **Sales Journal** applet opens.
2. Select the **Batches** button. The **Batches** window opens.
3. Verify that **2** displays in the **Batch Count** field.
4. Type *15,000* in the **Batch Amount** field.
5. Select the **Add Batch** button.
6. Select the **Save** button. The Batch ID populates.
7. Select the **Close** button.
8. Select **1** in the **Batch ID** field.
9. Type *Back Cove* in the **Client** field.
10. Press **Enter**.
11. Type *2024-358* in the **Invoice Number** field.
12. Type *Batch Sales Journal Entry* in the **G/L Comments** field.
13. Verify that **Tools > Auto Balancing > Bottom Up** is selected
14. Type *5/31/2024* in the **Invoice Date** field.
15. Type *20130000-001* in the **Project Path** column for the first line.
16. Type *4001-ENG* in the **G/L Account** column.
17. Type *5000* in the **Amount** column.
18. Select the **Save** button. The **Mark Time & Expenses Billed** window opens.
19. Select the **Save** button. The sales journal is posted.

Part 2: Review change

1. Select the **Batches** button. The **Batches** window opens.
2. Verify that **2** displays in the **Batch Count** field. Review the data.
3. Select the **Close** button.

Part 3: Add another record to close out batch

1. Type *Back Cove* in the **Client** field.
2. Press **Enter**.
3. Type *2024-359* in the **Invoice Number** field.
4. Type *Final Batch Sales Journal Entry* in the **G/L Comments** field.
5. Type *5/31/2024* in the **Invoice Date** field.
6. Type *20140001-003* in the **Project Path** column for the first line.
7. Type *4001-ARC* in the **G/L Account** column.
8. Type *10000* in the **Amount** column.
9. Select the **Save** button. The **Mark Time & Expenses Billed** window opens.
10. Select the **Save** button. The sales journal is posted.

Part 4: Review change and close batch

1. Select the **Batches** button. The **Batches** window opens. Review the data
2. Select the **Select** check box for the **1** Batch ID line.
3. Select the **Close Selected Batches** button.
4. Select the **Close** button.

PA Bill Review

Before using Automated Invoicing, PA Bill review must be set up.

Unanet A/E - Casco & Wilson, Inc.

File Reports View Help

Save View Invoice View Previous Invoices Bill Review Report Pre-Bill Report Set Bill Status Move Project Tx Modify Help Template Refresh Start Bill Review - Bulk Assign

Dashboard - Analytics PA Bill Review Projects

PA Bill Review - Invoicing Period: 2023-11

Million Dollar Bridge (FF)

20130000 Has Fixed Fees

City of Portland

Last Invoice Date: 11/5/2023
Last Milestone Billing Date: N/A
Next Milestone Billing Date: N/A

Review Status: Unreviewed View Review History Assigned Reviewer: Do Not Bill

| Path | Name | Ready | Hold | Retainer Balance | Current Retainer |
|----------|------------------------------|--------|--------|------------------|------------------|
| 20130000 | Million Dollar Bridge (FF) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 20140000 | Back Cove Pedestrian Bridge | | | | |
| 20140001 | Sailor's Bay Pier Renovation | | | | |
| 20140002 | Pine Bluff Marina Inspection | | | | |
| 20140003 | Old Port Nautical Supply De | | | | |
| 20200001 | VAR Additional DCN Closure | | | | |
| 20200002 | New Brewery Location (NTE | | | | |
| 20200101 | Morcom Maintenance Facilit | | | | |
| 20200102 | Hans Gruber Menswear | | | | |
| 20200001 | Baseball Stadium | | | | |

Rate Schedule: Standard Bill Rates

Instructions To Biller

Bill CA to 95%

Transactions Fixed Fees

Arrange By: None

As Of: 05/15/2023

Project Leader: Limit To:

Show Only PM Reviewed: Has Fixed Fee: Show Only Assigned To Me: Has WP:

0.00 \$0.00

This applet is used by project accountants to perform time and expense modifications on a project-by-project basis prior to invoicing.

Key Concepts

- Only Project Accountants can access this applet unless the logged-in user has the special permission Can Override Project Accountant Restriction.
- The Project Accountant typically uses this applet after the Project Managers have reviewed their projects through PM Bill Review. However, this is not a requirement.
- Project Accountants have free reign to change any project transactions. They will be able to view the manager's changes.
- Project Accountants are not restricted to the projects they are assigned to.
- Like the PM Bill Review applet, there is a View Invoice option in the toolbar. Unlike the PM Bill Review applet, this does not immediately bring up a draft invoice. Instead, it brings up the Automating Invoice applet for the currently selected project. The accountant can then make changes, view the draft invoice, and then finalize and post the invoice on a project-by-project basis.
- Start Bill Review - Bulk Assign in the toolbar allows the user to begin the Bill Review process and assign reviewers and their respective outstanding projects that are ready to bill simultaneously.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- View - Additional View options
- Columns - Additional columns that can be displayed on the Transactions tab.
- Job Code - Job Title Code.
- Job Name - Job Title Name.
- Reports
- View Invoice - Takes the user to Automated Invoicing where they can view the invoice.
- Bill Review Report - When selected, the system Bill Review report is rendered. This report is managed at **Global Settings > A/R** tab.
- Pre-Bill Report - When selected, the system Pre-Bill Review report is rendered.
- View Invoice - Takes the user to Automated Invoicing where they can view the invoice.
- Bill Review Report - When selected, the system Bill Review report is rendered. This report is managed at **Global Settings >A/R** tab.
- Pre-Bill Report - When selected, the system Pre-Bill Review report is rendered.
- Set Bill Status - Changes the Bill Status of the Transactions. You must first select the transactions that you would like to change the status of, then click the button and select the status.

- Move Project Tx - Moves transactions from the current project to a new destination project. You must first select the transactions that you would like to move, then click the button and select the destination.

PA Bill Review Header

The Header section shows important Project and Billing information.

Field Descriptions

Header

- Current Invoicing period set in **General Accounting >Accounting Periods**.
- Project Name - Name of the Project. You are able to click on this to link to the Projects applet.
Note: If you hover over the question mark icon next to the name, you will see important project information.
- Project Code - Code of the Project.
Note: If you click the exclamation icon next to the code, you will get a Project Note popup. This will save on the General Note tab on the project located at **Projects > General Note** tab.
- Client - Client Name located in the top right of the header.
- Last Invoice Date - Date of the last invoice (Sales Journal) against the selected project.
- Do Not Bill - Informational Only. Used to flag the project as Do Not Bill.
- PM Reviewed - Marked by the PM. Used to inform the Project Accountant that the project has been reviewed.
- Reviewed - Used by the Project Accountant to mark project as reviewed.

Status Box

- Ready - Displays the total amount of transactions as of the given date that have a status of Ready to Bill.
- Hold - Displays the total amount of transactions as of the given date that have a status of Hold.
- Retainer Balance - Remaining balance of the retainer.
- Current Retainer - The current retainer that will be applied in the next billing cycle. This can be added here.
- Never Bill - Displays the total amount of transactions as of the given date that have a status of Never Bill. Enabled at **Global Settings > A/R tab > PA/PM Bill Review Settings**.
- Write-off - Displays the total amount of transactions as of the given date that have a status of Write-off. Enabled at **Global Settings > A/R tab > PA/PM Bill Review Settings**.

- ICC WIP - Displays the total amount of transactions as of the given date that are considered ICC WIP. Enabled at **Global Settings > A/R tab > PA/PM Bill Review Settings**.
- Rate Schedule - Displays the Rate Schedule associated with the project.
- Invoice Comments - These are comments that will show up on the invoice header of the system invoice designs. This can also be modified on the project at **Projects > Billing tab > Invoice Comments**.
- Instructions to Biller - These are internal notes intended for the Project Accountant. As the invoicing period is changed, the comments are saved, however, they are blank for the new period.

Filter Window

The filter window is available to assist in narrowing down your search.

Field Descriptions

Filter Window (Grid)

- Path - Project Path.
- Name - Project Name.

Filter Window (Bottom)

- Quick Filter (Text Box) - A Quick Filter is at the top of the panel. This will filter projects whose path begins with the characters entered.
- As of Date - Used as a cutoff date to limit the transactions that you are reviewing.
- Project Leader - Depending on the selection in the Limit To dropdown, projects that have the selected leader as the Leader type will be returned.
- Limit To - When checked (and the Project Leader dropdown is filled out), only projects where the stated Project Leader is a project manager will be returned.
- Show Only PM Reviewed - When checked, only projects that have the PM Reviewed checkbox selected will be returned.
- Has Fixed Fee - When checked, only projects that have Fixed Fee values will be returned.
- Has WIP - When checked, only projects that have WIP values will be returned.
- Load - When selected, all projects that match the filter criteria will fill into the Filter Window.

Additional Field Descriptions (Column Chooser)

Filter Window Grid

- Client - Client associated with the Project.
- WIP - Total WIP.
- PA Reviewed - Checkbox that displays the PA Reviewed status.
- PM Reviewed - Checkbox that displays the PM Reviewed status.

- Do Not Bill - Checkbox that displays the Do Not Bill status.
- Retainer - Retainer Amount.
- Last Invoice Date - Date of the last invoice (Sales Journal) against the selected project.

Transactions Tab

The Transactions tab is used by project accountants to perform time and expense modifications on a project-by-project basis prior to invoicing.

Key Concepts

- When all adjustments have been made, the project should be marked as reviewed. This helps the Project Accountant (PA) know what has been completed.
- To see transactions for a specific project, click on the project in the Filter Window.
- When selected, the Transactions tab displays the transactions entered against the project.
- The PA can then make bill and journal adjustments.
- Columns in the detail grid can be dragged to change order.

Field Descriptions

Arrange By

- Arrange By - The dropdown allows you to select different ways in which you would like to see the Transaction detail grouped. The options are Journal, Project Path, Bill Status, Transaction Date, and None.

Transactions Grid

- JN - Journal. By clicking the edit pencil icon, you get the Invoice Billing Adjustment popup. This allows you to modify individual transactions.
- Note: When changes are made here, no audit trail entry is made.
- ID - Identification number of the transaction. By clicking the edit pencil icon, you get redirected to the location of the transaction (i.e., Timesheet Adjustments or Journal).
- S - Bill Status. This shows the Bill Status of the transaction.
- Project Path - Project Path of the transaction.
- Name - Name of the Project Manager assigned to the project.
- Labor/Exp. Code - Displays the Labor Code for Labor and Expense Code for Expenses.
- Transaction Date - Date of the Transaction.
- Bill Rate/MU - Displays the Bill Rate for Labor and the Marked-Up rate for Expenses.

- Units/Hrs - Displays the Hours for Labor and Units for Expenses.
- Amount - Amount of the Transaction.
- Time/Expense Comments - Displays the PM Comments entered on the transaction.
- Instructions To Biller - These are internal notes intended for the Project Accountant. As the invoicing period is changed, the comments are saved. However, they are blank for the new period.
- ICC Amount - ICC Effort Amount. Enabled at **Global Settings > A/R tab > PA/PM Bill Review Settings**.
- Never Bill - Never Bill Amount. Enabled at **Global Settings > A/R tab > PA/PM Bill Review Settings**.
- Writeoff - Writeoff Amount. Enabled at **Global Settings > A/R tab > PA/PM Bill Review Settings**.

Additional Field Descriptions (Column Chooser)

Transactions Grid

- Project Name - Name of the Project.
- Project Long Name - Name of the project including the concatenation of the lower nodes of the project.
- Job Code - Job Title Code.
- Job Name - Job Title Name.
- Labor/Exp. Name - Displays the Labor Name for Labor and Expense Name for Expenses.
- OT - Overtime.

Fixed Fees Tab

The Fixed Fees tab is used by PA to perform fixed fee modifications on a project-by-project basis prior to invoicing.

Key Concepts

To see Fixed Fee items for a specific project, click the project in the Filter Window. Columns in the detail grid can be dragged to change order.

Field Descriptions

PC Formula

- Percent Complete Formula - The dropdown contains predefined formulas managed in **Global Settings > A/R tab > Percent Complete Calculation Default Formula**.
- Calculate All - When selected, the Calculate All button will calculate the percent complete for all contract WBS nodes. The Calculate All button will calculate percent complete for the WBS node on the given line.

- Allow Percent Complete Below Previous Value - When not selected, the checkbox will prevent the calculated percent complete from going below the previously recorded percent complete.

Fixed Fees Grid

- Project Path - Project Path.
- Project Name - Project Name.
- Contract Amount - This is the amount entered in the Contract Levels/Caps area within the project being viewed.
- Effort - This is total effort to date.
- Billed - This is Fixed Fee + ICC Billed Revenue.
- BTD% - Billed to Date Percentage.
- Current Amt. - This is the calculated revenue to bill based on contract X percent complete less previously billed.
- Prior % Complete - The previous percent complete amount. Note: When the Current % Complete amount has been saved, it becomes the Previous % Complete number.
- Current % Complete - The current percent complete amount that is being billed.
- Current ICC to Apply - The current ICC amount to be applied to this billing transaction.
- ICC Contract Amount - ICC Contract amount entered in the Contract Levels/Caps area within the project being viewed.
- Lump Sum - Current Lump Sum amount to be billed.
- Calc PC - Runs the PC Formula on the individual line item.
- Fixed Fee Notes - Internal notes associated with the Fixed Fee.
- Invoice Description - Invoice Description notes associated with the contract level of the project.

Additional Field Descriptions (Column Chooser)

Fixed Fees Grid

- Project Long Name - Name of the project including the concatenation of the lower nodes of the project.
- Labor Budget - Labor Budget amount entered through Project Planning.
- ODC Budget - Other Direct Charges Budget amount entered through Project Planning.
- ICC Budget - In-Contract Consultants Budget amount entered through Project Planning.
- OCC Budget - Out-of-Contract Consultants Budget amount entered through Project Planning.
- Total Budget - All Budget amounts entered through Project Planning.
- Labor Effort - Labor Effort against the contract level.
- ODC Effort - Other Direct Charges Effort against the contract level.

- ICC Effort - In-Contract Consultants Effort against the contract level.
- OCC Effort - Out-of-Contract Consultants Effort against the contract level.
- Labor Contract - Labor Contact Cap.
- ODC Contract - Other Direct Charges Contact Cap.
- OCC Contract - Out-of-Contract Consultants Contact Cap.
- Fixed Fee Billed - Fixed Fee Billed Revenue.
- Labor Billed - Labor Billed Revenue.
- ODC Billed - Other Direct Charges Billed Revenue.
- ICC Billed - In-Contract Consultants Billed Revenue.
- OCC Billed - Out-of-Contract Consultants Billed Revenue.
- Labor WIP - Labor Work in Progress.
- ODC WIP - Other Direct Charges Work in Progress.
- ICC WIP - In-Contract Consultants Work in Progress.
- OCC WIP - Out-of-Contract Consultants Work in Progress.
- Total WIP - Total Work in Progress.

Invoice Billing Adjustment Popup

The Invoice Billing Adjustment popup allows you to modify individual transactions in PA Bill Review. There are different options for labor and non-labor transactions.

Field Descriptions

Labor Transactions

- Bill Status - Bill Status of the Transaction.
- Job Title - Job Title of the Transaction.
- Bill Hrs - Bill Hours of the Transaction.
- Labor Code - Labor Code of the Transaction.
- Location - Location of the Transaction.
- PM Comment - Comment.
- Base Regular Rate - Regular Pay rate.
- Premium Multiplier - Overtime multiplier.
- Premium Rate - Overtime rate.
- Bill Rate - Bill (Effort) rate.
- Bill DPE Multiplier - Direct Personnel Expense Multiplier.
- Bill Overhead Multiplier - Overhead Multiplier.
- Bill Profit Multiplier - Profit Multiplier.
- Re-Calc Rates - When selected, the transaction will recalculate on Save to adjust rates. When not selected, you are able to specify the rates that you would like the transaction to reflect.

Non-Labor Transactions

- Bill Status - Bill Status of the Transaction.

- Markup Type - Markup Type of Expense. Options are Markup, Flat Amount, and Add-on.
- Markup Amount - Markup Amount of the Expense.
- PM Comments - Comment.



Activity 1.8 – Prep Project to Run Automated Invoicing

In this activity, you will prep projects to run automated invoicing.

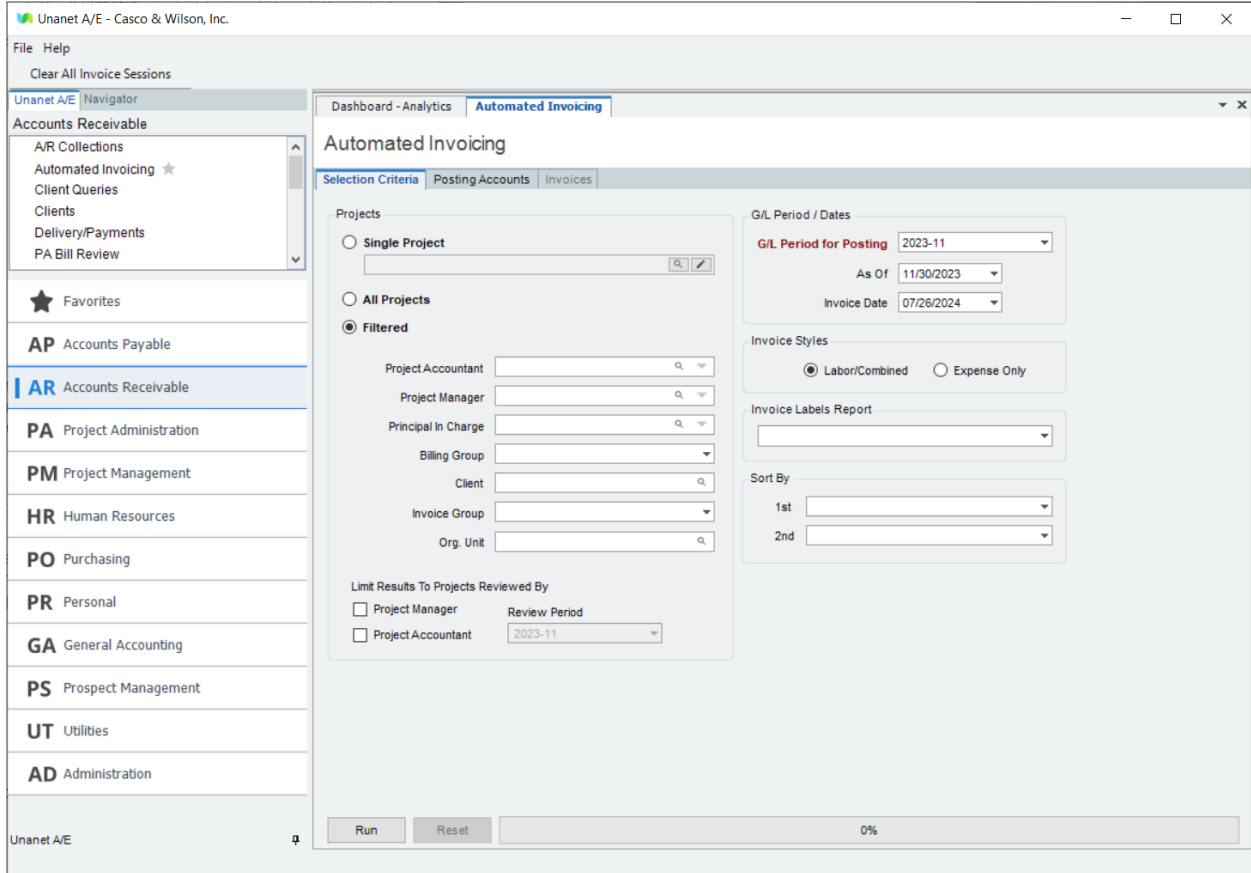
Activity Steps

1. Navigate to **Accounts Receivable > PA Bill Review**. The **PA Bill Review** applet opens.
2. Type **05/31/2024** in the **As Of** field. **Note:** If the field is not visible, use the arrow in the center of the left edge to expand the sidebar panel.
3. Select the **Load** button.
4. Select the **20140000** project. Review the data.
5. Select **W** in the **S** column for **line 4**.
6. Select **H** in the **S** column for **line 14**.
7. Select the **Save** button.
8. Select **line 2**.
9. Select the **Move Project Tx** button (top toolbar). The **Projects** window opens.
10. Select **20130000** in the **Path** column in the **Projects** section.
11. Double-click **20130000-002** in the **Path** column in the **Available Projects** section. A confirmation message displays.
12. Select the **Yes** button.
13. Select the **Fixed Fees** tab.
14. Type **65** in the **Billing % Complete** column for **line 6**.
15. Select the **Save** button.
16. Select **PA Reviewed** in the **Review Status** field.

Automated Invoicing

- Automated Invoicing streamlines the billing process.
- Invoices are printed and posted into the Sales Journal based on user-defined criteria.
- Once an invoice is posted, all transactions in the system that comprised the invoice are flagged as Billed (Bill Status = Billed) and are linked to the Sales Journal entry.
- Deleting or voiding the invoice reverts the bill statuses to Ready to Bill and removes the transaction links for posted invoices.
Note: Documents archived to the Sales Journal entry must be removed prior to deleting the invoice.

Automated Invoicing makes invoice management more efficient by allowing the user to both email (Version 2.0+) and archive posted invoices directly from Unanet AE.



Selection Criteria Tab

The **Selection Criteria** tab filters the projects for which you wish to print invoices.

Note: Only projects with assigned invoice designs can print.

Field Descriptions

Projects Fields

- Single Project - When checked, the entered project is the only project that will be selected for invoicing.
- Selection Based - When checked, the following criteria will be used to establish which projects get selected for invoicing.
- Project Accountant - When entered, only projects assigned to this accountant will be selected.

- Project Manager - When entered, only projects assigned to this manager will be selected.
- Principal in Charge - When entered, only projects assigned to this principal will be selected.
- Billing Group - When entered, only projects assigned to this billing group will be selected.
- Invoice Group - When entered, only projects assigned to this invoice group will be selected.
- Limit Results to Projects Reviewed by a Project Manager - When checked, only projects that have been reviewed in the supplied review period by a Project Manager will be selected.
- Limit Results to Projects Reviewed by a Project Accountant - When checked, only projects that have been reviewed in the supplied review period by a Project Accountant will be selected.

G/L Periods Dates

- G/L Period For Posting - G/L Period in which invoices will be posted.
- As-of Date - As-of Date for unbilled transaction selection. The As-of Date is either compared to the Transaction Date or the End Date of G/L period as determined by Global Settings.
- Invoice Date - Date to assign to invoices.

Invoice Styles

- Labor/Combined - When selected, only projects with labor only or combined invoice designs will be selected.
- Expense Only - When selected, only projects with expense only invoice designs will be selected.

Invoice Labels Report

- Use this to select a Mailing Label Report design to use.

Sort By

- Defines how loaded results are ordered. Two-level sorting is supported (e.g., Order results by Project Manager, then Client Code).

Posting Accounts Tab

The Posting Accounts tab allows the user to specify default posting accounts for invoicing.

Note: Each account is used to post a specified type of revenue.

As such, Unanet AE will only allow accounts that match the metric profile of the type of account (e.g., Fixed Fee should utilize an account configured for **Income > Billed Revenue > Labor > Fixed Fee**).

Field Descriptions

- A/R Account - AR account to process. Required.
- Direct Labor - Base account to which the base amount for hourly labor is posted.
- Overhead - Base account to which the DPE plus OH amount for hourly labor is posted.
- Labor Profit - Base account to which the profit portion for hourly labor is posted.
- Fixed Fee - Base account to which the fixed fee is posted.
- Direct ODC - Base account to which the non-marked up portion of OCC expenses is posted.
- Profit ODC - Base account to which the marked-up portion of ODC expenses is posted.
- Direct OCC - Base account to which the non-marked up portion of OCC expenses is posted.
- Profit OCC - Base account to which the marked-up portion of OCC expenses is posted. If not supplied, direct account is used.
- ICC - Base account to which the ICC portion of fixed fee is posted.
- Retainage - Base account to use for retainage.
- Retainer - Base account to use for retainers.
- Error G/L -G/L account to use when an account derivation cannot be achieved.

Invoices Tab

After configuring the Selection Criteria and Posting Accounts, click Run at the bottom of the screen. The Invoices tab will load with a grid of all projects that meet the specified criteria. Some projects, while listed, will not be able to print an invoice due to either 1) no dollars calculated or 2) no Invoice Design. You can optionally show Printable or Unprintable projects (seen at the top of the Invoices tab).

Once loaded, invoices can be processed one at a time or in a batch. Use the Filter Options to select the invoice(s) for processing and then leverage the listed Actions to process the invoice(s).

Field Descriptions

Filter Options

- Check/Uncheck All - When checked, all of the invoices will be checked/unchecked.
- All, Printable, Unprintable - By clicking among these three buttons, you are able to filter out the invoices that you would like to print. Users can print zero dollar invoices by selecting "Unprintable" and selecting one of the print options.

- Hide Posted - By checking this box, you will hide all invoices that have been posted.

Actions

- View Active - This action shows an invoice preview of the selected invoice.
- Assign Selected - This action assigns an invoice number to the selected invoice. Prior to this the invoice number is Draft.
- Reset Selected - This action resets the invoice number from the selected invoice to Draft.
- Print Checked - This action sends the selected invoices to the printer.
- Print Assigned - This action sends the assigned invoices to the printer.
- Post Checked - This action posts the selected invoice to the Sales Journal. Only invoices with an assigned invoice number can be posted.
- Post Assigned - This action posts the Assigned invoices to Sales Journal. Only invoices with an assigned invoice number can be posted.
- Archive Checked - This action archives the checked invoices. This action must be configured to work.
- Archive Assigned - This action archives the Assigned invoices. This action must be configured to work.
- Email Posted - Emails posted invoices to designated recipients. Recipients are designated in Accounts Receivable > Clients > Billing tab or Project Administration > Projects > Billing tab (email override).
- View Active (Coversheet) - View coversheet (if any) for selected invoice.

Toolbar

The Automated Invoicing toolbar has one button: Clear All Invoices Sessions. Running this utility will clear all current Automated Invoicing sessions. Access to this feature is governed by the Can Clear Invoice Sessions special right via **Global Settings > Permissions**.

Invoice Sessions

Automated Invoicing was designed to allow multiple users to bill simultaneously. However, in order to prevent two users from billing the same project, user sessions are maintained. When the logged-in user runs Automated Invoicing, a new session for that user is created, but only after deleting that user's previous session. That user's session is closed (deleted) when the user exits Automated Invoicing.

If a user exits Automated Invoicing abnormally (e.g., power loss or shutting down the system without exiting normally) the user's session will not be deleted. Projects maintained in that session would not be available for invoicing until that user's session is properly cleared. In this event, you can run Clear All Invoice Sessions to correct the situation. This occurrence can only occur when multiple users have been in this applet.



Activity 1.9 – Automate Sales Journal Entries

In this activity, you will run automated invoicing.

Activity Steps

1. Navigate to **Accounts Receivable > Automated Invoicing**. The **Automated Invoicing** applet opens.
2. Verify that the **Filtered** radio button is selected.
3. Select the **Project Accountant** check box.
4. Type *05/31/2024* in the **As Of** field.
5. Type *05/31/2024* in the **Invoice Date** field.
6. Select the **Run** button. The results display on the **Invoices** tab.
7. Select the **Check / Uncheck All** check box.
8. Select the **Assign** button. A confirmation message displays.
9. Select the **Yes** button.
10. Select the **Post & Archive** button. The **Invoice Archival** window opens.
11. Type *Invoice_@InvoiceNo@_ProjectPath_@ProjectPath@* in the **Name Pattern** field
12. Select the **Post** button. A confirmation message displays.
13. Select the **Yes** button. A confirmation message displays after posting.
14. Select the **OK** button.
15. Select the **316** link in the **Sales ID** column. The **Sales Journal** applet opens. Review the data.

Project Figures

The Project Figures report returns "As of the Moment" project metrics for a given project to all its WBS levels. It automatically filters based on project leader designation. Employees with the designation of Project Accountant can see all projects. By default, this report shows labor cost as zero.

On this report, any figure, that is cased in blue and has an underline, will render a new detail report. When the Project Figures report is selected, a blue back-arrow will appear in the Report Viewer tool bar when a drill-through report has been entered. Clicking the back arrow will navigate back to the master report. The Project Figures report is accessible on the tool bar (View) in the Project Administration module (Projects applet) and the Project Management module (Project Planning applet). A permission under Project Management called View Labor Cost in Project Figures determines whether a person can see labor costs on this report.

Note 1: This report honors Project Roles filtering.

Note 2: The Project Figures report is "All Time," so be aware of that when comparing data to reports that use a Dare Range or As-of-Date.

Prompt

General

- Project (required) - Project to be analyzed on the report.

Report

Report Columns

- Contract - Fixed Fee and Contract (Labor, ODC, OCC, ICC) Caps assigned to the Project.
- Billed - Billed Revenue posted to the Sales Journal or General Journal (Labor, ODC, OCC, ICC).
- Received - Money Received through the Receipt Journal.
- Effort - Labor Cost at the Billing Rate OR Non-Labor transactions at the Marked-up Rate.
- Cost - Labor Cost at the Pay (or JC) Rate, depending on Global Settings > General tab > Calculate Labor Cost Using, OR Non-Labor transactions at the Cost Rate.
- Unbilled - Unbilled Transaction (Transactions with a Bill Status of Ready to Bill (R) or Hold (H)).
- Budget - Budget amounts (Labor, ODC, OCC, ICC) from Project Planning.
- Non Reim/Write Off - Transactions with a Bill Status of Never Bill (N) or Write-off (W)).
- Other Revenue - Journal transactions that go against a G/L Account with a Metric Type of Other Revenue.
- Late Charges - Journal transactions that go against a G/L Account with a Metric Type of Late Fee.
- Retainage - Journal transactions that go against a G/L Account with a Metric Type of Retainage.
- Bad Debt - Journal transactions that go against a G/L Account with a Metric Type of Bad Debt.
- Unapplied Advances - Journal transactions that go against a G/L Account with a Metric Type of Other Retainer.
- Labor % Complete - Fixed Fee % Complete.
- Hours - Work Hours from timesheets.



Activity 1.10 – Run Project Figures Report

In this activity, you will run the Project Figures report.

Activity Steps

1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Type *20140000* in the **Search** field.
3. Press **Enter**.
4. Select **View > Project Figures**. The **Project Figures** report displays. Review the data.

Credit Memo

A credit memo, short for "credit memorandum," is a document issued by the seller to the buyer, reducing the amount the buyer owes under an earlier invoice. If the buyer has not yet paid, the credit memo can partially offset the invoice amount. If the invoice has already been paid in full, the buyer can use the credit memo for a future payment or request a cash refund.

Reasons for a Credit Memo

Credit memos may be issued for several reasons:

- The buyer returned the goods.
- There is a pricing dispute.
- A marketing allowance is provided.
- Other reasons that reduce the invoice amount.

Accounting for a Credit Memo

- Seller: Records the credit memo as a reduction in accounts receivable.
- Buyer: Records it as a reduction in accounts payable.



Activity 1.11 – Issue a Credit Memo

In this activity, you will issue a credit memo.

Activity Steps

Part 1: Identify the Bad Dept account

1. Navigate to **General Accounting > Chart of Accounts**. The **Chart of Accounts** applet opens.
2. Type *7420* in the **Search** field. This is the Bad Dept Expense account.
3. Press **Enter**.

Part 2: Issue a credit memo

1. Navigate to **Accounts Receivable > Sales Journal**. The **Sales Journal** applet opens.
2. Select the **New** button.
3. Select the **Credit Memo** check box.
4. Type *Back Cove* in the **Client** field.
5. Press **Enter**.
6. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
7. Type *Back Cove* in the **Search** field.
8. Press **Enter**.
9. Select the **Recent** tab.
10. Select to clear the following check boxes:
 - Purchase Journal
 - Employee Reimbursables
 - Receipts
 - Disbursements
 - Timesheets
- Note:** The **Sales Journal** check box remains selected.
11. Type *05/01/2024* in the **Transactions Since** field.
12. Select the **arrow** button. Note the **357** Invoice Number.
13. Select the **Sales Journal** tab. The **Sales Journal** applet opens.
14. Type *357* in the **Invoice Number** field.
15. Type *-15000* in the **Amount** field.
16. Type *20140000-006* in the **Project Path** column for the first line.
17. Type *7420-ENG* in the **G/L Account** column.
18. Type *-15000* in the **Amount** column.
19. Select the **Save** button.
20. Select the **Projects** tab. The **Projects** applet opens. There are now two entries for the 357 invoice on the **Recent** tab. **Note:** If the data does not automatically update, select the **Right Arrow** button to refresh the screen.

Invoice Write-Off

A write-off is an elimination of uncollectible accounts receivable recorded on the general ledger.



Activity 1.12 – Write Off an Invoice

In this activity, you will write off an invoice.

Activity Steps

1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Type **20140000** in the **search** field.
3. Press **Enter**.
4. Select the **Recent** tab.
5. Verify that the **Sales Journal** check box is selected.
6. Verify that **05/01/2024** displays in the **Transactions Since** field.
7. Select the **arrow** button. Note the **312** Transaction ID.
8. Select the **312** Transaction ID. The **Sales Journal** applet opens.
9. Type **20140000-001** in the **Project Path** column for the third line.
10. Type **7420-ARC** in the **G/L Account** column. **Note:** 7420 is the Bad Debt account.
11. Type **-11000** in the **Amount** column.
12. Type **20140000-006** in the **Project Path** column for the fourth line.
13. Type **7420-ARC** in the **G/L Account** column.
14. Type **-50000** in the **Amount** column.
15. Select the **Save** button.
16. Select the **Projects** tab.
17. Select the **Recent** tab, if necessary. The 312 transaction displays 0.00 in the **Amount** column. **Note:** If the data does not automatically update, select the **Right Arrow** button to refresh the screen.



Activity 1.13 – Void and Re-issue an Invoice

In this activity, you will.

Activity Steps

Part 1: Void the invoice

1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Type **20140000** in the **search** field.
3. Press **Enter**.
4. Select the **Recent** tab.
5. Verify that the **Sales Journal** check box is selected.

6. Type *01/01/2020* in the **Transactions Since** field.
7. Select the **arrow** button. Note the **40** Transaction ID.
8. Select the **40** Transaction ID. The **Sales Journal** applet opens.
9. Select the **Void** button. A confirmation message displays.
10. Select the **Yes** button. The **G/L Period** window opens.
11. Select **2023-10** in the **Which period would you like to post the void in?** field.
12. Select the **Ok** button. A second version of the invoice displays, with all amounts zeroed out.

Part 2: Reissue the invoice

1. Navigate to **Accounts Receivable > PA Bill Review**. The **PA Bill Review** applet opens.
2. Type *07/10/2024* in the **As Of** field.
3. Select the **Load** button.
4. Select the **Back Cove Pedestrian Bridge** project. Note the 150 new transactions.
5. Navigate to **Accounts Receivable > Automated Invoicing**. The **Automated Invoicing** applet displays.
6. Select the **Single Project** radio button.
7. Type *20140000* in the **Single Project** field.
8. Select the **Run** button.
9. Select the **check box** for the invoice.
10. Select the **Assign** button. A confirmation message displays.
11. Select the **Yes** button.
12. Select the **Post & Archive** button. The **Invoice Post and Archive** window opens.
13. Select the **Post** button. A confirmation message displays.
14. Select the **Yes** button. A confirmation message displays after posting.
15. Select the **OK** button.
16. Select the **318** link in the **Sales ID** column. The **Sales Journal** applet opens. Review the data.
17. Select **Tools > Linked Transactions**. The **Sales Journal Links** window opens. All of the transactions reinstated to WIP display.

Receipts

The Cash Receipts Journal is where all incoming checks or payments are entered.

The screenshot shows the 'Receipt Journal' interface. At the top, there is a search bar for 'enter transaction id...' and a 'Batch ID' dropdown. The main form is divided into several sections: 'Bank' (with a dropdown menu showing '1005 - Checking - Operating'), 'Payer Type' (dropdown), 'Client' (text input), 'Payer' (text input), 'Deposit Number' (text input), and 'Deposit Date' (dropdown showing '07/29/2024'). A large 'Comments' text area is in the center. To the right, there is an 'Amount' field showing '\$0.00', a 'Check Number' text input, and a 'Check Date' dropdown showing '07/29/2024'. Below the form is a navigation bar with '1 of 1' and 'Current Version Period'. A table below the navigation bar has columns: 'Rev No.', 'G/L Account', 'Invoice No.', 'Project Path', 'Project Name', 'Amount', 'RT', 'G/L Comments', and 'PM Comments'. The table contains one row with an asterisk and the text '...Enter New Line...'. The 'Amount' column for this row shows '\$0.00'. A summary row at the bottom of the table shows '\$0.00'.

Header Section

The Receipt Journal header contains all common data for a receipt transaction. It contains the bank account and transaction amount and is referred to as the control side.

Field Descriptions

- Transaction ID - The unique identification number of this transaction. This displays in the header next to Receipt Journal.
- Batch ID - The Batch ID that the selected transaction is a part of.
- Bank - Bank GL account.
- Payer Type - Can be a Vendor, Employee, or Client. If allowed by Global Settings, then a payee not on file can be added here (Other).
- Payer - Check Payer.
- Deposit Number - Bank deposit number.
- Deposit Date - Date of deposit.
- Comments - Comments to appear in GL report. Will show on control side and, if no GL comment is entered on the line item, will also print on those as well.
- Amount - Amount of check or payment.
- Check Number - Check number. If not a check, then some identifying notation.
- Check Date - Date of check.

Detail Section

Receipt Journal Detail section displays the detail of how the receipt is distributed to GL accounts and WBS paths.

Field Descriptions

- 1 of ? - This shows the version of the journal entry that you are currently viewing. This is enabled by checking Journals at **Global Settings > General tab > Full Audits**.
- Current Version Period - The GL Period that the current version of the transaction falls in. A Change Period for Current Revision option is located under Tools in the toolbar and allows you to change the current period.
- G/L Period - General Ledger period for this transaction or revision to effect. Defaults to current period and only open periods are allowed.
- Show Audit Trail - When selected, all entries (including reversing entries) will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered. This also displays the Create By, Create Date, Modify By, and Modify Date of the transaction.
- Wizard Icon - When selected, you get the Client Invoice Wizard that allows you to distribute a receipt.

Distribution Grid Options

- Rev. No. - The number of the revision of the Journal entry. The original entry is 1.
- G/L Account - The GL account allowed is determined by the payee type. For instance, when Client is the payee type then an AR account is allowed.
- Invoice No. - Only used when GL account is either Accounts Payable or Accounts Receivable.
- Project Path - WBS Path. Only available when payee type is Client and GL account is Accounts Receivable. This is optionally shown through the Column Chooser.
- Amount - Must be the same amount as the Amount box in the Header.
- RT (Revenue Type) - This allows you to earmark how much of a receipt should be considered a certain revenue type. This affects revenue allocation in the new Pay When Paid reports.
- G/L Comments - General Ledger comments. This line item will print on GL reports in place of comments on transaction header.
- PM Comments - Project Management Comments. Appears on project management reports and invoices. Available only when payee type is Client and GL account is Accounts Receivable.

Additional Fields (Column Chooser)

- Account Name - Displays the GL Account Name in the detail section.
- Project Name - Displays the Project Name in the detail section.
- G/L Period - Displays the GL Period in the detail section.
- Is G/L - Flag indicating if entry is to be considered as part of the General Ledger. Only set to zero by project management opening entries.

Additional Setup

- To enter cash receipts to any level of the WBS you must select the Breakdown Receipts To WBS checkbox in **Global Settings > A/R tab > Receipt Wizard Breakdown Section**.
- To enter use Revenue Types in the Receipt Journal you must select the Breakdown Receipts To Revenue Type checkbox in **Global Settings > A/R Tab > Receipt Wizard Breakdown Section**.

Receipt Journal Toolbar

Find By Invoice No. - This feature allows you to look up sales entries solely by invoice number. It returns a list of sales entries that match the invoice number. Selecting an entry from the returned list will fill out most of the required fields for the receipt.

Toolbar Options

- New - Creates a new journal transaction.
- Save - Saves the current journal transaction.
- Copy - Copies the current journal transaction to the journal.
- Void - Voids the current journal transaction.
- Delete - Deletes the current journal transaction.
- Batches - When clicked, a batches box will pop up. Batches are a way for a user to manually input transactions into the system and check them against the batch total. Once all of the transactions are entered, the user can then post all of the transactions within the batch.
- Bookmark - Bookmarks the current journal transaction.
- Bookmarked - Displays a list of bookmarked transactions for quick reference.
- Documents - Opens the Document Management popup. There you are able to upload, view, modify, and delete archived documents.
The Documents option contains a visual indicator appended to the option name, as well as the hover text, to enable the user to immediately know how many documents are uploaded.
- Find By Invoice No. - This feature allows you to look up sales entries solely by invoice number. It returns a list of sales entries that match the invoice number. Selecting an entry from the returned list will fill out most of the required fields for the receipt.

- Print - Prints the Journal Single Transaction Report.

Menu Bar - Tools

- The Tools option on the toolbar gives the user additional functions available in the journal (described below).
- Auto-balancing - Allows user to enable auto-balance for journal entry. Available types of Auto Balance include:
 - Top Down - Distributes the remaining Header Amount listed into each new line item.
 - Bottom Up - Enters the sum of the line items into the Journal Header Amount.
- New Entry On Save - If On is selected, a new Journal Entry screen will load when saving another Journal Entry. Otherwise, the saved Journal Entry remains loaded on the screen.
- Change Period for Current Revision - This will change the GL period for the current journal revision.
- Show Unposted - Shows unposted journal entries for a given GL period.
- Change Bank Account - Allows the user to change the Bank account for the current journal entry.
- Retainer Wizard - When clicked, the retainer wizard displays and walks the user through allowing the user to enter data that creates both the Sales and Receipt Journal entries.
- Retain Payer Type - Maintains last entered Payer Type.
- Retain Deposit Number - Maintains last entered Deposit Number.
- Find By Invoice No. - See above.
- Bookmark - Bookmarks the journal entry for future retrieval.
- Batches - When clicked, a batches box will pop up. Batches are a way for a user to manually input transactions into the system and check them against the batch total. Once all of the transactions are entered, the user can then post all of the transactions within the batch.



Activity 1.14 – Enter a Manual Receipt

In this activity, you will enter a receipt manually.

Activity Steps

1. Navigate to **Accounts Receivable > Receipt Journal**. The **Receipt Journal** applet opens.
2. Select **Tools > Auto-balancing > Bottom Up**.
3. Verify that **1005-Checking-Operating** is selected in the **Bank** field.
4. Type *Back Cove* in the **Payer** field.

5. Press **Enter**.
6. Type *12345* in the **Deposit Number** field.
7. Type *Partial Payment for Invoice #359 on Project 20140000* in the **Comments** field.
8. Type *5025* in the **Check Number** field.
9. Type *7/17/2024* in the **Check Date** field.
10. Select the **Column Chooser** icon (gear). The **Column Chooser** window opens.
11. Select the **Show** checkbox for **Account Name**.
12. Select the **Ok** button.
13. Type *1100* in the **G/L Account** column.
14. Select the **Lookup** icon (magnifying glass) in **Invoice Number** column for the first row. The **Invoice Lookup** window opens.
15. Select the third invoice **359** for project **20140000-006 Construction Admin**.
16. Select the **OK** button.
17. Type *5000* in the **Amount** column.
18. Type *F* in the **RT** column.
19. Select the **Save** button.
20. Navigate to the **Search** field.
21. Press **F3**.
22. Double-click the **first line** to review the payment.



Activity 1.15 – Use Batch Entries in Journals

In this activity, you will enter two receipts that are batched together.

Activity Steps

Part 1: Post invoice

1. Navigate to **Accounts Receivable > Receipt Journal**. The **Receipt Journal** applet opens.
2. Select the **Batches** button. The **Batches** window opens.
3. Verify that **2** displays in the **Batch Count** field.
4. Type *25,000* in the **Batch Amount** field.
5. Select the **Add Batch** button.
6. Select the **Save** button. The Batch ID populates.
7. Select the **Close** button.
8. Type *Back Cove* in the **Payer** field.
9. Press **Enter**.
10. Type *12346* in the **Deposit Number** field.
11. Type *07/18/2024* in the **Deposit Date** field.
12. Type *5029* in the **Check Number** field.
13. Type *07/15/2024* in the **Check Date** field.

14. Type *1100* in the **G/L Account** column.
15. Select the **Search** icon (magnifying glass) in **Invoice Number** column for the first row. The **Invoice Lookup** window opens.
16. Select the fourth **357** invoice with project **20140000-006 Construction Admin**.
17. Select the **OK** button.
18. Type *15000* in the **Amount** column.
19. Type *F* in the **RT** column.
20. Select **1** in the **Batch ID** field.
21. Select the **Save** button.

Part 2: Add another record to close out batch

1. Type *Casco Bay* in the **Payer** field.
2. Press **Enter**.
3. Type *12346* in the **Deposit Number** field.
4. Verify that **07/18/2024** displays in the **Deposit Date** field.
5. Type *9506* in the **Check Number** field.
6. Type *07/17/2024* in the **Check Date** field.
7. Type *1100* in the **G/L** column.
8. Select the **Search** icon (magnifying glass) in **Invoice Number** column for the first row. The **Invoice Lookup** window opens.
9. Double-click the fourth **358** invoice with project **20140001-003 Design Development**.
10. Type *10000* in the **Amount** column.
11. Select the **Save** button.

Part 3: Post and close batch

1. Select the **Batches** button. The **Batches** window opens. Review the data.
2. Select the **Select** check box for the **1** Batch ID line.
3. Select the **Close Selected Batches** button.
4. Select the **Close** button.



Activity 1.16 – Automate a Receipt

In this activity, you will automate a receipt.

Activity Steps

1. Navigate to **Accounts Receivable > Receipt Journal**. The **Receipt Journal** applet opens.
2. Verify that **1005-Checking-Operating** is selected in the **Bank** field.
3. Select the **Find by Invoice No. or Project** button. The **Find by Invoice No.** window opens.

4. Type *359* in the **Invoice No.** field.
5. Select the **Find** button. The invoice displays.
6. Double-click the **invoice** line. The invoice record displays in the receipt journal grid.
7. Select the **second line** in the grid.
8. Press **Delete**. The **Delete Row** window opens.
9. Select the **Yes** button.
10. Type *12347* in the **Deposit Number** field.
11. Type *07/19/2024* in the **Deposit Date** field.
12. Type *5030* in the **Check Number** field.
13. Type *07/16/2024* in the **Check Date** field.
14. Select the **Save** button.
15. Navigate to the **Search** field.
16. Press **F3**.
17. Double-click the **first line** to review the payment.

Client Invoice Wizard

The **Client Invoice Wizard** is a quick and easy way to distribute a payment.

Field Descriptions

Header

- Check Amount - Amount of the received check that is going to be applied.
- Distributed Amount - Running calculation of the Amounts entered in the Projects grid. Read Only.
- A/R Account - AR Account in the header of the invoices that will populate the window.
- Include Closed Invoices - When checked, closed invoices using the same AR account for the same Payer will display.
- Spread - When selected, the wizard will attempt to spread the amount across the available invoices.
- Pay off - When selected, the wizard will attempt to pay off the selected invoice.

Invoices

- Invoice No. - Invoice Number of the Sales Journal.
- Invoice Date - Invoice Date of the Sales Journal.
- Balance - Unpaid Balance of the Invoice.
- Original Invoice Amount - The original invoice amount before any payments were applied.

Projects

- Project Path - Project that is to be paid on the Invoice.
- Invoice Date - Invoice Date of the Sales Journal.
- Balance - Unpaid Balance of the Invoice.
- Amount - Amount to be applied to the invoice.
- Rev. Type - This allows you to earmark how much of a receipt should be considered a certain revenue type. This affects revenue allocation in the new Pay When Paid reports.



Activity 1.17 – Use the Client Invoice Wizard

In this activity, you will use the Client Invoice wizard.

Activity Steps

1. Navigate to **Accounts Receivable > Receipt Journal**. The **Receipt Journal** applet opens.
2. Verify that **1005-Checking-Operating** is selected in the **Bank** field.
3. Type *Back Cove* in the **Payer** field.
4. Press **Enter**.
5. Type *12348* in the **Deposit Number** field.
6. Type *07/20/2024* in the **Deposit Date** field.
7. Type *15000* in the **Amount** field.
8. Type *5031* in the **Check Number** field.
9. Type *7/19/2024* in the **Check Date** field.
10. Select the **Wand** icon (next to the **Show Audit Trail** checkbox). The **Client Invoice Wizard** window opens.
11. Select *1100* in the **A/R Account** field.
12. Double-click the **2024-358** Invoice.
13. Type *5000* in the **Amount** column.
14. Select the **Apply** button.
15. Select the **Wand** icon (next to the **Show Audit Trail** checkbox). The **Client Invoice Wizard** window opens.
16. Type *15000* in the **Check Amount** field.
17. Select *1100* in the **A/R Account** field.
18. Double-click the **2024-359** Invoice.
19. Select the **Pay Off** radio button.
20. Select the **Distribute** button.
21. Select the **Apply** button.
22. Select the **Save** button.



Activity 1.18 – Void a Receipt

In this activity, you will void a receipt.

Activity Steps

1. Navigate to **Accounts Receivable > Receipt Journal**. The **Receipt Journal** applet opens.
2. Press **F3** in the **Search** field.
3. Double-click ID **37** (Back Cove/5,000 payment).
4. Select the **Void** button. A confirmation message displays.
5. Select the **Yes** button. The **G/L Period** window opens.
6. Select **2023-11** in the **Which period would you like to post the void in?** field.
7. Select the **Ok** button.

Check Your Understanding



1. What does the A/R configuration typically include?

- A. Managing employee benefits
- B. Tracking payments to vendors
- C. Scheduling maintenance
- D. Defining payment terms and credit limits



2. What is the purpose of the **Account Associations** tab on the Chart of Accounts applet?

- A. To track inventory levels
- B. To manage the associations between base accounts and org paths
- C. To set employee organizational units
- D. To manage fixed assets



Refer to Appendix A for answers to the Check Your Understanding questions.

LESSON 2: A/R TRACKING

Learning Objectives

Summarize how to use A/R tracking.

- List the applets used for A/R tracking.
- Review how to use A/R Collections to facilitate the collection of outstanding invoices.
- Summarize relevant A/R reports.

Overview

A/R Tracking allows users to determine which clients have outstanding invoices, how old the invoices are, and if the client should be moving into collections. These applets offer a variety of ways to track this information and allows for internal communications on when/how contact for collections occurred. This offers the change to decentralize the process and allow project leaders to potentially be the first lines of contact in the collections process, while provided communication/collaboration to accounting in the event they must step into the process.

Applets

The following applets display the multitude of ways outstanding A/R records can be identified.



Activity 2.1 – Use Applets for A/R Tracking Information

In this activity, you will.

Activity Steps

Part 1: Review with Clients applet – A/R History tab

1. Navigate to **Accounts Receivable > Clients**. The **Clients** applet opens.
2. Type *Back Cove* in the **Search** field.
3. Press **Enter**.
4. Select the **A/R History** tab.
5. Select to clear the **Combine Accounts** check box.
6. Select the **right arrow** button. The open AR records display.
7. Select the **318 Transaction ID**.
8. Select **partial** (in the **Amount** field).

9. Select the **second** journal.

Part 2: Review with Clients applet – Recent tab

1. Select the **Clients** tab.
2. Select the **Recent** tab.
3. Select to clear the **Purchase Journals** check box.
4. Select to clear the **Disbursement** check box.
5. Type *01/01/2024* in the **Transactions Since** field.
6. Select the **right arrow** button.
7. Select the **318 Transaction ID**.
8. Right-click the **Dashboard Analytics** tab.
9. Select **Close All But This**. A confirmation message displays.
10. Select the **Yes** button.

Part 3: Review with Projects applet – Recent tab

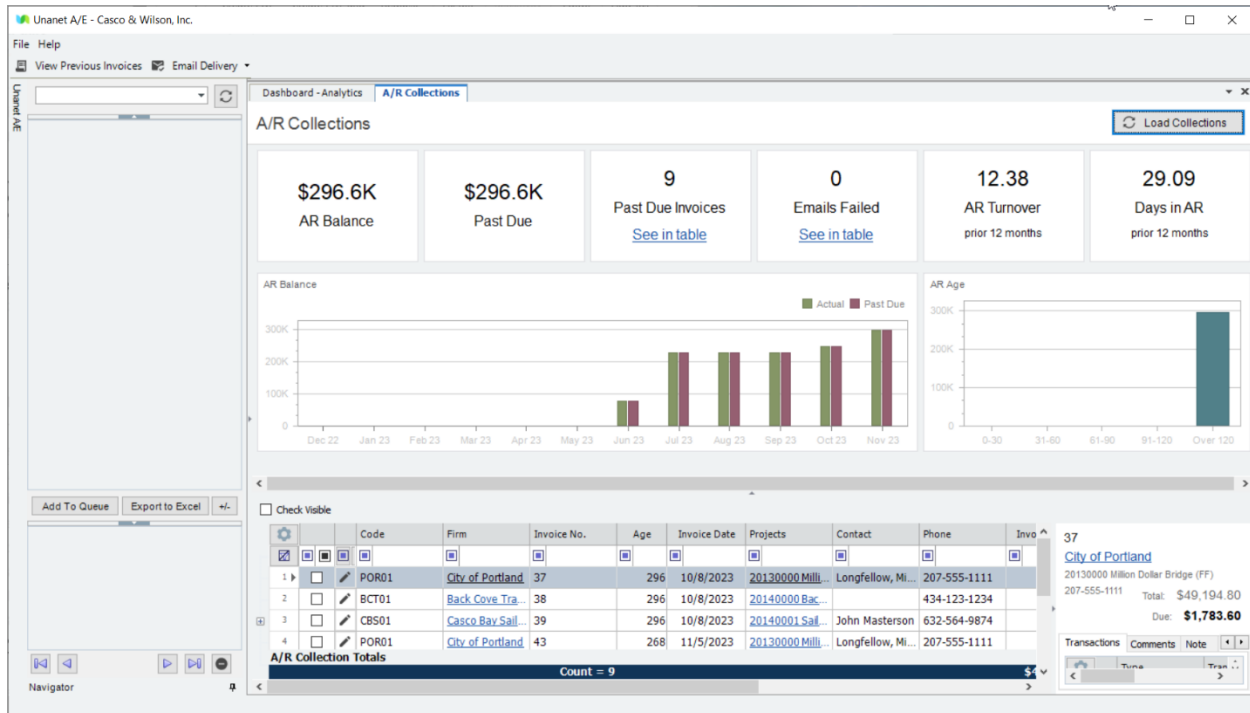
1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Type *2014* in the **Search** field.
3. Press **Enter**.
4. Double-click the **20140000** path.
5. Select the **Recent** tab.
6. Select the **Receipts** check box.
7. Type *01/01/2024* in the **Transactions Since** field.
8. Select the **right arrow** button.
9. Select the **318 Transaction ID**.
10. Select the **Projects** tab.
11. Scroll to the right. Note the sales and receipts data in the bottom right corner.

Collections

A/R Collections is used to facilitate the collection of outstanding invoices. The screen allows for the filtering of receivables by Date, Client, A/R Account, Project Leader, and Currency (multi-currency only). Transaction balances can be aged by invoice or due date.

A/R Collections are managed per invoice. Click an invoice row in the grid to review the details in the right pane. Multiple invoice rows can be selected for Email Delivery from the toolbar.

Note: Email Delivery is a feature of Invoice Delivery/Payments.



Managing Collections

Collections can be managed using the tabs in the right pane when clicking an invoice row. Additionally, multiple invoices can be selected if you wish to queue invoice emails or reminder emails using Email Delivery (located on the toolbar).

Below is a list of tools for managing collections.

- Transactions - Review related transactions by clicking the edit pencil icon to open the transaction record.
- Comments - Make ongoing comments regarding collection efforts, etc.
- Note: Other users can also interact with this comment thread which is helpful for collaboration.
- Notes - Enter notes related to collection efforts, etc.
- Documents - Review and manage Documents related to the invoice.
- Delivery/Payment - Send and manage invoice and reminder emails or view the invoice online. Optionally override Delivery/Payment settings per invoice.
Note: This tab requires Invoice Delivery/Payments setup via **Accounts Receivable > Delivery/Payments**.
- Email History - Review detailed tracking on previously emailed invoices.
- Note: This tab requires Invoice Delivery/Payments setup via **Accounts Receivable > Delivery/Payments**.
- Email Delivery (toolbar) - Use to send invoice or reminder emails for multiple invoices by checking invoice rows.

- Note: This tab requires Invoice Delivery/Payments setup via **Accounts Receivable > Delivery/Payments**.
- Invoice No. (Column Hyperlink) - Click to view the invoice.

Field Descriptions

Toolbar

- View Previous Invoices - Click to view invoices for the selected invoice.
- Email Delivery - Displays a list of feature options for invoice delivery and payments including sending invoice and reminder emails.
- Note Delivery/Payment options are a feature of Invoice Delivery/Payments.

Header

- Load Collections (upper right) - When selected, the grid will display all outstanding Accounts Receivable that meet the selected criteria.

Filters

Filters are listed in a collapsible left pane and include the following options.

- Companies
 - All Companies - Include all companies in the grid listing.
 - Selected Company - Include only the selected company in the grid listing.
Note: Changing the company will clear other filters.
- Dates
 - As Of Period - Period used to cut off the outstanding invoices.
 - Aging Date - Date used to determine the Age (Days Old) of an invoice.
- Age By
 - Invoice Date - When selected, the Invoice Date is used in conjunction with the Aging Date to determine the age of an invoice.
 - Due Date - When selected, the Due Date is used in conjunction with the Aging Date to determine the age of an invoice.
- Clients
 - All Clients - When selected, the A/R Collections grid will show all outstanding A/R.
 - Selected Client - When a client is selected, the A/R Collections grid will show only outstanding Accounts Receivable for that client.
- A/R Accounts
 - All A/R Accounts - When selected, the A/R Collections grid will show all outstanding AR.

- Selected A/R Account - When an A/R Account is selected, the A/R Collections grid will show only outstanding Accounts Receivable for that A/R Account.
- Project Leaders
 - Project Manager - When a Project Manager is selected, the A/R Collections grid will show only outstanding Accounts Receivable for projects that have the specified employee as a Project Manager.
 - Project Accountant - When a Project Accountant is selected, the A/R Collections grid will show only outstanding Accounts Receivable for projects that have the specified employee as a Project Accountant.
 - Principal In Charge - When a Principal In Charge is selected, the A/R Collections grid will show only outstanding Accounts Receivable for projects that have the specified employee as a Principal In Charge.
- Currency (Multi-Currency Only)
 - Invoicing Currency for which to filter.

A/R Collections Grid

- Checkbox - Check to select one or more invoices for Email Delivery.
Note: Delivery/Payment options are a feature of Invoice Delivery/Payments.
- Edit Pencil icon - Click to open the Sales Journal entry.
- Code - Firm code.
- Firm - Firm name.
- Invoice No. - Invoice number. Click to view invoice.
- Age - Days old.
- Invoice Date - Invoice Date.
- Projects - Project the invoice is associated with.
- Contact - Name entered in Bill To Attention line in the Client file located at **Clients > General Tab**.
- Phone - Client phone number.
- Invoice Amount - Amount of invoice.
- Balance - Amount due.
Note: Displays green if receipts exist for the invoice.
- Comments - Invoice comments entered either in PA Bill Review or on the Billing tab in the Project. When invoice Comments are entered here, the date of the entry and the person who entered the comment is also recorded.
Note: This is a note saved at the Client Level. Clicking the firm note icon will bring up the Accounts Receivable memo screen where you can record collection notes.
- Sent Status - Send status of emails sent via Delivery/Payments.
Note: Delivery/Payment options are a feature of Invoice Delivery/Payments.

- Email - Email for invoices to be sent. Email listed will either be an overriding email (as defined on the Delivery/Payments tab), Project Invoice Email listed on the **Project Administration > Projects > Billing tab**, or Client email listed under Main Email on the **Accounts Receivable > Clients > Billing tab**.

A/R Collections Tab (Right Pane)

Collections can be managed using the tabs in the right pane (collapsible) when clicking an invoice row.

- Transactions - List of transactions made against the invoice.
- Comments - Invoice comments entered either in PA Bill Review or on the Billing tab in the Project. When invoice Comments are entered here, the date of the entry and the person who entered the comment is also recorded.
Note: This is a note saved at the Client level. Clicking the firm note icon will bring up the Accounts Receivable memo screen where you can record collection notes.
- Documents - Review and manage documents related to the invoice.
- Delivery/Payment - Displays a list of feature options for invoice delivery and payments including override settings per invoice, sending invoice and reminder emails, viewing invoices online, etc.
Note: Delivery/Payment options are a feature of Invoice Delivery/Payments.
 - Use Custom Settings - When checked, all overrides are used, even blank values, etc.
 - Click Save to retain override settings on the invoice.
 - Queue - Queues invoice email for delivery.
 - Queue Reminder - Queues reminder email for delivery.
 - View Invoice Online - Click to view invoice online.



Activity 2.2 – Use the A/R Collections Applet

In this activity, you will work in the A/R Collections applet.

Activity Steps

1. Navigate to **Accounts Receivable > A/R Collections**. The **A/R Collections** applet opens.
2. Select **2023-12** in the **As Of Period** field.
3. Select the **Selected Client** radio button.
4. Type *Back Cove* in the **Selected Client** field.
5. Press **Enter**.
6. Select the **Load Collections** button.

7. Select the **first** line.
8. Select the **Comments** tab.
9. Type *Invoice will not be paid, please write-off this month.* in the **Comments** field.
10. Select the **Add** button.
11. Select the **fifth** line (Invoice 357).
12. Type *First collections call made, client will pay invoice ASAP.* in the **Comments** field.
13. Select the **Add** button.
14. Navigate to the **Comments** column. You may need to scroll to the right in the table.
15. Select the **comment** icon in the **Comments** column for the fifth line. The **Comments** window opens.
16. Select the **Close** button.

A/R Reports

The A/R Reports allow you to look at Accounts Receivable Information.

Key Concepts

- A/R Reports are classified as Report Management reports, and therefore reside at Utilities > Report Management.
- Access to these reports is granted through Permissions, they are granted on the User/Group Permissions tab.
- You are unable to modify the original version of a report, however, you are able to copy a report and modify it.
- When running an A/R report across multiple A/R accounts, zero balance entries would appear if the Sales Journal used a different A/R account than the receipt.

Report Descriptions

- A/R Aged - The A/R Aged report shows you all of the aged balances for any Client and A/R Account. Age is shown by using user-defined aging periods that can be adjusted in Global Settings on the A/R tab.
- A/R Aged By Project - Similar to the standard A/R Aged but the report does not show or group by client.
- A/R Balances - The A/R Balances report shows you all the balances for any Client and A/R Account. It is similar to the A/R Aged; however, no age periods are shown, but payments are shown.
- A/R Balances By Project - Similar to the standard A/R Balances report but the report does not show or group by client.

- A/R By Revenue Type - The A/R by Revenue Type report shows all balances for any Client and A/R Account. This report separates by Labor, ODC, OCC, ICC, Retainage, and Other.
- A/R By Revenue Type Project - This report is similar to the standard A/R by Revenue Type, but it does not show or group by client.
- A/R Register - This report is a cross between the A/R Balance and A/R Aged reports.
- A/R Register by Project - This report is the same as the A/R Register report but sorted by Project.
- Statement of Accounts - Statement that shows the client a detailed summary of what they owe.
- Statement of Accounts Labels - This report produces mailing labels for statements.



Activity 2.3 – Run Accounts Receivable Reports

In this activity, you will review several A/R reports.

Activity Steps

Part 1: A/R Reports

1. Navigate to **Accounts Receivable > Reports > A/R Reports**. The **A/R Reports** applet opens.
2. Select the **Run** button. The **Print Settings – A/R** window opens.
3. Select **2023-12** in the **As Of Period** field.
4. Type **12/31/2023** in the **Aging Date** field.
5. Select the **Selected Client** radio button.
6. Type *Back Cove* in the **Selected Client** field.
7. Press **Enter**.
8. Select the **Print** button. The **A/R Aged** report displays.
9. Select **A/R Balances** in the **A/R Reports** field.
10. Select the **Run** button. The **Print Settings – A/R** window opens.
11. Select the **Print** button. The **A/R Balances** report displays.
12. Select **A/R Register** in the **A/R Reports** field.
13. Select the **Run** button. The **Print Settings – A/R** window opens.
14. Select the **Print Notes** check box.
15. Select the **Print** button. The **A/R Register** report displays.
16. Select **Statements of Account** in the **A/R Reports** field.
17. Select the **Run** button. The **Print Settings – A/R** window opens.
18. Clear the **Print Notes** check box.
19. Clear the **Print Detail** check box.
20. Select the **Print** button. The **Statements of Account** report displays.

Part 2: Sales Journal Reports

1. Navigate to **Accounts Receivable > Reports > Sales Journal Reports**. The **Print Option – Accounts Receivable window** opens.
2. Select **2022-01** in the **Starting Period** field.
3. Select **2024-12** in the **Ending Period** field.
4. Select the **Print Projects** check box.
5. Select the **Print Recap** check box.
6. Select the **Print** button. The **Sales Journal** report displays.

Part 3: Receipt Journal Reports

1. Navigate to **Accounts Receivable > Reports > Receipt Journal Reports**. The **Print Option – Banks window** opens.
2. Select **2022-01** in the **Starting Period** field.
3. Select **2023-12** in the **Ending Period** field.
4. Select the **Print Projects** check box.
5. Select the **Print Recap** check box.
6. Select the **Print** button. The **Receipt Journal** report displays.

Check Your Understanding



1. What type of report is the A/R Register?
 - A. It is a cross between the A/R Balance and A/R Aged reports.
 - B. It shows all balances for any Vendor and A/R Account.
 - C. It shows you all the balances for any Client and A/R Account by aging bucket.
 - D. It is a maintenance log



2. What is the function of the **As Of Period** field in A/R Reports?
 - A. To schedule future projects
 - B. To track invoice dates
 - C. To manage payroll cycles
 - D. To determine the period for which outstanding invoices are shown.



Refer to Appendix A for answers to the Check Your Understanding questions.

LESSON 3: RETAINERS

Learning Objectives

Review how to work with retainers.

- Describe how to use the Retainer Wizard.
- List applets that allow you to review retainer amounts.

Introduction

A retainer fee is a fixed amount of money that a client agrees to pay in advance to secure services. A Sales Journal entry and a Receipt Journal entry need to be created to record this payment, hitting the retainer account. Our Retainer Wizard takes care of these entries for you. When clicked, the retainer wizard displays and walks the user through allowing the user to enter data that creates both the Sales and Receipt Journal entries.

Retainer Wizard can also be used to apply unidentified cash received for a project.

Retainers

The applets below for retainer postings, and applications, are outlined to show when a retainer is deposited, how much of a retainer balance remains, and applying retainers to invoices.



Activity 3.1 – Use the Retainer Wizard for deposits/pre-payments

In this activity, you will apply a retainer to an account using the Retainer Wizard.

Activity Steps

1. Navigate to **Accounts Receivable > Receipt Journal**. The **Receipt Journal** applet opens.
2. Select **Tools > Retainer Wizard**. The **Retainer Receipt Wizard** window opens.
3. Select **1005 - Checking – Operating** in the **Bank** field.
4. Select **1100 – Accounts Receivable – Trade** in the **A/R Account** field.
5. Select **Retainer Account** down-arrow. The **1120 – Retainers - Contra Asset** account automatically displays.

6. Type *Back Cove* in the **Client** field.
7. Press **Enter**.
8. Type *20140000* in the **Project** field.
9. Type *Retainer – 0001* in the **Invoice Number** field.
10. Type *12345* in the **Check Number** field.
11. Type *12345* in the **Deposit Number** field.
12. Type *15000* in the **Amount** field.
13. Select the **Apply** button.



Activity 3.2 – Verify Retainer Balance

In this activity, you will review the places where you can verify the retainer balance.

Activity Steps

1. Navigate to **Project Administration > Reports > Project Figures**. The **Project Figures** window opens.
1. Type *20140000* in the **Project** field.
2. Press **Enter**.
3. Select the **Print** button. The **Project PTD Figures** report displays.
4. Select **15000** in the **Received** column for the **Unapplied Advances** row. The **Sales Journal** entry displays.
5. Select the **back arrow** to return to the parent report.
6. Select the **X** to close the report.
7. Navigate to **Accounts Receivable > PA Bill Review**. The **PA Bill Review** applet opens.
8. Type *<Today's Date>* in the **As of** field.
9. Select the **Load** button.
10. Select **Back Cove Pedestrian Bridge** from the **Projects** pane.
11. Navigate to **Project Management > PM Bill Review**. The **Project Figures** window opens.
12. Type *<Today's Date>* in the **As of** field.
13. Clear the **Project Leader** field.
14. Select the **Load** button.
15. Select **Back Cove Pedestrian Bridge** from the **Projects** pane.
16. Navigate to **Project Administration > Projects**. The **Project Figures** window opens.
17. Type *20140000* in the **Search** field.
18. Press **Enter**.
19. Select the **Recent** tab.
20. Type *<Today's Date>* in the **Transactions Since** field.
21. Select the **right arrow** button.



Activity 3.3 – Apply Retainers to Invoices

In this activity, you will apply a retainer to an invoice.

Activity Steps

1. Navigate to **Accounts Receivable > PA Bill Review**. The **PA Bill Review** applet opens.
2. Verify **<Today's Date>** displays in the **As of** field.
3. Select the **Load** button.
4. Select **Back Cove Pedestrian Bridge** from the **Projects** pane.
5. Select the **Edit** button in the (unlabeled) **Amount** field for **Current Retainer**. The **Current Retainer Amount** window opens.
6. Type *7500* in the **Enter the current retainer value.** field.
7. Select the **OK** button.
8. Select the **Save** button.



Tour 3.4 – Review the Updated Retainer Details

Watch this video overview of how to review updated retainer details after applying a retainer to an invoice.

Check Your Understanding



1. Which entries are created by the Retainer Wizard?
 - A. Purchase Journal and General Ledger entries
 - B. Purchase Order and Receipt entries
 - C. Sales and Receipt Journal entries
 - D. Payroll and Fixed Asset entries



Refer to Appendix A for answers to the Check Your Understanding questions.

APPENDIX A: CHECK YOUR UNDERSTANDING ANSWER KEY

Lesson 1: Settings and Permissions



1. What does the A/R configuration typically include?

- A. Managing employee benefits
- B. Tracking payments to vendors
- C. Scheduling maintenance
- D. Defining payment terms and credit limits (Correct)



2. What is the purpose of the **Account Associations** tab on the Chart of Accounts applet?

- A. To track inventory levels
- B. To manage the associations between base accounts and org paths (Correct)
- C. To set employee organizational units
- D. To manage fixed assets

Lesson 2: Project Planning



1. What type of report is the A/R Register?
 - A. It is a cross between the A/R Balance and A/R Aged reports (Correct)
 - B. It shows all balances for any Vendor and A/R Account.
 - C. It shows you all the balances for any Client and A/R Account by aging bucket.
 - D. It is a maintenance log



2. What is the function of the **As Of Period** field in A/R Reports?
 - A. To schedule future projects
 - B. To track invoice dates
 - C. To manage payroll cycles
 - D. To determine the period for which outstanding invoices are shown (Correct)

Lesson 3: Project Management



1. Which entries are created by the Retainer Wizard?
 - A. Purchase Journal and General Ledger entries
 - B. Purchase Order and Receipt entries
 - C. Sales and Receipt Journal entries (Correct)
 - D. Payroll and Fixed Asset entries

NEXT STEPS

Course Survey

We appreciate your feedback on our courses and encourage you to complete the course survey.

Certificate of Completion

Upon course completion, a Certificate of Completion, including applicable CPE credits, is available to download from your unanetuniversity.com account under *Completed Courses*. Completion status depends on the method used to attend the course.

- Instructor-Led Training (ILT) courses are marked as “Completed” once attendance has been recorded by the staff of Unanet University.
- Self-Directed Learning (SDL) courses are marked as “Completed” upon achieving a passing score of at least 70% on the CPE Credit assessment.

To access the Certificate of Completion, log in to your unanetuniversity.com account, navigate to the *Dashboard*, select **My Courses > Completed Courses**, locate the completed course and select the **Certificate** button to download.