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Project/Grant Billing

February 27th, 2024

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Session CPE Requirements

- You need to attend 50 minutes to receive the full 1 CPE credit.
- 4 Attendance Markers that read: “I’m Here,” will be launched during this session. You must respond to a minimum of 3 to receive the full 1 CPE credit.

Both requirements must be met to receive CPE credit

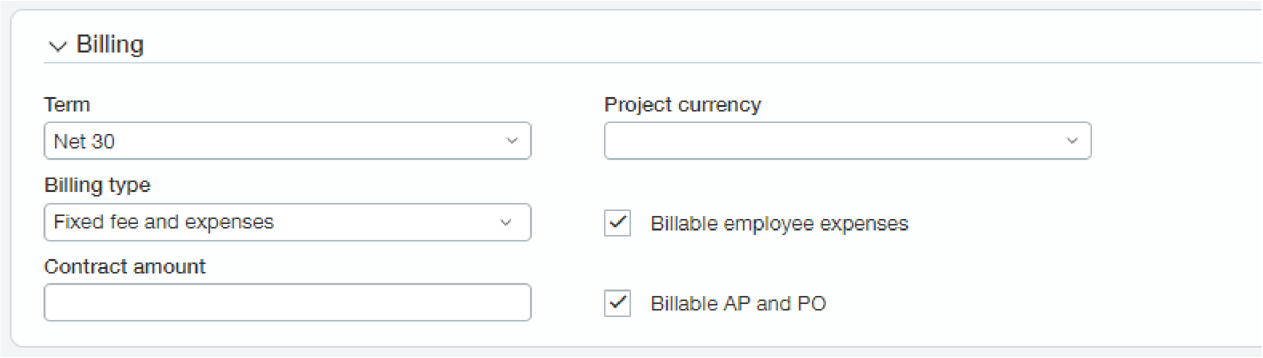
Learning Objectives

- *At the end of the session, you will be able to:*
  - *Recall the setup requirements for Project/Grant Billing*
  - *Review best practice processes for smooth tracking of billable transactions*
  - *Identify ways to generate reports for different types of billing*

Creating a Project

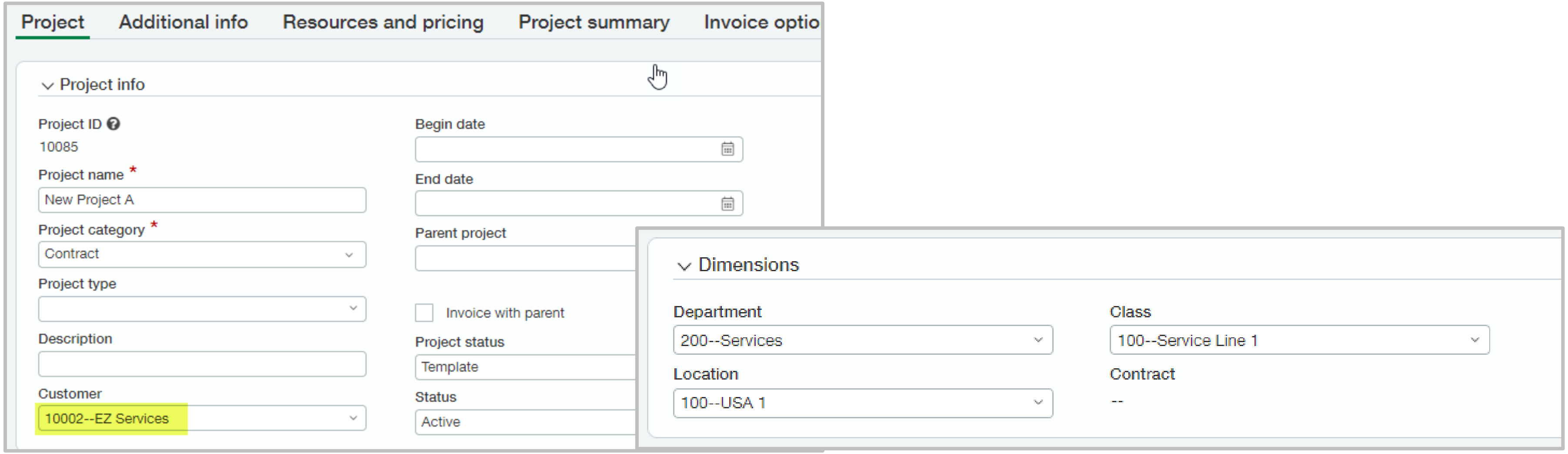
How to create a Project for Billing?

- When creating a new Project to use with Project Billing, there are a few areas of the setup to be aware of:
  - Will you be billing back expenses via AP or Employee Expenses?
  - Will you be billing based on time and materials or fixed fee?



Tips for creating a Project

- Where applicable, fill in all associated dimension defaults, for Billing a Customer will be required, but you can also associate a default Department, Location and Class
  - This will help with associated data entry!



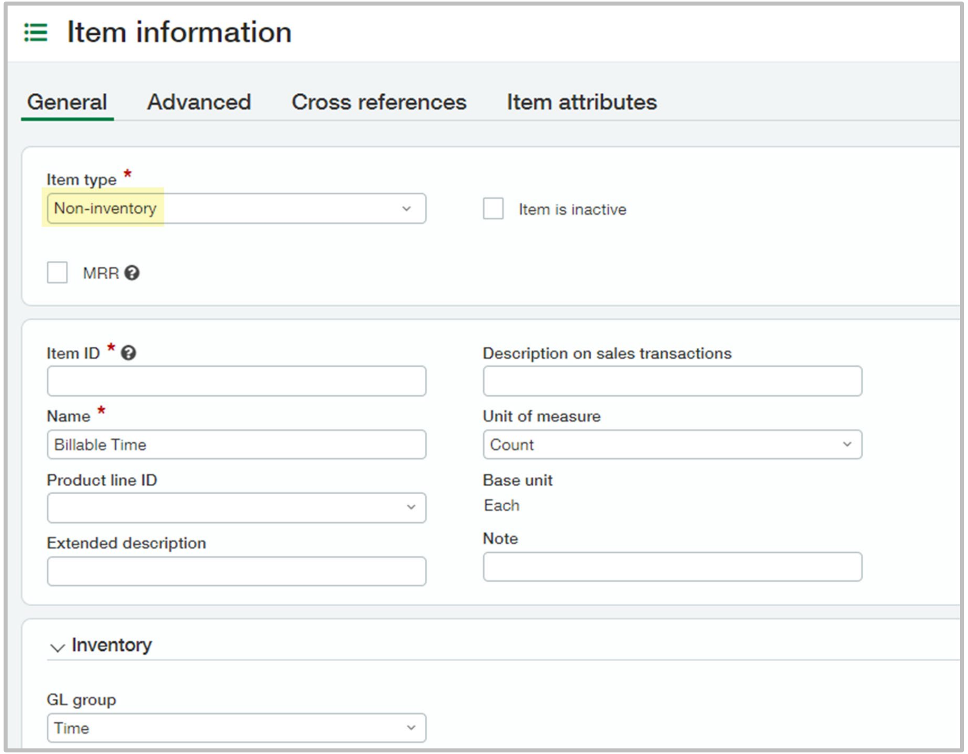
What is a Task?

- When using the Projects module, coupled with Time Entry or Milestone based billing, you can associate Tasks with a Project to track phases or deliverables on a Project.
  - For Example, if a Project is an Intacct Implementation, Tasks might be the phases of the Implementation Project.
    - Define
    - Build
    - Model
    - Deploy
- Tasks can serve as the trigger for revenue or billing, and can be used to track time to complete a phase. You can also budget hours and costs to a Task.

Setup Requirements for Project/Grant Billing

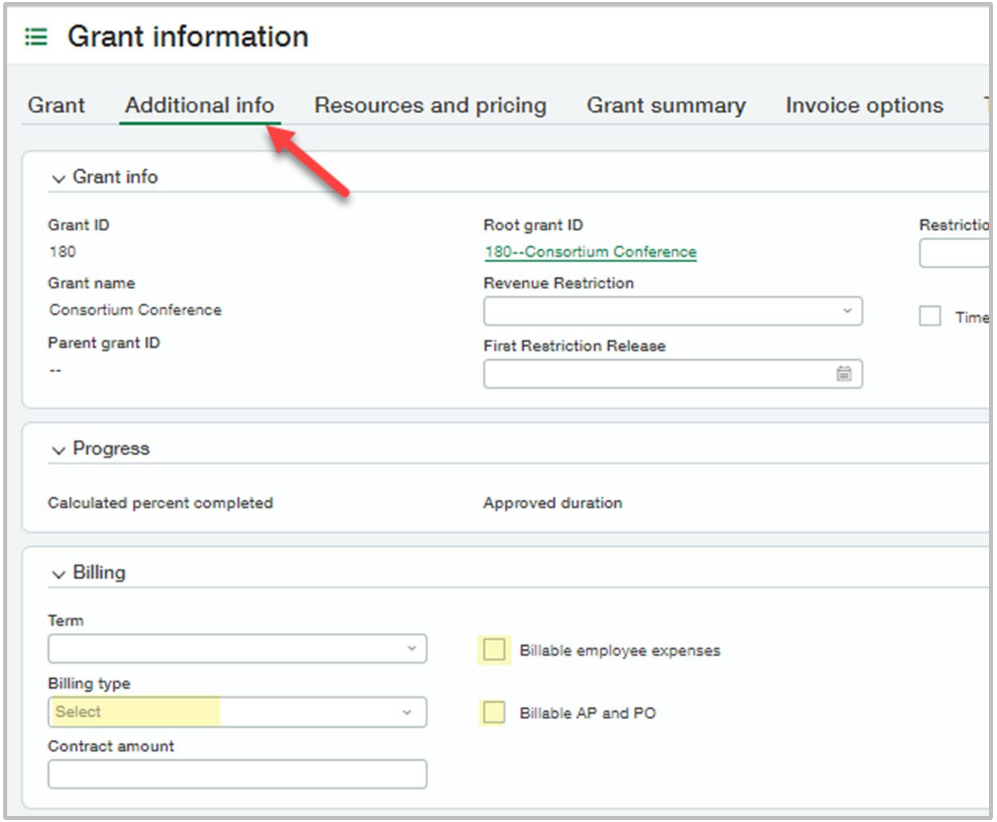
Item Setup Requirements

- Best Practice when setup items with the Item Type "Non-inventory"
- By selecting Non-Inventory you can use the item across applications in Intacct



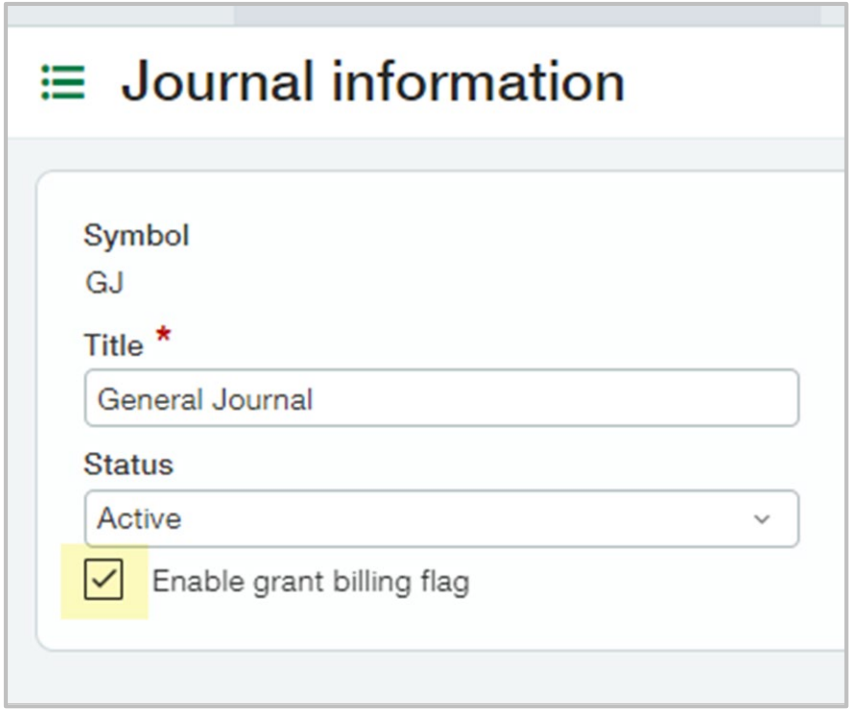
Project/Grant Setup Requirements

- When setting up a Project/Grant in Intacct make sure to mark the Project as billable by specifying the following:
    - Billable employee expenses (Intacct Time & Expense)
    - Billable AP and PO
    - Billing Type



Journal Setup Requirements

- Intacct provides ability to flag journal entries as billable to a project/grant
  - Example: salaries or other expenses imported via Journal Entry
- To tag journal entries as billable the journal needs to be enabled for project/grant billing



Billing templates

- Define rules you want to use for invoicing a line item on a sales order
  - If line item should be billed only when it's completed or at specific percentages of completion
- All invoice line items can be invoiced the same way, or different invoicing for different line items.
- Depending on how billing templates are setup, you can:
  - Invoice whenever the project or individual tasks are completed
  - Invoice the percentage that is completed at the time that invoicing takes place
  - Invoice only when certain levels of completion are reached
    - Example: Invoice when project is 25% complete, 50% complete, 75% completed and 100% completed

Create Billing Templates

Standard Order Entry

- Start date
  - Transaction date
  - User Specified
- Installment pricing
- How often id recurs
  - Monthly
  - Bi-Monthly
  - Semi-Annually
  - Annually
- How many occurrences

Project Billing Templates

- Billing method
  - Percent completed
  - Milestone
- Calculate on
  - Project
  - Task
- Based on
  - Planned hours
  - Estimated hours
  - Budgets hours
  - Observed % Complete

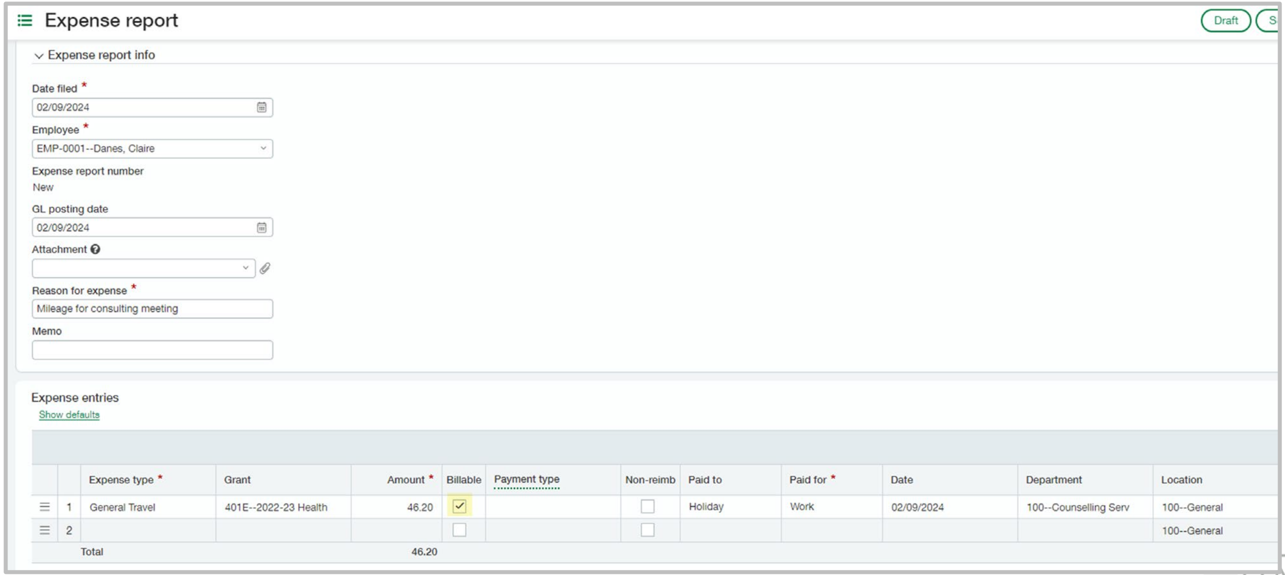
Best Practices for smooth tracking of billable transactions

Tracking billable expenses

- Confirm that Projects/Grants are configured to include all transactions that could contain ‘Billable’ entries per your organizational requirements
  - Bills
  - Purchase Orders
  - Journal Entries
  - Employee Expenses
  - Timesheet entries
- Confirm all billable projects/grants are setup with the necessary billable information
- Confirm Journals are enabled to allow billable journal entries

Billable Transactions

- When Projects/Grants are marked as billable for Accounts Payable Purchasing and/or Time & Expense, these transactions coded to the project will automatically be flagged as billable with the ability to uncheck as needed.



Processing Invoices for Billable transactions

Pre-Bill Report

- Displays billable items and totals for multiple projects/grants or multiple customers at once in a single report.
- Cannot change options or generate invoices from the Pre-Bill report.

Preview

- Displays one invoice at a time for a single customer or project/grant.
- You can complete the following from Preview:
    - Change options, such as the transaction date or due date
    - Deselect a line item from the invoice, or change the billing amount
    - Generate the invoice you're preview

Other options for Project Billing

How else can you use Projects to automate billing?

- Percent Complete Billing based on Project
  - Observed Percent Complete
  - Based on time entry:
    - Estimated Hours
    - Planned Hours
    - Budgeted Hours
- Percent Complete Billing based on Task
  - Observed Percent Complete
  - Based on time entry:
    - Planned Hours
    - Estimated Hours
- Milestone Billing based on Task
  - Observed Percent Complete
  - Estimated Hours
  - Planned Hours

Sample Project Billing Template*

Template ID
Milestone-Task-Est Hrs

Template description
Milestone-Task-Estimated Hours

Billing method
Milestone

Calculate on
Task

Based on
Estimated Hours

Status
Active

Milestones

	Percent completed	Percent invoiced
1	100.00 %	100.00 %

Here is an example of a Milestone Billing Template based on the Estimated Hours of a Project Task

*Project Billing Templates can be used when the Project billing Type is set to Fixed Fee or Fixed Fee with Expenses

.

Sample Project Billing Template*

Template ID
Pct Cmpl-Proj-Obs Pct Cmpl

Template description
Percent Completed-Project-Observed % Completed

Billing method
Percent completed

Calculate on
Project

Based on
Observed percent completed

Status
Active

Milestones

	Percent completed	Percent invoiced
1	25.00 %	25.00 %
2	50.00 %	25.00 %
3	75.00 %	25.00 %
4	100.00 %	25.00 %

Here is an example of a Observed Percent Complete Billing Template based on the Project

Generating Reports for different types of billing

Project/Grant Reports

- **Billable Costs by Customer:** visibility to cost entry dates, employee name, item ID and Project/Grant ID on a customer basis
- **Billable Costs by Project/Grant:** visibility to cost entry dates, employee name, item ID and Project/Grant Id on a Project/Grant basis
- **Project progress Billings:** if you enter project budgets into Intacct you can compare the progress you've made on your billings against your budgeted billing amount.
- **Project Profitability Report:** View the Gross Margin by Project/Grant and Employee

Let’s take a Look!

Resources

- Sage University Training & Release Notes
- Intacct Customer Office Hours
- View and Subscribe to the CLA Intacct Blog

https://blogs.claconnect.com/intacct/

- Continue to join our monthly Sage Intacct Webinars

[2023 Sage Intacct Webinar Series : 2023 : Events : CLA (CliftonLarsonAllen) (claconnect.com)]()

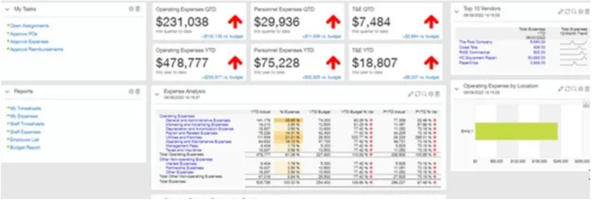
What's New in Sage Intacct's 2022 R2 and R3?

*September 26, 2022 | by **Ashley Klapperick***

Struggling to keep up with all the enhancements pushed out in Sage Intacct's Release 2 (R2) on May 13, 2022, or Release 3 (R3) on August 19th, 2022? Keeping up with all the feature enhancements is a job along with your actual job. Intacct has pushed out a ton of exciting enhancements across the application, if you want to learn more keep reading.

Dashboards:

Have you struggled to get to creating dashboards for your team? If this is a task that keeps getting pushed further down your list of 'To-Do's' utilize Intacct's new out-of-the-box Role Based Dashboards. The new role-based dashboards provide information in a format that is easier for the viewer to consume with specific information on each dashboard. If you don't like the look or information provided, you can easily make changes to these dashboards so they suit your team's needs.



Thank you!

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