

Changing a client invoice

Goal: Learn how to make changes to a draft client invoice.

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Client invoicing involves many different tasks, some of which are covered in other quick lessons:

- *Understanding the basics of client invoices*: describes how to view, preview, print, finalize, and reprint or reissue client invoices in Ajera.
- *Understanding the billing review process*: describes how to streamline your firm's review process with Ajera's paperless billing review feature.

This quick lesson, *Changing a client invoice*, describes how to make changes to a draft client invoice.

Step 1: Overview of the Client Invoice window

First, let's get a quick overview of the Client Invoice window and the Entries window. In the other steps in this lesson, you will see how to make changes to entries in these windows.

Client Invoice window: main sections

1. Click **Manage > Client Invoices**. The Client Invoice List appears.
2. Select an invoice and click the **Edit** button. The Client Invoice window appears. It consists of two main sections:

The screenshot shows the 'Invoice for Trimet - Project 03-152 Lightrail Expansion - Irvington' window. The 'General invoice information' section includes fields for Status (Draft), Invoice date, Prepayments available (23,046.40), Cutoff date (08/31/11), Invoice number, and Invoice amount (110,953.46). Below this is the 'Invoice table' with columns for Status, Date, Phase, Activity, Vendor, Units, Billing Rate, and Billing Amount. The table contains several rows of billable items, including Design/Development, Photocopying, Shipping, Mileage, Travel, Telephone, Blueprints, and Models.

Status	Date	Phase	Activity	Vendor	Units	Billing Rate	Billing Amount
Billable	05/20/09	Design/Development	Models	Willemette Offi	0.00	0.0000	417.25
Billable	07/01/09	Construction Documentati..	Photocopi..		500.00	0.2000	100.00
Billable	07/01/09	Construction Documentati..	Shipping..		0.00	0.0000	247.50
Billable	07/01/09	Construction Documentati..	Mileage	May Boyle	300.00	0.4000	120.00
Billable	07/01/09	Construction Documentati..	Travel	May Boyle	0.00	0.0000	49.50
Billable	07/01/09	Construction Documentati..	Telephone	May Boyle	0.00	0.0000	22.00
Billable	06/01/09	Construction Documentati..	Blueprints	Willemette Offi..	0.00	0.0000	137.50
Billable	06/15/00	Construction Documentati..	Models	Willemette Offi..	0.00	0.0000	403.70
					800.00		\$1,561.45

3. Note these two fields in the general invoice information:

This close-up shows the 'Status' dropdown menu set to 'Draft' and the 'Invoice number' text input field, which is currently blank.

When Ajera first creates the invoice, it assigns it a status of Draft. As billable time and expenses are charged to the project, Ajera automatically adds them to the invoice. You can change the invoice status to Approved, Hold, or Write-off, as needed.

If you leave the invoice number blank, when you print final invoices Ajera assigns the invoice number based on the billing preferences you set up in Company > Preferences.

You could enter a different invoice number here. Ajera would then increment that number for future invoices.

Step 1: Overview of the Client Invoice window (continued)

Client Invoice window: Time & Expense and fee-based tabs

- The table displays different tabs, depending on the project billing type: **Time & Expense** (T&E) or **fee-based**.

Time & Expense

For **Time & Expense** projects, the Labor and Expense & Consultant tabs appear.

The **T&E table** shows details for billable transactions.

Status	Date	Phase	Activity
▶ Billable	06/04/09	Scope Expansion	Billable Time
Billable	06/05/09	Expansion	Billable Time

Fee-based

For **fee-based** projects, a tab corresponding to the billing type appears.

Note that there are two rows for each phase. For this project, contract fee amounts were entered for labor and consultants.

The **fee-based table** shows the phases you are billing based on the contract amount. It does not show detail.

Phase	Contract Amount	Prior Billed Amount	Billing Amount
▶ Remodel Design	42,500.00	0.00	17,500.00
Remodel Design	0.00	0.00	0.00
Remodel Design

- The table can display **both** Time & Expense and fee-based tabs. This happens if a **fee-based** project, or some of its phases, is set up to bill labor, expense, or consultants as Time & Expense. You set this up on the Billing subtab of the Project Command Center.

Fee-based with T&E billing

This is a **Percent Complete** project. The project, or one of its phases, is set to bill expense or consultants as **Time & Expense**.

This is where you select to bill labor, expense, or consultants as Time & Expense for a fee-based project.

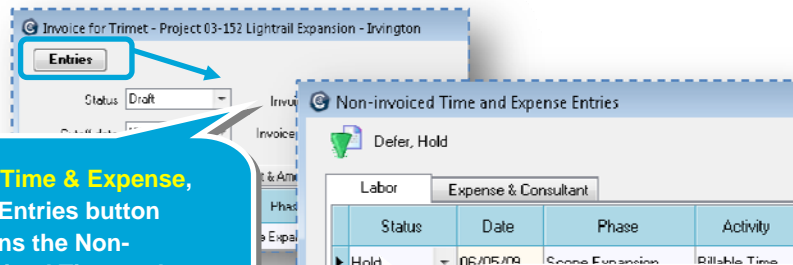
Expense & Consultant	Percent Complete	Text & Amounts	Attachments	Notes
Status	Date	Phase	Activity	Vendor
▶ Billable		Design Development	Models	Willamette Office Supply

Step 1: Overview of the Client Invoice window (continued)

Entries window: Time & Expense and fee-based entries

6. The **Entries** button in the upper left of the Client Invoice window is bold-faced if one of the following happens:
 - A Time & Expense phase contains nonbillable, deferred, or on-hold transactions. This can happen if a transaction occurs after the cutoff date (see Step 2) or if you change the status of a billable transaction (see Step 3).
 - A fee-based phase contains billable work-in-progress (WIP). This can happen if a fee-based project contains a T&E transaction (see Step 2).
7. Select a row in the table, and click the bold-faced **Entries** button to view the transactions in the Entries window:

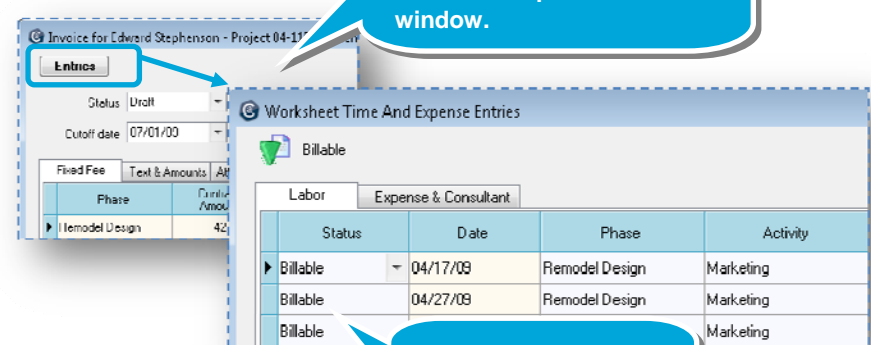
Time & Expense



For **Time & Expense**, the **Entries** button opens the **Non-invoiced Time and Expense Entries** window.


This window displays any noninvoiced transactions, such as deferred, on-hold, or nonbillable.

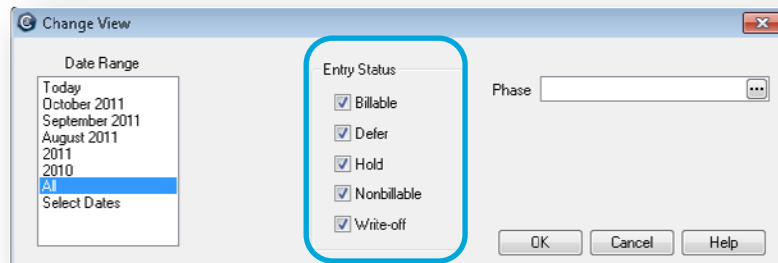
Fee-based



For **fee-based**, the **Entries** button opens the **Worksheet Time and Expense Entries** window.

This window displays the billable detail for the WIP.

8. By default, the Non-invoiced Time and Expense Entries window displays deferred and on-hold entries and the Worksheet Time and Expense Entries window displays billable entries. To view other entries, click the **Change View**  button and select other statuses.



Step 2: Use the cutoff date to determine billable time and expense

Now, let's learn how to make changes to a client invoice. Let's start with the cutoff date.

The cutoff date controls which billable entries are included on a client invoice. Ajera assigns a status of Defer to entries later than the cutoff date and includes them on the next invoice.

1. As mentioned in Step 1, when Ajera first creates the invoice, it assigns it a status of Draft. As billable time and expenses are charged to the project, Ajera automatically adds them to the invoice.
2. Because employees most likely enter time and expenses on an ongoing basis, specify a cutoff date. This allows you to control the time and expenses that are entered to the current invoice.

Best Practice: Enter the end of the month as the cutoff date.

Time & Expense

For Time & Expense, Ajera adds time and expenses incurred before the cutoff date as invoiced transactions to the Client Invoice window.

Status	Date	Phase	Activity	Employee
Billable	06/05/09	Scope expansion	Billable Time	Mark A. Royce

For time and expenses incurred after the cutoff date, Ajera adds them as deferred transactions to the Entries window.

Status	Date	Phase	Activity	Employee
Hold	06/04/09	Scope Expansion	Billable Time	Pat D. Hill
Defer	10/17/11	Scope Expansion	Billable Time	Pat D. Hill

Fee-based

For fee-based, Ajera adds time and expenses incurred before the cutoff date as billable transactions to the Entries window.

Phase	Contract Amount	Prior Percent Billed	Percent to Bill
Construction Docu...	13,050.00	0.00	10.00
Bidding & Negotiation	7,500.00	0.00	0.00
Bidding & Negotiation	1,300.00	0.00	0.00
Construction Administr...	33,000.00	0.00	0.00
Construction Administr...	5,800.00	0.00	0.00

For time and expenses incurred after the cutoff date, Ajera adds them as deferred transactions to the Entries window.

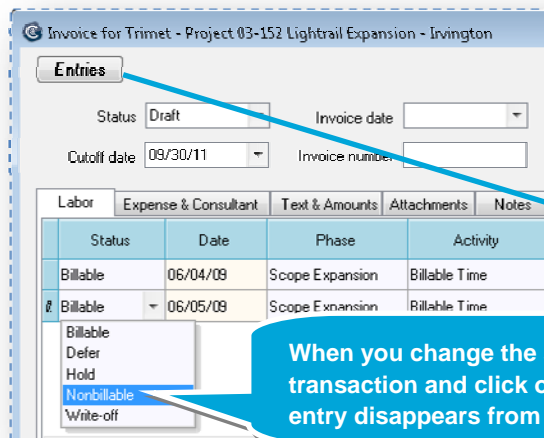
Status	Date	Activity	Employee
Billable	5/26/09	Construction Document...	Paul J. French
Billable	5/24/09	Construction Document...	Roger S. Tsch
Billable	5/25/09	Construction Document...	Roger S. Tsch
Billable	5/26/09	Construction Document...	Roger S. Tsch
Defer	09/17/11	Const...	

Step 3: Change Time & Expense billing status

Let's now change a billing status. You can change the status of a billable T&E transaction in the Client Invoice window or in the Entries window.

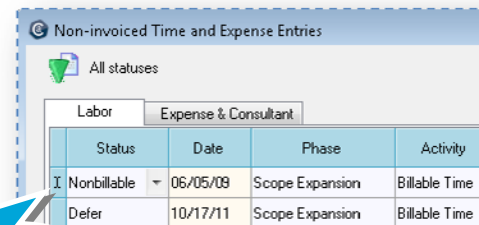
- You can change the status of a transaction from Billable to Defer, Hold, Nonbillable, or Write-off directly in the tables on the Expense & Consultant and Labor tabs. These transactions are moved to the Entries window.

If you select	The transaction is
Defer	Not included on the current invoice but automatically included on the next invoice.
Hold	In a pending state and not included on the current invoice.
Nonbillable	Project-related but not being billed. The project still shows the cost amount but no spent amount.
Write-off	Reflected on the project and the financials as a write-off. The project still shows the cost and spent amounts.

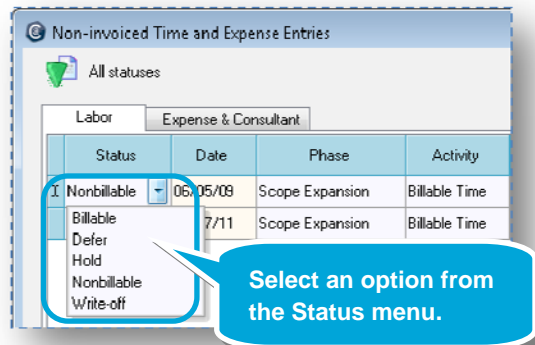


When you change the status of a transaction and click out of the row, the entry disappears from the table . . .

. . . and reappears in the Entries window.



- In the Entries window, you can also change the billing status, if needed. If you select **Billable**, the entry is added back to the table on the Client Invoice window.

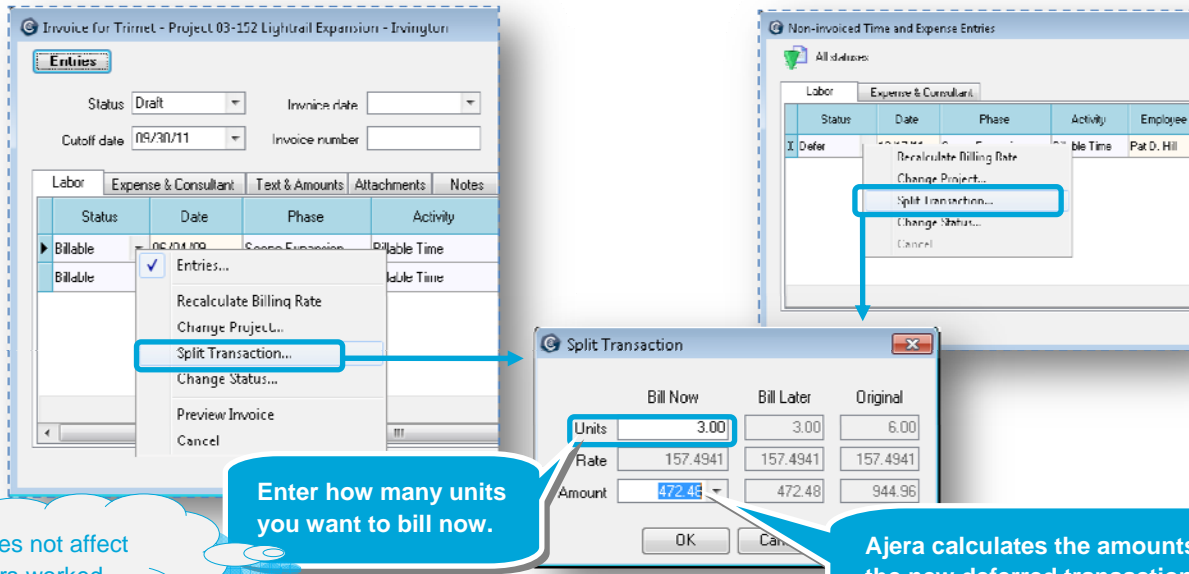


Select an option from the Status menu.

Step 4: Split a Time & Expense transaction

You can split a T&E transaction in the Client Invoice window or in the Entries window.

1. Right-click a transaction in the Client Invoice window or in the Entries window and select **Split Transaction**. The Split Transaction window appears.

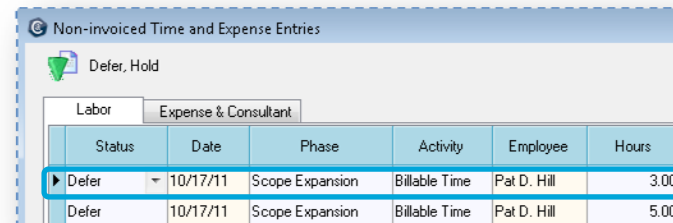
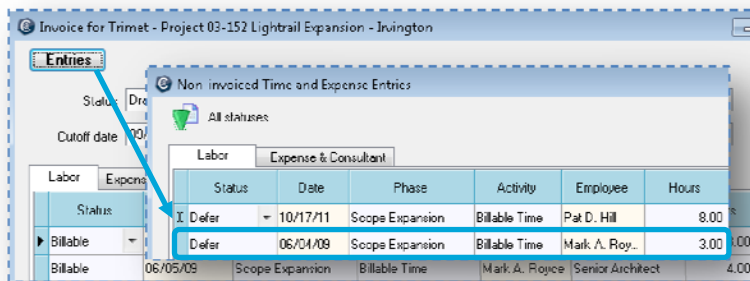


This does not affect the hours worked.

Enter how many units you want to bill now.

Ajera calculates the amounts for the new deferred transaction by multiplying the units by the rate.

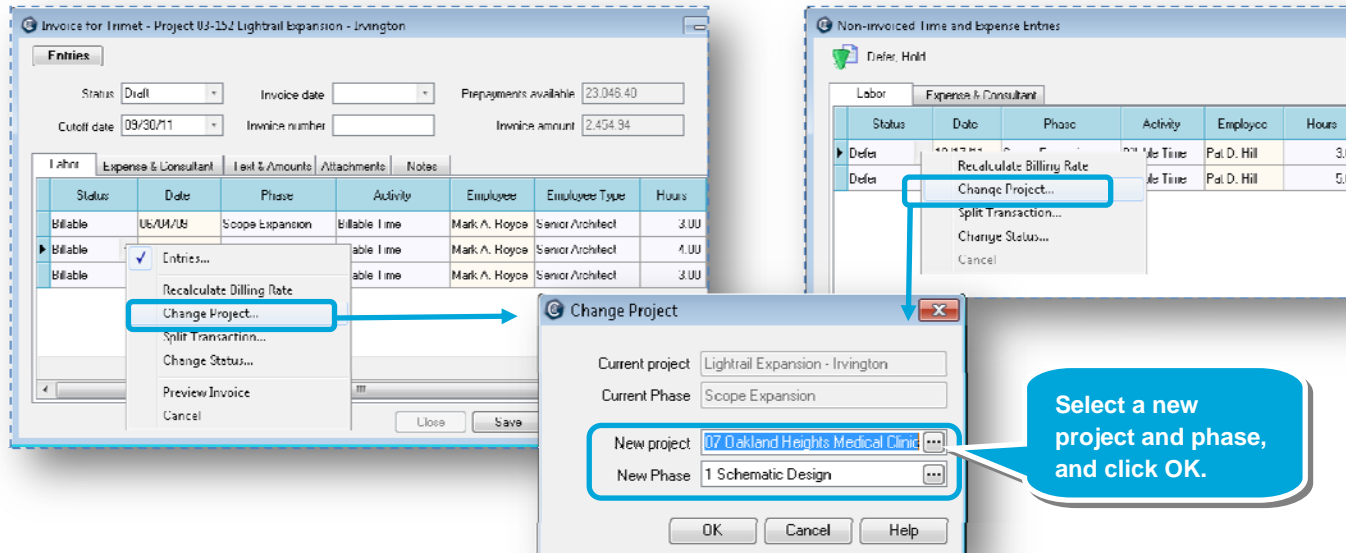
2. If you split a T&E transaction in the Client Invoice window, the deferred hours are moved to the Entries window. If you split it in the Entries window, it displays in that window as Deferred.



Step 5: Change the project time

You can move a T&E transaction in the Client Invoice window or in the Entries window to another project.

1. Right-click a transaction in the Client Invoice window or in the Entries window and select **Change Project**. The Change Project window appears.



2. After you change project time, the hours are moved to the correct invoice.

Step 6: Change the header or footer text

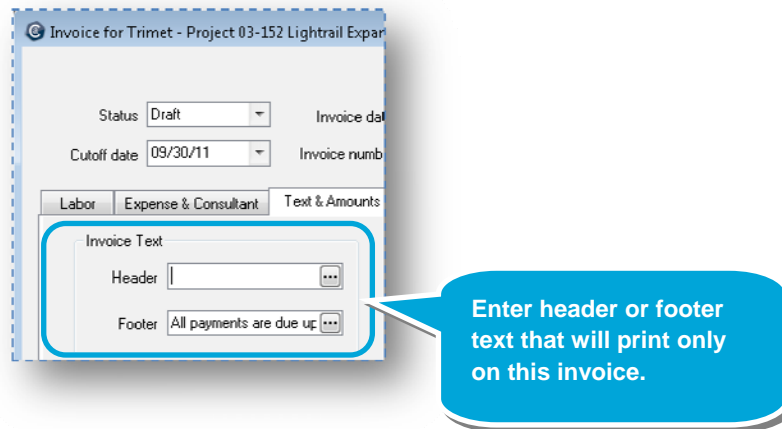
You can change the header and footer text for this specific client invoice.

If you do not enter text here, the invoice uses the text you may have entered for the project (Setup > Projects > Invoice subtab).

If you did not enter text for the project, the invoices uses the text you may have entered for the company (Company > Preferences > Billing tab).

If you did not enter text for the company, the invoice does not print a header or a footer.

1. In the Client Invoice window, click the **Text & Amounts** tab.
2. Change the header or footer text.



Step 7: Change the invoice amounts

You can change the invoice amounts. Entering amounts here does not affect the project cost or earned amounts, but does affect billed amounts.

1. In the Client Invoice window, click the **Text & Amounts** tab.
2. Change the invoice amount.

If the client paid you a retainer for services, which Ajera refers to as a *prepayment*, then the Prepayments field lists the total of the retainer.

You can choose to apply all or a portion of any prepayment to this invoice, reducing the amount the client needs to pay.

To increase or decrease the invoice total, you can change the adjustment amount. Let's decrease the total so as to apply a discount. Enter -250.

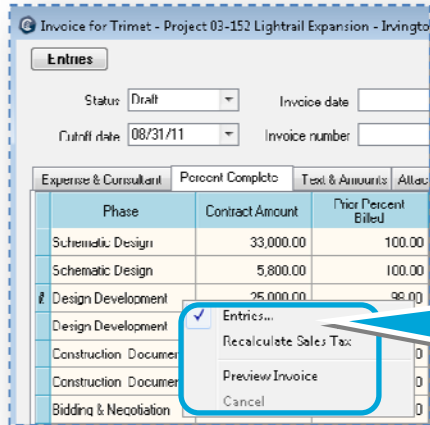
Click Save, and then click Preview.

3. After you click **Preview**, the invoice adjustment appears in the invoice preview.

Senior Architect	Hours	Rate	Billed Amount
Consultant	10.00	157.4941	1,574.94
Structural Consultant	Units	Rate	Billed Amount
Elemenz Engineering			880.00
	Invoice subtotal		2,454.94
	Invoice adjustment		-250.00
	Invoice total		2,204.94

Step 8: Bill a fee by amount or percent

1. You have fewer options in changing a fee-based entry than a T&E transaction. This is because with a fee-based project, many billing details are largely determined by the contract, not by individual time and expense entries.



When you right-click in the fee-based table, there are few options available.

2. One change you can make to a fee-based invoice, however, is to enter an amount or percent to bill. Click **Save** when done.

Expense & Consultant	Percent Complete	Text & Amounts	Attachments	Notes		
Phase	Contract Amount	Prior Percent Billed	Percent to Bill	Billing Amount	Total Percent Billed	
Schematic Design	33,000.00	100.00	0.00	0.00	100.00	
Schematic Design	5,800.00	100.00	0.00	0.00	100.00	
Design Development	25,000.00	98.00	10.00	2,500.00	108.00	
Design Development	6,600.00	64.59	1.32	87.00	65.91	

When you enter a percent to bill here . . .

. . . Ajera automatically enters the billing amount and the total percent billed.

Summary

This quick lesson has shown you how to change a client invoice.

View these related quick lessons:

- Understanding the basics of a client invoice
- Understanding the billing review process

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If you select	The transaction is
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Write-off	Reflected on the project and the financials as a write-off. The project still shows the cost and spent amounts.