Understanding the billing review process

(ajeraComplete only)

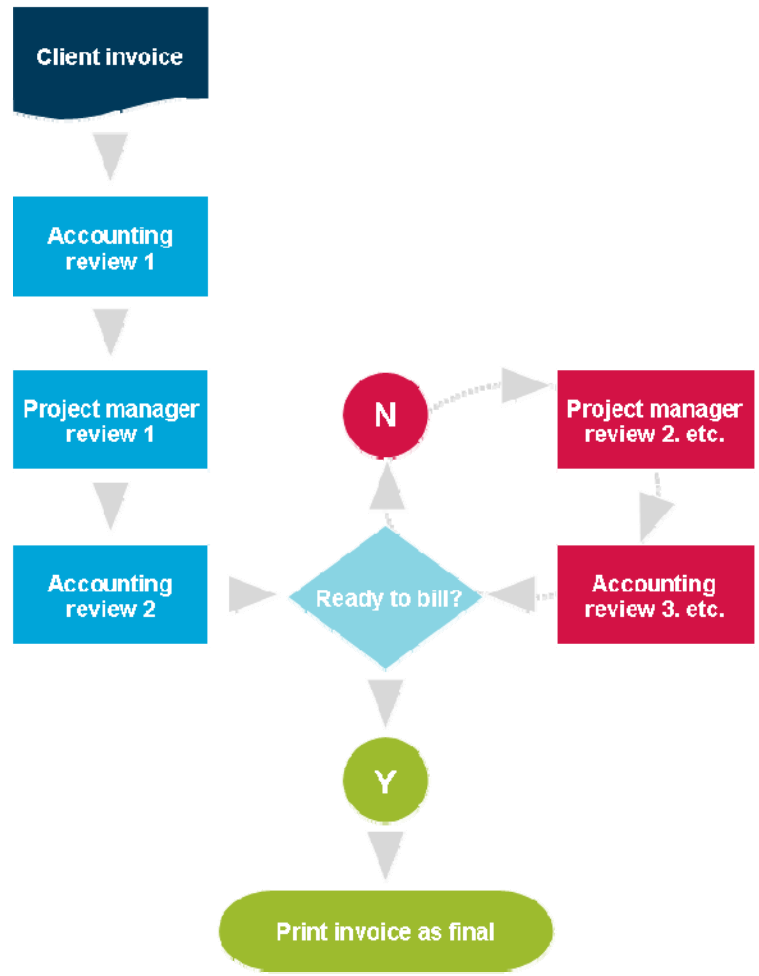
Goal: Set up and use billing review to streamline the review process for client invoices so that they can be billed as soon as possible.

In this quick lesson

You can set up and use billing review stages to move client invoices through the review process. Billing review stages are optional and have no effect on the general ledger.

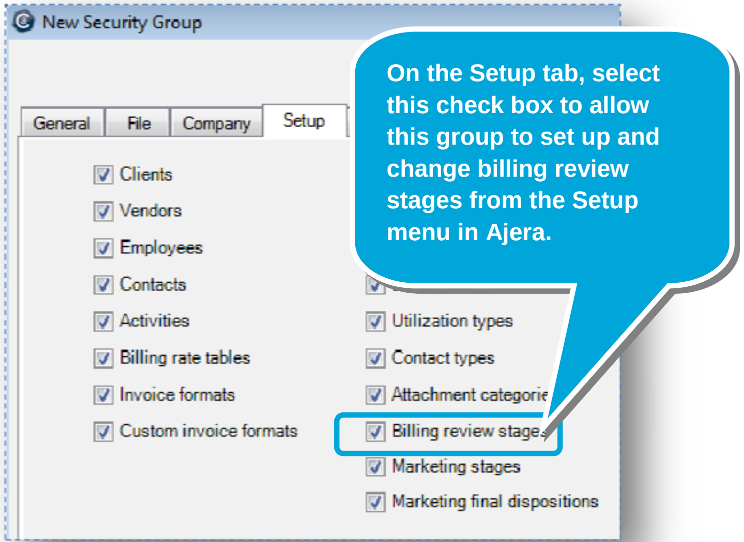
To the right is an example of an architectural firm with a simple billing review process that involves only the accounting staff and the project manager.

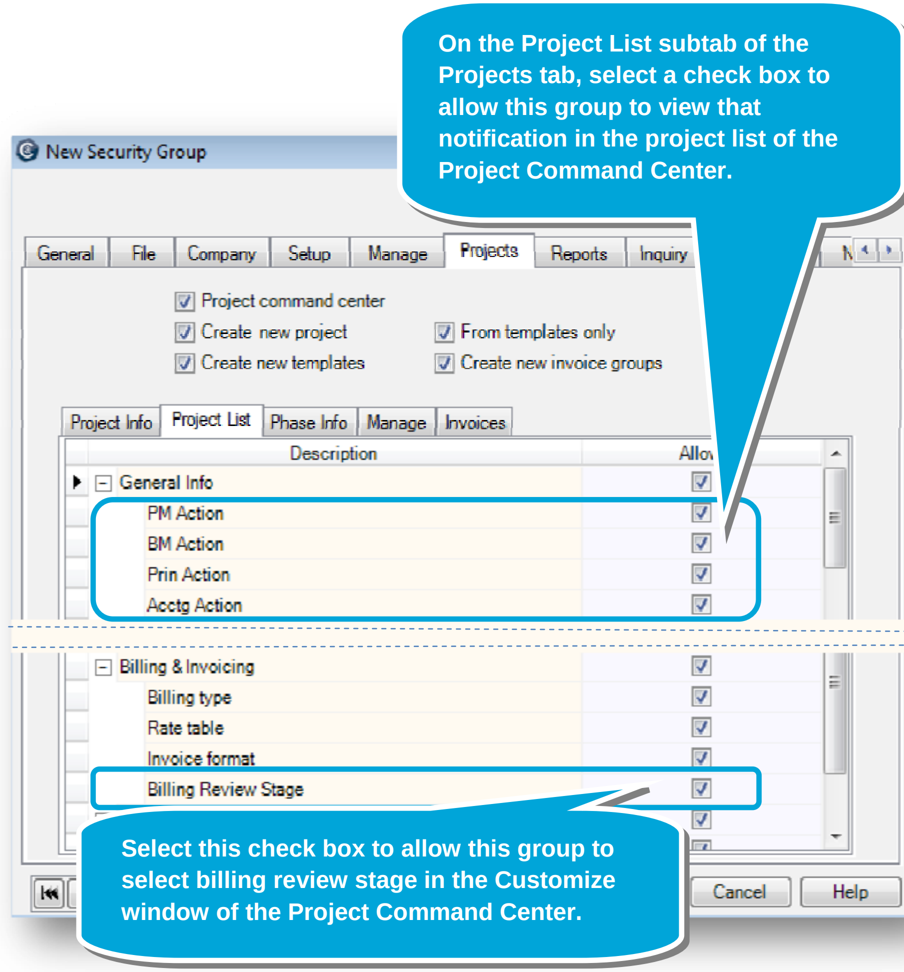
Sample billing review process:

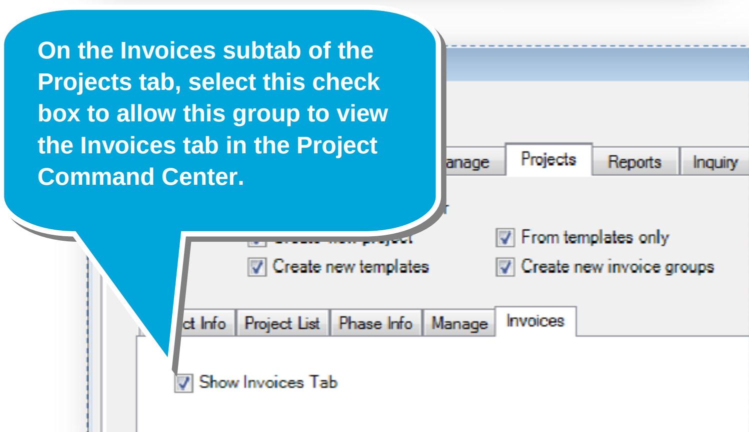


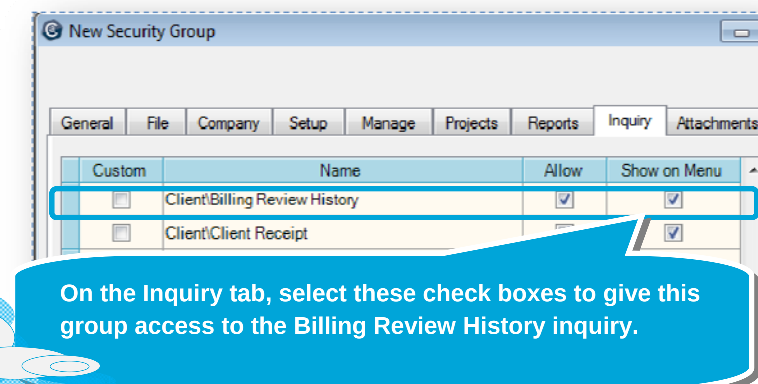
Step 1: Set security

1. Click **Company** > **Security**.
2. In the Security Group window, select these settings as needed:









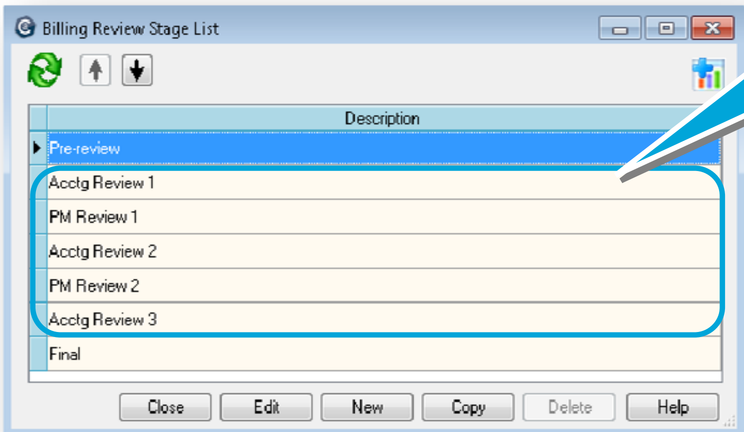
For information about the Allow and Show on Menu check boxes, see the *Setting up inquiry security* topic in Help.

Step 2: Set up billing review stages

1. Click **Setup** > **Billing Review Stages**.
2. Click the **New** button and set up billing review stages for your firm.
3. Below are some sample billing review stages. Select a stage and click the **Edit** button to view the settings.

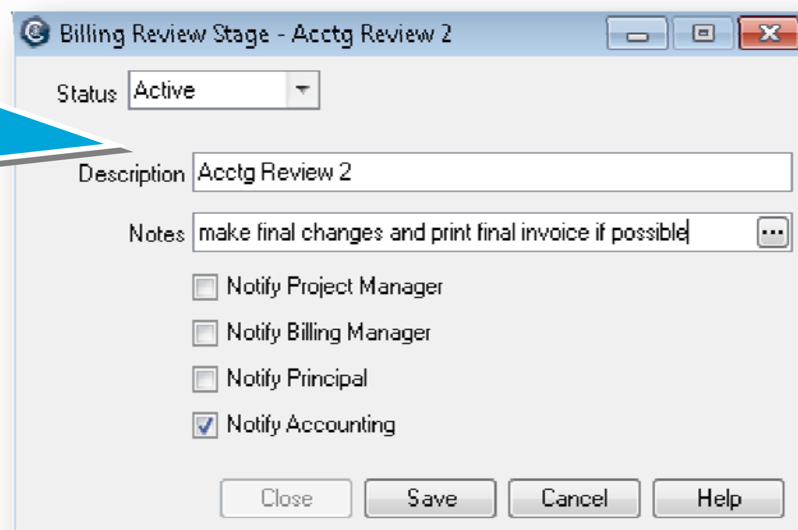
These billing review stages mirror the flowchart on page 1.

You cannot change or delete Pre-review or Final, the two default stages that Ajera automatically assigns to draft invoices and final invoices.



Here is what the sample Acctg Review 2 billing review stage looks like:

- **The name indicates where the invoice is in the review process, and the notes provide instructions to the reviewer of the stage.**
- **The stage is set to notify the reviewer (the Accounting staff) that the invoice is ready. You can select more than notification.**

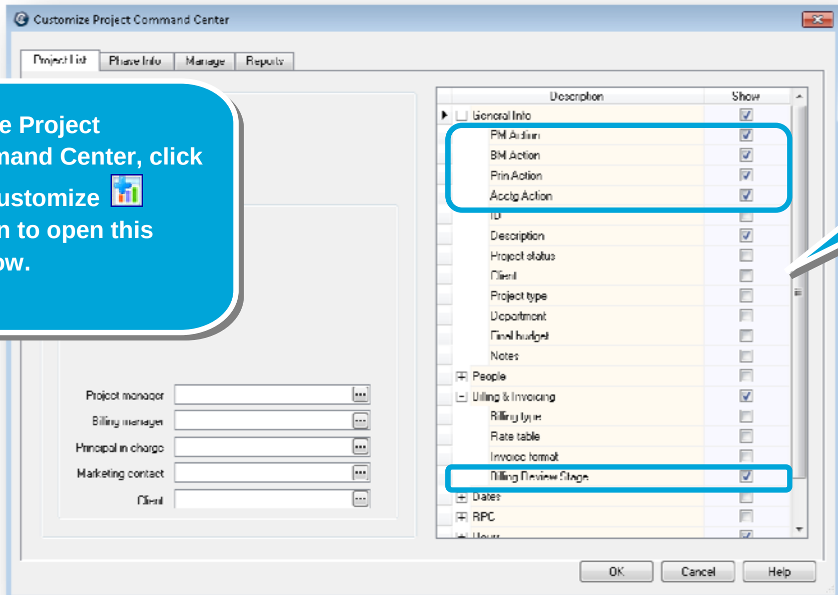


If you want, you can create a "pending" stage for when you review an invoice but are not ready to send it to the next stage in the billing review process. The pending stage would contain no notifications.

Step 3: Customize the Project Command Center for billing review

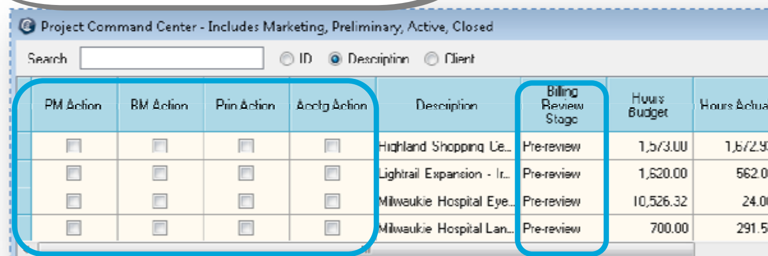
1. Click **Setup** > **Projects**.
2. Customize the Project Command Center to display what you want.

On the Project Command Center, click the Customize button to open this window.



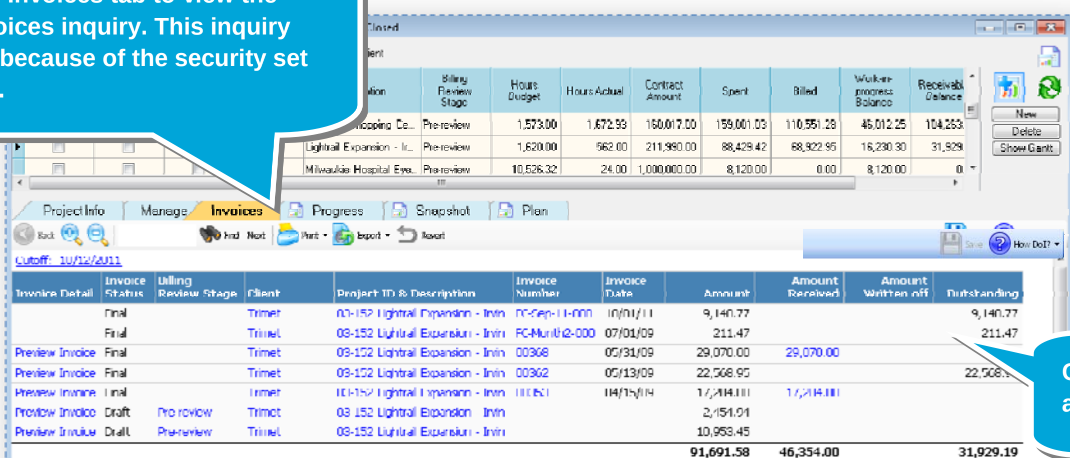
On the Project List tab, these options appear because of the security set in step 1.

The options you select here appear in the project list of the Project Command Center.



Now, you can tell at a glance if an invoice is ready for review and what its current stage is.

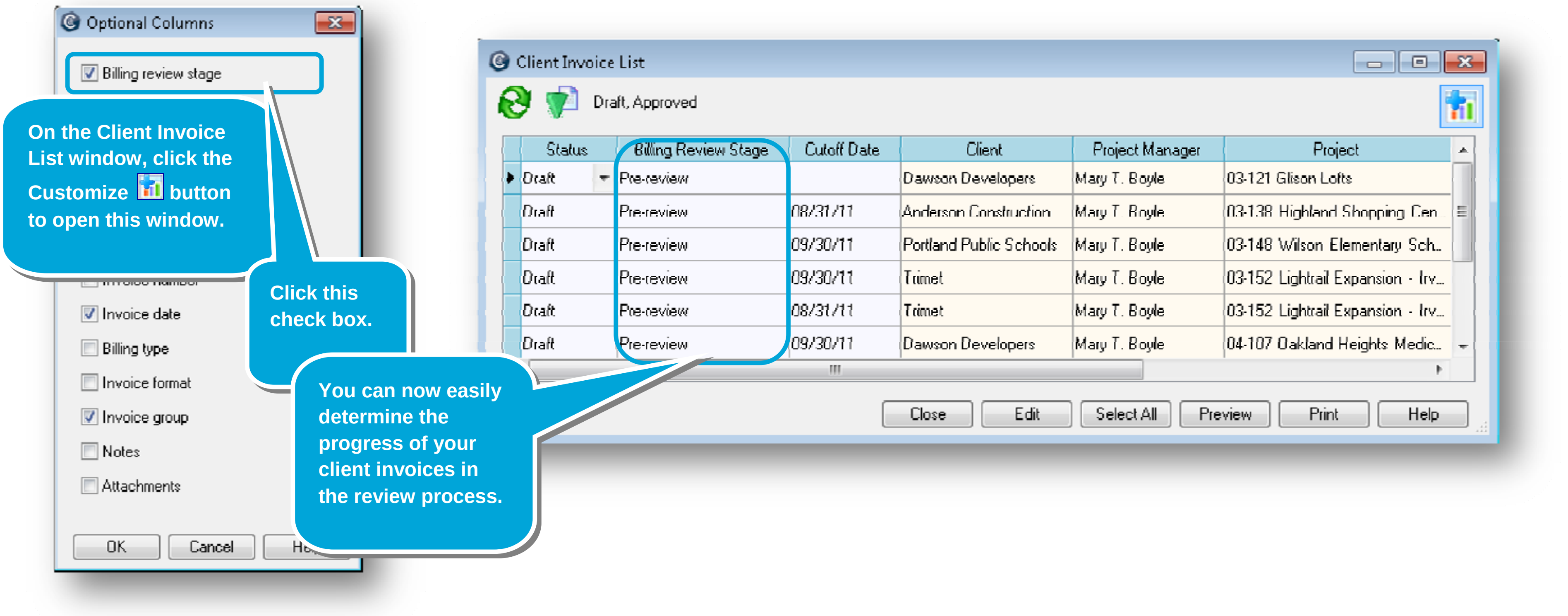
Click the Invoices tab to view the PCC Invoices inquiry. This inquiry appears because of the security set in step 1.



Change the inquiry as needed.

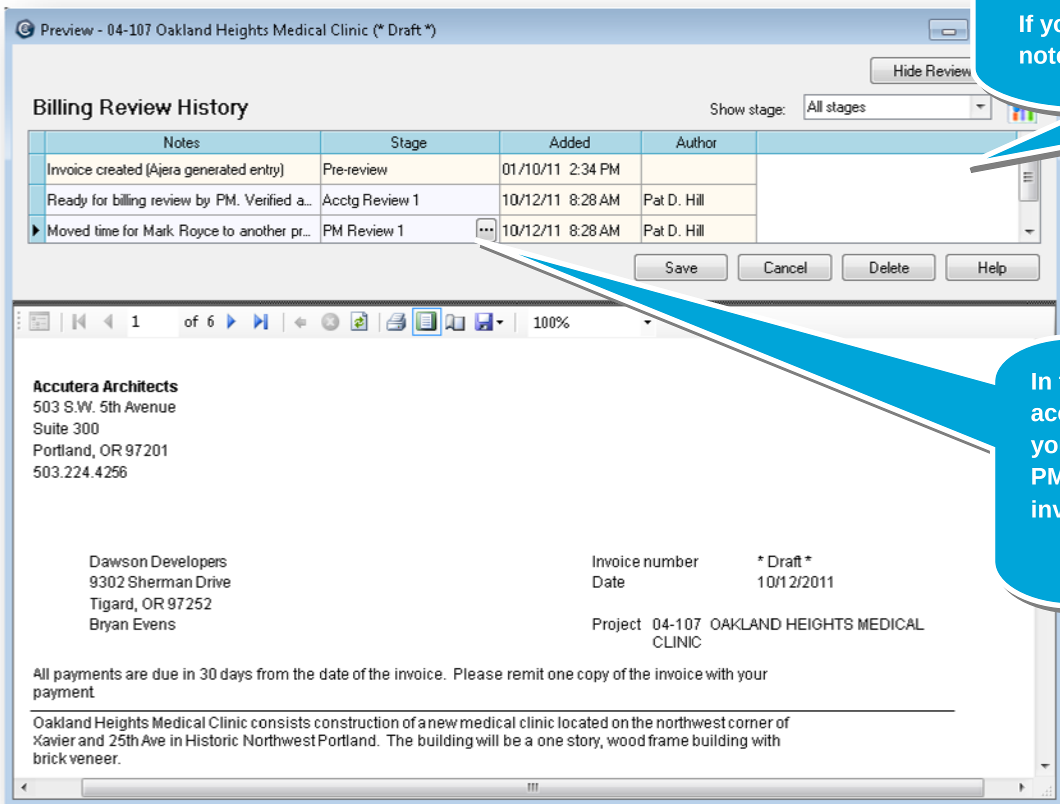
Step 4: Customize the Client Invoice List for billing review

1. Click **Manage** > **Client Invoices**.
2. Customize the Client Invoice List window to display the Billing Review Stage column.



Step 5: Review invoices

1. Open the Client Invoice Preview window by doing one of the following:
   - Click **Manage** > **Client Invoices** > select an invoice > **Preview** button.
   - Click **Setup** > **Projects** > **Invoices** tab > select an invoice > **Preview Invoice** link.
2. Click the **Show Review History** button to view the Billing Review History window, which is a chronological record of the billing review stages of the invoice. This window is where you enter notes and add attachments related to your review of the invoice.
3. Click the **Customize** button and select the options you want to appear in the window.
4. Review the existing rows in the billing review table and create your own row. When finished, select the next billing review stage in the process.



During your review, you can change the information in any row in the billing review table, except for the auto-generated Pre-review and Final rows.

If you change a row, your name and the date are noted in the optional modification columns.

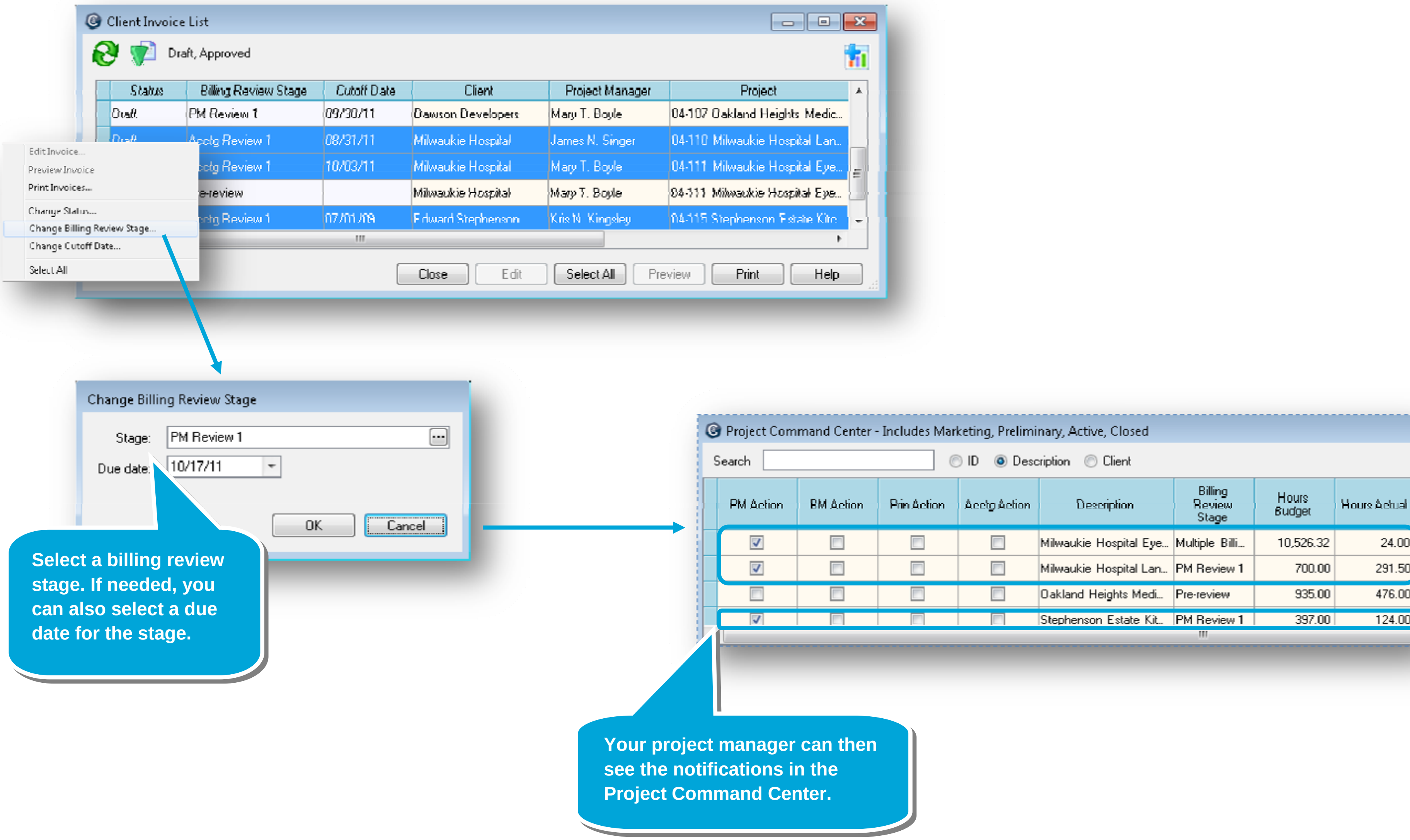
In this example, you finish your accounting review, enter notes for your project manager, and select PM Review 1 to indicate that the invoice is ready for the next stage.

In the Project Command Center, PM Review 1 will appear in the Billing Review Stage column and the PM Action check box will be selected. This lets your project manager know that the invoice is ready for review.

Step 6: Select a billing review stage from the Client Invoice List (optional)

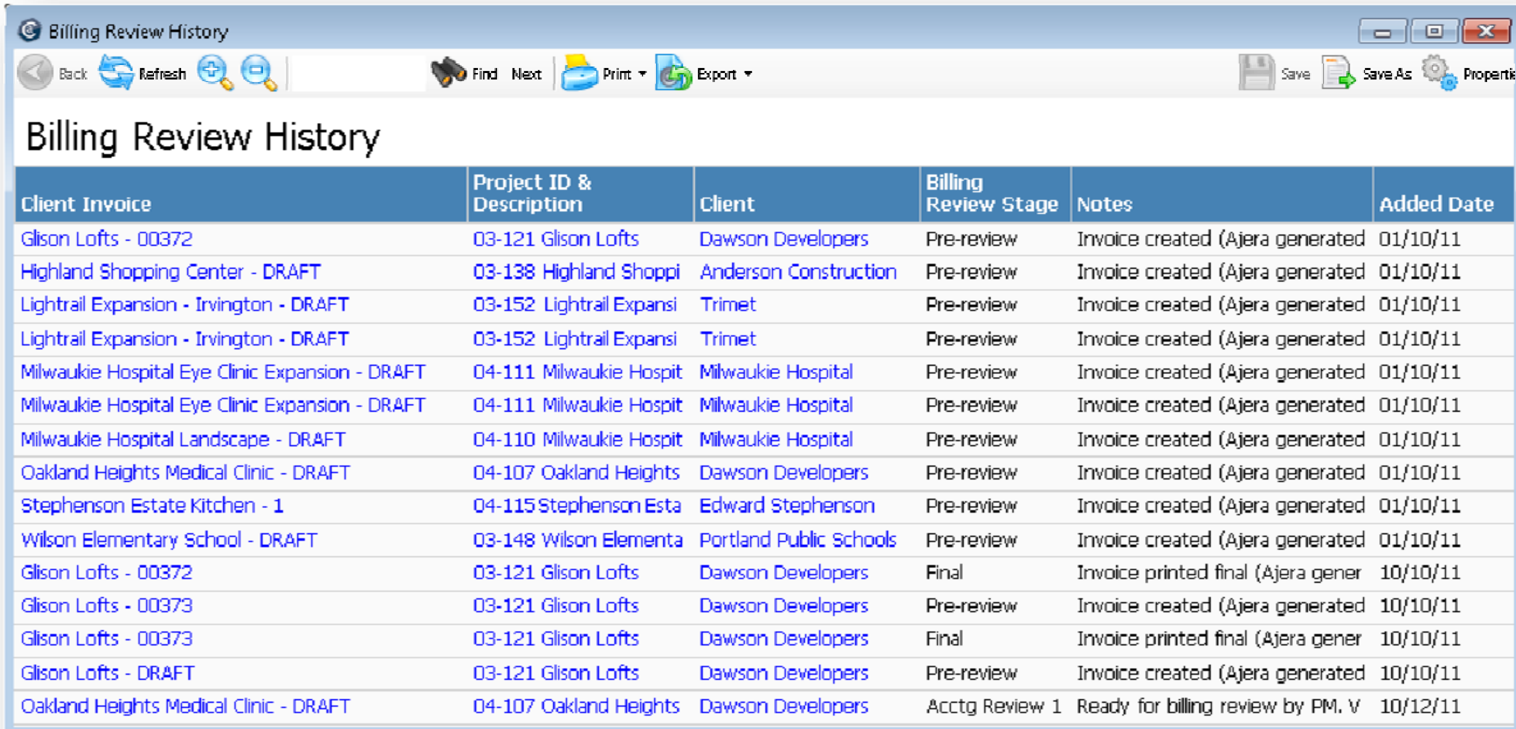
Use the Client Invoice List window to quickly select a billing review stage for one or more invoices.

1. Click **Manage** > **Client Invoices**.
2. Select one or more invoices, and right-click and select **Change Billing Review Stage**.



Step 7: Review the Billing Review History inquiry

At any time, you can view or sort billing review information by clicking **Inquiry** > **Client** > **Billing Review History**.



Billing Review History

Client Invoice	Project ID & Description	Client	Billing Review Stage	Notes	Added Date
Glison Lofts - 00372	03-121 Glison Lofts	Dawson Developers	Pre-review	Invoice created (Ajera generated	01/10/11
Highland Shopping Center - DRAFT	03-138 Highland Shoppi	Anderson Construction	Pre-review	Invoice created (Ajera generated	01/10/11
Lightrail Expansion - Irvington - DRAFT	03-152 Lightrail Expansi	Trimet	Pre-review	Invoice created (Ajera generated	01/10/11
Lightrail Expansion - Irvington - DRAFT	03-152 Lightrail Expansi	Trimet	Pre-review	Invoice created (Ajera generated	01/10/11
Milwaukie Hospital Eye Clinic Expansion - DRAFT	04-111 Milwaukie Hospit	Milwaukie Hospital	Pre-review	Invoice created (Ajera generated	01/10/11
Milwaukie Hospital Eye Clinic Expansion - DRAFT	04-111 Milwaukie Hospit	Milwaukie Hospital	Pre-review	Invoice created (Ajera generated	01/10/11
Milwaukie Hospital Landscape - DRAFT	04-110 Milwaukie Hospit	Milwaukie Hospital	Pre-review	Invoice created (Ajera generated	01/10/11
Oakland Heights Medical Clinic - DRAFT	04-107 Oakland Heights	Dawson Developers	Pre-review	Invoice created (Ajera generated	01/10/11
Stephenson Estate Kitchen - 1	04-115 Stephenson Esta	Edward Stephenson	Pre-review	Invoice created (Ajera generated	01/10/11
Wilson Elementary School - DRAFT	03-148 Wilson Elementa	Portland Public Schools	Pre-review	Invoice created (Ajera generated	01/10/11
Glison Lofts - 00372	03-121 Glison Lofts	Dawson Developers	Final	Invoice printed final (Ajera gener	10/10/11
Glison Lofts - 00373	03-121 Glison Lofts	Dawson Developers	Pre-review	Invoice created (Ajera generated	10/10/11
Glison Lofts - 00373	03-121 Glison Lofts	Dawson Developers	Final	Invoice printed final (Ajera gener	10/10/11
Glison Lofts - DRAFT	03-121 Glison Lofts	Dawson Developers	Pre-review	Invoice created (Ajera generated	10/10/11
Oakland Heights Medical Clinic - DRAFT	04-107 Oakland Heights	Dawson Developers	Acctg Review 1	Ready for billing review by PM. V	10/12/11

Step 8: Print an invoice as final

1. When the invoice is approved, print the client invoice as final.
   Ajera automatically updates the billing review stage to Final.
2. You can use billing review stages after an invoice is final because they are not associated with invoice status and have no effect on the general ledger.

   For example, you might create a billing review stage called Collections to track payment on outstanding invoices.

Summary

You now how the billing review feature works in Ajera. See if you can re-create your firm's own billing review stages in Ajera and if you can develop a workflow that will shorten the time from review to billing for your firm.