Quick lesson

For more information, see Help > Contents > Billing review.

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**

- Step 1: Set security
- Step 2: Set up billing review stages
- Step 3: Customize the Project Command Center for billing review
- Step 4: Customize the Client Invoice List for billing review
- Step 5: Review invoices
- Step 6: Select a billing review stage from the Client Invoice List
- Step 7: Review the Billing Review History inquiry
- Step 8: Print an invoice as final

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.
Step 1: Set security

1. Click Company > Security.
2. In the Security Group window, select these settings as needed:
   - On the Setup tab, select this check box to allow this group to set up and change billing review stages from the Setup menu in Ajera.
   - On the Project List subtab of the Projects tab, select a check box to allow this group to view that notification in the project list of the Project Command Center.
   - Select this check box to allow this group to select billing review stage in the Customize window of the Project Command Center.
   - On the Invoices subtab of the Projects tab, select this check box to allow this group to view the Invoices tab in the Project Command Center.
   - On the Inquiry tab, select these check boxes to give this group access to the Billing Review History inquiry.

For more information about the Allow and Show on Menu check boxes, see the Setting up inquiry security topic in Help.
Quick lesson: Understanding the billing review process

For more information, see Help > Contents > Billing review.

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.
Quick lesson: Understanding the billing review process

For more information, see Help > Contents > Billing review.

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.

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

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

Change the inquiry as needed.
Quick lesson: Understanding the billing review process

For more information, see Help > Contents > Billing review.

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.

On the Client Invoice List window, click the Customize button to open this window.

Click this check box.

You can now easily determine the progress of your client invoices in the review process.
Quick lesson: Understanding the billing review process

For more information, see Help > Contents > Billing review.

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.
Quick lesson: Understanding the billing review process

For more information, see Help > Contents > Billing 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**.

Select a billing review stage. If needed, you can also select a due date for the stage.

Your project manager can then see the notifications in the Project Command Center.
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.

<table>
<thead>
<tr>
<th>Client Invoice</th>
<th>Project ID &amp; Description</th>
<th>Client</th>
<th>Billing Review Stage</th>
<th>Notes</th>
<th>Added Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gilson Lofts - 00372</td>
<td>03-121 Gilson Lofts</td>
<td>Dawson Developers</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Highland Shopping Center - DRAFT</td>
<td>03-138 Highland Shopping Center</td>
<td>Anderson Construction</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Lighthouse Expansion - Irvington - DRAFT</td>
<td>03-152 Lighthouse Expansion</td>
<td>Trimet</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Lighthouse Expansion - Irvington - DRAFT</td>
<td>03-152 Lighthouse Expansion</td>
<td>Trimet</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Milwaukee Hospital Eye Clinic Expansion - DRAFT</td>
<td>04-111 Milwaukee Hospital Eye Clinic Expansion</td>
<td>Milwaukee Hospital</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Milwaukee Hospital Eye Clinic Expansion - DRAFT</td>
<td>04-111 Milwaukee Hospital Eye Clinic Expansion</td>
<td>Milwaukee Hospital</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Milwaukee Hospital Landscape - DRAFT</td>
<td>04-110 Milwaukee Hospital Landscape</td>
<td>Milwaukee Hospital</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Oakland Heights Medical Clinic - DRAFT</td>
<td>04-107 Oakland Heights Medical Clinic - DRAFT</td>
<td>Dawson Developers</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Stephenson Estate Kitchen - I</td>
<td>04-115 Stephenson Estate Kitchen - I</td>
<td>Edward Stephenson</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Wilson Elementary School - DRAFT</td>
<td>03-148 Wilson Elementary School</td>
<td>Portland Public Schools</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Gilson Lofts - 00372</td>
<td>03-121 Gilson Lofts</td>
<td>Dawson Developers</td>
<td>Final</td>
<td>Invoice printed final (Ajera generated)</td>
<td>10/10/11</td>
</tr>
<tr>
<td>Gilson Lofts - 00372</td>
<td>03-121 Gilson Lofts</td>
<td>Dawson Developers</td>
<td>Final</td>
<td>Invoice printed final (Ajera generated)</td>
<td>10/10/11</td>
</tr>
<tr>
<td>Gilson Lofts - 00372</td>
<td>03-121 Gilson Lofts</td>
<td>Dawson Developers</td>
<td>Final</td>
<td>Invoice printed final (Ajera generated)</td>
<td>10/10/11</td>
</tr>
<tr>
<td>Gilson Lofts - DRAFT</td>
<td>03-121 Gilson Lofts</td>
<td>Dawson Developers</td>
<td>Pre-review</td>
<td>Invoice created (Ajera generated)</td>
<td>10/10/11</td>
</tr>
<tr>
<td>Oakland Heights Medical Clinic - DRAFT</td>
<td>04-107 Oakland Heights Medical Clinic - DRAFT</td>
<td>Dawson Developers</td>
<td>Active Review 1</td>
<td>Ready for billing review by PM, V</td>
<td>10/12/11</td>
</tr>
</tbody>
</table>
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.