BILLINGS USER GUIDE

PROJECT COST MANAGEMENT

INEIGHT

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CONTENTS

1.1 Getting Started 9
1.2 Installing Billings 9
1.2.1 Billings in the cloud 9
Billings in the Cloud 9
1.2.2 Billings Legacy 11
1.2.3 Updating Billings 12
1.3 Billings Configuration 12
1.3.1 Application Configuration 12
1.3.2 Utilizing the System Configuration 12
1.3.3 Suite Administration 14
1.3.3.1 User Management 14
1.3.3.2 Permissions Tab 16
1.3.3.3 System Processes Tab 17
1.3.3.4 Regions 18
1.4 Billings Administration 18
1.4.1 User Account Management Information 18
1.5 Help Menu 21
1.6 Help Options 21
1.6.1 Contact Billings Support 21
1.6.2 Verifying Billings Version Info 22
1.6.3 Refresh Cache 23
1.7 Navigation 23
1.8 Billings Navigation 23
1.8.1 Navigation Menu 23
1.8.2 OK, Apply, and Cancel Buttons 25
List / Grid Modification 25
1.8.3 Filter Functionality 26

Edit Filters ... 27
1.8.4 Utilizing Layout Management ... 28
1.9 Data Library ... 30
1.10 Classifications ... 30
1.10.1 Create a new Personnel Classification ... 30
Create a new Personal Classification ... 30
1.10.2 Create a new Equipment Classification ... 32
Create a new Equipment classification ... 33
1.10.3 Create a new Material Classification ... 35
Create a new Material Classification ... 35
1.11 Resources ... 36
1.11.1 Create new Personnel resources ... 36
Create a new Personnel resource ... 36
1.11.2 Create a new Equipment Resource ... 41
Create a new Equipment Resource ... 42
1.11.3 Create new material resource ... 44
Create a new material resource ... 44
1.11.4 Create a Location ... 47
Create a location ... 47
1.11.5 Create a new Division ... 48
Create a new Division ... 48
1.11.6 Create new Company (Client or Supplier) ... 51
Create new Company (Client or Supplier) ... 51
1.12 Project Management ... 55
1.13 Rate Tables ... 55
1.13.1 Creating a new Rate Table ... 55
1.13.1.1 Column Display Options ... 56
1.13.1.2 Company and Source columns ... 57
1.13.1.3 Personnel Rates ... 57
1.13.1.4 Equipment Rates ... 59
1.13.1.5 Material Rates ... 60
1.13.1.6 Line Item Rates ... 62
1.13.2 Copying a Rate Table ... 63
Copy a Rate Table ... 63
1.14 Manual Rate Imports ... 65
Import rate table file and configure settings ... 66
1.14.1 Importing a Rate Table ... 69
Legacy Labor Rate Imports ... 69
1.14.2 Utilizing Mass Edit with a Rate Table ... 73

mass edit Rate Tables 74
1.14.3 Configuring a Project 76
1.14.3.1 Configure tab 76
1.14.3.2 Line-Item Markups tab 79
1.14.3.3 Cost Code tab 81
1.14.3.4 Details/Notes tab 82
1.14.3.5 Equipment tab 83
1.14.3.6 Crew tab 85
1.14.3.7 Material tab 86
1.14.3.8 time sheet Options tab 87
1.14.3.9 Work Order tab 88
1.14.3.10 Pay Items tab 89
Attachments tab 90
WBS Structure 91
1.14.4 Platform project association 93
1.14.5 Managing a Site 94
1.14.5.11 Personnel Tab 95
1.14.5.12 Equipment tab 100
1.14.5.13 Materials tab 100
1.14.5.14 Companies Tab 101
1.14.5.15 Contacts tab 102
1.15 TimeSheets Overview 103
1.15.1 Understanding TimeSheets 103
1.15.1.1 Time Sheet Status Rules 105
Creating a Single Day, Single Project time sheet 106
1.15.1.2 Personnel Tab 108
1.15.1.3 Cost Code Field 110
1.15.1.4 Equipment and Material Tabs 111
1.15.1.5 Line Items Tab 112
1.15.1.6 Details Tab 113
Creating a timesheet layout 114
1.15.2 Creating a Multi-Day, Multi-Project TimeSheet 116
Create a multi day, multi project time sheet 116
1.15.2.7 Personnel tab 118
1.15.3 Creating a Multi Day, Single Project Timesheet 118
Create a Multi Day, Single Project time sheet 118
1.15.3.8 Equipment and Material tab 121
1.15.3.9 Line Items Tab 122
1.15.3.10 Details tab 124
Creating a time sheet layout 126

1.15.4 Copying an Existing Timesheet 128
Copy existing timesheets 128
1.15.5 Importing a Timesheet 130
Import a time sheet 131
1.16 LEMs 133
1.16.1 Creating a LEM 133
Create a LEM 134
1.17 Invoices 137
1.17.1 Creating an Invoice 137
Create an Invoice 138
Create a new Invoice 139
1.18 Managing Mass Changes 139
1.18.1 Retro Rate Adjustment 140
Start a Retro Rate Adjustment 140
1.18.2 Generate Timesheet Line Items Wizard 143
Generate time sheet line items 143
1.18.3 Viewing Timesheet Locks 150
View time sheet locks 151
1.19 Reports 153
1.19.1 Report Export Options 153
1.19.1.1 Print Preview 154

STEP BY STEP PROCEDURES

Billings in the Cloud 9
List / Grid Modification 25
Edit Filters 27
Create a new Personal Classification 30
Create a new Equipment classification 33
Create a new Material Classification 35
Create a new Personnel resource 36
Create a new Equipment Resource 42
Create a new material resource 44
Create a location 47
Create a new Division 48
Create new Company (Client or Supplier) 51
Copy a Rate Table 63
Import rate table file and configure settings 66
Legacy Labor Rate Imports 69
mass edit Rate Tables 74
Creating a Single Day, Single Project time sheet 106
Creating a timesheet layout 114
Create a multi day, multi project time sheet 116
Create a Multi Day, Single Project time sheet 118
Creating a time sheet layout 126
Copy existing timesheets 128
Import a time sheet 131
Create a LEM 134
Create an Invoice 138
Create a new Invoice 139
Start a Retro Rate Adjustment 140
Generate time sheet line items 143

View time sheet locks 151

EXERCISES

1.1 GETTING STARTED

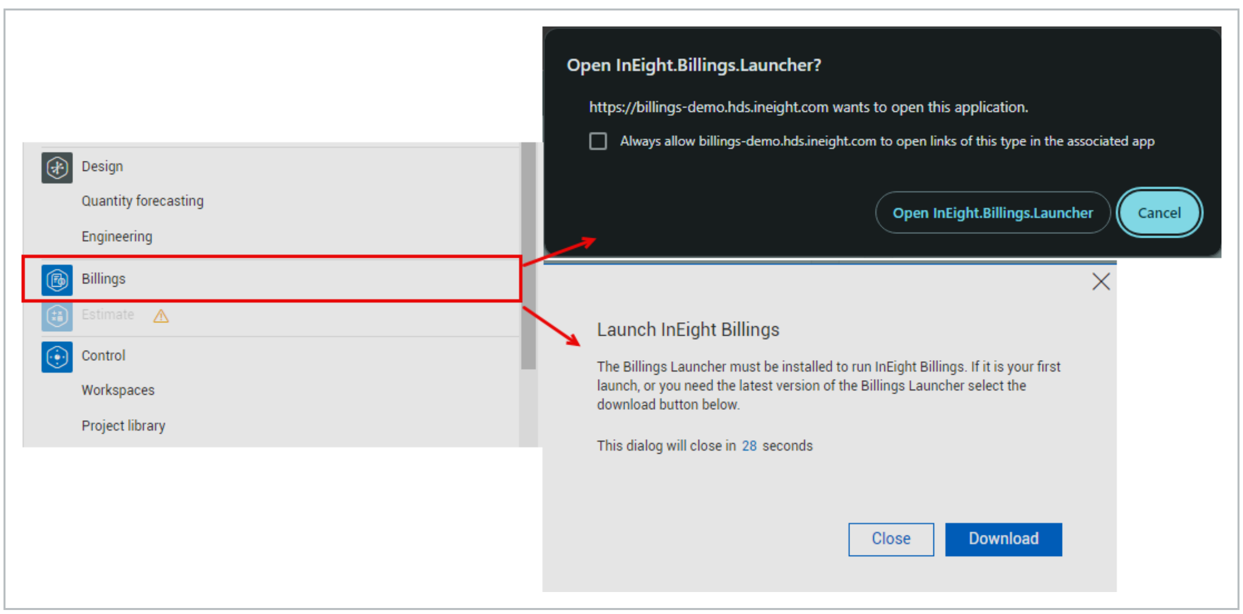
1.2 INSTALLING BILLINGS

1.2.1 BILLINGS IN THE CLOUD

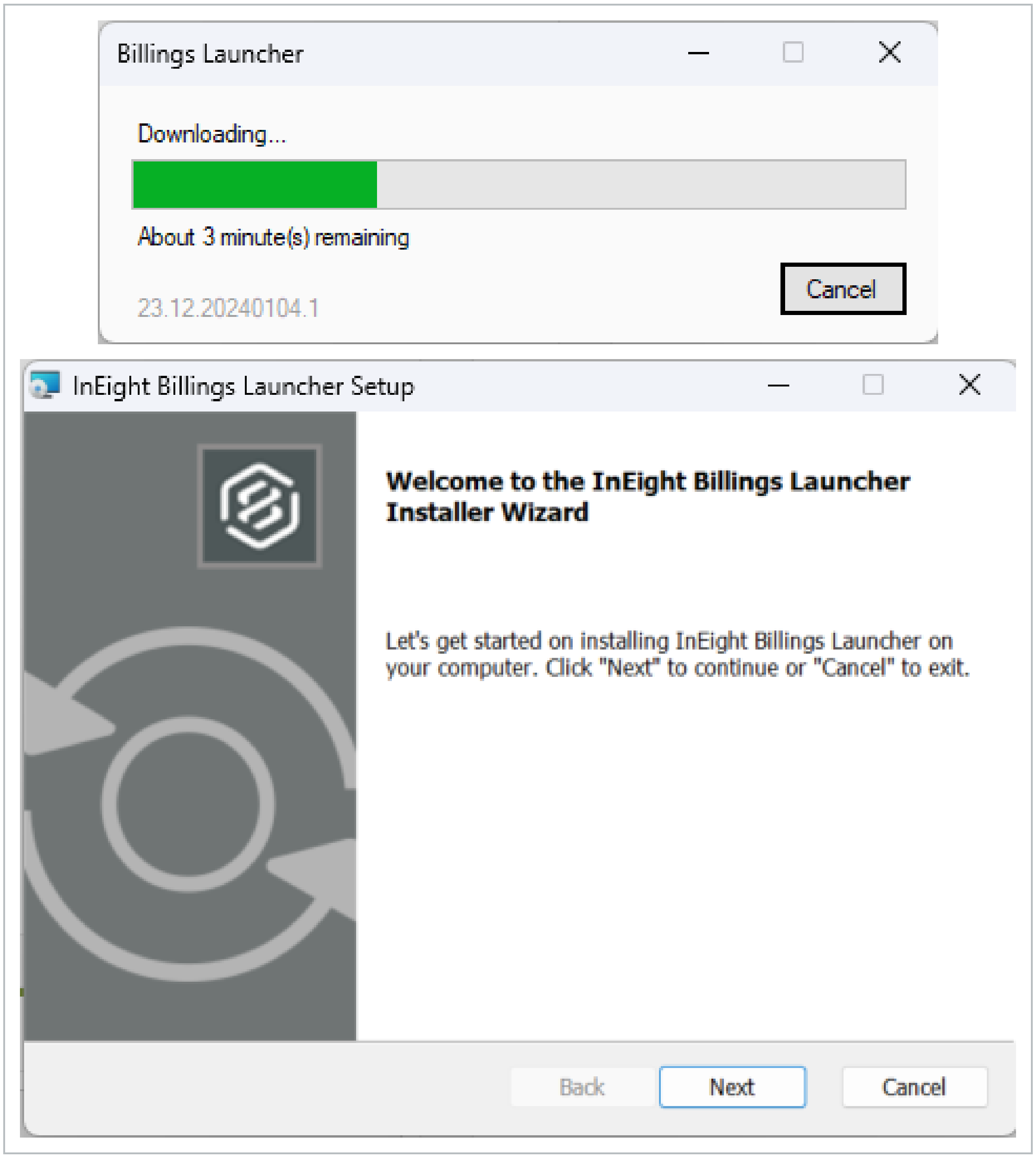
Open the application from within InEight Platform. Platform's primary function is to let you connect and share data between all InEight applications involved in managing a project. This allows project management workflows to pass between jobsite, field office, and front office seamlessly in a consistent and standardized user interface.

BILLINGS IN THE CLOUD

1. Select a project, and then select **Billings** from the Main menu.
   If you are using the legacy Billings application, click the installer download link distributed to you via email by your local administrator.

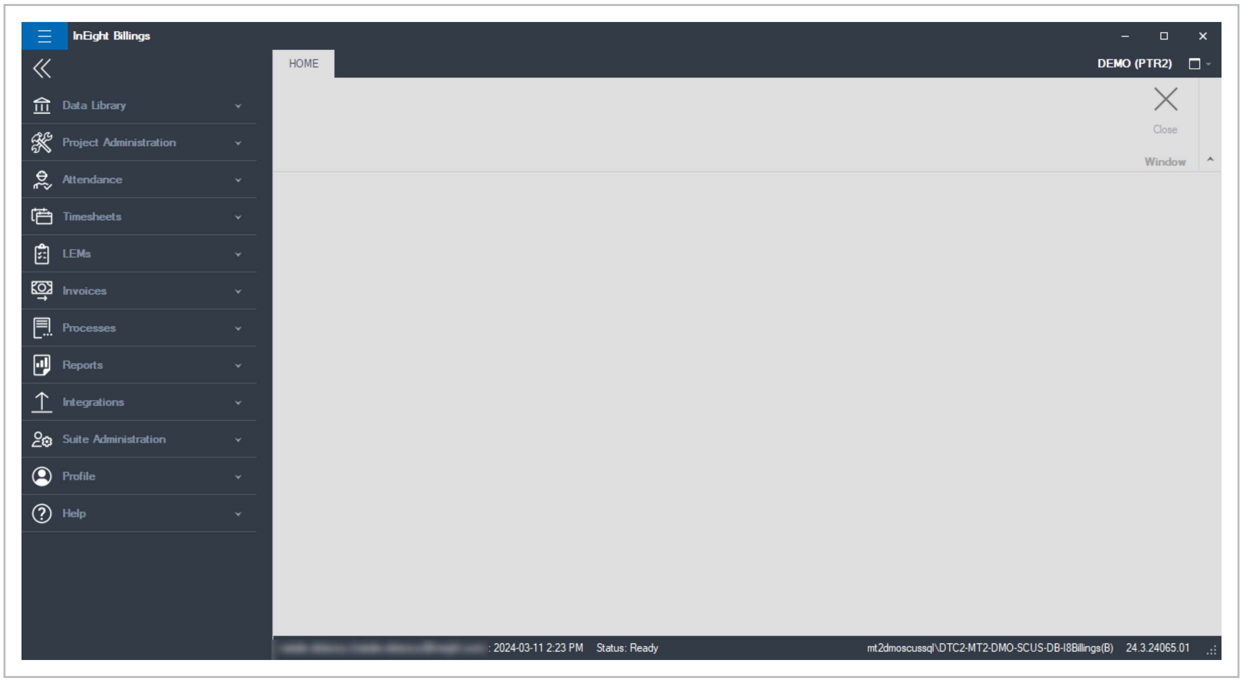


2. If you are using Billings for the first time, select **Download**, and then select **Next** (or **Open**) to start the one-time Billings Launcher download.



3. If prompted, complete the log in to the applications through your company's log in portal.

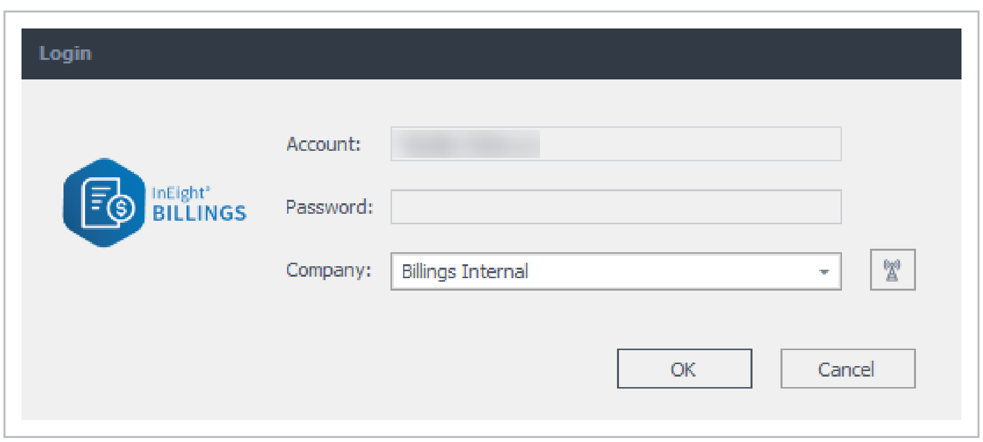
4. The InEight Billings launch page opens, and you can begin using Billings in the cloud.



1.2.2 BILLINGS LEGACY

The Billings application is launched by double-clicking the application icon placed on your system desktop by the installer, after completing the application download via the URL provided to you by your administrator. After the application is launched, the login dialog box may open if you have access to multiple companies, otherwise the application will start.

NOTE If this is the first time you are running Billings, you will be prompted to complete the log in process using your company's log in portal.



Verify that the company you are logging into is correct, and then select **OK**.

When a new version of Billings is available, by your system administrator, you will get a message when you attempt to log into the system. Click Download to update the version. You will not be able to access Billings without installing the updated version.

1.2.3 UPDATING BILLINGS

When a new version of Billings is available, the system will display a message indicating that an update is available when you attempt to run the application. Click the **Download** link on the prompt to launch your browser, and then click **Launch Billings** to update the version. You will not be able to access Billings without installing the updated version.

1.3 BILLINGS CONFIGURATION

1.3.1 APPLICATION CONFIGURATION

The Billings application is configured to meet your specific business requirements, which is typically accomplished when Billings is initially configured by the implementation specialist. However, multiple options still exist for the system administrator to adjust the application as business needs change over time.

Configuration and system maintenance include any of the following functions:

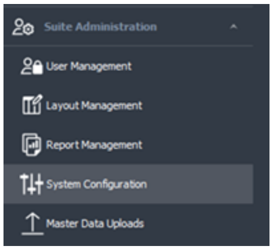
- Drop-down value lists
- Custom field definitions
- System integration schedules
- Billings mobile application rendering configuration

NOTE	The term **maintaining** in this context means adding new values, editing existing values, or removing no longer needed values.

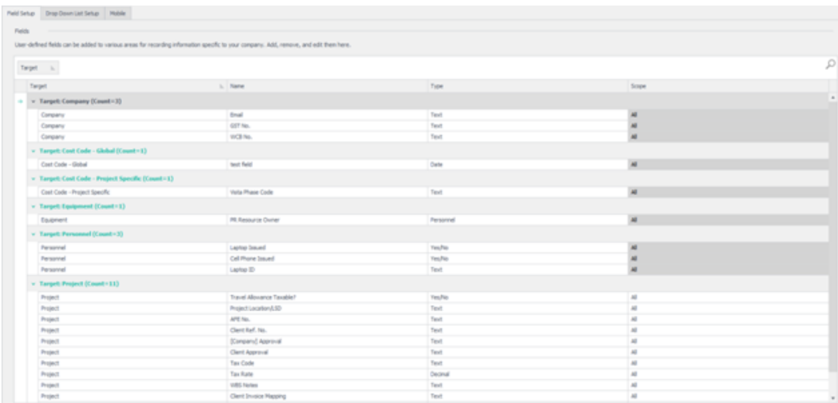
1.3.2 UTILIZING THE SYSTEM CONFIGURATION

Go to Suite Administration > **System Configuration**.

NOTE	Only System Administrators will have access to configure the application.



The System Configuration page opens as a new tab with the Field Setup sub-tab selected. This Field Setup tab lets the Administrator create custom fields for any entity which contains a Details tab. Custom fields are primarily created for master data-related entities, found in the Data Library menu, but can also be used for the Projects and Timesheets.



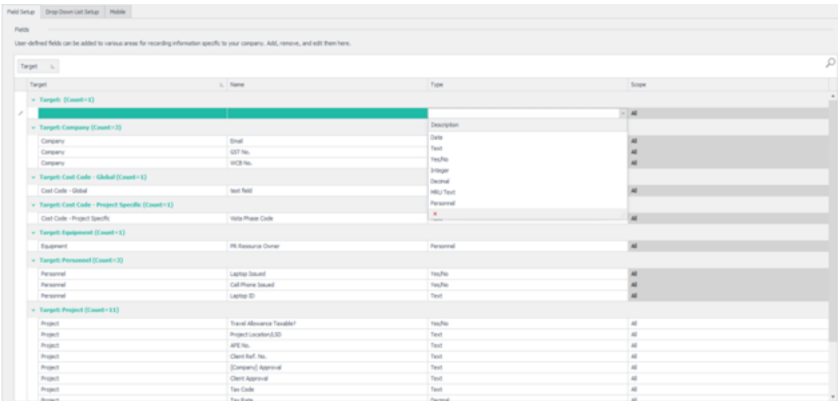
To add a new custom field, click the **Add Row** ribbon bar button. The following entities support custom fields:

- Cost Code – Global
- Personnel
- Cost Code – Project Specific
- Project and WBS items
- Personnel Classification
- Material
- Equipment
- Material Classification
- Equipment Classification
- Region
- Division
- Time Sheet

• Company

Using the drop-down list, you can select which of the Billings entities to add a custom field to and then type in the name for the new custom field in the Name column.

You can click the drop-down list for the Type column and then select how you want the data displayed (such as, Date, Text, MRU Text, Personnel, Yes/No, Integer, or Decimal).



For certain entities, such as Project, you can also configure the "Scope", that is, whether the custom field applies to the entire project entity, to the Project only, or to the WBS items contained within the project.

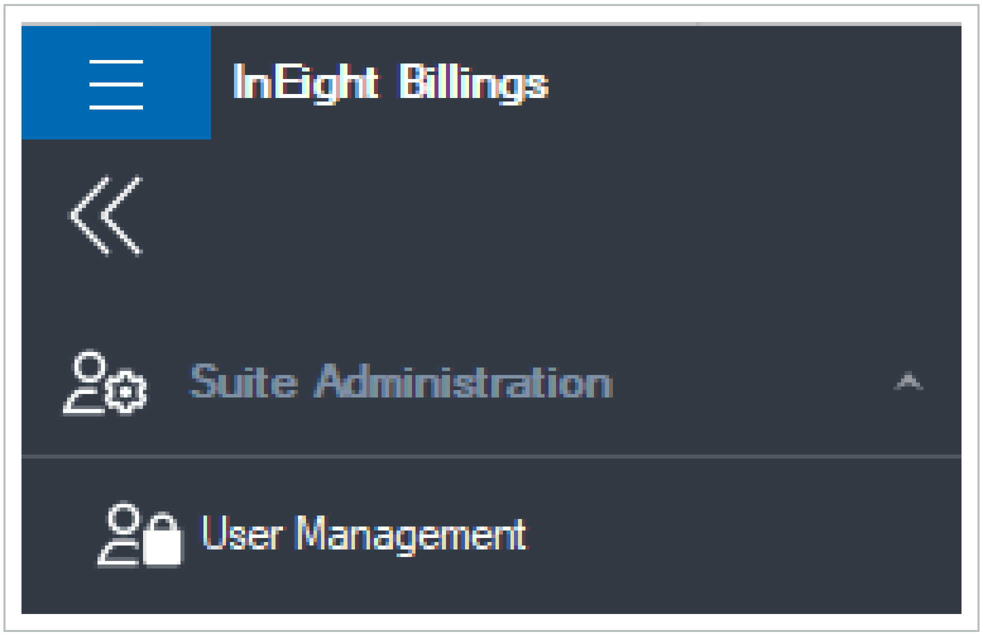
To delete any of the custom fields, you can highlight the item and click the Delete Row(s) button from the home ribbon menu.

When complete, you can click the **Apply** button, or to exit the dialog box, you can either click the **OK** button along the bottom right-hand side to save your changes and exit or click Cancel to exit without saving changes.

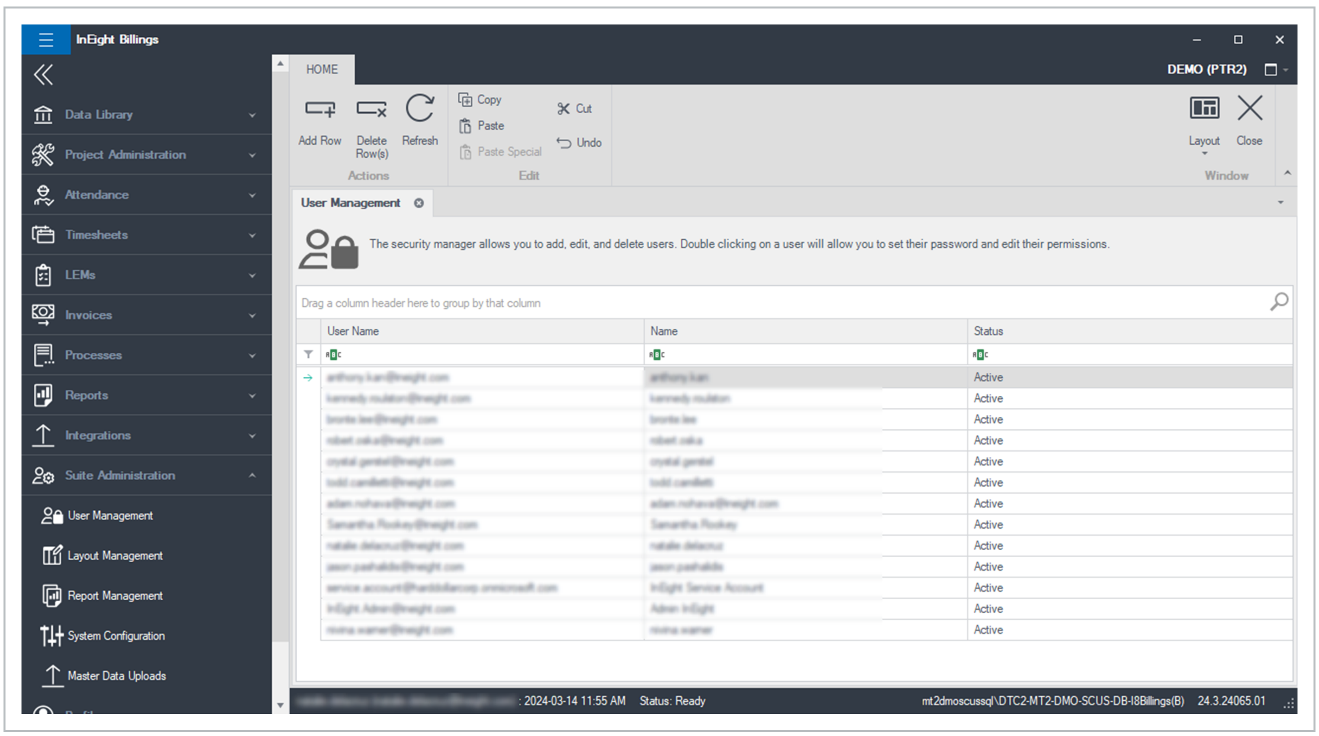
1.3.3 SUITE ADMINISTRATION

1.3.3.1 USER MANAGEMENT

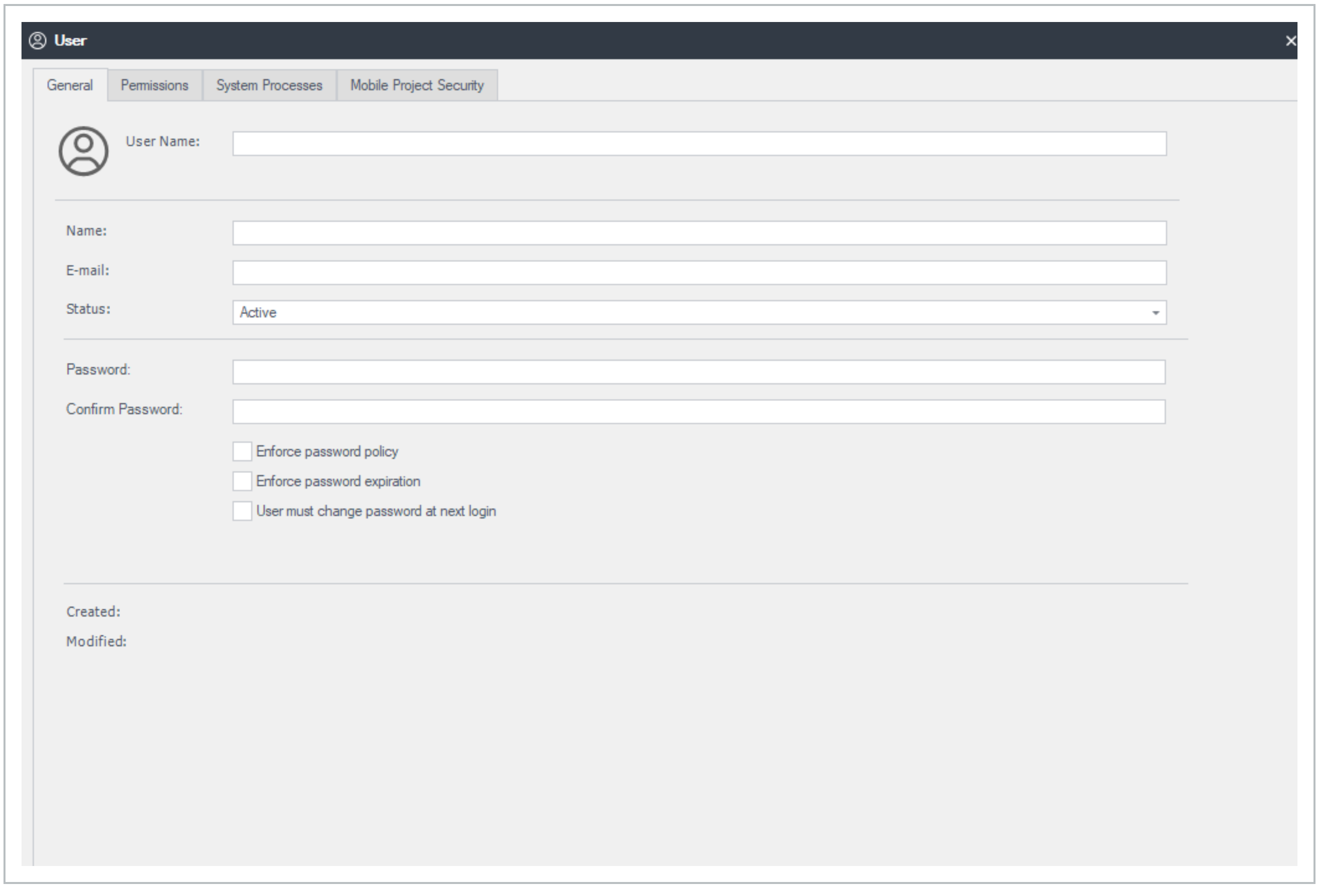
To access user information from the Main menu, click Suite Administration > **User Management.**Only an Administrator can access the Suite Administration or the User Management functionality.



The User Management tab opens listing all users in the system.



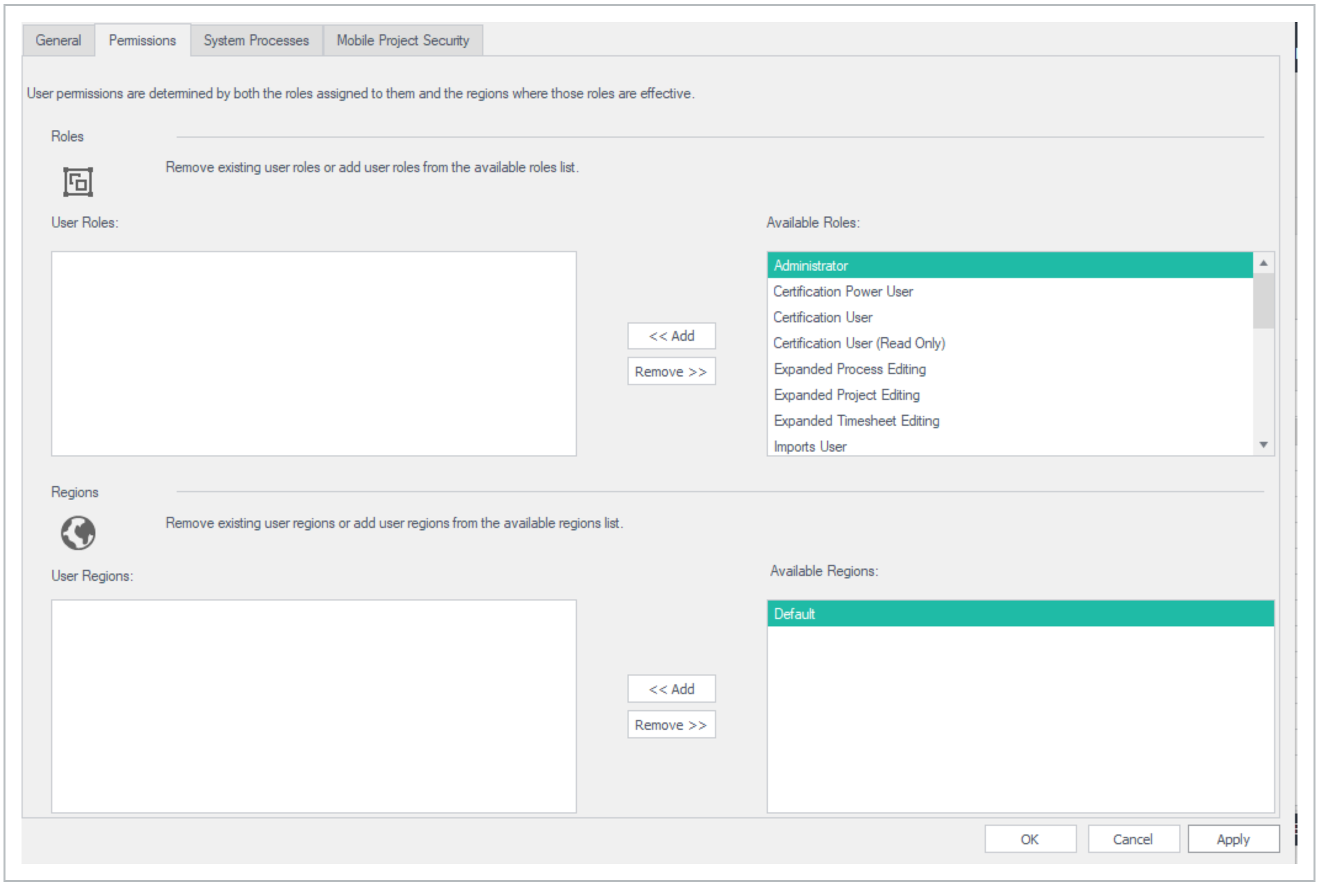
When new users are added through Platform, they are automatically created in Billings as a standard user, provided the appropriate suite and application access is granted through the InEight suite Roles and Permissions. User authentication is performed through the customer’s Active Directory or Google security validation, including any MFA requirements, therefore no Billings-specific password is required. Once a user exists in the system, the Administrator can enlist the user in Billings user types and groups, as well as grant the user access to one or more regions. You can open a user record to define its settings by double clicking on the user from the list.



NOTE You must have a status of *Active*, be a member of at least one security role, and have access to at least one Region before the system will allow you to complete the login process.

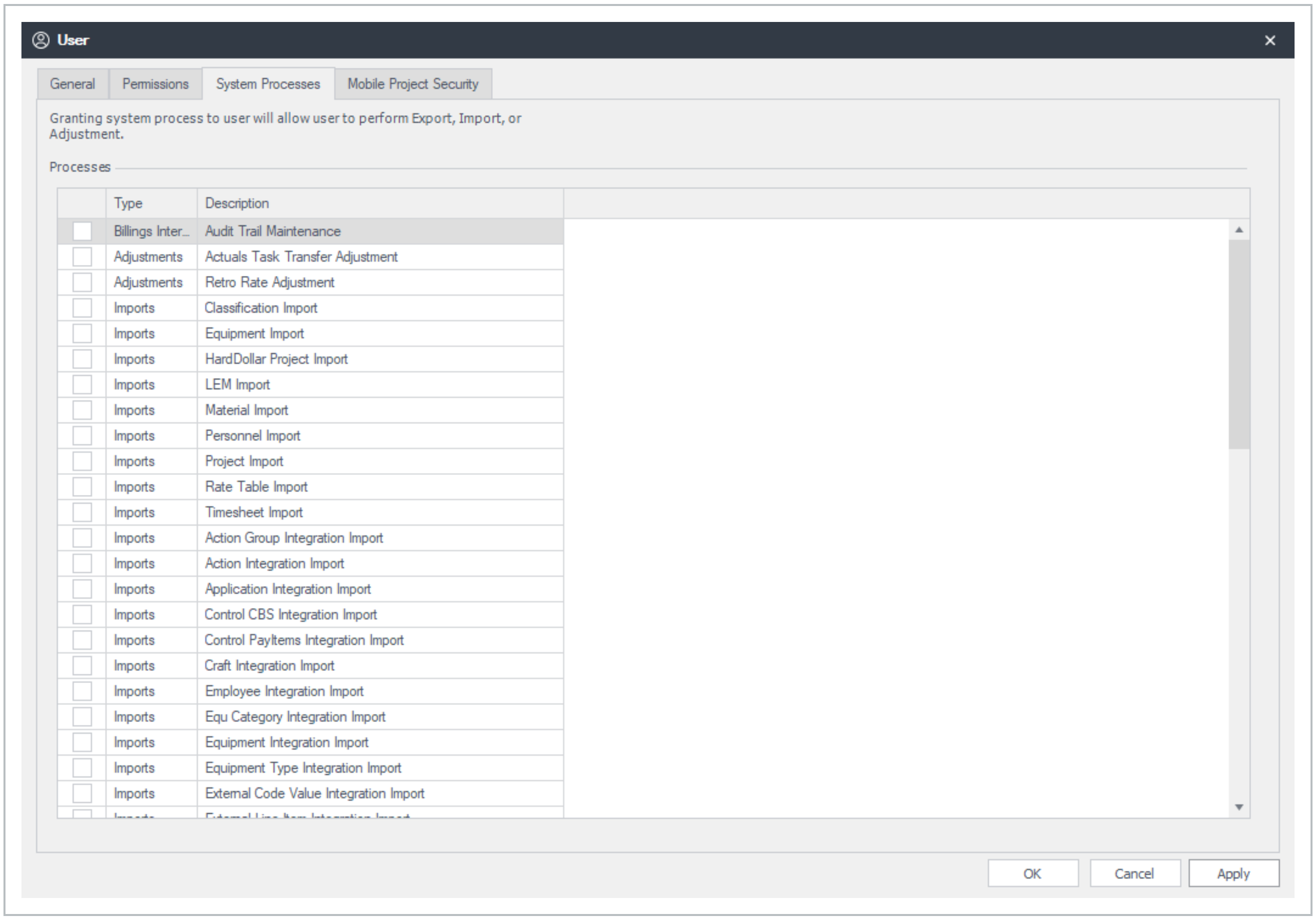
1.3.3.2 PERMISSIONS TAB

As an administrator of the system, you control the type of functional access the user will have and can restrict access to data by region utilizing the Permissions tab. Roles allow you to control which functions of the system the user will be able to utilize. More than one Role can be associated with a user. Regions allow the Administrator to control which data in the system the user will be able to see or operate on, as constrained by the Role membership defined above.



1.3.3.3 SYSTEM PROCESSES TAB

On the System Processes tab, you can control the types of imports, exports, and adjustments the user can execute. To grant access to any process, check it off using the check box located next to the process description.



Select the **OK** or **Apply** button to save any changes. This will return you to the main User Management tab.

1.3.3.4 REGIONS

Regions are used to manage what users can see within Billings. If a user has permission to a Region, they can see all resources, rate tables, projects, time sheets, LEMs, and Invoices associated to the Regions they have permission for.

1.4 BILLINGS ADMINISTRATION

1.4.1 USER ACCOUNT MANAGEMENT INFORMATION

There are thirteen user roles or groups in Billings and five specialized roles for more security control. A single application user can be a member of one or more roles, which determines the functional areas of the application that they have access to. The following defines the thirteen groups:

User Role	User Role Definition
Administrator	The user designated as the technical application lead within the system. This role manages the application security and users interaction with the system through user groups. Members of this group can perform all functions on all pages.
Power User	User designated as the highest privileged user for their own region. This role manages the setup of Billings and how it will affect reporting, payroll, and integrations, and ensures the application is aligned to client requirements.
Report Administrator	User who has a deep understanding of Billings as well as the technical knowledge to build reports using the Billings report manager. This role can be used as a standalone for someone who only needs to access the report manager to build reports or can be used in addition to any other role that needs access to the report manager.
LEM Approver/Reviewer	A user who can approve LEMs. This role is unable to create, edit, or delete LEMs, but they can complete all functions (except crediting an invoice) that take place after a LEM is created
User	User designated as having a higher skill set with capabilities to set up information in Billings as needed.
Time sheet Entry	User designated as having limited involvement in setting up information in Billings.
User (No Rates)	User level access to Billings except for access to rates information on rate tables, time sheets, and reports.
Supervisor (View Only)	User designated to have view only and report generating rights in the application.
Imports User	User who is monitoring or performing imports into Billings. This role can be used standalone for someone who only needs to access these functions or can be used in addition to any other role that needs access to perform imports.
Certification Power User	User who manages the overall tracking of certification information, such as someone in HR or a corporate safety officer. This role can be used standalone for someone who only needs to access the

User Role	User Role Definition
	certification module or can be used in addition to any other role that needs access to the certification module.
Certification User (Read Only)	User who only requires access to the certification information but is not authorized to make changes, such as a Project Manager or Supervisor. This role can be used stand alone for someone who only needs to access the certification module, or can be used in addition to any other role that needs access to the certification module.
Project Accountant	User who manages running data exports and adjusting exported data.

Specialized User Role	Specialized User Role Definition
Share Layouts	Gives a user the ability to share their personalized layouts with other users. The members of this role cannot administrate layouts for others, only their own.
Expanded Time sheet Editing	Gives a user the ability to edit or delete export batches (including LEMs and Invoices) created by other users, if the user has the right to create one or more Export batches themselves. This means they will be able to edit/delete batch results created by other users for types that they have access to already. Note that this functionality is already available to all Power Users and Administrators. This specialized security role simply gives the ability to edit or delete export results batches created by other users, and removes Approval Status restrictions, elevating these rights to be equivalent to the Power User role (but NOT the Administrator role).
Expanded Export Editing	Gives a user the ability to edit or delete timsheets created by other users. This means they will be able to edit/delete timesheets created by other users . Note that this functionality is already available to all Power

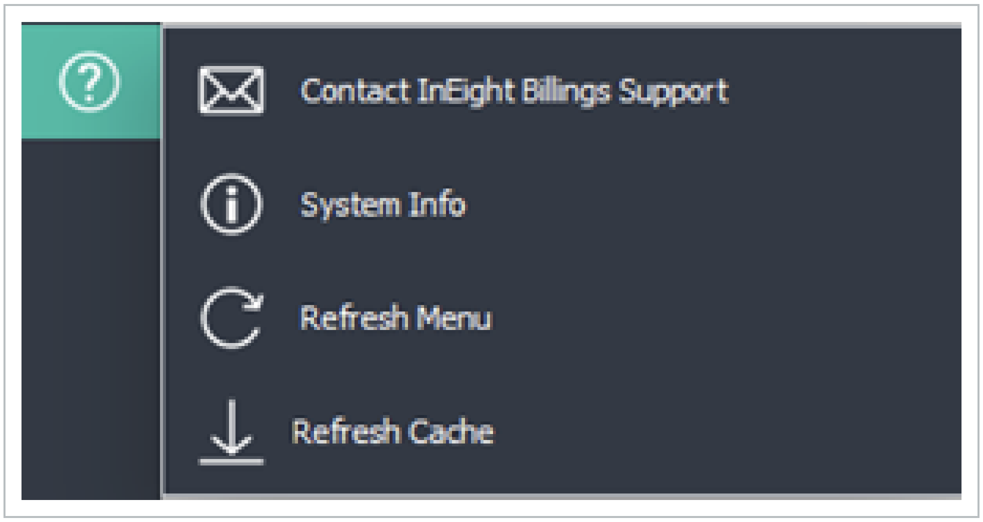
Specialized User Role	Specialized User Role Definition
	Users and Administrators. This specialized security role simply gives the ability to edit or delete timesheets by other users, and removes Approval Status restrictions, elevating these rights to be equivalent to the Power User role (but NOT the Administrator role).
Restricted Export Editing	Gives a user the ability to edit or delete export batches created by other users, if the user has the right to create one or more Export batches themselves (that is, they will be able to edit/delete batch results created by other users for types that they have access to already). Unlike the Expanded Export Editing above, this role does NOT allow users any added rights over the Approval Status.
Mobile User (for use with the standalone client only)	User cannot use the desktop system, but can capture personal time sheets using the mobile client
Mobile Foreman (for use with the standalone client only)	User cannot use the desktop system but can capture attendance and time sheets for themselves and their crews using the mobile client. This only applies to stand-alone mobile customers.

1.5 HELP MENU

1.6 HELP OPTIONS

1.6.1 CONTACT BILLINGS SUPPORT

If Billings Support is needed, click the **Help** icon and select **Contact InEight Billings Support**.



A blank e-mail to support@ineight.com will be opened using the default email application installed on the desktop. You can enter in a full description of the issue including the following details:

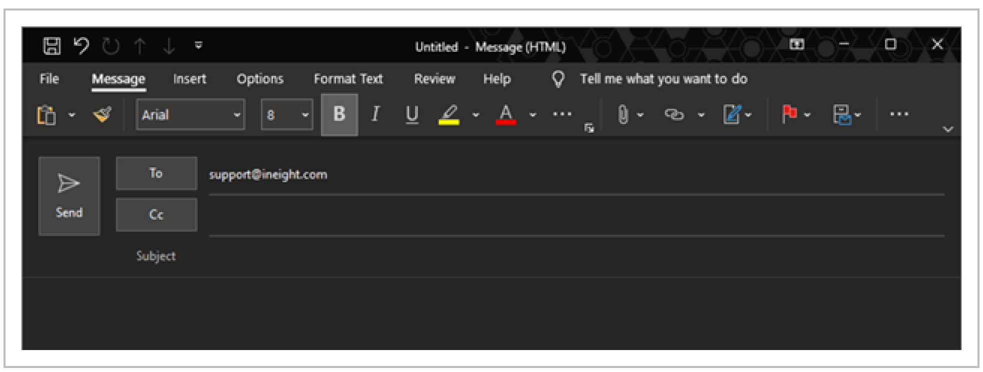
• What user is having the issue

• Screenshots of the error and the window it is occurring in

• The time sheet #, LEM# and/or the Invoice #

• If it's an error with a report, what report it is, and what parameters were used when requesting the report.

• User contact information (e.g., Phone number, e-mail address)



1.6.2 VERIFYING BILLINGS VERSION INFO

To find the application version information for Billings, got to Help > **System Info**.

The following window appears providing details on the version and the Billings website link.

Click **OK** at the bottom of this window to exit.

1.6.3 REFRESH CACHE

The Refresh Cache function allows the users to trigger a complete refresh of the locally cached reference data. This includes, named resources, list of vendors and suppliers, classifications (trade and craft) and category and type equivalent in Platform.

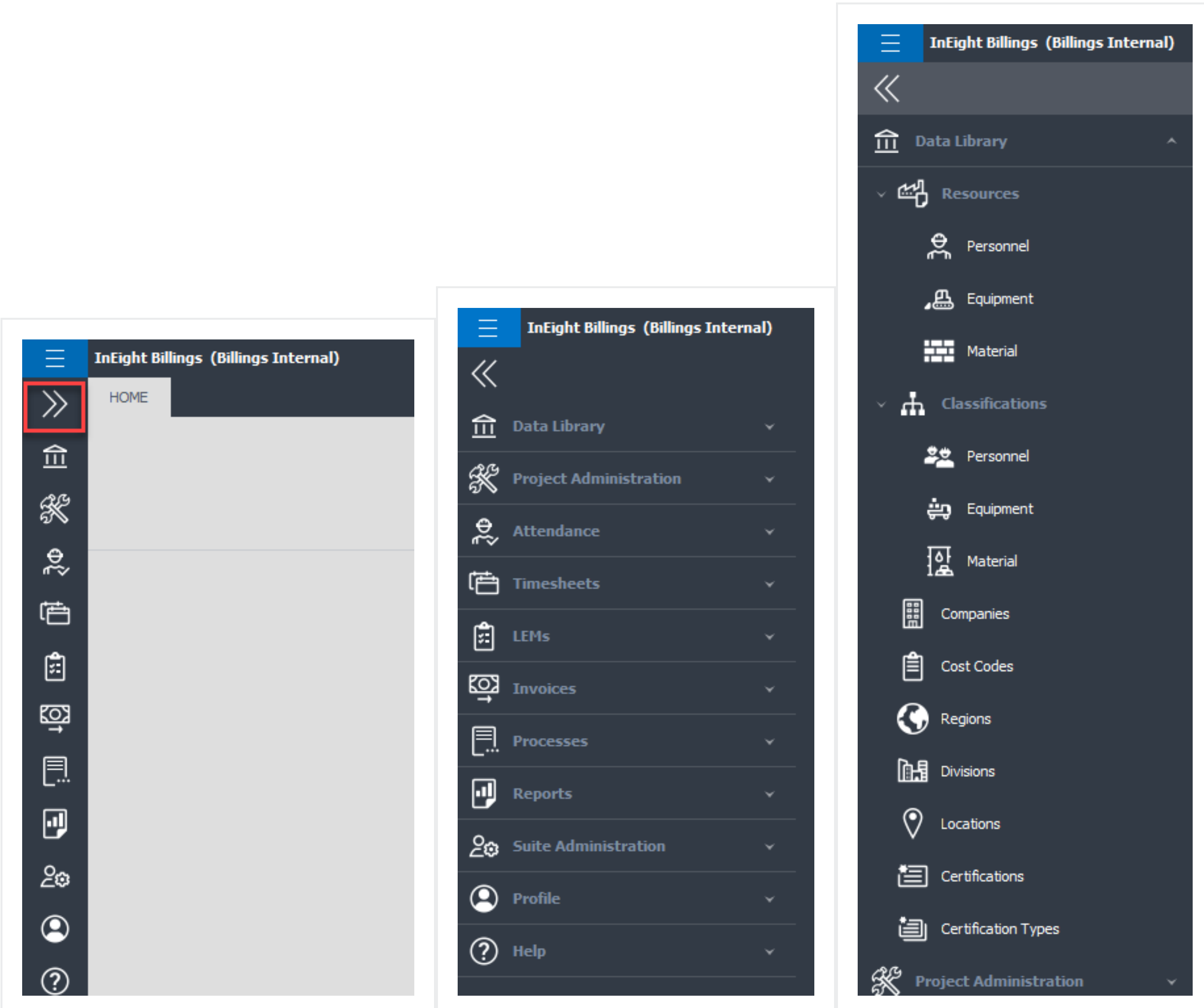
1.7 NAVIGATION

1.8 BILLINGS NAVIGATION

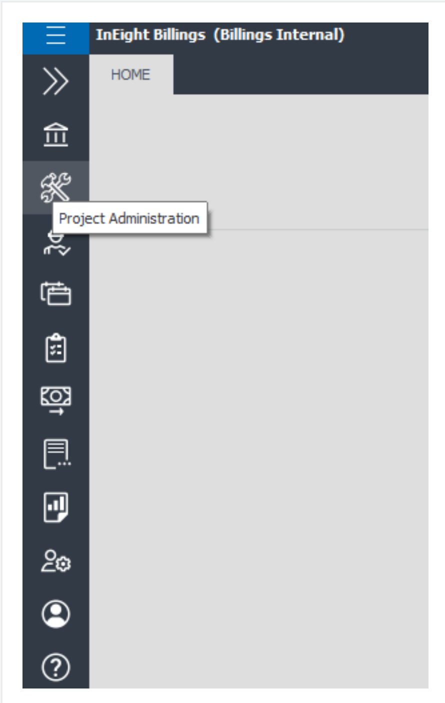
1.8.1 NAVIGATION MENU

When opening Billings, the navigation list is collapsed. To view the menu items for navigating through Billings, there are 2 options:

Option 1: Expand the menu by clicking the double arrow at the top left corner of the Billings window, as shown in the image below. This will expand the menu to provide the name for each menu grouping; you can then click the down arrow to open the list of items within each grouping (alternatively, click the up arrow to collapse the grouping list).



Option 2: With your mouse, hover over the icon to see the grouping name, then click the desired icon to provide you with the list of the items within that grouping.



1.8.2 OK, APPLY, AND CANCEL BUTTONS

You will notice the OK, Apply, and Cancel buttons are available on most of the Billings data maintenance pages. Pressing Cancel exits the page and discards any changes that you have made. The functionality of the OK and Apply buttons differs slightly depending on whether you are creating a new record or modifying an existing record. In both cases, pressing either of the buttons saves your changes to the database. However, if you are adding a new record, pressing Apply not only saves the data to the database, but also refreshes the page to let you enter yet another record. Clicking OK saves the data but then exits the page. This is to maximize the data entry speed by allowing you to add multiple new records without needing to exit the page.

LIST / GRID MODIFICATION

If there are columns that you do not require, you can remove them with the following steps:

1. Select the column header by clicking and holding the mouse button down.

2. Drag it downwards until you see an “X” appear.

3. Drop it by releasing the mouse button and the column will be removed.

4. Repeat this step for all the columns you would like removed.

Perform the following steps If you would like to retrieve a removed column or any other columns which may not be visible by default.

1. Right click anywhere on the column header row to bring up a pop-up menu.
2. Select Column Chooser. A Customization window opens.
3. Click and hold the mouse button on the field you require.
4. Drag and drop the field to the column position where you would like it to appear on the grid.

NOTE You have to drop it in the header section of the page.

1.8.3 FILTER FUNCTIONALITY

When opening a page within Billings which contains a grid, an auto-filter feature is available. This feature is available with pages containing the following data:

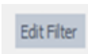
- Timesheet
- LEM
- Invoice
- Project
- Rate Table
- Company
- Cost Code
- Equipment
- Personnel
- Region
- Division

Each of these pages includes a row directly under the column header row dedicated to filtering. In this row, you can narrow the list by entering in specific criteria (e.g.., T/S Number, LEM number, Project Name, etc.). A filter icon appears in each column header when the mouse is placed over the column. If a filter is activated, the icon is highlighted. If the filter icon is clicked, the filter can be automatically adjusted by selecting from the options of Custom, Blanks, or Non-blanks.

EDIT FILTERS

In the bottom right corner of the page, you can select the Edit Filter button to adjust the default filter settings.

1. Select **Edit Filter.**



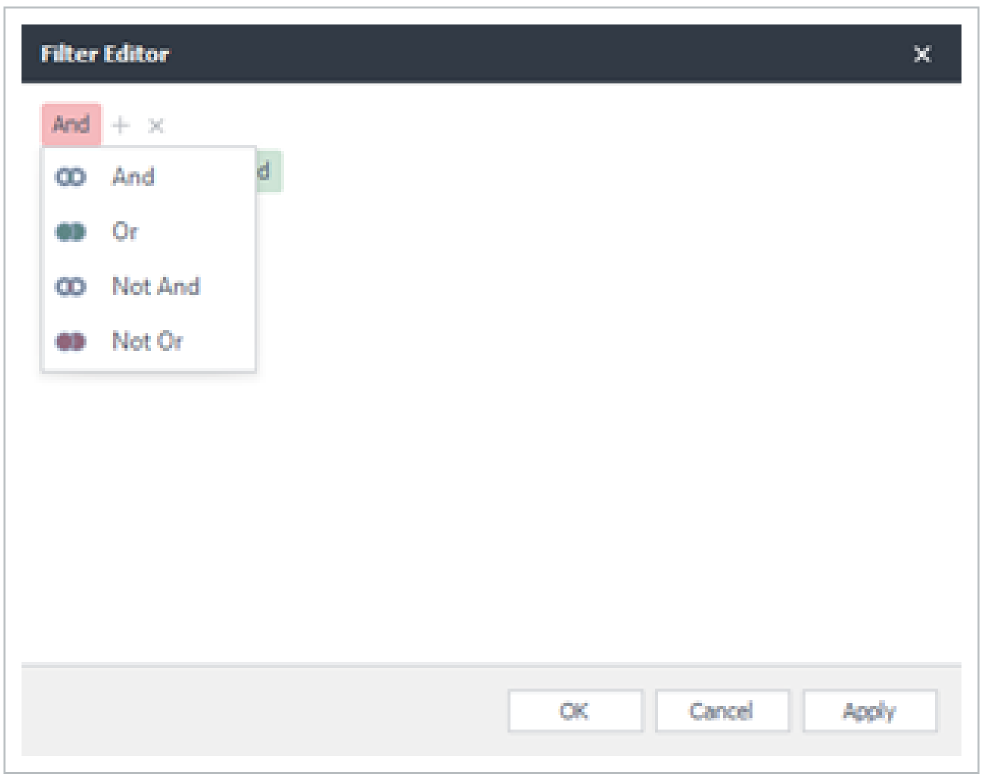
2. Click the **And** button to select any of the following options:

• And

• Or

• Not And

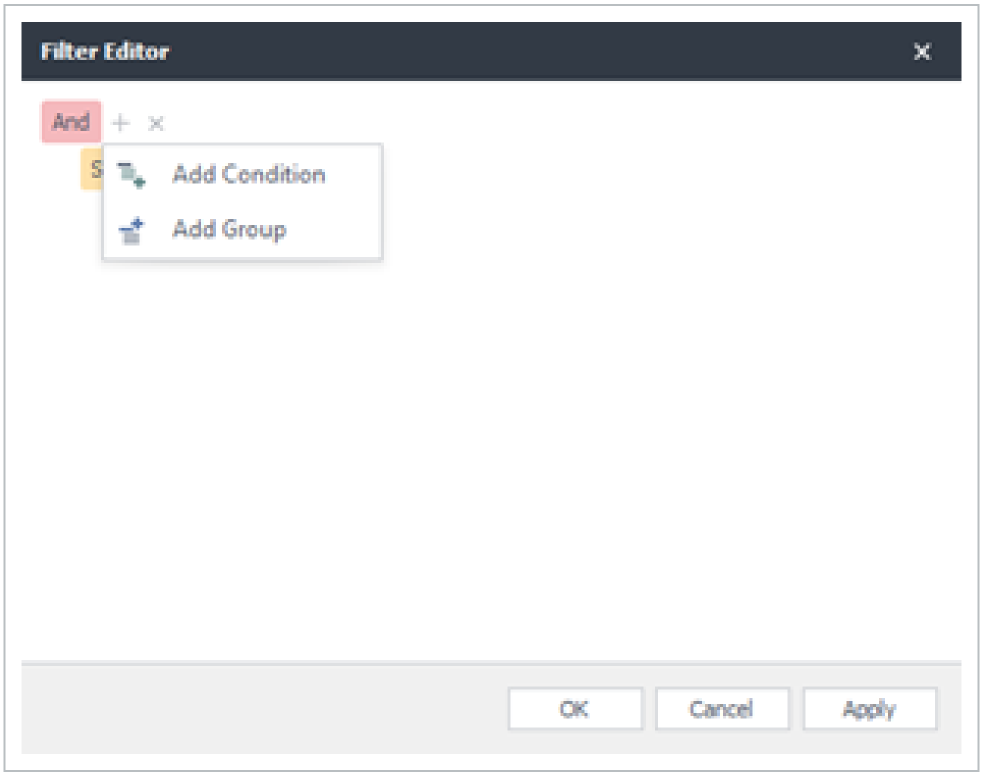
• Not Or



3. Click the **Plus** button beside the And button to select one of these options:

• Add Condition

• Add Group



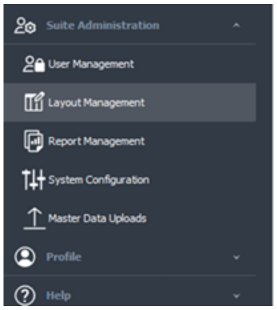
Within this row, each character can be edited.

Another option when retrieving data is the Quick-Type feature. This lets a user open an existing list and begin typing in the first characters of the word. Billings will automatically begin to filter the list by these characters. The example below is searching LEM Numbers by the letter s. Billings will display all LEMs beginning with this character.

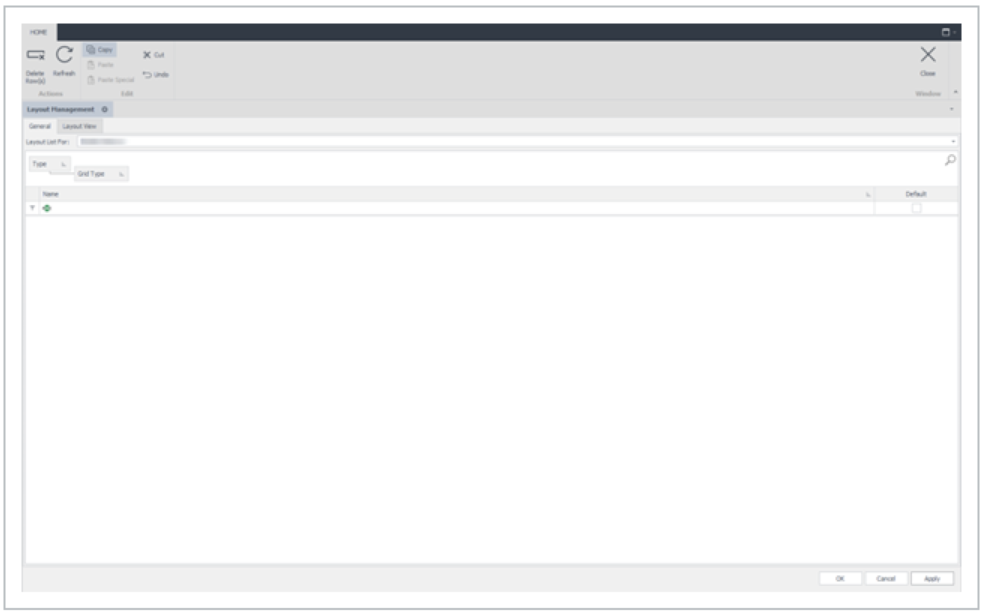
1.8.4 UTILIZING LAYOUT MANAGEMENT

To access the Layout Manager from the Main menu, select Suite Administration > **Layout Management.**

NOTE	Only System Administrators will have access to configure the layouts for other users.



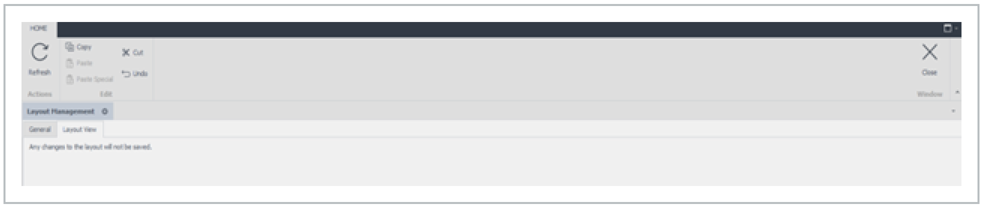
The Layout Management page appears. The Layout Management tool is user specific. This means any layouts listed in the window are layouts the logged-in user has previously created and saved through the various page's Layout ribbon bar functionality, or layouts that have been shared with this user.



From the General tab, you can view the available layouts and delete any layouts that are no longer required. To delete a layout, highlight the line item by clicking on it, then click the **Delete Row(s)** icon located on the ribbon menu.

Click the View tab to view the basic outline of the selected layout. Any changes made to the layout from this preview will not be saved; this is strictly for viewing purposes. All changes must be done from the page to which the layout applies.

NOTE	If you are viewing a time sheet layout, you must be in the time sheet page to change the layout



Click **Apply** or **OK** on the bottom right to exit the Layout Management window.

1.9 DATA LIBRARY

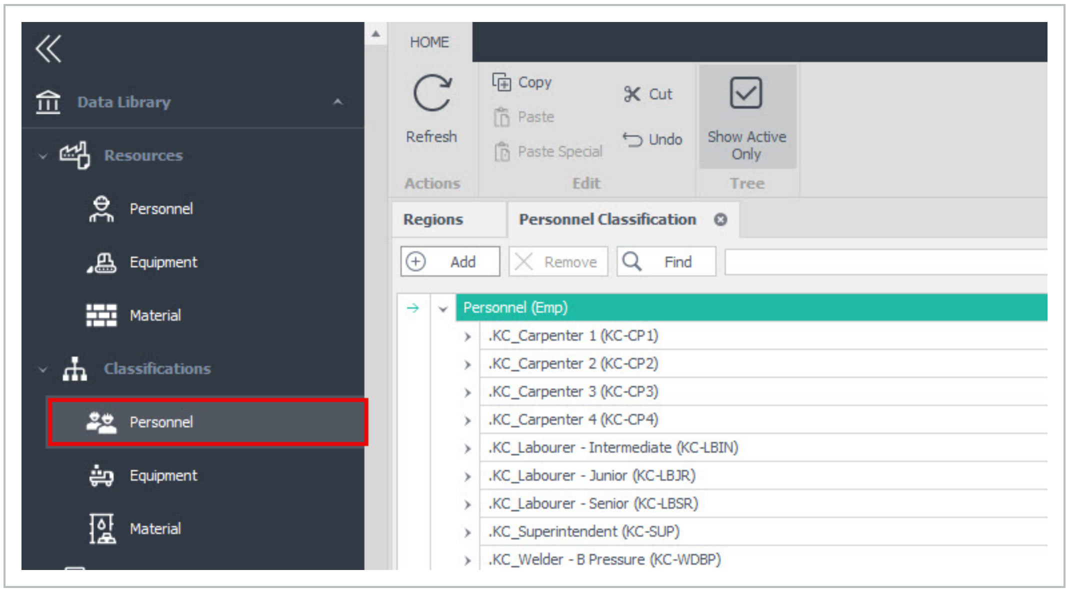
1.10 CLASSIFICATIONS

1.10.1 CREATE A NEW PERSONNEL CLASSIFICATION

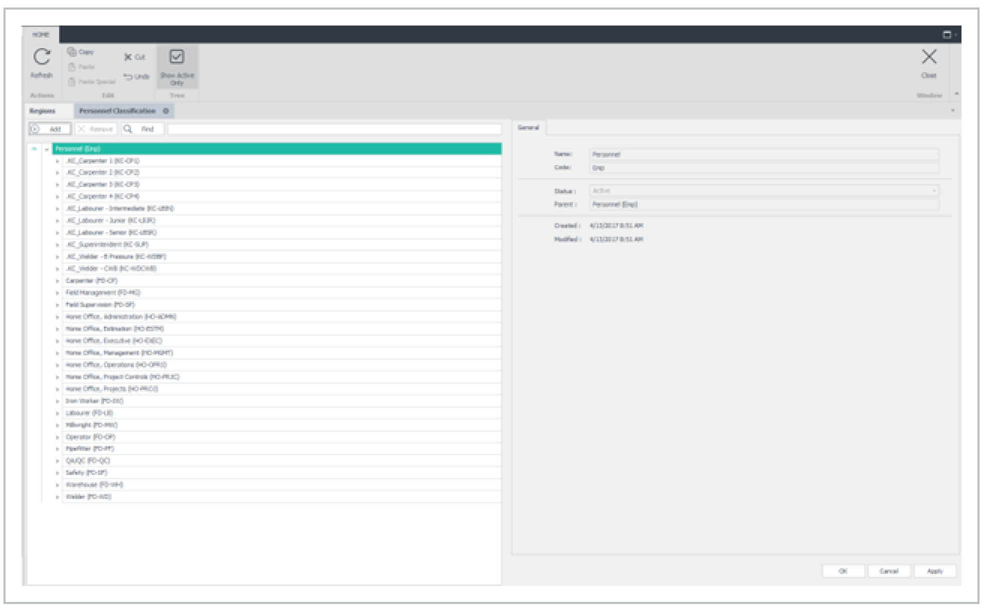
Billings will receive all operational resources associated to personnel, including Trade and Craft lists, from InEight Platform. Both Trade and Craft will populate the Personnel Classification library. However, it may be necessary or desirable to add additional classifications or organize the Trade and Craft items received from Platform into a deeper structured format.

CREATE A NEW PERSONAL CLASSIFICATION

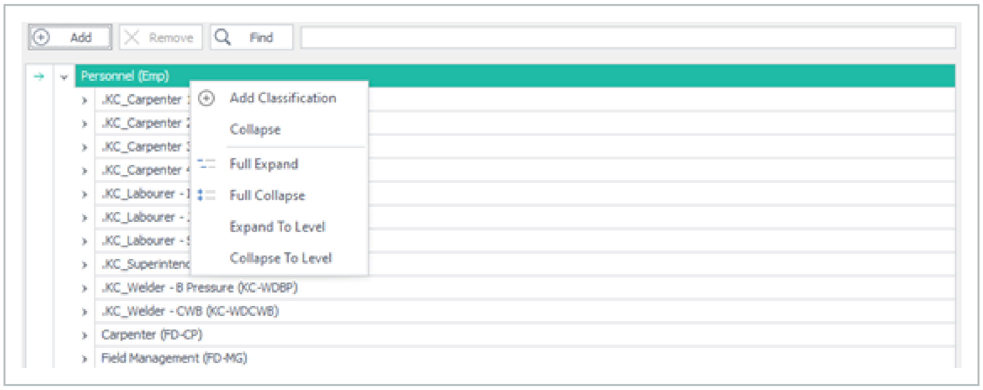
1. Open the Data Library menu item and select Classifications > **Personnel**.



2. The Personnel Classification tab appears. This tab lets users view all records and create new or edit existing personnel classifications that were configured for billing purposes.



3. Right click the **Personnel (Emp)** icon and select **Add Classification** from the dialog box or click the Add button located just above the list of classifications.



4. On the General tab, enter the Description and Code. The Status field automatically defaults to *Active* and the Parent field is grayed out and will automatically default to the appropriate parent node from the classification tree.

5. You can create classification structures by dragging and dropping individual classifications into other classifications, building up a tree or folder-like structure. This lets you group classifications.

6. Click the **Details** tab. This section is used to capture custom field values.

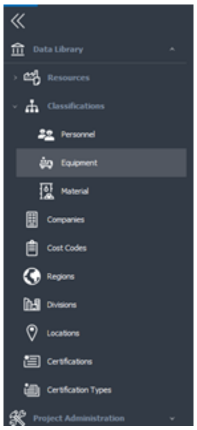
7. Click **Apply** or **OK** at the bottom of the page to save your changes.

1.10.2 CREATE A NEW EQUIPMENT CLASSIFICATION

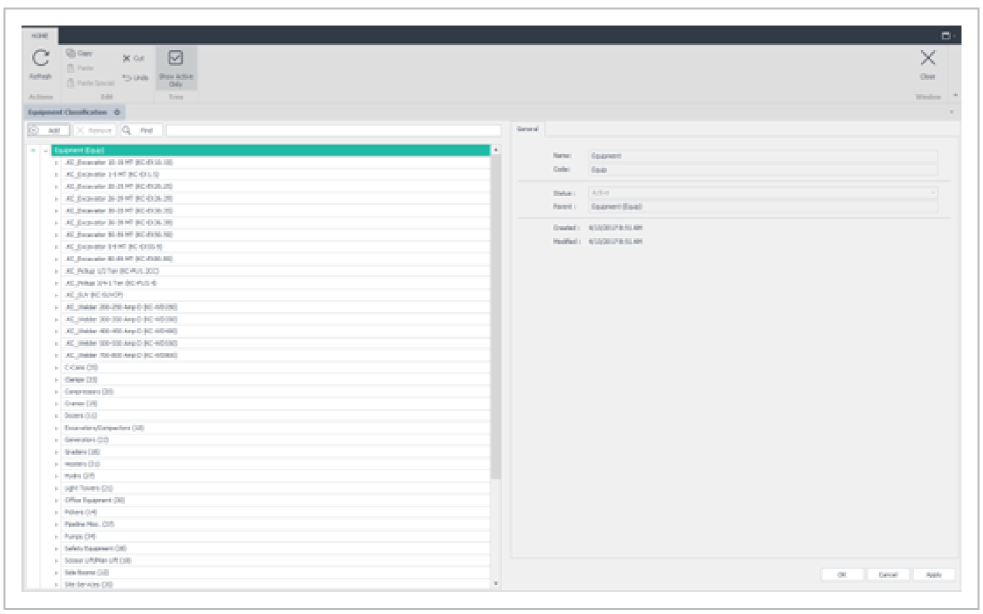
Billings will receive all operational resources associated to equipment including the Equipment Category and Types lists from Platform. Both Category and Type will populate the Equipment Classification library. However, it may be necessary or desirable to add additional classifications or organize the Category and Type items received from Platform into a deeper structured format.

CREATE A NEW EQUIPMENT CLASSIFICATION

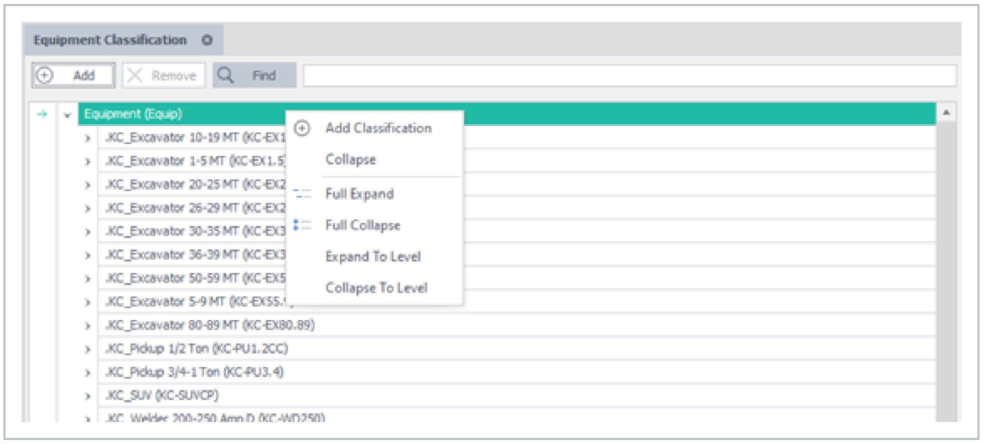
1. To create a new Equipment classification, open the Data Library menu and select Classifications > **Equipment**.



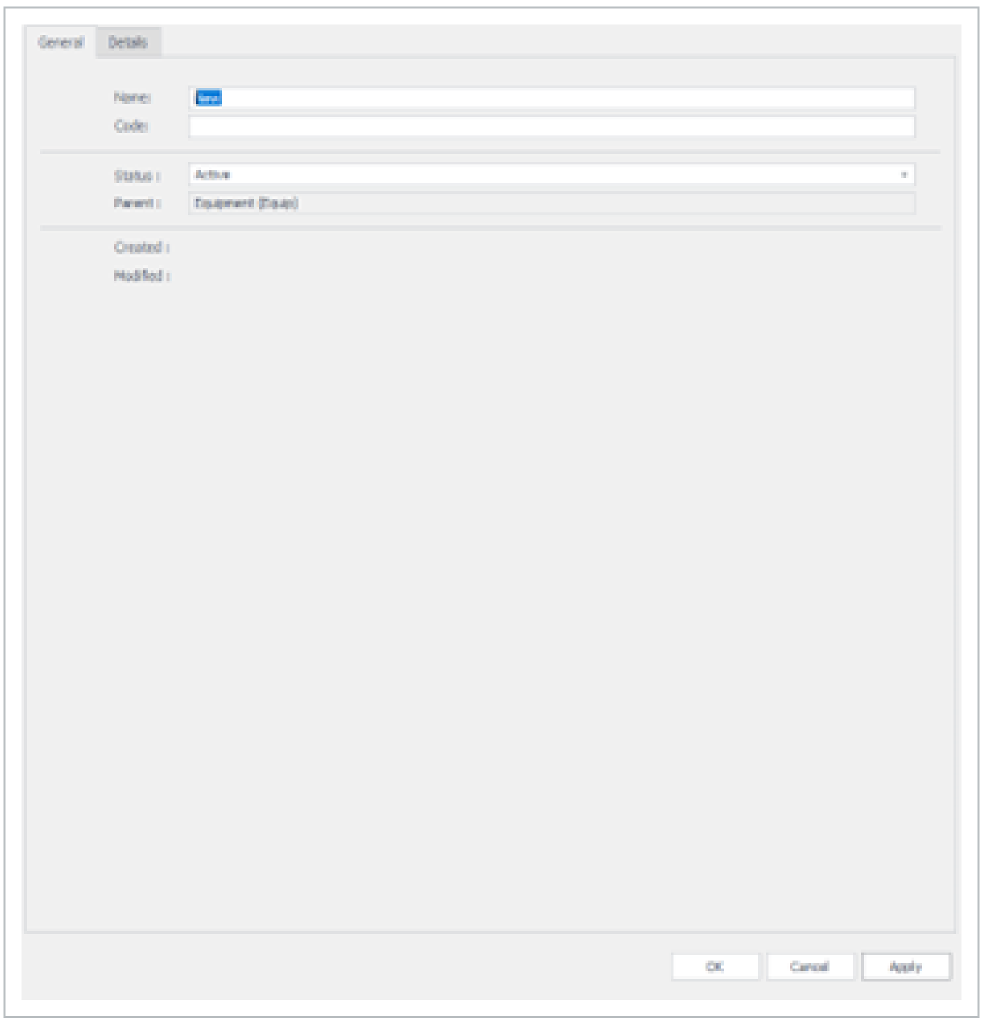
2. The Equipment Classification tab appears. This tab lets you view all records or create new and edit existing equipment classifications that were configured for billing purposes.



3. Right click the Equipment icon and choose **Add Classification** from the menu or click the **Add** button located in the ribbon menu above.



4. In the General tab, enter the **Description** and **Code**.



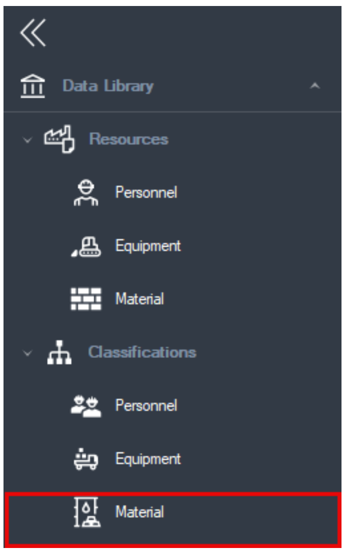
5. Click the Details tab. This section is used to capture custom field values. Populate any custom fields per your organization's requirements.

6. Click **Apply** or **OK** at the bottom of the page to save your changes.

1.10.3 CREATE A NEW MATERIAL CLASSIFICATION

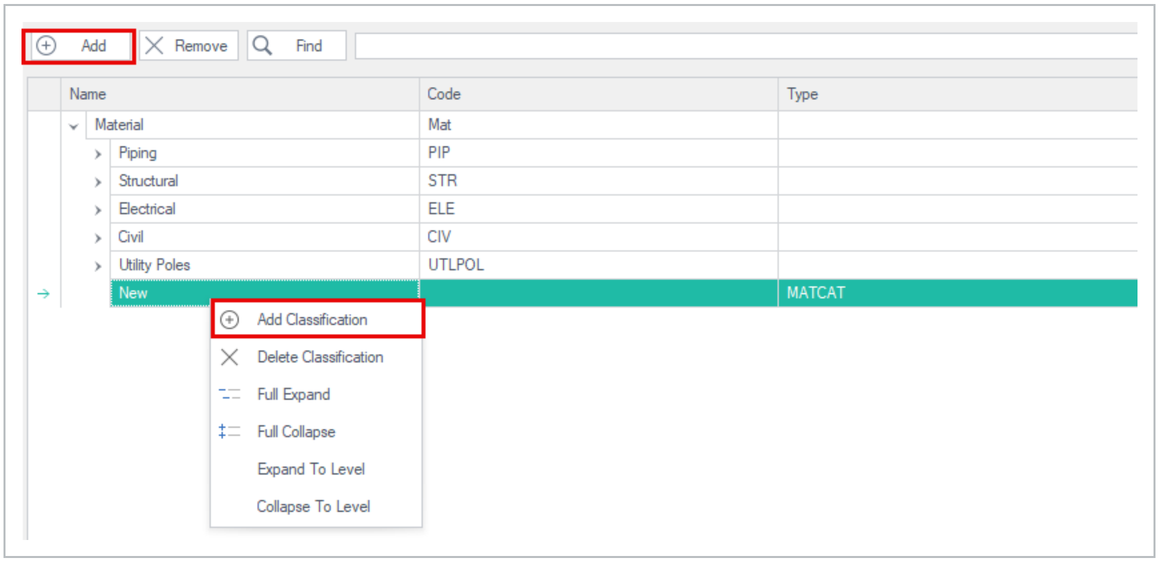
CREATE A NEW MATERIAL CLASSIFICATION

1. Go to Data Library > Classifications and then **Material**.



2. The Materials Classification tab appears. This tab lets you view and edit all material classifications currently in the system.

3. Right click the Material and select **Add Classification** from the resulting menu or click the **Add** button located in the page’s ribbon menu.



4. In the General tab, enter the **Description** and **Code**.

5. Click the **Details** tab. This section is used to capture custom field values. Populate any custom fields per your organization requirements.

6 . Click **Apply** or **OK** at the bottom of the page to save your changes.

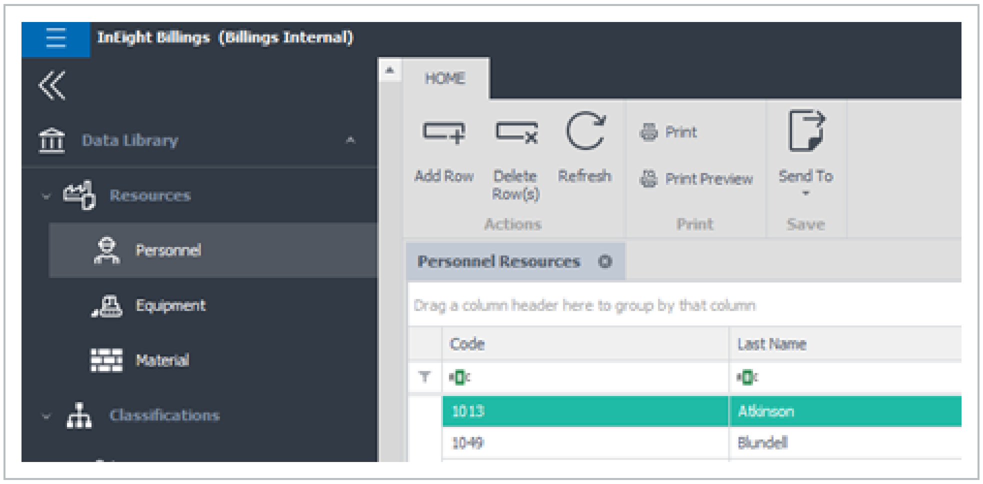
1.11 RESOURCES

1.11.1 CREATE NEW PERSONNEL RESOURCES

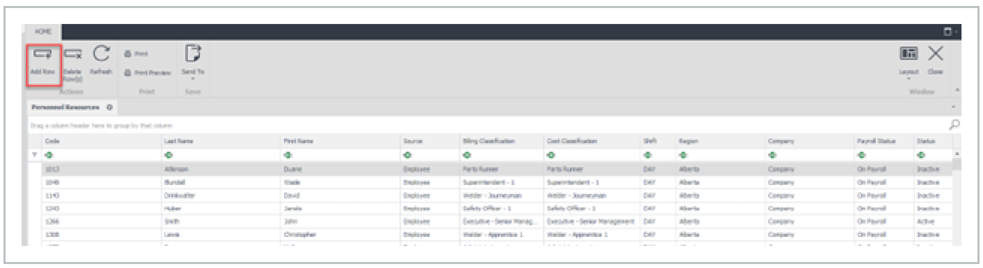
Billings will receive all operational resources associated to personnel from the Master Data Library within Platform.

CREATE A NEW PERSONNEL RESOURCE

1. To create an additional resource, that will be used for purposes of customer billing only, go to Data Library > Resources > **Personnel**.



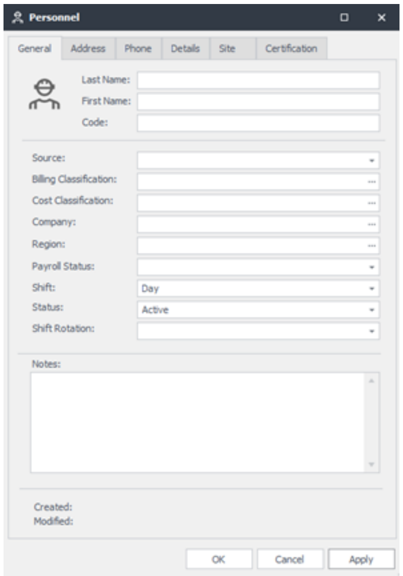
2. The Personnel Resources tab appears. Click the **Add Row** icon on the ribbon bar.



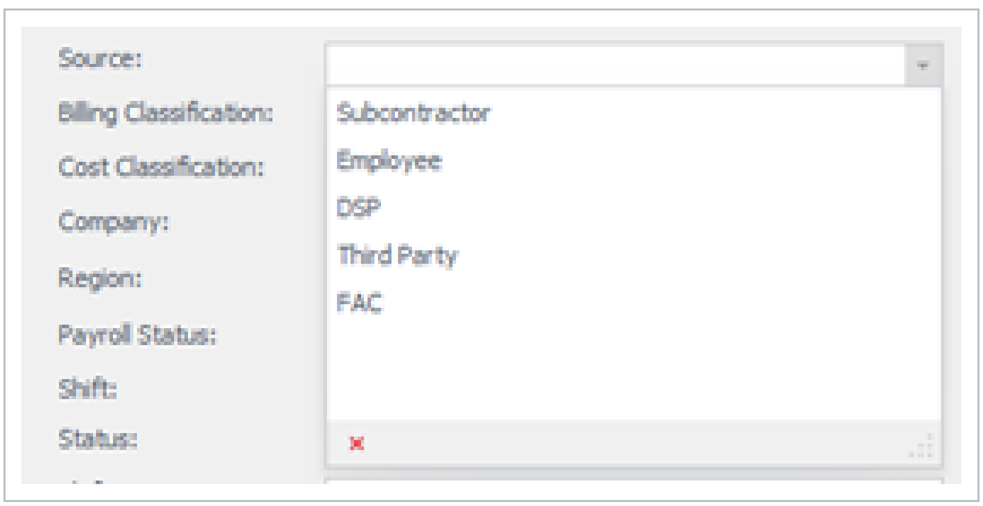
3. The Personnel window opens. Enter the employee's last and first name in the appropriate fields.

4. Assign a personnel code in the Code field.

NOTE	The Code must be unique within the database. As a best practice use your organization's internal code for the individual.



5. Click the drop-down arrow on the field labeled Source. This field lets you label the resource as a subcontractor, employee, third party or any other description previously set up by the system administrator.



6. Click the ellipsis (three dots) icon in the Billing Classification field. A Classification dialog box appears. Select the Employee’s classification by double clicking on it.

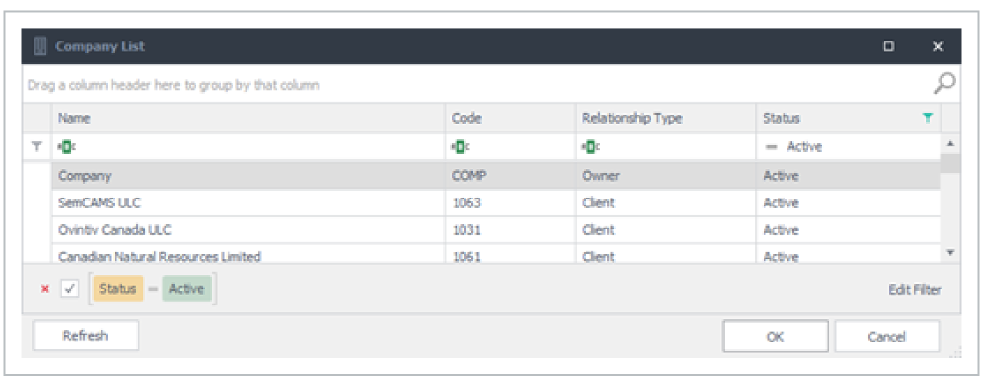
NOTE	You can use the Search feature at the top of the pop-up to search for the classification using either the name or the code.

7. The Cost Classification field will replicate the classification chosen in the Billing Classification field. However, this can be changed if required by clicking on the ellipses icon in the Cost Classification field and updating accordingly.

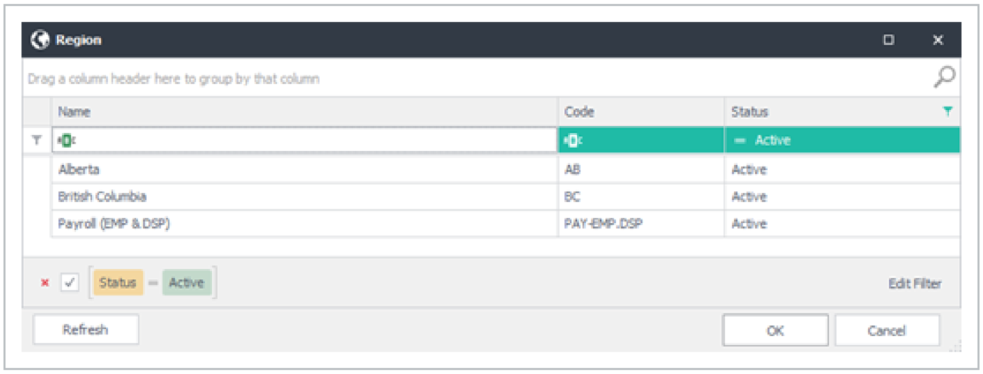
8. Click the ellipses icon in the Company field. This field lets users assign a worker to the company for which they work for.

As an example, if the employee works directly for ABC Company, select ABC Company as the company name. If the employee is a subcontractor working for Al’s Contracting Services, select Al’s Contracting Services as the company the worker works for.

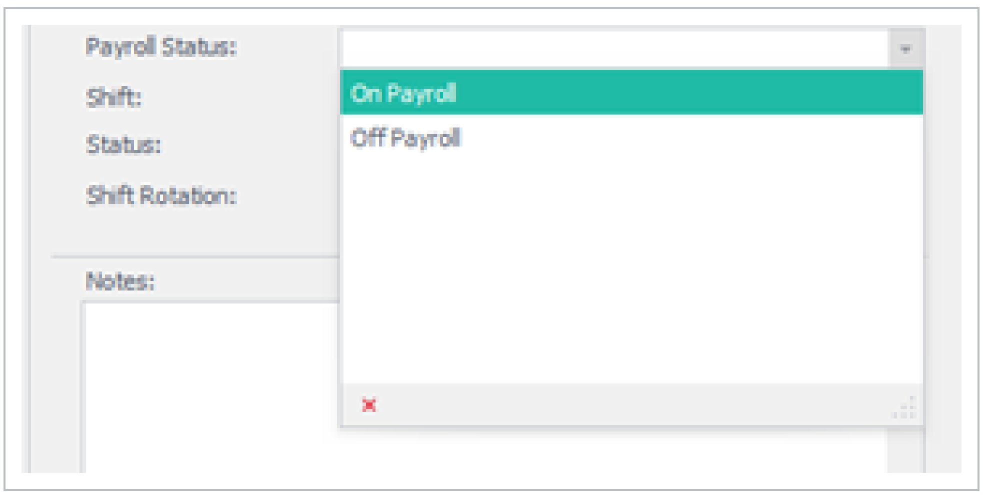
9. Scroll through the list or use the Search field and type in the name of the company the worker is working for. Double click to select the appropriate company.



10. Click the ellipses icon on the Region field. A Region window appears. Scroll through the list or type in the region name in the Search field. This associates the worker with a default region.

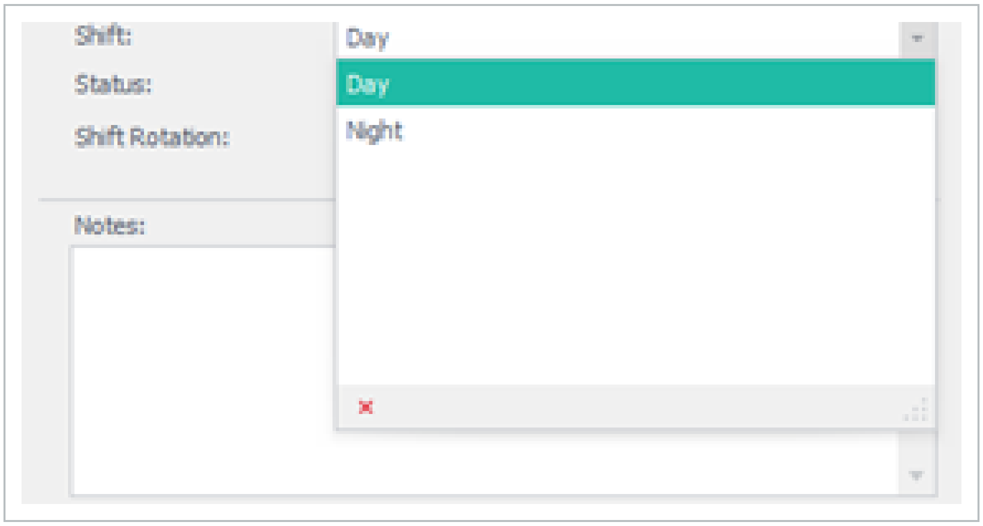


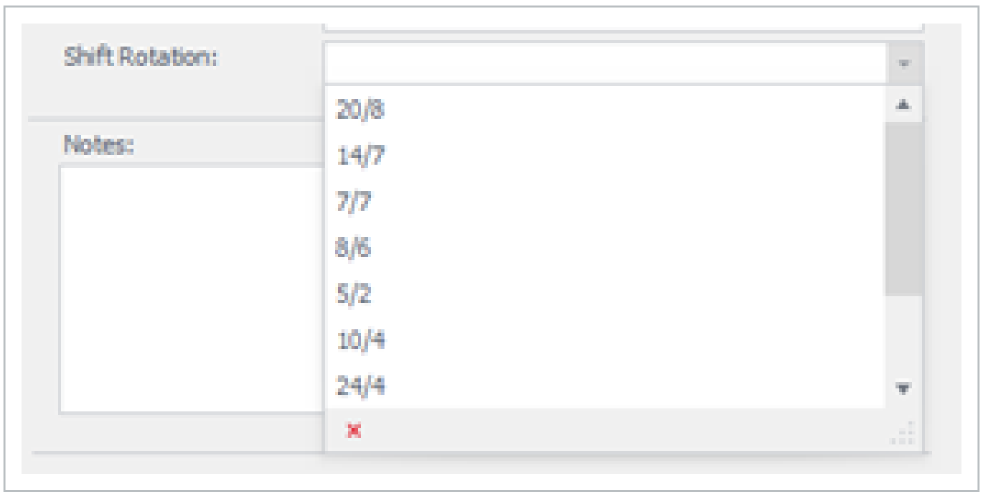
11. Click the drop-down arrow of the Payroll Status field and select if the person is On Payroll or Off Payroll. The value selected here is used to determine if this person's hours should be sent to the payroll system.



12. Click the drop-down box on the Shift field. A selection of Day, Night, or Other shift appears. Select the default shift type the employee typically works.

NOTE	You can always indicate the actual shift worked when time is captured for this worker on a time sheet. This often happens when a worker is temporarily working a different shift from what their master personnel record is set to.





13. Shift Rotation is not required but can be added if there is a need to include this information on Billing reports. Click the drop-down box on the Shift Rotation field. A selection from the Options window appears. Select the default Shift Rotation the employee typically works. Shift Rotations are defined in the Options menu under Drop-Down List Setup > Shift Rotation Type.

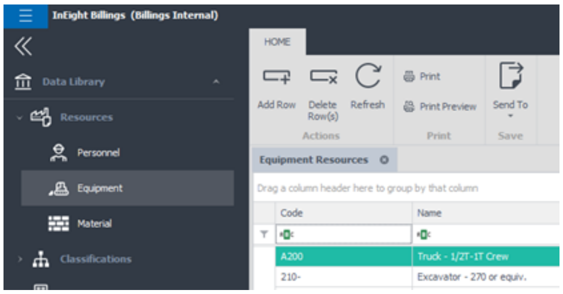
14. Click the **Details** tab. This section is used to capture custom field values. Populate any custom fields per your organization requirements.

1.11.2 CREATE A NEW EQUIPMENT RESOURCE

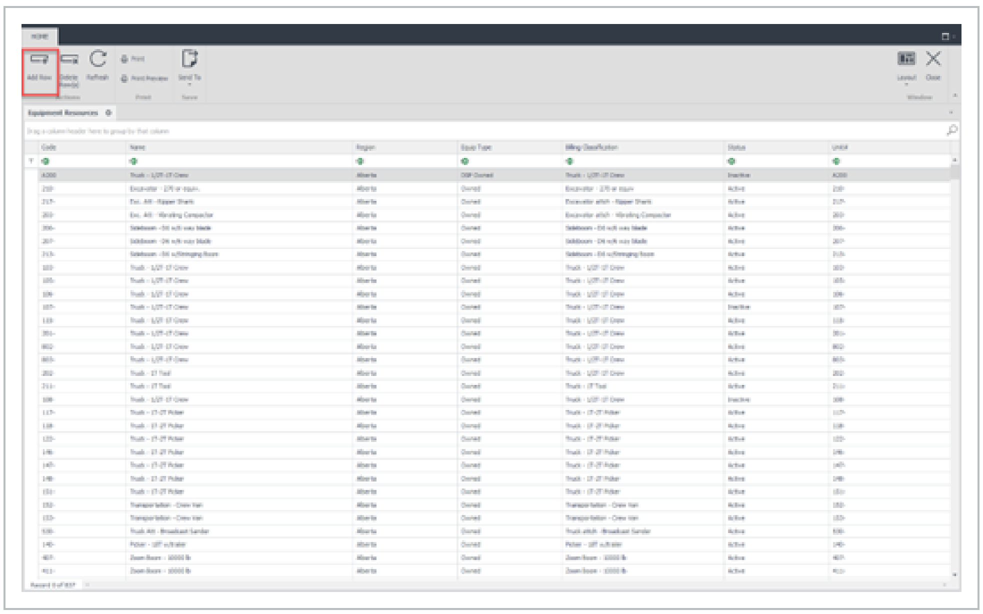
Billings will receive all Operational Resources associated to Equipment from the Master Data Library within Platform.

CREATE A NEW EQUIPMENT RESOURCE

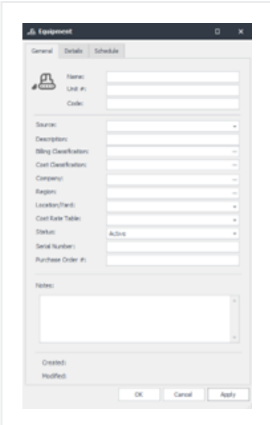
1. To create an additional resource that will be used for purposes of customer billing only, go to Data Library > Resources and then **Equipment**.



2. The Equipment Resources tab appears. click the **Add Row** icon on the ribbon bar.

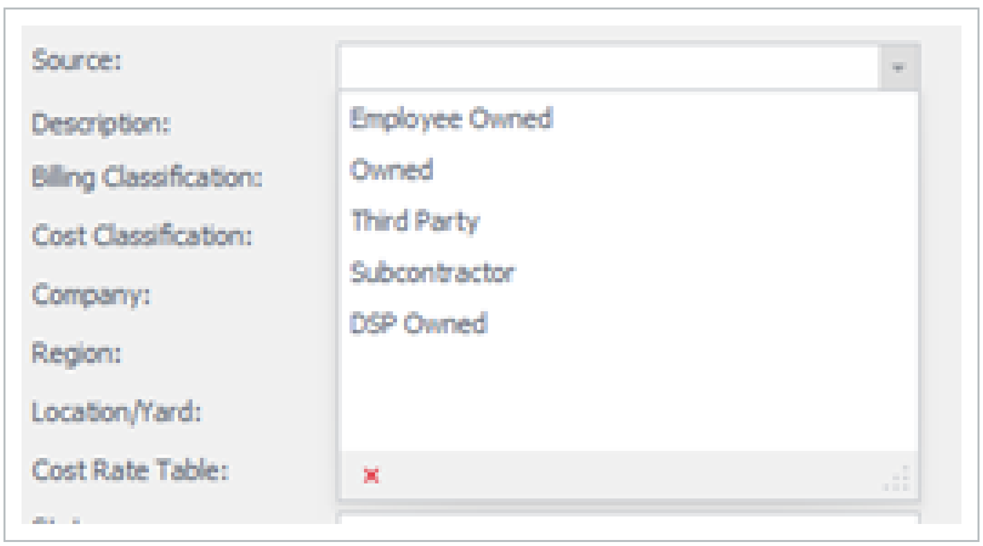


3.The equipment setup window opens. Enter in the name of the unit in the Name field.



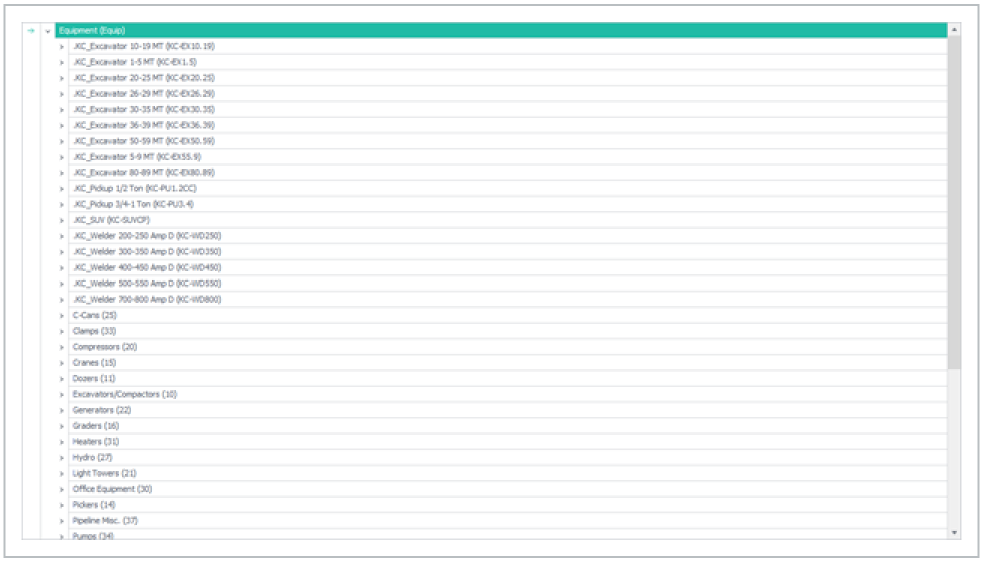
4. Enter in the unit number for the piece of equipment in the Unit # field and the unit code in the Code field. While these can be the same, they do not need to be. The Unit # is typically matched to the equipment placard, while the code is typically matched to that equipment's accounting code designation.

5. Click the drop-down arrow on the Source field. This field lets you label a piece of equipment as belonging to an operator, owned, third party, subcontractor or any other custom description previously set up by your system administrator.



6. Click the ellipses (three dots) icon in the Billing Classification field and the Cost Classification field. A Classification window appears. Select the unit's classification by double clicking on it.

NOTE	You can use the Search feature at the top of the pop-up to search for the classification using either the name or the code.



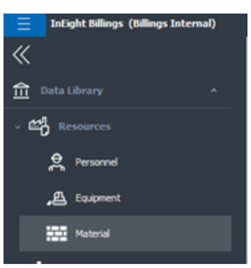
7. The Cost Classification field will duplicate the classification chosen in the Billing Classification field. However, this can be changed by clicking on the ellipses icon in the Cost Classification field and changing it as required.

8. Click the **Details** tab. This page is used to capture custom field values. Populate any custom fields per your organization’s requirements

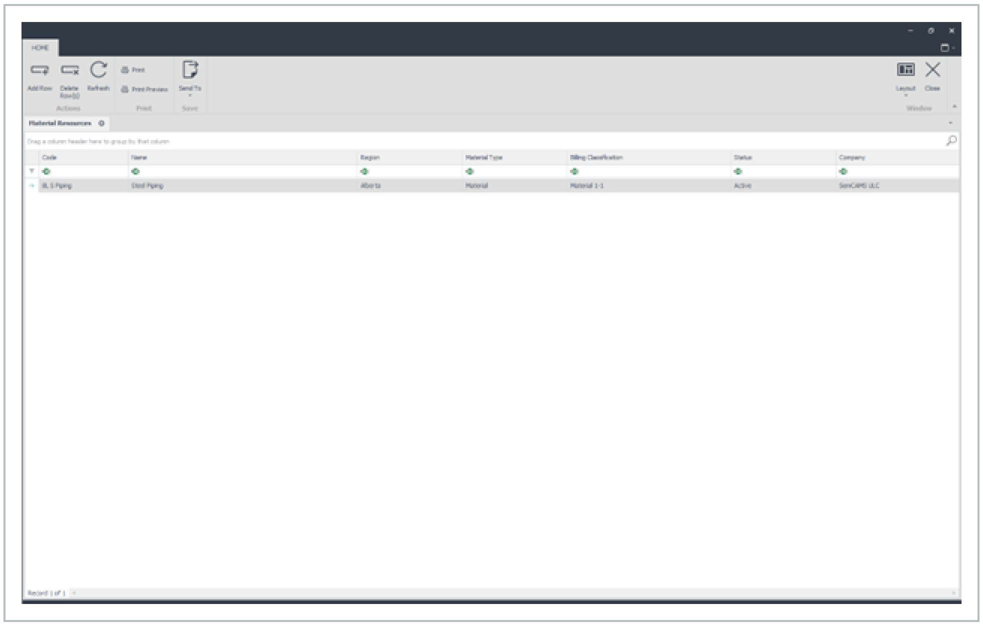
1.11.3 CREATE NEW MATERIAL RESOURCE

CREATE A NEW MATERIAL RESOURCE

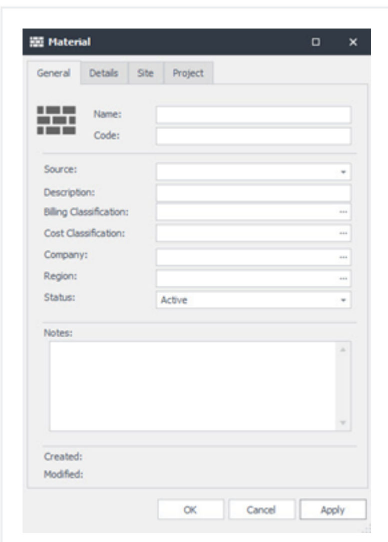
1. To begin creating new material, go to Data Library > Resources > **Material**.



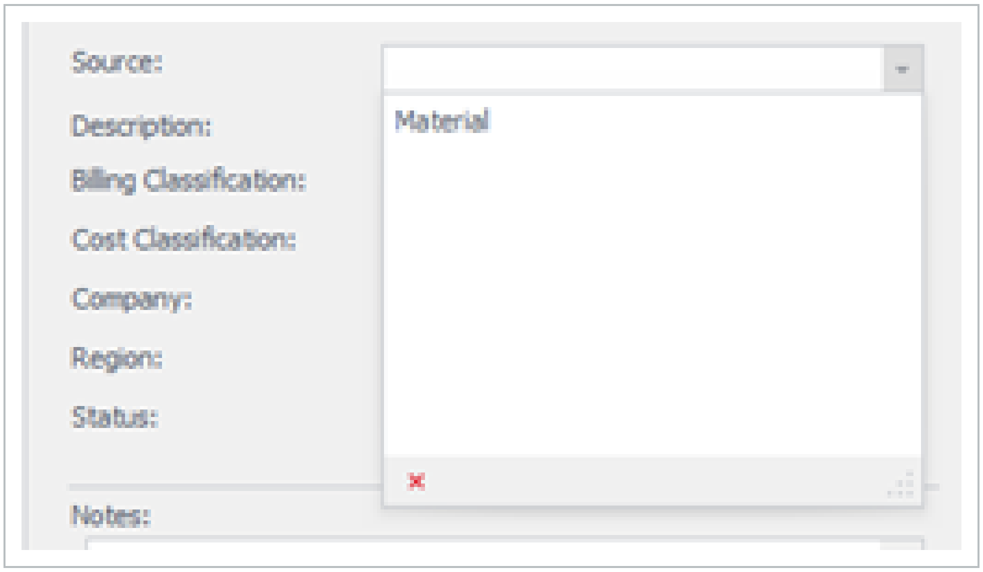
2. The Material Resources tab appears. click the **Add Row** icon on the ribbon bar.



3. The Material window opens. Enter the material Name and Code.

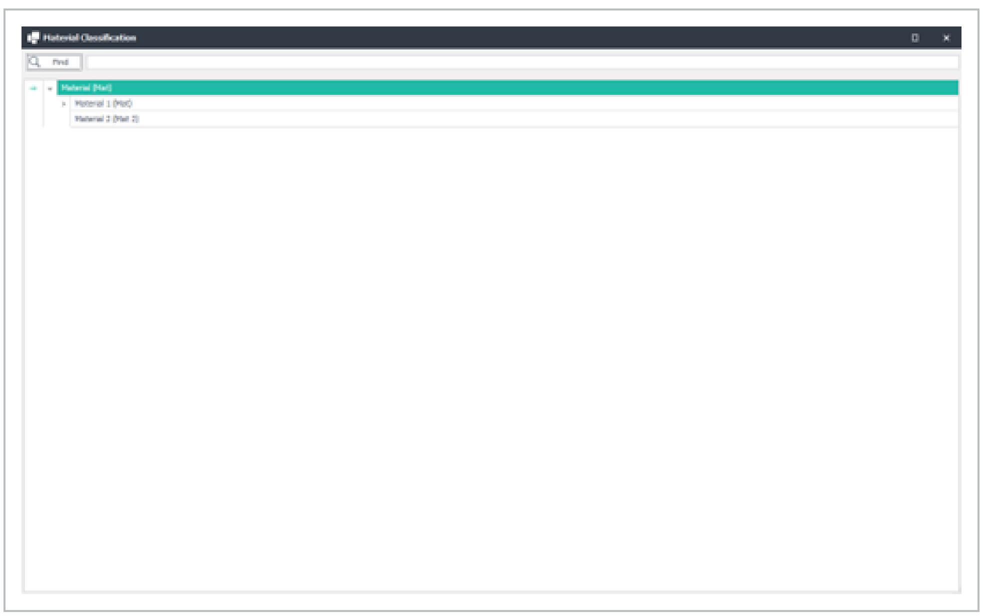


4. Click the drop-down arrow on the field labeled Source. This field lets you label a piece of material using one of the user-defined Material Types.



5. Click the ellipses (three dots) icon in the Billing Classification field and the Cost Classification field. A Classification window appears. Select the material's classification by double clicking on it.

NOTE You can use the Search feature at the top of the pop-up to search for the classification using either the name or the code.



6. Click the **Details** tab. This section is used to capture custom field values. Populate any custom fields per your organization's requirements.

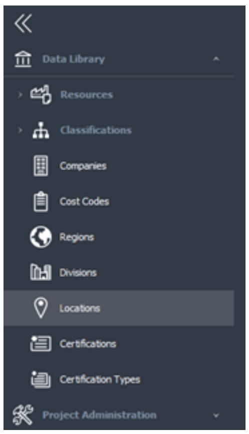
7. Select **Apply** or **OK** at the bottom of the page to save your changes.

1.11.4 CREATE A LOCATION

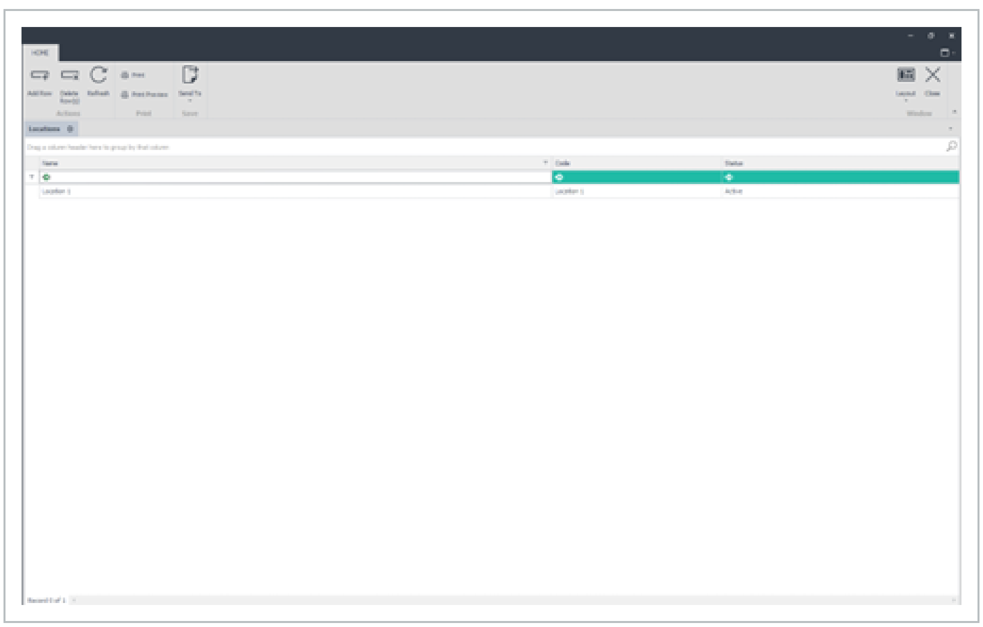
Locations are used to help in tracking of labor and equipment when they're not assigned to a project.

CREATE A LOCATION

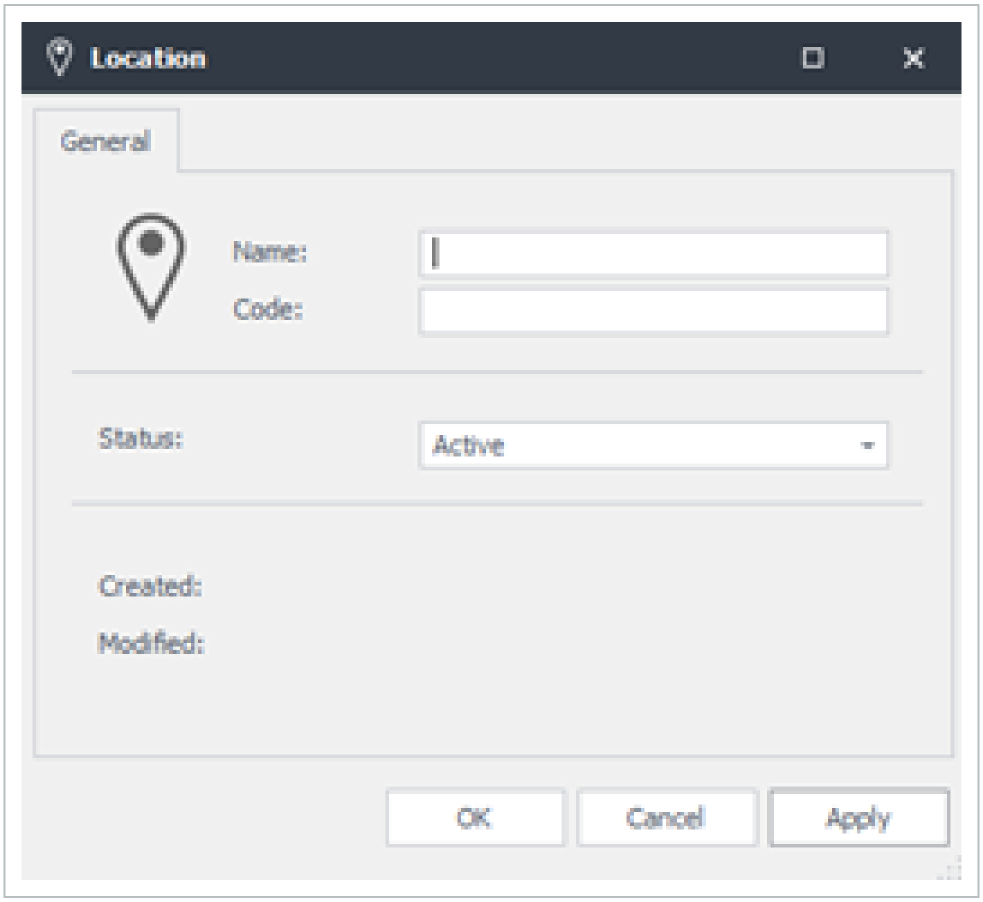
1. To create a location, go to Data Library > **Location**.



2. The Locations tab appears. Click **Add Row** in the ribbon bar.



3. Enter the location description in the Name field and the location code in the Code field.

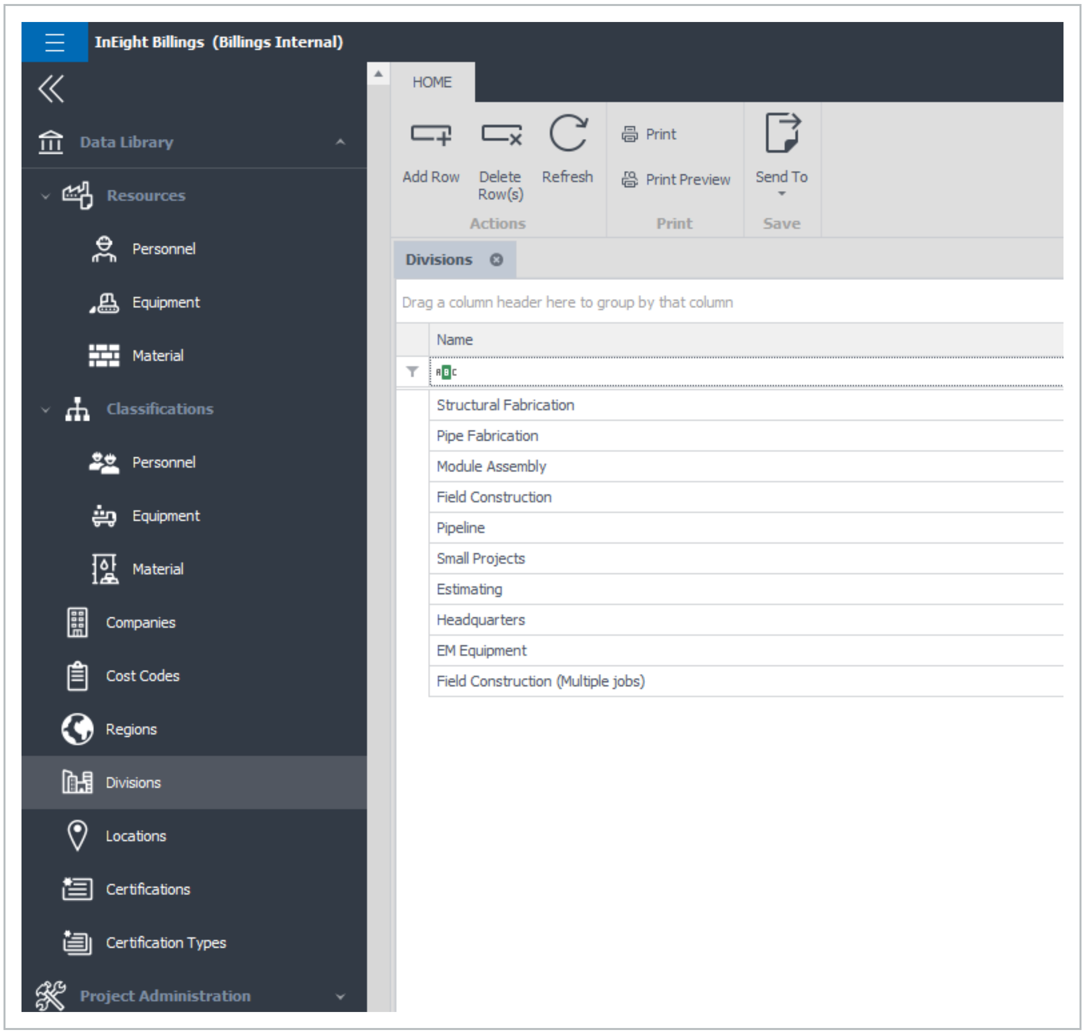


4. Click **Apply** or **OK** at the bottom of the page to save your changes.

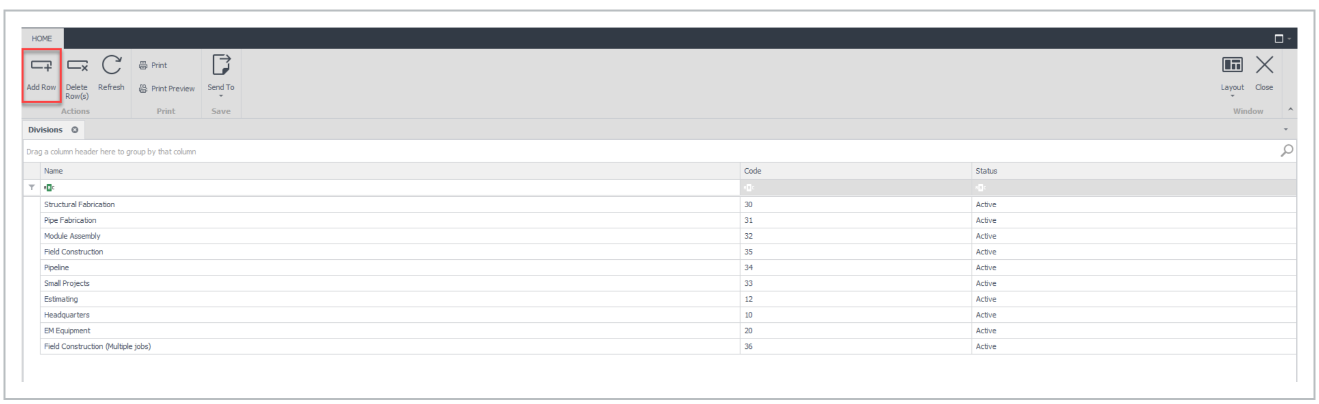
1.11.5 CREATE A NEW DIVISION

CREATE A NEW DIVISION

1. To create a new division, go to Data Library > **Division**.

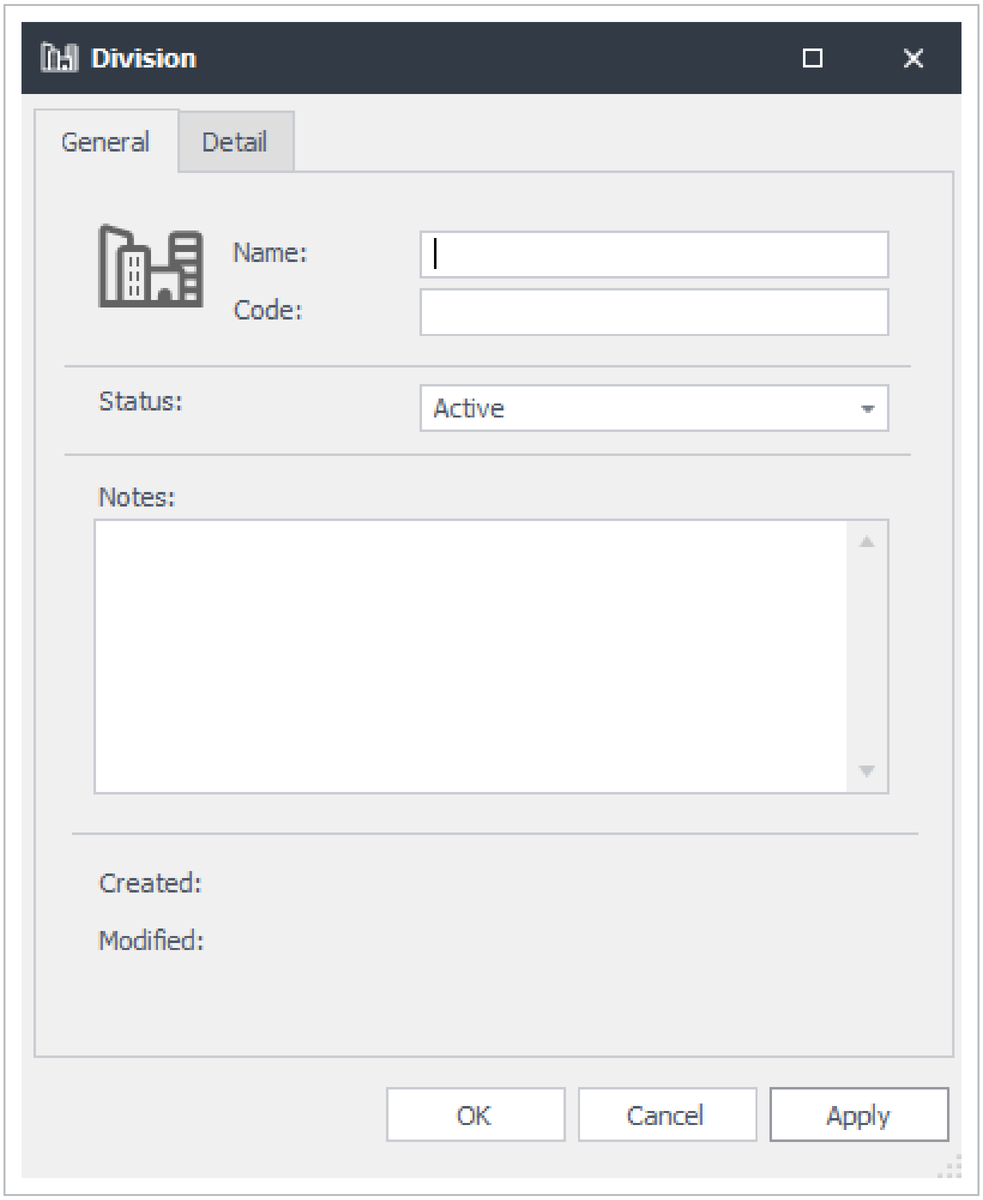


2. The Divisions tab appears. Click **Add Row** in the ribbon bar or press the Insert key on the keyboard.



3. The Division window appears. Fill in the Name and the Code fields. Both are mandatory.

NOTE Divisions must be unique within the database.



4. The Status field will automatically default to *Active*. Enter any notes pertinent to the division in the Notes section.

5. Click the **Details** tab. This section is used to capture custom field values. Populate any custom fields per your organization's requirements.

6. Select **Apply** or **OK**, located at the bottom of the page to save changes.

> **NOTE** Clicking Apply saves the changes and opens a new setup window, allowing you to quickly make another entry. Clicking OK will save the changes and close the setup window.

To view the Divisions tab and all divisions that have been set up, refer back to the steps above, where you opened the Division tab.

> **NOTE** Any ribbon menu, where there is a Send To function, lets you send the contents of the active tab to Excel.

The available columns on the Divisions tab are:

- Name
- Code
- Status

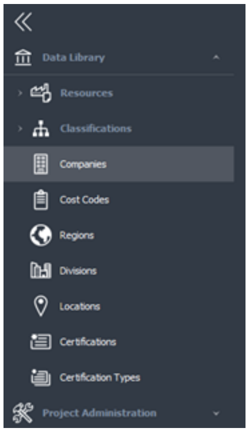
> **NOTE** If there is a column header that is not currently in view when the page is open and you would like to see it, right click any column header, and select Column Chooser.

1.11.6 CREATE NEW COMPANY (CLIENT OR SUPPLIER)

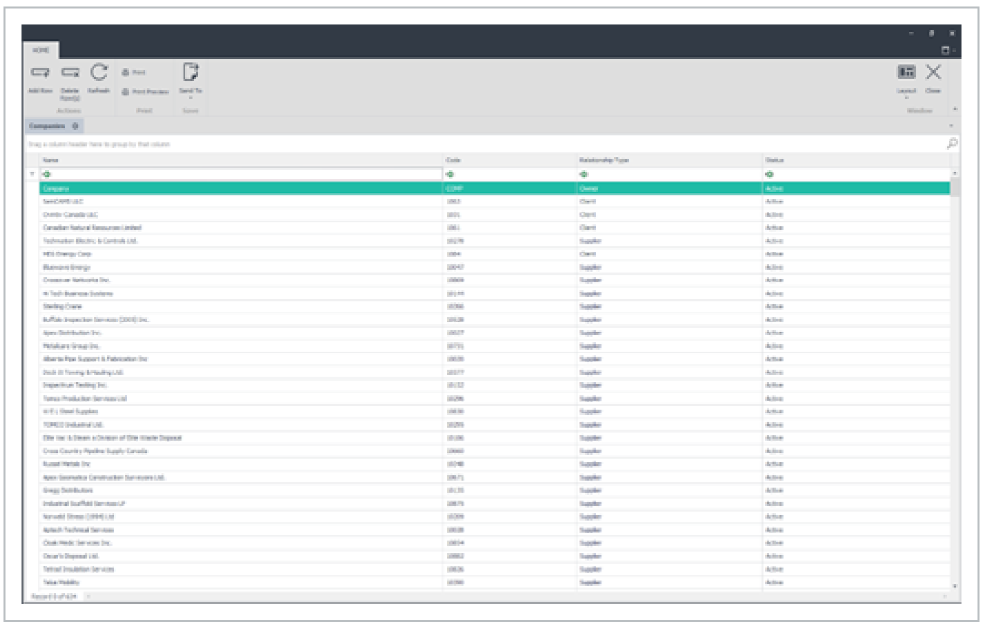
Project related vendors are integrated from the Assigned Vendors in Platform. If additional companies need to be added that have not been automatically created from the Assigned Vendors in Platform, a new company (client, supplier or vendor) can be created with the following steps.

CREATE NEW COMPANY (CLIENT OR SUPPLIER)

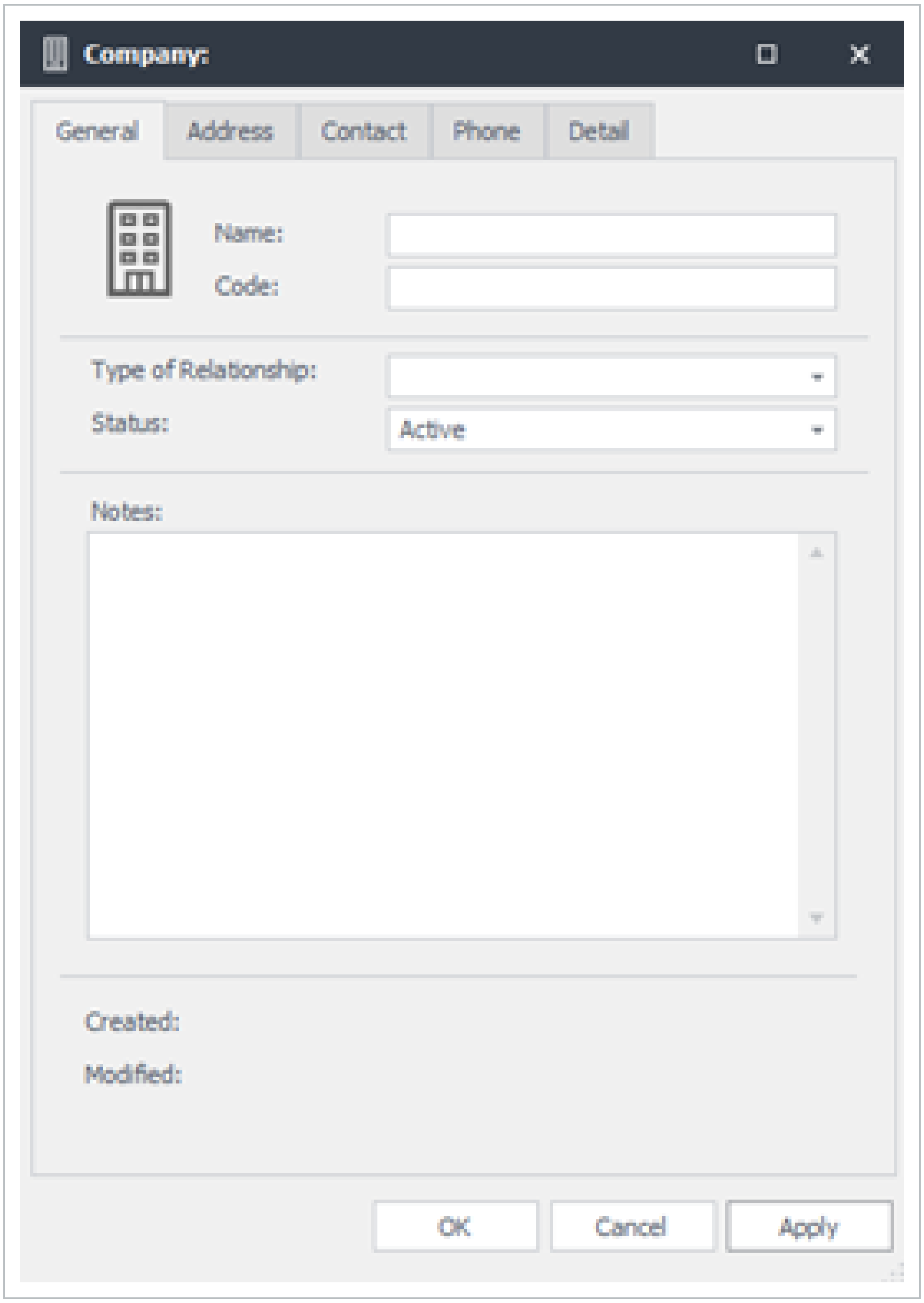
1. Go to Data Library > **Company**.

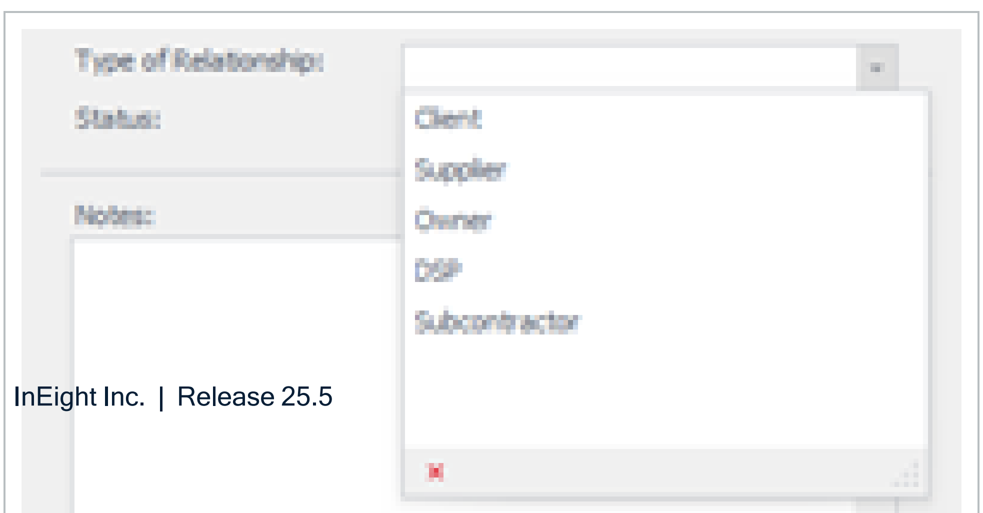


2. The Companies tab appears. Click **Add Row** on the ribbon bar or press the Insert key.

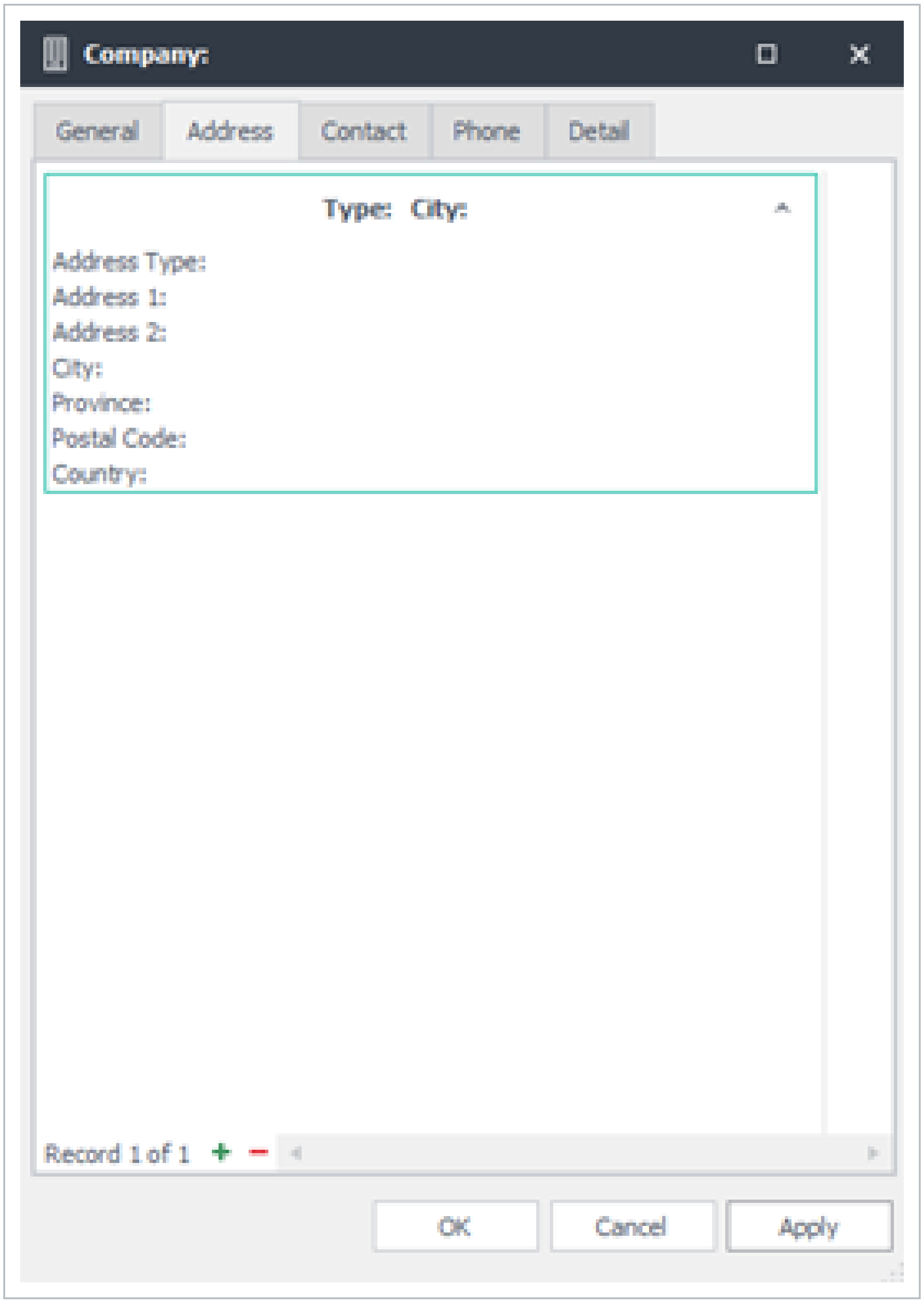


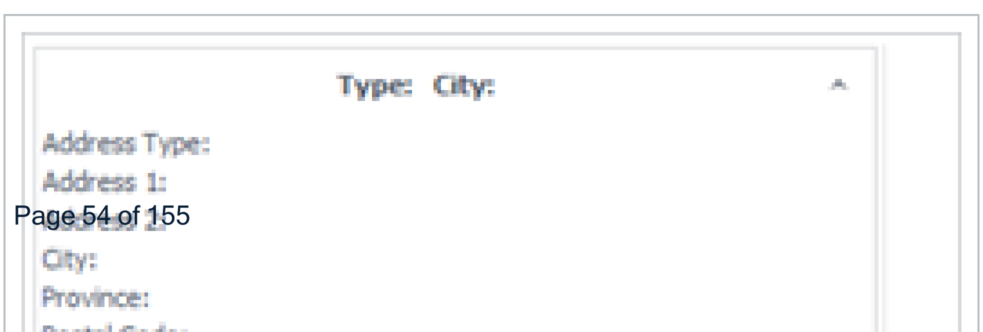
3. Enter the company name in the Name field. Enter the applicable code in the Code field. Click the drop-down box in the **Type of Relationship** field. Select whether the company is a Client, Supplier or other description previously specified by your system administrator.


Company:
General
Address
Contact
Phone
Detail
Name:
Code:
Type of Relationship:
Status:
Active
Notes:
Created:
Modified:
OK
Cancel
Apply


Type of Relationship:
Status:
Notes:
Client
Supplier
Owner
DSP
Subcontractor

4. The Status field will automatically default to *Active*. Enter any notes pertinent to the company in the Notes section and then click the Address tab. Enter the necessary information for the primary address as listed. You can use the arrow keys or Tab key on your keyboard to move between fields.





5. Click the **Details** tab. This section is used to capture custom field values. Populate any custom fields per your organization's requirements.

6. Click the **Append** icon at the bottom, left of the page to add another address. If you need to remove an address card, select the one to be removed, then click the **Delete** icon.

7. Continue the same steps to enter details in the Contact, Phone and Details tabs. When ready, click **Apply** or **OK** at the bottom of the page to save your changes.

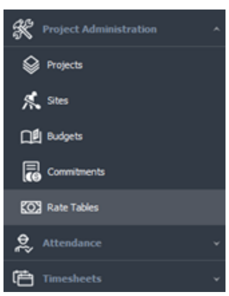
1.12 PROJECT MANAGEMENT

1.13 RATE TABLES

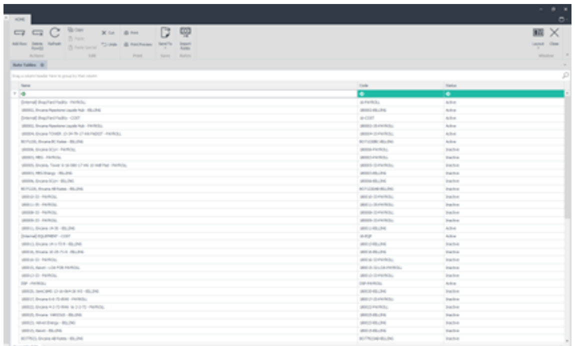
1.13.1 CREATING A NEW RATE TABLE

A rate table consists of personnel, equipment, material, and line item rates for premiums and allowances, as well as other rate exceptions. A rate table must be created and associated with a project prior to any billable work being LEM'd or invoiced for that project. A single rate table can be used by one or multiple projects and you can add a rate table to a specific project WBS item.

1. Go to Project Administration > **Rate Tables.**

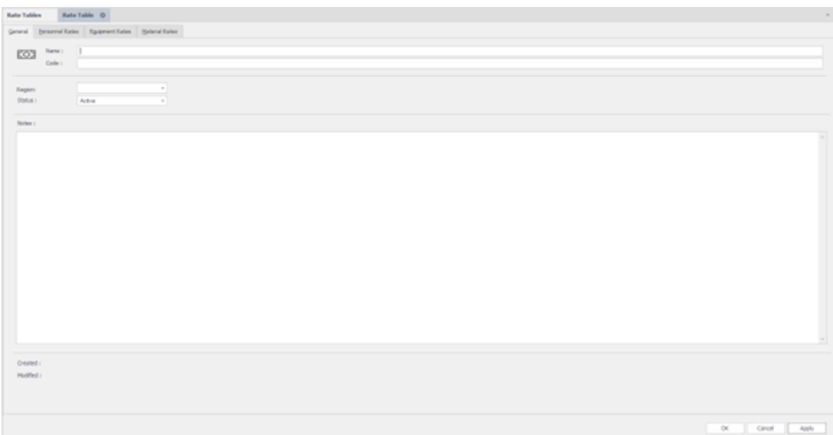


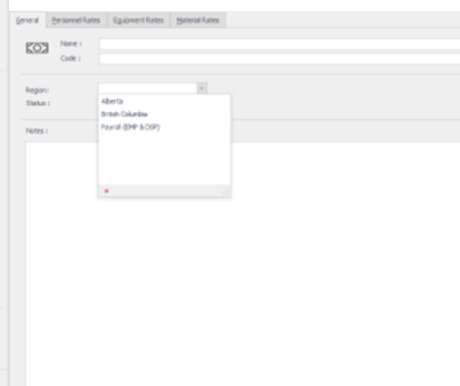
2. The Rate Tables tab opens. You can select any rate table to modify, or you can create a new rate table by clicking the **Add Row** icon on the ribbon bar.



3. In the resulting new rate table tab, enter the name for the new rate table in the Name field. In the Code field enter the new code. This can be a numeric value or an abbreviation that the rate table goes by.

4. Select the appropriate region the rate table belongs to.

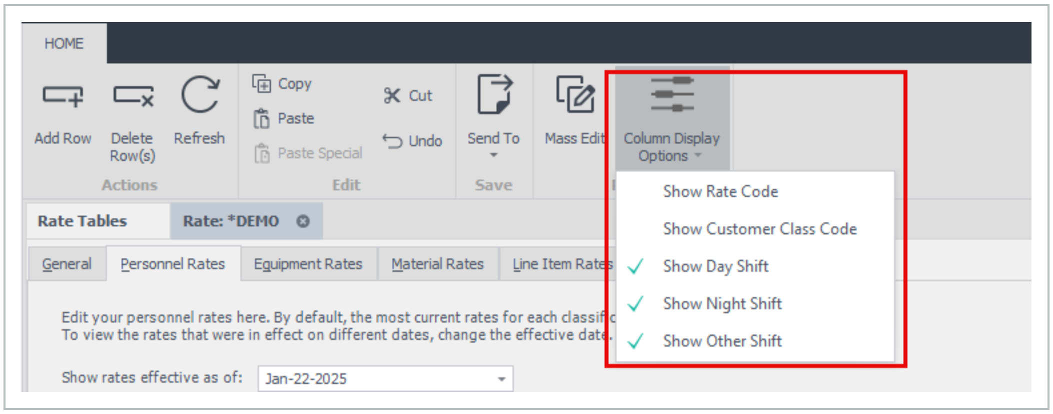




5. The Status field automatically defaults to *Active*. Enter any notes pertinent to the rate table in the Notes section and then click **Apply** to create the rate table

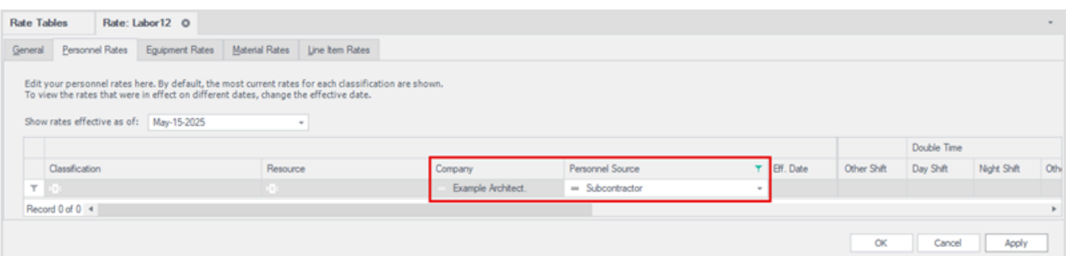
1.13.1.1 COLUMN DISPLAY OPTIONS

The Column Display Options button lets you show or hide columns by going to Rate Tables > Selecting a rates table, and then selecting or deselecting each shift column from the **Column Display Options** button from the ribbon menu. By default, at least one item needs to be selected. If all items are deselected, the drop-down will default to show day shift for Personnel, or Type 1 for Equipment.



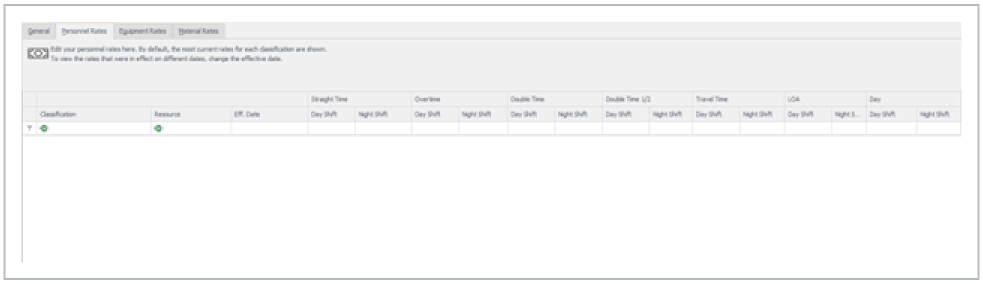
1.13.1.2 COMPANY AND SOURCE COLUMNS

The Company and Source columns give you flexibility when working with different companies, roles or resource types. These columns are listed in the personnel, equipment, material, and line items tabs of the rate table and allow you to set different rates based on what role is performing the work or where the resource comes from. For example, if rates differ between companies for the same role, where a subcontractor charges $30/ST hour, and an employee charges $25/ST hour for day shift, and $27/ST hour for night shift, you can use the Company and Source columns in the rate table to define those rates without having to create separate rate tables.



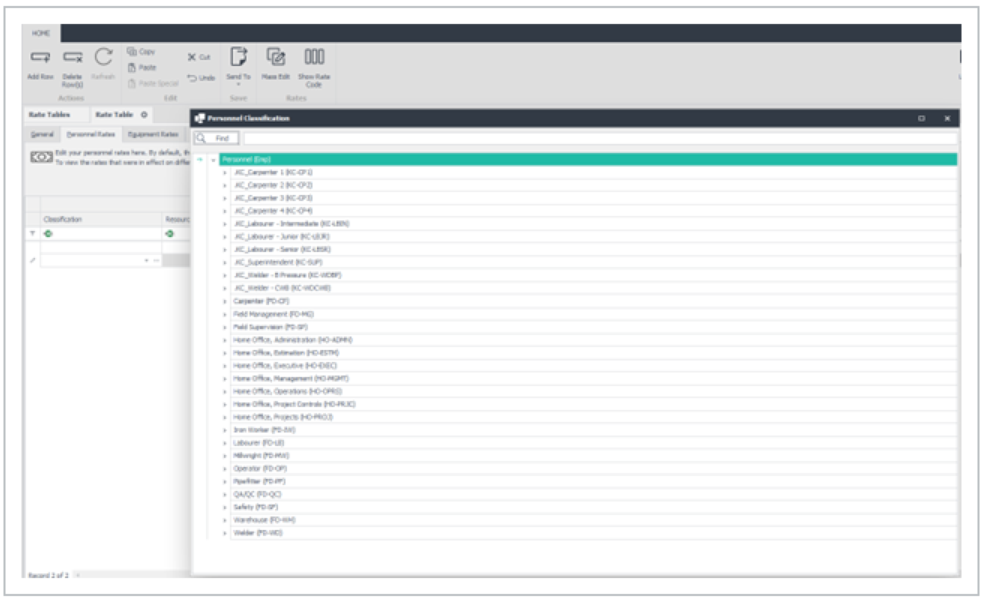
1.13.1.3 PERSONNEL RATES

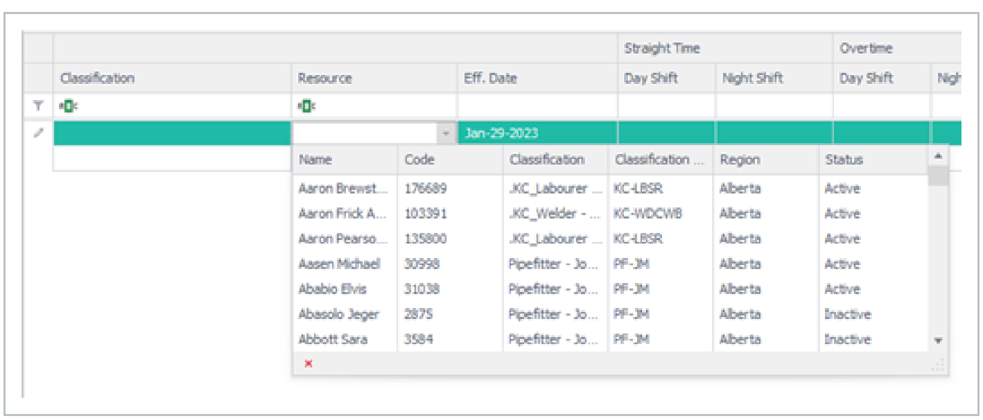
In the same new rate table tab as above, click the **Personnel Rates** tab to start entering personnel rate information.



By default, the most current rates for each classification (and optionally, named resource) are shown. To view the rates that were in effect on a different date, change the effective date in the Shown rates effective as of drop-down above the rates grid.

To add a new personnel rate record, click the Add Row icon located in the ribbon bar. If you wish to delete a record, select it by clicking it once, and then click the Delete Row(s) icon located in the ribbon bar. Click the drop-down list or the ellipses (three dots) icon under the Classification column and select the classification being assigned to the rate record.



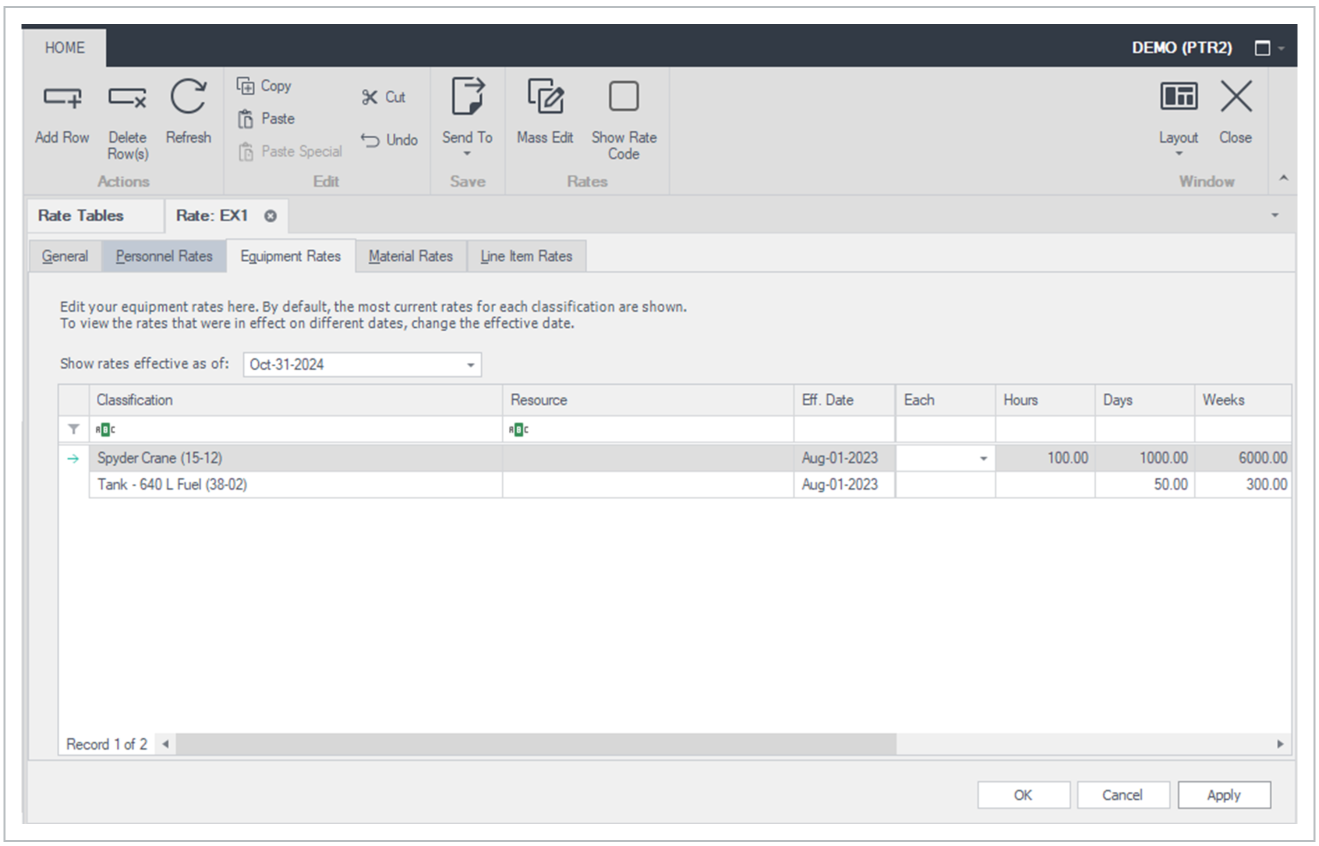


NOTE Optionally, Billings supports rates for individual resources by classification. For example, John Smith working as a skilled laborer can be billed out at rates different than the standard skilled laborer rates. If you choose to enter a rate for an individual in the classification selected, click the drop-down list under the Resource column, and then select the individual assigned to the rate record.

Select the Effective Date of the rate record (that is, when does this rate take effect) and enter in the rates to be used for the different earnings class by shift (i.e., Straight Time, Overtime, Double Time, Double Time and a Half, Travel Time, LOA, and Day). Repeat these steps to add another classification to this rate table.

1.13.1.4 EQUIPMENT RATES

To start entering equipment rate information for the rate table you have open, click on the **Equipment Rates** tab.



By default, the most current rates for each classification (and optionally, named resource) are shown. To view the rates that were in effect on a different date, change the effective date in the Shown rates effective as of drop-down above the rates grid.

To add a new equipment rate record, click the **Add Row** icon located in the ribbon bar. If you wish to delete a record, select it by clicking it once, and then click the **Delete Row(s)** icon located in the ribbon bar.

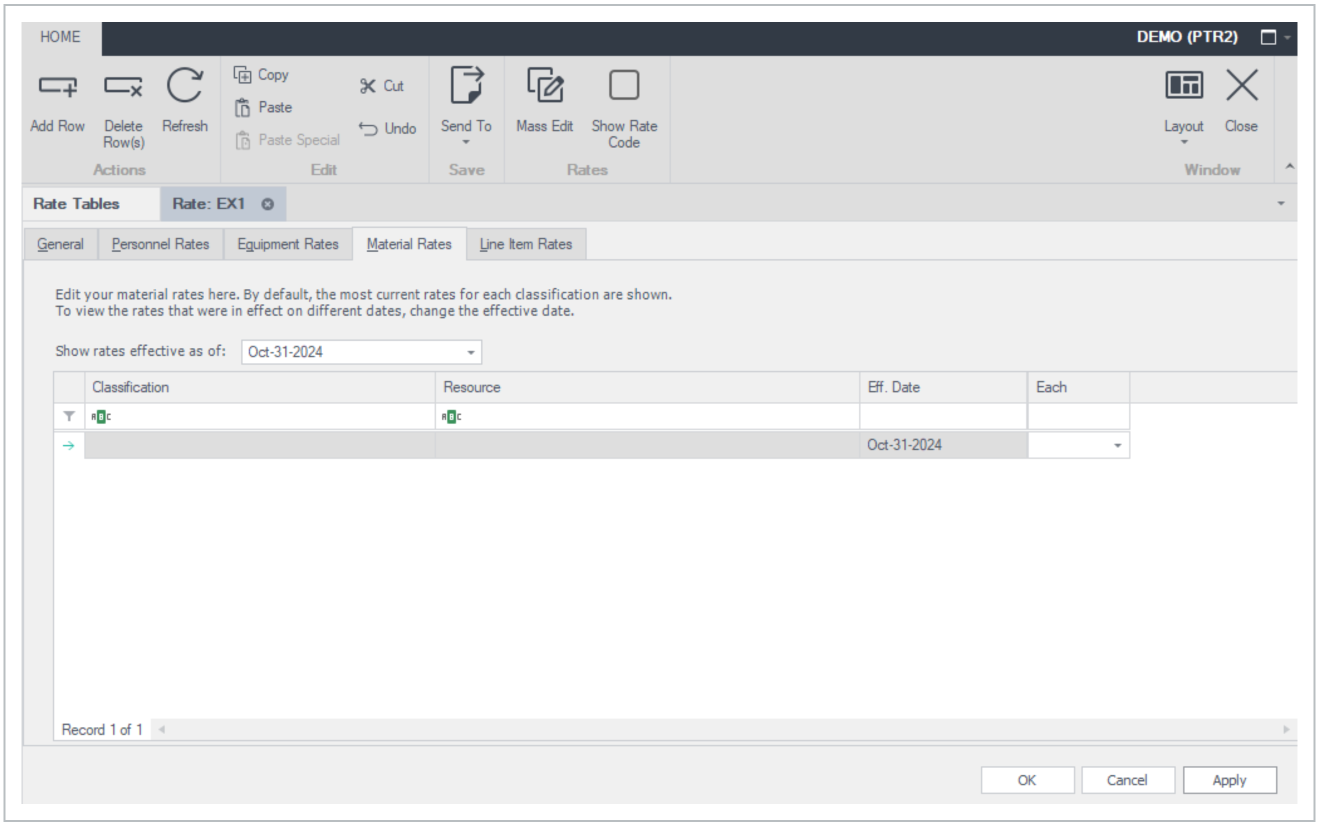
Click the drop-down list or the ellipses icon under the Classification column and select the classification being assigned to the rate record.

NOTE Optionally, Billings supports rates for individual resources by classification. For example, JD Backhoe operating as an excavator can be billed out at rates different than the standard backhoe rates. If you choose to enter a rate for an individual piece of equipment in the selected classification, click the drop-down list under the Resource column, and then select the individual piece of equipment assigned to the rate record.

Select the Effective Date of the rate record (that is, when does this rate take effect) and enter in the rates to be used for the different earnings class by shift (i.e., Hours, Days, Weeks, Months and a Standby and Each). Repeat these steps to add another classification to this rate table.

1.13.1.5 MATERIAL RATES

To start entering material rate information, click on the **Material Rates** tab under the Rate table tab you are in.



By default, the most current rates for each classification (and optionally, named resource) are shown. To view the rates that were in effect on a different date, change the effective date in the Shown rates effective as of drop-down above the rates grid.

To add a new Material rate record, click the Add Row icon located in the ribbon bar. If you wish to delete a record, elect it by clicking it once, and then click the Delete Row(s) icon located in the ribbon bar. Click the drop-down list or the ellipses icon under the Classification column and select the classification being assigned to the rate record.

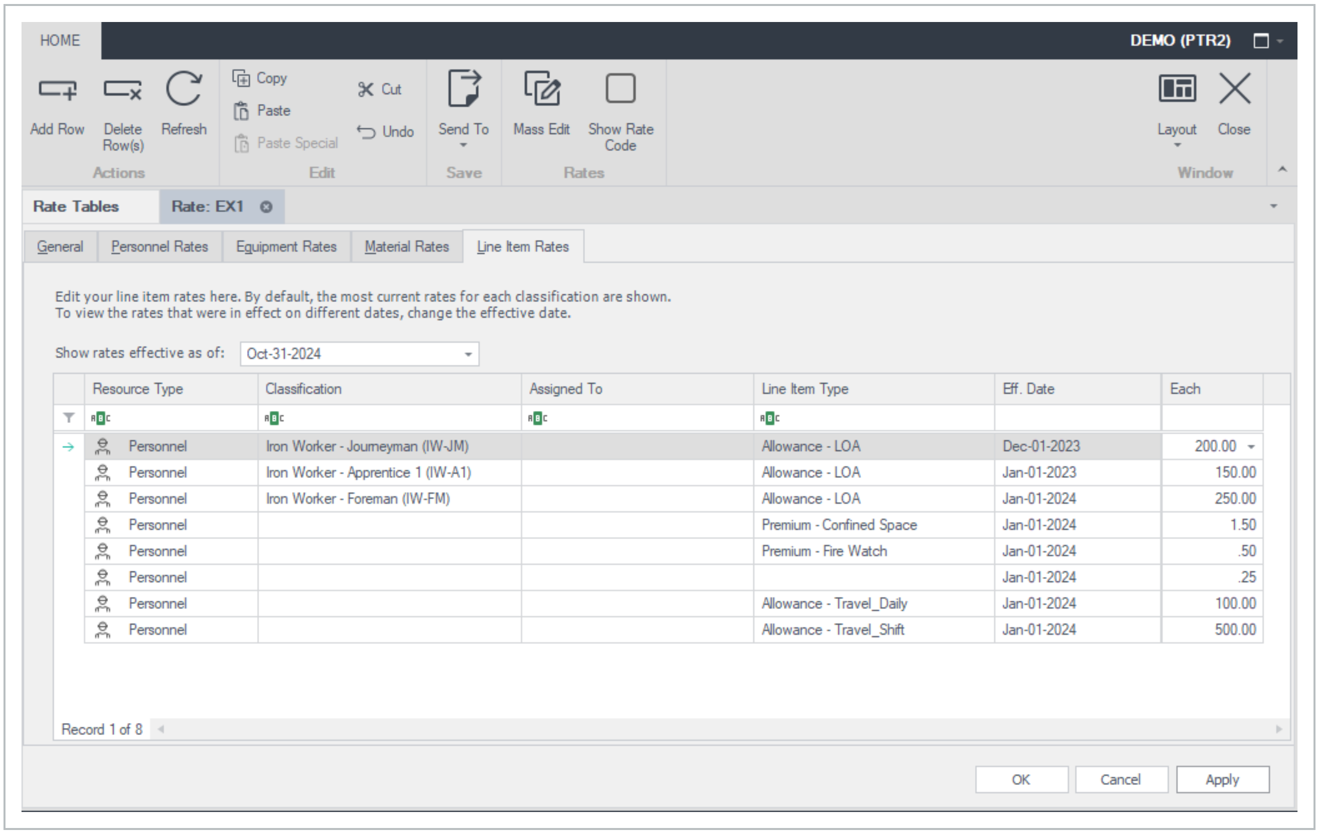
Click the drop-down list or the ellipses icon under the Classification column and select the classification being assigned to the rate record.

> **NOTE** Optionally, Billings supports rates for individual items by classification. If you choose to enter a rate for an individual material in the classification selected, click the drop-down list under the Resource column, and then select the individual material being assigned to the rate record.

Select the Effective Date of the rate record (that is, when does this rate take effect) and enter in the rates to be used for the earnings class (i.e., Each). Repeat these steps to add another classification to this rate table.

1.13.1.6 LINE ITEM RATES

To start entering Line Item rate information, click on the Line Item Rates tab under the Rate table tab you are in. Continue adding the necessary resource type, classifications, and line item types for the project and the corresponding rates.



By default, the most current rates for each classification (and optionally, named resource) are shown. To view the rates that were in effect on a different date, change the effective date in the Shown rates effective as of drop-down above the rates grid.

Edit your line items rates here.

To add a new Line Item (e.g. Premium or Allowance) rate record, click the **Add Row** icon located in the ribbon bar. If you wish to delete a record, select it by clicking it once, and then click the **Delete Row(s)** icon located in the ribbon bar.

Select the Resource Type in the first column (i.e., Personnel, Equipment, or Material) to indicate which entity type the rate record will apply to.

Click the drop-down list or the ellipses icon under the Classification column and select the type being assigned to the rate record. The list here will be determined by the Resource Type specified for the row.

> **NOTE** Optionally, Billings supports rates for individual resources by classification. If you choose to enter a rate for an individual resource in the classification selected, click the drop-down list under the Resource column, and then select the individual resource being assigned to the rate record.

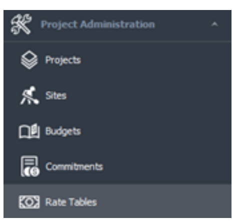
Select the Line Item Type in the next column (note that this list will be determined by your system administrator during application configuration as it is configurable) to indicate which entity type the rate record will apply to. Select the Effective Date of the rate record (that is, when does this rate take effect) and enter in the rate to be used for the earnings class (i.e., Each). Repeat these steps to add another row to this rate table.

1.13.2 COPYING A RATE TABLE

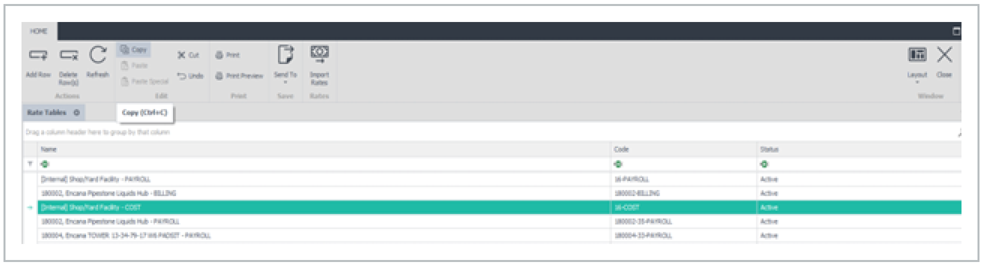
In some cases, you will need to create a new rate table that's very similar to an existing one. Instead of performing the entire process of creating a new rate table, the best process would be to copy a rate table.

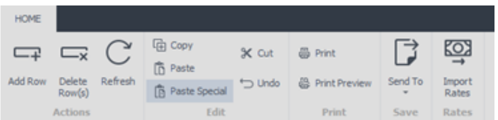
COPY A RATE TABLE

1. Go to Project Administration > **Rate Tables.**



2. The Rate Tables tab appears. Select the rate table to be copied by clicking on it once with the mouse, then on the ribbon bar, click **Copy** .

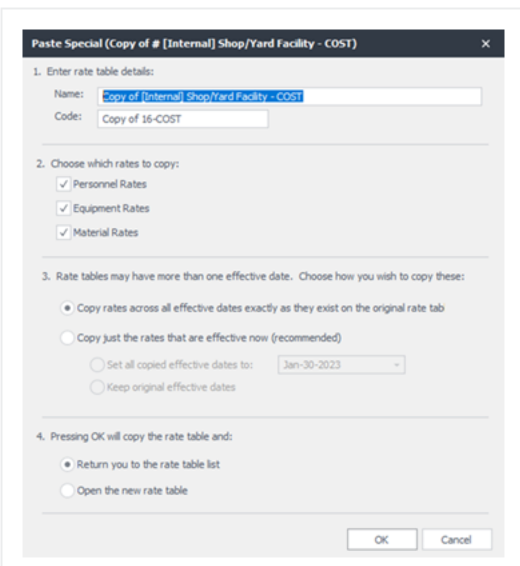




3. Now click **Paste** or **Paste Special** to make a copy of the rate table.

Paste creates an exact copy of the source rate table, while Special Paste lets you control what and how the rate table is copied, including adjusting effective dates, changing rate table name, and code, and adjusting other aspects of the rate table that are applicable for the new rate table. If Paste Special is selected, the Paste Special window will appear

4. Under section 1, change the name of the rate table and type in an appropriate Code for the new rate table.



5. Under section 2, determine precisely what portion of the rate table you want to be copied (either Personnel, Equipment, Material, Line Items, or all four sets of rates).

6. Section 3 gives the choice of copying the rates exactly as they exist in the original rate table or to modify the effective dates. If the effective date requires modification, choose the date the rates will be effective from.

7. Section 4 determines the next steps, either to return you to the rate table list or open the new rate table.

8. After the modifications have been made, click **OK** along the bottom of the rate table screen to save.

If **Open the new rate table** is selected, the new rate table will open allowing you to make any additional modifications.

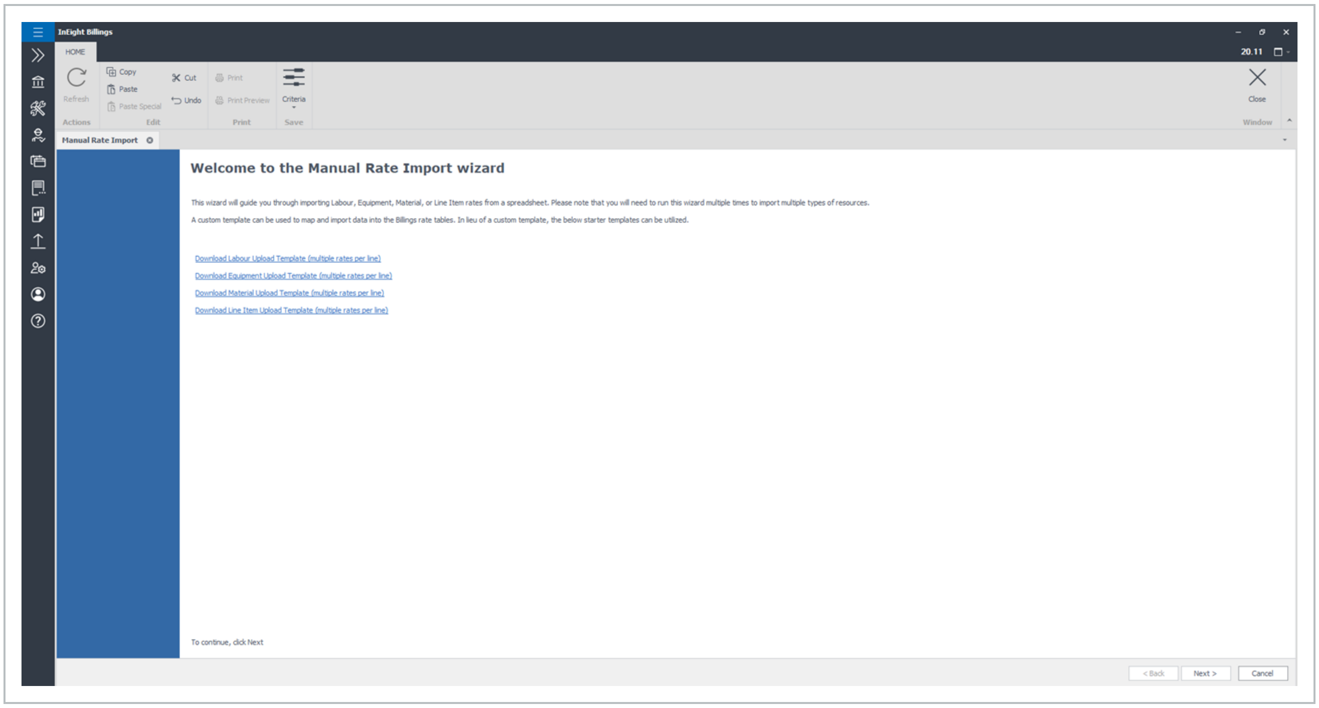
10. After the modifications have been made, click **OK** at the bottom of the rate table page to save.

1.14 MANUAL RATE IMPORTS

The Manual Rate Import wizard will guide you through importing labor, equipment, material or line item rates from a spreadsheet.

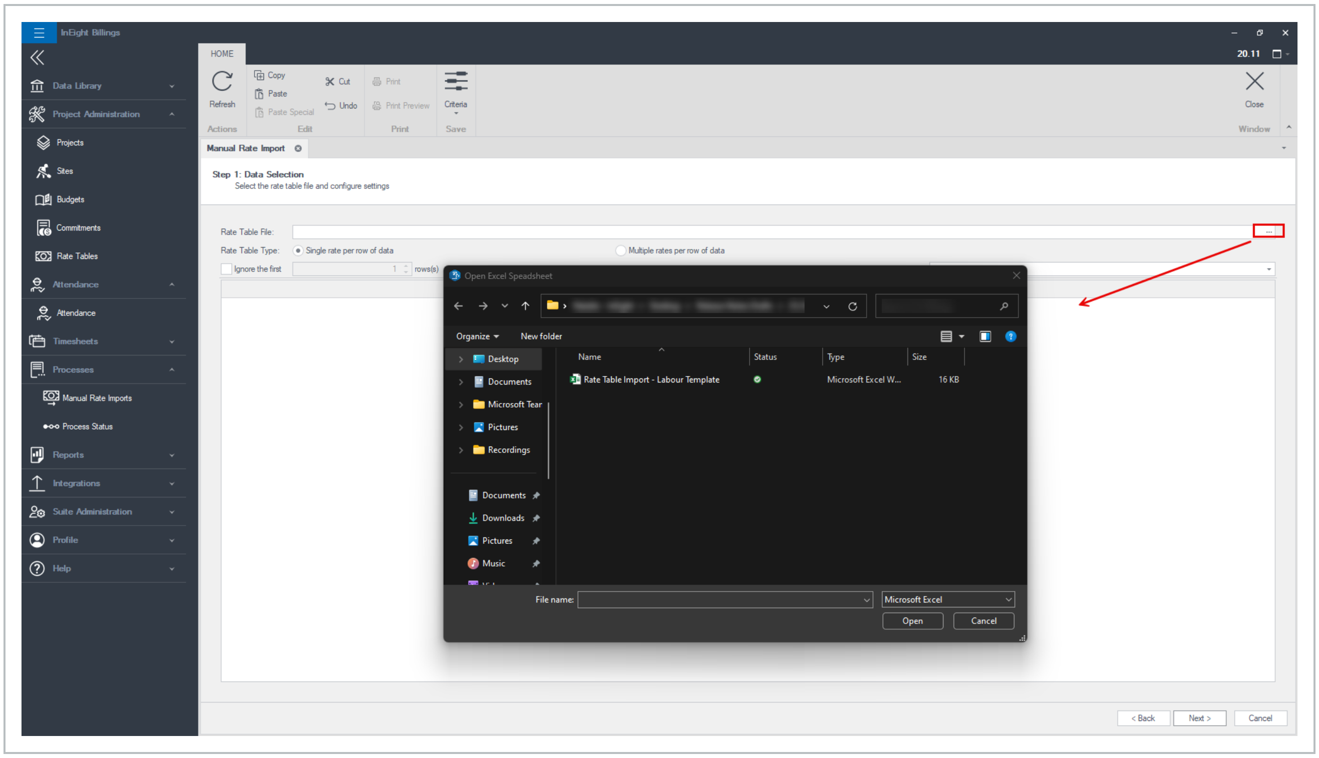
NOTE	To import multiple rate types, you must run the import wizard for each rate type

A custom template can be used to map and import data into the Billings rate tables. Template spreadsheets are provided when accessing the wizard, but any Microsoft Excel spreadsheet can be used and mapped through the wizard process. After the templates have been downloaded and ready to import, click **next** to continue.

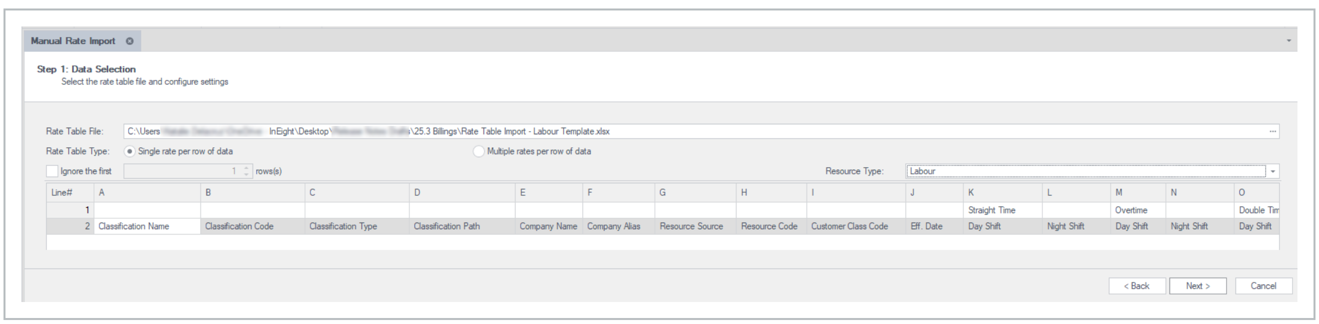


IMPORT RATE TABLE FILE AND CONFIGURE SETTINGS

1. In the Rate table File section, select a file by clicking the ellipses, select the file, and then click **open**.

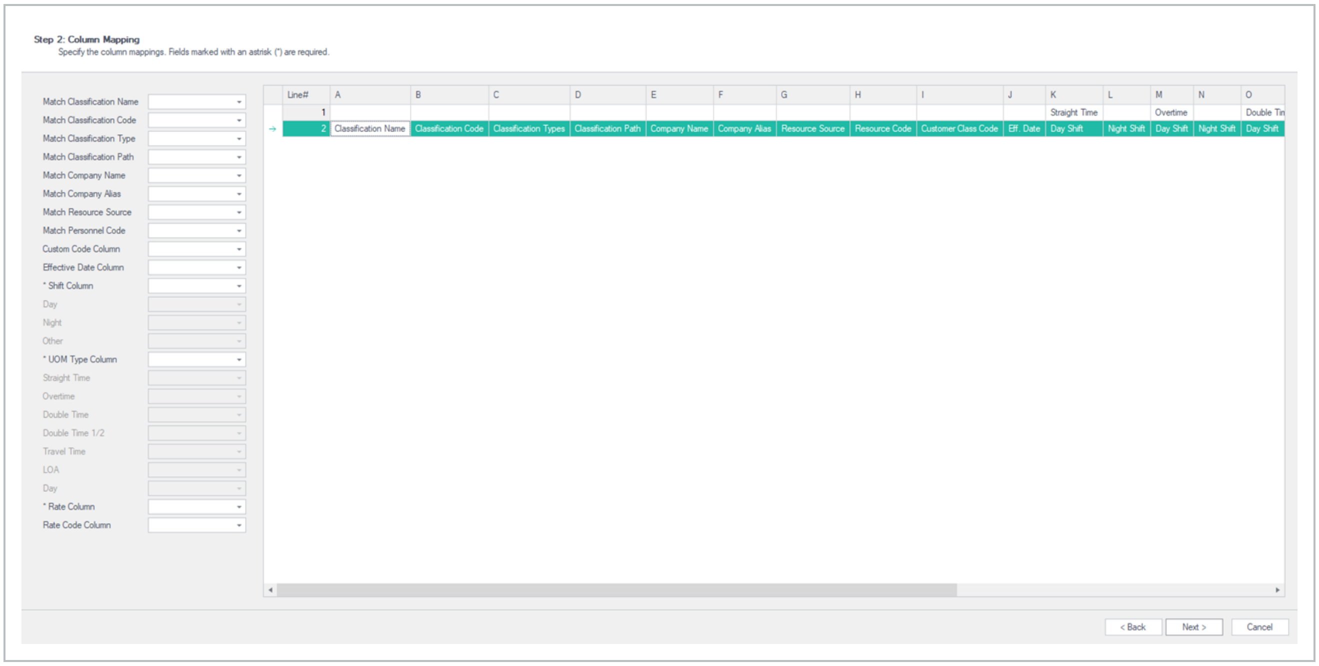


2. Columns from the imported file appear and can be updated in the Billings data selection screen. After reviewing the imported data, click **Next**.



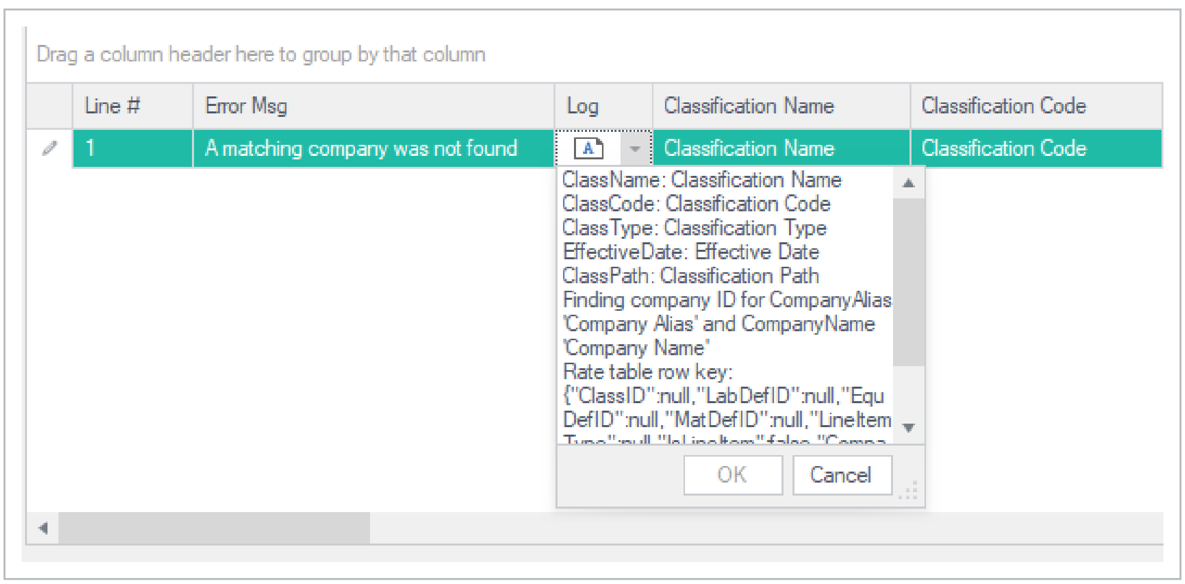
3. The Column Mapping section lets you specify the column mappings. Fields with an asterisk are required.

Click the matching line# drop-down (arrow/list) next to each resource to map the columns, and then click **Next**.



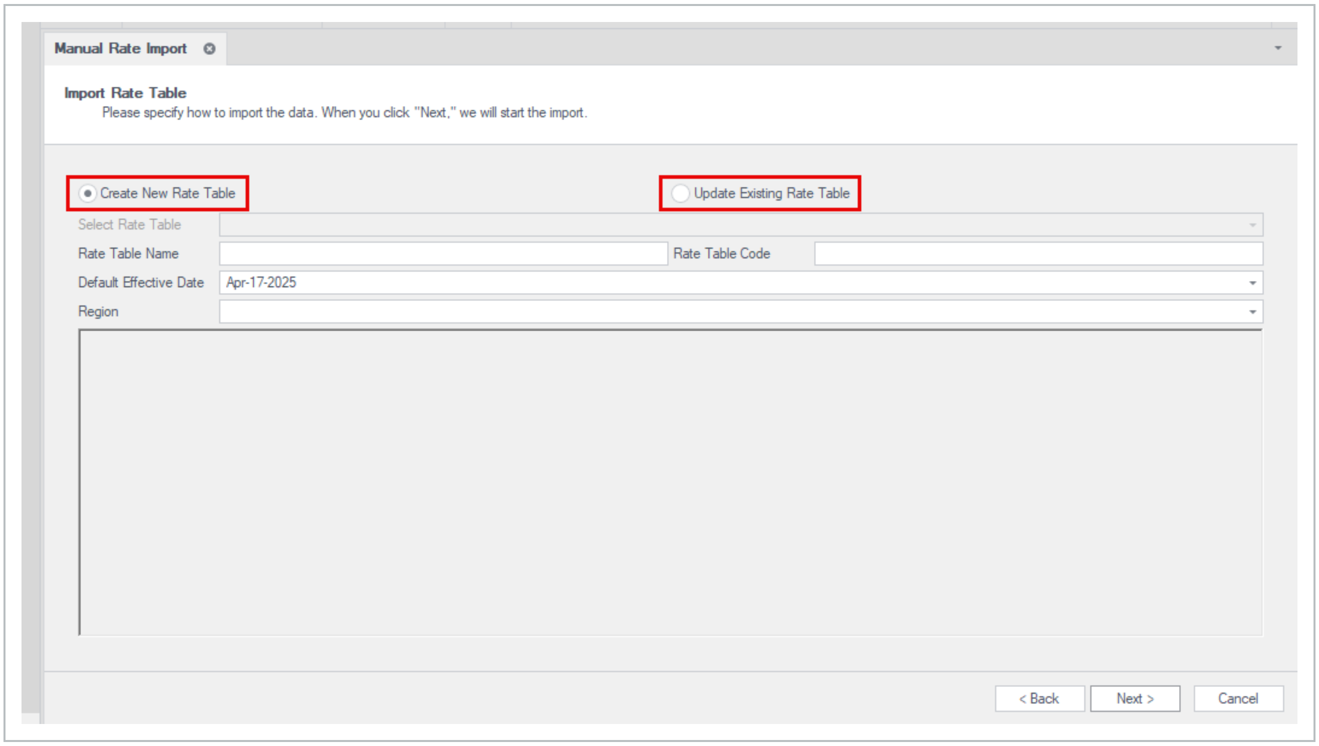
4. Review and make any corrections in the Rate Table overview before you continue.

Only the records without errors are imported. To investigate errors, click the Log drop-down list. Click the **Back**to fix any errors or **Next** to continue.



5. Select **Create New Rate** or **Update Existing Rate Table** to specify how to import the data, and then click **Next** start your import.

When creating a new rate table, label it in the Rate Table Name field. The Rate Table name, Rate Table Code and Region fields are required to proceed.



5. Click **Next** and then **Finish** to save your import.

1.14.1 IMPORTING A RATE TABLE

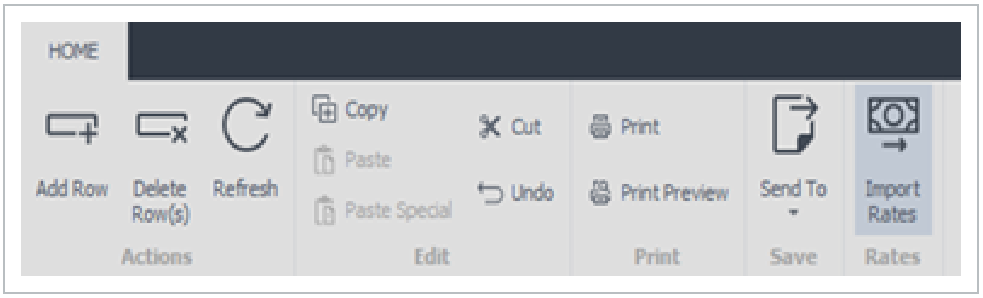
Billings lets you create and maintain rate tables externally in a spreadsheet format and import the rates into an existing rate table or as a new rate table. There are two forms of rate table imports.

You can use the Rate Import template through Processes > Imports > Rate Table Import or the Legacy Labor Rate Import as shown below.

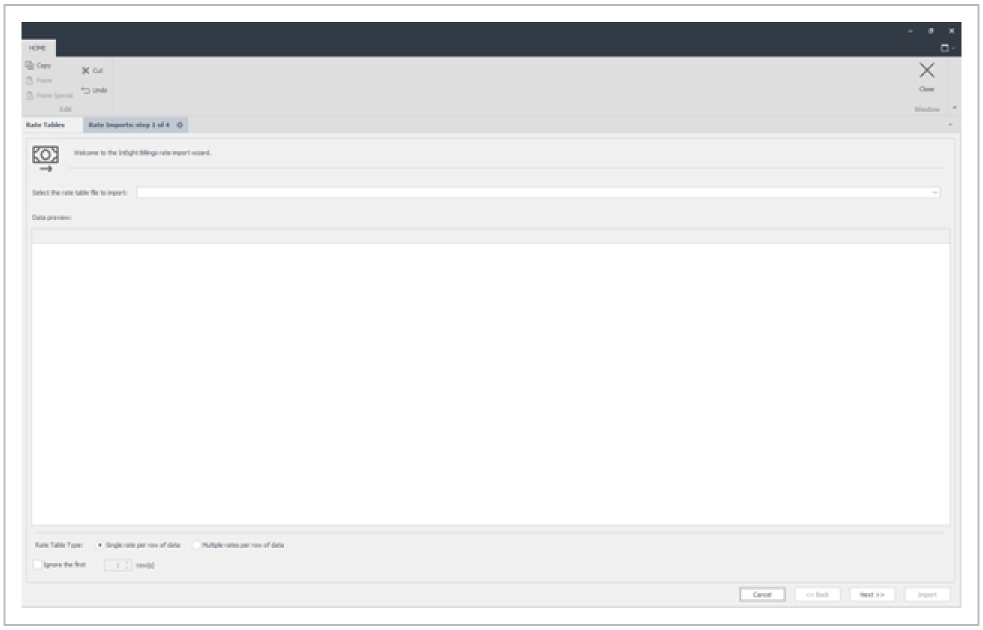
LEGACY LABOR RATE IMPORTS

NOTE Currently, Only Personnel rate import is supported

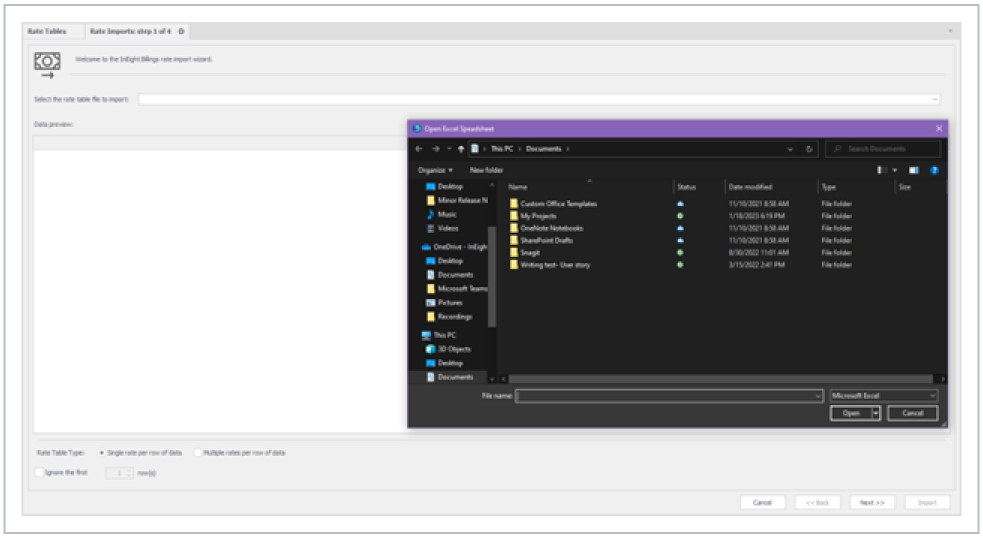
1. To Start the import process, select Project Administration > Rate Tables and select **Import Rates** from the ribbon bar.



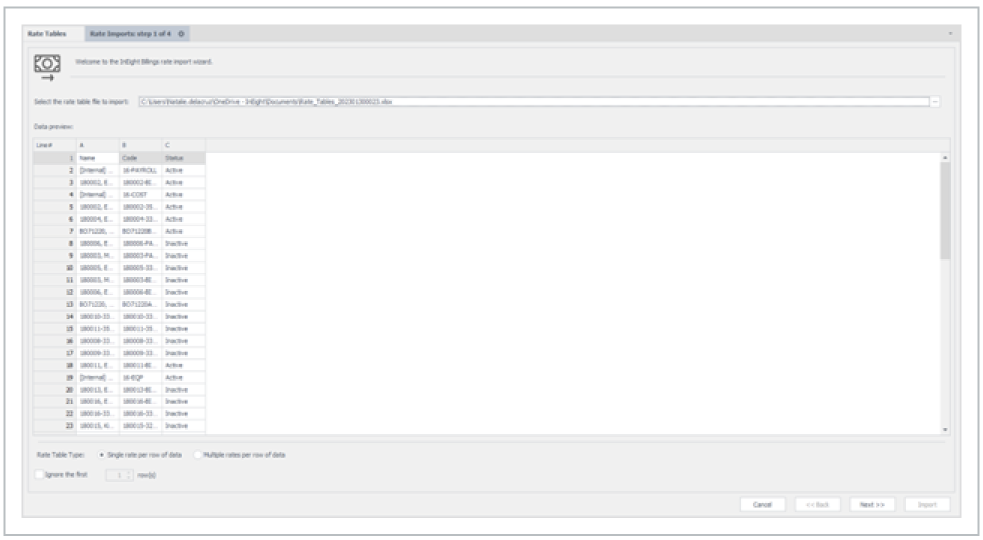
2. The Rate Import wizard appears.



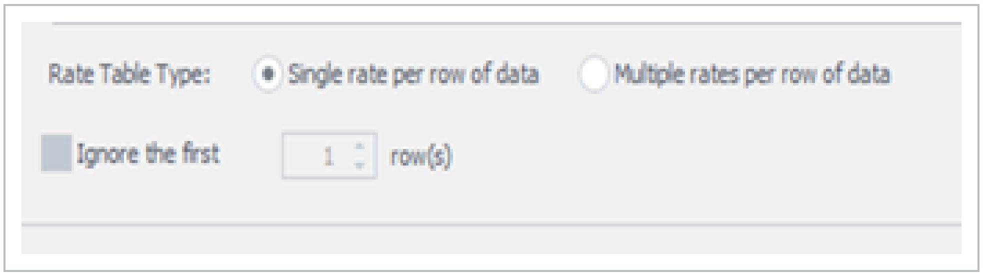
3. Select the spreadsheet file to import by using the ellipses (three dots) icon to launch the file picker and select the path and the rate table Excel file.



4. The data preview pane will populate with the contents of the source spreadsheet.

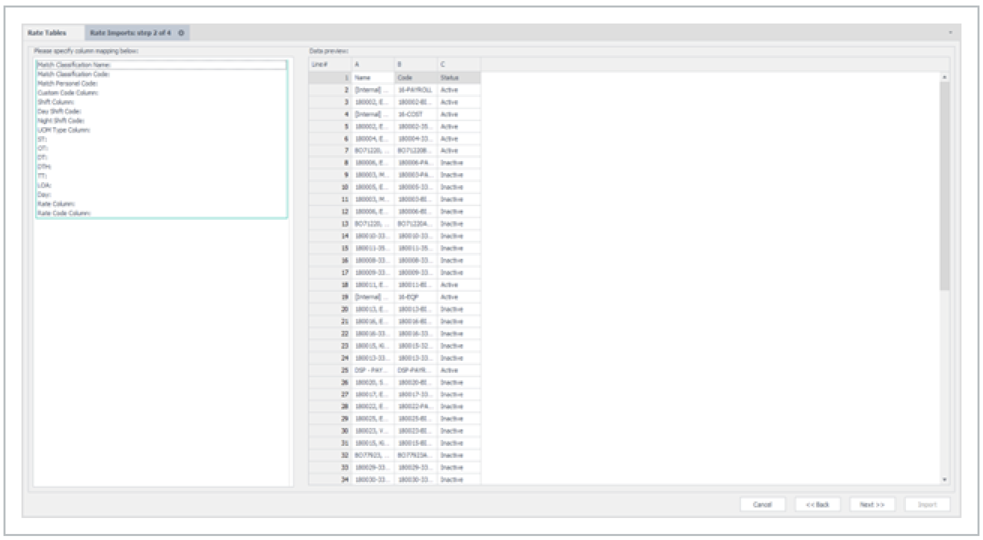


5. Specify whether the rates are stored horizontally or vertically in the spreadsheet and indicate how many of the top rows to ignore (for example, header row which may contain column names). Click **Next** to proceed.

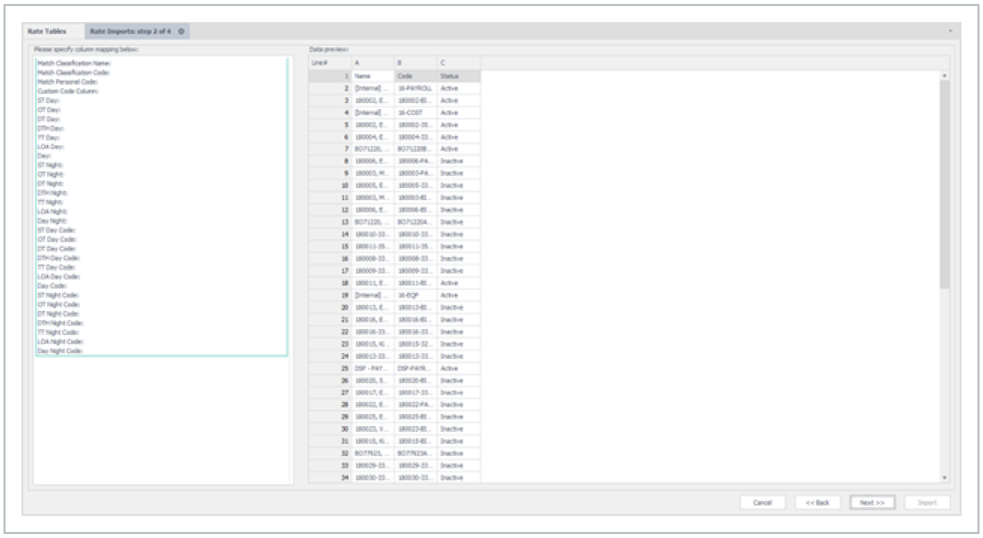


6. The second page of the wizard lets you map columns or rows in the spreadsheet to resource classification, resource identifier (if required), and units of measure. The mappings are different depending on whether the rates spreadsheet is horizontal, or vertical.

Single rates per row of data layout:



Multiple rates per row of data layout:



7. After you have mapped the columns, click **Next** to go to the third page of the wizard which will preview the imported rate table in Billings format.

8. The last column in the import preview page specifies errors that have been found with each line of the import file. Only lines which are error-free will be imported into Billings. Review and correct any errors reported and click **Next** to proceed.

9. The final page of the wizard lets you control whether the rate import will be imported into a new rate table or whether the import will update an existing rate table.

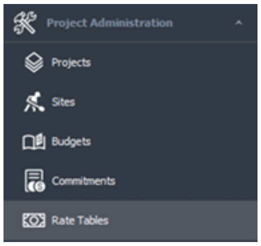
10. Create a Rate Table Name or choose an existing rate table from the Rate Table Name drop down list. If the Update Existing Rate Table option is selected. Indicate the Effective Date for the rates. After you are done, click **Import** to import the rates.

1.14.2 UTILIZING MASS EDIT WITH A RATE TABLE

The Mass Edit feature is available to users to simultaneously adjust multiple rates within a rate table. This function frees you from needing to adjust each rate individually. Although this functionality is beneficial, you must be cautious when applying it, as multiple rate records are affected simultaneously. The mass edit feature can also be used to clean up a rate table after it has been updated using the Rate Import Wizard (for example, to remove any new rates that did not actually change from prior effective date).

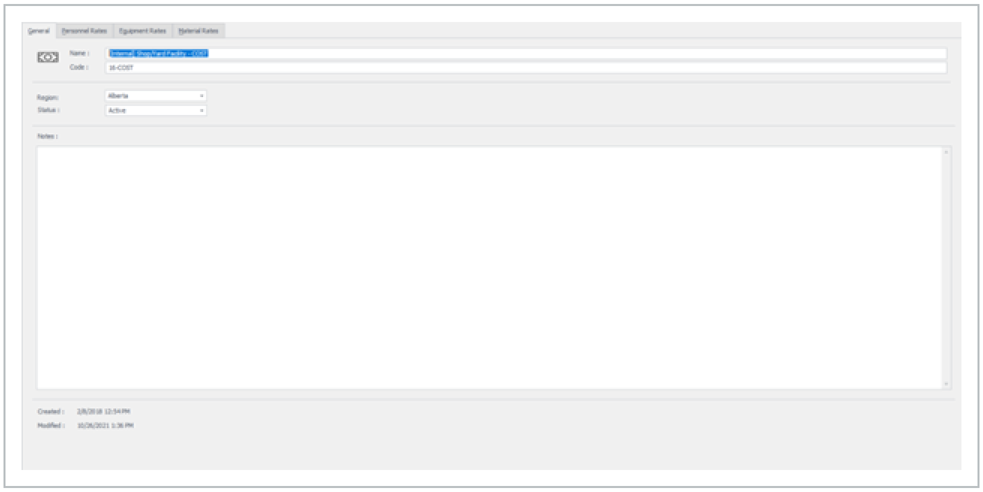
MASS EDIT RATE TABLES

1. Go to Project Administration > **Rate Tables.**

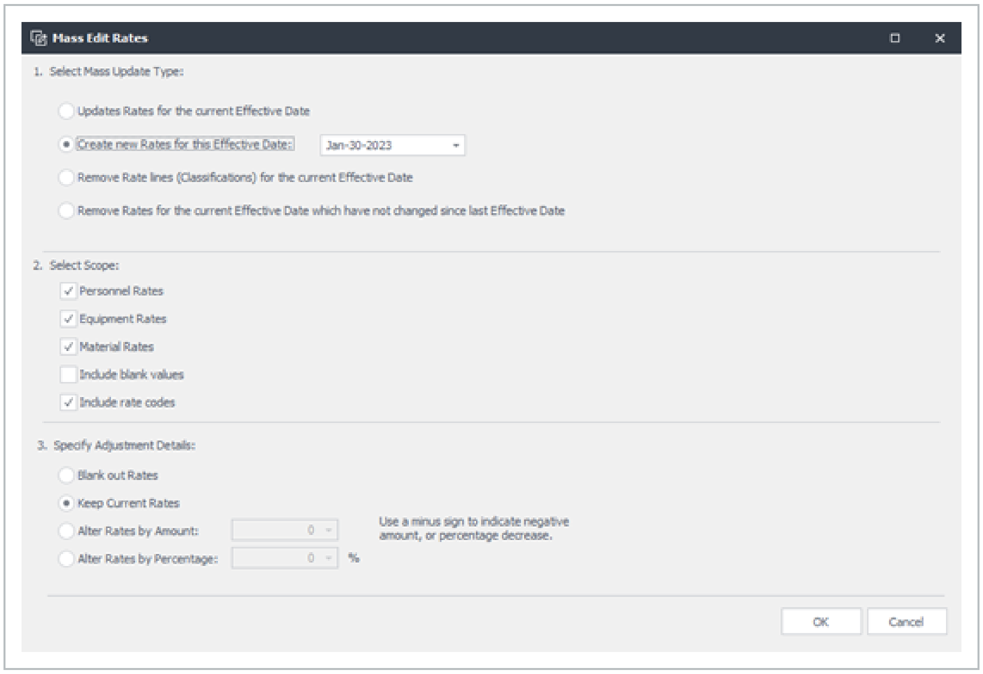


2. Select the required rate table from the list by double-clicking on it.

3. The rate table opens in a new tab, with the General tab active below it.



4.Review the Personnel, Equipment and Material Rates tabs to confirm your selection is correct for making mass edits. From the ribbon bar, select **Mass Edit.**



5. In section 1, select the type of mass update:

• Update Rates for the current Effective Date.

• Create new Rates for this Effective Date.

• Remove Rate lines (Classifications) for the current Effective Date.

• Remove Rates for the current Effective Date which have not changed since last Effective Date.

6. In section 2, determine precisely what scope of the rate table will be edited (either Personnel, Equipment, Material, Line Items, or all four sets of rates).

7. In section 3, specify the adjustment details (gives the choice of blanking out the rates, keeping the current rates, or altering the rates by either an amount or percentage).

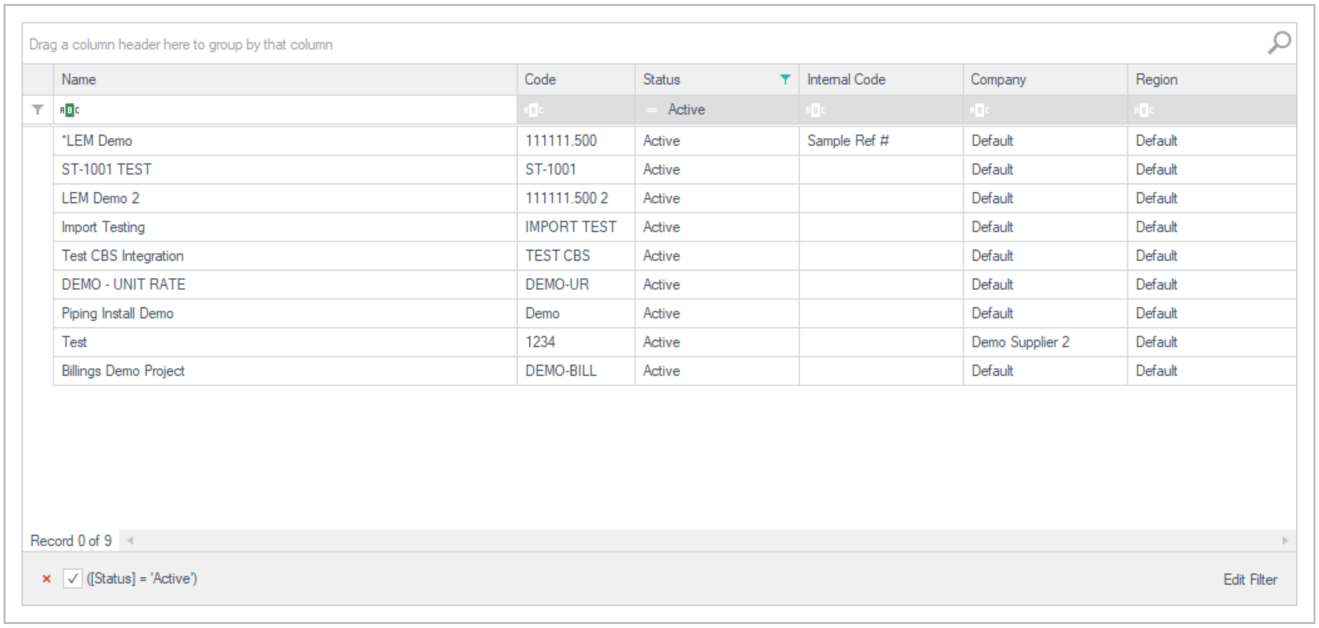
8. After the modifications have been made, click **OK** to adjust the rate table based on the parameters you specified. The adjusted rate table will automatically refresh with the effective date and rates altered accordingly.

9. When complete, click the **Apply** button or to save the changes and exit the window, click **OK** located at the bottom of the page.

1.14.3 CONFIGURING A PROJECT

When a project has been created in Platform and flagged as being Time and Materials, it is automatically synced into Billings.

To configure the project for billings purposes, double-click the existing project from the list and go through the tabs listed below.

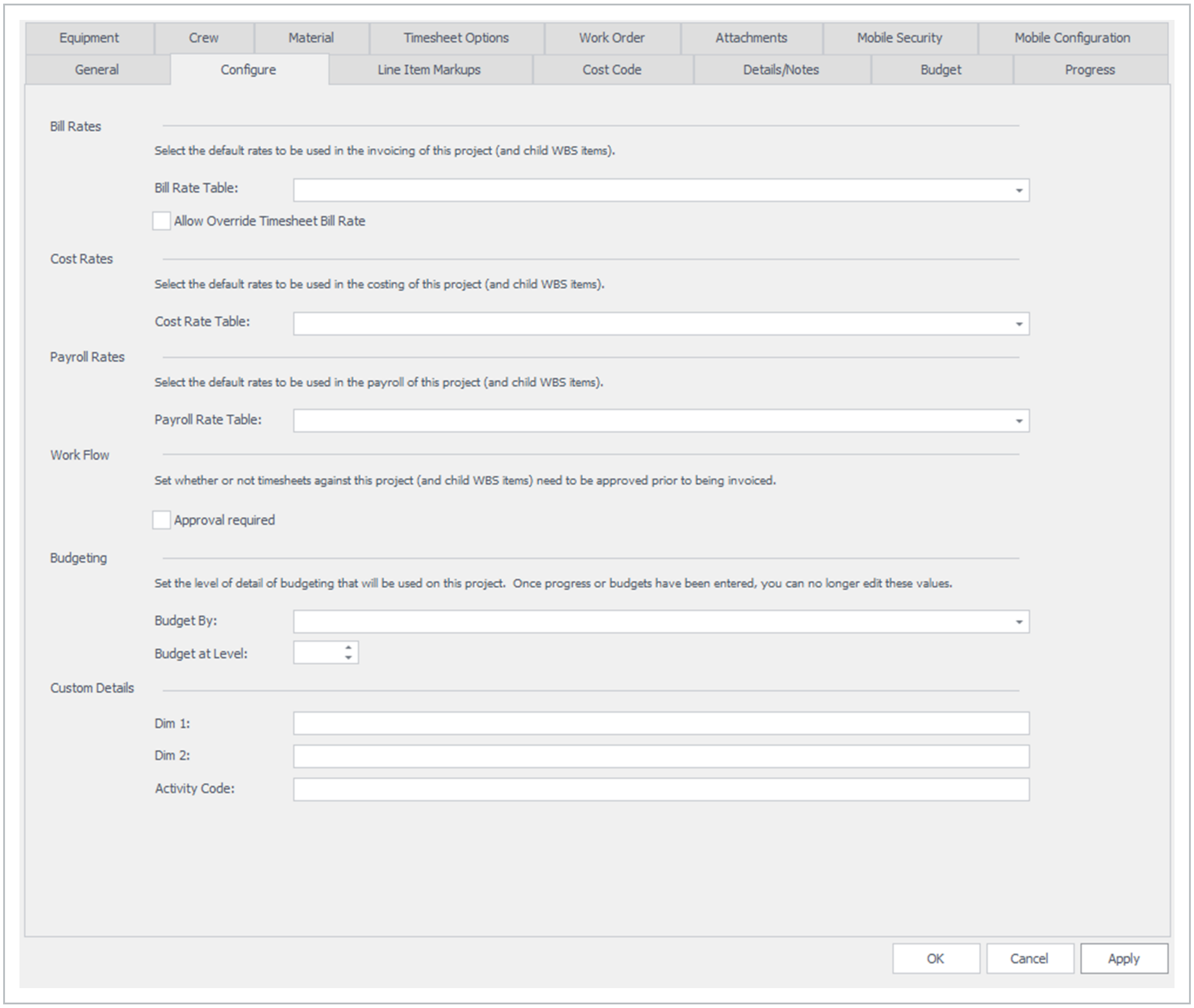


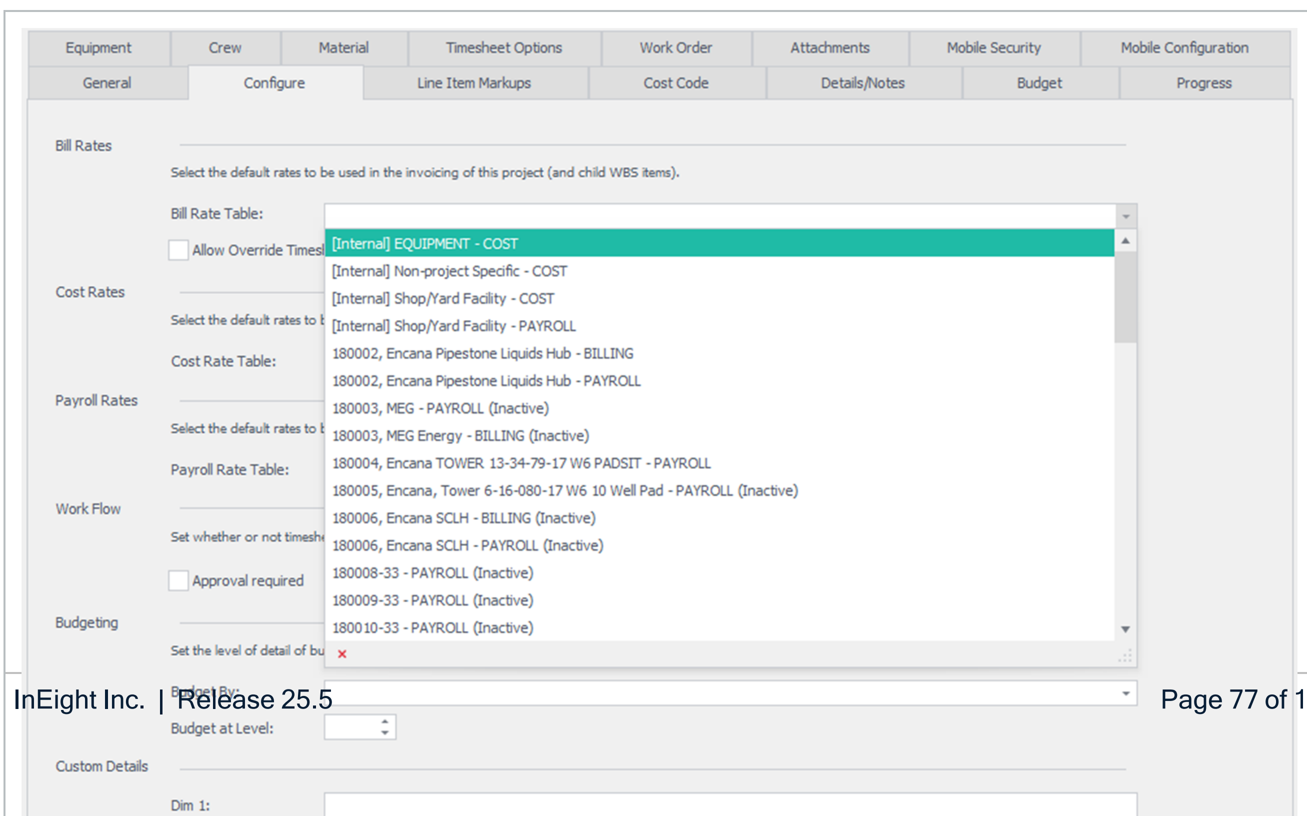
You can also manually create a new project by clicking the **Add Row** icon on the ribbon bar.

NOTE A project created manually in Billings will not be automatically created in Platform.

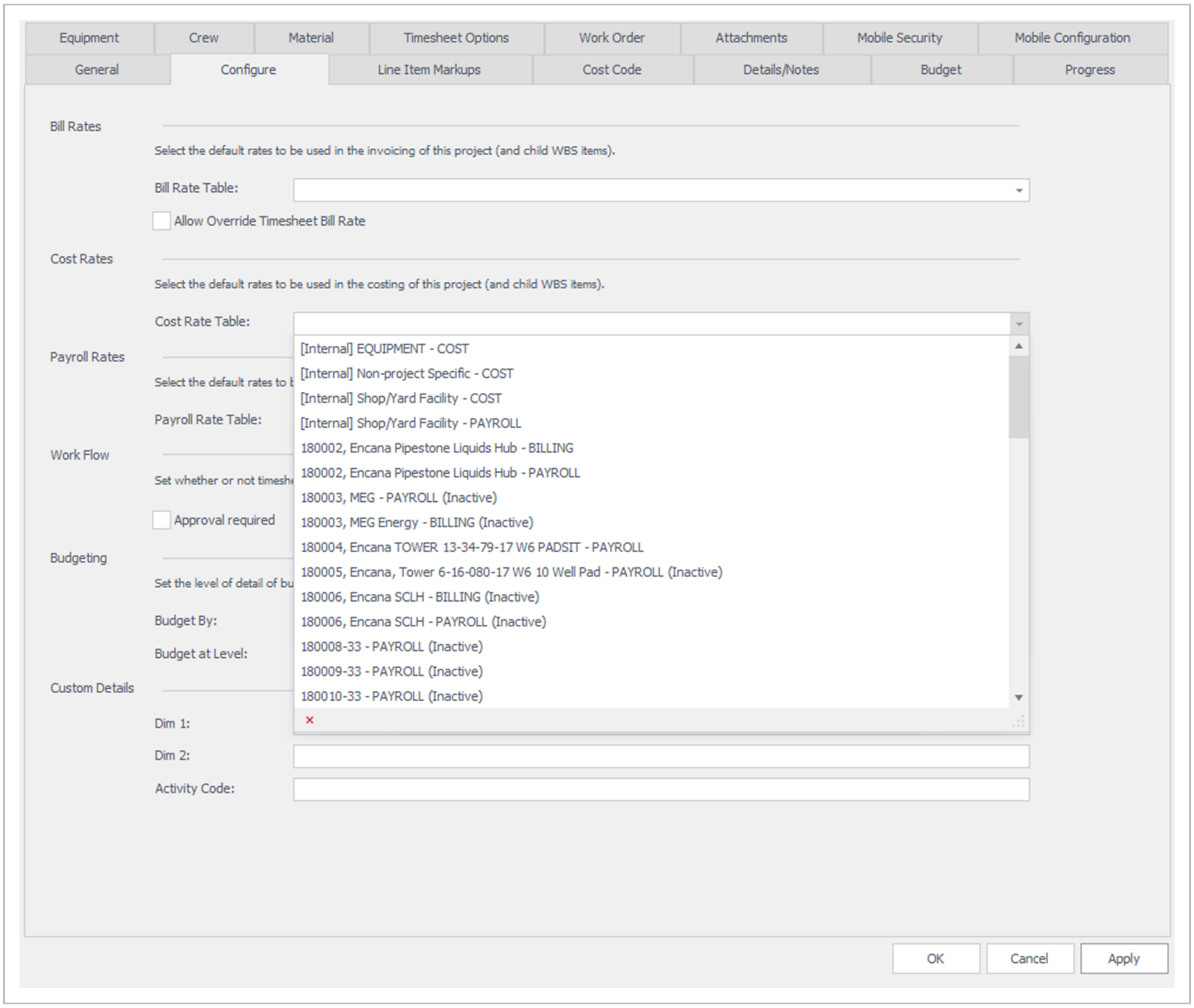
1.14.3.1 CONFIGURE TAB

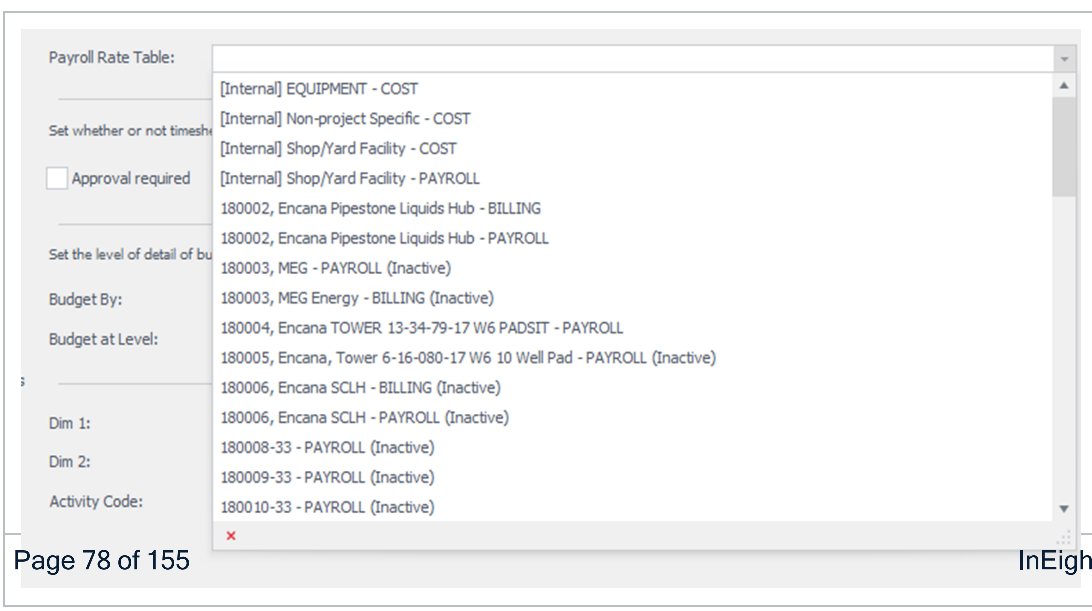
To select bill rates, click the Bill Rate Table drop-down list, and then select the rate table that contains the bill rates that apply to the project.


Equipment
Crew
Material
Timesheet Options
Work Order
Attachments
Mobile Security
Mobile Configuration
General
Configure
Line Item Markups
Cost Code
Details/Notes
Budget
Progress
Bill Rates
Select the default rates to be used in the invoicing of this project (and child WBS items).
Bill Rate Table:
Allow Override Timesheet Bill Rate
Cost Rates
Select the default rates to be used in the costing of this project (and child WBS items).
Cost Rate Table:
Payroll Rates
Select the default rates to be used in the payroll of this project (and child WBS items).
Payroll Rate Table:
Work Flow
Set whether or not timesheets against this project (and child WBS items) need to be approved prior to being invoiced.
Approval required
Budgeting
Set the level of detail of budgeting that will be used on this project. Once progress or budgets have been entered, you can no longer edit these values.
Budget By:
Budget at Level:
Custom Details
Dim 1:
Dim 2:
Activity Code:
OK
Cancel
Apply


Equipment
Crew
Material
Timesheet Options
Work Order
Attachments
Mobile Security
Mobile Configuration
General
Configure
Line Item Markups
Cost Code
Details/Notes
Budget
Progress
Bill Rates
Select the default rates to be used in the invoicing of this project (and child WBS items).
Bill Rate Table:
[Internal] EQUIPMENT - COST
[Internal] Non-project Specific - COST
[Internal] Shop/Yard Facility - COST
[Internal] Shop/Yard Facility - PAYROLL
180002, Encana Pipestone Liquids Hub - BILLING
180002, Encana Pipestone Liquids Hub - PAYROLL
180003, MEG - PAYROLL (Inactive)
180003, MEG Energy - BILLING (Inactive)
180004, Encana TOWER 13-34-79-17 W6 PADSIT - PAYROLL
180005, Encana, Tower 6-16-080-17 W6 10 Well Pad - PAYROLL (Inactive)
180006, Encana SCLH - BILLING (Inactive)
180006, Encana SCLH - PAYROLL (Inactive)
180008-33 - PAYROLL (Inactive)
180009-33 - PAYROLL (Inactive)
180010-33 - PAYROLL (Inactive)
Cost Rates
Cost Rate Table:
Payroll Rates
Payroll Rate Table:
Work Flow
Approval required
Budgeting
Budget at Level:
Custom Details
Dim 1:

Select the applicable job Cost Rate Table from the drop-down menu, if desired, and finally select the applicable Payroll Rate Table from the drop-down menu, again, if desired or required.



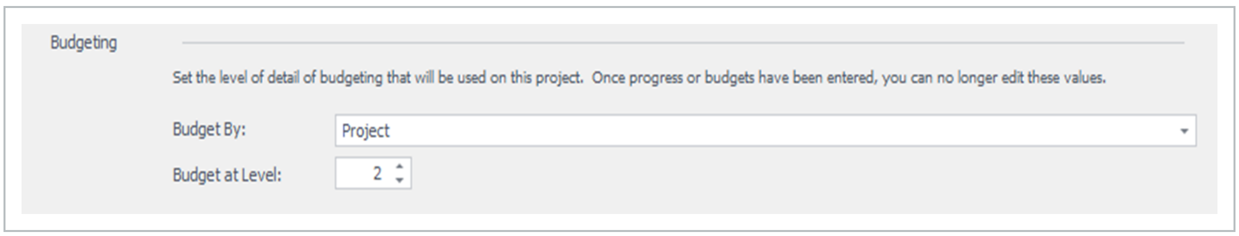


If timesheet approvals are required for the project, check the **Approval required** check box. The main result of this check box being set is that unapproved time sheets are not picked up for the LEM or Invoicing process, or other exports which have time sheet approvals enabled.

NOTE Work flow can also be handled at the processing stage of the time sheet cycle. If you are generating a LEM process, the process can be set to the ignore approval work flow, depending on your organizational work flow requirements.

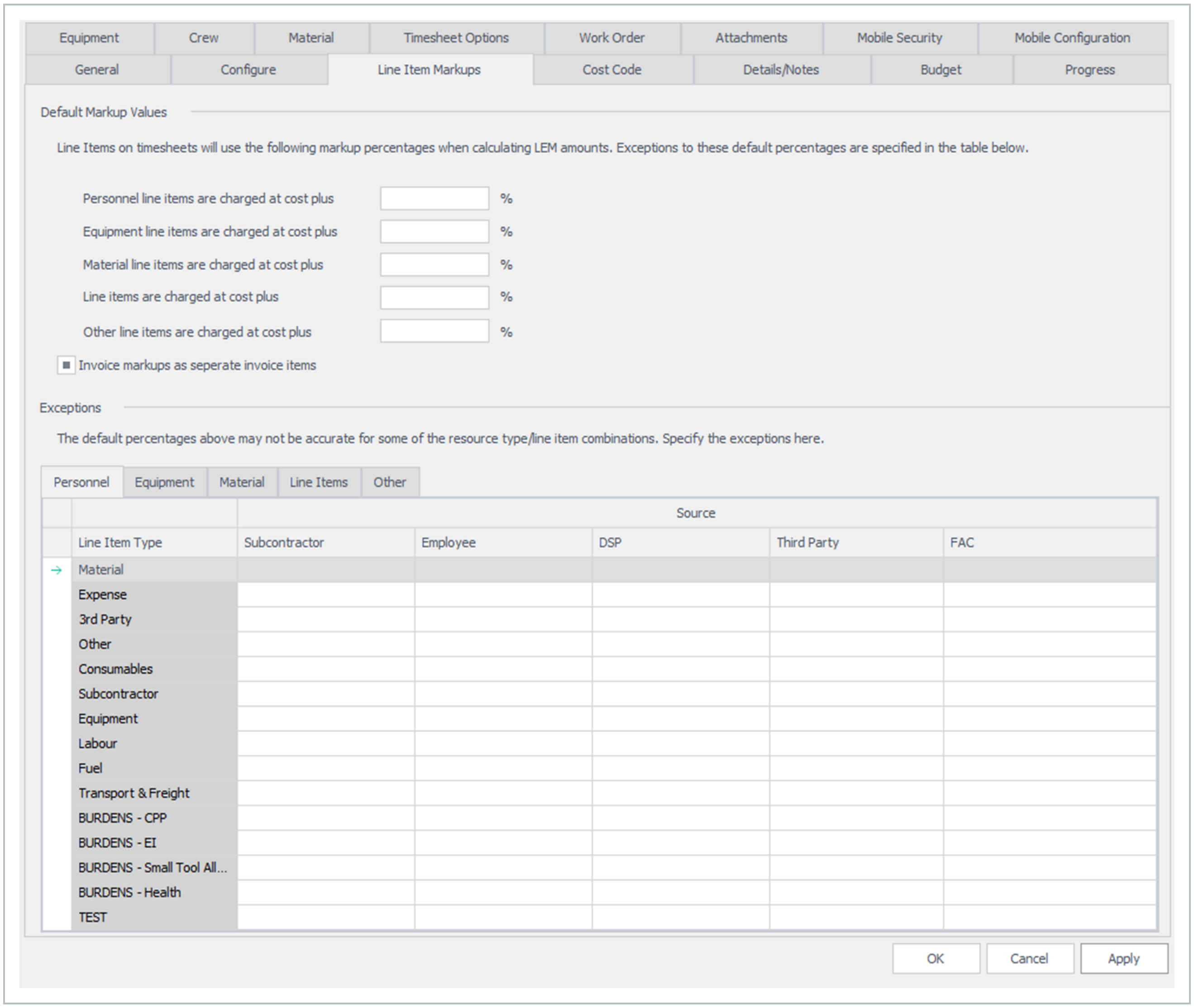
Select the level of detail you want the budgeting information to use if you wish to track project budgets in Billings. Most projects require more than one level of detail in the project structure. You can track budgets and progress at the Project/ WBS level or at the WBS/Cost Code level, depending on your budgeting requirements.

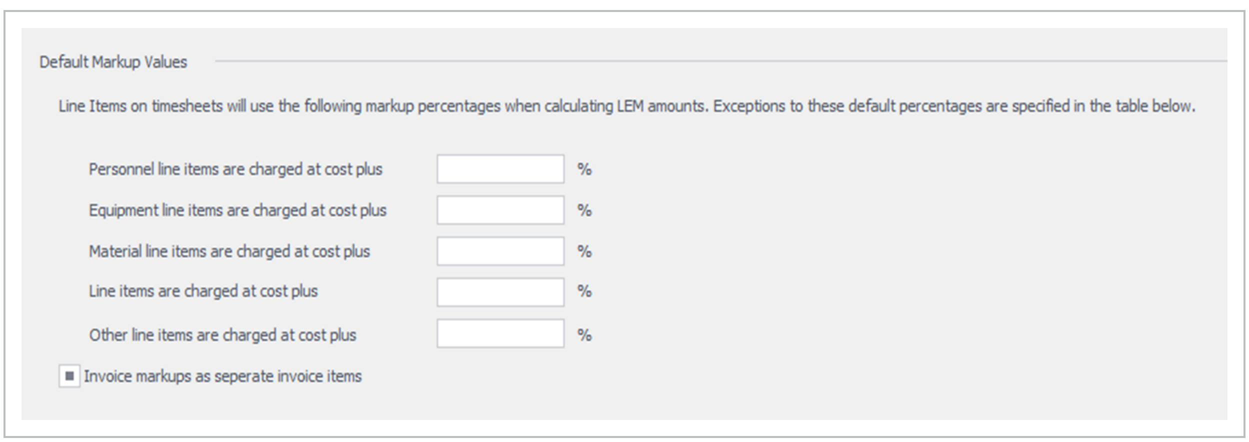
NOTE Project Level 1 means the budget is being created at the root project level. If set to Project Level 2, the budget is being applied to WBS Level 1, second node of the project tree.



1.14.3.2 LINE-ITEM MARKUPS TAB

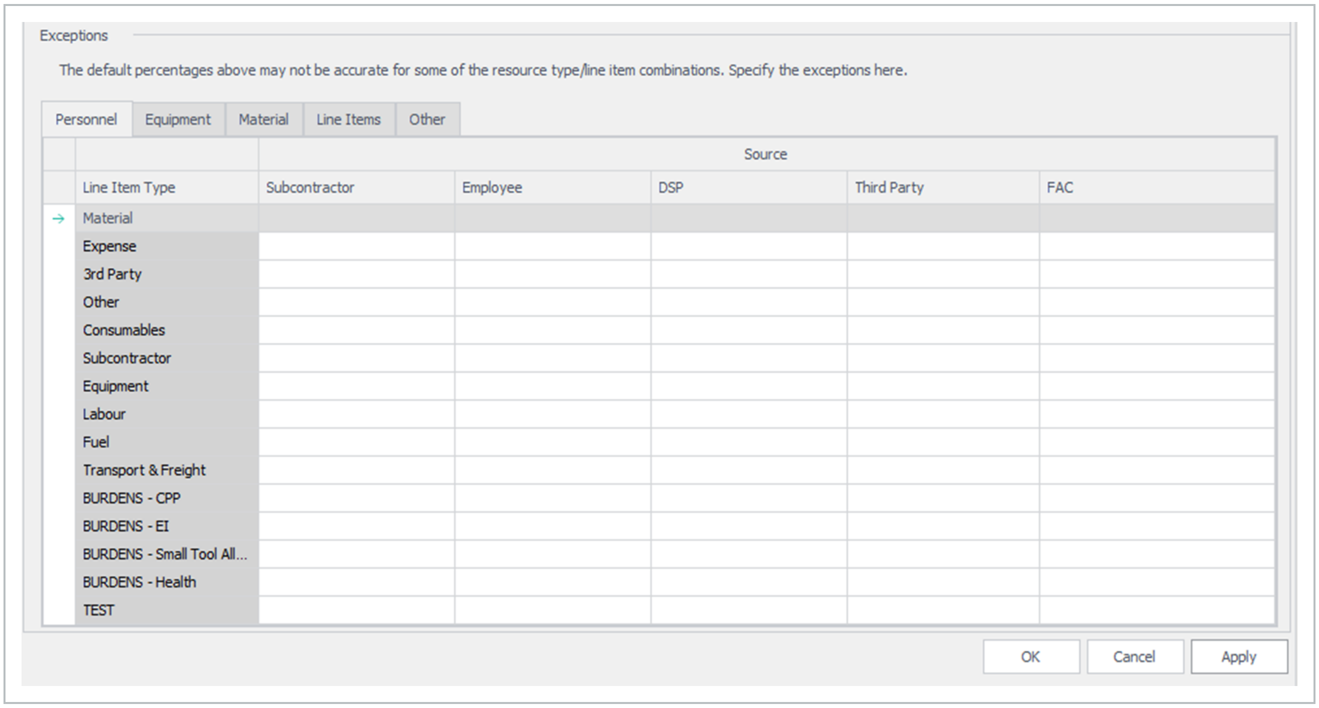
In the Default Markup Values section, enter markup percentage values for your charge out rates for Line Items that are entered on time sheets.


Equipment
Crew
Material
Timesheet Options
Work Order
Attachments
Mobile Security
Mobile Configuration
General
Configure
Line Item Markups
Cost Code
Details/Notes
Budget
Progress
Default Markup Values
Line Items on timesheets will use the following markup percentages when calculating LEM amounts. Exceptions to these default percentages are specified in the table below.
Personnel line items are charged at cost plus %
Equipment line items are charged at cost plus %
Material line items are charged at cost plus %
Line items are charged at cost plus %
Other line items are charged at cost plus %
Invoice markups as seperate invoice items
Exceptions
The default percentages above may not be accurate for some of the resource type/line item combinations. Specify the exceptions here.
Personnel
Equipment
Material
Line Items
Other
Source
Line Item Type
Subcontractor
Employee
DSP
Third Party
FAC
Material
Expense
3rd Party
Other
Consumables
Subcontractor
Equipment
Labour
Fuel
Transport & Freight
BURDENS - CPP
BURDENS - EI
BURDENS - Small Tool All...
BURDENS - Health
TEST
OK
Cancel
Apply


Default Markup Values
Line Items on timesheets will use the following markup percentages when calculating LEM amounts. Exceptions to these default percentages are specified in the table below.
Personnel line items are charged at cost plus %
Equipment line items are charged at cost plus %
Material line items are charged at cost plus %
Line items are charged at cost plus %
Other line items are charged at cost plus %
Invoice markups as seperate invoice items

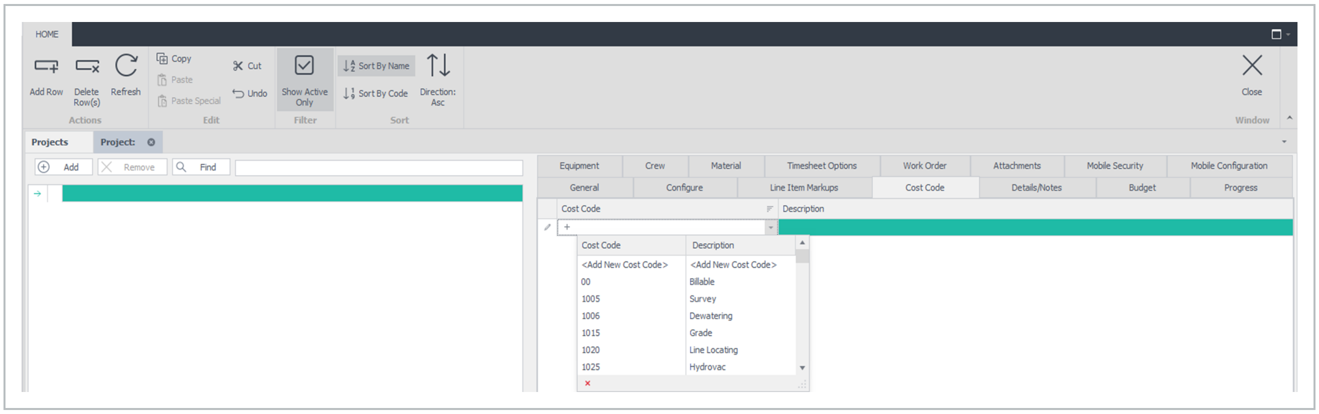
Select the Invoice markups as separate invoice items if you want the markups to show on their own invoice line, otherwise invoices will show fully marked-up amounts.

In the Exceptions section, enter any markup exceptions that apply to specific line-item types. These values are entered as percentages.



1.14.3.3 COST CODE TAB

Click **Add Row**on the ribbon menu to add new cost codes to the project/WBS node selected. Billings only allows charging of time and resources to a project node if cost codes have been associated with the project or WBS node. If your project structure is complex, you would normally not attach any cost codes at the root node, as they would be defined at the lowest level of the project/WBS tree structure.

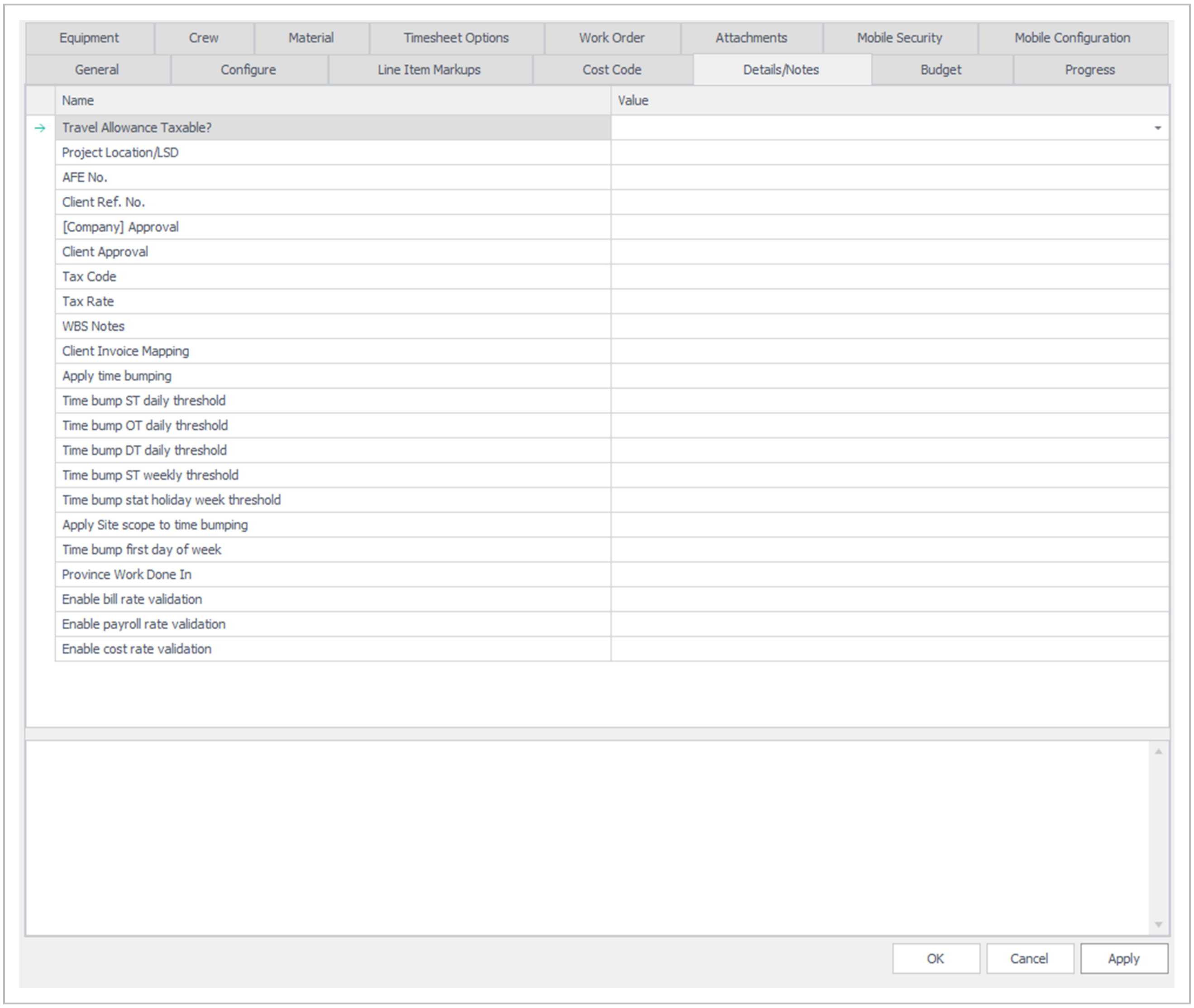


If you need to remove a cost code, select the line, then click **Delete Row(s)** from the ribbon menu.

Add as many cost codes to the node as needed to capture the required information during LEM data entry. If the Project/Cost Code custom fields have been set up, you can populate them by clicking on the small filter icon next to the cost code to open a list of the custom fields available.

1.14.3.4 DETAILS/NOTES TAB

This tab lets you enter project specific data into custom fields that have been set up by the administrator, along with general project notes.



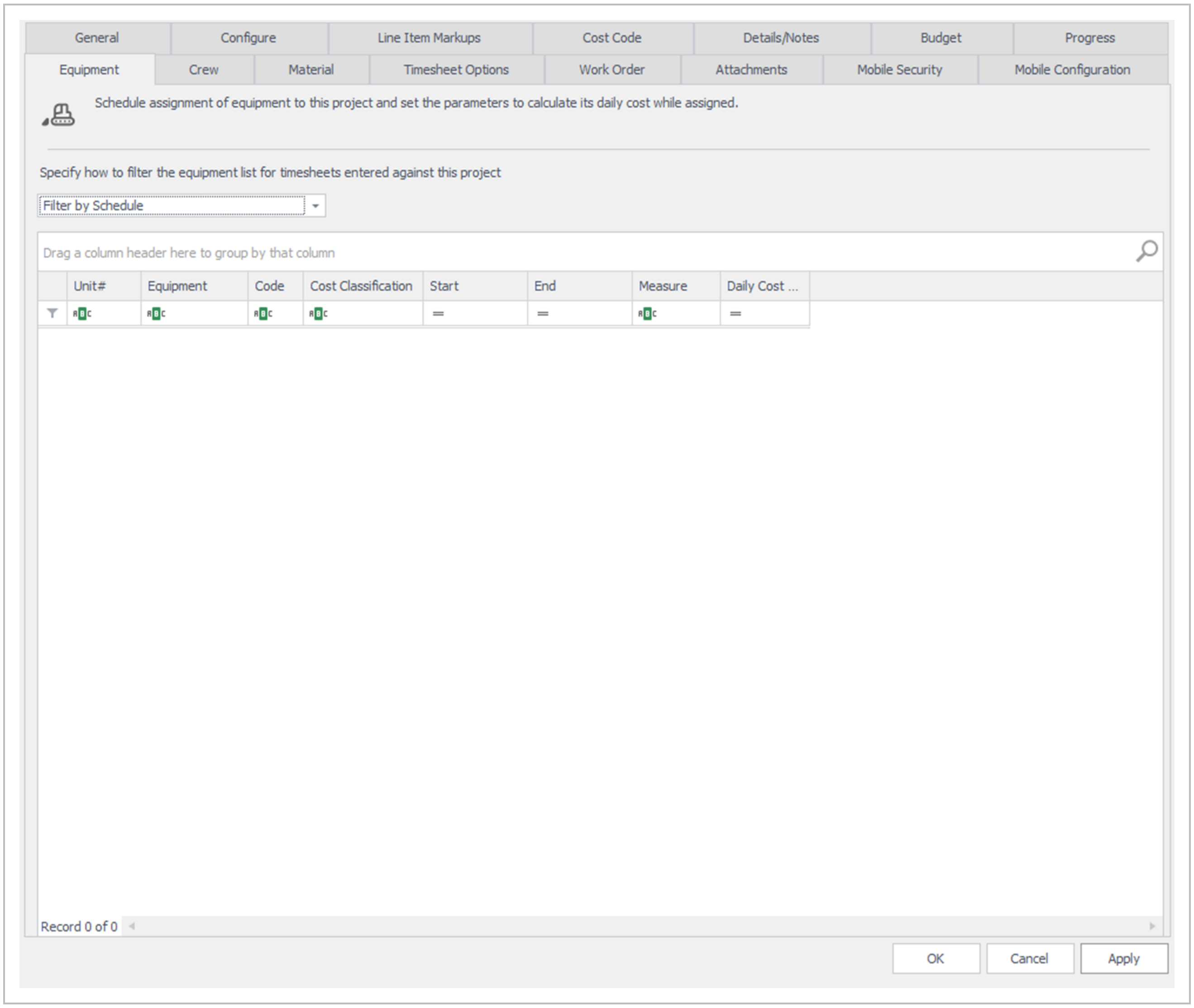
1.14.3.5 EQUIPMENT TAB

Select the equipment filtering option that you want to apply to the project.

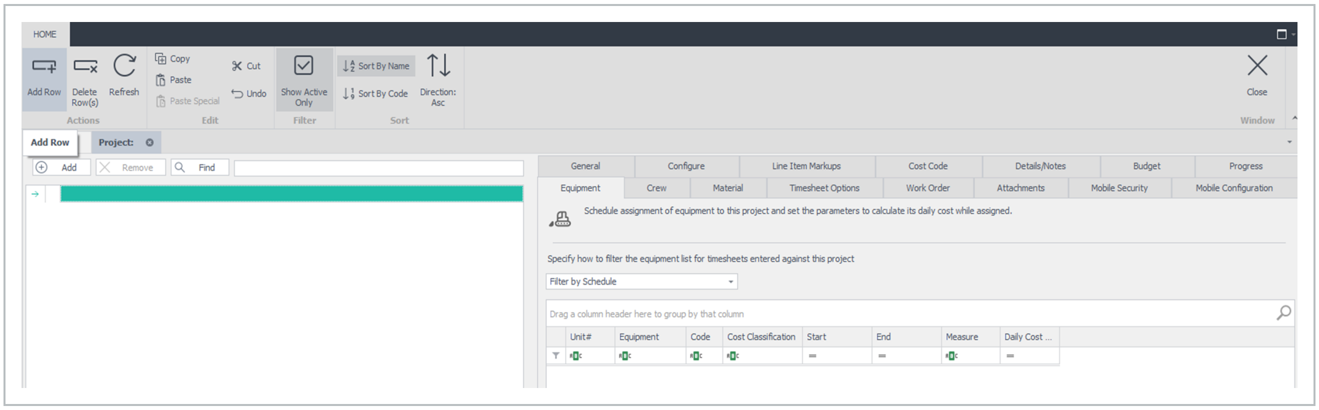
• No Filter lets you to select any active piece of equipment, given the Region security filters.

• Filter by Site lets you to select only those pieces of equipment which have been associated with the site to which the project belongs to.

• Filter by Schedule lets you to select only those pieces of equipment for which the work date falls between the Start and End dates on the schedule page.



When Filter by Schedule is selected, you can click **Add Row** to add equipment that is used in this project .



Enter the assignment start and end dates as well as unit of measure and quantity to use in calculating the daily equipment cost.

NOTE The rate used in this calculation will be extracted from the Cost Rate Table set up for this project on the Configure tab.

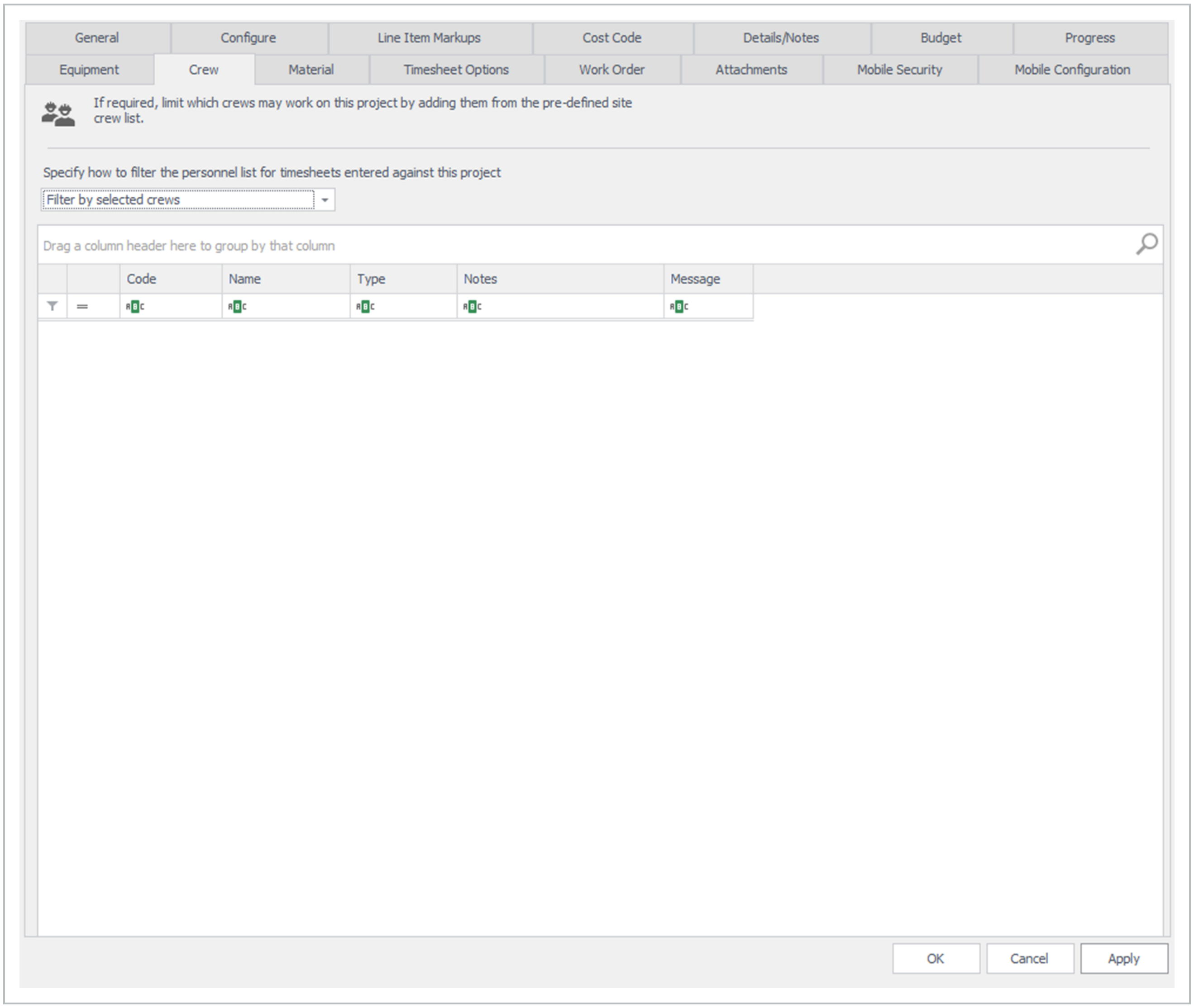
1.14.3.6 CREW TAB

Select the personnel/crew filtering option that you want to apply to the project.

• No Filter lets you to select any active person from the personnel list, given the Region security filter.

• Filter by Site Personnel List lets you to select only those individuals who have been associated with the site to which this project belongs.

• Filter by Selected Crews lets you to select only those individuals who belong to the crews selected in the rows below from the crews defined for the site this project belongs to.



If Filter by Selected Crews is selected, select which crews will be working on this project by selecting the **Add Row** icon located on the ribbon menu.

NOTE	Crews are defined at the Site level, which is identified in the General tab of the Project.

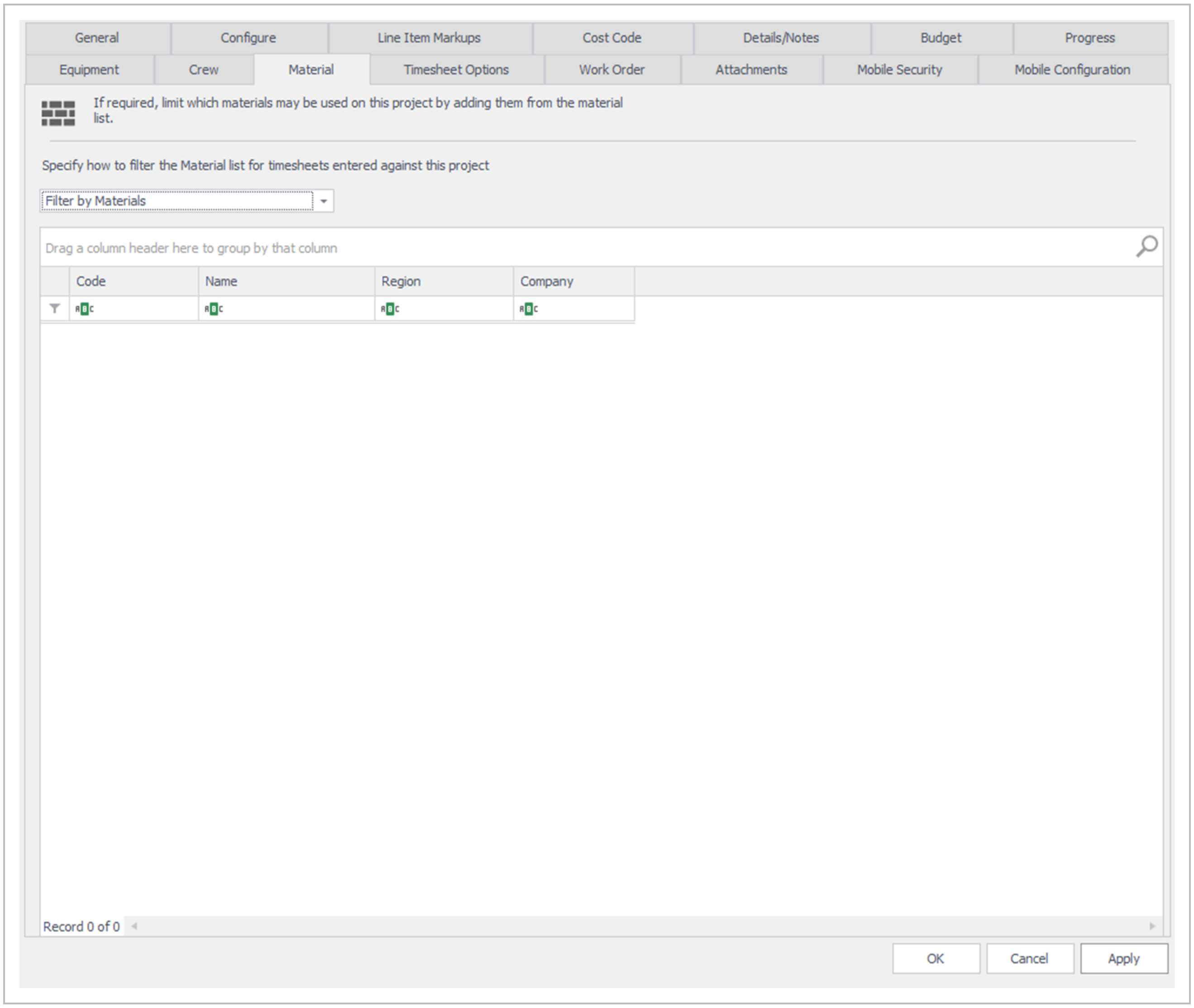
1.14.3.7 MATERIAL TAB

Select the material filtering option that you want to apply to the project.

- No Filter lets you to select any active material from the material list, given the Region security filter.

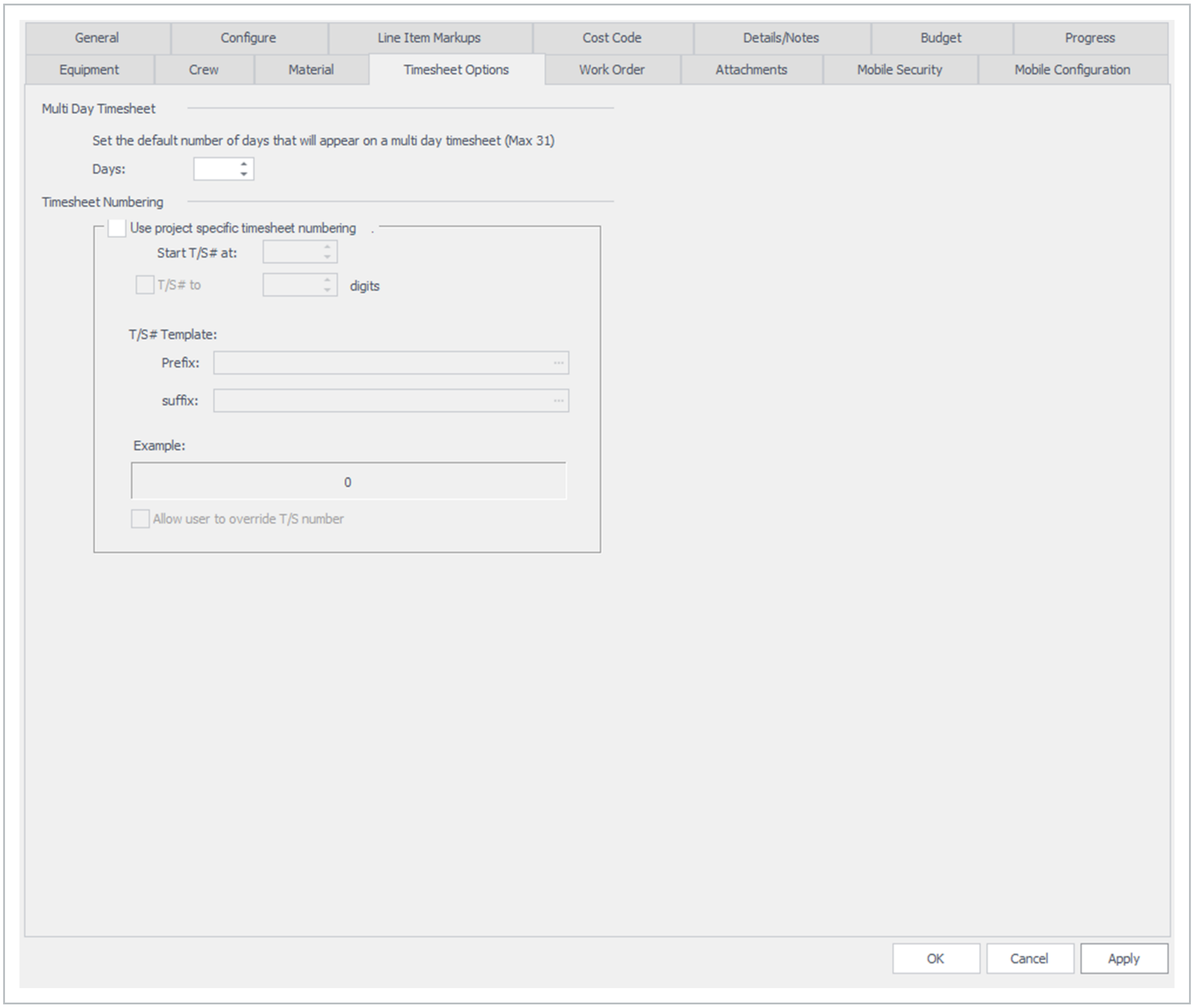
• Filter by Site lets you to select only those materials who have been associated with the site to which this project belongs to.

• Filter by Materials lets you to select only those materials that belong to the materials selected in the window below.



1.14.3.8 TIME SHEET OPTIONS TAB

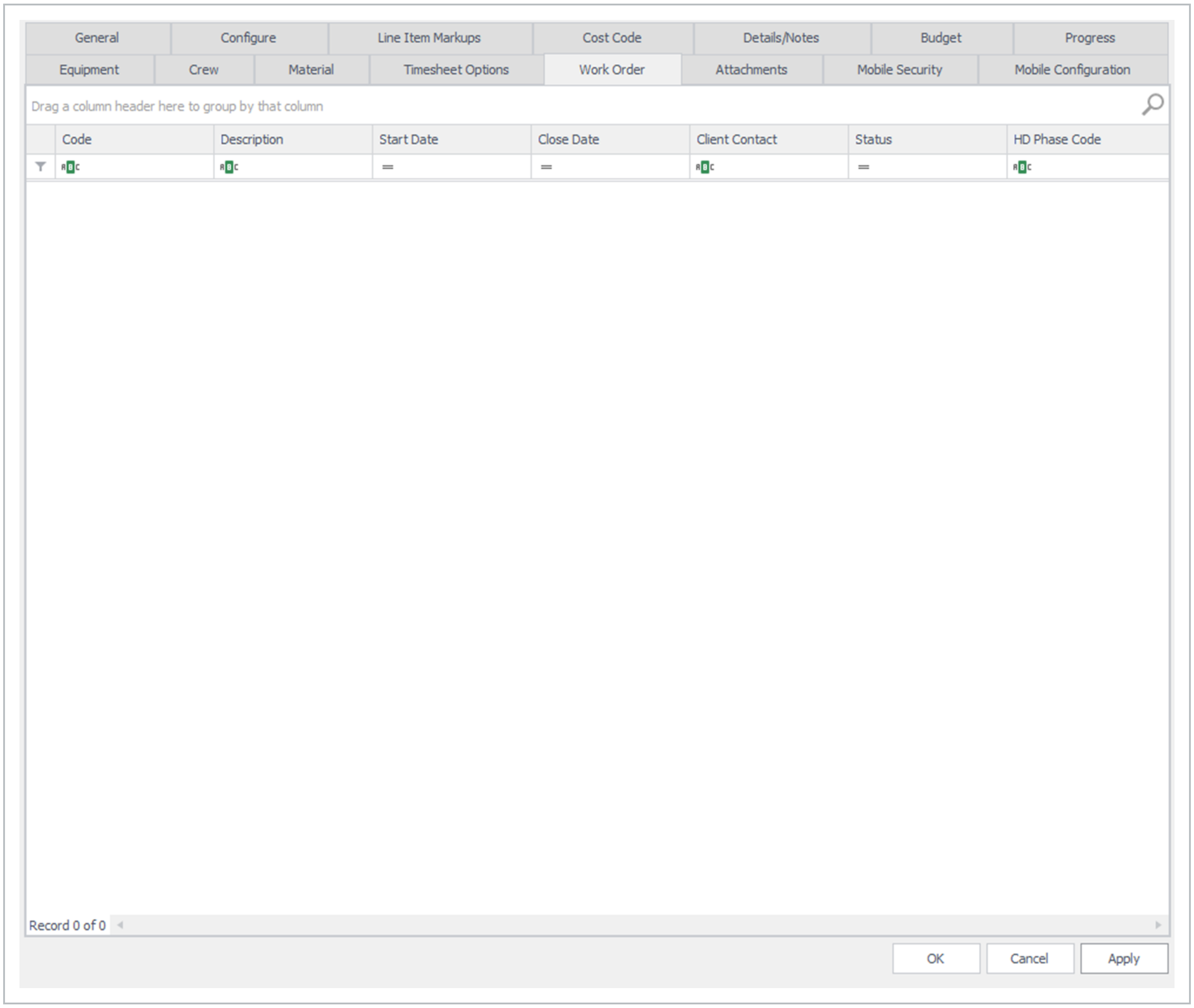
In the Multi Day time sheet, section set the number of days that will appear by default on a Multi Day time sheet.



The time sheet Numbering section lets you set up the prefix or suffix for the name you want to use in the naming of your time sheets. It also lets you set the starting number and number of digits you want to use. If you want to allow users to override the time sheet number, check the **Allow user to override T/S number** option**.**

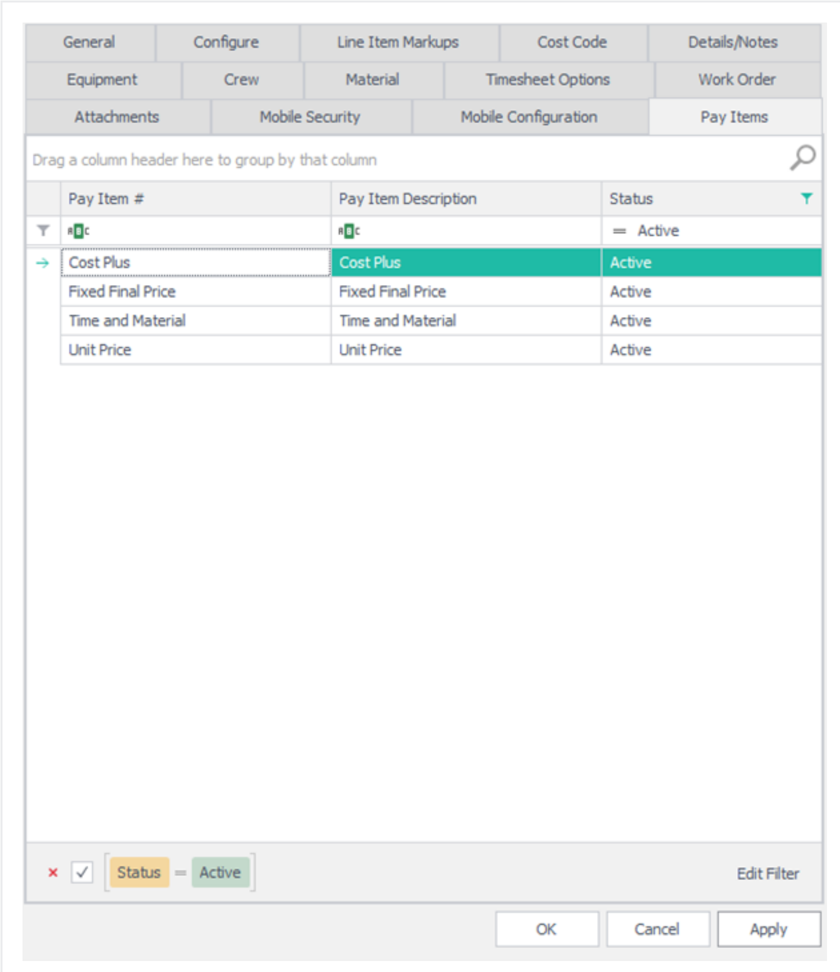
1.14.3.9 WORK ORDER TAB

You can add work orders that will be available on the time sheet page. To add a new work order, from the Work Order tab, select the **Add Row** icon located on the ribbon menu. When the new row appears on the page, provide all applicable information, then click **Apply**.



1.14.3.10 PAY ITEMS TAB

Pay Items will be automatically populated from Platform if they have been defined. However, you can also manually add pay items that can then be used on individual WBS items to group them for billing purposes. To add a new pay item, from the Pay Items tab, select the **Add Row** icon located on the ribbon menu. When the new row appears on the page, provide all applicable information, then click **Apply**.



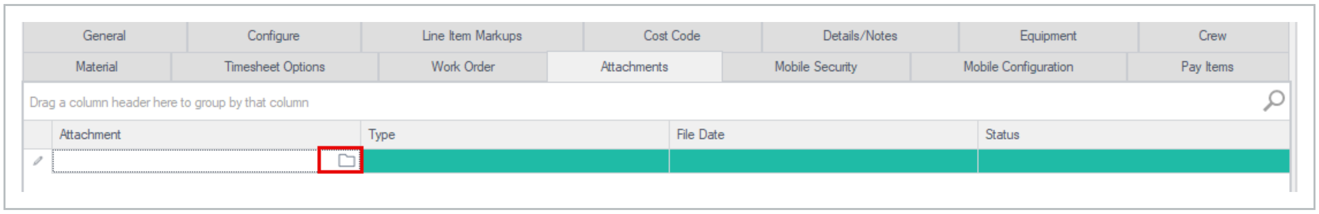
ATTACHMENTS TAB

You can upload any pertinent documentation for this project on the attachments tab.

1. To add an attachment, click the **Add Row** icon located on the ribbon bar.

2. To delete an unwanted attachment, select the row to be deleted by clicking it once and then click the **Delete Row(s)** icon located on the ribbon bar

3. After the new row appears, click the **Folder** icon in the new row in the Attachment column, to select the document you want to upload.



4. Locate the document in your folder structure, and then select it.

The attachment name shows in Attachment.

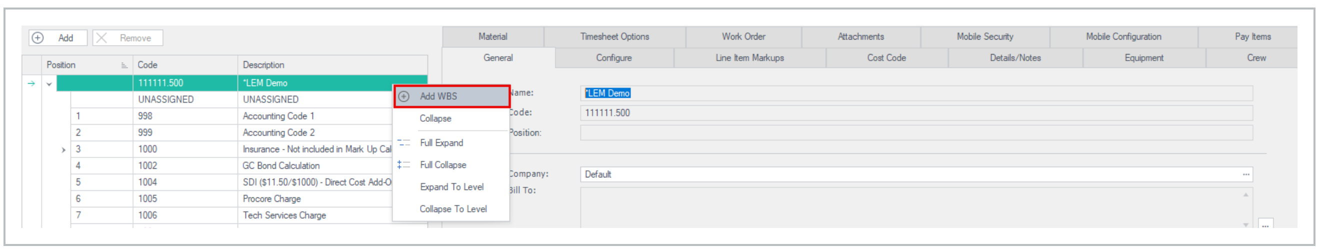
5. Select the type, file date and status from the columns, and then click **Apply** or **OK**.

WBS STRUCTURE

After all the project tabs have been populated with the required information, you can create the WBS structure.

1. To add a WBS item to a project, right-click the project, and then select **Add WBS.**

Alternatively, you can click the **Add button**, located directly above the project name to add a new WBS item.



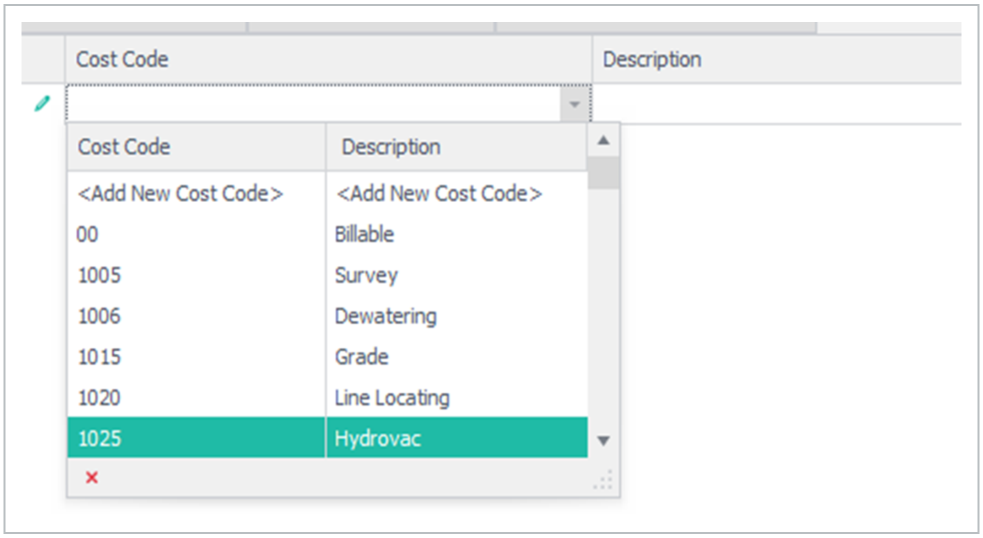
2. Enter the name of the new WBS and the Code or abbreviation to be used for this item and the PO number if required.

3. All other fields under the general tab are optional unless instructed otherwise by the administrator or required for the job. If left empty, these fields inherit values from the parent node, or the parent's parent node.

NOTE Unless a different set of rates needs to be used on this node than those set up at the project node, nothing needs to be set up under the Configure tab. Rate table assignment also follows the inheritance rules as above.

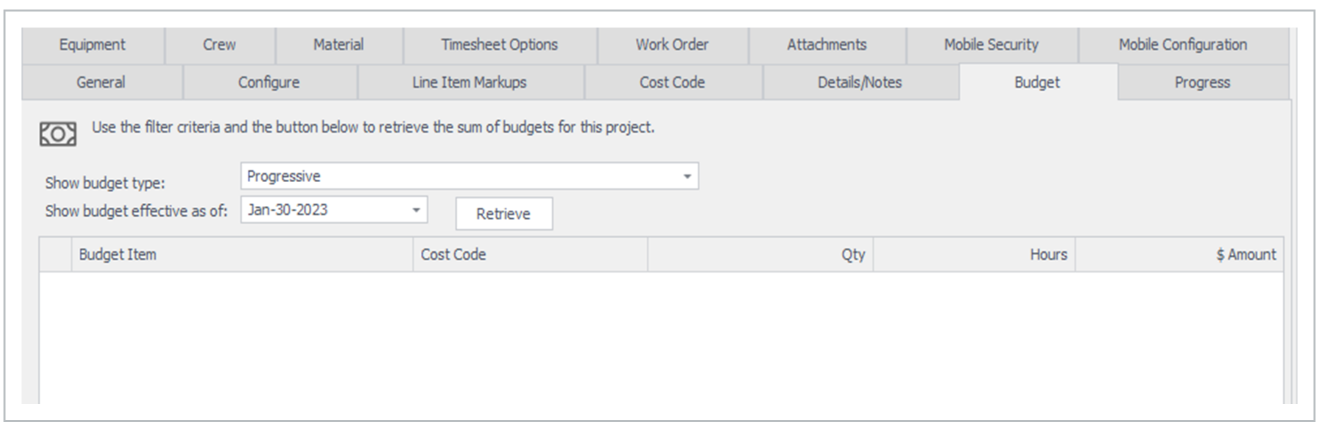
4. To capture data on a time sheet against the project, cost codes must be applied to the project, either at the project node (not recommended), or at the WBS nodes.

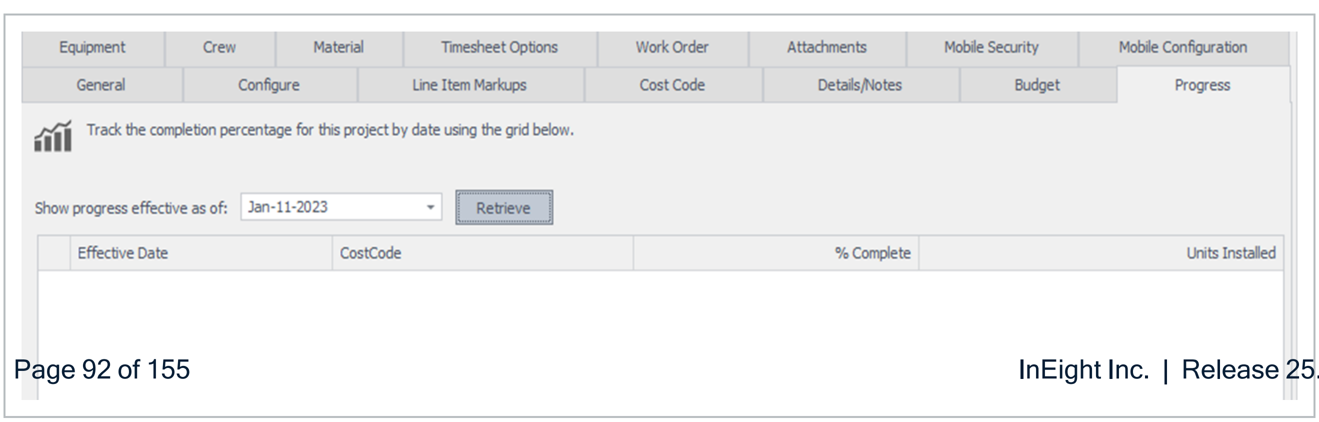
5. To apply cost codes, click the **Cost Code** tab of the applicable project or WBS node .



6. Click the **Add Row** icon located in the ribbon bar, then select the drop-down menu to choose the cost code.

The Budget and Progress tabs are only visible if you specified budgeting configuration information at the root node of the project in the Configure tab.





7. In the Budget and Progress tabs, you can retrieve information on the selected job to view.

8. Click **Apply** to complete the setup of the node.

9. Continue to create additional WBS items and any child WBS items that are further required following the steps above.

10. Using the Configure tab of a WBS item, select the applicable pay item that this WBS item belongs to (this might be pre-populated from InEight Control if pay items are maintained there)

10. After all folder levels have completed, click **OK** to save the project and exit the page.

11. After all folder levels have been completed, click **OK** to save the project and exit the page.

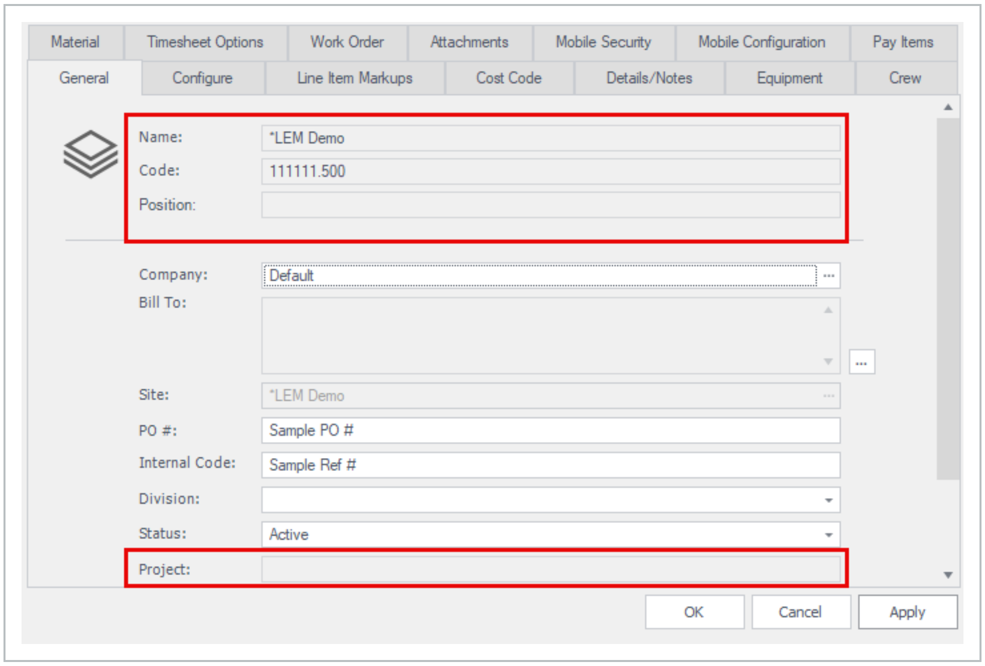
NOTE	To view the list of projects that have been set up, click on **File**, **Open** and **Project**.

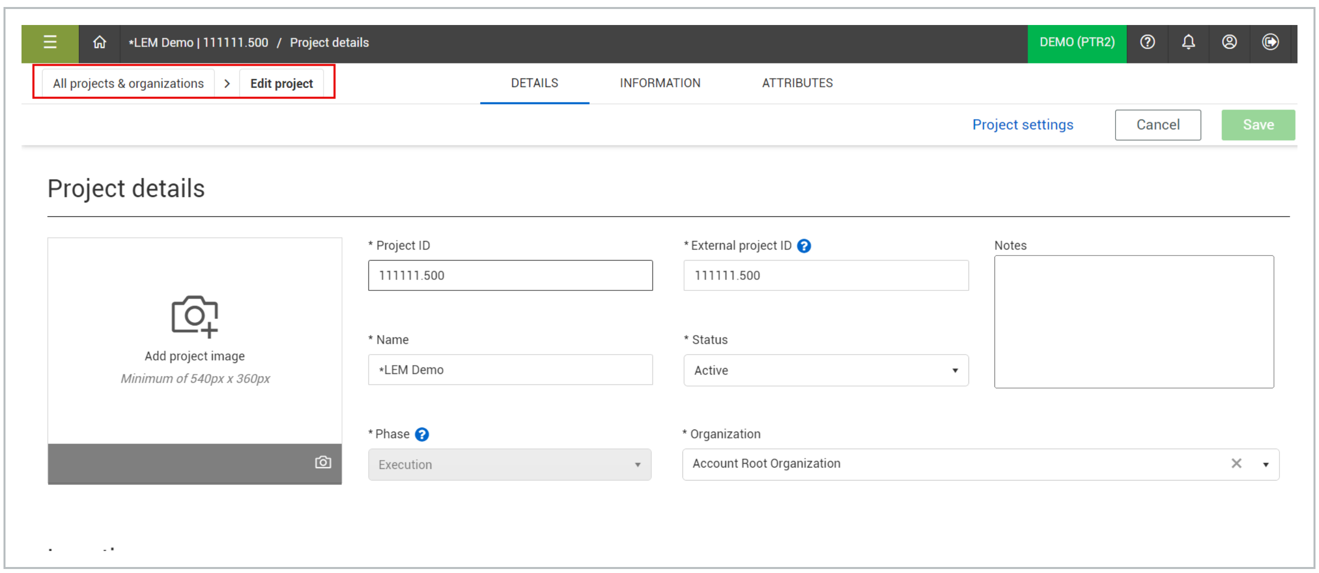
1.14.4 PLATFORM PROJECT ASSOCIATION

You can associate Billings with additional master data, such as project data from the Project details page in Platform. Associating Platform projects lets you organize Billings directly from Platform's Organizational Breakdown Structure (OBS). Your location assignment in the OBS determines the access you inherit and your visibility to other OBS areas.

Extracting Platform project master data directly into Billings promotes data consistency and helps ensure that the data is being pulled from a single source of truth.

Platform project-specific master data can be maintained in one place, then it can flow directly into Billings in the cloud.





If the Billings project was created in Platform, the Project name, Code, and Position fields are disabled and can only be managed in Platform.

1.14.5 MANAGING A SITE

Sites are automatically created when a Project is created during synchronization with Platform. The project's name and code are used for the Site Name and Code fields. The purpose of sites is to maintain project specific resources for use in Billings. The labor and equipment named resources, as well as vendors, assigned to the Project in Platform, are reflected in the Personnel, Equipment and Companies tabs.

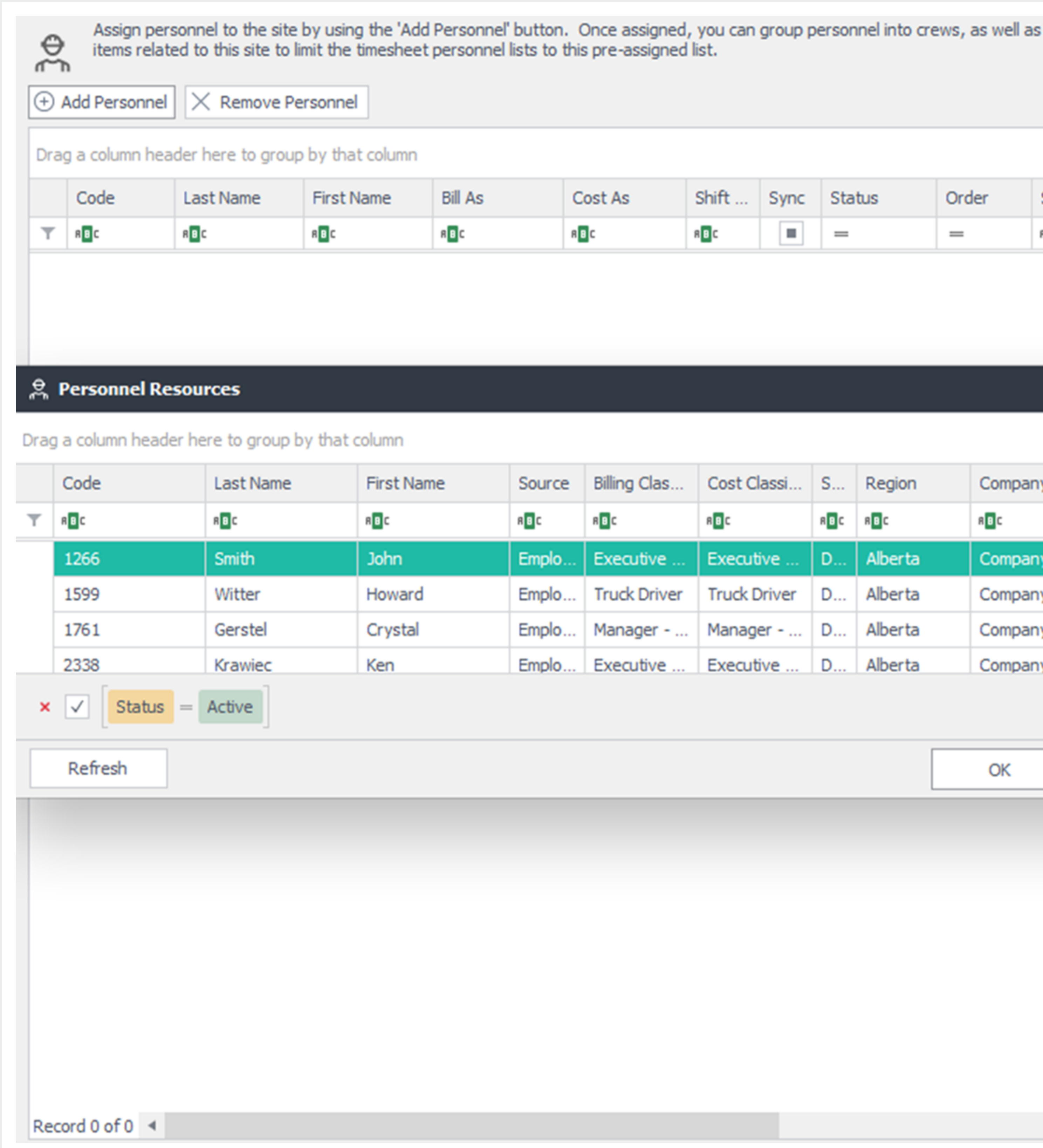
To view the list of all sites that have been set up, go to Project Administration > **Sites**. The available columns on the Sites tab are as follows:

- Name
- Code
- Region
- Status

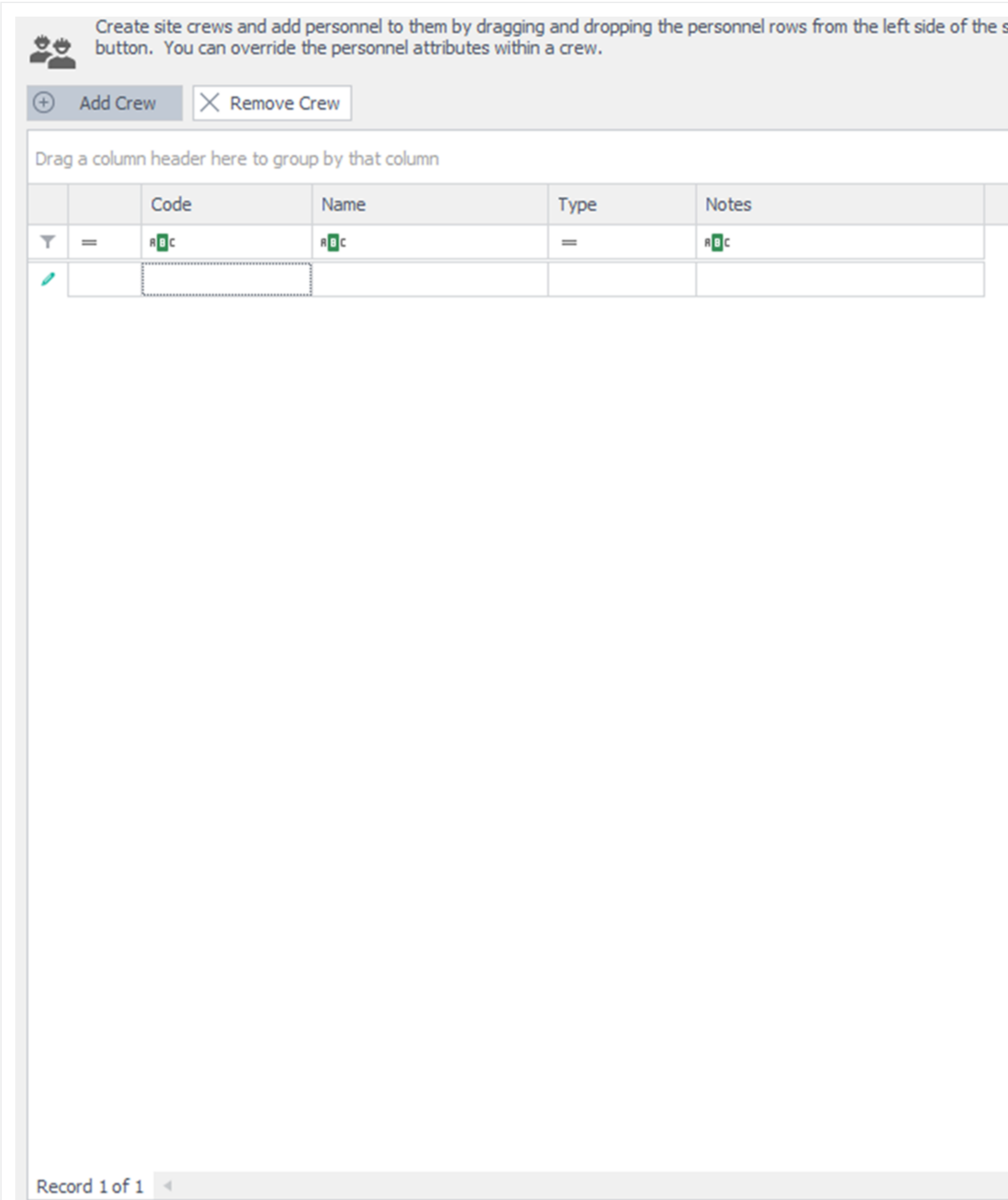
1.14.5.11 PERSONNEL TAB

The Personnel tab shows the current resource assignments and is split into two sections, Assign People and Create Crews.

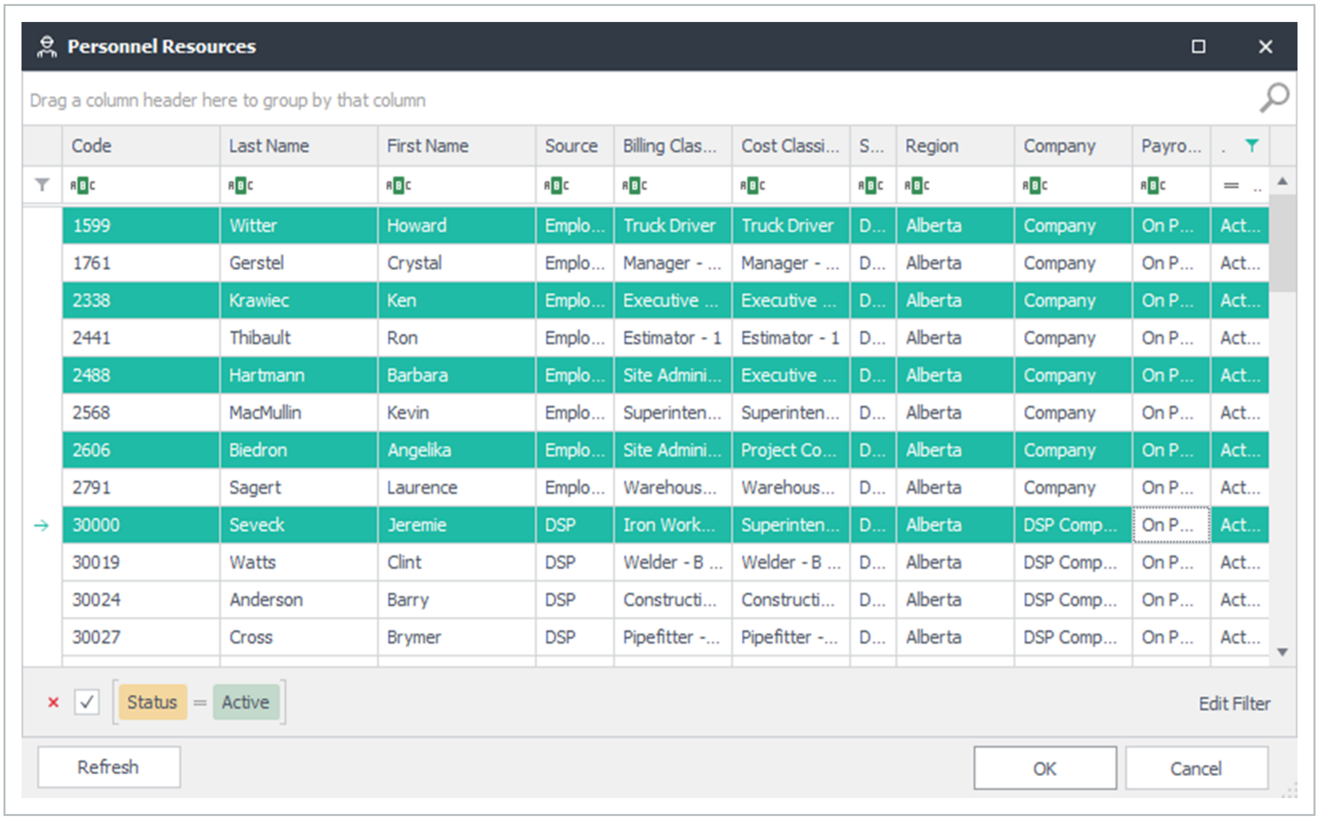
If there are missing resource assignments that are required for billing purposes, and they cannot be added to the project operational resources in InEight Progress , you can click **Add Personnel** to add additional resource assignments. A window shows with the names of available people. Double-click on each individual resource, or single select (highlight) all resources required and click **OK**. Once all required resources have been added to the Personnel tab, click **Apply** to save the updates.


Assign personnel to the site by using the 'Add Personnel' button. Once assigned, you can group personnel into crews, as well as
items related to this site to limit the timesheet personnel lists to this pre-assigned list.
Add Personnel
Remove Personnel
Drag a column header here to group by that column
Code
Last Name
First Name
Bill As
Cost As
Shift ...
Sync
Status
Order
Personnel Resources
Drag a column header here to group by that column
Code
Last Name
First Name
Source
Billing Clas...
Cost Classi...
S...
Region
Company
1266 Smith John Emplo... Executive ... Executive ... D... Alberta Company
1599 Witter Howard Emplo... Truck Driver Truck Driver D... Alberta Company
1761 Gerstel Crystal Emplo... Manager - ... Manager - ... D... Alberta Company
2338 Krawiec Ken Emplo... Executive ... Executive ... D... Alberta Company
Status = Active
Refresh
OK
Record 0 of 0

On the right side, you can further restrict who can work on any one project by creating site crews and assigning personnel to each specific crew they are associated to.


Create site crews and add personnel to them by dragging and dropping the personnel rows from the left side of the s
button. You can override the personnel attributes within a crew.
Add Crew
Remove Crew
Drag a column header here to group by that column
Code
Name
Type
Notes
Record 1 of 1

Click the **Add personnel** button located above the Personnel tab to launch the Personnel List dialog box. You can select multiple records using the mouse and holding the Ctrl key to select each applicable record, or select a range of records by selecting the first record, holding the Shift key, and then selecting the last applicable record. Click **OK** to bring the selected records to the page.



After an individual is assigned to the site, additional details can be entered, such as timesheet entry display Order, Site Code (usually customer driven), Shift Rotation, Start Date, End Date, and User Def 1-4. The Shift Rotation is populated from the Personnel tab by default (if assigned on the global resource record) but can be overridden. Shift Rotation selections are defined in the Options menu under the Drop-Down List Setup, Shift Rotation Type.

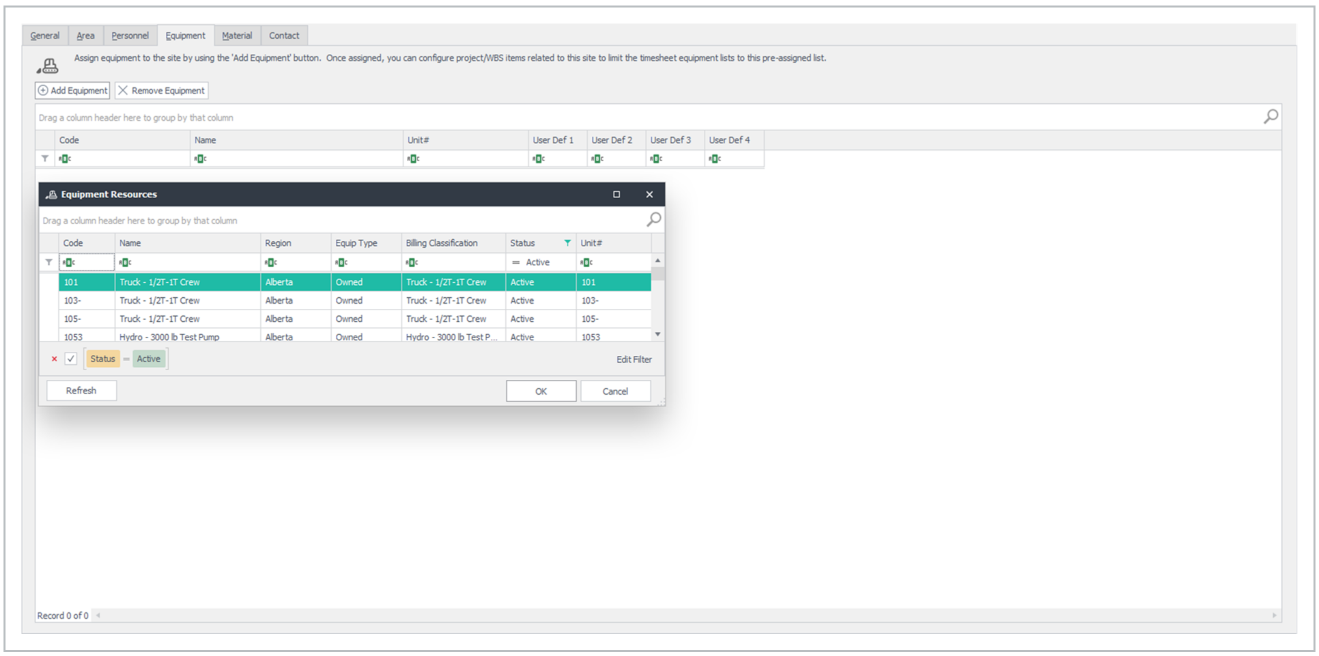
> **NOTE** You can override a worker's default Bill and Cost Classifications while they are part of the crew, by changing the Bill As and Cost As fields for the individual. These changes will be the new default for time sheets when using these resources on a project, where the project has the crew option enabled (Project Administration Project Crew Filter by selected crews).

Use the right side of the page to create crew definitions for the site. Create crews by using the **Add Crew** button, located at the top of the page. Enter the crew's name and assign the crew a code, then click **Apply**.

NOTE An individual can be part of multiple crew definitions at the same time. To view the crew list, expand the crew definition by using the + button next to the crew code.

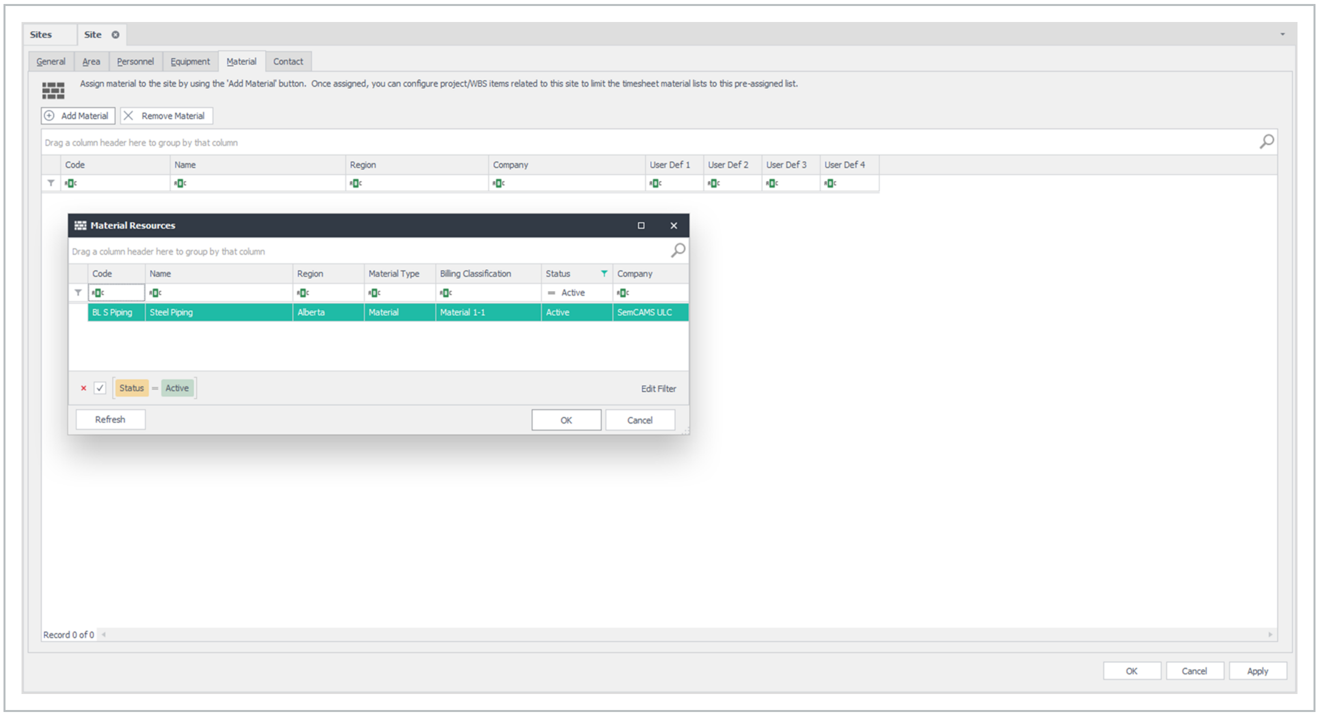
1.14.5.12 EQUIPMENT TAB

The Equipment tab lets you view and maintain a list of equipment attached and assigned to the site. User Def 1-4 can be set in the Site List. Select the Add Equipment button, located at the top of the page to show the Equipment List dialog box. You can select multiple records using the mouse and holding the **Ctrl**key to select each applicable record or select a range of records by selecting the first record, holding the **Shift**key, and then selecting the last applicable record. Click **OK** to bring the selected records to the page.



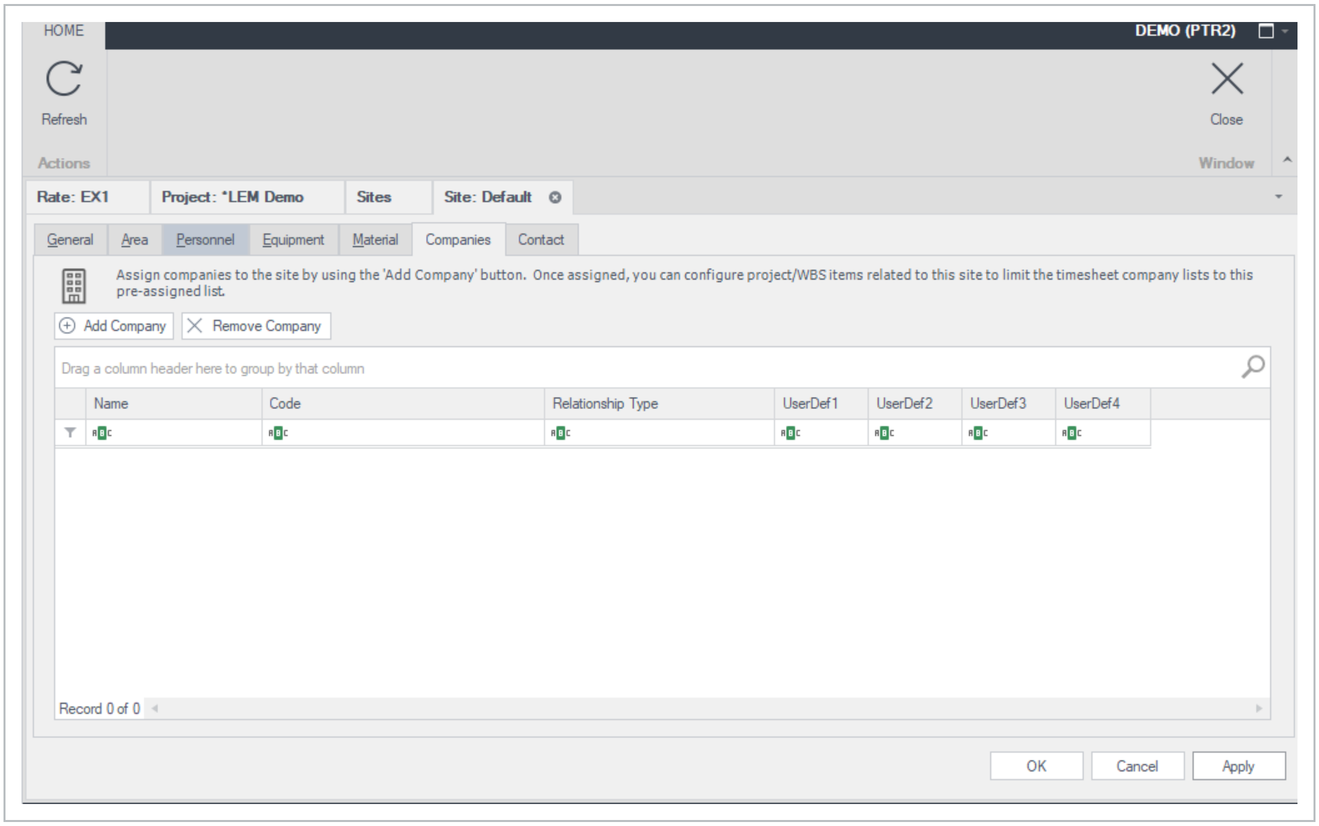
1.14.5.13 MATERIALS TAB

The Materials tab lets you view and maintain a list of material attached and assigned to this site. User Def 1-4 can be set in the Site List. Click the **Add Material** button, located at the top of the page, to bring up the Material List dialog box. You can select multiple records using the mouse and holding the ctrl key to select each applicable record, or select a range of records by selecting the first record, holding the shift key, and then selecting the last applicable record. Press **OK** to bring the selected records to the page.



1.14.5.14 COMPANIES TAB

The Companies tab is used to assign companies to the site by using the **Add Company** button. When assigned, you can configure project or WBS items related to this site to limit the timesheet company lists to the pre-assigned list.



1.14.5.15 CONTACTS TAB

The Contacts tab lets you view and maintain a list of contacts associated with this site. Click the **Add Contact** button located at the top of the page, to add additional contacts to this list.

1.15 TIMESHEETS OVERVIEW

1.15.1 UNDERSTANDING TIMESHEETS

Timesheets get posted to Billings in the following ways:

- Creation of a daily plan that is set to Approved
- Creation of a weekly time sheet
- Manual creation of a time sheet directly in Billings
- Submission of a timesheet from the Billings Timesheet mobile app
- External system that publishes billing related records directly into Billings via APIM feed
- Time sheet import, where a user manually uploads a time sheet into Billings

Billings supports the following types of time sheets:

- Single Day, Single Project
- Multi Day, Single Project
- Multi Day, Multi Project

To view the time sheets tab and all time sheets that exist in the system, go to time sheets > **time sheets.**

The available columns on the time sheets tab are as follows:

- Timesheet #
- Work Date
- Timesheet ID
- Job #
- Root Project
- Name
- Region
- Company
- Days
- Status
- Type
- Approval Status
- Close
- Created By
- Created Date
- Timesheet Total
- Modify By
- Modify Date
- Park

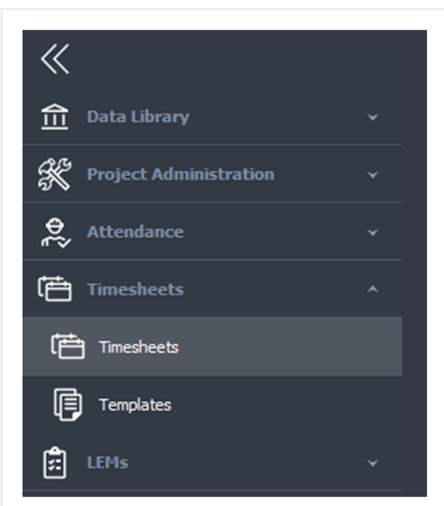
1.15.1.1 TIME SHEET STATUS RULES

Timesheet Status	Timesheet and Approval Status Rules
Open	All items contained on the time sheet can be modified or deleted, and new items will be added if you have the applicable security permissions.
Locked	The time sheet contains items that have been invoiced or exported. Exported or invoiced time sheet line items cannot be modified or deleted but new lines/items can be added or modified by an Administrator or Power User until they too are invoiced or exported.
Closed	Time sheet cannot be modified
Pending Approval	All items contained on the Time sheet can be modified or deleted and new items will be added, providing the user has security permission.
User Defined (optional)	All items contained on the Time sheet can be modified or deleted and new items can be added, providing the user has security permission.
Un-invoiced	Time sheet cannot be modified. Un-invoiced Time sheet items will be eligible for

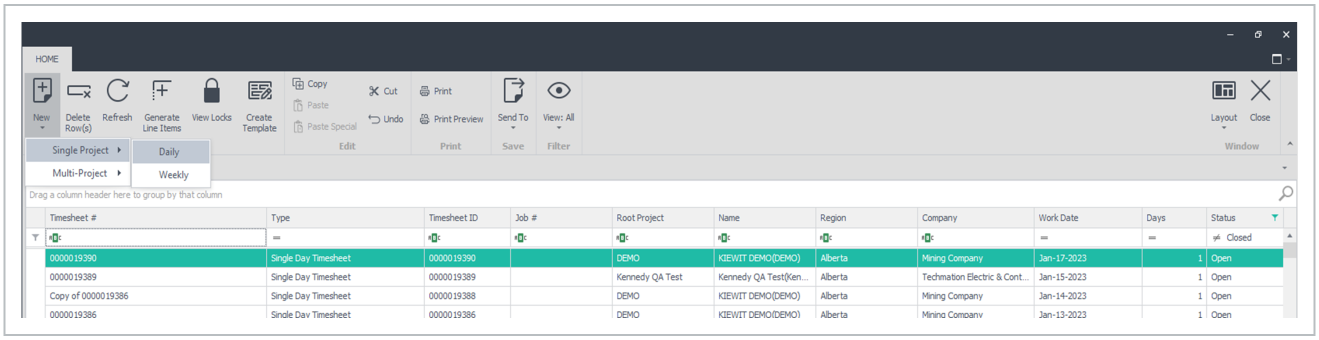
Timesheet Status	Timesheet and Approval Status Rules
	invoicing. Time sheet status must be changed to Pending approval or user defined status to make any modifications.
Parked	Time sheet is temporarily unavailable for exporting and invoicing until Parked status is removed. When *Parked* status is removed, time sheet returns to the status it had prior to being parked.

CREATING A SINGLE DAY, SINGLE PROJECT TIME SHEET

1. To create a single day, single project time sheet, go to Timesheets > **Timesheets**.

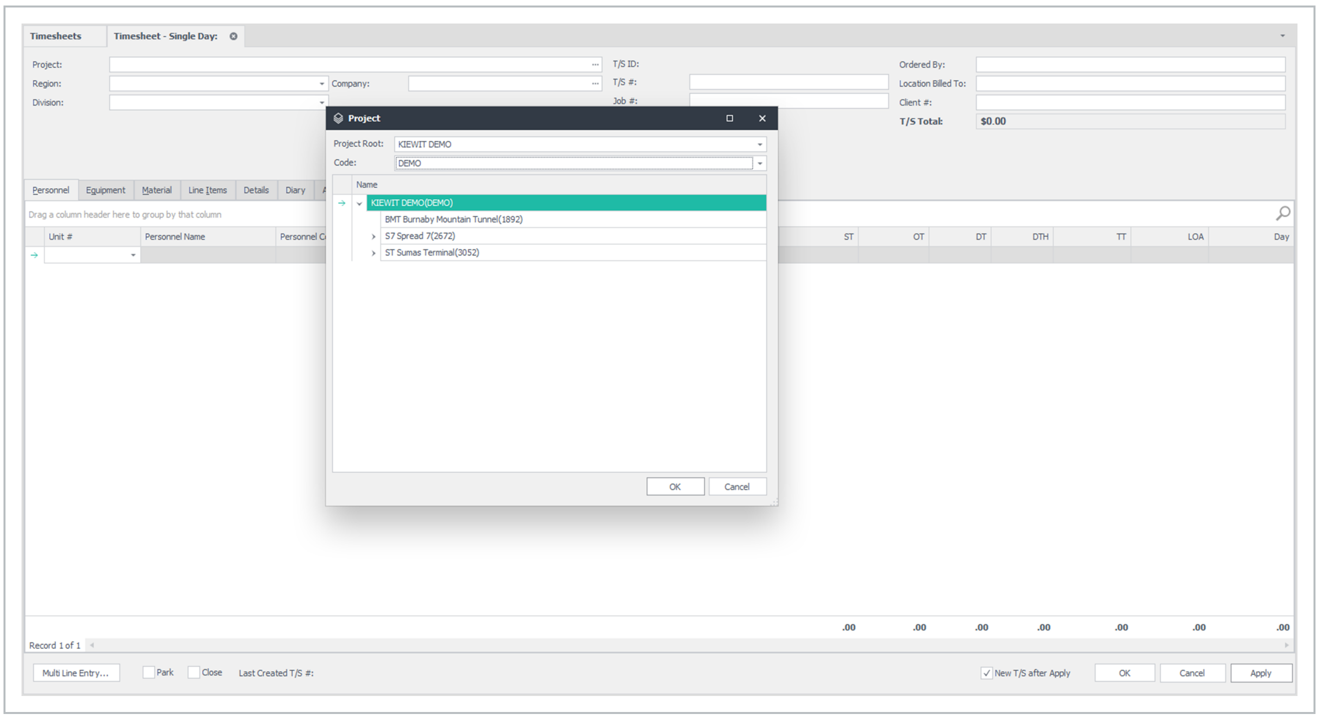


2. From the ribbon bar, select the timesheet type by using the drop-down arrow on the New icon, and select **Single Project - Daily**. A new Timesheet window opens.



3. Click the three dots icon located to the right of the Project field. A Project search display opens.

4. Find and select the Project that this timesheet is for by using the Project Root or Code drop-down list.

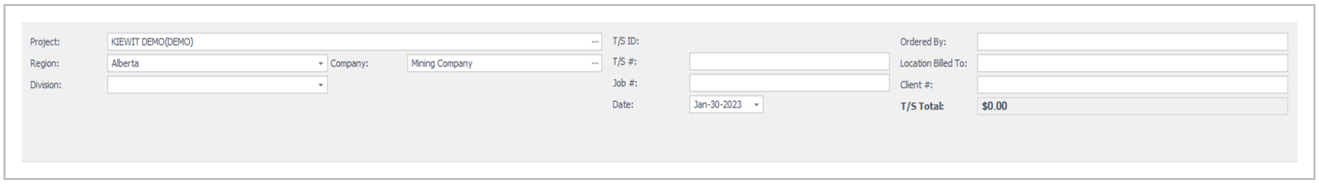


The project work breakdown structure (project tree) will appear in the main area of the Project display.

5. Select the applicable project folder by double clicking it. This returns the name of the folder selected to the Project field on the Timesheet entry page.

NOTE Selecting a more detailed level of the project using the tree picker filters the available project/cost code paths when entering Labor, Equipment, Material, and Line Items.

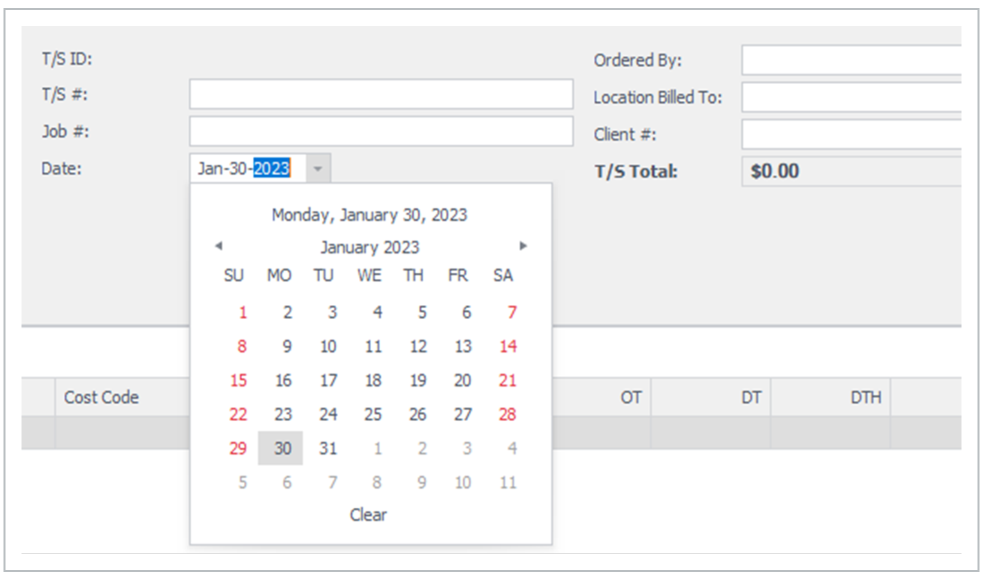
6. The project name will be filled in the Project field in the time sheet entry screen. The Region and Client fields will default to the selected project's region and client values (or those inherited from the parent tree nodes of the selected project tree structure).



7. If the selected project has been configured to use automatically generated Timesheet numbers, skip to the next step; otherwise click on the Timesheet # field, and then enter the unique Timesheet number for this Time sheet.

NOTE You can leave the Time sheet # field blank, in which case the Time sheet # field is automatically generated by the database and matches the system generated Time sheet ID.

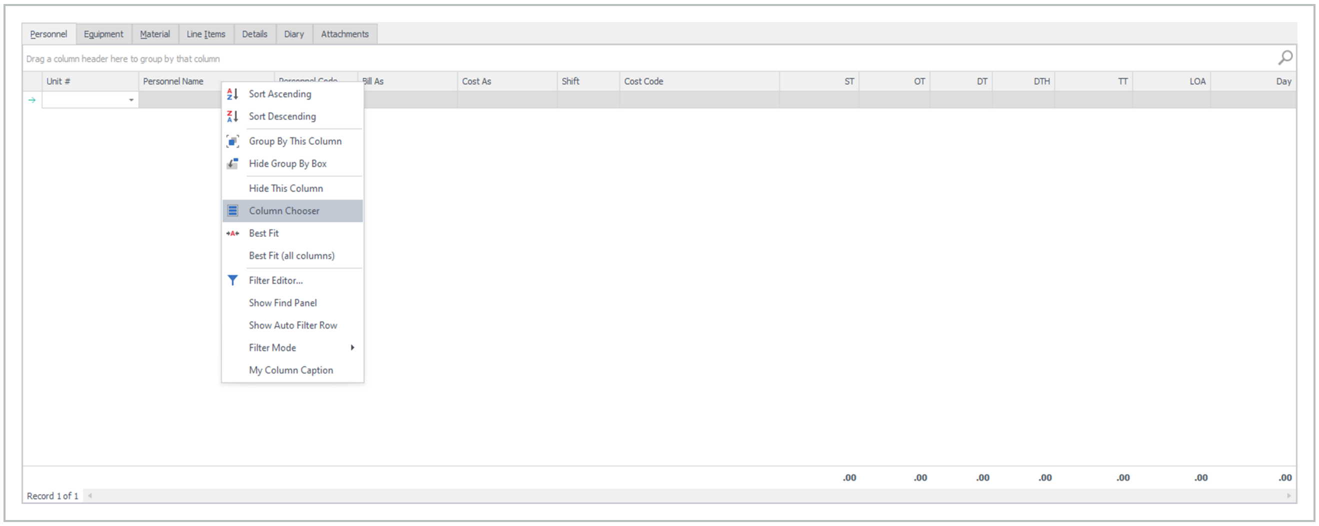
8. In the Date field, select the date when the work was performed.



1.15.1.2 PERSONNEL TAB

There will be several columns listed in the Personnel tab, as well as some columns hidden. However, to speed up the process of data entry, it is beneficial to remove or add only the necessary columns.

If a column from the Personnel tab is needed on the Time sheet layout, you must add it before data can be entered into it. Right click any column header, and then select Column Chooser to view this list. You can then drag and drop any of the additional fields into the Timesheet view or remove any fields that are not required.

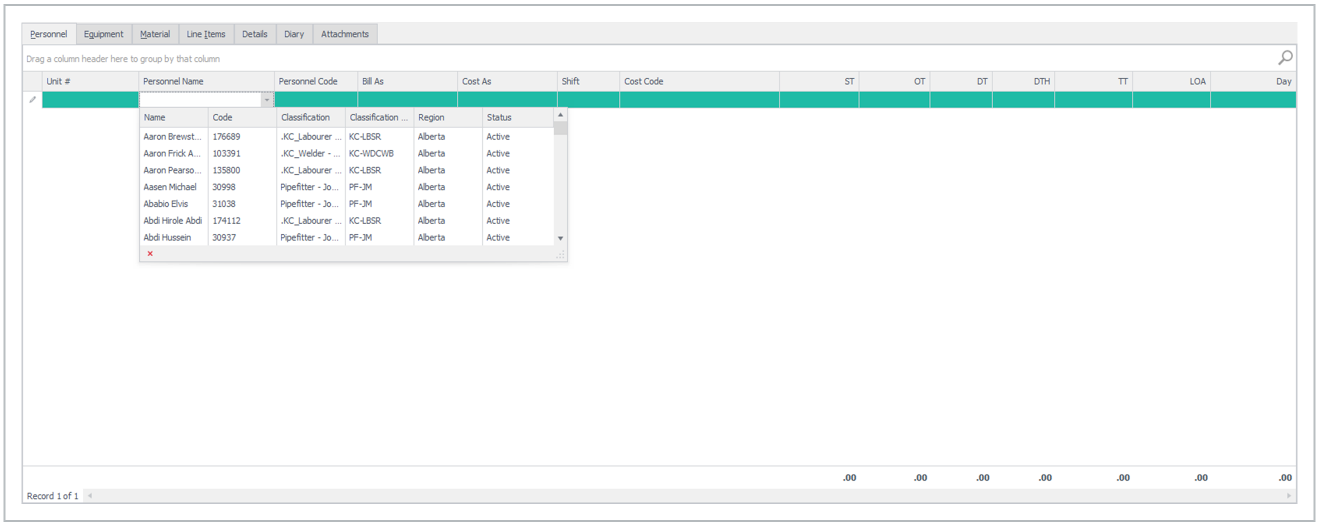


NOTE You can control where the new column will be displayed on the page by dragging and dropping the column headers in the desired location, as identified with the black line.

After a layout has been created or modified with the columns relevant for data entry, save the layout by expanding the Layout drop-down menu and then selecting Save As. A window opens, to allow you to name the layout. This layout is specific only to you. It is not available to other users unless you or an Administrator share it. After the layout has been saved, you can click **Set Default**, which makes it the default view when you enter the Timesheet page in the future.

NOTE When creating a timesheet layout, keep in mind that multiple layouts can be created and saved. It can be beneficial for the user to create a layout for when they are entering data and another layout for when they are auditing the data entered.

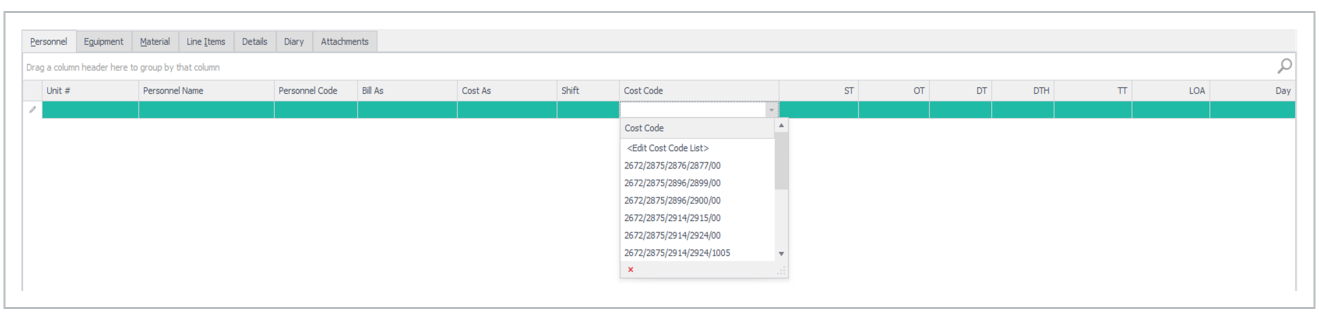
After the layout has been modified, go into the Personnel field on the page and either begin typing the last name or use the drop-down menu to pull up a list of personnel.



The Bill As, Cost As, and Shift fields automatically populate with the default values specified for the person selected. However, if the person whose time is being entered is to be billed out or cost as another classification, the Bill As or the Cost As field(s) can be changed to the appropriate personnel classification to ensure the time sheet is invoiced and cost coded appropriately. For example, if a Journeyman is promoted for a day, since it is a temporary change to the classification, the Bill As field can be changed as needed on a single timesheet line/item without changing the person's default classification.

1.15.1.3 COST CODE FIELD

Press the **Tab** key to go to the Cost Code field. Click the drop-down to display a list of cost codes defined for the selected project node (and any child WBS items). How the project is set up determines how the cost code list is shown.



NOTE The list of cost codes is embedded in a project path. This path is created by following the folder levels of the WBS structure so that the costs are allocated to the proper area. For example, if the path is 1/EXT/PIP/11.01, this means that the costs are going to Plant 1, Extraction Area, Piping, and Cost Code 11.01.

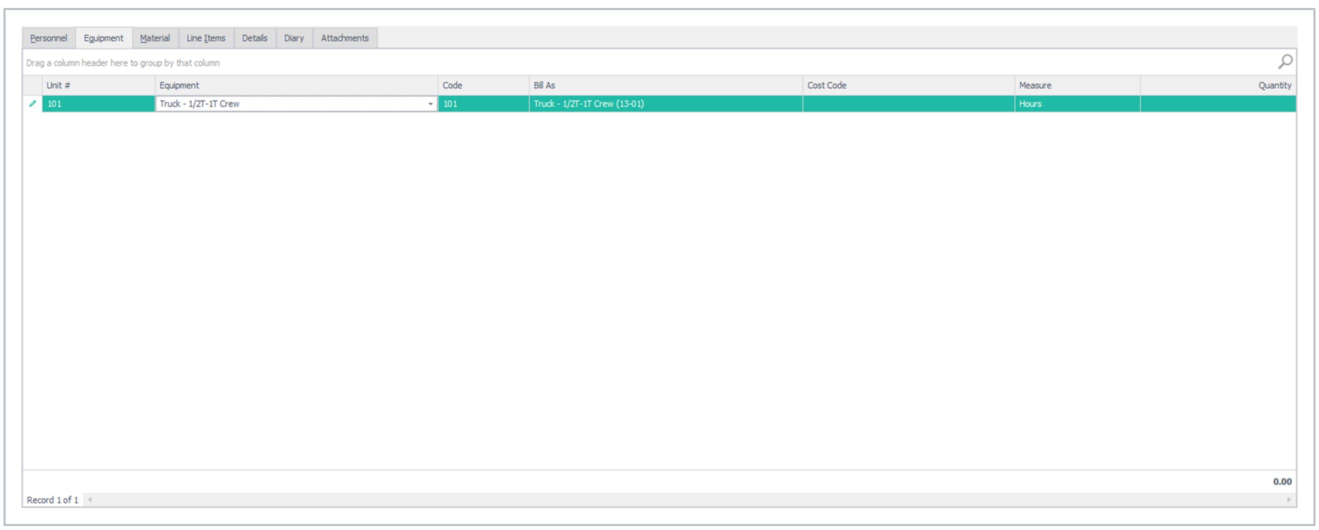
The next set of fields determines the billing type for the units. Dependent on the project contract, Personnel can be billed out for ST, OT, DT, DTH, TT, Day, and LOA.

If multiple personnel are being used for the job, click on the **Add Row** icon located on the ribbon bar to add a row, or use the **Tab** key to move all the way to the right of the page and press **Tab** again to generate a row.

NOTE Billings automatically copies most of the information from the previous row to a new row. To remove a row, click the **Delete Row(s)** icon located on the ribbon menu.

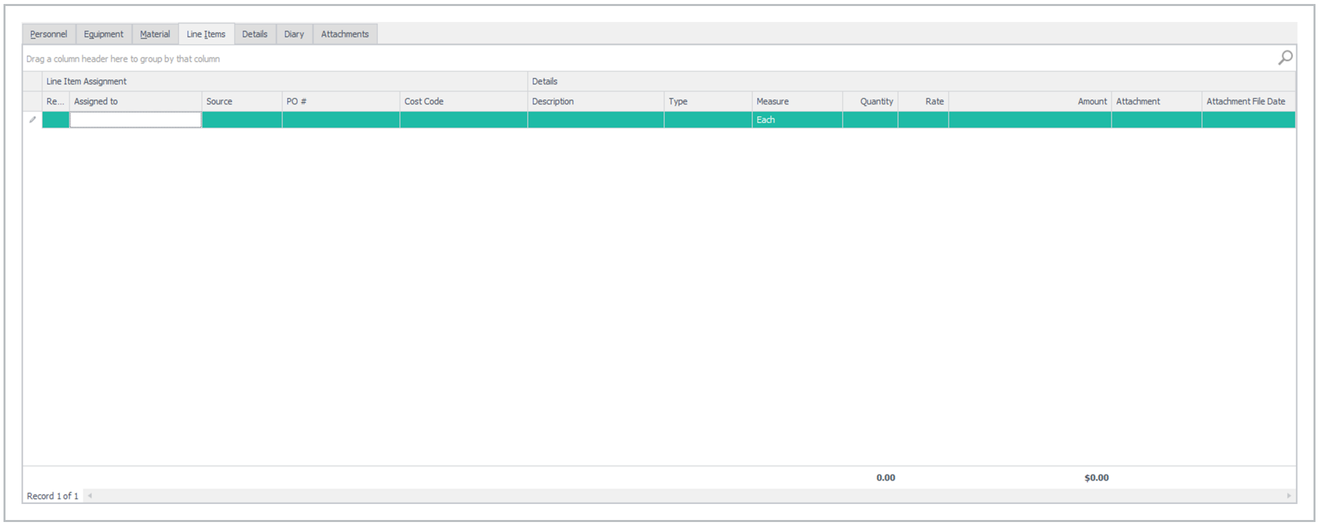
1.15.1.4 EQUIPMENT AND MATERIAL TABS

Perform similar steps to enter equipment on the Equipment tab, and materials on the Material tab. Both Equipment and Materials that appear from the drop-down list will be filtered if the project that the time sheet is being charged against has been set up to filter the Equipment or Material lists.



1.15.1.5 LINE ITEMS TAB

When there is data that needs to be entered, but it does not fall within the predefined units of measure on the Personnel, Equipment, or Materials tabs, you can enter it on the Line Items tab.



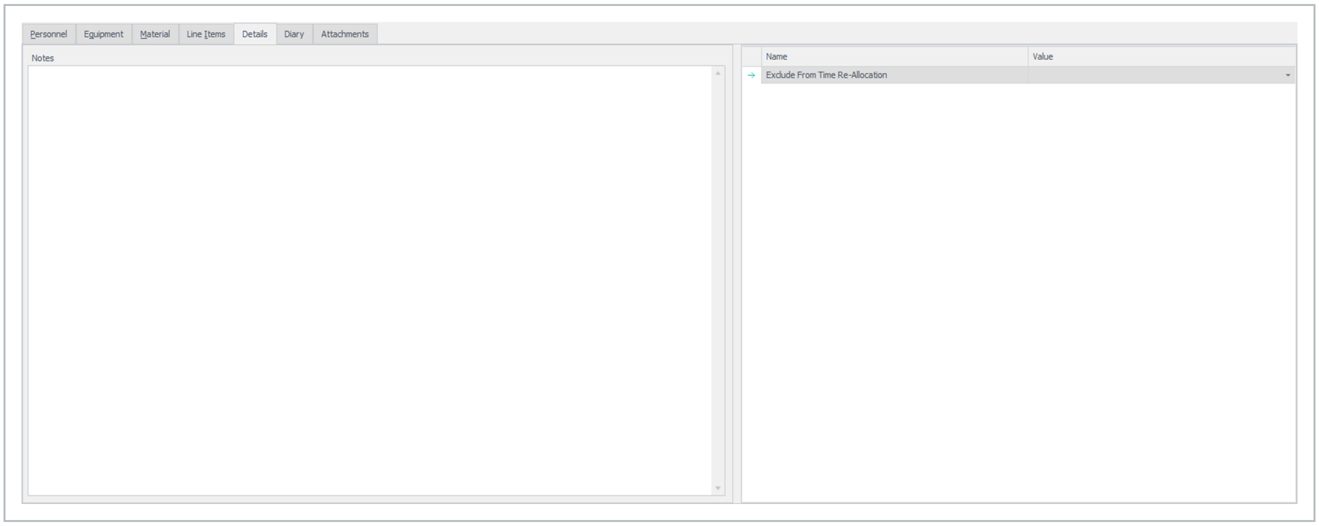
The Line Items tab offers the flexibility to enter any other items that are related to the time sheet that do not neatly fall into the predefined categories of Personnel, Equipment or Materials. This can include expenses, premiums and allowances, surcharges, rental fees, or other additional fees that are related to the time sheet. If required, a line item can be assigned to a person (e.g., small tools allowance, equipment rentals, other premium, etc.), a piece of equipment (such as., repairs, additional charges), material (such as, a hauling charge), or entered as an Other line item.

The Line-Item tab lets you:

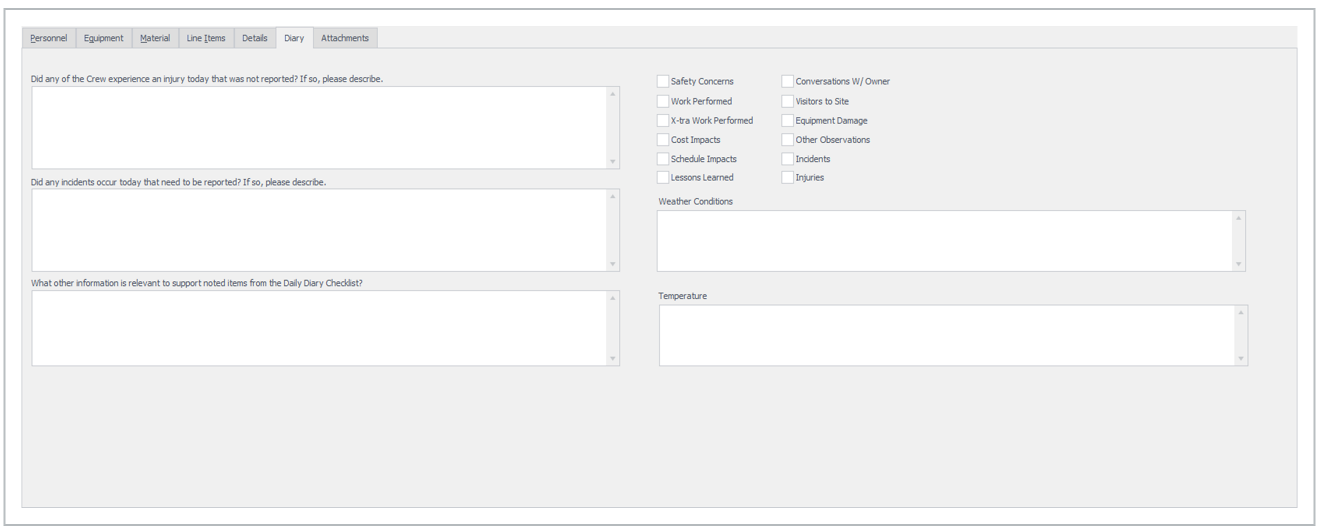
- Allot a Custom Description to the item
- Charge it to a cost code (required)
- Attach it to an applicable PO #
- Assign a unit of measure
- Track the quantity
- Key the rate instantaneously

1.15.1.6 DETAILS TAB

The Details tab lets you capture any field notes associated with the time sheet and also enter data into any custom time sheet fields set up by the application administrator.



Additional time sheet details can be captured in the Diary tab.



When you're done entering data into the time sheet, click on **Apply** or **OK.**

NOTE	The Park and Close fields affect time sheets that need to be put on hold or closed.

To view the Time sheets tab and all time sheets that have been created, select Timesheets > **Timesheets**.

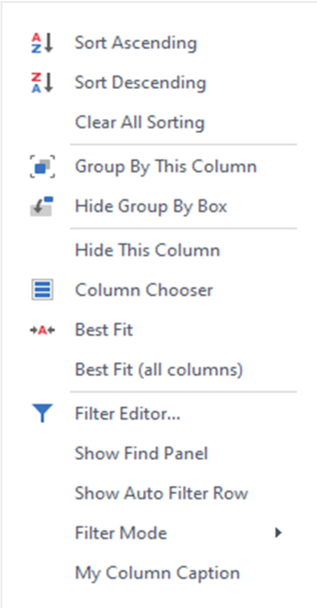
The available columns on the time sheets tab are:

- Time sheet #
- Work Date
- Time sheet ID
- Job #
- Root Project
- Name
- Region
- Company
- Days
- Status
- Type
- Approval Status
- Close
- Created By
- Created Date
- Time sheet Total
- Modify By
- Modify Date
- Park

CREATING A TIMESHEET LAYOUT

1. Right click any column header and select **Column Chooser** to view this list.

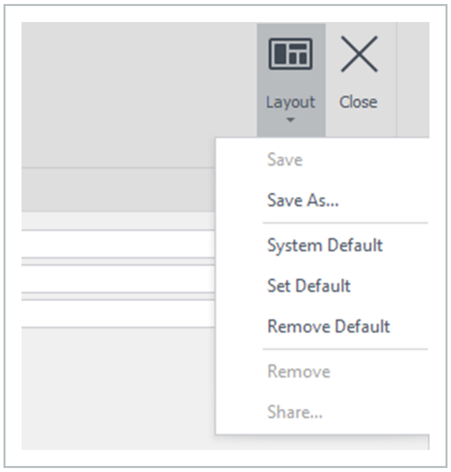
You can then drag and drop any of the additional fields into the time sheet view or remove any fields that are not required.

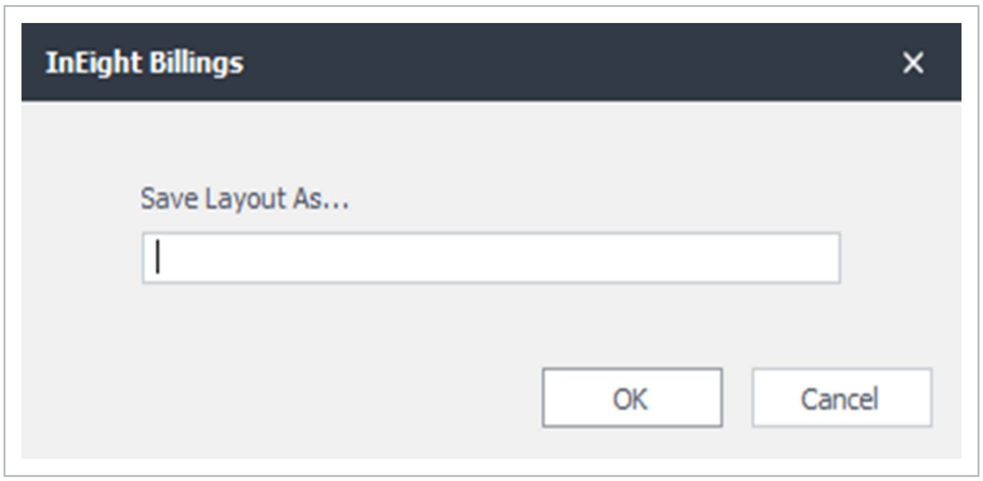


NOTE You can control where the new column will be displayed in the grid by dragging and dropping the column headers in the desired location. You can also select **My Column Caption** to rename the column headers.

2. After you have created a layout with the columns relevant for data entry, you can save the layout by selecting the Layout drop-down from the top right side of the tool bar.

3. Click **Save As**.
The Save Layout As dialog box opens, and you can name the layout.
This layout is specific only to the user logged into Billings. It will not be available to other users unless it is shared by the user or an Administrator.
4. After the layout has been saved, the user can select Set **Default** which will make it the default view when they access the Timesheet page in the future.

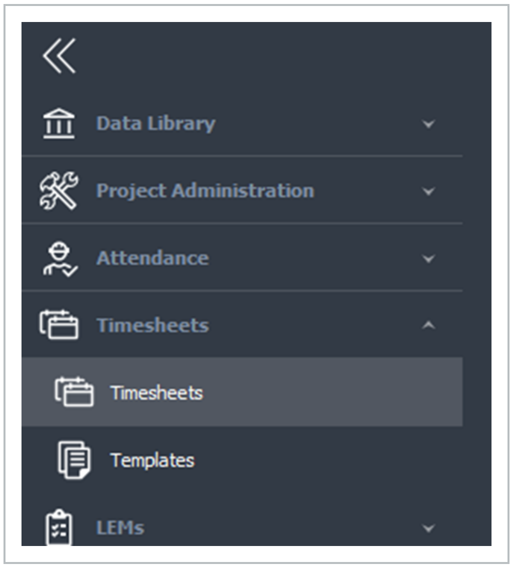




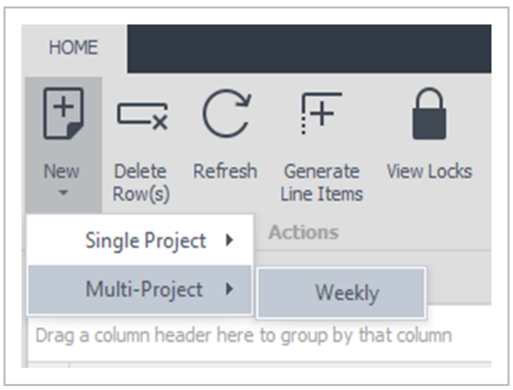
1.15.2 CREATING A MULTI-DAY, MULTI-PROJECT TIMESHEET

CREATE A MULTI DAY, MULTI PROJECT TIME SHEET

1. To create a multi-day, multi-project time sheet, go to Timesheets > **Timesheets**.



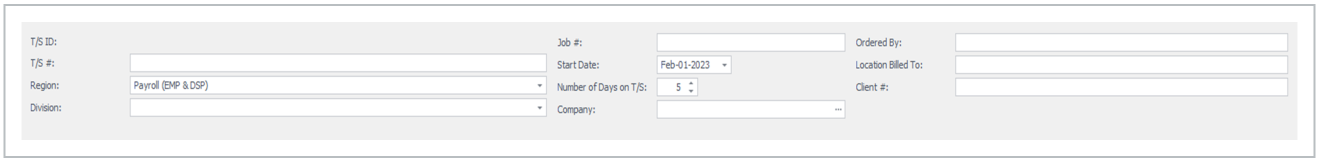
2. From the ribbon menu, click the **New** icon, and then select Multi-Project > **Daily**. A new Timesheet window opens.



3. Click the **Timesheet #** field and enter in the number of the time sheet.

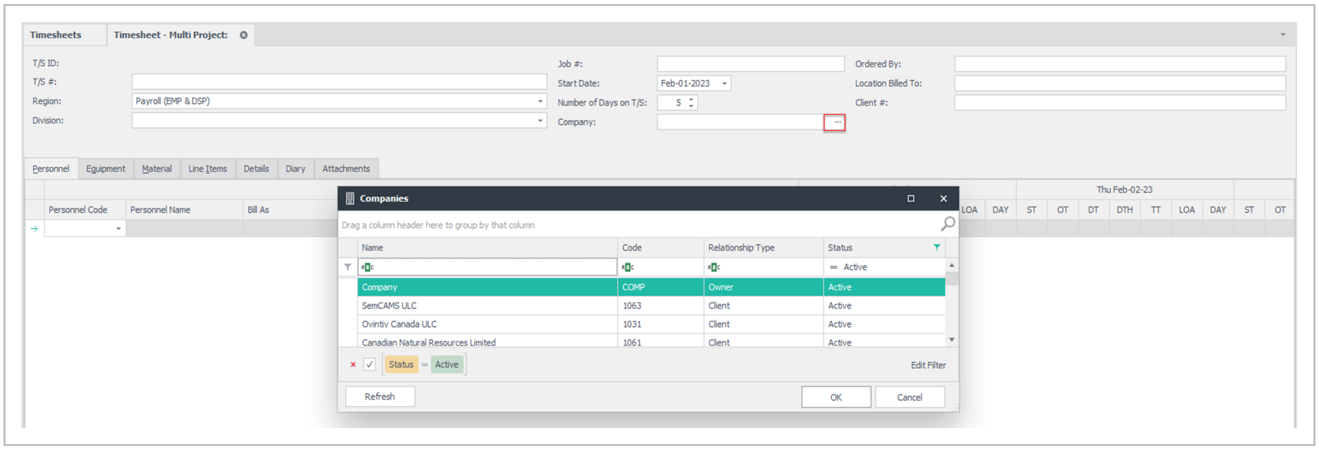
NOTE	You can leave the Timesheet # (T/S) field blank, in which case the Timesheet # will automatically generate from the database and will match the system-generated Timesheet ID.

4. Click the **Start Date** drop-down arrow and select the starting date of the time sheet (that is, the first day the work was performed or the first day of the shift).



5. Adjust the **Number of Days on Timesheet** if needed.

6. Click the three dots icon next to Company field to select the client this work was done for.



1.15.2.7 PERSONNEL TAB

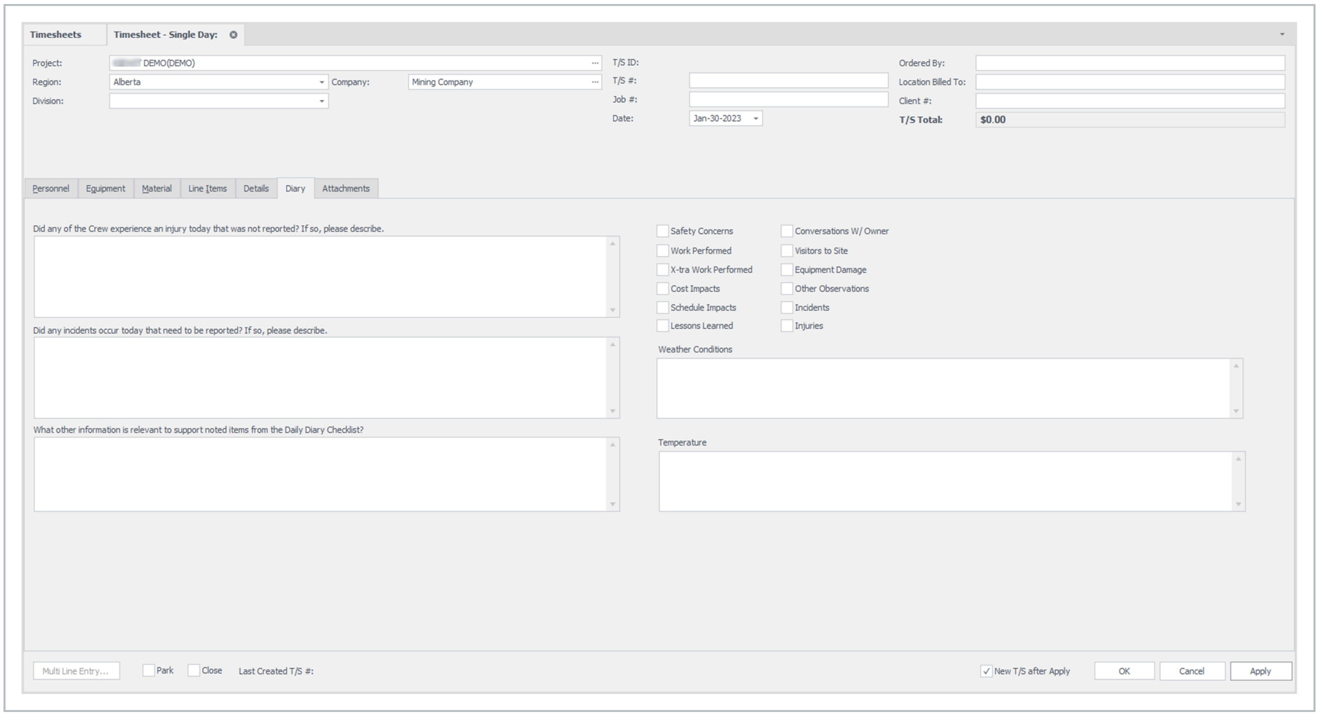
The Personnel tab includes columns that might normally be hidden. To speed up the process of data entry, it is beneficial for you to include only the necessary columns.

1.15.3 CREATING A MULTI DAY, SINGLE PROJECT TIMESHEET

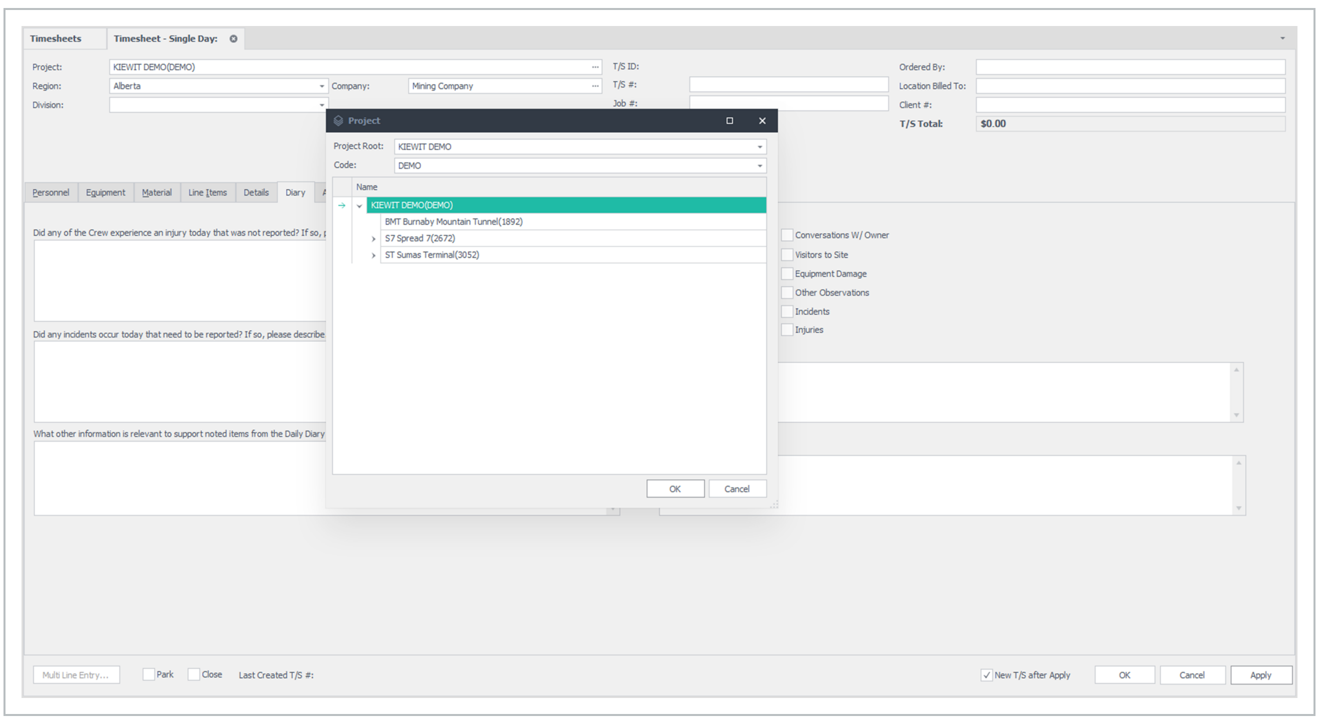
CREATE A MULTI DAY, SINGLE PROJECT TIME SHEET

1. Go to Timesheets >**Timesheets**

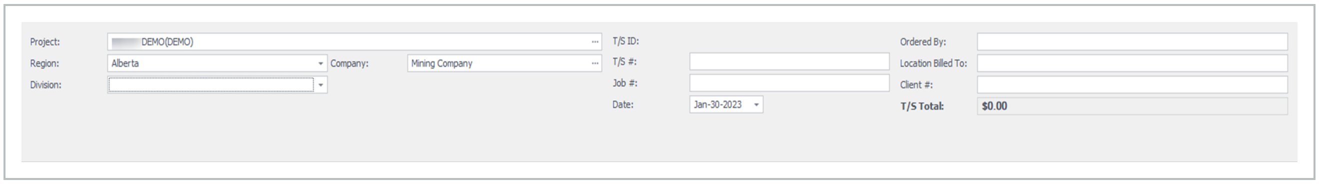
2. From the ribbon menu, click the **New** icon, and then select **Single Project - Weekly**.



3. Click the elipses icon located to the right of the Project field and select the project that this time sheet is for by using the Project Root or Code drop-down list.



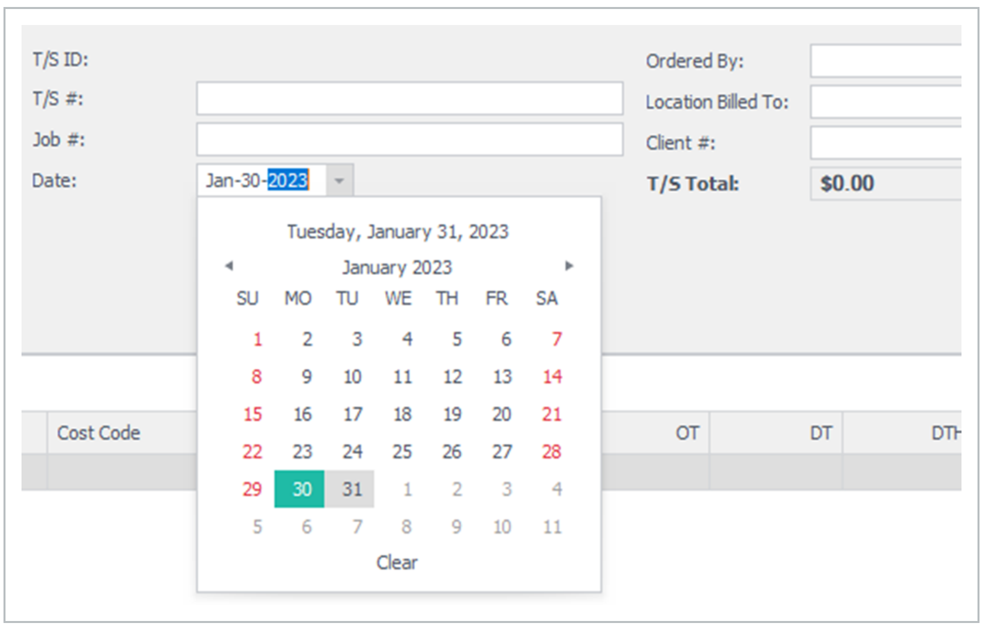
4. The project name is auto-filled. The Region, Division, and Company fields are automatically populated based on the project selected.



5. If the selected project has been configured to use automatically generated time sheet numbers, skip to the next step. Otherwise, click on the **Timesheet #** field and enter in the number of the timesheet.

NOTE	You can leave the Timesheet # field blank, in which case the value in the Timesheet # field is automatically generated by the database and matches the system-generated Timesheet ID.

6. Select the starting date of the time sheet (that is, the first day the work was performed or the first day of the shift).



7. Adjust the Number of Days on the time sheet if needed.

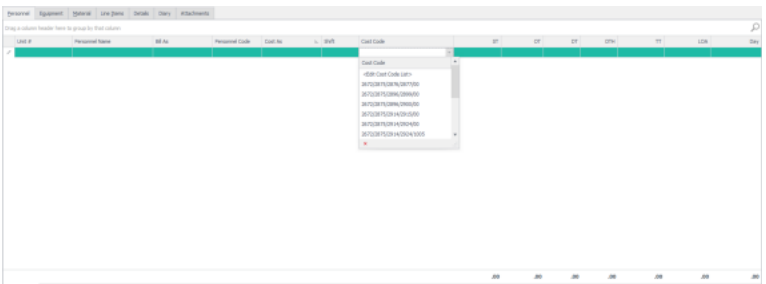
The Personnel tab includes columns that might normally be hidden. To speed up the process of data entry, it is beneficial for you to include only the necessary columns.

The Bill As, Cost As, and Shift fields automatically populate with the default values specified for the person selected. However, if the person whose time is being entered is to be billed out or cost as another classification, the Bill As or the Cost As field can be changed to the applicable personnel classification to ensure the time sheet is invoiced and costed appropriately.

For example, if a Journeyman is promoted for a day, since it is a temporary change to the classification, the Bill As field can be changed as needed on a single time sheet line or item without changing the person's default classification.

Press the Tab key to move to the Cost Code field.

Click on the drop-down arrow to display a list of cost codes defined for the selected project node (and any child WBS items). How the project is set up determines how the cost code list shows.



The next set of fields is used to capture the quantity of hours worked per type of hours. Depending on the project contract, personnel hours can be recorded against ST, OT, DT, DTH, TT, Day, and LOA.

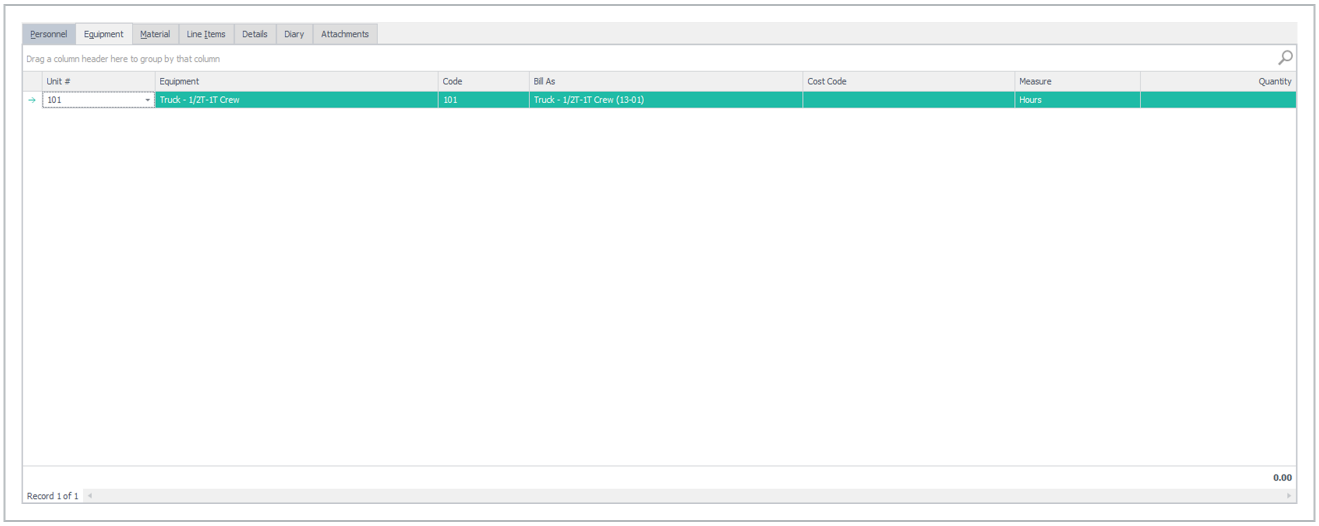
If time for multiple persons is being used for the job, click on the **Add Row** icon located on the ribbon bar to add another row, or use the **Tab** key to move all the way to the right of the page and press **Tab** again to generate a row.

NOTE Billings automatically copies most of the information from the previous row to a new row. To remove a row, click on the **Delete Row(s)** icon located on the ribbon menu.

If you are entering the same data for multiple personnel rows, it is more efficient to use the multiline entry dialog box than manually entering individual rows. The multiline entry dialog box lets you select several personnel records and apply same cost codes, quantities, and units of measure to these rows in one step. If you select multiple cost codes, multiple rows are created for each personnel record and cost code record selected.

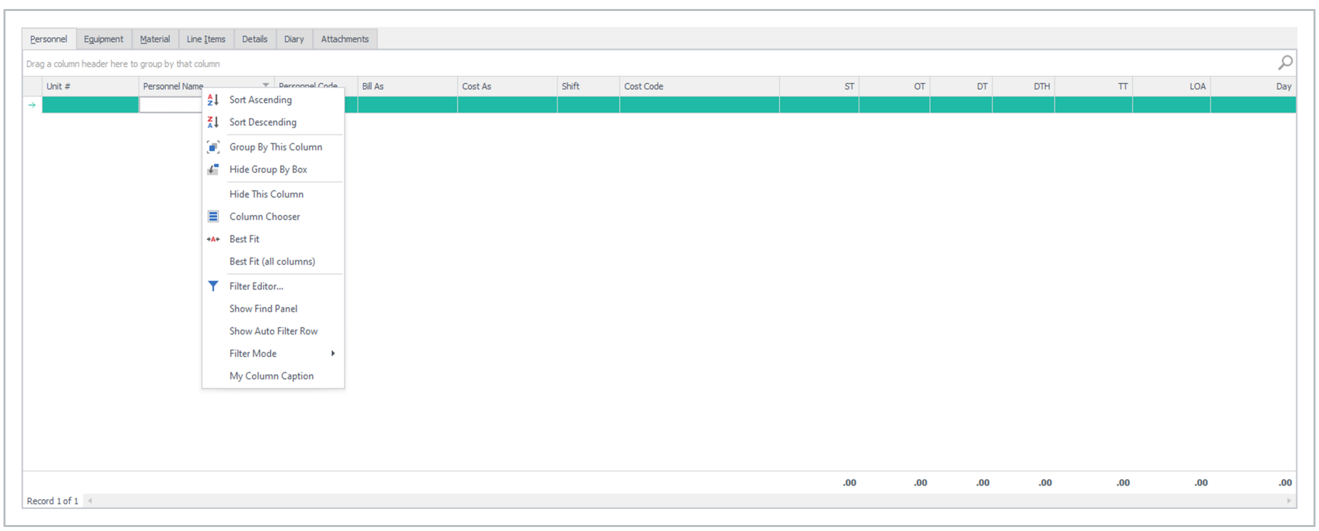
1.15.3.8 EQUIPMENT AND MATERIAL TAB

You can follow the same functionality to enter equipment on the Equipment tab, and materials on the Material tab that you followed for the Personnel tab.



Some columns are normally less used so they must first be added to the Timesheet layout before data can be entered into them. Right-click any column header, and then select **Column Chooser** to view this list. You can then drag and drop any of the additional fields into the Timesheet view or remove any fields that are not required.

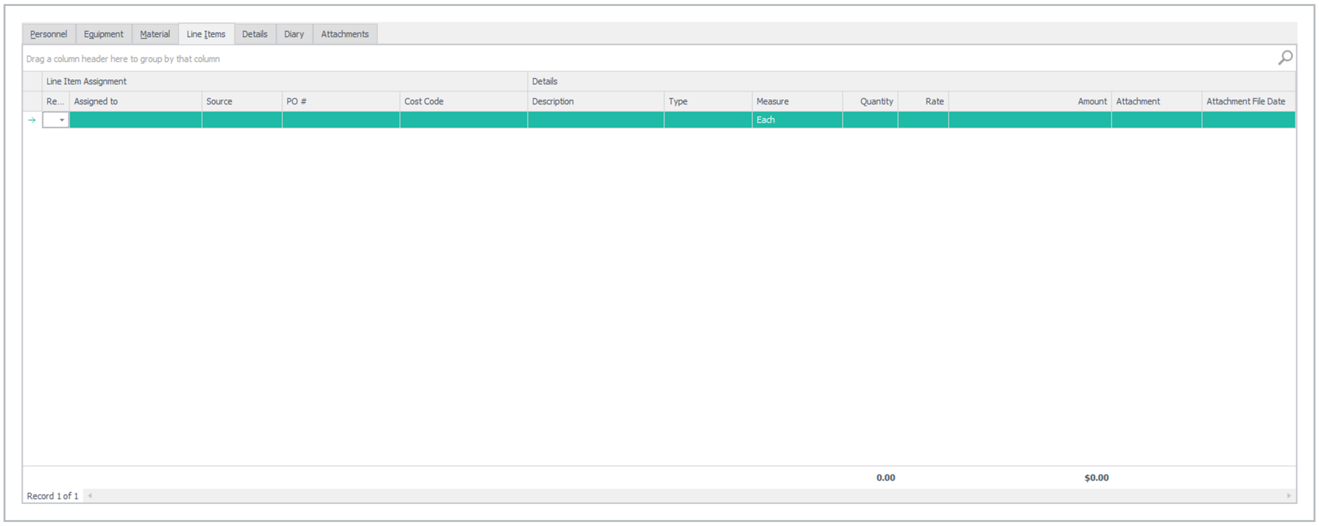
NOTE	You can control where the new column displays on the page by dragging and dropping the column header to the desired location.



1.15.3.9 LINE ITEMS TAB

The Line Items tab offers the flexibility to enter any other items related to the timesheet but that do not neatly fall into the predefined categories of Personnel, Equipment or Materials. This can include expenses, surcharges, premiums, allowances, or other additional fees that are related to the time sheet.

If required, you can assign a line item to a person (for example, small tools allowance, or equipment rentals, premium, or allowance), a piece of equipment (for example, repairs or additional charges), material (for example, hauling charge), or entered as an Other line item.

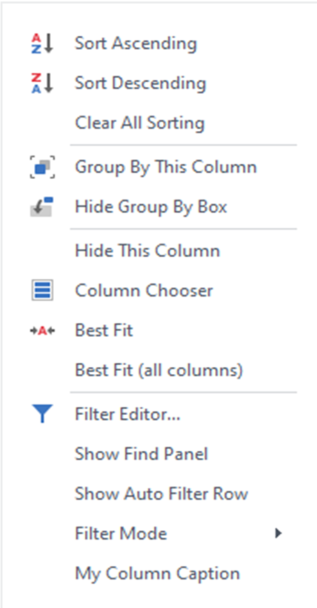


The Line-Item grid lets users:

- Allot a Custom Description to the item
- Charge it to a cost code (required)
- Attach it to an applicable PO#
- Assign a unit of measure
- Track the quantity
- Key the rate instantaneously
- Track the item against Project Commitments (See Assigning Commitments to Projects section of this guide)

Right click any column header and select Column Chooser to view this list. You can then drag and drop any of the additional fields into the time sheet view or remove any fields that are not required.

NOTE You can control where the new column will be displayed in the grid by dragging and dropping the column headers in the desired location.

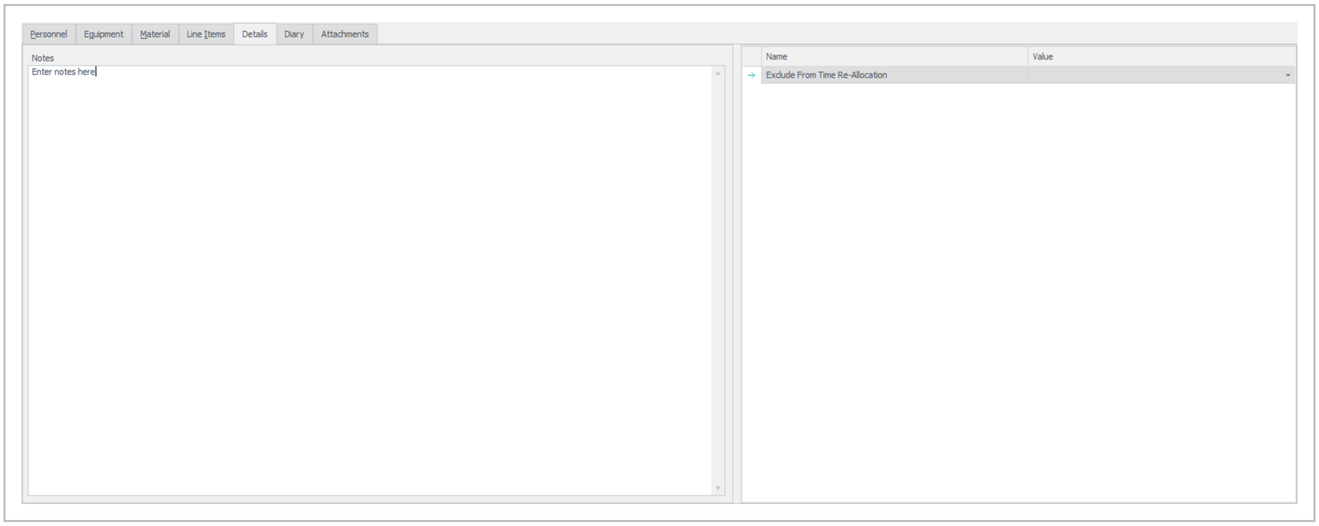


NOTE Right click on the column header that you wish to rename and select My Column Caption option. If you wish to use the default name, blank out the custom name.

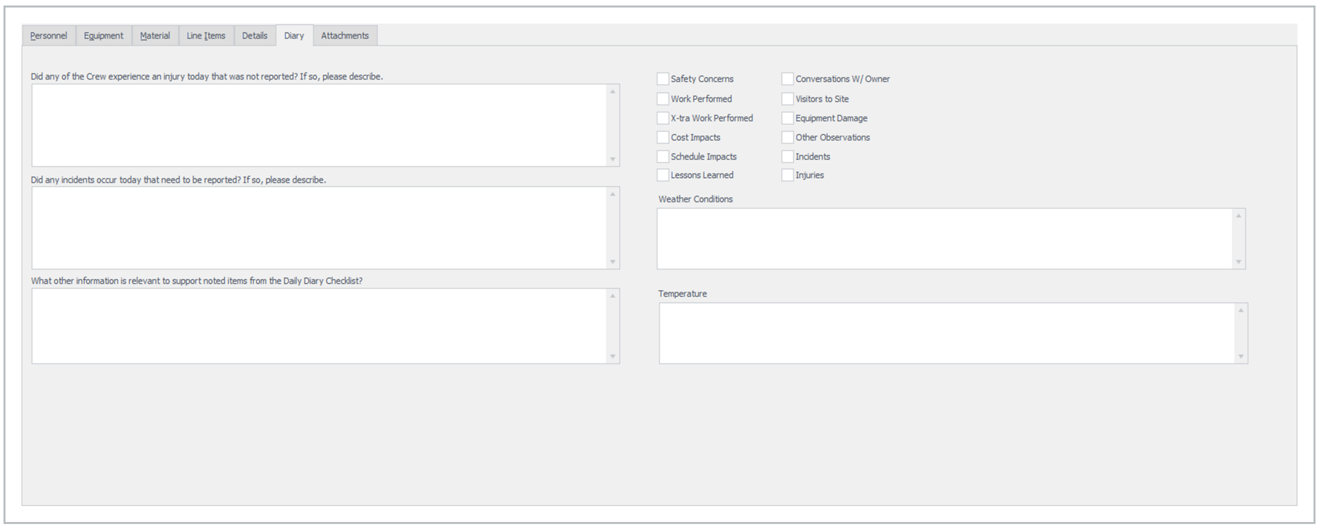
Once you have created a layout with the columns relevant for data entry, save the layout by selecting the Layout drop-down from the top, right side of the tool bar. If this is a new layout, select **Save As**. If you are saving changes to an existing layout, select **Save**.

1.15.3.10 DETAILS TAB

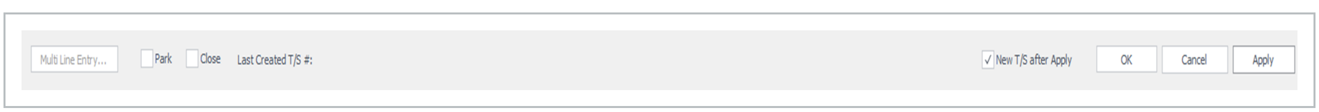
On the Details tab, you can capture any field notes associated with the time sheet, and enter data into any custom timesheet fields set up by the application administrator.



You can capture additional time sheet details on the Diary tab.



Upon completion of time sheet data entry, click **Apply** or **OK** at the bottom right of the page to save your changes.

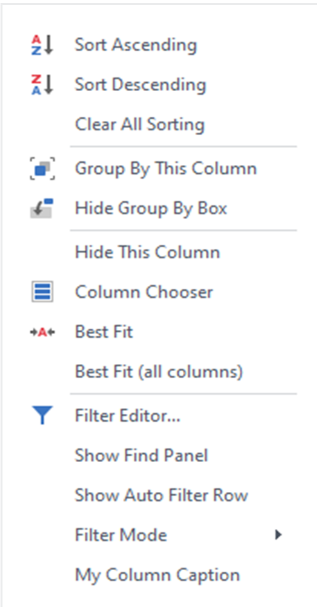


NOTE The Park and Close fields affect time sheets that need to be put on hold or closed.

CREATING A TIME SHEET LAYOUT

1. Right click any column header on one of the timesheet grids and select Column Chooser to view a field list.

You can then drag and drop any of the additional fields into the time sheet view or remove any fields that are not required.



NOTE You can control where the new column will be displayed in the grid by dragging and dropping the column headers in the desired location. You can also select My Column Caption to rename the column headers.

2. You can control where the new column shows on the page by dragging and dropping the column headers to the location.

You can also select My Column Caption to rename the column headers.

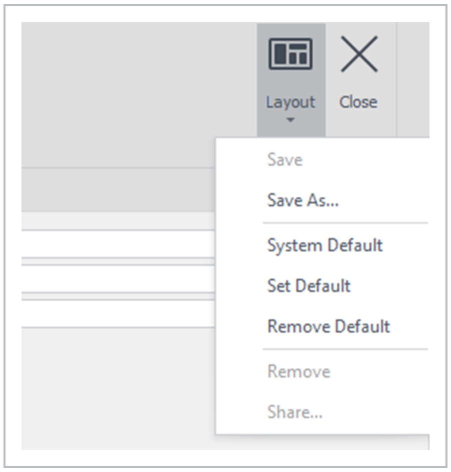
3. After you have created a layout with the columns relevant for data entry, you can save the layout by selecting the Layout drop-down from the top right side of the ribbon bar.

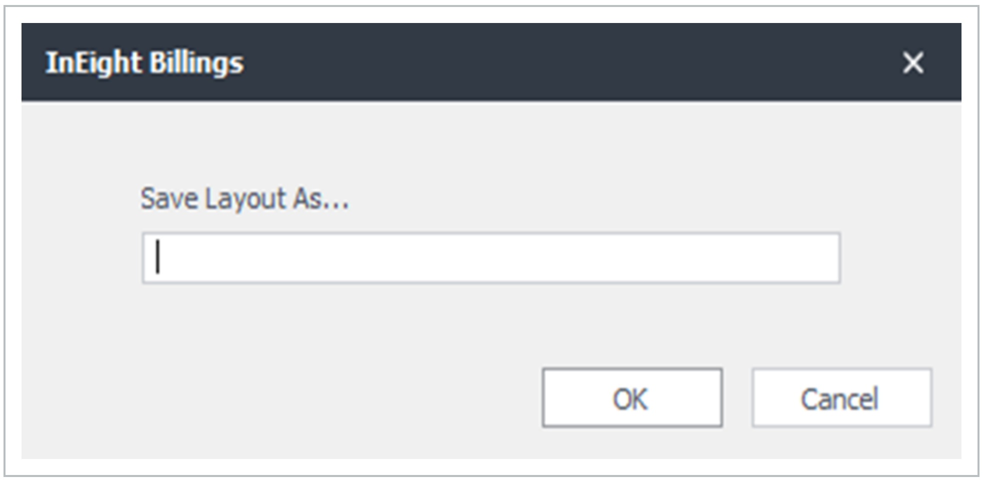
4. Click **Save As**.

The Save Layout As dialog box opens, and you can name the layout.

This layout is specific only to the user logged into Billings. It will not be available to other users unless it is shared by the user or an Administrator.

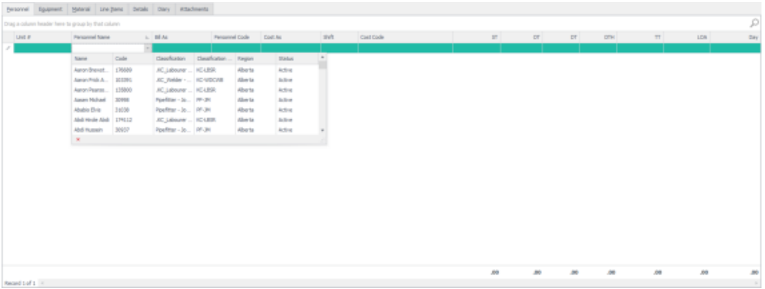
5. After the layout has been saved, the user can select Set *Default* which will be the default view when they access the Timesheet page in the future.





NOTE When saving a layout, it is best practice to modify all the tabs (that is, Personnel, Equipment, Material, and Line Items) that will be used in the specific layout being saved.

6. After the layout has been modified, click into the Personnel Name field on the page and either begin typing the resource last name or use the drop-down list to pull up a list of personnel resources.



NOTE When entering time sheets into Billings, it is time effective for you to use the **Tab** key to move from column to column. When using the Tab key at the end of the last row, Billings automatically creates a new row and jumps to the first column in the new row, copying values from the last selected row.

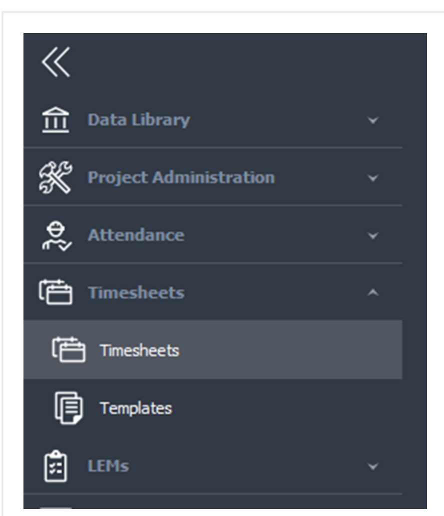
To view the Timesheets tab and all time sheets that have been created, go to the menu list and expand the Timesheets option, then select **Timesheets**.

1.15.4 COPYING AN EXISTING TIMESHEET

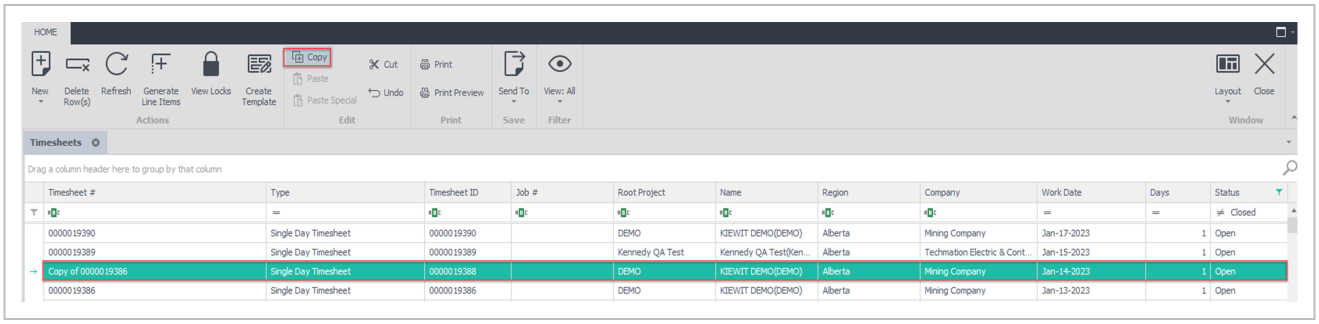
You can copy an existing time sheet by following these steps:

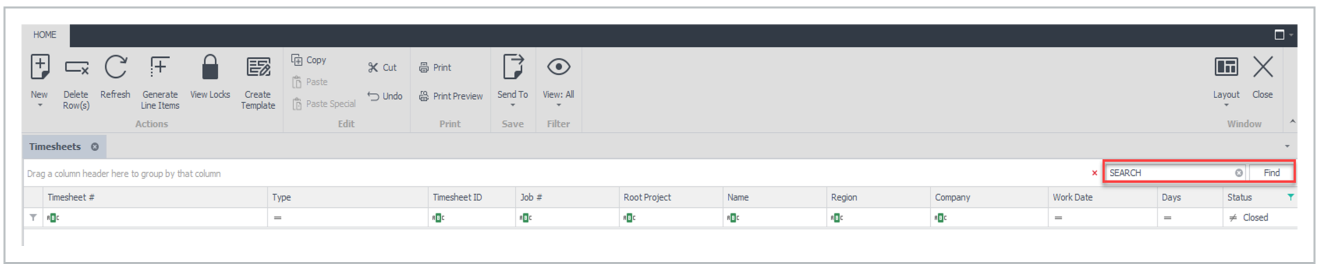
COPY EXISTING TIMESHEETS

1. Go to Timesheets > **Timesheets**.



2. Select the time sheet to be copied by clicking it once. If the timesheet you are looking for is not in the list, type in the time sheet number in the Timesheet # field to search for it. If you still cannot find the timesheet in the initial list, you may need to click the “Refresh” button on the ribbon bar to retrieve more matching timesheets from the database.

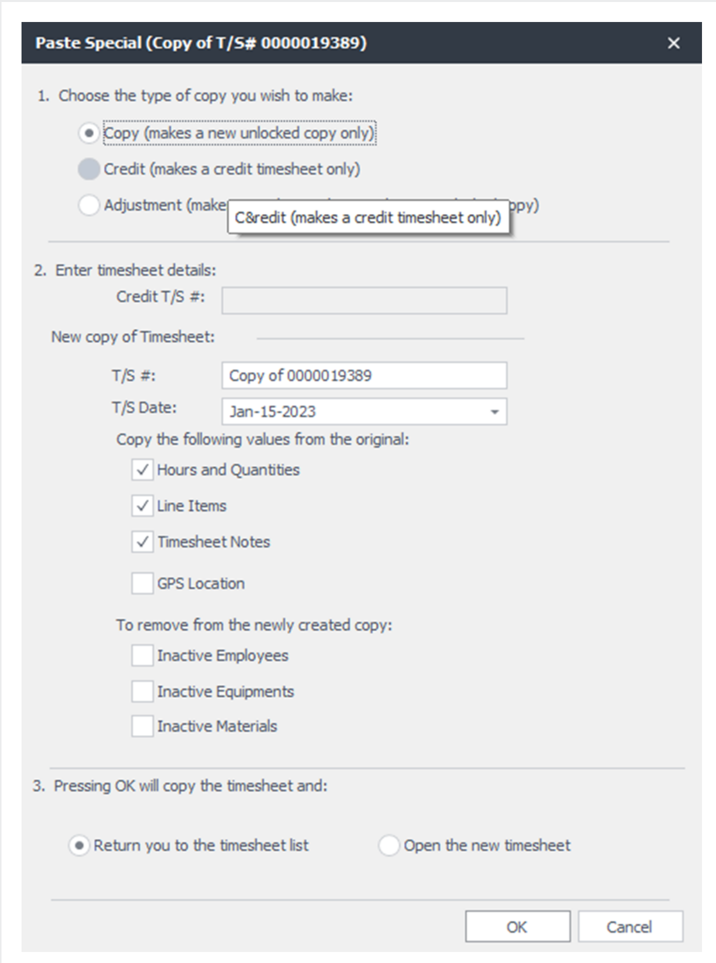




3. Click **Copy** from the ribbon bar.

4. Click **Special Paste**

NOTE Ensure Special Paste is selected and not Paste as Special Paste lets you control how the copy process is performed.



5. In section 1, choose the type of copy you want to make.

6. Section 2 automatically names the time sheet as “Copy of”, plus the original timesheet number. Change this to the new time sheet number if needed. Select the work date for the new timesheet. This section also contains the options of having the hours, quantities, line items, and time sheet notes pull in from the original timesheet it was copied from.

7. In section 3, select **Open the new time sheet**.

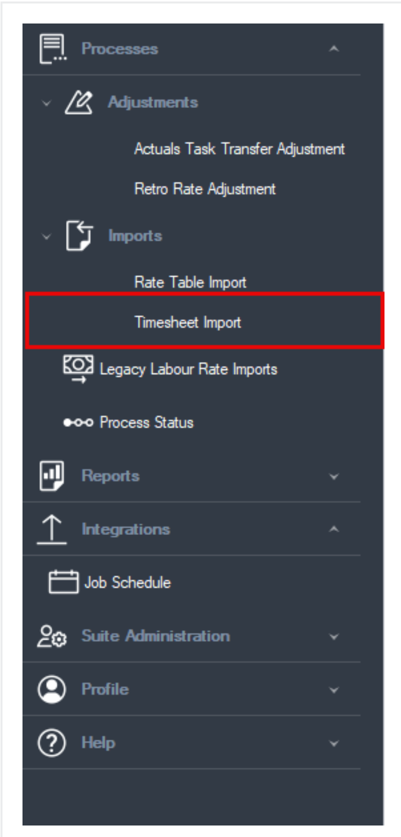
8. Click **OK**. The new time sheet opens. You can modify the time sheet as required with any information that needs to be changed.

1.15.5 IMPORTING A TIMESHEET

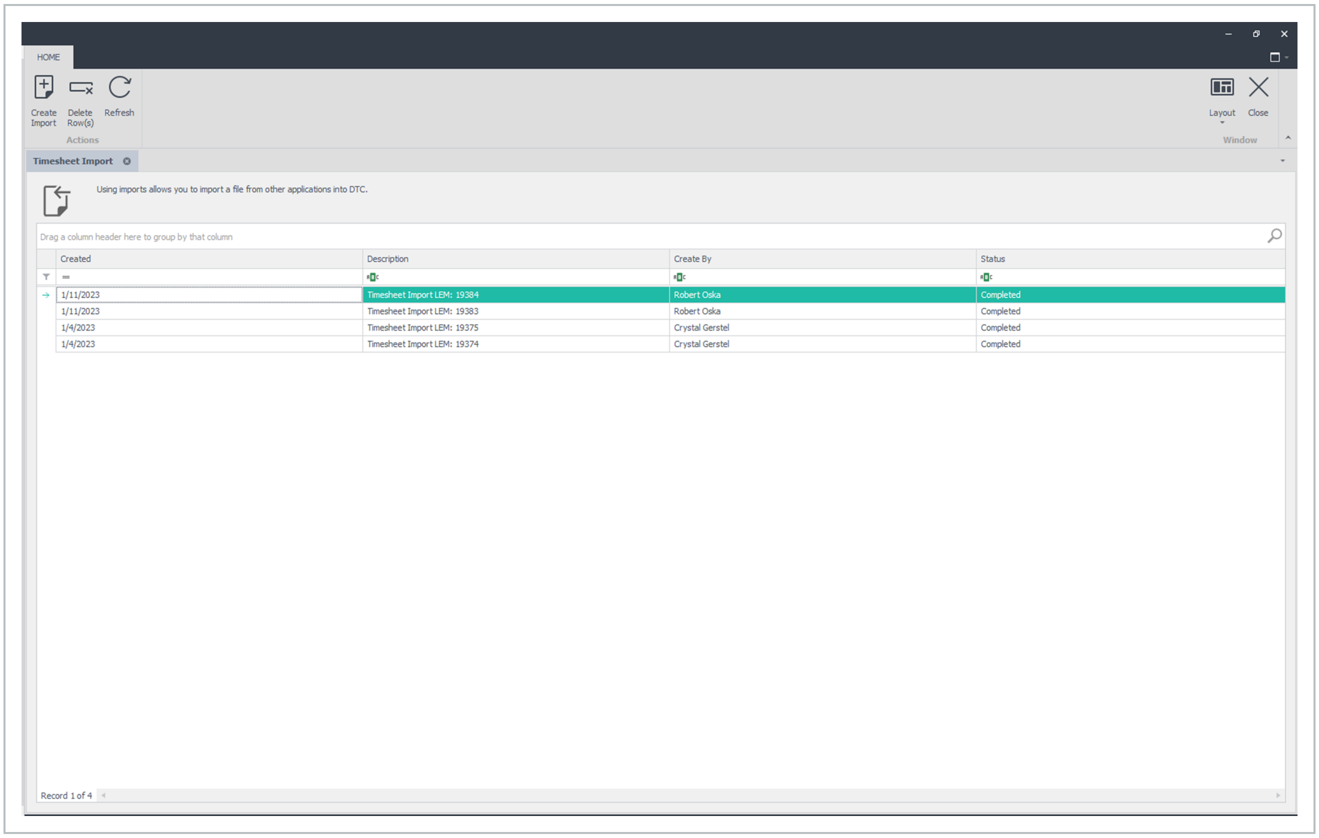
Billings lets you import multi-project or multi-day time sheets from a spreadsheet if the correct template is used.

IMPORT A TIME SHEET

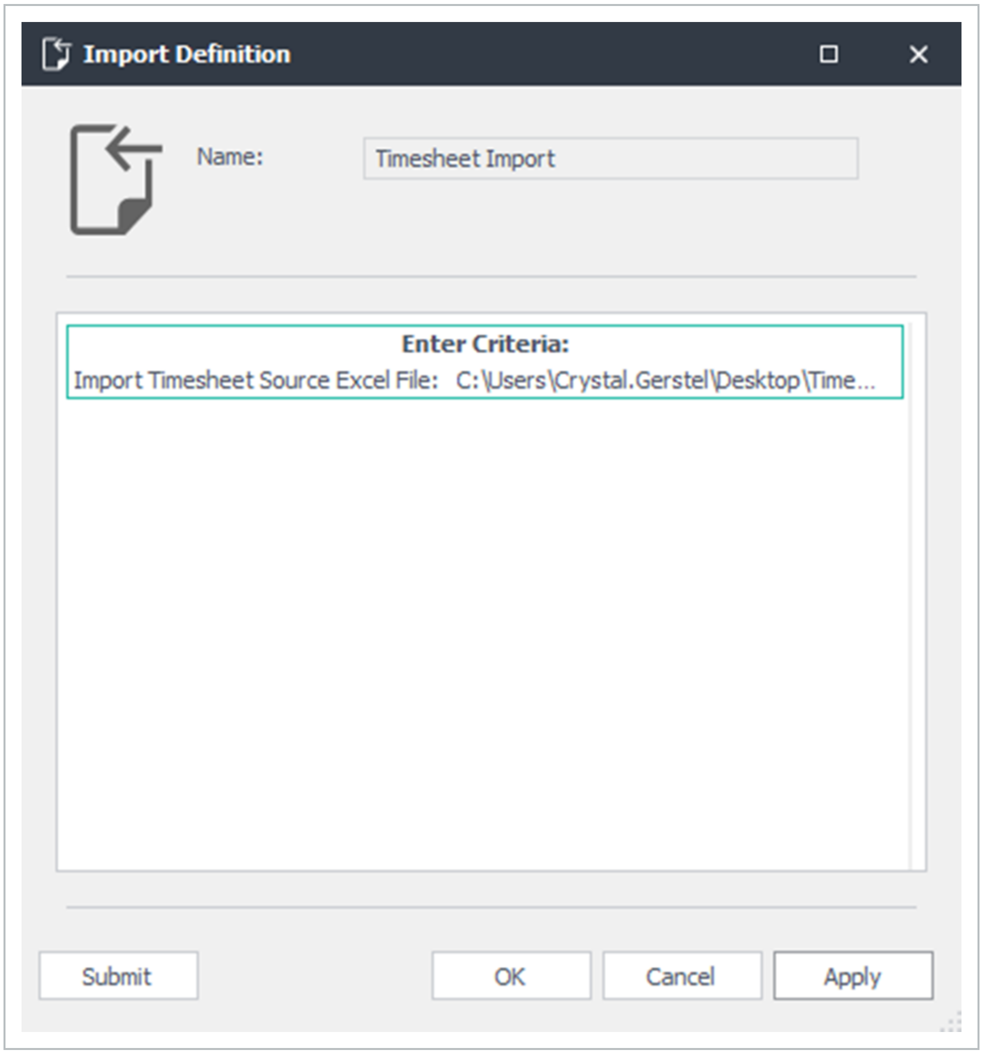
1. Processes > Imports > **Timesheet Import.**



The time sheet Import window opens.



2. Click the **Create Import** button. The Import Definition dialog box opens, and you can specify the file containing the timesheet data that you want to import. Billings previews the file contents in the time sheet Header, Personnel, and Line Items tabs.



3. You can edit the data in the import window in Billings to correct any errors that are reported. After you have corrected the errors, click **OK** to revalidate the data. This lets you correct errors in the import file without having to edit the file itself.

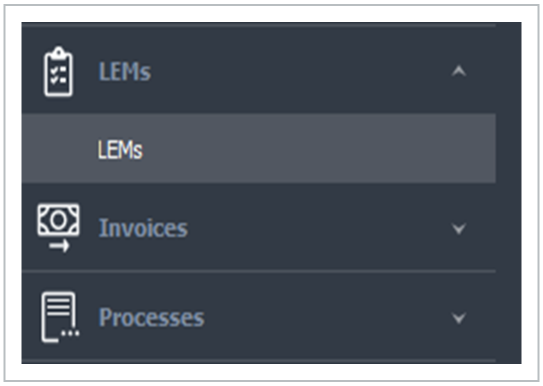
1.16 LEMS

1.16.1 CREATING A LEM

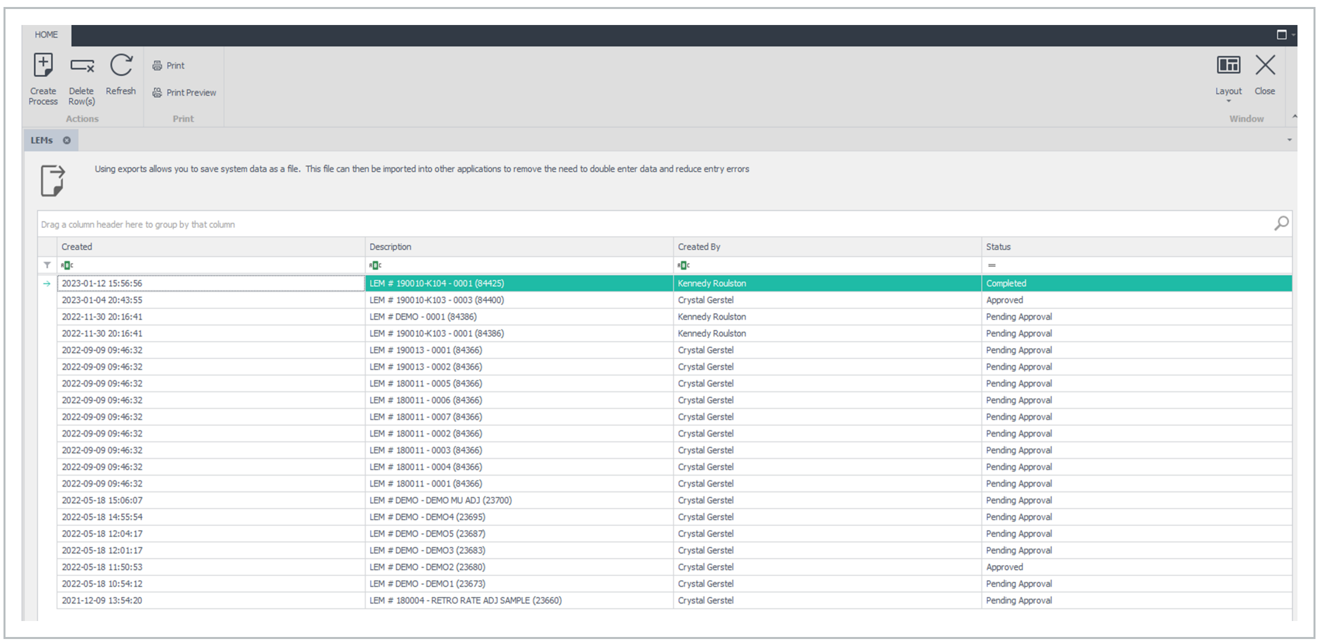
The standard Billings LEM process is called LEMs, which stands for labor, equipment and material reports. When selecting a project via the Project tab and managing the criteria, the criteria screen has two tabs, General and Project. Both need to be populated.

CREATE A LEM

1. Go to LEMs > **LEMs**.



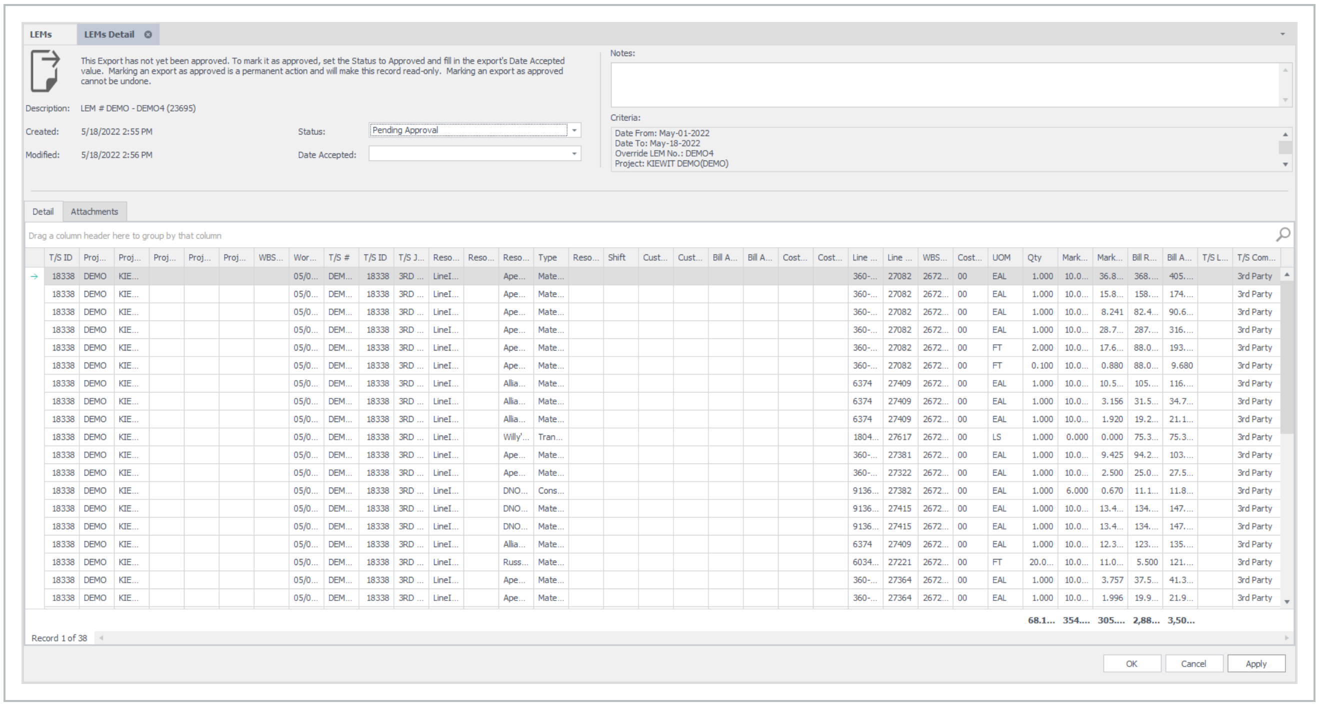
The LEMs tab opens, listing all results previously generated LEMs.



2. To review the contents of a particular LEM , or for LEMs that require approvals, select the applicable result, and then double-click to open the LEM in its own LEMs Detail tab.

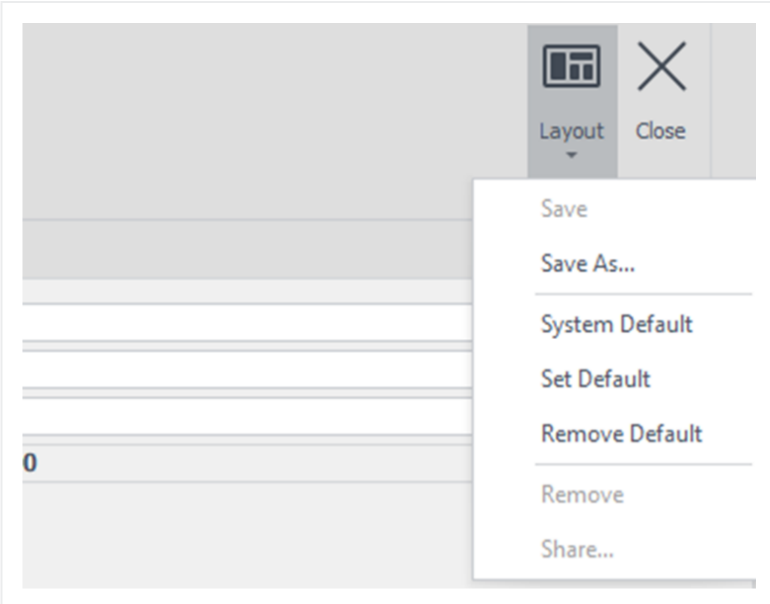
NOTE	Depending on the process type, the Notes section can contain information regarding the outcome of the process. The contents of the resulting Details page varies by each process type.

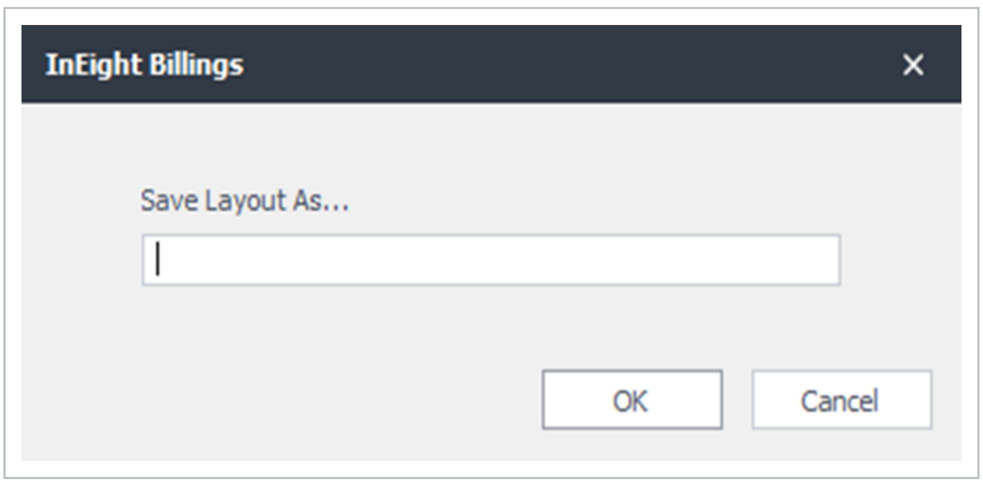
3. If the LEM has not yet been approved, you can review the detailed results and remove any lines that should not be approved. After reviewing results, you can then approve the LEM, which in turn locks the underlying data from future edits.



4.You can create a layout for the LEMs Detail page by selecting the Layout drop-down list on the right side of the ribbon bar.

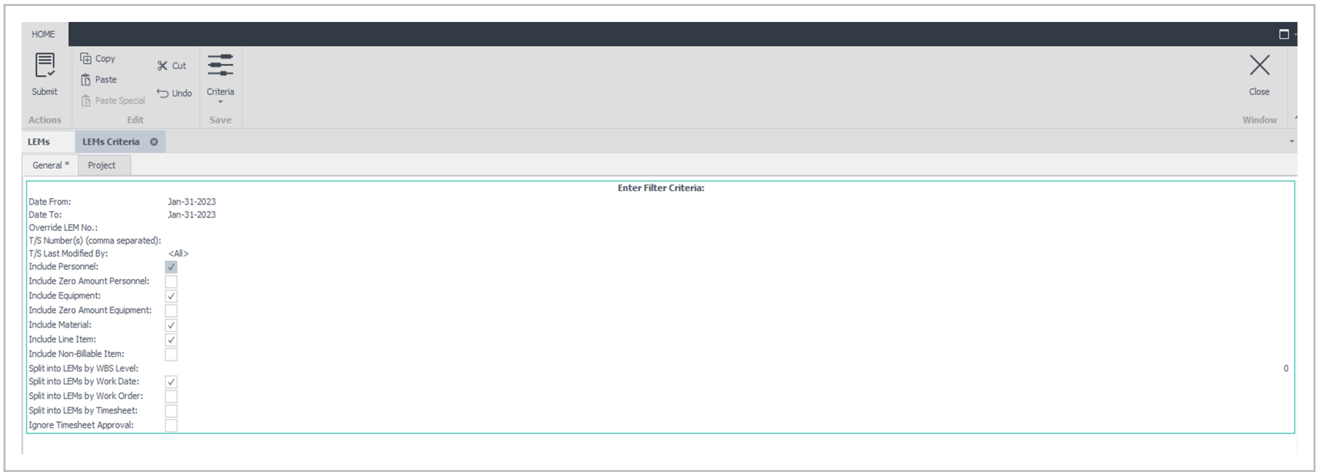
5. Depending on the process, you can send the process results to a report or send the data to a file using the export-specific buttons at the bottom of the page. See the Report Export Options topic for more details on viewing the export details as a report.





6. After you have reviewed or approved the export, click **OK** or **Apply** to save your changes and exit the page. If you want to cancel your changes, click **Cancel**.

7. To initiate a new instance of a LEM, select the **Create Process** icon located on the ribbon bar.



8 The LEMs Criteria screen opens with the General tab selected. This tab lets you set the LEM parameters that control the scope of the data that will be processed by the LEM process.

9. Use the Project tab to specify a specific job, or specify individually selected WBS items for a single job to limit the scope of the data processed by using the Limit Scope To section of the screen.

10. Click the **Submit** icon located on the ribbon bar when you are done setting the parameters and want to initiate the LEM process.

To check on the progress of your request, go to the Process Status page (Processes > **Process Status**).

To see your new request listed on the LEMs tab, click the Refresh icon located on the ribbon menu.

1.17 INVOICES

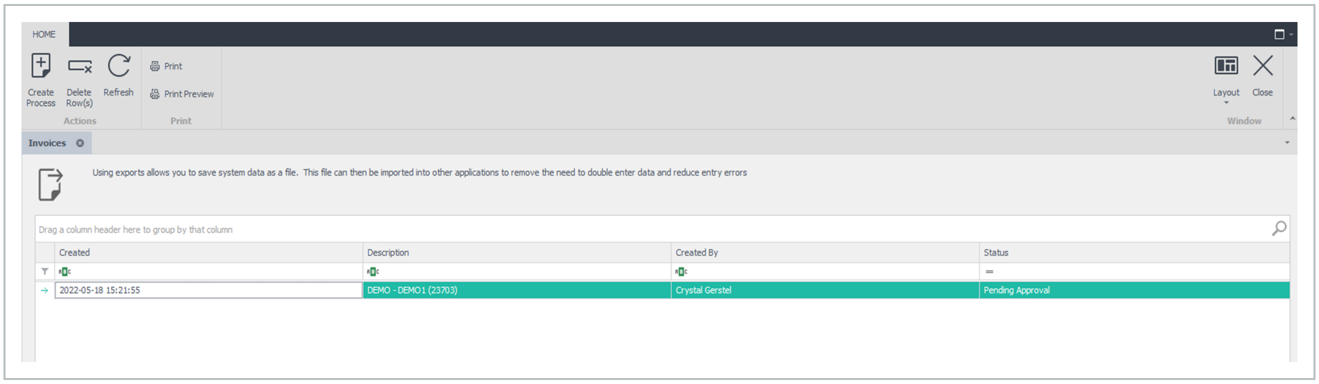
1.17.1 CREATING AN INVOICE

An invoice records the transaction between a buyer and seller, and establishes the terms of payment.

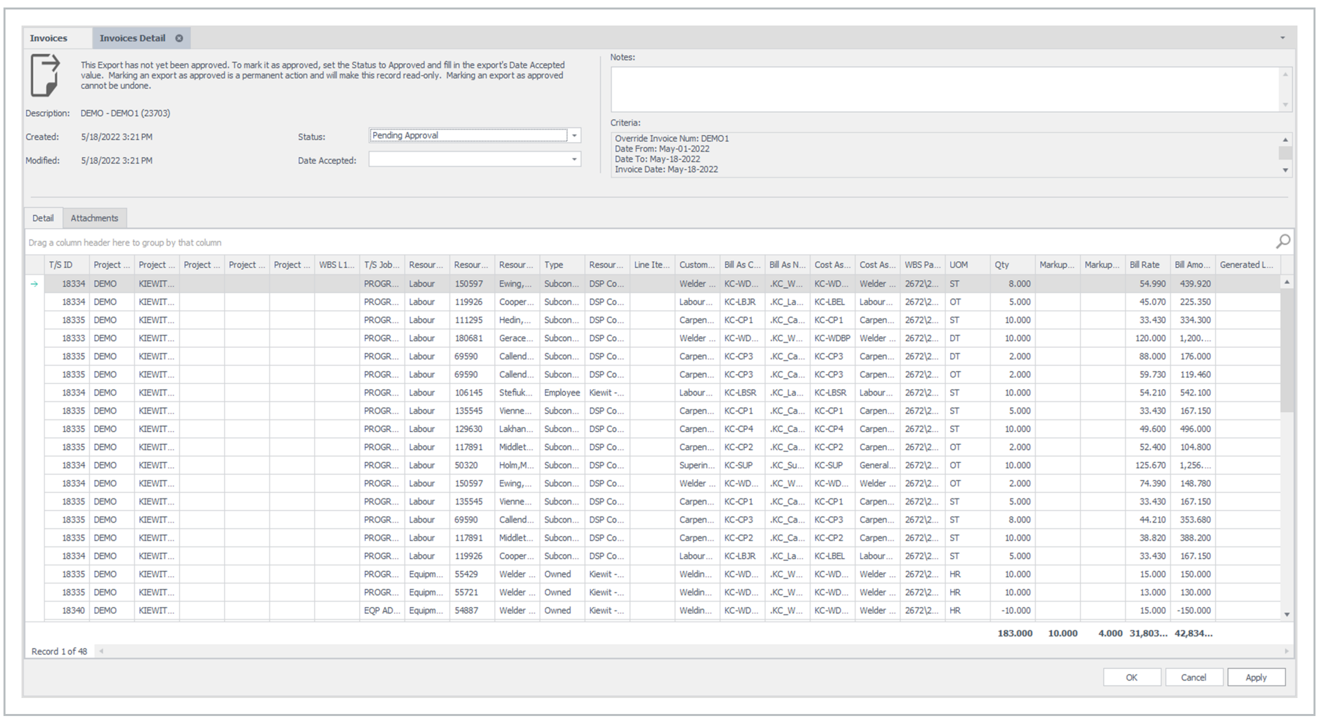
CREATE AN INVOICE

1. Go to Invoices > **Invoices**.

The Invoices tab opens with a list of all previously generated invoices.



2. To review the results of a particular invoice process, or for invoices that require approvals, select the applicable result, and then double-click to open the invoice process in its own Invoices Details tab.



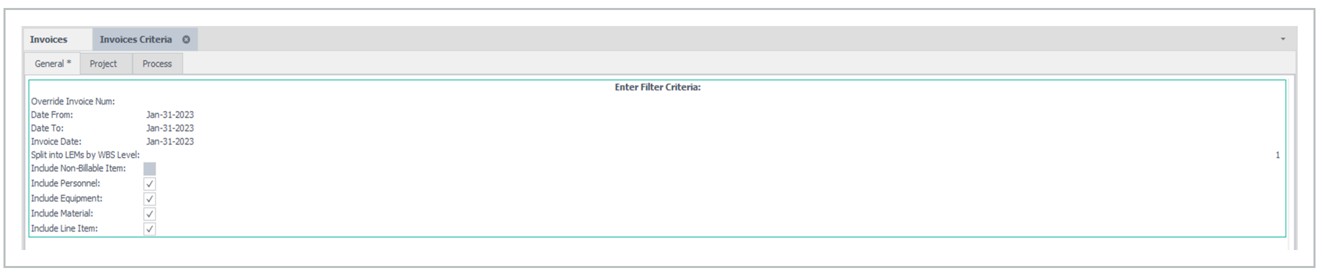
3. If the invoice has not been approved, you can review the results on the page and remove any lines that should not be approved. After the results have been reviewed, you can then approve the invoice,

which in turn locks the underlying data from future edits. After you have reviewed or approved the export, click **OK** or **Apply** to save your changes and exit the page. If you want to cancel your changes, click **Cancel**.

CREATE A NEW INVOICE

1. To initiate a request to generate one or more invoices, click the Create Process icon located on the ribbon menu

The Invoices Criteria tab opens with the General tab selected. This tab lets you set the invoice parameters that control the scope of data that will be processed by the invoice process.



2. Use the Project tab to limit the process scope to one or more jobs; if only one job selected, you can use the Limit Scope To section to further the generation of the invoice(s) to specific WBS or Pay Items

3. Use the Process tab to limit scope of the invoice generation to only specific LEMs (for example, only Approved but un-invoiced LEMs to be included)

4. Click the Submit icon located on the ribbon menu when you are done setting the parameters and want to initiate the invoice process.

5. To check on the progress of your request, use the Process Status page (Processes > Process Status).

To view your new request on the Invoices tab, click the Refresh icon located on the ribbon menu.

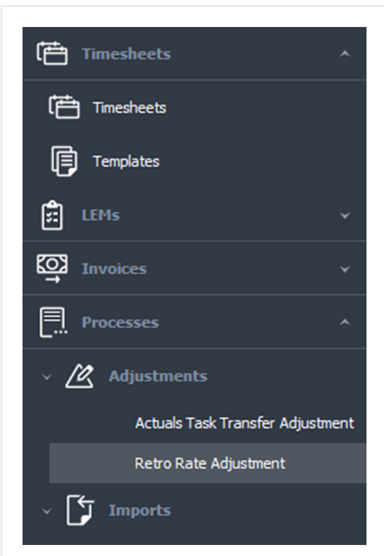
1.18 MANAGING MASS CHANGES

1.18.1 RETRO RATE ADJUSTMENT

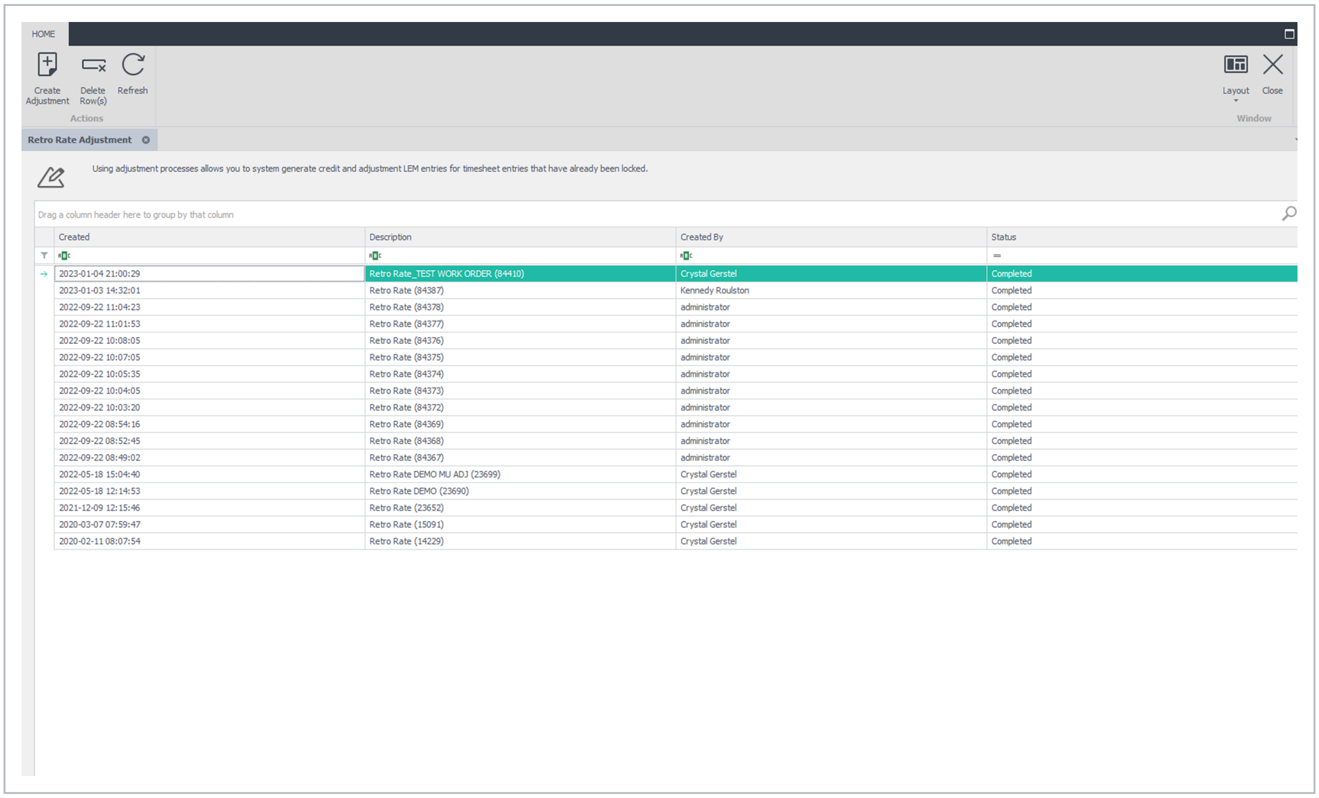
Billings lets you reverse locked timesheets to process various adjustments, such as retroactive rate changes. The adjustment process generates locked credit time sheets that back out the previously locked time sheet information and create new timesheets with refreshed rates. The new timesheets let you to perform further edits before using the newly generated timesheets for LEMs, invoices or other system processes (exports).

START A RETRO RATE ADJUSTMENT

1. Select Processes > Adjustments > **Retro Rate Adjustment** or **Actuals Task Transfer Adjustment.**

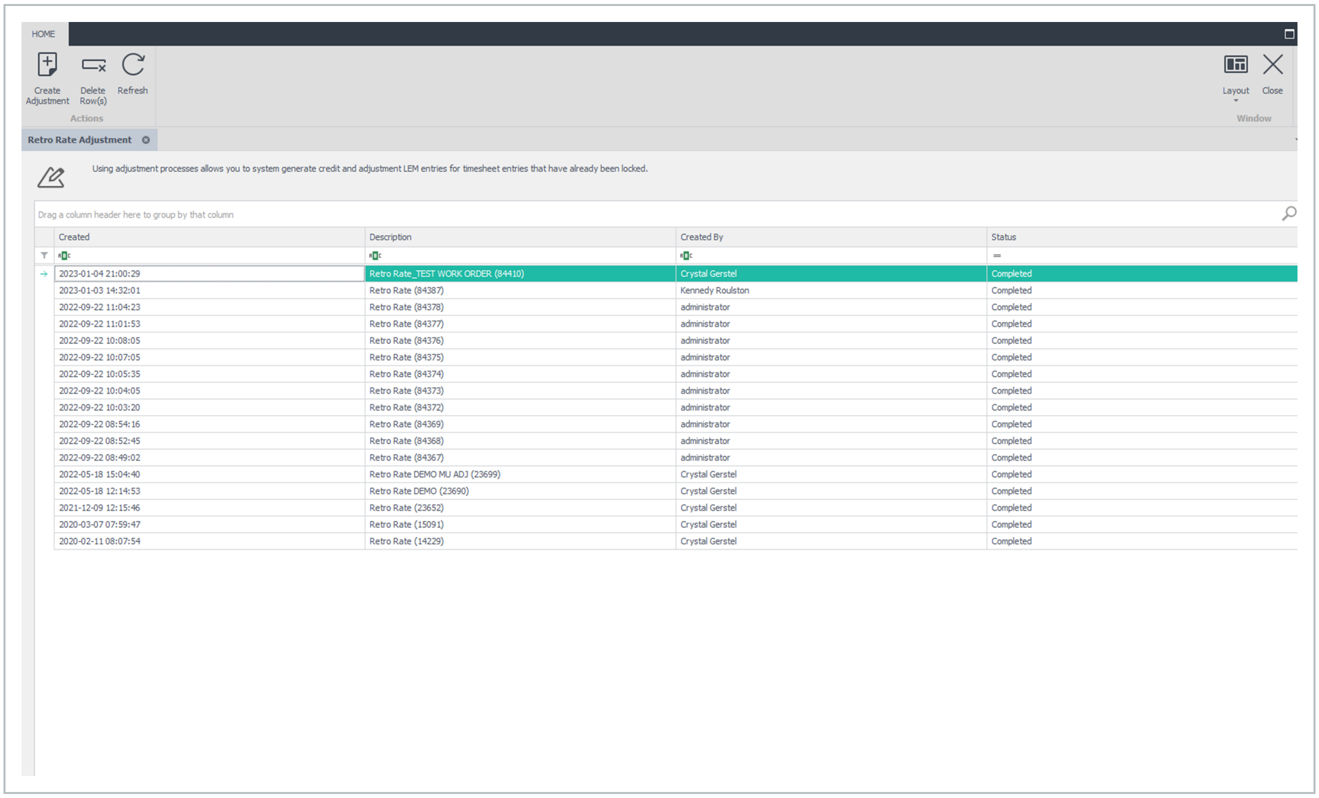


The appropriate Adjustment tab appears for the adjustment process selected.

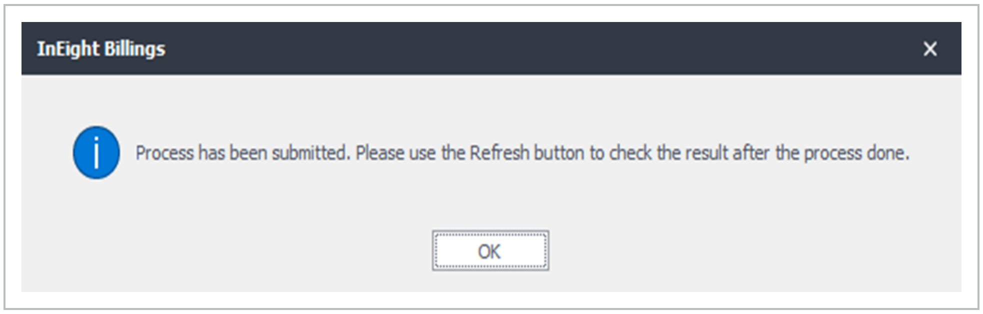


2. Select the **Create Adjustment** icon.

The adjustment selection criteria dialog box opens. This dialog lets you set the filtering and adjustment specific parameters which will control the scope of the data selected for adjustment and any output formatting of data by the adjustment process. The filtering parameters and control parameters are unique to each adjustment process type.



3. Click the **Submit** icon located on the ribbon bar when you are done setting the parameters to initiate the adjustment. A dialog box opens indicating the process was submitted.



4. To check on the progress of your request, use the Process Status screen (Processes - **Process Status**).

To see your new request on the Retro Rate Adjustment tab, click the Refresh icon located on the ribbon bar.

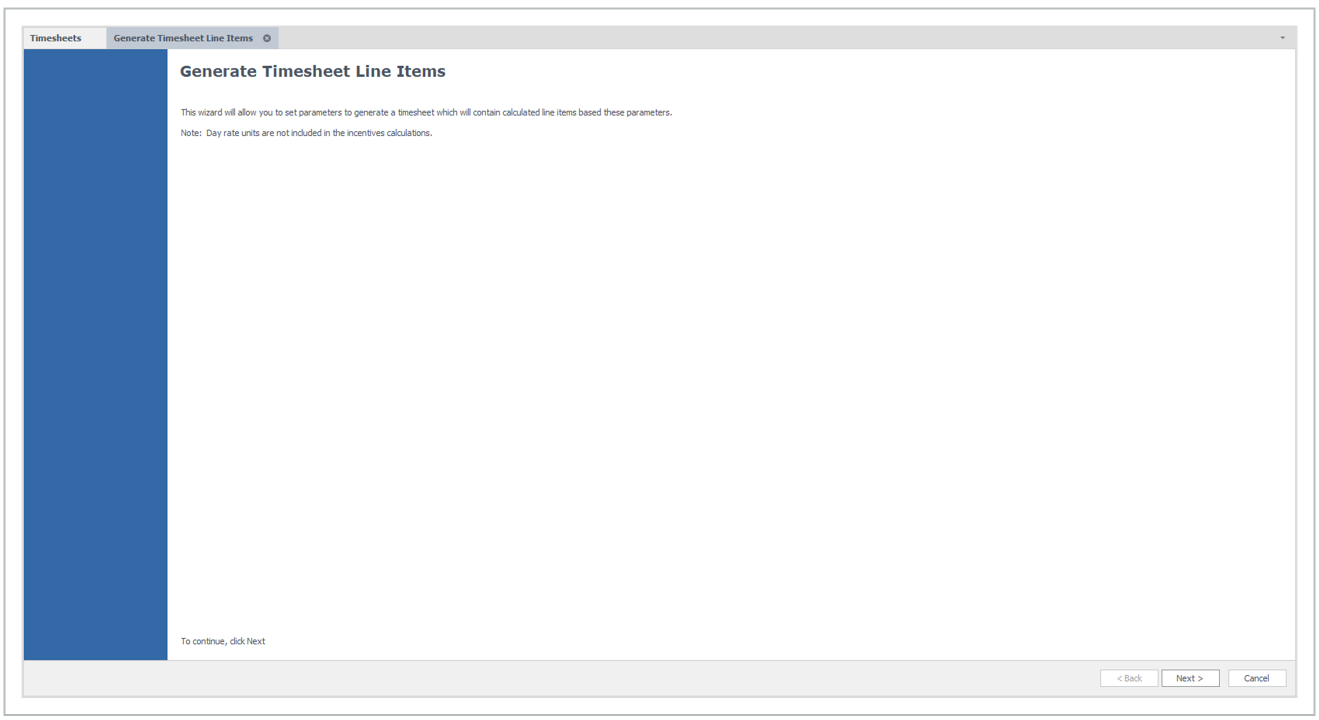
1.18.2 GENERATE TIMESHEET LINE ITEMS WIZARD

It might be necessary to generate multiple time sheet line items based on a set of project rules. The Timesheet Line-Item Generator lets you create a time sheet with line items that are based on results of calculations based on entered set of criteria.

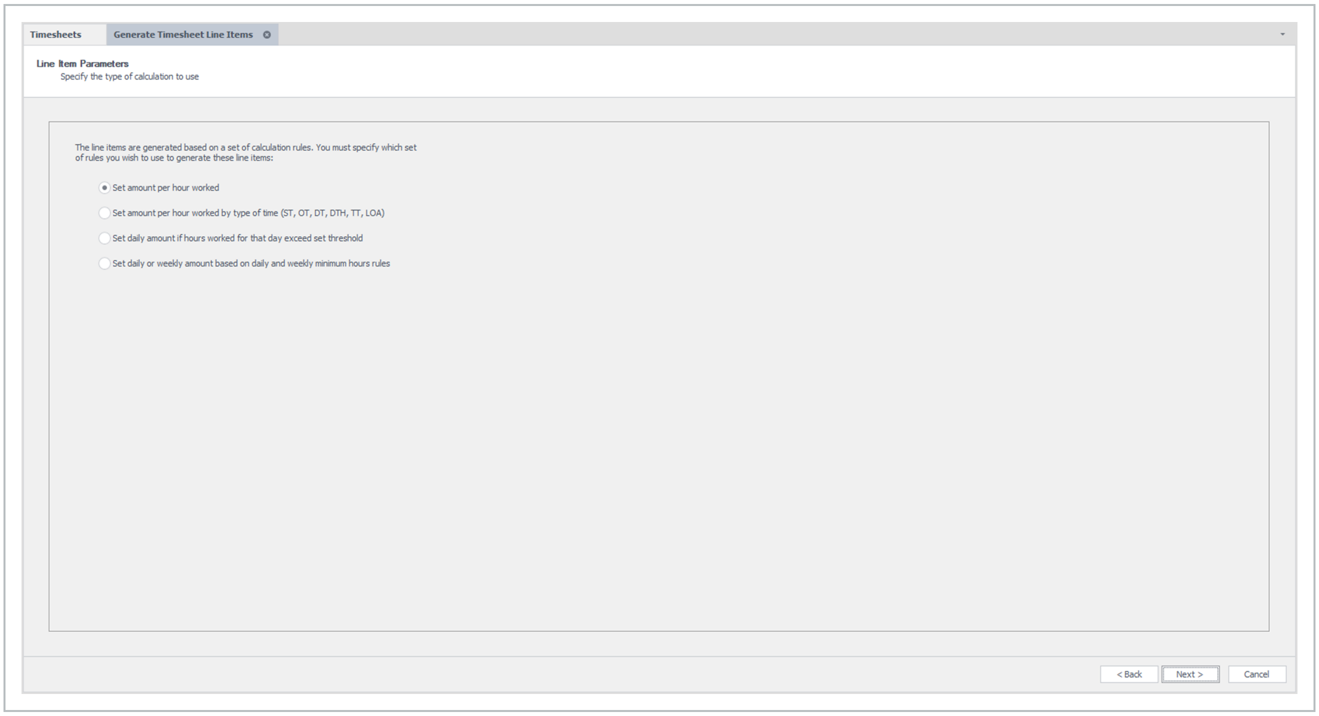
GENERATE TIME SHEET LINE ITEMS

1. From the Timesheets page, click the **Generate Line Items** icon on the ribbon bar. The Generate Line Items wizard opens.

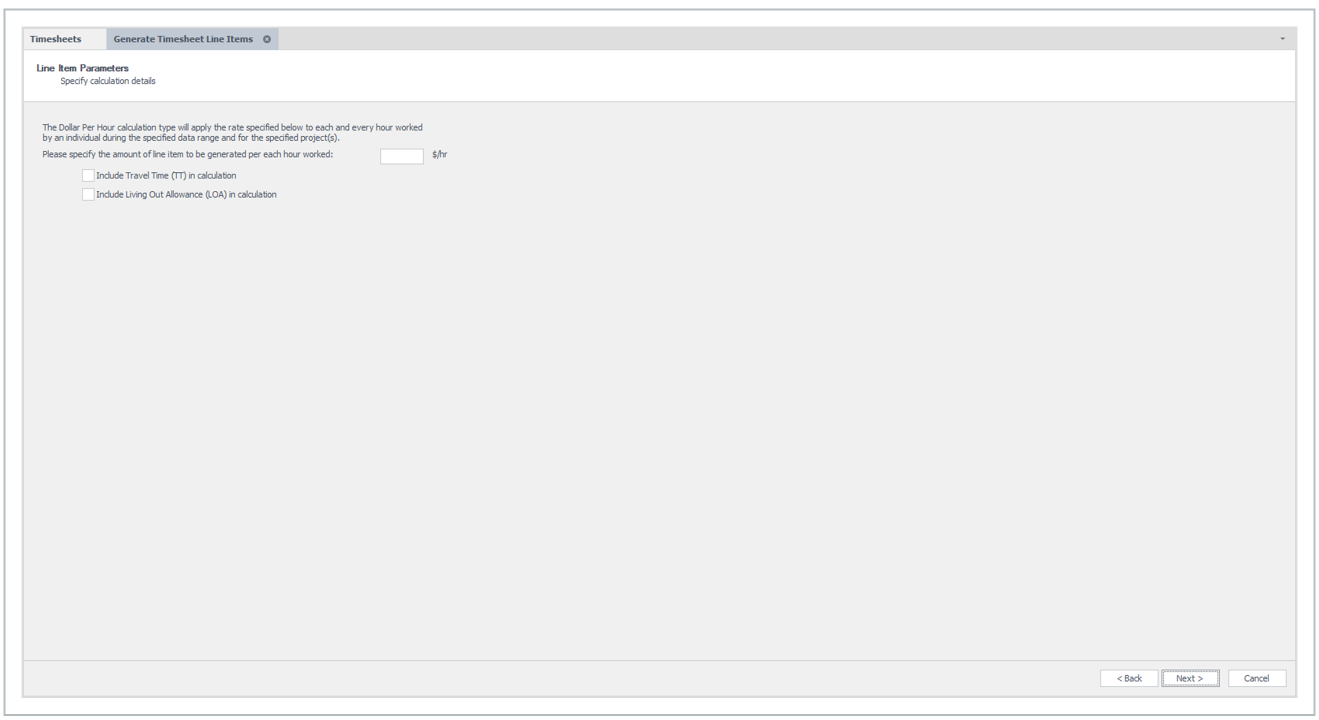
2. Click **Next** to continue.



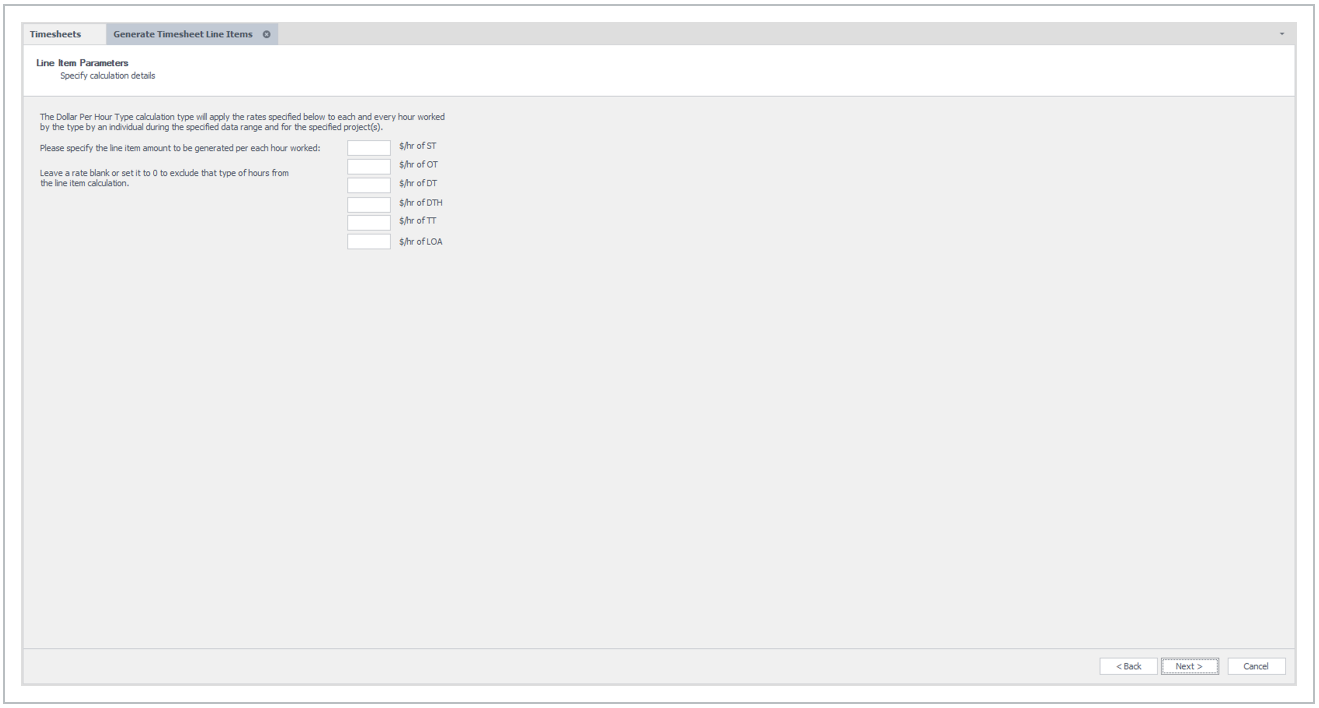
3. Select the type of calculation logic you need to use for the line item generation and click **Next**. Select one of the following options.



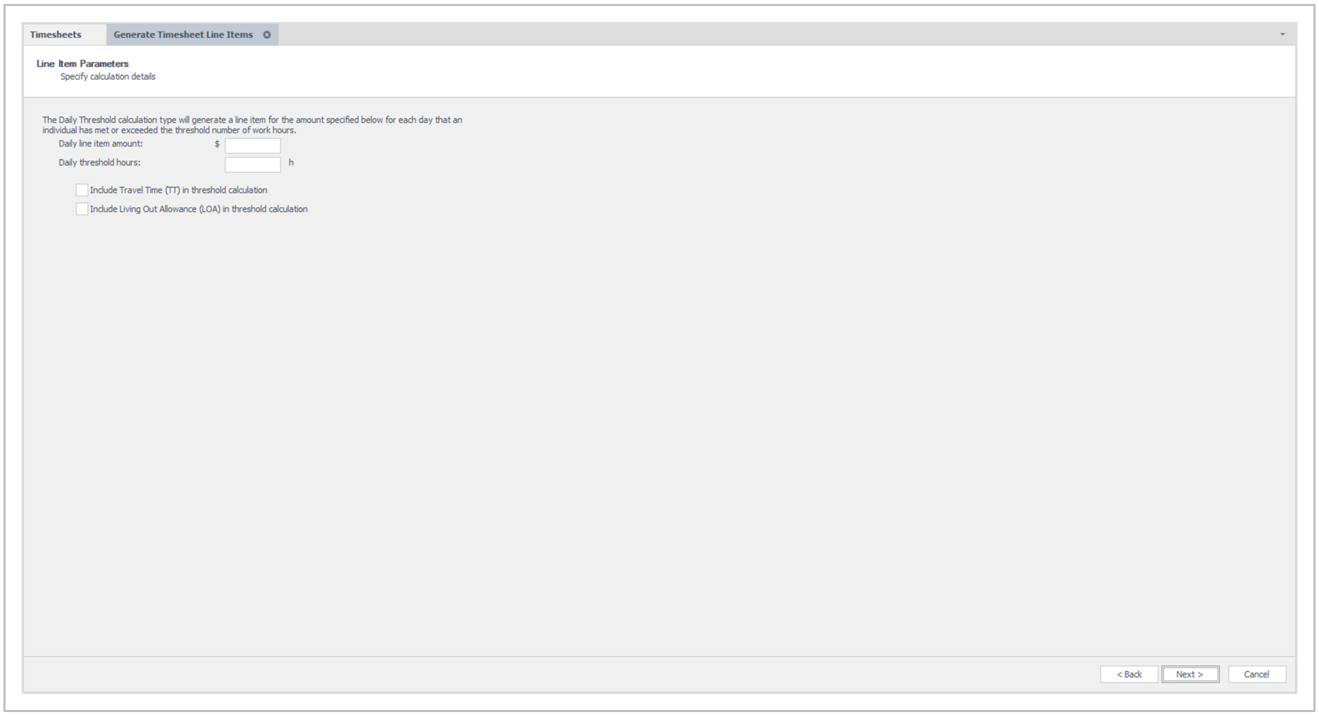
• Set the amount per hour worked – Calculates amount by multiplying total labor hours within a specified time by a preset hourly amount.



• Set amount per hour worked by type of time – Calculates the amount by multiplying various Labor hour totals grouped by unit of measure by a preset hourly amount set per type of time. Type of time refers to the Labor unit of measure (i.e., ST, OT, DT, etc.).

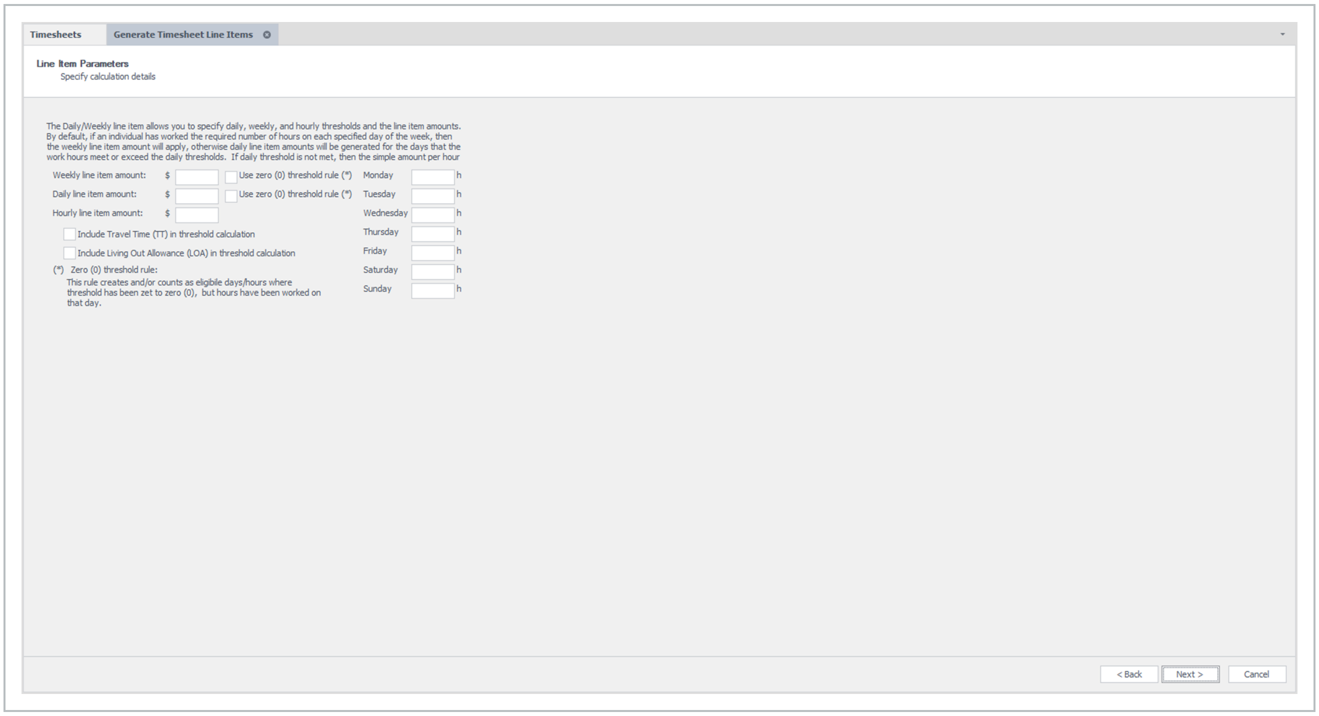


• Set the daily amount if hours worked for that day exceed set threshold – Calculates a daily amount if the total Labor hours for that day meet or exceed a preset threshold.

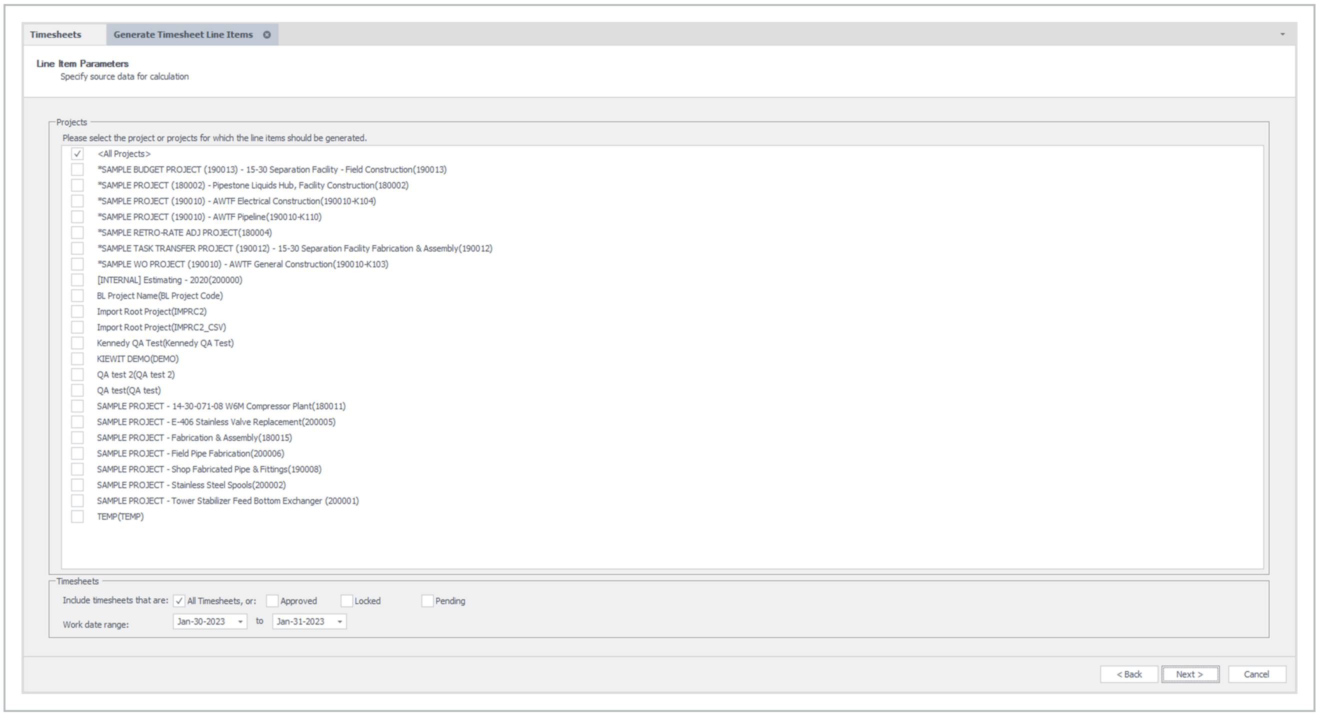


4. Set daily or weekly amount based on daily and weekly minimum hours rules – calculates amounts based on day of week threshold hours rules. If Labor hours meet or exceed all daily thresholds then the weekly amount applies, otherwise daily amounts are calculated for all days that meet or exceed the daily thresholds. For days that do not meet the daily threshold, hourly amount applies.

NOTE	For this calculation type, the date range is specified with a starting date and an indicator as to how many full weeks of data to use as source for the calculations.

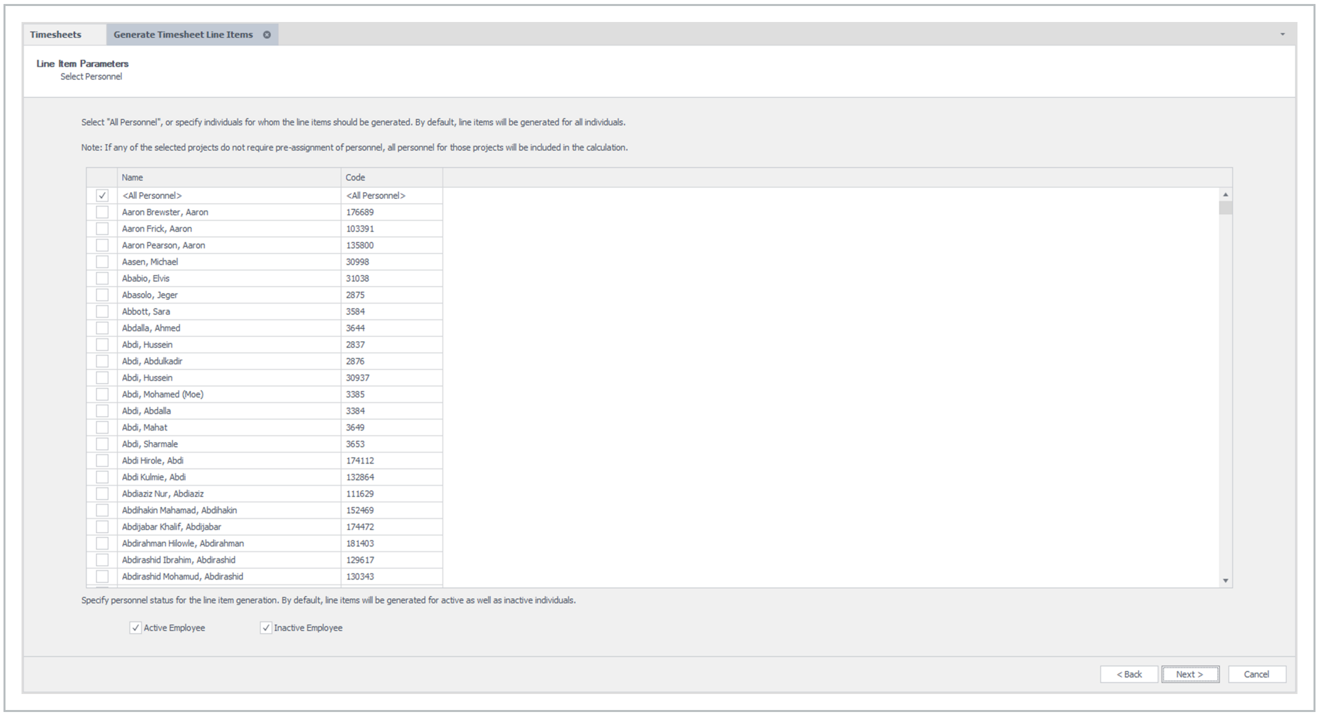


5. Click **Next** to begin specifying the time sheet criteria to base the calculations on. The criteria include project(s), time sheet and time sheet Approval Status, and time sheet Work Date range. After you have specified the filters click **Next**.



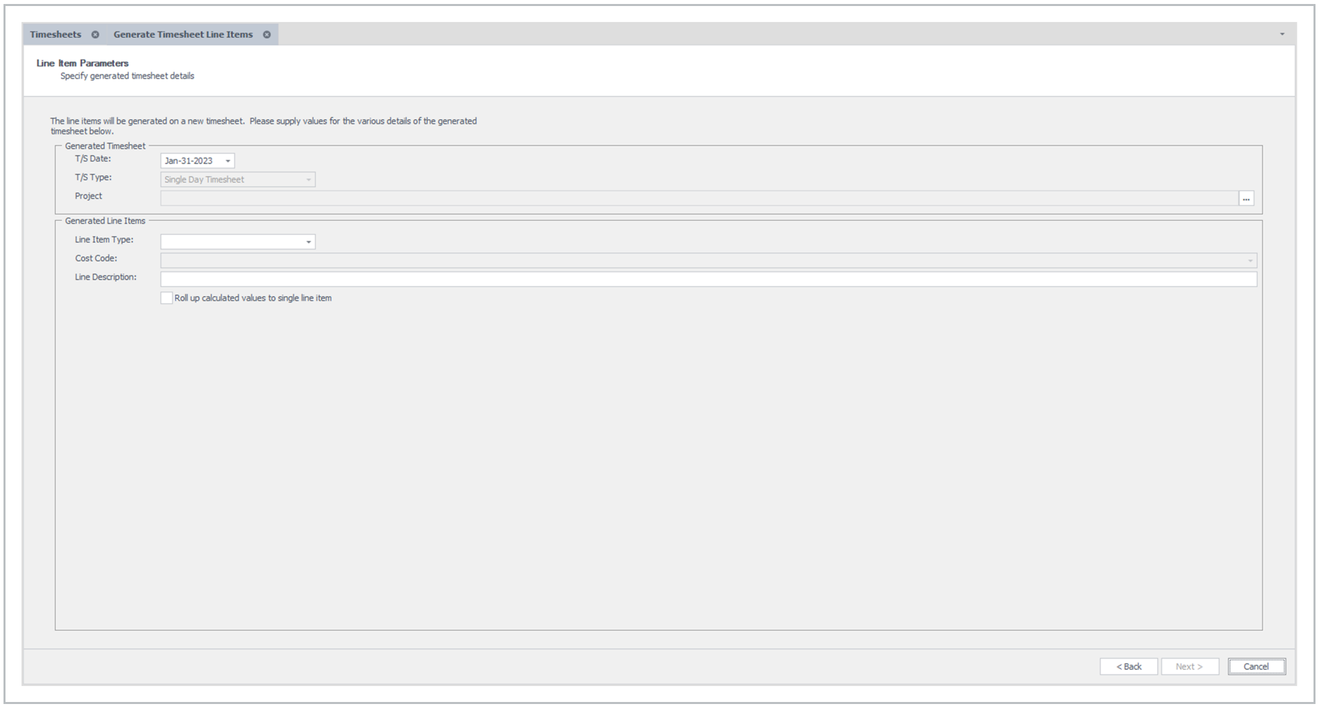
6. Select personnel filters, if any, and click **Next**.

NOTE	Only projects with assigned personnel will let you filter by person.



7. The generated line items will attach to a newly created time sheet. In this step, provide details about the time sheet header as well as the generated time sheet Line Items, and click **Next**.

NOTE	The Roll up calculated values to a single line-item option lets you summarize all generated line items to a single line item on the generated time sheet. This is a single line item that will not be associated with any personnel records.



8. Review your criteria and click **Next**.

NOTE	The criteria preview content will copy to the Notes field of the generated time sheet.

9. The final step of the wizard displays the calculation results. Clicking the Finish button will open the Timesheet page with the generated time sheet.

NOTE	The generated time sheet is not actually created in the database, and you will need to click **Ok** or **Apply** on the time sheet page to save it to the Billings database.

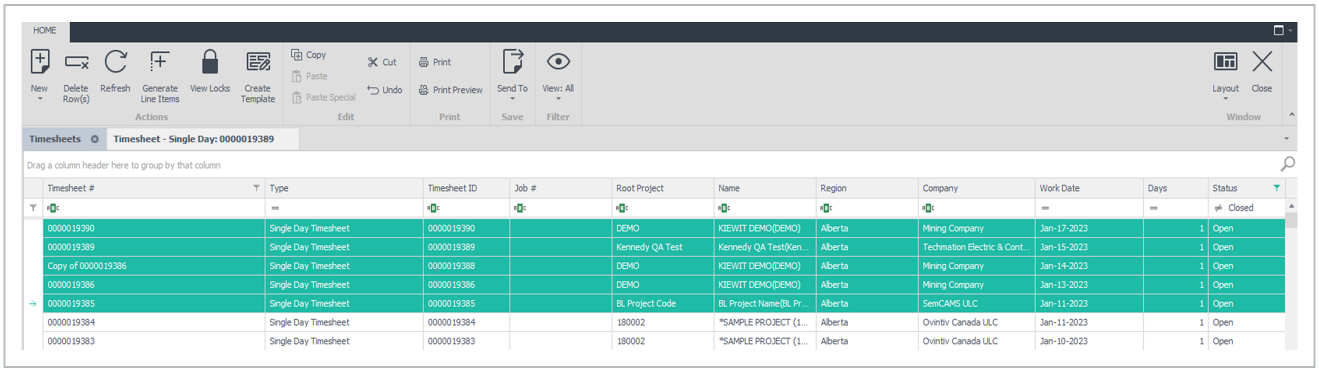
1.18.3 VIEWING TIMESHEET LOCKS

Timesheets can be locked by multiple processes in the system. The ability to understand which processes have locked a specific time sheet record is often helpful in troubleshooting a solution to fix a record that has been incorrectly captured. For example, if a time sheet record has been locked by a LEM process, but the LEM has not been issued to the client, then deleting the LEM process with that time sheet record on it lets you modify the record, as it becomes unlocked after the process has been deleted. However, if one or multiple processes have locked a record, and they cannot be deleted, then any adjustments must be handled through an adjusting process.

VIEW TIME SHEET LOCKS

1. Go to Timesheets > **Timesheet.**

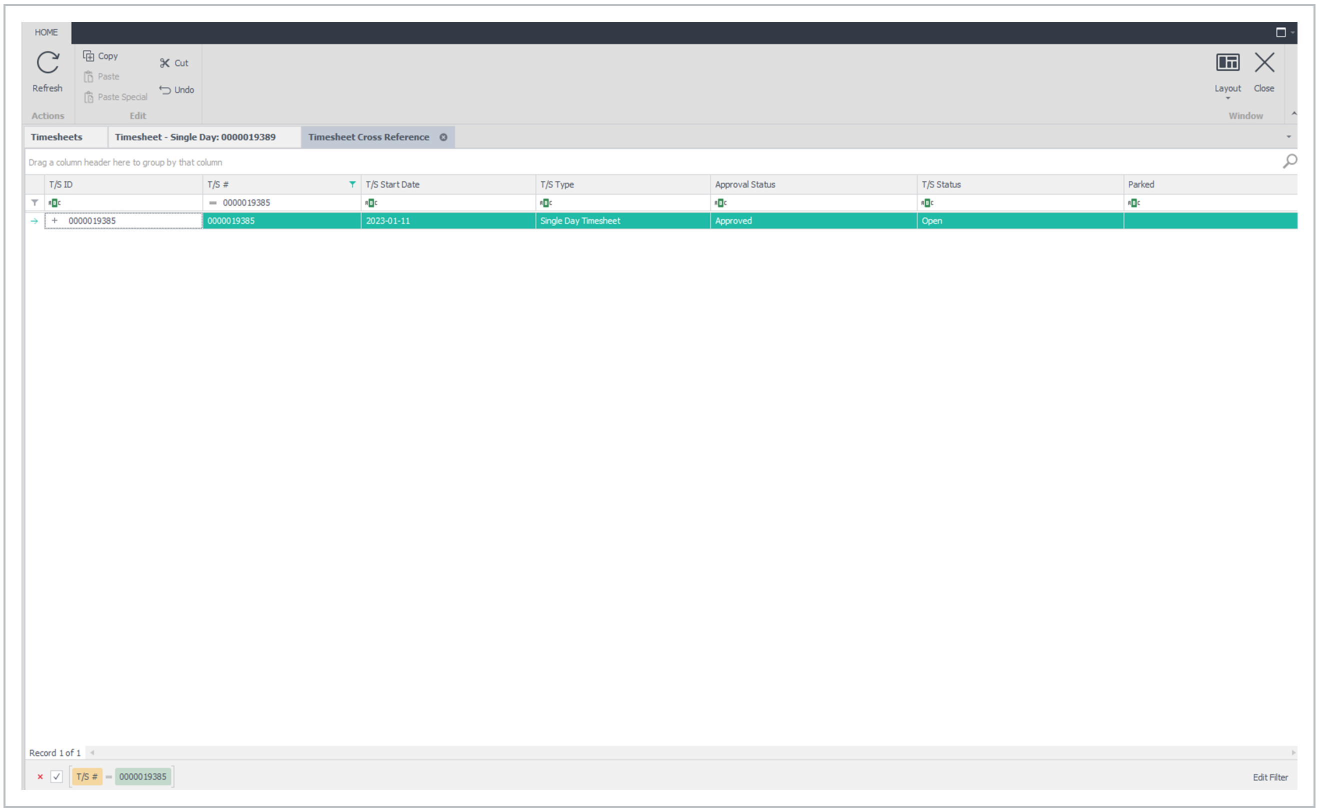
2. From the Timesheets tab, select the time sheets you want to view, and then select the **View Locks** icon located on the ribbon bar.



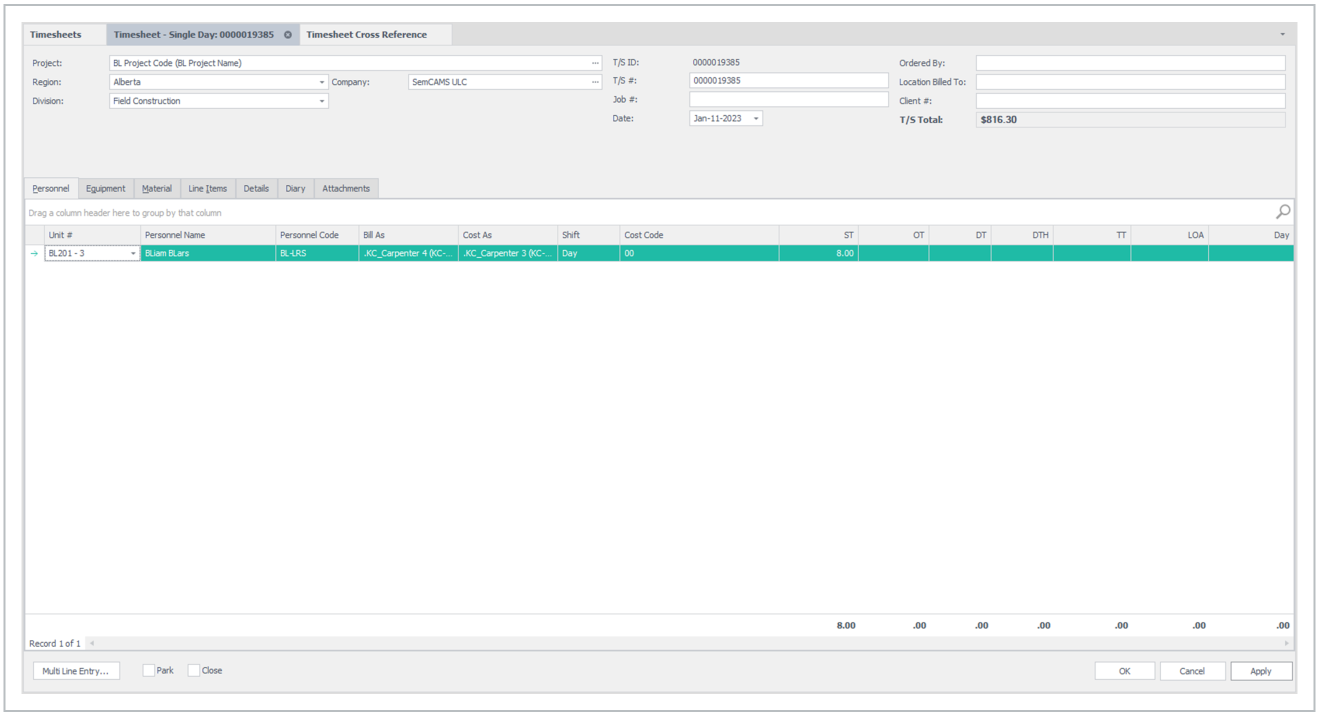
3. A new tab opens listing the selected timesheet with the following columns available for cross referencing:

- T/S ID
- T/S #
- T/S Start Date
- T/S Type
- Approval Status
- T/S Status
- Parked

4. From the T/S ID column, click the **plus** (+) icon to view the selected timesheet results. The T/S Items tab opens with a list of all timesheet records within the timesheet selected.



5. Double-click the timesheet item you want to view to see which processes have locked or consumed that timesheet item.



1.19 REPORTS

1.19.1 REPORT EXPORT OPTIONS

Click the **Send To** menu option located on the ribbon bar at the top of the page, and then select either Grid or Pivot Grid. Depending on which report is opened, the Excel option can only be used when the report has first been exported to a **grid** or **pivot grid**.

If Grid is selected, the report data is pushed to a spreadsheet-like grid that lets you group, filter and sort the data and create basic mathematical group functions like summing, counting, averaging, etc.

Grouping is done by dragging a column header to the grey box located at the top of the window. Sorting is done by clicking on a column header. The first click sorts the data in ascending order, and the second click reverses the order.

You can use the first row of the data to apply filters to the data shown within the grid. Alternatively, you can use the quick filter, by clicking on the small funnel icon located on the right hand side of every column. This will show you a selectable list of values to filter.

All other functions are accessed through the Customization menu by right clicking on a column to bring up the Customization dialog box.

As with all other Billings grids, you can create and save custom layouts for the grid and pivot grid reporting views. After a layout has been created with the relevant columns, you can save the layout by selecting Layout from the top, right side of the tool bar.

NOTE	Filters and sort order is also saved with the layout.

If Pivot Grid is selected, there are five view options to select from and more than one of these options can be selected at the same time.

Show Column Grand Totals	Show Column Totals
Show Custom Totals for Single Values	Show Grand Totals for Single Values
Show Row Grand Totals	Show Row Totals
Show Totals for Single Values	

As with the Grid report, the data is displayed in a spreadsheet pivot- style, and it can be manipulated by dragging and dropping the columns around the page. You can customize the results by applying filters to headers, add or remove displayed columns using the customization pop-up menu, rename columns and saving layouts with these changes.

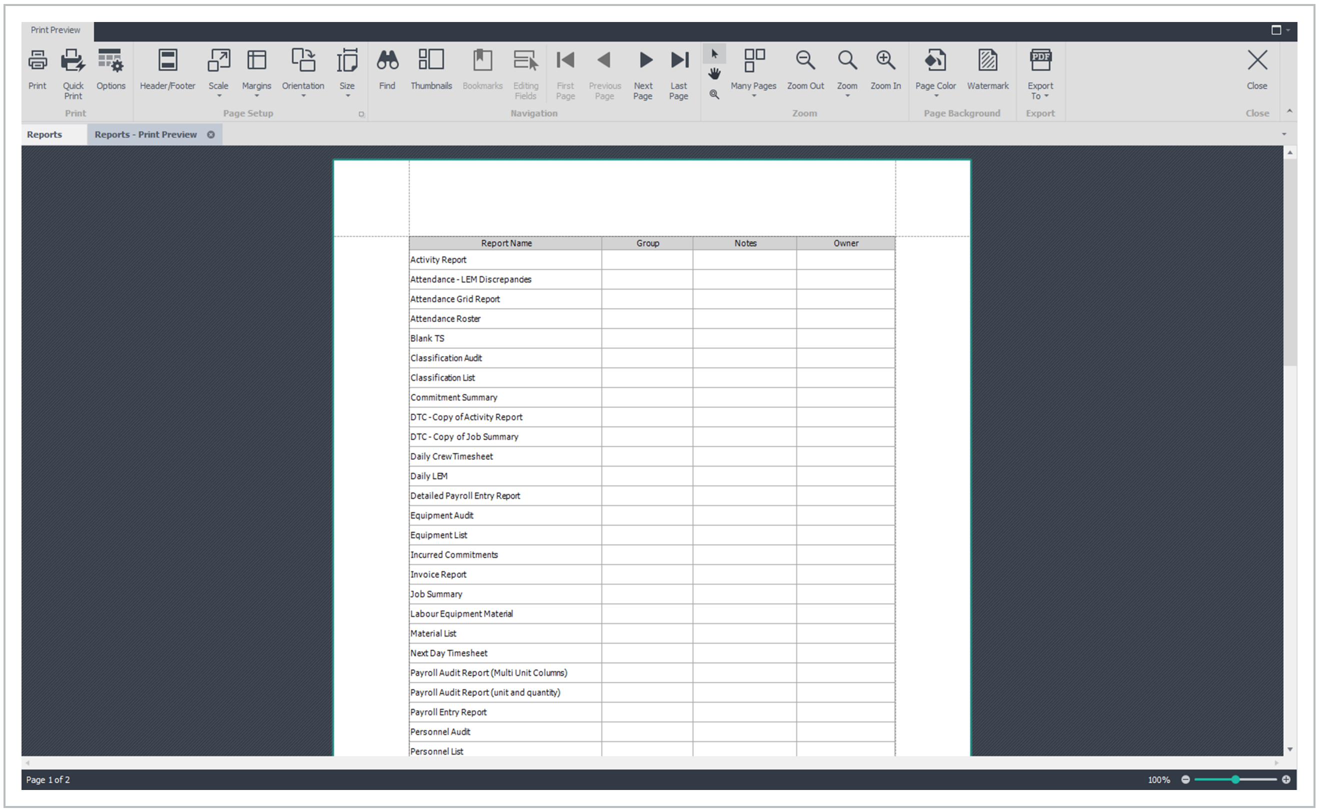
If Excel is selected, an Export to Microsoft Excel Document dialog box opens. Choose the destination the file should save to, and then click **Save**.

When the file is opened, you can edit or adjust the report as required through the Excel spreadsheet.

Click the **Close** button to exit any of these reports. This will return you to the Report List grid.

1.19.1.1 PRINT PREVIEW

Click the **Print Preview** icon located on the ribbon bar. If only one report is assigned to the process you are reviewing, the report will open by default. If there are multiple report options, a window will open listing all available reports. You can then double click on the desired report to open.


Print Preview
Print
Quick Print
Options
Header/Footer
Scale
Margins
Orientation
Size
Find
Thumbnails
Bookmarks
Editing Fields
First Page
Previous Page
Next Page
Last Page
Many Pages
Zoom Out
Zoom
Zoom In
Page Color
Watermark
Export To
Close
Print
Page Setup
Navigation
Zoom
Page Background
Export
Close
Reports
Reports - Print Preview
Report Name
Group
Notes
Owner
Activity Report
Attendance - LEM Discrepancies
Attendance Grid Report
Attendance Roster
Blank TS
Classification Audit
Classification List
Commitment Summary
DTC - Copy of Activity Report
DTC - Copy of Job Summary
Daily Crew Timesheet
Daily LEM
Detailed Payroll Entry Report
Equipment Audit
Equipment List
Incurred Commitments
Invoice Report
Job Summary
Labour Equipment Material
Material List
Next Day Timesheet
Payroll Audit Report (Multi Unit Columns)
Payroll Audit Report (unit and quantity)
Payroll Entry Report
Personnel Audit
Personnel List
Page 1 of 2
100%