INEIGHT

Billings User Guide

December 2022 (ver. 22.12)

Changelog

This changelog contains only significant or other notable changes to the document revision. Editorial or minor changes that do not affect the context of the document are not included in the changelog.

Rev	Date	Description
1.0	00-XXX-2021	Initial Release
2.0	00-XXX-2021	EXAMPLE: Updated step 3 in *Heading Name* to make them consistent with other steps in the list.

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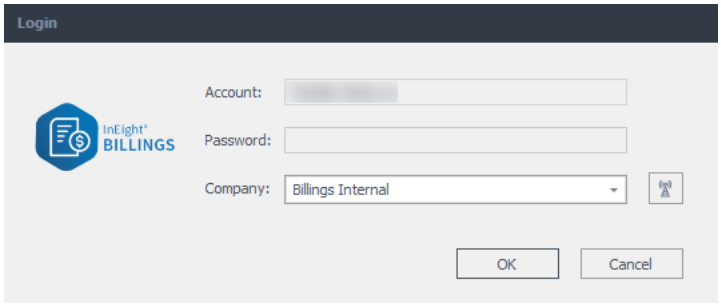
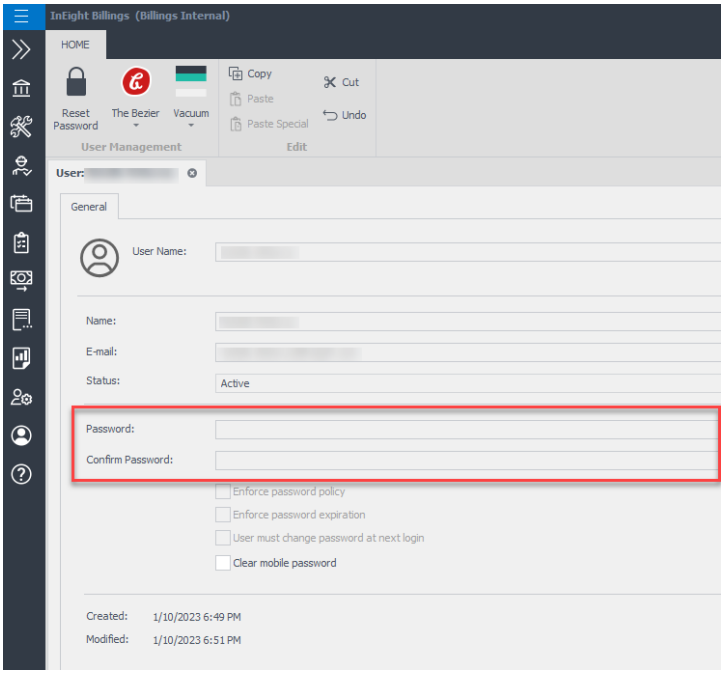
Logging into Billings (Client-hosted Server)

1. The Billings application is launched by double-clicking the application icon placed on your system or your desktop by your system administrator. After the application is launched, it will present you with a login screen.



2. Verify that the company you are logging into is correct and enter your username in the account field, then enter your password. Click OK.

NOTE:	If this is the first time that you are logging into Billings, leave the password field blank and simply click OK. The account password can be created under the user profile tab.



3. When a new version of Billings has been deployed by your system administrator, you will get a pop-up message when you attempt to log into the system.

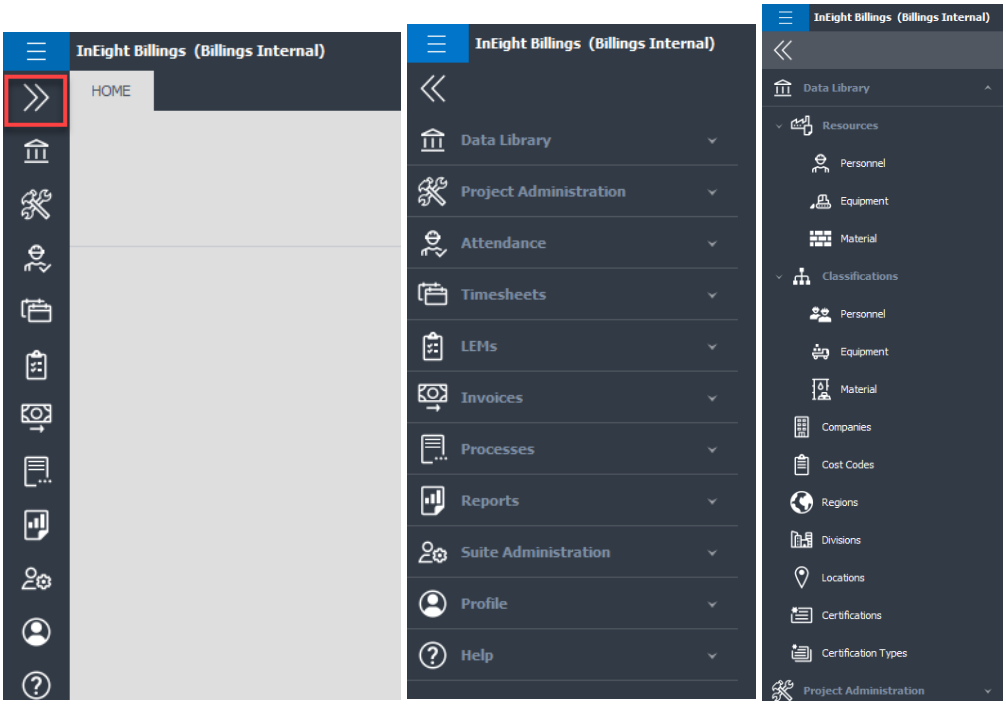
4. Click Yes to upgrade the application. If you choose not to upgrade, you run the risk that your version can not be compatible with the latest Billings server version, and you will not be able to use the application until you upgrade. Clicking Yes will close the Billings application and launch the Billings Updater window.

Billings Navigation

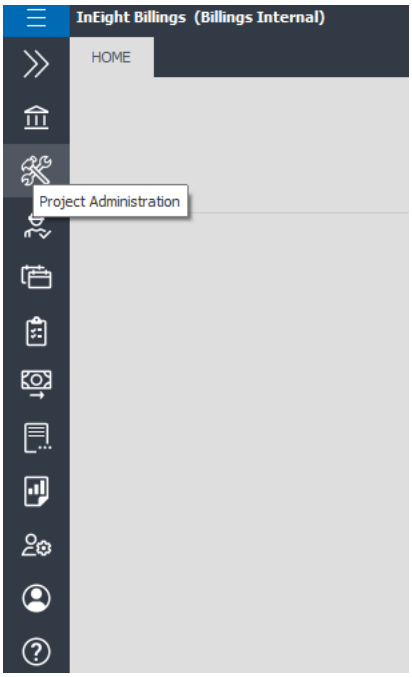
Navigation Menu

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

   a) Open the menu by clicking the double arrow, at the top, left corner of the Billings page, as shown in the image below. This will open the menu to provide the name for each grouping. Click on the down arrow to open the list of items within the grouping (alternatively, click the up arrow to collapse the grouping list).



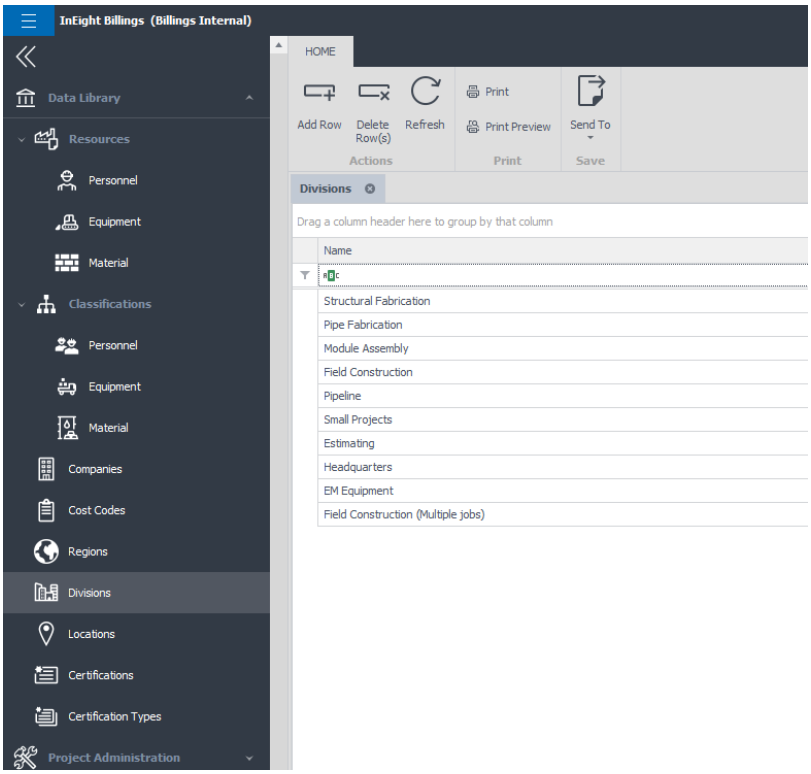
   b) With your mouse, hover over the icon to see the grouping name, then click on the desired icon to provide you with the list of the items within that grouping.



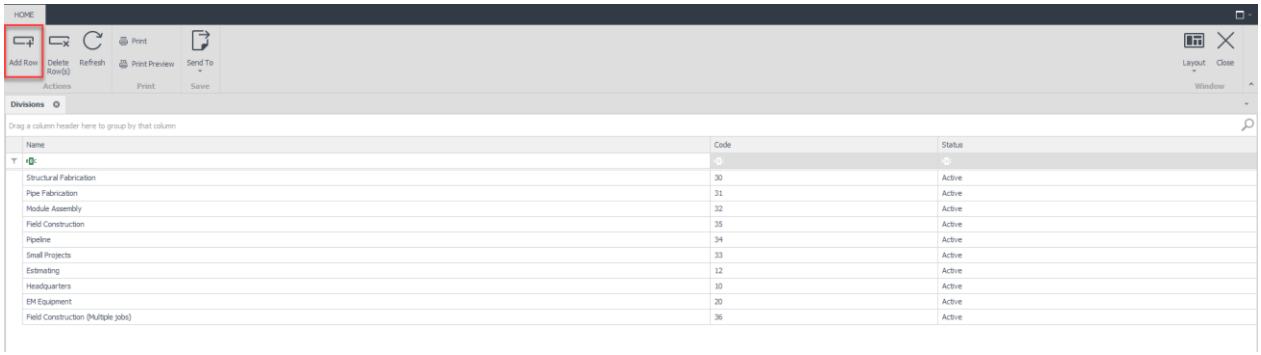
Billings Setup

Creating a new Division

1. Open the Data Library menu item and click on Division.

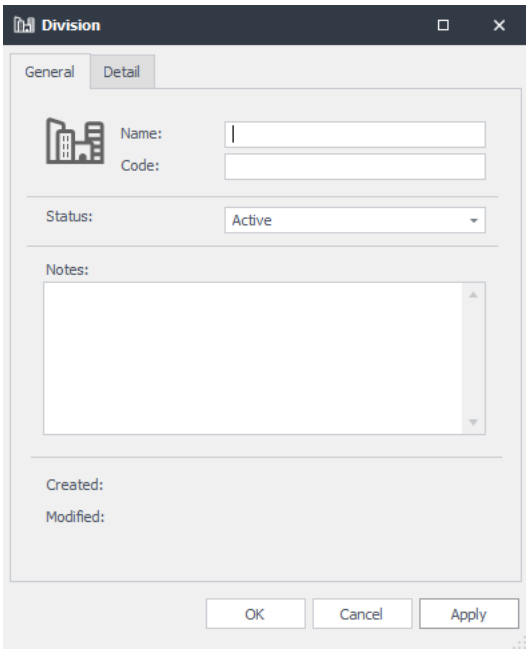


2. The Divisions grid will appear. Click on Add Row in the ribbon bar or press the *Insert* key on the keyboard.



3. The Division setup window will appear. 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.

5. Enter in any notes pertinent to the division in the Notes section.

6. Click on the Details tab. This section is used to capture custom field values. (Refer to the Utilizing the Options Utility section of the Billings Administrator's Manual for more details on how to set up custom fields). Populate any custom fields per your organization requirements.

7. Click on Apply or OK, located along the bottom of the setup screen, to save changes.

   *Screen Hint: Clicking Apply will save the changes and open a new setup window, allowing user to quickly make another entry. Clicking OK will save the changes and close the setup window.

8. To view the Divisions grid and all divisions that have been set up, refer to step 1, which should be open and an active tab.

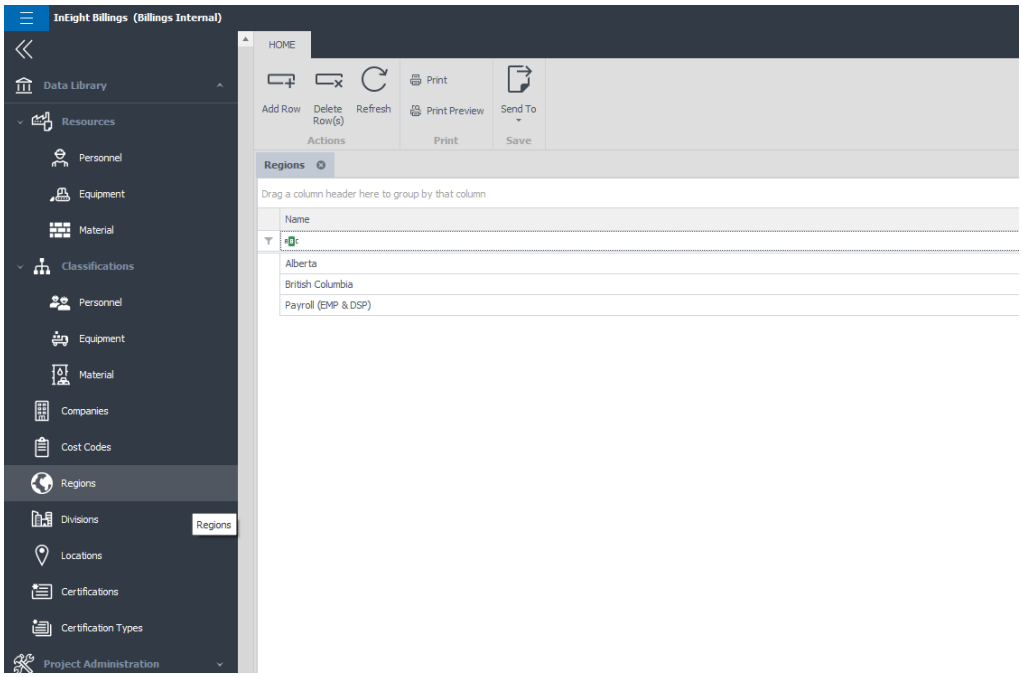
NOTE:	Any ribbon bar, where there is a Send To function, lets the user to send the active grid to excel.

9. The available columns in the Divisions grid are:
    - Name
    - Code
    - Status

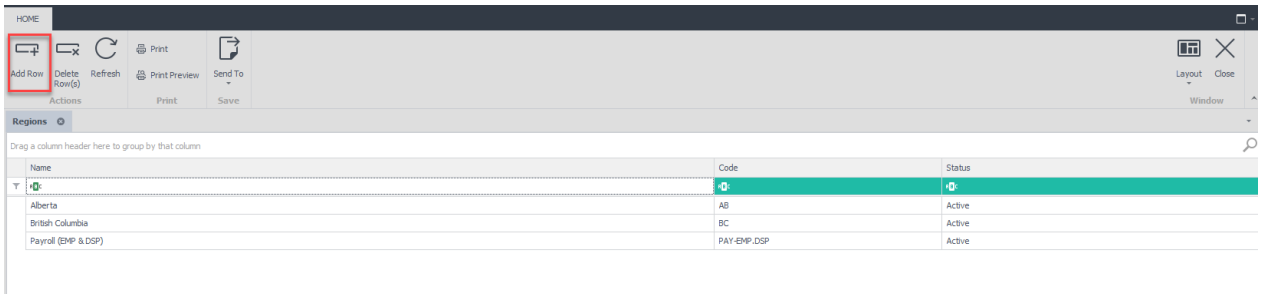
NOTE:	If there is a column header that is not currently in view when the grid is open and you would like to see it, right click on any column header, and select Column Chooser. For additional support on this feature, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate a list view.

Creating a new Region

1. Open the Data Library menu item and click on Region.

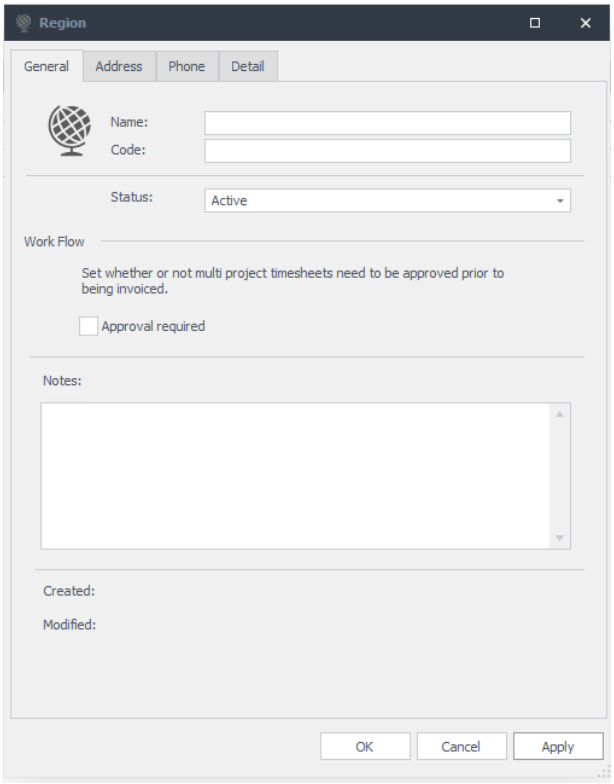


2. The Regions grid will appear. Click on Add Row in the ribbon bar or press the *Insert* key on the keyboard.



3. The Region setup window will appear. Fill in the Name and the Code fields, as both are mandatory.

NOTE:	Regions must be unique within the database.



4. The Status field will automatically default to Active.

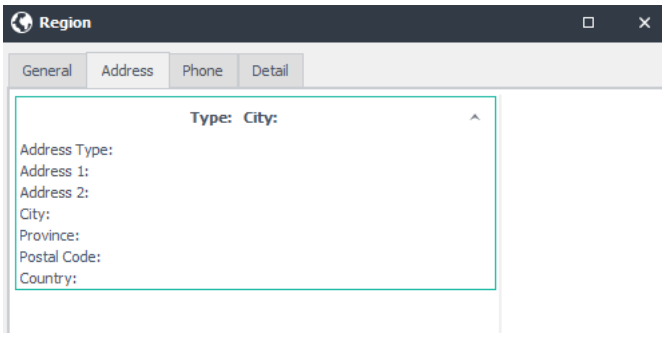
5. Set the Approval required flag based on your regional workflow requirements, as they apply to Multi-Project timesheet approvals. If set to Approval required, an Approver will need to approve any Multi-Project timesheets before they can be processed on a LEM or Invoice.

6. Enter in any notes pertinent to the region in the Notes section.

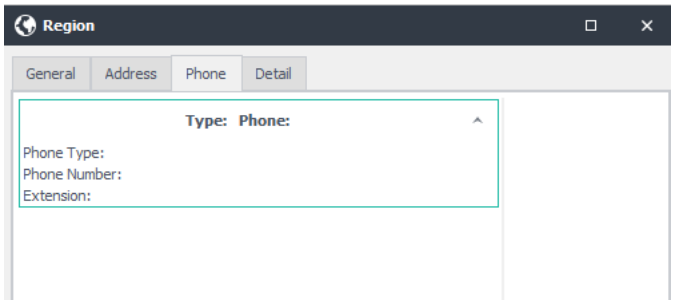
7. Click on the Address tab. Enter the necessary information for the primary address for this Region.

8. Click on the append icon along the bottom, left side to add another address. If you need to remove any address', select the address card to be removed, then click the delete icon.

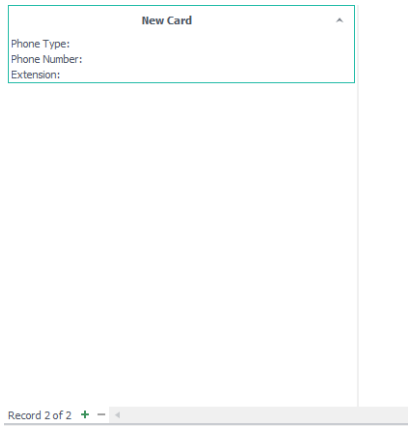
   You can use the arrow keys to move between fields in the boxes within the Address or Phone tabs or the tab key if moving from one address card to another, or one phone card to another.



9. Click on the Phone tab. Enter in the necessary information.



10. Click the append icon along the bottom, left side to add another phone number. If you need to remove any phone numbers, select the card to be removed, then click the delete icon.



11. Click on the Details tab. This section is for capture of custom field values. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom fields).

12. Click on Apply or OK along the bottom of the setup screen to save your changes.

13. To view the Regions grid and all current regions that have been set up, go back to Step 1.

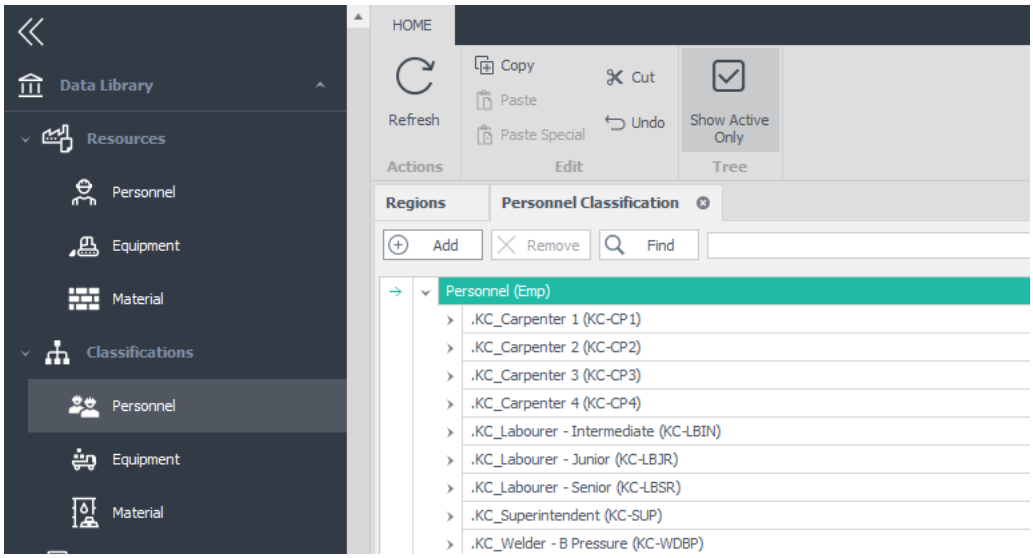
14. The available columns in the Regions grid are:

    - Name
    - Code
    - Status
    - OrgCode (if applicable)

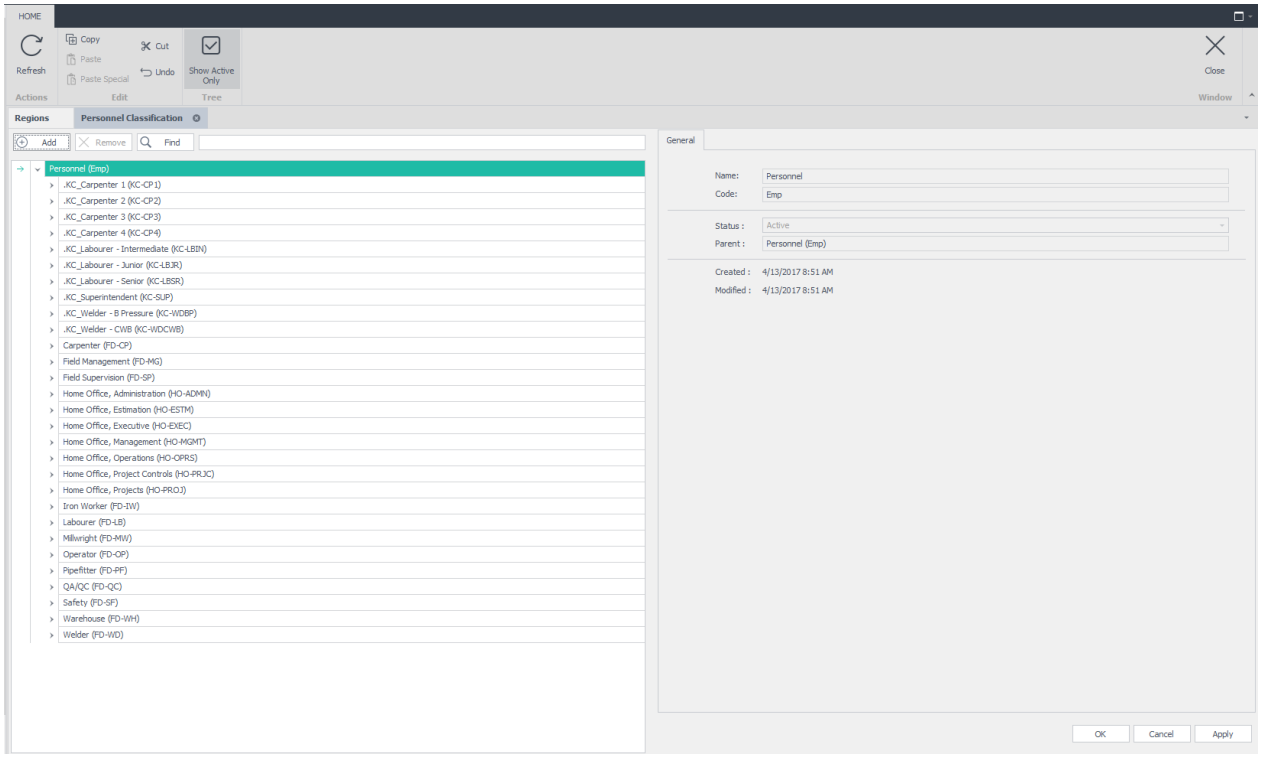
NOTE:	If there is a column header that is not currently in view when the grid is open and you would like to see it, right click on any column header, and select Column Chooser. For additional support on this feature, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate a list view.

Creating a new Personnel Classification

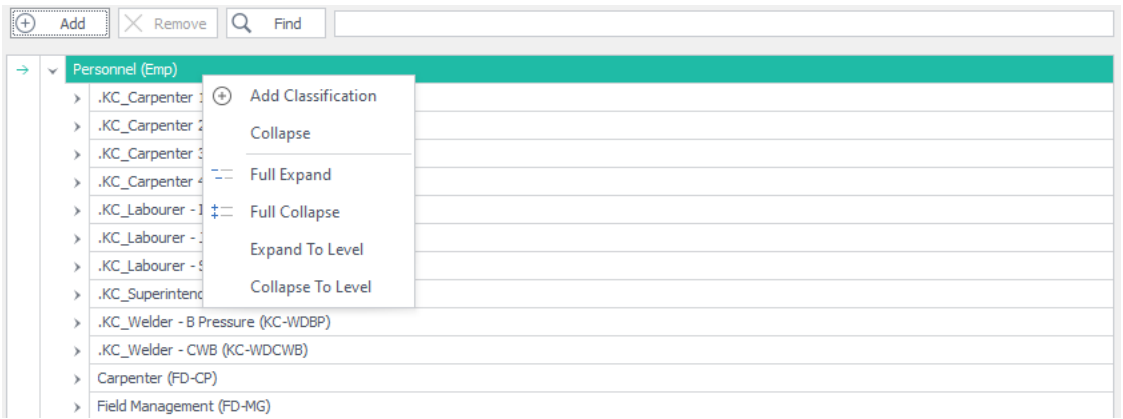
1. Open the Data Library menu item and click on Classifications, Personnel.



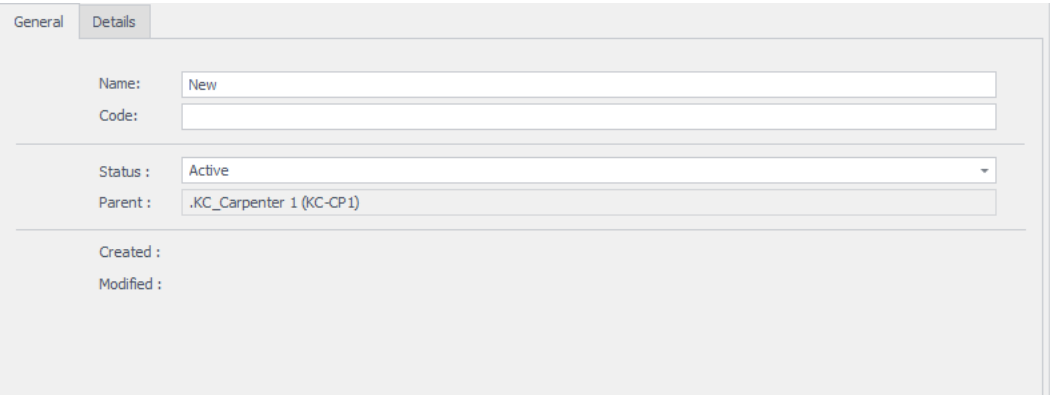
2. The Personnel Classification tab will appear. This tab lets users view and edit all personnel classifications currently in the system.



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



4. Within the General tab, enter the Description and Code.



5. The Status field will automatically default to Active.

6. The Parent field is grayed out and will automatically default to the appropriate parent node from the classification tree.

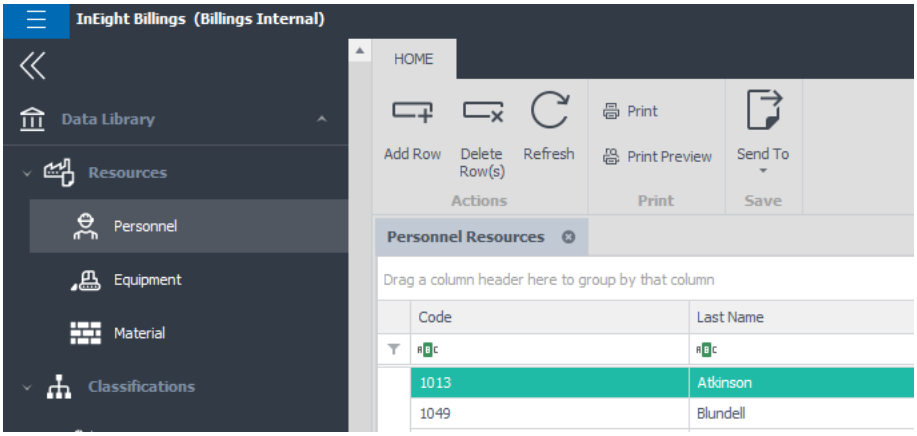
7. You can create classification structures by dragging and dropping individual classifications into other classifications, thus building up a tree or folder like structure. This lets you group classifications.

8. Click on the Details tab. This section is for capture of custom field values. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom fields).

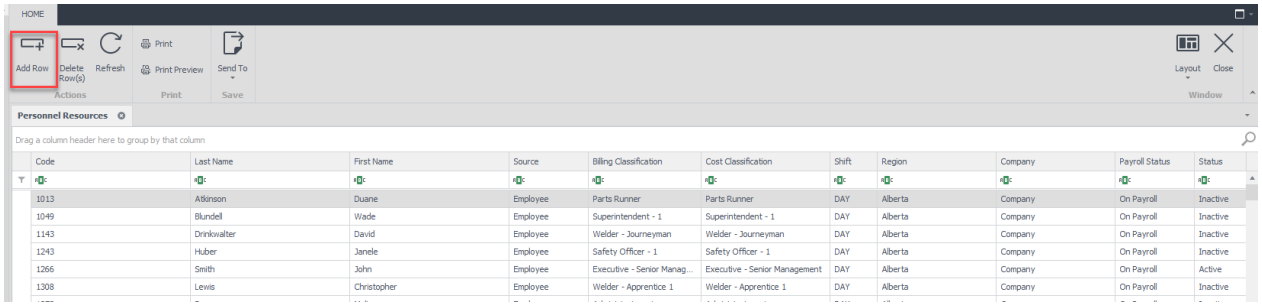
9. Click on Apply or OK along the bottom of the setup screen to save your changes.

Creating new Personnel resources

1. Click on Data Library, Resources then Personnel.



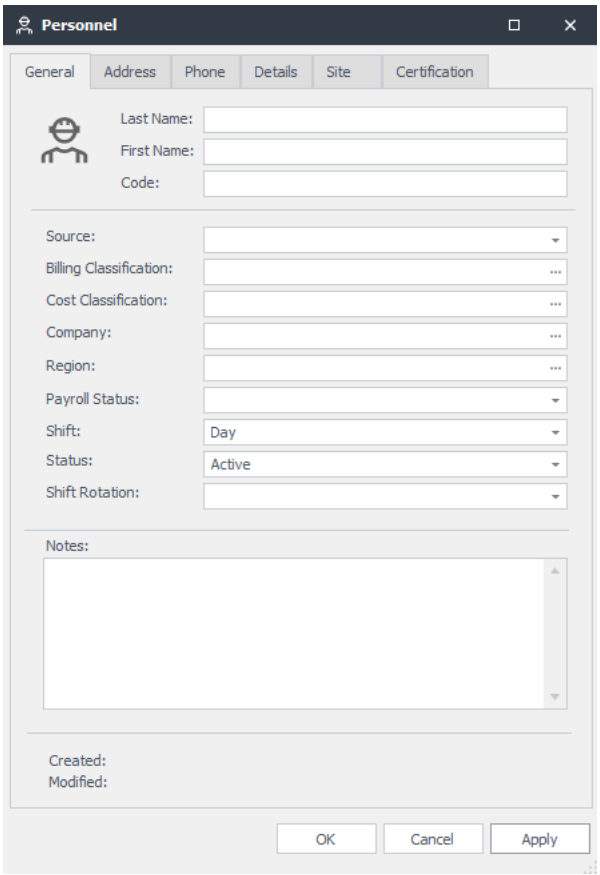
2. The Personnel List grid will appear. Click on the Add Row icon on the ribbon bar.



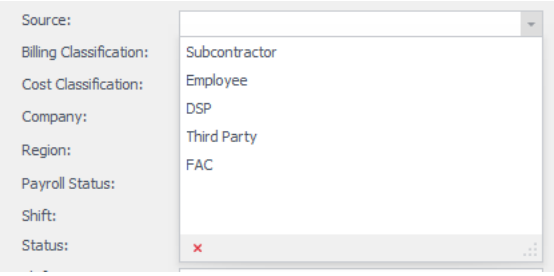
3. The personnel window will open. Enter the employee's last and first name in the appropriate fields. Assign a personnel code in the Code field.

   Note: The Code must be unique within the database.

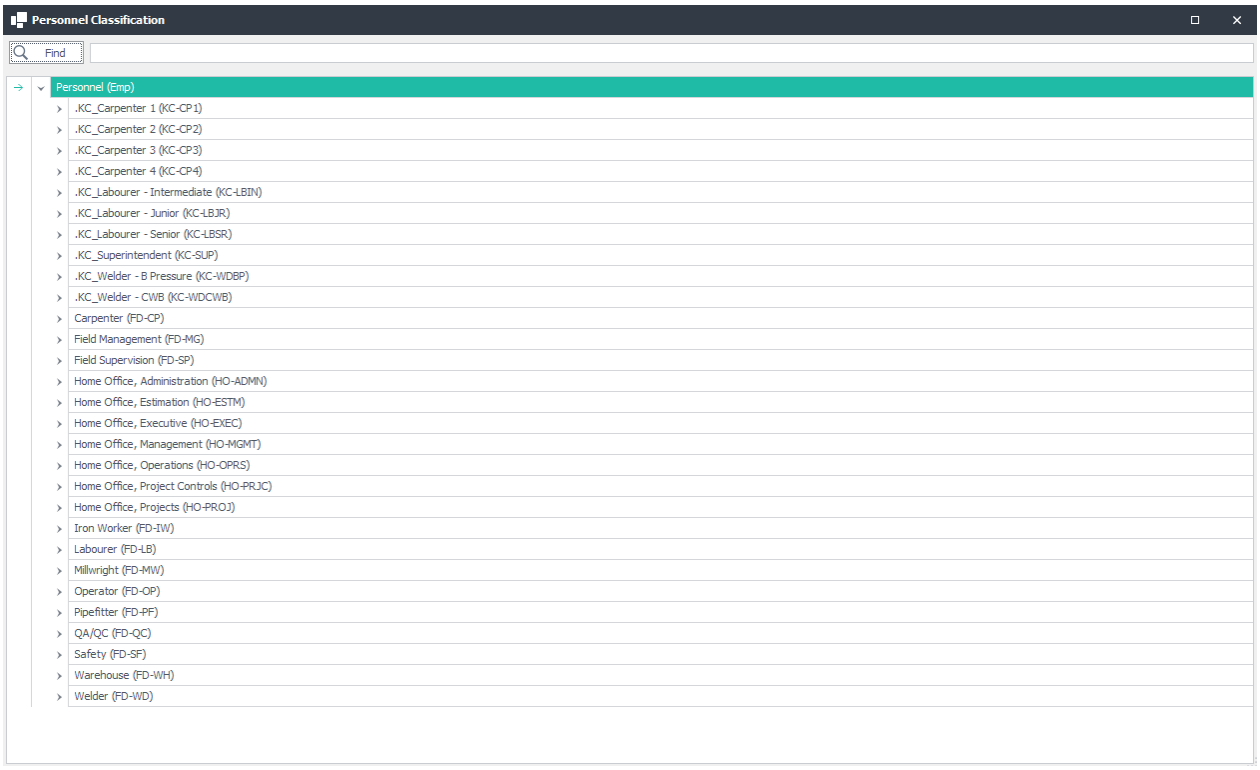
   Best Practice: Use your Organization's internal code for the individual (i.e., payroll code).



4. Click on the drop-down arrow on the field labeled Source. This field lets you label an employee as a subcontractor, employee, third party or any other description previously set up by the system administrator. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom list values).

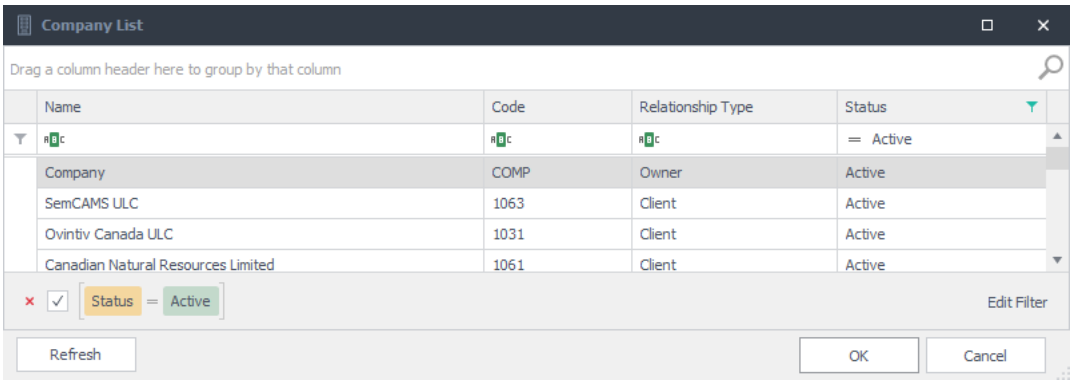


5. Click on the three dots icon in the Billing Classification field. A Classification list will appear. Select the employee's classification by double clicking on it.

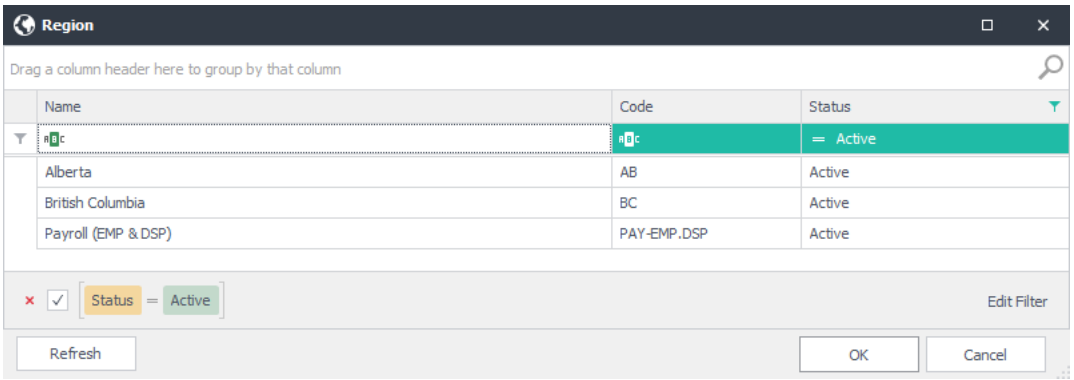


6. The Cost Classification field will replicate the classification chosen in the Billing Classification field. However, this can be changed if required by clicking on the three dots icon in the Cost Classification field and updating accordingly.

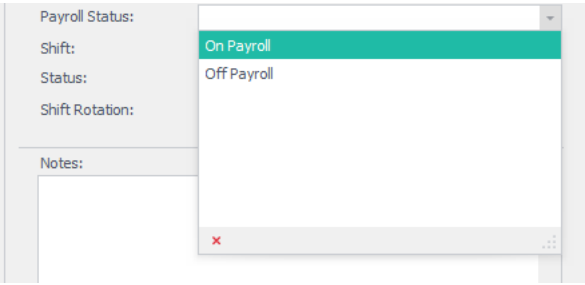
7. Click on the three dots icon in the Company field. This field lets users assign a worker to the company in/for which he/she works for (i.e., if the employee works directly for ABC Company, select ABC Company as the company name. If the employee is a subcontractor working for Al's Contracting Services, select Al's Contracting Services as the company the worker works for). Scroll through the list or use the search field and type in the name of the company the worker is working for. Double click on the company to select the appropriate company.



8. Click on the three dots icon on the Region field. A region list will appear. Scroll through the list or type in the region name in the search field. This associates the worker with a default region.

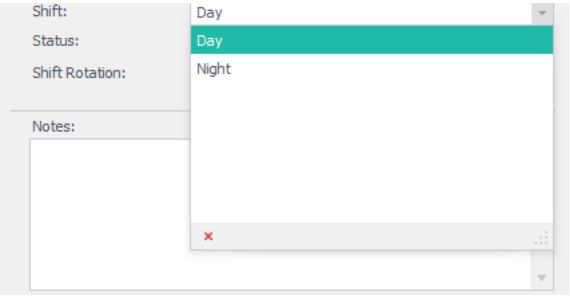


9. Click on the drop-down arrow of the Payroll Status field and select if the person is On Payroll or Off Payroll. The value selected here is used to determine if this person's hours should be sent to the payroll system.

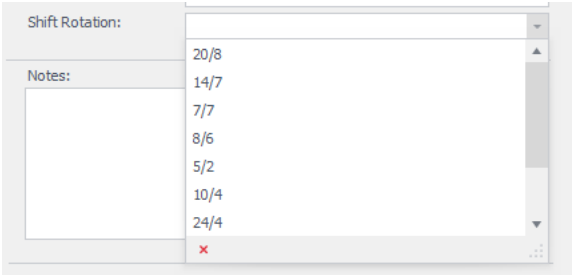


10. Click on the drop-down box on the Shift field. A selection of Day or Night shift will appear. Select the default shift type the employee typically works.

    Note: You can always indicate the actual shift worked when time is captured for this worker on a timesheet. This often happens when a worker is temporarily working a different shift from what his/her master personnel record is set to.



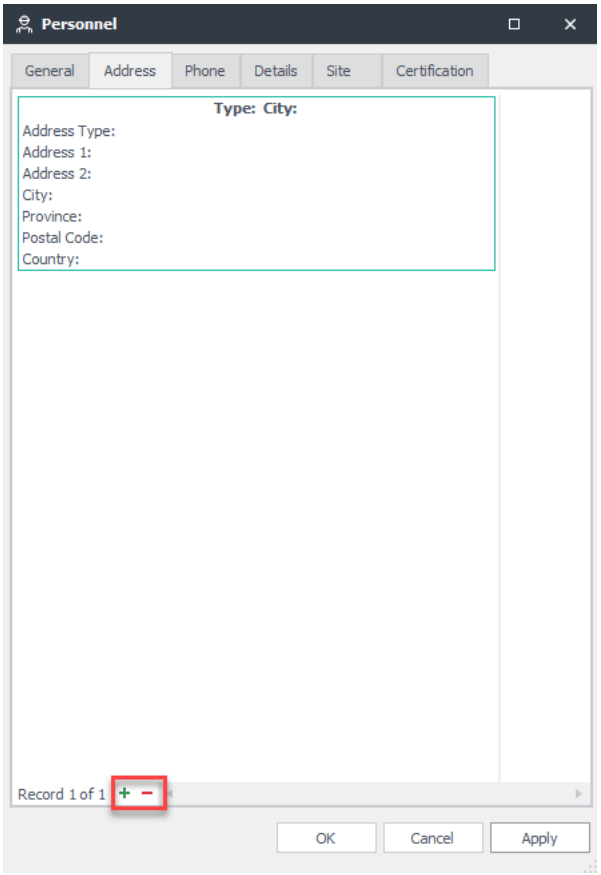
11. Click the drop-down box on the Shift Rotation field. A selection from the Options screen will appear. Select the default Shift Rotation the employee typically works. Shift Rotations are defined in the Options menu under the Drop-Down List Setup, Shift Rotation Type. Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom list values.



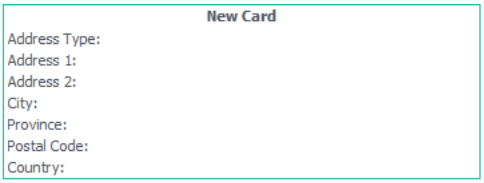
12. Click on the Address tab. Enter the necessary information for the primary address as listed.

Tips and Tricks

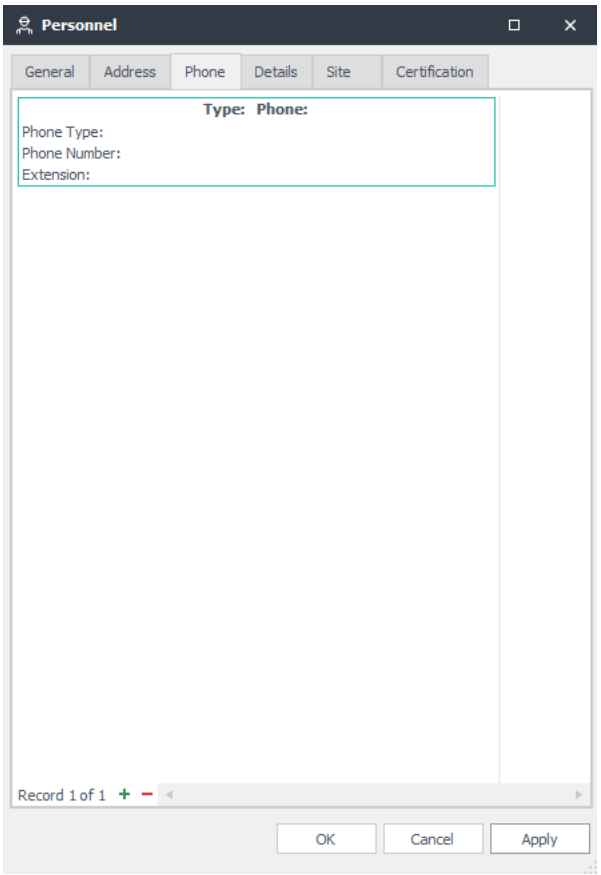
You can use the arrow keys or tab key to move between fields in the boxes within the Address or Phone tabs.



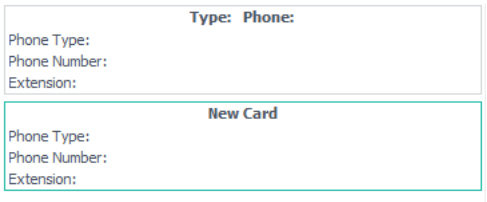
13. Click the append icon along the bottom, left side to add another address. If you need to remove an address, select the card to be removed, then click the delete icon.



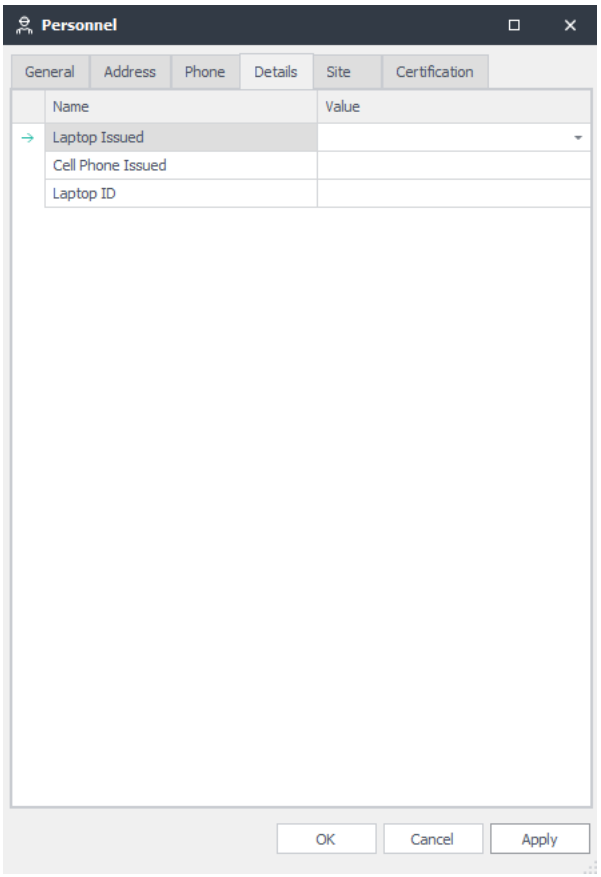
14. Click on the Phone tab. Enter the necessary information.



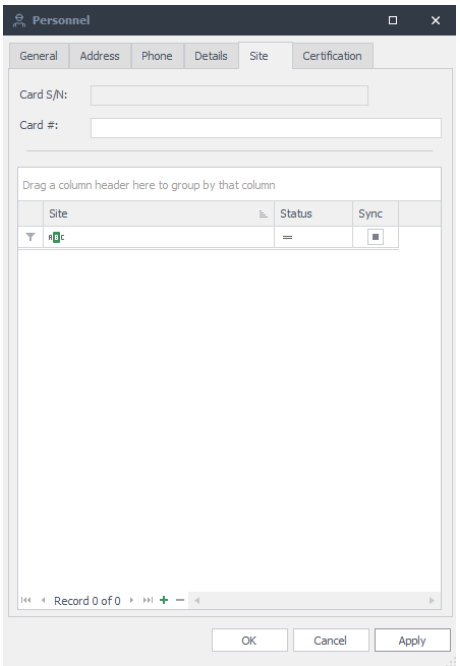
15. Click the append icon along the bottom, left-hand side to add another phone card. If you need to remove a phone card, select the one to be removed, then click the delete icon.



16. Click on the Details tab. This section is used to capture values in custom fields. (Refer to the Utilizing the Options Utility section of Billings Administrators Manual for more details on how to set up custom fields).

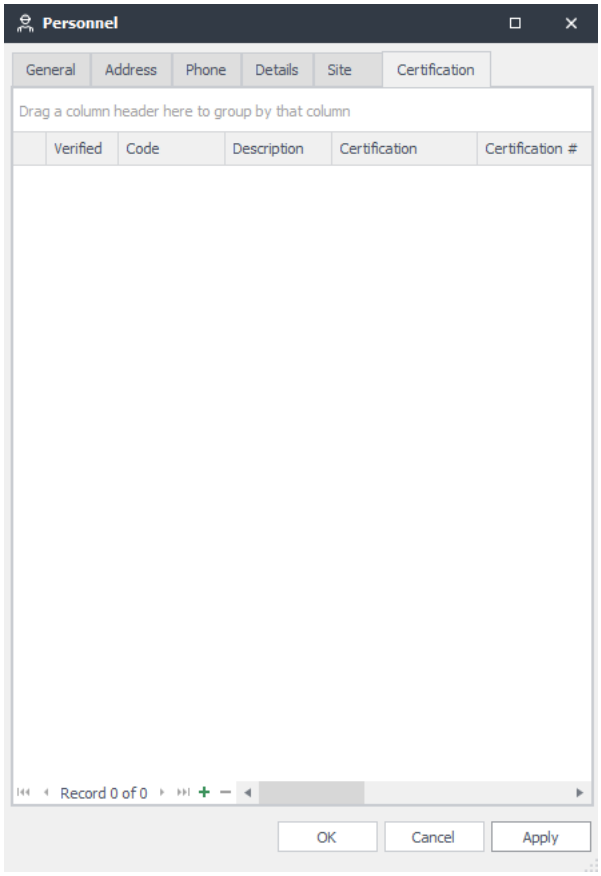


17. Click on the Site tab. Enter in the time clock swipe card information for this worker and associate them with one or more Sites. (Refer to the Creating a New Site section of this manual for more information).



18. Click on the Certification tab. Add any pertinent certification information as it applies to this worker.

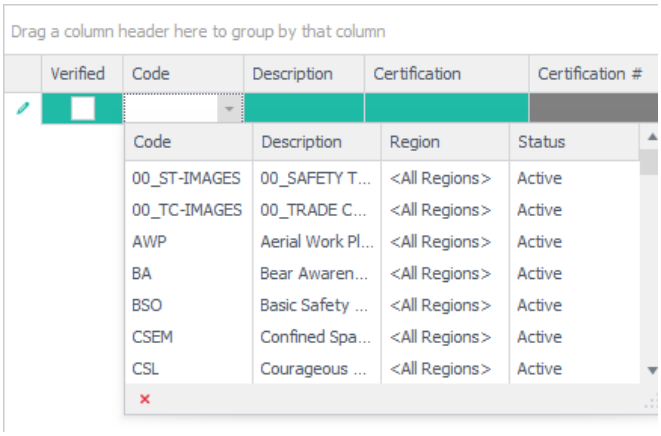
    Note: A Certification Type needs to be set up before they can be assigned to Personnel. (Refer to Creating a New Certification Type in this manual for more details).



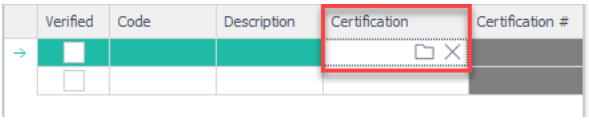
19. Click the append icon along the bottom, left side to add a certification record. If you need to remove a certification, select the one to be removed, then click the delete icon.

20. Click on the drop-down arrow in the Code column and select the certification type.

NOTE:	Depending on the certification type selected, some of the subsequent fields can become automatically populated or become un-editable. The exact behavior of these fields is configured when the certification type is set up by the system administrator.



21. An electronic image of the certification can be attached to the record using the Certification column:



- Click on the folder icon to attach a graphical image of the certification to the record (this can be a jpg image file, or an Adobe Acrobat pdf file).
- Click on the X icon to remove a previously attached image.

22. Enter any other certification specific information.

23. Click on Apply or OK along the bottom of the setup screen to save your changes.

24. To view the Personnel List grid and all personnel that have been set up, go back to Step 1.

25. The available columns in the Personnel List grid are:

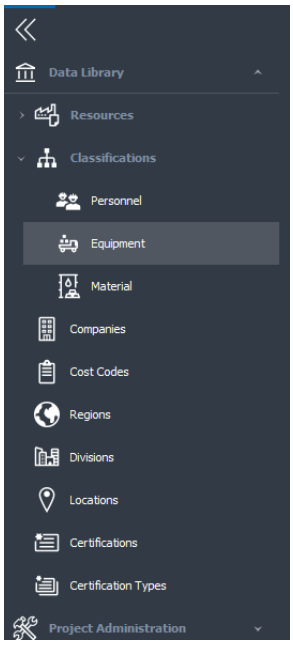
- Code
- Last Name
- First Name
- Source
- Billing Classification
- Cost Classification
- Shift
- Region
- Company
- Payroll Status
- Status
- Card #
- Card S/N

- ID

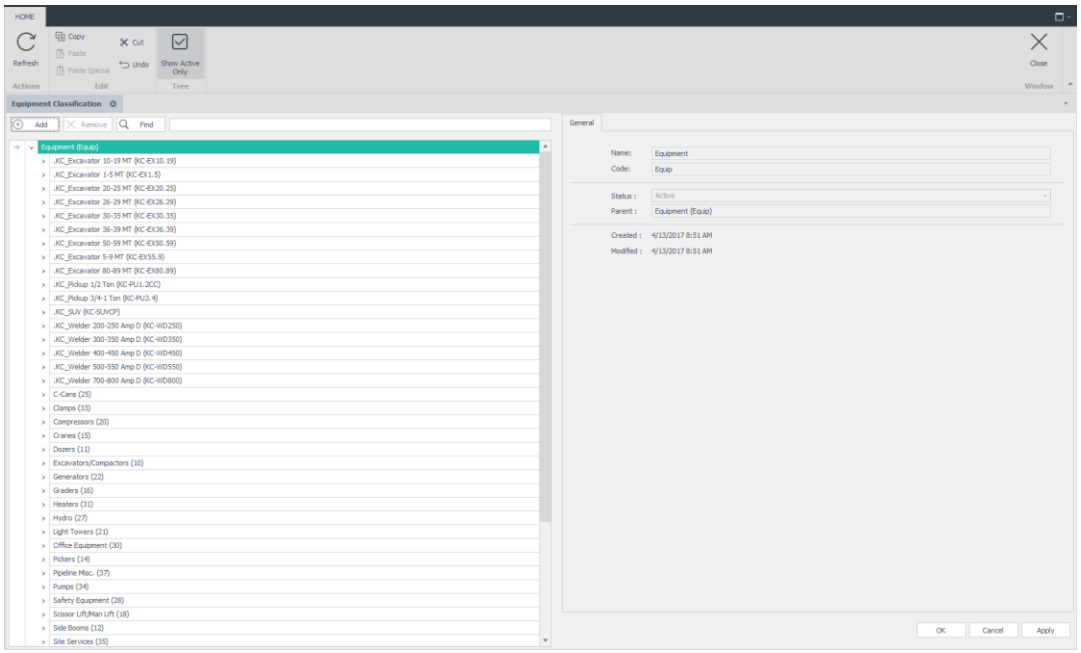
26. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

Creating a new Equipment Classification

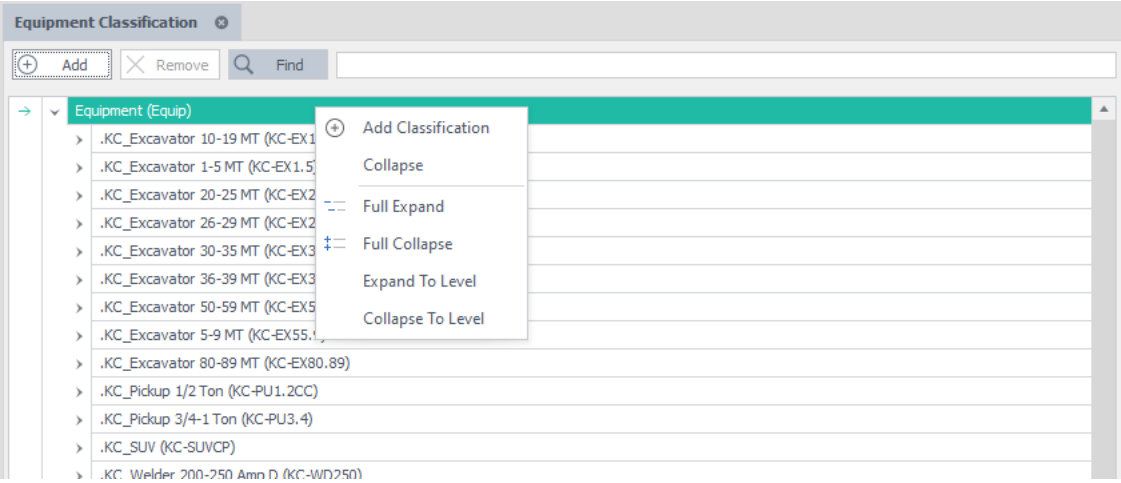
1. Open the Data Library menu item and click on Classifications, Equipment.



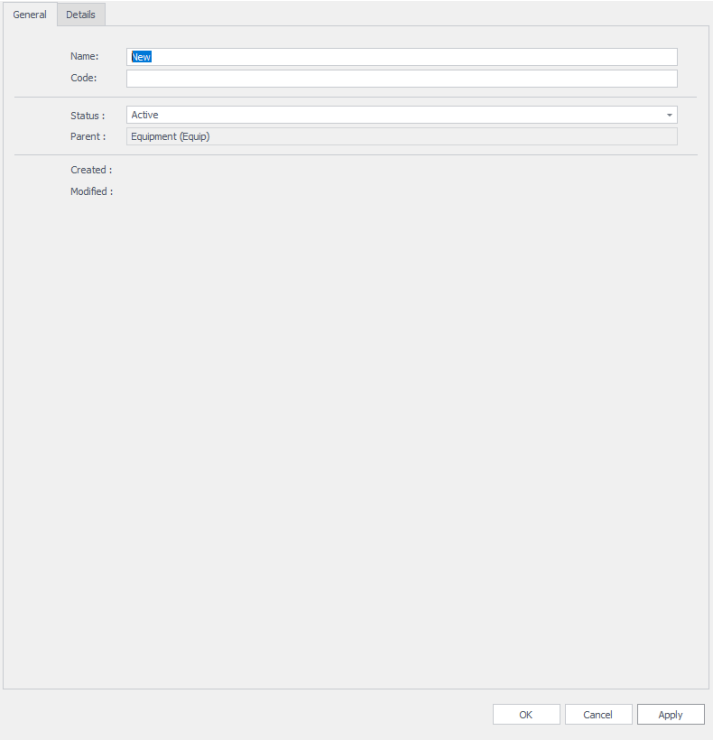
2. The Equipment Classification tab will appear. This tab lets you view and edit all equipment classifications currently in the system.



3. Right click the Equipment icon and choose Add Classification from the dialog menu or click the Add button located just above the list of classifications.



4. Within the General tab, enter the Description and Code.



5. The Status field will automatically default to Active.

6. The Parent field is grayed out and will automatically default to the appropriate parent node from the classification tree.

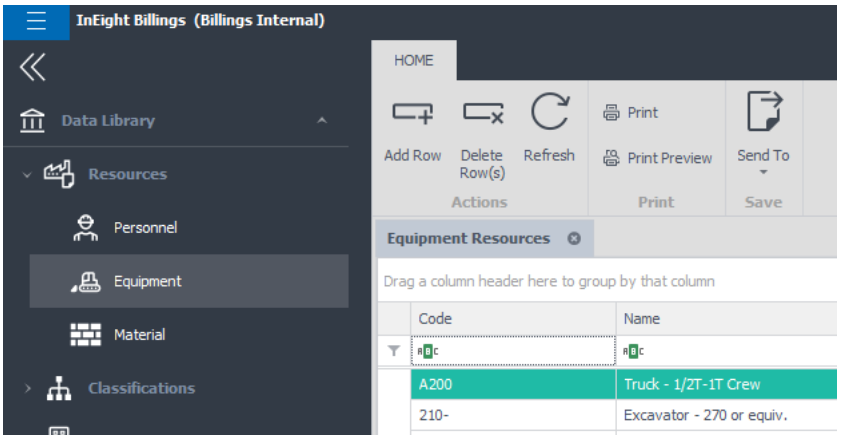
7. You can create classification structures by dragging and dropping individual classifications into other classifications, thus building up a tree or folder like structure. This lets you group classifications.

8. Click on the Details tab. This section is for capture of custom field values. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom fields).

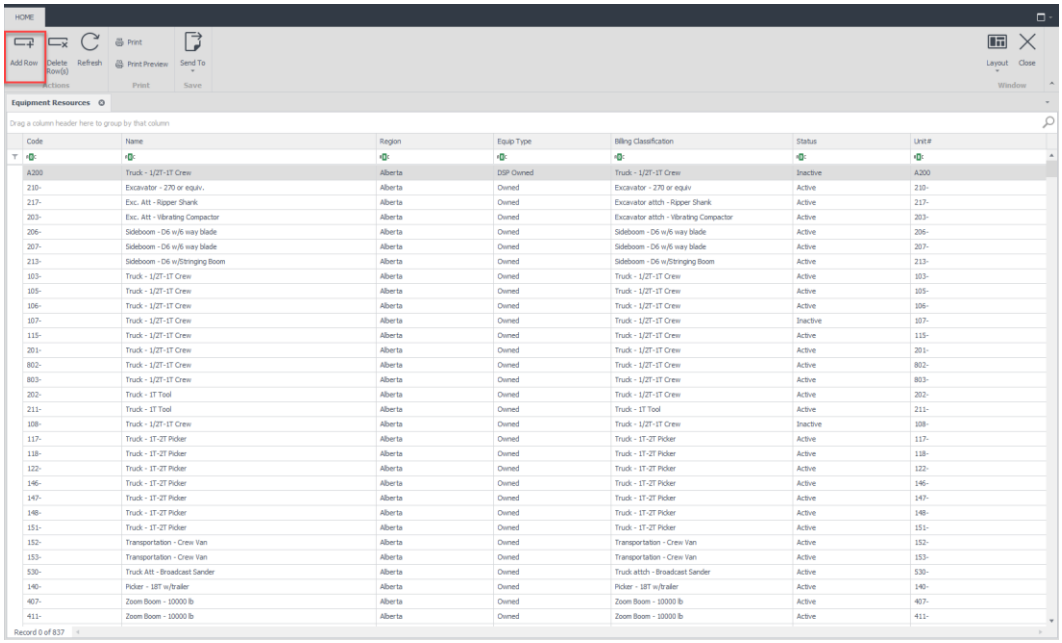
9. Click on Apply or OK along the bottom of the setup screen to save your changes.

Creating new Equipment resources

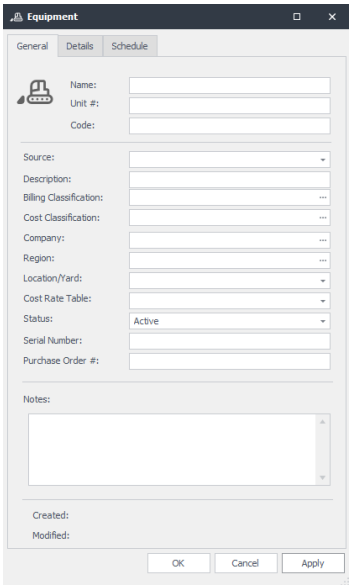
1. Click on Data Library, Resources then Equipment.



2. The Equipment List grid will appear. Click on the Add Row icon on the ribbon bar.

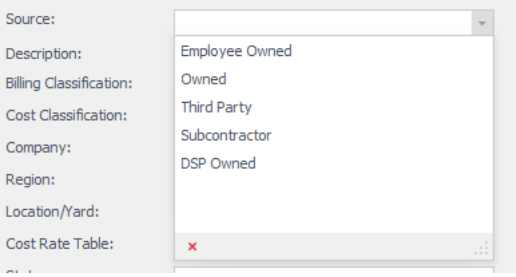


3. The equipment setup window will open. Enter in the name of the unit in the Name field.

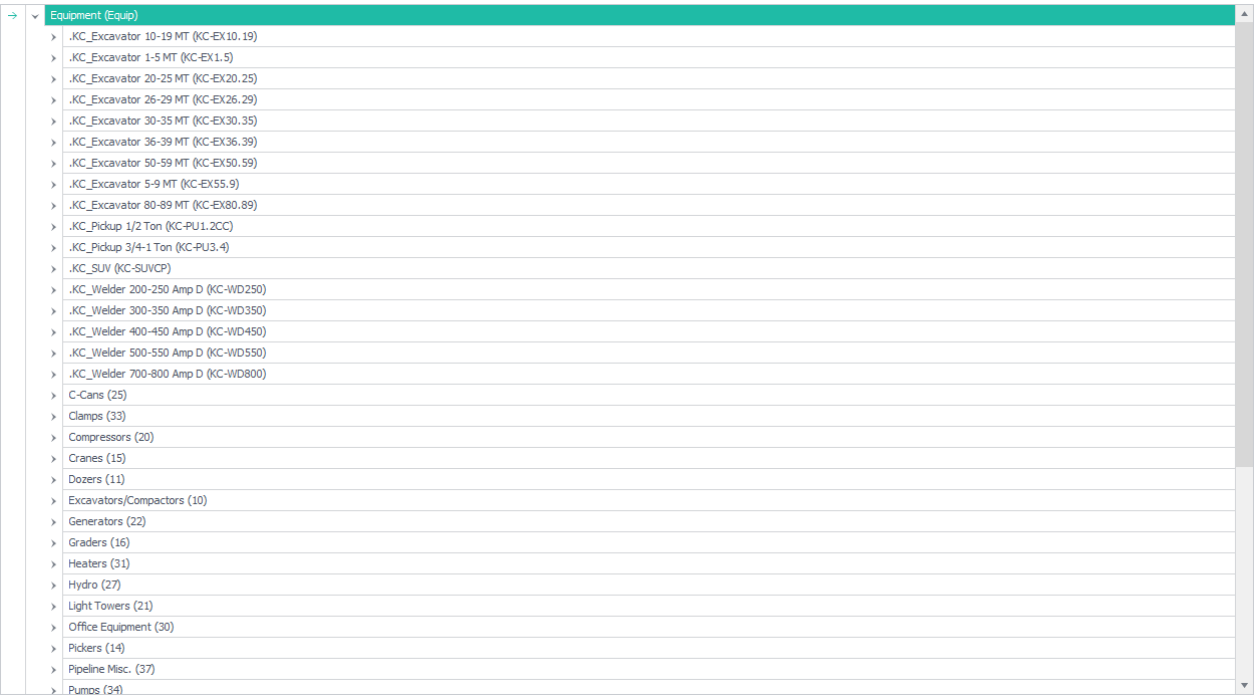


4. Enter in the unit number for the piece of equipment in the Unit # field and the unit code in the Code field. While these can be the same, they do not need to be. The Unit # is typically matched to the equipment placard, while the code is typically matched to that equipment's accounting code designation.

5. Click on the drop-down arrow on the field labeled Source. 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. (Refer to the Utilizing the Options Utility section of Billings Administrators Manual for more details on how to set up custom list values).

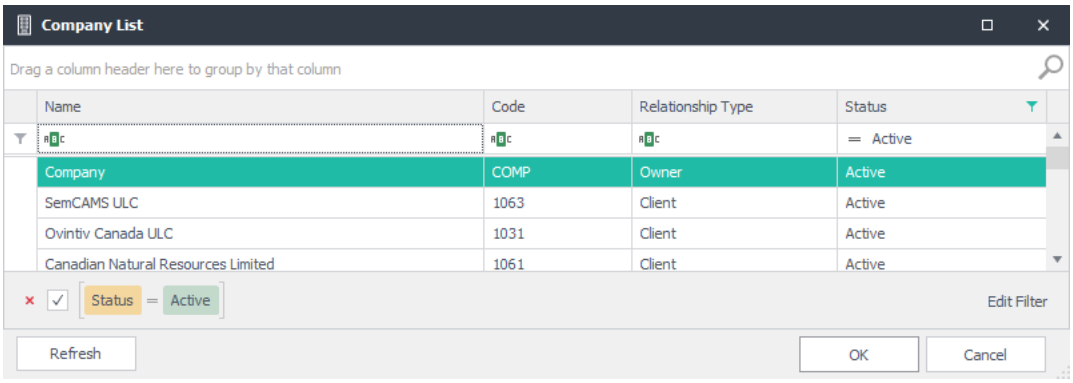


6. Click on the three dots icon in the Billing Classification field and the Cost Classification field. A Classification list will appear. Select the unit's classification by double clicking on it.

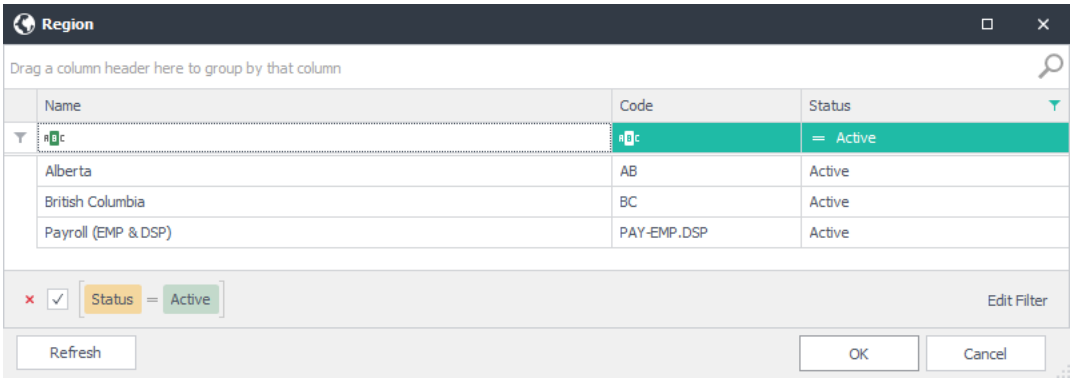


7. The Cost Classification field will duplicate the classification chosen in the Billing Classification field. However, this can be changed by clicking on the three dots icon in the Cost Classification field and changing it as required.

8. Click on the three dots icon in the Company field. This field lets you assign a unit to the company to which it belongs (i.e., if the unit works directly for ABC Company, select ABC Company as the company name. If the unit is a subcontracted unit working for Al's Contracting Services, select Al's Contracting Services as the company the unit belongs to). Scroll through the list or use the search field type in the name of the company. Double click on the company to select the appropriate company.



9. Click on the three dots icon on the Region field. A region list will appear. Scroll through the list or type in the region name in the search field. This sets the default region for the equipment.



10. The Status field will automatically default to Active.

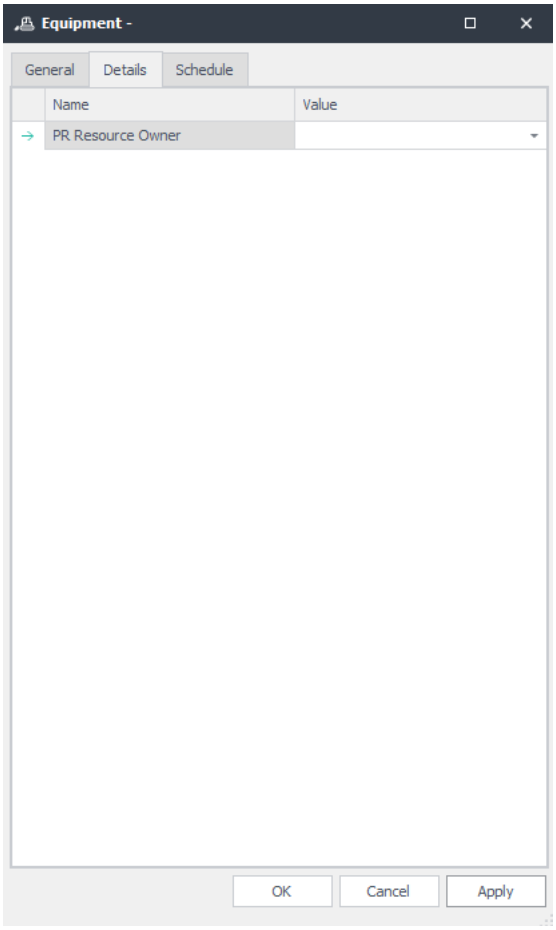
11. Select the default Location/Yard where the equipment is normally stored, using the drop-down arrow.

12. Select the rate table in the Cost Rate Table field which will be used to calculate the daily equipment cost when the equipment is not explicitly assigned to a project.

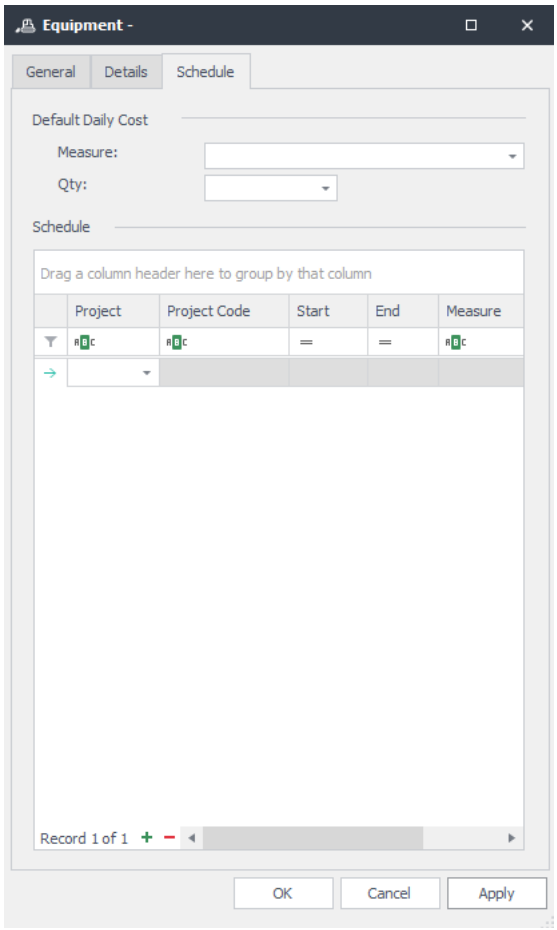
13. Enter in Serial Number and Purchase Order #.

14. Enter in any notes pertinent to the equipment in the Notes section.

15. Click on the Details tab. This section is for capture of custom field values. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom fields).



16. Click on the Schedule tab. This section is used for assigning/scheduling equipment to specific projects and to provide daily cost calculation parameters.



17. The Default Daily Cost section lets you specify how the equipment daily cost is calculated when the equipment is not explicitly assigned to a project. The default daily cost parameters will also be used as default values when the equipment has been assigned to a project, however those values can be overridden on the project schedule.

18. Enter the unit of Measure to use for the daily cost calculation, keeping in mind that this unit of measure will be used to extract appropriate rate from the cost rate table specified in the General tab.

19. Enter the Qty used to calculate the daily cost. Daily cost is calculated using the rate retrieved from the cost rate table for the Measure selected, and then multiplied by the Qty.

20. Assign the equipment to one or more projects using the Schedule grid.

NOTE:	Equipment can also be assigned to a specific project from the project screen. Schedule records consist of the root project, start and end dates and the daily cost unit of measure and quantity.
NOTE:	While assigned to a project, the daily cost will be calculated using the Project's Cost Rate Table, NOT the Equipment's Cost Rate Table.

21. Click on Apply or OK along the bottom of the setup screen to save your changes.

22. To view the Equipment List grid and all pieces of equipment that have been set up, go back to Step 1.

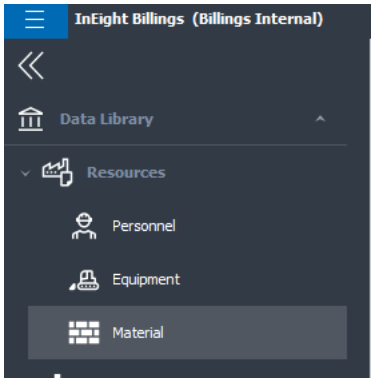
23. The available columns in the Equipment List grid are:

    - Code
    - Name
    - Region
    - Equip Type
    - Billing Classification
    - Status
    - Unit#

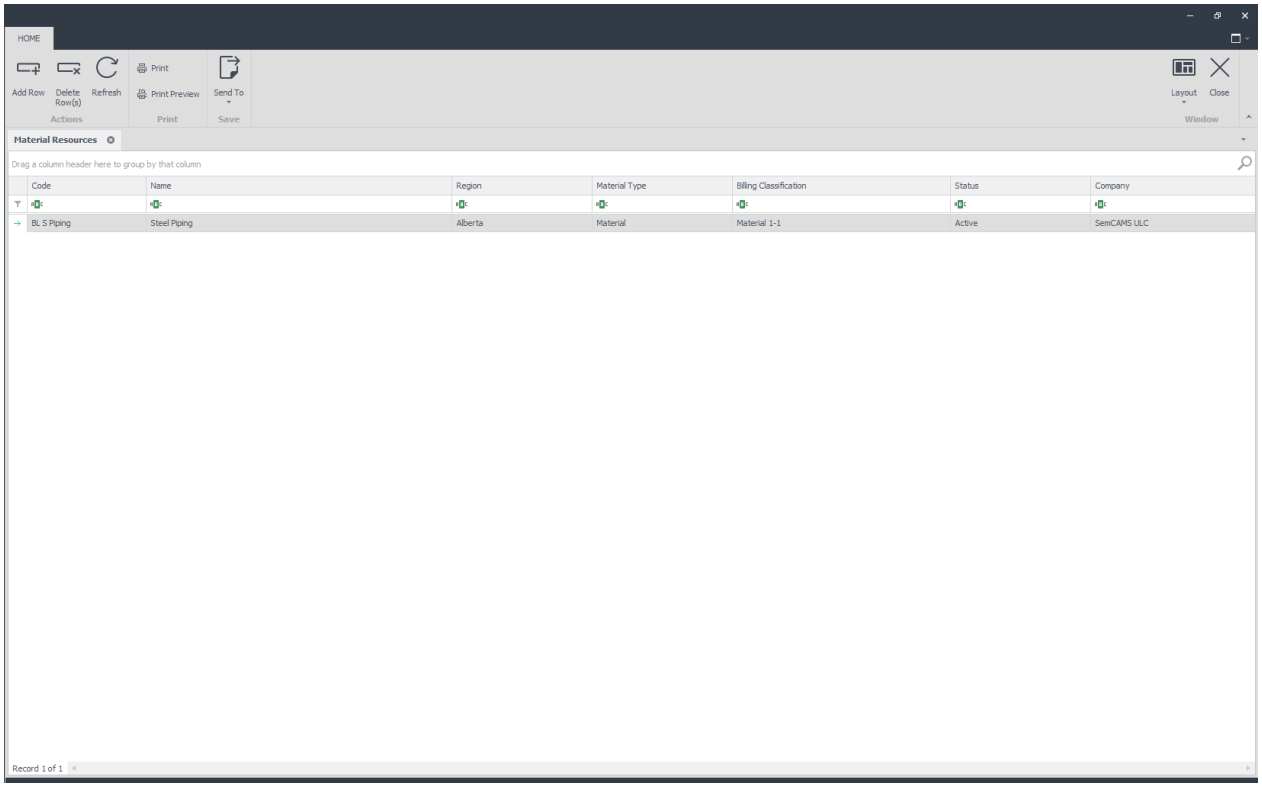
24. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

Creating New Material

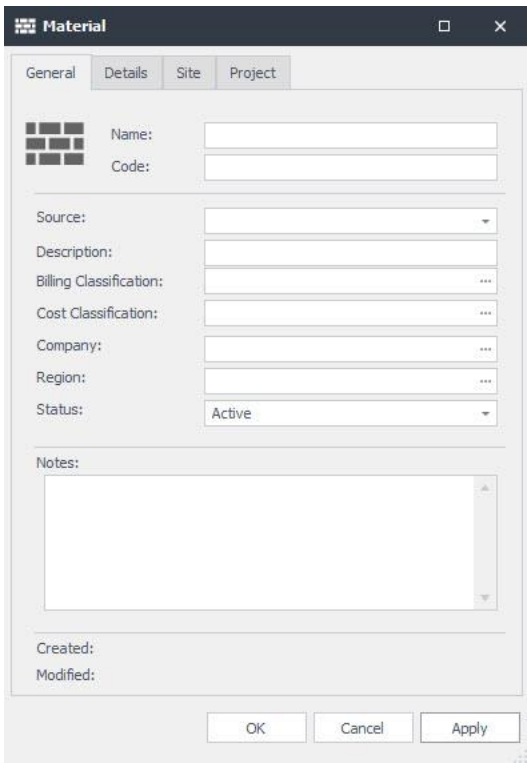
1. Click on Data Library, Resources, then Material.



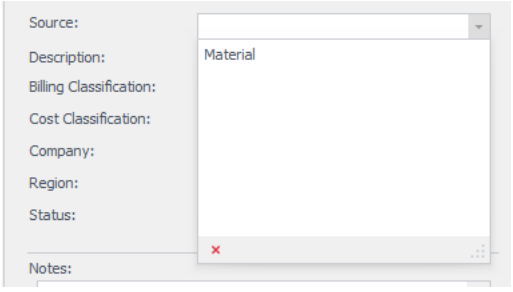
2. The Material List grid will appear. Click on the Add Row icon on the ribbon bar.



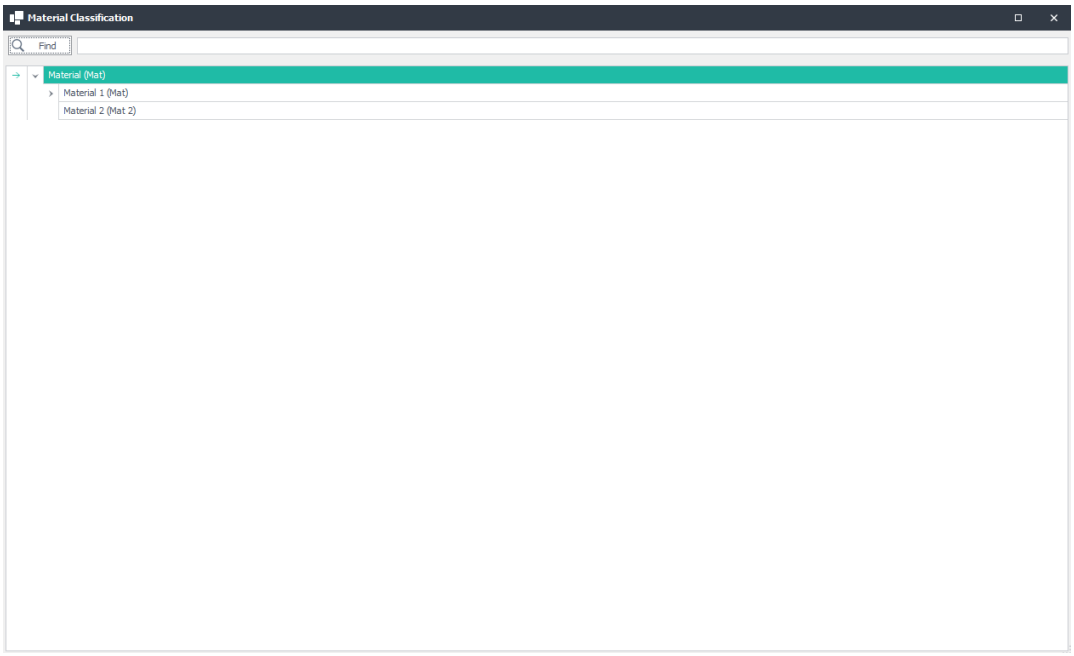
3. The material setup window will open. Enter the material Name and Code.



4. Click on the drop-down arrow on the field labeled Source. This field lets you label a piece material using one of the user defined Material Types. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom list values).

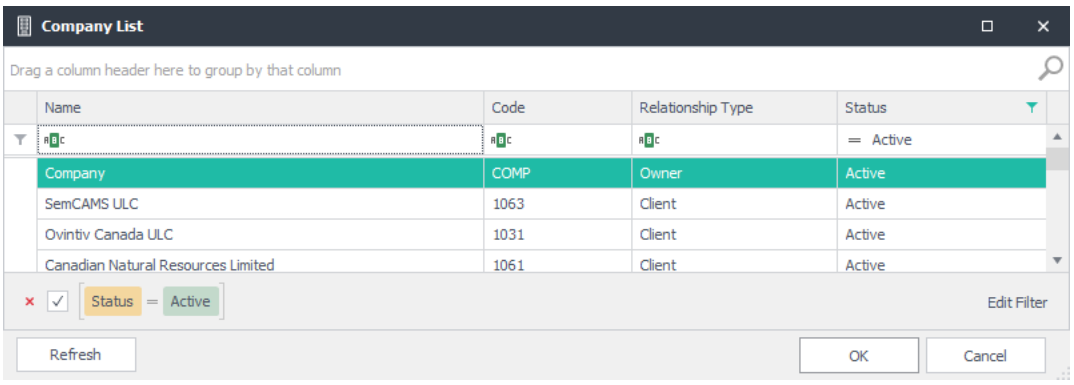


5. Click on the three dots icon in the Billing Classification field and the Cost Classification field. A Classification list will appear. Select the material's classification by double clicking on it.

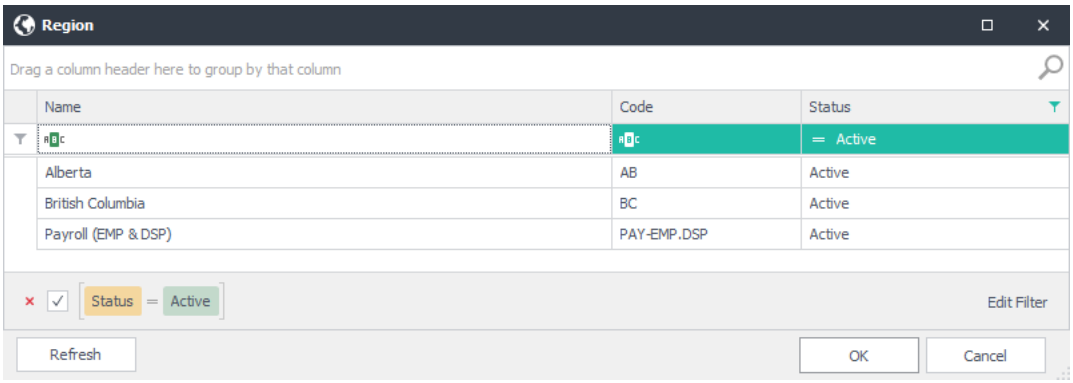


6. The Cost Classification field will duplicate the classification chosen in the Billing Classification field. However, this can be changed by clicking on the three dots icon in the Cost Classification field and changing it as required.

7. Click on the three dots icon in the Company field. This field lets you assign material to the company to which it belongs (i.e., if the material comes directly from ABC Company, select ABC Company as the company name). Scroll through the list or use the search field to type in the name of the company. Double click on the company to select the appropriate record.



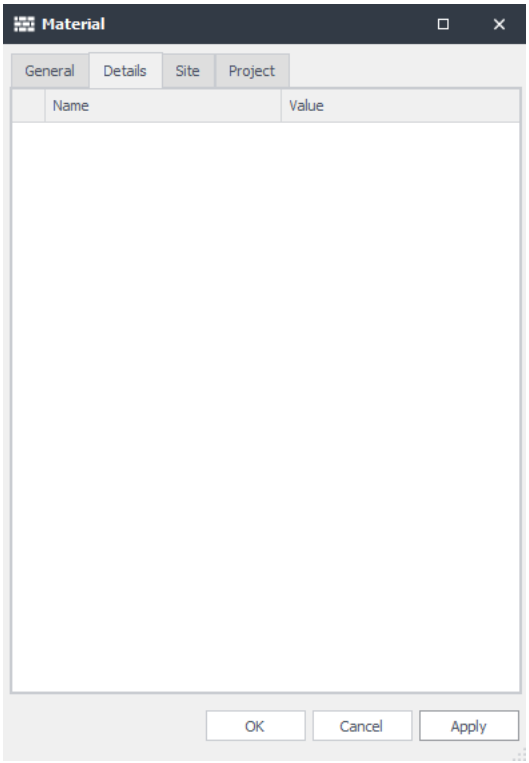
8. Click on the three dots icon on the Region field. A region list will appear. Scroll through the list or type in the region name in the search field. This sets the default Region for the material.



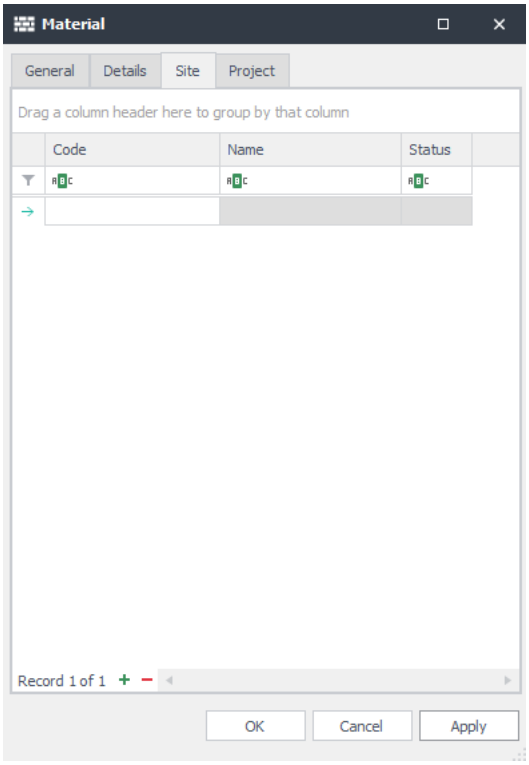
9. The Status field will automatically default to Active.

10. Enter in any notes pertinent to the material in the Notes section.

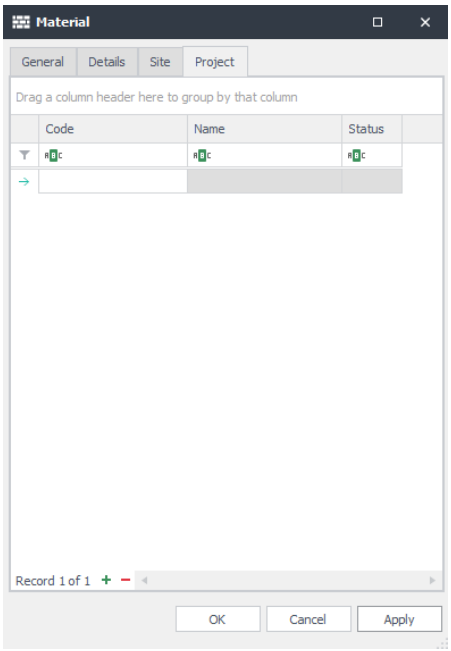
11. Click on the Details tab. This section is for capture of custom field values. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom fields).



12. Click on the Site tab. This section displays all the Sites the Material is filtered on.



13. Click on the Project tab. This section displays all the Projects the Material is filtered on.



14. Click on Apply or OK along the bottom of the setup screen to save your changes.

15. To view the Material List grid and all material items that have been set up, go back to Step 1.

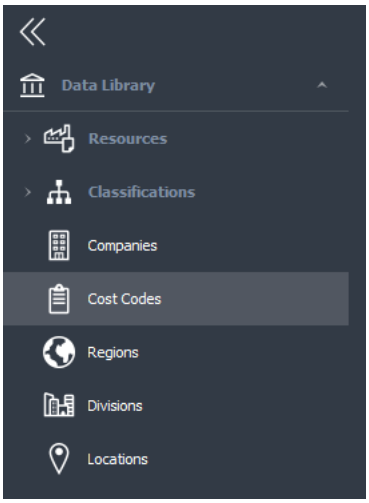
16. The available columns in the Material List grid are:

    - Code
    - Name
    - Region
    - Material Type
    - Billing Classification
    - Status

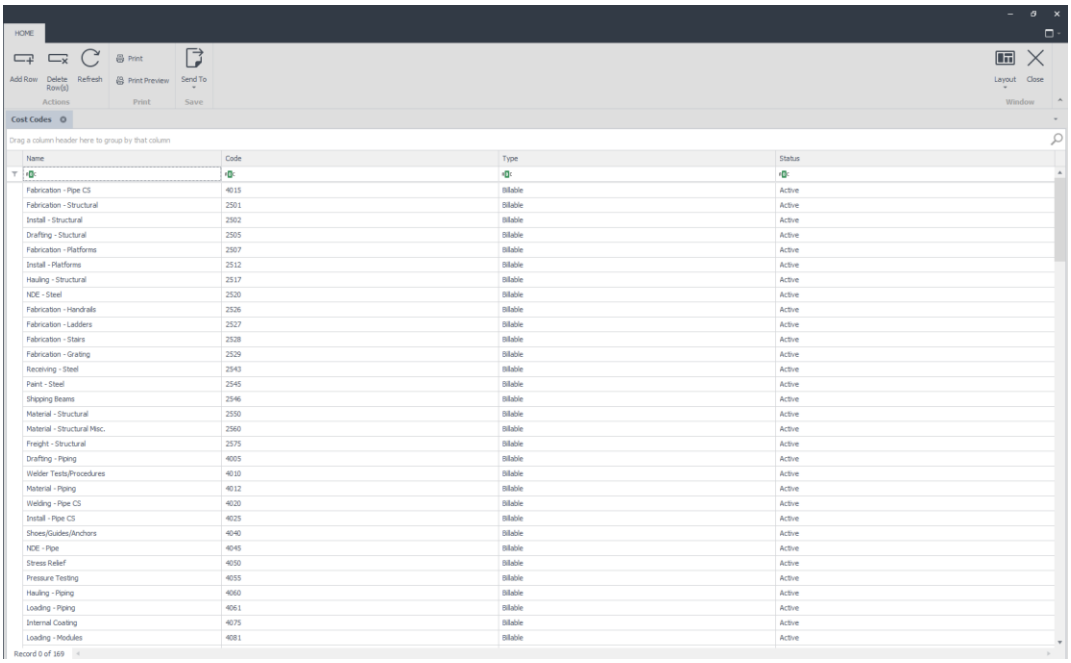
17. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

Creating a New Cost Code

1. Click on Data Library then Cost Codes.

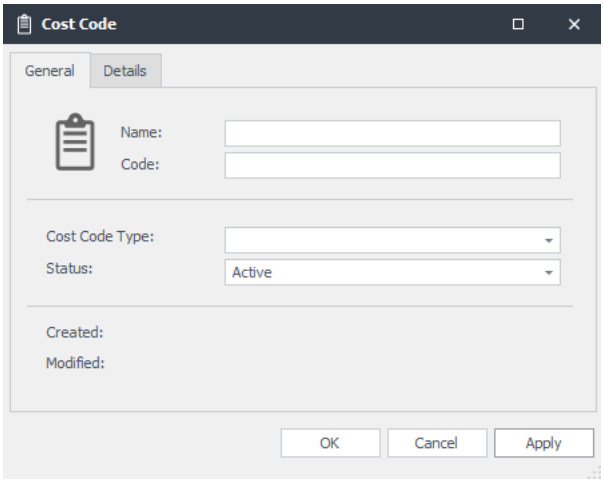


2. The Cost Codes grid will open. Click on the Add Row icon on the ribbon bar.

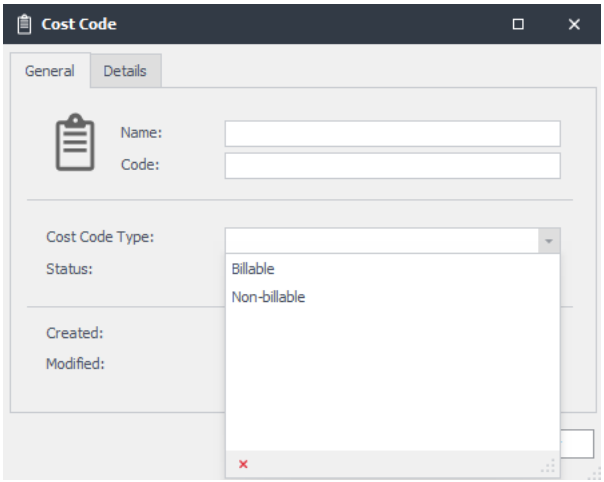


3. Enter the cost code description in the Name field. In the Code field, enter in the cost code number.

NOTE:	The cost codes should be set up using a standard set of numbers established internally by an organization. If this list is populated with client cost codes, the list will continually grow and will be difficult to manage in the future.

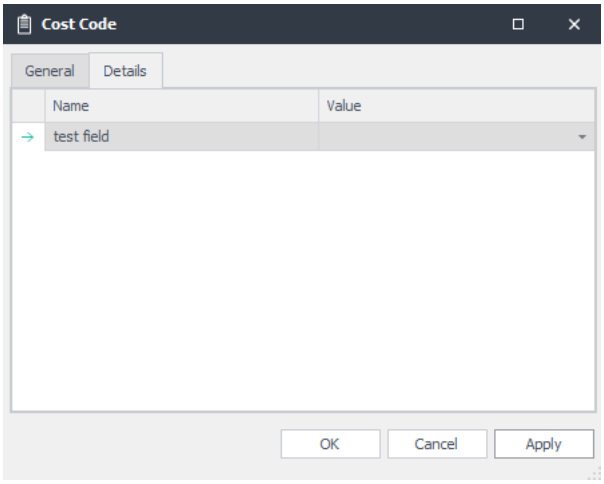


4. Click on the Cost Code Type field. Select whether the cost code is Billable or Non-Billable. If non-billable is selected, any costs allocated to that cost code will not appear on any of the invoices or invoice-based reports.



5. The Status field will automatically default to Active.

6. Click on the Details tab. This section is for capturing custom field values. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom fields).



7. Click on Apply or OK along the bottom of the setup screen to save your changes.

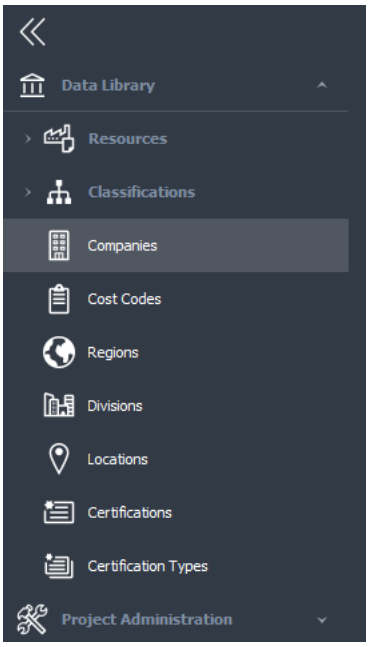
8. To view the Cost Code grid and all cost codes that have been set up, go back to Step 1.

9. The available columns in the Cost Code List grid are:
   - Name
   - Code
   - Type
   - Status
   - ID

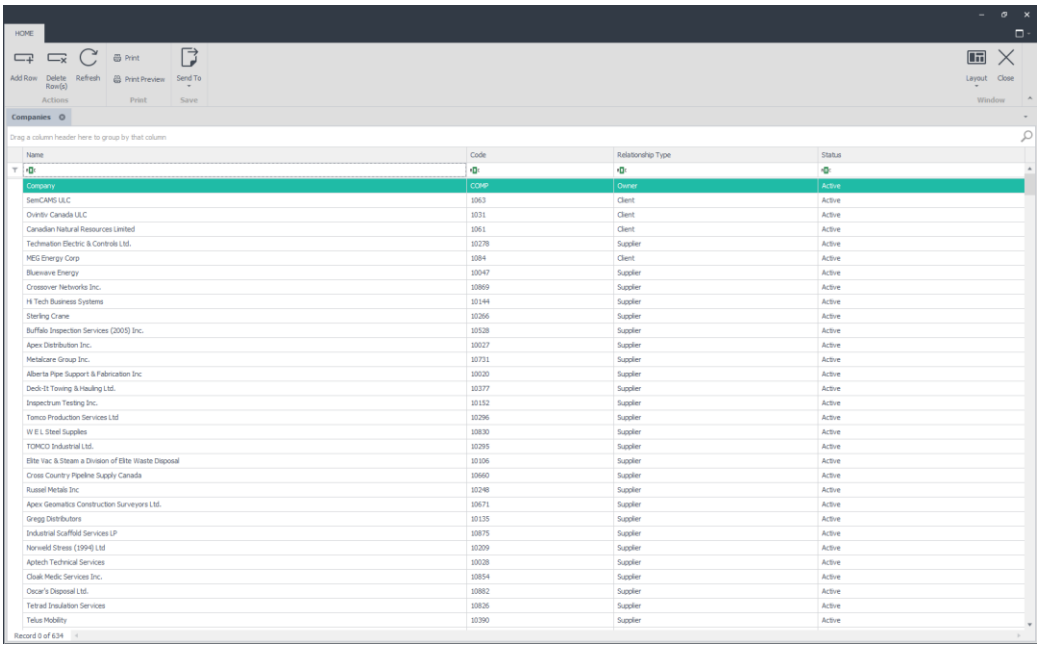
10. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

Creating a New Company (Client or Supplier/Vendor)

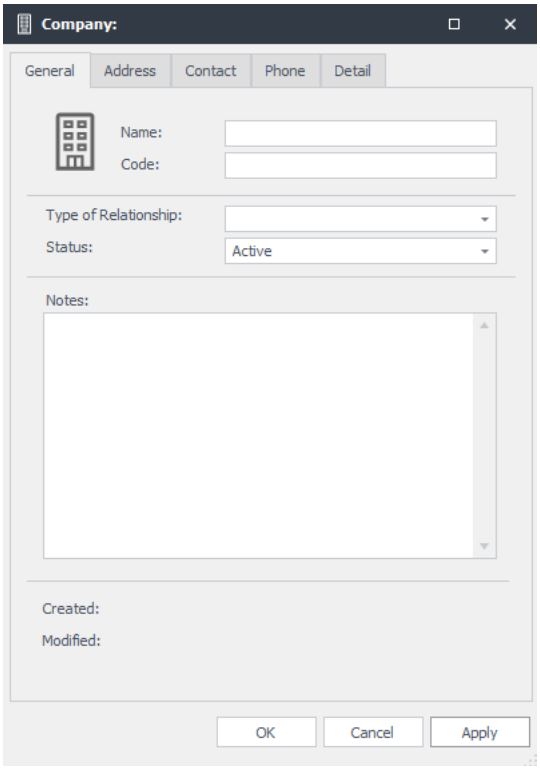
1. Click on Data Library then Company.



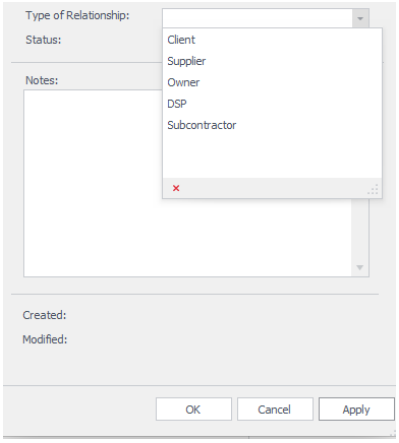
2. The Company grid will appear. Click on the Add Row on the ribbon bar or press the *Insert* key.



3. The Company window will appear. Enter in the company name in the Name field. Enter the applicable code in the Code field.



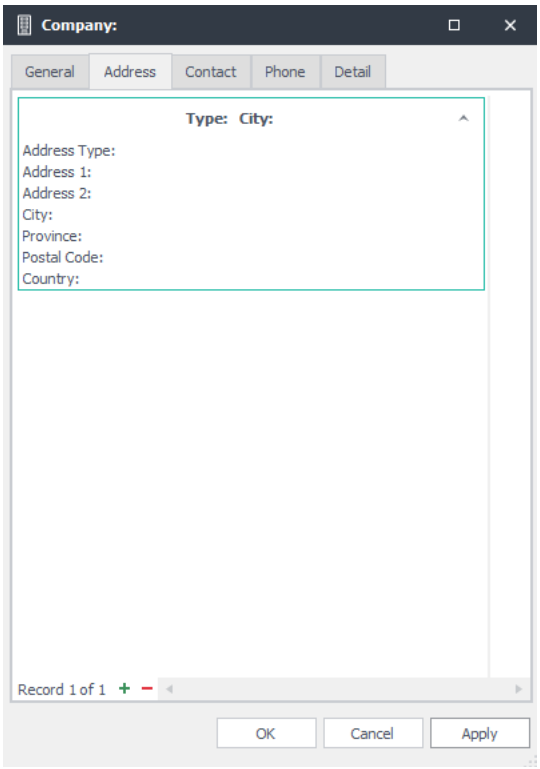
4. Click on the drop-down box in the Type of Relationship field. Select whether the company is a Client, Supplier or other description previously specified by your system administrator. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom list values).



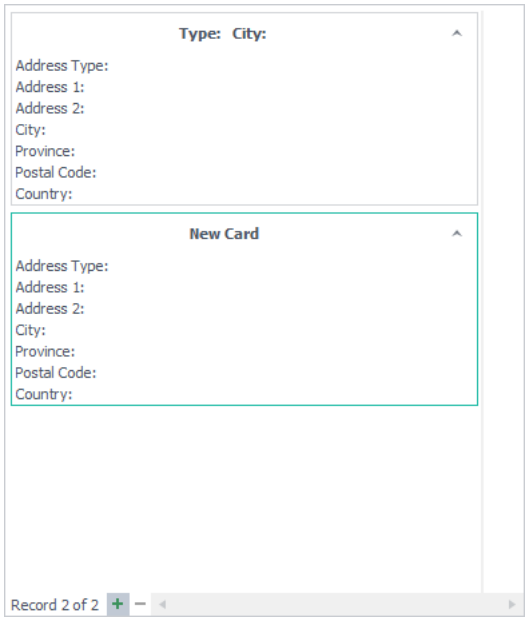
5. The Status field will automatically default to Active.

6. Enter in any notes pertinent to the company in the Notes section.

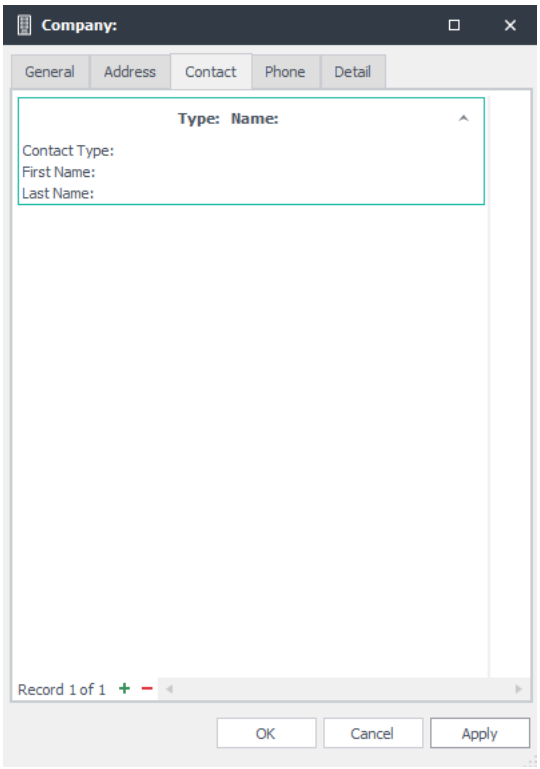
7. Click on the Address tab. Enter the necessary information for the primary address as listed. You can use the arrow keys or tab key on your keyboard to move between fields.



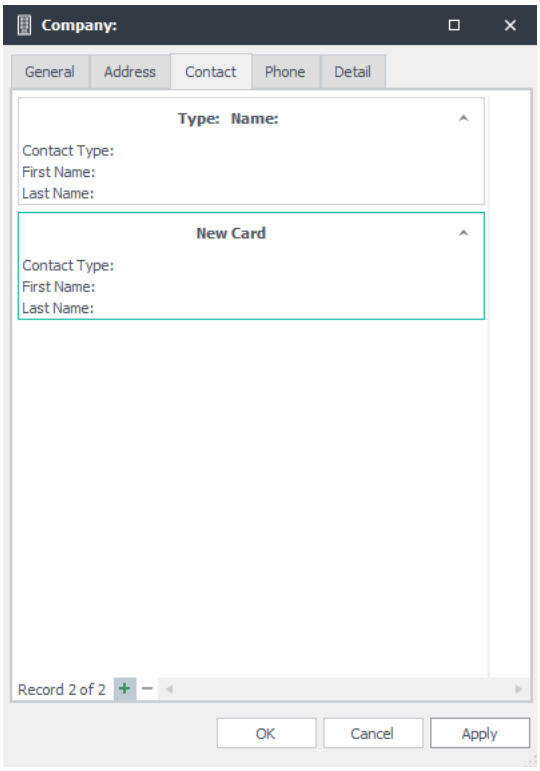
8. Click the append icon along the bottom, left-hand side to add another address. If you need to remove an address card, select the one to be removed, then click on the delete icon.



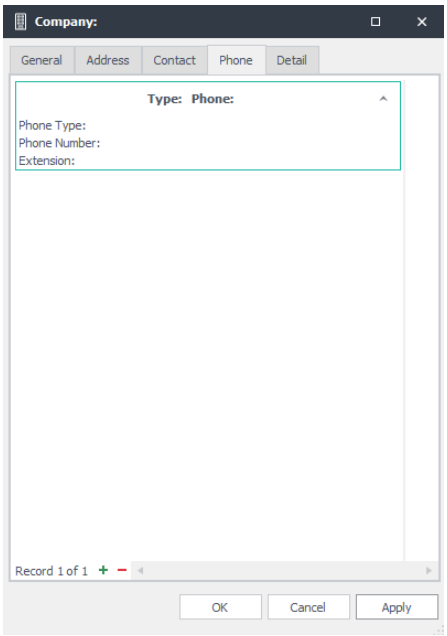
9. Click on the Contact tab. Enter the required information for the contact.



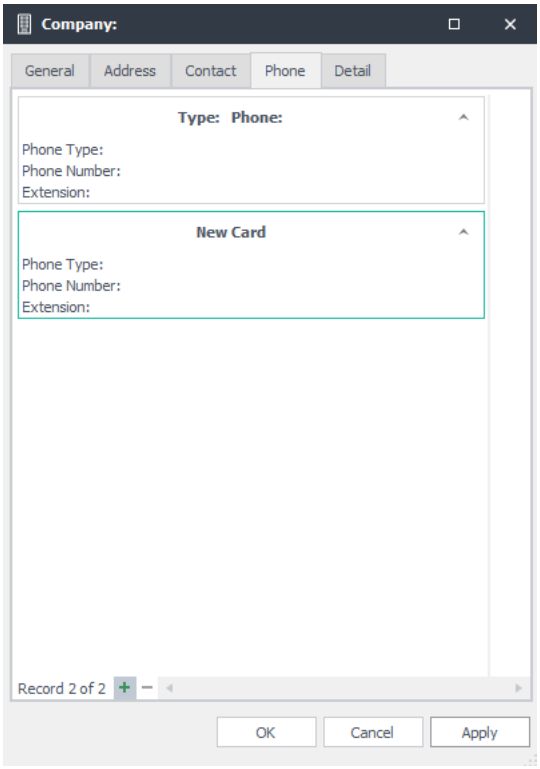
10. Click the append icon along the bottom, left-hand side to add another contact. If you need to remove a contact card, select the one to be removed, then click on the delete icon.



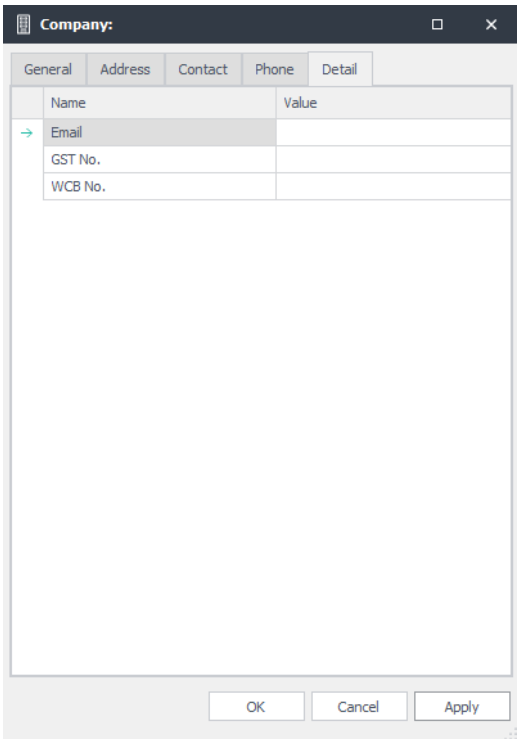
11. Click on the Phone tab. Enter the required information for the phone number.



12. Click the append icon along the bottom, left-hand side to add another phone number. If you need to remove a phone card, select the one to be removed, then click on the delete icon.



13. Click on the Details tab. This section is for capturing custom field values. (Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom fields).



14. Click on Apply or OK along the bottom of the setup screen to save your changes.

15. To view the Company grid and all companies that have been set up, go back to Step 1.

16. The available columns in the Company grid are:

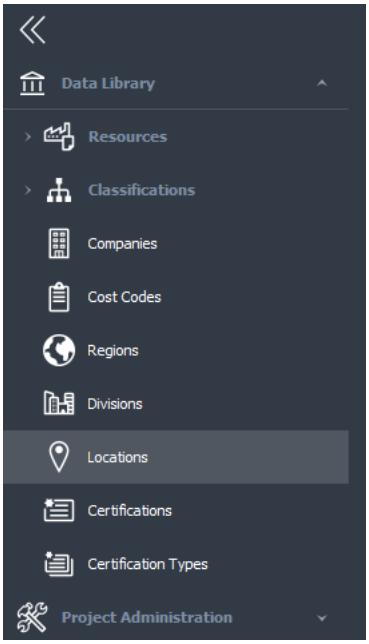
    - Name
    - Code
    - Relationship Type
    - Status
    - ID

17. If there is a column header that is not currently in view when the grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

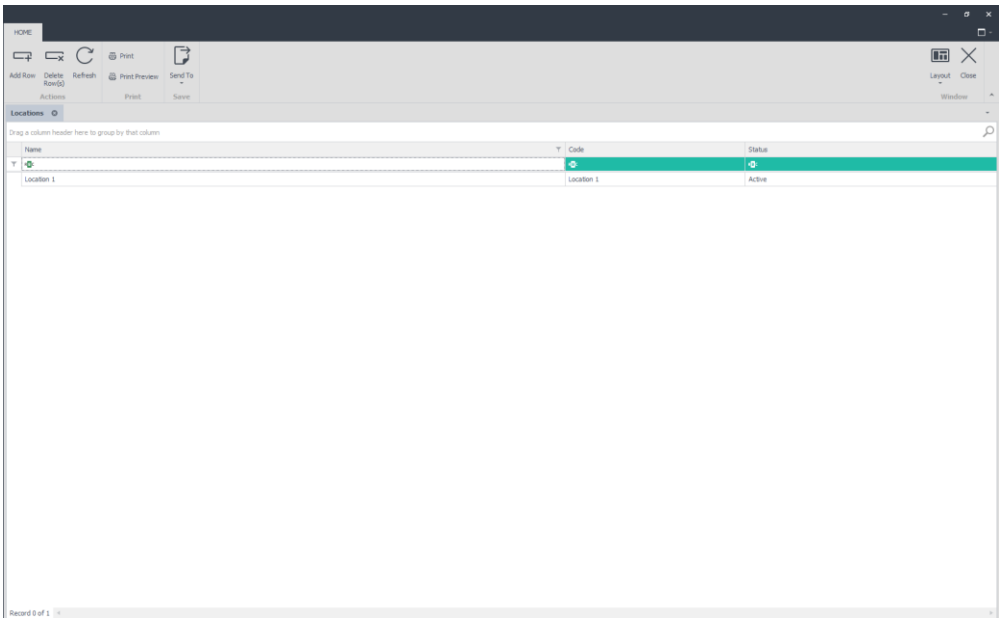
Creating a Location

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

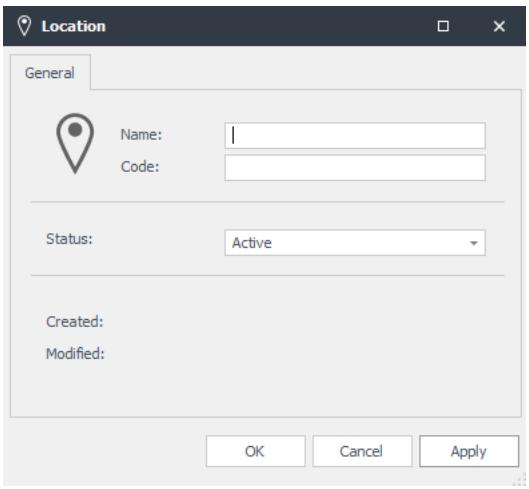
1. Click on Data Library then Location.



2. The Location grid will appear. Click on the 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 on Apply or OK along the bottom of the setup screen to save your changes.

5. To view the Location grid and all locations that have been set up, go back to Step 1.

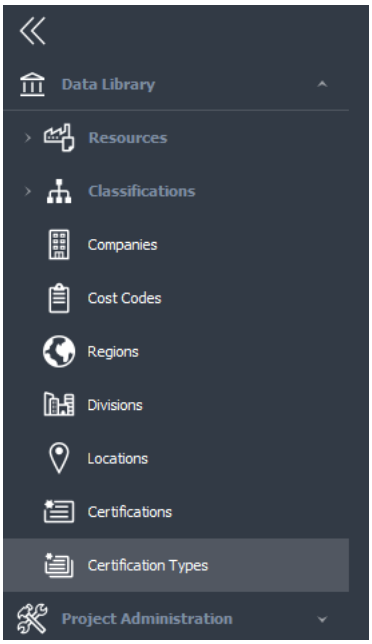
6. The available columns in the Location grid are:
    - Name
    - Code

- Status

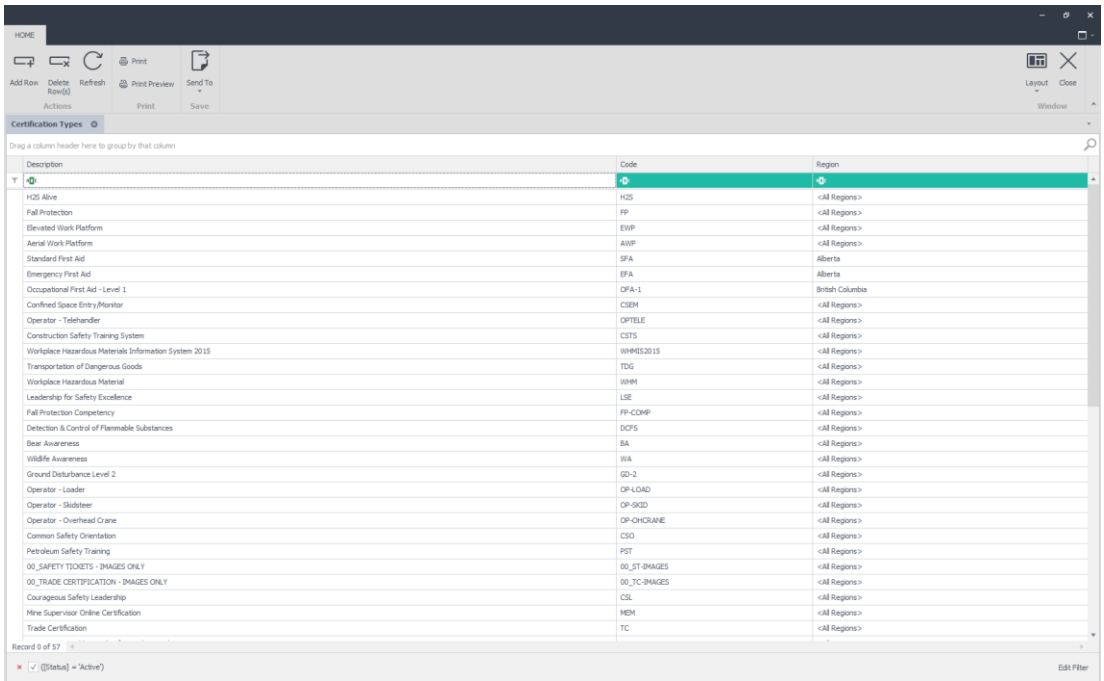
7. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

Creating a New Certification Type

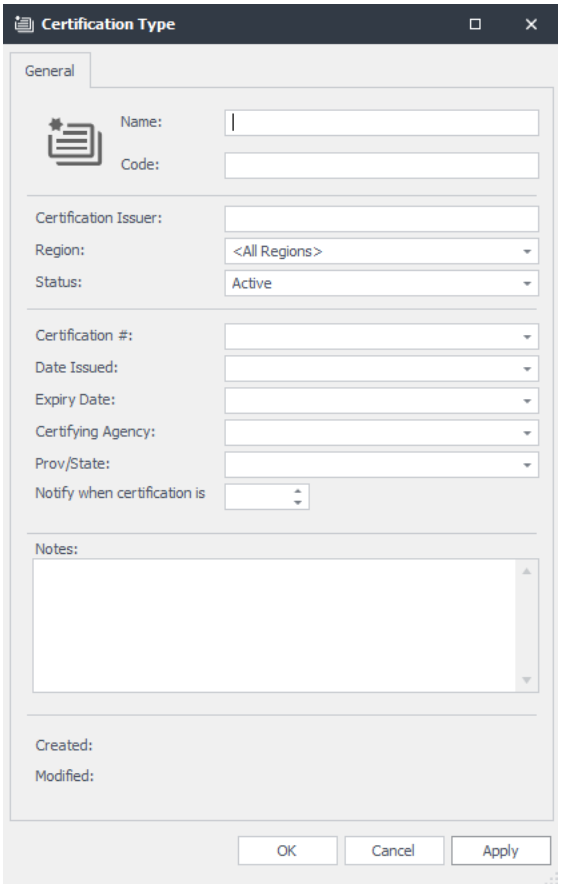
1. Click on Data Library then Certification Types.



2. The Certification Types grid will appear. Click on the Add Row in the ribbon bar.

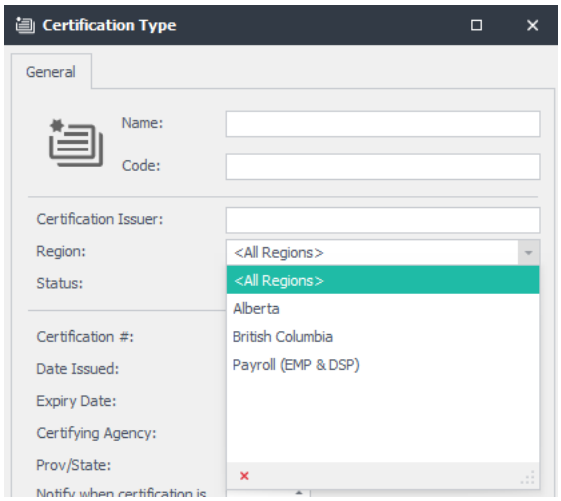


3. Enter the certification type description in the Name field. In the Code field, enter a short certification code.



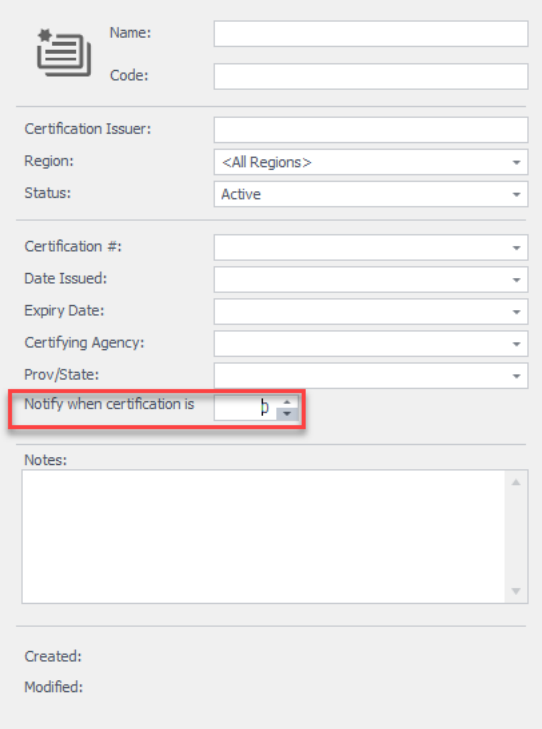
4. Click on the drop-down box in the Region field. Select the region that this certification type belongs to.

NOTE:	You can select All Regions to make it universally accessible.



5. The next five fields let you specify the rule regarding the capture of information for the available fields when a certification is associated with a person (through the Personnel editor). The available choices are Mandatory, Optional, or Not Available.

6. Finally, you can specify the number of days to notify people prior to certification expiry when the certification expiry warning will be triggered on the certification screen or any associated reports.



7. Click on Apply or OK along the bottom of the setup screen to save your changes.

8. To view the Certification Types grid and all certification types that have been set up, go back to Step 1.

9. The available columns in the Certification Types grid are:

   - Description
   - Code
   - Region
   - Status

10. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

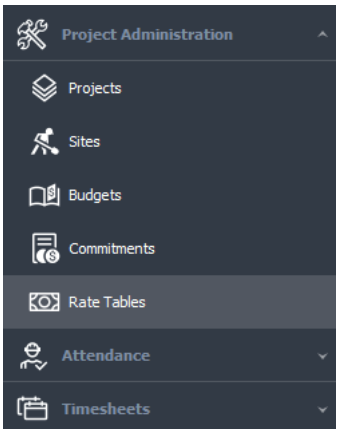
Using Billings

Creating Rate Tables

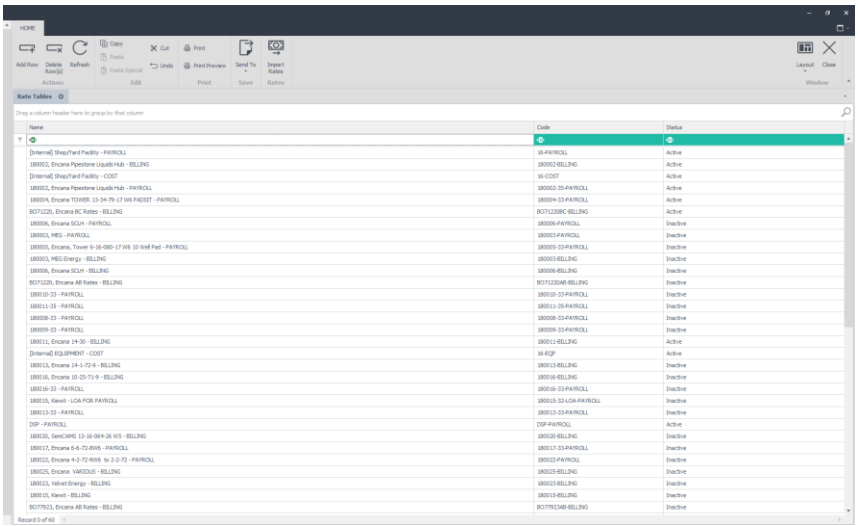
Creating a new Rate Table

A Rate Table consists of Personnel Rates, Equipment Rates and Material Rates. These rate tables must be created prior to any billable work being LEM'd or invoiced. A single rate table can be used by multiple projects; however, you can set up a project-specific rate table for each project or even a rate table for a specific project node.

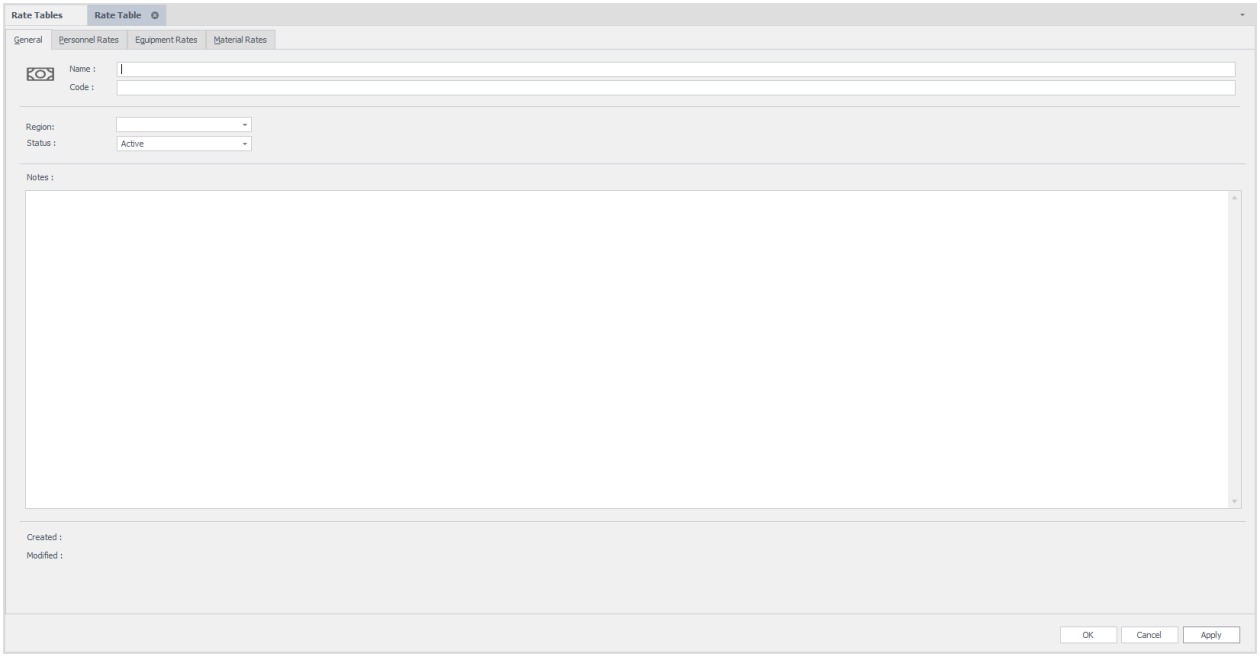
1. Click on Project Administration then Rate Tables.



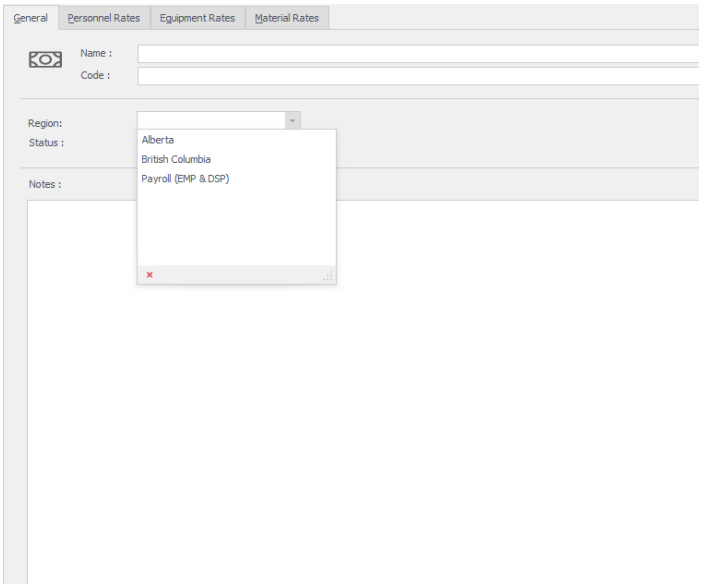
2. The Rate Table grid will open. You can select any rate table to modify, or you can create a new rate table by clicking the Add Row icon on the ribbon bar.



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



4. Click on the drop-down box for the Region and select the appropriate region.



5. The Status field will automatically default to Active.

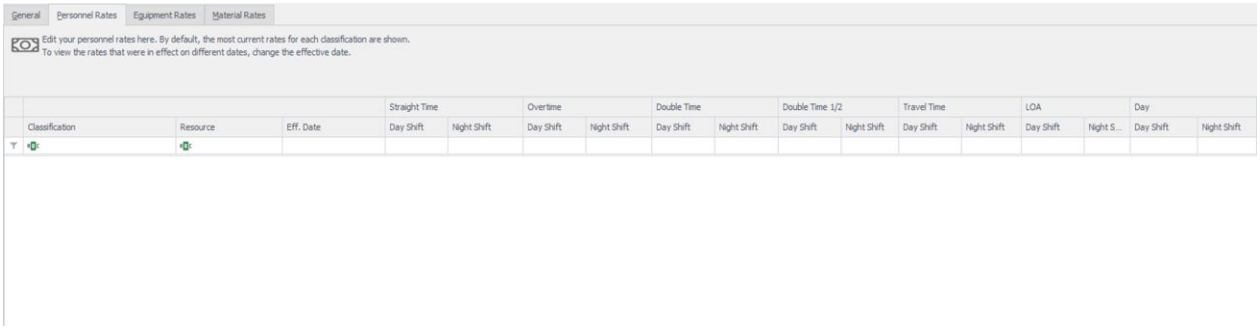
6. Enter in any notes pertinent to the rate table in the Notes section.

7. Click Apply to create the rate table.

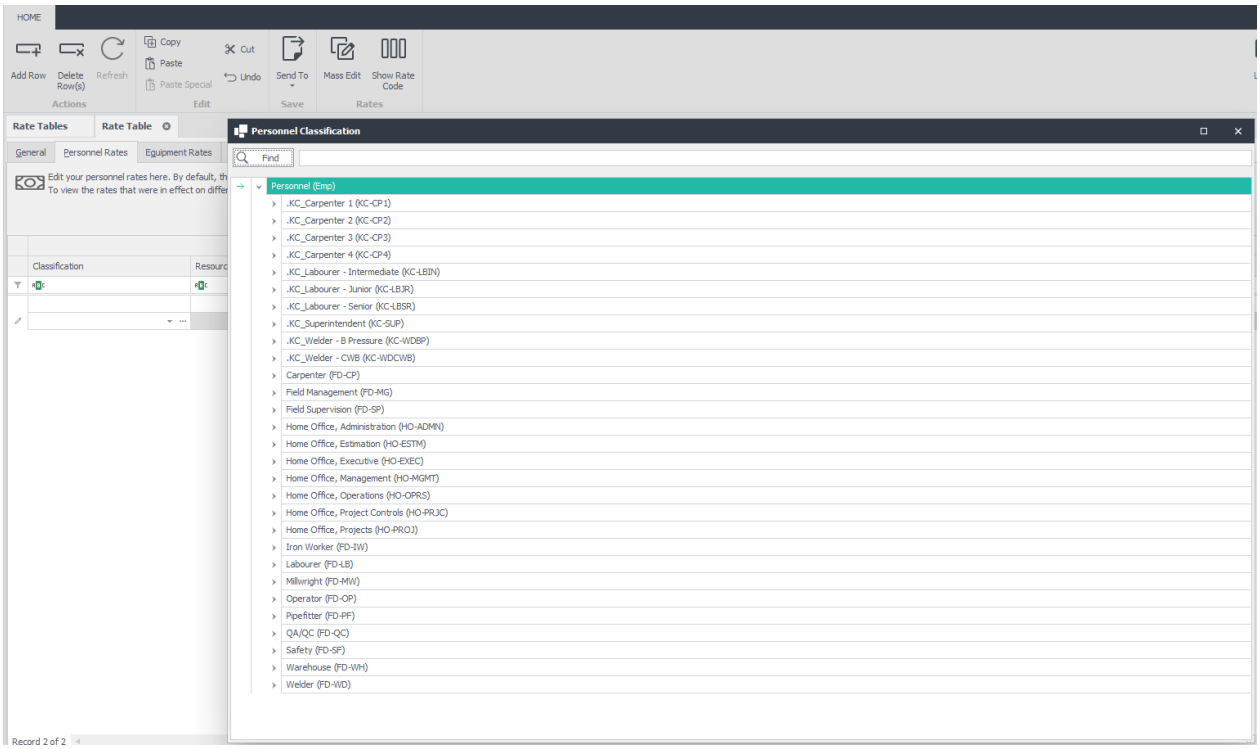
8. Click on the Personnel Rates tab to start entering personnel rate information.

9. Update the date in the Show rates effective as of date field on top of the grid to the date you wish to see or enter rates effective as of. For example, if today is March 1, 2022, and you wish to enter rates for a date set in the future, make sure the Show rates effective as of is set to, at minimum, the new effective date for the future rates you are setting up. Going with the example above, if you wish to create rates for June 1, 2022, change the date in the Show rates effective as of calendar from March 1, 2022, to June 1, 2022, or greater, and press the *Tab* key to move the cursor and set the new viewing date.

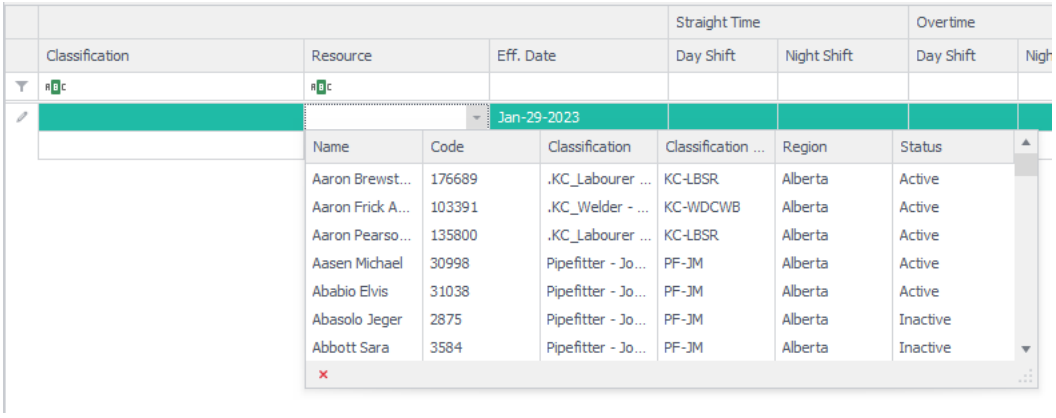
NOTE:	When working with Rate Tables, you should save your work often by clicking the Apply button frequently.



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



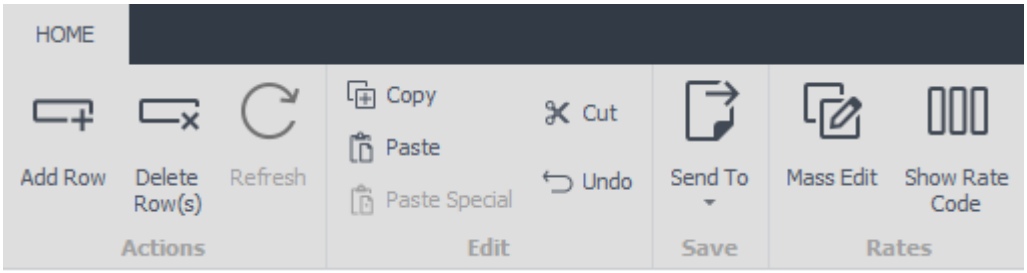
11. Billings optionally supports rates by individual resource by classification (i.e., John Smith Bill As Skilled Laborer can be billed out at rates different than the standard Skilled Laborer). If you wish to enter a rate for an individual in the classification selected, click on the drop-down box under the Resource column and select the individual being assigned to the rate record.



12. Select the Effective Date of the rate record.

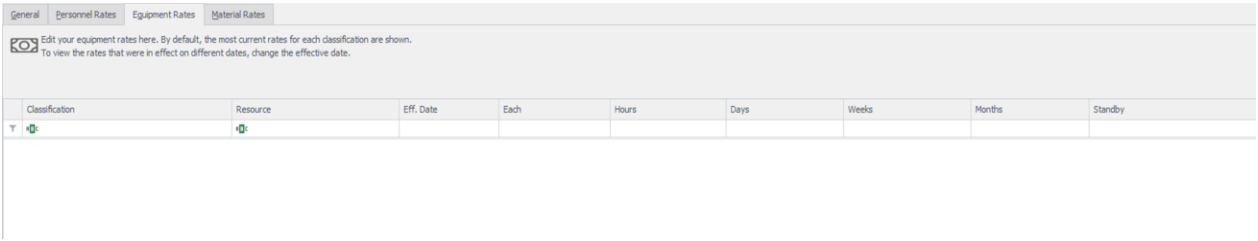
13. Enter in the rates to be used for the different earnings class (i.e., Straight Time, Overtime, Double Time, Double Time and a Half, Travel Time, LOA, and Day).

14. To add another classification to this rate table, click on the Add Row icon located in the ribbon bar. If you need to remove a classification, select the line, then click Delete Row(s) on the ribbon bar.



15. Continue adding the necessary classifications for the project and the corresponding rates.

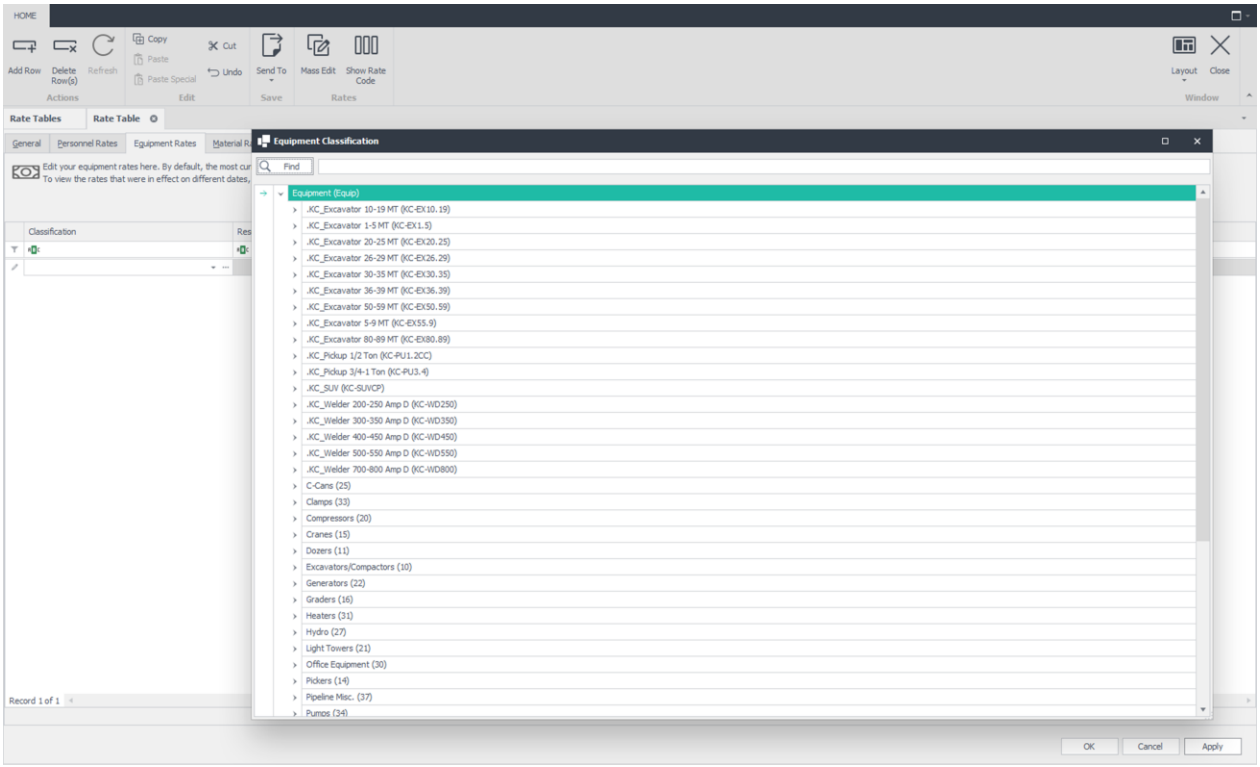
16. You can also specify rate codes and customer classification code/description for the entered classification. This will be required to map classification/shift/unit of measure combinations to your customer specific rate codes. To enable entry of customer classification code and rate codes, press the Show Rate Code icon on the ribbon bar. You can then enter customer classification description as well as rate codes for each resource or classification, along with the appropriate shift, and unit of measure combination(s).



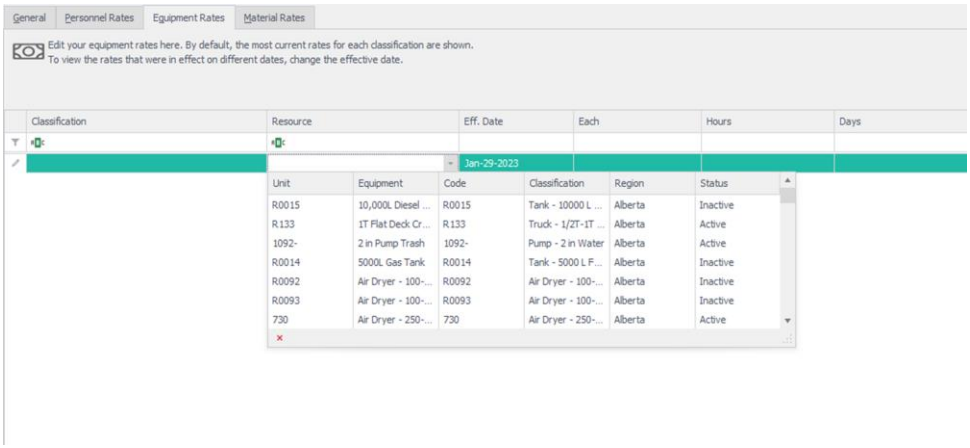
17. Click on the Equipment Rates tab to start entering equipment rate information.

18. Update the date in the Show rates effective as of date field on top of the grid to the date you wish to see or enter rates effective as of. For example, if today is March 1, 2022, and you wish to enter rates for a date set in the future, make sure the Show rates effective as of is set to, at minimum, the new effective date for the future rates you are setting up. Going with the example above, if you wish to create rates for June 1, 2022, change the date in the Show rates effective as of calendar from March 1, 2022, to June 1, 2022, or greater, and press the *Tab* key to move the cursor and set the new viewing date.

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

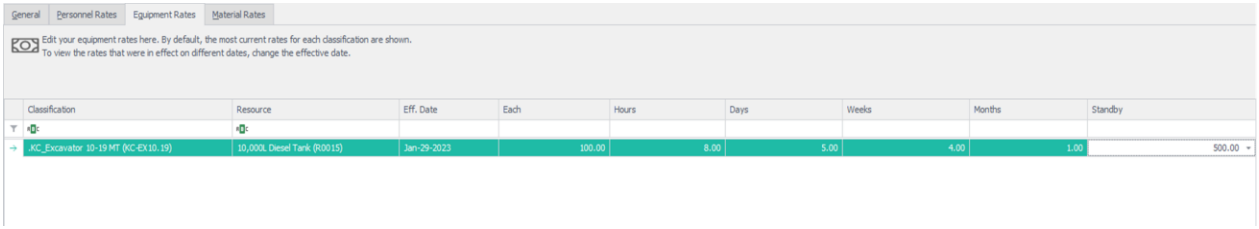


20. Billings optionally supports rates by individual resource by classification (i.e., Zoom boom Bill As a forklift, can be billed out at rates different than the standard Zoom boom rate). If you wish to enter a rate for an individual resource in the classification selected, click on the drop-down box under the Resource column and select the individual being assigned to the rate record.



21. Select the Effective Date of the rate record.

22. Enter in the rates to be used for the different earnings class (i.e., Each, Hours, Days, Weeks, Months, Standby).



23. To add another classification to this rate table, click on the Add Row icon located in the ribbon bar. If you need to remove a classification, select the line, then click Delete Row(s) on the ribbon bar.

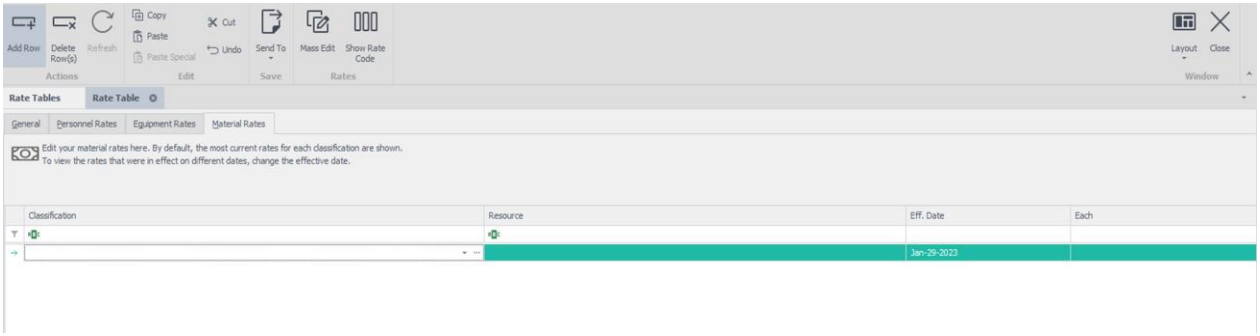
24. Continue adding the necessary classifications for the project and the corresponding rates.

25. You can also specify rate codes and customer classification code/description for the entered classification. This can be required to map classification/shift/unit of measure combinations to your customer specific rate codes. To enable entry of customer classification code and rate codes, press the Show Rate Code icon on the ribbon bar. You can then enter customer classification description as well as rate codes for each resource or classification, along with the appropriate shift, and unit of measure combination(s).

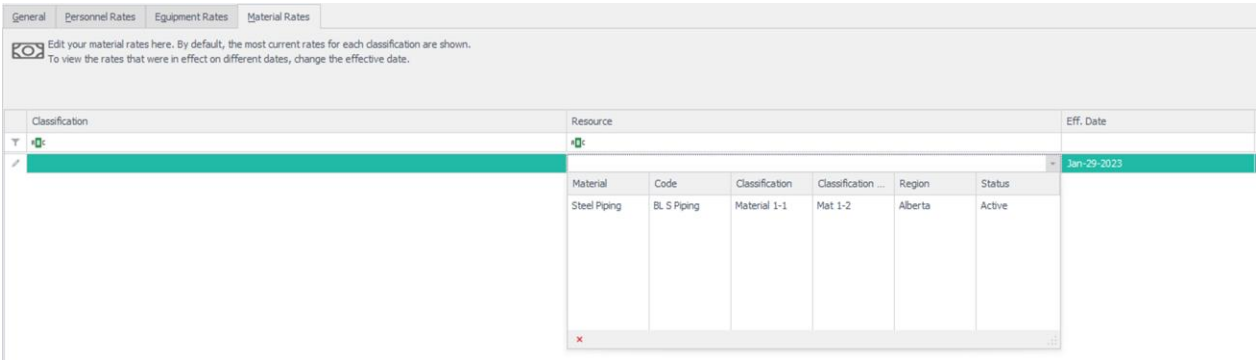
26. Click on the Material Rates tab to start entering material rate information.

27. Update the date in the Show rates effective as of date field on top of the grid to the date you wish to see or enter rates effective as of. For example, if today is March 1, 2022, and you wish to enter rates for a date set in the future, make sure the Show rates effective as of is set to, at minimum, the new effective date for the future rates you are setting up. Going with the example above, if you wish to create rates for June 1, 2022, change the date in the Show rates effective as of calendar from March 1, 2022, to June 1, 2022, or greater, and press the *Tab* key to move the cursor and set the new viewing date.

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



29. Billings optionally supports rates by individual resource by classification. If you wish to enter a rate for an individual resource in the classification selected, click on the drop-down box under the Resource column and select the individual being assigned to the rate record.



30. Select the Effective Date of the rate record.

31. Enter in the rate to be used for the Each unit of measure.

32. To add another classification to this rate table, click on the Add Row icon located in the ribbon bar. If you need to remove a classification, select the line, then click Delete Row(s) on the ribbon bar.

33. Continue adding the necessary classifications for the project and the corresponding rates.

34. You can also specify rate codes and customer classification code/description for the entered classification. This can be required to map classification/shift/unit of measure combinations to your customer specific rate codes. To enable entry of customer classification code and rate codes, press the Show Rate Code icon on the ribbon bar. You can then enter customer classification description as well as rate codes for each resource or classification, along with the appropriate shift, and unit of measure combination(s).

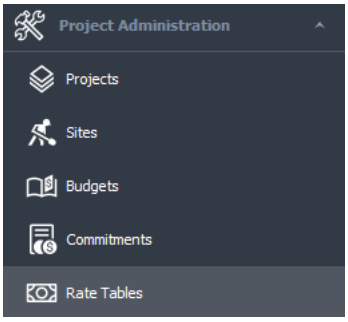
35. The available columns in the Rate Table grid are:

    - Name
    - Code
    - Status

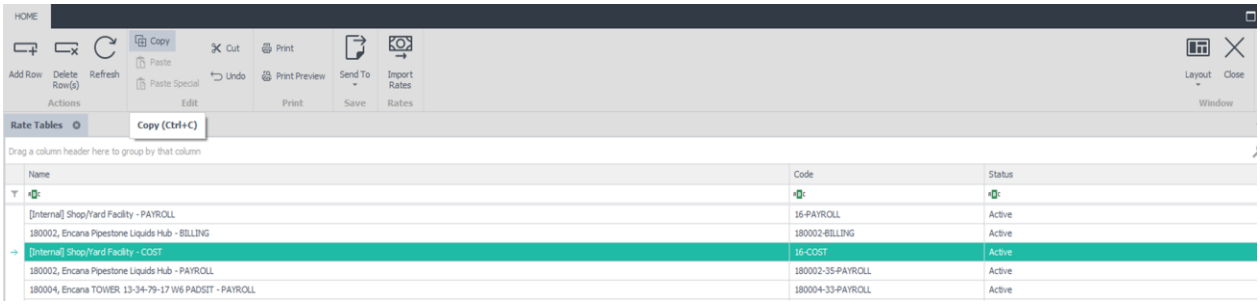
36. If there is a column header that is not currently in view when the grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

Copying a Rate Table

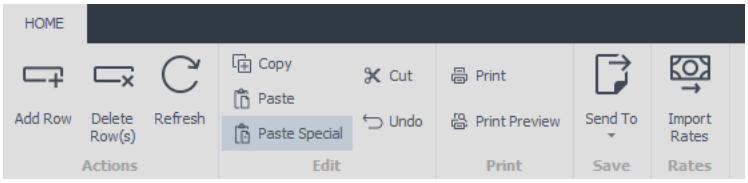
1. Select Project Administration and choose Rate Tables.



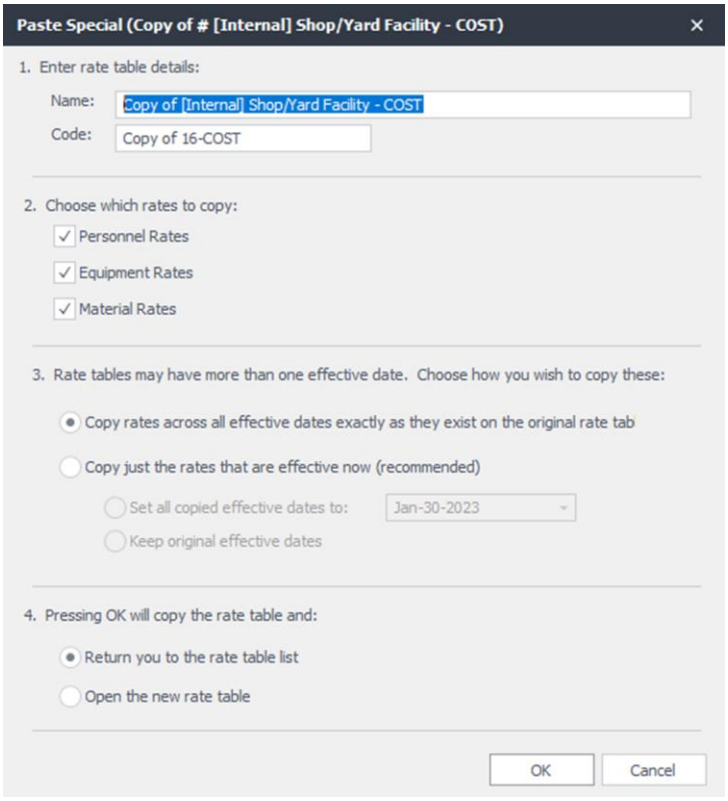
2. The rate table grid list will appear. Select the rate table to be copied by clicking on it once with the mouse, then on the ribbon bar, select copy on the menu.



3. Select **Special Paste**. Ensure Special Paste is selected and not Paste as it creates an exact copy of the rate table. Special Paste lets you adjust effective dates, change rate table name, and code, and adjust other aspects of the rate table that are applicable for the new rate table.



4. The Special Paste window will appear. Under section 1, change the name of the rate table. 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 or all three 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.

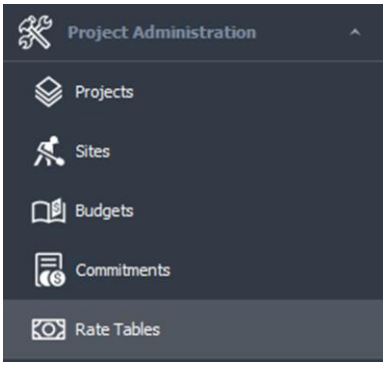
7. Section 4 will determine the next steps, either to Return you to the rate table list or Open the new rate table. If the Open the new rate table is selected, the new rate table will open allowing the user to make any additional modifications.

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

Utilizing Mass Edit Functionality with a Rate Table

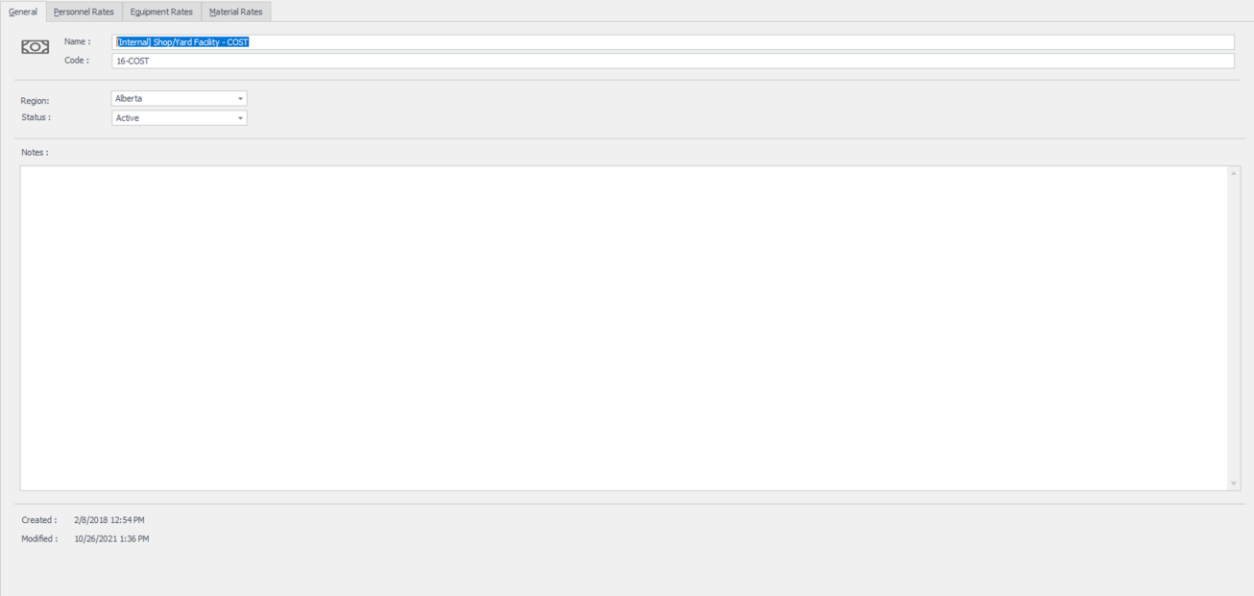
The Mass Edit feature is available to users to simultaneously adjust rates within a rate table. This function frees the user from needing to adjusting each rate individually. Although this functionality is beneficial, users must be cautious when applying it, as multiple rate records are affected simultaneously. The mass edit feature can also be used to clean up a rate table after it has been updated using the Rate Import Wizard (see Importing Rate Table section)

1. From the menu. Select Project Administration and choose Rate Tables.

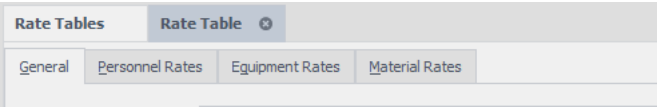


2. Select the required rate table from the grid list by double-clicking on it.

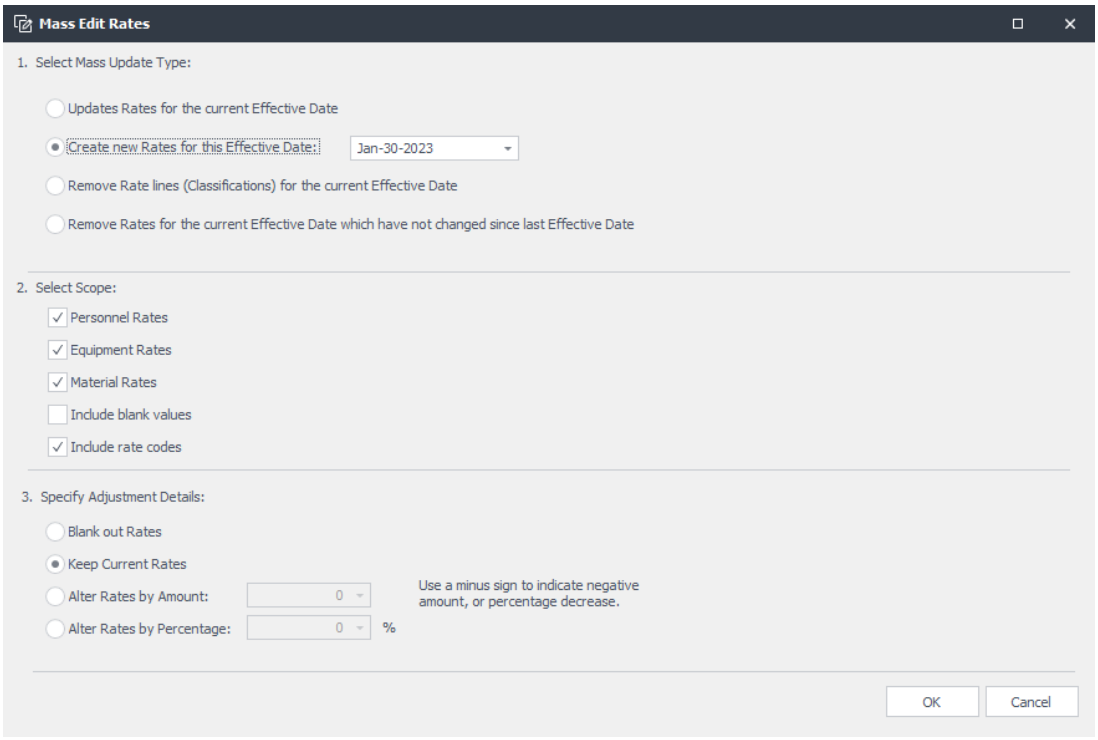
3. The Rate Table window will open, and the General tab will be visible.



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



5. The Mass Edit Rates window will appear.



6. Under 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

7. Under section 2, determine precisely what scope of the rate table will be edited (either Personnel, Equipment, Material or all three sets of rates).

8. Under 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).

9. After the modifications have been made, click on OK to adjust the rate table based on the parameters you specified.

10. The adjusted rate table will automatically open with the effective date and rates altered accordingly.

11. Click on each tab to review the altered rates.

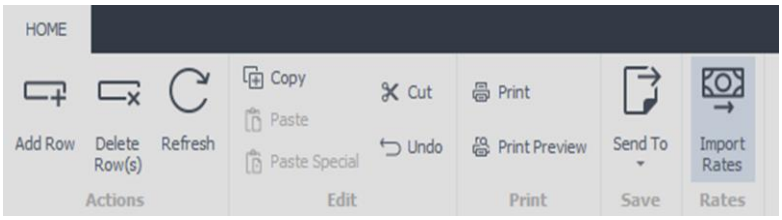
12. Upon completion, click the Apply button or to save the changes and exit the window, click OK located along the bottom of the setup screen.

Importing a Rate Table

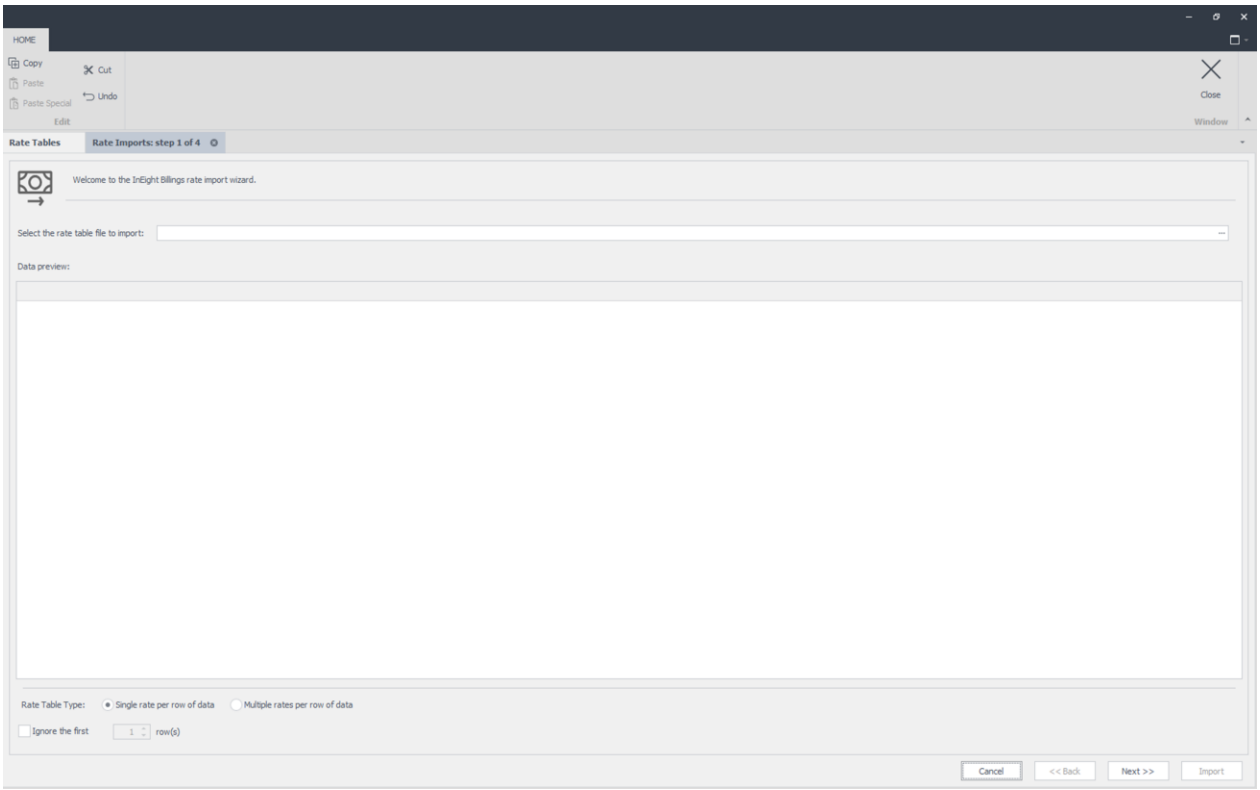
Billings lets you to create and maintain rate tables externally in a spreadsheet format and import the rates into an existing rate table or as a new rate table.

NOTE:	Only Personnel rate import is supported

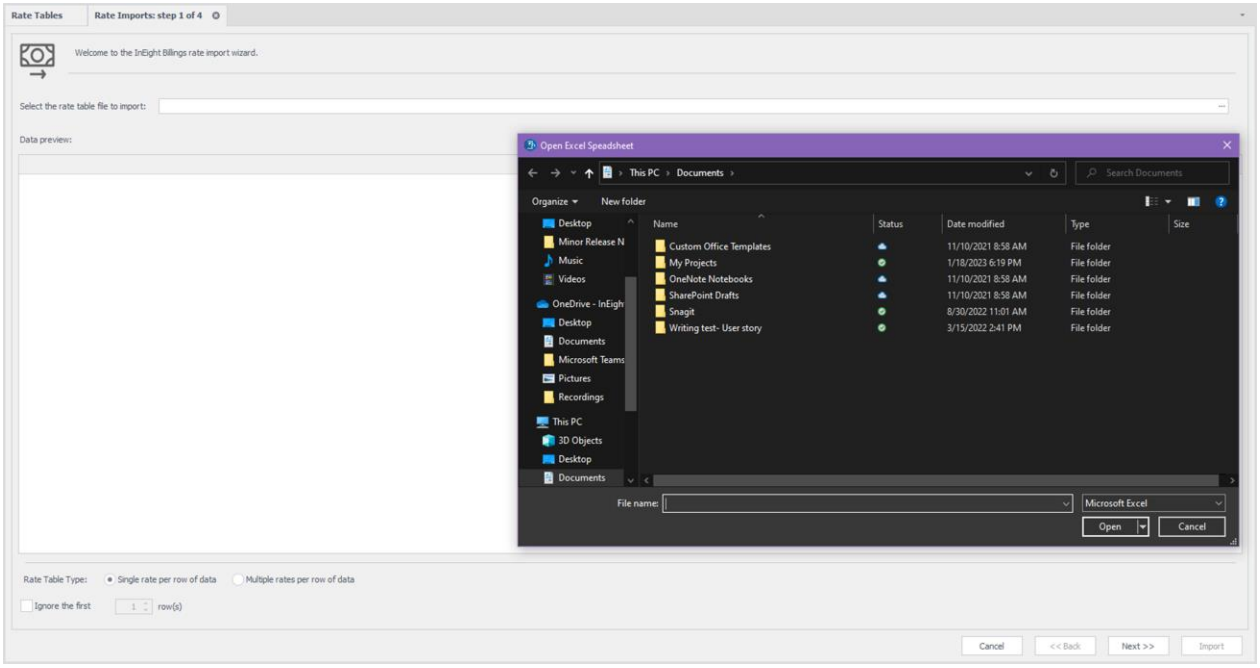
1. Select Project Administration Rate Tables and select Import Rates from the ribbon bar.



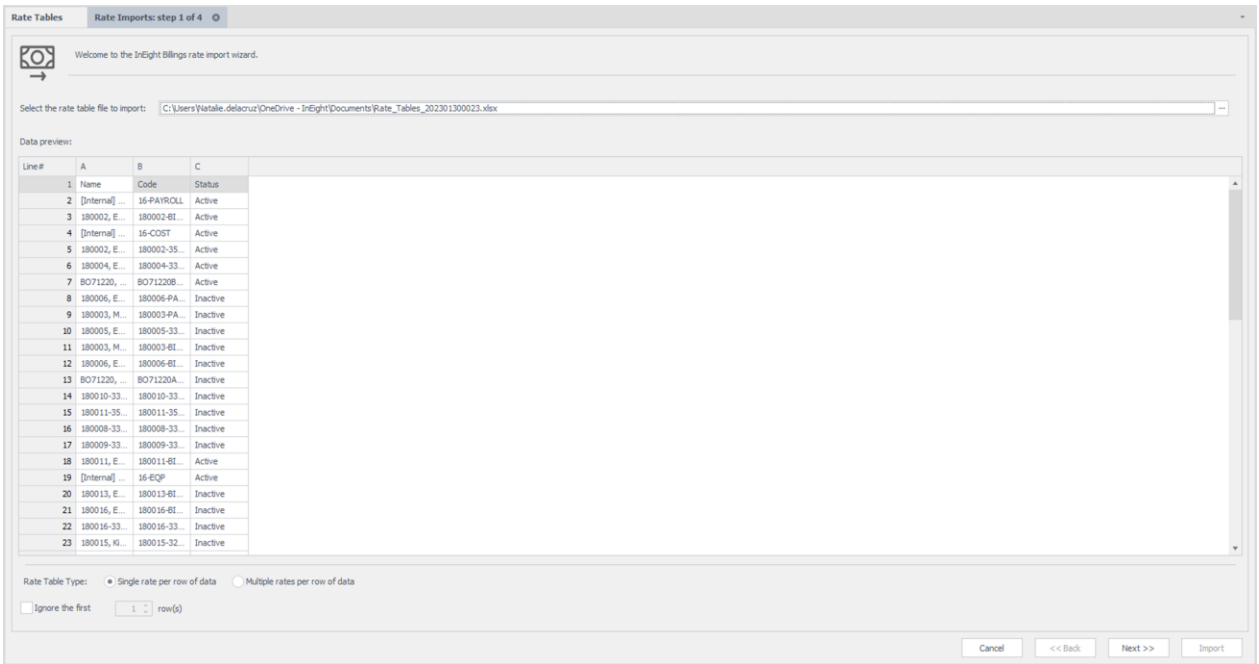
2. The Rate Imports wizard will appear.



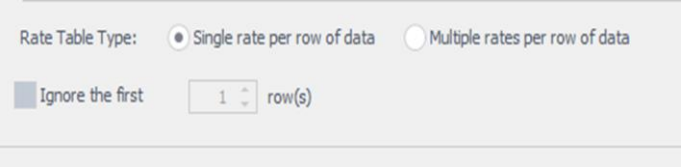
3. Select the spreadsheet file to import by using the three dots icon to launch the file picker and select the path.



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



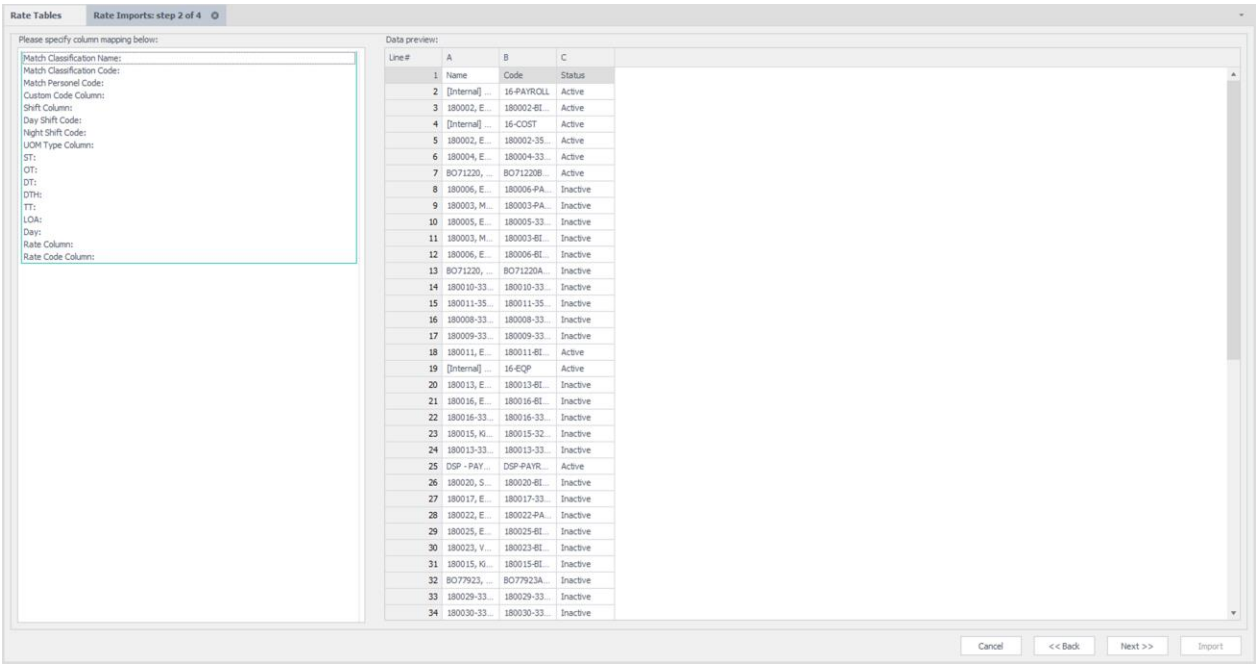
5. Specify whether the rates are stored horizontally or vertically in the spreadsheet and indicate how many of the top rows to ignore.



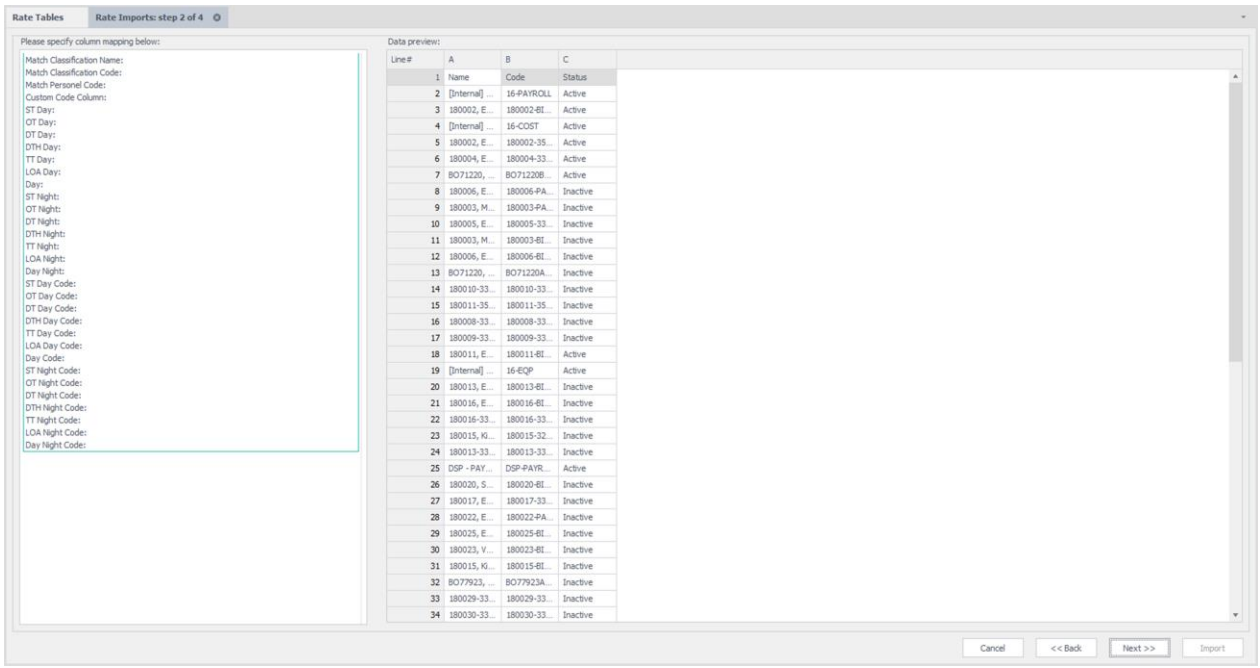
Press Next to proceed.

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:


Rate Tables
Rate Imports: step 2 of 4
Please specify column mapping below:
Match Classification Name:
Match Classification Code:
Match Personel Code:
Custom Code Column:
ST Day:
OT Day:
DT Day:
DTH Day:
TT Day:
LOA Day:
Day:
ST Night:
OT Night:
DT Night:
DTH Night:
TT Night:
LOA Night:
Day Night:
ST Day Code:
OT Day Code:
DT Day Code:
DTH Day Code:
TT Day Code:
LOA Day Code:
Day Code:
ST Night Code:
OT Night Code:
DT Night Code:
DTH Night Code:
TT Night Code:
LOA Night Code:
Day Night Code:
Data preview:
Line #
A
B
C
1 Name Code Status
2 [Internal] ... 16-PAYROLL Active
3 180002, E... 180002-BI... Active
4 [Internal] ... 16-COST Active
5 180002, E... 180002-35... Active
6 180004, E... 180004-33... Active
7 BO71220, ... BO71220B... Active
8 180006, E... 180006-PA... Inactive
9 180003, M... 180003-PA... Inactive
10 180005, E... 180005-33... Inactive
11 180003, M... 180003-BI... Inactive
12 180006, E... 180006-BI... Inactive
13 BO71220, ... BO71220A... Inactive
14 180010-33... 180010-33... Inactive
15 180011-35... 180011-35... Inactive
16 180008-33... 180008-33... Inactive
17 180009-33... 180009-33... Inactive
18 180011, E... 180011-BI... Active
19 [Internal] ... 16-EQP Active
20 180013, E... 180013-BI... Inactive
21 180016, E... 180016-BI... Inactive
22 180016-33... 180016-33... Inactive
23 180015, Ki... 180015-32... Inactive
24 180013-33... 180013-33... Inactive
25 DSP - PAY... DSP-PAYR... Active
26 180020, S... 180020-BI... Inactive
27 180017, E... 180017-33... Inactive
28 180022, E... 180022-PA... Inactive
29 180025, E... 180025-BI... Inactive
30 180023, V... 180023-BI... Inactive
31 180015, Ki... 180015-BI... Inactive
32 BO77923, ... BO77923A... Inactive
33 180029-33... 180029-33... Inactive
34 180030-33... 180030-33... Inactive
Cancel
<< Back
Next >>
Import

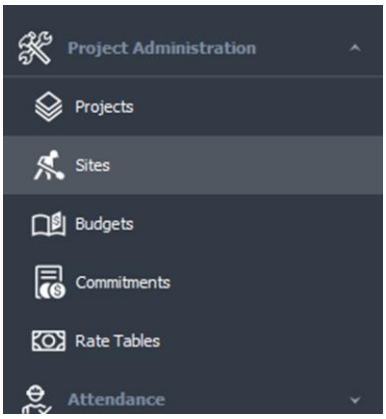
7. After you have mapped the columns, click Next to go to the third page of the wizard which will preview the imported rate table in Billings format. The last column in the import preview grid specifies errors that have been found with each line of the import file. Only lines which are error-free will be imported into Billings. Review and correct any errors reported and press Next to proceed.

8. 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.

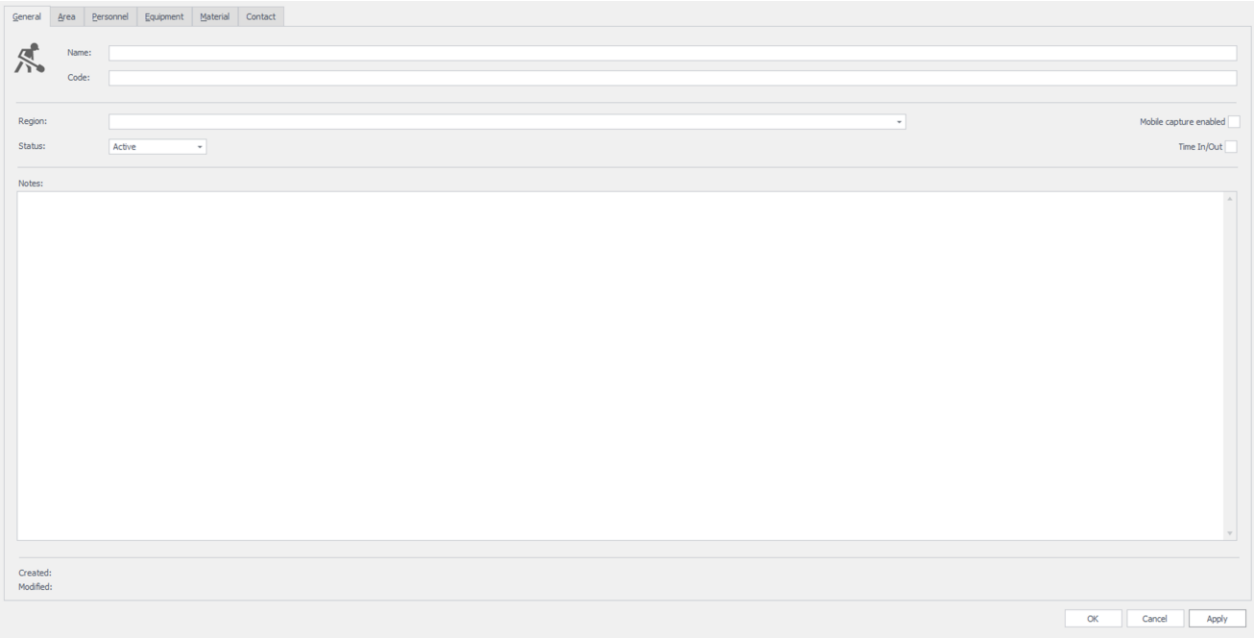
9. Create a Rate Table Name or choose an existing rate table from the Rate Table Name drop down list when the Update Existing Rate Table option is selected. Indicate the Effective Date for the rates. After you are done, click Import to import the rates.

Creating a New Site

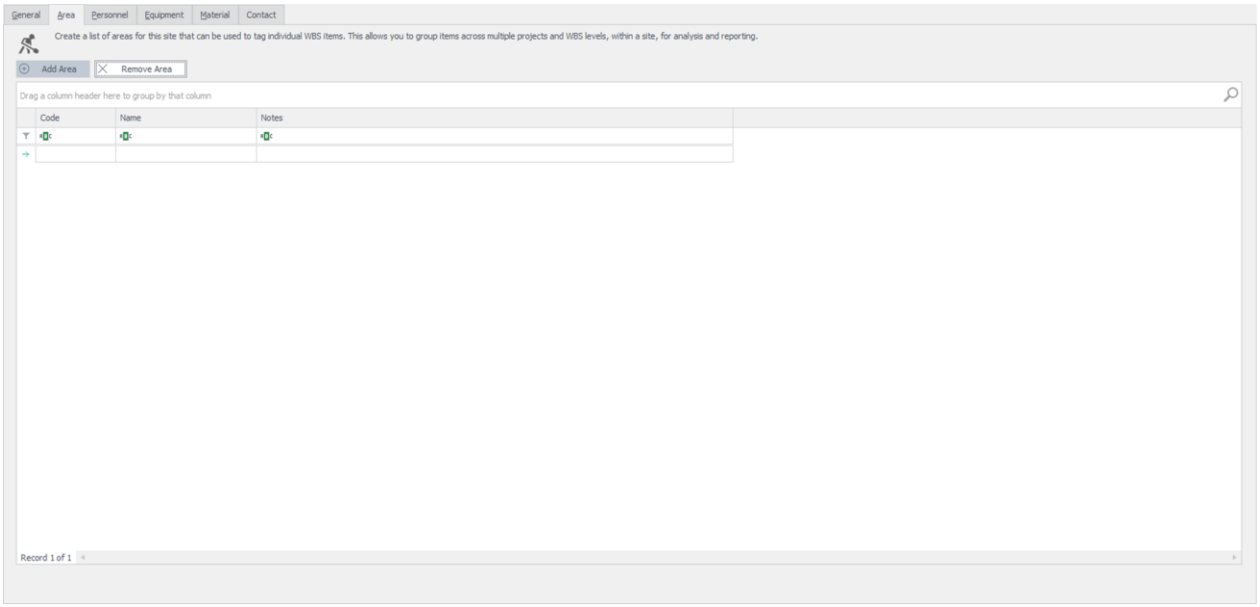
1. Click Project Administration and choose Sites.



2. To add a new Site, select the Add Row button then select the Name for the new site, the Code being allocated to this site, as well as the Region the site belongs to or is located in.



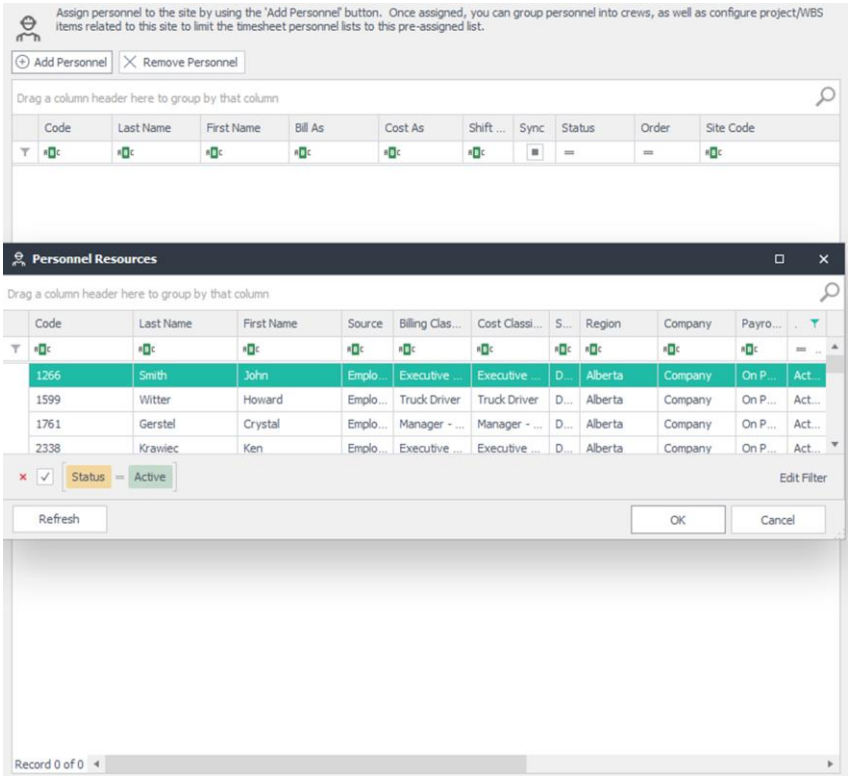
3. Click on the Area tab to view and create a list of site areas. Site areas can correspond to geospatial areas of the site or can be logical in nature. Areas defined at a site level can be assigned to individual nodes of all projects belonging to that site, allowing you to group data within reports by site area across multiple projects. Add additional sites by clicking on the Add Area button located just above the grid list. Provide the new area with a Name and Code, and optionally, filling in additional descriptive details in Notes section.



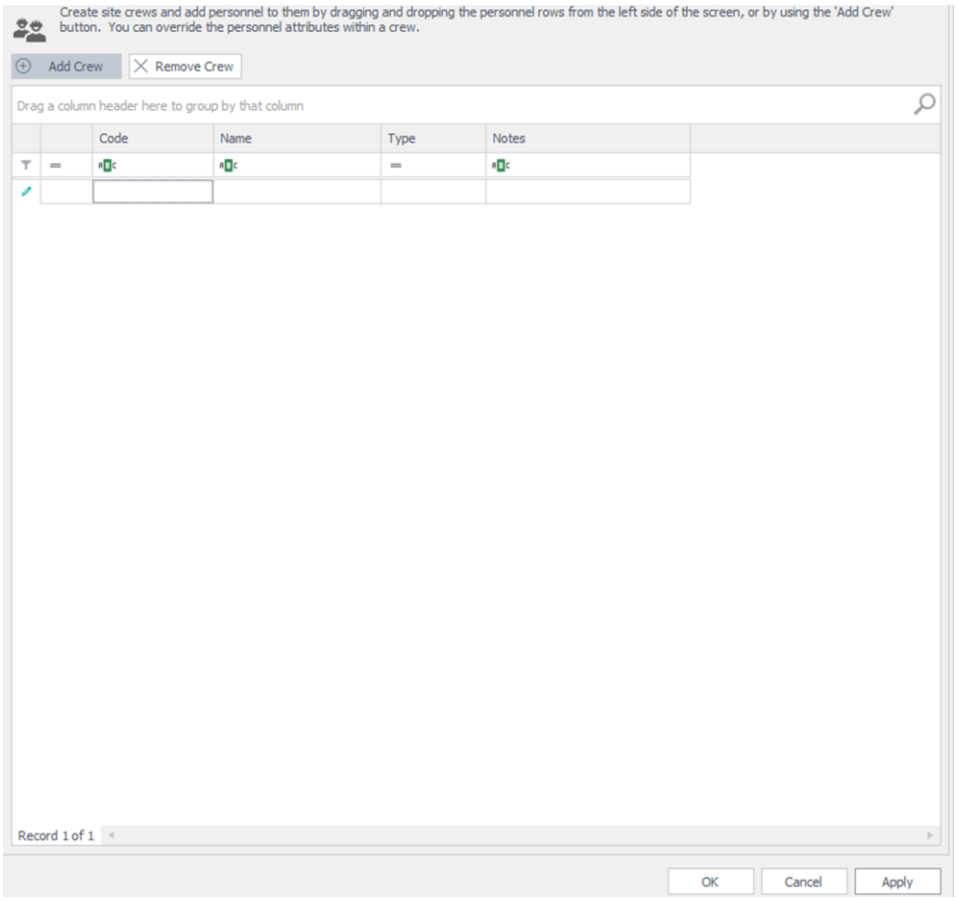
4. To remove an Area that is not applicable, highlight the row associated to the Area being removed and click the Remove Area button, located just above the grid list.

Click on the Personnel tab to view and assign who is currently working on this site. The Personnel tab is split into 2 sections – Assign People (left) and Create Crews (right). To use the personnel list and assign crews to a project, the Project must be set up correctly.

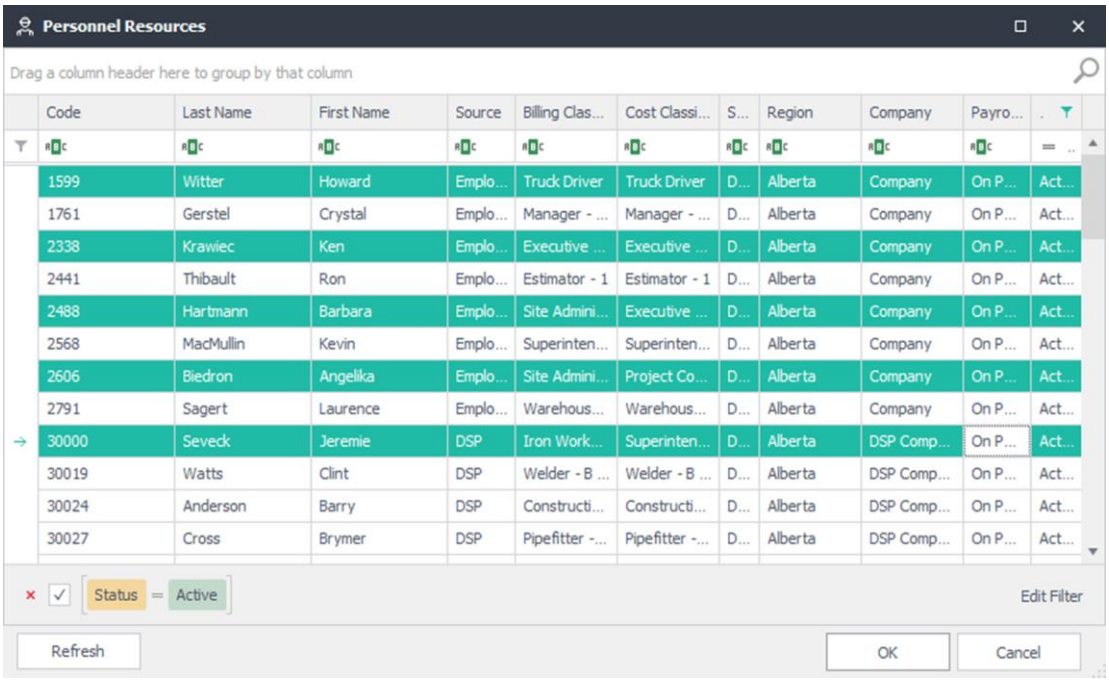
   a. Use the left side to assign specific personnel that are associated with the site. Assigning personnel to the site gives more control over who can charge their time to projects associated with that site.



b. 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 screen, or by using the 'Add Crew' 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
OK
Cancel
Apply

5. Click the Add personnel located directly above the gird, to launch the Personnel List pop-up window. 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, hold the SHIFT key, and select the last applicable record. Press Ok to bring the selected records to the grid.



4. After an individual is assigned to the grid, specific details can be entered, such as Order, Site Code, Shift Rotation, Start Date, End Date, and User Def 1-4. The Shift Rotation is populated from the Personnel screen 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. Refer to the Utilizing the Options Utility section of the Billings Administrators Manual for more details on how to set up custom list values.

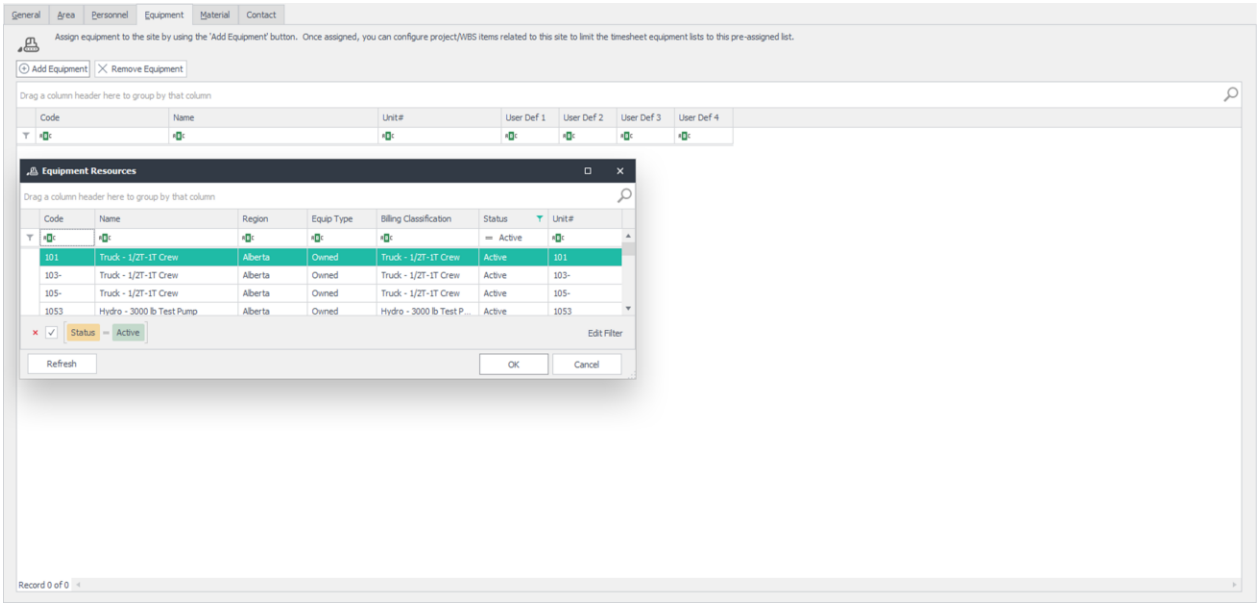
5. Use the right side of the grid to create crew definitions for the site. Create crews by using the Add Crew button, located directly above the grid. Enter the crew's name and assign the crew a code, then click Apply.

6. After the crew has been created, individuals can be assigned using the personnel assigned on the left side of the tab. They can be added to one or more crews, by dragging and dropping them from the left side of the grid into the appropriate crew row on the right side of the grid.

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 timesheets when using these resources on a project, where the project has the crew option enabled (Project Administration Project Crew Filter by selected crews).

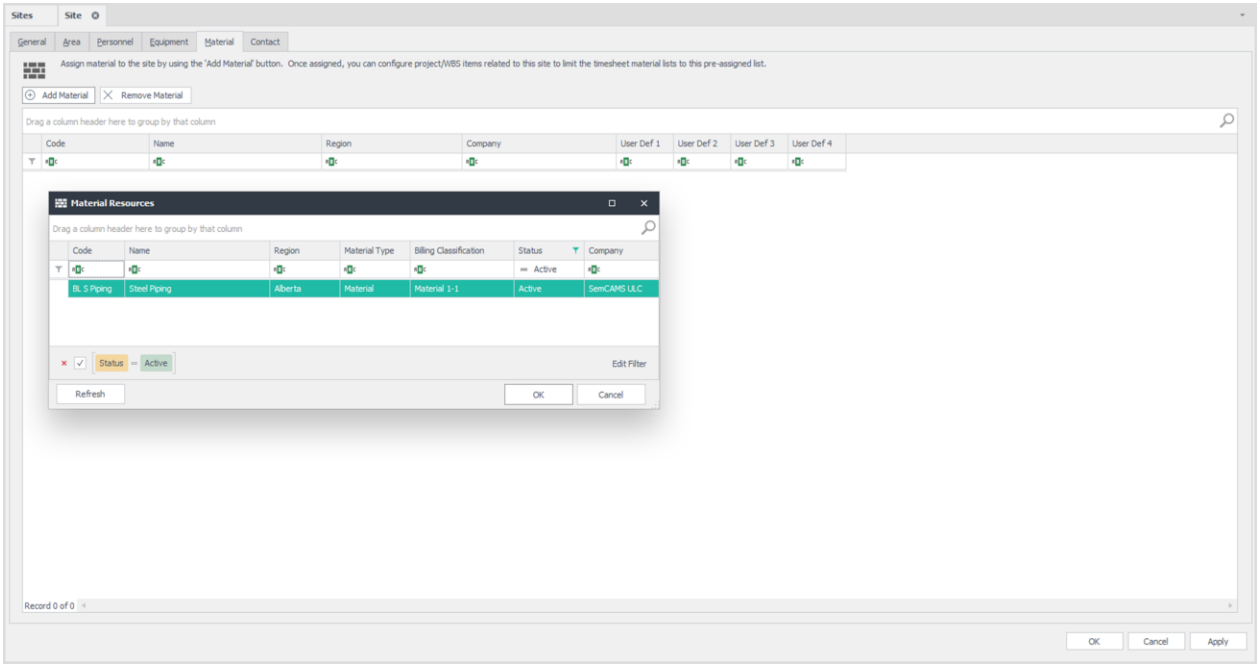
NOTE:	An individual can be part of multiple crew definitions at the same time. To view the crew list, expand the crew definition by using the + button next to the crew code. Notice in the example below, how one individual is associated with 2 different crews.

7. Click on the Equipment tab to view and maintain a list of equipment attached/assigned to this site. User Def 1-4 can be set in the Site List. Use the Add Equipment button, located directly above the grid, to bring up the Equipment List pop-up window. 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, hold the SHIFT key, and select the last applicable record. Press Ok to bring the selected records to the grid.

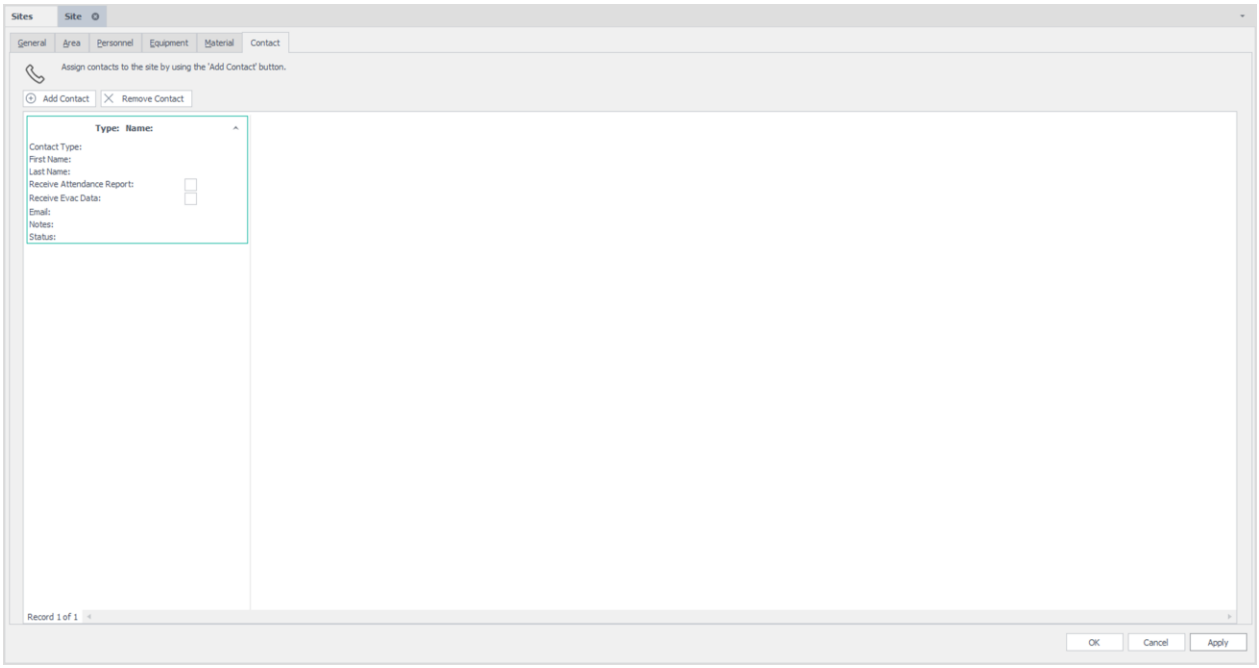


8. Click on the Material tab to view and maintain a list of material attached/assigned to this site. User Def 1-4 can be set in the Site List. Use the Add Equipment button, located directly above the grid, to bring up the Material List pop-up window. You can select multiple records using the mouse and holding the CTRL key to select each applicable record or select a range of records by

selecting the first record, hold the SHIFT key, and select the last applicable record. Press Ok to bring the selected records to the grid.



9. Click on the Contact tab to view and maintain a list of contacts associated with this site. Use the Add Contract, located directly above the grid, to add additional contacts to this list.



10. To view the site grid list and all sites that have been set up, click on Project Administration and then Sites.

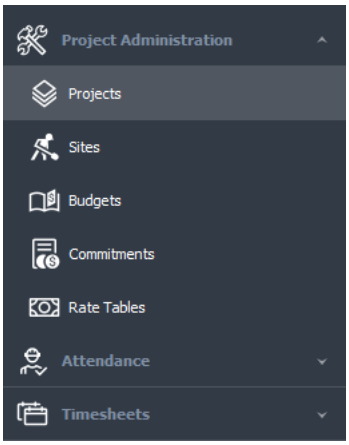
11. The available columns in the Site grid list are:

    - Name
    - Code
    - Region
    - Status

12. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

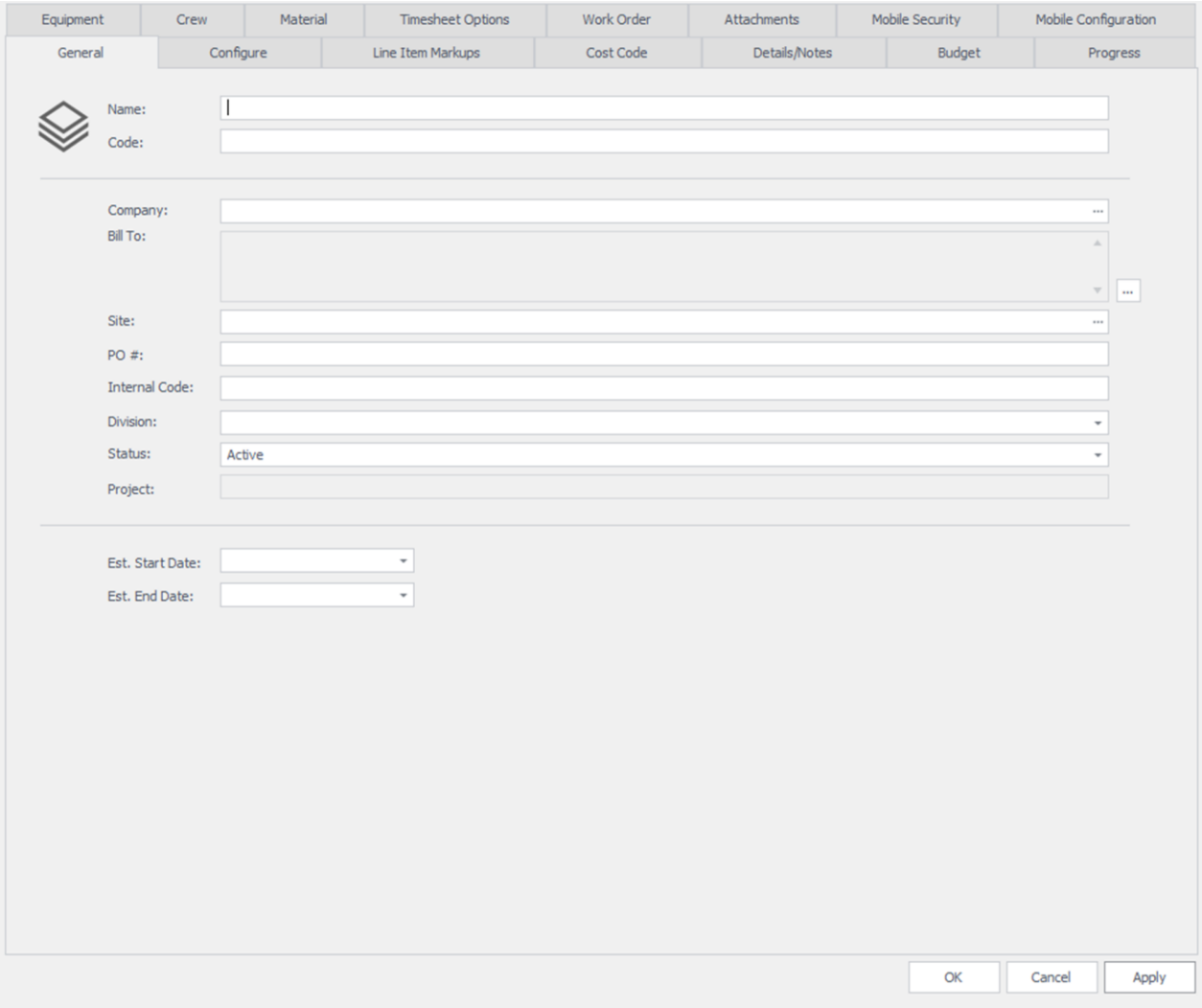
Creating a New Project

1. Click Project Administration and choose Projects.

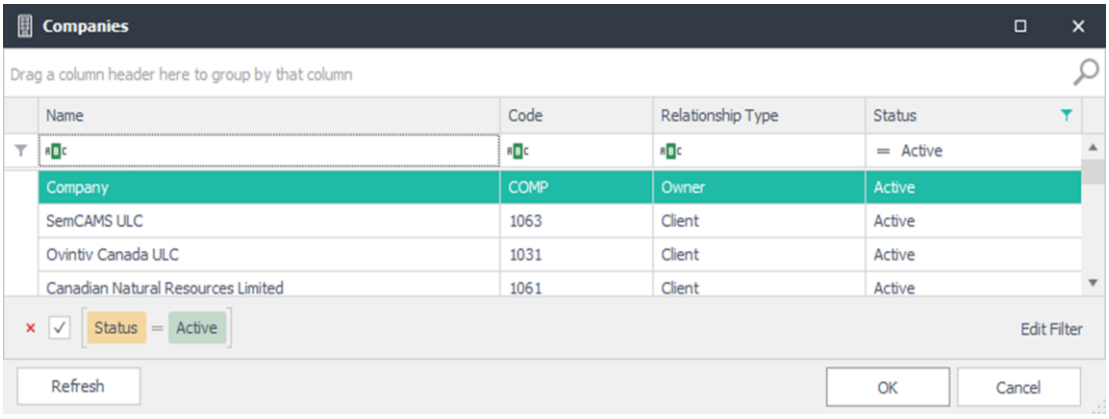


2. The Projects grid will appear. Select the Add Row button to add a new project. Add the project and the Code being allocated to this project (this could be a numeric value or abbreviation that each project goes by).

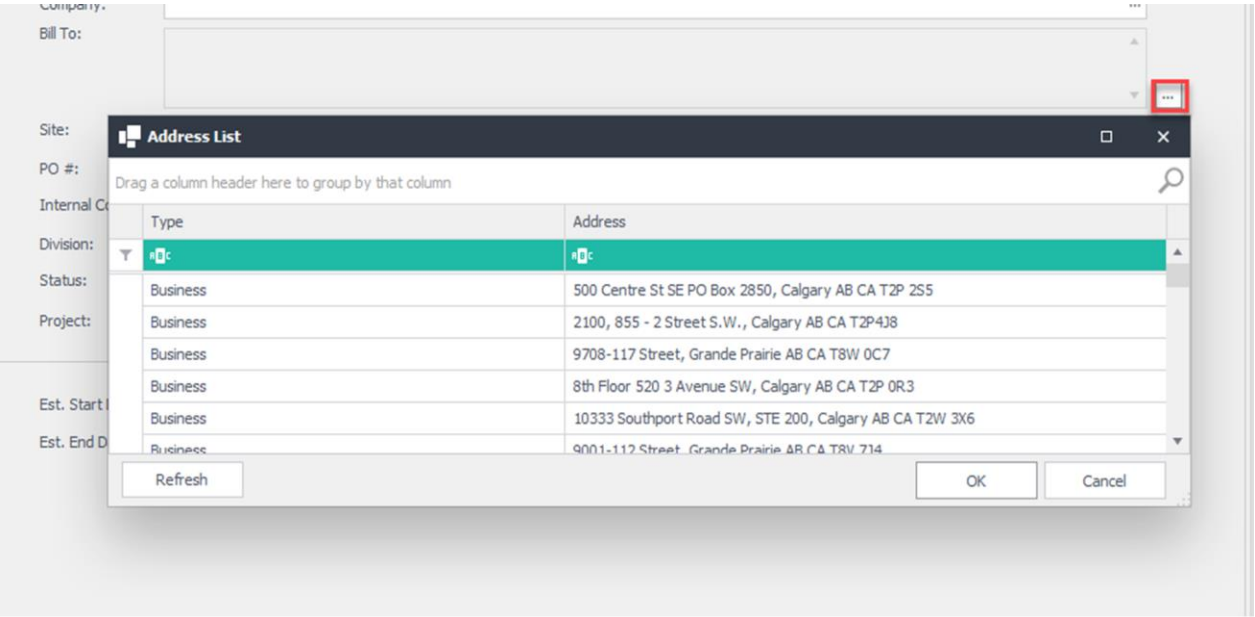
NOTE:	Use your internal project code as the project root folder's Code.



3. Click on the three dots icon for the Company field. A Company list will appear. Select the customer's name the work is being done for by double clicking on it.

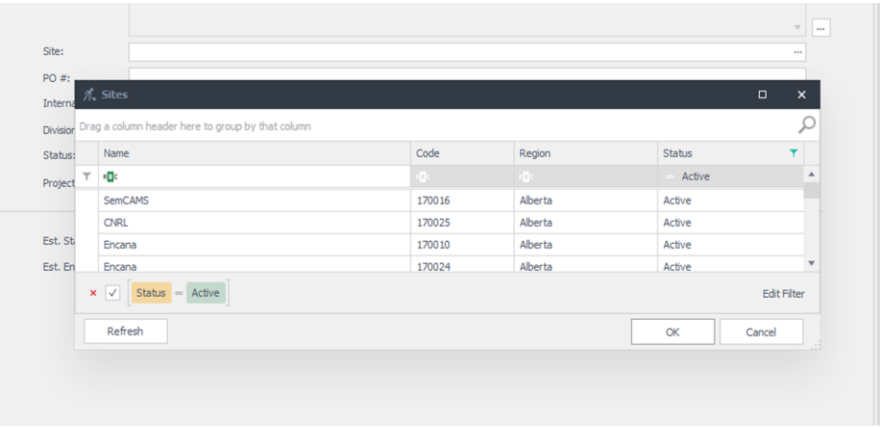


4. The Bill To will default in with the primary address that has been set up for the company selected above. If you require a different bill to address, click on the three dots icon and all addresses that have been set up for that company will appear. Double click on the correct address to select it. This is the address that will be used to generate invoices and will appear on project related reports.



5. Click on the drop-down box for the Site and select the site where the work is being performed.

NOTE:	This is a mandatory field. The project cannot be saved without this information.



6. If the project has a purchase order, enter the number in the PO # field.

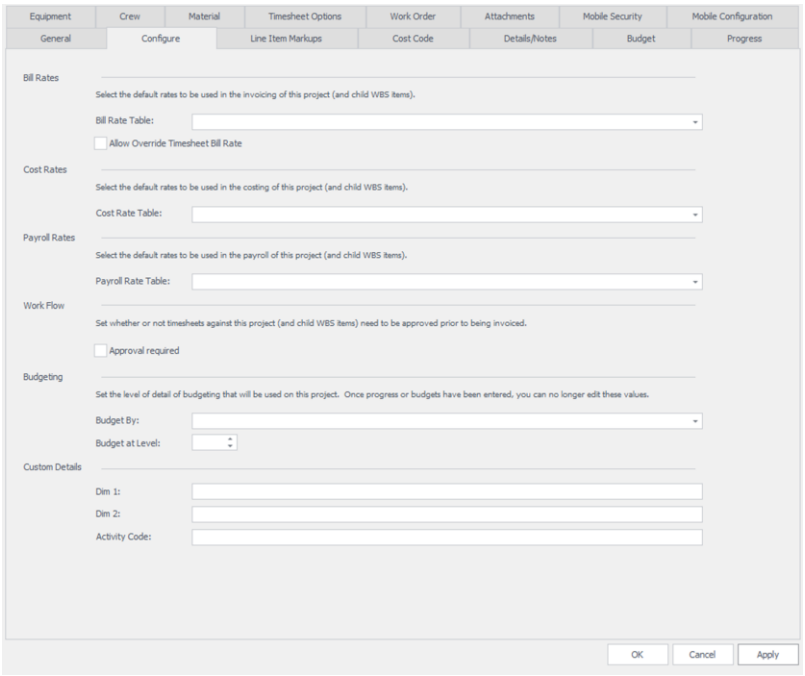
7. If there is another code or name that can be used to identify the project, place it in the Internal Code field.

8. Click on the drop-down list for the Division and select the division that applies to the work being performed.

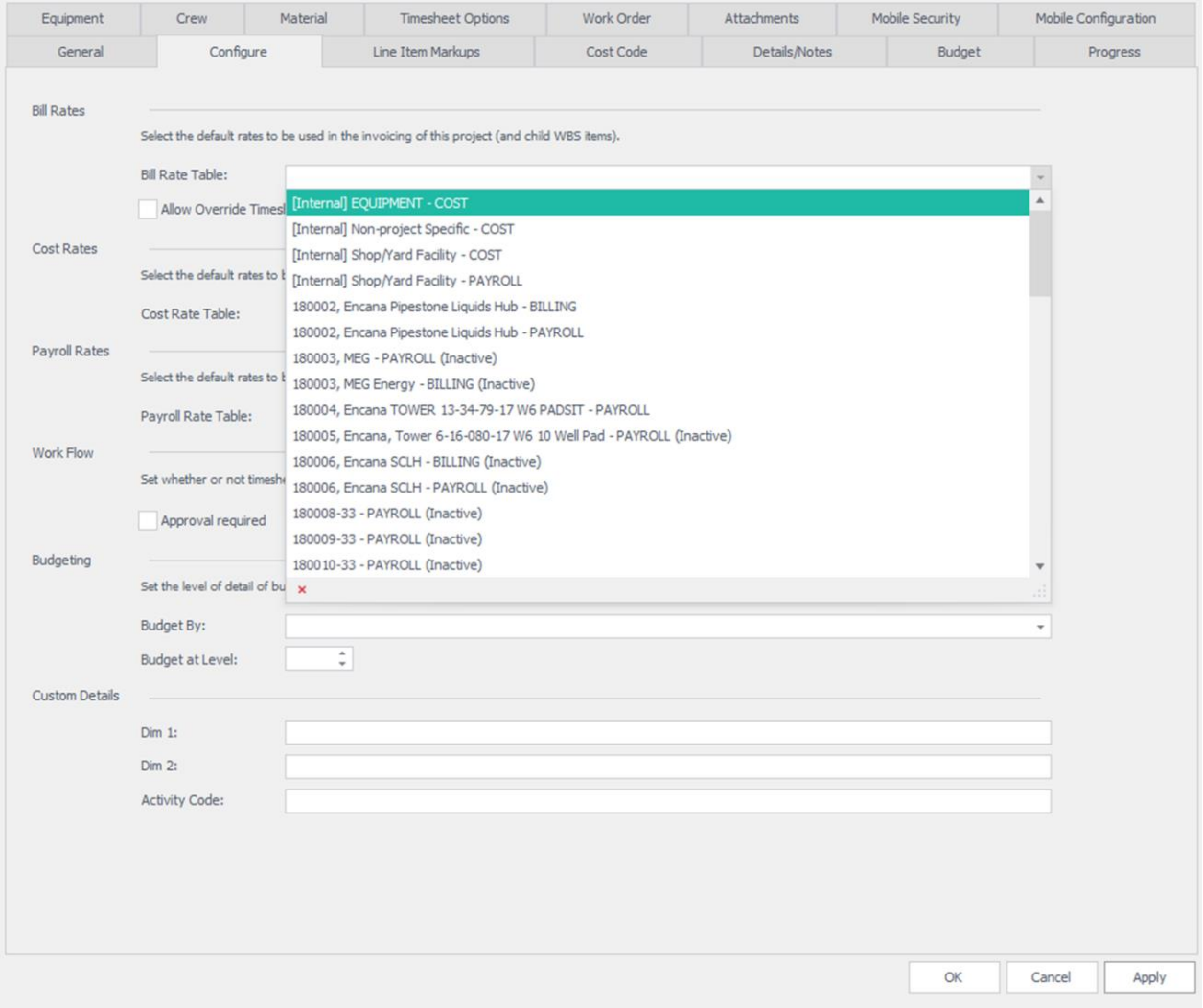
9. The Status field will automatically default to Active.

10. Enter the Est. Start Date and Est. End Date if you know what they are.

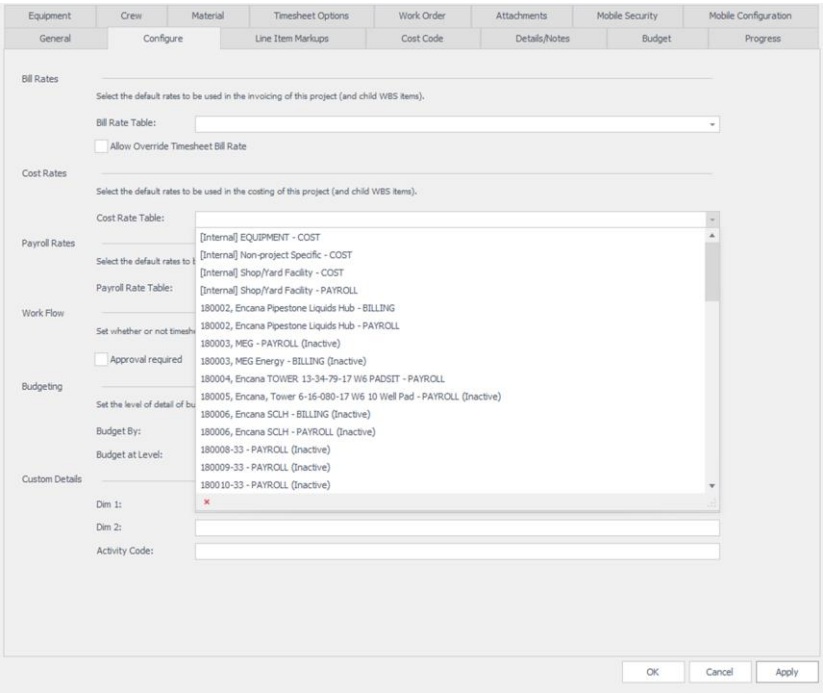
11. Click the Configure tab.



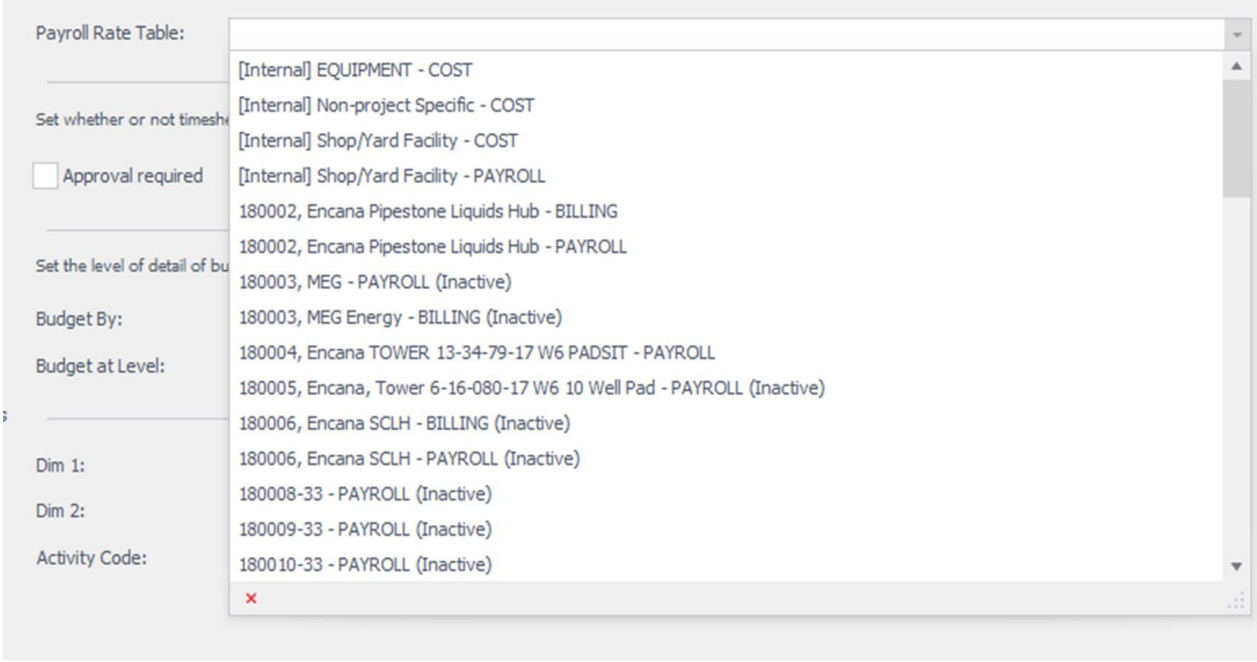
12. Click the Bill Rate Table drop-down list and then select the rate table that contains the bill rates that apply to the project.



13. Select the applicable job Cost Rate Table from the drop-down menu.



14. Select the applicable Payroll Rate Table from the drop-down menu.

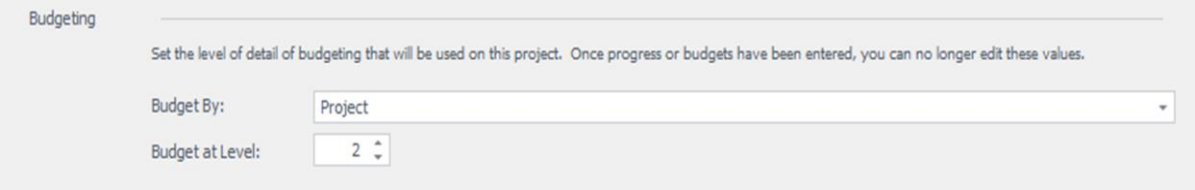


15. If timesheet approvals are required for the project, check the Approval required check box (the main result of this check box being set is that unapproved timesheets are not picked up for LEM or Invoicing process, or other exports which have timesheet approvals enabled).

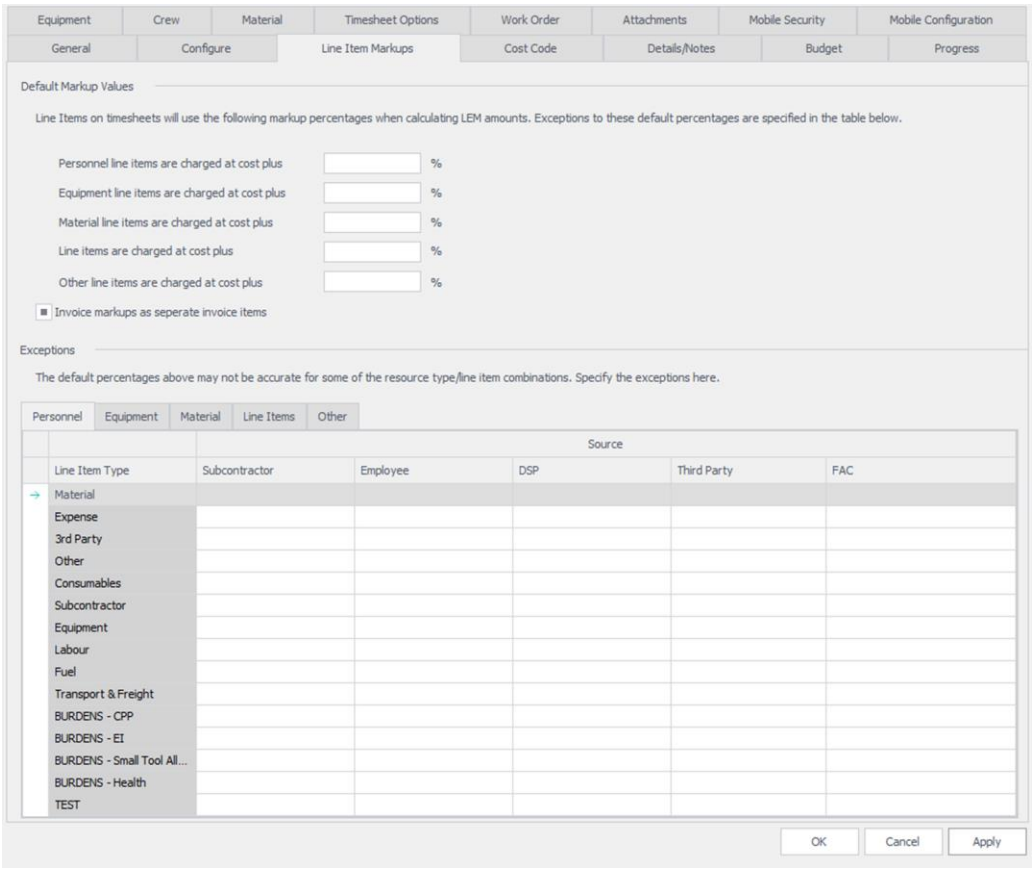
NOTE:	Workflow can also be handled at the processing stage of the timesheet cycle. If user is generating a LEM process, the process can be set to ignore approval workflow, depending on your organizational workflow requirements.

16. Select the level of detail you would like the budgeting information to be set at. Most projects will 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 Cost Code level, depending on your budgeting requirements.

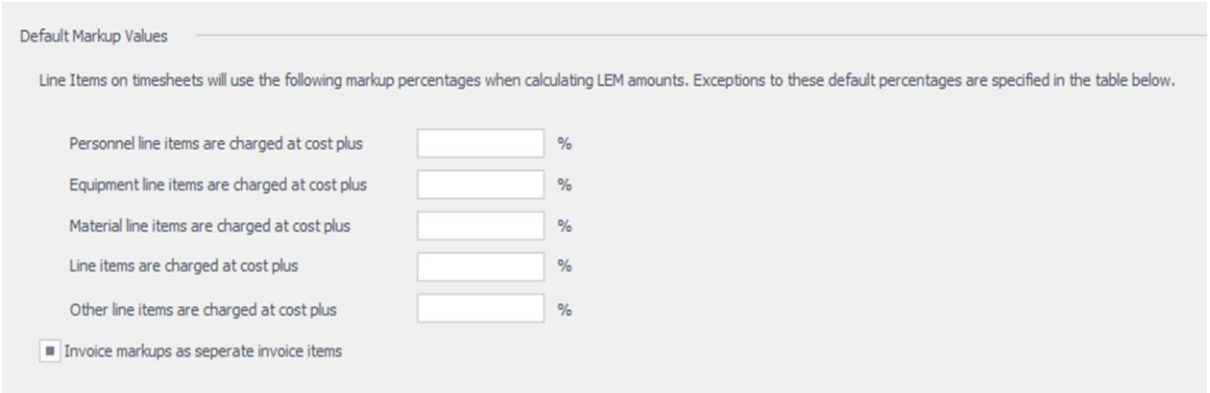
NOTE:	Project Level 1 means the budget is being created at the root project level. If set to Project Level 2, it means the budget is being applied to WBS Level 1,second node of the project tree.



17. Click the Line-Item Markups tab.

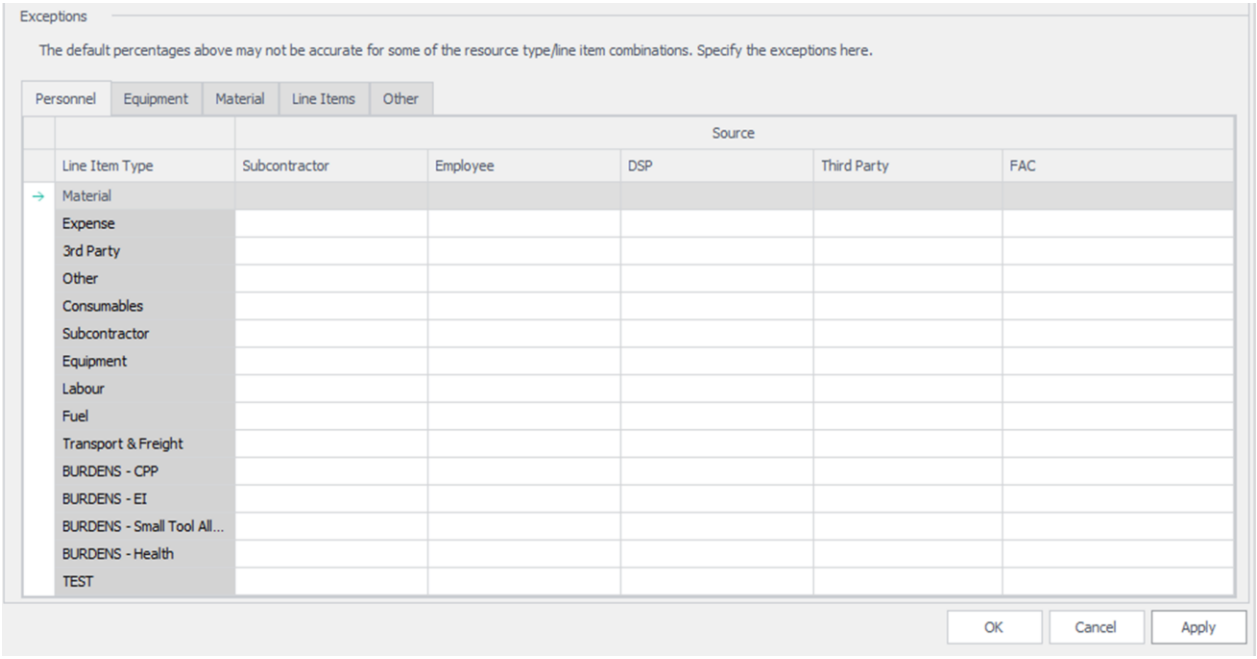


18. In the Default Markup Values section enter markup percentage values for your charge out rates for Line Items that are entered on timesheets.



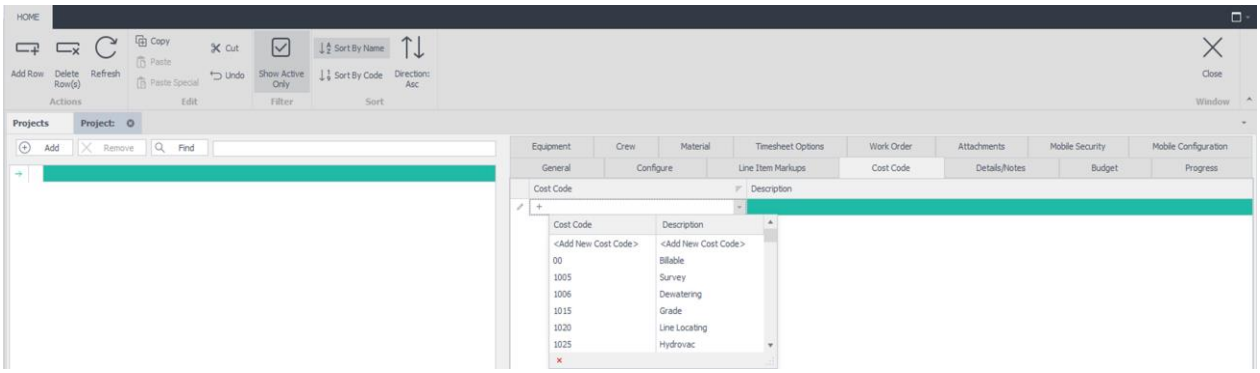
19. Select the Invoice markups as separate invoice items if you want the markups to show on their own invoice line, otherwise invoices will show fully marked-up amounts.

20. In the Exceptions section, enter any markup exceptions that apply to specific line-item types. These values are entered as percentages, and they override the values set up in step 18 above.



21. Click the Cost Code tab.

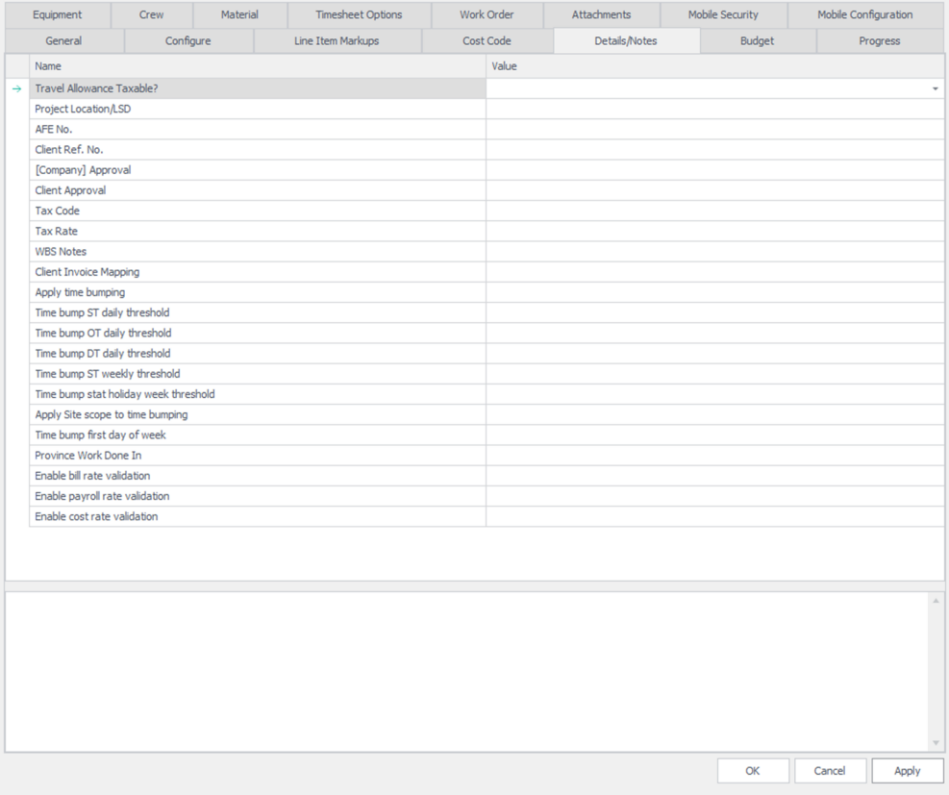
22. Click the Add Row on the ribbon bar to add new cost codes to the project/WBS node selected. Billings will only allow charging of time and resources to a project node if cost codes have been associated with the project or WBS node applicable. If your project structure is complex, you would normally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



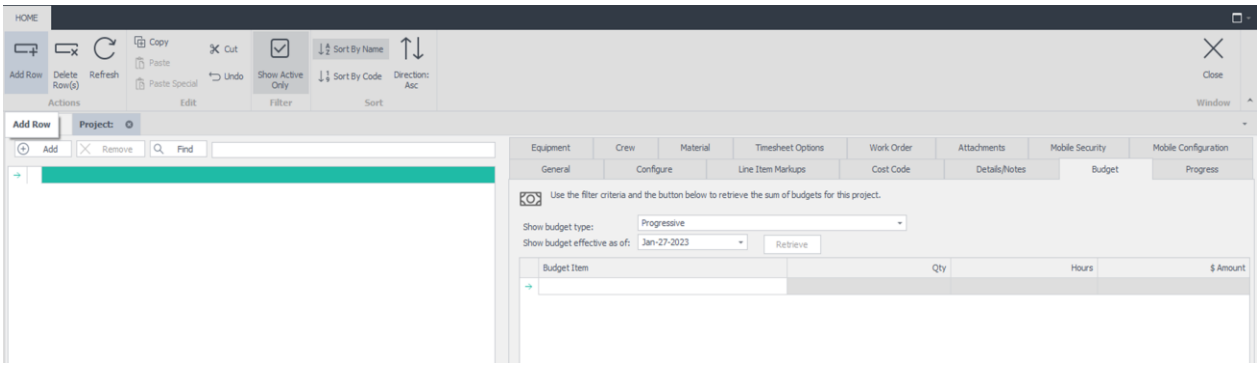
23. If you need to remove a cost code, select the line, then click the Delete Row(s) from the ribbon bar.

24. 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 setup, 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.

25. Click the Details/Notes tab. This tab lets you to enter project specific data into custom fields that have been setup by the administrator, as well as general project notes. (Refer to the Utilizing the Options Utility section in the Billings Administrators Manual for details on the set up of custom fields).



26. Click on the Budget tab.



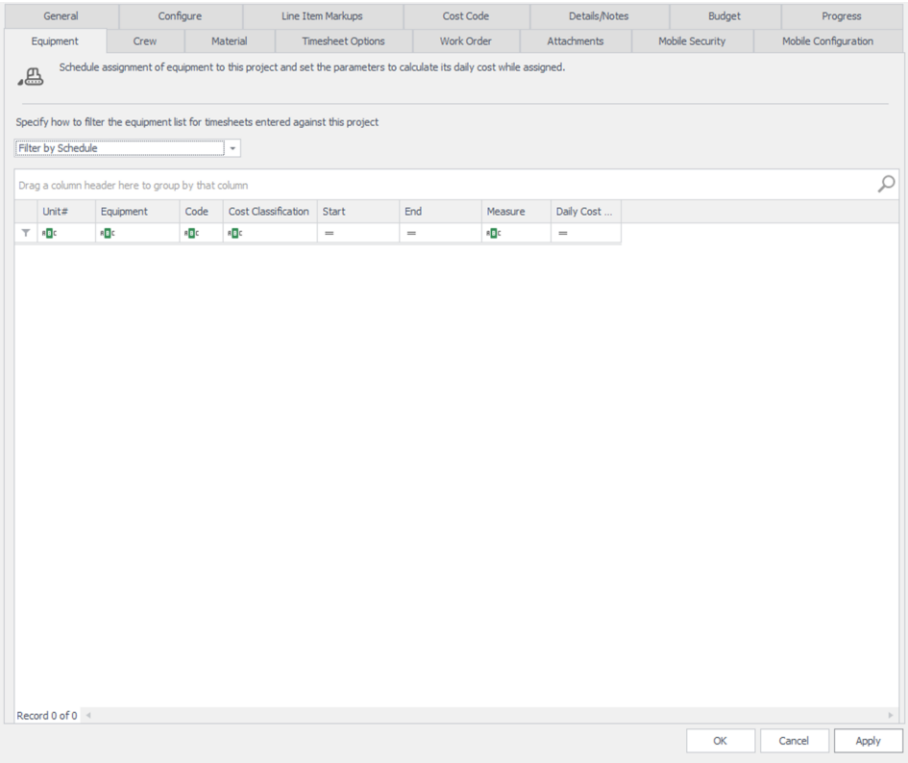
27. Under Show budget type the default of Progressive scenario will populate. You can also track Final scenario by clicking on the dropdown arrow.

NOTE:	Both scenarios can be utilized at the same time. This drop down simply selects which scenario you are currently viewing or editing.

28. Enter the date in the Show budget effective as of, based on the information you would like to see displayed. Press the Retrieve button. If you choose Final from Show budget type, the date Show budget effective as of field will be grayed out, as the information being gathered is not dependent on a date.

29. To view the progress of the project, select the Progress tab. Select a date in the Show progress effective as of, and click on the Retrieve button. If the data is available, the system will calculate weighted averages for progress values being displayed at summary levels.

30. Click on the Equipment tab.

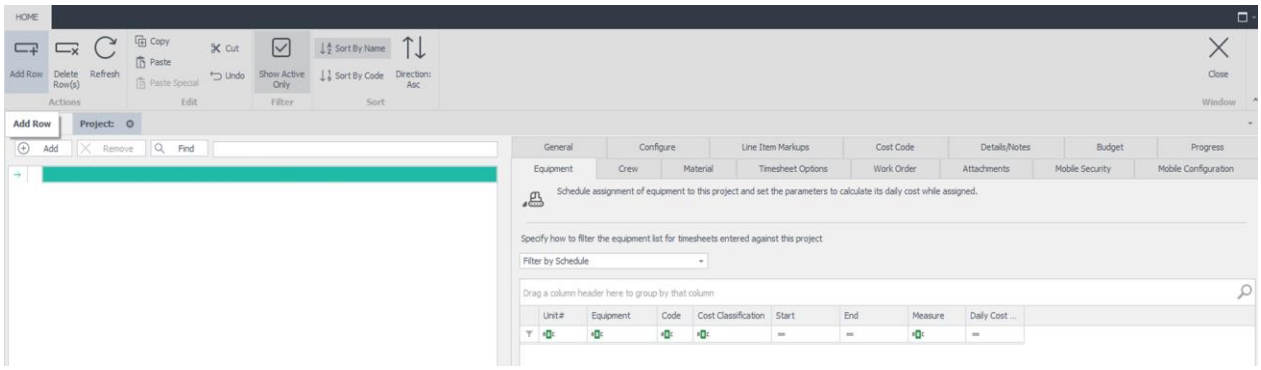


31. Select the equipment filtering option that you wish to employ on this project.

    - No Filter will allow users to select any active piece of equipment, given the Region security filters.

- Filter by Site will allow users to select only those pieces of equipment which have been associated with the site to which this project belongs to.
- Filter by Schedule will allow users to select only those pieces of equipment for which the work date falls between the Start and End dates on the schedule grid.

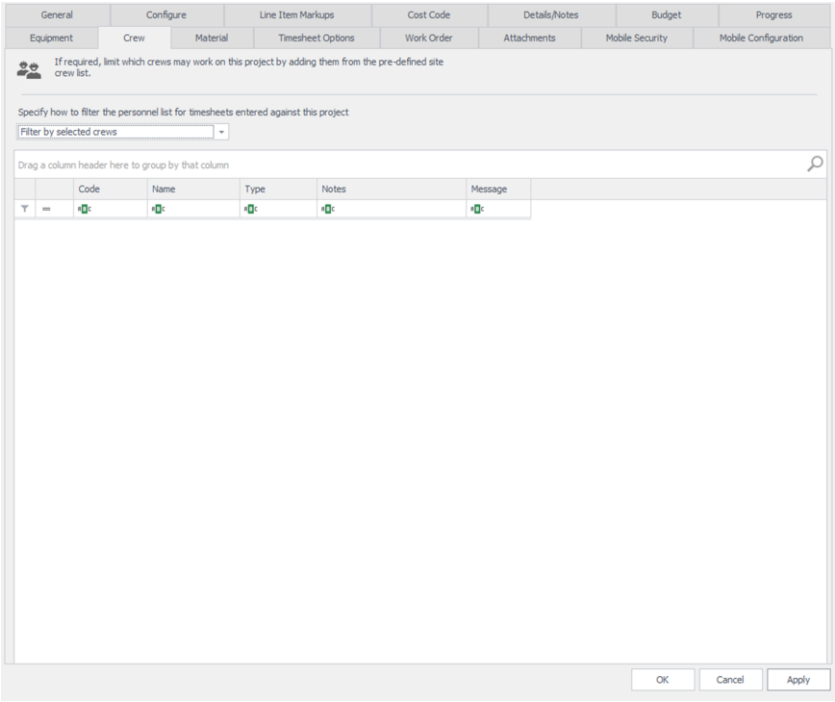
32. When Filter by Schedule is selected, add equipment that is working on this project, using the Add Row located on the ribbon bar.



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

34. Click on the Crew tab.



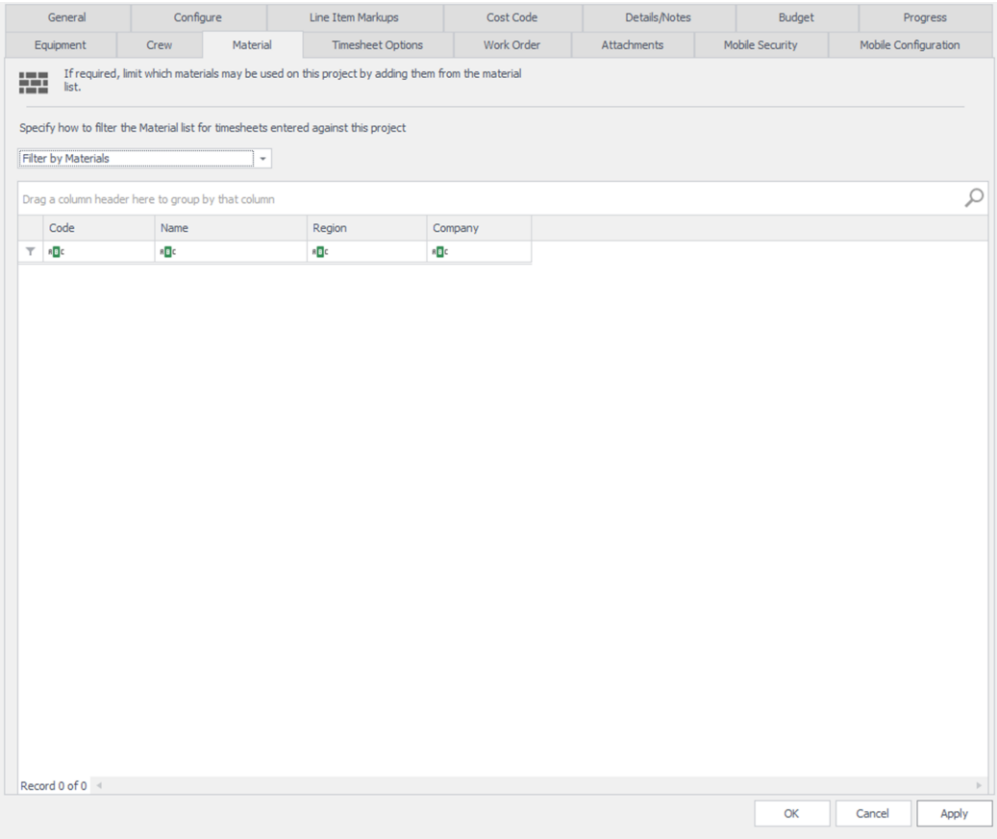
35. Select the personnel/crew filtering option that you wish to employ on this project.

    - No Filter will allow users to select any active person from the personnel list, given the Region security filter.
    - Filter by Site Personnel List will allow users to select only those individuals who have been associated with the site to which this project belongs to.
    - Filter by Selected Crews will allow users to select only those individuals who belong to the crews selected in the grid below from the crews defined for the site this project belongs to.

36. If Filter by Selected Crews was selected, select which crew(s) will be working on this project by using the Add Row icon located on the ribbon bar.

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

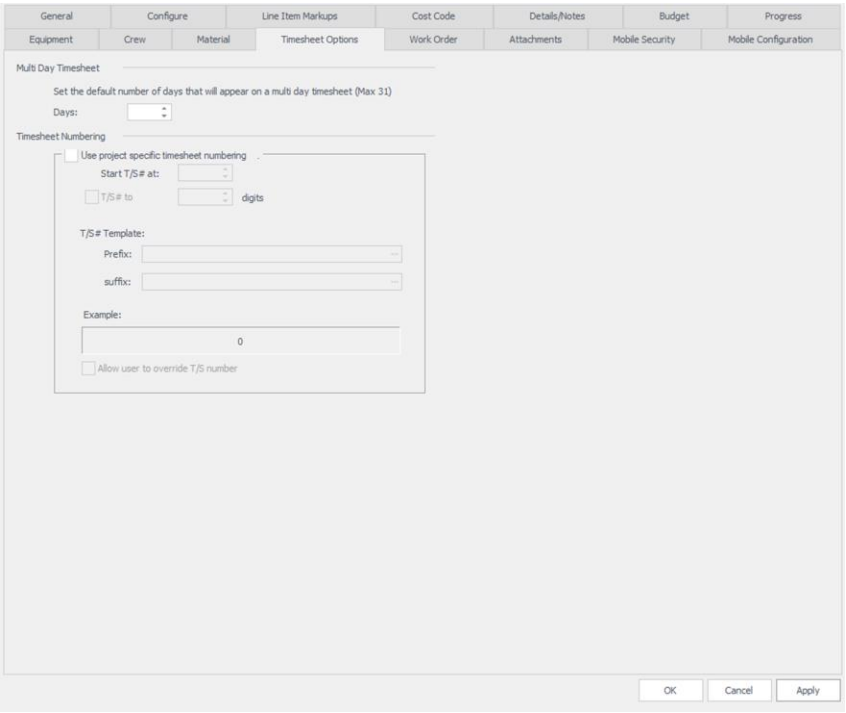
37. Click on the Material tab.



38. Select the material filtering option that you wish to employ on this project.

    - No Filter will allow users to select any active material from the material list, given the Region security filter.
    - Filter by Site will allow users to select only those materials who have been associated with the site to which this project belongs to.
    - Filter by Materials will allow users to select only those materials who belong to the materials selected in the grid below.

39. Click on the Timesheet Options tab.

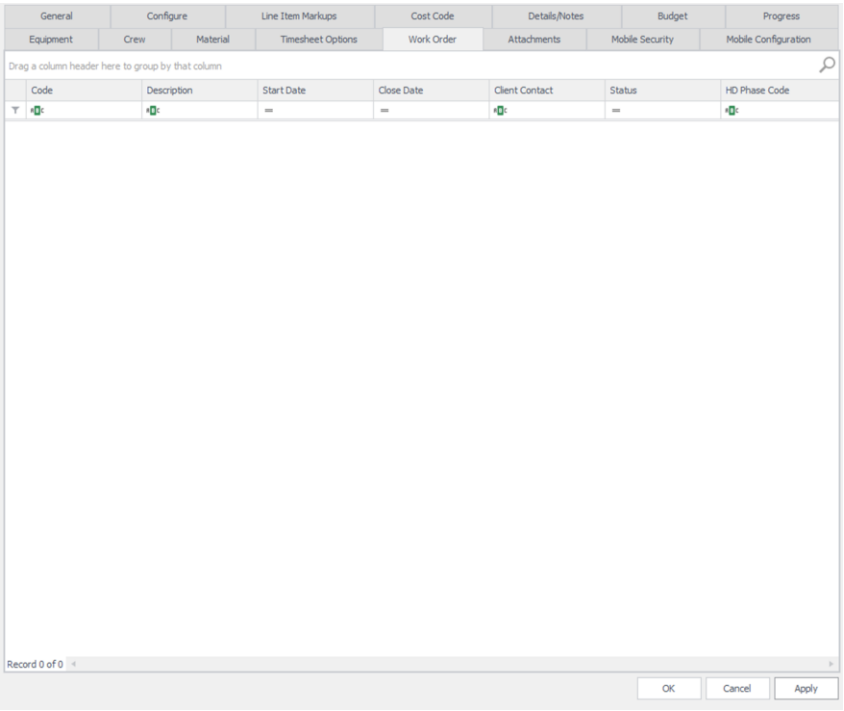


40. In the Multi Day Timesheet section set the number of days that will appear by default on a Multi Day timesheet.

41. The Timesheet Numbering section lets you set up the prefix or suffix for the name you want to use in the naming of your timesheets. It also lets you set the starting number and number of digits you wish to use. If you want to allow users to override the timesheet number, check the Allow user to override Timesheet number.

42. Check the Web Client check box to allow this Project to be available on the Web and Mobile Billings apps.

43. Click on the Work Order tab.



44. You can enter in Work Orders that will be available on the timesheet screen. To add a new work order, select the Add Row icon located on the ribbon bar. When the new row appears on the grid, provide all applicable information, then click Apply.

45. Click on the Attachments tab to upload any pertinent documentation for this project.

46. Click the Add Row icon located on the ribbon bar to add a new attachment. Alternatively, to delete an incorrect attachment, click the Delete Row(s) icon located on the ribbon bar.

47. After the new row appears, click the folder icon in the new row in the Attachment column, to select the document you wish to upload.

48. Navigate through the folder structure until the document is found and select it, then click Open. The Attachment column will be filled in with the attachment name. Select the Type, as this is a required field, then select the File Date and click Apply or OK.

49. After all the tabs have been populated with the required information, it is time to create the WBS structure. To add a WBS level to a project, right click on the project, and select Add WBS. Alternatively, a new WBS item can be added using the Add button, located directly above the project name.

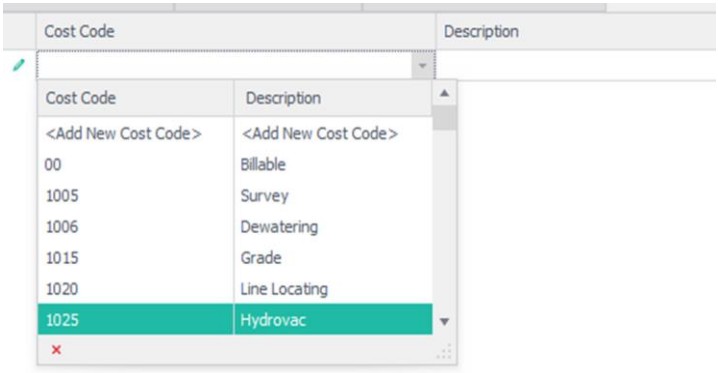
50. Enter in the Name of the new WBS node.

51. Enter in the Code or abbreviation to be use for this level and the PO number if required.

52. 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 will be inherited from the parent node, or the parents parent node, using inheritance rules (defined in the glossary).

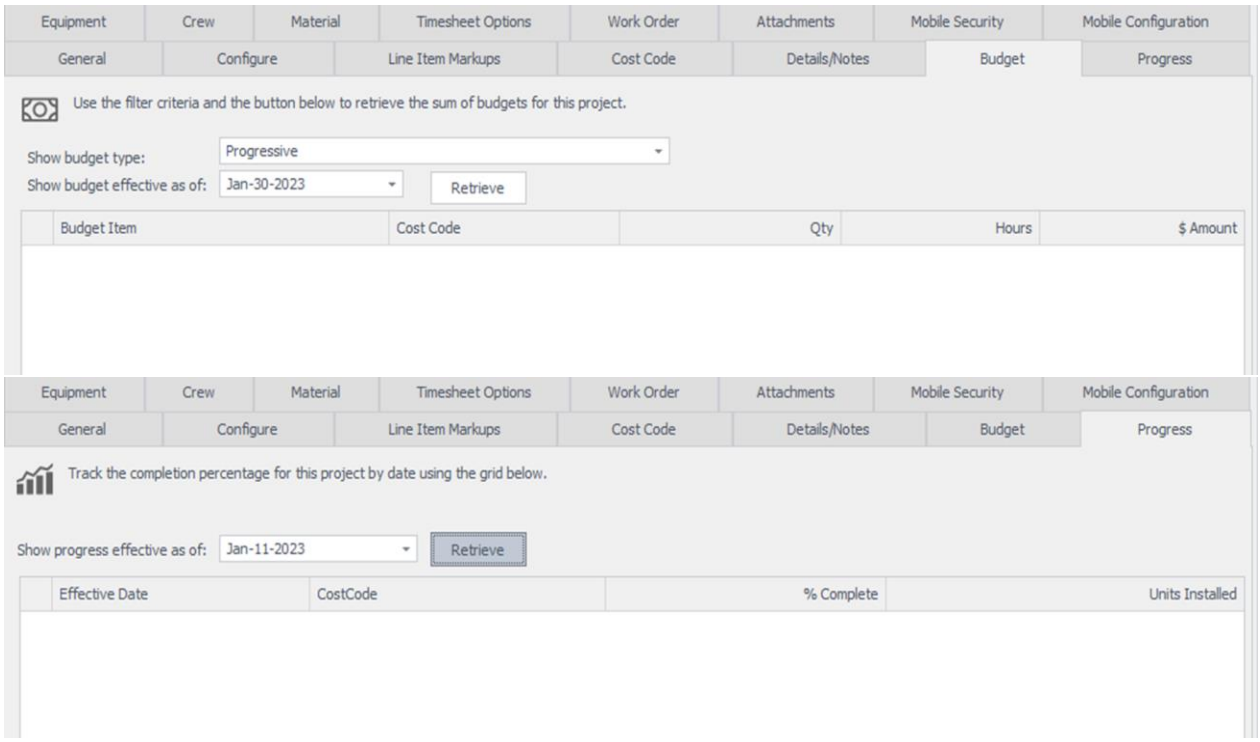
53. Unless a different set of rates need to be used on this node than those set up at the project node, nothing needs to be set up under the Configure tab. Rate table assignment also follows the inheritance rules as above.

54. To capture data on a timesheet against the project, cost codes must be applied to the project, either at the project node (not recommended), or at the WBS nodes. This can be done by clicking on the Cost Code tab of the applicable project or WBS node.



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

56. The Budget and Progress tabs will only be visible if you specified budgeting configuration information at the root node of the project in the Configure tab (i.e., level to budget at and what type of budgeting mechanism to use for the project).



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

58. Click Apply to complete the setup of the node.

59. Continue to create any folders and sub-folders that are further required following the steps above.

60. After all folder levels have completed, click OK to save the project and exit the setup screen.

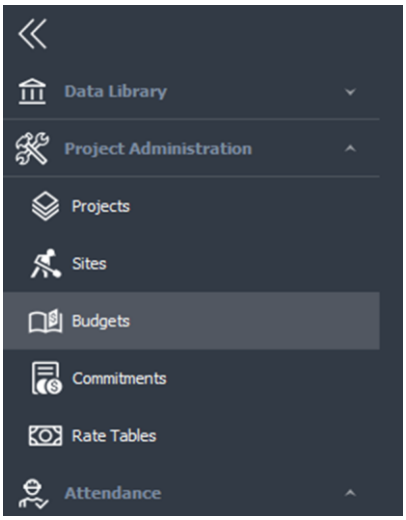
61. To view the Project List grid and all projects that have been set up, click on File, Open and Project.

62. The available columns in the Project List grid are:

- Name
- Code
- Status
- Company
- Internal Code

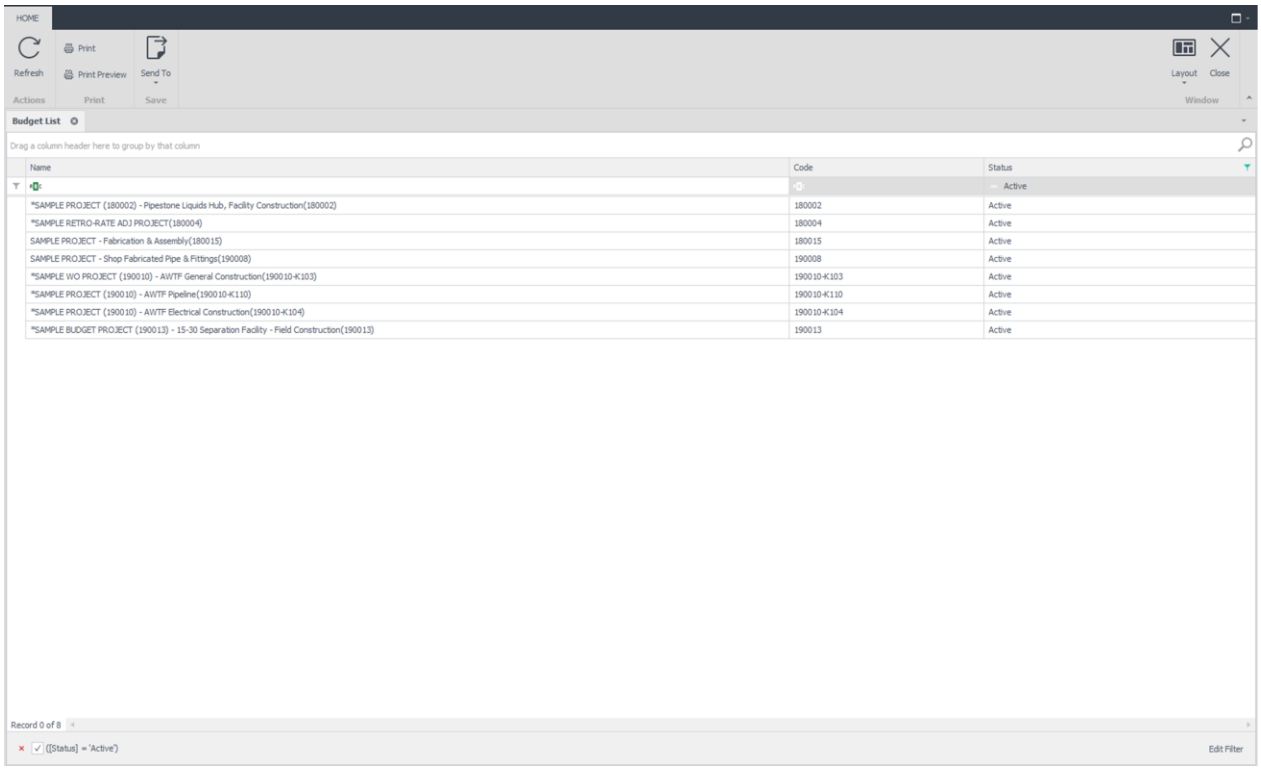
Setting up Budgets and Tracking Progress

1. Under Project Administration, select Budgets.

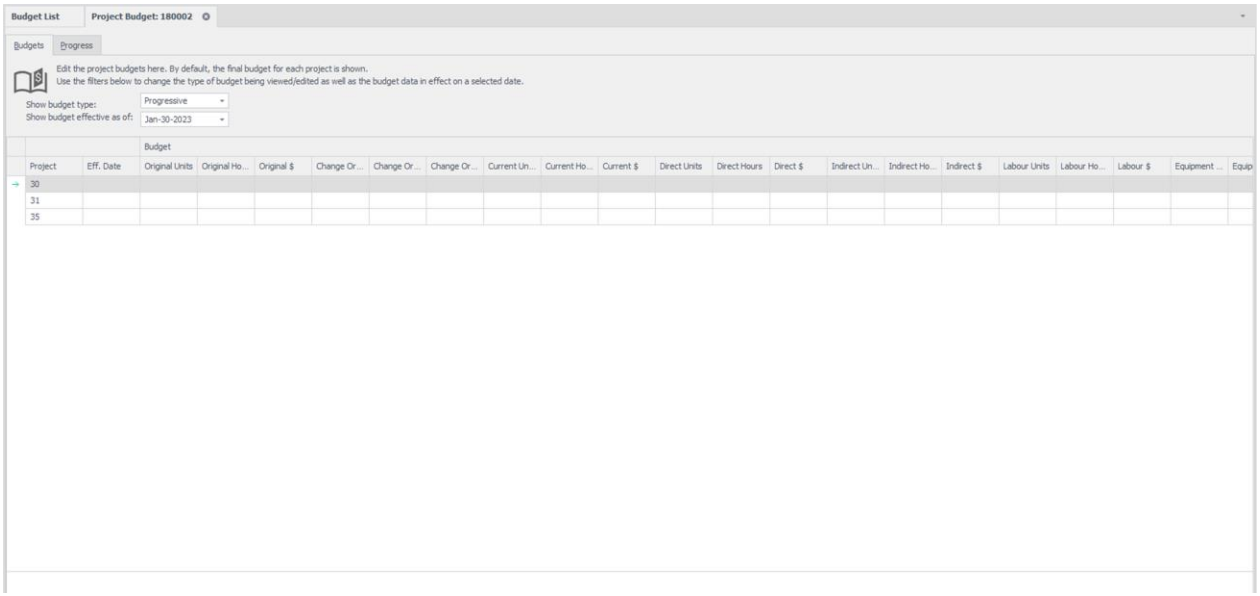


2. The budget list will appear. Select the project for which you wish to set up or update budgets or track progress.

NOTE:	Only projects which have been configured for budgeting will appear in this list (Refer to the Creating a New Project section of this manual for more details).

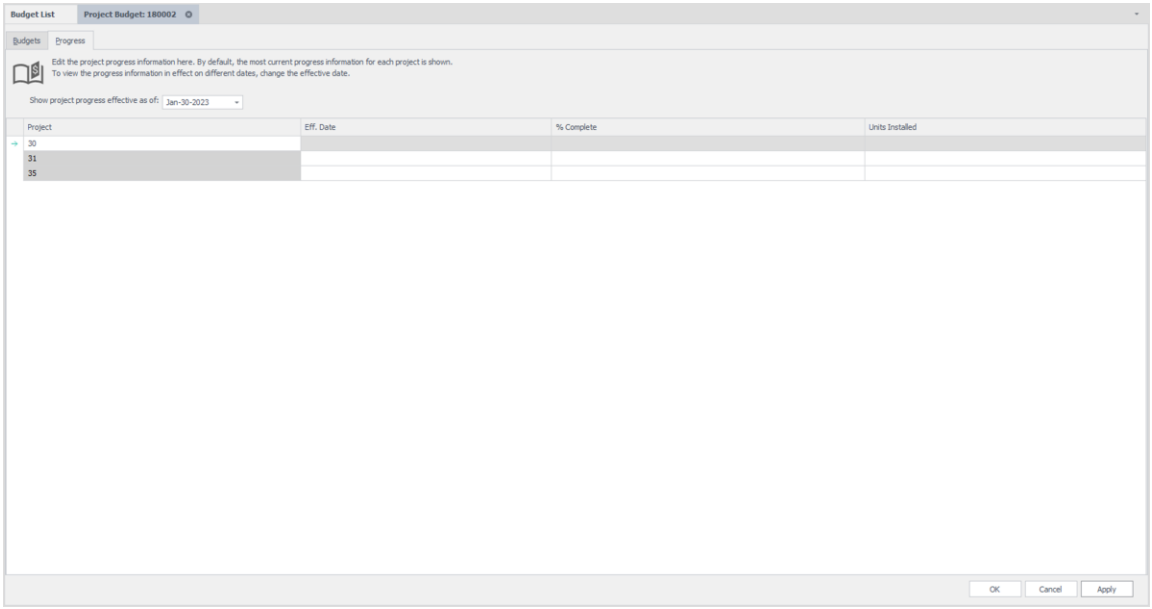

HOME
Refresh
Print
Print Preview
Send To
Actions
Print
Save
Layout
Close
Window
Budget List
Drag a column header here to group by that column
Name
Code
Status
Active
*SAMPLE PROJECT (180002) - Pipestone Liquids Hub, Facility Construction(180002) 180002 Active
*SAMPLE RETRO-RATE ADJ PROJECT(180004) 180004 Active
SAMPLE PROJECT - Fabrication & Assembly(180015) 180015 Active
SAMPLE PROJECT - Shop Fabricated Pipe & Fittings(190008) 190008 Active
*SAMPLE WO PROJECT (190010) - AWTF General Construction(190010-K103) 190010-K103 Active
*SAMPLE PROJECT (190010) - AWTF Pipeline(190010-K110) 190010-K110 Active
*SAMPLE PROJECT (190010) - AWTF Electrical Construction(190010-K104) 190010-K104 Active
*SAMPLE BUDGET PROJECT (190013) - 15-30 Separation Facility - Field Construction(190013) 190013 Active
Record 0 of 8
([Status] = 'Active')
Edit Filter

3. The Project Budget screen lets you set up and update budgets. The left side tab of the budget grid lists the project nodes from the level selected in the project budget configuration. If budgeting is being done at a project cost code, the Cost Code column will be visible and populated with cost codes from the budgeting project level nodes.

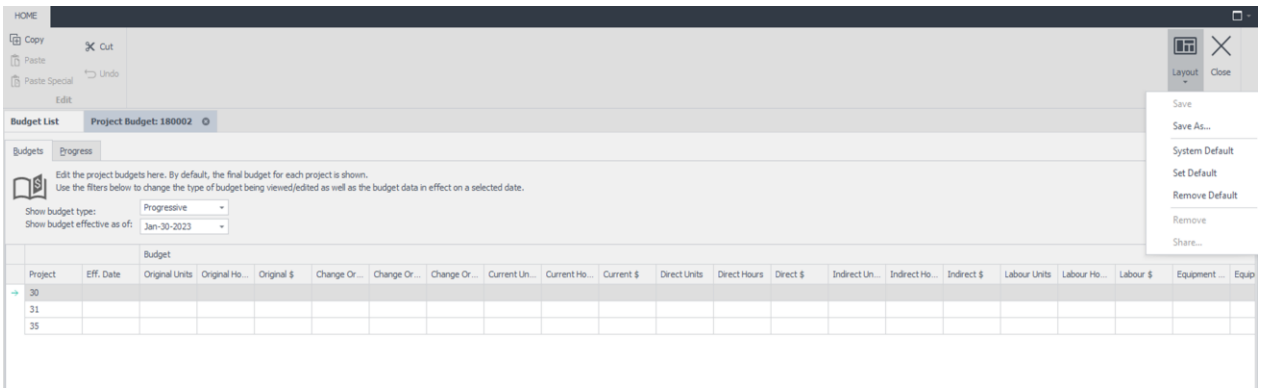


4. Budgets can be viewed and tracked under two scenarios, Progressive and Final.
   Progressive lets you to track changes to the budget over time using the Effective Date, while Final tracks only the final budget values.

   If you select Progressive, you must supply an Effective Date to view the data as of that date. You can use the *Show budget effective as of date* to select the date that you wish to see that data as of.

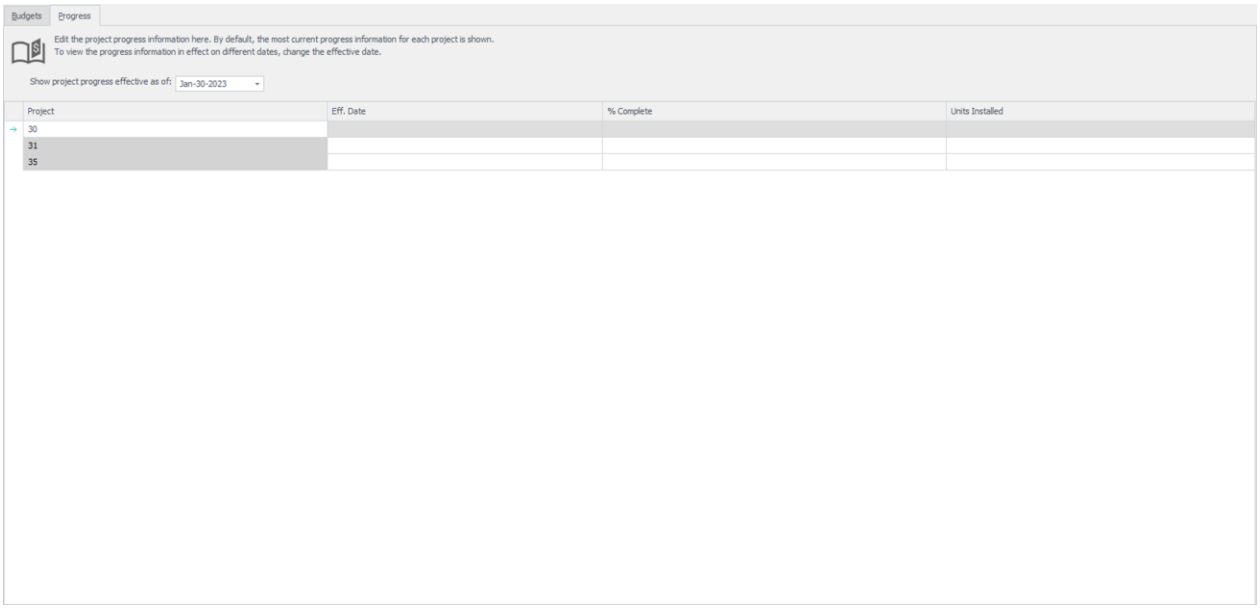


5. The budgeting screen lets you capture Units, Hours, and Dollars for each of: Original, Change Order, Current, Direct, Indirect, Labor, Equipment, and Materials. Finally, you can also manually enter Cost to Complete amount if you are finding that the automatic calculation shown on system reports is not accurate. The combination of the different types of budgets, budget scenarios, and the ability to capture details at the unit, hour, and dollar mount levels, provides the functionality to handle most budgeting scenarios.



Save the new layout using the custom layout functionality.

6. Click on the Progress tab.



7. The Progress tab lets you track progress at the project or project cost code node.

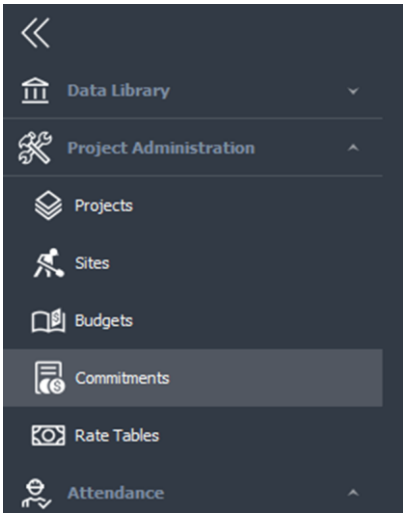
NOTE:	Progress is tracked at the same level as the budgets. Progress is tracked by effective date and can be tracked as a Percent Complete and Units Installed.

8. The available columns in the Budget List grid are:
    - Name
    - Code
    - Status

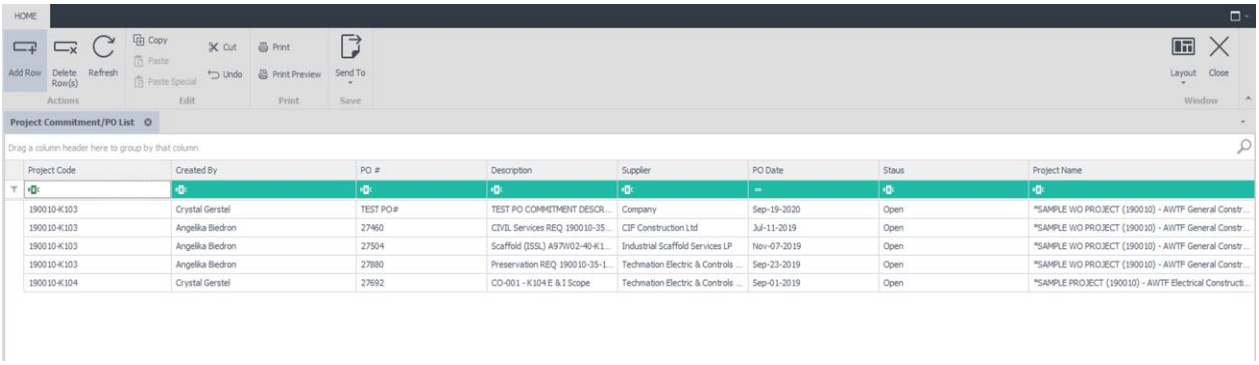
9. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

Setting up Project Commitments and POs

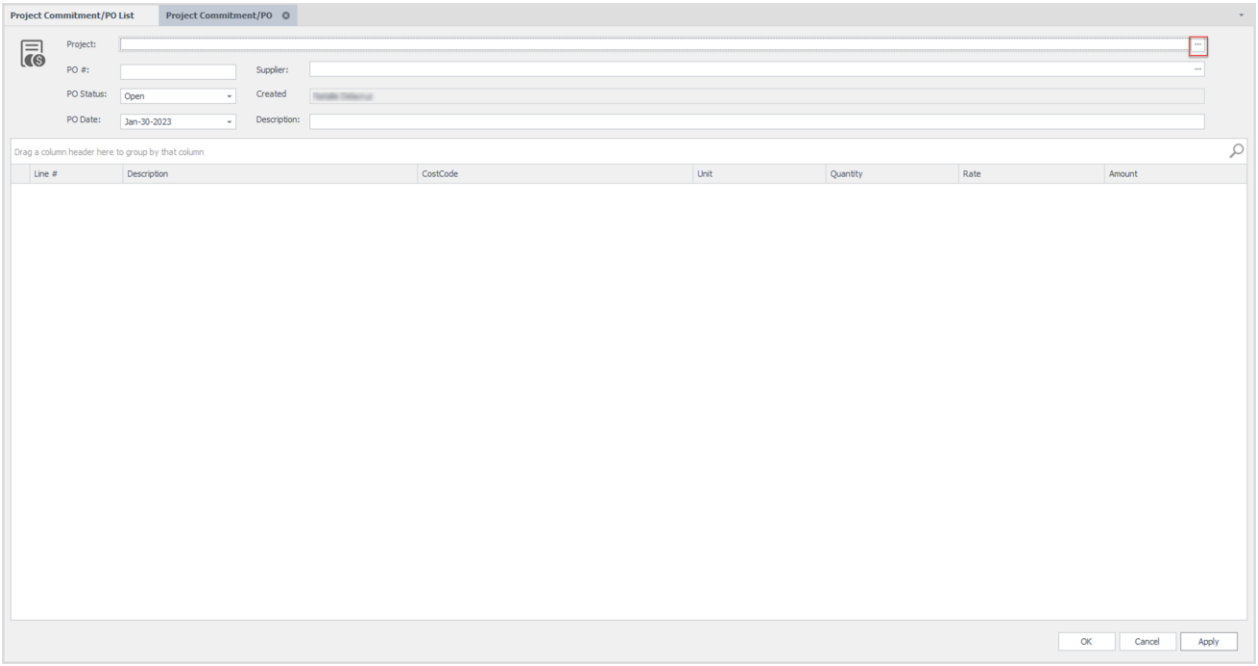
1. Select Project Administration and select Commitments.



2. The Project Commitment/PO List grid will appear. Click on the Add Row icon located on the ribbon bar.



3. The Project Commitment/PO setup window will appear. Click the three dots icon located to the right of the Project field. A Project selector will appear. Select the project this commitment/PO is for, by selecting it in the grid and clicking OK or by double clicking the selected project.

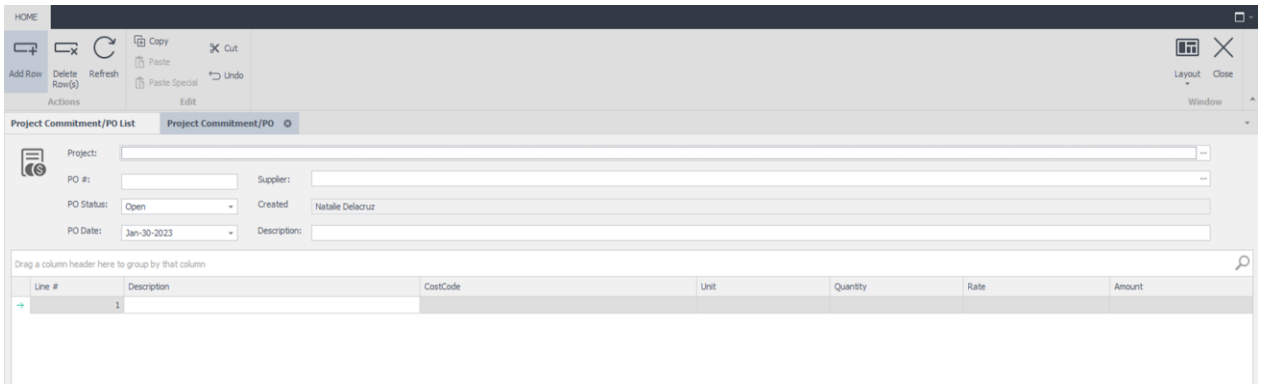


4. Fill in the PO #, Supplier and Description fields if required.

5. The PO Status field will automatically default to Open, and the PO Date field will default to today's date. Both values can be overridden as required.

6. Click the Add Row icon located on the ribbon bar to add a PO line-item record. If you need to remove a line item, select the one to be removed, then click the Delete Row(s) icon located on the ribbon bar.

7. Add a line-item description, and then fill in the cost code by typing it in or using the drop-down selector. Fill in the Unit type, quantity, and rate per item for each line item entered.



8. After all the required line items have been added, click on Apply or OK along the bottom of the setup screen to save your changes.

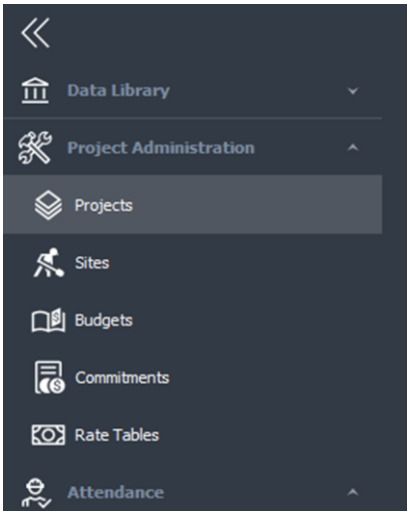
9. To view the Project Commitment/PO List grid and all commitments created for all projects, click on Project Administration and Commitments.

10. The available columns in the Project Commitment/PO List grid are:

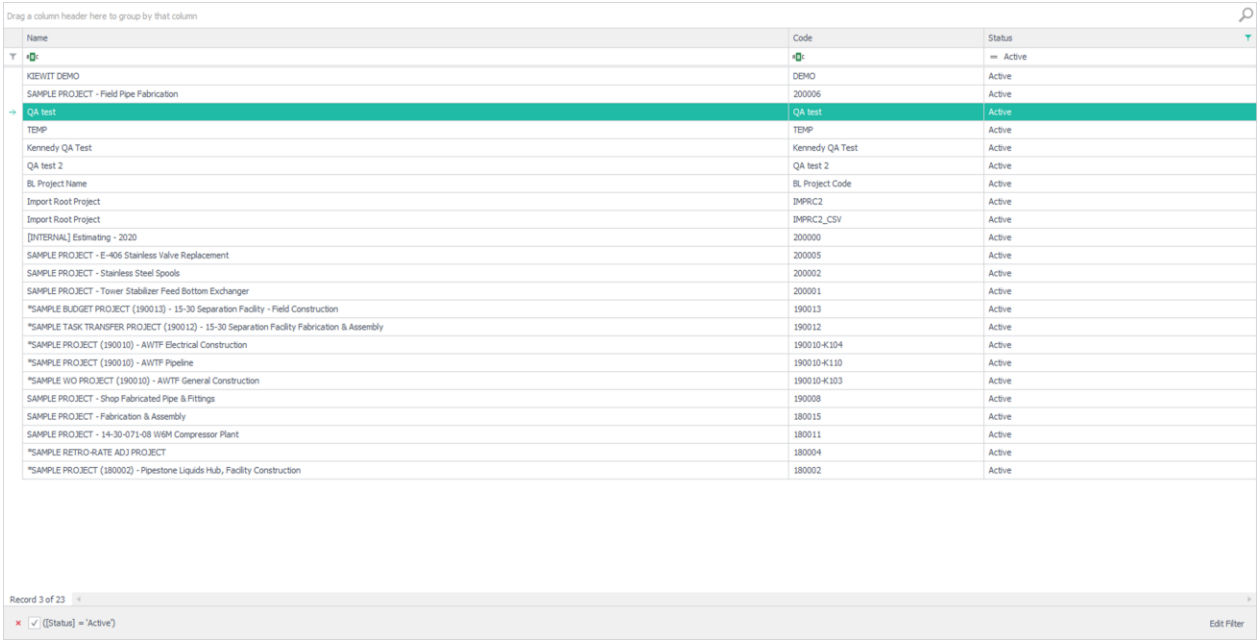
    - Project Code
    - Project Name
    - Created By
    - PO #
    - Description
    - Supplier
    - PO Date
    - Status

Copying a Project

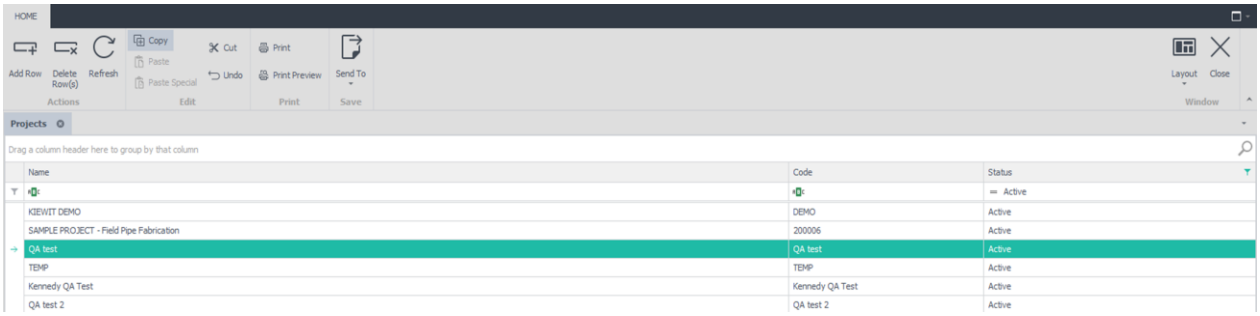
1. Select Project Administration and choose Projects.



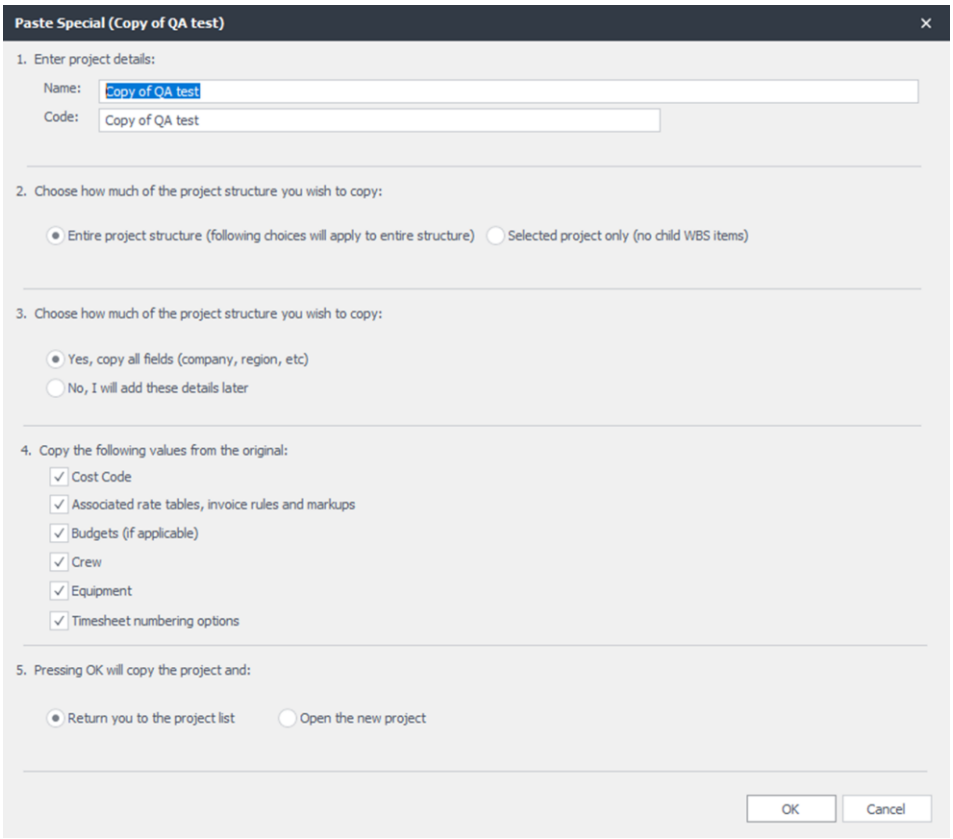
2. The Project List grid will appear. Select the project to be copied by clicking on it once.



3. Select Copy located on the ribbon bar.



4. Click Special Paste (ensure Special Paste is selected and not Paste as Special Paste lets you control the copy operation details while Paste creates an exact copy of the original).



5. A Paste Special window will appear. Under section 1, change the name and code to the new project.

6. Under section 2, specify precisely what portion of the project structure will be copied (either the entire project structure or the root project only and no WBS nodes).

7. Under section 3, specify whether to copy the project details exactly as they exist in the original project, or to blank these values out so that they can be entered later.

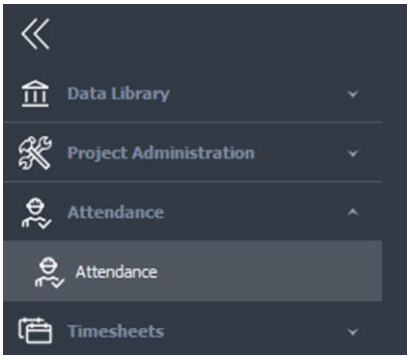
8. Under section 4, specify which of the source project values and references/associations will be copied to the new project. This includes cost codes, rate tables, invoice rules, markup settings, project configuration settings, budgets, crew and equipment assignments, and timesheet numbering configuration.

9. Under section 5, specify what to do after the copy process is completed. If the Open the new project is selected, the newly created project will be opened allowing the user to make any required changes, otherwise the new project will be created and update in the grid of the Project List.

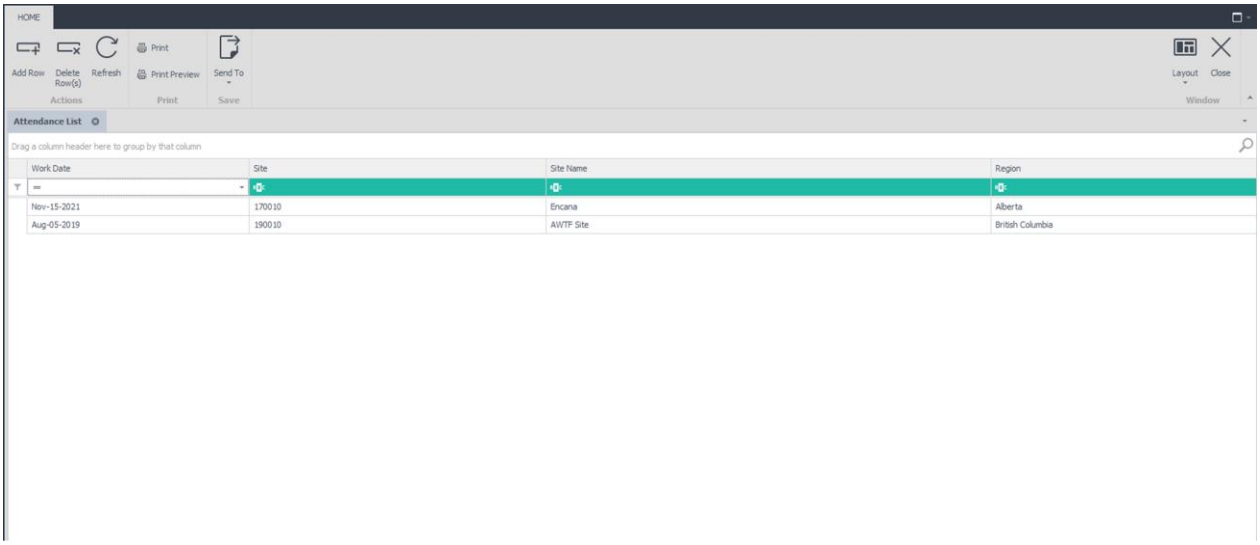
10. After the copy options have been specified, click OK to execute the copy process.

Creating a New Attendance Entry

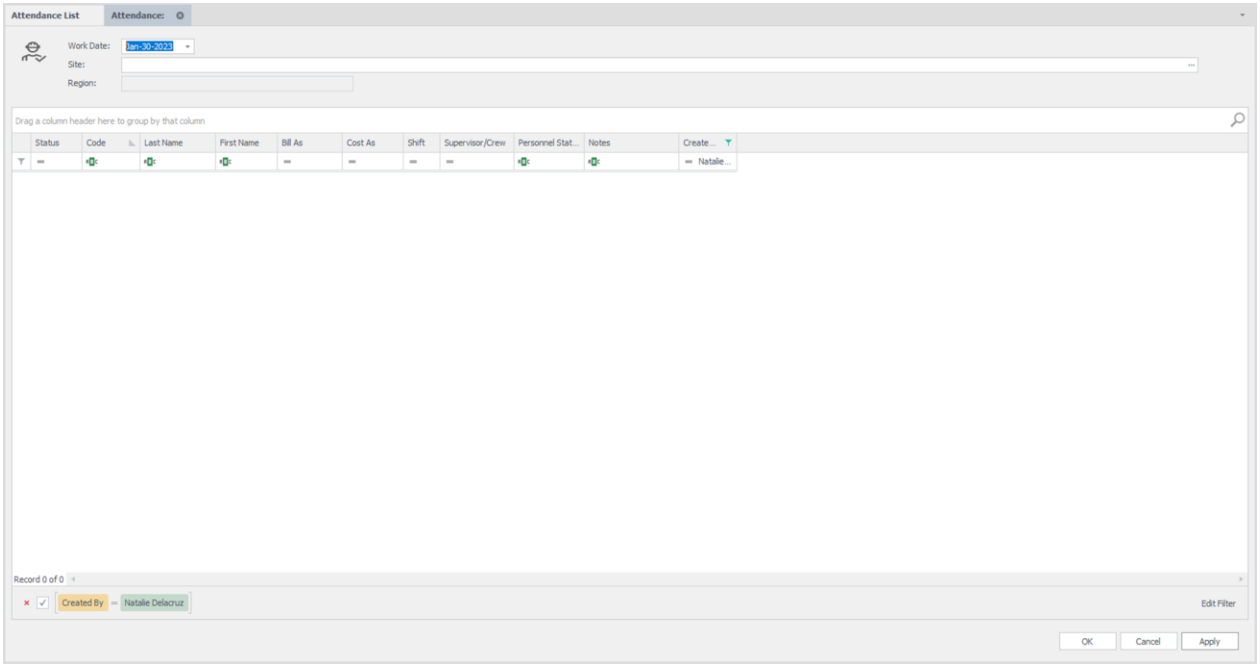
1. Click on Attendance, choose Attendance.



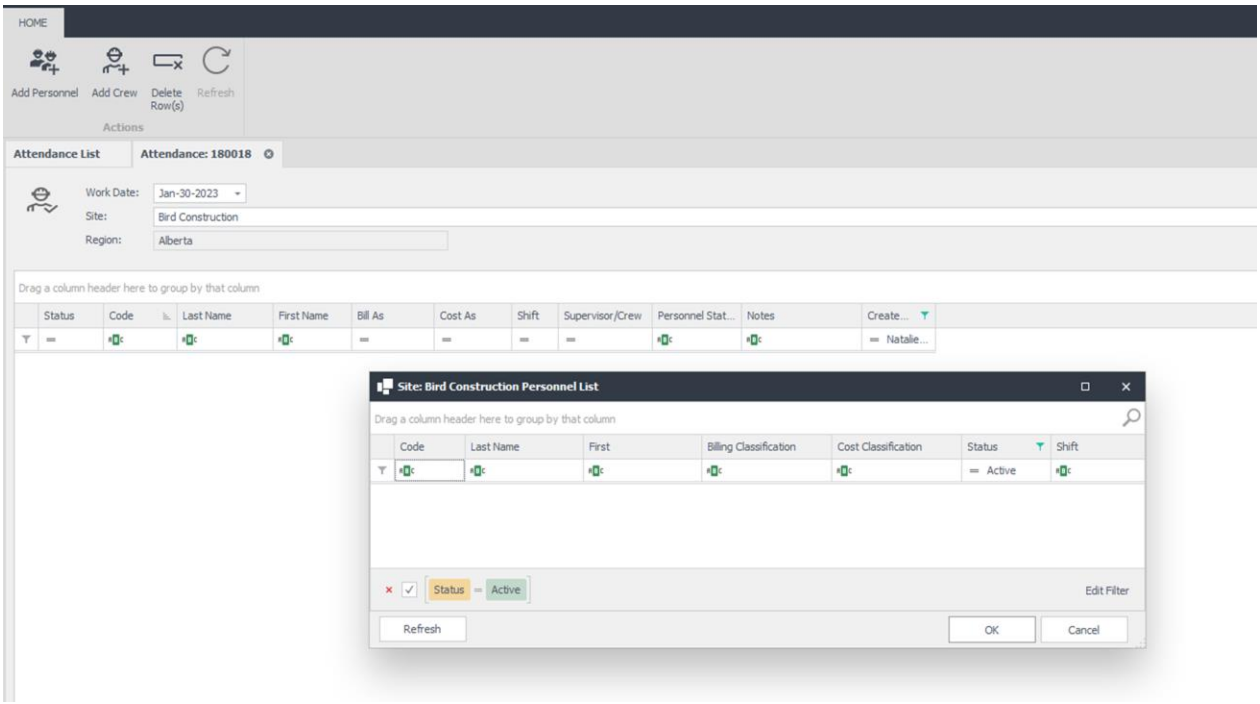
2. A grid list of records will appear. Click the Add Row icon located on the ribbon bar to add a new attendance record.



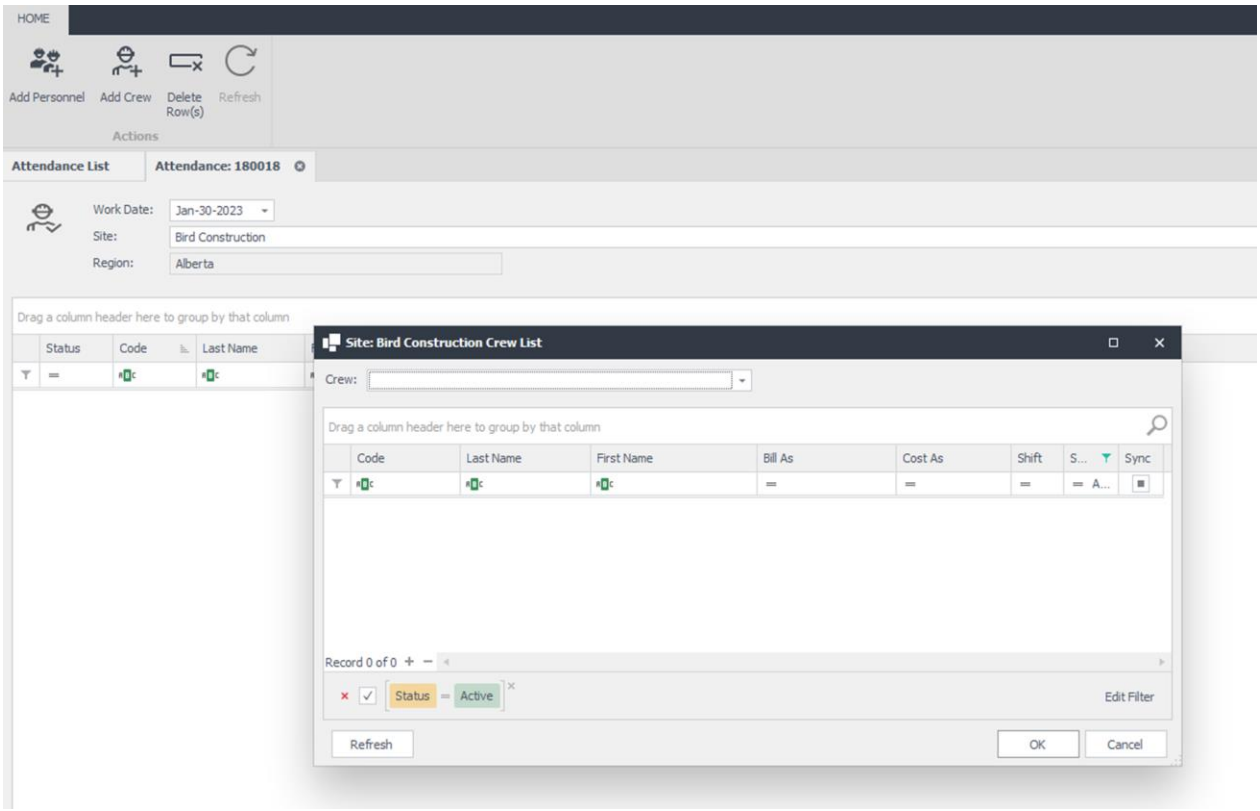
3. Select the Work Date and Site for which you wish to record attendance. The Region field will automatically populate based on the selected site.



4. Use the Add Personnel icon located on the ribbon bar to add new personnel records. You can select multiple records by clicking on the first record in the pop-up table, and then while holding down the Shift button, select the last row. After multiple rows have been selected, click Ok to bring those rows into the attendance table. Alternatively, you can select the first record, then hold the CTRL key to select additional, individual records. After all the rows have been selected, click OK.



5. Use the Add Crew icon located on the ribbon bar to add personnel records by crews. You can filter the list of available personnel by using the Crew selector. You can select multiple records by clicking on the first record in the pop-up table, and then while holding down the Shift button, select the last row. After multiple rows have been selected, click Ok to bring those rows into the attendance table.



6. Now you can specify the attendance status for all personnel rows on the attendance table. You can also add notes to each line. This can be used to explain absences if such explanation is known or required.

7. Click on Apply or Ok to save the attendance data.

8. To view the Attendance List grid and all attendance records that have been generated, click on Attendance and Attendance.

9. The available columns in the Attendance List grid are:

    - Work Date

- Site
- Site Name
- Region
- Created By

10. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

Creating a new timesheet entry

Billings supports three types of timesheets:

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

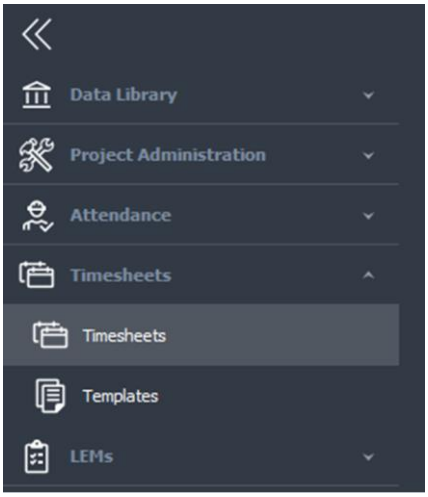
Timesheet Status Rules

In any combination of timesheet, Approval, and Parked status the most restrictive rules apply.

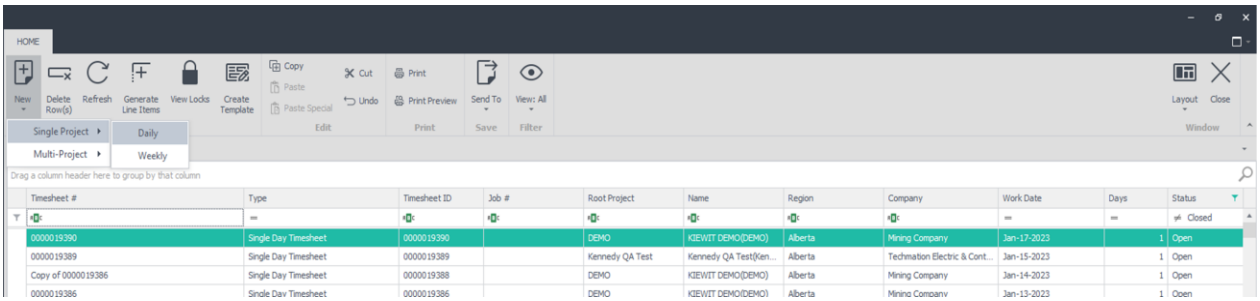
Timesheet Status	Timesheet and Approval Status Rules
Open	All items contained on the Timesheet can be modified or deleted and new items will be added providing user has security permissions.
Locked	Timesheet contains items that have been invoiced or exported. Exported or invoiced Timesheet lines/items 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	Timesheet cannot be modified
Pending Approval	All items contained on the Timesheet can be modified or deleted and new items will be added providing user has security permission.
User Defined (optional)	All items contained on the Timesheet can be modified or deleted and new items can be added providing user has security permission.
Approved	Timesheet cannot be modified. Un-invoiced Timesheet items will be eligible for invoicing. Timesheet status must be changed to Pending approval or user defined status to make any modifications.
Parked	Timesheet is temporarily unavailable for exporting and invoicing until parked status is removed. When parked status is removed, Timesheet returns to the status it had prior to being parked.

Creating a Single Day, Single Project Timesheet

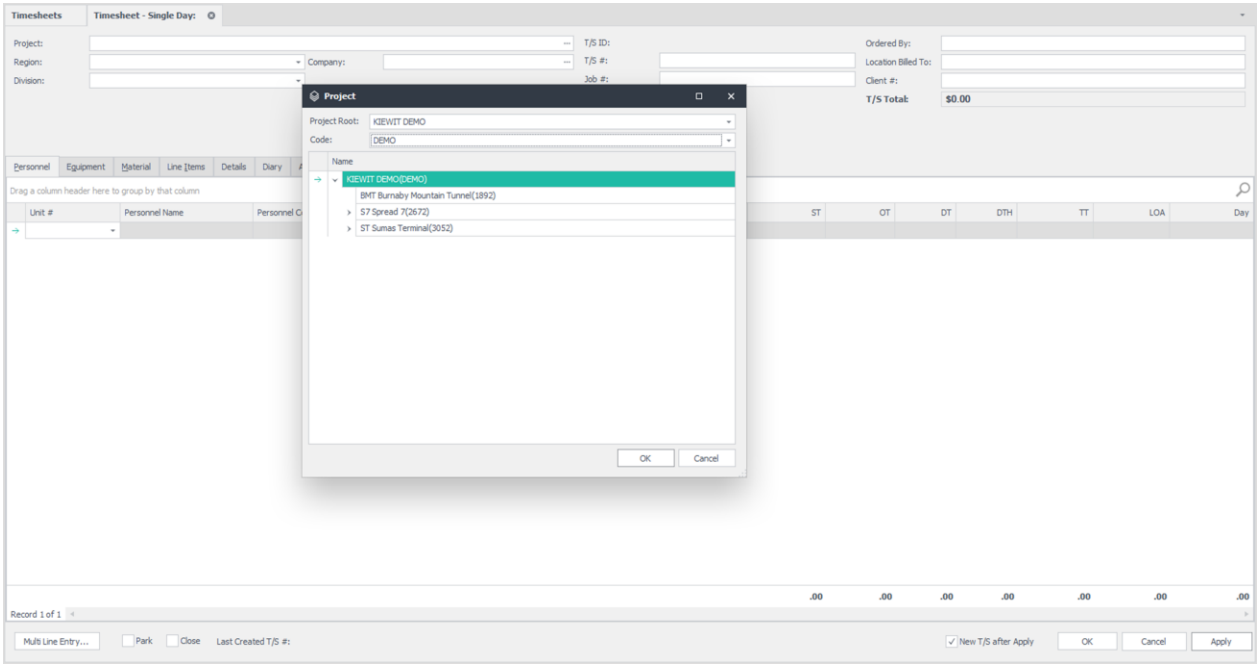
1. Click on Timesheet and choose Timesheet.



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 will appear.



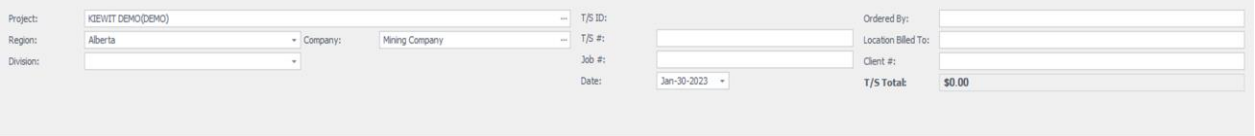
3. Click the three dots icon located to the right of the Project field. A Project display will appear. Select the Project that this timesheet is for by using the Project Root or Code drop down.



4. After the project root is selected (either by using the project name or code), the project work breakdown structure (project tree) will appear in the main area of the Project display. Select the appropriate project folder by double clicking it. This will return the name of the folder selected to the Project field on the Timesheet entry screen.

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

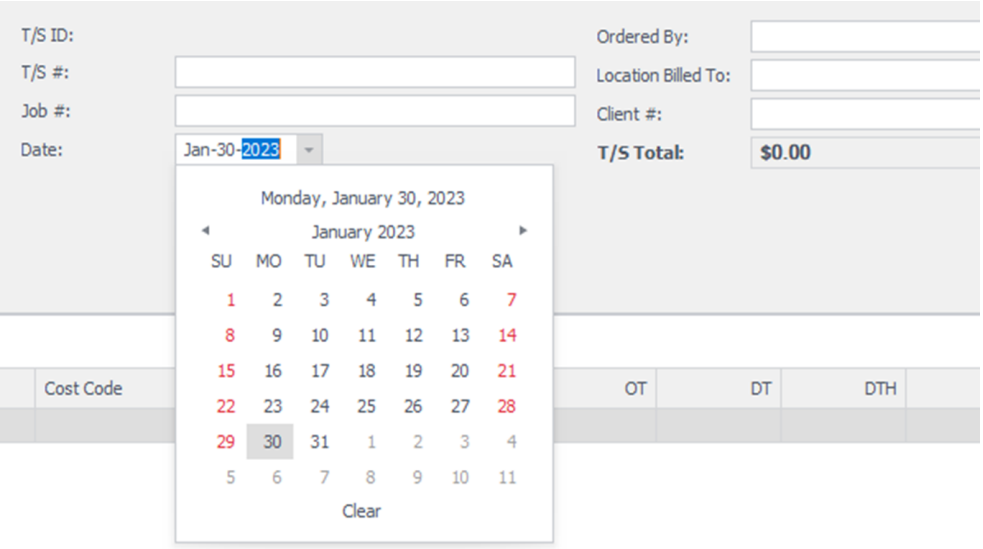
5. The project name will be filled in the Project field in the Timesheet entry screen. The Region and Client fields will default to the selected project's region and client values (or those inherited from the parent tree nodes of the selected project tree structure).



6. 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 enter in the unique Timesheet number for this Timesheet.

NOTE:	You can leave the Timesheet # field blank, in which case the Timesheet # will be automatically generated by the database and will match the system generated Timesheet ID.

7. Click on the Date drop down arrow and select the date of the Timesheet (i.e., when the work was performed).



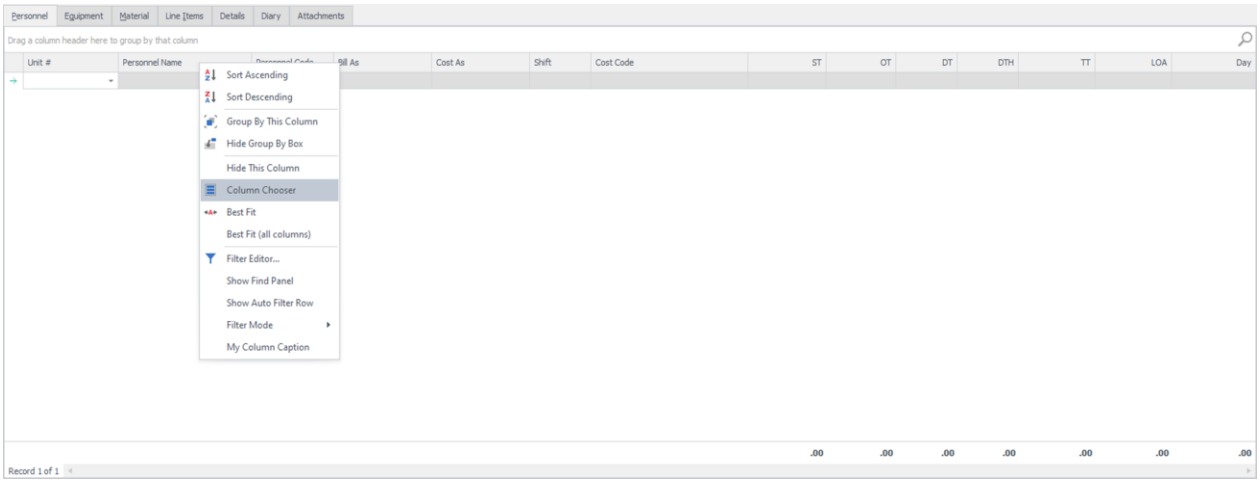
8. Click on the Personnel tab. There will be several columns listed, as well as some columns hidden, however, to speed up the process of data entry, it is beneficial if the user removes or adds only the necessary columns. The columns that are available in the Personnel tab are:

   - Unit #

- Personnel Name
- Personnel Code
- Bill As
- Cost As
- Shift
- Cost Code *Mandatory field.
- ST
- OT
- DT
- DTH
- TT
- LOA
- Day
- Amount
- Crew
- Day Rate
- DT Rate
- DTH Rate
- LOA Rate
- Location Code
- Notes
- Order
- OT Rate
- Parent Timesheet #
- Spec. Process
- ST Rate
- TT Rate
- User Def 1
- User Def 2

- User Def 3
- User Def 4
- User Def 5
- User Def 6

9. Some of the fields listed above 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 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.



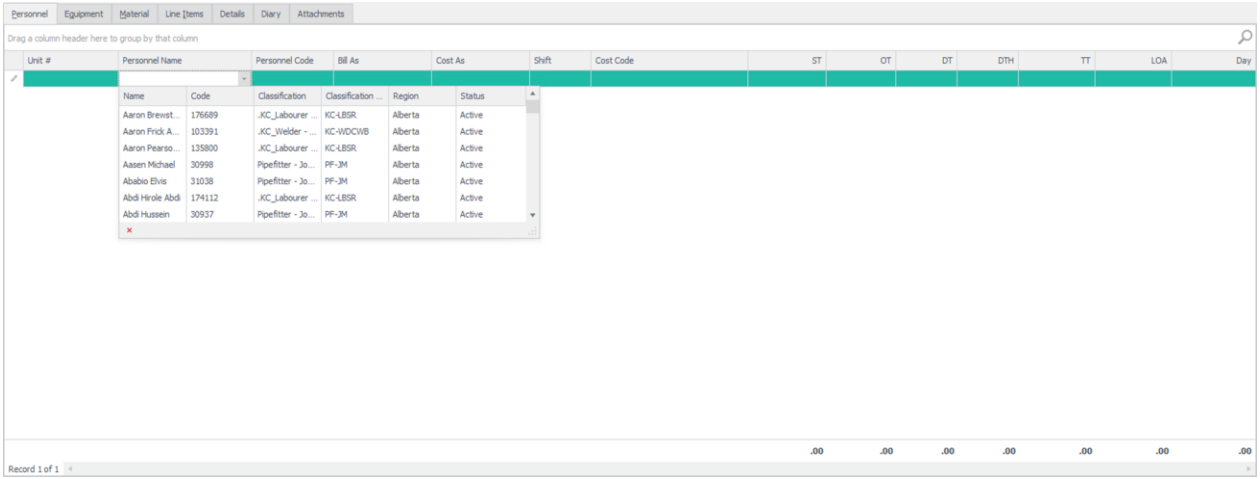
NOTE:	You can control where the new column will be displayed in the grid by dragging and dropping the column headers in the desired location, as identified with the black line.

10. After a layout has been created 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. Click on the drop-down arrow.

11. Click on Save As. A window will appear allowing you to 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. After the layout has been saved, the user can select Set Default which will be the default view when the user enters the Timesheet screen in the future.

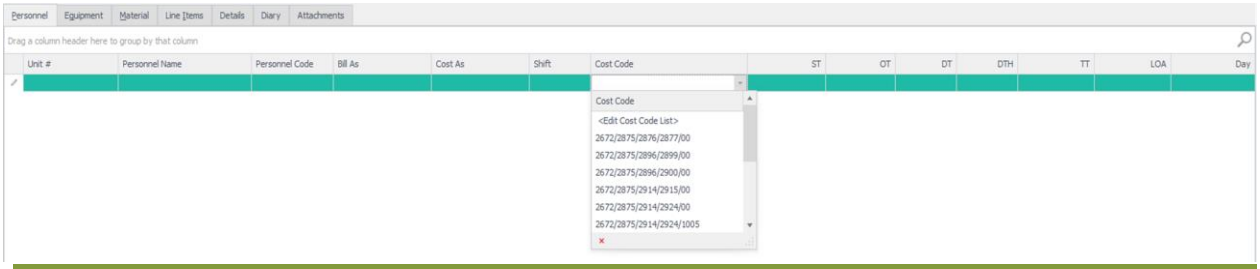
NOTE:	When creating a Timesheet layout, multiple layouts can be created. It can be beneficial for the user to create a layout for when they are entering data and another layout for when they are auditing the data entered.

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



13. The Bill As, Cost As, and Shift fields will 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 costed at another classification, the Bill As or the Cost As field(s) can be changed to the appropriate personnel classification to ensure the Timesheet is invoiced and costed appropriately. (For example: 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 persons' default classification.)

14. Tab 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 nodes). Depending on how the project is set up, will determine how the cost code list will appear.



NOTE:	The list of cost codes is embedded in a project path. This path is created by following the folder levels of the project tree 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)

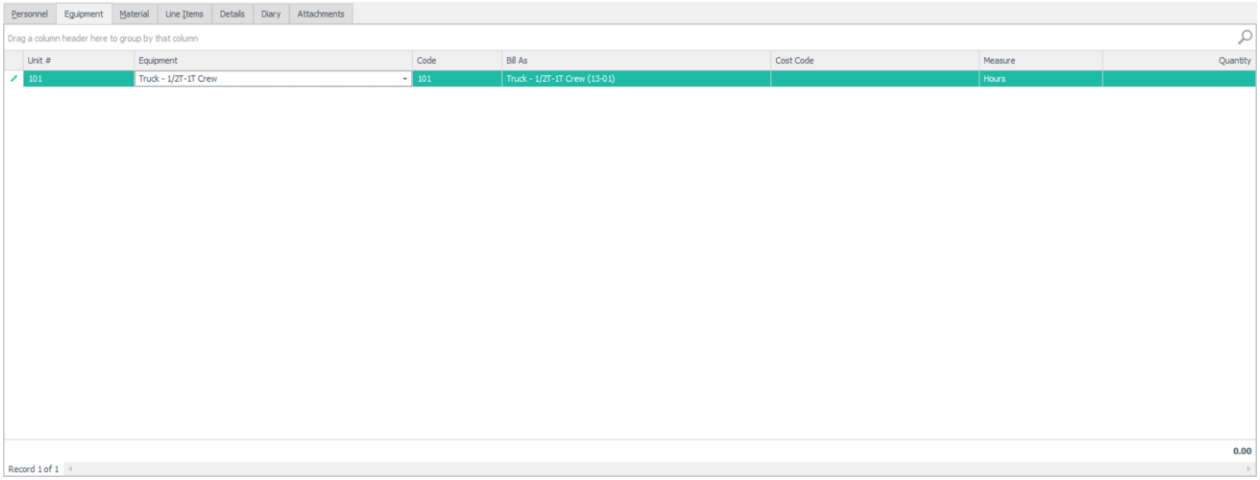
15. The next set of fields determines the billing type for the units. Dependent on the project contract, Personnel can be billed out for ST, OT, DT, DTH, TT, Day, and LOA.

16. 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 screen and press *Tab* again to generate a row).

NOTE:	Billings will automatically copy 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 bar.

17. 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 on the Timesheet is being charged against has been setup to filter the Equipment or Material lists. (see the Creating a New Project section of this manual for more details).

NOTE:	The multi-line entry pop-up is available on these tabs as well.



18. The columns available on the Equipment tab are:

- Unit #
- Equipment
- Code
- Bill As
- Cost Code
- Measure
- Quantity
- Amount

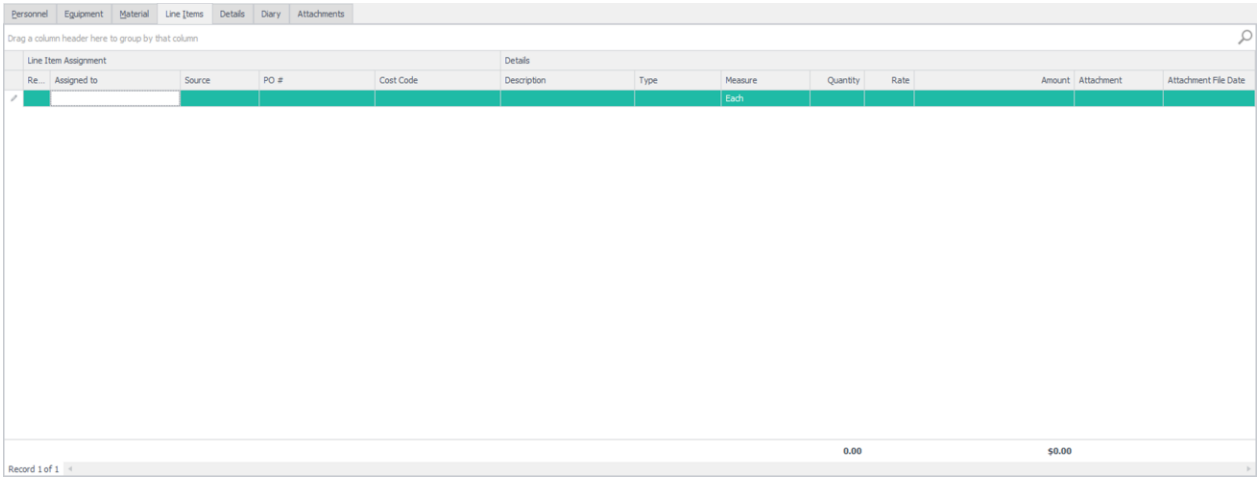
- Notes
- Parent Timesheet#
- Rate
- Spec. Process
- User Def 1
- User Def 2
- User Def 3
- User Def 4
- User Def 5
- User Def 6

19. The columns available on the Material tab are:

- Unit #
- Material
- Code
- Charge As
- Supplier
- Cost Code
- Type
- Measure
- Quantity
- Amount
- Notes
- Parent Timesheet#
- Rate
- Spec. Process
- User Def 1
- User Def 2
- User Def 3

- User Def 4
- User Def 5
- User Def 6

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



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

22. 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

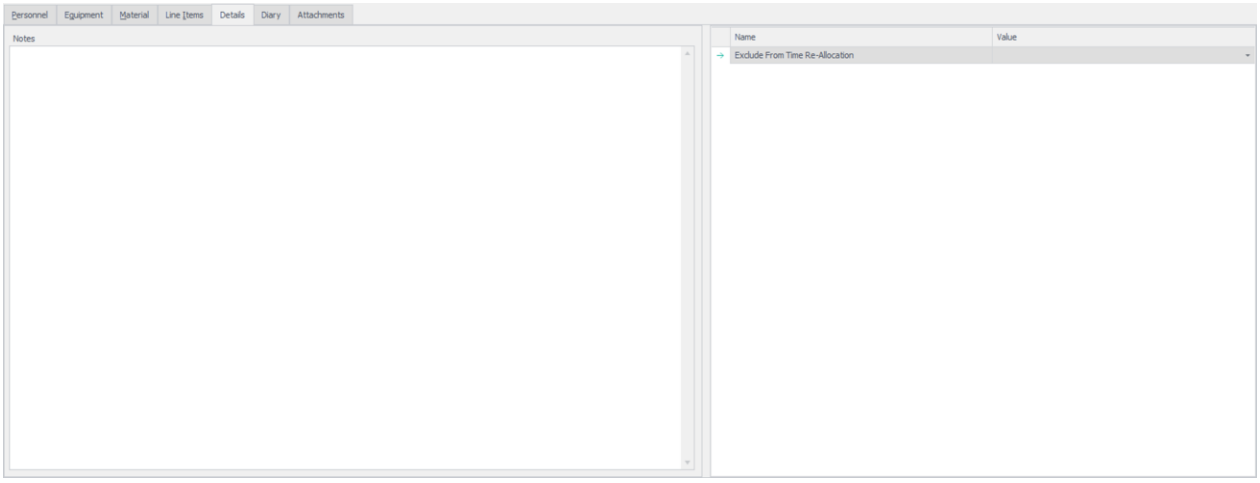
23. The columns available on the Line Items tab are:

    - Flag – identifies a line as Personnel, Equipment, Material, Line Item or Other.
    - Assigned to

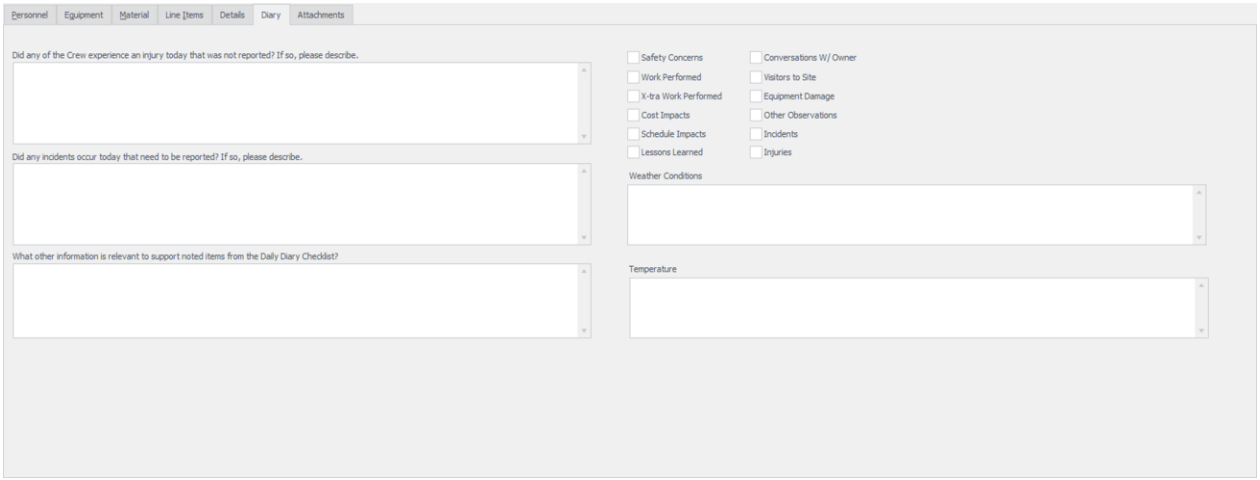
- Source
- PO #
- Cost Code
- Description
- Type
- Measure
- Quantity
- Rate
- Amount
- Notes
- Parent Timesheet#
- Project Commitment
- Spec. Process
- User Def 1
- User Def 2
- User Def 3
- User Def 4
- User Def 5
- User Def 6

24. Track the item against Project Commitments (Refer to the Assigning Commitments to Projects section of this manual).

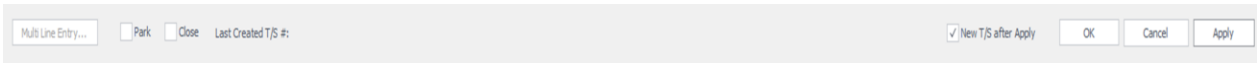
25. The Details tab lets you capture any field notes associated with the Timesheet as well as enter data into any custom Timesheet fields set up by the application administrator. (Refer to Using the Options Utility section of the Administrators Manual for more details on how to setup custom fields).



26. Additional Timesheet details can be captured in the Diary tab.



27. Upon completion of entering data into the Timesheet, click on Apply or OK along the bottom, right side of the screen.



NOTE:	The Park and Close fields affect Timesheets that need to be put on hold or closed. For further information see the Creating a New Invoice section for a description of these statuses.

28. To view the Timesheet List grid and all Timesheets that have been created, click on Timesheets and Timesheets.

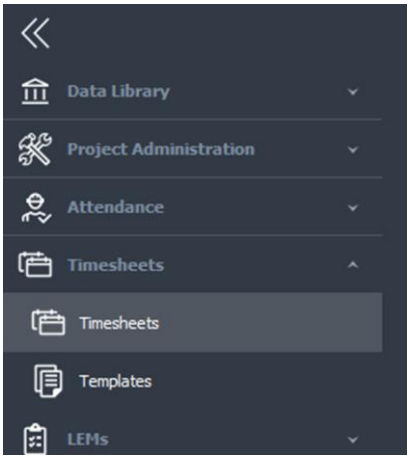
29. The available columns in the Timesheets grid are:

    - 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

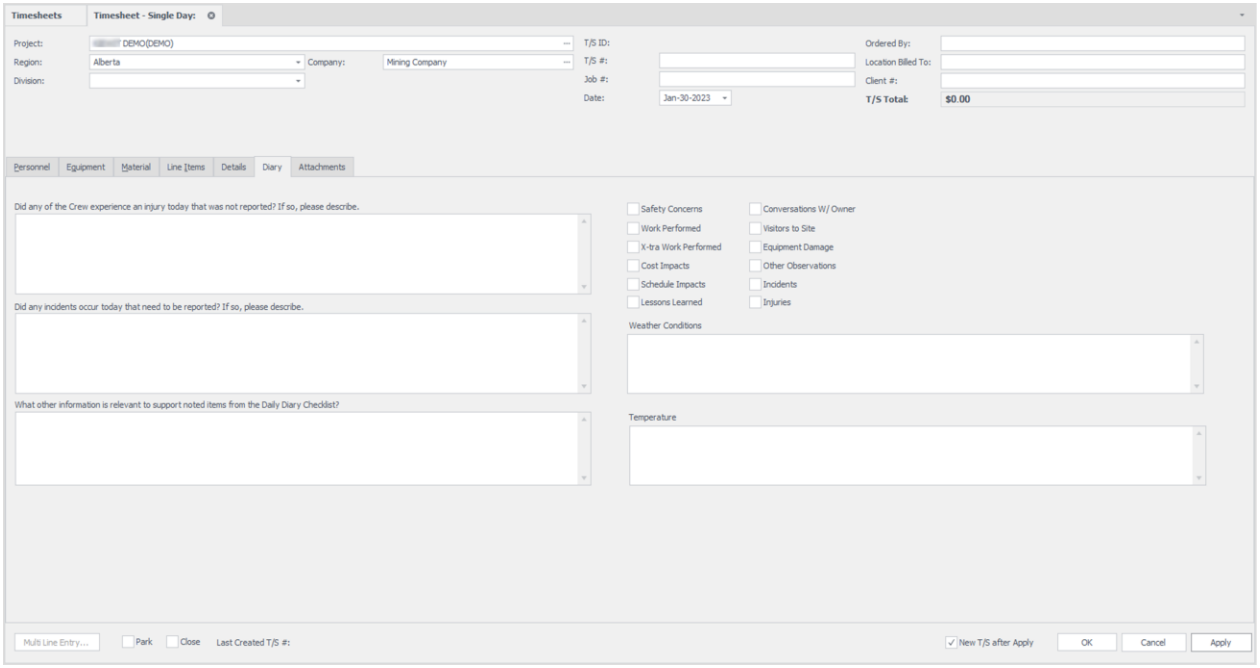
30. If there is a column header that is not currently in view when the List grid is open and you would like to see it, refer to the Billings Tips & Tricks section at the end of this manual on how to manipulate this list view.

Creating a Multi Day, Single Project Timesheet

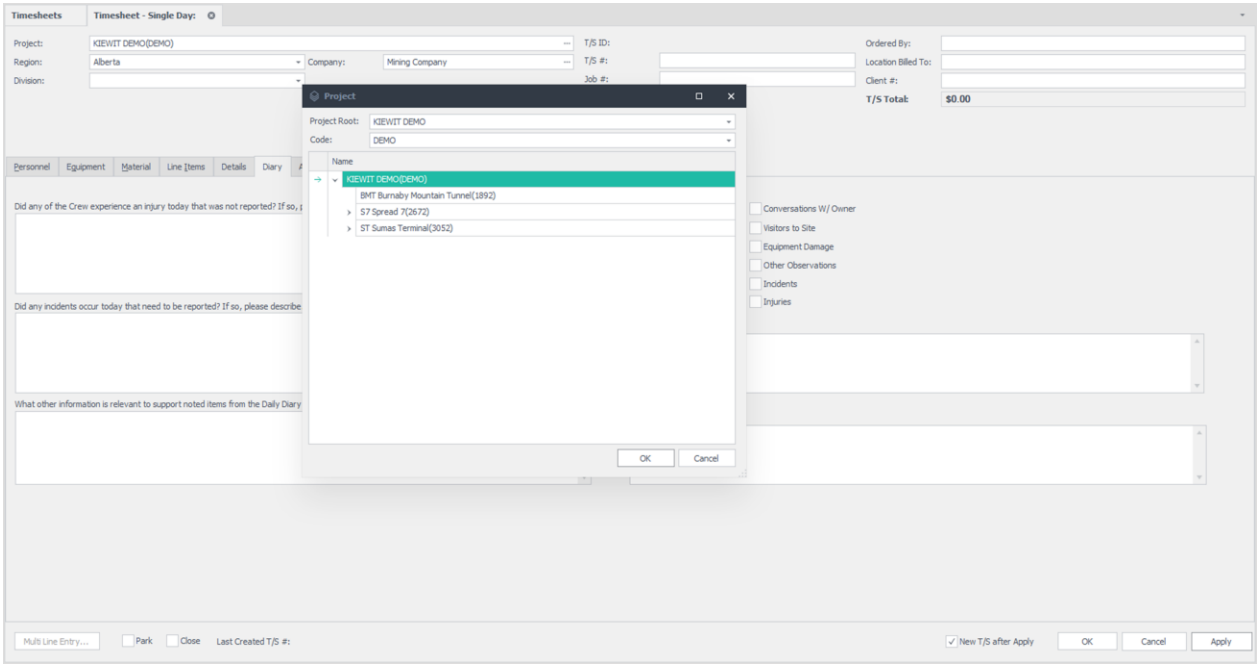
1. Click on Timesheet and choose Timesheet.



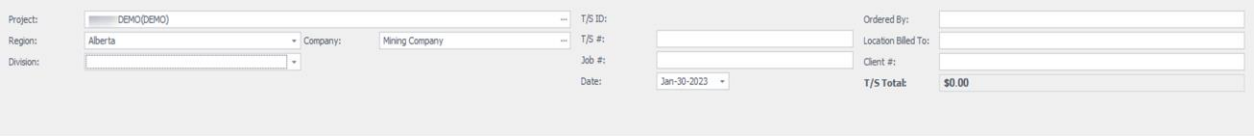
2. From the ribbon bar, select the timesheet type by using the drop-down arrow on the New icon, and select Single Project - Weekly. A new Timesheet window will appear.



3. Click the three dots icon located to the right of the Project field. A Project display will appear. Select the Project that this Timesheet is for by using the Project Root or Code drop down.


Timesheets
Timesheet - Single Day:
Project:
KIEWIT DEMO(DEMO)
Region:
Alberta
Division:
Company:
Mining Company
T/S ID:
T/S #:
Job #:
Ordered By:
Location Billed To:
Client #:
T/S Total:
$0.00
Project
Project Root:
KIEWIT DEMO
Code:
DEMO
Name
KIEWIT DEMO(DEMO)
BMT Burnaby Mountain Tunnel(1892)
S7 Spread 7(2672)
ST Sumas Terminal(3052)
OK
Cancel
Personnel
Equipment
Material
Line Items
Details
Diary
Did any of the Crew experience an injury today that was not reported? If so,
Did any incidents occur today that need to be reported? If so, please describe
What other information is relevant to support noted items from the Daily Diary
Conversations W/ Owner
Visitors to Site
Equipment Damage
Other Observations
Incidents
Injuries
Multi Line Entry...
Park
Close
Last Created T/S #:
New T/S after Apply
OK
Cancel
Apply

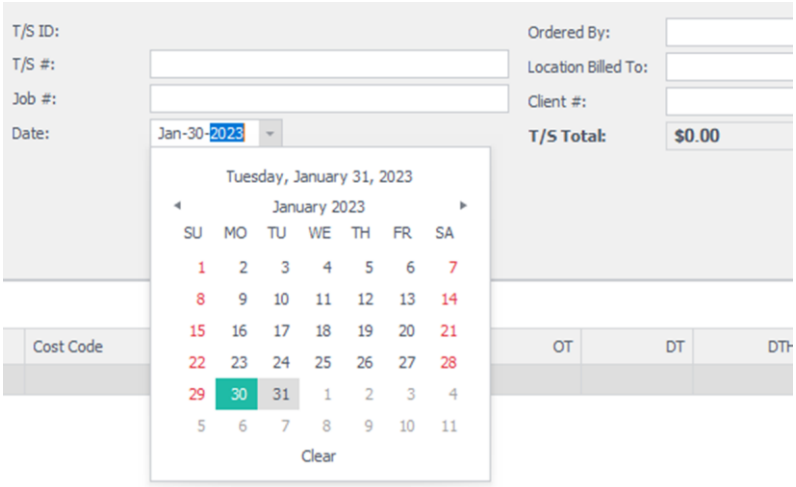
4. The project name will be filled in the Project field in the Timesheet entry screen. The Region, Division, and Company fields will be automatically populated based on the selected.



5. 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 enter in the number of the Timesheet.

NOTE:	You can leave the Timesheet # field blank, in which case the Timesheet # will be automatically generated by the database and will match the system-generated Timesheet ID.

6. Click on the Start Date drop down arrow and select the starting date of the Timesheet (i.e., the first day the work was performed or the first day of the shift).



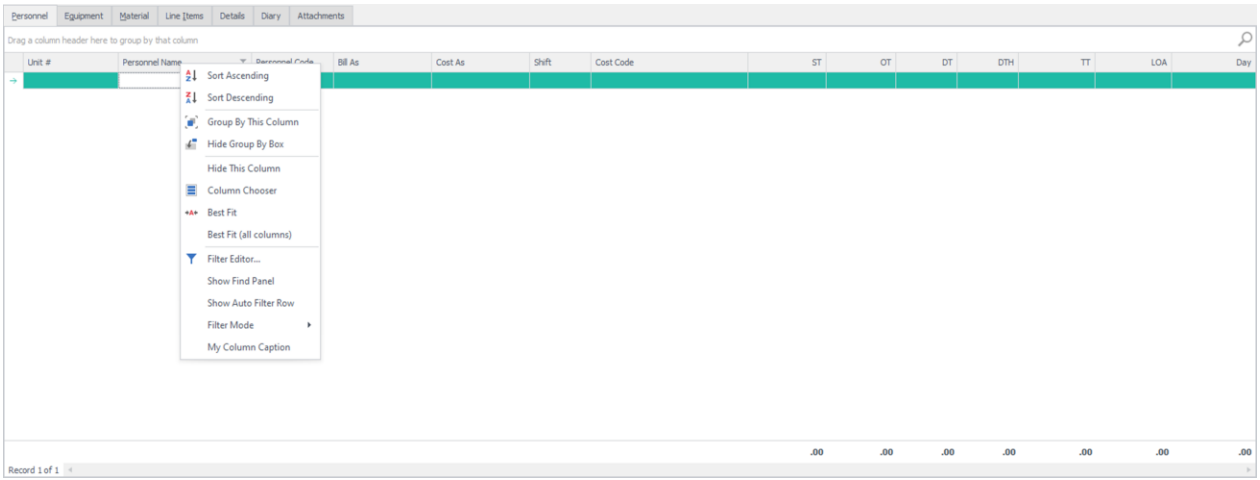
7. Adjust the Number of Days on Timesheet if needed.

8. Click on the Personnel tab. There will be several columns displayed, as well as some columns currently hidden. To speed up the process of data entry, it is beneficial if the user removes or adds only the necessary columns. The columns that are available in the Personnel tab are:

    - Personnel Code
    - Personnel Name
    - Bill As
    - Cost As
    - Shift
    - Cost Code *Mandatory field.
    - Total
    - ST
    - OT
    - DT
    - DTH
    - TT
    - LOA
    - Day
    - Crew
    - Location Code
    - Notes
    - Order
    - Parent Timesheet #
    - Spec. Process
    - Status
    - User Def 1
    - User Def 2
    - User Def 3
    - User Def 4
    - User Def 5

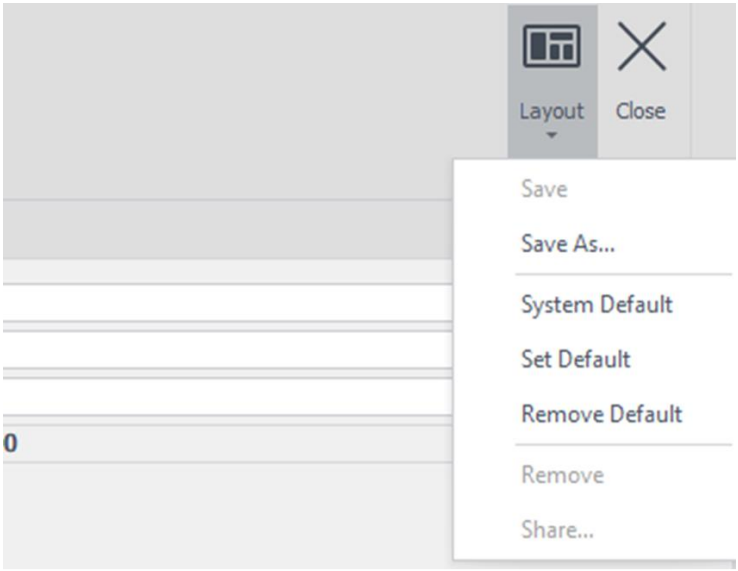
- User Def 6

9. Some of the fields listed above are rarely used so they must first be added to the Timesheet layout before data can be entered into them. Right click any column header and select Column Chooser to view the hidden field list. You can now drag and drop any of the hidden fields into the Timesheet view or remove any fields that are not required.

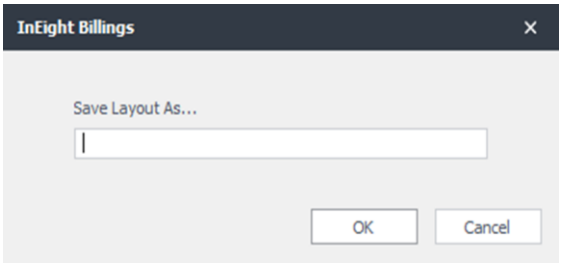


NOTE:	You can control where the new column will be displayed in the grid by dragging and dropping the column headers in the desired location.

10. After a layout has been created with the columns relevant for data entry, save the layout by selecting the layout dropdown from the top, right side of the tool bar. Click on the drop-down arrow.

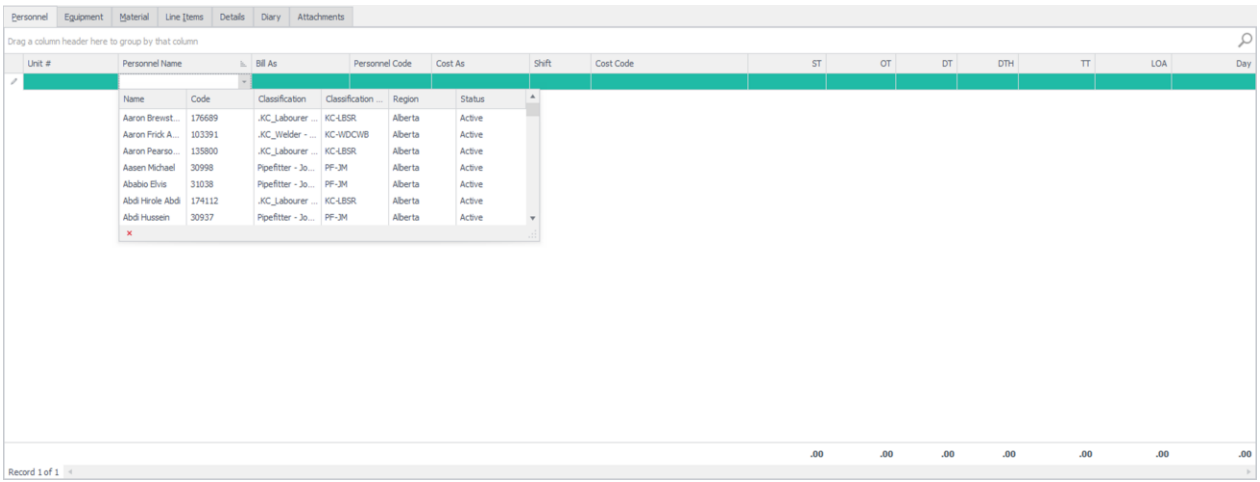


11. Click on Save As. A window will appear allowing you to name the layout. This layout is specific only to the user logged into Billings. It will not be available to other users unless it is shared by the user or an Administrator. After the layout has been saved, the user can select Set Default which will be the default view when the user enters the Timesheet screen in the future.



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

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

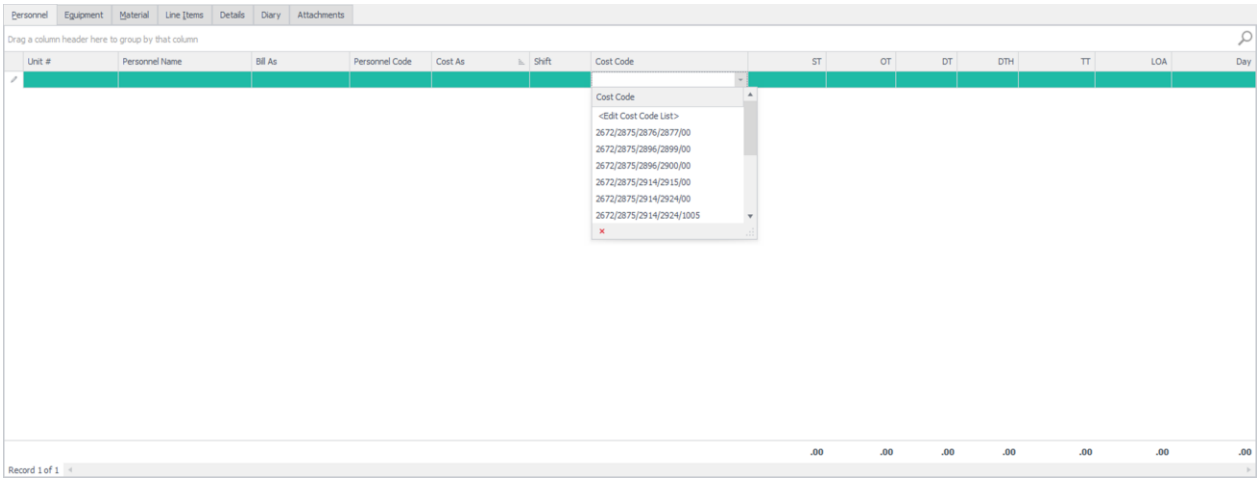


NOTE:	When entering time sheets into Billings, it is time effective for the Cost Administrator to use the TAB key to move from column to column. When using the TAB key at the end of the last row, Billings automatically creates a new row and jumps to the first column in the new row, copying values from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

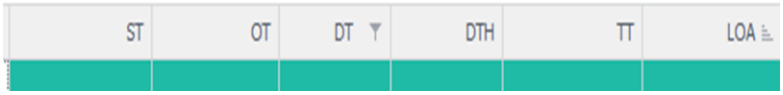
13. The Bill As, Cost As, and Shift fields will automatically populate with the default values specified for the person selected. However, if the person whose time is being entered is to be billed out or costed at another classification, the Bill As or the Cost As field can be changed to the appropriate

personnel classification to ensure the Timesheet is invoiced and costed appropriately. (For example: 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 persons' default classification.)

14. Tab 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 nodes). Depending on how the project is set up will determine how the cost code list will appear.



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

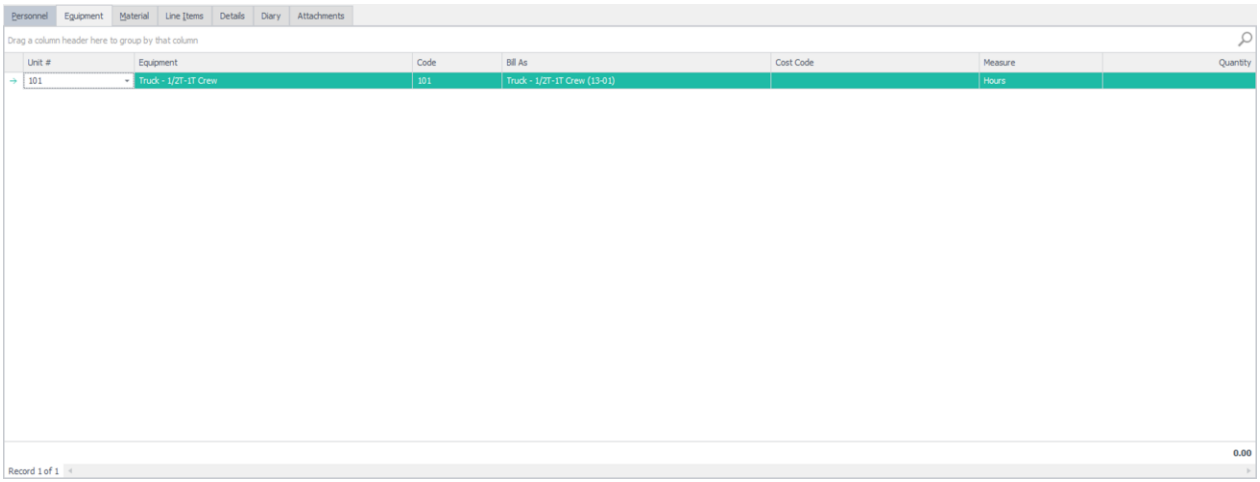


16. If time for multiple persons is being used for the job, click on the Add Row icon located on the ribbon bar, to add another row (or use the TAB key to move all the way to the right of the screen and press Tab again to generate a row).

NOTE:	Billings will automatically copy 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 bar.

If the same data is being entered for multiple personnel rows, it is more efficient to use the multi-line entry pop-up rather than manually entering individual rows. The multi-line entry pop-up lets you select several personnel records and then apply same cost codes and quantities of units of measure to these rows in one step. If you select multiple cost codes, then multiple rows will be created for each personnel record and cost code record selected.

17. Perform similar steps to enter equipment on the Equipment tab, and materials on the Material tab.



18. The columns available on the Equipment tab are:

    - Unit #
    - Equipment
    - Code
    - Bill As
    - Cost Code
    - Total
    - Each
    - Hrs
    - Days
    - Weeks
    - Months

- Standby
- Notes
- Parent Timesheet#
- Spec. Process
- User Def 1
- User Def 2
- User Def 3
- User Def 4
- User Def 5
- User Def 6

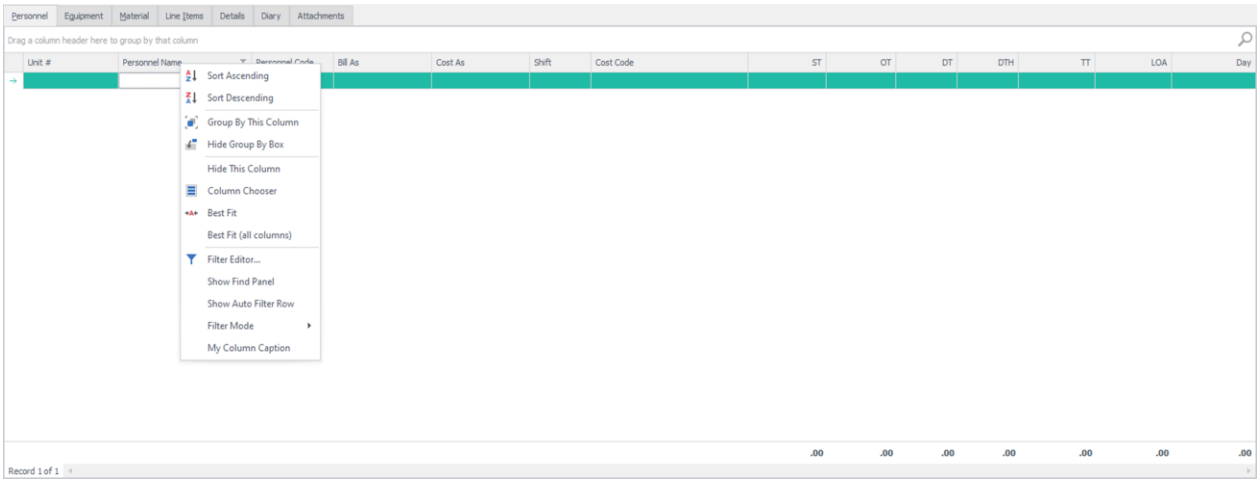
19. The columns available on the Material tab are:

- Date
- Material
- Code
- Charge As
- Supplier
- Cost Code
- Type
- Unit
- Quantity
- Notes
- Parent Timesheet#
- Spec. Process
- User Def 1
- User Def 2
- User Def 3
- User Def 4
- User Def 5

- User Def 6

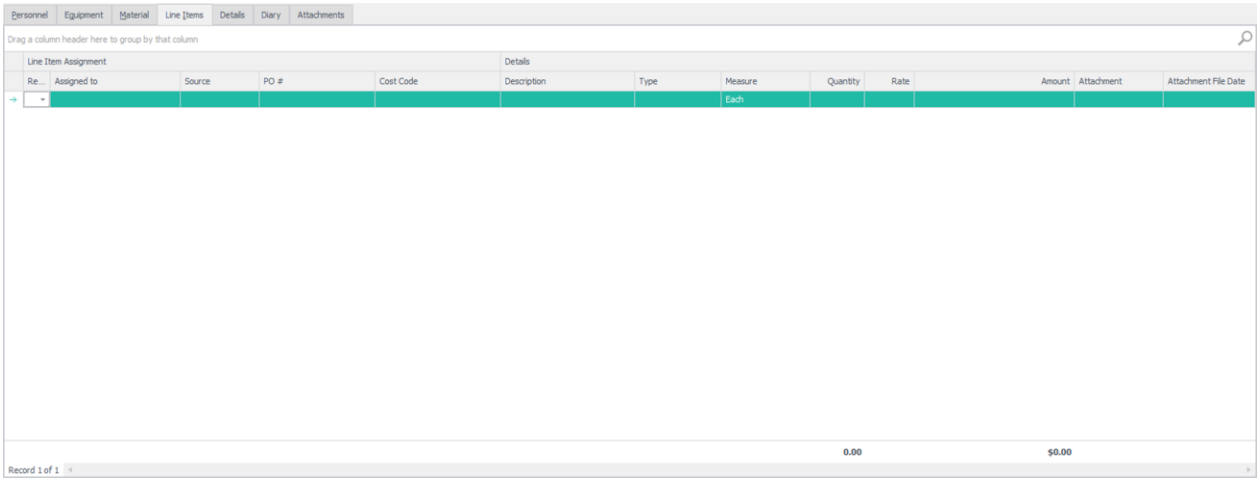
20. Some of the fields listed above are normally less used so they must first be added to the Timesheet layout before data can be entered into them. Right click any column header and select Column Chooser to view this list. You can then drag and drop any of the additional fields into the Timesheet view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

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



21. After a layout has been created with the columns relevant for data entry, save the layout by selecting layout drop-down from the top, right side of the tool bar. Click on the drop-down arrow. If this is a new layout, select Save As. If you are saving changes to an existing layout, select Save.

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



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

24. 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)

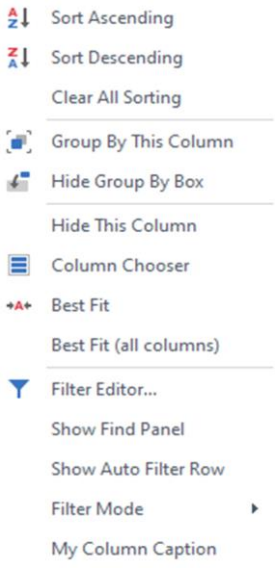
25. The columns available on the Line Items tab are:

    - Flag – identifies a line as Personnel, Equipment, Material, Line Item or Other.
    - Assigned to
    - Source
    - PO #

- Cost Code
- Description
- Type
- Date
- Unit
- Quantity
- Rate
- Amount
- Notes
- Parent Timesheet#
- Project Commitment
- Spec. Process
- User Def 1
- User Def 2
- User Def 3
- User Def 4
- User Def 5
- User Def 6

26. Some of the fields listed above are used less frequently, so they must first be added to the Timesheet layout before data can be entered into them. 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 Timesheet view or remove any fields that are not required.

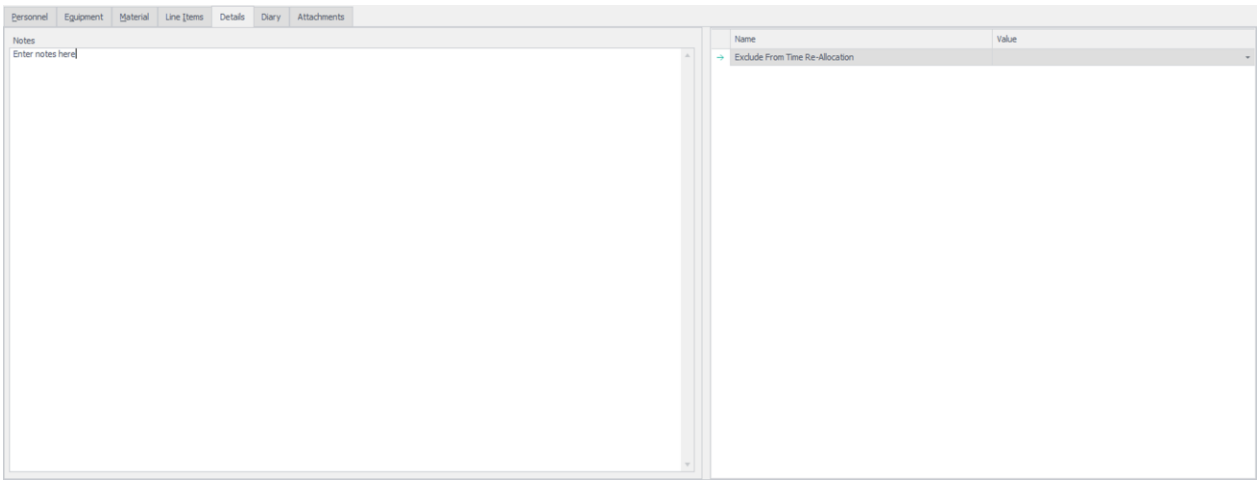
NOTE:	You can control where the new column will be displayed in the grid by dragging and dropping the column headers in the desired location.



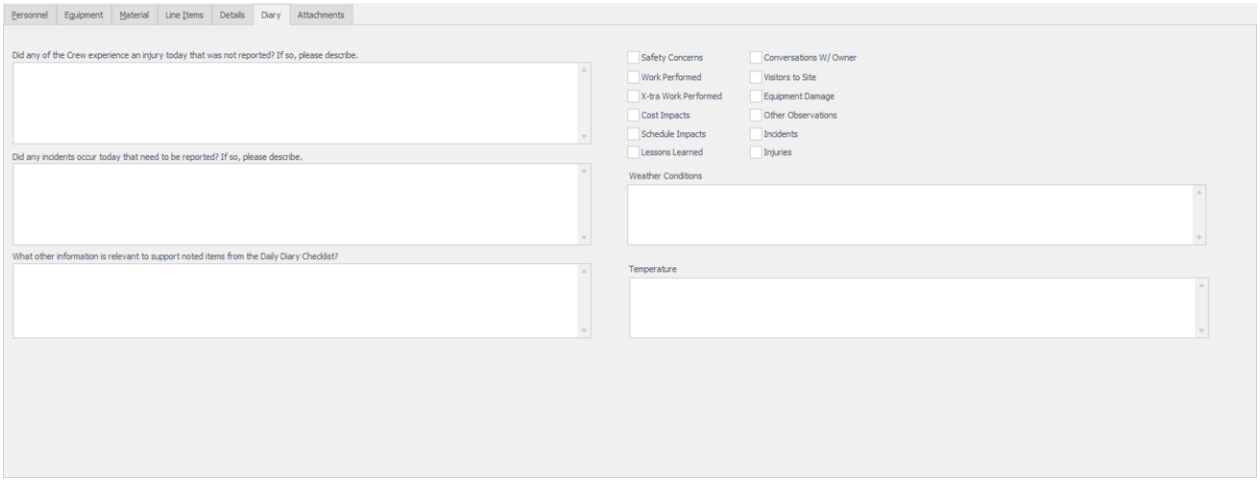
NOTE:	Right click on the column header that you wish to rename and select My Column Caption option. If you wish to use the default name, blank out the custom name.

27. After a layout has been created with the columns relevant for data entry, save the layout by selecting layout drop-down from the top, right side of the tool bar. Click on the drop-down arrow. If this is a new layout, select Save As. If you are saving changes to an existing layout, select Save.

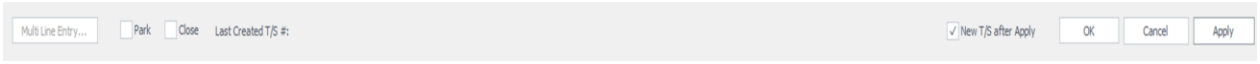
28. The Details tab lets users to capture any field notes associated with the Timesheet as well as enter data into any custom Timesheet fields set up by the application administrator.



29. Additional Timesheet details can be capture in the Diary tab.



30. Upon completion of Timesheet data entry, click on Apply or OK along the bottom right of the setup screen to save your changes.



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

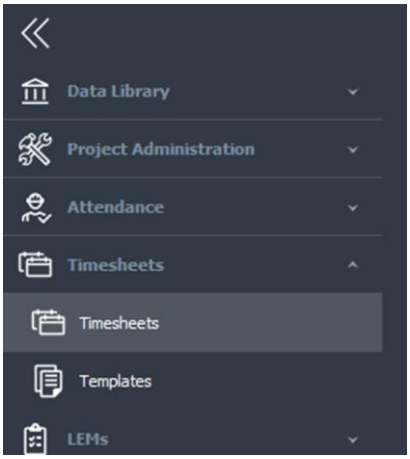
31. To view the Timesheet List grid and all Timesheets that have been created, go to the menu list and expand the Timesheets option and select Timesheets.

32. The available columns in the Timesheet List grid are:

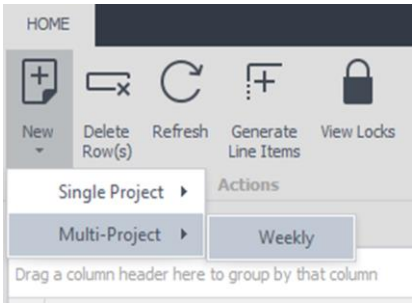
- Timesheet #
- Work Date
- Timesheet ID
- Job #
- Root Project
- Name
- Region
- Company
- Days
- Status
- Type
- Approval Status
- Close
- Created By
- Created Date
- Timesheet Total
- Modify By
- Modify Date
- Park

Creating a Multi Day, Multi Project Timesheet

1. Click on Timesheet and choose Timesheet.



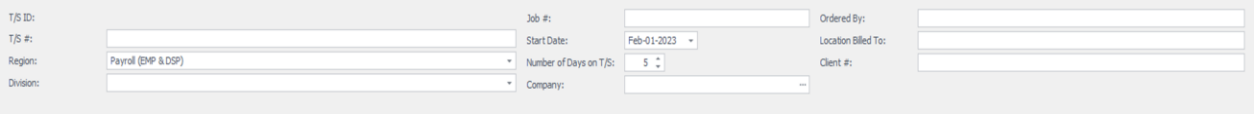
2. From the ribbon bar, select the timesheet type by using the drop-down arrow on the New icon, and select Multi Project - Daily. A new Timesheet window will appear.



3. Click on the Timesheet # field and enter in the number of the Timesheet.

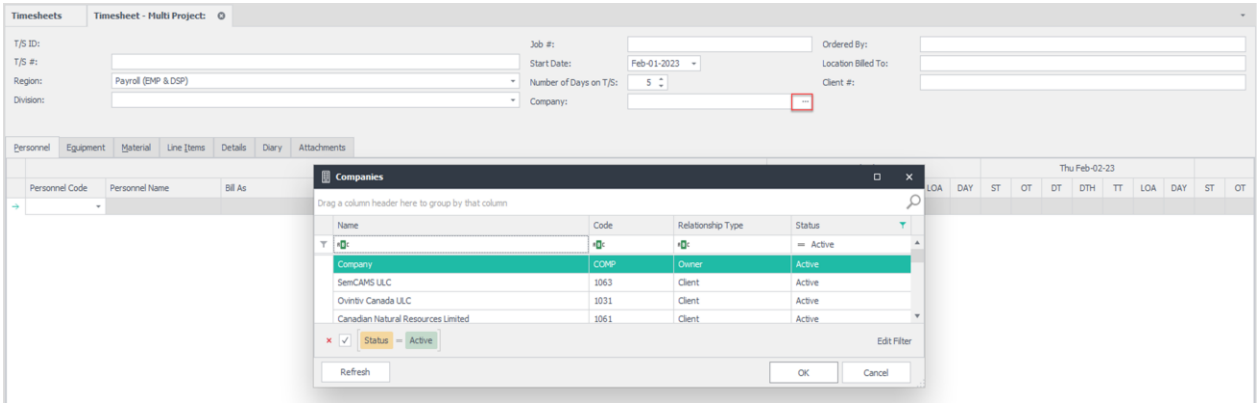
NOTE:	You can leave the Timesheet # (T/S) field blank, in which case the Timesheet # will be automatically generated by the database and will match the system-generated Timesheet ID.

4. Click on the Start Date drop down arrow and select the starting date of the Timesheet (i.e., 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.

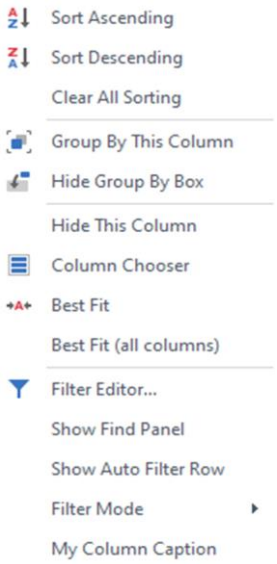


7. Click on the Personnel tab. There will be columns listed, as well as some columns which are normally hidden. To speed up the process of data entry, it is beneficial if the user removes or adds only the necessary columns. The columns that are available in the Personnel tab are:

    - Personnel Code
    - Personnel Name
    - Bill As
    - Project
    - Cost As
    - Shift
    - Cost Code *Mandatory field.
    - Total
    - ST
    - OT
    - DT

- DTH
- TT
- LOA
- Day
- Crew
- Location Code
- Notes
- Order
- Parent Timesheet #
- Spec. Process
- Status
- User Def 1
- User Def 2
- User Def 3
- User Def 4
- User Def 5
- User Def 6

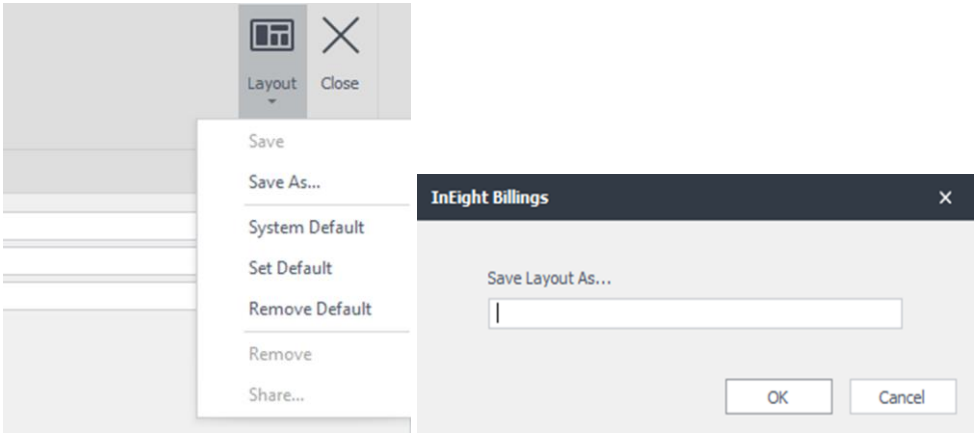
8. Some of the fields listed above are user less frequently so they must first be added to the Timesheet layout before data can be entered into them. Right click any column header and select Column Chooser to view this list. You can then drag and drop any of the additional fields into the Timesheet view 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.

9. After a layout has been created with the columns relevant for data entry, save the layout by selecting the layout dropdown from the top, right side of the tool bar. Click on the drop-down arrow.

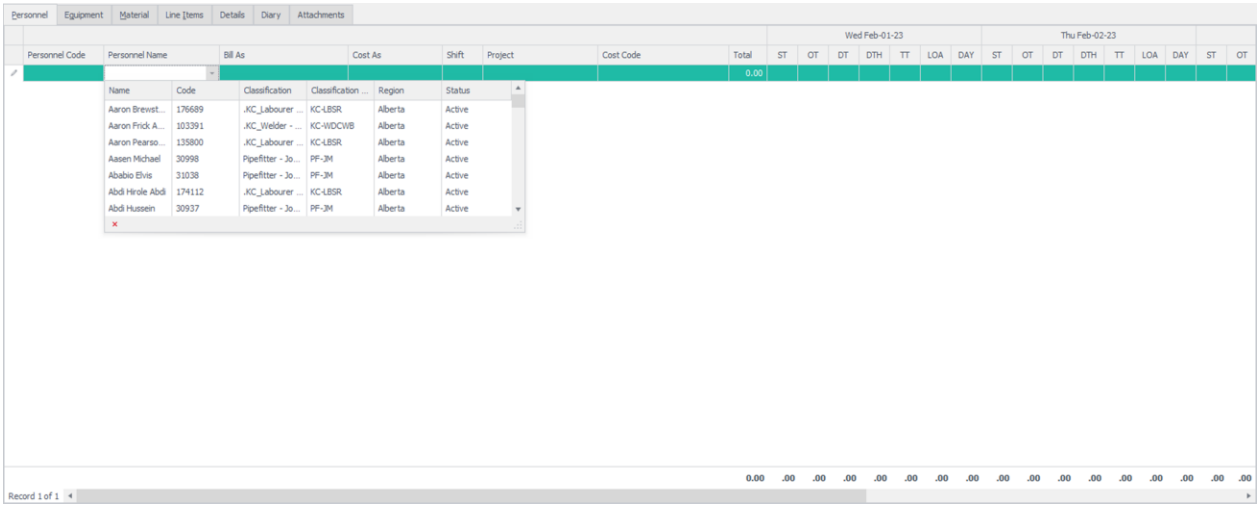
10. Click on Save As. A window will appear allowing you to name the layout. This layout is specific only to the user logged into Billings. It will not be available to other users unless it is shared by the user or an Administrator. After the layout has been saved, the user can select Set Default which will be the default view when the user enters the Timesheet screen in the future.



Tips and Tricks

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

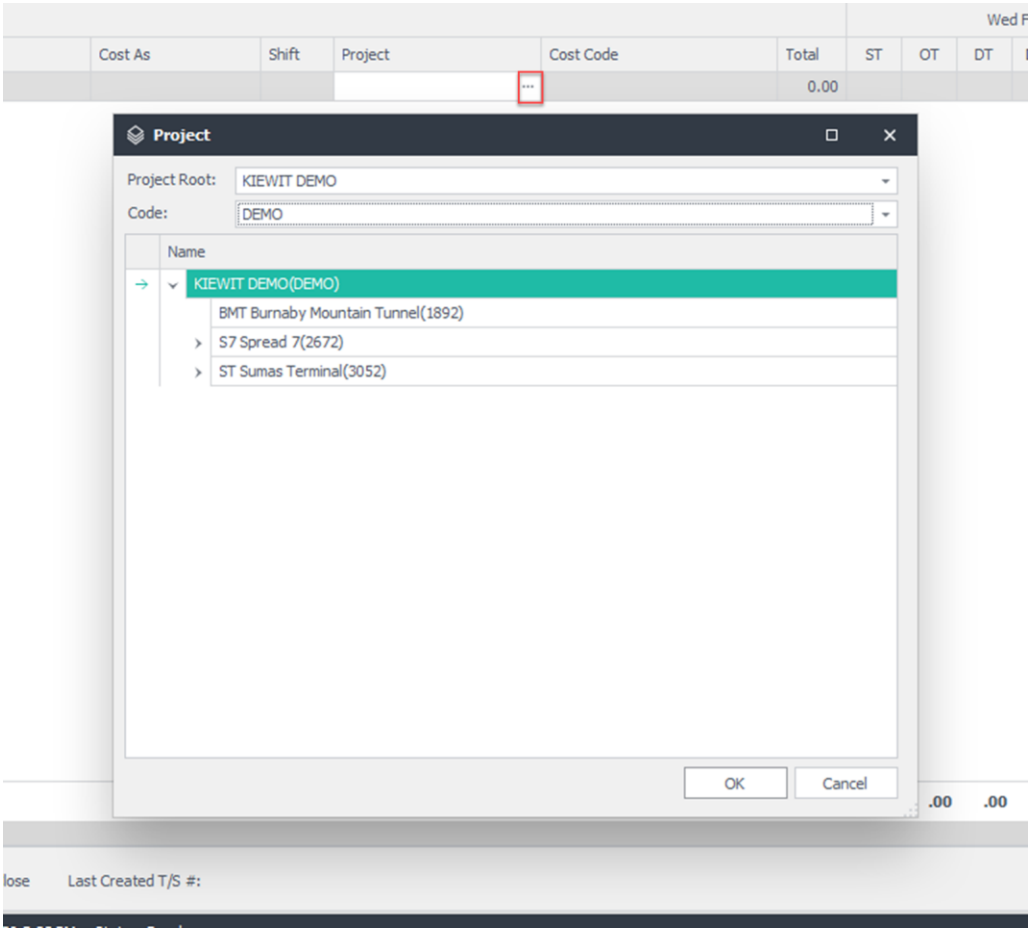
11. After the layout has been modified, go into the Personnel field in the grid and either begin typing the resource last name or use the drop-down menu to pull up a list of personnel resources.



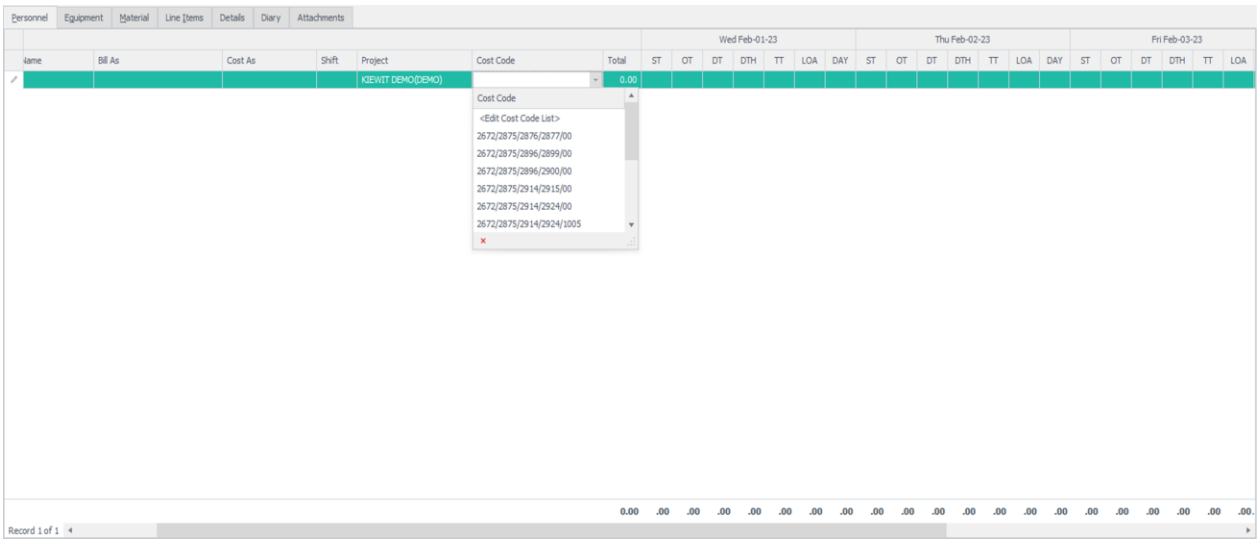
NOTE: When entering time sheets into Billings, it is time effective for the Cost Administrator to use the TAB key to move from column to column. When using the TAB key at the end of the last row, Billings automatically jumps to the next day.

12. The Bill As, Cost As, and Shift fields will 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 costed at another classification, the Bill As or the Cost As field(s) can be changed to the appropriate personnel classification to ensure the Timesheet is invoiced and costed appropriately. For example: 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 persons' default classification.

13. Tab to the Project field. Click on the three dots icon to display the Project list.

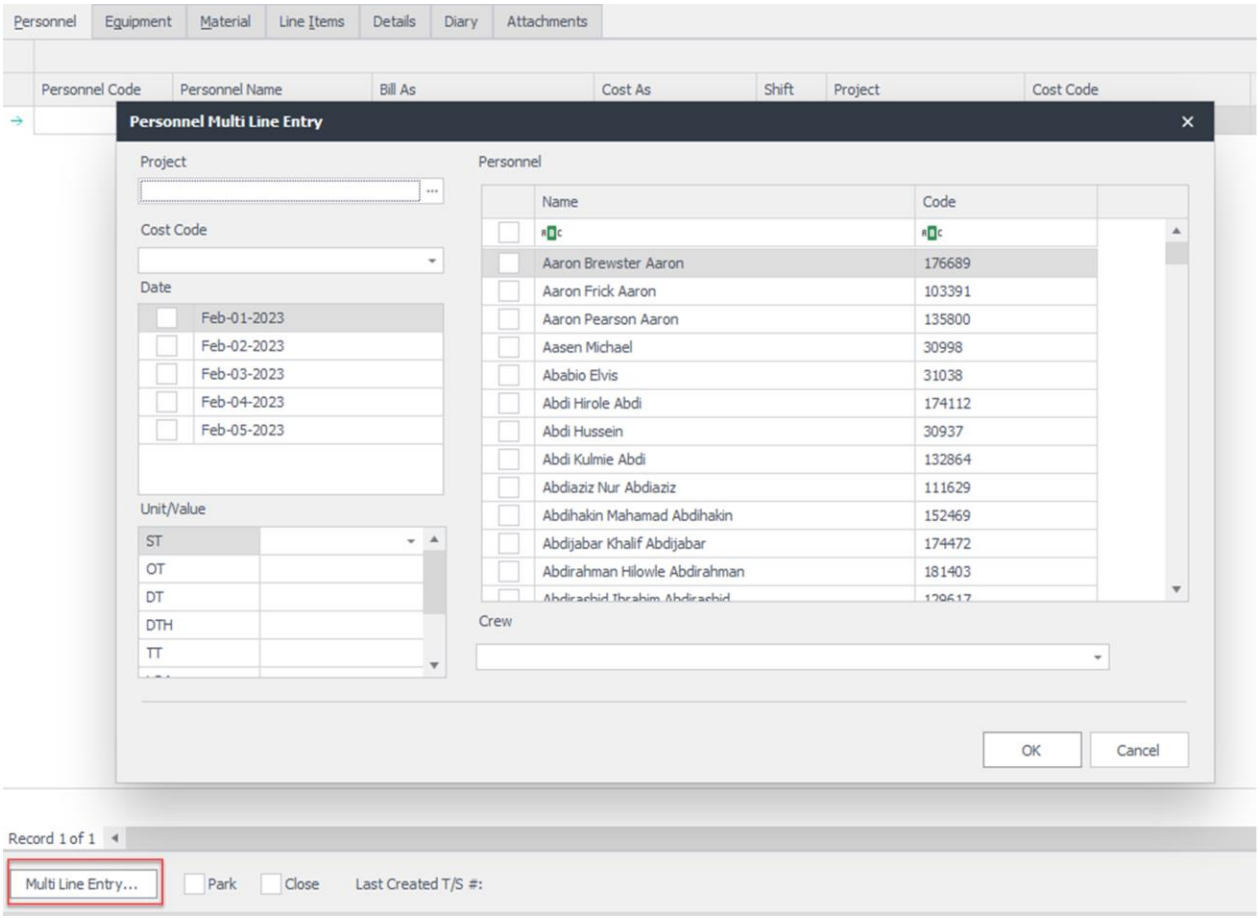


14. Tab to the Cost Code field. Click on the drop-down arrow to display a list of cost codes defined for the selected project node (and any child nodes). Depending on how the project is set up, will determine how the cost code list will appear.

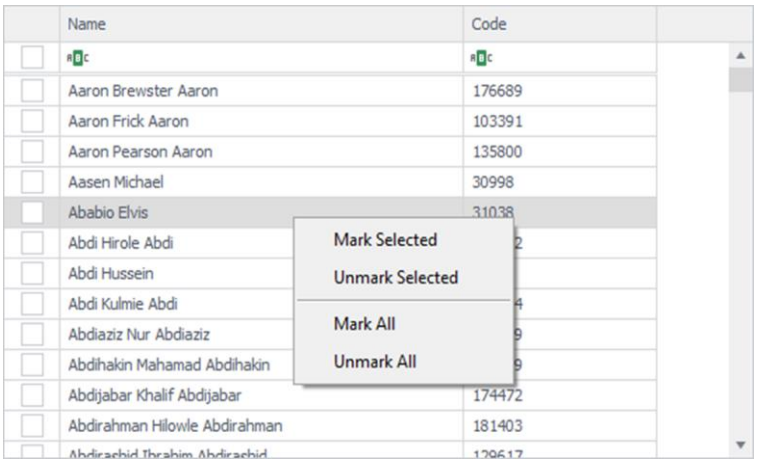


15. The next set of fields is used to record the number of hours against the type of hours. Dependent on the project contract, Personnel time can be recorded against ST, OT, DT, DTH, TT, Day, and LOA.

NOTE:	If the same data is being entered for multiple personnel rows, it is more efficient to use the multi-line entry pop-up rather than manually entering individual rows. The multi-line entry pop-up lets you select several personnel records and then apply same cost code(s) and quantities of units of measure to these rows in one step. If you select multiple cost codes, then multiple rows will be created for each personnel record and cost code record selected.



Each of the selection grids on the multi-line pop-ups can be right clicked to bring up a small pop-up menu allowing you to quickly Mark or Unmark a row or multiple rows.



16. Perform similar steps to enter equipment on the Equipment tab and materials on the Material tab.

NOTE:	The multi-line entry pop-up is available on the Equipment and Materials tabs.

17. The columns available on the Equipment tab are:

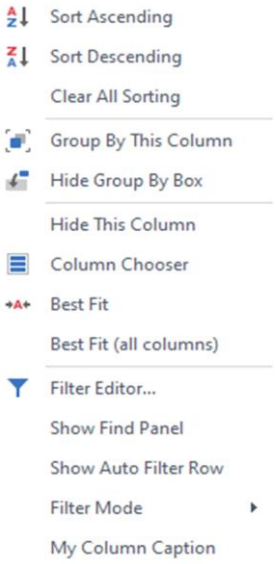
- Unit #
- Equipment
- Code
- Bill As
- Project
- Cost Code
- Total
- Each
- Hrs
- Days
- Weeks
- Months
- Standby
- Notes
- Parent Timesheet#

- Spec. Process
- User Def 1
- User Def 2
- User Def 3
- User Def 4
- User Def 5
- User Def 6

18. The columns available on the Material tab are:
    - Unit #
    - Material
    - Code
    - Charge As
    - Supplier
    - Project
    - Cost Code
    - Type
    - Unit
    - Quantity
    - Notes
    - Parent Timesheet#
    - Spec. Process
    - User Def 1
    - User Def 2
    - User Def 3
    - User Def 4
    - User Def 5
    - User Def 6

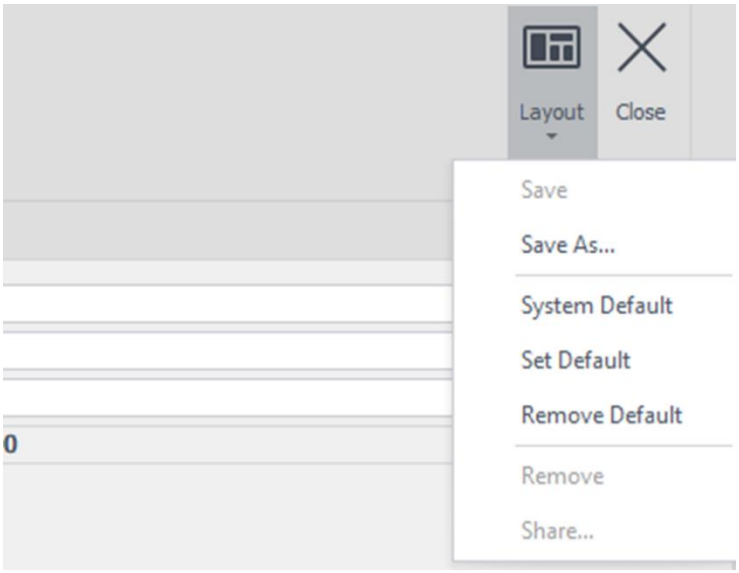
19. Some of the fields listed above are used less frequently so they must first be added to the Timesheet layout before data can be entered into them. Right click any column header and select Column Chooser to view this list. You can then drag and drop any of the additional fields into the Timesheet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

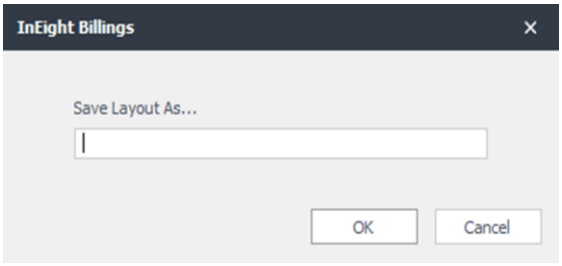
NOTE:	You can control where the new column will be displayed in the grid by dragging and dropping the column headers in the desired location, as identified with the black line.



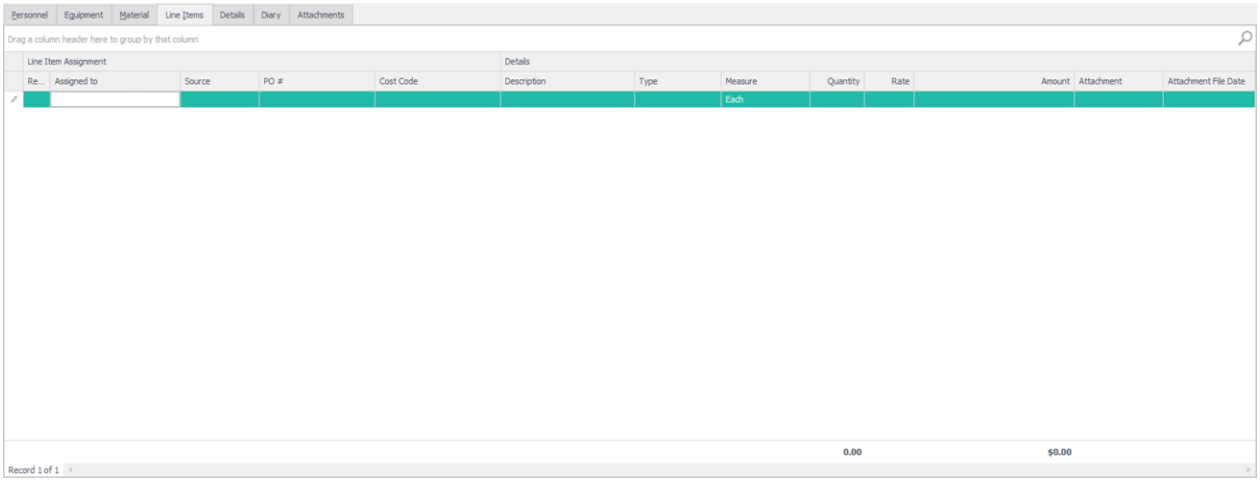
NOTE:	You can rename columns. Right click on the column header that you wish to rename and select My Column Caption option. If you wish to use the default name, blank out the custom name.

20. After a layout has been created with the columns relevant for data entry, save the layout by selecting thee layout drop-down from the top, right side of the tool bar. Click on the drop-down arrow. If this is a new layout, select Save As. If you are saving changes to an existing layout, select Save.





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



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

23. The Line-Item grid lets users:

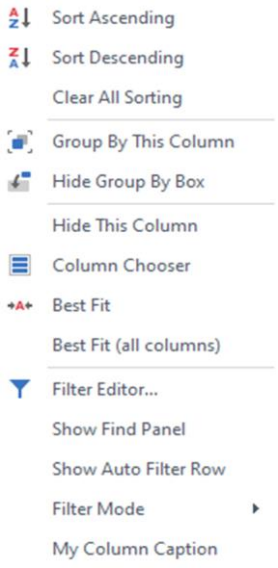
    - Allot a Custom Description to the item
    - Charge it to a cost code (required)
    - Attach it to an applicable PO#
    - Assign a unit of measure
    - Track the quantity
    - Key the rate instantaneously
    - Track the item against Project Commitments (See Assigning Commitments to Projects section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

24. The columns available on the Line Items tab are:

    - Flag – identifies a line as Personnel, Equipment, Material, Line Item or Other.
    - Assigned to
    - Source
    - PO #
    - Project
    - Cost Code

- Description
- Type
- Date
- Unit
- Quantity
- Rate
- Amount
- Notes
- Parent Timesheet#
- Project Commitment
- Spec. Process
- User Def 1
- User Def 2
- User Def 3
- User Def 4
- User Def 5
- User Def 6

25. Some of the fields listed above are less frequently used so they must first be added to the Timesheet layout before data can be entered into them. 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 Timesheet view or remove any fields that are not required.



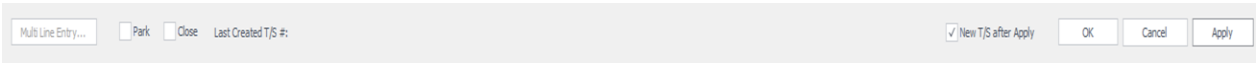
NOTE:	You can control where the new column will be displayed in the grid by dragging and dropping the column headers in the desired location, as identified with the black line. My Column Caption lets you rename the grid columns If you wish to use the default name, blank out the custom name.

26. After a layout has been created with the columns relevant for data entry, save the layout by selecting the layout tab from the top, right side of the tool bar. Click on the drop-down arrow. If this is a new layout, select Save As. If you are saving changes to an existing layout, select Save.

27. The Details tab lets users to capture any field notes associated with the Timesheet as well as enter data into any custom Timesheet fields set up by the application administrator.

28. Additional Timesheet details can be captured in the Diary tab

29. Upon completion of entering data into the Timesheet, click Apply or OK along the bottom right side of the setup screen to save your changes.



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

30. To view the Timesheet List grid and all Timesheets that have been created, click on Timesheets and Timesheets.

31. The available columns in the Timesheet grid are:

    - 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

32. If there is a column header that is not currently in view when the List grid is open and you would like to see it.

Correcting a Locked Timesheet

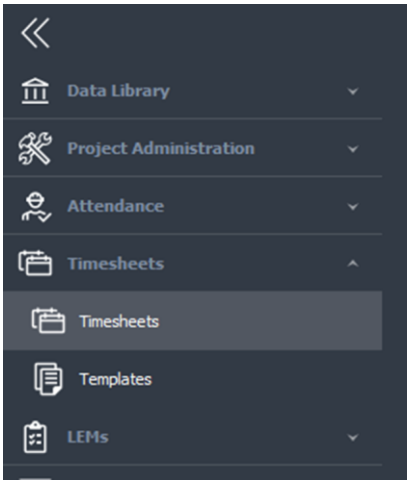
There are several mechanisms available in Billings to make corrections to previously processed data. The choice of the data correction mechanism to use, depends on which timesheet data elements need to be changed, and how many timesheets the change will affect. As an example, a payroll export will not lock the Bill As field on the labor grid, as this field is not required for payroll, therefore this column will be available for editing in the timesheet, even when the labor line has been exported to the payroll system. Conversely, the number of hours worked will be locked and therefore no longer editable after the data has been exported to the payroll system. For scenarios where only a small number of processed timesheets need to be adjusted or corrected, it is usually simplest to make adjusting line entries on the affected timesheets directly. To simply remove an entry, you will create a line which backs out the original line. To correct an entry, you will need to create two lines, one to back out the incorrect entry, and another one to add back in the record using the correct information.

If the timesheet status is set to Approved (because of the workflow established at the project), change the status to any value other than Approved. In most cases, the status should be changed to Pending. The reason for this is that Approved timesheets cannot be edited in any way. You can visually see which lines and which columns are locked by their font color. Locked data elements on the labor, equipment, material, and line-item grids will show up in red font, while fully editable data elements are black. To make a correction to a locked data element on a locked line, select the line that you wish to correct, and then either press the *Insert* key on the keyboard, or click on the Add Row icon, located on the ribbon bar. This will result in a new line being added to the timesheet, with most of the information copied from the selected line. You will need to enter negative quantities to back out the original quantities in the applicable columns. As an example, to back out a labor line that originally had 8 hours of straight time, and 2 hours of overtime, put -8 hours for straight time, and -2 hours for overtime in the newly created labor line. If you simply needed to back out a line, you are done. However, if you wanted to correct a line, you can now use the *Tab* key to tab to the end of the line, and yet another new line will generate, copying the information from the correcting line. Now you can enter the replacement information, as the original information will have been backed out by the line you just finished. You can repeat this process for any number of locked lines on the timesheet, and after you're done, press either the Ok or the Apply button to save your changes.

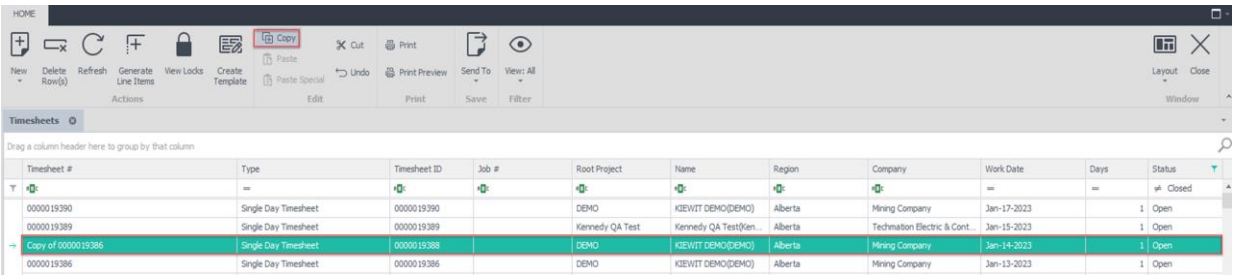
Copying an existing timesheet

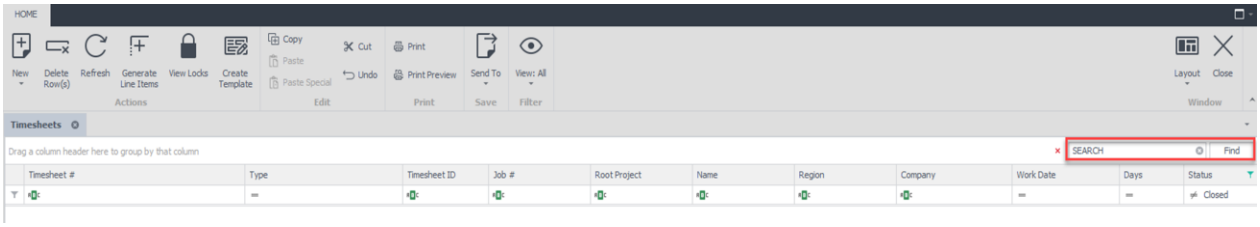
Copy an existing timesheet by following these steps:

1. Select Timesheets and then choose Timesheets.



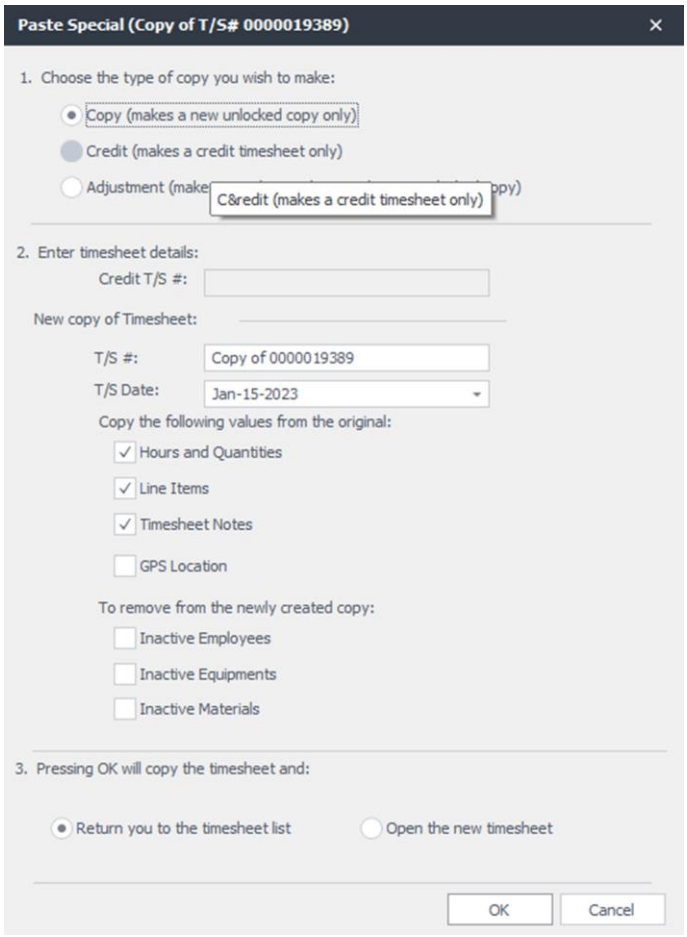
2. Select the timesheet to be copied by clicking on it once with the mouse. If the timesheet you are looking for is not in the list, type in the timesheet# field to search for it.





3. Click Copy from the ribbon menu.

4. Click Special Paste (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 wish to make.

6. Section 2 will automatically name the timesheet as Copy of + original timesheet number; change this to the new timesheet number if desired. Select the date for the timesheet. There is an option of having the Hours and Quantities, Line Items, and timesheet Notes pull in from the original timesheet it was copied from. If these boxes are checked off with a ✓, the selections made will copy from the original.

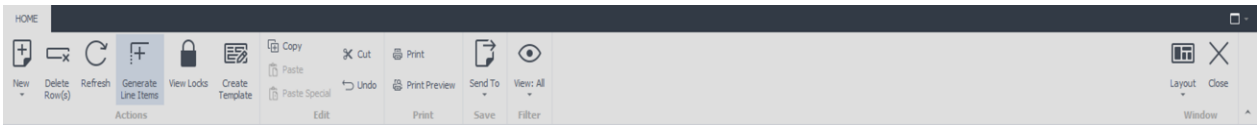
7. In section 3, you will have the options of Return you to the timesheet list or Open the new timesheet. Choose Open the new timesheet.

8. Click OK and the new timesheet will open. The new timesheet can then be modified as required with any information that needs to be changed.

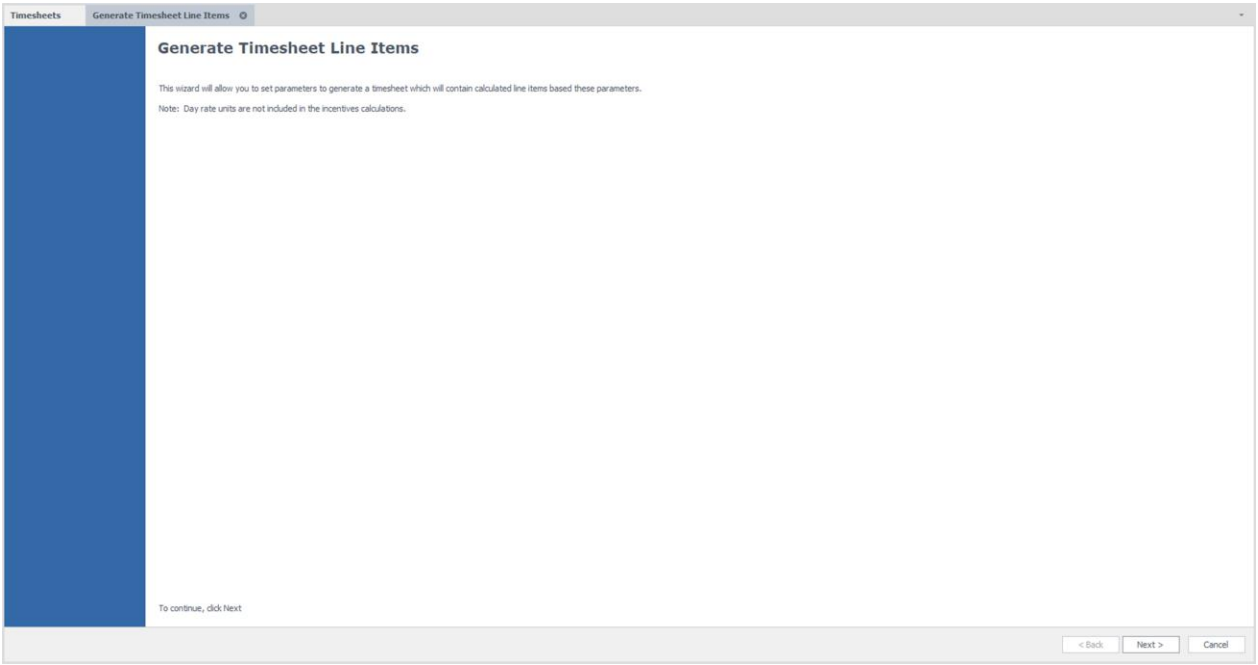
Generate Timesheet Line Items Wizard

It can be necessary to generate multiple timesheet line items based on a set of project rules. The Timesheet Line-Item Generator lets you create a timesheet with automatically generated line items which are based on results of calculations based on entered set of criteria.

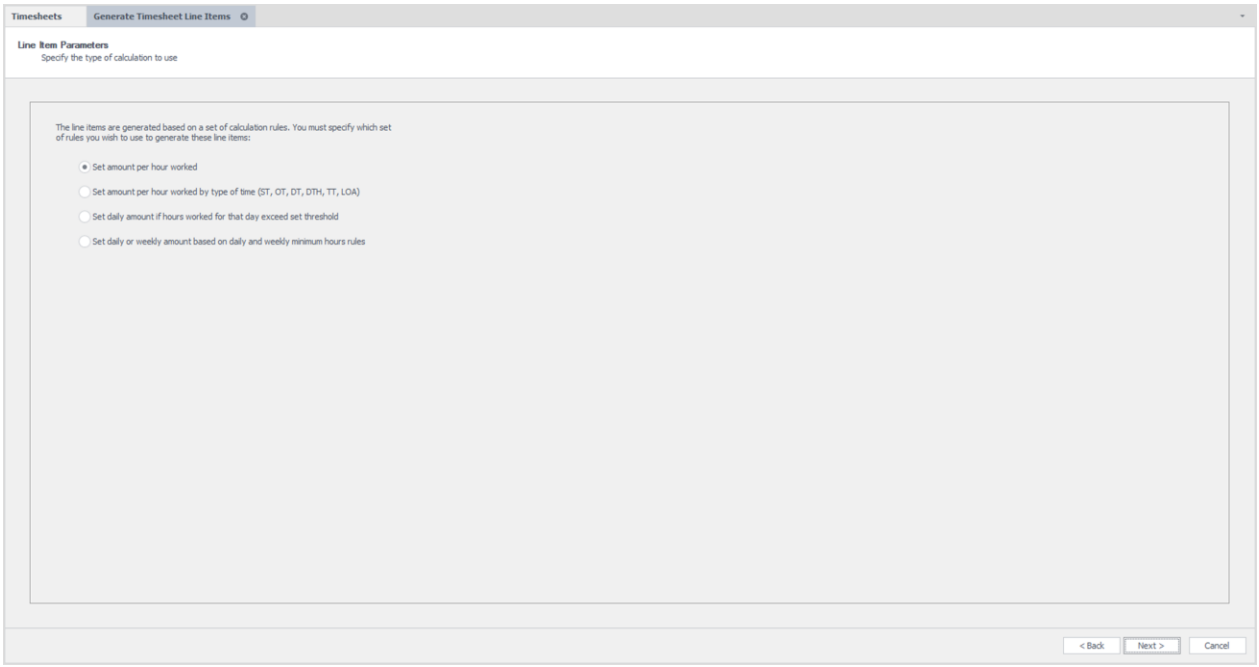
1. From the Timesheet grid, click on the Generate Line Items icon on the ribbon bar.



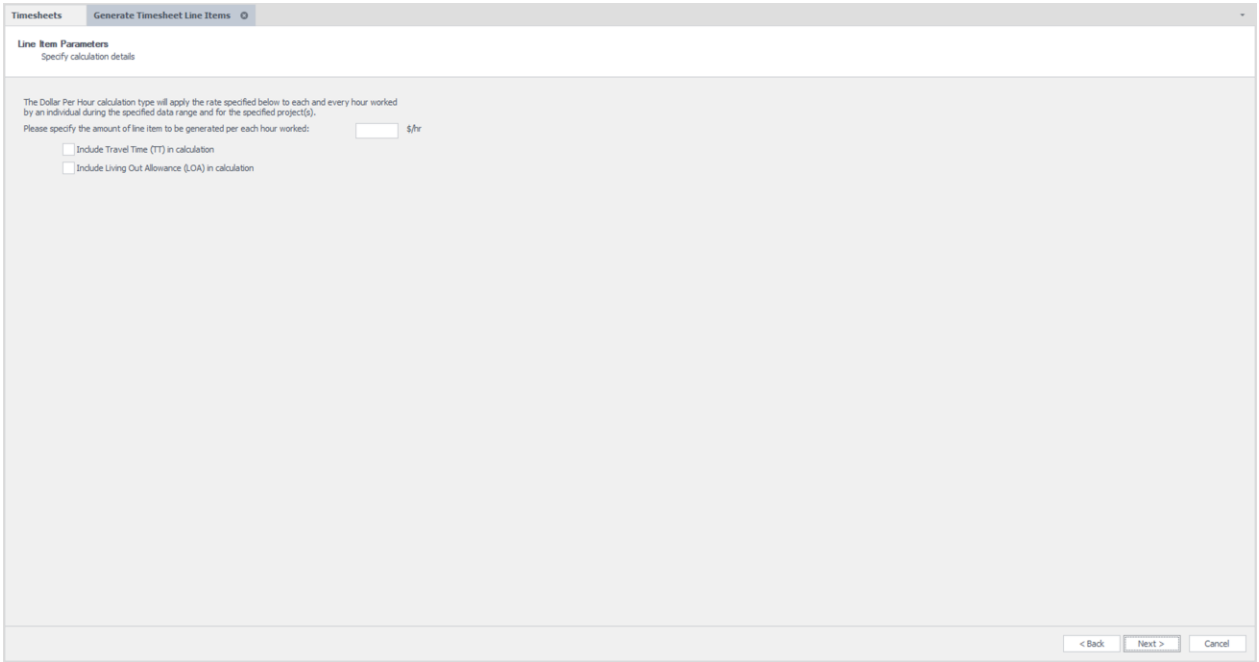
2. Press Next to continue.



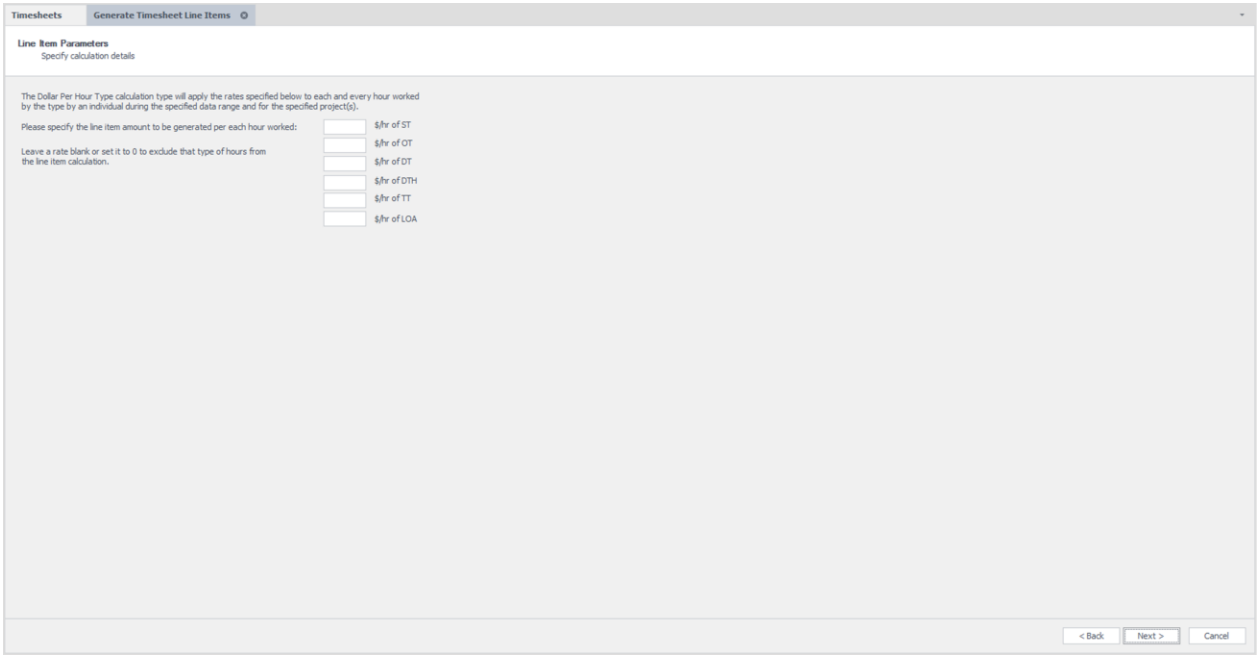
3. Select the type of calculation logic that you need to utilize for the line-item generation and press Next.



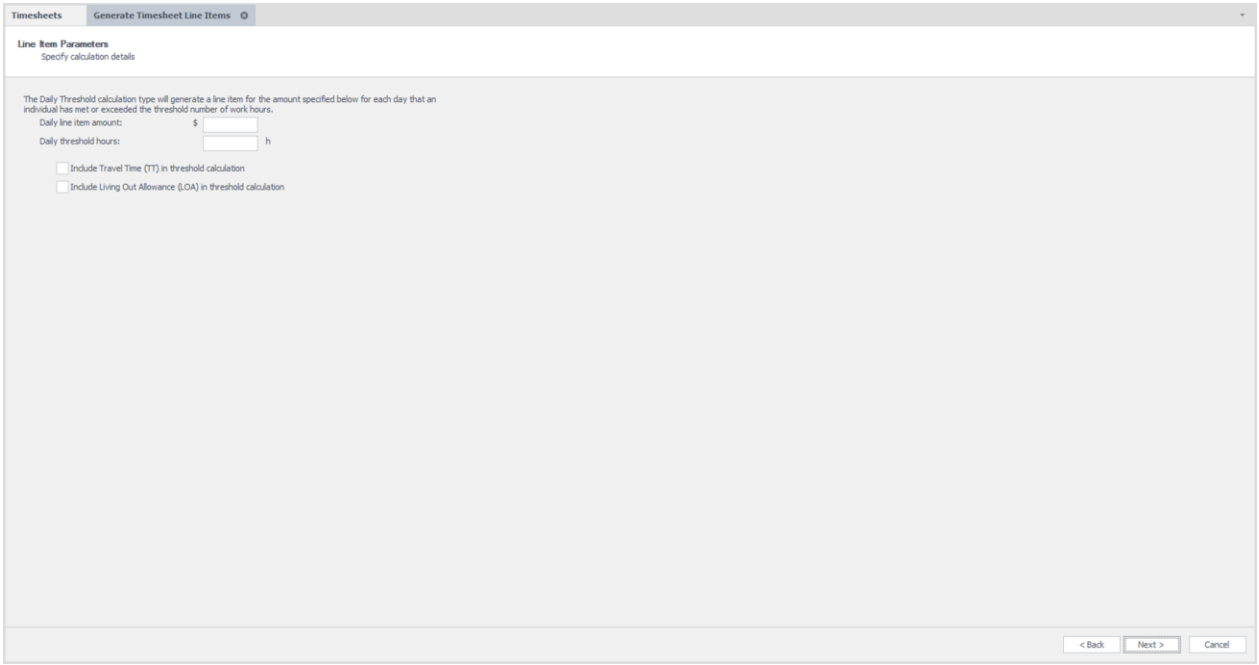
Set amount per hour worked – calculates amount by simply multiplying total Labor hours within a specified time by a preset hourly amount.



Set amount per hour worked by type of time – calculates 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.).



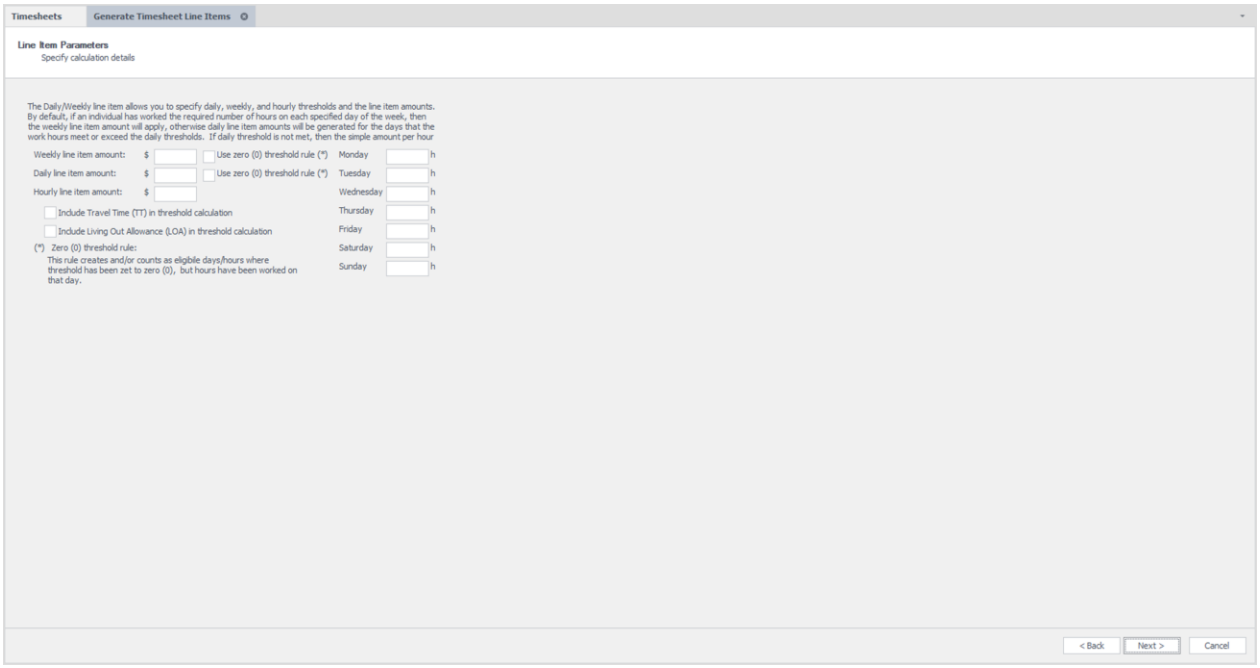
Set daily amount if hours worked for that day exceed set threshold – calculates a daily amount if the total Labor hours for that day meet or exceed a preset threshold.



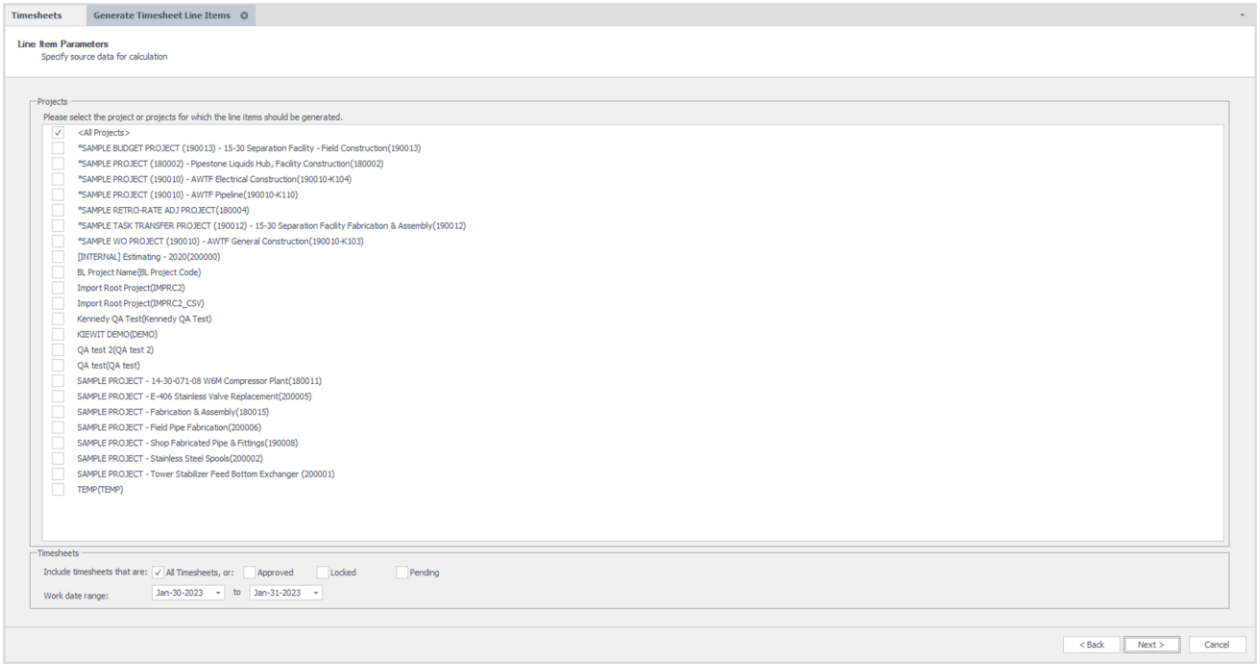
Set daily or weekly amount based on daily and weekly minimum hours rules – calculates amounts based on day of week threshold hours rules. If Labor hours meet or exceed all daily

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.

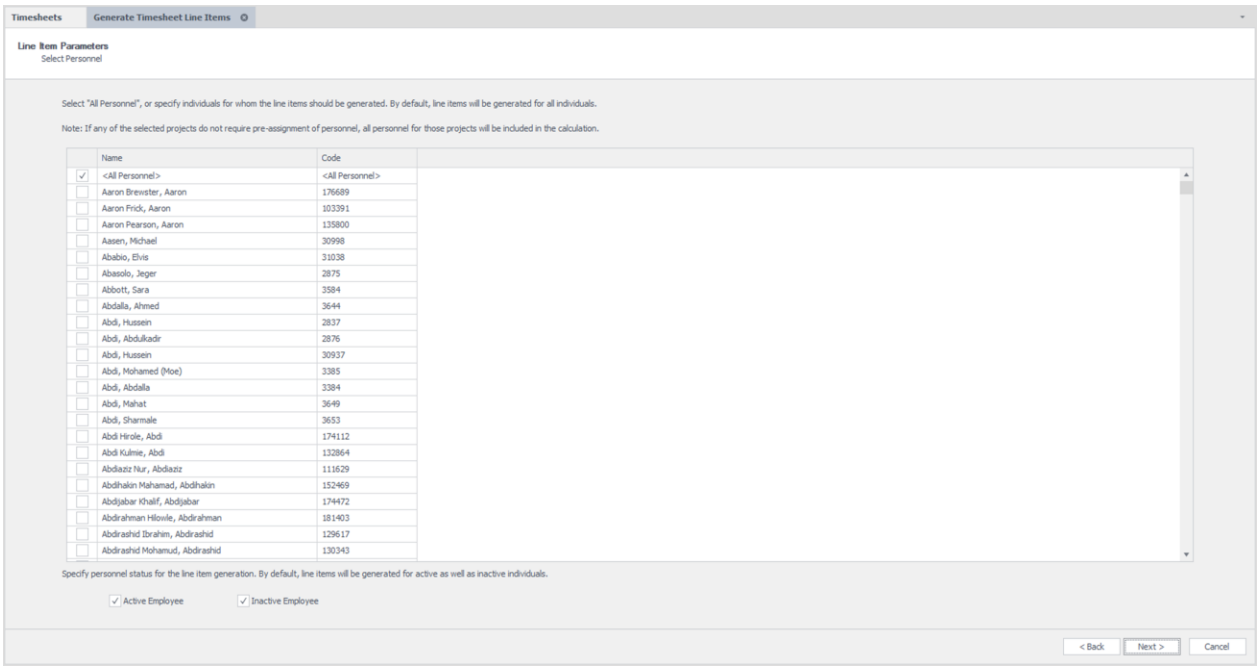


4. Press Next to begin specifying the timesheet criteria to base the calculations on. The criteria include project(s), timesheet and timesheet Approval Status, and timesheet Work Date range. After you have specified the filters press Next.



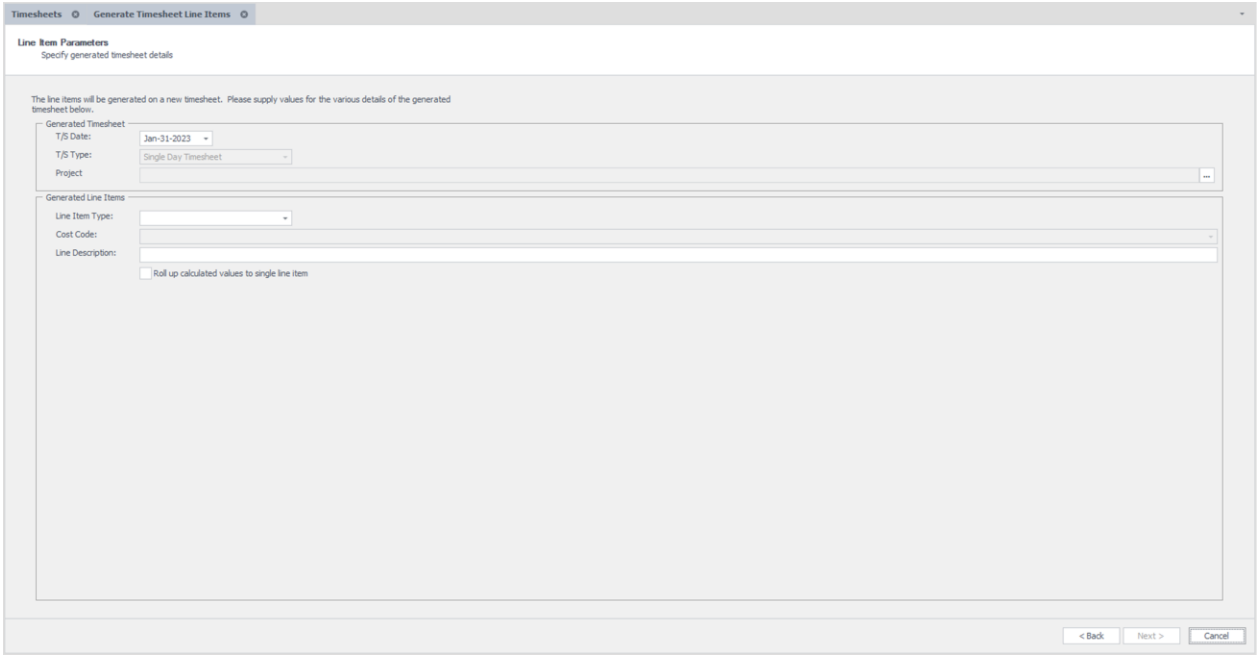
5. Select personnel filters, if any, and click Next.

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



6. The generated line items will attach to a newly created timesheet. In this step, provide details about the timesheet header as well as the generated timesheet Line Items, and press Next.

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



7. Review your criteria and press Next.

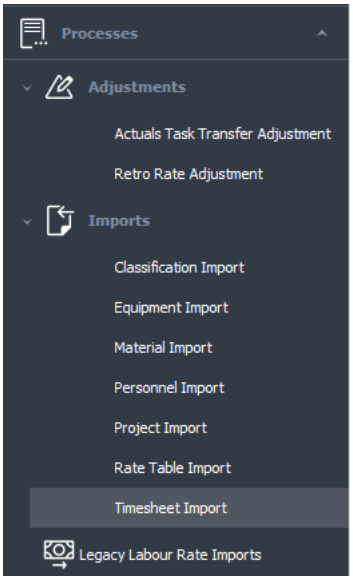
NOTE:	The criteria preview content will copy to the Notes field of the generated timesheet.

8. The final screen of the wizard displays the calculation results. Pressing the Finish button will open the timesheet screen with the generated timesheet. Note that the generated timesheet is not actually created in the database, and you will need to click Ok or Apply on the timesheet screen to save it to the Billings database.

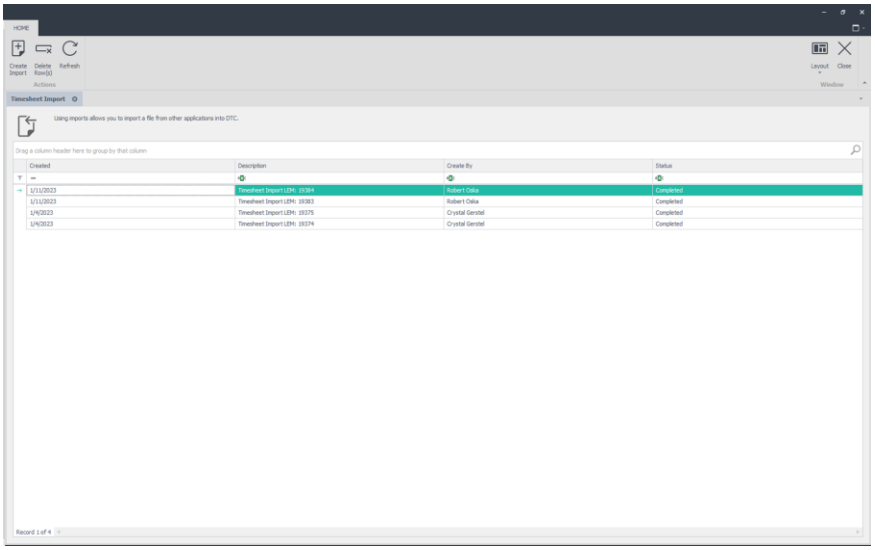
Importing a timesheet

Billings lets you to import timesheets from a spreadsheet if the correct template was utilized. note that as of version 3.8, only Multi-Project Multi-Day timesheets can be imported, and that only Personnel and Line Items are currently supported.

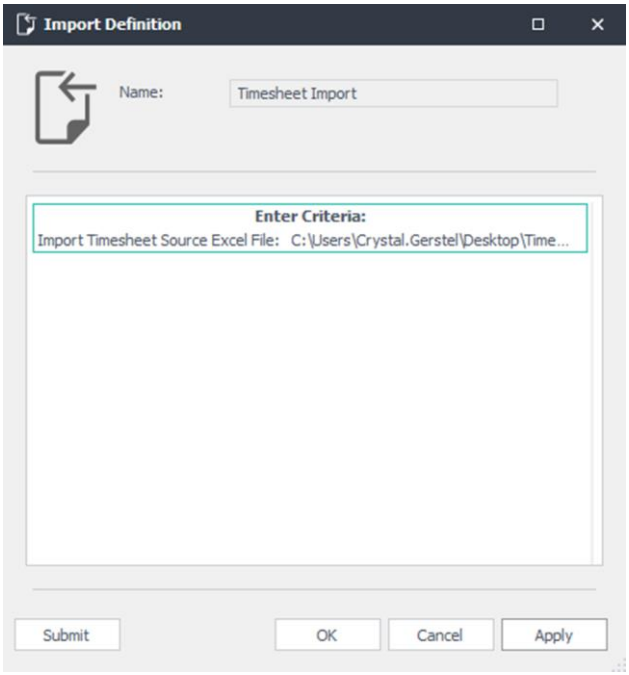
1. Select Imports from the main menu, Adjustments and select timesheet import.



2. The timesheet Import window will appear.



3. Select the Create Import button at the top left side of the ribbon bar. The Import Definition Dialog will show. Once you have specified a file, Billings will automatically preview the file contents in the three tabs, “timesheet Header”, “Personnel” and “Line Items”.

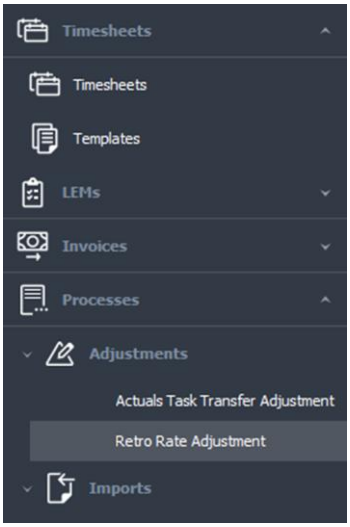


You can edit the data in the import grid in Billings to correct any errors that are reported. Once you have corrected the errors, click the OK again to re-validate the data. This allows you to correct errors in the import file without having to edit the file itself.

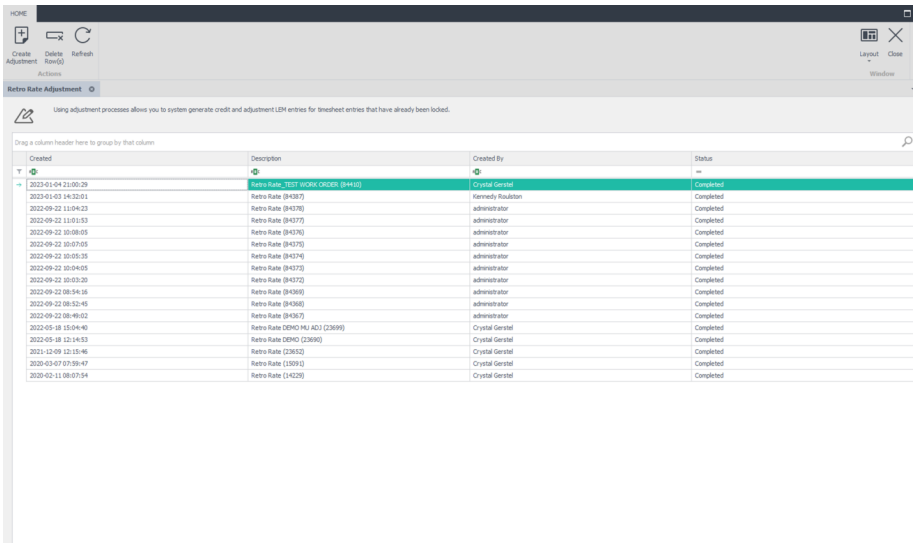
Processing adjustments to timesheets

Billings lets you reverse locked timesheets to process various adjustments, such as retro-active rate changes, etc. The Adjustment process generates locked credit timesheets which back out the previously locked timesheet information, and create new timesheets with refreshed rates, allowing the user to perform further edits before using the newly generated timesheets for LEM, invoice, or other system processes (exports).

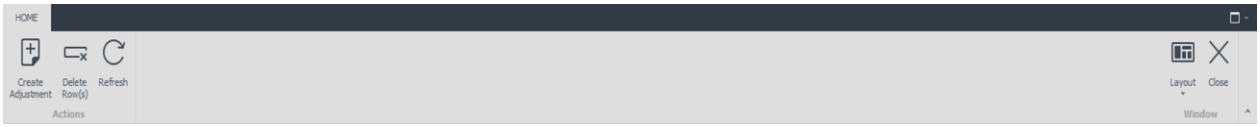
1. Select Processes, Adjustments and then choose Retro Rate Adjustment or Actuals Task Transfer Adjustment.



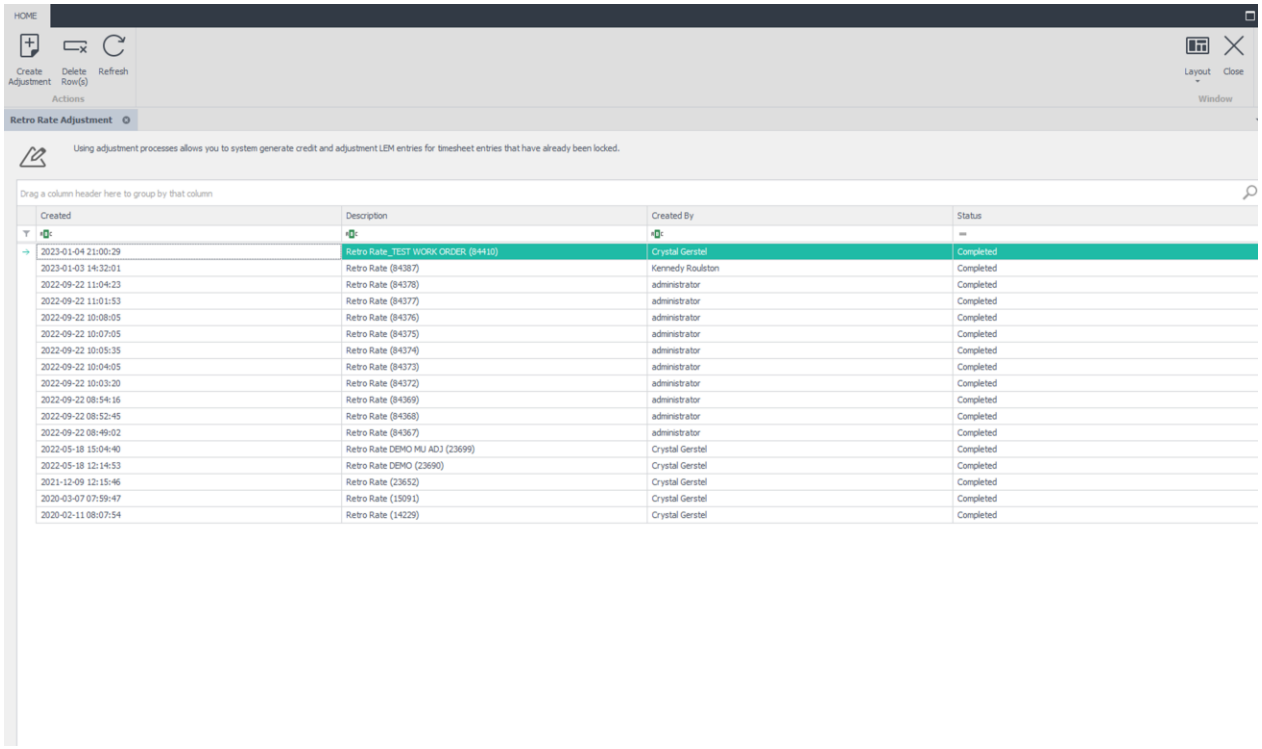
2. The Adjustments Process grid will appear for the adjustment process selected.



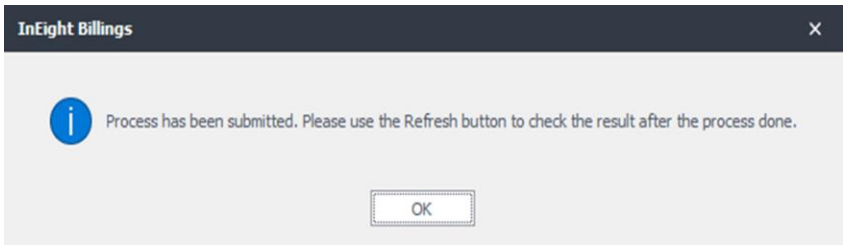
3. To create a new process, select the Create Adjustment icon located on the ribbon bar.



4. The adjustment selection criteria window will display. This screen 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 as well as control parameters are unique to each adjustment process type.



5. Click Submit icon located on the ribbon bar when you are done setting the parameters and wish to initiate the adjustment.



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

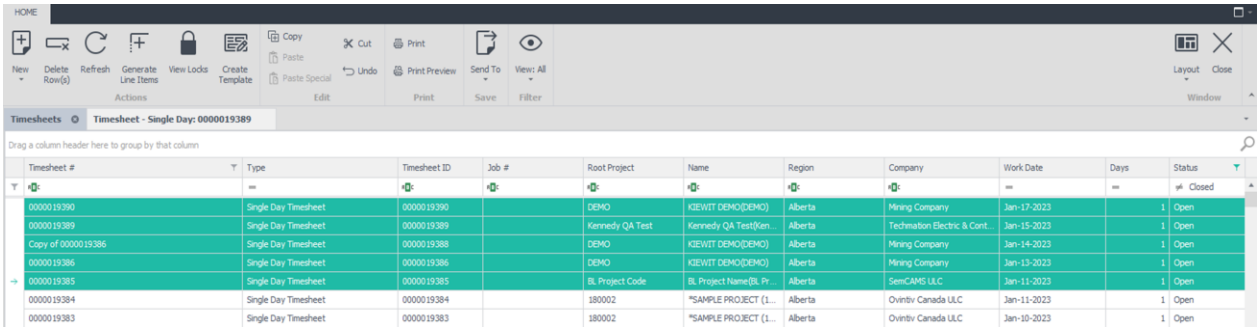
7. To see your new request on the Adjustment list screen, click the Refresh icon located on the ribbon bar.

Viewing timesheet locks (processes that have consumed the timesheet data)

The timesheets can be locked by multiple processes in the system. The ability to understand which processes have locked a specific timesheet record is often helpful in troubleshooting a solution to fix a record that has been incorrectly captured. For example, if a timesheet 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 timesheet record on it, will enable the record to be modified, as it will become 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 will need to be handled through way of an adjusting process, that is defined earlier in this manual.

1. Select Timesheets, and then Timesheets.

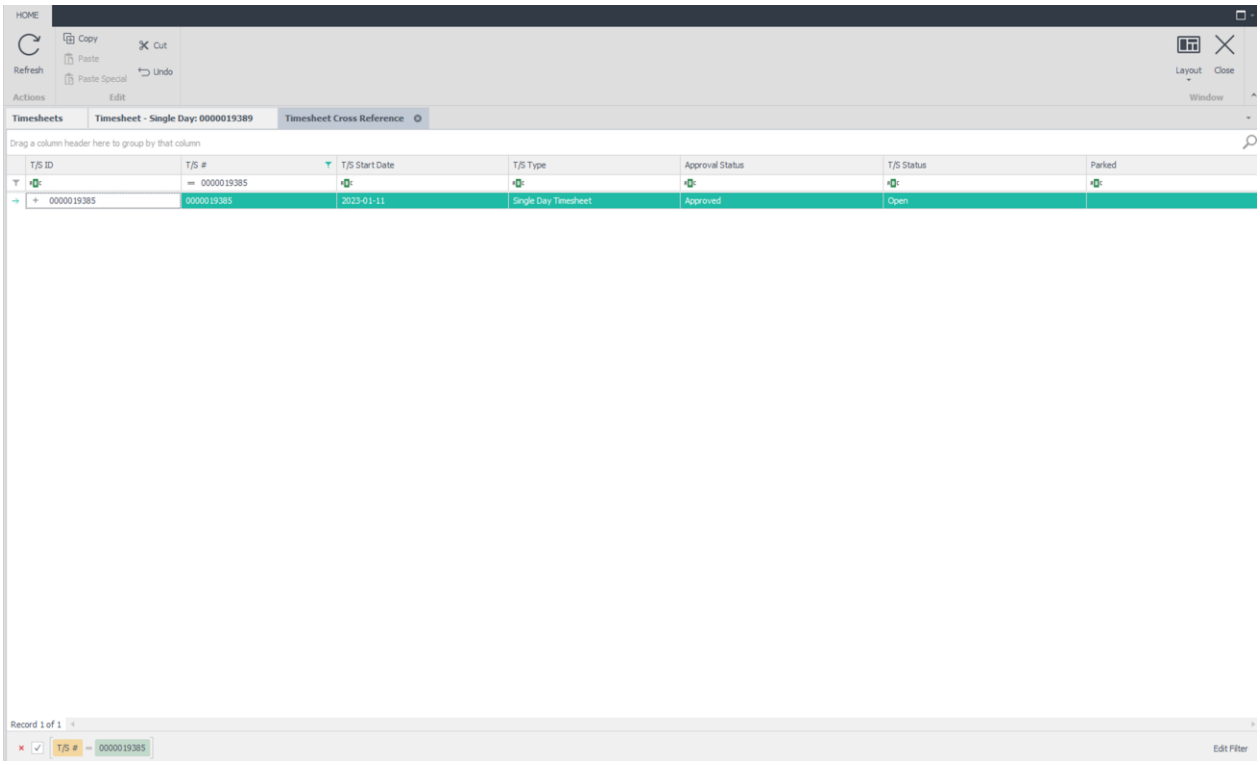
2. From the Timesheet grid list, select the timesheet(s) you wish to view, and click View Locks icon located on the ribbon bar.



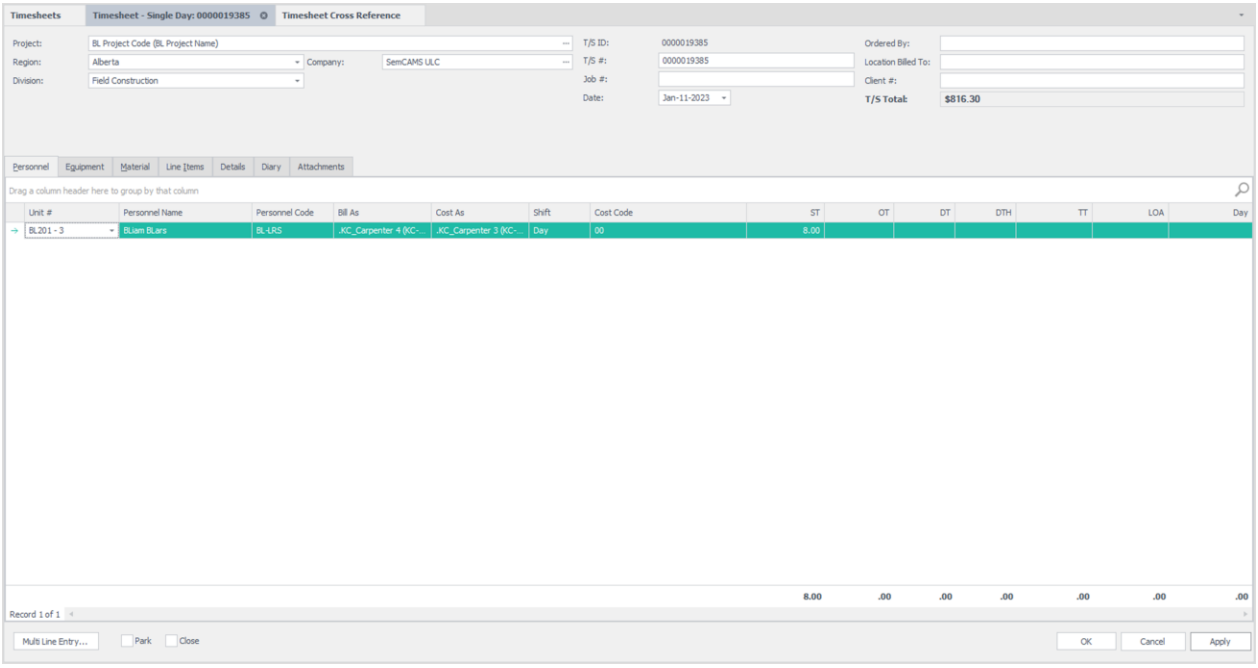
3. The Timesheet Cross Reference grid list will open with the timesheet(s) selected, with these available columns:
    - T/S ID
    - T/S #
    - T/S Start Date
    - T/S Type
    - Approval Status
    - T/S Status

- Parked

4. From the T/S ID column, click the + icon to view the selected timesheet results. This will bring up all timesheet records within the timesheet selected, via T/S Items tab.

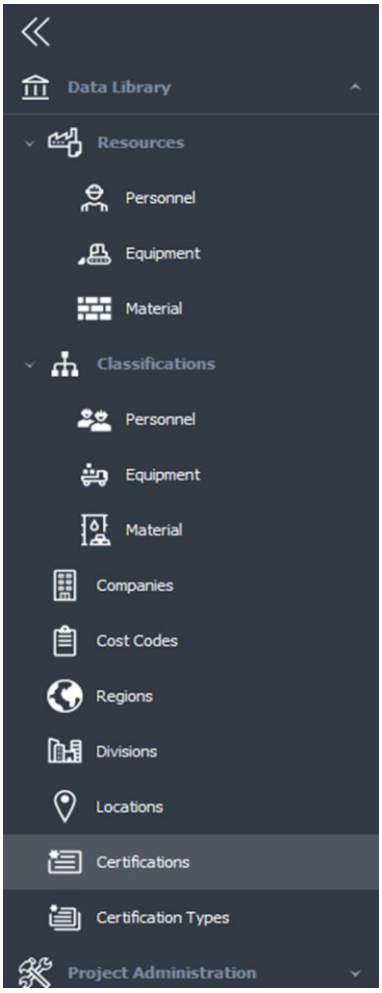


5. From within the T/S Items tab, double click the timesheet item you wish to view to see which processes have captured/consumed that timesheet record.

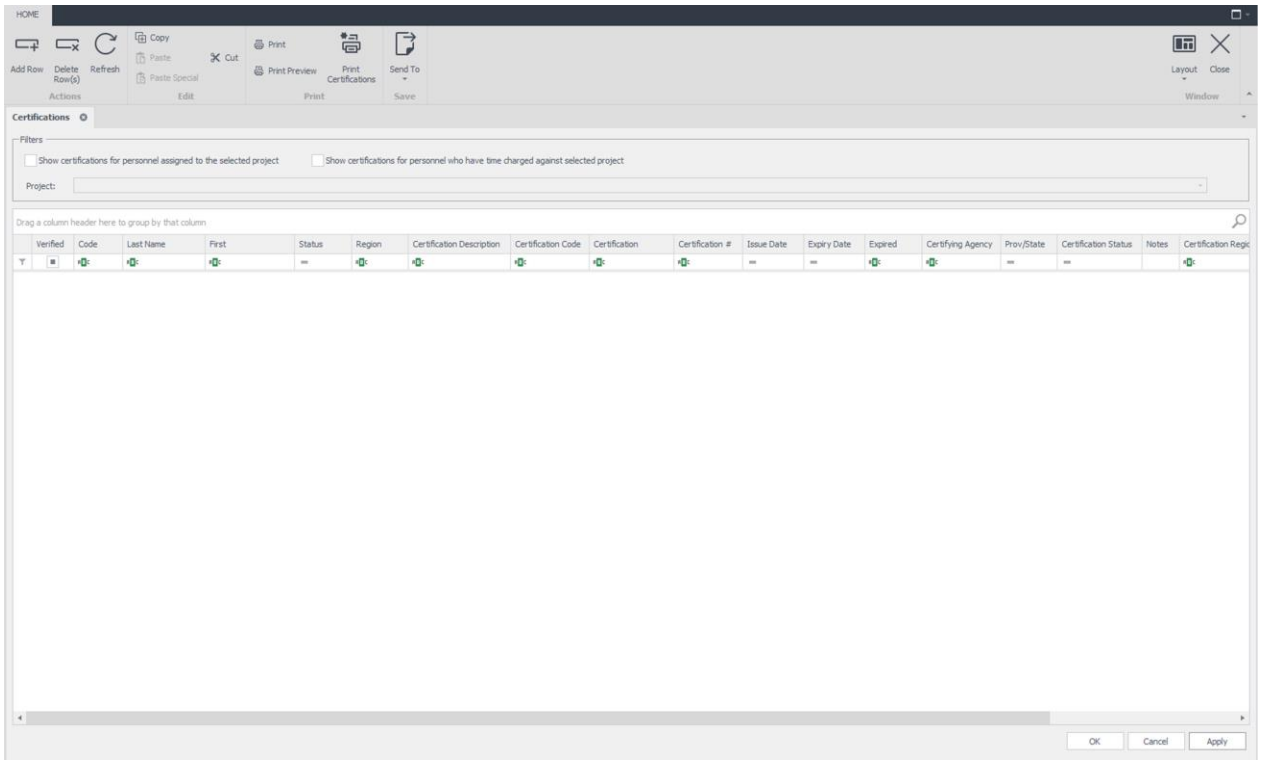


Certification Management

1. Select Data Library and then choose Certifications.

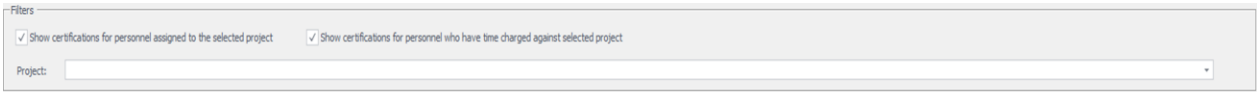


2. The Certification screen will display.



3. You can retrieve all certifications in the system, or you can filter the retrieved list by using the check boxes and the project selector.

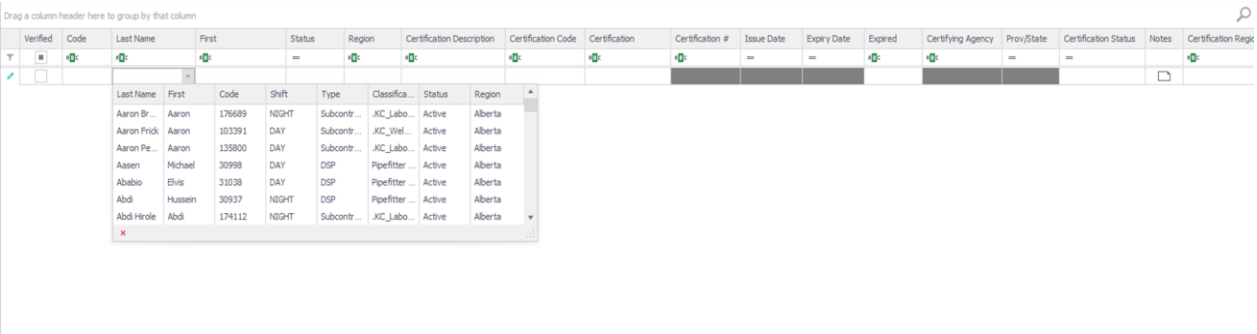
    - Show personnel assigned to the selected project lets you select a project, and then retrieve certifications for the personnel that have been assigned to that project.
    - Show personnel that have hours charged against the selected project lets you select a project, and then retrieve certifications for the personnel who have time charged against the project.



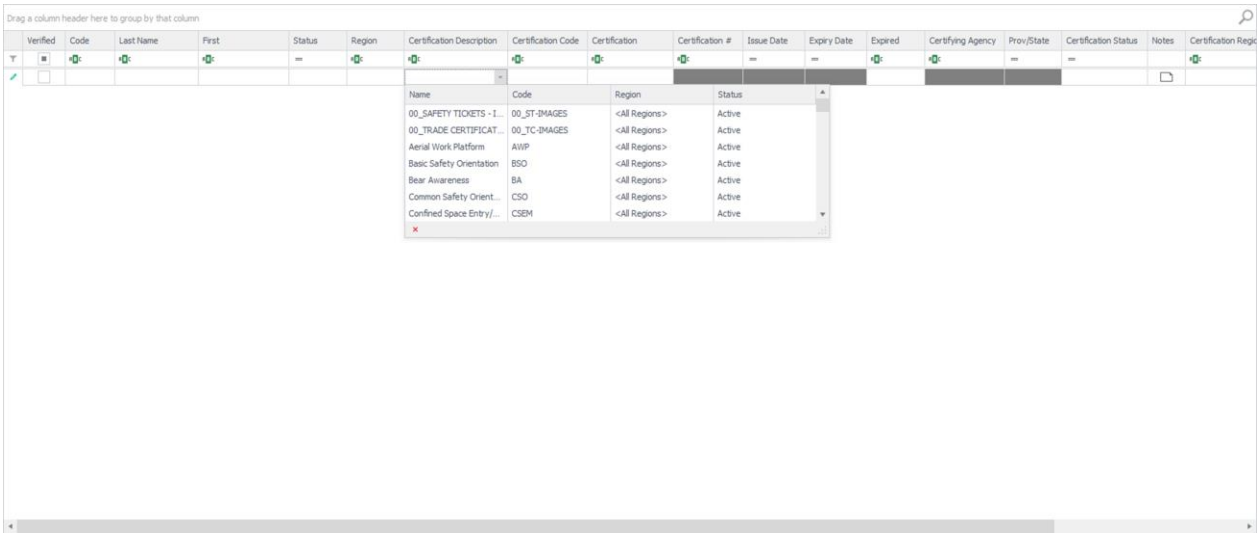
4. After you have decided whether you want to filter the certification list, and how, click the Refresh icon on the ribbon bar, to retrieve the data from the database.

5. If you wish to add a certification, click on the Add Row icon located on the ribbon bar.

6. Select the person for whom you wish to capture the certification by using the dropdown in either the Code or the First or Last Name fields.



7. Select the certification type that you wish to attach to the selected person by using the dropdown in either the Certification Description or Code fields.



8. Add the certificate image file by using the folder icon. You can attach a PDF file or any supported graphic bitmap image file.

9. Fill any other fields required for the selected certification type.

10. Click Apply or OK along the bottom of the setup screen to save the changes.

11. To view the Certification List grid and all personnel that have been set up with certifications, click on Data Library and Certifications.

12. The available columns in the Certification List grid are:

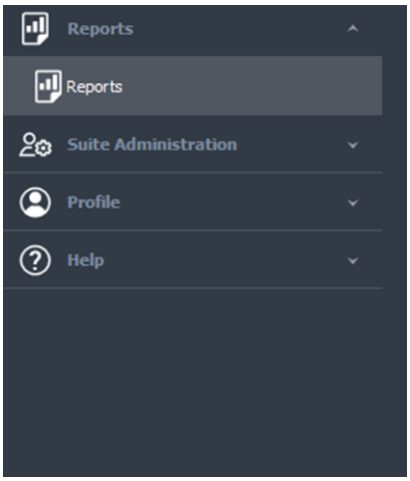
    - Verified
    - Code
    - Last Name
    - First
    - Status
    - Region
    - Certification Description
    - Certification Code
    - Certification
    - Certification #
    - Issue Date
    - Expiry Date
    - Expired
    - Certifying Agency
    - Prov/State
    - Certification Status
    - Notes
    - Certification Region
    - Certification Type Status
    - Classification

- Cost Classification
- Crew/Supervisor
- ID

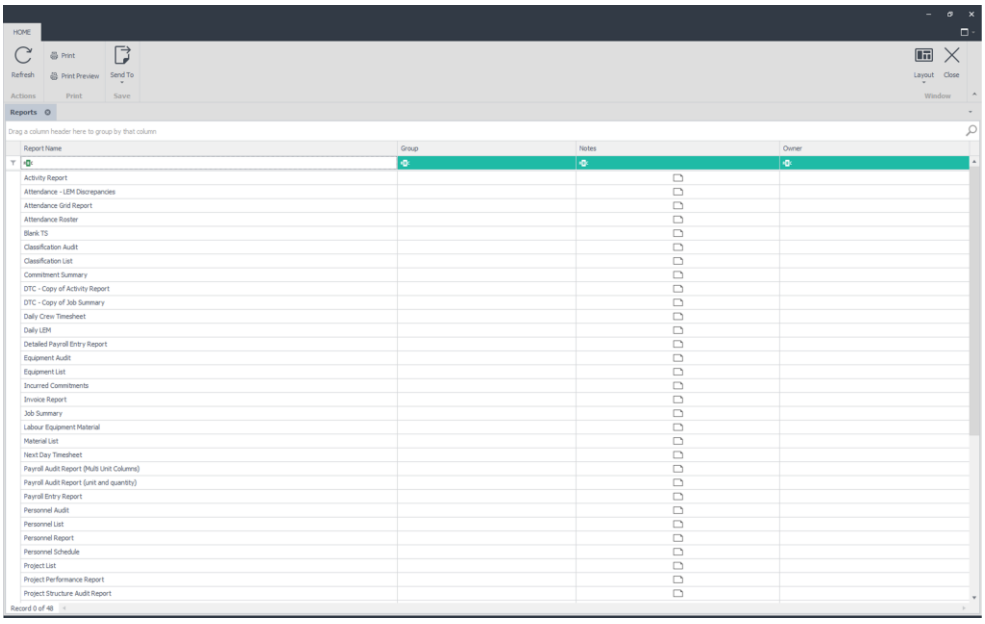
If there is a column header that is not currently in view when the List grid is open, and you would like to see it.

Running Reports

1. Click on Reports and choose Reports.

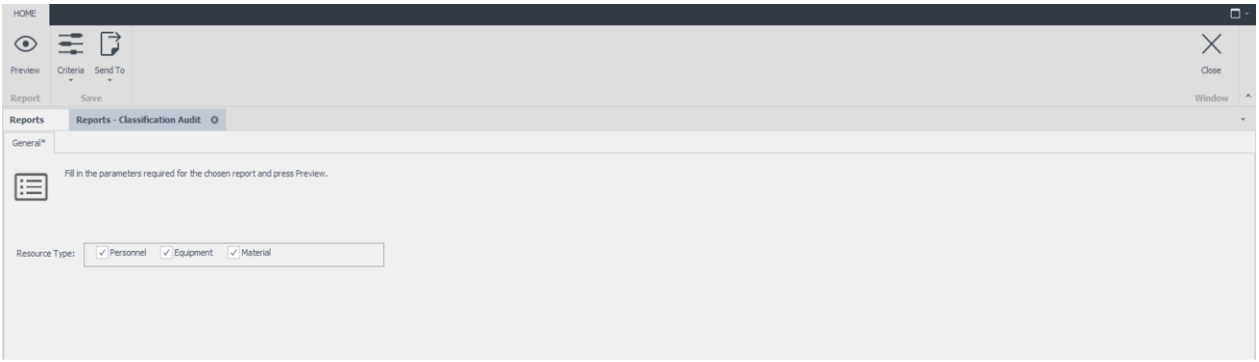


2. The Reports grid list will appear. This window lets a user select which report to run and define the filter requirements for the reports. Double click on the report you wish to run.



3. Determine the filter requirements for the report.

NOTE:	The filter requirements will differ with each report and the screen shown below is only an example of what a criteria screen for a report can look like.



4. After the filter criteria has been entered, click on the Preview button along the ribbon bar to generate a pdf (for pdf formatted reports), or grid results (for transaction formatted reports, **OR** click on the send to button located on the ribbon bar, and choose either Grid or Pivot Grid.

5. The Report Preview screen Toolbar offers the following functions:

Table of Contents	50 % Zoom Combo
Find	Previous Page
Single Page View	Next Page
Multiple Page View	1/25 Current Page Number
Continuous Scroll	Backward Backward
Zoom Out	Forward Forward
Zoom In	

6. Click on the close button along the top right-hand side of the ribbon tab or the X from the Design or Preview tab to return to the reports list.

Report Export Options

1. When viewing a report, there are three Export options available – Grid, Pivot Grid, and Excel.

2. Click on the send to button located along the ribbon bar at the top of the screen and choose either Grid or Pivot Grid. Depending on which report is opened, the Excel option can only be utilized when the report has first been exported to a Grid or Pivot Grid.

3. If Grid is selected, the report data is pushed to a spreadsheet-like grid which lets you group and sort the data, as well as creating 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.
   Sorting is done by clicking on a column header, with first click sorting the data by this field in an ascending fashion, and on next click, reversing the order.
   All other functions are accessed through the customization menu by right clicking a grid column to bring up the pop-up menu.

4. After a layout has been created with the relevant columns, save the layout by selecting layout button from the top, right side of the tool bar. Click on the drop-down arrow.

5. If Pivot Grid is selected, there are seven 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-like style, and it can be manipulated by dragging and dropping the columns around the screen. Again, you can further 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.

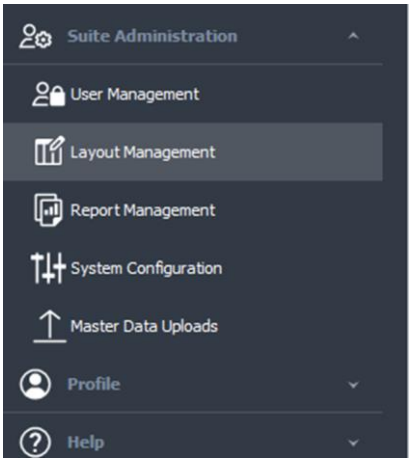
6. If Excel is selected, an Export to Microsoft Excel Document window opens. Choose the destination the file should save to and click Save.

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

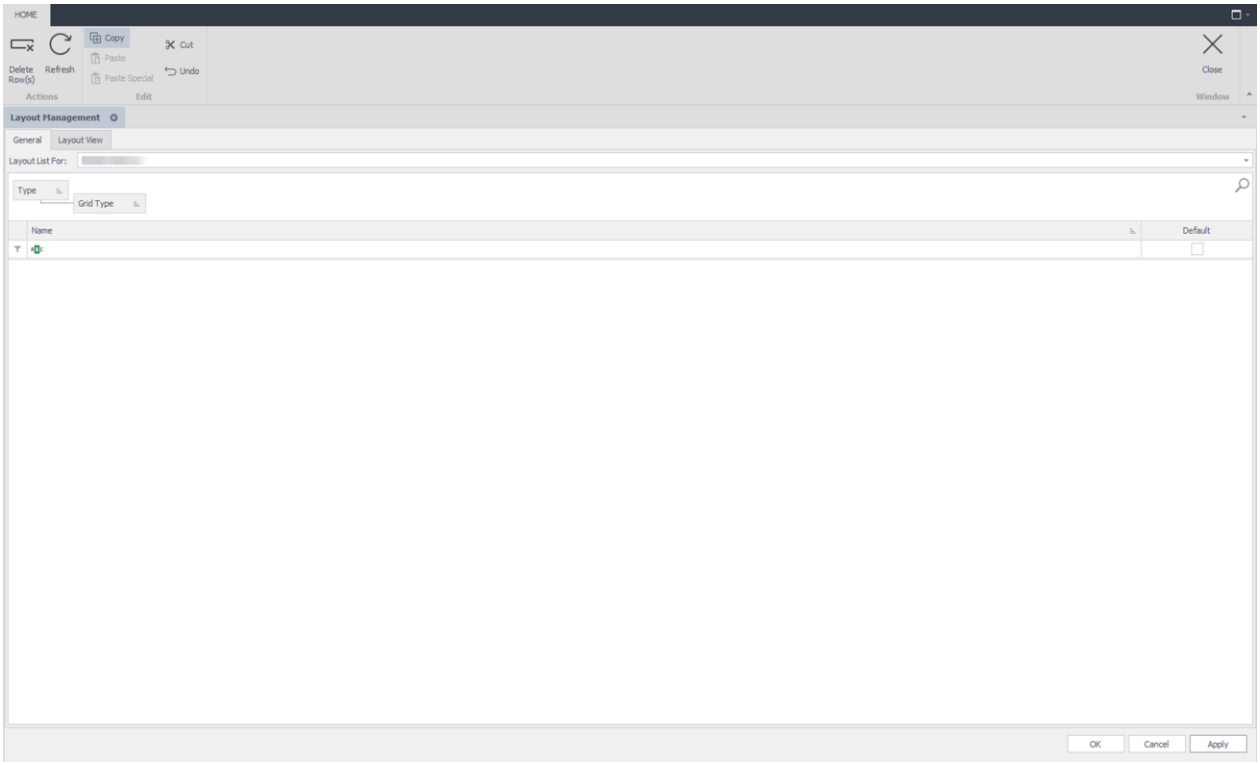
7. Click the close button to exit any of these reports. This will return the user to the Report List grid.

Utilizing Layout Management

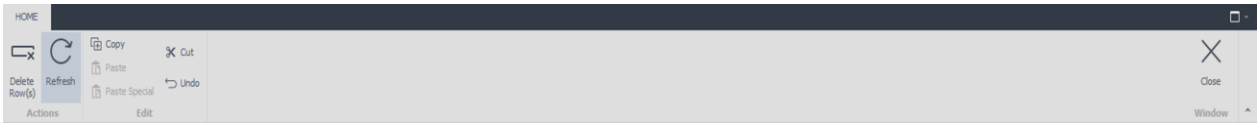
1. Click on Suite Administration and choose Layout Management.



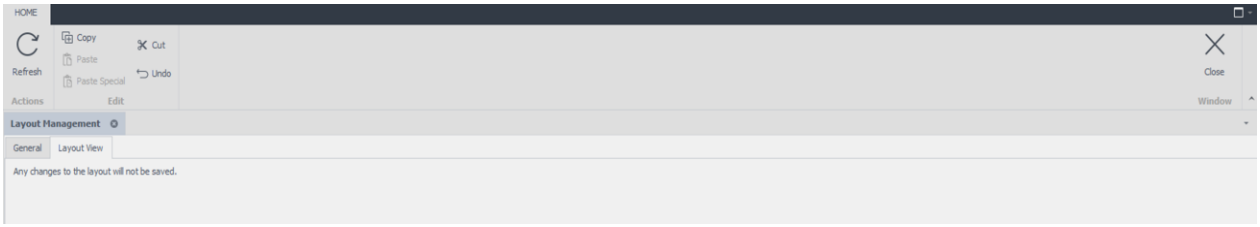
2. The Layout Management window will appear. The Layout Management tool is user specific. Therefore, any layouts listed in the window are layouts the logged-in user has previously created and saved through the screen Layout toolbar functionality.



3. 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 bar.



4. Click the View tab to view the basic outline of the selected layout. Any changes made to the layout from this Preview screen will not be saved. This is strictly for viewing purposes. All changes must be done from the screen to which the layout applies (i.e., if you are viewing a timesheet layout, you must be in the timesheet screen to change the layout).



5. Click Apply or OK along the bottom, right side to exit the Layout Management window.

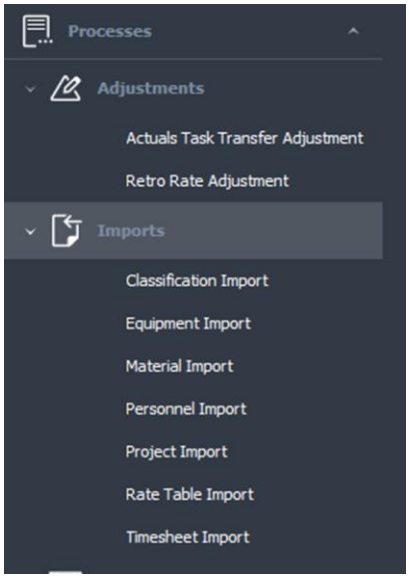
Importing and Exporting Data

Billings lets you exchange data with other systems on either ad-hoc basis or on a predetermined schedule. Depending on your security profile as granted to you by your system administrator, you can schedule the various imports and exports to run automatically, to execute these manually on an ad-hoc basis, or to check whether they executed successfully or encountered problems.

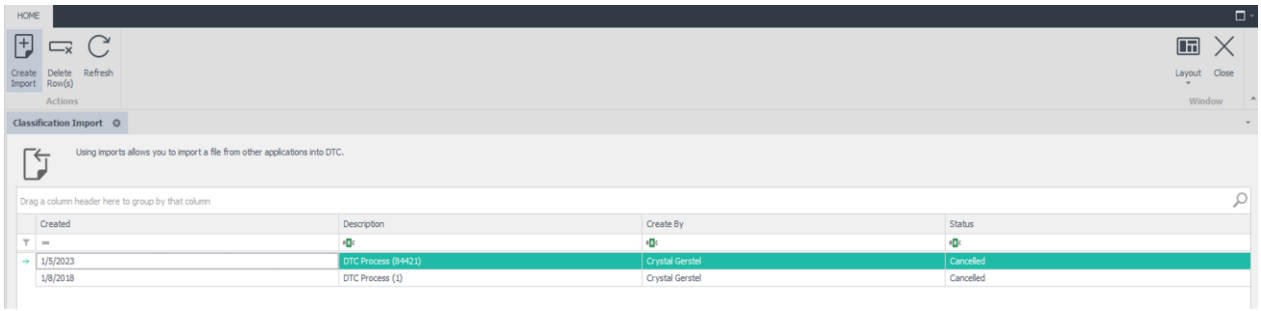
System integrations are implemented on a case by case basis, therefore the actual imports and exports that have been configured for your installation of Billings can be substantially different than the examples shown in this section. Any specific requirements or parameters needed by your imports and exports were documented during the system implementation.

Importing Data

1. Click on Processes, Imports, then select the desired import.



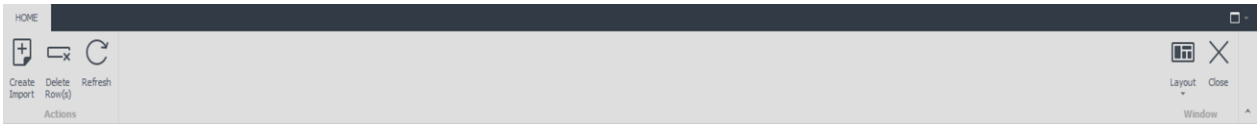
2. The Imports list will appear for the selected import process and show all results associated to the selected import.



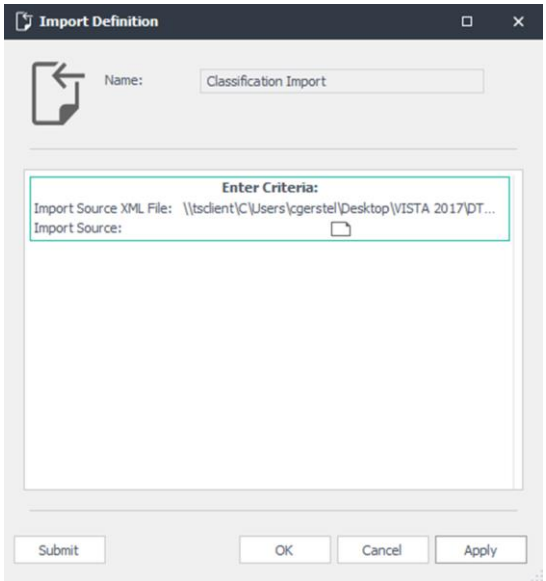
3. To review the results of a particular import, double-click the instance that you wish to review using the grid.

NOTE:	Depending on the import type, the Notes section can contain information regarding the outcome of the process.

4. To request another instance of an import, select the Create Import icon located on the ribbon bar.



5. The Import Definition screen will display. You can set the parameters of the import, and then press the Submit button to request that the import be ran.

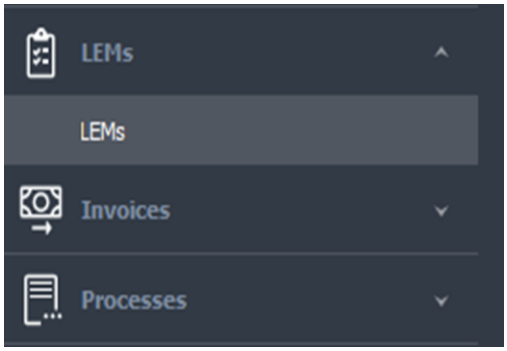


6. Upon completion, click OK or Cancel along the bottom, right side of the screen.

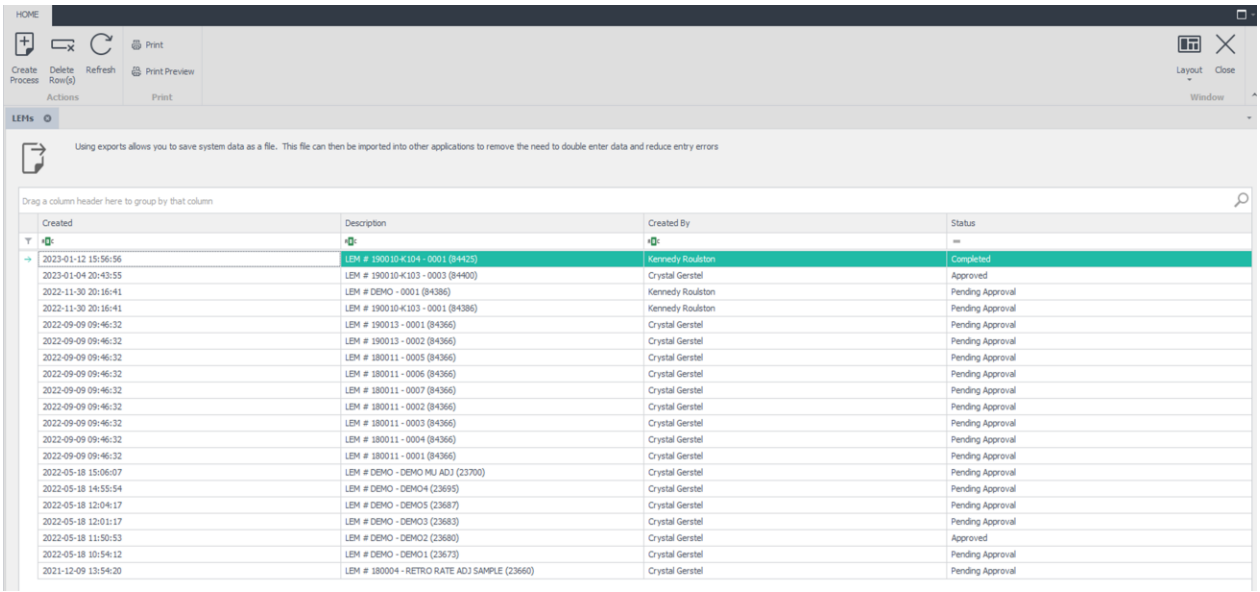
7. To check on the progress of your request, use the Process Status screen (Processes - Process Status).

Creating a LEM

1. Click on LEMs and choose the LEM process you wish to use. The standard Billings LEM process is called Generate LEM (Billings); however, each organization can customize a specific LEM process other than the default Billings LEM process.



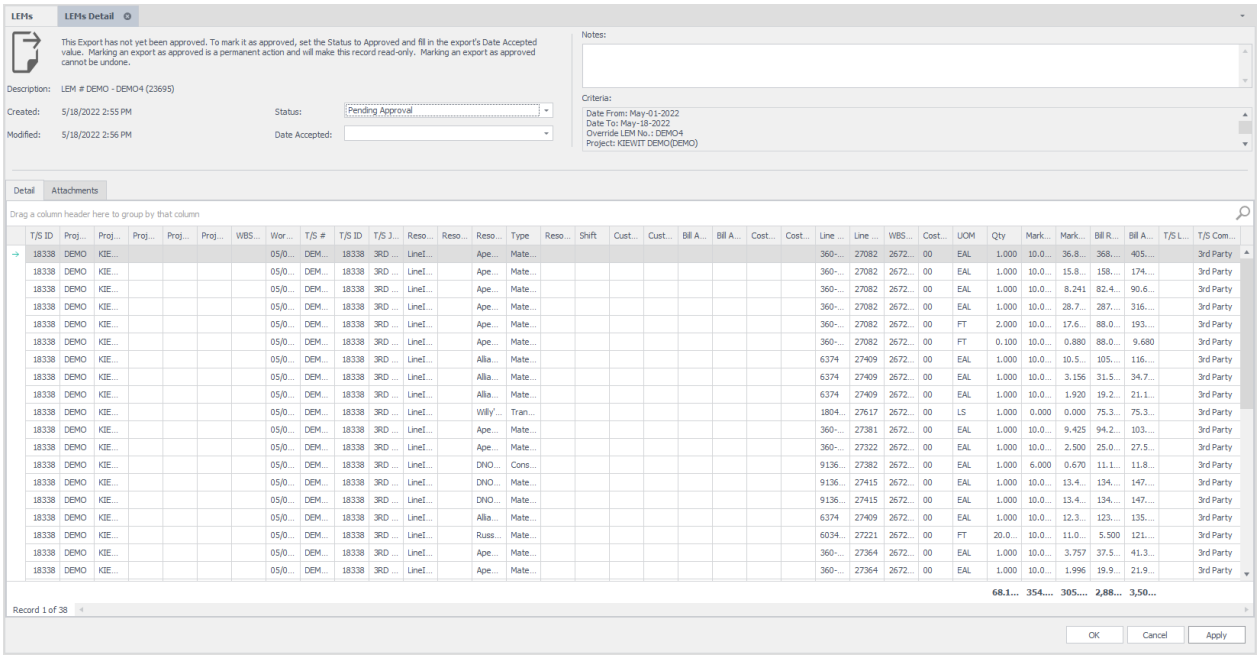
2. The LEM process selected will open with a list of all results generated for the specified LEM process.



3. To review the results of a particular LEM process, or for LEMs that require approvals, select the appropriate result, and double-click to open.

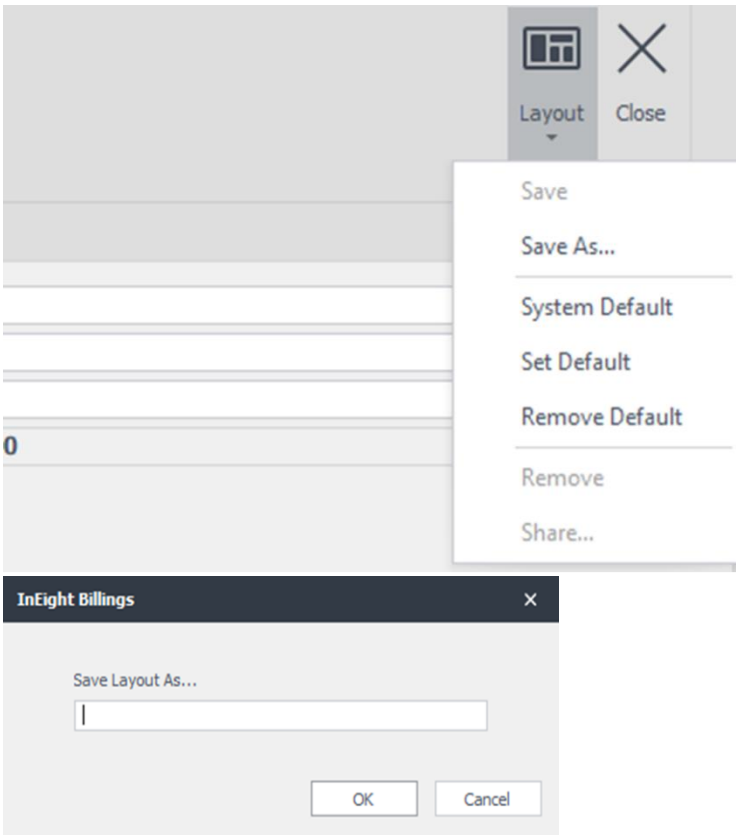
NOTE:	Depending on the process type, the Notes section can contain information regarding the outcome of the process. The contents of the details page will vary by each process type. refer to your implementation documentation for details about your organizations specific processes.

If the LEM has not yet been approved, you can review the results grid, and remove any lines that you do not wish to finalize. After the results have been reviewed, you can then approve the LEM, which will in turn lock the underlying data from future edits.



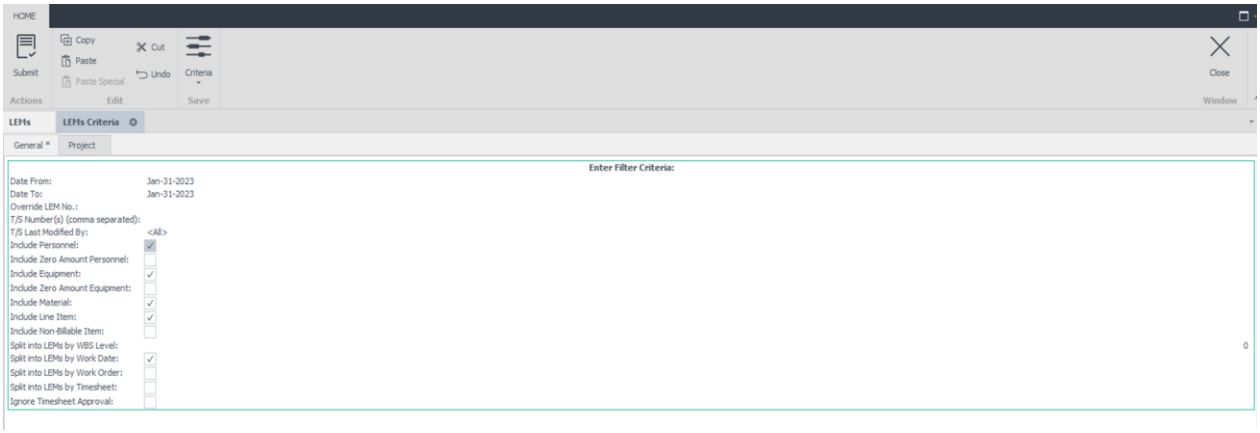
You can create a layout for the export result grid. Save the layout by selecting the layout drop-down from the top, right side of the tool bar. Click on the drop-down arrow.

4. 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 screen. See the Exports: Report Exports section below for more details for viewing the export details as a report.



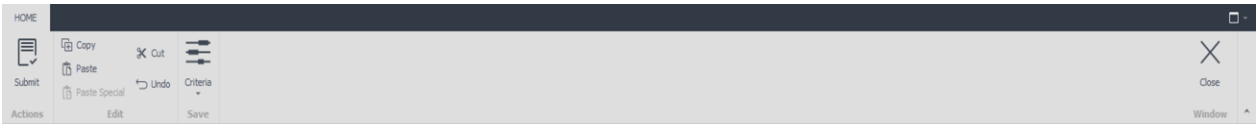
5. After you have reviewed and optionally approved the export, click Ok or Apply to save your changes and exit the screen. If you wish to cancel your changes, click Cancel.

6. To initiate a new instance of a LEM, click the Create Process icon located on the ribbon bar.



7. The Criteria screen will display. This screen lets you set the LEM parameters which will control the scope of which data is processed by the LEM process.

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

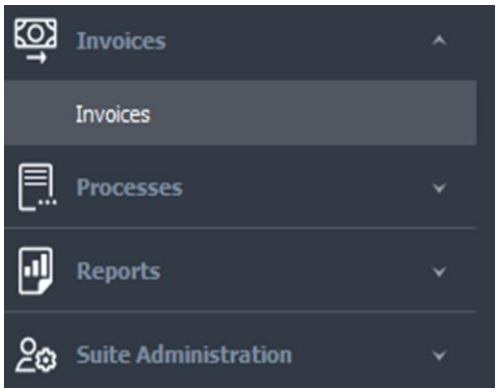


9. To check on the progress of your request, use the Process Status screen (Processes - Process Status).

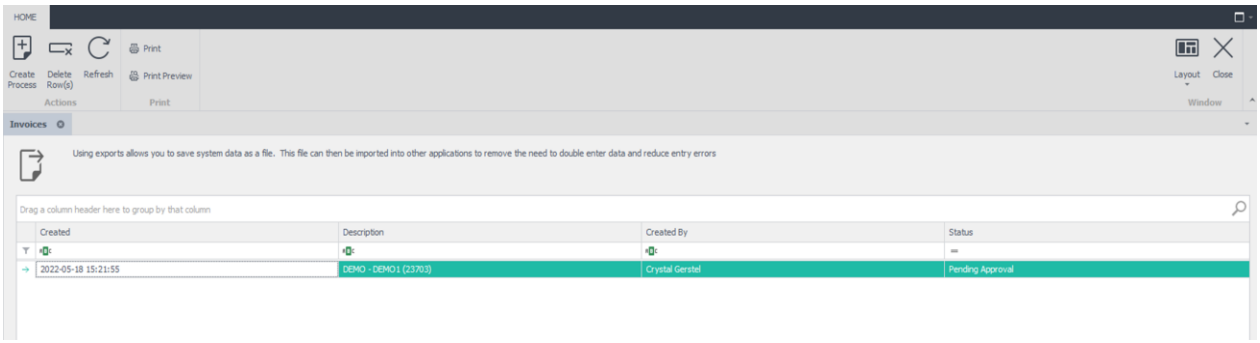
10. To see your new request on the LEM list grid, click the Refresh icon located on the ribbon bar.

Creating an invoice

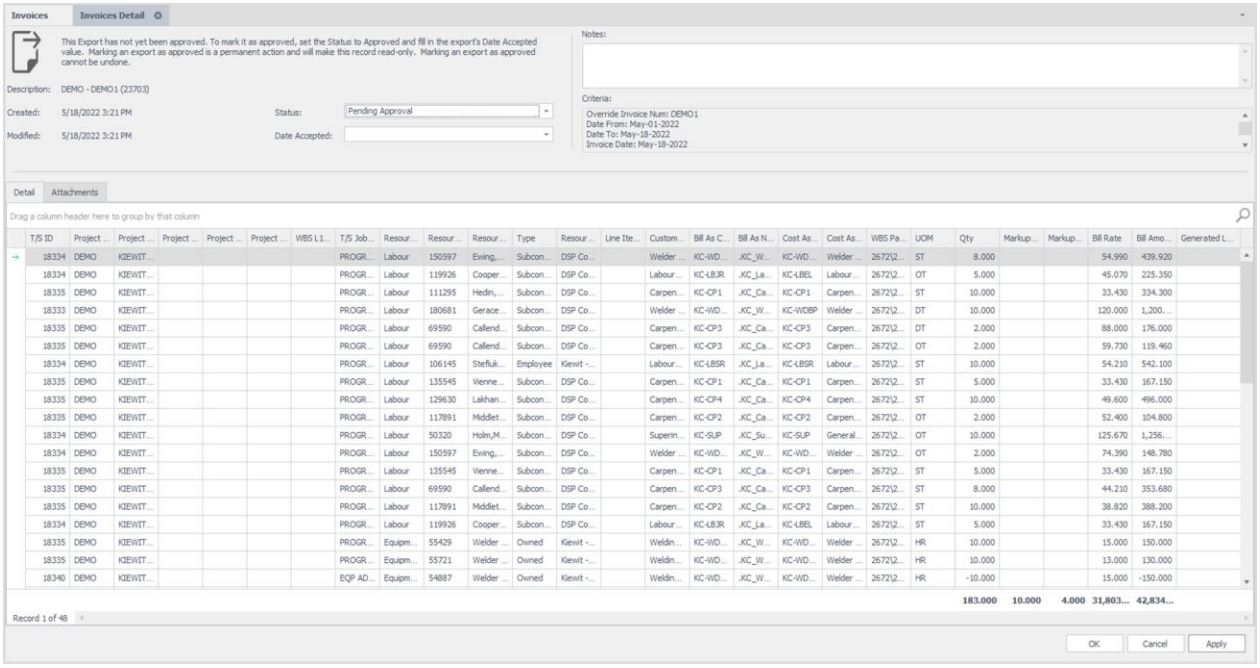
1. Click on Invoices and choose the invoices.



2. The invoice process selected will open with a list of all results generated for the specified invoice process.



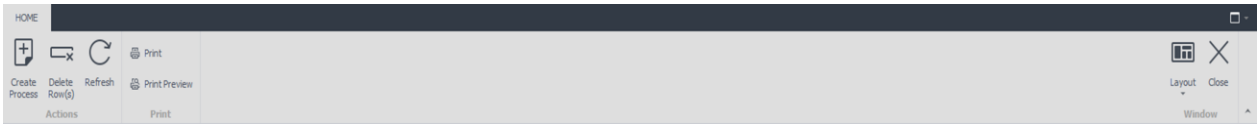
3. To review the results of a particular invoice process, or for invoices that require approvals, select the appropriate result, and double-click to open.



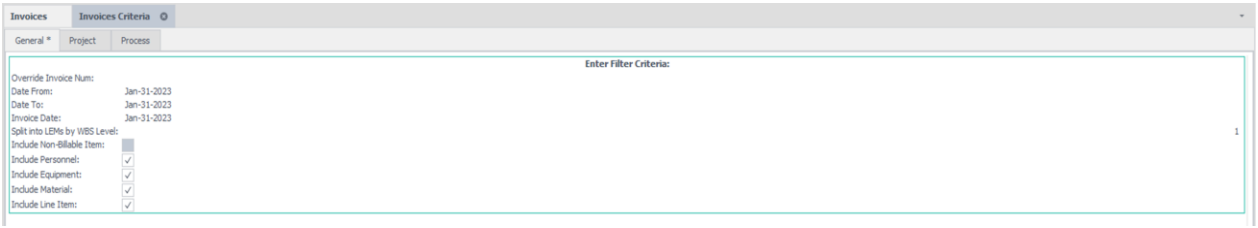
If the invoice has not been approved, you can review the results grid, and remove any lines that you do not wish to finalize. After the results have been reviewed, you can then approve the invoice, which will in turn lock the underlying data from future edits.

4. After you have reviewed and optionally approved the export, click Ok or Apply to save your changes and exit the screen. If you wish to cancel your changes, click Cancel.

5. To initiate a new instance of an invoice, click the Create Process icon located on the ribbon bar.



6. The Criteria screen will display. This screen lets you set the invoice parameters which will control the scope of which data is processed by the invoice process.



7. Click Submit icon located on the ribbon bar when you are done setting the parameters and wish to initiate the invoice process.

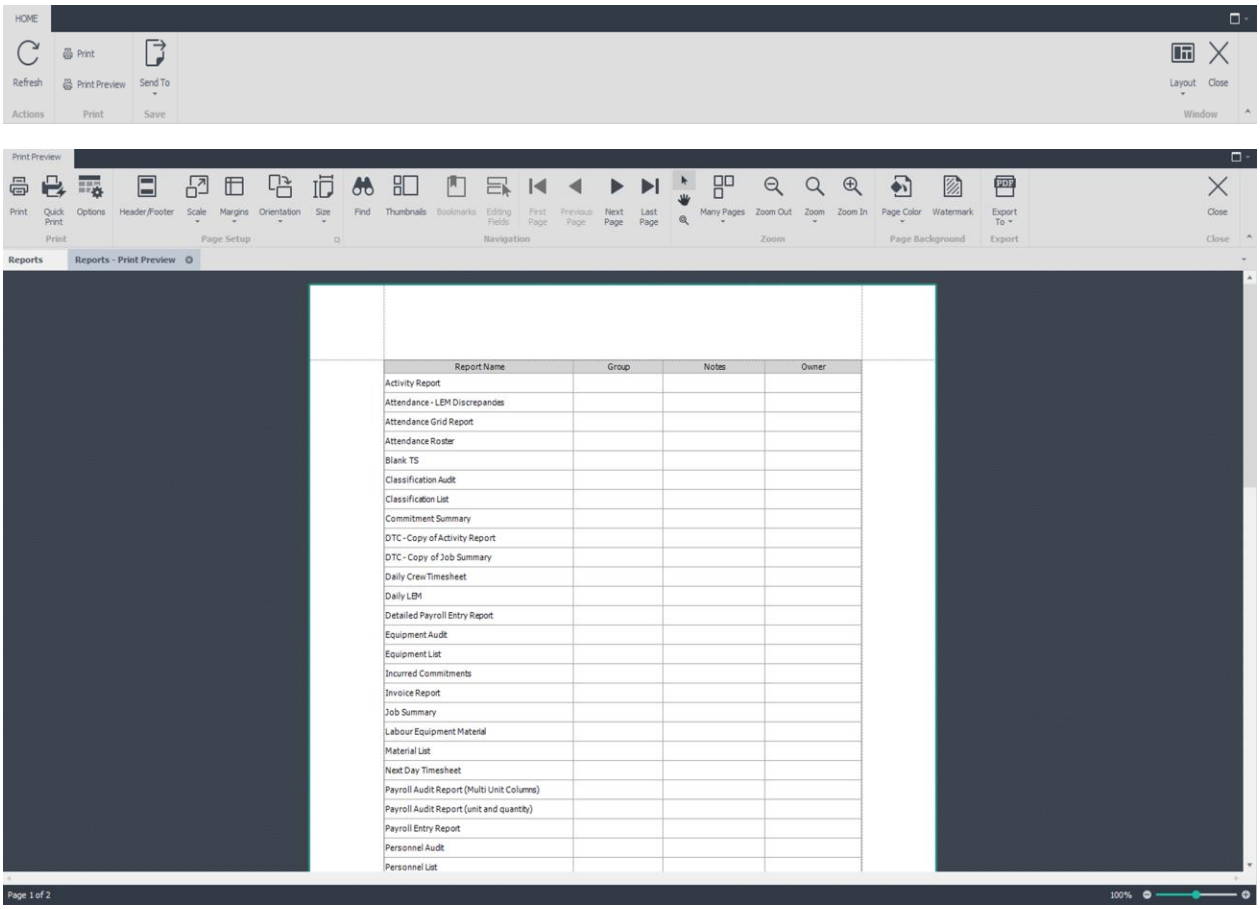
8. To check on the progress of your request, use the Process Status screen (Processes - Process Status).

9. To see your new request on the invoice list grid, click the Refresh icon located on the ribbon bar.

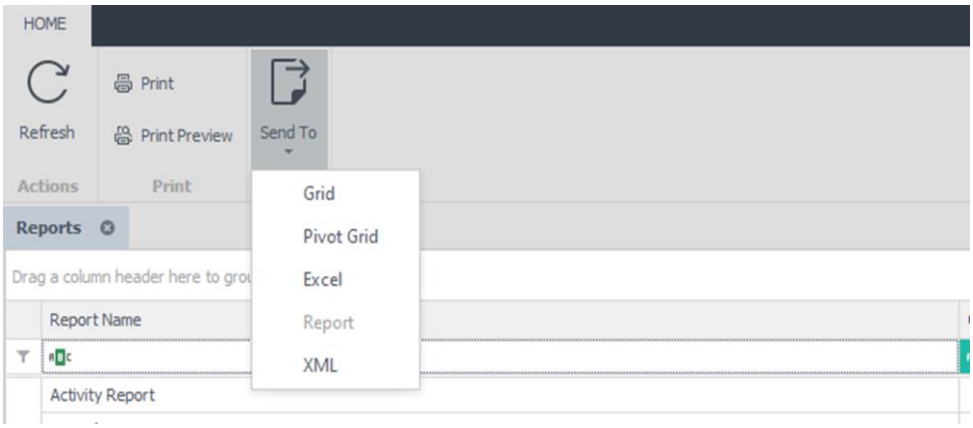
Exports: Report Export Options

1. There are 2 options to view reports for any of the processes, which include LEMs, invoices, payroll, etc. Reports can be viewed from the process grid list, or from the results within a specified process. To view reports:

    - Click the Print Preview icon located on the ribbon bar. If only one report is assigned to the process that you are reviewing, then the default will be for the report to open. If there are multiple report options, a window will appear listing all available reports. Double-click on the desired report to open.



2. Click on the send to located along the tool bar at the top of the screen and choose either Grid or Pivot Grid. Depending on which report is opened, the Excel option can only be utilized when the report has first been exported to a Grid or Pivot Grid.



3. If Grid is selected, the report data is pushed to a spreadsheet-like grid which lets you group and sort the data, as well as creating 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.
   Sorting is done by clicking on a column header, with first click sorting the data by this field in an ascending fashion, and on next click, reversing the order.
   All other functions are accessed through the customization menu by right clicking a grid column to bring up the pop-up menu.

Tips and Tricks

Not only can you add less used fields, and move the columns around, but you can also rename columns. 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.

4. After a layout has been created with the relevant columns, save the layout by selecting layout drop-down from the top, right side of the tool bar. Click on the drop-down arrow.

5. If Pivot Grid is selected, there are seven 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	

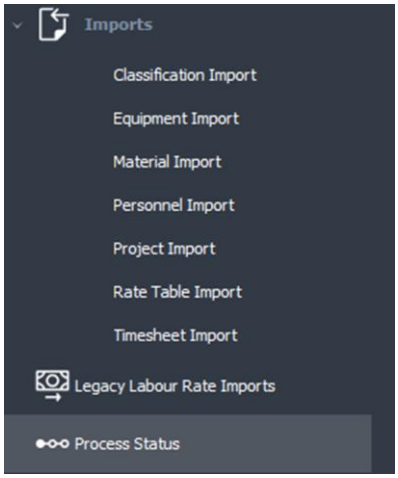
As with the Grid report, the data is displayed in a spreadsheet pivot-like style, and it can be manipulated by dragging and dropping the columns around the screen. Again, you can further customize the results by applying filters to headers, add or remove displayed columns using the customization pop-up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

6. If Excel is selected, an Export to Microsoft Excel Document window opens. Choose the destination the file should save to and click Save.

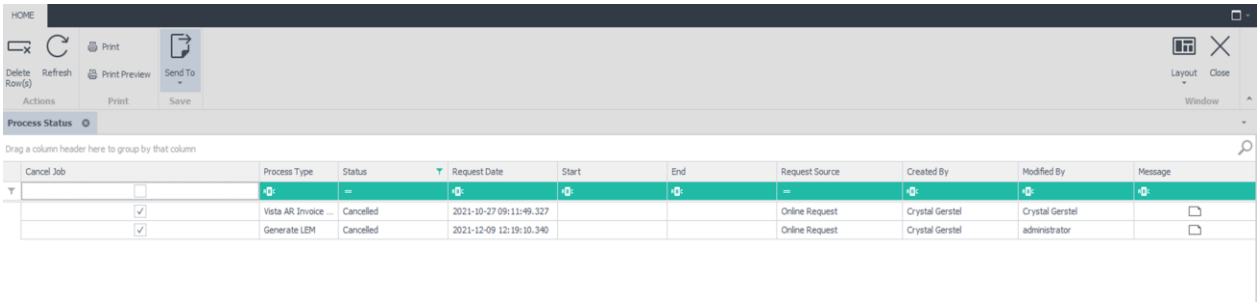
   When the file is opened, the user can edit or adjust the report as required through the Excel spreadsheet.

Checking Status of in Import or Export

1. Click on Processes and choose Process Status.

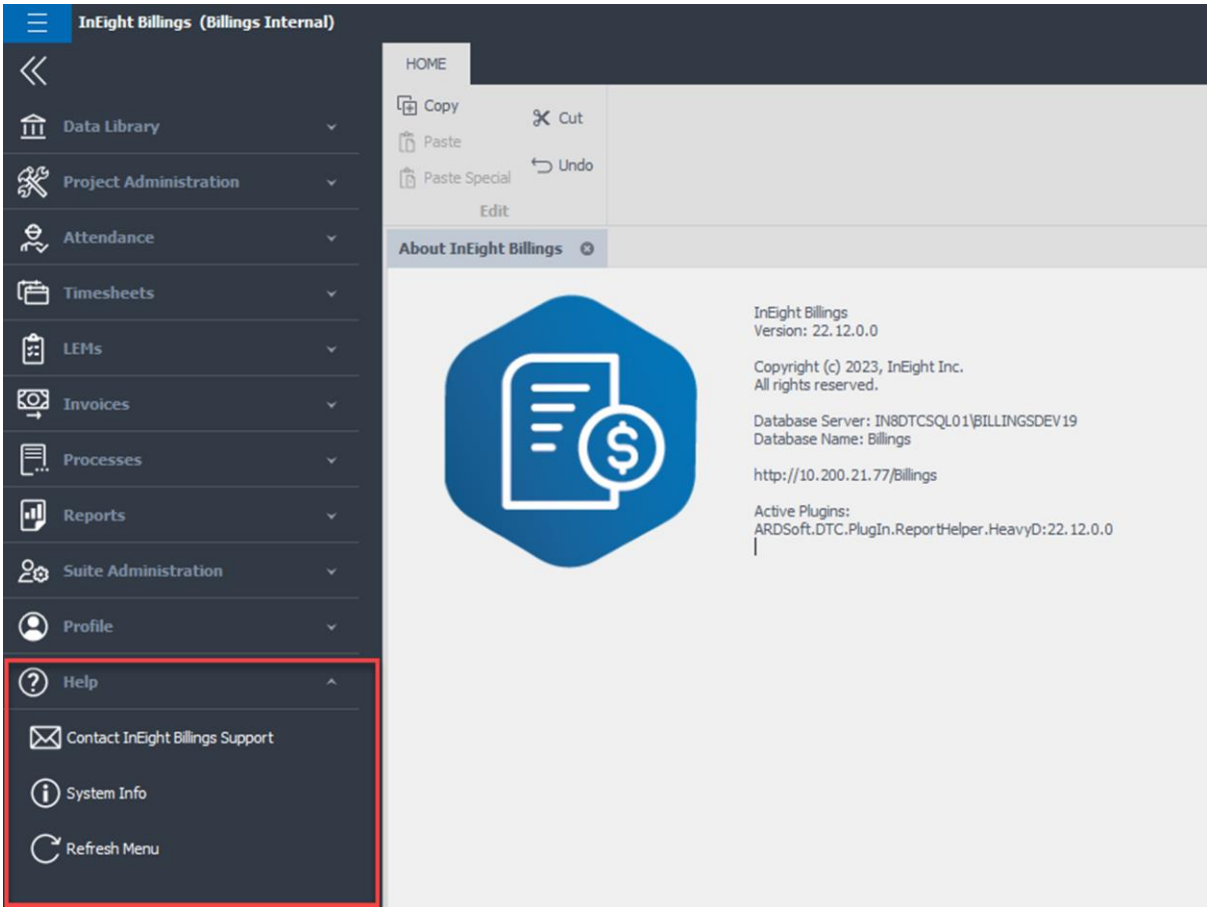


2. The Process Status grid list will appear. This list lets you track progress of the submitted request. You will need to click the Refresh icon located on the ribbon bar.
   For jobs that have not yet begun processing, you can request that the job be abandoned by checking the Cancel Job check box for that job.



Verifying Billings Version Info

1. To determine version information for Billings, click Help and then System Info.



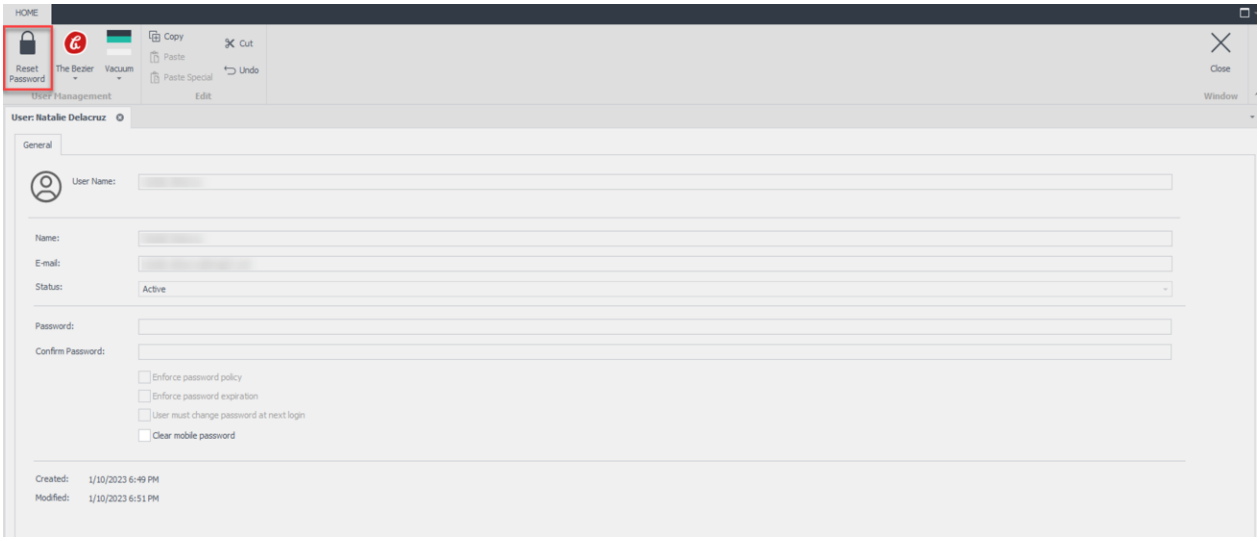
2. The following window appears providing details on the version and the Billings website link.

3. Click OK along the bottom of this window to exit this screen.

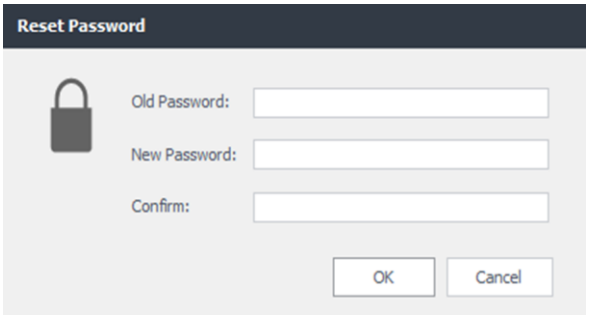
Billings Tips & Tricks

Resetting Billings Password (Client hosted server ONLY)

1. Click on Profile and select User Profile then click the Reset Password lock at the top of the Ribbon bar.



2. A Reset Password box will appear. Enter in the old password, the new password and confirm the new password.



3. Click on the OK button along the bottom of the pop-up screen.

OK, Apply, and Cancel Buttons

You will notice all three of these buttons available on majority of the Billings data maintenance screens. Pressing Cancel will exit the screen and abandon 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 will apply your changes to the database, however if you were adding a new record, pressing Apply will not only save the data to the database, but also refresh the screen to let you enter yet another record. This was done to maximize the data entry speed by allowing you to add multiple new records without needing to exit the screen.

Detail Modification

1. If there are fields in a column header that you do not require and would like to remove, select the field then drag it down until you see an X appears then drop it, repeat this step for all the fields you would like removed.

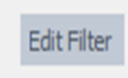
2. If you would like to retrieve the removed field or any other hidden field, right click anywhere on the column header bar to bring up a pop-up menu and select Column Chooser. A Customization table will pop up. Click on the field you require then drag and drop it where you would like it to appear in the column headers of the grid.

Filter Functionality

1. When opening a list within Billings, an auto-filter feature is available. This feature is available with the following lists:

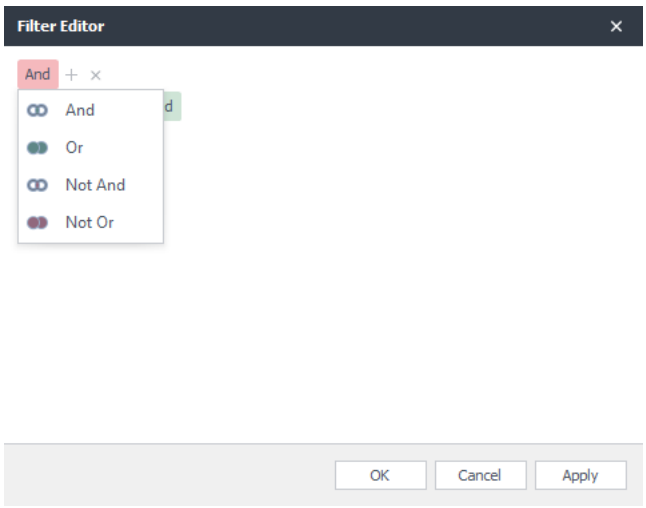
- LEM
- Invoice
- Project
- Rate Table
- Invoice Rule Table
- Company
- Cost Code
- Equipment
- Personnel
- Region
- Division

There is a filter icon in the first row of each of these lists. In this row a user can narrow the list by entering in specific criteria (i.e., 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.

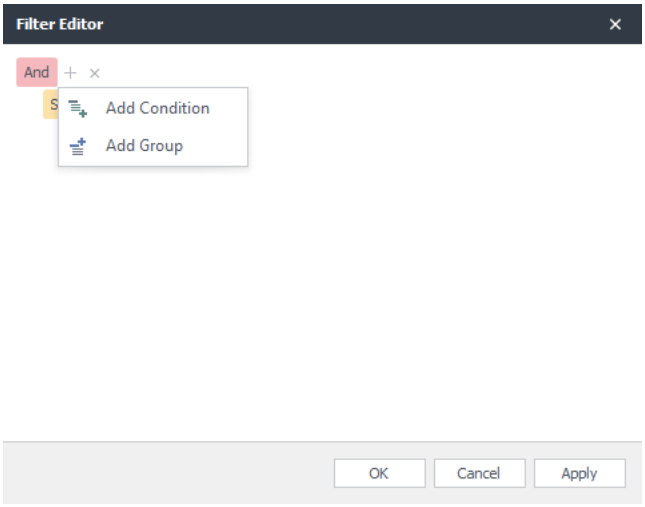


In the bottom right corner of some of these lists, there is an Edit Filter button. This lets the user adjust the default filter settings.

By clicking the and button, the following options appear:



By clicking the plus button beside the and button, gives the following options:



Within this row, each character can be edited.

2. 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.