

Overview of Billing Procedure in Costpoint

Invoice Types

- Manual:
 - No physical invoice generated
 - CP assigns an invoice # and the amount in CP for A/R
- Standard:
 - Invoice is calculated in CP and produces a paper invoice.
- Milestone:
 - No calculations but CP generates a paper invoice.
 - Enter description line item, amount, and date.
- Project Product:
 - Same as Milestone in that no calculations but CP generates a paper invoice.
 - Enter # of widgets x price/widget.

Manual Invoice

- Projects/Billing/Manual Bills Processing/Manage Manual Bills
 - Period Information: Enter the year, period, and subperiod of the invoice date (not the billing period)
 - Defaults: Enter the Due Date (30 days from the invoice date)
 - Select New in Billing Information table.
 - Select Table or Form view.
 - Customer: Query and select customer ID.
 - Addresses:
 - Bill To: Query and select appropriate billing address.
 - Remit To: Query and select REMIT2
 - Project:
 - Project ID: Query and type in the project number.
 - Other Charge:
 - Total Invoice Amount: Type in total from invoice.
 - Click Save & Continue icon
 - Invoice # will be assigned in the Invoice Number field
- Projects/Billing/Manual Bills Processing/Post Manual Bills
 - Selection Ranges
 - Fiscal Year/Period: One
 - Start (Fiscal Year and Period): Enter the posting mo and yr (not billing period)
 - Invoices: One; Query and select inv to be posted
 - Click Preview Manual Billing Journal icon
 - Click down arrow on Post Manual Bills icon and select Print/Post Manual Bills
 - Select ok

Standard Invoice

- Projects/Billing/Standard Bills Processing/Calculate Standard Bills
 - Query
 - Select CALC INVOICE
 - Accounting Period: One
 - Enter Year, Period, and Subperiod of the billing period.
 - Uncheck Current Activity Only (to get detail invoices with \$0 current period expenses).
 - Click the Gears icon to calculate the bill.
 - Click ok.
- Projects/Billing/Standard Bills Processing/Manage Standard Bills
 - Query for the project number
 - Standard Billing Info
 - Invoice Date: Check (or change, as needed)
 - Status: Change to Selected when you're ready to print the bill
 - Billing Period: Enter start date of the billing period.
 - Due Date: Revise if you changed the invoice date
 - Header
 - Bill Heading: Enter appropriate info, if any
 - Click Save and Continue icon
- Projects/Billing/Standard Bills Processing/Print Standard Bills
 - Query
 - Select desired Parameter ID
 - Enter project number
 - Select appropriate printing option
 - Select Unselected Invoices
 - Select Detail Invoices to also print invoices for lower project levels.
 - Click Preview Print Standard Bills icon
 - Click Print icon to print hard copy
- Projects/Billing/Standard Bills Processing/Post Standard Bills
 - Query

Select desired Parameter ID
Accounting Period: Select the current accounting period (not the billing period on the invoice)
Projects: One; enter the project number
Select Preview Standard Billing Journal icon
Click Print/Post Standard Bills icon

Milestone Invoice

Projects/Billing/Milestone Percent Complete Bill Processing/Manage Milestone Percent Complete Bills
Query for the project number
Change Status to Selected
Enter the desired invoice date
Select Report Options
Format Billing Parameters as desired
Select Statement of Work
Enter a description of the work being invoiced-Task Orders, Letter Agreements, etc.
Select Table or Form view on the Line Parameter
Enter the desired description
Enter the Scheduled/Study Value
Enter the Previous Amount Billed
The current amount due will prepopulate
Click Save and Continue icon
A unique invoice number will be assigned
Projects/Billing/Milestone Percent Complete Bill Processing/Print Milestone Percent Complete Bills
Query
Select desired Parameter ID
Enter project number
Ensure Select Bills option is checked
Select Printing Options
Enter the desired printing options
Click the print icon
Projects/Billing/Milestone Percent Complete Bill Processing/Post Milestone Percent Complete Bills
Query
Select desired Parameter ID
Enter project number
Select Printing Options
Enter the desired printing options
Click Print/Post Milestone Percent Complete icon

Project Product

Projects/Billing/Project Product Bill Processing/Manage Project Product Bills
Query for the project number
Change Status to Selected
Enter the desired invoice date
Click Notes Tab
Enter any desired notes
Select Table or Form view on the Line Parameter
Complete all desired parameter fields
Click Save and Continue icon
A unique invoice number will be assigned
Projects/Billing/Project Product Bill Processing/Print Project Product Bills
Query
Select desired Parameter ID
Enter project number
Check the desired option fields
Projects/Billing/Project Product Bill Processing/Post Project Product Bills
Query
Select desired Parameter ID
Enter project number
Select Printing Options
Enter the desired printing options
Click Print/Post Project Product Bill icon