I&P GUIDE - Revenue and Invoicing Admin Setup

Posting Groups and Posting Options

Posting Groups and Posting Options must be configured in advance as outlined in this page of the I&P Guide: http://knowledgecenter.unanet.com/x/3ANIAw

For clients using Billing but not using Financials, the Posting Groups need only be set up with the five accounts used in Billing:

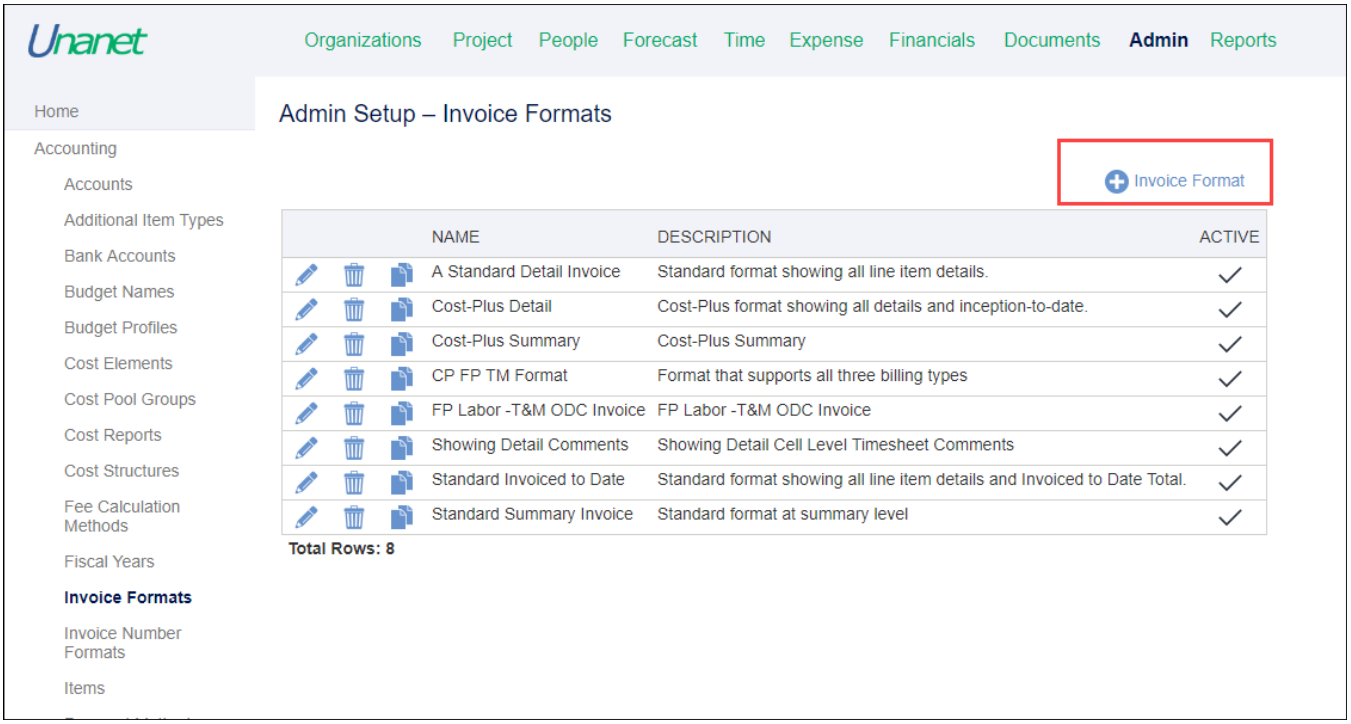
- Unbilled
- Billed
- Deferred Revenue
- Recognized Revenue
- Tax

Admin Setup for Cost Plus Contracts

For more detailed instructions on how to configure your cost elements and cost structure in support of your cost plus contracts, please refer to the Project Accounting Guide.

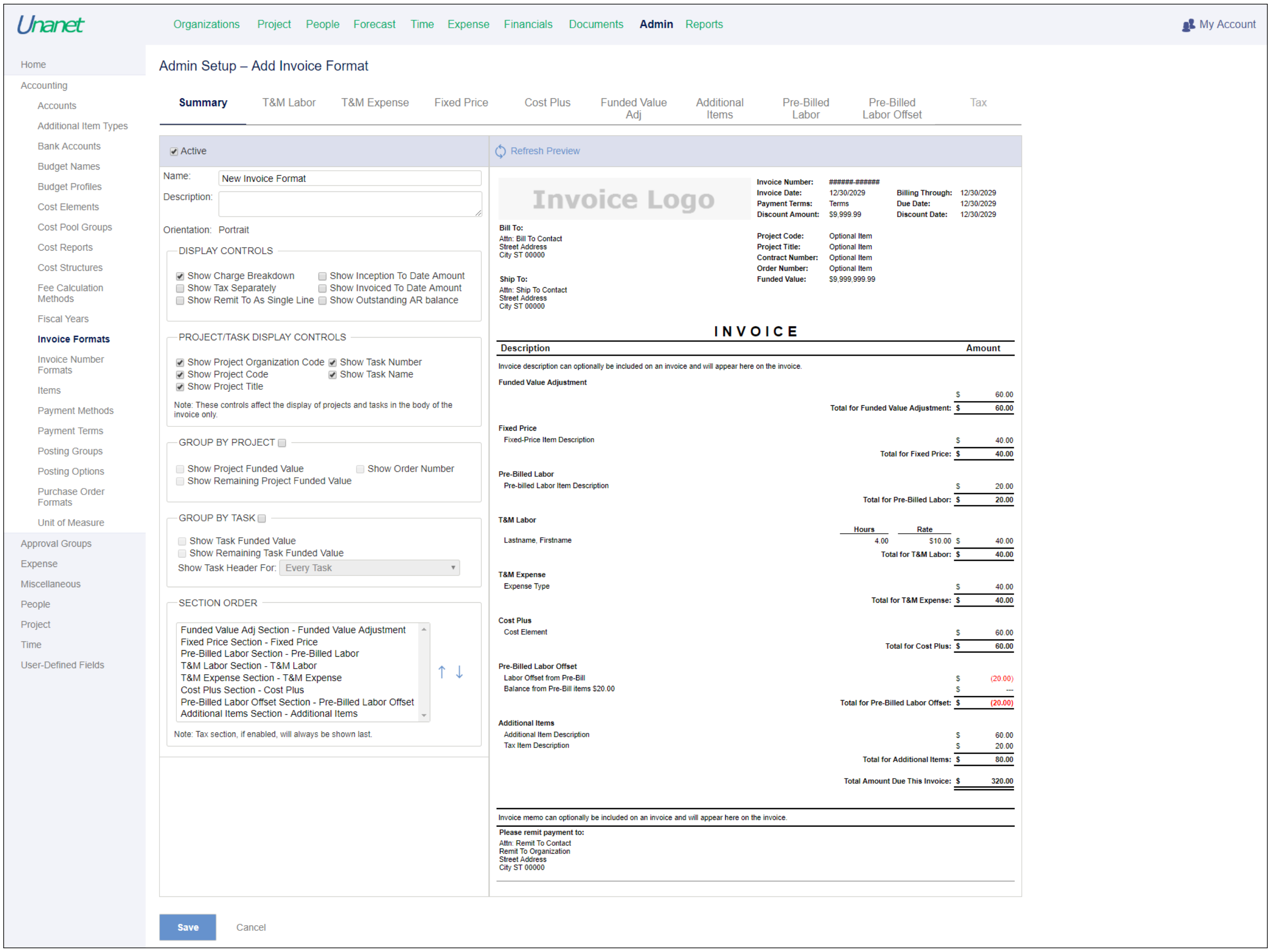
Set up Invoice Formats

Administrators can create and maintain the set of invoice formats that will be available for use by projects. Time and Materials, Cost Plus and Fixed Price can be billed on the same invoice. Note that Cost Plus invoice formats must be designated in a separate project, whereas the T&M and FP invoice formats can be in the same project.



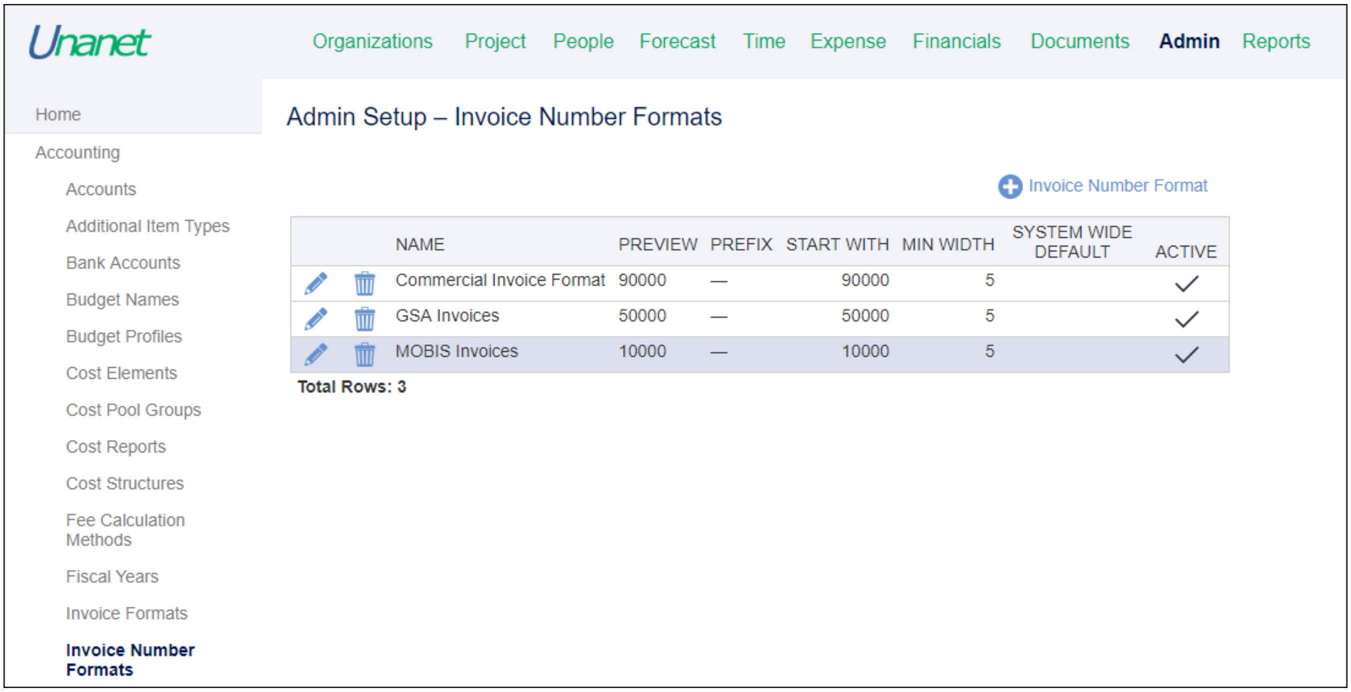
The invoice format can be customized by the Administrator to show certain fields and multiple versions can be defined. Once these standard invoice formats have been defined, Billing Managers will be able to select one or more of these active formats from a list when choosing the invoice format(s) to be used for a project. For example, formats which show Summary and Detail views could be selected.

The invoice configuration screen provides a very high degree of flexibility for the information to be presented on the particular invoice format, and a visual preview of how the invoice layout will look with various options enabled. The example shows a configuration screen for an invoice format. Each of the sections on the invoice can be configured using the tabs across the top. If any of these items are not included on a particular invoice for a project, sections for these items will not appear on the invoice (e.g., if no Fixed Price transactions exist for the invoice, the *Fixed Price* header in that section of the invoice will not appear).



Define Invoice Number Formats

Administrators can create and maintain different invoice numbering schemes that will be available for use by projects. Multiple invoice number formats can be created.



		NAME	PREVIEW	PREFIX	START WITH	MIN WIDTH	SYSTEM WIDE DEFAULT	ACTIVE
		Commercial Invoice Format	90000	—	90000	5		✓
		GSA Invoices	50000	—	50000	5		✓
		MOBIS Invoices	10000	—	10000	5		✓

Total Rows: 3

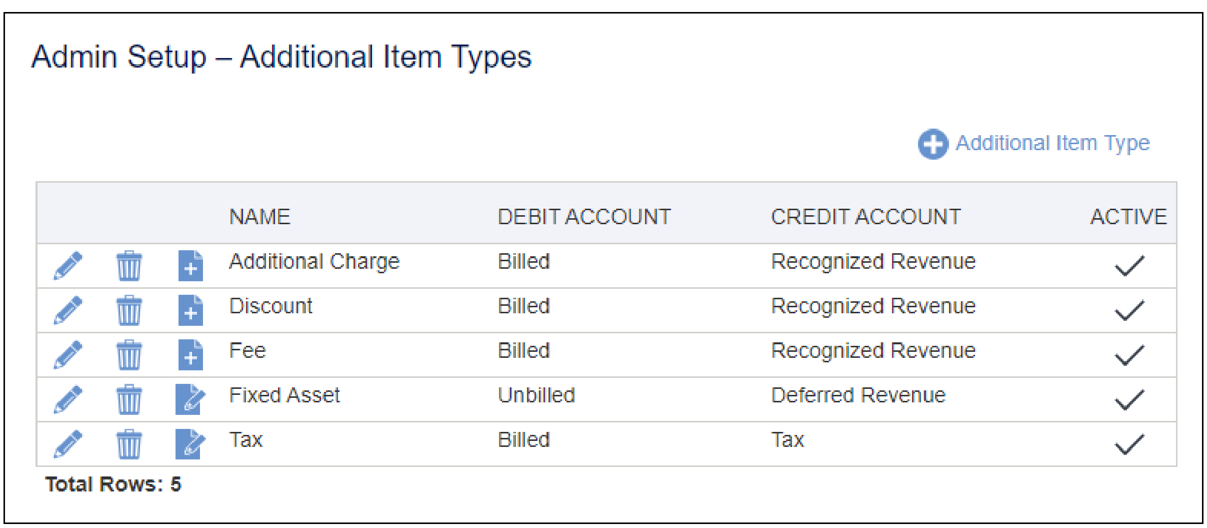
Billing Managers will select a specific invoice numbering scheme when setting up project billing information on a project-by-project basis. Unanet invoice numbers are guaranteed to be unique but they will not necessarily be sequential without gaps. If you delete a draft invoice, that invoice number will not be reused.

Common usage may be to have a single invoice number format for all projects, or to have specific formats for specific customers or your internal organizations. If a specific invoice number format is used with multiple projects, the invoice number uniqueness will be preserved across those projects and not within each project.

Note: As the format is changed, the Preview shows the new invoice number format.

Define Additional Item Types

Administrators use the *Additional Item Types* setup screen (**Admin > Setup > Accounting > Additional Item Types**) to create and maintain the set of Additional Item Types that will be available for use when a Billing Manager is creating an invoice and would like to add additional one-time items such as discounts, additional fees, or taxes not contained in the project transactional data. The Billing Manager can provide a description for each item added to an invoice, but must select one of these Additional Item Types when making that entry. Billing Managers can add one-time items when editing a draft invoice (accessible via the **Financials > Invoicing & Posting > List Invoices**).



			NAME	DEBIT ACCOUNT	CREDIT ACCOUNT	ACTIVE
			Additional Charge	Billed	Recognized Revenue	✓
			Discount	Billed	Recognized Revenue	✓
			Fee	Billed	Recognized Revenue	✓
			Fixed Asset	Unbilled	Deferred Revenue	✓
			Tax	Billed	Tax	✓

Total Rows: 5

When defining Additional Item Types, the Administrator will specify Debit and Credit Accounts, i.e., which account category in the posting group to look to in order to find the correct account to post to when the invoice is complete. Options include:

- Billed
- Deferred Revenue
- Recognized Revenue
- Tax
- Unbilled
- Revenue Write-Off

The Debit Account will almost always be the Billed (accounts receivable) account category as the Additional Items will increase or decrease the amount billed and the Debit Account is used to reflect the amount billed. The only time this might not be set to the Billed account category is if the additional item is specifically being used to do some cleanup of previous postings to various account categories. This will be very rare (if it ever happens).

The Credit Account is typically set to the Recognized Revenue (most items) or Tax (sales taxes) account category. Additional items set up to reflect Retainage should not effect revenue, so they should use the Unbilled category.

Set up Payment Terms

Administrators can also define valid payment terms for use within Unanet. A Billing Manager will select one of these valid payment terms for use on a project during project billing setup. Unanet uses the DAYS value associated with a Payment Term to calculate an Invoice Due Date using the Invoice's Creation Date. If discounts are given, those can also be set up in the Payment terms definition. Discount days are used to calculate the discount date and the percent to calculate the discount amount in an invoice.

Admin Setup – Payment Terms

Payment Term

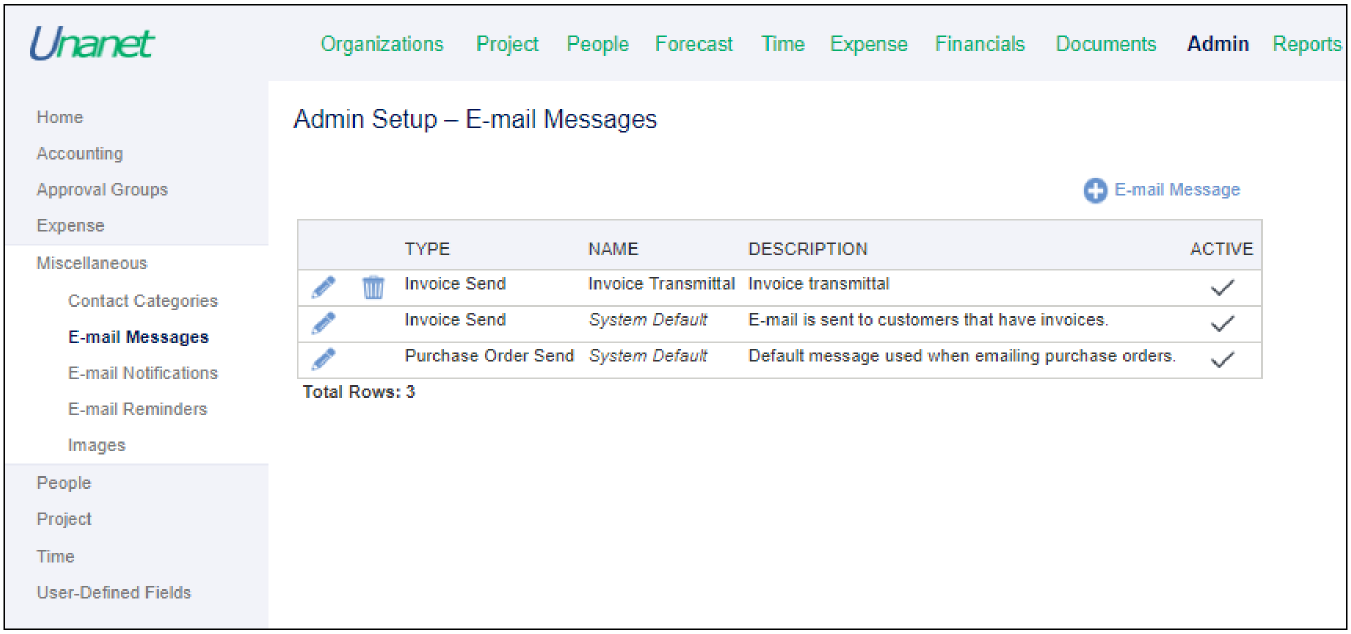
NAME	DESCRIPTION	DAYS	DISCOUNT DAYS	DISCOUNT PERCENT	SYSTEM WIDE DEFAULT	ACTIVE
1% 10 Net 30	1% 10 Net 30	30	10	1%		✓
30 Days	30 Days	30	10	10%		✓
60 Days	60 Days	60	10	20%		✓
Due on Receipt	Due on Receipt	0	—	—		✓
NET 30	30 Days	30	—	—	✓	✓

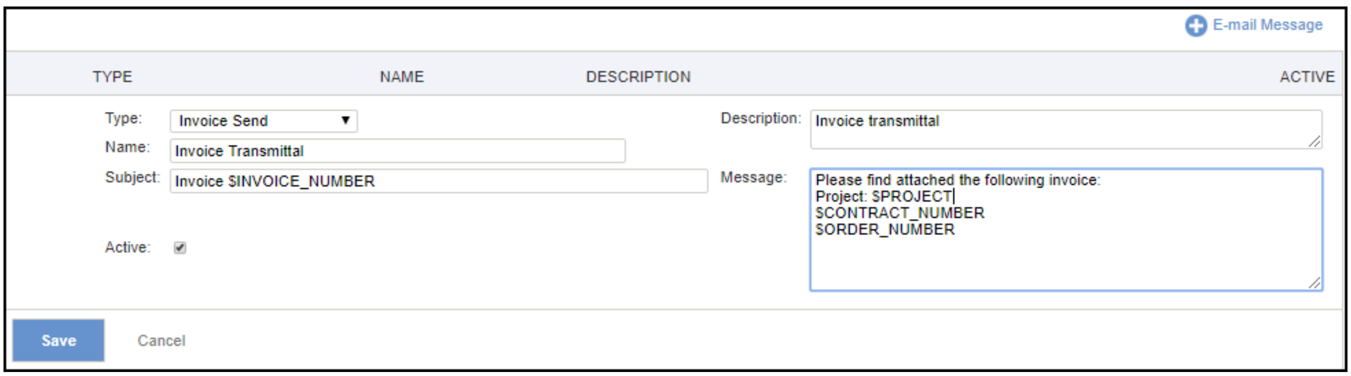
Total Rows: 5

Email Setup

Set up E-mail Messages

If an organization intends to e-mail any of its bills directly through Unanet to its customers, Administrators can set up as many e-mail messages as they would like in **Admin > Setup > Miscellaneous > E-mail Messages**.

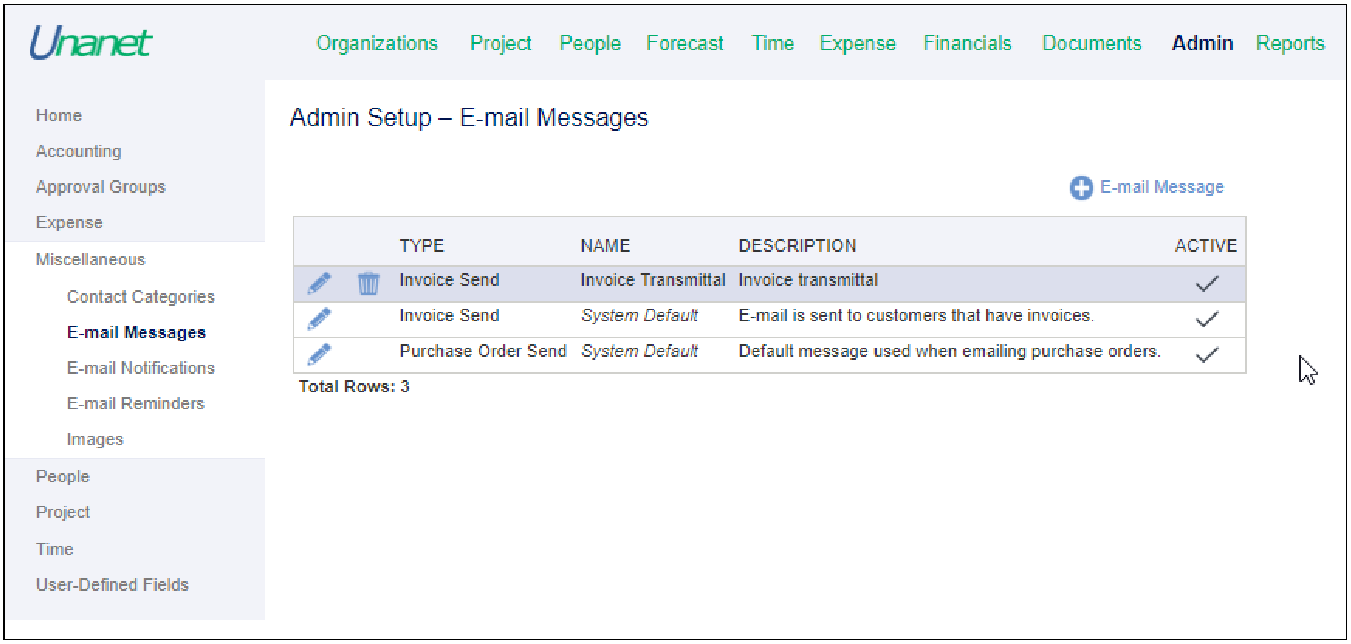




Admin setup of Email

If invoices for a particular invoice are to be emailed, an invoice email message must first be configured. Note that the *Enable Email* property must be selected in **Admin > Properties > Unanet > System > E-mail Settings**.

Email messages can be customized for one or many projects under **Admin > Setup > Miscellaneous > E-mail Messages**. The *Subject* and *Message* can be tailored to meet a particular contract or customer's email distribution requirements.



Project Setup of Email

For the steps to set up the Project Profile for invoice email, click here.

Emailing the Invoice

For the steps to email an actual invoice, click here.

Additional Information

Help Docs - Email Setup

Help Docs - Email Message Setup

Help Docs - List Invoices to Email

KC - Posting Options