

Revenue

Billing/Accounts Receivable/Contracts

Who: Clients handling processing tasks in the Revenue modules, or those implementing Revenue. Typical attendees include the staff involved in daily operations and implementation coordinators.

Content: Hands-on experience with ongoing setup such as creating customers and contracts, as well as day to day processing of invoices, cash receipts and invoice adjustments. You may attend one, two, or three days.

- **Day One:** progress / lump sum billings / contract setup / quick bill invoices
- **Day Two:** Accounts Receivable, including customer setup, cash receipts, and making adjustments.
- **Day Three:** time and material / cost plus invoicing and contract setup.

Credit: CPAs successfully completing this course will receive a CPE certificate. CIS Consulting Group is a CPE sponsor with the North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh NC 27605

Prerequisites: This class assumes a basic understanding of construction billing concepts and Job Cost structure/coding. Some participants may first wish to attend a Setup or Workflow class.

Class Rates:

One Day: \$450 1st participant, \$400 each additional
 Two Day: \$800 1st participant, \$700 each additional
 Three Day: \$1095 1st participant, \$995 each additional

Registration:

Please fax completed registration form to 704-394-0052 or register online at www.cisinfo.com/classroom.htm for more information please call 704-393-0038 x1142

Course Outline

DAY ONE

Contract Based Billing

- Introduction to Desktop Features
- Introduction to Billing Types
 - Contract Based Billing
 - Quick Bill
- Job Cost module
 - Job Cost decisions that affect invoices
 - Use Job Central
- Billing and Contracts modules
 - Invoice Formats
 - Contract Criteria critical to invoicing
 - Contract creation /modification using Contracts
- Prepare Contract Based Billings:
 - Enter Worksheets
 - Generate Invoices
 - Print & Post Invoices
- Billing Settings
- Enter "Quick Bill" Invoices
 - Unit-based, Non-unit based, Retainage invoices
 - Quick Bills for Contract based jobs
- Review Billing Workflow and File Types

DAY TWO

Accounts Receivable

- Introduction/Review of Desktop Features
- Set Up Customers and Contacts
 - AB/PJ interface
- Enter a Manual Invoice in AR
- Record Cash Receipts

- Track Correspondence Items
- AR Settings
- Adjustments (credit, write-off, edit, void)
- Bill Retainage in AR
- Finance Charges (if used)
- Post Entries
- Customer Aging and Statements

DAY THREE

Cost Based Billing

- Introduction/Review of Desktop Features
- Introduction to Cost Based Billing
- Decisions that impact cost-based invoicing
 - Setup, Jobs
 - Sending data to Billing (AP, JC, PR)
- Invoice Formats
- Set Up Billing Tables
 - Standard Items
 - Rate Tables
 - Mark-up Tables
 - Add-ons and Add-on Tables
- Set Up T&M and Cost-Plus Contracts
 - Standard vs. Active Contracts
 - Link Cost Codes with Contracts
- Prepare Cost Based Billings:
 - Generate WIP from Cost Transactions
 - Change WIP Information
 - Generate Invoices
 - Print Invoices
 - Post Invoices