



BST10 Bill History Correction Procedure





BST10®

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BST10 Bill History Correction Procedure

Making changes to an existing Project's Bill Structure or Bill Style can introduce a risk that Previous Billings will need to be reallocated. This paper contains examples of when to reallocate previous billings, changes made to bill structure when reallocation is not needed and steps required for reallocating correctly.

SINGLE BILL TASK BILL STRUCTURES

BST10 always tracks previous billings by Project and Bill Term, with the values stored in the Bill History Summary and Bill History Detail tables. In addition to the Bill History Summary, BST may also create Bill Controls (named HISBILLTASKBILL) to store previous billings by the bill tasks in the Bill Structure. Whether the Bill Controls for the historical values are created depends on whether the structure is considered a Single Bill Task Bill.

A structure is a Single Bill Task Bill Structure when the Bill Term is linked at the Project Level and *Show on Cover* is also checked at the Project level. If the Bill Term is linked at any other level within the structure or multiple bill tasks are set to show on the cover, then the Bill Structure is not considered to be Single Bill Task Bill.

The significance of being classified as a Single Bill Task Bill (for Standard Invoices) is:

- No Bill Controls are created to store historical bill values for any bill tasks. As mentioned above, historical values are still written to the Bill History tables, and it is these historical values that will be used to show Previous Billings on a Bill Report for Single Bill Task Bill structures.
- The Bill Task Name will not show for Single Bill Tasks

For structures not considered to be Single Bill Task Bill, the following implications apply:

- Bill Controls are created to store historical bill values for any bill tasks that are checked as *Show on Cover*. The historical values continue to be written to the Bill History tables. Under this condition, the Bill Controls are used to show Previous Billings on a Bill Report by Bill Task.
- Bill Task Names will show on the cover for all that are selected to show on cover.

Changing the Bill Structure so that it is no longer considered to be Single Bill Task Bill will result in future Final Bills beginning to accumulate historical values in Bill Controls and will require a manual Bill Adjustment to adjust the previous billings to date.

MANUAL BILLS

If a Bill is entered manually instead of a Final Bill, the historical values will be updated by the amount of the Bill, but the Bill Control values will not be updated. A manual Bill Adjustment must be entered if you wish to track historical billings by Bill Task. Please see steps below to reallocate previous billings by entering Bill Adjustments. For Bill Structures that are considered a Single Bill Task Bill, a Bill Adjustment would not need to be entered.

OVERRIDE FOR TOTAL INVOICE AMOUNT

If Bill Control Override for Total invoice Amount (OVRBILLTOTAL) is entered on a Prebill, when the Final Bill is processed, the historical values will be updated with the override amount of the Bill, but the historical Bill Control values will be updated with the total Bill Effort of the Tasks. This is because the OVRBILLTOTAL does override a Task amount, therefore the system cannot allocate the override amount to a Task. If OVRBILLTOTAL is used, please see steps below to check and reallocate billings if needed.

EXAMPLES OF WHEN TO REALLOCATE PREVIOUS BILLINGS

The following illustrates when changing a Bill Structure will require a manual adjustment to be made to historical Bill Control values:

- A. A Bill Structure is no longer classified as a Single Bill Task Bill structure. This happens under the following circumstances:
 - Bill Structure is linked at the Project level and is changed from 1 task showing on cover to more than 1 task showing on cover.

Single Bill Task, linked at Project Level with 1 task showing on cover:

Type	Bill Description	Bill Name	Bill Code	Bill Fee Type	Fee	Constrain Bill	Show On Cover	Show On Backup
Bill Term	Link Task 1	Toronto Stadium TOR01	BT1	LS - Lump Sum		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Link Task	Link Task 1	Toronto Stadium TOR01		LS - Lump Sum		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtask	Subtask 1	level 3	100	LS - Lump Sum		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtask	Link Subtask 1	Company 11 Task	Company 11 Task	LS - Lump Sum		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

No longer a Single Bill Task Bill, linked at Project Level with 4 tasks showing on cover:

Type	Bill Description	Bill Name	Bill Code	Bill Fee Type	Fee	Constrain Bill	Show On Cover	Show On Backup
Bill Term	Link Task 1	Toronto Stadium TOR01	BT1	LS - Lump Sum		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Link Task	Link Task 1	Toronto Stadium TOR01		LS - Lump Sum		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtask	Subtask 1	level 3	100	LS - Lump Sum		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Subtask	Link Subtask 1	Company 11 Task	Company 11 Task	LS - Lump Sum		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Project is unlinked from the Bill Structure and then individual tasks of the Project are relinked to the Bill Structure.

Single Bill Task Bill, linked at Project Level:

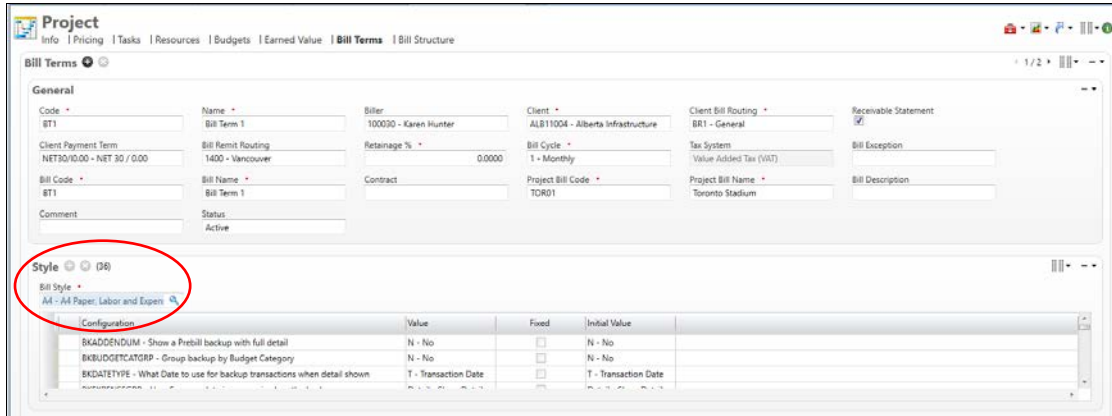
Type	Bill Description	Bill Name	Bill Code	Bill Fee Type	Fee	Constrain Bill	Show On Cover	Show On Backup
Bill Term	Link Task 1	Toronto Stadium TOR01	BT1	LS - Lump Sum		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Link Task	Link Task 1	Toronto Stadium TOR01		LS - Lump Sum		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtask	Subtask 1	level 3	100	LS - Lump Sum		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtask	Link Subtask 1	Company 11 Task	Company 11 Task	LS - Lump Sum		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

No longer a Single Bill Task Bill, linked at Task Level:

Type	Bill Description	Bill Name	Bill Code	Bill Fee Type	Fee	Constrain Bill	Show On Cover	Show On Backup
Link Task	Subtask 1	level 3	100	LS - Lump Sum		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Link Task	Link Subtask 1	Company 11 Task	Company 11 Task	LS - Lump Sum		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

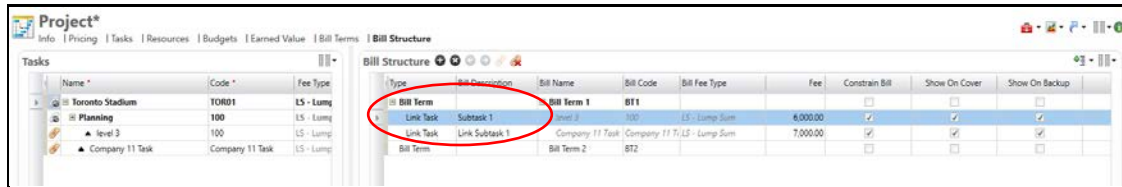
B. Changing the Bill Style on the Bill Term of the Project.

- If the Bill Style is changed from Bill4A to Bill Letter or any Bill Styles within the same bill report, billings would not need to be reallocated.
- If the Bill Style is changed from Bill Letter to CPFF, then billings would need to be reallocated.

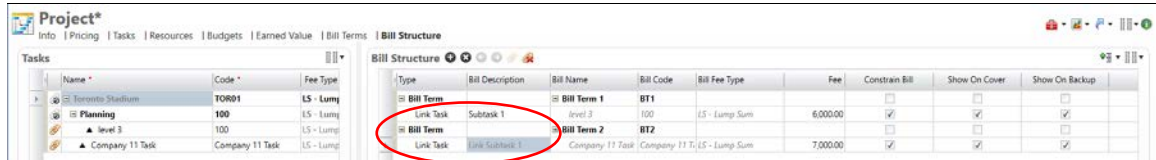


C. Moving a Task from one Bill Term to another.

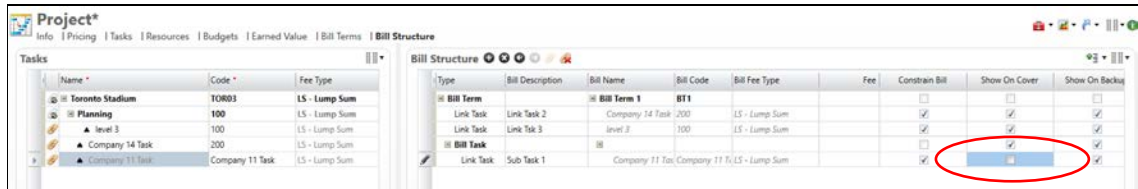
Before:



After:



D. Unchecking the Show on Cover on a subtask.



E. Deleting a Bill Task and trying to re-add it.



EXAMPLES OF CHANGES MADE TO BILL STRUCTURE WHEN REALLOCATION IS NOT NEEDED

The following are examples of changes made to Bill Structure when reallocation is not needed.

- A. If the Bill Structure is not a Single Bill Task Bill structure and additional Link Tasks are linked.
- B. If a Bill Structure is not a Single Bill Task Bill structure and is changed back to being a Single Bill Task Bill.
- C. If a Bill Structure is not a Single Bill Task Bill structure and a Bill Task is added above Link Tasks.

Type	Bill Description	Bill Name	Bill Code	Bill Fee Type	Fee	Constrain Bill	Show On Cover	Show On Back
Bill Term		Bill Term 1	BT1					
Bill Task	Bill Task	Bill Task 1	BT1					
Link Task	Subtask 1	level 3	100	LS - Lump Sum	6,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Link Task	Link Subtask 1	Company 11 Task	Company 11 T	LS - Lump Sum	7,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bill Term		Bill Term 2	BT2					

- D. If you unlink and then re-link the same task in the same way they were previously linked.

When the original Bill Structure is:

Type	Bill Description	Bill Name	Bill Code	Bill Fee Type	Fee	Constrain Bill	Show On Cover	Show On Back
Bill Term		Bill Term 1	BT1					
Link Task	Subtask 1	level 3	100	LS - Lump Sum	6,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Link Task	Link Subtask 1	Company 11 Task	Company 11 T	LS - Lump Sum	7,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You can unlink and relink Tasks the same way:

Type	Bill Description	Bill Name	Bill Code	Bill Fee Type	Fee	Constrain Bill	Show On Cover	Show On Back
Bill Term		Bill Term 1	BT1					
Link Task	Subtask 1	level 3	100	LS - Lump Sum	6,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Link Task	Link Subtask 1	Company 11 Task	Company 11 T	LS - Lump Sum	7,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

STEPS TO REALLOCATE PREVIOUS BILLINGS

When the Bill Structure changed from Single Bill Task Bill Structure, you will need to follow these steps.

1. Determine TD billings, there are two ways of doing this:
 - A. Run Prebill and view TD Billings or TD Billings Excluding Tax in Prebill Inquiry.

Bill Term Code	Project Code	Project Name	External Transfer	Transfer	Transfer Within	TD Billings	TD Billings Excluding Tax	TD Tax	Billable Effort / Document Num
1	Alexis1	Car1 - Single Bill Task	0.00	0.00	0.00	500.00	500.00	0.00	364.56 AMC1
BT1	TOR01	Toronto Stadium	0.00	0.00	0.00	2,875.00	2,500.00	375.00	0.00 AMC02

B. Run Project Summary inquiry.

Hours	Project Name	Effort	Revenue	Variance	TD Budget Effort	Revenue % Complete	Net Labor Multiplier	Work In Progress	Billings	Tax	Billings Excluding Tax	Receivable Balance
0.00	Toronto Stadium	0.00	0.00	0.00	0.00	0.0000	0.000000	-22,000.00	25,500.00	3,300.00	22,000.00	25,500.00
0.00	Toronto Stadium	0.00	0.00	0.00	0.00	0.0000	0.000000	-10,000.00	11,500.00	1,500.00	10,000.00	11,500.00
0.00	Toronto Stadium	0.00	0.00	0.00	0.00	0.0000	0.000000	-2,500.00	2,875.00	375.00	2,500.00	2,875.00

2. Use information to determine previous billings.

Bill Term Code	Project Code	Project Name	External Transfer	Transfer	Transfer With	TD Billings	TD Billings Excluding Tax	TD Tax	Billable Effort	Document
BT1	TOR03	Toronto Stadium	0.00	0.00	0.00	11,500.00	10,000.00	1,500.00	0.00	AMC343
			0.00	0.00	0.00	30,723.55	19,440.00	11,283.55		364.56

Fee	%	Billings	Billings		
			To Date	Previous	Current
100 - Planning		50,000.00	0.00	0.00	0.00
Subtask 1					
Company 11 Task - Company 11 Task		50,000.00	0.00	0.00	0.00
Link Subtask 1					
Current Billings					0.00
Less Retention					0.00
Zero Rate Tax - Canada			0.00%		0.00
Nova Scotia Harmonized Tax			15.00%		0.00
Amount Due This Bill					CAD 0.00

3. Enter a Bill Adjustment to enter the historical Billings Amount by Bill Task (HISBILLTASKBILL) to correct previous billings by Task.

Please note the Bill Amount only needs to be entered at the Bill Control (Bill Task/Task level) of Bill Adjustment since the Bill History is already being tracked at the Project Bill Term level.

In the case below, the Bill Amount is 0.00 in the General (Project Bill Term level) section and the Bill Amount is allocated to a Task in the Bill Control (Bill Task/Task Level) section.

- To reverse a Bill Adjustment, enter the same Bill Adjustment with a negative Amount.

Bill Adjustment

General

Suffix: Posting Date: 2017-05-05 Project: TOR03 - Toronto Stadium Bill Term: BT1 - Bill Term 1 Document Number: AMC03 Document Date: 2018-02-22 Bill Count: 0

Bill Amount: 0.000 Bill BC: Tax Amount: 0.000 Tax BC: Retainage Amount: 0.000 Retainage BC: Collect Amount: 0.000

Collect BC:

Bill Control Items (1)

Bill Control Summary	Bill Control *	Bill Task / Task	Amount	Fee Type	Budget Category	EVC Type	Employee / Vendo...	Labor Bill Class	Activ
	HISBLTASKBILL - Historical Billing amount by Bill Task	100 - Planning	10,000.000000			None			

Variable Descriptions (1)

Type	Bill Task / Task	Description
Task	100 - Planning	Adjustment to reallocate billing history of 10,000.00

- Cancel Prebill and rerun a new Prebill.
- Review new Prebill to ensure the previous billings is correct in the Prebill Inquiry by reviewing the Prebill Report and Prebill Cover tab.

Prebills (5)

Bill Term Code	Project Code	Project Name	External Transfer	Transfer	Transfer Within	TD Billings	TD Billings Excluding Tax	TD Tax	Billable Effort Docume
BT1	TOR03	Toronto Stadium	0.00	0.00	0.00	11,500.00	10,000.00	1,500.00	0.00 AMC07
			0.00	0.00	0.00	30,723.55	19,440.00	11,283.55	364.36

Prebill
Draft | Cover | Transactions

TOR03 - BT1 - 2018-02-22

Alberta Infrastructure
TSD
TSD_ZM 00000
Canada

Invoice: Prebill
Invoice Date: 2/22/2018
Project: TOR03
Project Name: Toronto Stadium

Bill Style: A4

For Professional Services Rendered Through 2/22/2018

	Fee	% Complete	Billings		
			To Date	Previous	Current
100 - Planning	50,000.00	20.00	10,000.00	10,000.00	0.00
Subtask 1					
Adjustment to reallocate billing history of 10,000.00					
Company 11 Task - Company 11 Task	50,000.00				0.00
Link Subtask 1					
Add Description					
			Current Billings		0.00
			1-4% Retention		0.00
			Zero Rate Tax - Canada	0.00%	0.00
			Nova Scotia Harmonized Tax	15.00%	0.00
			Amount Due This Bill	CAD	0.00

Prebills (5)

Bill Term Code	Project Code	Project Name	External Transfer	Transfer	Transfer Within	TD Billings	TD Billings Excluding Tax	TD Tax	Billable Effort	Document
BT1	TOR03	Toronto Stadium	0.00	0.00	0.00	11,500.00	10,000.00	1,500.00	0.00	AMC07
			0.00	0.00	0.00	30,723.55	19,440.00	11,283.55		

Prebill
Draft | Cover | Transactions

TOR03 - BT1 - 2018-02-22

General

Project: TOR03 - Toronto Stadium
 Bill Term: BT1 - Bill Term 1
 Posting Date: 2017-07-28
 Through Transaction Date: 2018-02-22
 Through Posting Date: 2026-01-11
 Current Bill:
 Document Number: AMC07
 Document Date: 2018-02-22

Type Comments

Has Change	Comment Type	Comment

Bill Control Overrides (1)

Bill Control	Bill Task	Amount	Fee Type	Budget Category	EVC Type	Employer / Vendo...	Labor Bill Class	Activity Type
HISBILLTASKBILL - Historical Billing amount by Bill Task	100 - Planning	10,000.000000			None			

Bill Variable Descriptions (1)

Bill Task	Description
100 - Planning	Adjustment to reallo...

BILL STRUCTURE CHANGED STRUCTURE

When the Bill Structure changes, follow these steps.

1. Run Prebill and view TD Billings or TD Billings Excluding Tax in Prebill Inquiry.

Prebills (5)

Bill Term Code	Project Code	Project Name	External Transfer	Transfer	Transfer Within	TD Billings	TD Billings Excluding Tax	TD Tax	Billable Effort	Document
BT1	TOR02	Toronto Stadium	0.00	0.00	0.00	11,500.00	10,000.00	1,500.00	0.00	AMC10
BT1	TOR03	Toronto Stadium	0.00	0.00	0.00	25,300.00	22,000.00	3,300.00	0.00	AMC11
			0.00	0.00	0.00	44,523.55	32,000.00	14,800.00		

Prebill
Draft | Cover | Transactions

TOR03 - BT1 - 2018-02-22

Alberta Infrastructure
 TBO
 TBO 2M 0000
 Canada

Invoice: Prebill
 Invoice Date: 2/22/2018
 Project: TOR03
 Project Name: Toronto Stadium

Bill Style: A4

For Professional Services Rendered Through 2/22/2018

	Fee	% Complete	Billings		
			To Date	Previous	Current
100 - level 3 Link Task 3 Add Description	50,000.00	0.00	0.00	0.00	0.00
200 - Company 14 Task Link Task 2 Add Description	50,000.00	0.00	0.00	0.00	0.00
Company 11 Task - Company 11 Task Link Subtask 1 Add Description	25,000.00	28.00	7,000.00	3,000.00	0.00
					Current Billings
					Less Retention
					0.00
					0.00

2. Review Historical Billings by Task on Cover tab.

Prebills (5)

Bill Term Code	Project Code	Project Name	External Transfer	Transfer	Transfer Within	TD Billings	TD Billings Excluding Tax	TD Tax	Billable Effort	Document Number
BT1	TCR02	Toronto Stadium	0.00	0.00	0.00	11,500.00	10,000.00	1,500.00	0.00	AMC10
BT1	TCR03	Toronto Stadium	0.00	0.00	0.00	25,300.00	22,000.00	3,300.00	0.00	AMC11
			0.00	0.00	0.00	44,523.55	31,440.00	13,083.55	364.56	

Prebill
Draft | Cover | Transactions

TCR03 - BT1 - 2018-02-22

General

Project: TOR03 - Toronto Stadium | Bill Term: BT1 - Bill Term 1 | Posting Date: 2017-06-02 | Through Transaction Date: 2018-02-22 | Through Posting Date: 2026-01-11 | Current Bill: | Document Number: AMC11

Document Date: 2018-02-22 | Comment:

Type Comments

Has Change	Comment Type	Comment

Bill Control Overrides

Bill Control	Bill Task	Amount	Fee Type	Budget Category	EVC Type	Employee / Vendo...	Labor Bill Class	Activity Type
HISBILLTASKBILL - Historical Billing amount by Bill Task	100 - Planning	15,000.000000			None			
HISBILLTASKBILL - Historical Billing amount by Bill Task	Company 11 Task - Company 11 Task	7,000.000000			None			

Bill Variable Descriptions

Bill Task	Description

3. Use information to determine where previous billing amounts should be allocated.

4. If needed, set old HISBILLTASKBILL controls status to inactive and/or update Bill Amounts of existing HISBILLTASKBILL controls to reallocate the Billing History.

Prebills (5)

Bill Term Code	Project Code	Project Name	External Transfer	Transfer	Transfer Within	TD Billings	TD Billings Excluding Tax	TD Tax	Billable Effort	Document Number
BT1	TCR02	Toronto Stadium	0.00	0.00	0.00	11,500.00	10,000.00	1,500.00	0.00	AMC10
BT1	TCR03	Toronto Stadium	0.00	0.00	0.00	25,300.00	22,000.00	3,300.00	0.00	AMC11
			0.00	0.00	0.00	44,523.55	31,440.00	13,083.55	364.56	

Prebill
Draft | Cover | Transactions

TCR03 - BT1 - 2018-02-22

General

Project: TOR03 - Toronto Stadium | Bill Term: BT1 - Bill Term 1 | Posting Date: 2017-06-02 | Through Transaction Date: 2018-02-22 | Through Posting Date: 2026-01-11 | Current Bill: | Document Number: AMC11

Document Date: 2018-02-22 | Comment:

Type Comments

Has Change	Comment Type	Comment

Bill Control Overrides

Bill Control	Bill Task	Amount	Status	Fee Type	Budget Category	EVC Type	Employee / Vendo...	Labor Bill Class
HISBILLTASKBILL - Historical Billing amount by Bill Task	100 - Planning	15,000.000000	Inactive			None		
HISBILLTASKBILL - Historical Billing amount by Bill Task	Company 11 Task - Company 11 Task	22,000.000000	Active			None		

Bill Variable Descriptions

Bill Task	Description

5. Restate Prebill and review Prebill Report in the Prebill Inquiry to ensure Previous Billings are correct.

Prebills (5)

Bill Term Code	Project Code	Project Name	External Transfer	Transfer	Transfer Within	TD Billings	TD Billings Excluding Tax	TD Tax	Billable Effort / Document Number
BT1	TOR02	Toronto Stadium	0.00	0.00	0.00	11,500.00	10,000.00	1,500.00	0.00 AAC10 20
BT1	TOR02	Toronto Stadium	0.00	0.00	0.00	25,300.00	22,000.00	3,300.00	0.00 AAC11 20
			0.00	0.00	0.00	44,523.55	31,440.00	13,083.55	364.56

Prebill
Draft | Cover | Transactions

Invoice: Prebill
Invoice Date: 2/22/2018
Project: TOR02
Project Name: Toronto Stadium

Bill Style: A4

For Professional Services Rendered Through 2/22/2018

	Fee	% Complete	Billings		
			To Date	Previous	Current
100 - level 3	50,000.00	0.00	0.00	0.00	0.00
Link Task 2					
Add Description					
200 - Company 14 Task	50,000.00	0.00	0.00	0.00	0.00
Link Task 2					
Add Description					
Company 11 Task - Company 11 Task	25,000.00	88.00	22,000.00	22,000.00	0.00
Link Subtask 1					
Add Description					
					0.00
					0.00

6. If a Historical Bill Control does not exist for a specific Task, enter a Bill Adjustment to Historical Billings Amount by Task Override (HISBILLTASKBILL) to correct previous billings by Task (see step 3 above).