AssetWORKS

Billing

Application User Training Guide

Version 24.x
Last Modified 24.4 | November 2024

Technical Support

AssetWorks provides several ways to connect with the Customer Support team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen shots of your problem. This will provide the Customer Support representative with the information needed to respond quickly and effectively.

Customer Support is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

Telephone: 1-610-225-8300

Email: M5Support@AssetWorks.com

Website: https://community.assetworks.com/hc/en-us

The support website can be used to open issues, subscribe to user groups and download documentation, as well as to access the latest AssetWorks news. For secure access to the website, contact Customer Support by calling the number above.

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Contents

Overview

M5 provides an internal billing process to manage billing for units and departments. The process consists of four main steps.

1. Determining what activities should be billed.

2. Determining who should be billed.

3. Generating the charges.

4. Locking the charges to protect from alterations and discrepancies in the data.

The database table *bill_period_loc* contains all the transactions generated by this process. Reports and financial interfaces (from AssetWorks or in-house) can be written to read from this single table without needing to know anything about other tables in the database. Direct database access using Microsoft Excel, Crystal Reports, or other ODBC-accessible tools can also read *bill_period_loc* to report on your organization's finances.

First Steps

Because M5 supports interfaces to a wide variety of financial systems, careful planning and consideration is necessary for setting up the structures in M5 to accomplish your organization's goals. The simplest place to start is by asking basic questions like: *What does our organization want to bill?*

The following questions are a starting point for your organization and do not represent all possibilities that you could implement within the M5 billing process.

What and Who to Charge

Many organizations have an existing charge-back system by some predefined unit class that has been set up and administered over previous years. If this situation is true for your organization, consider how each class is currently charged before reviewing the following.

1. Does one department or organization own all units or is it broken down further where smaller departments or organizations that use the units own them? Is the owning department responsible for accumulating a replacement fund and developing a replacement policy?

    A typical setup includes a single owning department and many using departments. Each unit must have both assigned, although some can have the same department serve as both the owning and using department.

2. Are using departments charged a lease or rental amount for units that are assigned to them?

    If yes, a lease or motor pool type billing code must be setup to charge back an amount to that using department.

    If the unit is not permanently assigned to a using department but instead belongs to a pool of units that are assigned for short periods to different departments, you must setup a motor pool billing code for those units.

    If lease or rental amounts are not charged to the using department and repair charges are not billed, use a non-lease type billing code.

3. In the case where a lease or rental amount is charged, determine if the amount is a flat rate or based on usage (per mile, kilometer, or hour). You will determine which user had the unit for a particular time period.

    If additional per-usage charge is incurred, it must be defined and set up on the billing code. You have the option to charge a minimum usage amount every period.

4. If a lease or rental amount is charged, is the charge specific to a season or shift? You can set up season and shift codes and assign them to the billing code for these instances. For example, an organization might only charge a using department only for the shift hours that personnel are actively working, like 8:00 AM to 4:00 PM.

    In addition, some organizations choose to not charge for out-of-season work or work performed on weekend or holidays.

5. Which organization or department gets charged for unit maintenance? Are labor, parts, and commercial costs incurred by the using or owning department?

    If labor, parts, and commercial costs are incurred directly by the owning or using department, you must set up the billing code's sources to account for this. These charges are applied according to actual cost, actual cost + markup, or (for labor) estimated costs + markup.

    If only certain repair costs are charged back, the billing code's sources should be configured with chargebacks.

6. Who should receive the revenue for the maintenance or lease payment?

    If there is a single owning department that is responsible for the procurement of units, this department typically receives the revenue for the maintenance and any lease payments on the unit. In this case, the billing code's sources should be set up so that the unit's revenue account receives the revenue.

    Another scenario is one central owning department, but each maintenance facility recognizes revenue from maintenance. In this case, the setup is more complex depending on which department is set up as the owner of the maintenance location and which is set up as the owner of the associated inventory location (for parts and fuel).

    The billing code should be set up so that, for repair and fuel charges, the revenue account associated with the owning department of the maintenance facility receives the revenue. For parts, the owning department of the inventory location can receive the revenue.

7. Is fuel issued to a unit charged to either an owning or using department? If yes, is the fuel charged at actual cost or is a markup applied?

    If fuel issues are charge to a department or account, the billing code needs to charge the owning or using department.

8. Which organization or department should receive revenue for fuel?

    Again, if there is one central owning department responsible for the procurement of units, this department should be responsible for the procurement of the bulk fuel and would receive the revenues. In this case, the unit's owning department receives the revenue and the billing code needs to reflect that.

    Another possibility is that there is one central owning department but each fueling site recognizes the revenue from fuel transactions. In this case, the billing code must be set up to reflect this.

9. Are there any specific fixed-charge items charged to a unit every period? For example, insurance or registration fees.

    If yes, you must define these items. M5 allows you to define fixed-charge items at the department level.

What Can Be Billed

You can setup M5 to bill (in some way) nearly any activity performed within the application. In addition to specific, point-in-time transactions explicitly entered into the system, the billing system is also capable of generating certain range-of-time transactions like lease charges or replacement fund contributions. These different kinds of charges are called billing items. The following section explains each of the billing items in M5.

1. Billing Items

A billing item in M5 refers to something the billing program uses to group similar kinds of transactions together so that they apply to the same accounts. In a broad sense, billing items fall into two categories, point-in-time and range-of-time transactions.

Point-in-Time Transactions

Item	Description	Data Processed
COMM CHGS	Commercial charges	Work order commercial charges (o_comm_chg table).
DEPT CHGS	Part charges to departments	Non-work order part charges issues directly to departments (dept_part_chg table).
FUEL CHGS	Fuel charges	Products dispensed to vehicles, fuel, oil, or any other product issued (f_comm_prod_chg and f_unit_prod_chg tables).
LABOR CHGS	Labor charges	Work order labor charges. (o_labor_chg table).
MISC CHGS	Miscellaneous charges	Miscellaneous unit charges, for example car washes charged through a fuel interface (unit_misc_chg table).
MOTOR POOL	Motor pool charges	Charges associated with motor pool tickets (mpool table).
PARTS CHGS	Most parts charges	Part issues for a unit, with or without a work order (o_part_chg and unit_part_chg tables).
PDIR CHGS	Part charges to direct accounts	Part issues to direct accounts (dacc_part_chg tables).
SPEC CHGS	Special fee charges	Work order special fee charges (o_comm_chg table).
SPCL ITEM	Special Billing Charges	Special billing charges set up for specific units and departments. The system considers these to occur one minute before the end of the billed period (bill_special table).
TASK LABOR	Task labor	Labor charges to tasks (task_labor_chg table).
TASK UNIT	Task unit	Charges for units' time to tasks (task_unit_chg table).
WOPRD CHGS	Work order products	Product charges to work orders (f_unit_prod_chg table).

Range-of-Time Transactions

| Item	Description	Data Processed
DEPREC	Depreciation	Unit depreciation. Depreciation is setup at category and unit level but is not calculated until end of period.
LEASE RATE	Lease Rate	Lease of unit to another department.
REPL FUND	Replacement Fund	Charge amounts for the replacement of units according to the replacement funds set up in M5.
USAGE	Usage/Meters	Time used or distance travelled by the unit.

Additional Items

The following table includes items added to satisfy customer-specific requirements. Because they are not applicable to most organizations, they will not be discussed in detail as a part of this document.

Item	Description	Data Processed
PART ADJ	Inventory adjustments	Price and quantity adjustments for stocked parts.
PART IND	Part charges to indirect accounts	Part charges to indirect accounts.
PART LOC	Parts location issue costs	All inventory parts issued without mark-up costs. The transaction essentially tracks the transfer of stocked parts from the inventory location to the maintenance location.
FUEL LOC	Fuel location issue costs	All products issued without mark-up costs. The transaction tracks the transfer of fuel from the tank to the fueling location.
PART REC	Part location payables	All parts received. This item only applies to the owning department of an inventory location

Item	Description	Data Processed
FUEL PAY	Fuel location payables	All bulk fuel received. This item only applies to the owning department of a fueling location.
COMM PAY	Commercial charge payables	All commercial charges organized for the payment of vendors.
PART MKUP	Part markup	When set to bill, markup on part charges go to this item instead of to PARTS CHGS.
PTFR IN	Incoming part transfers	This represents the increase of value at an inventory location when a part transfer is received.
PTFR OUT	Outgoing part transfers	This represents the decrease of value at an inventory location when a part is transferred out.
MP USAGE	Motor pool usage	When set to bill, usage charges on a motor pool ticket go to this item instead of to MOTOR POOL.

2. Billing Items Frame
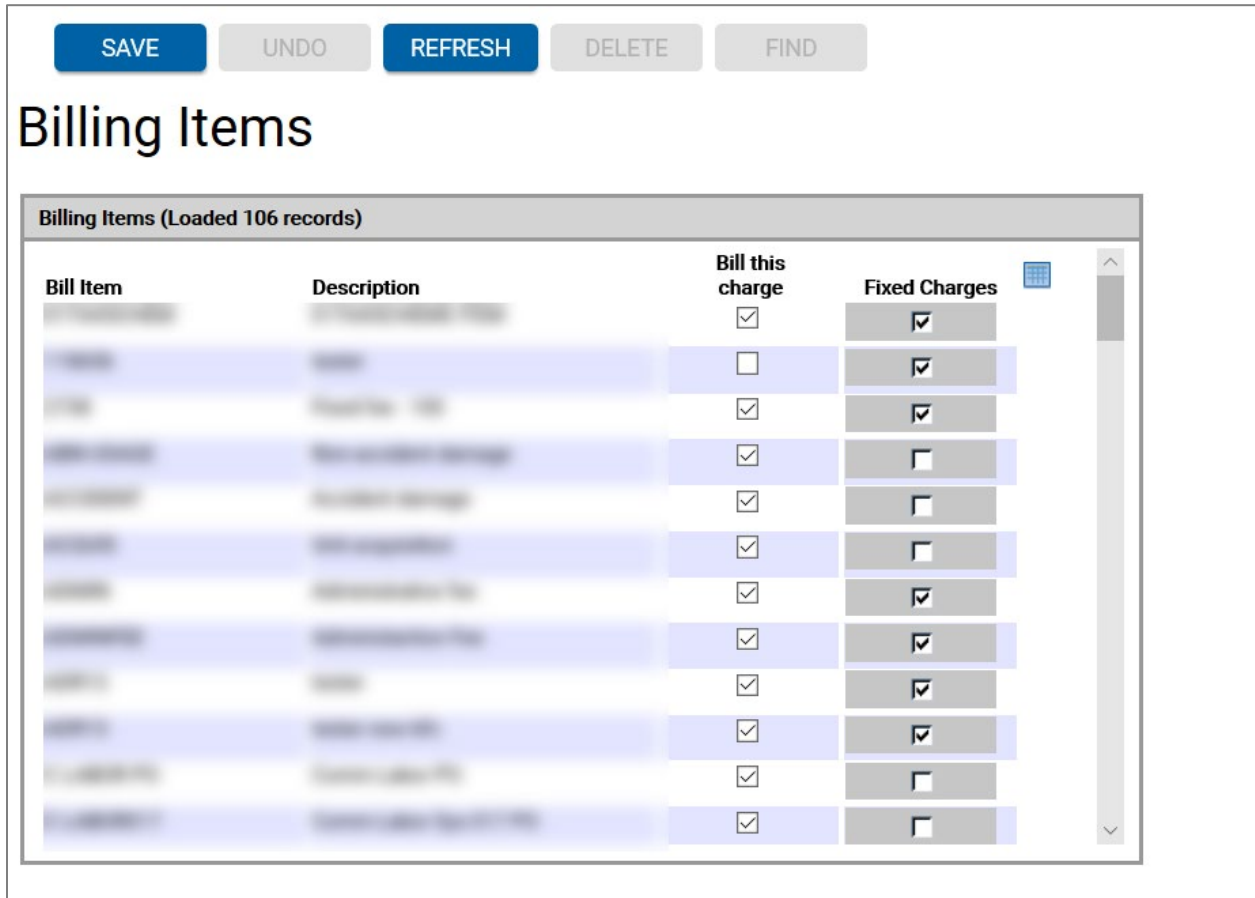
The *Billing Items* frame allows you to select the billing items that the system uses in the billing process. If the **Bill This Charge** checkbox is clear, billing is turned off entirely for that item as the checkbox setting overrides all settings at the unit or billing code levels.

Exercise caution when turning an item back on after it's been off for a while. The next time the program runs, it will try to catch up and bill all old charges at once.

An explanation of the **Fixed Charges** column is available later in this document.

COMM CHGS

Commercial charges to work orders – Billed at cost (actuals) or with markup. Set on the billing code itself. The markup percentage is set on the markup scheme itself (refer to the *Markup Schemes* frame).

DEPREC

M5 allows you to bill a unit's depreciation. Depreciation is set on the *Unit Accounting* frame and can be the default based on the category assigned to the unit's technical specification (tech spec).

⚠ The End-of-Period process calculates depreciation and must be run before running the billing process for depreciation to be billed properly. If your organization is billing depreciation, you will be warned prior to running the billing process if the End-of-Period process has not been run.

DEPT CHGS

You can charge parts directly to departments and bill them at cost or with markup.

⚠ This billing item should not be confused with part charges applied to a department work order. Those charges use the regular part charge bill item (PART CHGS).

FUEL CHGS

You can bill fuel charges to units and departments at cost or with markups. By default, the billing item used for these transactions is FUEL CHGS, but it can be adjusted by product.

⚠ You have the option to assign different billing items to fuel charged from in-house inventoried tanks, fuel charged from external sources, and any markups.

⚠ A complex choice of a flat markup (for example, $.10 per gallon) or percentage markup (10%) determines markup charges on fuel. These can also be applied by product, to the owning department of the duel, or the using department receiving the fuel.

LABOR CHGS

M5 allows you to bill labor charges to work orders in four different amounts.

1. Actuals no markup

2. Actuals with markup

3. Bill estimates

4. Bill estimates unless estimate is zero

In the last case, if the estimate is zero, the markup amount is billed. Billing code settings are explained in greater detail later in this document. The number of estimated hours is determined at the job level, which is multiplied by the job location's direct labor rate to determine the amount to charge. If billing the estimate, no further markup is applied. Markup percentage is set at the maintenance location level.

LEASE RATE

A lease is the long-term rental of a unit from one M5 department to another. This should not be confused with outside leases from an outside company. Refer to MOTOR POOL below for more information.

Leases are charged by period, day, or hours. If charging by period, the lease is a flat rate for the entire fiscal period regardless of the length of the period. For example, February would be charged the same amount as March.

If charging by the day, a fixed amount is charged for each day during the period that the lease covers. For example, if a lease shift is defined as having regular time on weekdays, the daily rate is charged only on those weekdays.

If charging by the hour, a fixed amount is charged for the actual time as defined on the lease shift. The shift's breaks are not considered when determining the time to charge.

System Flag 1168 allows for the exclusion of company holidays from billing when using the day or hour methods.

You can assign leases season codes which determine the portion of the year the lease is charged.

If any portion of the season falls within a fiscal period, the lease is charged for the entire period.

Regardless of the unit's billing code settings, leases are never billed prior to the in-service date or after the sale date.

System Flag 5189 determines how billing will apply in the event of a department assignment change during the lease term. If the flag is set to **Y**, the billing program will distribute the cost the lease proportionally to the appropriate departments. If the flag is set to **N**, the full value of the lease is assigned to the using department as of the 16th of that month. The **N** setting only works if your organization uses calendar months for fiscal periods.

MISC CHGS

Miscellaneous charges are direct charges to units typically imported through an interface, such as for fuel or maintenance interfaces. For example, car wash charges are imported this way. There is no way to create miscellaneous charges directly in the M5 application. Charges can be viewed on the *Unit Misc Charge Display* frame.

MOTOR POOL

Motor Pool rentals are short-term rentals and are charged based on the unit's billing code, or changes made upon the unit's return to the motor pool.

Unlike a lease, a motor pool rental is billable only at the completion of the rental and can include fuel, meter usage, and miscellaneous charges. You can charge rental rates by the hour, day, week, and month.

📝 System Flag 5366 determines the daily rate calculation method and will only apply if the rental rate method is set to day. The options are a 24-hour timeframe calculated between the pick-up date and time and the actual return date and time vs. the full daily rate for each day the vehicle was used regardless of pick-up and return times.

📝 When rentals are completed, you have the option to accept the calculated cost of the ticket for the rental or adjust if necessary. After a ticket is marked completed, it cannot be changed. Motor pool rentals are not marked up.

📝 You can break up longer-term rentals into chunks so that the billing program can bill each month using the batch program, MP BILLING. This program closes motor pool tickets and opens a new one each month for these long-term rentals. This allows you to bill them on a monthly basis.

PARTS CHGS

This item covers part charges to work orders and part charges directly to units. Part markups are determined based on the configuration from the *Markup Scheme* and *Markup Type* frames. Taxes are determined by the setup on the *Tax Scheme* and *Tax Types* frames.

📝 Taxes are billed only if markup is billed.

Part charges are billed as:

- Bill actuals, no markup

- Bill actuals with markup

PDIR CHGS

This billing item covers part charges to direct accounts. Markups and taxes are determined as they are above in the PART CHGS section.

REPL FUND

A replacement fund is an account that holds money for use in purchasing new units. Each period, units contribute a certain amount to the fund and unit acquisitions can make withdrawals from the account.

In addition to creating the billing transactions, M5 maintains balances on the funds and records a separate log of contributions and withdrawals.

Unlike depreciation, replacement fund contributions continue if the unit is still in-service. Generally, replacement funds are used in tandem with a larger replacement strategy.

SPEC CHGS

When closing a work order, M5 offers the ability to add a new job automatically to the work order to reflect shop fees, environmental charges, a flat overhead, or some other single charge. This is called a special fee.

📝 The charge is stored as a commercial charge in M5, so you must enter a vendor when defining the special fee, but the charge is not included in COMM CHGS.

📝 **SPEC CHGS** and **SPCL ITEM** are two separate billing items.

⚠️ You will have to set System Flag 1172 to **Y** to use this functionality.

⚠️ The *Billing Work Order Fees* frame allows you to determine the job information for the special item and the amount to charge on a location basis.

SPCL ITEM

This billing item is typically used for things like license fees, insurance payments, and one-time adjustments. You can enter a free form description that appears on billing reports. You must define the total amount to bill, number of periods to bill, and the period when the charge should first appear.

The program updates the periods billed, last billed, and amount remaining fields every time it executes.

If an item was billed in previous periods and the row was deleted or changed, the old billing is not deleted or changed. Only future billings are affected. You cannot change the value on one of these items to create a billing adjustment in the system.

Special items are considered billed one minute before the end of the fiscal period.

TASK LABOR and TASK UNIT

These charges are defined on the billing code but are seldom used in typical billing implementations. They were originally incorporated into M5 as part of a customer-specific payroll requirement.

Tasks represent work performed outside the shop, usually for outside departments. For example, a backhoe can be lent to another department with an operator, both of which must be paid for by that department. The operator's time is entered as task labor. When the operator is rented without a unit, the labor charge is defined by the rates on the operator's home location or on the operator's own employee record. When the operator is rented with a unit, the operator's rates are defined by the unit, with different rates if the operator happens to be on overtime. The unit's time is entered as task unit. The rates for task unit are the same as the unit would receive for motor pool use.

M5 receives task charges through an interface; there is no in-application frame to enter them.

You must designate units with the **Type** *Motopool/Task* to enable them to receive rates for task use.

USAGE

Also called meterage, usage is the number of miles, kilometers, or hours according to the unit's primary meter. Usage amounts are captured in one of following ways:

- **Entered Usage** – This corresponds to usage entered on specific in-application frames.

- **Unit History** – The unit's total usage for the period is billed corresponding to the *Dept/Unit History Query* frame or as changeable on the *Unit Use/Cost History* frame. If multiple departments used the unit during the period, each department is assessed a pro-rated amount according to the number of days the department used the unit.

- **Captured Meters** – This is the preferred method for billing usage. Each change in department, account or billing code during the fiscal period represents a segment of time that gets billed for usage. The billing program looks up the actual primary life-to-date usage at the date and time closest to (but before) the beginning and end of that segment. The difference between the two life-to-date usages is then billed to the department and account. If more than one meter entry is made to a unit on the same day, M5 will only use the smallest value.

The **Charge Per Usage** represents the amount of money per mile, kilometer, or hour. The charge can be entered to the thousandths of a dollar or pound.

In addition to charging for actual usage, you have the option to modify the billing in one of two ways.

1. **Flat Usage Free** - To ensure that the unit is charged for a minimum amount of usage or the actual usage, whichever is greater, you can enter a **Flat Usage Per Period** and check the **Charge as minimum** flag. The charge is then based on the greater of the entered number and the actual usage. For example, a unit with 400 actual usage will be charged for 500, and a unit with 700 actual usage will be charged for 700.

2. To grant the unit some free usage, you can enter a **Flat Usage Per Period** and set the **Flat usage is free** flag. For example, if Flat Usage Per Period is set to 500, a unit with 400 actual usage will not be charged for usage, and a unit with 700 actual usage will be charged for 200.

FIXED CHARGES

In addition to the pre-defined billing items, you can define customer-specific billing items using the *Billing Fixed Charges Item* frame. In order to make a billing item available for use as a fixed fee you must flag it on the *Billing Items* frame.

Each fixed charge is assigned a billing item, a description, and the maximum amount that can be charged to any unit per period for the fixed charge.

Fixed charges are proportioned based on the using department assigned to a unit in each period.

See the description of the *Billing Codes* frame for how to apply these fixed charges.

SAVE	UNDO	REFRESH	DELETE	FIND

Billing Fixed Charges

Billing Items (New record number 11)

Bill Item	Description	Limit	Taxable	
1506	Tester	$300.00	☐	
ADMIN	ADMIN MANAGEMENT FEE	$200.00	☐	
BBB	Item B	$1.00	☐	
GPS	GPS FIXED FEE	$75.00	☐	
PETE TEST0	Test	$123.00	☐	
REG	Regression	$500.00	☐	
REGISTER	registration fixed charg	$60.00	☐	
SHTEST	Item S	$20.00	☐	
TBFIXEDCH	Fixed Charge Test	$41.00	☐	
TEST FC	Test Fixed Charge	$20.00	☐	
			☐	

To make a billing item available for use as a fixed fee you must flag it on the *Billing Items* frame.

3. Setting Up What to Bill – Billing Code Level

The billing code defines, for a group of units or departments, what to bill and how much to bill. Charges to components are not billed.

A billing code is attached to the unit or department when it is created. The billing code's attributes are copied to the unit or department, but you can change those attributes on the unit or department so that they are different from the billing code.

When the billing code master record is changed, the user can resynchronize the unit or department with the billing code.

Billing Codes Frame

Types of Billing Codes

1. **LEASED** - Units or departments are billed for leases, usage, fuel, and repairs.

2. **NONLEASED** - Units or departments cannot be billed for leases or motor pool, but can be billed for usage, repairs, and fuel.

3. **MOTOR POOL/TASK** - Units are billed for motor pool tickets. Usage cannot be charged for *MOTOR POOL/TASK* units, but a **Charge Per Usage** can be entered for the purpose of setting the rate for usage entered on the motor pool ticket. Only these units can be reserved or picked up in the motor pool frames. While repairs and fuel can be set to bill, the charges get billed to the owning or using department and not to the department that had a ticket at that time. As a result, repairs and fuel are rarely billed for this type.

   📝 In addition, the *Share Pool* functionality allows for units not having motor pool billing codes to be assigned as a motor pool unit and billed as such.

Lease Information

You can enter the value for the lease **Rate** per *Hour*, *Day*, or (fiscal) *Period* along with **Tax Scheme**, **Shift**, and **Seasonal** usage information. These fields are available when you select *Leased* from the **Type** dropdown and select **SAVE**.

Repair Information

⛔ Please read the following section carefully. If the **Bill Fixed** column is checked for the job on *Work Order Main*, only the setup in the top section applies to billing.

⚠️ The top section pertains only to jobs that have the job's **Bill Fixed** checkbox selected on *Work Order Main*. It then comes through as a fixed charge, billed using the setup defined here. To further clarify, this section:

- Is used to bill an entire job with one billing item, and one cost.

- The job itself must have the **Bill Fixed** checkbox selected, and an **Estimated Cost** entered.

- When billed, the job **Est Cost** amount will be billed to the billing item specified here.

⚠️ The *Repair Information* section allows you to define how you want each of the other elements of the work order billed. For example, labor has an option to bill estimates, but it is a different method from the one above and **requires** the **Bill Fixed** checkbox to be cleared on *Work Order Main*.

📝 The estimates that are billed when the **Bill Fixed** column is clear are based on the values in the **Book Time** column, not in the **Est. Hours** column.

Billing Estimates

As noted above, the setup in this section only applies when the **Bill Fixed** checkbox is selected on *Work Order Main*.

The options for billing estimates are:

- Disallow Billing of Estimates (default)

- Always Bill Estimate

- Always Bill Estimate, Unless Zero

- Bill Estimates If Job Set to Do So

- Bill Estimates If Job Set to Do So, Unless Zero

The billing item for billing the total amount for estimates defaults to **TOTAL CHGS**, but you can use the List of Values to select another valid billing item.

When Not Billing Estimates, do this

This section only applies if the job's **Bill Fixed** checkbox is clear on *Work Order Main*.

Labor

The options for billing labor are:

- Don't Bill

- Bill Actuals, No Markup

- Bill Actuals, With Markup

- Bill Estimates

- Bill Estimates, Unless 0

An estimate is billed as the number of book time hours on the job times the labor rate as specified on the job location's markup scheme.

Bill estimate, unless 0 means that if the job has no labor estimate in book time hours, the job is billed its marked-up actual charges.

The number of estimated hours is determined at the job level by using the **Book Time** column on *Work Order Main*, which is multiplied by the job location's direct labor rate to determine the amount to charge. If the estimate is billed, it is not further marked up. The percentage of markup is set at the maintenance location level.

Part Billing

The options for billing parts are:

- Don't Bill

- Bill Actuals, No Markup

- Bill Actuals, With Markup

📝 Taxes are billed only if markup is billed.

Commercial Charges Billing

The options for billing commercial charges are:

- Don't Bill

- Bill Actuals, No Markup

- Bill Actuals, With Markup

Usage of Primary Meter

- **Flat Usage Per Period** – Enter the usage per period, this number is the number of free usage per period or the minimum number of free usage to charge depending on the value in the **How to Charge** dropdown.

- **Charge Per Usage** – This dollar value represents the amount of money charged per mile, kilometer, or hour.

- **How to Charge** – Select *Flat Usage Fee* or *Charge as Min* from the dropdown.

- **Recording Method** – If the **Type** is *MOTOR POOL/TASK*, the dropdown is read-only and the value defaults to *Unit History*. If the **Type** is *LEASED* or *NONLEASED* you can select from *Unit History*, *Captured Meters*, *Entered Usages*, or *Don't Bill*.

Fuel Information

Fuel Information allows you to define billing parameters for with fuel charges purchased from vendors (outside fuel) or dispensed from tanks, whether from Fuel Focus or M5's product-issuing frames (inside fuel).

Both **Inside Fuel/Products** and **Outside Fuel Products** have the following options for billing:

- Don't Bill

- Bill Actuals, No Mark Up

- Bill Actuals, With Mark Up

- Bill This Amount

📝 *Bill This Amount* bills the value in **Fuel Charge Per Gallon/Liter,** regardless of the price that FuelFocus or the vendor uses.

🚫 Motor Pool billing is discussed later in this document. If you are interested in motor pool setup, see the *Motor Pool Application User Training Guide.*

Motor Pool tab

You can define billing information for codes with a *MOTOR POOL/TASK* billing **Type**. The information is read-only and not editable when the **Type** is *LEASED or NONLEASED*.

Fuel Charge

Default Fuel Charge per Gal/Liter – The default dollar amount charged per gallon or liter.

Employee Operating Information – Customer-specific functionality. You can bill for employee labor when using a motor pool vehicle.

Time Type – Defaults to the **Time Type** default from the *Time Type Matrix* frame.

Rate with (type) (Base 1.0 X) – Base rate for the time type.

Rate with (type) (Base 1.5 X) – Overtime rate for time type.

Rate with (type) (Double 2.0 X) – Double rate for time type.

Rate Table Information

You can set the billing method, rates, and free usage for motor pool billing.

Default Billing Method – From the dropdown, you can select *Hourly*, *Daily*, *Weekly*, *Monthly*, or *COMBO*. A month equals 30 days. System Flag 1196 controls the maximum number of hours in a half-day.

Applicable to Hourly or Daily rates only

- **Bill Weekends** – Select the checkbox to apply billing to weekend usage (applies to hourly or daily rates).
- **Bill Holidays** – Select the checkbox to apply billing to usage on holidays (applies to hourly or daily rates).

Rates – The dollar amount charged *Hourly*, *Daily*, *Weekly*, or *Monthly*.

Free Usage – The amount of *Hourly*, *Daily*, *Weekly*, or *Monthly* free usage before billing charges apply.

COMBO Default Billing Method

The *COMBO* **Default Billing Method** allows you to break down the charges by hour, day, week, or month when you return the vehicle.

For example, you rented a vehicle from 11/15/20xx to 12/15/20xx. The total elapsed time would be 720 hours. When you exclude weekends from the total you end up with approximately 493 hours.

From there, rather than billing all 493 hours at the hourly rate, you can break it down so that if you have a discounted rate for days, weeks, and months it will bill each unit of time at the appropriate rate.

So, in this example you have 493 hours, but you want to apply a weekly rate of $500. You can enter $500 into the rate field for "weeks" and that gives you two weeks of time to bill at $500. Now that leaves 157.25 hours.

You can apply a daily rate of $100. That will bill six days of the rental period at $100 per day. After the weekly and daily rates have been applied, we are left with 13.25 remaining hours we can then bill at the hourly rate.

Units/Depts tab

Details Information	Motor Pool	Units/Depts	Fixed	Project Rates

Units For Billing Code (Loaded 171 records)

Unit/Dept Bill Code = Default Bill Code?	Unit/Dept No	Description
☑	00000	2002 AUDIT AUDIT
☑	100	1974 INGER RAND 160 CFM
☑	100885	2016 TEST TEST MODEL

Displays a read-only list of all units and departments with the billing code assigned. The list populates after you select the **Toggle (Un)Approve All Units/Depts** button and save your changes.

You can reverse the changes by selecting the **Toggle (Un)Approve All Units/Depts** button which then displays **Unapprove All Units/Depts**.

Fixed tab

Details Information	Motor Pool	Units/Depts	Fixed	Project Rates

Fixed Charges (Loaded 2 records)

Bill Item	Fixed Charge Items	Amount	Taxable	Tax Scheme
FUEL	FUEL	$300.00	☑	80

You can define additional fixed charge billing items for each billing code you set up. Use the *Fixed Bill Items* list of values to view the fixed charge bill items that were set up using the *Billing Items* frame.

Each fixed charge applies to each unit or department assigned the billing code. Like a lease, if the unit was assigned the billing code for only part of the period, the charge is pro-rated.

🛑 Fixed charges can be adjusted for each unit on the *Billing Unit/Dept Code Maintenance* frame, otherwise, the settings for the billing codes apply equally to all units with the billing code.

Project Rates tab

Displays as a part of the *Project Account* module when the **Use Direct Account Table** checkbox is clear on the *Company Definition* frame. You can define the **Account Segment Number**, **Default Hourly Rate**, **Default Usage Rate**, and the **Project Rates** fields.

If the checkbox is selected on the *Company Definition* frame, this tab does not display on the *Billing Codes* frame.

Updating Billing Codes

Billing codes have effective dates so that when parameters change, old billing code information is still available for viewing. This allows for billing changes in mid-period.

📝 You can set effective dates to future dates, but you cannot change the effective date to a date prior to the current effective date.

You will be prompted to decide if you want to make the changes to all units and departments associated with the billing code.

If you want to select all select **Continue**. Alternately, you can select the **Approve All Units/Depts** button before the save.

To select some, or none, of the units/departments associated with the billing code you must select **Cancel**. Then navigate to the **Units/Depts** tab on the billing code.

📝 Units only display if both the billing code and billing unit/dept code frames match in every way.

You can change the billing parameters for an individual unit or department to be different from its billing code by using the *Billing Unit/Dept Code Maintenance* frame.

In order to protect the unit/department level billing code parameters you must clear the **Unit/Dept Bill Code** checkbox on the Units/Depts tab for the billing code before saving.

When saved, units and departments that are selected are updated with the billing code's new settings, unchecked units and departments are left alone.

When the **Units/Depts** tab first displays, if the unit's or departments current billing parameters match how the billing code was set up, a checkmark appears in the checkbox.

Otherwise, the checkbox is cleared. You can select and clear the checkbox to designate which units or departments are updated. The **Toggle (Un)Approve All Units/Depts** button sets and unsets all checkboxes.

🛑 Managing unit level billing codes is a time intensive task that is prone to errors. The best practice is to avoid unit level changes to billing whenever possible.

4. Setting Up What to Bill – Unit Level

Billing Unit/Dept Code Maintenance

At the individual unit level, you can override nearly anything passed down from the billing code using the *Billing Unit/Dept Code Maintenance* frame except:

- **Fixed** fee charges can be changed at the unit level.

- Billing code **Type** (*Leased*, *NonLeased*, or *Motor Pool/Task*) cannot be changed at the unit level.

- Account sources and charge-back settings cannot be managed at the unit level.

To change the billing code on a unit, enter the new billing code value.

⚠️ A billing code is required on a unit. To turn off billing on a unit, establish a non-leased billing code, with no fixed fees, with zero usage rates, set the repair information to Don't bill, set the fuel information to *Don't bill*, and assign that billing code to the unit.

Details Information tab

Lease Information

You can enter the value for the lease **Rate** per *Hour*, *Day*, or (fiscal) *Period* along with **Tax Scheme**, **Shift**, and **Seasonal** usage information. These fields are available when you select *Leased* from the **Type** dropdown and select **SAVE**.

Repair Information

When to bill estimates (if bill fixed checkbox selected on job, do this):

From the dropdown you can select:

- Disallow Billing of Estimates (default)

- Always Bill Estimate

- Always Bill Estimate, Unless Zero

- Bill Estimate If Job Set To Do So

- Bill Estimate If Job Set To Do So, Unless Zero

When billing estimates with a total amount, use this billing item:

Enter a valid billing item (for example, TOTAL CHGS). These items are created and maintained on the *Billing Items* frame.

When not billing estimates, do this

Labor Billing – An estimate is billed as the number of estimated hours on the job multiplied by the labor rate as specified on the job location's *Markup Scheme*. *Bill Estimates, Unless 0* means that if the job has no labor estimate in hours, the job is billed it's markup actual charges.

Labor Billing – From the dropdown you can select:

- Don't Bill

- Bill Actuals

- No Markup

- Bill Actuals, With Markup

- Bill Estimates

- Bill Estimates, Unless 0

Part Billing – From the dropdown you can select:

- Don't Bill

- Bill Actuals

- No Markup

- Bill Actuals, With Markup

Commercial Billing – From the dropdown you can select:

- Don't Bill

- Bill Actuals

- No Markup

- Bill Actuals, With Markup

Usage of Primary Meter

Flat Usage Per Period – Enter the usage per period. The number of free usage per period or the minimum number of free usage to charge depending on the value in the **How to Charge** dropdown.

Charge Per Usage – The amount of money charged per mile, kilometer, or hour.

How to Charge – You can select *Flat Usage Fee* or *Charge as Min*.

Record Method – If the **Type** is *MOTOR POOL/TASK*, the dropdown is read-only and the value defaults to *Unit History*. If the **Type** is *LEASED* or *NONLEASED* you can select *Unit History*, *Captured Meters*, *Entered Usages*, or *Don't Bill*.

Fuel Information

Fuel Information allows you to define how to bill fuel transactions for the billing code.

Fuel information tells FleetFocus M5 billing how to deal with fuel charges purchased from vendors (outside fuel) or dispensed from tanks, whether from Fuel Focus or M5's product issuing frames (inside fuel).

Both Inside Fuel/Products and Outside Fuel/Products have four values.

1. Don't Bill

2. Bill Actuals, No Markup

3. Bill Actuals, With Markup

4. Bill This Amount

Bill This Amount bills the **Fuel Charge Per Gallon/Liter**, regardless of the price that FuelFocus or the vendor uses.

Motor Pool tab

Allows you to define billing information for codes with a *MOTOR POOL/TASJ* billing **Type**. This tab is read-only and not editable if the **Type** is *LEASED* or *NONLEASED*.

Fuel Charge

Default Fuel Charge per Gal/Liter – Default dollar amount to be charged per gallon or liter.

Employee Operating Information

Customer-specific functionality. You can bill for employee labor when using a motor pool vehicle.

Time Type – Defaults to the **Time Type** default from the *Time Type Matrix* frame.

Rate with (type) (Base 1.0 X) – Base rate for the time type.

Rate with (type) (Base 1.5 X) – Overtime rate for time type.

Rate with (type) (Double 2.0 X) – Double rate for time type.

Rate Table Information

You can set the billing method, rates, and free usage for motor pool billing.

Default Billing Method – From the dropdown, you can select *Hourly*, *Daily*, *Weekly*, *Monthly*, or *COMBO*. A month equals 30 days. System Flag 1196 controls the maximum number of hours in a half-day.

Applicable to Hourly or Daily rates only

- **Bill Weekends** – Select the checkbox to apply billing to weekend usage (applies to hourly or daily rates).
- **Bill Holidays** – Select the checkbox to apply billing to usage on holidays (applies to hourly or daily rates).

Rates – The dollar amount charged *Hourly*, *Daily*, *Weekly*, or *Monthly*.

Free Usage – The amount of *Hourly*, *Daily*, *Weekly*, or *Monthly* free usage before billing charges apply.

COMBO Default Billing Method

The *COMBO* **Default Billing Method** allows you to break down the charges by hour, day, week, or month when you return the vehicle.

For example, you rented a vehicle from 11/15/20xx to 12/15/20xx. The total elapsed time would be 720 hours. When you exclude weekends from the total you end up with approximately 493 hours.

From there, rather than billing all 493 hours at the hourly rate, you can break it down so that if you have a discounted rate for days, weeks, and months it will bill each unit of time at the appropriate rate.

So, in this example you have 493 hours, but you want to apply a weekly rate of $500. You can enter $500 into the rate field for "weeks" and that gives you two weeks of time to bill at $500. Now that leaves 157.25 hours.

You can apply a daily rate of $100. That will bill six days of the rental period at $100 per day. After the weekly and daily rates have been applied, we are left with 13.25 remaining hours we can then bill at the hourly rate.

Fixed tab

Details Information	Motor Pool	Fixed			
Fixed Charges (Loaded 2 records)					
Bill Item	**Fixed Charge Items**		**Amount**	**Taxable**	**Tax Scheme**
FUEL	FUEL		$300.00	☑	80

You can setup a **Bill Item** for fixed billing charges. Each billing code can be set to bill an unlimited number of fixed charges. Use the *Fixed Bill Items* list of values to see the fixed charge bill items set up on the *Billing Items* frame. Each fixed charge applies to each unit or department assigned the billing code on the *Unit Disposal* frame.

At the end of a unit's life, you should put a *not bill* on the unit by entering it on the *Unit Disposal* frame.

Lease, replacement fund, usage, fixed charges, and special items are not billed after the unit's date of sale.

However, you can avoid other transactions such as fueling and work orders that are billed if the unit's billing parameters allow.

A pop-up message reminds you to verify that the billing code is reviewed. As mentioned in the previous section, to turn off billing on a unit, establish a non-leased billing code, with no fixed fees, with zero usage rates, set the repair information to *Don't bill*, set the fuel information to *Don't bill*, and assign that billing code to the unit.

Billing Quotes

If you are using the quote functionality in M5, there is an option to bill **Actual** costs or a **Fixed Bid**.

Actual - Amount of the quote is only advisory, and the customer is billed according to the labor, part and commercial charges actually incurred, plus any markups associated with those individual charges. The account to bill is optional and, if absent, the accounts charged are those associated with the individual charges.

Fixed bid - The quoted amount is billed. A quote's billing method overrides the department's or unit's usual billing code settings. You must enter the account to bill and the entire quote is billed to this account.

Equipment Time Sheet

The *Equipment Time Sheet* frame allows you to gather meter usages by unit, by date, and charge these usages to the account for which the vehicle was used.

The accounts entered on the equipment time sheets are the expense accounts that are charged for the vehicles use.

The data on this frame is posted to the bill_usage table and is visible on this frame until they are billed.

The *Usage* billing item must be configured, and the billing code must be set up to bill usage using the recording method of entered usages.

Whom to Bill

The question of who gets the bill has two distinct answers.

1. A physical department, an office with an address can receive the paper bill.
2. The financial system assigns the actual payment to an obscure set of accounts.

M5 handles the flow of money in both senses. One department, the department receiving the fuel or repair or lease, is responsible for payment to the department supplying the fuel or repair or ownership.

On the other hand, to the financial system, one set of accounts is debited while another is credited.

M5 accommodates both styles of billing using sources where the department need not be closely related to any accounts.

1. Billing Items Source

Department to Bill

The **Department to Bill** column determines whose billing report the charge appears on. The options are *Don't Bill*, *Using Department*, *Owning Department, Chargebacks*, *Maint. Loc's Owning Department*, and *Inv Loc's Owning Department*.

Don't Bill is a way to avoid billing a charge altogether for billing items that do not have *Don't Bill* options on other frames. For example, if replacement funds are to be billed for some billing codes but not others, set **REPL FUND** to *Don't Bill*.

If a unit changes departments during the period, the point-in-time transactions (for example, labor, fuel, or motor pool) appear with the department as assigned at that time. Range-of-time transactions (for example, usage or lease) are pro-rated among the departments.

Motor pool and special charges can have departments entered during the creation of the transaction. An entered department always overrides whatever department the source frame suggests.

Chargeback Billing

Chargebacks are an additional option for work order transactions (labor, parts, and commercial) charged to a unit or department.

This also applies to parts issued directly to units. The frame allows a list of job reasons, work accomplished codes, system and component to be considered in billing as well as who to bill, where to find the expense account source, and which billing item to use.

The default row is used if *Chargeback*s is selected on the *Billing Item Source* frame and a job reason has not been entered on this frame.

📝 If *Chargebacks* are being used for part charges and the parts are issued directly to a unit, there will be no job reason to check, for a job reason M5 looks to
System Flag 1177 - Default remote-labor visit-reason?. If that job reason is listed, the department to bill and expense account source will be used. If it is not listed, then M5 will look to the **Default Row** parameters for billing information.

Department To Bill

Within the **Department To Bill** column you can select *Don't Bill*, *Using Department* or *Owning Department*. By default, if *Chargebacks* is selected as the department source, the transactions will be charged to the *Owning Department* by default but this can be changed.

Expense Account Source

The **Expense Account Source** column determines where M5 looks for the Expense Account Source. You can select *Don't Bill*, *Using Department*, *Owning Department*, *Unit;then Using Department*, *Unit;then Owning Department*.

Always Bill With This Billing Item

Use the *Active Billing Item List (LoV)* to select a valid billing item instead of the billing item on the *Billing Item Source* frame.

Revenue Accounts Source

Money flows from one account to another. M5 calls the direct account that pays the **Expense Account Source** *a*nd the direct account that receives the money the **Revenue Accounts Source**.

Usually, the expense account is the debit (DR) side of a given financial transaction and the revenue account being the credit (CR) side of the same transaction.

Accounts are completely optional, even if no accounts are set up anywhere. The transactions will still bill, though interfaces or reports might show blank accounts.

Failure to set up an account won't prevent a transaction from billing.

The *Billing Item Source* frame tells M5 billing where to find a given account number, for a given transaction type (Bill Item).

These are the different sources for accounts:

- **Don't Bill** - The transaction is billed, but the revenue account is left blank. This is available for both revenue and expense accounts.

- **Using Department** - The account comes from the unit's using department's billing item. Typically, this option is used for the expense account, but can be used for the revenue account.

- **Owning Department** - The account comes from the unit's owning department. Typically, this option is used for the revenue account, but can be used for the expense account.

- **Unit, then Using Department** - First, the billing program looks to see if the unit has its own account defined. If that is blank, the account comes from the unit's using department. This is available for both revenue and expense accounts.

- **Unit, then Owning Department -** First, the billing program looks to see if the unit has its own account defined. If that is blank, the account comes from the unit's owning department. This is available for both revenue and expense accounts.

- **Maint. Loc's Owning Department** - The revenue from transactions stemming from work orders can flow to the owner of the location providing the work. A location is assigned the owning department, and the account comes from that department. If chosen for MOTOR POOL, the revenue goes to the department where the motor pool ticket was opened. This is available only for revenue accounts.

- **Employee's Department**- The revenue from labor transactions can flow to the employee's owning department. This is available only for revenue accounts.

- **Inv Loc's Owning Department** - The revenue from transactions involving parts or fuel can flow to the owning department of the location providing the parts or fuel. This is available only for revenue accounts.

- **Chargebacks** – The accounts come from the owning department unless the transaction matches the job reasons and system/components listed in the billing code's chargebacks. This is available only for expense accounts, not revenue.

You can use any account source for any billing item. However, certain sources would not be useful in certain cases. For example, Inv Loc's Owning Dept would not be useful for an ordinary LEASE RATE charge. However, because the *Product Main* frame allows for any billing item to be used for any product, even LEASE RATE, the source frame must allow for the possibility.

Sources are established for each billing code, and as with other billing code parameters, are used by each of the billing code's units. The sources apply to all units in the billing code and cannot be modified for each unit.

Expense Account Source

Expense Sources:

- **Don't Bill** - The transaction is billed, but the revenue account is left blank. This is available for both revenue and expense accounts.

- **Using department** - The account comes from the unit's using department's billing item. Typically, this option is used for the expense account, but can be used for the revenue account

- **Owning department** - The account comes from the unit's owning department. Typically, this option is used for the revenue account, but can be used for the expense account.

- **Unit, then using department** - First, the billing program looks to see if the unit has its own account defined. If that is blank, the account comes from the unit's using department. This is available for both revenue and expense accounts.

- **Unit, then owning department** - First, the billing program looks to see if the unit has its own account defined. If that is blank, the account comes from the unit's owning department. This is available for both revenue and expense accounts.

- **Chargebacks** - The accounts come from the owning department unless the transaction matches the job reasons and system/components listed in the billing code's chargebacks. This is available only for expense accounts, not revenue.

2. Assigning Accounts to Departments

To bill specific accounts, you must define and configure them. Whether System Flag 2060 is set to bill a single account or different accounts specified by the billing item, the frame associates accounts with all billing items, including those established for fixed charges.

For any billing item marked as billable on the *Billing Items* frame, a revenue and an expense account can be entered, neither is required.

The revenue account is usually associated with the department as an owner since the owning department typically accumulates the charges from the using department for procurement of a replacement unit. The expense account is usually associated with the using department because, in most cases, it is responsible for the unit's costs and leases.

When System Flag 2060 is set to **Y**, a single account is used for both departments and unit accounts.

Bill Single Department Account

- Available when System Flag 2060 is set to **Y**.

- Each department has a single valid expense and revenue account. These are not required.

- DAF is available on this frame.

Billing Department Accounts

- Available when System Flag 2060 is set to **N**.

- Valid **Expense Account (USING)** and **Revenue Account (OWNING)** are entered for each billing **Item**.

3. Assigning Accounts to Units

If you bill specific accounts for units, these need to be defined. Whether System Flag 2060 is set to bill a single account or different accounts are specified by the billing item, the frames associate accounts with all billing items, including those established for fixed charge.

Bill Single Unit Account

- Available when System Flag 2060 is set to **Y**.

- Each unit has a single expense and revenue account. These are not required. Also, the expense account can be allocated over several accounts. By double-clicking the **%** icon, the *Expense Account Allocations* frame displays.

- DAF is available on this frame.

Single Expense Account Allocations

- Available when System Flag 2060 is set to **Y** and you enter the **Alloc.%** in in the *Expense Accounts* i-frame.

- Several accounts can be entered, but the **Alloc. %** cannot exceed 100%.

Bill Unit Accounts

- Available when System Flag 2060 is set to **N**.

- Accounts can be assigned at the unit level by using the *Billing Unit Accounts* frame, which displays all of the accounts that have ever been associated with the unit together with those accounts effective dates and billing items.

The **Bill item** dropdown lists every billing item flagged as billable on the *Billing Items* frame, plus **All current**.

When the user chooses a single billing item, the display shows every account for every date range.

A new date appears each time the account could have changed, such as a change in department, billing code, or unit status.

A **Source** column interprets the billing code's source. For example, if the account source is *Unit, then using department* and no unit-specific account has been entered, the value that appears is the using department's account and the **Source** column indicates, *Using dept., can override*. If a unit-specific account has been entered, the **Source** column indicates *Unit overriding using dept*.

Unless the account source is **Unit,** the account entry field is read-only. You can select a **Source** of *Using department* rather than *Unit*, so that unauthorized users cannot enter accounts on this frame when the billing program ignores them anyway. Accounts that are not unit-specific (that is, they are from the owning or using department) appear in bold.

Some sites allocate charges over multiple accounts for a single transaction. To accommodate this, the user can enter percentages of each transaction to be charged to each account.

This allocation is available only for the expense account and not the revenue account. The allocation is ignored unless the account **Source** is *Unit, then owning department* or *Unit, then using department*.

To enter account allocations or change existing expense accounts, enter **Alloc %** at the end of the expense account row.

A pop-up appears to enter the allocations. After allocations have been entered, the main frame shows the expense account as **Split acct**.

The **Bill item** dropdown **All current** option displays the current value and **Effective Date** for every billing item.

Expense Account Allocations

Available when System Flag 2060 is set to **N**. Select the **Percent (%)** icon in **Billing Accounts** column on *Billing Unit Accounts* frame.

4. Account Templates

Company Definition

The *Company Definition* frame allows you to define an accounting template to format the account string for your company when it is entered or validated or enter the account on the *Direct Account* frame without a template.

If the **Use Direct Account table** checkbox is selected, then accounts are entered on the *Direct Accounts* frame without using the validated account template.

You still enter the accounting string data as required but the segments are not validated. When the **Use Direct Account Table** checkbox is selected, it means that any account entry is still validated against the single master list of accounts.

The single row in the grid means that the entire account consists of one segment, is between 1 and 100 characters, is not required, and is not validated other than against the master list.

By doing a find on the account, the user can see a list of existing accounts. Any account entered anywhere in M5 gets validated against this list.

If the **Use Direct Account table** checkbox is clear, segments and validations are defined on **Account Template** tab on the *Company Definition* frame.

Segments and validations are defined on the **Account Template** tab.

On the *Account Template Manager* i-frame, each segment of the account is entered on a row. Ignore the **DEFAULT** line when entering the template for the first time, it disappears after saving the new template.

For each **Segment**, first enter the position (for example, 1, 2, 3). This is the ordinal number of the segment in the full account, not the position of the segment's first character in the full account.

Second, enter the **Min Length** and **Max Length** of the segment. The minimum length cannot be less than one, even for optional segments.

Typically, a financial system's account segments always have a fixed length, so that a five-character segment must have a minimum and maximum length of five.

Sometimes the financial system has a maximum length for the segment but, in practice, the customer always uses a shorter length. For example, PeopleSoft defines a fund as being up to five characters long, but in practice the customer can always use a three-character fund. In such cases, enter 3 for the minimum and maximum length. If longer funds are later needed, the maximum can be changed without invalidating existing entries.

Third, select *Yes* or *No* if the segment **Is Required?**. For optional segments, select *No*. This switch applies to all account entries, so if (for example) expense accounts require a segment but revenue accounts do not, say no.

Fourth, select if the segment is **Validate Against**. The dropdown options are *None*, *Departments*, *General Locations*, and each level of the organizational hierarchy. This validation is in addition to the optional validation of the entire string against the traditional master list of accounts.

When you complete entering the criteria, select **SAVE**. M5 saves a segmented account by putting dashes between the segments, even when the segments are blank.

5. Assigning Units to Departments

Unit Assignment History

As with accounts on units, effective dates also control assignments of units to owning and using departments. To change these assignments, use the *Unit Assignment History* frame.

Because this frame is also a history frame, it lists all current and previous assignments for both owning and using departments.

To enter a new assignment select a blank field within the *Using Department* i-frame or *Owning Department* i-frame, enter a new **Department** number and **Effective Date**.

After the new assignment has been entered and you select **SAVE**, M5 assumes that the pervious department assignment has ended.

M5 billing uses accounts (based on sources) from the new department assignment, effective on the date of the assignment. This allows departments to change mid period and allow for correct account assignment.

6. Running Billing

After everything is set up, the billing process starts from the *Batch Process Manager > Run Billing Period*.

The billing period to bill defaults to the earliest open period.

Only one period can be billed at once, so if the previous period's billing is still open, the next period cannot be billed.

⚠️ Consult M5 support for an automated script to close old periods before running billing the first time.

If a period is already billed but the billing has not been closed, you are asked whether to run billing for the period or to close the billing.

Billing can be run repeatedly for the same period until the billing has been closed.

Select parameters for billing, typically, billing is run for an entire period. Enter the last day of transactions (**not the first day of the following period**), the time when the billing run should start, whether it is a **Daily Run**, and whether to process open work orders.

The **Is This a Daily Run** process is only used in unique business conditions and is not normally rolled out in common billing scenarios. When a daily run process is used only those transactions that are time-stamped, such as task charges and fueling are billed.

If you selected a daily billing run, you have the option to **Mark Daily Run Transactions As Billed**. Doing so will prevent the transactions from being billed in a subsequent daily run.

Not marking the transactions as billed will cause them to be billed in the next daily run.

Regardless of these settings the very last billing run of the month should not be a daily run. This causes the remaining non time-stamped transactions to be billed.

Selecting the **SAVE** icon or the **Schedule/Reschedule** button starts the process.

Because of the huge amount of data accessed, the billing process is best started when only a few users are signed in to the system. When the process finishes marking records to be billed, the user who started the billing receives an email message saying that it is safe for users to log on again.

 At this point billing is only about one-third completed. When the process completes, the user receives a message.

If billing crashes for some reason, the user usually receives a mail message explaining what the problem is. The process can be started where it left off. Running billing again prompts the user on how to proceed, try to continue the billing from where it stopped, restart the billing from the beginning, or cancel the billing and re-enter new billing parameters.

7. Closing Billing

After billing is completed for a period, billing must be closed before the next period can be billed.

The *Action Required* window opens. You can select **Close or Cancel**.

This is different from closing a period.

The closing process updates the unit history with a summary of the billing and copies the billing to the permanent archive table bill_period_loc_hist.

8. System Flags

Within M5, system flags exist to define what processing occurs in the system. You must set values for each of the system flags.

See the *System Flags Table* for a complete listing of system flags.

9. Billing Tables

Table bill_codes

This table is identical to bill_unit_acct, except that this table has no unit_id, but does have these the following fields.

Field Name	Data Type and Restrictions	Example	Description
Description	varchar2(30)	'Closed WO Labor Charge'	This is a free form description of the transaction.
Disabled_fl	char(1)	N	If the billing code has been disabled, it will be marked as Y.

Table bill_period_loc

Field Name	Data Type/ Restrictions	Example	Description
bc_end_dt	date	'01-feb-00'	For range-of-time transactions such as leases, this is the date when the transaction ends. The exact time on the date is always midnight; therefore, if the fiscal period is identical to the calendar month January, bc_end_dt is midnight, February 1. For point-in-time transactions, this is blank.
bc_start_dt	date	'01-jan-00'	For range-of-time transactions such as usage, this is the date when the transaction begins. The exact time on the date is always midnight. For point-in-time transactions, this is blank.
billing_code	varchar2(8)	98SEDANNC	This is the billing code of the unit at the time of the transaction. For department transactions, this is blank.
bill_cost_do	Number (24,2); never blank	194.75	This is the cost of the transaction, excluding any taxes or markup.
bill_do	Number (24,2); never blank	205.45	This is the cost of the transaction, as it will be billed. This is identical to bill_cost_do if use_am_fl is 'A', bill_markup_do if use_am_fl is 'M', or 0.0 if bill_fl is 'N' (regardless of the value of use_am_fl).

Field Name	Data Type/ Restrictions	Example	Description
bill_do_base	Number (28,6)		Local currency cost base.
bill_item	varchar2 (10); never blank	'LEASE RATE'	This is the billing item.
bill_markup_do	Number (24,2); never blank	205.45	This is the cost of the transaction, including taxes and markup.
bill_markup_do_base	Number (24,6)		Local currency cost base.
bill_fl	char(1); "N" or "Y"	'Y'	If the transaction is to be billed, it is 'Y', otherwise 'N'.
change_dt	date	'10-May-2009'	The date the last change occurred for the row.
change_login_user	varchar2(8)	'ABC'	The login of the user who made the last change to the row.
charge_dt	Date	'11-May-2006'	For point-in-time transactions such as a part issue, this is the exact time when the transaction took place. For range-of-time transactions, this is blank.
claim_id	Number (10,2)	'12345'	Warranty claim ID.
comm_tax_do	Number (28,6)	'20.11'	This is the amount of tax on a transaction.
comm_tax_do_base	Number (28,6)		Local currency cost base.
company	varchar2 (10)	'AssetWorks'	The company code associated with the transaction.
cost_each	float	4.32	If the transaction consists of a number of some unit of measure, this is the cost of each. For example, if the transaction is a lease, this can be the cost per hour; if a part issue, this is the cost of each part; if a labor issue, this is the cost per hour.
dept_id	Number (10,0)	1560	This is the internal department ID as a foreign key into dept_main_v. The department is determined by the source in bill_unit_item_source.dept_source.

Field Name	Data Type/ Restrictions	Example	Description
dept_no	varchar2 (30)	'D200'	This is the department number as seen by the user.
description	varchar2 (50)	'Closed WO Labor Charge'	This is a free form description of the transaction.
exp_dir_acct_no	varchar2 (100)	'044-1044-332-67410'	This is the expense account as determined by bill_unit_item_source.exp_dir_acct_no_source.
exp_dir_acct_no_source	char(1)	V'	'O' for owning department; 'S' for unit, then using department; 'U' for using department; 'V' for unit, then owning department.
id	Number (10,0)	993	For some transactions, this is the internal record ID of the 'source_table' row that led to the transaction.
invoice_id	Number (10,0)	4557	This is an invoice number populated by some site-specific interfaces. Typically, this is blank.
job_id	Number (10,0)	'11'	The internal ID of the charged job.
job_reason	char(1)	'P'	The reason of the charged job.
local_cy	varchar2(3)		Local currency.
local_cy_dt	Date		Local date.
location	varchar2 (6);may be blank	'FM'	This is the location where the transaction occurred, such as the maintenance location for a labor or part issue. For transactions where a location is not applicable, such as a lease, this is blank.
location_charge	varchar2 (6);may be blank	47.60	Any charge that was to the location.
maint_lock	Number (10,0)	'123'	Maintenance lock flag for the row.
method	char(1); may be blank	'H'	For lease and motor pool transactions, this is the length of time for which the lease rate applies: 'H' for hour', 'M' or 'P' for period, 'W' for week, 'D' for day. For fixed charges and adjustments, this is always ''P' for period. For usage transactions, this is 'M' for captured meters, 'H' for unit history, 'E' for entered usage.

Field Name	Data Type/ Restrictions	Example	Description
mp_ticket_no	Number (10,0)	556	If this is a motor pool transaction, this is the ticket number; if not, this is blank.
ni_ns_fl	char(1); "N" or "Y"	'N'	Non-stock part?
owning_dept_id	Number (10,0)	556	Internal ID of the owning department.
own_use_fl	char(7)	'U'	This is the department source – 'U' for using department, 'O' for owning department, 'N' to not bill the transaction.
part_id	Number (10,0)	9373	Internal ID of the part number.
prod_no	varchar2(2)	'DS'	If this is a fuel transaction, this is the product number; otherwise, this is blank.
qty	float	7.0	This is the quantity for the transaction, such as the number of parts, the number of labor hours, or number of days in the lease.
quote_no	Number (10,0)	251	Quote no.
rev_dir_acct_no	varchar2 (100)	'707-0000-000-67430'	This is the revenue account, as determined by bill_unit_item_source.exp_dir_acct_no_source.
rev_dir_acct_no_source	char(1)	'S'	'I' for inventory location's owning department; 'M' for maintenance location's owning department; 'O' for owning department; 'S' for unit, then using department; 'T' for employee's owning department; 'U' for using department; 'V' for unit, then owning department.
row_id	Number (10,0)	7362	Unique row number.
season_code	varchar2(11)	'SMMR'	For lease transactions, this is the season code; for other transactions, this is blank.
shift_code	Number (5,0); may be blank	101	For lease transactions, this is the shift code; for other transactions, this is blank.
source_table	varchar2 (50)	'then_task_labor'	For some transactions, the name of the table that led to the transaction.
tax_prepaid_fl	char(1); 'Y',	'N'	For fuel transactions, this says whether the tax is prepaid. In other words, this says whether comm_tax_do is included in bill_markup_do or is in addition to it.

Field Name	Data Type/ Restrictions	Example	Description
trans type	varchar2 (6); never blank	'CHGBCK'	This is a grouping of billing items: 'CHGBCK' for all repair transactions, 'ADJUST' for adjustments, 'FUEL' for all fuel transactions, 'MPOOL' for motor pool, 'RFUND' for replacement fund, 'SPECAL' for special items, 'USAGE' for usage, 'TASK' for task unit and labor, and 'FIXED' for fixed charges.
unit_id	Number (10,0)	1751	Internal unit ID as a foreign key into unit_main.unit_id. For department transactions, this is the same as dept_id.
unit_no	varchar2 (30)	'D200'	This is the unit number as seen by the user. For department transactions, this is the same as dept_no.
unit_type	char(1); 'U' or 'D', never blank	'U'	This is 'U' for unit transactions and 'D' for department transactions.
use_am_fl	char(1); 'A' or 'M'; never blank	'A'	This is 'A' if the transaction is billed for only actual costs, or 'M' if markup and taxes are also billed.
using_dept_id	Number (10,0)	'12'	The ID of the using department that had the charge.
wo_no	varchar2 (10)	90300	For repair transactions, this is the work order number.

Table bill_period_loc_hist

Field Name	Data Type and Restrictions	Example	Description
acct_code	varchar2(32)	N/A	Account code.
billed_pd	number(0)	199912	This is the period when the charge was billed.
cms_tax_sent_dt	date	N/A	Date sent to an interface.
sent1_dt	date	N/A	Date sent by interface 1.
sent2_dt	date	N/A	Date sent by interface 2.
sent3_dt	date	N/A	Date sent by interface 3.

Table bill_unit_acct

Field Name	Data Type and Restrictions	Example	Description
base_time_type_rate	Number(20,2)	16.00	For task transactions, this is the hourly labor rate with a non-overtime rate.
billing_code	Varchar2(8)	'MP14C'	This is the unit's billing code.
bill_type_fl	char(1); 'L', 'M', or 'N'; never blank	'M'	This is the type of billing for the unit: 'L' for leased; 'M' for motor pool/task, 'N' for non-leased.
change_dt	date	12-May-2007	The date that the last change occurred for this row.
change_login_user	Varchar2(8)	'SUPV'	The login user who made the last change to the row.
company	Varchar2(10)	AW	The company identifier.
comm_am	char(1); 'A', 'M', or 'N'; never blank	'M'	This is 'A' if the commercial transaction is billed for only actual costs, or 'M' if markup and taxes are also billed.

Field Name	Data Type and Restrictions	Example	Description
consum_am	char(1); 'A', 'M', or 'N'; never blank	'M'	This is 'A' if the in-house consumable transaction is billed for only actual costs, or 'M' if markup and taxes are also billed.
consum_do	number(28,6)	20.80	The amount to bill fuel if consum_outside_am or consum_am = "D".
consum_outside_am	char(1)	"M"	Bill outside fuel with "N" for not, "A" for actuals, "M" for markup or "D" to bill consum_do.
daily_free_usage_qty	number(28,6)	20	For motor pool tickets, this is the number of miles per day the ticket gets free before per_usage_chg applies.
daily_rate	number(10,2)	30.00	For motor pool tickets, this is the daily rate.
eff_dt	date; never blank	'15-jan-99'	This is the effective date of the record.
fixed_bid_bill_item	varchar2(10)		When billing estimates as a total, use this billing item.
fixed_bid_cd	varchar2(3)		Never/Always/Sometimes Bill Estimates/unless Zero.
end_dt	date	'15-feb-99'	This is the ending date of the record. If blank, this is the current record.
fuel_charge	number(28,6)	0.12	For motor pool tickets, this is the charge per unit (such as gallon, liter, or kilowatt) of fuel.
holiday_fl	char(1)	'Y'	When billing estimates as a total, use this billing item.
hourly_free_usage_qty	number(10,0)	5	For motor pool tickets, this is the number of miles per hour the ticket gets free before per_usage_chg applies.
hourly_rate	number(10,2)	7.50	For motor pool tickets, this is the hourly rate.

Field Name	Data Type and Restrictions	Example	Description
labor_am	char(1); 'A', 'M', or 'N'; never blank	'Z'	This is 'A' if the labor transaction is billed for only actual costs; 'M' if markup and taxes are also billed; 'E' if the job's labor estimates are always billed; or 'Z' if the job's labor estimates are billed unless the estimate is zero, in which case it is treated like 'M'.
lease_method	varchar2(10)	'DAY'	This is the period of time over which lease_rate applies.
lease_rate	number(10,2)	15.65	This is the lease rate per lease_method.
lease_season_code	varchar2(11)	'SMMR'	For lease transactions, this is the season code; for other transactions, this is blank.
lease_shift	number(5,0)	115	For lease transactions, this is the shift code; for other transactions, this is blank.
maint_lock	numeric(10,0)	5866	Maintenance lock flag for the row.
method	varchar(15)	'DAILY'	This is the default time period to give new motor pool tickets. Valid values are 'HOURLY', 'DAILY', 'WEEKLY', and 'MONTHLY'.
monthly_free_usage_qty	number(10,0)	200	For motor pool tickets, this is the number of miles per month the ticket gets free before per_usage_chg applies.
monthly_rate	number(10,2)	300.00	For motor pool tickets, this is the monthly rate.
ot1_time_type_rate	number(10,2)	24.00	For task transactions, this is the hourly labor rate with a time-and-a-half-overtime rate.
ot2_time_type_rate	number(10,2)	32.00	For task transactions, this is the hourly labor rate with a double-overtime rate.

Field Name	Data Type and Restrictions	Example	Description
part_am	char(1); 'A', 'M', or 'N'; never blank	'A'	This is 'A' if the transaction is billed for only actual costs, or 'M' if markup and taxes are also billed.
per_usage_chg	number(28,6)	0.515	This is the charge per mile, kilometer, or hour for leases and motor pool tickets.
proj_hourly_rate	number(28,6)		Project hourly rate.
proj_per_usage_chg	number(28,6)		Project rate per usage on meter 1.
repair_method	char(1)		Obsolete.
segment_no	number(10,0)		When billing estimates as a total, use this billing item.
time_type	varchar2(3)	'REG'	For task charges, this is the default time type for laborers operating this piece of equipment.
unit_id	number(10,0)	1750	This is the internal unit ID.
usage	number(10,0)	10.0	This is the "Flat Usage Per Period" that is either the number of free usage per period or the minimum number of free usage to charge, depending on use_min_usage_fl.
usage_method	char(1); 'E', 'H', or 'M'; never blank	'M'	This is how the usage is calculated: 'H' for unit history, 'M' for captured meters, or 'E' for entered usage.
use_min_usage_fl	char(1); 'Y' or 'N'; never blank	'Y'	This is 'Y' if usage should always be charged as a minimum to charge or 'N' if usage is the free usage per period. If usage is blank, this flag is ignored.
weekend_fl	char(1)		
weekly_free_usage_qty	number(10,0)	100	For motor pool tickets, this is the number of miles per week the ticket gets free before per_usage_chg applies.

Field Name	Data Type and Restrictions	Example	Description
weekly_rate	number(10,2)	150.00	For motor pool tickets, this is the weekly rate.

Table bill_codes_source

Field Name	Data Type and Restrictions	Example	Description
bill_item	varchar(10)	'PARTS CHGS'	Billing item to which the source applies.
change_dt	date	11-May-2007	The date that the last change occurred for the row.
change_login_user	varchar(8)	'SUPV'	The login user who made the last change for the row.
company	varchar(10)	'AssetWorks'	The company code.
eff_dt	date; never blank	'15-jan-09'	This is the effective date of the record.
end_dt	date	'15-feb-09'	This is the ending date of the record. If blank, this is the current record.
billing_code	varchar(8)	'1750'	This is the billing code.
dept_source	char(1)	'U'	This is the source of the dept_id for the resulting bill_period_loc records: 'N' for don't bill; 'O' for owning department; 'U' for using department; 'E' for entered, and if none entered, then using department.
exp_dir_acct_no_source	char(1)	'V'	'C' for repair chargebacks; 'E' for entered, then unit, then using department; 'O' for owning department; 'S' for unit, then using department; 'U' for using department; 'V' for unit, then owning department.
rev_dir_acct_no_source	char(1)	'S'	'I' for inventory location's owning department; 'M' for maintenance location's owning department; 'O' for owning department; 'S' for unit, then using department; 'T' for employee's owning department; 'U' for using department; 'V' for unit, then owning department.

Field Name	Data Type and Restrictions	Example	Description
maint_lock	Number(10,0)	0	Maintenance lock flag for the row.

Updates

Release	Section	Description
23.2	All sections	Applied miscellaneous writing style updates throughout the document.
24.0	8. System Flags	Updated the reference to the System Flags Table.
24.4	3. Setting Up What to Bill – Billing Code Level	Added COMBO to the Rate Table Information as a Default Billing Method within the Motor Pool tab.
24.4	4. Setting Up What to Bill – Unit Level	Added COMBO to the Rate Table Information as a Default Billing Method within the Motor Pool tab.
24.4	3. Setting Up What to Bill – Billing Code Level	Added sections to the Billing Codes Frame: • Motor Pool tab • Units/Depts tab • Fixed tab • Project Rates tab
24.4	4. Setting Up What to Bill – Unit Level	Added sections to Billing Unit/Dept Code Maintenance: Details Information tab Motor Pool tab Fixed tab