BST Global™

BST11 Bill History Correction Procedure

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BST11 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

BST11 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

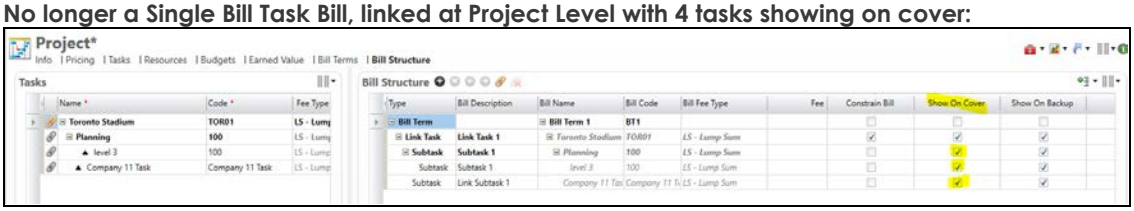
The following illustrates when changing a Bill Structure will require a manual adjustment to be made to historical Bill Control values:

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.

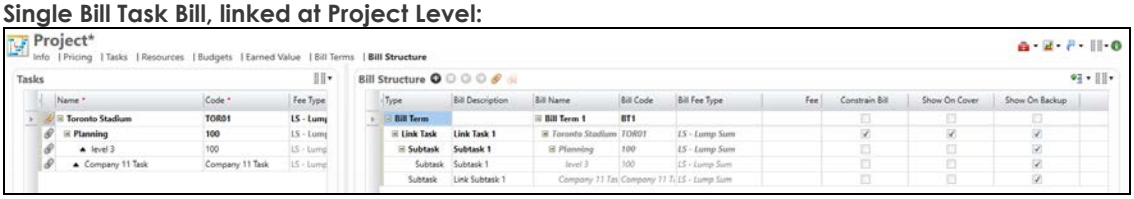
Single Bill Task, linked at Project Level with 1 task showing on cover:

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



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

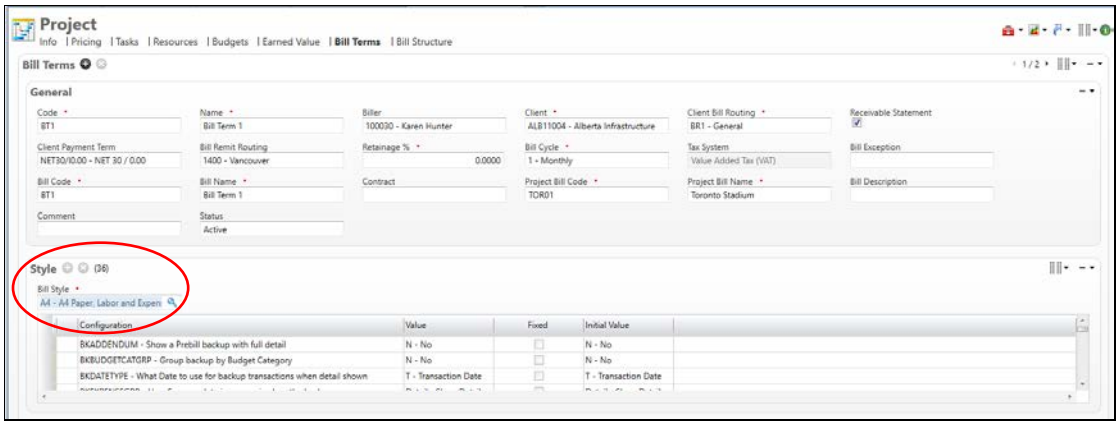
Single Bill Task Bill, linked at Project Level:



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

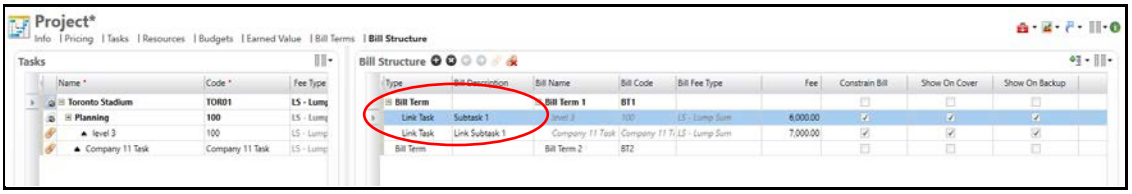
B. Changing the Bill Style on the Bill Term of the Project.

- 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.

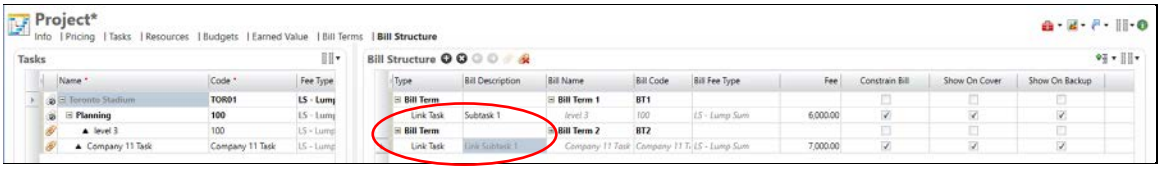


C. Moving a Task from one Bill Term to another.

Before:

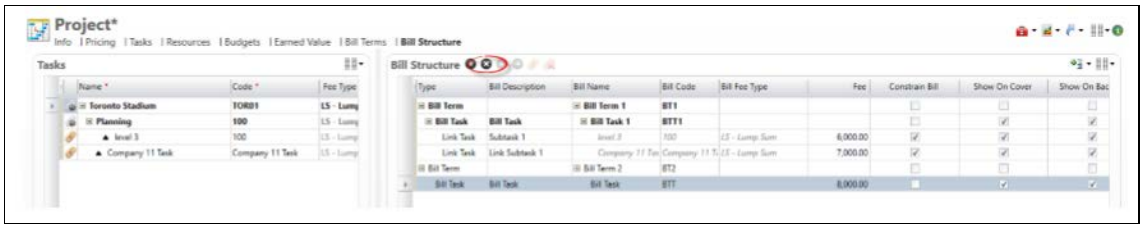


After:



D. Unchecking the *Show on Cover* on a subtask.

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



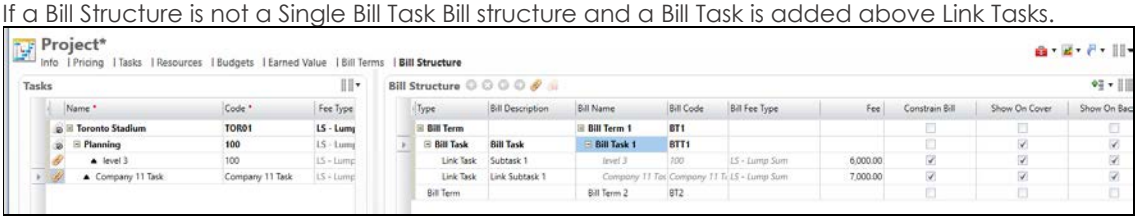
EXAMPLES OF CHANGES MADE TO BILL STRUCTURE WHEN REALLOCATION IS NOT NEEDED

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.

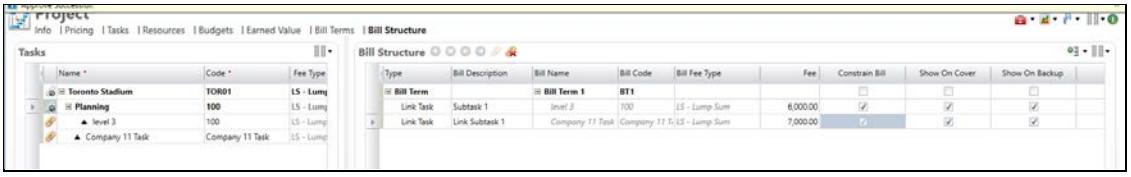
B. If a Bill Structure is not a Single Bill Task Bill structure and is changed back to being a Single Bill Task Bill.

C. If a Bill Structure is not a Single Bill Task Bill structure and a Bill Task is added above Link Tasks.

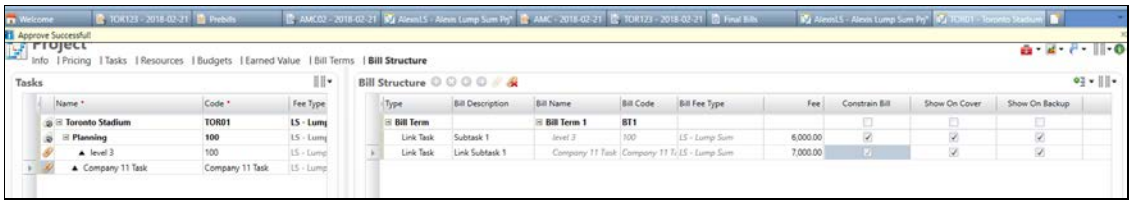


D. If you unlink and then re-link the same task in the same way they were previously linked.

When the original Bill Structure is:



You can unlink and relink Tasks the same way:

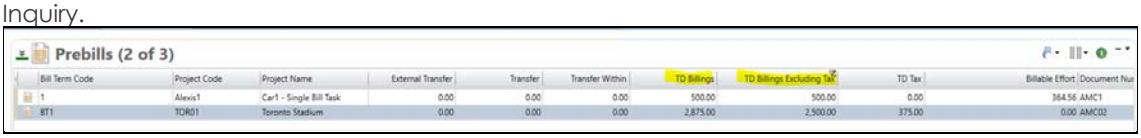


STEPS TO REALLOCATE PREVIOUS BILLINGS

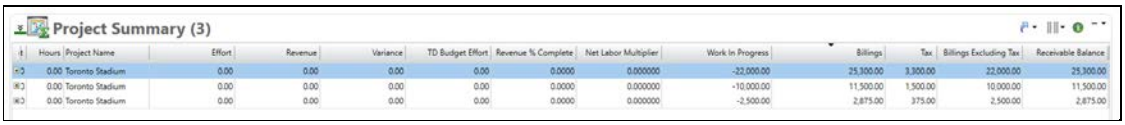
When the Bill Structure changed from Single Bill Task Bill Structure, you will need to follow these steps.

1. Determine TD billings, there are two ways of doing this:

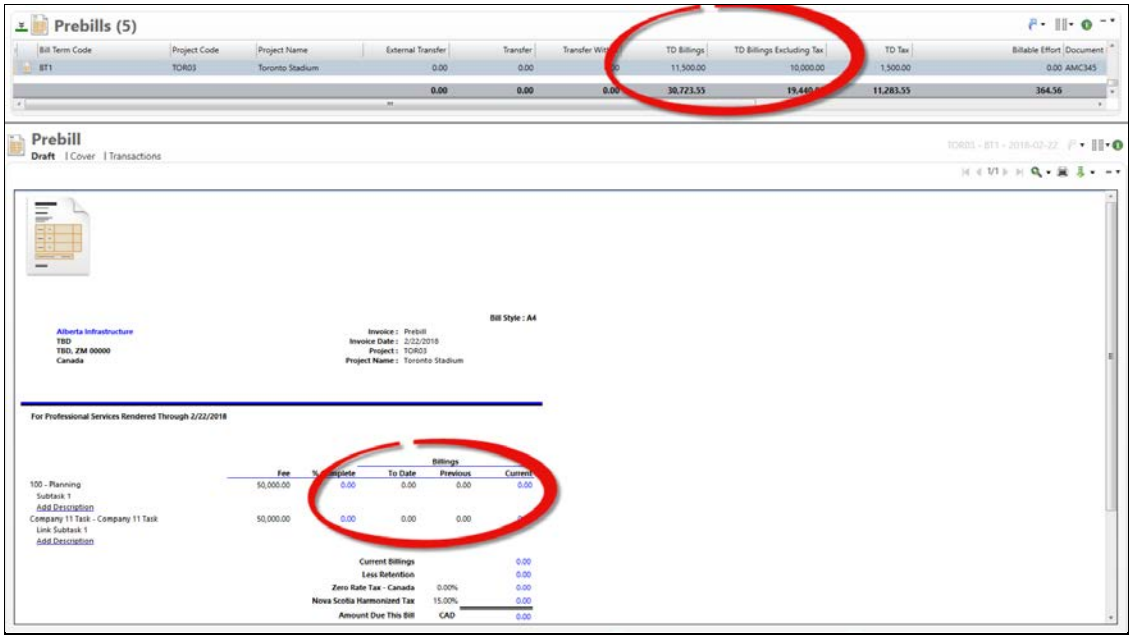
A. Run Prebill and view TD Billings or TD Billings Excluding Tax in Prebill Inquiry.



B. Run Project Summary inquiry.



2. Use information to determine previous billings.

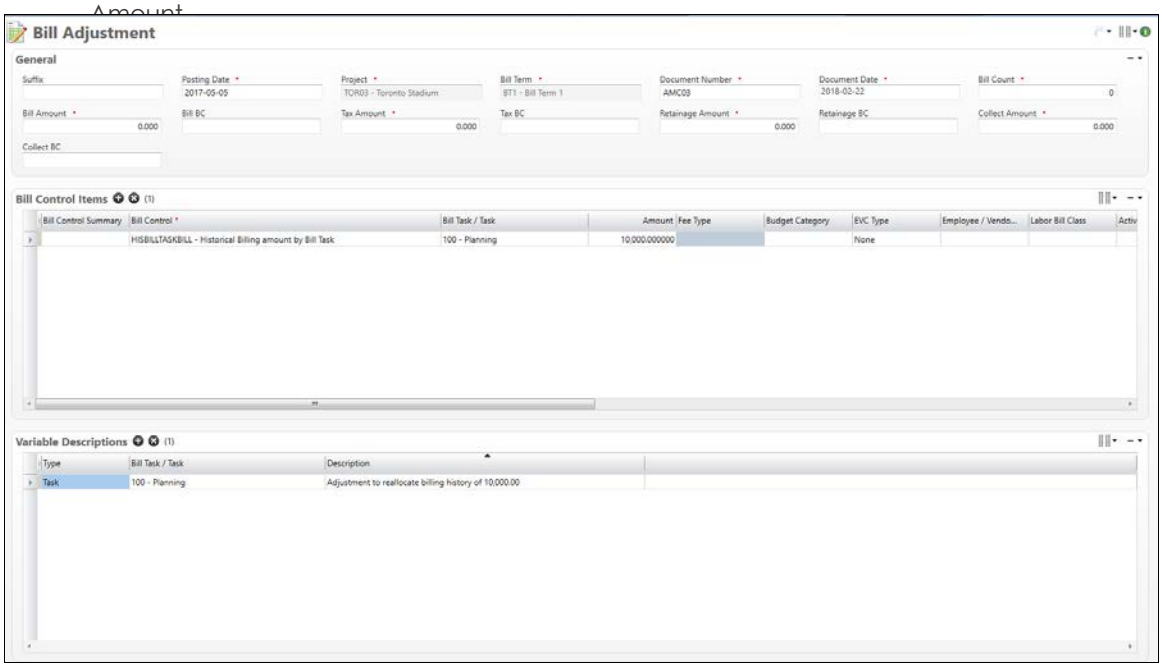


3. Enter a Bill Adjustment to enter the historical Billings Amount by Bill Task (HISBILLTASKBILL) to correct previous billings by Task.

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.

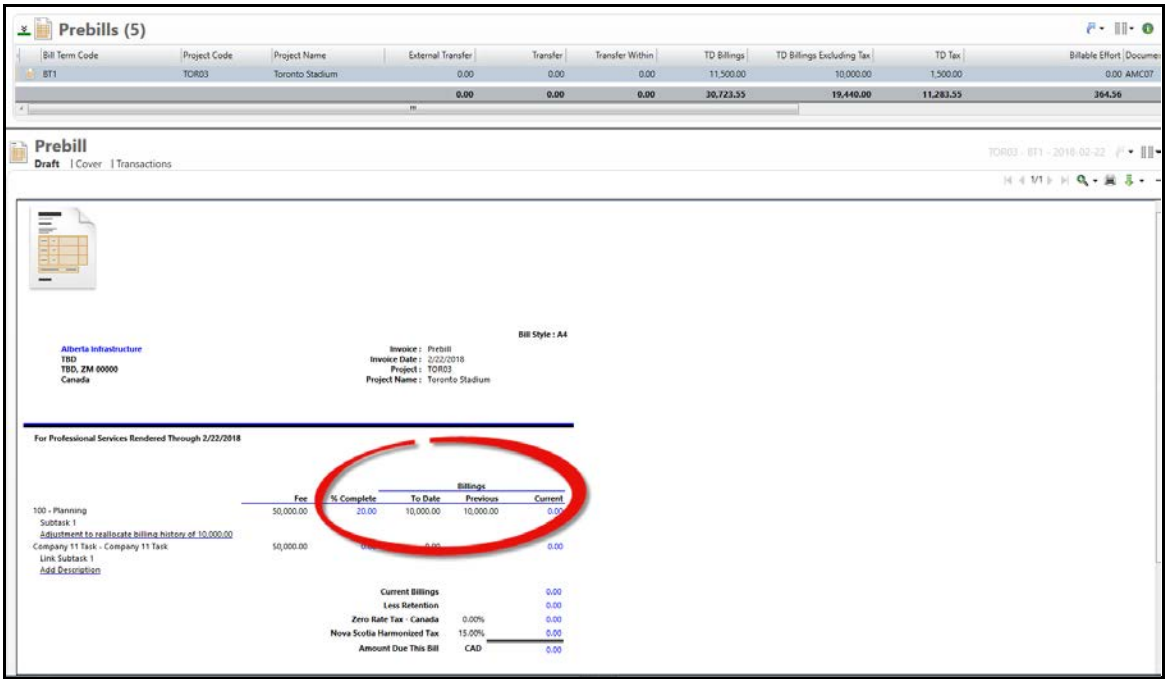
In the case below, the Bill Amount is 0.00 in the General (Project Bill Term level) section and the Bill Amount is allocated to a Task in the Bill Control (Bill Task/Task Level) section.

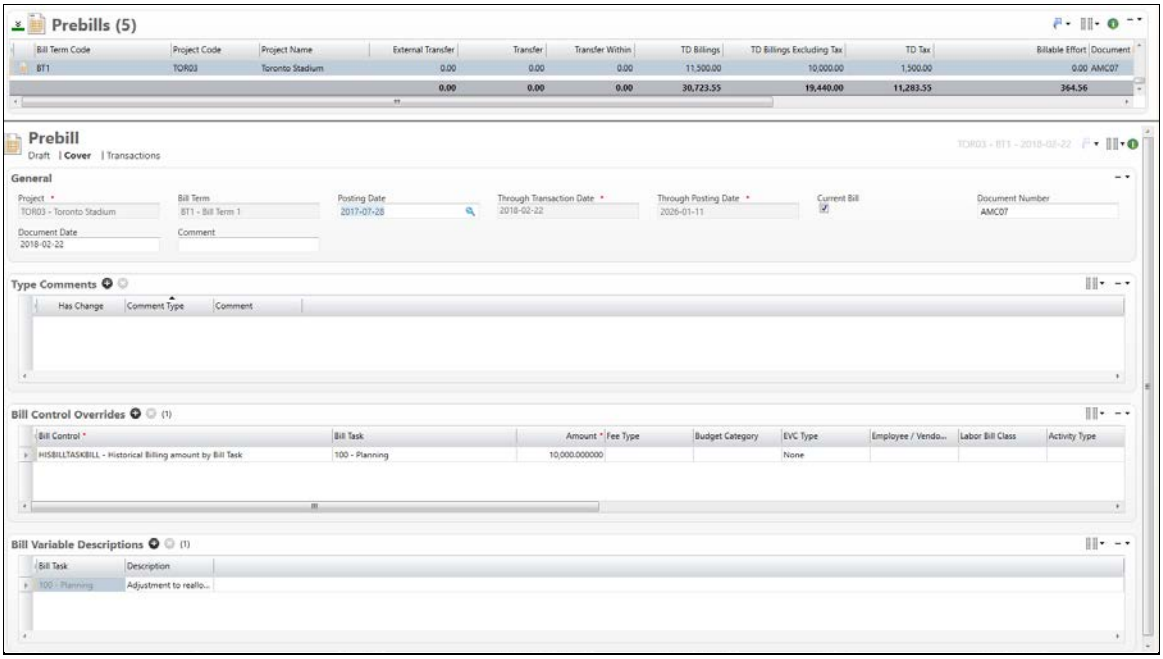
- To reverse a Bill Adjustment, enter the same Bill Adjustment with a negative Amount



4. Cancel Prebill and rerun a new Prebill.

5. Review new Prebill to ensure the previous billings is correct in the Prebill Inquiry by reviewing the Prebill Report and Prebill Cover tab.

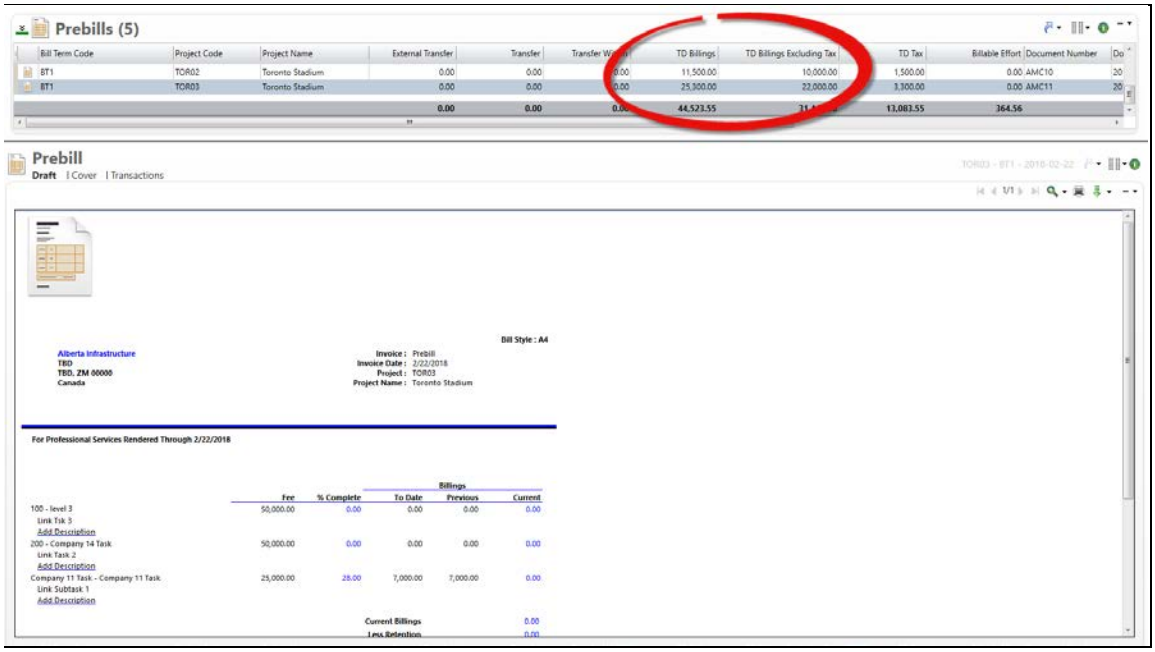




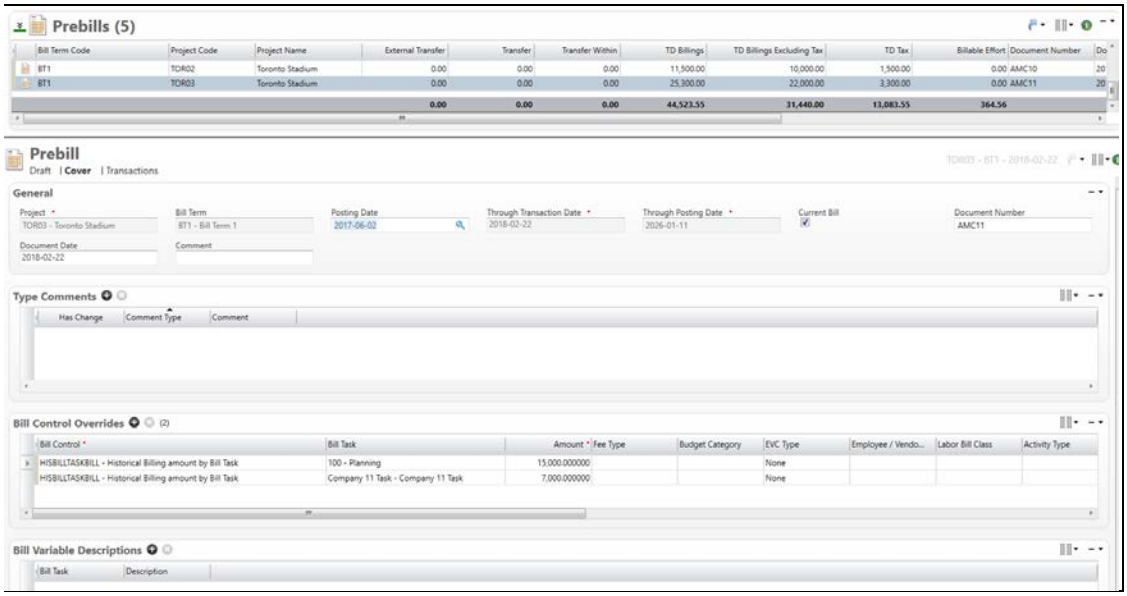
BILL STRUCTURE CHANGED STRUCTURE

When the Bill Structure changes, follow these steps.

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

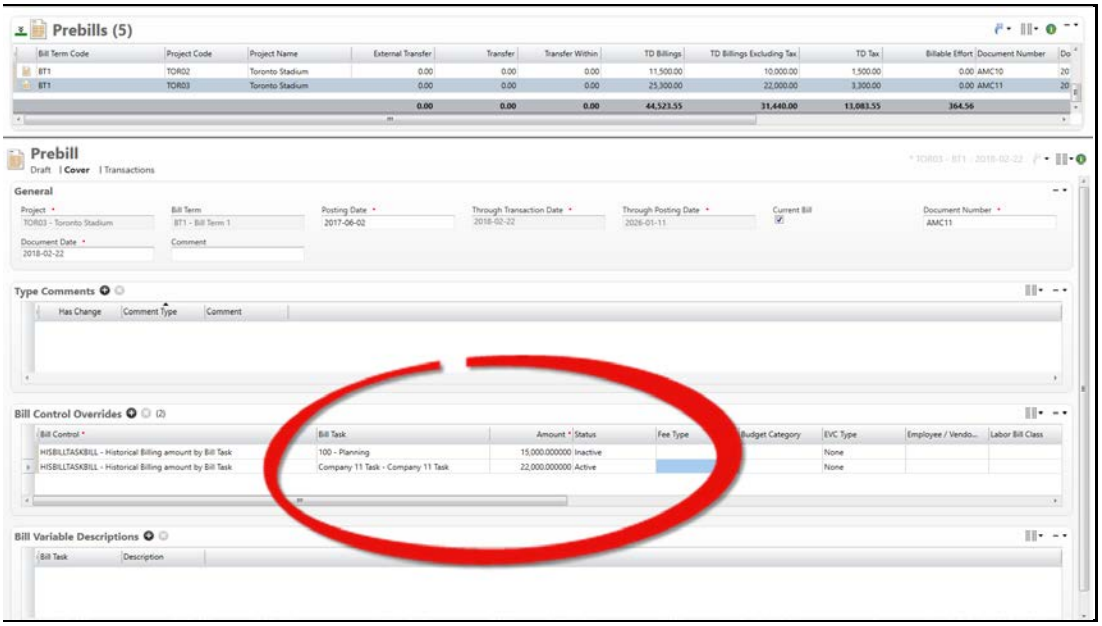


2. Review Historical Billings by Task on Cover tab.

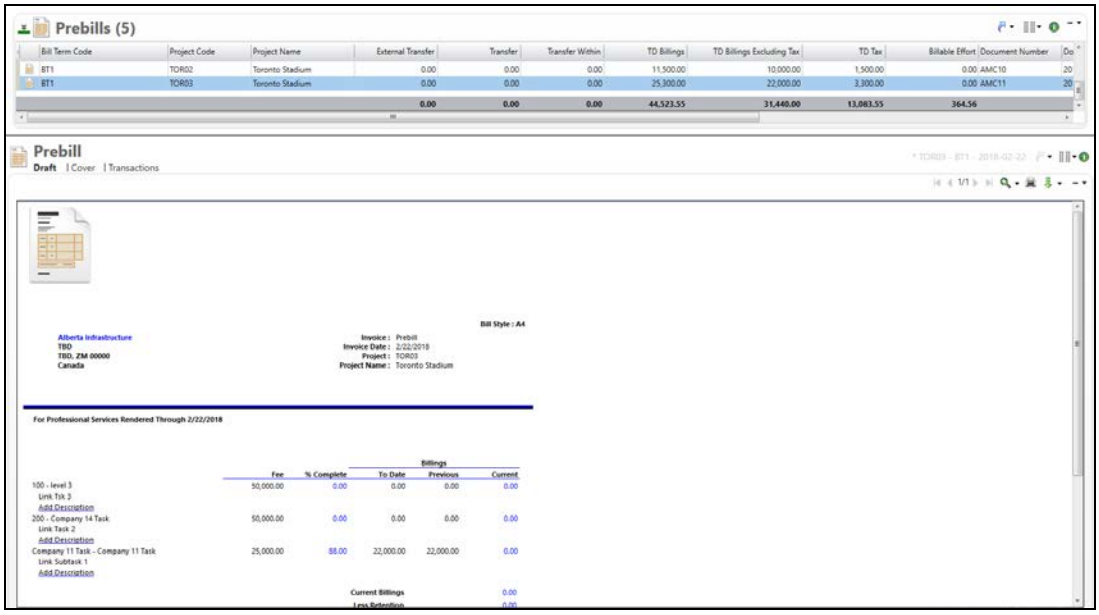


3. Use information to determine where previous billing amounts should be allocated.

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



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



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).