

The Billing Process

CurrentTrack® works well with any outside accounting program. It maintains the financial data necessary to manage a job over the course of its Critical Path (e.g. Purchase Orders, Time Sheets, etc.) while your accounting program maintains your General Ledger, Accounts Receivable (A/R) and Accounts Payable (A/P) – information your accountant needs at tax time.

CurrentTrack enables you to extract financial data in an organized, easy-to-use format so it can be entered into your accounting program. This training document will guide you through two billing types – Work in progress and final.

Work In Progress Billing

Up to this point, employees have recorded time, out-of-pocket expenses and media costs in CurrentTrack. This information is automatically displayed in the [job] Financial Report (Figures 1-2).

The screenshot displays the CurrentTrack software interface. On the left is a sidebar with navigation options: Main Folders (Clients & Jobs, Status & Tasks, Time & Expenses, Address Books, Administration), Reminders (New Message, Late Time Sheets, Normal Tasks, Overdue Task, Completed Task), Calendar (Pending Events, Upcoming Events, Invitations), and Quicklinks (Financial Report: Capabilities Brochure (MEHC-09704)). The main area shows a dropdown menu for 'I Want To:' with options: Manage Workback Schedule, Edit This Job, View Job Description, View Financial Report (highlighted with a red circle), and View Job Calendar. Below the menu is a table titled 'Workback Schedule' with columns: Allotted, Status, Completed, Time, Resp., and Client View. The table lists various tasks and their status, with a 'Target Job Complete Date: 2012-12-31' at the bottom.

	Allotted	Status	Completed	Time	Resp.	Client View
Prepare, present Estimate		Working			Dawn	
Rate approval		Working			Suzanne	
		Working			Benjamin	
		Waiting input			Dawn, Benjamin	
intention to client		Scheduled			Dawn	
		Waiting input			Dawn	
ed layout		Waiting input			Benjamin	
reading		Waiting input			Dawn, Benjamin	
intention to client		Scheduled			Dawn	
2012-12-19	Final OK	Need approval			Dawn	
2012-12-20	Materials to printer	Waiting input			Benjamin	✓
2012-12-27	Proof review	Waiting input			Dawn, Benjamin	✓
2013-01-16	Delivery	Scheduled			Dawn	✓
2013-01-17	Billout	Waiting input			Dawn	

Target Job Complete Date: 2012-12-31

Figure 1

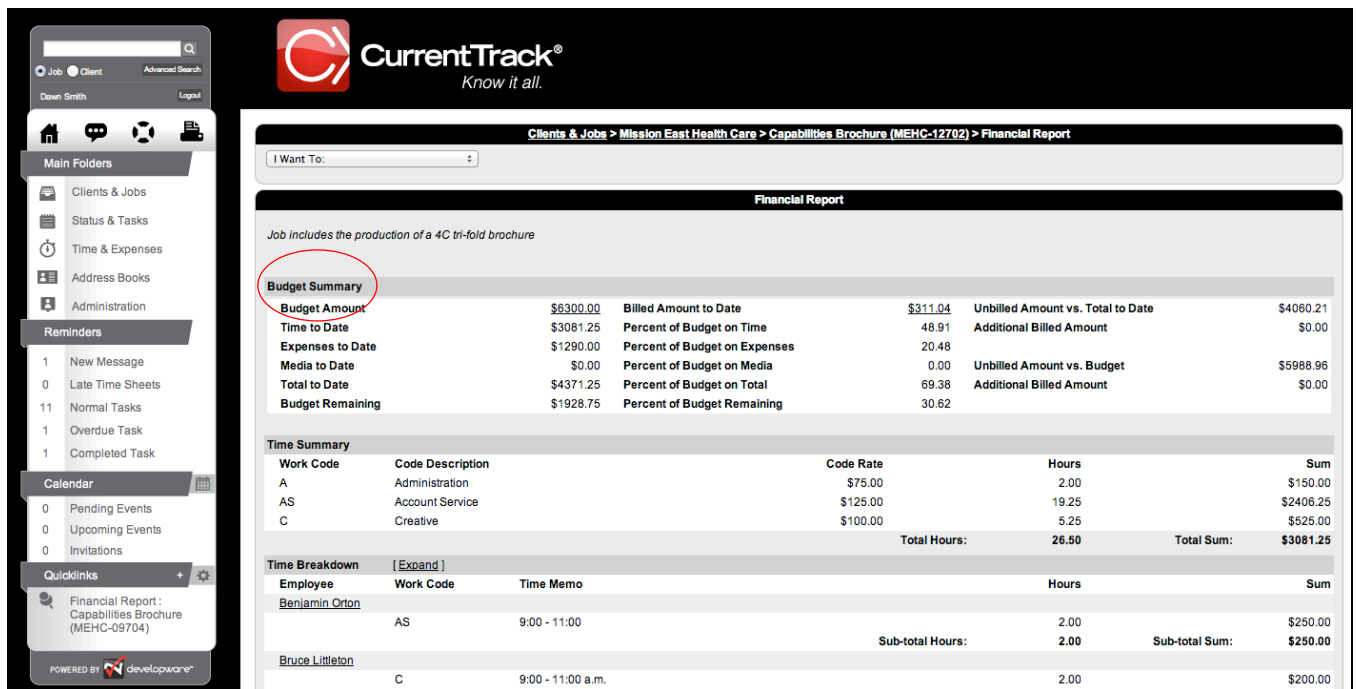


Figure 2

Output the Printer Friendly version of the [job] Financial Report by clicking on the printer icon (Figure 3). Review the figures with the Account Executive (AE) to determine what should be billed. Once you've arrived at a figure, determine which of the lines should be transferred to your accounting program.

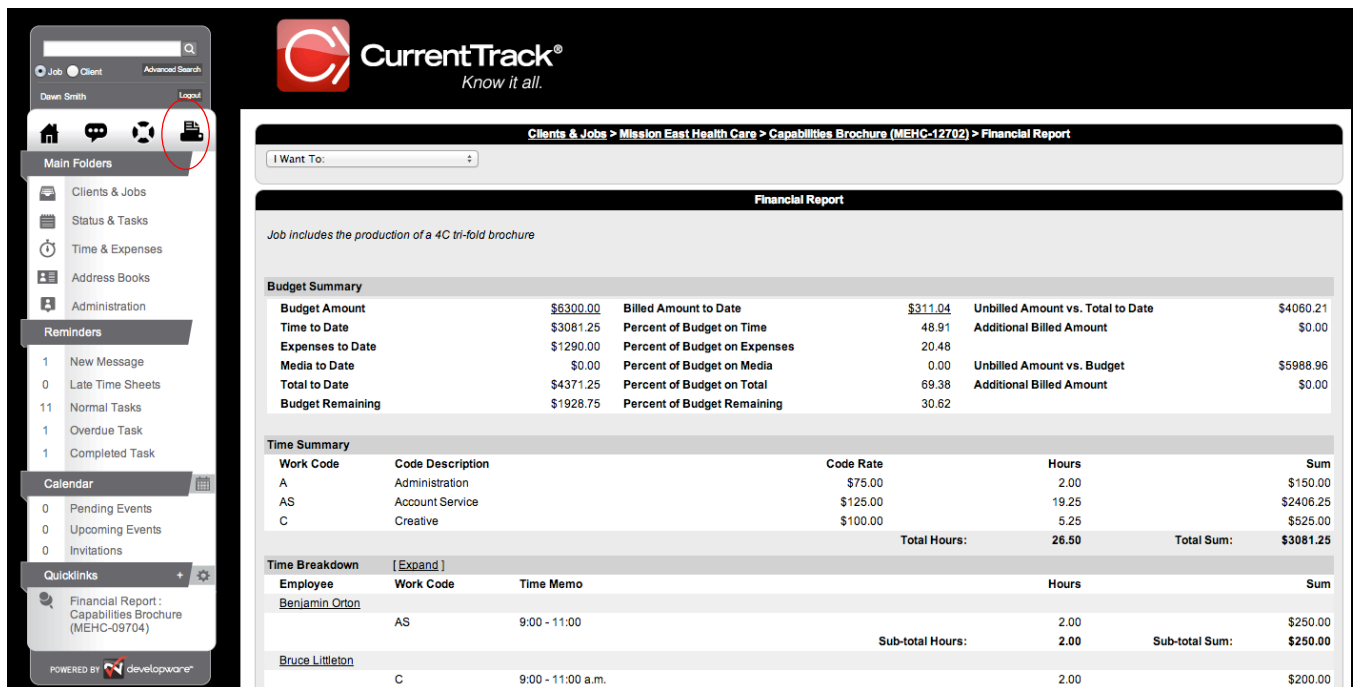


Figure 3

The level of detail transferred to your accounting program is entirely up to you. You could enter each employee Work Code total, for example, or the totals found in the Time Summary section (Figure 4). The same is true of Expenses. Some users prefer to transfer totals as they're submitted, while others wait until progress or final billing.

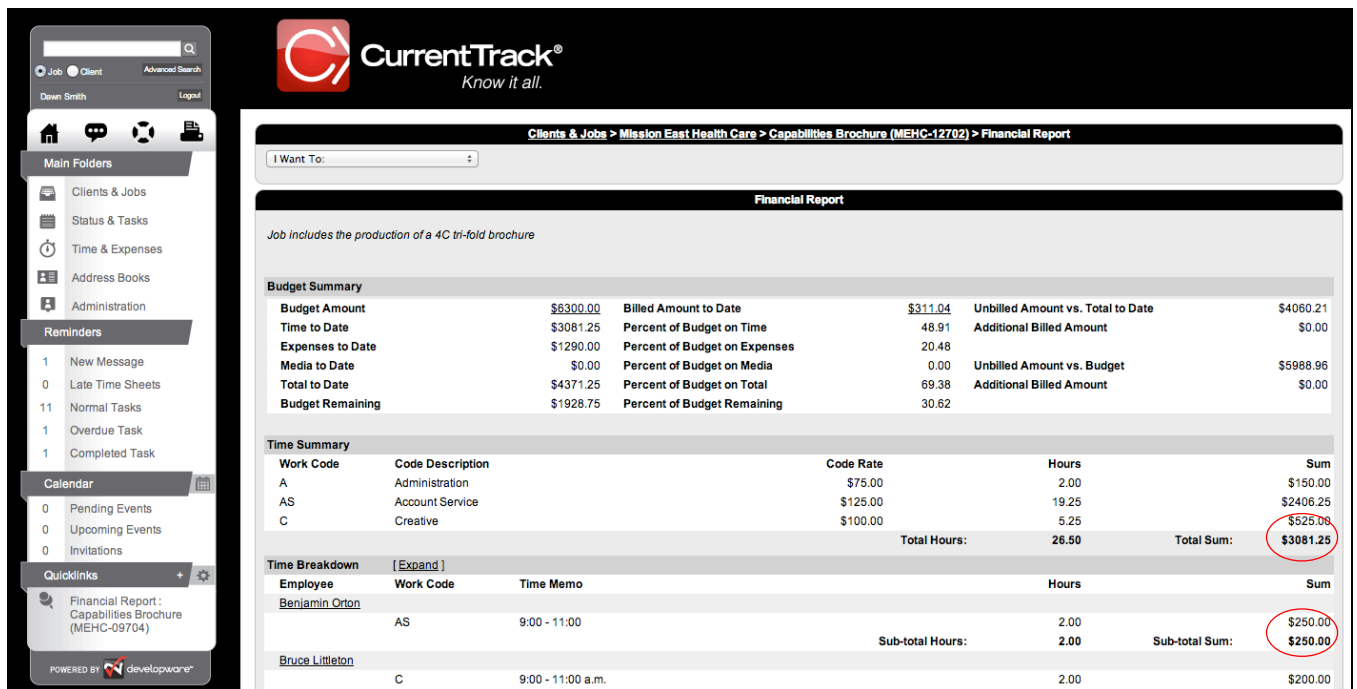


Figure 4

Once you've transferred the figures, generate an Invoice in your accounting program and review it with the AE. Once approved, send the Invoice to the Client.

Lastly, create a Billing Entry within CurrentTrack (Figure 5). You can create as many Entries as required over a job's lifecycle. They're automatically compiled in the job's Billing History.

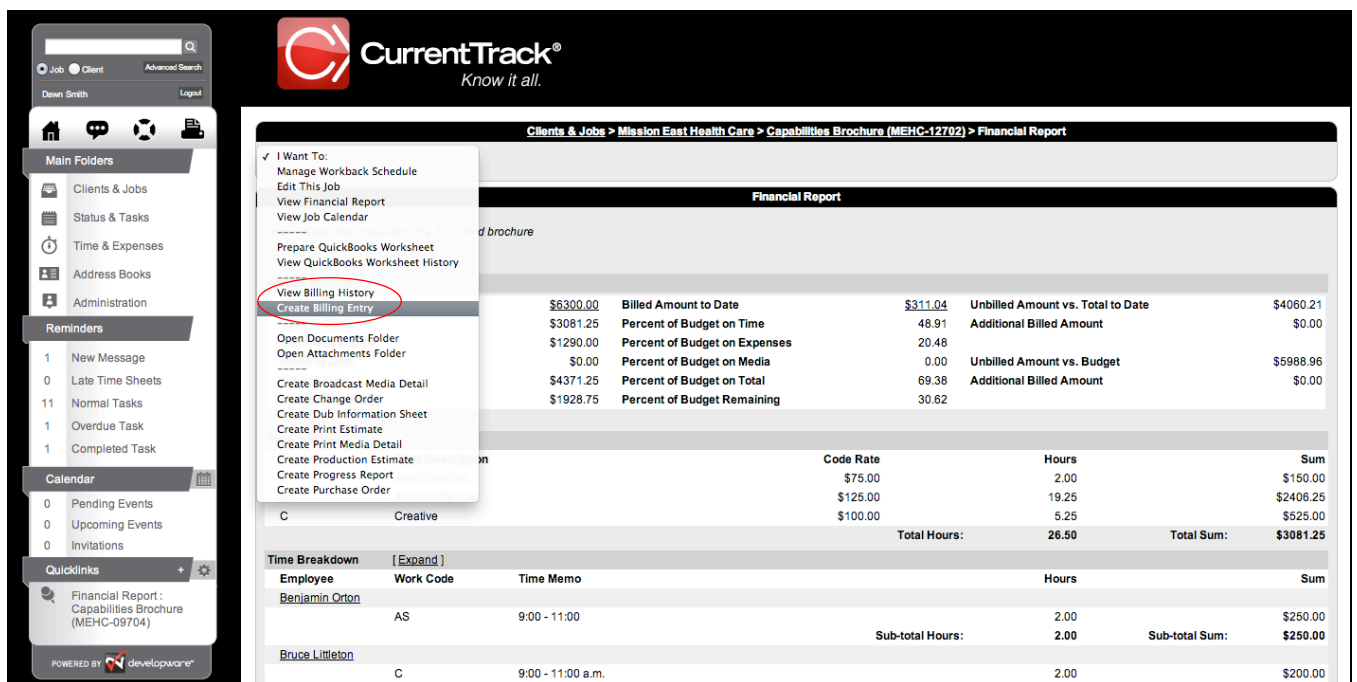


Figure 5

Once you submit the Entry, its total, in addition to any other Billing Entries, will appear in the Billed Amount to Date field (Figure 6). By referring to the Billed Amount, the AE can quickly determine what's been billed. S(he) can also determine the remaining balance by referring to the Unbilled Amount.

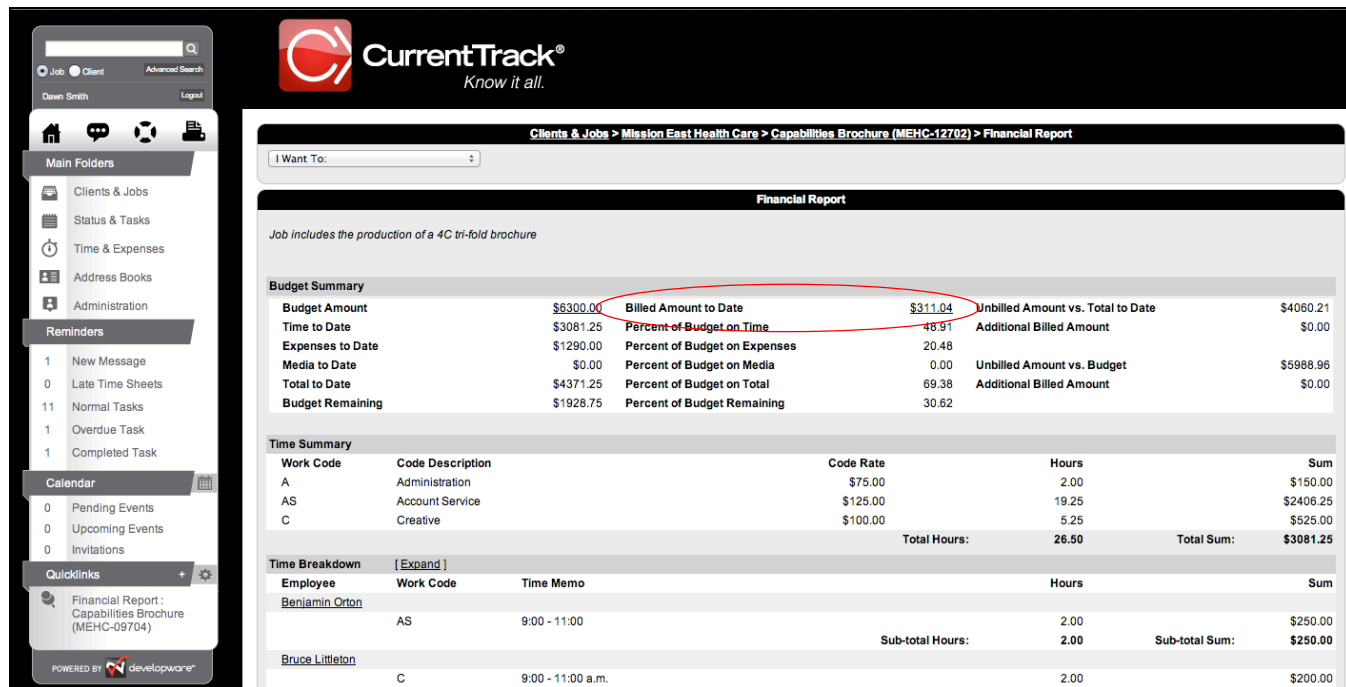


Figure 6

To enter additional progress bills, simply refer to the Work In Progress Report (Figure 7). Enter the date immediately following your last progress bill (i.e. Date From) and a Date To (e.g. today's date)(Figure 8). Next, select the Client and/or Job and Media Types; click Show WIP.

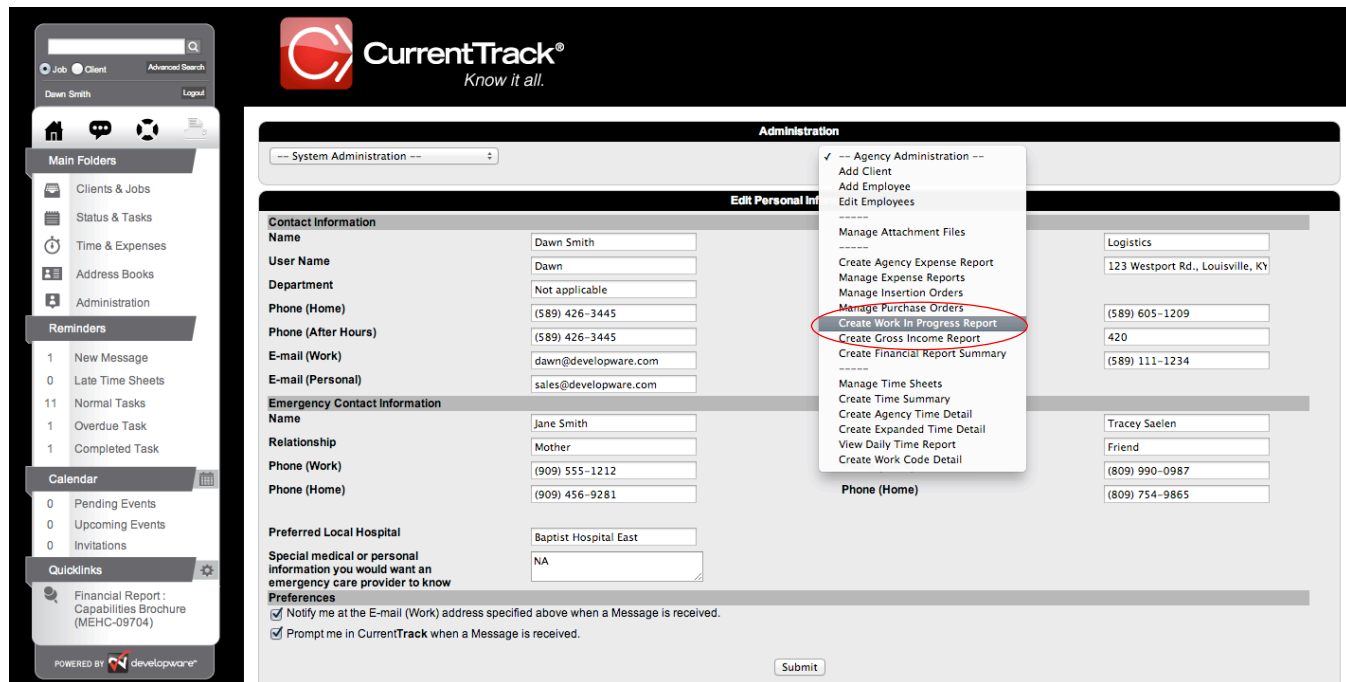


Figure 7

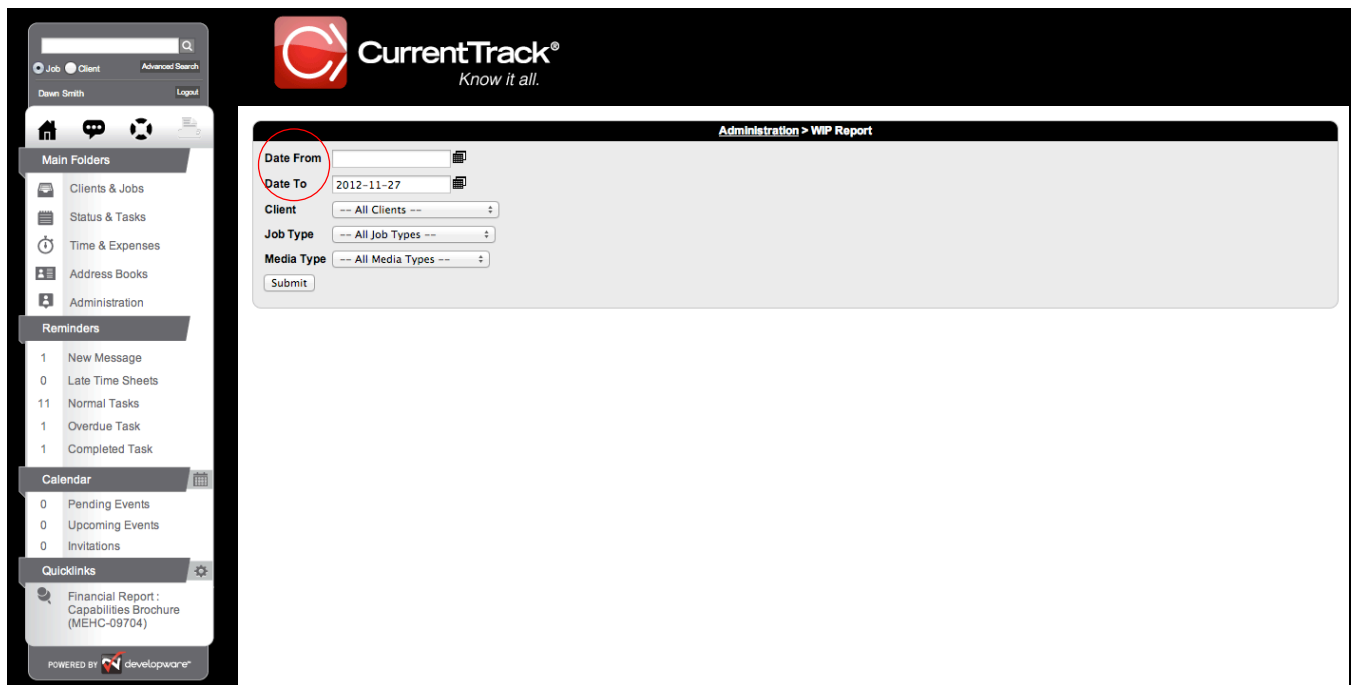


Figure 8

Scroll down the Job Title column (Figure 9). Immediately to its right, you'll see columns for Hours, WIP in Date Range, et. al. Click on the desired Job Title to view its date-specific Financial Report (a breakdown of the WIP in Date Range figure). Remember, the date-specific Report will only reflect figures recorded between the From and To dates entered on the previous screen.

Application Options									
Export to Excel									
Administration > Work in Progress 2001-01-01 to 2012-11-27									
Job Title	Job Number	# Hours	\$ Hours	Expenses Gross	Media Gross	WIP in Date Range	Billed in Date Range	Total Billed	
Bakers' Restaurant									
Q2 Television Production	BAKERS-12401	1.50	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	
(30) BOGO Offer	BAKERS-12402	0.25	\$25.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	
Branding Guidelines Booklet	BAKERS-12701	3.00	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	
2014 Managers' Conference	BAKERS-12801	15.50	\$1368.75	\$55.35	\$0.00	\$1424.10	\$563.00	\$563.00	
E-Newsletter Production	BAKERS-12901	12.25	\$1056.25	\$578.52	\$0.00	\$1634.77	\$423.12	\$423.12	
Social Network Campaign	BAKERS-12902	12.50	\$1275.00	\$449.40	\$0.00	\$1724.40	\$1024.61	\$1024.61	
Sub-Totals for Bakers' Restaurant:		45.00	\$4200.00	\$1083.27	\$0.00	\$5283.27	\$2010.93	\$2010.93	
Global Warming Prevention									
Spring (*13) Media Plan	71-12101-2	21.00	\$637.50	\$12.44	\$18498.80	\$19146.74	\$345.98	\$345.98	NB
Full-Page Newspaper Ad	71-12201	25.00	\$2237.50	\$13.09	\$0.00	\$2250.59	\$53.17	\$53.17	
Outdoor Board Production (Hwy. 55)	71-12601	4.50	\$525.00	\$0.00	\$0.00	\$525.00	\$0.00	\$0.00	
2014 Campaign Brochure	71-12701	24.25	\$2250.00	\$35.53	\$0.00	\$2285.53	\$201.98	\$201.98	
Tradeshaw Display	71-12702	20.25	\$1837.50	\$364.26	\$0.00	\$2201.76	\$645.37	\$645.37	
Sub-Totals for Global Warming Prevention:		95.00	\$7487.50	\$425.32	\$18498.80	\$26411.62	\$1246.50	\$1246.50	
Mission East Health Care									
Q1 Media Placement	MEHC-12101-4	4.25	\$518.75	\$0.00	\$11215.00	\$11733.75	\$3473.75	\$3473.75	
Benefits Brochure	MEHC-12701	1.75	\$181.25	\$0.00	\$0.00	\$181.25	\$0.00	\$0.00	
Capabilities Brochure	MEHC-12702	26.50	\$3081.25	\$1290.00	\$0.00	\$4371.25	\$311.04	\$311.04	
Stationery Re-Design	MEHC-12703	9.25	\$875.00	\$0.00	\$0.00	\$875.00	\$558.36	\$558.36	
Press Release Revisions	MEHC-12801	8.50	\$631.25	\$0.00	\$0.00	\$631.25	\$126.57	\$126.57	

Figure 9

Once you've transferred the figures into your accounting program, generate an Invoice and review it with the AE. Once approved, send the Invoice to the Client; create a Billing Entry (Figure 5). Repeat the WIP billing process as often as needed.

Final Billing

Up to this point, employees have recorded their time, out-of-pocket expenses and media costs in CurrentTrack. This information is automatically displayed in the Financial Report of each project (Figures 1-2).

The screenshot shows the CurrentTrack web application interface. On the left is a sidebar with navigation options: Main Folders (Clients & Jobs, Status & Tasks, Time & Expenses, Address Books, Administration), Reminders (New Message, Late Time Sheets, Normal Tasks, Overdue Task, Completed Task), Calendar (Pending Events, Upcoming Events, Invitations), and Quicklinks (Financial Report: Capabilities Brochure (MEHC-09704)). The main content area displays a dropdown menu for 'I Want To:' with options: Manage Workback Schedule, Edit This Job, View Job Description, View Financial Report (highlighted with a red circle), View Job Calendar, Prepare QuickBooks Worksheet, View QuickBooks Worksheet History, View Billing History, Create Billing Entry, Open Documents Folder, Open Attachments Folder, Create Bid Request Form, Create Broadcast Media Detail, Create Change Order, Create Dub Information Sheet, Create Print Estimate, Create Print Media Detail, Create Production Estimate, Create Progress Report, and Create Purchase Order. The background shows a breadcrumb trail: Clients & Jobs > Mission East Health Care > Capabilities Brochure (MEHC-12702) and a 'Workback Schedule' table.

	Allotted	Status	Completed	Time	Resp.	Client View
		Working			Dawn	
		Working			Dawn	
		Working			Suzanne	
		Waiting input			Benjamin	
		Waiting input			Dawn, Benjamin	
		Scheduled			Dawn	
		Waiting input			Dawn	
		Waiting input			Benjamin	
		Waiting input			Dawn, Benjamin	
		Scheduled			Dawn	
2012-12-19	Final OK	Need approval			Dawn	
2012-12-20	Materials to printer	Waiting input			Benjamin	✓
2012-12-27	Proof review	Waiting input			Dawn, Benjamin	✓
2013-01-16	Delivery	Scheduled			Dawn	✓
2013-01-17	Billout	Waiting input			Dawn	

Target Job Complete Date: 2012-12-31

Figure 1

The screenshot shows the 'Financial Report' for the project 'Capabilities Brochure (MEHC-12702)'. The breadcrumb trail is: Clients & Jobs > Mission East Health Care > Capabilities Brochure (MEHC-12702) > Financial Report. The report includes a 'Budget Summary' table (with 'Budget Summary' circled in red), a 'Time Summary' table, and a 'Time Breakdown' table. The 'Budget Summary' table shows the following data:

Budget Amount	\$6300.00	Billed Amount to Date	\$311.04	Unbilled Amount vs. Total to Date	\$4060.21
Time to Date	\$3081.25	Percent of Budget on Time	48.91	Additional Billed Amount	\$0.00
Expenses to Date	\$1290.00	Percent of Budget on Expenses	20.48		
Media to Date	\$0.00	Percent of Budget on Media	0.00	Unbilled Amount vs. Budget	\$5988.96
Total to Date	\$4371.25	Percent of Budget on Total	69.38	Additional Billed Amount	\$0.00
Budget Remaining	\$1928.75	Percent of Budget Remaining	30.62		

The 'Time Summary' table shows the following data:

Work Code	Code Description	Code Rate	Hours	Sum
A	Administration	\$75.00	2.00	\$150.00
AS	Account Service	\$125.00	19.25	\$2406.25
C	Creative	\$100.00	5.25	\$525.00
Total Hours:			26.50	Total Sum: \$3081.25

The 'Time Breakdown' table shows the following data:

Employee	Work Code	Time Memo	Hours	Sum
Benjamin Orton	AS	9:00 - 11:00	2.00	\$250.00
Sub-total Hours:			2.00	Sub-total Sum: \$250.00
Bruce Littleton	C	9:00 - 11:00 a.m.	2.00	\$200.00

Figure 2

Output the Printer Friendly version of the [job] Financial Report by clicking on the printer icon (Figure 3). Review the figures with the Account Executive (AE) to determine what should be billed. Once you've arrived at a figure, determine which of the lines should be transferred to your accounting program.

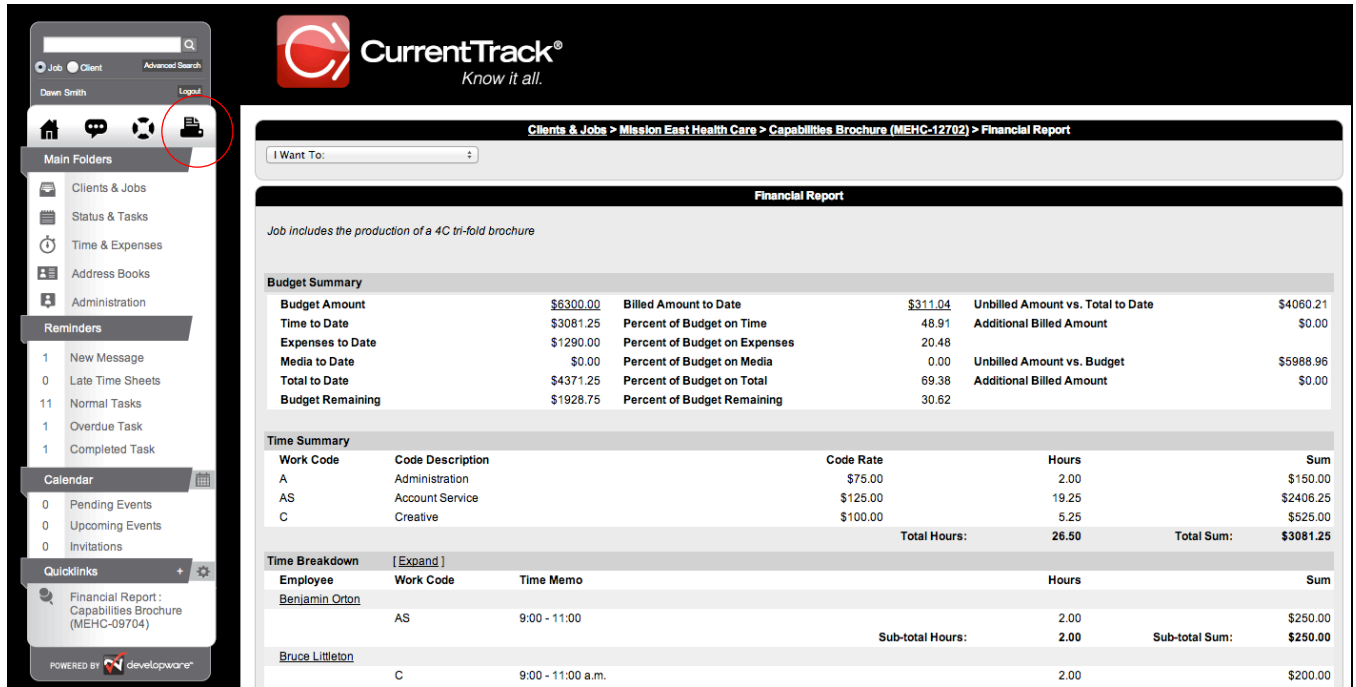


Figure 3

The level of detail transferred to your accounting program is entirely up to you. You could enter each employee Work Code total, for example, or the totals found in the Time Summary section (Figure 4). The same is true of Expenses. Some users prefer to transfer totals as they're submitted, while others wait until progress or final billing.

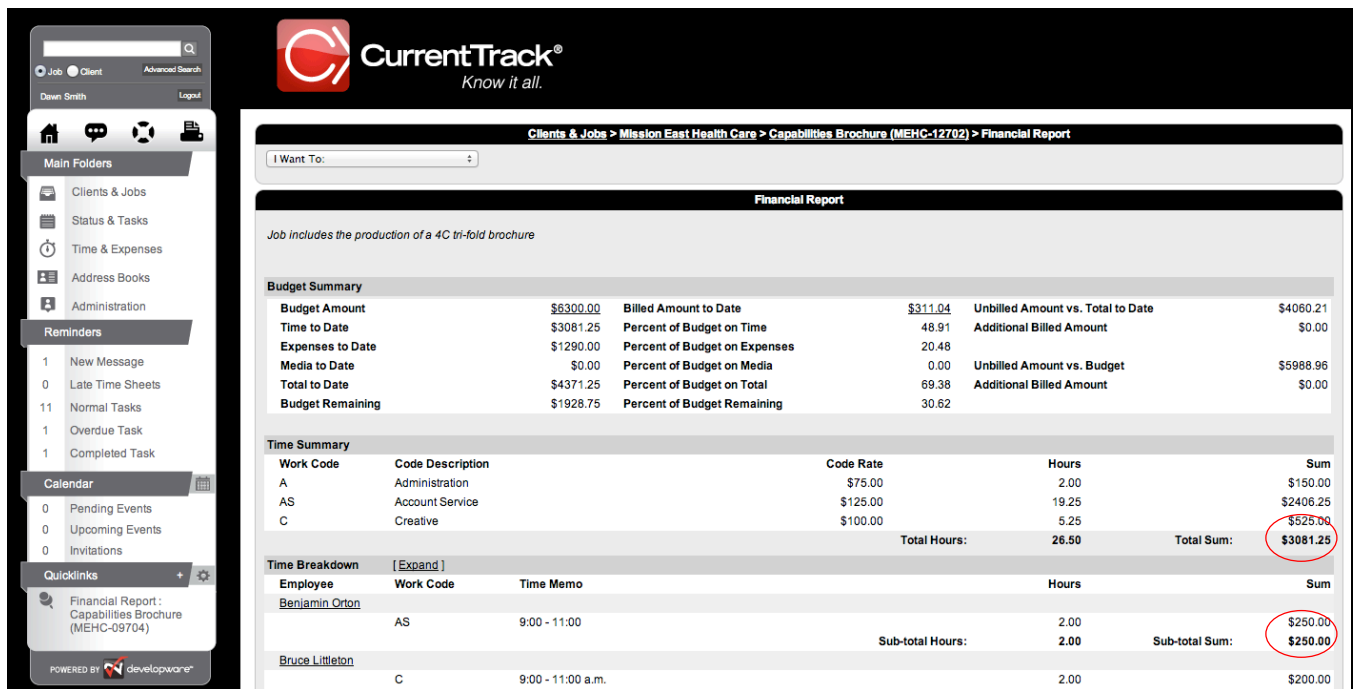


Figure 4

Generate an Invoice in your accounting program, once you've transferred the figures, and review it with the AE. Once approved, send the Invoice to the Client; create a Billing Entry (Figure 5).

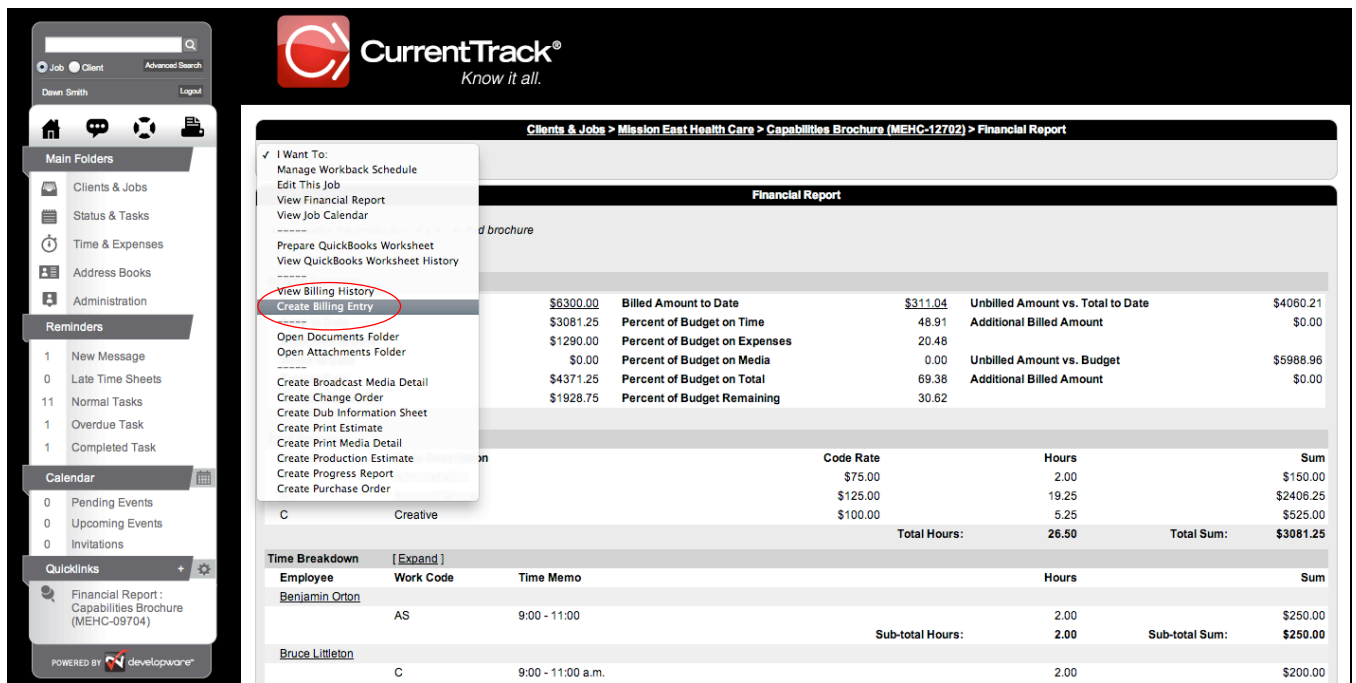


Figure 5

Once you submit your Entry, its total, in addition to any other previously filed Entries, will be reflected in the Billed Amount to Date field of the job's Financial Report (Figure 6).

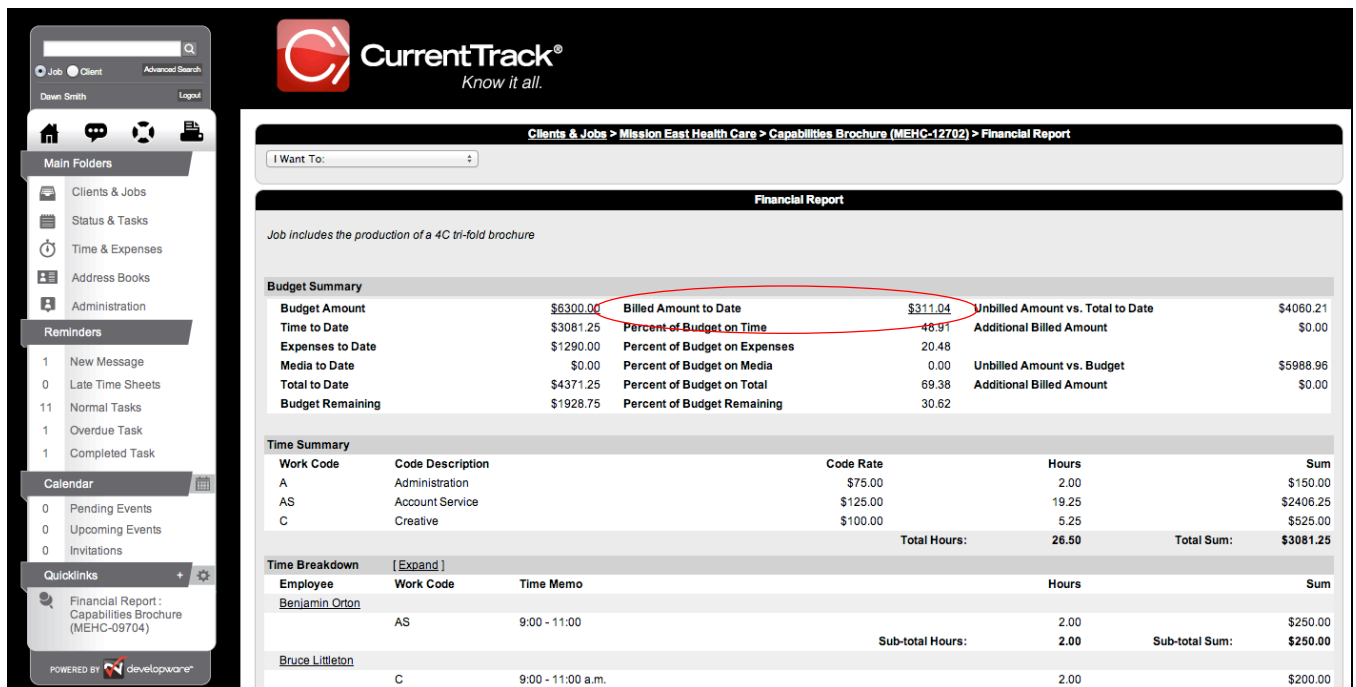


Figure 6

Once you've completed final billing steps, the job may be archived. Change the job's Status to Sleeping (Figure 7) and click Edit This Job. All records associated with the job (e.g. Change Orders, Billing Entries, etc.) will be moved to the Client's Sleeping Job Folders (Figure 8).



CurrentTrack®
Know it all.

Job Client Advanced Search
Dawn Smith Logout

Main Folders

- Clients & Jobs
- Status & Tasks
- Time & Expenses
- Address Books
- Administration

Reminders

- 1 New Message
- 0 Late Time Sheets
- 11 Normal Tasks
- 1 Overdue Task
- 1 Completed Task

Calendar

- 0 Pending Events
- 0 Upcoming Events
- 0 Invitations

Quicklinks

- Financial Report: Capabilities Brochure (MEHC-09704)

POWERED BY developware®

Clients & Jobs > Bakers' Restaurant > Q2 Television Production (BAKERS-12401) > Edit Job

Job Status: **Active**

Job Jacket Location: [Empty]

Number Change? ☒ None ☐ Just Media Type ☐ Whole Job Number

Job Type: 4 - Television Production

Media Type: 0 - Not Media

Target Job Complete Date: 2013-01-31

Change Template? No Template Change

Template Date Type: Start Date

Template Date: 2012-11-27

Include Weekends: ☐

Title: Q2 Television Production

Description: [Empty]

Budget: 18000.00

Non-billable? ☐

Requestor(s): [Empty]

(re)CC? ☐

Submit

Application Options

No Command [Empty]

Please Note: If you choose to Move or Delete this job, all data and files associated with this job will also be moved or deleted respectively.

Submit Command

Figure 7



CurrentTrack®
Know it all.

Job Client Advanced Search
Dawn Smith Logout

Main Folders

- Clients & Jobs
- Status & Tasks
- Time & Expenses
- Address Books
- Administration

Reminders

- 1 New Message
- 0 Late Time Sheets
- 11 Normal Tasks
- 1 Overdue Task
- 1 Completed Task

Calendar

- 0 Pending Events
- 0 Upcoming Events
- 0 Invitations

Quicklinks

- Financial Report: Capabilities Brochure (MEHC-09704)

POWERED BY developware®

Clients & Jobs > Mission East Health Care

I Want To:

- View Client Spec Sheet
- Edit Client Spec Sheet
- Edit Client Notifications
-
- Create Client Contact Report
- File Client Contact Reports
- View Unfiled Client Contact Reports
-
- Add Job for This Client
- View Sleeping Job Folders**
- View Client Calendar
- Set resume dates/times
- Stationary Re-Design
- Web Site Design

Job Folders

Job Number	Opened	Target Complete	Requested By	Created By	Modified	Modified By	Working Tasks
MEHC-12701	2009-05-26	2013-02-28	Benjamin Orton	Dawn Smith	2012-11-05	Dawn Smith	1
MEHC-12702	2009-03-31	2012-12-31	Suzanne Miller	Dawn Smith	2012-11-26	Dawn Smith	3
MEHC-12901	2009-03-31	2013-03-31	Benjamin Orton	Dawn Smith	2012-10-24	Dawn Smith	1
MEHC-12801	2009-05-26	2012-12-31	Benjamin Orton	Dawn Smith	2012-11-26	Dawn Smith	1
MEHC-12101-4	2009-05-26	2011-12-30	Pamela Shivley	Dawn Smith	2012-10-08	Dawn Smith	1
MEHC-12703	2009-05-26	2013-03-31	Pamela Shivley	Dawn Smith	2012-10-08	Dawn Smith	1
MEHC-12902	2009-05-26	2013-03-31	Pamela Shivley	Dawn Smith	2012-11-05	Dawn Smith	3

Figure 8

You can see how easily CurrentTrack® works with an outside accounting program. By enabling you to transfer the information in CurrentTrack, at a level of detail with which you're most comfortable, you retain tighter control over your agency's financial data.

