

Version 25



Trapeze

Enterprise Asset Management

Billing

Administrator Guide

Trade Secret | February 2025

© 2025 Trapeze Software ULC, its subsidiaries and affiliates (collectively “TSU”). All rights reserved.

Trapeze Software ULC (“TSU”) Proprietary and Confidential: Information contained in this document is proprietary to TSU and its subsidiaries and may be used or disclosed only with written permission from TSU. This guide, or any part thereof, may not be reproduced without the prior written permission of TSU. The recipient acknowledges and agrees that disclosure of this document to recipient, and its use, are subject to the terms and conditions specified in their relevant software license agreement, software maintenance agreement, and/or non-disclosure agreement (“Governing Agreement”) under which this document was disclosed. This document is for internal use only in conjunction with TSU products. This document may not be modified in any way.

All other trademarks, registered trademarks, product names and company names or logos mentioned are the property of their respective owners.

Except as may be provided in the Governing Agreement, TSU and its affiliates, subsidiaries, officers, directors, employees, and agents provide the information contained in this manual on an “as-is” basis and do not make any express or implied warranties or representations with respect to such information including, without limitation, warranties as to non-infringement, reliability, fitness for a particular purpose, usefulness, completeness, accuracy or currentness. TSU shall not in any circumstances be liable to any person for any special, incidental, indirect or consequential damages, including without limitation, damages resulting from use of or reliance on information presented herein, or loss of profits or revenues or costs of replacement goods, even if informed in advance of the possibility of such damages.

TSU reserves the right, to be exercised at its sole discretion and without notice, to change, modify or adapt the contents of this edition in order to accurately reflect any future upgrades to the TSU proprietary software and/or hardware. In the event of such changes, TSU expects, but does not represent or guarantee, that this current edition will continue to remain reasonably accurate insofar as it describes the basic functions of the TSU proprietary software and/or hardware. Furthermore, based on your system settings, certain functionality, such as application screens, may not function exactly as shown or described in this guide.

Technical Support

Trapeze provides several ways to connect with the Customer Care team. Please provide detailed information to the representative. If you are reporting an issue by e-mail, include any error messages, screen shots of your problem, and steps to replicate the issue.

Customer Care is available Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time.

Toll-Free Telephone: 1-877-411-8727

E-mail: cc@trapezegroup.com

FTP Site: <https://ftps.trapezegroup.com/>

Web Site: <https://collaborate.trapezegroup.com>

The website provides access to Trapeze Collaborate which offers resources to implement and operate the software, search knowledge, participate in communities, log/track service requests, sign-up for release alerts, view product health recommendations, and download updates or documentation. For secure access to Collaborate, contact Customer Care through the website or by calling the number above.

Product Compatibility

Refer to the latest [Product Compatibility](#) information on Trapeze Collaborate for requirements including operating system information, databases, Crystal reports, network protocol, HTTP servers and browsers that are supported.

Billing Module - Administrator Guide

Version 25.x

February 2025

Contents

1. Overview.....	1
Requirements.....	1
Assumptions	2
Installation.....	2
2. Module Configuration and Setup	3
Configuration.....	3
Layout and Label Customization	3
Module Configuration.....	4
Period Setup.....	7
Billing Type Setup	10
Billing Types Screen	10
Equipment Unit Billing Type ID.....	14
Direct Transactions Billing Type Setup.....	14
3. MAXQueue Setup	16
Billing Period Status Update	16
Timer Setup	16
Billing Populate Accounting	17
Variable Setup	18
Timer Setup	20
4. Billing Periods.....	21
Period Information Page.....	22
Period Page	23
Setting the Period Status.....	23
5. Transaction Pages.....	26
Transaction Types.....	27
Work Order Transactions	30
Motor Pool Charges	32
Usage Transactions.....	33
Fuel Transactions	33
Recurring Costs.....	35
Special Fees.....	36
Direct Transactions	37

6. Filtering Transactions	38
Quick Filtering	38
Advanced Filtering.....	38
Transaction Page Filtering	38
Main Billing Page Filter Gadget.....	39
Detailed Filter Information	41
7. Transaction Actions	43
Editing Transactions.....	43
Deleting transactions.....	44
Tracking Transaction Adjustments.....	44
8. Work Order Summary Page.....	45
Filtering.....	47
Adjusting and Approving.....	47

1. Overview

The Billing Module is designed for review, adjustment and editing of transactions, for the purpose of billing out work order transactions, fuel transactions, end of the month charges, special fees, motor pool usage and more.

- ❗ The Billing module does not pull the costs associated small part issues for labor and parts, and overhead charges. To make up for these costs as needed, be sure to increase other areas as needed to provide for the covering of these costs. Refer to the [Work Order Transactions](#) section for more information.

The Billing Module provides the following:

- Setup to define rules for billing based on Transaction Types, to choose departmental billing rules for transactions.
- Portal workflows to allow adjustment and comments on transactional changes, with change tracking for accountability.
- Options to allow only specified user groups to perform maintenance and advanced functions, while allowing other user groups only to review transactions and make simple adjustments.
- Reporting available for billing summaries, exception reports, and transactional details.
- Ability to expand with custom integrations in MAXQueue:
 - To define logic for custom or specific Billing Accounts rules or other more advanced rules your organization might need; or
 - To export to outside billing systems.

Requirements

This software requires the software application and Web Modules as outlined in the *Administrator Guide*.

⚠ Important: MAXQueue is required for use of this module.

⚠ Important: For the Billing module to work correctly with usage tickets and meter reading, make sure to enable the **Generate usage tickets for meter readings inserted on Meter Readings - Assignments - Usage screen** setting available on the Equipment Activity Usage – Setup – Options screen.

Assumptions

This module guide assumes familiarity with workflows and configurations of the application

-  Special characters are not supported in all web module fields and unanticipated results may occur.
 - User-defined required fields that do not appear in web module forms will return validation messages.
 - The intended audience for this Billing Module Administrator Guide includes IT (Information Technology) staff. Please ensure that the individual installing and configuring the Billing Module is from your IT department.
-  Do not use the browser's **Back** button in the Web Modules as unanticipated results may occur.
-  Do not open or use the same instance of the Web Modules in multiple browser windows or tabs. This can cause errors or unexpected performance issues.

Installation

Please refer to the *Administrator Guide* for instructions on installing and upgrading Web Modules.

 **MAXQueue is required for use of this module.** If you do not already have MAXQueue installed, refer to the MAXQueue Installation & Configuration Guides for step by step instructions.

To make the functions of the Billing Module available to Web Modules users, add a tab to your Web Modules installation for the Billing Module definition.

 Please refer to the *Administrator Guide, Web Modules Configuration, Adding Modules and Tabs* section for detailed instructions on adding new tabs and configuring security access for those tabs.

 The Billing Module does NOT support anonymous access to All Users. A user must be logged into Web Modules for this module to function.

2. Module Configuration and Setup

Once you have added the Billing Module tab, log in as an administrator and click the **Billing** tab to begin configuration.

Configuration

Layout and Label Customization



To learn more about customizing your gadget layout and standard gadgets, refer to the *General Application Information* guide.

The Billing module is a gadget-based portal. This means that the layout of the main page can be configured by user. The front page is highly customizable through the Edit Layout page where you can select from available gadgets and organize them into custom-sized columns.

The default layout is shown here:

The screenshot displays the Billing module interface. On the left, the 'Current Periods' section shows a table of billing periods with columns for Period ID, Status, and Date. The current open period is 2016-07, and the next pending period is 2016-08. On the right, the 'Open Period Detail' section for period 2016-07 shows a table of transactions with columns for Transaction, Total Value, Count, and Approval. The transactions include Work Order: Labor, Work Order: Parts, Work Order: Commercial, Fuel Transactions, Motor Pool Charges, Usage Tickets, Recurring Costs, and Special Fees. A 'Period Total' row at the bottom shows a total value of \$ 151.00, a count of 4, and an approval of 0.0%.

Period ID	Status	Date
2014-06	PENDING	06/28/2014 - 06/30/2014
2015-10	PENDING	10/01/2015 - 10/31/2015
JANUARY 2016	PENDING CLOSE	01/01/2016 - 01/31/2016
FEBRUARY 2016	PENDING CLOSE	02/01/2016 - 02/29/2016
MARCH 2016	PENDING CLOSE	03/01/2016 - 03/31/2016
APRIL 2016	PENDING CLOSE	04/01/2016 - 04/30/2016
MAY 2016	PENDING CLOSE	05/01/2016 - 05/31/2016
JUNE 2016	PENDING CLOSE	06/01/2016 - 06/30/2016
2016-07	OPEN	07/01/2016 - 07/31/2016
2016-08	PENDING	08/01/2016 - 08/31/2016
2016-09	PENDING	09/01/2016 - 09/30/2016

Period Totals: Pending: 4 Pending Close: 6

Transaction	Total Value	Count	Approval
Work Order: Labor	\$ 30.00	1	0.0%
Work Order: Parts	\$ --	-	-
Work Order: Commercial	\$ --	-	-
Fuel Transactions	\$ --	-	-
Motor Pool Charges	\$ --	-	-
Usage Tickets	\$ --	-	-
Recurring Costs	\$ 121.00	3	0.0%
Special Fees	\$ --	-	-
Period Total:	\$ 151.00	4	0.0%

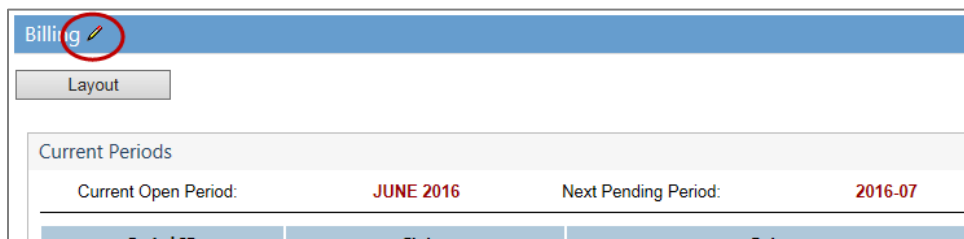
Available Billing portal gadgets - overview:

- **Ad hoc Query** *standard gadget
- **Metrics** *standard gadget
- **URL** *standard gadget

- **Open Period Detail:** Shows the summary of a period and allows click-through to each transaction page for that period.
- **Current Periods:** Shows all the periods with current status in the Billing module, and allows access to the Period Definitions page. Each user is allowed one instance of this gadget.
- **Transaction Filters:** Add and save custom transaction filters for quick filtering.

Module Configuration

1. To configure the settings in the billing module, click the **Edit** icon on the title bar.



This opens the Billing Portal Settings page.

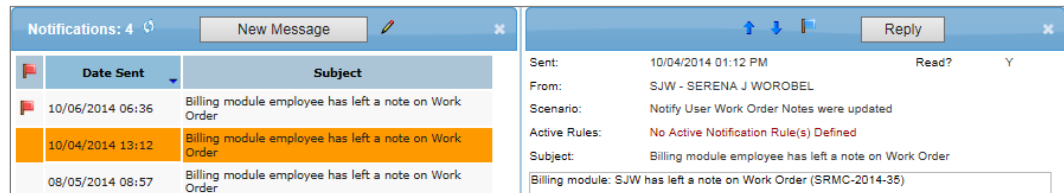
2. Change the settings to make the Billing portal display as needed (see below for more information on the individual settings).
3. Click **Save**.

Billing Portal Settings

Main Information Settings

Below is more information on the settings options in the Billing Portal Settings.

- **Group by:** The **Group by** setting changes the grouping on the transaction pages to one of the following:
 - **No Grouping** [Default]: This option shows no grouping and all items are listed by transaction date.
 - **Account ID:** This shows groupings with both ID and description.
 - **Billed Department ID:** This shows groupings by billed department ID and description.
 - **Assigned Department ID:** This shows groupings by assigned department ID and description.
- **Number of Transactions to display:** Option to determine how many transactions to display on the transaction pages.
- **Date/Time:** Option to show any Date/Time Values in 24 hour or 12 hour format.
- **Transaction-level Approval Required Prior to Period Close:** This option will allow or deny the ability to close a period, based on whether or not each transaction has been marked as approved.
- **Send Notification when Adding a Work Order Note:**
 - When a work order note is added by a billing employee, this option allows the responsible employee for that work to be notified, to allow them to make an adjustment as requested.
 - The notification looks as follows, and contains a hyperlink to open Work Order Main in Supervisor Portal to view notes and make adjustments:



- There is no extra configuration required within the module itself for this notification, but MAXQueue must be installed, and MAXQueue Notifications must be active. Please see the *Notifications Administrator Guide* for installation instructions for base Notifications.

Administrative Functions

For the settings below that allow you to add certain items, such as user groups to perform a function, use the choice-list to select and apply selected user groups allowed to perform the function. To remove one or all groups selected, click **Remove** or **Remove All** respectively.



- **Starting Date:** Enter the beginning of your portal start.
 - This is required.
 - This date cannot be changed once it is set.
- **Period Administration: Create or edit or close a period (All Users):** Check this option to allow all users that have rights to this portal to create new periods, finalize and close an entire period, or delete or edit pending periods. If this option is checked, the option below for choosing specific user groups does not display.
 - This setting does not affect any of the transaction pages, and relates to the billing period as a whole.
- **Period Administration: Create or edit or close a period:** Add user groups to allow users to create new periods, finalize and close an entire period, or delete or edit pending periods. This option only displays if the same option above for All Users is not checked.
 - This setting does not affect any of the transaction pages, and relates to the billing period as a whole.
- **Direct Charges: Edits and Inserts (All Users):** Check this option to allow any user with rights to this portal to make direct edits to the accounting tables, and have access to entries in the direct changes table to do edits for manual, administrative adjustment. If this option is checked, the option below for choosing specific user groups does not display.
- **Direct Charges: Edits and Inserts:** Add user groups to allow those users to make direct edits to the accounting tables, and have access to entries in the direct changes table to do edits for manual, administrative adjustment. This option only displays if the same option above for All Users is not checked.
- **Exclude Billing Types:** Any billing types added for this option will be disabled and not display in this portal.
- **Allow Direct Transaction Deletions:** If this setting is enabled, the users who can make direct changes and edits, will be allowed to delete also.

Period Setup

Setting up periods for the billing module is done through the Periods screen, which is accessible on the Current Periods gadget, using the **Period Definitions** button:

The screenshot shows the 'Current Periods' screen. At the top, it displays 'Current Open Period: 2014-09' and 'Next Pending Period: 2014-10'. Below this is a table with three columns: 'Period ID', 'Status', and 'Date'. The table lists periods from 2014-07 to 2015-02. The status for 2014-07 and 2014-08 is 'PENDING CLOSE', for 2014-09 it is 'OPEN', and for 2014-10 through 2015-02 it is 'PENDING'. Below the table, it shows 'Period Totals: Pending: 5 Pending Close: 2'. At the bottom right, there is a button labeled 'Period Definitions' which is circled in red.

Period ID	Status	Date
2014-07	PENDING CLOSE	07/01/2014 - 07/31/2014
2014-08	PENDING CLOSE	08/01/2014 - 08/31/2014
2014-09	OPEN	09/01/2014 - 09/30/2014
2014-10	PENDING	10/01/2014 - 10/31/2014
2014-11	PENDING	11/01/2014 - 11/30/2014
2014-12	PENDING	12/01/2014 - 12/31/2014
2015-01	PENDING	01/01/2015 - 01/31/2015
2015-02	PENDING	02/01/2015 - 02/28/2015

Period Totals: Pending: 5 Pending Close: 2

[Period Definitions](#)

Period Status Types

- **OPEN:** The status for the period in which the current date falls into. Transactions in OPEN periods can be edited, adjusted, moved and all available actions performed. There can only be one period in OPEN status at any time.
- **PENDING CLOSE:** This status is the status an OPEN period converts to once the date is passed. Transactions that fall within this date range (back-dated transactions) will still enter into Pending Close periods, based on the date. Users of the billing module can edit and adjust these transactions in the same manner they can for OPEN periods. There can be multiple periods in this status.
 - **PENDING CLOSE/Locked:** A period in PENDING CLOSE status can be marked as Locked, which means:
 - Users of the billing module still can perform the available actions (moving items, direct edits), but any new back-dated transactions made by any user will not enter into this period.
 - Regardless of date, transactions will move to the next available, OPEN period when an item is in Locked state.
 - A locked module can be changed in the Billing Portal only because MAXQueue is locked from putting new transactions into the portal at this

time. This prevents not only new transactions entering, but also adjustments or other outside updates.

- Any transaction that cannot reach its period due to a lock will go into the next OPEN period.
- All other aspects of this period function the same.
- If a transaction is locked, a locked icon shows next to PENDING CLOSED Status.

Period ID	Description	Date	Status
2014-06	JUNE 2014	06/28/2014 - 06/30/2014	PENDING CLOSE 
2014-07	JULY 2014	07/01/2014 - 07/31/2014	PENDING CLOSE

- **CLOSED:** This status is a manual change. Once a user (with the proper user rights) has completed work in any given PENDING CLOSE period, they can choose to close the period. Transactions in a closed period cannot be moved nor edits performed. Closed transactions show **Closed** under the checkbox, **Adjust**, and **Edit** columns, and have the **Actions** section hidden from both the transaction and work order summary. However, you can still see all details for the closed transactions by using the normal links to detailed information from the periods and period breakdowns.
 - Adjustments needing to be made to an item in a closed period will move to the next available open period when an item is in locked state.
 - There can be multiple periods in this status. For further information on closing a period, see the [Closing a Period](#) section below.
- **PENDING:** This is the status for upcoming periods. When a user creates any period, it will start in PENDING status.
- ✓ **Recommended Setup:** It is recommended to always have at least three upcoming (PENDING) periods. The system does not display the button to close a pending period unless you have three current pending periods. If there are less than two available upcoming pending periods when the current open period end date passes, the system will not be able to place transactions into the proper period by date, and the Billing module will not work properly.

Creating a New Period

As shown above, click the **Period Definitions** button from the Periods Gadget to enter the Periods screen.

By default, the filter shows only current periods (PENDING CLOSE, OPEN, or PENDING). You can filter to see other status types, or view All Periods by Year.

➡ To create a New Period click **New Period** and enter the period ID, period description (optional) and end date.

Periods

Filters

☒ CURRENT
 ☐ PENDING
 ☐ PENDING CLOSE
 ☐ CLOSED
 ☐ ALL
 Year 2014 Get Periods By Year

	Period ID	Description	Date	Status
	2014-07	JULY 2014	07/01/2014 - 07/31/2014	PENDING CLOSE
	2014-08	AUGUST 2014	08/01/2014 - 08/31/2014	PENDING CLOSE
	2014-09	SEPTEMBER 2014	09/01/2014 - 09/30/2014	PENDING CLOSE
	2014-10	OCTOBER 2014	10/01/2014 - 10/31/2014	OPEN
	2014-11	NOVEMBER 2014	11/01/2014 - 11/30/2014	PENDING
	2014-12	DECEMBER 2014	12/01/2014 - 12/31/2014	PENDING
	2015-01	JANUARY 2015	01/01/2015 - 01/31/2015	PENDING
	2015-02	FEBURARY 2015	02/01/2015 - 02/28/2015	PENDING

<< < Page 1 of 1 > >>

Back **New Period**

Period Information ✕

Period Info

Period ID:
 Period Description:
 End Date:

Close

Select a date ✕

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- ✓ The start date of a period will automatically calculate from the end date of the prior period.
- ✓ The end date translates the end of the chosen day. For example, if a user wants to capture all the transactions for the month of July, 7/31 would be the end date. All transactions dated 7/31 will be included in that month. The new period would start on 8/01.

Editing or Deleting a Period

Periods can be edited or deleted based on status, using the **Edit Pencil**.

Periods				
Filters				
☒ CURRENT	☐ PENDING	☐ PENDING CLOSE	☐ CLOSED	☐ ALL
		Year	2014	Get Periods By Year
	Period ID	Description	Date	Status
	2014-06	JUNE 2014	06/28/2014 - 06/30/2014	PENDING CLOSE 
	2014-07	JULY 2014	07/01/2014 - 07/31/2014	PENDING CLOSE
	2014-08	AUGUST 2014	08/01/2014 - 08/31/2014	OPEN
	2014-09	SEPTEMBER 2014	09/01/2014 - 09/30/2014	PENDING
	2014-10	OCTOBER 2014	10/01/2014 - 10/31/2014	PENDING
	2014-11	NOVEMBER 2014	11/01/2014 - 11/30/2014	PENDING
	2014-12	DECEMBER 2014	12/01/2014 - 12/31/2014	PENDING
	2015-01	JANUARY 2015	01/01/2015 - 01/31/2015	PENDING
	2015-02	FEBRUARY 2015	02/01/2015 - 02/28/2015	PENDING

- **PENDING:** You can edit description and end date, or delete this period. A period can only be deleted if no transactions have been entered or moved into it.
- **OPEN:** You can edit description and end date.
- **PENDING CLOSE:** You can only edit description. If you have permissions, the **Lock Period** checkbox will show, and you can lock the period.

Billing Type Setup

The Billing Types Screen is used to set up the type of department that is billed for each type of transactions. Users create billing types to derive a matrix of rules for which department is billed for each transaction, then sets that type on the equipment unit.

Any transaction created for any equipment unit that does not have a billing type will be ignored by the Billing module.

Billing Types Screen

Use the Billing Types Screen to set up which types of transactions are sent the Billing module. Each billing type should have a record set up for each type of the eighteen types of transactions.

Billing Types Screen Values

- **Billing Type ID:** ID of the billing type; this value shows on the Billing module transaction page.
- **Active Flag:** A billing type ID needs to be set to Active for it to be used. Transactions will not be processed into the Billing module for inactive billing types.

- **Billing Transaction Type:** The type allows the configuration for each transaction type so different types of transactions to have customizable rules for billing. Each type listed here represents a transaction type that is shown in the Billing Module.
 - **Recurring Charges:** This is a list of each type of End of Period charge. These transaction types will all be shown in the Billing Transactions page only after End of Period/Month processing is completed. A *Bill to* value must be set for each type, and each value to process that type of transaction; each type can have a different *Bill to* value.
 - DEPRECIATION - Depreciation
 - LEASE EXPENSE - Lease Expense
 - LICENSING - Fixed Licensing Cost
 - INSURANCE - Insurance Cost (Fixed Insurance Cost and base Insurance Rates)
 - MONTHLY - Fixed Monthly Cost
 - REPLACEMENT - Fixed Replacement Cost
 - OTHER FIXED 1 - Other Fixed Cost 1
 - OTHER FIXED 2 - Other Fixed Cost 2
 - OTHER FIXED 3 - Other Fixed Cost 3
 - **Work Order Charges:** Work order line item charges are processed by transaction, at the time they are entered. A work order's repair reason (whether the repair reason is user-caused or not) and charge type can each can have a different *Bill to* value.
 - Commercial (non-user caused)
 - Commercial (user caused)
 - Labor (non-user caused)
 - Labor (user caused)
 - Parts (non-user caused)
 - Parts (user caused)
 - **Direct Charges:** Direct transactions for fuel and direct issues can be billed using the DIRECT setting.
 -  **Note:** Fuel can also be set up using a non-direct billing type if needed.
 - DIRECT NO-WO-CML - Direct Charges, No Work Order: Commercial
 - DIRECT NO-WO-LAB - Direct Charges, No Work Order: Labor

- **DIRECT NO-WO-PART** - Direct Parts Issues, No Work Order



Note: These will show in the same tables in the billing module as work order types for commercial, labor, and parts.

- **Usage Charges:** Usage charges are processed when entered to the Usage Tickets screen or when Base Usage is processed during end of period processing, and each type can have a different *Bill to* value.
 - Base Usage
 - Usage Tickets
- **Motor Pool:** Reservations made in Motor Pool Center can be brought into the Billing Module. When making a reservation in Motor Pool Center, the logic for which department billed on the Motor Pool transaction is the only recommended option. The *Bill to* option for Motor Pool that should be used is the TRANSACTION DEPARTMENT setting.
- **Fuel Transactions:** Any type of fuel transaction will process into the billing module (i.e., External, Internal, Automated) using the rules under the Fuel *Bill to* setting.
- **Special Fees:** Special Fees refer to fees entered onto the **Special Fee** or **Special Fee – Details** screens. Either type of Special Fee entered will bill using the Special Fees *Bill to* setting.
- **Bill To:** The options for whom to bill to are defined for each type using the *Bill to* list. The options are pre-defined and cannot be customized.
 - **ASSIGNED DEPARTMENT:** The Assigned Department setting uses the equipment unit's assigned department, from the Fleet Equipment record. To view or edit this for an equipment unit, go to:
 - Fleet Equipment Screen > Assignment Tab, Department ID
 - Asset Primary Information Screen > Assignment Tab, Department ID
 - Components Primary Information > Assignment Tab, Department ID
 - **PARENT DEPT OF ASSIGNED DEPT:** This will use the immediate parent (roll-up) department of the equipment unit's assigned department. If no parent department, it will fall back to using the ASSIGNED DEPARTMENT setting (same as shown above).
 - **TEMPORARY LOAN DEPARTMENT:** This will use the setting from "On temporary loan to department" from either:
 - Fleet Equipment Screen > Assignment Tab, "On temporary loan to department"

- Asset Primary Information Screen > Assignment Tab, “On temporary loan to department”



Note: If no Temporary Department is assigned, it will fall back to the Assigned Department (Department ID) setting.

- **PARENT DEPT OF TEMP LOAN DEPT:** This will use the immediate parent (roll-up) department of the equipment unit’s “On temporary loan to” department. If no parent department, it will fall back to using the TEMPORARY LOAN DEPARTMENT setting (same as shown above).
- **SPECIFIC DEPARTMENT:** This transaction type will always bill to one specific department, which is user-defined. The user must choose **Specific Department** then pick a department from the choicelist.
- **TRANSACTION DEPARTMENT:** This is the Department used on the transactional item record.
 - ✔ To properly bill within the module, you must use this setting for Motor Pool reservations and all Direct-type transactions.
- **DO NOT BILL:** This means this specific transaction type will not bill; records for the transaction type, type if set to ‘Do Not Bill’ will not be brought into the billing module. We recommend you use this setting for any transaction type you are creating that has one or more option you do not want to record in billing.
For example, if for a certain billing type may not want Depreciation to be tracked in the Billing Module, as you do not “Bill” Depreciation charges. You should choose ‘Do Not Bill’ for that Type, in that case.

Equipment Unit Billing Type ID

Once billing type matrix is created with settings above, you must set up the “Billing Type” on the equipment Unit.

Go to the Fleet Equipment Screen, Assignments tab to set the **Billing type ID** for the equipment.

The screenshot shows the 'Assignments' tab in the Fleet Equipment Screen. The left sidebar contains a list of tabs: Basic Info, Meter Info, Classes, Locations, Assignments (highlighted), Accounts, Status, Capital, Motor Pool, and Authorization. The main content area is titled 'Assignments' and contains several input fields and checkboxes. The 'Billing type ID' field at the bottom is circled in red. Other fields include Operator ID, Operator name, Department ID, Department to notify for PM, On temporary loan to department, Tax code ID, Company ID, Associated equipment ID, GPS equipment ID, Fleet number, and Loan date. A 'New equipment unit' button is located in the top right corner.

⚠ Equipment units without a Billing Type set will not be billed: transactions on equipment without a billing type will not be transferred to the billing module tables.

Direct Transactions Billing Type Setup

The Billing Types screen allows any naming scheme for billing types which are set up for equipment units, as noted above.

For DIRECT charges - which do not have an equipment unit in which to bill - a **DIRECT** Billing Type must be setup or these transactions will not be billed. These transaction types are:

- DIRECT NO-WO-CML - Direct Charges, No Work Order: Commercial
- DIRECT NO-WO-LAB - Direct Charges, No Work Order: Labor
- DIRECT NO-WO-PART - Direct Parts Issues, No Work Order
- DIRECT FUEL – Fuel tickets billed directly to a Department (with no Equipment ID)
- **✓ RECOMMENDED SETUP:** To bill direct transactions into the billing module, setup a billing type as noted:
 - Billing type ID: DIRECT
 - DIRECT NO-WO-CML – Bill to TRANSACTION DEPARTMENT

- DIRECT NO-WO-LAB – Bill to TRANSACTION DEPARTMENT
- DIRECT NO-WO-PART – Bill to TRANSACTION DEPARTMENT
- FUEL – Bill to TRANSACTION DEPARTMENT

 Transactions billed without an equipment unit will use these settings. If this type is not enabled and active, the transactions will not be billed.

 The type **must be named DIRECT** and must bill to **TRANSACTION DEPARTMENT** to use this functionality properly.

3. MAXQueue Setup

MAXQueue is the middleware software solution used in the Billing Module to automate transactional billing moving into the billing tables based on the rules defined on the Billing Type setup screen.

For instructions on installing and configuring MAXQueue, first follow the install and configuration instructions in the *MAXQueue Configuration Guide*.

Install and configure the following services to use the Billing Module:

- Billing Period Status Update
- Billing Populate Accounting

Billing Period Status Update

The accounting period's table tracks which individual accounting period is considered OPEN. Each accounting period has a start and end date. When an accounting period is created, it is created as PENDING. When the current date falls within the accounting period's start and end date, the accounting period is considered OPEN. When the current date falls pass the end date, then it is either PENDING CLOSE or CLOSED.

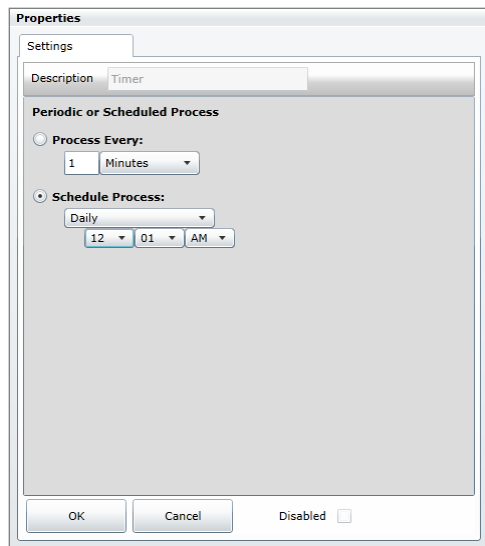
 **Only one period can be OPEN at a given time.**

This MAXQueue service runs daily to determine if the accounting period that is marked as OPEN is still within the begin and end date. When the current date is beyond the ending date of the active accounting period, the service marks it as PENDING CLOSE, and marks the next accounting period OPEN.

Timer Setup

This needs to be set to a schedule, once per day, at a time determined by the client. It needs to run before anything in the new day is posted.

 It is recommended to run this service at 12:00 AM.



Billing Populate Accounting

The Billing Populate service monitors for inserts and updates on several data tables, and when detected, it copies relevant data to the 'accounting' tables, applying the rules of the Billing Types set up above.

This service monitors:

- Commercial Transactions
- Labor
- Part Issues
- End of Month Transactions
- Fuel Tickets
- Usage Tickets
- Motor Pool Reservations
- Special Fees

For all transactions to be processed, the following must be true: the equipment must have a Billing Type ID that is active; the Billing Type ID and the Transaction Type must have an entry in the Bill Type table.

Variable Setup

Each of the following variables can be left as blank if the variable does not apply to the need.

vars.FeeTypesToSelect:

- This variable will indicate to the work flow, which fee types should be included in the billing module. Possible values are as follows:
 - A single fee type (i.e., "FEE")
 - Multiple fee types, separated by semi-colons (i.e., "FEE;LICENSE").

vars.BillTypeforCancel, vars.BillTypeforNoShow, vars.BillTypeforOutsideAgency, and vars.BillTypeforAutoDispatch

These four variables control how canceled, no show, outside agency, and auto-dispatched Reservations are charged. Since there are no equipment IDs for these, there needs to be another way of determining what department these charges are charged to. In each case, this variable will contain a Bill Type that for MOTOR POOL has a Bill To of either "TRANSACTION DEPARTMENT", "SPECIFIC DEPARTMENT" or "DO NOT BILL".

- vars.BillTypeforCancel: Bill type which will be used to determine which department will receive the charge for canceled reservations.
 - Set this to a valid Billing Type created on the Billing Types Screen, during [Billing Type Setup](#)
- vars.BillTypeforNoShow: Bill type which will be used to determine which department will receive the charge for no show reservations.
 - Set this to a valid Billing Type created on the Billing Types Screen, during [Billing Type Setup](#)
- vars.BillTypeforOutsideAgency: Bill type which will be used to determine which department will receive the charge when the reservation is with an outside agency.
 - Set this to a valid Billing Type created on the Billing Types Screen, during [Billing Type Setup](#)
- Vars.BillTypeforAutoDispatch: Bill type which will be used to determine which department will receive the charge when the reservation is auto-dispatched.
 - Set this to a valid Billing Type created on the Billing Types Screen, during [Billing Type Setup](#)
- vars.RepairReasonsDoNotBill: A comma separated list of repair reasons for which no billing transaction will be made.

The following two variables are the pair of exception variables for billing exceptions. There can be up to five of these pairs.

- vars.Exception1-RepairReasons: A comma separated list of repair reasons which will override the bill type of the equipment with the bill type found in the corresponding vars.Exception#-BillType
- vars.Exception1-BillType: The bill type that will replace the equipment bill type when the repair reason is listed in vars.Exception#-RepairReasons



Important: For billing exceptions to work correctly when using the vars.exception#-BillType, the billing type must be configured to bill to a specific department on the Billing Types screen.

- Set this to a valid Billing Type created on the **Billing Types Screen**, during [Billing Type Setup](#)

The screenshot shows the 'Billing Types' administrative interface. The 'Basic Info' tab is selected. The 'Description' field is empty. Below it is a table with columns: Row #, Delete, Billing transaction type, and Bill to. The 'Billing transaction type' dropdown menu in the first row is highlighted with a red box.

- vars.TransactionDateRule: When a transaction is for a period that is closed or locked, the transaction must be posted to a different period. This lets you configure the option to determine which period the transaction will be posted to. Possible values are as follows: blank, Open, MatchThenNextPending, MatchThenFirstAvailable, MatchThenOpenOrNext. If no entry is made (blank), then the period ID for the transaction is set to the period in which the transaction date occurred. If that period is closed or locked, then the next period that is either open or not locked is used:
 - OPEN: The Period ID will always be the current open period ID, without regard for the transaction date.
 - For the “MatchThen...” values, if the transaction date is for a period that is either OPEN or PENDING CLOSED, but not locked, it will use that period ID. However, if the Period is CLOSED or LOCKED, then a the period will be set as follows:
 - MatchThenNextPending: The next PENDING period is used.
 - MatchThenFirstAvailable: The first open or unlocked period is used

- **MatchThenOpenOrNext:** Use the OPEN period, and if no OPEN period, the first PENDING period.

For example, using the period statuses below, and the transaction date of 2018-03-01, the transaction date rule would work as follows with the following options:

Period Examples for the Transaction Date of 2018-03-01	
2018-02 CLOSED	2018-05 OPEN
2018-03 PENDING CLOSED - Locked	2018-06 PENDING
2018-04 PENDING CLOSED - Not Locked	2018-07 PENDING

- **Blank:** Period will be 2018-04 because it is the first available that can take a posting
- **MatchThenNextPending:** Period is 2018-06 (next available PENDING - push into future to handle later)
- **MatchThenFirstAvailable:** Period will be 2018-04 - if is OLDEST that is available for posting - not locked
- **MatchThenOpenOrNext:** Period will be 2018-05 (OPEN)
- **Open:** Period will be 2018-05

Timer Setup

The timer needs to be set to an interval, determined by the client; the timer setting here will determine how often transactions pull into the portal. *This adapter, unlike the Period Status one above, likely will be set to run multiple times per-day using the **Process Every** setting.*

 Important: For instructions on enabling all services and data events, for the Billing Module to function properly, make sure to follow all instructions in the *MAXQueue Configuration Guide* and all Module.txt files provided in the MAXQueue module documentation folder.

4. Billing Periods

Once set up from the Period Definitions page, you can view the current billing periods from the main page, through the Current Periods gadget.

Current Periods		
Current Open Period: 2014-10 Next Pending Period: 2014-11		
Period ID	Status	Date
2014-07	PENDING CLOSE	07/01/2014 - 07/31/2014
2014-08	PENDING CLOSE	08/01/2014 - 08/31/2014
2014-09	PENDING CLOSE	09/01/2014 - 09/30/2014
2014-10	OPEN	10/01/2014 - 10/31/2014
2014-11	PENDING	11/01/2014 - 11/30/2014
2014-12	PENDING	12/01/2014 - 12/31/2014
2015-01	PENDING	01/01/2015 - 01/31/2015
2015-02	PENDING	02/01/2015 - 02/28/2015
Period Totals: Pending: 4 Pending Close: 3		
Period Definitions		

Clicking on any Period ID in the gadget will open the **Period Information Page**. From the Periods Definitions page, you can view all of the periods.

Period Information Page

The Period Information page shows details on the period chosen. The details shown are: period ID, period status, period description, start and end dates, and transaction type summaries, counts, and approval. It will also show the period totals and it has a link to the Work Order Summary page.

Period Information

Period ID: 2014-07

Period Status: PENDING CLOSE

Period Description: JULY 2014

Start Date: 7/1/2014

End Date: 07/31/2014

Period Details

Transaction	Total Value	Count	Approval
Work Order: Labor	\$ 6,562.10	51	9.8%
Work Order: Parts	\$ 299.51	12	50.0%
Work Order: Commercial	\$ 4,367.69	17	11.8%
Fuel Transactions	\$ 311.01	5	0.0%
Motor Pool Charges	\$ 570.00	10	10.0%
Recurring Costs	\$ 37.50	9	22.2%
Special Fees	\$ 222.00	8	50.0%
Period Total:	\$ 12,369.81	112	17.9%

Work Order: Summary

Period Page

From the **Periods** page, you can also view information on all periods, view Closed period closing details and comments, and access transactions from Closed periods.

Clicking on any Period ID on the Periods page will also open the **Period Information Page**. This way, you can access the same detail and summary from closed periods as well.

Periods

Filters

☐ CURRENT ☐ PENDING ☐ PENDING CLOSE ☐ CLOSED ☒ ALL

Year

2014

Get Periods By Year

Period ID	Description	Date	Status	Closed By	Closed Date and Time	Comments
2014-05	MAY 2014	01/01/1901 - 05/31/2014	CLOSED	SJW	06/10/2014 10:53	CLOSING MAY AT \$36.00
2014-06	JUNE 2014	06/01/2014 - 06/30/2014	CLOSED	SJW	08/04/2014 12:44	
2014-07	JULY 2014	07/01/2014 - 07/31/2014	PENDING CLOSE			
2014-08	AUGUST 2014	08/01/2014 - 08/31/2014	PENDING CLOSE			
2014-09	SEPTEMBER 2014	09/01/2014 - 09/30/2014	PENDING CLOSE			
2014-10	OCTOBER 2014	10/01/2014 - 10/31/2014	OPEN			
2014-11	NOVEMBER 2014	11/01/2014 - 11/30/2014	PENDING			
2014-12	DECEMBER 2014	12/01/2014 - 12/31/2014	PENDING			
2015-01	JANUARY 2015	01/01/2015 - 01/31/2015	PENDING			
2015-02	FEBURARY 2015	02/01/2015 - 02/28/2015	PENDING			

<<

<

Page 1 of 1

>

>>

Back

New Period

See the [Configuration: Period Setup](#) section above for information on:

- Set-up of a new period
- Editing a period
- Deleting a period

Setting the Period Status

To view the definitions of period types, see [Configuration: Period Setup, Period Status Types](#).

- When you create a new period, the type is set automatically to PENDING.
- MAXQueue processing will automatically read the date and change the PENDING periods to OPEN by date. An OPEN period will automatically become PENDING CLOSE once the end date has passed.
- A period can be CLOSED by a user with sufficient rights, as designated on the Modules Settings.

Closing a Period

To close the period, you need to click the **Close Period** button. The **Close Period** button will only appear for a user if the following conditions are met:

- If approval is required, all transactions must be 100% approved. See [Module Configuration](#) above for information on this setting.
- The User must be a member of the user group allowed to perform a Close function. See [Module Configuration](#) above for information on this setting.
- Three PENDING periods already exist
- The Period must be in PENDING CLOSE status.

Period Information				
Period ID: 2014-07		Period Status: PENDING CLOSE		
Period Description: JULY 2014		Start Date: 7/1/2014	End Date: 07/31/2014	
Period Details				
Transaction	Total Value	Count	Approval	
Work Order: Labor	\$ 6,562.10	51	9.8%	
Work Order: Parts	\$ 299.51	12	50.0%	
Work Order: Commercial	\$ 4,367.69	17	11.8%	
Fuel Transactions	\$ 311.01	5	0.0%	
Motor Pool Charges	\$ 570.00	10	10.0%	
Recurring Costs	\$ 37.50	9	22.2%	
Special Fees	\$ 222.00	8	50.0%	
Period Total:		\$ 12,369.81	112	17.9%
Work Order: Summary Cancel Close Period				

Only a PENDING CLOSE period can be closed. Once a period is closed, no alterations can be made to that period. A CLOSED period may not be re-opened.

To close a period:

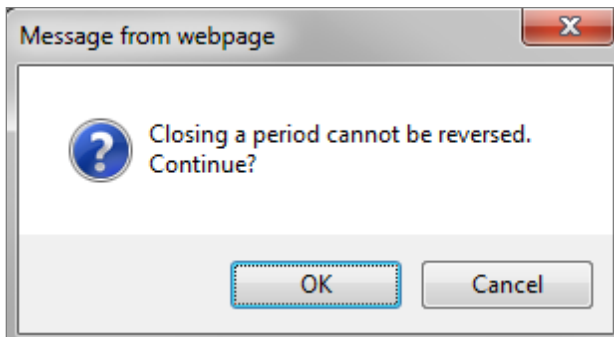
1. Click **Close Period**.

A Closing dialog will appear.

2. Enter any final notes or closing comments, and click **Confirm**.

Period Closing Comments:	
Cancel	Confirm

3. Click **OK** on the confirmation message to finalize closing.



The Period Closing Details page will then show the closing comments and details

Period Closing Details			
Closed By:	SJW	Closed Date and Time:	10/07/2014
Period Closing Comments:			
Close a period with comments; This period is 15.8% confirmed and has \$ 9,439.36 and 57 transactions.			

5. Transaction Pages

The transaction pages are the main area to view all portal transactions. Each section pulls all transactions, by type, into pages to allow viewing, adjusting, editing and/or moving (depending on settings and user rights).

Each transaction page is automatically filtered by Period ID (required) and Transaction Type (required). This filtering starts from clicking any field on the Period Information Page or Portal main page Period Gadget.

Any of the fields along each row, for each type, will take you to the Transaction page, filtered for your period and transaction type. You can click any of the fields here to open the Transaction page:

- Transaction (Type):
 - WO COMMERCIAL - Commercial work order
 - WO LABOR - Labor work order
 - WO PART ISSUE - Part work order
 - FUEL - Fuel transactions
 - MOTOR POOL - Motor pool charges
 - RECURRING CHARGE - Recurring costs
 - SPECIAL FEES - Special fees
 - USAGE - Usage
- Total Value
- Count
- Approval Percentage



The Work Order Summary Button goes to a Summary Page, not the Transaction page. See the section below regarding [Work Order Summary](#).

Period Information			
Period ID: 2015-05		Period Status: PENDING CLOSE	
Period Description: MAY 2015		Start Date: 5/1/2015	End Date: 05/31/2015
Period Details			
Transaction	Total Value	Count	Approval
Work Order: Labor	\$ 2,080.00	4	25.0%
Work Order: Parts	\$ 6.52	2	0.0%
Work Order: Commercial	\$ 345.00	2	0.0%
Fuel Transactions	\$ 173.71	4	0.0%
Motor Pool Charges	\$ 10.30	5	20.0%
Usage Tickets	\$ --	7	100.0%
Recurring Costs	\$ --	-	-
Special Fees	\$ --	-	-
Period Total:			
	\$ 2,615.53	24	37.5%
Work Order: Summary			



Clicking any field on the row - Transaction, Total Value, Count, or Approval - will enter the Transaction page, filtered for your period ID and transaction type.

Transaction Types

Each Transaction page shows slightly different values in the columns and headers, customized to each type's needs. Each type also has slightly different fields and adjustments available.

The overall definition of fields shown in each transaction page consistently, are:

- **+**: If there are related transactions (reversals, adjustments) they will be displayed once the + button is selected.
- **Adjust**: Opens dialog for adjustment described in each section below.
- **Edit**: Directly edits the transaction adjusting transaction type, Billed department rollup, billed department or account ID for that transaction specifically
 - This is only available if Edit settings are enabled under the [Module Configuration](#).
- **Work Order ID / Reservation ID / Special Fee / Usage Ticket**: For transaction types with a specific ID or screen available, this displays either:
 - The ID that the transaction is related to, with a link that opens to that exact transaction in Enterprise Portal.

- The Zoom  icon, which is a link to a search in Enterprise Portal
- This is not available for certain transaction types: Fuel; Recurring Charges
- **Billed Department Rollup:** Immediate parent department of the Billed Department that was assigned in the MAXQueue process from the Billing Type settings.
- **Billed Department ID:** The ID for the department that was assigned in the MAXQueue process from the Billing Type settings.
- **Assigned Department ID:** The ID for the department that was assigned to the Equipment unit / transaction at the time of the transaction's creation.
- **Account ID:** The ID for the account that was assigned to the Equipment unit / transaction at the time of the transaction's creation.
- **Billing Type:** Assigned Billing type of the Equipment Unit at the time of the transaction's creation.
- **Equipment ID:** Asset ID for the equipment on the Work Order / Transaction.
- **Transaction Date:** Date applied to the transaction
- **Total Cost(s):** The cost associated with this transaction. Some types have expanded cost fields; in the case of that, you will see multiple fields and a Total Cost Field:
 - Commercial Transactions:
 - Labor Cost: The base cost of commercial labor for this transaction
 - Labor Tax: The taxes attached to the Labor costs for this transaction
 - Labor Markup: The total of markup attached to the Labor costs for this transaction.
 - Parts Cost: The base cost of commercial Parts attached to this transaction
 - Parts Tax: The taxes attached to the Parts costs for this transaction
 - Parts Markup: The total of markup attached to the Parts costs for this transaction.
 - Misc. Tax: Other taxes attached to this commercial transaction.
 - Misc. Cost: Any other charges attached to this commercial transaction.
 - Total Tax: Sum of all taxes charged for this transaction
 - Total Cost: The sum of all charges applied to this transaction.
 - Fuel Transactions:
 - Value Fuel: Total value of the fuel for this transaction

- Value Fluid: Total value of the fluid for this transaction
- Misc. Value: Any other charges attached to this transaction.
- Total Cost: The sum of all charges applied to this transaction.
- Motor Pool Charges:
 - Meter Charge: Charges added to the reservations for meter rates
 - Hrs Charge: Charges added to the reservations for hours/time rates
 - Days Charge: Charges added to the reservations for days, weeks, months rates
 - Other Charge: Charges added to the reservations for all other fees: no-show, cancellation, one-way, minimum charge, or other.
 - Total Charge: Total charges on the reservation for this period
- Usage Tickets
 - Meter 1 Charge
 - Meter 2 Charge
 - Days Charge
 - Hours Charge
 - Base Charge
 - Other Charge
 - Personal Usage Charge
 - Special Meter Charge
 - Total Cost: Total usage charges for this record
- **Approved:** If the transaction is approved a check mark will be displayed.
- **Approved UserID:** If approved, the User ID of the user that approved the transaction will be displayed.

Work Order Transactions

Labor, Parts, and Commercial Transactions are shown in the Transaction Types screen separately; See the [Work Order Summary Page](#) for more information on Work Orders.

 The Billing module only takes transactional line item costs into account (costs associate with a line order and not at the work order header level) and does not pull the costs associated with small part issues for labor and parts, and overhead charges. To make up for these markup costs, be sure to increase costs in other areas as needed. The fields not included with the Billing module calculations include fields such as the following fields in the Locations – Primary Information screen, Rates and Markups tab, and Work Order Center screen, Summary Cost Info.

- **Markup percentage on work order internal costs to cover small parts issues** for both **Labor** and **Parts**
- **Default work order overhead charges**
- **Overhead Cost**
- **Small parts markup on labor**
- **Small parts markup on parts**



For more information on markups, refer to the help pages for the Markups tabs on the Parts Primary Information and Parts Location Information screens, Rates and Markups tabs for Departments Primary Information, Location Primary Information, and Shop Activity Setup Options screens, and the Determine Parts Markup Percentages help page.

Transaction types:

- **Labor Transactions:** Labor (LAB_MAIN) transactions are brought into this table based on Billing Type rules.
- **Commercial Transactions:** Commercial (CML_MAIN) transactions are brought into this table based on Billing Type rules.
- **Parts Transactions:** Part Issue (PTS_MAIN) transactions are brought into this table based on Billing Type rules.

Work Order Adjustments

Transactions: Work Order: Labor

☐	Adjust	Edit	Work Order ID	Billed Dept Rollup	Billed Dept ID	Assigned Dept	Account ID
☐			SRMC - 2014 - 30		BMCOMM	BILLING-3	1000.111101.00001.000.00000
☐			SRMC - 2014 - 30		BMCOMM	BILLING-3	1000.111101.00001.000.00000
☐			SRMC - 2014 - 30		BMCOMM	BILLING-3	1000.111101.00001.000.00000
☐			SRMC - 2014 - 30		BMCOMM	BILLING-3	1000.111101.00001.000.00000
☐			DIRECT CHARGE	BILLING-HI	BILLING-3	CNDEPT002	
☐			SRMC - 2014 - 23		BMCOMM	BILLING-3	1000.111101.00001.000.00000
☐			BS5171 - 2014 - 25	BILLING-HI	BILLING-3	BILLING-3	1000.111101.00001.000.00000
			Work Order ID	Department ID	Account ID		Cost
			BS5171 - 2014 - 25	BILLING-3	1000.111101.00001.000.00000		\$
			BS5171 - 2014 - 25	BILLING-3	1000.111101.00001.000.00000		\$
☐			SRMC - 2014 - 4		BMCOMM	BILLING-3	1000.111101.00001.000.00000
☐			SRMC - 2014 - 4	BILLING-HI	BILLING-1	BILLING-3	1000.111101.00001.000.00000
☐			SRMC - 2014 - 4		BMCOMM	BILLING-3	1000.111101.00001.000.00000

Page 1 of 2

Filters: ☒ All ☐ Approved ☐ Unapproved
 Current Filter: Approved: ALL, Period ID: 2015-05, Transaction Type: Work Order: Labor

Define Filter Clear Filter

Actions
 Assign Checked: As Approved

Save

Total Page Count: 30 Total Page Cost: \$ 3494.05

The **Adjustment** icon indicates this transaction can be adjusted by sending a note back to the Work Order Shop Supervisor. You can choose to move transactions to another billing period while you are leaving a note.

- Click to open the notes and adjustment window for any transaction. The Notes dialog shows any previous work order notes left by any employee on that line item.

SRMC-2014-35 Notes

Work Order Notes

10/04/2014 13:12 SJW - SERENA J WOROBEL
 MOVE TO 2014-08

New Note

Service Requests:

Tasks: A - PM SERVICE A

Cancel Move this transaction to: Save

☐ Move all transactions related to this same work order

- The Billing Module employee can enter a further note for that task, and at the same time, choose to move the Transaction to another Billing period.
 - Example: You need to do further investigation and have a Shop Supervisor change the Repair Reason for billing to bill to the proper department. You can

leave a note asking the Supervisor to do this, then push the transaction to the next period

- Use the **“Move all transactions related to this same work order”** check box option to move all Labor, Parts and Commercial transactions at the same time, regardless of which type currently is in view.

Work Order Extra Fields

In addition to the above fields for all transaction types, Work Order transactions also include:

- **Repair Reason:** The repair reason on the work order task
- **Life Cycle Status Code:** The status code applied to the Equipment / Asset
- **Job Type:** Repair or PM Work Order as set when the Work order is created.
- **Notes:** Opens-read only dialog to view the notes attached to the transaction task. Icon will only be visible if there are notes currently on the transaction.
- **Comments:** Opens-read only dialog to view any comments attached to the transaction task

Motor Pool Charges

Motor Pool usage charge (RES_MAIN / USG_MAIN) transactions are brought into this table based on Billing Type rules.

 Due to the type of charges Motor Pool processes, to properly process any adjustments as described below, set all Billing Types for Motor Pool to “TRANSACTION DEPARTMENT” setting. See [Billing Types](#) section above.

Motor Pool Extra Fields

In addition to the above fields for all transaction types, Motor Pool transactions also include:

- **Operator ID:** Operator ID assigned to the reservation when it was created; since the transactional billing of Reservations links to the Operator’s department, for additional information, the Operator ID is a hyperlink to Enterprise Portal to open the Operators-Primary Information screen; more information on the Operator can be viewed here.
- **Notes:** Opens read-only dialog to view the notes attached to the Reservation. Icon will only be visible if there are notes currently on the transaction.
- **Comments:** Opens read-only dialog to view any comments attached.
- **Out Date:** Date asset was taken out from the motor pool (on reservation)
- **Due Date:** Date asset was due to return to the motor pool (on reservation)

- **Return Date:** Date asset was returned to the motor pool (on reservation)

Usage Transactions

- ✓ To change or sort the order of columns in this table, click and hold on the column title and drag it to the location where you would like it displayed.

Usage charges (USG_MAIN) are brought into this table based on Billing Type rules. These are processed at two times:

- When Usage Tickets are created from manually from the Usage Tickets screen or Modules which create usage tickets.
- When Usage Tickets are automatically created, upon running End of Period processing.

Usage Transaction Extra Fields

In addition to the above fields for all transaction types, Usage Tickets transactions also include:

- The  **Magnifying glass** icon opens the **Usage Tickets** screen, filtered for the chosen Equipment ID.
- **Life Cycle Status Code:** The status code applied to the equipment or asset.
- **Base Usage:** Flag denoting if Base Usage type of transaction.

lgmt2 SR-R Scheduler Allocation and Assignment Assignment Requests maxq FuelFocus Assets Billing IPC Timesheet Yard Tech-Limited CP SK-RA CPP New Tab Reporting External EP New Tab													
Transactions: Usage Tickets													
☐	Usage Ticket	Edit	Billed Dept Rollup	Billed Dept ID	Dept ID	Account ID	Billing Type	Equipment ID	Life Cycle Status Code	Transaction Date	Comments	Meter 1 Charge	
☐				BILLING-1	BUSMAINT			0000003		09/01/2015 00:00		\$ --	
☐				BILLING-1	BUSMAINT			0000003		09/01/2015 00:00		\$ --	
☐				BILLING-1	BILLING-3	1000.111101.00001.000.000000 TYPE A		SJ-CAR-TYPEA	QA	09/03/2015 00:00		\$ --	
☐				RA DEPT-1	BILLING-3	1000.111101.00001.000.000000 TYPE A		SJ-CAR-TYPEA	QA	09/03/2015 00:00		\$ --	
☐				RA DEPT-1	BILLING-3	1000.111101.00001.000.000000 TYPE A		SJ-CAR-TYPEA	QA	09/03/2015 00:00		\$ --	
☐				RA DEPT-1	BILLING-3	1000.111101.00001.000.000000 TYPE A		SJ-CAR-TYPEA	QA	09/03/2015 00:00		\$ --	
☐				RA DEPT-1	BILLING-3	1000.111101.00001.000.000000 TYPE A		SJ-CAR-TYPEA	QA	09/03/2015 00:00		\$ --	
☐				RA DEPT-1	BILLING-3	1000.111101.00001.000.000000 TYPE A		SJ-CAR-TYPEA	QA	09/03/2015 00:00		\$ --	

Fuel Transactions

Fuel charges (FTK_MAIN) are brought into this table based on Billing Type rules.

Fuel Transaction Adjustments

An adjustment dialog is available to change transaction details:

Fuel Posting

Edit Fuel Transaction

Equipment ID: SJ-CAR1

Transaction Date: 06/09/2014

License No:

Site ID: Pump ID: Tank ID:

Location ID:

Fuel

Fuel/fluid type: Qty: 0 Fuel/fluid unit price: 0

Fluid

Fluid/product ID: OIL Fluid/product qty: 0.50 Fluid/product unit price: 5

Misc cost: 100

Account ID: 1000.111101.00001 TO BE INSERTED

Employee/operator ID: SJW Not Defined

Fuel card ID:

Comments: CHANGE CAR FROM PW-CAR TO SJ-CAR1, CHANGE FLUID TO .5

Cancel Save Full Reversal

Fuel Adjustments

Transaction Date	Equipment ID	Value Fuel	Value Fluid	Misc cost
06/09/2014	SJ-CAR1	\$ --	\$ 2.50	\$ 100.00
06/09/2014	PW-CAR4	\$ --	\$ --	\$ (100.00)
06/09/2014	PW-CAR4	\$ --	\$ --	\$ (100.00)
06/09/2014	PW-CAR4	\$ --	\$ --	\$ 300.00
06/09/2014	PW-CAR4	\$ --	\$ --	\$ (100.00)

- **Equipment ID:** (Read-Only); This shows the equipment ID associated with transaction
- **Transaction Date:** Date of the fuel transaction
- **License No:** License number on the fuel transaction
- Site ID, Pump ID, Tank ID, Location ID: (Read Only) from Fuel ticket
 - Fuel Section:
 - Fuel/Fluid Type
 - Qty
 - Fuel/fluid Unit Price
 - Fluid Section:
 - Fluid/product ID
 - Fluid/product qty
 - Fluid/product unit price
 - Other:
 - Misc cost
 - Account ID

- Employee/Operator ID
- Fuel Card ID
- **Comments:** Can be entered for describing the adjustment made in this screen.
- **Fuel Transaction History:** Date, equipment, values and cost history for this transaction (to show if any previous adjustments have been made)
- **Full Reversal:** Processes a full reversal for the transaction

Recurring Costs

End of Period charges (EOM_TRANSACTIONS) are brought into this table based on Billing Type rules. These charges are only populated into the module upon running End of Period processing.

Recurring Cost Adjustments

- An adjustment dialog is available to change transaction details:
- Charge Type: Cannot be adjusted This shows the type of charge
- Equipment ID: (Cannot be adjusted); This shows the equipment ID associated with transaction
- Transaction Date: Date transaction applied
- Cost amount: The cost of the transaction
- Account ID: Account ID used on the transaction
- Department ID: (Cannot be adjusted); Department ID charged for transaction
- Comments: Can be entered for describing the adjustment made in this screen.
- Recurring Costs History: Date, equipment, type, account and cost history for this transaction (to show if any previous adjustments have been made)
- Full Reversal: Processes a full reversal for the transaction

Recurring Cost Edit

Edit Recurring Cost Transaction

Charge Type: LEASE EXPENSE

Equipment ID: SJ-CAR3

Transaction Date: 07/03/2014

Cost Amount: -1200

Account ID: 1000.111101.00001

Department ID: SRMC-ADMIN

Comments:

Cancel Save Full Reversal

Recurring Cost History

Transaction Date	Equipment ID	Transaction Type	Account ID	Cost
07/03/2014 00:00	SJ-CAR3	LEASE EXPENSE	1000.111101.00001.000.00000	-1200.00
07/03/2014 00:00	SJ-CAR3	LEASE EXPENSE	1000.111101.00001.000.00000	1200.00

Recurring Costs Extra Fields

In addition to the above fields for all transaction types, Recurring Cost transactions also include:

- **Life Cycle Status Code:** The status code applied to the Equipment / Asset
- **Comments:** Opens read-only dialog to view any comments attached.

Special Fees

Special Fee charges (FEE_MAIN and FEE_LINE) are brought into this table based on Billing Type rules.

Special Fee Extra Fields

In addition to the above fields for all transaction types, Recurring Cost transactions also include:



Note: Based on which type of Special Fee setup you have specified, you may see Transaction Numbers or Icons:

Transactions: Special Fees							
	Special Fee	Edit	Billed Dept Rollup	Billed Dept ID	Department ID	Account ID	Billing Type
☐				BSE	SRMC-ADMIN	1000.111101.00001.000.00000	TYPE I
☐	24			BSE	SRMC-ADMIN	1000.111101.00001.000.00000	TYPE I



Both icons will open Enterprise Portal; the zoom button opens the **Special Fees** screen, and the Special Fee number opens the **Special Fee Detail** screen, based on which type of fee has been created.

Direct Transactions

A Direct Transaction can be entered on any above Transaction Type Screen. Direct transactions are stored in their own table, and do not directly tie back to the transaction type in the screens. *For example: a “Special Fee” Direct Transaction will not have a link to the Special Fees Enterprise Portal screen.*

The **Direct Insert** button is on the paging toolbar. This button does not display unless the logged-in user has access to edit and insert direct charges as set up in the portal settings.



Direct Insert transactions can be used to make special direct entries for administrative adjustments, such as a credit or a fee that is otherwise not tracked (or not needed to be tracked) for any other purpose than Billing.

A screenshot of a 'Direct Insert' form window. The window has a blue title bar with the text 'Direct Insert' and a close button. Below the title bar is a section labeled 'New Transaction'. It contains several fields: 'Period' (a dropdown menu showing 'NOV-DEC'), 'Equipment ID' (a text field with a search icon), 'Transaction Type' (a dropdown menu showing 'Work Order: Labor'), 'Transaction Date' (a date picker), 'Cost' (a text field), 'Billed Department Rollup' (a text field with a search icon), 'Department ID' (a text field with a search icon), 'Account ID' (a text field with a search icon), 'Comment' (a text area), and 'Billing Type ID' (a text field with a search icon). At the bottom of the form are two buttons: 'Cancel' and 'Save'.

6. Filtering Transactions

Each transaction page is automatically filtered by Period ID (required) and Transaction Type (required) with other filters available. The page also contains quick-filters and optional full filtering and saving.



Note: Filters support the wildcard character % for partial search matches. For example, search for a partial match using % such as **SRV%**. This search returns assets that start with SRV. You can also use the % sign before to search for items that end with the specific text entered, or use % before and after to search for anything that contains the text anywhere in that field.

The screenshot shows a filtering interface with the following elements:

- A section labeled "Filters" with three radio buttons: "All" (selected), "Approved", and "Unapproved".
- A dropdown menu to the right of the radio buttons.
- Below the radio buttons, a text label reads: "Current Filter: Approved: ALL, Period ID: 2014-08, Transaction Type: Work Order: Labor".
- At the bottom, there are two buttons: "Define Filter" and "Clear Filter".

Quick Filtering

- ALL: Default - Display all transactions according to filter.
- Approved: Select to see only approved transactions.
- Unapproved: Select to see only unapproved transactions.
- Drop-Down: Any previously saved filters (active filter name will be displayed)

Advanced Filtering

There are two places you can define advanced filters. These two areas are the transaction pages and the main billing page. Both items are defined below, and the rest of the detailed filter information, which is the same for setting up both filters, is listed below in the [Detailed Filter Information](#) section.

Transaction Page Filtering

On the Transactions page, click the **Define Filter** button to open the advanced filtering menu. Filters allow you to save details and filter for specific information. Since you can save filters, certain criteria allows you to use a function, so these filters will apply for every billing period.



Note: Different transaction types have slightly different fields, such as Work Order: Labor has a field for Transaction Date, and Motor Pool Charges has a Return Date field.

Filter Name		Remove Filter	Save Filter As		Save
Period ID	SEPTEMBER 2016	[Select a Period function]			
Transaction Type	Work Order: Labor				
Transaction Date	__/__/____	[Select a date function]			
Account ID		...			
Equipment ID		...			
Department ID		...			
Department Rollup		...			
Billing Type		...			
Work Order					
Location		...	Year		No
Repair Reason		...			
Job Status					
Total Cost between \$		and \$			
Transaction Adjusted					
Approved	ALL				
Approved By		...			
Back Apply Filter Reset Filter					

Save or choose a Filter:

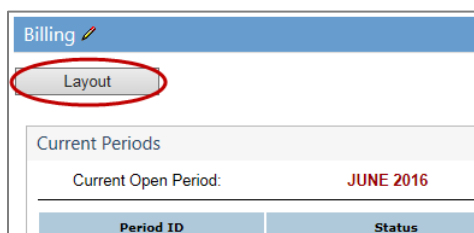
- Filter Name: Choose a saved filter from this menu. You can choose to remove a saved filter from here as well.
- Save Filter As: Enter new filter criteria below, and enter a name here. Choose the **Save** button to save the new filter to use it in the future.

Main Billing Page Filter Gadget

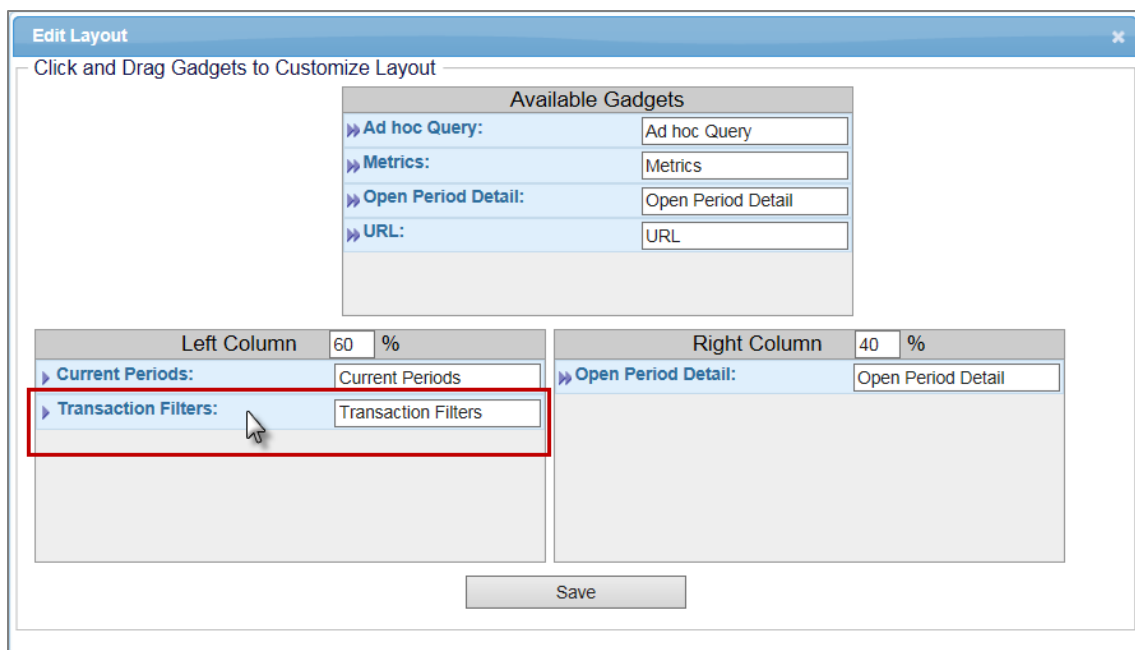
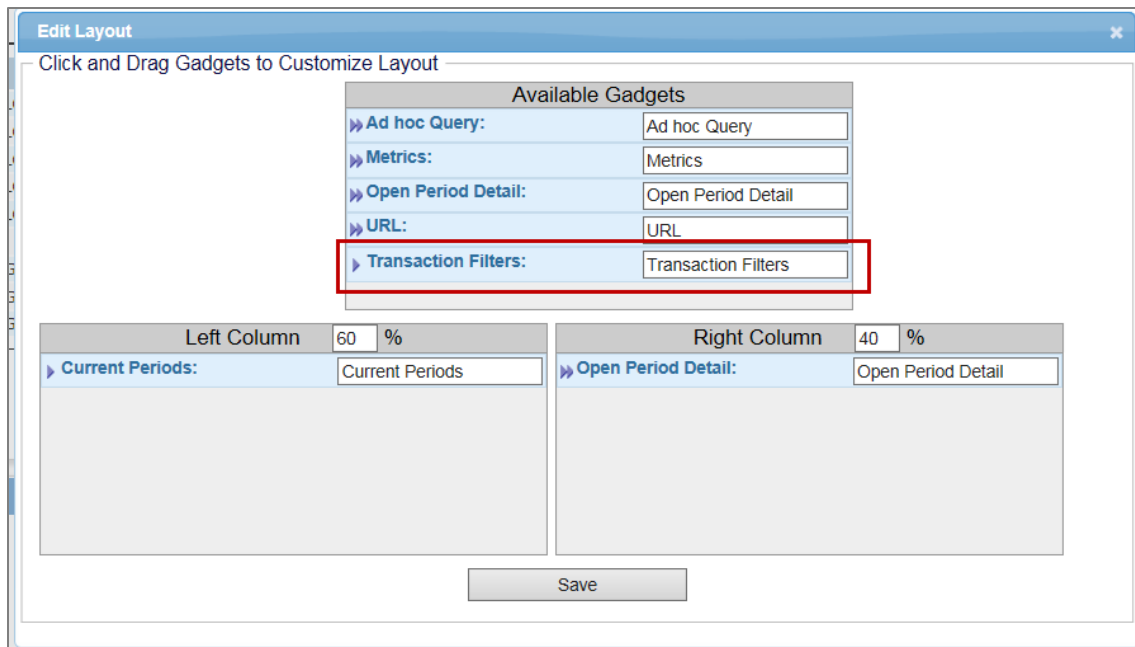
On the main Billing page, there is a gadget called Transaction Filters you can turn on that allows you to create and save custom filters for transactions.

To turn on this gadget:

1. In the top left corner of the Billing page, click **Layout**.



2. Click and drag the **Transaction Filters** gadget down to the **Left Column** or **Right Column** areas, depending on where you want the gadget to show.

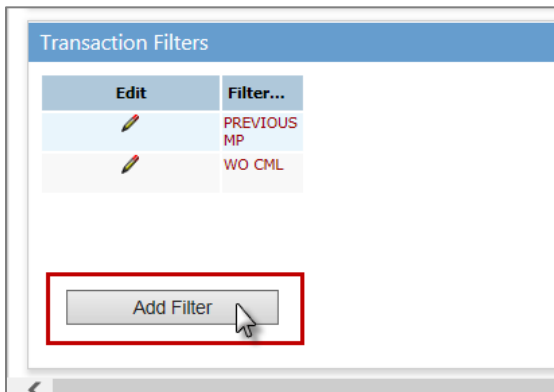


3. Click **Save**.

This makes the gadget display in the column you chose on the main billing page.

To use the Transaction Filters gadget:

1. Click **Add Filter**.



This opens the detailed filter information area.

2. Fill out the detailed information as described below in the [Detailed Filter Information](#) section.

Detailed Filter Information**Period Details and Transaction Type:**

- Select a Period or choose a Period function: Choose either a specific period ID or a function for Current Open Period; Previous Pending Close Period; Next Pending Period
- Transaction Type: Choose from the types list for the search
- Transaction Date: Select a specific date, or use a date function: Today; Last 7 days; Last 30 days

Other global filter criteria:

- Account ID
- Equipment ID
- Department ID
- Department Rollup
- Billing Type
- Fixed 1, 2, or 3.
- Total Cost between dollar amounts
- Transaction Adjusted: Direct Edit, Moved Period, Adjustment, Full Reversal
- Transaction approval

Transaction Specific criteria:

- Work Order:
 - Work order Number
 - Repair Reason
 - Job Status: OPEN, WORK FINISHED, CLOSED, PENDING
- Fuel
 - Tank ID
 - Location ID
 - Fuel Transaction Type: Internal or External
 - Fuel Type
- Motor Pool
 - Operator ID
- Recurring Charges
 - Recurring Charges Transaction Type: Depreciation, Lease Expense, Monthly Insurance, Insurance Fixed, Replacement, Licensing, and Other

7. Transaction Actions

Using the Check boxes to the left of the transaction page, you can choose to approve, unapproved, or move any one or multiple transactions.

➡ Check the check box to the left of the transaction, and choose an action in the bottom left of the screen.

Actions

Assign Checked:

Move Checked to Period:

Save

Editing Transactions

Transaction direct editing is only available to users who are allowed to enter Direct Transactions or perform Direct Editing. See [Module Configuration](#) for details on this setting.

If enabled, you can choose to edit a transaction by clicking the **Edit** icon from the transaction page:

Adjust Edit Billed Dept Rollup Billed Dept ID Dept ID Account ID

Assigned Department ID: AUTO-DEPT - AUTOMATION - DO NOT MODIFY

Direct Edit

Edit Transaction

Period: 2014-09

Equipment ID: AUTO001 ATM-001

Transaction Type: Fuel Transactions

Transaction Date: 09/16/2014

Value Fuel: 24.57

Billed Department Rollup

Department ID: AUTO-DEPT

Account ID: AUTO-ACCTNG-0001

Comment

Cancel Save Delete Apply to all

Page 1 of 1

Total Page Count: 6

The dialog shown will allow edits of only specific information:

- Billed Department Rollup
- Billed Department
- Account ID

The 'Direct Edit' form contains the following fields and values:

Direct Edit	
Edit Transaction	
Period	2014-08
Equipment ID	SJ-CAR-TYPEA ... TYPE A
Transaction Type	Work Order: Labor
Transaction Date	08/28/2014
Cost	100
Billed Dept Rollup	BROLLUP ...
Billed Dept	BMCOMM ...
Account ID	1000.111101.00001.000.00000 ...
Comment	
Cancel Save Delete	

 Direct Edit should be used with caution. These changes are NOT kept in sync with the original transactions and should only be used in cases of abnormal circumstances for billing. It is recommended first to use “Adjustment” options if available, or return to the original transaction to make your updates. If you need to change a Billed Department for the future, adjust your Billing type setup.

 Choose the **Save** button to save the changes.

Deleting transactions

From the Direct Edit pop-in, transactions can be deleted. This is optional, and can be enabled with the [Allow Direct Transaction Deletions](#) from the Billing Portal Settings.

The delete can be applied to the single-line transaction, or all transactions (reversals or adjustments) related to the chosen line item by checking the Apply to all checkbox.

This deletion will only affect the chosen transactions in the Billing module, not the original transaction tables.

Tracking Transaction Adjustments

Transaction adjustments are tracked in a change log, so they can be searched as noted from the [Filtering Transactions](#) section. As noted, you can search on if a transaction has been adjusted. Tracked transaction actions are: direct edit, moved period, adjustment, and full reversal.

The ACCT_CHANGELOG also tracks each adjustment made for audit purposes.

8. Work Order Summary Page

Within the Billing Module, all Work Orders are separated by transactions type, as shown above. The Work Order Summary page brings the different types of transactions together, by period, to summarize the transactions from each specific Work Order ID, for the filtered Period ID. This way a user can see, if a Work Order spans multiple months, how much is billed for each, specific month, for all three types of charges.

Work Orders For Period ID: 2015-06														
☐	Adjust	Work Order	Billed Dept ID	Assigned Dept ID	Billing Type	Equipment ID	Repair Reason	Work Order Status	Notes	Labor	Parts	Commercial	Total	Approved
☐		AUTO-RPR2-2014-4182	AUTO-DEPT	AUTO-DEPT		AUTO001	J	CLOSED		\$ -- \$	2.60 \$	314.02 \$	316.62 \$	
☐		B55171-2014-22	BILLING-1	BILLING-3		SJ-CAR-TYPEA	J	OPEN		\$ -- \$	121.10 \$	31.45 \$	152.55 \$	
☐		B55171-2014-23	BILLING-1	BILLING-1		SJ-CAR-TYPEI	A	CLOSED		\$ -- \$	24.22 \$	31.45 \$	55.67 \$	
☐		SRMC-2015-2	BILLING-1	BILLING-1	TYPE I	SJ-CAR-TYPEI	CN01	OPEN		\$ 114.40 \$	-- \$	-- \$	114.40 \$	
☐		B55171-2014-25	BILLING-2	BILLING-3		SJ-CAR-TYPEO	J	OPEN		\$ -- \$	24.22 \$	42.35 \$	66.57 \$	
☐		BSLOC1-2013-7	BMCOMM	NON REV	TYPE A	12703	J	OPEN		\$ 45.34 \$	-- \$	-- \$	45.34 \$	☒
☐		SRMC-2014-30	BMCOMM	BILLING-3	TYPE A	SJ-CAR-TYPEA	E	OPEN		\$ 260.00 \$	-- \$	335.00 \$	595.00 \$	
☐		TMJ-LOC-2015-9	BMCOMM	BILLING-3	TYPE A	TMJ-BILL-EQ	B	OPEN		\$ 34.67 \$	-- \$	-- \$	34.67 \$	
☐		AMO172-2015-6	CNDEPT001	KWDEP	TYPE B	KWDEQ1	CN01	OPEN		\$ 22.67 \$	-- \$	-- \$	22.67 \$	
☐		MAIN2-2014-19	CNDEPT001	CMP		SJ-CAR3	CR	OPEN		\$ 250.00 \$	-- \$	-- \$	250.00 \$	
☐		MAIN2-2014-17	Multiple results.	CMP		SJ-CAR3	J	WORK FINISHED		\$ 3,176.70 \$	-- \$	-- \$	3,176.70 \$	
☐		ABA-2014-10	SRMC-ADMIN	SRMC-ADMIN		SJ-CAR1	J	OPEN		\$ 21.80 \$	-- \$	-- \$	21.80 \$	
☐		MAIN2-2014-18	SRMC-ADMIN	SRMC-ADMIN		SJ-CAR1	C	OPEN		\$ 109.00 \$	5.35 \$	-- \$	114.35 \$	
☐		TMJ-LOC-2015-10	SRMC-ADMIN	SRMC-ADMIN	TYPE O	TMJ-CAR	B	OPEN		\$ 24.27 \$	-- \$	-- \$	24.27 \$	

Filters: ☒ All ☐ Approved ☐ Unapproved

Repair Reason: Assigned Department ID:

Work Order Status: Billed Department ID:

Actions

Assign Work Orders:
☒ Checked as approved

To change or sort the order of columns in this table, click and hold on the column title and drag it to the location where you would like it displayed.

- **Check box:** Mark Work Orders to approve or unapprove individually
- **Adjust Icon:** This will open the Notes page, to leave a new note on the work order, and also allow a user to move the transactions to a previous or next billing period, if it needs to be billed in a separate period.
- **Work Order ID:** This will open a hyperlink to the Work Order ID in Enterprise Portal
- **Billed Department ID:** Assigned as part of business rules; see [Billing Types](#) section above.



Note: This field can have a result of **multiple**: This will happen when transactions on the same work order have different departments assigned to them. Based on the use of Billing Types, repair reason rules/usage, and manual updates, this can happen in the billing module. To see which specific departments are being billed, view the individual transactions related to that work order on the Transaction pages.

- **Assigned Department ID:** Department ID that is shown on the Work Order transaction. This is the Department assigned to the Equipment on the Work Order.
 - ✓ Tip: By hovering over the Department ID, the full department description associated with Department ID is shown.
- **Billing Type:** This is the Billing Type of the Equipment on the Work Order transaction; see [Billing Types](#) section above.
- **Equipment ID:** The Equipment /Asset ID that is currently assigned to the work order.
 - ✓ Tip: Equipment / Asset description associated with the ID is shown upon hover.
- **Repair Reason:** The Repair Reason that is currently assigned to the work order.
 - ✓ Tip: Repair reason description associated with the repair reason ID is shown upon hover.
- **Work Order Status:** Current status of the work order
- **Notes:** Will open a pop-in window with all notes on the work order; The icon will only display if there are notes associated with the work order.
- **Labor:** This is a total for all labor costs on all transactions for the work order in this period.
- **Parts:** This is a total for all parts costs on all transactions for the work order in this period
- **Commercial:** This is a total for all commercial costs on all transactions for the work order in this period
- **Total:** This totals the labor, parts and commercial on calculated financial fields, showing the total value for this work order that falls into this Period ID.
 -  Note: All fields are formatted in accounting format, where 0.00 shows as “–” and -1.00 shows as (1.00).
- **Approved:** If all transactions associated for the work order for the period have been marked approved, a check mark will appear in this column.

Filtering

Filters on this page are designed to be quick filters and updated on-the-fly. Therefore, they cannot be saved. They can be combined.

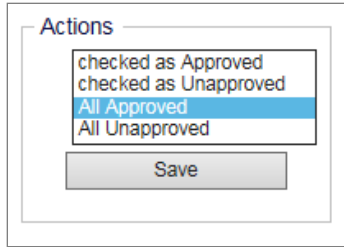
- **All, Approved or Unapproved:** Radial button options to filter transactions based on user approval.
- **Repair Reason** - This will filter repair reason which is shown on the work order; this uses a standard choice list with all customer-defined repair reasons as an option in the list.
- **Assigned Department ID** - This uses a standard choice list with all customer-defined department IDs shown as an option in the list.
- **Billed Department ID** - This uses a standard choice list with all customer-defined department IDs shown as an option in the list.
- **Work Order Status** - This is a drop-down list showing the status of the Work Order: Only statuses currently included in the work order summary page will show in the list.

Adjusting and Approving

Use the check boxes on the left to select specific Work Orders you want to manage. From there, you can choose to approve or unapproved these chosen work order transactions: Do so from the “Actions” section of the page.

- **Checked approved:** To mark all transactions associated with selected work orders as approved
- **Checked unapproved:** To reverse the approval process on any transactions that were previously approved on selected work orders

The Actions area also has options for ALL Work Orders.



The screenshot shows a web application interface. At the top, there is a header 'Work Order Summary Page'. Below it, there is a box containing an 'Actions' menu. The menu is open, displaying four options: 'checked as Approved', 'checked as Unapproved', 'All Approved' (which is highlighted with a blue background), and 'All Unapproved'. Below the menu options is a 'Save' button.

- Choose **All Approved** to mark every transaction related to the Work Order in this period as approved.
 - Choose **All Unapproved** to remove any approval related to any transactions from the Work Orders in this period.
- ❗ The ALL processes will be slow if large numbers of transactions exist.