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Project/Grant Billing

February 27th, 2024



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Session CPE Requirements

- You need to attend 50 minutes to receive the full 1 CPE credit.
- 4 Attendance Markers that read: “I’m Here,” will be launched during this session. You must respond to a minimum of 3 to receive the full 1 CPE credit.

****Both requirements must be met to receive CPE credit****



Learning Objectives

- *At the end of the session, you will be able to:*
 - *Recall the setup requirements for Project/Grant Billing*
 - *Review best practice processes for smooth tracking of billable transactions*
 - *Identify ways to generate reports for different types of billing*





Creating a Project



How to create a Project for Billing?

- When creating a new Project to use with Project Billing, there are a few areas of the setup to be aware of:
 - Will you be billing back expenses via AP or Employee Expenses?
 - Will you be billing based on time and materials or fixed fee?

▼ Billing

Term
Net 30 ▼

Project currency
▼

Billing type
Fixed fee and expenses ▼

Contract amount
▼

Billable employee expenses

Billable AP and PO



Tips for creating a Project

- Where applicable, fill in all associated dimension defaults, for Billing a Customer will be required, but you can also associate a default Department, Location and Class
 - This will help with associated data entry!

The image shows a screenshot of a software interface for creating a project. The main form is titled 'Project' and has several tabs: 'Project', 'Additional info', 'Resources and pricing', 'Project summary', and 'Invoice options'. The 'Project' tab is active, showing a 'Project info' section with fields for Project ID (10085), Project name (New Project A), Project category (Contract), Project type, Description, and Customer (10002--EZ Services). There are also fields for Begin date, End date, Parent project, Invoice with parent, Project status, Template, and Status (Active). A 'Dimensions' popup is overlaid on the right side of the form, showing fields for Department (200--Services), Location (100--USA 1), Class (100--Service Line 1), and Contract (--).



What is a Task?

- When using the Projects module, coupled with Time Entry or Milestone based billing, you can associate Tasks with a Project to track phases or deliverables on a Project.
 - For Example, if a Project is an Intacct Implementation, Tasks might be the phases of the Implementation Project.
 - Define
 - Build
 - Model
 - Deploy
- Tasks can serve as the trigger for revenue or billing, and can be used to track time to complete a phase. You can also budget hours and costs to a Task.





Setup Requirements for Project/Grant Billing



Item Setup Requirements

- Best Practice when setup items with the Item Type “Non-inventory”
- By selecting Non-Inventory you can use the item across applications in Intacct

Item information

General Advanced Cross references Item attributes

Item type *
Non-inventory Item is inactive

MRR ⓘ

Item ID * ⓘ

Name *
Billable Time

Product line ID

Extended description

Description on sales transactions

Unit of measure
Count

Base unit
Each

Note

Inventory

GL group
Time



Project/Grant Setup Requirements

- When setting up a Project/Grant in Intacct make sure to mark the Project as billable by specifying the following:
 - Billable employee expenses (Intacct Time & Expense)
 - Billable AP and PO
 - Billing Type

Grant information

Grant Additional info Resources and pricing Grant summary Invoice options

∨ Grant info

Grant ID	180	Root grant ID	180--Consortium Conference	Restriction	<input type="text"/>
Grant name	Consortium Conference	Revenue Restriction	<input type="text"/>	<input type="checkbox"/>	Time
Parent grant ID	--	First Restriction Release	<input type="text"/>		

∨ Progress

Calculated percent completed	Approved duration
------------------------------	-------------------

∨ Billing

Term	<input type="text"/>	<input type="checkbox"/>	Billable employee expenses
Billing type	Select	<input type="checkbox"/>	Billable AP and PO
Contract amount	<input type="text"/>		



Journal Setup Requirements

- Intacct provides ability to flag journal entries as billable to a project/grant
 - Example: salaries or other expenses imported via Journal Entry
- To tag journal entries as billable the journal needs to be enabled for project/grant billing

Journal information

Symbol
GJ

Title *
General Journal

Status
Active

Enable grant billing flag

Billing templates

- Define rules you want to use for invoicing a line item on a sales order
 - If line item should be billed only when it's completed or at specific percentages of completion
- All invoice line items can be invoiced the same way, or different invoicing for different line items.
- Depending on how billing templates are setup, you can:
 - Invoice whenever the project or individual tasks are completed
 - Invoice the percentage that is completed at the time that invoicing takes place
 - Invoice only when certain levels of completion are reached
 - Example: Invoice when project is 25% complete, 50% complete, 75% completed and 100% completed



Create Billing Templates

Standard Order Entry

- Start date
 - Transaction date
 - User Specified
- Installment pricing
- How often it recurs
 - Monthly
 - Bi-Monthly
 - Semi-Annually
 - Annually
- How many occurrences

Project Billing Templates

- Billing method
 - Percent completed
 - Milestone
- Calculate on
 - Project
 - Task
- Based on
 - Planned hours
 - Estimated hours
 - Budgets hours
 - Observed % Complete





Best Practices for smooth tracking of billable transactions



Tracking billable expenses

- Confirm that Projects/Grants are configured to include all transactions that could contain 'Billable' entries per your organizational requirements
 - Bills
 - Purchase Orders
 - Journal Entries
 - Employee Expenses
 - Timesheet entries
- Confirm all billable projects/grants are setup with the necessary billable information
- Confirm Journals are enabled to allow billable journal entries



Billable Transactions

- When Projects/Grants are marked as billable for Accounts Payable Purchasing and/or Time & Expense, these transactions coded to the project will automatically be flagged as billable with the ability to uncheck as needed.

Expense report

Draft S

Expense report info

Date filed *
02/09/2024

Employee *
EMP-0001--Danes, Claire

Expense report number
New

GL posting date
02/09/2024

Attachment

Reason for expense *
Mileage for consulting meeting

Memo

Expense entries

[Show defaults](#)

	Expense type *	Grant	Amount *	Billable	Payment type	Non-reimb	Paid to	Paid for *	Date	Department	Location
1	General Travel	401E--2022-23 Health	46.20	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Holiday	Work	02/09/2024	100--Counselling Serv	100--General
2				<input type="checkbox"/>		<input type="checkbox"/>					
Total			46.20								



Processing Invoices for Billable transactions

Pre-Bill Report

- Displays billable items and totals for multiple projects/grants or multiple customers at once in a single report.
- Cannot change options or generate invoices from the Pre-Bill report.

Preview

- Displays one invoice at a time for a single customer or project/grant.
- You can complete the following from Preview:
 - Change options, such as the transaction date or due date
 - Deselect a line item from the invoice, or change the billing amount
 - Generate the invoice you're preview





Other options for Project Billing



How else can you use Projects to automate billing?

- Percent Complete Billing based on Project
 - Observed Percent Complete
 - Based on time entry:
 - Estimated Hours
 - Planned Hours
 - Budgeted Hours
- Percent Complete Billing based on Task
 - Observed Percent Complete
 - Based on time entry:
 - Planned Hours
 - Estimated Hours
- Milestone Billing based on Task
 - Observed Percent Complete
 - Estimated Hours
 - Planned Hours



Sample Project Billing Template*

Template ID Milestone-Task-Est Hrs
Template description Milestone-Task-Estimated Hours
Billing method Milestone
Calculate on Task
Based on Estimated Hours
Status Active

Milestones		
	Percent completed	Percent invoiced
1	100.00 %	100.00 %

Here is an example of a Milestone Billing Template based on the Estimated Hours of a Project Task

*Project Billing Templates can be used when the Project billing Type is set to Fixed Fee or Fixed Fee with Expenses



Sample Project Billing Template*

Template ID Pct Cmpl-Proj-Obs Pct Cmpl
Template description Percent Completed-Project-Observed % Completed
Billing method Percent completed
Calculate on Project
Based on Observed percent completed
Status Active

Milestones			
	Percent completed		Percent invoiced
1		25.00 %	25.00 %
2		50.00 %	25.00 %
3		75.00 %	25.00 %
4		100.00 %	25.00 %

Here is an example of a
Observed Percent Complete
Billing Template based on
the Project





Generating Reports for different types of billing



Project/Grant Reports

- **Billable Costs by Customer:** visibility to cost entry dates, employee name, item ID and Project/Grant ID on a customer basis
- **Billable Costs by Project/Grant:** visibility to cost entry dates, employee name, item ID and Project/Grant Id on a Project/Grant basis
- **Project progress Billings:** if you enter project budgets into Intacct you can compare the progress you've made on your billings against your budgeted billing amount.
- **Project Profitability Report:** View the Gross Margin by Project/Grant and Employee





Let's take a Look!



Resources

- Sage University Training & Release Notes
- Intacct Customer Office Hours
- View and Subscribe to the CLA Intacct Blog

<https://blogs.claconnect.com/intacct/>

- Continue to join our monthly Sage Intacct Webinars

[2023 Sage Intacct Webinar Series :
2023 : Events : CLA \(CliftonLarsonAllen\)
\(claconnect.com\)](https://blogs.claconnect.com/intacct/2023-Sage-Intacct-Webinar-Series-2023-Events-CLA-CliftonLarsonAllen-claconnect.com)

What's New in Sage Intacct's 2022 R2 and R3?

September 26, 2022 | by Ashley Klapperick

Struggling to keep up with all the enhancements pushed out in Sage Intacct's Release 2 (R2) on May 13, 2022, or Release 3 (R3) on August 19th, 2022? Keeping up with all the feature enhancements is a job along with your actual job. Intacct has pushed out a ton of exciting enhancements across the application, if you want to learn more keep reading.



Dashboards:

Have you struggled to get to creating dashboards for your team? If this is a task that keeps getting pushed further down your list of "To-Do's" utilize Intacct's new out-of-the-box Role Based Dashboards. The new role-based dashboards provide information in a format that is easier for the viewer to consume with specific information on each dashboard. If you don't like the look or information provided, you can easily make changes to these dashboards so they suit your team's needs.



Thank you!



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