



StarPM: Billing

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User Guide

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Introduction

StarPM: Billing allows bills to be raised for any active Client in the database.

Details of all unbilled Work in Progress (WIP) transactions are visible and may be fully or partially written out against the fee, thereby creating either a Profit or a Loss. This ensures that WIP is billed as quickly and easily as possible, and that profitability is correctly allocated and recognised within the practice.

The StarPM: Billing application interface has been designed to minimise the number of clicks required for billing operations, and offers significantly greater flexibility than the Billing Wizard featured in Star's Windows Billing application.

The four main tabs within the application - from left to right: [Client/Job Selection](#), [Detailed WIP Allocation](#), [Bill Text](#), [Approvals](#) - reflect, and to some extent impose a logical billing workflow, with options available only when and where pertinent. The main toolbar options are always contextual to the current tab view.

Prerequisites

Access to various functions within Billing is dependent upon user permissions, which are defined in Star PDM.

If you do not see a particular menu option or screen as described in this document, then that is probably because you do not have the required user permission(s).

In addition, this document assumes that instances of each of the following entities have been created in Star PDM:

- Staff.
- Staff Privileges (Privilege Groups).
- Clients.
- Jobs.

Entity-level Functional Currency Processing

StarPM: Billing supports Entity-level Functional Currency Processing for all types of StarPM supported future bills.

When this functionality is active (on):

- An **Entity Currency** drop-down control is displayed in the [Billing Basket](#), enabling you to filter the [Client/Job Selection](#) grid according to the selected Entity Currency.
- Exchange for multi-currency bills is based on Entity Currency to Bill Currency.
- An **Entity Currency** column is displayed in the [Approvals](#) grid.

In addition, when using Consolidated Job Future Billing:

- The functional currency defaults to the relevant Job Entity Functional Currency.

WIP Imbalance

The application checks automatically for imbalances in WIP or between WIP and AR. It does this:

- When new Bills are created.
- When existing Bills are edited and saved.
- When Bills are approved.

If an imbalance is identified, the Bill is not saved. The application displays a message to this effect, which also explains how to proceed. For example, for a Draft Bill, the message will read:

"Unable to save the bill due to Imbalance in WIP. Please check Detailed WIP Allocation screen for imbalances and rectify by removing/adding Jobs. If the problem persists, please Abort this bill to start again."

If the imbalance cannot be rectified, the Bill must be aborted:

- If it is a Draft Bill, simply by clicking **Cancel Edit** in the [Billing Basket](#).
- If it is an existing Bill, by first clicking **Cancel Edit** in the Billing Basket, and then clicking **Undo** in the [main toolbar](#).

Replace Terms

Many of the standard terms used throughout any 'vanilla' installation of StarPM can be replaced by synonyms. This is useful, for instance, when Star terminology does not reflect the standard lexicon of your organisation. Star refers to such synonyms as Replace Terms.

This Help manual uses standard terms throughout.

Access the Module

The following assumes that you are using the default StarPM Launcher. In an alternative Launcher configuration the layout and/or module options may differ.

To access the StarPM: Billing module via the application menu:

1. Launch StarPM.
2. Click the menu icon to the left of the Star logo.



This toggles open the main menu:

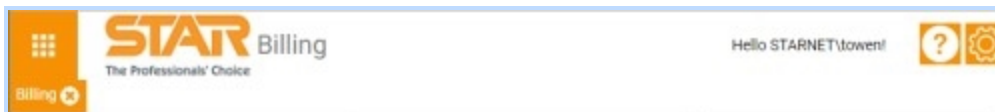


3. Click **Billing**.

The StarPM: Billing module is displayed in a tab in a tab row beneath the title header.

Application Tabs Auto-hide

In StarPM, each open module is represented by a tab in a tab row beneath the HTML Title header.



Open application tabs can be set either to be of fixed display, or to be hidden automatically when not in use. Fixed display prevents vertical interface shifts whenever the user moves their cursor over the header area, thus invoking the tabs' display.

The auto-hide behaviour is controlled by a setting, `LauncherAutohide`, in Star database table `tblPersonalSettings`. To enable auto-hide, `LauncherAutohide` must be set to 1. The default value is 0 (auto-hide disabled).

Create a Bill

You can bill either at Client level or at Job level.

The following procedure describes the minimum steps required for billing, including progress bills, zero bills and credit notes.

The following procedure does not describe every editable element in the **Selection** grid, for which see [The User Interface](#); neither does it describe [Detailed WIP Allocation](#) nor [Non-WIP Billing](#).

If no information is displayed in the [Client/Job Selection](#) grid, you will have to change the parameters of the currently applied filter before proceeding. For details, see [Filtering](#).

Entity, Service Line and Jurisdiction filtering (out of scope for this document) is applied in advance.

An invoice can include only Jobs relating to a single legal **Entity**. Billing always picks up all Jobs relating to the same Entity as that of the first Job billed. Jobs relating to other Entities are excluded from the bill. The same applies for any Clients subsequently added to the same bill.

In the **Client/Job Selection** tab:

1. Click ► to expand the relevant Client row and review the individual Jobs billed to that Client.
2. Click **Bill**, either:
 - in the first column on the Client row to bill at Client level for every Client/Job with an outstanding balance.
 - in the first column on each relevant Job row, to bill at Job level for a [Set](#) of selected Jobs only.

The bill **Total** in the [Basket](#) is updated incrementally. In addition, the lower toolbar displays **Total WIP Allocated** (WIP for the whole bill) and **Total Markup** (WIP over-allocated/profit).

WIP and Expense totals (including WIP/Expense Allocated totals) are updated when you click the **Bill** button. At this point, any Job WIP is loaded, filtered according to the Bill's WIP From and WIP To dates and Bill Currency, and the totals are refreshed to take into account any time or expenses approved since the **Client/Job Selection** tab was opened.

If your selection included any existing draft Bills, then the [Existing Draft Bills](#) window is displayed. If there are no existing draft Bills among the selection, clicking **Bill** activates the Detailed WIP Allocation tab.

When clicked, the **Bill** button toggles to **Remove**. You can then click **Remove** to remove Jobs from billing.

Every Bill must retain one Job. To remove all Jobs you must cancel the entire Bill by clicking **Cancel Edit** in the [Billing Basket](#).

3. Select the bill allocation type (**Allo Type**), the method by which WIP will be allocated to the bill.

A default allocation type can be set using the **Bill Allo Type** control in the [lower toolbar](#), but this can be overridden by setting the allocation type at Job level on each row in the expanded grid.

 - **None** - Do not allocate any WIP to the Bill.
 - **FIFO** - First In First Out: Allocate WIP to the value of the Bill amount, oldest WIP first, plus the value of any unallocated Progress Bills. The most recent WIP will remain unallocated.
 - **LIFO** - Last In First Out: Allocate WIP to the value of the Bill amount, most recent WIP first, plus the value of any unallocated Progress Bills. The oldest WIP will remain unallocated.
 - **Custom** - Any WIP re-allocation will be specified later, in the **Detailed WIP Allocation** tab.
 - **All** - Allocate all WIP to the Bill, including Expenses and any unallocated Progress Bills.

Further controls in the lower toolbar allow WIP to be prorated (distributed proportionately) among selected Jobs according to relative WIP values. For details, see the Client/Job Selection / [lower toolbar](#) topic.

4. Edit the WIP and Expense amounts to billed, as required.

For a Progress Bill:

- i. Set **Bill Allo Type** to **None**.

Note the **WIP Allocated** amount then defaults to zero.

For a Zero Bill:

- i. Set **Bill Allo Type** to **All**.
- ii. Set the **WIP Bill** amount to **0.00**.

Note the **WIP Allocated** amount is unaffected.

For a Credit Note:

- i. Set **Bill Allo Type** to **None**.
- ii. Set the **WIP Bill** amount to a negative value.

5. Click **Save Bill**. Either a new draft bill is created in the Star database, or the existing Draft Bill (if any) is updated with the latest changes.

Bills are saved automatically whenever you click **Preview Bill** or select the **Bill Text** tab. The SSRS Server then generates a PDF bill preview (as defined by the underlying SSRS report), which you can view either by clicking **Preview Bill** in the main [toolbar](#), or in the **Bill Text** tab.

The application checks automatically for imbalances in WIP or between WIP and AR. If an imbalance is identified, the Bill is not saved. The application displays a message to this effect, which also explains how to proceed. If the imbalance cannot be rectified, the Bill must be cancelled by clicking **Cancel Edit** in the Billing Basket.

6. For WIP billing only, to [re-allocate WIP](#) between Jobs, select the **Detailed WIP Allocation** tab.
7. Edit the presentation of the bill in the [Bill Text](#) tab.

For Progress Bills, Zero Bills, and Credit Notes, the invoice template is usually configured to render the Bill PDF appropriately.

The bill is now ready for [approval](#).

Multi-currency Billing

Multi-currency Billing may not be activated in your implementation of StarPM: Billing.

Multi-currency billing enables billing in a selected currency.

All Job WIP is converted into the selected billing Currency using the current exchange rate on the date of the WIP, with any Profit and Loss resulting from exchange rate differences being accounted for. The WIP is then allocated accordingly.

Currency amounts are stored on the Nominal records, with the standard Amount fields storing the amount converted back into functional currency.

The Billing Currency must be selected in the [Billing Basket](#) before any Jobs are added to the Bill, at which point the drop-down is disabled.

To change the Billing Currency for an active Bill you must Abort the Bill, select the Currency, and then add Jobs to the Bill.

WIP analysis is in functional currency, so is not compatible with multi-currency billing.

Non-WIP Billing

Non-WIP Billing may not be activated in your implementation of StarPM: Billing

Non-WIP billing enables the creation of Non-WIP bills, at either Client or Job level, that do not affect WIP in any way. Nothing is allocated, there is no profit and loss, and bills affect only Fees. No WIP records are created.

Non-WIP bills at Client level have no Job association.

Non-WIP Billing requires one or both of the following Privileges (as appropriate) to be set in Star PDM for the user's Privilege Group:

- **Post Billing: Post Non-WIP Bills** (Client-level).
- **Post Billing: Post Non-WIP Bills (Jobs)**.

For further details, see the main entry on [Non-WIP Billing](#).

The User Interface

This topic describes the main elements of the StarPM: Billing user interface surrounding the four main tab views.

The four main tab views - along with any context-sensitive components of those elements introduced here - are described in separate topics below.

Main Toolbar

The toolbar displayed immediately beneath the **Client / Job Selection**, **Detailed WIP Allocation**, **Bill Text**, and **Approvals** tabs, is contextual to the currently selected tab.

Except where noted, the following options are available in every tab (subject to user privileges):

- **Save Bill** - Saves the Bill in its current state.

The **Save Bill** option is not available on the **Approvals** tab, which displays only saved bills which cannot be edited in this tab.

- **Preview Bill** - Saves the bill in its current state and generates a bill preview.

Bill previews are displayed in either PDF or SSRS format, depending on the current **Use Report Viewer** setting in [Preferences](#).

- **Save + Close** - Saves the Bill in its current state and closes it.
- **Save + Next Action** - A drop-down control, displaying the following options:
 - **Save + Send To**
 - **Save + Pass to Approve**
 - **Save + Approve.**

Not available in the **Approvals** tab.

- **Edit Address** - Displays the [Edit Address Details](#) window, in which you can make any necessary changes to the current Client address, or select a different address using the [Billing Contacts](#) utility.
- **Edit Tax Details** - Tax details cannot be changed but can (subject to user privileges) be broken down into splits, for instance to specify lower and higher tax rates. Click **Edit Tax Details** to display the [Edit Tax Details](#) window.

Further tab context-sensitive options are described in context:

- [Client / Job Selection](#)-only toolbar options.
- [Detailed WIP Allocation](#)-only toolbar options.
- [Bill Text](#)-only toolbar options.
- [Approvals](#)-only toolbar options.

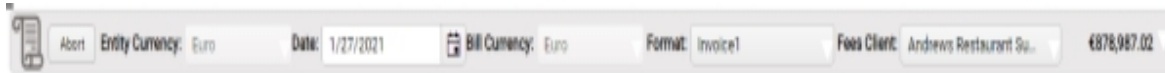
Lower Toolbar

All details in the lower toolbar, which is displayed beneath the main grid in each tab, are contextual to the current tab, and are described in context.

For example, when the [Client / Job Selection](#) tab is selected all elements in the lower toolbar relate to the current invoice.

The Billing Basket

The grey toolbar with the Abort button at left is known as the Billing 'basket'. Here you can review Fee Client billing and, if necessary, remove one or more Jobs from the Bill.



- **Cancel Edit** – Click to cancel the current session, e.g. abort an entire Draft Bill.

Cancelling before the first save event deletes the Draft Bill. Cancelling after the first Save or Preview cancels all changes made since the last save and then closes the Bill.

- **Entity Currency** – Filters the **Client/Job Selection** grid according to the selected Entity Currency.

Available only if [Entity-level Functional Currency Processing](#) is enabled in your implementation of StarPM: Billing.

- **Date** – The invoice date. Click the calendar control to select an alternative date.

Except where [Multi-currency Billing](#) is in use, the invoice Date can be changed up to and including the point at which the Bill is approved. Any associated WIP is recalculated at the rate available closest to the bill date.

Where Multi-currency Billing is in use, the invoice Date can be changed only before the first Job is billed, at which point the **Date** field becomes read-only. (The 'Bill Date is Date Approved' switch does not apply to Multi-currency Bills.) Floating currencies require an exchange rate for the date of the bill. For all other currencies, WIP is recalculated at the rate available closest to the date of WIP.

- **Currency** - Select the Billing Currency for this invoice (the functional currency by default).

Currency selection is available only where Multi-currency Billing is in use.

The Billing Currency must be selected before Jobs are added to the Bill, at which point the drop-down is disabled. To change the Billing Currency for an active Bill you must **Cancel** the Bill, select the Currency, and then add Jobs to the Bill.

Warning messages are displayed:

- If the WIP Currency is other than the default Currency on any billed Job.
- If no valid exchange rate is found. Billing is then aborted until the billing **Date** is changed.
- If missing exchange rates mean that any WIP is valued at Zero.

When a Billing Currency other than the functional currency is selected, all values at Job level - Bill and WIP Amount, WIP and Expenses Bill and Allocated, and VAT (tax) values - are displayed in the Billing Currency. Where these values are editable, this is indicated by the relevant Billing Currency symbol prefix in all relevant column headers, as illustrated below.

WIP	EXPENSES	¥ WIP BILL	¥ WIP ALLOCATED	ALLO TYPE	¥ EXPENSE BILL	¥ EXPENSES ALLOCATED
379,355.20	0.00	379,355.20	379,355.20	ALL	0.00	0.00

Where Multi-currency Billing is in use, Star currently supports only values to two decimal places.

- **Format** – Select the correct Format (layout) for the invoice.

Bill formats are defined in Star PDM by SSRS reports. A single bill Format might be used for multiple legal Entities, but an invoice can include only Jobs from a single legal Entity.

The **Format** drop-down displays the relevant filename after the Report name in two columns, **Name** and **File**, ordered by **Name**.

- **Fee Client** – Displays the first Client billed. Use the drop-down to select any other Client billed in this invoice to be the Fee Client.

A bill can contain WIP from multiple Jobs and/or multiple Clients, e.g. parent Company and holding company. The Fee Client should be the Client responsible for the debt, i.e. the Client who will receive the bill into AR.

The address on the invoice is automatically updated to that of the selected Fee Client.

- **Total** – The total to be billed. Select the drop-down for a breakdown of the Total by Client/Job.

Format: Invoice		Fee Client: ABC-D	\$5,300.00
	CUSTOMER LB NAME	ENGAGEMENTLB NAME	AMOUNT
Remove	Client 102 Star	Audit 2009	6,300.00

To remove a Job from the Bill, click **Remove**.

Every Bill must retain at least one Job.

Preferences

Displayed by clicking **Preferences** at top right.

These Preferences are module-level user preferences, not Firm-level preferences.

The screenshot shows a 'Preferences' dialog box with the following settings:

- Allocate P/L To Staff: NO
- WIP To Date default: Today's date
- Use Report Viewer: NO
- Prevent mixed allocation bills: NO
- Invoice Grouping Default: Job
- Expense Grouping Default: All In One
- Show Bill Narrative: NO
- Retain Bill Narrative in Session: NO

Buttons: Save, Cancel

- **Allocate P/L To Staff** - When set to **Yes**, Profit and Loss allocations are enabled.

Only available if Firm Switch **Allocate P/L To Staff** is active (on).

- **WIP to Date Default** - Sets a default **WIP To** date for the [Client / Job Selection](#) tab. Any WIP raised after the specified date will be filtered out of the display. The options are: Today's Date, End of Last Month, or End of Last Week.

The **WIP To Date Default** can be overridden by setting specific **WIP From** and **WIP To** date values in the [lower toolbar](#).

- **Use Report Viewer** - Controls the result of the **Preview** button in the [main toolbar](#). When set to **Yes**, the SSRS report viewer is used to preview bills. When set to **No**, previews are displayed in the browser's default PDF viewer.
- **Prevent Mixed Allocation Bills** - When set to **Yes**, you cannot create bills for Jobs with different Allocation Types: all Jobs must be either FIFO, LIFO, None, or ALL. When set to No, a bill's Jobs can have various Allocation Types.
- **Invoice Grouping Default** - Specifies the default grouping of invoices in the [Bill Text](#) tab, the options being: All in One, Client, Job, Job Type, Charge Account, or Staff.
- **Expense Grouping Default** - Specifies the default grouping of expenses in the [Bill Text](#) tab, the options being: All in One, Combined with Time, Client, Job, or Expense Type.
- **Show Bill Narrative** - When set to **Yes**, a **Bill Detail** text box is displayed in the [Bill Text Notes](#) sub-tab.

Only available if Firm Switch **ShowBillDetailTextBox** is active (on).

- **Retain Bill Narrative in Session** - When set to **Yes**, Bill Detail text is saved to the Star database as Type 1 records.

Only available if Firm Switch **ShowBillDetailTextBox** is active (on).

Column Sorting and Filtering

A drop-down control to the right of each column header gives access to the following options:

- **Sort Ascending** - Applies an ascending alphanumeric sort order.
- **Sort Descending** - Applies a descending alphanumeric sort order.
- **Columns** - Displays an alphabetical checklist of every column available for display. De-select the checkbox of any column that you do not want to be displayed.
- **Filter** - Displays standard grid filter controls (filtering relative to specified values).

If you apply multiple column sort criteria, number prefixes in the relevant columns display their order of precedence.



To remove applied custom sorting:

- Right-click in the column header row and select **Clear Sorts**.

To save custom sorting, to be applied in future sessions:

- Right-click in the column header row and select **Save Layout**.

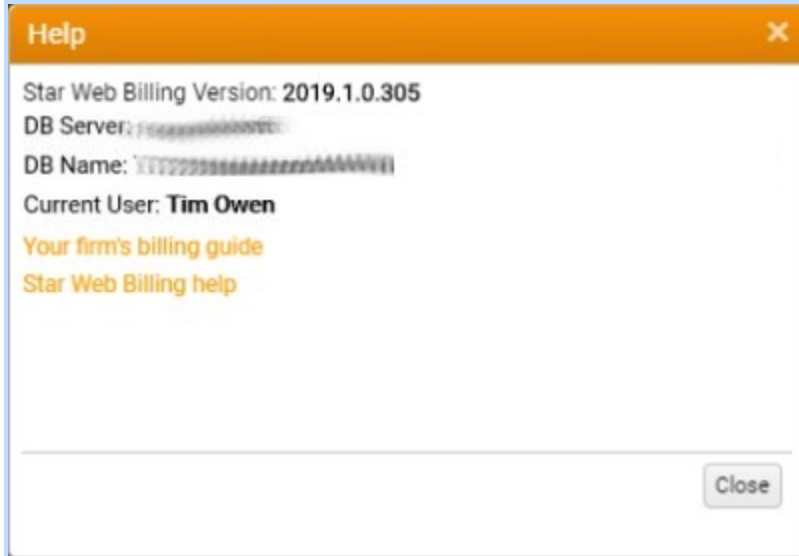
Export to Excel

The **Export to Excel** option is available on every main grid within the module.

Click **Export to Excel** to export the contents of the grid beneath the button to your default downloads folder, creating an Excel worksheet with an indicative filename, e.g. *StarPM Billing Detailed WIP Grid.xlsx*.

Help

The **Help** button displays details of the StarPM: Billing module you have installed (version number, database server, database name and current user), and provides links both to your own organization's billing guide (if any) and to Star's help guide for the module in PDF format.



Client/Job Selection

The **Client/Job Selection** tab displays a filtered list of every active Client record in the Star database*.

In an expanded grid, each child row represents a Job undertaken for each Client.

Any Job selected for the current bill is highlighted by a blue background.

The screenshot displays the 'CLIENT / JOB SELECTION' tab in the StarPM software. The interface includes a top toolbar with 'Save Bill', 'Preview Bill', 'Save + Close', 'Add Client', 'Edit Filter', 'Edit Address', and 'Edit Tax Details' buttons. Below this is a 'SELECTION' grid with columns: CLIENT JOB, CUSTOMER LB NAME, INVENT CUSTOMER LB NAME, LAST ACT., LAST BILL, FIBS, and DRAFT FR.. The grid lists various clients, with one row (Client 102 Star) highlighted in blue. At the bottom, there is a 'Pro Rate' section with a dropdown menu set to 'OFF' and a field for 'Bill Amount' set to '0'. The total WIP allocated is shown as \$5,300.00.

* The number of Client records that can be displayed in StarPM: Billing is subject to an overall system limit. The default limit is 1000, but this may differ in your organization's implementation. The number of Client records that can be displayed in the Client/Job Selection grid may also be limited.

Toolbar

When the **Client/Job Selection** tab is selected, the main toolbar presents the following context-sensitive options in addition to those available on every tab (for which, see the introductory [Main Toolbar](#) topic).

- **Add Client** - When editing a bill at the Approval stage, the [Client / Job Selection](#) view is automatically filtered to display only those Clients associated with the original Bill. You can, however, add to the bill any Clients not included in the original selection. To do this, simply click **Add Client** to view the Add Client window.
- **Edit Filter** - Displays the [Edit Filter](#) window.

Lower Toolbar

The lower toolbar presents the following context-sensitive options:

- **Pro Rate** / <bill amount> / **Apply** - The bill can be raised prorated (distributed proportionately) among selected Jobs according to relative WIP values.

To **Pro Rate** WIP: with **Pro Rate** active (**On**), first select the relevant Client/Jobs, then enter the amount to be billed in the adjacent unlabelled field, and click **Apply**.

When **Pro Rate** is **On**, expenses are billed and allocated in full (100% realization). You can, however, edit the **Expense Bill** and **Expense Allocated** figures.

- **Bill Allo Type** - Specifies a default bill allocation type, i.e. the method by which WIP will be allocated to the bill. The options are: **None**, **Custom**, **LIFO (Across Jobs)**, **FIFO (Across Jobs)**, **All**, **All (Auto Bill Amount)**, or **All (Zero Bill Amount)**.
- **WIP From / WIP To** - These values specify the first and last dates in a date range. Any WIP raised outside this date range will be filtered out of the display.

If specified, the **WIP From** and **WIP To** values override the **WIP To Default** setting in [Preferences](#).

- **Non WIP Billing** - Toggle Non-WIP Billing mode **On/Off**.

When **Non WIP Billing** is toggled **On**, all of the other options in this toolbar are hidden and the [Detailed WIP Allocation](#) tab is inactive.

The Non-WIP Billing toggle is active only before billing is initiated, and cannot be reactivated except by clicking **Cancel Edit**. It is displayed at all only if: a. you have the Privilege required to create Non-WIP Bills, and b. a Non-WIP Bills nominal account exists.

The following totals (all read-only) are displayed to the right in the lower toolbar:

- **Progress Bills** - The sum total of any progress bills allocated in the current bill.
- **Total WIP Allocated** - The total time and expenses currently allocated for the whole bill.
- **Total Markup** - The sum total of WIP currently over-allocated (i.e. profit), if any.

Non-WIP Billing

To activate [Non-WIP Billing](#), set the **Non-WIP Billing** toggle in the lower toolbar (see above) to **On**.

When Non-WIP Billing is active:

- The [Detailed WIP Allocation](#) tab is inactive.
- The **Bill** column in the Client-level grid is hidden.

Cross-Client Non-WIP billing is not supported.

REF	CLIENT NAME	RPARENT CLIENT NAME	LAST ACT...	LAST BILL	BILLS	DRAFT BL...
test	Client 11		3/27/2019	3/27/2019	69.56	419.2
12	Client 12					0.0

	PROJECT NAME	PROJREF	WIP	EXPENSES	AMOUNT	PROJECT TYPE	ENTITY	SERVICE LINE	PIC
BILL	CLIENT ONLY		0.00	0.00	0.00				
BILL	source job	183	0.00	0.00	0.00	default job type	Fees Ledger Ctrl		
BILL	dest job	184	0.00	0.00	0.00	default job type	Fees Ledger Ctrl		
BILL	restricted	185	0.00	0.00	0.00	restricted	Fees Ledger Ctrl		
BILL	Receipt required over \$500	226	0.00	0.00	0.00	expenses	Fees Ledger Ctrl		
BILL	normal job	227	0.00	0.00	0.00	default job type	Fees Ledger Ctrl		

- A new **Client Only** row in is inserted into the Job-level grid to facilitate the creation of a single Non-WIP Client bill.

On the remaining rows, for Job-level billing, a single **Amount** column replaces the **WIP Allocated**, **WIP Bill**, **AlloType**, **Expense Allocated** and **Expense Bill** columns, none of which are pertinent to Non-WIP Billing.

- Invoice Grouping defaults to either Client or Job, as appropriate to the billing level, and cannot be changed.

The **Invoice Grouping** selector control in the **Bill Text** tab's [lower toolbar](#) is greyed out (inactive).

With these exceptions, all other functionality is as for standard WIP Billing.

Billing at Client Level

The first row in the Job-level grid, labelled **Client Only**, enables a single Non-WIP Client bill to be created.

This row includes a single editable **Amount** field, which sets the bill value at Client level.

When you click **Bill** on a **Client Only** row, a Multi Select List window is displayed. This window is automatically filtered to present only those legal Entities available for selection. You must select an Entity to proceed.

The **Client Only** label may be substituted by a [Replace Term](#).

Billing at Job Level

The rows beneath the **Client Only** row in the Job level grid enable Job-level Non-WIP billing, as in standard WIP Billing except that only the **Amount** is editable.

Billing at Job level should clear all Client-level amounts.

Billing All

A button labelled **Bill All**, located (if available) in the header of the column containing Client-level **Bill** buttons, enables you to bill all Clients/Jobs with the same entity as the 'primary' bill, with a single button click.

The primary bill is either the first bill to have been selected or, where none are selected, the bill uppermost in the grid.

Only bills in the currently visible grid page are included. Any draft bills or bills flagged 'Record Locked' are excluded automatically. The billing Address is derived from the primary bill (i.e. is that of the Fee Client).

Bill All is optional, and may not be available in your organisation's implementation. Where available, it is not currently functional for Multi Currenc, nor for Non-WIP Billing.

Sets

A selection of multiple Client/Jobs for billing is known as a Set.

A Set might be created, for example, to include only those Client /Jobs belonging to a specific parent company.

There can be multiple Sets. The same Client/Job can be in more than one Set, but can only be billed from one of them. The default Set is the first to be selected.

If you want to add Client/Jobs to a Bill without adding them to a Set, use [Custom Search](#).

Paging

The view is paged. Pages are represented – and can be navigated – by the 'index' of numbered circles above the lower toolbar.

- **Go to Next / Previous** - Returns you to the next / previous page in sequence.
- **Go to First / Last** - Takes you directly to the first / last page.
- **Items Per Page** - Specifies the number of Client/Job rows displayed in each page , to a default maximum of 1000 rows.

In your organization's implementation of StarPM: Billing, the default **Items Per Page** maximum might be increased from 1,000 to an upper limit of 5,000.

Filtering

Filtering can be used to exclude Client/Jobs, e.g. by Entity, or by Last Bill Date if the Fee Client has recently been billed.

The following options are available:

- **New Filter** – New filters are always created with currently applied filters as default settings.

To add a filter:

1. Click the **New Filter** tab.

The grid view is replaced by a new Filter form.

3. Enter an identifying **Filter Name**.

4. Click **Add New Filter**.

Your new Filter (filtered view) is inserted as a new tab beneath the **New Filter** tab, with the Filter Name as its label. A tab tooltip provides a summary of the Filter's parameters.

- **Edit Filter** – Active only if at least one New Filter has been added, and then always applies to the currently selected Filter tab (including **Selection**).

Values displayed in Filters are updated at the point of selection for inclusion in a Bill or when scheduled by e.g. an overnight procedure, not dynamically.

It is not possible to switch between Filters within an active Invoice process.

Edit Filter

The Edit Filter utility allows you to refine a Job filter.

It is accessed via the [Client / Job Selection](#) toolbar.

Responsible

Use the **Responsible** filters to locate Jobs associated with one or more Job Partners, Job Managers, and/or Supervisors.

Use the **All/Neither** toggle to narrow or expand the Job filter:

- **All** - Return only those Jobs with the specified **Job Partner(s)**, **Job Manager(s)**, and **Supervisor(s)**
- **Neither** - Return any Jobs with either the specified Job Partner(s), Job Manager(s), or Supervisor(s).

On the appropriate row(s):

- Click the ellipsis button (...) to display a Multi Select List window, filtered as appropriate to list only Job Partners, Job Managers, or Supervisors for selection.
In the Multi Select List, use the checkbox column to select one or more Staff, then click **Select** to close the Multi Select List and populate the Responsible Staff.
- Click the **X** button to clear an existing selection.
- Click the **ME** button to select yourself.

Job Balance

- **Balance** - Use the Balance toggle to select either **EOM** (End of Month) or **Current**.
- **Minimum WIP Balance** - Enter a minimum WIP balance.
- **Minimum Disbursement Balance** - Enter a minimum disbursement balance.

Job Criteria

- **Job Name Begins** - Enter the initial characters of the Job name. The filter will return only Jobs with names that begin with the same characters.
- For each of the following criteria, click the ellipsis button (...) to display a Multi Select List window, filtered as appropriate to list only Service Lines, Entities, etc. for selection.
 - **Service Line.**
 - **Entity.**
 - **Job Type.**
 - **Workgroup.**
 - **Department.**
 - **Office.**
- **Last Bill Date** -
 - **Any** - The filter will include all Jobs, regardless of the date billed.
 - **Older Than** - Selection activates a **Months** number control. Enter a value. The filter will return only Jobs that have not been billed for the specified number of months.
 - **Posted On or Before** - Selection activates a calendar control. The filter will return only Jobs billed on or before the selected date.

Custom Search

The Custom Search tab, represented beneath the New Filter tab, allows you to use the [Client Search](#) utility to a build up a custom list from which to bill Jobs. Where standard Filter results may be broad, this provides a more focused Client list.

Custom Search allows other Client/Jobs to be added to a Bill without having to add them to a Set.

[Filtering](#) is not applied to Custom Searches. This allows searches to return any Clients that might otherwise be excluded due to Filter settings.

Column Grouping

You can create a hierarchical, vertically nested view of the default horizontal grid. This might be useful, for example, to create a nested view of Parent Clients and Clients.

With the **Selection** sub-tab selected at left:

1. Drag-and-drop the column representing the principle category into the area labelled "Drag a column header and drop it here to group by that column."
The labelling text is replaced by the column.
2. Drag-and-drop the column representing the secondary category to the right of the parent column.
You can drop to the left, but this will affect the hierarchical order.
3. Repeat step 2 for any further child columns/categories.

Custom Tabs

Custom Tabs can be configured to display any information stored in the Star database in order to report on a selected Client record.

Custom Tabs are configured by user-defined stored procedures, and will be specific to your organization's implementation of StarPM: Billing. The screenshot below illustrates one example.

[Multi-currency Billing](#) is incompatible with WIP Analysis. WIP Analysis can be enabled in a Multi-currency database, but since WIP analysis supports only functional currency values, the values in recorded data and reporting might be meaningless or misleading.

To access the custom reporting tabs:

1. Click the arrow icon in the **Custom Tabs** tab at bottom left, beneath the Filtering tabs.

This displays a full-width frame beneath the main grid, containing any custom tabs configured

The screenshot shows the StarPM Billing interface. At the top, there are tabs for 'CLIENT / JOB SELECTION', 'DETAILED WIP ALLOCATION', 'BILL TEXT', and 'APPROVALS'. Below these are several action buttons: 'Save Bill', 'Preview Bill', 'Save + Close', 'Add Client', 'Edit Filter', 'Edit Address', and 'Edit Tax Details'. The main area is divided into a 'SELECTION' section and a 'Custom Tabs' section.

The 'SELECTION' section contains a table with columns: CLIENT REF, CLIENT NAME, PARENT CLIENT NAME, LAST AC., LAST BILL, F538, and DRP1 FE.. The table lists several clients, including Andrew Restaurant Supply, Archway Motors, Barr Trust, Burnell Foundation, and Chase Partners.

The 'Custom Tabs' section is currently displaying the 'UNAPPROVED WIP' tab. It shows a table with columns: DATE, RATE, UNITS, AMOUNT, CHARGE ACCOUNT, TRAV TYPE, CLIENT REF, CLIENT NAME, JOB REF, and JOB NAME. The data rows show various transactions, including Disbursements, Audit, and Accounts.

CLIENT REF	CLIENT NAME	PARENT CLIENT NAME	LAST AC.	LAST BILL	F538	DRP1 FE.
4098	Andrew Restaurant Supply		7/2/2018	7/2/2018	3,286.90	0.00
524	Archway Motors		9/7/2018			0.00
591	Barr Trust		11/5/2018	11/5/2018	-747.38	0.00
585	Burnell Foundation		7/20/2018			0.00
557	Chase Partners		11/12/2018	3/7/2018	-498.82	0.00

DATE	RATE	UNITS	AMOUNT	CHARGE ACCOUNT	TRAV TYPE	CLIENT REF	CLIENT NAME	JOB REF	JOB NAME
3/5/2012	0.00	0.00	1,321.00	DHL	Disbursements	591	Barr Trust	1175	Audit 2012
3/5/2012	0.00	0.00	300.00	DHL	Disbursements	591	Barr Trust	1175	Audit 2012
3/5/2012	0.00	0.00	250.00	Fax	Disbursements	591	Barr Trust	1175	Audit 2012
8/27/2016	10.00	2.00	20.00	Audit	Time	591	Barr Trust	1175	Audit 2012
8/31/2018	120.00	9.00	1,080.00	Accounts	Time	591	Barr Trust	1175	Audit 2012
8/31/2018	120.00	9.00	1,080.00	Accounts	Time	591	Barr Trust	1175	Audit 2012

2. Select a Custom Tab, and then select a row in the main grid.

Until you select a Client record, Custom Tabs display only the message *No record has been selected in the grid.*

Detailed WIP Allocation

Active only once a Bill has been created in the [Client/Job Selection](#) tab, the Detailed WIP Allocation tab presents full details of WIP allocation across all Jobs selected for billing.

Here you can re-allocate WIP between individual Jobs or user-defined [Custom Groupings](#) of Jobs, and allocate WIP to a Bill.

The Detailed WIP Allocation tab is inactive when **Non-WIP Billing** is toggled **On** in the [Client/Job Selection](#) tab.

WIP is automatically allocated to the first (uppermost) allocation in the lower WIP Breakdown grid, but you can manually re-allocate WIP, either by changing the **Allocation Type**, or by editing the **Bill Amount** or **Allocated** values.

The WIP **Allocated** value cannot exceed the total WIP value or the Opening Balance. If a higher value is entered the **Allocated** amount will revert to its former value. No notification is displayed.

Beneath the main grid, two toggles control the presentation of information in the lower WIP breakdown grid.

- **Show All WIP** – Toggles on/off the display of all WIP in the lower WIP Breakdown grid.
- **Custom Groupings** – Toggles on/off Custom Grouping (see below) in the lower WIP Breakdown grid.

Custom Groupings is dependent on **Show All WIP** being active (on). If **Show All WIP** is toggled off, then **Custom Groupings** is toggled off automatically.

Toolbar

When the **Detailed WIP Allocation** tab is selected, the main toolbar presents the following context-sensitive options in addition to those available on every tab (for which, see the introductory [Main Toolbar](#) topic).

- **Write Out** - Displays the [Write Out](#) window.
- **WIP Accruals** - Displays the [WIP Accruals](#) window.

- **WIP Transfer** - Displays the [WIP Transfer](#) window.

Custom Grouping

Custom Grouping allows selected Jobs in the WIP breakdown grid - i.e. WIP from multiple Jobs - to be organized into one or more Groups. Each Group is then itemized on a separate invoice line in [Bill Text](#), and can be analysed by WIP Write Out Type to create e.g. a tabular report.

- When **Show All WIP** is off, no Grouping is applied.
- When **Show All WIP** is on and **Custom Groupings** is off, then the WIP breakdown grid displays **Client** and **Job** Grouping by default.
- When **Custom Groupings** is on, if no Custom Groupings have been defined, then the WIP breakdown grid displays only one Group by default: **Group 1**.

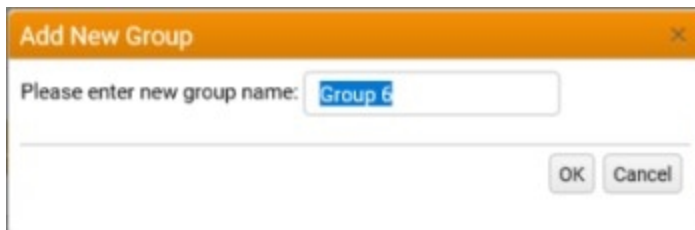
Create a Group

To create a Group (i.e. a new grouping of WIP from selected Jobs):

1. Select the relevant Jobs in the WIP breakdown grid.

Use **Ctrl+click** or **Shift+Click** for multiple selection.

2. Right-click the selected Jobs and select **Move to Group / New Group**.
3. The Add New Group window is displayed.



4. Overtyping the default name for the new Group (**Group 2**, etc.) with a short, meaningful Group name.
5. Click **OK**.

The Add New Group window is closed and the WIP breakdown grid is re-organised to display the new Group.

Modify a Group

You can add Jobs to a Group simply by right-clicking them and selecting **Move to Group / <target group>**.

While Custom Grouping is active, the following options are available in the lower WIP breakdown grid, either by right-clicking on one or more selected rows, or by right-clicking on a Grouping header (e.g. **Grouping: Group 1**).

- **Move to Group** – New Group / Group 1, etc. Transfers selected Jobs to a selected Group. New Group creates a new grouping of WIP from the selected Jobs.
- **Rename Group** – On selection of an existing Group, displays the **Rename Group** window, in which you can enter a new name for that group. Note: The old Group name will still appear in any draft Bill Text.

Column Descriptions

- **Client Name** - The Client being billed.
- **Job Name** - The Job being billed for.

- **Opening Balance** - The total of approved but as-yet unbilled WIP available for Billing.
- **Bill Amount** - The total value of the Bill to be created.
- **Bill Allocation** - The amount of the Bill to be allocated.

The default **Bill Allocation** amount is the full **Bill Amount**. To retain a portion of the Bill for future allocation, enter a lower **Bill Allocation** amount. All non-allocated amounts must be allocated at a later date.

- **WIP Allocated** - Total WIP value to be released.
- **Markup** - The **Bill Allocation** amount minus the **WIP Allocation** amount (profit or loss / Write Up or Write Down amount).
- **Allo Type** - WIP Allocation Type.
- **Exp Opening Balance** - Expenses Opening Balance.
- **Exp Bill Amount** - Expenses Bill Amount.
- **Exp Bill Allocation** - To bill an expense amount in excess of WIP and allocate it to either Profit or WIP, creating a negative WIP balance, enter an Expense Bill Allocation amount greater than or equal to the Bill Amount.

The default **Exp Bill Allocation** is dependent on the selected **Allo Type** (None = 0; All = Bill Amount).

- **Exp Allocated** - Expenses Allocated.
- **Exp Markup** - Expenses Markup.

Additional reporting columns for detailed WIP analysis might also be configured for display in your organization's implementation of StarPM: Billing.

Allocating or Unallocating WIP

The following options are available in the lower WIP breakdown grid, either by right-clicking on one or more selected rows, or by right-clicking on a Grouping header (e.g. **Grouping: Group 1**).

In either case, Allocations are applied to only those Jobs (rows), if any, that are currently selected.

- **Allocate Selected** – Allocates the selected WIP to the Bill.
- **Unallocate Selected** – Unallocates the selected WIP from the Bill.

These options are available in both standard and [Custom Grouping](#).

Setting the Report Rate

You can set a Report Rate across all WIP, excluding expenses, for a selected Staff member. You can then, if appropriate, copy that Report Rate to other selected Staff entries.

These options are available via right-click in the [Detailed WIP Allocation](#) grid.

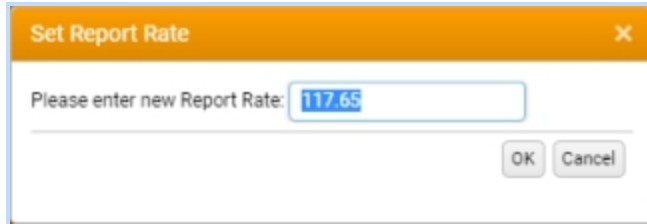
Report Rate options are dependent on a Firm-level switch, and may not be available in your implementation of StarPM: Billing.

Set Report Rate

To set a Report Rate for a selected Staff member across all WIP, excluding expenses:

1. Select a row with the relevant **Staff Ref** or **Staff Name** attribution.
2. Right-click the selected row and select **Set Report Rate for Staff**.

The **Set Report Rate** dialog is displayed.



The dialog box titled "Set Report Rate" has a close button (X) in the top right corner. Below the title bar, it says "Please enter new Report Rate:" followed by a text input field containing the value "117.65". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

3. In the **...Report Rate** field, enter the Report Rate you want to set for the Staff across all WIP.
4. Click **OK** to close the dialog.

Copy Report Rate

To copy the Report Rate from a selected row to other rows, regardless of Staff attribution:

1. Select one or more rows in the [Detailed WIP Allocation](#) grid.

The Report Rate is copied from the first row selected to the other rows, excluding expenses, regardless of Staff ID.

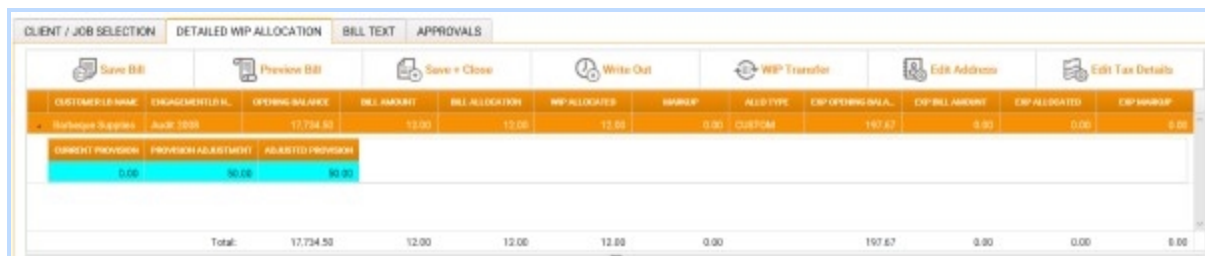
Use **Shift** and/or **Ctrl+click** for multiple selection.

2. Right-click within your selection and select **Copy Report Rate to Selected Rows**.

The Report Rate is copied from the first row selected to all other selected rows.

Provisions

The main grid expands to display a breakdown of any unbilled WIP Provisions, highlighted by a blue background. Here you can (pending approval) adjust or write off any Provisions.



The screenshot shows the "DETAILED WIP ALLOCATION" tab in a software interface. The grid has several columns: CUSTOMER/LEAD NAME, ENGAGEMENT/LEAD N., OPENING SALARY, BILL AMOUNT, BILL ALLOCATION, WIP ALLOCATED, WIP/LEAD, ALLO TYPE, EXP OPENING SALA., EXP BILL AMOUNT, EXP ALLOCATED, and EXP WIP/LEAD. A row for "Garage Services" is highlighted in orange. Below it, a section for "CURRENT PROVISION" is highlighted in blue, with columns for CURRENT PROVISION, PROVISION ADJUSTMENT, and ADJUSTED PROVISION. The values are 0.00, 0.00, and 0.00 respectively. A "Total:" row at the bottom summarizes the values for each column.

CUSTOMER/LEAD NAME	ENGAGEMENT/LEAD N.	OPENING SALARY	BILL AMOUNT	BILL ALLOCATION	WIP ALLOCATED	WIP/LEAD	ALLO TYPE	EXP OPENING SALA.	EXP BILL AMOUNT	EXP ALLOCATED	EXP WIP/LEAD
Garage Services	Auto 2008	17,734.50	12.00	12.00	12.00	0.00	CUSTOM	197.67	0.00	0.00	0.00
CURRENT PROVISION		PROVISION ADJUSTMENT	ADJUSTED PROVISION								
0.00		0.00	0.00								
Total:		17,734.50	12.00	12.00	12.00	0.00		197.67	0.00	0.00	0.00

The **Current Provision** amount for the Job is read only. It can be adjusted by entering an amount in the **Provision Adjustment** field. The adjusted amount is then indicated in the **Adjusted Provision** field.

Provisions are always shown in functional currency, even if [Multi-currency Billing](#) is enabled.

If the WIP Provision amount is a negative value, entering a positive amount will reduce the Provision amount.

Provision Adjustments are approved when the Bill is approved.

Write Out

WIP and/or Expenses write-out determines profit or loss according to WIP allocation.

The Write Out window is accessed by clicking **Write Out** on the [Detailed WIP Allocation](#) tab.

The screenshot shows a window titled "Write Out" with a close button (X) in the top right corner. The window is divided into two main sections: "WIP" and "Expenses".

WIP Section:

- Total WIP: 0.00
- WIP Write Out %: 0.00
- WIP Write Out: 0.00
- WIP Allocation Method: FIFO

Expenses Section:

- Total Expenses: 0.00
- Expenses Write Out %: 0.00
- Expenses Write Out: 0.00
- Expenses Allocation Method: FIFO

At the bottom right of the window, there are two buttons: "OK" and "Cancel".

For WIP and/or Expenses:

1. Enter either a specific amount (**Write Out**) or a percentage (**Write Out %**) of the Total that is to be written out.
2. Use the **Allocation Method** toggle to select either **FIFO** or **%AGE** (percentage) allocation at Job level in order to allocate across all Jobs in date order.

For example, if you set **Write Out %** at 60.00 and **Allocation Method** as **%AGE**, then 60% of every WIP line will be allocated for the currently selected Job, whereas Allocation Method **FIFO** will allocate in date order until the 60% amount is reached.

3. Click **OK**.

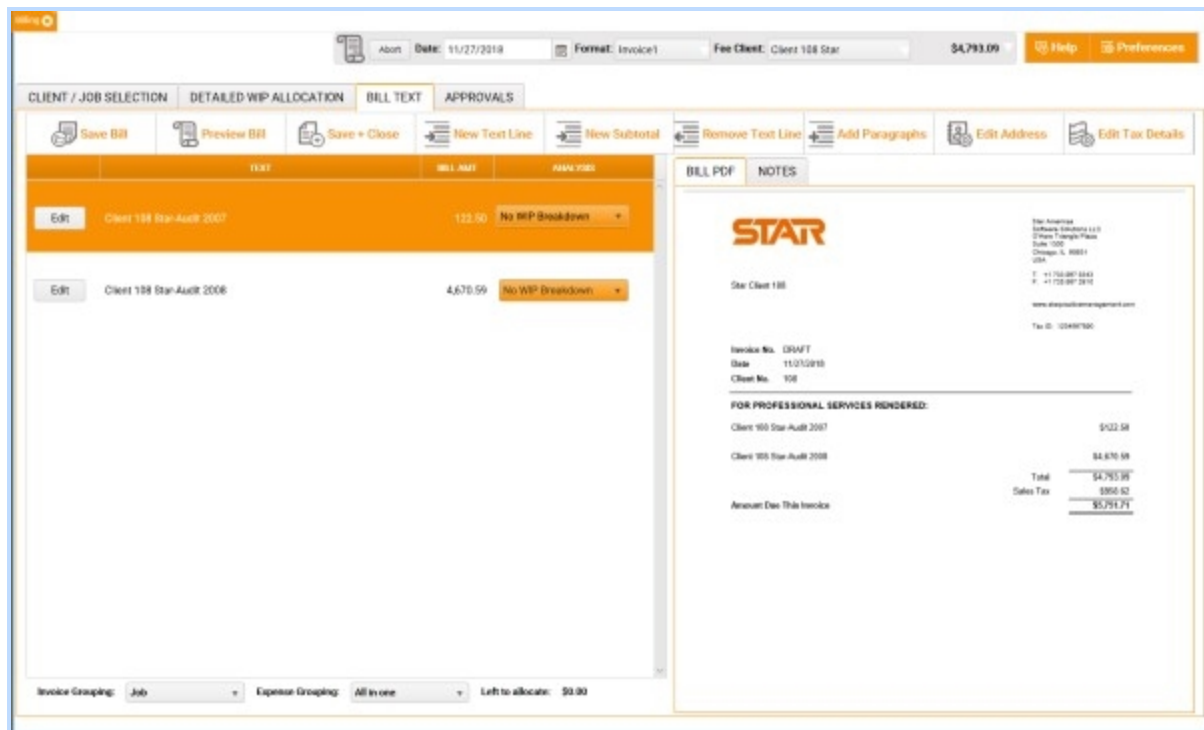
The Write Out window is closed and your changes are applied in the Detailed WIP Allocation tab.

Bill Text

The **Bill Text** tab is not active until a Bill has been generated.

Selection of the **Bill Text** tab triggers the creation (and auto-save) of a Bill and the generation of a preview of that Bill.

Bill text must be edited every time a previously saved and closed Bill is edited, in order to ensure that all WIP amounts match.



PDF bill previews reflect the data last saved to the Star database. The default address on the invoice is that of the current Fee Client (see [The Billing Basket](#)), but an alternative address can be selected (see [Edit Address](#) below).

For progress bills, zero bills, or credit notes, the invoice template is usually configured to render the Bill PDF appropriately. Progress Bills carry the caption 'Progress Bill'. Credit Notes (any invoice with a negative Bill Amount) carry the caption 'Credit Note'. On Zero Bills, unless configuration specifies that a bill number is assigned, **Invoice No.** defaults to 'ZERO'.

The controls at left define how information is arranged in the invoice.

If a PDF bill preview does not reflect your settings in this region, this is due to the configuration of the underlying SSRS report.

Lines can be added and bill amounts (displayed in the **Bill Amt** column) can be edited, but the Total to be billed cannot be changed: any difference between the total to be billed and the total of all Bill Amounts in the bill text (i.e. where the **Left to Allocate** value in the lower toolbar = any value other than 0) must be resolved before the bill can be saved.

If [Custom Grouping](#) (for example, of WIP from multiple Jobs), has been applied in [Detailed WIP Allocation](#), then each Group is itemized on a separate invoice line in Bill Text that can be analysed by WIP Write Out Type to create e.g. a tabular report. Otherwise default Grouping is as specified in [Preferences](#), by settings that can be overridden by equivalents in the lower toolbar in this tab (see [below](#)).

Adding and Editing Text Lines

When the **Bill Text** tab is selected, the main toolbar presents the following context-sensitive options in addition to those available on every tab (for which, see the introductory [Main Toolbar](#) topic).

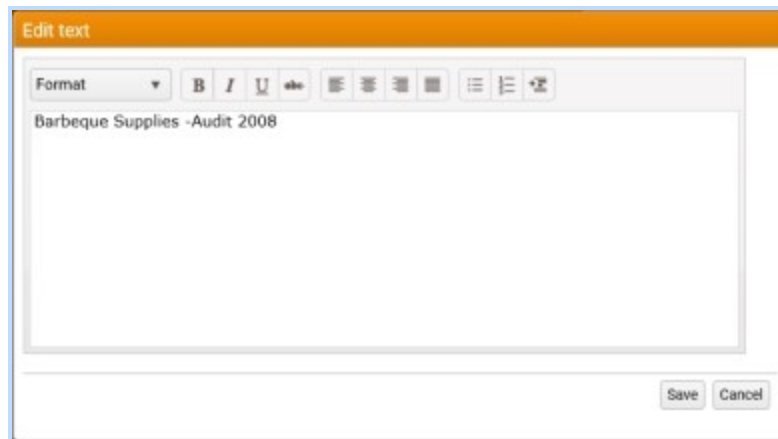
None of the following actions change overall invoice Totals.

- **New Text Line** – Adds a new line to the invoice, i.e. for individual sub-totals per WIP write-out type.

Lines can be dragged-and-dropped into the correct sequence after insertion.

On each new text line:

- **Edit** – Displays the **Edit Text** window, in which you can enter and format the text of the new line, to be displayed in the Text column (blank by default).



- **Bill Amt** – Enter the Amount being billed for on this line.

If multiple Text Lines do not balance (i.e. the **Left to Allocate** value is not 0) then the new text line automatically includes the **Left to Allocate** value.

- **WIPWOTYPE** – For analysis of billed values per line, select the WIP Write-Out Type for this text line from the drop-down control.

The available WIP Write-Out Types will be will be specific to your organization's implementation.

- **New Subtotal** – Adds a new sub-total line. Drag and drop into place. The figure displayed is the sub-total of all lines above the insertion point, excluding any other sub-totals.
- **Remove Text Line** – Removes the selected text line or lines.
- **Add Paragraphs** – Displays the [Add Paragraphs](#) window, in which (subject to user privileges) you can select and/or define new standard paragraphs for re-use in Billing.

Lower Toolbar

The [Bill Text](#) lower toolbar presents the following context-sensitive options:

- **Invoice Grouping** – Specifies the default grouping of invoices in this view, the options being: All in One, Client, Job, Job Type, Charge Account, or Staff.

Overrides the **Invoice Grouping Default** setting in [Preferences](#).

- **Expense Grouping** – Specifies the default grouping of expenses in this view, the options being: All in One, Combined with Time, Client, Job, or Expense Type.

Overrides the **Expense Grouping Default** setting in [Preferences](#).

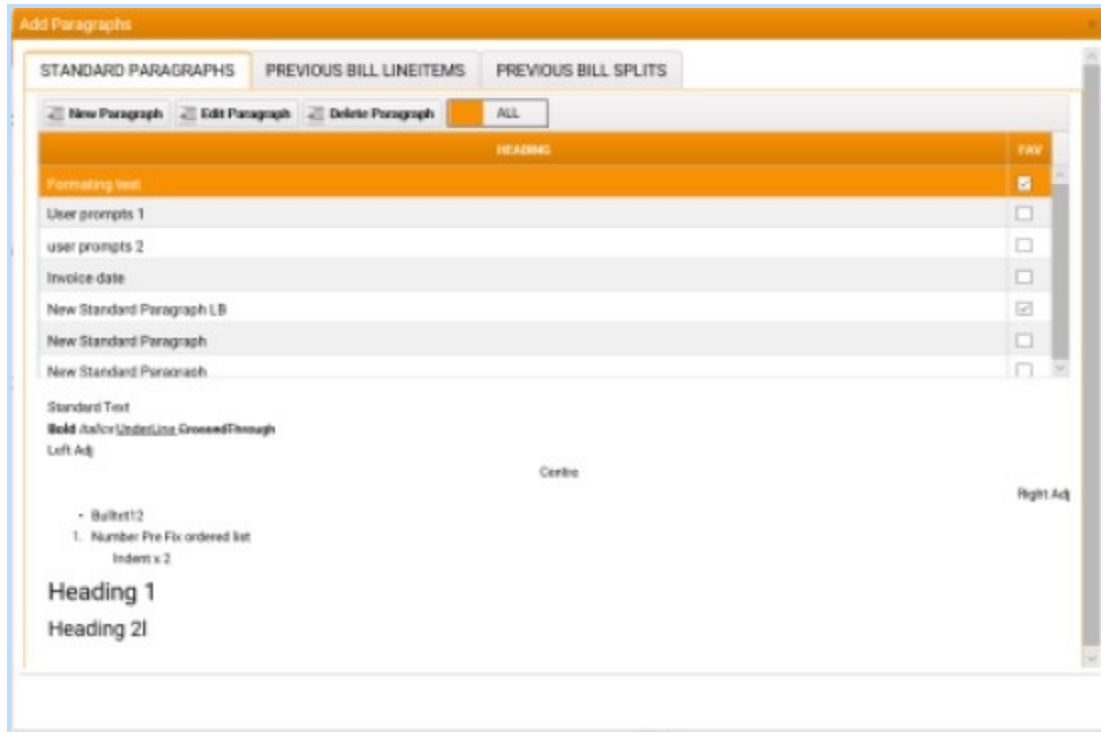
Not displayed if [Non-WIP Billing](#) is active.

- **Left to Allocate** – Indicates any variance between the total to be billed and WIP allocated.

Left to Allocate must = 0 for the bill to be saved.

Add Paragraphs

The Add Paragraphs window can be displayed by clicking **Add Paragraphs** in the [Bill Text](#) main toolbar. Here (subject to user privileges) you can select and/or define new Standard Paragraphs for use in Billing.



Standard Paragraphs

The Standard Paragraphs tab displays any previously defined Standard Paragraphs for quick selection.

In the toolbar:

- **FAV/ALL** - Toggles between **FAV** (display only Favourites for selection) and **ALL** (display all Standard Paragraphs for selection).

To flag a Standard Paragraph as a Favourite, select the checkbox in the **FAV** column on the appropriate row.

- **New Paragraph** - Displays the [Add Standard Paragraph](#) window.
- **Edit Paragraph** - Displays the [Add Standard Paragraph](#) window with the text of the selected Standard Paragraph for editing.
- **Delete Paragraph** - Displays a prompt dialogue with the query *Are you sure you want to delete this Standard Paragraph?* If you click **Yes** in this dialogue the selected Standard Paragraph is deleted and will no longer be available for selection.

Previous Bill Line Items

The Previous Bill Line Items tab displays any line items with Bill Text. Text can be copied from here and pasted into the current Bill.

This tab is read only: Bill Text cannot be edited here.

Previous Bill Line Items display text from bills previously created within StarPM: Billing. Previous Bill Splits, on the next tab, display text from bills created in Star's Windows Billing application.

	DRAFT BILL ID	PREPARED	BILL TOTAL	PROFIT	PREPARED BY
+	7316	12/16/2017	1.00	0.00	Guy, Nick
+	7430	1/19/2018	1.00	-1.00	Guy, Nick
PARA TEXT HTML					
Barbeque Supplies -Audh 2008					
+	7434	2/5/2018	1.00	0.00	Guy, Nick
+	8383	5/3/2018	105.00	-12.00	Guy, Nick
+	8759	7/17/2018	0.87	0.00	Adams, Claire
+	8776	7/18/2018	-2.35	0.18	Cage, Luke
+	8777	7/18/2018	6.14	2.00	Adams, Claire
+	8831	8/2/2018	10.00	0.00	Guy, Nick
+	8981	11/2/2018	5.55	0.00	Bartas, Lukasz
+	9072	11/28/2018	5.55	0.00	Bartas, Lukasz

For an expanded view of any Bill Text, simply select that text in the **Para Text HTML** column in the expanded row. It is then displayed in the white space beneath the grid.

Previous Bill Splits

The Previous Bill Splits tab displays any split line items (see [Edit Tax Details](#)) with Bill Text. Text can be copied from here and pasted into the current Bill.

This tab is read only: Bill Text cannot be edited here.

Previous Bill Splits display text from bills created in Star's Windows Billing application. Previous Bill Line Items, on the previous tab, display text from bills previously created within StarPM: Billing.

Add Paragraphs					
STANDARD PARAGRAPHS		PREVIOUS BILL LINEITEMS	PREVIOUS BILL SPLITS		
DRAFT BILL ID	PREPARED	BILL TOTAL	PROFIT	PREPARED BY	
158	1/29/2008	34,789.82	-43,548.99	shrimanker, kajal	
171	1/29/2008	6,350.00	-54.50	shrimanker, kajal	
JOB					
Audit special (654)	Time 0.75 HRS @ 407.00 \$305.25 Time 7.17 HRS @ 200.00 \$1,433.34 Time 15.17 HRS @ 220.00 \$3,336.67 Time				
Actuarial (927)	In connection with the audit of the financial statements and supplementary information for the year ended May 2				

For an expanded view of any Bill Text, simply select that text in the second column in the expanded **Job** row. It is then displayed in the white space beneath the grid.

Notes

The **Notes** tab in the PDF preview panel enables you to record or review comments on the Bill or Transactional Notes.

In the **Bill Text** screen, the presence of any Notes is indicated by yellow highlight.

The screenshot shows the 'NOTES' tab interface. At the top, there are two tabs: 'BILL PDF' and 'NOTES'. Below the tabs, there are three main sections:

- Bill Detail:** A text area containing the text: "The display of this field is dependent on an application Preference, Show Bill Narrative."
- Internal Comments:** A text area with the placeholder text: "Enter your comments on the Bill Text here|".
- Transactional Notes:** A section with a toolbar containing '+ Add New', 'Edit', 'Delete', and 'Excel' buttons. Below the toolbar is a table with the following columns: 'CREATED', 'CREATED BY', 'NOTE TYPE', 'C', 'R', 'N', 'APPLY DATE', and 'A'. The 'NOTE TYPE' column is highlighted in yellow.

Bill Detail

The display of a **Bill Detail** field above the **Internal Comments** field is dependent on both a Firm Switch setting that enables application [Preferences](#), and on the setting of the application Preference **Show Bill Narrative**.

When the additional application Preference **Retain Bill Narrative in Session** is set to **Yes**, any **Bill Detail** you enter is saved in the Star database as Type 1 records.

Internal Comments

Internal Comments allow you to record any comments pertaining to the Bill Text.

Internal Comments are not included in the Bill PDF or final Bill.

Transactional Notes

Billing Transactional Notes enable you to review specific instructions pertaining to Bills before they are posted.

You must have the relevant User Privilege to view, create, edit, or delete Transactional Notes. Any of these options may be unavailable in your organisation's implementation of StarPM: Billing.

To view any Client Transactional Notes already recorded against the Bill:

- **Add New** - Displays the [Add New Transactional Note](#) window, in which you can record a new Client Transactional Note.

(missing or bad snippet).

With a Note selected in the grid:

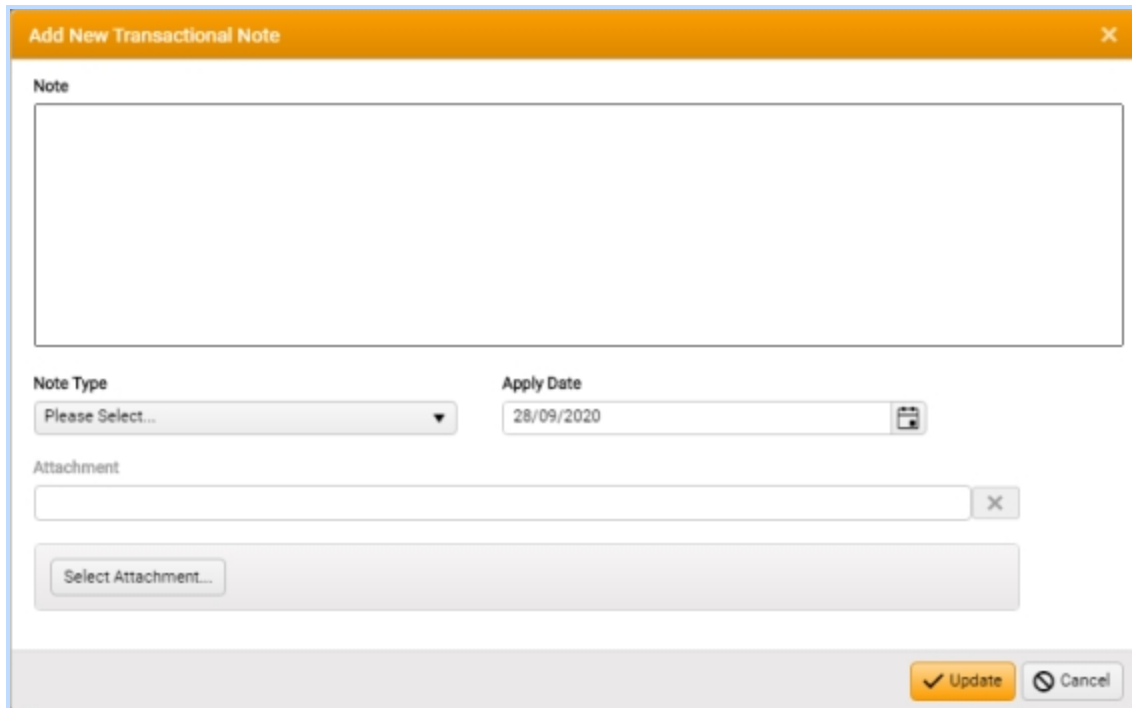
- **Edit** - Select a Note in the grid, and click **Edit** to view the details of that note in an [Edit Transactional Note](#) window.
- **Delete** - Displays a **Confirm Delete** dialog.
- In the **Confirm Delete** dialog, click **Yes** to confirm the deletion of the selected Note.
- **Excel** - Downloads the contents of the grid as an Excel worksheet with the filename *Billing Notes for Client x (n).xsl* to your local downloads folder.

When you have finished, click **Close** to close the **AR Notes for Client x** window.

Adding and Editing Transactional Notes

To add or edit a Billing Transactional Note:

1. In the **Transactional Notes** region of the **Bill Text [Notes](#)** tab, click either **Add New** or **Edit**, as appropriate. The **Add New** or **Edit Transactional Note** window is displayed.



The elements of the **Add New** and **Edit Transactional Note** windows are the same; only the title will vary.

2. In this screen:
 - **Note** - Enter the text of the Transactional Note.
 - **Note Type** - Select the appropriate Note Type.
 - **Apply Date** - Defaults to the current date. If you want the Note to display only as of a specific date, click the calendar control to display a drop-down calendar from which to select the date.
 - **Attachment** - Optional. If you want to attach a file to accompany the new Note, click **Select Attachment** to display a file browser in which to locate and select the file.
3. When your Note is complete, click **Update**.

Your new Note is added to the **Transactional Notes** grid in the **Bill Text [Notes](#)** tab.

Edit Tax Details

Tax details cannot be changed but can (subject to user privileges) be broken down into splits, for instance to specify lower and higher tax rates.

The application supports Multiple Sales Taxes functionality for Canadian Taxes, allowing users to make a selection from multiple Provinces with differing sales tax rules.

Multiple Sales Taxes functionality may not be activated in your implementation of StarPM: Billing. You will see a Province selection control above the Tax Details grid only if it is enabled.

The Edit Tax Details window can be displayed by clicking **Edit Tax Details** in either the [Client/Job Selection](#), [Detailed WIP Allocation](#) or [Bill Text](#) main toolbar.

CLIENT	PROJECT	\$ TOTAL	NOMINAL LEDGER	GST RATE	GST	PST RATE	PST	ADMIN FEE RATE	ADMIN FEE
Client 11	test 2222	0.00	Fee income	Standard	0.00	Standard	0.00	Fee	0.00
Client 11	test 99	0.00	Fee income	Standard	0.00	Standard	0.00	Fee	0.00
		0.00			0.00		0.00		0.00

RATE	TOTAL	\$ TAX
Standard	0.00	0.00
Standard	0.00	0.00

Total Required:	0
Total in Grid:	0
Total Difference:	0

Edit the **Total**, **VAT Rate** (tax rate), and/or **VAT** (tax) amount on any split as required.

You must click to activate each control.

The ability to edit the **VAT Rate** and/or **VAT** (tax) amount is dependent upon User Privileges. There are separate privileges or standard and Future Billing. If you do not have the required privileges, the controls will be read-only.

Right-click on the appropriate split row for the following options:

- **Split** – Creates a new line for a split with the default Total being the difference (if any) between the Total Required and the Total in Grid.
- **Set Balancing Amount** – Sets the difference (if any) between the Total Required and the Total in Grid as the default balancing amount for the currently selected split.
- **Adjust Admin Fee +0.01** - Adjusts the admin fee amount on the split by +0.01 to correct a rounding difference.
- **Adjust Admin Fee -0.01** - Adjusts the admin fee amount on the split by -0.01 to correct a rounding difference.
- **Remove Split** – Removes the currently selected split or splits.

The **Total Difference** between the **Total Required** and the **Total in Grid** must equal 0.

If Multiple Sales Tax functionality is enabled in your system:

1. Select the **Province** for which sales tax rules should be applied. This can be changed at any time: The relevant tax columns and tax amounts are updated automatically.
2. When a Province is selected, the Tax Details grid is updated automatically to display columns relevant to the Sales Tax rule of that province. The following rules are supported:
 - **GST** - Standard Goods and Services Tax (GST) rates only.
 - **GST/PST** - Both standard Goods and Services Tax (GST) rates and Provincial Sales Tax (PST) rates for the selected Province.
 - **HST** – Harmonized Sales Tax (HST) rates only.

GST, PST and HST are all calculated on the Total amount after any applicable Admin Fees are added.

3. Left-click in the **Admin Fee Rate** column for each sales tax to activate a drop-down, and select the appropriate rate.

The **Admin Fee** amount is read-only.

Admin Fees functionality not supported when [Multi-currency Billing](#) is enabled.

Admin Fees functionality is dependent on a Firm-level switch, and may not be activated in your implementation of StarPM: Billing.

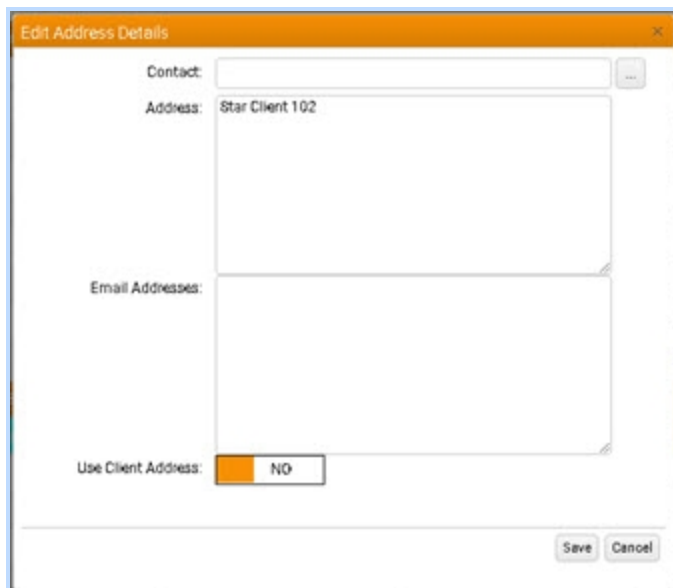
To close the Edit Tax Details window, click **OK**.

If the tax calculated on the Total does not equal the sum of tax for individual Jobs, then a **Check Tax Splits** prompt is displayed, asking you to confirm your changes. Click **Yes** to proceed or **No** to remain in the Edit Tax Details window.

Edit Address Details

The Edit Address Details window can be displayed by clicking **Edit Address Details** in either the [Client/Job Selection](#), [Detailed WIP Allocation](#) or [Bill Text](#) main toolbar.

Here you can make any necessary changes to the current Client address, or simply select a different address.

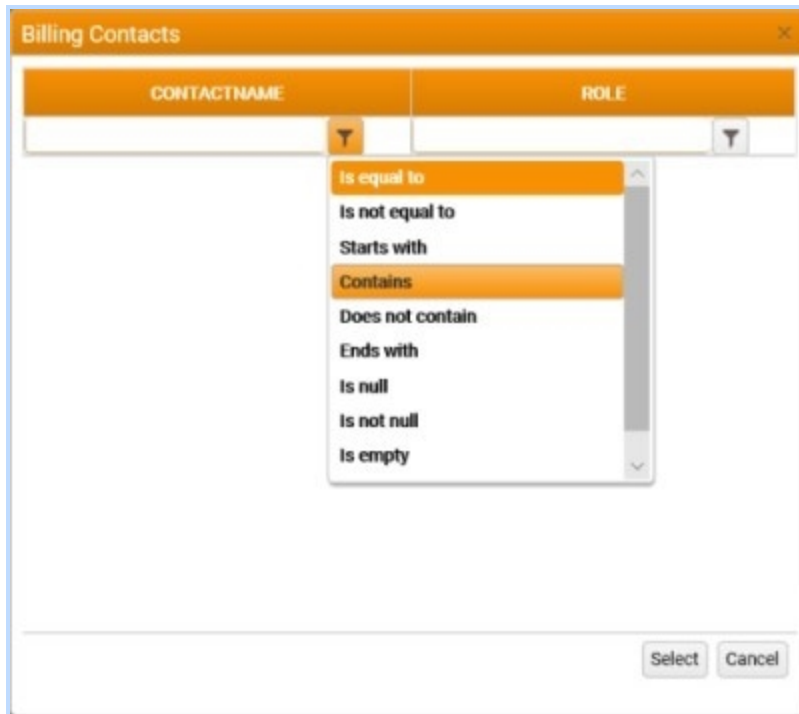


To select a different address, select the ellipsis button after the **Contact** field to display the [Billing Contacts](#) window.

The ability to edit the **Address** text and/or the **Contact** control, **Email Addresses** field, and **Use Client Address** toggle is dependent upon User Privileges. There are separate privileges for standard and Future Billing. If you do not have the required privileges, the controls will be read-only.

Billing Contacts

Accessed from the **Edit Address Details** window, the Billing Contacts utility allows you to locate a Contact record with which to populate the Client **Address** field in the [Edit Address Details](#) window.



The screenshot shows a window titled "Billing Contacts" with a search interface. At the top, there are two columns: "CONTACTNAME" and "ROLE". Below each column is a text input field with a dropdown arrow. A dropdown menu is open, showing various operators: "Is equal to", "Is not equal to", "Starts with", "Contains", "Does not contain", "Ends with", "Is null", "Is not null", and "Is empty". The "Contains" operator is currently selected. At the bottom right of the window, there are two buttons: "Select" and "Cancel".

Use the **Contact Name** or **Role** filters in this window to filter the Client list.

1. Select an operator in either control (as above).
2. Enter the appropriate elements of the **Contact Name** or **Role**.
The Contact List is filtered automatically as you type.
3. Locate and select the Contact.
4. Click **Select**.

The Billing Contacts window is closed and the Client **Address** is populated in the [Edit Address Details](#) window.

WIP Accruals

WIP Accruals allow users to add an 'estimate to complete' entry for time that is either unapproved or not entered at the time of billing, thereby allowing the control of profit or loss.

For example, if a particular Job is complete and a final bill is required but one employee has not completed their timesheet, it is possible to create the bill and just write out the current WIP. This will reflect a profit or loss that does not include all time entries. When the missing entry is eventually posted and approved, a zero value bill will be raised to write off this amount. This may be in a different accounting period. Creating an Accrual ensures that the profit or loss is accounted for in the correct accounting period.

The WIP Accruals window is accessed by clicking **WIP Accruals** on the [Detailed WIP Allocation](#) tab toolbar.

The screenshot shows the 'WIP Accruals' window with three tabs: 'GENERAL', 'STAFF', and 'UNAPPROVED ENTRIES'. The 'GENERAL' tab is active. The form contains the following fields:

- Client: ABC-D
- Job: ABC test1 Job
- ChargeAccount: WipAccTime (dropdown menu)
- TIME (checkbox)
- Date: 1/28/2021 (calendar icon)
- Amount: 0.00 (spinners)
- Details: (text input field)

At the bottom right, there are 'OK' and 'Cancel' buttons.

Each of the tabs in this window provides a means to create an accrual.

- In the **General** tab, you can enter an amount to accrue without assigning that amount to any Staff member.
- In the **Staff** tab, you can enter an amount to accrue that is assigned to a selected Staff member.
- In the **Unapproved Entries** tab, you can create an accrual based on an unapproved time transaction.

All three tabs include the following:

- **Client / Job** - These details are read-only, displayed for confirmation.

Complete the remaining details of the accrual in the appropriate tab, before clicking **OK** to post the accrual.

The **Staff** and **Unapproved Entries** tabs are described below.

To create a general accrual, in the **General** tab (illustrated above), complete the following details:

- **Charge Account** - Select the relevant charge account for this accrual.
If there is only one charge account, it is selected by default.
- **Time/Expense** - This toggle is read only. It defaults to reflect the type of **Charge Account** you have selected.
- **Date** - Click the calendar control to select the accrual's active date. This can be any date on or before the bill date. If the bill date is not assigned until the bill is approved, it will default to the current (today's) date.
- **Amount** - Enter the amount to be accrued.
- **Details** - Optionally, enter a brief annotation of the accrual.

When you are ready to post the accrual:

- Click **OK**.

The **WIP Accrual** window is closed automatically.

A new row representing the accrual is added to the lower WIP breakdown grid in the Detailed WIP Allocation tab, and the accruals are automatically allocated (written out) in the bill.

Once the bill amount and any other WIP has been allocated, the closing balance will always include the contra (negative) transaction created at the same time as the positive accrual, leaving this amount to be used in the next bill created for the same Client/Job.

Staff Accrual

To create an accrual that is assigned to a Staff member, select the **Staff** tab:

The screenshot shows the 'WIP Accruals' dialog box with the 'STAFF' tab selected. The fields are as follows:

- Client:** ABC-D
- Job:** ABC test1 Job
- ChargeAccount:** WipAccTime (dropdown menu)
- Staff:** Tim Owen (text field with ellipsis and close buttons)
- AMT:** (toggle switch, currently on)
- Date:** 1/28/2021 (calendar icon)
- Hours / Units:** 0.00 (spinners)
- Amount:** 0.00 (spinners)
- Details:** (empty text field)

Buttons at the bottom right: OK, Cancel.

... and complete the following details:

- **Charge Account** - Select the relevant charge account for this accrual.
If there is only one charge account, it is selected by default.
- **Staff** - Select the Staff member to whom the accrual will be assigned. Defaults to the current user. To select an alternative Staff member, click the ellipsis button to display the [Staff Selector](#).
- **HRS/AMT** - Click the toggle switch to specify how the accrual will be entered, by Hours or units, or by Amount. This determines which of the respective fields below is editable.
- **Date** - Click the calendar control to select the accrual's active date. This can be any date on or before the bill date. If the bill date is not assigned until the bill is approved, it will default to the current (today's) date.
- **Hours / Units** - Enter the enter the hours or units to be accrued. The value of the hours is calculated on Rate 1 for the selected Staff member.
- **Amount** - Enter the amount to be accrued.
- **Details** - Optionally, enter a brief annotation of the accrual.

To post the accrual, click **OK**, [as described above](#).

Unapproved Entries Accrual

To create an accrual that is based on unapproved time transaction, select the **Unapproved Entries** tab:

The screenshot shows the 'WIP Accruals' dialog box with the 'UNAPPROVED ENTRIES' tab selected. The form contains the following fields:

- Client:** ABC-D
- Job:** ABC test1 Job
- ChargeAccount:** WipAccTime (dropdown menu)
- Date:** 1/28/2021 (calendar icon)
- Amount:** 0.00 (spinners)
- Details:** (text input field)

Below the form is a table with the following columns: CHARGEACC..., STAFF NAME, HOURS, AMOUNT, TS DAY, and DETAIL. Each column has a dropdown arrow. The table is currently empty.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

... and complete the following details.

- **Charge Account** - Select the relevant charge account for this accrual.
If there is only one charge account, it is selected by default.
- **Date** - Click the calendar control to select the accrual's active date. This can be any date on or before the bill date. If the bill date is not assigned until the bill is approved, it will default to the current (today's) date.
- **Amount** - Read-only. To determine the amount to be accrued, select the appropriate time entry in the grid below; the **Amount** is then populated automatically.
- **Details** - Optionally, enter a brief annotation of the accrual.

To post the accrual, click **OK**, [as described above](#).

WIP Transfer

WIP Transfer allows you to transfer WIP that has been previously allocated to one Client/Job to another Client/Job. The WIP Transfer window is accessed by clicking **WIP Transfer** on the [Detailed WIP Allocation](#) tab toolbar.

The first step is to specify the Source and Target parameters for the transfer. This is done in the **Criteria** region. Then you must specify exactly which WIP is to be transferred, which is done in the **Search Results** region. See below for details.

When you have specified which WIP is to be included in the transfer, click **Transfer** to activate the transfer.

Criteria

Specify your search criteria, working top to bottom, left to right, to populate the following fields as appropriate.

Any fields on which subsequent choices are dependent are rendered inactive as you progress. If you want to start again, click **Cancel** to clear all selections.

Certain values are pre-populated according to those in the Detailed WIP Allocation tab when you clicked **WIP Transfer**.

- **Source Client** - The Client from which the WIP is to be deducted (read only).
- **Source Job** - Select the Job from which the WIP is to be deducted.
- **Source Staff** - Select the Staff from which WIP is to be deducted: either **All Staff**, **No Staff**, or **<Search>** to display the [Staff Search](#) utility, and there make a Staff selection.
- **Target Client** - Either select a previously selected Client from the drop-down list or select **<Search>** to display the [Client Search](#) utility, and there make your selection.

- **Target Job** - Displays only those Jobs associated with the selected Target Client. Select the Job to which the WIP will be transferred.
- **Target Stage** - Displays only those Stages (if any) defined for the selected Target Job. If active, select the Stage to which the WIP will be transferred.
- **Use Date Range** - Select this checkbox only if you want to use a date range. This disables the **Date To** field.
- **Date From** - Click the Calendar control to select the date (or first date in a date range, if **Use Date Range** is selected) for the WIP transfer.
- **Date To** - Active only if the **Date Range** checkbox is selected. If active, select the last date in the date range for the WIP transfer.

To apply the specified search criteria, click **Process**. The Search Results grid is then populated with any WIP currently allocated to the Source Client/Job.

Search Results

In the Search Results you must select which WIP is to be transferred, and specify further details as follows:

- **Transfer** - Select the checkbox in this column on each row of WIP to be included in the transfer. On each row selected, the full balance in the Source Account is then populated in the **Transfer Amount** column.

Note the totals at the foot of the **Source Balance** and **Transfer Amount** columns.

- **Incurred / Charge Type / Source Charge Account / Source Balance** - Use the filters in these columns to filter the search results.
- **Transfer Amount** - The WIP amount to be transferred. By default, the full balance in the Source Account.

Partial WIP transfers might be disabled in your organization's implementation of StarPM: Billing.

To change the Transfer Amount, with the row selected, click **Edit** to view the WIP Detail window as described below.

- **Target Charge Account/ Target Amount** - Use the filters in these columns to filter the search results.

Button Functions

- **Include** - Include the currently selected WIP row in the transfer. The **Transfer** checkbox on that row is selected automatically.
- **Exclude** - Exclude the currently selected WIP row from the transfer. The **Transfer** checkbox on that row is deselected automatically.
- **Edit** - Displays the [WIP Detail](#) window, in which you can break down the WIP included in a WIP Transfer according to the Transfer Amount, Target State, and/or Charge Account.
- **Include All** - Includes all WIP rows in the current Search Results in the transfer. The **Transfer** checkbox on every row is selected automatically.
- **Exclude All** - Excludes all WIP rows in the current Search Results from the transfer. The **Transfer** checkbox on every row is deselected automatically.
- **More Options** - Displays the [More Options](#) window, in which you can select a parameter for inclusion in the WIP transfer.
- **Edit Charge Account** - Displays the [Edit Charge Accounts](#) Window, in which you can specify the **Target Charge Account** for the WIP transfer.

WIP Detail

In the WIP Detail window - accessed from the [WIP Transfer](#) window - you can select or deselect WIP for inclusion in a WIP Transfer, amend the **Transfer Amount**, **Target State** and/or **Charge Account**, and enter any supporting **Comment** to explain your changes.

WIP Detail

ID 153227

Transfer

Source State Alabama

Source ChargeAccount Audit

Source Balance 1,260.00

Transfer Amount 1,260.00

Target State <No Change>

Target ChargeAccount <No Change>

The source account is invalid!

Comment

Save Close

Click **Save** to apply your changes to the WIP transfer and close the WIP Detail window.

More Options

In the **More Options** window - accessed from the [WIP Transfer](#) window - you can select and apply parameters to limit the inclusion of WIP in a transfer.

More Options

All

F.I.F.O up to specified total

F.I.F.O up to % of total amount

% of each WIP records balance

Percent

0.00 %

Include Zero Balances

Select Close

In this window:

1. Select the radio button for one of the following parameters:
 - **All** - Include the entire WIP balance.
 - **FIFO up to Specified Total** - Transfer WIP on First In First Out principles (oldest WIP first) only up to a total amount (to be specified).
 - **FIFO up to % of Total Amount** - Transfer on First In First Out principles (oldest WIP first) a percentage (to be specified) of the total WIP amount.
 - **% of Each WIP Records Balance** - Transfer only a percentage (to be specified) of the WIP balance.

When a parameter is selected the window expands to display the appropriate input control.

2. Enter the maximum **Amount** or **Percent**.
3. Select the **Include Zero Balances** checkbox only if you want to include zero balances in the WIP transfer.
4. Click **Select** to apply your changes to the WIP transfer and close the More Options window.

Edit Charge Accounts

In the **Edit Charge Accounts** window - accessed from the [WIP Transfer](#) window - you can specify the **Target Charge Account** for a WIP transfer.

Edit Charge Accounts						
Status	Charge Type	Source ChargeAccount	Source Balance	Transfer Amou.	Target ChargeAccount	Target Amount
Only rows with errors	Time	<Any account>			Check Neg Time	
INCURRED	CHARGE TYPE	SOURCE CHARGE ACCOUNT	SOURCE BALANCE	TRANSFER AMOUL.	TARGET CHARGE ACCOUNT	TARGET AMOUNT
5/28/2018	Productive Time	Audit	1,260.00	0.00	<No Change>	0.00
5/29/2018	Productive Time	Audit	1,260.00	0.00	<No Change>	0.00
5/30/2018	Productive Time	Audit	1,260.00	1,260.00	<No Change>	1,260.00
5/31/2018	Productive Time	Audit	1,260.00	0.00	<No Change>	0.00
6/1/2018	Productive Time	Audit	1,260.00	0.00	<No Change>	0.00
			6,300.00	1,260.00		1,260.00

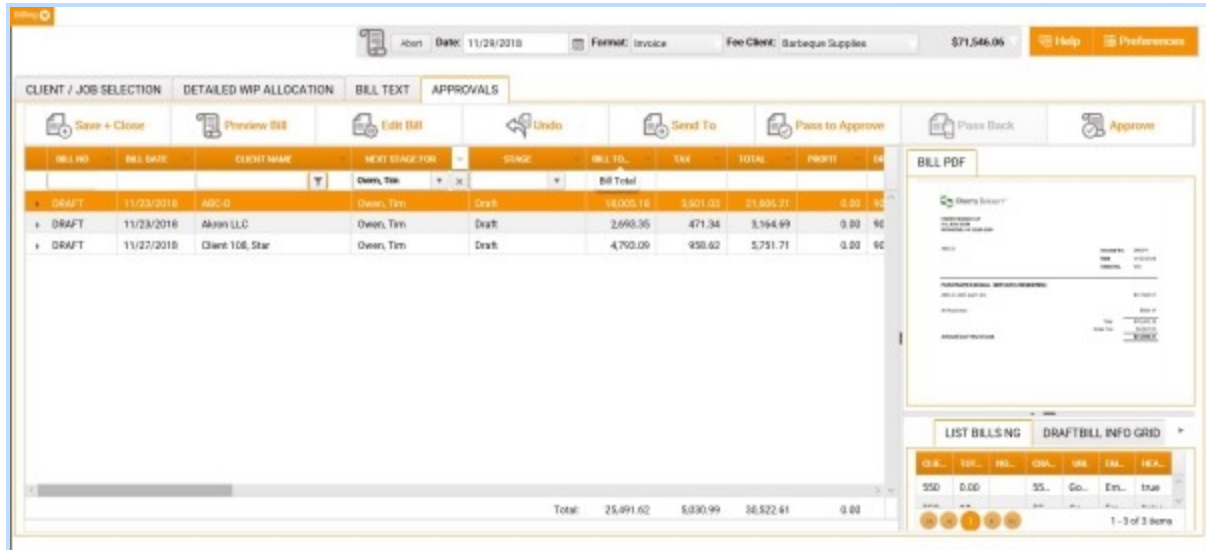
In this window:

1. Use the **Status**, **Charge Type**, and **Source Charge Account** selection controls to filter your selection of WIP to be transferred, and select the **Target Chare Account**.
2. Select the Rows to which your changes will apply. Use **Shift** and/or **Ctrl+click** to make one or more selections, or simply use the **Select All** or **Select None** buttons.
3. Click **Change** to apply your changes to the selected rows, close the Edit Charge Accounts window, and return to the WIP Transfer window.

Approvals

The Approvals tab displays any unfinalised bills, including any bills in draft, awaiting approval, or simply awaiting printing or e-Billing.

The Approvals tab may include Bills created by other users.



In the Approvals grid, colour is used to denote the type of each Bill. Purple = non-WIP Bill, blue = Progress Bill, red = loss-making Bill, green = profit-making Bill, no colour = break-even Bill.

Expand any row once to view the individual Jobs billed, and expand the Job row to view details of any WIP write-out.

BILL ID	BILL DATE	CLIENT NAME	NEXT STAGE FOR	STAGE	BILL TOTAL	WIP	TOTAL	PROFIT	DR
DRAFT	11/23/2018	ABC-D	Owen, Tim	Draft	14,000.18	3,401.00	21,805.21	0.00	90
DRAFT	11/23/2018	Akran LLC	Owen, Tim	Draft	2,698.35	471.34	3,164.99	0.00	90
DRAFT	11/27/2018	Client 106, Star	Owen, Tim	Draft	4,700.09	938.62	5,751.71	0.00	90
					Total:	25,498.62	5,830.99	36,522.61	0.00

JOB NAME	JOB REF	PARTNER	MANAGER	SUPERVISOR	BILL TOTAL	PROFIT LOSS
Audit 2008	0735AU2008	Guy, Nick	Woodruff, Steve		15,859.87	0.00
CHARGEACCOUNT STAFF STAFF REF AMOUNT BILLED ALLOCATED IN BILL DETAIL						
Audit	kajal shrimanker	Kajal		37.50	12.00	25.50
Audit	kajal shrimanker	Kajal		37.50	0.00	37.50
Audit	kajal shrimanker	Kajal		50.00	0.00	50.00
Audit	kajal shrimanker	Kajal		225.00	0.00	225.00
Audit	kajal shrimanker	Kajal		12.50	0.00	12.50
Audit	kajal shrimanker	Kajal		37.50	0.00	37.50
Audit	David Coleman	COLE0041		35.01	0.00	35.01
Audit	kajal shrimanker	Kajal		87.50	0.00	87.50
Audit	John Clarke	CLAR0032		31.00	0.00	31.00
Audit	John Clarke	CLAR0032		62.00	0.00	62.00
Compliance 2008	0736CO2008	Guy, Nick	Woodruff, Steve		10,063.32	0.00

- **Stage** - The default view is filtered so that all Bills at every Stage are displayed. These Bills may be Draft, Primary or Secondary Approval, Print, Manual or Auto e-Bill, or In Auto e-Bill Queue. To display only those Bills currently at a particular Stage, select that Stage from the drop-down filter control in this column.
- **Next Stage For** - The default view is filtered so that only Bills flagged for the attention of the currently logged-in user are displayed. To view Bills assigned to another user, select the name of that user from the drop-down list control in this column. To view all Bills, clear the filter by clicking the x button to the right of the drop-down control.

Approval Workflow

When the **Approvals** tab is selected, the main toolbar presents the following context-sensitive options in addition to those available on every tab (for which, see the introductory [Main Toolbar](#) topic).

The following options are also accessible via a right-click context menu within the grid.

- **Edit Bill** – Displays the selected draft Bill in a new Current Bill tab within [Client/Job Selection](#). There the Bill can be edited as before, except:
 - The view is filtered to display only Clients associated with the original Bill.
 - The **Add Client** toolbar option is active. (Clients may not have been in the original Client/Job selection.)
 - On each Job, the user can edit the WIP Bill value, and any edits will prompt further changes to, e.g., WIP Allocation Type.
 - WIP can be raised pro-rated among selected Jobs according to relative WIP values: With **Pro Rate** in the [lower toolbar](#) toggled on and a **Bill Amount** entered, click **Apply**.
- **Delete Bill** - Deletes the selected draft bills. A Delete Draft Bills dialogue is displayed for confirmation. Click **Yes** to proceed.
- **Send To** - Forwards the draft bill to another user, leaving it at the Draft stage. The Editor List window is displayed. Use the filters in this window to locate and select the intended recipient for this Bill, and then click **Select**. The Editor List window is then closed, and the bill is passed on for further drafting.
- **Pass to Approve** - Forwards the Bill to the next (in a multi-level approval configuration) or final Stage of approval. A Primary Approver List window is displayed. Use the filters in this window to locate and select the intended Approver for this Bill, and then click **Select**. The Primary Approver List window is then closed, and the bill is passed back to the next stage of approval.
- **Pass Back** - If the Bill is not ready for approval, use this option to pass it back to the drafter. A Comments for Internal Review dialogue is displayed, with default text indicating the Approver's initials and the date and time of the pass back, in the format [AB - 2/5/2019 8:41:17 AM]. Simply enter your comments and click **Save**. The Comments for Internal Review dialogue is then closed, and the bill is passed back to the previous stage of approval.
- **Approve** - Approve the selected draft Bills. An Approve Draft Bills dialogue is displayed for confirmation. Click **Yes** to proceed.

The application checks automatically for imbalances in WIP or between WIP and AR. If an imbalance is identified, the Bill is not saved. The application displays a message to this effect, which also explains how to proceed. If the imbalance cannot be rectified, the Bill must be cancelled. For further detail, see [WIP Imbalance](#).

No Print option is enabled on the toolbar due to browser security restrictions. For PDF printing, see [Printing Bill PDFs](#).

Custom Tabs

The [custom tabs](#) in the [Approvals](#) screen - displayed beneath the **Bill PDF** tab - can be configured by your organization to display any information stored in the Star database that may be relevant at the approval stage, e.g. Client history.

Client Details

To review details of Client Fees and Client WIP for a draft Bill, with the options to Reverse the Bill or to Reinstate it as a Draft Bill if necessary:

1. In the [Approvals](#) tab, right-click the Bill.
2. Select either **View Client Fees Ledger** or **View Client WIP Ledger**.

The Client Details window is displayed, with the appropriate tab in focus.

Client Fees

Client Details: B Supplies

CLIENT FEES CLIENT WIP

Export to Excel

DATE	REF	TYPE	TOTAL	ALLOCAT...	BALANCE	LEDGER	BANK	DETAIL
04/12/2018	IN00061	Invoice	1.80	0.00	1.80	Star & Co LLC		
03/05/2018	IN00060	Invoice	126.00	0.00	126.00	Star & Co LLC		
05/02/2018	IN00035	Invoice	1.20	0.00	1.20	Star & Co LLC		
29/01/2018	IN00049	Invoice	120.00	0.00	120.00	Star & Co LLC		
19/01/2018	IN00036	Invoice	1.20	1.20	0.00	Star & Co LLC		
19/01/2018	IN00036/C	Invoice	-1.20	-1.20	0.00	Star & Co LLC		
19/12/2017	IN00032	Invoice	1.20	0.00	1.20	Star & Co LLC		
			£43,546.59	£0.00	£43,546.59			

1 - 57 of 57 items

Outstanding Only All A/R exc. Finance Charges: £43,546.59 Finance Charges: £0.00 Balance: £43,546.59

OK

Client WIP

Client Details: B Supplies

CLIENT FEES CLIENT WIP

Export to Excel

DATE	JOB ID	JOB REF	JOB NAME	STAFF ID	STAFF REF	SERVICE LINE	FULL NAME	CHARGE AC CD
25/01/2008	90	0090C02007	Compliance 2007	19	UNDE0019		DarrenUnderwood	FPL
28/09/2007	90	0090C02007	Compliance 2007	10	EVAN0010		ChristopherEvans	AUD07-O
16/11/2007	90	0090C02007	Compliance 2007	10	EVAN0010		ChristopherEvans	AUD07-O
18/01/2008	90	0090C02007	Compliance 2007	10	EVAN0010		ChristopherEvans	AUD
14/12/2007	90	0090C02007	Compliance 2007	18	ROON0018		MichaelaRooney	AUD07-O
11/01/2008	90	0090C02007	Compliance 2007	19	UNDE0019		DarrenUnderwood	AUD07-O
18/01/2008	90	0090C02007	Compliance 2007	19	UNDE0019		DarrenUnderwood	AUD

1 - 846 of 846 items

Outstanding Only Non Ch. Balance: £0.00 Balance: £84,354.07

OK

The information displayed in both tabs is read-only.

In the **Client Fees** tab only, further right-click context menu options are available:

- **View Bill**
- **Reverse Bill** - Displays the [Reverse Bill](#) window, via which the selected Bill can be reversed to cancel the whole amount.
- **Reinstate Bill** - Displays the Reinstate Bill window, via which the selected Bill can be Reinstated as a Draft Bill.
- **View WIP Relieved** - Displays the [WIP Relieved for Bill *n*](#) window.
- **Fee Information** - Displays the [Fee Information for Bill *n*](#) window.

The Fee Information for Bill *n* window can also be opened by double-clicking the appropriate Bill.

In both tabs:

- **Export to Excel** - Click to export the contents of the grid beneath the **Export to Excel** button to your default downloads folder, creating an Excel worksheet with the filename 'Fees for Client' or 'WIP for Client', as appropriate.
- **Outstanding Only** - When selected, only items with an outstanding **Balance** are displayed.

Reverse Bill

Accessed via the right-click context menu on Bills in the [Client Details](#) window, the Reverse Bill window allows you to reverse the selected Bill, creating a Reversed Bill to cancel the whole amount.

In this window:

- **Reference** - Enter a reference, or leave this field blank for a reference to be generated automatically.
- **Date** - Defaults to the current date. To select an alternative date, click the calendar control to the right of the date field.
- **Detail** - Enter any supplemental notes, e.g. to describe the reason for the reversal.

To create the Reverse Bill:

1. Click **OK**.

A **Success** confirmation is displayed with the message *"You have just created a reversed bill with the reference"*

<Ref>".

2. Click **OK** to close the confirmation dialog.

Reinstate Bill

Accessed via the right-click context menu on Bills in the [Client Details](#) window, the Reinstated Bill window allows you to Reinstate the selected Bill as a Draft Bill.

Unless Windows Billing has been totally disabled, Reinstated Bills are reinstated into their originating Billing application, either StarPM (Web) Billing or Star (Windows) Billing. Where Windows Billing has been totally disabled, all Bills—including any Bills generated in Windows billing—are reinstated into StarPM: Billing.

Bills generated in Windows billing will not include the default Bill Text required for all Web bills, so Bill Text must be added before they can be Approved.

The screenshot shows a 'Reinstate Bill' dialog box with the following fields and controls:

- Reinstated Bill Date:** A date field showing '04/07/2019' with a calendar icon to its right.
- Credit Note:** A section containing:
 - Credit Note Date:** A label with the text 'New date used' below it.
 - Reference (leave blank for automatic):** A text input field.
 - Detail:** A large text area for supplemental notes.
- Footer:** A message 'Bill will be reinstated to Draft stage' and 'OK' and 'Cancel' buttons.

In this window:

- **Reinstated Bill Date** - Defaults to the current date. To select an alternative date, click the calendar control to the right of the date field.
- **Credit Note Date** -
- **Reference** - Enter a reference, or leave this field blank for a reference to be generated automatically. The default Reference is DRAFT.
- **Detail** - Enter any supplemental notes, e.g. to describe the reason for the reinstatement.

To reinstate the Bill:

1. Click **OK**.

A **Success** confirmation is displayed with the message "*You have just created a reinstated bill with the reference <Ref>*".

2. Click **OK** to close the confirmation dialog.

WIP Relieved

Accessed via the right-click context menu on Bills in the [Client Details](#) window, the WIP Relieved window presents a read-only summary of WIP relieved for the selected Bill.

TRANSFER	CLIENT REF	CLIENT NAME	JOB REF	FROM	TO	UNITS	TRANSFER	ALLOC	BALANCE	EQUIP TYPE	ENTRY REF	ENTRY NAME
03/18/2018	137	Barbecue Supplies	0735402008	April 2008		8.00	8.00	-8.00	0.00			
04/12/2018	137	Barbecue Supplies	0735402008	April 2008		8.00	8.00	-8.50	-0.50			
03/05/2018	137	Barbecue Supplies	0735402008	April 2008		8.00	8.00	-108.00	-108.00			
04/12/2018	137	Barbecue Supplies	0735402008	April 2008		8.00	8.00	-1.00	-1.00			
05/07/2008	137	Barbecue Supplies	0735402008	April 2008		158.00	8.25	37.80	26.50	Kajal		03/01/2008 Kajal
10/10/2009	137	Barbecue Supplies	0735402008	April 2008		158.00	8.25	37.80	37.80	Kajal		03/01/2008 Kajal
10/10/2008	137	Barbecue Supplies	0735402008	April 2008		158.00	8.33	56.80	38.30	Kajal		03/01/2008 Kajal
02/02/2009	137	Barbecue Supplies	0735402008	April 2008		8.00	8.00	42.80	5.50			

In this window:

- **Export to Excel** - Click to export the contents of the grid beneath the **Export to Excel** button to your default downloads folder, creating an Excel worksheet with the filename 'WIP Relieved for <Bill Ref>'.

Fee Information

Accessed via the right-click context menu on Bills in the [Client Details](#) window, the Fee Information window displays a read-only summary of WIP relieved for the selected Bill.

JOB REF	RETN	NEW ACCOUNT	CONTRA	MONTHLY TYPE	TOTAL	WIP DATE
April 2008		LINE FEE	Star & Co LLC	Fees Ledger Spn	180.00	
April 2008		LINE DWR	Star & Co LLC	Fees Ledger Spn	5.00	
April 2008		SNT Control Ac	Star & Co LLC	Fees Ledger Spn	25.00	STD 30

In this window:

- **Export to Excel** - Click to export the contents of the grid beneath the **Export to Excel** button to your default downloads folder, creating an Excel worksheet with the filename 'Fee Information for <Bill Ref>'.

Audit Trail

StarPM: Billing records a full audit trail of the various changes made to draft Bills as they go through various edits.

To access the audit trail for a draft Bill:

1. In the [Approvals](#) tab, right-click the Bill.
2. Select **View Audit Trail**.

The Draftbill Audit Trail window is displayed:

EDIT DATE	EDITED BY	BILL TOTAL	PROFIT	WIP WRITE OUT																								
9/26/2018 1:16 AM	uu, uu	30,255.05	0.00	30,417.55																								
<table border="1"> <thead> <tr> <th>PROJECT NAME</th> <th>ENG REF</th> <th>WIP BILL</th> <th>EXP BILL</th> <th>WIP PROFIT</th> <th>EXP PROFIT</th> </tr> </thead> <tbody> <tr> <td>Audit 2007</td> <td>0186AU2007</td> <td>93.75</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Compliance 2008</td> <td>0659CO2008</td> <td>1,295.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Audit 2008</td> <td>0798AU2008</td> <td>28,778.40</td> <td>87.90</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>					PROJECT NAME	ENG REF	WIP BILL	EXP BILL	WIP PROFIT	EXP PROFIT	Audit 2007	0186AU2007	93.75	0.00	0.00	0.00	Compliance 2008	0659CO2008	1,295.00	0.00	0.00	0.00	Audit 2008	0798AU2008	28,778.40	87.90	0.00	0.00
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The grid in this view is expanded by default, but each individual Job details grid can be collapsed.

The details displayed in the Audit Trail can be configured by user-defined stored procedures, and may be specific to your organization's implementation of StarPM: Billing.

Edit Bill Format

You can change the format that is applied to the invoice for approved bills.

To do this, in the [Approvals](#) grid:

1. Right-click the Bill row and select **Edit Bill Format** from the context menu.
2. Choose the format you want to apply from the context sub-menu.

The application regenerates the Bill PDF, and refreshes both the **Approvals** grid and the **Bill Preview** that can be generated from the [main toolbar](#) to reflect the new invoice format.

Printing Bill PDFs

The **Bill PDF** tab within the [Approvals](#) tab not only displays a preview of the Bill in its current state, but also enables you to print or batch print any Bills at the Print Stage.

Right-click on the **Bill PDF** preview, for the following options:

- **Print** - Displays the Bill PDF in your machine's default PDF print dialogue.
When printing bills at approval stage **Print** or **Manual e-Bill**, the application prompts to optionally flag the printed bill(s) as Complete. Any completed bills are removed from the Approvals grid.
- **Save As** - Displays your machine's default 'Save As' dialogue.

For batch printing:

1. Use **Ctrl+Click** or **Shift+Click** to select multiple rows.
2. Right-click to select **Merge PDFs**.

Bill PDF Folders/Filepaths

StarPM: Billing references a file path set in Star database table tblLedgers to locate the folder in which draft and approved bills are stored. The same filepath is also referenced by StarPDM to open invoices.

A second file path, AREAS\BILLING\PDF, is referenced as a temporary folder for the display of draft or approved invoice PDFs within a Web browser. This is required because PDF viewers can access files only in a sub-folder of the website.

Completing Bills

Once a Bill has been passed final approval and has reached the **Print** Stage, the right-click context menu on the grid, which otherwise presents the same options as the [toolbar](#), is updated to include the **Complete** sub-menu.

The **Complete** context menu contains the following options:

- **Set as Printed** - Completes the selected Bill and clears it from the grid.
- **Manual e-Bill** - Displays the [Edit Email Details](#) window. When you click **Send** in the Edit Email Details window, the invoice is emailed to the specified address. The selected Bill is completed and its Stage is set to **Manual e-Bill**.
- **Move to Auto e-Bill Queue** - Completes the selected Bill, sets its Stage to **In Auto e-Bill Queue**, and activates the **Remove from e-Bill Queue** option on the right-click context menu, in case you later want to reverse this decision.

Edit Email Details

The Edit Email Details window can be displayed by selecting **Manual e-Bill** in the [Approvals](#) context menu.

In this window:

- **To** - Enter the email address of the primary recipient.
- **Cc** - Optional. Enter the email address of any secondary recipient.
- **Bcc** - Optional. Enter the email address of any anonymous recipient. Bcc email addresses are not displayed in the received message.
- **Subject / Body** - Edit the default email Subject and Body text as required.
- **Attachments** - The Bill PDF (invoice) is attached by default and cannot be removed. You can use the **Optional / Choose File** controls to add up to three additional files.

When all email details are specified, click one of the following:

- **Send** - The invoice is emailed to the specified recipients. The Bill is completed and its Stage is set to **Manual e-Bill**.
- **Cancel** - Cancels the bill's completion by Manual e-Bill, leaving the bill at the **Print** stage. There is no prompt for confirmation: The Edit Email Details window is closed automatically.

Client or Staff Search

The Client or Staff Search utility allows you to search for and select any Client or Staff record currently stored in the Star database.

It can be accessed from the [WIP Transfer](#) window when selecting the transfer's Source Staff or Target Client, or from the Client/Job Selection [Custom Search](#) when filtering results for a more focused Client list.

CLIENTREFERENCE	CLIENTSEARCHNAME
15	Client 15
16	Client 16
17	Client 17
18	Client 18
19	Client 19
20	Client 20
21	Client 21
22	Client 22

200 rows found.

Search Select Close

To locate a specific Client or Staff member:

1. Enter a full or partial Client or Staff **Reference** or **Search Name**.

% can be used as a wildcard character, e.g. to return all records.

2. Click **Search**.
Any matching records are displayed in the grid.
3. Select the relevant Client or Staff from the results.
4. Click **Select**.

The Search window is closed and the **Target Client** or **Target Staff** field in the WIP Transfer window is populated with the selected Client or Staff member.

The Staff Selector

The Staff Selector enables you to select a Staff member.

In StarPM: Billing, it is accessed when creating a [WIP accrual](#) to be assigned to a specific Staff member.

To enter a Staff search:

1. Enter any appropriate **Search Criteria** that would help to narrow the search.
2. Click **Search**.

Any matching Job records that match the Search Criteria you entered are displayed in the **Search Results**.

If you need to narrow your search, enter additional Search Criteria and click **Search** again.

You can also clear individual Search Criteria, or click **Reset** to clear them all and begin again.

3. In the **Search Results**, apply any sort options or filters that will help to refine your selection. See below for details.
4. Select the Staff member from the **Search Results**.
5. Click **Select**.

The Staff Selector is closed and the name of the selected Staff member populates the **Staff** field in the **WIP Accruals** tab.

You can click **Close** at any time to close the Selector window making a Staff selection.