



Billing

Application User Training Guide

Version 25.x

Last Modified 25.0 | February 2025



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Section 1. Overview

M5 provides an internal billing process to manage billing for units and departments. The process consists of four main steps.

1. Determining what activities should be billed.
2. Determining who should be billed.
3. Generating the charges.
4. Locking the charges to protect from alterations and discrepancies in the data.

The database table **bill_period_loc** contains all the transactions generated by this process. Reports and financial interfaces (from AssetWorks or in-house) can be written to read from this single table without needing to know anything about other tables in the database. Direct database access using Microsoft Excel, Crystal Reports, or other ODBC-accessible tools can also read **bill_period_loc** to report on your organization's finances.

First Steps

Because M5 supports interfaces to a wide variety of financial systems, careful planning and consideration is necessary for setting up the structures in M5 to accomplish your organization's goals. The simplest place to start is by asking basic questions, for example, *What does our organization want to bill?*

The following questions are a starting point for your organization and do not represent all possibilities that you could implement within the M5 billing process.

What and Who to Charge

Many organizations have an existing charge-back system by some predefined unit class that has been set up and administered over previous years. If this situation is true for your organization, consider how each class is currently charged before reviewing the following:

- Does one department or organization own all units or is it broken down further where smaller departments or organizations that use the units own them? Is the owning department responsible for accumulating a replacement fund and developing a replacement policy?

A typical setup includes a single owning department and many using departments. Each unit must have both assigned, although some can have the same department that serves as both the owning and using department.

- Are using departments charged a lease or rental amount for units that are assigned to them?

If yes, a lease or motor pool type billing code must be setup to charge back an amount to that using department.

If the unit is not permanently assigned to a using department but instead belongs to a pool of units that are assigned for short periods to different departments, you must setup a motor pool billing code for those units.

If lease or rental amounts are not charged to the using department and repair charges are not billed, use a non-lease type billing code.

- In the case where a lease or rental amount is charged, determine if the amount is a flat rate or based on usage (per mile, kilometer, or hour). You will determine which user had the unit for a particular time period.

If additional per-usage charge is incurred, it must be defined and set up on the billing code. You have the option to charge a minimum usage amount every period.

- If a lease or rental amount is charged, is the charge specific to a season or shift? You can set up season and shift codes and assign them to the billing code for these instances. For example, an organization might only charge a using department only for the shift hours that personnel are actively working, like 8:00 AM to 4:00 PM.

In addition, some organizations select not charge for out-of-season work or work performed on weekend or holidays.

- Which organization or department gets charged for unit maintenance? Are labor, parts, and commercial costs incurred by the using or owning department?

If labor, parts, and commercial costs are incurred directly by the Owning or Using Department, you must set up the billing code's sources to account for this. The charges are applied according to actual cost, actual cost + markup, or (for labor) estimated costs + markup.

If only certain repair costs are charged back, the billing code's sources should be configured with chargebacks.

- Who should receive the revenue for the maintenance or lease payment?

If there is a single Owning Department that is responsible for the procurement of units, this department typically receives the revenue for the maintenance and any lease payments on the unit. In this case, the billing code's sources should be set up so that the unit's revenue account receives the revenue.

Another scenario is one central Owning Department, but each maintenance facility recognizes revenue from maintenance. In this case, the setup is more complex depending on which department is set up as the owner of the maintenance location and which is set up as the owner of the associated inventory location (for parts and fuel).

The billing code should be set up so that, for repair and fuel charges, the revenue account associated with the owning department of the maintenance facility receives the revenue. For parts, the Owning Department of the inventory location can receive the revenue.

- Is fuel issued to a unit charged to an Owning or Using Department? If yes, is the fuel charged at actual cost or is a markup applied?

If fuel issues are charge to a department or account, the billing code needs to charge the Owning or Using Department.

- Which organization or department should receive revenue for fuel?

Again, if there is one central Owning Department responsible for the procurement of units, the department should be responsible for the procurement of the bulk fuel and would receive the revenues. In this case, the unit's Owning Department receives the revenue and the billing code needs to reflect that.

Another possibility is that there is one central Owning Department, but each fueling site recognizes the revenue from fuel transactions. In this case, the billing code must be set up to reflect this.

- Are there any specific fixed-charge items charged to a unit every period? For example, insurance or registration fees.

If yes, you must define the items. M5 allows you to define fixed-charge items at the department level.

What Can Be Billed

You can setup M5 to bill (in some way) nearly any activity performed within the application. In addition to specific, point-in-time transactions explicitly entered into the system, the billing system is also capable of generating certain range-of-time transactions like lease charges or replacement fund contributions. These different kinds of charges are called billing items. The following section explains each of the billing items in M5.

Section 2. Technical Support

AssetWorks provides several ways to connect with the Customer Care team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen images of the problem. This information provides the Customer Care representative with the necessary information to quickly and effectively respond to you.

Customer Care is available 7AM – 7PM EST Monday through Friday.

Telephone: 800.900.8152

Email: M5Support@AssetWorks.com

Website: Community.AssetWorks.com

You can use this website to open issues, review the status of past submitted issues, review and download documentation, review additional training materials, and access the latest AssetWorks news. For secure access to the website, contact Customer Care by calling the listed telephone number.

Section 3. Billing Items

A billing item in M5 refers to something the billing program uses to group similar kinds of transactions together so that they apply to the same accounts. In a broad sense, billing items fall into two categories, point-in-time and range-of-time transactions.

Point-in-Time Transactions

Item	Description	Data Processed
COMM CHGS	Commercial charges	Work order commercial charges (o_comm_chg table).
DEPT CHGS	Part charges to departments	Non-work order part charges issues directly to departments (dept_part_chg table).
FUEL CHGS	Fuel charges	Products dispensed to vehicles, fuel, oil, or any other product issued (f_comm_prod_chg and f_unit_prod_chg tables).
LABOR CHGS	Labor charges	Work order labor charges. (o_labor_chg table).
MISC CHGS	Miscellaneous charges	Miscellaneous unit charges, for example car washes charged through a fuel interface (unit_misc_chg table).
MOTOR POOL	Motor pool charges	Charges associated with motor pool tickets (mpool table).
PARTS CHGS	Most parts charges	Part issues for a unit, with or without a work order (o_part_chg and unit_part_chg tables).
PDIR CHGS	Part charges to direct accounts	Part issues to direct accounts (dacc_part_chg tables).
SPEC CHGS	Special fee charges	Work order special fee charges (o_comm_chg table).
SPCL ITEM	Special Billing Charges	Special billing charges set up for specific units and departments. The system considers these to occur one minute before the end of the billed period (bill_special table).
TASK LABOR	Task labor	Labor charges to tasks (task_labor_chg table).
TASK UNIT	Task unit	Charges for units' time to tasks (task_unit_chg table).

Item	Description	Data Processed
WOPRD CHGS	Work order products	Product charges to work orders (f_unit_prod_chg table).

Range-of-Time Transactions

Item	Description	Data Processed
DEPREC	Depreciation	Unit depreciation. Depreciation is setup at category and unit level but is not calculated until end of period.
LEASE RATE	Lease Rate	Lease of unit to another department.
REPL FUND	Replacement Fund	Charge amounts for the replacement of units according to the replacement funds set up in M5.
USAGE	Usage/Meters	Time used or distance travelled by the unit.

Additional Items

The Additional Items table includes items added to satisfy customer-specific requirements. Because they are not applicable to most organizations, they will not be discussed in detail as a part of this document.

Item	Description	Data Processed
PART ADJ	Inventory adjustments	Price and quantity adjustments for stocked parts.
PART IND	Part charges to indirect accounts	Part charges to indirect accounts.
PART LOC	Parts location issue costs	All inventory parts issued without mark-up costs. The transaction essentially tracks the transfer of stocked parts from the inventory location to the maintenance location.
FUEL LOC	Fuel location issue costs	All products issued without mark-up costs. The transaction tracks the transfer of fuel from the tank to the fueling location.
PART REC	Part location payables	All parts received. This item only applies to the owning department of an inventory location
FUEL PAY	Fuel location payables	All bulk fuel received. This item only applies to the owning department of a fueling location.
COMM PAY	Commercial charge payables	All commercial charges organized for the payment of vendors.
PART MKUP	Part markup	When set to bill, markup on part charges go to this item instead of to PARTS CHGS.
PTFR IN	Incoming part transfers	This represents the increase of value at an inventory location when a part transfer is received.
PTFR OUT	Outgoing part transfers	This represents the decrease of value at an inventory location when a part is transferred out.
MP USAGE	Motor pool usage	When set to bill, usage charges on a motor pool ticket go to this item instead of to MOTOR POOL.

Section 4. Billing Items Frame

The screenshot shows the 'Billing Items' frame with a title bar 'Billing Items (Loaded 106 records)'. Below the title bar is a table with the following columns: 'Bill Item', 'Description', 'Bill this charge', and 'Fixed Charges'. The table contains 106 records, with the first few rows visible. The 'Bill this charge' column has checkboxes, and the 'Fixed Charges' column has checkboxes. The table is scrollable, and there are buttons at the top: 'SAVE', 'UNDO', 'REFRESH', 'DELETE', and 'FIND'.

Bill Item	Description	Bill this charge	Fixed Charges
...	...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
...	...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
...	...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
...	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
...	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
...	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
...	...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
...	...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
...	...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
...	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
...	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The *Billing Items* frame allows you to select the billing items that the system uses in the billing process. If the **Bill this charge** checkbox is clear, billing is turned off entirely for that item as the checkbox setting overrides all settings at the unit or billing code levels.

Exercise caution when turning an item back on after it's been off for a while. The next time the program runs, it will try to catch up and bill all old charges at once.

See the *Fixed Charges* section for details.

COMM CHGS

Commercial charges to work orders – Billed at cost (actuals) or with markup. Set on the billing code itself. The markup percentage is set on the markup scheme itself (refer to the *Markup Schemes* frame).

DEPREC

M5 allows you to bill a unit's depreciation. Depreciation is set on the *Unit Accounting* frame and can be the default based on the category assigned to the unit's technical specification (tech spec).



Important: The *End-of-Period* process calculates depreciation and must be run before running the billing process for depreciation to be billed properly. If your organization is billing depreciation, you will be warned prior to running the billing process if the *End-of-Period* process has not been run.

DEPT CHGS

You can charge parts directly to departments and bill them at cost or with markup.



Important: This billing item should not be confused with part charges applied to a department work order. Those charges use the regular part charge bill item (PART CHGS).

FUEL CHGS

You can bill fuel charges to units and departments at cost or with markups. By default, the billing item used for these transactions is FUEL CHGS, but it can be adjusted by product.



Important: You have the option to assign different billing items to fuel charged from in-house inventoried tanks, fuel charged from external sources, and any markups.



Important: A complex choice of a flat markup (for example, \$.10 per gallon) or percentage markup (10%) determines markup charges on fuel. These can also be applied by product, to the owning department of the fuel, or the using department receiving the fuel.

LABOR CHGS

M5 allows you to bill labor charges to work orders in four different amounts.

1. Actuals no markup.
2. Actuals with markup.
3. Bill estimates.
4. Bill estimates unless estimate is zero.

For Bill Estimates unless estimate is zero, if the estimate is zero the markup amount is billed. Billing code settings are explained in greater detail later in this document. The number of estimated hours is determined at the job level, which is multiplied by the job location's direct labor rate to determine the amount to charge. If billing the estimate, no further markup is applied. Markup percentage is set at the maintenance location level.

LEASE RATE

A lease is the long-term rental of a unit from one M5 department to another. This should not be confused with outside leases from an outside company. See MOTOR POOL for more information.

Leases are charged by period, day, or hours. If charging by period, the lease is a flat rate for the entire fiscal period regardless of the length of the period. For example, February would be charged the same amount as March.

If charging by the day, a fixed amount is charged for each day during the period that the lease covers. For example, if a lease shift is defined as having regular time on weekdays, the daily rate is charged only on those weekdays.

If charging by the hour, a fixed amount is charged for the actual time as defined on the lease shift. The shift's breaks are not considered when determining the time to charge.



Note: System Flag 1168 allows for the exclusion of company holidays from billing when using the day or hour method.

You can assign leases season codes which determine the portion of the year the lease is charged.



Note: If any portion of the season falls within a fiscal period, the lease is charged for the entire period.

Regardless of the unit's billing code settings, leases are never billed prior to the in-service date or after the sale date.



Note: System Flag 5189 determines how billing will apply in the event of a department assignment change during the lease term. If the flag is set to **Y**, the billing program will distribute the cost the lease proportionally to the appropriate departments. If the flag is set to **N**, the full value of the lease is assigned to the using department as of the 16th of that month. The **N** setting only works if your organization uses calendar months for fiscal periods.

MISC CHGS

Miscellaneous charges are direct charges to units typically imported through an interface, such as for fuel or maintenance interfaces. For example, car wash charges are imported this way. There is no way to create miscellaneous charges directly in the M5 application. Charges can be viewed on the **Unit Misc Charge Display** frame.

MOTOR POOL

Motor Pool rentals are short-term rentals and are charged based on the unit's billing code, or changes made upon the unit's return to the motor pool.

Unlike a lease, a motor pool rental is billable only at the completion of the rental and can include fuel, meter usage, and miscellaneous charges. You can charge rental rates by the hour, day, week, and month.



Note: System Flag 5366 determines the daily rate calculation method and will only apply if the rental rate method is set to day. The options are a 24-hour timeframe calculated between the pick-up date and time and the actual return date and time vs. the full daily rate for each day the vehicle was used regardless of pick-up and return times.



Note: When rentals are completed, you have the option to accept the calculated cost of the ticket for the rental or adjust if necessary. After a ticket is marked completed, it cannot be changed. Motor Pool rentals are not marked up.



Note: You can break up longer-term rentals into chunks so that the billing program can bill each month using the batch program, **MP BILLING**. This program closes motor pool tickets and opens a new one each month for these long-term rentals. This allows you to bill them on a monthly basis.

PARTS CHGS

This item covers part charges to work orders and part charges directly to units. Part markups are determined based on the configuration from the *Markup Scheme* and *Markup Type* frames. Taxes are determined by the setup on the *Tax Scheme* and *Tax Types* frames.



Note: Taxes are billed only if markup is billed.

Part charges are billed as:

- Bill actuals, no markup.
- Bill actuals with markup.

PDIR CHGS

This billing item covers part charges to direct accounts. Markups and taxes are determined as they are above in the *PART CHGS* section.

REPL FUND

A Replacement Fund is an account that holds money for use in purchasing new units. Each period, units contribute a certain amount to the fund and unit acquisitions can make withdrawals from the account.

In addition to creating the billing transactions, M5 maintains balances on the funds and records a separate log of contributions and withdrawals.

Unlike depreciation, replacement fund contributions continue if the unit is still in-service. Generally, replacement funds are used in tandem with a larger replacement strategy.

SPEC CHGS

When closing a work order, M5 offers the ability to add a new job automatically to the work order to reflect shop fees, environmental charges, a flat overhead, or some other single charge. This is called a special fee.



Note: The charge is stored as a commercial charge in M5, so you must enter a vendor when defining the special fee, but the charge is not included in COMM CHGS.



Note: SPEC CHGS and SPCL ITEM are two separate billing items.



Important: You will have to set System Flag 1172 to **Y** to use this functionality.



Important: The *Billing Work Order Fees* frame allows you to determine the job information for the special item and the amount to charge on a location basis.

SPCL ITEM

This billing item is typically used for things like license fees, insurance payments, and one-time adjustments. You can enter a free form description that appears on billing reports. You must define the total amount to bill, number of periods to bill, and the period when the charge should first appear.

The program updates the periods billed, last billed, and amount remaining fields every time it executes.



Note: If an item was billed in previous periods and the row was deleted or changed, the old billing is not deleted or changed. Only future billings are affected. You cannot change the value on one of these items to create a billing adjustment in the system.



Note: Special items are considered billed one minute before the end of the fiscal period.

TASK LABOR and TASK UNIT

These charges are defined on the billing code but are seldom used in typical billing implementations. They were originally incorporated into M5 as part of a customer-specific payroll requirement.

Tasks represent work performed outside the shop, usually for outside departments. For example, a backhoe can be lent to another department with an operator, both of which must be paid for by that department. The operator's time is entered as task labor. When the operator is rented without a unit, the labor charge is defined by the rates on the operator's home location or on the operator's own employee record. When the operator is rented with a unit, the operator's rates are defined by the unit, with different rates if the operator happens to be on overtime. The unit's time is entered as task unit. The rates for task unit are the same as the unit would receive for motor pool use.



Note: M5 receives task charges through an interface; there is no in-application frame to enter them.



Note: You must designate units with the type Motorpool or Task to enable them to receive rates for task use.

USAGE

Also called meterage, usage is the number of miles, kilometers, or hours according to the unit's primary meter. Usage amounts are captured in one of following ways:

- **Entered Usage** – This corresponds to usage entered on specific in-application frames.
- **Unit History** – The unit's total usage for the period is billed corresponding to the *Dept/Unit History Query* frame or as changeable on the *Unit Use/Cost History* frame. If multiple departments used the unit during the period, each department is assessed a pro-rated amount according to the number of days the department used the unit.
- **Captured Meters** – This is the preferred method for billing usage. Each change in department, account or billing code during the fiscal period represents a segment of time that gets billed for usage. The billing program looks up the actual primary life-to-date usage at the date and time closest to (but before) the beginning and end of that segment. The difference between the two life-to-date usages is then billed to the department and account. If more than one meter entry is made to a unit on the same day, M5 will only use the smallest value.



Note: The **Charge Per Usage** represents the amount of money per mile, kilometer, or hour. The charge can be entered to the thousandths of a dollar or pound.

In addition to charging for actual usage, you have the option to modify the billing in one of two ways.

1. **Flat Usage Free** - To ensure that the unit is charged for a minimum amount of usage or the actual usage, whichever is greater, you can enter a **Flat Usage Per Period** and check the **Charge as minimum** flag. The charge is then based on the greater of the entered number and the actual usage. For example, a unit with 400 actual usage will be charged for 500, and a unit with 700 actual usage will be charged for 700.
2. To grant the unit some free usage, you can enter a **Flat Usage Per Period** and set the **Flat usage is free** flag. For example, if **Flat Usage Per Period** is set to 500, a unit with 400 actual usage will not be charged for usage, and a unit with 700 actual usage will be charged for 200.

FIXED CHARGES

In addition to the pre-defined billing items, you can define customer-specific billing items using the *Billing Fixed Charges Item* frame. In order to make a billing item available for use as a fixed fee you must flag it on the Billing Items frame.

Each fixed charge is assigned a billing item, a description, and the maximum amount that can be charged to any unit per period for the fixed charge.

Fixed charges are proportioned based on the using department assigned to a unit in each period.

Refer to the description of the *Billing Codes* frame for how to apply these fixed charges.

SAVE
UNDO
REFRESH
DELETE
FIND

Billing Fixed Charges

Billing Items (New record number 11)

Bill Item	Description	Limit	Taxable
1506	Tester	\$300.00	<input type="checkbox"/>
ADMIN	ADMIN MANAGEMENT FEE	\$200.00	<input type="checkbox"/>
BBB	Item B	\$1.00	<input type="checkbox"/>
GPS	GPS FIXED FEE	\$75.00	<input type="checkbox"/>
PETE TEST0	Test	\$123.00	<input type="checkbox"/>
REG	Regression	\$500.00	<input type="checkbox"/>
REGISTER	registration fixed charg	\$60.00	<input type="checkbox"/>
SHTTEST	Item S	\$20.00	<input type="checkbox"/>
TBFIXEDCH	Fixed Charge Test	\$41.00	<input type="checkbox"/>
TEST FC	Test Fixed Charge	\$20.00	<input type="checkbox"/>
			<input type="checkbox"/>

To make a billing item available for use as a fixed fee you must flag it on the *Billing Items* frame.

SAVEUNDOREFRESHDELETEFIND

Billing Items

Billing Items (Loaded 106 records)

Bill Item	Description	Bill this charge	Fixed Charges
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 5. Setting Up What to Bill – Billing Code Level

The billing code defines, for a group of units or departments, what to bill and how much to bill. Charges to components are not billed.

A billing code is attached to the unit or department when it is created. The billing code's attributes are copied to the unit or department, but you can change those attributes on the unit or department so that they are different from the billing code.

When the billing code master record is changed, the user can resynchronize the unit or department with the billing code.

Billing Codes Frame

Three Types of Billing Codes

1. Leased units or departments are billed for leases, usage, fuel, and repairs.
2. Non-leased units or departments cannot be billed for leases or motor pool, but can be billed for usage, repairs, and fuel.
3. *Motor Pool/Task* units are billed for motor pool tickets. Usage cannot be charged for motor pool/task units, but a **Charge Per Usage** can be entered for the purpose of setting the rate for usage entered on the motor pool ticket. Only these units can be reserved or picked up in the motor pool frames. While repairs and fuel can be set to bill, the charges get billed to the owning or using department and not to the department that had a ticket at that time. As a result, repairs and fuel are rarely billed for this type.



Note: In addition, the **Share Pool** functionality allows for units not having motor pool billing codes to be assigned as a motor pool unit and billed as such.

The screenshot shows a software interface with a tabbed menu at the top: '+ Details Information', 'Motor Pool', 'Units/Depts', and 'Fixed'. The 'Details Information' tab is active. Below the tabs, there are two main sections: 'Lease Information' and 'Repair Information'.

Lease Information:

- Rate:** A text input field containing '\$1,000.00'.
- Rate Per:** A dropdown menu with 'Period' selected.
- Taxable:** A checkbox that is currently unchecked.
- Tax Scheme:** An empty text input field.
- Shift:** A text input field containing '11'.
- Season:** A text input field containing '1ST SHIFT'.

Repair Information:

- When to bill estimates:** A dropdown menu with 'Disallow Billing of Estimates' selected.
- When billing estimates with a total amount, use this billing item:** An empty text input field.
- When not billing estimates, do this:** A group box containing three sub-sections:
 - Labor Billing:** A dropdown menu with 'Don't Bill' selected.
 - Part Billing:** A dropdown menu with 'Don't Bill' selected.
 - Commercial Billing:** A dropdown menu with 'Don't Bill' selected.

Lease Information

You can enter the value for the lease rate per hour, day, or (fiscal) period along with tax, shift, and seasonal usage information. These fields unlock when you select *Leased* from the dropdown and select **SAVE**.

Repair Information

Alert: Please read this section carefully. If the **Bill Fixed** column is checked for the job on *Work Order Main*, only the setup in the top section applies to billing.

The screenshot shows the 'Repair Information' form. It is divided into two main sections. The top section, outlined in red, is titled 'When to bill estimates:' and contains a dropdown menu set to 'Always Bill Estimate, Unless Zero'. Below this is a label 'When billing estimates with a total amount, use this billing item:' followed by a text box containing 'LABOR CHGS'. The bottom section, also outlined in red, is titled 'When not billing estimates, do this' and contains three sub-sections: 'Labor Billing:' with a dropdown set to 'Bill Estimates, Unless 0', 'Part Billing:' with a dropdown set to 'Bill Actuals, With markup', and 'Commercial Billing:' with a dropdown set to 'Bill Actuals, With markup'. Two red arrows point from the right side of the form to the top and bottom sections. The top arrow is labeled 'Bill Fixed checked' and the bottom arrow is labeled 'Non-Fixed Billing'.

Important: The top section (outlined above) pertains only to jobs that have the job's **Billed Fixed** column checked on *Work Order Main*. It then comes through as a fixed charge, billed using the setup defined here. To further clarify, this section:

- Is used to bill an entire job with one billing item, and one cost.
- The job itself must have the **Bill Fixed** checkbox checked, and an *Estimated Cost* entered.
- When billed, the job **Est Cost** amount will be billed to the billing item specified here.

Important: The bottom section (outlined above) allows you to define how you want each of the other elements of the work order billed. For example, labor has an option to bill estimates, but it is a different method from the one above and requires the **Bill Fixed** column to be clear on *Work Order Main*.



Note: The estimates that are billed when the fixed column is not selected are based on the values in the **Book Time** column, not the **Est. Hours** column.

Billing Estimates

The setup in this section only applies when the **Bill Fixed** column is checked on *Work Order Main*.

The options for billing estimates are:

- Disallow Billing of Estimates.
- Always Bill Estimate.
- Always Bill Estimate, Unless Zero.
- Bill Estimates If Job Set to Do So.
- Bill Estimates If Job Set to Do So, Unless Zero.

The billing item for billing the total amount for estimates defaults to **TOTAL CHGS**, you can use the List of Values to select another valid billing item.

When Not Billing Estimates

As noted above this section only applies if the job's **Bill Fixed** column is left unchecked on *Work Order Main*.

Labor

Options for billing labor:

- Don't Bill
- Bill Actuals, No Mark Up
- Bill Actuals, With Mark Up
- Bill Estimates
- Bill Estimates, Unless 0

An estimate gets billed as the number of book time hours on the job times the labor rate as specified on the job location's markup scheme.

Bill estimate, unless 0 means that if the job has no labor estimate in book time hours, the job is billed its marked-up actual charges.

The number of estimated hours is determined at the job level by using the **Book Time** column on *Work Order Main*, which is multiplied by the job location's direct labor rate to determine the amount to charge. If the estimate is billed, it is not further marked up. The percentage of markup is set at the maintenance location level.

Parts

Options for billing parts:

- Don't Bill
- Bill Actuals, No Markup
- Bill Actuals, With Markup



Note: Taxes are billed only if markup is billed.

Commercial Charges

Options for billing commercial charges:

- Don't Bill
- Bill Actuals, No Markup
- Bill Actuals, With Markup

Usage of Primary Meter

Usage Of Primary Meter

Flat Usage Per Period:
0

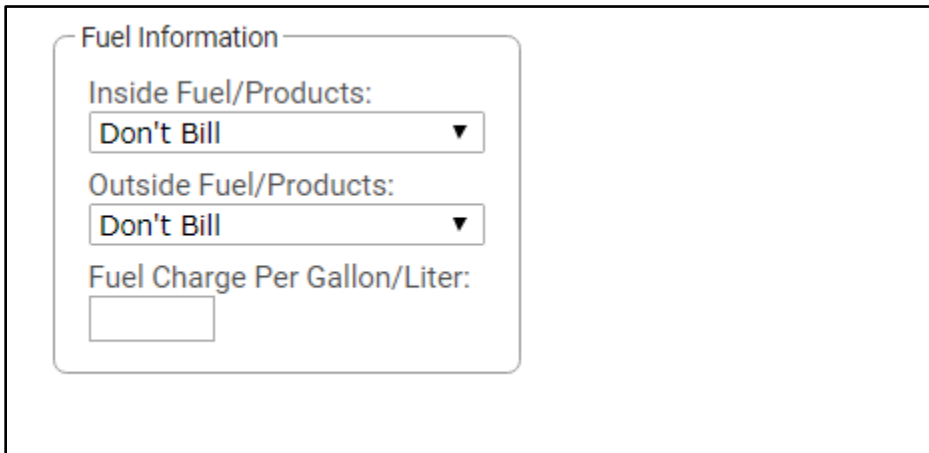
Charge Per Usage:
\$0.0000

How To Charge:
Flat Usage Free ▼

Recording Method:
Unit History ▼

- **Flat Usage Per Period** – Enter the usage per period, this number is either the number of free usage per period or the minimum number of free usage to charge depending on the value in the *How to Charge* dropdown.
- **Charge Per Usage** – This dollar value represents the amount of money charged per mile, kilometer, or hour.
- **How to Charge** – Select *Flat Usage Fee* or *Charge as Min* from the dropdown.
- **Recording Method** – If the type is **Motor Pool/Task** this dropdown is read-only and the value defaults to *Unit History*. If the type is **Leased** or **Non-Leased** you can select from *Unit History*, *Captured Meters*, *Entered Usages*, and *Don't Bill*.

Fuel Information

A screenshot of a web form titled "Fuel Information". The form is enclosed in a rounded rectangle. It contains three fields: "Inside Fuel/Products:" with a dropdown menu showing "Don't Bill", "Outside Fuel/Products:" with a dropdown menu showing "Don't Bill", and "Fuel Charge Per Gallon/Liter:" with a text input field.

Fuel Information

Inside Fuel/Products:
Don't Bill ▼

Outside Fuel/Products:
Don't Bill ▼

Fuel Charge Per Gallon/Liter:

Fuel information allows you to define billing parameters for with fuel charges purchased from vendors (outside fuel) or dispensed from tanks, whether from *Fuel Focus* or M5's product-issuing frames (inside fuel).

Both options have the following choices for billing:

- Don't Bill
- Bill Actuals, No Mark Up
- Bill Actuals, With Mark Up
- Bill This Amount



Note: *Bill This Amount* bills the value in **Fuel Charge Per Gallon/Liter** field regardless of the price that FuelFocus or the vendor uses.



Alert: Motor Pool billing is discussed later in this document. If you are interested in motor pool setup, see the *Motor Pool Application User Training Guide*.

Fixed Charges Tab

+
Details Information
Motor Pool
Units/Depts
Fixed

Fixed Charges (Loaded 2 records)

Bill Item	Fixed Charge Items	Amount	Taxable	Tax Scheme
ADMIN	ADMIN MANAGEMENT FEE	\$100.00	<input type="checkbox"/>	
TBFIXEDCH	Fixed Charge Test	\$25.00	<input type="checkbox"/>	
			<input type="checkbox"/>	

You can define additional fixed charge billing items for each billing code you set up. Use the List of Values to see the fixed charge bill items that were setup using the *Billing Items* frame.

Each fixed charge applies to each unit assigned the billing code. Like a lease, if the unit was assigned the billing code for only part of the period, the charge is pro-rated.



Alert: Fixed charges can be adjusted for each unit on the *Billing Unit/Dept Code Maintenance* frame, otherwise, the billing code's settings apply equally to all units with the billing code.

Updating Billing Codes

The screenshot shows the 'Billing Codes' update form. At the top are buttons: SAVE, UNDO, REFRESH, DELETE, FIND, and RELATED. The form has tabs for Billing Information, Details Information, and Fixed Charges (Loaded). The Billing Information tab is active, showing fields for Billing Code (247BILL), Effective Date (11/02/2019), Type (LEASED), and a Disabled dropdown (No). A modal dialog titled 'Action Required' is displayed in the center, containing a warning: 'Warning: Review the units/depts associated with this billing code.' It also provides instructions: 'Press "Continue" to update.' and 'Press "Cancel" to review the units/depts.' with 'Continue' and 'Cancel' buttons at the bottom.

Billing codes have effective dates so that when parameters change, old billing code information is still available for viewing. This allows for billing changes in mid period.



Note: You can set effective dates to future dates, but you cannot change the effective date to a date prior to the current effective date.

You will also be prompted to decide if you want to make the changes to all units and departments associated with the billing code.

If you want to select all select **Continue**. Alternately, you can select the **Approve All Units/Depts** button before the save.

To select some, or none, of the units/departments associated with the billing code you must select **Cancel**. Then navigate to the **Units/Depts** tab on the billing code.



Note: Units only display if both the billing code and billing unit/dept code frames match in every way.

The screenshot shows the 'Units/Depts' tab of the billing code form. It displays a table titled 'Units For Billing Code (Loaded 4 records)'. The table has columns for 'Unit/Dept Bill Code = Default Bill Code?', 'Unit/Dept No', and 'Description'. All four rows are selected with checkboxes.

Unit/Dept Bill Code = Default Bill Code?	Unit/Dept No	Description
<input checked="" type="checkbox"/>	BC1	2016 FORD CROWN VIC
<input checked="" type="checkbox"/>	EQSM2	
<input checked="" type="checkbox"/>	JPD1	2010 FORD EXPEDITION
<input checked="" type="checkbox"/>	TB1010	2009 ACURA 3.2 TL

You can change the billing parameters for an individual unit or department to be different from its billing code by using the *Billing Unit/Dept Code Maintenance* frame.

In order to protect the unit/department level billing code parameters you must clear the unit/department on the **Units/Depts** tab of the billing code before saving.

When saved, units and departments that are selected are updated with the billing code's new settings. Units and departments that are cleared are left alone.

When the **Units/Depts** tab first displays, if the unit's or departments current billing parameters match how the billing code was set up, a checkmark appears in the box.

Otherwise, the checkbox is cleared. You can select and clear the checkbox to designate which units or departments are updated. The **Approve All** button sets and unsets all checkboxes.



Alert: Managing unit level billing codes is a time intensive task that is prone to errors. The best practice is to avoid unit level changes to billing whenever possible.

Section 6. Setting Up What to Bill – Unit Level

Billing Unit Dept/Code Maintenance

SAVE UNDO REFRESH DELETE FIND

Billing Unit/Dept Code Maintenance

Billing Information

Unit/Dept No: 2019 HONDA RIDGELINE

Billing Code: BILLING CODE NONLEASED

Effective Date: New Effective Date:

Type:

Details Information Motor Pool Fixed

Lease Information

Rate: Day Taxable: ☐ Tax Scheme:

Shift: 24 SHIFT

Season: All Seasons

Repair Information

When to bill estimates:

When billing estimates with a total amount, use this billing item:

When not billing estimates, do this:

Labor Billing:

At the individual unit level, you can override nearly anything passed down from the billing code using the *Billing Unit/Dept Code Maintenance* frame except:

- Fixed Fee charges can be changed at the unit level, as noted above.
- Billing code type (leased, non-leased, or motor pool) cannot be changed at the unit level.
- Account sources and charge-back settings cannot be managed at the unit level.

To change the billing code on a unit, just type over the billing code value you want to change.



Important: A billing code is required on a unit. To turn off billing on a unit, establish a non-leased billing code, with no fixed fees, with zero usage rates, set the repair information to **Don't bill**, set the fuel information to **Don't bill**, and assign that billing code to the unit.

Unit Disposal

At the end of a unit's life, you should put a *not bill* on the unit by entering it on the *Unit Disposal* frame.

Lease, replacement fund, usage, fixed charges, and special items are not billed after the unit's date of sale.

However, you might want to avoid other transactions such as fueling and work orders that are billed if the unit's billing parameters allow.

A pop-up message reminds the you to verify that the billing code is reviewed. As mentioned in the previous section, to turn off billing on a unit, establish a non-leased billing code, with no fixed fees, with zero usage rates, set the repair information to **Don't bill**, set the fuel information to **Don't bill**, and assign that billing code to the unit.

The screenshot shows the AssetWORKS interface for the 'Unit Disposal' form. At the top, there's a navigation bar with 'Home', 'Favorites', 'History', 'Reports', and 'Dashboard'. Below this is a toolbar with buttons: 'SAVE', 'UNDO', 'REFRESH', 'DELETE', 'FIND', and 'ATTACH'. A pop-up message from 'itb19' is displayed, stating 'Please check billing code.' with an 'OK' button.

The main form is titled 'Unit Disposal' and contains several sections:

- Unit Information:** Unit: HONDARL07, 2019 HONDA RIDGELINE; Status: Active Unit.
- Reference Information:** Serial No: HND RL LD 19 07; Alternate Unit No: (empty).
- Life Cycle:** In-Service Date: 09/21/2019; Replacement %: (empty); Expected Life: 0 Year(s).
- Disposal Information:** Disposal Status: Flag; Date Flagged: (empty).

At the bottom, there are tabs for 'Disposal', 'Billing/Dept/Notes', 'Pre-sale', 'Sale Values', 'Sale Info', 'Serial Parts', and 'Sale Associations'.

Billing Quotes

If you are using the quote functionality in M5, there is an option to bill actual costs or fixed bid.

The screenshot shows the 'Quote Main' form in the M5 system. At the top, there is a toolbar with buttons: SAVE (orange), UNDO, REFRESH, DELETE, FIND, ATTACH, MORE (dropdown), and RELATED (dropdown). Below the toolbar, the form is titled 'Quote Main'. The 'Quote' section contains a 'Number' field with the value '256' and a 'Description' field with the value 'Quote 256'. There is a 'Unit' dropdown menu set to 'RT1' and a text field for the unit description '2015 ACURA 3.2 TL'. A 'New Quote' button is located next to the 'Number' field. The 'Quote Status' section includes a 'Status' dropdown menu set to 'Build' and an 'Expiration Date' field with a calendar icon. Below these sections is a tabbed interface with tabs: Customer, General, Value, Work Requests/Jobs, and History. The 'Billing' section is currently active, showing a 'Bill Method' dropdown menu set to 'Fixed Bid' and a 'Direct Acct No.' text field.

Actual - Amount of the quote is only advisory, and the customer is billed according to the labor, part and commercial charges actually incurred, plus any markups associated with those individual charges. The account to bill is optional and, if absent, the accounts charged are those associated with the individual charges.

Fixed bid - The quoted amount is billed. A quote's billing method overrides the department's or unit's usual billing code settings. You must enter the account to bill and the entire quote is billed to this account.

Equipment Time Sheet

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▾

Equipment Time Sheet

Unit Information

Unit No.
HONDARL07 2019 HONDA RIDGELINE Status: Active

Using Dept:
12001431 SPECIAL OPERATIONS

Parking Loc:
01MAIN 24th ST Maintenance Shop

Unit Main Meter Information

Year Month
2017 02

Meter Date
09/21/2019

Meter Reading Meter Type
100 MILE

Meter Information (Record 1 of 1)

Effective Date	Meter Start	Meter End	Quantity	Account Number
11/02/2019	100	1000	900	101--000-0000-0000-1010-00000000

The *Equipment Time Sheet* frame allows you to gather meter usages by unit, by date, and charge these usages to the account for which the vehicle was used.

The accounts entered on the equipment time sheets are the expense accounts that are charged for the vehicles use.

The data on this frame is posted to the **bill_usage** table and is visible on this frame until they are billed.

The Usage billing item must be configured, and the billing code must be set up to bill usage using the recording method of entered usages.

Whom to Bill

The question of who gets the bill has two distinct answers.

1. A physical department, an office with an address can receive the paper bill.
2. The financial system assigns the actual payment to an obscure set of accounts.

M5 handles the flow of money in both senses. One department, the department receiving the fuel or repair or lease, is responsible for payment to the department supplying the fuel or repair or ownership.

On the other hand, to the financial system, one set of accounts is debited while another is credited.

M5 accommodates both styles of billing using sources where the department need not be closely related to any accounts.

Section 1. Billing Items Source

Department to Bill

SAVE
UNDO
REFRESH
DELETE
FIND

Billing Item Source

Bill Code
Effective Date:

Code: 247BILL BILLING 24-7
11/12/2019

Bill Item Source (Record 17 of 49)			
Billing Item	Department to Bill	Revenue Accounts Source	Expense Account Source
ACCIDENT	Don't Bill	Don't Bill	Don't Bill
ACQUIS	Using Department	Using Department	Using Department
ACQUISA	Owning Department	Owning Department	Owning Department
ACQUISN	Chargebacks	Unit, then Using Department	Unit, then Using Department
ACQUISP	Maint Loc's Owning Department	Maint Loc's Owning Department	Unit, then Owning Department
ADMIN	Inv Loc's Owning Department	Employee's Department	Chargebacks
C LABOR PO	Using Department	Employee's Department	Unit, then Using Department
C LABOR017	Using Department	Unit, then Owning Department	Unit, then Using Department
C MISC PO	Using Department	Unit, then Owning Department	Unit, then Using Department
C MISC017	Using Department	Unit, then Owning Department	Unit, then Using Department
C PARTS PO	Using Department	Unit, then Owning Department	Unit, then Using Department
C PARTS017	Using Department	Unit, then Owning Department	Unit, then Using Department
C TAX PO	Using Department	Unit, then Owning Department	Unit, then Using Department
C TAX017	Using Department	Unit, then Owning Department	Unit, then Using Department
COMM CHGS	Don't Bill	Unit, then Owning Department	Unit, then Using Department
COMM LOC	Using Department	Unit, then Owning Department	Unit, then Using Department
COMM PO	Using Department	Unit, then Owning Department	Unit, then Using Department

This column determines whose billing report the charge appears on. The choices are: *Using Department*, *Owning Department*, *Chargebacks*, *Maint. Loc's Owning Department*, *Inv Loc's Owning Department*, and *Don't Bill*.

Don't Bill is a way to avoid billing a charge altogether for billing items that do not have Don't Bill options on other frames. For example, if replacement funds are to be billed for some billing codes but not others, set **REPL FUND** to **Don't Bill** here.

If a unit changes departments during the period, the point-in-time transactions (for example, labor, fuel, or motor pool) appear with the department as assigned at that time; range-of-time transactions (for example, usage or lease) are pro-rated among the departments.

Motor pool and special charges can have departments entered during the creation of the transaction. An entered department always overrides whatever department the source frame suggests.

Chargeback Billing

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▾

Billing Charge-Back

Bill Code
 Code:

247BILL

BILLING 24-7

247BILL Repair Codes (Loaded 1 records)									
Seq	Reason	WAC	Sys Number	Comp Number	Sys/Comp Description	Department To Bill	Expense Account Source	Always Bill With This Billing Item	
					DEFAULT ROW	Owning Department ▾	Owning Department ▾		
						Don't Bill ▾	Don't Bill ▾		

Work order transactions (labor, parts, and commercial) charged to a unit or department have an additional option called chargebacks.

This also applies to parts issued directly to units. The frame allows a list of job reasons, work accomplished codes, system and component to be considered in billing as well as who to bill, where to find the expense account source, and which billing item to use.

The default row is used if **Chargeback** is selected on the *Billing Item Source* and a job reason has not been entered on the frame.



Note: If Chargebacks are being used for Part Charges and the parts are issued directly to a unit, there will be no job reason to check, M5 looks to System Flag 1177 - Default remote-labor visit-reason? For a job reason. If that job reason is listed, the department to bill and expense account source will be used. If it is not listed, then M5 will look to the default row parameters for billing information.

Department to Bill column

You can select *Don't Bill*, *Using Department*, or *Owning Department*. By default, if chargebacks is selected as the department source, the transactions will be charged to the owning department by default but this can be changed.

Expense Account Source

This column determines where M5 looks for the **Expense Account Source**. You can select *Don't Bill*, *Using Department*, *Owning Department*, *Unit*; then *Using Department*, *Unit*; then *Owning Department*.

Always Bill with This Billing Item

Use the List of Values to select a valid billing item instead of the billing item on the *Billing Item Source* frame.

Revenue Accounts Source

SAVE
UNDO
REFRESH
DELETE
FIND

Billing Item Source

Bill Code
Effective Date:

Code: 247BILL BILLING 24-7
11/12/2019

Bill Item Source (Record 17 of 49)			
Billing Item	Department to Bill	Revenue Accounts Source	Expense Account Source
ACCIDENT	Don't Bill ▼	Don't Bill ▼	Don't Bill ▼
ACQUIS	Using Department ▼	Using Department ▼	Using Department ▼
ACQUISA	Owning Department ▼	Owning Department ▼	Owning Department ▼
ACQUISN	Chargebacks ▼	Unit, then Using Department ▼	Unit, then Using Department ▼
ACQUISP	Maint Loc's Owning Department ▼	Maint Loc's Owning Department ▼	Unit, then Owning Department ▼
ADMIN	Inv Loc's Owning Department ▼	Employee's Department ▼	Chargebacks ▼
C LABOR PO	Using Department ▼	Employee's Department ▼	Unit, then Using Department ▼
C LABOR017	Using Department ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼
C MISC PO	Using Department ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼
C MISC017	Using Department ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼
C PARTS PO	Using Department ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼
C PARTS017	Using Department ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼
C TAX PO	Using Department ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼
C TAX017	Using Department ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼
COMM CHGS	Don't Bill ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼
COMM LOC	Using Department ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼
COMM PO	Using Department ▼	Unit, then Owning Department ▼	Unit, then Using Department ▼

Money flows from one account to another. M5 calls the direct account that pays the expense account and the direct account that receives the money the revenue account.

Usually, the expense account is the debit (DR) side of a given financial transaction and the revenue account being the credit (CR) side of the same transaction.

Accounts are completely optional, even if no accounts are set up anywhere. The transactions will still bill, though interfaces or reports might show blank accounts.

Failure to set up an account won't prevent a transaction from billing.

The *Billing Item Source* frame tells M5 billing where to find a given account number, for a given transaction type (Bill Item).

The different sources for accounts:

- **Don't Bill** - The transaction is billed, but the revenue account is left blank. This is available for both revenue and expense accounts.
- **Using department** - The account comes from the unit's using department's billing item. Typically, this option is used for the expense account, but can be used for the revenue account

- **Owning department** - The account comes from the unit's owning department. Typically, this option is used for the revenue account, but can be used for the expense account.
- **Unit, then using department** - First, the billing program looks to see if the unit has its own account defined. If that is blank, the account comes from the unit's using department. This is available for both revenue and expense accounts.
- **Unit, then owning department** - First, the billing program looks to see if the unit has its own account defined. If that is blank, the account comes from the unit's owning department. This is available for both revenue and expense accounts.
- **Using department** - The account comes from the unit's using department's billing item. Typically, this option is used for the expense account, but can be used for the revenue account
- **Maint. Loc's Owning Dept** - The revenue from transactions stemming from work orders can flow to the owner of the location providing the work. A location is assigned the owning department, and the account comes from that department. If chosen for MOTOR POOL, the revenue goes to the department where the motor pool ticket was opened. This is available only for revenue accounts.
- **Employee's dept** - The revenue from labor transactions can flow to the employee's owning department. This is available only for revenue accounts.
- **Inv Loc's Owning Dept** - The revenue from transactions involving parts or fuel can flow to the owning department of the location providing the parts or fuel. This is available only for revenue accounts.

You can use any account source for any billing item. However, certain sources would not be useful in certain cases. For example, Inv Loc's Owning Dept would not be useful for an ordinary LEASE RATE charge. However, because the Product Main frame allows for any billing item to be used for any product, even LEASE RATE, the source frame must allow for the possibility.

Sources are established for each billing code, and as with other billing code parameters, are used by each of the billing code's units. The sources apply to all units in the billing code and cannot be modified for each unit.

Expense Account Source

SAVE
UNDO
REFRESH
DELETE
FIND

Billing Item Source

Bill Code
Effective Date:

Code:
247BILL BILLING 24-7
11/12/2019

Bill Item Source (Record 17 of 49)			
Billing Item	Department to Bill	Revenue Accounts Source	Expense Account Source
ACCIDENT	Don't Bill	Don't Bill	Don't Bill
ACQUIS	Using Department	Using Department	Using Department
ACQUISA	Owning Department	Owning Department	Owning Department
ACQUISN	Chargebacks	Unit, then Using Department	Unit, then Using Department
ACQUISP	Maint Loc's Owning Department	Maint Loc's Owning Department	Unit, then Owning Department
ADMIN	Inv Loc's Owning Department	Employee's Department	Chargebacks
C LABOR PO	Using Department	Employee's Department	Unit, then Using Department
C LABOR017	Using Department	Unit, then Owning Department	Unit, then Using Department
C MISC PO	Using Department	Unit, then Owning Department	Unit, then Using Department
C MISC017	Using Department	Unit, then Owning Department	Unit, then Using Department
C PARTS PO	Using Department	Unit, then Owning Department	Unit, then Using Department
C PARTS017	Using Department	Unit, then Owning Department	Unit, then Using Department
C TAX PO	Using Department	Unit, then Owning Department	Unit, then Using Department
C TAX017	Using Department	Unit, then Owning Department	Unit, then Using Department
COMM CHGS	Don't Bill	Unit, then Owning Department	Unit, then Using Department
COMM LOC	Using Department	Unit, then Owning Department	Unit, then Using Department
COMM PO	Using Department	Unit, then Owning Department	Unit, then Using Department

Expense Sources

- **Don't Bill** - The transaction is billed, but the revenue account is left blank. This is available for both revenue and expense accounts.
- **Using department** - The account comes from the unit's using department's billing item. Typically, this option is used for the expense account, but can be used for the revenue account
- **Owning department** - The account comes from the unit's owning department. Typically, this option is used for the revenue account, but can be used for the expense account.
- **Unit, then using department** - First, the billing program looks to see if the unit has its own account defined. If that is blank, the account comes from the unit's using department. This is available for both revenue and expense accounts.
- **Unit, then owning department** - First, the billing program looks to see if the unit has its own account defined. If that is blank, the account comes from the unit's owning department. This is available for both revenue and expense accounts.
- **Chargebacks** - The accounts come from the owning department unless the transaction matches the job reasons and system/components listed in the billing code's chargebacks. This is available only for expense accounts, not revenue.

Section 2. Assigning Accounts to Departments

To bill specific accounts, you must define and configure them. Whether System Flag 2060 is set to bill a single account or different accounts specified by the billing item, the frame associates accounts with all billing items, including those established for fixed charges.

For any billing item marked as billable on the *Billing Items* frame, a revenue and an expense account can be entered, neither is required.

The revenue account is usually associated with the department as an owner since the owning department typically accumulates the charges from the using department for procurement of a replacement unit. The expense account is usually associated with the using department because, in most cases, it is responsible for the unit's costs and leases.

When System Flag 2060 is set to **Y**, a single account is used for both departments and unit accounts.

Bill Single Department Account



Alert: Available when System Flag 2060 is set to **Y**.



Alert: Each department has a single valid expense and revenue account. These are not required.



Alert: DAF is available on this frame.

SAVE

UNDO

REFRESH

DELETE

FIND

Bill Single Department Account

Department Information

Department:

01001021

ELECTIONS

Status:

Active

Account Information

Expense Account (USING):

Revenue Account (OWNING):

Billing Department Accounts

! **Alert:** Available when System Flag 2060 is set to **N**.

! **Alert:** Valid expense and revenue accounts are entered for each billing item.

SAVE
UNDO
REFRESH
DELETE
FIND

Billing Department Accounts

Department Information

Department:

01001021 ELECTIONS

Status:

Active

01001021 Billing Account Information (Loaded 57 records)

Item	Description	Expense Account (USING) Revenue Account (OWNING)
1506	Tester	
ACCIDENT	Accident Charges	1001-01000-01001021-443081-
ACQUIS	Unit acquisition	
ACQUISA	Acquisiton - Accident	
ACQUISN	Acquisiton - New	
ACQUISP	Acquisition - Prep	

Section 3. Assigning Accounts to Units

If you are going to bill specific accounts for units, these need to be defined. Whether System Flag 2060 is set to bill a single account or different accounts specified by the billing item, the frames associate accounts with all billing items, including those established for fixed charge.

Bill Single Unit Account

! **Alert:** Available when System Flag 2060 is set to Y.

! **Alert:** Each unit has a single expense and revenue account. These are not required. Also, the expense account can be allocated over several accounts. By double-clicking the % sign, the *Expense Account Allocations* frame appears.

! **Alert:** DAF is available on this frame.

SAVE

UNDO

REFRESH

DELETE

FIND

RELATED ▾

Bill Single Unit Account

Unit Information

Unit No:
HONDARL07 2019 HONDA RIDGELINE

Expense Allocations (Loading)

Effective Date	Expense Account (default accounts displayed in bold)	
11/25/2019		%
		%

Revenue Accounts (Loaded 1 records)

Effective Date	Revenue Account (default accounts displayed in bold)	
11/25/2019		

Single Expense Account Allocations

! **Alert:** Available when System Flag 2060 is set to **Y**. Select the % icon in the **Billing Accounts** column to display.

! **Alert:** Several accounts can be entered, but the allocation % cannot exceed 100%.


SAVE UNDO REFRESH DELETE FIND RELATED ▾

Single Expense Account Allocations

Unit Information

Unit No:
HONDARL07 2019 HONDA RIDGELINE

Expense Allocations (Loaded 1 records)

Effective Date	Expense Account	Alloc. % 
11/25/2019	<input type="text"/>	<input type="text"/>

Bill Unit Accounts

! **Alert:** Available when System Flag 2060 is set to **N**.

! **Alert:** Accounts can be assigned at the unit level by using the *Billing Unit Accounts* frame, which shows all of the accounts that have ever been associated with the unit together with those accounts effective dates and billing items.

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▾

Billing Unit Accounts

Unit Information

Unit No:
HONDARL07 2019 HONDA RIDGELINE

Bill Item:
All Current ▾

[Show Source Legend](#)

Expense Accounts (Loaded 57 records)

Bill Item	Effective Date	Source	Expense Account (default accounts displayed in bold)	Billing Accounts
1506	11/25/2019	None allowed		%
ACCIDENT	11/25/2019	Using dept., can override	1001-12000-12001431-443081	%
ACQUIS	11/25/2019	Using dept., can override	1001-50000-57000000-474231-106013120	%
ACQUISA	11/25/2019	Using dept., can override	1001-50000-57000000-474251-106013120	%
ACQUISN	11/25/2019	Using dept., can override	1001-50000-57000000-474241-106013120	%
ACQUISP	11/25/2019	Using dept., can override	1001-50000-57000000-474231-106013120	%
ADMIN	11/25/2019	None allowed		%
BBB	11/25/2019	None allowed		%
C LABOR PO	11/25/2019	Blank, can set		%
C LABOR017	11/25/2019	Blank, can set		%
C MISC PO	11/25/2019	Blank, can set		%

Revenue Accounts (Loaded 57 records)

Bill Item	Effective Date	Source	Revenue Account (default accounts displayed in bold)
1506	11/25/2019	None allowed	
ACCIDENT	11/25/2019	Blank, can set	
ACQUIS	11/25/2019	Blank, can set	
ACQUISA	11/25/2019	Blank, can set	
ACQUISN	11/25/2019	Blank, can set	
ACQUISP	11/25/2019	Blank, can set	
ADMIN	11/25/2019	None allowed	

The **Bill item** field is a dropdown listing every billing item flagged as billable on the *Billing Items* frame, plus **All current**.

When the user chooses a single billing item, the display shows every account for every date range.



Note: A new date appears each time the account could have changed, such as a change in department, billing code, or unit status.

A **Source** column interprets the billing code's source. For example, if the account source is **Unit**, then using department and no unit-specific account has been entered, the value that appears is the using department's account and the **Source** column indicates, **Using dept., can override**. If a unit-specific account has been entered, the **Source** column indicates **Unit overriding using dept.**

Unless the account source is **Unit**, the account entry field is read-only. Therefore, you should use a source of **Using department** rather than **Unit**, so that unauthorized users cannot enter accounts on this frame when the billing program ignores them anyway. Accounts that are not unit-specific (that is, they are from the owning or using department) appear in bold.

Some sites allocate charges over multiple accounts for a single transaction. To accommodate this, the user can enter percentages of each transaction to be charged to each account.

This allocation is available only for the expense account and not the revenue account. The allocation is ignored unless the account source is **Unit, then owning department** or **Unit, then using department**.

To enter account allocations or change existing expense accounts, select the % icon at the end of the expense account row.

A pop-up appears to enter the allocations. After allocations have been entered, the main frame shows the expense account as **Split acct**.

The **Bill item** field's **All current** option shows the current value, with its effective date, for every billing item.

Expense Account Allocations



Alert: Available when System Flag 2060 is set to **N**. Select the % icon in **Billing Accounts** column to display.

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▾

Expense Account Allocations

Unit Information

Unit No:
HONDARL07 2019 HONDA RIDGELINE

Bill Item:
ACCIDENT

Expense Allocations (Loaded 1 records)

Effective Date	Expense Account	Alloc. %
11/25/2019		

Section 4. Account Templates

Company Definition

The *Company Definition* frame allows you to define an accounting template to format the account string for your company when it is entered or validated or enter the account on the *Direct Account* frame without a template.

If the **Use Direct Account Table** checkbox is selected, then accounts are entered on the *Direct Accounts* frame without using the validated account template.

You enter the accounting string data as required but the segments are not validated. By selecting the **Use Direct Account Table** means that any account entry is still validated against the single master list of accounts.

The single row in the grid means that the entire account consists of one segment, is between 1 and 100 characters long, is not required, and is not validated other than against the master list.

By doing a find on the account, the user can see a list of existing accounts. Any account entered anywhere in M5 gets validated against this list.

If the **Use Direct Account table** checkbox is clear, segments and validations are defined on **Account Template** tab on the *Company Definition* frame.

Company Definition

Account Number Storage

Use Direct Account Table: ☒ Segment delimiter: ☐ Preserve alignment spaces: ☐

Default Account Description

Description: ACCOUNT TEMPLATE

Account Template Manager (Loaded 5 records)

Segment	Position	Min Length	Max Length	Is Required	Validate Against
FUND	1	1	4	No	None
OPER UNIT	2	1	5	No	None
DIVISION	3	1	8	No	None
ACCOUNT	4	1	6	No	None
PROJECT	5	1	9	No	None

Show/Hide Direct Account Test

Segments and validations are defined on the **Account Template** tab.

On the *Account Template Manager* i-frame, each segment of the account is entered on a row. Ignore the **DEFAULT** line when entering the template for the first time, it disappears after saving the new template.

For each segment, first enter the position: 1, 2, 3, and so on. This is the ordinal number of the segment in the full account, not the position of the segment's first character in the full account.

Second, enter the minimum and maximum length of the segment. The minimum cannot be less than one, even for optional segments.

Typically, a financial system's account segments always have a fixed length, so that a five-character segment must have a minimum and maximum length of five.

Sometimes the financial system has a maximum length for the segment but, in practice, the customer always uses a shorter length. For example, PeopleSoft defines a fund as being up to five characters long, but in practice the customer can always use a three-character fund. In such cases, enter 3 for the minimum and maximum. If longer funds are later needed, the maximum can be changed without invalidating existing entries.

Third, state whether the segment is required. For optional segments, select *No*. This switch applies to all account entries, so if (for example) expense accounts require a segment but revenue accounts do not, say no.

Fourth, state whether the segment is validated. The dropdown options are *None*, *Departments*, *Locations*, and each level of the organizational hierarchy. This validation is in addition to the optional validation of the entire string against the traditional master list of accounts.

When you complete entering the criteria, select **SAVE**. M5 saves a segmented account by putting dashes between the segments, even when the segments are blank.

AssetWORKS MENU Company Definition

Home Favorites History Reports Dashboard

SAVE UNDO REFRESH DELETE FIND RELATED

Single Expense Account Allocations

Unit Information

Unit No: HONDARL07 2019 HONDA RIDGELINE

Expense Allocations (Record 1 of 1)

Effective Date	Expense Account	Alloc. %
11/25/2019	101--000-0000-0000-1010-00000000	

Section 5. Assigning Units to Departments

Unit Assignment History

SAVE
UNDO
REFRESH
DELETE
FIND
MORE ▾
RELATED ▾

Unit Assignment History

Unit Information

Unit: HONDARL07 2019 HONDA RIDGELINE
Status: Active Unit

HONDARL07 Using Department (Loaded 1 records)

Department	Description	Effective Date	Assignment Type	Assignment Code	Operator No	Oper Assign
12001431	SPECIAL OPERATIONS	11/25/2019				<input type="radio"/>
						<input type="radio"/>

HONDARL07 Owning Department (Loaded 1 records)

Department	Description	Effective Date
12001431	SPECIAL OPERATIONS	11/25/2019

As with accounts on units, effective dates also control assignments of units to owning and using departments. To change these assignments, use the *Unit Assignment History* frame.

Because this frame is also a history frame, it lists all current and previous assignments for both owning and using departments.

To enter a new assignment simply place your cursor in the blank field and enter a new **Department** number and **Effective Date**.

After the new assignment has been entered and you select **SAVE**, M5 assumes that the pervious department assignment has ended.

M5 billing uses accounts (based on sources) from the new department assignment, effective on the date of the assignment. This allows departments to change mid period and allow for correct account assignment.

Section 6. Running Billing

After everything is set up, the billing process starts from the *Batch Process Manager – Run Billing Period*.

The billing period to bill defaults to the earliest open period.

Only one period can be billed at once, so if the previous period's billing is still open, the next period cannot be billed.



Important: Consult M5 support for an automated script to close old periods before running billing the first time.

If a period is already billed but the billing has not been closed, you are asked whether to run billing for the period or to close the billing.

Billing can be run repeatedly for the same period until the billing has been closed.

Next, select parameters for billing. Typically, billing is run for an entire period as shown in the example. Enter the last day of transactions (**not the first day of the following period**), the time when the billing run should start, whether it is a daily run, and whether to process open work orders.

The daily run process is only used in unique business conditions and is not normally rolled out in common billing scenarios. When a daily run process is used only those transactions that are time-stamped, such as task charges and fueling are billed.

If you selected a daily billing run, you have the option of marking transactions as billed. Doing so will prevent the transactions from being billed in a subsequent daily run.

Not marking the transactions as billed will cause them to be billed in the next daily run.

Regardless of these settings the very last billing run of the month should not be a daily run. This causes the remaining non time-stamped transactions to be billed.

Selecting the **SAVE** icon or the **Schedule/Reschedule** button starts the process.

Because of the huge amount of data accessed, the billing process is best started when only a few users are logged on to the system. When the process finishes marking records to be billed, the user who started the billing receives an email message saying that it is safe for users to sign in again.



Note: At this point billing is only about one-third completed. When the process completes, the user receives a message saying so.

If billing crashes for some reason, the user usually receives a mail message explaining what the problem is. The process can be started where it left off. Running billing again prompts the user on how to proceed, try to continue the billing from where it stopped, restart the billing from the beginning, or cancel the billing and re-enter new billing parameters.

Section 7. Closing Billing

The screenshot shows the 'Batch Process Manager' interface. At the top are buttons: SAVE, UNDO, REFRESH, DELETE, and FIND. Below is the 'Batch Process Manager' title and a 'Batch Process' dropdown menu set to 'Close Billing Period'. There are three sections: 'Billing Header' with fields for Fiscal Year (2017), Fiscal Period (02), and Run Type (Run Close); 'Run Close' with fields for Last Bill Run Date (11/08/2019 14:32:12), Last Bill Run ID (U0000364), and Schedule Start Date For Billing Close (12/18/2019 06:23:26); and 'Schedule Details' with a Run Interval dropdown (Once) and an 'Exclude weekends and holidays' checkbox. A 'Schedule / Reschedule' button is below. A 'Refresh' button is also present. At the bottom is a table titled 'Current Execution Schedule (Loaded 0 records)' with columns: ID, Description, Status, Schedule Date, Last Run, Frequency, Exclude Holidays, Submitted By, and Run Desc. An 'Action Required' dialog box is overlaid on the right, asking 'Are you sure you want to close this billing period?' and providing instructions to press 'Close' or 'Cancel'.

After billing is completed for a period, billing must be closed before the next period can be billed.



Note: This is different from closing a period.

The closing process updates the unit history with a summary of the billing and copies the billing to the permanent archive table **bill_period_loc_hist**.

Section 8. System Flags

Within M5, system flags exist to define what processing occurs in the system. You must set values for each of the system flags.

See the *System Flags Table* for a complete listing of system flags.

Section 9. Billing Tables

Table **bill_codes**

This table is identical to **bill_unit_acct**, except that this table has no **unit_id**, but does have two fields.

Field Name	Data Type and Restrictions	Example	Description
Description	varchar2(30)	Closed WO Labor Charge	This is a free form description of the transaction
Disabled_fl	char(1)	N	If the billing code has been disabled, it will be marked as Y .

Table **bill_period_loc**

Field Name	Data Type/ Restrictions	Example	Description
bc_end_dt	date	01-feb-00	For range-of-time transactions such as leases, this is the date when the transaction ends. The exact time on the date is always midnight; therefore, if the fiscal period is identical to the calendar month January, bc_end_dt is midnight, February 1. For point-in-time transactions, this is blank.
bc_start_dt	date	01-jan-00	For range-of-time transactions such as usage, this is the date when the transaction begins. The exact time on the date is always midnight. For point-in-time transactions, this is blank.
billing_code	varchar2 (8)	98SEDANN C	This is the billing code of the unit at the time of the transaction. For department transactions, this is blank.
bill_cost_do	number (24,2); never blank	194.75	This is the cost of the transaction, excluding any taxes or markup.
bill_do	Number (24,2); never blank	205.45	This is the cost of the transaction, as it will be billed. This is identical to bill_cost_do if use_am_fl is A , bill_markup_do if use_am_fl is M , or 0.0 if bill_fl is N (regardless of the value of use_am_fl .)

Field Name	Data Type/ Restrictions	Example	Description
bill_do_base	Number (28,6)		Local currency cost base.
bill_item	varchar2(10) never blank	LEASE RATE	This is the billing item.
bill_markup_do	number(24,2) never blank	205.45	This is the cost of the transaction, including taxes and markup.
bill_markup_do_base	number(24,6)		Local currency cost base.
bill_fl	char(1); N or Y	Y	If the transaction is to be billed, it is Y ; otherwise N .
change_dt	date	10-May- 2009	The date the last change occurred for the row.
change_login_user	varchar2(8)	ABC	The login of the user who made the last change to the row.
charge_dt	Date	11-May- 2006	For point-in-time transactions such as a part issue, this is the exact time when the transaction took place. For range-of-time transactions, this is blank.
claim_id	number(10,2)	12345	Warranty claim ID.
comm_tax_do	number(28,6)	20.11	This is the amount of tax on a transaction.
comm_tax_do_base	number(28,6)		Local currency cost base.
company	varchar2 (10)	AssetWorks	The company code associated with the transaction.
cost_each	float	4.32	If the transaction consists of a number of some unit of measure, this is the cost of each. For example, if the transaction is a lease, this can be the cost per hour; if a part issue, this is the cost of each part; if a labor issue, this is the cost per hour.
dept_id	number(10,0)	1560	This is the internal department ID as a foreign key into dept_main_v . The department is determined by the source in bill_unit_item_source.dept_source .
dept_no	varchar2(30)	D200	This is the department number as seen by the user.

Field Name	Data Type/ Restrictions	Example	Description
description	varchar2(50)	Closed WO Labor Charge	This is a free form description of the transaction
exp_dir_acct_no	varchar2 (100)	044-1044- 332-67410	This is the expense account as determined by bill_unit_item_source.exp_dir_acct_no_source .
exp_dir_acct_no_source	char(1)	V	O for owning department; S for unit, then using department; U for using department; V for unit, then owning department.
id	number(10,0)	993	For some transactions, this is the internal record ID of the source_table row that led to the transaction.
invoice_id	number(10,0)	4557	This is an invoice number populated by some site-specific interfaces. Typically, this is blank.
job_id	number(10,0)	11	The internal ID of the charged job.
job_reason	char(1)	P	The reason of the charged job.
local_cy	varchar2(3)		Local currency
local_cy_dt	Date		Local date
location	varchar2(6); might be blank	FM	This is the location where the transaction occurred, such as the maintenance location for a labor or part issue. For transactions where a location is not applicable, such as a lease, this is blank.
location_charge	varchar2(6); might be blank	47.60	Any charge that was to the location.
maint_lock	number(10,0)	123	Maintenance lock flag for the row.
method	char(1); might be blank	H	For lease and motor pool transactions, this is the length of time for which the lease rate applies: <i>H</i> for hour, <i>M</i> or <i>P</i> for period, <i>W</i> for week, <i>D</i> for day. For fixed charges and adjustments, this is always <i>P</i> for period. For usage transactions, this is <i>M</i> for captured meters, <i>H</i> for unit history, <i>E</i> for entered usage.

Field Name	Data Type/ Restrictions	Example	Description
mp_ticket_no	number(10,0)	556	If this is a motor pool transaction, this is the ticket number; if not, this is blank.
ni_ns_fl	char(1); "N" or "Y"	N	Non-stock part?
owning_dept_id	number(10,0)	556	Internal ID of the owning department.
own_use_fl	char(7)	U	The department source = <i>U</i> for using department, <i>O</i> for owning department, <i>N</i> to not bill the transaction.
part_id	number(10,0)	9373	Internal ID of the part number.
prod_no	varchar2(2)	DS	If this is a fuel transaction, this is the product number; otherwise, this is blank.
qty	float	7.0	This is the quantity for the transaction, such as the number of parts, the number of labor hours, or number of days in the lease.
quote_no	number(10,0)	251	Quote no.
rev_dir_acct_no	varchar2 (100)	707-0000- 000-67430	This is the revenue account, as determined by bill_unit_item_source.exp_dir_acct_no_source .
rev_dir_acct_no_source	char(1)	S	<i>I</i> for inventory location's owning department; <i>M</i> for maintenance location's owning department; <i>O</i> for owning department; <i>S</i> for unit, then using department; <i>T</i> for employee's owning department; <i>U</i> for using department; <i>V</i> for unit, then owning department.
row_id	number(10,0)	7362	Unique row number.
season_code	varchar2(11)	SMMR	For lease transactions, this is the season code; for other transactions, this is blank.
shift_code	Number(5,0); might be blank	101	For lease transactions, this is the shift code; for other transactions, this is blank.
source_table	varchar2(50)	then_task_la bor	For some transactions, the name of the table that led to the transaction.

Field Name	Data Type/ Restrictions	Example	Description
tax_prepaid_fl	char(1); 'Y',	N	For fuel transactions, this says whether the tax is prepaid. In other words, this says whether comm_tax_do is included in bill_markup_do or is in addition to it.
trans type	varchar2(6); never blank	CHGBCK	This is a grouping of billing items: CHGBCK for all repair transactions, ADJUST for adjustments, FUEL for all fuel transactions, MPOOL for motor pool, RFUND for replacement fund, SPECIAL for special items, USAGE for usage, TASK for task unit and labor, and FIXED for fixed charges.
unit_id	number(10,0)	1751	Internal unit ID as a foreign key into unit_main.unit_id . For department transactions, this is the same as dept_id .
unit_no	varchar2(30)	'D200'	This is the unit number as seen by the user. For department transactions, this is the same as dept_no .
unit_type	char(1); 'U' or 'D', never blank	U	This is <i>U</i> for unit transactions and <i>D</i> for department transactions.
use_am_fl	char(1); 'A' or 'M'; never blank	A	<i>A</i> if the transaction is billed for only actual costs, or <i>M</i> if markup and taxes are also billed.
using_dept_id	number(10,0)	'12'	The ID of the using department that had the charge
wo_no	Varchar2(10)	90300	For repair transactions, this is the work order number.

Table bill_period_loc_hist

Field Name	Data Type and Restrictions	Example	Description
acct_code	varchar2(32)	N/A	Account code
billed_pd	number(0)	199912	This is the period when the charge was billed.
cms_tax_sent_dt	date	N/A	Date sent to an interface.
sent1_dt	date	N/A	Date sent by interface 1.

Field Name	Data Type and Restrictions	Example	Description
sent2_dt	date	N/A	Date sent by interface 2.
sent3_dt	date	N/A	Date sent by interface 3.

Table bill_unit_acct

Field Name	Data Type and Restrictions	Example	Description
base_time_type_rate	Number(20,2)	16.00	For task transactions, this is the hourly labor rate with a non-overtime rate.
billing_code	Varchar2(8)	MP14C	This is the unit's billing code.
bill_type_fl	char(1); 'L', 'M', or 'N'; never blank	M	This is the type of billing for the unit: <i>L</i> for leased; <i>M</i> for motor pool/task, <i>N</i> for non-leased.
change_dt	date	12-May-2007	The date that the last change occurred for this row.
change_login_user	Varchar2(8)	SUPV	The login user who made the last change to the row.
company	Varchar2(10)	AW	The company identifier
comm_am	char(1); 'A', 'M', or 'N'; never blank	M	<i>A</i> if the commercial transaction is billed for only actual costs, or <i>M</i> if markup and taxes are also billed.
consum_am	char(1); 'A', 'M', or 'N'; never blank	M	<i>A</i> if the in-house consumable transaction is billed for only actual costs, or <i>M</i> if markup and taxes are also billed.
consum_do	number(28,6)	20.80	The amount to bill fuel if consum_outside_am or consum_am = D
consum_outside_am	char(1)	M	Bill outside fuel with <i>N</i> for not, <i>A</i> for actuals, <i>M</i> for markup or <i>D</i> to bill <i>consum_do</i> .

Field Name	Data Type and Restrictions	Example	Description
daily_free_usage_qty	number(28,6)	20	For motor pool tickets, this is the number of miles per day the ticket gets free before per_usage_chg applies.
daily_rate	number(10,2)	30.00	For motor pool tickets, this is the daily rate.
eff_dt	date; never blank	15-jan-99	This is the effective date of the record.
fixed_bid_bill_item	Varchar2(10)		When billing estimates as a total, use this billing item.
fixed_bid_cd	Varchar2(3)		<i>Never, Always, Sometimes Bill Estimates/unless Zero.</i>
end_dt	date	15-feb-99	This is the ending date of the record. If blank, this is the current record.
fuel_charge	number(28,6)	0.12	For motor pool tickets, this is the charge per unit (such as gallon, liter, or kilowatt.) of fuel.
holiday_fl	char(1)	Y	When billing estimates as a total, use this billing item.
hourly_free_usage_qty	number(10,0)	5	For motor pool tickets, this is the number of miles per hour the ticket gets free before per_usage_chg applies.
hourly_rate	number(10,2)	7.50	For motor pool tickets, this is the hourly rate.
labor_am	char(1); 'A', 'M', or 'N'; never blank	Z	A if the labor transaction is billed for only actual costs; M if markup and taxes are also billed; E if the job's labor estimates are always billed; or Z if the job's labor estimates are billed unless the estimate is zero, in which case it is treated like M.
lease_method	varchar2(10)	DAY	This is the period of time over which lease_rate applies.
lease_rate	number(10,2)	15.65	This is the lease rate per lease_method .

Field Name	Data Type and Restrictions	Example	Description
lease_season_code	Varchar2(11)	SMMR	For lease transactions, this is the season code; for other transactions, this is blank.
lease_shift	number(5,0)	115	For lease transactions, this is the shift code; for other transactions, this is blank.
maint_lock	numeric(10,0)	5866	Maintenance lock flag for the row.
method	varchar(15)	DAILY	This is the default time period to give new motor pool tickets. Valid values are <i>HOURLY</i> , <i>DAILY</i> , <i>WEEKLY</i> , and <i>MONTHLY</i> .
monthly_free_usage_qty	number(10,0)	200	For motor pool tickets, this is the number of miles per month the ticket gets free before per_usage_chg applies.
monthly_rate	number(10,2)	300.00	For motor pool tickets, this is the monthly rate.
ot1_time_type_rate	number(10,2)	24.00	For task transactions, this is the hourly labor rate with a time-and-a-half-overtime rate.
ot2_time_type_rate	number(10,2)	32.00	For task transactions, this is the hourly labor rate with a double-overtime rate.
part_am	char(1); 'A', 'M', or 'N'; never blank	A	A if the transaction is billed for only actual costs, or M if markup and taxes are also billed.
per_usage_chg	number(28,6)	0.515	This is the charge per mile, kilometer, or hour for leases and motor pool tickets.
proj_hourly_rate	number(28,6)		Project hourly rate.
proj_per_usage_chg	number(28,6)		Project rate per usage on meter 1.
repair_method	char(1)	----	Obsolete.
segment_no	number(10,0)		When billing estimates as a total, use this billing item.

Field Name	Data Type and Restrictions	Example	Description
time_type	varchar2(3)	REG	For task charges, this is the default time type for laborers operating this piece of equipment.
unit_id	number(10,0)	1750	This is the internal unit id.
usage	number(10,0)	10.0	This is the Flat Usage Per Period that is either the number of free usage per period or the minimum number of free usage to charge, depending on use_min_usage_fl .
usage_method	char(1); 'E', 'H', or 'M'; never blank	M	This is how the usage is calculated: <i>H</i> for unit history, <i>M</i> for captured meters, or <i>E</i> for entered usage.
use_min_usage_fl	char(1); 'Y' or 'N'; never blank	Y	This is <i>Y</i> if usage should always be charged as a minimum to charge or <i>N</i> if usage is the free usage per period. If usage is blank, this flag is ignored.
weekend_fl	char(1)		
weekly_free_usage_qty	number(10,0)	100	For motor pool tickets, this is the number of miles per week the ticket gets free before per_usage_chg applies.
weekly_rate	number(10,2)	150.00	For motor pool tickets, this is the weekly rate.

Table bill_codes_source

Field Name	Data Type and Restrictions	Example	Description
bill_item	varchar(10)	PARTS CHGS	Billing item to which the source applies.
change_dt	date	11-May-2007	The date that the last change occurred for the row.
change_login_user	varchar(8)	SUPV	The login user who made the last change for the row.

Field Name	Data Type and Restrictions	Example	Description
company	varchar(10)	AssetWorks	The company code.
eff_dt	date; never blank	15-jan-09	This is the effective date of the record.
end_dt	date	15-feb-09	This is the ending date of the record. If blank, this is the current record.
billing_code	varchar(8)	1750	This is the billing code.
dept_source	char(1)	U	This is the source of the dept_id for the resulting bill_period_loc records: <i>N</i> for don't bill; <i>O</i> for owning department; <i>U</i> for using department; <i>E</i> for entered, and if none entered, then using department.
exp_dir_acct_no_source	char(1)	V	<i>C</i> for repair chargebacks; <i>E</i> for entered, then unit, then using department; <i>O</i> for owning department; <i>S</i> for unit, then using department; <i>U</i> for using department; <i>V</i> for unit, then owning department.
rev_dir_acct_no_source	char(1)	S	<i>I</i> for inventory location's owning department; <i>M</i> for maintenance location's owning department; <i>O</i> for owning department; <i>S</i> for unit, then using department; <i>T</i> for employee's owning department; <i>U</i> for using department; <i>V</i> for unit, then owning department.
maint_lock	Number(10,0)	0	Maintenance lock flag for the row.

Section 10. Updates

The following updates apply to the *Billing Application User Training Guide*.

Release	Section	Description
25.0	All sections	Applied miscellaneous writing style updates throughout the document.
24.0	Section 8. System Flags	Updated the reference to the System Flags Table.
23.2	All sections	Applied miscellaneous writing style updates throughout the document.