AssetWORKS

Fixed Price Billing

Reference Guide

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Section 1. Overview and Summary

M5 allows billing a fixed price for a job performed on a work order. Previously, M5 could only bill a labor estimate if configured to do so using **Billing Codes** and the rate would be calculated based on the estimated hours of labor. Now, you can charge a fixed price by job or continue to bill labor estimates as it was previously. Several frames accommodate this modification:

- Standard Job Tech Spec – Estimated cost field.
- Work Request Main – Estimated cost field.
- Billing Code Maintenance – Options to select bill fixed costs.
- Unit/Dept Billing Code Maintenance – Options to select bill fixed costs.

The **When to bill estimates** field on the *Billing Codes* and *Unit/Dept Billing Codes* controls the fixed billing functionality.

Always bill estimate - All jobs are billed at the total estimated cost, even if that estimate is zero, and even if no actual charges are made to the job. Jobs not flagged as fixed bids are not billed at all.

Always bill estimate unless zero - All jobs are billed at the total estimated cost unless that estimate is zero, in which case they are billed according to the usual labor, part, commercial settings.

Bill estimate if job set to do so - Jobs flagged as fixed-price jobs are billed at the total estimated cost, even if that estimate is zero, and even if no actual charges are made to the job. Jobs not flagged as fixed bids are billed according to the usual labor, part, commercial settings.

Bill estimate if job set to do so, unless zero - Jobs flagged as fixed-price jobs are billed at the total estimated cost. Jobs not flagged as fixed bids, or whose estimate is zero, are billed according to the usual labor, part, commercial settings.

Disallow billing of estimates - All jobs are billed according to the usual labor, part, commercial settings. This is the default for new billing codes.

Because the total estimated cost is a summary of labor, part, and commercial charges, it is not possible to apply the costs to the usual billing items.

As a result, the billing item for fixed bids must be selected in advance. A billing item called **TOTAL CHGS** gets applied as the default to every billing code. The user can change this to any billing item.

For parts and commercial charges, the user can select *Do not bill, Bill Actuals, No Markup*, or *Bill Actuals, With Markup*. For labor the user still has the option to bill labor estimates if they wish to do so and the choices in addition to *Bill Actuals, No Markup*, and *Bill Actuals are Bill estimates* or *Bill estimates unless zero*.

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. Updates

The following updates apply to the *Fixed Pricing Billing Reference Guide*.

Release	Section	Description
25.0	All sections	Applied miscellaneous writing style updates throughout the document.
23.2	All sections	Applied miscellaneous writing style updates throughout the document.