Common Billing Worksheet Issues & How to Fix Them

The Billing Worksheet is the integration point between Project Costing and Billing when a project has reimbursable costs and is attached to a customer contract. Actual project costs, such as vouchers, create billable rows in the Project Costing transaction list. Then, these rows are automatically routed to the billing worksheet by the system for processing. Billable transactions will queue up on the billing worksheet until the user tells the system how to process them. The options are: Bill, Defer or Write-Off.

Below is a list of common billing worksheet issues that users encounter and how these can be addressed:

Issue #1: Project transactions have stopped hitting the billing worksheet

**Possible Resolution #1:**
Check to see if your project transactions have exceeded the Billing Limit established on the Customer Contract.

1. Run the **KS\_PC\_OVER\_CONTRACT\_LIMIT**query to see whether any new, incoming project transactions are being assigned an analysis type of OLT, indicating they are Over the Limit.

2. Go to the Customer Contract and increase the Billing Limit field by the total amount of OLT transaction rows on the contract. See Job Aid [Increasing the Billing Limit on an As Incurred Contract](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsmartweb.ks.gov.production.premier.siteviz.com%2Fmedia%2Fdocuments%2Fincreasingthebillinglimitonanasincu_98B080268F99A.docx&wdOrigin=BROWSELINK).

**Possible Resolution #2:**
Check to see if you added a new Activity to the Project which you are charging transactions against, but did not add the Activity to the Customer Contract.

1. Navigate to *Customer Contracts > Create and Amend > General Information > Lines tab > Detail tab > Contract Terms link*

Issue #2: A transaction is on the billing worksheet & shouldn't be

**Resolution:**
If a transaction was coded incorrectly and is not billable, use the Write-Off process to remove the transaction from the billing worksheet. This will take it out of the billing processing stream and reverse the revenue recognition accounting entries SMART auto-generated from the billable transaction. See Job Aid [How to Write-off Billing Worksheet Transactions](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsmartweb.ks.gov.production.premier.siteviz.com%2Fmedia%2Fdocuments%2Fhowtowriteoffbillingworksheettransa_D6C1F0DB3A6A7.docx&wdOrigin=BROWSELINK)

Issue #3: The amount of a transaction on the billing worksheet needs changed

**Resolution:**
Manually create a BCT row on the Project Costing Transaction List for either a positive or negative amount. This will create a BIL row that, when combined with the original transaction from the billing worksheet, will net to the correct amount. Wait until this new, manually created row reaches the billing worksheet and then process the 2 rows together. See Job Aid [How to Add a New Transaction Row Directly to the Project Costing Transaction List](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsmartweb.ks.gov.production.premier.siteviz.com%2Fmedia%2Fdocuments%2Faddinganewtransactionrowdirectlytot_CFB53100B035B.docx&wdOrigin=BROWSELINK)