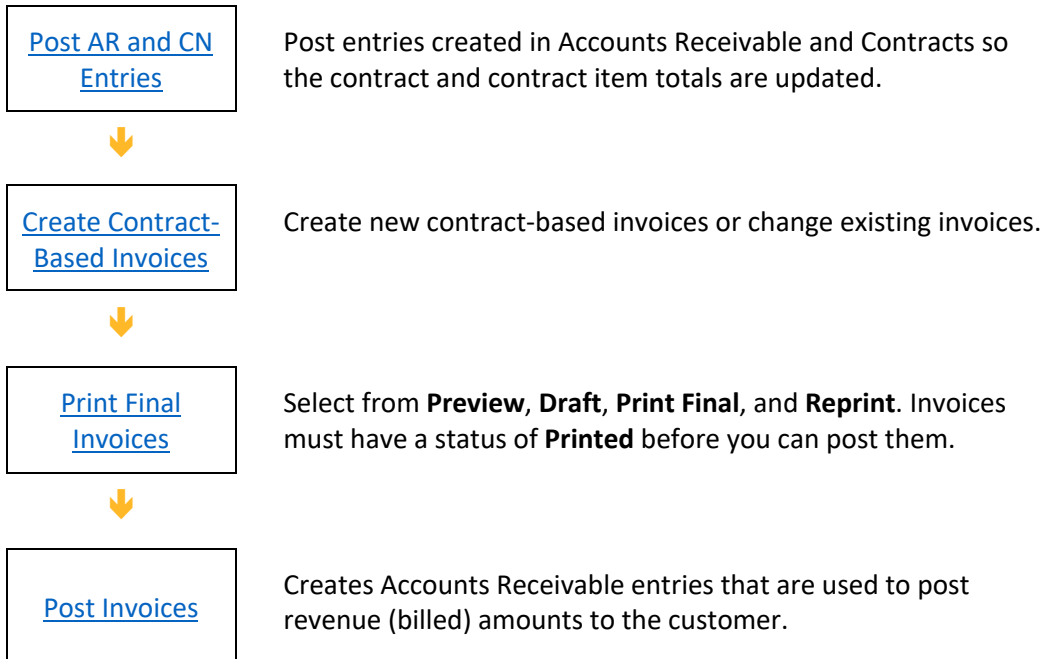


# Contract-Based Billing

## Workflow Overview

The diagram below identifies the typical processes for this task. For the most current and detailed information, refer to Help.



## Post Accounts Receivable and Contracts Entries

Post entries created in Accounts Receivable and Contracts so that all contract and contract items totals are updated.

### Contract-Based Invoices

1. From the **Tasks** menu, select **Contract-Based Invoices**.
2. In the **Contract-Based Invoices - Select Contract** window, select the appropriate contract and click **[OK]**. The contract amount and prior billed information is automatically entered from the contract item.



**Note:** If contract items or change orders have been added to the contract or changed since the invoice was created, then you will have the option to synchronize the invoice to the contract.

3. Enter the current billing information for each contract item.
4. To enter an invoice for another contract, click **[Select Contract]**.
5. When you finish entering invoices, click **[Finish]**.
6. Print and review the Contract-Based Invoices journal.

### Print Final Invoices

You can print final invoices from the **Contract-Based Invoices** task or you can select **Tasks > Print Invoices > Final**.

To print invoices from the **Contract-Based Invoices** task:

1. From the **Tasks** menu, select **Contract-Based Invoices**.
2. In the **Contract-Based Invoices - Select Contract** window, select the appropriate contract and click **[OK]**.
3. Select **Print > Final**.
4. In the **Print Final Invoice – Print Selection** window, enter the invoice number, draw number, and invoice date.
5. Click **[Start]**.
6. Print and review the invoice.

To print invoices from the **Print Invoices** task:

1. From the **Tasks** menu, select **Print Invoices > Final**.

2. Enter the invoice number and invoice date and enter criteria for the invoices that you want to print. You can also click [**Select Invoice**] to select a specific invoice to print.
3. Click [**Start**].
4. Print and review the journal and invoice.

## Post Invoices

1. From the **Tasks** menu, select **Post Invoices**.
2. Click [**Start**].
3. Print and review the posting journal.