

## CONSOLIDATE AND FORMAT INVOICES TO MEET CUSTOMER REQUIREMENTS

### FEATURES

- Consolidate invoices at a higher level than a project.
- Create invoice packages containing summary forms, detail forms and transactions.
- Group by user-defined elements such as Flexfield attributes or a sub-set of expenditure categories or types.
- Issue invoices in pdf, Excel, text, and HTML formats.
- Distribute invoices via e-mail, fax, printer, FTP, Secure FTP, or HTTP or custom delivery channels or electronic billing.
- E-mail invoices to appropriate people based upon business rules.
- View invoices online by extensible user-defined attributes.
- Easily format invoices as desired.
- Display invoice lines in your preferred order.
- Override certain database field values when printing, while a full audit trail tracks all changes made.

### KEY BENEFITS

- Reduce invoicing labor by up to 80%.
- Issues invoices earlier in the period and improve cash flow.
- Project Managers and Accountants can refocus on activities that add real value to your organization.

*Project Partners Invoicing<sup>TM</sup> delivers consolidated invoices and formats preferred by your customers.*

#### Overview

Project Partners Invoicing is a wizard-driven invoice formatting solution for project-centric businesses. This add-on solution is fully integrated with Oracle Project Billing, Oracle Receivables and Oracle Business Intelligence (BI) Publisher. Billing Analysts can use desktop word processing tools to create invoice layouts and formats. The Project Partners Invoicing wizard provides predefined data sources that retrieve summary and detailed information from the database - users don't need to understand Oracle Projects, Receivables or HR tables.

#### Project-Centric Invoice Formats

Invoicing customers for work performed is an important part of business operations for project-driven firms. To meet the varying billing mandates of their customers, Oracle Projects users require flexible, customizable invoice presentation capabilities. To augment the billing capabilities in Oracle Project Billing, Project Partners Invoicing offers Consolidated Invoicing, enhanced Credit Memo functionality and wizard-based invoice formatting.

#### Consolidated Invoicing

Standard Oracle functionality enables Oracle Project Billing users to issue one invoice per project. With Project Partners Invoicing, you can issue to a client a single consolidated invoice across multiple projects, or program-level invoices. Project Partners Invoicing allows you to invoice by agreement, contract, stored ACRN, and customer "bill to" level. No changes are needed to the existing Oracle Projects setup or configuration.

#### Enhanced Credit Memo Functionality

Using standard functionality in Oracle Project Billing, all Credit Memos created, whether for canceling an invoice or correcting an item on a previous invoice, are handled by creating a Credit Memo that is applied against the original invoice. This happens even if the original invoice has already been paid. With Project Partners Invoicing, you now have the option to issue Credit Memos as either stand-alone credits or against your current draft invoice.

#### Wizard-Based Invoice Formatting, Flexible Output and Distribution

Using the Project Partners Invoicing wizard and Oracle BI Publisher, you can create new invoice formats easily. With Project Partners Invoicing, you can issue invoices in pdf, Excel, text, and HTML formats. Distribute invoices through e-mail, fax, printer, FTP, or HTTP or custom delivery channels. Project Partners also supports electronic billing. Invoices are distributed to appropriate personnel based upon your unique business rules.

## Consolidated Invoicing

Consolidated invoice number CONS-0002 includes a summary page plus detail backup pages for Project ABC and Project E&C-100. The image below shows total Hotel charges including their associated drilldowns.

**kennsington**

Consolidated Invoice #: CONS-002  
Invoice Date: 30-SEP-03

To: Betty Lewis  
Hilman and Associates  
1200 West 129th Street  
Tulsa OK 74146

Payment Terms: 30 Net

**Summary Invoice**

Line Item	Billed This Invoice	Previously Billed	Contract to Date Billed
Professional	\$95,220.00	\$180,660.00	\$279,880.00
Hotel	\$1,304.16	\$2,101.10	\$3,405.26
Meals	\$523.17	\$1,446.53	\$1,969.70

Totals This Invoice:

**kennsington**

**Other Details**

Consolidated Invoice Number: CONS-002      Invoice Date: 30-SEP-03  
 Agreement Number: ABC-01

Project Number: ABC  
 Invoice Number: ABC #2

Expenditure Category	Expenditure Type	Incurred Date	Employee /Vendor Name	Bill Amount
Contractor	Consulting	08-SEP-03	Capp Consulting	\$610.50
	TOTAL Consulting			\$610.50
Expenses	Airfare	08-SEP-03	Heather, Ms. Emily	\$379.60
	TOTAL Airfare			\$379.60
Expenses	Car Rental	08-SEP-03	Heather, Ms. Emily	\$84.68
	TOTAL Car Rental			\$84.68
Expenses	Hotel	08-SEP-03	Heather, Ms. Emily	\$140.17
	TOTAL Hotel			\$140.17
Expenses	Meals	08-SEP-03	Heather, Ms. Emily	\$141.98
	TOTAL Meals			\$141.98
	TOTAL			\$1,356.93

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**Other Details**

Consolidated Invoice Number: CONS-002      E&C Contract  
 Agreement Number: E&C Contract

Project Number: E&C-100  
 Invoice Number: E&C #2

Expenditure Category	Expenditure Type	Incurred Date	Employee /Vendor Name	Bill Amount
Chargebacks	Computers	07-SEP-03		\$449.55
Chargebacks	Computers	08-SEP-03		\$106.90
Expenses	Car Rental	20-SEP-03	Marlin, Ms. Amy	\$294.24
Expenses	Car Rental	22-SEP-03	Marlin, Ms. Amy	\$592.90
Expenses	Car Rental	25-SEP-03	Marlin, Ms. Amy	\$276.85
	TOTAL Car Rental			\$1,163.99
Expenses	Hotel	20-SEP-03	Marlin, Ms. Amy	\$165.73
Expenses	Meals	22-SEP-03	Marlin, Ms. Amy	\$27.81
Expenses	Meals	25-SEP-03	Marlin, Ms. Amy	\$187.65
	TOTAL Meals			\$381.19
	TOTAL			\$28,362.94

Consolidated Invoicing produces invoice formats using the following methods:

- Customer – All draft invoices across projects sharing the same customer “bill-to” can be consolidated.
- Contract – Users of Oracle Project Contracts can group draft invoices that share the same Contract.
- Agreement – If a single Agreement funds multiple projects, you can produce a consolidated invoice at the Agreement level.
- ACRN (Accounting Contract Reference Number) – Government Contractors who store ACRNs in the database will find invoicing by ACRN useful.
- Program Level – If you use Subproject associations to associate multiple projects to a single Program, you can produce a consolidated invoice at the Program level as long as the Subprojects share the same customer as the Program.
- Project – If a single Project is funded with multiple Agreements, standard Oracle functionality produces one invoice per Agreement. Use this method to produce a single consolidated invoice across those Agreements.
- Extension – Use ANY attribute by which you wish to group invoices. The only requirement is that the projects share the same customer “bill-to” address and invoice currency. For example, you may choose to use a Project Classification, Project or Agreement Descriptive Flexfield, or other attribute, to group related projects together for Consolidated Invoicing.

### **Integration with Oracle Receivables**

Oracle Receivables supports invoice consolidation, however, Oracle Projects and the interface from Oracle Projects to Oracle Receivables presently does not. Project Partners Invoicing's Consolidated Invoicing augments the existing Oracle Projects interface to properly identify the invoices being consolidated. There is no change to the existing processes you run today. By utilizing Oracle Receivables' out-of-the-box support for consolidated invoices, you can view, report and apply cash at the consolidated invoice level in Oracle Receivables. Use the included Project Partners Invoicing Review screen to view and maintain your consolidated invoices. The pre-existing Oracle Invoice Review screen is unmodified and will continue to support viewing, approval and release of the detail invoices.

### **Consolidated Invoice Printing and Distribution**

Project Partners Invoicing includes a table that contains the mapping of the Oracle Projects invoices to their consolidated invoice number and date. Your existing invoice print programs will only require minor changes to add this table into your query. Adding this table and grouping by the consolidated invoice number will result in your existing query selecting billing records for all of the related detailed invoices. Alternatively, you can use the Project Partners Invoicing wizard to create consolidated invoices for printing or emailing, and presentation in pdf, Excel, text, and HTML formats.

### **Enhanced Credit Memo Functionality**

Using standard functionality in Oracle Projects, all Credit Memos created, whether for canceling an invoice or correcting an item on a previous invoice, are handled by creating a Credit Memo that can only be applied against the original invoice. This happens even if the original invoice has already been paid. Project Partners Invoicing offers you more options by allowing you to issue Credit Memos as either stand-alone credits or against your Current Draft Invoice.

Building upon the Consolidated Invoicing functionality detailed above, Project Partners Invoicing also provides a profile option that lets you decide your default approach for handling credits. Your choices are

- Default: Oracle Projects' current approach
- Standalone: Process the Credit Memo as an on-account credit not applied to any invoice.
- Current: Process the Credit Memo together with the Current Draft Invoice. This option is provided by utilizing the Project Partners Invoicing Consolidated Invoicing functionality.

Project Partners Invoicing allows you to override your method for handling credits by using a project classification to override at the project level or through use of an extension that gives you custom control of your approach for handling credits.

### **Wizard-Based Invoice Formatting**

Using the Project Partners Invoicing wizard and Oracle BI Publisher, you can create new invoice formats easily.

### **Flexible Grouping and Ordering**

Using existing Oracle Projects functionality, some firms have organized their Work Breakdown Structure (WBS) to support their current client invoice presentation requirements. Project Partners Invoicing allows you to create flexible formats without having to change WBS to fit invoicing need; simply create the project WBS that best enables you to manage the project execution, and Project Partners will create the right invoice format for your customer.

- Group invoice data at a higher level than a single project
- Issue invoices at a program level
- Consolidate multiple project invoices with any associated credit memos
- Issue a consolidated invoice at an agreement, contract, ACRN or customer "bill to" level
- Group invoice data across labor, non-labor and event items, such as by revenue category or employee
- Group invoice data by user-defined elements such as Flexfield attributes on expenditure types
- Group invoice data by a sub-set of expenditure categories or types
- Arrange invoice lines in the order you or your customers prefer

### Invoice Packages

Create a new form as a package that includes a summary form, detailed forms and itemized back-ups such as labor and other direct costs.

### Standard Forms

Invoice your customers in their preferred format, including standard government forms such as SF1034, SF1035 and DD250 formats, and industry-specific formats.

### Overrides with Audit Trails

Override certain database field values when printing, such as remit-to addresses and company names, or add free-format text. A full audit trail tracks when and by whom the changes were made.

### User-Defined Attributes

View additional extensible user-defined display attributes such as PA date, roll-up organizations, vendor names, YTD or ITD amounts, and aging by project.

### Flexible Output and Delivery

Issue print or electronic invoices in PDF, Excel, text, and HTML formats. Distribute invoices through established delivery channels (e-mail, fax, printer, FTP, Secure FTP, or HTTP) or custom delivery channels. Project Partners also supports electronic billing. Delivery of documents to HTTP servers through the HTTP POST method is supported provided that the receiving HTTP server is able to accept your custom HTTP request in advance (for example via a custom servlet or CGI program).

### Business Rule-Driven Delivery

Distribute invoices via e-mail based on business rules pertaining to specific attributes associated with a project or the invoice. For example, on a Time and Materials project, for invoices under \$25,000 the final presentation invoice can be emailed to the Project Manager and the Customer Billing Contact, whereas for invoices over \$25,000 the Customer Contracts Manager also receives an emailed invoice.

### Hardware, Software and Database Requirements

**Supported Platforms:** Unix, Linux and Windows NT 4.0 SP6a, Windows 2000, Windows 2003 servers

**Supported Databases:** Oracle 9i and above

#### Supported Software Releases

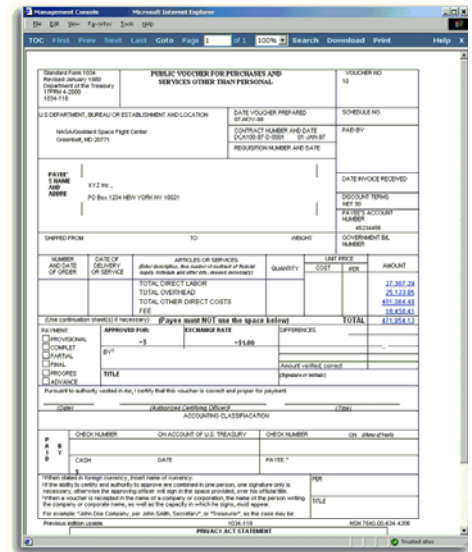
Oracle E-Business Suite Projects Applications Releases 11.5. and above.

The server-side components of Project Partners Invoicing can be deployed on the same web server used by Oracle applications. It uses the same Apache/JVM.

Microsoft Internet Explorer 6 or higher / Mozilla Firefox 1.0 or higher.

## Learn How Project Partners Invoicing Can Benefit *Your* Organization

Visit our website to learn more and see a demonstration of Project Partners Invoicing: [www.projectp.com/products.html](http://www.projectp.com/products.html)



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