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***NOTE**

Errors when adding bill codes to a job

- When trying to add bill codes to cost codes (items), adding categories to in "Maintain Cost Codes" will usually auto-populate the bill code. This is the preferred method to avoid mistakes when entering the bill codes manually
- If a bill code search does not provide any bill code options to select and add into your line items, do the following:
 - Field--> Job Setup--> Update Job Info
 - Click on the "Job Billing" tab

| Selection Criteria | | |
|---|--|---|
| Company LKCO Q | Lee Kennedy Company | Duplicate Job |
| ob Detail Job Detail Settings Acc | ounts AP Taxes Job Billing WIP Payroll Delete 4 Previous 1 Next 2 Workflows 1 | Bank Security Equipment Locations Compliance PO / WO WBS → PReport Options → PAttachments ■ Notes P ECM Documents → Sta Us |
| * Job Code | 06288.00 100 Hoodpark Drive | |
| * Control Job | ALL Q Status In Process | |
| * Customer | 88272 Q Hood Park LLC | Update Customer |
| Contract | 06238.00 | |
| Billing Method | Job Billing V Edit * Default Departme | nt 00 Q |
| If the field Code" is magnify "DFLT" | eld next to "JB Ma 5 blank, click the /ing glass to inser | Job Detail Settings Accounts AP Taxes J BMap Code List Search Insert Details * Orderuit Bings Type Code * Default loss Format (s) Q * Betaininge Code Q |
| • Click "C |)K'' | |

***NOTE**

One-to-one Mapping Error

- A one-to-one mapping error occurs when a contract has a bill code mapped to more than one cost code category.
- Go to CMiC Enterprise--> Project Controls--> Job Billing--> Contracts--> Assign Billing Codes to Cost Code/ Category

| FINANCIALS |
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| Assign Billing Codes to Cost Orde/Categories |
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| Contract Edit Listing |
| Billings |
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Click on the magnifying glass to select the contract

| Click "Export" | Selection Criteria * Company * Contract Q Description |
|------------------------------------|--|
| | Controlling Job * Sorting Order Job/Cost Code/Cost Type/Billing Code CostCode/Category |
| | View Error Cost Type Name |



- In the dropdown, click "Highlight Cell Rules"
- Highlight Cells Rules Greater Than... **Click "Duplicate Values"** Top/Bottom Rules Less Than... Between... Data Bars 05602.00 Color Scales Equal To... Click "OK" ? X **Duplicate Values** Icon Sets Iext that Contains Format cells that contain: 📃 New Rule... Duplicate 🗸 values with 🛛 Light Red Fill with Dark Red Text 🗸 📕 🛔 Date Occurring... 😺 🗘 Clear Rules Duplicate Value Hanage Rules OK Cancel Ass Acc

Conditional Format as ormatting v Table v

***NOTE**

One-to-one Mapping Error

 Look through the "Billing Code" column for highlighted billing codes. This means that the billing code is mapped to two cost code categories. Copy this billing code.

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| 37 | _ | 02050.S15-0099 | NA | 15-0099 | 02050 | Basic Site | NA | s |
| 38 | | 02050.S15-0099 | NA | 15-0099 | 03050 | Basic Cond | NA | E |
| 39 | | 03050.S15-0099 | NA | 15-0099 | 03050 | Basic Cond | NA | S |

- In CMiC, go back to the Assign Billing Codes to Cost Code/ Category tab in the treeview
- Click "Query by Example" to seach for the billing code



| *NOT | E |
|--|--|
| One-to-one Map | oping Error |
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Click "Add New Bill Codes Only"



The contract can now be loaded into the forecast

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Note: if you receive this message above you just need to refresh this forecasting period to bring in the new billing codes added to the contract.





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