



Enhanced Invoice Adjustments
Feature Guide
Kimble Release 1.24



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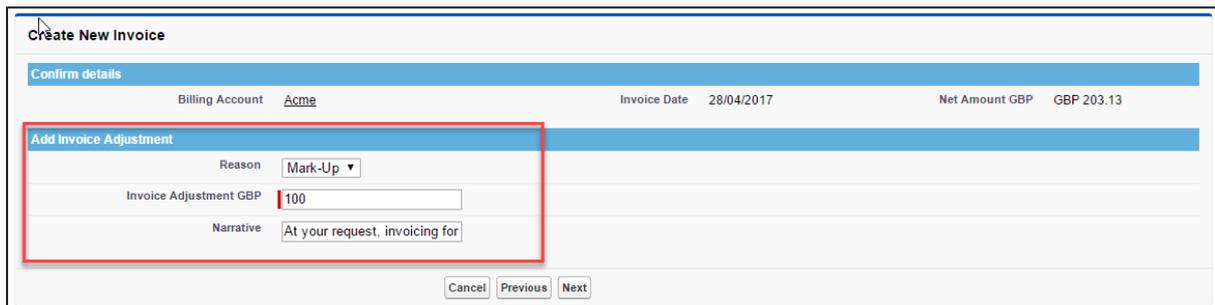
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Introduction

In Release 1.24, Kimble has enhanced an existing feature, Invoice Adjustments, to allow for the ability to choose:

- whether an Invoice Adjustment is positive or negative
- whether the Invoice Adjustment is applied at the Account level, the Delivery Group (or Engagement) level, or the Delivery Element level.

When creating an Invoice, you have the option to add an Invoice Adjustment. These Invoice Adjustments add or remove an amount from the total amount invoiced. Any adjustments made here will not impact the reported Revenue like a Revenue Adjustment would.



The screenshot shows the 'Create New Invoice' interface. At the top, there's a 'Confirm details' section with fields for 'Billing Account' (Acme), 'Invoice Date' (28/04/2017), and 'Net Amount GBP' (GBP 203.13). Below this is the 'Add Invoice Adjustment' section, which is highlighted with a red box. It contains three rows: 'Reason' with a dropdown menu set to 'Mark-Up', 'Invoice Adjustment GBP' with a text input field containing '100', and 'Narrative' with a text input field containing 'At your request, invoicing for'. At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'.



Why adjust an Invoice without affecting Revenue? You've agreed to bill the client for an amount which is different from the amount of revenue which you want to recognize against the project.

Creating an Invoice Adjustment Reason

When adding an Invoice Adjustment, a Reason is selected from a dropdown. How this Reason was set up determines whether the Invoice Adjustment amount will be added to the total invoiced amount or will be removed from the total invoiced amount.

Invoice Adjustment Reason Detail

Invoice Adjustment Reason Name	Mark-Up
Adjustment Factor	1
Scope	DeliveryGroup
Created By	Charles Gustine , 21/04/2017 15:49

These Invoice Adjustment Reasons are created and managed by an administrative user with the appropriate permissions from a page called Invoice Adjustment Reasons.

This Invoice Adjustment Reason determines whether Invoice Adjustments made using that Reason will be positive or negative, and whether the Invoice Adjustment will apply to the Account, the Delivery Group (or Engagement), or the Delivery Element.

You may already have all the Invoice Adjustment Reasons you require set up in your Kimble Application. If you do need to add additional Reasons, or if you need to modify an existing Reason, navigate to the Invoice Adjustment Reasons page.

1. Click in the Menu bar and select .
2. Click to see all available Invoice Adjustment Reasons.

K Invoice Adjustment Reasons Home

View: All ▾ [Edit](#) | [Create New View](#)

Recent Invoice Adjustment Reasons

3. To modify an existing Invoice Adjustment Reason, click . To create a new Invoice Adjustment Reason, click .

K All ▾ [Edit](#) | [Delete](#) | [Create New View](#)

<input type="checkbox"/>	Action	Invoice Adjustment Reason Name ↑
<input type="checkbox"/>	<input type="button" value="Edit"/> Del Discount	

4. Provide this Invoice Adjustment Reason with a Name.

5. You do not need to worry about changing the Currency dropdown (even though it is marked as mandatory). The currency of the Invoice Adjustment will be determined by the currency of the Invoice to which it is being applied.
6. Add an Adjustment Factor of 1 or -1
7. Select a Scope – Account, Delivery Group, or Delivery Element.
8. Click to save the new Invoice Adjustment Reason.

Adjustment Factor

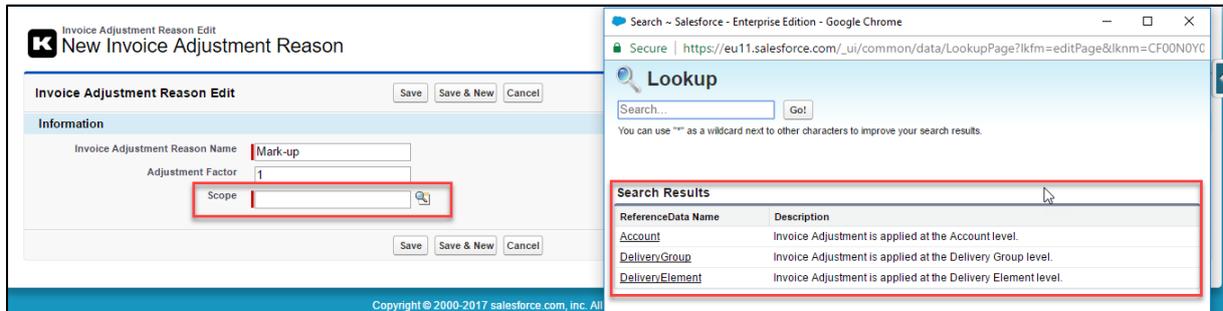
Adjustment Factor is applied to the Invoice Adjustment amount provided when adding an Invoice Adjustment to an Invoice.

- An Invoice Adjustment factor of 1 will **add** the Invoice Adjustment amount to the total billed amount of an Invoice.
- An Invoice Adjustment factor of -1 will **subtract** the Invoice Adjustment amount from the total billed amount of an Invoice.

Note: While you have the ability to enter numbers other than 1 or -1 in the Adjustment Factor field, this is not encouraged. Any other numbers would be applied as a multiplier to the Invoice Adjustment amount on the Invoice, confusing the end-user.

Scope

When creating an Invoice Adjustment Reason, a Scope is mandatory. The Kimble Application needs to know whether Invoice Adjustments made using this reason should be applied at the Account level, at the Delivery Group level (Delivery Group being another name for Engagement), or at the Delivery Element level.



To choose a Scope, search for the appropriate Scope using the  icon, and select it from Search Results.

The Scope of an Adjustment Reason controls certain factors:

- The level in Performance Analysis at which the Adjustment value is reflected
- Whether the Invoice Adjustment value is reflected in the Invoiced column on the Engagement Dashboard chart
- The Reasons that will be presented as an option when creating an Invoice

Use the table below to determine the effect each Scope has.

Scope	Performance Analysis	Engagement Dashboard	Will be available to select on Invoice if...
Account	Adjustment value is reflected in InvoicedValue amount against the Account	Invoice Adjustment value will not be reflected in Invoiced column on Engagement Dashboard	A Reason with its Scope set to Account will always be available to select on Invoice
DeliveryGroup (Engagement)	Adjustment value is reflected in InvoicedValue amount against the Engagement	Invoice Adjustment value is reflected in Invoiced column on Engagement Dashboard chart	A Reason with its Scope set to DeliveryGroup will only be available to select on Invoice if the Invoice includes invoiceable items for only one Engagement
DeliveryElement	Adjustment value is reflected in InvoicedValue amount against the Element	Invoice Adjustment value rolls up into the Invoiced column on Engagement Dashboard chart	A Reason with its Scope set to DeliveryElement will only be available to select on Invoice if the Invoice includes invoiceable items for only one Element

Please see the [Use Cases](#) section for examples of each Scope being leveraged in the Kimble Application.

Implications

Once saved, the Invoice Adjustment Reason is ready to be applied, when the need arises, upon Invoice Creation.

Invoice Adjustment Reason Detail

Invoice Adjustment Reason Name: Mark-Up

Adjustment Factor: 1

Scope: Delivery/Group

Created By: Charles Gustine, 21/04/2017 15:49

In the below Invoice, the selected Reason – Mark-Up – will apply any Adjustments on the Delivery Group (Engagement) level. The Mark-Up Reason has an Adjustment Factor of 1. This means that the Invoice Adjustment of 100 GBP will be multiplied by 1, making this a positive adjustment.

Create New Invoice

Confirm details

Billing Account: Acme

Add Invoice Adjustment

Reason: Mark-Up ▼

Invoice Adjustment GBP: 100

Narrative: At your request, invoicing for

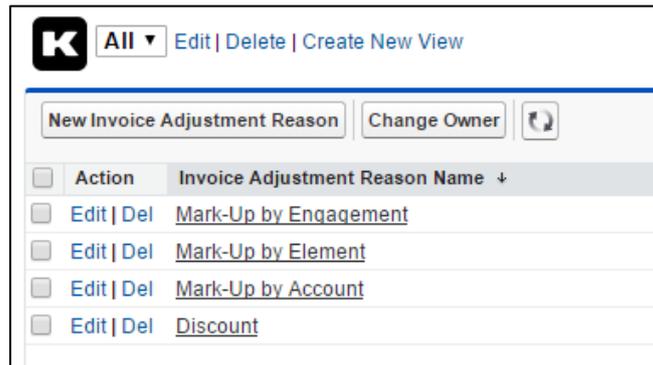
This positive Invoice Adjustment adds £100 to the Sub-total in the Invoice.

Acme 10 Main Rd. New York NY 31349 USA	Kimble Application Inc 1389 Centre Drive Suite Park City Utah 4098 USA								
Invoice Ref: INV000001 Invoice Date: 28 Apr 2017 Client Ref:									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Time & Expense (daily) Services</th> <th style="text-align: right;">Rate</th> <th style="text-align: right;">Units</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Time - Robert Resource, Business Analyst from 11 Jan 2016 to 15 Jan 2016 (Day)</td> <td style="text-align: right;">650.00</td> <td style="text-align: right;">0.313</td> <td style="text-align: right;">203.13</td> </tr> </tbody> </table>		Time & Expense (daily) Services	Rate	Units	Amount	Time - Robert Resource, Business Analyst from 11 Jan 2016 to 15 Jan 2016 (Day)	650.00	0.313	203.13
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Time - Robert Resource, Business Analyst from 11 Jan 2016 to 15 Jan 2016 (Day)	650.00	0.313	203.13						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Adjustments</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>At your request, invoicing for £100 extra this month.</td> <td style="text-align: right;">100.00</td> </tr> </tbody> </table>		Adjustments	Amount	At your request, invoicing for £100 extra this month.	100.00				
Adjustments	Amount								
At your request, invoicing for £100 extra this month.	100.00								
Sub-total: 303.13 UK Standard Rate: 60.62 Total GBP: 363.76									
<p>Payment Terms: Within 30 days of receipt.</p>									

Use Cases

The following Use Cases illustrate the creation of three Invoices in a system where a Mark-Up Invoice Adjustment Reason has been provisioned for each Scope:

- Mark-Up by Account
- Mark-Up by Engagement
- Mark-Up by Element



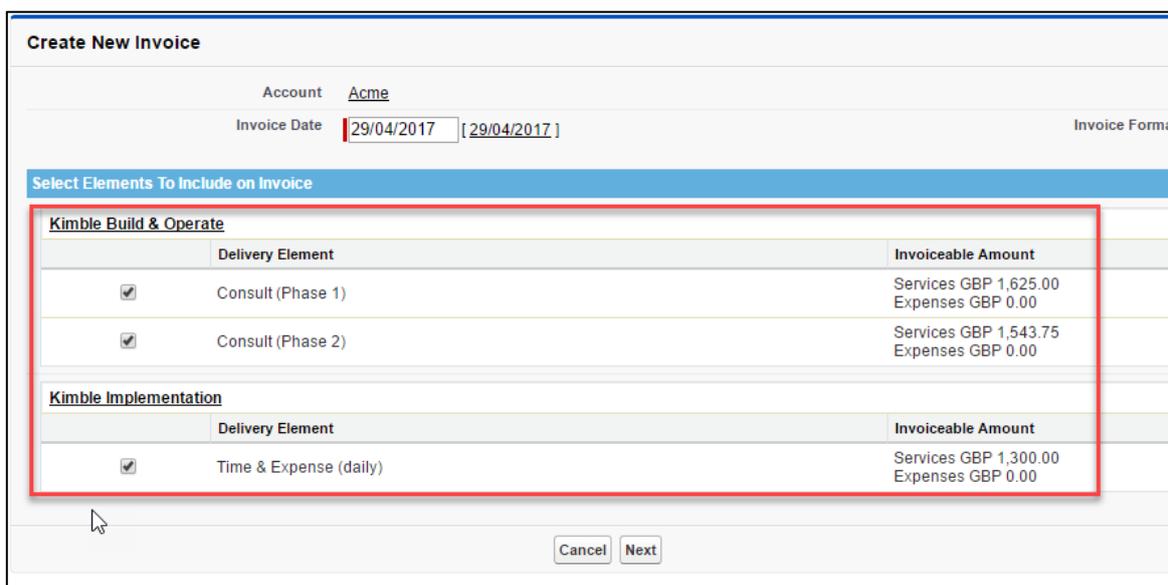
The Adjustment Factor for all three Reasons is 1 – when used on an Invoice, any of these three Reasons will add the indicated amount to the Invoice total.

Use Case 1: One Account, Multiple Engagements

In this Use Case, we will create an Invoice that spans multiple Engagements (and multiple Elements) in order to show which Reasons will appear based on their Scope.

Your client, Acme, has asked you to invoice them for £500 more than the Invoiceable Amount of:

- **£3,168.75 on Engagement 1 (split across two Elements)**
- **£1,300.00 on Engagement 2**



When it comes time to select an Invoice Adjustment Reason, only those Reasons with a Scope of Account will appear. Neither “Mark-Up by Engagement” or “Mark-Up by Element” are available options.

Create New Invoice

Confirm details

Billing Account Acme

Add Invoice Adjustment

Reason: (Dropdown menu open showing: Discount, Mark-Up by Account)

Invoice Adjustment GBP:

Narrative:

Buttons: Cancel, Previous, Next

This is because, with multiple Engagements included on this Invoice, the Kimble Application would not know which Engagement to apply the Invoice Adjustment to if “Mark-Up by Engagement” were chosen. (The same applies to “Mark-Up by Element” since there are multiple Elements.)

Confirm details

Billing Account Acme

Add Invoice Adjustment

Reason: (Dropdown menu closed)

Invoice Adjustment GBP:

Narrative:

Buttons: Cancel, Previous, Next

When “Mark-Up by Account” is chosen, the £500 Invoice Adjustment value:

- Is reflected, in Performance Analysis, against the Account’s InvoicedValue.
- Is not reflected on any of the Engagement Dashboards of the Invoiced Engagements. This is because the Kimble Application will not know how you want the Invoice Adjustment split across the Engagements. So, whenever an Invoice Adjustment Reason with a Scope of Account is leveraged, the Invoiced column on the Engagement Dashboard chart will be unaffected.

The benefit of the Account scope is that is always available. Every Invoice is exclusive to one Account, so no matter what you are Invoicing, the Account-based Invoice Adjustment Reason will appear as an option.



Invoice Adjustment Note: While the Narrative field does not appear to be mandatory, if you input an Invoice Adjustment value, you must input a Narrative to save the Invoice.

Use Case 2: One Engagement, Multiple Elements

In this Use Case, we will create an Invoice that includes only one Engagement but spans multiple Elements, in order to show which Reasons will appear based on their Scope.

Your client, Acme, has asked you to invoice them for £500 more than the Invoiceable Amount of:

- £1,625.00 on Element 1
- £1,543.75 on Element 2

Select Elements To Include on Invoice		
Kimble Build & Operate		
	Delivery Element	Invoiceable Amount
<input checked="" type="checkbox"/>	Consult (Phase 1)	Services GBP 1,625.00 Expenses GBP 0.00
<input checked="" type="checkbox"/>	Consult (Phase 2)	Services GBP 1,543.75 Expenses GBP 0.00

When it comes time to select an Invoice Adjustment Reason, only those Reasons with a Scope of Account and with a Scope of DeliveryGroup will appear. “Mark-Up by Element” is not an available option.

This is because, with multiple Elements included on this Invoice, the Kimble Application would not know which Element to apply the Invoice Adjustment to if “Mark-Up by Element” were chosen.

Create New Invoice

Confirm details

Billing Account Acme

Add Invoice Adjustment

Reason Mark-Up by Engagement

Invoice Adjustment GBP 500

Narrative Mark-Up by £500

Cancel Previous Next

When “Mark-Up by Engagement” is chosen, the £500 Invoice Adjustment value:

- Is reflected, in Performance Analysis, against the Engagement’s InvoicedValue.
- Is reflected on the Engagement Dashboard of the Invoiced Engagement.

The benefit of the DeliveryGroup scope is that, since it is Engagement specific, it is easier to track Invoice Adjustments made using the Invoiced column on the Engagement Dashboard.

Use Case 3: Only One Element

In this Use Case, we will create an Invoice that includes only one Element, in order to show which Reasons will appear based on their Scope.

Your client, Acme, has asked you to invoice them for £500 more than the Invoiceable Amount of:

- **£1,625.00 on the Element Consult (Phase 1)**

For reporting and data export purposes, you always Invoice on an Element-by-Element level when Invoice Adjustments are required, so you select only Consult (Phase 1).

Create New Invoice

Account Acme

Invoice Date 29/04/2017 [29/04/2017] Invoice Format

Select Elements To Include on Invoice

Kimble Build & Operate

Delivery Element	Invoiceable Amount
<input checked="" type="checkbox"/> Consult (Phase 1)	Services GBP 1,625.00 Expenses GBP 0.00
<input type="checkbox"/> Consult (Phase 2)	Services GBP 1,543.75 Expenses GBP 0.00

Kimble Implementation

Delivery Element	Invoiceable Amount
<input type="checkbox"/> Time & Expense (daily)	Services GBP 1,300.00 Expenses GBP 0.00

Cancel Next

When selecting an Invoice Adjustment Reason, all Reasons appear, regardless of their Scope.

The screenshot shows a form titled "Add Invoice Adjustment" within a "Confirm details" section. The "Billing Account" is set to "Acme". A dropdown menu for "Reason" is open, showing four options: "Discount", "Mark-Up by Account", "Mark-Up by Element" (which is highlighted), and "Mark-Up by Engagement". The "Invoice Adjustment GBP" field is empty, and the "Narrative" field is also empty. At the bottom right, there are "Cancel", "Previous", and "Next" buttons.

When "Mark-Up by Element" is chosen, the £500 Invoice Adjustment value:

- Is reflected, in Performance Analysis, against the Element's InvoicedValue.
- Is reflected on the Engagement Dashboard of the Invoiced Engagement.

The screenshot shows the same "Add Invoice Adjustment" form, but now the "Reason" dropdown is set to "Mark-Up by Element". The "Invoice Adjustment GBP" field contains the value "500". The "Narrative" field contains the text "Mark-Up by £500". The "Billing Account" remains "Acme". The "Cancel", "Previous", and "Next" buttons are still present at the bottom right.

The primary reason you would use a scope of DeliveryElement is for differentiation in the Performance Analysis table for reporting purposes.