Enterprise - Marking Transactions as Not Payable or Not Billable

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When you have a timecard (transaction) that has a zero dollar pay rate or bill rate, that transaction will not need to go through a payroll run or invoice run (respectively).

However, before any transaction can be considered complete, payroll and invoicing data must be "posted," even if a rate is zero. Zero dollar rates/transactions are posted by marking them as not payable or not billable from the proofing wizard of Enterprise Pay/Bill.

How to Mark Transactions as Not Payable

- 1. Begin by expanding the proofing box within your pay/bill dashboard and select to
 - (1.) "Mark transactions as not payable".



- This will open the "mark transactions as not payable" wizard.
- 2. Users may individually select transactions to mark, or, select the (2.) check icon to

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mark the entire list of transactions as not payable en masse.

| 🗸 mark tra                 | nsactions a    | as not pav                    | able - seleo      | ct session      |         |          | • – <b>^</b> |
|----------------------------|----------------|-------------------------------|-------------------|-----------------|---------|----------|--------------|
| ▶ Select Session<br>Finish | Select transac | ctions<br>tions to mark as no | t payable.        |                 |         |          |              |
|                            | Not Payable 🗸  | Employee                      | Customer 🔺        | Job Title       | Bill    | Pay Code | Orig Weeke   |
|                            | ×              | Auclair, Neva                 | Austin Trucking   | Assembler       | \$23.40 | Reg      | 7/31/2016    |
|                            | ×              | Aardson, Steve                | Daniel's Trucking | Accountant      | \$18.00 | Reg      | 7/31/2016    |
|                            | ×              | Baba, Ayano                   | Ryobi, Inc.       | Forklift        | \$14.70 | Reg      | 7/31/2016    |
|                            | ×              | Austen, Jamie                 | Stearns Trailers  | Access Operator | \$32.00 | Reg      | 7/31/2016    |
|                            |                |                               |                   |                 |         |          |              |
|                            |                |                               |                   |                 |         |          |              |
|                            |                |                               |                   |                 |         |          |              |
|                            |                |                               |                   |                 |         |          |              |
|                            |                |                               |                   |                 |         |          |              |
|                            |                |                               |                   |                 |         |          |              |
|                            |                |                               |                   |                 |         |          | Sec.         |
|                            | Total: 4       |                               |                   |                 |         |          |              |
|                            |                |                               |                   |                 |         |          |              |
|                            |                |                               |                   |                 | Cancel  | < Back   | 3. Next >    |

3. Select next in the bottom right hand corner to move to the final step of the wizard.

Once there, select Finish to exit the wizard.

|                            | $^{\circ}$ – X                                                                                                                              |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| M mark tra                 | insactions as not payable - finish                                                                                                          |
| Select Session<br>▶ Finish | finished<br>Transactions marked as complete<br>Transactions have been saved as paid complete. Press the FINISH button to close this window. |
| 1                          |                                                                                                                                             |
|                            | Cancel < Back Finish                                                                                                                        |

4. These transactions are now marked as "sent to payroll" within the time entry dashboard, and the zero dollar pay rate confirms they were the same transactions we viewed in the "mark transactions as not payable" wizard.

| w.       | Status    | Name               | Customer          | Pay 🔳 | RT Hrs 🔳 🛛 OT H | rs 🗷   E | Bill 🔳 Pa | ay 🔳 🔺 📄 |
|----------|-----------|--------------------|-------------------|-------|-----------------|----------|-----------|----------|
| 🖃 Status | : Sent to | o Payroll (4 items | ;)                | J.    |                 | 2        |           |          |
| 4.       | -         | Aardson, Steve     | Daniel's Trucking | Reg   | 40              | 0        | \$18.00 5 | \$0.00   |
|          |           | Auclair, Neva      | Austin Trucking   | Reg   | 40              | 1        | \$23.40   | \$0.00   |
|          | -8        | Austen, Jamie      | Stearns Trailers  | Reg   | 40              | 2        | \$32.00   | \$0.00   |
|          | -8        | Baba, Ayano        | Ryobi, Inc.       | Reg   | 40              | 1        | \$14.70   | \$0.00   |
|          |           |                    |                   | /     | 160.00          | 4.00     |           |          |

\*Note\* Should users ever need to make a change to payroll related data for these transactions, simply re-enter the "mark transactions as not payable" wizard and deselect transactions to open them back for editing/updates. Users may continue to do this until the week has been closed.

## How to Mark Transactions as Not Billable

- 1. Begin by expanding the proofing box within your pay/bill dashboard and select to
  - (1.) "Mark transactions as not billable".

|    | Proofing                              |  |
|----|---------------------------------------|--|
|    | 378 Unused Timesheets                 |  |
|    | 1 Open Proofing Sessions              |  |
|    | Proof transactions                    |  |
|    | Mark transactions as not payable      |  |
| 1. | Mark transactions as not billable     |  |
|    | View proofing report                  |  |
|    | <b>G</b> View incomplete transactions |  |

- This will open the "mark transactions as not billable" wizard.
- 2. Users may individually select transactions to mark, or, select the check icon to mark the entire list of transactions as not billable en masse.

| 🟹 mark tra                 | nsactions a    | as not billa                     | able - se    | elect sessi     | ion          | () -<br>()        | - × |
|----------------------------|----------------|----------------------------------|--------------|-----------------|--------------|-------------------|-----|
| ▶ Select Session<br>Finish | select transa  | ICTIONS<br>Ictions to mark as no | ot billable. |                 |              |                   |     |
|                            | Not Billable 🗸 | Employee                         | Customer 🔺   | Job Title       | Pay Pay Code | Orig Weekend Bill | -   |
|                            | ×              | Aasen, Alexander                 | Honda, Inc.  | Account Rep. II | \$15.40 Hol  | 7/31/2016         |     |
|                            | ×              | Barrington, Robert               | Honda, Inc.  | Account Rep. II | \$15.40 Hol  | 7/31/2016         |     |
|                            | ×              | Anderson, Zoe Lee                | Honda, Inc.  | Account Rep. II | \$15.40 Hol  | 7/31/2016         |     |
|                            | ×              | Addison, Dalyce                  | Honda, Inc.  | Account Rep. II | \$15.40 Hol  | 7/31/2016         |     |
|                            |                |                                  |              |                 |              |                   |     |
|                            |                |                                  |              |                 |              |                   |     |
|                            | Total: 4       |                                  |              |                 |              |                   | ×.  |
|                            |                |                                  |              |                 | Cancel       | < Back 3. Next    | >   |

Select next in the bottom right hand corner to move to the final step of the wizard.
Once there, select Finish to exit the wizard.

|                            | @ _ ×                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------|
| 🗹 mark tra                 | nsactions as not billable - finish                                                          |
| Select Session<br>• Finish | finished<br>Transactions marked as not billable                                             |
|                            | Transactions have been saved as not billable. Press the FINISH button to close this window. |
| 1 a.                       |                                                                                             |
|                            | Cancel < Back Finish                                                                        |

4. These transactions are now marked as "sent to invoicing" within the time entry dashboard, and the zero dollar bill rate confirms they were the same transactions we viewed in the "mark transactions as not billable" wizard

|       | 4          | 1                 |             |       |                   |     | 5.       |
|-------|------------|-------------------|-------------|-------|-------------------|-----|----------|
| w     | Status     | Name              | Customer    | Pay 🔳 | RT Hrs 🔳 🛛 OT Hrs | . 💌 | Bill 🔳 🔺 |
| 🗆 Cus | tomer: Hon | da, Inc. (16 iter | ns)         |       |                   |     |          |
|       |            | Aasen, Alexa      | Honda, Inc. | Hol   | 8                 | 0   | \$0.00   |
|       |            | Addison, Daly     | Honda, Inc. | Hol   | 8                 | 0   | \$0.00   |
|       |            | Anderson, Zo      | Honda, Inc. | Hol   | 8                 | 0   | \$0.00   |
|       |            | Barrington, R     | Honda, Inc. | Hol   | 8                 | 0   | \$0.00   |

\*Note\* Should users ever need to make a change to billing related data for these transactions, simply re-enter the "mark transactions as not billable" wizard and deselect transactions to open them back for editing/updates. Users may continue to do this until the week has been closed.

\*Note\* If you would like a client to see that you are not billing them for a transaction(s), from the (6.) detailed timecard of said transaction, navigate to the (7.)

overrides tab and select to (8.) "Show Zero Bill on Invoice". When selected, transactions will graduate to the invoicing module and move through an invoice run in order to be included on the client's invoice (as a zero dollar line item).

| 6. | Oetailed Timec     | ard         |   |            |     |          |      |     |
|----|--------------------|-------------|---|------------|-----|----------|------|-----|
|    | Pay and Bill Rates | Adjustments | C | Overrides  | (   | Codes    |      |     |
|    | one time ove       | errides     |   | other      |     |          |      |     |
|    | Fed Withholding    |             |   | Branch     |     | Memphis  | SE 👻 | Pay |
|    | State Withholding  |             |   | Acct Code  | 2   |          |      | Inv |
|    | Pay Periods        |             | r | Location   |     |          |      | Cu  |
|    | Check Delivery     |             | r | Cost Cent  | er  |          |      | Cu  |
|    | Do Not E-Pay       |             |   | SubEntity  |     |          |      | Cu  |
|    | Pay on Separat     | e Check     |   | Req Num    | ber |          |      | Inv |
| 8. | Show Zero Bill     | on Invoice  |   | Superviso  | r   |          | Q    | Ver |
|    |                    |             |   | Start Date | 2   | 7/25/201 | .6 🔳 | Sal |
|    |                    |             |   | End Date   |     | 7/31/201 | .6 🖩 | Wo  |

## **Related Articles**