Unbilled Opportunities
Report Blueprint

What is this document | Accounting Seed is a flexible accounting platform where you can add, build and layer your own customizations on top of the platform. Accounting Seed Blueprints provide an example of a specific use case that can serve as a template to implement a feature for your organization, but also can be tweaked or modified in any way you need to achieve your exact requirements. Blueprints serve as a design template or starting spot for your own feature.

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What is the feature?

The Unbilled Opportunities Report assists you in determining if you have billed properly for all of your opportunities that are closed/won. A process is launched for a selected period, which executes a background process to review Opportunities and Billings, it applies exceptions logic based on a given set of rules, and any exceptions found are written out to exception records. A custom report is run to display the exceptions records.

When is this feature set used?

This feature set is used periodically to audit data records that should be billed. We recommend you run this procedure as part of your period closing processes to validate that all billings were issued properly before you close the period. The sooner you discover underbilled products or services, the more likely you'll be able to recover what is owed to you.

What terms or definitions do I need to understand?

Rule	A statement defining an expected output.
Exception	An event that does not follow a rule.
Billings	A document detailing out what the customer owes for the sale of services or products.
Accounting Period	Span of time covered by a set of financials statements, typically 1 month
Source Objects	The objects used in this feature set to determine if there is unbilled or underbilled revenue. These source objects are Opportunities and Billings.

Can you give me an overview of how this works?

The user navigates to the Accounting Period for which they want to run this process and selects the "Run Unbilled Opportunities" button. An asynchronous process is executed that runs through exceptions logic and when it finds an exception it writes it out to an "Unbilled Opportunities" record. Once the process has completed the user runs a native Salesforce report to view the results.

The exceptions logic runs against Opportunities, comparing these records to Billings issued for those Opportunities where:
• Opportunity Stage = "Closed Won"
• Opportunity Close Date falls within the selected Accounting Period
• No Opportunity records have been explicitly excluded from this process

Rule Number	Exception Logic
1	**No related Billings** - if there are no related Billings on the Opportunity the script will create an Unbilled Opportunities record
2	**Opportunity Amount is not equal to the Billing Amount** - if the Total Amount on the Opportunity does not equal the Total Amount on the Billing the script will create an Unbilled Opportunities record
3	**Earliest Billing Date is more than 30 days from Opportunity Close Date** - if the earliest Billing Date is more than 30 days from the Close Date on the Opportunity the script will create an Unbilled Opportunities record

When the script creates Unbilled Opportunities records for the exceptions noted above it will include information about the exception along with links to the source objects to allow the user to easily navigate to the source object record(s) for further review.

The Unbilled Opportunities report, which is a native Salesforce report, is then run to display all Unbilled Opportunities records created after the exceptions process has completed.

What object model changes are required?

Object model changes are additional data objects or fields that you would add to Accounting Seed to achieve the customization. We suggest the following changes:

On the Accounting Period object, create a custom button called "Run Unbilled Opportunities".

Create a custom checkbox on the Opportunity called "Exclude in Unbilled Opportunities":
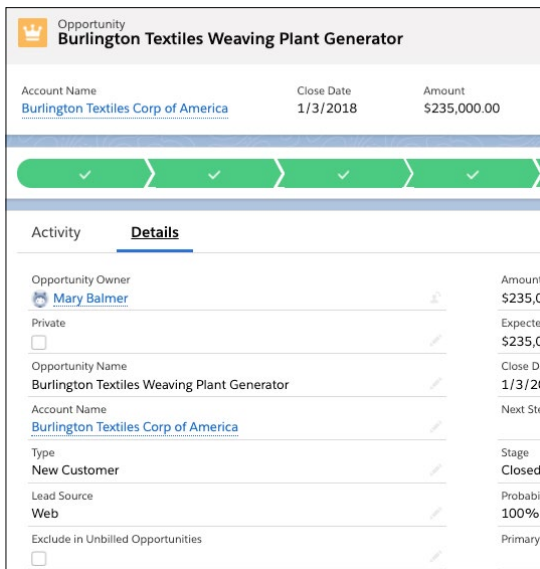
This checkbox on the Opportunity gives you the ability to exclude an Opportunity from being included in the Unbilled Opportunities process. This is useful for situations where you previously ran the process and it generated an Unbilled Opportunities record, you reviewed the record and determined the exception is valid. In this scenario you are able to check this box and the Opportunity will not be included when this process is run again for the same period.

Create a custom object called Unbilled Opportunities with the following fields:

Field Label	Data Type
Unbilled Opportunities Name	Autonumber
Accounting Period	Lookup (Accounting Period)
Exception	Text (60)
Opportunity	Lookup (Opportunity)
Billing	Lookup (Billing)

Create a custom report selecting the report type called "Unbilled Opportunities" and display these fields on the custom report in this order:

1. Accounting Period
2. Opportunity Name
3. Billing
4. Exception
5. Unbilled Opportunities Name

Filter by Accounting Period to display records only for the Accounting Period for which the process was run. Below is an example of how this report will display:

What code is needed for this process?

Accounting Seed recommends an asynchronous script is launched when the user clicks the Run Unbilled Opportunities button.

If any Unbilled Opportunities records for the selected Accounting Period already exist we suggest you delete them. This will allow a very easy re-running of this process and will avoid duplicate records.

Step 1 - Query Opportunity records. The script will query Opportunity records,
WHERE the Opportunity Stage is equal to Closed Won
AND the Opportunity Close Date falls within the selected Accounting Period
AND the checkbox on the Opportunity called "Exclude in Unbilled Opportunities" is unchecked.

Step 2 - Apply Exceptions Logic. For each of the Opportunity records returned from Step 1, the script runs through the Exceptions logic below to determine if there are exceptions on each Opportunity and its related Billing(s):

Rule Number	Exception Text	Exception Logic
1	Missing Billing	No related Billings are linked to the Opportunity
2	Totals do not match	Total on Opportunity is not equal to Total on Billing
3	Earliest Billing Date more than 30 days from Opp Date	Earliest Billing Date > 30 days from Opp Close Date

Step 3 - Create Unbilled Opportunities record. If an Exception is identified, a new Unbilled Opportunities record is created as follows:

Field Label	Value
Unbilled Source Objects Name	This is an Autonumber field and therefore will be auto-populated
Accounting Period	Populate with the Accounting Period selected
Exception	Populate with the Exception Text
Opportunity	Populate with the related Opportunity
Billing	Populate with the related Billing, and leave blank if the Billing is missing

What does a successful outcome look like?

With the successful run of the script Unbilled Opportunities records are created for all exceptions found in the selected period where the checkbox on the Opportunity called "Exclude in Unbilled Opportunities" is unchecked, and the user is able to run a native Salesforce report to view all Unbilled Opportunities records generated from the script.

What process or policy changes should I consider with implementing this solution?

1. Create a tab for Unbilled Opportunities and add it to applicable Accounting Seed apps for easy access to the records generated from each run of the script.
2. Create a list view to manage the Unbilled Opportunities records.
3. Before running this script, make sure all sales and accounting activity has been completed for the selected period.
4. For exceptions identified as valid, check the box for "Exclude in Unbilled Opportunities" on the Opportunity.
5. Resolve all remaining exceptions and then run the process again to determine if there are any other exceptions that require further action.
6. Run the script at regular intervals to determine if there is unbilled revenue. We recommend you run this each month before the Accounting Period is closed to ensure all Billings have been recorded and issued properly.

About Accounting Seed

Accounting Seed is a modern, robust accounting platform powered by the Salesforce platform. We're committed to breaking down silos and building connections in order to take your business to the next level. Schedule a free demo here **or** contact us **today to begin our conversation.**