Project Costing

Training Manual

ETMPC11

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This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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INTRODUCTION

OVERVIEW

The **Project Costing** application helps you track income accrued and costs incurred during work on a Project. Using Project Costing, you can set up Projects, record time and material costs for the Projects, Phases, and Tasks, and create a billing invoice and close the Project when work is complete.

Project Costing measures income in two ways: time and materials billing or job costing. The most notable difference between the two is the use of the term Work in Process, or WIP. In a time and materials billing environment, WIP represents the unbilled accrued income associated with costs incurred on a Project. In a job costing environment, WIP simply represents the costs accrued to date.

While each Project can measure income in only one way, Project Costing allows you to make this distinction on a Project-by-Project basis and can accommodate both Project environments. If your company performs Project work only in a job costing environment, you can elect to work only with Project Costing's job costing functions.

In addition to the two methods of tracking income, Project Costing allows you to record Project, Phase, and Task information by using one of five Project types. Project Costing uses a hierarchy of levels to define Project structure: Projects contain Phases which in turn contain Tasks. The Project Type you pick determines whether the Project can use Phases and Tasks, accrue income, and allow billing. For more information on Projects and Project Types, refer to (page 3-5).

Project Costing works closely with the TRAVERSE Accounts Receivable and Accounts Payable applications to track income and cost amounts. After you've defined your Projects, use Project Costing's function to enter time costs and manage billing information, and the Accounts Payable (or Purchase Order) Transactions function to enter purchases and record material costs for Project work. Project Costing tracks these entries for each Project in a transaction history table that is updated each time you post information in either Project Costing, or Accounts Payable/Purchase Order.

As Project work continues, use Project Costing's reports to analyze Project progress and evaluate performance. When the Project is complete, use Project Costing's built-in administrative functions to close Projects, perform routine periodic maintenance, and archive or purge information that is no longer needed.

Who Can Use Project Costing?

A company may measure its income in terms of the direct relationship income has to the time and material costs incurred in providing a product or service. Examples of this are engineering companies, advertising agencies, architectural firms and other such professional service companies. We will collectively refer to these companies as “Time Billing” environments.

Other companies may incur time and material costs to provide a product or service for a customer or client but do not attempt to recognize income as a direct relationship to the costs incurred in doing so. Examples of this are construction companies, manufacturing job shops and other such build-to-order companies. We will collectively refer to these companies as “Job Costing” environments.

Project Costing is designed to accommodate both types of environments. Project Costing interfaces with other TRAVERSE applications for an accounting system that helps you deliver Projects on time and within budget, then easily turn Project costs into billings and income. A Project Type is assigned to each Project. The Project Type for time billing environments is Billable while the Project Type for job costing environments is Job Costing. This Project Type determines how transactions are recorded in the system and how the accounting for those transactions are handled.

The most notable distinction from the user perspective between the two environments is the use of the term “Work In Process” or “WIP”. In a time billing environment, WIP represents the unbilled accrued income associated with costs incurred on a Project. In a job costing environment, WIP represents the costs accrued to date on a Project.

Most companies will be either a time billing environment or a job costing environment. However, Project Costing will allow you to make this distinction on a Project by Project basis, allowing you to have both Project Types coexist.

To illustrate the point of WIP being handled differently in the two environments, let's use an example where a timekeeper with an hourly cost of $25 and a billing rate of $50 charges one hour to a Project.

In a time billing environment, the accounting entry would be to debit WIP $50, credit accrued income $50, debit cost $25, credit payroll clearing $25. In a job costing environment, the accounting entry would simply be to debit WIP $25, credit payroll clearing $25.

System Information

Additional information about using the system is found in the following sources:

- The *Project Costing User’s Help.*
- The Training Manuals for other TRAVERSE applications.

- The *Developer's Guide* and *Developer's Object Descriptions* manuals.
- Online help.

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088) or e-mail them at traverse_support@osas.com.

ABOUT PROJECT COSTING

Frequently used functions

The most frequently used functions are on the Transactions and Billing menus. Use these functions for the following tasks:

- Enter time ticket, material requisitions, expense and other transactions into the transactions functions.
- Print the Transaction Journal.
- Post Transactions.
- Enter Deposit Transactions.
- Transfer Billings to invoices and Edit the billings.
- Enter Credit Memos and unbill items from invoices billed.
- Print the Billings Journal.
- Post Billings.

Periodic functions

The Periodic Processing menu contains Project maintenance functions that you use periodically to start or complete the Project life cycle, reset Project totals, or make space for new Project information.

Use the Periodic Processing functions for Project maintenance during a Project's life cycle. For example; if your project is a Job Costing project, use the Select Completed Jobs, Completed Jobs Journal, and Post Completed Jobs functions to change all Job Costing transaction status to Billed/Charged. When Project work is complete, use the Close Projects/Phases/Tasks functions to close all selected Project levels.

Other Periodic Processing functions are:

- Hold and release Projects for billing.
- Change information on Projects.
- Move activities from one Project to another.
- Post Completed Jobs for Job Cost type Projects.
- Close Projects once they have been completed.

Reports

Print analysis and work in process reports to analyze the status and profitability or your Projects.

Interactive Views

Project, Activity, Project Status, Project Percent Complete, Budget Analysis, Estimates, Billing History, and Employee Detail information can be displayed through the interactive views functions.

Interfaces

Project Costing can be interfaced with Inventory, General Ledger, Account Payable and Payroll.

Setting Up PC

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SETTING UP PC

SETUP CHECKLIST

Required

___ Set up Business Rules for Project Costing.

___ Set up Distribution accounts.

___ Set up Task codes.

___ Set up Phase codes.

___ Set up Tax information (Classes, Locations, and Groups).

___ Set up Customers in Accounts Receivable.

___ Set up Overhead Allocation Codes.

Recommended

___ Set up Transaction and Billing Batch Codes.

___ Set up initial balances.

___ Set up Rate Codes.

___ Set up Employee Rates.

SETUP PROCEDURES

Before you can use the Project Costing application, you must follow the setup procedures in this chapter. Setup procedures include gathering your information, defining the Projects you have set up for customers with which you do business, assigning codes and IDs, and setting up initial account balances. Follow these procedures carefully; the choices you make determine how the system operates.

Gather Your Information

Gather and organize the following accounting data:

- A chart of accounts for your business.
- Identification and credit information about your Customers.
- Previous- and current-year project activity histories organized by Customer and Project ID.

What You Need to Define

To set up the Accounts Receivable (if Projects are assigned to Customers) and Project Cost systems, follow these steps:

1. Use the **Business Rules** function (page 3-7) to define how you want the system to work.
2. Define the IDs and codes you plan to use. See **IDs and Codes** (page 2-6).
3. Set up **Tax Classes**, **Locations**, and **Location Groups**. See Tax Locations and Tax Location Groups in the General Information Guide.
4. Use the **Phases** and **Tasks** you will use in your Projects.
5. Use the **Sales Reps** function in Accounts Receivable to set up information about your sales representatives.
6. Use the **Customers** function in Accounts Receivable to define your Customers, and assign Customer Price IDs and Customer Levels.
7. Set up the Projects you currently have in progress.
8. Set up initial Project balances (page 2-9).

Setting Up IDs and Codes

IDs and codes tell the system how to identify each item on file. The system uses these identifiers to organize information.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:

- Do not use the following characters in an ID or a code: | “ ' & #.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE 1 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. For information about how IDs and codes are sorted, see the How IDs and Codes are Sorted section in the General Information guide.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize customers by name, put the first characters of the name of the customer in the customer ID.
- Use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.

Projects

Use the Projects function to set up and maintain Project structures.

Estimates

Use the Estimates function to enter estimates for Time, Material, Expense, and Other.

Phase Codes

Use the Phase Codes function to create a list of all valid Phase Codes to be used in setting up Project structures.

Task Codes

Use the Task Codes function to create a list of all valid Task Codes to be used in setting up Project structures.

Distribution Codes

Use the Distribution Codes function to set up codes that define the collection of General Ledger account numbers that will be used in posting Project related transactions.

Overhead Allocation Codes

Use the Overhead Allocation Codes function to set up codes that define the basis of the formulas used in allocating overhead to Project related transactions.

Transaction Batch Codes

Use the Transaction Batch Codes function to create and maintain batches that are used in time ticket and transaction entry.

Billing Batch Codes

Use the Billing Batch Codes function to create and maintain batches that are used in billing entry.

Rate Codes

Use the Rate Codes function to set up Rate Codes to be used when entering time recorded projects.

Employee Rates

Use the Employee Rates function to enter billing and cost rates for employees, using the rate codes, when recording time to Projects.

Tax Classes

Tax classes define the tax category of the items you sell. For information about adding Tax Classes or changing Tax Class Descriptions, see the Tax Classes function in the General Information guide.

Tax Location IDs

Tax Location IDs identify the tax authorities to which you pay sales tax. When you set up the system, enter the sales tax percent, taxable sales, nontaxable sales, and tax collected for each applicable Tax Class. These fields are updated when you post sales. For information about defining Tax Location IDs, see the Tax Locations function in the General Information guide.

Tax Group IDs

Use Tax Groups to group Tax Locations. Tax Groups are assigned to Customers, transactions, and recurring entries. For information about defining Tax Groups, see the Tax Location Groups function in the General Information guide.

INITIAL BALANCES

Set up initial Project balances after you set up Project records. If you are not setting up Project Costing at the beginning of the year and if you are keeping detail and summary activity history, you must also enter activity history.

You can use the summary method, the detail method, or a combination of the summary and detail methods to set up the initial Project balances.

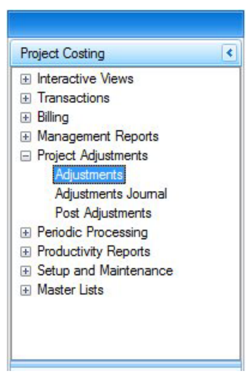
Summary Method

The summary method takes less time than the detail method, but it does not provide complete project history.

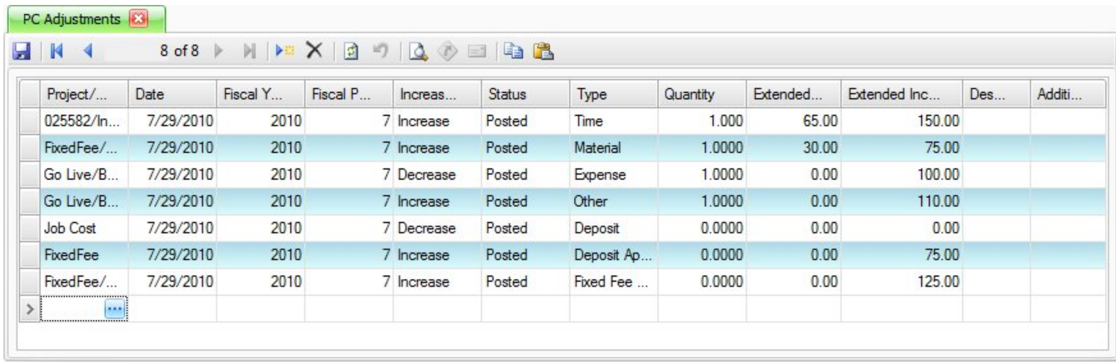
The summary method consists of the following steps:

1. Select **Adjustments** from the **Project Adjustments** menu.

Adjustments Menu



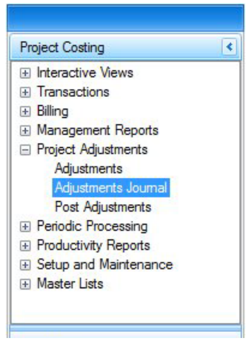
Adjustments Screen



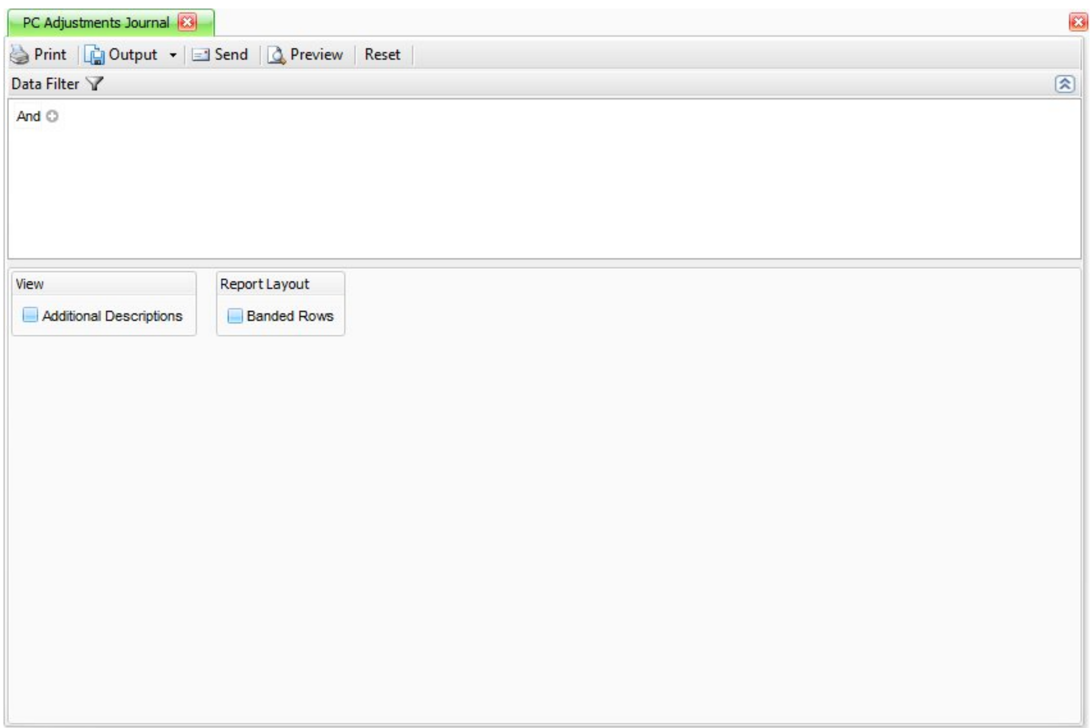
Project/...	Date	Fiscal Y...	Fiscal P...	Increas...	Status	Type	Quantity	Extended...	Extended Inc...	Des...	Additi...
025582/In...	7/29/2010	2010	7	Increase	Posted	Time	1.000	65.00	150.00		
FixedFee/...	7/29/2010	2010	7	Increase	Posted	Material	1.0000	30.00	75.00		
Go Live/B...	7/29/2010	2010	7	Decrease	Posted	Expense	1.0000	0.00	100.00		
Go Live/B...	7/29/2010	2010	7	Increase	Posted	Other	1.0000	0.00	110.00		
Job Cost	7/29/2010	2010	7	Decrease	Posted	Deposit	0.0000	0.00	0.00		
FixedFee	7/29/2010	2010	7	Increase	Posted	Deposit Ap...	0.0000	0.00	75.00		
FixedFee/...	7/29/2010	2010	7	Increase	Posted	Fixed Fee ...	0.0000	0.00	125.00		

2. Select a Project/Task for which to enter adjustments, from the **Project/Task** field.
3. Edit, if necessary, the current Date from the **Date** field.
4. Edit, if necessary, the current Year from the **Fiscal Year** field.
5. Edit, if necessary, the current Period from the **Fiscal Period** field.
6. Select whether the Adjustment is going to be an increase or decrease from the **Increase/Decrease** field.
7. Select a Transaction Type to identify the Adjustment amounts from the **Type** field: **Time**, **Material**, **Expense**, **Other**, **Deposit**, **Deposit Applied**, and **Fixed Fee Billing**.
8. Select the Status of the Adjustment from the **Status** field: **Posted** or **Billed**.
9. Enter the Quantity amount for the Quantity used for the selected Type of transaction, to date in the **Quantity** field.
10. Enter the Extended Cost amount posted to date in the **Extended Cost** field.
11. Enter the Extended Income amount to date in the **Extended Income** field.
12. Enter a Description for the Adjustment into the **Description** field.
13. Enter, if applicable, an Additional Description for the Adjustment in the **Additional Description** field.
14. Select **Adjustments Journal** from the **Project Adjustments** menu.

Adjustments Journal Menu



Adjustments Journal Screen

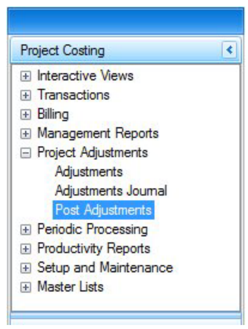


15. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

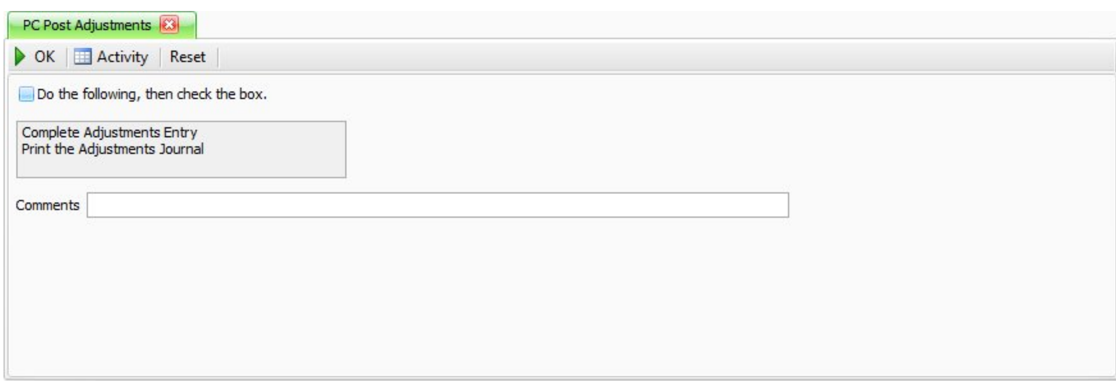
16. Select the **View Additional Descriptions** check box, if applicable, to include the additional description in the journal.

17. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
18. Select a command button:
19. Select **Post Adjustments** from the **Project Adjustments** menu.

Post Adjustments Menu



Post Adjustments Screen

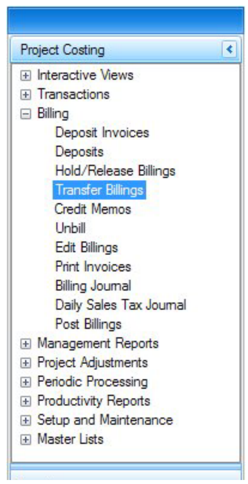


20. Complete Adjustments Entry.
21. Print the Adjustments Journal.
22. Select the **Do the following, then check the box check box**.
23. Enter Comments for the post, if applicable, in the **Comments** field.
24. Select a command button:

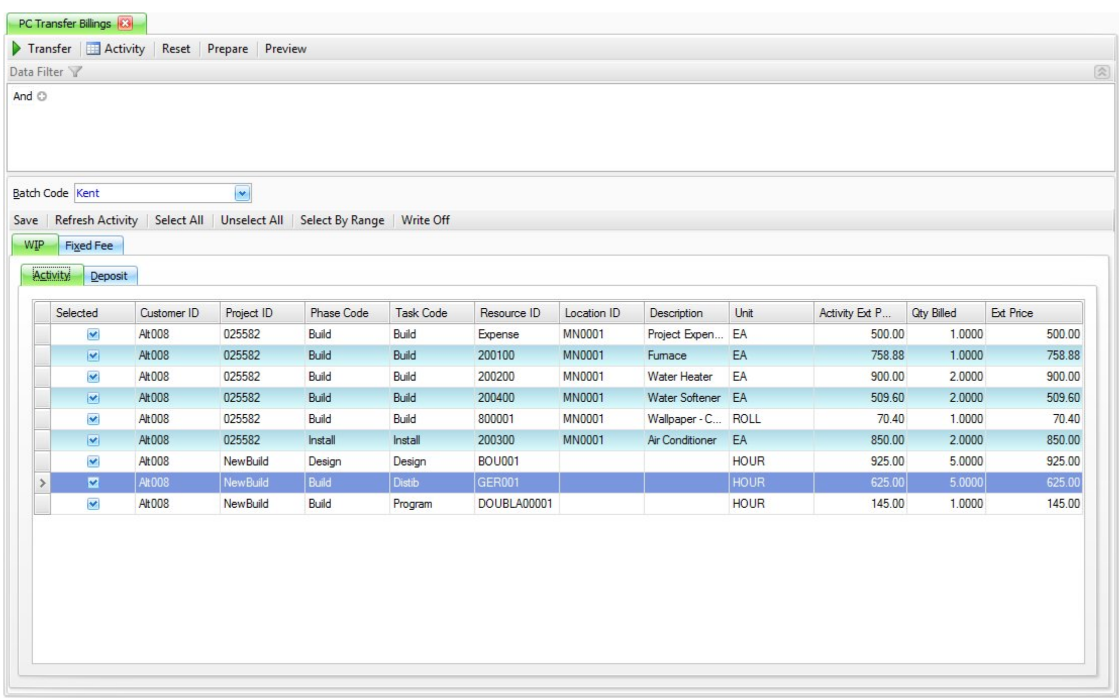
25. Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Billings Log appears.

26. Select **Transfer Billings** from the **Billing** menu.

Transfer Billings Menu



Transfer Billings Screen WIP Tab



27. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

28. Select a billing Batch Code from the **Batch Code** field.

29. Click the **Prepare** button, on the toolbar, to prepare billings.

30. Click the **Refresh Activity** button to refresh the list of transactions prepared for the Project/Task/Phase.

31. Select the **WIP** tab to prepare billings for General projects with the Billable box checked.

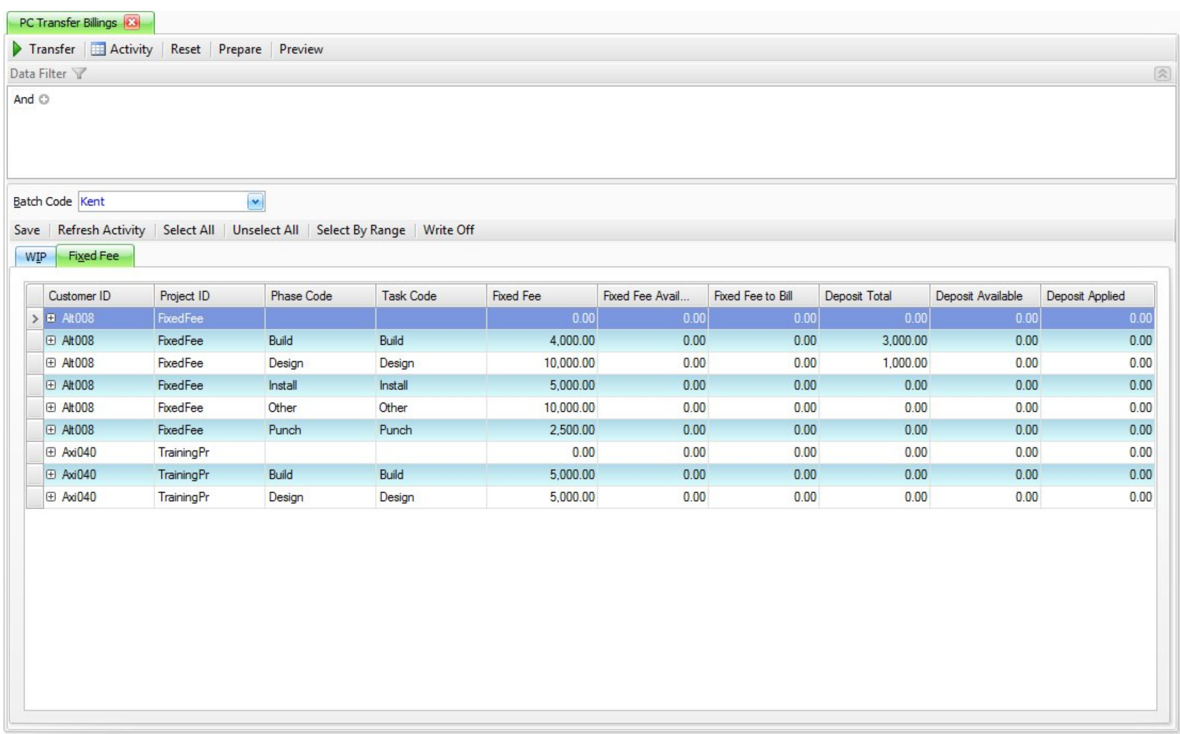
32. The **Customer ID**, **Projects/Phases/Tasks** that meet the filter criteria are displayed.

33. Enter the amount of the deposit to apply, if there is a **Deposit Available** amount to apply into the **Deposit Applied** box.

34. To view the activity for a Project or Task/Phase click on the Plus (+) sign next to the Customer/Project/Phase/Task for which to view the activity, and you will see a list of billings that have been prepared for the Project or Task/Phase.

35. Select the **Selected** check box for those transactions you want to transfer to invoices.

Transfer Billings Screen Fixed Fee Tab



36. Select the **Fixed Fee** tab to prepare billings for General projects with the Billable and Fixed Fee box checked, and for Job Costing type projects.

37. The Customers, Projects, Phases and Tasks that meet the filter criteria are displayed.

38. The remaining amount left to be billed from the original fixed fee amount will default into the **Fixed Fee to Bill** amount box. Accept this amount or edit it to the amount you want to transfer to an invoice in this transfer run.

39. Enter the amount of the deposit to apply, if there is a **Deposit Available** amount to apply into the **Deposit Applied** box.

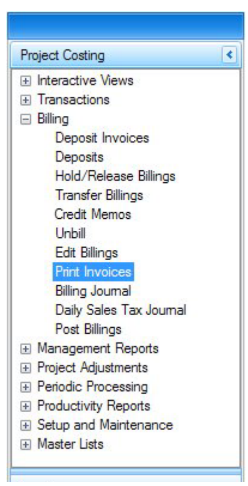
40. To view the activity for a Project or Task/Phase click on the Plus (+) sign next to the Customer/Project/Phase/Task for which to view the activity, and you will see a list of billings that have been prepared for the Project or Task/Phase.

41. Select the **Selected** check box for those transactions you want to change the status to Work In Process. The items will not be transferred to the invoice, but the status of the activity will be changed to WIP.

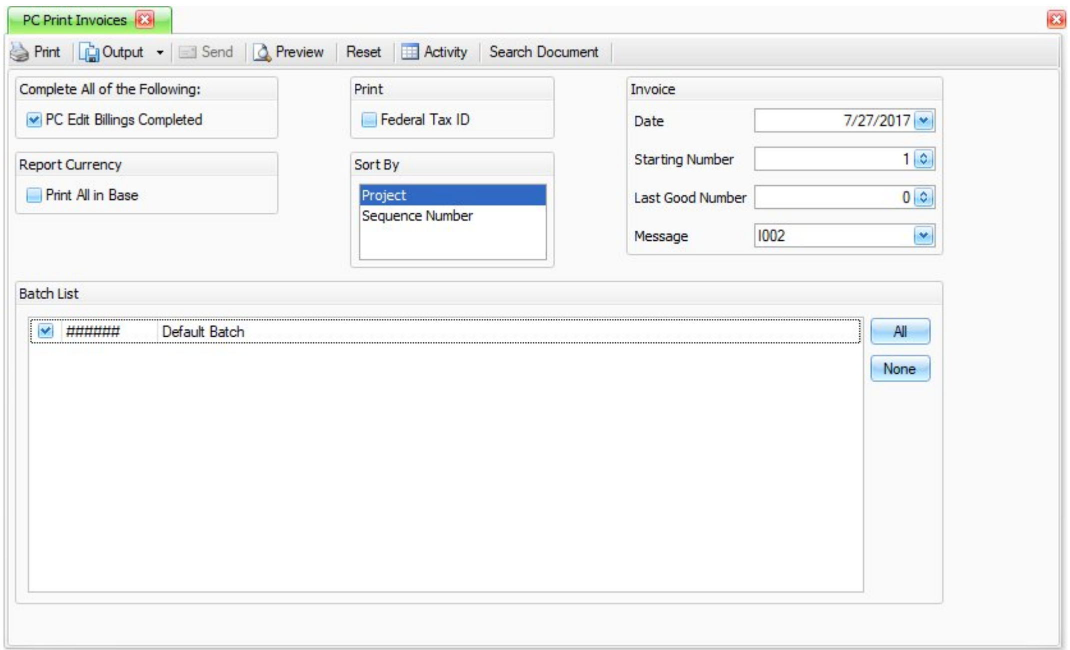
42. Click **Transfer** to begin processing.

43. Select **Print Invoices** from the **Billings** menu.

Print Invoices Menu



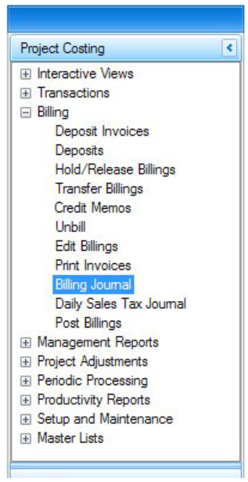
Print Invoices Screen



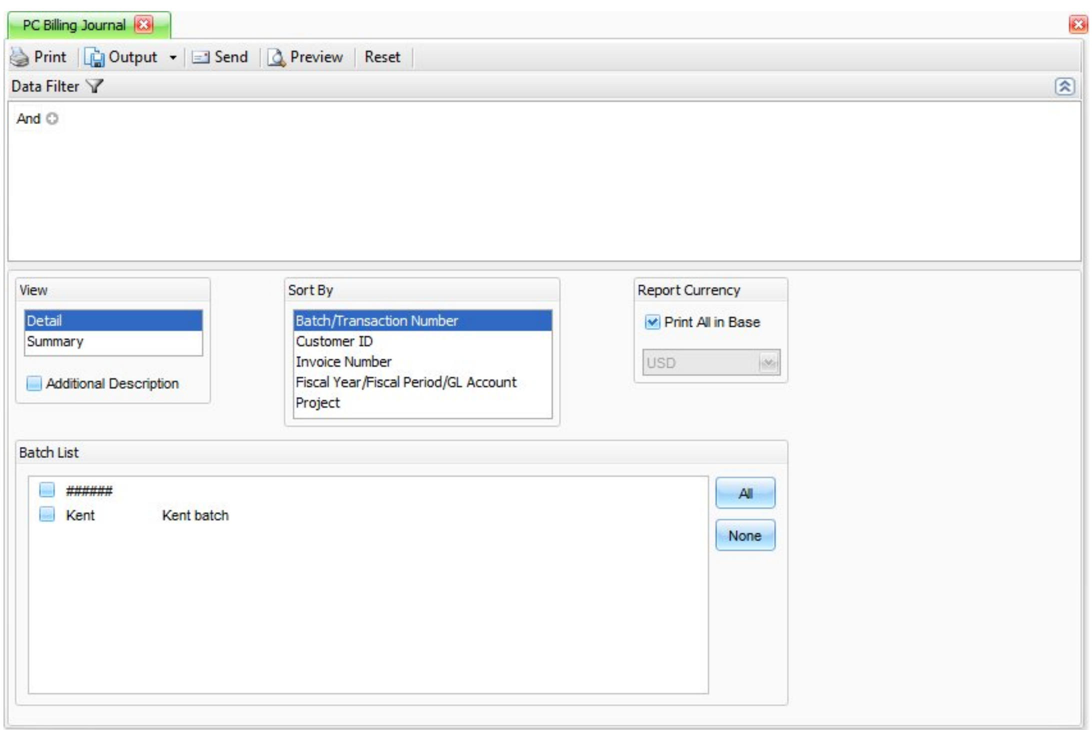
44. Select the check box confirming that **PC Edit Billings is Completed**.
45. Select the **Batches** for which you want to print invoices. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches. This option is available only if you elected to use batch processing in the **Business Rules** function on the **System Manager, Company Setup** menu.
46. To print the **Federal Tax ID** for the current company at the bottom of the invoice, select the check box; otherwise, clear the check box.
47. Enter the **Date** to be printed on the invoices or credit memos.
48. Enter the **Starting Invoice Number** or use the default. The invoice number cannot include letters.
49. If you are reprinting invoices, enter the number of the **Last Good Number** that was printed correctly. Print the **Billing Journal** to serve as a record of invoice numbers.
50. Select a **Message** to print on the invoices. The messages will come from the Accounts Receivable, Setup and Maintenance, Invoice Messages function.
51. Select a command button:

52. Select **Billing Journal** from the **Billing** menu.

Billing Journal Menu



Billing Journal Screen



53. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all customer IDs.

54. Select the amount of information to **View** in the journal. **Summary** or **Detail** versions of the report.

55. To **Print Additional Descriptions** on the journal, select the check box; otherwise, clear it.

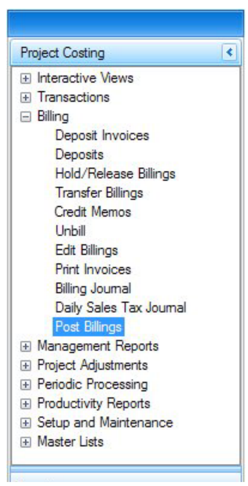
56. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

57. Select the **Sort** criterion for the journal: **Batch/Transaction Number**, **Customer ID**, **Invoice Number**, **Fiscal Year GL Period/GL Account**, and **Project**.

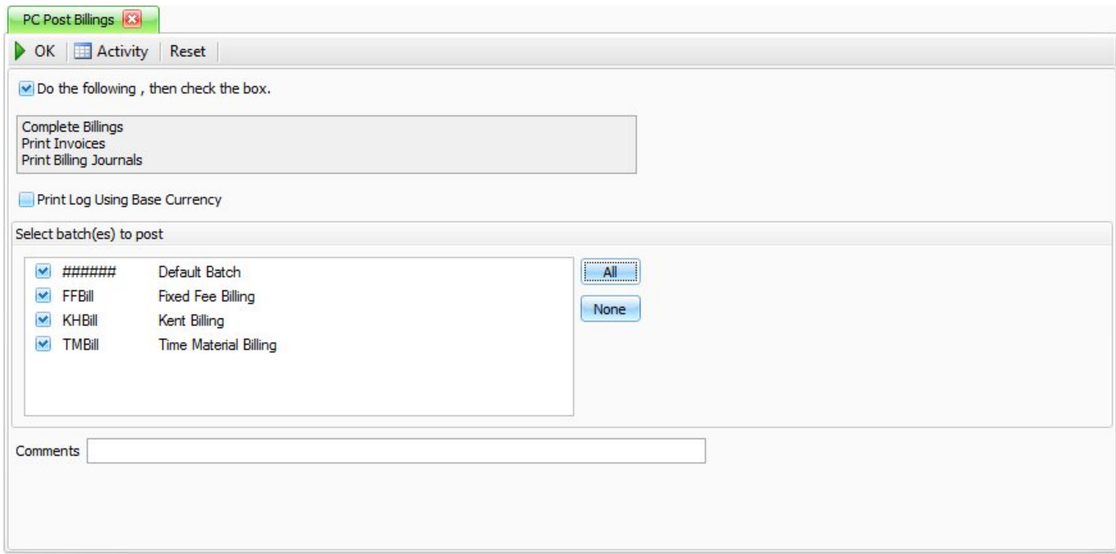
58. Select a command button:

59. Select **Post Billings** from the **Billing** menu.

Post Billings Menu



Post Billings Screen



60. After you **Complete Billing** and **Print Billing Journal** and **Print Invoices**, select the check box.

61. Select the **Batches** to include in the post. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

62. Enter **Comments** for the post, if applicable.

63. Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Billings Log appears.

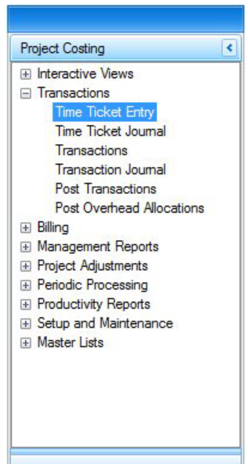
Detail Method

The detail method provides complete activity and billing history, but it takes more time than the summary method.

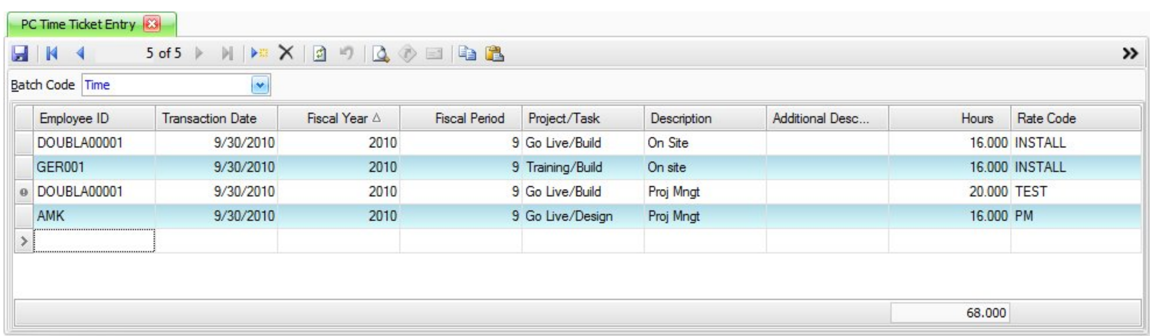
The detail method consists of the following steps:

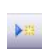
1. Select **Time Ticket Entry** from the **Transactions** menu.

Time Ticket Entry Menu



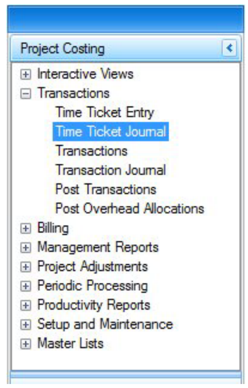
Time Ticket Entry Screen - Summary



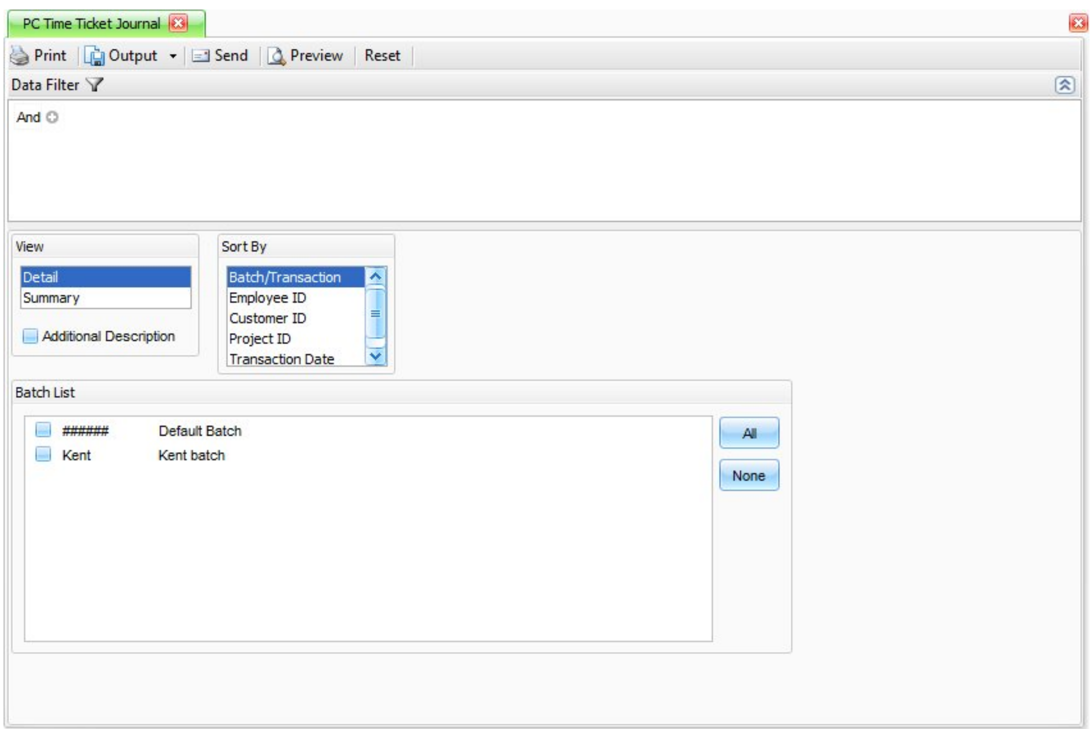
2. Select a Batch Code for which to associate a time ticket from the **Batch Code** field.
3. Click the **New Record** button  , on the toolbar, to open a blank Time Ticket record.
4. Select the Employee to include in the Time Ticket from the **Employee ID** field.
5. Edit, if necessary, the **Transaction Date**, **Fiscal Year**, and **Fiscal Period** fields; otherwise accept the defaults.
6. Select a Project for which to associate the Employee's hours, from the **Project/Task** field.
7. Enter, if applicable, a Description for the project in the **Additional Description** field.
8. Enter the number of Hours the Employee worked in the **Hours** field.

9. Select a pay rate for the Employee from the **Rate Code** field.
10. Select **Time Ticket Journal** from the **Transactions** menu.

Time Ticket Journal Menu



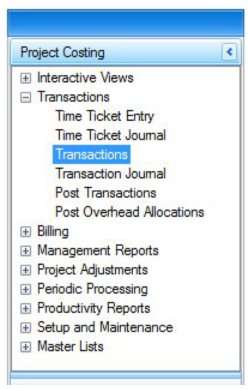
Time Ticket Journal Screen



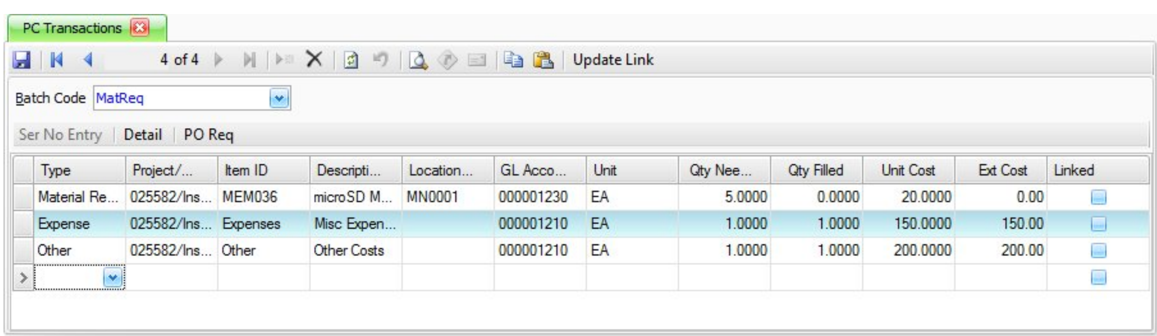
11. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

12. Select the amount of information to **View** in the journal. **Summary** or **Detail** versions of the report.
13. Select the **Print Additional Descriptions** check box, if applicable, to include additional descriptions in the journal.
14. Select the **Sort By** criterion for the journal: **Batch/Transaction**, **Employee ID**, **Customer ID**, **Project ID**, and **Transaction Date**.
15. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
16. Select a command button:
17. Select **Transactions** from the **Transactions** menu.

Transactions Menu



Transactions Screen



18. Select a **Batch Code** for which to associate a transaction from the Batch Code field.

19. Click the **New Record** button , on the toolbar, to open a blank Transaction record.

20. Select the Type of Transaction from the **Type** field.

21. Select the Project/Task from the **Project/Task** field.

22. Select or enter the **Item ID** for the Transaction.

23. Select or enter the **Location ID** for the Transaction.

24. Enter a **Description** or accept the Description from your Item selection.

25. Enter the **Quantity Needed** for the Transaction.

26. Enter the **Quantity Filled** for the Transaction.

27. Enter the **Unit** of measure to use for the Transaction or accept the Unit brought in from the Item selected.

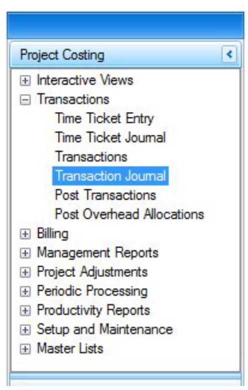
28. Enter the **Unit Cost** to use for the Transaction, or accept the cost brought in from the Item.

29. The **Extended Cost** is calculated from the quantity times the unit cost. This field is not allowed to be edited.

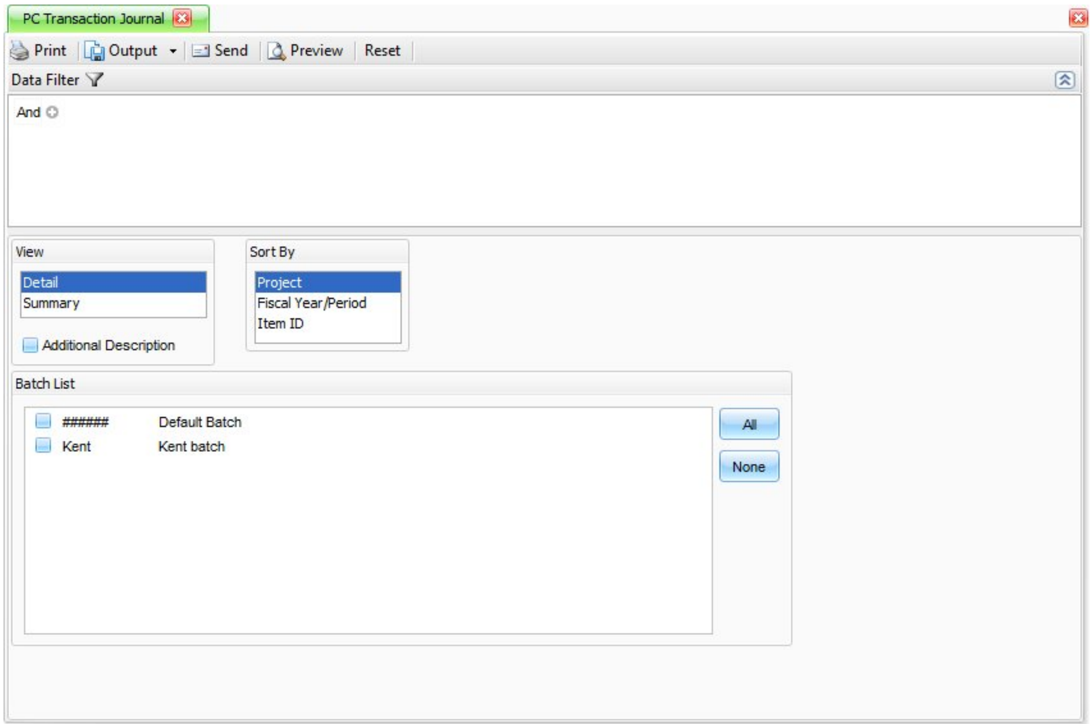
30. Enter all remaining Transactions for open Projects with activity.

31. Select **Transaction Journal** from the **Transactions** menu.

Transaction Journal Menu



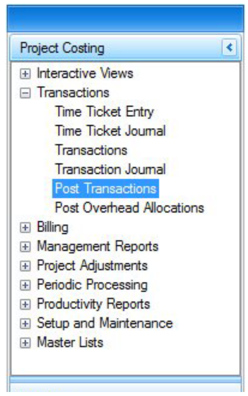
Transaction Journal Screen



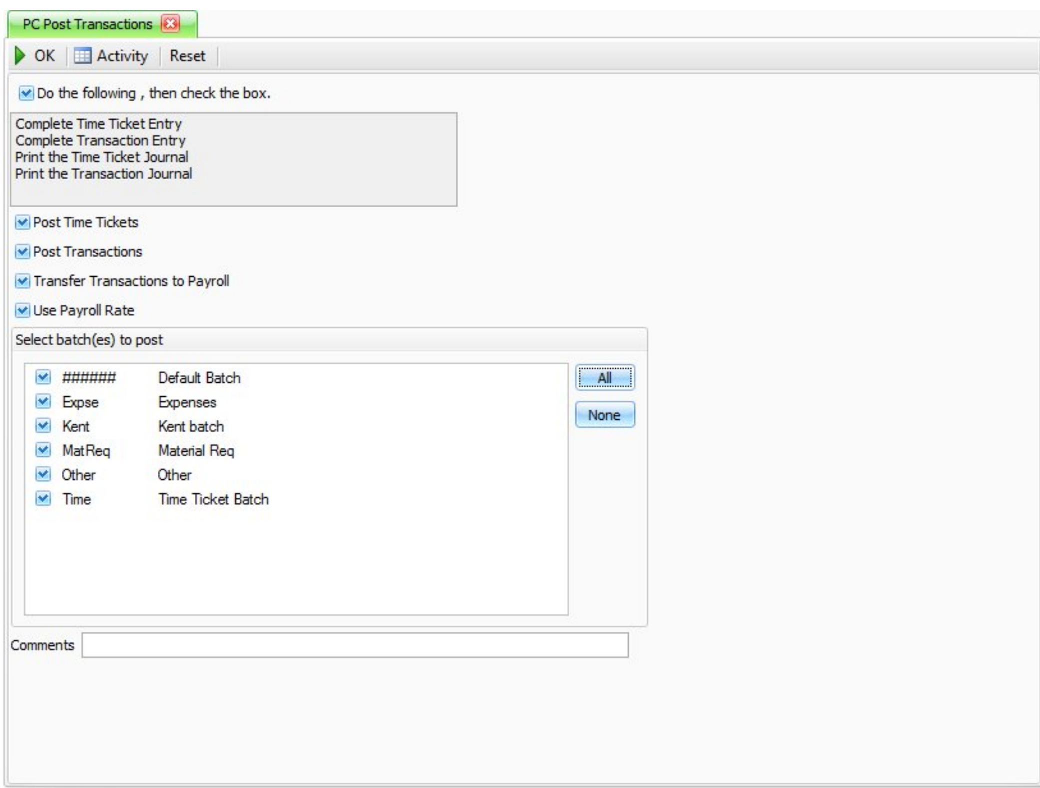
32. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
33. Select the amount of information to **View** in the journal. **Summary** or **Detail** versions of the report.
34. Select the **Print Additional Descriptions** check box, if applicable, to include Additional Descriptions in the journal.
35. Select the **Sort By** criterion for the journal: **Project**, **Fiscal Year/Period**, and **Item ID**.
36. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
37. Select a command button:

38. Select **Post Transactions** from the **Transactions** menu.

Post Transactions Menu



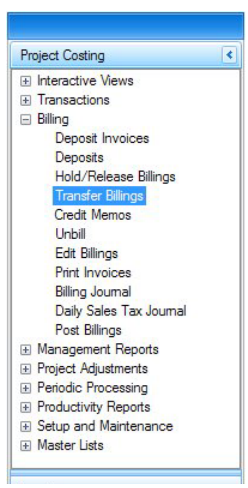
Post Transactions Screen



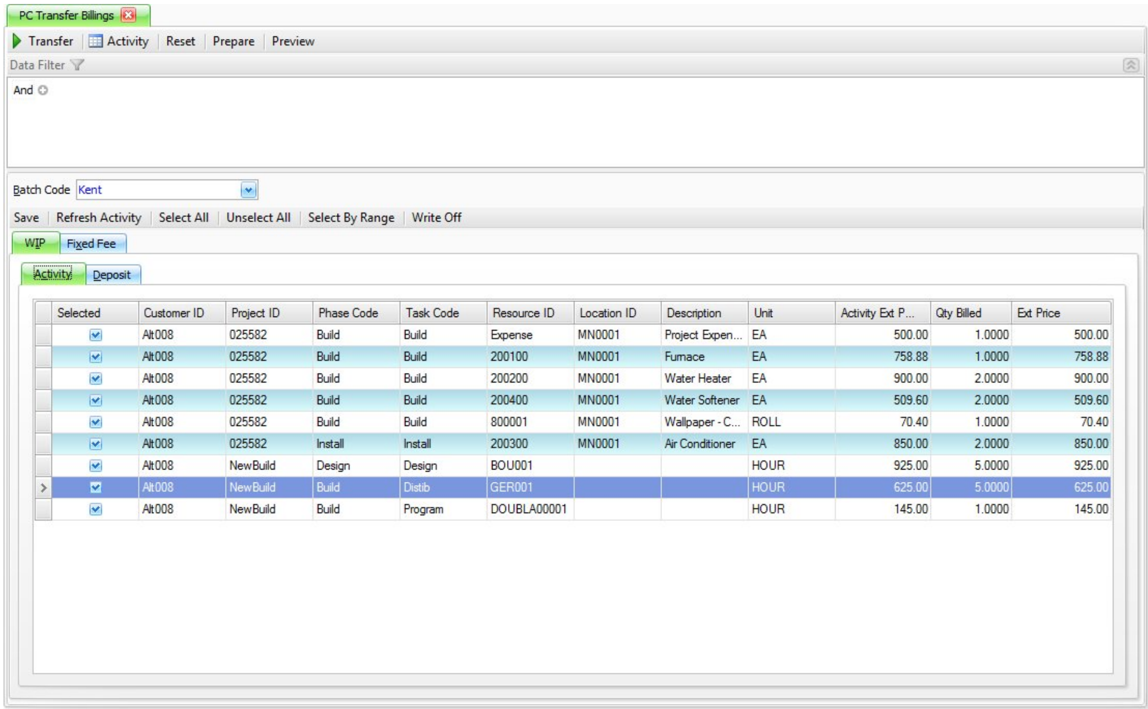
39. **Complete Time Ticket Entry**.

40. **Complete Transaction Entry**.
41. **Print the Time Ticket Journal**.
42. **Print the Transaction Journal**.
43. Select the **Do the following, then check the box check box**.
44. Select the **Post Time Tickets** check box, if applicable, to post time ticket charges.
45. Select the **Post Material Transactions** check box, if applicable, to post material transactions.
46. Select the **Transfer Transactions to Payroll** check box, if applicable, to transfer information to the Payroll transactions tables.
47. Select the **Use Payroll Rate** check box, if applicable, to use Employee rates recorded in the Payroll Employee Information function to calculate labor costs.
48. Select the **Batches** to include in the post. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
49. Enter Comments for the post, if applicable, in the **Comments** field.
50. Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log appears.
51. Select **Transfer Billings** from the **Billing** menu.

Transfer Billings Menu



Transfer Billings Screen WIP Tab



52. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

53. Select a billing Batch Code from the **Batch Code** field.

54. Click the **Prepare** button, on the toolbar, to prepare billings.

55. Click the **Refresh Activity** button to refresh the list of transactions prepared for the Project/Task/Phase.

56. Select the **WIP** tab to prepare billings for General projects with the Billable box checked.

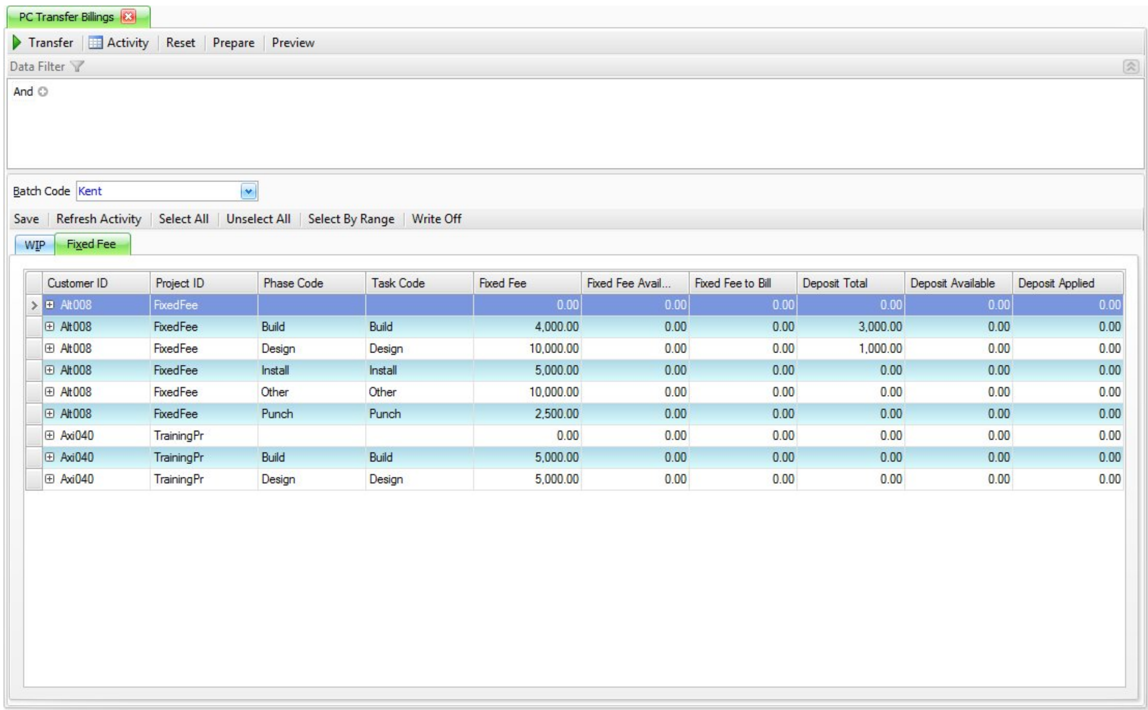
57. The **Customer ID**, **Projects/Phases/Tasks** that meet the filter criteria are displayed.

58. Enter the amount of the deposit to apply, if there is a **Deposit Available** amount to apply into the **Deposit Applied** box.

59. To view the activity for a Project or Task/Phase click on the Plus (+) sign next to the Customer/Project/Phase/Task for which to view the activity, and you will see a list of billings that have been prepared for the Project or Task/Phase.

60. Select the **Selected** check box for those transactions you want to transfer to invoices.

Transfer Billings Screen Fixed Fee Tab



61. Select the **Fixed Fee** tab to prepare billings for General projects with the Billable and Fixed Fee box checked, and for Job Costing type projects.

62. The Customers, Projects, Phases, and Tasks that meet the filter criteria are displayed.

63. The remaining amount left to be billed from the original fixed fee amount will default into the **Fixed Fee to Bill** amount field. Accept this amount or edit it to the amount you want to transfer to an invoice in this transfer run.

64. Enter the amount of the deposit to apply, if there is a **Deposit Available** amount to apply into the **Deposit Applied** box.

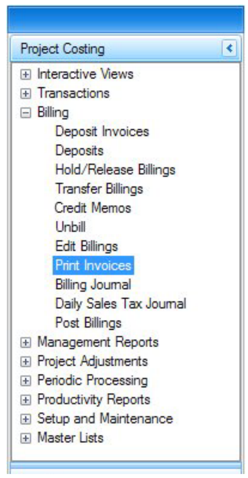
65. To view the activity for a Project or Task/Phase click on the Plus (+) sign next to the Customer/Project/Phase/Task for which to view the activity, and you will see a list of billings that have been prepared for the Project or Task/Phase.

66. Select the **Selected** check box for those transactions you want to change the status to Work In Process. The items will not be transferred to the invoice, but the status of the activity will be changed to WIP.

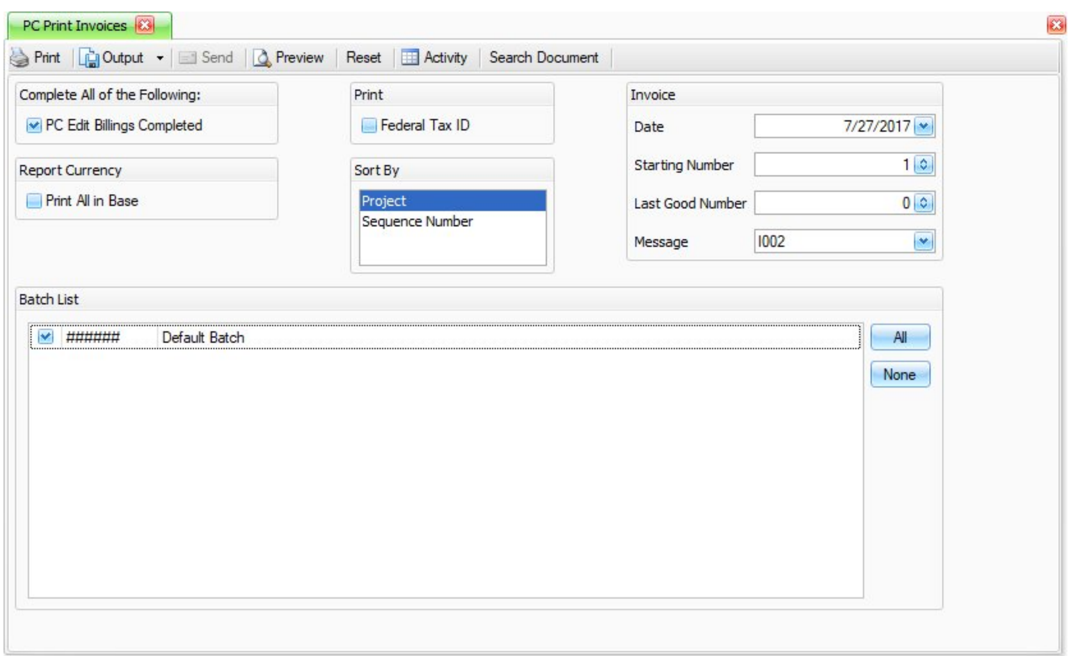
67. Click **Transfer** to begin processing.

68. Select **Print Invoices** from the **Billings** menu.

Print Invoices Menu



Print Invoices Screen



69. Select the check box confirming that **PC Edit Billings is Completed**.

70. Select the **Batches** for which you want to print invoices. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches. This option is available only if you elected to use batch processing in the Business Rules function on the System Manager, Company Setup menu.

71. To print the **Federal Tax ID** for the current company at the bottom of the invoice, select the check box; otherwise, clear the check box.

72. Enter the **Date** to be printed on the invoices or credit memos.

73. Enter the **Starting Invoice Number** or use the default. The invoice number cannot include letters.

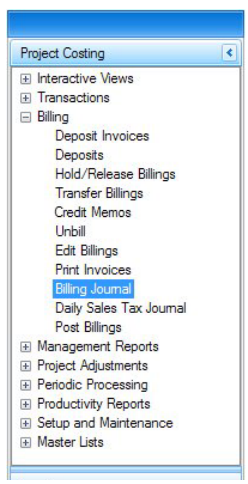
74. If you are reprinting invoices, enter the number of the **Last Good Number** that was printed correctly. Print the **Billing Journal** to serve as a record of invoice numbers.

75. Select a **Message** to print on the invoices. The messages will come from the Accounts Receivable, Setup and Maintenance, Invoice Messages function.

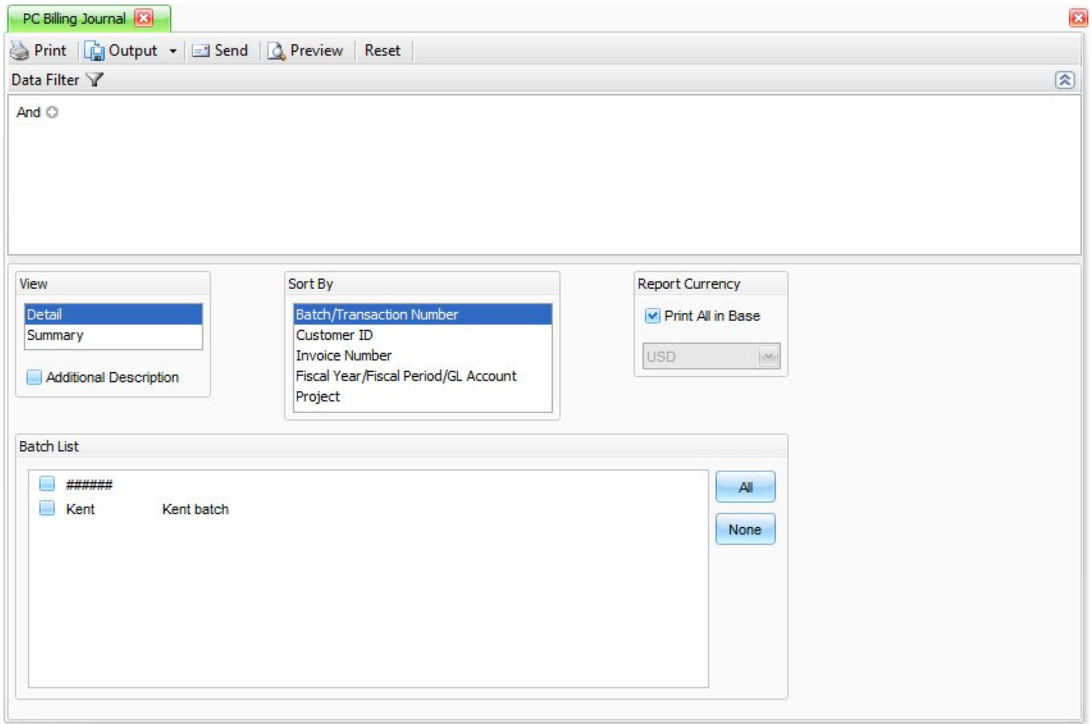
76. Select a command button:

77. Select **Billing Journal** from the **Billing** menu.

Billing Journal Menu



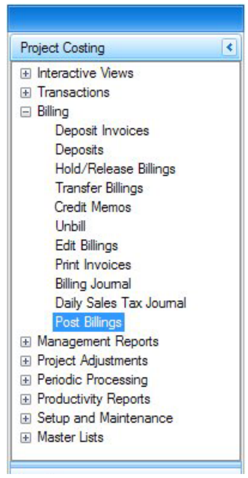
Billing Journal Screen



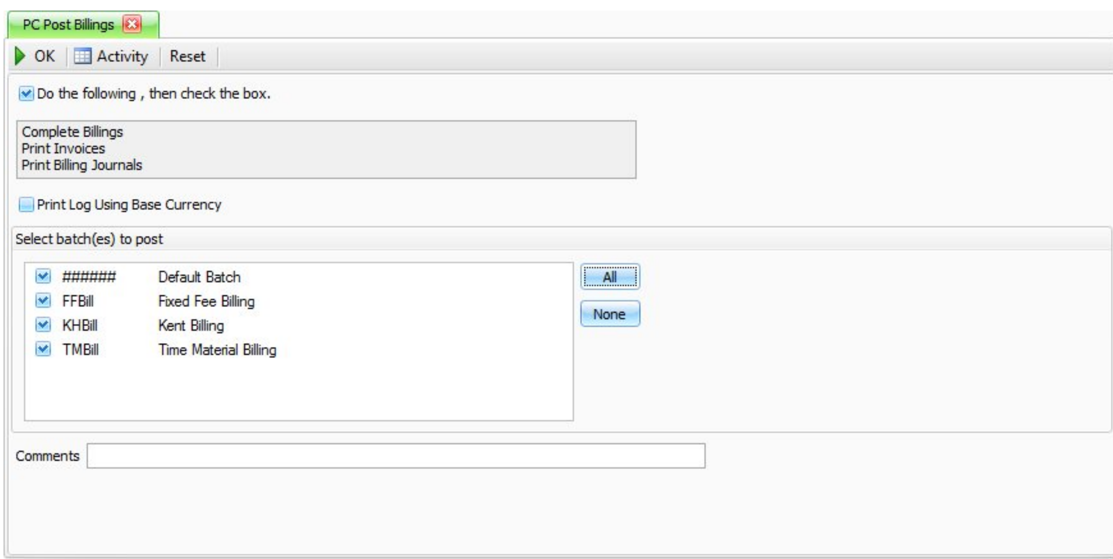
78. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all customer IDs.
79. Select the amount of information to **View** in the journal. **Summary** or **Detail** versions of the report.
80. To **Print Additional Descriptions** on the journal, select the check box; otherwise, clear it.
81. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
82. Select the **Sort** criterion for the journal: **Batch/Transaction Number**, **Customer ID**, **Invoice Number**, **Fiscal Year GL Period/GL Account**, and **Project**.
83. Select a command button:

84. Select **Post Billings** from the **Billing** menu.

Post Billings Menu



Post Billings Screen



85. After you **Complete Billing** and **Print Billing Journal** and **Print Invoices**, select the check box.

86. Select the **Batches** to include in the post. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

87. Enter **Comments** for the post, if applicable.

88. Select a command button:

89. Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Billings Log appears.

3

IMPLEMENTING PROJECT COSTING

3

IMPLEMENTING PROJECT COSTING

OVERVIEW

The implementation stage involves putting data into the system, making it current, and producing lists.

Use the **Business Rules** functions from the **Company Setup** menu in **System Manager** to determine how your application will work with your TRAVERSE system.

Define the IDs and codes you plan to use.

- When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:
- Do not use the following characters in an ID or code: | “ ' & #.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize customers by name, put the first characters of the customer name in the customer ID.
- To ensure that new items can be inserted into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.

Set up Tax Classes, Tax Locations, and Tax Location Groups. See Tax Locations and Tax Location Groups in the General Information Guide.

With the functions on the Setup and Maintenance menu you can perform the following tasks:

- Use the **Projects** (page 3-59) function to set up and maintain Project structures.
- Use the **Estimates** (page 3-75) function to enter estimates for Time, Material, Expense, and Other.
- Use the **Phase Codes** (page 3-17) function to create a list of all valid Phase Codes to be used in setting up Project structures.

- Use the **Task Codes** (page 3-21) function to create a list of all valid Task Codes to be used in setting up Project structures.
- Use the **Distribution Codes** (page 3-25) function to set up codes that define the collection of General Ledger Account IDs that will be used in posting Project related transactions.
- Use the **Overhead Allocation Codes** (page 3-31) function to set up codes that define the basis of the formulas used in allocating overhead to Project related transactions.
- Use the **Transaction Batch Codes** (page 3-35) function to create and maintain Batches that are used in Time Ticket and Transaction entry.
- Use the **Billing Batch Codes** (page 3-41) function to create and maintain Batches that are used in billing entry.
- Use the **Rate Codes** (page 3-47) function to set up Rate Codes to be used when entering time recorded Projects.
- Use the **Employee Rates** (page 3-51) function to enter billing and cost rates for Employees, using the Rate Codes, when recording time to projects.

The Project Structure

All Projects can be defined in terms of three levels, i.e., Project, Phase, and Task. The underlying costs associated with a Project are categorized as either time or material. The term Resource is used to describe the entity or source associated with the cost and corresponding income to be recognized. Projects can be assigned to Customers, Customers are set up in Accounts Receivable, and there is no limit to the number of Customers or Projects that can be set up.

When charges are made to a Project, they can be made to any level in the Project structure. Let's say that a Project is structured to have Tasks and at least one of the Tasks is structured to have Phases. All charges can be made to the Task level. When Tasks and Phases exist, charges can be made to the Task and Phase level. In this example charges can also be made to the Project level.

Any number of Projects can be set up for a given Customer. When a Project is selected within a specific Customer context, you will see only those Projects that were set up for that Customer. The same holds true for Phases and Tasks in the context of the respective Project and/or Phase that are current.

Phase Codes and Task Codes must be set up on a company-wide basis before they can be used in a Project. This requirement is imposed to provide the ability to maintain a structure within the company that is conducive to making comparisons between Projects. There is no limit to the number of Phase Codes and Task Codes that are used.

Project Types

The number of Project Types has decreased. Now the project types consist of **General**, **Job Costing**, and **Administrative** projects. A project can still have a **Billable** or **Speculative** status if you select the appropriate check box when creating the Project. The table below shows the variation between setting up different Project Types in previous versions of TRAVERSE and the current version.

Previous versions of TRAVERSE	TRAVERSETRAVERSE version 11
Administrative	Administrative*
Billable	General, with the Billable check box selected
Billable - Fixed Fee	General, with the Billable check box selected and Fixed Fee box checked
Non-Billable	General, with the Billable check box unchecked
Job Costing	Job Costing
Speculative	General, with the Speculative check box selected

*Administrative projects can have tasks associated with them.

You can associate Expense and Other activity types with Projects, as well as view detailed estimates for all activity types.

Billable

There are two types of Billable Projects. Projects that are not fixed fee projects accrue income with each cost incurred and billings are based upon those accruals. Billings for fixed fee projects, on the other hand, bill independently of the income accrued. For both types of Billable Projects, the total income accrual is reconciled to the actual billed amount and the difference is accounted for as either a write-up or a write-down before the project can be closed.

Speculative

A project set up as a General type with the Speculative box checked is considered a Speculative project. A Speculative type represents a Project, Phase, or Task that also accrues income with each cost incurred. However, billings cannot be created for Customers. This type is provided as a vehicle for assigning resources used to Projects/Phases/Tasks that are prospective. A Speculative Project can be changed to “Billable” or “Job Costing” but a General Ledger journal entry may be required if different income and cost accounts will be used after it is changed. If it is changed to “Job Costing”, any income accrued to date will be ignored.

Non-Billable

A Project set up as a General type with the Billable box unchecked is considered a Non-Billable Project. A Non-Billable type represents a Project, Phase, or Task that neither accrues income nor allows billings. The General Ledger Distribution Code used should include the proper "Cost" account to assure that the correct asset or expense account is debited when transactions are posted.

Administrative

Administrative Projects are similar in nature to the "Non-Billable" type. Income does not accrue and billings are never allowed. An Administrative Project can have Phases or Tasks. Also note that the year-end processing function will purge the transaction history file of all transactions related to this type.

Job Costing

A Job Costing project is one which does not accrue income with each cost incurred but does allow billings. All costs incurred are accumulated for cost tracking purposes and accounted for in the General Ledger as Work In Process. Only fixed fee billings are allowed for this type. A function is provided to post deferred Project costs and fixed fee billings to the cost and income accounts assigned to the particular Project, Phase, or Task.

BUSINESS RULES

Use the **Business Rules** function to define application interfaces and general information about Project Costing functions.

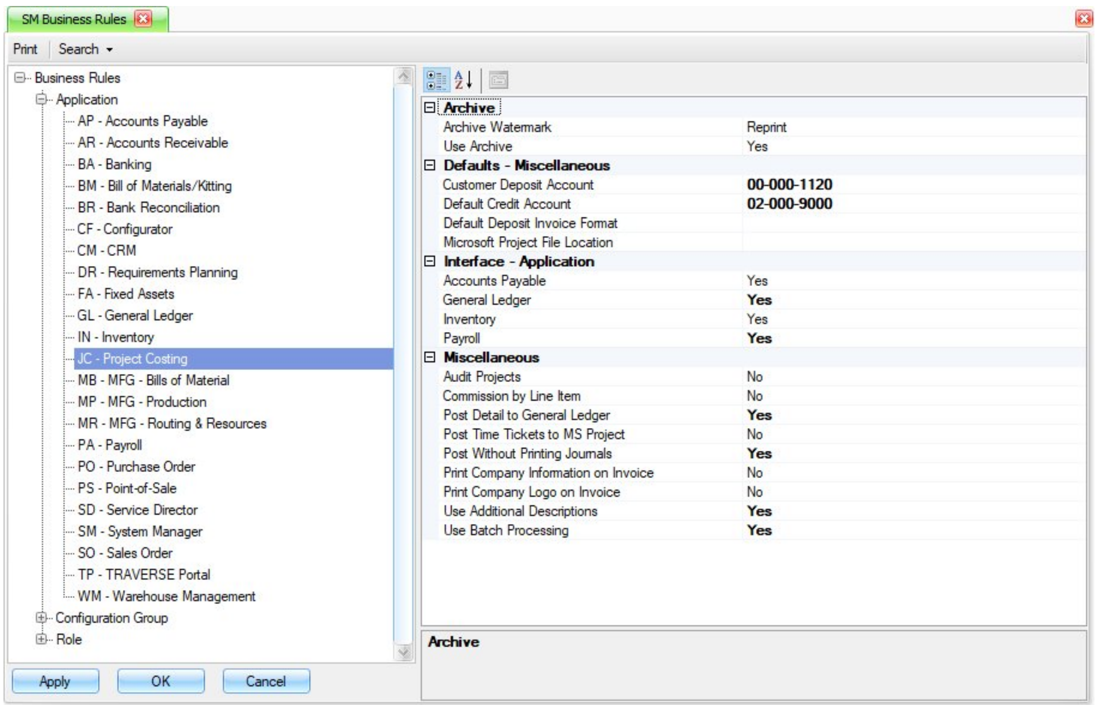
To set up the **Business Rules** for Project Costing, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu

2. The **Business Rules** screen appears. Select **Project Costing** from the Applications list.

Business Rules Screen



Archive

3. **Archive Watermark**: Enter the watermark text to be printed on archived documents.
4. **Use Archive**: Select **Yes** to utilize the document archiving functionality for storing and reprinting documents (you must also select **Yes** in the **Business Rules Archive Configuration Group**).

Defaults - Miscellaneous

5. **Customer Deposit Account**: Select an Account ID to use for tracking Deposits you enter in the Deposits function. If you interface Project Costing with General Ledger, the system posts Deposit amounts to the Account ID you specify here. If you have chosen not to interface with General Ledger, enter the Account ID you want to use for these Deposits on the posting logs.
6. **Default Credit Account**: Select an Account ID to use as the Default Credit Account. This Account ID will be credited by default in **Requisition** transactions for the **Expense** and **Other** type transactions.

7. **Default Deposit Invoice Format**: If you have designed an invoice format to be used with the Deposit Invoices function, browse and select the invoice format to be used as a default when printing deposit invoices.

8. **Microsoft Project File Location**: Enter the path where the MS Project files that you want to import into Project Costing reside. The system uses this path as the default project path when you use the Import from MS Project function to import project information from a project maintained in MS Project. If the path you enter here is not correct for the project at the time of import, you can enter a different path in the Import from MS Project function.

NOTE: This functionality is currently not available.

Interface - Application

9. **Accounts Payable**: Select **Yes** to interface Project Costing with Accounts Payable. This will allow you to enter Accounts Payable invoices and Purchase Orders and post the costs to Projects.

10. **General Ledger**: Select **Yes** to interface Project Costing with General Ledger; otherwise, select **No**. When Project Costing is interfaced with General Ledger, posting in Project Costing makes entries in the GL Journal for transactions that affect the ledger.

11. **Inventory**: Select **Yes** to interface Project Costing with Inventory. This will allow you to enter material requisitions into Project Costing and have the transactions effect your Inventory quantity and bring in the details for the Inventory Items. Select **No** to leave the interface to Inventory off. You will be able to select System Manager Description Items when entering Material Requisitions.

12. **Payroll**: Select **Yes** to interface Project Costing with Payroll. Interfacing with Payroll allows Project Costing to access Employee Information from, and post dollar and labor amounts to Payroll data. If you choose **No** to not interface with Payroll, Project Costing accesses Employee information from the System Manager Employee function instead.

Miscellaneous

13. **Audit Projects**: Select **Yes** to maintain a transactional log of changes that are made to projects.

14. **Commission by Line Item**: Select **Yes** to post AR Commission using the sales representative's information from the line items on the project invoices; otherwise, select **No** to post to the AR Commission using the sales representative's information from the header on the project invoices.

15. **Post Detail to General Ledger**: Select **Yes** to post line-item detail information to General Ledger when you post Time Tickets, Transactions, and Billings; otherwise, select **No** to post only the summary information.

16. **Post Time Tickets to MS Project**: Select **Yes** to update time values for resources in Microsoft Project when you post time tickets. When you select this option, time values for Resources, Tasks, and Phases in Projects you also track in MS Project are updated when you post time tickets. In addition, you can print an extra log after you post time tickets to describe which updates were made and note errors that occurred during the update, if any.
17. **Post Without Printing Journals**: Select **Yes** if you want to be able to post without printing the reports listed on post screens. If you select **No** in this field, posting will not proceed until you have printed the required reports.
18. **Print Company Information on Invoice**: Select **Yes** to include company information on invoices.
19. **Print Company Logo on Invoice**: Select **Yes** to include the company logo on invoices.
20. **Use Additional Descriptions**: Select **Yes** to allow for the entry of Additional Description information while entering Time Tickets, Transactions, and Billings. If you select **No** in this field, the Additional Description field does not appear on the Time Ticket Entry, Transactions, and Edit Billings screens in the detail view.
21. **Use Batch Processing**: Select **Yes** to use Transaction and Billing Batch Codes; otherwise, select **No**.
22. Click **Print** to preview and print a report showing your selected business rules.
23. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.

Name	Description
Search	Perform a wildcard search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

Business Rules Report

Continental Products Unlimited
Business Rules List

Page 1

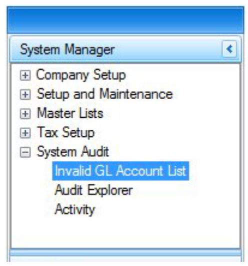
Application	Group	Description	Current Value	Default Value
JC - Project Costing				
	Archive			
		Archive Watermark	Reprint	Reprint
		Use Archive	Yes	Yes
	Defaults - Miscellaneous			
		Customer Deposit Account	00-000-1120	-
		Default Credit Account	02-000-9000	-
		Default Deposit Invoice Format		-
		Microsoft Project File Location		-
	Interface - Application			
		Accounts Payable	Yes	Yes
		General Ledger	Yes	No
		Inventory	Yes	Yes
		Payroll	Yes	No
	Miscellaneous			
		Audit Projects	No	No
		Commission by Line Item	No	No
		Post Detail to General Ledger	Yes	No
		Post Time Tickets to MS Project	No	No
		Post Without Printing Journals	Yes	No
		Print Company Information on Invoice	No	No
		Print Company Logo on Invoice	No	No
		Use Additional Descriptions	Yes	No
		Use Batch Processing	Yes	No

7/25/2017 11:03 AM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

Invalid GL Account List

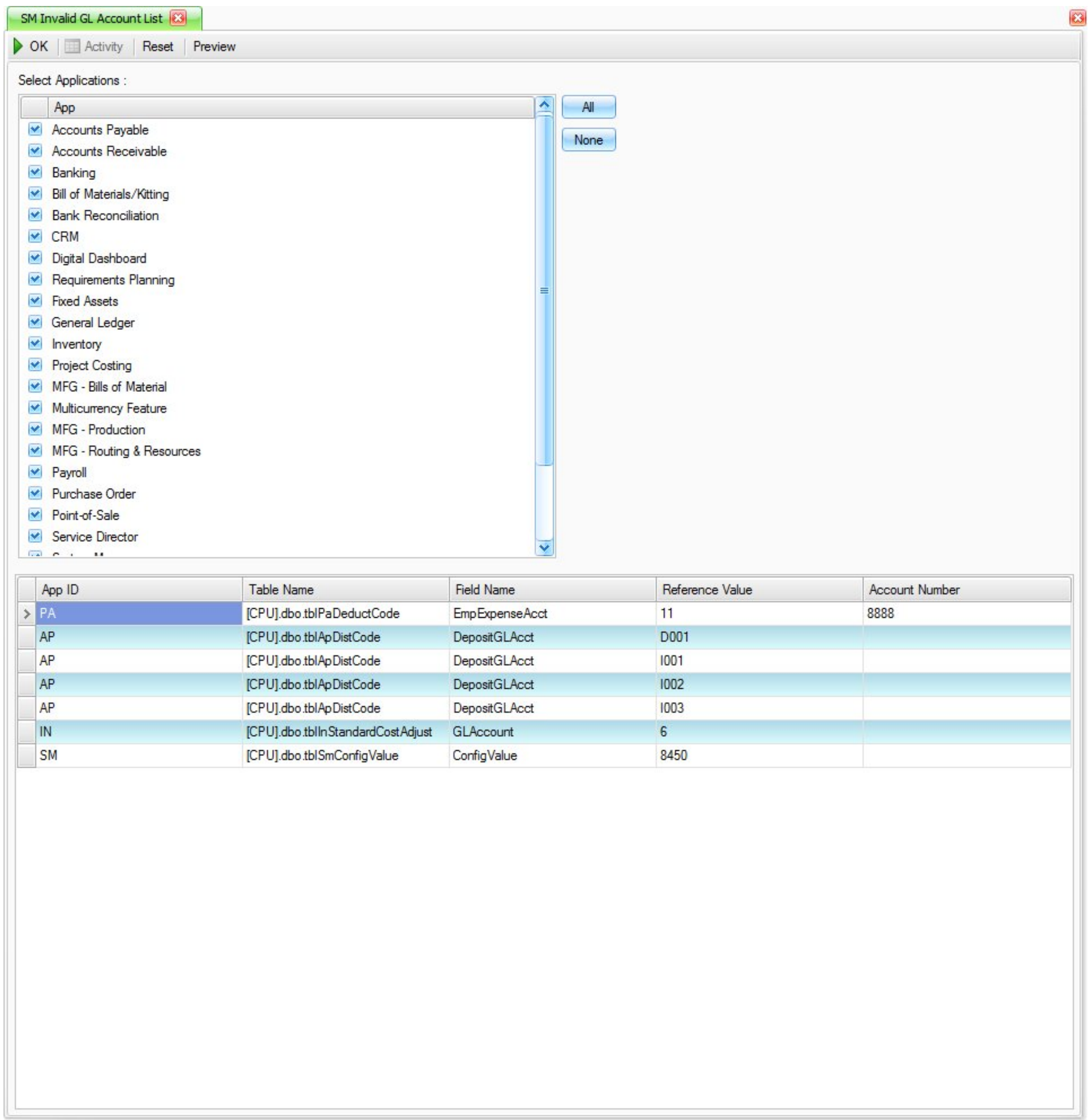
1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu



2. The Invalid **GL Account List** screen appears.

Invalid GL Account List Screen



3. Select the **Applications** you want to check for invalid GL Accounts. If you want to select all applications, click the **Select All** button.

4. Click **OK** to start the search for invalid GL Accounts.

5. If one of your selected applications has invalid GL accounts the grid at the bottom of the screen will display the invalid account records.

Field Descriptions

6. Select a command button:

Command Buttons

Name	Description
OK	Will start the search for invalid accounts
Reset	Will reset all to the defaults
Preview	Preview the list on your monitor.

Invalid GL Accounts List

Continental Products Unlimited
SM Invalid GL Account List

Page 1

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021

PHASE CODES

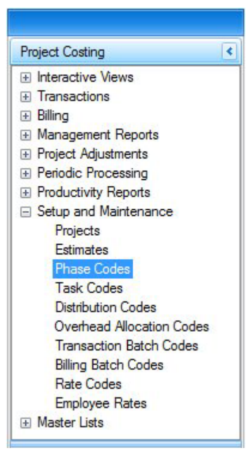
Use the **Phase Codes** function to define the Phase Codes and IDs your Projects use. Assign these Phase Codes to Projects using the Projects function.

Phase Codes are not allowed to be added without Task Codes being assigned to Projects.

To set up **Phase Codes**, follow these steps:

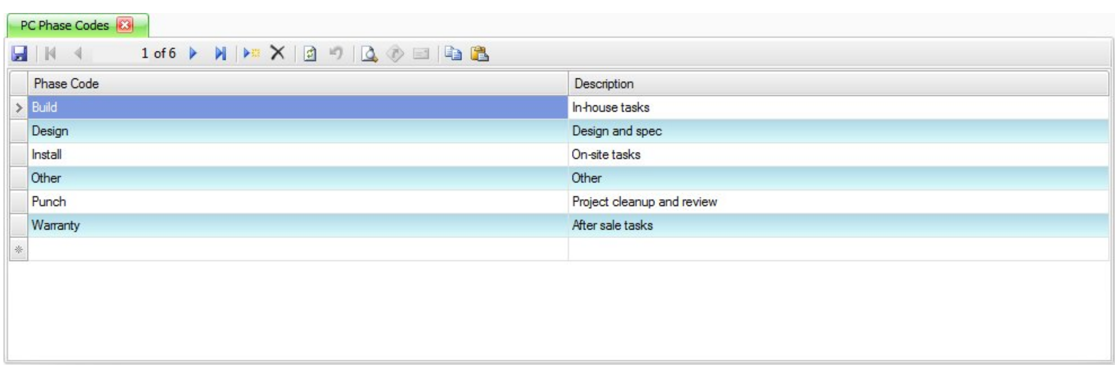
1. Select **Phase Codes** from the **Setup and Maintenance** menu.

Phase Codes Menu



2. The **Phase Codes** screen appears.

Phase Codes Screen



3. Enter a new code in the **Phase Code** field.

4. Enter a Description of the new Phase Code in the **Description** field.

Task Summary

To create a new Phase Code follow these steps:

1. Click the **New Record** button, on the toolbar, to open a blank Phase Code record.
2. Enter a new code in the **Phase Code** field.
3. Enter a Description of the new Phase Code in the **Description** field.
4. Click the **Save** button, on the toolbar, to save the new Phase Code.

To edit a Phase Code follow these steps:

1. Select a Phase Code to edit from the **Phase Code** field.
2. Edit the fields as necessary.
3. Click the **Save** button, on the toolbar, to save the changes made to the Phase Code.

To delete a Phase Code follow these steps:

1. Select a Phase Code to delete from the **Phase Code** field.
2. Click the **Delete** button, on the toolbar, to delete the selected Phase Code.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

You are not allowed to delete a Phase Code that is used in a Project.

Producing a Phase Codes List

Use the **Phase Codes** function to produce a list of the Phase Codes you defined in the Phase Codes function on the Setup and Maintenance menu.

To produce a **Phase Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Phase Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Phase Codes List

Continental Products Unlimited
PC Phase Codes

Page 1

Phase Code	Description
Build	In-house tasks
Design	Design and spec
Install	On-site tasks
Other	Other
Punch	Project cleanup and review
Warranty	After sale tasks

TASK CODES

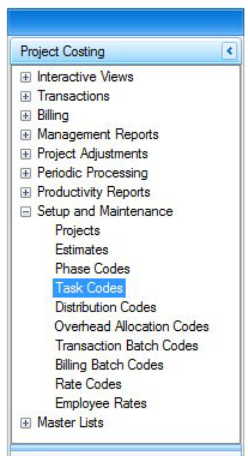
Use the **Task Codes** function to set up the Task Codes your Projects use. Assign the Task Codes to Projects using the Projects function.

Task Codes may be assigned to Projects without a Phase Code being assigned to Projects. Time Tickets and Transactions may be entered to the Task Code level.

To set up **Task Codes**, follow these steps:

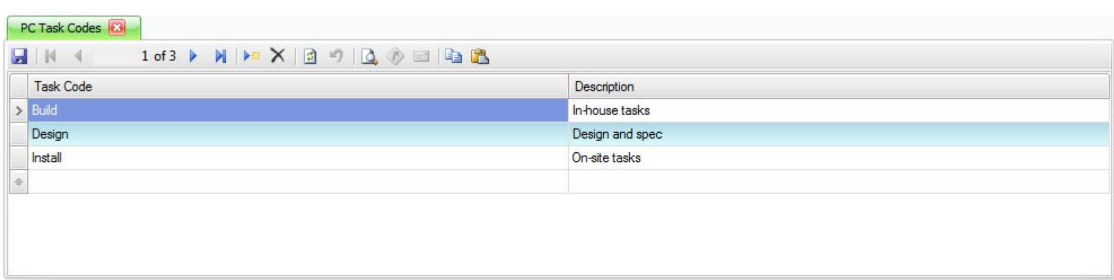
1. Select **Task Codes** from the **Setup and Maintenance** menu.

Task Codes Menu



2. The **Task Codes** screen appears.

Task Codes Screen



3. Enter a new Task Code in the **Task Code** field.

4. Enter a Description of the new Task Code in the **Description** field.

Task Summary

To create a new Task Code, follow these steps:

1. Click the **New Record** button , on the toolbar, to open a blank Task Code record.
2. Enter a new Task Code in the **Task Code** field.
3. Enter a Description of the new Task Code in the **Description** field.
4. Click the **Save** button , on the toolbar, to save the new Task Code.

To edit a Task Code, follow these steps:

1. Select a Task Code to edit from the **Task Code** field.
2. Edit the fields as necessary.
3. Click the **Save** button , on the toolbar, to save any changes made to the Task Code.

To delete a Task Code, follow these steps:

1. Select a Task Code to delete from the **Task Code** field.
2. Click the **Delete** button , on the toolbar, to delete the selected Task Code.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

You are not allowed to delete a Task Code that is used in a Project.

Producing a Task Codes List

Use the **Task Codes** function to produce a list of the Task Codes you defined in the Task Codes function on the Setup and Maintenance menu.

To produce a **Task Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Task Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Task Codes List

Continental Products Unlimited
PC Task Codes

Page 1

Task Code	Description
Build	In-house tasks
Design	Design and spec
Install	On-site tasks

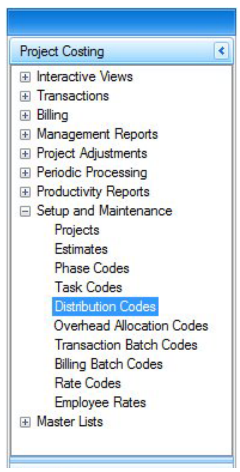
DISTRIBUTION CODES

Use the **Distribution Codes** function to set up codes that define the collection of General Ledger Account IDs that will be used in posting Project related transactions.

To set up **Distribution Codes**, follow these steps:

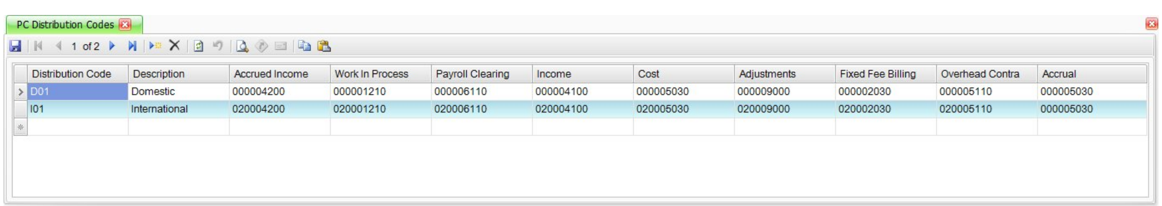
1. Select **Distribution Codes** from the **Setup and Maintenance** menu.

Distribution Codes Menu



2. The **Distribution Codes** screen appears.

Distribution Codes Screen



3. Enter a Distribution Code ID into the **Distribution Code** field.
4. Enter a Description of the Distribution Code in the **Description** field.

5. Enter or select the appropriate Account ID for each of the Account fields.

   There are nine possible GL Account IDs that can be used during the processing of transactions:

   - **Accrued Income** - The selected income Account used when posting costs to a Billable Non-Fixed Fee project.

     Credit Balance, on the Income Statement in the Sales Account section, Revenue Account

   - **Work In Process** - The income earned but not yet billed (Time Billing Environment) or the cumulative cost incurred (Job Costing Environment) to date for the Project, or Phase/Task.

     Debit Balance, on the Balance Sheet, in the WIP, AR, Asset section.

   - **Payroll Clearing** - The contra Account for Payroll transaction entries.

     Credit Balance on the Income Statement in the Cost section of Income Statement, Variance.

   - **Income** - The selected Income Account for the Project, or Phase/Task.

     Credit Balance, on the Income Statement in the Sales Account section, Revenue Account.

   - **Cost** - The selected Cost Account for the Project, or Phase/Task.

     Debit Balance, on the Income Statement in the Cost of Income Earned section

   - **Adjustments** - The Account used for write-ups or write-downs on the Project, or Phase/Task.

     Credit Balance, on the Income Statement in the Income section of Income Statement

   - **Fixed Fee Billings** - The Account used when Fixed Fee Billings are posted.

     Credit Balance, on the Balance sheet

   - **Overhead Contra** - The Account used as a contra to any allocations of overhead to a Project, or Phase/Task.

     Credit Balance, on the Income Statement in the Cost section of Income Statement, Variance

- **Accrual** - The Account is used to temporarily hold received amounts for Purchase Order Items purchased for a Project. When the Purchase Order is invoiced the amount is reversed and posted to the Cost Account.

  Debit Balance, on the Income Statement in the Cost of Income Earned section

Task Summary

To create a new Distribution Code, follow these steps:

1. Click the **New Record** button, on the toolbar, to open a blank Distribution Code record.
2. Enter a new Distribution Code in the **Distribution Code** field.
3. Enter a Description of the new code in the **Description** field.
4. Click the **Save** button, on the toolbar, to save the new Distribution Code.

To edit a Distribution Code, follow these steps:

1. Select a Distribution Code to edit from the **Distribution Code** field.
2. Edit the fields as necessary.
3. Click the **Save** button, on the toolbar, to save any changes made to the Distribution Code.

To delete a Distribution Code, follow these steps:

1. Select a Distribution Code to delete from the **Distribution Code** field.
2. Click the **Delete** button, on the toolbar, to delete the selected Distribution Code.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

You are not allowed to delete a Distribution Code that is used in a Project.

Producing a Distribution Codes List

Use the **Distribution Codes** function to produce a list of the Distribution Codes you defined in the Distribution Codes function on the Setup and Maintenance menu.

To produce a **Distribution Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Distribution Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Distribution Codes List

Continental Products Unlimited
PC Distribution Codes

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Distribution Code	Description	Accrued Income	Work In Process	Payroll Clearing	Income	Cost	Adjustments	Fixed Fee Billing	Overhead Contra	Accrual
D01	Domestic	000004200	000001210	000006110	000004100	000005030	000009000	000002030	000005110	000005030
I01	International	020004200	020001210	020006110	020004100	020005030	020009000	020002030	020005110	000005030

OVERHEAD ALLOCATION CODES

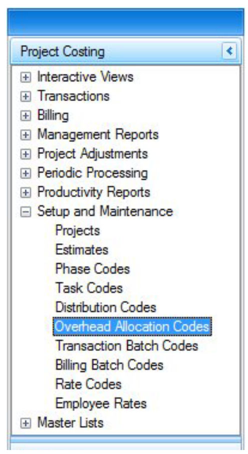
Use the **Overhead Allocation Codes** function to set up codes defining the dollar amount of overhead to be allocated to each Transaction in the transaction history table based upon hours charged, dollar value of hours charged, and/or the dollar value of material charged.

Use the Projects function to assign Overhead Allocation Codes to Projects, Phases, or Tasks, then use the Post Overhead Allocations function on the Transactions menu to calculate, prepare, and post overhead costs.

To set up **Overhead Allocation Codes**, follow these steps:

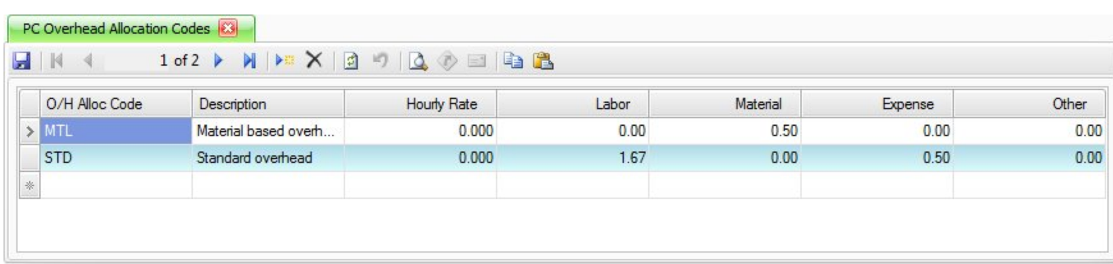
1. Select **Overhead Allocation Codes** from the **Setup and Maintenance** menu.

Overhead Allocation Codes Menu



2. The **Overhead Allocation Codes** screen appears.

Overhead Allocation Codes Screen



O/H Alloc Code	Description	Hourly Rate	Labor	Material	Expense	Other
MTL	Material based overh...	0.000	0.00	0.50	0.00	0.00
STD	Standard overhead	0.000	1.67	0.00	0.50	0.00

3. Enter an Overhead Allocation Code in the **O/H Alloc Code** field.

4. Enter a Description for the Overhead Allocation Code in the **Description** field.
5. Enter the dollar amount of overhead to allocate for each hour you charge in the **Hourly Rate** field.
6. Enter the dollar amount of overhead to allocate for every dollar of time you incur in the **Labor** field.
7. Enter the dollar amount of overhead to allocate for every dollar of Material you incur in the **Material** field.
8. Enter the dollar amount of overhead to allocate for every dollar of Expense type transactions you incur in the **Expense** field.
9. Enter the dollar amount of overhead to allocate for every dollar of Other expenses transactions you incur in the **Other** field.

Task Summary

To add an Overhead Allocation Code, follow these steps:

1. Click the **New Record** button, on the toolbar, to open a blank Overhead Allocation Code record.
2. Enter a new Overhead Allocation Code in the **O/H Alloc Codes** field.
3. Enter a Description for the Overhead Allocation Code in the **Description** field.
4. Enter the amount of overhead hours to allocate for each hour you charge in the **Hourly Rate** field.
5. Enter the dollar amount of overhead to allocate for every dollar of time you incur in the **Labor** field.
6. Enter the dollar amount of overhead to allocate for every dollar of material you incur in the **Material** field.
7. Enter the dollar amount of overhead to allocate for every dollar of expense you incur in the **Expense** field.
8. Enter the dollar amount of overhead to allocate for every dollar of other expense you incur in the **Other** field.
9. Click the **Save** button, on the toolbar, to save the new Overhead Allocation Code.

To edit an Overhead Allocation Code, follow these steps:

1. Select an Overhead Allocation Code to edit from the **O/H Alloc Code** field.
2. Edit the fields as necessary.

3. Click the **Save** button, on the toolbar, to save any changes made to the Overhead Allocation Code.

To delete an Overhead Allocation Code, follow these steps:

1. Select an Overhead Allocation Code to delete from the **O/H Alloc Code** field.
2. Click the **Delete** button, on the toolbar, to delete the selected Overhead Allocation Code.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

You are not allowed to delete an Overhead Allocation Code that is used in a Project.

Producing an Overhead Allocation Codes List

Use the **Overhead Allocation Codes** function to produce a list of the Overhead Allocation Codes you defined in the Overhead Allocation Codes function on the Setup and Maintenance menu.

To produce a **Overhead Allocation Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Overhead Allocation Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Overhead Allocation Codes List

Continental Products Unlimited
PC Overhead Allocation Codes

Page 1

O/H Alloc Code	Description	Hourly Rate	Labor	Material	Expense	Other
MTL	Material based overhead	0.000	0.00	0.50	0.00	0.00
STD	Standard overhead	0.000	1.67	0.00	0.50	0.00

TRANSACTION BATCH CODES

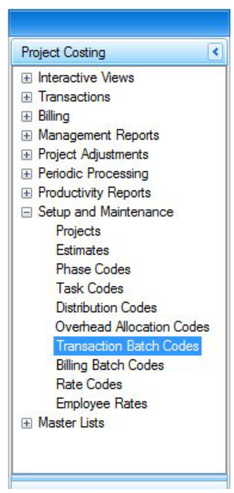
Use the **Transaction Batch Codes** function to create and maintain batches that are used in Time Ticket and Transaction entry.

Batch Codes are useful in network environments. They enable many users to enter and post transactions without interfering with each other.

To set up **Transaction Batch Codes**, follow these steps:

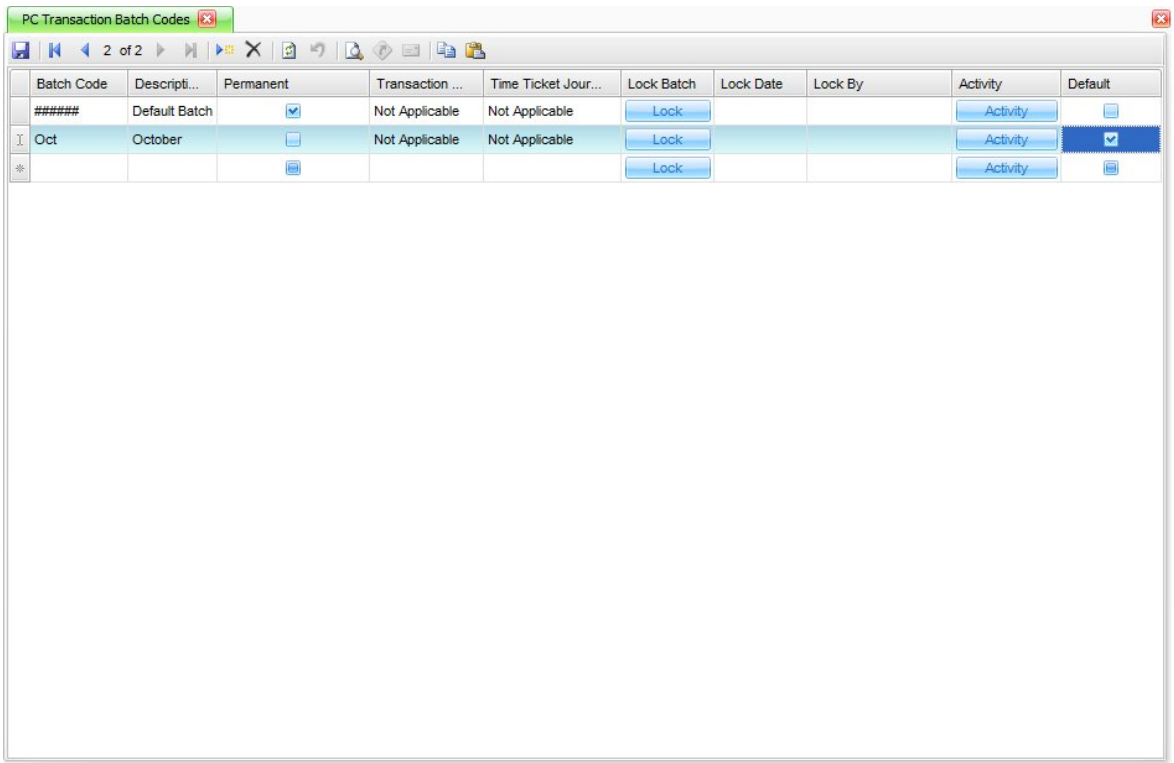
1. Select **Transaction Batch Codes** from the **Setup and Maintenance** menu.

Transaction Batch Codes Menu



2. The **Transaction Batch Codes** screen appears.

Transaction Batch Codes Screen



3. Select the **New Record** button , on the toolbar or click in a blank record at the end of the list of Batch Codes.
4. Enter the **Batch Code**.
5. Enter the **Description** of the batch.
6. Select the **Permanent** check box if you would like the batch to remain on file after you post the transactions in the batch. If you clear the box, the batch will be deleted when you post transactions.
7. The status of the **Transaction Journal** and **Time Ticket Journal**, is displayed:

Name	Description
Not Applicable	No transactions exist for the batch.

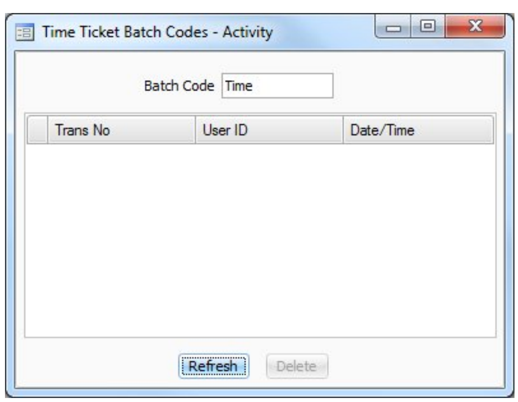
Name	Description
Unprinted	Transactions exist in the batch but the journal has not been printed.
Printed	The journal has been printed and the transactions are ready to be posted.
Reprint	The journal needs to be reprinted due to changes made to transactions or transactions added to the batch.

8. The system locks a batch when it prints the batch and when the post is unsuccessful. If you need to unlock a batch, click the **Lock** button. When a batch is locked, you cannot enter, edit, or post the transactions it contains.
9. Check the box to indicate which batch will be the **Default** batch for this company.
10. Click the **Save** button  , in the toolbar and close the screen to save your changes and return to the main menu.

Command Buttons

Name	Description
Lock	Lock the batch so no other activity, printing journals or posting can be performed on the batch.
Activity	List batch activity.

Batch Activity Dialog Box



The Batch Activity dialog box appears when you select **Activity** on the Batch Codes screen.

Field Descriptions

Name	Description
Batch Code	The batch code entered on the Batch Codes screen is displayed.
User ID	The IDs of the users who are using the batch are displayed.
Trans ID	The transaction number is displayed.
Date/Time	The workstation date and time are displayed.

Command Buttons

Name	Description
Refresh	Refresh the list of users in the dialog box.
Delete	Change the status of a transaction from locked to unlocked and delete it from the Batch Activity dialog box.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Task Summary

To add a Batch Code, follow these steps:

1. Select the **New Record** button, on the toolbar. A blank record appears.
2. Enter the **Batch Code** and the **Description** of the batch.
3. Click the **Save** button, in the toolbar save your new Batch Code.

To edit a Batch Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

3. Click the **Save** button , in the toolbar to save your changes to the Batch Code.

To delete a Batch Code, follow these steps:

1. Make sure that the Batch Code is not being used.
2. Select the **Batch Code** to delete.
3. Click the **Delete** button , on the toolbar, to delete the selected Batch Code.
4. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing a Transaction Batch Codes List

Use the **Transaction Batch Codes** function to produce a list of the Batch Codes you defined in the Transaction Batch Codes function on the Setup and Maintenance menu.

To produce a **Transaction Batch Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Batch Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction Batch Codes List

Continental Products Unlimited
PC Transaction Batch Codes

Page 1

Batch Code	Description	Permanent	ansaction Journal Sta	Time Ticket Journal Status	Lock Batch	Lock Date	Lock By	Activity
######	Default Batch	☑	Not Applicable	Not Applicable				
Expse	Expenses	☑	Not Applicable	Not Applicable				
Kent	Kent batch	☑	Not Applicable	Not Applicable				
MatReq	Material Req	☑	Unprinted	Not Applicable				
Other	Other	☑	Not Applicable	Not Applicable				
Time	Time Ticket Bat	☑	Not Applicable	Unprinted				

BILLING BATCH CODES

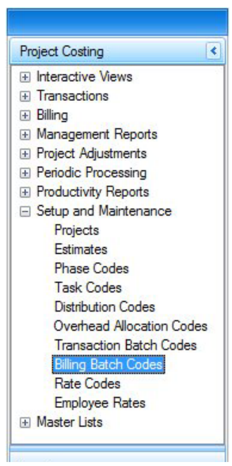
Use the **Billing Batch Codes** function to create and maintain Batch Codes that are used in the Billing menu functions.

Batch codes are useful in network environments. They enable many users to enter and post billings without interfering with each other.

To set up **Billing Batch Codes**, follow these steps:

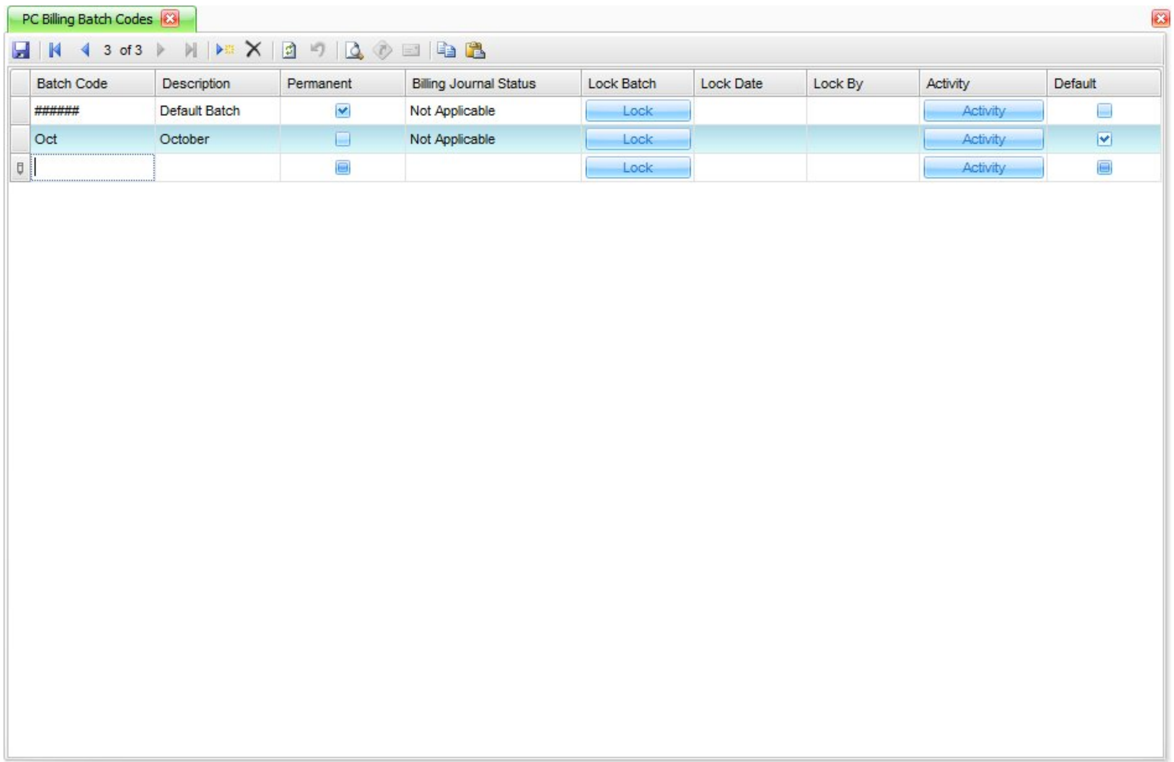
1. Select **Billing Batch Codes** from the **Setup and Maintenance** menu.

Billing Batch Codes Menu



2. The **Billing Batch Codes** screen appears.

Billing Batch Codes Screen



3. Select the **New Record** button , on the toolbar or click in a blank record at the end of the list of Batch Codes.
4. Enter the **Batch Code**.
5. Enter the **Description** of the Batch Code.
6. Select the **Permanent** check box if you would like the batch to remain on file after you post the transactions in the batch. If you uncheck the box, the batch will be deleted when you post transactions.

7. The **Billing Journal Status** is displayed:

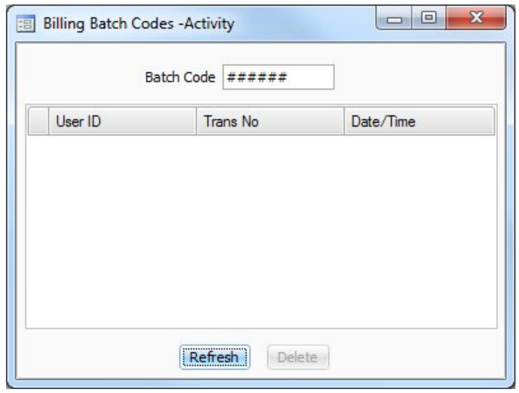
Name	Description
Not Applicable	Transactions do not exist for the batch.
Unprinted	Transactions exist in the batch but the journal has not been printed.
Printed	The journal has been printed and the transactions are ready to be posted.
Reprint	The journal needs to be reprinted due to changes made to transactions or transactions added to the batch.

8. The system locks a batch when it prints the batch and when the post is unsuccessful. If you need to unlock a batch, click the **Lock** button. When a batch is locked, you cannot enter, edit, or post the Billings it contains.
9. Check the box to indicate which batch will be the **Default** batch for this company.
10. Click the **Save** button , in the toolbar and close the screen to save your changes and return to the main menu.

Command Buttons

Name	Description
Lock	Lock the batch so no other activity, printing journals or posting can be performed on the batch.
Activity	List batch activity.

Batch Activity Dialog Box



The Batch Activity dialog box appears when you select **Activity** on the Batch Codes screen.

Field Descriptions

Name	Description
Batch Code	The batch code entered on the Batch Codes screen is displayed.
User ID	The IDs of the users who are using the batch are displayed.
Trans ID	The transaction number is displayed.
Date/Time	The workstation date and time are displayed.

Command Buttons

Name	Description
Refresh	Refresh the list of users in the dialog box.
Delete	Change the status of a transaction from locked to unlocked and delete it from the Batch Activity dialog box.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Task Summary

To add a Batch Code, follow these steps:

1. Select the **New Record** button , on the toolbar. A blank record appears.
2. Enter the **Batch Code** and the **Description** of the batch.
3. Click the **Save** button , in the toolbar save your new Batch Code.

To edit a Batch Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.
3. Click the **Save** button , in the toolbar to save your changes to the Batch Code.

To delete a Batch Code, follow these steps:

1. Make sure that the Batch Code is not being used.
2. Select the **Batch Code** to delete.
3. Click the **Delete** button , on the toolbar, to delete the selected Batch Code.
4. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing a Billing Batch Codes List

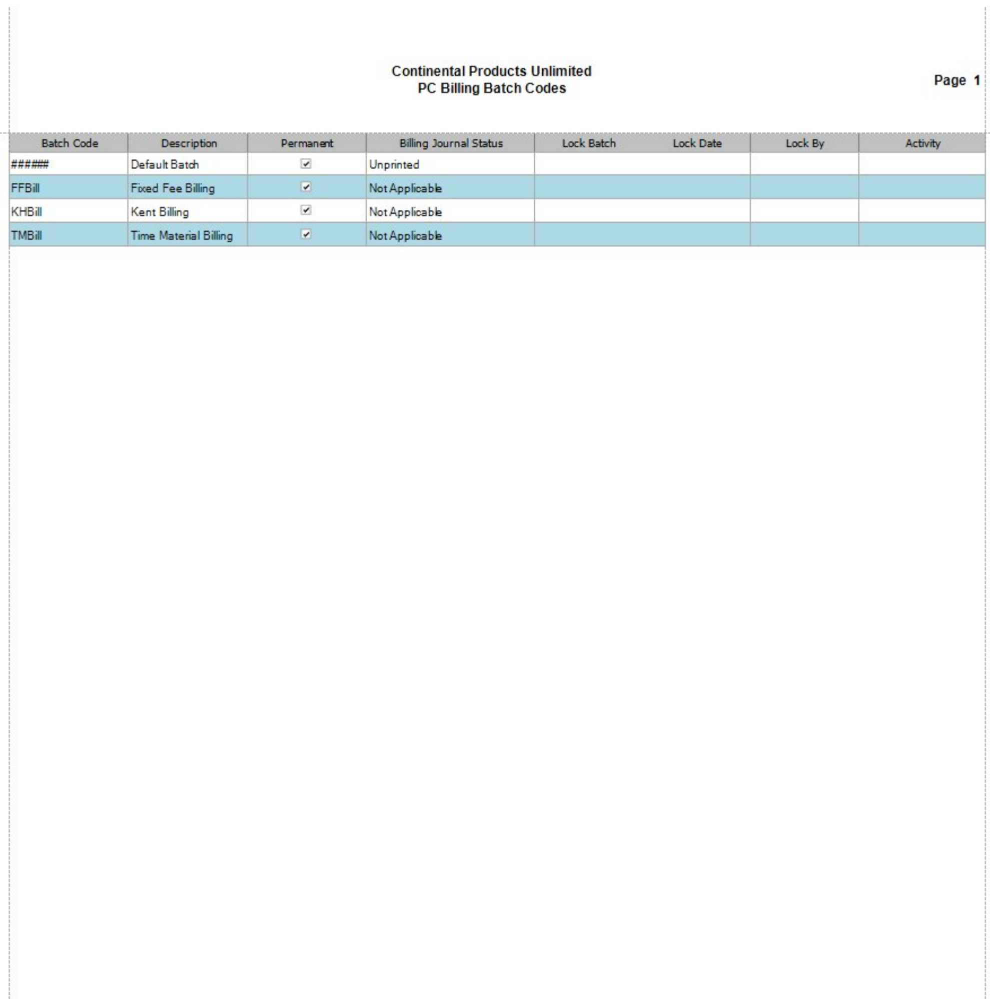
Use the **Billing Batch Codes** function to produce a list of the batch codes you defined in the Billing Batch Codes function on the Setup and Maintenance menu.

To produce a **Billing Batch Codes List**, follow these steps:

1. Select the Print Preview button to preview the list of Billing Batch Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Billing Batch Codes List



Continental Products Unlimited
PC Billing Batch Codes

Page 1

Batch Code	Description	Permanent	Billing Journal Status	Lock Batch	Lock Date	Lock By	Activity
######	Default Batch	☑	Unprinted				
FFBill	Fixed Fee Billing	☑	Not Applicable				
KHBill	Kent Billing	☑	Not Applicable				
TMBill	Time Material Billing	☑	Not Applicable				

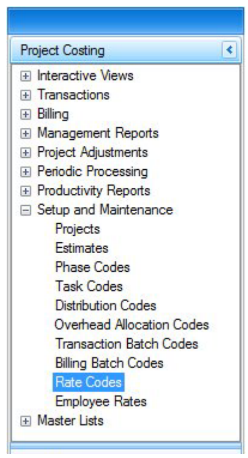
RATE CODES

Use the **Rate Codes** function to enter Rate Codes for your Employees, such as standard, time and one-half, double-time, and so on. Then assign these billing rates to employees using the Employee Rates function.

To set up **Rate Codes**, follow these steps:

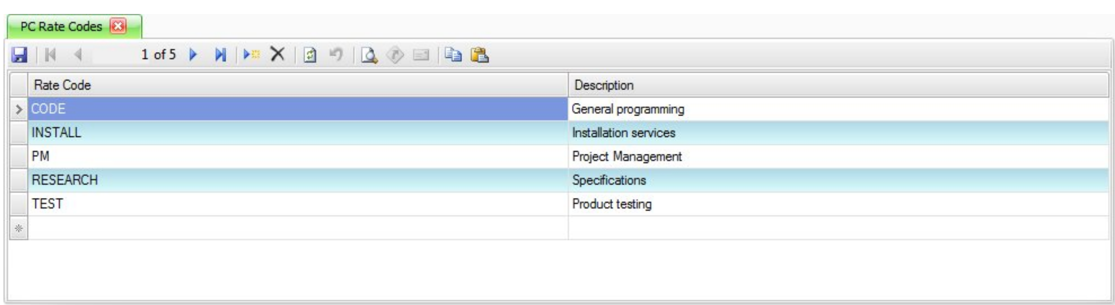
1. Select **Rate Codes** from the **Setup and Maintenance** menu.

Rate Codes Menu



2. The **Rate Codes** screen appears.

Rate Codes Screen



3. Enter a new Rate Code in the **Rate Code** field.

4. Enter a Description of the new Rate Code in the **Description** field.

5. Click the **Save** button , in the toolbar to save your changes to the Rate Code.

Task Summary

To add a new Rate Code, follow these steps:

1. Select the **New Record** button , on the toolbar, to open a blank Rate Code record.
2. Enter a new Rate Code in the **Rate Code** field.
3. Enter a Description of the new Rate Code in the **Description** field.
4. Click the **Save** button , in the toolbar to save your new Rate Code.

To edit a Rate Code, follow these steps:

1. Select a Rate Code to edit from the **Rate Code** field.
2. Edit the fields as necessary.
3. Click the **Save** button , in the toolbar to save your changes to the Rate Code.

To delete a Rate Code, follow these steps:

1. Select a Rate Code to delete from the **Rate Code** field.
2. Click the **Delete** button , on the toolbar, to delete the selected Rate Code.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing a Rate Codes List

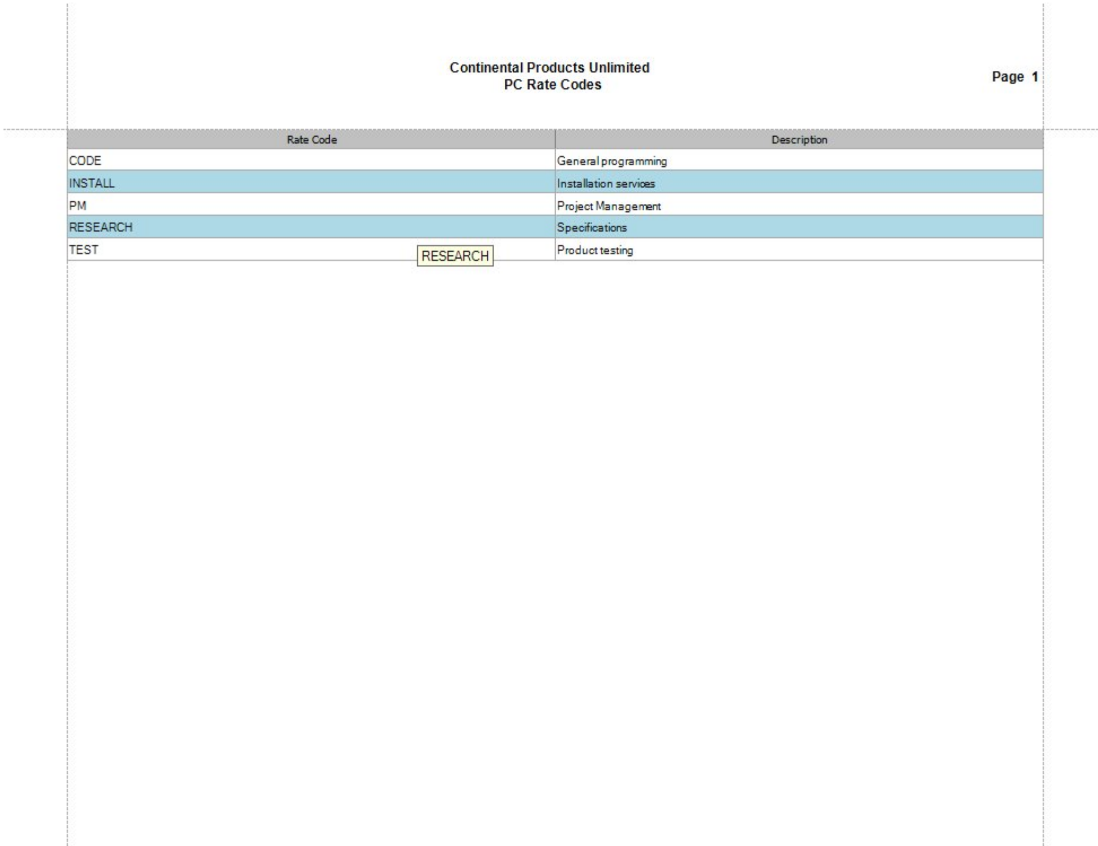
Use the **Rate Codes** function to produce a list of the Rate Codes you defined in the Rate Codes function on the Setup and Maintenance menu.

To produce a **Rate Codes List**, follow these steps:

1. Select the **Print** preview button to preview the list of Rate Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Rate Codes List



Continental Products Unlimited
PC Rate Codes

Page 1

Rate Code	Description
CODE	General programming
INSTALL	Installation services
PM	Project Management
RESEARCH	Specifications
TEST	Product testing

RESEARCH

EMPLOYEE RATES

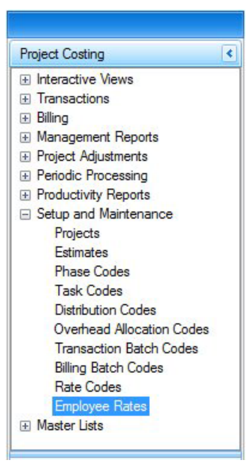
Use the **Employee Rates** function to define the billing and cost rates for your Employees. The system uses these rates when you enter Time Tickets for the Employee to determine income and cost amounts. You can assign as many rates to an individual Employee as you need.

If Project Costing interfaces with Payroll, the system accesses Employee and Earning Code information from the Payroll Employees table. If Project Costing does not interface with Payroll (or if Payroll is not installed), the system accesses Employee information from the System Manager Employee table. Before you can use the Employee Rates function, you should enter Employee Information into either the Payroll Employee Information function or the System Manager Employees function. See these applications' training manual or online help for more information.

To set up **Employee Rates**, follow these steps:

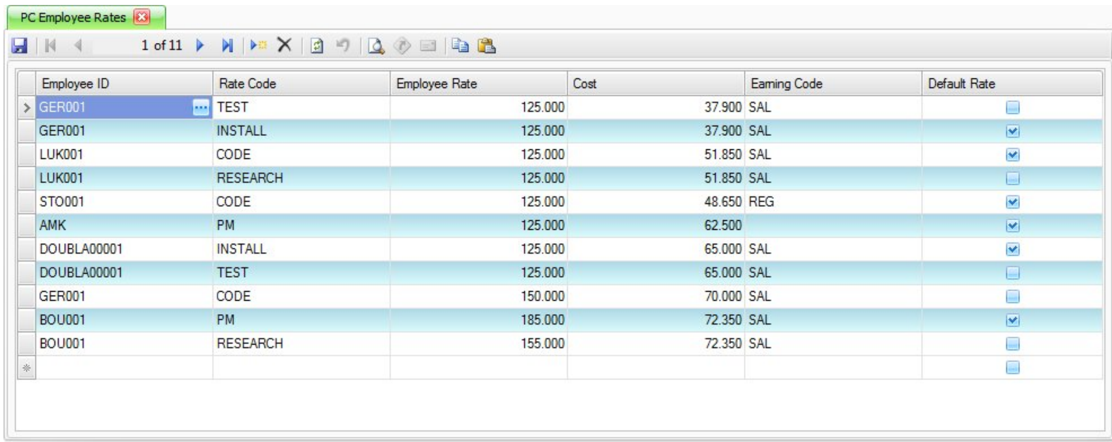
1. Select **Employee Rates** from the **Setup and Maintenance** menu.

Employee Rates Menu



2. The **Employee Rates** screen appears.

Employee Rates Screen



Employee ID	Rate Code	Employee Rate	Cost	Earning Code	Default Rate
GER001	TEST	125.000	37.900	SAL	☐
GER001	INSTALL	125.000	37.900	SAL	☑
LUK001	CODE	125.000	51.850	SAL	☑
LUK001	RESEARCH	125.000	51.850	SAL	☐
STO001	CODE	125.000	48.650	REG	☑
AMK	PM	125.000	62.500		☑
DOUBLA00001	INSTALL	125.000	65.000	SAL	☑
DOUBLA00001	TEST	125.000	65.000	SAL	☐
GER001	CODE	150.000	70.000	SAL	☐
BOU001	PM	185.000	72.350	SAL	☑
BOU001	RESEARCH	155.000	72.350	SAL	☐

Maint

3. Select an Employee ID from the **Employee ID** field.

Maint

4. Select a Rate Code for the Employee ID from the **Rate Code** field.
5. Enter the rate at which you charge for the Employee's time in the **Employee Rate** field.
6. Enter the rate at which you pay the Employee in the **Cost** field. This could be the Employee's wages plus other costs associated with the Employee.
7. Select a Payroll **Earning Code** to apply to the Employee Rate from the Earning Code field. This field is only available if your Project Costing is interfaced with Payroll.
8. Select the **Default Rate** check box, if applicable, to use the Employee Rate as the default rate for the Employee when entering Time Tickets.

NOTE: If you clear this check box, the system uses the rate you entered for the project instead, when you enter Time Tickets.

Task Summary

To add an Employee Rate, follow these steps:

1. Select the **New Record** button, on the toolbar, to assign billing and cost rates for employees.
2. Select an Employee ID from the **Employee ID** field.
3. Select a Rate Code for the Employee ID from the **Rate Code** field.

4. Enter the rate at which you charge for the employee's time in the **Employee Rate** field.
5. Enter the rate at which you pay the Employee in the **Cost** field.
6. Select a **Payroll Earning Code** to apply to the Employee Rate from the Earning Code field.
7. Select the **Default Rate** check box, if applicable, to use the rate as the Default Rate for the Employee when entering Time Tickets.
8. Click the **Save** button , on the toolbar, to save the new Employee Rate Code.

To edit an Employee Rate, follow these steps:

1. Select an Employee ID to edit from the **Employee ID** field.
2. Edit the fields as necessary.
3. Click the **Save** button , on the toolbar, to save any changes made to the Employee Rate.

To delete an Employee Rate, follow these steps:

1. Select an Employee ID to edit from the **Employee ID** field.
2. Click the **Delete** button , on the toolbar, to delete the selected Employee Rates Code.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing an Employee Rates List

Use the **Employee Rates** function to produce a list of the Employee Rates you defined in the Employee Rates function on the Setup and Maintenance menu.

To produce an **Employee Rates List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Employee Rates.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Rates List

Continental Products Unlimited
PC Employee Rates

Page 1

Employee ID	Rate Code	Employee Rate	Cost	Earning Code	Default Rate
GER001	TEST	125.000	37.900	SAL	☐
GER001	INSTALL	125.000	37.900	SAL	☑
LUK001	CODE	125.000	51.850	SAL	☑
LUK001	RESEARCH	125.000	51.850	SAL	☐
STO001	CODE	125.000	48.650	REG	☑
AMK	PM	125.000	62.500		☑
DOUBLA00001	INSTALL	125.000	65.000	SAL	☑
DOUBLA00001	TEST	125.000	65.000	SAL	☐
GER001	CODE	150.000	70.000	SAL	☐
BOU001	PM	185.000	72.350	SAL	☑
BOU001	RESEARCH	155.000	72.350	SAL	☐

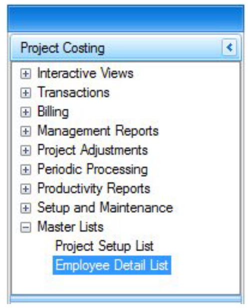
Producing an Employee Detail List

Use the **Employee Detail List** function to print a report containing information about Employees including Cost, Billing Rates, and historical productivity information. You can specify which Employees to include in the list.

To produce an **Employee Detail List**, follow these steps:

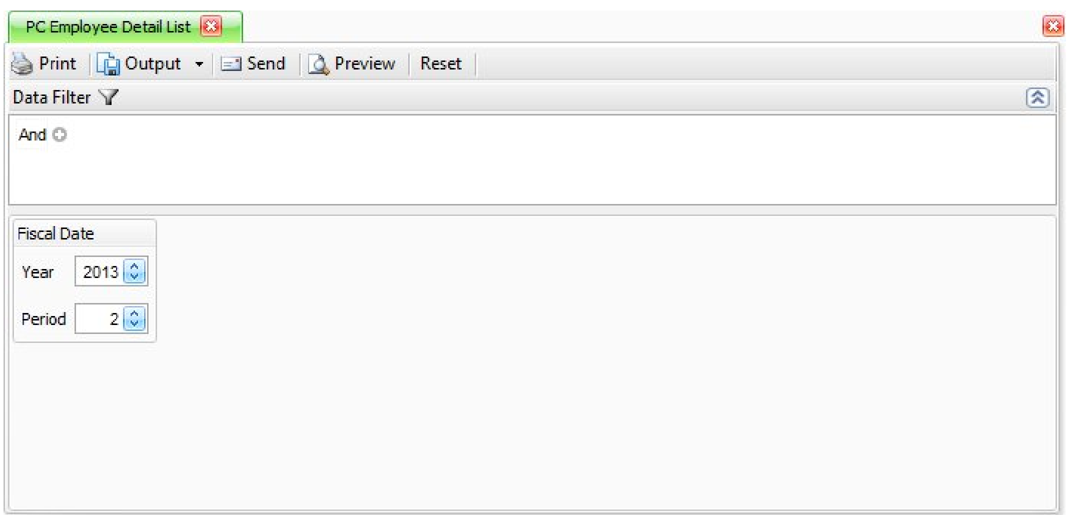
1. Select **Employee Detail List** from the **Master Lists** menu.

Employee Detail List Menu



2. The **Employee Detail List** screen appears.

Employee Detail List Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the **Fiscal Year** for which you want the report run.
5. Select the **Fiscal Period** for which you want the report run.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Detail List

Continental Products Unlimited
Employee Detail List

Page 1

Report Filter
Fiscal Period / Year 9 / 2010

General Information

Employee ID AMK
Name Ann Marie Kelly

Rates

Default Rate	Rate Code	Employee Rate	Cost	Earning Code
Yes	PM	125.000	62.50	

Period-to-Date History

	Hours	Cost	Income
Billable	46.0000	2,875.00	5,750.00
Non-Billable	20.0000	1,250.00	
Total	66.0000	4,125.00	8,250.00
Speculative	0.0000	0.00	0.00
Administrative	0.0000	0.00	
Job Cost	0.0000	0.00	

Year-to-Date History

	Hours	Cost	Income
Billable	46.0000	2,875.00	5,750.00
Non-Billable	20.0000	1,250.00	
Total	66.0000	4,125.00	8,250.00
Speculative	0.0000	0.00	0.00
Administrative	0.0000	0.00	
Job Cost	0.0000	0.00	

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PROJECTS

Use the **Projects** function to set up and maintain Project records.

In previous version of TRAVERSE, a Project included Customer, Project, Phase, and Task information. The essential components of a Project now only include the Project itself and Tasks; however, Customers and Phases still play a role in the project. The Customer information is not necessary when setting up a Project, but is required for project billing. You can also opt to use Phases to group Tasks.

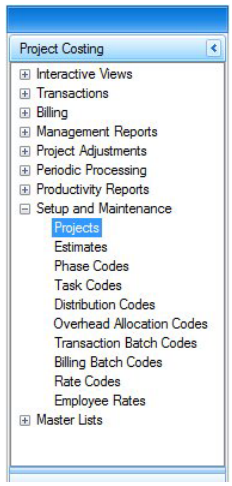
The number of Project Types has decreased. The Project Types consist of General, Job Costing, and Administrative projects. A project can still have a Billable or Speculative status if you select the appropriate check box when creating the Project. The table below shows the variation between setting up different Project Types in previous versions of TRAVERSE and the current version.

Previous versions of TRAVERSE	TRAVERSETRAVERSE version 11
Administrative	Administrative
Billable	General, with the Billable check box selected
Billable - Fixed Fee	General, with the Billable check box selected and Fixed Fee box checked
Non-Billable	General, with the Billable check box unchecked
Job Costing	Job Costing
Speculative	General, with the Speculative check box selected

To set up **Projects**, follow these steps:

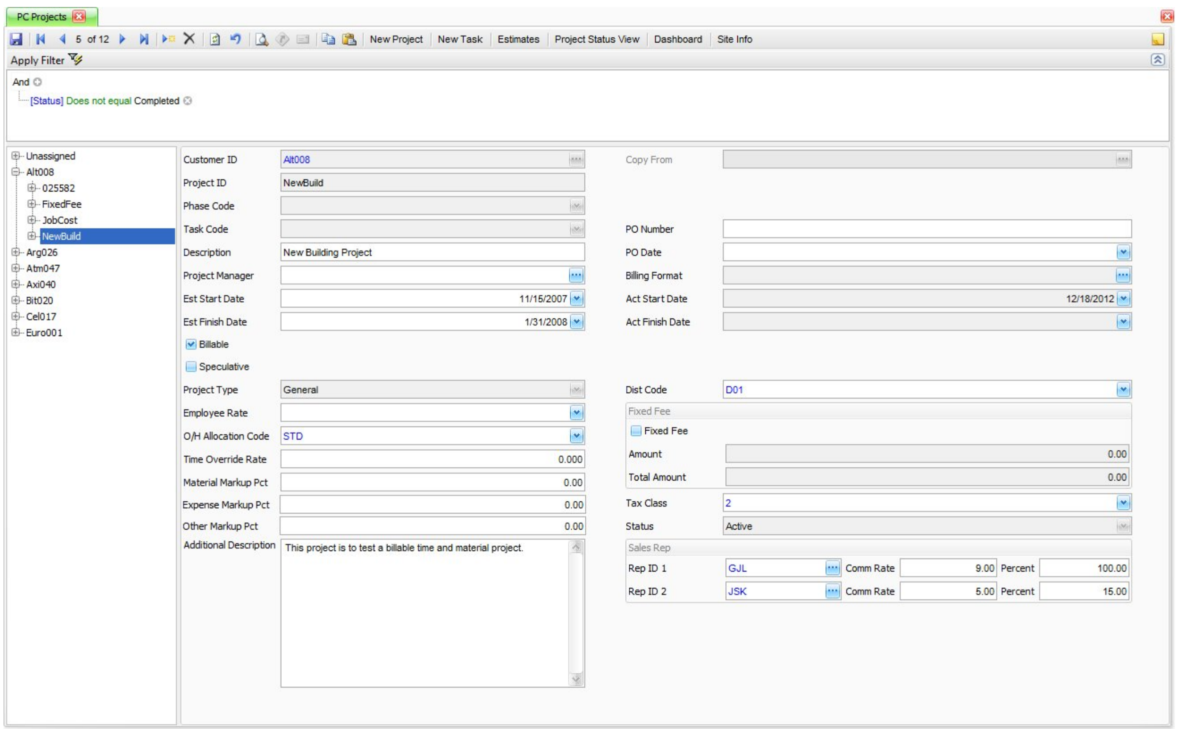
1. Select **Projects** from the **Setup and Maintenance** menu.

Projects Menu



2. The **Projects** screen appears.

Projects Screen



3. Select the **Filter Criteria**, if you want to filter your project list and click on **Apply Filter**. If you want to see all projects set up leave this area blank and click **Apply Filter**.

4. Select the **New Project** button on the toolbar to add a new Project.

5. If you want to copy from an existing Project select a Project ID from the **Copy From** list box.

Maint

6. If you want to assign the Project to a Customer select or enter the **Customer ID** for which to assign the project.

   You do not need to assign a Project to a Customer. The Project will be assigned in the tree to a record named **Unassigned**. If you are entering a Project to track internal costs you may leave the Customer ID field blank and only costs will be tracked. If you want to assign a Customer to the Project you may select a Customer ID any time after the Project has been set up.

7. Enter the **Project ID** you want to assign to this project.

Maint

8. Select the **Phase Code** to assign to this project. The Phase Code box will only be available when the **New Task** button has been selected and a Task has been assigned to the Project.

Maint

9. Select the **Task Code** to assign to this project. The Task Code box will only be available when the **New Task** button has been selected and a Task Code has been assigned to the project.

   You may assign a Task Code to a project without assigning a Phase Code. If you have selected a Task Code with no Phase Code the Phase level in the project tree will display as **Unassigned**.

10. Enter a **Description** for the Project.

Maint

11. Select the **Project Manager** from the list of Employee IDs. If you have Payroll and are interfaced you will see the list of Payroll Employee IDs. If you do not have Payroll you will see the list of Employee IDs from System Manager Employees.

    You must have Employees set up in either Payroll or System Manager to be able to fill in the Project Manager.

12. Enter the **Estimated Start Date** for the Project.

13. Enter the **Estimated Completion Date** for the Project.

14. Select the **Billable** check box if the project is going to be billed to the Customer.

    You can only select the Billable check box if you have a Customer ID and the Project Type is General or Job Costing. You also will not be able to select the Billable check box if you have the Speculative check box selected.

15. Check the **Speculative** check box if you want the Project to be Speculative and not bill until a later date.

16. Select the **Project Type** to assign to this Project.

    - **General** - A General Project can be Billable or Non-Billable, depending on whether you selected the Billable check box. A General Project can also be Speculative depending on whether the Speculative check box is selected. A General Project can also be Billable Time and Material or Fixed Fee.

      A General Project that is Billable and Non-Fixed Fee will accrue income as costs are posted to the Project/Phase/Task.

      A General Project that is Billable and Fixed Fee will update the income once billings have been posted to the Project/Phase/Task.

      To make a General Project Billable and Time and Material, you would select the Billable check box. Nothing else needs to be done to make it Time and Material

      To make a General Project Billable and Fixed Fee you would select the Billable check box and also select the Fixed Fee check box and fill in the Fixed Fee Amounts into the Project, or Tasks and Phases.

- **Job Costing** - A Job Costing Project is one which does not accrue income with each cost incurred but does allow billings. All costs incurred are accumulated for cost tracking purposes and accounted for in the General Ledger as Work In Process. Only Fixed Fee billings are allowed for this type. A function is provided to post deferred Project costs and Fixed Fee billings to the cost and income Accounts assigned to the particular Project, Phase or Task, using the Distribution Code.

- **Administrative** - Administrative Projects are similar in nature to the **"**Non-Billable**"** Type. Income does not accrue and billings are never allowed. An Administrative Project can have Phases and/or Tasks.

Maint

17. Select from the list of possible **Employee Rate** levels representing the hourly rate level to be used for Employees charging time to the Project/Phase/Task. Each Employee can have unlimited combinations of cost and billing rate. The rate level entered here is used as the default but can be overwritten during Time Ticket entry.

Maint

18. Select the **Overhead Allocation Code** that determines the method of Overhead Allocation to be used in the Prepare function in the Post Overhead Allocations function.
19. In the **Time Override Rate**, enter a value that will override Employee billing Rates for this particular Project/Phase/Task if so desired. If the rate is set to zero, the rate from the Employee Rates setup will be used.
20. In the **Material Markup Pct** field, enter a percentage that represents the markup over cost that should be applied to Material charges for the Project/Phase/Task.
21. In the **Expense Markup Pct** field, enter a percentage that represents the markup over cost that should be applied to Expense charges for the Project/Phase/Task.
22. In the **Other Markup Pct** field enter a percentage that represents the markup over cost that should be applied to Other charges for the Project/Phase/Task.
23. Enter information into the **Additional Description** dialog box to expand the description of the Project, Phase, or Task.
24. Enter the **PO Number** for which the project has been set up, if the Customer has given you a PO Number.
25. Enter the **PO Date** for the PO Number entered.
26. Select the **Billing Format** form. When you click on the **Browse** (...) button, a browse window will be displayed and you will be asked to browse to a Design Studio form that you have designed or modified and saved as a .repx type file.

NOTE: To change the Billing Format from the default invoice format you must use the Design Studio to modify the existing Project Costing Invoice form and save the corresponding form to a shared folder that all workstations, using Project Costing can access.

27. The system will automatically record the **Actual Start Date**, when the first charge is posted to the Project/Phase/Task.

28. The system will automatically record the **Actual End Date**, when the Project/Phase/Task is Closed.

Maint

29. Select or enter the **Dist Code** that determines the General Ledger Account IDs to be used when the Project/Phase/Task is processed.

30. Select the **Fixed Fee** check box, if the Project or Task is to be billed at a Fixed Fee Amount rather than Time and Materials. This box is automatically selected for Job Costing Projects, and Tasks and Phases.

31. Enter the Fixed Fee **Amount** for the Project/Phase/Task. When you enter a Fixed Fee Amount at the Project level, and Task/Phase level, they will all be added together and put into the Total Amount field.

32. The **Total Amount** of the Fixed Fees entered at the Project level plus any Fixed Fees entered at the Task/Phase level will be displayed.

Maint

33. Select a valid **Tax Class** for the Project, Phase, or Task. The Tax Class entered here will be used in the computation of the sales tax associated with charges made to the Project, Phase, or Task during billing.

34. The **Status** of the Project/Phase/Task is displayed: **Active** and **Completed**.

    A Completed Project/Phase/Task is one that is considered closed. Charges can no longer be made to a Project/Phase/Task that is Completed. There is a function that will Close Projects/Phases/Tasks levels.

Maint

35. Select the **Rep ID 1** for the first Sales Rep you want to assign to this project, for commission purposes.

36. The **Comm Rate** will come in from the Sales Rep setup. Accept the Rate or change to the Rate you want to use for this Project/Phase/Task.

37. Enter the **Percent** of the billings to use as a basis to calculate commissions. For example; If you use 100 as the percentage, the whole billing amount will be used to calculate commissions. If you use 50 as the percentage, half of the invoice would be used to calculate commissions.

Maint

38. Select the **Rep ID 2** for the second Sales Rep you want to assign to this Project for commission purposes.

39. The **Comm Rate** will come in from the Sales Rep setup. Accept the Rate or change to the Rate you want to use for this Project/Phase/Task.

40. Enter the **Percent** of the billings to use as a basis to calculate commissions. For example; If you use 100 as the percentage, the whole billing amount will be used to calculate commissions. If you use 50 as the percentage, half of the invoice would be used to calculate commissions.

NOTE: Each sales rep may use up to 100% of the invoice to calculate commissions.

41. Click the **Save** button to save the Project/Phase/Task.

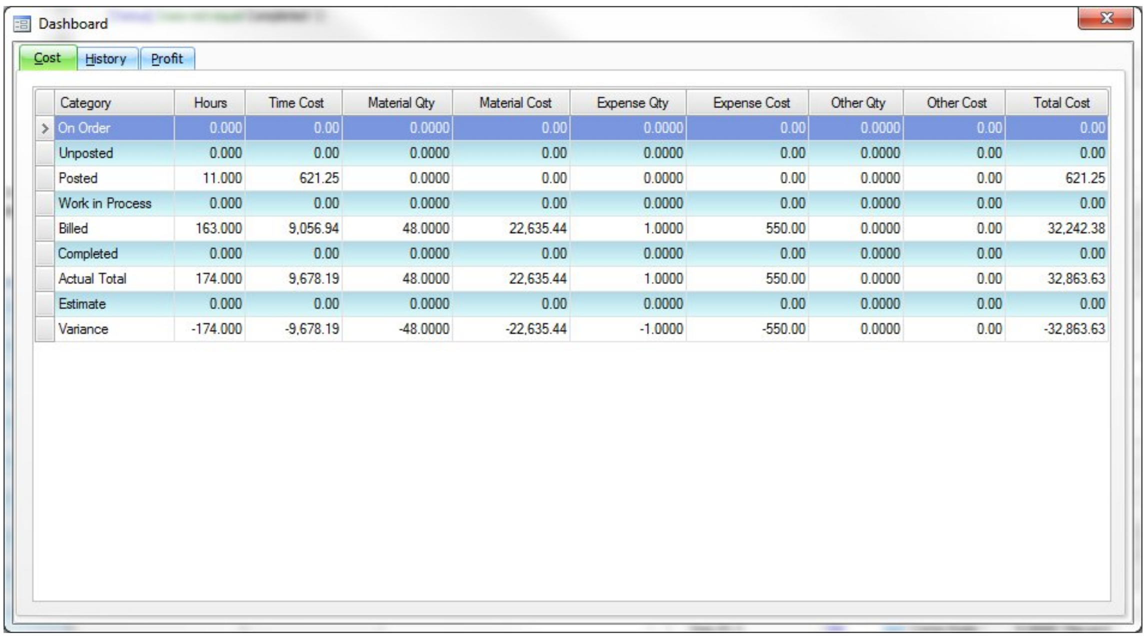
Command Buttons

Name	Description
New Project	Click to enter a new project ID.
New Task	Click to enter a new Task Code for an existing Project. You also may enter a Phase Code when entering a new Task.
Estimates	Access the Estimates function to enter Material, Expense and Other estimates for the Project/Phase/Task.
Project Status View	Display the Project Status View with the selected Project filtered.
Dashboard	Display the project Dashboard to view Costs, History and Profit.
Site Info	Enter or select Ship To information for Purchase Orders generated from Transactions that are Drop Shipped

Project Dashboard

Click the **Dashboard** button to view the Project Dashboard which displays Cost, History and Profit information on tabs.

Project Dashboard Cost Tab



Category	Hours	Time Cost	Material Qty	Material Cost	Expense Qty	Expense Cost	Other Qty	Other Cost	Total Cost
On Order	0.000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.00
Unposted	0.000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.00
Posted	11.000	621.25	0.0000	0.00	0.0000	0.00	0.0000	0.00	621.25
Work in Process	0.000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.00
Billed	163.000	9,056.94	48.0000	22,635.44	1.0000	550.00	0.0000	0.00	32,242.38
Completed	0.000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.00
Actual Total	174.000	9,678.19	48.0000	22,635.44	1.0000	550.00	0.0000	0.00	32,863.63
Estimate	0.000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.00
Variance	-174.000	-9,678.19	-48.0000	-22,635.44	-1.0000	-550.00	0.0000	0.00	-32,863.63

Select the **Cost** tab to view On Order, Unposted, Posted, Work in Process, Billed, Completed, Actual Total, Estimate, and Variance amounts for Time, Material, Expense and Other costs for the selected Project/Phase/Task.

Project Dashboard History Tab

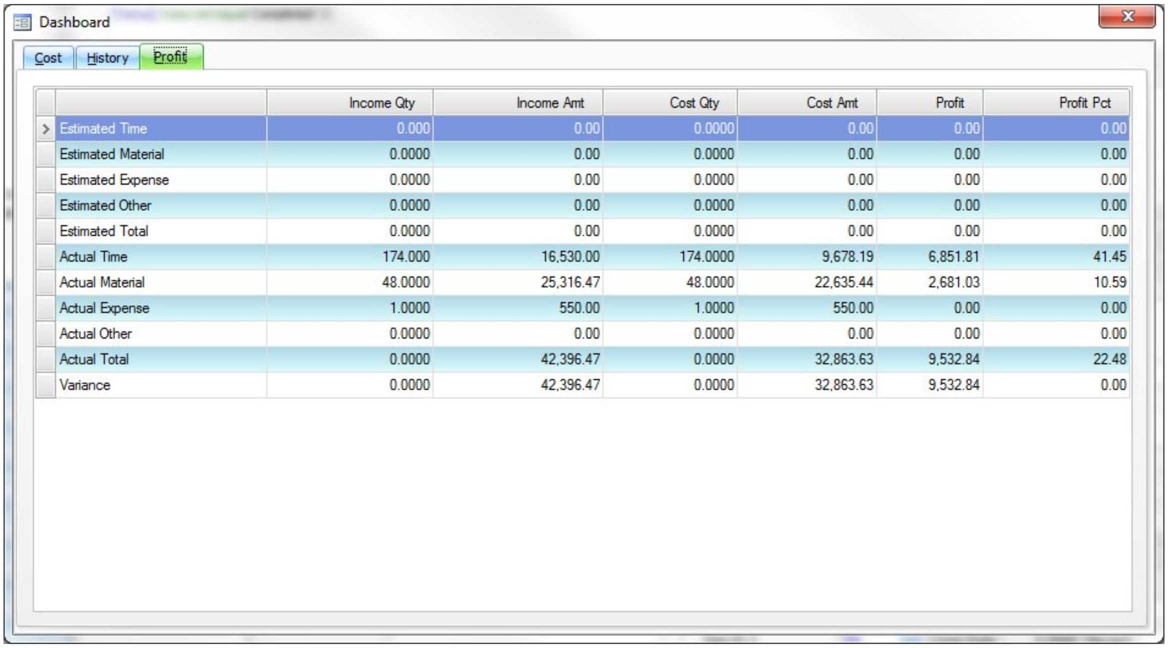
	Income	Cost	Profit	Profit Pct
PdTD Time	1,695.00	621.25	1,073.75	63.35
PdTD Material	0.00	0.00	0.00	0.00
PdTD Expense	0.00	0.00	0.00	0.00
PdTD Other	0.00	0.00	0.00	0.00
YTD Time	1,695.00	621.25	1,073.75	63.35
YTD Material	0.00	0.00	0.00	0.00
YTD Expense	0.00	0.00	0.00	0.00
YTD Other	0.00	0.00	0.00	0.00
PTD Time	16,530.00	9,678.19	6,851.81	41.45
PTD Material	26,544.47	22,635.44	3,909.03	14.73
PTD Expense	600.00	550.00	50.00	8.33
PTD Other	0.00	0.00	0.00	0.00

Billing

Deposit Amount	Deposit Applied	Last Bill Date	Billed PdTD	Billed YTD	Billed PTD	Write-Up PdTD	Write-Up YTD	Write-Up PTD
7,000.00	1,875.00	11/3/2010	0.00	0.00	53,209.49	0.00	0.00	1,328.00

Select the **History** tab to view Period to Date, Year to Date, and Project to Date information for Income, Cost, Profit, and Profit Percent for the selected Project/Phase/Task.

Project Dashboard Profit Tab



	Income Qty	Income Amt	Cost Qty	Cost Amt	Profit	Profit Pct
Estimated Time	0.000	0.00	0.0000	0.00	0.00	0.00
Estimated Material	0.0000	0.00	0.0000	0.00	0.00	0.00
Estimated Expense	0.0000	0.00	0.0000	0.00	0.00	0.00
Estimated Other	0.0000	0.00	0.0000	0.00	0.00	0.00
Estimated Total	0.0000	0.00	0.0000	0.00	0.00	0.00
Actual Time	174.000	16,530.00	174.0000	9,678.19	6,851.81	41.45
Actual Material	48.0000	25,316.47	48.0000	22,635.44	2,681.03	10.59
Actual Expense	1.0000	550.00	1.0000	550.00	0.00	0.00
Actual Other	0.0000	0.00	0.0000	0.00	0.00	0.00
Actual Total	0.0000	42,396.47	0.0000	32,863.63	9,532.84	22.48
Variance	0.0000	42,396.47	0.0000	32,863.63	9,532.84	0.00

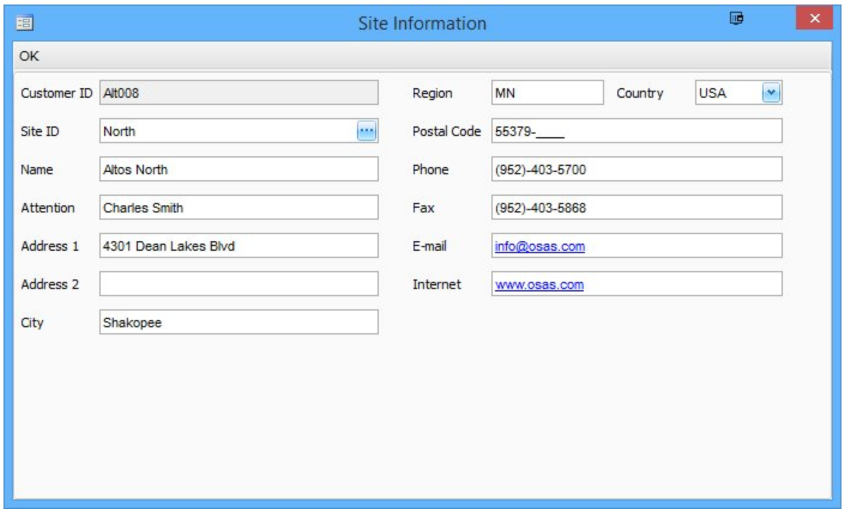
Select the **Profit** tab to view Estimated and Actual amounts for Time, Material, Expense, and Other amounts with variances. The Income, Cost, Profit, and Profit Percentage for each row is displayed for the selected Project/Phase/Task.

Site Info

Click **Site Info** to display the Site Information screen to enter or select Ship To information for this Project.

Address information entered into this screen will transfer to Purchase Orders generated from the Transactions function (page 4-17) for Material Requisition type transactions with the Drop Ship check box selected.

Site Information Screen

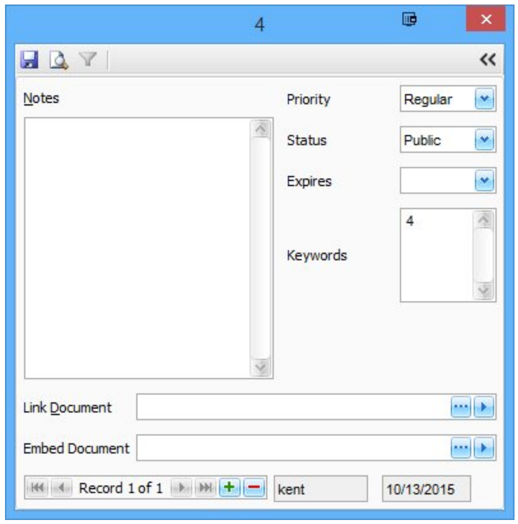


- If you set up a Ship-To Address for the Customer in the Accounts Receivable **Ship-To Addresses** function, select that Ship-To ID in the **Site ID** search box list. Only the Ship-To IDs for that Customer appear in the list; Ship-To Addresses for other Customers are not included. If you did not set up a Ship-To Address for the Customer, leave the field blank.

  When you enter a Site ID, a message box appears so that you can choose to assign the Tax Location from the Ship-To Address and recalculate sales tax.

- Enter or edit the Customer's **Name**.
- Enter or edit the Customer's **Attention** information.
- Enter or edit the Customer's shipping **Address**. Press **Ctrl + Enter** to start a new line in the **Address 2** box.
- Enter or edit the **City**.
- Enter or edit the **Region**.
- Select the **Country**.
- Enter the **Postal Code**. Use the System Manager **Country Codes** function to set up the Postal Code Input Mask.
- Enter or edit the **Phone**, **Fax**, **E-mail**, and **Internet** information. This information will come over from the Ship-To Address setup if entered.

Attachments Screen



Click the **Attachments** button  to enter comments or attach documents relating to this project.

1. Select the **Priority** for the comment and Attachment; **Regular**, **High**, or **Low**.
2. Select the **Status** for the comment and Attachment; **Public** or **Private**.
3. Select the **Expires** date for the comment and Attachment.
4. The Project ID will default into the **Keywords** field. Add more Keywords if desired.
5. Enter the **Notes** for the Project.
6. Attach any **Documents** associated with this Project by clicking on the **Browse** button  and selecting the file to attach.
7. You may use the **Embeded Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.

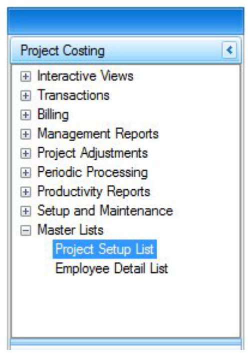
Producing a Project Setup List

Use the **Project Setup List** function to list basic information about the Projects you set up in the Projects function based on selection criteria you specify.

To produce a **Project Setup List**, follow these steps:

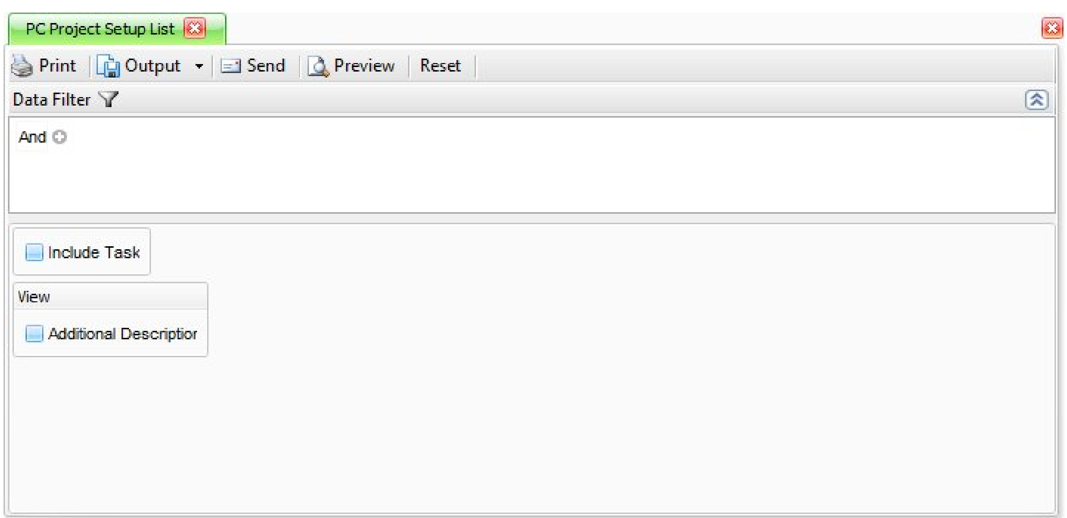
1. Select **Project Setup List** from the **Master Lists** menu.

Project Setup List Menu



2. The **Project Setup List** screen appears.

Project Setup List Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select the **Include Tasks** check box, if applicable, to include Tasks in the list.
5. Select the **Print Additional Descriptions** check box, if applicable, to include Additional Descriptions in the list.
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Project Setup List

Continental Products Unlimited
Project Setup List

Page 1

Report Filter

Include Tasks	Yes	View Additional Description	Yes

Customer ID				Name			
Project ID	TrainProj			Description	Training Project		
Project Type	General			Billing Format			
Billable	No			Estimated Start Date	8/5/2010	Actual Start Date	
Speculative	No			Estimated Finish Date	10/5/2010	Actual Finish Date	
Bill On Hold	No			Employee Rate	PM	Fixed Fee	No
Status	Active			Overhead Allocation Code	STD	Fixed Fee Amount	0.00
Distribution Code	D01			Time Override Rate	0.000	Fixed Fee Total	0.00
Material Markup Pct	50.00			Expense Markup Pct	50.00	Other Markup Pct	50.00
Sales Rep ID 1	GJL	Percent	100.00	Rate	9.00	Tax Class	0
Sales Rep ID 2	JSK	Percent	100.00	Rate	5.00	Project Manager	BOU001

Customer ID				Name			
Project ID	TrainProj			Description	Training Project		
Project Type	General			Billing Format			
Billable	No			Estimated Start Date	8/5/2010	Actual Start Date	8/5/2010
Speculative	No			Estimated Finish Date	10/5/2010	Actual Finish Date	
Bill On Hold	No			Employee Rate	PM	Fixed Fee	No
Status	Active			Overhead Allocation Code	STD	Fixed Fee Amount	0.00
Distribution Code	D01			Time Override Rate	0.000	Fixed Fee Total	0.00
Material Markup Pct	50.00			Expense Markup Pct	50.00	Other Markup Pct	50.00
Sales Rep ID 1		Percent	0.00	Rate	0.00	Tax Class	0
Sales Rep ID 2		Percent	0.00	Rate	0.00	Project Manager	BOU001

Customer ID				Name			
Project ID	TrainProj			Description	Training Project		
Phase Code	Design			Description	Design and spec		
Task Code	Design			Description	Design and spec		
Project Type	General			Billing Format			
Billable	No			Estimated Start Date	8/5/2010	Actual Start Date	
Speculative	No			Estimated Finish Date	10/5/2010	Actual Finish Date	
Bill On Hold	No			Employee Rate	PM	Fixed Fee	No
Status	Active			Overhead Allocation Code	STD	Fixed Fee Amount	0.00
Distribution Code	D01			Time Override Rate	0.000		
Material Markup Pct	50.00			Expense Markup Pct	50.00	Other Markup Pct	50.00
Sales Rep ID 1		Percent	0.00	Rate	0.00	Tax Class	0
Sales Rep ID 2		Percent	0.00	Rate	0.00	Project Manager	BOU001

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ESTIMATES

Use the **Estimates** function to enter cost and income Estimates, for Materials, Expenses, Other costs, and Time, for Projects, Phases, and Tasks. The Estimates screen lists both current and revised Estimate amounts to help minimize data entry errors.

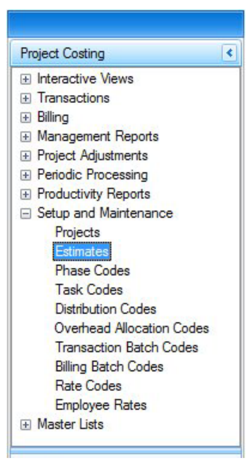
You can make your Estimates into Transactions to cut down on the manual entry of both Estimates and Transactions. You also can copy Estimates that have been previously entered, to duplicate past Estimate records.

Estimates can be entered to the Project level, Project and Task level, and Project, Task, and Phase level. Time Estimates do not require an Employee ID to be entered for more general Estimating of time projected for a Project/Phase/Task.

To set up **Estimates**, follow these steps:

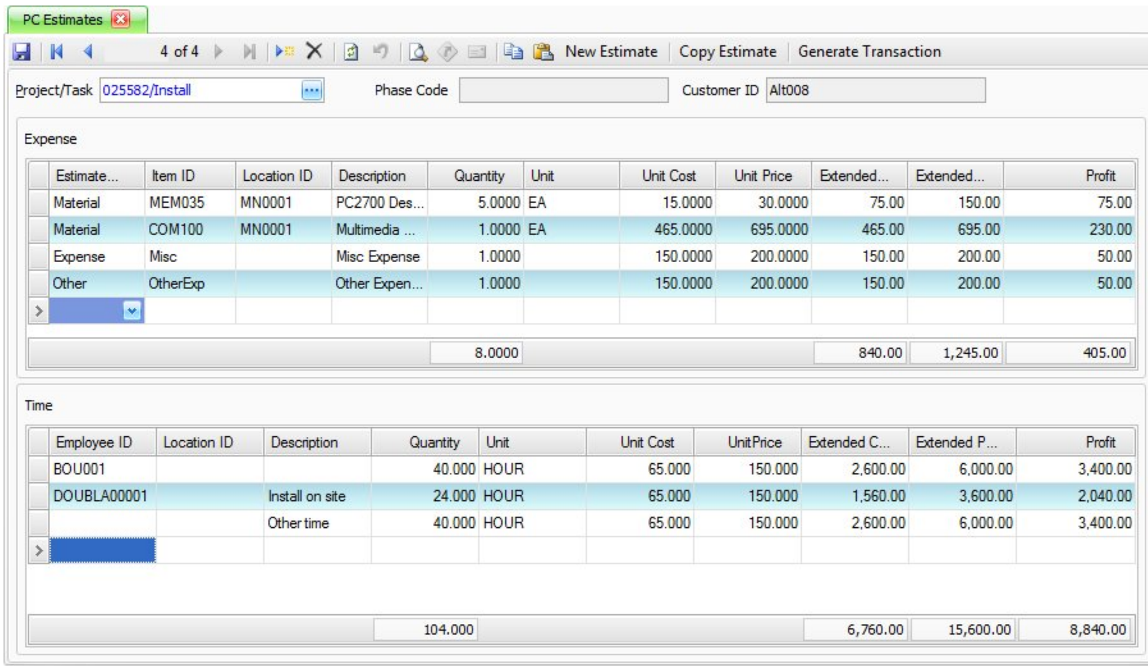
1. Select **Estimates** from the **Setup and Maintenance** menu.

Estimates Menu



2. The **Estimates** screen appears.

Estimates Screen



Maint

3. Select the **Project/Task** for which you want to apply the estimates.

   You will see a row in the search box for each Project, Project and Task, and Project, Task and Phase combination set up.

Expense

4. Use the **Expense** area to enter Material, Expense and Other type of expense estimates.
5. Select the **Estimate Type** to apply the estimate to the Project/Task: **Material**, **Expense**, and **Other**.

Maint

6. Select or enter the **Item ID** for the Estimate. When you select Material you will be able to search for Inventory or System Manager Description Items. When you select Expense and Other types enter an Item ID or skip this field and enter a Description.

Maint

7. Select or enter the **Location ID** for the Estimate. When you select Material you will be able to search for Inventory Location IDs. When you select Expense and Other the Location ID search is not available.

8. Enter a **Description** or accept the Description from your Item selection. When you select Material for the Type and select an Item the Description will fill in from the Item ID selected. When you select Expense and Other for the Type, enter a Description for the line entered.
9. Enter the **Quantity** for the Estimate.
10. Enter the **Unit** of Measure to use for the Estimate, or accept the Unit brought in from the Item selected. If you enter Material and select an Item from the Item ID list the, Unit set up for the Item will be displayed, and you may select an alternate Unit if one is set up. If you select Expense or Other, you may enter the Unit of Measure to which you want the item to refer. You may leave this field blank for Expense and Other Types of Estimates.
11. Enter the **Unit Cost** to use for the Estimate, or accept the Cost brought in from the Item. If you select Material and an Item ID from Inventory, you will not be allowed to change the Unit Cost. If you select an Expense or Other Type, enter the Unit Cost.
12. Enter the **Unit Price** to use for the Estimate, or accept the Price brought in from the Item. If you select Material and an Item ID from Inventory, you may change the Price. If you select an Expense or Other Type, enter the Unit Price.
13. The **Extended Cost** is calculated from the Quantity times the Unit Cost. This field is not allowed to be edited.
14. The **Extended Price** is calculated from the Quantity times the Unit Price. This field is not allowed to be edited.
15. The **Profit** is calculated from the Extended Cost minus the Extended Price. This field is not allowed to be edited.

Time

Maint

16. Select an **Employee ID** to enter Estimated Time for the Project. If you are interfaced to Payroll you will see Payroll Employees in the list. If you are not interfaced to Payroll you will see System Manager Employees. You may leave this field blank if you are entering general time to be used for the Estimate that is not tied to an Employee. You will use the Time Ticket entry to record the actual time spent on the Project.
17. Enter the **Location ID** for the Project Estimate. You may type any Location you wish into this field, there is no link to any Inventory Location IDs. You may leave this field blank.
18. Enter a **Description** for the Time Estimated for the Project.
19. Enter the **Quantity** for the Estimate.
20. The **Unit** of Measure for a Time Estimate is always recorded in **Hours** and cannot be changed.
21. Enter the **Unit Cost** per hour to use for the Estimate.

22. Enter the **Unit Price** per hour to use for the Estimate.
23. The **Extended Cost** is calculated from the Quantity times the Unit Cost. This field is not allowed to be edited.
24. The **Extended Price** is calculated from the Quantity times the Unit Price. This field is not allowed to be edited.
25. The **Profit** is calculated from the Extended Cost minus the Extended Price. This field is not allowed to be edited.

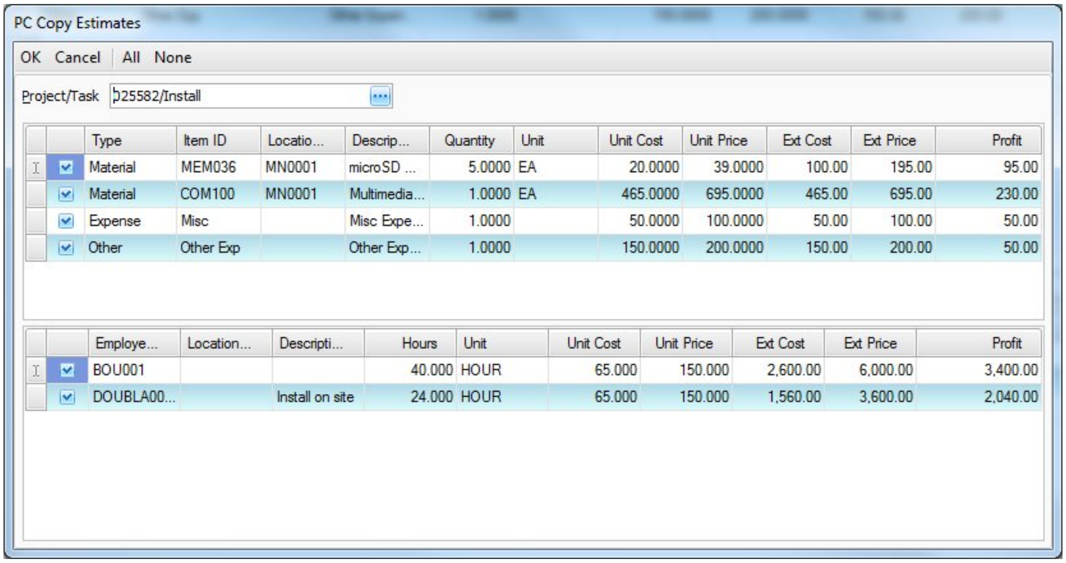
Command Buttons

Name	Description
New Estimate	Enter a new Estimate for a Project/Task/Phase.
Copy Estimate	Copy an Estimate previously entered for a selected Project/Task/Phase.
Generate Transaction	Generate a Transaction for a Material Type Estimate entered in the Expense area.

Copy Estimate

Use the Copy Estimate button to copy an Estimate previously entered for a Project/Task/Phase.

Copy Estimate Screen



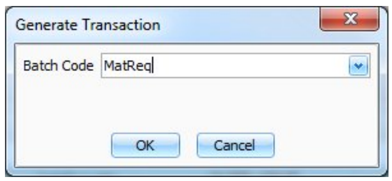
1. The **Copy Estimates** screen appears when you select the Copy Estimates button.
2. Select the **Project/Task** to view previous Estimates entered for the selection.
3. Any Expense or Time Estimate entered for the selected Project/Task/Phase is displayed in the Expense and Time areas.
4. Select the records you want to copy to the Estimates screen by selecting the check box next to the Items to copy.

   You may also click the **All** button if you want all the records listed to be selected. If you want to unselect all the records once they have been selected use the **None** button.
5. Click **OK** to copy the selected records to the Estimates screen for the selected Project/Task/Phase.
6. Click **Cancel** to exit the screen without copying any records.

Generate Transactions

Use the **Generate Transactions** button to generate a Project Costing Transaction for Materials, Expenses and Other Estimates entered into the Estimates.

Generate Transactions Screen



1. Select the Estimate record you want to make into a Transaction, and click the **Generate Transaction** button.
2. The **Generate Transactions** screen appears when you click the Generate Transactions button.
3. Select the **Batch Code** into which you want to generate the transaction. You will see the Transaction Batches you set up. You will only see this selection if you have the System Manager Business Rules option to Use Batch Processing set to Yes.
4. Click **OK** to generate a Transaction from the Estimate. Click **Cancel** to exit the Generate Transactions screen without generating a Transaction.

Producing an Estimates List

Use the **Estimates View** function to produce a list of the Estimates you defined in the Estimates function on the Setup and Maintenance menu. See the Estimates View (page 5-23) for more details on the Estimates View.

4

USING PROJECT COSTING

4

USING PROJECT COSTING

USING THE TRANSACTIONS MENU

Use the Transactions menu to perform the following tasks:

- Enter time tickets and charge specific Projects, Phases, or Tasks with the number of hours each Employee worked.
- Print the Time Ticket Journal before posting.
- Enter Transactions to record Project activity.
- Print the Transaction Journal as an audit trail of Project Costing transactions.
- Post Transactions to Material, Expense, Other and Time Ticket charges to your GL Accounts and update Project and Employee information.
- Prepare, edit, print, and post overhead allocations.

WORKING WITH TRANSACTIONS

Before using the **Transactions** functions, set up your Projects, Tasks, Phases, Customers, Codes, and IDs using the Project Costing and Accounts Receivable **Setup and Maintenance** functions. Verify your Projects, Tasks, Phases, Customers, Codes, and IDs, using the **Master Lists** and **Interactive Views** functions.

Using the Transactions Functions

Use the Transactions functions for the following tasks:

- Use the **Time Ticket Entry** (page 4-7) function to enter Time Tickets and charge specific Projects, Phases, or Tasks with the number of hours each Employee worked. If Project Costing interfaces with Payroll and you want to transfer Time Ticket information to the Payroll transaction table, be sure to use Time Ticket batch codes to group Time Tickets so that information is transferred appropriately.
- Use the **Time Ticket Journal** (page 4-13) to view unposted Time Ticket transactions. Print the journal before you post transactions to verify your entries and as part of your audit trail.
- Use the **Transactions** (page 4-17) function to record Project activity. You can enter four types of transactions: Material Requisition, Material Return, Expense, or Other. You can also use this function to generate a PO transaction or requisitions, including transaction links. When you enter a valid Inventory Item in a Material Requisition or Material Return, the Inventory quantity is updated unless you link it to a PO Drop-Ship transaction.
- Use the **Transaction Journal** (page 4-27) as an audit trail of Project Costing Transactions. Only unposted Transactions entered in the Project Costing Transactions function appear in the journal.
- Use the **Post Transactions** (page 4-37) function to post Time Ticket, Material, Expense, and Other charges to your GL Accounts and update Project and Employee information.
- Use the **Post Overhead Allocations** (page 4-45) function to prepare, edit, print, and Post Overhead Allocations.

TIME TICKET ENTRY

Use the **Time Ticket Entry** function to enter Time Tickets and charge specific Projects, Phases, or Tasks with the number of hours each Employee worked. If Project Costing interfaces with Payroll and you want to transfer Time Ticket information to the Payroll transaction table, be sure to use Time Ticket batch codes to group Time Tickets so that information is transferred appropriately.

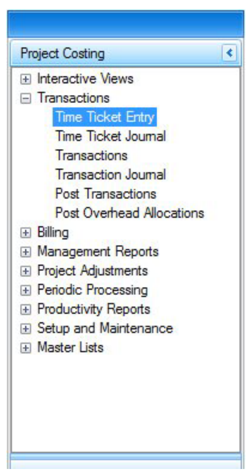
The Time Ticket Entry screen has two views: detail and summary. The detail view shows more information about individual Time Ticket entries while the summary view hides certain fields to list more Time Ticket entries on the screen. Click the summary/detail buttons to toggle between the two views.

If necessary, scroll to view other Time Ticket entries for the current transaction. Click in the Time Ticket record to edit the current transaction or Next Trans to view or enter another Time Ticket transaction for a different Employee.

To use the **Time Ticket Entry** function, follow these steps:

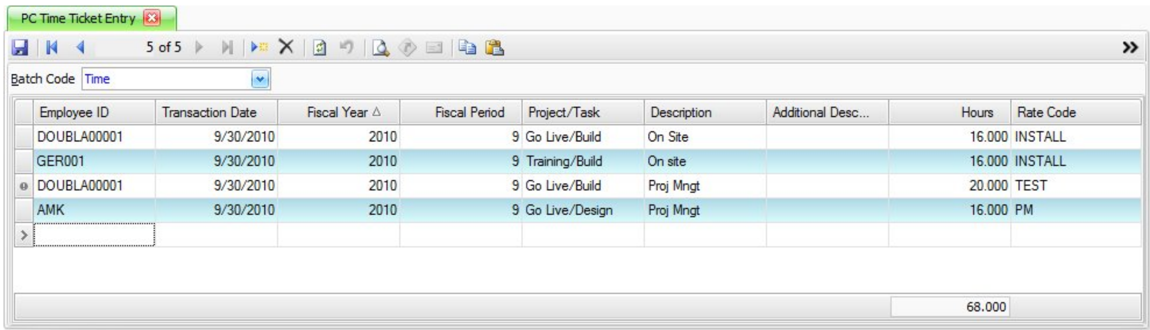
1. Select **Time Ticket Entry** from the **Transactions** menu.

Time Ticket Entry Menu



2. The **Time Ticket Entry** screen appears.

Time Ticket Entry Screen - Summary



	Employee ID	Transaction Date	Fiscal Year	Fiscal Period	Project/Task	Description	Additional Desc...	Hours	Rate Code
	DOUBLA00001	9/30/2010	2010	9	Go Live/Build	On Site		16.000	INSTALL
	GER001	9/30/2010	2010	9	Training/Build	On site		16.000	INSTALL
	DOUBLA00001	9/30/2010	2010	9	Go Live/Build	Proj Mngt		20.000	TEST
	AMK	9/30/2010	2010	9	Go Live/Design	Proj Mngt		16.000	PM
>									
								68.000	

Maint

3. Select a Batch Code for which to associate a Time Ticket from the **Batch Code** field.

NOTE: If you choose not to use batch processing, Time Tickets are applied to the main ###### batch.

4. Click the **New Record** button , on the toolbar, to open a blank Time Ticket record.

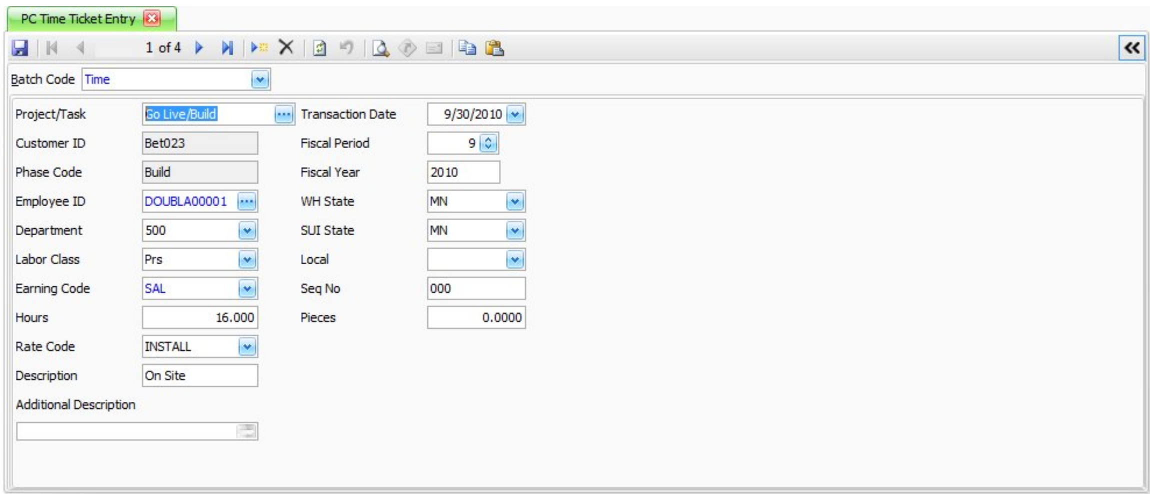
Maint

5. Select the Employee ID to include in the Time Ticket from the **Employee ID** field.
6. Edit, if necessary, the **Transaction Date**, **Fiscal Year**, and **Fiscal Period** fields; otherwise accept the defaults.

Maint

7. Select a Project for which to associate the Employee's hours from the **Project/Task** field.
8. Enter, if applicable, a description for the Project in the **Additional Description** field.
9. Enter the number of hours the Employee worked in the **Hours** field.
10. Select a pay rate for the Employee from the **Rate Code** field.

Time Ticket Entry Screen - Detail



Select the detail view to view and enter more detailed information for the Time Ticket transaction as it applies to Payroll.

Maint

1. Select a Batch Code for which to associate a Time Ticket from the **Batch Code** field.

NOTE: If you choose not to use batch processing, Time Tickets are applied to the main ###### batch.

2. Click the **New Record** button , on the toolbar, to open a blank Time Ticket record.

Maint

3. Select the Project/Task associated with the Time Ticket from the **Project/Task** field.

Maint

4. Select the Employee ID to include in the Time Ticket from the **Employee ID** field.
5. Select the Department for the Time Ticket from the **Department** field.

   This field is only available if you have Project Costing interfaced to Payroll and you are entering a Time Ticket for a Payroll Employee.

6. Select the Labor Class for the Time Ticket from the **Labor Class** field.

   This field is only available if you have Project Costing interfaced to Payroll and you are entering a Time Ticket for a Payroll Employee.

Maint

7. Select the Earning Code for the Time Ticket from the **Earning Code** field.

   This field is only available if you have Project Costing interfaced to Payroll and you are entering a Time Ticket for a Payroll Employee.

8. Enter the number of Hours the Employee worked in the **Hours** field.
9. Select a pay rate for the Employee from the **Rate Code** field.
10. Enter, if applicable, a description for the project in the **Additional Description** field.
11. Edit, if necessary, the **Transaction Date**, **Fiscal Period**, and **Fiscal Year** fields; otherwise accept the defaults.
12. Select the Withholding State for the Time Ticket from the **WH State** field.

    This field is only available if you have Project Costing interfaced to Payroll and you are entering a Time Ticket for a Payroll Employee.

13. Select the State Unemployment Insurance for the Time Ticket from the **SUI State** field.

    This field is only available if you have Project Costing interfaced to Payroll and you are entering a Time Ticket for a Payroll Employee.

14. Select the Local area for the Time Ticket from the **Local** field.

    This field is only available if you have Project Costing interfaced to Payroll and you are entering a Time Ticket for a Payroll Employee.

15. Enter a Sequence Number, if applicable, in the **Seq No** field.

    This field is only available if you have Project Costing interfaced to Payroll and you are entering a Time Ticket for a Payroll Employee.

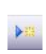
16. Enter the number of Pieces to apply to the Payroll Transaction in the **Pieces** field.

    This field is only available if you have Project Costing interfaced to Payroll and you are entering a Time Ticket for a Payroll Employee.

NOTE: Pieces are used for management information and job control. If you interface Payroll with Project Costing, the number of pieces you enter will post to the Project.

Task Summary

To add a new Time Ticket entry, for the summary view, follow these steps:

1. Select a Batch Code for which to associate a Time Ticket from the **Batch Code** field.
2. Click the **New Record** button , on the toolbar, to open a blank Time Ticket record.
3. Select the Employee ID to include in the Time Ticket from the **Employee ID** field.
4. Edit, if necessary, the **Transaction Date**, **Fiscal Year**, and **Fiscal Period** fields.
5. Select a Project for which to associate the Employee's hours from the **Project/Task** field.

6. Enter, if applicable, a Description for the Project in the **Additional Description** field.
7. Enter the number of Hours the Employee worked in the **Hours** field.
8. Select a pay rate for the Employee from the **Rate Code** field.
9. Click the **Save** button , on the toolbar, to save the new Time Ticket.

NOTE: To add a new Time Ticket entry for the detail view click the detail button and follow these steps, with the additional Payroll fields being edited.

To edit a Time Ticket entry, follow these steps:

1. Select a Batch Code, associated with the Time Ticket information, from the **Batch Code** field.
2. Edit the fields as necessary.
3. Click the **Save** button , on the toolbar, to save any changes made to the Time Ticket.

To delete a Time Ticket entry, follow these steps:

1. Select a Batch Code, associated with the Time Ticket information, from the **Batch Code** field.
2. Select an Employee's Time Ticket entry to delete from the **Employee ID** field.
3. Click the **Delete** button , on the toolbar, to delete the selected Time Ticket.
4. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

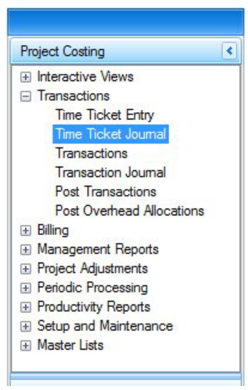
TIME TICKET JOURNAL

Use the **Time Ticket Journal** to view unposted Time Ticket transactions. Print the Journal before you Post Transactions to verify your entries and as part of your audit trail.

To use the **Time Ticket Journal** function, follow these steps:

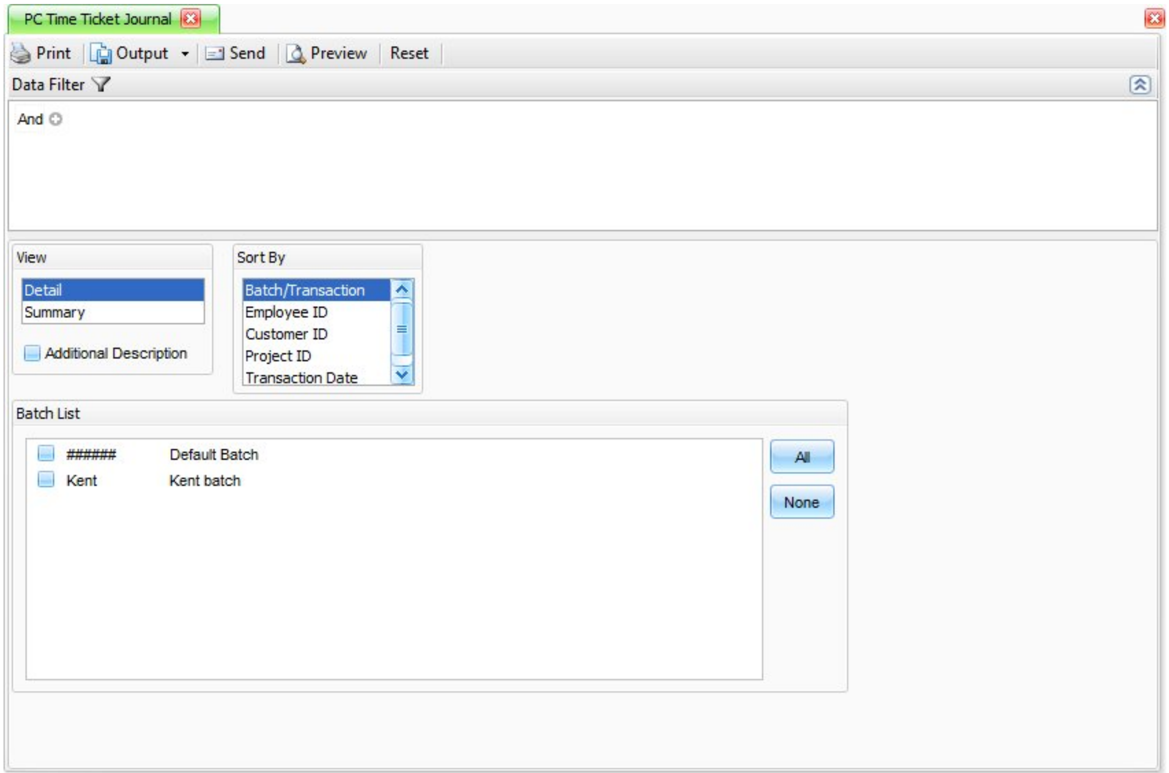
1. Select **Time Ticket Journal** from the **Transactions** menu.

Time Ticket Journal Menu



2. The **Time Ticket Journal** screen appears.

Time Ticket Journal Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the amount of information to **View** in the journal. **Summary** or **Detail** versions of the report.
5. Select the **Print Additional Descriptions** check box, if applicable, to include Additional Descriptions in the Journal.
6. Select the **Sort By** criterion for the Journal: **Batch/Transaction**, **Employee ID**, **Customer ID**, **Project ID**, and **Transaction Date**.
7. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

NOTE: Only available if you elected to use batch processing in the Business Rules function. You can use the All button to select all batches or you can use the None button to deselect all batches.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Time Ticket Journal

Continental Products Unlimited
Time Ticket Journal (Detail)
Sorted by Batch/Transaction No

Page 1

Report Filter

Batch List	Time
View Additional Description	No

Batch Code / **Customer ID**	**Trans No** / **Name**	**Trans Date**	**Employee ID** / **Project ID**	**Name** / **Phase Code**	**Task Code**	**Hours**	**Rate Code** / **Amount**	**Ext Cost**	**Earn Cd** / **Pieces**	**State** / **Local**	**Seq No** / **SUI**	**Dept ID** / **Labor Class**
Time	44	9/30/2010	DOUBLA00001	Doubla, Mike								
Bet023	Beta Dynamics Inc.		Go Live	Build	Build	16.000	INSTALL		SAL	MN	000	500
			On Site				2,000.00	1,040.00	0.0000		MN	Prs
			Totals for Trans No	44		16.000	2,000.00	1,040.00				
Time	45	9/30/2010	GER001	Gerard, Timothy G								
Bur056	Burnhaven Software Design		Training		Build	16.000	INSTALL		SAL	MN	000	500
			On site				2,000.00	606.40	0.0000		MN	VP
			Totals for Trans No	45		16.000	2,000.00	606.40				
Time	47	9/30/2010	AMK	Kelly, Ann Marie								
Bet023	Beta Dynamics Inc.		Go Live		Design	16.000	PM					
			Proj Mngt				2,000.00	1,000.00	0.0000			
			Totals for Trans No	47		16.000	2,000.00	1,000.00				
Time	48	9/30/2010	DOUBLA00001	Doubla, Mike								
Bet023	Beta Dynamics Inc.		Go Live	Build	Build	20.000	TEST		SAL	MN	000	500
			Proj Mngt				2,500.00	1,300.00	0.0000		MN	Prs
			Totals for Trans No	48		20.000	2,500.00	1,300.00				
			Totals for Batch Code	Time		68.000	8,500.00	3,946.40				
Grand Total						68.000	8,500.00	3,946.40				

9/30/2010 1:49 PM ***** End of Report ***** **OPEN_SYSTEMS\kenthe**

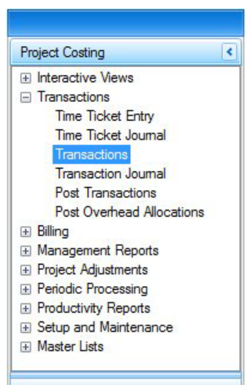
TRANSACTIONS

Use the **Transactions** function to record Project activity. You can enter four types of transactions: Material Requisition, Material Return, Expense, or Other. You can also use this function to generate a PO Transaction or Requisitions, including transaction links. When you enter a valid Inventory Item in a Material Requisition or Material Return, the Inventory quantity is updated unless you link it to a PO drop-ship transaction.

To use the **Transactions** function, follow these steps:

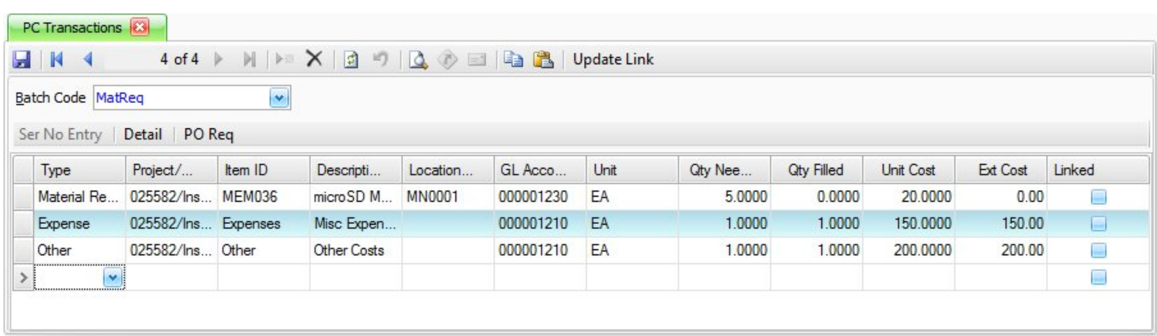
1. Select **Transactions** from the **Transactions** menu.

Transactions Menu



2. The **Transactions** screen appears.

Transactions Screen



Maint

3. Select a **Batch Code** for which to associate the Transaction from the Batch Code field.

NOTE: If you choose not to use batch processing, Transactions are applied to the main ###### batch.

4. Click the **New Record** button  , on the toolbar, to open a blank Transaction record.

5. Select the Type of Transaction from the **Type** field: **Material Requisition**, **Material Return**, **Expense**, and **Other**.

Maint

6. Select the Project/Task from the **Project/Task** field. You will see a row in the search box for each Project, Project and Task, and Project, Task and Phase combination set up.

Maint

7. Select or enter the **Item ID** for the Transaction. When you select Material you will be able to search for Inventory or System Manager Description Items. When you select Expense and Other types enter an Item ID or skip this field and enter a Description.

Maint

8. Select or enter the **Location ID** for the Transaction. When you select Material you will be able to search for Inventory Location IDs. When you select Expense and Other the Location ID search is not available.

9. Enter a **Description** or accept the Description from your Item selection. When you select Material for the Type and select an Item ID, the Description will fill in from the Item ID selected. When you select Expense and Other for the type enter a Description for the line entered.

10. Enter a **GL Account** or accept the default Account.

    For **Material Reqs**, this account will be the Inventory account brought in from the Inventory Account Code assigned to the Item ID.

    For **Expense** and **Other** Transactions, this Account will be the Account ID entered into the Default Credit Account Business Rule (page 3-7). This Account can be changed to reflect the actual Expense Account to apply the entered Expense to.

11. Enter the **Quantity Needed** for the Transaction.

12. Enter the **Quantity Filled** for the Transaction.

NOTE: The Qty Filled must be entered for the Item quantity to be taken from Inventory, and GL transactions generated for the cost of the Item to be posted to the GL Journal. The transaction will be deleted when the Post Transactions is run, whether the Qty Filled has been entered or not.

13. Enter the **Unit** of measure to use for the Transaction or accept the Unit brought in from the Item ID selected. If you enter Material and select an Item from the Item ID list the Unit set up for the Item be displayed and you may select an alternate Unit if one is set up. If you select Expense or Other, you may enter the Unit of measure for which you want the Item to refer. You may leave this field blank for Expense and Other types of Transactions.

14. Enter the **Unit Cost** to use for the Transaction, or accept the cost brought in from the Item ID. If you select Material and an Item ID from Inventory you will not be allowed to change the cost. If you select an Expense or Other type, enter the Unit Cost.

15. The **Extended Cost** is calculated from the Quantity times the Unit Cost. This field is not allowed to be edited.

16. The **Linked** box will be checked if the Transaction is linked to a Purchase Order or Purchase Requisition. See the PO Req section (page 2-23) for more details on generating a Purchase Order from the Project Costing material requisition.

17. Click a command button:

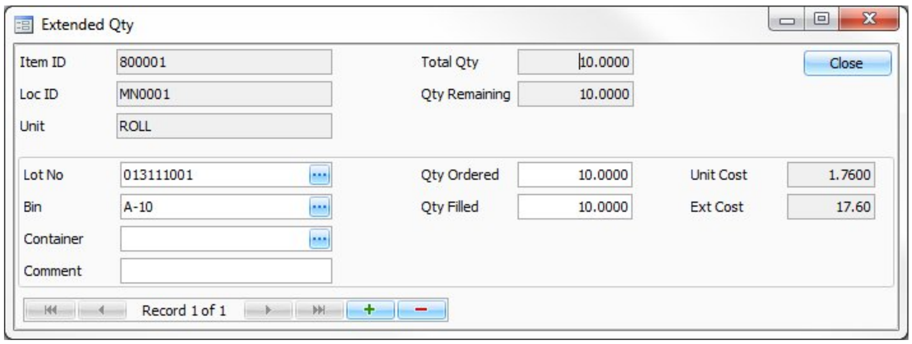
Command Buttons

Click	To
Ser No Entry	View additional information on the Item, add a Serial Number and enter Comments about the Item. **Note**: This button only appears for Serialized Items.
Detail	View additional information on the Item, add Lot Number, Bin and Container IDs, and enter Comments about the Item. **Note**: This button only appears for Lotted Items and if Warehouse Management is installed and interfaced.
PO Req	Generate a linked Purchase Order or Requisition.

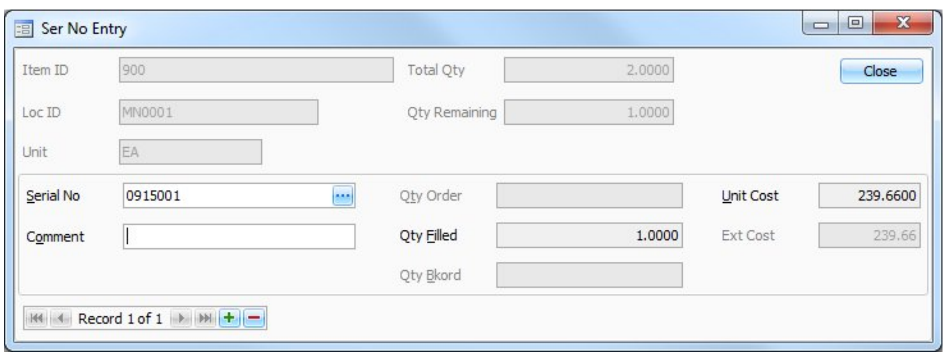
18. Click the **Save** button , on the toolbar, to save the Transaction.

Lot and Serial Number Entry

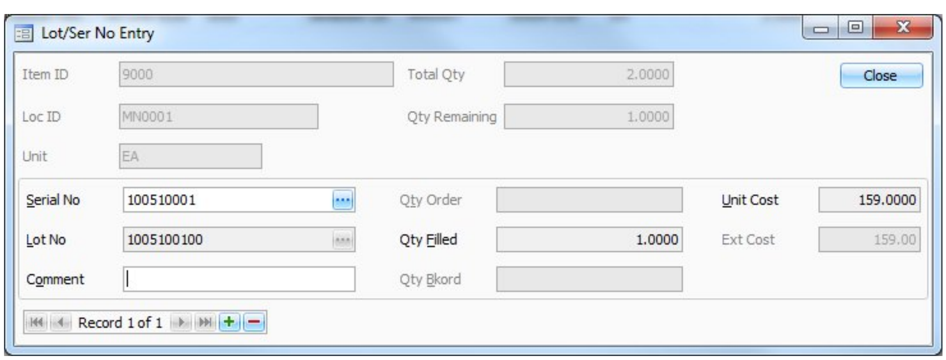
Lot Number Entry Dialog Box



Serial Number Entry Dialog Box



Lot/Serial Number Entry Dialog Box



1. If Project Costing interfaces with Inventory, the **Ser No Entry** button appears on the Transactions screen when you enter a Transaction record for a Serialized, or Serialized and Lotted Inventory Item.
2. When you enter an Item that is Lotted, Serialized, or Serialized and Lotted, the Lot No Entry, Ser No Entry, or the Lot/Ser No Entry dialog box automatically appears.
3. The Lot/Ser No Entry dialog box combines the Lot No Entry and Ser No Entry dialog box fields. It is used in this example to show all the fields you may see.

NOTE: If you do not enter information on this screen, the Transaction line is deleted.

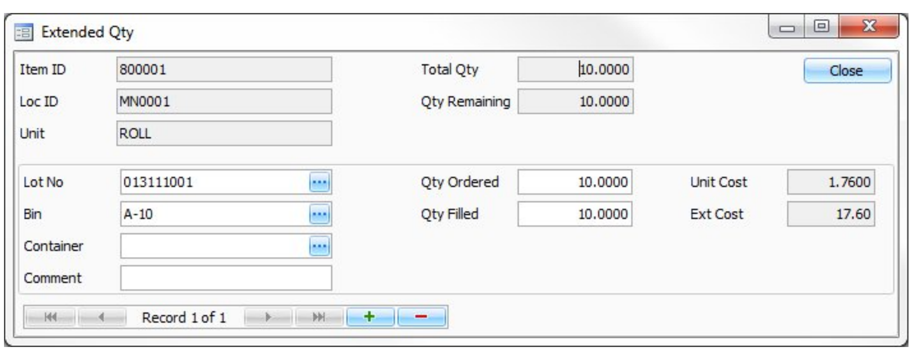
4. In the top portion of the dialog box, the **Item ID**, **Location ID**, **Unit Of Measure**, **Total Quantity**, and **Quantity Remaining** fields appear and are unavailable.

NOTE: The Qty Remaining field is updated as you enter Serial and Lot records.

5. The **Qty Filled** box is adjusted if the quantity of Lotted or Serialized Items you enter on this screen is different from that on the Transactions screen.
6. Select a **Serial Number** with a status of **Available** (for a material requisition) or select a serial number with a status of **Sold** (for a material return). This field is available only if you are working with a Serialized Item.
7. Select a **Lot Number** if you are working with a Lotted Item. Enter a Bin and/or Container to take the Lot out of, if you have the Warehouse Management application installed.

   To view Lot Number information after the record has been saved, click the **Detail** button to display the Extended Qty dialog box.

Extended Qty Screen With Lotted Item



8. If you are working with a Serialized and Lotted Item, the Lot Number associated with the Serial Number you selected appears.

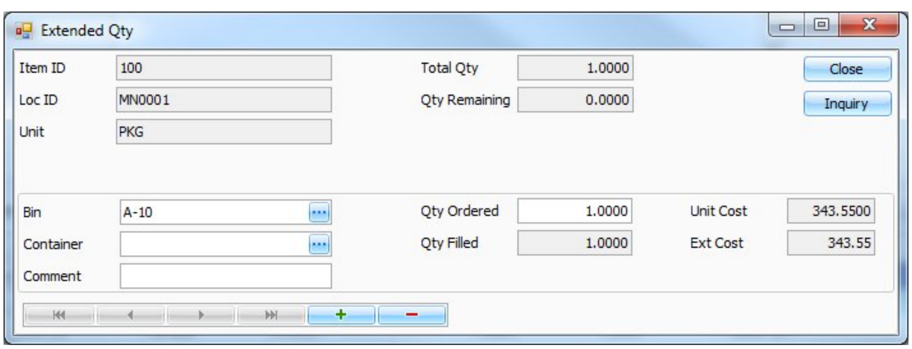
9. Enter **Comments** about the Transaction. The Comments are posted to Inventory if you elected to save Lot and Serial number history in the Inventory Business Rules function.
10. The quantity filled is **1** for Serialized Items and Serialized and Lotted Items. If you are working with Lotted Items, the Quantity Shipped amount from the Transaction defaults into this field. You can change it if necessary.
11. If applicable, the quantity **Filled** and quantity **Backordered** appear.
12. The **Unit Cost** of the Item appears and you can change it if the transaction is a Requisition Return.
13. The **Extended Cost** of the Item appears.
14. Click the green Plus(+) at the bottom of the screen to add Serial Numbers for transactions with a quantity of more than 1 for serialized and serialized lotted items.
15. Click **Close** to save your changes and return to the Transactions screen.

Detail

Click on the **Detail** button to view the **Extended Quantity Entry** screen. On this screen you can select **Bins** and **Containers** from which to take the Item, to fill the Material Requisition. You can have several Bins and Containers per Item selected to fill the Requisition.

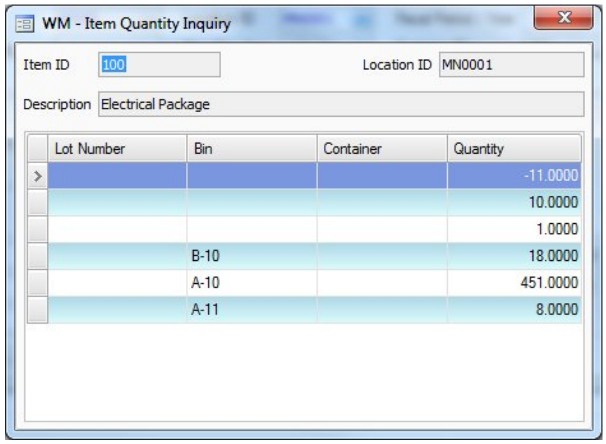
The Bins and Containers entered here will be used in the Warehouse Management, Print Picking List and Record Picked Orders functions. You will only have a list of available Bins and Containers if you have Warehouse Management installed and interfaced.

- These Bins and Containers are entered to suggest to the warehouse staff, that will be printing the Picking List, where to go to pick the Items in the warehouse.



- Click on the **Inquiry** button to view the **Item Quantity Inquiry** screen for the selected Item for the Transaction.

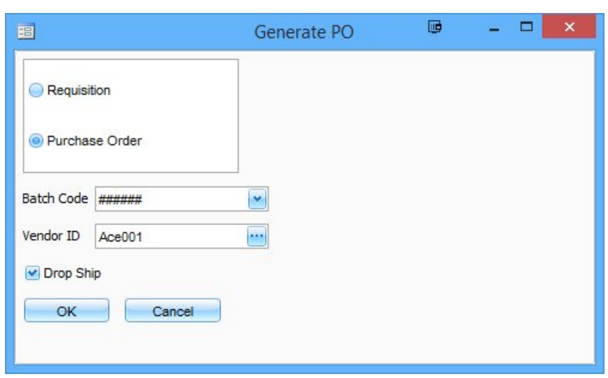
Item Quantity View Screen



- The **Item ID** and **Location ID** will default into the header area.
- The Quantity records for the Item are displayed with Bin and Container information. Close the Item Quantity Inquiry screen.
- Select the Bin and Container you want the Item taken out of when Recording Picked Orders in Warehouse Management.
- Close the **Extended Quantity Entry** screen when finished to return to the **Transactions** screen.

PO Req

Click **PO Req** to create a new Purchase Order or Requisition for the Item by inserting a record in the Purchase Order **Transactions** or **Requisitions** functions. This button appears only if Purchase Order is installed.



- Select to **Generate** a **Requisition** or a **Purchase Order** from your project costing transaction.

  You will get the option to select either a Requisition or Purchase Order if you selected **Choice** in the Business Rules for Purchase Order for the **Generate Purchases from Project Costing**. If you selected either **Requisitions** or **Purchase Order**, you will only be able to generate the type of Transaction selected. If you selected **None** for this option the button will be deactivated.

- Select the **Batch Code** in which you want your Purchase Order to be generated. You will only see this option if you use Transaction Batching in Purchase Order, and you selected to generate a Purchase Order.

- Select the **Vendor ID** for the Vendor you want the Purchase Order generated. This Vendor ID will be filled in on the Purchase Order, or into the Vendor ID field in the Purchase Requisition.

- Select the check box to have the Item in the Purchase Order **Drop Ship**ped.

  When the Drop Ship box is selected, the Item will not affect Inventory quantities when received in the Purchase Order. The Site Info address information, entered into the Project setup (page 3-59), will transfer to the Purchase Order's Ship To tab.

  When the Drop Ship box is cleared, the Item will be put into the On Hand quantity in Inventory, when received in Purchase Order. When the **Update Link** button is selected, the Item will be taken out of the Inventory On Hand quantity.

- Click **OK** to generate the Requisition or Purchase Order.

- Click **Cancel** to return to the Transactions screen and not generate a Purchase Order or Requisition.

A confirmation message appears when you click **OK** stating **The transaction was generated successfully**.

The Linked check box will be selected for those Material Requisition Transactions that have a Purchase Order linked to them.

NOTE: If the Qty Filled amount is updated manually by entering a Quantity Filled, for a Linked transaction, the Link is broken between the Project Cost Material Req and the Purchase Order. When the Purchase Order is received it will have no effect on the Project Costing Material Req Transaction when the Update Link button is selected.

NOTE: When a Purchase Order has been generated from a Project Cost Material Requisition, the Material Req Item will be filled when the Purchase Order Item has been received and the Update Link button has been selected.

NOTE: The cost from the Purchase Order Item receipt will be transferred directly into the Cost of the Project Costing Material Requisition Item when the Purchase Order was generated from a Material Req.

NOTE: When the Drop Ship check box is selected when generating the Purchase Order, Inventory quantities are not effected by the receipt in Purchase Order.

Command Buttons

Name	Description
Update Link	Click this button to update the link to the Purchase Order to which the transaction is linked. If the Item has been received in PO it will fill the Qty Filled amount.

Task Summary

To add a Transaction, follow these steps:

1. Select a Batch Code for which to associate a Transaction from the **Batch Code** field.
2. Click the **New Record** button , on the toolbar, to open a blank Transaction record.
3. Select the Type of Transaction from the **Type** field.
4. Select the Project/Task from the **Project/Task** field.
5. Select the Item ID for the Transaction from the **Item ID** field.
6. Edit, if necessary, the **Description**, **Location ID**, **Unit**, **Qty Ordered**, **Qty Filled**, and **Unit Cost** fields.
7. Click the **Save** button , in the toolbar, and close the screen to save your changes and return to the main menu.

To edit a Transaction, follow these steps:

1. Select a Batch Code, associated with the Transaction to edit, from the **Batch Code** field.
2. Select the Transaction to edit from the Type field.
3. Edit the fields as necessary.
4. Click the **Save** button , in the toolbar, and close the screen to save your changes and return to the main menu.

To delete a Transaction, follow these steps:

1. Select a Batch Code, associated with the Transaction to delete, from the **Batch Code** field.
2. Select the Transaction to delete from the Type field.
3. Click the **Delete** button ✕ , on the tool bar, to delete the selected Transaction.
4. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

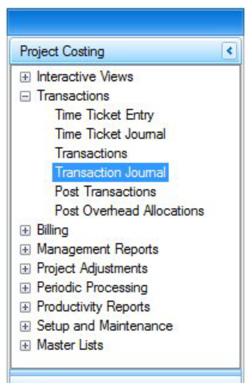
TRANSACTION JOURNAL

Use the **Transaction Journal** as an audit trail of Project Costing Transactions. Only unposted Transactions entered in the Project Costing Transactions function appear in the Journal.

To use the **Transaction Journal** function, follow these steps:

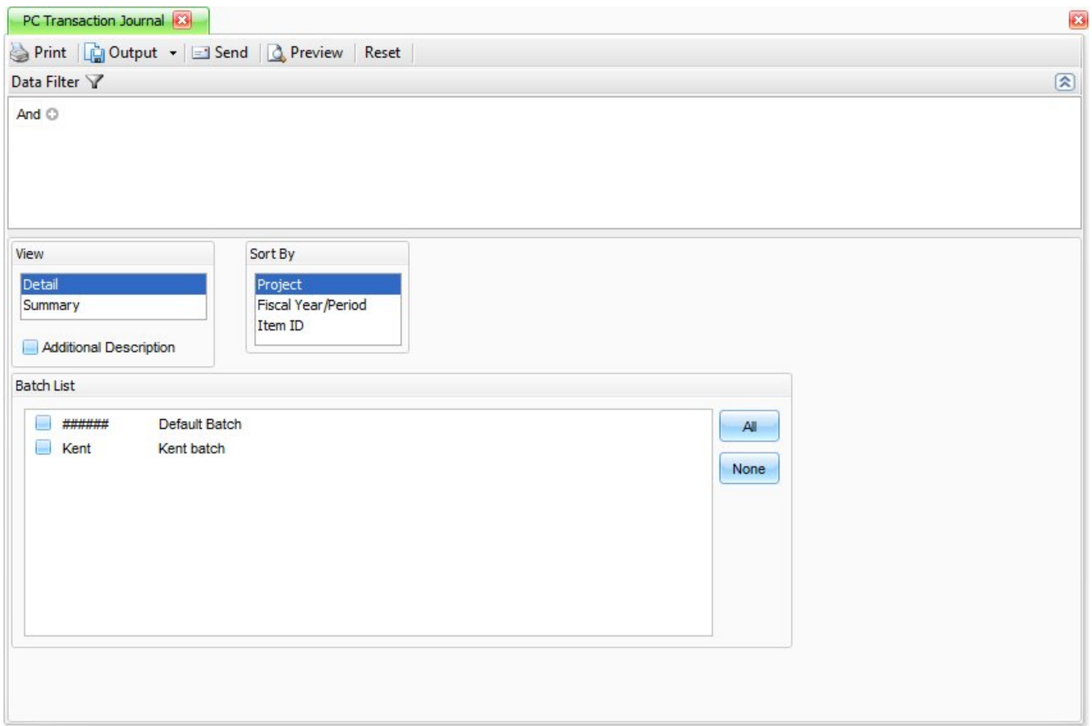
1. Select **Transaction Journal** from the **Transactions** menu.

Transaction Journal Menu



2. The **Transaction Journal** screen appears.

Transaction Journal Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the amount of information to **View** in the journal. **Summary** or **Detail** versions of the report.
5. Select the **Print Additional Descriptions** check box, if applicable, to include Additional Descriptions in the journal.
6. Select the **Sort By** criterion for the journal; **Project**, **Fiscal Year/Period**, and **Item ID**.
7. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

NOTE: Only available if you selected Yes to Use Batch Processing in the Business Rules function. You can use the All button to select all batches or you can use the None button to deselect all batches.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction Journal

Continental Products Unlimited
Transactions Journal (Detail)
Sorted by Project

Page 1

Report Filter

Batch List	######,Expse,Kent,MatReq,Other,Time
View Additional Description	No

Customer ID / Type	Name / Date	Pd / Year	Loc ID	Project ID / Item ID / Description	Phase Code	Task Code	Unit	Qty Filled	Qty Needed	Markup	Ext Cost
Alt008	Altos Servers Company			025582		Install					
	7/21/2010	7 / 2010		Expenses Misc Expenses			EA	1.0000	1.0000	0.00	150.00
Alt008	Altos Servers Company			025582		Install					
	7/21/2010	7 / 2010	MN0001	MEM036 microSD Memory Card			EA	0.0000	5.0000	0.00	0.00
Alt008	Altos Servers Company			025582		Install					
	7/21/2010	7 / 2010		Other Other Costs			EA	1.0000	1.0000	0.00	200.00
						Total for Project 025582//Install					350.00

Grand Total	350.00
Requisition Total	0.00
Return Total	0.00
Expense Total	150.00
Other Total	200.00

7/22/2010 11:05 AM ***** End of Report ***** **OPEN_SYSTEMS\kenthe**

POST TRANSACTIONS OVERVIEW

When you Post Transactions, records are generated to be viewed using the Activity View for Time Tickets and Transactions. Records will also be generated that can be seen in the Transfer Billings function on the Billings menus. These Transactions can then be transferred to be invoiced through Project Costing.

The system creates temporary tables to store line-item entries and totals information. As information is posted, line-item information is posted first, then totals are updated. When all line items are posted summary GL entries are calculated.

If Project Costing is interfaces with General Ledger, debit and credit entries are created in the GL Journal. If detail information is posted, entries are made for each Time Ticket Transaction and each Transaction line Item. If summary information is posted, one entry is made for each GL Account ID. If the accounting period is closed, you can either edit Transactions or use the System Manager **Period Conversion** function to open the accounting period and then post the transactions. See the **Period Conversion** function in the *System Manager Training Manual* for more information.

If Project Costing interfaces with Inventory, posting Project Costing Transactions updates the available quantities, dates, and balances in Inventory.

Posting transactions also updates activity for each Project record. The Actual Start Date is updated with the post date of the first Transaction/Time Ticket posted to the Project.

If Payroll is installed and interfaced with Project Costing, you will be offered an option to transfer the Transactions being posted to the Payroll transaction table. Transfers to the interfaced payroll application will fail for Transactions without valid Earnings Codes or other such data integrity violations. All failed transactions will be listed on an Exception Report that is generated during that process.

An invalid Earnings Code might be one that exists in Payroll but has not been included as a valid Earnings Code for a specific Employee. This can be used to intentionally prevent certain types of transfers from taking place.

Example: You may have Salaried Employees using the Time Ticket function, and do not intend to have their hours transferred to the Payroll system when Time Tickets are posted. Now let's assume that the name defined for the first rate level is "Standard" and that level has been mapped to an Earnings Code called "Hourly" in the interfaced Payroll application. Let's also assume that the "Hourly" Earnings Code is intended to be used only by those Employees that are paid on an hourly basis. When the "Standard" rate level is used by the Salaried Employee, the Transaction will be rejected during the transfer, because that Employee was not setup to use the "Hourly" Earnings Code.

The General Ledger (if interfaced) is also updated. The Distribution Code assigned to the Project, Phase or Task charged provides most General Ledger Accounts used. If Project Costing is interfaced to Inventory, and you are posting Material Requisition Transactions the Inventory Account comes from the Inventory Account Code assigned to the Item in the Location selected for the Transaction.

The General Ledger accounting for Transaction/Time Ticket entries in a Time and Material Billing environment, i.e., Billable Projects, is as follows:

Billable Time Non Fixed Fee

Costs		**Income**	
Cost	**Payroll Clearing**	**WIP**	**Accrued Income**
DB	CR	DB	CR

Billable Material Non Fixed Fee

Costs		**Income**	
Cost	**Inventory**	**WIP**	**Accrued Income**
DB	CR	DB	CR

NOTE: When posting a Material Return the opposite transactions will be generated for the accounts listed above.

Billable Expense and Other Non Fixed Fee

Costs		Income	
Cost	**WIP**	**WIP**	**Accrued Income**
DB	CR	DB	CR

Billable Time Fixed Fee

Costs	
Cost	**Payroll Clearing**
DB	CR

Billable Material Fixed Fee

Costs	
Cost	**Inventory**
DB	CR

NOTE: When posting a Material Return the opposite transactions will be generated for the accounts listed above.

Billable Expense and Other Fixed Fee

Costs	
Cost	**WIP**
DB	CR

If the Transaction/Time Ticket relates to either an Administrative or Non-Billable Project, Phase, or Task, the cost entry below will be created.

Non-Billable and Administrative Time

Costs

WIP	Payroll Clearing
DB	CR

Non-Billable and Administrative Material

Costs

Cost	Inventory
DB	CR

NOTE: When posting a Material Return the opposite transactions will be generated for the accounts listed above.

Non-Billable and Administrative Expense and Other

Costs

Cost	WIP
DB	CR

The General Ledger accounting for Transactions/Time Ticket entries in a Job Costing environment is as follows:

Job Cost Time

Costs

Cost	Payroll Clearing
DB	CR

Job Cost Material

Costs

WIP	**Inventory**
DB	CR

NOTE: When posting a Material Return the opposite transactions will be generated for the accounts listed above.

Job Cost Expense and Other

Costs

WIP	**WIP**
DB	CR

The cost of the Transaction that is credited to the Payroll Clearing Account could be offset by an entry made when the Payroll is paid or accrued if so desired. The balance in the Payroll Clearing Account would represent the variance between the standard costs used in Time Ticket entry and the actual Payroll cost.

This provides you with the ability to quickly evaluate the standard costs you are using for Employees. Alternately, you could compare the balance in the Payroll Clearing Account to actual Payroll related cost Accounts to achieve the same goal.

It is important to note that if there is a timing difference between the entry of Time Tickets and the accrual of Payroll costs, an adjustment to the Payroll Clearing Account followed by a corresponding reversal in the following month will be necessary if financial statements are being issued.

When you post Project Costing Transactions that are Job Cost and Billable Fixed Fee Transactions, the Fixed Fee Billings Account will replace the Sales Account.

POST TRANSACTIONS

Use the **Post Transactions** function to post Time Ticket and Transaction charges to your Accounts and update Project and Employee information.

Before you post, complete the following tasks:

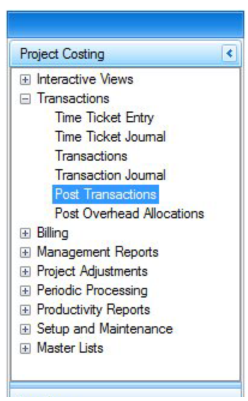
- Complete Transaction and Time Ticket entry and print Journals.
- If you have a multi-user system and are not using batch processing, verify no one else is using the Transactions or Time Tickets functions.
- Print the **Time Ticket Journal** and the **Transaction Journal**.

  The **Time Tickets** and **Transactions** functions provides information for the Time Ticket and Transactions Journals. Posted entries are cleared from these functions to make room for the next group of entries.

To **Post Transactions**, follow these steps:

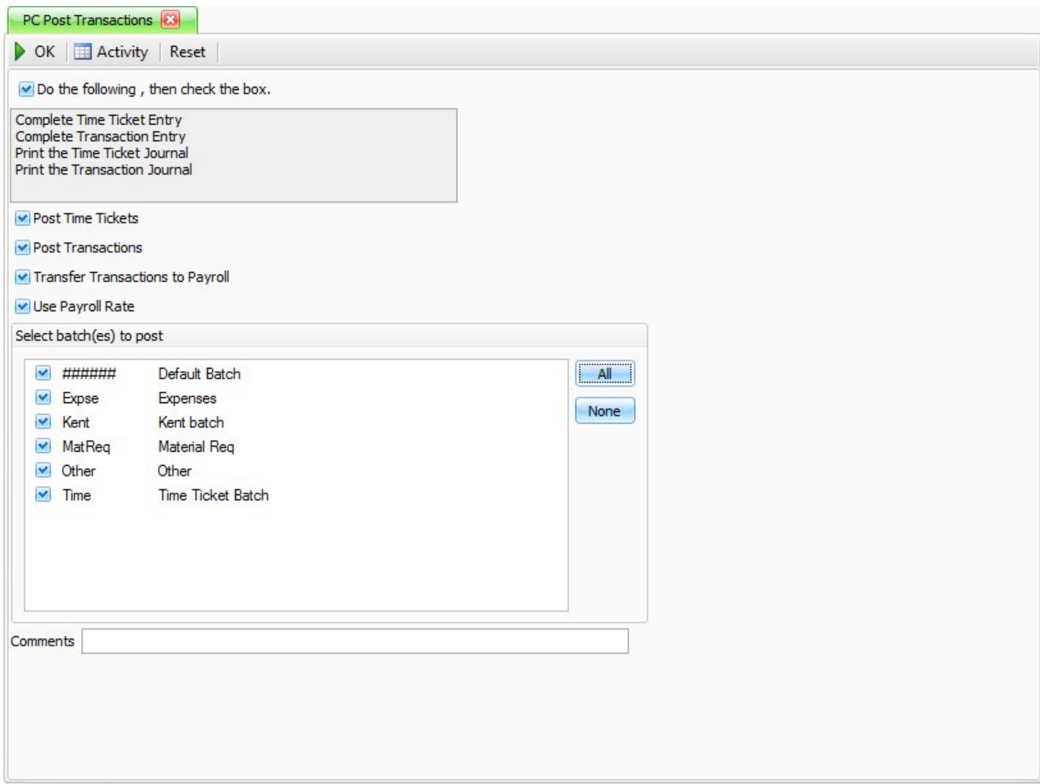
1. Select **Post Transactions** from the **Transactions** menu.

Post Transactions Menu



2. The **Post Transactions** screen appears.

Post Transactions Screen



3. **Complete Time Ticket Entry**.
4. **Complete Transaction Entry**.
5. **Print the Time Ticket Journal**.
6. **Print the Transaction Journal**.
7. Select the **Do the following, then check the box,** check box.
8. Select the **Post Time Tickets** check box, if applicable, to post Time Ticket charges.
9. Select the **Post Material Transactions** check box, if applicable, to post Material Transactions.
10. Select the **Transfer Transactions to Payroll** check box, if applicable, to transfer information to the Payroll transactions tables.

NOTE: This option appears only if you interface Project Costing with Payroll.

11. Select the **Use Payroll Rate** check box, if applicable, to use Employee rates recorded in the Payroll Employee Information function to calculate labor costs.

NOTE: Clear this check box to use the rate costs you set up in the Setup and Maintenance Employee Rates function. Select this check box to use Employee rates to offset overhead costs instead of using Overhead Allocation Codes. For example; you might enter an Employee rate (the rate at which you charge for an Employee's time) of $10 in the Employee Rate function, but record your Hourly Rate for that Employee in Payroll at $8, resulting in an extra $2 per hour that you use to offset overhead costs. When you select this check box, the system uses the Employee rate recorded in Payroll to calculate costs, allowing you to record the difference from Billing charges without using Overhead Allocation Codes.

12. Select the **Batches** to include in the post. You will only see the available batches if you have selected Yes to Use Batch Processing for transactions.

NOTE: This option only appears if you selected Yes to Use Batch Processing in the Business Rules function. You can use the All button to select all batches to post or you can use the None button to deselect all batches from posting.

13. Enter Comments for the post, if applicable, in the **Comments** field.

14. Select a command button:

    - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log appears.

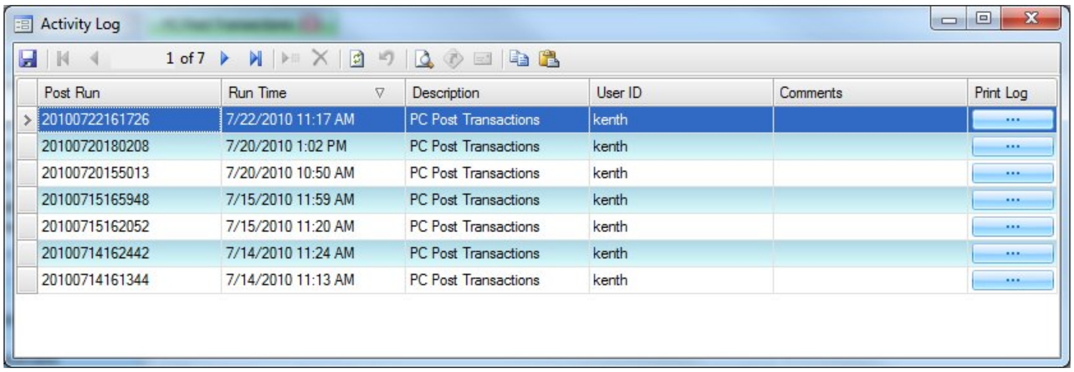
Command Buttons

Name	Description
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
OK	Executes the post.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Transactions Log

Continental Products Unlimited
Post Transactions

Page 1

Batch List	######,Expse,Kent,MatReq,Other,Time		
Transfer Transactions to Payroll	Yes	Use Payroll Rates	Yes
Comments			

GL Entries 20100722161726

Posted to Fiscal Year 2010
Fiscal Period 7

Reference	Description	GL Account	Debit	Credit
025582	Misc Expenses	00-000-1210	150.00	
025582	Misc Expenses	00-000-5030	150.00	
025582	Misc Expenses	00-000-4100		150.00
025582	Misc Expenses	00-000-1210		150.00
025582	Other Costs	00-000-1210	200.00	
025582	Other Costs	00-000-5030	200.00	
025582	Other Costs	00-000-4100		200.00
025582	Other Costs	00-000-1210		200.00
	Total for Fiscal Period 7		700.00	700.00
Grand Total			700.00	700.00

Exceptions

Grand Total

7/22/2010 11:17 AM *** End of Report *** OPEN_SYSTEMS\kenthe

OVERHEAD ALLOCATIONS OVERVIEW

In order to determine realistic, approximate costs for the products produced, a company allocates an overhead cost along with direct labor and material costs to each product. The overhead cost allows for such costs as depreciation, material, handling, repairs, taxes, heat, etc. which cannot be assigned to each product as the expenses are incurred.

To determine the overhead allocation, a company first estimates the production volume for the next year and then estimates the overhead expenses which will be incurred. For example; a company may estimate that they will use 150,000 direct labor hours or $2,000,000 in direct labor expenses next year, while spending $300,000 on all overhead expenses. Next, the company picks a basis for allocating overhead, such as labor hours or dollars. In this case, overhead could be allocated at $2 per labor hour or $.15 per labor dollar.

During the year, a product is produced and overhead is allocated to that product or job. For example; 10,000 labor hours may be spent on jobs in January. At $2 per hour, $20,000 of overhead will be allocated to these jobs. In the General Ledger, the $20,000 will be debited to the Cost or WIP Account depending on the job type and a credit to a control account called Overhead Allocation. For more on posting see Post Overhead Allocations (page 4-45).

At the same time, expenses are incurred for heat, light, supplies and other expenses. In January, $25,000 may actually be spent for these expenses. By comparing the Overhead Allocation account to the actual expenses, the company can determine that $5,000 more overhead was expensed than allocated. This may have happened because volume in January was less than expected or expenses were higher, or the initial estimate was incorrect. In any case, the management of the company has more information with which to set prices and control costs.

Prepare Overhead Allocations

Preparing allocations allows you to create overhead allocations on transactions in the transaction activity table for a specified GL period and year assuming that the Project, Phase, or Task in the specified period is not closed.

Certain transaction types are ignored for this computation. Transactions that are “On Order” or “Unposted” are excluded by nature of the fact that no GL period has yet to be assigned. Project Adjustment entries and prior Overhead Allocation entries are also excluded by design.

The computation is based upon the Overhead Allocation Code included in the Project setup record. The combination of characteristics defined by the Overhead Allocation Code is applied to the selected transactions and the resultant computation is placed in a temporary table for review prior to committing the entry, i.e., posting.

The computation can be made as many times as desired as long as the target Projects are not closed. If unsatisfactory computations are discovered before allocations are posted, edit the allocations correcting any problems with the allocations.

If allocations are prepared for the same period after an allocation is posted, the computation will reflect only the incremental change resulting from corrections made to Overhead Allocation Codes since the last allocation posting. This incremental change could be positive or negative.

If a message appears that overhead allocations already exists when the Reset button is selected, be sure that your intention is to recompute the allocations. If not, you should select No in the verification dialog box, and post the existing overhead allocations.

This function performs three tasks. First, an overhead field in the transaction table for each transaction is updated to the value of the current computation amount. Second, a summary entry for each project, phase or task is placed into the activity table with a source of either TO for Time Overhead or MO for Material Overhead. Third, a General Ledger entry is created from the summary entries and posted.

Posting Overhead Allocations

The General Ledger accounting for overhead allocations is as follows for all Project types except Job Costing Projects:

Costs

Cost		**Overhead Allocation**	
DB			CR

The General Ledger accounting for overhead allocations is as follows for Job Costing Projects:

Costs

WIP		**Overhead Allocation**	
DB			CR

Income is not accrued on overhead allocation costs. However, for Billable Projects that are not Fixed Fee, an income amount can be assigned during Transfer Billings processing, or in the Edit Billings function. Any income assigned to an overhead allocation entry will be treated as a write-up.

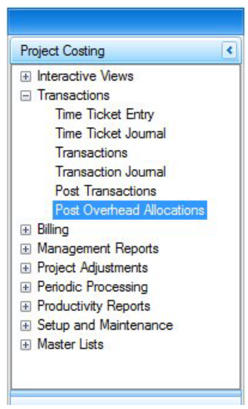
POST OVERHEAD ALLOCATIONS

Use the **Post Overhead Allocations** function to prepare, edit, print, and post overhead allocations.

To **Post Overhead Allocations**, follow these steps:

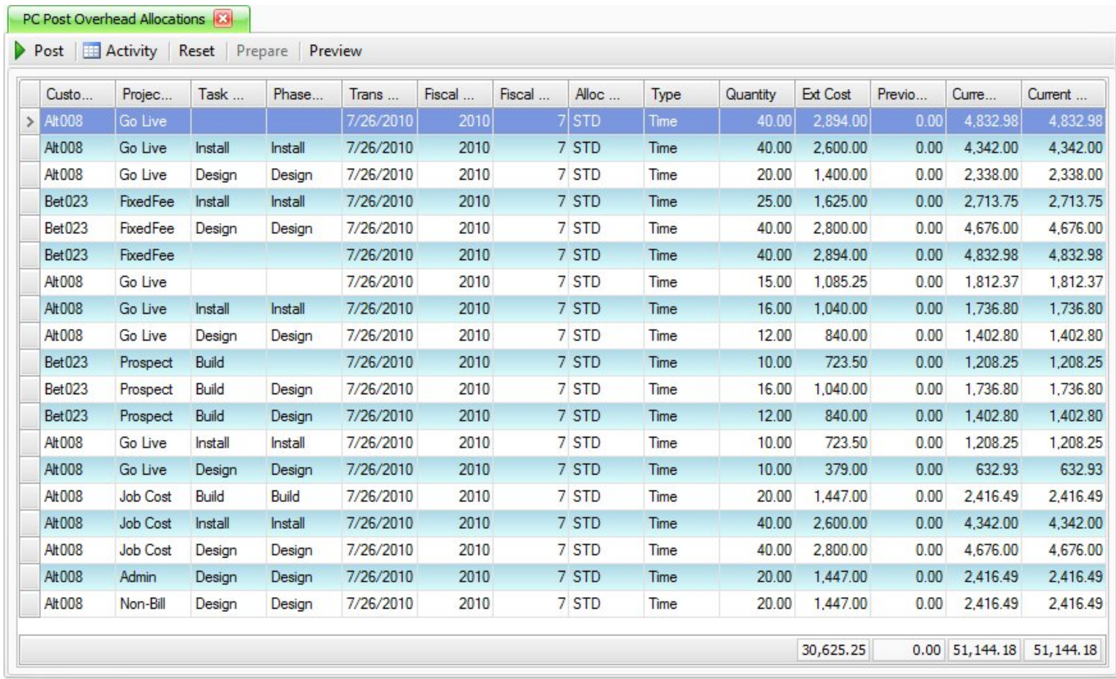
1. Select **Post Overhead Allocations** from the **Transactions** menu.

Post Overhead Allocations Menu



2. The **Post Overhead Allocations** screen appears.

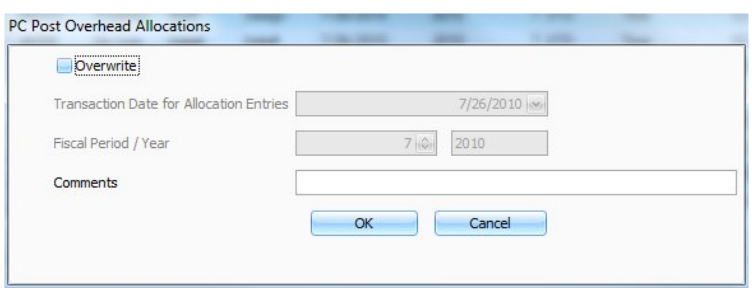
Post Overhead Allocations Screen



Custo...	Projec...	Task ...	Phase...	Trans ...	Fiscal ...	Fiscal ...	Alloc ...	Type	Quantity	Ext Cost	Previo...	Curre...	Current ...
Alt008	Go Live			7/26/2010	2010	7	STD	Time	40.00	2,894.00	0.00	4,832.98	4,832.98
Alt008	Go Live	Install	Install	7/26/2010	2010	7	STD	Time	40.00	2,600.00	0.00	4,342.00	4,342.00
Alt008	Go Live	Design	Design	7/26/2010	2010	7	STD	Time	20.00	1,400.00	0.00	2,338.00	2,338.00
Bet023	FixedFee	Install	Install	7/26/2010	2010	7	STD	Time	25.00	1,625.00	0.00	2,713.75	2,713.75
Bet023	FixedFee	Design	Design	7/26/2010	2010	7	STD	Time	40.00	2,800.00	0.00	4,676.00	4,676.00
Bet023	FixedFee			7/26/2010	2010	7	STD	Time	40.00	2,894.00	0.00	4,832.98	4,832.98
Alt008	Go Live			7/26/2010	2010	7	STD	Time	15.00	1,085.25	0.00	1,812.37	1,812.37
Alt008	Go Live	Install	Install	7/26/2010	2010	7	STD	Time	16.00	1,040.00	0.00	1,736.80	1,736.80
Alt008	Go Live	Design	Design	7/26/2010	2010	7	STD	Time	12.00	840.00	0.00	1,402.80	1,402.80
Bet023	Prospect	Build		7/26/2010	2010	7	STD	Time	10.00	723.50	0.00	1,208.25	1,208.25
Bet023	Prospect	Build	Design	7/26/2010	2010	7	STD	Time	16.00	1,040.00	0.00	1,736.80	1,736.80
Bet023	Prospect	Build	Design	7/26/2010	2010	7	STD	Time	12.00	840.00	0.00	1,402.80	1,402.80
Alt008	Go Live	Install	Install	7/26/2010	2010	7	STD	Time	10.00	723.50	0.00	1,208.25	1,208.25
Alt008	Go Live	Design	Design	7/26/2010	2010	7	STD	Time	10.00	379.00	0.00	632.93	632.93
Alt008	Job Cost	Build	Build	7/26/2010	2010	7	STD	Time	20.00	1,447.00	0.00	2,416.49	2,416.49
Alt008	Job Cost	Install	Install	7/26/2010	2010	7	STD	Time	40.00	2,600.00	0.00	4,342.00	4,342.00
Alt008	Job Cost	Design	Design	7/26/2010	2010	7	STD	Time	40.00	2,800.00	0.00	4,676.00	4,676.00
Alt008	Admin	Design	Design	7/26/2010	2010	7	STD	Time	20.00	1,447.00	0.00	2,416.49	2,416.49
Alt008	Non-Bill	Design	Design	7/26/2010	2010	7	STD	Time	20.00	1,447.00	0.00	2,416.49	2,416.49
										30,625.25	0.00	51,144.18	51,144.18

3. Click the **Prepare** command button to display the Overhead Allocations calculated from posted Transactions.
4. Edit the Overhead Allocations as necessary.
5. Click **Post** and the Overwrite Overhead Allocations screen appears.

Overwrite Overhead Allocations Screen



6. Select the **Overwrite** check box to edit the Transaction Date for Allocation Entries and the Fiscal Period/Year.

7. If you have selected the Overwrite check box, change the **Transaction Date for Allocation Entries** to the date you want displayed as the Overhead Allocation Transaction date.

8. If you have selected the Overwrite check box, change the **Fiscal Period/Year** to the Period and Year to which you want the Overhead Allocation Transactions to post.

9. Enter **Comments** about the Overhead Allocations posting.

10. Select a command button:

    - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Overhead Allocations Log appears.

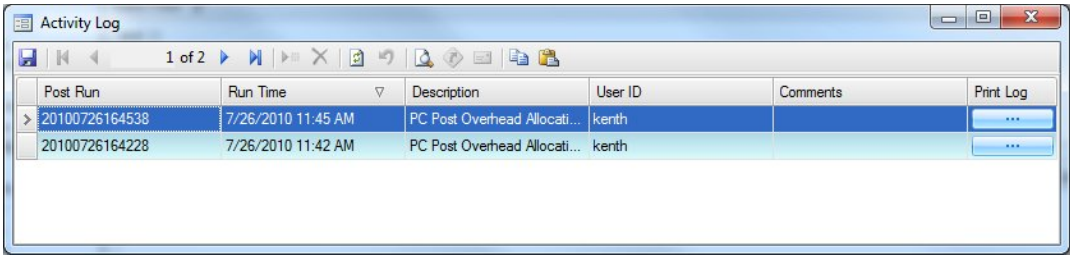
Command Buttons

Name	Description
Post	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.
Prepare	Prepare the Overhead Allocations for posting.
Preview	Preview the prepared overhead allocations to your monitor.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Overhead Allocations Log

Continental Products Unlimited
Post Overhead Allocations

Page 1

Comments

GL Entries 20100726164228

Posted to Fiscal Year 2010
Fiscal Period 7

Reference	Description	GL Account	Debit	Credit
Overhead Alloc	Prospect Bet023	00-000-5030	1,736.80	
Overhead Alloc	Prospect Bet023	00-000-5030	1,402.80	
Overhead Alloc	Prospect Bet023	00-000-5110		1,736.80
Overhead Alloc	Prospect Bet023	00-000-5110		1,402.80
Overhead Alloc	Prospect Bet023	00-000-5030	1,208.25	
Overhead Alloc	Prospect Bet023	00-000-5110		1,208.25
Overhead Alloc	Go Live Alt008	00-000-5030	4,832.98	
Overhead Alloc	Go Live Alt008	00-000-5030	1,812.37	
Overhead Alloc	Go Live Alt008	00-000-5110		4,832.98
Overhead Alloc	Go Live Alt008	00-000-5110		1,812.37
Overhead Alloc	Go Live Alt008	00-000-5030	2,338.00	
Overhead Alloc	Go Live Alt008	00-000-5030	1,402.80	
Overhead Alloc	Go Live Alt008	00-000-5030	632.93	
Overhead Alloc	Go Live Alt008	00-000-5110		2,338.00
Overhead Alloc	Go Live Alt008	00-000-5110		1,402.80
Overhead Alloc	Go Live Alt008	00-000-5110		632.93
Overhead Alloc	Go Live Alt008	00-000-5030	4,342.00	
Overhead Alloc	Go Live Alt008	00-000-5030	1,736.80	
Overhead Alloc	Go Live Alt008	00-000-5030	1,208.25	
Overhead Alloc	Go Live Alt008	00-000-5110		4,342.00
Overhead Alloc	Go Live Alt008	00-000-5110		1,736.80
Overhead Alloc	Go Live Alt008	00-000-5110		1,208.25
Overhead Alloc	FixedFee Bet023	00-000-5030	4,832.98	
Overhead Alloc	FixedFee Bet023	00-000-5110		4,832.98
Overhead Alloc	FixedFee Bet023	00-000-5030	4,676.00	
Overhead Alloc	FixedFee Bet023	00-000-5110		4,676.00
Overhead Alloc	FixedFee Bet023	00-000-5030	2,713.75	
Overhead Alloc	FixedFee Bet023	00-000-5110		2,713.75
Overhead Alloc	Job Cost Alt008	00-000-1210	2,416.49	
Overhead Alloc	Job Cost Alt008	00-000-5110		2,416.49
Overhead Alloc	Job Cost Alt008	00-000-1210	4,676.00	
Overhead Alloc	Job Cost Alt008	00-000-5110		4,676.00
Overhead Alloc	Job Cost Alt008	00-000-1210	4,342.00	
Overhead Alloc	Job Cost Alt008	00-000-5110		4,342.00
Overhead Alloc	Non-Bill Alt008	00-000-5030	2,416.49	
Overhead Alloc	Non-Bill Alt008	00-000-5110		2,416.49
Overhead Alloc	Admin Alt008	00-000-5030	2,416.49	
Overhead Alloc	Admin Alt008	00-000-5110		2,416.49
	Total for Fiscal Period 7		51,144.18	51,144.18
Grand Total			51,144.18	51,144.18

7/26/2010 11:42 AM *** End of Report *** OPEN_SYSTEMS\kenthe

USING THE BILLING MENU

Billing Overview

Use the functions on the Billing menu to mange project billing.

For Billable Non-Fixed Fee Projects, use the Billing functions to enter deposit amounts, prepare and review billing transactions, place these transactions on hold or release them, transfer billing information to create invoices and create Credit Memos for entire posted invoices from history.

For Billable Fixed Fee and Job Costing projects, use the Billing functions to enter deposits, place billing transactions on hold or release them, and identify what billing amounts are needed. After you identify billing information for these Projects, transfer the billing information to print invoices.

The Billing menu also contains functions to help you manage billing transactions and write-off Speculative projects.

Billings Menu Functions

Use the Billings menu to perform the following functions:

- Use the **Deposits** (page 4-53) function to create an Accounts Receivable Cash Receipt and send all other applicable Deposit information to the other areas of the systems.
- Use the **Hold/Release Billings** (page 4-59) function to place Billable and Job Costing Projects, Phases, Tasks, and Transactions on a billing hold. The function lists Projects, Phases, Tasks, and individual Transactions to which you posted Time Ticket or Material Transactions so that you can hold or release them for billing purposes.
- Use the **Transfer Billings** (page 4-65) function to prepare billing transactions for Billable and Fixed Fee Transactions. If you place a Project, Task, or Phase on hold, its transactions are not included in processing. Likewise, if you place a billing hold on Transactions, they are not included in processing.
- Use the **Credit Memos** (page 4-73) function to a Credit Memo for an entire invoice.
- Use the **Unbill** (page 4-77) function to automatically create a Credit Memo in **Edit Billings** (page 4-81) for Items invoiced that you previously issued and posted using the Post Billings function. You can use the Unbill function on the following billing activity types: Time Ticket, Material, Other, or Expense.
- Use the **Edit Billings** (page 4-81) function to allow users to edit Billing Transactions and print online invoices.

- Use the **Print Invoices** (page 4-93) function to print invoices for the Transactions entered using the Transactions function.
- Use the **Billing Journal** (page 4-101) as an audit trail of the Billing Transactions in Project Costing. Only unposted billings appear in the journal.
- Use the **Post Billings** (page 4-111) function to allow users to post billings to General Ledger and Accounts Receivable History.

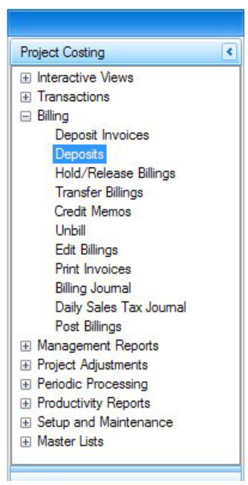
DEPOSITS

Use the **Deposits** function to create an Accounts Receivable Cash Receipt and send all other applicable Deposit information to the other areas of the systems. The Deposit transaction entered into Project Costing will generate a Cash Receipt transaction in Accounts Receivable for the Customer tied to the Project for which the deposit is entered. The invoice number for the Cash Receipt will be the Project/Task ID the Deposit was applied to.

To use the **Deposits** function, follow these steps:

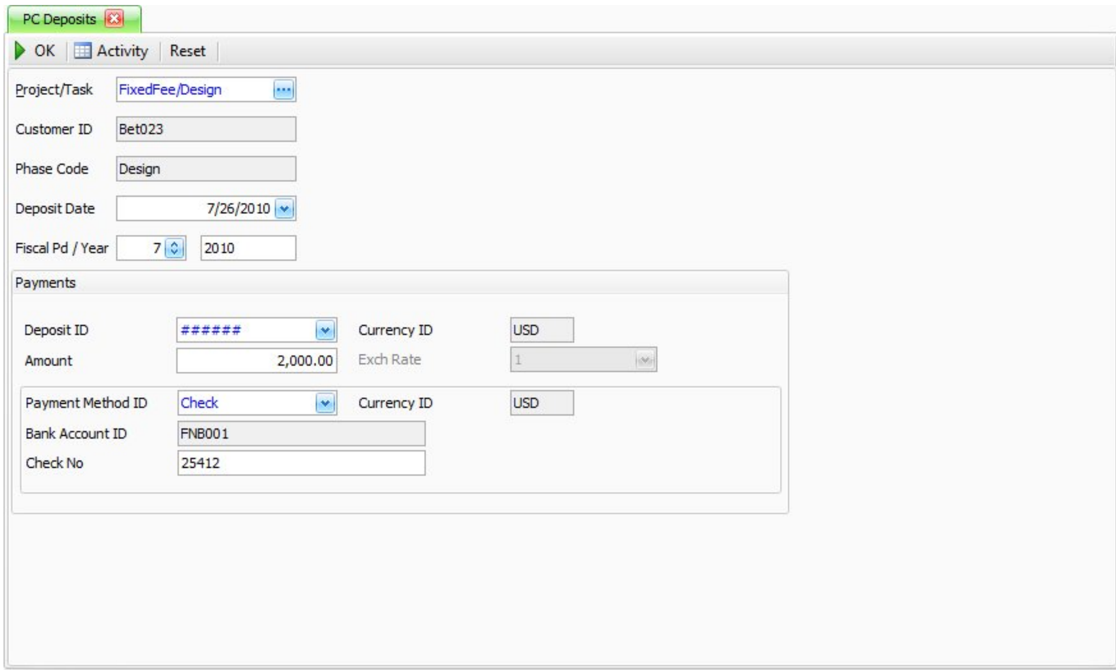
1. Select **Deposits** from the **Billing** menu.

Deposits Menu



2. The **Deposits** screen appears.

Deposits Screen



Maint

3. Select a Project/Task for which to make a Deposit from the **Project/Task** field.
4. Edit, if necessary, the Deposit Date in the **Deposit Date** field.
5. Edit, if necessary, the Fiscal Period in the **Fiscal Pd** field.
6. Edit, if necessary, the Fiscal Year in the **Fiscal Year** field.

Maint

7. Select a Deposit ID for the Deposit from the **Deposit ID** field.
8. Enter the Deposit Amount in the **Amount** field.

Maint

9. Select the method for payment from the **Payment Method ID** field.

   The Payment Method ID list will come from the Accounts Receivable Payment Methods entered in the Setup and Maintenance menu. For more information on setting up Payment Methods refer to the *Accounts Receivable Training Manual*.

10. Enter the applicable Payment Method information.

11. Select a command button:

    - Click **OK** to begin processing. A message appears when the deposit transaction completes successfully. After you click **OK** to close this message box, you are returned to the deposits screen.

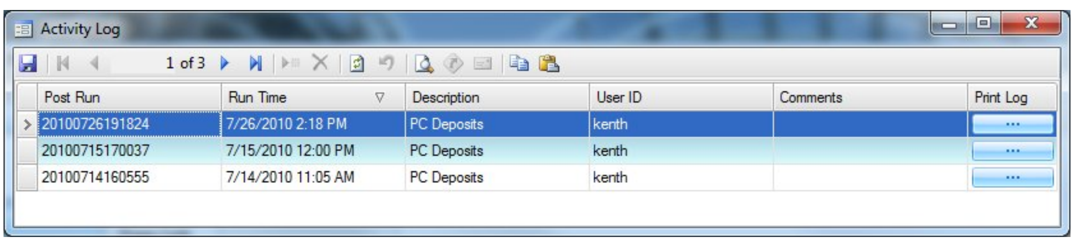
Command Buttons

Name	Description
OK	Executes the generation of the deposit.
Activity	Not available for this function.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



	Displays
Post Run	
Run Time	
Description	
User ID	
Comments	
Print Log	

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Deposit Process

The Deposit transaction entered into Project Costing will generate a Cash Receipt Transaction in Accounts Receivable for the Customer tied to the Project for which the deposit is entered. The invoice number for the Cash Receipt will be the Project/Task ID the Deposit to which was applied.

1. When Cash Receipts are posted the Deposit Cash Receipt will be posted as an unapplied Cash Receipt to the Customer and invoice indicated above. See the *Accounts Receivable Training Manual* for details on Cash Receipts and Post Cash Receipts.
2. Posting the Cash Receipt for a Deposit from Project Costing will generate the following GL entries:

Cash	
DB	

Customer Deposit	
	CR

The Cash account will come from the Payment Method ID selected when entering the Deposit transaction. The Customer Deposit account will come from the Customer Deposit Account selected in the Business Rules for Project Costing.

3. The Deposit is applied using the Transfer Billings (page 4-65) function.
    - For Billable Non-Fixed Fee Projects, use the WIP tab, and the Deposits tab (page 4-67) to enter the Deposit to the Project/Task using the Deposit Applied column.
    - For any Fixed Fee Project the Deposit is applied using the Deposit Applied column on the Fixed Fee tab (page 4-68).
4. The Edit Billings (page 4-81) function will show the Deposit Applied to the invoice on the Deposits tab (page 4-84). The invoice printed will also show the Deposit applied at the bottom of the invoice.
5. When the Post Billings (page 4-111) function is run the following Accounts will be posted to for the Deposit amounts applied to invoices:

Customer Deposit		**Accounts Receivable**	
DB			CR

The Customer Deposit Account will come from the Customer Deposit Account selected in the Business Rules for Project Costing. The Accounts Receivable Account will come from the Accounts Receivable Distribution Code entered for the invoice. The default will be the Distribution Code assigned to the Customer, but can be changed for the invoice.

HOLD/RELEASE BILLINGS

Use the **Hold/Release Billings** function to place Billable and Job Costing Projects, Tasks, Phases, and Transactions on a billing hold. The function lists Projects, Tasks, Phases, and individual Transactions to which you posted Time Ticket or Material Transactions so that you can hold or release them for billing purposes.

If you place a Billable Non-Fixed Fee Project, Task, or Phase on hold, you cannot prepare or transfer Transactions for that Project, Task, or Phase for billing, using the Prepare Billings function. These restrictions prevent Transactions you place on hold from being billed.

You can place both the billing portion and individual activity of a Project/Task on hold.

Billing a Project or Task

You can bill a Project or Task if:

- A Customer is assigned to the Project.
- The Status is not **Complete**.
- The **Billable** check box is selected.
- The **Speculative** check box is not selected.

Billing an Activity

You can bill an Activity if:

- The Project/Task associated with the Activity can be billed.
- The Activity Status is **Posted**.
- The Activity Type is: **Time, Material, Expense, Deposit,** or **Other**.

Rules for Projects and Phases on Hold

- All Project Statuses are set to **Release** by default when you enter them.
- If you place a Project on **Hold**, all its Tasks and Phases are automatically placed on Hold.
- If you switch a Project's Status from **Hold** to **Release**, all its Phases/Tasks are automatically set to **Release**.
- You cannot release an individual Phase/Task if its Project Status is set to **Hold**.

- If you need to release a single Phase/Task, you must Release the entire Project. You can then place individual Phases/Tasks on **Hold**, if necessary.
- If you Release a Project, you can set all its Phases/Tasks to either **Hold** or **Release**.

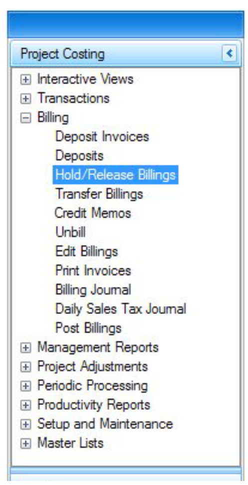
Transaction Sources and Charge Types

- The **Reference** column indicates the transaction source: **TT** appears for posted Time Ticket transactions, the Accounts Payable/Purchase Order Receipt or Invoice number appears for Material Transactions, the Item ID appears for Materials Requisitioned from Inventory, and **TO** or **MO** appears for Time or Material Overhead Allocations.
- The **Resource ID** column indicates the type of charge: if it contains an Employee ID, the charge is for Time; if it contains a Vendor ID, the charge is for Materials; if it contains **MATREQ**, it is for Items Requisitioned from Inventory; if it contains **OH ALLOC**, it is for Overhead Allocations.

To use the **Hold/Release Billings** function, follow these steps:

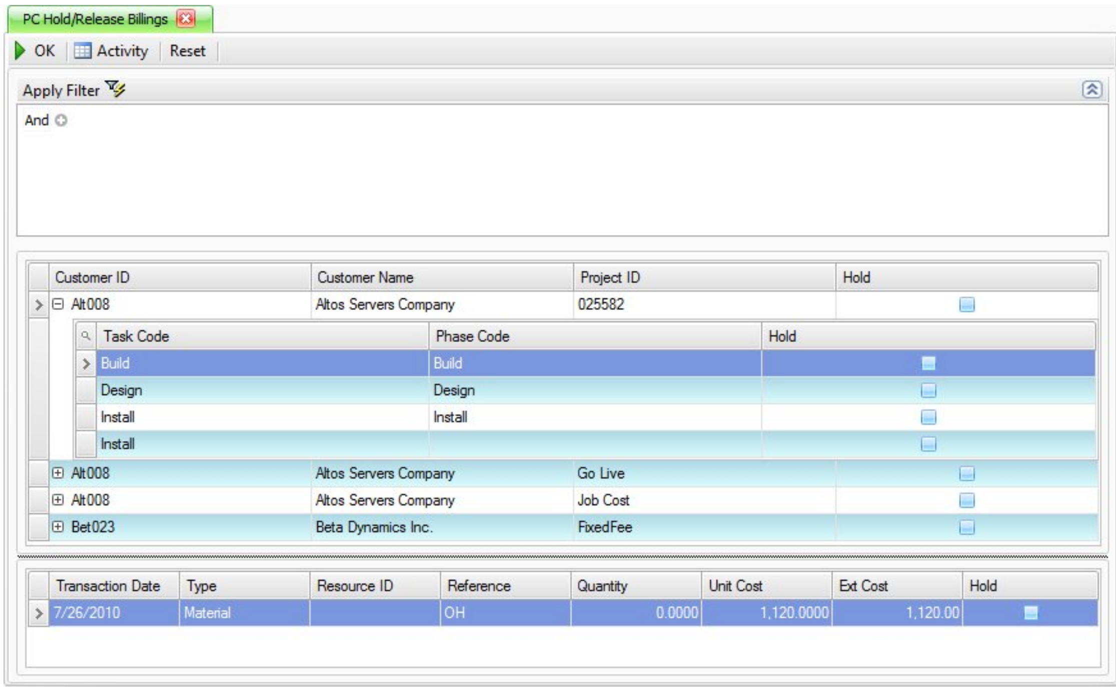
1. Select **Hold/Release Billings** from the **Billing** menu.

Hold/Release Billings Menu



2. The **Hold/Release Billings** screen appears.

Hold/Release Billings Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the **Hold** check box, if applicable, to place the selected Projects/Tasks/Transactions on Hold.
5. To expand a Project to see the Task Code for the Project click on the Plus (+) sign next to the Project.
6. To view the Activity for a Project or Task/Phase click on the record for which you want to view the activity, and you will see a list of Transactions that have been posted for the Project or Task/Phase.

NOTE: Clearing the check box releases the Project/Task/Transaction after clicking OK.

7. Select a command button:
   - Click **OK** to begin processing.

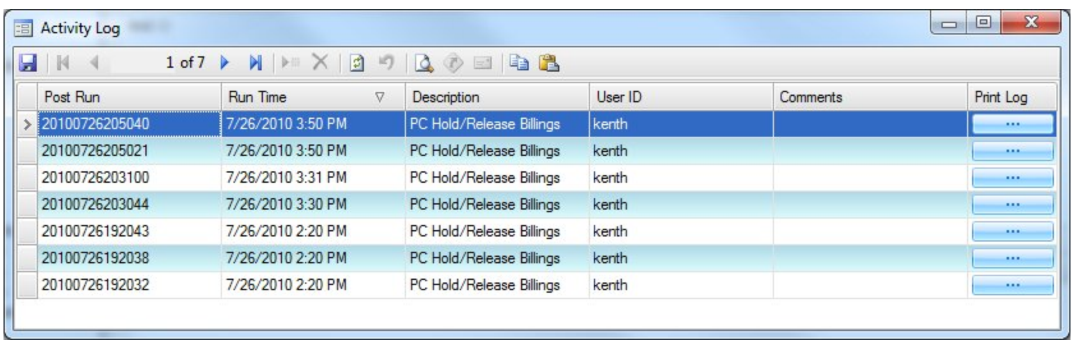
Command Buttons

Name	Description
OK	Executes the hold or release of the project/task/phase or activity.
Activity	Not available for this function.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

TRANSFER BILLINGS

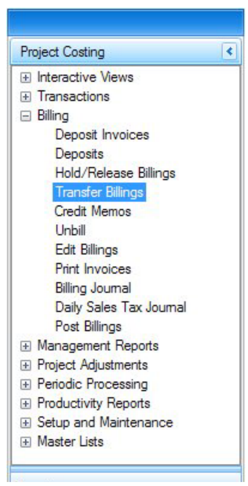
Use the **Transfer Billings** function to prepare Billing Transactions for Billable and Fixed Fee Transactions. If you place a Project or Task/Phase on Hold, its Transactions are not included in processing. Likewise, if you place a Billing Hold on Transactions, they are not included in processing.

After preparing billings, you can specify Deposit amounts to apply or Fixed Fee amounts to bill. You can then select billing activities to transfer to Billing Transactions.

To use the **Transfer Billings** function, follow these steps:

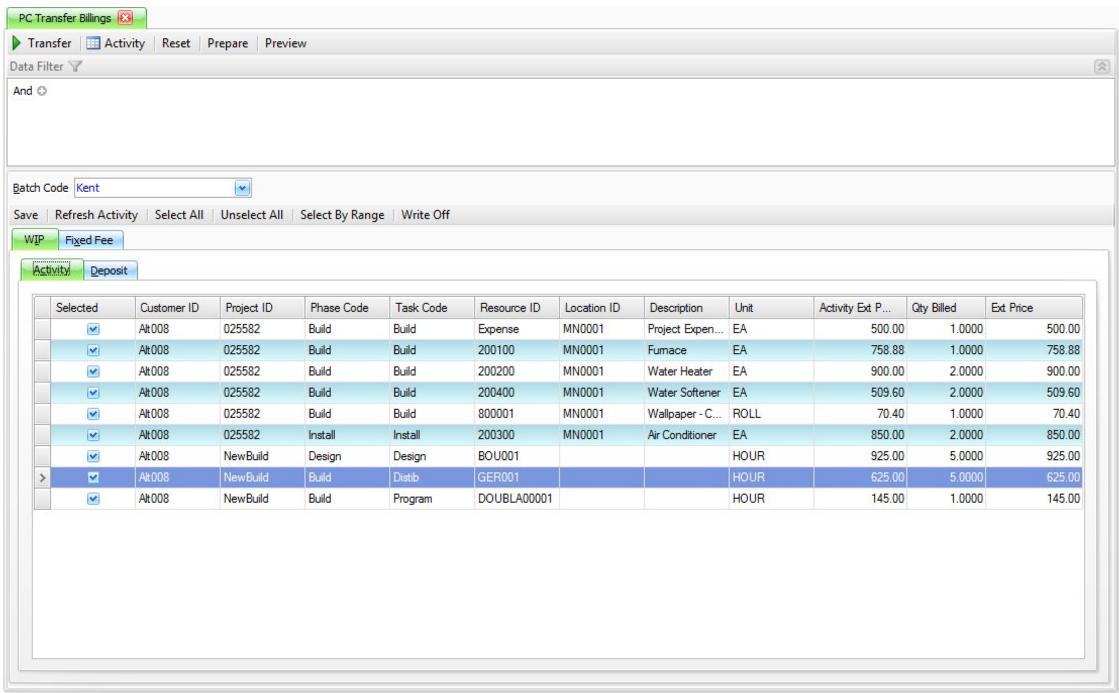
1. Select **Transfer Billings** from the **Billing** menu.

Transfer Billings Menu



2. The **Transfer Billings** screen appears.

Transfer Billings Screen WIP/Activity Tab



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

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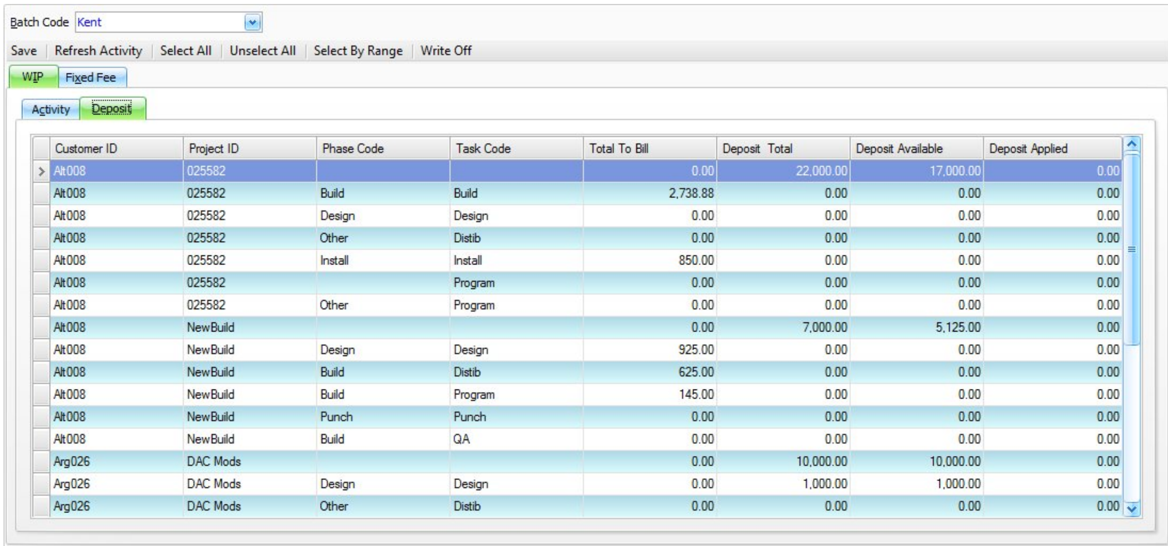
4. Select a billing Batch Code from the **Batch Code** field.
5. Click the **Prepare** button, on the toolbar, to prepare billings.
6. Click the **Refresh Activity** button to refresh the list of Transactions prepared for the Project/Task/Phase.
7. Select the **WIP** tab to Prepare Billings for General projects with the Billable box checked.
8. The **Customer ID**, **Projects/Phases/Tasks** that meet the filter criteria are displayed.
9. The the Activities for a Project or Task/Phase that have been Prepared are displayed.
10. Edit the **Qty** and **Ext Price** fields if needed.
11. Select the **Selected** check box for those transactions you want to transfer to invoices.

Transfer Billings Screen WIP/Deposits Tab

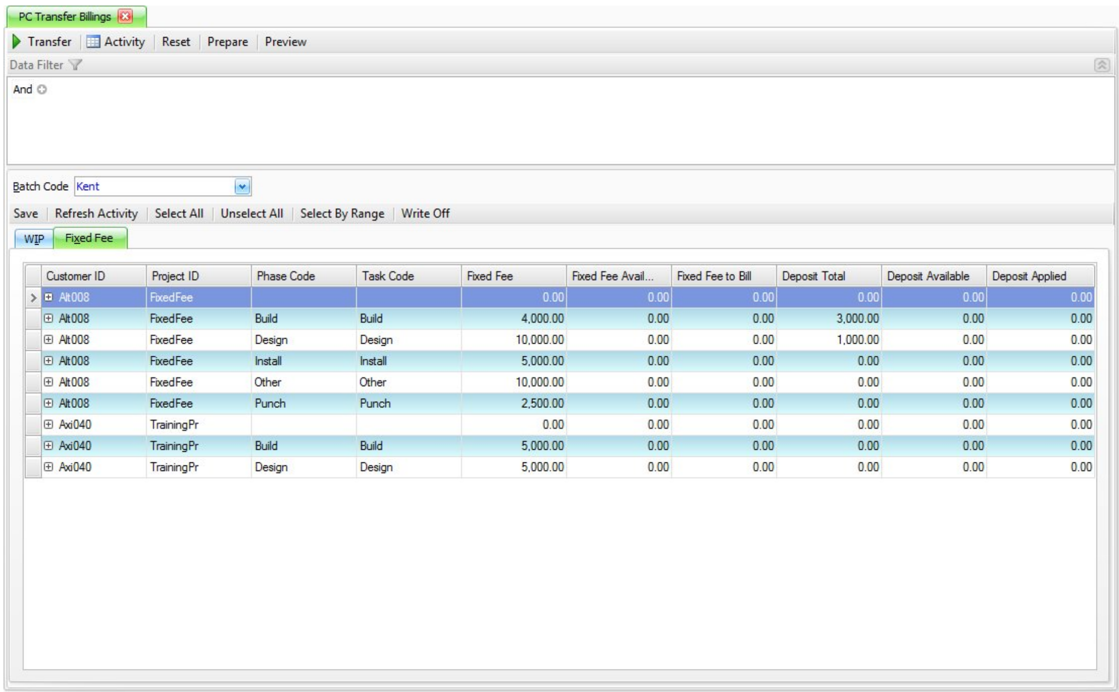


Customer ID	Project ID	Phase Code	Task Code	Total To Bill	Deposit Total	Deposit Available	Deposit Applied
Alt008	025582			0.00	22,000.00	17,000.00	0.00
Alt008	025582	Build	Build	2,738.88	0.00	0.00	0.00
Alt008	025582	Design	Design	0.00	0.00	0.00	0.00
Alt008	025582	Other	Distib	0.00	0.00	0.00	0.00
Alt008	025582	Install	Install	850.00	0.00	0.00	0.00
Alt008	025582		Program	0.00	0.00	0.00	0.00
Alt008	025582	Other	Program	0.00	0.00	0.00	0.00
Alt008	NewBuild			0.00	7,000.00	5,125.00	0.00
Alt008	NewBuild	Design	Design	925.00	0.00	0.00	0.00
Alt008	NewBuild	Build	Distib	625.00	0.00	0.00	0.00
Alt008	NewBuild	Build	Program	145.00	0.00	0.00	0.00
Alt008	NewBuild	Punch	Punch	0.00	0.00	0.00	0.00
Alt008	NewBuild	Build	QA	0.00	0.00	0.00	0.00
Arg026	DAC Mods			0.00	10,000.00	10,000.00	0.00
Arg026	DAC Mods	Design	Design	0.00	1,000.00	1,000.00	0.00
Arg026	DAC Mods	Other	Distib	0.00	0.00	0.00	0.00

12. Select the **Deposits** tab to view Project and Deposit information.

13. Enter the amount of the Deposit to apply, if there is a **Deposit Available** amount to apply, into the **Deposit Applied** box for the Project/Phase/Task.

Transfer Billings Screen Fixed Fee Tab



14. Select the **Fixed Fee** tab to prepare billings for General Projects with the Billable and Fixed Fee boxes checked, and for Job Costing type Projects.

15. The Customers, Projects, Phases and Tasks that meet the filter criteria are displayed.

16. The remaining amount left to be billed from the original Fixed Fee amount will default into the **Fixed Fee to Bill** amount field. Accept this amount or edit it to the amount you want to transfer to an invoice in this transfer run.

17. Enter the amount of the Deposit to apply, if there is a **Deposit Available** amount to apply, into the **Deposit Applied** box.

18. To view the Activity for a Project or Task/Phase click on the Plus (+) sign next to the Customer/Project/Phase/Task to view the Activity, and you will see a list of billings that have been prepared for the Project or Task/Phase.

19. Select the **Selected** check box for those transactions you want to change the status to Work In Process. The Items will not be transferred to the invoice, but the Status of the activity will be changed to WIP.

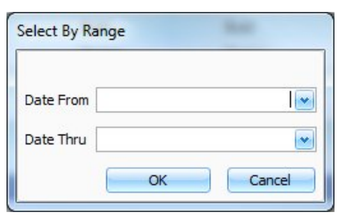
NOTE: Clearing the check box excludes the project/task/transaction after clicking Transfer.

20. In the billing transaction area toolbar, select a command button:

Command Buttons

Name	Description
Save	Save any changes made to the billings prepared.
Refresh Activity	Add new activities to prepared billings of the selected batch.
Select All	Select all of the rows.
Select None	Unselect all of the selected rows.
Select By Range	Select the rows within the date range specified.
Write Off	Change the qty and ext price amounts to 0 for the selected activities.

Select by Range Screen



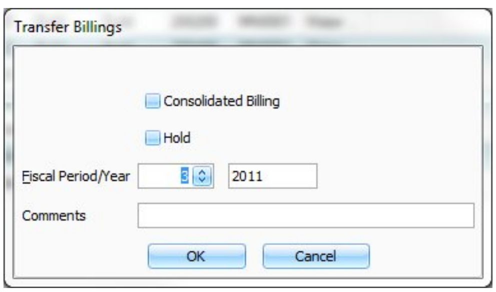
- Select the **Date From** for which you want to select the Transactions to Transfer Billings.
- Select the **Date Thru** for which you want to select the Transactions to Transfer Billings.
- Click **OK** to filter for the selected date range.

21. From the toolbar at the top of the screen, select a command button:
    - Click **Transfer** to begin processing.

Command Buttons

Name	Description
Transfer	Executes the transfer of prepared billings to billing transaction.
Activity	Not available for this function.
Reset	Return the value of all fields on the list or report screen to their default values.
Prepare	Prepare billings for the selected batch.
Preview	Preview a report of the displayed billings to your monitor.

Transfer Billings Screen



When you click on the **Transfer** button the **Transfer Billings** screen appears.

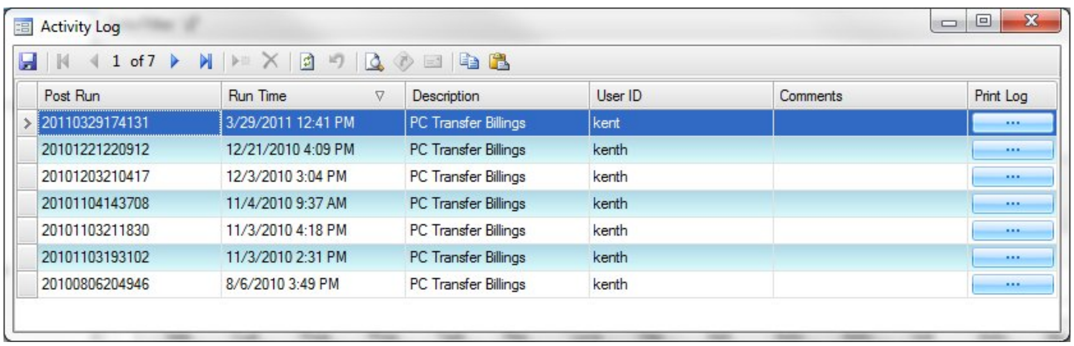
- Select the **Consolidated Billing** check box to consolidate billings. If you have multiple Projects for the same Customer, you can have them combined into one invoice for all Projects for the Customer, rather than one invoice for each Project (if unchecked).
- Select the check box to put the billings transferred on **Hold**, to be reviewed before further processing.
- Accept the default **Fiscal Period/Year** or edit the Period and Year to which you want your invoices posted.
- Click **OK** to execute the Transfer Billings.

- Once the billings have been successfully transferred the billing transfer log will appear.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the transfer was made.
Description	The transfer description.
User ID	The user who performed the transfer.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transfer Billing Log

Continental Products Unlimited

Transfer Billing

Page 1

Fiscal Period / Year 7 / 2010

Comments

Type	Customer ID	Project ID	Phase Code	Task Code	Deposit Applied	Fixed Fee Applied
WIP	Alt008	025582			0.00	0.00

Resource ID	Location ID	Description	Activity Date	Qty	Unit	Activity Ext Price	Qty Billed	Ext Price
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00

Type	Customer ID	Project ID	Phase Code	Task Code	Deposit Applied	Fixed Fee Applied
WIP	Alt008	025582	Build	Build	0.00	0.00

Resource ID	Location ID	Description	Activity Date	Qty	Unit	Activity Ext Price	Qty Billed	Ext Price
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00

Type	Customer ID	Project ID	Phase Code	Task Code	Deposit Applied	Fixed Fee Applied
WIP	Alt008	025582	Install	Install	0.00	0.00

Resource ID	Location ID	Description	Activity Date	Qty	Unit	Activity Ext Price	Qty Billed	Ext Price
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00

Type	Customer ID	Project ID	Phase Code	Task Code	Deposit Applied	Fixed Fee Applied
WIP	Alt008	025582		Install	0.00	0.00

Resource ID	Location ID	Description	Activity Date	Qty	Unit	Activity Ext Price	Qty Billed	Ext Price
MEM036	MN0001	microSD Memory Card	7/21/2010	0.0000	EA	0.00	0.0000	0.00
Expenses		Misc Expenses	7/21/2010	1.0000	EA	150.00	1.0000	150.00
Other		Other Costs	7/21/2010	1.0000	EA	200.00	1.0000	200.00
COM100	MN0001	Multimedia Desktop	7/22/2010	1.0000	EA	465.00	1.0000	465.00
MEM036	MN0001	microSD Memory Card	7/22/2010	5.0000	EA	100.00	5.0000	100.00
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00

Type	Customer ID	Project ID	Phase Code	Task Code	Deposit Applied	Fixed Fee Applied
WIP	Alt008	Go Live			0.00	0.00

Resource ID	Location ID	Description	Activity Date	Qty	Unit	Activity Ext Price	Qty Billed	Ext Price
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00

Type	Customer ID	Project ID	Phase Code	Task Code	Deposit Applied	Fixed Fee Applied
WIP	Alt008	Go Live	Design	Design	0.00	0.00

Resource ID	Location ID	Description	Activity Date	Qty	Unit	Activity Ext Price	Qty Billed	Ext Price
GER001			7/20/2010	10.0000	HOUR	1,250.00	10.0000	1,250.00
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00

Type	Customer ID	Project ID	Phase Code	Task Code	Deposit Applied	Fixed Fee Applied
WIP	Alt008	Go Live	Install	Install	0.00	0.00

Resource ID	Location ID	Description	Activity Date	Qty	Unit	Activity Ext Price	Qty Billed	Ext Price
BOU001			7/20/2010	10.0000	HOUR	1,850.00	10.0000	1,850.00
COM100	MN0001	Multimedia Desktop	7/20/2010	2.0000	EA	3,360.00	2.0000	3,360.00
SFM100	MN0001	Software Applications/Multimedia	7/20/2010	2.0000	EA	41.25	2.0000	41.25
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00
		Overhead allocation	7/26/2010	0.0000		0.00	0.0000	0.00

7/26/2010 4:22 PM **OPEN_SYSTEMS\kenthe**

CREDIT MEMOS

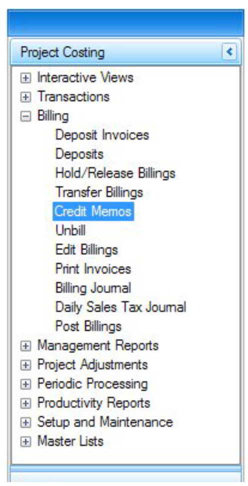
Use the **Credit Memos** function to create a Credit Memo for an invoice. You may make the Credit Memo for the full amount of the invoice or part of the original invoice.

Generating Credit Memos will credit a Project without crediting specific cost records that have been invoiced using the Transfer Billings and Post Billings.

To use the **Credit Memos** function, follow these steps:

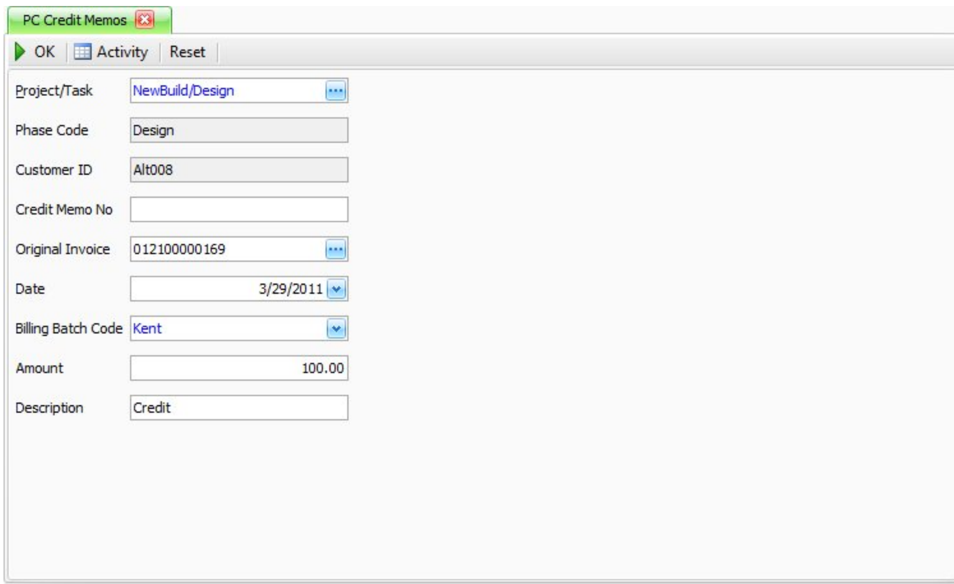
1. Select **Credit Memos** from the **Billing** menu.

Credit Memos Menu



2. The **Credit Memos** screen appears.

Credit Memos Screen



Maint

3. Select a Project/Task from the **Project/Task** field.
4. Enter the Credit Memo Number in the **Credit Memo No** field. If you want to use the next available invoice number as the Credit Memo number when printing invoices, leave this field blank and the next available invoice number will be assigned when printing.
5. Enter the Original Invoice number in the **Original Invoice** field or select the Invoice from the search box list. This would be the Invoice to which this Credit Memo will be applied. When the Credit Memo is posted, it will be matched with this Original Invoice and act as a payment in the open invoices.
6. Select a Date to associate with the Credit Memo from the **Date** field.
7. Select the Billing Batch Code to associate with the Credit Memo from the **Billing Batch Code** field.

NOTE: This field is only available if you selected Yes to Use Batch Processing in the Business Rules function.

8. Enter the Amount for the Credit Memo in the **Amount** field. This can be for part of the Original Invoice or for the full amount.

9. Enter, if applicable, a Description for the Credit Memo in the **Description** field. This will appear in the Item Description when viewing the Credit Memo in the Edit Billings function, and on the printed Credit Memo.

10. Select a command button:

    - Click **OK** to begin processing.

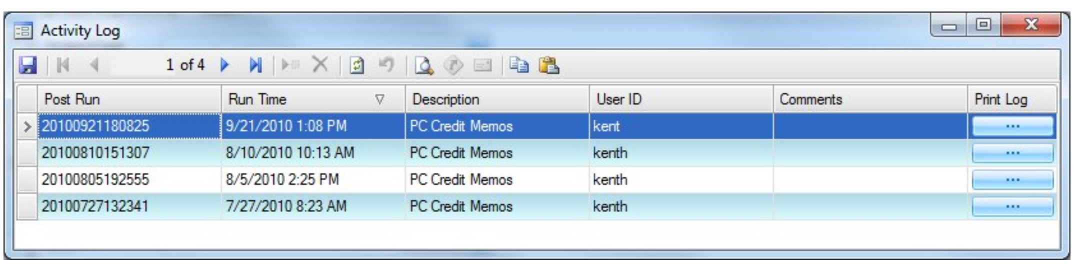
Command Buttons

Name	Description
OK	Process the Credit Memos.
Activity	Not available for this function.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

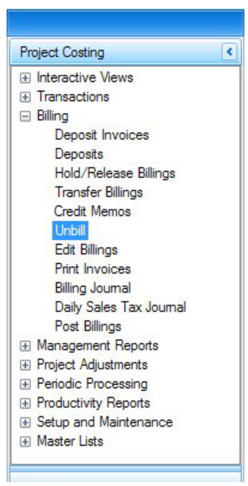
UNBILL

Use the **Unbill** function to automatically create a Credit Memo for an entire, or part of an invoice that you previously issued using the Transfer Billings function, and posted, using the Post Billings function. The Unbill function is available only for General, Billable Time and Material Projects. You can use the Unbill function on the following Billing Activity types: **Time Ticket**, **Material**, **Other**, or **Expense**.

To use the **Unbill** function, follow these steps:

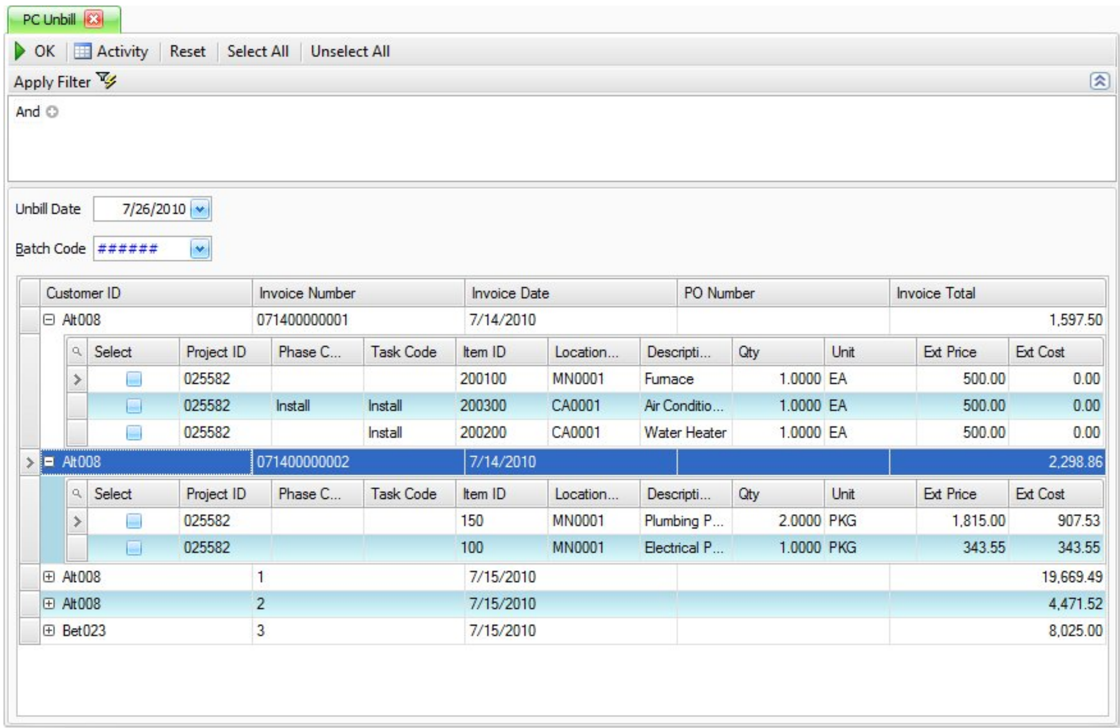
1. Select **Unbill** from the **Billing** menu.

Unbill Menu



2. The **Unbill** screen appears.

Unbill Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data. Click **Apply Filter** to populate the grid.
4. Select a Date for which to associate the Unbill, from the **Unbill Date** field.

Maint

5. Select a Batch Code from the **Batch Code** field.
6. To expand a Customer record to see the Project/Task Code for the Customer's invoice, click on the Plus (+) sign next to the **Customer ID**.
7. Select the invoice Items to process by selecting check boxes adjacent to the **Project ID** field.

    You are not allowed to edit any of the fields displayed, **Project ID**, **Phase Code**, **Task Code**, **Item ID**, **Location ID**, **Description**, **Qty**, **Unit**, **Ext Price**, or **Ext Cost**.

8. Select a command button:
    - Click **OK** to begin processing.

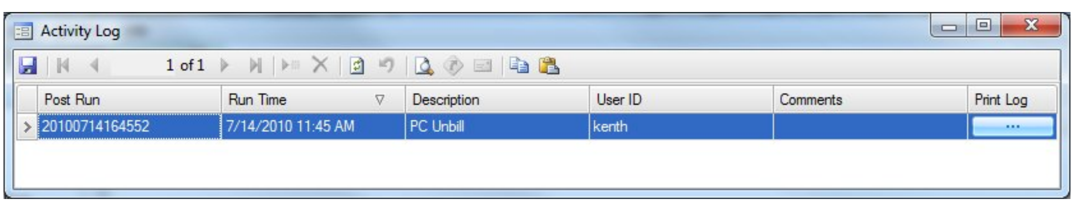
Command Buttons

Name	Description
OK	Begin processing the selected invoices.
Activity	Display the Activity Log to view Unbill activity.
Reset	Return the value of all fields on the list or report screen to their default values.
Select All	Check the Select box for all the activity records to be unbilled for the data displayed.
Unselect All	Clear the Select box for all the activity records to be unbilled for the data displayed.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

EDIT BILLINGS

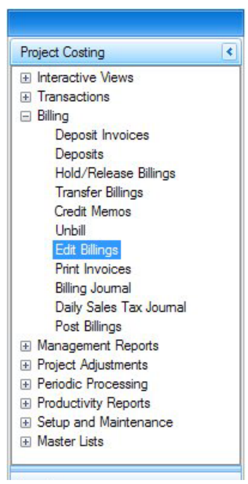
Use the **Edit Billings** function to allow users to edit billing transactions and print online invoices.

This screen is patterned after the AR Transactions screen with a header area with Header, Deposits, Adjustments, and Totals tabs at the top. The bottom of the screen is similar to the Item Detail area of the Transactions screen with the Project, Phase, Task Codes, and Quantity and Price information.

To use the **Edit Billings** function, follow these steps:

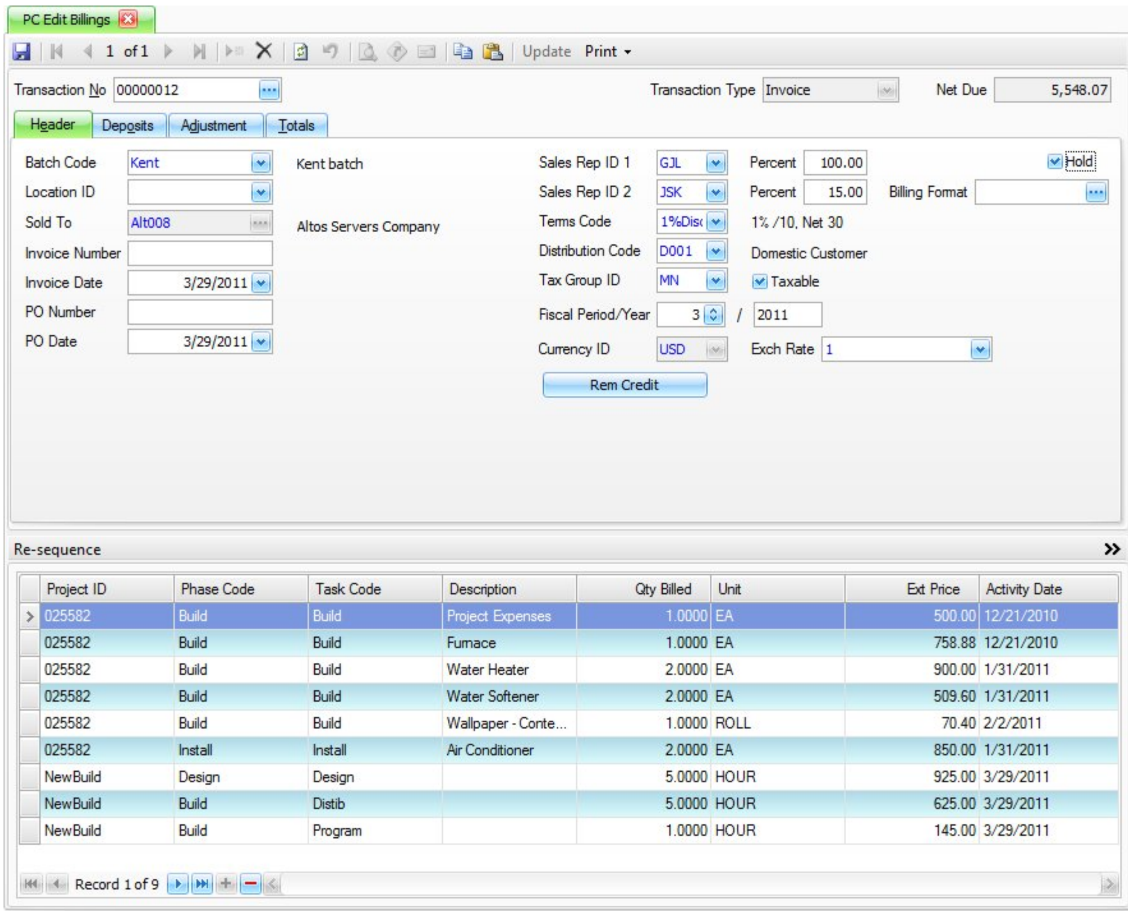
1. Select **Edit Billings** from the **Billing** menu.

Edit Billings Menu



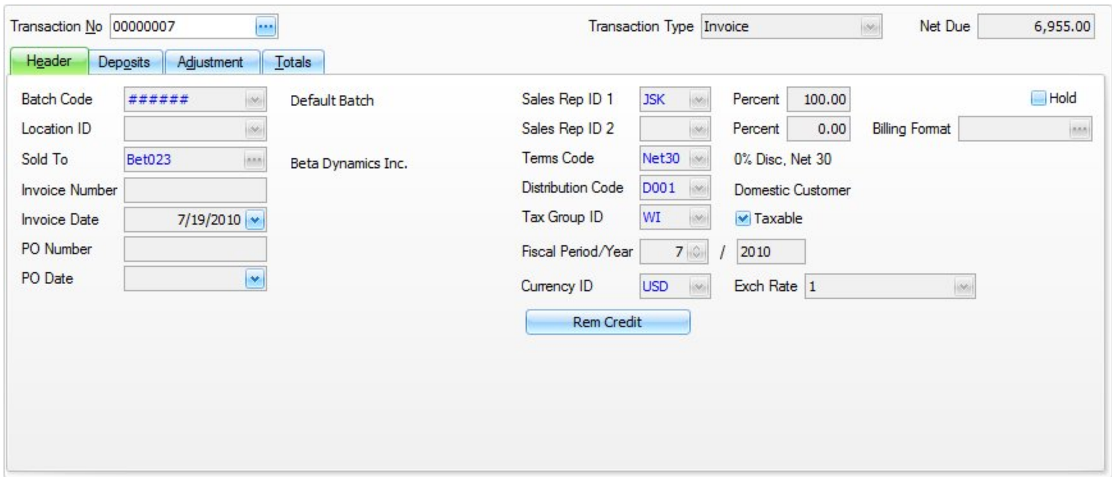
2. The **Edit Billings** screen appears.

Edit Billings Screen



3. Select the **Transaction No** to work with. The list will contain the billings that have been transferred using the Transfer Billings, Credit Memos and Unbill functions.
4. The **Transaction Type** and **Net Due** amounts are displayed and cannot be edited.
5. Click **Update** to unlock the transaction selected.

Edit Billings Header Tab



Maint

6. Select the **Header** tab and edit the information that needs editing. The fields available to edit are the **Batch Code**, **Invoice Number**, **Invoice Date**, **PO Number**, **PO Date**, **Sales Rep ID 1** and **2**, **Terms Code**, **Distribution Code**, **Tax Group ID**, and **Fiscal Period/Year** fields.

7. Select the check box to put a billing on **Hold**. Clear the check box to release the billing.

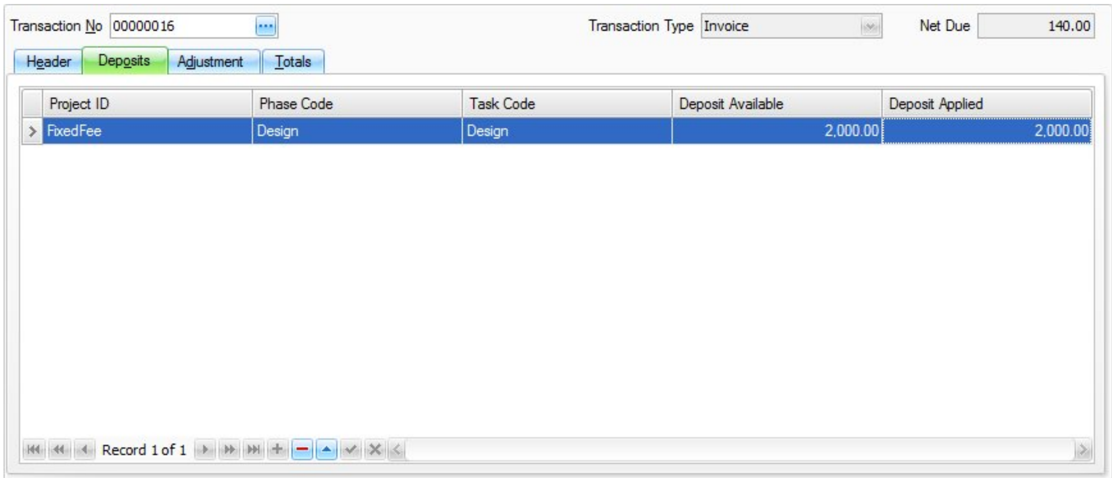
   The Hold check box will be selected if the Transfer Billings was set to put the billings on Hold when transferring.

Maint

   Select a **Batch Code** to change batches for a transaction from the Batch Code field.

NOTE: This option is only available if you select Yes to Use Batch Processing in the System Manager Business Rules. If you choose not to use batch processing, transactions are applied to the main ###### batch.

Edit Billings Deposits Tab



8. Select the **Deposits** tab to view and edit any Deposits applied to the Billing.
9. The only field available to edit is the **Deposit Applied** amount. Edit this amount or accept the amount transferred from the Transfer Billings function.

    If you want to edit the Deposit Applied click the blue up pointing triangle on the toolbar at the bottom of the tab.

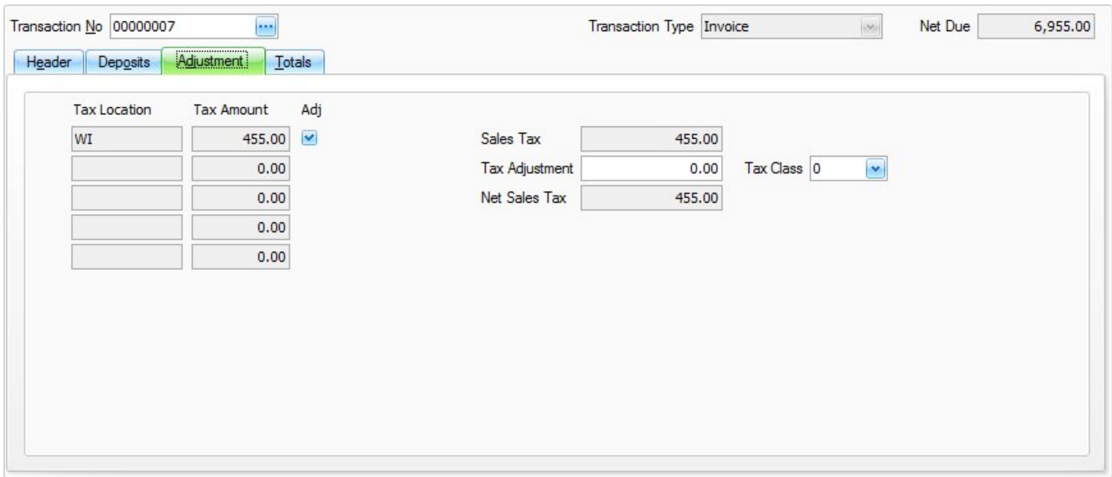
    

    Once you have finished editing the Deposit amount click the green check in the toolbar at the bottom of the tab.

    To delete the Deposit click the red minus sign in the toolbar at the bottom of the screen.

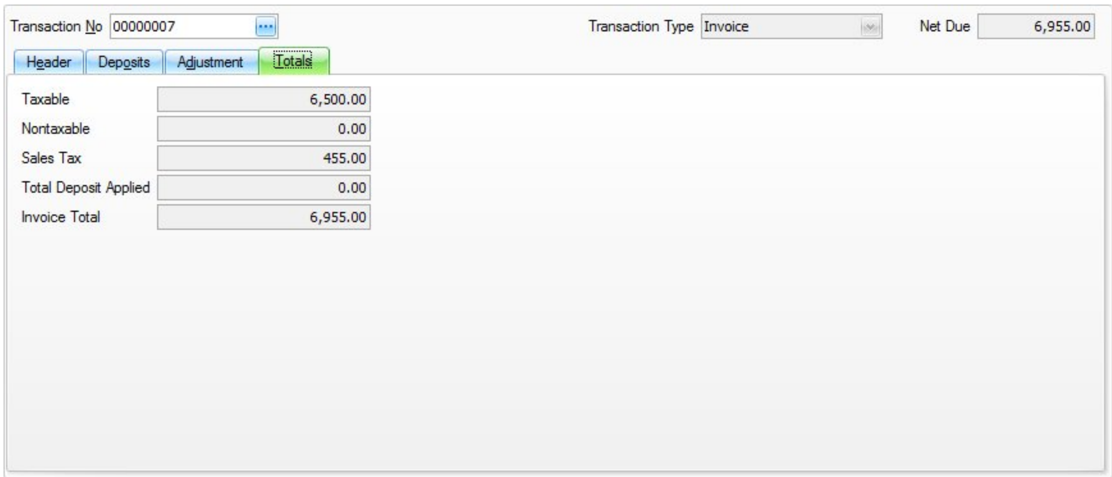
    To add a Deposit if available click on the green plus sign in the toolbar at the bottom of the tab.

Edit Billings Adjustment Tab



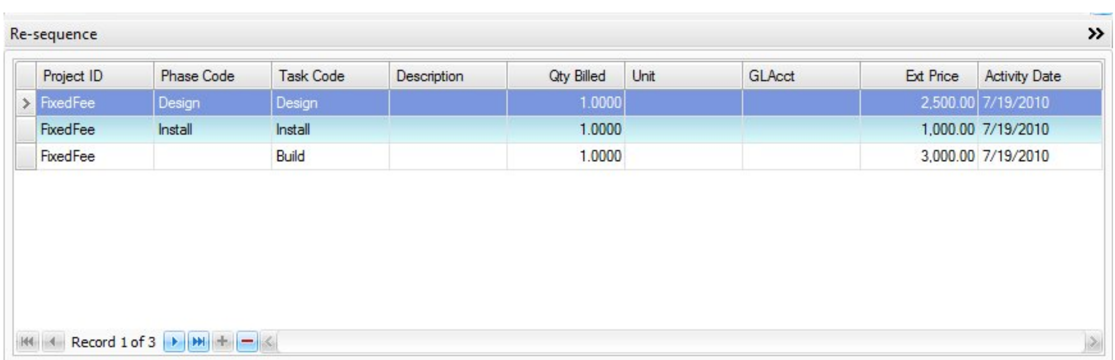
10. Select the **Adjustment** tab if you want to make a sales tax adjustment to the selected Billing.
11. In the **Tax Adjustment** field enter a positive or negative number for the amount to adjust the sales tax.
12. Select the **Tax Class** to which the Tax Adjustment applies.
13. Select the **Adj** check box next to the **Tax Location** to which you want the adjustment applied.

Edit Billings Totals Tab



14. Select the **Totals** tab to view your **Taxable**, **Nontaxable**, **Sales Tax**, **Total Deposit Applied**, and **Invoice Total** amounts. These fields are for viewing only and cannot be edited.

Project Activity Summary



15. Select the Project Activity area to edit the Items or Fixed Fee Billing records transferred from the Transfer Billings function.

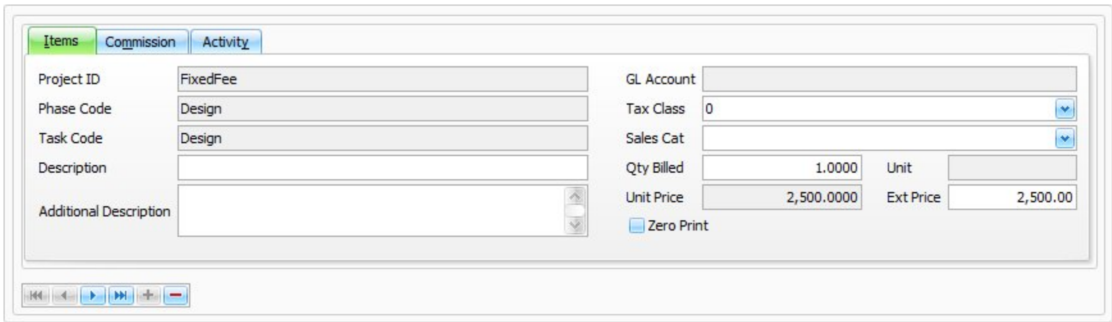
16. Edit the information you would like to edit in the summary mode.

    In the summary mode you are allowed to edit the **Qty Billed**, **Ext Price**, and **Activity Date** fields, all other fields are for display only.

    Use the column chooser function to view additional fields in the summary grid mode.

17. Select the **Detail** button » to view the Activity records in detail.

Project Activity Detail Item Tab



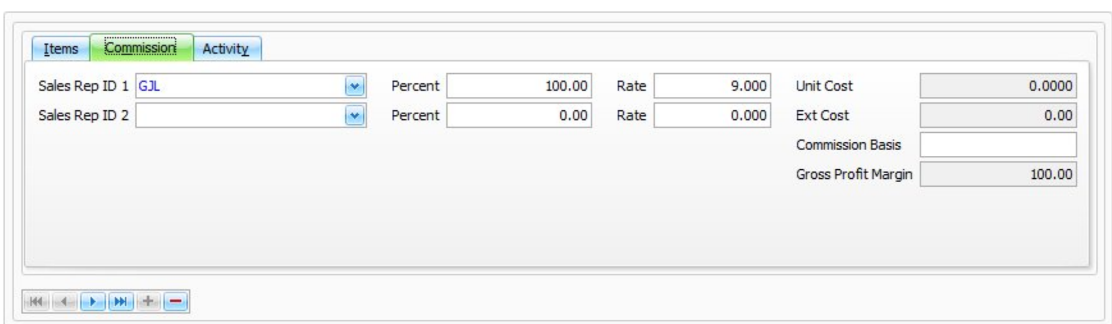
18. Select the **Items** tab.

19. Edit the information that needs to be edited.

    The fields available to edit are; **Description**, **Additional Description**, **Tax Class**, **Sales Cat**, **Qty Billed**, and **Ext Price**.

20. Select the **Zero Print** check box if you want an activity Item, that has a zero Quantity or Ext Price, to print on the Invoice. If Activity records have zero for the Quantity or Ext Price they will be defaulted to not print on the invoice.

Project Activity Detail Commission Tab



21. Select the **Commission** tab to edit Commission information for Sales Reps.

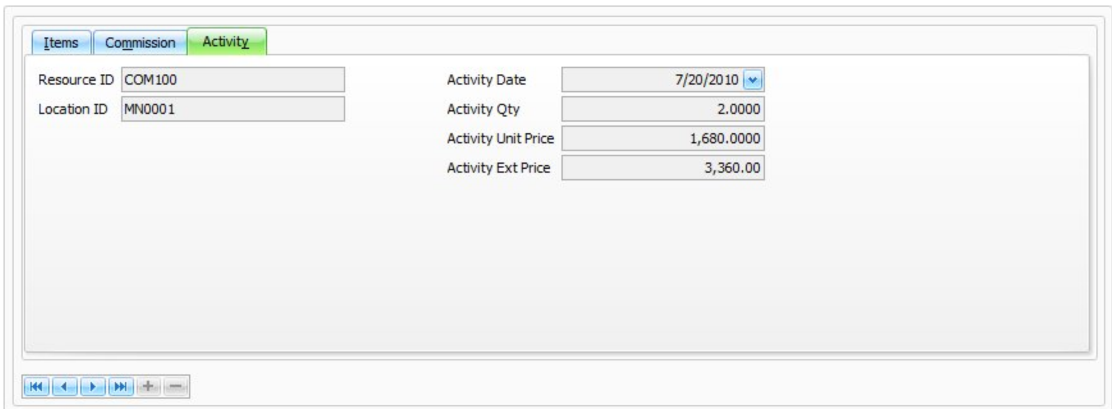
22. Select or edit a **Sales Rep ID 1** or **Sales Rep ID 2** to change or add a Sales Rep for the Activity selected.

23. Edit the **Percent** for Sales Rep ID 1 and/or 2, to the Percent of the invoice to use for commission calculation, or accept the default brought in from Transfer Billings.

24. Edit the **Rate** for Sales Rep ID 1 and/or 2 to the Rate to use for Commission calculation, or accept the default brought in from Transfer Billings.

25. Edit the **Commission Basis**, to change the Gross Profit Margin amount, for Commission calculations for Sales Reps, using the gross profit method of Commission calculation.

Project Activity Detail Activity Tab



26. Select the **Activity** tab to view details on the Project Activity Item selected.

27. The **Resource ID** is displayed and will be the Item ID, Employee ID, or Expense or Other IDs entered in the Transactions and Transfer Billings functions.

28. The **Location ID** will be displayed if the Item, Expense or Other record had a Location ID entered in the Transactions and Transfer Billings functions.

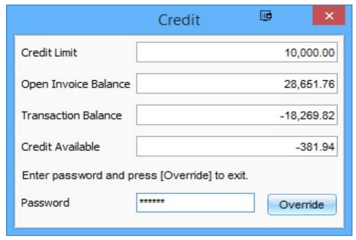
29. The **Activity Date**, **Activity Qty**, **Activity Unit Price**, and **Activity Ext Price** are displayed from information entered in the Transactions and Transfer Billings functions. These fields can be edited on the Items tab or in the summary mode.

Use the toolbar at the bottom of the Project Activity area to move from record to record or delete activity records.

To move from record to record use the blue single or double arrows to move to the first, previous, next or last record.

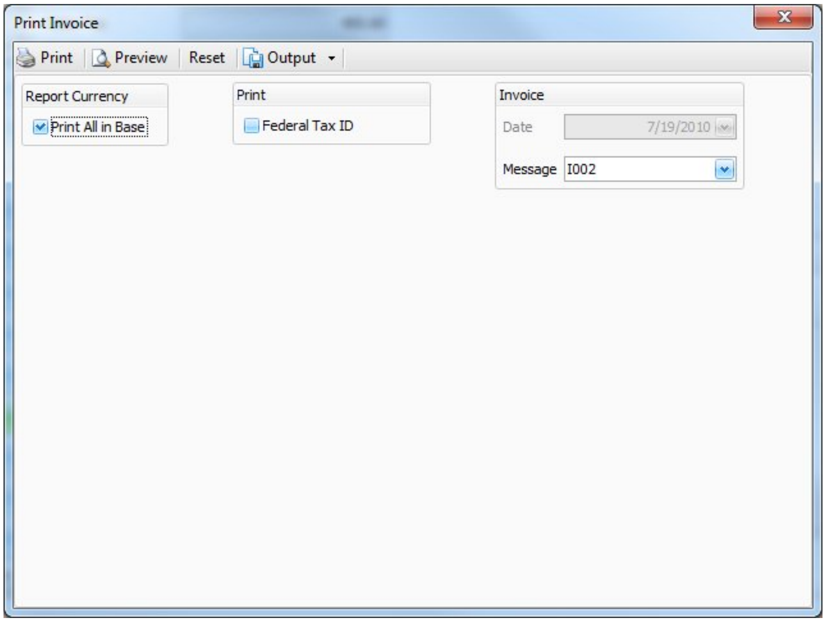
Click on the red minus sign to delete activity records.

Rem Credit Dialog Box



1. The **Credit** dialog box appears when the customer's credit limit is exceeded or when you click the **Rem Credit** button. When the customer's credit limit is exceeded a warning symbol appears next to the **Net Due** box  .
    - The **Credit** dialog box will automatically display, if you selected **Yes** to the Accounts Receivable **Business Rule** to **Display Credit Limit Warning**.
    - If a password has been entered into the **Credit Limit Password Business Rule**, enter the overriding password and click **Override**.
    - If the credit window is closed without a password a dialog box is displayed stating "**Override password will have to be provided prior to saving the order.**"
    - If the **Credit Limit Password** is left blank in the **Business Rule**, the password field and override button are not displayed.
2. The customer's **Credit Limit**, **Open Invoice Balance**, **Transaction Balance**, and **Available Credit** appear.
3. The Billing is allowed to be processed even if the Customer is over the credit limit. A credit limit of 0 means that the Customer has unlimited credit.
4. Close the **Credit** window to return to the **Edit Billings** screen.

Print Online Invoices Dialog Box



1. The **Print Invoices** screen appears when you click **Print** and **Invoice** on the Edit Billings screen.
2. If you use multi-currency, select the **Print all in Base** check box to print the invoice or credit memo in your company's base currency; otherwise, clear the box to print the invoice in the Customer's currency. If you do not use multi-currency, this option does not appear.
3. To print the **Federal Tax ID** for the current company at the bottom of the invoice, select the check box; otherwise, clear it.
4. The **Invoice Date** automatically appears. Enter the first invoice number.
5. Select a **Message** for the invoice.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Online Invoice

Invoice

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

Page	1
Invoice Date	7/19/2010
Invoice No	

SOLD TO

Bet023
Beta Dynamics Inc.
Roger Egelman
507 Rochester Drive
Fond Du Lac, WI 53500

Total Due 6,955.00

SL S1	SL S2	Due Date	Disc Due Date	Terms Description	Customer PO No	Order Date
JSK		7/19/2010	7/19/2010	0% Disc, Net 30		

	Type	Resource	Description	Hrs / Qty	Rate / Price	Amount	TX
Project:	FixedFee	Fixed Fee Project				6,500.00	
Phase:						3,000.00	
Task:	Build	In-house tasks				3,000.00	
	Fixed Fee Billing			1.0000	3,000.0000	3,000.00	0
Phase:	Design	Design and spec				2,500.00	
Task:	Design	Design and spec				2,500.00	
	Fixed Fee Billing			1.0000	2,500.0000	2,500.00	0
Phase:	Install	On-site tasks				1,000.00	
Task:	Install	On-site tasks				1,000.00	
	Fixed Fee Billing			1.0000	1,000.0000	1,000.00	0

We appreciate your business.

Taxable	Nontaxable	Sales Tax	Total
6,500.00	0.00	455.00	6,955.00

Total Due 6,955.00

PRINT INVOICES

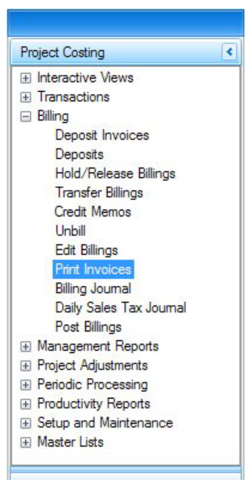
Use the **Print Invoices** function to print invoices from Billings generated using the Transfer Billings function. This function is useful if you want to Print Invoices for several billings at once. Use the **Billing Journal** (page 4-101) to determine which invoices to print.

You can also print an invoice when you edit the billing. Refer to the **Print Online Invoices** dialog box (page 4-90) for more information. Invoices printed online are not printed using the **Print Invoices** function.

To **Print Invoices**, follow these steps:

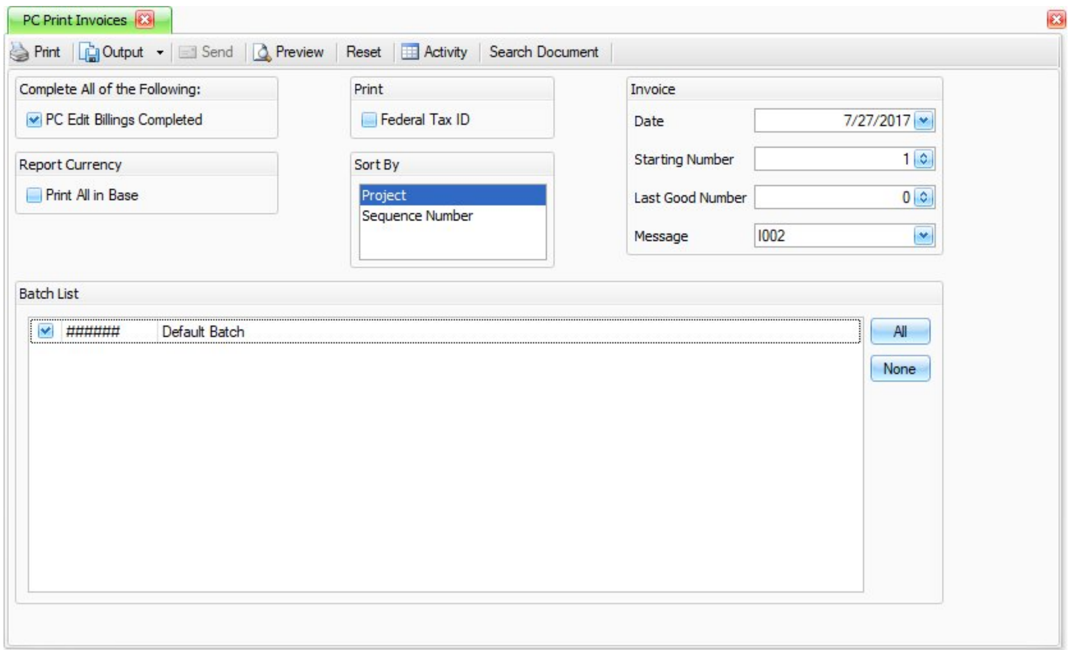
1. Select **Print Invoices** from the **Billings** menu.

Print Invoices Menu



2. The **Print Invoices** screen appears.

Print Invoices Screen



3. Select the check box confirming that **PC Edit Billings is Completed**.

¥$£€

4. If you use multi-currency, select the **Print All in Base** check box to print all billings in base currency (regardless of the currency in which they were entered). Clear the check box to print invoices in the Customer’s currency. If you do not use multi-currency, this check box does not appear.

5. Select the **Batches** for which you want to print invoices. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches. This option is available only if you selected Yes to Use Batch Processing in the Business Rules function (page 3-7) on the System Manager, Company Setup menu.

6. To print the **Federal Tax ID** for the current company at the bottom of the invoice, select the check box; otherwise, clear the check box.

7. Select the Sort By criteria for Printing Invoices; **Project** or **Sequence Number**.

8. Enter the **Invoice Date** to be printed on the Invoices or Credit Memos.

9. Enter the **Invoice Starting Number** or use the default. The invoice number cannot include letters.

Invoice numbers entered during Edit Billings, except those entered for online invoices, are overwritten by this function.

10. If you are reprinting invoices, enter the number of the **Last Good Number** that was printed correctly. Print the **Billing Journal** (page 4-101) to serve as a record of invoice numbers.
11. Select a **Message** to print on the Invoices. The messages will come from the Accounts Receivable, Setup and Maintenance, Invoice Messages function.
12. Select a command button:

Command Buttons

Name	Description
Print	Print the list or report.
Preview	Disabled for this function.
Reset	Return the value of all fields on the list or report screen to their default values.
Output	Output the invoice to a file. Select the file type you would like the invoice output as.
Activity	View the Activity done printing invoices.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Activity Log

13. Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.

Name	Displays
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

Activity Log

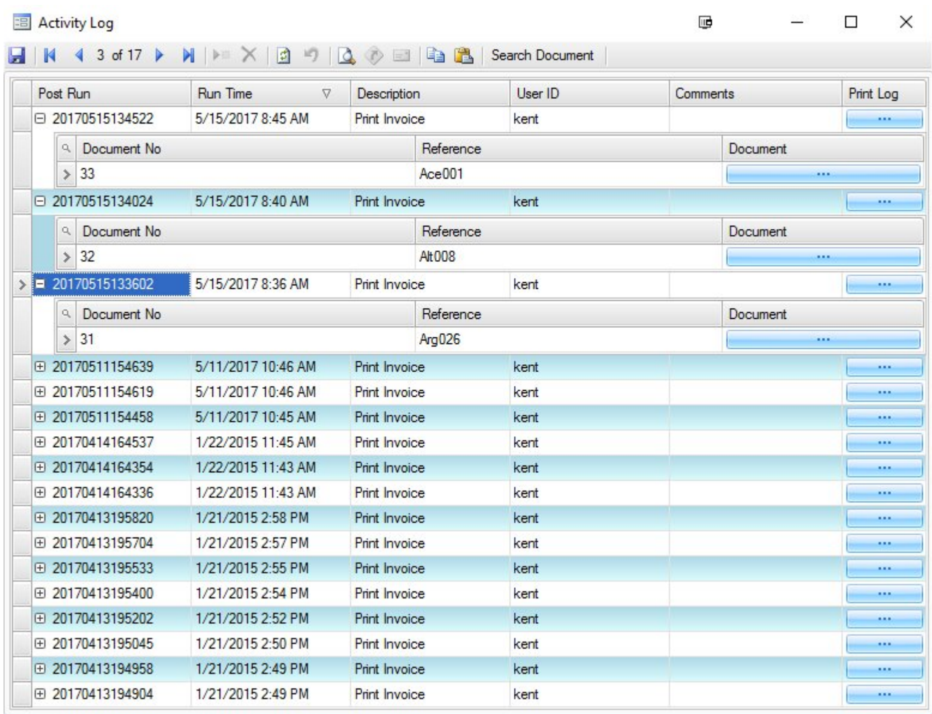
Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Invoice(s) printed for the selected printing.
- Click the **Document** button to preview the Invoice printed for the selected **Document No**.

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log Screen



Search Document

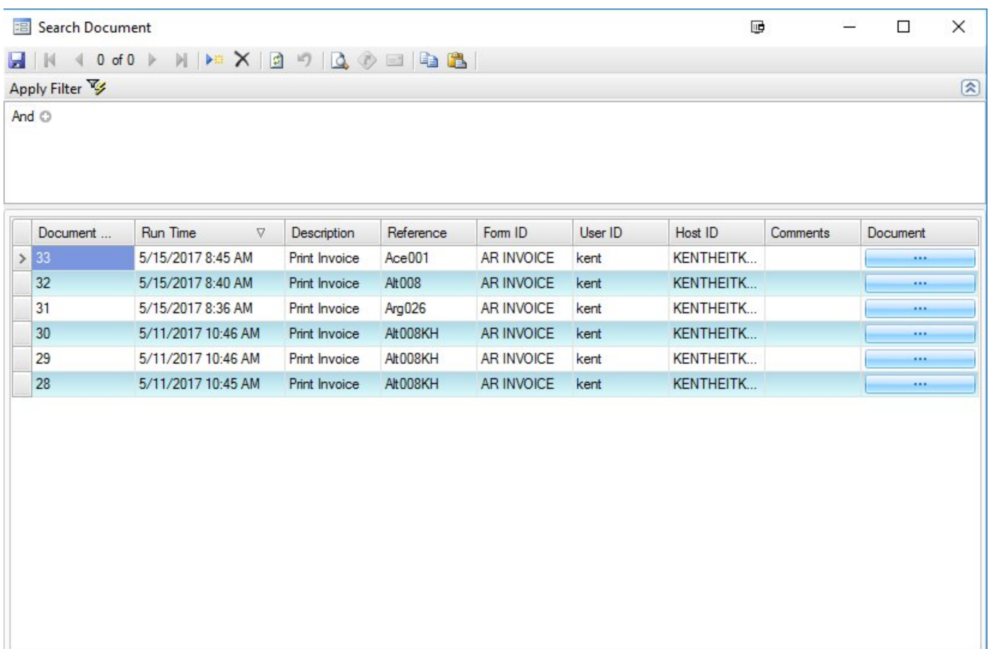
Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the **Use Archive Business Rule** (page 3-7).

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
Document Number	The Invoice number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Customer ID for which the invoice was printed.

Name	Displays
Form ID	The type of form printed.
User ID	The user who performed the print.
Host ID	The workstation name used to print the invoice.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original invoice printed.

Search Document Screen



1. The **Print Invoices Total** log appears automatically after printing invoices.
2. Invoice Totals (organized by currency if you use multi-currency) appear.

Print Invoices Total Report

Continental Products Unlimited
Print Invoices Total
Page 1

Currency ID	Taxable	Nontaxable	Sales Tax		Invoice Total
USD	15,075.00	0.00	1,022.38		16,097.38
				Total Deposits Applied	0.00
				Net Due	16,097.38

Invoices Printed 3

Invoice

Invoice

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

Page 1

Invoice Date 7/19/2010
Invoice No

S O L D T O

Bet023
Beta Dynamics Inc.
Roger Egelman
507 Rochester Drive
Fond Du Lac, WI 53500

Total Due 6,955.00

SLS1	SLS2	Due Date	Disc Due Date	Terms Description	Customer PO No	Order Date
JSK		7/19/2010	7/19/2010	0% Disc, Net 30		

	Type	Resource	Description	Hrs / Qty	Rate / Price	Amount	TX
Project:	FixedFee	Fixed Fee Project				6,500.00	
Phase:						3,000.00	
Task:	Build	In-house tasks				3,000.00	
	Fixed Fee Billing			1.0000	3,000.0000	3,000.00	0
Phase:	Design	Design and spec				2,500.00	
Task:	Design	Design and spec				2,500.00	
	Fixed Fee Billing			1.0000	2,500.0000	2,500.00	0
Phase:	Install	On-site tasks				1,000.00	
Task:	Install	On-site tasks				1,000.00	
	Fixed Fee Billing			1.0000	1,000.0000	1,000.00	0

Preview

We appreciate your business.

Taxable	Nontaxable	Sales Tax	Total
6,500.00	0.00	455.00	6,955.00

Total Due 6,955.00

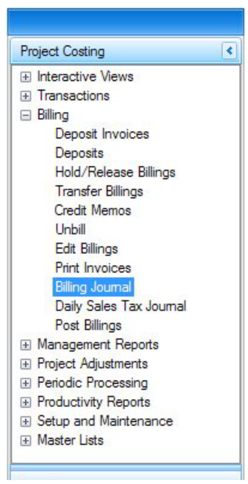
BILLING JOURNAL

Print the **Billing Journal** before you Post Billings to check for mistakes and omissions. It also serves as an audit trail of billing transactions. If you find incorrect transactions in the Billing Journal, use the **Edit Billings** (page 4-81) function to edit them.

To print the **Billing Journal**, follow these steps:

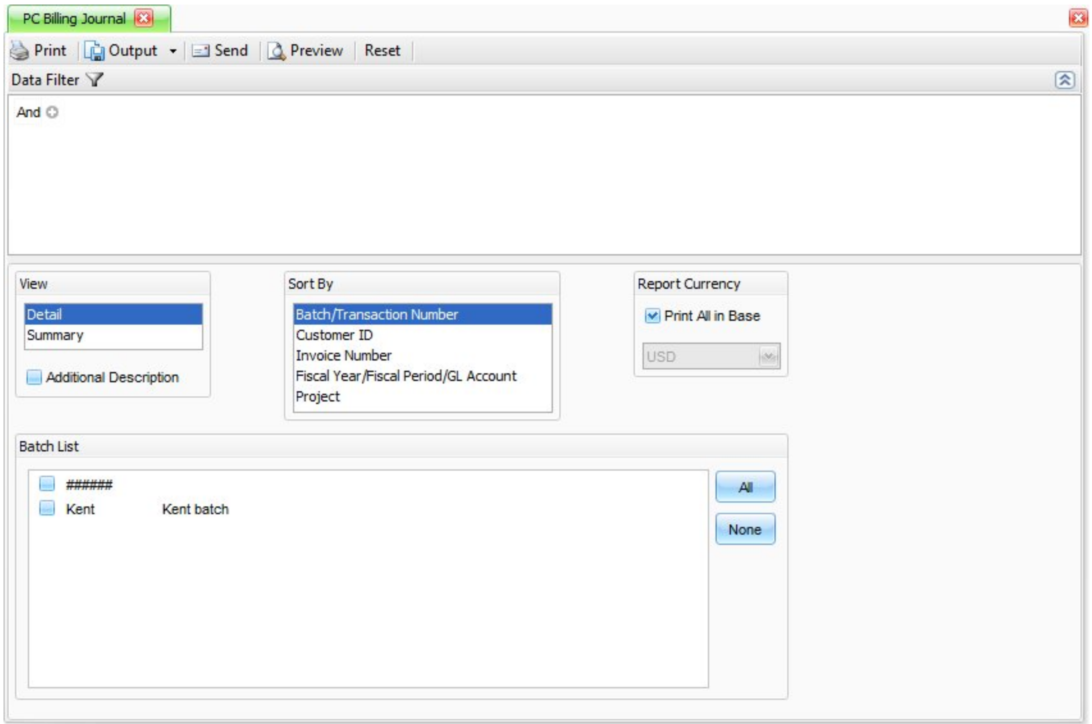
1. Select **Billing Journal** from the **Billing** menu.

Billing Journal Menu



2. The **Billing Journal** screen appears.

Billing Journal Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all available data.
4. Select the amount of information to **View** in the journal. **Summary** or **Detail** versions of the Journal.
5. To **Print Additional Descriptions** on the Journal, select the check box; otherwise, clear it.
6. Select the **Batches** to include in the journal. You will only see the available batches if you have selected Yes to Use Batch Processing for transactions in the Business Rules. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
7. Select the **Sort By** criterion for the journal; **Batch/Transaction Number**, **Customer ID**, **Invoice Number**, **Fiscal Year/Fiscal Period/GL Account**, or **Project**.

8. If you use multi-currency, these print options are available:

    - To print transactions that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only transactions that were entered in the base currency are printed on the journal.
    - To print transactions that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only transactions that were entered in the currency you select are printed on the journal.
    - To print all transactions (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
    - TRAVERSE converts all transaction amounts from their original currency to the base currency (if necessary), then prints all transactions, that meet your selection criteria, on the journal.

9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Billing Journal

Continental Products Unlimited
Billing Journal (Detail)
Sorted by Batch / Transaction No

Page 1
USD

Report Filter			
View Additional Description	No	**Batch List**	######,FFBill,KHBill,TMBill
Report Currency	USD	**Print All In Base Currency**	Yes

Trans No	**Customer ID**	**Trans Type**	**Rep 1**	**Terms Code**	**Pd / Year**	**Invoice No**		**Inv Date**	**PO No**		
Batch Code	**Name**		**Rep 2**	**Tax Group ID**		**Original Invoice**		**Ord Date**			
00000007	Bet023	Invoice	JSK	Net30	7/2010	4		7/26/2010			
######	Beta Dynamics Inc.			WI							
	Project ID	**Item ID**		**Loc ID**	**GL Account**		**Unit**		**Qty**	**Unit Cost**	**Unit Price**
	Phase Code	**Description**					**Tax Class**			**Ext Cost**	**Ext Price**
	Task Code										
	FixedFee				00-000-4100				1.0000	0.0000	2,500.0000
	Design						0			0.00	2,500.00
	Design										
	FixedFee				00-000-4100				1.0000	0.0000	1,000.0000
	Install						0			0.00	1,000.00
	Install										
	FixedFee				00-000-4100				1.0000	0.0000	3,000.0000
							0			0.00	3,000.00
	Build										
					Taxable	**Nontaxable**	**Sales Tax**	**Inv Total**	**Deposit Amt**	**Ext Cost**	**Ext Price**
	Total for Trans No 00000007				6,500.00	0.00	455.00	6,955.00	0.00	0.00	6,500.00
00000008	Alt008	Invoice	GJL	Net30	7/2010	5		7/26/2010			
######	Altos Servers Company		JSK	MN							
	Project ID	**Item ID**		**Loc ID**	**GL Account**		**Unit**		**Qty**	**Unit Cost**	**Unit Price**
	Phase Code	**Description**					**Tax Class**			**Ext Cost**	**Ext Price**
	Task Code										
	Go Live	BOU001			00-000-1210		HOUR		15.0000	72.3500	185.0000
							0			1,085.25	2,775.00
	Go Live	GER001			00-000-1210		HOUR		12.0000	70.0000	150.0000
	Design						0			840.00	1,800.00
	Design										
	Go Live	DOUBLA00001			00-000-1210		HOUR		16.0000	65.0000	125.0000
	Install						0			1,040.00	2,000.00
	Install										
					Taxable	**Nontaxable**	**Sales Tax**	**Inv Total**	**Deposit Amt**	**Ext Cost**	**Ext Price**
	Total for Trans No 00000008				6,575.00	0.00	427.38	7,002.38	0.00	2,965.25	6,575.00

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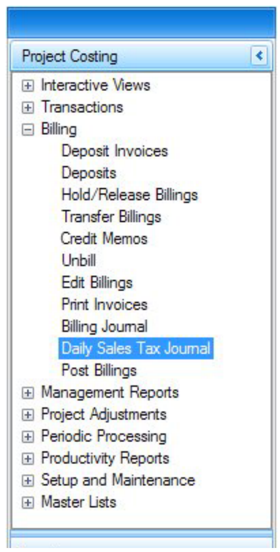
DAILY SALES TAX JOURNAL

Use the **Daily Sales Tax Journal** for an additional audit trail. The Daily Sales Tax Journal shows taxes collected and owed and is organized by Tax Location.

To produce the **Daily Sales Tax Journal**, follow these steps:

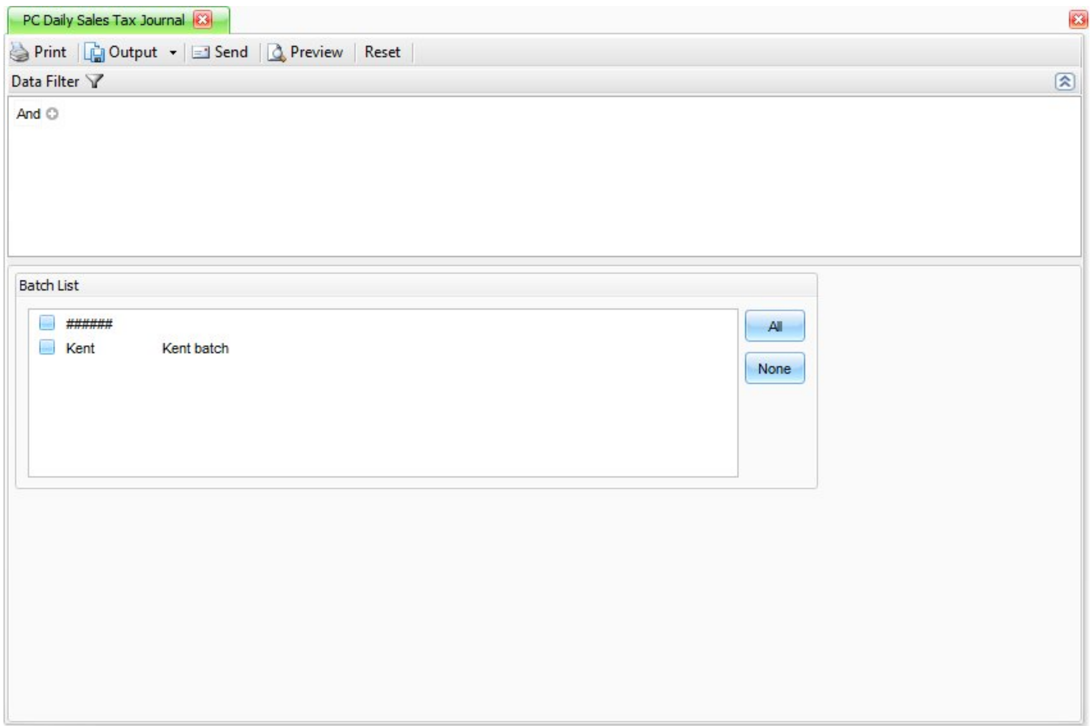
1. Select **Daily Sales Tax Journal** from the **Billing** menu.

Daily Sales Tax Journal Menu



2. The **Daily Sales Tax Journal** screen appears.

Daily Sales Tax Journal Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all available data.

4. Select the **Batches** to include in the journal. You will only see the available batches if you have selected Yes to Use Batch Processing for transactions, in the Business Rules. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Daily Sales Tax Journal

Continental Products Unlimited
Daily Sales Tax Journal
Sorted by Tax Location

Page 1

Report Filter
Batch List ######,Kent

Tax Loc	Description	Tax Auth	Tax ID	GL Account	Tax on Freight	Tax on Misc
MN	Minnesota State	MN	882-52-123	01-000-2020	No	No

Class	Description	Tax Pct	------------ Sales ------------ Taxable	Nontaxable	---------- Sales Tax ---------- Collected	Calculated	Over/(Short)
0	Consumer Goods	6.500	-2,950.00	0.00	-12.50	-12.50	0.00
	Total for Tax Location MN		-2,950.00	0.00	-12.50	-12.50	0.00

	---------- Sales Tax ---------- Collected	Calculated	Over/(Short)
Grand Total	-12.50	-12.50	0.00

3/2/2012 12:40 PM *** End of Report *** OPEN_SYSTEMS\kenthe

POST BILLINGS OVERVIEW

When you **Post Billings**, open invoices are created for each Billing and Miscellaneous Credit entry recorded as a billing. The Due Date for each billing is updated from the Invoice Date and the number of due days for the Terms Code. The Discount Date is updated from the Invoice Date and the number of discount days from the same Terms Code.

The system creates temporary tables to store Project activity entries and totals. As information is posted, Project activity information is posted first, then totals are updated. When all Project activities are posted summary GL entries are calculated.

If Project Costing interfaces with General Ledger, debit and credit entries are created in the GL Journal. If detail information is posted, entries are made for each Project activity. If summary information is posted, one entry is made for each Account. If the accounting period is closed, you can either Edit Billings or use the System Manager Period Conversion function to open the accounting period and then post the billings. See the Period Conversion function in the *System Manager Training Manual* for more information.

Posting Billings also updates balance and sales fields in the Customers' records. The Taxable and Nontaxable totals from the billings and the Tax Collected update the Tax Location records in System Manager.

When you post invoices for Billable Time and Material Projects (Non-Fixed Fee), entries are made to these Accounts:

Accounts Receivable			**Income**	
Receivable	**Tax Liability**	**Accrued Income**	**Income**	**WIP**
DB	CR	DB	CR	CR

The General Ledger Account in the Tax Location record determines the Tax Liability Account. The Distribution Codes record from AR, determines the Receivable Account. The Accrued Income, Income, and WIP Accounts come from the Project Costing Distribution Code assigned to the Project/Task.

When you post invoices for Billable Fixed Fee Projects, entries are made to these Accounts:

Accounts Receivable				Income	
Receivable		**Tax Liability**		**Income**	
DB			CR		CR

The General Ledger Account in the Tax Location record determines the Tax Liability Account. The Distribution Codes record from AR, determines the Receivable Account. The Income Account comes from the Project Costing Distribution Code assigned to the Project/Task.

When you post invoices for Job Cost Projects, entries are made to these Accounts:

Accounts Receivable				Income	
Receivable		**Tax Liability**		**Fixed Fee Billing**	
DB			CR		CR

The General Ledger account in the Tax Location record determines the Tax Liability Account. The Distribution Codes record from AR, determines the Receivable Account. The Fixed Fee Billing Account comes from the Project Costing Distribution Code assigned to the Project/Task.

When you post invoices the following Accounts will be posted to for the Deposit amounts applied to invoices:

Customer Deposit		**Accounts Receivable**	
DB			CR

The Customer Deposit Account will come from the Customer Deposit Account selected in the Business Rules for Project Costing. The Accounts Receivable Account will come from the Accounts Receivable Distribution Code entered for the Invoice. The default will be the Distribution Code assigned to the Customer, but can be changed for the Invoice.

When Credit Memos are posted for each type of Project, the GL entries will be on the opposite sides from the illustrations above.

POST BILLINGS

Use the **Post Billings** function to allow users to Post Billings to General Ledger and Accounts Receivable History.

Before you post, complete the following tasks:

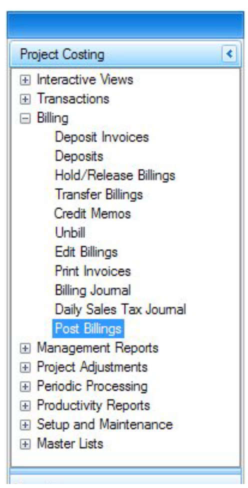
- Complete Billing entry and print Journals and Invoices.
- If you have a multi-user system and are not using batch processing, verify no one else is using the billings functions.
- Print the **Billing Journal** and **Invoices** (invoices cannot be reconstructed after they have been posted).

The **Transfer Billings** function provides information for the Billing Journal. Posted entries are cleared from these functions to make room for the next group of entries.

To **Post Billings**, follow these steps:

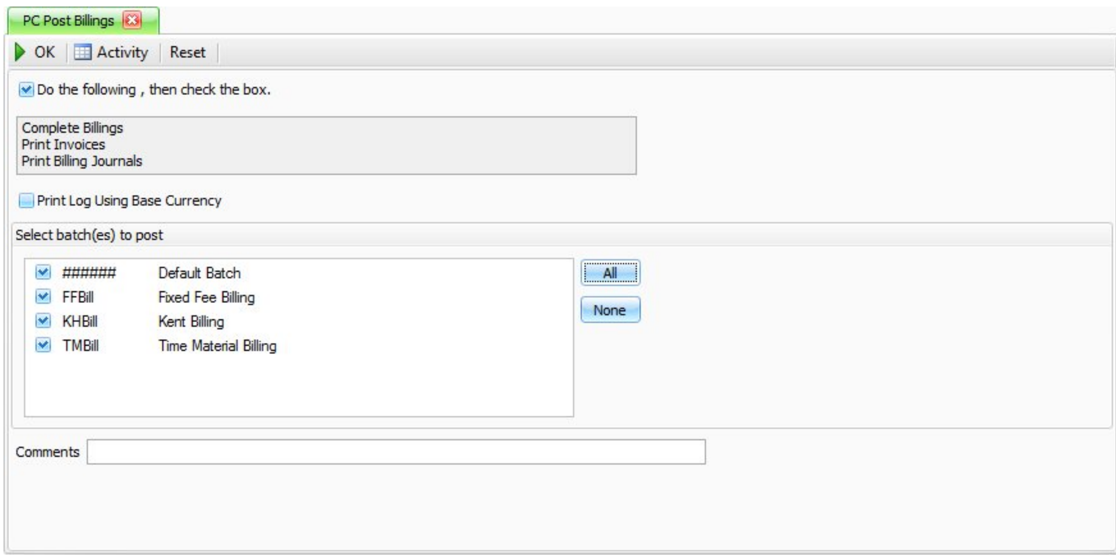
1. Select **Post Billings** from the **Billing** menu.

Post Billings Menu



2. The **Post Billings** screen appears.

Post Billings Screen



3. After you **Complete Billings**, **Print Billing Journal**, and **Print Invoices**, select the check box.
4. If you use the multi-currency functions select the check box to **Print Log Using Base Currency**. Clear the box to print in the GL Account's currency.
5. Select the **Batches** to include in the post. You will only see the available batches if you have selected Yes to Use Batch Processing for transactions in Business Rules. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
6. Enter **Comments** for the post, if applicable.

7. Select a command button:

   - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Billings Log appears.

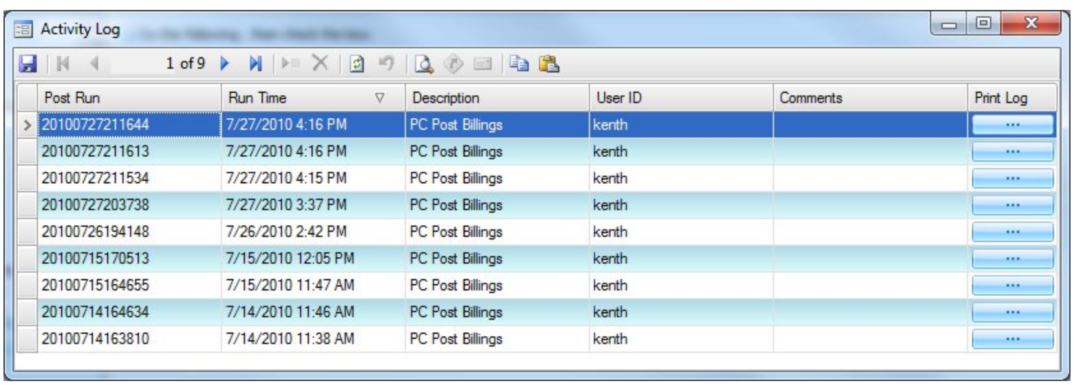
Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Billings Summary Log

Continental Products Unlimited
Post Billings

Page 1

Batch List ######,FFBill,KHBill,TMBill
Comments

Currency ID USD

Total Transactions	16,097.38
Total Applied Deposits	0.00
Net Posted To	**Amount**
Open Invoice Table	16,097.38
Customer Table	16,097.38

Posted to Fiscal Year 2010
Fiscal Period 7

Total Transactions	16,097.38
Total Applied Deposits	0.00
Net Posted To	**Amount**
Open Invoice Table	16,097.38
Customer Table	16,097.38

7/26/2010 2:41 PM OPEN_SYSTEMS\kenthe

Post Billings GL Log

Continental Products Unlimited
Post Billings
GL Entries

Page 2
20100726194148

Posted to Fiscal Year 2010
Fiscal Period 7

Reference	Description	GL Account	Amount Fgn	Debit	Credit
Bet023	4 / Sales Tax / WI	01-000-2020	455.00 USD		455.00
Bet023	4 / A/R	01-000-1100	6,955.00 USD	6,955.00	
Bet023	4 /	00-000-4100	2,500.00 USD		2,500.00
Bet023	4 /	00-000-4100	1,000.00 USD		1,000.00
Bet023	4 /	00-000-4100	3,000.00 USD		3,000.00
Alt008	5 / Sales Tax / MN	01-000-2020	427.38 USD		427.38
Alt008	5 / A/R	01-000-1100	7,002.38 USD	7,002.38	
Alt008	5 /	00-000-1210	2,775.00 USD		2,775.00
Alt008	5 /	00-000-4100	2,775.00 USD		2,775.00
Alt008	5 /	00-000-4100	2,775.00 USD	2,775.00	
Alt008	5 /	00-000-1210	1,800.00 USD		1,800.00
Alt008	5 /	00-000-4100	1,800.00 USD		1,800.00
Alt008	5 /	00-000-4100	1,800.00 USD	1,800.00	
Alt008	5 /	00-000-1210	2,000.00 USD		2,000.00
Alt008	5 /	00-000-4100	2,000.00 USD		2,000.00
Alt008	5 /	00-000-4100	2,000.00 USD	2,000.00	
Bet023	6 / Sales Tax / WI	01-000-2020	140.00 USD		140.00
Bet023	6 / A/R	01-000-1100	2,140.00 USD	2,140.00	
Bet023	6 /	00-000-4100	2,000.00 USD		2,000.00
	Total for Fiscal Period Fiscal Period 7			22,672.38	22,672.38
Grand Total				22,672.38	22,672.38

7/26/2010 2:41 PM *** End of Report *** OPEN_SYSTEMS\kenthe

5

Interactive Views

5

INTERACTIVE VIEWS

USING THE INTERACTIVE VIEWS MENU

With the functions on the Interactive Views menu, you can view but not change the following receivable information:

- Project information
- Activity information
- Project Status Information
- Project Percent Complete
- Budget Analysis
- Estimate Information
- Billing History
- Employee Detail

Use these functions if you need to examine (but not change) a Customer record, an address, an open invoice, summary history, detail history, transaction history or view an aged trial balance.

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
	**Sort Ascending**	Sort the selected column’s data in ascending order. **NOTE: You can also accomplish this task by clicking the column heading until  appears.**

Sort Descending	Sort the selected column's data in descending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**
Clear Sorting	Remove all sorting options and revert to the default view.
Group By This Column	Group the identical entries from this column into a single group. **NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.**
Column Chooser	Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen. **NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an *X*.**
Best Fit	Adjust the selected column to resize the column for the best view of that column's data.
Clear Filter	Remove all filter options and revert to the default view.
Filter Editor	See "Filtering Across All Columns" in the General Information guide for more information.
Best Fit (all columns)	Adjust all columns to resize for the best view all of the data at once.

Filtering by an Individual Column

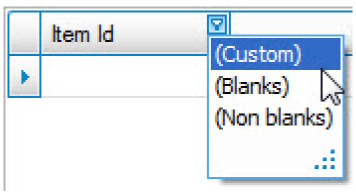
To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the drop down menu.

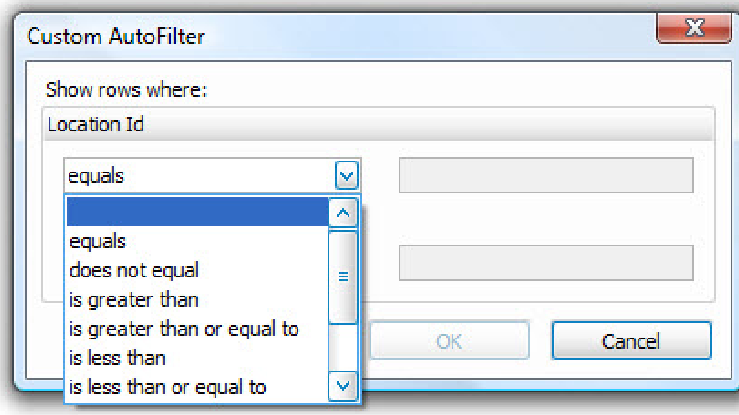
Select	To

(Custom)	Enter criteria for filtering the selected column. **NOTE: View the following paragraph for additional information.**
(Blanks)	Display only entries with blank information in the selected column.
(Non blanks)	Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select (**Custom**), the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.





Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select	To
	Refresh the data in the tables.
	Remove the selected criterion from the table.

Select	To
Order	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.
Hide Field List	Close the PivotGrid Field List.

NOTE: Note: See instructions in the “Filtering Across All Columns” in the General Information guide section for more information on filtering.

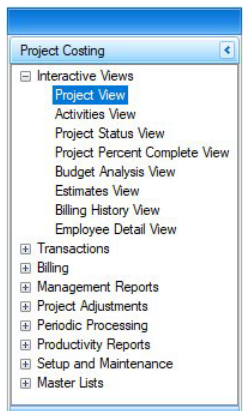
PROJECT VIEW

Use the **Project View** function to view information for Projects, Phases, and Tasks. To change Project information, use the Setup and Maintenance Projects function.

To use the **Project View**, follow these steps:

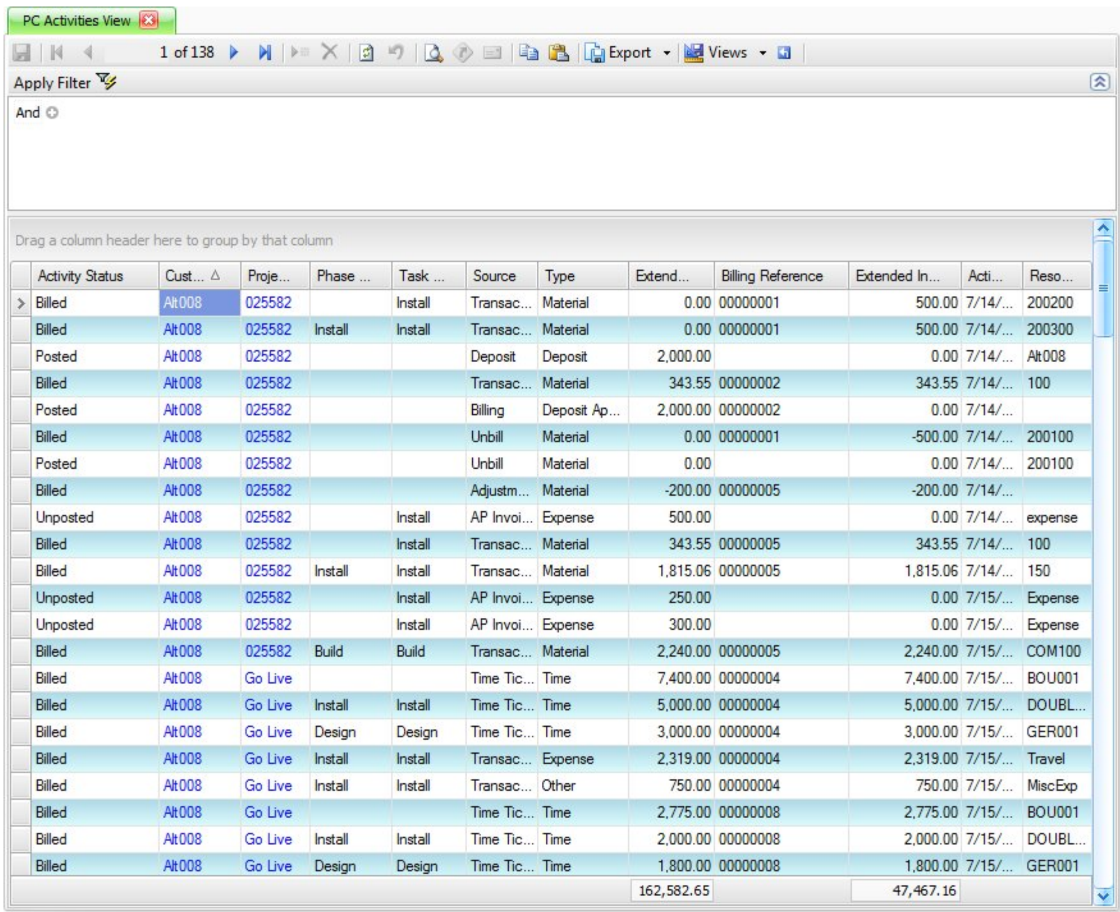
1. Select **Project View** from the **Interactive Views menu**.

Project View Menu



2. The **Project View** screen appears.

Project View Screen



Activity Status	Cust...	Proje...	Phase ...	Task ...	Source	Type	Extend...	Billing Reference	Extended In...	Acti...	Reso...
Billed	Alt008	025582		Install	Transac...	Material	0.00	00000001	500.00	7/14/...	200200
Billed	Alt008	025582	Install	Install	Transac...	Material	0.00	00000001	500.00	7/14/...	200300
Posted	Alt008	025582			Deposit	Deposit	2,000.00		0.00	7/14/...	Alt008
Billed	Alt008	025582			Transac...	Material	343.55	00000002	343.55	7/14/...	100
Posted	Alt008	025582			Billing	Deposit Ap...	2,000.00	00000002	0.00	7/14/...	
Billed	Alt008	025582			Unbill	Material	0.00	00000001	-500.00	7/14/...	200100
Posted	Alt008	025582			Unbill	Material	0.00		0.00	7/14/...	200100
Billed	Alt008	025582			Adjustm...	Material	-200.00	00000005	-200.00	7/14/...	
Unposted	Alt008	025582		Install	AP Invoi...	Expense	500.00		0.00	7/14/...	expense
Billed	Alt008	025582		Install	Transac...	Material	343.55	00000005	343.55	7/14/...	100
Billed	Alt008	025582	Install	Install	Transac...	Material	1,815.06	00000005	1,815.06	7/14/...	150
Unposted	Alt008	025582		Install	AP Invoi...	Expense	250.00		0.00	7/15/...	Expense
Unposted	Alt008	025582		Install	AP Invoi...	Expense	300.00		0.00	7/15/...	Expense
Billed	Alt008	025582	Build	Build	Transac...	Material	2,240.00	00000005	2,240.00	7/15/...	COM100
Billed	Alt008	Go Live			Time Tic...	Time	7,400.00	00000004	7,400.00	7/15/...	BOU001
Billed	Alt008	Go Live	Install	Install	Time Tic...	Time	5,000.00	00000004	5,000.00	7/15/...	DOUBL...
Billed	Alt008	Go Live	Design	Design	Time Tic...	Time	3,000.00	00000004	3,000.00	7/15/...	GER001
Billed	Alt008	Go Live	Install	Install	Transac...	Expense	2,319.00	00000004	2,319.00	7/15/...	Travel
Billed	Alt008	Go Live	Install	Install	Transac...	Other	750.00	00000004	750.00	7/15/...	MiscExp
Billed	Alt008	Go Live			Time Tic...	Time	2,775.00	00000008	2,775.00	7/15/...	BOU001
Billed	Alt008	Go Live	Install	Install	Time Tic...	Time	2,000.00	00000008	2,000.00	7/15/...	DOUBL...
Billed	Alt008	Go Live	Design	Design	Time Tic...	Time	1,800.00	00000008	1,800.00	7/15/...	GER001
							162,582.65		47,467.16		

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. To view details on a Customer click on the blue Customer ID and you will be taken to the detail setup view screen for that Customer.
5. To view details on a Project click on the blue Project ID and you will be taken to the detail setup view screen for that Project.
6. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Project View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

ACTIVITIES VIEW

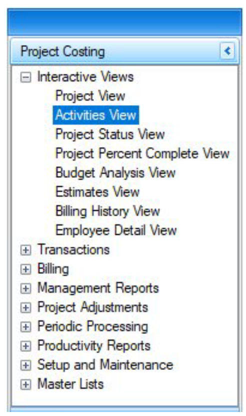
Use the **Activities View** to show transaction activity, including Time Tickets, Adjustments, and other Transactions you enter for the Project/Phase/Task, and other status information.

To view details on an Project click on the blue Project ID and you will be taken to the project setup screen for that project.

To use the **Activities View**, follow these steps:

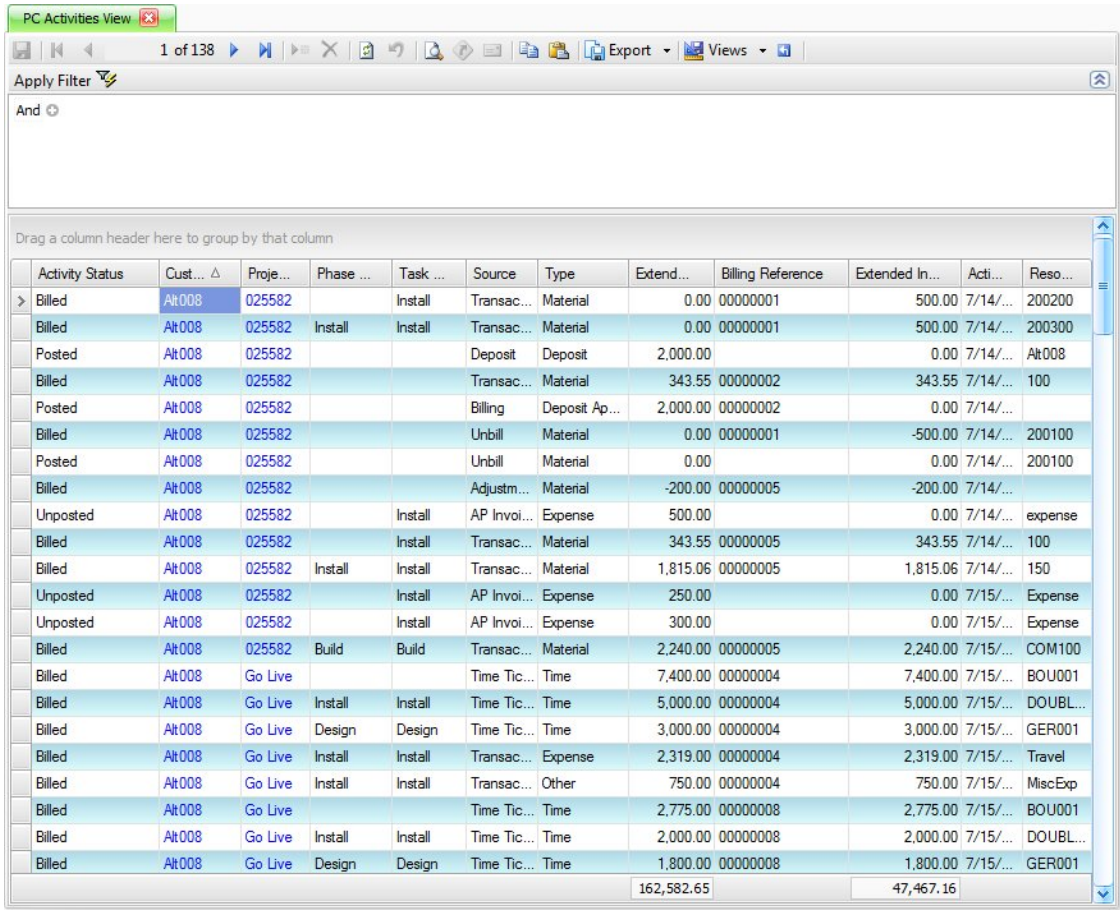
1. Select **Activities View** from the **Interactive Views** menu.

Actives View Menu



2. The **Activities View** screen appears.

Activities View Screen



Activity Status	Cust...	Proje...	Phase ...	Task ...	Source	Type	Extend...	Billing Reference	Extended In...	Acti...	Reso...
Billed	Alt008	025582		Install	Transac...	Material	0.00	00000001	500.00	7/14/...	200200
Billed	Alt008	025582	Install	Install	Transac...	Material	0.00	00000001	500.00	7/14/...	200300
Posted	Alt008	025582			Deposit	Deposit	2,000.00		0.00	7/14/...	Alt008
Billed	Alt008	025582			Transac...	Material	343.55	00000002	343.55	7/14/...	100
Posted	Alt008	025582			Billing	Deposit Ap...	2,000.00	00000002	0.00	7/14/...	
Billed	Alt008	025582			Unbill	Material	0.00	00000001	-500.00	7/14/...	200100
Posted	Alt008	025582			Unbill	Material	0.00		0.00	7/14/...	200100
Billed	Alt008	025582			Adjustm...	Material	-200.00	00000005	-200.00	7/14/...	
Unposted	Alt008	025582		Install	AP Invoi...	Expense	500.00		0.00	7/14/...	expense
Billed	Alt008	025582		Install	Transac...	Material	343.55	00000005	343.55	7/14/...	100
Billed	Alt008	025582	Install	Install	Transac...	Material	1,815.06	00000005	1,815.06	7/14/...	150
Unposted	Alt008	025582		Install	AP Invoi...	Expense	250.00		0.00	7/15/...	Expense
Unposted	Alt008	025582		Install	AP Invoi...	Expense	300.00		0.00	7/15/...	Expense
Billed	Alt008	025582	Build	Build	Transac...	Material	2,240.00	00000005	2,240.00	7/15/...	COM100
Billed	Alt008	Go Live			Time Tic...	Time	7,400.00	00000004	7,400.00	7/15/...	BOU001
Billed	Alt008	Go Live	Install	Install	Time Tic...	Time	5,000.00	00000004	5,000.00	7/15/...	DOUBL...
Billed	Alt008	Go Live	Design	Design	Time Tic...	Time	3,000.00	00000004	3,000.00	7/15/...	GER001
Billed	Alt008	Go Live	Install	Install	Transac...	Expense	2,319.00	00000004	2,319.00	7/15/...	Travel
Billed	Alt008	Go Live	Install	Install	Transac...	Other	750.00	00000004	750.00	7/15/...	MiscExp
Billed	Alt008	Go Live			Time Tic...	Time	2,775.00	00000008	2,775.00	7/15/...	BOU001
Billed	Alt008	Go Live	Install	Install	Time Tic...	Time	2,000.00	00000008	2,000.00	7/15/...	DOUBL...
Billed	Alt008	Go Live	Design	Design	Time Tic...	Time	1,800.00	00000008	1,800.00	7/15/...	GER001
							162,582.65		47,467.16		

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. To view details on a Customer click on the blue Customer ID and you will be taken to the detail setup view screen for that Customer.
5. To view details on an Project click on the blue Project ID and you will be taken to the project setup screen for that project.
6. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Activities View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

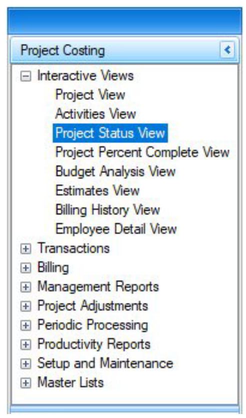
PROJECT STATUS VIEW

Use the **Project Status View** function to view Project progress. This function shows both the Actual and Estimated Time, Cost, and Material amounts. If your Estimates are incorrect, use the Setup and Maintenance Estimates function to enter revised amounts.

To use the **Project Status View**, follow these steps:

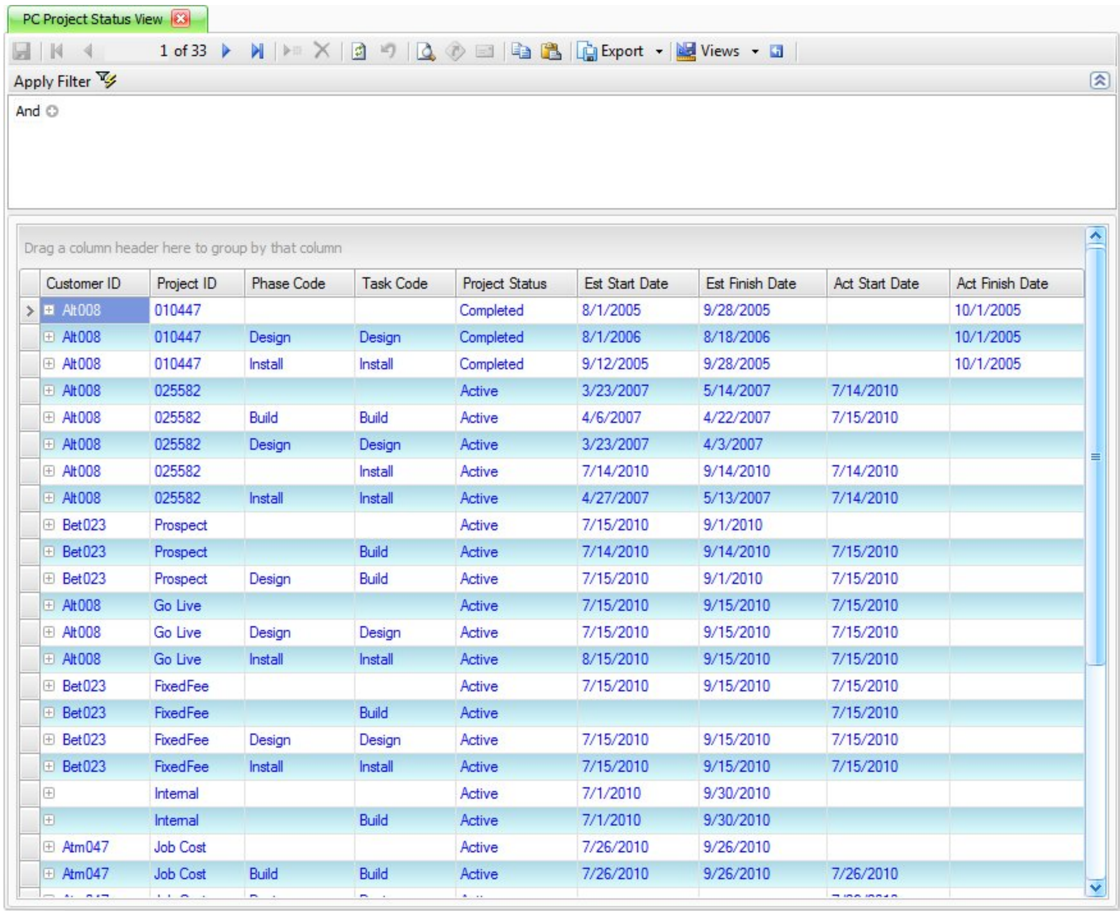
1. Select **Project Status View** from the **Interactive View** menu.

Project Status View Menu



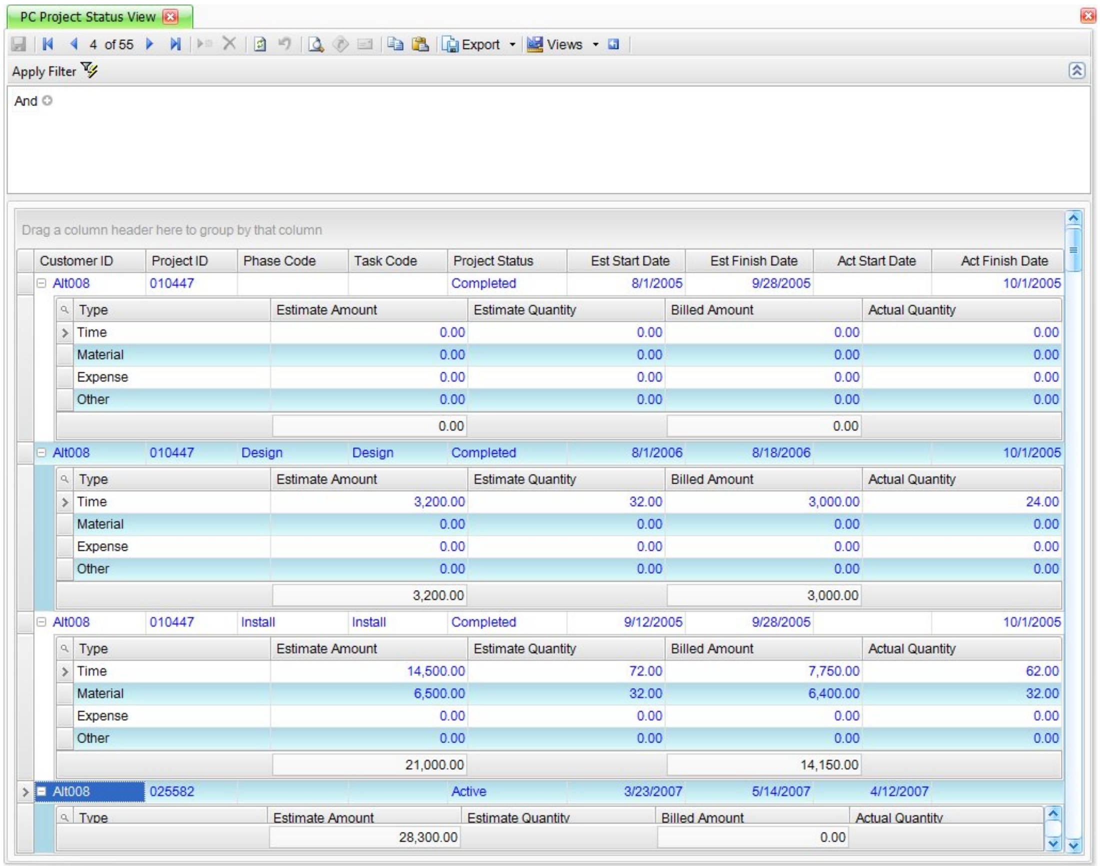
2. The **Project Status View** screen appears.

Project Status View Screen



Customer ID	Project ID	Phase Code	Task Code	Project Status	Est Start Date	Est Finish Date	Act Start Date	Act Finish Date
Alt008	010447			Completed	8/1/2005	9/28/2005		10/1/2005
Alt008	010447	Design	Design	Completed	8/1/2006	8/18/2006		10/1/2005
Alt008	010447	Install	Install	Completed	9/12/2005	9/28/2005		10/1/2005
Alt008	025582			Active	3/23/2007	5/14/2007	7/14/2010	
Alt008	025582	Build	Build	Active	4/6/2007	4/22/2007	7/15/2010	
Alt008	025582	Design	Design	Active	3/23/2007	4/3/2007		
Alt008	025582		Install	Active	7/14/2010	9/14/2010	7/14/2010	
Alt008	025582	Install	Install	Active	4/27/2007	5/13/2007	7/14/2010	
Bet023	Prospect			Active	7/15/2010	9/1/2010		
Bet023	Prospect		Build	Active	7/14/2010	9/14/2010	7/15/2010	
Bet023	Prospect	Design	Build	Active	7/15/2010	9/1/2010	7/15/2010	
Alt008	Go Live			Active	7/15/2010	9/15/2010	7/15/2010	
Alt008	Go Live	Design	Design	Active	7/15/2010	9/15/2010	7/15/2010	
Alt008	Go Live	Install	Install	Active	8/15/2010	9/15/2010	7/15/2010	
Bet023	FixedFee			Active	7/15/2010	9/15/2010	7/15/2010	
Bet023	FixedFee		Build	Active			7/15/2010	
Bet023	FixedFee	Design	Design	Active	7/15/2010	9/15/2010	7/15/2010	
Bet023	FixedFee	Install	Install	Active	7/15/2010	9/15/2010	7/15/2010	
	Internal			Active	7/1/2010	9/30/2010		
	Internal		Build	Active	7/1/2010	9/30/2010		
Atm047	Job Cost			Active	7/26/2010	9/26/2010		
Atm047	Job Cost	Build	Build	Active	7/26/2010	9/26/2010	7/26/2010	

Project Status View Screen Expanded



3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. To view the Project information in the Project View, double click on any of the blue fields in the Project record.
5. When you click on the **Plus** (+) sign next to the Customer ID and Project/Phase/Task, it shows a summary of each type of Transaction, comparing the Estimate to Actual for the selected Customer Project/Phase/Task.
6. To view Estimate information in the Estimates View, double click on the blue Estimate Amount or Estimate Quantity field.
7. To view Activities for the Project in the Activities View, double click on the blue Billed Amount or Actual Quantity field.

8. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Project Status View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

PROJECT PERCENT COMPLETE VIEW

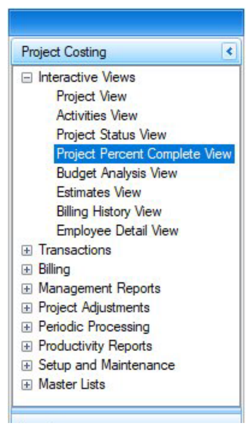
Use the **Project Percent Complete View** function to show the percentage of completion for Fixed-Fee projects based on incurred cost. Fixed-Fee Projects include General Billable with the Fixed-Fee check box selected and Job Costing type Projects.

Completed Projects will be displayed in gray bands.

To use the **Project Percent Complete View**, follow these steps:

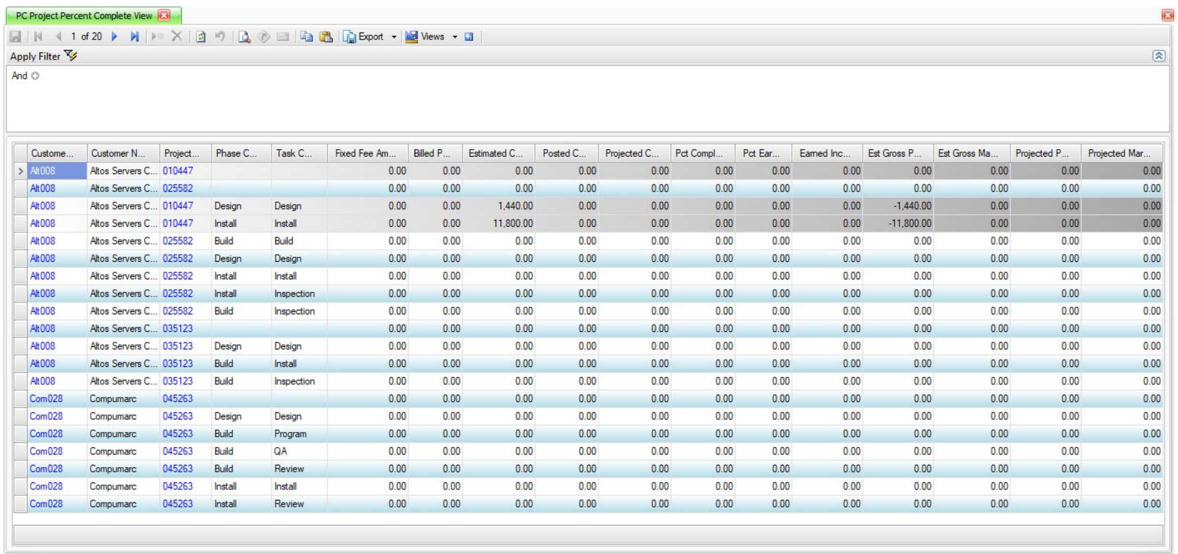
1. Select **Project Percent Complete View** from the **Interactive Views** menu.

Project Percent Complete View Menu



2. The **Project Percent Complete View** screen appears.

Project Percent Complete View Screen



Custome...	Customer N...	Project...	Phase C...	Task C...	Fixed Fee Am...	Billed P...	Estimated C...	Posted C...	Projected C...	Pct Compl...	Pct Ear...	Earned Inc...	Est Gross P...	Est Gross Ma...	Projected P...	Projected Mar...
Alt008	Altos Servers C...	010447			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	025582			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	010447	Design	Design	0.00	0.00	1,440.00	0.00	0.00	0.00	0.00	0.00	-1,440.00	0.00	0.00	0.00
Alt008	Altos Servers C...	010447	Install	Install	0.00	0.00	11,800.00	0.00	0.00	0.00	0.00	0.00	-11,800.00	0.00	0.00	0.00
Alt008	Altos Servers C...	025582	Build	Build	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	025582	Design	Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	025582	Install	Install	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	025582	Install	Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	025582	Build	Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	035123			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	035123	Design	Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	035123	Build	Install	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Altos Servers C...	035123	Build	Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Com028	Compumarc	045263			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Com028	Compumarc	045263	Design	Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Com028	Compumarc	045263	Build	Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Com028	Compumarc	045263	Build	QA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Com028	Compumarc	045263	Build	Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Com028	Compumarc	045263	Install	Install	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Com028	Compumarc	045263	Install	Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. To view details on a Customer click on the blue Customer ID and you will be taken to the detail setup view screen for that Customer.

5. To view details on an Project click on the blue Project ID and you will be taken to the project setup screen for that Project.

6. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Project Percent Complete View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

BUDGET ANALYSIS VIEW

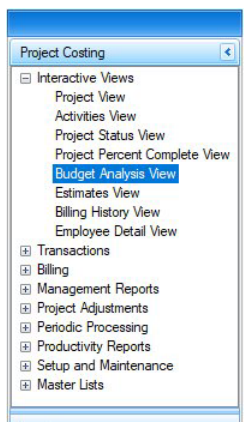
Use the **Budget Analysis View** function to aid you in reconciling project profitability. The view will compare Estimated Hours, Labor Costs, and Material Costs to Actual Hours, Labor Costs, and Material Costs and give variances for each comparison. The view will also show Total Estimates to Total Actual and give a variance.

The information in this view can also be viewed using the Dashboard in the Project setup screen on the Profit tab.

To use the **Budget Analysis View**, follow these steps:

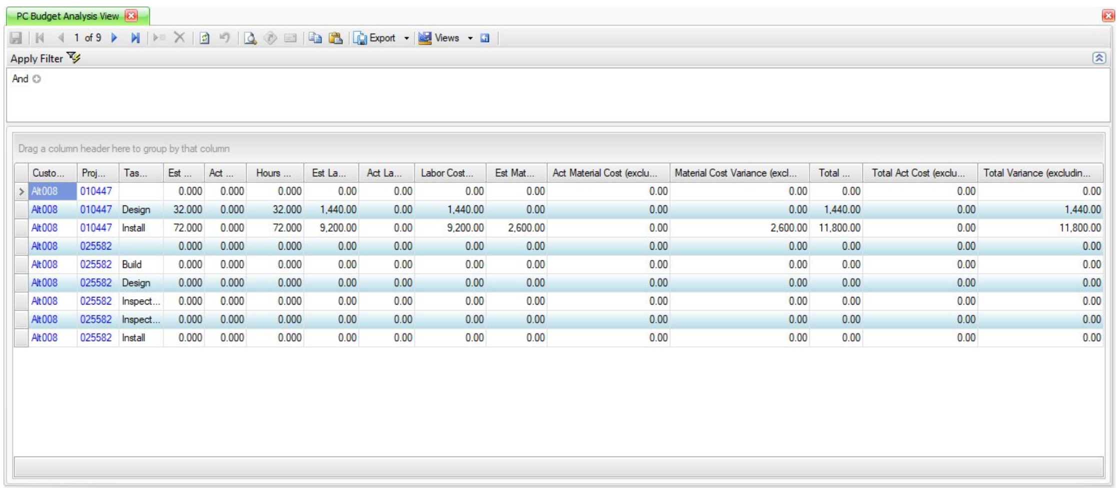
1. Select **Budget Analysis View** from the **Interactive Views** menu.

Budget Analysis View Menu



2. The **Budget Analysis View** screen appears.

Budget Analysis View Screen



3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. To view details on a Customer click on the blue Customer ID and you will be taken to the detail setup view screen for that Customer.

5. To view details on an Project click on the blue Project ID and you will be taken to the project setup screen for that Project.

6. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Budget Analysis View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

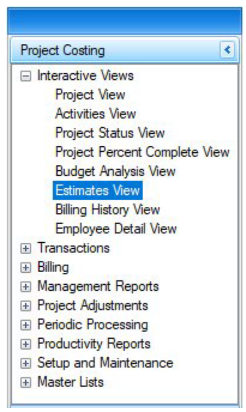
ESTIMATES VIEW

Use the **Estimates View** to view and print Project Estimate information.

To use **Estimates View**, follow these steps:

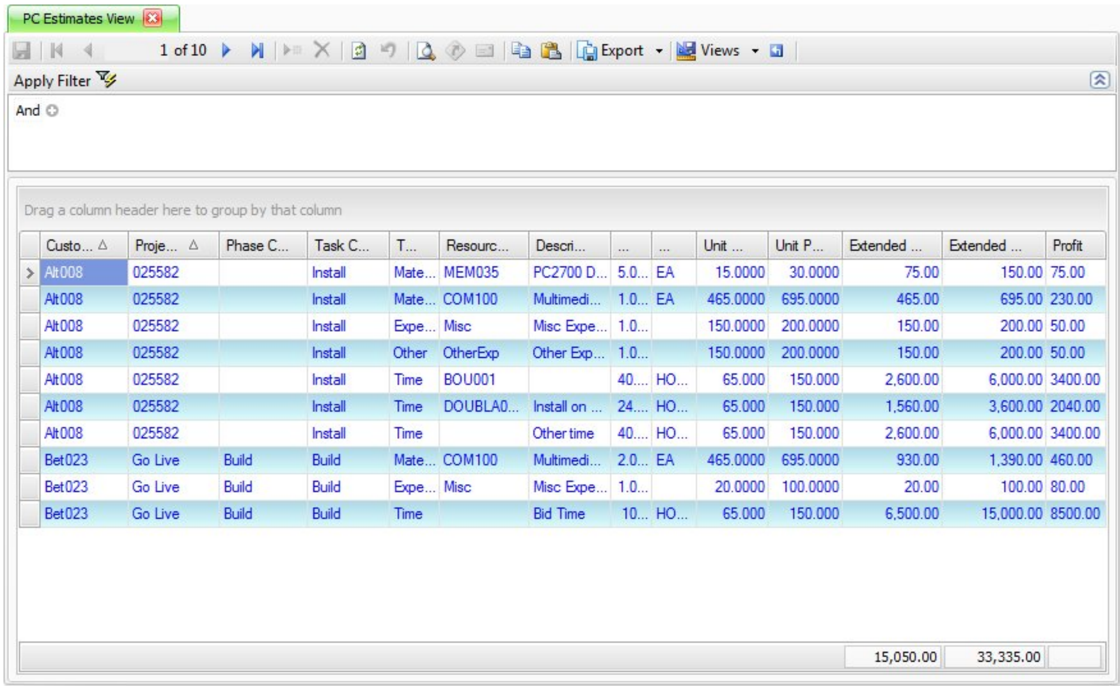
1. Select **Estimates View** from the **Interactive View** menu.

Estimates View Menu



2. The **Estimates History** screen appears.

Estimates View Screen



	Custo...	Proje...	Phase C...	Task C...	T...	Resourc...	Descri...	...	...	Unit ...	Unit P...	Extended ...	Extended ...	Profit
>	Alt008	025582		Install	Mate...	MEM035	PC2700 D...	5.0...	EA	15.0000	30.0000	75.00	150.00	75.00
	Alt008	025582		Install	Mate...	COM100	Multimedi...	1.0...	EA	465.0000	695.0000	465.00	695.00	230.00
	Alt008	025582		Install	Expe...	Misc	Misc Expe...	1.0...		150.0000	200.0000	150.00	200.00	50.00
	Alt008	025582		Install	Other	OtherExp	Other Exp...	1.0...		150.0000	200.0000	150.00	200.00	50.00
	Alt008	025582		Install	Time	BOU001		40....	HO...	65.000	150.000	2,600.00	6,000.00	3400.00
	Alt008	025582		Install	Time	DOUBLA0...	Install on ...	24....	HO...	65.000	150.000	1,560.00	3,600.00	2040.00
	Alt008	025582		Install	Time		Other time	40....	HO...	65.000	150.000	2,600.00	6,000.00	3400.00
	Bet023	Go Live	Build	Build	Mate...	COM100	Multimedi...	2.0...	EA	465.0000	695.0000	930.00	1,390.00	460.00
	Bet023	Go Live	Build	Build	Expe...	Misc	Misc Expe...	1.0...		20.0000	100.0000	20.00	100.00	80.00
	Bet023	Go Live	Build	Build	Time		Bid Time	10...	HO...	65.000	150.000	6,500.00	15,000.00	8500.00
												15,050.00	33,335.00	

3. To view the Project information in the Project View, double click on any of the blue fields in the Project record.
4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Estimates View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

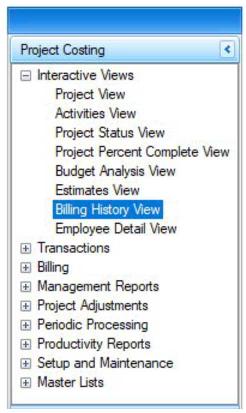
BILLING HISTORY VIEW

Use the **Billing History** View to view details of all Project-related invoices posted to date.

To use the **Billing History View**, follow these steps:

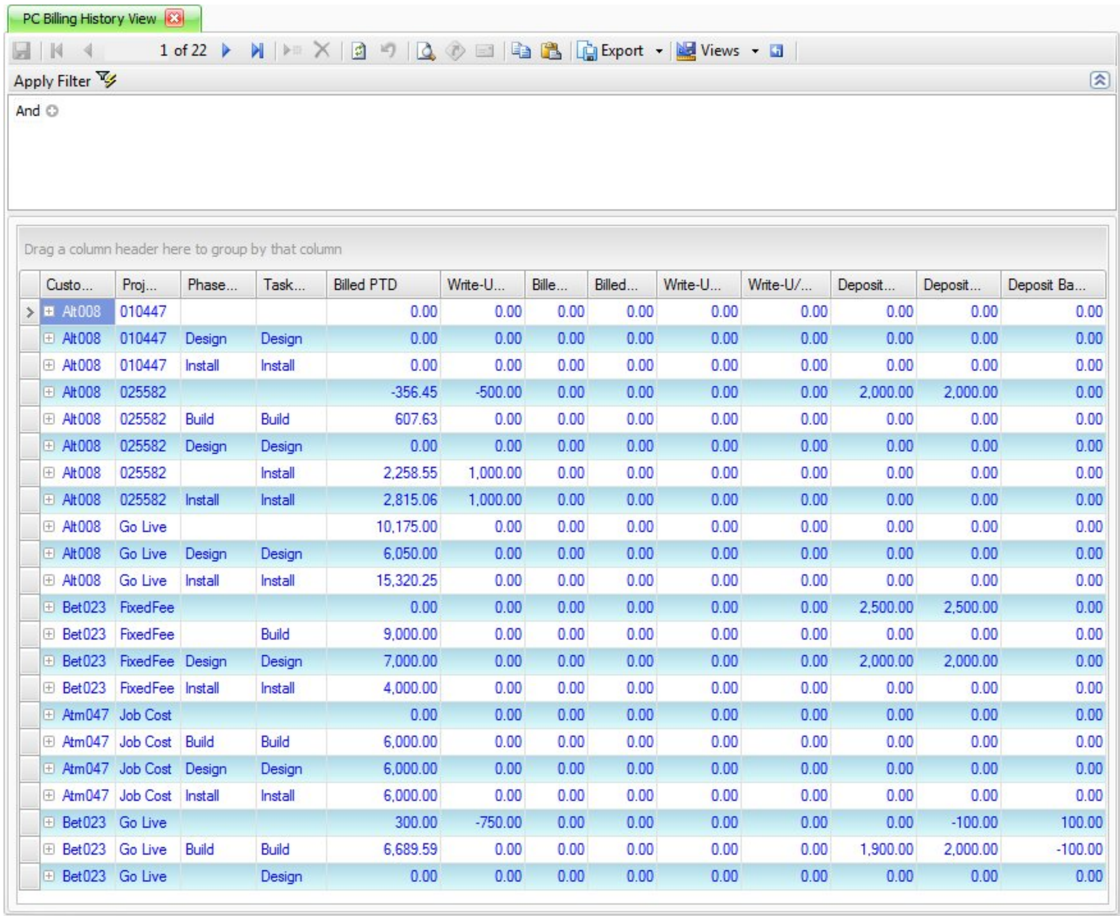
1. Select **Billing History View** from the **View** menu.

Billing History View Menu



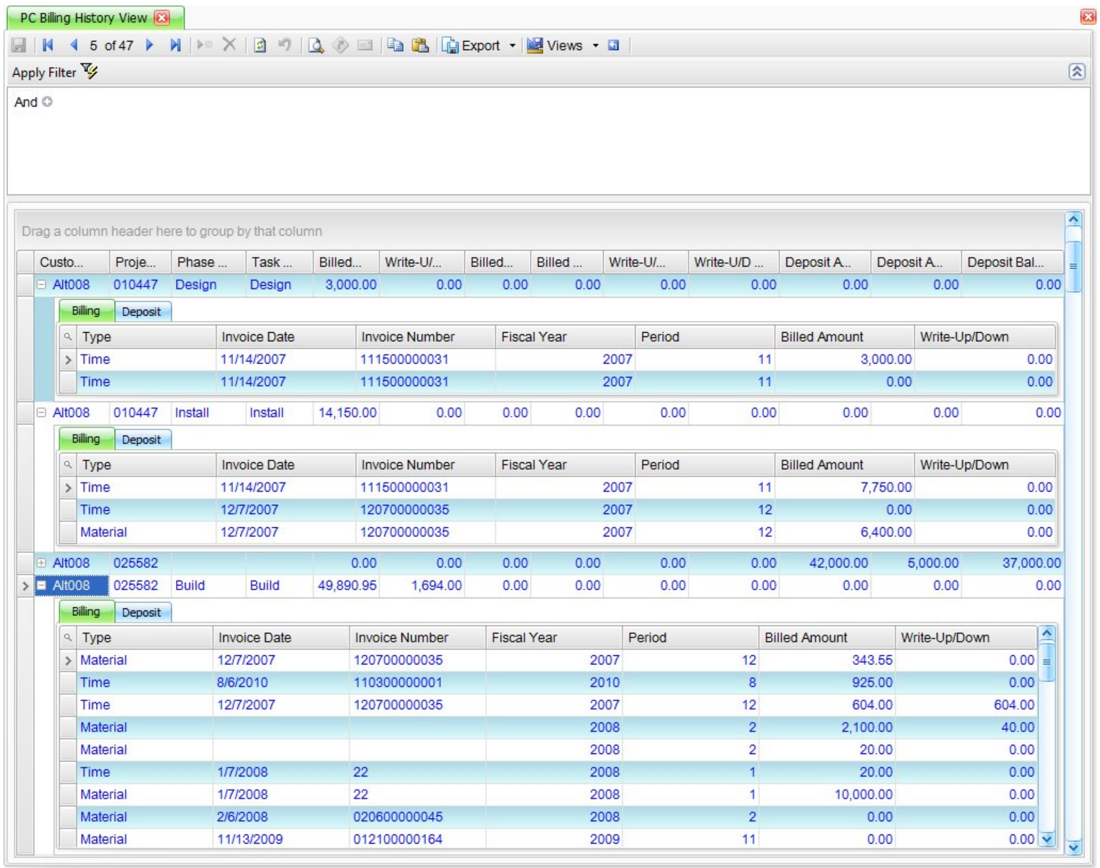
2. The **Billing History View** screen appears.

Billing History View Screen



Custo...	Proj...	Phase...	Task...	Billed PTD	Write-U...	Bille...	Billed...	Write-U...	Write-U/...	Deposit...	Deposit...	Deposit Ba...
Alt008	010447			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	010447	Design	Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	010447	Install	Install	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582			-356.45	-500.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00
Alt008	025582	Build	Build	607.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582	Design	Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582		Install	2,258.55	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582	Install	Install	2,815.06	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Go Live			10,175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Go Live	Design	Design	6,050.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Go Live	Install	Install	15,320.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bet023	FixedFee			0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00
Bet023	FixedFee		Build	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bet023	FixedFee	Design	Design	7,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00
Bet023	FixedFee	Install	Install	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Atm047	Job Cost			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Atm047	Job Cost	Build	Build	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Atm047	Job Cost	Design	Design	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Atm047	Job Cost	Install	Install	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bet023	Go Live			300.00	-750.00	0.00	0.00	0.00	0.00	0.00	-100.00	100.00
Bet023	Go Live	Build	Build	6,689.59	0.00	0.00	0.00	0.00	0.00	1,900.00	2,000.00	-100.00
Bet023	Go Live		Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Billing History View Screen Expanded



3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. To view the Project information in the Project View, double click on any of the blue fields in the Project record.
5. When you click on the **Plus** (+) sign next to the Customer ID with the Project/Phase/Task it shows a detailed view of types of Billings and Deposits for the expanded Customer and Project/Phase/Task.
6. To view Activities for the Project in the Activities View, double click on any of the blue Billing or Deposit fields.
7. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Project Status View.

8. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Payment History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

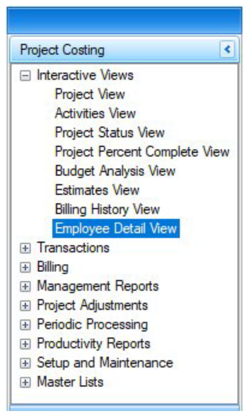
EMPLOYEE DETAIL VIEW

Use the **Employee Detail View** function to view Employee information, including Hours, Income, Cost, and Profitability.

To use the **Employee Detail View**, follow these steps:

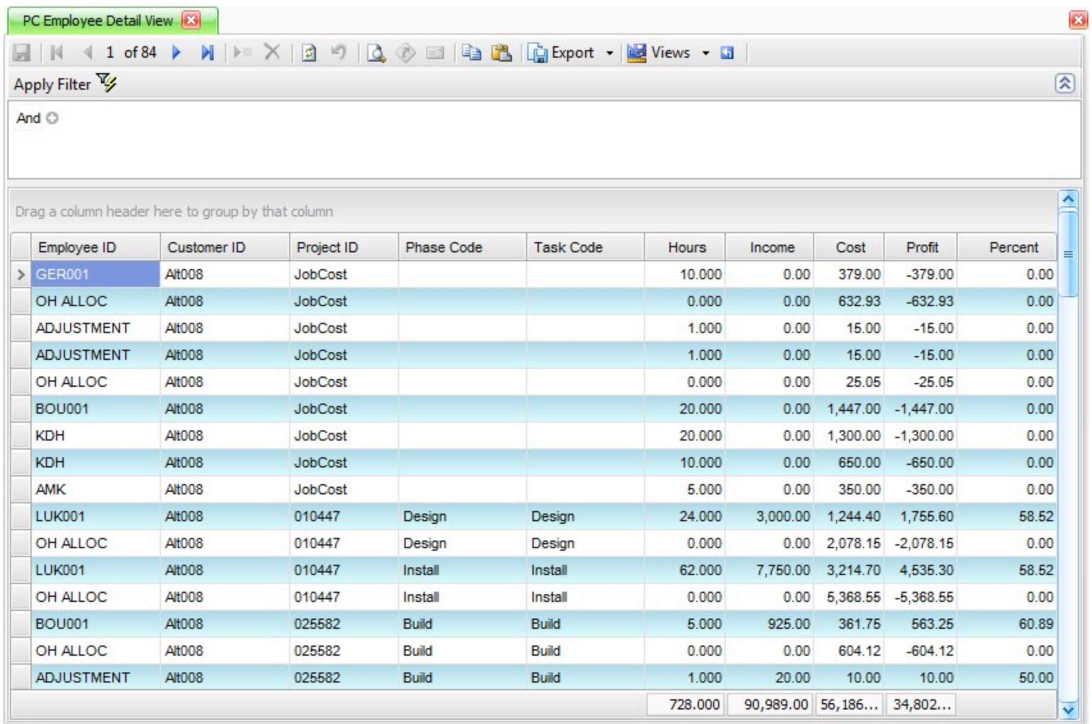
1. Select **Employee Detail View** from the **Interactive View** menu.

Employee Detail View Menu



2. The **Employee Detail History** screen appears.

Employee Detail View Screen



Employee ID	Customer ID	Project ID	Phase Code	Task Code	Hours	Income	Cost	Profit	Percent
GER001	Alt008	JobCost			10.000	0.00	379.00	-379.00	0.00
OH ALLOC	Alt008	JobCost			0.000	0.00	632.93	-632.93	0.00
ADJUSTMENT	Alt008	JobCost			1.000	0.00	15.00	-15.00	0.00
ADJUSTMENT	Alt008	JobCost			1.000	0.00	15.00	-15.00	0.00
OH ALLOC	Alt008	JobCost			0.000	0.00	25.05	-25.05	0.00
BOU001	Alt008	JobCost			20.000	0.00	1,447.00	-1,447.00	0.00
KDH	Alt008	JobCost			20.000	0.00	1,300.00	-1,300.00	0.00
KDH	Alt008	JobCost			10.000	0.00	650.00	-650.00	0.00
AMK	Alt008	JobCost			5.000	0.00	350.00	-350.00	0.00
LUK001	Alt008	010447	Design	Design	24.000	3,000.00	1,244.40	1,755.60	58.52
OH ALLOC	Alt008	010447	Design	Design	0.000	0.00	2,078.15	-2,078.15	0.00
LUK001	Alt008	010447	Install	Install	62.000	7,750.00	3,214.70	4,535.30	58.52
OH ALLOC	Alt008	010447	Install	Install	0.000	0.00	5,368.55	-5,368.55	0.00
BOU001	Alt008	025582	Build	Build	5.000	925.00	361.75	563.25	60.89
OH ALLOC	Alt008	025582	Build	Build	0.000	0.00	604.12	-604.12	0.00
ADJUSTMENT	Alt008	025582	Build	Build	1.000	20.00	10.00	10.00	50.00
					728.000	90,989.00	56,186...	34,802...	

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Summary History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

6

PROJECT ADJUSTMENTS

6

PROJECT ADJUSTMENTS

PROJECT ADJUSTMENTS OVERVIEW

Use the functions on the Project Adjustment menu to enter adjustments for Billable and Job Cost Projects and to establish history for Projects already in process when you set up the Project Costing system.

The Fixed Fee Adjustment functions (Fixed Fee Adjustments, Fixed Fee Adjustments Journal, and Post Fixed Fee Adjustments) are obsolete. Now, when you Close a Billable and Fixed Fee Project, a warning appears if the Billed amount does not equal the setup Fixed Fee amount.

If any Projects are already in progress when you set up the Project Costing system, use the Adjustments function to enter Time and Material Costs and Accrued Income amounts for these Projects. You can also use this function to enter Time, Material, Expense and Other Costs or Income amounts that you cannot record through Time Tickets or Transactions. You can also enter Adjustments to Deposits and Deposits that have been applied.

Before you Post Adjustments, print the Adjustments Journal to verify the transactions you plan to post. If any information is incorrect, use the Adjustments function to edit the information. If all the information appears correct, use the Post Adjustments function to post the transactions and create account entries as appropriate.

Using the Project Adjustments Menu

Use the Project Adjustments Menu selections to do the following:

- The primary purpose of the **Adjustments** (page 6-5) function is to let you enter details for Projects that are already in process when you first set up the Project Costing system. Using this function, you can enter Time, Material, Expense, Deposit, Deposit Applied, Fixed Fee Billing, and other amounts for a Project or Tasks without having to enter Time Tickets or Transactions in the Transactions menu.
- Use the **Adjustments Journal** (page 6-9) function to print a list of all transactions you create in the Adjustments function. Print the journal before you Post Adjustments to check for any mistakes or omissions. The journal also serves as part of your audit trail.
- The **Post Adjustments** (page 6-17) function creates an entry in the transaction activity table containing the Type, Status, Quantity, Cost, and Invoice amount you enter using the Adjustments function. Posting also updates Period-to-Date, Year-to-Date, and Project-to-Date totals for the Projects.

ADJUSTMENTS

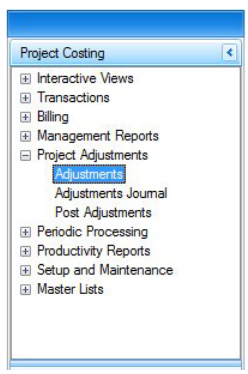
The primary purpose of the **Adjustments** function is to let you enter details for Projects that are already in process when you first set up the Project Costing system. Using this function, you can enter Time, Material, Expense, Deposit, Deposit Applied, Fixed Fee Billing, and Other amounts for a Project or Tasks without having to enter Time Tickets or Transactions in the Transactions menu.

While you should enter subsequent Project information using the appropriate transaction entry functions, you can also use this function to make Project Adjustments directly. For example; you could use this function to transfer charges between Projects or assign other costs to Projects when Time Tickets, Project Cost Transactions, Accounts Payable/Purchase Order Transactions, or Overhead Allocations do not meet your needs.

To use **Adjustments**, follow these steps:

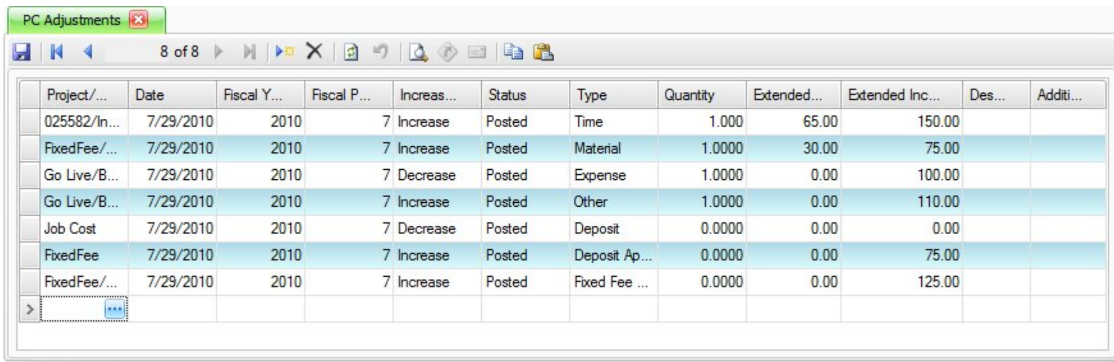
1. Select **Adjustments** from the **Project Adjustments** menu.

Adjustments Menu



2. The **Adjustments** screen appears.

Adjustments Screen



Project/...	Date	Fiscal Y...	Fiscal P...	Increas...	Status	Type	Quantity	Extended...	Extended Inc...	Des...	Additi...
025582/In...	7/29/2010	2010	7	Increase	Posted	Time	1.000	65.00	150.00		
FixedFee/...	7/29/2010	2010	7	Increase	Posted	Material	1.0000	30.00	75.00		
Go Live/B...	7/29/2010	2010	7	Decrease	Posted	Expense	1.0000	0.00	100.00		
Go Live/B...	7/29/2010	2010	7	Increase	Posted	Other	1.0000	0.00	110.00		
Job Cost	7/29/2010	2010	7	Decrease	Posted	Deposit	0.0000	0.00	0.00		
FixedFee	7/29/2010	2010	7	Increase	Posted	Deposit Ap...	0.0000	0.00	75.00		
FixedFee/...	7/29/2010	2010	7	Increase	Posted	Fixed Fee ...	0.0000	0.00	125.00		

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3. Select a Project/Task for which to enter Adjustments, from the **Project/Task** field.
4. Edit, if necessary, the current Date from the **Date** field.
5. Edit, if necessary, the current Year from the **Fiscal Year** field.
6. Edit, if necessary, the current Period from the **Fiscal Period** field.
7. Select whether the adjustment is going to be an **Increase** or **Decrease** from the **Increase/Decrease** field.

   An **Increase** adjustment will display as a positive number in the Transfer Billings and Activity view.

   A **Decrease** adjustment will display as a negative number in the Transfer Billings and Activity view.

8. Select a transaction type to identify the Adjustment amounts from the **Type** field: **Time**, **Material**, **Expense**, **Other**, **Deposit**, **Deposit Applied**, and **Fixed Fee Billing**.

   When making adjustments for **Job Cost** type projects for **Time, Material, Expense**, and **Other** types, the cost is the only amount that will be written to the Transfer Billings as an Adjustment amount.

   When selecting the **Deposit Applied** type, the Deposit Applied Adjustment amount will only be applied to the Project/Task/Phase if there is a Deposit Amount available. If there is no Deposit Amount available the Deposit Applied amount will be applied once a Deposit Increase Adjustment has been entered or a Deposit transaction has been applied to the Project/Task/Phase.

9. Select the Status of the Adjustment from the **Status** field:

Posted - When selecting a Posted Status for a Billable Project the Adjustment will be available in the Transfer Billings once the Adjustment has been posted. For Billable Fixed Fee and Job Cost Projects the only amounts that will be written to the Transfer Billings are the cost amounts.

Billed - When selecting a Billed Status for a Billable or Job Cost Project the Adjustment will be displayed in the Billing History View. Billed status transactions are not valid for Deposit, Deposit Applied and Fixed Fee Billing type adjustments.

10. Enter the Quantity amount for the Adjustment in the **Quantity** field. This field is not available for the Deposit Types of Adjustments.
11. Enter the Extended Cost Adjustment in the **Extended Cost** field. Enter the total amount of the cost you want for the Adjustment. This field is not available for the Deposit Types of Adjustments.
12. Enter the Extended Income Adjustment in the **Extended Income** field. Enter the total amount of the income you want for the Adjustment. This field is not available for Job Cost type Projects. When entering Adjustments for Billable Fixed Fee Projects the amount entered into Extended Income will not post, only costs post to Fixed Fee Projects.
13. Enter a Description for the Adjustment into the **Description** field.
14. Enter, if applicable, an Additional Description for the Adjustment in the **Additional Description** field.

Task Summary

To add a Project Adjustment, follow these steps:

1. Select the **New Record** button, on the toolbar, to open a blank Adjustment record.
2. Select a Project/Task for which to enter Adjustments from the **Project/Task** field.
3. Edit, if necessary, the current Date from the **Date** field.
4. Edit, if necessary, the current Year from the **Fiscal Year** field.
5. Edit, if necessary, the current Period from the **Fiscal Period** field.
6. Select a Transaction Type to identify the Adjustment amounts from the **Type** field.
7. Select a status of **Posted** or **Billed** from the **Status** field.
8. Enter the Quantity amount for the Adjustment in the **Quantity** field.
9. Enter the Extended Cost for the Adjustment in the **Extended Cost** field.
10. Enter the Extended Income for the adjustment in the **Extended Income** field.

11. Enter, if applicable, an Additional Description for the adjustment in the **Additional Description** field.
12. Click the **Save** button , on the toolbar, to save the new Adjustment record.

To edit a Project Adjustment, follow these steps:

1. Select the Adjustment to edit from the **Project/Task** field.
2. Edit the fields as necessary.
3. Click the **Save** button , on the toolbar, to save any changes made to the Adjustment.

To delete a Project Adjustment, follow these steps:

1. Select the Adjustment to delete from the **Project/Task** field.
2. Click the **Delete** button , on the toolbar, to delete the selected Adjustments.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

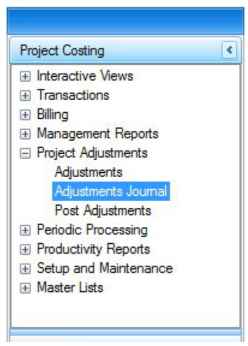
ADJUSTMENTS JOURNAL

Use the **Adjustments Journal** function to print a list of all transactions you create in the Adjustments function. Print the journal before you post adjustments to check for any mistakes or omissions. The journal also serves as part of your audit trail.

To print the **Adjustments Journal**, follow these steps:

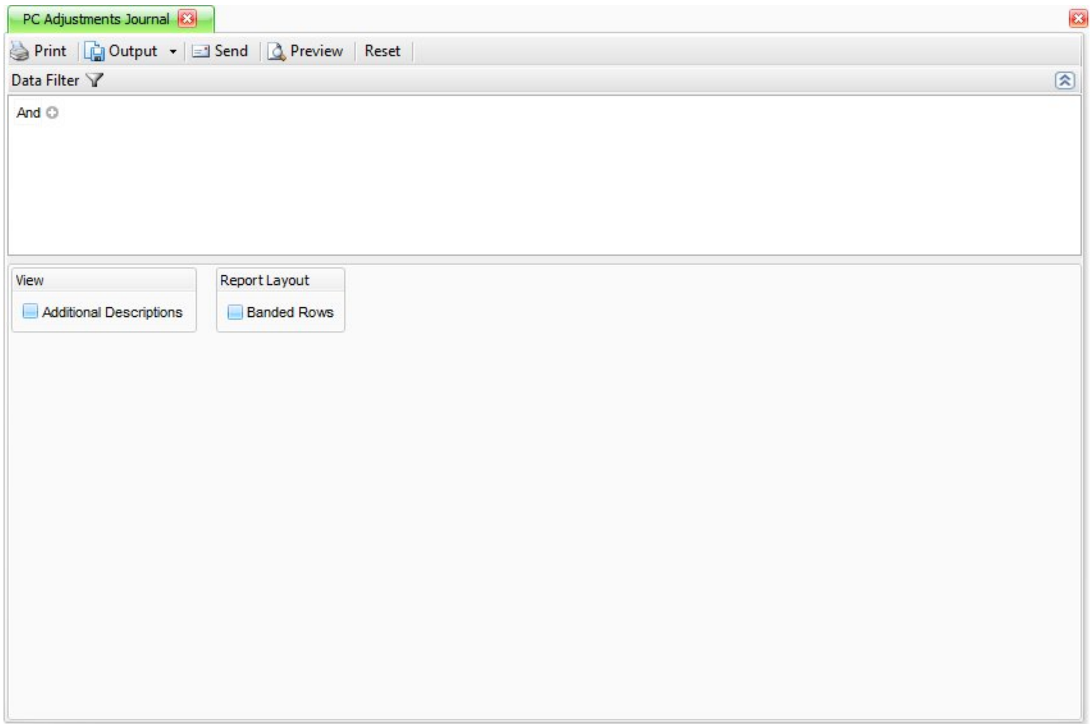
1. Select **Adjustments Journal** from the **Project Adjustments** menu.

Adjustments Journal Menu



2. The **Adjustments Journal** screen appears.

Adjustments Journal Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select the **Print Additional Descriptions** check box, if applicable, to include the Additional Description in the journal.

NOTE: This check box only appears if you selected Yes to use Additional Descriptions in the Business Rules function.

5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Adjustments Journal

Continental Products Unlimited
Adjustments Journal

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Report Filter
View Additional Description No

Customer ID Name	Project ID Description	Phase Code	Task Code	Trans Date	Type	Pd / Year	Qty	Ext Cost	Ext Income
Alt008	025582		Install	7/29/2010	Time	7 / 2010	1.0000	65.00	150.00
Atm047	Job Cost			7/29/2010	Deposit	7 / 2010	0.0000	0.00	0.00
Bet023	FixedFee			7/29/2010	Deposit Applied	7 / 2010	0.0000	0.00	75.00
Bet023	FixedFee		Build	7/29/2010	Material	7 / 2010	1.0000	30.00	75.00
Bet023	FixedFee		Build	7/29/2010	Fixed Fee Billing	7 / 2010	0.0000	0.00	125.00
Bet023	Go Live	Build	Build	7/29/2010	Expense	7 / 2010	-1.0000	0.00	-100.00
Bet023	Go Live	Build	Build	7/29/2010	Other	7 / 2010	1.0000	0.00	110.00
Grand Total								95.00	435.00

7/29/2010 11:54 AM ***** End of Report ***** **OPEN_SYSTEMS\kenthe**

POST ADJUSTMENTS OVERVIEW

When you **Post Adjustments**, records are written to the activities table to record the Adjustment activity. When Adjustments are posted for Billable Non-Fixed Fee transactions records are written to the Transfer Billings function so they can be billed to the Customer. Cost records are written to the Transfer Billings function for Billable Fixed Fee and Job Cost type Projects.

The system creates temporary tables to store Project Adjustment entries and totals. As information is posted, Project Activity information is posted first, then totals are updated. When all Project Adjustments are posted summary GL entries are calculated.

If Project Costing interfaces with General Ledger, debit and credit entries are created in the GL Journal. If detail information is posted, entries are made for each Project Adjustment. If summary information is posted, one entry is made for each Account. If the accounting period is closed, you can either Edit Billings or use the System Manager Period Conversion function to open the accounting period, and then post the Adjustments. See the Period Conversion function in the System Manager Training Manual for more information.

The General Ledger (if interfaced) is also updated. The Distribution Code assigned to the Project, Phase, or Task charged provides most General Ledger accounts used.

The General Ledger accounting for Adjustment entries in a Time Billing environment, i.e., Billable Projects, is as follows:

NOTE: The following entry representations are for increase adjustments.

Billable Time Non Fixed Fee

Costs		Income	
Cost	**Payroll Clearing**	**WIP**	**Accrued Income**
DB	CR	DB	CR

Billable Material, Expense and Other Non Fixed Fee

Costs		**Income**	
Cost	**Adjustment**	**WIP**	**Accrued Income**
DB	CR	DB	CR

NOTE: When posting a decrease adjustment the opposite transactions will be generated for the Accounts listed above.

Billable Time Fixed Fee

Costs	
Cost	**Payroll Clearing**
DB	CR

Billable Material, Expense and Other Fixed Fee

Costs	
Cost	**Adjustment**
DB	CR

NOTE: When posting a decrease adjustment the opposite transactions will be generated for the Accounts listed above.

If the Adjustment relates to either an Administrative or Non-Billable Project, Phase, or Task, the cost entry below will be created.

Non-Billable and Administrative Time

Costs	
Cost	**Payroll Clearing**
DB	CR

Non-Billable and Administrative Material, Expense and Other

Costs

Cost		**Adjustment**	
DB			CR

NOTE: When posting a decrease adjustment the opposite transactions will be generated for the Accounts listed above.

The General Ledger accounting for Adjustments entries in a Job Costing environment is as follows:

Job Cost Time

Costs

WIP		**Payroll Clearing**	
DB			CR

Job Cost Material, Expense and Other

Costs

WIP		**Adjustment**	
DB			CR

NOTE: When posting a decrease adjustment the opposite transactions will be generated for the Accounts listed above.

POST ADJUSTMENTS

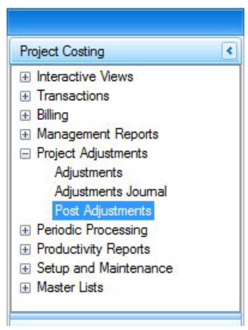
Use the **Post Adjustments** function to create an entry in the activity table containing the Type, Status, Quantity, Cost, and Invoice amount you enter using the Adjustments function. Posting also updates Period-to-Date, Year-to-Date, and Project-to-Date totals for the Projects.

Posting Adjustments makes GL account entries for most Adjustments. You must use the General Ledger Transactions function to manually enter adjustments for those not posted in the Post Adjustments function, in the appropriate Accounts. Print the Adjustments Journal to determine the amount to enter.

To **Post Adjustments**, follow these steps:

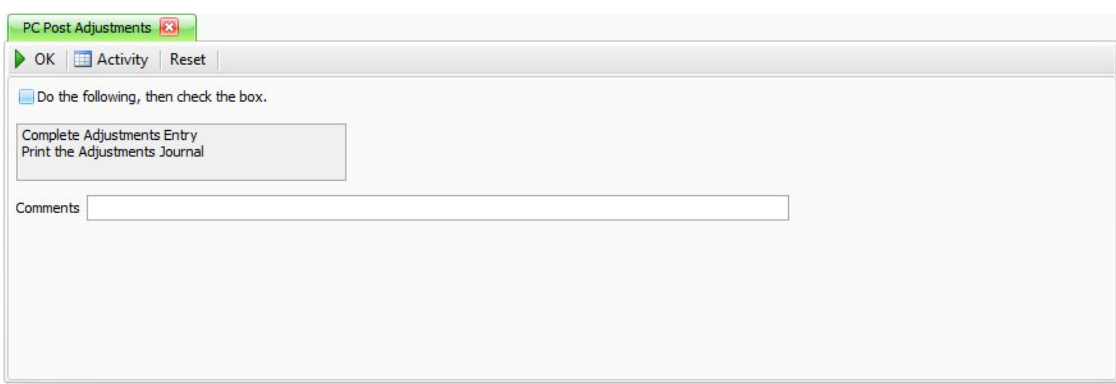
1. Select **Post Adjustments** from the **Project Adjustments** menu.

Post Adjustments Menu



2. The **Post Adjustments** screen appears.

Post Adjustments Screen



3. **Complete Adjustments Entry**.
4. **Print the Adjustments Journal**.
5. Select the **Do the following, then check the box**, check box.
6. Enter Comments for the post, if applicable, in the **Comments** field.
7. Select a command button:
    - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Billings Log appears.

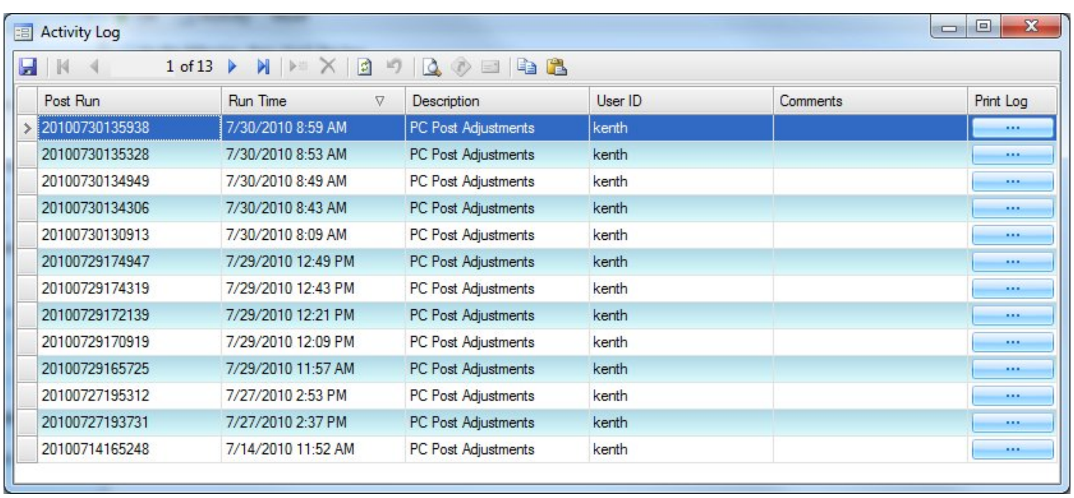
Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Adjustments GL Log

Continental Products Unlimited
Post Adjustments

Page 1

Comments

GL Entries 20100729165725

Posted to Fiscal Year 2010
Fiscal Period 7

Reference	Description	GL Account	Debit	Credit
Adjustment	Alt008/025582	00-000-1210	150.00	
Adjustment	Alt008/025582	00-000-5030	65.00	
Adjustment	Alt008/025582	00-000-4200		150.00
Adjustment	Alt008/025582	00-000-6110		65.00
Adjustment	Bet023/FixedFee	00-000-5030	30.00	
Adjustment	Bet023/FixedFee	00-000-9000		30.00
Adjustment	Bet023/Go Live	00-000-1210		100.00
Adjustment	Bet023/Go Live	00-000-4200	100.00	
Adjustment	Bet023/Go Live	00-000-1210	110.00	
Adjustment	Bet023/Go Live	00-000-4200		110.00
	Total for Fiscal Period 7		455.00	455.00
Grand Total			455.00	455.00

7/29/2010 11:57 AM *** End of Report *** OPEN_SYSTEMS\kenthe

7

Periodic Processing

PERIODIC PROCESSING OVERVIEW

The Periodic Processing menu contains Project maintenance functions that you use periodically to start or complete the Project life cycle, reset Project totals, or make space for new Project information.

Use the Periodic Processing functions for Project maintenance during a Project's life cycle. If your Project is a Job Costing project use the Post Completed Jobs functions to change all Job Costing transaction statuses to Billed. When project work is complete, use the Close Projects functions to close all selected Project levels.

Other Periodic Processing functions help manage Project statuses, allow you to change information about the Project and move activities that have been posted for Projects.

Using the Periodic Processing Menu

With the functions on the Periodic Processing menu you can perform the following tasks:

- Use the **Hold/Release Projects** (page 7-5) function to toggle the Status of a Project/Task between Active and Hold. When a Status of a Project/Task is Hold, new activities cannot be entered for the Project/Task, including AP Transactions, Material Transactions, Time Tickets, Adjustments, and Overhead Allocations.
- Use the **Change Projects** (page 7-9) function to change the Customer ID, Project Type, Billable, Fixed Fee, Speculative, and Status values for a Project/Task.
- Use the **Move Activities** (page 7-15) function to relocate a posted activity (Time, Material, Expense, or Other) from one Project/Task to another Project/Task.
- Use the **Post Completed Jobs** (page 7-21) function to transfer accumulated costs and deferred income for the Job Costing Project or Phase Transactions you select in the Select Completed Jobs function to the appropriate Accounts. If you enter Time Tickets or Fixed Fee Billings at the Phase level, this function posts Jobs and creates Account entries at the Phase level; otherwise, this function posts Jobs at the Project level.
- Use the **Close Projects** (page 7-31) function to flag selected Projects, Phases, or Tasks as Closed. When you Close a Project level, you cannot charge additional Time and Material costs against it. This function selects the Closed check box and enters the desired closing date into the Act Finish Date field on the Projects screen for the appropriate Project level.

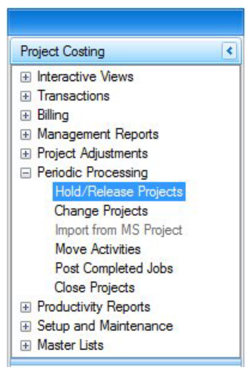
HOLD/RELEASE PROJECTS

Use the **Hold/Release Projects** function to toggle the Status of a Project/Task between Active and Hold. When a Status of a Project/Task is Hold, new activities cannot be entered for the Project/Task, including AP Transactions, Material Transactions, Time Tickets, Adjustments, and Overhead Allocations.

To use **Hold/Release Projects**, follow these steps:

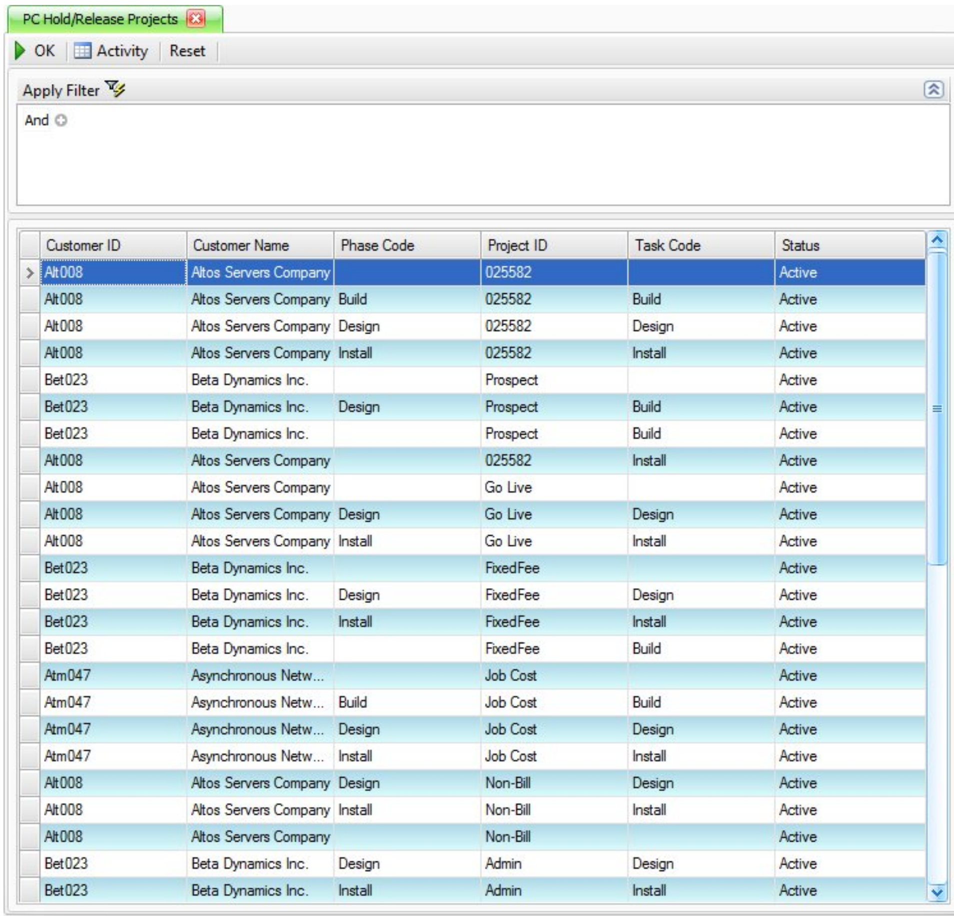
1. Select **Hold/Release Projects** from the **Periodic Processing** menu.

Hold/Release Projects Menu



2. The **Hold/Release Projects** screen appears.

Hold/Release Projects Screen



Customer ID	Customer Name	Phase Code	Project ID	Task Code	Status
Alt008	Altos Servers Company		025582		Active
Alt008	Altos Servers Company	Build	025582	Build	Active
Alt008	Altos Servers Company	Design	025582	Design	Active
Alt008	Altos Servers Company	Install	025582	Install	Active
Bet023	Beta Dynamics Inc.		Prospect		Active
Bet023	Beta Dynamics Inc.	Design	Prospect	Build	Active
Bet023	Beta Dynamics Inc.		Prospect	Build	Active
Alt008	Altos Servers Company		025582	Install	Active
Alt008	Altos Servers Company		Go Live		Active
Alt008	Altos Servers Company	Design	Go Live	Design	Active
Alt008	Altos Servers Company	Install	Go Live	Install	Active
Bet023	Beta Dynamics Inc.		FixedFee		Active
Bet023	Beta Dynamics Inc.	Design	FixedFee	Design	Active
Bet023	Beta Dynamics Inc.	Install	FixedFee	Install	Active
Bet023	Beta Dynamics Inc.		FixedFee	Build	Active
Atm047	Asynchronous Netw...		Job Cost		Active
Atm047	Asynchronous Netw...	Build	Job Cost	Build	Active
Atm047	Asynchronous Netw...	Design	Job Cost	Design	Active
Atm047	Asynchronous Netw...	Install	Job Cost	Install	Active
Alt008	Altos Servers Company	Design	Non-Bill	Design	Active
Alt008	Altos Servers Company	Install	Non-Bill	Install	Active
Alt008	Altos Servers Company		Non-Bill		Active
Bet023	Beta Dynamics Inc.	Design	Admin	Design	Active
Bet023	Beta Dynamics Inc.	Install	Admin	Install	Active

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data. Click **Apply Filter** to populate the grid below.
4. Select a Status of **Active** or **Hold** for the selected Project/Phase/Task from the **Status** field.

5. Select a command button:
    - Click **OK** to begin processing.

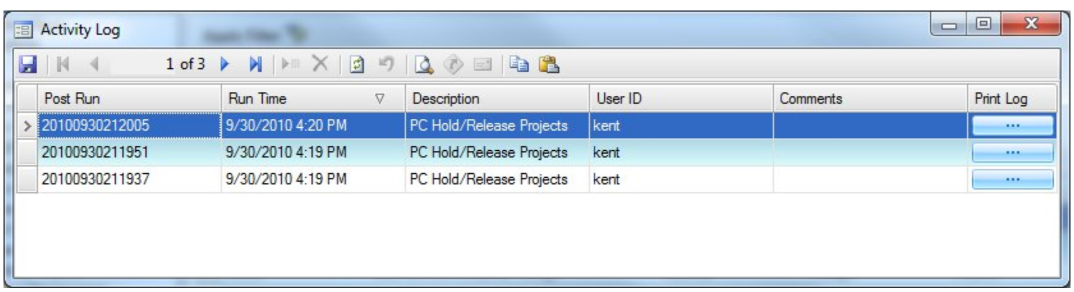
Command Buttons

Name	Description
OK	Executes the status change.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

CHANGE PROJECTS

Use the **Change Projects** function to change the Customer ID, Project Type, Billable, Fixed Fee, Speculative, and Status values for a Project/Task.

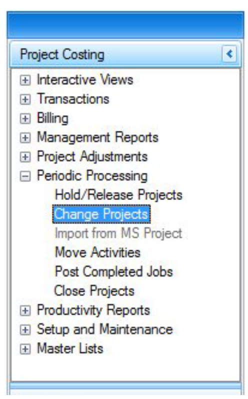
The Change Projects function will allow you to change the Type of the Project. You can change from one of the Types, Administrative, General, and Job Cost to one of the available Project Types. When you change the Project Type, all Tasks and Phases will also change to that Type. You can also move a Project from one Customer to a different Customer, or if you have no Customer assigned, assign it to a Customer. You can change the Billable, Speculative, and Fixed Fee check boxes for Projects. You also will be able to change the Status of the Project.

If you move a Project at the Project level to a different Customer the Tasks and Phases within the Project are also automatically moved to the new Customer.

To use **Change Projects**, follow these steps:

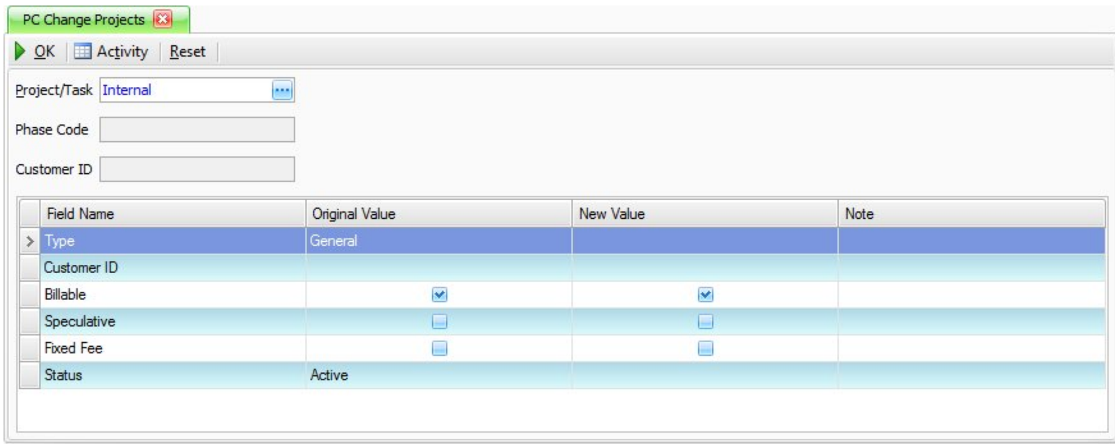
1. Select **Change Projects** from the **Periodic Processing** menu.

Change Projects Menu



2. The **Change Projects** screen appears.

Change Projects Screen



Maint

3. Select the Project/Task for which to change, from the **Project/Task** field.
4. The **Phase Code**, **Customer ID**, **Project Type**, **Billable**, **Fixed Fee**, **Speculative**, and **Status** values appear if applicable.
5. When you select a Project, at the Project level only, the **Type** field is displayed.

   The **Current Value** is displayed. Select the Type of Project to which you want to change, in the **New Value** field.

   Enter **Notes** for the Type change.
6. When you select a Project, at the Project level only, the **Customer ID** field is displayed.

   The **Current Value** is displayed. Select the Customer ID to which you want to change, in the **New Value** field.

   Enter **Notes** for the Type change.
7. The **Billable** status is displayed in the **Current Value** field. Select or clear the check box in the **New Value** field to make a Project Billable or Non-Billable.

   You are allowed to change the status of the Billed record only for Projects that are General or Job Cost types. Administrative projects cannot be billed. If the Speculative record is checked you will not be allowed to select the Billable check box.

8. The **Speculative** status is displayed in the **Current Value** field. Select or clear the check box in the **New Value** field to make a Project Speculative or Live.

   You are allowed to change the status of the Speculative record only for Projects that are General or Job Cost types. Administrative Projects cannot be Speculative. If there has been activity on a General or Job Cost Project you will not be allowed to select the Speculative check box.

9. The **Fixed Fee** status is displayed in the **Current Value** field. Select or clear the check box in the **New Value** field to make a Project Fixed Fee or Time and Material.

   You are allowed to change the status of the Fixed Fee record only for Projects that are General and Billable. Administrative projects cannot be Fixed Fee. If there has been activity on a General Project you will not be allowed to select or clear the Fixed Fee check box. All Job Cost Projects are Fixed Fee and cannot have the check box cleared.

10. The **Status** is displayed in the **Current Value** field. Select the status to which to change, in the **New Value** field. The available statuses are: **Active**, **Hold**, and **Completed**.

    You cannot complete a Project from this function. You can only change the status to Completed using the Close Projects function. If a Project has been Completed, you are allowed to change the status to **Active** or **Hold**.

11. Enter a Note, if applicable, to explain any change in the **Notes** field.

    Notes will be displayed indicating the status of the changes you have made once you click the **OK** button.

12. Select a command button:

    - Click **OK** to begin processing. A message appears when the change completes successfully. After you click **OK** to close this message box, you are returned to the Change Projects screen and any Notes about the change you made are displayed in the Notes field.

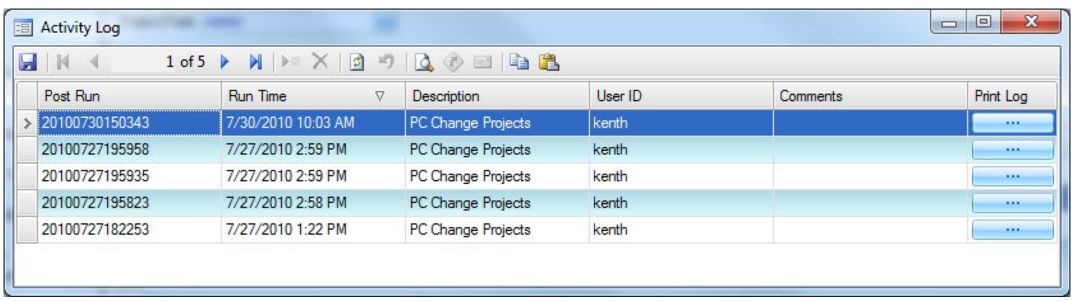
Command Buttons

Name	Description
OK	Executes the change.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

MOVE ACTIVITIES

Use the **Move Activities** function to relocate a posted activity (Time, Material, Expense, or Other) from one Project/Task to another Project/Task.

When the Activity Move has been written and you are interfaced to GL, entries will be made to the GL Journal to record the change in costs and accrued income for the Projects effected. The GL entries generated will vary depending on the type of Project and type of Activity that is being moved.

The General Ledger Accounts used will come from the Distribution Code assigned to the Project/Task.

The General Ledger accounting for move activities entries in a Time and Material Billing environment, i.e., Billable Projects, is as follows:

Billable Material, Expense and Other Non Fixed Fee

Costs		Income From	
Cost To Project	**Cost From Project**	**WIP**	**Accrued Income**
DB	CR	CR	DB

Income To	
WIP	**Accrued Income**
DB	CR

Billable Time Non Fixed Fee

Costs From		Costs To	
Cost	**Payroll Clearing**	**Cost**	**Payroll Clearing**
CR	DB	DB	CR

Income From		Income To	
WIP	**Accrued Income**	**WIP**	**Accrued Income**
CR	DB	DB	CR

Billable Time Fixed Fee

Costs From		Costs To	
Cost	**Payroll Clearing**	**Cost**	**Payroll Clearing**
CR	DB	DB	CR

Billable Material, Expense and Other Non Fixed Fee

Costs	
Cost From	**Cost To**
CR	DB

NOTE: If the Move Activity relates to either an Administrative or Non-Billable Project, Phase or Task, the entries are the same as those for a Billable Time and Material Project.

The General Ledger accounting for Move Activities entries in a Job Costing environment is as follows:

Job Cost Time

Costs From		Costs To	
WIP	**Payroll Clearing**	**WIP**	**Payroll Clearing**
CR	DB	DB	CR

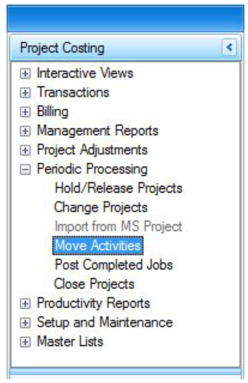
Job Cost Material

Costs	
WIP From	**WIP To**
CR	DB

To use **Move Activities**, follow these steps:

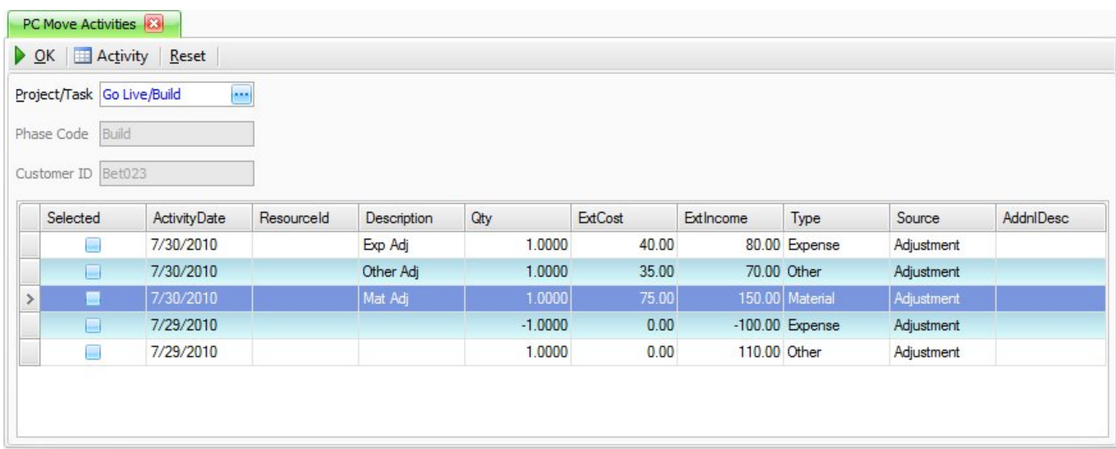
1. Select **Move Activities** from the **Periodic Processing** menu.

Move Activities Menu



2. The **Move Activities** screen appears.

Move Activities Screen



Maint

3. Select the Project/Task containing the Activity you want to move, from the **Project/Task** field.

4. Select the check box adjacent to the **Activity** you want to move.

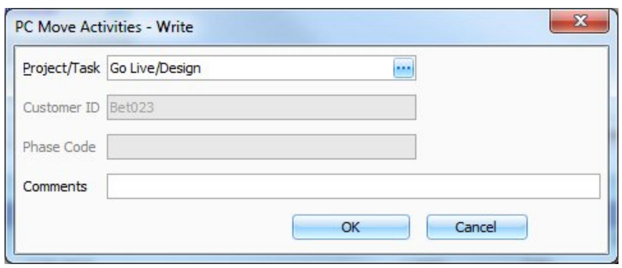
5. Select a command button:

Command Buttons

Name	Description
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
OK	Executes the change.

- Click **OK** to begin processing. The **Move Activities-Write** screen appears.

Move Activities-Write Screen

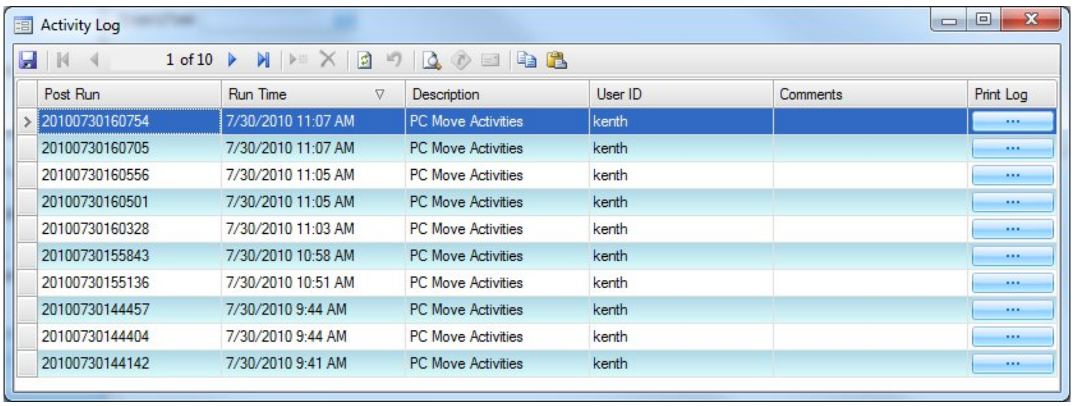


- Select the Project/Task for which to move the selected Activity, from the **Project/Task** field.
- The **Customer ID** and **Phase Code** are displayed if applicable.
- Enter, if applicable, any Comments for the move in the **Comments** field.
- Click **OK**. A message appears when the move completes successfully. After you click **OK** to close this message box, the Move Activities Log appears.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
20100730160754	7/30/2010 11:07 AM	PC Move Activities	kenth		...
20100730160705	7/30/2010 11:07 AM	PC Move Activities	kenth		...
20100730160556	7/30/2010 11:05 AM	PC Move Activities	kenth		...
20100730160501	7/30/2010 11:05 AM	PC Move Activities	kenth		...
20100730160328	7/30/2010 11:03 AM	PC Move Activities	kenth		...
20100730155843	7/30/2010 10:58 AM	PC Move Activities	kenth		...
20100730155136	7/30/2010 10:51 AM	PC Move Activities	kenth		...
20100730144457	7/30/2010 9:44 AM	PC Move Activities	kenth		...
20100730144404	7/30/2010 9:44 AM	PC Move Activities	kenth		...
20100730144142	7/30/2010 9:41 AM	PC Move Activities	kenth		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the move was made.
Description	The move description.
User ID	The user who performed the move.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Move Activities Log

Continental Products Unlimited
Move Activities
Page 1

Comments

GL Entries 20100730144142

Posted to Fiscal Year 2010
Fiscal Period 7

Reference	Description	GL Account	Debit	Credit
Move activity	Mat Adj	00-000-1210		150.00
Move activity	Mat Adj	00-000-5030		75.00
Move activity	Mat Adj	00-000-4200	150.00	
Move activity	Mat Adj	00-000-1210	150.00	
Move activity	Mat Adj	00-000-5030	75.00	
Move activity	Mat Adj	00-000-4200		150.00
	Total for Fiscal Period 7		375.00	375.00
Grand Total			375.00	375.00

7/30/2010 9:41 AM *** End of Report *** OPEN_SYSTEMS\kenthe

POST COMPLETED JOBS

Use the **Post Completed Jobs** function to transfer accumulated costs and deferred income for the Job Costing Project or Task transactions you select in the Hold/Release Projects function to the appropriate Accounts. If you enter Time Tickets or Fixed Fee Billings at the Task level, this function posts jobs and creates account entries at the Task level; otherwise, this function posts jobs at the Project level.

Use this function to Post Completed **Job Costing** jobs as often as necessary. When you Post Completed Jobs, the system creates account entries based on transactions with a status of Billed for cost activities and Posted for billings. During the posting process, this status changes to Completed to prevent transactions from being included in subsequent postings. The system tracks the processed cost and income totals in the transaction history table so that no previous totals are duplicated.

If any transactions for the Project or Task for which you want to Post Completed Jobs, have a status other than Posted or Billed, processing will not complete. In addition, the system prevents you from Posting Completed Jobs if any Overhead Allocation calculations or unposted history Adjustments exist for the Project or Task. Finally, it is important to remember that this function does not Close Projects or Tasks. If you want to Close Projects or Tasks to prevent additional charges from being made to them, use the Close Projects function.

When you have Project Costing interfaced to General Ledger the following transactions are generated when the Post Completed Jobs is done:

Time Ticket Transactions

Costs

Cost		**WIP**	
DB			CR

Material Requisition, Expense and Other Transactions

Costs

Cost		**WIP**	
DB			CR

Billed Invoices

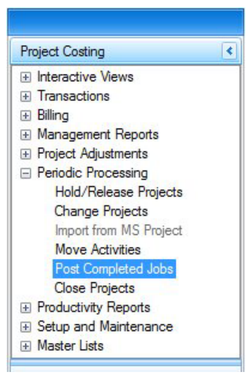
Fixed Fee Billing		**Income**	
DB			CR

The Accounts will come from the Distribution Codes assigned to the Projects and Tasks.

To use **Post Completed Jobs**, follow these steps:

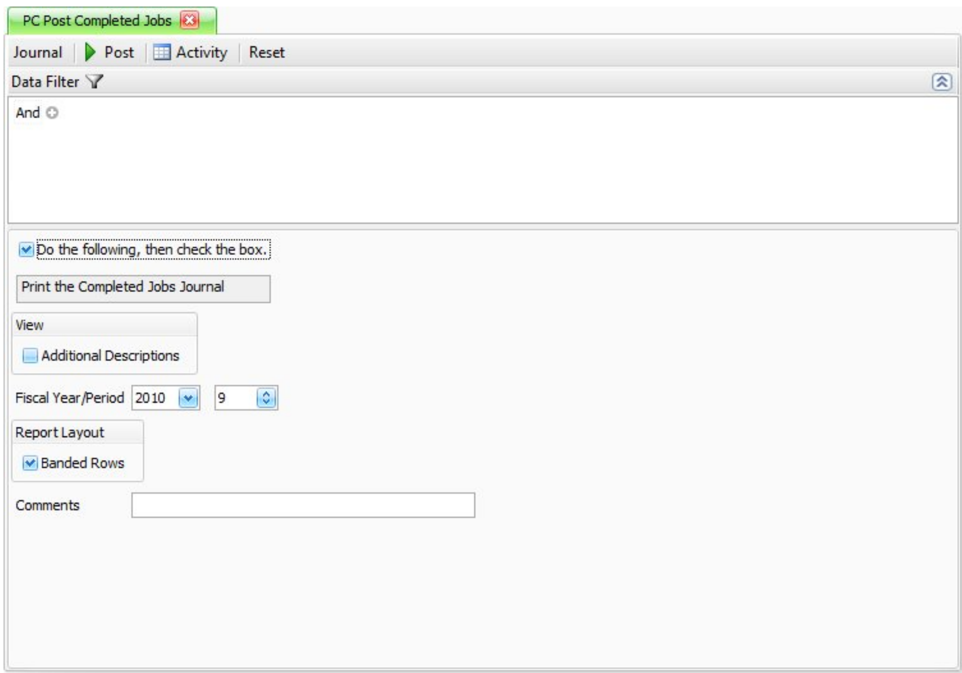
1. Select **Post Completed Jobs** from the **Periodic Processing** menu.

Post Completed Jobs Menu



2. The **Post Completed Jobs** screen appears.

Post Completed Jobs Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the **Do the following, then check the box,** check box, once you **Print the Completed Jobs Journal**.
5. Select the **View Additional Descriptions** check box, if applicable, to include Additional Descriptions when you Post Completed Jobs.
6. Print the **Completed Jobs Journal** by clicking on the **Journal** button.
7. Select the Fiscal Year and Period for the post from the **Fiscal Year/Period** fields.
8. Enter Comments for the post, if applicable, in the **Comments** field.
9. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

NOTE: Use the System Manager Print Preferences function to define the default setting for this check box. You can then override this default when you print the report.

10. Select a command button:

Command Buttons

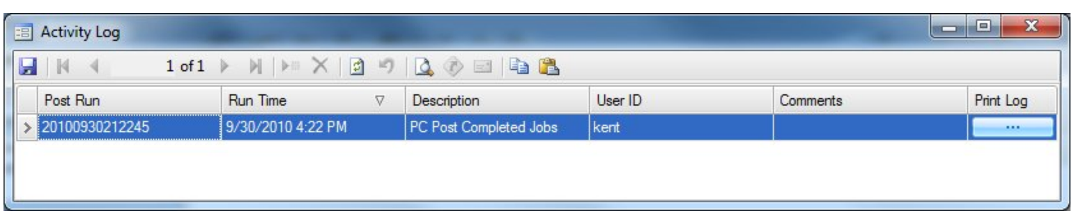
Name	Description
Journal	Print the Post Completed Jobs journal for the transactions that meet the filtering criteria.
Post	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

- Click **Post** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Completed Log appears.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Completed Jobs Journal

Continental Products Unlimited
Completed Jobs Journal

Page 1

Report Filter
View Additional Description No

GL Cost Acct Customer ID	Project ID	Phase Code	Task Code	Qty / Hours	Unit Cost	Ext Cost
00-000-5030						
Atm047	Job Cost			1.0000	75.0000	75.00
Atm047	Job Cost	Build	Build	20.0000	72.3500	1,447.00
Atm047	Job Cost	Build	Build	2.0000	465.0000	930.00
Atm047	Job Cost	Build	Build	0.0000	2,416.4900	2,416.49
Atm047	Job Cost	Build	Build	0.0000	465.0000	465.00
Atm047	Job Cost	Build	Build	20.0000	37.9000	758.00
Atm047	Job Cost	Build	Build	1.0000	379.4400	379.44
Atm047	Job Cost	Build	Build	1.0000	300.0000	300.00
Atm047	Job Cost	Build	Build	1.0000	275.0000	275.00
Atm047	Job Cost	Design	Design	40.0000	70.0000	2,800.00
Atm047	Job Cost	Design	Design	0.0000	4,676.0000	4,676.00
Atm047	Job Cost	Install	Install	40.0000	65.0000	2,600.00
Atm047	Job Cost	Install	Install	5.0000	20.0000	100.00
Atm047	Job Cost	Install	Install	1.0000	500.0000	500.00
Atm047	Job Cost	Install	Install	1.0000	750.0000	750.00
Atm047	Job Cost	Install	Install	0.0000	50.0000	50.00
Atm047	Job Cost	Install	Install	0.0000	250.0000	250.00
				Total for GL Cost Acct 00-000-5030		18,771.93
Grand Total						18,771.93

GL Income Acct Customer ID	Project ID	Phase Code	Task Code	Amount
00-000-4100				
Atm047	Job Cost	Build	Build	3,000.00
Atm047	Job Cost	Build	Build	2,000.00
Atm047	Job Cost	Build	Build	1,000.00
Atm047	Job Cost	Build	Build	0.00
Atm047	Job Cost	Design	Design	3,000.00
Atm047	Job Cost	Design	Design	3,000.00
Atm047	Job Cost	Install	Install	3,000.00
Atm047	Job Cost	Install	Install	3,000.00
			Total for GL Income Acct 00-000-4100	18,000.00
Grand Total				18,000.00

9/30/2010 4:22 PM *** End of Report *** OPEN_SYSTEMS\kenthe

Post Completed Jobs Income Detail Log

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Post Completed Jobs
Page 1

Fiscal Period / Year 9 / 2010
Comments

Income Detail

Customer ID	Project ID	Phase Code	Task Code	Income Amt	Billing Account	Income Account
Atm047	Job Cost	Build	Build	3,000.00	00-000-4020	00-000-4100
Atm047	Job Cost	Build	Build	2,000.00	00-000-4020	00-000-4100
Atm047	Job Cost	Build	Build	1,000.00	00-000-4020	00-000-4100
Atm047	Job Cost	Design	Design	3,000.00	00-000-4020	00-000-4100
Atm047	Job Cost	Design	Design	3,000.00	00-000-4020	00-000-4100
Atm047	Job Cost	Install	Install	3,000.00	00-000-4020	00-000-4100
Atm047	Job Cost	Install	Install	3,000.00	00-000-4020	00-000-4100
Total for Project ID Job Cost				18,000.00		
Grand Total				18,000.00		

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Post Completed Jobs Cost Detail Log

Continental Products Unlimited
Post Completed Jobs

Page 2

Cost Detail

Customer ID	Project ID	Phase Code	Task Code	Cost Amt	Cost Account	WIP Account
Atm047	Job Cost			75.00	00-000-5030	00-000-1210
Atm047	Job Cost	Build	Build	1,447.00	00-000-5030	00-000-1210
Atm047	Job Cost	Build	Build	930.00	00-000-5030	00-000-1210
Atm047	Job Cost	Build	Build	2,416.49	00-000-5030	00-000-1210
Atm047	Job Cost	Build	Build	465.00	00-000-5030	00-000-1210
Atm047	Job Cost	Build	Build	758.00	00-000-5030	00-000-1210
Atm047	Job Cost	Build	Build	379.44	00-000-5030	00-000-1210
Atm047	Job Cost	Build	Build	300.00	00-000-5030	00-000-1210
Atm047	Job Cost	Build	Build	275.00	00-000-5030	00-000-1210
Atm047	Job Cost	Design	Design	2,800.00	00-000-5030	00-000-1210
Atm047	Job Cost	Design	Design	4,676.00	00-000-5030	00-000-1210
Atm047	Job Cost	Install	Install	2,600.00	00-000-5030	00-000-1210
Atm047	Job Cost	Install	Install	100.00	00-000-5030	00-000-1210
Atm047	Job Cost	Install	Install	500.00	00-000-5030	00-000-1210
Atm047	Job Cost	Install	Install	750.00	00-000-5030	00-000-1210
Atm047	Job Cost	Install	Install	50.00	00-000-5030	00-000-1210
Atm047	Job Cost	Install	Install	250.00	00-000-5030	00-000-1210
Total for Project ID Job Cost				18,771.93		
Grand Total				18,771.93		

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Post Completed Jobs GL Entries Log

Continental Products Unlimited
Post Completed Jobs
Page 3

GL Entries
20100930162046

Posted to Fiscal Year 2010
Fiscal Period 9

Reference	Description	GL Account	Debit	Credit
Completed Job	Atm047/Job Cost	00-000-4020	3,000.00	
Completed Job	Atm047/Job Cost	00-000-4100		3,000.00
Completed Job	Atm047/Job Cost	00-000-4020	3,000.00	
Completed Job	Atm047/Job Cost	00-000-4100		3,000.00
Completed Job	Atm047/Job Cost	00-000-4020	3,000.00	
Completed Job	Atm047/Job Cost	00-000-4100		3,000.00
Completed Job	Atm047/Job Cost	00-000-4020	2,000.00	
Completed Job	Atm047/Job Cost	00-000-4100		2,000.00
Completed Job	Atm047/Job Cost	00-000-4020	3,000.00	
Completed Job	Atm047/Job Cost	00-000-4100		3,000.00
Completed Job	Atm047/Job Cost	00-000-4020	3,000.00	
Completed Job	Atm047/Job Cost	00-000-4100		3,000.00
Completed Job	Atm047/Job Cost	00-000-5030	758.00	
Completed Job	Atm047/Job Cost	00-000-1210		758.00
Completed Job	Atm047/Job Cost	00-000-5030	379.44	
Completed Job	Atm047/Job Cost	00-000-1210		379.44
Completed Job	Atm047/Job Cost	00-000-5030	300.00	
Completed Job	Atm047/Job Cost	00-000-1210		300.00
Completed Job	Atm047/Job Cost	00-000-5030	275.00	
Completed Job	Atm047/Job Cost	00-000-1210		275.00
Completed Job	Atm047/Job Cost	00-000-4020	1,000.00	
Completed Job	Atm047/Job Cost	00-000-4100		1,000.00
Completed Job	Atm047/Job Cost	00-000-5030	75.00	
Completed Job	Atm047/Job Cost	00-000-1210		75.00
Completed Job	Atm047/Job Cost	00-000-5030	1,447.00	
Completed Job	Atm047/Job Cost	00-000-1210		1,447.00
Completed Job	Atm047/Job Cost	00-000-5030	2,600.00	
Completed Job	Atm047/Job Cost	00-000-1210		2,600.00
Completed Job	Atm047/Job Cost	00-000-5030	2,800.00	
Completed Job	Atm047/Job Cost	00-000-1210		2,800.00
Completed Job	Atm047/Job Cost	00-000-5030	930.00	
Completed Job	Atm047/Job Cost	00-000-1210		930.00
Completed Job	Atm047/Job Cost	00-000-5030	100.00	
Completed Job	Atm047/Job Cost	00-000-1210		100.00
Completed Job	Atm047/Job Cost	00-000-5030	500.00	
Completed Job	Atm047/Job Cost	00-000-1210		500.00
Completed Job	Atm047/Job Cost	00-000-5030	750.00	
Completed Job	Atm047/Job Cost	00-000-1210		750.00
Completed Job	Atm047/Job Cost	00-000-5030	2,416.49	
Completed Job	Atm047/Job Cost	00-000-1210		2,416.49
Completed Job	Atm047/Job Cost	00-000-5030	4,676.00	
Completed Job	Atm047/Job Cost	00-000-1210		4,676.00
Completed Job	Atm047/Job Cost	00-000-5030	465.00	
Completed Job	Atm047/Job Cost	00-000-1210		465.00
Completed Job	Atm047/Job Cost	00-000-5030	50.00	
Completed Job	Atm047/Job Cost	00-000-1210		50.00
Completed Job	Atm047/Job Cost	00-000-5030	250.00	
Completed Job	Atm047/Job Cost	00-000-1210		250.00
	Total for Fiscal Period 9		36,771.93	36,771.93

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CLOSE PROJECTS

Use the **Close Projects** function to flag selected Projects, Phases, or Tasks as Closed. When you close a Project level, you cannot charge additional Time and Material costs against it. This function selects the Closed check box and enters the desired closing date into the Act Finish Date field on the Projects screen for the appropriate Project level.

After you close a Project, Phase, or Task, you can reopen it by clearing the Closed check box in the Change Projects function. When you reopen a Project level, all levels below it are also reopened. To Close reopened Project levels, you must run the Close Projects function again.

The following rules apply when you Close a Billable or Job Costing project:

- You cannot Close a Project level until all transactions related to that level and below have a status of Billed/Charged.
- You cannot Close a Project level if there is an unapplied balance remaining for Deposits.

If you are Closing a Billable Fixed Fee Project, Project-to-Date income should equal Project-to-Date billings for the level before you can close it. If the billed and income amounts don't match, you will get a warning message, but will be allowed to continue.

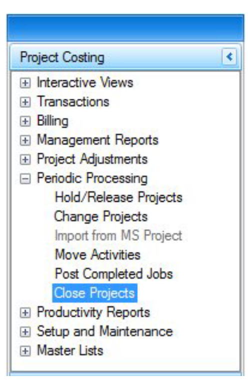
You can close Administrative and Non-Billable Project levels at any time as long as you post all transactions from the Project level you are Closing.

You can never Close Speculative Project levels. Instead, you must first change the Project level type to General Billable or Job Costing, and follow the rules for Closing that Project type.

To use **Close Projects**, follow these steps:

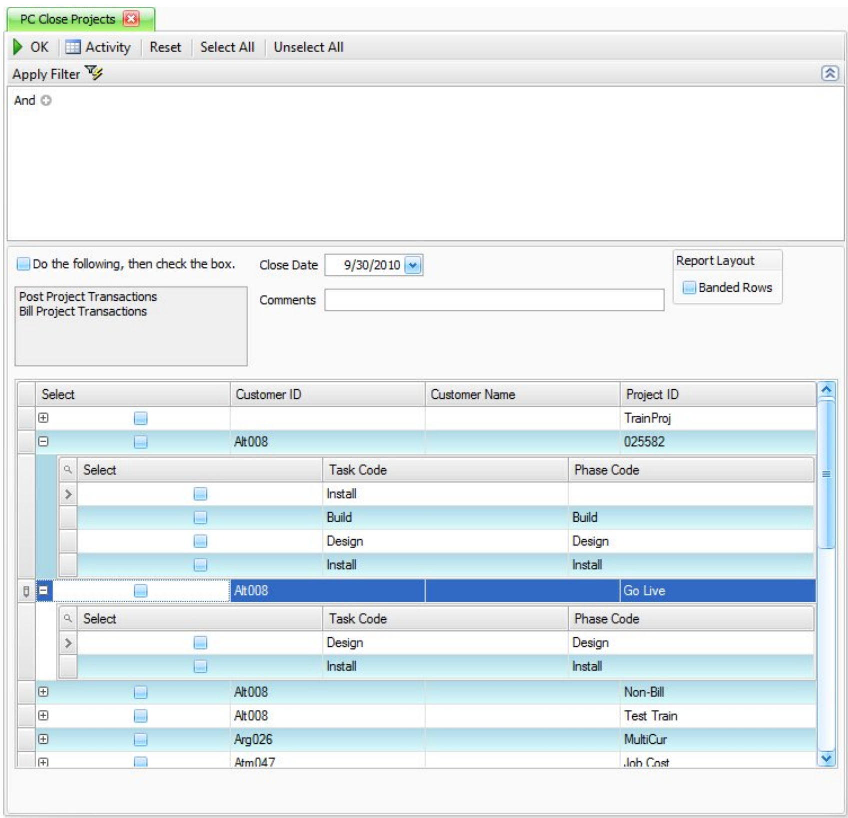
1. Select **Close Projects** from the **Periodic Processing** menu.

Close Projects Menu



2. The **Close Projects** screen appears.

Close Projects Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data. Click **Apply Filter** to bring in the Projects that meet your filter criteria.

4. **Post Project Transactions**.

5. **Bill Project Transactions**.

6. Select the **Do the following, then check the box**, check box.

7. Edit, if necessary, the current date in the **Close Date** field.

NOTE: The system enters this date in the Act Finish Date field on the Project's General tab for the appropriate Project, Phase, or Task when you Close a Project level.

8. Enter any Comments to associate with the selected Projects/Phases/Tasks in the **Comments** field.

9. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

NOTE: Use the System Manager Print Preferences function to define the default setting for this check box. You can then override this default when you print the report.

10. Click the Plus (+) adjacent to the Select field for the Customer ID, Project, Phase, or Task you want to Close.

11. Select the Project ID and, depending on which option you chose above, the Phase and Task to close.

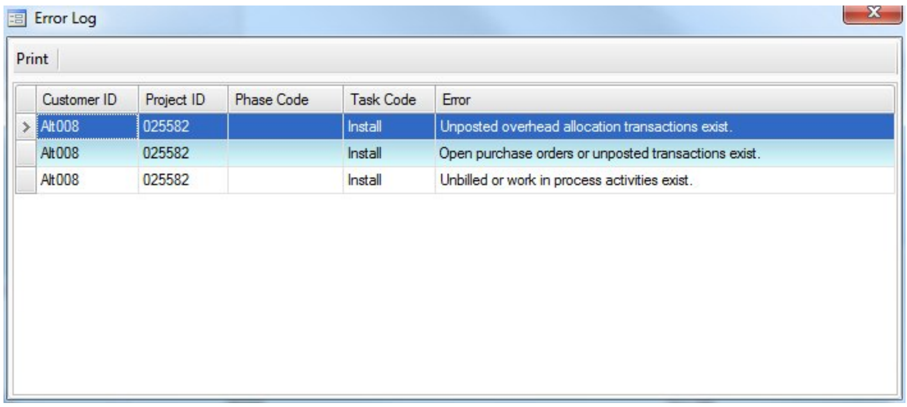
12. Click a command button:

Command Buttons

Name	Description
OK	Begin processing.
Activity	Open the Activity Log to view previous activity from the Close Projects/Phases/Tasks function.
Reset	Set all fields to their default values.
Select All	Select all projects, phases, and tasks to close.
Unselect All	Unselect all projects, phases, and tasks to close.

If there are errors generated when the Close Projects is executed an Error Log is generated.

Error Log



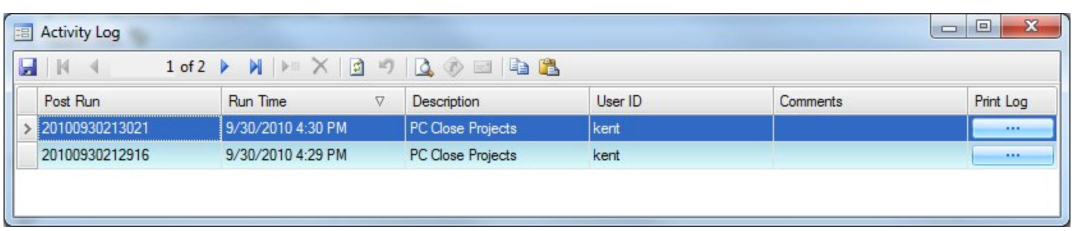
Some examples of errors generated are:

- Unposted Overhead Allocation Transactions exist.
- Open Purchase Orders or unposted Transactions exist.
- Unbilled or Work in Process activities exist.
- Deposit balance exists.
- Incomplete tasks exist.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Displays

Post Run

Run Time

Description

User ID

Comments

Print Log

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Close Projects Log

Continental Products Unlimited
Close Project Report
Close Date 9/30/2010

Page 1

Report Filter
Comments

Customer ID	Project ID	Phase Code	Task Code
Alt008	Non-B[illegible]		

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*** End of Report ***

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8

MANAGEMENT REPORTS

8

MANAGEMENT REPORTS

MANAGEMENT REPORTS OVERVIEW

Use the functions on the **Management Reports** menu to print reports listing Project information. These reports are designed to help you evaluate Project progress, analyze income versus costs, and manage workflow.

With the functions on the Management Reports menu you can perform the following tasks:

- Use the **Work in Process** (page 8-5) report to act as an audit for the amount in the Work-In-Process GL Accounts.
- Print the **Income Analysis** (page 8-9) to compare actual time, material, and total Project costs against your Estimates and view variance amounts and percentages. Use the information on the report to revise Estimates or identify which Projects are over budget.
- Print the **Billing Analysis** (page 8-13) report to view Period-to-Date, Year-to-Date, Project-to-Date, and Fixed-Fee only billing information including the Last Billing Date, Write-up or Write-down amounts, Deposit Applied, and Balance Totals.
- The **Profit Analysis** (page 8-17) helps you evaluate Project profitability based on billing amounts and actual Project-to-Date costs for the Billable or Job Costing Projects you select.
- Use the **Cost Variance Analysis** (page 8-25) to view the difference between Estimated and Actual Project costs for all Project types. This information helps you determine whether your Estimates are too high or low so that you can adjust them accordingly.

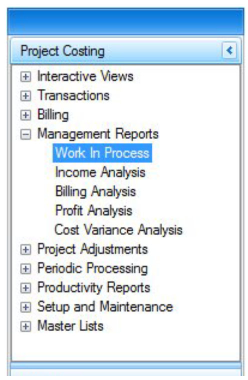
WORK IN PROCESS

Use the **Work in Process** report to act as an audit for the amount in the Work-In-Process GL Accounts.

To print the **Work In Process** report, follow these steps:

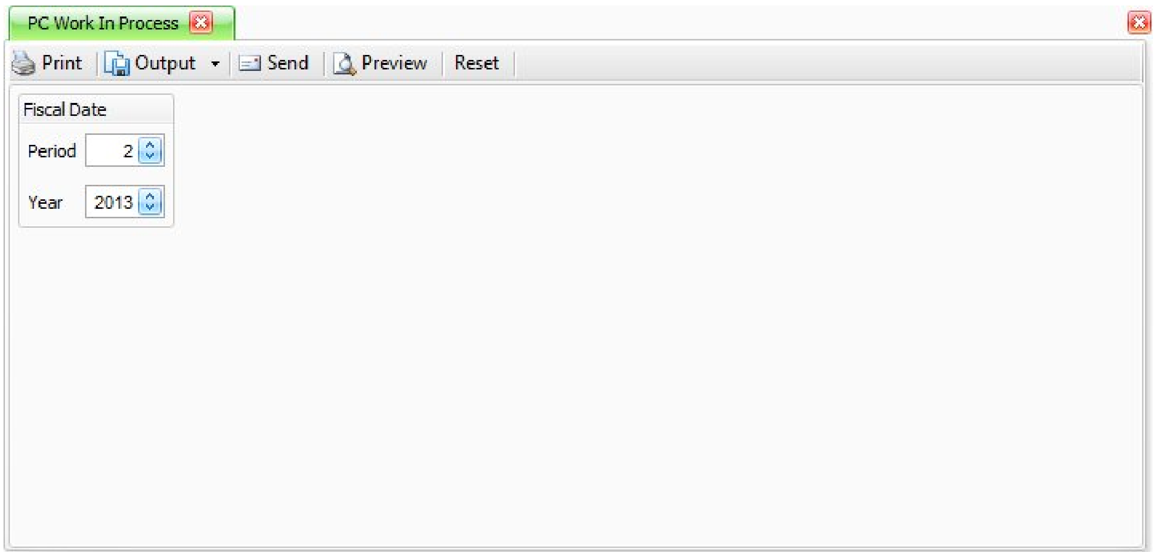
1. Select **Work In Process** from the **Management Reports** menu.

Work In Process Menu



2. The **Work In Process** selection screen appears.

Work In Process Screen



3. Select the fiscal Period for the report from the **Fiscal Date**, **Period** field.
4. Select the fiscal Year for the report from the **Fiscal Date**, **Year** field.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Work In Process Report

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Work In Process
Page 1

Fiscal Period / Year 9 / 2010

GL Account	Customer ID	Project ID	Phase Code	Task Code	Type	Amount
00-000-1210						
	Alt008	025582			Material	0.00
	Alt008	025582		Install	Material	0.00
	Alt008	025582	Install	Install	Material	0.00
	Atm047	Job Cost			Material	75.00
	Atm047	Job Cost	Build	Build	Time	1,447.00
	Atm047	Job Cost	Build	Build	Time	2,416.49
	Atm047	Job Cost	Build	Build	Time	758.00
	Atm047	Job Cost	Build	Build	Material	930.00
	Atm047	Job Cost	Build	Build	Material	465.00
	Atm047	Job Cost	Build	Build	Material	379.44
	Atm047	Job Cost	Build	Build	Material	50.00
	Atm047	Job Cost	Build	Build	Material	625.00
	Atm047	Job Cost	Build	Build	Expense	300.00
	Atm047	Job Cost	Build	Build	Expense	525.00
	Atm047	Job Cost	Build	Build	Other	275.00
	Atm047	Job Cost	Build	Build	Other	225.00
	Atm047	Job Cost	Design	Design	Time	2,800.00
	Atm047	Job Cost	Design	Design	Time	4,676.00
	Atm047	Job Cost	Design	Design	Time	55.00
	Atm047	Job Cost	Install	Install	Time	2,600.00
	Atm047	Job Cost	Install	Install	Time	4,342.00
	Atm047	Job Cost	Install	Install	Material	100.00
	Atm047	Job Cost	Install	Install	Material	50.00
	Atm047	Job Cost	Install	Install	Expense	500.00
	Atm047	Job Cost	Install	Install	Expense	250.00
	Atm047	Job Cost	Install	Install	Other	750.00
	Bet023	Go Live		Design	Material	1,289.85
	Bet023	Go Live		Design	Other	5,100.00
	Bet023	Go Live	Build	Build	Time	2,500.00
	Bet023	Go Live	Build	Build	Material	382.20
	Bet023	Go Live	Build	Build	Expense	225.00
	Bet023	Go Live	Build	Build	Expense	400.00
	Bet023	MixedProj	Install	Install	Time	3,750.00
	Bet023	MixedProj	Install	Install	Material	0.00
	Bet023	MixedProj	Install	Install	Expense	450.00
		Total for GL Account 00-000-1210				38,690.98
Grand Total						38,690.98

9/30/2010 1:52 PM *** End of Report *** OPEN_SYSTEMS\kenthe

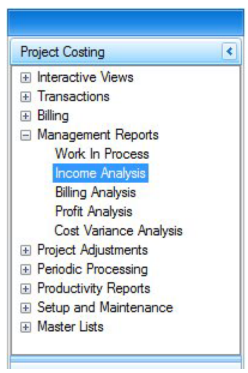
INCOME ANALYSIS

Print the **Income Analysis** to compare Actual Time, Material, and total Project Costs against your Estimates and view variance amounts and percentages. Use the information on the report to revise Estimates or identify which Projects are over budget.

To produce the **Income Analysis** report, follow these steps:

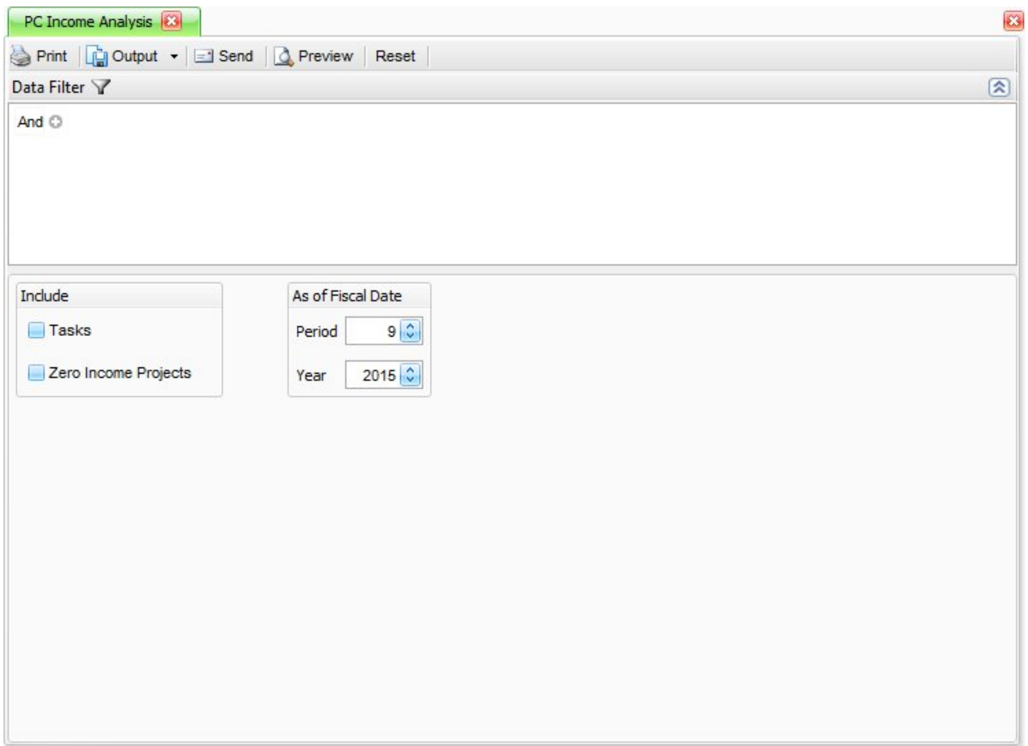
1. Select **Income Analysis** from the **Management Reports** menu.

Income Analysis Menu



2. The **Income Analysis** selection screen appears.

Income Analysis Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the **Tasks** check box, if applicable, to **Include** Tasks in the report.
5. Select the **Zero Income Projects** check box, if applicable, to **Include** Projects with no income in the report.
6. Select the **Period** and **Year** to include income, **As of Fiscal Date**. This will include income information up to the selected Period and Year.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Income Analysis Report

Continental Products Unlimited
Income Analysis
Page 1

Report Filter
Include Tasks Yes Include Zero Income Projects Yes

Customer ID	Project ID / Type	Phase Code / Estimate	Task Code / Period-to-Date	Description / Year-to-Date	Project-to-Date	Variance	Percent
Alt008	010447			Network Install			
	Time	0.00	0.00	0.00	0.00	0.00	0.00
	Material	0.00	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	010447	Design	Design	Design and spec			
	Time	0.00	0.00	0.00	0.00	0.00	0.00
	Material	0.00	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	010447	Install	Install	On-site tasks			
	Time	0.00	0.00	0.00	0.00	0.00	0.00
	Material	0.00	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project ID 010447		0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582			New building			
	Time	0.00	0.00	0.00	0.00	0.00	0.00
	Material	0.00	0.00	1,751.08	1,751.08	1,751.08	0.00
	Expense	0.00	0.00	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582		Install	On-site tasks			
	Time	15,600.00	0.00	0.00	0.00	-15,600.00	-100.00
	Material	845.00	0.00	908.55	908.55	63.55	7.52
	Expense	200.00	0.00	150.00	150.00	-50.00	-25.00
	Other	200.00	0.00	200.00	200.00	0.00	0.00
Alt008	025582	Build	Build	In-house tasks			
	Time	0.00	0.00	0.00	0.00	0.00	0.00
	Material	0.00	0.00	2,607.63	2,607.63	2,607.63	0.00
	Expense	0.00	0.00	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582	Design	Design	Design and spec			
	Time	0.00	0.00	150.00	150.00	150.00	0.00
	Material	0.00	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582	Install	Install	On-site tasks			
	Time	0.00	0.00	0.00	0.00	0.00	0.00
	Material	0.00	0.00	1,815.06	1,815.06	1,815.06	0.00
	Expense	0.00	0.00	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project ID 025582		16,845.00	0.00	7,582.32	7,582.32	-9,262.68	-54.99
	Time	15,600.00	0.00	150.00	150.00	-15,450.00	-99.04
	Material	845.00	0.00	7,082.32	7,082.32	6,237.32	738.14
	Expense	200.00	0.00	150.00	150.00	-50.00	-25.00
	Other	200.00	0.00	200.00	200.00	0.00	0.00
Alt008	Go Live			Go Live			
	Time	0.00	0.00	2,775.00	2,775.00	2,775.00	0.00
	Material	0.00	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00	0.00

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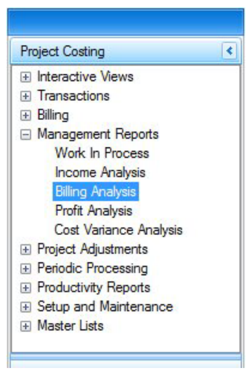
BILLING ANALYSIS

Print the **Billing Analysis** report to view Period-to-Date, Year-to-Date, Project-to-Date, and Fixed-Fee only billing information including the Last Billing Date, Write-up or Write-down amounts, Deposit Applied, and Balance Totals.

To produce the **Billing Analysis** report, follow these steps:

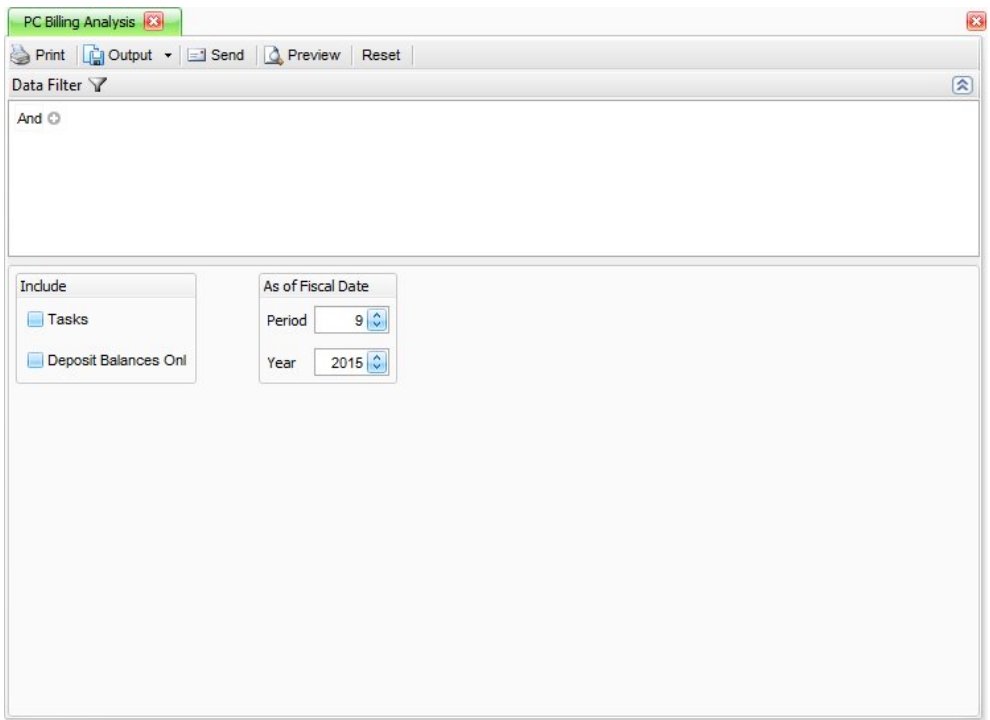
1. Select **Billing Analysis** from the **Management Reports** menu.

Billing Analysis Menu



2. The **Billing Analysis** selection screen appears.

Billing Analysis Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the **Tasks** check box, if applicable, to **Include** Tasks in the report.
5. Select the **Deposit Balances Only** check box, if applicable, to only **Include** deposit balances in the report.
6. Select the **Period** and **Year** to include billings, **As of Fiscal Date**. This will include billing information up to the selected Period and Year.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Billing Analysis Report

Continental Products Unlimited
Billing Analysis

Page 1

Report Filter
Include Tasks Yes **Include Deposit Balances Only** No

Customer ID	Project ID	Phase Code	Task Code	Description	Last Date Billed	Billed Period-to-Date	Billed Year-to-Date	Billed Project-to-Date	Write-Up / Down Period-to-Date	Write-Up / Down Year-to-Date	Write-Up / Down Project-to-Date	Deposit Advances	Deposit Applied	Deposit Balance
Alt008	010447			Network Install	9/9/2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	010447	Design	Design	Design and spec	9/9/2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	010447	Install	Install	On-site tasks	9/9/2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project ID 010447						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582			New building	7/28/2010	0.00	3,858.61	3,858.61	0.00	1,900.00	1,900.00	2,000.00	2,000.00	0.00
Alt008	025582		Install	On-site tasks	7/26/2010	0.00	1,258.55	1,258.55	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582	Build	Build	In-house tasks	9/21/2010	2,240.00	2,847.63	2,847.63	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582	Design	Design	Design and spec	9/21/2010	150.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	025582	Install	Install	On-site tasks	7/26/2010	0.00	1,815.06	1,815.06	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project ID 025582						2,390.00	9,929.85	9,929.85	0.00	1,900.00	1,900.00	2,000.00	2,000.00	0.00
Alt008	Go Live			Go Live	7/26/2010	0.00	2,775.00	2,775.00	0.00	-7,400.00	-7,400.00	0.00	75.00	-75.00
Alt008	Go Live	Design	Design	Design and spec	7/26/2010	0.00	6,050.00	6,050.00	0.00	0.00	0.00	0.00	0.00	0.00
Alt008	Go Live	Install	Install	On-site tasks	9/21/2010	1,138.32	16,458.57	16,458.57	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project ID Go Live						1,138.32	25,283.57	25,283.57	0.00	-7,400.00	-7,400.00	0.00	75.00	-75.00
Alt008	Test Train			Training Test Project		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project ID Test Train						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Customer ID Alt008						3,528.32	35,213.42	35,213.42	0.00	-5,500.00	-5,500.00	2,000.00	2,075.00	-75.00
Arg026	MultiCur			Multi Currency Test		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Arg026	MultiCur		Build	In-house tasks	8/10/2010	0.00	3,812.50	3,812.50	0.00	0.00	0.00	0.00	0.00	0.00

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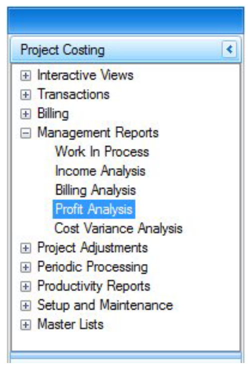
PROFIT ANALYSIS

The **Profit Analysis** helps you evaluate Project profitability based on billing amounts and actual Project-to-Date costs for the Billable or Job Costing Projects you select.

To produce the **Profit Analysis** report, follow these steps:

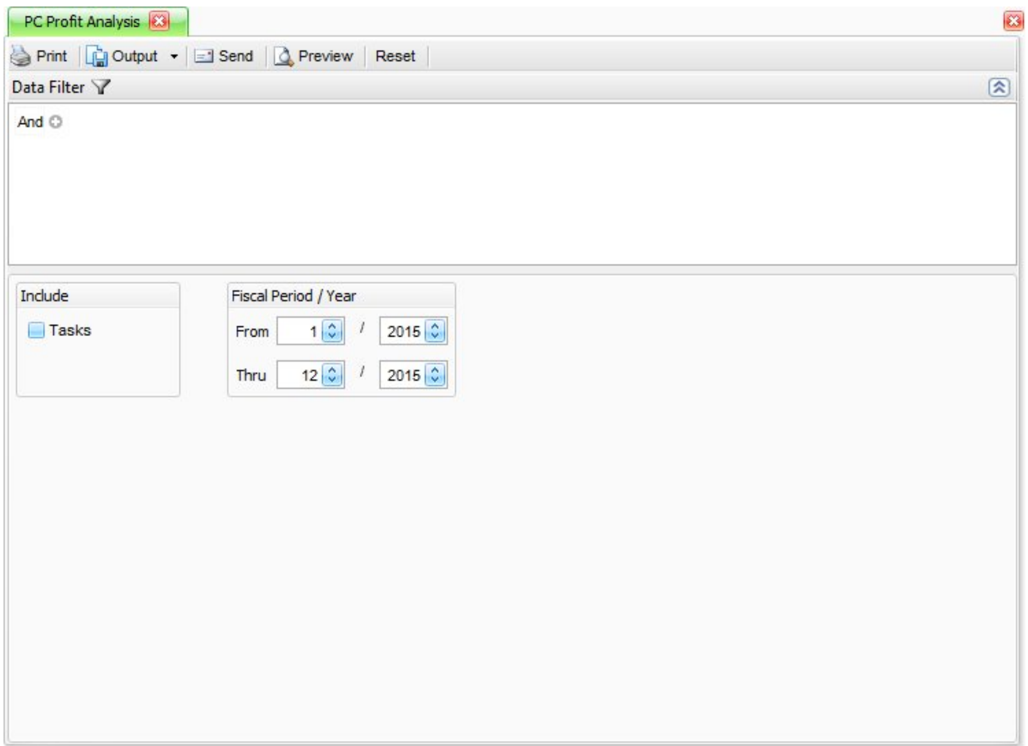
1. Select **Profit Analysis** from the **Management Reports** menu.

Profit Analysis Menu



2. The **Profit Analysis** selection screen appears.

Profit Analysis Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the **Tasks** check box, if applicable, to **Include** Tasks in the report.
5. Select the **Fiscal Period/Year From** and **Thru** to include in the report.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Profit Analysis Report

Continental Products Unlimited
Profit Analysis

Page 1

Report Filter
Include Tasks Yes

Customer ID	Project ID	Phase Code	Task Code	Description	Income (Memo)	Billed	Cost	Profit	Percent
Alt008	010447			Network Install	0.00	0.00	0.00	0.00	0.00
Alt008	010447	Design	Design	Design and spec	0.00	0.00	0.00	0.00	0.00
Alt008	010447	Install	Install	On-site tasks	0.00	0.00	0.00	0.00	0.00
Total for Project ID 010447					0.00	0.00	0.00	0.00	0.00
Alt008	025582			New building	5,051.08	1,751.08	1,576.63	174.45	9.96
Alt008	025582		Install	On-site tasks	2,308.55	1,258.55	2,837.83	-1,579.28	-125.48
Alt008	025582	Build	Build	In-house tasks	4,607.63	607.63	3,727.63	-3,120.00	-513.47
Alt008	025582	Design	Design	Design and spec	150.00	150.00	65.00	85.00	56.67
Alt008	025582	Install	Install	On-site tasks	1,815.06	1,815.06	2,722.59	-907.53	-50.00
Total for Project ID 025582					13,932.32	5,582.32	10,929.68	-5,347.36	-95.79
Alt008	Go Live			Go Live	10,250.00	2,775.00	10,624.60	-7,849.60	-282.87
Alt008	Go Live	Design	Design	Design and spec	6,050.00	6,050.00	6,992.73	-942.73	-15.58
Alt008	Go Live	Install	Install	On-site tasks	16,458.57	16,458.57	18,629.68	-2,171.11	-13.19
Total for Project ID Go Live					32,758.57	25,283.57	36,247.01	-10,963.44	-43.36
Alt008	Test Train			Training Test Project	0.00	0.00	0.00	0.00	0.00
Total for Project ID Test Train					0.00	0.00	0.00	0.00	0.00
Total for Customer ID Alt008					46,690.89	30,865.89	47,176.69	-16,310.80	-52.84
Arg026	MultiCur			Multi Currency Test	0.00	0.00	0.00	0.00	0.00
Arg026	MultiCur		Build	In-house tasks	3,812.50	3,812.50	1,522.00	2,290.50	60.08
Arg026	MultiCur		Design	Design and spec	5,145.00	5,145.00	2,880.00	2,265.00	44.02
Total for Project ID MultiCur					8,957.50	8,957.50	4,402.00	4,555.50	50.86
Total for Customer ID Arg026					8,957.50	8,957.50	4,402.00	4,555.50	50.86
Atm047	Job Cost			Job Cost project	0.00	0.00	75.00	-75.00	0.00
Atm047	Job Cost	Build	Build	In-house tasks	15,459.44	6,000.00	8,395.93	-2,395.93	-39.93
Atm047	Job Cost	Design	Design	Design and spec	12,000.00	6,000.00	7,531.00	-1,531.00	-25.52
Atm047	Job Cost	Install	Install	On-site tasks	12,350.00	6,000.00	8,592.00	-2,592.00	-43.20
Total for Project ID Job Cost					39,809.44	18,000.00	24,593.93	-6,593.93	-36.63
Total for Customer ID Atm047					39,809.44	18,000.00	24,593.93	-6,593.93	-36.63

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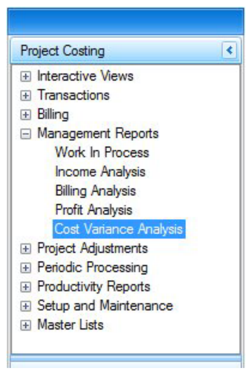
COST VARIANCE ANALYSIS

Use the **Cost Variance Analysis** to view the difference between Estimated and Actual Project costs for all Project types. This information helps you determine whether your Estimates are too high or low so that you can adjust them accordingly.

To produce the **Cost Variance Analysis** report, follow these steps:

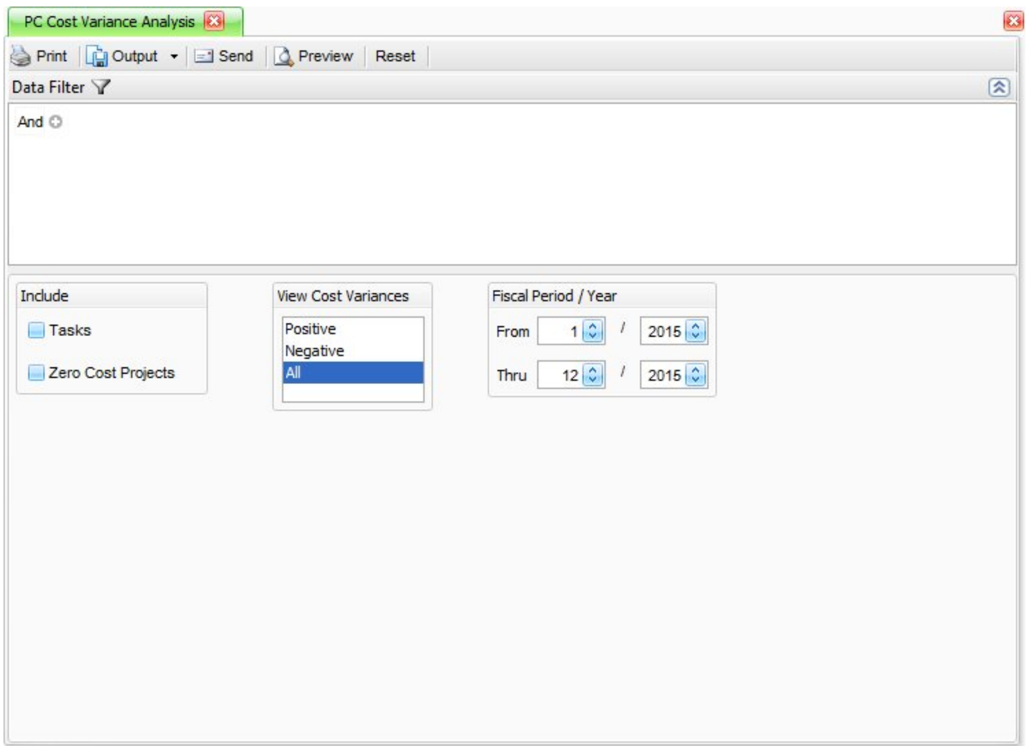
1. Select **Cost Variance Analysis** from the **Management Reports** menu.

Cost Variance Analysis Menu



2. The **Cost Variance Analysis** selection screen appears.

Cost Variance Analysis Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the **Tasks** check box, if applicable, to **Include** Tasks in the report.
5. Select the **Zero Cost Projects** check box, if applicable, to **Include** Projects with no cost in the report.
6. Select whether the types of cost variance to include in the report from the **View Cost Variances** section:
    - **Positive** - to view only positive variances.
    - **Negative** - to view only negative variances.
    - **All** - to view both Positive and Negative variances.
7. Select the **Fiscal Period/Year From** and **Thru** to include in the report.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Cost Variance Analysis Report

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Cost Variance Analysis

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Report Filter
Include Tasks Yes
Include Cost Variance All
Include Zero Cost Projects No

Customer ID	Type	Project ID	Phase Code	Task Code	Description	Qty Actual	Qty Estimate	Qty Variance	Qty Percent	Cost Actual	Cost Estimate	Cost Variance	Cost Percent
		TrainProj		Build	In-house tasks								
	Material					5.0000	6.0000	1.0000	16.67	75.00	540.00	465.00	86.11
	Expense					1.0000	1.0000	0.0000	0.00	300.00	150.00	-150.00	-100.00
	Total									375.00	690.00	315.00	45.65
Total for Project ID TrainProj						6.0000	7.0000	1.0000	14.29	375.00	690.00	315.00	45.65
	Material					5.0000	6.0000	1.0000	16.67	75.00	540.00	465.00	86.11
	Expense					1.0000	1.0000	0.0000	0.00	300.00	150.00	-150.00	-100.00
Total for Customer ID						6.0000	7.0000	1.0000	14.29	375.00	690.00	315.00	45.65
	Material					5.0000	6.0000	1.0000	16.67	75.00	540.00	465.00	86.11
	Expense					1.0000	1.0000	0.0000	0.00	300.00	150.00	-150.00	-100.00
Alt008		025582			New building								
	Material					1.0000	0.0000	-1.0000	0.00	1,576.63	0.00	-1,576.63	0.00
	Total									1,576.63	0.00	-1,576.63	0.00
Alt008		025582		Install	On-site tasks								
	Material					7.0000	6.0000	-1.0000	-16.67	1,362.83	540.00	-822.83	-152.38
	Expense					4.0000	1.0000	-3.0000	-300.00	1,275.00	150.00	-1,125.00	-750.00
	Other					1.0000	1.0000	0.0000	0.00	200.00	150.00	-50.00	-33.33
	Total									2,837.83	840.00	-1,997.83	-237.84
Alt008		025582	Build	Build	In-house tasks								
	Material					3.0000	0.0000	-3.0000	0.00	3,727.63	0.00	-3,727.63	0.00
	Total									3,727.63	0.00	-3,727.63	0.00
Alt008		025582	Design	Design	Design and spec								
	Time					1.0000	0.0000	-1.0000	0.00	65.00	0.00	-65.00	0.00
	Total									65.00	0.00	-65.00	0.00
Alt008		025582	Install	Install	On-site tasks								
	Material					2.0000	0.0000	-2.0000	0.00	2,722.59	0.00	-2,722.59	0.00
	Total									2,722.59	0.00	-2,722.59	0.00
Total for Project ID 025582						19.0000	8.0000	-11.0000	-137.50	10,929.68	840.00	-10,089.68	-1,201.15
	Time					1.0000	0.0000	-1.0000	0.00	65.00	0.00	-65.00	0.00
	Material					13.0000	6.0000	-7.0000	-116.67	9,389.68	540.00	-8,849.68	-1,638.83
	Expense					4.0000	1.0000	-3.0000	-300.00	1,275.00	150.00	-1,125.00	-750.00
	Other					1.0000	1.0000	0.0000	0.00	200.00	150.00	-50.00	-33.33

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FULFILLMENT REPORT (PURCHASE ORDER)

Use the **Fulfillment Report** to see Items on Transactions that have been received to or are available for linked Items on a Purchase Order. Linked Orders are orders that have been generated from another application, or generated from Purchase Requisitions generated from another application. When items that are Linked are Received on a Purchase Order the Linked Transaction is updated with the quantity received. These orders then need to be addressed in the linked application to finish the Transaction.

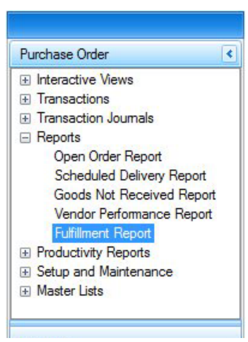
> **Example: When a Purchase Order is generated from a Project Cost Material Req Transaction and the items are received in Purchase Order, the Filled Quantity is put into the Filled Qty field of the Project Cost Transaction when the Update Link button is selected. This Project Cost Transaction now needs to be posted to invoice the Project.**

This report will show you those Items that have been Received in Purchase Order and now need to have the Transactions finished in the source application. This report could be printed first thing each day to list those transactions that have been automatically updated from the Purchase Order Receiving.

To produce the **Fulfillment Report**, follow these steps:

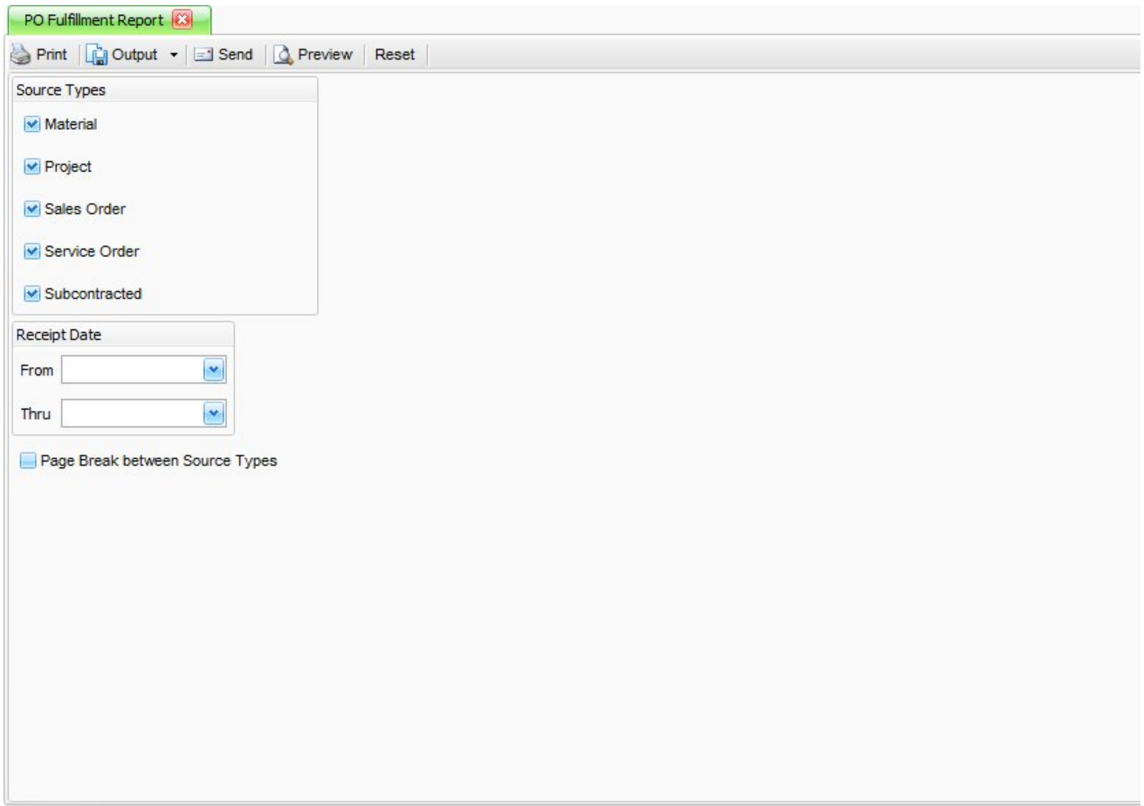
1. Select **Fulfillment Report** from the **Reports** menu.

Fulfillment Report Menu



2. The **Fulfillment Report** screen appears.

Fulfillment Report Screen



3. Select the **Source Type** for the fulfillment report: **Material**, **Project**, **Sales Order**, **Service Order**, and **Subcontracted**. You may select one, or any combination of these sources.
4. Select the **Receipt Date From** and **Thru** range for the report.
5. To separate the Source Types on the report, select the **Page breaks between Source Types** check box.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Fulfillment Report

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Fulfillment Report

Receipt Date From		**Thru**	
Material	No	**Subcontracted**	No
Sales Order	Yes	**Service Order**	No
Project	Yes		
Page Break between Source Type	No		

Source Type
Sales Order

References	**Item ID**	**Location ID**	**Description**
00000030-1	100	MN0001	Electrical Package
00000030-2	200100	MN0001	Furnace
00000030-3	200200	MN0001	Water Heater

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GLOSSARY

G

account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period

A period of time in accounting, used to provide distinct units of time with which you can work. For example; you might want a report to include transactions done within a particular accounting period.

activity

The changes in account balances resulting from transactions (sales, purchases, payments of wages, adjustments, and other journal entries) between the business and one or more outside parties.

application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Payable, Accounts Receivable, or Payroll.

audit trail

A detailed record of accounting activity used to account for the source of every dollar in the accounts. Even though the most common types of accounting errors are eliminated or greatly reduced when you use the General Ledger system, you should always have an audit trail.

back up

To make a copy of data for archival purposes. For example; you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

balance

(1) The difference between the total debit entries and the total credit entries for an account. 2) The total amount owed by a customer or owed to a vendor.

base currency

In TRAVERSE, the currency selected in System Manager Company Setup Company Information as the base currency. While TRAVERSE stores both base and foreign currencies, all other currencies are converted to base currency.

batch code

Time tickets and transactions grouped together logically to allow the option of posting time tickets and transactions by batch rather than individually. Batch codes are useful in network environments, enabling many users to enter and post time tickets simultaneously without interfering with each other.

company

In TRAVERSE, a business record associated with its own files, tables, and menu of applications.

conversion

The process of updating existing databases, programs, or applications to the current version. Compare installation.

distribution code

A code that indicates how amounts are to be distributed among general ledger accounts.

expenses

The costs incurred in earning the revenue: the cost of goods sold, wages, rent, and so on.

field

A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.

file

A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. Compare table.

finished goods

Goods that have been manufactured and are ready for sale, the result of buying raw materials and assembling the products and services.

function

A menu item that leads to a full screen. Most functions have a corresponding program. Compare table.

general ledger

A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

input mask

A structure that specifies the number and type of characters in each segment and the special character that separates segments. For example; the input mask for a telephone number might be: (###)-###-####.

installation

The process of adding an application to an existing system. Compare conversion.

interface

To join to another application for the purpose of having information entered in one application update information in another application’s files.

inventory

The goods a business owns at a particular time, whether held for direct sale or for use in manufacturing goods for future sale. Manufacturing inventory is usually divided into raw material, work in process, and finished goods.

journal

A chronological record of transactions.

journal entries

Transactions recorded in a journal.

menu

A list of applications, functions, options, or other menus.

overhead

Business expenses not chargeable to a particular part of the work or product, but only as general expenses incurred by the company or location as a whole. Maintenance, heat, supervision, insurance, rent, miscellaneous utility costs, etc., might all be considered overhead. Generally overhead does not vary greatly based on work load, production, or volume as would direct expenses.

overhead allocation code

A code used to define the dollar amount of overhead to be allocated to transactions. Overhead allocation codes can be defined in terms of hours, time charges, and/or material charges.

phase

A sub-component of a project. For example, if building a house is the project, a phase might be building the basement.

post

To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

program

A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. Compare function.

project

A defined job that combines the use of goods and services done for pay. A project can consist of phases and tasks.

purge

To remove from the system. Compare restore.

record

A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the table can sort information in terms of record IDs.

restore

To bring information back to its original place and condition. Compare purge.

source code

A code that identifies the source of a journal entry.

table

(1) A grid that holds records and is visible. (2) An object that stores data. Compare file.

task

A sub-component of a phase. For example; if building a house is the project, building the basement is a phase, then installing the plumbing in the basement might be a task.

transaction

An exchange between a business and another party, leading to an accounting entry. This entry is recorded in the GL Journal.

variance

The difference between two balances for the same account—for example; between the balance of this year and last year.

vendor

A business from which your business purchases goods or services.

write-down

An accounting entry to record losses when project income accrued is greater than the amount billed. For example; a write-down of $100 occurs if a company has billed $75 for an employee's time but that employee's payroll rate totals $175 for the time spent on the project.

write-up

An accounting entry to record gains or profits when project income accrued is less than the amount billed. For example; a write-up of $50 occurs when a company has billed $75 for an employee's time but the payroll rate for that employee totals only $25 for the time he or she spent on the project.