

A C C O U N T F L E X

Jobcost

The System To Account On

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1. INTRODUCTION

1.1 Overview

The AccountFlex Job Cost module provides a way to keep track of labor and materials used by jobs.

The following sections provide a synopsis of the Job Cost features, how Job Cost fits into your accounting system, and the organization of this user's manual.

1.2 Features

The Job Cost system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Allows extensive on-screen inquiries for job progress and costs.
- Easy-to-learn menu driven interface with on-line help information.
- Provides on-screen report viewing.
- Provides clear and concise audit trails.
- Automatically traps errors to ensure data integrity.
- Includes comprehensive user manuals.
- Supports UNIX, DOS, or VMS.
- Works with Informix, Micro Focus Cobol, Sun Netisam, C-Isam, D-Isam, and SCO Integra data bases.

1.3 About the Document

This manual is designed to be a comprehensive user guide for the AccountFlex Job Cost System. This guide is organized into two levels, Chapter and Section. Each chapter describes a major function; each section describes various aspects related to the chapter.

Chapter 1 Introduction

This chapter provides a synopsis of how the Job Cost System fits into your accounting system, some advantages of the Job Cost system, and the organization of this user's manual.

Chapter 2 General Operation Procedures

Introduction

This chapter provides general instructions on how to select AccountFlex functions, move around screens, enter data, and run reports. The features presented in this chapter are consistent throughout the accounting system. This chapter should be read before tackling subsequent chapters.

Chapter 3 How to Get Started

This chapter provides instructions for the installation and setup of your Job Cost System. The instructions presented in this chapter need only be done once.

Chapter 4 Work Cycle

This chapter provides instructions for the Job Cost System Work Flow. The tasks described in this chapter are performed on an on-going basis.

Chapter 5 Operations/Reference

This chapter provides detailed instructions on how to operate each Job Cost function. Each section in this chapter is dedicated to a specific menu option.

2. GENERAL OPERATIONAL PROCEDURES

2.1 Overview

This chapter describes the general characteristics of the 3 major program types: menus, screens, and reports. Once you learn these general characteristics you will be ready to handle any AccountFlex program.

One key that is consistent for all AccountFlex programs and one that you should make a point to remember is the **ESCAPE** key (labeled **Esc** on the keyboard). The **ESCAPE** key may be pressed at any time to exit menus, screens, and reports. So whenever you feel lost, press the **ESCAPE** key to get back from where you came.

The following sections describe each major program type.

2.2 Menus

The AccountFlex system consists of numerous menus organized in a hierarchical structure. To move down the menu hierarchy, select a menu choice and then press the **ENTER** key. To move up the menu hierarchy, press the **ESCAPE** key. To select a menu choice, you can either cursor to the desired choice or type its number then press the **ENTER** key.

An example of AccountFlex Master menu is displayed below:



In moving from one menu to another, you may jump over intermediate menus to save time and keystrokes. Jump directly from one menu to any other menu by pressing the F3 function key and then entering the menu code you would like to jump to, followed by the menu choice number. The menu code is a unique identifier assigned to each menu and is displayed by the menu title line in parentheses. For example, the menu displayed above has a menu code of "M".

2.3 Screens

Data entry screens allow you to add, change, delete, or view information in a database.

There are 3 types of data entry screens: *SINGLE-RECORD*, *MULTI-RECORD*, and a combination of both. The *SINGLE-RECORD* screen will allow you to work on one database record at a time. The *MULTI-RECORD* screen allows you to work on multiple database records at the same time. The *MULTI-RECORD* screen provides a spreadsheet-like interface to your database.

All AccountFlex screens display function key labels at the bottom of each screen. These function key labels inform you which functions keys are active. Inactive function keys show dashes '----'. Throughout this document, we will refer to function keys using their label names instead of their function key number.

In the following subsections you will learn how to use the three screen types.

SINGLE-RECORD Screen

The initial mode for *SINGLE-RECORD* screens is normally **CHANGE**. **CHANGE** mode allows you to modify existing records. When you are in **CHANGE** mode, the **CHANGE MODE** message will appear at the top of the screen.

An example of a *SINGLE-RECORD* screen in **CHANGE** mode is shown below.

			actscrc
ACCOUNTEI	LEX CHANGE MODE Customer	Entry Screen	DATE: 07/23/2007
Customer	r Code 1 v Entry Date Billing Address	By Shipping	Inactive 🗍
Company Name	ACME	Gerard Menic	ucci
Addr1 Addr2 Addr3	875 Mahler Road #261	1015 Atwater	
City	Burlingame	Burlingame	
State Source	CAM Zip 94010 V Cnty V	State <u>CAM Zip</u> Tax Code 1 <u>v</u>	SalesRep 1 v
Contact	Test Company	Title	
Phone	(800)343-0180 x Fax (65	0)6977696	
E-mail	sales	Resa	le#
Method	0 Finance Charge N Invoices	Y Statements	Y BackOrders
Terms		Cre	dit Limit
Price	M	Bal	lance Due
Enter the	Customer's code to identify this	Customer through	qhout the system
F1 F2	F3 F4 F5 F6 F7 F8 F9	F10 F11 F1	2 ^F3 ^F4 ^F5 ^F6
Save Help	Add Srch Qry Prev Next Fr	st Last Del	l Note Pric Ship Ach

There are several function keys that will help you locate records you would like to change. The **FRST** key will locate the first record in order of the *index* field. The *index* field on all *SINGLE-RECORD* screens is where the cursor first appears. Pressing **LAST** will select the last record. Entering a value in the *index* field and pressing **NEXT** will bring up the next record in order. **NEXT** also enables you to locate records with a partial value. For example, if you know that the *index* field begins with "AC", enter "AC" then press **NEXT** to see the first record starting with "AC". **PREV** works similarly but selects previous records.

The **SRCH** and the **QRY** keys provide two other methods for locating records. **SRCH** locates records using alternative *index* fields and **QRY** locates records using any combination of fields with wild cards. These two methods are discussed in the subsequent sections **Screens - Searching** and **Screens - Query-by-Example**.

Once you have located a record and have made your modifications, press the SAVE key to update the database.

If you do not wish to save your changes, press the **ESCAPE** key to abort or exit the screen. If changes have been made you will be prompted to confirm your choice.

The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

The **HELP** key provides online documentation for the field where you are cursored. If the field you are on is a code field, a popup list of valid entries will be displayed. While on the popup list you may press the **ENTER** or **SAVE** key to select a code. More information about the help feature can be found in the subsequent section **Screens - Help**.

The **ADD** key switches the screen to **ADD** mode in order to add a new record. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

An example of a SINGLE-RECORD screen in ADD mode is shown below.

actscra
ACCOUNTFLEX ADD MODE Customer Entry Screen DATE: 07/23/2007
Customer Code Company Name Addr1 Addr2 Addr3 City State v Zip v Cnty v State v Zip v Cnty v State v Zip v Cnty v
Contact Title Phone x E-mail Resale# Method Finance Charge N Invoices Y Statements Y BackOrders Credit Limit Price y
Enter the Customer's code to identify this Customer throughout the system F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Save Help Chg Note Pric Ship Ach

To add a record fill in the screen with the appropriate data and press SAVE.

While in ADD MODE you may return to CHANGE mode by pressing the CHG key.

MULTI-RECORD Screens

The *MULTI-RECORD* screen allows you to Add or Change more than one record at a time.

As with the *SINGLE-RECORD* screen the initial mode is usually **CHANGE**. When you are in **CHANGE** mode, the **CHANGE MODE** message appears at the top of the screen.

An example of an *MULTI-RECORD* screen in **CHANGE** mode is shown below.

						actarvc
ACCOUNTFLEX	CHANGE MODE	Account	Entry/I	nquiry	DA	TE: 07/23/07
Account	Description			Туре	D∕C	Inactive
101-000 102-000 103-000 107-000 108-000 109-000 110-000 120-000 121-000 130-000 130-000 130-000 150-000 155-000	Cash in Bank Payroll Cash Account Cash in Hand Petty Cash Prepaid Expenses Adv EIC Payment Account Receivable Jobs-in-Progress(M) Jobs-in-Progress(L) Inventory Inventory Whs A Inventory Whs B Land Buildings Software				ם מים מים מים מים מים מים מים מים מים מי	
F1 F2 F3 Save Help	F4 F5 F6 F7 Add Srch Qry Prev	F8 F9 Next Frst	F10 F Last	'11 F12 Del	^F3 ·	^F4 ^F5 ^F6

Each row on the screen above represents a record. Several function keys are available for locating records. The **PREV**, **NEXT**, **FRST**, and **LAST** functions will enable you to scroll a page of records at a time. **UP** and **DOWN** arrows allow you to move up and down rows of the *MULTI-RECORD* screen.

The **SRCH** and the **QRY** keys provide two other methods for locating records and are discussed in the subsequent sections.

Once you have located and modified a record, saving takes place by either moving the cursor off the row or pressing the **SAVE** key.

You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

Adding a record is done by pressing the **ADD** key (or moving to the end of the record list). Upon pressing the **ADD** key a blank row will open up for entry. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

SINGLE-RECORD and MULTI-RECORD Screen Combination

Often both the *SINGLE-RECORD* and *MULTI-RECORD* screen types will be displayed together. Moving from a *SINGLE-RECORD* screen to a *MULTI-RECORD* screen is done by pressing the **SAVE** key. The following is an example of a combination Screen.

													nen	
ACCO	OUNTE	LEX	CH	IANGE	MODE		Divis	sion	Entry	Scree	≥n	DATE:	07/23	⁄07
Div	visio	on 1	⊻ N A A A	lame Iddres Iddres Iddres	sl ado s2 ado s3 ci	vision dress dress ty	n #1 1 2				=			
									-Accol	unt Ov	verlav-	-		
Ali	ias	Descr	iptic	n		Accou	int	1	Whse	Grou	ıp Cat	:	Tax	
\$ AR B C CGI D F IN PRI	D	Cash Accou Bank Credi Cost Disco Freig Inven Advan	Recei nts F Check t Car of Go of De unts ht tory ce Pa	pts Receiv S S S S S S S S S S S S S S S S S S S	able old Goods ed	101-(110-(101-(500-(505-(560-(570-(130-(230-(200 200 200 200 200 200 200 200 200 200	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2						
F1 Save	F2 Help	FЗ	F4 Add	F5	F6 Qry	F7 Prev	F8 Next	F9 Frst	F10 Last	F11	F12 Del	`F3 ^F4	^F5	^F6

actboth

2.4 Screens - Help

The **HELP** function key allows you to get additional information concerning the field or screen you are on. This function key is available for all screen types.

If you are on a table field, the **HELP** key provides a popup list of valid codes. Below is an example of the Help screen for a table field.

			acthelp
ACCOUNTFLEX CHANG	E MODE Div:	ision Entry Screen	DATE: 07/23/07
Division <mark>1 v</mark> Name Addı Addı Addı	e Division #1 ress1 address1 ress2 address2 ress3 city Select G/L	Account Code	
Alias Description	101-000 102-000	Cash in Bank Payroll Cash Acco	ount A
S <u>Cash Receipts</u>	103-000	Cash in Hand	A
AR Accounts Rece	viva 107-000	Petty Cash	A
B Bank Checks	108-000	Prepaid Expenses	A
C Credit Cards		Adv EIC Payment	A
CG Cost of Goods	s So 110-000	Account Receivabl	le A
CGD Cost of Defec	t G 120-000	Jobs-in-Progress((M) A
D Discounts All	.owe 121-000	Jobs-in-Progress((L) A
F Freight	130-000	Inventory	A
IN Inventory PREPAY Advance Payme	ent Press SAVE to	o Select or ESCAPE to	exit
F1 F2 F3 F4 F5	5 F6 F7 F8	F9 F10 F11 F12	^F3 ^F4 ^F5 ^F6
Save Help S1	rch Qry Prev Next	t Frst Last	Zoom All

This Help screen is a *MULTI-RECORD* screen. In addition to the standard *MULTI-RECORD* features, the Help screen provides 2 special methods for locating records: cursor sorting and character positioning.

Cursor sorting means the rows will be sorted based on where the cursor is positioned. On the sample screen above, if the cursor is positioned on the G/L Account Code field, the rows will be sorted by G/L Account Code. Likewise, if the cursor is positioned on the Description field the screen will be sorted by the Description field. To cursor from field to field on a Help screen, you must use the **TAB** key.

The character positioning feature allows you to type characters to locate records in the Help screen. Each character you press will reposition the screen to the closest match. To restart the character positioning (throw away previously entered characters and start over) press the **UP** or **DOWN** arrow keys. You may also press the **TAB** key to perform character positioning on a different field.

Another important feature of the Help screen is the **ZOOM** function key. This key allows you to add or change codes.

Once you have located the desired code on the Help screen, you may transfer the code to the original screen by pressing the **SAVE** or **ENTER** key. You will then be returned to the original field with the selected code assigned.

Pressing **ESCAPE** will exit without effecting the original screen.

2.5 Screens - Search

As an alternative to searching on the first *index* field of a screen, the search facility provides the capability to search on other indexed fields of the record. Searching is active when the function key label **SRCH** is displayed (usually in **CHANGE MODE** only).

Upon pressing **SRCH**, the screen fields that are searchable will be underlined and the **SEARCH MODE** message will appear at the top of the screen.

While in **SEARCH MODE**, you may search on any of the underlined fields by cursoring to the desired field then pressing the **FIND**, **PREV**, **NEXT**, **FRST**, **or LAST** keys. Partial values may be searched on by entering the partial value and then pressing **NEXT**. The system will locate the first record matching the partial value.

Once you have located the record you want, press the **EXIT** key to exit **SEARCH MODE** and return to **CHANGE MODE** with the selected record.

2.6 Screens - Query-by-Example

The Query feature, unlike the search feature, allows you to search on any field or combination of fields and use wildcard or relational operators.

Query is active when the function key label **QRY** is displayed. Upon pressing **QRY**, the screen fields that are queriable will be underlined and the **QUERY MODE** message will appear at the top of the screen. While in **QUERY MODE** you may query on any of the underlined fields by cursoring to the desired field then entering the value you wish to query on. Values

may be entered for as many fields as you want.

The query values you enter may include special operator characters that provide enhanced searching capabilities. Below is a table of operators that may be included with the query value.

		Compatable
Operator	Operator Name	Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greator than or equal	all
<=	Less than or equal	all
\Leftrightarrow	Not equal	all
	OR	all
&	AND	all
*	Wildcard for any number of character	CHAR
?	Wildcard for 1 character	CHAR
:	Range	all

When using any of the first eight operators place the operator at the start of the query value.

Use the '=' operator only when you want to find NULL values in a character field. In this case you would just enter the '=' operator by itself.

WILDCARD OPERATORS

Wildcard operators (*, ?) can only be used in character fields. Querying with wildcard operators is best described with examples. For example, specifying the query value "*corp*" would find all records with the word "corp" anywhere in that field. The following list of values would match this query value.

corporation
 IBM Corporation
 Marine Corp

Note that the query is not case sensitive.

The query value "corp*" would only find records where the field starts with the value "corp". In this case only the first value in the above list "corporation" would match.

The wildcard operator (?) is a one character wildcard. For example, the query value "????corp*" would only match "IBM Corporation" on the above list.

RANGE OPERATOR

The range operator (:) is used to specify a range. It lets you search for all values that lie between one value and another. The range is inclusive.

For example, to search for all zip codes from 94010 and 95080, enter "94010:95080" as your query value. Query will find all records where the value of the field lies within the specified range.

Query assumes that all entered query values must match the record for it to be selected. The OR (|) operator allows you to select the record if either query values match. The OR (|) operator is placed at the beginning of each query value. The example query screen below illustrates this operator.

EXAMPLE QUERY SCREEN

Below is an example of a query screen with query values entered.

							acto	arv
ACCOUNTFLEX	QUERY	MODE	Customer	Entry	Screen	DATE :	07/23/2	007
Customer C Bi Company *C Name Addr1 18 Addr2 Addr3 City B7 State Source	ode 11ing Addre ME* 51*mahler* ?lingame v Zip y	행 Ent: 88 행 C:	nty Date	State	By Shipping e v Zip Code v	g Address p j SalesF	Inacti v Cnty Rep	ve [
Contact Phone E-mail Method Terms Price	Finance C V V	x harge	Fax Invoices	Title Sta	Resa atements Cre Ba	ale# BackO edit Limit alance Due	orders [
inter the Cu 71 F2 F3 Run Help Or	stomer's co F4 F5 un Clr	de to ide: F6 F7 Exit	ntify this F8 F9	Custor F10	m <mark>er thro</mark> u F11 F:	i <mark>ghout the</mark> 12 ^F3 ^	<mark>system</mark> F4 ^F5	^F6

The above query values will find all records where

Company contains the string "CME" anywhere

AND

Addr1 begins with "851" with "mahler" anywhere afterwards

OR

Addr2 begins with "851" with "mahler" anywhere afterwards

OR

Addr3 begins with "851" with "mahler" anywhere afterwards

To start the query, press the **RUN** function key. After all of the records have been found, a message will appear at the bottom of the screen showing the number of matches found. You will then be returned to the original screen where you will be able to use the **NEXT**, **PREV**, **FRST**, **LAST** function keys to view the selected records.

When you return to the original screen, the mode message will be appear with asterisks ***CHANGE MODE*** letting you know you are looking at a query list.

To clear the query list, you must return to the **QUERY MODE**, clear all of the query values (press the **CLR** function key), and then rerun the query (press the **RUN** function key). When you return to the original screen you will be able to access all records.

2.7 Screens - Control Keys

There are a number of Control keys that work on all on screens. These Control keys perform very useful functions and are listed below.

- CTL-D Saves the current screen values as defaults. These defaults will appear when in **ADD MODE** or on report selection screens. Each user can have his own defaults by setting the environment variable **FXDEFAULT** to a user-specific directory.
- CTL-N Calls the Accounflex menu from wherever you are in the system. You will be returned to your current postion upon returning from the menu.
- CTL-P Repeats the previously entered value.
- CTL-T Prints the screen image to the default printer.
- CTL-W Writes the screen image to disk. You will be prompted for a filename for storing the image. The filename you enter will be appended with the suffix '.scr'.

2.8 Reports

When you select a report program from the AccountFlex menu, the Report Selection Screen will normally appear first. The Report Selection Screen allows you to choose the destination, number of copies, and scope of the report. The following is an example of a Report Selection Screen.

ACCOUNTFLEX	Print Trial Balance Report	DATE: 07/23/07
Report Destinati Report Copies Report Title Pag Report Detail	on <mark>Sana</mark> (S=Screen, Pn=Printe: <u>1</u> (1 - 10) e Ň (Y=Yes, N=No) Ň (Y=Yes, N=No)	r, Dn=Disk, A=Aux)
Date Ran Account Ran	ge 07/01/07 to 07/23/07 ge vto v	
Show ZERO Balance	es 🗌	
Report Destinations: (D)i:	sk, (E)mail, (F)ax, (P)rint, (S)cree	en, (A)ux.
F1 F2 F3 F4 F5 : Run Help	F6 F7 F8 F9 F10 F11 F12 ·	^F3 ^F4 ^F5 ^F6 Kill

actrnt

The first three fields---Destination, Copies, and Title Page---will always appear on the Report Selection Screen, but the fourth field, Detail, will appear only under certain conditions.

These fields are described below:

Report Destination

Enter the report destination. Four options are available:

S - Screen P - Printer D - Disk A - Auxiliary Port

Entering an S will output the report to the screen.

Entering a **P** will output the report to to the default printer. To route output to alternative printers, enter the printer's device name after the **P**. To route output to alternative printers, enter the printer's device name after the **P**. If your site has been set up with a printer configuration file, pressing the **HELP** key will show a valid list printers from which to select. Entering a **D** will output the report to disk.

Report Copies

Enter the number of printed report copies you want. One to 10 copies can be specified.

Report Title Page

Enter "Y" for Yes or "N" for No to indicate whether or not a title page should be printed for the report. A report title page is simply a copy of the Report Selection Screen with the values you entered.

Report Detail

Enter "Y" for Yes or "N" for No to indicate whether or not the report detail should be printed on the report.

The **Report Selection Screen** may have other entry fields specific to the report you are running. The purpose of these report fields is to narrow the scope of the report by prompting you for specific values or ranges of values to report on.

For example, the screen may prompt you for a range of customers to report on. In this case the screen will have two customer fields. If you do not make an entry into either of the customer fields, the report will list all customers. If you make an entry into the first customer field but not the second, you will get all customers greater than or equal to the first customer. If you make an entry into the second customer field but not the first, you will get all customers less than or equal to the second customer.

Once the **Report Selection Screen** is properly filled out, you may press the **RUN** key to generate the report or the **ESCAPE** key to exit.

If the report is directed to the screen, the first page of the report will appear on your screen with the function key labels as shown below.

		actrpt
ACCOUNTFLE	X	Company Name TRIAL BALANCE
	From: 05/26/99) to 05/26/99 Account Range:
========		BEGINNING BALANCE
Account	Account Name	Debit Credit
101-000	Cash in Bank	1,759,544.10
102-000	Payroll Cash Account	45,644.00
103-000	Cash in Hand	1,000,000.00
107-000	Petty Cash	
108-000	Prepaid Expenses	200,000.00
110-000	Account Receivable	
120-000	Jobs-in-Progress(M)	
121-000	Jobs-in-Progress(L)	
130-000	Inventory	
130-0A0	Inventory Whs A	
130-0B0	Inventory Whs B	
150-000	Land	
152-000	Buildings	
154-000	Office Equipment	
160-000	Adv EIC Payment	
F1 F2	F3 F4 F5 F6 F7 F8 F9	F10 F11 F12 F13 F14 F15 F16
EXIT	JUMP SRCH PREV NEXT FRS	ST LAST PRNT C132 SHFL SHFR PRN2

These keys provide a variety of ways to move through the report. **NEXT** pages forward through the report. **PREV** pages backwards. **FRST** displays the first page of the report. **LAST** displays the last page of the report. **JUMP** prompts you for a page in the report to display. **SRCH** prompts for a character string pattern to search for in the report.

You may press **SHFR** to right shift the display to view columns beyond 80. **SHFL** will shift the display back left. Some terminals will support character compression to 132-columns. The **C132** key will put such terminals in that mode.

Finally, the **PRNT** key will direct the report to the default printer.

When you press the **SRCH** key, a prompt to **Enter Search String** will appear. Enter a character string you would like to locate and then press the **ENTER** key. You will then be positioned to the report page where the string first occurs. Pressing the **SRCH** key again will find the next instance.

EXIT will return you to the Report Selection Screen. ESCAPE from the Report Selection Screen leaves the report altogether.

3. HOW TO GET STARTED

3.1 Overview

This chapter describes the setup procedures for the Job Cost System. These procedures are performed only once when you install your system.

This chapter contains the following sections:

How to Start the System Setup System-wide Control Setup Job Cost Control File Setup Inventory Setup Divisions Setup Employees Setup Earnings Setup Accounts Backup Data

3.2 How to Start the System

To start the system type **act** at the command line and press the **RETURN** key.

\$ act

After you press **RETURN** the following AccountFlex Master Menu will appear.

									mmenu
ACCOUNTFL Version 3	LEX 3.4			Widg Maste	get Co er Men	mpa u	any (M)	DATE:	07/23/07
			٧	/elcome	to AC	cot	NTFLEX		
	1. Ac 2. Ac 3. Ge 4. Pa 5. Ba 6. In 7. Bi	ccount ccount eneral ayroll ank Re nvento ill of	Receivat Payable Ledger conciliat ry Material	le ion	1 1 1 1 1	8. 9. 1. 2. 3.	Sales Purchase Order Job Cost Point-of-Sales System-Wide Con Queryflex Repor Test System	<mark>trol</mark> t Writer	
			"The	System	You C	'an	Account On"		
			Ente	er Sele	ction	>	12_		

The following sections describe the various setup choices you will be using.

3.3 Setup System-wide Control File

The first file you need to configure is the System-wide Control File. Parameters you define in this file will apply throughout the entire accounting system.

Select the System-wide Control option on the Master Menu. The System-wide Control File entry screen will appear as follows.

		svsfile
ACCOUNTFLEX Sys	stem-Wide Control File	Date: 07/23/07
Company Widget Company	y Way Versic	on
Addr1 <mark>1000 Technolog</mark>	Phon	le (415)340-0220
Addr2	Fa	ax
City Burlingame	TaxI	ID
State CAy Zip 94010	Country V E-Mai	Il info@infoflex.com
Modules: AR AP GL Installed Y Y Y Multiple(Y/N Divisions Y Warehouses Y Customer Subs N Vendor Subs N Code Formats: G/L Accord	SALES PO INVENTORY Y Y Y) Format Default Re L A L A L L A L L A L L A	PAYROLL BOM JOBCOST V V Ñ eference Name Reference Abbrev Division Varehouse Delimiter
Customer L Ven	ndor L Employee L	Inventory L Job R
Invoice R	Purchase Order R	A/P Invoice L
Inventory Costing Metl	hod W (R=Replacement,S=	-Standard,W=Weighted Average)
F1 F2 F3 F4 F5 I	F6 F7 F8 F9 F10	F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help	Prev Next Frst Last	Form Sec

This screen has a number of entry fields which you fill in with values appropriate to your installation. These fields are described below.

When you are sure all your entries are correct press F1 to save your entries and return to the Master Menu.

Below is a description of each parameter field.

Company Name

Enter the company name exactly as you want it to appear on all printed reports and general ledger screens. Use up to 30 characters.

Company Addr1, Addr2, City, State, Zip, Country

Enter the company address. You may press the **HELP** function key to select or search from a popup list of valid entries for state code and country code.

Version

Leave blank.

Phone

Enter the company telephone number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and invoices.

Fax

Enter the company fax number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and

invoices.

TaxID

Enter the company's Federal Tax ID. Note that this will print on sales quotes, orders, and invoices.

E-mail

Enter the company's e-mail address. Note that this will print on sales quotes, orders, and invoices.

Modules Installed

Enter the modules installed using Y=Yes or N=No.

Divisions

Indicate whether you have multiple divisions, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify divisional parameters.

Warehouses (Y/N)

Indicate whether you have multiple warehouses, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify warehouse parameters.

Customer Subs (Y/N)

Indicate whether you have customers with subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate statements and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional customer subsidiary parameters.

Vendor Subs (Y/N)

Indicate whether your vendors have subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate checks and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional vendor subsidiary parameters.

Account Code Format

Enter the account code format. You can use up to 12 characters including the delimiter. For example, entering the following

Account: 3 3 0 0 Delimiter -

would result in G/L codes being formatted to NNN-NNN. The following entry

Account: 3 0 0 0 Delimiter

would result in G/L codes being formatted to NNN.

Delimiter

Enter the delimiter to be used for the account code described above. This is a one character field.

Code Formats

There are a number of codes for which you may specify the justification (Customer Code, Vendor, Code, Employee Code, etc.). Valid entries are "R" for Right justification or "L" for Left justification. If you are using numeric codes you should use right justification so that they will sort properly.

IMPORTANT: You may NOT change the justification once data has been entered.

Inventory Costing Method

If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

3.4 Setup Job Cost Control File

This section describes how to set up the Job Cost control file. This control file is used for defining parameters that apply throughout the Job Cost System.

From the master menu, select the menu option Job Cost. The job cost menu will then appear as follows.

		icmenu
ACCOUNTFLEX Version	Widget Company Job Cost Menu (J)	DATE: 07/23/07
MATERIAL 1. Enter Material 2. Print Material 3. Post Material 4. Print Journal LABOR 5. Enter Labor 6. Print Labor 7. Post Labor 8. Print Journal CLOSE JOBS 9. Enter Job 10. Print Job 11. Close Job 12. Print Journal	REPORTS/INQUIRY 13. Part List	TABLE MAINTENANCE 30. Enter Job 31. Print Job 32. Enter Account 33. Print Account 34. Enter Division 35. Print Division 36. Enter Inventory 37. Print Inventory 38. Enter Employee 39. Print Employee 40. Enter Earning 41. Print Earning 42. Enter Control 43. Purge
	Enter Selection $>$ 1 _	

To set up the control file select the **Enter Control** option on the Job Cost menu. The Job Cost control file screen will appear as follows.

														icct	
ACO	COUNTI	FLEX		Joł	o Cost	Con	trol	File			Da	ate:	07/23/	⁄07	
I)ate 1	Folera	nce 🤦	9 <u>9</u> c	lays										
F1 Save	F2 Help	FЗ	F4 F	5 H	76 F F	'7 'rev	F8 Next	F9 Frst	F10 Last	F11	F12	^FЗ	^F4	^F5	^F6

This screen has will need to be filled in with values appropriate to your installation.

When you are sure all your entries are correct press the SAVE key to save your entries and return to the Job Cost menu.

Date Tolerance

Enter the number of days that transaction or period dates may vary from the current date.

3.5 Setup Inventory

This section describes how to set up your inventory. It is important that your Inventory be set up properly prior to entering transactions.

The first step in setting up your Inventory is to select the **Enter Inventory** option from the menu. Upon making this selection the Inventory Entry Screen will appear as shown below.

					inven
ACCOUNTFLEX A	DD MODE	Inventory Ent:	ry Screen	DATE :	07/23/07
Item 1 Group v Cat Vendor v UPC FLAGS Inventory Y Serialized N Taxable Y Discountable N	y Desc C y Account Vendor Item FLAGS Reorder Other #1 Other #2	M Base Deal List Price	5mhz EA v Weig Reorder Cata RICES 10.00 Code v	Log Log Avg COS Avg Std Rpl Royalty	nactive Page
Whs Loc Min A vBIN1 20 B vBIN1 200 C vBIN1 2000 V	Max OnHa 0 1 0 10	nd Committed 0 0 00 0 00 0	OnOrder 32 0 0	BackOrder 24	Available 0 100 1000
lotals 2220	11	UU U	32	24	1100
<mark>Enter Warehouse Code</mark> F1 F2 F3 F4 Save Help Add	F5 F6 F7 Qry Pre	F8 F9 F V Next Frst La	10 F11 F12 ast Del	^F3 ^F4	^F5 ^F6 Sno

The Inventory screen has both *SINGLE-RECORD* and *MULTI-RECORD* portions. The *SINGLE-RECORD* portion is where you will define an Inventory Item and the *MULTI-RECORD* portion is where you will define each warehouse carrying the item. In addition, there is a popup viewing screen for serial numbers which is initiated by pressing the **SNO** function key.

Below is a description of field.

Inventory Screen (SINGLE-RECORD)

Item Number

This field is for your item Number. Item Numbers can consist of up to 16 characters. Any part of the AccountFlex System that makes use of the Inventory File searches for data by referring to this field. You may press the **HELP** function key to select or search from a popul list of valid entries.

Description

The description field allows for 30 characters. The description entered here will be printed on Invoices, Purchase Orders, etc. Additional descriptive information can added by pressing the NOTE function key.

Group

The group field is a way of identifying related items for reporting and G/L code generation purposes (see Setup Division section). You may press the **HELP** function key to select or search from a popup list of valid entries.

Category

The category field is another way of identifying related items for reporting and G/L code generation purposes (see Setup Division section). You may press the **HELP** function key to select or search from a popul list of valid entries.

Units

The unit of measure is contained in this field. The selling unit should be assigned here. You may press the **HELP** function key to select or search from a popul list of valid entries. Press the **UNIT** function key to define other units of measure that may be used for this item.

Weight

This is the weight per unit of the item.

Vendor

This field is the vendor code representing the vendor from whom this item is normally ordered. You may press the **HELP** function key to select or search from a popup list of valid entries.

Vendor Item

This field contains the item number which the vendor uses for this item. This field holds up to 12 characters.

Inventory

This field should be assigned a "Y" if the item is an inventory item and "N" if the item is non-inventory. An example of a non-inventory item would be a service such as Consulting, Freight, etc.

Serialized

This field should be assigned a "Y" if serial numbers are to be entered upon receipt and sale of the item, "S" if serial numbers will be generated upon sale, and "N" if no serial numbers are to be tracked.

Auto Serialized (unlabeled field directly across from above field)

Enter 'I' to automatically generate serial numbers from invoice numbers. The format of the automatically generated serial number will be the invoice number followed by a sequential number (for example 12543, 12543-2, 12543-3). Note that the sequential number is not appended to the first serial number. You may also choose 'O' for this field to automatically generate serial numbers based on the order number. You must not choose 'O' if you anticipate having backorders or partial shipments (this will result in duplicate serial numbers).

Taxable

This field should be assigned a "Y" if the item is taxable upon sale and "N" if not.

Discountable

This field should be assigned a "Y" if the item is discountable upon sale and "N" if not.

Reorder

This field should be assigned an "M" if reorder quantities are calculated based on minimum and maximum quantities. You should leave this field blank if you do not want this item to appear on your reorder reports.

Base Price

The base price is normally the lowest selling price you are willing to accept on a regular basis for your products.

Dealer Price

This is the dealor price usually given to dealers or employees.

List Price

The list price field contains the end-user selling price.

Price Code

This is the price code used for determining the sales price of each item. You may press the **HELP** function key to select or search from a popup list of valid entries. For further information about this field refer to the section on setting up prices.

Avg Cost

This is the weighted average cost calculated by dividing the purchase cost by the quantity purchased.

Std Cost

Std or Standard cost is a cost value assigned by the user.

Rpl Cost

Rpl or Replacement Cost is the last purchase cost for this item.

Inactive

Enter 'Y' if inventory item is inactive. This effect of this action is to exclude this inventory item on HELP popup lists.

Once the above data has been entered correctly, press the SAVE function key to save the information and proceed to the *MULTI-RECORD* portion.

Inventory Warehouse Screen (MULTI-RECORD)

Warehouse

This is the warehouse where the item is stored. You may press the **HELP** function key to select or search from a popup list of valid entries.

Loc

This field is used to specify a storage location for this line item.

Qty Minimum

This is an entry field for the minimum quantity you wish to stock. Whenever the stock level reaches this quantity or below, the item will appear on the reorder report as below minimum so that the item can be reordered.

Qty Maximum

This is an entry field for the maximum quantity you wish to stock. The reorder report will recommend orders up to this amount.

Qty On-order

This display-only field contains the quantity of this item currently on order from vendors.

Qty On-hand

This display-only field contains the quantity of this item currently in stock.

Qty Committed

This display-only field contains the quantity of this item currently committed to open sales orders.

Qty BackOrder

This display-only field contains the quantity of this item on back order. Back orders are generated from sales orders as follows:

qty_backorder = qty_ordered - qty_committed

Qty Available

This display-only field containing the quantity of this item currently available. The quantity available is calculated as:

qty_available = qty_onhand - qty_committed

While on the inventory entry screen, you may search for items by name using the **SRCH** or **QRY** function keys. These function keys are described in Chapter 2.

You may also enter notes about each inventory item while on the inventory screen. To enter notes you must first position to an existing inventory item and then press the **NOTE** function key. Upon pressing this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad screen operates exactly like the *MULTI-RECORD* entry screens. When you are finished entering notes press the **SAVE** key to return to the inventory entry screen.

In addition to the note entry screen there are 3 other support screens for entering unit conversions, viewing serial number history, and bill of materials. These supporting screens are accessed using the function keys **UNIT**, **SNO**, and **BOM** respectively.

The unit conversion screen will enable you to specify other valid unit codes for this item and its factorial relationship with the item's primary unit (as specified on the main inventory entry screen).

The serial number support screen will allow you to view the item's serial numbers and their status's. This feature is only active for serialized items.

The last support screen, the bill of materials screen, will enable you to enter a list of items which are used to build the current item.

3.6 Setup Divisions

This section describes how to set up your divisions or profit centers and assign them their respective G/L Account Codes.

If you did NOT select the multiple divisions option on the System-wide Control file you will only be allowed to enter one division.

To enter divisional account information, you will select the **Enter Divisions** option on the menu. Upon selecting the **Enter Divisions** option the following screen will appear.

					10011
ACCOUNTFLEX CHANGE	MODE Division	Entry	Screen	DATE :	07/23/07
Division 1 Name Addres Addres Addres Addres	Division #1 s1 address1 s2 address2 s3 city				
		-Accor	unt Overla	av-	
Alias Description	Account	Whse	Group (Cat	
CG Cost of Goods IN Inventory PA Payroll Accrual WIPL Jobs-in-Progres WIPM Jobs-in-Progres	500-000 130-000 250-000 ∋(L) 121-000 ∋(M) 120-000				
F1 F2 F3 F4 F5 Save Help Add	F6 F7 F8 F9 Qry Prev Next Frs	F10 st Last	F11 F12 Del	^F3 ^F4	4 ^F5 ^F6

. 1.

The Division entry screen consists of both a *SINGLE-RECORD* and *MULTI-RECORD* portion. The *SINGLE-RECORD* portion prompts for the division name and address. The *MULTI-RECORD* portion prompts for the G/L account codes for that division.

Below is a description of each field.

Division Screen (SINGLE-RECORD).

If you did NOT select the multiple division option on the System-wide control file you will bypass this portion and go directly to the *MULTI-RECORD* portion

Division Code

Enter the Division Code.

Name

Enter the name for the division. You can use up to 20 characters.

Address1, Address2, Address3

Enter the address for the division. You can use up to 30 characters per field.

Once the above data has been entered correctly, press the **SAVE** function key to save the information and proceed to the *MULTI-RECORD* portion.

Division Account Screen(MULTI-RECORD).

For each G/L account description you will enter the appropriate G/L Account Code. These fields are described below.

Alias

This is a code that represents the G/L Account.

Description

This is the G/L Account Description.

Account Code

Enter the G/L Account Code that corresponds to the description and alias. This account MUST exist in the G/L Account file.

Account Code Offset and Length

Enter the Offset and Length for each code field (Warehouse, Group, or Category) you would like inserted into the G/L Account at posting time. The Offset is where the code field will be inserted and the Length is the number of characters that will be inserted. For example, if the Inventory G/L Account is **130-000**, the Group code is **ABC**, the Offset is 4, and the Length is 3, then the G/L Account generated would be **130-ABC**. If we set the Offset to 5 and the Length to 2, the generated G/L Account would be **130-0AB**. Note that the dashes are not included when calculating the offset. Also, generated G/L Account codes must be defined in the Chart of Accounts (described earlier in this chapter) in order to post them to the General Ledger.

3.7 Setup Employees

This section describes how to set up your employees. It is important that your employees be setup properly prior to entering pay checks.

The first step in setting up your employees is to select the **Enter Employee** option from the menu. Upon making this selection the first of four employee screens will appear as shown below.

		pvempl
ACCOUNTFLEX	HANGE MODE Employee Entry Screen (1 of 5) DATE:	
Employee ID SSN First Name	1 9 555-22-2304 John Middle F Last Doe	
Address City Phone Contact Sex Drivers Lic INS No	P.O. Box 2421 San Francisco State CA Zip 94128 (415)333-1494 Rosemarie Phone 415-790-0967 M Birth 09/10/1962 B597067 Expire 09/30/95 Fynire 9	,
EEO Class Department Sub Department Status	1 EEO Category 1 V A as of Date 01/01/80	
Enter an employee F1 F2 F3 F4	code to identify this employee throughout the system F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 Sangh Yang Mand Fand Fand Fand	^F5 ^F6

While on this first screen you may ADD a new Employee or CHANGE existing ones. The following two subsections describe how to ADD or CHANGE.

ADD

To **ADD** a new employee press the **ADD** function key (F4) to switch the screen to **ADD** mode. You will know whether you are in **ADD** mode by the mode message that appears at the top of the screen. Once in **ADD** mode, the first field you

will enter is the employee code. Your employee code will identify the employee throughout the system. After entering the employee code, press the **RETURN** key to enter the next field on the screen. When you have filled in all of the employee fields, press the **SAVE** function key to save the employee information. Upon pressing the **SAVE** key the screen will clear and make itself ready for the next employee addition.

CHANGE

To **CHANGE** an existing employee first be sure you are in **CHANGE** mode by pressing the **CHG** function key (F4) if necessary. You will know whether you are in **CHANGE** mode by the mode message that appears at the top of the screen. Once you are in **CHANGE** mode, enter the employee code you wish to locate and press the **RETURN** key. The employee information will then be displayed and you may cursor to any field (except the employee code) and change its contents. If you would like to search for employees by name, you may do so by pressing the **SRCH** function key. The Search function is described in Chapter 2. After you have made all of the changes you wish, press the **SAVE** function key to save the changes.

Below is a description of each screen field on the first employee screen

Employee Code

Enter the employee code to identify the employee in the system. You may press the **HELP** function key to select or search from a popup list of valid entries.

Soc. Sec. No.

Enter the employee's social security number.

Name(L,F, M)

Enter the employee's last name, first name, and middle initial.

Address

Enter the employee's home address.

City

Enter the employee's home city.

State

Enter the employee's home state code. You may press the **HELP** function key to select or search from a popup list of valid entries.

Zip

Enter the employee's home zip code.

Phone

Enter the employee's home phone number.

Contact

Enter person to contact in case of emergency.

Phone

Enter phone number of emergency contact.

Sex

Enter "M" for male and "F" for female.

Birth

Enter birth date.

Drivers License

Enter the employee's driver's license number.

Expire

Enter the employee's driver's license expiration date.

INS No

Enter Immigration Work Permit Number.

Expire

Enter Immigration Work Permit Expiration.

EEO

Enter Equal Opportunity classification: 1=White, 2=Black, 3=Hispanic, 4=Asian, 5=Indian.

EEO-1

Enter Equal Opportunity Categories: 1 = Officials & Managers, 2 = Professionals, 3 = Technicians, 4 = Sales, 5 = Office Clerical, 6 = Craft Workers (semi-skilled), 7 = Operatives (semi-skilled), 8 = Laborers (unskilled), 9 = Service Workers.

Department

Enter Department Code (press HELP key to see code list).

Sub Department

Enter Sub Department Code. This code can be used to control the G/L code when posting (see the 'Enter Department' option).

Status

Enter Status: A=Active, I=Inactive, P=Temporary, T=Terminated

Effective Date

Enter effective date of employee status current status.

Upon pressing the **SAVE** function while on the first employee screen, you will automatically be switched to the second employee screen. The second employee screen will appear as follows.

		Dvemb2
Er	mployee Entry Screen	(2 of 5)
1 Doe	P. John	
	WAGES	
Pay Type S	Rate/Salary 1600	.000 Effective Rate
Normal Units 40.00	Pay Periode 52	Pay Group Wy
FICA Exempt N	FITTA Exompt N	SITA Exampt M
FICA Exempt N	kono Comp Class 1111	SOIA Exempt N
WOIN	Kers comp class [111]	
T A D D	TAXES	
lax Authority Si	tatus #Exemptions E	xtra withhold Fixed withhold
Federal FE	<u>s</u> <u>1</u>	0.00
State <u>CA</u>	S <u>1</u>	0.00
Local1 00	S 1	0.00
Local2	S	
Local3	S	
EIC	1	
	TIME OFF	
Available = Car	rrvover + Accrued -	Used Effective PTO NACD
Vacation 120.0000 =	0,0000 + 120,0000 -	0.0000 01/01/90 V V01/23/08
$\begin{array}{c} \text{Personal} & 8 0000 = \end{array}$		0,0000 01/01/90 P 01/23/08
Sick 7 0000 -	1 0000 + 6 0000 -	
SICK 7.0000 -	1.0000 + 0.0000 -	0.0000 01/01/90 001/23/00
Fut on H. Huit (o. n. house)	C-C-lama d-Campiani	
EI EO EO E4 EE I	S-Saldry, C-COMMISSI EC EZ EO EO E	
save Help Jump	Prev Next Frst L	ast Note More Larn

Below is a description of each field on the second employee screen.

Pay Type

Enter U=Units, S=Salary, or C=Commission. You will enter "U" for hourly and piece work employees.

Rate/Salary

Enter rate of pay per unit (usually hours) for employee's with a pay type of "U" (Unit) or enter a salary amount for employee's with a pay type of "S" (Salaried).

Normal Units

Enter normal number of units (usually hours) worked per pay period.

Pay Group

When generating checks, you use the group code to identify the employees you want to pay. We recommend using different group codes for different pay cycles such as D=Daily, W=Weekly, B=Bi-weekly, S=Semi-monthly, M=Monthly, Q=Quarterly, A=Annually. You may press the **HELP** function key to select or search from a popup list of valid entries.

Pay Periods

Enter number of times this employee will be paid per year (ex. monthly=12,weekly=52). This number is important for calculating taxes.

FICA(Y/N)

Enter "Y" if employee is exempt from Social Security Tax.

FUTA(Y/N)

Enter "Y" if employer is exempt from Federal Unemployment Tax.

SUTA(Y/N)

Enter "Y" if employer is exempt from State Unemployment Tax.

Workers Compensation Class

Enter Worker's Compensation Class Code (or blank for exempt).

Federal Tax Authority

This field is automatically assigned "FE" which stands for federal authority.

Federal Status

Enter Federal tax status code using M=Married or S=Single.

Federal #Exemptions

Enter number of exemptions claimed on W-4 or 99 for no withholding.

Federal Extra Withhold

Enter amount to withhold in addition to regular Federal withholding.

Federal Fixed Withhold

Enter amount to withhold instead of regular Federal withholding.

State Tax Authority

Enter State Tax Authority. This is normally the two character state code (CA=California, WA=Washington, etc.).

State Status

Enter State tax status code (M=married, S=Single, H=Head of House).

State #Exemptions

Enter number of exemptions claimed on W-4 or 99 for no withholding.

State Extra Withhold

Enter amount to withhold in addition to regular State withholding.

State Fixed Withhold

Enter amount to withhold instead of regular State withholding.

Local Tax Authority

Enter Local Tax Authority.

Local Status

Enter Local tax status code (I.E. M=married, S=Single).

Local #Exemptions

Enter number of exemptions claimed on W-4 or 99 for no withholding.

Local Extra Withhold

Enter amount to withhold in addition to regular Local withholding.

Local Fixed Withhold

Enter amount to withhold instead of regular Local withholding.

EIC Status

Enter EIC tax status code using "1" for employee filing or "2" for both employee and spouse filing.

Vacation Avail

Number of vacation days available. This field is calculated as follows:

Available = Carryover + Accrued - Used.

Vacation Carryover

Enter the number of vacation days you wish to classify as carryover.

Vacation Accrued

Enter the number of vacation days accrued. If a vacation rate is specifed below this field will automatically increment for each check issued.

Vacation Used

Enter the number of vacation days used. This field is automatically incremented by the number of vacation days specifed on the checks.

Vacation Start

Enter the date when vacation time will begin accruing.

Vacation Rate

Enter rate for accrual of vacation days.

Vacation per

Rate is based on either U=Unit(hour) or P=Pay Period.

Personal Avail

Number of personal days available. This field is calculated as follows:

Available = Carryover + Accrued - Used.

Personal Carryover

Enter the number of personal days you wish to classify as carryover.

Personal Accrued

Enter the number of personal days accrued. If a personal rate is specifed below this field will automatically increment for each check issued.

Personal Used

Enter the number of personal days used. This field is automatically incremented by the number of personal days specifed on the checks.

Personal Start

Enter the date when personal time will begin accruing.

Personal Rate

Enter rate for accrual of personal days.

Personal per

Rate is based on either U=Unit(hour) or P=Pay Period.

Sick Leave Avail

Number of sick days available. This field is calculated as follows:

Available = Carryover + Accrued - Used.

Sick Carryover

Enter the number of sick days you wish to classify as carryover.

Sick Accrued

Enter the number of sick days accrued. If a sick rate is specifed below this field will automatically increment for each check issued.

Sick Used

Enter the number of sick days used. This field is automatically incremented by the number of sick days specifed on the checks.

Sick Start

Enter the date when sick time will begin accruing.

Sick Rate

Enter rate for accrual of sick hours.

Sick per

Rate is based on either U=Unit(hour) or P=Pay Period.

If you press the **SAVE** function key, you will automatically be switched to the third employee screen. The third employee screen will appear as follows.

pvemp3
Employee Entry Screen (3 of 5) Doe P. John PERSONNEL INFORMATION
Position Title Hire Date 01/23/91 Referral Source Rehirable(Y/N) Y Print New Personnel Change Form? Last Review Date Last Promotion Date Last Raise Date Last Raise Amount Next Review Date
INSURANCE INFORMATION Dependent Life(Y/N) Basic Life(Y/N) Long Term Disability(Y/N) Employee Medical Carrier Medical(Y/N) Dental(Y/N) Press function key labeled 'DEP' to enter Dependents RETIREMENT PLAN OPTIONS Retirement Plan(Y/N) (w-2 box 13)
<mark>Enter Job Title</mark> F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Save Help Jump Prev Next Frst Last Note Dep Hist

Below is a description of each screen field on the third employee screen

Position Title

Enter Position Title.

Hire

Enter hire date.

Referral Source

Enter referral source: 1=Unsolicited, 2=Agency, 3=Add, 4=Employee, 5=Other.

Rehirable(Y/N)

Enter whether employee is rehirable (Y=Yes, N=No).

Print New Personnel Change Form ?

Enter 'Y' if you wish to print a Personnel Change Form next time the 'Personnel Change Form's Report' is run.

Last Review Date

Enter last review date.

Last Promotion

Enter last promotion date.

Last Raise Date

Enter last raise date.

Last Raise Amount

Enter last raise amount.

Next Review Date

Enter next review date.

If you press the **SAVE** function key, you will automatically be switched to the fourth employee screen. The fourth employee screen will appear as follows.
										DVE	emp4
1	Doe	9	Em	ployee	Entry S P .	Screen John	(4 of 5)				
Dec	duction		Ded P	eriods	Start	Тур	e Valu	e M	aximum	Р	aid
40 CRI DEI IR2 MEI STI	V401K EDvCredit vDenta: A vIRA VMedica VStock v v v v v v v v	t Unio l Ins al Ins Plan					200.0 25.0 8.4 50.0 11.5 25.0				
Enter	r deduct:	ion coo	de (Pres	s HELP I	key to	see li	st)				
F1 Save	F2 F3 Help Jur	F4 np Add	F5 F	6 F7 ry Prev	F8 V Next	F9 F Frst L	10 F11 ast	F12 Del	^F3 ^F	74 ^F5	^F6 Ach

4

Below is a description of each field on the fourth employee screen.

Deduction

Enter deduction code (Press HELP key to see list). The deduction description will automatically appear upon entering the code.

Deduct Periods

This field is used to schedule the deduction. Each character position of this 12 character field represents a deduction period. You signify whether the deduction will be taken by entering a blank, "Y", or "N" in the period's character position. Blank or "Y" indicate the deduction is to be taken and "N" indicates it is not. If a deduction is taken on every pay check you would leave this field blank. To specify a deduction that is taken in periods 1, 3, and 7 type:

YNYNNNYNNNN

This field comes into play during check generation. The deduction period you enter prior to check generation will be checked against this field to determine whether to take the deduction.

Type

Enter deduction amount type (A=Fixed Amount, P=Percent of Earnings, N=Percent of Net, R=Rate per hour).

Amount

Enter deduction amount. This amount will have different meanings depending on your answer to the deduction **Type** prompt above. If the deduction type is 'A' then the amount entered is a fixed amount to be deducted. If the deduction type is 'P' then the amount represents a percentage of the current earnings. If the deduction type is 'N' then the amount represents a percentage of the current net earnings.

Maximum

Enter maximum amount for deduction. Once the maximum is reached, the deduction will no longer be taken.

Paid

This is a display only field showing amount paid to date. You may not enter data into this field.

Start

How to Get Started

Enter the starting date for the deduction. This deduction will not be taken until this date is reached.

While on the fifth employee screen, if you press the **SAVE** function key, you will automatically be switched to the fifth employee screen. The fifth employee screen will appear as follows.

					- 17TD (0 5			nvemn5
1	Doe		Ľ	mpioyee	∋ YIU ;]	? . J	n (50) ohn	1 5)			
	Year YTD Earn YTD Deduct YTD Net 2007 11,200.00 5,394.48 5,805.52										Dvertime
Year	Pay C	odes	Descr	iption	ļ)tr1	Qtr	2 Qtr	`З Ç)tr4	YTD
2007 2007 2007 2007 2007 2007 2007 2007	E D D D D D D D F E F E F E	R 401K CRED DEN IRA MED STK EIC FICA FWH	Regula 401K Credit Dental IRA Medica Stock Fed EI Emplye Fed WH	r Union Ins 1 Ins Plan C FICA		300 500 25 150 35 75 298 726	4,800 600 75 25 150 35 75 298 726	1,600 200 25 6 50 12 25 99 242			11,200 1,400 175 59 350 81 175 694 1,693
F1 F2 Save Hei	F3 lp Jum	F4	F5	F6 F1 Qry P1	7 F8 rev Ne:	F9 st Fr	F10 st Last	F11 F12	2 ^F3	^F 4	^F5 ^F6

There are no entry fields on the fifth employee screen because this screen is for displaying payment statistics only.

While on any of the employee entry screens, you may also enter notes about each employee. To enter notes press the **NOTE** function key. When you press this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad screen operates exactly like the *MULTI-RECORD* entry screens. When you are finished entering notes press the **SAVE** key to return to the employee entry screen.

3.8 Print Employees Account

This section discusses how to print your Employees Account.

The first step in reviewing your Employees Account is to select the **Print Employee** option on the menu. Upon making this selection the Report Selection screen will appear.

 nvemor1

 ACCOUNTFLEX
 Employee Detail Report
 DATE: 07/23/07

 Report Destination
 S
 SSCREEN, Pn=Printer, Dn=Disk, A=Aux)

 Report Copies
 1
 (1 - 10)
 Image
 Image

When this screen appears enter "**P**" for the report destination and then press the **RUN** function key to send the report to the printer. The Employee Table Listing will appear as shown below.

7/23/07		Wi	dget Compa	any			pyemp Page	pr1 ,
9:00am	P	ayroll Em	ployee Det	ail F	Report			
Employee Co	======================================			.====				.===:
Soc. Sec. N	0.: 555-22-	2304						
Name (Last.F	irst. Middl	e): Doe				John	Р	, .
Address: P.C	D. Box 2421	,						
City: Sa	n Francisco	Sta	te CA Z	ip '	94128			
Phone: (4	15)333-1494	Contac	t: Roseman	ie		Phone: 415	-790-0967	,
Sex: M			Birth:	09/1	0/62			
EEO: 1								
Drivers Lic	ense: B5970	67	Expire:	09/3	0/95			
INS No:			Expire:					
Department:	1 Sub	Departmen	t:					
Status: A	Effective	date of s	tatus: 01/	01/8	0			
Hire: 01/	23/91 Reh	irable(Y/	N):YPro	moti	on:			
		_PAYMENT	INFORMATIO	N				
Pay Type: S	Rate/Sala	ry: 1600	.000 Norm	ial Ui	nits:	40 Pay	Group: W	
Pay Periods	: 52 Exer	nptions:	FICA(Y/N):	N	FUIA(Y/	N): N SUI	A(Y/N): r	N
Workers Com	pensation C	lass: 111		TION				
Там	A				+ + o \\/; + h	hald Eiver		
Tax /		siaius #						u
State:		5	1		0.0	0		
	00	5	1		0.0	0		
EIC ·	00	1	·		0.0	0		
210 .		TIME OFF	I NFORMAT I	ON				
A	vailable = (Carryover	+ Accrued	-	Used	Start	Rate P	'er
Vacation:	120.0 =	0.0	+ 120.0	1 -	0.0	01/01/90	0.000	
Personal:	8.0 =	0.0	+ 8.0) -	0.0	01/01/90	0.000	
Sick Leave:	7.0 =	1.0	+ 6.0	1 -	0.0	01/01/90	0.000	
	Year	YTD Ear	n YTD De	duct	Y	TD Net		
	2007	11,200.0	0 5,39	14.48	5,	805.52		
Deduction	Pav Pe	riods Typ	≏ Amount	Max	x i mum	Paid	Start	
401K	YYYYY	A	200.00	ivid /		iuiu	J.u.	
CRED	YYYYY	A	25.00					
DEN	YYYYY	A	8.44					
IRA	YYYYY	A	50.00					
MED	YYYYY	А	11.56					
STK	YYYYY	А	25.00					

Review the Employee Accounts for completeness and if any additions or changes need to be made, select the Enter

Employee option on the menu.

After selecting the report you may press the **ESCAPE** key to return to the menu.

3.9 Setup Earnings

This section describes how to set up your earnings. It is important that the earnings table be set up properly prior to entering pay checks.

The first step in setting up your earnings is to select the **Enter Earnings** option from the menu. Upon making this selection the earnings entry screen will appear as shown below.

							bve
ccc	UNTFL	.EX CHANG	E MODE	Earning S	Screen	DATE	: 07/23/07
	Code	Description	Rate Factor	Incl Net?	Incl 401K?	W2Box	W2Code
	R	Regular	1.000	Y	Y		
	0	Overtime	1.500	Y	Y		
	D	Dbltime	2.000	Ÿ	Y		
	Г	Tripletime	3.000	Y	Y		
	S	Sick	1.000	Y	Y		
	P	Personal	1.000	Y	Y		
	H	Holiday	1.000	Y	Y		
	V	Vacation	1.000	Y	Y		
	В	Bonus		¥	Y		
	F	Fringe		N	N		
	RT	Rpt Tips		N	N		
	CT	Col Tips		Y	Y		
	М	Mileage		¥	Y		
	MOVE	moving exp		N	N	14	MV
	HINS	health ins		N	И	14	HINS
er	r earn		EC ER	EO EO	E10 E11	E10 AE0	
	FZ	ro r4 r5	ro r/	ro F9	FIU FII	F12F3	r4 "r5

Below is a description of each screen field.

Code

Enter the earning code to uniquely identify the earning type.

Description

Enter the description of the earning.

Rate Factor

Enter the rate factor for the earning type. The rate factor is used to determine premium rates of pay by multiplying the rate factor times the normal pay rate.

```
amount = ratefactor X payrate X payunits (usually hours)
```

A rate factor of 1 is assigned to regular earning, a rate factors of 1.5 is usually assigned to overtime earning, and a rate factor of 2 is usually assigned to doubletime. You should leave the rate factor field blank if the earning type is not calculated based on pay units (which are usually hours).

Incl Net?

Enter "Y" to include or "N" to exclude this earning from the employee's net pay. Including or excluding this earning from net pay does not affect taxable income. Earnings may be excluded from taxable income by specifying exclusion in the tax tables.

Incl 401K?

Enter "Y" to include or "N" to exclude this earning when calculating qualified 401K earnings.

W2Box

Enter W2 box where this earning should appear on the W2 form.

W2Code

Enter W2 code that should appear alongside the earning on the W2 form.

3.10 Setup G/L Accounts

This section describes how to set up your accounts. It is important that your accounts be set up properly prior to entering daily transactions.

The first step in setting up your accounts is to review the existing accounts provided for you. To print the existing accounts select the menu option **Print Accounts**. Upon making this selection the Report Selection screen will appear as follows:

					glcoar
ACCOUNTFLEX	Print	Chart of Account	nts	DATE: 07	7/23/07
Report Report Report	Destination <mark>S</mark> Copies 1 Title Page N	(S=Scro (1 - 10) (Y=Yes, N=No	een, Pn=Printen)	r, Dn=Disk,	A=Aux)
Show Acco Show Show Ina	Account Range counts to Level Accounts only active Accounts	9 -	<u></u>	(wild cards	* or ?)
Penort Dectinat	ione: (D)iek (F)mail (F)av	(P)rint (S)cr	en (3)uv	
F1 F2 F3 Run Help	F4 F5 F6	F7 F8 F9 1	F10 F11 F12	^F3 ^F4	°F5 ^F6 <u>Kil</u>

Once this screen appears enter "P" for the report destination and then press the **RUN** function key to send the report to the printer.

After the report has been run, press the **ESCAPE** key to return to the menu.

Review the accounts on the report and determine if the accounts meet your business needs. If changes or additions are required, you will need to use the **Enter Accounts** menu option.

To use the Account Entry screen, select the Enter Accounts menu option. The Account Entry screen will appear as follows.

While on this screen you may change existing accounts or add new ones as follows.

Change

To change an existing account position the cursor on the account number using the arrow key. If the account is not on the existing page, press the **PREV** (previous page) or **NEXT** (next page) function key to find the account. Once your cursor is positioned on the account, you may type over the existing information.

Add

To add an account press the F4 key and the cursor will be positioned on a blank line. Enter the new account code and its associated information on this line. The data will be saved when the **SAVE** key is pressed or you move the cursor off the new account.

The following describes each field.

Account

How to Get Started

Enter the account number so that it is consistent with the account code format specified in the System-Wide Control File. You can use up to 12 characters including the delimiters. If you are using the General Ledger Module be sure to carefully choose your account codes because once General Ledger transactions have been posted, you will NOT be able to delete or change account Codes.

Description

Enter the account description as you would like it to appear on your financial statements. You can use up to 30 characters.

Type & Subtype

Enter the account type and subtype. The possible account types are:

Туре	Code
Assets	A
Expenses	E
Liabilities	L
Income	I
Capital	С

The account type and subtype assigned to the General Ledger account are discussed in the General Ledger User Guide in Chapter 6 (Financial Reporting by Type).

Debit/Credit

Enter the debit/credit field. Valid entries are "D" for debit or "C" for Credit.

Туре	Debit/Credit
Assets	D
Expenses	D
Liabilities	С
Income	С
Capital	С

3.11 Backup Data Base

Once you have set up all of your modules, you should backup you database.

To backup your database, select the **Backup** option on the Master Menu.

4. WORK CYCLE

4.1 Overview

The steps described in this chapter are performed on an on-going basis.

4.2 Daily Cycle

On a regular basis you will be performing the following steps:

- 1) Enter Material and Labor entries as necessary to update existing job entries.
- 2) Print journals for the above to verify correctness.
- 3) Correct mistakes if necessary, by using the menu choices as step 1 above.
- 4) Post material and labor entries.
- 5) Review posting journal to ensure that all entries were posted correctly.
- 6) Backup data to floppy from the master menu option.

4.3 As Required

As new jobs are acquired, new jobs need to be entered with the estimated amounts. When Jobs are completed or canceled, the job close date will need to be entered and posted so that the job can be purged.

5. OPERATIONS/REFERENCE SECTION

5.0 Overview

This chapter provides detailed instructions on how to operate each Job Cost function. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the Job Cost menu.

The Job Cost menu appears as follows.

ACCOUNTFLEX Version	Widget Company Job Cost Menu (J)	DATE: 07/23/07
MATERIAL 1. Enter Material 2. Print Material 3. Post Material 4. Print Journal LABOR 5. Enter Labor 6. Print Labor 7. Post Labor 8. Print Journal CLOSE JOBS 9. Enter Job 10. Print Job 11. Close Job 12. Print Journal	REPORTS/INQUIRY 13. Part List	TABLE MAINTENANCE 30. Enter Job 31. Print Job 32. Enter Account 33. Print Account 34. Enter Division 35. Print Division 36. Enter Inventory 37. Print Inventory 38. Enter Employee 39. Print Employee 40. Enter Earning 41. Print Earning 42. Enter Control 43. Purge

Operations/Reference Section

5.1 Enter Material

This menu option (1) is for entering job materials.

Materials are entered in groups or batches; each batch consisting of one or more job materials. To enter an job material batch select option 1 on the Job Cost menu.

Upon selecting this option the following screen will appear.

													icm	tl
ACC	OUNTFLE>	<u>د</u>	CHANGE	MODE]	Jobco	ost M	ateria	al Ent	try	D,	ATE:		
Ba	tch	1 <u>v</u> E	ntry Da	te Oi	7/23/1	07 P€	eriod	07/23	8/07					
J	obNo J	JobNo2	Whs I)iv It	tem			Date		Qua	antity	Unit		Cost
	1	Compu	A 1 ter 386	. 1 5 25ml	nz			07/23	3/07		1	EA		1.00
	1	- Monit	A 1 or (14	2 inch)			07/23	3⁄07		10	EA	20	2.00).00
	1	Tape	A` 1 Drive	. 3	,			07/23	3⁄07		3	EA	ç	3.00 9.00
	2	Compu	A 1 ter 386	. 1 5 25ml	ız			07/23	3⁄07		5	EA	ţ	1.00
	-OnHand -1	- Comm	itted 0 =	-Ava:	ilabl: -	e(1	OnOrd	er—Ba 32	ackor	der 24	Total	 5	35	5.00 19
J Ente:	r Job Nu	umber (press H	IELP 1	to se	e list	2)							
F1 Save	F2 F3 Help	3 F4 Add	F5	F6 Qry	F7 Prev	F8 Next	F9 Frst	F10 Last	F11	F12 Del	^F3	^F4	^F5 Sno	^F6

Below is a description of each field.

Batch Screen (SINGLE-RECORD)

Batch

The batch number is automatically assigned. This number serves to uniquely identify a group of job material entries for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed.

Entry Date

The entry date defaults to the system date. The entry date represents the date the batch was entered into the computer.

Period Date

The period date will also default to the system date. The period date represents the accounting period to which the materials should be posted.

When you are satisfied with your entries, press the **SAVE** function key to begin entering job materials. Upon pressing the **SAVE** key you will be positioned to the lower portion of the screen for entering job materials.

Below is a description of each field.

Material Detail Screen (MULTI-RECORD)

```
Operations/Reference Section
```

Job Number (source)

This is the job which will be affected by this entry. If the second job number is also filled in, then product will be removed from this job and transferred to the second job. If no second job number is supplied then product will either be added to or subtracted from this job, depending upon the sign of the quantity. A + quantity will add to this job and reduce inventory quantity on hand; while a - quantity will subtract from this job and add to the inventory quantity on hand. This is a required entry. (press HELP to see list)

Job Number (*destination*)

This job number is optional. It should only be entered when material is to be transferred from one job to another. See HELP for "Job Number (source)". (press HELP to see list)

Warehouse

This data entry field allows you to enter the warehouse code. This field will only appear if you selected the multiple warehouse option on the System-wide control file.

Division

This data entry field allows you to enter the Division code. This field will automatically default to the division code specified in the warehouse file. This field will only appear if you selected the multiple division option on the System-wide control file.

Item

The item field is a data entry field where your item number for the item being affected is entered. The **HELP** function displays the contents of the Inventory Master file.

Qty

Enter the job material quantity. Product will either be added to or subtracted from this job, depending upon the sign of the quantity. A + quantity will add to this job and reduce inventory quantity on hand; while a - quantity will subtract from this job and add to the inventory quantity on hand.

Cost

Enter the cost per unit. The weighted average cost will be displayed by default. The Unit field displays the unit value from the Job Cost Master.

Ext.Cost

The extended cost is displayed in this field.

When entering items on the above Material Detail screen you will be required to enter serial numbers for those items designated as serialized in the Job Cost file. To access the serial number entry screen, you will press the **SNO** function key. Upon pressing this key the following popup serial number entry screen will appear.

			icmtls
ACCOUNTFLEX CHANGE MODE Jobcost N	Material Entr	ry DATE:	07/23/07
Batch 1v Entry Date 07/23/07 Period	1 07/23/07		
JobNo JobNo2 Whs Div Item	Date	Quantity Uni	t Cost
1 Serial Number(s) J M Co	1	1 EA	1.00
1 A 1 Mo A 2	3 v 3 v	10 EA	2.00 20.00
1 Ā <u>3</u> Ta	3 v v	3 EA	3.00 9.00
2 Co		5 EA	1.00 5.00
OnHand C 27 - Vendor Name Customware (Computing	r O Totals	35.00 19
F1 F2 F3 F4 F5 F6 F7 F8 F9 Save Help Add Qry Prev Next Frs1	F10 F11 F Last I	512 ^F3 ^F4 Del	^F5 ^F6

A description of the fields follows:

Serial Number

Enter the serial number of each unit affected by this material entry. This must be a valid serial no. for this inventory item.

Action

Enter the action being performed by this material entry of A=Add, D=Delete, or R=Return. No other entries are permitted. This is a required entry.

Vendor Code

Enter the vendor code to identify the vendor in the system.

To return to the Material Detail screen from the serial screen, press SAVE function key or ESCAPE key.

When you are finished entering job materials, you may press the **SAVE** function key to return to the top portion of the Material Screen, or the **ESCAPE** key to return to the Job Cost menu.

5.2 Print Materials

							icm	tlr1
ACCOUNTFLEX	Jobcost	Materi	al Batc	h Listi	ng	DATE:	07/23/	⁄07
Report Destinatior Report Copies Report Title Page Report Detail	n S 1 N Y	((1 - 10 (Y=Yes, (Y=Yes,	S=Scree) N=No) N=No)	n, Pn=P	rinter,	Dn=Disł	¢, A=Aı	1X)
Batch Range Item Range		V	toV V	v				
Report Destinations: (D)is	sk, (E)m	ail, (F)ax, (F)rint,	(S)cree	n, (A)uz	٤.	
F1 F2 F3 F4 F5 F Run Help	6 F7	F8	F9 F1	.0 F11	F12 ^	F3 ^F4	^F5	^F6 Kill

This menu option (2) is for printing your job materials. Upon selecting this option the following screen will appear.

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Material report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches.

Item Range

Enter the range of inventory item numbers you would like to print. If you do not enter an item number range the computer will print all Job Cost items. You may press the **HELP** function key to view the list of valid item numbers.

07/23 9:1	/07 2pm			Job	cost	Widget Materi	Compar al Bato	ny ch Listing		j I	cmtIr Page	1
Sourc	e:< J - N	1 > Batch	:		1	Batch	Date:	07/23/07	Period:	07/2	3/07	
Line	JobNo	JobNo2	٧	Whs	Div	I t em		Date	Qua	ntity	Unit	Cost/Ext
1	1					1		07/23/	07	1	EA	1.00 1.00
2	1					2		07/23/	07	10	EA	2.00 20.00
3	1					3		07/23/	07	3	EA	3.00 9.00
			А	1				3	Cus	t omwa	re Co	
			А	2				3	Cus	t omwa	re Co	
			А	3				3	Cus	t omwa	re Co	
4	2	2				1		07/23/	07	5	EA	1.00
												5.00
							== Ba	atch Total:	=======	===== 19	=====:	35.00

*	,	ł	*	*	,		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	,	ł	*	*	,		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
G) I	r	а	n	0	ł		Т	o	t	а	I	:												1	9														3	5		0	0

5.3 Posting Materials

icmtlp ACCOUNTFLEX Date: 07/23/07 Post Jobcost Materials Before Posting you should do the following Backup data.
Print Batch Listing. Press SAVEKEY to begin POSTING - OR -Press ESCAPEKEY to Exit After Posting do the following 1) Print Posting Journal. 2) Compare Batch Listing with Posting Journal. Processing Statistics Source _ Batch Warehouse Inventory F2 FЗ F 4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 F1 Save Help

This menu option (3) posts the Material entries to the Job Cost Master file and the job cost transaction file.

You may press the **SAVE** function key to begin posting or the **ESCAPE** key to exit. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here.

Inventory Number

The inventory number being processed is displayed here.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the ESCAPE key to return to the Job Cost menu.

5.4 Print Material Journal

This menu option (4) pops up another menu for printing G/L distributions or job materials from the job cost transaction file. For this option to work, the system-wide control file parameter for General Ledger must be set to 'Y'.

Selecting the menu option to print G/L distributions will cause the following Report Selection screen to be displayed.

			icglrm
ACCOUNTFLEX	Jobcost Materials	G∕L Journal	DATE: 07/23/07
Report Destinat Report Copies Report Title Pa Report Detail	tion S (1 (1 - 10 age N (Y=Yes, Y (Y=Yes,	S=Screen, Pn=Prin) N=No) N=No)	ter, Dn=Disk, A=Aux)
Post No J ·	- M 1 <u>v</u>		
Report Destinations: (1 F1 F2 F3 F4 F5 Run Help	D <u>)isk, (E)mail, (F</u> F6 F7 F8	<u>)ax, (P)rint, (S)</u> F9 F10 F11 F:	creen, (A)ux. .2 ^F3 ^F4 ^F5 ^F6 <u>Kill</u>

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

07/23/07 9:14pm	W Jobcost M PostN	/idget Company Naterials G/L Io: 1	Journal	j	cglrm Page 1
Source:< J - M >	======================================	Entry Date:	======================================	35.00	35.00
Trans-# Refno	Date Date	Period		Debit	Credit
summary N/A	07/23/07	07/23/07		35.00	35.00
Account	Description			Deb i t	Credit
120-000	Jobs-in-Progre	ss(M)		35.00	35.00
		Transaction	Total	35.00	35.00
		========= Batch Total:		35.00	35.00
		* * * * * * * * * * * * *	* * * * * * * * * * * * * * *	* * * * * * * * * *	* * * * * * * * * * * *
		Grand Total:		35.00	35.00
Posting Log #1:	07/23/07 21:13	:25			
	ERR	OR LIST		07/23/0	7 21:13:25
	Post Jobco	st Materials	(pass #2)		
The following	ERRORS occurred	for Post Job	cost Material	S .	
WARNINGS may 1	be ignored but E	RRORS must be	corrected be	fore retry	/ing.
Source Batch Ite	n# Tran.Dat	e Quantity			
J-M 1 1	0	7/23/07 1.00			

WARNING: Insufficient Quantity Available (0.000) for Job (1.000) J-M 1 1 07/23/07 5.00 WARNING: Insufficient Quantity Available (-1.000) for Job (5.000) Post Jobcost Materials has been completed successfully

Selecting the menu option to print Job distributions will cause the following Report Selection screen to be displayed.

icmtlpr1



This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

07/23/07 9:15pr	7 n	Jobcost Ma PostNo	Widget Comp aterials Pos 1 PostE	bany sting Journ Date 07/23/1	a 07	j ci Pa	mtlpr1 ige 1
Job		l t em	Date	Quantity	Unit	Cost	Ext Cost
	1 Job #1	1	07/23/07	· 7 1	EA	1.00	1.00
	1 Job #1	2	07/23/07	7 10	EA	2.00	20.00
	1 Job #1	3	07/23/07	7 3	EA	3.00	9.00
					Job	Total:	30.00
	2 Job #2	1	07/23/07	5	EA	1.00	5.00
					Job	lotal:	5.00
					Grand	Total:	35.00
Posting	Log #1: 0	7/23/07 21:1	3:25				
		ERF	RORLIS	З Т		07/23/07	21:13:25
		Post Jobo	ost Materia	als (pass #	2)		
The WARM	following NINGS may b	ERRORS occurre e ignored but	ed for Post ERRORS must	Jobcost Ma be correc	terials ted bef	ore retryi	ng.
Source E	Batch Item	n# Tran.Da	ite Quanti	t y			
J-M 1	1		07/23/07	.00			
WARNING	Insufficien	t Quantity Ava	ilable (0.000) for	Job (1.000)	
J-M 1	1		07/23/07	5.00			
WARNING	Insufficien	t Quantity Ava	ilable (–	1.000) for	Job (5.000)	
Post Job	ocost Mater	ials has been	completed s	uccessfull	у		

5.5 Enter Labor

				iclbr
ACCOUNTFLEX	ANGE MODE	Jobcost Labor En	try DA	TE: 07/23/07
Batch 1v En	try Date 07/23/07	Period 07/23/	07	
Employee Earn Div	Date Job	Rate	Units	Total
1 y R y 1 y 1 y 0 y 1 y 2 y R y 1 y 2 y R y 1 y 3 y R y 1 y y y y y y y y y y y y y y y y y y y y y y y y y y y y y y y	07/23/07 07/23/07 07/23/07 07/23/07 07/23/07	10v 12.00 10v 18.00 2v 8.00 2v 12.00 2v 8.00 v 8.00 v 9.00 v 9.00	10.00 40.00 40.00	12.00 18.00 80.00 480.00 320.00
Name	,	Regular	90.00	910.00
Enter Earning Code (F1 F2 F3 F4 Save Help Add	press HELP to vie F5 F6 F7 F8 Qry Prev Ne	<mark>w list)</mark> F9 F10 F11 xt Frst Last	F12 ^F3 Del	^F4 ^F5 ^F6

This menu option (5) is for entering your labor. Upon selecting this option the following screen will appear.

This section describes the process of applying labor to specific jobs. Time cards may also be entered via this menu choice.

Employee Code

The employee code is a required entry field. The maximum entry is 6 alphanumeric characters. This code must exist in the employee table. You may press the HELP function key to see a list of valid entries.

Labor Date

Enter the date on which the labor is performed.

Earning Code

Enter the earning code. This code must exist in the earning code table. You may press the HELP function key to see a list of valid entries.

Dept

Enter the department number. You may press the HELP function key to see a list of valid entries. This prompt will only appear if you selected multiple departments on the payroll control file.

Job Date

This is the date for which the work was performed.

Job

Enter the job number.

Operations/Reference Section

Rate

You will enter a rate if the earning code has a rate factor assigned to it and the employee has a pay type of "U" or unit pay. Otherwise enter a payment amount. If you enter a payment amount, this amount will be displayed under the column Total located to the right of this field.

Units

You will enter the units (usually hours) worked if the earning code has a rate factor assigned to it and the employee has a pay type of "U" (which stands for unit pay). The system will automatically calculate the pay amount based on the employee's pay rate. The calculated pay amount will be displayed under the column Total located to the right of this field.

Total

This is a display-only field showing the payment amount for the earning line.

5.6 Print Labor

		iclbrr1
ACCOUNTFLEX	Jobcost Labor Batch Listing	DATE: 07/23/07
Report Destination Report Copies Report Title Page Report Detail	S (S=Screen, Pn=Printer, 1 (1 - 10) N (Y=Yes, N=No) Y (Y=Yes, N=No)	Dn=Disk, A=Aux)
Batch Range	v to v	
Report Destinations: (D)isk	, (E)mail, (F)ax, (P)rint, (S)creen	1, (A)ux.
F1 F2 F3 F4 F5 F6 Run Help	F7 F8 F9 F10 F11 F12 ^F	73 ^F4 ^F5 ^F6 <u>Kill</u>

This menu option (6) is for printing your job labor entries. Upon selecting this option the following screen will appear.

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Material report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches.

07/23/ 9:19	07 pm			Wi Jobcost L	dget _abor	Compa Batch	ny Listing		jclbrr1 Page 1
source	:< J -	====== L > Bat	===== ch:	 1 E	Batch	Date:	07/23/07	Period: 07	/23/07
Line	Employe	ee Earn	Div	Date	Joi	D	Rate	Units	Total
1	1 Doe	R	1	07/23/07 John	7	10	12.00 Regular		12.00
2	1 Doe	0	1	07/23/07 John	7	10	18.00 Dvertime		18.00
3	2 Smith	R	1	07/23/07 Joe	7	2	8.00 Regular	10.00	80.00
4	2 Smith	0	1	07/23/07 , Joe	7	2	12.00 Dvertime	40.00	480.00
5	3 Aaron	R	1	07/23/07 , Henry	7	2	8.00 Regular	40.00	320.00
							Batch Total	90.00	910.00

*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
G	ir	а	n	d		т	o	t	а	I	:					9	0		0	0									9	1	0		0	0

5.7 Posting Labor

											1011	orp
ACCOUNTFLEX		P	ost J	obcos	st Lab	or				Date:	07⁄2	3⁄07
	Before 1 2	Posti) Back) Prin	ng yo up da t Bat	u shu ta. ch L:	ould d isting	o the	foll	owing				
	Pre	ss SAV ss ESC	EKEY - O APEKE	to b R - Y to	∋gin F Exit	OSTIN	G	•				
	After 1 2 Proces	Postin) Prin) Comp sing S	g do t Pos are B tatis	the : ting atch	follow Journ Listi	'ing al. ng wi	th Po	sting	Jour	nal.		
Source	-	Batch			Wareh	ouse		Emp	loyee			
F1 F2 F3 Save Help	F4 F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6

. ..

This menu option (7) posts the Labor entries to the Job Cost Master file and the job labor transaction file.

You may press the **SAVE** function key to begin posting or the **ESCAPE** key to exit. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the ESCAPE key to return to the Job Cost menu.

5.8 Print Labor Journal

This menu option (8) pops up another menu for printing G/L distributions or job cost labor from the labor transaction file. For this option to work, the system-wide control file parameter for General Ledger must be set to 'Y'.

Selecting the menu option to print G/L distributions will cause the following Report Selection screen to be displayed.

							1091	rl
ACCOUNTFLEX	Jobcost	Labor	G/L Journ	nal		DATE:	07/23/	⁄07
Report Destinati Report Copies Report Title Pag Report Detail	on <mark>S</mark> 1 e N Y	(1 - 1 (Y=Yes (Y=Yes	(S=Screen 10) s, N=No) s, N=No)	n, Pn=P	rinter,	Dn=Disk	:, A=Aı	1x)
Post No J -	L	2 <u>v</u>						
Dement Destinations: (D)	ick (E):	an i 1	(E) 57 (B) and an t	(5) areas	(2)		
F1 F2 F3 F4 F5 Run Help	F6 F7	F8	F9 F1	0 F11	F12 ^H	73 ^F4	^F5	^F6 Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

		lobcost Ir	bor G/L lo	urpal	j ci Baga :	glr1 1
		Pc	ostNo:	2	Date: 05/26/99	20:34:45
Source:< J -	L > B;	atch#:	3 Entry	Date: 05/26/99 D/C:	990.00	990.00
Trans-#	Refno	Date	Period		Debit	Credit
summary	N/A summa	05/21/99 ry	05/21/99		990.00	990.00
Accoun 121-00	t O	Descriptio Jobs-in-Pr	on ogress(L)	Reference summary	Debit 990.00	Credit
250-00	0	Payroll –	Accrual	summary		990.00
			Transa	action Total	990.00	990.00
			Batch	Total:	990.00	990.00
			* * * * *	* * * * * * * * * * * * * * * * * * * *	* * * * * * * * * * * * * * * * * * * *	* * * * * * * * * *
			Grand	Total:	990.00	990.00
Posting Log	#2: 0	5/26/99 2	20:34:01			
@Post Jobcos	t Labo	r has been	completed :	successfully	Press any key t	o continue

Selecting the menu option to print Job distributions will cause the following Report Selection screen to be displayed.

							iclł	orpr1
ACCOUNTFLEX	Jobcost	Labor	Posting J	ournal		DA	TE: 07∕2	3⁄07
Report Report Report Report	Destination Copies Title Page Detail	S 1 (N (Y ((S=S 1 - 10) Y=Yes, N= Y=Yes, N=	creen, No) No)	Pn=Printe	er, Dn=D	isk, A=A	ux)
Po	ost No J L	2	v					
Report Destinat	ions: (D)isk	, (E)ma	il, (F)ax	, (P)ri	.nt, (S)cr	reen, (A)ux.	
F1 F2 F3 Run Help	F4 F5 F6	F7	F8 F9	F10	F11 F12	^F3 ^	F4 ^F5	^F6 Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Operations/Reference Section

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

							jcl	brpr1
07/23/07			W	Pag	ge 1			
9:21pm			PostNo	2 PostDa	ng Jour ite 07/23	na 1 3/07		
Jobno			Employee	Date	Units	Earn	Rate	Total
2	Job	#2		07/23/07	R	8.00	10	80.00
2	Job	#2		07/23/07	0	12.00	40	480.00
2	Job	#2		07/23/07	R	8.00	40	320.00
						Job	Total:	880.00
10	Job	#10		07/23/07	R	12.00	0	12.00
10	Job	#10		07/23/07	0	18.00	0	18.00
						Job	Total:	30.00
						Grand	Total:	910.00

Posting Log #2: 07/23/07 21:19:58

Post Jobcost Labor has been completed successfully

5.9 Enter Job Close Dates

										iccl	S
ACCOUNTFLEX	CHANGE	MODE	Job	Number	Entr	y Sci	reen	1	DATE:	07⁄2	3⁄07
Job No.	Description					Due I)ate	Clos	e Date	St	atus
1 2 3 4 10 11 20 21	Job #1 clea Job #2 repa job#3 repla Deliver com Wash intern Add New Tir Test radio	n car ir fence ce headlig puters al parts es	4hts					07/2 07/2 10/0 10/0	3/07 3/07 1/91 1/91		c c
<mark>Enter Close</mark> F1 F2 F3 Save Help	Date F4 F5	F6 F7 Qry Prev	F8 Next	F9 Frst	F10 Last	F11	F12	^F3	^F 4	^F5	^F6

This menu option (9) is for entering your job close dates. Upon selecting this option the following screen will appear.

The only field accessible on this entry screen is the Close Date field. This is for the entry of the date on which the job was closed, or completed.

5.10 Print Job Close Dates

This menu option (10) is for printing your job close journal. Upon selecting this option the following screen will appear. The only jobs that will be listed on this screen are those that have a Close Date entered but have a job status of "open".

		icclsr1
ACCOUNTFLEX	Jobcost Close Listing	DATE: 07/23/07
Report Destination Report Copies Report Title Page Report Detail	S (S=Screen, Pn= 1 (1 - 10) N (Y=Yes, N=No) N (Y=Yes, N=No)	Printer, Dn=Disk, A=Aux)
		(5)
Report Destinations: (D)18 F1 F2 F3 F4 F5 F Run Help	6 F7 F8 F9 F10 F11	F12 ^F3 ^F4 ^F5 ^F6 Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Job Close Date report.

All fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

07/23/07 9:29pm		Widget Comp Jobcost Close Li	any sting		jcclsr1 Page 1
Job	Description	Close Date	Material	Labor	Total
1	0 Job #10	07/23/07	0.00	30.00	30.00
1	1 Job #11	07/23/07	0.00	0.00	0.00
		Grand Total:	0.00	30.00	30.00

5.11 Posting Job Closing

										icc	lsp
ACCOUNTFLEX			Close .	Jobs					Date:	07/2	3⁄07
	Before	e Posti: 1) Back 2) Prin [:]	ng you sha up data. t Batch L:	ould d	lo the	foll	owing				
Press SAVEKEY to begin POSTING - OR - Press ESCAPEKEY to Exit											
	After	Posting 1) Prin	g do the s t Posting	follov Journ	ung al.						
	Proces	ssing S	tatistics Source	-		Job					
F1 F2 F3 Save Help	F4 F5	F6	F7 F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6

This menu option (11) posts the Job Closing entries to the Job Cost Master file and the job labor transaction file.

You may press the **SAVE** function key to begin posting or the **ESCAPE** key to exit. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the ESCAPE key to return to the Job Cost menu.

5.12 Print Job Close Journal

This menu option (12) pops up another menu for printing G/L distributions or job cost summary report from the Job Cost transaction file. For this option to work, the system-wide control file parameter for General Ledger must be set to 'Y'.

Selecting the menu option to print G/L distributions will cause the following Report Selection screen to be displayed.

			icglrc
ACCOUNTFLEX	Jobcost Close G/L J	ournal	DATE: 07/23/07
Report Destinati Report Copies Report Title Pag Report Detail	on <mark>S.</mark> (S=Sc 1 (1 - 10) e N (Y=Yes, N=N Y (Y=Yes, N=N	reen, Pn=Printer, o) o)	Dn=Disk, A=Aux)
Post No J -	C 3v		
Report Destinations: (D) F1 F2 F3 F4 F5 Run Help	isk, (E)mail, (F)ax, F6 F7 F8 F9	(P)rint, (S)creen F10 F11 F12 ^F	<mark>, (A)ux.</mark> '3 ^F4 ^F5 <u>^F6</u> Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

07/23/07 9:30pm	۱ Jobcos Posti	Vidget Company t Close G/L Jou No: 3	rnal	jcglrc Page 1
Source:< J -	C > Batch#: 3	Entry Date: 0 D	07/23/07 0/C: 30.00	30.00
Trans-#	Refno Date	Period	Debit	Credit
JOB#10	1 07/23/07 Job #10	07/23/07	30.00	30.00
Account	Description		Deb i t	Credit
121-000	Jobs-in-Progr	ess(L)		30.00
500-000	Cost of Goods	Sold	30.00	
		Transaction T	otal 30.00	30.00
		Batch Total:	30.00	30.00
		* * * * * * * * * * * * *	* * * * * * * * * * * * * * * * * * *	* * * * * * * * * * * * * *
		* * * * * * * * * * * * *	* * * * * * * * * * * * * * * * * * *	* * * * * * * * * * * * * * *
@No posting f	ile	Grand Total:	30.00	30.00

Selecting the menu option to print Job Close Report will cause the following Report Selection screen to be displayed.

		icclspr1
ACCOUNTFLEX Jobco	st Close Posting Journal	DATE: 07/23/07
Report Destination Report Copies Report Title Page Report Detail	S (S=Screen, Pn=Printer, 1 (1 - 10) N (Y=Yes, N=No) N (Y=Yes, N=No)	Dn=Disk, A=Aux)
Post No J C	31	
Report Destinations: (D)is F1 F2 F3 F4 F5 F Run Help	k, <u>(E)mail, (F)ax, (P)rint, (S)cree</u> 6 F7 F8 F9 F10 F11 F12 ^1 	n <mark>, (A)ux.</mark> F3 ^F4 ^F5 ^F6 <u>Kill</u>

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the RUN function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

When you are satisfied with your entries, press the RUN function key to generate the report. The report will appear as follows.

Operations/Reference Section

07/23/07 9:31pm		Jobcost	Widget Comp Close Postin	any ng Journal		jcclspr1 Page 1
Job	Description		Close Date	Material	Labor	Total
10	Job #10		07/23/07	0.00	30.00	30.00
11	Job #11		07/23/07	0.00	0.00	0.00
		(Grand Total:	0.00	30.00	30.00

@No posting file

5.13 Print Job Parts Listing

This menu option (13) is for printing a summary of each job, showing the parts required and actual labor and parts totals. Upon selecting this option the following screen will appear.

		iciobr1
ACCOUNTFLEX	Job Parts LIsting	DATE: 07/23/07
Report Destination <mark>S</mark> Report Copies 1 Report Title Page N Report Detail N	(S=Screen, Pn=Pn (1 - 10) (Y=Yes, N=No) (Y=Yes, N=No)	inter, Dn=Disk, A=Aux)
Job Range	y to y	
Report Destinations: (D)isk, F1 F2 F3 F4 F5 F6	(E)mail, (F)ax, (P)rint, (F7 F8 F9 F10 F11	<mark>S)creen, (A)ux.</mark> F12 ^F3 ^F4 ^F5 ^F6
Run Help		Kil

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Material report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Job Number Range

Enter the range of job numbers you would like to print. If you do not enter a job range the computer will print all batches.

							jc	jobr1
07/23/07 Widget Company 9:32pm Job Parts Listing					Pa	ge 1		
Jobno	Li	ne-#	Item-#		Quantity	Avg Cost	Units	
	1	Job	#1		Material:	30.00	Labor:	
	1	1		Computer 3	1	1.00	EA	
	2	2		Monitor (1	10	2.00	EA	
	3	3		Tape Drive	3	3.00	EA	
	2	Job	#2		Material:	5.00	Labor:	880.00
	1	1		Computer 3	5	1.00	EA	
				Grand Total M	laterial:	35.00	Labor:	880.00

5.30 Enter Job

This menu option (30) is for entering job number assignments. This screen is for the entering of job related information. The information gathered here will allow tracking of job performance.

					tbiob
ACCOUNTFLEX CHAP	NGE MODE	Job Numl	ber Entry Sc:	reen l	DATE: 07/23/07
Job No. 19 Description Job #	Name Job #1 1 clean car			Statu	
Customer 1 Contact	v Customer	Name			
Quote	Order	D	ue	Close	
Description	Estimate	Actual	Last Update		
Labor Cost Material Cost Contractor Cost	500 1,600 140	30	07/23/07		
Other Cost TOTAL Cost TOTAL Billable Amount Billed	2,240 * * * * * *	30	* * *		
Enter Estimated Other F1 F2 F3 F4 1	<mark>r costs</mark> F5 F6 F7	F8 F9	F10 F11	F12 ^F3	^F4 ^F5 ^F6
Save Help Jobs Add	Qry Prev	Next Fra	st Last	Del	

Below is a description of each field.

Job Number

This is a required field. This job number will be used throughout the system to identify this job.

Job Title

Enter a job title that will identify the nature of the job in such a way that you'll be easily able to identify it later.

Description

This is room for additional comments to amplify the title. This entry is optional.

Description

This is room for additional comments to amplify the title. This entry is optional.

Customer Number

This is the number of the customer for whom the job is being done. This is a required entry.

Contact

This is the person at the customer's location to whom information or questions about the job should be directed.

Quote Date

This is the date on which the quote for this job was given. This field is optional.

Order Date

This is the date on which the order for the job was received from the customer. This field is also optional.

Operations/Reference Section
Due Date

This is the date on which the job is to be completed. This is an optional field.

Close Date

This is the date the job was completed. This entry is optional at initial entry, but will have to be supplied at some point in order for the job status to be changed. Job Close posting looks for this date before changing the job status to "C"; and Job Purge needs a job status of "C" to delete the entry.

Estimated Labor Cost

Enter Estimated Labor costs for the completion of this job.

Estimated Material Cost

Enter Estimated Material costs for the components needed to do this job.

Estimated Contractor Cost

Enter Estimated Contractor costs for the completion of this job.

Estimated Other Costs

Enter Estimated Other costs for the completion of this job.

Total Billable

Enter Total amount client will be billed for this job, if the estimate was given for a flat fee basis. This field is optional and documentary.

The job entry screen has a popup screen for viewing material and labor transactions that have occurred for the job. These transactions are created as a result of posting material and labor batches (posting will be discussed later in this chapter). The popup is accessed by pressing the **JOBS** function key.

				tbiob1
ACCOUNTFLEX CHANGE	MODE Job Nu	mber Entry	Screen	DATE: 07/23/07
Job No. 1v Nam Description Job #1 cl	e Job #1 ean car		Statu	s
Johno- I T Source Refno I M J M I M J M I I I I I I I I I I I I I I I I I I I I	Item 1 2 3	Date 07/23/07 07/23/07 07/23/07	Quantity Uni 1 EA 10 EA 3 EA 4 4 4 4 4 4 4 4 4 4 4 4 4	t Cost 1.00 20.00 9.00
F1 F2 F3 F4 F5 Save Help	F6 F7 F8 F Qry Prev Next F	9 F10 F1 rst Last	11 F12 ^F3	^F4 ^F5 ^F6

5.31 Print Jobs

		tbiobr
ACCOUNTFLEX	Print Job Table	DATE: 07/23/07
Report Destinatio Report Copies Report Title Page Report Detail	n S (S=Screen, F 1 (1 - 10) N (Y=Yes, N=No) N (Y=Yes, N=No)	Pn=Printer, Dn=Disk, A=Aux)
Job No. Range	v to v	
Job Status 🛛 🗛	(A=All, C=Closed only, O=C)pen only)
Report Destinations: (D)i F1 F2 F3 F4 F5 Run Help	sk, (E)mail, (F)ax, (P)rin F6 F7 F8 F9 F10 F	n t, (S)creen, (A)ux. 711 F12 ^F3 ^F4 ^F5 ^F6 <u>Kill</u>

This menu option (31) is for printing your job entries. Upon selecting this option the following screen will appear.

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Material report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Job No. Range

Enter the range of job numbers you would like to print. If you do not enter a job number range the computer will print all jobs.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The next page shows an example of this report.

07/23/0 9:35p	7 m	Widget Company Jobcost Job Table		tbj Pa	obr ge 1			
Jobno	Description	Status	Material	Labor	Contract	Other Total Cost	Billed	Profit
	1 Job #1		30			30		- 30
	3 Job #3					0		
	4 Job #4					0		
	10 Job #10	С		30		30		- 30
	11 Job #11	С				0		
	20 Job #20	С				0		
	21 Job #21	С				0		

5.32 Enter Accounts

This menu option (32) is for entering Accounts. This option is described in the Setup Chapter.

5.33 Print Accounts

This menu option (33) is for printing Accounts. This option is described in the Setup Chapter.

5.34 Enter Divisions

This menu option (34) is for entering Divisions. This option is described in the Setup Chapter.

5.35 Print Divisions

This menu option (35) is for printing Divisions. This option is described in the Setup Chapter.

5.36 Enter Inventory

This menu option (36) is for entering inventory. This option is described in the Setup Chapter.

5.37 Print Inventory

This menu option (37) is for printing inventory. This option is described in the Setup Chapter.

5.38 Enter Employee

This menu option (38) is for printing Employees. This option is described in the Setup Chapter.

5.39 Print Employee

This menu option (39) is for printing Employees. This option is described in the Setup Chapter.

5.40 Enter Earning

This menu option (40) is for printing Earnings. This option is described in the Setup Chapter.

5.41 Print Earnings

This menu option (41) is for printing Earnings. This option is described in the Setup Chapter.

5.42 Enter Control

This menu option (42) is for entering control information. This option is described in the Setup Chapter.

Operations/Reference Section

5.43 Purge

This menu option (43) is for purging closed jobs. Upon selecting this option the following screen will appear.

				icpurge		
ACCOUNTFLEX	Jobcost F	urge	Date:	07/23/07		
This pro Before 1	This program is run to Purge data that is no longer needed. Before running this program make sure BACKUPS have been done					
Purge Jobs	S Closed before this dat	Purge Date e	Previous Purg	ge Date		
	Press SAVEKEY to b - OR - Press ESCAPEKEY	egin Processing to Exit				
Processing Statistics						
F1 F2 F3 F	4 F5 F6 F7 F8	F9 F10 F11	F12 ^F3 ^F4	^F5 ^F6		
Save Help						

Below is a description of each field.

Last Purge Date

This is a non-enterable field that displays the last date used to purge.

New Purge Date

Enter the New Purge Date. All Job Costs closed prior to this date will be purged.

As the Purging takes place, the screen fields will display Processing Statistics. When the Purging has been completed you will see the following message:

Purging has been Successfully Completed

Press the **ESCAPE** key to return to the Job Cost menu.

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