INFOFLEX®,INC

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

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.

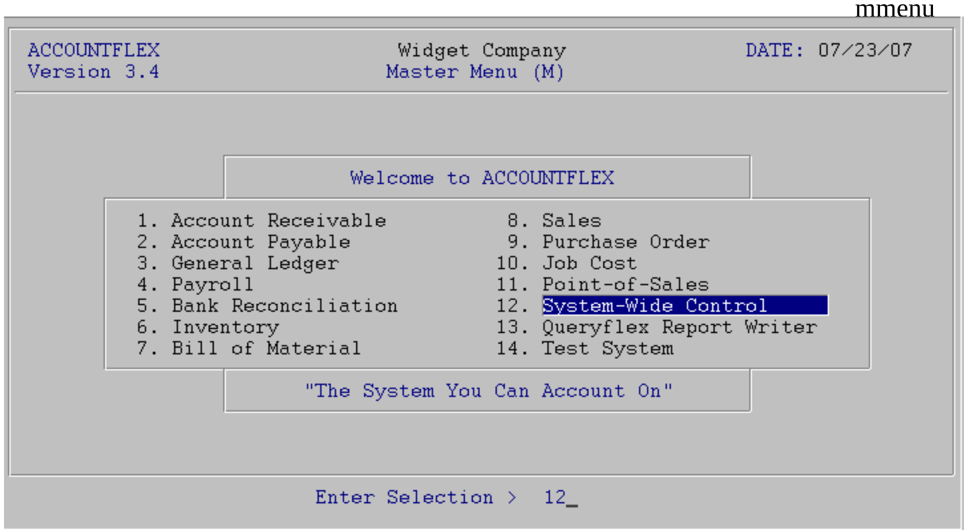
The following sections describe each major program type.

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:

mmenu



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.

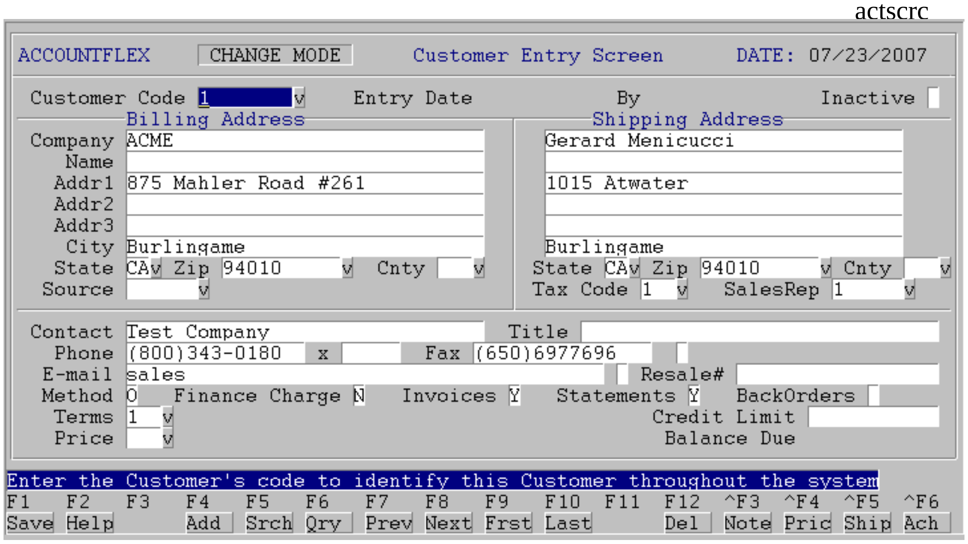
In the following subsections you will learn how to use the three screen types.

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



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.

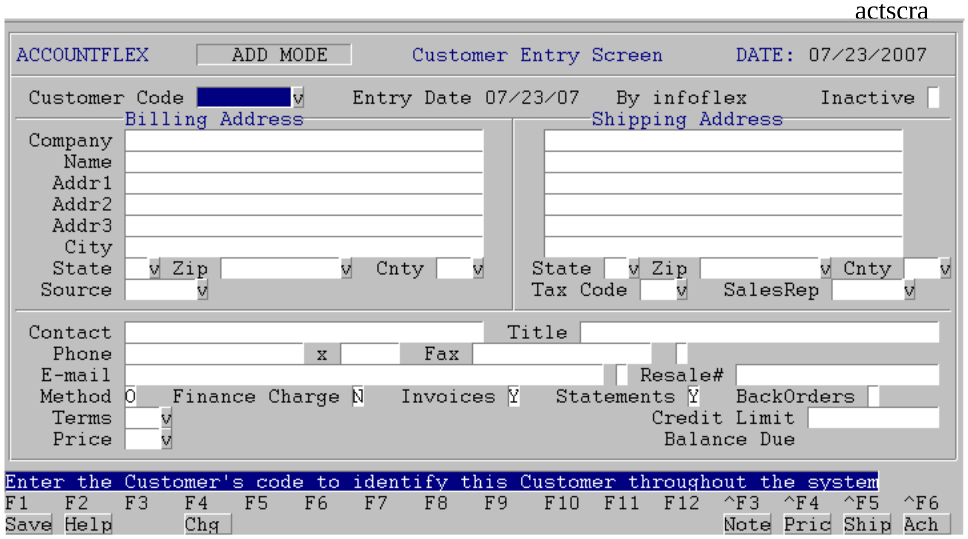
The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

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



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.

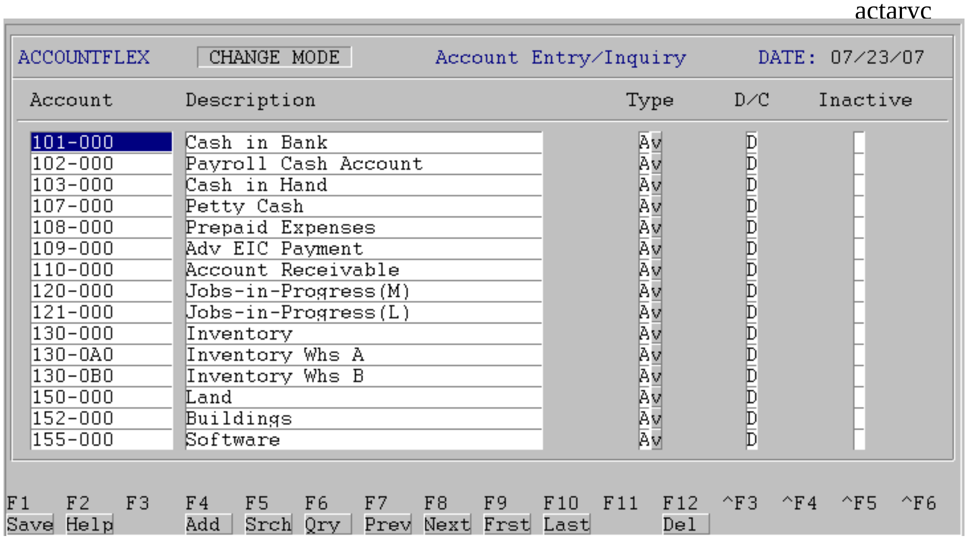
MULTI-RECORD Screens

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



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.

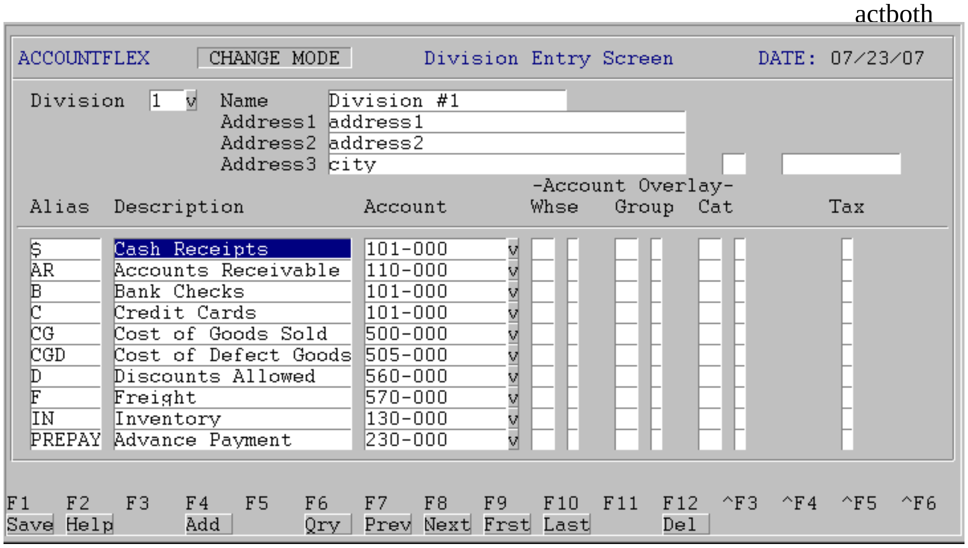
You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

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.

actboth

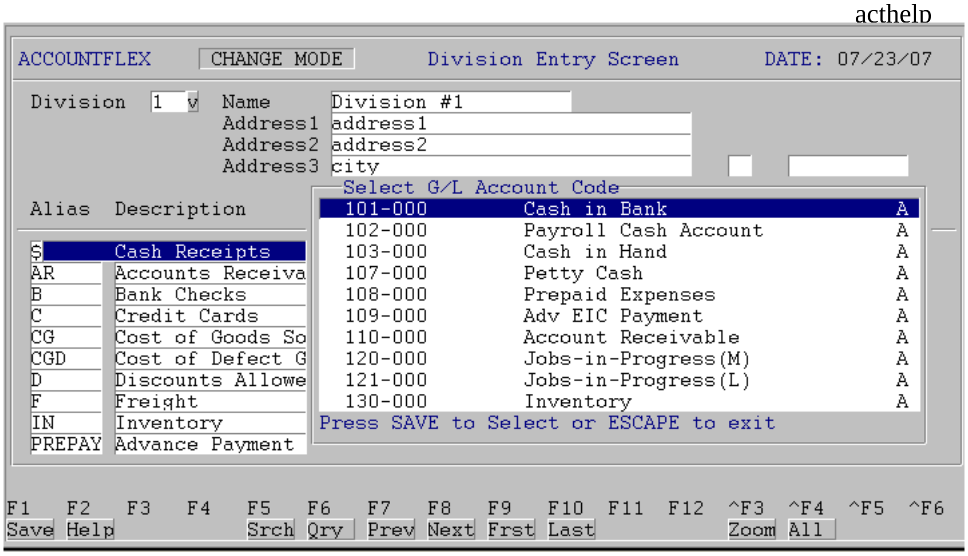


2.4 Screens - Help

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



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.

Operator	Operator Name	Compatable Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greator than or equal	all
<=	Less than or equal	all
<>	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.

1) corporation
2) IBM Corporation
3) 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.

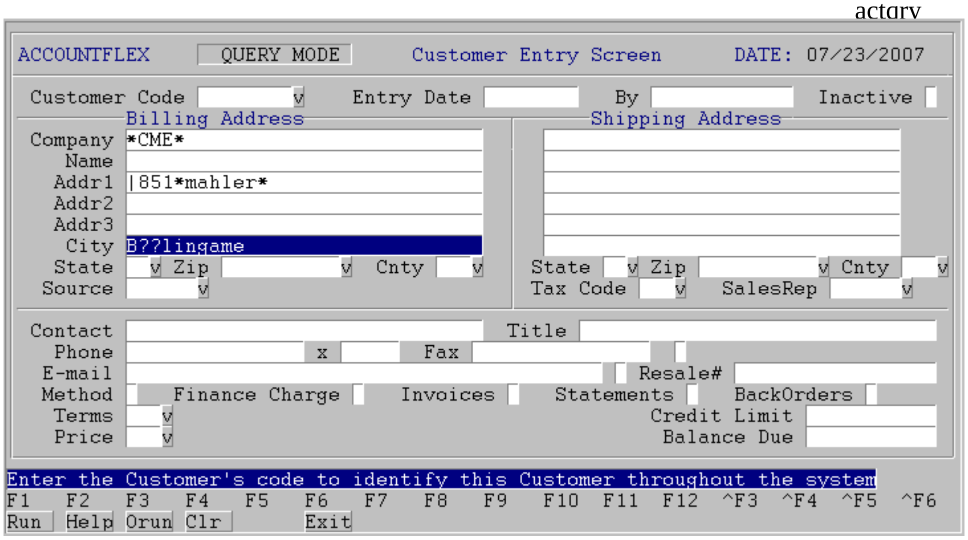
OR and AND OPERATORS

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.

actqry



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.

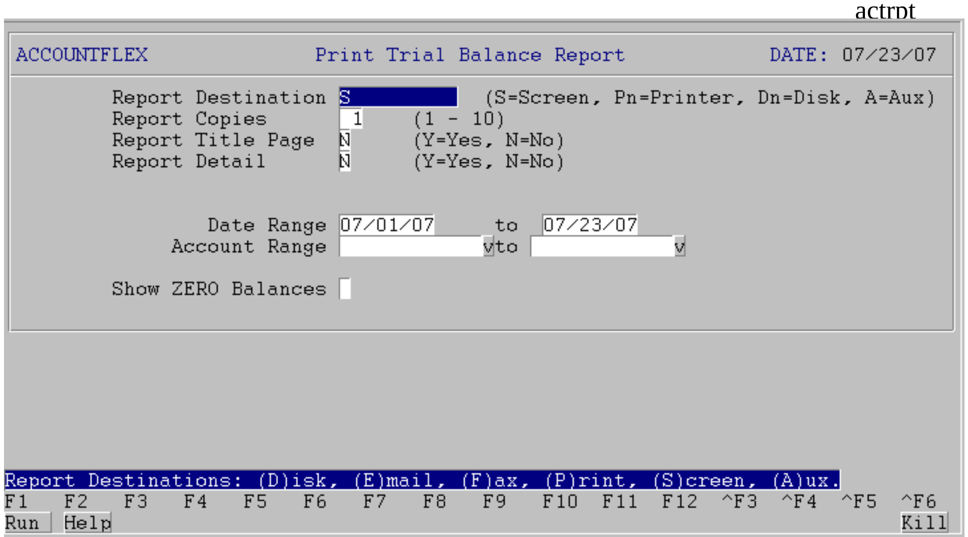
CTL-T Prints the screen image to the default printer.

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.

actrpt



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
ACCOUNTFLEX                                              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 FRST 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

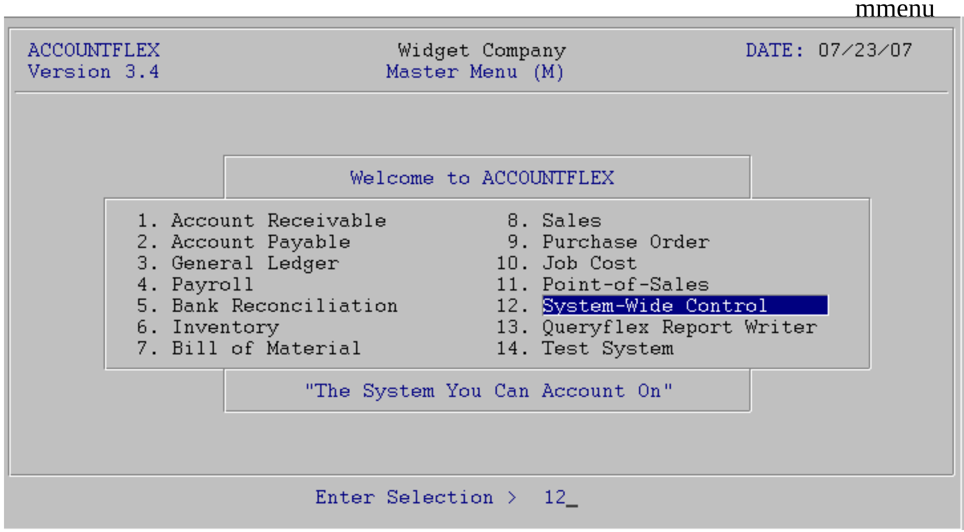
3.2 How to Start the System

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



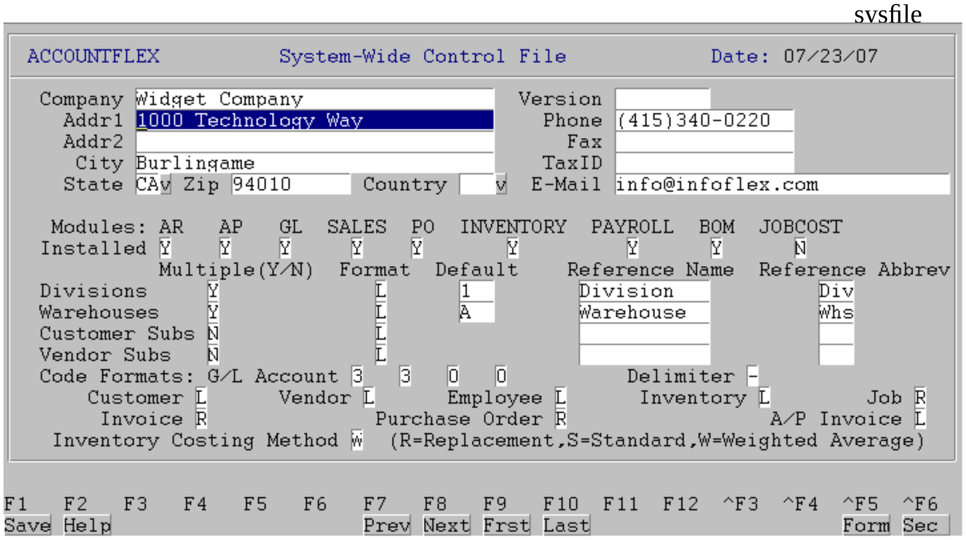
The following sections describe the various setup choices you will be using.

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.

sysfile



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

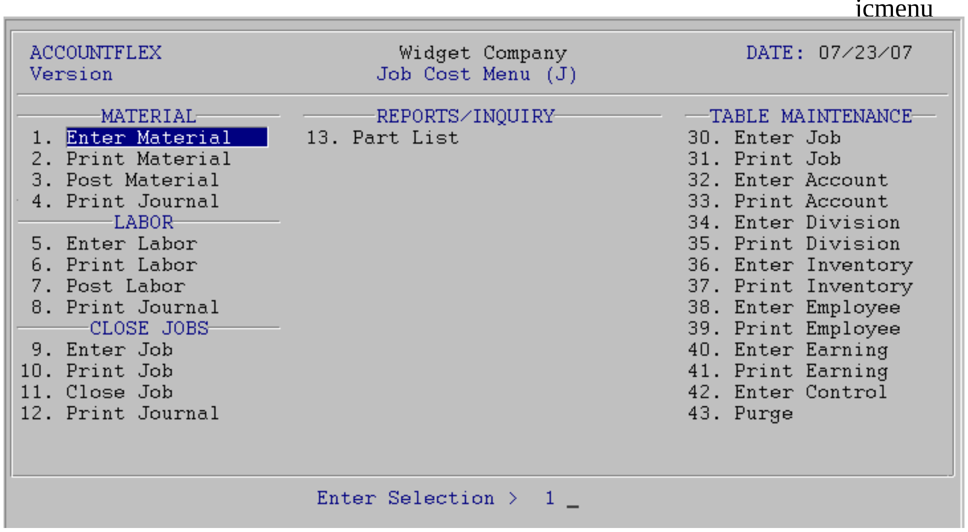
If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

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.

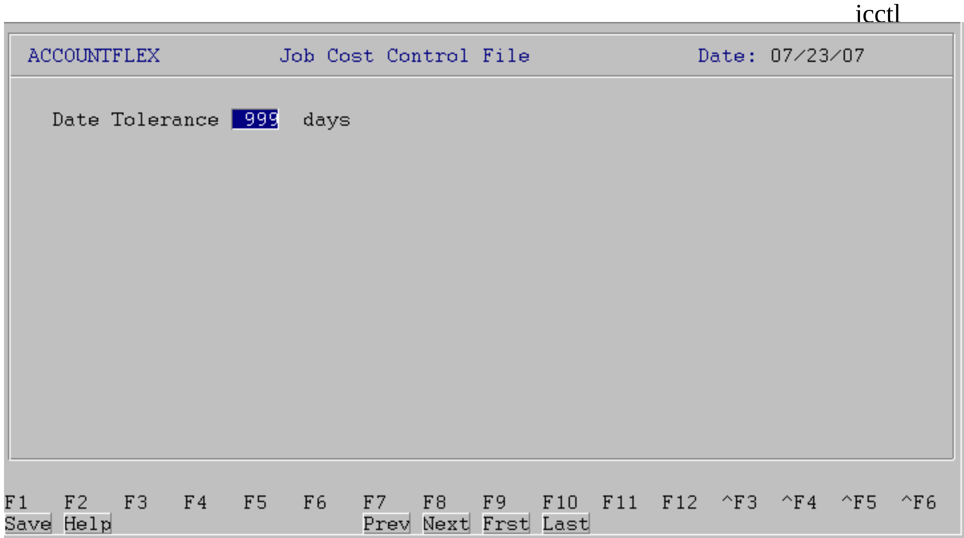
From the master menu, select the menu option **Job Cost**. The job cost menu will then appear as follows.

icmenu



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.

icctl



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

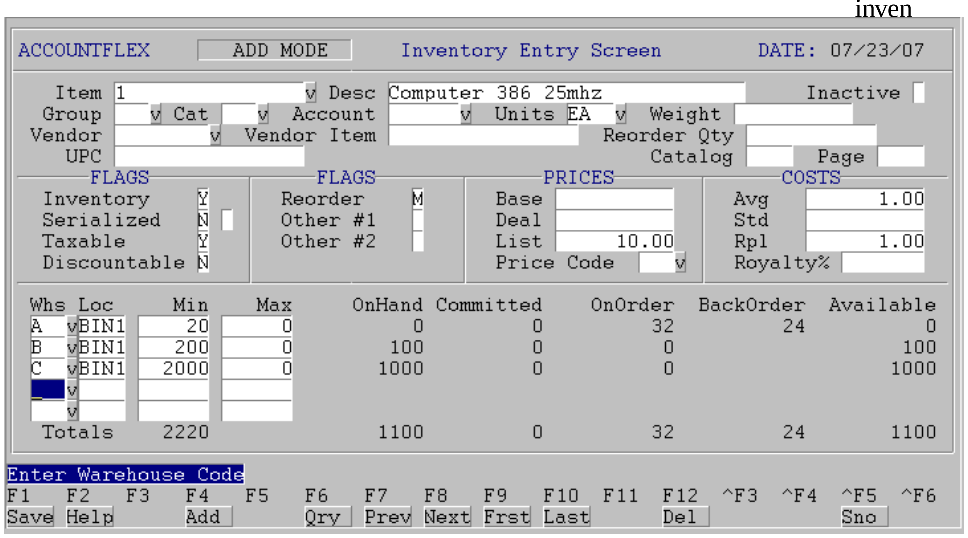
Enter the number of days that transaction or period dates may vary from the current date.

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



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 popup 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 popup 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 popup 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.

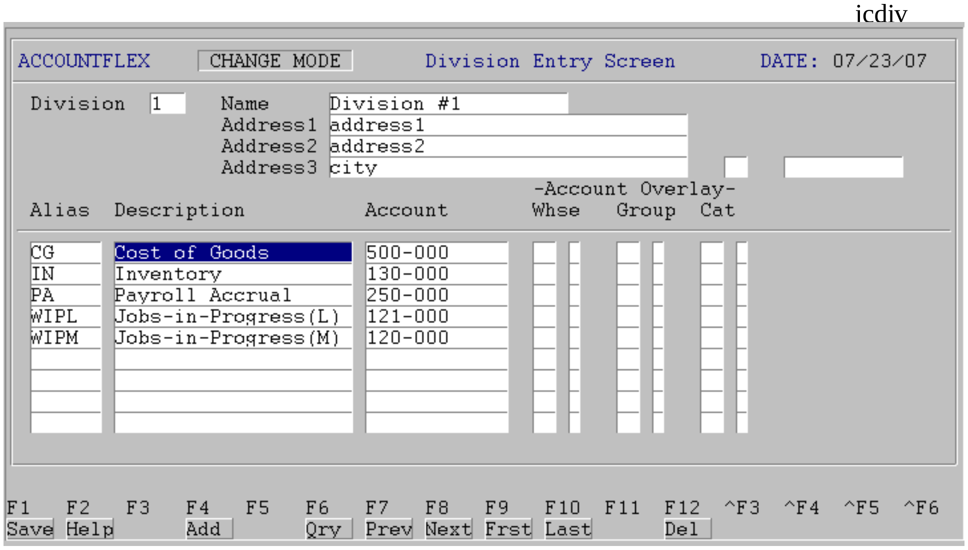
3.6 Setup Divisions

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.

icdiv



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

3-10

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

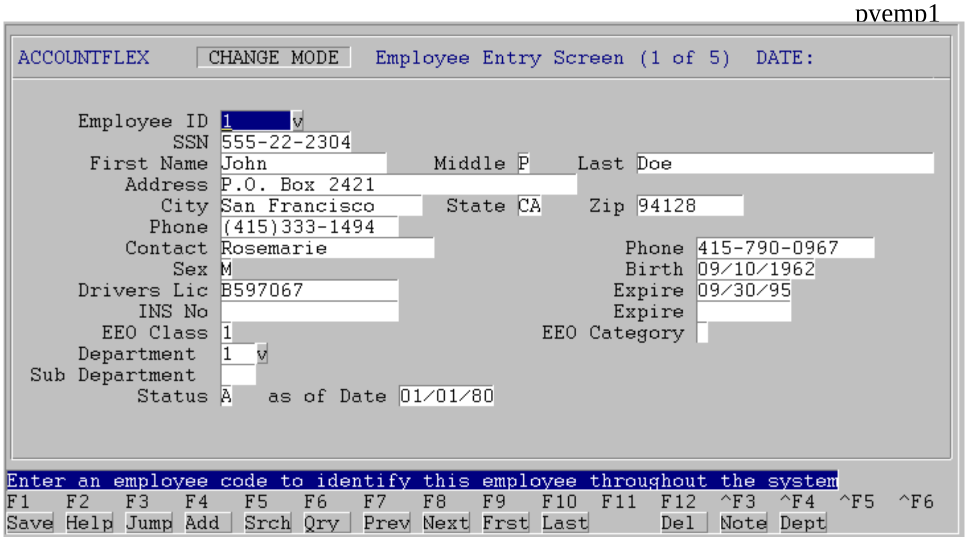
Enter the Offset and Length for each code field (Warehouse, Group, or Category) you would like inserted into the G/L Account at posting time. The Offset is where the code field will be inserted and the Length is the number of characters that will be inserted. For example, if the Inventory G/L Account 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.

pyemp1



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

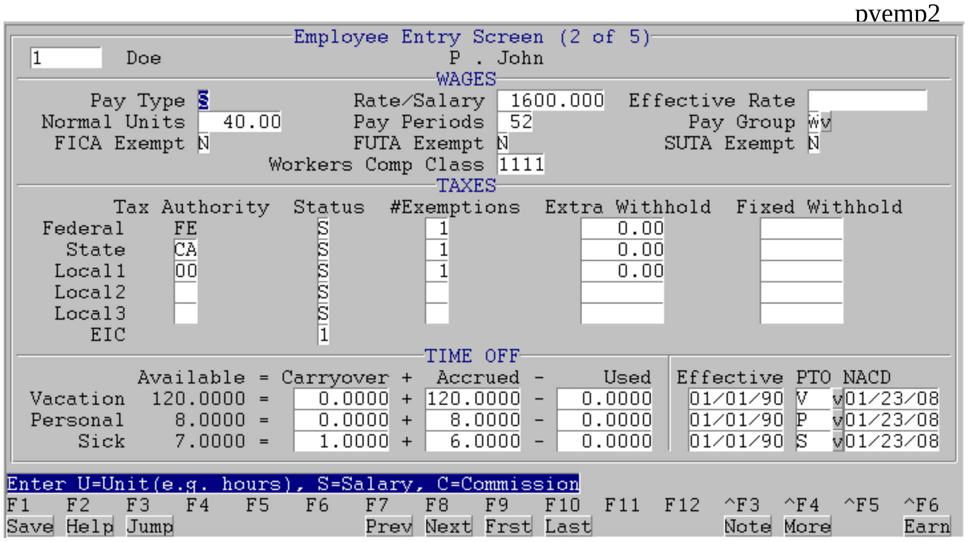
Enter Status: A=Active, I=Inactive, P=Temporary, T=Terminated

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.

pyemp2



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

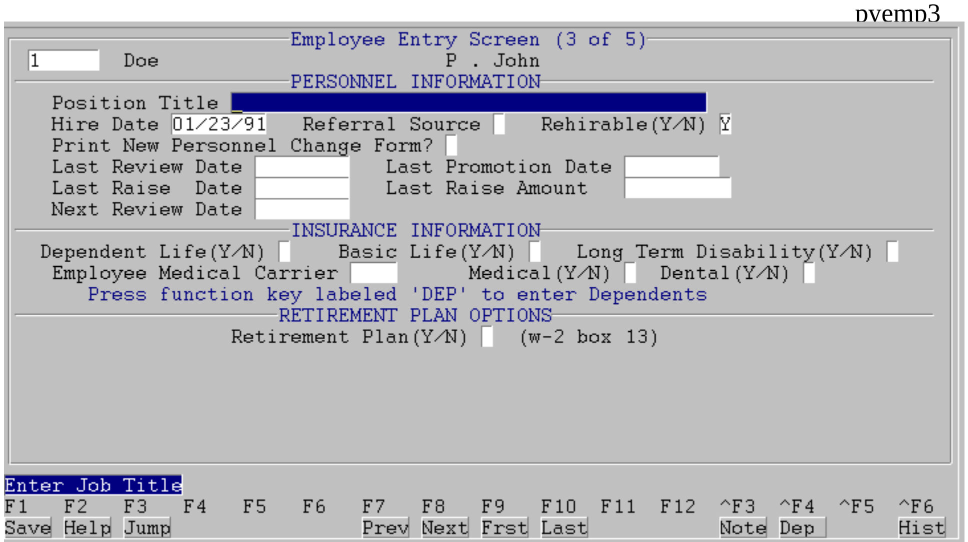
Enter rate for accrual of sick hours.

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.

pyemp3



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

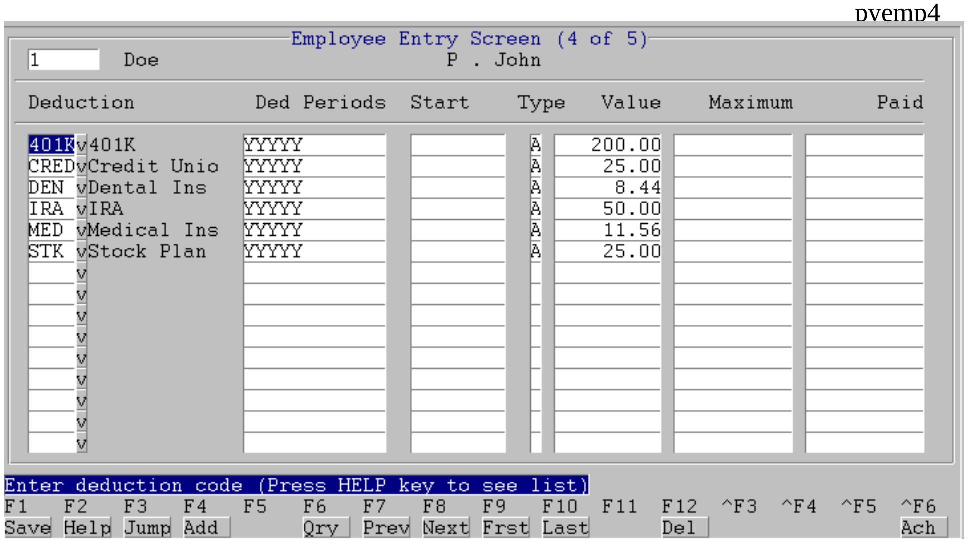
Enter last raise amount.

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.

pyemp4



Employee Entry Screen (4 of 5)

1 Doe P . John

Deduction		Ded Periods	Start	Type	Value	Maximum	Paid
401K	401K	YYYYY		A	200.00		
CRED	Credit Unio	YYYYY		A	25.00		
DEN	Dental Ins	YYYYY		A	8.44		
IRA	IRA	YYYYY		A	50.00		
MED	Medical Ins	YYYYY		A	11.56		
STK	Stock Plan	YYYYY		A	25.00		

Enter deduction code (Press HELP key to see list)

F1 Save F2 Help F3 Jump F4 Add F5 F6 Qry F7 Prev F8 Next F9 Frst F10 Last F11 F12 Del ^F3 ^F4 ^F5 ^F6 Ach

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:

YNYNNNYNNNNN

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

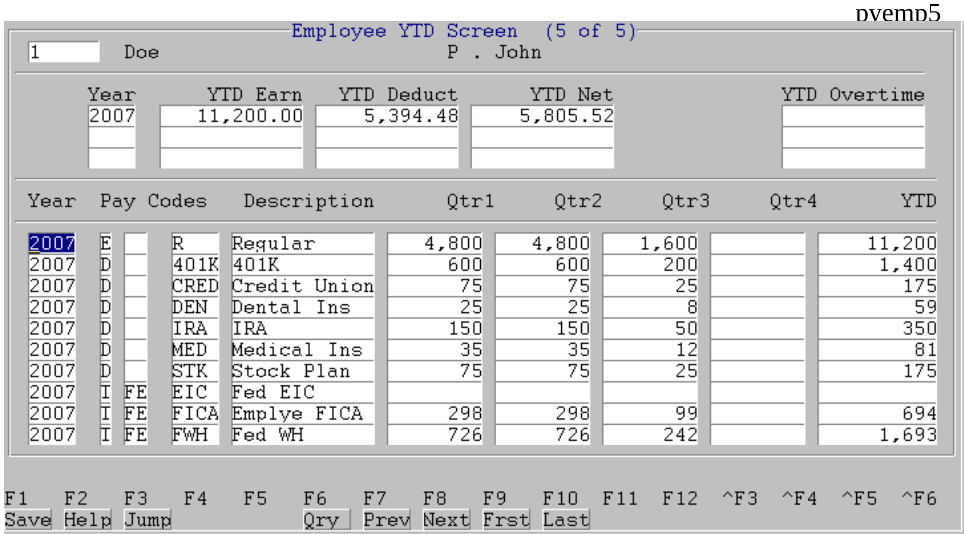
This is a display only field showing amount paid to date. You may not enter data into this field.

Start

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.

pyemp5



Employee YTD Screen (5 of 5)

1 Doe P . John

Year	YTD Earn	YTD Deduct	YTD Net	YTD Overtime
2007	11,200.00	5,394.48	5,805.52	

Year	Pay Codes			Description	Qtr1	Qtr2	Qtr3	Qtr4	YTD
2007	E		R	Regular	4,800	4,800	1,600		11,200
2007	D		401K	401K	600	600	200		1,400
2007	D		CRED	Credit Union	75	75	25		175
2007	D		DEN	Dental Ins	25	25	8		59
2007	D		IRA	IRA	150	150	50		350
2007	D		MED	Medical Ins	35	35	12		81
2007	D		STK	Stock Plan	75	75	25		175
2007	I	FE	EIC	Fed EIC					
2007	I	FE	FICA	Emplye FICA	298	298	99		694
2007	I	FE	FWH	Fed WH	726	726	242		1,693

F1 Save F2 Help F3 Jump F4 F5 F6 Qry F7 Prev F8 Next F9 Frst F10 Last F11 F12 ^F3 ^F4 ^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.

pyempr1

```
ACCOUNTFLEX                   Employee Detail Report                 DATE: 07/23/07

            Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
            Report Copies      1     (1 - 10)

                Employee Range       v to       v
               Pay Group Range  v to   v










Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                  Kill
```

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.

```
                                                                          pyempr1
07/23/07                        Widget Company                           Page      1
  9:00am                 Payroll Employee Detail Report
================================================================================
   Employee Code: 1
   Soc. Sec. No.: 555-22-2304
   Name(Last,First, Middle): Doe                          John               P .
   Address: P.O. Box 2421
   City:     San Francisco       State  CA    Zip  94128
   Phone:    (415)333-1494    Contact: Rosemarie          Phone: 415-790-0967
   Sex:      M                          Birth:  09/10/62
   EEO:      1
   Drivers License: B597067             Expire: 09/30/95
   INS No:                              Expire:
   Department: 1      Sub Department:
   Status: A   Effective date of status: 01/01/80
   Hire:   01/23/91    Rehirable(Y/N): Y  Promotion:
 _________________________PAYMENT INFORMATION_________________________________
   Pay Type: S  Rate/Salary:  1600.000  Normal Units:      40  Pay Group: W
   Pay Periods:  52   Exemptions: FICA(Y/N): N   FUTA(Y/N): N   SUTA(Y/N): N
   Workers Compensation Class: 1111
 _________________________WITHOLDING INFORMATION______________________________
          Tax Authority  Status  #Exemptions  Extra Withhold  Fixed Withhold
   Federal:     FE          S         1               0.00
   State:       CA          S         1               0.00
   Local:       00          S         1               0.00
   EIC  :                   1
 _________________________TIME OFF INFORMATION________________________________
            Available = Carryover + Accrued -   Used  |  Start       Rate Per
   Vacation:    120.0 =       0.0 +    120.0 -    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 -    0.0  |  01/01/90  0.000

                 Year      YTD Earn    YTD Deduct       YTD Net
                 2007     11,200.00      5,394.48      5,805.52


 _________________________DEDUCTION INFORMATION_______________________________
  Deduction         Pay Periods Type Amount     Maximum        Paid    Start
  401K              YYYYY        A    200.00
  CRED              YYYYY        A     25.00
  DEN               YYYYY        A      8.44
  IRA               YYYYY        A     50.00
  MED               YYYYY        A     11.56
  STK               YYYYY        A     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.

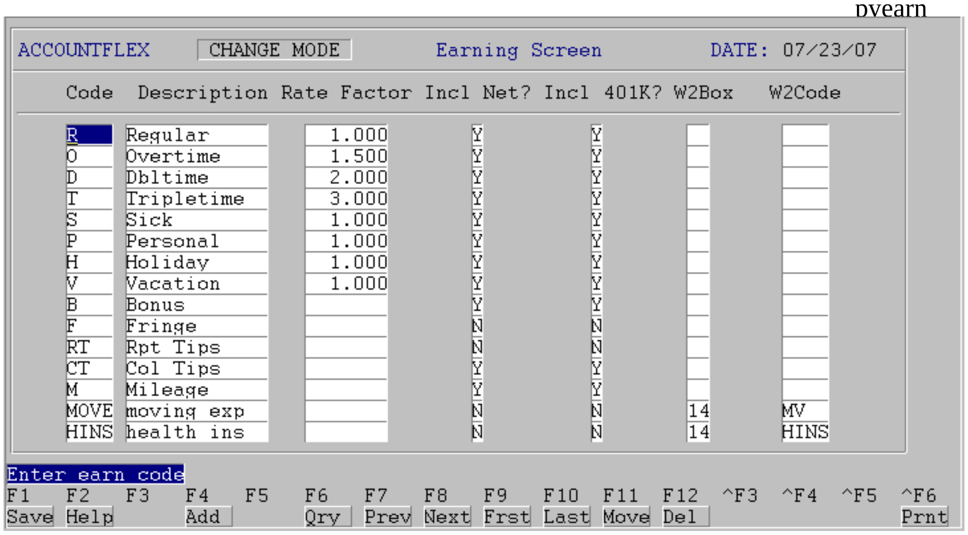
After selecting the report you may press the **ESCAPE** key to return to the menu.

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.

pyearn


ACCOUNTFLEX CHANGE MODE Earning Screen DATE: 07/23/07

Code	Description	Rate Factor	Incl Net?	Incl 401K?	W2Box	W2Code
R	Regular	1.000	Y	Y		
O	Overtime	1.500	Y	Y		
D	Dbltime	2.000	Y	Y		
T	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		
B	Bonus		Y	Y		
F	Fringe		N	N		
RT	Rpt Tips		N	N		
CT	Col Tips		Y	Y		
M	Mileage		Y	Y		
MOVE	moving exp		N	N	14	MV
HINS	health ins		N	N	14	HINS

Enter earn code

F1 Save F2 Help F3 F4 Add F5 F6 Qry F7 Prev F8 Next F9 Frst F10 Last F11 Move F12 Del ^F3 ^F4 ^F5 ^F6 Prnt

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 usaully 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

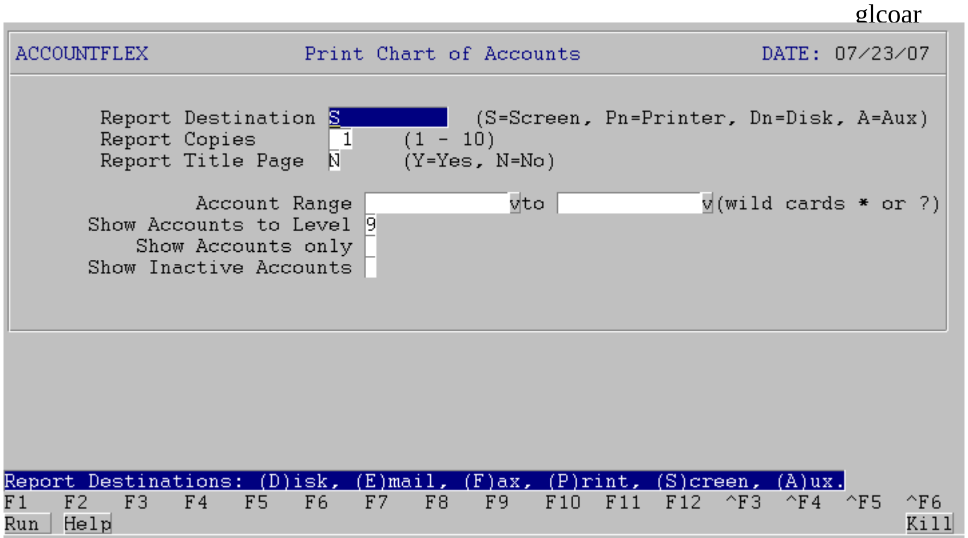
Enter W2 code that should appear alongside the earning on the W2 form.

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



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 #

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:

Type	Code
Assets	A
Expenses	E
Liabilities	L
Income	I
Capital	C

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.

Type	Debit/Credit
Assets	D
Expenses	D
Liabilities	C
Income	C
Capital	C

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.

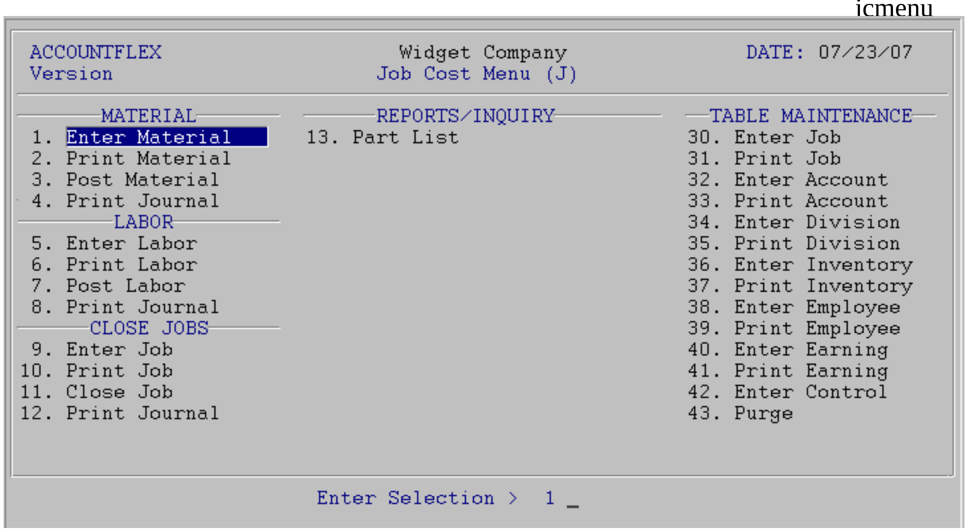
5. OPERATIONS/REFERENCE SECTION

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.

icmenu



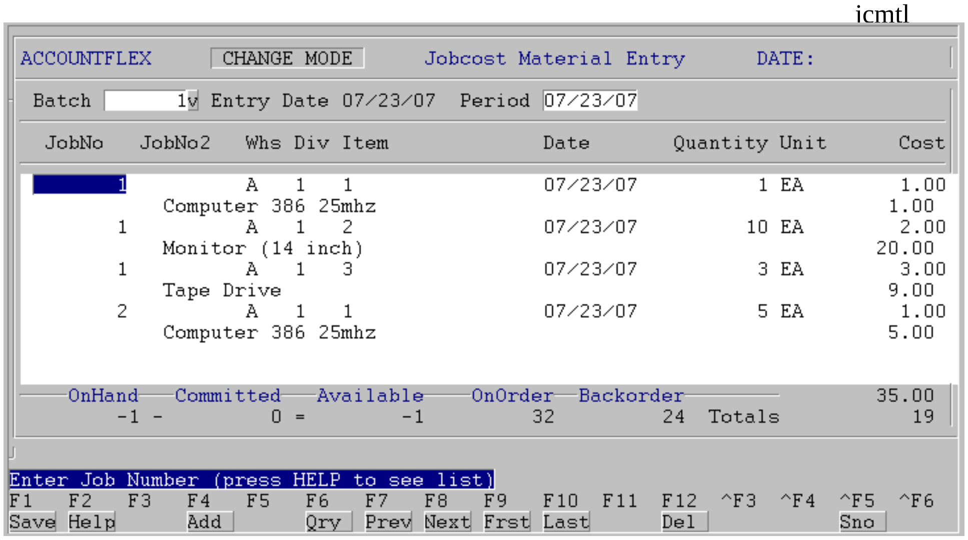
5.1 Enter Material

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.

icmtl



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)*

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

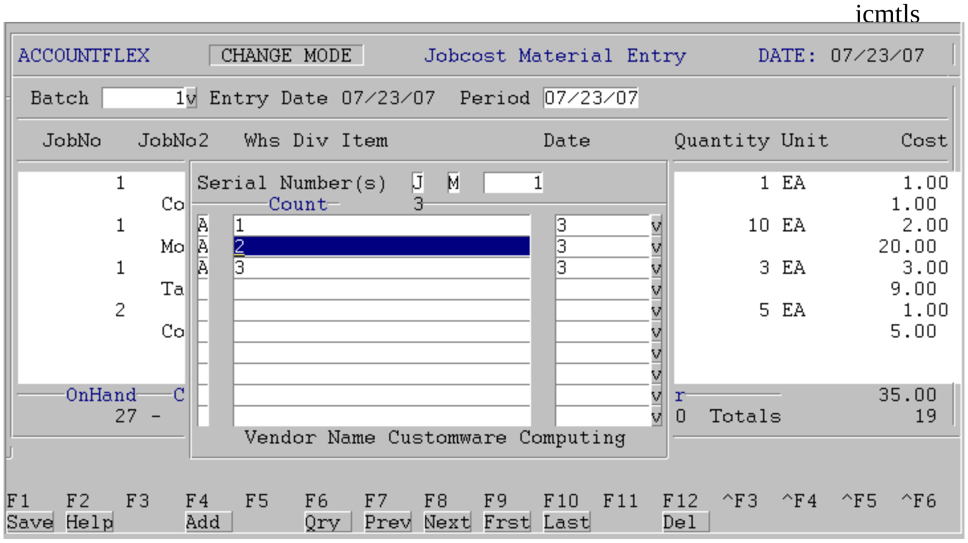
Enter the cost per unit. The weighted average cost will be displayed by default. The Unit field displays the unit value from the Job Cost Master.

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



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.

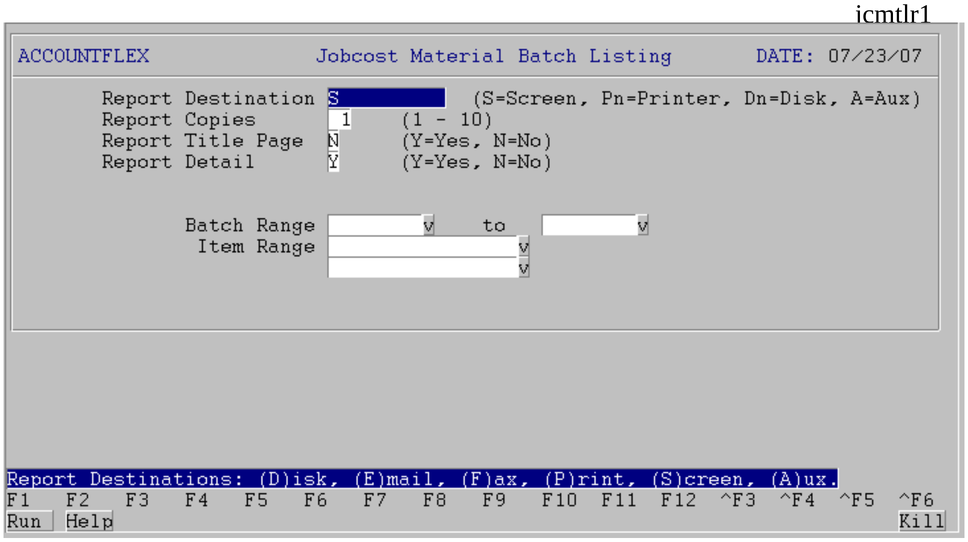
To return to the Material Detail screen from the serial screen, press **SAVE** function key or **ESCAPE** key.

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

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

icmtlr1



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.

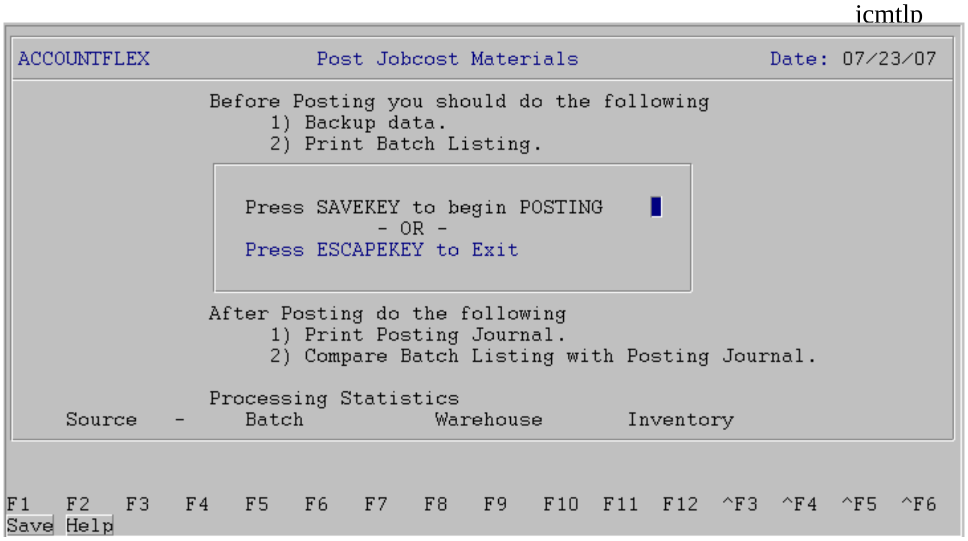
When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

```
                                                                    jcmtlr1
07/23/07                              Widget Company                Page       1
  9:12pm                       Jobcost Material Batch Listing
=========================================================================
Source:< J - M > Batch:        1  Batch Date: 07/23/07   Period: 07/23/07
__________________________________________________________________________
Line  JobNo     JobNo2   Whs Div Item            Date       Quantity 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
                    A  1                            3       Customware Co
                    A  2                            3       Customware Co
                    A  3                            3       Customware Co
   4        2                    1              07/23/07          5 EA       1.00
                                                                             5.00
                                              ====================================
                                              Batch Total:          19      35.00


                                          ******************************************
                                          ******************************************
                                          Grand Total:          19          35.00
```

5.3 Posting Materials

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

icmtlp



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.
```

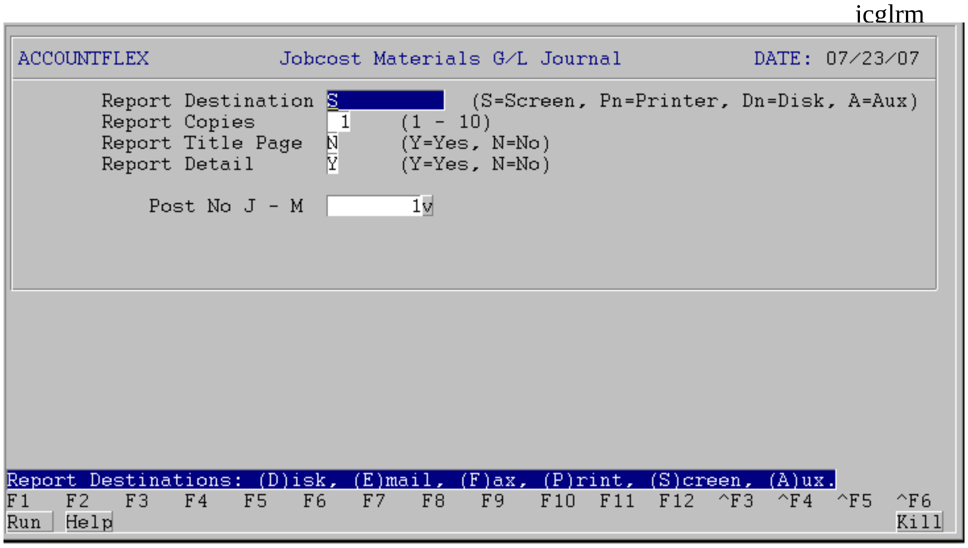
Once this message appears, you may then press the **ESCAPE** key to return to the Job Cost menu.

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



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

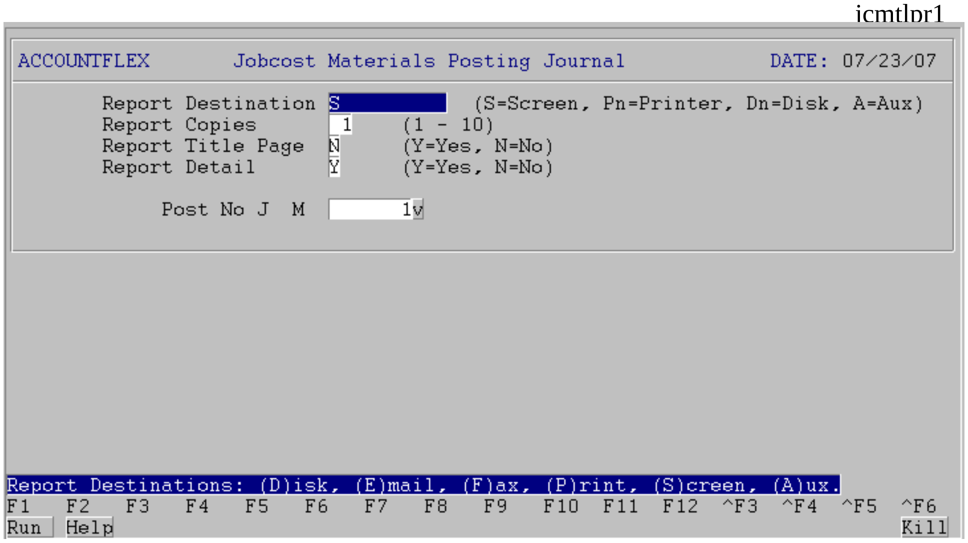
This field is the unique number assigned to the last posting and should already be filled in.

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

```
                                                                   jcglrm
07/23/07                          Widget Company                   Page       1
  9:14pm                    Jobcost Materials G/L Journal
                                 PostNo:          1
==============================================================================
Source:< J - M > Batch#:        1  Entry Date: 07/23/07
                                              D/C:          35.00         35.00
------------------------------------------------------------------------------
 Trans-#     Refno     Date      Period                      Debit        Credit
------------------------------------------------------------------------------
    summary  N/A       07/23/07  07/23/07                    35.00         35.00
             summary
      Account      Description                               Debit        Credit
      130-000      Inventory                                               35.00
      120-000      Jobs-in-Progress(M)                       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

                          E R R O R  L I S T              07/23/07  21:13:25

                      Post Jobcost Materials (pass #2)




    The following ERRORS occurred for Post Jobcost Materials.

    WARNINGS may be ignored but ERRORS must be corrected before retrying.




------------------------------------------------------------------------------

Source Batch   Item #     Tran.Date   Quantity



--------------------------------------------------------------------------

J-M 1         1                 07/23/07  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.

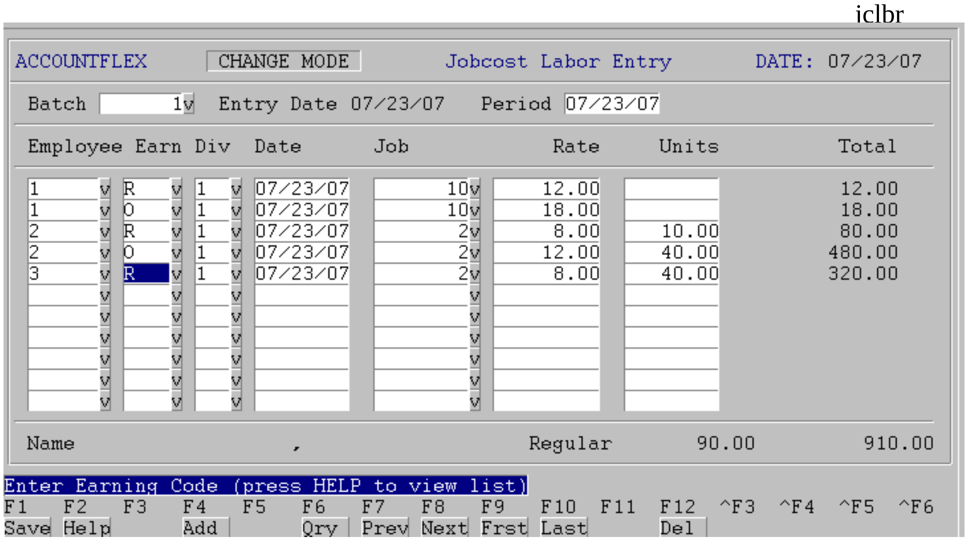
When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

```
                                                                          jcmtlpr1
07/23/07                        Widget Company                            Page      1
  9:15pm               Jobcost Materials Posting Journal
                       PostNo        1 PostDate 07/23/07
________________________________________________________________________________
 Job              Item             Date      Quantity Unit      Cost    Ext Cost
________________________________________________________________________________
        1 Job #1  1                07/23/07         1 EA        1.00        1.00
        1 Job #1  2                07/23/07        10 EA        2.00       20.00
        1 Job #1  3                07/23/07         3 EA        3.00        9.00
                                                      Job Total:           30.00
        2 Job #2  1                07/23/07         5 EA        1.00        5.00
                                                      Job Total:            5.00


                                                    Grand Total:           35.00


Posting Log #1:  07/23/07   21:13:25

                            E R R O R  L I S T            07/23/07  21:13:25

                        Post Jobcost Materials (pass #2)



    The following ERRORS occurred for Post Jobcost Materials.

    WARNINGS may be ignored but ERRORS must be corrected before retrying.



-------------------------------------------------------------------------------

Source Batch  Item #     Tran.Date   Quantity


---------------------------------------------------------------------------

J-M 1         1                 07/23/07  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
```

5.5 Enter Labor

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

iclbr



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.

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.

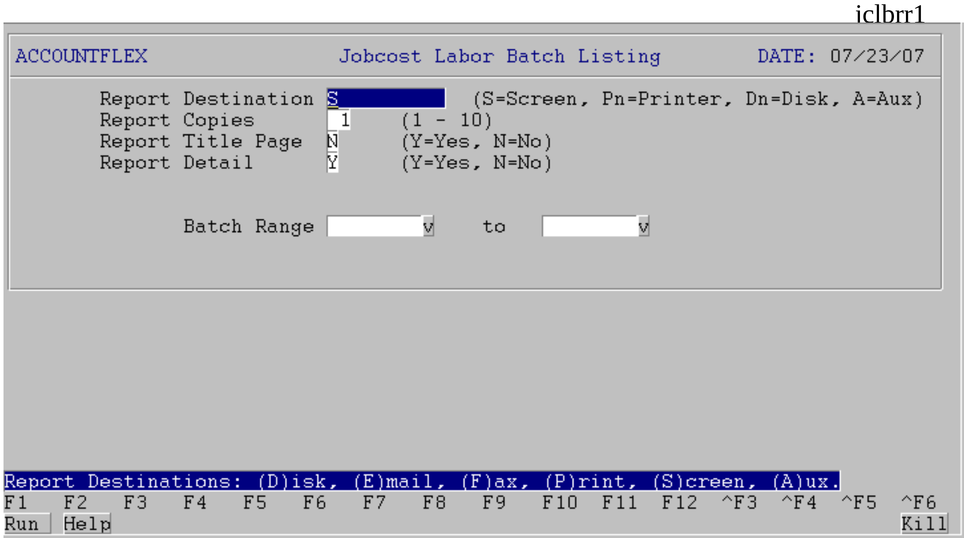
Total

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

5.6 Print Labor

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

iclbrr1



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.

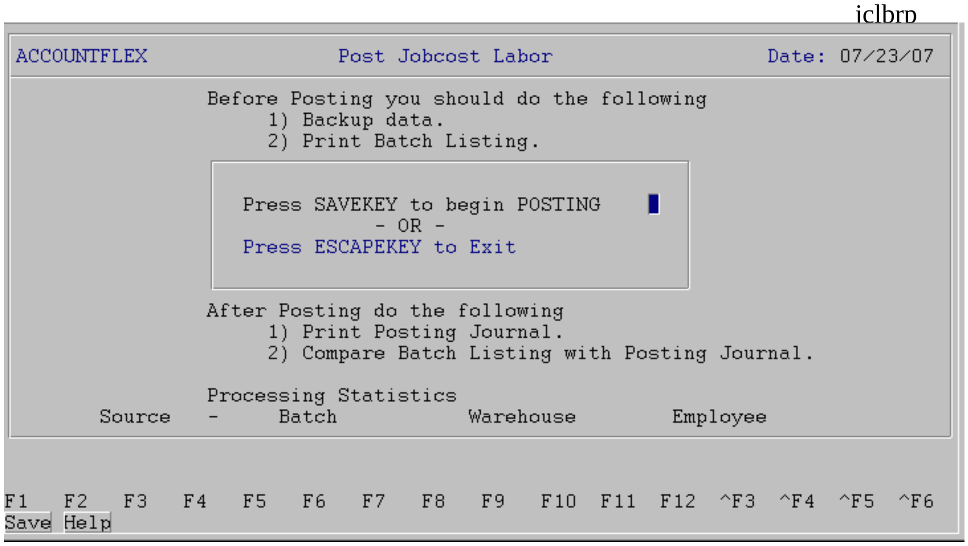
When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

```
                                                                          jclbrr1
07/23/07                        Widget Company                            Page       1
  9:19pm                  Jobcost Labor Batch Listing
================================================================================
Source:< J - L > Batch:       1  Batch Date: 07/23/07   Period: 07/23/07
________________________________________________________________________________
 Line  Employee Earn Div  Date      Job           Rate     Units          Total
________________________________________________________________________________
    1  1        R     1    07/23/07       10     12.00                     12.00
       Doe                , John             Regular
    2  1        O     1    07/23/07       10     18.00                     18.00
       Doe                , John             Overtime
    3  2        R     1    07/23/07        2      8.00     10.00           80.00
       Smith              , Joe              Regular
    4  2        O     1    07/23/07        2     12.00     40.00          480.00
       Smith              , Joe              Overtime
    5  3        R     1    07/23/07        2      8.00     40.00          320.00
       Aaron              , Henry            Regular
                                             ===================================
                                             Batch Total:  90.00          910.00


                                             ***********************************
                                             ***********************************
                                             Grand Total:  90.00          910.00
```

5.7 Posting Labor

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

iclbrp



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.
```

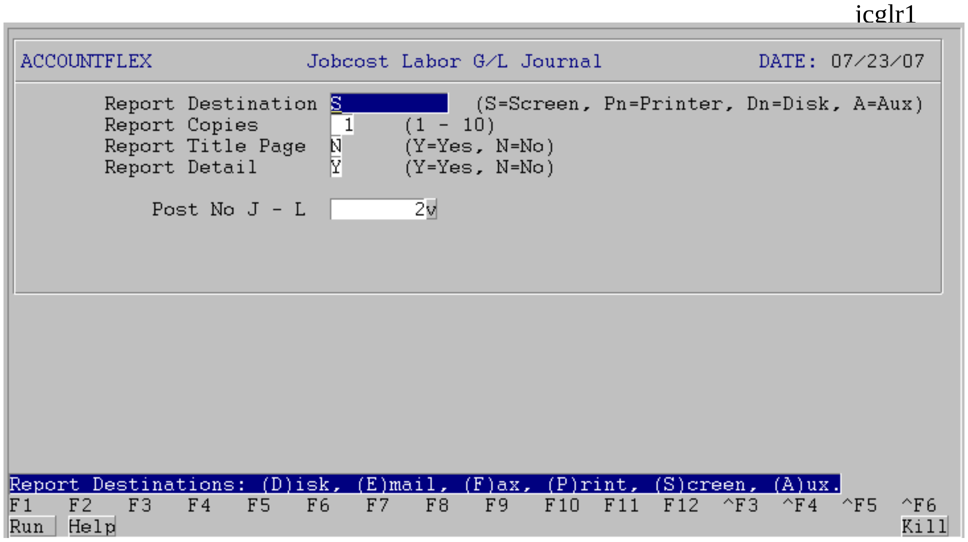
Once this message appears, you may then press the **ESCAPE** key to return to the Job Cost menu.

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.

icglr1



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

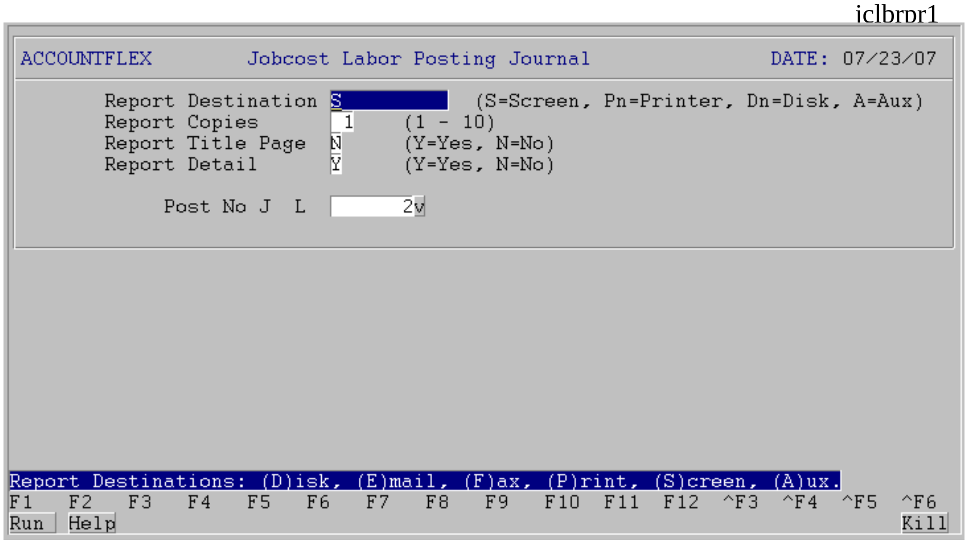
This field is the unique number assigned to the last posting and should already be filled in.

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

```
                                                                              jcglr1
ACCOUNTFLEX       Jobcost Labor G/L Journal                              Page:         1
                         PostNo:          2             Date: 05/26/99  20:34:45
==============================================================================
Source:< J - L > Batch#:        3  Entry Date: 05/26/99
                                              D/C:         990.00         990.00
------------------------------------------------------------------------------
 Trans-#     Refno   Date      Period                           Debit         Credit
------------------------------------------------------------------------------
    summary  N/A     05/21/99  05/21/99                        990.00         990.00
             summary
      Account      Description          Reference              Debit          Credit
      121-000      Jobs-in-Progress(L)  summary                990.00
      250-000      Payroll - Accrual    summary                               990.00
                                  --------------------------------------------
                                  Transaction Total           990.00         990.00

                                  ============================================
                                  Batch Total:                990.00         990.00


                                  ********************************************
                                  ********************************************
                                  Grand Total:                990.00         990.00


Posting Log #2:  05/26/99   20:34:01

@Post Jobcost Labor has been completed successfully... Press any key to continue
```

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

jclbrpr1



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.

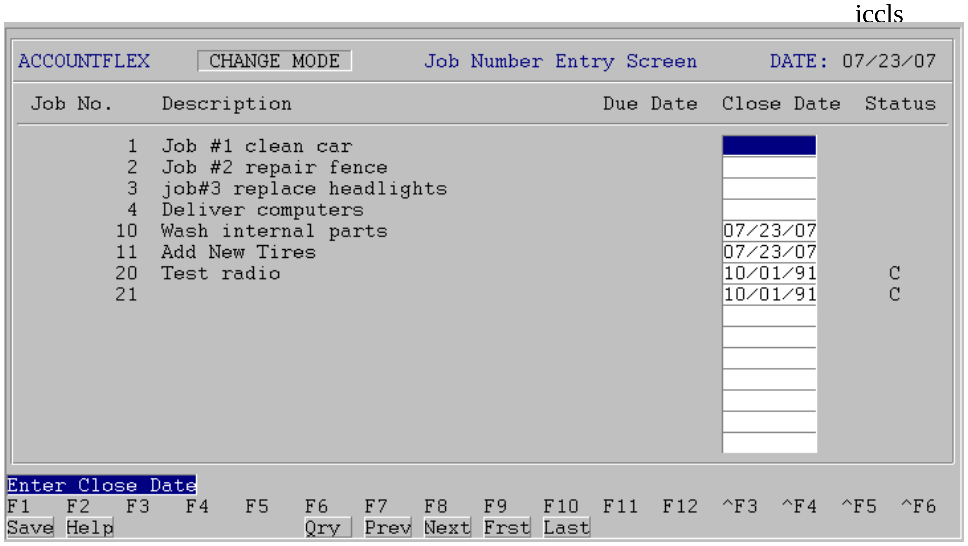
When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

```
                                                                   jclbrpr1
07/23/07                        Widget Company                     Page       1
  9:21pm                 Jobcost Labor Posting Journal
                      PostNo        2 PostDate 07/23/07
_______________________________________________________________________________
 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  O       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  O       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

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

iccls

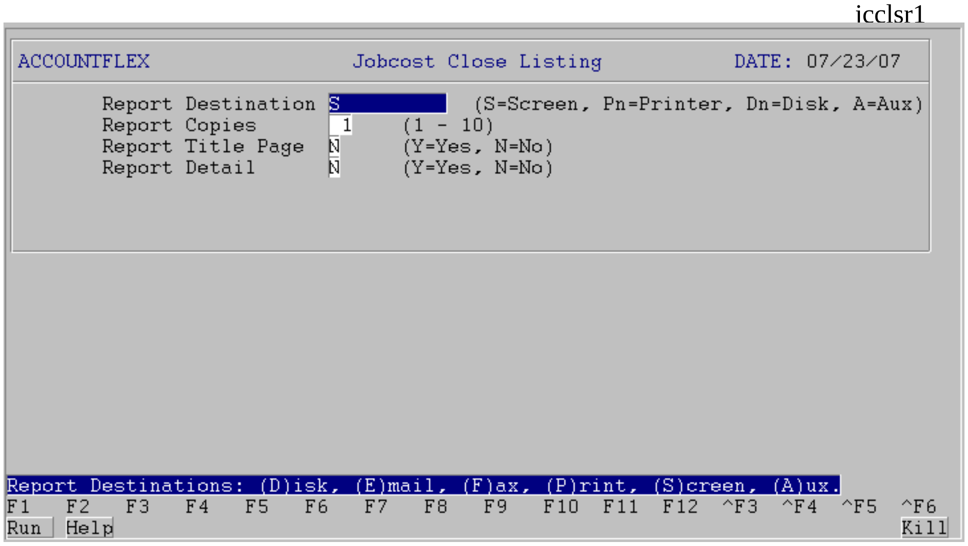


The only field accessible on this entry screen is the Close Date field. This is for the entry of the date on which the job was closed, or completed.

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



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.

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

jcclsr1

07/23/07 Widget Company Page 1

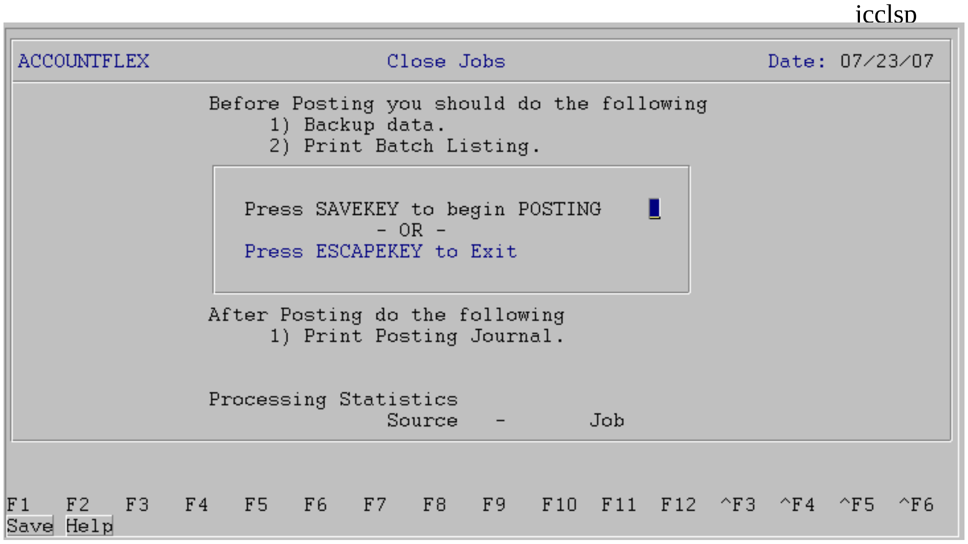
9:29pm Jobcost Close Listing

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

5.11 Posting Job Closing

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

icclsp



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.
```

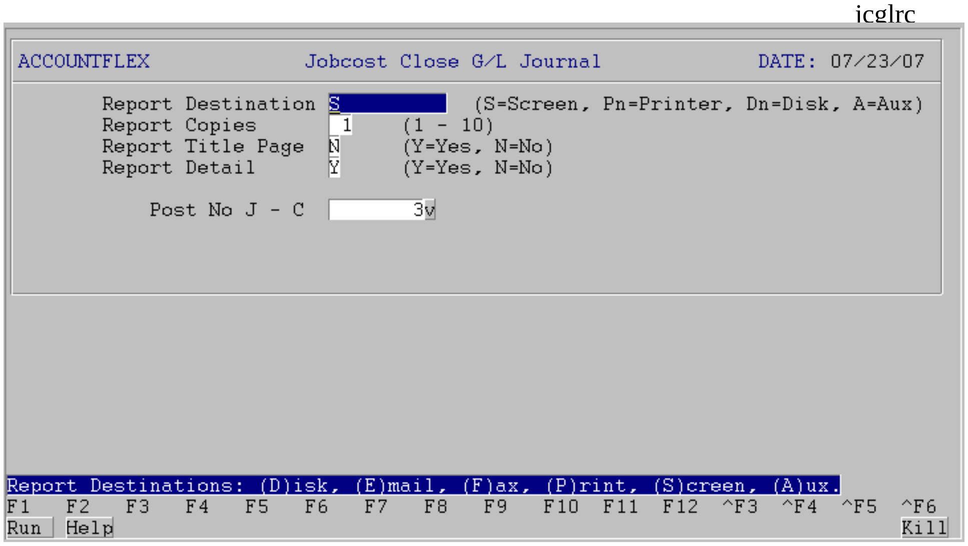
Once this message appears, you may then press the **ESCAPE** key to return to the Job Cost menu.

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



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

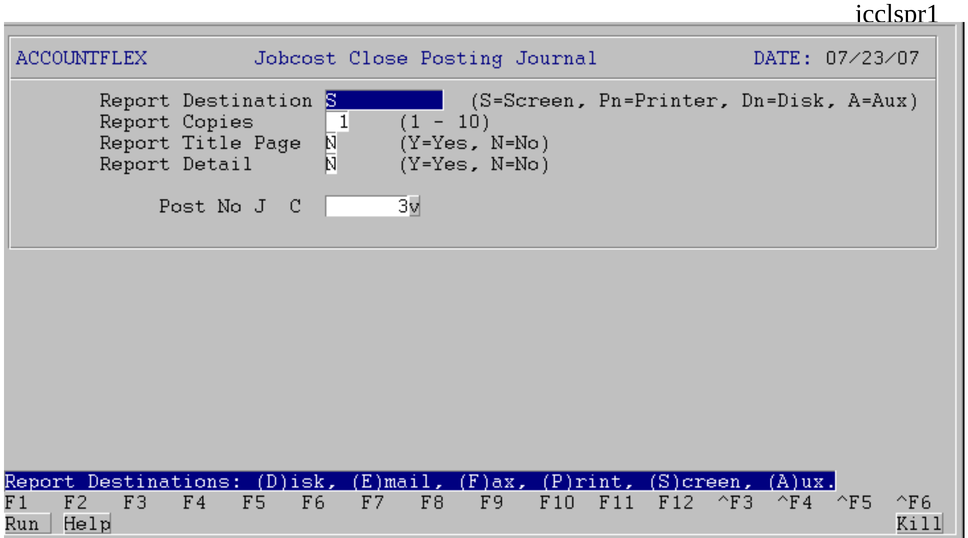
This field is the unique number assigned to the last posting and should already be filled in.

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

```
                                                                  jcglrc
07/23/07                          Widget Company                  Page       1
  9:30pm                     Jobcost Close G/L Journal
                                  PostNo:         3
=============================================================================
Source:< J - C > Batch#:       3  Entry Date: 07/23/07
                                                 D/C:          30.00         30.00
-----------------------------------------------------------------------------
 Trans-#      Refno      Date       Period                      Debit        Credit
-----------------------------------------------------------------------------
     JOB#10   1          07/23/07  07/23/07                    30.00         30.00
                Job #10
      Account       Description                                Debit         Credit
      121-000       Jobs-in-Progress(L)                                       30.00
      500-000       Cost of Goods Sold                         30.00
                                 --------------------------------------------
                                 Transaction Total             30.00         30.00

                                 ============================================
                                 Batch Total:                  30.00         30.00



                                 ********************************************
                                 ********************************************
                                 Grand Total:                  30.00         30.00
@No posting file
```

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

icclspr1



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.

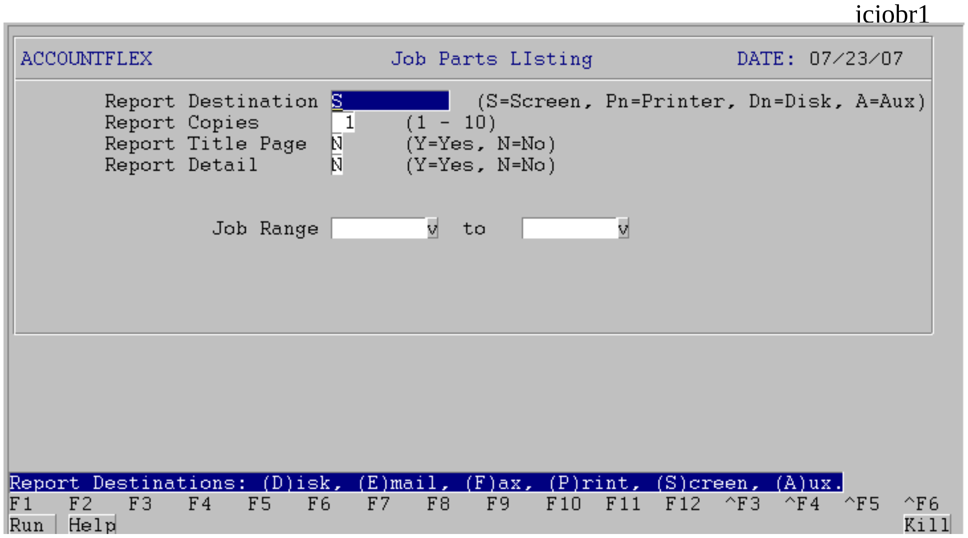
When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

```
                                                                    jcclspr1
07/23/07                    Widget Company                          Page      1
  9:31pm              Jobcost Close Posting Journal
______________________________________________________________________________
 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.

jciobr1



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.

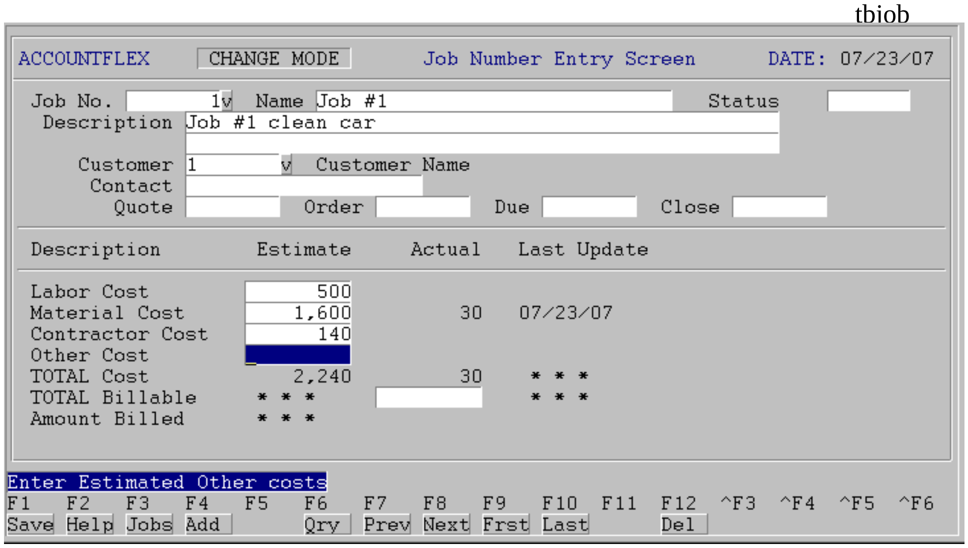
When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

```
                                                                     jcjobr1
07/23/07                        Widget Company                       Page       1
  9:32pm                       Job Parts Listing
________________________________________________________________________________
 Jobno  Line-# 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 Material:        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



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.

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

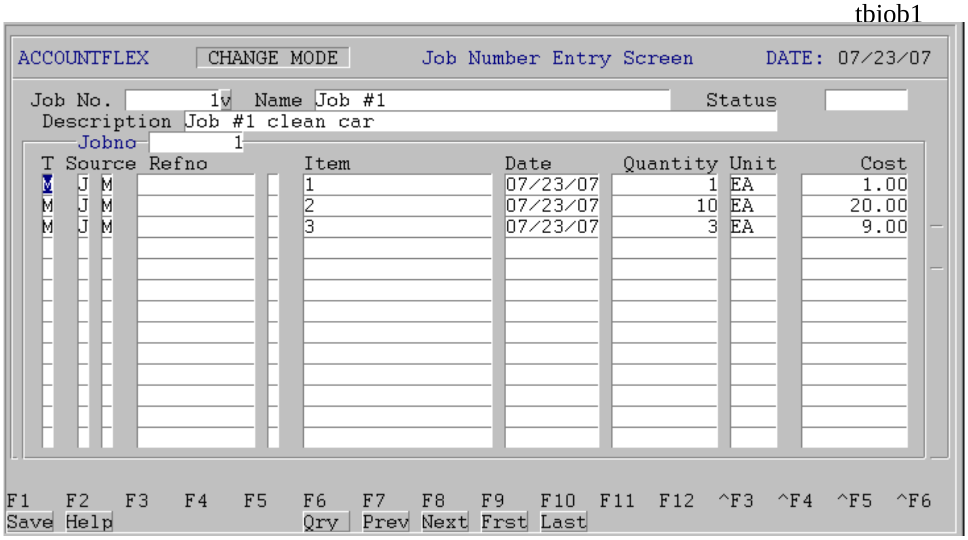
Enter Estimated Other costs for the completion of this job.

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.

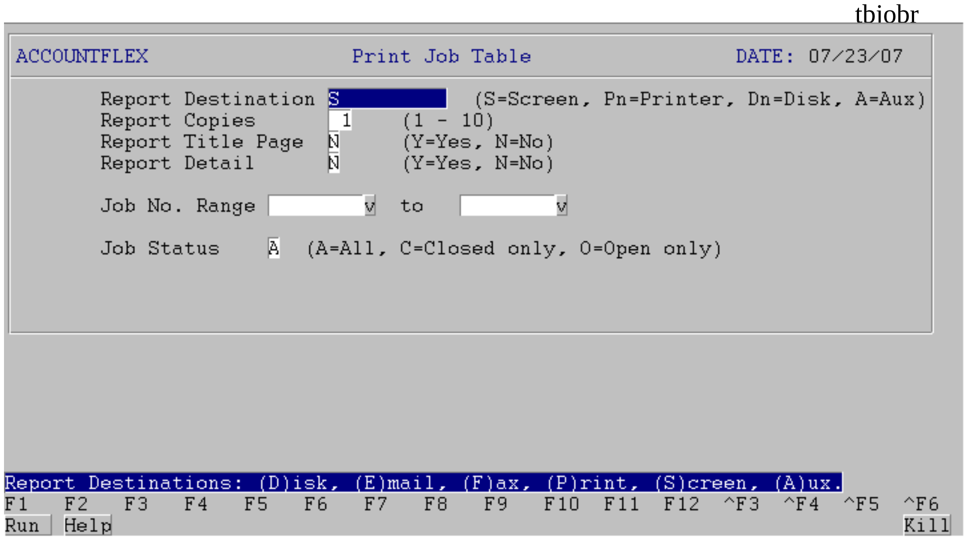
tbjob1



5.31 Print Jobs

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

tbiobr



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.

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	C		30			30		-30
11	Job #11	C					0		
20	Job #20	C					0		
21	Job #21	C					0		

5-30

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.

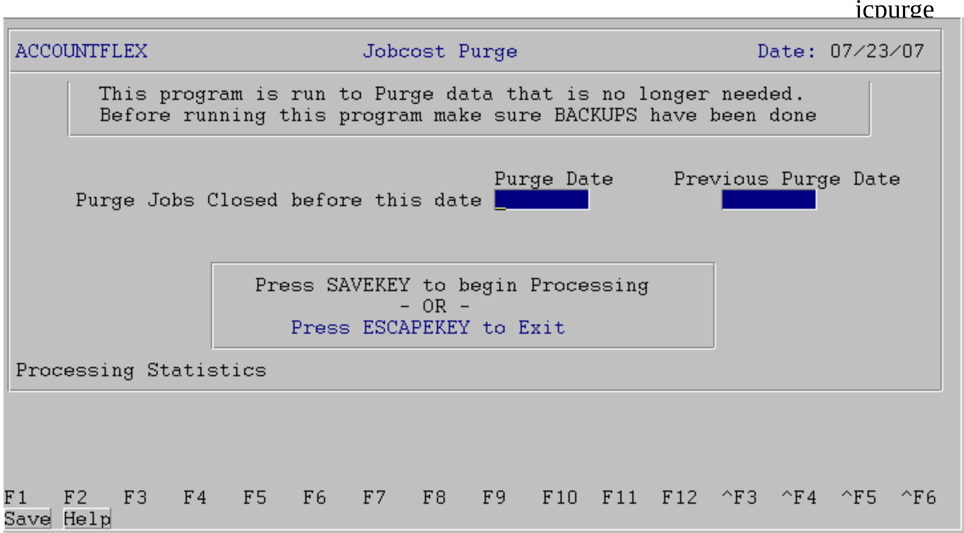
5.42 Enter Control

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

5.43 Purge

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

icpurge



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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