Infor Infinium FMS Project Accounting Guide to Setup and Processing

Volume 1

Publication Information

Release: Infor Infinium FMS Project Accounting 14.0.0.1

Publication date: June 29, 2016

Document code: INFPA1V1_ALL_02

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About This Guide

This section focuses on the following information:

- Intended audience
- Purpose of this guide
- Organization of this guide
- Conventions used in this guide
- Related documentation

Intended audience

This guide is for the Infinium Project Accounting users who are responsible for creating and maintaining Infinium Project Accounting information, including project activity transactions.

Purpose of this guide

Use this guide as a reference at your site. This guide will not teach you about project accounting and general project management accounting practices. This guide will show you, however, how to use Infinium Project Accounting to complete specific project accounting tasks.

Organization of this guide

This guide is task oriented. We have grouped related tasks into parts. Each part contains overview information and step-by-step instructions to lead you through the tasks.

Conventions used in this guide

This section describes the following conventions we use in this guide:

- Fonts and wording
- Function keys
- Promptable fields
- Entering format characters for project numbers
- Infinium applications and abbreviations

Fonts and wording

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Work With Controls* Use *Max Lnth* to specify the maximum length of alpha user fields.
Bold	Used for notes, cautions and warnings Characters that you type and messages that are displayed	**Caution:** You must ensure that all users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized. Type **A** to indicate that the position is alphanumeric and type **N** to indicate that the position is numeric. The following message is displayed: **Company not found**

Convention	Description	Example
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F19 to work with project and activity comments.
Select	Choose a record or field value after prompting.	Select **C** (capitalization), **E** (expense) or **B** (both) as the *Capitalization code* value.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen (page) or dialog box, usually to return to the prior screen (page).	Press F12 to cancel your entries.
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.

Convention	Description	Example
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium PA consist of the first letter of each word of the menu option name. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	▼ *Work with sets* [WWS]
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name abbreviations.	*Infinium Project Accounting Guide to Setup and Processing* is referred to as *Infinium PA Guide to Setup and Processing.*

Function keys

Infinium AM function keys and universal Infinium PA function keys for the System i are described in the table below. All Infinium PA function keys are identified at the bottom of each screen.

Function key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen Type the quick access code in *Level*. You can change the application designator, such as PA, GL, IC and so forth, by selecting another application.

Function key	Name	Description
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Promptable fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type 1 and press Enter.
- Type the value in the appropriate field.

Entering format characters for project numbers

When you type a project number, Infinium PA inserts formatting characters automatically based on the mask defined in the entity controls.

Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Financial Management Suite	**Infinium FM**
Infinium Fixed Assets	Infinium FA
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Human Resources Suite	**Infinium HR**
Infinium Payroll	Infinium PY

Application	Abbreviation
Infinium Materials Management Suite	**Infinium MM**
Infinium Cross Applications	Infinium CA
Infinium Inventory Control	Infinium IC
Infinium Purchase Management	Infinium PM

Related documentation

For additional information about Infinium PA, refer to the following:

- *Infinium PA Menu Tree*
- *Infinium PA Technical Guide*
- Online help

Installation instructions and release notes are available on Infor365.

Chapter 1 Infinium Project Accounting: An Overview

1

This chapter provides an introduction to Infinium PA, describes the objectives of the guide, and contains background information about Infinium PA.

The chapter consists of the following topics:

Topic	Page
Application overview	1-2
Infinium PA overview flow	1-3
Control and system setup	1-4
Interfaces	1-5
Terminology and concepts	1-7
Key concepts of Infinium PA	1-10

Application overview

Infinium PA is a project management system designed to help you collect all project-related costs as you incur them. With Infinium PA, you define a project in terms of hierarchical activities, track actual costs against the budget, and then transfer the accounting information to:

- Infinium Fixed Assets (Infinium FA)
- Infinium General Ledger (Infinium GL)

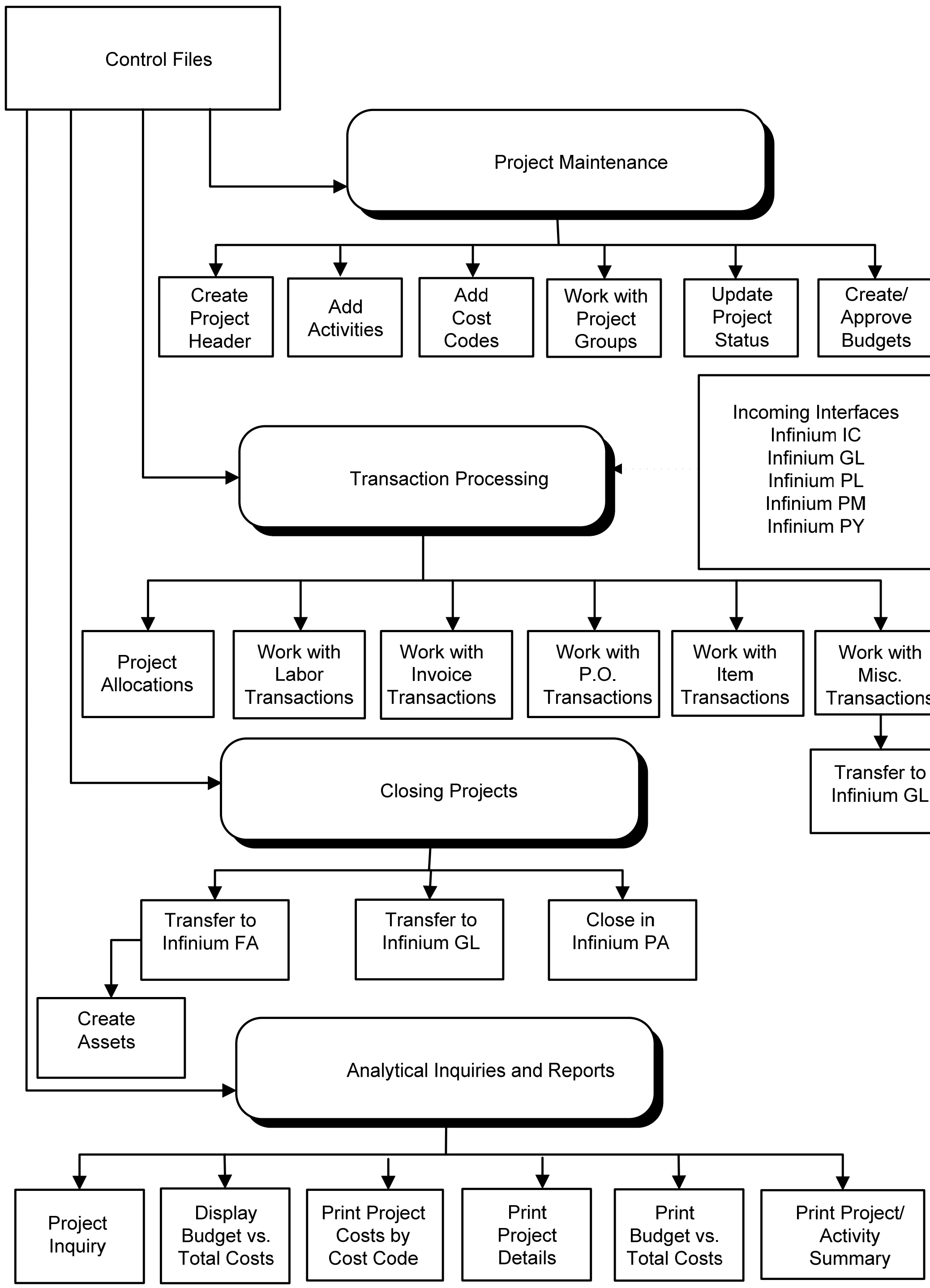
Infinium PA allows you to do the following during setup and maintenance of project records:

- Define a project work breakdown structure (WBS) for a project that identifies the activities that make up the total project and describes the hierarchical relationship among the activities
- Define specific project header level values that default to the activity level
- Process miscellaneous, labor, item, purchase order, and invoice transactions

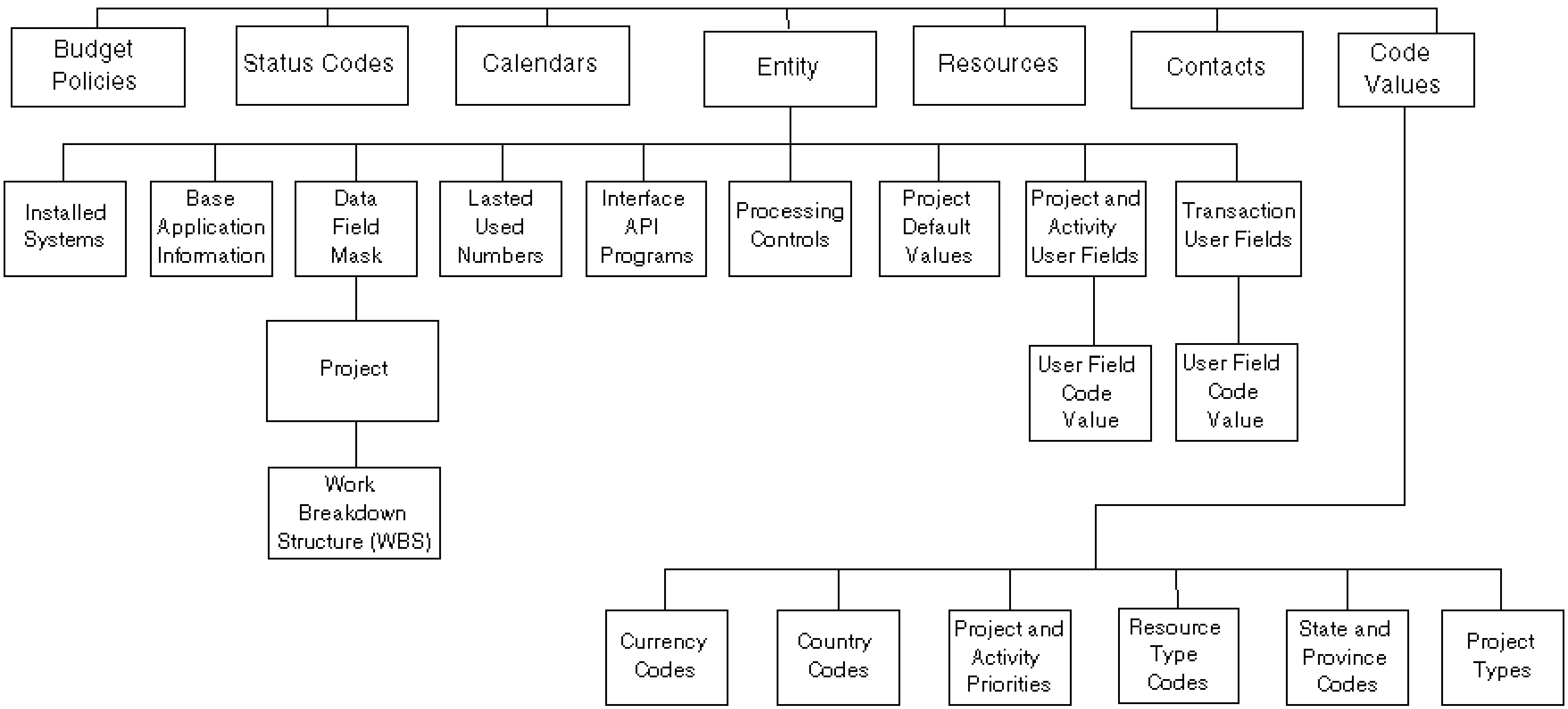
As you complete project activities or entire projects, you can:

- Capitalize or expense costs for activities or entire projects when you close the activity or project
- Maintain the closed accounting data pending transfer to Infinium FA or Infinium GL

Infinium PA overview flow



Control and system setup



Note: Refer to the *Infinium Project Accounting Menu Tree* to view all of the menu options within the application.

Interfaces

Incoming interfaces

- Infinium Purchase Management
  - Allows creation of project purchase orders
  - Allows charging of purchase orders to projects/activities/cost codes
  - Updates projects with committed costs
  - Provides a warning at purchase order entry time if costs exceed project budget
  - Prevents charging to restricted projects
- Infinium Payables Ledger
  - Allows the creation of project invoices
  - Allows charging invoices to projects/activities/cost codes
  - Updates projects with actual costs
  - Reduces committed costs if an invoice is generated from a purchase order
  - Provides a warning if costs exceed project budget
  - Prevents charging to restricted projects
- Infinium Inventory Control
  - Allows charging of inventory items that are being issued out to projects/activities/cost codes
  - Allows returns of inventory items that have been issued to project/activity/cost codes
  - Prevents inventory items from being issued out if costs exceed project budget
  - Prevents charging to restricted projects
  - Updates projects with actual costs
- Infinium Payroll
  - Transfers payroll transactions from Infinium PY to Infinium PA
  - Allows tracking of all labor charges by project, activity, and cost code

  - Validates project codes, activities, and cost codes
  - Updates projects with actual costs
- Infinium General Ledger
  - Allows creation and charging of journal entries to projects, activities, and cost codes
  - Prevents charging to restricted projects
  - Provides a warning at journal entry time if costs exceed project budget
  - Updates project amounts
  - Sends journal entries to Infinium PA as miscellaneous project transactions when the journal is posted in Infinium GL

Outgoing interfaces

- Infinium General Ledger
  - Creates journal entries to transfer to Infinium GL from a closed project, activity, or transaction
  - Validates general ledger numbers online
  - Creates journal entries to transfer to Infinium GL from project accounting allocations or miscellaneous transactions
- Infinium Fixed Assets
  - Creates an item in Infinium FA workfile from a closed project, activity, or transaction or automatically creates an asset if you have used a model asset
  - Allows you to select the item in the Infinium FA workfile and create an asset

Terminology and concepts

Activity

Projects in Infinium PA are broken down into specific activities or tasks that define the functions or steps required to conduct and complete a project. These activities are then arranged in a hierarchy called the Work Breakdown Structure (WBS). Each activity is defined by a unique user-defined code to identify its relationship to the total project. A project can consist of a number of activities.

Actual cost

The actual cost is equal to the actual dollar amounts charged to the project, activity, or cost code. The actual costs are the totals of all labor, item, invoice, and miscellaneous charges. The actual cost may differ from a budgeted or committed cost.

Activity budget

Depending on project header control settings, each activity can have a budget. Activity budgets automatically roll up through the WBS to create project budgets.

Capitalization codes

Capitalization codes indicate whether a project or activity will be capitalized, expensed, or both when the project is financially closed. These are pre-defined codes. You can override capitalization codes at the activity level when closing a project. The capitalization codes are listed below.

Code	Description
C	Capitalized
E	Expensed

Code	Description
B	Expensed and Capitalized

Code **B** is used when a project has both expensed activities and capitalized activities. Code **B** is used only on the project level.

Committed cost

A committed cost is the amount of a purchase order that has been issued. There is a legal commitment to pay this amount when it becomes due.

The relieved amount contains the total amount of commitment costs that have been invoiced. The net commitment amount equals the total commitments plus relieved amounts for which an invoice has not been received.

Cost codes

Cost codes provide a standard way to categorize costs with activities.

Current budget

The current budget is the total budget amount that is presently approved for a project.

Percent complete

The percent complete allows you to manually specify what percent of the current project's activities are complete. This refers to completed activities and not to dollar amounts. When all the activities that make up a project are complete, the percent complete is 100.

Priority codes

Priority codes indicate the importance of the project or activity in relation to other projects and activities. You can use priority codes as inquiry fields. For example, you can request a display of all high priority projects or activities. Priority codes are informational only.

Project/activity type codes

Project/activity type codes are user-defined codes that identify different types of projects and activities. You can use these codes to group projects and activities. Examples of Project/Activity type codes are development (DE), engineering (EN), environmental (ER), maintenance (MA), modification (MD), promotional (PM), and so forth.

Project cost controls

Project cost controls allow you to control the posting of costs to projects and activities. The two methods you can use to control the posting of costs to projects and activities are:

- Status codes - Restrictions based on a comparison of actual and budgeted costs
- Restrictions - Based on a pre-determined percentage of completion of a project or activity

Project header

The project header contains information that relates to the entire project. When you create a new project, you specify project level information that can default to the activity level. In some cases, the value for a project level field may be identical to the value in an activity level field.

Project status codes

Project status codes are used to indicate the current stage of the project or activity. Status codes are also used to control the posting of costs to projects and activities. You can maintain the types of charges allowed for any status code.

Infinium PA provides status codes that you cannot delete. You can also create status codes that are pertinent to your business operation.

Key concepts of Infinium PA

The information that follows includes important concepts relating to Infinium PA. You must understand these important concepts before your project-planning meeting to be able to discuss how they will impact your use of Infinium PA.

Work breakdown structures

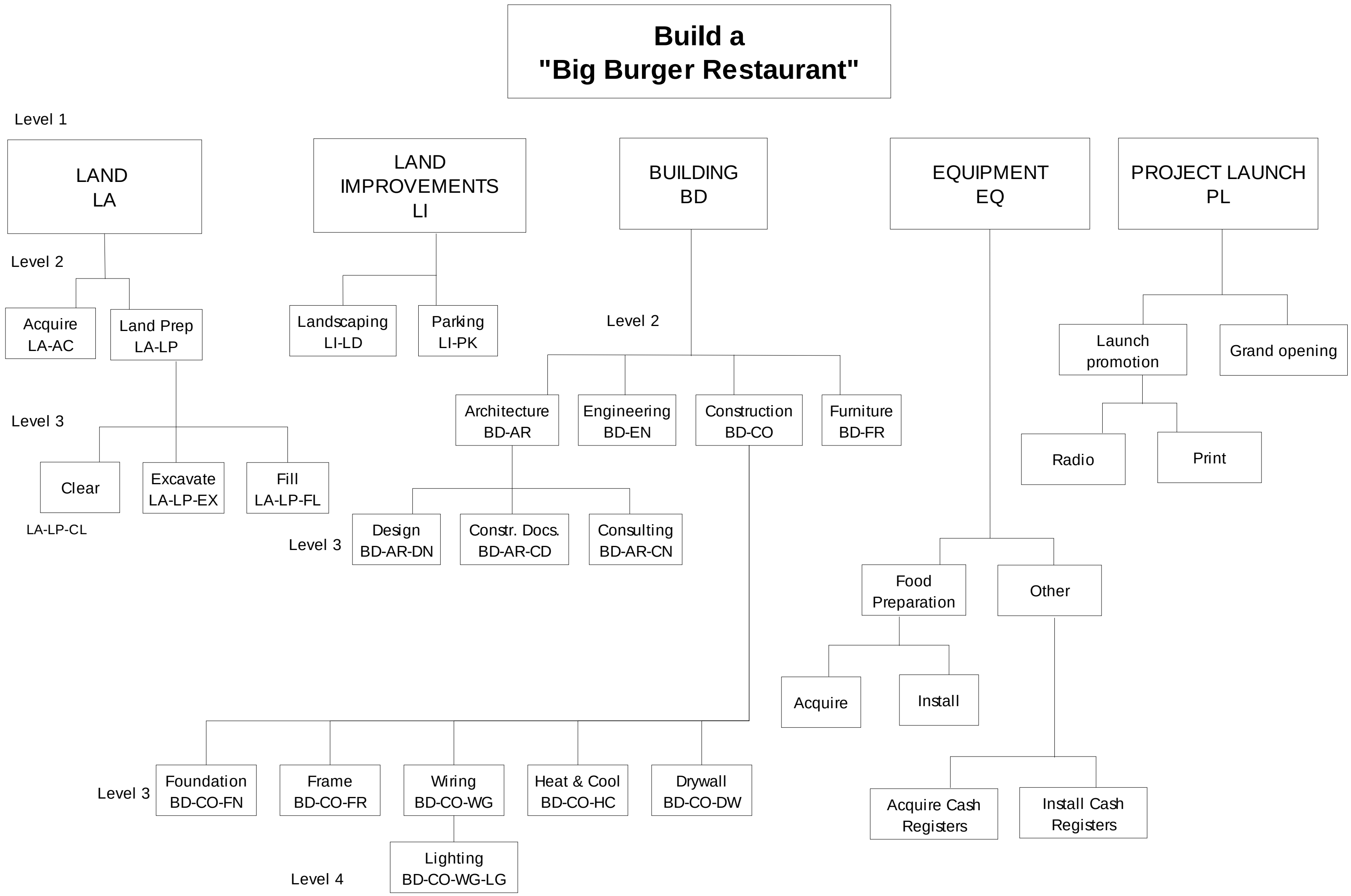
In Infinium PA, you organize projects by breaking them into progressively smaller pieces and organizing them into a logical hierarchy of activities or tasks. This logical hierarchy of activities that make up a project is called a Work Breakdown Structure (WBS).

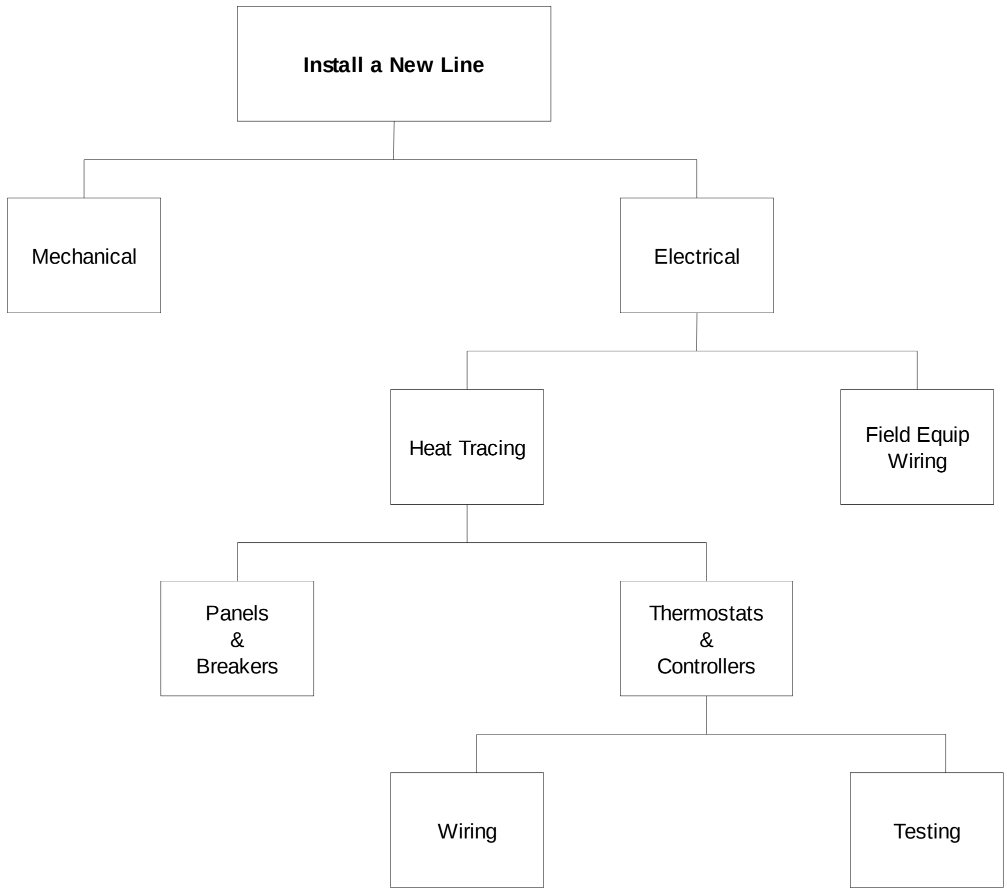
The WBS defines the tasks or deliverable(s) to be produced and relates the elements of work to be accomplished to each other and to the total project. The WBS serves as a basis for tracking the actual costs and resources of a project.

In designing standard work breakdown structures for the various types of projects that your organization undertakes, you are providing a structure for tracking costs and financial completion for each activity of the project. The WBS provides managers at each level of the project with a framework for organizing and tracking the activities and the associated costs that make up their part of the total project.

When defining a new project, you assign previously established work breakdown structures to define the activities of each project. You can prompt to the WBS to select the activities required for the project you are creating.

The following pages show examples of two types of work breakdown structures. The "Build a Big Burger Restaurant" project is typical of a WBS used for a construction project. The “Install a New Line” project is typical of a WBS used for an engineering project.


Build a
"Big Burger Restaurant"
Level 1
LAND
LA
LAND
IMPROVEMENTS
LI
BUILDING
BD
EQUIPMENT
EQ
PROJECT LAUNCH
PL
Level 2
Acquire
LA-AC
Land Prep
LA-LP
Level 3
Clear
LA-LP-CL
Excavate
LA-LP-EX
Fill
LA-LP-FL
Landscaping
LI-LD
Parking
LI-PK
Level 2
Architecture
BD-AR
Engineering
BD-EN
Construction
BD-CO
Furniture
BD-FR
Level 3
Design
BD-AR-DN
Constr. Docs.
BD-AR-CD
Consulting
BD-AR-CN
Level 3
Foundation
BD-CO-FN
Frame
BD-CO-FR
Wiring
BD-CO-WG
Heat & Cool
BD-CO-HC
Drywall
BD-CO-DW
Level 4
Lighting
BD-CO-WG-LG
Food
Preparation
Other
Acquire
Install
Acquire Cash
Registers
Install Cash
Registers
Launch
promotion
Grand opening
Radio
Print



Cost codes

Cost codes allow you to categorize the costs collected against your projects. These costs result from labor transactions, items, purchase orders, or invoices and are categorized accordingly.

Entity controls

Entity controls are the highest-level controls in Infinium PA. They control information for all projects that you set up in the system. Before you enter any information into Infinium PA, you must create your entity controls.

Masking

Masking refers to how information is presented on the screen and how it is stored in the system. Masking enables you to maintain uniformity for data input. If you specify a mask for a project number that is two alphabetic characters, a hyphen, and five numerals, the mask is: **AA-NNNNN**. When using the system, if you do not enter alphabetic characters as the first two digits, the system displays an error message. On the other hand, if you omit the hyphen, the system automatically enters it.

You can use asking to select multiple items. You enter specific values to define the basic elements of your selection criteria and use asterisks as wildcards to specify that all occurrences of the masked components be selected.

Notes

Chapter 2 Working with Entity Controls

2

The entity controls are the top-level controls in Infinium PA and are applicable to all users of Infinium PA.

The chapter consists of the following topics:

Topic	Page
Defining entity controls	2-2
Displaying entity controls	2-38
Printing entity controls	2-46

Defining entity controls

Overview

Use *Work with entity controls* to specify or maintain the top-level controls for Infinium PA. The controls that you set up using *Work with entity controls* are applicable to all users of Infinium PA.

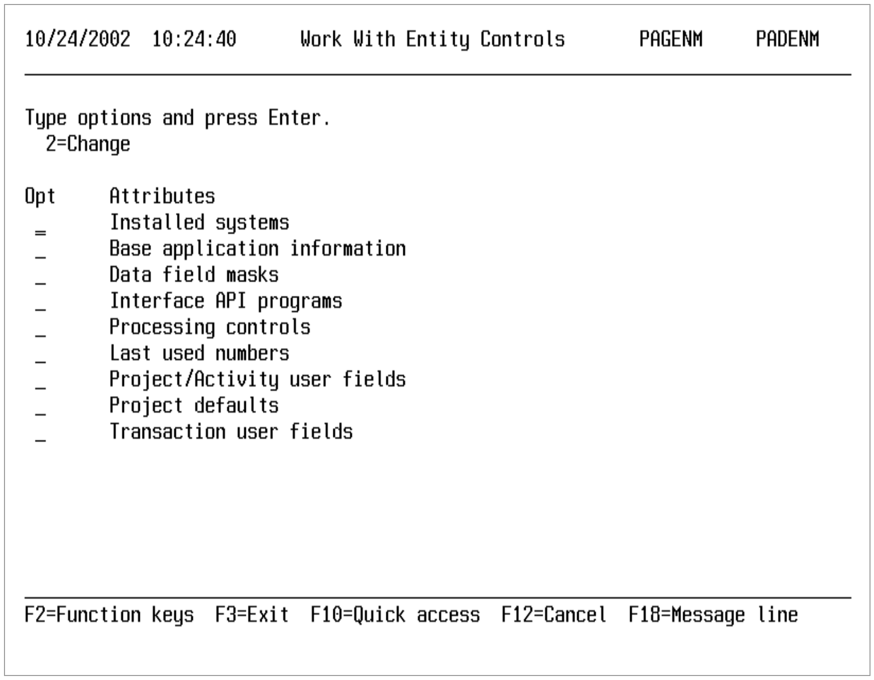
These controls are:

- Installed systems
- Base application information
- Data field masks
- Interface API programs
- Processing controls
- Last used numbers
- Project/activity user fields
- Project defaults
- Transaction user fields

Use the menu path below.

- Infinium PA
- *Controls*
- *Work With Controls*
  - *Work with entity controls* [WWEC]

Selecting entity control segments



```
10/24/2002  10:24:40      Work With Entity Controls       PAGENM     PADENM

Type options and press Enter.
  2=Change

Opt     Attributes
 _      Installed systems
 _      Base application information
 _      Data field masks
 _      Interface API programs
 _      Processing controls
 _      Last used numbers
 _      Project/Activity user fields
 _      Project defaults
 _      Transaction user fields

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-1: Work With Entity Controls options page

On the Work With Entity Controls options page, you select the control segment whose information you are defining.

How do I…

Select a control segment to define	Type **2** in *Opt* next to the control segment and press Enter.
Exit	Press F3.

Identifying installed systems

To access the page described below, you select *Installed systems* and press Enter on the Work With Entity Controls options page shown in Figure 2-1.

```
10/24/2002  10:40:56      Work With Entity Controls       PAGENM     PADENM
___________________________________________________________________________
Infinium Installed Systems

Purchase Management  . . . . . . .   1  1=Yes, 0=No
Payables Ledger  . . . . . . . . .   1  1=Yes, 0=No
General Ledger  . . . . . . . . . .  1  1=Yes, 0=No
Fixed Assets  . . . . . . . . . . .  1  1=Yes, 0=No
Payroll  . . . . . . . . . . . . .   1  1=Yes, 0=No
Inventory Control  . . . . . . . .   1  1=Yes, 0=No

___________________________________________________________________________
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-2: Work With Entity Controls installed systems page

On the Work With Entity Controls installed systems page, you specify which Infinium applications you have installed and with which Infinium PA interfaces.

How do I…

Specify that an Infinium application is installed	Specify yes next to Infinium applications that are installed and press Enter.
Specify that an Infinium application is not installed	Specify no next to Infinium applications that are not installed and press Enter.

To access the page described below, you select *Base application information* and press Enter on the Work With Entity Controls options page shown in Figure 2-1.

```
10/24/2002  11:03:58      Work With Entity Controls       PAGENM     PADENM
--------------------------------------------------------------------------
Base Application Information



Date format  . . . . . . . :  MDY  MDY
                                   YMD
                                   DMY

Date separator . . . . . . .  /  /, \, ., :, -

Assign project # manually? :  0  1=Yes, 0=No






--------------------------------------------------------------------------
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-3: Work With Entity Controls base application information page

On the Work With Entity Controls base application information page, you define the date format, the character used to separate the date elements, and whether project numbers are assigned automatically. Subsequently, you can only change the date separator.

Use the information below to complete this page.

Date format

Specify the date format to be used throughout Infinium PA.

Date separator

Specify the character to use as the separator of the date elements.

Assign project # manually

Specify yes if users will manually assign a project number when creating a new project.

Specify no if project numbers will be assigned automatically. When project numbers are assigned automatically, the numbers are sequential.

How do I…	
Define base application information	Complete the information on this page and press Enter.
Change the date separator	Specify a different date separator and press Enter.

Defining data field masks

To access the page described below, you select *Data field masks* and press Enter on the Work With Entity Controls options page shown in Figure 2-1.

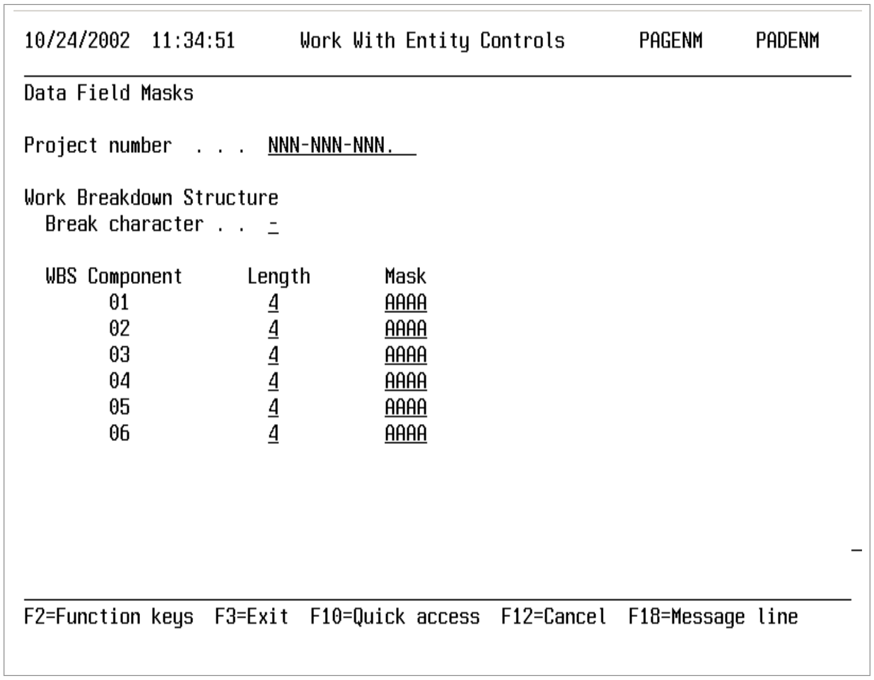

```
10/24/2002  11:34:51      Work With Entity Controls       PAGENM     PADENM

Data Field Masks

Project number  . . .  NNN-NNN-NNN.

Work Breakdown Structure
  Break character . .  -

  WBS Component       Length       Mask
        01              4          AAAA
        02              4          AAAA
        03              4          AAAA
        04              4          AAAA
        05              4          AAAA
        06              4          AAAA

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-4: Work With Entity Controls data field masks page

On the Work With Entity Controls data field masks page, you create the data field masks for Infinium PA. Data field masks control how information is displayed.

You can define the format for selected fields without requiring programming changes. The only restriction of the format that you choose is the length of the field you are formatting.

With masking, you format a field by inserting special characters within the data string to display the field in a meaningful way.

For example, if you have structured the project number to be a prefix consisting of two letters followed by a suffix consisting of five digits, you mask it to display as AB-12345 rather than as AB12345.

The masking procedure also works in reverse to remove special characters so that a valid string of information is provided.

Another example is if a project number is entered as AB/12-345, it is interpreted as though entered as AB-123435. Typing AB12345 is also valid.

Use the information below to complete this page.

Project number

Type the format of project numbers, using up to 10 alphanumeric characters and up to three formatting characters. Type **A** to indicate that the position is alphanumeric and type **N** to indicate that the position is numeric. Type a period after the last character.

For example:

Type **AA-NNNNN** to display project number AB-12345.

If Infinium PA assigns project numbers, the break character must be a hyphen (-). If you are manually assigning project numbers, only the hyphen (-) and period (.) are valid.

Break character

Type the valid break character for the work breakdown structure (WBS).

If Infinium PA assigns project numbers, the project number must include at least one break character.

Valid values are:

&	Ampersand
/	Back slash
:	Colon
-	Hyphen
.	Period

Length

Define the length of the first WBS component. Valid entries are **1**, **2**, **3**, or **4**.

Mask

Define the mask for the first WBS component. The definition can be up to four characters long.

For example:

- Type **AAAA** to display the WBS component in the format ABCD.
- Type **NNN** to display the WBS component in the format 123.
- Type **ANAN** to display the WBS component in the format A1B2.

How do I…

Define data field masks	Complete the information on this page and press Enter.

Defining interface API programs

To access the page described below, you select *Interface API programs* and press Enter on the Work With Entity Controls options page shown in Figure 2-1.

```
10/24/2002  11:58:39      Work With Entity Controls       PAGENM      PADENM

Interface API Programs


Payables Ledger  . . . . . . . . . .   PAGVEDM1
General Ledger company  . . . . . .   PAGCNC
General Ledger account  . . . . . .   PAGCTC
Fixed Assets  . . . . . . . . . . .   PAGFAT



F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-5: Work With Entity Controls interface API programs page

On the Work With Entity Controls interface API programs page, you determine how Infinium PA will interface with other Infinium products.

Use the information below to complete this page.

Payables Ledger

Type the name of the payables ledger exit program. If you are using Infinium PL, type **PAGVEDM1**.

General Ledger company

Type the name of the general ledger company validation exit program. If you are using Infinium GL, type **PAGCNC**.

General Ledger account

Type the name of the general ledger account validation exit program. If you are using Infinium GL, type **PAGCTC**.

Fixed Assets

Type the name of the fixed assets exit program. If you are using Infinium FA, type **PAGFAT**.

How do I…	
Define interface API programs	Complete the information on this page and press Enter.

Defining processing controls

To access the page described below, you select *Processing controls* and press Enter on the Work With Entity Controls options page shown in Figure 2-1.

```
10/24/2002  12:26:21      Work With Entity Controls       PAGENM     PADENM
_____________________________________________________________________________
Processing Controls

Financial percent complete
  Project financial percent complete   100.00
  Activity financial percent complete  100.00

Make labor detail anonymous? . . . .   0  1=Yes, 0=No


GL account mandatory on projects? . .  0  1=Yes, 0=No

PO commitment matching  . . . . . . .  2  1=PO number, 2=PO and line number

Cost Code Defaults
Default cost code for Labor    ______ +
Default cost code for Item     ______ +
Default cost code for P.O.     ______ +
Default cost code for Invoice  ______ +
Default cost code for Misc.    ______ +
_____________________________________________________________________________
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 2-6: Work With Entity Controls processing controls page

On the Work With Entity Controls processing controls page, you determine how Infinium PA will process information.

Use the information below to complete this page.

Project financial percent complete

Type the completion percentage at which to flag projects in *Project inquiry*. This value can be up to five digits long, including two decimal places.

The budget variance on the project amounts page is flagged with an asterisk if the percentage is exceeded.

For example, to flag projects at 90% of financial completion, type **90**.

Activity financial percent complete

Type the completion percentage at which to flag activities in *Project inquiry*. This value can be up to five digits long, including two decimal places.

The budget variance on the Activity amounts page is flagged with an asterisk if the percentage is exceeded.

For example, to flag activities at 90% of financial completion, type **90**.

Make labor detail anonymous

Specify yes to hide the assigned labor resource’s employee number. The resource will be blank when the transaction is transferred from Infinium PY.

Specify no to show the assigned labor resource’s employee number.

GL account mandatory on projects

Specify yes if a general ledger account number is required in *Charge account* and *Close account* in *Work with project header* and *Work with activity/cost codes*.

Specify no if the general ledger account number is not required in *Charge account* and *Close account* in *Work with project header* and *Work with activity/cost codes*.

PO commitment matching

Type **1** to match and relieve commitment amounts based on the purchase order number only. If the invoice contains only the purchase order number, the amount will be relieved regardless of the line number.

Type **2** to match and relieve commitment amounts based on the purchase order number and the line number. If you are using Infinium PM and Infinium PL, you should match on purchase order number and line number.

Default cost codes

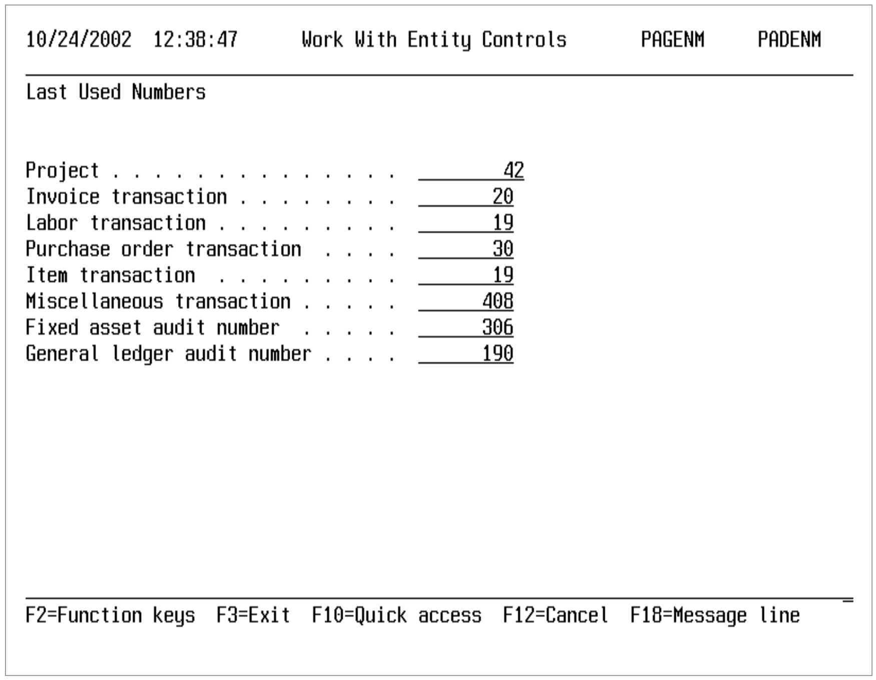
Select a cost code to be used as the default cost code for each transaction type. You can change default cost codes in *Work with transactions*.

How do I…

Define processing controls	Complete the information on this page and press Enter.

Determining last used numbers

To access the page described below, you select *Last used numbers* and press Enter on the Work With Entity Controls options page shown in Figure 2-1.



```
10/24/2002  12:38:47      Work With Entity Controls       PAGENM     PADENM
Last Used Numbers

Project . . . . . . . . . . . . . .  42
Invoice transaction . . . . . . . .  20
Labor transaction . . . . . . . . .  19
Purchase order transaction  . . . .  30
Item transaction  . . . . . . . . .  19
Miscellaneous transaction . . . . .  408
Fixed asset audit number  . . . . .  306
General ledger audit number . . . .  190

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-7: Work With Entity Controls last used numbers page

On the Work With Entity Controls last used numbers page, the default value for all fields is **0** (zero). Numbers are assigned starting with **1** unless you specify otherwise.

Subsequently, you use this page to view the last assigned number for the project or various transactions.

These numbers should not be changed once you have started processing.

Use the information below to complete this page.

Project

If you have specified that project numbers should be assigned automatically, one (1) is added to the last used project number each time a new project number is assigned.

Invoice transaction

One (1) is added to the last used invoice transaction number each time a new invoice transaction is created.

Labor transaction

One (1) is added to the last used labor transaction number each time a new labor transaction is created.

Purchase order transaction

One (1) is added to the last used purchase order transaction number each time a new purchase order transaction is created.

Item transaction

One (1) is added to the last used item transaction number each time a new item transaction is created.

Miscellaneous transaction

One (1) is added to the last used miscellaneous transaction number each time a new miscellaneous transaction is created.

Fixed Assets audit number

One (1) is added to the last used fixed assets audit number each time a new fixed asset is created.

General Ledger audit number

One (1) is added to the last used general ledger audit number each time a transaction is closed or transferred to the general ledger.

How do I…

Change initial numbers	Change **0** to the starting number of your choice for each field that requires a starting number other than **0** and press Enter.
View latest used numbers	View the information on this page and press Enter.

Defining project/activity user-defined fields

To access the page described below, you select *Project/Activity user fields* and press Enter on the Work With Entity Controls options page shown in Figure 2-1.

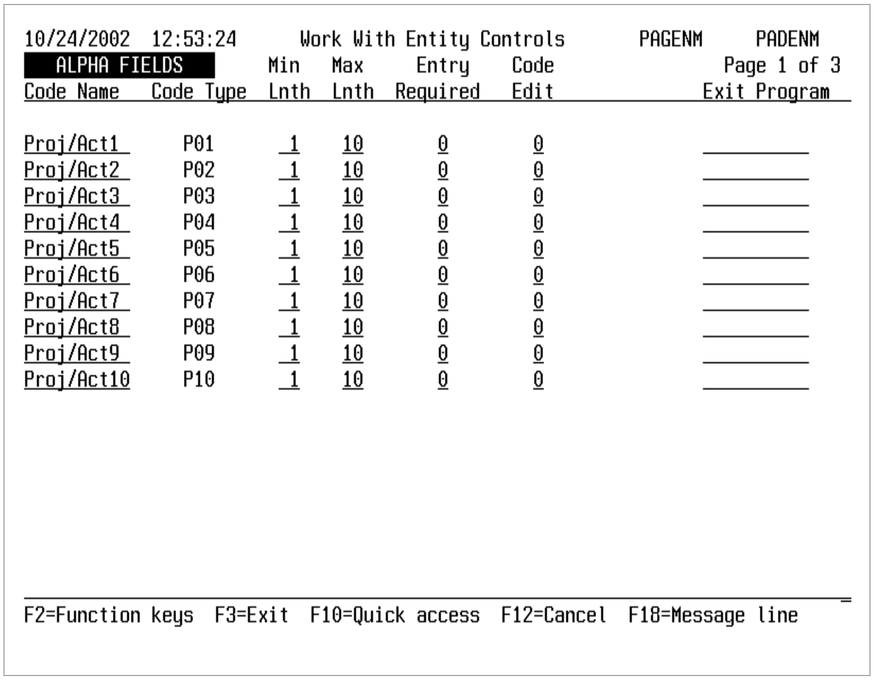


Figure 2-8: Work With Entity Controls project/activity user-defined alpha fields page

On the Work With Entity Controls project/activity user-defined alpha fields page, you can enter and define up to ten alpha user fields for projects and activities. Infinium PA provides the ten code types P01 through P10.

Use the information below to complete this page.

Code Name

Type the user-defined alpha code name to be associated with the alpha code type. When you define an alpha user field, it is available on the project header and the activity header.

Min Lnth

Type the minimum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Max Lnth

Type the maximum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Entry Required

Specify yes if an entry is required in the alpha user field you are defining. If entry in the field is optional, specify no.

Code Edit

Specify yes if an edit against the codes file is required for the alpha user field you are defining. If an edit is required, use *Work with code values* to establish a table to be validated for valid values. Use code types P01 - P10 to define these code values.

Specify no if a code edit is not required.

Exit Program

Type the name of the field-specific validation exit program that will be called when this alpha user field is used. This field is optional and can be used to validate the field against an external table of values.

How do I…

Define alpha user fields	Complete the information on this page and press Enter.

To access the page described below, you press Enter from the project/activity user-defined alpha fields definition page shown in Figure 2-8.

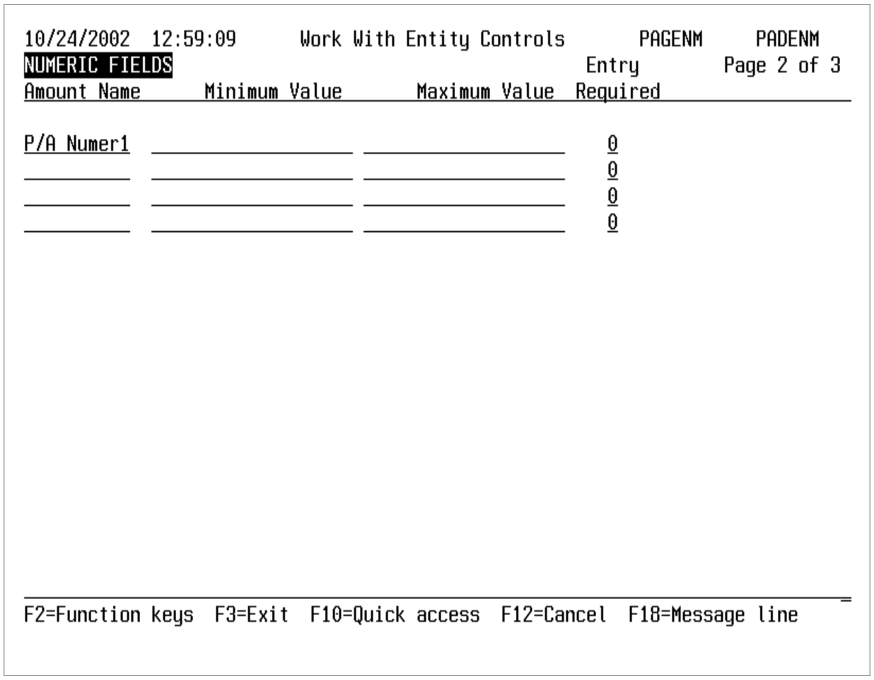


Figure 2-9: Work With Entity Controls project/activity user-defined numeric fields page

On the Work With Entity Controls project/activity user-defined numeric fields page, you can enter and define up to four numeric user fields. These numeric user fields are available on the project and activity headers.

Use the information below to complete this page.

Amount Name

Type the user-defined numeric amount name. When you define a numeric user field, it is activated throughout Infinium PA.

Minimum Value

Type the minimum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in the field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Maximum Value

Type the maximum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in the field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Entry Required

Specify yes if an entry is required in the numeric user field you are defining. If entry in the field is optional, specify no.

How do I…

Define numeric user fields	Complete the information on this page and press Enter.

To access the page described below, you press Enter from the Work With Entity Controls project/activity user-defined numeric fields page shown in Figure 2-9.

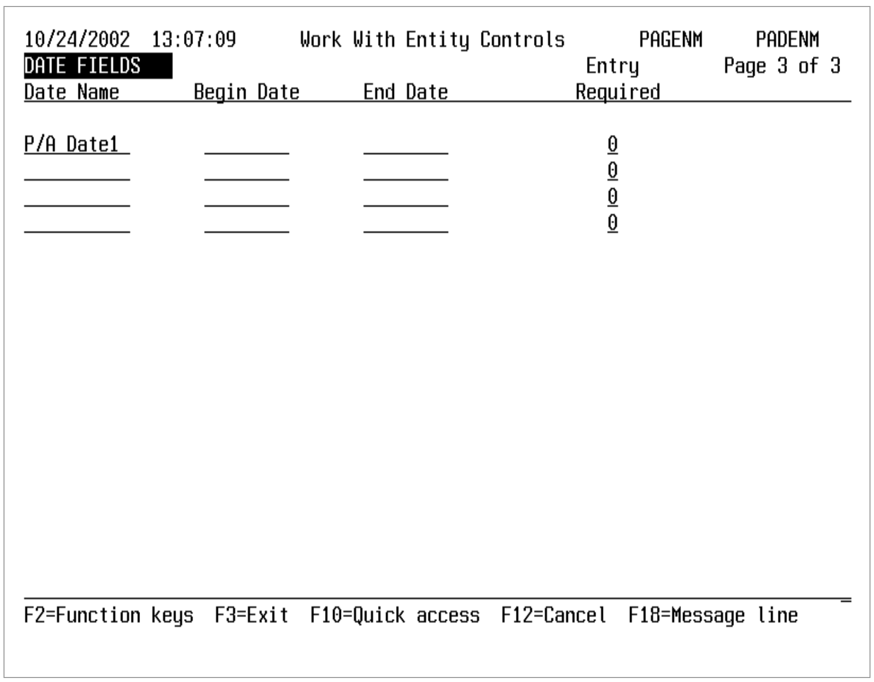


Figure 2-10: Work With Entity Controls project/activity user-defined date fields page

On the Work With Entity Controls project/activity user-defined date fields page, you can enter and define up to four date user fields.

Use the information below to complete this page.

Date Name

Type the user-defined date name. When you define a date user field, it is available on the project header and on the activity header.

Begin Date

Type the beginning date for the date field you are defining. The date field is edited only if you enter a beginning date.

Leave blank to enter any value in this field on the project and activity header.

End Date

Type the ending date for the date field you are defining.

Leave blank to enter any value in this field on the project and activity header.

Entry Required

Specify yes if an entry is required in the date user field you are defining. If entry in the field is optional, specify no.

How do I…

Define date user fields	Complete the information on this page and press Enter.

Defining project header default values

To access the page described below, you select *Project defaults* and press Enter on the Work With Entity Controls options page shown in Figure 2-1.

```
10/24/2002  13:08:43      Work With Entity Controls       PAGENM     PADENM

Project Default Values                                          Page 1 of 2
Type . . . . . . . . . . . .  CO +
Priority . . . . . . . . . .  ____ +
GL company . . . . . . . . .  001 +
Currency . . . . . . . . . .  USD +
State/province . . . . . . .  MA  +
Country  . . . . . . . . . .  USA +
Calendar . . . . . . . . . .  CALENDAR   +
Budget level . . . . . . . .  PAC  +
Budget policy  . . . . . . .  100%WARNIG +
Charge account . . . . . . .  ***-001-000-1080                    +
Close account  . . . . . . .  ***-001-000-1161                    +
FA Default Values
FA company . . . . . . . . .  001 +
Model asset number . . . . .  LEASEHOLD IMP +
Accounting location  . .  001-001-0001-1161-002                           +
Physical location  . . .  MA-BARNST-HYANNIS -AIR-00                       +
Acquisition code . . . . . .  C    +
Serial number  . . . . . . .  ____________________

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 2-11: Work With Entity Controls project header default values page

On the Work With Entity Controls project header default values page, you specify project and fixed asset default values. Default values are used when you create a new project.

You can override any of these values on the project header.

Use the information below to complete this page.

Type

Select a type code to be used as the default project type when you create a new project.

Project types are used to group certain types of project such as construction, marketing, research, and development. You define type codes in *Work with codes* using code type **TYP**.

Priority

Select a project priority code to be used as the default project priority when you create a new project. You define priority codes in *Work with codes* using code type **PRC**.

GL company

Select a general ledger company code to be used as the default general ledger company when you create a new project.

This general ledger company is used as the batch and journal header company for entries created if you close this project to the general ledger. If you create miscellaneous transactions that post to the general ledger, this is the company on the batch and journal headers.

Currency

Select a currency code to be used as the default currency when you create a new project. You define currency codes in *Work with codes* using code type **CUR**.

State/province

Select a state or province code to be used as the default state or province when you create a new project. You define state or province codes in *Work with codes* using code type **SPC**.

Country

Select a country code to be used as the default country when you create a new project. You define country codes in *Work with codes* using code type **CNC**.

Calendar

Select a calendar code to be used as the default calendar when you create a new project. You define calendars in *Work with calendars*.

Budget level

Select a budget level code to be used as the default budget level when you create a new project. Valid budget level codes are:

NB	No budget
P	Project
PA	Project/activity
PAC	Project/activity/cost code
PACP	Project/activity/cost code/period
PAP	Project/activity/period
PC	Project/cost code
PCP	Project/cost code/period

PP	Project/period

Budget policy

Select a budget policy code to be used as the default budget policy when you create a new project. You define budget policies in *Work with budget policies*.

Charge account

Select a general ledger account number to be used as the default charge account when you create a new project.

If you use different general ledger companies in each project, you can mask the company portion of the general ledger account number. When the account defaults into the project, use the *GL company* field to identity the company portion of the charge account number.

For example, type *****-001-000-1083** as the default account number if projects use the same chart of accounts but different general ledger companies.

Close account

Select a general ledger account number to be used as the default close account when you create a new project.

If you use different general ledger companies in each project, you can mask the company portion of the general ledger account number. When the account defaults into the project, use the *GL company* field to identity the company portion of the close account number.

For example, type *****-001-000-1083** as the default account number if projects use the same chart of accounts but different general ledger companies.

FA company

Select a fixed assets company code to be used as the default fixed assets company when you create a new project.

Model asset number

Select a model asset number to be used as the default model asset number when you create a new project.

Accounting location

Select an accounting location to be used as the default accounting location when you create a new project.

Physical location

Select a physical location to be used as the default physical location when you create a new project.

Acquisition code

Select an acquisition code to be used as the default acquisition code when you create a new project.

Serial number

Type a default serial number to associate with the fixed asset.

How do I…

Define project defaults	Complete the information on this page and press Enter.

To access the page described below, you press Enter from the project header default values page shown in Figure 2-11.

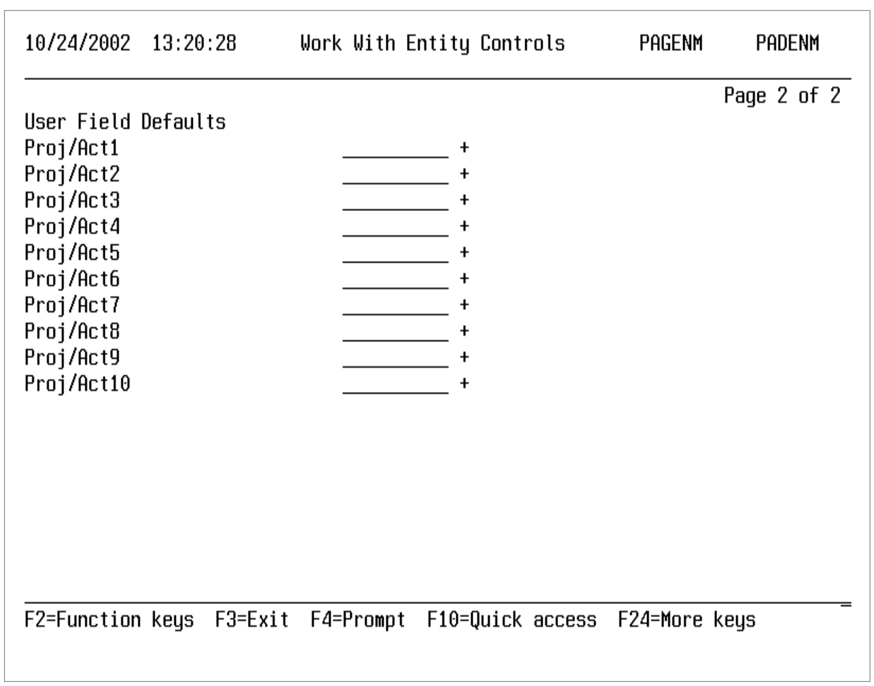


Figure 2-12: Work With Entity Controls user field default values page

On the Work With Entity Controls user field default values page, you select user fields to be used as default values when you create a new project.

Use the information below to complete this page.

User fields

Select user fields to be used as default user fields when you create a new project. You define user fields in *Work with entity controls* using the Project/Activity user fields pages.

How do I…

Define user field defaults	Complete the information on this page and press Enter.

Defining transaction user fields

To access the page described below, you select *Transaction user fields* and press Enter on the Work With Entity Controls options page shown in Figure 2-1.

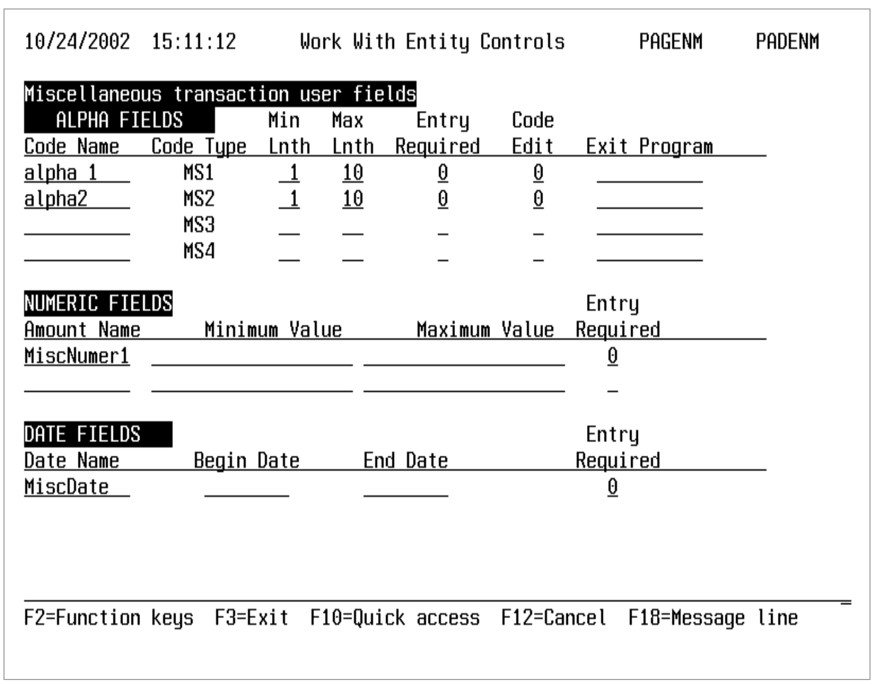


Figure 2-13: Work With Entity Controls miscellaneous transactions user fields page

On the Work With Entity Controls miscellaneous transaction user fields page, you can define up to four alpha, two numeric, and one date user fields for miscellaneous transactions.

Use the information below to complete this page.

Alpha fields

Code Name

Type the user-defined alpha code name to be associated with the alpha code type. When you define an alpha user field for miscellaneous transactions, it is activated throughout Infinium PA.

Min Lnth

Type the minimum length of this alpha user field you are defining. User-defined fields must be between 1 (minimum) and 10 (maximum) in length.

Max Lnth

Type the maximum length of this alpha user field you are defining. User-defined fields must be between 1 (minimum) and 10 (maximum) in length.

Entry Required

Specify yes if an entry is required in the alpha user field you are defining. If entry in the field is optional, specify no.

Code Edit

Specify yes if an edit against the codes file is required for the alpha user field you are defining. If an edit is required, use *Work with code values* to establish a table to be validated for valid values. Use code types MS1 - MS4 to define these code values.

Specify no if a code edit is not required.

Exit Program

Type the name of the field-specific validation user exit program that will be called when this alpha user field is used. This field is optional and can be used to validate the field against an external table of values.

Numeric fields

Amount Name

Type the user-defined numeric amount name. When you define a numeric user field for miscellaneous transactions, it is activated throughout Infinium PA.

Minimum Value

Type the minimum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in this field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Maximum Value

Type the maximum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in this field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Entry Required

Specify yes if an entry is required in the numeric user field you are defining. If entry in the field is optional, specify no.

Date fields

Date Name

Type the user-defined date name. When you define a date user field for miscellaneous transactions, it is activated throughout Infinium PA.

Begin Date

Type the beginning date for the date field you are defining. The date field is edited only if you enter a beginning date.

End Date

Type the ending date for the date field you are defining.

Entry Required

Specify yes if an entry is required in the date user field you are defining. If entry in the field is optional, specify no.

How do I…

Define miscellaneous transaction user fields	Complete the information on this page and press Enter.

To access the page described below, you press Enter from the miscellaneous transaction user fields page shown in Figure 2-13.

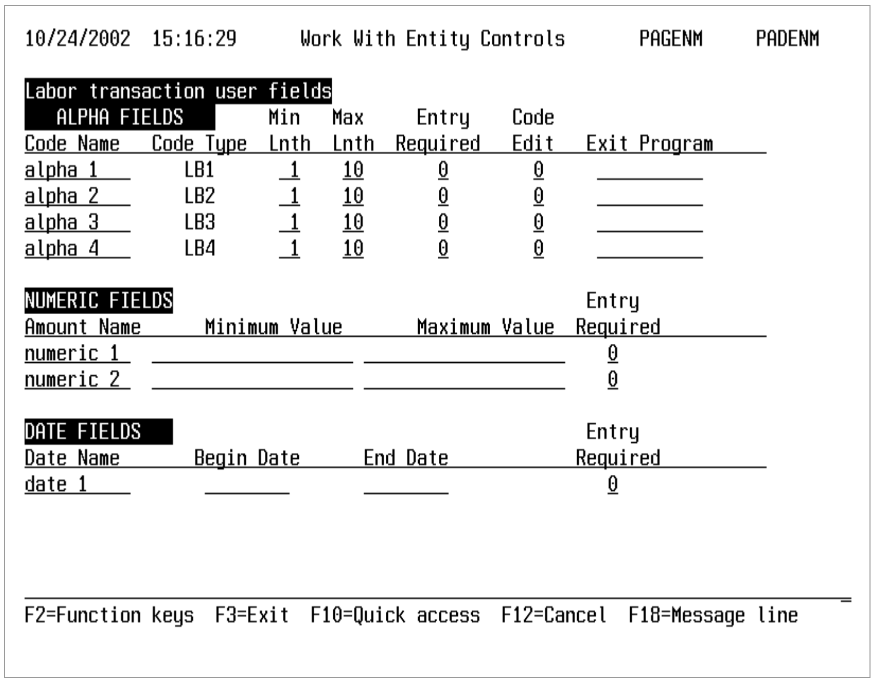


Figure 2-14: Work With Entity Controls labor transactions user fields page

On the Work With Entity Controls labor transactions user fields page, you can define up to four alpha, two numeric, and one date user fields for labor transactions.

Use the information below to complete this page.

Alpha fields

Code Name

Type the user-defined alpha code name to be associated with alpha code type. When you define an alpha user field for labor transactions, it is activated throughout Infinium PA.

Min Lnth

Type the minimum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Max Lnth

Type the maximum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Entry Required

Specify yes if an entry is required in the alpha user field you are defining. If entry in the field is optional, specify no.

Code Edit

Specify yes if an edit against the codes file is required for the alpha user field you are defining. If an edit is required, use *Work with code values* to establish a table to be validated for valid values. Use code types LB1 - LB4 to define these code values.

Specify no if a code edit is not required.

Exit Program

Type the name of the field-specific validation exit program that will be called when this alpha user field is used. This field is optional and can be used to validate the field against an external table of values.

Numeric fields

Amount Name

Type the user-defined numeric amount name. When you define a numeric user field for labor transactions, it is activated throughout Infinium PA.

Minimum Value

Type the minimum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in the field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Maximum Value

Type the maximum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in the field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Entry Required

Specify yes if an entry is required in the numeric user field you are defining. If entry in the field is optional, specify no.

Date fields

Date Name

Type the user-defined date name. When you define a date user field for labor transactions, it is activated throughout Infinium PA.

Begin Date

Type the beginning date for the date field you are defining. The date field is edited only if you enter a beginning date.

End Date

Type the ending date for the date field you are defining.

Entry Required

Specify yes if an entry is required in the date user field you are defining. If entry in the field is optional, specify no.

How do I…

Define labor transaction user fields	Complete the information on this page and press Enter.

To access the page described below, you press Enter from the labor transaction user fields page shown in Figure 2-14.

```
10/24/2002  15:30:04      Work With Entity Controls       PAGENM     PADENM
Item transaction user fields
   ALPHA FIELDS        Min   Max     Entry    Code
Code Name   Code Type  Lnth  Lnth  Required   Edit   Exit Program
ItemAlpha1     IT1       1    10       0        0     __________
__________     IT2      __    __       _        _     __________
__________     IT3      __    __       _        _     __________
__________     IT4      __    __       _        _     __________
NUMERIC FIELDS                                       Entry
Amount Name      Minimum Value       Maximum Value  Required
ItemNumer1  ___________________  ___________________   0
__________  ___________________  ___________________   _
__________  ___________________  ___________________   _
__________  ___________________  ___________________   _
__________  ___________________  ___________________   _
DATE FIELDS                                          Entry
Date Name       Begin Date      End Date            Required
ItemDate         ________       ________               0
__________       ________       ________               _
__________       ________       ________               _
__________       ________       ________               _
__________       ________       ________               _
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-15: Work With Entity Controls item transactions user fields page

On the Work With Entity Controls item transaction user fields page, you can define up to four alpha, five numeric, and five date user fields for item transactions.

Use the information below to complete this page.

Alpha fields

Code Name

Type the user-defined alpha code name to be associated with the alpha code type. When you define an alpha user field for items transactions, it is activated throughout Infinium PA.

Min Lnth

Type the minimum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Max Lnth

Type the maximum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Entry Required

Specify yes if an entry is required in the alpha user field you are defining. If entry in the field is optional, specify no.

Code Edit

Specify yes if an edit against the codes file is required for the alpha user field you are defining. If an edit is required, use *Work with code values* to establish a table to be validated for valid values. Use code types IT1 - IT4 to define these code values.

Specify no if a code edit is not required.

Exit Program

Type the name of the field-specific validation exit program that will be called when this alpha user field is used. This field is optional and can be used to validate the field against an external table of values.

Numeric fields

Amount Name

Type the user-defined numeric amount name. When you define a numeric user field for item transactions, it is activated throughout Infinium PA.

Minimum Value

Type the minimum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in this field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Maximum Value

Type the maximum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in this field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Entry Required

Specify yes if an entry is required in the numeric user field you are defining. If entry in the field is optional, specify no.

Date fields

Date Name

Type the user-defined date name. When you define a date user field for item transactions, it is activated throughout Infinium PA.

Begin Date

Type the beginning date for the date field you are defining. The date field is edited only if you enter a beginning date.

End Date

Type the ending date for the date field you are defining.

Entry Required

Specify yes if an entry is required in the date user field you are defining. If entry in the field is optional, specify no.

How do I…

Define item transaction user fields	Complete the information on this page and press Enter.

To access the page described below, you press Enter from the item transaction user fields page shown in Figure 2-15.

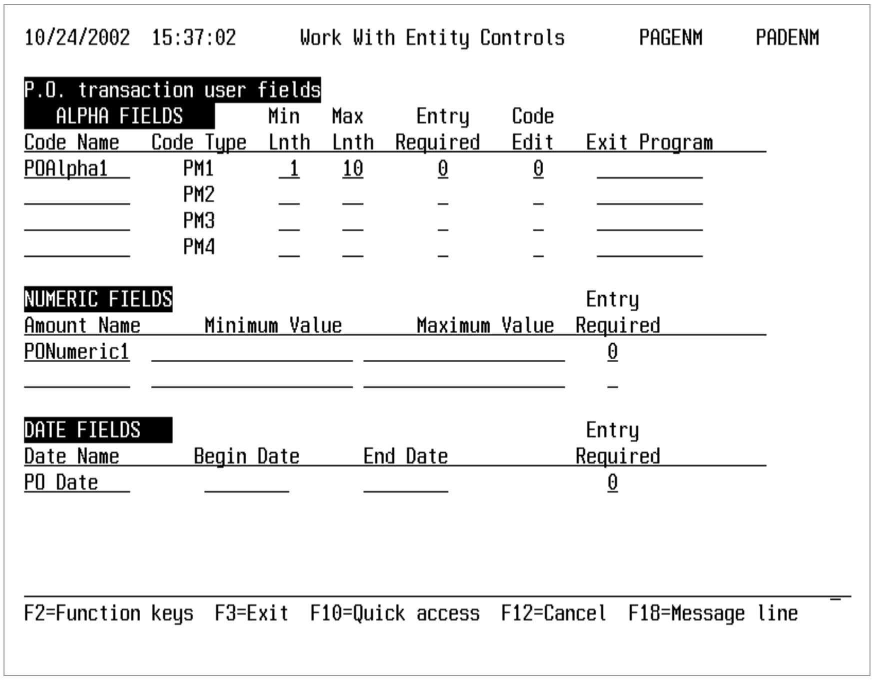

```
10/24/2002  15:37:02      Work With Entity Controls        PAGENM      PADENM

P.O. transaction user fields
   ALPHA FIELDS        Min    Max     Entry     Code
Code Name    Code Type  Lnth   Lnth  Required   Edit    Exit Program
POAlpha1        PM1      1     10       0         0
                PM2
                PM3
                PM4

NUMERIC FIELDS                                            Entry
Amount Name      Minimum Value        Maximum Value    Required
PONumeric1                                                 0


DATE FIELDS                                               Entry
Date Name       Begin Date      End Date                Required
PO Date                                                    0


F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-16: Work With Entity Controls purchase order transactions user fields page

On the Work With Entity Controls purchase order transaction user fields page, you can define up to four alpha, two numeric, and one date user fields for purchase order transactions.

Use the information below to complete this page.

Alpha fields

Code Name

Type the user-defined alpha code name to be associated with the alpha code type. When you define an alpha user field for purchase order transactions, it is activated throughout Infinium PA.

Min Lnth

Type the minimum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Max Lnth

Type the maximum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Entry Required

Specify yes if an entry is required in the alpha user field you are defining. If entry in the field is optional, specify no.

Code Edit

Specify yes if an edit against the codes file is required for the alpha user field you are defining. If an edit is required, use *Work with code values* to establish a table to be validated for valid values. Use code types PM1 - PM4 to define these code values.

Specify no if a code edit is not required.

Exit Program

Type the name of the field-specific validation exit program that will be called when this alpha user field is used. This field is optional and can be used to validate the field against an external table of values.

Numeric fields

Amount Name

Type the user-defined numeric amount name. When you define a numeric user field for purchase order transactions, it is activated throughout Infinium PA.

Minimum Value

Type the minimum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in this field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Maximum Value

Type the maximum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in this field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Entry Required

Specify yes if an entry is required in the numeric user field you are defining. If entry in the field is optional, specify no.

Date fields

Date Name

Type the user-defined date name. When you define a date user field for purchase order transactions, it is activated throughout Infinium PA.

Begin Date

Type the beginning date for the date field you are defining. The date field is edited only if you enter a beginning date.

End Date

Type the ending date for the date field you are defining.

Entry Required

Specify yes if an entry is required in the date user field you are defining. If entry in the field is optional, specify no.

How do I…

Define purchase order transaction user fields	Complete the information on this page and press Enter.

To access the page described below, you press Enter from the purchase order transaction user fields page shown in Figure 2-16.

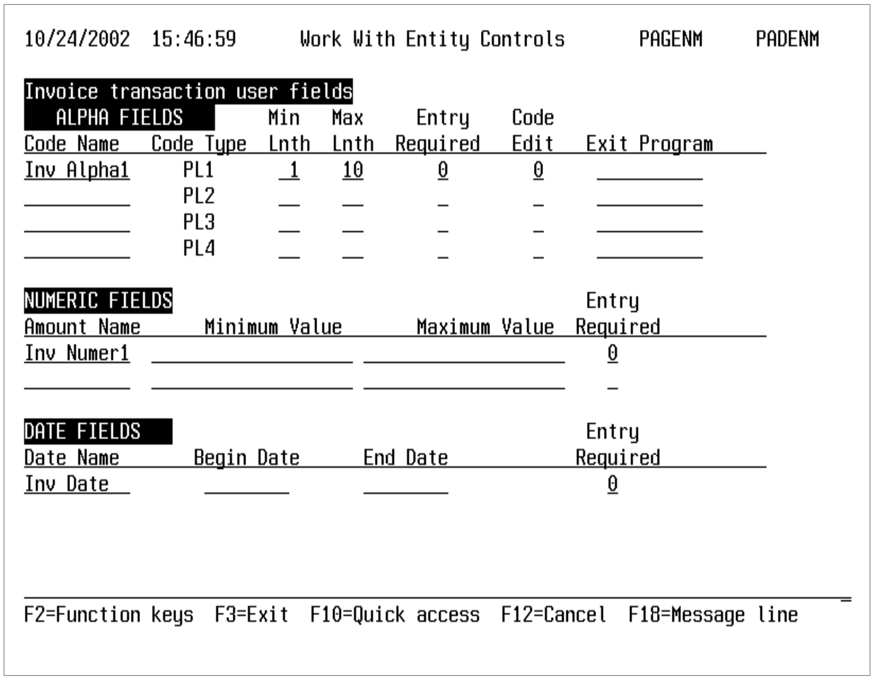


Figure 2-17: Work With Entity Controls invoice transactions user fields page

On the Work With Entity Controls invoice transaction user fields page, you can define up to four alpha, two numeric, and one date user fields for invoice transactions.

Use the information below to complete this page.

Alpha fields

Code Name

Type the user-defined alpha code name to be associated with the alpha code type. When you define an alpha user field for invoice transactions, it is activated throughout Infinium PA.

Min Lnth

Type the minimum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Max Lnth

Type the maximum length of this alpha user field you are defining. User defined fields must be between 1 (minimum) and 10 (maximum) in length.

Entry Required

Specify yes if an entry is required in the alpha user field you are defining. If entry in the field is optional, specify no.

Code Edit

Specify yes if an edit against the codes file is required for the alpha user field you are defining. If an edit is required, use *Work with code values* to establish a table to be validated for valid values. Use code types PL1 - PL4 to define these code values.

Specify no if a code edit is not required.

Exit Program

Type the name of the field-specific validation exit program that will be called when this alpha user field is used. This field is optional and can be used to validate the field against an external table of values.

Numeric fields

Amount Name

Type the user-defined numeric amount name. When you define a numeric user field for invoice transactions, it is activated throughout Infinium PA.

Minimum Value

Type the minimum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in this field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Maximum Value

Type the maximum value that can be entered in the numeric field you are defining.

If you leave this field blank, no editing is performed and any value can be entered in this field.

To enter a negative amount, type the amount first and type a hyphen (**-**).

Entry Required

Specify yes if an entry is required in the numeric user field you are defining. If entry in the field is optional, specify no.

Date fields

Date Name

Type the user-defined date name. When you define a date user field for invoice transactions, it is activated throughout Infinium PA.

Begin Date

Type the beginning date for the date field you are defining. The date field is edited only if you enter a beginning date.

End Date

Type the ending date for the date field you are defining.

Entry Required

Specify yes if an entry is required in the date user field you are defining. If entry in the field is optional, specify no.

How do I…

Define invoice transaction user fields	Complete the information on this page and press Enter.

Displaying entity controls

Overview

Use *Display entity controls* to view the top-level controls for Infinium PA. The controls that you set up using *Work with entity controls* are applicable to all users of Infinium PA.

These controls are:

- Installed systems
- Base application information
- Data field masks
- Interface API programs
- Processing controls
- Last used numbers
- Project/activity user fields
- Project defaults
- Transaction user fields

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
    - *Display entity controls* [DEC]

Selecting entity control segments to view

```
10/25/2002  12:07:37       Display Entity Controls        PAGEND      PADEND

Type options and press Enter.
  8=Display

Opt     Attributes
 _      Installed systems
 _      Base application information
 _      Data field masks
 _      Interface API programs
 _      Processing controls
 _      Last used numbers
 _      Project/Activity user fields
 _      Project defaults
 _      Transaction user fields

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-18: Display Entity Controls options page

On the Display Entity Controls options page, you select the control segment whose information you want to view.

How do I…

Select a control segment to display	Type **8** in *Opt* next to the control segment and press Enter.
Exit	Press F3.

Viewing installed systems

To view the Display Entity Controls installed systems page, you select *Installed systems* and press Enter on the Display Entity Controls options page shown in Figure 2-18.

The Display Entity Controls installed systems page is similar to the Work With Entity Controls installed systems page shown in Figure 2-2 except you cannot update the information. On the Display Entity Controls installed systems page, you can view which Infinium applications you have installed and those with which Infinium PA interfaces. The other Infinium applications include:

- Purchase Management (Infinium PM)
- Payables Ledger (Infinium PL)
- General Ledger (Infinium GL)
- Fixed Assets (Infinium FA)
- Payroll (Infinium PY)
- Inventory Control (Infinium IC)

How do I…

Return to options page after viewing installed systems	Press F12.
Continue and view other selected segments	Press Enter.
Exit	Press F3.

Viewing base application information

To view the Display Entity Controls base application information page, you select *Base application information* and press Enter on the Display Entity Controls options page shown in Figure 2-18.

The Display Entity Controls base application information page is similar to the Work With Entity Controls base application information page shown in Figure 2-3 except you cannot update the information. On the Display Entity Controls base application information page, you can view the date format, the character used to separate the date elements, and whether project numbers are assigned automatically.

How do I…

Return to options page after viewing base application information	Press F12.
Continue and view other selected segments	Press Enter.
Exit	Press F3.

Viewing data field masks

To view the Display Entity Controls data field masks page, you select *Data field masks* and press Enter on the Display Entity Controls options page shown in Figure 2-18.

The Display Entity Controls data field masks page is similar to the Work With Entity Controls data field masks page shown in Figure 2-4 except you cannot update the information. On the Display Entity Controls data field masks page, you view the data field masks for Infinium PA. Data field masks control how information is displayed.

How do I…

Return to options page after viewing data field mask information	Press F12.
Continue and view other selected segments	Press Enter.
Exit	Press F3.

Viewing interface API programs

To view the Display Entity Controls interface API programs page, you select *Interface API programs* and press Enter on the Display Entity Controls options page shown in Figure 2-18.

The Display Entity Controls interface API programs page is similar to the Work With Entity Controls interface API programs page shown in Figure 2-5 except you cannot update the information. On the Display Entity Controls interface API programs page, you can view how Infinium PA will interface with other Infinium products.

How do I…

Return to options page after viewing interface API programs	Press F12.
Continue and view other selected segments	Press Enter.
Exit	Press F3.

Viewing processing controls

To view the Display Entity Controls processing controls page, you select *Processing controls* and press Enter on the Display Entity Controls options page shown in Figure 2-18.

The Display Entity Controls processing controls page is similar to the Work With Entity Controls processing controls programs page shown in Figure 2-6 except you cannot update the information. On the Display Entity Controls processing controls page, you can view how Infinium PA will process information.

How do I…

Return to options page after viewing the processing controls	Press F12.
Continue and view other selected segments	Press Enter.
Exit	Press F3.

Viewing last used numbers

To view the Display Entity Controls last used numbers page, you select *Last used numbers* and press Enter on the Display Entity Controls options page shown in Figure 2-18.

The Display Entity Controls last used numbers page is similar to the Work With Entity Controls last used numbers page shown in Figure 2-7 except you cannot update the information. On the Display Entity Controls last used numbers page, you can view the last assigned number for:

- Project
- Invoice transaction
- Labor transaction
- Purchase order transaction
- Item transaction
- Miscellaneous transaction
- Fixed Assets audit number
- General Ledger audit number

How do I…

Return to options page after viewing last used numbers	Press F12.
Continue and view other selected segments	Press Enter.
Exit	Press F3.

Viewing project/activity user-defined fields

To view the Display Entity Controls project/activity alpha, numeric, and date user-defined fields pages, you select *Project/Activity user fields* and press Enter on the Display Entity Controls options page shown in Figure 2-18.

The Display Entity Controls project/activity alpha, numeric, and date user-defined fields pages are similar to the Work With Entity Controls project/activity alpha, numeric, and date user-defined fields pages shown in Figure 2-8, Figure 2-9, and Figure 2-10 except you cannot update the information. On the Display Entity Controls project/activity user-defined alpha fields page, you can view user fields for projects and activities that have been defined.

How do I…

Return to options page after viewing user-defined alpha fields	Press F12.
Continue and view user-defined numeric fields	Press Enter.
Return to previous page after viewing user-defined numeric fields	Press F12 from the user-defined numeric fields page.
Continue and view user-defined date fields	Press Enter from the user-defined numeric fields page.
Return to previous page after viewing user-defined date fields	Press F12 from the user-defined date fields page.
Continue after viewing user-defined fields and view other selected segments	Press Enter from the user-defined date fields page.
Exit	Press F3.

Viewing project header and user field default values

To view the Display Entity Controls project header and user field default values pages, you select *Project defaults* and press Enter on the Display Entity Controls options page shown in Figure 2-18.

The Display Entity Controls project header and user field default values pages are similar to the Work With Entity Controls project header and user fields default values pages shown in Figure 2-11 and Figure 2-12 except you cannot update the information.

On the Display Entity Controls project header default values page, you can view project and fixed asset default values. Default values are used when you create a new project.

On the Display Entity Controls user field defaults page, you can view the user fields selected as default values when creating a new project.

How do I…

Return to options page after viewing project header default values	Press F12.
Continue and view default user-defined fields	Press Enter.
Return to the previous page after viewing default user-defined fields.	Press F12 from the default user-defined fields page.
Continue after viewing default user-defined fields and view other selected segments	Press Enter from the default user-defined fields page.
Exit	Press F3.

Viewing transaction user fields

To view the Display Entity Controls miscellaneous, labor, item, purchase order, and invoice transaction user fields pages, you select *Transaction user fields* and press Enter on the Display Entity Controls options page shown in Figure 2-18.

The Display Entity Controls miscellaneous, labor, item, purchase order, and invoice transaction user fields pages are similar to the Work With Entity Controls miscellaneous, labor, item, purchase order, and invoice transaction user fields default values pages shown in Figure 2-13, Figure 2-14, Figure 2-15, Figure 2-16, and Figure 2-17 except you cannot update the information.

On the various transaction user fields pages, you can view alpha, numeric, and date user fields that have been defined for those transactions.

How do I…

Return to options page after viewing miscellaneous transaction user-defined fields	Press F12.
Continue and view other transaction user-defined fields	Press Enter.
Exit	Press F3.

Printing entity controls

Overview

Use *List with entity controls* to print all of the entity controls. These controls, which are the top-level controls for Infinium PA applicable to all users of Infinium PA, are:

- Installed systems
- Base application information
- Data field masks
- Interface API programs
- Processing controls
- Last used numbers
- Project/activity user fields
- Project defaults
- Transaction user fields

Use the menu path below.

- Infinium PA
- *Controls*
- *List Controls*
  - *List entity controls* [LEC]

Submitting report for printing

Figure 2-19: List Entity Controls options page

On the List Entity Controls prompt page, you can submit a request to print the entity controls.

How do I…

Print a listing of entity controls	Press Enter.
Exit without printing	Press F12.

Notes

Chapter 3 Working with Code Values

3

Code types, which are provided by Infinium PA, define categories of information. For each code type, you can assign values. These code values are used to validate information entered in Infinium PA.

The chapter consists of the following topics:

Topic	Page
Defining code values	3-2
Displaying code values	3-6
Printing code values	3-9
Displaying code types	3-11

Defining code values

Overview

Use *Work with code values* to add a list of valid values for each code type. Code types and code values provide validation of information in Infinium PA.

Code values are lists of values for different types of information. Infinium PA provides pre-defined code types and also code types whose values you can define. You can also define user fields using the project/activity and transaction user fields attributes in *Work with entity controls*.

Infinium PA provides code type CAP (Capitalization) and three code values, E (Expense), C (Capitalization), and B (Both).

Code types provided by Infinium PA whose code values you can define:

- CAT (Resource category)
- CNC (Country)
- CUR (Currency)
- PRC (Project and activity priority)
- RST (Resource type)
- SPC (State/province)
- TYP (Project type)

User-defined code types for which you can define the descriptions and code values:

- P01 - P10 (Ten alpha user fields for projects/activities)
- MS1 - MS4 (Four alpha miscellaneous transaction user fields)
- LB1 - LB4 (Four alpha labor transaction user fields)
- IT1 - IT4 (Four alpha item transaction user fields)
- PM1 - PM4 (Four alpha PO transaction user fields)
- PL1 - PL4 (Four alpha invoice transaction user fields)

Use the menu path below.

- Infinium PA
- *Controls*
- *Work With Controls*
  - *Work with code values* [WWCV]

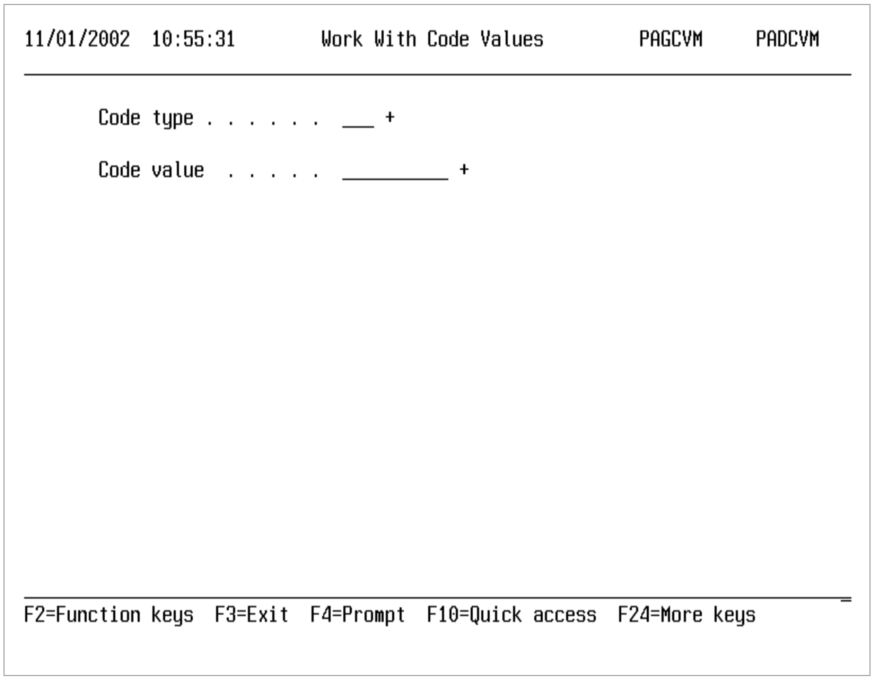


Figure 3-1: Work With Code Values code type and value specification page

On the Work With Code Values code type and value specification page, you can select the code type for which you are creating or maintaining a code value.

Use the information below to complete this page.

Code type

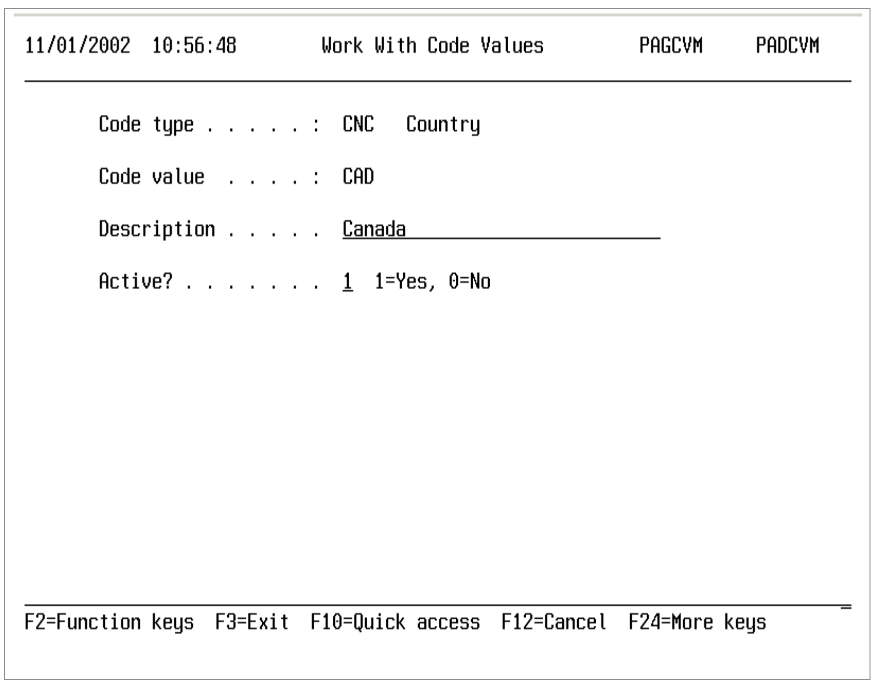
Select the code type for which you are creating or maintaining a code value.

Code value

Type a new code value or select an existing value to view or update its information.

How do I…	
Create a code value	**1** Select the code type. **2** Type a unique code value. **3** Press Enter.
Update or view an existing code value	**1** Select the code type. **2** Select the code value. **3** Press Enter.
Exit	Press F3.

To access the page described below, you press Enter on the Work With Code Values code type and value specification page shown in Figure 3-1.


11/01/2002 10:56:48 Work With Code Values PAGCVM PADCVM

Code type . . . . . : CNC Country

Code value . . . . : CAD

Description . . . . . Canada

Active? . . . . 1 1=Yes, 0=No

F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys

Figure 3-2: Work With Code Values description page

On the Work With Code Values description page you provide a meaningful description of the code value and specify whether the code value is active. You can also delete a code value that has not been used.

Use the information below to complete this page.

Description

Type a description of the code value you are creating or maintaining. This value is displayed when you are selecting a code value. It may also print on reports when this code value is used.

Active

Specify yes to activate this code value. Specify no if the code value is inactive.

Because inactive codes cannot be used in Infinium PA, code values are inactivated to help prevent errors when entering information. This is especially useful when a code value is no longer used but has been used in the past and cannot be deleted.

How do I…

Define a code value	Complete the information on this page and press Enter.
Update an existing code value’s definition	Change the information on this page as needed and press Enter.
Deleting a code value	Press F22 and then either press F22 again to confirm the deletion or F12 to cancel.

Displaying code values

Overview

Use *Display code values* to view the code values established in Infinium PA.

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
    - *Display code values* [DCV]

Specifying code values to display

```
11/01/2002  10:57:52             Display Codes            PAGCVD     PADCVD

 Locate code type  ___     Code value  __________
 Search for . . .  _______________     Enter known words or characters

 Type options and press Enter. 8=Display.

Opt   Code Type   Code Value   Description

 _       CAP      B            Both
 _       CAP      C            Capitalization
 _       CAP      E            Expense
 _       CNC      CAD          Canada
 _       CNC      USA          USA
 _       CUR      CAD          CAD
 _       CUR      USD          usd
 _       MS1      NORTH        North
 _       PBL      NB           No budget
 _       PBL      P            Project
 _       PBL      PA           Project/activity
                                                                    More...

 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F12=Cancel
```

Figure 3-3: Display Codes prompt page

On the Display Codes prompt page, you select the code type whose information you want to view.

How do I…

View the most current list of code values	Press F5.
Find a code type	Type a full or partial code type in *Locate code type* and press Enter. This repositions the list to start with that code type.
Find a code value	Type a full or partial code value in *Code value* and press Enter. This repositions the list to start with that code value.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a code value to display its information	Type **8** in *Opt* next to the code value and press Enter.
Select multiple code values whose information you want to view	Type **8** in *Opt* next to each code value and press Enter.
Exit	Press F3.

Viewing code value information

To view the Display Codes description page, you select a code value with **8** on the Display Codes prompt page shown in Figure 3-3. The Display Codes description page is similar to the Work With Code Values description page shown in Figure 3-2 except you cannot update the information. On the Display Codes description page, you can view information for a selected code value. This information includes:

- Code type and value
- Code value description
- Active status of code value

How do I…

View information for each selected	Press Enter.

How do I…

code value	After viewing the last selected code value, the prompt page is displayed.

Printing code values

Overview

Use *List code values* to submit a request and obtain a listing of values for code types.

Use the menu path below.

- Infinium PA
- *Controls*
- *List Controls*
  - *List code values* [LCV]

Specifying report parameters

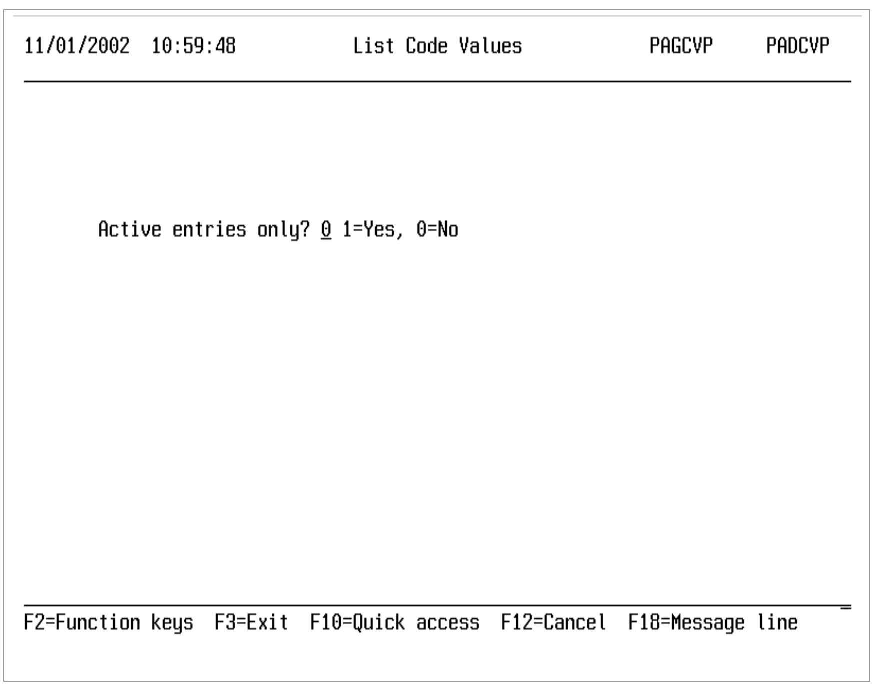


Figure 3-4: List Code Values prompt page

On the List Code Values prompt page, you specify whether to print only active code values or both active and inactive code values.

Use the information below to complete this page.

Active entries only?

Specify yes to print only active code values.

Specify no to print both active and inactive code values.

How do I…

Print a listing of code values	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Displaying code types

Overview

Use *Display code types* to view a listing of the code types defined in Infinium PA.

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
  - *Display code types* [DCT]

Specifying code types to display

```
11/01/2002  10:58:29          Display Code Types          PAGCTD     PADCTD

 Locate code type  ___
 Search for . . .  _______________      Enter known words or characters

 Type options and press Enter.  8=Display

Opt   Code Type    Description

 _       CAT       Resource Category
 _       CNC       Country
 _       CUR       Currency
 _       IT1       ItemAlpha1
 _       IT2       Item Transaction Alpha Field 2
 _       IT3       Item Transaction Alpha Field 3
 _       IT4       Item Transaction Alpha Field 4
 _       LB1       alpha 1
 _       LB2       alpha 2
 _       LB3       alpha 3
 _       LB4       alpha 4
 =
                                                                    More...

 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F12=Cancel
```

Figure 3-5: Display Code Types prompt page

On the Display Code Types prompt page, you select the code type whose information you want to view.

How do I…

View the most current list of code types	Press F5.
Find a code type	Type a full or partial code type in *Locate code type* and press Enter. This repositions the list to start with that code type.
Search for a value	Type a value in *Search for* and press Enter.
Select a code type to display its information	Type **8** in *Opt* next to the code type and press Enter.
Select multiple code types whose information you want to view	Type **8** in *Opt* next to each code type and press Enter.
Exit	Press F3.

Viewing code type information

To view the Display Code Types description page, you select a code type with **8** and press Enter on the Display Code Types prompt page shown in Figure 3-5. On the Display Code Types description page, you can view information for a selected code type. This information includes:

- Description of the code type
- Code type length and minimum length
- Whether the code type is active and whether user input is required
- Whether a user exit program at the code level is allowed
- Whether a user edit is allowed

How do I…

View information for each selected code type	Press Enter. After viewing the last selected code type, the prompt page is displayed.

Chapter 4 Working with Calendars

4

Calendars are specified only at the project level. Project calendars validate transaction dates. Transactions are created only if calendars are set up and/or linked to a project.

A project calendar also determines the correct number of periods over which to spread an annual amount when entering period budget information.

The chapter consists of the following topics:

Topic	Page
Defining calendars	4-2
Displaying calendars	4-7
Printing calendars	4-10

Defining calendars

Overview

Use *Work with calendars* to create calendars for use throughout Infinium PA. Calendars, which are a type of period control, define the following:

- Calendar name
- Accounting year
- Starting date of the calendar
- Correct number of periods per year and, if the thirteenth period is used, whether it is a budget period or an adjustment period
- Name and ending dates of each period

Use the menu path below.

- Infinium PA
- *Controls*
- *Work With Controls*
  - *Work with calendars* [WWCA]

Identifying calendar with which to work

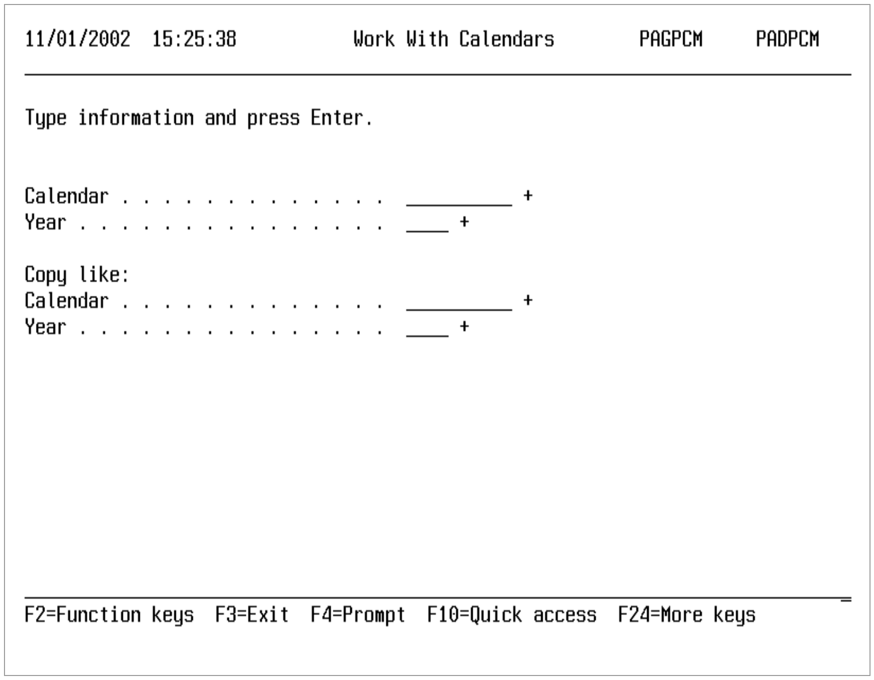


Figure 4-1: Work With Calendars prompt page

On the Work With Calendars prompt page, you can:

- Create a new calendar
- Create a new calendar and copy an existing calendar's period controls
- Select an existing calendar with which to work

Use the information below to complete this page.

Calendar

Select an existing calendar or type the name of a new calendar.

Year

Select the expense year for the calendar.

Copy like calendar

Select a calendar to copy its period controls.

Copy like year

Select the expense year of the calendar whose period controls you are copying.

How do I…	
Create a new calendar	Type the name and year of the new calendar and press Enter.
Create a new calendar and copy an existing calendar's period controls	Type the name and year of the new calendar. Type the name and year of the calendar whose period controls you are copying. Press Enter.
Work with an existing calendar	Select the existing calendar and year and press Enter.
Exit	Press F3.

Working with calendar's description

To access the page described below, you specify a calendar and press Enter from the Work With Calendars prompt page shown in Figure 4-1.

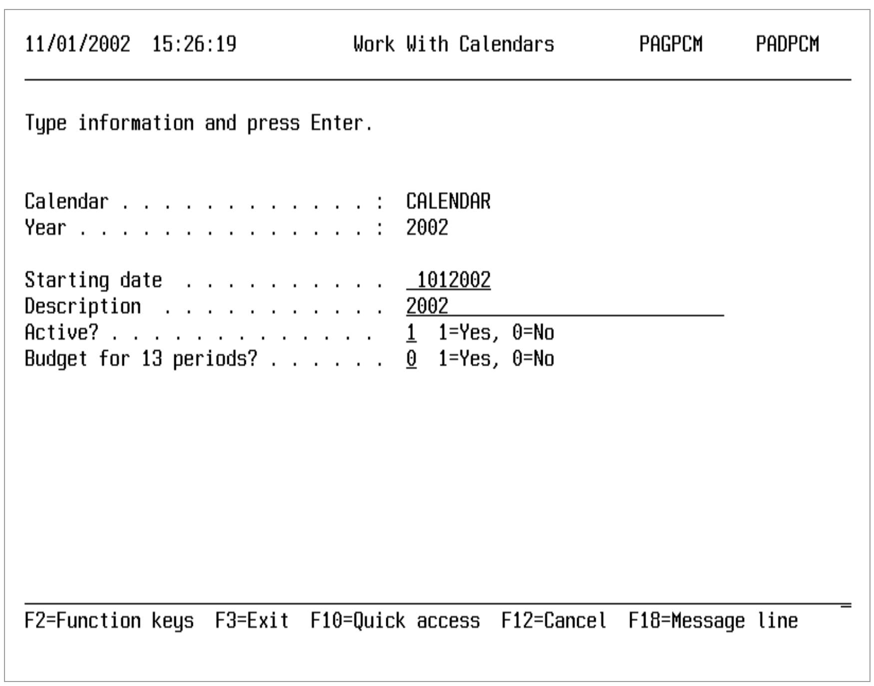


Figure 4-2: Work With Calendars description page

On the Work With Calendars description page, you:

- Specify the starting date of the calendar
- Provide a meaningful description of the calendar
- Specify whether the calendar is active
- Specify if the thirteenth period, if used, is a budget period or an adjustment period

Use the information below to complete this page.

Starting date

Type the date on which the calendar begins. Use the date format specified on the entity controls.

Description

Type a meaningful description of the calendar.

Active

Specify yes to activate the calendar. Specify no if the status of the calendar is inactive.

Budget for 13 periods

Specify yes to spread a budget amount over thirteen periods if you are using period budgets. Specify no to spread the budget amount over twelve periods.

How do I…	
Define a new calendar	Complete the information on this page and press Enter.

Defining calendar periods

To access the page described below, you press Enter from the Work With Calendars descriptions page shown in Figure 4-2.

```
11/01/2002  15:26:41           Work With Calendars        PAGPCM     PADPCM

Calendar/year . . . . . . . . . . . :  CALENDAR    2002
Description . . . . . . . . . . . . :  2002
Starting date  . . . . . . . . . .  :   1/01/2002

  Period     Name    End Date
    01       Jan      1312002       1/31/2002
    02       Feb      2282002       2/28/2002
    03       Mar      3312002       3/31/2002
    04       Apr      4302002       4/30/2002
    05       May      5312002       5/31/2002
    06       Jun      6302002       6/30/2002
    07       Jul      7312002       7/31/2002
    08       Aug      8312002       8/31/2002
    09       Sep      9302002       9/30/2002
    10       Oct     10312002      10/31/2002
    11       Nov     11302002      11/30/2002
    12       Dec     12312002      12/31/2002
    13       ___     ________

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 4-3: Work With Calendars period definitions page

On the Work With Calendars period definitions page, you specify the:

- Name of each period in the calendar
- End date of each period in the calendar

You can also delete a calendar.

Use the information below to complete this page.

Name

Type the name of each period in the calendar. You can use three characters, such as JAN, FEB, ADJ (adjustment), and so forth.

End Date

Type the ending date for each period in the calendar. Use the date format specified on the entity controls.

How do I…

Define a calendar's period controls	Complete the information on this page and press Enter.
Delete a calendar	Press F22 and either press F22 again to confirm deletion or F12 to cancel the deletion.

Displaying calendars

Overview

Use *Display calendars* to view information for Infinium PA project calendars. This information includes:

- Calendar code and year
- Calendar’s description
- Starting date
- Period information including name and ending date of each

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
  - *Display calendars* [DC]

Specifying calendars to display

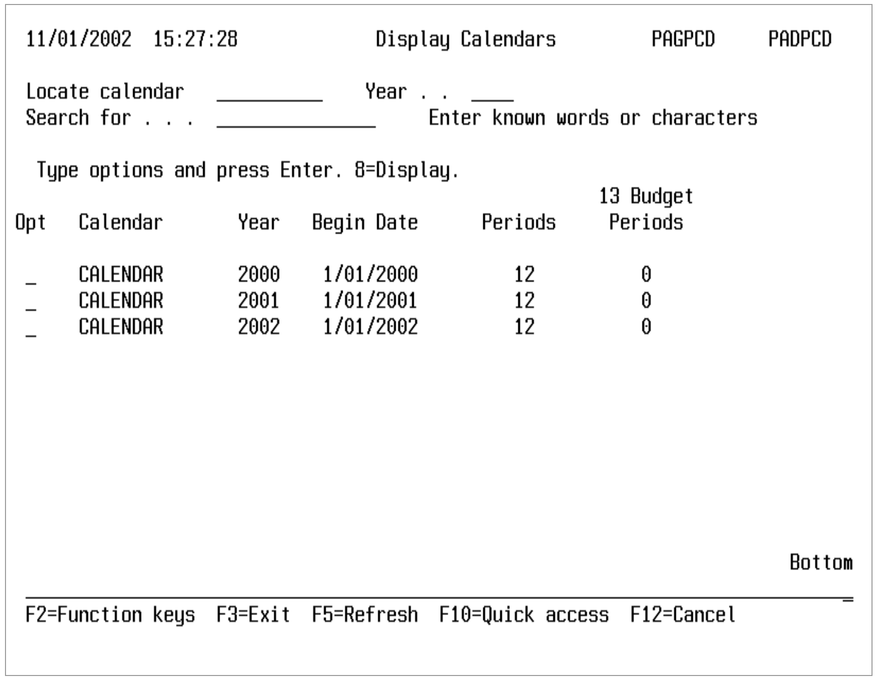


Figure 4-4: Display Calendars prompt page

On the Display Calendars prompt page, you select the calendar whose information you want to view.

How do I…

View the most current list of calendars	Press F5.
Find a calendar	Type a full or partial code type in *Locate calendar* and press Enter. This repositions the list to start with that calendar.
Find a calendar year	Type a full or partial code value in *Year* and press Enter. This repositions the list to start with that calendar.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.

How do I…

Select the calendar and display its information	Type **8** in *Opt* next to the calendar and press Enter.
Select multiple calendars whose information you want to view	Type **8** in *Opt* next to each calendar and press Enter.
Exit	Press F3.

Viewing calendar information

To view the Display Calendars page described below, you select a calendar with **8** and press Enter from the Display Calendars prompt page shown in Figure 4-4. On the Display Calendars page, you can view all of the information for the selected calendar that was defined using *Work with calendars*.

How do I…

View information for each selected calendar	Press Enter to view information for each selected calendar. After viewing the last selected status code, the prompt page is displayed.

Printing calendars

Overview

Use *List calendars* to submit a request and obtain a listing of calendar information. You can print a specific calendar's details or you can print information for all calendars.

This information includes:

- Calendar code and year
- Calendar's description
- Starting date
- Period information including name and ending date of each

Use the menu path below.

- Infinium PA
- *Controls*
- *List Controls*
  - *List calendars* [LC]

Specifying report parameters

```
11/01/2002  15:27:57           List Calendars              PAGCLP     PADCLP




      Calendar . . . . _________ + Blank for all
      Year . . . . . . _____












F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 4-5: List Calendars prompt page

On the List Calendars prompt page, you can select a calendar whose information you want to print or print all calendars.

Use the information below to complete this page.

Calendar

Select the calendar whose information you want to print. Leave blank to print all calendars.

Year

Type the year for which you are printing the calendar.

How do I…

Print a listing of calendar information	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Notes

Chapter 5 Working with Status Codes

5

Status codes are used to indicate the current stage of a project or activity and to control the posting of costs to projects and activities.

The chapter consists of the following topics:

Topic	Page
Defining status codes	5-2
Displaying status codes	5-6
Printing status codes	5-8

Defining status codes

Overview

Use *Work with status codes* to create, update, view, or delete status codes. Status codes are used to indicate the current stage of a project or activity and to control the posting of costs to projects and activities.

Infinium PA provides the status codes listed below. You cannot delete these, but you can maintain their transaction posting fields.

- AP (Approved)
- OH (On hold)
- CL (Closed)
- PA (Pending Approval)
- RJ (Rejected)

You can create status codes that are pertinent to your business operation. You can also update, view, or delete these.

Use the menu path below.

- Infinium PA
- *Controls*
- *Work With Controls*
  - *Work with status codes* [WWSC]

Identifying status code with which to work

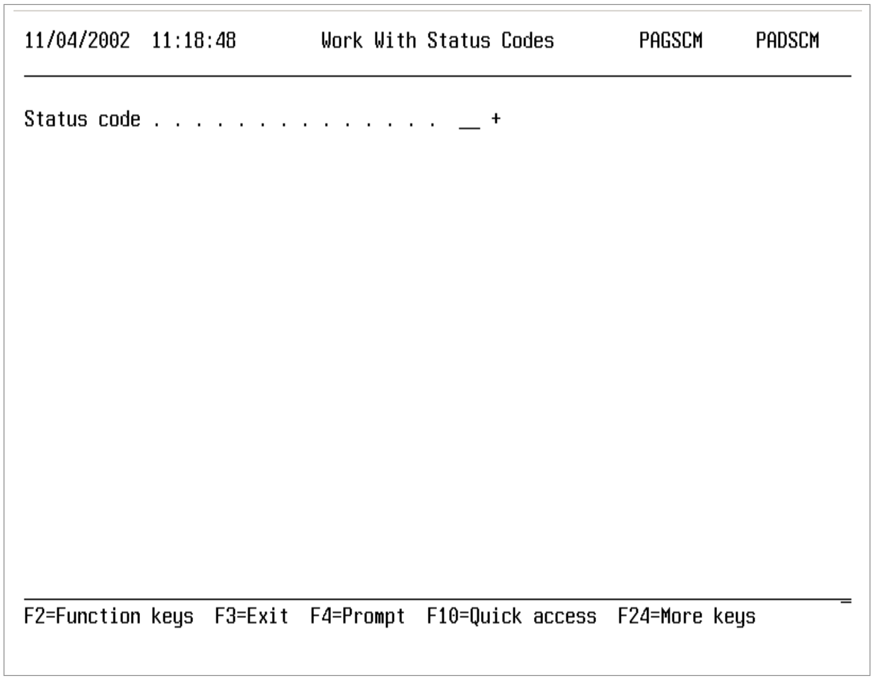


Figure 5-1: Work With Status Codes prompt page

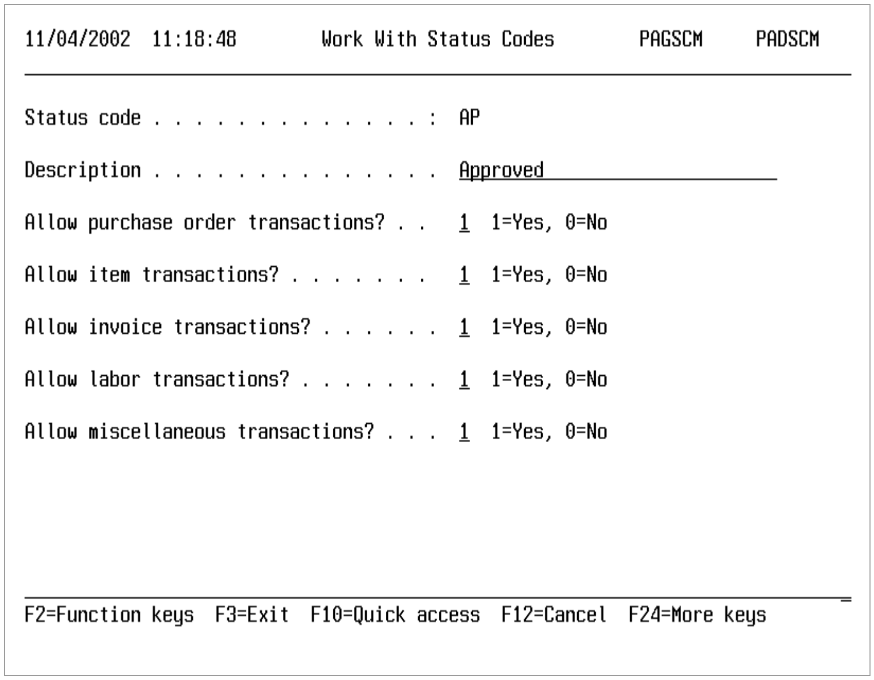
On the Work With Status Codes prompt page, you can create a new status code or select an existing status code with which to work.

How do I…

Create a status code	Type a unique two-character code in *Status code* and press Enter.
Update or view an existing status code	Select the status code and press Enter.
Exit	Press F3.

Defining a status code

To access the page described below, you specify a status code and press Enter from the Work With Status Codes prompt page shown in Figure 5-1.



```
11/04/2002  11:18:48        Work With Status Codes        PAGSCM     PADSCM

Status code . . . . . . . . . . . . . . :  AP

Description . . . . . . . . . . . . . .  Approved

Allow purchase order transactions? . .   1  1=Yes, 0=No

Allow item transactions? . . . . . . .   1  1=Yes, 0=No

Allow invoice transactions? . . . . . .  1  1=Yes, 0=No

Allow labor transactions? . . . . . . .  1  1=Yes, 0=No

Allow miscellaneous transactions? . . .  1  1=Yes, 0=No

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 5-2: Work With Status Codes definition page

On the Work With Status Codes definition page, you can define a new status code, update, or view an existing status code’s definition. You can delete a status code that you create, but you cannot delete a status code provided by Infinium PA.

Use the information below to complete this page.

Description

Type a meaningful description of the status code.

Allow P.O. transactions

Specify yes to allow entry of purchase orders against projects or activities with this status. Specify no to prevent entry of purchase orders against projects or activities with this status.

The value you specify here applies to both manual and Infinium PM interface transactions.

For example, for a status code of PA (pending approval), specify no to prevent projects and activities that are pending approval from accumulating committed dollars. For a status code of AP (approved), specify yes to allow purchase orders to reference project and activities with this status.

Allow item transactions

Specify yes to allow entry of item transactions or returns against projects or activities with this status. Specify no to prevent entry of item transactions or returns against projects or activities with this status.

The value you specify here applies to both manual and Infinium IC interface transactions.

Allow invoice transactions

Specify yes to allow entry of invoice transactions against projects or activities with this status. Specify no to prevent entry of invoice transactions against projects or activities with this status.

The value you specify here applies to both manual and Infinium PL interface transactions.

Allow labor transactions

Specify yes to allow entry of labor transactions against projects or activities with this status. Specify no to prevent entry of labor transactions against projects or activities with this status.

The value you specify here applies to both manual and Infinium PY interface transactions.

Allow miscellaneous transactions

Specify yes to allow entry of miscellaneous transactions against projects or activities with this status. Specify no to prevent entry of miscellaneous transactions against projects or activities with this status.

The value you specify here applies to both manual and Infinium GL interface transactions.

How do I…

Define a status code	Complete the information on this page and press Enter.
Update an existing status code	Change the information on this page as necessary and press Enter.
Delete a status code	Press F22 twice. Pressing F22 the second time confirms that you want to delete the status code.

Displaying status codes

Overview

Use *Display status codes* to view information for Infinium PA project and activity status codes.

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
  - *Display status codes* [DSC]

Specifying status codes to display

```
11/04/2002  11:21:01          Display Status Codes          PAGSCD     PADSCD

 Locate status code . . .  __
 Search for . . .  _______________      Enter known words or characters

 Type options and press Enter.  8=Display

Opt   Status Code    Description

 _       AP          Approved
 _       CL          Closed
 _       OH          On hold
 _       PA          Pending approval
 _       RJ          Rejected

                                                                      Bottom

 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F12=Cancel
```

Figure 5-3: Display Status Codes prompt page

On the Display Status Codes prompt page, you select the status code whose information you want to view.

How do I…

View the most current list of status codes	Press F5.
Find a status code	Type a full or partial status code in *Locate status code* and press Enter. This repositions the list to start with that status code.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select the status code and display its information	Type **8** in *Opt* next to the status code and press Enter.
Select multiple status codes whose information you want to view	Type **8** in *Opt* next to each status code and press Enter.
Exit	Press F3.

Viewing status code information

To view the Display Status Codes page, you select a status code with **8** and press Enter on the Display Status Codes prompt page shown in Figure 5-3. The Display Status Codes page is similar to the Work With Status Codes definition page shown in Figure 5-2 except you cannot update the information. On the Display Status Codes page, you can view all of the information for the selected status code that was defined using *Work with cost codes*.

How do I…

View information for each selected status code	Press Enter. After viewing the last selected status code, the prompt page is displayed.

Printing status codes

Overview

Use *List status codes* to submit a request and obtain a listing of status codes. You can print a specific status code's details or you can print information for all status codes.

In addition to the description of the status code, this information includes whether each of the following transactions are allowed:

- Purchase order
- Item
- Invoice
- Labor
- Miscellaneous

Use the menu path below.

- Infinium PA
- *Controls*
- *List Controls*
  - *List status codes* [LSC]

Specifying report parameters

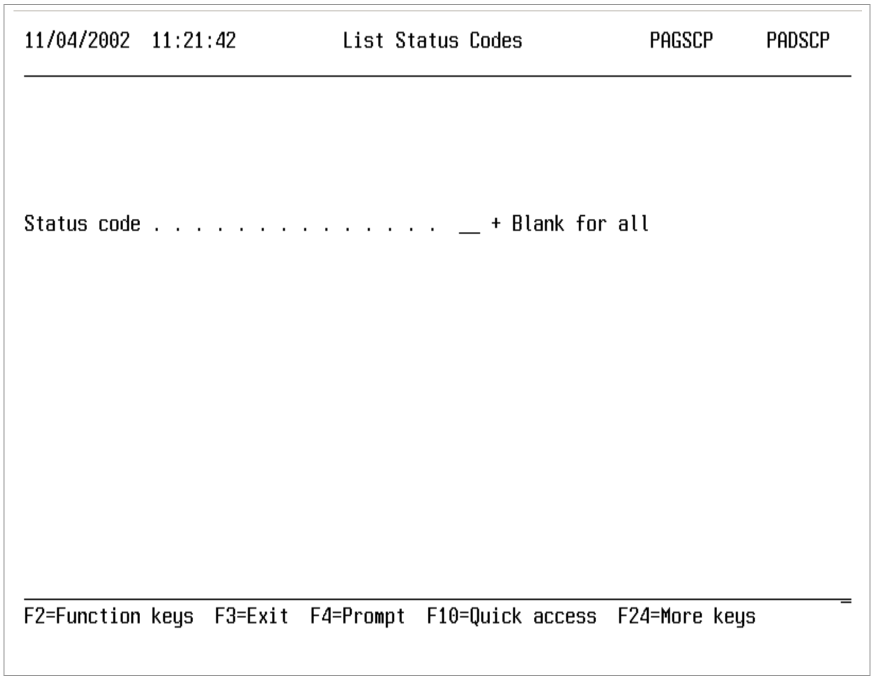


Figure 5-4: List Status Codes prompt page

On the List Status Codes prompt page, you can select a status code whose information you want to print or print information for all status codes.

Use the information below to complete this page.

Status code

Select the status code whose information you want to print. Leave blank to print all status codes.

How do I…

Print a listing of status code information	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Notes

Chapter 6 Working with Project Resources and Contacts

6

Resources for a project can include engineers, laborers, equipment, and so forth. Contacts can also be identified for the project or activity.

The chapter consists of the following topics:

Topic	Page
Defining resources	6-2
Displaying resources	6-8
Printing resources	6-10
Defining contacts	6-14
Displaying contacts	6-20
Printing contacts	6-22

Defining resources

Overview

Use *Work with resources* to maintain information for project resources used in manual labor transactions. These resources normally consist of the personnel involved in the completion of your projects.

If you create and maintain resources in Infinium PY, you should not maintain the resources in Infinium PA.

If you use *Work with labor transactions* to enter labor transactions, you also reference the resources you set up using *Work with resources*.

Use the menu path below.

- Infinium PA
- *Controls*
- *Work With Controls*
    - *Work with resources* [WWRES]

Specifying resource with which to work

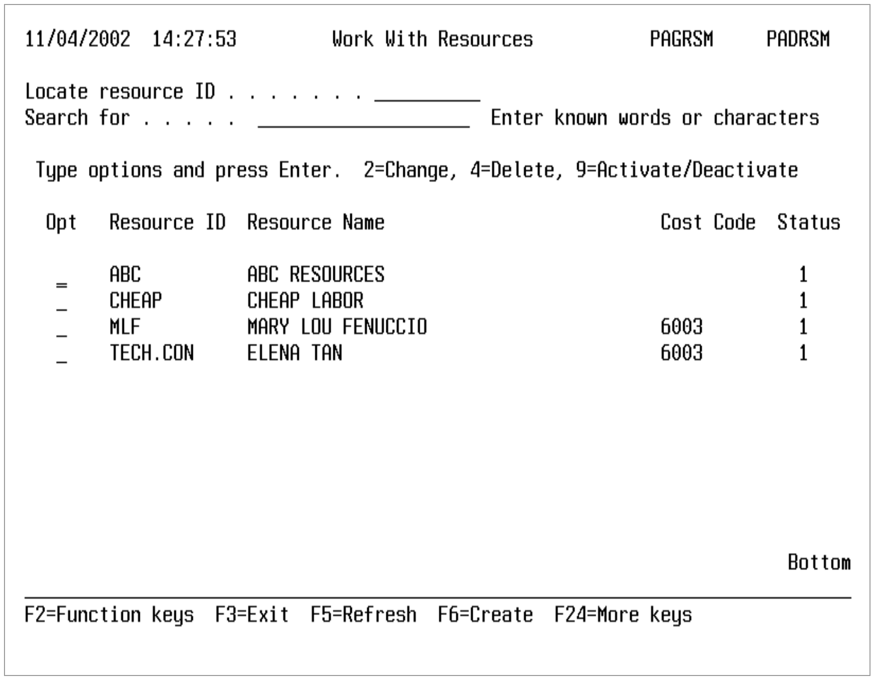


Figure 6-1: Work With Resources options page

On the Work With Resources options page, you can select an existing resource with which to work. You can also create a new resource.

A value of **1** in the status column indicates that the resource is active. Resources with **0** in the status column are inactive.

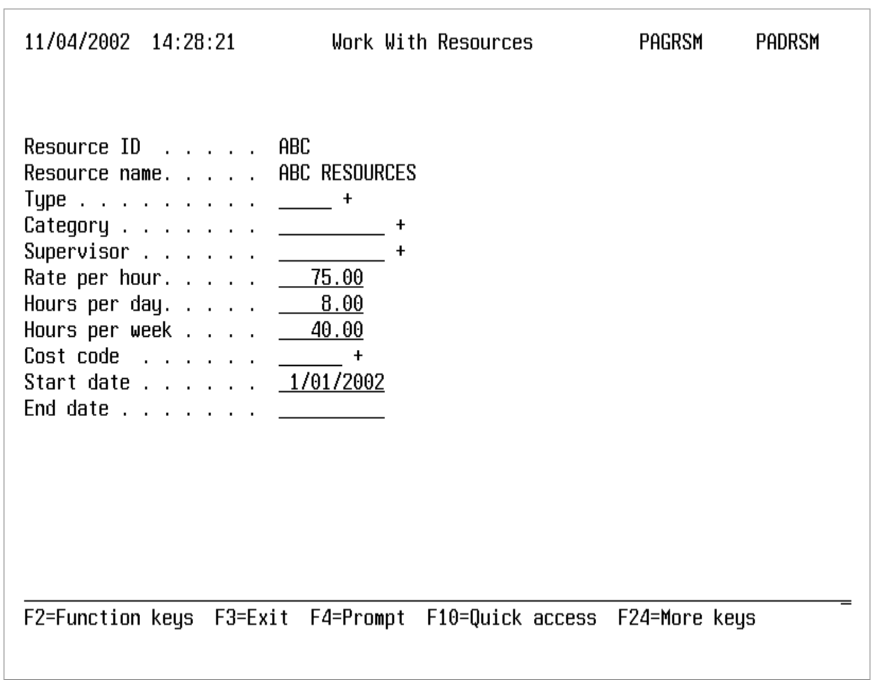
How do I…

Create a resource	Press F6.
View the most current list of resources	Press F5.
Find a resource	Type a full or partial resource identifier in *Locate resource ID* and press Enter. This repositions the list to start with that resource.
Search for a resource	Type a full or partial resource identifier in *Search for* and press Enter. This displays all resources that match your entry.

How do I…	
Update an existing resource	Type **2** in *Opt* next to the resource and press Enter.
Activate a resource	Type **9** in *Opt* next to the deactivated resource and press Enter.
Deactivate a resource	Type **9** in *Opt* next to the activated resource and press Enter.
Delete a resource	Type **4** in *Opt* next to the resource and press Enter.
Exit	Press F3.

Defining resource information

To access the page described below, on the Work With Resources options page shown in Figure 6-1 you select an existing resource with **2** and press Enter to update that resource or you press F6 to create a new resource.



```
11/04/2002  14:28:21        Work With Resources         PAGRSM     PADRSM



Resource ID  . . . . .  ABC
Resource name. . . . .  ABC RESOURCES
Type . . . . . . . . .  _____ +
Category . . . . . . .  __________ +
Supervisor . . . . . .  __________ +
Rate per hour. . . . .  ___75.00
Hours per day. . . . .  ____8.00
Hours per week . . . .  ___40.00
Cost code  . . . . . .  ______ +
Start date . . . . . .  _1/01/2002
End date . . . . . . .  __________






F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 6-2: Work With Resources information page

On the Work With Resources information page you can define a new resource or update an existing resource's information. Once created, the resource will be available for use in *Work with labor transactions*.

Use the information below to complete this page.

Resource ID

Type a resource ID if you are creating a new resource. If you are updating a resource's information, this cannot be updated.

Resource name

Type the name of the resource if you are creating a new resource. If you are updating a resource's information, this cannot be updated.

Type

Select a resource type to categorize the resource. You define resource types in *Work with codes* using code type RST.

Category

Select a labor category for the resource. You define labor categories in *Work with codes* using code type CAT.

Supervisor

Select a supervisor for the resource if you require this information. The supervisor must be an established resource.

Rate per hour

Type a default rate per hour for the resource. If you specify the rate per hour that this resource earns, that rate is used as the default when you identify this resource in *Work with labor transactions*.

Hours per day

Type a default number of hours per day for the resource. If you specify the hours per day that this resource normally works, that value is informational only.

Hours per week

Type a default number of hours per week for the resource. If you specify number of hours per week here, that value is used as the default when you identify this resource in *Work with labor transactions*.

Cost code

Select a default cost code for the resource. This indicates the type of cost normally accumulated by the resource. If you select a cost code, it is used as the default when you identify this resource in *Work with labor transactions*.

Start date

Type the date on which the resource will begin working on the project if you require this information.

End date

Type the date on which the resource ended employment if you require this information.

How do I…

Define a new resource	Complete the information on this page and press Enter.
Update an existing resource's information	Change information as necessary and press Enter.

Deleting a resource

To access the page described below, you select an existing resource with **4** to delete it and press Enter on the Work With Resources options page shown in Figure 6-1.

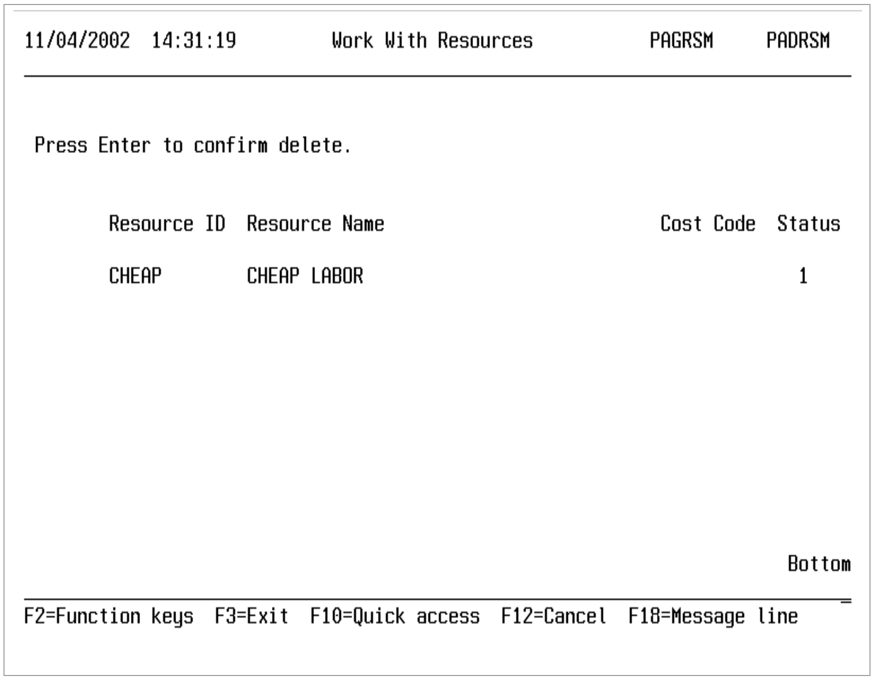


Figure 6-3: Work With Resources confirm deletion page

On the Work With Resources confirm deletion page, you can confirm or cancel the deletion of the selected resource.

You can delete only resources that have never been used on a posted or unposted transaction.

How do I…

Delete the resource	Press Enter.
Cancel the resource deletion	Press F12.

Displaying resources

Overview

Use *Display resources* to view information for Infinium PA resources.

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
  - *Display resources* [DRE]

Specifying resources to display

```
11/04/2002  14:28:55          Display Resources           PAGRSD     PADRSD

Locate resource ID . . . . . . . __________
Search for . . . . .  ____________________  Enter known words or characters

 Type options and press Enter.  8=Display

  Opt   Resource ID  Resource Name                       Cost Code  Status

   _    ABC          ABC RESOURCES                                     1
   _    CHEAP        CHEAP LABOR                                       1
   _    MLF          MARY LOU FENUCCIO                   6003          1
   _    TECH.CON     ELENA TAN                           6003          1




                                                                    Bottom
______________________________________________________________________________
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 6-4: Display Resources prompt page

On the Display Resources prompt page, you select the resource whose information you want to view.

How do I…

Find a resource	Type a full or partial resource identifier in *Locate resource ID* and press Enter. This repositions the list to start with that resource.
Search for a resource	Type a full or partial resource identifier in *Search for* and press Enter. This displays all resources that match your entry.
Select the resource and display its information	Type **8** in *Opt* next to the resource and press Enter.
Select multiple resources whose information you want to view	Type **8** in *Opt* next to each resource and press Enter.
Exit	Press F3.

Viewing resource information

To view the Display Resources page, you select the resource whose information you want to view and press Enter on the Display Resources prompt page shown in Figure 6-4. The Display Resources page is similar to the Work With Resources page shown in Figure 6-2 except you cannot update the information. On the Display Resources page, you can view all of the information for the selected resource that was defined using *Work with resources*.

How do I…

View information for each selected resource	Press Enter to view information for each selected resource. After viewing the last selected resource, the prompt page is displayed.

Printing resources

Overview

Use *List resources* to print information for Infinium PA resources. This report lists the information below for the resources that you include in the report:

- Resource name and number
- Resource category, job code, and billing title
- Hourly rate and cost code
- Start and end dates

Use the menu path below.

- Infinium PA
- *Controls*
- *List Controls*
    - *List resources* [LRE]

Specifying report parameters

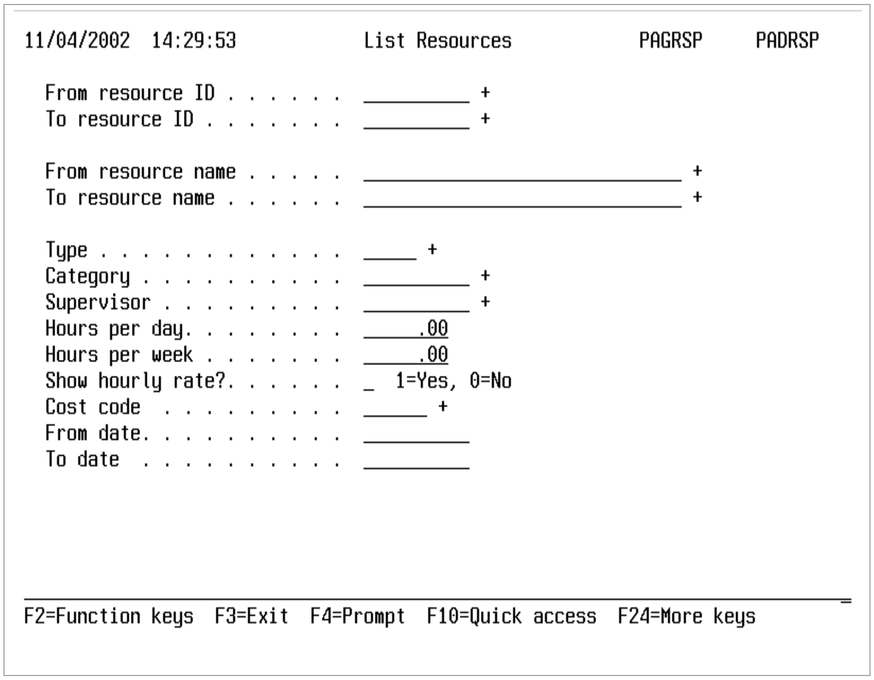


Figure 6-5: List Resources prompt page

On the List Resources prompt page, you must specify whether to include the hourly rate on the report. Define other parameters to restrict or customize the listing to fit your requirements.

Use the information below to complete this page.

From resource ID

Type the ID of the first resource in a range of resources or the ID of the only resource to include in the report.

If you type an ID in *To resource ID*, you are required to type a from resource ID.

Leave blank to print the report for all resources. Leave blank if you are specifying a resource name.

To resource ID

Type the ID of the last resource in a range of resources to include in the report.

Leave blank to print the report for all resources. Leave blank if you are specifying a resource name.

From resource name

Type the name of the first resource in a range of resources or the name of the only resource to include in the report.

If you type a name in *To resource name*, you are required to type a from resource name.

Leave blank to print the report for all resources. Leave blank if you are specifying a resource ID.

To resource name

Type the name of the last resource in a range of resources to include in the report.

Leave blank to print the report for all resources. Leave blank if you are specifying a resource ID.

Type

Select a resource type to limit the report to only that resource type. Leave blank to include all resource types.

Category

Select a resource category to limit the report to only that resource category. Leave blank to include all resource categories.

Supervisor

Type a supervisor to limit the listing to only resources working under that supervisor. Leave blank to include resources working under all supervisors.

Hours per day

Type the hours per day worked to limit the listing to only resources working that number of hours per day. Leave blank to include resources working any number of hours per day.

Hours per week

Type the hours per week worked to limit the listing to only resources working that number of hours per week. Leave blank to include resources working any number of hours per week.

Show hourly rate?

Specify yes to include the hourly rate of each resource that meets the report criteria.

Specify no to exclude resource hourly rates from the report.

Cost code

Select a cost code to limit the report to only resource assigned to that cost code. Leave blank to include resource assigned to all cost codes.

From date

Type a date to limit the report to resources starting on that date. Leave blank to include all resources regardless of start date.

If you type a date in *To date*, you are required to type a from starting date.

To date

Type a date to limit the report to resources ending work on that date. Leave blank to include all resources regardless of end date.

How do I…

Define the report parameters and print the report	Complete the information on this page as needed and press Enter.
Exit without printing	Press F3.

Defining contacts

Overview

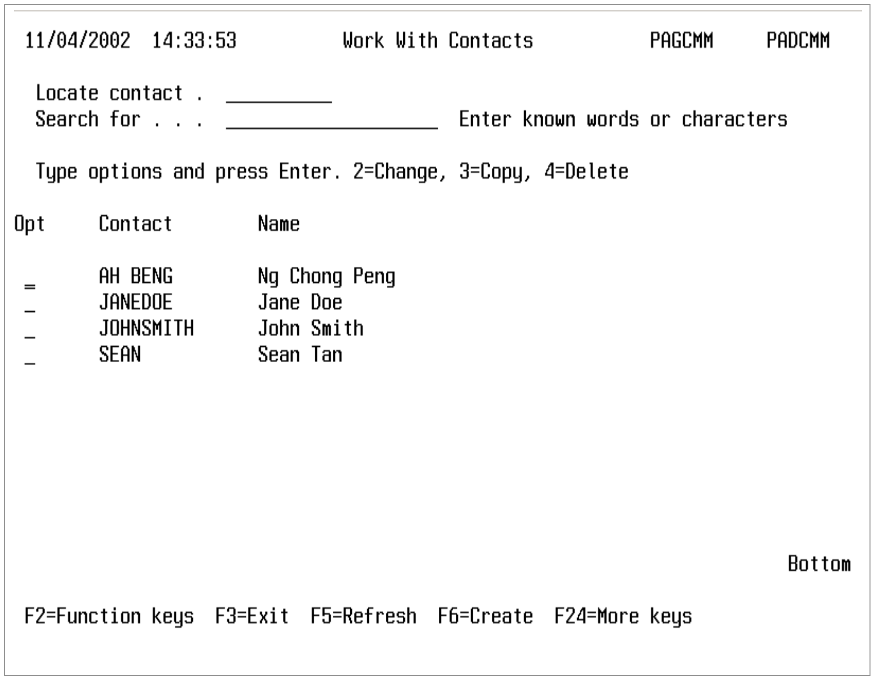
Contact IDs can be used on a project header and activity header to identify the main contact for the project or activity. When you define a contact ID, you provide information such as:

- Contact name
- Postal, e-mail and URL addresses
- Telephone, cell and Fax numbers

Use the menu path below.

- Infinium PA
- *Controls*
- *Work With Controls*
  - *Work with contacts* [WWC]

Identifying contact with which to work



```
11/04/2002  14:33:53          Work With Contacts          PAGCMM     PADCMM

 Locate contact .  __________
 Search for . . .  ____________________  Enter known words or characters

 Type options and press Enter. 2=Change, 3=Copy, 4=Delete

Opt     Contact        Name

 _      AH BENG        Ng Chong Peng
 _      JANEDOE        Jane Doe
 _      JOHNSMITH      John Smith
 _      SEAN           Sean Tan

                                                                    Bottom

 F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 6-6: Work With Contacts prompt page

On the Work With Contacts prompt page, you can:

- View contacts currently defined in Infinium PA
- Create a new contact
- Copy an existing contact
- Update an existing contact
- Delete a contact

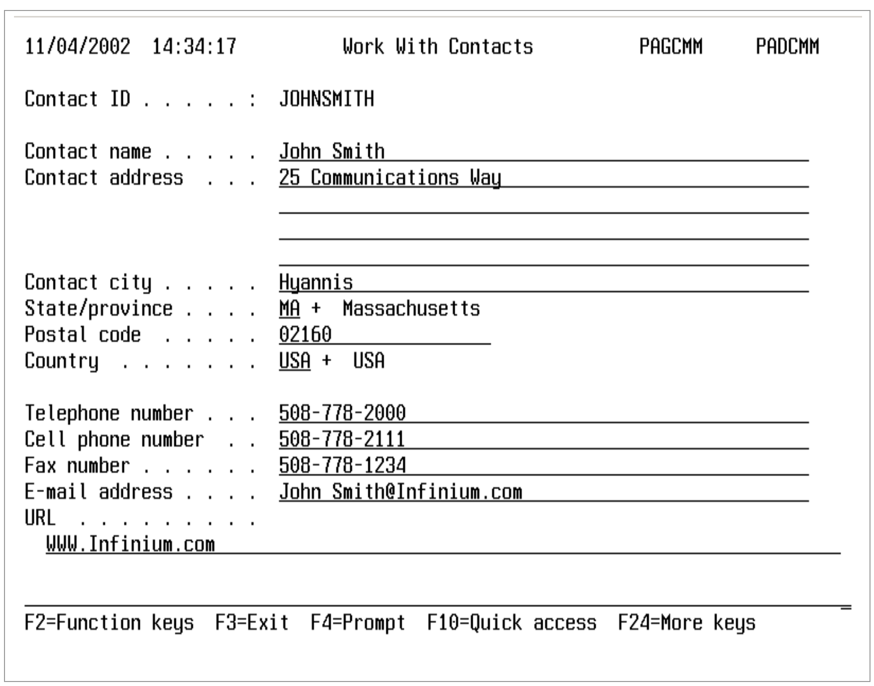
How do I…

Create a contact	Press F6.
View the most current list of contacts	Press F5.
Find a contact	Type a full or partial contact identifier in *Locate contact* and press Enter. This repositions the list to start with that contact.

How do I…	
Search for a contact	Type a full or partial contact identifier in *Search for* and press Enter. This displays all contacts that match your entry.
Update an existing contact	Type **2** in *Opt* next to the contact and press Enter.
Copy an existing contact	Type **3** in *Opt* next to the contact and press Enter.
Delete a contact	Type **4** in *Opt* next to the contact and press Enter.
Exit	Press F3.

Defining contact information

To access the page described below, on the Work With Contacts options page as shown in Figure 6-6 you select an existing contact with **2** and press Enter to update that contact or you press F6 to create a new contact.



```
11/04/2002  14:34:17          Work With Contacts          PAGCMM     PADCMM

Contact ID . . . . . :  JOHNSMITH

Contact name . . . . .  John Smith
Contact address  . . .  25 Communications Way




Contact city . . . . .  Hyannis
State/province . . . .  MA +  Massachusetts
Postal code  . . . . .  02160
Country  . . . . . . .  USA +  USA

Telephone number . . .  508-778-2000
Cell phone number  . .  508-778-2111
Fax number . . . . . .  508-778-1234
E-mail address . . . .  John Smith@Infinium.com
URL  . . . . . . . . .
  WWW.Infinium.com

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 6-7: Work With Contacts information page

On the Work With Contacts information page you can define or change a contact's information. Only the contact ID and name are required. If you are copying contact information from another contact, you must provide the new contact's name and ID.

Use the information below to complete this page.

Contact ID

Type a new contact ID.

Contact name

Type the contact's name.

Contact address

Type up to four lines of address information.

Contact city

Type the contact's city.

State/Province

Select the contact's state or province.

Postal code

Type the contact's postal code.

Country

Type the contact's country.

Telephone number

Type the contact's telephone number.

Cell phone number

Type the contact's cell phone number.

Fax number

Type the contact's Fax number.

E-mail address

Type the contact's e-mail address.

URL

Type the contact's URL.

How do I…

Define a new contact	Complete the information on this page and press Enter.
Update an existing contact's information	Change information as necessary and press Enter.

Deleting a contact

To access the page described below, you select an existing contact with **4** to delete it and press Enter on the Work With Contacts options page shown in Figure 6-6.

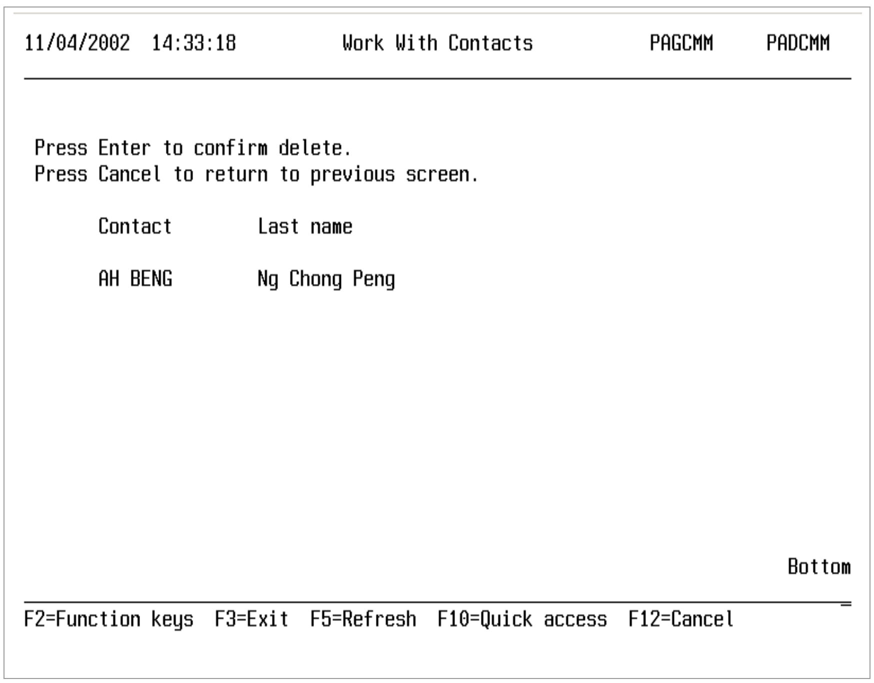


Figure 6-8: Work With Contacts confirm deletion page

On the Work With Contacts confirm deletion page, you can confirm or cancel the deletion of the selected contact. This page is displayed after you select a contact for deletion on the Work With Contacts prompt page and press Enter.

How do I…

Delete the contact	Press Enter.

How do I…	
Cancel the contact deletion	Press F12.

Displaying contacts

Overview

Use *Display contacts* to view information for Infinium PA contacts.

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
  - *Display contacts* [DCO]

Specifying contacts to display

```
11/04/2002  14:34:50          Contact Display            PAGCFD     PADCFD

 Locate contact .  __________
 Search for . . .  ____________________   Enter known words or characters

 Type options and press Enter. 8=Display.

Opt     Contact         Name

 _      AH BENG         Ng Chong Peng
 _      JANEDOE         Jane Doe
 _      JOHNSMITH       John Smith
 _      SEAN            Sean Tan

                                                                      Bottom

 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 6-9: Contact Display prompt page

On the Contact Display prompt page, you select the contact whose information you want to view.

How do I…

View the most current list of contacts	Press F5.
Find a contact	Type a full or partial contact identifier in *Locate contact* and press Enter. This repositions the list to start with that contact.
Search for a contact	Type a full or partial contact identifier in *Search for* and press Enter. This displays all contacts that match your entry.
Select the contact and display its information	Type **8** in *Opt* next to the contact and press Enter.
Select multiple contacts whose information you want to view	Type **8** in *Opt* next to each contact and press Enter.
Exit	Press F3.

Viewing contact information

To view the Contact Inquiry page, you select with **8** the contact whose information you want to view and press Enter on the Display Contacts prompt page shown in Figure 6-9. The Contact Inquiry page is similar to the Work With Contacts page shown in Figure 6-7 except you cannot update the information. On the Contact Inquiry page, you can view all of the information for the selected contact that was defined using *Work with contacts*.

How do I…

View information for each selected contact	Press Enter to view information for each selected contact. After viewing the last selected contact's information, the prompt page is displayed.

Printing contacts

Overview

Use *List contacts* to print information for a specific Infinium PA contact or for all contacts.

Use the menu path below.

- Infinium PA
- *Controls*
- *List Controls*
  - *List contacts* [LCO]

Defining report parameters

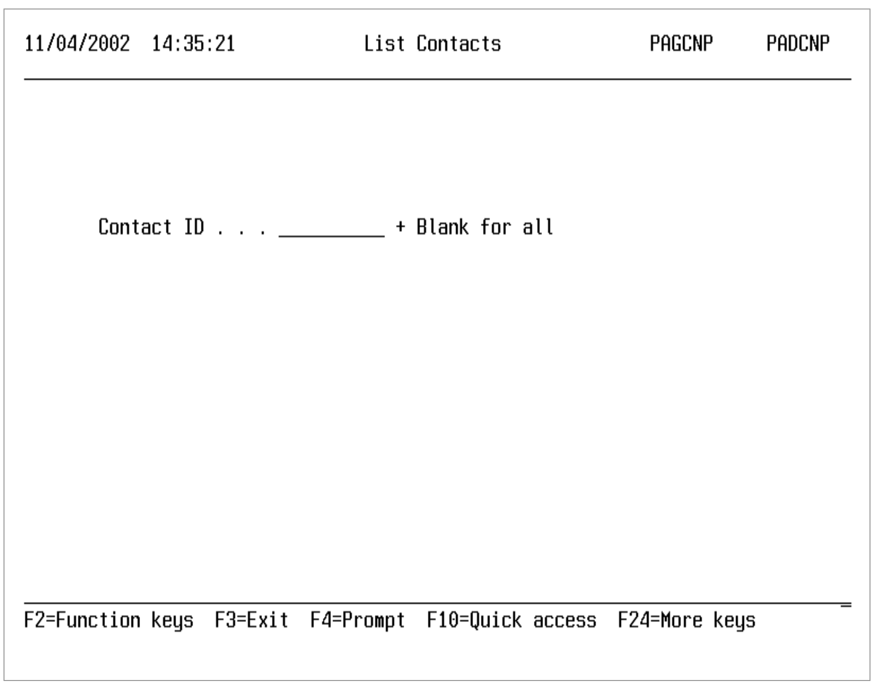


Figure 6-10: List Contacts prompt page

On the List Contacts prompt page, you can specify whether to print information for a specific contact or to print information for all contacts.

Use the information below to complete this page.

Contact ID

Select the ID of the contact whose information you want to print.

Leave blank to print the report for all contacts.

How do I…

Define the report parameters and print the report	Complete the information on this page as needed and press Enter.
Exit without printing	Press F3.

Notes

Chapter 7 Working with User Security Controls

7

User security controls are required for users to perform processing in Infinium PA. These users must first be defined in Infinium AM.

The chapter consists of the following topics:

Topic	Page
Defining user security controls	7-2
Displaying user security controls	7-7
Printing user security controls	7-10

Defining user security controls

Overview

Use *Work with users* to set up security controls required for users to perform processing in Infinium PA. User controls must exist in Infinium PA for all users who access Infinium PA.

You can create Infinium PA security controls only for user profiles that exist in Infinium AM. You must sign on as **PA2000** or **AM2000** to create the first user profile in Infinium PA.

Use the menu path below.

- Infinium PA
- *Supervisor Functions*
  - *Work with users* [WWU]

Determining user with which to work

```
11/05/2002  15:43:30          Work With Users              PAGUSM     PADUSM

 Locate user . .    __________
 Search for  . .    _______________     Enter known words or characters

 Type options and press Enter. 2=Change, 4=Delete
                           Authority
     Opt    User             Level    User Name

      _     AKZO               9      AKZO Chemical
      _     AMS                2      Andrea Soracco
      _     CCG                2      Chai Chin Goh
      _     DEG                2      Doug Gammon
      _     DER                4      Diane E.Racine
      _     FKH                2      Foong Kuan Hoo
      _     FLN                2      Fong Lon Ngui
      _     HHT                2      Han Heng Tan
      _     HWC                2      Hon Wei Chan
      _     KBS                2      Kok Bing Siao
      _     KMP                2      Kristin Pohl
                                                                       More...

F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 7-1: Work With Users prompt page

On the Work With Users prompt page you can create a new user or update, delete, or view the users currently defined in Infinium PA. You can view only users with a lower security level than your security level.

How do I…

Create a user	Press F6.
View the most current listing of users	Press F5.
Find a user	Type a full or partial user identifier in *Locate user* and press Enter. This repositions the list to start with that user.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Update or view existing user controls	Type **2** in *Opt* next to the user and press Enter.

How do I…	
Delete a user	Type **4** in *Opt* next to the user and press Enter. The system displays *** DELETED** in place of the user.
Exit	Press F3.

Selecting user to create Infinium PA controls

To access the page described below, press F6 on the Work With Users prompt page shown in Figure 7-1.

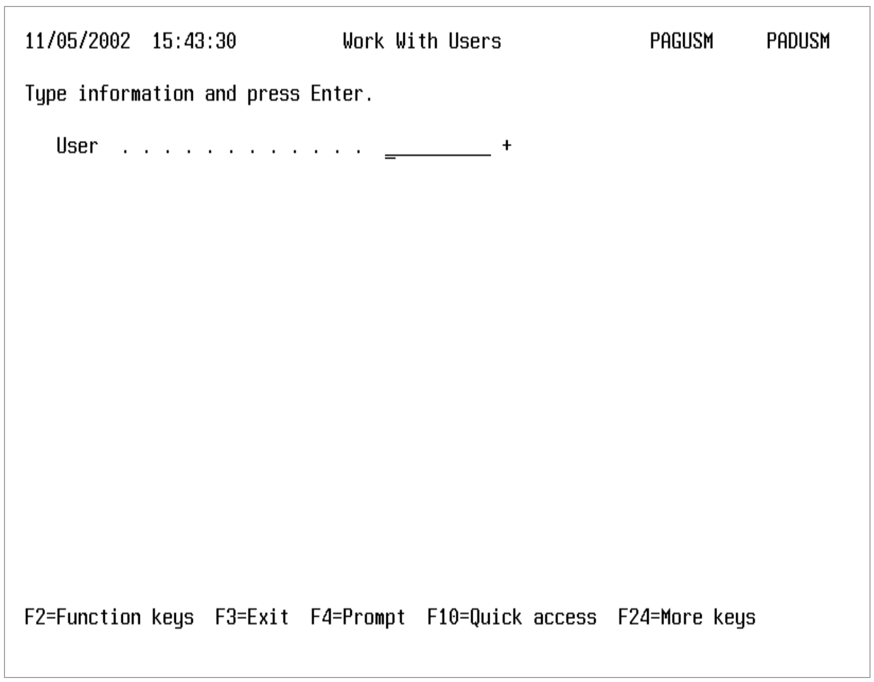


Figure 7-2: Work With Users creation page

On the Work With Users creation page, you can select the user whose Infinium PA controls you are creating.

Use the information below to complete this page.

User

Select the user ID of the user for whom you are creating user security controls. The user ID must be defined in Infinium AM.

How do I…	
Specify the user for whom you are creating Infinium PA controls	Select the user ID and press Enter.

Defining Infinium PA user security controls

To access the page described below, press Enter from the Work With Users prompt page shown in Figure 7-1 or the Work With Users creation page shown in Figure 7-2.

```
11/05/2002  15:43:30          Work With Users             PAGUSM     PADUSM

  User  . . . . . . . . . . . . . . :  CA1

General Controls
  User name . . . . . . . . . . . . .  Credit Analyst 1______________
  User title  . . . . . . . . . . . .  ______________________________
  Active? . . . . . . . . . . . . . .  1  1=Yes, 0=No

Security Controls
  Authority level . . . . . . .   :  1
  Restrict to project group . . . .  __________  +
  Project approver? . . . . . . . .  0  1=Yes, 0=No
  Budget approver? . . . . . . . .   0  1=Yes, 0=No
  Update interfaced transactions? .  0  1=Yes, 0=No

Audit Information
  Last changed by user  . . . .   :  AM2000
  Last changed on date  . . . .   :  11/05/2002
  Last changed at time  . . . .   :  15:51:46

F2=Function keys  F3=Exit  F10=Quick access  F4=Prompt  F24=More keys
```

Figure 7-3: Work With Users controls definition page

On the Work With Users controls definition page, you can specify the user's title and whether the user:

- Is restricted to a project group
- Can approve projects and budgets
- Can update interfaced transactions

You can also view user security audit information including who last changed the user's controls, on what date, and at what time.

The authority level defaults from Infinium AM and cannot be changed.

Use the information below to complete this page.

User name

This user name defaults from Infinium AM, but you can change it.

User title

Type the user's title.

Active

Specify yes to activate the user profile in Infinium PA.

Specify no if the status of the user profile is inactive.

Restrict to project group

Select a project group to which the user will be restricted. The user will have access to only those projects within the project group throughout Infinium PA.

Leave blank to allow the user access to all projects.

Project approver

Specify yes if the user will have authority to update the status flag on project and activity headers and to use *Update project status*.

Specify no if the user cannot update the status of projects and activities.

Budget approver

Specify yes if the user will have authority to approve a budget in *Work with budgets*.

Specify no if the user cannot approve a budget.

Update interfaced transactions

Specify yes if the user will have authority to change interfaced transactions prior to their posting. Transactions can be interfaced to Infinium PA from Infinium PM, PL, IC, PY, or GL.

Specify no if the user cannot change interfaced transactions.

How do I…

Define a user's Infinium PA controls	Complete the information on this page and press Enter.

Displaying user security controls

Overview

Use *Display users* to view the selected user's title and whether the user:

- Is restricted to a project group
- Can approve projects and budgets
- Can update interfaced transactions

Use the menu path below.

- Infinium PA
- *Supervisor Functions*
  - *Display users* [DU]

Specifying user security controls to display

```
11/05/2002  15:52:36          Display Users              PAGUSD     PADUSD

 Locate user . .    __________
 Search for  . .    _______________      Enter known words or characters

 Type options and press Enter. 8=Display
              Authority
Opt User       Level     User Name

_   AKZO         9       AKZO Chemical
_   AMS          2       Andrea Soracco
_   CCG          2       Chai Chin Goh
_   DEG          2       Doug Gammon
_   DER          4       Diane E.Racine
_   FKH          2       Foong Kuan Hoo
_   FLN          2       Fong Lon Ngui
_   HHT          2       Han Heng Tan
_   HWC          2       Hon Wei Chan
_   KBS          2       Kok Bing Siao
_   KMP          2       Kristin Pohl
                                                                       More...

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 7-4: Display Users prompt page

On the Display Users prompt page you can select a user to view that user's security controls.

How do I…

Find a user	Type a full or partial user identifier in *Locate user* and press Enter. This repositions the list to start with that user.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Display a user's control information	Type **8** in *Opt* next to the user and press Enter.
Exit	Press F3.

Viewing user security control information

To access the Display Users information page, you can select a user and press Enter on the Display Users prompt page shown in Figure 7-4. On the Display Users information page you can view the general and security controls established for the user. You can also view audit information.

How do I…

Return to the prompt page	Press Enter.

Printing user security controls

Overview

Use *List users* to print user security control information for a specific user or for all users. This information includes the user's title and whether the user:

- Is restricted to a project group
- Can approve projects and budgets
- Can update interfaced transactions

Use the menu path below.

- Infinium PA
- *Supervisor Functions*
  - *List users* [LU]

Specifying report parameters

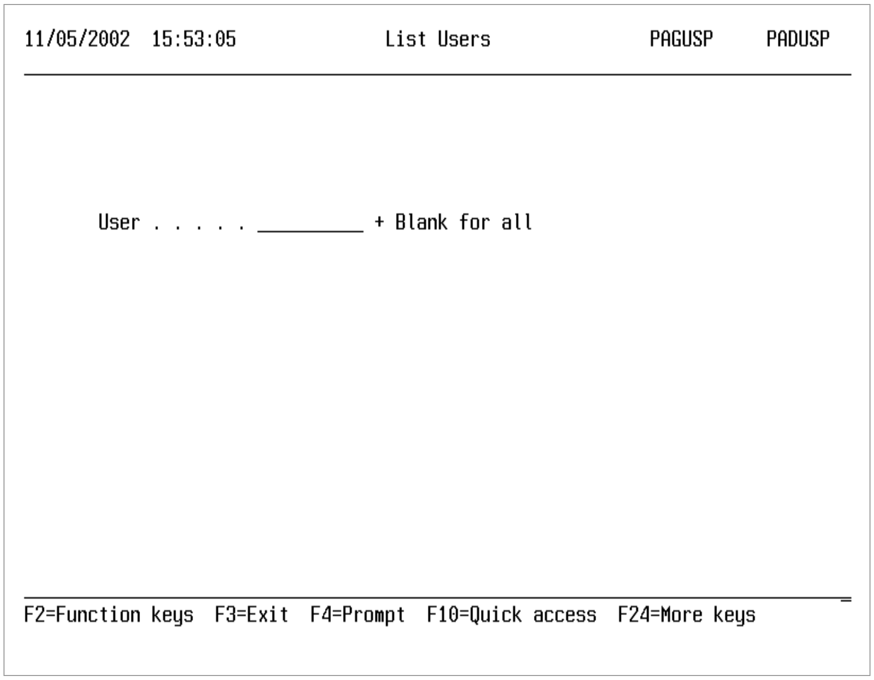


Figure 7-5: List Users prompt page

On the List Users prompt page you specify whether to print the controls for a specific user or for all users.

Use the information below to complete this page.

User

Select a user to print the user’s control information. Leave blank to print the control information for all users.

How do I…

Define the report parameters and print the report	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Notes

Chapter 8 Working with Work Breakdown Structures

8

In Infinium PA projects are broken down into specific activities or tasks that define the functions or steps required for a project. A work breakdown structure is the hierarchy of activities that make up a project.

The chapter consists of the following topics:

Topic	Page
Defining work breakdown structures	8-2
Displaying work breakdown structures	8-11
Printing work breakdown structures	8-13

Defining work breakdown structures

Overview

Use *Work with WBS* to organize projects by breaking them into progressively smaller pieces and organizing them in a logical hierarchy of activities or tasks. This logical hierarchy of activities that makes up a project is the work breakdown structure.

A work breakdown structure (WBS):

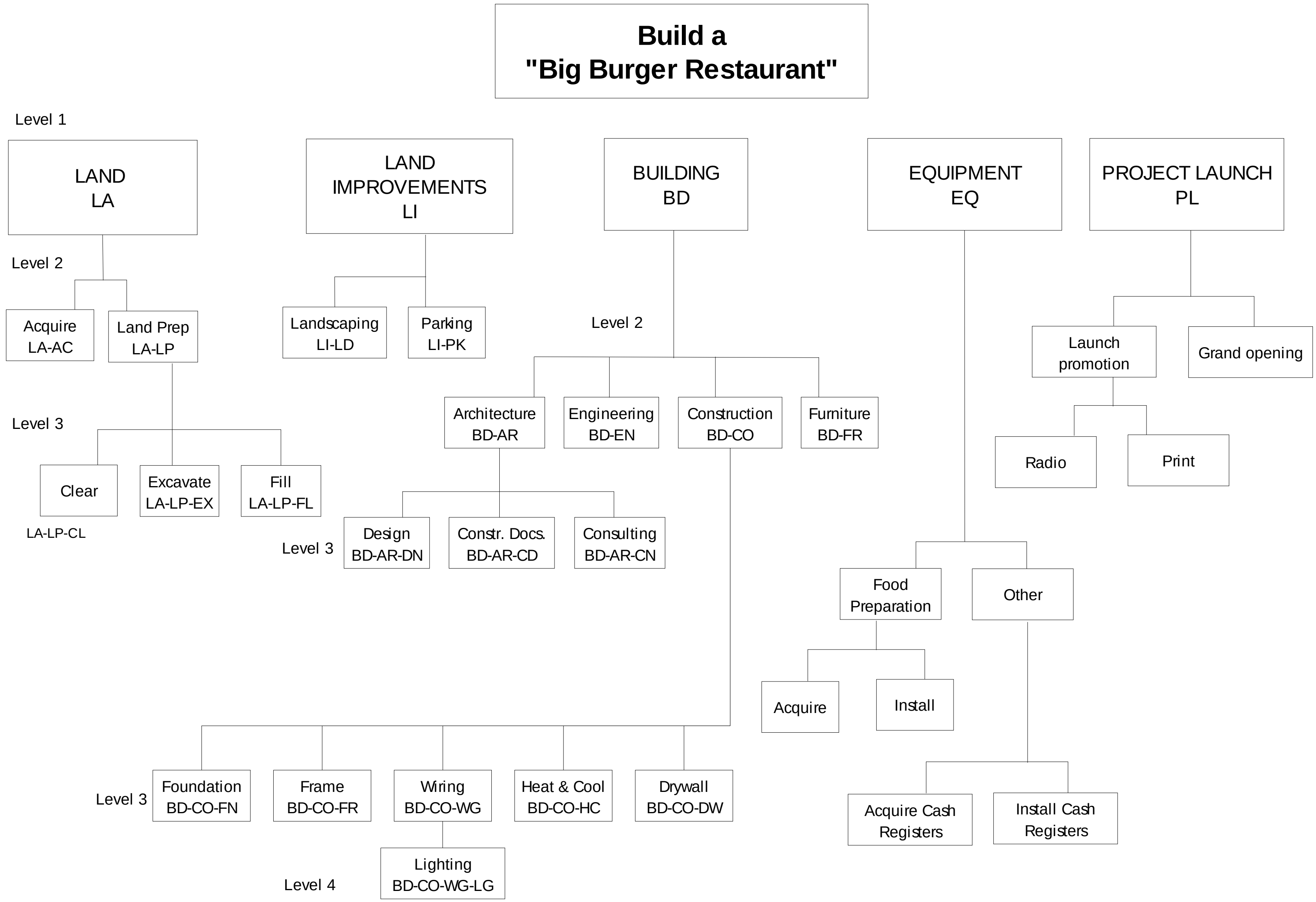
- Defines the tasks or deliverables to be produced
- Relates the elements of the work to be accomplished to each other and to the total project
- Serves as a basis for tracking the actual costs of a project
- Provides a structure for tracking the financial completion of each activity of the project
- Provides contacts at each level of the project with a framework for organizing and tracking the activities and associated costs that make up the contact's part of the project

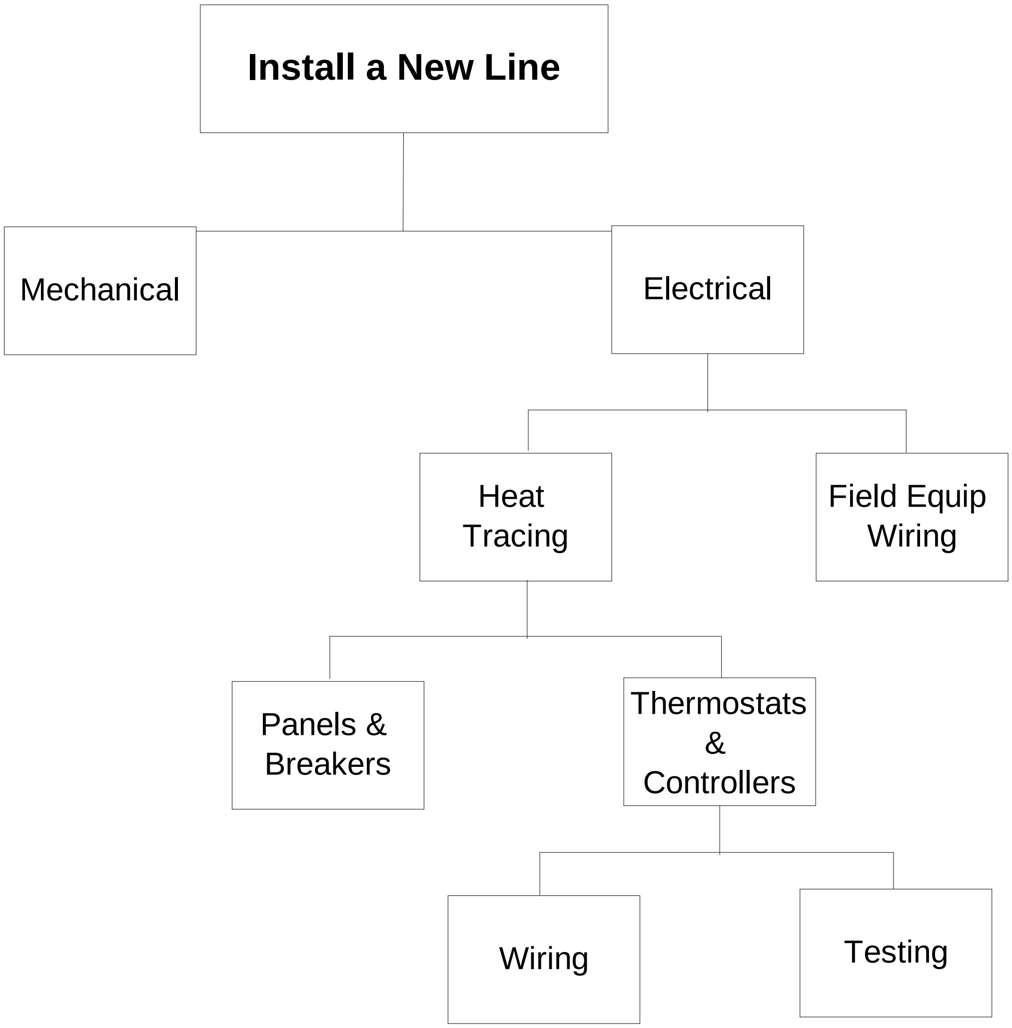
A WBS should reflect the lines of responsibility of managers and task leaders. It must provide information for performance measurement and cost measurement. A standard WBS can be used across all tracked projects.

Once the WBS mask has been defined on the entity controls, you can create work breakdown structures. Once you have created work breakdown structures, you can select a WBS for use in projects.

A WBS can be used in multiple projects. Once you select a WBS for a project, you can override its default values at project and activity levels.

The following are examples of two types of work breakdown structures. The "Build a Big Burger Restaurant" project is typical of a WBS used for a construction project. The "Install a New Line" project is typical of a WBS used for an engineering project.


Build a
"Big Burger Restaurant"
Level 1
LAND
LA
LAND
IMPROVEMENTS
LI
BUILDING
BD
EQUIPMENT
EQ
PROJECT LAUNCH
PL
Level 2
Acquire
LA-AC
Land Prep
LA-LP
Landscaping
LI-LD
Parking
LI-PK
Level 2
Launch
promotion
Grand opening
Level 3
Clear
LA-LP-CL
Excavate
LA-LP-EX
Fill
LA-LP-FL
Architecture
BD-AR
Engineering
BD-EN
Construction
BD-CO
Furniture
BD-FR
Radio
Print
Level 3
Design
BD-AR-DN
Constr. Docs.
BD-AR-CD
Consulting
BD-AR-CN
Food
Preparation
Other
Acquire
Install
Level 3
Foundation
BD-CO-FN
Frame
BD-CO-FR
Wiring
BD-CO-WG
Heat & Cool
BD-CO-HC
Drywall
BD-CO-DW
Acquire Cash
Registers
Install Cash
Registers
Level 4
Lighting
BD-CO-WG-LG



Use the menu path below.

- Infinium PA
- *Controls*
- *Work With Controls*
    - *Work with WBS* [WWWBS]

Identifying work breakdown structure with which to work

```
11/07/2002  08:03:42           Work With WBS             PAGWBM     PADWBM

  Locate WBS . . .   _____________________________

  Type options and press Enter. 2=Change  3=Copy, 4=Delete, 33=Copy range
                                                       Posting  Budget
Opt Work Breakdown Structure      Description          Activity Activity

 __ AAAA                          Building                1       1
 __ AAAA-ARCH                     Architectural Phase     0       0
 __ AAAA-ARCH-CONS                Construction Documents  1       0
 __ AAAA-ARCH-DESG                Design phase            1       1
 __ AAAA-CONS                     Construction phase      0       0
 __ AAAA-CONS-FOUN                Foundation              1       1
 __ AAAA-CONS-FRAM                Framing                 1       1
 __ AAAA-CONS-WIRG                Wiring                  1       1
 __ BBBB                          Building                0       1
 __ BLDG                          Building                0       0
 __ BLDG-ARCH                     Architectural Phase     0       0
                                                                  More...

 F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 8-1: Work With WBS prompt page

On the Work With WBS prompt page, you can create a new WBS or select an existing WBS to update or delete. You cannot delete a WBS if it has dependent components.

You can copy a WBS and create a new WBS based on the one you are copying. You can also copy a range of work breakdown structures.

How do I…

Create a work breakdown structure	Press F6.
View the most current list of work breakdown structures	Press F5.
Find a work breakdown structure	Type a full or partial WBS identifier in *Locate WBS* and press Enter. This repositions the list to start with that work breakdown structure.
Update or view an existing work breakdown structure	Type **2** in *Opt* next to the work breakdown structure and press Enter.

How do I…	
Copy a work breakdown structure	Type **3** in *Opt* next to the work breakdown structure and press Enter.
Copy a range of work breakdown structures	Type **33** in *Opt* next to the first work breakdown structure in the range. Type **33** in *Opt* next to the last work breakdown structure in the range. Press Enter.
Exit	Press F3.

Copying a range of work breakdown structures

To access the page described below, type **33** in *Opt* next to the first and last WBS in the range that you are copying and press Enter on the Work With WBS prompt page shown in Figure 8-1.

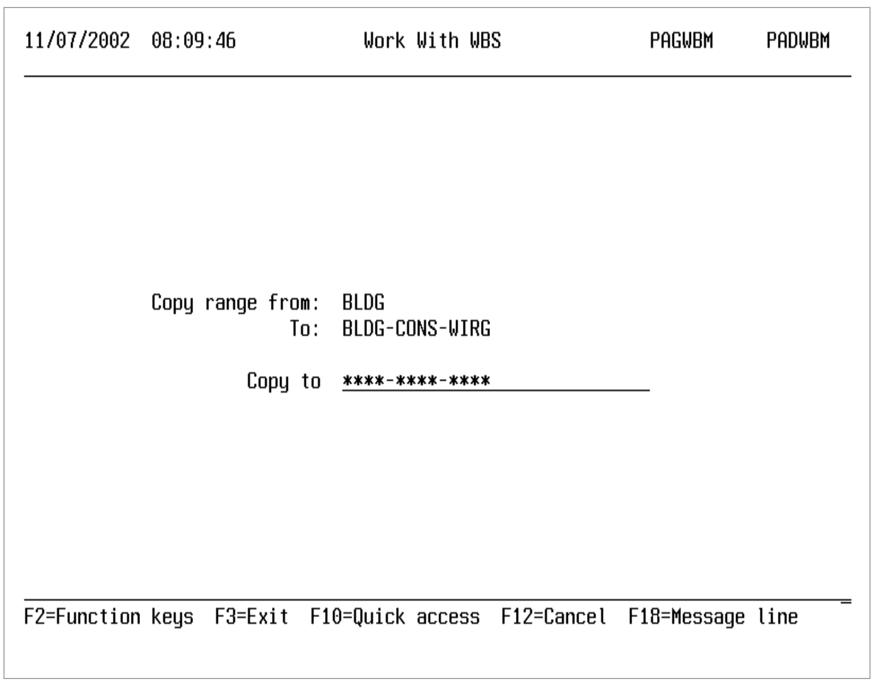


Figure 8-2: Work With WBS copy range page

On the Work With WBS copy range page, you can identify the WBS to which you are copying the range of work breakdown structures selected on the prompt page.

Use the information below to complete this page.

Copy to

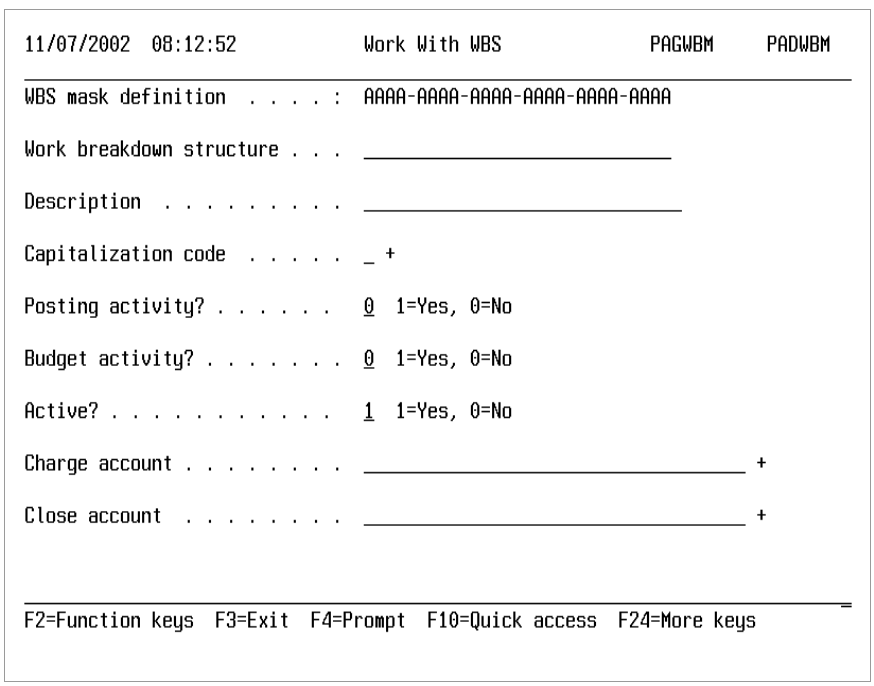
Identify the WBS to which you are copying the range of work breakdown structures.

How do I…

Identify the WBS to which you are copying the range of work breakdown structures	Complete the information on this page and press Enter.

Defining a work breakdown structure

To access the page described below, press F6 to create a new WBS or select an exiting WBS with **2** and press Enter on the Work With WBS prompt page shown in Figure 8-1.



```
11/07/2002  08:12:52          Work With WBS            PAGWBM     PADWBM

WBS mask definition  . . . . :  AAAA-AAAA-AAAA-AAAA-AAAA-AAAA

Work breakdown structure . . .  _____________________________

Description  . . . . . . . . .  ______________________________

Capitalization code  . . . . .  _ +

Posting activity? . . . . . .   0  1=Yes, 0=No

Budget activity? . . . . . . .  0  1=Yes, 0=No

Active? . . . . . . . . . . .   1  1=Yes, 0=No

Charge account . . . . . . . .  ____________________________________ +

Close account  . . . . . . . .  ____________________________________ +

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 8-3: Work With WBS definition page

On the Work With WBS definition page you can define a new WBS, update, or view information about an existing WBS or change information for a copied WBS. The WBS mask entered on the entity controls is displayed as a guide.

Use the information below to complete this page.

Work breakdown structure

Type the WBS you are creating. If you are copying a WBS, you must change this information. The structure of the WBS must match the mask defined in the entity controls that is displayed at the top of the page.

You must create the WBS hierarchically. Each component is dependent on the components before it.

For example, you must create a level 1 WBS before you create the level 2 WBS.

Description

Type a meaningful description of the WBS. This description appears on displays and reports and can be changed.

Only activities added to projects after a description has been changed will have the new description.

Capitalization code

Select **C** if this WBS accumulates costs that are capitalized. You can override the capitalization code in *Work with project header* and *Work with activity*.

Select **E** if this WBS accumulates costs that are expensed.

Posting activity

Specify yes if transactions can be posted to this WBS. Only one WBS in a branch can be selected as a posting level structure.

The posting level structure must be the lowest structure in the branch. You can override this value for the WBS in *Work with activity/cost codes*.

Specify no if no transactions can be posted to this WBS.

If you change the posting level, only activities added to projects after the update will inherit the change.

Budget activity

Specify yes to enable budgeting for this WBS. Only one WBS in a branch can be selected as a budget level structure.

You can override this value for the WBS in *Work with activity/cost codes*.

Specify no if no budgeting for this WBS is allowed.

If you change the budget level, only activities added to projects after the update will inherit the change.

Active

Specify yes to activate this WBS and make it available for selection on a project.

Specify no if a WBS is inactive and cannot be selected for use on a project.

You can change the status of the WBS to active only if all higher-level direct parent structures are active. You can change the status of the WBS to inactive only if all lower-level dependents have been changed to inactive.

Charge account

Select a charge account for this WBS. If you select a charge account, it will be the default charge account for any activities created from this WBS in *Work with activity/cost codes*.

Only activities added to projects after an account has been changed will have the new account.

Close account

Select a close account for this WBS. If you select a close account, it will be the default close account for any activities created from this WBS in *Work with activity/cost codes*.

Only activities added to projects after an account has been changed will have the new account.

How do I…

Define the work breakdown structure	Complete the information on this page and press Enter.
Update the work breakdown structure's information	Change the information on this page as needed and press Enter.

Deleting work breakdown structures

To access the page described below, select the WBS you want to delete with **4** and press Enter on the Work With WBS prompt page shown in Figure 8-1.

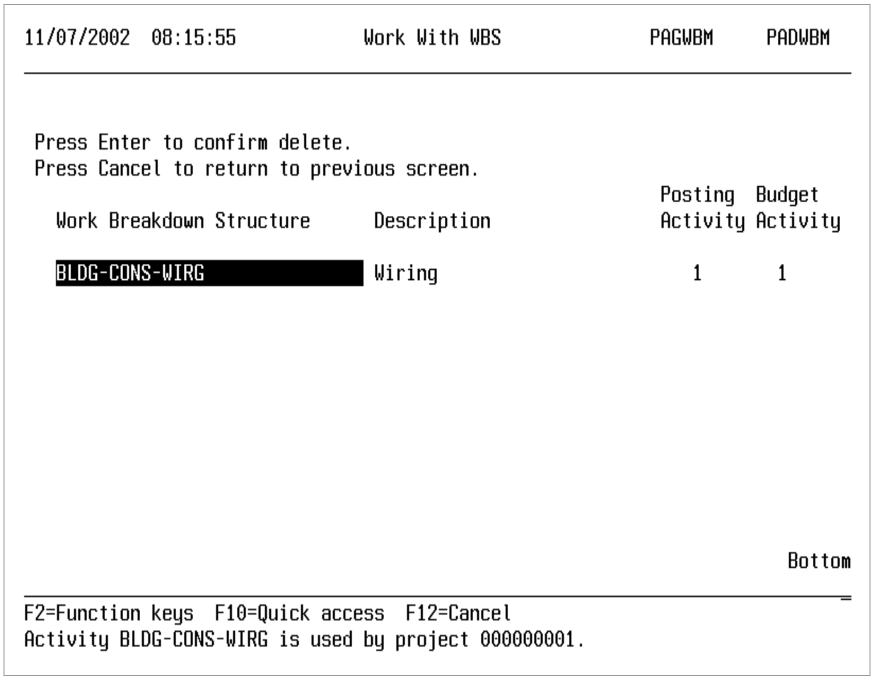


Figure 8-4: Work With WBS confirm deletion page

On the Work With WBS confirm deletion page, you can confirm or cancel the deletion of the selected WBS.

A warning similar the one at the bottom of Figure 8-4 is displayed advising you if the WBS has been used.

How do I…

Confirm deletion of the selected WBS	Press Enter.
Cancel deletion of the selected WBS	Press F12.

Displaying work breakdown structures

Overview

Use *Display WBS* to view detail information for work breakdown structures defined in Infinium PA.

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
  - *Display WBS* [DWBS]

Specifying work breakdown structures to display

```
11/07/2002  08:18:56             Display WBS              PAGWBD     PADWBD
______________________________________________________________________________

 Locate WBS . . .  _____________________________

 Type options and press Enter. 8=Display.
                                                           Posting  Budget
Opt Work Breakdown Structure      Description              Activity Activity

 _  AAAA                          Building                     1       1
 _  AAAA-ARCH                     Architectural Phase          0       0
 _  AAAA-ARCH-CONS                Construction Documents       1       0
 _  AAAA-ARCH-DESG                Design phase                 1       1
 _  AAAA-CONS                     Construction phase           0       0
 _  AAAA-CONS-FOUN                Foundation                   1       1
 _  AAAA-CONS-FRAM                Framing                      1       1
 _  AAAA-CONS-WIRG                Wiring                       1       1
 _  BBBB                          Building                     0       1
 _  BLDG                          Building                     0       0
 _  BLDG-ARCH                     Architectural Phase          0       0
                                                                       More...
______________________________________________________________________________
 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F12=Cancel
```

Figure 8-5: Display WBS prompt page

On the Display WBS prompt page, you can select the work breakdown structure whose information you want to view.

How do I…

View the most current list of work breakdown structures	Press F5.
Find a work breakdown structure	Type a full or partial WBS identifier in *Locate WBS* and press Enter. This repositions the list to start with that work breakdown structure.
Select the WBS and display its information	Type **8** in *Opt* next to the WBS and press Enter.
Select multiple work breakdown structures whose information you want to view	Type **8** in *Opt* next to each WBS and press Enter.
Exit	Press F3.

Viewing work breakdown structure information

To access this page, select a WBS with **8** and press Enter on the Display WBS page shown in Figure 8-5. The Display WBS page is similar to the Work With WBS definition page shown in Figure 8-3 except you cannot update the information. On the Display WBS page, you can view all of the information for the selected WBS that was defined using *Work with WBS*.

How do I…

View information for each selected work breakdown structure	Press Enter to view information for each selected WBS. After the system displays all selected work breakdown structures, the system returns you to the prompt page.

Printing work breakdown structures

Overview

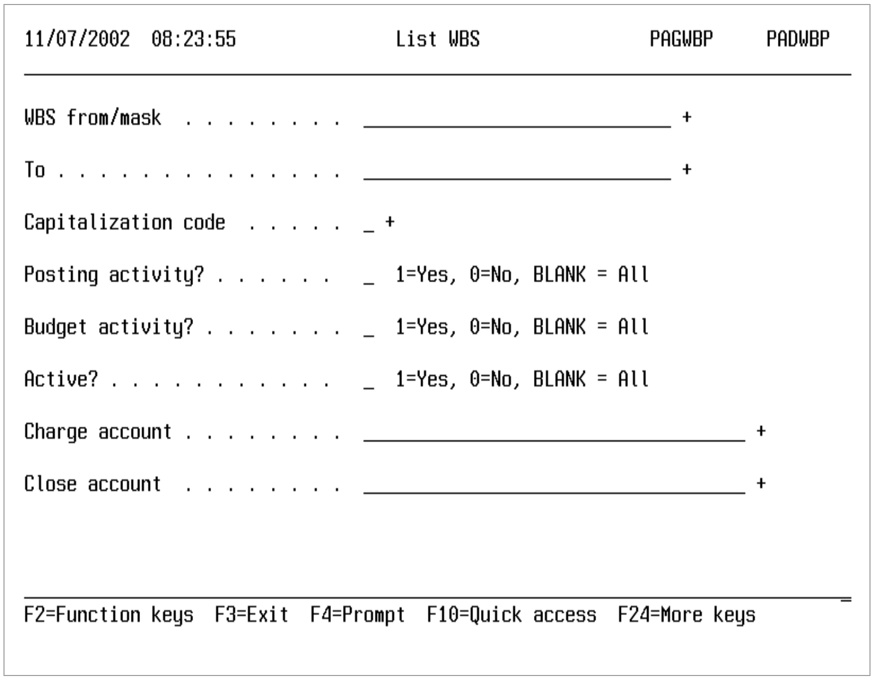
Use *List WBS* to print information for Infinium PA work breakdown structures. This report lists the information below for the each WBS that you include in the report:

- WBS and its description
- Posting and budget activity
- Capitalization code and activity status
- Charge and close accounts

Use the menu path below.

- Infinium PA
- *Controls*
- *List Controls*
  - *List WBS* [LWBS]

Specifying report parameters



```
11/07/2002  08:23:55              List WBS                PAGWBP     PADWBP

WBS from/mask  . . . . . . . .  _____________________________ +

To . . . . . . . . . . . . . .  _____________________________ +

Capitalization code  . . . . .  _ +

Posting activity? . . . . . .   _  1=Yes, 0=No, BLANK = All

Budget activity? . . . . . . .  _  1=Yes, 0=No, BLANK = All

Active? . . . . . . . . . . .   _  1=Yes, 0=No, BLANK = All

Charge account . . . . . . . .  ____________________________________ +

Close account  . . . . . . . .  ____________________________________ +

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 8-6: List WBS prompt page

On the List WBS prompt page, you can define the report parameters to restrict or customize the listing to fit your requirements.

You can:

- Leave all fields blank to obtain a report listing all work breakdown structures
- Leave the *WBS from/mask* and *To* blank but specify other selection criteria to obtain a report listing the details of all work breakdown structures that match the selection criteria
- Select a value for *WBS from*, leave *To* blank and specify other selection criteria to obtain a report listing the details of the selected WBS and all work breakdown structures that follow it
- Type a *WBS mask*, leave *To* blank and specify other selection criteria to obtain a report listing all work breakdown structures that match the mask and the other selection criteria
- Select a from and to value and specify other selection criteria to obtain a report listing the details of the selected range of work breakdown structures that match the selection criteria

Entering additional selection criteria for the report narrows the list of work breakdown structures listed on the report.

Use the information below to complete this page.

WBS from/mask

Leave blank to obtain a report listing all work breakdown structures.

Select a WBS or specify a mask to serve as the basis of work breakdown structures selected for the report. If you specify **AB***, the report will consist of all work breakdown structures that begin with AB and all structures that match the mask will be included.

Specify a range of work breakdown structures to include in the report by selecting a from and a to WBS.

To

Select a WBS only if you are entering a WBS range for the report.

Leave blank if you selected a WBS or typed a mask in *WBS mask/from*.

Capitalization code

Select **C** to include all work breakdown structures to be capitalized in the report.

Select **E** to include all work breakdown structures to be expensed in the report.

Leave blank to include all work breakdown structures regardless of capitalization code.

Posting activity

Specify yes to include only posting level work breakdown structures in the report.

Specify no to include all non-posting level work breakdown structures in the report.

Leave blank to include both posting and non-posting work breakdown structures in the report.

Budget activity

Specify yes to include only budget level work breakdown structures in the report.

Specify no to include all non-budget level work breakdown structures in the report.

Leave blank to include both budget and non-budget work breakdown structures in the report.

Active

Specify yes to include only active work breakdown structures in the report.

Specify no to include only inactive work breakdown structures in the report.

Leave blank to include both active and inactive work breakdown structures in the report.

Charge account

Select a charge account to limit the report to work breakdown structures containing this account.

Leave blank to include all work breakdown structures regardless of charge account.

Close account

Select a close account to limit the report to work breakdown structures containing this account.

Leave blank to include all work breakdown structures regardless of close account.

How do I…

Define the report parameters and print the report	Complete the information on this page as needed and press Enter.
Exit without printing	Press F3.

Chapter 9 Working with Cost Codes and Cost Code Groups

9

Cost codes are used to categorize costs resulting from labor, items, purchase orders, invoices, or miscellaneous transactions collected for a project. Cost code groups provide a quick and easy way to add multiple cost codes to an activity.

The chapter consists of the following topics:

Topic	Page
Defining cost codes	9-2
Displaying cost codes	9-6
Printing cost codes	9-8
Defining cost code groups	9-11
Displaying cost code groups	9-15
Printing cost code groups	9-17

Defining cost codes

Overview

Use *Work with cost codes* to create, update, view, and delete cost codes. Cost codes are used to categorize costs resulting from labor, items, purchase orders, invoices, or miscellaneous transactions collected for a project. Cost codes cross activities.

By using cost codes, you are able to analyze the types of charges made to a project regardless of the task or activity.

For example, you can view all of the overtime labor for a project across activities.

Charge account numbers default onto transactions if you specify a cost code on a transaction and if the cost code has a charge account associated with it. If a cost code is associated with a resource, the resource cost code is the default cost code for a labor transaction created for the resource.

Cost codes are not required if you have set *Cost code required* on the project header to **No**.

Use the menu path below.

- Infinium PA
- *Controls*
- *Work With Controls*
  - *Work with cost codes* [WWCC]

Specifying cost code with which to work

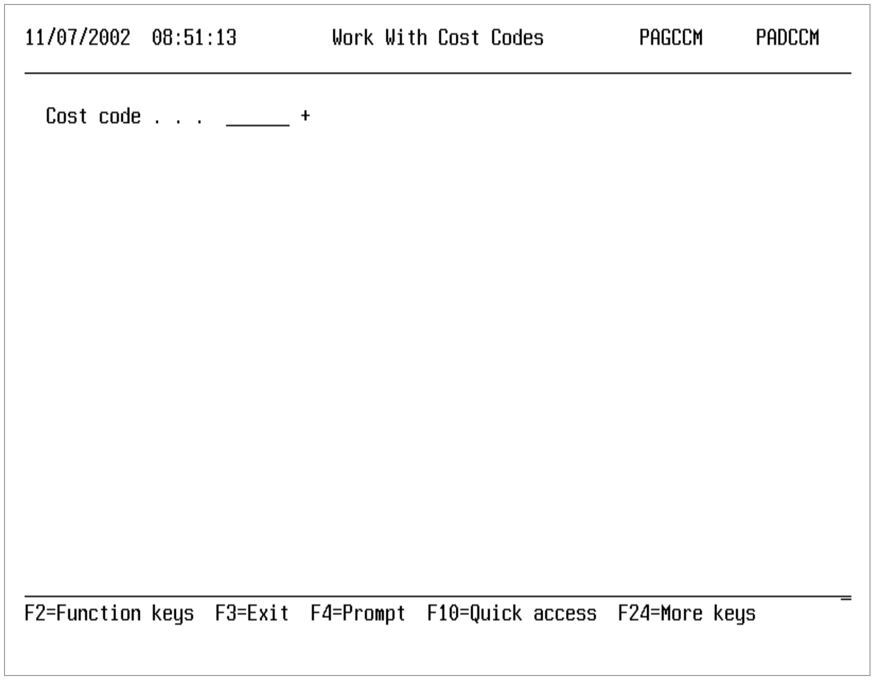


Figure 9-1: Work With Cost Codes prompt page

On the Work With Cost Codes prompt screen you can select an existing cost code with which to work or you can create a new cost code.

Use the information below to complete this page.

Cost Code

Type a unique cost code if you are creating a new cost. Select an existing cost code with which to work.

Cost codes provide a standard way to categorize costs for activities. These costs result from labor transactions, items, purchase orders, invoices, or miscellaneous transactions.

How do I…

Create a cost code	Type a unique cost code in *Cost code* using up to six characters and press Enter.
Update or view an existing cost code	Select the cost code and press Enter.
Exit	Press F3.

Defining cost codes

To access the page described below, complete the information on the Work With Cost Codes prompt page shown in Figure 9-1 and press Enter.

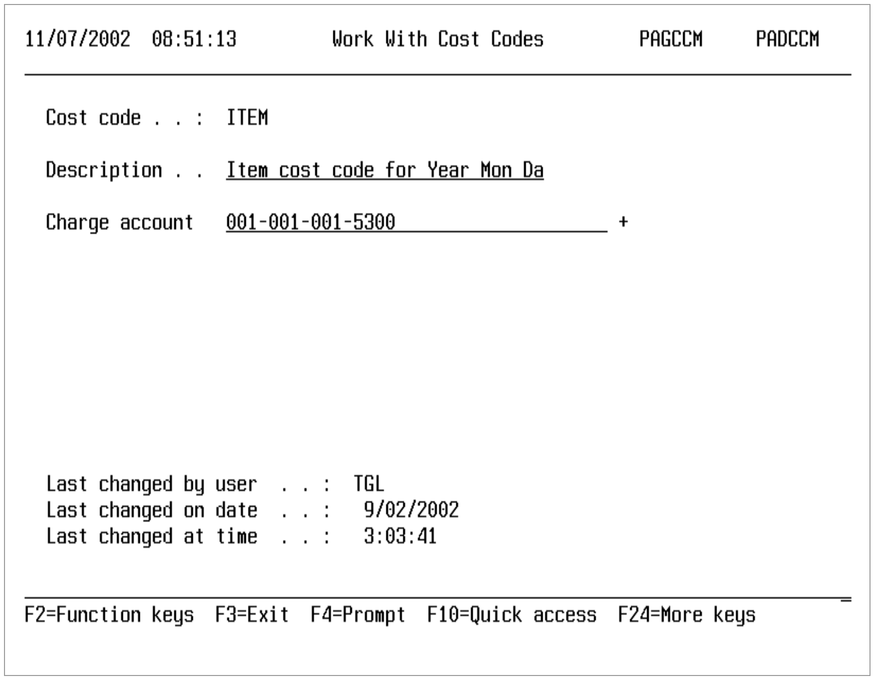


Figure 9-2: Work With Cost Codes definition page

On the Work With Cost Codes definition page, you can define a new cost code or you can update, view, or delete an existing cost code. Cost codes are not automatically deleted from projects when you delete them using the delete facility on this page.

A warning is displayed if a cost code is linked to a cost code group. If you delete a cost code associated with a cost code group, the cost code is also deleted from the group.

You can also view cost code audit information including who last changed the cost code, on what date, and at what time.

Use the information below to complete this page.

Description

Type a meaningful description of the cost code. This description appears on displays and on reports.

Charge Account

Select a general ledger charge account for this cost code. If you specify a charge account, it will be the default charge account for transactions posted to this cost code.

How do I…

Define a new cost code	Complete the information on this page and press Enter.
Update an existing cost code	Change the information as necessary and press Enter.
Delete a cost code	Press F22 twice. Pressing F22 the second time confirms that you want to delete the cost code.

Displaying cost codes

Overview

Use *Display cost codes* to view information for Infinium PA cost codes.

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
  - *Display cost codes* [DCC]

Specifying cost codes to display

```
11/07/2002  09:01:09         Display Cost Codes          PAGCCD     PADCCD

 Locate cost code  ______
 Search for . . .  _______________     Enter known words or characters

 Type options and press Enter.  8=Display

Opt     Cost Code  Description

 _       ITEM      Item cost code for Year Mon Da
 _       LABOR     Misc. Cos Code for year Mon Da
 _       MEAL      Meal
 _       MISC      Misc Cost code for yar mon da
 _       POCOST    PO cost code for Year Mon Day
 _       6000      Admin Labor
 _       6001      Engineering Labor
 _       6002      Contract labor
 _       6003      Project management labor
 _       7000      Labor Burden charges
 =       7500      Travel
                                                                      More...

 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 9-3: Display Cost Codes prompt page

On the Display Cost Codes prompt page, you can select the cost code whose information you want to view.

How do I…

View the most current list of cost codes	Press F5.
Find a cost code	Type a full or partial cost code in *Locate cost code* and press Enter.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select the cost code and display its information	Type **8** in *Opt* next to the cost code and press Enter.
Select multiple cost codes whose information you want to view	Type **8** in *Opt* next to each cost code and press Enter.
Exit	Press F3.

Viewing cost code information

To view the Display Cost Codes page, select a cost code with **8** and press Enter on the Display Cost Codes prompt page shown in Figure 9-3. The Display Cost Codes page is similar to the Work With Cost Codes definition page shown in Figure 9-2 except you cannot enter information. On the Display Cost Codes page, you can view all of the information for the selected cost code that was defined using *Work with cost codes*.

How do I…

View information for each selected cost code	Press Enter to view information for each selected cost code. After viewing the last selected cost code, the prompt page is displayed.

Printing cost codes

Overview

Use *List cost codes* to print information for Infinium PA cost codes. This report lists the information below for the cost codes that you include in the report.

- Cost code
- Cost code description
- Charge account

Use the menu path below.

- Infinium PA
- *Controls*
- *List Controls*
  - *List cost codes* [LCC]

Specifying report parameters

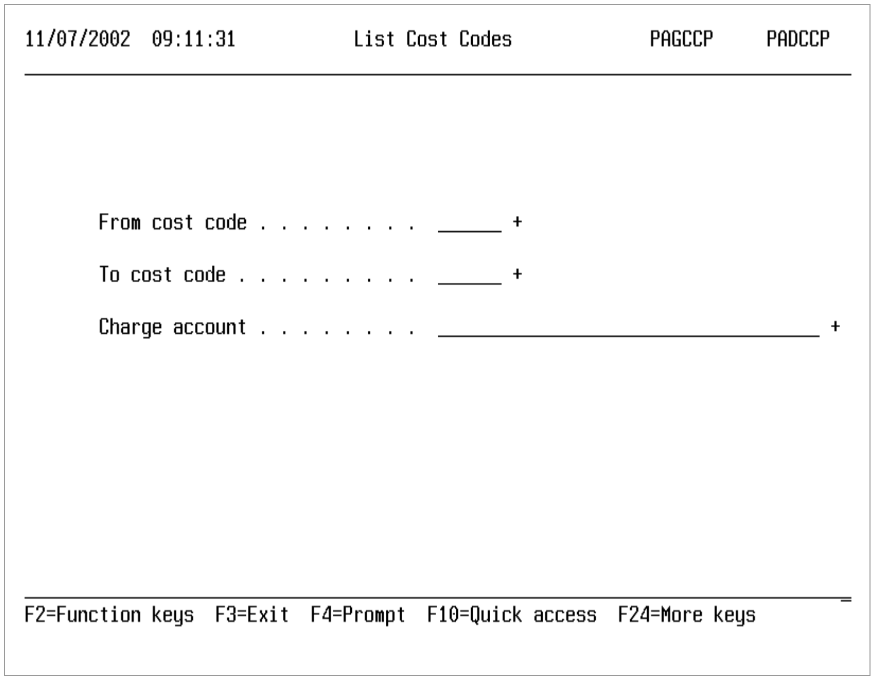


Figure 9-4: List Cost Codes prompt page

On the List Cost Codes prompt page, you can define a specific cost code, a cost code range, and a charge account. You can print a report for all cost codes by leaving all report parameters blank.

Use the information below to complete this page.

From cost code

Select the first cost code in a range of cost codes or only one cost code to include in the report. Leave blank to include all cost codes in the report.

To cost code

Select the last cost code in a range of cost codes to include in the report. Leave blank to print the report for all cost codes. Leave blank if you are specifying one cost code.

Charge account

Select a charge account to limit the report to cost codes using that charge account. Leave blank to include all cost codes regardless of charge account.

How do I…	
Define the report parameters and print the report	Complete the information on this page as needed and press Enter.
Exit without printing	Press F3.

Defining cost code groups

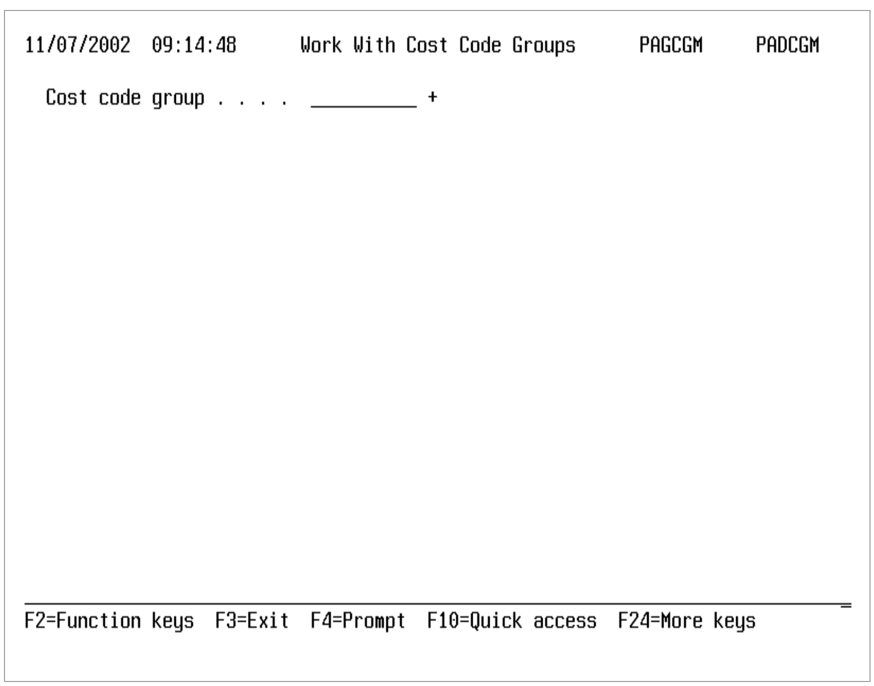
Overview

Use *Work with cost code groups* to define, update, or view cost code groups. Cost code groups provide a quick and easy way to add multiple cost codes to an activity.

Use the menu path below.

- Infinium PA
- *Controls*
- *Work With Controls*
  - *Work with cost code groups* [WWCCG]

Specifying cost code group with which to work



```
11/07/2002  09:14:48      Work With Cost Code Groups      PAGCGM      PADCGM

  Cost code group . . . .  __________ +

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 9-5: Work With Cost Code Groups prompt page

On the Work With Cost Code Groups prompt page you can create a new cost code group or select an existing cost code group to update.

Use the information below to complete this page.

Cost code group

Type the name of a new cost code group or select an existing cost code group to update.

How do I…

Create a cost code group	Type a unique cost code group name in *Cost code group* using up to ten characters and press Enter.
Update or view an existing cost code group	Select the cost code group and press Enter.
Exit	Press F3.

Defining a cost code group

To access the page described below, you complete the information on the Work With Cost Code Groups prompt page shown in Figure 9-5 and press Enter.

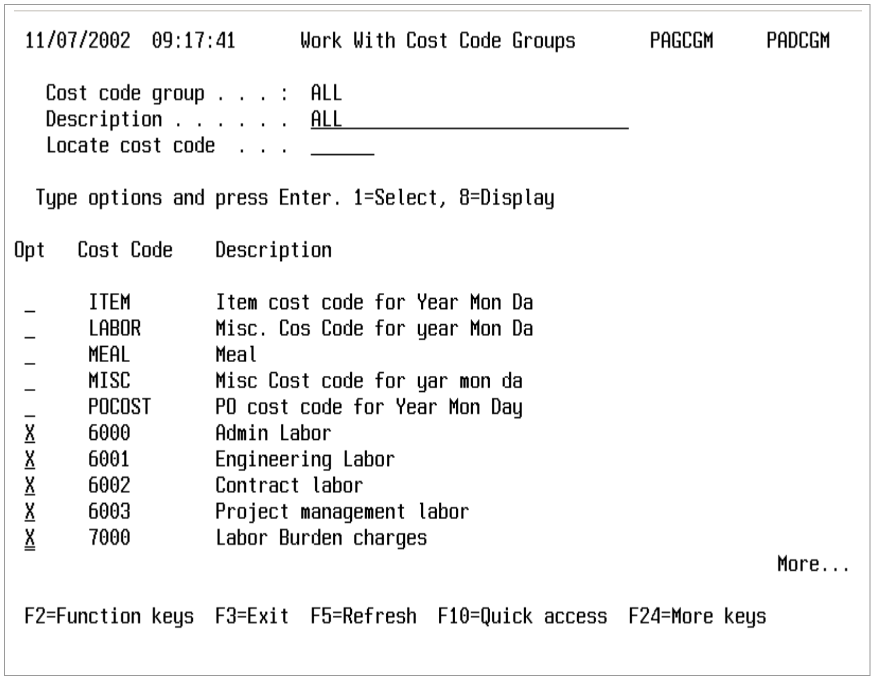


Figure 9-6: Work With Cost Code Groups definition page

On the Work With Cost Code Groups definition page you can:

- Type a description of a new cost code group or change the description of an existing cost code group
- Specify the cost codes to be associated with the cost code group or change the cost codes associated with a group

Use the information below to complete this page.

Description

Type a description of the cost code group. This description appears on displays and reports.

How do I...

Define a cost code group	**1** Type a cost code group definition. **2** Type **X** in *Opt* next to cost codes to include in the cost code group. **3** Press Enter.
View the most current list of cost code groups	Press F5.

How do I…	
Find a cost code	Type a full or partial cost code in *Locate cost code* and press Enter. This repositions the list to start with that cost code.
Update a cost code group	**1** Type **X** in *Opt* to add a cost code to the group. **2** Remove **X** from *Opt* to remove a cost code from the group. **3** Press Enter to save changes.

Displaying cost code groups

Overview

Use *Display cost code groups* to view cost codes that have been grouped together in Infinium PA.

Use the menu path below.

- Infinium PA
- *Controls*
- *Display Controls*
  - *Display cost code groups* [DCCG]

Specifying cost code groups to display

```
 11/07/2002  09:49:21       Display Cost Code Groups        PAGCGD     PADCGD

  Locate group . .   __________
  Search for . . .   _______________     Enter known words or characters

  Type options and press Enter.  8=Display

Opt     Cost Code Group   Description

 _        ALL             ALL
 _        MLF             mlf






                                                                       Bottom

 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F12=Cancel
```

Figure 9-7: Display Cost Code Groups prompt page

On the Display Cost Code Groups prompt page, you can select the cost code group whose cost codes you want to view.

How do I…

View the most current list of cost code groups	Press F5.
Find a cost code group	Type a full or partial cost code group identifier in *Locate group* and press Enter. This repositions the list to start with that cost code group.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select the cost code group and display its cost codes	Type **8** in *Opt* next to the cost code group and press Enter.
Select multiple cost code groups whose cost codes you want to view	Type **8** in *Opt* next to each cost code group and press Enter.
Exit	Press F3.

Viewing cost code group information

To view the Display Cost Code Groups page, select a cost code group with **8** and press Enter on the Display Cost Code Groups prompt page shown in Figure 9-7. The Display Cost Code Groups page is similar to the Work With Cost Code Groups definition page shown in Figure 9-6 except you cannot enter information. On the Display Cost Code Groups page, you can view the cost codes in the selected cost code group that was defined using *Work with cost code groups*.

How do I…

View the information for each selected cost code group	Press Enter to view the information for each selected cost code group. After viewing the last selected cost code group, the prompt page is displayed.

Printing cost code groups

Overview

Use *List cost code groups* to print information for Infinium PA cost code groups. This report lists each cost code group selected and all of the cost codes within each group.

Use the menu path below.

- Infinium PA
- *Controls*
- *List Controls*
  - *List cost code groups* [LCCG]

Specifying report parameters

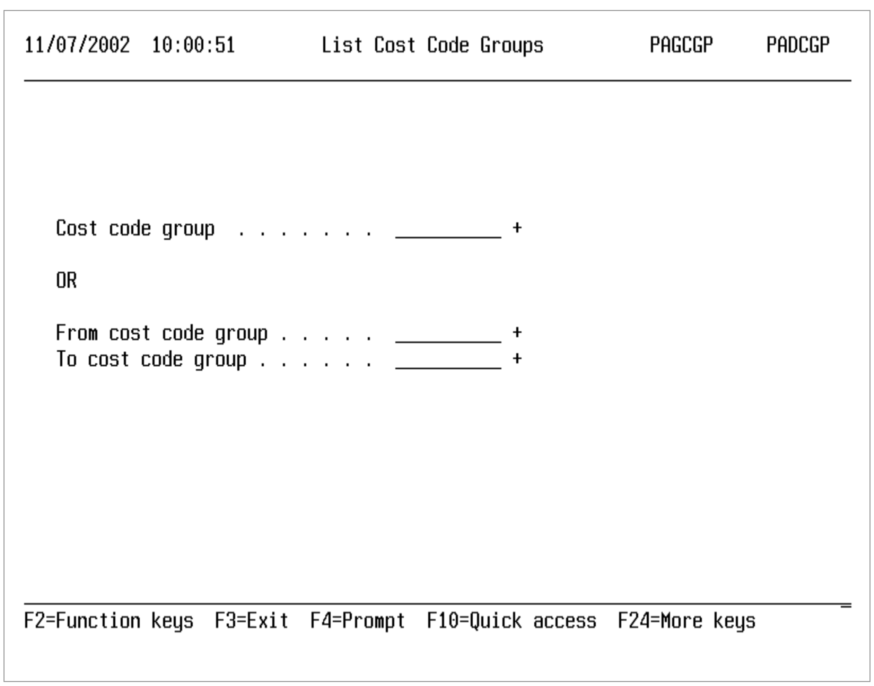


Figure 9-8: List Cost Code Groups prompt page

On the List Cost Code Groups prompt page, you can select a specific cost code group or a range of cost codes for the report. You can print a report for all cost code groups by leaving all report parameters blank.

Use the information below to complete this page.

Cost code group

Select the cost code group whose cost codes is to be included in the report. Leave blank to print a range of cost code groups or all cost code groups on the report.

From cost code group

Select the first cost code group in a range of cost code groups to include in the report. Leave blank to include all cost code groups in the report. Leave blank if you are specifying one cost code group.

To cost code group

Select the last cost code group in a range of cost code groups to include in the report. Leave blank to print the report for all cost code groups. Leave blank if you are specifying one cost code group.

How do I…

Define the report parameters and print the report	Complete the information on this page as needed and press Enter.
Exit without printing	Press F3.

Chapter 10 Working with Projects

10

This chapter provides information about:

- Working with, displaying and printing project header information, project activities, cost codes, and project groups
- Updating the status of a project

The chapter consists of the following topics:

Topic	Page
Overview of projects	10-2
Defining project headers	10-3
Defining activities and cost codes	10-19
Displaying project headers	10-35
Displaying activities and cost codes	10-37
Printing project headers	10-41
Printing activities and cost codes	10-44
Updating project statuses	10-47
Defining project groups	10-50
Displaying project groups	10-54
Printing project groups	10-56

Overview of projects

In Infinium PA you organize projects by breaking them into progressively smaller pieces and organizing them into a logical hierarchy of activities or tasks. This logical hierarchy of activities that makes up a project is called a Work Breakdown Structure (WBS).

The WBS defines the tasks or deliverables to be produced and relates the elements of work to be accomplished to each other and to the total project. The WBS serves as a basis for tracking the actual costs and resources of a project.

In designing standard work breakdown structures for the various types of projects that your organization undertakes, you are providing a structure for tracking costs for each activity of the project. The WBS provides managers at each level of the project with a framework for organizing and tracking the activities and associated costs that make up their part of the total project.

When defining a new project, you assign previously established work breakdown structures to define the activities of each project. You can select the activities required for the project you are creating and cost codes for these activities.

Defining project headers

Overview

Use *Work with project header* to create and maintain project header information. You can also delete a project if it does not contain any budget or actual information.

Project, fixed assets, and user field default values may be defined in the entity controls. You can override these values.

Use the menu path below.

- Infinium PA
- *Projects*
    - *Work with project header* [WWPH]

Specifying a Project Header with Which to Work

```
 11/13/2002  15:35:32       Work With Project Header        PAGPHM     PADPHM

  Locate project .   _____________
  Search for . . .   ____________________  Enter known words or characters

  Type options and press Enter. 2=Change, 3=Copy, 4=Delete

Opt     Project        Description

 _      000-000-001    BUILD A BIG BURGER-YARMOUTH
 _      000-000-002    BUILD A BIG BURGER-DENNISPORT
 _      000-000-003    BUILD A BIG BURGER-PROVIDENCE
 _      000-000-004    BUILD A BIG BURGER-ALBANY
 _      000-000-005    BUILD A BIG BURGER-SAN DIEGO
 _      000-000-007    NEW DISTRIBUTION CENTER
 _      000-000-008    Project level budget
 _      000-000-009    Project/Activity level budget
 _      000-000-010    Project/Cost code budget
 _      000-000-011    Project Period budget
 =      000-000-012    Project/Activity/Period budget
                                                                        More...

 F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 10-1: Work With Project Header prompt page

On the Work With Project Header prompt page, you can create a new project header. The status of a new project is PA (pending approval).

You can copy an existing project header. The project header, activities, and cost codes are copied. No budget amounts are copied.

You can maintain an existing project header's information and you can delete a project if it does not contain balances or budget amounts. When you delete a project, all activity and cost code information is also deleted.

How do I…

Create a new project header	Press F6.
Find a project	Type a full or partial project identifier in *Locate project* and press Enter. This repositions the list to start with that project.

How do I…	
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Copy an existing project header	Type **3** in *Opt* next to project you are copying and press Enter.
View the most current list of project headers	Press F5.
Change an existing project header's information	Type **2** in *Opt* next to project you are maintaining and press Enter.
Delete a project header	Type **4** in Opt next to project you want to delete and press Enter.
Exit	Press F3.

Working with the Project Header Description

To access the page described below, select a project with **2** and press Enter on the Work With Project Header prompt page shown in Figure 10-1.

```
11/30/2007  08:44:48       Work With Project Header       PAGPHM     PADPHM
                                                              Page 1 of 4
Project number . . . :  000-000-007

Description  . . . . .  NEW DISTRIBUTION CENTER

Project status . . . .  AP +  Approved
Project type . . . . .  LH +  Leasehold Improvement Project
Capitalization code  .  B +  Both
Priority . . . . . . .  HIGH +  High Priority
GL company . . . . . .  001 +  Century Manufacturing Company
Currency . . . . . . .  USD +  US Dollar
Location . . . . . . .  HYANNIS
State/province . . . .  MA +  Massachusetts
Country  . . . . . . .  USA +  United States of America

Contact name . . . . .  JANEDOE     +  Jane Doe

Comments . . . . . . :  Alternate contact: John Smith


F2=Function keys  F3=Exit  F4=Prompt  F24=More keys
```

Figure 10-2: Work With Project Header description page

On the Work With Project Header description page, you can define a new project header, update an existing project header's description, or delete the project.

You can view contact information and view, enter, or update comments that provide additional information about the project.

You can override project-level defaults that may be defined on the entity controls for the project type, priority, general ledger company, currency, state or province, and country.

Use the information below to complete this page.

Project number

Type a project number if the entity controls specify that project numbers will be manually assigned. If the entity controls specify that project numbers will be automatically assigned, the project number is not assigned until the project header information has been completed.

The project number must match the project mask. Do not enter break characters.

Description

Type a meaningful description of the project. This description is used on displays and reports.

Project status

Select a project status. You must have project approval authority to change the status of a project.

The status of a new project is PA (pending approval).

Project type

Select a project type code to identify the type of project. Project and activity types are used to group certain types of projects and activities such as construction, marketing, research, and development.

You define type codes in *Work with codes* using code type **TYP**.

Capitalization code

Select **C** if this project accumulates costs that are capitalized. Select **E** if this project accumulates costs that are expensed. Select **B** if this project accumulates both costs that are capitalized and costs that are expensed.

You can override the capitalization code in *Work with activity/cost codes*.

Priority

Select a project priority code to identify the priority of this project. Project can have a high, normal, or low priority.

You define priority codes in *Work with codes* using code type **PRC**.

GL company

Select the general ledger company to be used as the general ledger company for this project. This company is used as the batch and journal header company for entries created for this project.

If you are using Infinium GL, this company is validated against Infinium GL and the project currency must be the base currency of the Infinium GL company.

Currency

If you are using Infinium GL, the project currency must be the base currency of the Infinium GL company.

You define currency codes in *Work with codes* using code type **CUR**.

Location

Type the location of this project.

State/Province

Select a state or province code to identify where this project is located.

You define state or province codes in *Work with codes* using code type **SPC**.

Country

Select a country code to identify where this project is located.

You define country codes in *Work with codes* using code type **CNC**.

Contact name

Select the main contact for this project.

How do I…

Define a new project header	Complete the information on this page and press Enter.

How do I…

Update an existing project header's definition	Enter changes as needed on this page and press Enter.
View contact information	Press F9.
View, enter or update comments about the project	Press F19.
Delete the project	Press F22.

Viewing Project Contact Information

To access the page described below, press F9 on the Work With Project Header description page shown in Figure 10-2.

```
11/13/2002  15:37:01          Contact Inquiry          PAGCMI     PADCMI

Contact ID . . . . . :  JANEDOE

Contact name . . . . :  JANE M. DOE
Contact address  . . :  25 COMMUNICATIONS WAY



Contact city . . . . :  HYANNIS
State/province . . . :  MA    MASSACHUSETTS
Postal code  . . . . :  02601
Country  . . . . . . :  USA    USA

Telephone number . . :  800-777-3333
Cell phone number  . :  990-885-1212
Fax number . . . . . :  669-222-5640
E-mail address . . . :  JANE_DOE@INFINIUM.COM
URL  . . . . . . . . :

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel
```

Figure 10-3: Contact Inquiry page

On the Contact Inquiry page, which is available from the project description page, you can view information about the main contact for the project or activity. This information includes the ID and name, postal code, e-mail and URL addresses, telephone, cell number, and Fax number.

How do I…	
Continue after viewing contact information	Press Enter.

Working with Comments

To access the page described below, press F19 on the Work With Project Header description page shown in Figure 10-2.

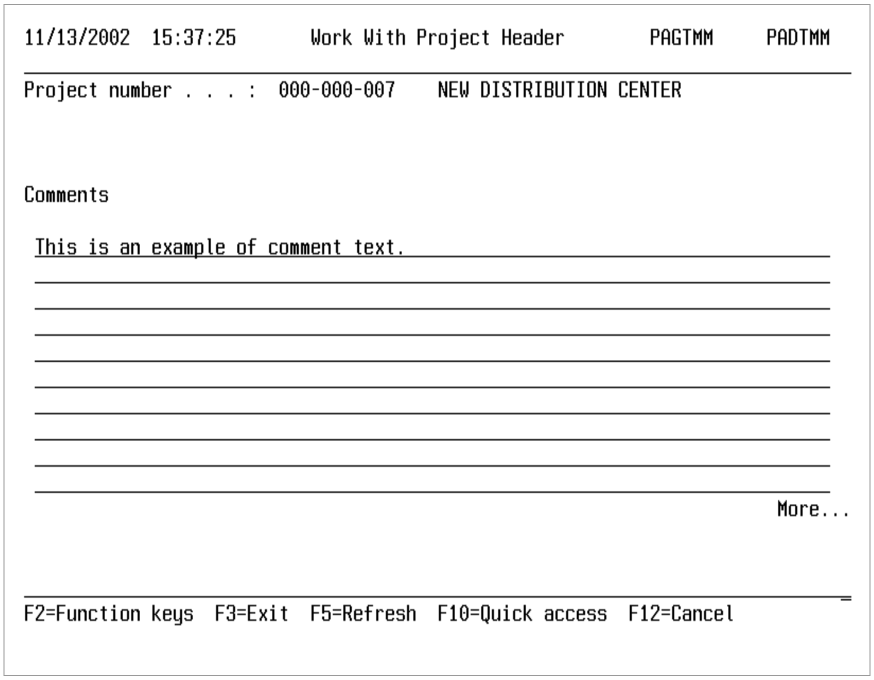


Figure 10-4: Work With Project Header comments page

On the Work With Project Header comments page, which is available from all project and activity header pages, you can enter additional comments about the project.

You can enter an unlimited number of lines of text. The lines are 75 characters long with each line written to the Project Management Text Master file (PAPTM) as a separate record.

How do I…	
Enter comments about the project	Type the comments and press Enter when done.

How do I…	
Delete the comments	Blank out the text to delete and press Enter.
View the most current project comments	Press F5.

Defining the Project Header Processing Controls

To access the page described below, press Enter on the Work With Project Header description page shown in Figure 10-2.

```
11/13/2002  15:38:30       Work With Project Header       PAGPHM     PADPHM
                                                             Page 2 of 4
Project number . . . :  000-000-007
Description  . . . . :  NEW DISTRIBUTION CENTER
Project Processing Controls
Charge account . . . . . .  001-001-000-1080____________________ +
Close account  . . . . . .  001-001-000-1161____________________ +

Cost code required? . . .   1  1=Yes, 0=No
Project calendar . . . . .  CALENDAR_  +

Expected start date  . . .   5/31/2000
Actual start date  . . . .   6/15/2000
Expected completion date .  12/31/2000
Actual completion date . .   5/05/2001
Financial close date . . .  __________

Final cost . . . . . . . .  _______________________
Cost to complete . . . . .  _______________________
Percent complete . . . . .  ______

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-5: Work With Project Header processing controls page

On the Work With Project Header processing controls page you can define the processing controls for a new project or update an existing project’s processing controls.

You can also view, enter, or update comments that provide additional information about the project. You can override project level defaults that may be defined on the entity controls for the charge account, close account, and project calendar.

Use the information below to complete this page.

Charge account

Select a valid general ledger account number to be used as the default charge account when you create manual transactions for this project.

Accounts may be defined on the entity controls with ******* in the company portion, such as *****-001-000-2310**. When the account defaults into the project header, the company portion of the account numbers is filled with GL company code specified on the previous page.

The value in *GL account mandatory on projects* on the entity controls determines if you are required to specify a charge account.

Close account

Select a valid general ledger account number to be used as the close account when you close a project to the general ledger. If you are generating a journal entry for the general ledger when closing a project, this account is used to create the balancing entry.

For example, if you are closing and capitalizing a project to Infinium GL, each project transaction that has been charged to a work in progress account is reversed creating credit transactions. This account is the asset account number to receive the debit.

Accounts may be defined on the entity controls with ******* in the company portion, such as *****-001-000-2310**. When the account defaults into the project header, the company portion of the account numbers is filled with GL company code specified on the previous page.

The value in *GL account mandatory on projects* on the entity controls determines if you are required to specify a close account.

Cost code required

Specify yes to use cost codes when entering transactions and budgets for the project.

Specify no to not use cost codes when entering transactions and budgets for the project. If cost codes are not used, the budget level cannot be defined at the cost code level.

For example, PAC and PC project types are not valid budget levels if cost codes are not required.

Cost codes are defined using *Work with cost codes* in *Controls*.

You cannot change this value once you have started processing transactions for this project.

Project calendar

Select a valid calendar to be used as the calendar for this project. This calendar is used to validate dates on transactions within this project.

Calendars are defined using *Work with cost calendars* in *Controls*.

Expected start date

Type the date on which the first activity within the project is scheduled to begin.

If you leave this date blank, the first transaction date posted to the project is used.

Actual start date

Type the date on which the first activity within the project actually started.

If you leave this date blank, the earliest transaction date processed for the project is used.

Expected completion date

Type the date when you expect the project to be completed.

If you leave this date blank, the project's closing date is used. You specify the project closing date when the project is closed in *Close projects* in *Close and Transfer*.

Actual completion date

Type the date on which the project is actually completed.

If you leave this date blank, the project's closing date is used. You specify the project closing date when the project is closed in *Close projects* in *Close and Transfer*.

Financial close date

Type the date on which this project and all of its financial transactions are closed.

If you leave this date blank, the project's closing date is used. You specify the project closing date when the project is closed in *Close projects* in *Close and Transfer*.

Final cost

Type the estimated final cost of the project. This amount is for informational purposes only.

Cost to complete

Type the estimated final cost of the project. This amount is for informational purposes only.

Percent complete

Type the percentage of the project that is actually complete. This refers to completed activities rather than dollar amounts.

How do I…

Define a new project’s processing controls	Complete the information on this page and press Enter.
Update an existing project’s project controls	Enter changes as needed on this page and press Enter.
View, enter, or update project comments	Press F19.

Defining the project header budget and fixed assets controls

To access the page described below, press Enter on the Work With Project Header processing controls page shown in Figure 10-5.

```
11/13/2002  15:38:50       Work With Project Header       PAGPHM     PADPHM
                                                            Page 3 of 4
Project number . . . :  000-000-007
Description  . . . . :  NEW DISTRIBUTION CENTER

Budget Controls
    Budget level . . . . .  NB__ +  No budget
    Budget policy  . . . .  __________ +

Fixed Assets Controls
    FA company . . . . . .  001 +
    Model asset number . .  ___________BL +
    Accounting location  001-001-0001-1161_________________________________ +
    Physical location    MA-BARNST-HYANNIS -AIR-00_________________________ +
    Acquisition code . . .  C____ +
    Serial number  . . . .  ____________________





F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-6: Work With Project Header budget and fixed assets controls page

On the Work With Project Header budget and fixed assets controls page, you can define or update budget and fixed assets controls. The fixed assets information you specify defaults to the activity header and is used by the close process if you are closing to Infinium FA.

If you have Infinium FA installed, you can select valid Infinium FA values. If you do not have Infinium FA installed, you can enter your own information.

You can view, enter, or update project comments that provide additional information about this project.

You can override project level defaults that may be defined on the entity controls for all of the information on this page.

Use the information below to complete this page.

Budget level

Select a valid budget level code to be used as the budget level for this project.

You can change the budget level from **NB** to any other budget level at any point in the project. If the budget level is not **NB**, you cannot change the budget level once the project contains budget information.

Transactions are not validated at the period level. Transactions are validated at the next highest level available.

Budget policy

Select a valid budget policy to be used for all budget validations for this project.

If the budget level is not **NB**, you must select a budget policy. If the budget level is **NB**, *Budget policy* must be blank.

You define budget policies using *Work with budget policies* in *Policies*.

FA company

Select a valid fixed assets company to be used when you close a project or activity to Infinium FA. You can override this fixed assets company when you close the project.

Model asset number

Select a valid fixed assets model asset number to be used when you close this project. You can override this model asset number when you close the project.

Accounting location

Select a valid fixed assets accounting location to be used when you close this project. You can override this accounting location when you close the project.

Physical location

Select a valid fixed assets physical location to be used when you close this project. You can override this physical location when you close the project.

Acquisition code

Select a valid fixed assets acquisition code to be used when you close this project. You can override this acquisition code when you close the project.

Serial number

Type a fixed assets serial number to be used when you close this project. You can override this serial number when you close the project.

How do I…

Define a new project's budget and fixed assets controls	Complete the information on this page and press Enter.

How do I…

Update an existing project's budget and fixed assets controls	Enter changes as needed on this page and press Enter.
View, enter, or update project comments	Press F19.

Defining the project header user fields

To access the page described below, press Enter on the Work With Project Header budget and fixed assets controls page shown in Figure 10-6.

```
11/13/2002  15:48:53       Work With Project Header       PAGPHM     PADPHM
                                                              Page 4 of 4
Project number . . . :  000-000-039
Description  . . . . :  PA training

Alpha User Fields
    Proj/Act1        __________ +     Proj/Act6       __________ +
    Proj/Act2        __________ +     Proj/Act7       __________ +
    Proj/Act3        __________ +     Proj/Act8       __________ +
    Proj/Act4        __________ +     Proj/Act9       __________ +
    Proj/Act5        __________ +     Proj/Act10      __________ +
Numeric User Fields
    P/A Numer1       _______________________



Date User Fields
    P/A Date1        __________




F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-7: Work With Project Header user fields page

On the Work With Project Header user fields page you define the user fields for this project. Only those user fields that have been defined on the entity controls are displayed.

There can be up to ten alpha user fields on which you can prompt if validation has been specified for the user field. There are also four numeric and four date user fields.

User field default values are defined in the entity controls. You can override these values.

Use the information below to complete this page.

User fields

Select alpha user fields or type valid numeric or date user fields for this project. You define user fields in *Work with entity controls*.

How do I…

Specify user field values for this project	Select the user field values and press Enter.
Complete the creation or update of the project header	Press Enter.
View, enter, or update project comments	Press F19.

Deleting a project header

To access the page described below, select a project with **4** and press Enter on the Work With Project Header prompt page shown in Figure 10-1.

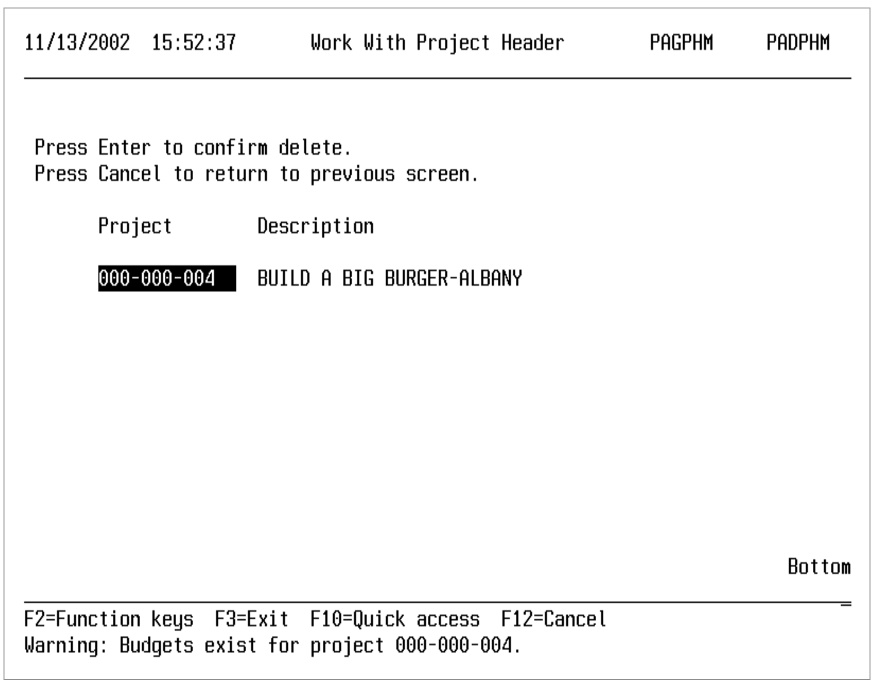


Figure 10-8: Work With Project Header confirm deletion page

On the Work With Project Header confirm deletion page, you can view the project selected for deletion and either confirm the deletion or cancel and make a different selection.

This page is displayed after you select a project header for deletion on the Work With Project Header prompt page and from the Work With Project Header definition page and press Enter.

How do I…

Delete the project	Press Enter.
Cancel deletion of the project	Press F12.

Defining activities and cost codes

Overview

Use *Work with activity/cost codes* to:

- Create a new activity header and add activities from the work breakdown structure to the project
- Maintain existing project activities
- Delete activities from a project

  You cannot delete an activity that has balances or budget amounts or that has lower level activities.

- Add lower level activities to the project that point to the selected activity
- Add or maintain activity individual cost codes or all cost codes in a cost code group

  One activity can have multiple cost codes associated with it.

Use the menu path below.

- Infinium PA
- *Projects*
  - *Work with activity/cost codes* [WWACC]

Specifying a project with which to work

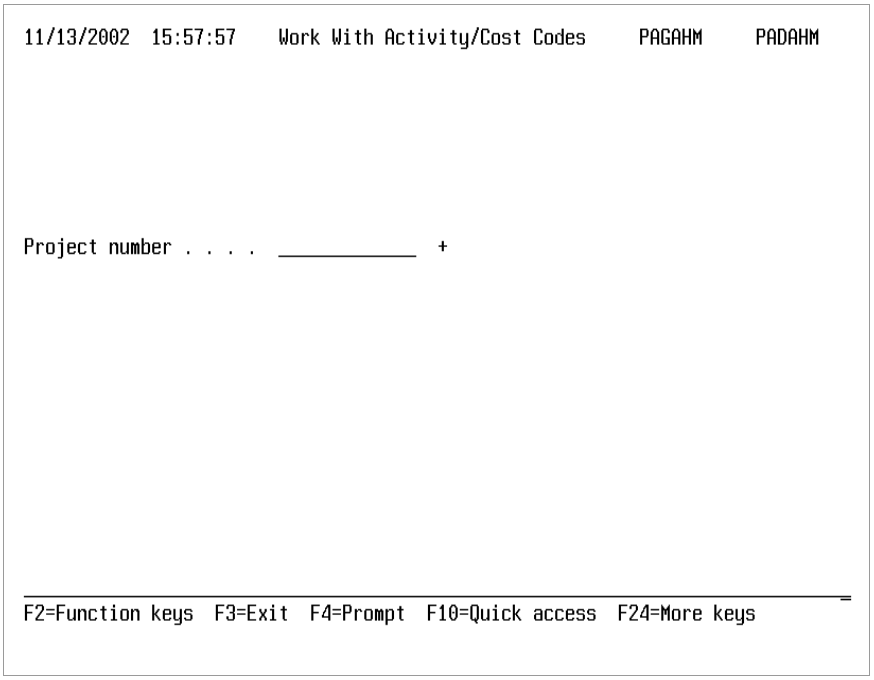


Figure 10-9: Work With Activity/Cost Codes prompt page

On the Work With Activity/Cost Codes prompt page, you can select the project whose activities and cost codes you want to maintain.

Use the information below to complete this page.

Project number

Select the project to be maintained. The project header must exist. Project headers are created using *Work with project header*.

How do I…

Continue after selecting a project	Press Enter.
Exit	Press F3.

Specifying the project activities and cost codes with which to work

To access the page described below, select a project on the Work With Activity/Cost Codes prompt page shown in Figure 10-9 and press Enter.

```
11/14/2002  08:19:31    Work With Activity/Cost Codes      PAGAHM     PADAHM
_____________________________________________________________________________
Project number . . . :  000-000-005    BUILD A BIG BURGER-SAN DIEGO

 Locate activity    _____________________________
 Type options and press Enter.
   2=Change, 4=Delete, 7=Add lower level activities, 9=Maintain cost codes
                                                           Posting  Budget
Opt Activity                     Description               Activity Activity
 _   BD                          BUILDING                     0        0
 _   BD-AR                       ARCHITECTURE                 0        0
 _   BD-AR-CD                    CONSTRUCTION DOCUMENTS       1        1
 _   BD-AR-CN                    CONSULTING                   1        1
 _   BD-AR-DN                    DESIGN                       1        1
 _   BD-CO                       CONSTRUCTION                 0        0
 _   BD-CO-DW                    DRYWALL                      1        1
 _   BD-CO-FN                    FOUNDATION                   1        1
 _   BD-CO-FR                    FRAME                        1        1
 _   BD-CO-HC                    HEATING AND COOLING          1        1
 _   BD-CO-WG                    WIRING                       0        0
                                                                    More...
_____________________________________________________________________________
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 10-10: Work With Activity/Cost Codes options page

On the Work With Activity/Cost Codes options page, you can create a new activity for the project, select an existing activity with which to work, add lower level activities, and maintain cost codes.

This page lists all existing activities for the project. The listing includes a description of the activity, and whether it is a posting level and/or a budget level activity or neither.

If you select an activity to add lower level activities and press Enter, all lower level activities pointing to the selected activity are automatically added and displayed on this page.

Activity header information defaults from the project header except for information defined in the work breakdown structure (WBS), such as the charge number. WBS information takes priority over the information on the project header.

How do I…

Create an activity to add to the project	Press F6.
View the most current list of existing activities for the project	Press F5.
Change an existing activity’s information	Type **2** in *Opt* next to the activity and press Enter.

How do I…

Delete an activity from a project	Type **4** in *Opt* next to the activity and press Enter.
Add lower level activities	Type **7** in *Opt* next to the activity and press Enter.
Maintain cost codes for an activity	Type **9** in *Opt* next to the activity and press Enter.

Creating project activities

To access the page described below, press F6 on the Work With Activity/Cost Codes options page shown in Figure 10-10.

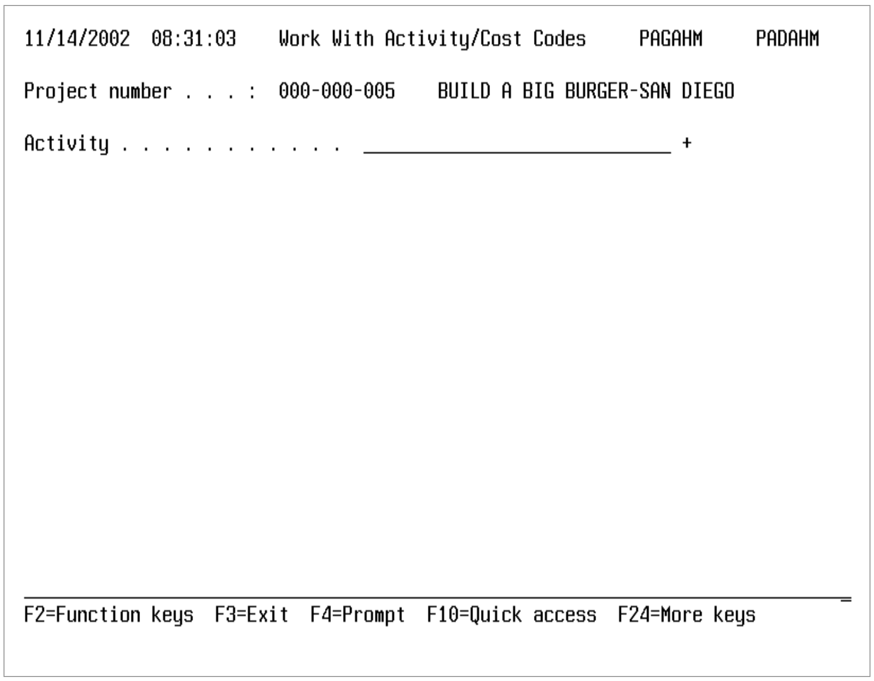


Figure 10-11: Work With Activity/Cost Codes activity creation page

On the Work With Activity/Cost Codes activity creation page, you can select an activity from the WBS file to add to the project.

The activity you select is validated to ensure that a higher-level component is not needed in order to add this activity to the project.

You can only add activities in a top down order. Once the higher level has been added, you can select the activity and add all of the lower level activities.

Use the information below to complete this page.

Activity

Select the activity (task) from the WBS hierarchical list.

How do I…

Select an activity from WBS and continue	Press F4 to select the activity and press Enter.

Working with an activity's description

To access the page described below, select an activity with **2** and press Enter on the Work With Activity/Cost Codes options page shown in Figure 10-10 or select an activity and press Enter on the Work With Activity/Cost Codes options page shown in Figure 10-11.

```
11/30/2007  10:23:01    Work With Activity/Cost Codes     PAGAHM     PADAHM
                                                              Page 1 of 4
Project number . . . :  000-000-001    MLF project

Activity . . . . . . . . . . :  AAAA-ARCH-CONS-DDDD

Description  . . . . . . . . .  Construction Documents
Project/activity status  . . .  CL +  Closed
Capitalization code  . . . . .  C +  Capitalization
Charge account . . . . . . . .  001-001-000-1082                    +
Close account  . . . . . . . .  001-001-000-1161                    +
Posting activity?  . . . . . .  1  1=Yes, 0=No
Budget activity? . . . . . . .  1  1=Yes, 0=No
Location . . . . . . . . . . .  HYANNIS
State/province . . . . . . . .  MA +  Massachusetts
Country  . . . . . . . . . . .  USA +  United States of America

Contact name . . . . . . . . .  JANEDOE    +  Jane Doe

Comments . . . . . . . . . . :  Alternate contact: John Smith


F2=Function keys  F3=Exit  F4=Prompt  F24=More keys
```

Figure 10-12: Work With Activity/Cost Codes description page

On the Work With Activity/Cost Codes description page you can:

- Update an existing activity's description.

- Change the default values defined on the WBS or project header. If a value has not been defined on the WBS, the value on the project header is used as the default.
- View contact information.
- View, enter, or update comments that provide additional information about the project or activity.

Use the information below to complete this page.

Description

Type a meaningful description of the activity. This description is used on displays and reports.

Project/activity status

Select a status for this activity. A new activity is created with the default status from the project header.

You must have project approval authority to change the status of a project.

Capitalization code

Select **C** if this activity accumulates costs that are capitalized. Select **E** if this activity accumulates costs that are expensed.

Charge account

Select a valid general ledger account number to be used as the default charge account when you create manual transactions for this activity.

The value in *GL account mandatory on projects* on the entity controls determines if you are required to specify a charge account.

Close account

Select a valid general ledger account number to be used as the default close account when you close this activity to the general ledger. If you are generating a journal entry for the general ledger when closing an activity, this account is used to create the balancing entry.

The value in *GL account mandatory on projects* on the entity controls determines if you are required to specify a close account.

Posting activity

Specify yes if transactions can be posted to this WBS activity. Only one activity in a branch can be selected as a posting level activity and it must be the lowest structure in the branch.

Specify no if transactions cannot be posted to this WBS activity.

Budget activity

Specify yes to enable budgeting for this WBS activity. Only one activity in a branch can be selected as a budget level activity.

Specify no if budgeting will not be enabled for this WBS activity.

Location

Type the location of this activity.

State/Province

Select a state or province code to identify where this activity is located.

You define state or province codes in *Work with codes* using code type **SPC**.

Country

Select a country code to identify where this activity is located.

You define country codes in *Work with codes* using code type **CNC**.

Contact name

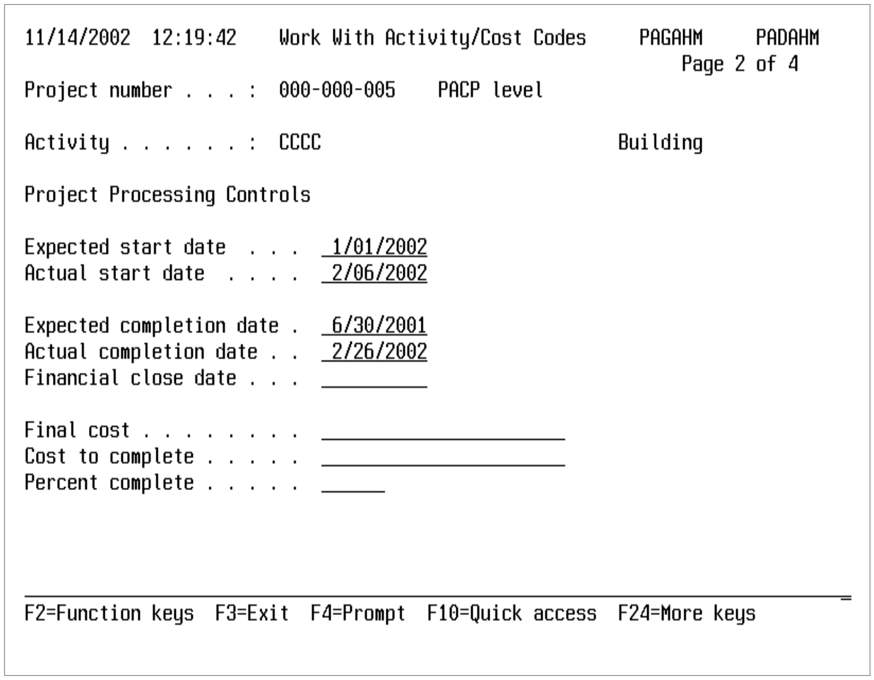
Select the main contact for this activity.

How do I…

Define a new activity	Complete the information on this page and press Enter.
Update an existing activity's definition	Enter changes as needed on this page and press Enter.
View contact information	Press F9.
View, enter, or update comments	Press F19.

Defining an activity's processing controls

To access the page described below, press Enter on the Work With Activity/Cost Codes description page shown in Figure 10-12.



```
11/14/2002  12:19:42    Work With Activity/Cost Codes     PAGAHM     PADAHM
                                                            Page 2 of 4
Project number . . . :  000-000-005    PACP level

Activity . . . . . . :  CCCC                              Building

Project Processing Controls

Expected start date  . . .   1/01/2002
Actual start date  . . . .   2/06/2002

Expected completion date .   6/30/2001
Actual completion date . .   2/26/2002
Financial close date . . .  __________

Final cost . . . . . . . .  _______________________
Cost to complete . . . . .  _______________________
Percent complete . . . . .  ______

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-13: Work With Activity/Cost Codes processing controls page

On the Work With Activity/Cost Codes processing controls page you can define the processing controls for a new activity, update an existing activity's processing controls, and view, enter, or update comments that provide additional information about the project.

Use the information below to complete this page.

Expected start date

Type the date on which this activity is scheduled to begin.

If you leave this date blank, the first transaction date posted to the activity is used.

Actual start date

Type the date on which this activity actually started.

If you leave this date blank, the earliest transaction date processed for the activity is used.

Expected completion date

Type the date on which you expect the activity to be completed.

If you leave this date blank, the activity's closing date is used. You specify the project or activity closing date in *Close projects* in *Close and Transfer*.

Actual completion date

Type the date on which the activity is actually completed.

If you leave this date blank, the activity's closing date is used. You specify the activity's closing date when the activity is closed in *Close projects* in *Close and Transfer*.

Financial close date

This date identifies the date on which this activity and all of its financial transactions are closed. When you close the activity, this date is used.

Final cost

Type the estimated final cost of this activity. This amount is for informational purposes only.

Cost to complete

Type the estimated final cost of this activity. This amount is for informational purposes only.

Percent complete

Type the percentage of this activity that is actually complete. This refers to completed activities rather than dollar amounts.

How do I…

Define a new activity's processing controls	Complete the information on this page and press Enter.
Update an existing activity's project controls	Enter changes as needed on this page and press Enter.
View, enter, or update comments	Press F19.

Defining an activity's fixed assets controls

To access the page described below, press Enter on the Work With Activity/Cost Codes processing controls page shown in Figure 10-13.

```
11/14/2002  12:20:54    Work With Activity/Cost Codes     PAGAHM     PADAHM
                                                             Page 3 of 4
Project number . . . :  000-000-005    PACP level

Activity . . . . . . :  CCCC                                Building

Fixed Assets Controls



    FA company . . . . . .  001 +
    Model asset number . .      COMPUTER +
    Accounting location  001-001-0001-1160-001                              +
    Physical location    FL-DUVAL -JACKSONV-FHQ-12                          +
    Acquisition code . . .  A    +
    Serial number  . . . .  



F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-14: Work With Activity/Cost Codes fixed assets controls page

On the Work With Activity/Cost Codes fixed assets controls page you can define or update fixed assets controls. The close process uses this information if you are closing to Infinium FA.

If you have Infinium FA installed, you can select valid Infinium FA values. If you do not have Infinium FA installed, you can enter your own information.

You can view, enter, or update project comments that provide additional information about this project.

Use the information below to complete this page.

FA company

Select a valid fixed assets company to be used when you close this activity to Infinium FA. You can override this fixed assets company when you close this activity.

Model asset number

Select a valid fixed assets model asset number to be used when you close this activity. You can override this model asset number when you close this activity.

Accounting location

Select a valid fixed assets accounting location to be used when you close this activity. You can override this accounting location when you close this activity.

Physical location

Select a valid fixed assets physical location to be used when you close this activity. You can override this physical location when you close this activity.

Acquisition code

Select a valid fixed assets acquisition code to be used when you close this activity. You can override this acquisition code when you close this activity.

Serial number

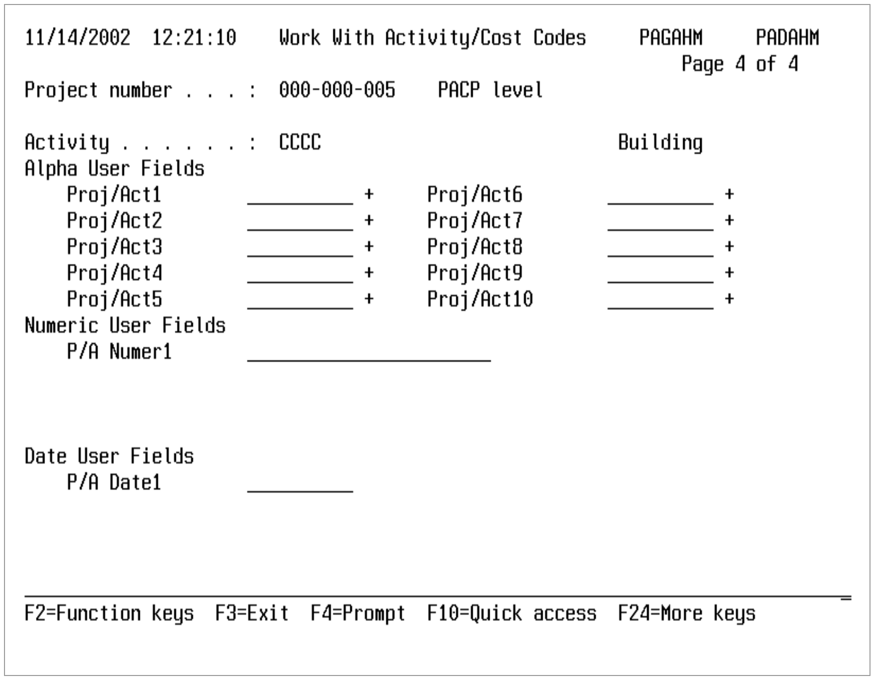
Type a fixed assets serial number to be used when you close this activity. You can override this serial number when you close this activity.

How do I…

Define a new activity’s fixed assets controls	Complete the information on this page and press Enter.
Update an existing activity’s fixed assets controls	Enter changes as needed on this page and press Enter.
View, enter, or update comments	Press F19.

Defining an activity’s user fields

To access the page described below, press Enter on the Work With Activity/Cost Codes fixed assets controls page shown in Figure 10-14.



```
11/14/2002  12:21:10    Work With Activity/Cost Codes     PAGAHM     PADAHM
                                                              Page 4 of 4
Project number . . . :  000-000-005    PACP level

Activity . . . . . . :  CCCC                             Building
Alpha User Fields
    Proj/Act1           __________ +     Proj/Act6        __________ +
    Proj/Act2           __________ +     Proj/Act7        __________ +
    Proj/Act3           __________ +     Proj/Act8        __________ +
    Proj/Act4           __________ +     Proj/Act9        __________ +
    Proj/Act5           __________ +     Proj/Act10       __________ +
Numeric User Fields
    P/A Numer1          _______________________



Date User Fields
    P/A Date1           __________




F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-15: Work With Activity/Cost Codes user fields page

On the Work With Activity/Cost Codes user fields page you can define the user fields for this activity. Only those user fields that have been defined on the entity controls are displayed.

There can be up to ten alpha user fields on which you can prompt if validation has been specified for the user field. There are also four numeric and four date user fields.

User field default values are defined on the entity controls. You can override these values.

Use the information below to complete this page.

User fields

Select alpha user fields or type valid numeric or date user fields for this activity. You define user fields in *Work with entity controls*.

How do I…

Specify user field values for this activity	Select the user field values and press Enter.
Complete the creation or update of the activity header	Press Enter.
View, enter, or update comments	Press F19.

Deleting project activities

To access the page described below, select an activity with **4** and press Enter on the Work With Activity/Cost Codes options page shown in Figure 10-10.

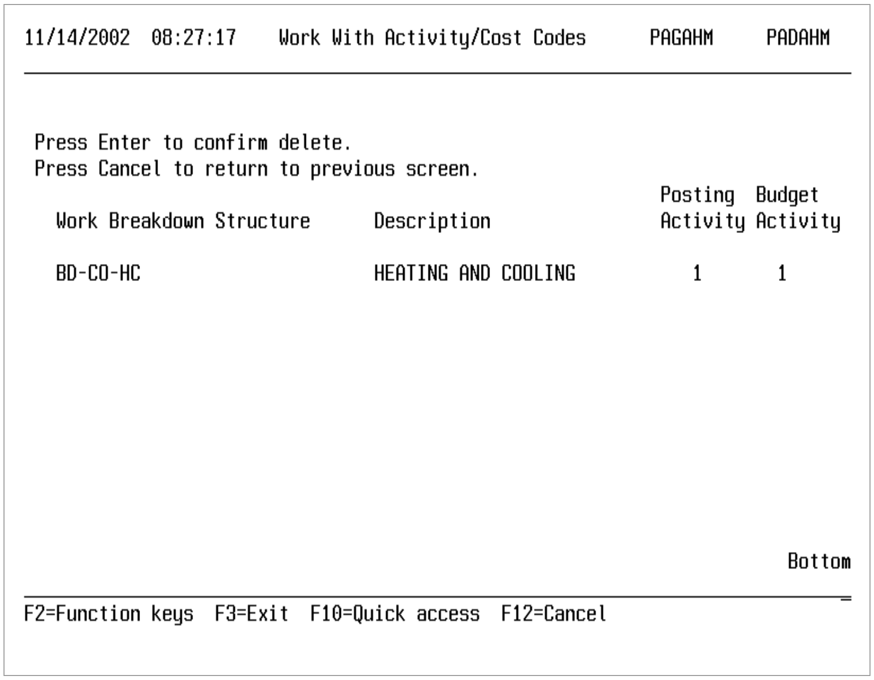


Figure 10-16: Work With Activity/Cost Codes confirm deletion page

On the Work With Activity/Cost Codes confirm deletion page, you can view the activity you selected for deletion on the Work With Activity/Cost Codes options page. You can confirm the deletion or cancel and make a different selection.

You can only delete an activity that has no lower level activities or dependent components. You cannot delete an activity that has actual balances.

A warning is generated if the activity contains only a budget balance.

This page is displayed after you select an activity header for deletion on the Work With Activity/Cost Codes options page and press Enter.

How do I…

Delete the activity	Press Enter.
Cancel deletion of the activity	Press F12.

Adding cost codes

To access the page described below, select an activity with **9** and press Enter on the Work With Activity/Cost Codes options page shown in Figure 10-10.

```
11/14/2002  14:55:58    Work With Activity/Cost Codes      PAGACM     PADACM
_______________________________________________________________________________
Project number . . . :  000-000-005    PACP level

Activity . . . . . . :  BLDG-ARCH-CONS                 Construction Documents

 Locate cost code    ______     Cost code group  __________ +
 Type options and press Enter. 4=Delete.
Opt Cost Code Description              Charge Account Default

 _  6000      Admin Labor              ____________________________________  +
 _  6001      Engineering Labor        ____________________________________  +
 _  6002      Contract labor           ____________________________________  +
 _  6003      Project management labor ____________________________________  +
 _  7000      Labor Burden charges     ____________________________________  +
 _  7500      Travel                   ____________________________________  +
 _  7600      Permits and Fees         ____________________________________  +
 _  8200      Materials                ____________________________________  +
 _  9000      Miscellaneous            ____________________________________  +
 _  ______ +                           ____________________________________  +
                                                                        More...
_______________________________________________________________________________
F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys
```

Figure 10-17: Work With Activity/Cost Codes add cost codes page

On the Working with Activity/Cost Codes add cost codes page, you can view, add, or delete cost codes associated with an activity.

You can add individual cost codes or the cost codes associated with a cost code group to a posting level activity and/or a budget level activity.

You cannot delete a cost code from an activity if it has been used on a transaction.

Use the information below to complete this page.

Cost code group

Select a cost code group to add its cost codes to the activity.

Cost code

Select an individual cost code to add to the activity.

Charge account default

Select a valid general ledger account number to be used as the default charge account when you create manual transactions for this activity and use this cost code.

How do I…

Add a cost code to the activity	Select the cost code and press Enter. The description of the cost code is displayed after you press Enter.
Add all of the cost codes associated with a cost code group to the activity	Select the cost code group and press Enter. A description of each of the cost codes in the group is displayed after you press Enter.
Find a cost code	Type a full or partial cost code in *Locate cost code* and press Enter. This repositions the list to start with that cost code.
Delete a cost code	Type **4** in *Opt* next to the cost code and press Enter.
View the most current list of cost codes for the activity	Press F5.
Return to the prompt page	Press F3.

Deleting cost codes

To access the page described below, select a cost code with **4** and press Enter on the Work With Activity/Cost Codes add cost codes page shown in Figure 10-17.

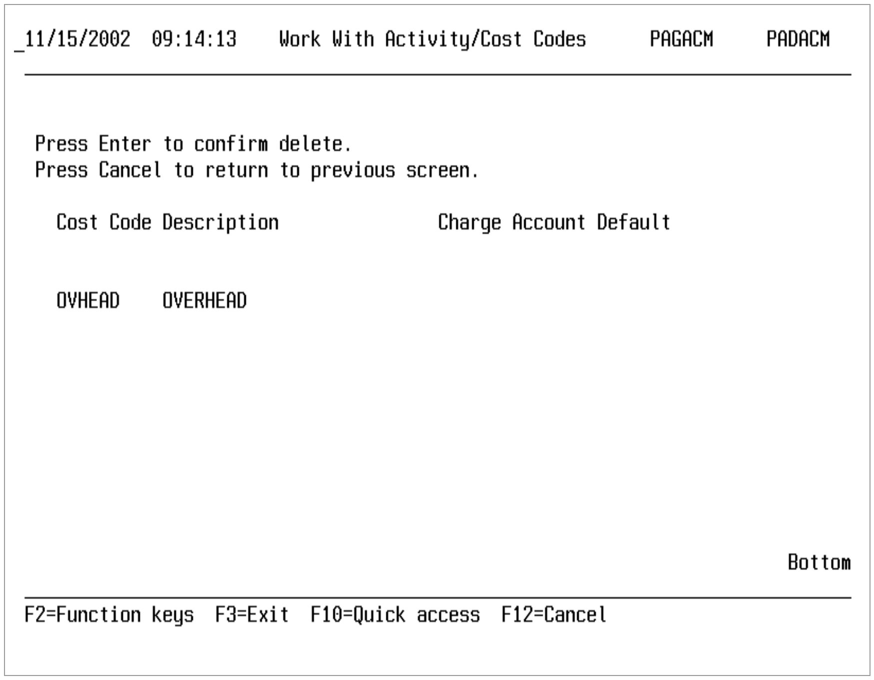


Figure 10-18: Work With Activity/Cost Codes confirm deletion page

On the Work With Activity/Cost Codes confirm deletion page, you can view the cost code you selected for deletion and confirm the deletion or cancel and make a different selection.

This page is displayed after you select a cost code for deletion on the Work With Activity/Cost Codes add cost code page and press Enter.

How do I…

Delete the cost code	Press Enter.
Cancel the deletion of the cost code	Press F12.

Displaying project headers

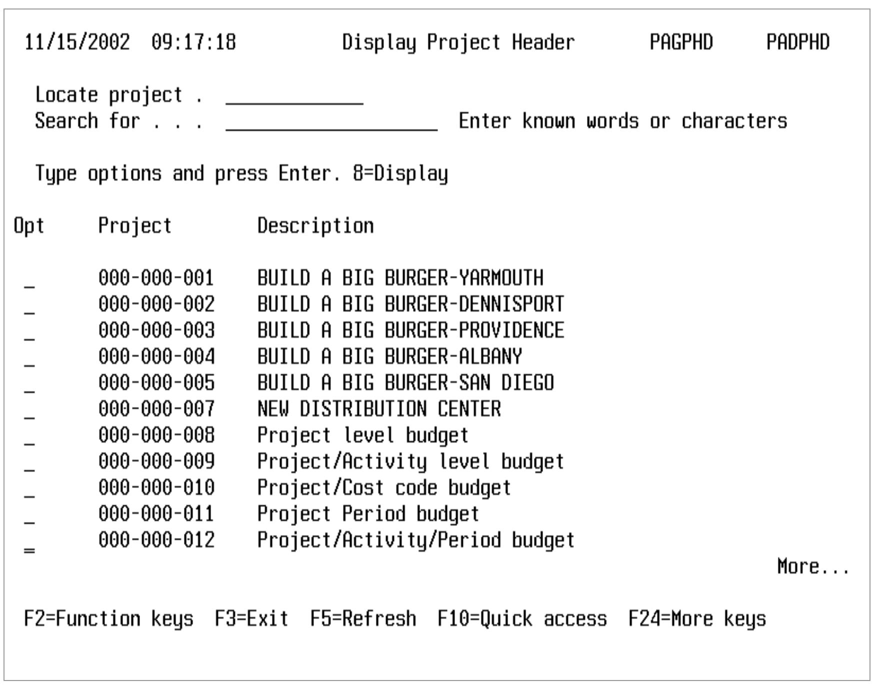
Overview

Use *Display project header* to view the header information for a selected project.

Use the menu path below.

- Infinium PA
- *Projects*
  - *Display project header* [DPH]

Specifying the project header to display



```
11/15/2002  09:17:18          Display Project Header       PAGPHD     PADPHD

 Locate project .  ____________
 Search for . . .  __________________  Enter known words or characters

 Type options and press Enter. 8=Display

Opt     Project        Description

 _      000-000-001    BUILD A BIG BURGER-YARMOUTH
 _      000-000-002    BUILD A BIG BURGER-DENNISPORT
 _      000-000-003    BUILD A BIG BURGER-PROVIDENCE
 _      000-000-004    BUILD A BIG BURGER-ALBANY
 _      000-000-005    BUILD A BIG BURGER-SAN DIEGO
 _      000-000-007    NEW DISTRIBUTION CENTER
 _      000-000-008    Project level budget
 _      000-000-009    Project/Activity level budget
 _      000-000-010    Project/Cost code budget
 _      000-000-011    Project Period budget
 _      000-000-012    Project/Activity/Period budget
                                                                    More...

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 10-19: Display Project Header prompt page

On the Display Project Header prompt page, you can select the project to view its header information.

How do I…

View the most current list of projects from which to select	Press F5.
Find a project	Type a full or partial project identifier in *Locate project* and press Enter. This repositions the list to start with that project.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View a project's header information	Type **8** in *Opt* next to the project and press Enter.
Exit	Press F3.

Viewing project header information

To access the Display Project Header pages, select a project with **8** and press Enter on the Display Project Header prompt page shown in Figure 10-19. Press Enter on each page to view additional project header information.

The Display Project Header pages are similar to the Work With Project Header pages shown in Figure 10-2, Figure 10-5, Figure 10-6, and Figure 10-7 except you cannot update the information. On the Display Project Header pages, you can view all of the information for the project header that was defined using *Work with project header*.

How do I…

Continue and view additional project header information	Press Enter to view all pages of header information for the project. After viewing the last page, the prompt page is displayed.

Displaying activities and cost codes

Overview

Use *Display activity/cost codes* to view the activity and cost code information for a selected project. Use the menu path below.

- Infinium PA
- *Projects*
  - *Display activity/cost codes* [DACC]

Specifying a project to display its activities and cost codes

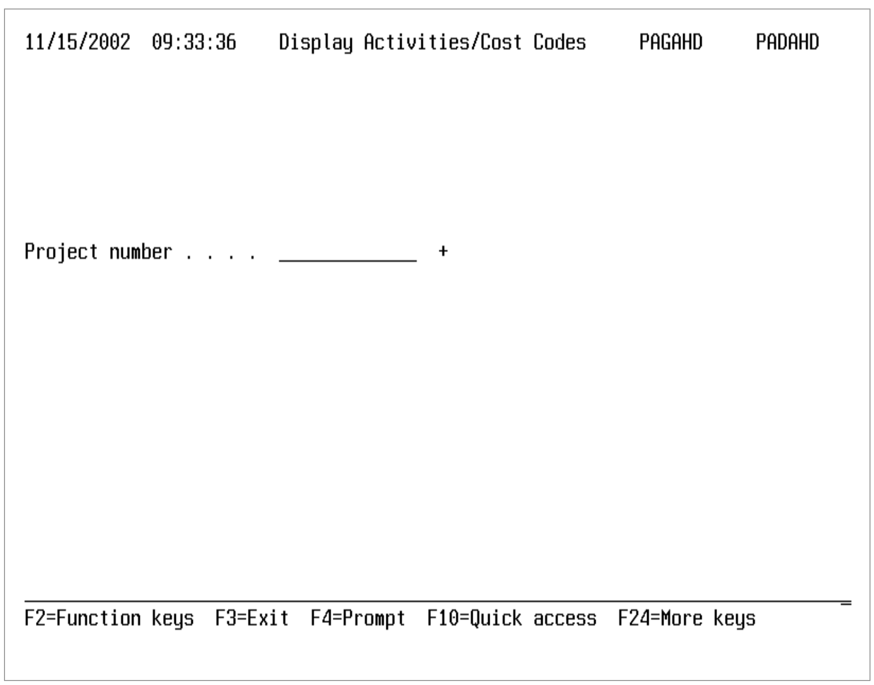


Figure 10-20: Display Activities/Cost Codes prompt page

On the Display Activities/Cost Codes prompt page, you can select the project to view its activities and cost codes.

Use the information below to complete this page.

Project number

Select a project to view its activities and cost codes.

How do I…

View activities	Select a project and press Enter.
Exit	Press F3.

Viewing activity information and selecting cost codes to display

To access the page described below, select a project and press Enter on the Display Activities/Cost Codes prompt page shown in Figure 10-20.

```
 11/15/2002  09:37:54    Display Activities/Cost Codes      PAGAHD     PADAHD
 ______________________________________________________________________________
 Project number . . . :  000-000-005    BUILD A BIG BURGER-SAN DIEGO

  Locate activity     _____________________________
  Type options and press Enter. 8=Display, 9=Display cost codes.

                                                       Posting  Budget
Opt Activity                      Description          Activity Activity
 _  BD                            BUILDING                0       0
 _  BD-AR                         ARCHITECTURE            0       0
 _  BD-AR-CD                      CONSTRUCTION DOCUMENTS  1       1
 _  BD-AR-CN                      CONSULTING              1       1
 _  BD-AR-DN                      DESIGN                  1       1
 _  BD-CO                         CONSTRUCTION            0       0
 _  BD-CO-DW                      DRYWALL                 1       1
 _  BD-CO-FN                      FOUNDATION              1       1
 _  BD-CO-FR                      FRAME                   1       1
 _  BD-CO-HC                      HEATING AND COOLING     1       1
 _  BD-CO-WG                      WIRING                  0       0
                                                                  More...
 ______________________________________________________________________________
 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 10-21: Display Activities/Cost Codes activity selection page

On the Display Activities/Cost Codes activity selection page, you can select an activity to view its information and cost codes.

How do I…

View the most current list of activities	Press F5.

How do I…

Find an activity	Type a full or partial activity identifier in *Locate activity* and press Enter. This repositions the list to start with that activity.
View information about an activity	Type **8** in *Opt* next to the activity and press Enter.
View the cost codes associated with an activity	Type **9** in *Opt* next to the activity and press Enter.

Viewing activity header information

To access the Display Activity Header pages, select an activity with **8** and press Enter on the Display Activities/Cost Codes activity selection page shown in Figure 10-21. Press Enter on each page to view additional activity header information.

The Display Activity Header pages are similar to the Work With Activity Header pages shown in Figure 10-11, Figure 10-12, Figure 10-13, and Figure 10-14 except you cannot update the information. On the Display Activity Header pages, you can view all of the information for an activity that was defined using *Work with project activity/cost codes*.

How do I…

Continue and view additional activity header information	Press Enter to view all pages of header information for the activity. After viewing the last page, the prompt page is displayed.

Viewing cost code information

To access the Display Activities/Cost Codes cost codes information page, select an activity with **9** and press Enter on the Display Activities/Cost Codes activity selection page shown in Figure 10-21.

The Display Activities/Cost Codes cost codes information page is similar to the Work With Activity/Cost Codes page shown in Figure 10-9. On the

Display Activities/Cost Codes cost codes information page, you can view the cost code, its description and default charge account.

How do I…

View the most current list of cost codes	Press F5.
Find a cost code	Type a full or partial cost code in *Locate cost code* and press Enter. This repositions the list to start with that cost code.

Printing project headers

Overview

Use *List project header* to obtain a listing of header information based on the parameters you specify on the prompt page. You can print this listing in summary or detail.

Use the menu path below.

- Infinium PA
- *Projects*
  - *List project header* [LP]

Specifying report parameters

```
11/15/2002  10:12:08        List Project Header         PAGPHP     PADPHP

  Project from/mask  . .  _____________ +
          To . . . . . .  _____________ +

  Report format  . . . .  1  (0=Detail, 1=Summary)

  Project status . . . .  __ +  Blank for all
  Project type . . . . .  __ +  Blank for all
  Priority . . . . . . .  ____ +  Blank for all
  Capitalization code  .  _ +  Blank for all
  GL company . . . . . .  ___ +  Blank for all
  FA company . . . . . .  ___ +  Blank for all
  Currency . . . . . . .  ___ +  Blank for all
  Location . . . . . . .  ______________________________
  State/province . . . .  __ +  Blank for all
  Country  . . . . . . .  ___ +  Blank for all

  Contact name . . . . .  __________ + Blank for all

  Print project comments? 0  1=Yes, 0=No
_____________________________________________________________________________
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-22: List Project Header prompt page

On the List Project Header prompt page, you can define the parameters for the report.

Use the information below to complete this page.

Project From/mask

Select a project to use as the beginning of a range of projects to print, or type a project mask. Leave blank to include all projects in the report.

To

Select an ending project only if you are entering a beginning project. Leave blank if you did not enter a range of projects or if you specified a project mask.

Report format

Type **1** to print the listing in summary format. Type **0** to print the listing in detail format.

Project status

Select a project status code to print only projects with that status. Leave blank to print projects regardless of their status.

Project type

Select a project type code to print only projects with that type. Project and activity types are used to group certain types of projects and activities such as construction, marketing, research and development. Leave blank to print projects regardless of their project type.

Priority

Select a project priority code to print only projects with that priority. Leave blank to print projects regardless of their priority.

Capitalization code

Select **C** to print projects accumulating costs that are capitalized. Select **E** to print projects that accumulate costs that are expensed.

Select **B** to print projects accumulating both costs that are capitalized and costs that are expensed. Leave blank to print projects regardless of general capitalization code.

GL company

Select a general ledger company specified on the project header as the company to use on the batch and journal header for entries created for projects. Leave blank to print projects regardless of general ledger company.

FA company

Select a fixed assets company specified on the project header for use when closing a project or activity to Infinium FA to limit the listing to only those projects. Leave blank to print projects regardless of fixed assets company.

Currency

Select a currency to print projects in that transaction currency. Leave blank to print projects regardless of transaction currency.

Location

Type the location for which to print projects.

State/Province

Select a state or province to print projects located in that state or province. Leave blank to print projects regardless of state or province.

Country

Select a country code to print all projects located in this country. Leave blank to print projects regardless of country.

Contact name

Select a contact to print all projects associated with this main contact. Leave blank to print projects regardless of main contact name.

Print project comments?

Specify yes to print project comments. Specify no to exclude project comments from the listing.

How do I…

Submit the report for printing	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Printing activities and cost codes

Overview

Use *List activity/cost codes* to obtain a listing of activity and cost code information based on the parameters you specify on the prompt page. You can print this listing in summary or detail.

Use the menu path below.

- Infinium PA
- *Projects*
  - *List activity/cost codes* [LACC]

Specifying report parameters

```
11/15/2002  10:20:27       List Activity/Cost Codes       PAGACP     PADACP


  Project from/mask  . .  _____________ +
          To . . . . . .  _____________ +

  Activity from/mask  .   _____________________________ +
           To . . . . . . _____________________________ +

  Report format  . . . .  1  (0=Detail, 1=Summary)

  Activity Selection Fields:
  Project/activity status __ +  Blank for all
  Capitalization code  .  _ +  Blank for all
  FA company . . . . . .  ___ +  Blank for all
  Contact name . . . . .  __________ +  Blank for all
  Location . . . . . . .  ______________________________
  State/province . . . .  __ +  Blank for all
  Country  . . . . . . .  ___ +  Blank for all


F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-23: List Activity/Cost Codes prompt page

On the List Activity/Cost Codes prompt page, you can define the parameters for the report.

Use the information below to complete this page.

Project from/mask

Select a project to use as the beginning of a range of projects to print, or type a project mask. Leave blank to include all projects in the report.

To (project)

Select an ending project only if you are entering a beginning project. Leave blank if you did not enter a range of projects or if you specified a project mask.

Activity from/mask

Select an activity to use as the beginning of a range of activities to print, or type an activity mask. Leave blank to include all activities in the report.

To (activity)

Select an ending activity only if you are entering a beginning activity. Leave blank if you did not enter a range of activities or if you specified an activity mask.

Report format

Type **1** to print the listing in summary format. Type **0** to print the listing in detail format.

Activity status

Select an activity status code to print only activities with that status. Leave blank to print activities regardless of their status.

Capitalization code

Select **C** to print activities accumulating costs that are capitalized. Select **E** to print activities accumulating costs that are expensed. Leave blank to print activities regardless of general capitalization code.

FA company

Select a fixed assets company specified on the activity header for use when closing an activity to Infinium FA to limit the listing to only those activities. Leave blank to print activities regardless of fixed assets company.

Contact name

Select a contact to print all activities associated with this main contact. Leave blank to print activities regardless of main contact name.

Location

Type the location for which to print activities.

State/Province

Select a state or province to print activities located in that state or province. Leave blank to print activities regardless of state or province.

Country

Select a country code to print all activities located in this country. Leave blank to print activities regardless of country.

How do I…

Submit the report for printing	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Updating project statuses

Overview

Use *Update project status* to globally change the status code on project and activity headers. Change the status from pending approval (PA) to approved (AP) so that transactions can be posted.

When you change the status of a project, the statuses of the activities within the project are also changed. When you change the status of a high-level activity, the statuses of all lower level activities are also changed.

Running *Close projects* changes the status of projects to closed (CL). You can use *Update project status* to re-open a closed project and remove the closing date. You must remove the closing date to post and add additional transactions.

Changing the project status does not update budget amounts. Budget approval is a separate process.

Only those with project approver authority, defined in *Work with users* in *Supervisor Functions*, can change the status of a project or activity.

Use the menu path below.

- Infinium PA
- *Projects*
  - *Update project status* [UPS]

Updating a project's status

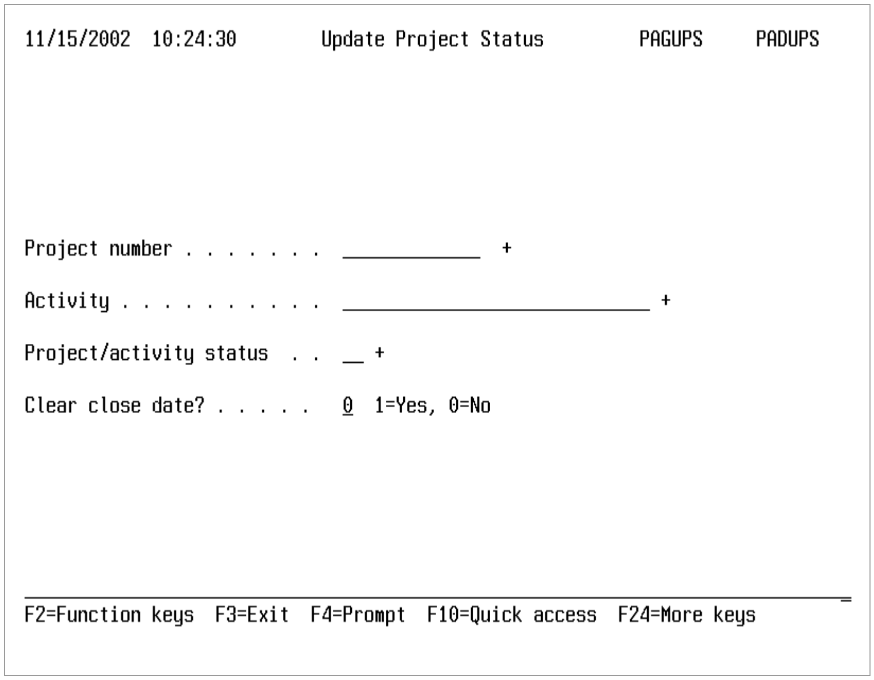


Figure 10-24: Update Project Status page

On the Update Project Status page, you can update the status code on the project and activity headers. You can re-open a closed project and clear the project/activity closing date.

If you select a project, the project and all of the activities in that project are updated with the status code you select. If you select an activity, that activity and all lower level activities are updated with the status code you select.

Use the information below to complete this page.

Project number

Select the project to update its status with the status you select on this page.

If you select a project but not an activity, the project and all of the activities in that project are updated with the status code you select.

Activity

Select an activity to update its status with the status you select on this page. The statuses of other activities in the project are not changed.

If you select a higher-level activity, that activity and all lower-level activities are updated with the status code you select.

Leave blank to update the status of all activities in the selected project with the status code you select.

Project/activity status

Select the status to which you are changing the project and activity selected on this page.

Clear close date

Specify yes to clear the close date information or specify no to not update the close date information.

How do I…

Update a project and activity status	Complete the information on this page and press Enter.
Exit	Press F3.

Defining project groups

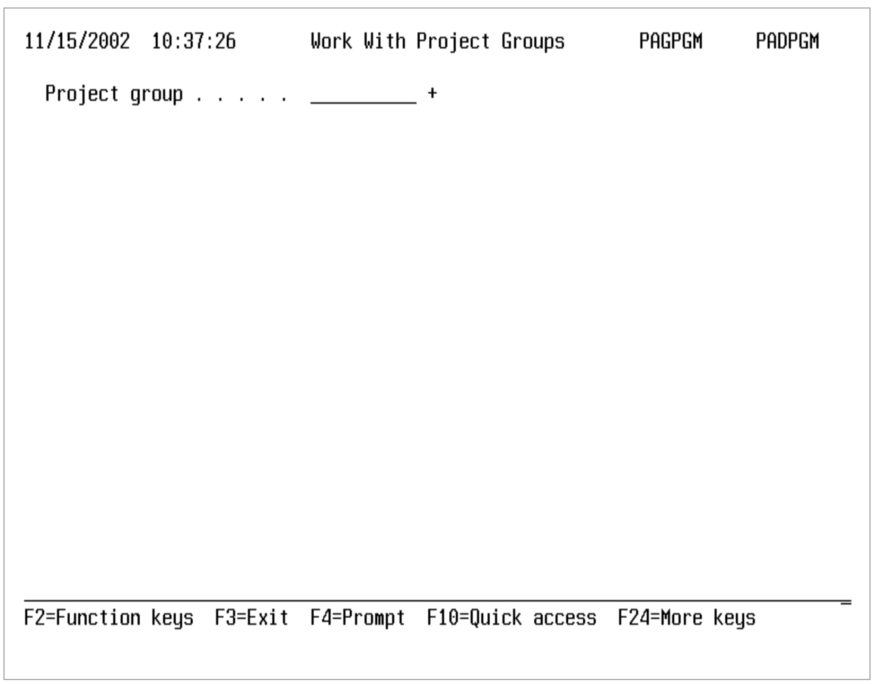
Overview

Use *Work with project groups* to create and maintain groups of projects that can be used in user security, reports, and inquiries.

Use the menu path below.

- Infinium PA
- *Projects*
  - *Work with project groups* [WWPG]

Specifying a project group with which to work



```
11/15/2002  10:37:26       Work With Project Groups       PAGPGM     PADPGM

  Project group . . . . .   __________ +

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-25: Work With Project Groups prompt page

On the Work With Project Groups prompt page, you can create a new project group or select an existing project group to update.

Use the information below to complete this page.

Project group

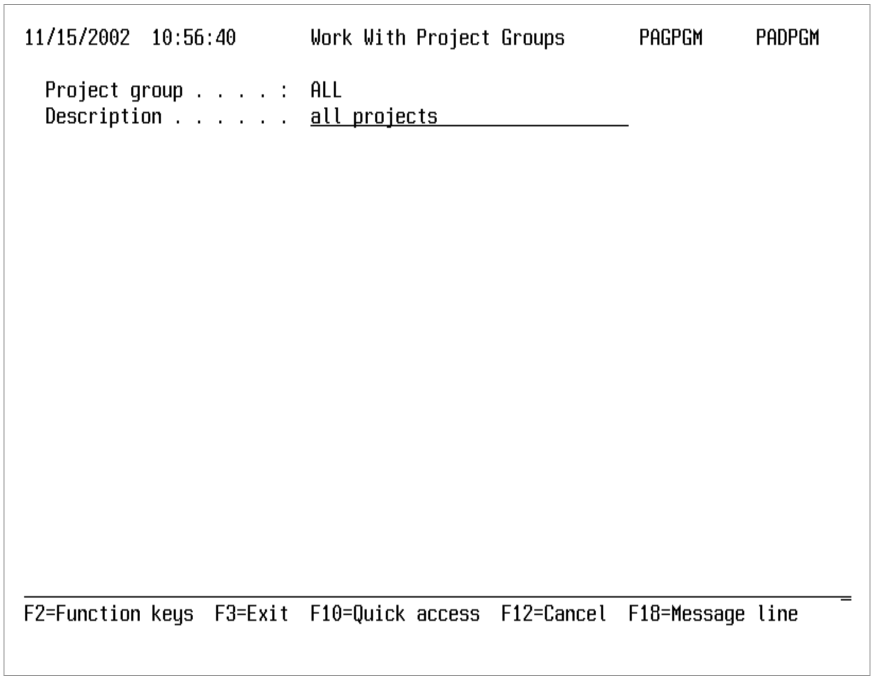
Type the name of a new project group or select an existing project group to update.

How do I…

Create a project group	Type a unique project group name in *Project group* using up to ten characters and press Enter.
Update or view an existing project group	Select the project group and press Enter.
Exit	Press F3.

Describing the project group

To access the page described below, complete the Work With Project Groups prompt page shown in Figure 10-25 and press Enter.



```
11/15/2002  10:56:40      Work With Project Groups      PAGPGM     PADPGM

  Project group . . . . :  ALL
  Description . . . . . .  all projects

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 10-26: Work With Project Groups description page

On the Work With Project Groups description page, you can type a description of a new project group or change the description of an existing project group.

Use the information below to complete this page.

Description

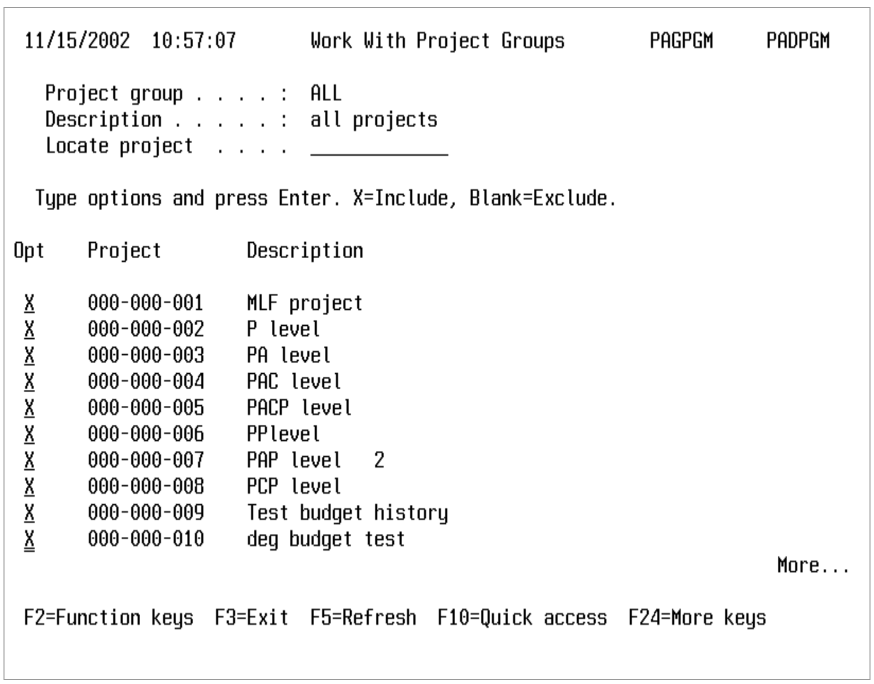
Type a description of the project group. This description is used on displays and reports.

How do I…

Describe the project group	Type a description and press Enter.

Defining the project group

To access the page described below, complete the Work With Project Groups prompt page shown in Figure 10-26 and press Enter.



```
11/15/2002  10:57:07       Work With Project Groups        PAGPGM     PADPGM

  Project group . . . . :  ALL
  Description . . . . . :  all projects
  Locate project  . . . .  ____________

 Type options and press Enter. X=Include, Blank=Exclude.

Opt    Project        Description

 X     000-000-001    MLF project
 X     000-000-002    P level
 X     000-000-003    PA level
 X     000-000-004    PAC level
 X     000-000-005    PACP level
 X     000-000-006    PPlevel
 X     000-000-007    PAP level   2
 X     000-000-008    PCP level
 X     000-000-009    Test budget history
 X     000-000-010    deg budget test
                                                                     More...

 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 10-27: Work With Project Groups definition page

On the Work With Project Groups definition page, you can specify the projects to be associated with the project group or change the projects associated with a group. You can also change the description of an existing project group.

How do I…	
Define a project group	Type **X** in *Opt* next to projects to include in the project group. Press Enter.
View the most current list of project groups	Press F5.
Find a project	Type a full or partial project identifier in *Locate project* and press Enter. This repositions the list to start with that project.
Update a project group	**1** Type **X** in *Opt* to add a project to the group. **2** Remove **X** from *Opt* to remove a project from the group. **3** Press Enter to save changes.

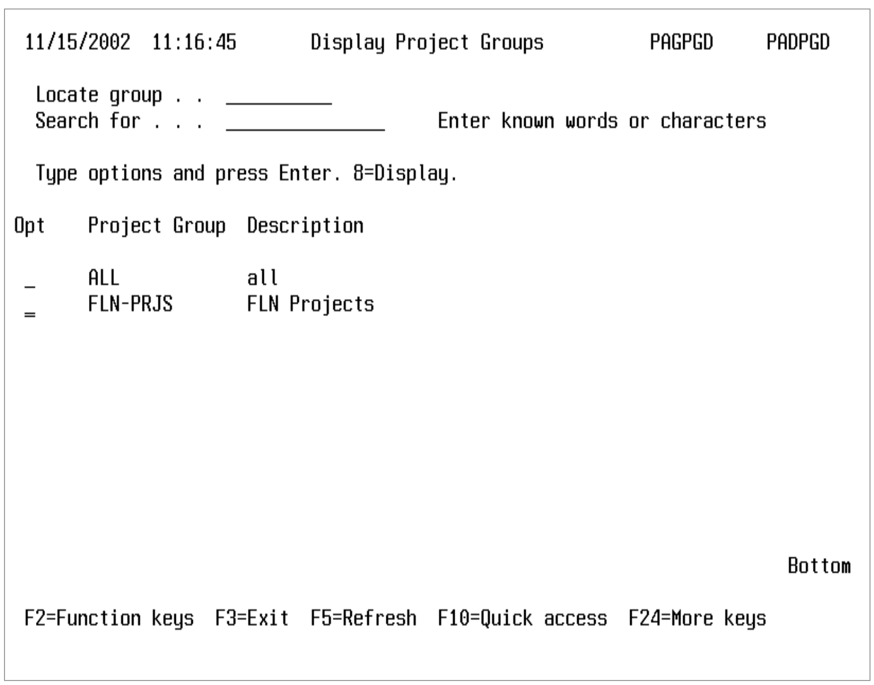
Displaying project groups

Overview

Use *Display project groups* to view all of the projects in a project group. Use the menu path below.

- Infinium PA
- *Projects*
  - *Display project groups* [DPG]

Specifying a project group to display



```
11/15/2002  11:16:45      Display Project Groups        PAGPGD     PADPGD

 Locate group . .  __________
 Search for . . .  _______________      Enter known words or characters

 Type options and press Enter. 8=Display.

Opt    Project Group  Description

 _     ALL            all
 _     FLN-PRJS       FLN Projects

                                                                   Bottom

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 10-28: Display Project Groups prompt page

On the Display Project Groups prompt page, you select a project group to view its associated projects.

How do I…

View the most current list of project groups from which to select	Press F5.
Find a project group	Type a full or partial project group identifier in *Locate group* and press Enter. This repositions the list to start with that project group.
View a project group	Type **8** in *Opt* next to the project group and press Enter.
Search for a value	Type a value in *Search for* and press Enter.
Exit	Press F3.

Viewing project group information

To access the Display Project Groups page, select a project group with **8** and press Enter on the Display Project Groups prompt page shown in Figure 10-28.

On the Display Project Groups page, you can view the projects included in the selected project group.

How do I…

View the projects included in each selected project group	Press Enter to view information for each selected project group. After viewing the last selected project group, the prompt page is displayed.

Printing project groups

Overview

Use *List project groups* to print all projects and their descriptions in a project group or a range of project groups.

Use the menu path below.

- Infinium PA
- *Projects*
  - *List project groups* [LPG]

Specifying report parameters

```
11/22/2002  08:22:38          List Project Groups           PAGPGP    PADPGP
____________________________________________________________________________



   Project group  . . . . . . . .  __________ +

   OR

   From project group . . . . . .  __________ +
   To project group . . . . . . .  __________ +




____________________________________________________________________________
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 10-29: List Project Groups prompt page

On the List Project Groups prompt page, you can define the parameters for the report. You can print a listing of projects and their descriptions that belong to a specific project group or a listing of projects and their descriptions that belong to a range of project groups.

Use the information below to complete this page.

Project group

Select the project group to list its projects and descriptions. Leave blank if you are selecting a range of project groups.

From project group

Select a project group to use as the beginning of a range of project groups to list its projects. Leave blank if you are selecting a specific project group.

To project group

Select an ending project group only if you are selecting a range of project groups. Leave blank if you are selecting a specific project group.

How do I…

Submit the report for printing	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Notes

Chapter 11 Working with Budget Policies and Budgets

11

Budgeting levels are assigned on the project header, but budget amounts are specified using *Work with budgets*.

The chapter consists of the following topics:

Topic	Page
Defining budget policies	11-2
Displaying budget policies	11-6
Defining and displaying budgets	11-8
Printing budgets	11-46

Defining budget policies

Overview

Use *Work with budget policies* to establish a grouping of budget validation controls that you can assign to a project for various transactions. This eliminates the need to redefine them for each project.

These controls determine the percentage at which the project's committed and actual dollars are checked against the approved budget amount for these transactions:

- Purchase orders
- Invoices
- Labor costs
- Inventory costs
- Miscellaneous costs

Use the menu path below.

- Infinium PA
- *Policies*
  - *Work with budget policies* [WWBP]

Specifying budget policy with which to work

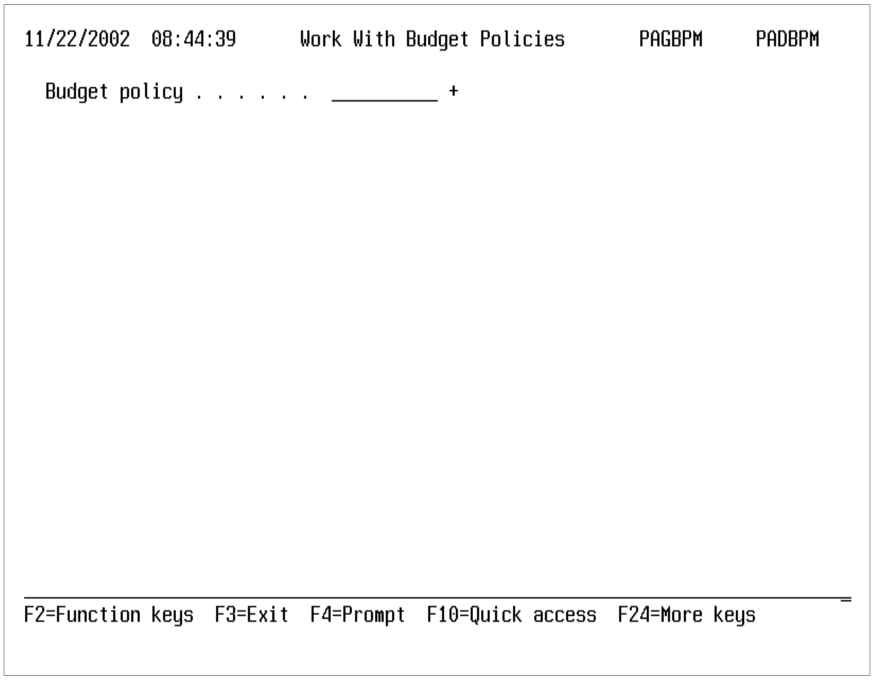


Figure 11-1: Work With Budget Policies prompt page

On the Work With Budget Policies prompt page you can type the name of a new budget policy or select an existing policy with which to work.

Use the information below to complete this page.

Budget policy

Select an existing budget policy to update its description and transaction controls. Create a new budget policy by typing a unique budget policy identifier.

How do I…

Create a budget policy	Type a unique budget policy identifier and press Enter.
Update an existing budget policy’s transaction validation controls	Select the budget policy and press Enter.
Exit	Press F3.

Defining a budget policy

To access the page described below, specify a budget policy and press Enter on the Work With Budget Policies prompt page shown in Figure 11-1.

```
11/22/2002  08:45:22      Work With Budget Policies       PAGBPM     PADBPM

  Budget policy . . . . . :  90%WARNING
  Description . . . . . . .  Issue Warning at 90% of Budget

Purchase order transactions
  PO  validation percentage . . . . . . .   90.00
  Restrict=1, Warning=2 . . . . . . . . .  2
Invoice transactions
  Invoice validation percentage . . . . .   90.00
  Restrict=1, Warning=2 . . . . . . . . .  2
Labor transactions
  Labor validation percentage . . . . . .   90.00
  Restrict=1, Warning=2 . . . . . . . . .  2
Inventory transactions
  Inventory validation percentage . . . .   90.00
  Restrict=1, Warning=2 . . . . . . . . .  2
Miscellaneous transactions
  Miscellaneous validation percentage . .   90.00
  Restrict=1, Warning=2 . . . . . . . . .  2

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 11-2: Work With Budget Policies definition page

On the Work With Budget Policies definition page you can provide a description and define the transaction controls for a new budget policy. You can update the description and transaction controls for an existing budget policy and you can delete a budget policy if it is not being used on a project.

Use the information below to complete this page.

Description

Type a meaningful description of the budget policy.

Restriction or Warning

For each of the transaction validation percentages you define on this page, you must specify whether the user is restricted from continuing if the percentage is exceeded or is warned that the percentage has been exceeded but can continue.

Type **1** to prevent entry of a transaction that exceeds the approved budget by the specified percentage.

Type **2** to issue a warning when a transaction exceeds the approved budget by the specified percentage. Once the warning is displayed, the user can continue to enter transactions.

Validation percentage

Type the percentage used to check the project's committed and actual dollars against the approved budget amount for transactions. Budget percentages cannot be equal to zero.

These percentages can be defined for:

- Purchase order transactions
- Invoice transactions
- Labor transactions
- Inventory transactions
- Miscellaneous transactions

A project's committed amount consists of all processed purchase orders referencing that project. A project's current approved budget amount is the last total project budget approved for the project.

To validate a transaction amount, the total actuals, the total committed amount and the current transaction are added. This sum is divided by the budget amount, which is then multiplied by 100%. If this percentage is equal to or greater than the validation percentage, an error condition exists and a restriction or warning is displayed for the transaction.

How do I…

Define a new budget policy's description and transaction validation controls	Complete the information on this page and press Enter.
Update an existing budget policy's transaction controls	Change the budget policy's transaction validation controls as necessary and press Enter.
Delete a budget policy	**1** Press F22. **2** Press F22 again to confirm the deletion or press F12 to cancel.

Displaying budget policies

Overview

Use *Display budget policies* to view detail information for budget policies defined in Infinium PA.

Use the menu path below.

- Infinium PA
- *Policies*
  - *Display budget policies* [DBP]

Specifying budget policies to display

```
11/22/2002  09:50:43       Display Budget Policies        PAGBPD     PADBPD

 Locate budget policy  __________
 Search for . . . . .  _______________      Enter known words or characters

 Type options and press Enter. 8=Display

Opt    Policy       Description

 _     100%FATAL       Issue fatal Error at 100%
 _     100%WARNIG      Warning at 100% of budget
 _     90%WARNING      Issue Warning at 90% of Budget

                                                                      Bottom

F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys
```

Figure 11-3: Display Budget Policies prompt page

On the Display Budget Policies prompt page, you can select the budget policy whose information you want to view.

How do I…

Display the most current list of budget policies	Press F5.
Find a budget policy	Type a full or partial budget policy identifier in *Locate budget policy* and press Enter. This repositions the list to start with that budget policy.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a budget policy and display its information	Type **8** in *Opt* next to the budget policy and press Enter.
Select multiple budget policies whose information you want to view	Type **8** in *Opt* next to each budget policy and press Enter.
Exit	Press F3.

Viewing budget policy information

To access the page described below, select a budget policy with **8** and press Enter on the Display Budget Policies prompt page shown in Figure 11-3.

The Display Budget Policies information page is similar to the Work With Budget Policies definition page shown in Figure 11-2 except you cannot update the information. On the Display Budget Policies information page, you can view all of the information for the selected budget policy that was defined using *Work with budget policies*.

How do I…

Display information for each selected budget policy	Press Enter to view information for each selected budget policy. Once all selected budget policies have been displayed, the prompt page is displayed.

Defining and displaying budgets

Overview

Use *Work with budgets* to enter budget amounts for an existing project, activity, and cost codes that have been established in *Work with project header* and *Work with activities/cost codes*.

You can also use *Work with budgets* to approve budget amounts. In order to approve budget amounts, the approver's security controls must be established as a budget approver.

The budget level specified on the project header determines which pages are displayed in *Work with budgets*. Budgeting levels include:

- Project - P
- Project/activity - PA
- Project/activity/cost code - PAC
- Project/cost code - PC
- Project/period - PP
- Project/activity/period - PAP
- Project/activity/cost code/period - PACP
- Project/cost code/period - PCP

NB indicates that there is no budget.

Period budgets (PP, PAP, PACP, and PCP) are stored in a project/activity/cost code/year/period file because a project can spread over multiple years.

A budget's annual amount can be spread over 12 or 13 periods and the 13th period can be an adjustment period or a budgeting period. The project calendar specified on the project header determines if an annual amount is spread over 12 or 13 periods.

Transactions are not validated at the period level. Validation takes place at the next highest level.

For example:

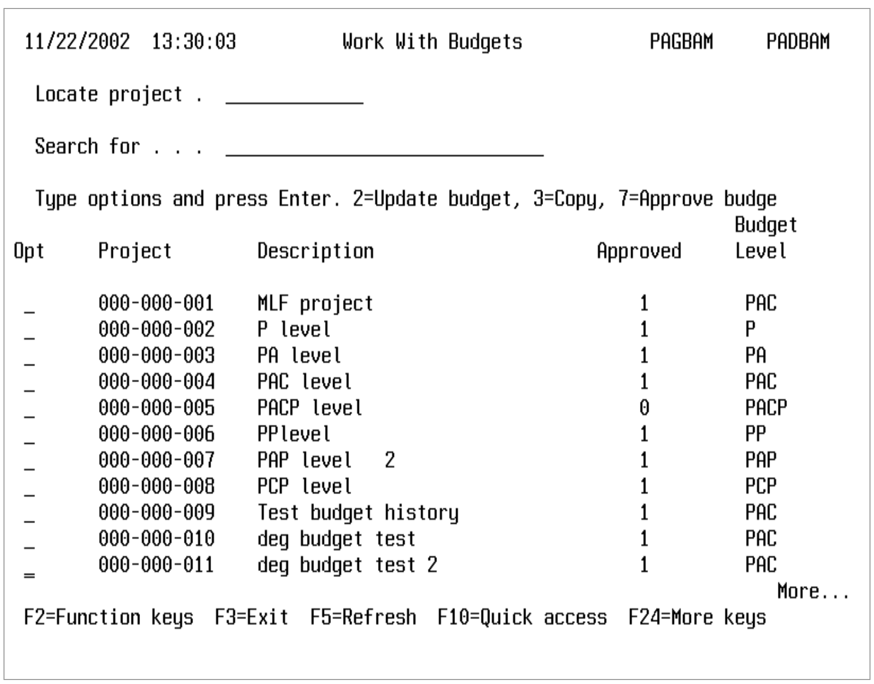
- If the budget level is PP, the project amount for the period totals is validated when the transaction is processed.
- If the budget level is PACP, the budget level for validation is PAC.
- If the budget level is PA, budget amount fields are available at the project/activity level.

Use *Display budgets* to view budget information defined in *Work with budgets*.

Use the menu path below.

- Infinium PA
- *Budgets*
  - *Work with budgets* [WWB]
  - *Display budgets* [DB]

Specifying budget with which to work



```
11/22/2002  13:30:03          Work With Budgets           PAGBAM     PADBAM

 Locate project .  ____________

 Search for . . .  ____________________________

 Type options and press Enter. 2=Update budget, 3=Copy, 7=Approve budge
                                                                 Budget
Opt     Project        Description                   Approved     Level

 _      000-000-001    MLF project                       1         PAC
 _      000-000-002    P level                           1         P
 _      000-000-003    PA level                          1         PA
 _      000-000-004    PAC level                         1         PAC
 _      000-000-005    PACP level                        0         PACP
 _      000-000-006    PPlevel                           1         PP
 _      000-000-007    PAP level   2                     1         PAP
 _      000-000-008    PCP level                         1         PCP
 _      000-000-009    Test budget history               1         PAC
 _      000-000-010    deg budget test                   1         PAC
 _      000-000-011    deg budget test 2                 1         PAC
 =                                                                    More...
 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 11-4: Work With Budgets prompt page

On the Work With Budgets prompt page, you can select a project to update, copy, or approve a budget.

You can:

- Update a project budget

  Once the budget level on the project header is determined, the project budget page, activity budget page, or cost code budget page is displayed.

- Copy a project budget to another project with same budget level defined on the project header

  When copying a budget, amounts are copied to activities and cost codes that already exist in the project to which you are copying the budget information. The copy routine does not create activities and cost codes if they do not exist.

- Approve a project budget

  When you approve a budget, the working budget amount is updated to the current budget for all activities and cost codes within the project and the previous current budget is updated to the history file.

- Display budget information

  When you display information, some actions in the "How do I…" section may not be available.

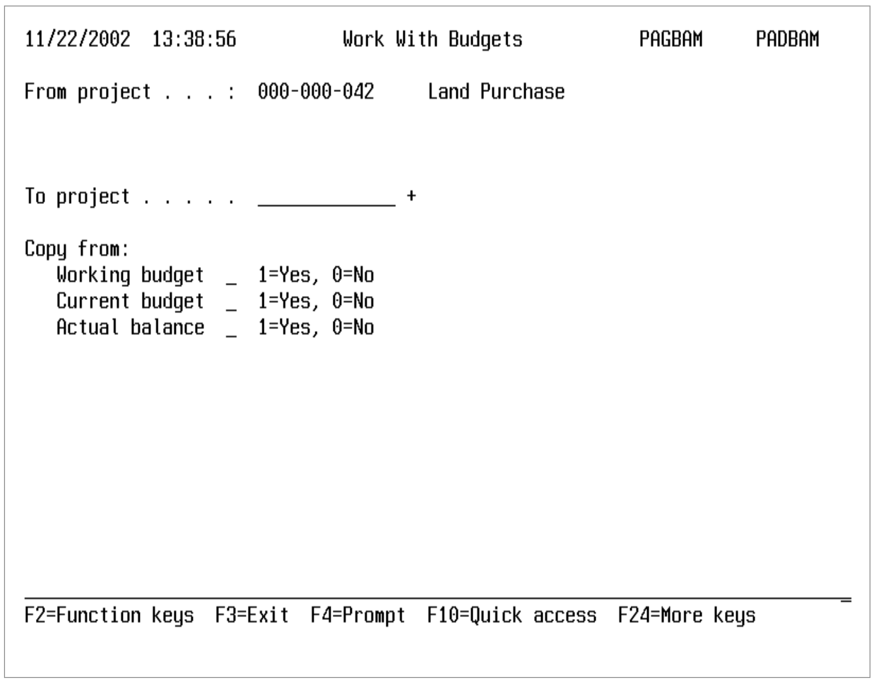
How do I…

Display the most current list of projects	Press F5.
Find a budget	Type a full or partial budget identifier in *Locate budget* and press Enter. This repositions the list to start with that budget.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a project to enter or update budget information	Type **2** in *Opt* next to the project and press Enter.
Copy a budget from one project to another project	Type **3** in *Opt* next to the project and press Enter.
Approve a budget	Type **7** in *Opt* next to the project and press Enter.

How do I…	
Display a budget	Type **8** in *Opt* next to the project and press Enter.
Exit	Press F3.

Copying budgets

To access the page described below, select a budget with **3** and press Enter on Work With Budgets prompt page shown in Figure 11-4.



```
11/22/2002  13:38:56          Work With Budgets          PAGBAM     PADBAM

From project . . . :  000-000-042     Land Purchase



To project . . . . .  _____________ +

Copy from:
   Working budget  _  1=Yes, 0=No
   Current budget  _  1=Yes, 0=No
   Actual balance  _  1=Yes, 0=No









F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 11-5: Work With Budgets copy page

On the Work With Budgets copy page, you can select the project whose budget you are copying. You must also specify whether you are copying from a working budget, the current budget, or from the actual balance.

Use the information below to complete this page.

To project

Select the project to which you are going to copy a budget. The project mask for the copy-from and copy-to budgets must be the same.

Copy from

Specify yes to copy from a working budget, a current budget, or an actual balance. Specify no if you are not copying amounts from a working budget, a current budget, or an actual balance.

How do I…

Identify the project to which you are copying and the type of budget or balance you are copying	Complete the information on this page and press Enter.

Working with project level budgets

To access the page described below, select a project budget with **2** and press Enter on the Work With Budgets prompt page shown in Figure 11-4.

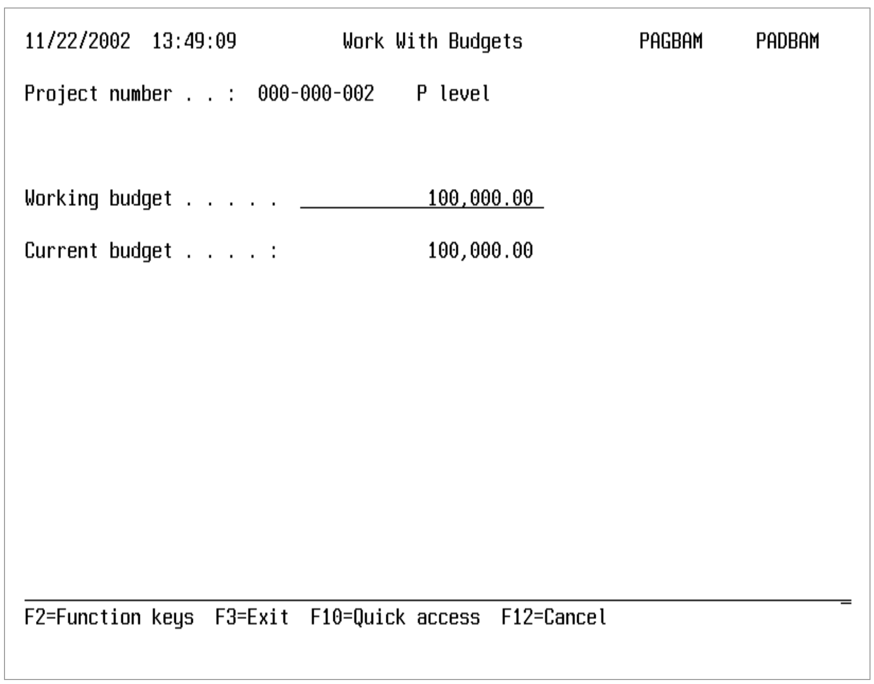


Figure 11-6: Work With Budgets project budgets page

On the Work With Budgets project budget page, you can specify a working budget amount if budgeting on the project header is set to the project level (P). The working budget amount is updated to the current budget when the budget is approved.

To ensure that the working budget amount is updated properly before you approve the budget, press Enter after you type a value in *Working budget*.

On the Display Budgets project budget page, you can view the working and current budget amounts. When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Working budget

Type the new budget amount. The working budget is a submitted budget amount that has not been approved. Once it has been approved, it becomes the current budget amount.

To ensure that the working budget amount is updated properly before you approve the budget, press Enter after you type a value in *Working budget*.

Current budget

This amount is the total budget amount that is presently approved for a project.

How do I…

Define a project level budget	Type an amount in *Working budget* and press Enter.
Update a project level budget amount	Change the amount in *Working budget* and press Enter.
Return to the options page	Press F12.

Working with project/activity level budgets

To access the page described below, select a project activity budget with **2** and press Enter on the Work With Budgets prompt page shown in Figure 11-4.

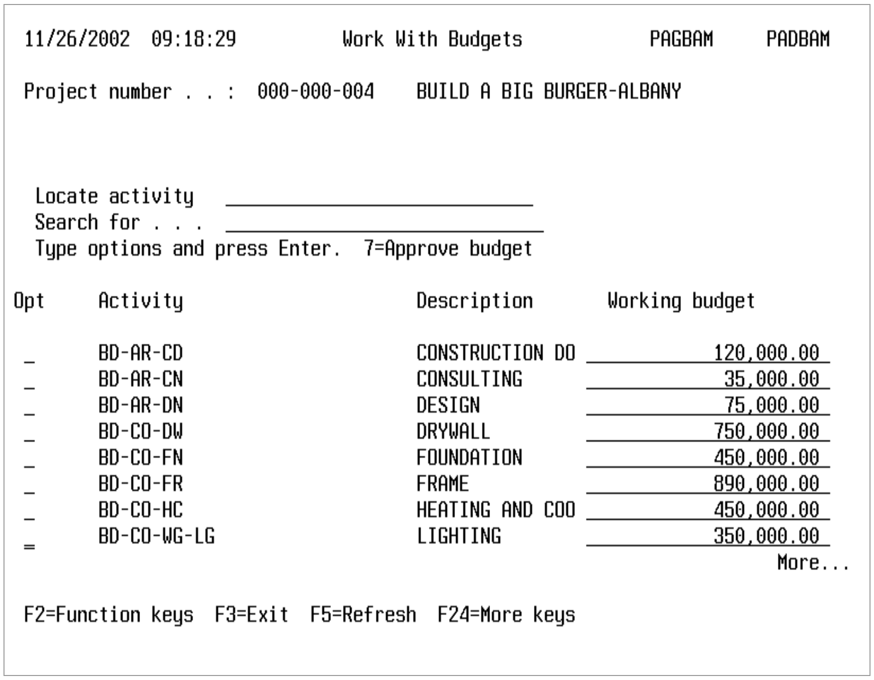


Figure 11-7: Work With Budgets project activity budgets page

On the Work With Budgets project activity budgets page, you can enter the working budget for each activity or approve each budget. If budgeting on the project header is set to the activity level (PA), only activities whose budget level flag is **Yes** are displayed.

If you do not want to approve an entire project, you can approve an activity's budget. When you approve the budget for an activity, the working budget amount is updated to the current budget, and the previous current budget amount is moved to a history file.

To ensure that the working budget amount is updated properly before you approve the budget, press Enter after you type a value in *Working budget*.

On the Display Budgets project activity budget page, you can view the working budget for each activity on this page. When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Working budget

Type the new budget amount. The working budget is a submitted budget amount that has not been approved.

To ensure that the working budget amount is updated properly before you approve the budget, press Enter after you type a value in *Working budget*.

How do I…	
Display the most current list of the project’s activities	Press F5.
Display the current budget amount for the activity	Press F6.
Define a project activity’s budget amount	Type an amount in *Working budget* and press Enter.
Update a project activity’s budget amount	Change the amount in *Working budget* and press Enter.
Find an activity	Type a full or partial activity identifier in *Locate activity* and press Enter. This repositions the list to start with that activity.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Approve a project activity’s budget	Type **7** in *Opt* next to the activity and press Enter.
Return to the options page	Press F12.

Working with project/activity/cost code level budgets

To access the page described below, select a project/activity/cost code budget with **2** and press Enter on the Work With Budgets prompt page shown in Figure 11-4.

```
 11/26/2002  10:07:28         Work With Budgets          PAGBAM     PADBAM

 Project number . . :  000-000-001    BUILD A BIG BURGER-YARMOUTH



  Locate activity    _____________________________
  Search for . . .   ______________________________
  Type options and press Enter.  2=Update budget, 7=Approve budget

Opt     Activity                      Description       Approved

 _      BD-AR-CD                      CONSTRUCTION DO      1
 _      BD-AR-CN                      CONSULTING           1
 _      BD-AR-DN                      DESIGN               1
 _      BD-CO-DW                      DRYWALL              1
 _      BD-CO-FN                      FOUNDATION           1
 _      BD-CO-FR                      FRAME                1
 _      BD-CO-HC                      HEATING AND COO      1
 _      BD-CO-WG-LG                   LIGHTING             1
 =      BD-FR                         FURNITURE            0
                                                                       More...
 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 11-8: Work With Budgets project activities page

On the Work With Budgets project activities page, you can select an activity to approve its budget or to budget it by cost code. If budgeting on the project header is set to project/activity/cost code (PAC), a list of activities whose budget level flag is **Yes** is displayed.

If you do not want to approve an entire project, you can approve an activity's budget. When you approve the budget for an activity, the working budget amount is updated to the current budget, and the previous current budget amount is moved to a history file.

On the Display Budgets project activities page, you can view the activities or you can select an activity to view its cost codes. When you display information, some actions in the "How do I…" section may not be available.

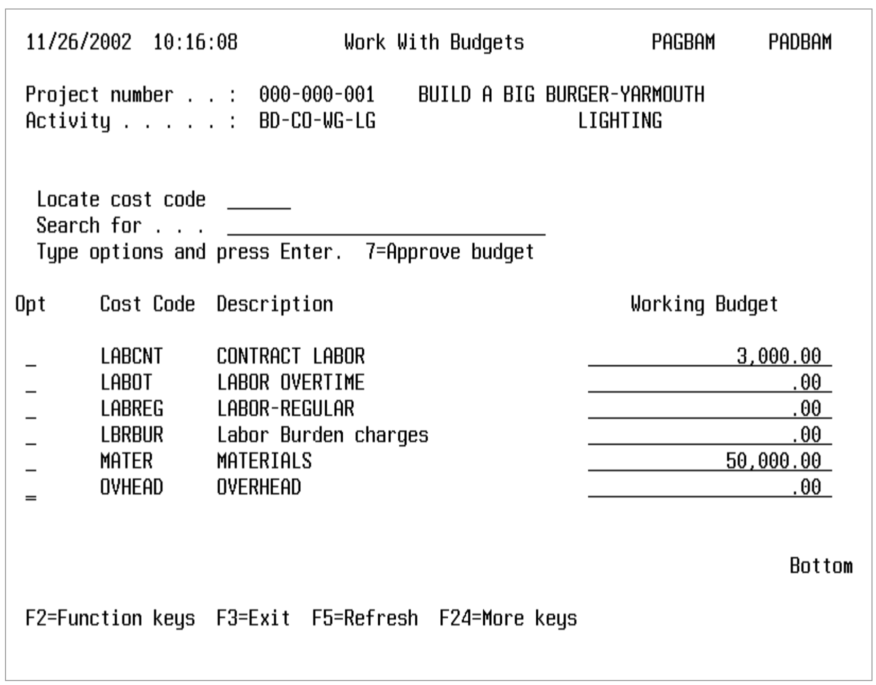
How do I…

Display the most current list of the project's activities	Press F5.
Find an activity	Type a full or partial activity identifier in *Locate activity* and press Enter. This repositions the list to start with that activity.

How do I…

Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Update a budget	Type **2** in *Opt* next to the budget and press Enter.
Approve a budget	Type **7** in *Opt* next to the budget and press Enter.
Select an activity and view its cost codes	Type **8** in *Opt* next to the activity and press Enter.
Return to the prompt page	Press F12.

To access the page described below, select an activity with **2** and press Enter on the Work With Budgets project activities page shown in Figure 11-8.



```
11/26/2002  10:16:08          Work With Budgets           PAGBAM     PADBAM

Project number . . :  000-000-001    BUILD A BIG BURGER-YARMOUTH
Activity . . . . . :  BD-CO-WG-LG                   LIGHTING


 Locate cost code  ______
 Search for . . .  ______________________________
 Type options and press Enter.   7=Approve budget

Opt     Cost Code  Description                            Working Budget

 _      LABCNT     CONTRACT LABOR                            3,000.00
 _      LABOT      LABOR OVERTIME                                 .00
 _      LABREG     LABOR-REGULAR                                  .00
 _      LBRBUR     Labor Burden charges                           .00
 _      MATER      MATERIALS                                50,000.00
 _      OVHEAD     OVERHEAD                                       .00


                                                                   Bottom

F2=Function keys  F3=Exit  F5=Refresh  F24=More keys
```

Figure 11-9: Work With Budgets cost codes page

On the Work With Budgets cost codes page, a listing of cost codes that are associated with a project is displayed. You can enter, update, or approve a working budget by cost codes.

If you do not want to approve the entire project, you can approve the budget for a cost code. When you approve the budget by cost code, the working budget amount is updated to the current budget field, and the previous current budget amount is moved to a history file.

To ensure that the working budget amount is updated properly before you approve the budget, press Enter after you type a value in *Working budget*.

On the Display Budgets cost codes page, you can view the cost codes associated with a project activity. When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Working budget

Type the new budget amount. The working budget is a submitted budget amount that has not been approved.

To ensure that the working budget amount is updated properly before you approve the budget, press Enter after you type a value in *Working budget*.

How do I…

Display the most current list of the project's cost codes	Press F5.
Display the current budget amount for the project's cost codes	Press F6.
Enter or update a working budget for the project by cost code	Type the budget amount in *Working budget* and press Enter.
Find a cost code	Type a full or partial cost code identifier in *Locate cost code* and press Enter. This repositions the list to start with that cost code.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Approve a budget	Type **7** in *Opt* next to the cost code and press Enter.
Return to the previous page	Press F12.

Working with project/cost code level budgets

To access the page described below, select a project/cost code budget with **2** and press Enter on the Work With Budgets prompt page shown in Figure 11-4.

```
 11/26/2002  13:46:02          Work With Budgets           PAGBAM     PADBAM

 Project number . . :  000-000-031    PC Budget level



  Locate cost code  ______
  Search for . . .  ______________________________
  Type options and press Enter.  7=Approve budget

Opt     Cost Code  Description                                Working Budget

 _      6000       Admin Labor                           ______________15,000.00
 _      6001       Engineering Labor                     _____________250,000.00
 _      6002       Contract labor                        ______________15,000.00
 _      6003       Project management labor              _____________100,000.00
 _      7000       Labor Burden charges                  _________________700.00
 _      7500       Travel                                ____________________.00
 _      7600       Permits and Fees                      ____________________.00
 _      8200       Materials                             ____________________.00
                                                                        More...

 F2=Function keys  F3=Exit  F5=Refresh  F24=More keys
```

Figure 11-10: Work With Budgets cost codes page

On the Work With Budgets cost codes page, a listing of cost codes that are associated with a project is displayed. You can enter, update, or approve a working budget by cost codes.

This page is displayed if you are working with:

- Project/activity/cost code budgets

  If budgeting on the project header is set to project/activity/cost code (PAC), the selected activity is displayed under the project and a list of the cost codes associated with that activity is displayed.

- Project/cost code budgets

  If budgeting on the project header is set to project/cost code (PC), all cost codes in the project are displayed. Because cost codes are only linked to activities and not to projects directly, all activities are looked at for all possible cost codes and all of those cost codes for all of those activities are displayed.

If you do not want to approve the entire project, you can approve the budget by cost code. When you approve the budget by cost code, the working budget amount is updated to the current budget field, and the previous current budget amount is moved to a history file.

To ensure that the working budget amount is updated properly before you approve the budget, press Enter after you type a value in *Working budget*.

On the Display Budgets cost code page, you can view a listing of cost codes that are associated with a project. When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Working budget

Type the new budget amount. The working budget is a submitted budget amount that has not been approved.

To ensure that the working budget amount is updated properly before you approve the budget, press Enter after you type a value in *Working budget*.

How do I…

Display the most current list of the project's cost codes	Press F5.
Display the current budget amount for the project's cost codes	Press F6.
Enter or update a working budget for the project by cost code	Type the budget amount in *Working budget* and press Enter.
Find a cost code	Type a full or partial cost code identifier in *Locate cost code* and press Enter. This repositions the list to start with that cost code.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Approve a budget	Type **7** in *Opt* next to the cost code and press Enter.
Return to the previous page	Press F12.

Working with project/period level budgets

To access the page described below, select a project/period budget with **2** and press Enter on the Work With Budgets prompt page shown in Figure 11-4.

```
11/26/2002  13:52:42          Work With Budgets           PAGPBM     PADPBM

Project number . . :  000-000-006    PPlevel


 Locate year        ____

 Type options and press Enter. 2=Update periods, 7=Approve budget

Opt      Year             Working Budget               Current Budget

 _       2001                153,000.00                   153,000.00






                                                                   Bottom
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 11-11: Work With Budgets select year page

On the Work With Budgets select year page, you can create a new year for period budgeting, approve a working budget for a selected year, or select a year whose annual amount and period budgets you want to update.

Because a project could last over multiple years, you must specify a year and period for the time you are budgeting. This page is displayed if you are working with:

- Project/period level budgets

  Budgeting on the project header is set to project/period (PP).

- Project/activity/period budgets

  Budgeting on the project header is set to project/activity/period (PAP) and an activity to budget has been selected.

- Project/activity/cost code/period budgets

  Budgeting on the project header is set to project/activity/cost code/period (PACP) and an activity and a cost code to budget have been selected.

- Project/cost code/period budgets

  Budgeting on the project header is set to project/cost code/period (PCP) and a cost code to budget has been selected.

On the Display Budgets select year page, you can view the working and current budget amounts for a year or select a year to view its annual amount and period budgets. When you display information, some actions in the "How do I…" section may not be available.

How do I…

Display the most current list of years	Press F5.
Create a year	Press F6.
Find a year	Type a full or partial year in *Locate year* and press Enter. This repositions the list to start with that year.
Select a year to update its annual amount or to update its period working budgets	Type **2** in *Opt* next to the year and press Enter.
Approve a budget	Type **7** in *Opt* next to the year and press Enter.
Select a year to view its annual amount and period working budgets	Type **8** in *Opt* next to the year and press Enter.

To access the page described below, select a year with **2** and press Enter on the Work With Budgets select a year page shown in Figure 11-11.

```
12/02/2002  09:14:33         Work With Budgets           PAGPBM     PADPBM

Project number . . :  000-000-006    PPlevel


Year . . . . . . .  2001
Annual amount  . .  ____________153,000.00_











F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 11-12: Work With Budgets budget year and annual amount page

On the Work With Budgets budget year and annual amount page, you can enter a new budget year and an annual amount or change the annual amount of an existing year. This page is displayed for all period budgets.

On the Display Budgets budget year and annual amount page, you can view the budget year and annual amount or change the annual amount of an existing year. This page is displayed for all period budgets.

When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Year

Type a new budget year. If you selected an existing year, that year is displayed.

Annual amount

Type an annual budget amount for a new budget year or change the annual budget amount for an existing year. When you press Enter, the amount is spread evenly over the 12 or 13 periods used for budgeting.

You can leave *Annual amount* blank and enter each period amount on the next page. You can type an annual amount on this page and change period amounts on the next page. After you press Enter, the annual amount is updated accordingly.

How do I…

Define a new budget year and its annual budget amount	Complete the information on this page and press Enter. You can leave *Annual amount* blank to define budget amounts for individual periods on the next page rather than have the annual amount spread evenly over the budget periods.
Update a selected year's annual budget amount	Change the annual amount and press Enter.

To access the page described below, press Enter on the Work With Budgets budget year and annual amount page shown in Figure 11-12.

```
12/02/2002  09:35:54         Work With Budgets          PAGPBM     PADPBM

Project number . . :  000-000-006    PPlevel


Year . . . . . . :  2001
Annual amount  . :              153,000.00
   Period            Working Budget              Current Budget
     01       ______________12,750.00_                 12,750.00
     02       ______________12,750.00_                 12,750.00
     03       ______________12,750.00_                 12,750.00
     04       ______________12,750.00_                 12,750.00
     05       ______________12,750.00_                 12,750.00
     06       ______________12,750.00_                 12,750.00
     07       ______________12,750.00_                 12,750.00
     08       ______________12,750.00_                 12,750.00
     09       ______________12,750.00_                 12,750.00
     10       ______________12,750.00_                 12,750.00
     11       ______________12,750.00_                 12,750.00
     12       ______________12,750.00_                 12,750.00


F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 11-13: Work With Budgets working budgets for periods page

On the Work With Budgets working budgets for periods page, you can enter, update, or view a working budget for a period. This page is provided for all period budgets.

When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Working budget

Type each period's budget amount or change the budget amount for any period. The working budget is a submitted budget amount that has not been approved, but once it has been approved, it becomes the current budget amount.

How do I…

Define each period's budget amount	Complete the information on this page and press Enter. If you typed a value in *Annual amount*, you can change any or all of the period working budget amounts.
Update period budget amounts	Change the period working budget amounts and press Enter.

Working with project/activity/period level budgets

To access the page described below, select a project/activity/period budget with **2** and press Enter on the Work With Budgets prompt page shown in Figure 11-4.

```
12/02/2002  09:46:06          Work With Budgets           PAGPBM     PADPBM

Project number . . :  000-000-007    PAP level   2



 Locate activity    _____________________________
 Search for . . .   ______________________________
 Type options and press Enter. 1=Select activity,  7=Approve budget

Opt     Activity                      Description       Approved

 _      BLDG-ARCH-CONS                Construction Do       1
 _      BLDG-ARCH-DESG                Design phase          0
 _      BLDG-CONS-FOUN                Foundation            0
 _      BLDG-CONS-FRAM                Framing               0
 _      BLDG-CONS-WIRG                Wiring                0




 _                                                                      Bottom
 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 11-14: Work With Budgets activity selection page

On the Work With Budgets activity selection page, you can select a project's activity for period budgeting and you can approve a budget.

This page is displayed if you are working with:

- Project/activity/period budgets

  Budgeting on the project header is set to project/activity/period (PAP) and an activity to budget has been selected.

- Project/activity/cost code/period budgets

  Budgeting on the project header is set to project/activity/cost code/period (PACP) and an activity and a cost code to budget have been selected.

When you display information, some actions in the "How do I…" section may not be available.

How do I…

Display the most current list of activities	Press F5.

How do I…

Find an activity	Type a full or partial activity identifier in *Locate activity* and press Enter. This repositions the list to start with that activity.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select an activity to enter or update its period budget amounts	Type **1** in *Opt* next to the activity and press Enter.
Approve a budget	Type **7** in *Opt* next to the activity and press Enter.

To access the page described below, select an activity with **1** and press Enter on the Work With Budgets activity selection page shown in Figure 11-14.

```
 12/02/2002  09:48:38          Work With Budgets           PAGPBM     PADPBM

 Project number . . :  000-000-007    PAP level   2
 Activity . . . . . :  BLDG-ARCH-CONS                Construction Documents


  Locate year        ____

  Type options and press Enter. 2=Update periods, 7=Approve budget

Opt     Year             Working Budget              Current Budget

 _      2001              3,223,333.34                3,223,333.34








                                                                        Bottom
 F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 11-15: Work With Budgets select year page

On the Work With Budgets select year page, you can create a new budget year for period budgeting, approve a working budget for a selected year, and select a year whose annual amount and period budgets you want to update.

Because a project could last over multiple years, you must specify a year and period for the time being budgeted. This page is displayed if you are working with:

- Project/period level budgets

  Budgeting on the project header is set to project/period (PP).

- Project/activity/period budget

  Budgeting on the project header is set to project/activity/period (PAP) and an activity to budget has been selected.

- Project/activity/cost code/period budget

  Budgeting on the project header is set to project/activity/cost code/period (PACP) and an activity and a cost code to budget have been selected.

- Project/cost code/period budgets

  Budgeting on the project header is set to project/cost code/period (PCP) and a cost code to budget has been selected.

When you display information, some actions in the "How do I…" section may not be available.

How do I…

Display the most current list of years	Press F5.
Create a year	Press F6.
Find a year	Type a full or partial year in *Locate year* and press Enter. This repositions the list to start with that year.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a year to update its annual amount or to update its period working budgets	Type **2** in *Opt* next to the year and press Enter.
Approve a budget	Type **7** in *Opt* next to the year and press Enter.

To access the page described below, select a year with **2** and press Enter on the Work With Budgets select year page shown in Figure 11-15.

```
12/02/2002  13:42:50         Work With Budgets          PAGPBM     PADPBM

Project number . . :  000-000-029    PAP Budget level
Activity . . . . . :  AAAA-ARCH-CONS                Construction Documents

Year . . . . . . .  2002
Annual amount  . .  ____________350,000.00_



















F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 11-16: Work With Budgets budget year and annual amount page

On the Work With Budgets budget year and annual amount page, you can enter a new budget year and an annual amount, change the annual amount of an existing year, or view budget information.

This page is displayed for all period budgets. When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Year

Type a new budget year. If you selected an existing year, that year is displayed.

Annual amount

Type an annual budget amount for a new budget year or change the annual budget amount for an existing year. When you press Enter, the amount is spread evenly over the 12 or 13 periods used for budgeting.

You can leave *Annual amount* blank and enter each period amount on the next page. You can type an annual amount on this page and change period amounts on the next page. After you press Enter, the annual amount is updated accordingly.

How do I…

Define a new year and its annual budget amount	Complete the information on this page and press Enter. You can leave *Annual amount* blank to define budget amounts for individual periods on the next page rather than have the annual amount spread evenly over the budget periods.
Update a selected year’s annual budget amount	Change the annual amount and press Enter.

To access the page described below, press Enter on the Work With Budgets budget year and annual amount page shown in Figure 11-16.

```
12/02/2002  14:03:02          Work With Budgets          PAGPBM     PADPBM

Project number . . :  000-000-029    PAP Budget level
Activity . . . . . :  AAAA-ARCH-CONS                Construction Documents

Year . . . . . . :  2002
Annual amount  . :              350,000.00
   Period            Working Budget             Current Budget
     01          _____________29,166.66              29,166.66
     02          _____________29,166.67              29,166.67
     03          _____________29,166.66              29,166.66
     04          _____________29,166.67              29,166.67
     05          _____________29,166.67              29,166.67
     06          _____________29,166.66              29,166.66
     07          _____________29,166.67              29,166.67
     08          _____________29,166.67              29,166.67
     09          _____________29,166.66              29,166.66
     10          _____________29,166.67              29,166.67
     11          _____________29,166.67              29,166.67
     12          _____________29,166.67              29,166.67


F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 11-17: Work With Budgets budget year and annual amount page

On the Work With Budgets period working budgets page, you can enter, update, or view a working budget for a period. This page is provided for all period budgets.

When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Working budget

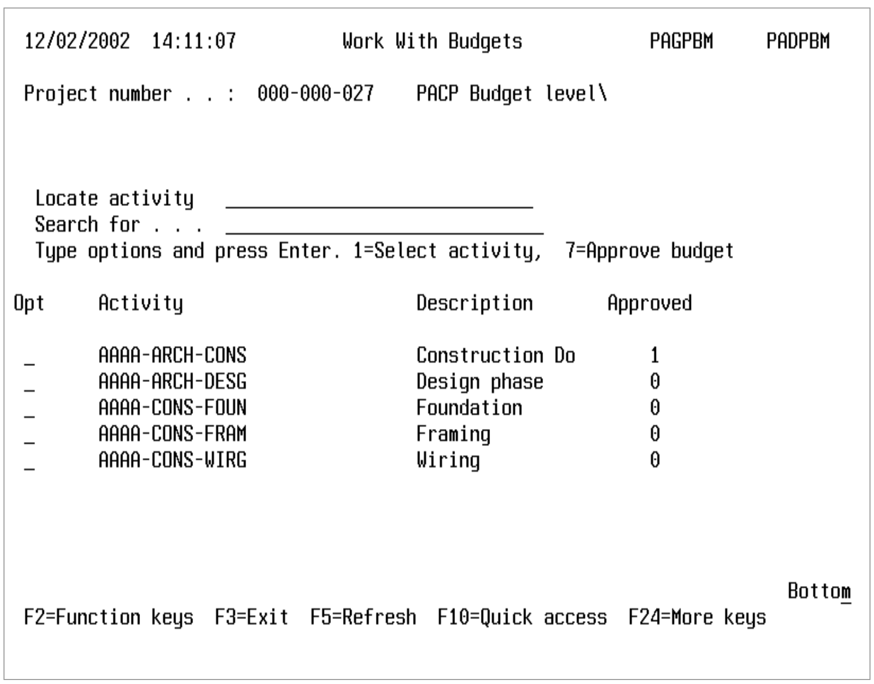
Type each period's budget amount or change the budget amount for any period. The working budget is a submitted budget amount that has not been approved, but once it has been approved, it becomes the current budget amount.

How do I…

Define each period's budget amount	Complete the information on this page and press Enter. If you typed a value in *Annual amount*, you can change any or all of the period working budget amounts.
Update period budget amounts	Change the period working budget amounts and press Enter.

Working with project/activity/cost code/period level budgets

To access the page described below, select a project/activity/cost code/period budget with **2** and press Enter on the Work With Budgets prompt page shown in Figure 11-4.



```
12/02/2002  14:11:07          Work With Budgets           PAGPBM     PADPBM

Project number . . :  000-000-027    PACP Budget level\



 Locate activity     _____________________________
 Search for . . .    ______________________________
 Type options and press Enter. 1=Select activity,  7=Approve budget

Opt     Activity                     Description       Approved

 _      AAAA-ARCH-CONS               Construction Do       1
 _      AAAA-ARCH-DESG               Design phase          0
 _      AAAA-CONS-FOUN               Foundation            0
 _      AAAA-CONS-FRAM               Framing               0
 _      AAAA-CONS-WIRG               Wiring                0




                                                                     Bottom
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 11-18: Work With Budgets activity selection page

On the Work With Budgets activity selection page, you can select a project's activity for period budgeting and you can approve a budget.

This page is displayed if you are working with:

- Project/activity/period budgets

  Budgeting on the project header is set to project/activity/period (PAP) and an activity to budget has been selected.

- Project/activity/cost code/period budgets

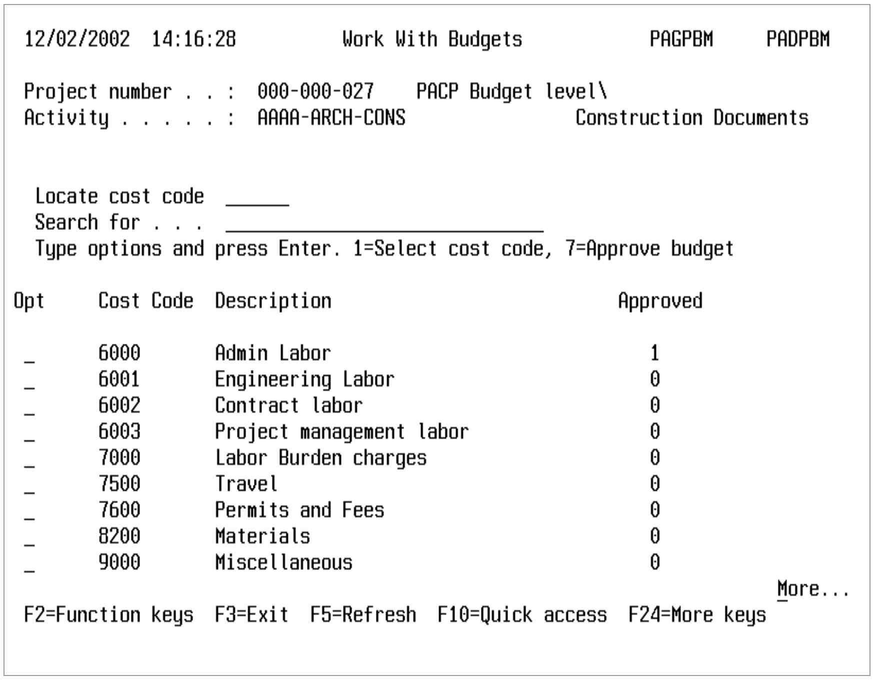
  Budgeting on the project header is set to project/activity/cost code/period (PACP) and an activity and a cost code to budget have been selected.

When you display information, some actions in the "How do I…" section may not be available.

How do I…

Display the most current list of activities	Press F5.
Find an activity	Type a full or partial activity identifier in *Locate activity* and press Enter. This repositions the list to start with that activity.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select an activity to enter or update its period budget amounts	Type **1** in *Opt* next to the activity and press Enter.
Approve a budget	Type **7** in *Opt* next to the activity and press Enter.

To access the page described below, select an activity with **1** and press Enter on the Work With Budgets activity selection page shown in Figure 11-18.



```
12/02/2002  14:16:28         Work With Budgets          PAGPBM     PADPBM

Project number . . :  000-000-027    PACP Budget level\
Activity . . . . . :  AAAA-ARCH-CONS                Construction Documents


 Locate cost code  _____
 Search for . . .  ______________________________
 Type options and press Enter. 1=Select cost code, 7=Approve budget

Opt     Cost Code  Description                          Approved

 _       6000       Admin Labor                          1
 _       6001       Engineering Labor                    0
 _       6002       Contract labor                       0
 _       6003       Project management labor             0
 _       7000       Labor Burden charges                 0
 _       7500       Travel                               0
 _       7600       Permits and Fees                     0
 _       8200       Materials                            0
 _       9000       Miscellaneous                        0
                                                                    More...
 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 11-19: Work With Budgets select cost code page

On the Work With Budgets select cost code page, you can select a cost code or approve a budget.

This page is displayed if you are working with:

- Project/activity/cost code/period budgets

  Budgeting on the project header is set to project/activity/cost code/period (PACP) and an activity and a cost code to budget have been selected.

- Project/cost code/period budgets

  Budgeting on the project header is set to project/cost code/period (PCP) and a cost code to budget has been selected.

When you display information, some actions in the "How do I…" section may not be available.

How do I…

Display the most current list of cost codes	Press F5.

How do I…	
Find a cost code	Type a full or partial cost code identifier in *Locate cost code* and press Enter. This repositions the list to start with that cost code.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a cost code to enter or update its period budget amounts	Type **1** in *Opt* next to the cost code and press Enter.
Approve a budget	Type **7** in *Opt* next to the cost code and press Enter.

To access the page described below, select a cost code with **1** and press Enter on the Work With Budgets select cost code page shown in Figure 11-19.

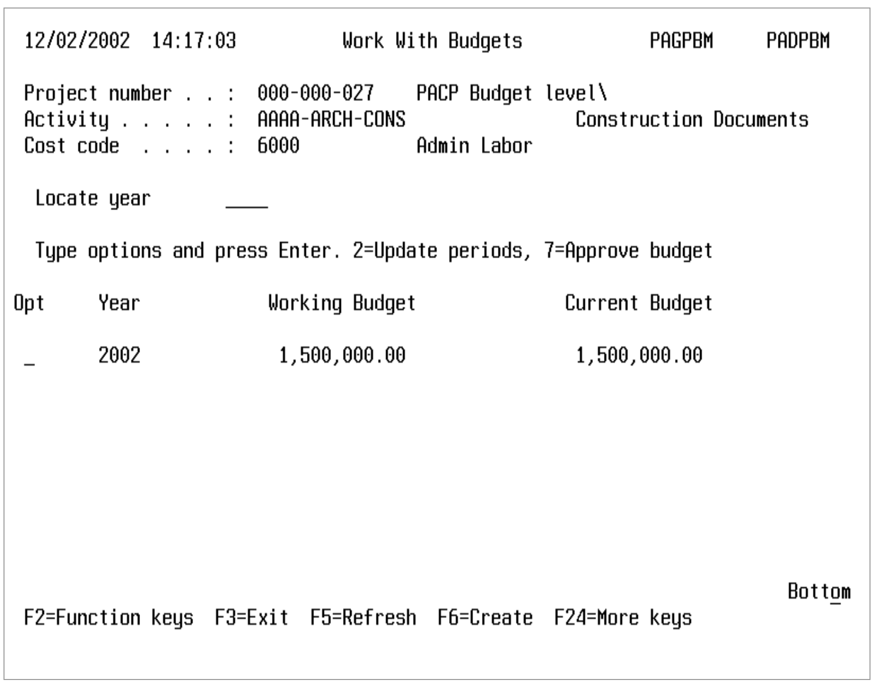


Figure 11-20: Work With Budgets select year page

On the Work With Budgets select year page, you can create a new year for period budgeting, approve a working budget for a selected year, select a year whose annual amount and period budgets you want to update, or view budget information.

Because a project could last over multiple years, you must specify a year and period for the time you are budgeting. This page is displayed if you are working with:

- Project/period level budgets

  Budgeting on the project header is set to project/period (PP).

- Project/activity/period budgets

  Budgeting on the project header is set to project/activity/period (PAP) and an activity to budget has been selected.

- Project/activity/cost code/period budgets

  Budgeting on the project header is set to project/activity/cost code/period (PACP) and an activity and a cost code to budget has been selected.

- Project/cost code/period budgets

  Budgeting on the project header is set to project/cost code/period (PCP) and a cost code to budget has been selected.

When you display information, some actions in the "How do I…" section may not be available.

How do I…

Display the most current list of years	Press F5.
Create a year	Press F6.
Find a year	Type a full or partial year in *Locate year* and press Enter. This repositions the list to start with that year.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a year to update its annual amount or to update period working budgets	Type **2** in *Opt* next to the year and press Enter.

How do I…

Approve a budget	Type **7** in *Opt* next to the year and press Enter.

To access the page described below, select a year with **2** and press Enter on the Work With Budgets select year page shown in Figure 11-20.

```
12/02/2002  14:17:29          Work With Budgets          PAGPBM     PADPBM

Project number . . :  000-000-027    PACP Budget level\
Activity . . . . . :  AAAA-ARCH-CONS                Construction Documents
Cost code  . . . . :  6000           Admin Labor
Year . . . . . . .  2002
Annual amount  . .  __________1,500,000.00_

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 11-21: Work With Budgets budget year and annual amount page

On the Work With Budgets budget year and annual amount page, you can enter a new budget year and an annual amount, change the annual amount of an existing year, or view budget information. This page is displayed for all period budgets.

When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Year

Type a new budget year. If you selected an existing year, that year is displayed.

Annual amount

Type an annual budget amount for a new budget year or change the annual budget amount for an existing year. When you press Enter, the amount is spread evenly over the 12 or 13 periods used for budgeting.

You can leave *Annual amount* blank and enter each period amount on the next page. You can type an annual amount on this page and change period amounts on the next page. After you press Enter, the annual amount is updated accordingly.

How do I…

Define a new year and its annual budget amount	Complete the information on this page and press Enter. You can leave *Annual amount* blank to define budget amounts for individual periods on the next page rather than have the annual amount spread evenly over the budget periods.
Update a selected year's annual budget amount	Change the annual amount and press Enter.

To access the page described below, press Enter on the Work With Budgets budget year and annual amount page shown in Figure 11-21.

```
12/02/2002  14:17:49          Work With Budgets          PAGPBM     PADPBM

Project number . . :  000-000-027    PACP Budget level\
Activity . . . . . :  AAAA-ARCH-CONS                Construction Documents
Cost code  . . . . :  6000           Admin Labor
Year . . . . . . . :  2002
Annual amount  . :            1,500,000.00
   Period            Working Budget             Current Budget
     01       ____________125,000.00                125,000.00
     02       ____________125,000.00                125,000.00
     03       ____________125,000.00                125,000.00
     04       ____________125,000.00                125,000.00
     05       ____________125,000.00                125,000.00
     06       ____________125,000.00                125,000.00
     07       ____________125,000.00                125,000.00
     08       ____________125,000.00                125,000.00
     09       ____________125,000.00                125,000.00
     10       ____________125,000.00                125,000.00
     11       ____________125,000.00                125,000.00
     12       ____________125,000.00                125,000.00


F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 11-22: Work With Budgets period working budgets page

On the Work With Budgets period working budgets page, you can enter, update, or view a working budget for a period. This page is provided for all period budgets.

When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Working budget

Type each period’s budget amount or change the budget amount for any period. The working budget is a submitted budget amount that has not been approved. Once it has been approved, it becomes the current budget amount.

How do I…

Define each period’s budget amount	Complete the information on this page and press Enter. If you typed a value in *Annual amount*, you can change any or all of the period working budget amounts.

How do I…	
Update period budget amounts	Change the period working budget amounts and press Enter.

Working with project/cost code/period level budgets

To access the page described below, select a project/cost code/period budget with **2** and press Enter on the Work With Budgets prompt page shown in Figure 11-4.

```
12/02/2002  14:35:51         Work With Budgets          PAGPBM     PADPBM

Project number . . :  000-000-030    PCP Budget level



 Locate cost code   ______
 Search for . . .   ______________________________
 Type options and press Enter. 1=Select cost code, 7=Approve budget

Opt     Cost Code  Description                          Approved

 _      6000       Admin Labor                            1
 _      6001       Engineering Labor                      0
 _      6002       Contract labor                         0
 _      6003       Project management labor               0
 _      7000       Labor Burden charges                   0
 _      7500       Travel                                 0
 _      7600       Permits and Fees                       0
 _      8200       Materials                              0
 _      9000       Miscellaneous                          0
                                                                    More...
 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 11-23: Work With Budgets select cost code page

On the Work With Budgets select cost code page, you can select a cost code, approve a budget, or view budget information.

This page is displayed if you are working with:

- Project/activity/cost code/period budgets

  Budgeting on the project header is set to project/activity/cost code/period (PACP) and an activity and a cost code to budget has been selected.

- Project/cost code/period budgets

  Budgeting on the project header is set to project/cost code/period (PCP) and a cost code to budget has been selected.

When you display information, some actions in the "How do I…" section may not be available.

How do I…

Display the most current list of cost codes	Press F5.
Find a cost code	Type a full or partial cost code identifier in *Locate cost code* and press Enter. This repositions the list to start with that cost code.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a cost code to enter or update its period budget amounts	Type **1** in *Opt* next to the cost code and press Enter.
Approve a budget	Type **7** in *Opt* next to the cost code and press Enter.

To access the page described below, select a cost code with **1** and press Enter on the Work With Budgets select cost code page shown in Figure 11-23.

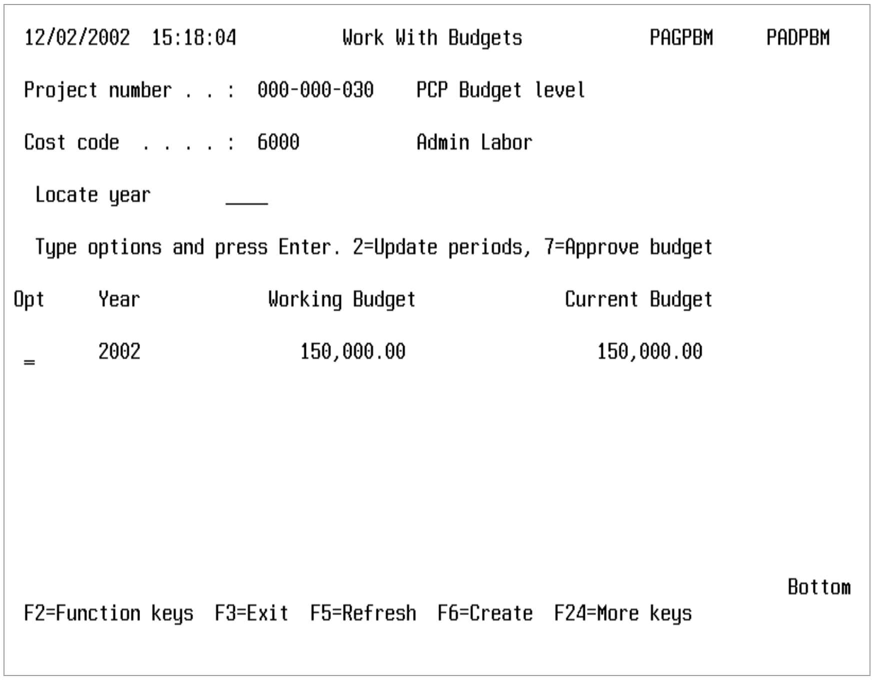


Figure 11-24: Work With Budgets select year page

On the Work With Budgets select year page, you can create a new year for period budgeting, approve a working budget for a selected year, select a year whose annual amount and period budgets you want to update, or view budget information.

Because a project could last over multiple years, you must specify a year and period for the time being budgeted. This page is displayed if you are working with:

- Project/period level budgets

  Budgeting on the project header is set to project/period (PP).

- Project/activity/period budgets

  Budgeting on the project header is set to project/activity/period (PAP) and an activity to budget has been selected.

- Project/activity/cost code/period budgets

  Budgeting on the project header is set to project/activity/cost code/period (PACP) and an activity and a cost code to budget has been selected.

- Project/cost code/period budgets

  Budgeting on the project header is set to project/cost code/period (PCP) and a cost code to budget has been selected.

When you display information, some actions in the "How do I…" section may not be available.

How do I…

Display the most current list of years	Press F5.
Create a year	Press F6.
Find a year	Type a full or partial year in *Locate year* and press Enter. This repositions the list to start with that year.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a year to update its annual amount or to update its period working budgets	Type **2** in *Opt* next to the year and press Enter.
Approve a budget	Type **7** in *Opt* next to the year and press Enter.

To access the page described below, select a year with **2** and press Enter on the Work With Budgets select year page shown in Figure 11-24.

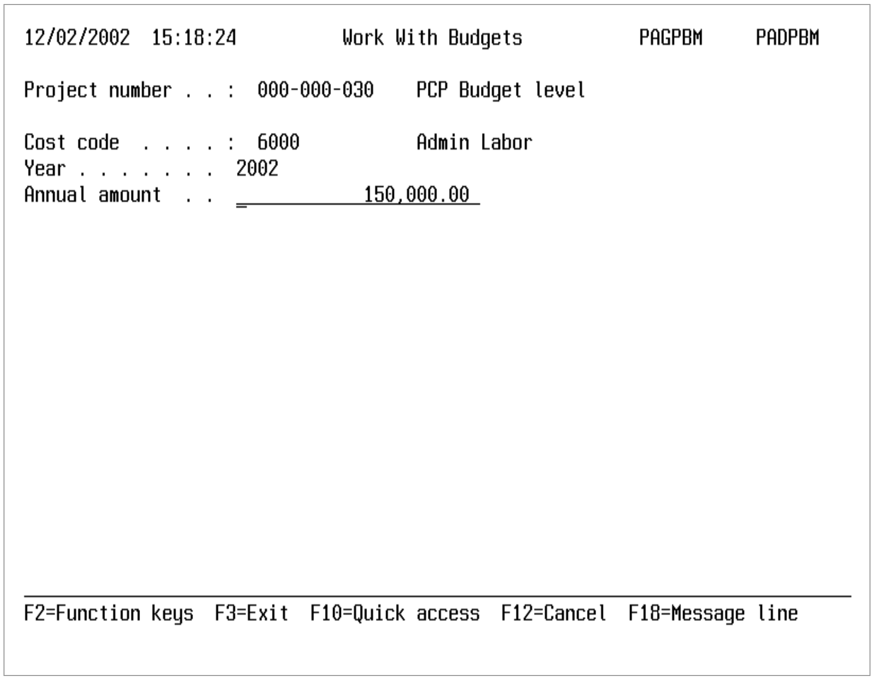


Figure 11-25: Work With Budgets budget year and annual amount page

On the Work With Budgets budget year and annual amount page, you can enter a new budget year and an annual amount, change the annual amount of an existing year, or view this information. This page is displayed for all period budgets.

When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Year

Type a new budget year. If you selected an existing year, that year is displayed.

Annual amount

Type an annual budget amount for a new budget year or change the annual budget amount for an existing year. When you press Enter, the amount is spread evenly over the 12 or 13 periods used for budgeting.

You can leave *Annual amount* blank and enter each period amount on the next page. You can type an annual amount on this page and change period amounts on the next page. After you press Enter, the annual amount is updated accordingly.

How do I…

Define a new year and its annual budget amount	Complete the information on this page and press Enter. You can leave *Annual amount* blank to define budget amounts for individual periods on the next page rather than have the annual amount spread evenly over the budget periods.
Update a selected year's annual budget amount	Change the annual amount and press Enter.

To access the page described below, press Enter on the Work With Budgets budget year and annual amount page shown in Figure 11-25.

```
12/02/2002  15:18:41          Work With Budgets          PAGPBM     PADPBM

Project number . . :  000-000-030    PCP Budget level

Cost code  . . . . :  6000           Admin Labor
Year . . . . . . . :  2002
Annual amount  . :              150,000.00
   Period              Working Budget               Current Budget
     01       __________________12,500.00                12,500.00
     02       __________________12,500.00                12,500.00
     03       __________________12,500.00                12,500.00
     04       __________________12,500.00                12,500.00
     05       __________________12,500.00                12,500.00
     06       __________________12,500.00                12,500.00
     07       __________________12,500.00                12,500.00
     08       __________________12,500.00                12,500.00
     09       __________________12,500.00                12,500.00
     10       __________________12,500.00                12,500.00
     11       __________________12,500.00                12,500.00
     12       __________________12,500.00                12,500.00


F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 11-26: Work With Budgets period working budgets page

On the Work With Budgets period working budgets page, you can enter, update, or view a working budget for a period. This page is provided for all period budgets.

When you display information, some actions in the "How do I…" section may not be available.

Use the information below to complete this page.

Working budget

Type each period’s budget amount or change the budget amount for any period. The working budget is a submitted budget amount that has not been approved. Once it has been approved, it becomes the current budget amount.

How do I…

Define each period’s budget amount	Complete the information on this page and press Enter. If you typed a value in *Annual amount*, you can change any or all of the period working budget amounts.
Update period budget amounts	Change the period working budget amounts and press Enter.

Printing budgets

Overview

Use *List budgets* to print a specific project budget or to print budgets for all projects.

Use the menu path below.

- Infinium PA
- *Budgets*
  - *List budgets* [LB]

Submitting report for printing

```
11/26/2002  10:39:27            List Budgets            PAGBLP     PADBLP

From project/mask   ____________ +
To project  . . .   ____________ +
-OR

Project group . .   _________ +

From activity/mask  ___________________________ +
To activity   . . . ___________________________ +

Budget level . . .  ____ +










F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 11-27: List Budgets prompt page

On the List Budgets prompt page, you can request to print budget information for a specific project, a project mask, a range of projects, or a project group.

You can print budget information for a specific activity, a range of activities, and print budget information for a specific budget level.

Use the information below to complete this page.

From project/mask

Select a project to use as the beginning of a range of project budgets to print or type a project mask. Leave blank to include all budgets for all projects in the report.

To project

Select an ending project only if you are entering a beginning project. Leave blank if you did not enter a range of projects or if you specified a project mask.

Project group

Select the project group whose project budget information you want to print. Leave blank if you are selecting a project, project mask, or range of projects.

From activity/mask

Select an activity, a beginning activity if you are specifying a range of activities or type an activity mask to include in the budget listing. Leave blank to include all activity budgets in the report.

To activity

Select an ending activity only if you are entering a beginning activity. Leave blank if you are not entering a range or if you specified an activity mask.

Budget level

Select a budget level to limit the listing to only reports at that level.

How do I…

Submit a request to print budget information	Complete the information as necessary on this page and press Enter.
Exit without printing	Press F3.

Notes

Chapter 12 Processing Project Transactions

12

The chapter consists of the following topics:

Topic	Page
Working with miscellaneous transactions	12-2
Displaying miscellaneous transactions	12-10
Viewing details in Infinium GL for transactions not posted in Infinium PA	12-13
Working with labor transactions	12-20
Displaying labor transactions	12-29
Working with item transactions	12-32
Displaying item transactions	12-40
Working with purchase order transactions	12-43
Displaying purchase order transactions	12-52
Working with invoice transactions	12-55
Displaying invoice transactions	12-64
Viewing details in Infinium PL for transactions not posted in Infinium PA	12-67
Printing transactions	12-74
Posting transactions	12-79
Viewing details in Infinium GL or Infinium PL for transactions posted in Infinium PA	12-82

Working with miscellaneous transactions

Overview

Use *Work with misc. transactions* to add miscellaneous transactions, which are applied to a project when you post project transactions. Transactions are created only if calendars have been set up and linked to a project. Miscellaneous transactions can optionally generate Infinium GL journal entries.

You can also work with manually created miscellaneous transactions that have not been posted. To work with transactions interfaced from Infinium GL, the value for your user profile in *Update interfaced transactions* in *Work with users* must be **Yes**.

Use the menu path below.

- Infinium PA
- *Transactions*
- *Work With Transactions*
  - *Work with misc. transactions* [WWMT]

Specifying a miscellaneous transaction with which to work

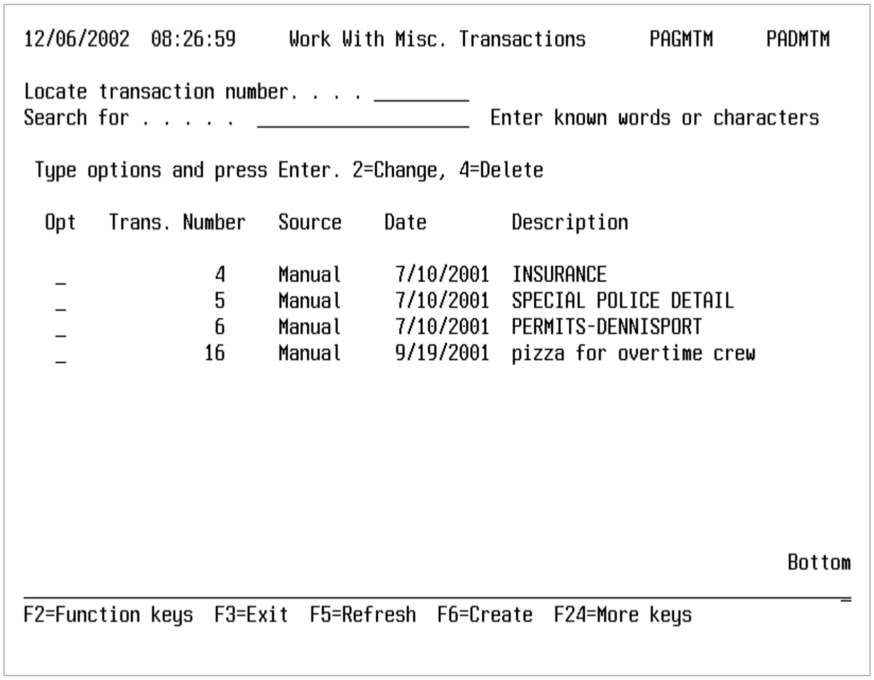


Figure 12-1: Work With Misc. Transactions prompt page

On the Work With Misc. Transactions prompt page, you can view all miscellaneous transactions that have not been posted, create new miscellaneous transactions, change existing miscellaneous transactions, and delete miscellaneous transactions.

The information in the *Source* column indicates whether the transaction type is manual or interfaced.

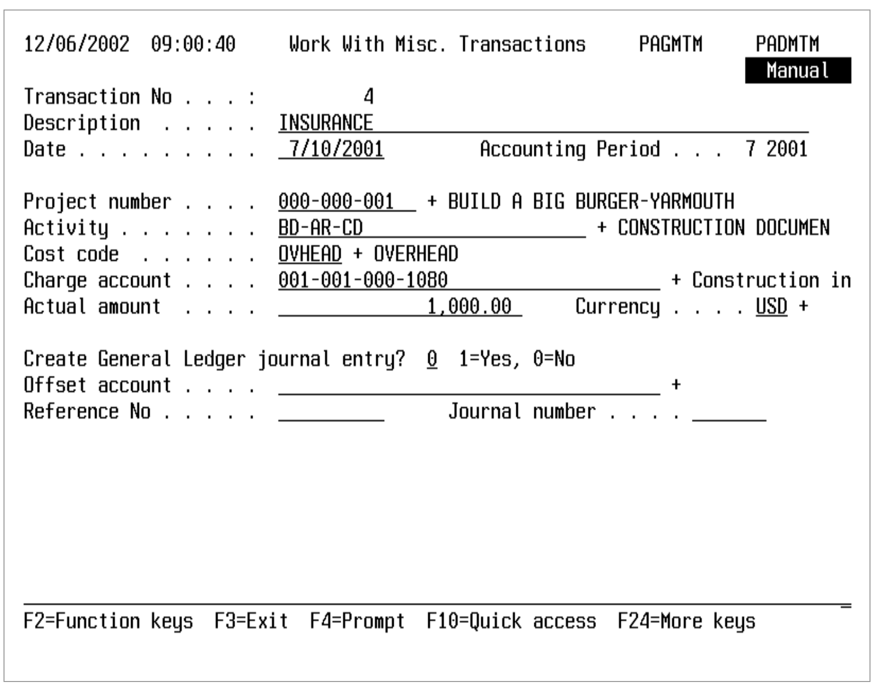
How do I…

Create a miscellaneous transaction	Press F6.
View the most current list of miscellaneous transactions	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.

How do I…	
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Change a miscellaneous transaction	Type **2** in *Opt* next to the transaction number and press Enter.
Delete a miscellaneous transaction	Type **4** in *Opt* next to the transaction number and press Enter.
Exit	Press F3.

Defining Miscellaneous Transaction Detail

To access the page described below, specify that you want to create a new transaction or select a transaction for update and press Enter on the Work With Misc. Transactions prompt page shown in Figure 12-1.



```
12/06/2002  09:00:40     Work With Misc. Transactions     PAGMTM     PADMTM
                                                                      Manual
Transaction No . . . :          4
Description  . . . . .  INSURANCE
Date . . . . . . . . .   7/10/2001        Accounting Period . . .  7 2001

Project number . . . .  000-000-001    + BUILD A BIG BURGER-YARMOUTH
Activity . . . . . . .  BD-AR-CD                    + CONSTRUCTION DOCUMEN
Cost code  . . . . . .  OVHEAD + OVERHEAD
Charge account . . . .  001-001-000-1080                   + Construction in
Actual amount  . . . .               1,000.00      Currency . . . . USD +

Create General Ledger journal entry?  0  1=Yes, 0=No
Offset account . . . .                                     +
Reference No . . . . .                   Journal number . . . .

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 12-2: Work With Misc. Transactions details page

On the Work With Misc. Transactions details page, you can add information for a new miscellaneous transaction or modify information for an existing transaction.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

You can post transactions to a WBS activity, but it must be a posting level defined for the project.

The project header determines if a cost code is required. When you add a new transaction, the project default cost code defined on the entity controls is used. You can change this default code.

Use the information below to complete this page.

Transaction No

If you are creating a new transaction, the number assigned to the new transaction is displayed after you press Enter.

Description

Type a description of the new transaction. If you are modifying an existing transaction, you can change the description that is displayed.

Date

If you are adding a new transaction, the current date is displayed. If you are modifying an existing transaction, you can change the date that is displayed.

This date is used to determine the accounting year and period. You can change the date to enter a transaction for a previous period.

Accounting period

This is the accounting period based on the value in *Date*.

Project number

Select a project to charge if you are adding a new transaction. You can change the project number for an existing transaction.

Activity

Select the activity to which the new transaction will be charged. You can change the activity for an existing transaction.

Cost code

Select the cost code to which the new current transaction will be charged. Default cost codes for transactions can be defined on the entity controls.

You can change the default cost code or the cost code for an existing transaction. A cost code is required only if the project header indicates that cost codes are required.

Charge account

Select a charge account to identify either a work in process account number or an expense account number be charged by the new transaction. You can change the charge account for an existing transaction.

If you are working with a transaction for a capital project or activity, this value is a work in process (WIP) account. A work in process account accumulates the costs for capital projects and activities while work is in progress.

If you are working with a transaction for an expense project or activity, this value is an expense account. Expense accounts are debited by the charges made to expense projects and/or activities.

Infinium PA does not actually charge transactions to the general ledger. If you create a journal entry to general ledger when you close the project, this account is credited.

If you leave *Charge account* blank and press Enter, the project or activity's charge account number is used.

Actual amount

Type the actual dollar amount accumulated by the current transaction that will be charged to the project, activity or cost code specified.

Currency

Select the currency in which the current transaction will be charged.

Create General Ledger journal entry?

Specify whether the miscellaneous transaction will be transferred to Infinium GL.

If you specify yes, a transaction will be generated in the GL interface file. You can then transfer it to Infinium GL by running *Transfer to GL*.

Offset account

Select an offset account to be used as the credit account if you specified **Yes** in *Create General Ledger journal entry?*

Reference No

This is displayed only if the miscellaneous transaction originated in Infinium GL. In order to update this information, the value in *Update interfaced transactions* for your user profile in *Work with users* must be **Yes**.

Journal number

This is displayed only if the miscellaneous transaction originated in Infinium GL. In order to update this information, the value in *Update interfaced transactions* for your user profile in *Work with users* must be **Yes.**

How do I…

Define a new miscellaneous transaction	Complete the information on this page and press Enter.
Update an existing miscellaneous transaction	Change the information on this page as necessary and press Enter.
Continue and work with miscellaneous transaction user fields	Press Enter.
Return to the prompt page	Press F12.

Defining user field information

To access the page described below, complete the information on the Work With Misc. Transactions details page shown in Figure 12-2 and press Enter.

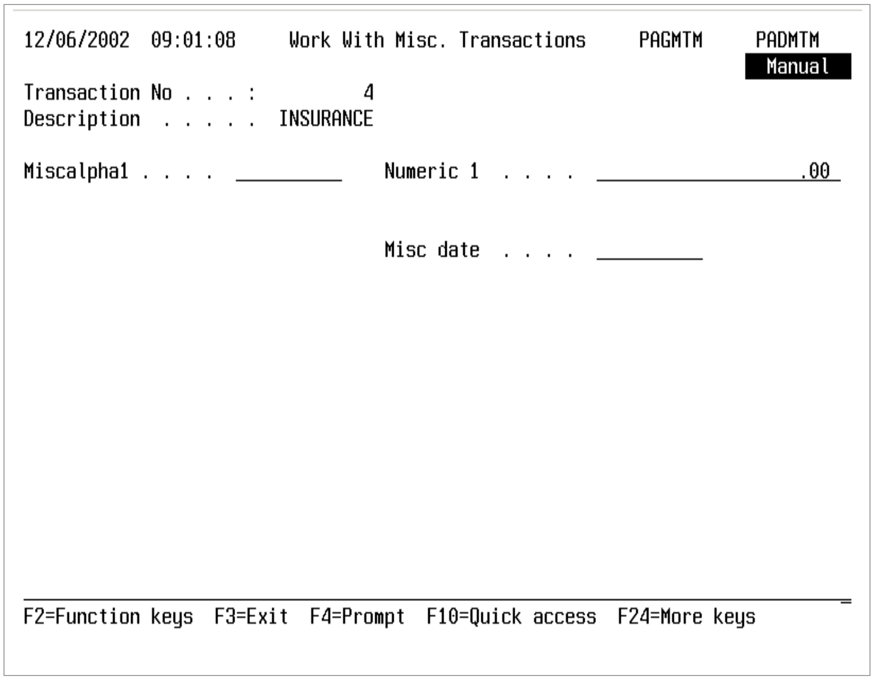


Figure 12-3: Work With Misc. Transactions user fields page

On the Work With Misc. Transactions user fields page, you can define or modify user field information. Up to four alpha, two numeric, and one date user fields may be defined on the entity controls for miscellaneous transactions.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

Use the information below to complete this page.

User fields

The miscellaneous transaction user fields that have been defined are displayed. If the field was defined to require a code edit, you can select a value; otherwise, type the information you require.

How do I…

Provide user field information	Complete the information on this page and press Enter.

How do I…

Add a new miscellaneous transaction	Press Enter. The Work With Misc. Transactions detail page is displayed and you can create another miscellaneous transaction.

Deleting a miscellaneous transaction

To access the page described below, select the transaction you want to delete and press Enter on the Work With Misc. Transactions prompt page shown in Figure 12-1.

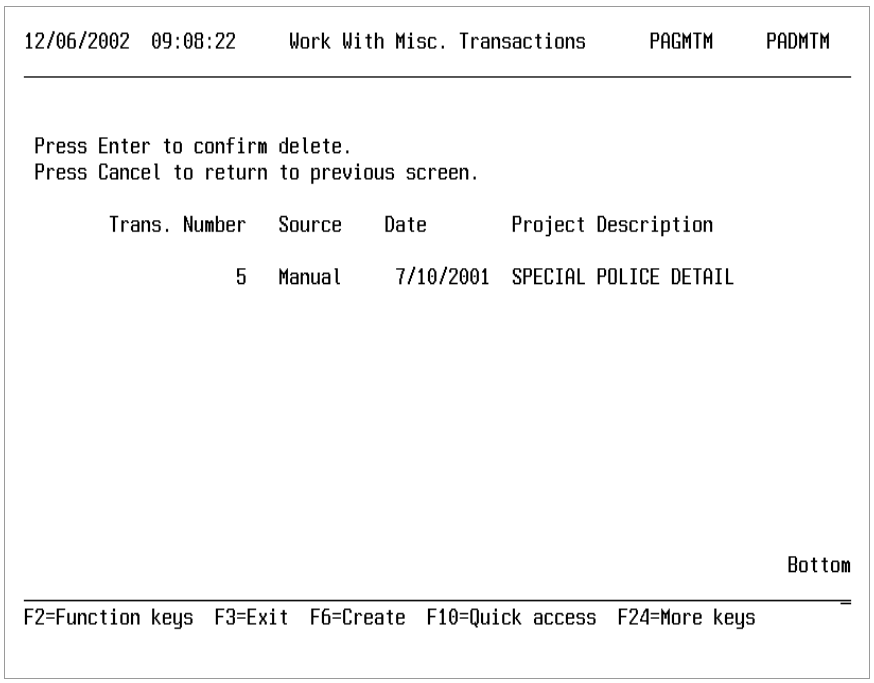


Figure 12-4: Work With Misc. Transactions confirm deletion page

On the Work With Misc. Transactions confirm deletion page, you can confirm or cancel the deletion of the selected transaction. This page is displayed after you select a transaction on the prompt page for deletion and press Enter.

How do I…

Delete the transaction	Press Enter.
Cancel the transaction deletion	Press F12.

Displaying miscellaneous transactions

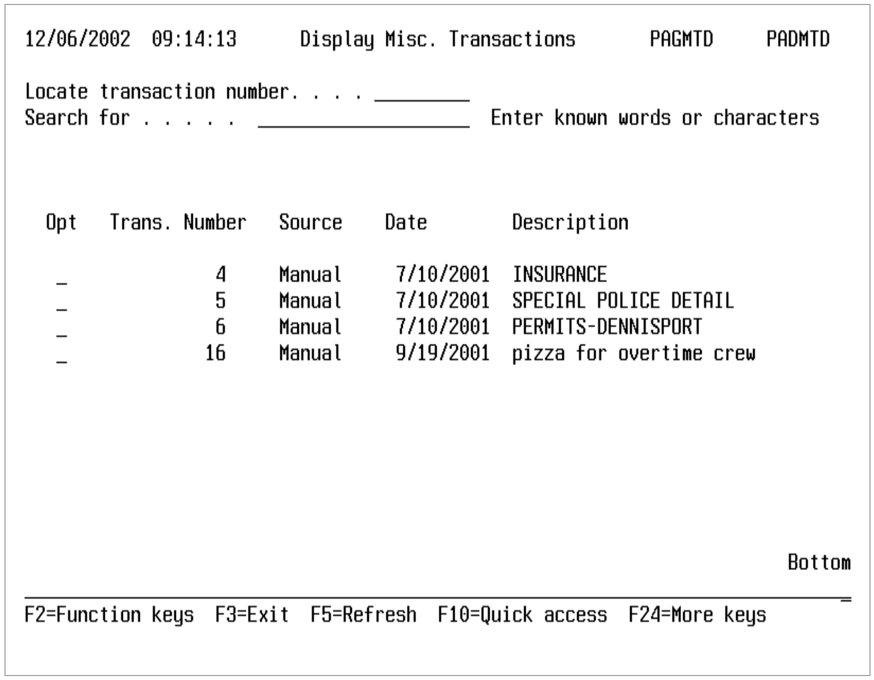
Overview

Use *Display misc. transactions* to view the description, date, project, activity, cost code, charge and offset accounts, reference and journal numbers, and the actual amount for the selected miscellaneous transaction and its currency. A second page displays user field information if user fields have been defined on the entity.

Use the menu path below.

- Infinium PA
- *Transactions*
- *Display Transactions*
  - *Display misc. transactions* [DMT]

Specifying miscellaneous transactions to display



```
12/06/2002  09:14:13      Display Misc. Transactions       PAGMTD     PADMTD

Locate transaction number. . . . _________
Search for . . . . .  ____________________  Enter known words or characters


  Opt   Trans. Number   Source    Date        Description

   _              4     Manual     7/10/2001  INSURANCE
   _              5     Manual     7/10/2001  SPECIAL POLICE DETAIL
   _              6     Manual     7/10/2001  PERMITS-DENNISPORT
   _             16     Manual     9/19/2001  pizza for overtime crew








                                                                      Bottom
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 12-5: Display Misc. Transactions prompt page

On the Display Misc. Transactions prompt page, you can select the transactions whose information you want to view.

How do I…

View the most current list of miscellaneous transactions from which to select	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View information for a miscellaneous transaction	Type **8** in *Opt* next to the transaction and press Enter.

How do I…

View information for multiple miscellaneous transactions	Type **8** in *Opt* next to each transaction and press Enter.
Exit	Press F3.

Viewing miscellaneous transactions

To view the Display Misc. Transactions details and the Display Misc. Transactions user fields pages, select the miscellaneous transaction you want to display and press Enter on the Display Misc. Transactions prompt page shown in Figure 12-5.

The Display Misc. Transactions details page and the Display Misc. Transactions user fields page are similar to the Work With Misc. Transactions details page shown in Figure 12-2 and the Work With Misc. Transactions user fields page shown in Figure 12-3 except you cannot update the information on these pages.

How do I…

View user field information after viewing detail information	Press Enter.
Return to previous page	Press F12.
Return to prompt page	Press F3.

Viewing details in Infinium GL for transactions not posted in Infinium PA

Overview of Infinium PA to Infinium GL walkback

A general ledger journal that contains project information is posted to projects. After the journal is posted, it is interfaced to Infinium PA as a miscellaneous transaction. Miscellaneous transactions interfaced from Infinium GL are identified in Infinium PA by the transaction code, MTI. You can update, display, and post miscellaneous interfaced transactions in Infinium PA.

Not all of the journal entry information for the miscellaneous transaction is stored in Infinium PA. Use the walkback feature in Infinium PA to view that journal entry information for the miscellaneous transaction that was originally posted in Infinium GL as a journal entry.

Before you post a project in Infinium PA that contains miscellaneous transactions that were interfaced from Infinium GL, you can update those transactions using *Work with misc. transactions* or display those transactions using *Display misc. transactions*. You can walk back to *Display processed journals* in Infinium GL from these menu options to review journal entry details.

Security

You can walk back from Infinium PA to Infinium GL only if you are authorized to that application. When you walk back to Infinium GL, the system applies your security as defined in Infinium GL.

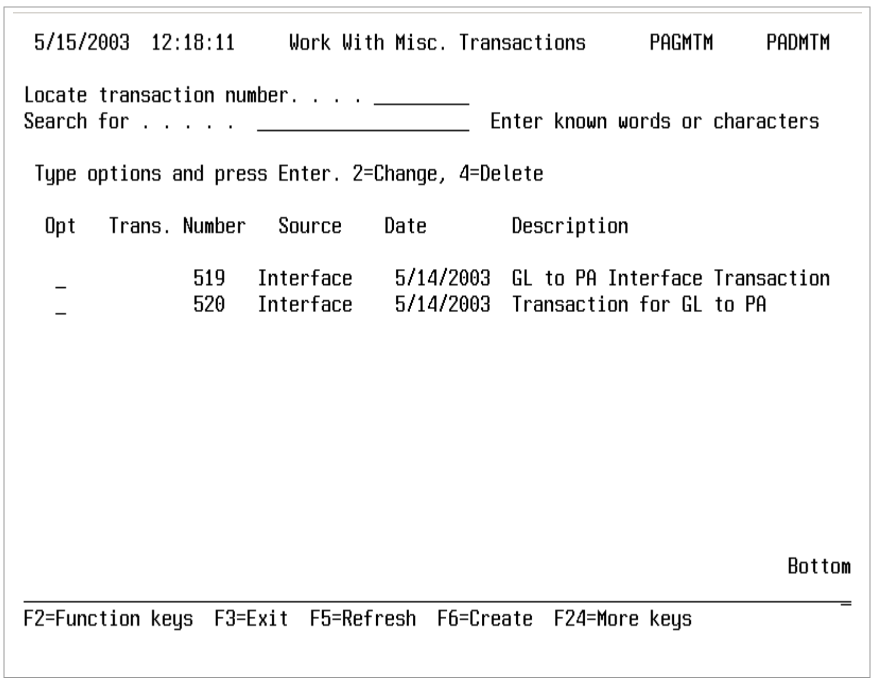
Viewing posted miscellaneous transaction details

After you post a project in Infinium PA that contains miscellaneous transactions that were interfaced from Infinium GL, you can walk back to *Display processed journals* in Infinium GL from *Project inquiry* and *Display budget vs. total costs* to view additional detail information.

Using *Work with Misc. Transactions* to view details of unposted miscellaneous transactions in Infinium GL

Use the menu path below.

- Infinium PA
- *Transactions*
- *Work With Transactions*
  - *Work with misc. transactions* [WWMT]



```
 5/15/2003  12:18:11     Work With Misc. Transactions      PAGMTM     PADMTM

Locate transaction number. . . . _________
Search for . . . . .  ____________________  Enter known words or characters

 Type options and press Enter. 2=Change, 4=Delete

  Opt   Trans. Number   Source    Date       Description

   _            519   Interface    5/14/2003  GL to PA Interface Transaction
   _            520   Interface    5/14/2003  Transaction for GL to PA

                                                                       Bottom
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 12-6: Work With Misc. Transactions prompt page

On the Work With Misc. Transactions prompt page, you can view unposted miscellaneous transactions and select an interface transaction with which to work. Refer to the “Working with Miscellaneous Transactions” topic in this chapter for additional details about this page.

How do I…

View most current list of transactions	Press F5.

How do I…

Find a transaction	Type a full or partial project identifier in *Locate transaction number* and press Enter. This repositions the list to start with that transaction.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a transaction	Type **2** in *Opt* next to the transaction and press Enter.
Delete a transaction	Type **4** in *Opt* next to the transaction and press Enter.

To access the Work With Misc. Transactions details page described below, complete the Work With Misc. Transactions prompt page shown in Figure 12-6 and press Enter.

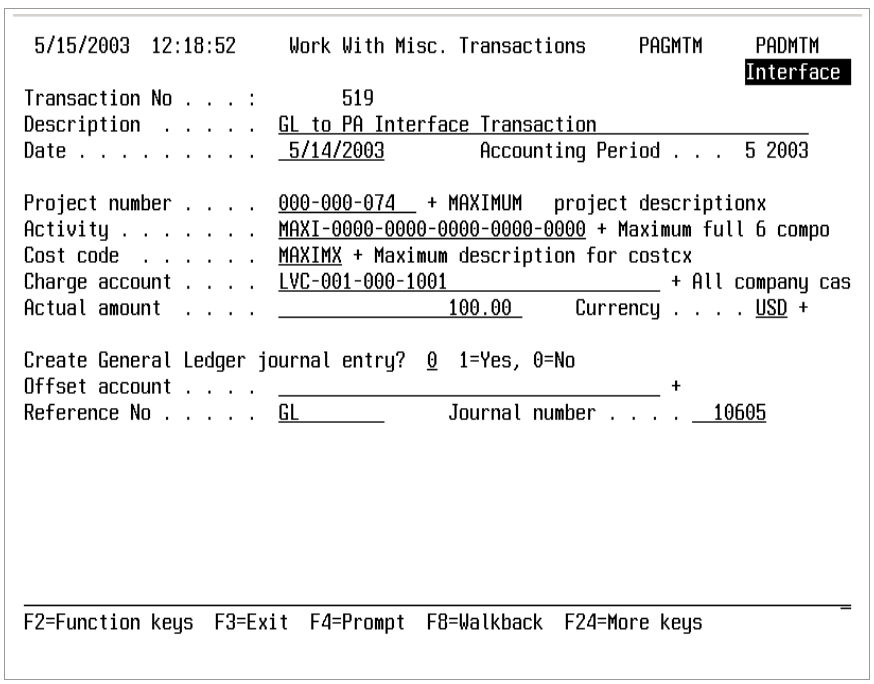


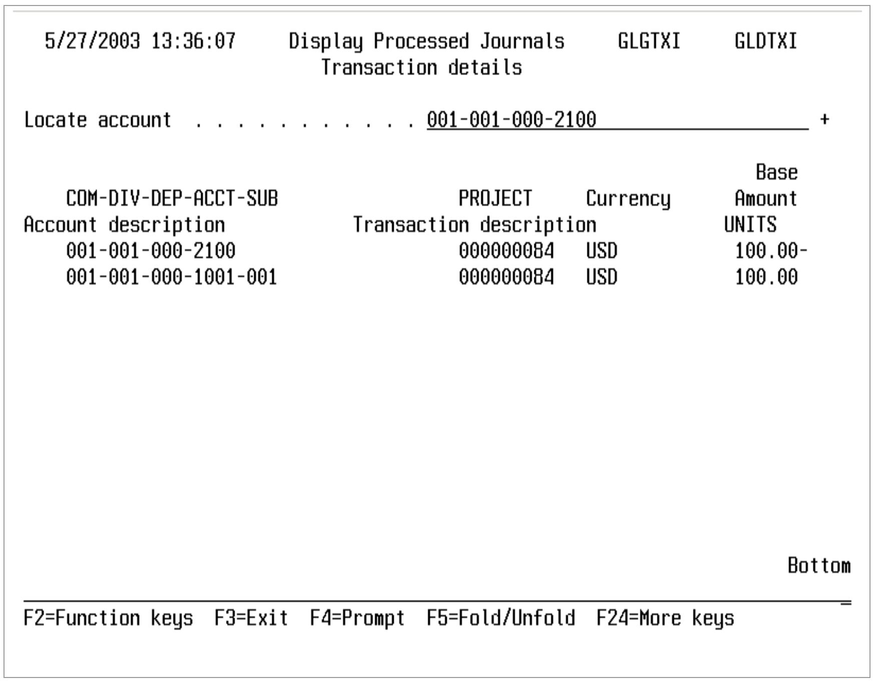
Figure 12-7: Work With Misc. Transactions details page

On the Work With Misc. Transactions details page, you can view the detail for the selected unposted miscellaneous transaction that is stored in Infinium PA. You can also walk back to Infinium GL to view addition detail information for the selected interface transaction. Refer to the “Working with Miscellaneous Transactions” topic in this chapter for additional details about this page.

How do I…

Walk back to Infinium GL	Press F8.

To access the Display Processed Journals transaction details page in Infinium GL similar to the page shown below, press F8 on the Work With Misc. Transactions details page in Infinium PA shown in Figure 12-7.



```
 5/27/2003 13:36:07     Display Processed Journals     GLGTXI     GLDTXI
                           Transaction details

Locate account  . . . . . . . . . . . 001-001-000-2100                   +

                                                                   Base
    COM-DIV-DEP-ACCT-SUB                   PROJECT     Currency      Amount
Account description           Transaction description             UNITS
    001-001-000-2100                       000000084   USD           100.00-
    001-001-000-1001-001                   000000084   USD           100.00

                                                                        Bottom

F2=Function keys  F3=Exit  F4=Prompt  F5=Fold/Unfold  F24=More keys
```

Figure 12-8: Display Processed Journals transaction details page in Infinium GL

The system displays the posted journal in Infinium GL. Refer to the “Displaying Processed Journals” topic in the “Using Analytical Inquiries and Reports” chapter in the *Infinium GL Guide to Processing and Reporting* for additional details about this page.

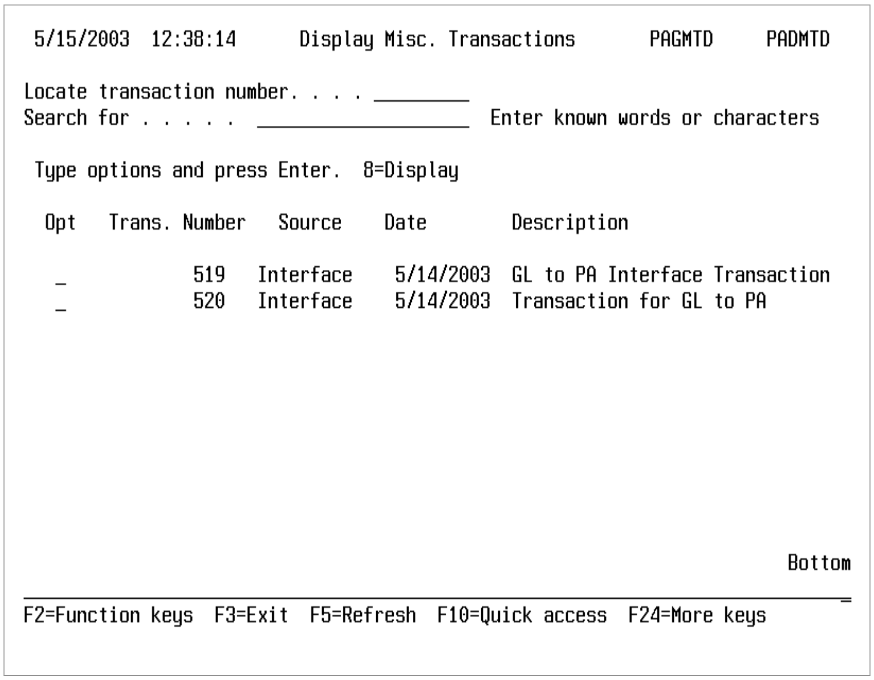
How do I…

Return to Infinium PA after viewing the transaction information	Press F12.

Using *Display Misc. Transactions* to view details for unposted miscellaneous transactions in Infinium GL

Use the menu path below.

- Infinium PA
- *Transactions*
- *Display Transactions*
  - *Display misc. transactions* [DMT]



```
5/15/2003  12:38:14      Display Misc. Transactions       PAGMTD     PADMTD

Locate transaction number. . . . _________
Search for . . . . .  ____________________  Enter known words or characters

Type options and press Enter.  8=Display

 Opt   Trans. Number   Source    Date       Description

  _            519   Interface    5/14/2003  GL to PA Interface Transaction
  _            520   Interface    5/14/2003  Transaction for GL to PA

                                                                       Bottom
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 12-9: Display Misc. Transactions prompt page

On the Display Misc. Transactions prompt page, you can view unposted miscellaneous transactions and select an interface transaction to display its detail information. Refer to the “Displaying Miscellaneous Transactions” topic in this chapter for additional details about this page.

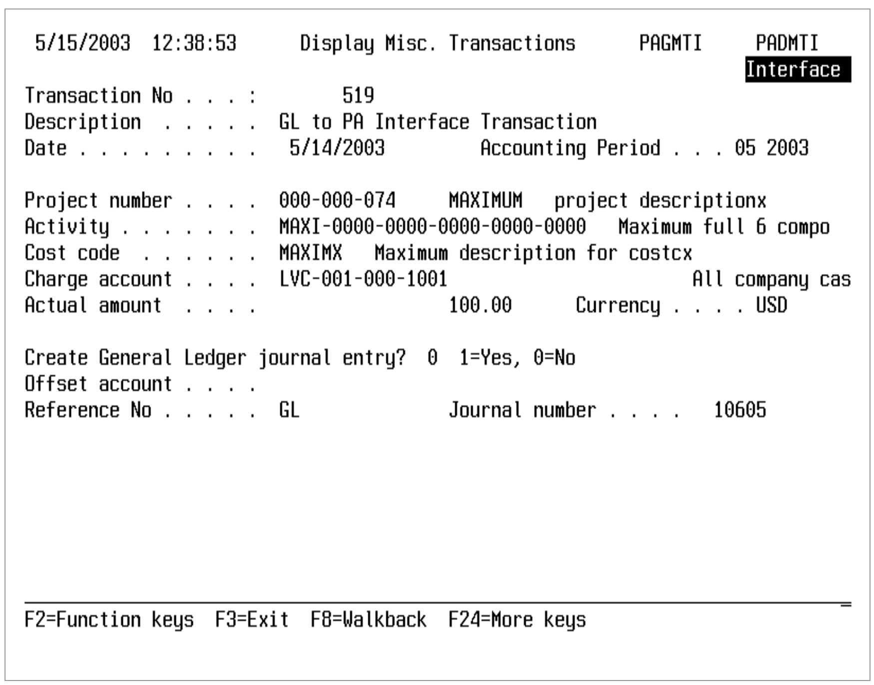
How do I…

View most current list of transactions	Press F5.

How do I…

Find a transaction	Type a full or partial project identifier in *Locate transaction number* and press Enter. This repositions the list to start with that transaction.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a transaction to display	Type **8** in *Opt* next to the transaction and press Enter.

To access the Display Misc. Transactions details page described below, complete the Display Misc. Transactions prompt page shown in Figure 12-9 and press Enter.



```
 5/15/2003  12:38:53      Display Misc. Transactions      PAGMTI     PADMTI
                                                                   Interface
Transaction No . . . :        519
Description  . . . . .  GL to PA Interface Transaction
Date . . . . . . . . .   5/14/2003        Accounting Period . . . 05 2003

Project number . . . .  000-000-074     MAXIMUM   project descriptionx
Activity . . . . . . .  MAXI-0000-0000-0000-0000-0000   Maximum full 6 compo
Cost code  . . . . . .  MAXIMX   Maximum description for costcx
Charge account . . . .  LVC-001-000-1001                       All company cas
Actual amount  . . . .                  100.00      Currency . . . . USD

Create General Ledger journal entry?  0  1=Yes, 0=No
Offset account . . . .
Reference No . . . . .  GL              Journal number . . . .   10605

F2=Function keys   F3=Exit   F8=Walkback   F24=More keys
```

Figure 12-10: Display Misc. Transactions details page

On the Display Misc. Transactions details page, you can view the detail for the selected unposted miscellaneous transaction that is stored in Infinium PA. You can also walk back to Infinium GL to view addition detail information for the selected interface transaction. Refer to the “Displaying Miscellaneous Transactions” topic in this chapter for additional details about this page.

How do I…

Walk back to Infinium GL	Press F8.

To access the Display Processed Journals transaction details page in Infinium GL similar to the page shown below, press F8 on the Display Misc. Transactions details page in Infinium PA shown in Figure 12-10.

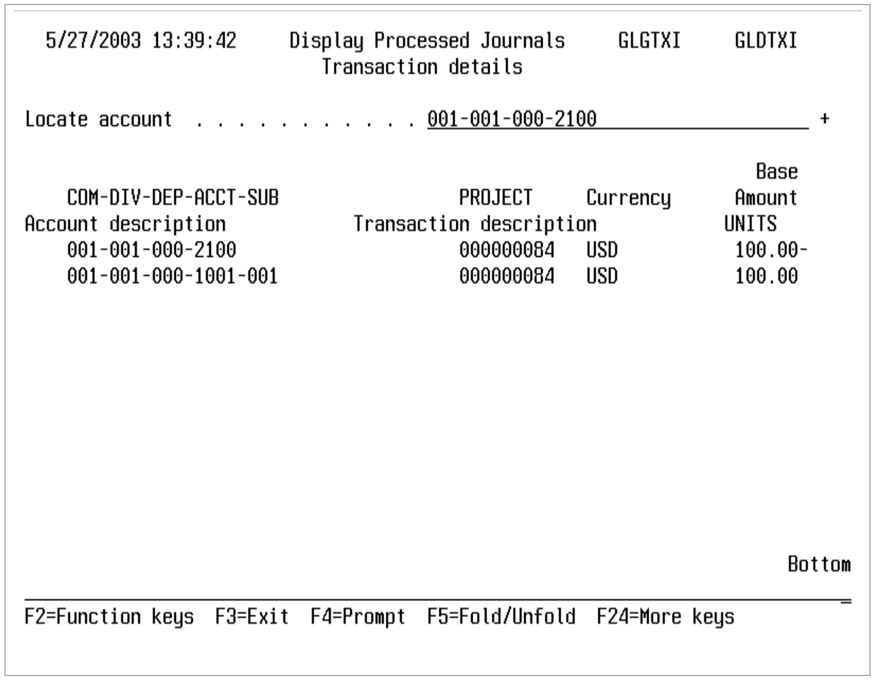


Figure 12-11: Processed Journals transaction details page

The system displays the posted journal in Infinium GL. Refer to the “Displaying Processed Journals” topic in the “Using Analytical Inquiries and Reports” chapter in the *Infinium GL Guide to Processing and Reporting* for additional details about this page.

How do I…

Return to Infinium PA after viewing the transaction information	Press F12.

Working with labor transactions

Use *Work with labor transactions* to add labor transactions, which are applied to a project when you post project transactions. They accumulate as actual labor costs. Transactions are created only if calendars have been set up and linked to a project.

You can also work with manually created labor transactions that have not been posted. To modify transactions interfaced from Infinium PY, the value for your user profile in *Update interfaced transactions* in *Work with users* must be **Yes**.

Use the menu path below

- Infinium PA
- *Transactions*
- *Work With Transactions*
  - *Work with labor transactions* [WWLT]

Specifying a labor transaction with which to work

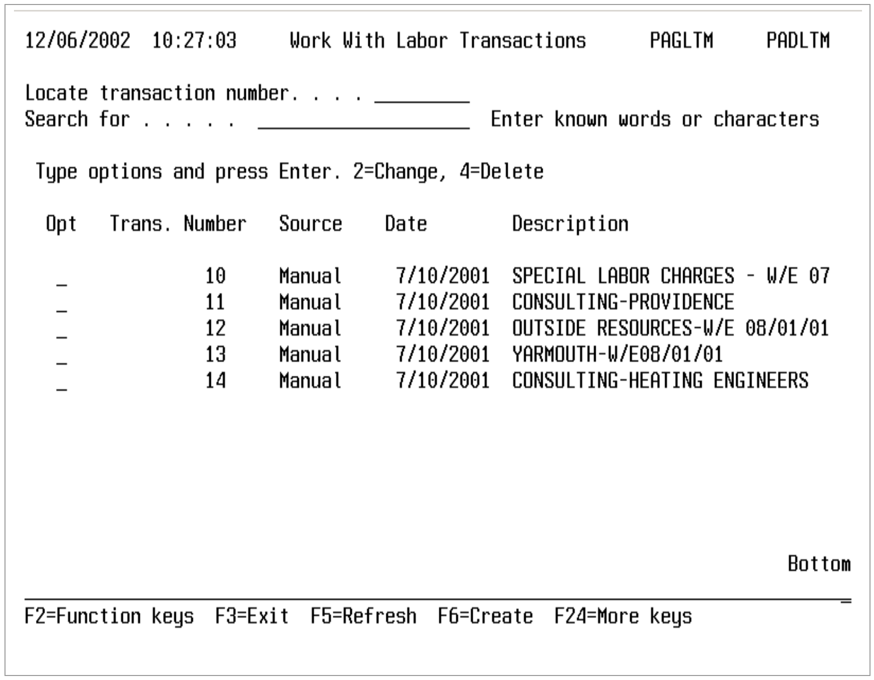


Figure 12-12: Work With labor Transactions prompt page

On the Work With Labor Transactions prompt page, you can view all labor transactions that have not been posted, create new labor transactions, change existing labor transactions, and delete labor transactions.

The information in the *Source* column indicates whether the transaction type is manual or interfaced.

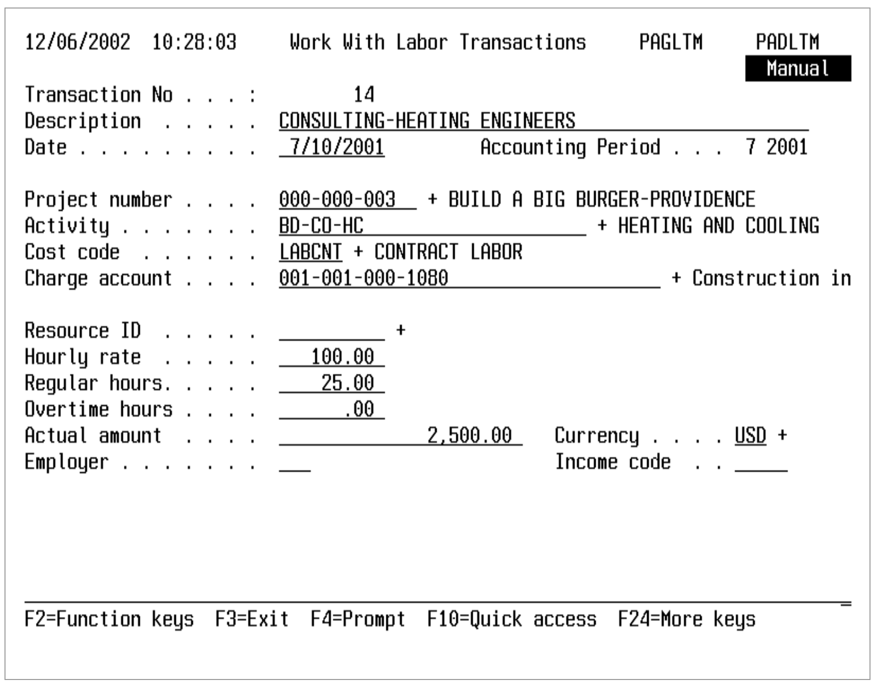
How do I…

Create a labor transaction	Press F6.
View the most current list of labor transactions	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.

How do I…	
Change a labor transaction	Type **2** in *Opt* next to the transaction number and press Enter.
Delete a labor transaction	Type **4** in *Opt* next to the transaction number and press Enter.
Exit	Press F3.

Defining labor transaction detail

To access the page described below, specify that you want to create a new transaction or select a transaction for update and press Enter on the work With Labor Transactions prompt page shown in Figure 12-12.



```
12/06/2002  10:28:03     Work With Labor Transactions     PAGLTM     PADLTM
                                                                     Manual
Transaction No . . . :        14
Description  . . . . .   CONSULTING-HEATING ENGINEERS
Date . . . . . . . . .    7/10/2001         Accounting Period . . .  7 2001

Project number . . . .   000-000-003   + BUILD A BIG BURGER-PROVIDENCE
Activity . . . . . . .   BD-CO-HC                 + HEATING AND COOLING
Cost code  . . . . . .   LABCNT + CONTRACT LABOR
Charge account . . . .   001-001-000-1080                     + Construction in

Resource ID  . . . . .              +
Hourly rate  . . . . .      100.00
Regular hours. . . . .       25.00
Overtime hours . . . .         .00
Actual amount  . . . .                2,500.00   Currency . . . . USD +
Employer . . . . . . .                           Income code  . .

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 12-13: Work With Labor Transactions details page

On the Work With Labor Transactions details page, you can add information for a new labor transaction or modify information for an existing transaction.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

You can post transactions to a WBS activity, but it must be a posting level defined for the project.

The project header determines if a cost code is required. When you add a new transaction, the project default cost code defined on the entity controls is used. You can change this default code.

The entity's processing controls for labor transactions can specify that:

- The assigned labor resource's employee number is hidden; in which case, the resource is hidden when the transaction is transferred from Infinium PY. Labor detail can be anonymous only if the labor transactions are not summarized.
- Infinium PA summarizes labor transactions transferred from Infinium PY. These transactions are summarized by project, activity, and cost code when you run *Post transactions*.

Use the information below to complete this page.

Transaction No

If you are creating a new transaction, the number assigned to the new transaction is displayed after you press Enter.

Description

Type a description of the new transaction. If you are modifying an existing transaction, you can change the description that is displayed.

Date

If you are adding a new transaction, the current date is displayed. If you are modifying an existing transaction, you can change the date that is displayed.

This date is used to determine the accounting year and period. You can change the date to enter a transaction for a previous period.

Accounting period

This is the accounting period based on the value in *Date*.

Project number

Select a project to charge if you are adding a new transaction. You can change the project number for an existing transaction.

Activity

Select the activity to which the new transaction will be charged. You can change the activity for an existing transaction.

Cost code

Select the cost code to which the new current transaction will be charged.

Default cost codes for transactions can be defined on the entity controls. If a cost code is associated with a resource and if a resource is specified, the resource cost code is the default cost code for a labor transaction.

You can change the default cost code or the cost code for an existing transaction. A cost code is required only if the project header indicates that cost codes are required.

Charge account

Select a charge account to identify either a work in process account number or an expense account number be charged by the new transaction. You can change the charge account for an existing transaction.

If you are working with a transaction for a capital project or activity, this value is a work in process (WIP) account. A work in process account accumulates the costs for capital projects and activities while work is in progress.

If you are working with a transaction for an expense project or activity, this value is an expense account. Expense accounts are debited by the charges made to expense projects and/or activities.

Infinium PA does not actually charge transactions to the general ledger. If you create a journal entry to general ledger when you close the project, this account is credited.

If you leave *Charge account* blank and press Enter, the project or activity's charge account number is used.

Resource ID

Select the worker who performed the current labor transaction. If this transaction has been transferred to Infinium PA from Infinium PY, this value is the employee number.

If you are modifying an existing transaction, you can change the resource that is displayed.

Hourly rate

Type the hourly rate of pay for the worker that performed the labor. If you are adding a new labor transaction and you specified a resource in *Resource ID*, the appropriate hourly rate is retrieved.

You can change this value. If you are modifying an existing transaction, you can change the hourly rate that is displayed.

Regular hours

Type the number of regular hours worked on this transaction by the employee. If you are modifying an existing transaction, you can change the number of regular hours that is displayed.

Overtime hours

Type the number of overtime hours worked on this transaction by the employee. If you are modifying an existing transaction, you can change the number of overtime hours that is displayed.

Actual amount

Type the actual dollar amount accumulated by the current transaction that will be charged to the project, activity, or cost code specified.

Currency

Select the currency in which the current transaction will be charged.

Employer

This is displayed only if the labor transaction originated in Infinium PY. In order to update this information, the value in *Update interfaced transactions* for your user profile in *Work with users* must be **Yes**.

Income code

This is displayed only if the labor transaction originated in Infinium PY. In order to update this information, the value in *Update interfaced transactions* for your user profile in *Work with users* must be **Yes**.

How do I…

Define a new labor transaction	Complete the information on this page and press Enter.
Update an existing labor transaction	Change the information on this page as necessary and press Enter.

How do I…	
Continue and work with labor transaction user fields	Press Enter.
Return to the prompt page	Press F12.

Defining user field information

To access the page described below, complete the information on the Work With Labor Transactions details page shown in Figure 12-13 and press Enter.

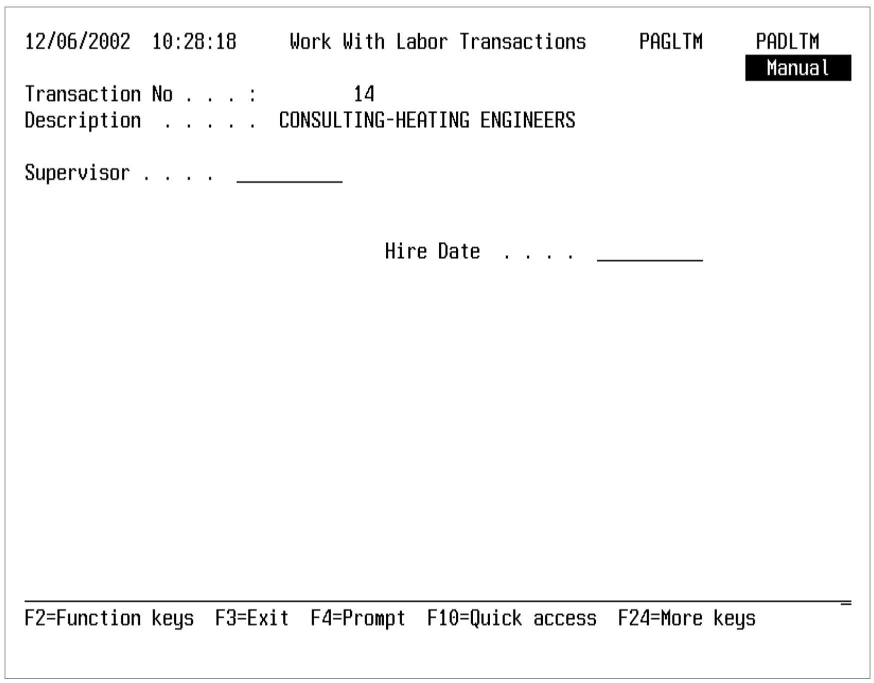


Figure 12-14: Work With Labor Transactions user fields page

On the Work With Labor Transactions user field page, you can define or modify user field information. Up to four alpha, two numeric, and one date user fields may be defined on the entity controls for labor transactions.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

Use the information below to complete this page.

User fields

The labor transaction user fields that have been defined are displayed. If the field was defined to require a code edit, you can select a value; otherwise, type the information you require.

How do I…

Provide user field information	Complete the information on this page and press Enter.
Add a new labor transaction	Press Enter. The Work With Labor Transactions detail page is displayed and you can create another labor transaction.

Deleting a labor transaction

To access the page described below, select the transaction you want to delete and press Enter on the Work With Labor Transactions prompt page shown in Figure 12-12.

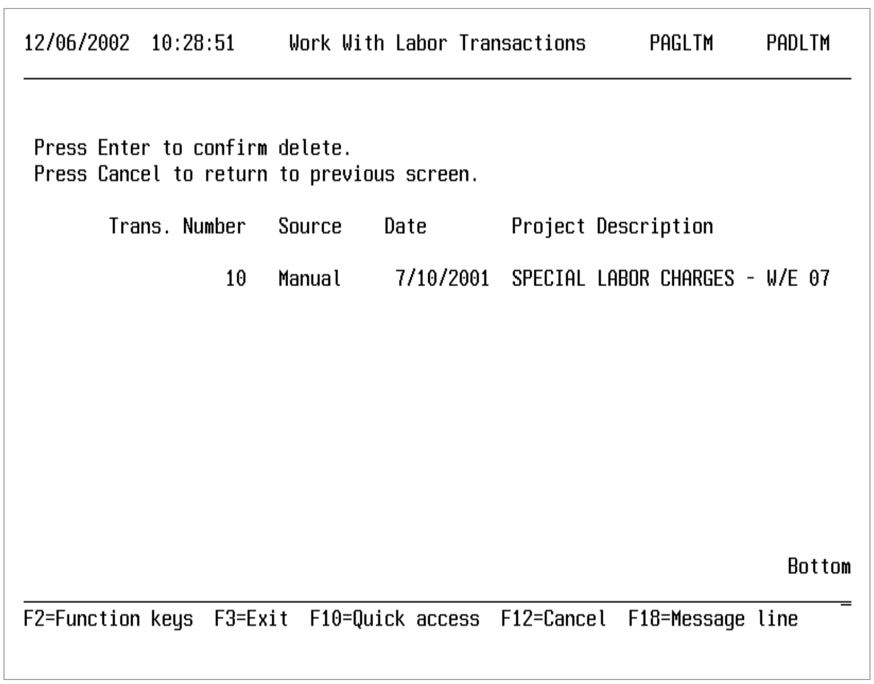


Figure 12-15: Work With Labor Transactions confirm deletion page

On the Work With Labor Transactions confirm deletion page, you can confirm or cancel the deletion of the selected transaction. This page is displayed after you select a transaction on the prompt page for deletion and press Enter.

How do I…

Delete the transaction	Press Enter.
Cancel the transaction deletion	Press F12.

Displaying labor transactions

Overview

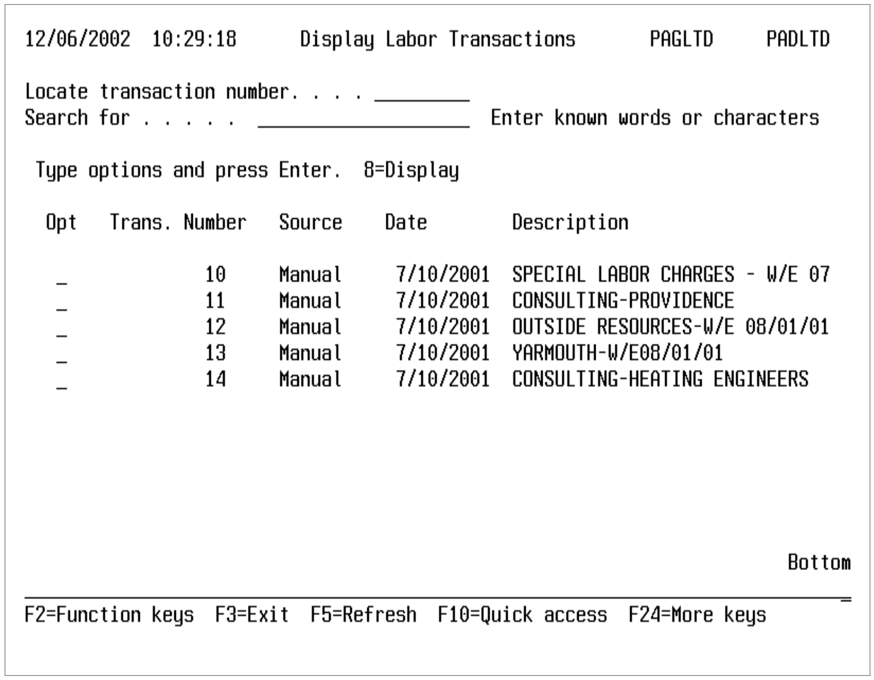
Use *Display labor transactions* to view the description, date, project, activity, cost code, charge account, resource, hourly rate, regular and overtime hours, and the actual amount for the selected labor transaction and its currency.

A second page displays user field information if user fields have been defined on the entity.

Use the menu path below.

- Infinium PA
- *Transactions*
- *Display Transactions*
  - *Display labor transactions* [DLT]

Specifying a labor transaction to display



```
12/06/2002  10:29:18      Display Labor Transactions       PAGLTD     PADLTD

Locate transaction number. . . . _________
Search for . . . . .  ___________________  Enter known words or characters

 Type options and press Enter.  8=Display

  Opt   Trans. Number   Source    Date        Description

   _             10     Manual     7/10/2001  SPECIAL LABOR CHARGES - W/E 07
   _             11     Manual     7/10/2001  CONSULTING-PROVIDENCE
   _             12     Manual     7/10/2001  OUTSIDE RESOURCES-W/E 08/01/01
   _             13     Manual     7/10/2001  YARMOUTH-W/E08/01/01
   _             14     Manual     7/10/2001  CONSULTING-HEATING ENGINEERS

                                                                        Bottom

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 12-16: Display Labor Transactions prompt page

On the Display Labor Transactions prompt page, you can select the transactions whose information you want to view.

How do I…

View the most current list of labor transactions from which to select	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View information for a labor transaction	Type **8** in *Opt* next to the transaction and press Enter.
View information for multiple labor transactions	Type **8** in *Opt* next to each transaction and press Enter.

How do I…	
Exit	Press F3.

Viewing labor transactions

To view the Display Labor Transactions details and the Display Labor Transactions user fields pages, select the miscellaneous transaction you want to display and press Enter on the Display Labor Transactions prompt page shown in Figure 12-16.

The Display Labor Transactions details page and the Display Labor Transactions user fields page are similar to the Work With Labor Transactions details page shown in Figure 12-13 and the Work With Labor Transactions user fields page shown in Figure 12-14 except you cannot update the information on these pages.

How do I…	
View user field information after viewing detail information	Press Enter.
Return to previous page	Press F12.
Return to prompt page	Press F3.

Working with item transactions

Overview

Use *Work with item transactions* to add item transactions, which are applied to a project when you post project transactions. Item transactions accumulate as actual material costs. Transactions are created only if calendars have been set up and linked to a project.

You can also work with manually created item transactions that have not been posted. To modify transactions interfaced from Infinium IC, the value for your user profile in *Update interfaced transactions* in *Work with users* must be **Yes**.

Use the menu path below.

- Infinium PA
- *Transactions*
- *Work With Transactions*
    - *Work with item transactions* [WWIT]

Specifying an item transaction with which to work

```
12/06/2002  11:31:16     Work With Item Transactions       PAGITM     PADITM

Locate transaction number. . . . _________
Search for . . . . .  ____________________  Enter known words or characters

 Type options and press Enter. 2=Change, 4=Delete

  Opt   Trans. Number   Source    Date        Description

   _             1      Manual     7/10/2001  SMALL TOOLS - YARMOUTH
   _             2      Manual     7/10/2001  NUTS AND BOLTS
   _             3      Manual     7/10/2001  CEMENT
   _             5      Manual     7/11/2001  inventory

                                                                          Bottom
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 12-17: Work With Item Transactions prompt page

On the Work With Item Transactions prompt page, you can view all item transactions that have not been posted, create new item transactions, change existing item transactions, and delete item transactions.

The information in the *Source* column indicates whether the transaction type is manual or interfaced.

How do I…

Create an item transaction	Press F6.
View the most current list of item transactions	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.

How do I…	
Change an item transaction	Type **2** in *Opt* next to the transaction number and press Enter.
Delete an item transaction	Type **4** in *Opt* next to the transaction number and press Enter.
Exit	Press F3.

Defining item transaction detail

To access the page described below, specify that you want to create a new transaction or select a transaction for update and press Enter on the Work With Item Transactions prompt page shown in Figure 12-17.

```
12/06/2002  11:32:00     Work With Item Transactions      PAGITM     PADITM
                                                                    Manual
Transaction No . . . :          2
Description  . . . . .  NUTS AND BOLTS
Date . . . . . . . . .   7/10/2001        Accounting Period . . .  7 2001

Project number . . . .  000-000-002   + BUILD A BIG BURGER-DENNISPORT
Activity . . . . . . .  BD-CO-FN                     + FOUNDATION
Cost code  . . . . . .  MATER   + MATERIALS
Charge account . . . .  001-001-000-1080                    + Construction in

Item . . . . . . . . .  NUTS AND BOLTS
Item Description . . .  LOTS OF NUTS AND BOLTS
Warehouse. . . . . . .  ____
Unit Cost. . . . . . .          8.000000
Quantity . . . . . . .      1,000.0000          U/M. . . . . . . ____
Actual amount  . . . .              8,000.00    Currency . . . . USD +

Storage index 1. . . .  ____________          Size . . . . . . . .  ___
Storage index 2. . . .  ____________          Transaction U/M. . .  ____
Storage index 3. . . .  ____________

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 12-18: Work With Item Transactions details page

On the Work With Item Transactions details page, you can add information for a new item transaction or modify information for an existing transaction.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

You can post transactions to a WBS activity, but it must be a posting level defined for the project.

The project header determines if a cost code is required. When you add a new transaction, the project default cost code defined on the entity controls is used. You can change this default code.

Use the information below to complete this page.

Transaction No

If you are creating a new transaction, the number assigned to the new transaction is displayed after you press Enter.

Description

Type a description of the new transaction. If you are modifying an existing transaction, you can change the description that is displayed.

Date

If you are adding a new transaction, the current date is displayed. If you are modifying an existing transaction, you can change the date that is displayed.

This date is used to determine the accounting year and period. You can change the date to enter a transaction for a previous period.

Accounting period

This is the accounting period based on the value in *Date*.

Project number

Select a project if you are adding a new transaction. You can change the project number for an existing transaction.

Activity

Select the activity to which the new transaction will be charged. You can change the activity for an existing transaction.

Cost code

Select the cost code to which the new current transaction will be charged. Default cost codes for transactions can be defined on the entity controls.

You can change the default cost code or the cost code for an existing transaction. A cost code is required only if the project header indicates that cost codes are required.

Charge account

Select a charge account to identify either a work in process account number or an expense account number be charged by the new transaction. You can change the charge account for an existing transaction.

If you are working with a transaction for a capital project or activity, this value is a work in process (WIP) account. A work in process account accumulates the costs for capital projects and activities while work is in progress.

If you are working with a transaction for an expense project or activity, this value is an expense account. Expense accounts are debited by the charges made to expense projects and/or activities.

Infinium PA does not actually charge transactions to the general ledger. If you create a journal entry to general ledger when you close the project, this account is credited.

If you leave *Charge account* blank and press Enter, the project or activity's charge account number is used.

Item

Type the item number of the part to which the current item transaction applies.

If you are adding a new transaction, you must complete either *Item* or *Item description*. If you are modifying an existing item transaction, you can change this item number.

Item Description

Type the description of the item of the part to which the current item transaction applies.

If you are adding a new transaction, you must complete either *Item description* or *Item*. If you are modifying an existing item transaction, you can change this description.

Warehouse

Type the warehouse identifier of the item you are adding. This value is usually provided by the Infinium IC interface.

Unit cost

Type the cost per unit of the item you are adding. If you are modifying an existing transaction, you can change this value.

Quantity

Type the quantity of the item you are adding. If you are modifying an existing transaction, you can change the quantity.

U/M (Unit of Measure)

Type the unit of measure in which the item you are adding is tracked. If you are modifying an existing transaction, you can change this value.

Actual amount

Type the actual dollar amount accumulated by the current transaction that will be charged to the project, activity, or cost code specified.

Currency

Select the currency in which the current transaction will be charged.

Storage Index 1, 2, and 3

This is displayed only if the item transaction originated in Infinium IC. In order to update this information, the value in *Update interfaced transactions* for your user profile in *Work with users* must be **Yes**.

Size

This is displayed only if the item transaction originated in Infinium IC. In order to update this information, the value in *Update interfaced transactions* for your user profile in *Work with users* must be **Yes**.

Transaction U/M

This is displayed only if the item transaction originated in Infinium IC. In order to update this information, the value in *Update interfaced transactions* for your user profile in *Work with users* must be **Yes**.

How do I…

Define a new item transaction	Complete the information on this page and press Enter.
Update an existing item transaction	Change the information on this page as necessary and press Enter.
Continue and work with item transaction user fields	Press Enter.
Return to the prompt page	Press F12.

Defining user field information

To access the page described below, complete the information on the Work With Item Transactions details page shown in Figure 12-18 and press Enter.

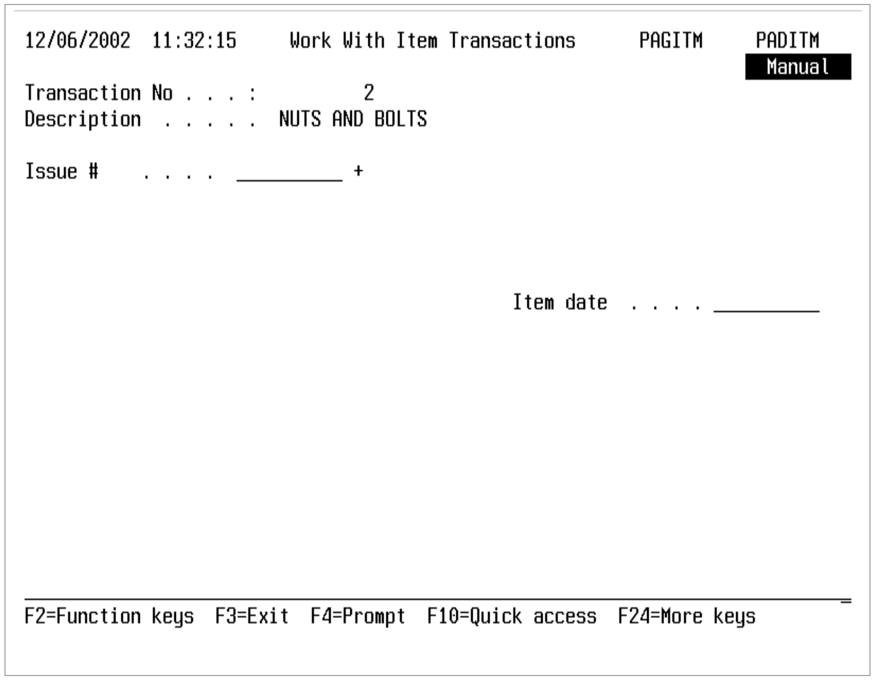


Figure 12-19: Work With Item Transactions user fields page

On the Work With Item Transactions user fields page, you can define or modify user field information. Up to four alpha, five numeric, and five date user fields may be defined on the entity controls for item transactions.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

Use the information below to complete this page.

User fields

The item transaction user fields that have been defined are displayed. If the field was defined to require a code edit, you can select a value; otherwise, type the information you require.

How do I…

Provide user field information	Complete the information on this page.

How do I…	
Add a new item transaction	Press Enter. The Work With Item Transactions detail page is displayed and you can create another item transaction.

Deleting an item transaction

To access the page described below, select the transaction you want to delete on the Work With Item Transactions prompt page shown in Figure 12-17 and press Enter.

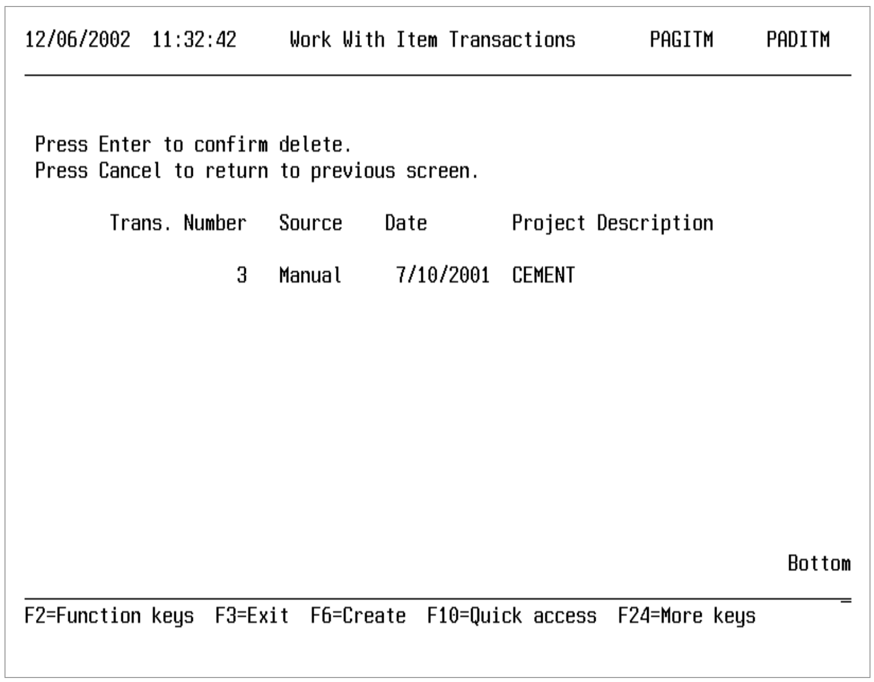


Figure 12-20: Work With Item Transactions confirm deletion page

On the Work With Item Transactions confirm deletion page, you can confirm or cancel the deletion of the selected transaction. This page is displayed after you select a transaction on the prompt page for deletion and press Enter

How do I…	
Delete the transaction	Press Enter.
Cancel the transaction deletion	Press F12.

Displaying item transactions

Overview

Use *Display item transactions* to view the description, date, project, activity, cost code, charge account, item, item description, warehouse, unit cost, quantity, unit of measure, and the actual amount for the selected item transaction and its currency. A second page displays user field information if user fields have been defined on the entity.

Use the menu path below.

- Infinium PA
- *Transactions*
- *Display Transactions*
  - *Display item transactions* [DIT]

Specifying an item transaction to display

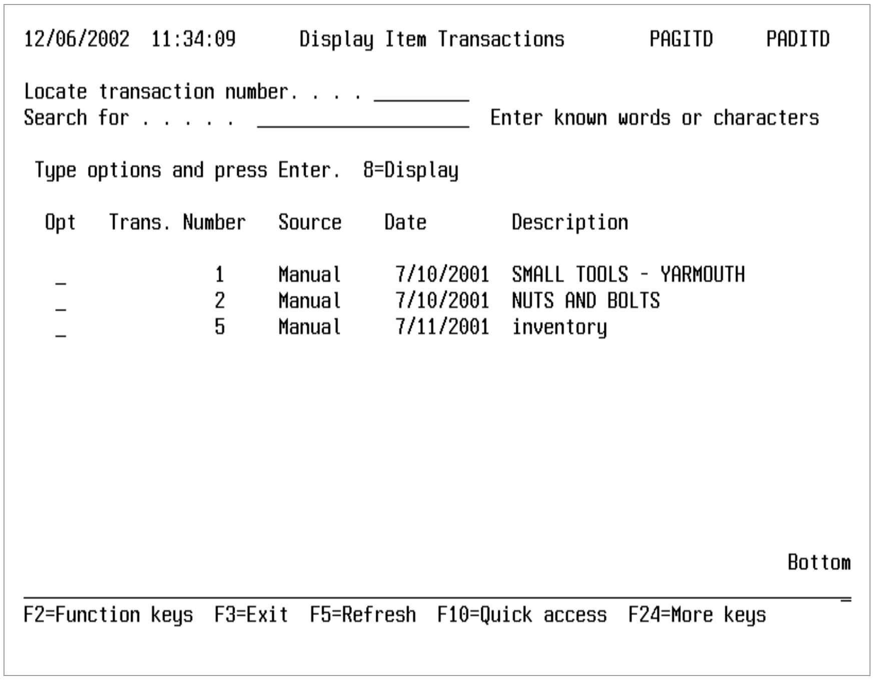


Figure 12-21: Display Item Transactions prompt page

On the Display Item Transactions prompt page, you can select the transactions whose information you want to view.

How do I…

View the most current list of item transactions from which to select	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View information for an item transaction	Type **8** in *Opt* next to the transaction and press Enter.
View information for multiple item transactions	Type **8** in *Opt* next to each transaction and press Enter.

How do I…

Exit	Press F3.

Viewing item transactions

To view the Display Item Transactions details and the Display Item Transactions user fields pages, select the miscellaneous transaction you want to display and press Enter on the Display Item Transactions prompt page shown in Figure 12-21.

The Display Item Transactions details page and the Display Item Transactions user fields page are similar to the Work With Item Transactions details page shown in Figure 12-18 and the Work With Item Transactions user fields page shown in Figure 12-19 except you cannot update the information on these pages.

How do I…

View user field information after viewing detail information	Press Enter.
Return to previous page	Press F12.
Return to prompt page	Press F3.

Working with purchase order transactions

Overview

Use *Work with PO transactions* to add purchase order transactions, which are applied to a project when you post project transactions. Purchase order transactions accumulate as commitment amounts. Transactions are created only if calendars have been set up and linked to a project.

You can also work with manually-created purchase order transactions that have not been posted. To modify transactions interfaced from Infinium PM, the value for your user profile in *Update interfaced transactions* in *Work with users* must be **Yes.**

Adding additional charges to PA-related purchase orders

When additional charges are added to Project Accounting (PA)-related purchase orders, those charges are not sent over to Project Accounting. Where the additional charges are within the Purchase Order Invoice determines whether the charges are sent over to PA.

Additional charges are not sent from Purchase Management (PM) to PA; therefore, you may not want Payables Ledger (PL) to send those transactions over to PA. To avoid this transfer, you should add additional charges only to the Purchase Order Header in PM and/or in the Purchase Order Header in the PL invoice. The following scenarios demonstrate when additional charges are sent to PA from PL.

Scenarios

- If you add additional charges to the Purchase Order Header in PM, the charges are brought over to the Purchase Order Header line in the PL invoice but are not sent to PA from either PM or PL.
- If you add additional charges to the Purchase Order Header line within the PL invoice, the charges are not sent to PA.
- For additional charges that are added to a Purchase Order detail line in PM, those charges are not sent to PA from PM, but they are sent from PL to PA because those additional charges are added to the Purchase Order detail line within the invoice.

- For additional charges added to the Invoice Header within the PL Invoice, those charges are sent from PL to PA.

Working with transactions

Use the menu path below.

- Infinium PA
- *Transactions*
- *Work With Transactions*
  - *Work with PO transactions* [WWPOT]

Specifying a PO transaction with which to work

```
12/06/2002  13:21:19      Work With PO Transactions       PAGPTM     PADPTM

Locate transaction number. . . . _________
Search for . . . . .  ____________________  Enter known words or characters

 Type options and press Enter. 2=Change, 4=Delete

  Opt   Trans. Number   Source    Date        Description

   _                4   Manual     7/10/2001  LAMP FIXTURES
   _                5   Manual     7/10/2001  BOOTHS
   _                6   Manual     7/10/2001  BENCHES AND CHAIRS








                                                                        Bottom
____________________________________________________________________________
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 12-22: Work With PO Transactions prompt page

On the Work With PO Transactions prompt page, you can view all purchase order transactions that have not been posted, create new purchase order transactions, change existing purchase order transactions, and delete purchase order transactions.

The information in the *Source* column indicates whether the transaction type is manual or interfaced.

How do I…

Create a purchase order transaction	Press F6.
View the most current list of purchase order transactions	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.

How do I…

Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Change a purchase order transaction	Type **2** in *Opt* next to the transaction number and press Enter.
Delete a purchase order transaction	Type **4** in *Opt* next to the transaction number and press Enter.
Exit	Press F3.

Defining purchase order transaction detail

To access the page described below, specify that you want to create a new transaction or select a transaction for update and press Enter on the Work With PO Transactions prompt page shown in Figure 12-22.

```
12/06/2002  13:22:05      Work With PO Transactions       PAGPTM     PADPTM
                                                                     Manual
Transaction No . . . :          4
Description  . . . . .  LAMP FIXTURES
Date . . . . . . . . .   7/10/2001        Accounting Period . . .  7 2001

Project number . . . .  000-000-003   + BUILD A BIG BURGER-PROVIDENCE
Activity . . . . . . .  BD-CO-WG-LG                  + LIGHTING
Cost code  . . . . . .  MATER   + MATERIALS
Charge account . . . .  001-001-000-1080                    + Construction in

P.O. number. . . . . .  ____________________
P.O. line number . . .  ___
P.O. date. . . . . . .  __________
Vendor . . . . . . . .  __________  +

Unit Cost. . . . . . .           22.000000
Quantity . . . . . . .          150.0000         U/M. . . . . . .  ____
Commitment Amount. . .               3,300.00    Currency . . . .  USD +


F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 12-23: Work With PO Transactions prompt page

On the Work With PO Transactions detail page, you can add information for a new purchase order transaction or modify information for an existing transaction.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

You can post transactions to a WBS activity, but it must be a posting level defined for the project.

The project header determines if a cost code is required. When you add a new transaction, the project default cost code defined on the entity controls is used. You can change this default code.

Use the information below to complete this page.

Transaction No

If you are creating a new transaction, the number assigned to the new transaction is displayed after you press Enter.

Description

Type a description of the new transaction. If you are modifying an existing transaction, you can change the description that is displayed.

Date

If you are adding a new transaction, the current date is displayed. If you are modifying an existing transaction, you can change the date that is displayed.

This date is used to determine the accounting year and period. You can change the date to enter a transaction for a previous period.

Accounting period

This is the accounting period based on the value in *Date*.

Project number

Select a project if you are adding a new transaction. You can change the project number for an existing transaction.

Activity

Select the activity to which the new transaction will be charged. You can change the activity for an existing transaction.

Cost code

Select the cost code to which the new current transaction will be charged. Default cost codes for transactions can be defined on the entity controls.

You can change the default cost code or the cost code for an existing transaction. A cost code is required only if the project header indicates that cost codes are required.

Charge account

Select a charge account to identify either a work in process account number or an expense account number be charged by the new transaction. You can change the charge account for an existing transaction.

If you are working with a transaction for a capital project or activity, this value is a work in process (WIP) account. A work in process account accumulates the costs for capital projects and activities while work is in progress.

If you are working with a transaction for an expense project or activity, this value is an expense account. Expense accounts are debited by the charges made to expense projects and/or activities.

Infinium PA does not actually charge transactions to the general ledger. If you create a journal entry to general ledger when you close the project, this account is credited.

If you leave *Charge account* blank and press Enter, the project or activity's charge account number is used.

P.O. number

Type the purchase order number of the part to which this purchase order transaction applies. If you are modifying an existing purchase order transaction, you can change this purchase order number.

P.O. line number

Type the purchase order line number to which this purchase order transaction applies. If you are modifying an existing purchase order transaction, you can change this number.

P.O. date

Type the generation date of the purchase order to which this transaction applies. If you are modifying an existing purchase order transaction, you can change this number.

Vendor

Select the vendor from whom the item(s) identified on this purchase order are being ordered. If you are modifying an existing transaction, you can change this vendor.

If you are using Infinium PL, you can select a valid vendor in Infinium PL.

Unit cost

Type the cost per unit of the item for which this purchase order was issued. If you are modifying an existing transaction, you can change this value.

Quantity

Type the quantity of the items requested on the purchase order you are adding. If you are modifying an existing transaction, you can change the quantity.

U/M (Unit of Measure)

Type the unit of measure in which the item you are adding on the purchase order is tracked. If you are modifying an existing transaction, you can change this value.

Commitment amount

Type the actual committed dollar amount accumulated by this purchase order transaction that will be charged to the project, activity, or cost code specified.

If you are modifying an existing transaction, you can change this amount.

The commitment amount is reversed when you post an invoice transaction to the same project/activity/cost code with the same purchase order number and purchase order line number as on the purchase order transaction.

Currency

Select the currency in which the current transaction will be charged.

How do I…

Define a new purchase order transaction	Complete the information on this page and press Enter.
Update an existing purchase order transaction	Change the information on this page as necessary and press Enter.
Continue and work with purchase order transaction user fields	Press Enter.
Return to the prompt page	Press F12.

Defining user field information

To access the page described below, complete the information on the Work With PO Transactions details page shown in Figure 12-23 and press Enter.

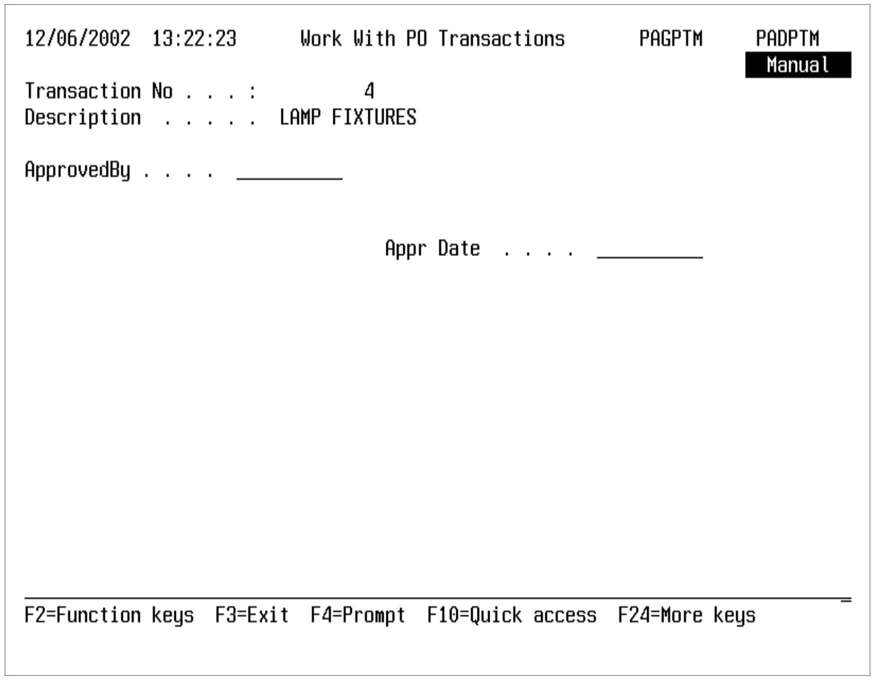


Figure 12-24: Work With PO Transactions user fields page

On the Work With PO Transactions user fields page, you can define or modify user field information. Up to four alpha, two numeric, and one date user fields may be defined on the entity controls for purchase order transactions.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

Use the information below to complete this page.

User fields

The purchase order transaction user fields that have been defined are displayed. If the field was defined to require a code edit, you can select a value; otherwise, type the information you require.

How do I…

Provide user field information	Complete the information on this page.
Add a new purchase order transaction	Press Enter. The Work With PO Transactions detail page is displayed and you can create another purchase order transaction.

Deleting a purchase order transaction

To access the page described below, select a transaction for deletion and press Enter on the Work With PO Transactions prompt page shown in Figure 12-22.

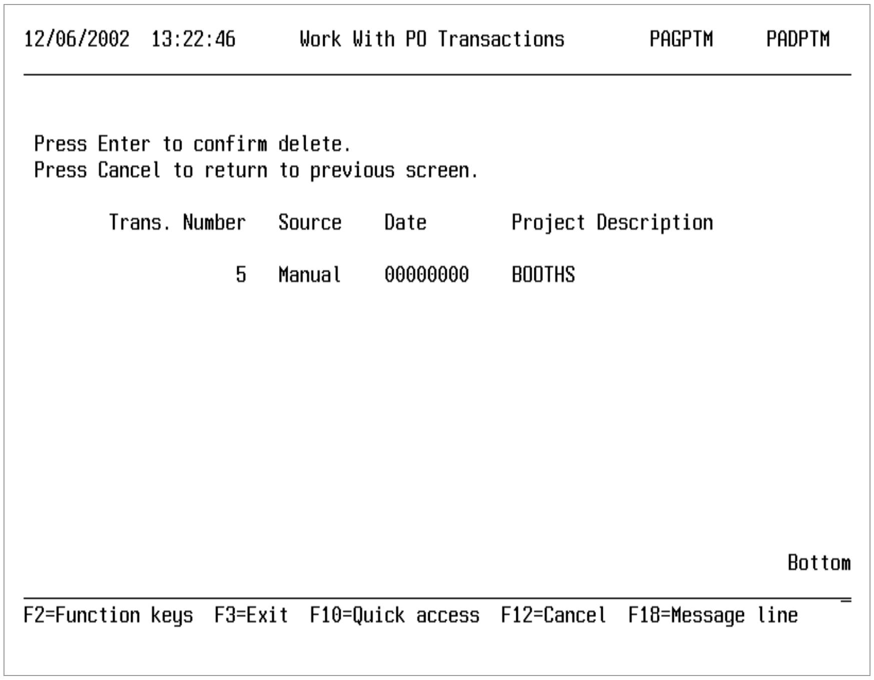


Figure 12-25: Work With PO Transactions confirm deletion page

On the Work With PO Transactions confirm deletion page, you can confirm or cancel the deletion of the selected transaction. This page is displayed after you select a transaction on the prompt page for deletion and press Enter.

How do I…

Delete the transaction	Press Enter.
Cancel the transaction deletion	Press F12.

Displaying purchase order transactions

Overview

Use *Display PO transactions* to view the description, date, project, activity, cost code, charge account, purchase order number, purchase order line number, purchase order date, vendor, unit cost, quantity, unit of measure, and the commitment amount for the selected purchase order transaction and its currency. User field information is displayed on a second page if user fields have been defined on the entity.

Use the menu path below.

- Infinium PA
- *Transactions*
- *Display Transactions*
    - *Display PO transactions* [DPOT]

Specifying a purchase order transactions to display

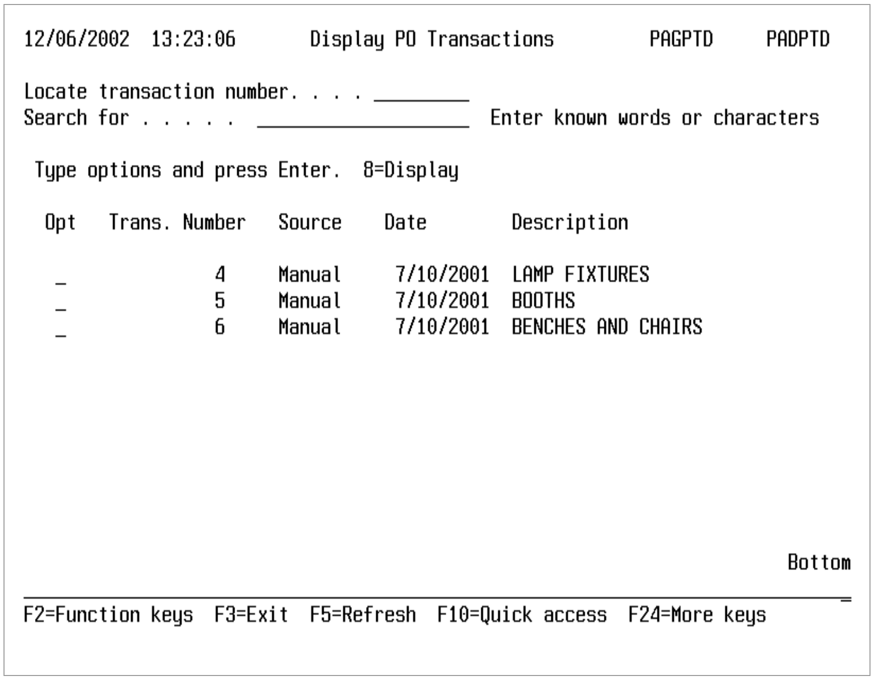


Figure 12-26: Display PO Transactions prompt page

On the Display PO Transactions prompt page, you can select the transactions whose information you want to view.

How do I…

View the most current list of purchase order transactions from which to select	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View information for a purchase order transaction	Type **8** in *Opt* next to the transaction and press Enter.

How do I…

View information for multiple purchase order transactions	Type **8** in *Opt* next to each transaction and press Enter.

Viewing purchase order transactions

To view the PO Transactions details and the Display PO Transactions user fields pages, select the purchase order transaction you want to display and press Enter on the Display PO Transactions prompt page shown in Figure 12-26.

The Display PO Transactions details page and the Display PO Transactions user fields page are similar to the Work With PO Transactions details page shown in Figure 12-24 and the Work With PO Transactions user fields page shown in Figure 12-25 except you cannot update the information on these pages.

How do I…

View user field information after viewing detail information	Press Enter.
Return to previous page	Press F12.
Return to prompt page	Press F3.

Working with invoice transactions

Overview

Use *Work with invoice transactions* to add invoice transactions, which are applied to a project when you post project transactions. Invoice transactions accumulate as actual amounts and reduce the commitment amount for a previously entered purchase order transaction. Transactions are created only if calendars have been set up and linked to a project.

You can also work with manually created invoice transactions that have not been posted. To modify transactions interfaced from Infinium PL, the value for your user profile in *Update interfaced transactions* in *Work with users* must be **Yes**.

Use the menu path below.

- Infinium PA
- *Transactions*
- *Work With Transactions*
  - *Work with invoice transactions* [WWINT]

Specifying an invoice transaction with which to work

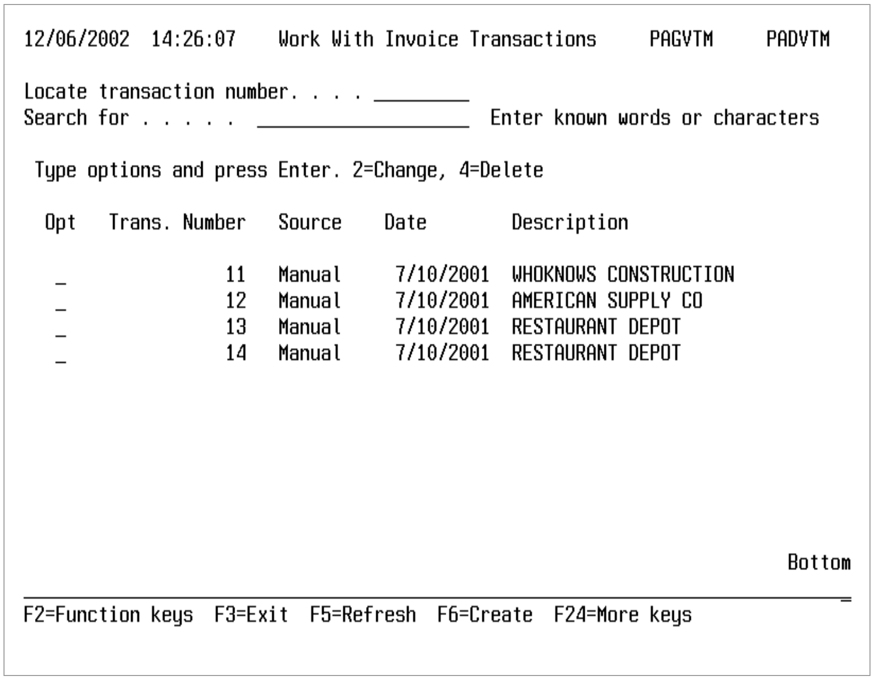

```
12/06/2002  14:26:07    Work With Invoice Transactions     PAGVTM     PADVTM

Locate transaction number. . . . _________
Search for . . . . .  ____________________  Enter known words or characters

 Type options and press Enter. 2=Change, 4=Delete

  Opt   Trans. Number   Source    Date        Description

   _              11   Manual     7/10/2001  WHOKNOWS CONSTRUCTION
   _              12   Manual     7/10/2001  AMERICAN SUPPLY CO
   _              13   Manual     7/10/2001  RESTAURANT DEPOT
   _              14   Manual     7/10/2001  RESTAURANT DEPOT

                                                                        Bottom

F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 12-27: Work With Invoice Transactions prompt page

On the Work With Invoice Transactions prompt page, you can view all invoice transactions that have not been posted, create new invoice transactions, change existing invoice transactions, and delete invoice transactions.

The information in the *Source* column indicates whether the transaction type is manual or interfaced.

How do I…

Create an invoice transaction	Press F6.
View the most current list of invoice transactions	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.

How do I…	
Change an invoice transaction	Type **2** in *Opt* next to the transaction number and press Enter.
Delete an invoice transaction	Type **4** in *Opt* next to the transaction number and press Enter.
Exit	Press F3.

Defining invoice transaction detail

To access the page described below, specify that you want to create a new transaction or select a transaction for update and press Enter on the Work With Invoice Transactions prompt page shown in Figure 12-27.

```
12/06/2002  14:27:02    Work With Invoice Transactions    PAGVTM     PADVTM
                                                                     Manual
Transaction No . . . :        14
Description  . . . . .  RESTAURANT DEPOT
Date . . . . . . . . .   7/10/2001        Accounting Period . . .  7 2001

Project number . . . .  000-000-001   + BUILD A BIG BURGER-YARMOUTH
Activity . . . . . . .  EQ-OT-AC                 + ACQUIRE CASH REGISTE
Cost code  . . . . . .  MATER  + MATERIALS
Charge account . . . .  001-001-000-1080                  + Construction in

P.O. number. . . . . .
P.O. line number . . .
P.O. date. . . . . . .
Vendor . . . . . . . .            +
Invoice number . . . .
Invoice date . . . . .
Invoice payment company
Quantity . . . . . . .            .0000        U/M. . . . . . .
Invoice amount . . . .               8,500.00   Currency . . . . USD +

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 12-28: Work With Invoice Transactions details page

On the Work With Invoice Transactions details page, you can add information for a new invoice transaction or modify information for an existing transaction.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

You can post transactions to a WBS activity, but it must be a posting level defined for the project.

The project header determines if a cost code is required. When you add a new transaction, the project default cost code defined on the entity controls is used. You can change this default code.

Use the information below to complete this page.

Transaction No

If you are creating a new transaction, the number assigned to the new transaction is displayed after you press Enter.

Description

Type a description of the new transaction. If you are modifying an existing transaction, you can change the description that is displayed.

Date

If you are adding a new transaction, the current date is displayed. If you are modifying an existing transaction, you can change the date that is displayed.

This date is used to determine the accounting year and period. You can change the date to enter a transaction for a previous period.

Accounting period

This is the accounting period based on the value in *Date*.

Project number

Select a project if you are adding a new transaction. You can change the project number for an existing transaction.

Activity

Select the activity to which the new transaction will be charged. You can change the activity for an existing transaction.

Cost code

Select the cost code to which the new current transaction will be charged. Default cost codes for transactions can be defined on the entity controls.

You can change the default cost code or the cost code for an existing transaction. A cost code is required only if the project header indicates that cost codes are required.

Charge account

Select a charge account to identify either a work in process account number or an expense account number be charged by the new transaction. You can change the charge account for an existing transaction.

If you are working with a transaction for a capital project or activity, this value is a work in process (WIP) account. A work in process account accumulates the costs for capital projects and activities while work is in progress.

If you are working with a transaction for an expense project or activity, this value is an expense account. Expense accounts are debited by the charges made to expense projects and/or activities.

Infinium PA does not actually charge transactions to the general ledger. If you create a journal entry to general ledger when you close the project, this account is credited.

If you leave *Charge account* blank and press Enter, the project or activity's charge account number is used.

P.O. number

Type the purchase order number of the part to which this invoice transaction applies. If you are modifying an existing invoice transaction, you can change this purchase order number.

The posting control value for *PO commitment matching* on the entity controls determines if both the *P.O. number* and the *P.O. line number* are required to reverse a commitment amount or if only the *P.O. line number* is required.

P.O. line number

Type the purchase order line number to which this invoice transaction applies. If you are modifying an existing invoice transaction, you can change this number.

The posting control value for *PO commitment matching* on the entity controls determines if both the *P.O. number* and the *P.O. line number* are required to reverse a commitment amount or if only the *P.O. line number* is required.

P.O. date

Type the generation date of the purchase order to which this transaction applies. If you are modifying an existing invoice transaction, you can change this date.

Vendor

Select the vendor from whom the items identified on this invoice were ordered. If you are modifying an existing transaction, you can change this vendor.

Invoice number

Type the invoice number of the invoice you are adding. If you are modifying an existing transaction, you can change this number.

Invoice date

Type the date of the invoice you are adding. If you are modifying an existing invoice transaction, you can change this date.

Quantity

Type the quantity of the items on the invoice you are adding. If you are modifying an existing transaction, you can change the quantity.

U/M (unit of measure)

Type the unit of measure in which the item you are adding on the transaction is tracked. If you are modifying an existing transaction, you can change this value.

Invoice amount

Type the invoice amount accumulated by this transaction that will be charged to the project, activity, or cost code specified.

If you are modifying an existing transaction, you can change this amount.

Currency

Select the currency in which the current transaction will be charged.

How do I…

Define a new invoice transaction	Complete the information on this page and press Enter.
Update an existing invoice transaction	Change the information on this page as necessary and press Enter.
Continue and work with invoice transaction user fields	Press Enter.
Return to the prompt page	Press F12.

Defining user field information

To access the page described below, complete the information on the Work With Invoice Transactions details page shown in Figure 12-28 and press Enter.

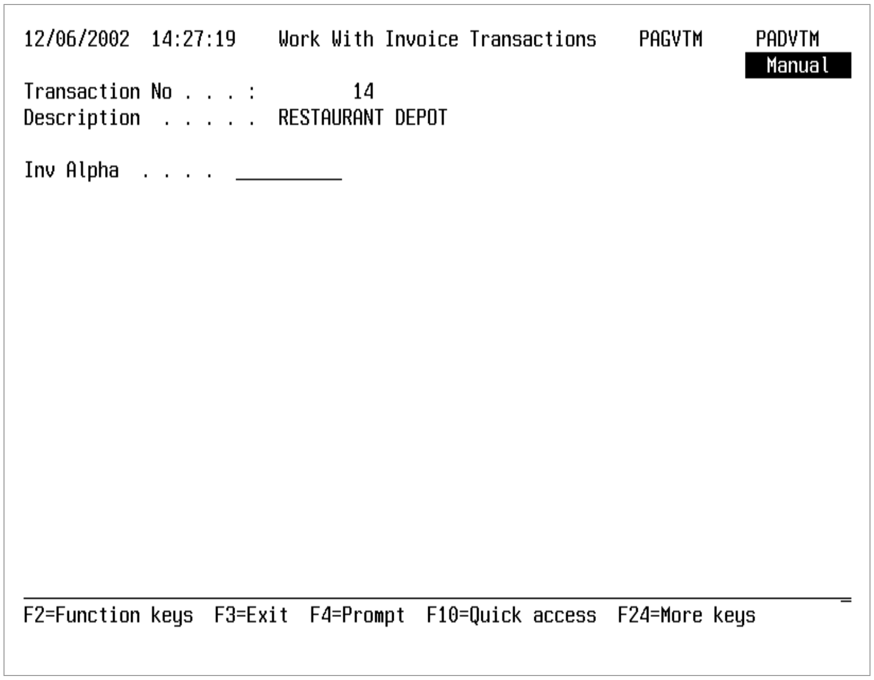


Figure 12-29: Work With Invoice Transactions user fields page

On the Work With Invoice Transactions user fields page, you can define or modify user field information. Up to four alpha, two numeric, and one date user fields may be defined on the entity controls for invoice transactions.

Manual or **Interfaced** at the top of the page indicates the type of transaction with which you are working.

Use the information below to complete this page.

User fields

The invoice transaction user fields that have been defined are displayed. If the field was defined to require a code edit, you can select a value; otherwise, type the information you require.

How do I…

Provide user field information	Complete the information on this page and press Enter.

How do I…

Add a new invoice transaction	Press Enter. The Work With Invoice Transactions detail page is displayed and you can create another invoice transaction.

Deleting an invoice transaction

To access the page described below, select a transaction for deletion and press Enter on Work With Invoice Transactions prompt page shown in Figure 12-27.

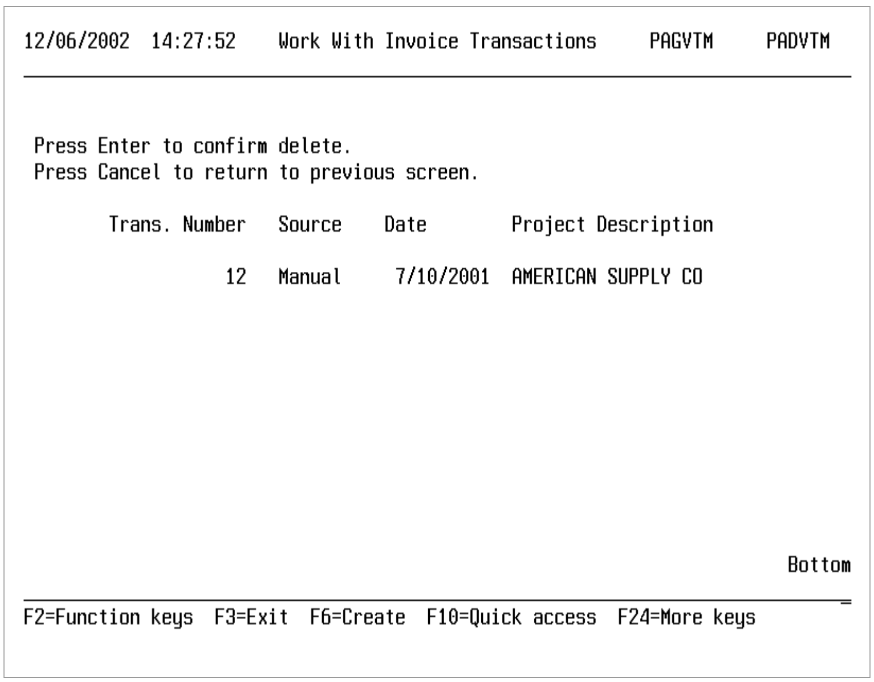


Figure 12-30: Work With Invoice Transactions confirm deletion page

On the Work With Invoice Transactions confirm deletion page, you can confirm or cancel the deletion of a selected transaction. This page is displayed after you select a transaction for deletion on the Work With Invoice Transactions prompt page and press Enter.

How do I…

Delete the transaction	Press Enter.

How do I…	
Cancel the transaction deletion	Press F12.

Displaying invoice transactions

Overview

Use *Display invoice transactions* to view the description, date, project, activity, cost code, charge account, purchase order number, purchase order line number, purchase order date, vendor, invoice number, invoice date, quantity, unit of measure, and the invoice amount for the selected invoice transaction and its currency. A second page displays user field information if user fields have been defined on the entity.

Use the menu path below.

- Infinium PA
- *Transactions*
- *Display Transactions*
  - *Display invoice transactions* [DINT]

Specifying an invoice transaction to display

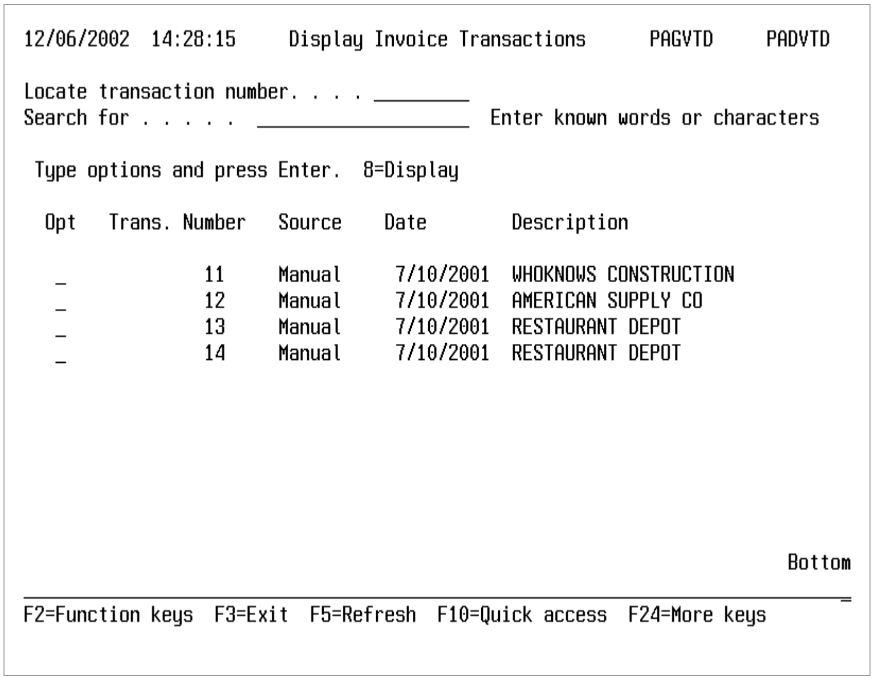


Figure 12-31: Display Invoice Transactions prompt page

On the Display Invoice Transactions prompt page, you can select the transactions whose information you want to view.

How do I…

View the most current list of invoice transactions from which to select	Press F5.
Find a transaction	Type a full or partial transaction number in *Locate transaction number* and press Enter. This repositions the list to start with that transaction number.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View information for an invoice transaction	Type **8** in *Opt* next to the transaction and press Enter.
View information for multiple invoice transactions	Type **8** in *Opt* next to each transaction and press Enter.

Viewing invoice transactions

To view the Display Invoice Transactions details and the Display Invoice Transactions user fields pages, select the invoice transaction you want to display and press Enter on the Display Invoice Transactions prompt page shown in Figure 12-31.

The Display Invoice Transactions details page and the Display Invoice Transactions user fields page are similar to the Work With Invoice Transactions details page shown in Figure 12-28 and the Work With Invoice Transactions user fields page shown in Figure 12-29 except you cannot update the information on these pages.

How do I…

View user field information after viewing detail information	Press Enter.
Return to previous page	Press F12.
Return to prompt page	Press F3.

Viewing details in Infinium PL for transactions not posted in Infinium PA

Overview of Infinium PA to Infinium PL walkback

An invoice that includes project information is interfaced to Infinium PA when it is posted in Infinium PL. Invoice transactions interfaced from Infinium PL are identified in Infinium PA by the transaction code, PLI. You can update, display, and post invoice interfaced transactions in Infinium PA.

Not all of the detailed information for the invoice transaction is stored in Infinium PA. Use the walkback feature in Infinium PA to view that detail information for the invoice transaction that was originally posted in Infinium PL.

Before you post a project in Infinium PA that contains invoice transactions that were interfaced from Infinium PL, you can update those transactions using *Work with invoice transactions* or display those transactions using *Display invoice transactions*. You can walk back to *Analytical inquiry* in Infinium PL from these menu options to review invoice details.

Security

You can walk back from Infinium PA to Infinium PL only if you are authorized to that application. When you walk back to Infinium PL, the system applies your security as defined in Infinium PL.

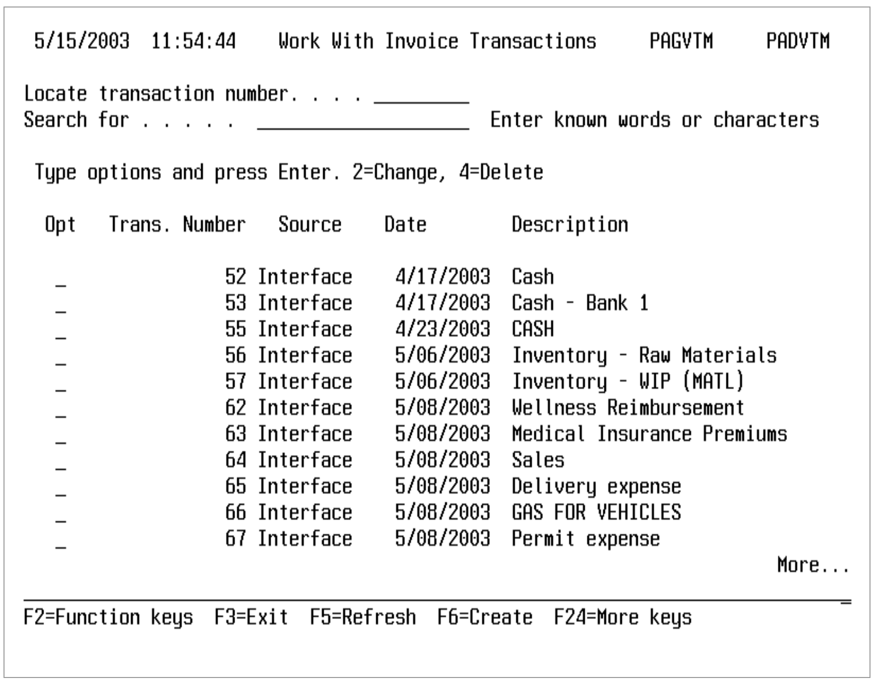
Viewing posted invoice transaction details

After you post a project in Infinium PA that contains invoice transactions that were interfaced from Infinium PL, you can walk back to *Analytical inquiry* in Infinium PL from *Project inquiry* and *Display budget vs. total costs* to view additional detail information.

Using *Work with Invoice Transactions* to view unposted invoice transaction details in Infinium PL

Use the menu path below.

- Infinium PA
- *Transactions*
- *Work With Transactions*
  - *Work with invoice transactions* [WWIT]



```
 5/15/2003  11:54:44    Work With Invoice Transactions     PAGVTM     PADVTM

Locate transaction number. . . . _________
Search for . . . . .  ____________________  Enter known words or characters

 Type options and press Enter. 2=Change, 4=Delete

  Opt   Trans. Number   Source    Date       Description

   _             52 Interface    4/17/2003  Cash
   _             53 Interface    4/17/2003  Cash - Bank 1
   _             55 Interface    4/23/2003  CASH
   _             56 Interface    5/06/2003  Inventory - Raw Materials
   _             57 Interface    5/06/2003  Inventory - WIP (MATL)
   _             62 Interface    5/08/2003  Wellness Reimbursement
   _             63 Interface    5/08/2003  Medical Insurance Premiums
   _             64 Interface    5/08/2003  Sales
   _             65 Interface    5/08/2003  Delivery expense
   _             66 Interface    5/08/2003  GAS FOR VEHICLES
   _             67 Interface    5/08/2003  Permit expense
                                                                      More...

F2=Function keys   F3=Exit   F5=Refresh   F6=Create   F24=More keys
```

Figure 12-32: Work With Invoice Transactions prompt page

On the Work With Invoice Transactions prompt page, you can view unposted invoice transactions and select an interface transaction with which to work. Refer to the “Working with Invoice Transactions” topic in this chapter for additional details about this page.

How do I…

View most current list of transactions	Press F5.

How do I...	
Find a transaction	Type a full or partial project identifier in *Locate transaction number* and press Enter. This repositions the list to start with that transaction.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a transaction	Type **2** in *Opt* next to the transaction and press Enter.
Delete a transaction	Type **4** in *Opt* next to the transaction and press Enter.

To access the Work With Invoice Transactions details page described below, complete the Work With Invoice Transactions prompt page shown in Figure 12-32 and press Enter.

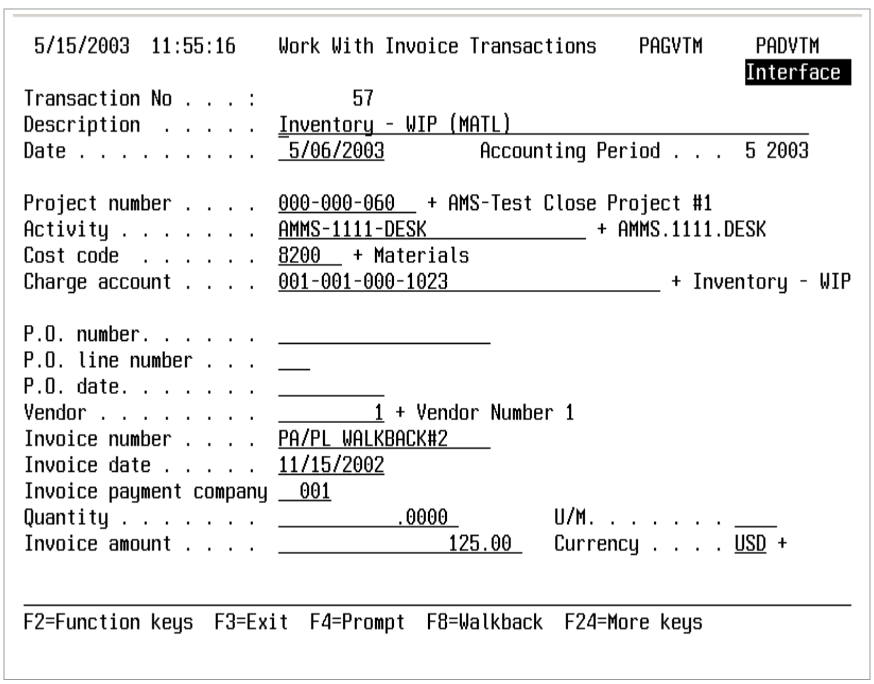


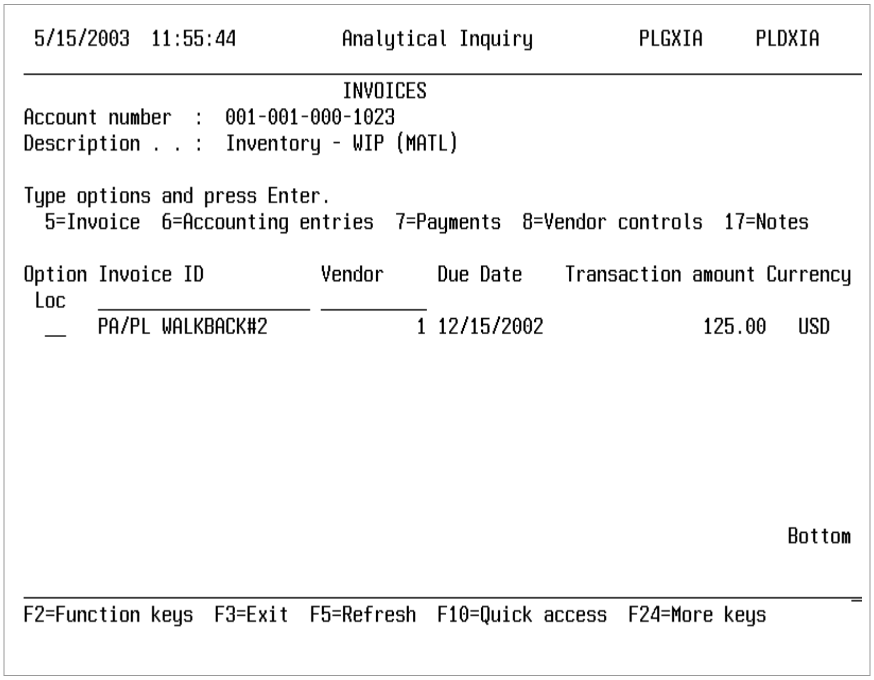
Figure 12-33: Work With Invoice Transactions details page

On the Work With Invoice Transactions details page, you can view the detail for the selected unposted invoice transaction that is stored in Infinium PA. You can also walk back to Infinium PL to view addition detail information for the selected interface transaction. Refer to the “Working with Invoice Transactions” topic in this chapter for additional details about this page.

How do I…

Walk back to Infinium PL	Press F8.

To access the Analytical Inquiry invoice display page in Infinium PL described below, press F8 on the Work With Invoice Transactions details page in Infinium PA shown in Figure 12-33.



```
 5/15/2003  11:55:44         Analytical Inquiry         PLGXIA     PLDXIA
______________________________________________________________________________
                              INVOICES
Account number  :  001-001-000-1023
Description . . :  Inventory - WIP (MATL)

Type options and press Enter.
  5=Invoice  6=Accounting entries  7=Payments  8=Vendor controls  17=Notes

Option Invoice ID          Vendor     Due Date    Transaction amount Currency
 Loc   ____________________ __________
  __   PA/PL WALKBACK#2             1 12/15/2002             125.00   USD

                                                                       Bottom
______________________________________________________________________________
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 12-34: Analytical Inquiry invoice selection page in Infinium PL

The system displays the invoice in Infinium PL. Refer to the “Using Analytical Inquiry and Reconciling Infinium PL” chapter in the *Infinium PL Guide to Processing* for additional details about this page.

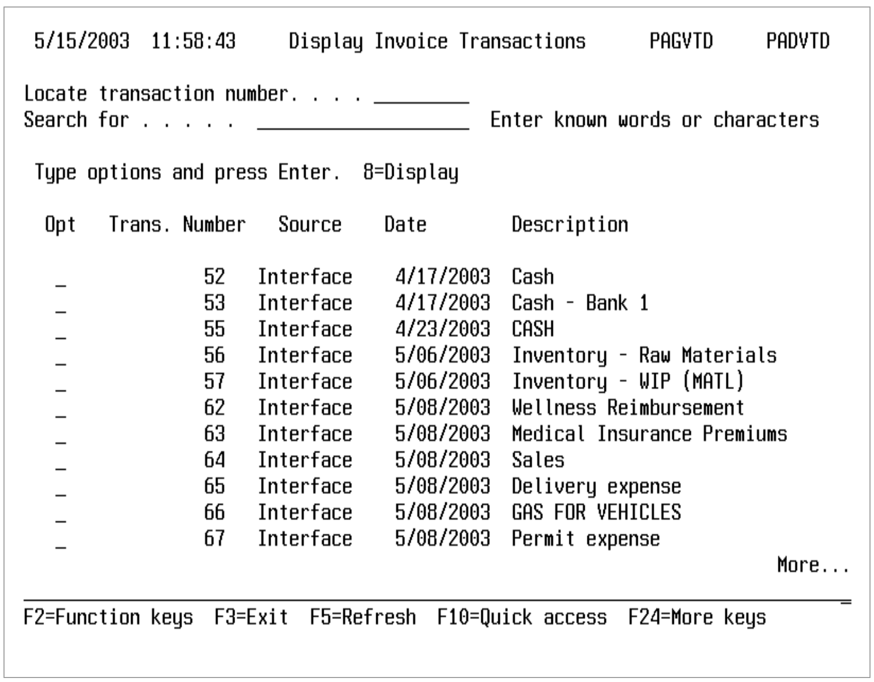
How do I…

Return to Infinium PA after viewing the transaction information	Press F12.

Using *Display Invoice Transactions* to view unposted invoice transaction details in Infinium PL

Use the menu path below.

- Infinium PA
- *Transactions*
- *Display Transactions*
  - *Display invoice transactions* [DIT]



```
5/15/2003  11:58:43     Display Invoice Transactions      PAGVTD     PADVTD

Locate transaction number. . . . _________
Search for . . . . .   ___________________  Enter known words or characters

Type options and press Enter.  8=Display

 Opt   Trans. Number   Source    Date       Description

  _              52   Interface    4/17/2003  Cash
  _              53   Interface    4/17/2003  Cash - Bank 1
  _              55   Interface    4/23/2003  CASH
  _              56   Interface    5/06/2003  Inventory - Raw Materials
  _              57   Interface    5/06/2003  Inventory - WIP (MATL)
  _              62   Interface    5/08/2003  Wellness Reimbursement
  _              63   Interface    5/08/2003  Medical Insurance Premiums
  _              64   Interface    5/08/2003  Sales
  _              65   Interface    5/08/2003  Delivery expense
  _              66   Interface    5/08/2003  GAS FOR VEHICLES
  _              67   Interface    5/08/2003  Permit expense
                                                                  More...

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 12-35: Display Invoice Transactions prompt page

On the Display Invoice Transactions prompt page, you can view unposted invoice transactions and select an interface transaction to display its detail information. Refer to the “Displaying Invoice Transactions” topic in this chapter for additional details about this page.

How do I…

View most current list of transactions	Press F5.

How do I…	
Find a transaction	Type a full or partial project identifier in *Locate transaction number* and press Enter. This repositions the list to start with that transaction.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
Select a transaction to display	Type **8** in *Opt* next to the transaction and press Enter.

To access the Display Invoice Transactions details page described below, complete the Display Invoice Transactions prompt page shown in Figure 12-35 and press Enter.

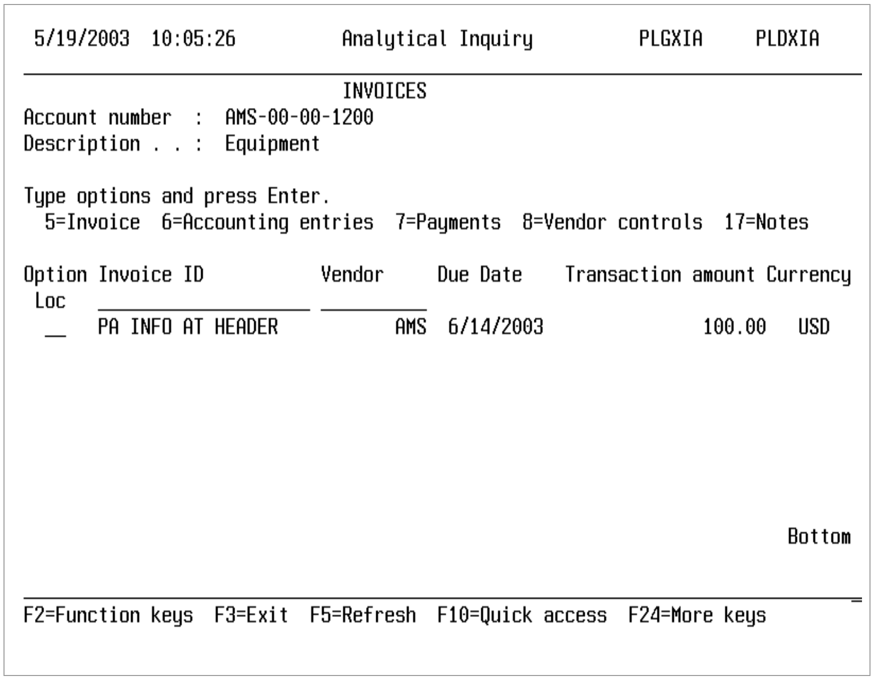
```
 5/19/2003  10:04:18     Display Invoice Transactions     PAGVTI     PADVTI
                                                                   Interface
Transaction No . . . :        75
Description  . . . . .  Equipment
Date . . . . . . . . .   5/15/2003       Accounting Period . . . 05 2003

Project number . . . .  000-000-060     AMS-Test Close Project #1
Activity . . . . . . .  AMMS-1111-PENS                  AMMS-1111-PENS
Cost code  . . . . . .  6002      Contract labor
Charge account . . . .  AMS-00-00-1200                          Equipment

P.O. number. . . . . .
P.O. line number . . .
P.O. date. . . . . . .
Vendor . . . . . . . .         AMS  AMS
Invoice number . . . .  PA INFO AT HEADER
Invoice date . . . .     5/15/2003

Quantity . . . . . . .              .0000         U/M. . . . . . .
Invoice amount . . . .                   100.00    Currency . . . . USD

F2=Function keys  F3=Exit  F8=Walkback  F24=More keys
```

Figure 12-36: Display Invoice Transactions details page

On the Display Invoice Transactions details page, you can view the detail for the selected unposted invoice transaction that is stored in Infinium PA. You can also walk back to Infinium PL to view additional detail information for the selected interface transaction. Refer to the “Displaying Invoice Transactions” topic in this chapter for additional details about this page.

How do I…

Walk back to Infinium PL	Press F8.



```
 5/19/2003  10:05:26          Analytical Inquiry          PLGXIA     PLDXIA
                              INVOICES
Account number  :  AMS-00-00-1200
Description . . :  Equipment

Type options and press Enter.
  5=Invoice  6=Accounting entries  7=Payments  8=Vendor controls  17=Notes

Option Invoice ID           Vendor     Due Date    Transaction amount Currency
 Loc
  __   PA INFO AT HEADER           AMS  6/14/2003               100.00   USD

                                                                        Bottom
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 12-37: Analytical Inquiry invoice selection page in Infinium PL

The system displays the invoice in Infinium PL. Refer to the “Using Analytical Inquiry and Reconciling Infinium PL” chapter in the *Infinium PL Guide to Processing* for additional details about this page.

How do I…

Return to Infinium PA after viewing the transaction information	Press F12.

Printing transactions

Overview

Use *List transactions* to create a report listing transactions and detail information for transactions that have not been posted. Separate pages are provided for each of the transaction types.

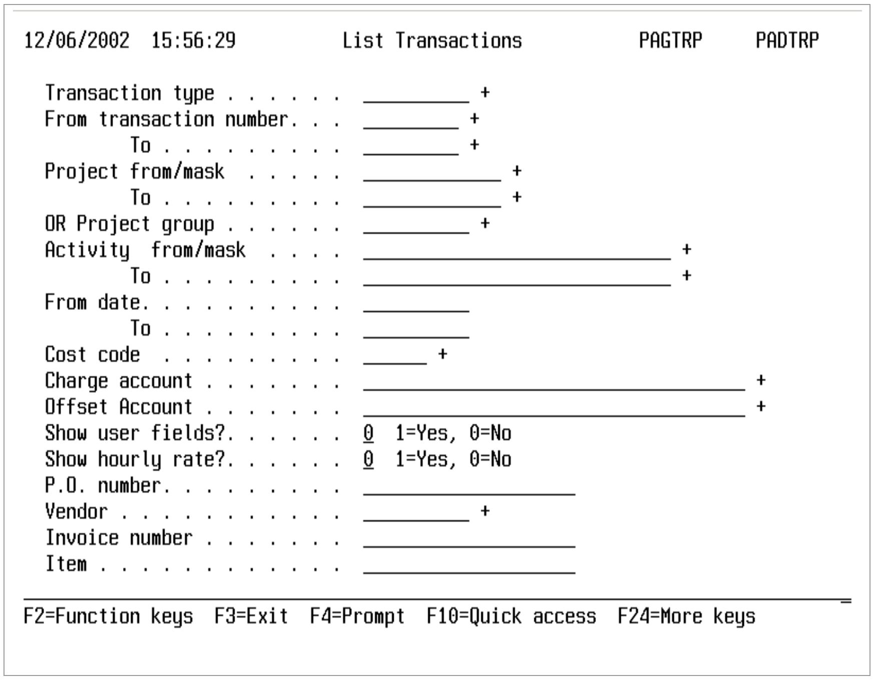
If you do not specify any report parameters, all transactions that have not been posted are included. Specifying parameters limits the scope of the report.

If no transactions exist for a transaction type, a message on the report indicates that no transactions meet your report parameters.

Use the menu path below.

- Infinium PA
- *Transactions*
  - *List transactions* [LTR]

Specifying report parameters



```
12/06/2002  15:56:29          List Transactions          PAGTRP     PADTRP

  Transaction type . . . . . .  __________ +
  From transaction number. . .  _________ +
          To . . . . . . . . .  _________ +
  Project from/mask  . . . . .  _____________ +
          To . . . . . . . . .  _____________ +
  OR Project group . . . . . .  __________ +
  Activity  from/mask  . . . .  _____________________________ +
          To . . . . . . . . .  _____________________________ +
  From date. . . . . . . . . .  __________
          To . . . . . . . . .  __________
  Cost code  . . . . . . . . .  ______ +
  Charge account . . . . . . .  ____________________________________ +
  Offset Account . . . . . . .  ____________________________________ +
  Show user fields?. . . . . .  0  1=Yes, 0=No
  Show hourly rate?. . . . . .  0  1=Yes, 0=No
  P.O. number. . . . . . . . .  ____________________
  Vendor . . . . . . . . . . .  __________ +
  Invoice number . . . . . . .  ____________________
  Item . . . . . . . . . . . .  ____________________

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 12-38: List Transactions prompt page

On the List Transactions prompt page, you can define the report parameters to restrict or customize the listing to fit your requirements.

You can:

- Leave all fields blank to obtain a report listing all transactions that have not been posted
- Leave the range and mask criteria blank but specify other selection criteria to obtain a report listing the details of all transactions that match the selection criteria
- Select a *From transaction number*, *From project number*, *From activity*, and/or *From date* value but leave the corresponding *To* values blank and specify other selection criteria to obtain a report listing the details of your selections and all transactions that follow
- Type a *Project mask* or *Activity mask*, leave *To* blank and specify other selection criteria to obtain a report listing all transactions that match the mask and the other selection criteria
- Select from and to values and then specify other selection criteria to obtain a report listing the details of the selected range of transactions that match the selection criteria

When you enter additional selection criteria for the report, you narrow the list of transactions on the report.

Use the information below to complete this page.

Transaction type

Select a transaction type to list only this type of unposted transactions. Leave blank to list unposted transactions regardless of transaction type.

From transaction number

Select a transaction number to list all transactions beginning with this number. If you select a *To transaction number*, you must make a selection here.

Leave this blank if you selected a transaction type or if you are including all transactions in the report.

To transaction number

Select a transaction number to list a range of transactions. Leave this blank if you selected a transaction type or if you are including all transactions in the report.

From project/mask

Select the first project to list all project transactions beginning with this project or type a project mask. If you select a *To project*, you must select a project here.

Leave this blank to list all transactions for all projects or if you selected a project group.

To project

Select the last project to list all project transactions in a range of projects. Leave this blank to list all transactions for all projects, if you specified a project mask or if you are selecting a project group.

Project group

Select a project group to list all project transactions for that project group. Leave this blank if you specified a project range or project mask.

From activity/mask

Select the first activity to list all activity transactions beginning with this activity or type an activity mask. If you select a *To activity*, you must make a selection here.

Leave this blank to list all transactions for all activities.

To activity

Select the last activity to list all activity transactions in a range of activities. Leave this blank to list all transactions for all activities or if you specified an activity mask.

From date

Type a date to list all transactions created on this date. If you type a *To date*, you must also specify a date here.

Leave this blank to list all transactions regardless of date.

To date

Type a date to list all transactions created up to this date. Leave this blank to list all transactions regardless of date.

Cost code

Select a cost code to include all transactions created with this cost code. Leave this blank to list all transactions regardless of cost code.

Charge account

Select a charge account to include all transactions with this charge account. Leave this blank to list all transactions regardless of charge account.

Offset account

Select a GL offset account to include all miscellaneous transactions with this offset account. Leave this blank to list all miscellaneous transactions regardless of offset account.

Show user fields?

Specify yes to include user field information in the report. Specify no to exclude user field information from the report.

Show hourly rate?

Specify yes to include hourly rates in the listing. Specify no to exclude hourly rates from the listing.

If you selected miscellaneous, item, purchase order, or invoice as the *Transaction type*, you cannot change the default value.

P.O. number

Type a purchase order number to list all purchase order transactions created for this purchase order number. If you selected miscellaneous, labor, or item as the *Transaction type*, you cannot specify a purchase order number.

Vendor

Select a vendor to list all purchase order transactions and all invoice transactions created for this vendor. If you selected miscellaneous, labor, or item as the *Transaction type*, you cannot select a vendor.

Invoice number

Type an invoice number to list all invoice transactions created for this invoice number. If you selected miscellaneous, labor, purchase order, or item as the *Transaction type*, you cannot specify an invoice number.

Item

Type an item number to limit the listing to a specific item transaction. In order to type an item number, the *Transaction type* must be **Item**.

If you selected miscellaneous, labor, purchase order, or invoice as the *Transaction type*, you cannot type an item number.

How do I…

Define the report parameters and print the report	Complete the information on this page as needed and press Enter.
Exit without printing	Press F3.

Posting transactions

Overview

Use *Post transactions* to post open transactions to projects. After the transactions have been posted to the projects, use *Project inquiry* in *Analytical Inquiries and Reports* to view the transactions.

Use the menu path below.

- Infinium PA
- *Transactions*
  - *Post transactions [PT]*

Specifying the transactions to post

```
12/06/2002  15:59:12         Post Transactions          PAGPPP     PADPPP

        Project from/mask  . . . . .  _____________ +
                To . . . . . . . . .  _____________ +

        Transaction date
            From date. . . . . . . .  __________
            To Date. . . . . . . . .  __________
    -OR-
        Accounting Year and Period
            From Year and Period . .  ____ __
            To Year and Period . . .  ____ __

        Transaction type
            Miscellaneous  . . . . .  _  1=Yes, 0=No
            Labor  . . . . . . . . .  _  1=Yes, 0=No
            Items  . . . . . . . . .  _  1=Yes, 0=No
            Purchase Orders  . . . .  _  1=Yes, 0=No
            Invoices . . . . . . . .  _  1=Yes, 0=No


F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 12-39: Post Transactions specifications page

On the Post Transactions specifications page, you can specify one project, a range of projects, or a project mask whose transactions you want to post. The date selection is either the transaction date or the accounting year and period. You can also specify the type of transaction to be posted.

If you do not specify any parameters, all transactions are submitted for posting. After you submit the post transactions, project amounts, activity amounts, and cost code amounts are updated.

Use the information below to complete this page.

From project/mask

Select a project number, a beginning project number if entering a range or type a masked project number for which transactions will be posted. Leave blank to post transactions from all projects.

To project

Select an ending project number if entering a range of projects for which transactions will be posted.

From date

Type the beginning date for which transactions should be posted. If you are specifying a date range, all transactions with a transaction date within the date range will be posted.

Leave blank if you are specifying a beginning accounting year and period or an accounting year and period range.

To date

Type the ending date for which transactions should be posted. If you are specifying a date range, all transactions with a transaction date within the date range will be posted.

Leave blank if you are specifying an ending accounting year and period or an accounting year and period range.

From year and period

Type a beginning year and accounting period for which transactions should be posted.

Leave blank if you are specifying a transaction date or transaction date range.

To year and period

Type an ending year and accounting period for which transactions should be posted.

Leave blank if you are specifying a transaction date or transaction date range.

Miscellaneous

Specify yes to post all miscellaneous transactions for the specified period.

Specify no if miscellaneous transactions should not be posted.

Labor

Specify yes to post all labor transactions for the specified period.

Specify no if labor transactions should not be posted.

Items

Specify yes to post all item transactions for the specified period.

Specify no if item transactions should not be posted.

Purchase orders

Specify yes to post all purchase order transactions for the specified period.

Specify no if purchase order transactions should not be posted.

Invoices

Specify yes to post all invoice transactions for the specified period.

Specify no if invoice transactions should not be posted.

How do I…

Post transactions	Complete the information on this page and press Enter.
Cancel the transaction posting	Press F12.

Viewing details in Infinium GL or Infinium PL for transactions posted in Infinium PA

Overview of Infinium PA to Infinium GL walkback

A general ledger journal that contains project information may be posted and transferred to projects. After the journal is posted, it is interfaced to Infinium PA as a miscellaneous transaction. Miscellaneous transactions interfaced from Infinium GL are identified in Infinium PA by the transaction code, MTI. You can update, display, and post miscellaneous interfaced transactions in Infinium PA.

Not all of the journal entry information for the miscellaneous transaction is stored in Infinium PA. Use the walkback feature in Infinium PA to view that journal entry information for the miscellaneous transaction that was originally posted in Infinium GL as a journal entry.

After you post a project in Infinium PA that contains miscellaneous transactions that were interfaced from Infinium GL, you can walk back to *Display processed journals* in Infinium GL from *Project inquiry* and *Display budget vs. total costs* to view additional detail information.

Overview of Infinium PA to Infinium PL walkback

An invoice that includes project information is interfaced to Infinium PA when it is posted in Infinium PL. Invoice transactions interfaced from Infinium PL are identified in Infinium PA by the transaction code, PLI. You can update, display, and post invoice interfaced transactions in Infinium PA.

Not all of the detailed information for the invoice transaction is stored in Infinium PA. Use the walkback feature in Infinium PA to view that detail information for the invoice transaction that was originally posted in Infinium PL.

After you post a project in Infinium PA that contains invoice transactions that were interfaced from Infinium PL, you can walk back to *Analytical inquiry* in Infinium PL from *Project inquiry* and *Display budget vs. total costs* to view invoice detail information.

Security

You can walk back from Infinium PA to Infinium GL or Infinium PL only if you are authorized to those applications. When you walk back to those applications, the system applies your security as defined in Infinium GL or in Infinium PL.

Viewing unposted transaction details

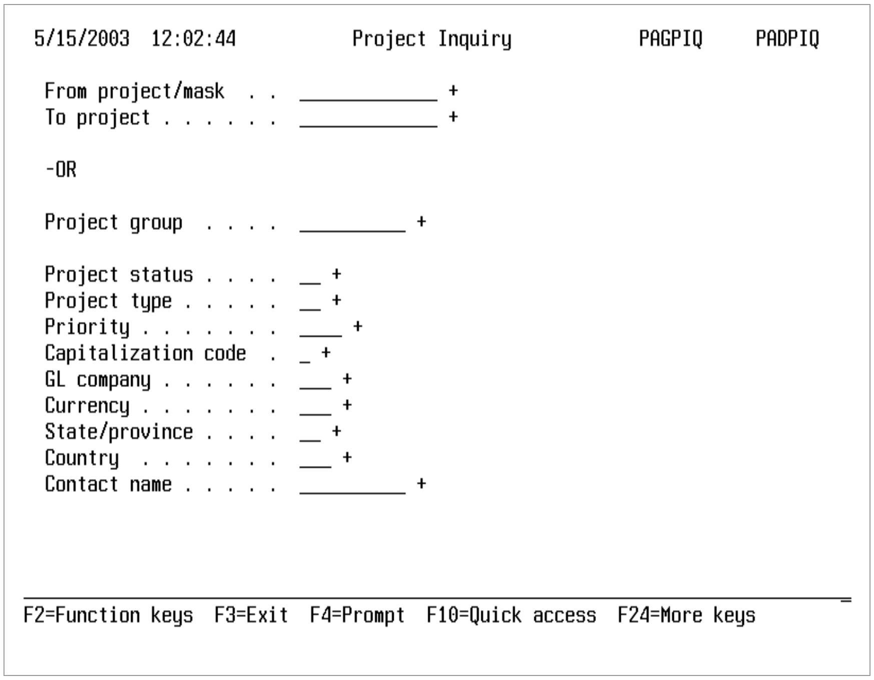
Before you post a project in Infinium PA that contains miscellaneous transactions that were interfaced from Infinium GL, you can update those transactions using *Work with misc. transactions* or display those transactions using *Display misc. transactions*. You can walk back to *Display processed journals* in Infinium GL from these menu options to review journal entry details.

Before you post a project in Infinium PA that contains invoice transactions that were interfaced from Infinium PL, you can update those transactions using *Work with invoice transactions* or display those transactions using *Display invoice transactions*. You can walk back to *Analytical inquiry* in Infinium PL from these menu options to review invoice details.

Using *Project Inquiry* to view details for posted transactions

Use the menu path below.

- Infinium PA
- *Analytical Inquiries and Reports*
  - *Project inquiry* [PI]



```
5/15/2003  12:02:44          Project Inquiry           PAGPIQ     PADPIQ

 From project/mask  . .  ____________ +
 To project . . . . . .  ____________ +

 -OR

 Project group  . . . .  __________ +

 Project status . . . .  __ +
 Project type . . . . .  __ +
 Priority . . . . . . .  ____ +
 Capitalization code  .  _ +
 GL company . . . . . .  ___ +
 Currency . . . . . . .  ___ +
 State/province . . . .  __ +
 Country  . . . . . . .  ___ +
 Contact name . . . . .  __________ +

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

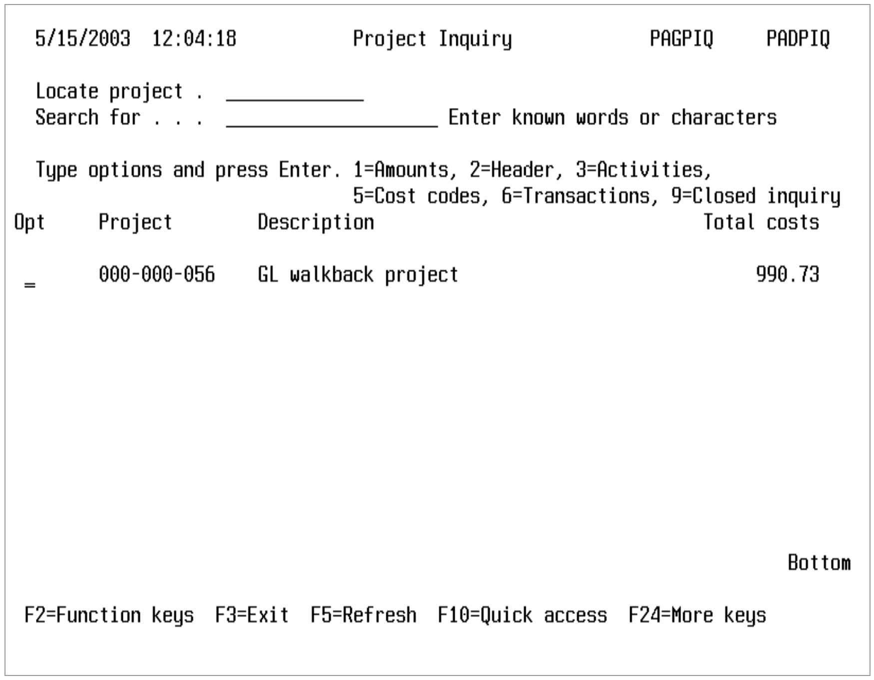
Figure 12-40: Project Inquiry prompt page

On the Project Inquiry prompt page, you can select a project, project mask, project group, or project range for the walkback. Refer to the “Working with Project Inquiry” topic in the “Using Analytical Inquiry” chapter of this guide for additional details about this page.

How do I…

Select a project on which to inquire and walk back	Complete the applicable information on this page and press Enter.

To access the Project Inquiry project selection page described below, complete the Project Inquiry prompt page shown in Figure 12-40 and press Enter.



```
  5/15/2003  12:04:18          Project Inquiry           PAGPIQ     PADPIQ

  Locate project .  ____________
  Search for . . .  ____________________ Enter known words or characters

  Type options and press Enter. 1=Amounts, 2=Header, 3=Activities,
                                5=Cost codes, 6=Transactions, 9=Closed inquiry
Opt     Project        Description                              Total costs

 _      000-000-056    GL walkback project                          990.73


                                                                       Bottom

 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 12-41: Project Inquiry project selection page

On the Project Inquiry projects page, you can select a project and then view its amounts, header information, activities, cost codes, and transactions. The system displays only projects that you are allowed to access. Refer to the “Working with Project Inquiry” topic in the “Using Analytical Inquiry” chapter of this guide for additional details about this page.

How do I…

View the most current list of projects	Press F5.
Find a project	Type a full or partial project identifier in *Locate project* and press Enter. This repositions the list to start with that project.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View a project’s transactions	Type **6** in *Opt* next to the project and press Enter.

To access the Project Inquiry transaction selection page described below, select a project with **6** and press Enter on the Project Inquiry projects page shown in Figure 12-41.

```
 5/15/2003  12:04:44          Project Inquiry           PAGTDD     PADTDD

Project . . . . :  000-000-056     GL walkback project


 Type options and press Enter. 8=Display.
Opt Source  Description             Date                           Amount
Scn  ___    ____________________  __________  _______________________
 =   MTI    TRANSFER TO PA          3/17/2003                      317.70
 _   MTM    GO TO GL                3/17/2003                       36.00
 _   PLM    transfer to FA test     3/18/2003                      318.00
 _   PLM    pjt 56 misc transact    3/19/2003                      319.03








                                                                     Bottom

 ______________________________________________________________________________
F3=Exit  F5=Refresh  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 12-42: Project Inquiry transaction selection page

On the Project Inquiry transaction selection page, you can select a transaction and view its detail and user field information. Transactions are sorted and displayed for selection based on their source and date.

The *Source* column indicates where the transaction originated and the type of transaction. A transaction type of MTI identifies miscellaneous transactions interfaced from Infinium GL and PLI identifies invoice transactions interfaced from Infinium PL.

Refer to the “Working with Project Inquiry” topic in the “Using Analytical Inquiry” chapter in this guide for additional details about this page.

How do I…

View the most current list of transactions	Press F5.
View transaction information	Type **8** in *Opt* next to the transaction and press Enter.

To access the Project Inquiry miscellaneous transaction detail page shown in Figure 12-43 or to access the Project Inquiry invoice transactions detail page shown in Figure 12-45, select a project with **8** and press Enter on a Project Inquiry transaction selection page similar to Figure 12-42.

```
 5/15/2003  12:05:12          Project Inquiry          PAGTDI     PADTDI
                                                                 Interface
Transaction No . . . :        443
Description  . . . . .  TRANSFER TO PA
Date . . . . . . . . .   3/17/2003       Accounting Period . . . 03 2003

Project number . . . .  000-000-056     GL walkback project
Activity . . . . . . .  ACT1                            Activity 1
Cost code  . . . . . .  ITEM     Item cost code for Year Mon Da
Charge account . . . .  001-001-001-6331                      Supplies Expens
Actual amount  . . . .                  317.70      Currency . . . . USD

Create General Ledger journal entry?  0  1=Yes, 0=No
Offset account . . . .
Reference No . . . . .  GL              Journal number . . . .    9466
                                        Posted journal number

F2=Function keys  F3=Exit  F8=Walkback  F10=Quick access  F12=Cancel
```

Figure 12-43: Project Inquiry miscellaneous interface transaction detail page

On the Project Inquiry miscellaneous interface transaction detail page, you can view detail information about the transaction. You can also select a transaction for walkback to view additional detail information for the selected interface transaction.

Refer to the “Working with Project Inquiry” topic in the “Using Analytical Inquiry” chapter in this guide for additional details about this page.

How do I…

Walk back to Infinium GL	Press F8.

After you walk back to Infinium GL, the system displays the Project Inquiry transaction detail page similar to the page shown in Figure 12-44.

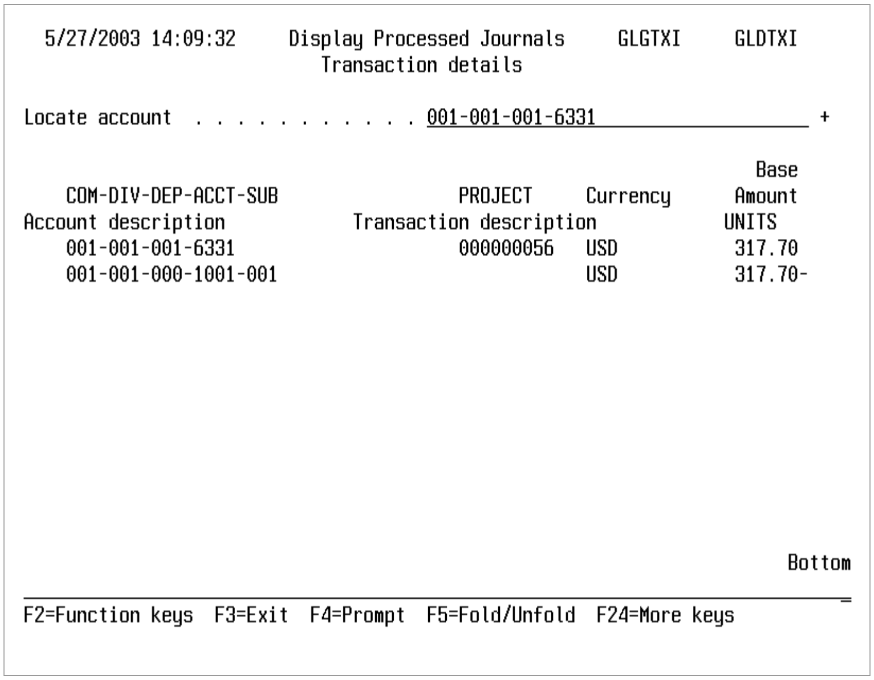
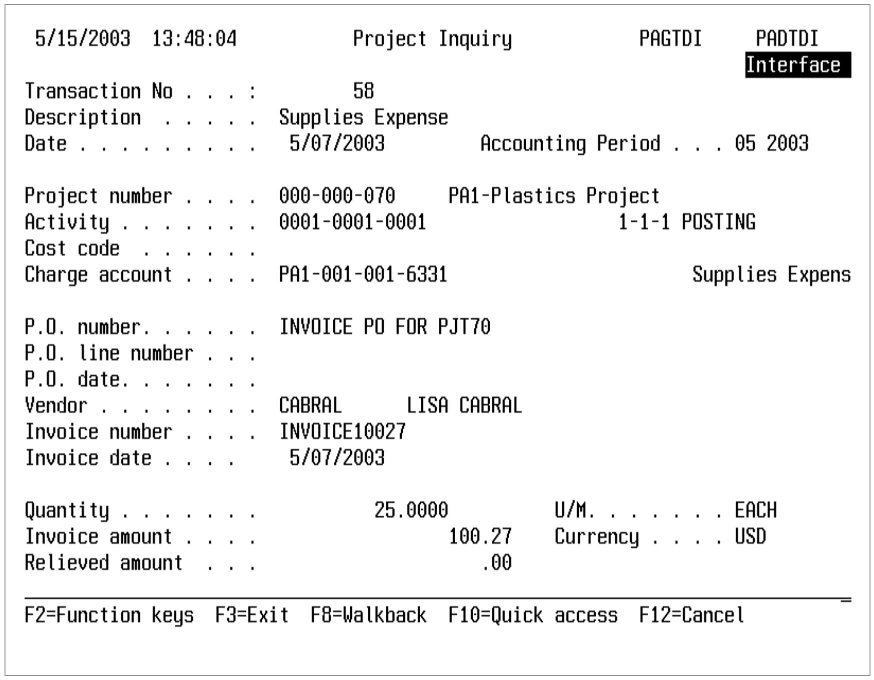


Figure 12-44: Display Processed Journals transaction details page

Refer to the “Displaying Processed Journals” topic in the “Using Analytical Inquiries and Reports” chapter in the *Infinium GL Guide to Processing and Reporting* for additional details about this page.

How do I…

Return to Infinium PA after viewing the transaction information	Press F12.



```
 5/15/2003  13:48:04          Project Inquiry          PAGTDI     PADTDI
                                                                 Interface
Transaction No . . . :        58
Description  . . . . .  Supplies Expense
Date . . . . . . . . .   5/07/2003        Accounting Period . . . 05 2003

Project number . . . .  000-000-070     PA1-Plastics Project
Activity . . . . . . .  0001-0001-0001                  1-1-1 POSTING
Cost code  . . . . . .
Charge account . . . .  PA1-001-001-6331                       Supplies Expens

P.O. number. . . . . .  INVOICE PO FOR PJT70
P.O. line number . . .
P.O. date. . . . . . .
Vendor . . . . . . . .  CABRAL      LISA CABRAL
Invoice number . . . .  INVOICE10027
Invoice date . . . .     5/07/2003

Quantity . . . . . . .          25.0000         U/M. . . . . . . EACH
Invoice amount . . . .                 100.27    Currency . . . . USD
Relieved amount  . . .                    .00

F2=Function keys  F3=Exit  F8=Walkback  F10=Quick access  F12=Cancel
```

Figure 12-45: Project Inquiry invoice interface transaction detail page

On the Project Inquiry invoice interface transaction detail page, you can view detail information about the transaction. You can also select a transaction for walkback to view additional detail information for the selected interface transaction.

Refer to the “Working with Project Inquiry” topic in the “Using Analytical Inquiry” chapter in this guide for additional details about this page.

How do I…

Walk back to Infinium PL	Press F8.

After you walk back to Infinium PL, the system displays the Analytical Inquiry page similar to the page shown in Figure 12-46.

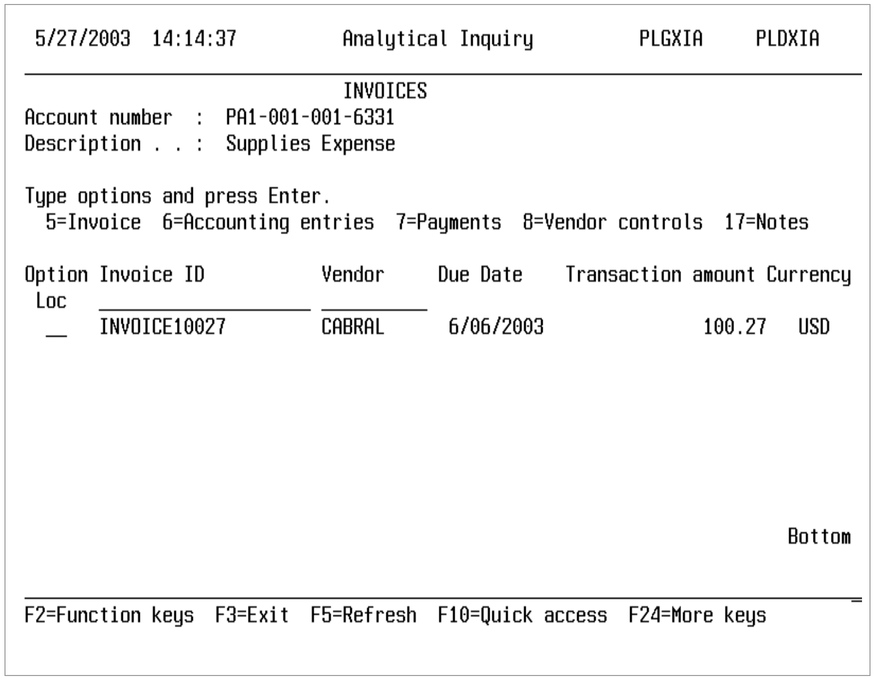


Figure 12-46: Analytical Inquiry invoice selection page

Refer to the “Using Analytical Inquiry and Reconciling Infinium PL” chapter in the *Infinium PL Guide to Processing* for additional details about this page.

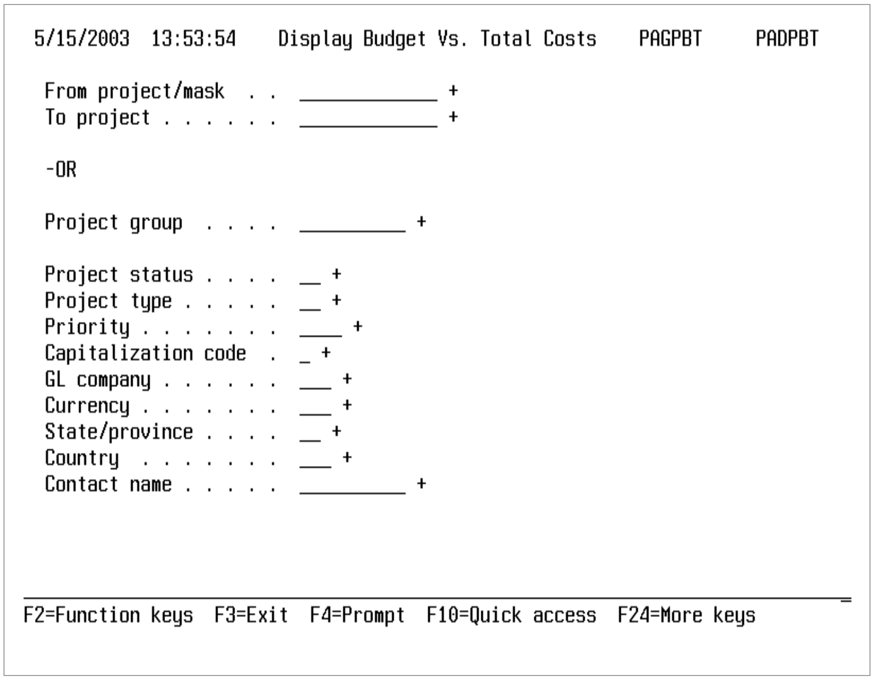
How do I…

Return to Infinium PA after viewing the transaction information	Press F12.

Using *Display Budget vs. Total Costs* to view details for posted transactions

Use the menu path below.

- Infinium PA
- *Analytical Inquiries and Reports*
  - *Display budget vs. total costs* [DBVTC]



```
5/15/2003  13:53:54    Display Budget Vs. Total Costs    PAGPBT     PADPBT

 From project/mask  . .  ____________ +
 To project . . . . . .  ____________ +

 -OR

 Project group  . . . .  _________ +

 Project status . . . .  __ +
 Project type . . . . .  __ +
 Priority . . . . . . .  ____ +
 Capitalization code  .  _ +
 GL company . . . . . .  ___ +
 Currency . . . . . . .  ___ +
 State/province . . . .  __ +
 Country  . . . . . . .  ___ +
 Contact name . . . . .  _________ +

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 12-47: Display Budget Vs. Total Costs prompt page

On the Display Budget Vs. Total Costs prompt page, you can select a project, project mask, project group, or project range or leave all fields blank to display all projects. Refer to the “Working with Budget vs. Total Costs Display” topic in the “Using Analytical Inquiry” chapter in this guide for additional details about this page.

How do I…

Select project inquiry criteria for specific projects on which to inquire	Complete the applicable information on this page and press Enter.

To access the Display Budget Vs. Total Costs project selection page, specify a project on the Display Budget Vs. Total Costs prompt page shown in Figure 12-47 and press Enter.

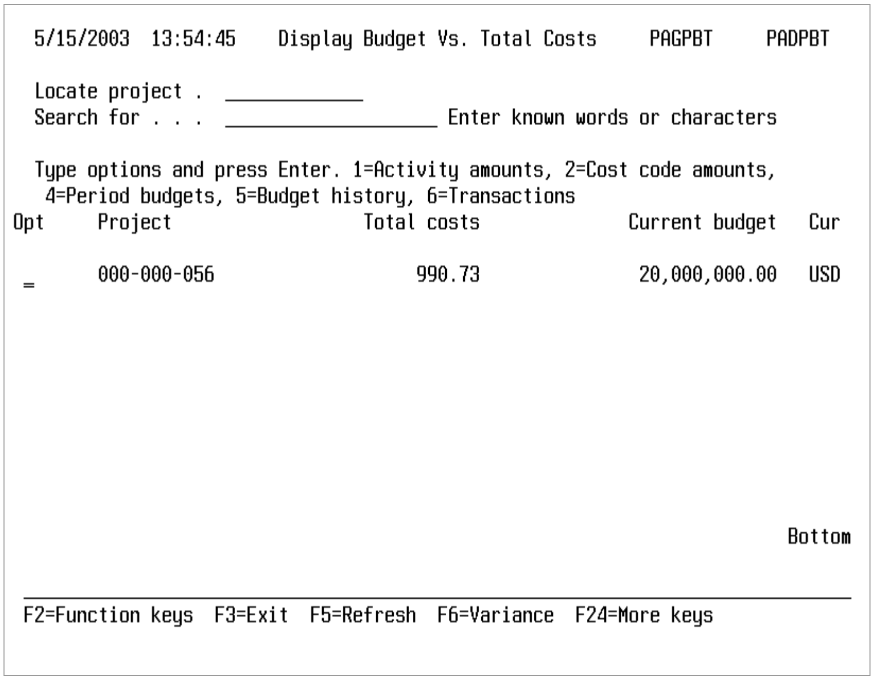


Figure 12-48: Display Budget Vs. Total Costs projects page

On the Display Budget Vs. Total Costs projects page, select a project to view its transactions. Refer to the “Working with Budget vs. Total Costs Display” topic in the “Using Analytical Inquiry” chapter in this guide for additional details about this page.

How do I…

View the most current list of projects	Press F5.
Find a project	Type a full or partial project identifier in *Locate project* and press Enter. This repositions the list to start with that project.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View transactions	Type **6** in *Opt* next to the project and press Enter.

To access the Display Budget Vs. Total Costs transaction selection page, select a project with **6** on the Display Budget Vs. Total Costs projects page shown in Figure 12-48 and press Enter.

```
 5/15/2003  13:55:07    Display Budget Vs. Total Costs     PAGTDD     PADTDD

Project . . . . :  000-000-056     GL walkback project


 Type options and press Enter. 8=Display.
Opt Source  Description           Date                            Amount
Scn  ___    ____________________  __________   _______________________
 _   MTI    TRANSFER TO PA        3/17/2003                       317.70
 _   MTM    GO TO GL              3/17/2003                        36.00
 _   PLM    transfer to FA test   3/18/2003                       318.00
 _   PLM    pjt 56 misc transact  3/19/2003                       319.03








                                                                      Bottom

 ______________________________________________________________________________
 F3=Exit  F5=Refresh  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 12-49: Display Budget Vs. Total Costs transaction selection page

On the Display Budget Vs. Total Costs transaction selection page, you can select a transaction and view its detail and user field information. Transactions are sorted and displayed for selection based on their source and date.

The *Source* column indicates where the transaction originated and the type of transaction. MTI identifies interfaced miscellaneous transactions from Infinium GL and PLI identifies interfaced invoice transactions from Infinium PL.

Refer to the “Working with Budget vs. Total Costs Display” topic in the “Using Analytical Inquiry” chapter in this guide for additional details about this page.

How do I…

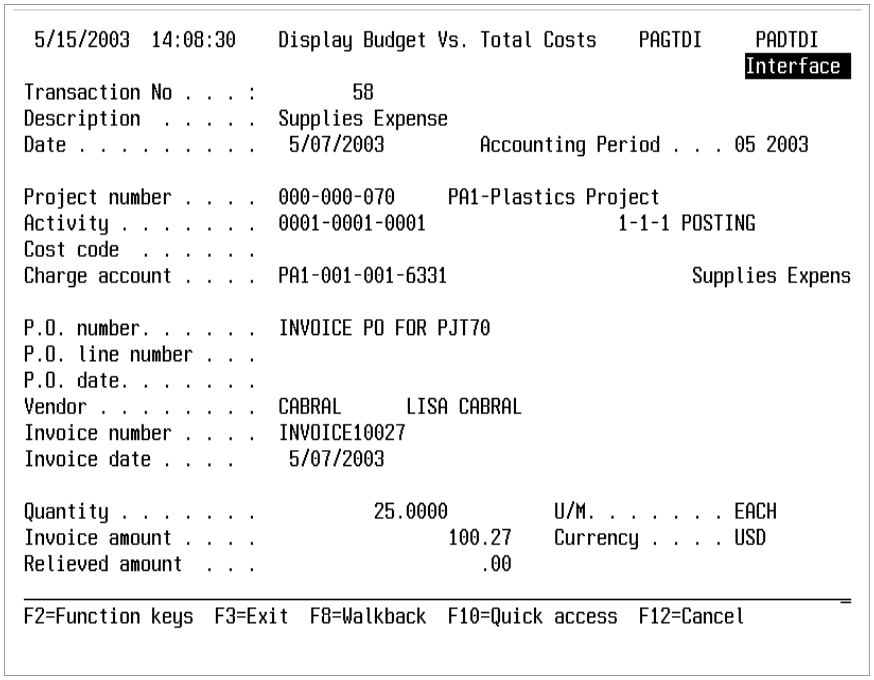
View the most current list of transactions	Press F5.
View transaction information	Type **8** in *Opt* next to the transaction and press Enter.

To access the Display Budget Vs. Total Costs miscellaneous transaction detail page shown in Figure 12-50, select an MTI transaction with **8** on the Display Budget Vs. Total Costs transaction selection page shown in Figure 12-49 and press Enter.

To access the Display Budget Vs. Total Costs invoice transaction detail page shown in Figure 12-51, select a PLI transaction with **8** on the Display Budget Vs. Total Costs transaction selection page shown in Figure 12-49 and press Enter.

```
 5/15/2003  13:55:28    Display Budget Vs. Total Costs    PAGTDI     PADTDI
                                                                   Interface
Transaction No . . . :        443
Description  . . . . .  TRANSFER TO PA
Date . . . . . . . . .   3/17/2003        Accounting Period . . . 03 2003

Project number . . . .  000-000-056     GL walkback project
Activity . . . . . . .  ACT1                            Activity 1
Cost code  . . . . . .  ITEM     Item cost code for Year Mon Da
Charge account . . . .  001-001-001-6331                       Supplies Expens
Actual amount  . . . .                  317.70      Currency . . . . USD

Create General Ledger journal entry?  0  1=Yes, 0=No
Offset account . . . .
Reference No . . . . .  GL              Journal number . . . .    9466
                                        Posted journal number

F2=Function keys  F3=Exit  F8=Walkback  F10=Quick access  F12=Cancel
```

Figure 12-50: Display Budget Vs. Total Costs miscellaneous transaction detail page



```
 5/15/2003  14:08:30    Display Budget Vs. Total Costs    PAGTDI      PADTDI
                                                                     Interface
Transaction No . . . :         58
Description  . . . . .  Supplies Expense
Date . . . . . . . . .   5/07/2003        Accounting Period . . . 05 2003

Project number . . . .  000-000-070     PA1-Plastics Project
Activity . . . . . . .  0001-0001-0001                 1-1-1 POSTING
Cost code  . . . . . .
Charge account . . . .  PA1-001-001-6331                      Supplies Expens

P.O. number. . . . . .  INVOICE PO FOR PJT70
P.O. line number . . .
P.O. date. . . . . . .
Vendor . . . . . . . .  CABRAL      LISA CABRAL
Invoice number . . . .  INVOICE10027
Invoice date . . . .     5/07/2003

Quantity . . . . . . .           25.0000         U/M. . . . . . . EACH
Invoice amount . . . .                  100.27    Currency . . . . USD
Relieved amount  . . .                     .00

F2=Function keys  F3=Exit  F8=Walkback  F10=Quick access  F12=Cancel
```

Figure 12-51: Display Budget Vs. Total Costs invoice transaction detail page

On the Display Budget Vs. Total Costs miscellaneous transaction detail page and Display Budget Vs. Total Costs invoice transaction detail page, you can view detail information about the transaction. Refer to the “Working with Budget vs. Total Costs Display” topic in the “Using Analytical Inquiry” chapter in this guide for additional details about this page.

How do I…

Walk back to Infinium GL or Infinium PL to view transaction detail information	Press F8.

After you walk back to Infinium GL, the system displays the Display Processed Journals transaction details page similar to Figure 12-52.

```
 5/27/2003 14:25:40     Display Processed Journals     GLGTXI     GLDTXI
                           Transaction details

Locate account  . . . . . . . . . . . 001-001-001-6331                  +

                                                                   Base
    COM-DIV-DEP-ACCT-SUB                  PROJECT     Currency     Amount
Account description          Transaction description             UNITS
    001-001-001-6331                      000000056    USD         317.70
    001-001-000-1001-001                               USD         317.70-

                                                                   Bottom
F2=Function keys  F3=Exit  F4=Prompt  F5=Fold/Unfold  F24=More keys
```

Figure 12-52: Display Processed Journals transaction details page

After you walk back to Infinium PL, the system displays the Analytical Inquiry invoice display page similar to Figure 12-53.

```
 5/27/2003  14:27:59          Analytical Inquiry         PLGXIA     PLDXIA

                               INVOICES
Account number  :  PA1-001-001-6331
Description . . :  Supplies Expense

Type options and press Enter.
  5=Invoice  6=Accounting entries  7=Payments  8=Vendor controls  17=Notes

Option Invoice ID           Vendor     Due Date    Transaction amount Currency
 Loc
  __   INVOICE10027         CABRAL      6/06/2003              100.27   USD

                                                                     Bottom
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 12-53: Analytical Inquiry invoices page

How do I…	
Return to Infinium PA after viewing the transaction information	Press F12.

Notes

Chapter 13 Working with Allocations

13

This chapter explains how to allocate charges across project, activity, and cost codes. It explains how to identify parameters that define the source amounts to be allocated, to specify how the amounts should be allocated, and to identify the target to receive the allocated amounts. This chapter also explains how to display allocation controls and how to submit allocations.

The chapter consists of the following topics:

Topic	Page
Overview of allocations	13-2
Defining origins	13-3
Defining ratios	13-10
Defining targets	13-15
Defining sets	13-22
Displaying origins	13-27
Displaying ratios	13-30
Displaying targets	13-33
Displaying sets	13-36
Submitting allocations	13-39

Overview of allocations

You use allocation processing to allocate or distribute expenses to different projects, activities, or cost codes. You can also generate a general ledger journal entry.

For every allocation, you must establish an origin, ratio, target, and set. You must:

- Determine the amount to allocate (origin)
- Define the distribution of the origin amount (ratio)
- Determine the project, activity, and cost code to which the amounts will be distributed (target)
- Link the origin to the ratio and target (set)

After you have established the above controls, you can submit the allocation and generate miscellaneous transactions. You post these transactions by running *Post project transactions*. Allocations may generate Infinium GL journal entries.

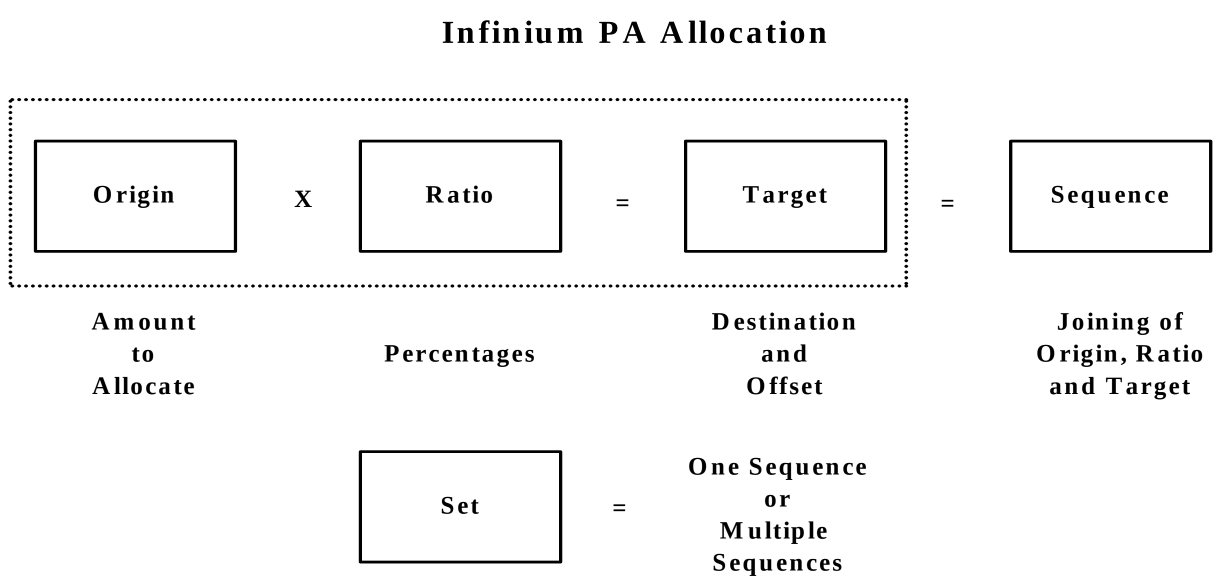


Figure 13-1: Infinium PA Allocation

Defining origins

Overview

You define the origin by setting up header and detail information. The origin information defines the source amounts of the allocation.

Project, activity, cost code, project type, date range, accounting year, and period are used to extract source amounts. Origin information includes:

- Origin name and description
- Year and accounting period range or transaction date range used to obtain balances
- Project type
- Project number range or mask
- Activity range or mask
- Cost code range or mask
- Origin amount

Use the menu path below.

- Infinium PA
- *Allocations*
- *Work With Allocations Controls*
  - *Work with origins* [WWO]

Specifying an origin with which to work

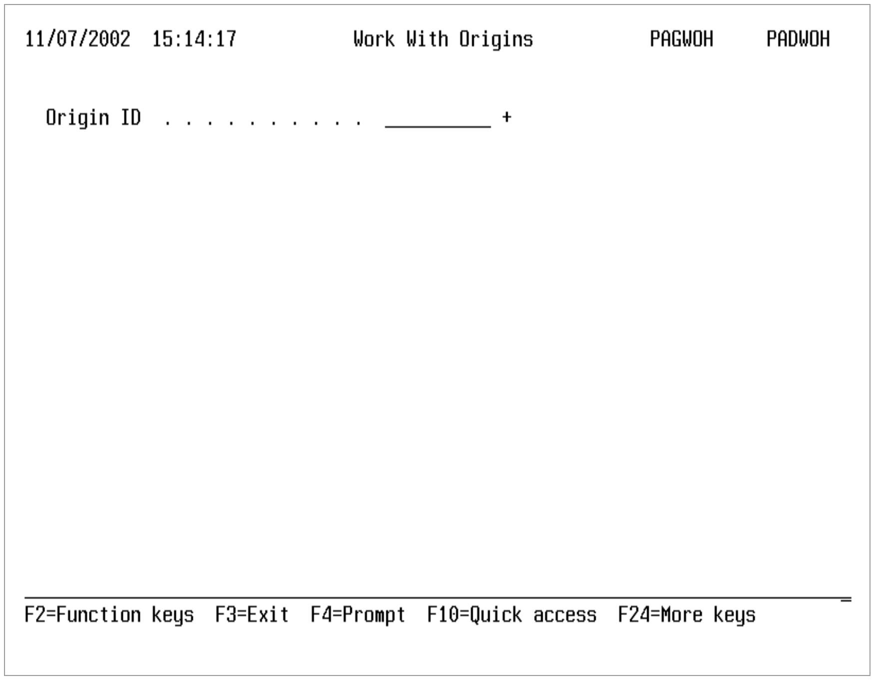


Figure 13-2: Work With Origins prompt page

On the Work With Origins prompt page, you can create a new origin identifier or select an existing origin with which to work.

Use the information below to complete this page.

Origin ID

Type a new origin identifier or select an existing origin with which to work.

How do I…

Create a new origin identifier	Type a unique identifier and press Enter.
Update an existing origin	Select the origin ID and press Enter.
Exit	Press F3.

Defining an origin’s header information

To access the page described below, complete the Work With Origins prompt page shown in Figure 13-2 and press Enter.

```
11/07/2002  15:16:20          Work With Origins          PAGWOH     PADWOH
                                   Header

  Origin ID  . . . . . . . . . :  BURDEN

  Description  . . . . . . . . .  Labor Burden charges 6%



  Accounting year  . . . . . . .  ____
  From accounting period . . . .  __
  To accounting period . . . . .  __

  -OR-

  From transaction date  . . . .  __________
  To Transaction date  . . . . .  __________



F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 13-3: Work With Origins Header page

On the Work With Origins Header page, you can create, display, or modify the allocation origin’s header information.

Use the information below to complete this page.

Description

Type a meaningful description of the origin of the allocation.

Accounting year

Type an accounting year and period or a transaction date range. To use an accounting year and period for the allocation, you must type the accounting year used by this origin to accumulate balances or leave *Accounting year* blank and enter an accounting year at allocation submission time.

From accounting period

Type a date for use by this origin to accumulate balances. If you leave this blank, you must provide a date at allocation submission time. If you type an accounting period from date, you must also type an accounting period to date.

To accounting period

Type a date for use by this origin to accumulate balances. If you leave this blank, you must provide a date at allocation submission time.

From transaction date

To use transaction dates for allocations, you must type a date in *From transaction date* to be used by this origin to accumulate balances or leave blank and provide a date at allocation submission time.

To transaction date

Type a date in *To transaction date* that will be used by this origin to accumulate balances or leave blank and enter a date at allocation submission time. If you type a date in *From transaction date*, you must also type a date in *To transaction date*.

How do I…

Create the allocation origin's header information	Complete the information on this page and press Enter.
Modify the allocation origin's header information	Update the information on this page as necessary and press Enter.
Continue to allocation origin's detail information page	Press Enter.

Defining an origin's detail information

To access the page described below, complete the Work With Origins Header page shown in Figure 13-3 and press Enter.

```
11/07/2002  15:16:50          Work With Origins          PAGWOH     PADWOH
                                    Detail

  Origin ID  . . . . . . . . . :  BURDEN      Labor Burden charges 6%

  Project type . . . . . . . . .  __ +

  From project/mask  . . . . . .  000-000-001  + BUILD A BIG BURGER-YARMOU
  To project . . . . . . . . . .  000-000-003  + BUILD A BIG BURGER-PROVID
    Subtotal project . . . . . .  1 1=Yes, 0=No

  From activity/mask . . . . . .  _____________________________ +
  To activity  . . . . . . . . .  _____________________________ +
    Subtotal activity  . . . . .  1 1=Yes, 0=No

  From cost code/mask  . . . . .  LABREG + LABOR-REGULAR
  To cost code . . . . . . . . .  LABREG + LABOR-REGULAR
    Subtotal cost code . . . . .  0 1=Yes, 0=No
  -OR-

  Origin amount  . . . . . . . .  _______________________

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 13-4: Work With Origins Detail page

On the Work With Origins Detail page, you can create, display, or modify the allocation origin's detail information.

You can extract information from Infinium PA or enter a fixed amount to allocate. You cannot do both.

Use the information below to complete this page.

Project type

Select a project type or leave blank to extract all project types.

From project/mask

Select a project for origin definition by performing one of the actions below:

- Select the first project number in the desired range
- Select a project number mask
- Leave blank to extract all project numbers

To project

Select the last project number in the range if you typed a first project number in a range in *From project/mask*. Leave blank if you selected a mask in *From project/mask*.

Subtotal project

Specify whether to subtotal the amount to allocate by project. If your target projects or offset projects are the same projects defined in the origin, you should subtotal by project.

From activity/mask

Select specific activities by performing one of the actions below:

- Select the first activity number in the desired range
- Select an activity mask
- Leave blank to extract all activity numbers

To activity

If you typed in the first activity number in a range in *From activity/mask*, type the last activity number in the range. If you typed a mask in *From activity/mask*, leave *To activity* blank.

Subtotal activity

Specify whether to subtotal the amount to be allocated by activity. You should subtotal by activity if the activities in your target or your offset are the same activities defined in the origin.

From cost code/mask

Select specific cost codes by performing one of the actions below.

- Select the first cost code number in the desired range
- Select a cost code mask
- Leave blank to extract all cost codes

To cost code

Select the last cost code number in the range if you selected a first cost code number in a range in *From cost code/mask*. Leave blank if you selected a mask *From cost code/mask*.

Subtotal cost code

Specify whether to subtotal the amount to be allocated by cost code. You should subtotal by cost code if the cost codes defined in the target or offset are the same cost codes defined in the origin.

Origin amount

Type a fixed amount to allocate rather than extract information from Infinium PA. Leave blank if other selections were made on this page.

How do I…

Create the allocation origin’s detail information	Complete the information on this page and press Enter.
Modify the allocation origin’s detail information	Update the information on this page as necessary and press Enter.

Defining ratios

Overview

The ratio determines the distribution of the origin. When you define the amounts in the origin to allocate, the ratio allows you to define how to allocate those amounts.

The origin amount is divided according to a fixed percentage and you can enter more than one percentage. The percentages may total less than 100%, but cannot total more than 100%.

Use the menu path below.

- Infinium PA
- *Allocations*
- *Work With Allocations Controls*
  - *Work with ratios* [WWR]

Specifying a ratio with which to work

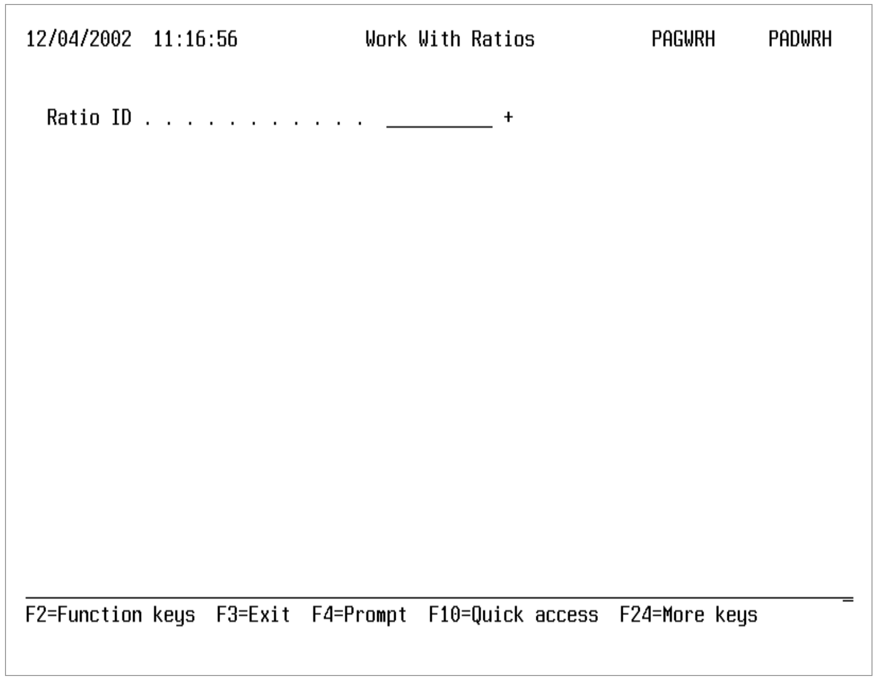


Figure 13-5: Work With Ratios prompt page

On the Work With Ratios prompt page you can create a new ratio identifier or select an existing ratio with which to work.

Use the information below to complete this page.

Ratio ID

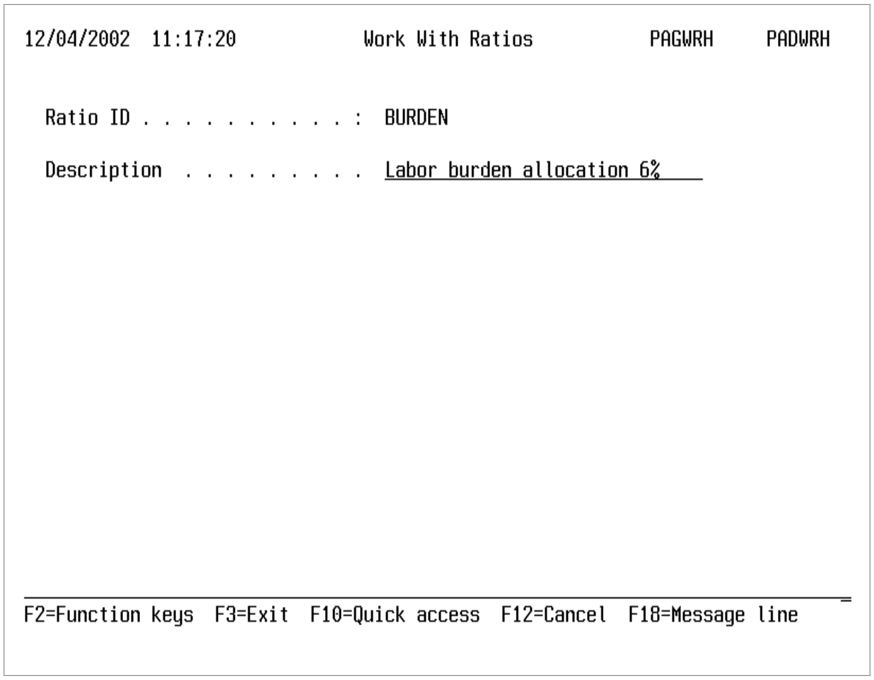
Type a new ratio identifier or select an existing ratio with which to work.

How do I…

Create a new ratio identifier	Type a unique identifier and press Enter.
Update an existing ratio	Select the ratio ID and press Enter.
Exit	Press F3.

Defining a ratio’s description

To access the page described below, complete the Work With Ratios prompt page shown in Figure 13-5 and press Enter.



```
12/04/2002  11:17:20          Work With Ratios          PAGWRH     PADWRH

  Ratio ID . . . . . . . . . . :  BURDEN

  Description  . . . . . . . . .  Labor burden allocation 6%

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 13-6: Work With Ratios description page

On the Work With Ratios description page, you can provide or change the ratio's description.

Use the information below to complete this page.

Description

Type a meaningful description of the ratio.

How do I…

Create or modify the ratio's description	Complete the information on this page and press Enter.
Continue and work with the detail items of the ratio	Press Enter.

Defining a ratio's percentages

To access the page described below, complete the Work With Ratios description page shown in Figure 13-6 and press Enter.

```
12/04/2002  11:17:40            Work With Ratios           PAGWRH     PADWRH

  Ratio ID . . . . . .  BURDEN      Labor burden allocation 6%

        Enter one or more percentages below:

                  Sequence     Percentage        Total percentage     6.0000
                  00001         6.0000
                  00002        ________
                  00003        ________
                  00004        ________
                  00005        ________
                  00006        ________
                  00007        ________
                  00008        ________
                  00009        ________
                  00010        ________
                                                                       More...

F2=Function keys   F3=Exit   F5=Refresh   F10=Quick access   F24=More keys
```

Figure 13-7: Work With Ratios percentages page

On the Work With Ratios percentages page, you can create, display, or modify the detail items of the ratio.

The sequence numbers displayed are automatically assigned in increments of one. Each sequence number is used to match the ratio to a specific target.

The *Total percentage* value can be less than 100%, but it cannot be greater than 100%.

Use the information below to complete this page.

Percentage

Type a ratio percentage associated with the sequence number to its left. To enter 20%, for example, type **20.0000.** Infinium PA performs all of the fixed percentage calculations based on the entire origin.

Example of ratio resolution

Three ratio detail items and amount of origin = $100

Ratio Detail Item	Ratio Resolution	Target
10%	.10 * $100 = $10	$10
20%	.20 * $100 = $20	$20

Three ratio detail items and amount of origin = $100

Ratio Detail Item	Ratio Resolution	Target
30%	.30 * $100 = $30	$30

How do I…

Define a ratio percentage	Type the percentage you require next to the sequence number. Press Enter after you have typed all required percentages.
Update a ratio percentage	Change the percentage as required and press Enter.
Remove a ratio percentage	Blank out the percentage and press Enter.
Delete a ratio	Press F22. Press F22 again to confirm deletion or press F12 to cancel the deletion and return to the prompt page.

Defining targets

Overview

The target specifies the project, activity, or cost code to which the allocation is made. The target also specifies if allocation journal entries to Infinium GL are created.

You attach a ratio, how the amount will be allocated, to the target. You can attach one ratio to more than one target, but a target can have only one ratio.

Because the target is based on a specific ratio, there is a one-to-one correspondence between the percentages set up in the ratio definition and those used in the target definition. Each percentage from the ratio is linked to a specific target.

Before you can set up detail information for the target, you must set up the target header information. Infinium PA uses the target information to allocate to the target project, activity, or cost code. If an Infinium GL journal entry will be created, Infinium GL uses the target information when you create an allocation journal.

In setting up the detail information, the items are copied from the ratio. You update each ratio item with a target account. Journal entries are created from the accounts you enter.

Use the menu path below.

- Infinium PA
- *Allocations*
- *Work With Allocations Controls*
  - *Work with targets* [WWT]

Specifying a target with which to work

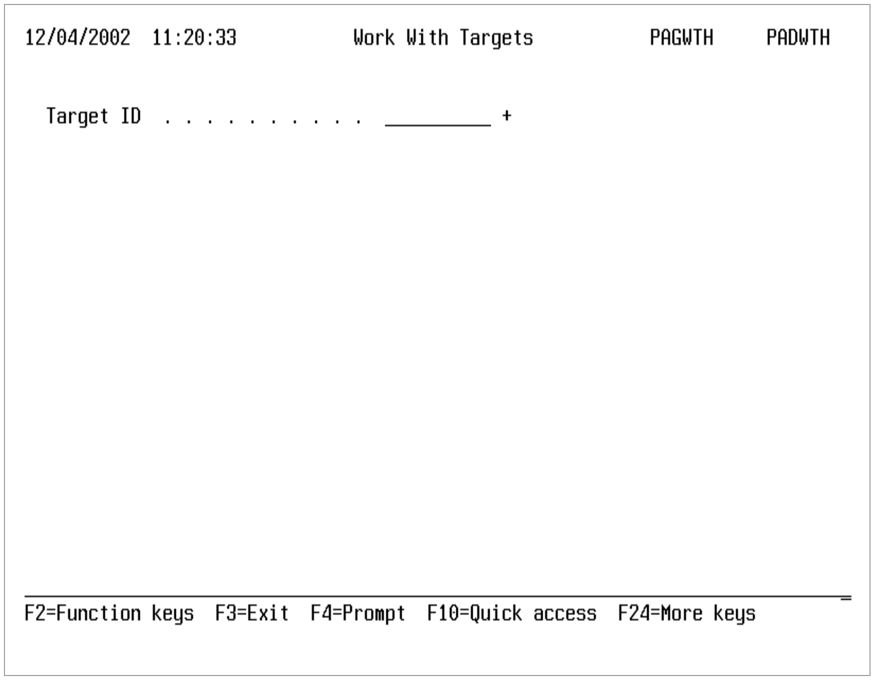


Figure 13-8: Work With Targets prompt page

On the Work With Targets prompt page you can create a new target identifier or select an existing target with which to work.

Use the information below to complete this page.

Target ID

Type a new target identifier or select an existing target with which to work.

How do I…

Create a new target identifier	Type a unique identifier and press Enter.
Update an existing target	Select the target ID and press Enter.
Exit	Press F3.

Defining a target’s header information

To access the page described below, complete the Work With Targets prompt page shown in Figure 13-8 and press Enter.

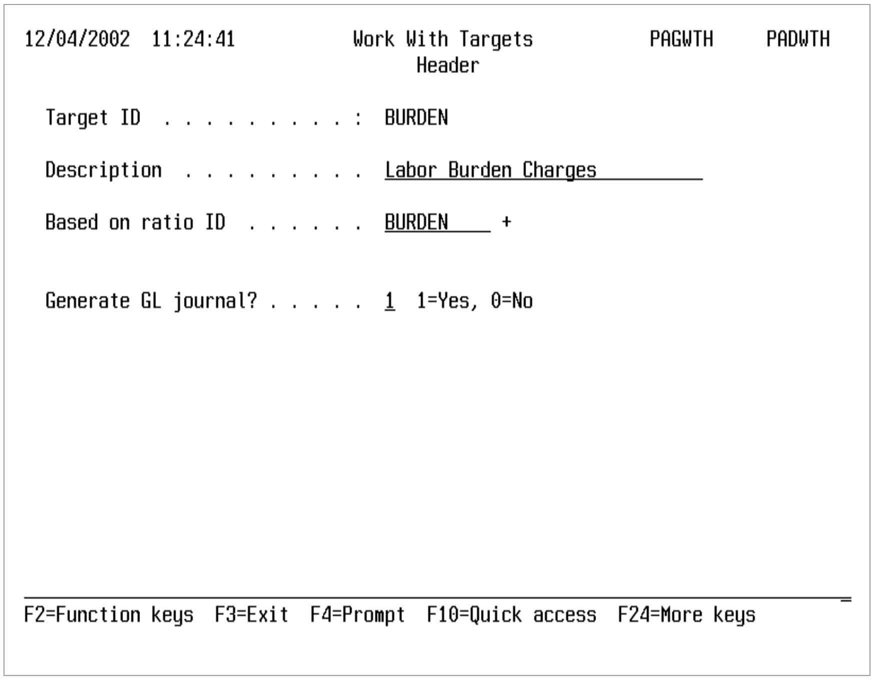


Figure 13-9: Work With Targets Header page

On the Work With Targets Header page, you can create, display, or modify the target’s header information.

Use the information below to complete this page.

Description

Type a meaningful description of the target.

Based on Ratio ID

Select a ratio ID to use the target that you are defining with only the selected ratio. The target is linked to this ratio.

Generate GL journal

Specify yes to generate a GL journal entry from the allocation; otherwise, specify no.

The allocation program generates miscellaneous transactions. When you run *Post transactions*, these entries are made to the GL interface file. You must run *Transfer to GL* to actually transfer the transactions to Infinium GL.

How do I…

Create the target’s header information	Complete the information on this page and press Enter.
Modify the target’s header information	Update the information on this page as necessary and press Enter.
Continue to target’s detail information page	Press Enter.

Defining a target’s ratio details

To access the page described below, complete the Work With Targets Header page shown in Figure 13-9 and press Enter.

```
12/04/2002  11:24:56          Work With Targets          PAGWTH     PADWTH


  Target ID  . . . . .  BURDEN      Labor Burden Charges

 Type options and press Enter. 2=Change, 4=Delete

                       Target        Target                        Target
Opt  Seq Ratio Percent Project       Activity                      Cost Code
 _  00001    6.0000    *ORIGIN       *ORIGIN                       LBRBUR










                                                                      Bottom

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 13-10: Work With Targets ratio details prompt page

On the Work With Targets ratio details prompt page, you can select the target with which to work. You can delete a target detail, but you must delete all of the detail if you want to change the ratio on the target header.

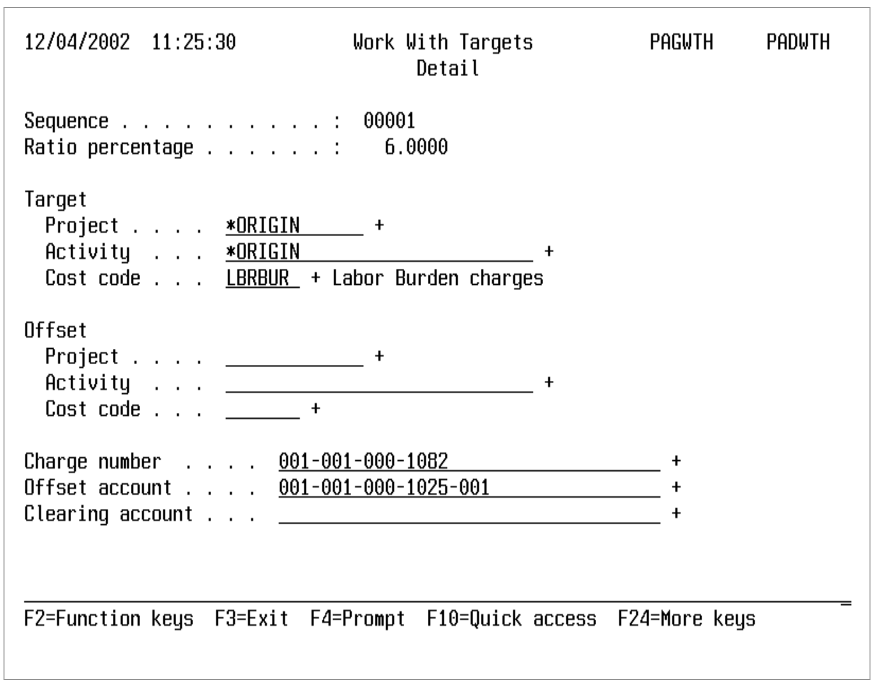
Because the target is linked to a specific ratio, the ratio items previously defined in *Work with ratios* are displayed for your selection.

How do I…

Select the ratio item with which to work	Type **2** in *Opt* next to the ratio item and press Enter.
Delete target detail	Type **4** in *Opt* next to the ratio/target item and press Enter.
View most current list of ratio items	Press F5.

Defining a target's detail information

To access the page described below, select the ratio item with which to work on the Work With Targets ratio details prompt page shown in Figure 13-10 and press Enter.



```
12/04/2002  11:25:30          Work With Targets          PAGWTH     PADWTH
                                    Detail

Sequence . . . . . . . . . . :  00001
Ratio percentage . . . . . . :    6.0000

Target
  Project . . . .  *ORIGIN       +
  Activity  . . .  *ORIGIN                        +
  Cost code . . .  LBRBUR  + Labor Burden charges

Offset
  Project . . . .  ____________  +
  Activity  . . .  ____________________________   +
  Cost code . . .  _______  +

Charge number  . . . .  001-001-000-1082                    +
Offset account . . . .  001-001-000-1025-001                +
Clearing account . . .  ____________________________________ +

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 13-11: Work With Targets Detail page

On the Work With Targets Detail page, you can create, display, modify, or delete the target's detail information.

You must specify that you want to use the subtotal option on the origin detail controls to use the ***ORIGIN** feature on the target detail.

Use the information below to complete this page.

Target Project

Select the target project number to receive the allocated amount or type ***ORIGIN** to default the target projects from the projects defined in the origin detail.

Target Activity

Select the target activity to receive the allocated amount or type ***ORIGIN** to default the target activity from the activities defined in the origin.

Target Cost code

Select the target cost code to receive the allocated amount or type ***ORIGIN** to default the target cost codes from the origin cost codes.

Offset Project

Select the offset project number to receive the offset amount or type ***ORIGIN** to default the offset project from the project defined in the origin detail.

Offset Activity

Select the offset activity to receive the offset amount or type ***ORIGIN** to default the offset activity from the activities defined in the origin.

Offset Cost code

Select the offset cost code to receive the offset amount or type ***ORIGIN** to default the offset cost codes from the cost codes defined in the origin.

If you type ***ORIGIN** in the target or offset, you must be subtotaling on that component in the origin detail.

Charge number

Select the general ledger account number to receive the charge for the target amount. You must select a charge number if you are creating a general ledger journal.

Offset account

Select an offset account for this specific target transaction. You must select an offset account if you are creating a general ledger journal.

Clearing account

Select a clearing account to ensure that a balanced entry is made to Infinium GL. You must select a clearing account if you are generating a general ledger journal and have specified an offset project/activity/cost code.

The transactions to this account net to zero and they are not passed to the general ledger.

How do I…

Create the target’s detail information	Complete the information on this page and press Enter.
Modify the target’s detail information	Update the information on this page as necessary and press Enter.

Defining sets

Overview

The purpose of the set definition is to link the origin and target information together. The ratio and target are already linked together on the target.

Because Infinium PA provides you with the ability to use an origin with a ratio/target combination, you can group an origin with a target. These groupings are called sequences.

Defining sets allows you to submit and run multiple allocations by submitting a single set. You can define multiple allocations to be generated within one set by defining multiple sequences. Each grouping or combination is assigned a sequence number that determines the order in which the combinations within the set are processed. All sequences defined in the set are listed.

When you submit a set for processing, audit reports are produced listing the balances contained in an origin and the entries generated for the target. You can also run an allocation in trial mode, which generates the reports but does not generate any entries.

Use the menu path below.

- Infinium PA
- *Allocations*
- *Work With Allocations Controls*
  - *Work with sets* [WWS]

Specifying a set with which to work

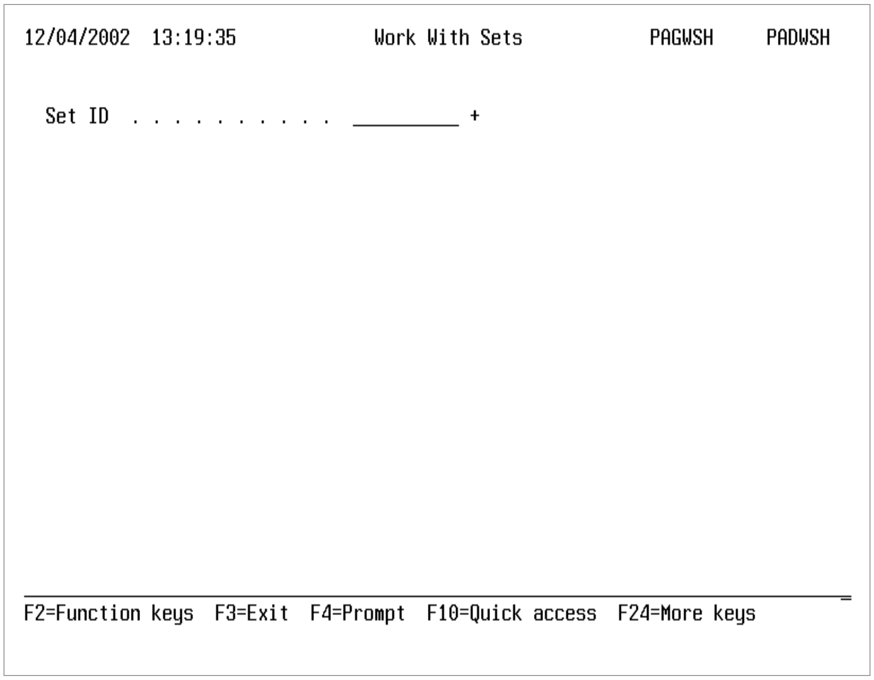


Figure 13-12: Work With Sets prompt page

On the Work With Sets prompt page, you can create a new set identifier or select an existing set with which to work.

Use the information below to complete this page.

Set ID

Type a new set identifier or select an existing set with which to work.

How do I…

Create a new set identifier	Type a unique identifier and press Enter.
Update an existing set	Select the set ID and press Enter.
Exit	Press F3.

Defining a set’s description and sequence

To access the page described below, complete the Work With Sets prompt page shown in Figure 13-12 and press Enter.

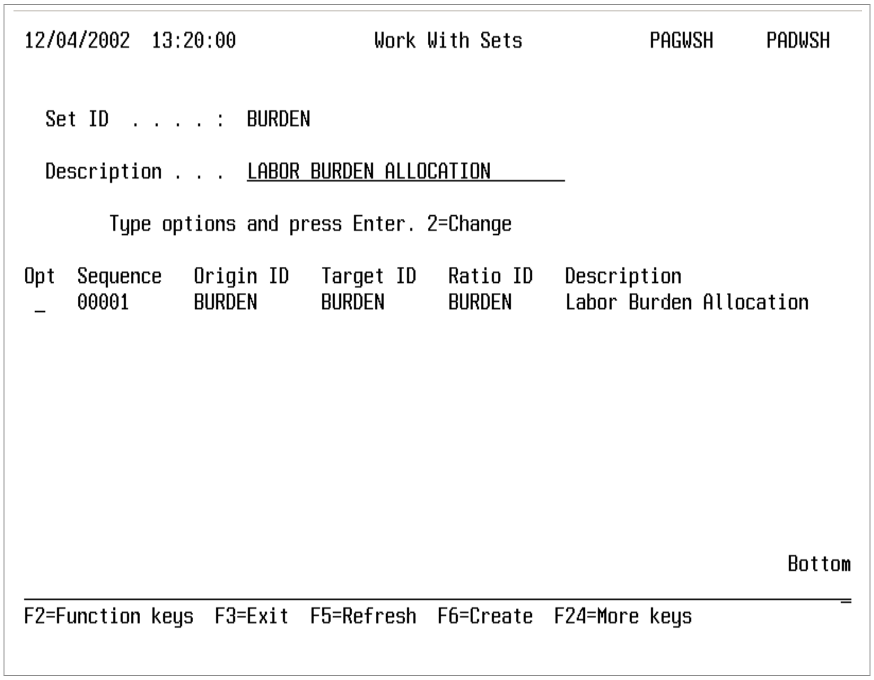


Figure 13-13: Work With Sets description and sequence page

On the Work With Sets description and sequence page, you can provide a description of the set and you can create a sequence. You can also select an existing sequence with which to work or delete a sequence. Each sequence represents one allocation.

Use the information below to complete this page.

Description

Type a meaningful description of the allocation set.

How do I…

Create a new sequence for the set	Press F6.
View most current list of existing sequences in the set	Press F5.
Select an existing sequence in the set with which to work	Type **2** in *Opt* next to the sequence and press Enter.

Defining set's sequence detail

To access the page described below, select an existing sequence on the Work With Sets description and sequence page shown in Figure 13-13 and press Enter.

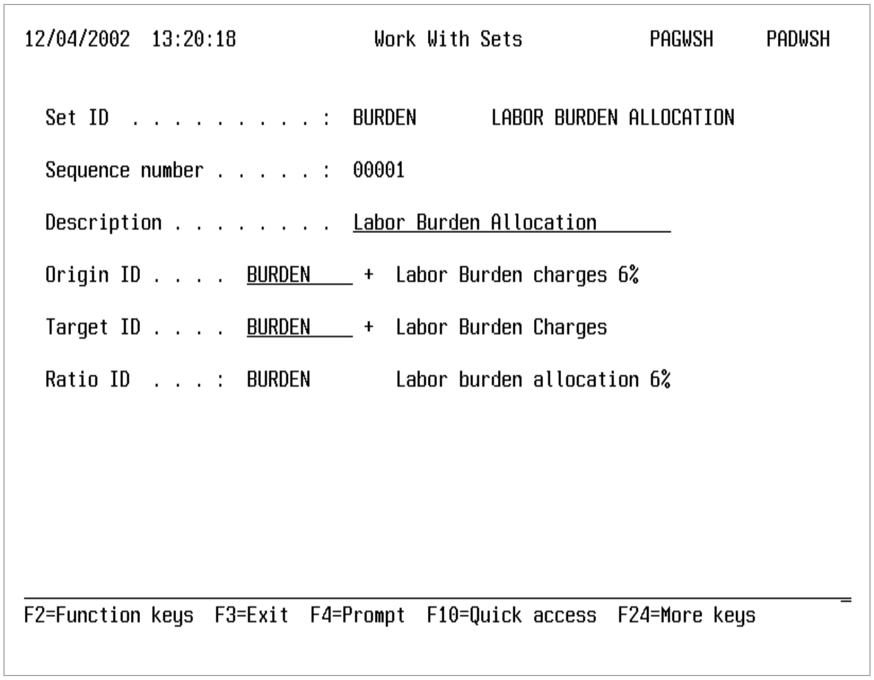


Figure 13-14: Work With Sets sequence detail page

On the Work With Sets sequence detail page, you can define or update set sequence details.

Use the information below to complete this page.

Description

Type a sequence description.

Origin ID

Select the origin ID to use to create the allocation.

Target ID

Select the target ID to use to create the allocation. Because the ratio is linked directly to a specific target, Infinium PA retrieves and displays the corresponding ratio after you press Enter.

Ratio ID

The ratio ID linked to the target ID in the above is retrieved and displayed. You cannot change the ratio ID.

How do I…

Create the set’s detail sequence information	Complete the information on this page and press Enter.
Modify the set’s detail sequence information	Update the information on this page as necessary and press Enter.

Displaying origins

Overview

Use *Display origins* to view the origin information that defines the source amounts of the allocation. Project, activity, cost code, project type, date range, accounting year, and period are used to extract source amounts. Origin information includes:

- Origin name and description
- Year and accounting period range or transaction date range used to obtain balances
- Project type
- Project number range or mask
- Activity range or mask
- Cost code range or mask
- Origin amount

Use the menu path below.

- Infinium PA
- *Allocations*
- *Display Allocation Controls*
  - *Display origins* [DO]

Specifying the origin controls to display

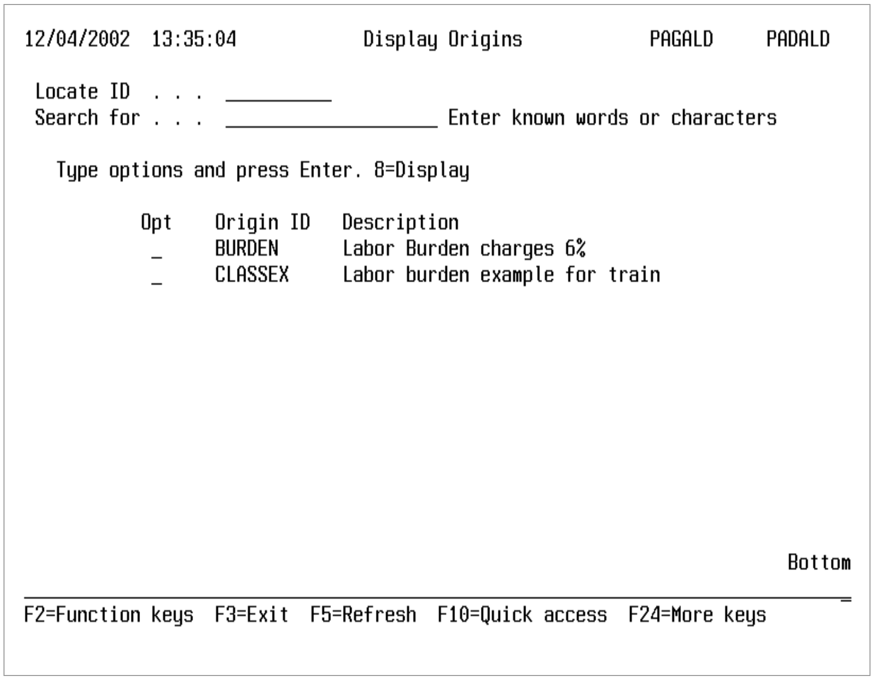


Figure 13-15: Display Origins prompt page

On the Display Origins prompt page, you can select the origin whose information you want to view.

How do I…

View most current list of origins from which to select	Press F5.
Find an origin	Type a full or partial origin identifier in *Locate ID* and press Enter. This repositions the list to start with that origin.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View control information for an origin	Type **8** in *Opt* next to the origin and press Enter.
View control information for multiple origins	Type **8** in *Opt* next to each origin and press Enter.

How do I…	
Exit	Press F3.

Viewing origin controls

To view the Display Origins header and detail pages, select an origin on the Display Origins prompt page shown in Figure 13-15 and press Enter.

The Display Origins header page and the Display Origins detail page are similar to the Work With Origins header page shown in Figure 13-3 and the Work With Origins detail page shown in Figure 13-4 except you cannot update the information.

How do I…	
View detail information after viewing header information	Press Enter.
Return to previous page	Press F12.
Return to prompt page	Press F3.

Displaying ratios

Overview

Use *Display ratios* to view the ratio information that determines the distribution of the origin. The ratio defines how the origin amount is allocated.

The origin amount is divided according to a fixed percentage. You can enter more than one percentage. The percentages may total less than 100%, but cannot total more than 100%.

Use the menu path below.

- Infinium PA
- *Allocations*
- *Display Allocation Controls*
  - *Display ratios* [DR]

Specifying the ratio controls to display

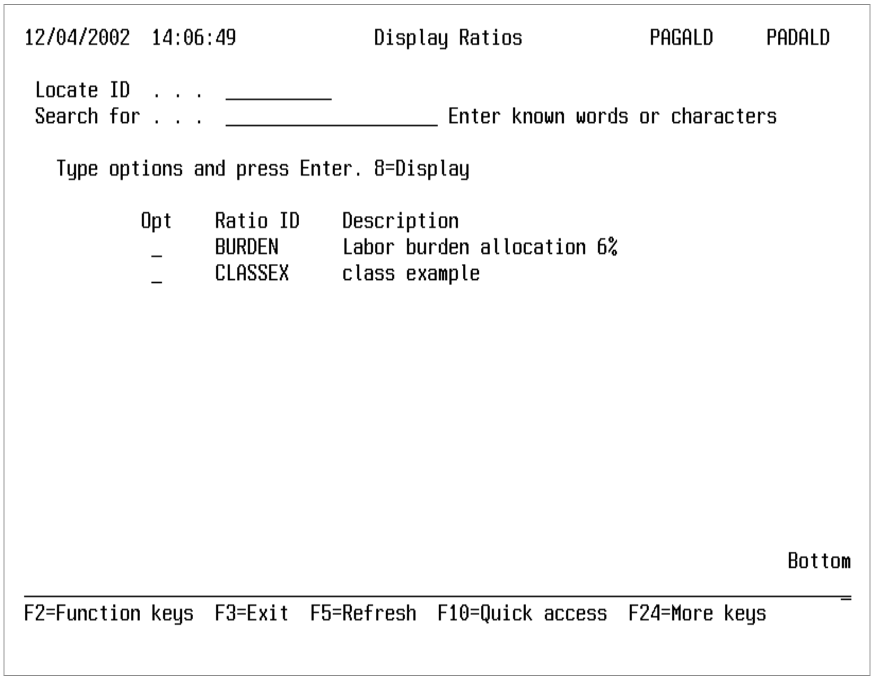


Figure 13-16: Display Ratios prompt page

On the Display Ratios prompt page, you can select the ratio whose information you want to view.

How do I…

View most current list of ratios from which to select	Press F5.
Find a ratio	Type a full or partial ratio identifier in *Locate ID* and press Enter. This repositions the list to start with that ratio.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View control information for a ratio	Type **8** in *Opt* next to the ratio and press Enter.
View control information for multiple ratios	Type **8** in *Opt* next to each ratio and press Enter.
Exit	Press F3.

Viewing ratio controls

To view the Display Ratios description and percentages pages, select a ratio on the Display Ratios prompt page shown in Figure 13-16 and press Enter.

The Display Ratios description page and the Display Ratios percentages page are similar to the Work With Ratios description page shown in Figure 13-6 and the Work With Ratios percentages page shown in Figure 13-7 except you cannot update the information.

How do I…

View percentages information after viewing descriptive information	Press Enter.
Return to previous page	Press F12.
Return to prompt page	Press F3.

Displaying targets

Overview

Use *Display targets* to view the target description, the ratio on which the target is based and whether allocation journal entries to Infinium GL are created.

The ratio, which is attached to the target, determines how the allocation amount is allocated. Because the target is based on a specific ratio, there is a one-to-one correspondence between the percentages set up in the ratio definition and those used in the target definition. Each percentage from the ratio is linked to a specific target.

Use the menu path below.

- Infinium PA
- *Allocations*
- *Display Allocation Controls*
  - *Display targets* [DT]

Specifying the target controls to display

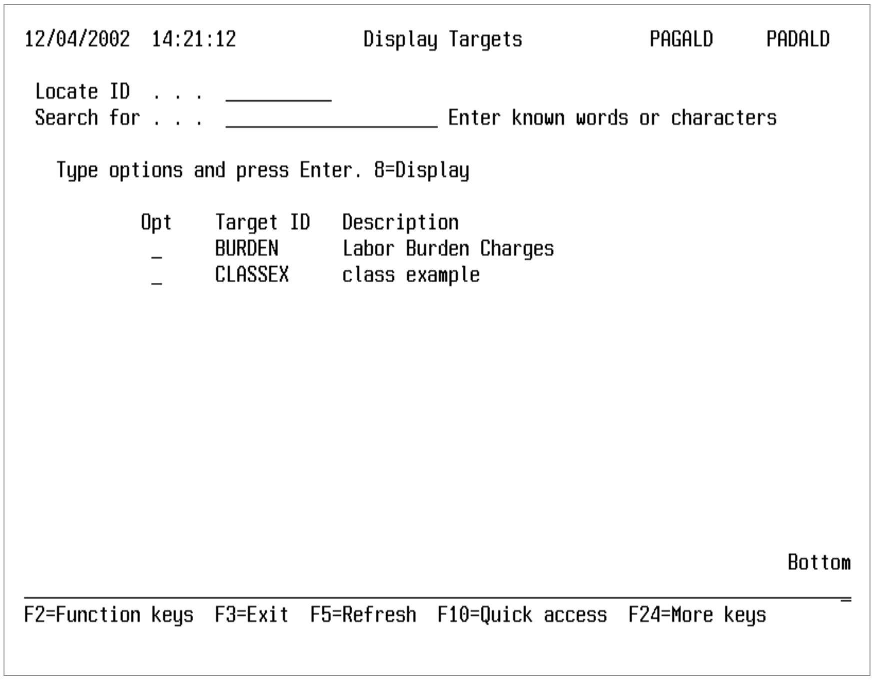


Figure 13-17: Display Targets prompt page

On the Display Targets prompt page, you can select the target whose information you want to view.

How do I…

View most current list of targets from which to select	Press F5.
Find a target	Type a full or partial target identifier in *Locate ID* and press Enter. This repositions the list to start with that target.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View control information for a target	Type **8** in *Opt* next to the target and press Enter.
View control information for multiple targets	Type **8** in *Opt* next to each target and press Enter.

How do I…	
Exit	Press F3.

Viewing target controls

To view the Display Target header and the ratio details prompt and detail pages, select a target on the Display Targets prompt page shown in Figure 13-17 and press Enter.

The Display Targets header page, the Display Targets ratio detail prompt and the Display Targets detail pages are similar to the Work With Targets header page shown in Figure 13-9, the Work With Targets ratio details prompt page shown in Figure 13-10 and the Work With Targets detail page shown in Figure 13-11.

You cannot update the information on the header and detail pages, but you can select which ratio details you want to view on the Display Targets ratio detail prompt page.

How do I…	
View detail information after viewing header information	**1** Press Enter after viewing header information. **2** Select the ratio details you want to view. **3** Press Enter.
Return to previous page	Press F12.
Return to prompt page	Press F3.

Displaying sets

Use *Display sets* to view the origin, target, and ratio that are linked together to form a set. Each set can contain multiple sequences.

Because Infinium PA provides you with the ability to use an origin with a ratio/target combination, you group an origin with a target. These groupings are called sequences. A set is one or more sequences.

Use the menu path below.

- Infinium PA
- *Allocations*
- *Display Allocation Controls*
  - *Display sets* [DS]

Specifying the set controls to display

```
12/04/2002  14:44:43             Display Sets            PAGALD     PADALD

 Locate ID  . . .  __________
 Search for . . .  ____________________ Enter known words or characters

   Type options and press Enter. 8=Display

         Opt    Set ID      Description
          _     BURDEN      LABOR BURDEN ALLOCATION
          _     EXAMPLE     CLASS EXAMPLE

                                                                    Bottom

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 13-18: Display Sets prompt page

On the Display Sets prompt page, you can select the set whose information you want to view.

How do I…

View most current list of sets from which to select	Press F5.
Find a set	Type a full or partial set identifier in *Locate ID* and press Enter. This repositions the list to start with that set.
Search for a value	Type a value in *Search for* and press Enter. This displays all values that match your entry.
View control information for a set	Type **8** in *Opt* next to the set and press Enter.
View control information for multiple sets	Type **8** in *Opt* next to each set and press Enter.
Exit	Press F3.

Viewing set controls

To view the Display Sets information page, select a set on the Display Sets prompt page shown in Figure 13-18 and press Enter. Then specify a sequence and press Enter.

The Display Sets sequence prompt page and the Display Sets information pages are similar to the Work With Sets description and sequence page shown in Figure 13-13 and the Work With Sets sequence detail page shown in Figure 13-14.

You cannot update the information on the Display Sets sequence detail page, but you can select which sequence details you want to view on the Display Sets sequence prompt page.

How do I…

Select a sequence whose detail information you want to view	Specify the sequence details you want to view and press Enter.
Return to previous page	Press F12.

How do I…	
Return to prompt page	Press F3.

Submitting allocations

Overview

After you have defined a set, you submit the allocation set and generate miscellaneous transactions. These transactions can be posted by running *Post project transactions*.

Use the menu path below.

- Infinium PA
- *Allocations*
    - *Submit allocations* [SA]

Specifying the allocation submission parameters

```
12/04/2002  14:50:08          Submit Allocations         PAGSAD     PADSAD

Accounting year  . . . . . .  ____
Accounting period   From . .  __
                    To . . .  __
-OR-

Transaction date    From . .  __________
                    To . . .  __________

Target date  . . . . . . . .  12/04/2002
Target year  . . . . . . . .  2002
Target period  . . . . . . .  12

Include previously allocated transactions? 0  1=Yes, 0=No
Run as trial report? . . . . . . . . . . . 1  1=Yes, 0=No



F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 13-19: Submit Allocations prompt page

On the Submit Allocations prompt page, you can specify an accounting year and a period date range or a transaction date range. You specify a target date, year, and period and whether to include previously allocated transactions and whether to run a trial report.

Use the information below to complete this page.

Accounting year

Type the accounting year used to extract the origin amount.

If you specify an accounting year and period or period range, do not specify transaction date.

Accounting period - From

Type the number of the period from which to extract the origin amount.

Accounting period - To

Type the number of the period to which to extract the origin amount.

Transaction date - From

Type the beginning transaction date if allocations will be made for a specific transaction date or a range of transactions.

Transaction date - To

Type the ending transaction date if allocations will be made for a range of transactions.

Target date

Type the date to be used as the transaction date for the transactions generated by the allocation.

Target year

Type the year to be used as the transaction year for the transactions generated by the allocation.

Target period

Type the period to be used as the transaction period for the transactions generated by the allocation.

Include previously allocated transactions

Specify yes to include previously allocated or marked transactions in the allocation.

Specify no to not include previously allocated or marked transactions in the allocation.

This is useful if you have previously included transactions for allocations and now need to make additional allocations. By omitting previously marked transactions, you can run the allocation and only include transactions that have been posted since the last allocation.

Run as trial report

Specify yes to generate a report only and not miscellaneous transactions. You can review the allocation prior to actually creating transactions.

Specify no to generate miscellaneous transactions.

How do I…

Define the allocation submission specifications	Complete the information on this page and press Enter.
Exit	Press F3.

Selecting the sets for allocation submission

To access the page described below, complete the Submit Allocations prompt page shown in Figure 13-19 and press Enter.

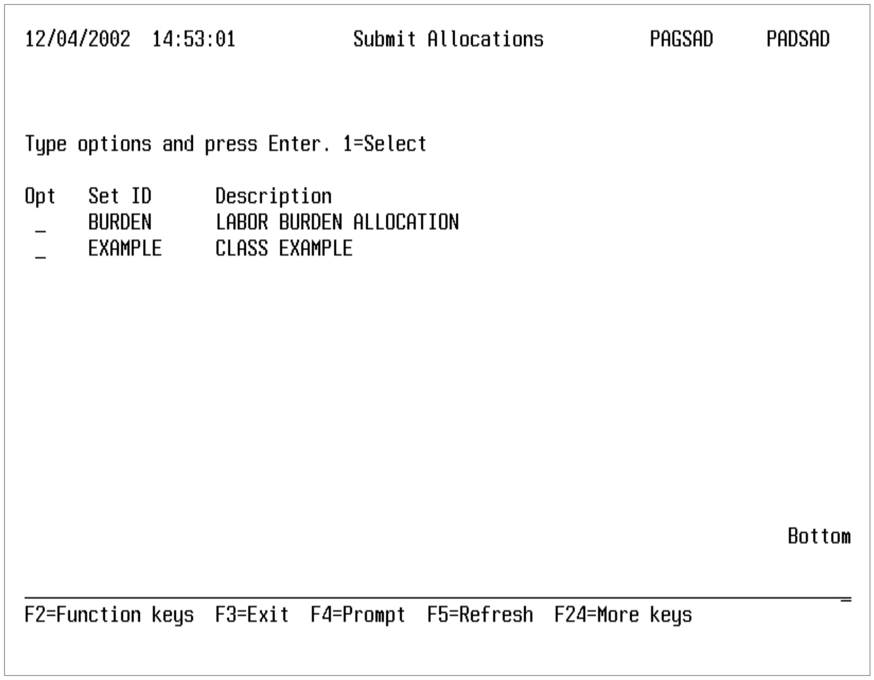


Figure 13-20: Submit Allocations set selection page

On the Submit Allocations set selection page, you must select the allocation set or sets that you are submitting.

How do I…

Select allocation sets to submit	Type **1** in *Opt* next to set IDs to include in allocation submission and press Enter.
View most current list of allocation sets	Press F5.

Confirming the allocation submission

To access the page described below, select a set on the Submit Allocations set selection page shown in Figure 13-20 and press Enter.

```
12/04/2002  14:59:15          Submit Allocations         PAGSAD     PADSAD

  Press Enter to confirm
  Press Cancel to return to previous screen.

      Set ID      Description
      BURDEN      LABOR BURDEN ALLOCATION

                                                                     Bottom

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel
```

Figure 13-21: Submit Allocations confirmation page

On the Submit Allocations confirmation page, you can view the selected sets and submit them for allocation or cancel and make a different selection.

How do I…

Submit sets for allocation processing	Press Enter.
Cancel submission of sets for allocation processing	Press F12.

Notes