



Infor System21 Job Management

Product Guide

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Publication Information

Release: Infor System21 3.1

Publication date: November 29, 2016

Document code: JC

Contents

- About this guide..... 15**
 - Intended audience 15
 - Related documents..... 15
 - Contacting Infor..... 15

- Chapter 1 Overview 17**
 - The Environment..... 18
 - Two Core Principles..... 19
 - Maintenance Data..... 20
 - Transaction Processing 21
 - Invoicing..... 23
 - Enquiries 23
 - Reports..... 24
 - Prerequisites 26
 - Implementation Guide..... 26
 - System-generated Data..... 27

- Chapter 2 Parameter Maintenance..... 29**
 - Introduction to Job Management..... 29
 - The Environment 30
 - Maintenance Data 31
 - Implementation Guide..... 32
 - Parameters 33
 - Managers [1/JCK]..... 33
 - Managers File Update Selection Window 33
 - Managers Update Window 33
 - Locations [2/JCK]..... 34
 - Locations File Update Selection Window..... 34

Locations File Update Window	34
Regions [3/JCK]	35
Regions Update Selection Window	35
Regions Update Window	35
Divisions [4/JCK]	36
Divisions File Update Selection Window	36
Divisions File Update Window	36
Industry Codes [5/JCK]	37
Industry Codes Update Selection Window	37
Industry Codes Update Window	37
Profit/Cost Centres [6/JCK]	38
Profit/Cost Centres Update Selection Window	38
Profit/Cost Centres Update Window	38
Charge Codes [7/JCK]	39
Charge Codes Update Selection Window	39
Charge Codes Update Window	39
Retention Types [8/JCK]	40
Retention Codes Update Selection Window	40
Retention Codes Update Window	41
Penalty Clauses [9/JCK]	41
Penalty Clauses Update Selection Window	41
Penalty Clauses Update Window	42
Status Codes [10/JCK]	42
Status Codes Update Selection Window	43
Status Codes Update Window	43
Budget Codes [11/JCK]	43
Budget Codes Update Selection Window	44
Budget Codes Update Window	44
Transaction Sources [12/JCK]	44
Transaction Sources Update Selection Window	45
Transaction Sources Update Window	45
Transaction Types [13/JCK]	46
Transaction Types Update Selection Window	46
Transaction Types Update Window	47
Variation Reason Codes [14/JCK]	47
Variation Reason Update Selection Window	47

Variation Reason Update Window	48
Analysis Codes [15/JCK]	48
Analysis Codes Update Selection Window	48
Analysis Codes Update Window	49
Expense Types [16/JCK]	49
Expense Types Update Selection Window	49
Expense Types Update Window	50
Job Types [17/JCK]	50
Job Types Update Selection Window	50
Job Types Update Window	51
Job Type Expense Type Update Window	53
Job Type External Text Update Window	53
Employee Grades [18/JCK]	54
Employee Grades Update Selection Window	54
Employee Grades Update Window	54
Employee Details [19/JCK]	55
Employee Details Update Selection Window	55
Employee Details Update Window	55
Uplift Codes [20/JCK]	57
Uplift Codes Update Selection Window	57
Uplift Codes Update Window	57
Process Codes [21/JCK]	58
Process Codes Update Selection Window	58
Process Codes Update Window	59
Activity Codes [22/JCK]	59
Activity Codes Update Selection Window	60
Activity Codes Update Window	60
Cost to Complete Codes [23/JCK]	61
Cost to Complete Codes Update Selection Window	61
Cost to Complete Codes Update Window	61
Parameter Enquiries [/JCL]	62
Parameter Reports [/JCM]	62
Chapter 3 Fixed Assets Processing	65
Job Management and Fixed Assets	65
Release Automatic Transfers [1/JCE]	66

Validate Transfer [2/JCE].....	66
Transfer from WIP to Fixed Assets Window	67
Confirm Transfer [3/JCE].....	67
Restart Transfer [4/JCE].....	70
Restart Fixed Asset Transfer Window.....	70
Maintain Asset Groups [11/JCE]	71
Asset Groups Update Selection Window	71
Asset Groups Update Window	71
Maintain Analysis Type Mapping [12/JCE].....	72
Analysis Type Mapping List Window.....	73
Valid Entries for the JM Field	75
Analysis Type Mapping Details Window	76
Enquire on Job by Asset Number [21/JCE].....	76
Job Enquiry by Asset Number Selection Window.....	76
Job Enquiry by Asset Number Window.....	77
Chapter 4 Inventory Processing.....	79
Post Inventory Issues [1/JCF].....	79
Direct Posting Interface Batch Submit Window	79
Invoicing/Asset Generation & Enquire on Invoicing/Asset Generation [2/JCF, 22/JCF]	80
Invoicing/Asset Generation Window	80
Outstanding Despatches Window	81
Asset Details Entry Window	82
Invoice Summary Window	83
Enter Invoice Charges Pop-up	84
Invoice/Delivery Address Maintenance Window	84
Service Management Details Window	85
Invoicing/Asset Generation History Window	86
Asset Details History Window	86
Jobs for a Customer Outstanding Window.....	86
Report by Picking Notes [11/JCF]	87
Produce Pick Notes Window	88
Enquire on Parts List [21/JCF].....	88
Job Parts List Enquiry Selection Window.....	88
Job Parts List Enquiry List Window.....	89
Job Parts List Enquiry Parts Window	89
Job Parts List Enquiry Production Order Window.....	90

Create Production Orders [31/JCF].....	90
Create Production Orders Window.....	90
Release Production Orders [32/JCF]	91
Release Production Orders Window	91
Chapter 5 Quotations	95
Build Quote [1/JCG].....	95
Quotation Build Window	95
Copy Quotation Pop-up.....	96
Quote Header Maintenance Window	97
Quote Details Maintenance Window	98
Close Quote [2/JCG].....	102
Quotation Close Selection Window	102
Quotation Close Window	102
Generate Job Options Pop-up.....	103
Generate Job Override Order Due Dates Window	105
Work with Quotes [3/JCG]	105
Work with Quotations Window	106
Quotation Build Work with Details Window	107
Copy Quotation Details Pop-up.....	108
Quotation Build Work with Expenses Window	109
Quotation Build Work with Transactions Window	110
Add/Amend Labour Transactions Pop-up.....	112
Add/Amend Direct Transactions Pop-up.....	112
Add/Amend Production Transactions Pop-up.....	113
Price Override Pop-up.....	115
Copy Job to Quote [4/JCG].....	115
Close Reason Codes [11/JCG]	116
Quotation Close Reason Codes Selection Window.....	116
Quotation Close Reason Codes Window.....	116
Report by Quotation [21/JCG]	116
Quotation Print Window.....	117
Enquire on Quotation [31/JCG]	118
Quotation Enquiry Selection Window.....	118
Quotation Enquiry Details List Window.....	119
Quote Enquiry Details Window.....	119
Quotation Enquiry Expenses Window.....	120

Quotation Enquiry Transactions Window	120
Quotation Enquiry Parts List Window.....	121
Quotation Enquiry Parts List Charges Window	121
Quote Header Enquiry Window.....	121
Chapter 6 Maintenance.....	123
Job Header [1/JCC]	123
Job Header Maintenance Selection Window	123
Job Header Maintenance Window	123
Job Details [2/JCC].....	125
Job Details Maintenance Selection Window	125
Job Details Maintenance Window	126
Job Details Maintenance Extras Window.....	132
Production Cost Maintenance Detail Window	134
Link Items to Contracts Selection Window.....	135
Job Details Activities [3/JCC].....	135
Job Detail Activity Maintenance Selection Window	136
Job Detail Activity Maintenance Window	136
Stage Payment Linkage Window	137
Stage Payments Linked Activities Window	138
Budgets [4/JCC].....	138
Budget/Forecast Maintenance Selection Window	139
Budget/Forecast Maintenance Details Window	140
Close/Reinstate Job [5/JCC]	140
Close/Reinstate Jobs Window.....	141
Mass Update [6/JCC].....	141
Job Details Mass Update Window.....	142
Cost/Price Lists [7/JCC].....	143
Cost/Price List Maintenance Selection Window.....	143
Cost/Price List Maintenance Detail Window	144
Variations [8/JCC].....	145
Variation Entry Selection Window	145
Variation Entry List Window	145
Variation Entry Details Window	146
Variation Entry Expense Types Window	147
Variation Entry Expense Type Details Window.....	148
Copy Job and Copy Job to Quote [11/JCC, 4/JCG].....	148

Copy Job Window.....	149
Copy Sub-job Pop-up.....	150
Copy Job to Quote Window.....	151
Copy Budget [12/JCC].....	152
Copy Budget Window.....	152
Copy Cost/Price List [13/JCC].....	153
Copy Cost/Price List Window.....	153
The General Ledger Interface.....	154
General Ledger Control File [21/JCC].....	155
GL Control File Maintenance Window.....	156
The Cost and Income Masks [22/JCC-31/JCC].....	157
Costing Codes Window.....	157
Chapter 7 Transaction Processing.....	161
Introduction to Transaction Processing.....	161
Costs via Purchase Management.....	163
Costs via Accounts Payable.....	164
Type of Entry Selection Pop-up.....	165
Employee Expenses in Accounts Payable.....	165
Miscellaneous Inventory Costs.....	166
Inventory Costs via SOP or AOE.....	166
Creating Parts Lists.....	167
Direct Transactions [1/JCA].....	167
Direct Transaction Entry Control Details Window.....	167
Direct Transaction Entry Window.....	168
Direct Transaction Entry Review Details Window.....	171
Direct Transaction Entry End Batch Window.....	171
Employee Time Sheets [2/JCA].....	172
Time Sheet Entry Control Details Window.....	172
Time Sheet Entry Employee Details Window.....	173
Time Sheet Entry Review Batch Window.....	174
Time Sheet Entry Window.....	174
List Override Pop-up.....	176
Time Sheet Entry End Batch Window.....	176
Employee Expenses [3/JCA].....	177
Employee Expenses Control Details Window.....	177
Employee Expenses Employee Details Window.....	178

Employee Expenses Review Batch Window.....	179
Expenses Entry Window.....	179
Employee Expense Entry End Batch Window	181
Timesheet Reconciliation [4/JCA].....	182
Post Time Sheets [5/JCA].....	182
Release Jobs [6/JCA]	183
Release Jobs Window	183
Release Jobs Fixed Price Window.....	184
Release Jobs Time and Material Window.....	185
Transfer to P&L [7/JCA].....	186
Transfer from WIP to P&L Window	186
Maintain Standing Costs [11/JCA].....	186
Maintain Standing Costs List Window.....	187
Maintain Standing Costs Jobs Window.....	188
Cost Standing Costs [12/JCA]	189
Post Standing Costs List Window	189
Post Standing Costs Values Window.....	189
Reverse Standing Costs [13/JCA].....	190
Reverse Standing Costs List Window	190
Reverse Standing Costs Values Window.....	190
Update Commitments [21/JCA]	191
Chapter 8 Income Processing	193
Invoicing.....	193
Chargeable Transaction Review [1/JCB]	194
Chargeable Transaction Review Selection Window	195
Chargeable Transaction Review List Window	195
Chargeable Transaction Review Details Window	196
Multi-currency Transaction Example.....	197
Stage Payments [2/JCB].....	198
Stage Payments Maintenance Selection Window	199
Stage Payments Maintenance Window	199
Generate Automatic Invoices [3/JCB].....	200
Review Invoices [4/JCB].....	201
Review Batch Selection Window.....	202
Review Batches Control Details Window	202

Review of Batch Window.....	202
Review of Batch Items Window.....	203
Review Batches Invoice Details Window	203
Review Batches Invoice Header Window	204
Review Batches Summary Window	205
Sundry Invoices/Credit Notes [5/JCB].....	205
Invoice/Credit Note Entry Control Details Window.....	205
Invoice/Credit Note Entry Batch Details Window	206
Invoice/Credit Note Entry Details Window	207
Invoice/Credit Note Entry Summary Window	208
Print Invoices/Credit Notes [6/JCB].....	209
Reprint Invoices/Credit Notes [7/JCB].....	209
Reprint Invoices/Credit Notes Selection Window.....	210
Reprint Invoices/Credit Notes List Window	210
Reprint Invoices/Credit Notes Details Window	211
Chapter 9 Enquiries and Reports.....	212
Main Job [1/JCH]	212
Job Management Enquiry Window.....	212
Job Management Enquiry All Jobs Window.....	213
Job Management Enquiry Job Details Window	213
Job Management Enquiry Financial Details Window.....	214
Inventory Commitments (SOP Parts) Window	215
Inventory Commitments (Manufacturing Parts) Window	216
Labour Commitments Pop-up	216
Purchasing Commitments Window	217
Job Management Enquiry Invoices Window	218
Job Management Enquiry Price Variance Window.....	218
Job Management Enquiry Stage Payments Window.....	218
Stage Payment Details Window	219
Cost Breakdown Summary Window.....	219
Cost Breakdown List Window.....	220
Cost Breakdown Details Window	221
Actual Cost Breakdown by GL Period Window	221
Indented Cost Breakdown Enquiry Window.....	221
Session [2/JCH]	222
Enquiry by Session Selection Window.....	222
Enquiry by Transaction Reference List Window	223

Cost Comparison [3/JCH].....	224
Cost Comparison Job and Item Selection Window.....	224
Cost Comparison Details Window.....	224
Cost/Price List [4/JCH].....	225
Cost/Price List Enquiry Selection Window	225
Cost/Price List Enquiry Window	226
Job Analysis [1/JCD].....	226
Job Analysis Report Selection Window.....	226
Sub-job Analysis [2/JCD].....	227
Sub-job Analysis Report Selection Window	227
Transactions by Task [3/JCD]	228
Transactions by Task Report Selection Window	228
Returned Assets Report [4/JCD]	229
Chapter 10 Cost to Complete	231
Initiation [1/JCI]	231
Cost to Complete Initiation Window	231
Maintenance [2/JCI].....	232
Cost to Complete Maintenance Selection Window	232
Cost to Complete Maintenance Labour Window.....	233
Material by Job Detail Window	235
Material by Expense Type Window.....	237
Other Direct by Job Detail Window	239
Other Direct by Expense Type Window	240
Chapter 11 Utilities	243
Maintain Company Profile & Enquire on Company Profile [1/JCU, 11/JCU]	243
Company Profile Selection Window	243
Company Profile Update Address Window	244
Company Profile Update Production Functions Window	247
Company Profile Update Accounts Window	248
Company Profile Update Batch Details Window.....	251
Recalculate Rolled up Values [23/JCU]	252
Recalculate Quotation Estimated Hours [24/JCU]	253
Job Details Pending Prime Currency Print [26/JCU].....	253
Appendix A Glossary.....	255

About this guide

The purpose of this document is to describe the functions that can be used within the Job Management Module.

Intended audience

The guide is intended for any users of the JC Job Management business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at

www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

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Chapter 1 Overview

1

Job Management covers the requirements of the wide range of companies that need to capture costs and income on specified projects. Such jobs may range from a large project such as a multi-site building scheme which needs to be broken down into various jobs and tasks with stage payments, to a one-off commission where a consultant is required by a client to produce a time and material invoice.

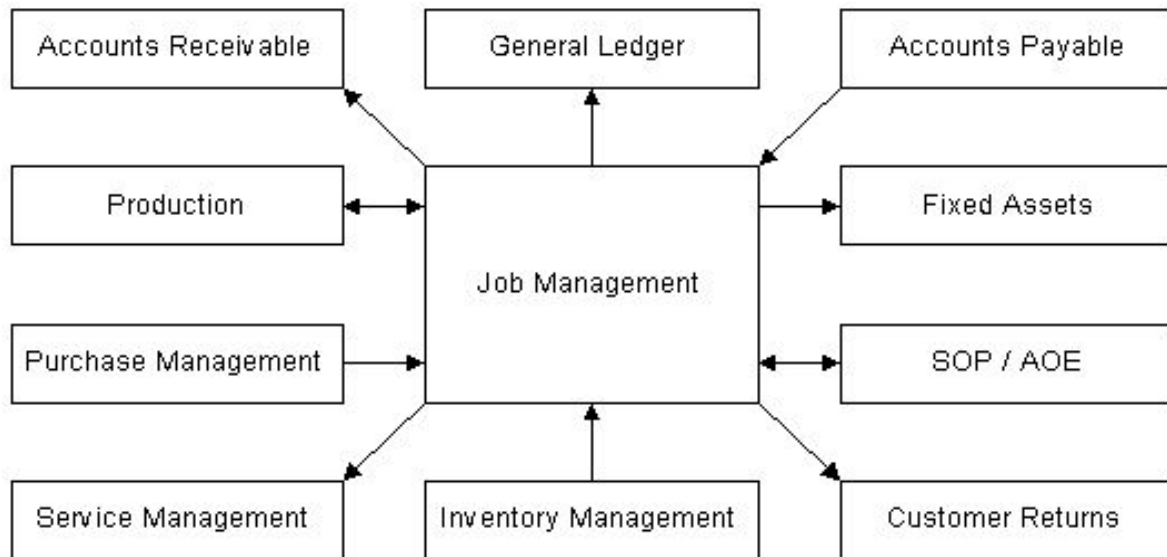
Job Management supports both multi-company and multi-currency processing, providing the necessary information and facilities in the following key areas:

- Quotations - once created, these can be converted into jobs
- Job entry/amendment - set up fixed price, time and materials, or non-chargeable jobs
- Flexible job hierarchy enables costs and income to be recorded at all levels
- Costs and income can be posted to the General Ledger; assets can be created in Fixed Assets
- Cost recording at any job level is by user-defined expense type

Costs are captured via:

- Entry of employee timesheets
- Entry of employee expenses
- Direct entry of user-defined transactions
- Entry of standing costs
- Costs from other applications: Accounts Payable, Purchase Management, Inventory Management and Production
- Budgets at all job levels by period
- Automatic invoicing (for chargeable jobs), with the facility to review and amend prior to printing
- Flexible enquiry facilities

The Environment



General Ledger

Detailed [cost](#) and income values are held in the [Job](#) Management system while a financial summary of [job](#) values is provided in the [General Ledger](#) (GL). Obviously, it is imperative that the two sets of values are balanced and can be reconciled.

A [Job](#) Management sub-ledger can be set up within the [General Ledger](#) with its own control account for [work in progress](#) control, as well as other holding accounts for [costs](#) entered within [Job](#) Management, [Inventory Management](#) and [Accounts Payable](#). This is optional.

Each transaction ([cost](#) or income) is posted to a valid [General Ledger](#) account which must already be set up. Posting masks enable you to target a GL account without having to enter a code on every transaction.

Accounts Receivable

[Job](#) Management shares customer detail information with [Accounts Receivable](#). Open items are created and relevant accounts are updated on printing of invoices.

Production

You can create production orders for [jobs](#) within [Job](#) Management.

Purchase Management

Purchase Management accumulates the value of outstanding purchase orders, with matching [job](#) numbers, against each [job](#) level. You can use Purchase Management to display the outstanding orders for a [job](#).

Accounts Payable

[Costs](#) attributed to outside sources such as sub-contractor [costs](#), bought out materials and services, can be entered into the [Job](#) Management system via [Accounts Payable](#). This occurs when the

invoice is accepted into the [Accounts Payable](#) system by a request for additional information, i.e. [job/sub-job/task](#), plus a breakdown of the type of expense. [Employee expenses](#) can also be entered through [Accounts Payable](#).

Inventory Management

Inventory Management is used for issuing physical stock on an ad hoc basis.

Fixed Assets

The interface to [Fixed Assets](#) enables [fixed assets](#) to be held against more than one [job detail](#). Where projects using [Job](#) Management involve the construction or assembly of [fixed assets](#), the transfer of the [asset](#) from [Job](#) Management to [fixed assets](#) can be completed via a transfer facility within [Job](#) Management.

Sales Order Processing/Advanced Order Entry

[Job](#) Management can interface with Inventory Management to capture the [cost](#) of inventory items. [Job](#) Management captures the necessary [costs](#) by defining a list of parts needed for a [job detail](#). It interacts with [Advanced Order Entry](#) or [Sales Order Processing](#) to define the [parts list](#).

[Sales Order Processing](#) progresses the list of parts, defined as an order, from entry through to despatch. This facilitates the production of acknowledgements, pick notes and 'clean' despatch notes for the [parts list](#). Because the invoices are produced within [Job](#) Management, confirmation of despatch prevents the creation of an invoice; instead, the inventory [costs](#) are posted to [Job](#) Management. Each [job detail](#) (i.e. any [job/sub-job/task](#) number) may be assigned to one sales order.

Customer Returns

[Job](#) Management allows access to the Customer Return functions of:

- Adding or amending a return
- Receiving a return

This enables returns to be linked to a [job](#).

Service Management

[Job](#) Management will inform you if installation records deriving from a [parts list](#) need attaching to a contract, and it can provide access to [Service Management](#) to perform the attachment.

Two Core Principles

Job Hierarchy

To provide complete flexibility for diverse types of projects and reporting requirements, the definition of a [job](#) is divided into three levels:

- Main job - 6 characters long
- Sub-job - 4 characters long
- Task - 3 digits long

Main [job](#) is mandatory, but the entries for [sub-job](#) and [tasks](#) are optional depending on the complexity of the project and the amount of detail required for control and analysis.

Roll-Up

Costs - Cost transactions are entered against a job by specifying the main job, the sub-job and task (if required), plus the expense type. Costs and income are rolled up (i.e. transferred) to the next level. The system will hold the this level costs and income, as well as the rolled-up costs, so that main job and sub-jobs show values of work carried out both at that level and at all subordinate levels.

Budgets - The system attaches budgeted costs at every level, with a breakdown of year and period. A budget type identifies whether the values are associated with budget or forecast costs.

[Budgets](#) can be set at any [job](#) level. The application will automatically roll up [budgets](#) from a lower level through the [job](#) hierarchy. For greater flexibility, it is possible to record a rolled-up [budget](#) at a higher level, and then protect it from being overwritten during the automatic roll-up.

[Budgets](#) can also be produced against an [expense type](#) at each [job](#) level, with six [budget](#) levels created within any one [budget](#) code:

- Job level
- Sub-job level
- Task level
- Job/expenses level
- Sub-job/expenses level
- Task/expenses level

The system defaults to a user-defined [budget](#) code. However, further [budgets](#) or [forecasts](#) can be created for any one [job](#).

Maintenance Data

[Job](#) Management does require some maintenance data to be set up, but in general this is a limited amount, and requires little attention after the initial set-up.

The Company Profile

Before any transactions are posted, key application controls must be set up. These include entering holding accounts and active interfaces, reserving [expense types](#) to particular transactions, and finalising batch control details.

Parameter Maintenance

Most of this data simply needs a code and a description to be entered. Data within this category includes:

Managers	Status codes
Locations	Budget codes
Regions	Transaction sources
Divisions	Transaction types
Industry codes	Variation reason codes
Profit/cost centres	Analysis codes
Charge codes	Expense types
Retention types	Uplift codes
Penalty clauses	Activity codes

Job Types

The [job type](#) dictates how the system processes the [job](#), for example, the valid expense codes for this [job type](#), or any default text that is to appear on invoices.

Employee Details

Each employee on a [job](#) needs to be entered on the employee file. The required data includes employee number, name, etc., plus a grade.

Employee Grade/Rate Codes

This defines a grade code, together with a [cost](#) rate per hour and an income rate per hour. Up to eight [cost](#) and income rates can be recorded for a grade. Each employee has an associated grade code.

Process Codes

Certain pre-defined processes, invoicing for example, can be set to change a [job detail's status code](#) automatically to a user-specified value when the process takes place.

Transaction Processing

The normal day-to-day processing in [Job](#) Management consists of:

- Building quotations
- Adding and amending jobs
- Processing transactions
- Producing invoices
- Releasing job costs and income from work in progress balance sheet accounts

Building Quotations

Estimated [costs](#) can be built up using the standard functions, including [parts lists](#) and user-defined expenses. Mark-up percentages can be adjusted to compare different proposed selling prices. The [quotation](#) can be converted to a live [job](#), with a facility to use the estimated [costs](#) as [budgets](#).

Adding and Amending Jobs

To create a new [job](#) it is necessary to define a [job](#) header and a main [job](#) at the [job](#) level with optional [sub-jobs](#) and [tasks](#). A credit check on the customer may be carried out when the [job](#) is raised (determined by [job type](#)).

Necessary information on the [job](#) level includes that which is made available across a number of [jobs](#) for analyses such as project [manager](#), [division](#), [region](#) etc. Other information specific to the [job](#), such as estimated start and finish dates are also entered in the [job details](#) at [job](#) level.

Those [jobs](#) designated as [fixed price](#) offers you an opportunity to enter [stage payment](#) details. If designated as non chargeable or time and material ([T&M](#)), the [stage payment](#) window is not revealed.

Processing Transactions

[Costs](#) attributable to those [jobs](#) which are not covered by the automatic update facilities - [timesheets](#), other application interfaces and invoicing - are catered for by direct entry. User-defined [transaction types](#) allow for flexible analysis of items such as adjustments and cash payments.

Timesheets

Although many organisations enter [timesheet](#) data on a weekly/monthly cycle, it is possible to record the entries on a daily basis, with a periodic update of the [job costs](#). The data recorded is used to update actual labour [costs](#) on both chargeable and [non-chargeable jobs](#), and calculate invoice values on [T&M jobs](#). [Timesheets](#) can be reviewed and amended before posting.

Employee Expenses

[Employee expenses](#) may be entered either from within [Job](#) Management, or from [Accounts Payable](#). If entered from [Accounts Payable](#), the transactions are posted to [Job](#) Management when the invoice is accepted. The employee mileage and claim amount to be charged can be automatically calculated against a [job](#), as required.

Standing Costs

[Standing costs](#) simplify the posting of [costs](#) against a [job](#) number, where the [cost](#) could be deemed to be regular or standard. For instance, rent of machinery could be a standard [cost](#) with a fixed currency, an [expense type](#), a [transaction type](#) and [charge code](#). Instead of entering these details in the direct transactions [task](#), it is possible to choose the standing reference and enter the amount. Each standing reference has an associated set of [job](#)-numbers (i.e. [job/sub-job/task](#)). Reversible [standing costs](#) can also be set up to deal with periodic accruals.

Releasing Job Costs and Income

[Costs](#) and income can be released from GL [work in progress](#) by varying user-defined methods including:

- Automatic release without user intervention
- User-controlled release

The release facility allows a range of control from automatically releasing all values for a [job](#) to the defined release of part of one transaction.

- Additional control can be put in place so that the use of the user-controlled release outlined above can apply only to closed jobs.

Invoicing

Invoicing can be achieved via the three methods listed below. Some of the invoicing features include:

- Multiple currencies within a job
- Multiple delivery addresses
- Support of statement accounts, extended terms etc.
- The facility to review invoices, change invoice values and test before final printing
- Re-print facilities

Invoice Methods

Stage Payments

These are automatically generated from [jobs](#) where the [job type](#) is defined as being a [fixed price job](#). An invoice is generated whenever the date of a [stage payment](#) is reached, or passed. [Stage payments](#) can depend on either of the following:

- When a specified date is reached
- When specified activities are complete

Time and Materials

These are generated from [jobs](#) where the [job detail](#) is defined as Time and Material. An invoice is generated whenever a rechargeable [cost](#) transaction is recorded against such a [job](#).

Direct Entry

There are facilities that enable you to enter an invoice directly. These only apply to [fixed price jobs](#). Sundry credit notes can also be issued for [fixed price jobs](#).

Enquiries

There are several enquiry routes within [Job](#) Management.

Enquire on Company Profile

This displays all the company profile information set up in the maintenance [task](#).

Parameter Enquiries

There are enquiries for all the application reference data entered within the system. They consist of display-only versions of the Parameter Maintenance [tasks](#).

Main Job Enquiry

The main [job](#) enquiry requires selection of [job](#) enquiry by customer or [job](#) number, subject to [status code](#).

The [job details](#) enquiry provides standard information on the set up details as well as values for [costs](#), [budgets](#), variances and invoices to date. Similar information can be provided on both [sub-job](#) and [task](#) enquiry details. Further financial details are displayed for rolled-up and this level details. This information can be reviewed in more detail:

- Commitments (Purchase Management or Inventory Management)
- Invoices
- Price variances
- Stage payments
- Cost breakdown this level
- Indented cost breakdown
- Alternative budgets

Session Enquiries

The front-end window requests an entry via a transaction reference number or a session number. The enquiry by session number has drill-down facilities, to view transaction, source and destination details.

Other Enquiries

The Enquire on [Job](#) by [Asset](#) Number [task](#) identifies all [job details](#) that are associated with a particular [asset](#) number, where [Fixed Assets](#) is active.

The Enquire on [Quotation task](#) shows the breakdown of [costs](#) against a [quotation](#) with the associated mark-up percentages needed to arrive at a proposed selling price.

The Enquire on [Parts List task](#) facilitates an enquiry on the status of inventory items associated with a [job](#) together with the stock availability set against individual items (where SOP is active).

If the Production interface is being used, an enquiry will reveal all production orders associated with a [job](#). The status of the order can be viewed and details of input (component) availability displayed.

Reports

Generally, standard reports are printed on standard listing paper with 132 print positions and 6 lines to the inch.

Parameter Reports

You can produce a report of all the existing parameter entries. If, for example, you produce a report of all the [job types](#) for a company, the report will include all valid [expense types](#) and the flags set for that [job type](#) (e.g. invoice, hours, text, etc.).

Analysis Reports

There are three principal analysis reports that can be created. The [tasks](#) are [Job](#) Analysis, [Sub-job](#) Analysis and Transactions by [Task](#).

Each report can be generated for status of open [jobs](#), closed [jobs](#) or both. These reports detail for a range of parameters. For instance, a report can be generated that involves all [job](#) numbers, or is specific to a particular [task](#).

Each report displays details on actual revenue to date, any commitments outstanding (i.e. from Purchase Management and Inventory Management).

- Actual costs (total and current month)
- Actual budgets (YTD and total)
- Variance value and percentages

Transaction by [Task](#) enables all your transactions that have been entered to date to be reviewed. It displays the [expense type](#), reference numbers and value, with internal text attached.

Returned Assets Report

This report identifies the return, via the [Job](#) Management [Customer Returns](#) interface, of any serial-controlled Inventory item that has previously been capitalised via [Job](#) Management.

Transaction Processing Report

When you enter [costs](#) through [Job](#) Management, two reports are produced automatically; a posting validation error report and a GL interface file validation report.

When you create [timesheet](#) transactions, a [timesheet](#) reconciliation report is produced. This lists employees whose [timesheets](#) have not been entered, or whose hours were less than the standard weekly hours.

Invoice Reports

In addition to the final invoices and credit notes, appropriate interface file validation reports are automatically produced. A report for generated invoices needing review and a report of all generated invoices are also automatically created.

Fixed Assets Report

To validate the transfer of [assets](#), three reports are produced automatically:

- Asset creation report
- Asset postings report
- Exception report

A summary report is generated for any released transactions posted to [General Ledger](#) and [Fixed Assets](#).

Prerequisites

Two applications are prerequisites for the running of [Job](#) Management:

- General Ledger
- Accounts Receivable

Implementation Guide

- Install GL (General Ledger) and Accounts Receivable. These are prerequisite to the installing of Job Management.
- If you are intending to make use of the Job Management - General Ledger posting interface, you must set up the GL chart of accounts with the accounts which will be receiving Job Management postings.
- Other applications you may wish to interface with should be installed. These are not prerequisite to the running of Job Management, and can therefore be installed after you have begun using Job Management. They may include:
 - Fixed Assets
 - Inventory Management
 - Purchase Management
 - Accounts Payable
 - SOP (Sales Order Processing)/AOE (Advanced Order Entry)
 - Production
 - Service Management
 - Customer Returns
- Install Job Management, setting up library lists in accordance with the application installation instructions.
- Go into the Maintain Company Profile task from the Utilities to set up your company. The system prevents you from seeing the third details window since this requires the entry of parameters you have not yet had the opportunity to set up!
- Your company now exists, and you must set up the parameters you intend to use for processing and analysis. These are found in Parameter Maintenance.
- If you do not want to use all of the parameter details for a job detail, you can set up your parameters so that a blank code is valid.
- Re-enter the Maintain Company Profile task and enter the details window which takes the parameter and holding account details. You can now enter your default parameters.
- Do not change the batch number parameters within the company profile once you have started using Job Management.
- If you are running the system on an iSeries, you must ensure that the Job Management subsystem is started before making transactions.

- If the subsystem is not started, transactions will not be lost but will not be processed until the subsystem is started.
- You can now start a job or quotation.

System-generated Data

When you set up a company profile, the system automatically creates some essential data within [Job](#) Management. The data created is as follows:

Status Codes

01 - New

99 - Closed

Note: You will need to set up further [status codes](#) used by the system in conjunction with the [process codes](#) listed below.

Transaction Sources

IM - Inventory movement

JM - [Job](#) Management

PL - [Accounts Payable](#)

RC - Release [cost](#)

RI - Release income

RS - Release [standing cost](#)

SC - [Standing cost](#)

SR - [Standing cost](#) reversal

Process Codes

IVD - Invoiced

PDS - Partial despatch

RCV - Goods received

RTN - Return generated

SOC - Sales order created

TDS - Total despatch

Fixed Asset/General Ledger Account Types

090 - [Job](#) Management postings

Production Reschedule Policies

These codes protect the four order statuses used by [Job](#) Management. Materials Requirements Planning will be prevented from changing [Job](#) Management orders. The codes are set up in the Maintain Parameters [task](#) in the Production application, under parameter type WTYP.

Planned: 41J

Confirmed: 42J

Released: 43J

Active: 44J

Note: *Production orders generated via [Job](#) Management have a planning filter of J.*

AOE Quotation Type

Q - [Job](#) Management [quotation](#).

This code is set up via the Inventory Descriptions file, under major type QTNO.

Introduction to Job Management

You use [Job](#) Management to capture [costs](#) and income on specified projects. These projects can range from a large project such as a multi-site building scheme, which you can break down into various [jobs](#) and [tasks](#) with [stage payments](#), to a one-off commission, with one time and material invoice.

[Job](#) Management supports both multi-company and multi-currency processing. You can use [Job](#) Management to do the following:

- Create quotations - you can then convert these into jobs
- Enter and amend job details - you can set up fixed price, time and materials, or non-chargeable jobs
- Record costs and income at all levels, using user-defined expense types
- Post costs and income to the General Ledger
- Create assets in Fixed Assets

You can define a [job](#) in three levels: main [job](#), [sub-job](#) and [task](#). You must define a main [job](#), but you do not need to define [sub-jobs](#) and [tasks](#).

Costs

You capture the [costs](#) by entering:

- Employee timesheet and expense details
- Direct user-defined transactions
- Standing costs

You can capture [costs](#) from other applications, such as [Accounts Payable](#), Purchase Management, Inventory Management and Manufacturing. These [costs](#) include:

- Budgets at all job levels by period
- Automatic invoicing (for chargeable jobs)

You can review and amend them before you print the invoice.

Roll-up

You enter [cost](#) transactions against a [job](#) by specifying the main [job](#), the [sub-job](#) and [task](#), plus the [expense type](#). [Costs](#) and income are rolled up (that is, transferred) to the next level. The software

holds the This Level [costs](#) and income, as well as the rolled-up [costs](#), so that main [job](#) and [sub-jobs](#) show values of work carried out both at that level and at all subordinate levels.

The software attaches [budgeted costs](#) at every level, with a breakdown of year and period. A [budget](#) type identifies whether the values are associated with [budget](#) or [forecast costs](#). You can set [budgets](#) at any [job](#) level. The software automatically rolls up [budgets](#) from a lower level through the [job](#) hierarchy. You can record a rolled-up [budget](#) at a higher level and prevent it from being overwritten during the automatic roll-up. You can produce [budgets](#) for an [expense type](#) at each [job](#) level.

The Environment

[Job](#) Management can interface with many other System21 applications.

General Ledger

You hold detailed [cost](#) and income values in [Job](#) Management and have a financial summary of [job](#) values in the [General Ledger](#) (GL). These two sets of values must balance and you must be able to reconcile them.

You can set up a [Job](#) Management sub-ledger within the [General Ledger](#) with its own control account for [work in progress](#) control. You can also define other holding accounts for [costs](#) entered within [Job](#) Management, Inventory Management and [Accounts Payable](#).

You post each transaction ([cost](#) or income) to a valid [General Ledger](#) account. You can define posting masks so that you do not need to enter a [General Ledger](#) account code on every transaction.

Accounts Receivable

[Job](#) Management shares customer detail information with [Accounts Receivable](#). Open items are created and relevant accounts are updated when you print invoices.

Manufacturing

You can create production orders for [jobs](#) within [Job](#) Management.

Purchase Management

Purchase Management accumulates the value of outstanding purchase orders, with matching [job](#) numbers, against each [job](#) level. You can use Purchase Management to display the outstanding orders for a [job](#).

Accounts Payable

You can enter [costs](#) attributed to outside sources, such as sub-contractor [costs](#), into [Job](#) Management, using [Accounts Payable](#). This occurs when you accept the invoice in [Accounts Payable](#) and request additional information, such as [job](#), [sub-job](#) or [task](#), and a breakdown of the type of expense. You can also enter [employee expenses](#) through [Accounts Payable](#).

Inventory Management

You use Inventory Management to issue physical stock on an ad hoc basis.

Fixed Assets

You use the interface to [Fixed Assets](#) to hold [fixed assets](#) against more than one [job detail](#). Where you use [Job Management](#) to construct or assemble [fixed assets](#), you can complete the transfer of the [asset](#) from [Job Management](#) to [Fixed Assets](#) using a transfer facility within [Job Management](#).

Sales Order Processing/Advanced Order Entry

[Job Management](#) interacts with [Advanced Order Entry](#) or [Sales Order Processing](#) to define the [parts list](#) used to capture inventory [costs](#). You use SOP to progress the list of parts from entering the order through to despatch. You can produce acknowledgements, pick notes and despatch notes. Because you produce the invoices within [Job Management](#), confirmation of despatch does not create an invoice; instead the software posts inventory [costs](#) to [Job Management](#). You can assign each [job detail](#) to one sales order.

Customer Returns

Within [Job Management](#), you can link returns to a [job](#) and use the following Customer Return functions:

- Adding or amending a return
- Receiving a return

Service Management

Within [Job Management](#), you can be prompted if installation records deriving from a [parts list](#) need attaching to a contract and you can access [Service Management](#) to perform the attachment.

Maintenance Data

Before you can use [Job Management](#), you must set up some maintenance data.

- The Company Profile

Use this to set up key application controls, including holding accounts, active interfaces, [expense types](#) for particular transactions and batch control details. For more information, refer to the Maintain Company Profile section in the Utilities chapter of this product guide.

- Parameter Maintenance

You can enter a code and description. More information is contained in this chapter of this product guide.

- Job Types

The [job type](#) dictates the way in which the software processes the [job](#), for example, the valid expense codes for this [job type](#), or any default text that is to appear on invoices. For more information, refer to the [Job Types](#) section in this chapter of this product guide.

- Employee Details

You must enter, for each employee on a [job](#), the employee number, name, and a grade. For more information, refer to the Employee Details section in this chapter of this product guide.

- Employee Grades

You can associate each [employee grade](#) code with a price list to calculate [costs](#) and the [cost](#) to complete. For more information, refer to the [Employee Grades](#) section in this chapter of this product guide.

- Process Codes

You can specify that certain pre-defined processes, invoicing for example, should change a [job detail's status code](#) automatically. For more information, refer to the [Process Codes](#) section in this chapter of this product guide.

Implementation Guide

- 1 Install [General Ledger](#) and [Accounts Receivable](#).
- 2 If you want to use the [Job](#) Management to [General Ledger](#) posting interface, set up the GL chart of accounts with the accounts for [Job](#) Management postings.
- 3 Install any other applications with which you want to interface. You can install these applications after you have begun using [Job](#) Management. These include:
 - Fixed Assets
 - Inventory Management
 - Purchase Management
 - Accounts Payable
 - Sales Order Processing or Advanced Order Entry
 - Manufacturing
 - Service Management
 - Customer Returns
- 4 Install [Job](#) Management, setting up library lists as specified in the installation instructions.
- 5 Use the Maintain Company Profile [task](#) to set up the basic details of your company.
- 6 Set up the parameters required using the Parameter Maintenance [tasks](#).
- 7 Use the Maintain Company Profile [task](#) to enter the default parameters and account details. Do not change the batch number parameters within the company profile once you have started using [Job](#) Management.
- 8 If you run System21 on an iSeries, you must start the [Job](#) Management subsystem before making transactions.

If you do not start the subsystem, transactions are not lost but are not processed until you start the subsystem.

Parameters

After installing [Job](#) Management, you must set up your company using the Maintain Company Profile [task](#). Before you can complete the company profile, you must set up certain parameters. Part way through defining the company, you must save the company profile, set up the parameters and then return to the company profile to complete the definition.

You must enter some parameters. However, if you do not need to break down the [job detail](#) provided by the different parameters, you can set up your parameters with a blank code. For example, if you do not need a breakdown by [manager](#), enter a blank [manager](#) code. You can then leave the [Manager](#) field blank in your [job details](#). You can enter a description for this blank code.

Managers [1/JCK]

You can specify [managers](#) at [job detail](#) level. You can define a [manager](#) code for either a project [manager](#) or an account [manager](#). You associate the project [manager](#) with any reviews, that is, chargeable transaction reviews and invoice reviews.

If you do not want to enter a [manager](#), you can set up a blank code. This means that you can enter a blank code for the parameter.

Managers File Update Selection Window

To display this window, select the [Managers task](#).

Use this window to specify the required [manager](#) parameter code.

Fields

Manager Code

Enter the code of the [manager](#) you want to add or amend, using up to 4 characters.

Alternatively, use the prompt facility to select from the Select [Managers](#) pop-up.

Select a [manager](#) or enter a [manager](#) code and then press Enter to display the [Managers](#) File Update window.

Managers Update Window

To display this window, select a [manager](#) or enter a [manager](#) code and then press Enter on the [Managers](#) File Update Selection window.

Use this window to enter or amend the description.

Fields

Manager Description

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified [manager](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Locations [2/JCK]

You can specify a [location](#) at [job detail](#) and employee level. You use [location](#) codes to specify the [location](#) of the employee who will carry out work against [jobs](#), or the [location](#) where the work is taking place, or both.

If you do not want to enter a [location](#), set up a blank code. This means that you can enter a blank code for the parameter.

Locations File Update Selection Window

To display this window, select the [Locations task](#).

Use this window to specify the required [location](#) parameter code.

Fields

Location Code

Enter the two-character code for the [location](#) you want to add or amend.

Alternatively, use the prompt facility to select from the Select [Location](#) pop-up.

Select a [location](#) or enter a [location](#) code and then press Enter to display the [Locations](#) File Update window.

Locations File Update Window

To display this window, select a [location](#) or enter a [location](#) code and then press Enter on the [Locations](#) File Update Selection window.

Use this window to define the [location](#) parameter codes.

Fields

Location Description

Enter or amend the description.

Functions**Delete (F11)**

Use this to delete the specified [location](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Regions [3/JCK]

You can only specify the [region](#) at [job detail](#) level. You use the [regions](#) to identify the [region](#) responsible for carrying out work on [jobs](#).

If you do not want to enter a [region](#), set up a blank code. This means that you can enter a blank parameter.

Regions Update Selection Window

To display this window, select the [Regions task](#).

Use this window to specify the required [region](#) parameter code.

Fields**Region Code**

Enter the three-character code for the [region](#) you want to add or amend.

Alternatively, use the prompt facility to select from the Select [Region](#) pop-up.

Select a [region](#) or enter a [region](#) code and then press Enter to display the [Regions](#) File Update window.

Regions Update Window

To display this window, select a [region](#) or enter a [region](#) code and then press Enter on the [Region](#) File Update Selection window.

Use this window to define the [region](#) parameter codes.

Fields**Region Description**

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified [region](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Divisions [4/JCK]

You specify the [divisions](#) at [job detail](#) level. Use these codes to identify the [division](#) within the company responsible for carrying out the work on [jobs](#).

If you do not want to use [divisions](#), set up a blank code. This means that you can enter a blank parameter.

Divisions File Update Selection Window

To display this window, select the [Divisions task](#).

Use this window to specify the required [division](#) parameter code.

Fields

Division Code

Enter the two-character code for the [division](#) you want to add or amend.

Alternatively, use the prompt facility to select from the Select [Division](#) pop-up.

Select a [division](#) or enter a [division](#) code and then press Enter to display the [Divisions](#) File Update window.

Divisions File Update Window

To display this window, select a [division](#) or enter a [division](#) code and then press Enter on the [Divisions](#) File Update Selection window.

Use this window to specify the required [division](#) parameter code.

Fields

Division Name

Enter or amend the [division](#) name.

Functions

Delete (F11)

Use this to delete the specified [division](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Industry Codes [5/JCK]

You specify the [industry code](#) at [job](#) level. For each [job](#), you can enter the [industry code](#) of the customer. You can then analyse across [jobs](#) for specific industries.

Although you can set up codes in any format, we recommend that you use standard [industry codes](#) (SIC) codes.

If you do not want to use [industry codes](#), set up a blank code. This means that you can enter a blank parameter.

Industry Codes Update Selection Window

To display this window, select the [Industry Codes task](#).

Use this window to specify the required industry parameter code.

Fields**Industry Code**

Enter the five-character [industry code](#) you want to add or amend.

Alternatively, use the prompt facility to select from the Select [Industry Code](#) pop-up.

Select an industry or enter an [industry code](#) and then press Enter to display the [Industry Codes Update](#) window.

Industry Codes Update Window

To display this window, select an industry or enter an [industry code](#) and then press Enter on the [Industry Codes Update Selection](#) window.

Use this window to specify the required industry parameter code.

Fields**Description**

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified [industry code](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Profit/Cost Centres [6/JCK]

You can specify profit and [cost](#) centres at [job detail](#) and employee level. You can use them to analyse [costs](#) and income by profit or [cost](#) centre across [jobs](#).

If you do not want to use profit and [cost](#) centres, set up a blank code. This means that you can enter a blank parameter.

Profit/Cost Centres Update Selection Window

To display this window, select the Profit/[Cost](#) Centres [task](#).

Use this window to specify the required profit/[cost](#) centre code.

Fields

Profit/Cost Centre

Enter the six-character code for the profit or [cost](#) centre you want to add or amend.

Alternatively, use the prompt facility to select from the Select Profit/[Cost](#) Centre pop-up.

Select a profit/[cost](#) centre or enter a profit/[cost](#) code and then press Enter to display the Profit/[Cost](#) Centres Update window.

Profit/Cost Centres Update Window

To display this window, select a profit/[cost](#) centre or enter a profit/[cost](#) code and then press Enter on the Profit/[Cost](#) Centres Update Selection window.

Use this window to define the specified profit/[cost](#) centre code.

Fields

Description

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified profit/[cost](#) centre. You will be asked to confirm the deletion.

Press Enter to save the details.

Charge Codes [7/JCK]

Use this [task](#) to define the [charge codes](#). You specify [charge codes](#) at transactional level. You use [charge codes](#) to further break down entries against direct transactions (including [standing costs](#)), [timesheets](#) and [employee expenses](#). You can include items such as hotel bills, travel time, bank holiday and sickness.

If you set up the SOP charge in [Job](#) Management with an [expense type](#) and [transaction type](#), when you create an SOP order within [Job](#) Management, the software automatically brings the SOP order value across to [Job](#) Management as a [cost](#). Therefore, make sure that you also set up any [Job](#) Management [charge codes](#) you want to use like this in SOP.

If you do not want to enter a [charge code](#), you can set up a blank code. This means that you can enter a blank code for the parameter.

Charge Codes Update Selection Window

To display this window, select the [Charge Codes task](#).

Use this window to specify the required charge parameter code.

Fields

Charge Code

Enter the two-character code for the [charge code](#) you want to add or amend.

Alternatively, use the prompt facility to select from the Select [Charge Code](#) pop-up.

Select a [charge code](#) or enter a [charge code](#) and then press Enter to display the [Charge Codes Update window](#).

Charge Codes Update Window

To display this window, select a [charge code](#) or enter a [charge code](#) and then press Enter on the [Charge Codes Update Selection window](#).

Use this window to define the specified charge parameter code.

Fields

Description

Enter or amend the description.

Expense Type

Enter the [expense type](#) to associate with this [charge code](#).

Alternatively, use the prompt facility to select from the Select [Expense Type](#) pop-up.

The software uses this [expense type](#) when it creates a transaction from SOP.

Transaction Type

Enter the [transaction type](#) to associate with this [charge code](#).

Alternatively, use the prompt facility to select from the Select [Transaction Type](#) pop-up.

The software uses this [transaction type](#) when it creates a transaction from SOP.

Functions

Delete (F11)

Use this to delete the specified [charge code](#). You will be asked to confirm the deletion.

Note: If you want to bring [costs](#) from SOP into [Job Management](#), enter both an [expense type](#) and [transaction type](#). The [charge code](#) in SOP must match that in [Job Management](#).

Press Enter to save the details.

Retention Types [8/JCK]

Use this [task](#) to enter the retention types you require. You specify retention types at [job detail](#) level only. You use them with [stage payments](#) to highlight any contractual agreements regarding payments. These are for memo purposes only.

If you do not want to use a retention type, you can set up a blank code. This means that you can enter a blank code for the parameter.

Retention Codes Update Selection Window

To display this window, select the Retention Types [task](#).

Use this window to specify the required retention type parameter code.

Fields

Retention Code

Enter the two-character code of the retention type you want to add or amend.

Alternatively, use the prompt facility to select from the Select Retention Code pop-up.

Select a retention code or enter a retention code and then press Enter to display the Retention Codes Update window.

Retention Codes Update Window

To display this window, select a retention code or enter a retention code and then press Enter on the Retention Codes Update Selection window.

Use this window to define the specified retention type parameter code.

Fields

Retention Code Description

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified retention code. You will be asked to confirm the deletion.

Press Enter to save the details.

Penalty Clauses [9/JCK]

Use this [task](#) to define and maintain the contract penalty clauses. You specify penalty clauses at [job](#) level. You use them to identify those [jobs](#) that are subject to penalty clauses, for memo purposes only.

If you do not want to enter a penalty clause, you can set up a blank code. This means that you can enter a blank code for the parameter.

Penalty Clauses Update Selection Window

To display this window, select the Penalty Clauses [task](#).

Use this window to specify the required penalty clause parameter code.

Fields

Penalty Clause Code

Enter the three-character code of the penalty clause you want to add or amend.

Alternatively, use the prompt facility to select from the Select Penalty Clause pop-up.

Select a penalty clause or enter a penalty clause code and then press Enter to display the Penalty Clauses Update window.

Penalty Clauses Update Window

To display this window, select a penalty clause or enter a penalty clause code and then press Enter on the Penalty Clauses Update Selection window.

Use this window to define the specified penalty clause parameter code.

Fields

Penalty Clause Desc

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified penalty clause code. You will be asked to confirm the deletion.

Press Enter to save the details.

Status Codes [10/JCK]

Use this [task](#) to define the [job](#) statuses. You must assign a status to every [job](#). The software reserves two statuses and automatically assigns them for its own use:

01 - [Job](#) opened

99 - [Job](#) closed

Each [job](#) level initially defaults to a [status code](#) of 01 and remains open until set to status 99. You can close off [jobs](#) at any level.

You can set up other user-defined [status codes](#) to monitor the progress on [jobs](#) using your own criteria. For example, you can set up a completion status and other milestones: [status code](#) 25 could represent 25% Complete, or status 32 could represent Preliminary Site Visit.

Note: You must set up [status codes](#) for each of the six [process codes](#) required by the software.

The software considers all user-defined [status codes](#) to be open. You can enter [costs](#) and income against any [job](#) level not set to status 99.

If you do not want to enter a status, you can set up a blank code. This means that you can enter a blank code for the parameter.

Status Codes Update Selection Window

To display this window, select the [Status Codes task](#).

Use this window to specify the required status parameter code.

Fields

Status Code

Enter the two-character [status code](#) you want to add or amend.

Alternatively, use the prompt facility to select from the Select [Status Code](#) pop-up.

Select a [status code](#) or enter a [status code](#) and then press Enter to display the [Status Codes Update](#) window.

Status Codes Update Window

To display this window, select a [status code](#) or enter a [status code](#) and then press Enter on the [Status Codes Update Selection](#) window.

Use this window to define the specified status parameter code.

Fields

Description

Enter or amend the description.

Delete (F11)

Use this to delete the specified [status code](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Budget Codes [11/JCK]

Use this [task](#) to set up the [budget](#) codes.

You can have multiple [budgets](#) and [forecasts](#) at any [job](#) level. If you want a simple set-up, use one [budget](#) code for all [jobs](#), and define different figures for each [job](#).

You use the [budget](#) codes and [forecasts](#) when you prepare [budgets](#) and [forecasts](#) and in reports and enquiries.

You can use the same code for both a [forecast](#) and a [budget](#). You identify a [budget](#) or [forecast](#) by its code and its type.

Budget Codes Update Selection Window

To display this window, select the [Budget Codes task](#).

Use this window to specify the required [budget](#) code and type.

Fields

Budget Code

Enter the three-character code for the [budget](#) or [forecast](#) you want to set up or amend.

Alternatively, use the prompt facility to select from the Select [Budget](#) Code pop-up.

Budget Type

Select one of the following:

[Forecast](#) (0) - If this is a [forecast](#)

[Budget](#) (1) - If this is a [budget](#)

Select a [budget](#) code or enter a [budget](#) code and then press Enter to display the [Budget](#) Codes Update window.

Budget Codes Update Window

To display this window, select a [budget](#) code or enter a [budget](#) code and then press Enter on the [Budget](#) Codes Update Selection window.

Use this window to define the specified [budget](#) code and type.

Fields

Budget Description

Enter the description for the [budget](#) or [forecast](#).

Delete (F11)

Use this to delete the specified [budget](#) code and type. You will be asked to confirm the deletion.

Press Enter to save the details.

Transaction Sources [12/JCK]

Use this [task](#) to enter the [transaction source](#) details.

When you create a [Job](#) Management company, the software creates [transaction source](#) codes. These prefix [Job](#) Management transaction numbers and identify the originating source of transactions logged against a [job](#):

- IM - Inventory movement
- SC - Standing cost
- SR - Standing cost reversal
- JM - Job Management

If the [transaction source](#) is an associated module such as [Accounts Payable](#) or Inventory Management, the [transaction source](#) code is the ID of that module (PL for [Accounts Payable](#), IN for Inventory Management).

When you transfer a code, which is the prefix plus the transaction number, to [General Ledger](#), it is prefixed with the code J. This shows that the transaction is from [Job](#) Management.

When transferring the transaction within [General Ledger](#), for example, from [work in progress](#) to profit and loss, the J is kept, but the [transaction source](#) is changed:

- IM, JM and PL become RC
- SC and SR become RS
- RI - Release of income

Note: Within GL, [transaction sources](#) are known as [transaction types](#).

If necessary, you can define your own [transaction source](#) codes for transactions logged within [Job](#) Management.

Note: We strongly recommend that you use JM as the [transaction source](#) for direct transactions within [Job](#) Management.

Transaction Sources Update Selection Window

To display this window, select the [Transaction Sources task](#).

Use this window to specify the required [transaction source](#) parameter code.

Fields

Transaction Source

Enter the [transaction source](#) you want to set up or amend.

Alternatively, use the prompt facility to select from the Select [Transaction Source](#) pop-up.

Select a [transaction source](#) or enter a [transaction source](#) code and then press Enter to display the [Transaction Sources](#) Update window.

Transaction Sources Update Window

To display this window, select a [transaction source](#) or enter a [transaction source](#) code and then press Enter on the [Transaction Sources](#) Update Selection window.

Use this window to define the specified [transaction source](#) parameter code.

Fields**Source Description**

Enter the description of the [transaction source](#) code.

Document Reference

If this is a new [transaction source](#), enter the first document reference to use.

[Job](#) Management automatically generates a unique transaction number for each transaction. This number is incremented by one for each transaction.

Functions**Delete (F11)**

Use this to delete the specified [transaction source](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Transaction Types [13/JCK]

Use this [task](#) to set up [transaction types](#). You can specify [transaction types](#) at transaction level. You use these as well as [transaction source](#), to identify transactions within a [job](#).

As a minimum, you must set up [transaction types](#) for any [employee expenses](#), [timesheet](#) and Inventory transactions.

You must have an associated expense and [transaction type](#), for all [timesheets](#) and employee expense sheet functions. Similarly, you must also define an [expense type](#), [transaction type](#) and [charge code](#) for all Inventory movements.

If you do not want to enter a [transaction type](#), you can set up a blank code. This means that you can enter a blank code for the parameter.

Transaction Types Update Selection Window

To display this window, select the [Transaction Types task](#).

Use this window to specify the required [transaction type](#) parameter code.

Fields**Transaction Type**

Enter the [transaction type](#) you want to add or amend. Use a maximum of three characters.

Alternatively, use the prompt facility to select from the Select [Transaction Type](#) pop-up.

Select a [transaction type](#) or enter a [transaction type](#) code and then press Enter to display the [Transaction Types](#) Update window.

Transaction Types Update Window

To display this window, select a [transaction type](#) or enter a [transaction type](#) code and then press Enter on the [Transaction Types](#) Update Selection window.

Use this window to define the specified [transaction type](#) parameter code.

Fields

Transaction Type Description

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified [transaction type](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Variation Reason Codes [14/JCK]

Use this [task](#) to enter the variation reasons. You use this when you change, at [job detail](#) level, a [budget](#), a selling price, or the estimated hours. These show the reason for any change to the [job](#).

If you do not want to enter a [variation reason code](#), you can set up a blank code. This means that you can enter a blank code for the parameter.

Variation Reason Update Selection Window

To display this window, select the [Variation Reason Codes task](#).

Use this window to specify the required variant reason parameter code.

Fields

Reason Code

Enter the two-character [variation reason code](#) you want to add or amend.

Alternatively, use the prompt facility to select from the Select Variation Reason pop-up.

Select a variation reason or enter a [variation reason code](#) and then press Enter to display the Variation Reason Update window.

Variation Reason Update Window

To display this window, select a variation reason or enter a [variation reason code](#) and then press Enter on the Variation Reason Update Selection window.

Use this window to define the specified variant reason parameter code.

Fields

Description

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified reason code. You will be asked to confirm the deletion.

Press Enter to save the details.

Analysis Codes [15/JCK]

Use this [task](#) to define [analysis codes](#).

You specify [analysis codes](#) at [job](#) level. You can enter a maximum of eight [analysis codes](#) against a [job](#). You use these codes for reporting purposes.

If you do not want to enter an [analysis code](#), you can set up a blank code. This means that you can enter a blank code for the parameter.

Analysis Codes Update Selection Window

To display this window, select the [Analysis Codes task](#).

Use this window to specify the required analysis parameter code.

Fields

Analysis Code

Enter the two-character [analysis code](#) you want to add or amend.

Alternatively, use the prompt facility to select from the Select [Analysis Code](#) pop-up.

Select an [analysis code](#) or enter an [analysis code](#) and then press Enter to display the [Analysis Codes Update](#) window.

Analysis Codes Update Window

To display this window, select an [analysis code](#) or enter an [analysis code](#) and then press Enter on the [Analysis Codes](#) Update Selection window.

Use this window to define the specified analysis parameter code.

Fields

Description

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified [analysis code](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Expense Types [16/JCK]

Use this [task](#) to set up [expense types](#).

Whenever you enter [cost](#) transactions against a [job](#), you must also enter an [expense type](#). [Expense type](#) transactions typically include materials, labour, accommodation, travel expenses and so on.

You must assign a default [expense type](#) to each [timesheet](#), employee expense and Inventory transaction.

You can analyse [costs](#) at each level by [expense type](#). This gives [Job](#) Management a very flexible, user-defined method of analysing [costs](#).

Expense Types Update Selection Window

To display this window, select the [Expense Types task](#).

Use this window to specify the required [expense type](#) parameter code.

Fields

Expense Type

Enter the three-character [expense type](#) code you want to set up or amend.

Alternatively, use the prompt facility to select from the Select [Expense Type](#) pop-up.

Select an [expense type](#) or enter an [expense type](#) code and then press Enter to display the [Expense Types](#) Update window.

Expense Types Update Window

To display this window, select an [expense type](#) or enter an [expense type](#) code and then press Enter on the [Expense Types](#) Update Selection window.

Use this window to define the specified [expense type](#) parameter code.

Fields

Description

Enter or amend the description.

Category

The software uses a different [cost](#) to complete method for each expense category.

Select one of the following for this [expense type](#):

Labour (1)

Material (2)

Other Direct (3)

Functions

Delete (F11)

Use this to delete the specified [expense type](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Job Types [17/JCK]

Use this [task](#) to define the [job types](#).

You specify the [job type](#) at [job](#) level. You use [job types](#) for:

- Analysis on jobs by like type - for example, software projects, construction, manufacturing contracts and so on
- Setting defaults for credit checking, income deferral and so on
- Setting default text for invoices
- Identifying valid expense types

You can set up a [job type](#) to close a [job](#) as soon as you create its first invoice.

Job Types Update Selection Window

To display this window, select the [Job Types task](#).

Use this window to specify the required [job type](#).

Fields

Job Type

Enter a new or existing three-character [job type](#).

Alternatively, use the prompt facility to select from the Select [Job Type](#) pop-up.

Select a [job type](#) or enter a [job type](#) code and then press Enter to display the [Job Types](#) Update window.

Job Types Update Window

To display this window, select a [job type](#) or enter a [job type](#) code and then press Enter on the [Job Types](#) Update Selection window.

Use this window to define the specified [job type](#).

Fields

Job Type Description

Enter or amend the description for the [job type](#).

Close Job after 1st Invoice

Use this checkbox as follows:

Unchecked - If you do not want to close the [jobs](#) automatically after producing the first invoice

Checked - To close the [job](#) automatically once you have produced an invoice

You normally use this for consultancy companies, and other [time and materials \(T&M\)](#) businesses, where you only invoice a [job](#) once it is complete.

Note: *Once you have produced the first invoice, the [job](#) closes and you cannot produce any more invoices at that level.*

Review Invoice

This is the default value for the Review field specified at [job detail](#) level.

Use this checkbox as follows:

Unchecked - If you can produce invoices without review

Checked - If you want to review all invoices before you print them

Invoice Hours Text

Use this checkbox as follows:

Unchecked - If the time and material invoice does not include a breakdown of chargeable [timesheet](#) details

Checked - To include a breakdown of [timesheet](#) details on the time and material invoice (these details show the hours and rate)

Credit Check Required

Use this checkbox as follows:

Unchecked - If you do not want a credit limit warning

Checked - If you want the software to display a warning message when you maintain a [job](#) for a customer over the credit limit

Income Deferred

Use this checkbox as follows:

Unchecked - To post income directly to profit and loss accounts within [General Ledger](#)

Checked - To defer income from this [job type](#)

Invoicing/Capitalisation

Select one of the following:

Raise invoices once all [job details](#) are closed (1)

Raise invoices once this particular [job detail](#) is closed (2)

Raise invoices on demand (3)

Disable Transfer Methods

Use these checkboxes as follows:

Unchecked - If you can use this [transfer method](#) for this [job type](#)

Checked - If you cannot use this [transfer method](#) for this [job type](#)

Functions

Delete (F11)

Use this to delete the [job type](#). You will be asked to confirm the deletion.

Expense Types (F19)

Use this to maintain the [expense types](#) for this [job type](#), using the [Job Type Expense Type Update](#) window.

Job Type Text (F21)

Use this to enter the text to print on every invoice for [jobs](#) of this type. The [Job Type External Text Update](#) window is displayed.

Press Enter to save the details.

Note: Make sure you save the details before you select a function.

Job Type Expense Type Update Window

To display this window, select **Expense Types (F19)** on the [Job Types](#) Update window.

Use this window to maintain the [expense types](#) associated with this [job type](#).

Fields

Expense Type

Enter an [expense type](#).

You must include the [expense types](#) for [timesheets](#) and for [employee expenses](#) as set up in the company profile. If you do not, you cannot enter [timesheet](#) or [employee expenses](#) for this [job](#).

You can use the prompt facility on this field to select from the Select [Expense Type](#) pop-up.

Tax Code

Enter the tax code for this expense. This is used when generating invoices on time and material [jobs](#).

You can use the prompt facility on this field to select from the Select Tax Code pop-up.

Mark Up %

If the expense is chargeable, enter the percentage increase.

When you enter a mark-up for an [expense type](#) for a transaction ([timesheets](#), expenses or direct) with a currency other than the income currency, the mark-up is ignored. You must enter the charge value.

Options

Delete

Use this to delete an existing [expense type](#).

Press Enter to update the details and then select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the [task](#).

Job Type External Text Update Window

To display this window, select **Job Type Text (F21)** on the [Job Types](#) Update window.

Use this window to enter the text to print on any invoices produced for this [job type](#).

Fields

External Text

Enter the text. You can use **Page Up** and **Page Down** to enter more lines of text.

Options

Delete

Use this to delete a line of text. The lines below the deleted line move up to fill the gap.

Press Enter to update the text and then select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the [task](#).

Employee Grades [18/JCK]

Use this [task](#) to set up the [employee grades](#).

Each employee has an [employee grade](#), which specifies that employee's currency and exchange rate.

Employee Grades Update Selection Window

To display this window, select the [Employee Grades task](#).

Use this window to specify the required [employee grade](#) parameter code.

Fields

Employee Grade Code

Enter a new or existing five-character [employee grade](#) code.

Alternatively, use the prompt facility to select from the Select [Employee Grade](#) pop-up.

Select an [employee grade](#) or enter an [employee grade](#) code and then press Enter to display the [Employee Grades Update](#) window.

Employee Grades Update Window

To display this window, select an [employee grade](#) or enter an [employee grade](#) code and then press Enter on the [Employee Grades Update Selection](#) window.

Use this window to define the specified [employee grade](#) parameter code.

Fields

Grade Description

Enter or amend the grade description.

Currency Code

Enter the currency code of the grade rate. You set up the currency codes in the [General Ledger](#).

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Conversion Rate Code

Enter the conversion rate for the currency. You set this rate up in the [General Ledger](#).

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Functions**Delete (F11)**

Use this to delete the specified [employee grade](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Employee Details [19/JCK]

Use this [task](#) to enter the employee details.

You must set up basic data about employees to capture [timesheet](#) and employee expense details.

You use the claim rate and charge rate for company mileage calculations.

Employee Details Update Selection Window

To display this window, select the Employee Details [task](#).

Use this window to specify the required employee number.

Fields**Employee Number**

Enter the number of the employee you want to set up or maintain. You can use any number up to 999999.

Alternatively, use the prompt facility to select from the Select Employee Detail pop-up.

Select an employee or enter an employee number and then press Enter to display the Employee Details Update window.

Employee Details Update Window

To display this window, select an employee or enter an employee number code and then press Enter on the Employee Details Update Selection window.

Use this window to define the specified employee number.

Fields

Employee Surname

Enter or amend the employee's surname.

Employee Initials

Enter the employee's initials, using up to four characters.

Normal Weekly Hours

Enter the normal hours worked per week.

Employee Grade Code

Enter the employee's grade.

Alternatively, use the prompt facility to select from the Select [Employee Grade](#) pop-up.

This sets the currency for the employee.

Profit Centre

Enter a [profit centre](#).

Alternatively, use the prompt facility to select from the Select [Profit Centre](#) pop-up.

When reconciling [timesheets](#), the software produces a [timesheet](#) reconciliation report for each profit/[cost](#) centre.

Location Code

Enter an existing [location](#).

Alternatively, use the prompt facility to select from the Select [Location](#) pop-up.

Claim Rate

Enter the amount this employee can claim for business mileage.

The claim rate is in base currency, even if the [employee grade](#) is for a currency other than base.

Charge Rate

Enter the charge rate per hour or mile for invoice purposes. You can only invoice these rates on chargeable [T&M jobs](#), in the prime currency of the [job](#) or [sub-job](#), as specified in the [job detail](#).

Note: *The remaining fields are for memorandum purposes only.*

Vehicle Make

You can optionally enter the make of the employee's vehicle.

Vehicle Registration

You can optionally enter the registration of the employee's vehicle.

Vehicle cc

You can optionally enter the size of the vehicle's engine.

Total Mileage

You can optionally enter the employee's total mileage.

Functions

Delete (F11)

Use this to delete the specified employee. You will be asked to confirm the deletion.

Press Enter to save the details.

Uplift Codes [20/JCK]

Use this [task](#) to define the [uplift codes](#).

You specify [uplift codes](#) on time sheet. You use them to increase or decrease labour [costs](#) by a percentage.

These codes re-calculate the [cost](#) of labour for an employee in the base currency, using the formula:

[Uplift Code](#) Value x Number of Hours x Hourly Rate

Therefore, if the [uplift code](#) is 1.5, the software multiplies the [cost](#) of labour by 1.5 for all [timesheet](#) lines with this [uplift code](#).

Uplift Codes Update Selection Window

To display this window, select the [Uplift Codes task](#).

Use this window to specify the required uplift parameter code.

Fields

Uplift Code

Enter the one-character [uplift code](#) you want to set up or maintain.

Alternatively, use the prompt facility to select from the Select [Uplift Code](#) pop-up.

Select an [uplift code](#) or enter an [uplift code](#) and then press Enter to display the [Uplift Codes](#) Update window.

Uplift Codes Update Window

To display this window, select an [uplift code](#) or enter an [uplift code](#) and then press Enter on the [Uplift Codes](#) Update Selection window.

Use this window to define the specified uplift parameter code.

Fields

Uplift Description

Enter or amend the description. We recommend you include the percentage rate in the description.

Uplift Rate

Enter the factor to use when multiplying the number of hours.

Functions

Delete (F11)

Use this to delete the specified [uplift code](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Process Codes [21/JCK]

Use this [task](#) to maintain the [status codes](#) for system-defined [process codes](#). You can also specify whether these [process codes](#) are active.

Note: You cannot use [process codes](#) unless you check the Auto [Process Codes](#) field in the company profile.

The system-defined [status codes](#) are:

- IVD - Invoiced
- PDS - Partial despatch
- RCV - Goods received
- RTN - Return generated
- SOC - Sales order created
- TDS - Total despatch

Each [job detail](#) has a [status code](#), which can be between 01 (open) to 99 (closed). You can change the [status code](#) of a [job detail](#) automatically, depending on the processing stage reached. Use this [task](#) to specify the [status code](#) to which you want to set the [job details](#) when you perform this process.

Process Codes Update Selection Window

To display this window, select the [Process Codes task](#).

Use this window to enter the required system-defined [process code](#).

Fields

Process Code

Enter the [process code](#).

Alternatively, use the prompt facility to select from the Select [Process Code](#) pop-up.

Select a [process code](#) or enter a [process code](#) and then press Enter to display the [Process Codes Update](#) window.

Process Codes Update Window

To display this window, select a [process code](#) or enter a [process code](#) and then press Enter on the [Process Codes Update Selection](#) window.

Use this window to define the specified system-defined [process code](#).

Fields**Description**

Enter or amend the description.

Status Code

Enter the [status code](#) to which the [job details](#) are set when this process is complete.

Alternatively, use the prompt facility to select from the Select [Status Code](#) pop-up.

Do not set this to 99, which is Closed.

Active

Use this checkbox as follows:

Unchecked - Not to change the [job detail](#) status

Checked - If you want to change the [job detail](#) status automatically when you use this process

Functions**Delete (F11)**

Use this to delete the specified [process code](#). You will be asked to confirm the deletion.

Press Enter to save the details.

Activity Codes [22/JCK]

Use this [task](#) to set up the [activity](#) codes. You use [activity](#) codes for two main purposes:

- To attach any number of activities to a job detail, so that you can report on all job details that, for example, involved a site visit, or you have invoiced

- You can attach an activity code (or more than one) to a stage payment, so that a stage payment is made when an activity is complete. You can analyse such payments.

After you have set up the codes, you can assign any number of activities to a [job detail](#), using the [Job Detail Activities task](#). You can enter a start and completion date, and text with each [activity](#).

You can also link an [activity](#) to a [stage payment](#), or use the [Stage Payments task](#) to link a payment to an [activity](#).

If you do not want to enter an [activity](#) code, you can set up a blank code. This means that you can enter a blank code for the parameter.

Activity Codes Update Selection Window

To display this window, select the [Activity Codes task](#).

Use this window to specify the required [activity](#) parameter code.

Fields

Activity Code

Enter the three-character [activity](#) code you want to add or amend.

Alternatively, use the prompt facility to select from the Select [Activity](#) Code pop-up.

Select an [activity](#) or enter an [activity](#) code and then press Enter to display the [Activity](#) Codes Update window.

Activity Codes Update Window

To display this window, select an [activity](#) or enter an [activity](#) code and then press Enter on the [Activity](#) Codes Update Selection window.

Use this window to define the specified [activity](#) parameter code.

Fields

Activity Code Description

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified [activity](#) code. You will be asked to confirm the deletion.

Press Enter to save the details.

Cost to Complete Codes [23/JCK]

Use this [task](#) to define [cost](#) to complete codes.

If you want to include a [job](#) in the [cost](#) to complete process, you must define a [cost](#) to complete code against it. This [job](#) is then included in the [Cost](#) to Complete Initiation [task's](#) batch [job](#).

If you have a large number of [jobs](#) to process in the [Cost](#) to Complete Initiation [task](#), this batch [job](#) could be a big [job](#). To split the processing into two, three or more batches, set up two, three or more [cost](#) to complete codes, and assign different ones to different [jobs](#). You can process only those [jobs](#) of a certain code.

If you do not want to enter a [cost](#) to complete code, you can set up a blank code. This means that you can enter a blank code for the parameter.

Cost to Complete Codes Update Selection Window

To display this window, select the [Cost](#) to Complete Codes [task](#).

Use this window to specify the required [cost](#) to complete parameter code.

Fields

Cost to Complete Code

Enter the one-character code you want to add or amend.

Alternatively, use the prompt facility to select from the Select [Cost](#) to Complete Code pop-up.

Select a [cost](#) to complete code or enter a [cost](#) to complete code and then press Enter to display [Cost](#) to Complete Codes Update window.

Cost to Complete Codes Update Window

To display this window, select [cost](#) to complete code or enter a [cost](#) to complete code and then press Enter on the [Cost](#) to Complete Codes Update Selection window.

Use this window to define the specified [cost](#) to complete parameter code.

Fields

Description

Enter or amend the description.

Functions

Delete (F11)

Use this to delete the specified [cost](#) to complete code. You will be asked to confirm the deletion.

Press Enter to save the details.

Parameter Enquiries [/JCL]

You can enquire on the details for each parameter. The windows displayed for each enquiry are the same as the maintenance windows. For more information, refer to the relevant Parameter Maintenance [task](#). To display the enquiry, select the relevant [task](#), enter the code on which you want to enquire and then press Enter to display the details.

Parameter Reports [/JCM]

For each parameter type, you can produce a report listing all of the defined parameters. The details listed are the same as the fields you must complete on each maintenance window. To submit the report, select the relevant [task](#). Then select **Confirm Submit (F8)** to submit a [job](#) to produce a report of all existing codes for the selected parameter.

Job Management and Fixed Assets

When you use [Fixed Assets](#) with [Job](#) Management, you can use [costs](#) captured for a [job detail](#) to create a fixed [asset](#). You can transfer the [asset](#) from [Job](#) Management to [Fixed Assets](#) using [Job](#) Management Fixed [Asset](#) Processing. This initially posts all [costs](#) to a [work in progress General Ledger](#) account.

Note: To use the [Fixed Assets](#) interface, you must install the advanced edition of [Fixed Assets](#).

Job Management Company Profile

The following fields in the company profile relate to [fixed assets](#):

- Fixed Assets Active
- Parent/Child Relationship
- Summarise GL Postings
- Fixed Asset Suspense Account
- Default Write Off Account

Job Details with Transfer Methods 4, 5, 6 or 8

If you want to create an [asset](#) from a [job](#) number, you must set the [transfer method](#) on the [job detail](#). The valid [transfer methods](#) are from 0 to 8, but only 4, 5, 6 and 8 create [assets](#).

- Use transfer methods 4, 5 and 6 for jobs that are totally capital-orientated; that is, which involve creating fixed assets with capitalised values based on costs entered against jobs.
- Use transfer method 8 if the costs on a job detail are a combination of capital and revenue expenditure.

You normally associate one [job detail](#) with one [asset](#), but special conditions apply for serial-controlled Inventory item [costs](#). You can associate any [asset](#) number with any number of [job details](#).

Transfer from WIP to Fixed Assets

You can transfer [costs](#) from [WIP](#) to [Fixed Assets](#) for [job details](#) with a [transfer method](#) of 4, 5, 6 or 8. You process the transfer using the following [tasks](#) in the sequence in which they are shown:

1 Validate Transfer

You specify which [assets](#) you want to transfer. This [task](#) submits a [job](#) that produces a report of [assets](#) ready for transfer. You check that all the [assets](#) you want are there.

2 Confirm Transfer

When you are happy with the report, confirm that those are the [assets](#) you want transferred.

3 Release Automatic Transfers

This [task](#) transfers the [asset](#) details to the [General Ledger](#).

If you take a [task](#) out of sequence, a message is displayed warning you of this.

Note: If any [assets](#) are not included in the report after running the Validate Transfer [task](#), make any necessary changes to the [jobs](#), run the Restart Transfer [task](#) to re-start the transfer process and then re-run Validate Transfer.

Release Automatic Transfers [1/JCE]

Use this [task](#) after running the Validate Transfer and Confirm Transfer [tasks](#).

This [task](#) transfers to [Fixed Assets](#) all the [asset](#) details confirmed using the Confirm Transfer [task](#).

Select **Confirm Submit (F8)** to start the batch process.

Note: This [task](#) does not release any [cost](#) posted to a GL period ahead of the current [Fixed Assets](#) period.

Validate Transfer [2/JCE]

Use this [task](#) if you have [job details](#) that have transactions that hold [costs](#) related to a fixed [asset](#). These [job details](#) must have a [transfer method](#) of 4, 5, 6 or 8.

This [task](#) does not transfer any information; it produces a report of all [job details](#) which have [asset](#) information that is ready to be transferred.

This [task](#) produces three reports:

- **Asset Creation Report** - This lists every asset that will be created if the Confirm Transfer task is run.
- **Asset Posting Report** - This lists the costs posted to Fixed Assets.
- **Exception Report** - This reports on any errors that will arise during the creation or amendment of fixed assets.

Once you have run this [task](#), you should check the reports to ensure that all the [fixed assets](#) you want to create are included. If anything is missing you must:

- Make any changes to job details to ensure that all details are picked up for transfer
- Run the Restart Transfer task. If you omit this, you cannot re-run the Validate Transfer task
- Re-run the Validate Transfer task

When you are happy with the results in the report, you must:

- Run the Confirm Transfer task to confirm that you want the details transferred
- Run the Release Automatic Transfers task to perform the transfer itself.

Transfer from WIP to Fixed Assets Window

To display this window, select the Validate Transfer [task](#).

Use this window to specify the [transfer methods](#) for which you want to verify details.

Fields

Check the [transfer methods](#) you want to select.

Start Capitalisation Date/Period

Enter the start date or period for each [transfer method](#). The software checks that the date and period are in the currency year.

Start Depreciation Date/Period

Enter the start date or period for each [transfer method](#). The software checks that the date and period are in the currency year.

Select **Confirm Request (F8)** to submit a batch [job](#) to perform the validation.

Confirm Transfer [3/JCE]

Use this [task](#) to confirm that you want to post transactions to the [General Ledger](#) and [Fixed Assets](#). Before you run this [task](#), you must select the transactions you want to post using the Validate Transfer [task](#).

Check the reports produced by the Validate Transfer [task](#). If they contain all the details you want to transfer, run this [task](#) to confirm, and then the Release Automatic Transfers [task](#) to transfer.

This [task](#) carries out the following processes:

- It posts to the General Ledger.
- It updates Fixed Assets.
-
- It produces a summary report.

General Ledger Posting

The [General Ledger](#) posting occurs in two parts:

- **Part A** - It credits the WIP account of the original debit, and debits the Fixed Asset suspense account specified in the company profile.

- **Part B** - It credits the GL account specified in the credit mask of the cost book in Fixed Assets. We recommend that you set this to the same value as the Fixed Asset suspense account. Debits are as per the debit mask of the cost book in Fixed Assets. These use task level 090.

Note: Part B does not happen for reversible, or reversing, [standing cost](#).

This batch [job](#) updates the following GL data:

- It posts to the GL period that is the current FA period.
- It creates a GL transaction of type RC.
- It creates a GL session for each job header level for the initial postings to the Fixed Assets suspense account and creates a GL session for each asset created, after the suspense account.
- It posts a detail or summary posting by asset, as specified in the company profile.

Note: When you create your [Job](#) Management company, the software automatically creates [task](#) level 090 as an ACTY reference code, which is the standard [General Ledger](#) account type.

Fixed Asset Update - New Asset

The way in which this batch [job](#) updates [Fixed Assets](#) depends upon whether the [asset](#) already exists. If the [asset](#) does not exist, the batch [job](#) creates the following data in [Fixed Assets](#):

Data Field	Source
Asset number	Job details
Document date	System date
Period	Current period (FA company profile)
Reason	Job detail
Description (reason)	Description of reason code from job detail
Description (asset)	Description of the job detail used to create the asset
Parent asset	This is blank if you left the Parent/Child Relationship field in the company profile unchecked. If you checked it, this is the asset number of the job detail's parent. If the job detail has a task value, this is the asset number of the job/sub-job.
Reference	The job, sub-job and task (separated by a blank) of the job detail used to initially create the asset
Model	If you create multiple assets, this is the Inventory item number.
Serial number	Serial number of Inventory item
Quantity	The accumulation of all quantities of transactions relating to this asset This is only meaningful if the transactions are all similar.
Location	The description of the job detail location
Date acquired and date commissioned	Capitalisation start date or current date (if earlier)

Analysis Types

The batch [job](#) creates the analysis types and codes for an [asset](#) according to the rules defined in the Analysis Type Mapping file:

Financial Details

Data Field	Source
Cost book	Asset group associated with job detail
Asset cost	Transaction cost (base value)
Capitalisation date/period	Selection window
Life (periods)	From job detail or from asset group associated with job detail
Retirement period	Calculated from Life
Replacement value	Transaction cost (base value)
Valuation date	Current date
Disposal date	Zero

Depreciation Book Data

The software holds this data for each depreciation book held against the [asset group](#) associated with the [job detail](#):

Data Field	Source
Depreciation book	Asset group associated with job detail
Depreciation flag	1 (Yes)
Book value	Same as total asset cost
Max. per period	Same as total asset cost
Start date or period	Selection window
Depreciation method	Asset group associated with job detail
Depreciation rate	Asset group associated with job detail
Depreciation life	Asset group associated with job detail

Fixed Asset Update - Existing Asset

The way in which this batch [job](#) updates [Fixed Assets](#) depends upon whether the [asset](#) already exists. If the [asset](#) exists, the batch [job](#) updates the following data in [Fixed Assets](#):

Base Details

Data Field	Source
Quantity	Transaction quantity added to the existing asset quantity

Financial Details

Data Field	Source
Asset cost	Transaction cost (base value) added to the existing asset transaction cost
Replacement	Transaction cost (base value) added to the existing replacement value

Depreciation Book Data

The software holds this data for each depreciation book held against the [asset group](#) associated with the [job detail](#):

Data Field	Source
Maximum per period	Transaction cost (base value) added to the existing maximum per period

Select **Confirm Submit (F8)** to start the batch [job](#).

Restart Transfer [4/JCE]

You only need to use this [task](#) if you are dissatisfied with the report produced when you run the Validate Transfer [task](#). If so, you must:

- Make any changes to job details to ensure that all details are picked up for transfer.
- Run the Restart Transfer task. If you omit this, you cannot re-run the Validate Transfer task.
- Re-run the Validate Transfer task

When you are happy with the results in the report, you must:

- Run the Confirm Transfer task to confirm that you want the details transferred.
- Run the Release Automatic Transfers task to perform the transfer itself.

This [task](#) re-sets the transactions back to the state before you ran the Validate Transfer [task](#) and, optionally, to the state before you ran the Release Automatic Transfers [task](#).

Restart Fixed Asset Transfer Window

To display this window, select the Restart Transfer [task](#).

Fields

Transfer Method 4 Jobs

Use this checkbox as follows:

Unchecked - Not to reverse the release of [job](#) transactions with [transfer method](#) of 4

Checked - To reverse the release of [job](#) transactions with [transfer method](#) of 4

Transfer Method 8 Jobs

Use this checkbox as follows:

Unchecked - Not to reverse the release of [job](#) transactions with [transfer method](#) of 8

Checked - To reverse the release of [job](#) transactions with [transfer method](#) of 8

Note: After you run this [task](#), you must run the Validate Transfer and the Release Automatic Transfers [tasks](#) again.

Select **Confirm Restart (F8)**.

Maintain Asset Groups [11/JCE]

Use this [task](#) to record [Fixed Assets](#) date that you want to hold against more than one [job detail](#).

If you use the Fixed [Asset](#) interface, there are two primary areas of additional maintenance in [Job Management](#). This is the first of these; the second is Analysis Type Mapping.

Asset Groups Update Selection Window

To display this window, select the Maintain [Asset Groups task](#).

Use this window to specify the required [asset group](#) code.

Fields

Asset Group

Enter the six-character [asset group](#) code.

Alternatively, use the prompt facility to select from the Select [Asset Group](#) pop-up.

Select an [asset group](#) or enter and [asset group](#) code and then press Enter to display the [Asset Groups Update](#) window.

Asset Groups Update Window

To display this window, select an [asset group](#) or enter and [asset group](#) code and then press Enter on the [Asset Groups Update Selection](#) window.

Use this window to enter the details for the specified [asset group](#).

Fields

Asset Group Description

Enter or amend the description.

Cost Book

Enter the Fixed [Asset](#) book to use as a [cost](#) book. The software uses this to generate [General Ledger asset cost](#) accounts. Without a [cost](#) book, you cannot post values to the [General Ledger](#).

You can use the prompt facility on this field to select from the Select Book pop-up.

Book

Enter the Fixed [Asset](#) book to use as a depreciation book.

Alternatively, use the prompt facility to select from the Select Book pop-up.

You use these to financially control the company's [assets](#). You must enter at least one depreciation book per [asset group](#).

Method

Enter a depreciation method for each depreciation book. [Job](#) Management uses the standard [Fixed Assets](#) rules for depreciation methods.

You can use the prompt facility on this field to select from the Select System Reference Code pop-up.

Rate

Enter a percentage depreciation rate. Leave this field blank if you are using depreciation method 004, which depreciates in equal amounts over the [asset](#) life.

Life

Leave this field blank unless the depreciation method is 004.

If depreciation method is 004, enter the life value in periods.

Press Enter to save any additions or amendments.

Maintain Analysis Type Mapping [12/JCE]

Use this [task](#) to create [analysis codes](#) automatically in [Fixed Assets](#) for the required analysis types.

To do this, you map [Job](#) Management data, such as [job details](#), the [job](#) header, transactions, customer details and Inventory item details, into [Fixed Assets](#).

You can then analyse [Job](#) Management-related [assets](#) in [Fixed Assets](#), according to the parameters of [Job](#) Management.

Note: This is similar to the way in which Job Management and Advanced Financial Integrator build masks to translate one code into another.

Caution: The Fixed Asset interface analysis codes are not related to the analysis codes set up in Job Management, using the Analysis Codes task. You set up these Fixed Asset codes within Fixed Assets, using the System Reference Codes task, under the reference code ANTY.

Analysis Type Mapping List Window

To display this window, select the Maintain Analysis Type Mapping [task](#).

This window lists all the existing analysis type codes in [Fixed Assets](#). There is one line for each code.

You use this window to identify, for each analysis type, the way in which the interface creates the Fixed [Asset analysis code](#) for each analysis type.

Fields

Where the analysis code is a known value:

Code

Enter the known value.

You can use the prompt facility on this field to select from the Select System Reference Detail Code pop-up.

Note: Do not use the JM Field, Test, Value 1 or Value 2 fields.

More

Enter **1** to display more details on the Analysis Type Mapping Details window.

If you have defined more detail for a line, an asterisk is displayed.

Where the analysis code is the same as a known job detail field:

JM Field

Enter the [job](#) header or detail field whose value you want to put into the [analysis code](#).

You can use the prompt facility on this field to select from the Select Analysis Type JM Field pop-up.

Note: Do not use the Code, Test, Value 1 or Value 2 fields.

More

Enter **1** to display more details on the Analysis Type Mapping Details window.

If you have defined more detail for a line, an asterisk is displayed.

Where the analysis code is the same as part of a known job detail field:

JM Field

Enter the [job](#) header or detail field part of whose value you want to put into the [analysis code](#).

You can use the prompt facility on this field to select from the Select Analysis Type JM Field pop-up.

Note: Do not use the Code field.

Test

Enter SST, for sub-string.

Value 1

Enter the starting position of the required data. This cannot be greater than length of the data field.

If you enter data, in either Value 1 or Value 2, greater than the field length of the JM field specified, the software ignores the extra data characters. The combination of Value 1 and Value 2 must not mean that the extracted data is outside the field's limits.

Therefore, if Value 1 (start at) is 2 and Value 2 (length) is 6, you cannot enter JMNO in JM Field, since JMNO is only 6 characters long.

Value 2

Enter the length of the required data.

More

Enter 1 to display more details on the Analysis Type Mapping Details window.

If you have defined more detail for a line, an asterisk is displayed.

Where the analysis code depends upon the value of a job detail field:

Code

Enter the known value that is dependent on a particular JM field value.

JM Field

Enter the [job](#) header or detail field whose value you want to check.

Test

Enter the test value. This can be: EQ (equal), NE (not equal), LT (less than), GT (greater than), RANGE.

Value 1

Enter the first value. If you entered **Range** in the Test field, this is the beginning of the value range.

Note: If you enter data in either Value 1 or Value 2 greater than the field length of the chosen JM field, the software ignores the extra data characters.

Value 2

If you entered **Range** in the Test field, enter the end of the value range. Otherwise, leave this field blank.

More

Enter **1** to display more details on the Analysis Type Mapping Details window.

If you have defined more detail for a line, an asterisk is displayed.

Enter 1 in the More field and then press Enter to display the Analysis Type Mapping Details window.

Valid Entries for the JM Field

This table lists the [job](#) header and details fields available for mapping.

ACMG	Account manager (4 characters)
ASGP	Asset group (6 characters)
CUSD	Customer code (job detail) (8 characters)
CUSH	Customer code (job header) (8 characters)
DIVN	Division (2 characters)
IDCD	Industry code (5 characters)
JBTP	Job type (3 characters)
JMNO	Job number (6 characters)
LOCN	Location (2 characters)
MAJC	Major contract (6 characters)
PRCT	Profit centre (6 characters)
PJMG	Project manager (4 characters)
PNCL	Penalty clause (3 characters)
PRTP	Price type (1 character)
RCOD	Retention code (2 characters)
REGN	Region (3 characters)
SAC1 to 8	Secondary analysis code 1 to 8 (2 characters)
SJBN	Sub-job (4 characters)
STTS	Status (2 characters)
TRFM	Transfer method (1 character)
TSKN	Task (3 characters)

Analysis Type Mapping Details Window

To display this window, enter 1 in the More field on the Analysis Type Mapping List window.

Note: You cannot enter an analysis type; all the data entered relates to the analysis type you selected on the first window.

Use this window the extra test required for this analysis type. The first line of this window is the entry for the analysis type, from the previous window.

Fields

Code

Enter the relevant code.

JM Field

Enter the relevant JM field.

Test

Enter the test. This cannot be SST.

If you want to specify a catch-all for any data that does not meet the tests specified, enter CATCH, and leave the [analysis code](#) as the default value. Leave the other fields blank.

Value 1

Enter the value as appropriate.

Value 2

Enter the value as appropriate.

Note: Take care when entering data on this window, as the actual mapping process tries each test in turn, in the sequence specified. It stops at the first successful test.

Select **Update (F8)** to save these details. The Analysis Type Mapping List window is displayed. Select **Update (F8)** again to save all the changes.

Enquire on Job by Asset Number [21/JCE]

Use this enquiry to identify all [job details](#) that are associated with a particular [asset](#) number.

Job Enquiry by Asset Number Selection Window

To display this window, select the Enquire on [Job](#) by [Asset](#) Number [task](#).

Use this window to select the [job](#) for which you want to display details.

Fields

Asset Number

Enter the [asset](#) for which you want to display the details.

Alternatively, use the prompt facility to select from the Select [Asset](#) pop-up.

Select an [asset](#) or enter an [asset](#) number and then press Enter to display the [Job](#) Enquiry by [Asset](#) Number window.

Job Enquiry by Asset Number Window

To display this window, select an [asset](#) or enter an [asset](#) number and then press Enter on the [Job](#) Enquiry by [Asset](#) Number Selection window.

Options

Financial Details

Use this against a [job](#), [sub-job](#) or [task](#) to display the [Job](#) Management Enquiry Financial Details window. For more details on this window, refer to the Main [Job](#) section in the Enquiries chapter of this product guide.

Select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the enquiry.

Post Inventory Issues [1/JCF]

Use this [task](#) to post Inventory issues to [Job](#) Management.

You can post customer issues, miscellaneous issues or both. You only need to use this [task](#) if you do not use the daily batch processes to post inventory issues.

The daily batch processes include:

- Posting of timesheets to Job Management
- Posting of Inventory costs to Job Management

The direct posting interface is a batch process when you post [costs](#) (that is, a sales order) through to [Job](#) Management.

Direct Posting Interface Batch Submit Window

To display this window, select the Post Inventory Issues [task](#).

Use this window to specify the type of issues you want to post through to [Job](#) Management.

Fields

Customer Issues

This field is only displayed if you left the Post Cust Issues Direct field **unchecked** in the company profile.

Use this checkbox as follows:

Unchecked - If you do not want to post customer transactions

Checked - To post customer transactions

Miscellaneous Issues

This field is only displayed if you left the Post Miscellaneous Issues Direct field **unchecked** in the company profile.

Use this checkbox as follows:

Unchecked - If you do not want to post miscellaneous transactions

Checked - To post miscellaneous transactions

Select **Submit (F8)** to submit the batch [job](#) that posts the transactions.

Invoicing/Asset Generation & Enquire on Invoicing/Asset Generation [2/JCF, 22/JCF]

You usually know when you attach a [parts list](#) to a [job](#) whether those parts are revenue items or capital items. However, you can have a [job](#) with a [parts list](#) which contains an item which could be revenue or capital, for example, it depends on whether the customer decides to buy it or lease it.

In this case, set up a [job](#) with a [transfer method](#) of 8 and enter your [parts list](#) in the normal way. When you post to the [General Ledger](#), use the Invoice/[Asset](#) Generation Posting [task](#) to post some items to Profit and Loss and some to [Fixed Assets](#).

For each [job detail](#) with [parts list](#), you can generate invoices at this level or roll them up to a higher level. This means you have full control over how many invoices are generated from one [job](#), and which [job details](#) you include in each invoice.

Note: You can only do this for [job details](#) with a [transfer method](#) of 8. This must be [fixed price](#) and cannot have [stage payments](#).

There are two Invoice and [Asset](#) Generation [tasks](#):

- Invoicing/Asset Generation
- Use this task to post to the General Ledger. You select the items you want to post to Profit and Loss and which you want to post to Fixed Assets.
- Enquire on Invoicing/Asset Generation
- Use this task to view the details entered using the processing task. The windows displayed are the same as those in the processing task, but you cannot change any details.

Note: If the [job type](#) specifies that the [job detail](#) is invoiced on closure, you must close any [job detail](#) before you use this [task](#).

Invoicing/Asset Generation Window

To display this window, select the Invoicing/[Asset](#) Generation [task](#).

Use this window to select the [job](#), [sub-job](#), [task](#) or customer for which you want to process details.

Fields

Job/Sub-job/Task

Enter the [job](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

This must have a [transfer method](#) of 8. You can enter any level of [job detail](#) that is not rolled up to a higher level.

If you enter a [job detail](#), you cannot enter a customer.

Customer

Enter the customer.

Alternatively, use the prompt facility to select using the Customer Scan pop-up.

If the customer is part of a hierarchy, it must be at level 0.

If you enter a customer, you cannot enter a [job detail](#).

Enter a job detail and then press Enter to display the Outstanding Despatches window. Alternatively, enter a customer and then press Enter to display the Jobs for a Customer Outstanding window.

Outstanding Despatches Window

To display this window, enter a [job detail](#) and then press Enter on the Invoicing/[Asset](#) Generation window.

This window lists all despatches for the selected [job detail](#), which you have not confirmed in [Sales Order Processing](#) and have not invoiced or capitalised. If you selected a higher-level [job detail](#), this lists all despatches for related [sub-jobs](#) and [tasks](#). If the [job type](#) specifies that invoicing takes place when you close a [job](#), only closed [jobs](#) are displayed.

This window displays the total selling price, total [cost](#) price, total [costs](#) invoiced or capitalised. For each [job detail](#), it displays despatch note details the quantity installed using [Service Management](#) and item details.

Options

Order Lines

Use this to display the [Sales Order Processing](#) Whole Order Enquiry.

For more details, refer to the [Sales Order Processing](#) product guide.

Create Fixed Assets

Use this to create the selected item as a fixed [asset](#) on the [Asset](#) Details Entry window.

This is the default for any line with existing [asset](#) details. In this way, you can collect [asset](#) details over a period.

Create SOP Invoice

Use this to create a [Sales Order Processing](#) invoice for the selected item.

The Invoice Summary window is displayed.

Override Address

Use this to enter an override address for the selected item.

The Invoice/[Delivery Address](#) Maintenance window is displayed.

Functions

Service Detail (F13)

This is only available only if you **checked** the Service Active field in the company profile.

Use this to display the [Service Management](#) Details window, which displays information relating to each individual serial number, where the items are serial-controlled.

History (F14)

Use this to display the History window, which displays previous items capitalised and invoiced for this customer.

Override Address (F17)

Use this to change the invoice address. This permanently updates the [job details](#). The Invoice/[Delivery Address](#) Maintenance window is displayed.

If an override address already exists, this is highlighted.

Select a despatch with Create [Fixed Assets](#) to display the [Asset](#) Details Entry window.

Asset Details Entry Window

To display this window, select **Create Fixed Assets** against a despatch on the Outstanding Despatches window.

Use this window to enter the data necessary for the [capitalisation](#) of [costs](#).

The window shows each item on two lines, with separate entries for individual serial-controlled items. The top line displays the [sub-job](#), [task](#), despatch note number, line, item and description. The second line displays the serial number, and the entry fields.

If a serial number already exists in [Fixed Assets](#), it is highlighted.

Fields

Asset No

Enter the [asset](#) number to use when you capitalise this item. If the serial number exists, the [asset](#) number defaults to the existing one. If not, the number defaults from the [job detail](#).

Model No

Enter the model number to use when this item is capitalised. If you use [Service Management](#), the model number defaults to the first matching model number from the known item number.

Asset Grp

Enter the [asset group](#). This defaults from the [job detail](#).

Rsn

Enter a [Fixed Assets](#) reason. This defaults from the [job detail](#).

Capitalisation Date-or-Perd

Enter either a [capitalisation](#) date or a [capitalisation](#) period. The software calculates the other date. The period defaults to the next [Fixed Assets](#) period. Depreciation starts from the same date.

Functions

Release to Transfer (F8)

Use this to submit a batch [job](#) to transfer the items to [Fixed Assets](#). You do not need to use the Release Automatic Transfers [task](#), but you must use the Confirm Transfer [task](#).

Note: If you need to use the Restart Transfer [task](#), you must repeat the [asset](#) transfers using this [task](#).

Save & Return (F10)

Use this to enter certain [asset](#) details and then to save them without releasing the items for transfer.

Enter the details and then select **Release to Transfer (F8)** to submit the transfer batch [job](#).

Invoice Summary Window

To display this window, select **Create SOP Invoice** against a despatch on the Outstanding Despatches window.

Use this window to generate SOP invoices for selected lines. This window displays one line for each invoice, showing the customer and the goods, charges, tax and total values. The software uses the [job detail](#) roll up rules to roll up the invoices. If lower level details have rolled up invoices, this line contains those rolled up values.

Fields

Customer Invoice Reference

Enter the reference to print on the invoice as the customer reference.

Options

Payment Terms

Use this to override the customer's default payment terms using the [Sales Order Processing](#) Payment Terms window.

For more details, refer to the [Sales Order Processing](#) product guide.

Charges

Use this to display and amend invoice charges on the Enter Invoice Charges pop-up.

Functions

Generate Invoices (F8)

Use this to generate all invoices. This updates or creates World Trade transactions, and recalculates tax using the SOP rules. The numbers for the generated invoices are displayed in a window.

The invoices produced are the same as standard SOP miscellaneous invoices, with stock update. You can post the details to the [General Ledger](#), Sales Analysis, [Forecasting](#), World Trade and SPEX using the standard SOP [tasks](#).

Prime (F22)

Use this to re-display all values in prime currency instead of base.

Select **Generate Invoices (F8)** to generate the invoices and leave this [task](#).

Enter Invoice Charges Pop-up

To display this pop-up, select **Charges** against a charge on the Invoice Summary window.

Use this pop-up to enter the charge details for the invoice. This displays all charges from the original [Sales Order Processing](#) despatches which relate to the [job detail](#) items being invoiced. For each charge, the despatch note is displayed.

Fields

Charge Code

Enter the [charge code](#). You must set these up in both the SOP and [Job](#) Management parameter files. The description displayed is that from SOP.

Untitled

Enter the value of the charge.

Tax Code

Enter the tax code for the charge.

Select **Update (F8)**. The software updates the information and displays the Invoice Summary window.

Invoice/Delivery Address Maintenance Window

To display this window, select Override Address against a despatch on the Outstanding Despatches window or select **Override Address (F17)** on any window.

Use this window to enter a new invoice and [delivery address](#).

Fields

Invoice Name and Address

Enter the invoice name and address in the format in which you want them printed. This defaults to the [Sales Order Processing](#) details.

Delivery Name and Address

Enter the delivery name and address in the format in which you want them printed. This defaults to the [Sales Order Processing](#) details.

Press Enter to save the details. The previous window is re-displayed.

Service Management Details Window

To display this window, select **Service Detail (F13)** on the Outstanding Despatches window.

This window displays the [Service Management](#) information for items and serial items, such as the quantity installed and the installation date. For each item, this window displays the despatch details, serial number, installation [job](#) number, contract details, [cost](#), and selling price.

Options**Installation Job**

Use this to display the [Service Management](#) Installation [Job Details](#) Enquiry window.

For more details, refer to the [Service Management](#) product guide.

Contract

Use this to display either the [Service Management](#) Contract Details Enquiry for an existing model or the [Service Management](#) Contract Maintenance window to create a new contract.

For more details, refer to the [Service Management](#) product guide.

Functions**Summary (F13)**

Use this to display the Outstanding Despatches window.

Note: If you are displaying the history details, the Invoice/[Asset](#) Generation History window is displayed.

History/Outstanding (F14)

Use this to toggle between displaying the current outstanding details and the [Service Management](#) history details on this window.

Override Address (F17)

Use this to display the Invoice/[Delivery Address](#) Maintenance window, so that you can override the invoice or [delivery address](#).

Select **Exit (F3)** to leave the [task](#).

Invoicing/Asset Generation History Window

To display this window, select **History (F14)** on the Outstanding Despatches window.

This window displays all the items capitalised or invoiced for this customer. This shows the total selling price and [cost](#) from all SOP Price lists, and the total [costs](#) invoices or capitalised. For each item, the despatch details, item details, quantity installed, and [cost](#) and selling price are displayed.

Options

Order Lines

Use this to display the order line details.

For more information, refer to the [Sales Order Processing](#) product guide.

Fixed Assets

Use this to display the items created as [fixed assets](#) on the [Asset](#) Details History window.

Functions

Service Detail (F13)

Use this to display the [Service Management](#) Details window, showing all historical items.

Outstanding (F14)

Use this to display the Outstanding Despatches window, which displays all current despatches for this customer.

Override Address (F17)

Use this to change the invoice address on the Invoice/[Delivery Address](#) Maintenance window

Select a despatch with [Fixed Assets](#) to display the [Asset](#) Details History window.

Asset Details History Window

To display this window, select **Fixed Assets** against a despatch on the History window.

This window lists the items created as [fixed assets](#) for this customer in the past. For each [asset](#), the [job](#), [sub-job](#), [task](#), despatch details, item details, [asset group](#), reason and [capitalisation](#) date are displayed.

Select **Exit (F3)** to leave the [task](#).

Jobs for a Customer Outstanding Window

To display this window, enter a customer and then press Enter on the Invoicing/Asset Generation window.

This window displays all [job details](#) for the selected customer. For each [job](#), this displays the [job](#), sub, [job](#) and [task](#) number, the description, the status, the total selling [cost](#) and the unreleased [cost](#).

Options

Select

If you are displaying the outstanding [jobs](#), use this against the [job detail](#) for which you want to display despatches on the Outstanding Despatches window.

If you are displaying the historical [jobs](#), use this against the [job detail](#) for which you want to display despatches on the Invoicing/[Asset](#) Generation History window.

Functions

History/Outstanding (F14)

Use this to toggle between displaying all the historical [jobs](#) for this customer and just the outstanding [jobs](#).

Use Select against an outstanding [job](#) to display the Outstanding Despatches window.

Report by Picking Notes [11/JCF]

Use this [task](#) to print [picking notes](#) for [Job](#) Management-related [parts lists](#). You can print pick notes for all details for [jobs](#), [sub-jobs](#) and [tasks](#).

This [task](#) submits a separate system [job](#) for each pick note.

You can still use the standard SOP pick note [task](#), but you must know which sales order number to choose.

Confirm Despatch

You can confirm the despatch of the parts using the SOP Confirm Despatch [task](#).

In this case, the software processes a [job detail](#) sales order within the despatch confirmation process depends on the setting of the SOP Invoice flag on the [Parts List](#) Confirmation window.

- If you set SOP Invoice flag to **0**:

The software does not generate the sales invoice information generated for a normal sales order. It writes the inventory costs of the despatched items to Job Management as a commitment.

When the software posts the costs depends on the setting of the Post Cust Issues Direct field in the company profile. If it is **unchecked**, you must select the Post Inventory Issues task. If it is **checked**, the software immediately runs the posting process. For AFI, all Job Management related inventory movements are written with a reason of JM.

If you partially despatch the order and the PDS process code is active, the software changes the status of the job detail to that associated with the PDS code. A totally despatched order and the

TDS process code work the same. This means the parts list is closed. If you need extra items, create another task and parts list.

- If you set SOP Invoice flag to 1:

The software treats the sales order the same as a normal SOP order, including invoicing. Use this method to see orders associated with a job, without capturing costs within Job Management.

If you partially despatch the order and the PDS process code is active, the software changes the status of the job detail to that associated with the PDS code. A totally despatched order and the TDS process code work the same.

Note: Use the Direct Postings [task](#) to make the postings to the relevant accounts in batch.

Produce Pick Notes Window

To display this window, select the Report by [Picking Notes task](#).

Use this window to select the [job](#) for which you want to produce [picking notes](#).

Fields

Job/Sub-job/Task

Enter the [job detail](#) for which you want to produce pick notes. This can be a [job](#), [sub-job](#) or [task](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Pick All Levels

Use this checkbox as follows

Unchecked - To produce the pick notes for the specified [job detail](#) only

Checked - To produce the pick notes for the specified [job detail](#) and all details at lower levels

Note: The software ignores all [job details](#) with no associated sales orders.

Select **Submit (F8)** to submit the [job](#).

Enquire on Parts List [21/JCF]

If you use [Sales Order Processing](#), you can use this [task](#) to enquire on the status of Inventory items associated with a [job](#). You can also look at the stock availability against individual items.

Job Parts List Enquiry Selection Window

To display this window, select the Enquire on [Parts List task](#).

Use this window to select the [job](#) for which you want to display the part details.

Fields

Job

Enter the [job](#) header on which you want to enquire.

Alternatively, use the prompt facility to select from the Select [Job](#) Header pop-up.

Press Enter to display the [Job Parts List](#) Enquiry List window.

Job Parts List Enquiry List Window

To display this window, enter or select a [job](#) and then press Enter on the [Job Parts List](#) Enquiry Selection window.

Use this window to select the level for which you want to display details. For each level, the [job](#) name, description and sales order are displayed and information as to whether there is a production part list.

Options

SOP Parts List

Use this to display the order lines for the associated SOP order.

The [Job Parts List](#) Enquiry Parts window is displayed.

Sales Order

Use this to display the SOP Whole Order Enquiry.

For more information, refer to the [Sales Order Processing](#) product guide.

Production Parts List

Use this to display the Production order details.

The [Job Parts List](#) Enquiry Production Order window is displayed. This option is only available if you switched Production on in the [Job](#) Management company profile.

Select a [job detail](#) with SOP [Parts List](#) to display the [Job Parts List](#) Enquiry Parts window.

Job Parts List Enquiry Parts Window

To display this window, select SOP [Parts List](#) against a [job detail](#) on the [Job Parts List](#) Enquiry List window.

Use this window to select the part for which you want to display the stock availability. For each part, this window displays the part number, description, order quantity and despatched quantity.

Options

Stock Availability

Use this to display the Inventory stock availability enquiry for a part. For more information, refer to the Inventory Management product guide.

Select **Exit (F3)** to leave the enquiry.

Job Parts List Enquiry Production Order Window

To display this window, select Production [Parts List](#) against a [job detail](#) on the [Job Parts List](#) Enquiry List window.

Use this window to select the part for which you want to display the production order details. For each part, this window displays the part number, quantity, due date, production order number, status and the consolidation level of the order.

Options

Production Order Enquiry

Use this to display the Production Order Enquiry for a part. For more information, refer to the Production Control product guide.

Select **Exit (F3)** to leave the enquiry.

Create Production Orders [31/JCF]

Use this [task](#) to create production orders from [job details](#).

You can create production orders at [job](#), [sub-job](#) or [task](#) level.

Once you have created the production orders, use the Release Production Orders [task](#) to release them.

Create Production Orders Window

To display this window, select the Create Production Orders [task](#).

Use this window to select the [job](#), [sub-job](#) or [task](#) for which you want to create production orders.

Fields

Job/Sub-job/Task

Enter the [job detail](#) for which you want to create production orders.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

All Levels

Use this checkbox as follows:

Unchecked - To create the production order for the [job detail](#) entered and not for related lower level details

Checked - To create the production order for this level and all lower level [job details](#)

Enter the [job detail](#) and then select **Confirm Creation (F8)** to submit the batch [job](#) which creates the orders.

Release Production Orders [32/JCF]

Use this [task](#) to release created production orders.

You can print the shop documentation and issue materials for the first or all operations.

You create the production orders using the Create Production Orders [task](#).

Release Production Orders Window

To display this window, select the Release Production Orders [task](#).

Use this window to select the production orders you want to release.

Fields**Job/Sub-job/Task**

Enter the [job detail](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

All Levels

Use this checkbox as follows:

Unchecked - To release the production order for the [job detail](#) entered but not for related lower level details

Checked - To release the production order for this level and all lower level [job details](#)

Order Priority

Enter the priority of the order, between 0 and 9, with 0 being the highest priority. The software passes this priority to the operations and uses it to sequence production at work stations.

Print Shop Documentation

Use this checkbox as follows:

Unchecked - Not to print shop documentation

Checked - To print the Production shop documentation

Issue Materials - First Operation

Use this checkbox as follows:

Unchecked - Not to reduce the stock level in Inventory for all items required for the first operation of the production order

Checked - To reduce the stock level in Inventory for all items required for the first operation of the production order

Issue Materials - All Operations

Use this checkbox as follows:

Unchecked - Not to reduce the stock level in Inventory for all items required for all operations of the production order

Checked - To reduce the stock level in Inventory for all items required for all operations of the production order

Allow Negative Stock

Use this checkbox as follows:

Unchecked - If you do not allow negative stock

Checked - If you do allow negative stock to supply all the stock required for this order

Select **Confirm Release (F8)** to release the production orders and, where necessary, update Inventory Management.

Build Quote [1/JCG]

Use this [task](#) to build new quotes. When you are building a [quotation](#) for the first time, or creating a [quotation](#) different in type to any previous [quotations](#), you may need to add or amend some initial details:

- The quotation header and details windows are similar to the standard job header and job detail windows, and, like the standard job header, a quotation header must have a valid job type and customer. The customer must exist in Accounts Receivable, although quotation transactions do not update any balances.
- You can use any parameter you use for a job.
- You must enter a valid job type. Quotations use the same job types as jobs. You cannot build costs for the quotation unless you associate appropriate expense types with the job types.

You can use a number of copy facilities to create the basic details of the [quotation](#):

- Copy a closed quotation to a live job
- Copy a sub-job or task to another sub-job or task within a quotation
- Copy an existing quotation to a new quotation
- Copy a job to a quotation

Quotation Build Window

To display this window, select the Build Quote [task](#).

Use this window to select the quote and revision you want to build.

Fields

Quote

Enter a new or existing [quotation](#), using a maximum of six characters.

Alternatively, use the prompt facility to select from the Select Quote Header pop-up.

Revision

Enter the revision level.

Alternatively, use the prompt facility to select from the Select Revision Level pop-up.

Functions

Copy (F10)

Use this to copy the details of an existing quote. The Copy [Quotation](#) pop-up is displayed.

Press Enter.

If you are maintaining an existing [quotation](#), the Quote Details Maintenance window is displayed.

If you are creating a new [quotation](#), the Quote Header Maintenance window is displayed.

Copy Quotation Pop-up

To display this pop-up, select **Copy (F10)** on the [Quotation](#) Build window.

You can use this pop-up in two [tasks](#): within the Work with Quotes [task](#) you can copy to another [quotation](#), while in the Build Quote [task](#) you copy from another [quotation](#).

Note: Copying re-prices any parts list according to the details of the new customer.

Caution: If the target [quotation](#) already exists, the source [quotation](#) data is added to the target [quotation](#).

Fields

From Quotation

Enter the [quotation](#) from which you want to copy.

Alternatively, use the prompt facility to select from the Select Quote Header pop-up.

Note: You cannot enter this within the Work with Quotes [task](#).

From Revision

Enter the revision level from which you want to copy.

Alternatively, use the prompt facility to select from the Select Revision Level pop-up.

Note: You cannot enter this within the Work with Quotes [task](#).

To Quotation

Enter the [quotation](#) to which you want to copy.

Note: You cannot enter this within the Build Quotes [task](#).

To Revision

Enter the revision level to which you want to copy.

Note: You cannot enter this within the Build Quotes [task](#).

To Customer

Enter the customer associated with the new [quotation](#).

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

Copy All Details

Use this checkbox as follows:

Unchecked - To copy only the structure

This copies the number and values of [sub-jobs](#) and [tasks](#).

Checked - To copy all details

This includes [expense types](#) and transaction details but does not copy across header details if the To [quotation](#) already exists.

Select **Copy (F8)** to make the copy. The Quote Header Maintenance window is displayed.

Quote Header Maintenance Window

To display this window, either select **Copy (F8)** on the Copy [Quotation](#) pop-up or press Enter on the [Quotation](#) Build window.

Use this window to enter the data for the high-level [quotation](#) that applies to the overall [job](#) features.

Fields

Job Type

Enter the type of [job](#).

Alternatively, use the prompt facility to select from the Select [Job Type](#) pop-up.

You define this at [job](#) level. The [job type](#) of each [sub-job](#) and [task](#) defaults to the [job type](#) specified in this field.

You create [job types](#) within Parameter Maintenance. If you want this field to remain blank, you must set up a blank [job type](#).

Description

You must enter text to describe the [quotation](#).

Customer

Enter an [Accounts Receivable](#) customer.

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

If you enter a customer who is part of a hierarchy, it cannot be above level 1 in that hierarchy. A warning is displayed if the customer has exceeded their credit limit, but you can ignore this.

Estimated Hours Control

Select one of the following:

Manual (0) - To maintain manually the estimated hours value held at [quotation](#) detail level

Automatic (1) - To maintain automatically the estimated hours held at [quotation](#) detail level, by accumulating the hours recorded for labour transactions

Customer Order

Enter a customer order number.

Industry Code

Enter an [industry code](#).

Alternatively, use the prompt facility to select from the Select [Industry Code](#) pop-up.

You create [industry codes](#) within Parameter Maintenance.

Penalty Clause

Enter a penalty clause.

Alternatively, use the prompt facility to select from the Select Penalty Clause pop-up.

You create penalty clauses within Parameter Maintenance.

Secondary Analysis Codes

Enter up to eight [secondary analysis codes](#).

Alternatively, use the prompt facility to select from the Select [Analysis Code](#) pop-up.

You create these codes within Parameter Maintenance.

Note: You can use these codes to analyse [jobs](#) in various ways, such as using the Query facility or creating selective reports using a report generator.

Major Contract

This field is for memo purposes only.

Press Enter to display the Quote Details Maintenance window.

Quote Details Maintenance Window

To display this window, either press Enter on the Quote Header Maintenance window, or select an existing [quotation](#) and then press Enter on the Build [Quotation](#) window.

Use this window to enter the details of the [quotation](#). This is similar to the equivalent [job details](#) window but please note the following differences:

- The only functions available are **Exit (F3)** and **Previous (F12)**.
- You cannot enter a transfer method; they do not apply to quotations.
- Although you can enter a parts list, you do not do it on this window.

The [quotation](#) details default to that of the header, but you can change them.

Fields

Status

Enter a [status code](#).

Alternatively, use the prompt facility to select from the Select [Status Code](#) pop-up.

When you are adding a new [job](#), [sub-job](#) or [task](#), it defaults to status 1 (New).

Description

Enter up to thirty characters of text to describe the [job](#).

Customer (Detail)

Enter the customer. You can change this until you record transactions against this [job detail](#). This can be different from the customer entered on the [job](#) header.

Untitled

Enter the [delivery address](#). You can associate multiple site addresses with the main customer held against the [job](#).

Estimated Start Date

Enter or select the estimated start date of the quoted [job](#). If you want to calculate estimated hours automatically, and you enter labour transaction for this detail or a lower level and change the start date, the software automatically re-calculates the estimated hours when you update.

Estimated Hours

If you calculate estimated hours automatically, you cannot maintain this field.

If you enter estimated hours manually, enter the estimated workload, in hours, for this [job](#).

Estimated End Date

Enter or select the estimated end date of the quoted [job](#) (where applicable).

Actual Start Date

This field is not used for [quotations](#), but you can enter or select a [job](#) start date before converting the [quotation](#) into a [job](#).

Actual End Date

This field is not used for [quotations](#), but you can enter or select a [job](#) end date before converting the [quotation](#) into a [job](#).

Chase Date

Enter or select the date to use as a prompt to contact the customer or as a reminder to the project [manager](#).

Grant Confirmed

Enter the value of any grants applied for and confirmed.

Grant Anticipated

Enter the value of any grants applied for but unconfirmed.

Selling Price

Enter the estimated selling price or [quotation](#) that you received for this [job](#).

Cost List

Enter the [cost](#) list you want to use for labour [costs](#).

Alternatively, use the prompt facility to select from the Select [Cost](#) List pop-up.

Price List

Enter the price list you want to use for labour pricing.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

Price Type

Select one of the following for the [price type](#) for this particular [job](#), [sub-job](#) or [task](#):

[Fixed Price](#) (0)

Non Chargeable (1)

[Time and Materials](#) (2)

Income Currency

Enter a valid currency for invoicing this [quotation](#). This defaults to the base currency.

You can use the prompt facility on this field to select from the Select Currency pop-up.

Charge Time

Select one of the following to specify whether you charge for time:

Do not charge time (0)

You can allocate [timesheets](#) against the [job](#) level, but you do not invoice the customer for the time allocated.

Charge time (1)

You cannot use this setting if the [price type](#) is fixed or [non-chargeable](#)

Charge time after review (2) - To make the decision whether or not to charge when you review this transaction using the Chargeable Transaction Review [task](#)

Charge Material

Select one of the following to specify whether you charge for materials:

Do not charge materials (0)

You can allocate materials against the [job](#) level, but you do not invoice the customer for the materials allocated

Charge materials (1)

You cannot use this setting if the [price type](#) is fixed or [non-chargeable](#).

Charge materials after review (2) - To make the decision whether or not to charge when you review this transaction using the Chargeable Transaction Review [task](#)

Note: You must set one of these fields to Charge Time/Materials or Charge Time/Materials after Review if this [quotation](#) is a [time and materials job](#).

Region

Enter the [region](#) code.

Alternatively, use the prompt facility to select from the Select [Region](#) pop-up.

Division

Enter the [division](#) of the company providing the service.

Alternatively, use the prompt facility to select from the Select [Division](#) pop-up.

Location

Enter the [location](#) for the company providing the service.

Alternatively, use the prompt facility to select from the Select [Location](#) pop-up.

Profit Centre

Enter the [profit centre](#).

Alternatively, use the prompt facility to select from the Select [Profit Centre](#) pop-up.

Project Manager

Enter the project [manager](#).

Alternatively, use the prompt facility to select from the Select [Manager](#) pop-up.

Account Manager

Alternatively, use the prompt facility to select from the Select [Manager](#) pop-up.

Enter the account [manager](#).

Retention Code

Enter a retention type code. This field is a memo field only.

Alternatively, use the prompt facility to select from the Select Retention Code pop-up.

Review

Use this checkbox as follows:

Unchecked - Not to review the invoices for this [job](#) before printing

Checked - To review the invoices for this [job](#) before printing

Press Enter to display the [Quotation](#) Build Work with Details window. For more details, refer to the Work with Quotes section of this product guide.

Close Quote [2/JCG]

Use this [task](#) to close a [quotation](#).

When you close a quote, the software automatically closes all [sub-jobs](#), and [tasks](#) for the header.

Note: Before you can use this [task](#), you must set up the reason codes, using the Close Reason Codes [task](#).

Quotation Close Selection Window

To display this window, select the Close Quote [task](#).

Use this window to select the quote you want to close.

Fields

Quote

Enter the [quotation](#) you want to close.

Alternatively, use the prompt facility to select from the Select Quote Header pop-up.

Revision

Enter the revision level you want to close.

Alternatively, use the prompt facility to select from the Select Revision Level pop-up.

Press Enter to display the [Quotation](#) Close window.

Quotation Close Window

To display this window, enter or select a quote and revision level and then press Enter on the [Quotation](#) Close Selection window.

Use this window to enter the reason why you want to close a [quotation](#).

Fields

Reason Code

Select the code to indicate the reason for closing the [quotation](#).

Alternatively, use the prompt facility to select from the Select [Quotation](#) Close Reason Code pop-up.

Generate Job

Use this checkbox as follows:

Unchecked - Not to create a [job](#) from this [quotation](#)

Checked - To create a [job](#) form this [quotation](#)

If you **check** this field, when you press Enter, the Generate [Job](#) Options pop-up is displayed. Press Enter to close the [quotation](#).

Generate Job Options Pop-up

To display this pop-up, check the Generate [Job](#) field and then press Enter on the [Quotation](#) Close window.

Fields

Job

Enter the name for the new [job](#). This defaults to the [quotation](#) name.

Budget Level

Select the level at which the [costs](#) entered for the [quotation](#) are converted to [budgets](#) for the [job](#):

No [Budget](#) (0) - Not to create [budget](#) details

[Job](#) Level (1) - To create a [budget](#) record only at [job](#) level

[Sub-job](#) Level (2) - To create [budget](#) records for the [job](#) and any [sub-jobs](#)

[Task](#) Level (3) - To create [budget](#) records for [jobs](#), [sub-jobs](#) and [tasks](#)

Expense Level (4) - To create [budget](#) records for [jobs](#), [sub-jobs](#), [tasks](#) and expenses

Parts List

Note: This field is only displayed if you use SOP.

Select one of the following:

Delete (0) - To cancel all sales orders created for this [quotation](#)

Create (1) - To keep the sales orders created for the [quotation](#) with the new [job](#)

If you entered a [parts list](#) or Production transactions on the [quotation](#), the Generate [Job](#) Override Order Due Dates window is displayed.

Default Transfer Method

Enter or select the default [transfer method](#), 0 to 8, for the [job detail](#).

Cost to Complete Code

If you use [cost](#) to complete, enter the code.

Alternatively, use the prompt facility to select from the Select [Cost](#) to Complete Code pop-up.

You set up the codes as parameters using the [Cost](#) to Complete Codes [task](#).

If you leave this field blank, the [cost](#) to complete processing does not include this [job](#).

If you want to include the [job](#) in [cost](#) to complete calculations, you must also set the three [Cost](#) to Complete Methodology fields. If you do not [budget](#) at [expense type](#) level, you cannot use the [cost](#) to complete function at [expense type](#) level.

Maintain Labour Budget from Estimated Hours

Use this checkbox as follows:

Unchecked - To maintain the labour [budget](#) for this [job](#) manually

Checked - To maintain the labour [budget](#) for this [job](#) automatically, using a calculated value of estimated hours

Labour Cost to Complete Methodology

Only use this field if you use [cost](#) to complete.

Enter the default method used to calculate the [cost](#) to complete:

- 1 - Finish [budget](#) on time
- 2 - Continue at same level of efficiency
- 3 - Complete at standard rate
- 4 - Input degree of inefficiency to apply to rest of [job](#)
- 5 - Input degree of efficiency
- 6 - Key in hours to complete

Alternatively, use the prompt facility to select from the Select Labour Methodology pop-up.

Note: For more details on the [cost](#) to complete methodology methods, refer to the [Cost](#) to Complete Maintenance section in the [Cost](#) to Complete chapter of this product guide.

Materials Cost to Complete Methodology

Only use this field if you use [cost](#) to complete.

Enter the default method used to calculate the [cost](#) to complete:

- 1 - Based on commitments
- 2 - Based on original estimate
- 3 - Key in revised estimate

Alternatively, use the prompt facility to select from the Select Material Methodology pop-up.

Other Direct Cost to Complete Methodology

Only use this field if you use [cost](#) to complete.

Enter the default method used to calculate the [cost](#) to complete:

- 1 - Based on commitments
- 2 - Based on original estimate
- 3 - Key in revised estimate

Alternatively, use the prompt facility to select from the Select Other Direct Methodology pop-up.

Select **Generate (F8)** to generate the [job](#).

If the [quotation](#) has a [parts list](#) or production transactions, and you select Create in the [Parts List](#) field, the Generate [Job](#) - Override Order Due Dates window is displayed.

If not, the [quotation](#) is closed and you leave the [task](#).

The software generates the [job](#) in the following ways:

- It copies the job header and then the job details.
- It creates budget records at the requested level, using the budget type specified in the Job Management company profile.
- If required, it creates a parts list and releases the related sales order.
- If parts lists are not required, it cancels all orders for the quotation.
- It copies production transactions from the quotation to the job.
- If you want a parts list, production transactions also generate sales order lines on new or existing parts lists.
- It consolidates production expenses and budgets with Inventory expenses and budgets.

Generate Job Override Order Due Dates Window

To display this window, select a quote with a [parts list](#) or production transactions, select Create in the [Parts List](#) field and then select **Generate (F8)** on the Generate [Job](#) Options window.

Use this window to enter the due date for each [job](#), [sub-job](#) and [task](#). For each [job](#), [sub-job](#) and [task](#), this window displays the current due date, the description, the order number and the number of manufactured items. The number of manufactured items is the number of sales order lines created for these items. These become production orders.

Fields

Due Date

Enter or select the due date of each [job](#), [sub-job](#) or [task](#).

Press Enter to create the sales orders.

Work with Quotes [3/JCG]

Use this [task](#) to maintain an existing [quotation](#).

You can use two [tasks](#) to maintain an existing [quotation](#), Build Quote and Work with Quotes.

You can use a number of copy facilities to create the basic details of the [quotation](#):

- Copy a closed quotation to a live job

- Copy a sub-job or task to another sub-job or task within a quotation
- Copy an existing quotation to a new quotation
- Copy a job to a quotation

Work with Quotations Window

To display this window, select the Work with Quotes [task](#).

This window lists all the existing quotes, which you can edit or copy.

Fields

Opt

Select one of the following if you are making an entry in the [Job](#) field:

Change

Copy

Display

Job

If you are using the Opt field, enter a [job](#) in this field.

Option

Select one of the following against an existing quote:

Change (2) - To maintain the [quotation](#) details

The [Quotation](#) Build Work with Details window is displayed. You cannot maintain [quotations](#) which you have closed.

Copy (3) - To copy the [quotation](#) details to a new or existing [quotation](#)

The Copy [Quotation](#) pop-up is displayed. This leaves any existing [quotation](#) detail data unchanged, but adds to it any transactions within the From [quotation](#) detail.

Display (5) - To display the details for an existing [quotation](#)

The [Quotation](#) Enquiry Details window is displayed.

Functions

Add (F6)

Use this to add a new [quotation](#). The [Quotation](#) Build window is displayed.

All Revisions (F9)

Use this to change or copy all revisions. Select the required option in the Option field and then select this.

Position (F17)

Use this to move the cursor to a specified [quotation](#).

Select Change in the Option field against a [quotation](#) and then press Enter to display the [Quotation Build Work with Details](#) window.

Quotation Build Work with Details Window

To display this window, select a quote with Change and then press Enter on the Work with [Quotations](#) window.

This window lists all the [job details](#). The first row in this list always shows the [quotation](#) header. For each [job detail](#), the description, total [cost](#), price and margin are displayed.

Fields

Option

Select one of the following:

Change (2) - To change the [quotation](#) details for any [job](#), [sub-job](#) or [task](#)

The Quote Details Maintenance window is displayed. For details of this window, refer to the Build Quote section of this product guide.

Copy (3) - To copy [sub-job](#) and [task](#) details to other [sub-jobs](#) and [tasks](#) within the same [quotation](#)

You cannot copy any header information to other [sub-job](#) and [tasks](#). You can only copy [sub-jobs](#) to other [sub-jobs](#), but you can copy [tasks](#) to other [task](#) numbers and [sub-job details](#). The Copy [Quotation](#) Details pop-up is displayed.

Delete (4) - To delete any [sub-job](#) and associated [tasks](#) for a [quotation](#)

If you delete a [sub-job](#), this deletes that [sub-job](#) and any associated [tasks](#). If you delete a [task](#), this only deletes the [task](#). This is not available for the [quotation](#) header.

Recalculate (5) - If you have set the automatic calculation (**Autocalc (F7)**) to off, use this to recalculate a line.

Text (6) - To enter free-format text against each [quotation](#) detail

You can amend this text subsequently. When you copy [sub-jobs](#) and [tasks](#), this text is not copied.

Expenses (7) - To maintain any expenses for a [job](#), [sub-job](#) or [task](#)

The Work with Expenses window is displayed.

Price Override (8) - To override the rolled up price or margin for any [quotation](#), [sub-job](#) and [task](#)

[Parts List](#) (9) - To maintain the [parts list](#)

This displays the standard [order entry](#) window. You can only use this option if [Sales Order Processing](#) is active and the [quotation job type](#) includes the Inventory [expense type](#) (for

example, INV). This also interfaces to [Advanced Order Entry](#), where you can maintain a sales order against the [job](#), [sub-job](#) and [task](#). For the [quotations](#), the sales order is suspended. You use [parts lists](#) to capture the [cost](#) of Inventory items for a [job detail](#). You can only associate one sales order to each [job](#) or [quotation](#) detail.

For more information on building a [parts list](#), refer to the Inventory Management, [Sales Order Processing](#) and [Advanced Order Entry](#) product guides.

Functions

Add (F6)

Use this to add [sub-jobs](#) and [tasks](#) to the [quotation](#) header. Enter the number of the new [sub-job](#) or [task](#) in the displayed window. Then press Enter to display the Quote Details Maintenance window. The [quotation](#) details for the new [sub-jobs](#) and [tasks](#) default to the [quotation](#) details of the header level. You can maintain the details. You can have a different [price type](#) for each [quotation](#) detail.

Autocalc (F7)

Use this to switch the interactive [cost](#) update on or off. The status of auto-calculation is shown in the top right of the window.

Note: *If Autocalc is off, any values that would be different if Autocalc were on are displayed in reverse image.*

Cost Recalc (F9)

Use this to re-calculate the total [costs](#) for the entire [quotation](#). This rolls up the values up from lowest [task](#) level.

Header (F10)

Use this to maintain the header on the Quote Header Maintenance window. For more details on this window, refer to the Build Quote section of this product guide.

Position List (F17)

Use this to position the cursor at the [job detail](#) that is the closest match of the data entered.

Select a [job detail](#) with Copy in the Option field and then press Enter to display the Copy [Quotation](#) Details window.

Copy Quotation Details Pop-up

To display this pop-up, select a [job detail](#) with Copy in the Option field and then press Enter on the [Quotation](#) Build Work with Details window.

Use this pop-up to enter the details you want to copy. When you copy a [sub-job](#) or [task](#), it copies it to an existing [quotation](#) detail. It leaves any existing detail data unchanged, but adds to this the transactions details from within the From detail. This does not copy external text, as it only holds [job details](#) for printing on pick notes.

Note: *Copying re-prices any [parts list](#) according to the details of the new customer.*

Fields

From Sub-job/Task

This field displays the specified source [sub-job](#) or [task](#).

To Sub-job/Task

Enter the target [sub-job](#) or [task](#).

Customer

Enter the customer for the new [quotation](#) detail. The address defaults to 000, the [delivery address](#). Leave this field blank to use the customer in the source details.

Note: *If the new customer has a different stockroom, any linked parts lists are not copied. Otherwise, parts lists are copied.*

Note: *If you entered override addresses, these are not copied.*

Copy Transactions

Use this checkbox as follows:

Unchecked - To copy only the structure (the [cost](#), price and total columns are set to zero)

Checked - To copy all transactions, including [expense types](#) and values for any references behind those expenses

Copy Tasks

This field is not displayed if you selected a [task](#) for copying.

Use this checkbox as follows:

Unchecked - Not to copy [tasks](#)

Checked - To copy [tasks](#), if you are copying [sub-job](#) to [sub-job](#)

Select **Copy (F8)** to proceed with the copy. The [Quotation](#) Build Work with Details window is displayed.

Quotation Build Work with Expenses Window

To display this window, select a [quotation](#) detail with Expenses in the Option field on the [Quotation](#) Build Work with Details window.

Use this window to enter the details for an [expense type](#). You use these to build [costs](#) for the [quotation](#). You can assign expenses to all, some or none of the [quotation](#) details. You can add your [expense types](#), and therefore quoted [costs](#), at the lowest level. This leaves the header level for aggregating the [costs](#) and prices.

This window lists a summary by expense code of all transactions entered. If the [expense type](#) is the Inventory [expense type](#), defined in the company profile, these [costs](#) are calculated from a [parts list](#).

Options

Delete

Use this to delete a line and all references of that expense within a [job detail](#).

You only delete the references for the chosen expense of the [job detail](#).

Global Mark Up

Use this to uplift all transactions for a particular [expense type](#).

Enter the percentage uplift in the displayed window. When you apply a global mark-up to the expense associated with Inventory, the software processes all of the lines for the associated [parts list](#). It changes the price of each line to a [fixed price](#) equal to the Inventory [cost](#) plus the mark-up percentage.

Transactions

Use this to enter a number of transactions for an [expense type](#).

The [Quotation](#) Build Work with Transactions window is displayed.

Functions**Add (F6)**

Use this to add an [expense type](#). Select the [expense type](#) required. The pop-up displayed depends upon the [expense type](#). You cannot add the [expense type](#) associated with inventory. You must use select [Parts List](#) on the [Quotation](#) Build Work with Details window.

Autocalc (F7)

Use this to switch the interactive [cost](#) update on or off. The status of auto-calculation is shown in the top right of the window.

***Note:** If Autocalc is off, any values that would be different if Autocalc were on are displayed in reverse image.*

Cost Recalc (F9)

Use this to re-calculate the total [costs](#) for the entire [quotation](#). This rolls up the values up from lowest [task](#) level.

Position List (F17)

Use this to position the cursor at the [expense type](#) that is the closest match of the data entered.

Select an [expense type](#) with Transactions and then press Enter to display the [Quotation](#) Build Work with Transactions window.

Quotation Build Work with Transactions Window

To display this window, select an [expense type](#) with Transactions on the [Quotation](#) Build Work with Expenses window.

Use this window to maintain the transactions for an [expense type](#). The details displayed depend upon the [expense type](#) selected. You can enter a number of transactions against each [expense type](#). Each transaction has a reference number.

Options

Change

Use this to amend the transaction.

The transaction window displayed (labour, direct or production) depends on the [expense type](#) of the [job detail](#). If the [expense type](#) is Inventory, the Order Amendment window is displayed. For more information on this window, refer to the [Sales Order Processing](#) or [Advanced Order Entry](#) product guide.

Delete

Use this to delete the transaction.

Functions

Add (F6)

Use this to add a transaction. The transaction pop-up displayed (labour, direct or production) depends on the [expense type](#) of the [job detail](#).

Autocalc (F7)

Use this to switch the interactive [cost](#) update on or off. The status of auto-calculation is shown in the top right of the window.

Note: *If Autocalc is off, any values that would be different if Autocalc were on are displayed in reverse image.*

Chg Mark Up (F10)

Use this to change the mark up percentage for all items at this detail level. Enter the new percentage mark up in the displayed window.

Position List (F17)

Use this to position the cursor at the transaction that is the closest match of the data entered.

Maintain Item (F18)

This is not available for all transactions. Use this to maintain an item in Inventory Management. For more information, refer to the Inventory Management product guide.

Copy Item (F19)

This is not available for all transactions. Use this to copy an item in Inventory Management. For more information, refer to the Inventory Management product guide.

Maintain Route (F20)

Use this option to maintain the route and structure for the item. For more information, refer to the Production Definition Management product guide.

Either select a transaction with Change or select **Add (F6)** to display the relevant Add/Amend Transactions window.

Add/Amend Labour Transactions Pop-up

To display this pop-up, select **Add (F6)** on the [Quotation](#) Build Work with Expenses window or the [Quotation](#) Build Work with Transactions window and then select a labour [expense type](#).

Use this pop-up to enter the details for labour transactions. This pop-up displays a system-generated reference number for the transaction.

Fields

Grade

Select an existing grade.

Alternatively, use the prompt facility to select from the Select [Employee Grade](#) pop-up.

Hours

Enter the number of hours quoted for the grade.

Narrative

Enter free-format text to describe the transaction.

Mark Up

Enter the percentage mark-up to apply to the labour [cost](#).

Fixed Price

Enter one of the following:

0 - If you do want any global mark ups to apply to this [cost](#)

1 - To protect the transaction from any global mark-up at [expense type](#) level

Press Enter to save the details. The window is re-displayed with the next reference number. Either enter another transaction or select **Previous (F12)** to display the [Quotation](#) Build Work with Transactions window.

Add/Amend Direct Transactions Pop-up

To display this pop-up, select **Add (F6)** on the [Quotation](#) Build Work with Expenses window or the [Quotation](#) Build Work with Transactions window and then select a direct [expense type](#).

Use this pop-up to enter the details for direct transactions. This pop-up displays a system-generated reference number for the transaction.

Fields

External Ref

Enter a unique free-format reference.

Narrative

Enter a description using free-format text.

Quantity

Enter the quantity.

Note: You must enter a quantity if you are overriding a labour transaction and you indicated on the header that you want the software to calculate estimated hours.

Unit Cost

Enter a unit [cost](#).

Total Cost

Enter the total [cost](#). Leave this field blank if you want the software to calculate this as the quantity x unit [cost](#).

Unit Price

Enter a unit price.

Total Price

Enter the total price. Leave this field blank if you want the software to calculate this as the quantity x unit price.

Mark Up

Enter the percentage mark-up to apply to the [cost](#). This overrides any price entered.

Fixed Price

Enter one of the following:

0 - If you do want any global mark ups to apply to this [cost](#)

1 - To protect the transaction from any global mark-up at [expense type](#) level

Press Enter to save the details. The window is re-displayed with the next reference number. Either enter another transaction or select **Previous (F12)** to display the [Quotation](#) Build Work with Transactions window.

Add/Amend Production Transactions Pop-up

To display this pop-up, select **Add (F6)** on the [Quotation](#) Build Work with Expenses window or the [Quotation](#) Build Work with Transactions window and then select a material [expense type](#).

Use this pop-up to enter the details for production transactions. This pop-up displays a system-generated reference number for the transaction.

Fields

Item Number

Enter the item number for the transaction.

Route

Enter the route.

Cost Set

Enter the [cost](#) set.

Narrative

Enter a description, using free-format text.

Quantity

Enter the quantity.

Unit Price

Enter a unit price.

Note: *If you enter a unit price, a total price or mark-up, the software calculates the price.*

Total Price

Enter the total price manually. Leave this field blank if you want the software to calculate this as the quantity x unit price.

Mark Up

Enter the percentage mark-up to apply to the [cost](#).

Fixed Price

Use this checkbox as follows:

Unchecked - If you do want any global mark ups to apply to this [cost](#)

Checked - To protect the transaction from any global mark-up at [expense type](#) level

Functions

Maintain Item (F18)

This is not available for all transactions. Use this to maintain an item in Inventory Management. For more information, refer to the Inventory Management product guide.

Maintain Route (F20)

Use this option to maintain the route and structure for the item. For more information, refer to the Production Definition Management product guide.

Cost Simulation (F21)

If you use advanced Production, use this to maintain the [cost](#) simulation. For more information, refer to the Production Definition Management product guide.

Cost Element Enquiry (F22)

Use this to display the Single Level [Cost](#) Enquiry. For more information, refer to the Production Definition Management product guide.

Press Enter to save the details. The window is re-displayed with the next reference number. Either enter another transaction or select **Previous (F12)** to display the [Quotation](#) Build Work with Transactions window.

Price Override Pop-up

To display this pop-up, select a [quotation](#) detail with Price Override in the Option field on the [Quotation](#) Build Work with Details window.

Use this pop-up to enter the override details for the selected [job](#), [sub-job](#) or [task](#). This pop-up displays the total [cost](#) as a rolled up value. The price or margin is highlighted to show that an override exists at this level.

Fields

Margin/Price Override

Select one of the following:

Margin (M) - To enter a percentage margin

Price (P) - To enter a selling price

Note: If you override the existing value, affected values are highlighted. To undo the override, re-display this window and then select **Delete Override (F11)**.

Margin

Enter the percentage margin required. You must set the Margin/Price Override field to **Margin**.

Selling Price

Enter the required selling price. You must set the Margin/Price Override field to **Price**.

Select **Update (F8)** to update the data and return to the [Quotation](#) Build Work with Details window.

Copy Job to Quote [4/JCG]

This [task](#) is described in the Maintenance chapter of this product guide.

Close Reason Codes [11/JCG]

Use this [task](#) to set up the close reason codes.

When you close a [quotation](#), you must enter a reason for closure. For example, you can set up codes for lost on price, won on completion date and so on.

Note: You cannot set up a blank code and you must enter a reason when you close a [quotation](#).

Quotation Close Reason Codes Selection Window

To display this window, select the Close Reason Codes [task](#).

Use this window to specify a close reason code to add or maintain.

Fields

Reason Code

Enter a two-character reason code.

Alternatively, use the prompt facility to select from the Select [Quotation](#) Close Reason Code pop-up.

Select a reason code or enter a reason code and then press Enter to display the Quotation Close Reason Codes window.

Quotation Close Reason Codes Window

To display this window, select a reason code or enter a reason code and then press Enter on the [Quotation](#) Close Reason Codes Selection window.

Use this window to define the specified close reason code.

Fields

Description

Enter or amend a description for the reason.

Press Enter to save the details and then select **Exit (F3)** to leave the [task](#).

Report by Quotation [21/JCG]

Use this [task](#) to print the [quotation](#) details.

You can print the details for a range or quotes, revisions, [sub-jobs](#) and [tasks](#). You can also specify whether the [costs](#), prices, mark ups, all levels, text and transactions are printed.

Quotation Print Window

To display this window, select the Report by [Quotation task](#).

Use this [task](#) to select the range of [quotations](#) and details you want to print.

Fields

From/To

Quote

Enter the range of [quotations](#).

Alternatively, use the prompt facility to select from the Select Quote Header pop-up.

Revision

Enter the range of revisions.

Alternatively, use the prompt facility to select from the Select Revision Level pop-up.

Sub-job

Enter the range of [sub-jobs](#).

Task

Enter the range of [tasks](#).

Print

Print Costs

Use this checkbox as follows:

Unchecked - Not to print [costs](#)

Checked - To print [costs](#)

Prices

Use this checkbox as follows:

Unchecked - Not to print prices

Checked - To print prices

Mark Ups

Use this checkbox as follows:

Unchecked - Not to print mark-ups

Checked - To print mark-ups

All Levels

Use this checkbox as follows:

Unchecked - To print the top level only

Checked - To print all levels

Text

Use this checkbox as follows:

Unchecked - Not to print text

Checked - To print text

Transactions

Select one of the following:

No (0) - Not to print transactions

Summary (1) - To print a summary of the transactions

Transaction (2) - To print all transaction details

When your selection is complete, select **Submit (F8)** to submit a [job](#) to produce the report.

Enquire on Quotation [31/JCG]

Use this [task](#) to display the details for a [quotation](#).

This displays the details you enter using the Build Quote and Work with Quotes [tasks](#). You cannot change any details using this [task](#).

Quotation Enquiry Selection Window

To display this window, select the Enquire on [Quotation task](#).

Use this window to select the [quotation](#) and revision for which you want to display details.

Fields

Quote

Enter the [quotation](#) required.

Alternatively, use the prompt facility to select from the Select Quote Header pop-up.

Revision

Enter the revision required.

Alternatively, use the prompt facility to select from the Select Revision Level pop-up.

Customer

If you do not know the [quotation](#) and revision number, enter the customer and then select the required [quotation](#) and revision from the displayed list.

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

Enter a [quotation](#) and revision and then press Enter. The [Quotation](#) Enquiry Details List window is displayed.

Quotation Enquiry Details List Window

To display this window, enter a [quotation](#) and revision and then press Enter on the [Quotation](#) Enquiry Selection window.

This window lists the [jobs](#) on which you can enquire. For each [job](#), this displays the [sub-job](#) and [task](#) numbers, the description, the total [cost](#), the price and the margin.

Options

Display

Use this to display the [quotation](#) details on the Quote Enquiry Details window.

Text

Use this to display the text entered for a [quotation](#) detail.

Expenses

Use this to display any expenses on the [Quotation](#) Enquiry Expenses window.

Parts

Use this to display any [parts lists](#) on the [Quotation](#) Enquiry [Parts List](#) window.

Functions

Header (F10)

Use this to display the [quotation](#) header details on the Quote Header Enquiry window.

Position List (F17)

Use this to position the cursor at the transaction that is the closest match to the data entered.

Select a [quotation](#) detail with Display to display the Quote Enquiry Details window.

Quote Enquiry Details Window

To display this window, select a [quotation](#) detail with Display on the [Quotation](#) Enquiry List window.

This information displayed on this window includes:

- Quote and revision
- Sub-job or task description
- The job status and type

- Customer name and address
- Estimated and actual start and end dates
- Selling price
- Grant confirmed and anticipated

Select **Previous (F12)** to return to the [Quotation](#) Enquiry Details List window.

Quotation Enquiry Expenses Window

To display this window, select a [quotation](#) detail with Expenses on the [Quotation](#) Enquiry List window. This window lists each [expense type](#) defined for the [quotation](#). For each [expense type](#), the [cost](#), mark-up and price are displayed.

Options

Transactions

Use this to display the transaction details for an [expense type](#).

Functions

Position List (F17)

Use this to position the cursor at the transaction that is the closest match to the data entered.

Select an [expense type](#) with Transactions to display the [Quotation](#) Enquiry Transactions window.

Quotation Enquiry Transactions Window

To display this window, select an [expense type](#) with Transactions on the [Quotation](#) Enquiry Expenses window. This window lists all the transactions for the selected [expense type](#) and displays the total, [cost](#), and price. The actual information displayed for each transaction depends upon the [transaction type](#).

Options

Transaction Detail

Use this to display the transaction details. The window displayed depends upon the type of transaction. For more details on each transaction window, refer to the Work with Quotes section of this product guide.

Functions

Position List (F17)

Use this to position the cursor at the transaction that is the closest match to the data entered.

Select **Previous (F12)** to display the [Quotation](#) Enquiry Expenses window.

Quotation Enquiry Parts List Window

To display this window, select a [quotation](#) detail with Parts on the [Quotation](#) Enquiry Details List window.

This information displayed on this window includes:

- Quote and revision
- Customer
- Sub-job and task
- Order number
- The description, quantity, cost and price of each part

Functions

Position List (F17)

Use this to position the cursor at the transaction that is the closest match to the data entered.

Charges (F18)

Use this to display the charges for this [parts list](#) on the [Quotation](#) Enquiry [Parts List](#) Charges window.

Select **Charges (F18)** to display the [Quotation](#) Enquiry [Parts List](#) Charges window.

Quotation Enquiry Parts List Charges Window

To display this window, select **Charges (F18)** on the [Quotation](#) Enquiry [Parts List](#) window.

The information displayed on this window includes:

- Job, sub-job and task details
- Customer name
- Order number
- For each expense type, the charge code and value are displayed

Select **Exit (F3)** to leave this enquiry.

Quote Header Enquiry Window

To display this window, select **Header (F10)** on the [Quotation](#) Enquiry Details List window.

The information displayed on this window includes:

- Job type and description
- Customer name and address
- Customer order reference

- Industry code
- Penalty clause
- Secondary analysis codes

Select **Exit (F3)** to leave this enquiry.

Job Header [1/JCC]

Use this [task](#) to enter the details for a [job](#) header. You use the [job](#) header to hold top-level information, such as the name of the customer, the [analysis codes](#) and the [job type](#).

You can either set up a [job](#) or convert a [quotation](#) into a [job](#).

You can break down a [job](#) or project into a hierarchy of [sub-jobs](#) and [tasks](#). The top-level [job](#), or main [job](#), can have many [sub-jobs](#) and a [sub-job](#) can have many [tasks](#).

If you want to structure a [job](#) as a single [time and materials](#) entry with a subsequent invoice to a customer, you do not need [sub-jobs](#) and [tasks](#).

Job Header Maintenance Selection Window

To display this window, select the [Job](#) Header [task](#).

Use this window to specify the [job](#).

Fields

Job Number

Enter the new or existing six-character [job](#) number.

Alternatively, use the prompt facility to select from the Select [Job](#) Header pop-up.

Press Enter to display the [Job](#) Header Maintenance window.

Job Header Maintenance Window

To display this window, press Enter on the [Job](#) Header Maintenance Selection window.

Use this window to enter the customer and basic details for the [job](#).

Fields

Job Type

Enter the [job type](#).

Alternatively, use the prompt facility to select from the Select [Job Type](#) pop-up.

The [job type](#) of each [sub-job](#) and [task](#) defaults to the [job type](#) specified here.

You set up the [job types](#) within Parameter Maintenance. If you do not want to have to specify a [job type](#), set up a blank [job type](#).

Description

You must enter text to describe the [job](#).

Customer

Enter an [Accounts Receivable](#) customer.

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

If the customer is part of a hierarchy, it cannot be above level 1. The software warns you if the customer has exceeded the credit limit or if the customer status is Deleted or Suspended, but you can ignore this.

Customer Order

Enter a customer order number. This is the default customer reference on any associated sales order.

Industry Code

Enter an [industry code](#).

Alternatively, use the prompt facility to select from the Select [Industry Code](#) pop-up.

You define the [industry codes](#) within Parameter Maintenance.

Penalty Clause

Enter a penalty clause.

Alternatively, use the prompt facility to select from the Select Penalty Clause pop-up.

You define the penalty clauses within Parameter Maintenance.

Major Contracts

This field is for memo purposes only.

Analysis Codes

Enter up to eight [secondary analysis codes](#).

Alternatively, use the prompt facility to select from the Select [Analysis Code](#) pop-up.

You define these codes within Parameter Maintenance.

Note: You can use these codes to analyse [jobs](#) in various ways, including running a query or using report generator.

Cost to Complete Code

If you want to use [cost](#) to complete, enter the code here.

Alternatively, use the prompt facility to select from the Select [Cost](#) to Complete code pop-up.

You set up these codes as parameters using the [Cost](#) to Complete Codes [task](#).

You can divide the [Cost](#) to Complete Initiation batch [job](#) into more than one batch using the [cost](#) to complete codes.

If you leave this field blank, the [job](#) is not included in [cost](#) to complete processing.

To include the [job](#) in [cost](#) to complete calculations, you must also set the three [Cost](#) to Complete Methodology fields on the [Job Details](#) Maintenance Extras window. If you do not [budget](#) at [expense type](#) level, you cannot use the [cost](#) to complete function at [expense type](#) level.

Maintain Labour Budget from Estimated Hours

Use this checkbox as follows:

Unchecked - To maintain the labour [budget](#) for this [job](#) from hours entered manually

Checked - To maintain the labour [budget](#) for this [job](#) from system-calculated estimates

Press Enter to save the details.

If this is a new [job](#), the [Job Details](#) Maintenance window is displayed. This window is described in the [Job Details](#) section of this product guide.

If this is an existing [job](#), the [Job Details](#) Maintenance Selection window is re-displayed so that you can select another [job](#) header to maintain.

Job Details [2/JCC]

Use this [task](#) to maintain the details for a [job](#) at any level ([job](#), [sub-job](#) or [task](#)).

Because you can maintain individual [job details](#), you can store information unique to certain [sub-jobs](#) within a project. For instance, start and end dates could vary, and project [managers](#) and account [managers](#) may differ from [task](#) to [task](#) within an overall [job](#). You can also attach text to a detail.

Job Details Maintenance Selection Window

To display this window, select the [Job Details](#) [task](#).

Use this window to specify the [job detail](#) you want to maintain. You can enter:

- Job, blank sub-job and blank task, to maintain a job
- Job, sub-job and blank task, to maintain a sub-job
- Job, sub-job and task to maintain a task

Fields**Job Number**

Enter a [job](#) number.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Sub-job

Enter a four-character [sub-job](#) code.

If you are creating a [sub-job](#), the [job](#) number must already exist.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Task

Enter a three-character [task](#) code.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

If you are creating a [task](#), the [job](#) number and [sub-job](#) must already exist.

Press Enter to display the [Job Details](#) Maintenance window.

Job Details Maintenance Window

To display this window, either press Enter on the [Job Details](#) Selection window, or enter the details for a new [job](#) and then press Enter on the [Job](#) Header Maintenance window.

Use this window to enter the basic details for the [job](#). If you are adding a new [sub-job](#) or [task](#) to a [job](#), most of the data defaults to the data recorded at [job](#) level.

Fields**Description**

Enter up to thirty characters to describe the [job](#).

Customer (Detail)

Before you record transactions against this [job detail](#), enter a customer. You can enter a different customer from the one entered on the [job](#) header.

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

If a [parts list](#) exists, you can change the customer in this field until a [Sales Order Processing task](#) has taken place (for example, allocation of stock).

If a linked customer return exists, you cannot change this customer.

Delivery Sequence (Untitled)

Enter the site address for this [job detail](#).

Alternatively, use the prompt facility to select from the Select [Delivery Address](#) pop-up.

Estimated Start Date

Enter or select the estimated start date of the [job](#). This is a memo field only.

Estimated End Date

Enter or select the estimated end date of the [job](#). This is a memo field only.

Actual Start Date

Enter or select the date on which the [job](#) actually started. This is a memo field only.

Actual End Date

Enter or select the date on which the [job](#) actually finishes. This is a memo field only.

Selling Price

Enter the estimated selling price. If you change this value, the Variation Entry Details window is displayed, so you can record the change as a variation.

Estimated Hours

Enter the estimated workload for this [job](#). If you change this value, the Variation Entry Details window is displayed, so you can record the change as a variation.

Grant Confirmed

Enter the value of any grants applied for and confirmed.

Grant Anticipated

Enter the value of any grants applied for but unconfirmed.

Cost List

You must enter the list to use for labour [costs](#).

Alternatively, use the prompt facility to select from the Select [Cost](#) List pop-up.

Chase Date

Enter or select a date to use as a prompt to contact the customer, or as a reminder to the project [manager](#). You can use the internal text function to describe the prompt.

Price List

You must enter the list to use for labour pricing.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

You can only define a price list for time and material [job details](#).

Income Currency

Enter the currency used to invoice this [job](#). This defaults to the base currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Price Type

You must enter the [price type](#) for this particular [job](#), [sub-job](#) or [task](#):

Select one of the following:

[Fixed Price](#) - For a [fixed price job](#) (you cannot use **Budgets (F14)**)

Non Chargeable - For a [non-chargeable job](#)

Time & Material - For a [time and materials job](#)

Note: *Once you have entered this, you cannot change the [price type](#). You must create a new [task](#) within the [sub-job](#).*

Charge Time

Select one of the following to specify whether you charge for time:

Do not charge time (0)

You can allocate [timesheets](#) against the [job](#) level, but you do not invoice the customer for the time allocated.

Charge time (1)

You cannot use this setting if the [price type](#) is fixed or [non-chargeable](#)

Review before Deciding Whether to Charge (2) - To make the decision whether or not to charge when you review this transaction using the Chargeable Transaction Review [task](#)

If you select **Review before Deciding Whether to Charge**, use the [Cost](#) Category/Rate Override window in the Employee Time Sheets [task](#) to enter income.

Charge Material

Select one of the following to specify whether you charge for materials:

Do not charge materials (0)

You can allocate materials against the [job](#) level, but you do not invoice the customer for the materials allocated

Charge materials (1)

You cannot use this setting if the [price type](#) is fixed or [non-chargeable](#).

Review before Deciding Whether to Charge (2) - To make the decision whether or not to charge when you review this transaction using the Chargeable Transaction Review [task](#)

If you select **Review before Deciding Whether to Charge** and this defaults through to an Inventory posting, that posting automatically appears in the Chargeable Transaction Review.

Note: *You must set one of these fields to Charge Time/Materials or Review before Deciding Whether to Charge if this [quotation](#) is a [time and materials job](#).*

Division

You must enter the [division](#) of the company providing the service.

Alternatively, use the prompt facility to select from the Select [Division](#) pop-up.

Location

You must enter the [location](#) of the company providing the service.

Alternatively, use the prompt facility to select from the Select [Location](#) pop-up.

Region

You must enter the [region](#) code.

Alternatively, use the prompt facility to select from the Select [Region](#) pop-up.

Profit Ctr

You must enter the [profit centre](#) to use.

Alternatively, use the prompt facility to select from the Select [Profit Centre](#) pop-up.

Project Mgr

You must enter the person who can review transactions and invoices.

Alternatively, use the prompt facility to select from the Select [Managers](#) pop-up.

Account Mgr

You must enter the account [manager](#).

Alternatively, use the prompt facility to select from the Select [Managers](#) pop-up.

Retn Type

You must enter the retention type. This field is for memo purposes only.

Alternatively, use the prompt facility to select from the Select Retention Code pop-up.

Trnf Method

You must enter or select the [transfer method](#). For details on how each [transfer method](#) works, refer to the following table.

Review

Enter one of the following:

0 - Not to review invoices

1 - To review the invoices for this [job](#) before printing

Status

Enter a status.

Alternatively, use the prompt facility to select from the Select Status pop-up.

When you add a new [job](#), [sub-job](#) or [task](#), this defaults to 1 (New).

User-defined [status codes](#) are open [jobs](#). You can capture [costs](#) and income until you close the [job](#). When you close the [job](#), the status is set to 99, which prevents any further transactions for the [job](#).

Transfer Method	Initial Posting	Transfer To	Transfer Process Req'd	Release Process Req'd	Close Process Req'd
0	P&L	N/A	N/A	N/A	N/A
1	WIP	P&L	Yes	No	No
2	WIP	P&L	Yes	Yes	No
3	WIP	P&L	Yes	Yes	Yes
4	WIP	FA	Yes	No	No
5	WIP	FA	Yes	Yes	No
6	WIP	FA	Yes	Yes	Yes
7	WIP	N/A	N/A	N/A	N/A
8	WIP	P&L/FA	Yes	N/A	Optional

Key:

[WIP](#) - [Work in progress](#); P&L - Profit and loss; FA - [Fixed Assets](#)

Initial Posting - The place in [General Ledger](#) where you want to post [costs](#) when initially posted to the GL

Transferred To - Where [costs](#) are transferred to when released from [WIP](#)

Transfer Process Required - Whether you need to initiate the transfer via a [task](#) or [tasks](#)

Release Process Required - Yes means the transfer process only transfers those [costs](#) defined using the Release [Job task](#). No means the transfer process processes all [costs](#) still in [WIP](#).

Close Process Required - Yes means you can only run the Release [Job](#) procedure for closed [jobs](#). No means you do not need to close the [job](#) first.

Note: To get [costs](#) with a [transfer method](#) of 7 out of [WIP](#) you must change the [transfer method](#).

Functions**Extras (F10)**

Use this to enter [cost](#) to complete and Fixed [Asset](#) details on the [Job Details](#) Maintenance Extras window. This is not available when you are adding a [job detail](#), or the [transfer method](#) is not 4, 5, 6 or 8, or you are not using [cost](#) to complete.

Stage Payments (F13)

Use this to set up [stage payments](#) for any [job](#) level defined as a [fixed price job](#). Use [stage payments](#) to generate invoices automatically when you reach specified stages of the project. The [Stage Payments](#) Maintenance window is displayed. For more details, refer to the [Stage Payments](#) section in the Income Processing chapter of this product guide.

Budgets (F14)

Use this to maintain [budgets](#). The [Budget/Forecast Maintenance Selection](#) window is displayed. For more details, refer to the [Budgets](#) section of this product guide.

Parts (F15)

Use this to create an SOP order. The software creates the order header automatically, based on the customer details in SOP or AOE. For more details on the window displayed, refer to the Order Amend section of the [Sales Order Processing](#) or [Advanced Order Entry](#) product guide.

When you have entered the [parts list](#), the new order number is displayed. You can also choose the invoicing method. If you select [job](#) invoicing, invoiced [costs](#) are also posted within [Job](#) Management. If you select SOP invoicing, [costs](#) are not posted within [Job](#) Management. Only use the second option if you sell supplies with a machine and if you **check** the Post Cust Issues field in the company profile. For more details, refer to the Inventory Processing chapter of this product guide.

Returns (F16)

Use this to generate [customer returns](#) and receive against them via [Job](#) Management. The software uses the return number for each return against the [parts list](#) sales order. If the RTN [process code](#) is active, when you generate a customer return, the [job detail](#) status changes to that associated with the RTN code. If the RCV [process code](#) is active, when you make a customer receipt against the return, the [job detail](#) status changes to that associated with the RCV code.

Override Address (F17)

Use this to enter an override address for the delivery and invoice addresses of the customer specified on the [job detail](#). If the [job detail](#) has a [parts list](#), [Sales Order Processing](#) is also updated with any new address. The Invoice/[Delivery Address](#) Maintenance window is displayed.

Activities (F18)

Use this to enter activities for this [job detail](#). The [Job Detail Activity](#) Maintenance window is displayed. For more details, refer to the [Job Detail](#) Activities section of this product guide.

Maintain Costs (F19)

Use this to attach an item to a [job detail](#), detach it from the [job detail](#), or amend the item. If any items already exist, a selection list is displayed. The Production [Cost](#) Maintenance Detail window is displayed.

Customer Contracts (F20)

Use this to link to a contract in Advanced Customer Scheduling. The Link Items to Contracts Selection window is displayed.

Internal Text (F21)

Use this to enter text only visible internally. You can enter multiple lines of text internal to the system throughout the life of the [job](#).

External Text (F22)

Use this to enter text displayed on invoices for this [job](#) number. This defaults to all invoice lines for the appropriate [job detail](#). If you set the Review field to **1**, you can change this text when you review invoices.

Service (F23)

Use this to display the [Service Management](#) Contracts Selection window. You can only use this if the customer is a service customer and already has installed equipment on a service contract.

Press Enter to save and validate any changes. The [Job Details](#) Selection window is re-displayed.

Job Details Maintenance Extras Window

To display this window, either select **Extras (F10)** on the [Job Details](#) Maintenance window or press Enter on a [job detail](#) that has a [transfer method](#) of 4, 5, 6 or 8.

Use this window to enter [cost](#) to complete and Fixed [Asset](#) details for the [job](#).

Note: If you use [transfer method](#) 8, all the Fixed [Asset](#) related fields on this window are optional. Any information you enter is used as defaults in the Invoicing/[Asset](#) Generation [task](#).

Fields

Note: For more details on Labour, Material and Other Direct methods refer to the [Cost](#) to Complete Maintenance section in the [Cost](#) to Complete chapter of this product guide.

Note: The Labour, Material, and Other Direct fields are only displayed if you entered or selected a value in the [Cost](#) to Complete Code field on the [Job](#) Header Maintenance window.

Labour

Select the default method for labour in [cost](#) to complete:

- 1 - Finish [budget](#) on time
- 2 - Continue at same level of efficiency
- 3 - Complete at standard rate
- 4 - Input the degree of inefficiency to apply to rest of [job](#)
- 5 - Input degree of efficiency
- 6 - Key in hours to complete

Alternatively, use the prompt facility to select from the Select Labour Methodology pop-up.

Material

Enter the default method for materials in [cost](#) to complete:

- 1- Based on commitments
- 2 - Based on original estimate

3 - Key in revised estimate

Alternatively, use the prompt facility to select from the Select Material Methodology pop-up.

Other Direct

Enter the default method for other direct [costs](#) in [cost](#) to complete:

1 - Based on commitments

2 - Based on original estimate

3 - Key in revised estimate

Alternatively, use the prompt facility to select from the Select Other Direct Methodology pop-up.

Asset Number

Enter an [asset](#) number to create or amend within [Fixed Assets](#) when you transfer the [cost](#) for this [job detail](#).

Asset Group

Enter an existing [asset group](#).

Alternatively, use the prompt facility to select from the Select [Asset Group](#) pop-up.

FA Reason

You can optionally enter an existing Fixed [Asset](#) reason code to use when you create this [asset](#).

Alternatively, use the prompt facility to select from the Select System Reference Code pop-up.

Depreciation Rate

Enter the depreciation rate. This overrides, for this [job detail](#) and [asset group](#), the default depreciation rate recorded against depreciation methods not equal to 004.

Depreciation Life

Enter the depreciation life. This overrides, for this [job detail](#) and [asset group](#), the default depreciation life recorded against depreciation methods not equal to 004.

Multiple Assets

Use this checkbox as follows:

Unchecked - To capitalise all [costs](#) for a [job detail](#) to one [asset](#)

Checked - To create multiple [assets](#)

Use this for serial-controlled Inventory items only. The [asset](#) name is truncated to 11 characters (left justified), and the software automatically generates sequential numbering for the last 4 characters. No embedded blanks are allowed.

For example:

The [asset](#) number ABCDEFGHIJKLMNO is truncated to ABCDEFGHIJK and the numbers created are ABCDEFGHIJK0001 and ABCDEFGHIJK0002

If the [asset](#) number is ABCD, the resulting numbers are ABCD0001 and ABCD0002

Note: At the time of [capitalisation](#), the software does not capitalise any non-serial-controlled Inventory item [costs](#); it writes them to the [General Ledger](#) write-off account (as specified in the company profile).

Note: If you change the [transfer method](#) from 4, 5 or 6 to a value other than 4, 5 or 6, the fixed [asset](#) data is cleared for the [job detail](#).

Press Enter to save the details and return to the [Job Details](#) Maintenance window.

Production Cost Maintenance Detail Window

To display this window, select **Maintain Costs (F19)** on the [Job Details](#) Maintenance window.

Use this window to attach an item to a [job detail](#) and enter production [costing](#) details for the item.

Fields

Item

Enter the item.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Route

Enter the route.

Cost Set

Enter the [cost](#) set.

Quantity

Enter the quantity. This is a memo field.

Attached Cost

This field displays any existing [Job](#) Management [costs](#). To add [costs](#) for the first time, press Enter to automatically transfer all [costs](#) from the current [cost](#) set shown to the attached [costs](#).

Mark Up

Enter the percentage mark-up to apply to the attached [costs](#) to give the total unit price. Press Enter to calculate the Total Unit Price.

Total Unit Price

Enter the total unit [cost](#), if you want the software to calculate the mark-up. You must leave the Mark Up field blank.

Function

Refresh With Current Costs (F5)

Use this to specify that the current [costs](#) are the attached [costs](#).

Select **Update (F8)** to save the details. The [Job Details](#) Maintenance window is re-displayed.

Link Items to Contracts Selection Window

To display this window, select **Customer Contracts (F20)** on the [Job Details](#) Maintenance window.

Use this window to link the [job detail](#) and item to an Advanced Customer Scheduling contract. This window lists the items attached to the [task](#). For each item, it displays the description, route, contract and type. The top of the window displays the [job](#), [sub-job](#) and [task](#) number, the description and the customer.

Options

Attach

Use this to select an item to link to an AC contract.

If the contract is a [stage payment](#) contract, you must have defined this [job](#), [sub-job](#) or [task](#) as [fixed price](#). For more details on the windows displayed, refer to the Advanced Customer Scheduling product information.

Detach

Use this to detach an item from an AC contract.

You can only detach a contract if you have not defined any activities or [stage payments](#).

Contract

Use this to maintain the contract attached to an item.

If you have attached a contract to the item, this displays the Advanced Customer Scheduling Contract Header window. If you have not attached a contract to the item, you can create a contract using the standard AC windows. For more details on the windows displayed, refer to the Advanced Customer Scheduling product guide.

Activity/Staged payment

Use this to maintain the [stage payment](#) details for this item.

The [Job Detail Activity](#) Maintenance window is displayed.

Press Enter to save the detail and re-display the [Job Details](#) Maintenance window.

Job Details Activities [3/JCC]

Use this [task](#) to define activities and [stage payments](#) for [job details](#). You can also assign start and completion dates to the activities.

Note: Use the [Activity](#) Codes [task](#) to set up the [activity](#) codes.

[Stage payments](#) are triggered when either of the following happens:

- The payment date arrives
- You complete an activity which is linked to a stage payment

You set up activities and [stage payments](#) for [fixed price jobs](#). You must link [stage payments](#) to activities. Then, when you enter the [activity's](#) completion date the [stage payment](#) is made.

Job Detail Activity Maintenance Selection Window

To display this window, select the [Job Details](#) Activities [task](#).

Use this window to specify the [job detail](#) for which you want to maintain activities. You can enter:

- Job, blank sub-job and blank task, to maintain activities for a job
- Job, sub-job and blank task, to maintain activities for a sub-job
- Job, sub-job and task, to maintain activities for a task

Fields

Job Number

Enter a [job](#) number.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Sub-job

Enter the [sub-job](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Task

Enter the [task](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Select a [job](#), [sub-job](#) or [task](#) or enter the required level of information and then press Enter to display the [Job Details Activity](#) Maintenance window.

Job Detail Activity Maintenance Window

To display this window, select a [job](#), [sub-job](#) or [task](#) or enter the required level of information and then press Enter on the [Job Detail Activity](#) Maintenance Selection window.

Use this window to enter the [activity](#), start date or completion date.

Fields

Start Date

Enter or select the date on which you started the [activity](#).

Completion Date

Enter or select the date on which you completed the [activity](#).

Activity Code

Enter the [activity](#) code. This is optional, as the [activity](#) can be just a start date.

Text

Enter text for the [activity](#). You can enter more text by selecting the **More Text** option.

Options**More Text**

Use this to enter further text for the [activity](#).

Copy Text

Use this to copy existing text from a specified [activity](#).

You must enter the [job detail](#) and then select the [activity](#) from which you want to copy text. If only one exists, it is copied automatically.

Stage Payments

Use this to set up and review [stage payments](#) for this [job detail](#) on the [Stage Payment](#) Linkage window.

You must complete all activities for any one [stage payment](#) before you can produce an invoice for that [stage payment](#).

Delete

Use this to delete an [activity](#).

Functions**Include/Exclude Complete Activities (F9)**

Use this to toggle the display between showing all activities or only the incomplete activities.

Press Enter to save each changed [activity](#). Then select **Exit (F3)** to leave the [task](#).

Stage Payment Linkage Window

To display this window, select an [activity](#) with [Stage Payments](#) on the [Job Detail Activity](#) Maintenance window.

Use this window to link [stage payments](#) to activities. For each [stage payment](#), this window displays the payment number, [activity](#) code, amount, and process date. It also shows whether the payment is already linked to this [activity](#) or any other [activity](#).

Options**Link**

Use this to link this payment to the [activity](#).

Detach

Use this to sever the link between the payment and the [activity](#).

Display Linked Activities

Use this to list all activities linked to this [stage payment](#) on the [Stage Payments](#) Linked Activities window.

Text

Use this to maintain [stage payment](#) text (you can copy in [activity](#) text).

Functions**Include/Exclude Processed Payments (F9)**

Use this to toggle the display between showing all payments or only the outstanding payments.

Press Enter to save each changed payment. Then select **Exit (F3)** to leave the [task](#).

Stage Payments Linked Activities Window

To display this window, select an [activity](#) with using Display Linked Activities on the [Stage Payment](#) Linkage window.

This window displays the details of any activities linked to the [stage payment](#). For each [activity](#), the start and completion dates, [activity](#) code and basic text are displayed.

Options**Text**

Use this to display the extended text.

Select **Exit (F3)** to leave the [task](#).

Budgets [4/JCC]

Use this [task](#) to create a [budget](#) or management [forecast](#) for any year in the [Job](#) Management base currency.

Note: *There is no functional difference between [forecasts](#) and [budgets](#).*

You can attribute multiple [budgets](#) to every [job detail](#). You can also break each [budget](#) down by period. You can set up [budgets](#) or [forecasts](#) for any [job](#) level. The software automatically rolls up [budgets](#) from a lower level through the [job](#) hierarchy. However, you can record a rolled up [budget](#) at a higher level and prevent it being overwritten during the roll up process.

You can create six [budgets](#) within one [budget](#) code:

- Job/blank/blank

- Job/sub-job/blank
- Job/sub-job/task
- Job/blank/blank/expenses
- Job/sub-job/blank/expenses
- Job/sub-job/task/expenses

Budget/Forecast Maintenance Selection Window

To display this window, either select the [Budgets task](#) or select **Budgets (F14)** on the [Job Details Maintenance](#) window.

Use this window to enter the [budget](#) type and [job](#) level for which you want to enter details.

Fields

Budget Code and Type

In the first field, enter a [budget](#) code.

Alternatively, use the prompt facility to select from the Select [Budget](#) Code pop-up.

You define these in Parameter Maintenance.

In the second field, select one of the following:

[Forecast](#) (0) - To create or maintain a [forecast](#)

[Budget](#) (1) - To create or maintain a [budget](#)

Job

Enter the [job](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Sub-job/Task

You can optionally enter a [sub-job](#) and [task](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Expense Type

If you want to [budget](#) down to [expense type](#) level, enter an [expense type](#).

Alternatively, use the prompt facility to select from the Select [Expense Type](#) pop-up.

Start Year

Enter the year from which you want the display to begin.

Press Enter to display the [Budget/Forecast](#) Maintenance Details window.

Budget/Forecast Maintenance Details Window

To display this window, press Enter on the [Budget/Forecast](#) Maintenance Selection window.

Use this window to enter the [budget](#) level for each period. You must enter the values are in the base currency of the [Job](#) Management company.

Note: If you do not need to break down [budgets](#) by period, just enter the total [budgets](#).

Fields

This Level Budget

Enter the [budget](#) for [costs](#) which are only relevant to this [job](#) level.

You can either enter a total value only, or enter a total and a value for each period. The breakdown entered does not have to agree with the total value

Note: A [budget](#) is for a project, not for a year.

Rolled-up Budget

Enter the total [budget](#) for [costs](#) which include [budgets](#) from lower levels of the [job](#).

If you want to [budget](#) at all levels and want the software to automatically roll up through the [job](#) hierarchy, do not enter a [budget](#) here. Rolled up [budgeting](#) works the same as rolled up [cost](#) transactions.

Note: Use Page Up and Page Down to see more periods.

Priority (Pr)

Use this checkbox as follows:

Unchecked - To allow the automatic roll-up

Checked - To prevent the total [budgets](#) entered from being overwritten by the automatic roll-up process

Note: If you change a [budget](#), the Variation Entry Details window is displayed so you can record the reason for the variation.

Select **Update (F8)** to validate and update any changes made to budgets.

Close/Reinstate Job [5/JCC]

Use this [task](#) to close and reinstate [jobs](#). You can close all levels of a [job](#) or just a specified level. This [task](#) produces a report listing all [jobs](#) reinstated or closed, and lists any failed [jobs](#) with reasons for failure.

You might close a [job](#) for two reasons:

- If the job, project or part of one has effectively finished, you can close the job to prevent the posting of transactions to that job number.

- If the job is transfer methods 3 or 6, you must close the job before you can release costs from WIP.

Close/Reinstate Jobs Window

To display this window, select the Close/Reinstate [Job task](#).

Use this window to specify the [job](#) and levels you want to close or reinstate.

Fields

Job/Sub-job/Task

Enter the [job](#) number.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

If you enter a [job](#) or a [sub-job](#), you can close the specified level and all levels below it (that is, all [tasks](#) associated with that [job](#) or [sub-job](#)).

All Levels

Use this checkbox as follows:

Unchecked - To close or reinstate only the [job detail](#) entered

Checked - To close or reinstate the [job detail](#) at the specified level and at all lower levels

Close/Reinstate

Select one of the following:

Close (0) - To close the [job](#)

You cannot close a [job](#) if there is a [standing cost](#) waiting to be reversed, or an outstanding commitment.

Reinstate (1) - To reinstate the levels

The status is set to 1 (New).

Note: You cannot reinstate [job details](#) with a [transfer method](#) of 3 or 6.

Select **Confirm Request (F8)** to submit the [job](#) and produce the report.

Mass Update [6/JCC]

Use this [task](#) to maintain a [job detail](#) at a specified level and make the amendments for all levels below.

You can use this [task](#) to change:

- Customer

- Income currency
- Profit centre
- Region
- Division
- Location
- Project and account manager
- Retention type
- Transfer method
- Status
- Cost and price list
- Methodology for labour, material and other direct expenses
- Asset number and group
- Fixed asset reason code
- Depreciation rate and life

Note: If the [job](#) has a status of 99, it is closed with no further transactions or invoices allowed: You cannot enter a new status of 99, or change the status to any other value.

Job Details Mass Update Window

To display this window, select the Mass Update [task](#).

Use this window to specify the data you want to change.

Fields

Note: Use Page Up and Page Down to display all the data you can change.

Job/Sub-job

Enter the [job](#) or [sub-job](#) you want to change.

Alternatively, use the prompt facility to select from the Select [Job](#) Header pop-up.

If you enter a [job](#), this changes all the [sub-jobs](#) and [tasks](#) for that [job](#). If you enter a [sub-job](#), that [sub-job](#) and all its associated [tasks](#) are affected.

Leave this field blank to update all [job details](#) for the whole company. You must confirm this request.

Reqd?

Use these checkboxes as follows:

Unchecked - If you do not want to change this value

Checked - If you want to change this value

New Value

Enter the value to which you want to change this detail.

Prompt facilities are available on all fields.

Chk Val?

Use these checkboxes as follows:

Unchecked - If you do not want to check the existing value

Checked - If you want to check for a specified existing value

Existing Value

You can optionally enter the existing value. The [job detail](#) is only changed if its existing value equals this entry.

Prompt facilities are available on all fields.

Select **Submit (F8)** to submit the [job](#). An audit report is produced, listing all the details changed.

Cost/Price Lists [7/JCC]

Use this [task](#) to define [cost](#) and price lists.

If you use [cost](#) and price lists, you have a very flexible means of identifying the hourly rates for [costs](#) and income. You can set up an hourly rate for each employee's grade, and a standard rate for each list. The standard rate acts as a default for zero rated grades.

You define a list by its list code, the list type ([cost](#) or price), its currency and its effective date. You can use the same code for different currencies and the same code for the [cost](#) list and the price list.

Cost/Price List Maintenance Selection Window

To display this window, select the [Costs/Price Lists task](#).

Use this window to select the list you want to maintain.

Fields**List Type**

Select one of the following:

[Costs](#) (1) - To define a [cost](#) list

Prices (2) - To define a price list

List Code

Enter a three-character list code.

Alternatively, use the prompt facility to select from the Select [Cost](#) List pop-up or the Select Price List pop-up.

Currency Code

Enter the currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Effective Date

Enter or select the date on which the list becomes effective. This defaults to the system date.

Press Enter to display the [Cost/Price](#) List Maintenance Detail window.

Cost/Price List Maintenance Detail Window

To display this window, enter the selection criteria and then press Enter on the [Cost/Price](#) List Maintenance Selection window.

Use this window to enter the details for the [cost](#) or price list.

***Note:** The description of this window depends upon the type of list selected.*

Fields

Description

Enter a description for the list.

Standard Rate

Enter a standard rate for the list. This is used whenever you have not specified an override in the list on this window. This rate is also used in labour commitment valuation.

Grade

Enter the labour grades allowed within this list.

Alternatively, use the prompt facility to select from the Select [Employee Grade](#) pop-up.

You must have defined these grades using Parameter Maintenance and, for [cost](#) lists, the grade currency must be the same as the list currency.

Hourly Rate

Enter the hourly rate for the grade. This must not be negative.

Options

Delete

Use this to delete a grade.

Press Enter to update the list.

Variations [8/JCC]

[Job](#) Management records variations and provides a complete audit trail of all changes to selling prices, estimated hours and [budgets](#). You can therefore produce a [cost](#) to complete report showing accurate original and variation values.

You can use this [task](#) to enter variations at either [job detail](#) level or [expense type](#) level.

Each variation is numbered; the original is 000, the first variation 001, and so on. Each has a date and records which [budget](#), if any, was affected by the change.

What is a Variation?

Not every change to a price, hours or [budget](#) is a variation.

If you set up a price, hours or [budget](#) at the start of the [job](#) with a value of zero, you change it. This change is not a variation, and the change is recorded on the original 000 record. This is because a starting point of zero is not considered to be a true value.

Any other change is recorded as a variation. The software can tell the difference between an original value of zero (that is the 000 record) and a value which has been set to zero during the course of the [job](#). Therefore, the audit trail does not overlook any variations to zero.

Variation Entry Selection Window

To display this window, select the Variations [task](#).

Use this window to select the [job detail](#) and [budget](#) for which you want to enter variations.

Fields

Job/Sub-job/Task

Enter the [job detail](#) to which the variation is to apply.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Current Budget Code

If this variation is to apply to a [budget](#), enter that [budget](#) here.

Alternatively, use the prompt facility to select from the Select [Budget](#) Code pop-up.

Press Enter to display the Variation Entry List window.

Variation Entry List Window

To display this window, enter the selection criteria and then press Enter on the Variation Entry Selection window.

Use this window to select the variation you want to maintain. This displays the original and current value for the [budget](#), estimated hours and the selling price. The [budget](#) is the [budget](#) entered on the

Variation Entry Selection window. The estimated hours and selling price are the values for this level of the [job detail](#).

The existing variations are listed in reverse variation number order. For each variation, as well as the [budget](#), estimated hours and selling price, the date, reference, reason and User ID, is displayed. TEXT is displayed beside the User ID if there is any text for the variation.

Options

Text

Use this against a variation to display or enter text.

Functions

Add Variation (F6)

Use this to add a new variation on the Variation Entry Details window.

By Expense Type (F9)

Use this to enter a variation for an [expense type](#). The Variation Entry [Expense Types](#) window is displayed.

Select **Add Variation (F6)** to display the Variation Entry Details window.

Variation Entry Details Window

To display this window, select **Add Variation (F6)** on the Variation Entry List window.

Note: This window is displayed automatically when you change a [budget](#) at [job detail](#) or [expense type](#) level within [Budget Maintenance](#), or change selling prices or estimated hours within [Job Detail Maintenance](#).

Use this window to enter the new details for the [budget](#), estimated hours or selling price. The current value is displayed for the [budget](#), estimated hours and selling price.

Note: The exact fields displayed depend on the kind of variation you are entering.

Fields

Budget Code

Enter the [budget](#) for which you want to maintain variations.

Alternatively, use the prompt facility to select from the Select [Budget](#) Code pop-up.

This defaults to the [budget](#) entered on the Variation Entry Selection window or on the [Budget/Forecast](#) Maintenance Selection window.

New Value

Enter the new value for the [budget](#), hours or price. You cannot enter a percentage change if you enter a new value.

Percentage Change

Enter a percentage change for the [budget](#), hours or price. If you do so, you must leave the New Value field blank; as the software calculates the new value.

Update Budget Code

Enter the [budget](#) to update with the variation.

Alternatively, use the prompt facility to select from the Select [Budget](#) Code pop-up.

This field is only displayed if you are entering [budget](#) variations, or if you are entering estimated hours' variations and your [job](#) is set up as maintaining labour [budgets](#) from estimated hours.

Date

Enter or select the variation date. This defaults to the system date.

Reference

Enter a variation reference.

Reason

You must enter a reason code for every variation.

Alternatively, use the prompt facility to select from the Select Variation Reason pop-up.

Functions

Maintain Period Budgets (F16)

You can only use this if you have changed the [budget](#) value. Use this to maintain the [budget](#). The [Budget/Forecast](#) Maintenance Details window is displayed. For more information, refer to the [Budgets](#) section of this product guide.

Press Enter to save the details and display the Variation Entry List window.

Variation Entry Expense Types Window

To display this window, select **By Expense Type (F9)** on the Variation Entry List window.

Use this window to select the [expense type](#) for which you want to maintain a variation. This window displays the original and current value for the [budget](#), estimated hours and selling price. For each [expense type](#), the original and current [budgets](#) are displayed. If any variations exist for this [expense type](#), the word Variations is displayed alongside the current [budget](#) value.

Options

Select

Use this against an [expense type](#) to display the variations for this [expense type](#) on the Variation Entry [Expense Type](#) Details window.

Select an [expense type](#) to display the Variation Entry [Expense Type](#) Details window.

Variation Entry Expense Type Details Window

To display this window, select an [expense type](#) on the Variation Entry [Expense Type](#) window.

Use this window to select the variation you want to maintain. This displays the original and current value for the [budget](#), estimated hours and the selling price. The [budget](#) is the [budget](#) entered on the Variation Entry Selection window. The estimated hours and selling price are the values for this [expense type](#).

The existing variations are listed in reverse variation number order. For each variation, as well as the [budget](#), estimated hours and selling price, the date, reference, reason and User ID, is displayed. TEXT is displayed beside the User ID if there is any text for the variation.

Options

Text

Use this against a variation to add or amend text.

Functions

Add Variation (F6)

Use this to add a new variation for this [expense type](#). The Variation Entry Details window is displayed.

Press Enter to save the details and display the Variation Entry List window. Then select **Exit (F3)** to leave the [task](#).

Copy Job and Copy Job to Quote [11/JCC, 4/JCG]

Within [Job](#) Management, there are two [tasks](#) you can use to create new [jobs](#), or [quotations](#), by copying existing [jobs](#):

- Copy Job
- Copy Job to Quote

Copy Job

Use this [task](#) to create a new [job](#) with an inherent hierarchy based on an existing [job's](#) hierarchy. This also copies all [sub-jobs](#), and the data from the [job](#) header and [job detail](#). All data on the [job](#) header is copied, except for the customer code, which you enter in this [task](#).

You can also copy [tasks](#), [budgets](#), estimated hours and [parts lists](#).

The first window displayed is the Copy [Job](#) window.

Copy Job to Quote

Use this [task](#) to create a [quotation](#) based on an existing [job](#). This copies any order lines that are not cancelled, and were not generated from a Production transaction.

Production transactions are copied to the [quotation](#) if they originated from a [quotation](#).

The first window displayed is the Copy [Job](#) to Quote window.

Note: Copying also re-prices any [parts list](#) according to the details of the new customer.

Copy Job Window

To display this window, select the Copy [Job task](#).

Use this window to select the [job](#) and details you want to copy.

Fields

Copy Job Number

Enter the [job](#) number to copy.

Alternatively, use the prompt facility to select from the Select [Job](#) Header pop-up.

To Job Number

Enter the new [job](#) number. You cannot copy to an existing [job](#).

Customer

Enter the customer for the new [job](#). Leave this field blank to use the customer and [delivery address](#) from the original [job](#).

This customer, with a [delivery address](#) of 000, is used for all levels of the [job](#).

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

Copy Default Budgets

Use this checkbox as follows:

Unchecked - Not to copy the default [budget](#)

Checked - To copy the default [budget](#)

Copy Estimated Hours

Use this checkbox as follows:

Unchecked - Not to copy the estimated hours

Checked - To copy the estimated hours

Copy Parts Lists

Use this checkbox as follows:

Unchecked - Not to copy the [parts list](#)

Checked - To copy the [parts list](#)

Copy Production Costs

Use this checkbox as follows:

Unchecked - Not to copy the production [costs](#)

Checked - To copy the production [costs](#)

Functions

Copy Sub-job (F10)

Use this to specify the sub-[job details](#) you want to copy to the new [job](#).

Press Enter to copy the [job](#) to the new [job](#) number. All [job details](#) for the new [job](#) have a status of 01.

Copy Sub-job Pop-up

To display this pop-up, select **Copy Sub-job (F10)** on the Copy [Job](#) window.

Use this pop-up to enter the sub-[job details](#) you want to copy. This pop-up only copies a [sub-job](#) within a [job](#); it will not copy a [sub-job](#) into a new [job](#).

Note: Copying re-prices any [parts list](#) according to the details of the new customer.

Fields

From Job/Sub-job/Task

Enter the [job](#), [sub-job](#), or [task](#) to copy.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

To Job/Sub-job/Task

Enter the name of the new [job](#), [sub-job](#) or [task](#). You cannot copy to an existing [job](#), [sub-job](#) or [task](#).

Customer

Enter the customer for the new [sub-job](#).

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

You can leave this field blank.

- If you change the customer and the new customer has a different stockroom from the original, any linked parts lists are not copied.
- Override addresses entered against the job details are not copied.
- Linked customer returns are not copied.

Copy Tasks

Use this checkbox as follows:

Unchecked - Not to copy all [tasks](#)

Checked - To copy all [tasks](#)

Copy Estimated Hours

Use this checkbox as follows:

Unchecked - Not to copy the estimated hours

Checked - To copy the estimated hours

Copy Default Budgets

Use this checkbox as follows:

Unchecked - Not to copy the default [budgets](#)

Checked - To copy the default [budgets](#)

Copy Parts Lists

Use this checkbox as follows:

Unchecked - Not to copy the [parts list](#)

Checked - To copy the [parts list](#)

Copy Production Costs

Use this checkbox as follows:

Unchecked - Not to copy the production [costs](#)

Checked - To copy the production [costs](#)

Select **Copy (F8)** to start the batch [job](#) that copies all the specified details.

Copy Job to Quote Window

To display this window, select the Copy [Job](#) to Quote [task](#).

Use this window to specify the [job](#) from which you want to create a [quotation](#).

Fields**Copy Job Number**

Enter the [job](#) to copy.

Alternatively, use the prompt facility to select from the Select [Job](#) Header pop-up.

To Quote Number/Revision

Enter the [quotation](#) and revision to create.

Alternatively, use the prompt facility to select from the Select Quote Header pop-up.

Customer

Enter the customer. Leave this field blank to use the [job's](#) customer on the [quotation](#).

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

Press Enter to create the [quotation](#) from the [job](#).

Copy Budget [12/JCC]

Use this [task](#) to copy a [budget](#) from one code into another.

The source and destination [budgets](#) must be within the same [job](#) and the destination [budget](#) must not already exist within that [job](#). The destination [budget](#) cannot be the default [budget](#) for the company.

Copy Budget Window

To display this window, select the Copy [Budget task](#).

Use this window to select the [job](#) for which you want to copy the [budget](#).

Fields

For Job Number

Enter the [job](#) number whose [budget](#) you want to copy.

Alternatively, use the prompt facility to select from the Select [Job](#) Header pop-up.

From Budget Code/Type

In the first field, enter the [budget](#) to copy.

Alternatively, use the prompt facility to select from the displayed pop-up.

In the second field, select one of the following:

[Forecast](#) (0)

[Budget](#) (1)

To Budget Code/Type

In the first field, enter the destination [budget](#).

Alternatively, use the prompt facility to select from the displayed pop-up.

In the second field, select one of the following:

[Forecast](#) (0)

[Budget](#) (1)

This [budget](#) cannot already exist for the [job](#) specified, and must not be the default [budget](#) specified in the company profile.

Press Enter to carry out the copy. A message is displayed when the copy is complete.

Copy Cost/Price List [13/JCC]

Use this [task](#) to create new [cost](#) or price lists by copying existing ones.

You can apply a percentage change to the values so, for example, the new list rates are 3.5% higher than those of the original list are.

The software displays the results so that you can make any amendments before confirming the copy.

Copy Cost/Price List Window

To display this window, select the Copy [Cost/Price List task](#).

Use this window to specify the source and destination list and the percentage uplift.

Fields

List Type

Select the list type from which to copy:

[Costs](#) (1) - To copy a [cost](#) list

Prices (2) - To copy a price list

From List Code

Enter the existing list from which to copy.

Alternatively, use the prompt facility to select from the Select [Cost](#) List pop-up or the Select Price List pop-up.

Currency Code

Enter the currency of the source list.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Effective Date

Enter or select the effective date of the source list.

To List Code

Enter a three-character code for the new list.

Alternatively, use the prompt facility to select from the Select [Cost](#) List pop-up or the Select Price List pop-up.

Effective Date

Enter or select the effective date of the new list.

Description

Enter a description for the new list. If you leave this blank, the description from the original list is used.

Percentage Uplift

To alter all the figures in the old list by a given percentage, enter that percentage here. A positive figure increases the rates; a negative figure decreases them.

To enter a negative, enter a negative sign after the value, for example 10-.

Press Enter to create the new list. A message is displayed when the copy is complete. The [Cost/Price List Maintenance Detail](#) window is displayed so that you can amend and confirm the details. (For more information, refer to the [Cost/Price List](#) section of this product guide).

Note: When you see the details on the [Cost/Price List Maintenance Detail](#) window, the new list has already been created. You can only delete it by selecting **Delete (F11)**. Confirmation is required for the deletion.

The General Ledger Interface

You must have [General Ledger](#) to run [Job](#) Management; the interface, however, is optional. You use the interface to post [Job](#) Management transactions to financial accounts.

You activate the interface by checking the General Ledger Active field in the Job Management company profile.

Use the following [tasks](#) to define the structures and control of [Job](#) Management postings:

General Ledger Control File

This [task](#) specifies:

- The codes you want to use to compose the GL account
- The length of each string in the GL account
- Where each string comes in the GL account

The Mask Tasks

Use these [tasks](#) to specify the string used to replace each individual code. You use a different [task](#) for the account code (first 12 characters) and extension codes (last 30 characters) of a GL account.

General Ledger Control File [21/JCC]

You hold detailed [cost](#) and income values in [Job](#) Management and keep a financial summary of [job](#) values in the [General Ledger](#). These two sets of values must balance and reconcile.

Every transaction should post to a GL account set up within GL. You do not want to enter an account on every transaction, so within [Job](#) Management you can define a posting mask, or template, to define the target GL account.

Use this [task](#) to specify the [analysis codes](#), or parts of codes, you want to use to compose the GL account to which you post.

Note: This is very similar to creating GL accounts in [Advanced Financial Integrator \(AFI\)](#).

To compose the GL account for each [cost](#) transaction (that is [timesheets](#), expenses, direct transactions), you can use the following codes:

- Job type
- Division
- Profit centre
- Charge code
- Expense type

To compose the GL account for each income transaction, you can use the following codes:

- Job type
- Division
- Profit centre
- Price type

Example

You need to structure Profit and Loss posting codes for [Job](#) Management [costs](#).

Profit & Loss Costs	Level Rqd	Required Length	Start Position
Job type	Yes	3	7
Division	No		
Profit centre	Yes	2	5
Charge code	No		
Expense type	Yes	4	1

The GL account you are building is nine characters long; the first four characters relate to the [expense type](#), positions five and six relate to the [profit centre](#) and positions seven to nine inclusive relate to the [job type](#).

Caution: The length refers to the length of that field within GL, not Job Management. You can enter a four-character code for expense type when posting to GL, although it is a three-character code in Job Management.

The software checks that the elements of the posting code are contiguous and that there is no overlapping of start positions of the various levels.

The relevant posting codes are built up according to the type and status of [Job](#) Management data.

The Balance Sheet (Costs)

Any [cost](#) posted to a [job detail](#) with a [transfer method](#) in the range 1-7 is built up and posted according to this structure. If you define a [Job](#) Management sub-ledger within the company profile then this structure should reflect that of the sub-ledger. Otherwise, it can be in any part of the balance sheet.

The Balance Sheet (Income)

Any income created through [Job](#) Management for a [job](#), whose [job type](#) is deferred income, is built up and posted according to this structure. If you define a [Job](#) Management sub-ledger within the company profile then this structure should reflect that of the sub-ledger. Otherwise, it can be in any part of the balance sheet.

The Profit and Loss (Costs)

When [job costs](#) are posted to P&L, the [costs](#) are built up and posted according to this structure.

The Profit and Loss (Income)

When you post income to P&L, the income is built up and posted according to this structure.

GL Control File Maintenance Window

To display this window, select the [General Ledger](#) Control File [task](#).

Use this window to define the posting mask for the [costs](#) and income.

Fields

Note: Complete the following fields for each [cost](#) and income, for both the Balance Sheet and the Profit and Loss accounts.

Level Rqd

Check a field to use this level for the appropriate GL structure.

Length

Enter the length of this field in GL (not [Job](#) Management).

Start Position

Enter the starting position of the selected code within the GL account.

The maximum length of the GL fiscal account is 12 characters.

Press Enter and then enter the details for the extension codes on the displayed window, which is similar to this window. The only difference is that extension codes can be up to 30 characters long. Press Enter to update.

Caution: Do not check the General Ledger Active field in the Job Management company profile until you have installed the General Ledger and defined a chart of accounts for Job Management postings.

The Cost and Income Masks [22/JCC-31/JCC]

After defining the GL account structure using the [General Ledger Control File task](#), use the [Cost](#) and [Income Mask tasks](#) to specify a [General Ledger](#) code for each [Job](#) Management code.

Using these [tasks](#) you define the actual posting codes used. The posting code is also called the account code.

Note: The entries you make in the [General Ledger Control File task](#) determine the look of your [masking](#) window.

For Example

Balance Sheet Costs	Level Rqd	Required Length	Start Position
Job Type	Yes	3	7
Division	No		
Profit Centre	Yes	2	5
Charge Code	No		
Expense Type	Yes	4	1

In [General Ledger](#) Posting Codes, the account (posting) code structure is seven characters long. The first four characters of the account code is the [expense type](#), positions five and six are the [profit centre](#) and position seven is the [job type](#).

Use the mask [tasks](#) to enter the relevant codes:

- For job type 123, you would enter **1**
- For division code 56, you would enter **DC**
- For expense type MAT, you would enter **6789**

This creates a posting to [General Ledger](#) code 6789DC1.

Costing Codes Window

To display this window, select the relevant mask task.

Use this window to enter the posting codes for the specified account.

Note: The exact title of the window depends upon the [task](#) selected.

Fields

Posting Code

Enter the associated GL code in the blank fields of the posting code.

The posting code positions not used contain asterisks; you must not enter any information in these fields.

Press Enter to save the details. If you use extension codes, a similar window for the extension codes is displayed. Complete this and then press Enter again to save the details.

Introduction to Transaction Processing

The normal day-to-day processing in [Job](#) Management consists of:

- Building quotations
- Adding and amending jobs
- Processing transactions
- Producing invoices
- Releasing job costs and income from work in progress balance sheet accounts

Building Quotations

You build up [quotations](#) using an identical hierarchical structure to [jobs](#), with a header, details, [sub-jobs](#), and [tasks](#). You can enter transactions at any level.

You do not make any postings to [General Ledger](#) from [quotations](#). You can add estimated [costs](#) at any level in the hierarchy, and you can build up part lists and user-defined transactions. You can also override prices and make global mark-up changes for all types of transactions.

The [Job](#) Management [quotation](#) feature works as follows:

- 1 Build a [quotation](#), by creating a [quotation](#) header and [quotation](#) details.
- 2 Add [sub-jobs](#) and [tasks](#).
- 3 Behind each [quotation](#) detail (any header, [sub-job](#) or [task](#) number), add a number of [expense types](#).
- 4 Behind each [expense type](#), add a number of transactions, with a reference number and a description. You can adjust global mark-ups, selling prices and margins to arrive at a final [quotation](#) price

You can revise any [quotation](#). The software defaults to the latest revision, but you can still maintain other revisions.

Adding and Amending Jobs

To create a new [job](#), you must define a [job](#) header and a main [job](#) with optional [sub-jobs](#) and [tasks](#). You can carry out a credit check on the customer when you raise the [job](#). This is determined by [job type](#).

You must enter information on the [job](#) level used for analyses, such as project [manager](#), [division](#), and [region](#). You also enter information specific to the [job](#), such as estimated start and finish dates.

If it is a [fixed price job](#), you can enter [stage payment](#) details.

Processing Transactions

You can directly enter [costs](#) for [jobs](#) not covered by the automatic update facilities, for example, [timesheets](#), other application interfaces and invoicing. You can use user-defined transaction to analyse items such as adjustments and cash payments.

- Timesheets

Although most organisations enter timesheet data on a weekly or monthly cycle, you can enter information daily, and then periodically update the job costs. The software uses the data recorded to update actual labour costs on both chargeable and non-chargeable jobs, and calculate invoice values on T&M jobs. You can review timesheets before posting them.

- Employee Expenses

You can enter employee expenses in Job Management or Accounts Payable. If you use Accounts Payable, the transactions are posted to Job Management when you accept the invoice. The software can calculate the employee mileage and claim amount against a job, as required.

- Standing Costs

Use standing costs to simplify the posting of regular costs against a job number. For example, rent of machinery is a standard cost with a fixed currency, an expense type, a transaction type and a charge code. Instead of using the direct transactions, choose the standing reference and enter the amount. Each standing reference has an associated set of job-numbers (that is job, sub-job and task). You can also set up reversible standing costs for periodic accruals.

Releasing Job Costs and Income

You can release [costs](#) and income from [General Ledger work in progress](#) using varying user-defined methods including:

- Automatic release without user intervention
- User-controlled release - for example, you can release all values for a job or just part of one transaction or you can specify that you can only release closed jobs.
- Transactions Entered against a Job

Transactions entered against a [job](#) can come from within [Job](#) Management or from other [transaction sources](#) outside the module.

[Job](#) Management [cost](#) transactions consist of:

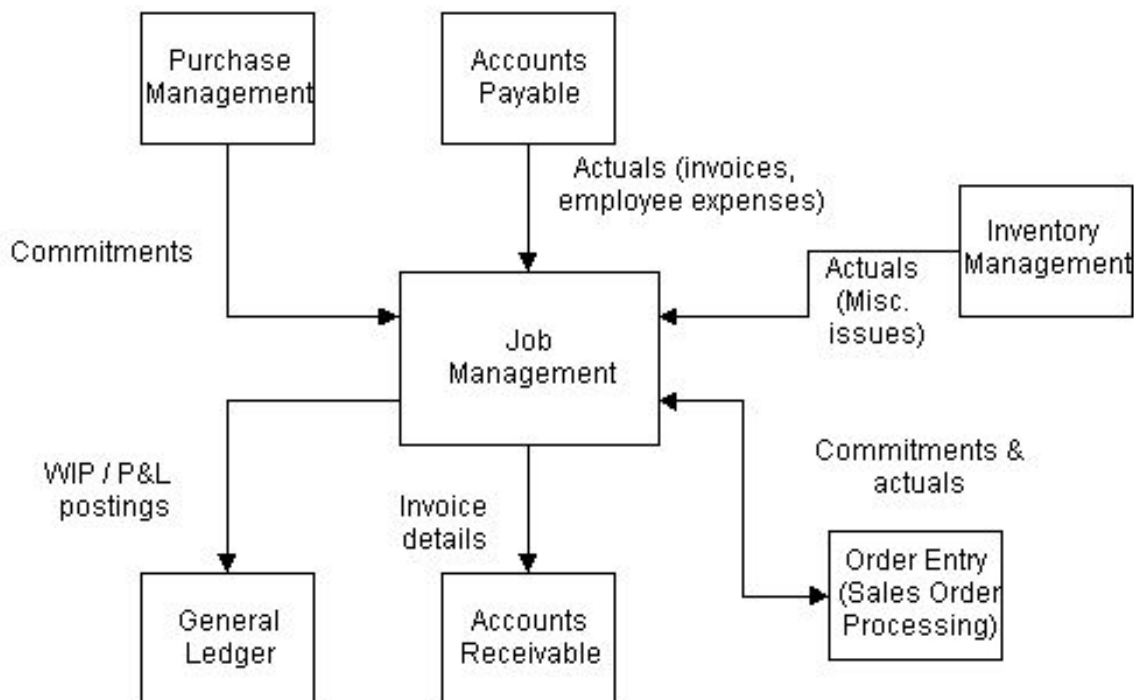
- Employee timesheets
- Employee expense sheets
- Direct transactions
- Standing costs

With [cost](#) transactions outside [Job](#) Management you can:

- Enter employee expense-sheets and direct transactions using Accounts Payable
- Issue miscellaneous inventory in Inventory Management
- Capture the cost of inventory and charges for a parts list in Sales Order Processing or Advanced Order Entry
- Capture costs during manufacturing on a bill of material, in Production

You must classify every [job detail](#) as a [fixed price](#), chargeable or [non-chargeable job](#). For a chargeable [job detail](#), you can invoice any [cost](#) transaction to the customer with mark-up percentages. The [cost](#), however, is posted to an account regardless of the [price type](#).

The following diagram shows how some of the main transactions cross application interfaces:



Costs via Purchase Management

You can raise many purchase orders and capture [costs](#) against a [job detail](#). The value of a purchase order remains as [committed costs](#) until you have received the goods and matched against the supplier invoices.

If the link to Purchase Management is active, when you create a purchase order, you enter the [job](#) number and a [Job](#) Management detail code on the purchase order line. You can use a maximum of 13 characters for the [job](#) number. Enter the [job](#) header number in the first six characters, the [sub-job](#) number in the next four, and the [task](#) number in the final three.

For example, to raise a purchase order against a [job](#), MJOB and [sub-job](#) JOB, enter MJOB [JOB](#) in the [Job Details](#) field. You must enter two blanks between the four-character [job](#) header code and the

[sub-job](#) code. For a [job detail](#) with [job](#) COMPIN, [sub-job](#) HWIN and [task](#) 1, enter COMPINHWIN001 in this field.

Note: If you do not use [tasks](#), you do not need to enter 000 as the last three characters.

Every transaction within [Job](#) Management has an expense code. You can choose where you enter the [job](#) number and expense:

- You can enter the job number and expense on the order header.
- You can leave the job number and expense field on the order header blank and then press Enter to display the order line details. You can now enter multiple purchase lines against a number of job details.

When you complete and print the order, [Job](#) Management can use the value of the [cost](#) as a purchase commitment.

You update the [committed costs](#) from [Job](#) Management in batch. After completing the purchase orders, use the Update Commitments [task](#) within [Job](#) Management to update commitments.

Costs via Accounts Payable

You can build [Job](#) Management direct transaction and employee expense [costs](#) from [Accounts Payable](#). If you specify in the company profile that [Accounts Payable](#) is active, when you enter an [Accounts Payable](#) invoice, you can enter the type of [Job](#) Management detail required.

You can use this facility within the following [Accounts Payable tasks](#):

- Confirming Log Entries
- Direct Posting
- Journal Direct Posting

When you access a new session to make the posting, you must enter the GL account to which to post. If this account is the [Accounts Payable](#) holding account for [Job](#) Management, the Type of Entry Selection window is displayed. Use this window to specify whether you are breaking transactions down into [employee expenses](#) or supplier-related documents.

You can enter a complete [Job](#) Management breakdown of the [Accounts Payable](#) and enter multiple transactions for one invoice.

The differences between direct transaction processing when you use [Job](#) Management and when you only use [Accounts Payable](#) are:

- **Control Total** - The control totals come from the Account Payable batch and invoice total, not from Job Management.
- **Trans Source** - The transaction source is PL.
- **Ext Reference** - The external reference defaults to the supplier code.
- **Date** - The date defaults to the document date and you cannot change it.
- **Quantity** - The quantity defaults to that entered against the Accounts Payable GL dissection.
- **Cost** - The cost defaults to the outstanding document value.

- **Currency** - The currency defaults to that of the document and you cannot change it.

Note: The batch end and review procedures are the same as for the Direct Transactions [task](#).

Type of Entry Selection Pop-up

This pop-up is displayed when you update the first posting within the session.

Use this pop-up to specify whether you are breaking transactions down into [employee expenses](#) or supplier-related documents.

Fields

What Type of Document is being Posted?

Select one of the following:

Supplier Invoices\Credits\Journals (1) - If you are posting supplier invoices, credits or journals

Press Enter to display the [Job](#) Management Direct Transaction Entry window.

[Employee Expenses](#) (2) - If you are posting [employee expenses](#)

Press Enter to display the [Job](#) Management Employee Selection window.

Note: The document type selected is used for the rest of this session.

When you complete the batch of Account Payable invoices, the software simultaneously updates the [General Ledger](#) and [Job](#) Management, making sure that they both balance.

Employee Expenses in Accounts Payable

The differences between expense processing when linked to [Job](#) Management and when using [Accounts Payable](#) stand-alone are:

- The batch number and control totals come from the Accounts Payable invoice entry.
- Total Employee Expenses is the total invoice value.
- You cannot cancel the batch.
- When you select **End Batch (F8)**, the Supplier Selection window within Accounts Payable is displayed.
- If you are using the common supplier and employee codes, the employee number defaults in.
- You do not enter tax on the details, because Accounts Payable deals with the tax.

The processing is identical to that described in the stand-alone function.

Miscellaneous Inventory Costs

To record a miscellaneous issue, select the Miscellaneous Issue (Physical) [task](#) within Inventory Management. The Standard Miscellaneous Issues window is displayed, with the addition of [Job/Sub-job/Task](#) fields where you enter the relevant [job detail](#).

The way the software handles the issue depends on the Post Miscellaneous Issues Direct field in the Job Management company profile. If it is unchecked, you must select the Post Inventory Issues task within Job Management. If it is checked, the software posts immediately and automatically.

To assist in [AFI](#) posting, the software writes [Job](#) Management-related Inventory movements as Miscellaneous Physical Issues, with a movement source of J and a movement type of JM.

Inventory Costs via SOP or AOE

If you supply Inventory Management items to a site in phases and want more control than you get using ad hoc activities, use [Job](#) Management's integration with SOP and AOE. You can then pick and despatch items, without producing an invoice for each despatch.

If you want to send the [costs](#) to [Job](#) Management, you must define a list of parts needed for a [job detail](#). [Job](#) Management interacts with SOP or AOE to define the list of parts required. SOP then progresses the list of parts, now defined as an order, through to confirmation of despatch. When you confirm despatch, an invoice is not created and the [costs](#) are posted to [Job](#) Management.

Note: *You can only enter one sales order per [task](#).*

If a [parts list](#) is totally despatched, you cannot add more parts to it. To keep a [parts list](#) and sales order open, add a dummy item to it, which you never despatch.

While the order is being progressed, the sales order captured by [Job](#) Management is recognised as a [committed cost](#) for that [job detail](#).

You can use the link to standard SOP to produce picking and despatch notes using standard functions. You can access all the normal enquiries for a sales order.

If you do not interface to SOP, but do want to capture Inventory Management [costs](#) against [jobs](#), use the Miscellaneous Issue (Physical) [task](#) within Inventory Management. You can update [costs](#) within [job](#) Management either immediately or in batch.

You must make sure of the following:

- The AOE, SOP and Inventory companies are the same as the Job Management company.
- There is a one-to-one relationship between a sales order and a job detail.

For more details, refer to the Maintain Company Profile section in the Utilities chapter of this product guide.

To help [AFI](#) posting, the software writes [Job](#) Management-related Inventory movements as Customer Issues with a Movement reason of JM.

Note: If the [job](#) is a [T&M job](#), it uses the setting in the Charge Materials field to decide whether it is charged. If this setting is Charge Materials or Review before Deciding Whether to Charge, the software uses the charge value from SOP.

Creating Parts Lists

You can create a [parts list](#) within AOE or SOP for a [job detail](#). You can then capture the [costs](#) of Inventory Management items for that [job detail](#).

If the SOP is active, you can use the **Parts List (F15)** function on the Job Details window. You must define an expense type for Inventory in the company profile which is valid for the job type associated with the job header.

If you use **Parts List (F15)** and no records exist for a job detail sales order, the standard order entry line maintenance window is displayed.

If a record does already exist in the [job details](#) sales orders, the standard order line amend window is displayed. You can then amend the order.

If you complete or delete a sales order without confirming any despatches, you can create a new order within Job Management. However, if you have confirmed a despatch, you cannot select **Parts List (F15)** for that job detail. If the SOC process code is active when you create a sales order, the job status changes to that associated with the SOC code.

Direct Transactions [1/JCA]

Direct Transactions is a supplement to the other methods of entering [costs](#) into [Job](#) Management.

Use this [task](#) to enter general-purpose [costs](#). These can cover transactions like opening balances, or adjustments such as overhead allocations, [cost](#) smoothing and one-off transfers between [jobs](#).

You can use this [task](#) when transferring invoices from the [Accounts Payable](#) log into the ledger and when entering invoices directly into the ledger.

Direct Transaction Entry Control Details Window

To display this window, select the Direct Transactions [task](#).

Use this window to enter the batch control details.

Fields

Batch Number

Enter a unique batch number. This batch number must be within the manual range for direct transactions batch control defined in your [Job](#) Management company profile.

Control Value

Enter a control value for the total of all direct transactions entered in this batch.

When you finish the batch, you can override this value so that it agrees with the actual accumulation of the direct transactions, or you can review the batch and amend any transactions.

Period Number

Enter the posting period in the format YYPP, where PP is a period between 01 and the maximum defined for the year. This cannot be less than the GL period.

Press Enter to display the Direct Transaction Entry window.

Direct Transaction Entry Window

To display this window, enter the control details and then press Enter on the Direct Transaction Entry Control Details window.

Use this window to enter the details of the transaction.

Fields

Job/Sub-job/Task

Enter a [job](#) number, [sub-job](#) or [task](#), depending on the [job](#) level required.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Expense Type

Enter an [expense type](#) code.

Alternatively, use the prompt facility to select from the Select [Expense Type](#) pop-up.

This must be valid for the selected [job's](#) type. You set up valid [expense types](#) for a [job type](#) using the [Expense Types task](#).

Trans Source

Enter a [transaction source](#).

Alternatively, use the prompt facility to select from the Select [Transaction Source](#) pop-up.

For identification, we recommend that you use JM.

Trans Type

Enter a [transaction type](#).

Alternatively, use the prompt facility to select from the Select [Transaction Type](#) pop-up.

If this is the same as the [transaction type](#) for [timesheets](#) or [employee expenses](#) in the company profile, you must enter a valid employee number in the external reference field.

Charge Code

Enter a [charge code](#).

Alternatively, use the prompt facility to select from the Select [Charge Code](#) pop-up.

Document Reference

The Auto-generate JM Ref Nos field in the company profile controls whether you need to enter a reference here.

If this flag is set to **1**, this field is not displayed. When you review the transaction, the software enters a unique internal reference number.

If you set this flag to **0**, enter a unique eight-character number. After validation, this is protected and used as the internal reference.

External Reference

Enter a reference, using a maximum of 15 characters. For example, you could use a part number for an inventory transaction.

If this is an employee-related transaction, this must be an employee number.

Narrative

Enter a description, using a maximum of 25 characters.

Date

Enter or select the date in the format DDMMYY.

Quantity

Enter a transaction quantity.

Cost

Enter the transaction [cost](#).

Cost Currency

Enter the currency code of the [cost](#). This defaults to the base currency of the GL company profile.

You can use the prompt facility on this field to select from the Select Currency pop-up.

Re-charge

Select one of the following:

0 - Not to charge the customer for the time or materials allocated

1 - To charge for time or materials

You cannot use this setting if the [price type](#) is fixed or [non-chargeable](#).

2 - To decide whether you charge when you review this transaction in the Chargeable Transaction Review [task](#).

If you leave this field blank, it defaults to the entry on the [Job Details](#) Maintenance window.

Mark Up %

Enter the percentage mark-up for the transaction. This defaults to the mark-up percentage of the [expense type](#) as set up in [job type](#). The software applies the mark-up to the [cost](#) and uses it to re-charge the customer. This only applies to [Time and Materials jobs](#).

If no default mark-up percentage for the [expense type](#) exists and the [charge code](#) is 1, you must enter a mark-up percentage or charge amount.

Note: If [cost](#) currency differs to the income currency, enter a charge value. The mark-up percentage for that [expense type](#) is not used.

Charge Amount

Enter an amount to re-charge to the customer. You can record a charge amount against a maintainable transaction, and use the amount as the calculated value in the Chargeable Transaction Review [task](#). This field is only valid if you leave the Mark Up % field blank.

If you want to bill your customer the [cost](#) amount:

- Use an expense type with a zero percentage mark-up and set the Re-charge field to **1**.
- Leave the Mark Up % field blank and enter the charge amount figure the same as the cost amount entered.

Functions**End Batch (F8)**

Use this to end the batch. If you select **End Batch (F8)** without entering anything in this window, the accumulated total remains at zero. You must press Enter before selecting **End Batch (F8)**.

Review Batch (F15)

Use this to review a batch so that you can alter any details of entered transactions.

Override Rate Code (F17)

If the [cost](#) currency is not the same as the base currency, use this to override the currency rate code.

External Text (F21)

Use this to enter additional text to display on time and material invoices for this transaction.

Cancel Batch (F23)

Select this twice to cancel the batch and lose all entries.

Press Enter twice to save the details. This window is displayed again for you to enter more transactions.

After completing all the transactions, select **End Batch (F8)** to display the Direct Transaction Entry End Batch window.

Direct Transaction Entry Review Details Window

To display this window, select **Review Batch (F15)** on the Direct Transaction Entry window.

Use this window to review the transactions entered for this batch. For each transaction, this window displays the [job](#), [sub-job](#) and [task](#) number, the expense and [transaction type](#) and the internal and external references.

Options

Delete Item

Use this to delete this transaction from the batch.

The transaction details are displayed. Select **Delete Item (F11)** to delete the item.

Review Item

Use this to review the details of this transaction.

The Direct Transaction Entry window is displayed.

Select a transaction with Review Item to display the Direct Transactions Entry window.

Direct Transaction Entry End Batch Window

To display this window, select **End Batch (F8)** on the Direct Transaction Entry window.

Use this window to correct the control total, if necessary, and submit the batch [job](#) that processes the batch. This window displays the batch number and accumulated and discrepancy totals.

Fields

Control Total

If the value displayed in the Discrepancy field is not zero, enter the new control total here. This defaults to the control value entered on the Direct Transaction Entry Control Details window.

The control total field is a hash total. If, for example, you have entered 1000 dollars and 530,000 francs, the control value is 531,000.

Functions

Enter More Items (F10)

Use this if you want to add more direct transactions to the batch. You can add more transactions if the control value and the accumulated total are not the same.

Review Batch (F15)

Use this to review the batch for amendment. You can use this to alter the transactions if the control value and the accumulated total are not the same.

Cancel Batch (F23)

Select this twice to cancel the batch.

Note: The discrepancy field must be zero before you can select **Update (F8)** to update the batch.

Select **Update (F8)** to update and produce two reports, the [Job](#) Management Posting Validation report and the Interface File Validation (GL) report.

Employee Time Sheets [2/JCA]

Employee Time Sheets within [Job](#) Management is a stand-alone feature. You use this [task](#) to enter hours against an employee, for specific dates, over various [jobs](#).

Note: If you need to post a [timesheet cost](#) against a [T&M job](#) and do not want to invoice the customer, enter the [cost](#) using the Direct Transactions [task](#).

Within employee [timesheets](#), you can:

- Enter multiple employee timesheets in a batch
- Enter multiple jobs details entered on the one timesheet

You can review and adjust the entries, finish the batch, if the totals match, or cancel the whole batch.

You can record [timesheet](#) data on a periodic basis such as at the end of the week or month. However, you can also enter the details on a daily basis and update the [job costs](#) and post invoices periodically.

[Timesheet](#) data:

- Updates actual labour costs on both chargeable and non chargeable jobs
- Calculates invoice values on time and material jobs

The [cost](#) of the transaction line on a [timesheet](#) comes from the hours entered multiplied by the value of the hourly grade code (for more information, refer to the [Employee Grades](#) section in the Parameter Maintenance chapter of this product guide).

Invoicing depends on the charge rate for an [employee grade](#) code and whether the [job](#) is a time and material type [job](#).

Note: This [task](#) does not post the [timesheets](#); to do this, use the Post Time Sheets [task](#).

Time Sheet Entry Control Details Window

To display this window, select the Employee Time Sheets [task](#).

Use this window to enter the batch control details.

Fields

Batch Number

Enter a unique batch number. This batch number must be within the manual range for employee transactions batch control defined in your [Job](#) Management company profile.

Control Value

Enter a control value for the total of all employee transactions entered in this batch. When you finish the batch, you can override this value so that it agrees with the actual accumulation of the transactions, or you can review the batch and amend any transactions.

For example, if you have to enter the [timesheets](#) of 100 employees who all work 40 hours, enter 4000 here to highlight any variance.

Period Number

Enter the posting period in the format YYPP, where PP is a period between 01 and the maximum defined for the year. This cannot be less than the GL period.

Press Enter to display the Time Sheet Entry Employee Details window.

Time Sheet Entry Employee Details Window

To display this window, press Enter on the Time Sheet Entry Control Details window.

Use this window to enter the employee details.

Fields**Employee Number**

Enter an employee number.

Alternatively, use the prompt facility to select from the Select Employee Detail pop-up.

Payroll Period

Enter a period, in the format YYPP, where PP is between 0 and 53.

Total Hours

Enter the total number of hours for this employee over the period. This must equal the total hours accumulated on the [timesheet](#).

Functions**End Batch (F8)**

Use this to end the batch and display the Time Sheet Entry End Batch window. If you select **End Batch (F8)** without entering anything, the accumulated total remains at zero.

Review Batch (F15)

Use this to review the [timesheets](#) added on the Time Sheet Entry Review Batch window.

Cancel Batch (F23)

Select this twice to cancel the batch.

Press Enter to display the Time Sheet Entry window.

Time Sheet Entry Review Batch Window

To display this window, select **Review Batch (F15)** on the Time Sheet Entry Employee Details window.

Use this window to review the [timesheets](#) entered for this batch. For each [timesheet](#), this window displays the employee name and number, the hours, the currency and the period.

Options

Delete Item

Use this to delete this [timesheet](#) from the batch.

The [timesheet](#) details are displayed. Select **Delete Item (F11)** to delete the item.

Review Item

Use this to review the details of this [timesheet](#).

The Time Sheet Entry Employee Details window is displayed.

Select a transaction with Review Item to display the Time Sheet Entry Employee Details window.

Time Sheet Entry Window

To display this window, enter the employee details and then press Enter on the Time Sheet Entry Employee Details window.

Use this window to enter the [timesheet](#) details. This window displays the employee details, including grade, [profit centre](#), currency and hours.

Fields

Job/Sub-job/Task

Enter a [job detail](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Charge Code

Enter the [charge code](#) which describes the type of [timesheet](#) entry.

Alternatively, use the prompt facility to select from the Select [Charge Code](#) pop-up.

Date

Enter or select a date, in the format DDMMYY.

Hours

Enter positive or negative hours. The software calculates the [cost](#) in the base currency using the prime currency [cost](#) rate and invoices the customer using the prime currency charge rate of the selected employee. You cannot enter more than 24 hours for any one date.

The sum of the hours accumulated on the sheet must equal the control hours entered on the previous window.

Uplift Code

Enter the [uplift code](#).

Alternatively, use the prompt facility to select from the Select [Uplift Code](#) pop-up.

This uplifts the [cost](#) value of the [timesheet](#) hours by the associated uplift factor. Use this to calculate overtime.

You define the default grade code that calculates the [cost](#) or income of the [timesheet](#) line within [employee grades](#).

External Text

Enter a maximum of 40 characters of text. This prints on the invoice for [T&M jobs](#).

Note: *If you need more text, select More Text.*

If you do not enter any text and you **checked** the Invoice Hours Text field in the [job type](#), the software uses the [job](#) number description, date, hours and rate charged.

Options

Delete

Use this to delete all details from this row.

Display Currency Data

Use this to display the [job](#), [charge code](#), date, [cost](#) amount, currency and rate for this employee.

Note: *You can only enter one currency per [timesheet](#) but you can have a different conversion rate for each line.*

Override Cost/Price Lists

Use this to override the [cost](#) categories used for [cost](#) or the price lists for this [timesheet](#) line.

The List Override pop-up is displayed.

Override Currency Rate Code

Use this to change the rate code or conversion rate.

You can also enter the target currency value. The software calculates the rate. This is not available if the [employee grade](#) is in base currency.

More Text

Use this to enter more external text for this [timesheet](#) line.

Select **Update (F8)** to save the details. The Time Sheet Entry Employee Details window is displayed.

List Override Pop-up

To display this pop-up, select a [timesheet](#) line with Override [Cost](#)/Price Lists on the Time Sheet Entry window.

Use this pop-up to enter the override price list or rate. The default list and rate is displayed.

Fields

Note: *You cannot enter both a rate and a list.*

Costs

Override List

Enter the [cost](#) list to override the default.

Alternatively, use the prompt facility to select from the Select [Cost](#) List pop-up.

This is used to calculate employee hourly [costs](#).

Override Rate

Enter the rate. This is used to calculate employee hourly [costs](#).

Income

Override List

Enter the price list to override the default.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

This is used to calculate employee hourly income.

Override Rate

Enter the rate. This is used to calculate employee hourly income.

Select **Update (F8)** to update the [timesheet](#). The Time Sheet Entry window is displayed.

Time Sheet Entry End Batch Window

To display this window, select **End Batch (F8)** on the Time Sheet Entry Employee Details window.

Use this window to correct the control total, if necessary, and submit the batch [job](#) that processes the batch. This window displays the batch number, accumulated and discrepancy totals.

Fields

Control Total

If the value displayed in the Discrepancy field is not zero, enter the new control total here. This defaults to the control value entered on the Time Sheet Entry Control Details window.

The control total field is a hash total. If, for example, you have entered 1000 dollars and 530,000 francs, the control value is 531,000.

Functions

Enter More Items (F10)

Use this if you want to add more [timesheets](#) to the batch. You can add more [timesheets](#) to make the control value and the accumulated total the same.

Review Batch (F15)

Use this to review the batch for amendment. You can use this to alter the [timesheets](#) if the control value and the accumulated total are not the same.

Cancel Batch (F23)

Select this twice to cancel the batch.

Note: *The discrepancy field must be zero before you can select **Update (F8)** to update the batch.*

Select **Update (F8)** to update the timesheets. You must now use the Post Time Sheets task to post the timesheets.

Employee Expenses [3/JCA]

Within [Job](#) Management, you can record the [costs](#) of [employee expenses](#) against a particular [job](#) number. You can do this as a stand-alone function or attach the expenses to an invoice within [Accounts Payable](#).

This section describes the stand-alone procedure, although the actual process for entering the details on the expense sheet is similar for both modes.

The expense sheet is used for calculating mileage [costs](#) and income as well as other user-defined transactions.

You enter the expense sheets in batch, where one expense sheet represents the expenses for an employee over multiple [jobs](#).

Employee Expenses Control Details Window

To display this window, select the [Employee Expenses task](#).

Use this window to enter the batch control details for [employee expenses](#).

Fields

Batch Number

Enter a unique batch number. This batch number must be within the manual range for batch control defined on your [Job](#) Management company profile.

Control Value

Enter a control value for the total of all expense sheets entered in this batch. When you finish the batch, you can override this value so that it agrees with the actual accumulation of the transactions, or you can review the batch and amend any transactions.

Period Number

Enter the posting period in the format YYPP, where PP is a period between 01 and the maximum defined for the year. This cannot be less than the GL period.

Press Enter to display the [Employee Expenses](#) Employee Details window.

Employee Expenses Employee Details Window

To display this window, enter the control details and then press Enter on the [Employee Expenses](#) Control Details window.

Use this window to enter the employee details for the expense item.

Fields

Employee Number

Enter an employee number.

Alternatively, use the prompt facility to select from the Select Employee Detail pop-up.

Week Number

Enter a week number, in the format YYWW, where WW is between 0 and 53.

Total Employee Expenses

Enter the total value of expenses for this particular employee. This figure must equal the total [cost](#) figure plus tax.

Functions

End Batch (F8)

Use this to end the batch and display the Employee Expense Entry End Batch window. If you select **End Batch (F8)** without entering anything, the accumulated total remains at zero.

Review Batch (F15)

Use this to review the expenses added to a batch on the Expenses Entry Review Batch window.

Cancel Batch (F23)

Select this twice to cancel the batch.

Press Enter to display the Expenses Entry window.

Employee Expenses Review Batch Window

To display this window, select **Review Batch (F15)** on the Employee Details window.

Use this window to review the expenses entered for this batch. For each expense, this window displays the employee name and number, the value, the currency and the period.

Options

Delete Item

Use this to delete this expense from the batch.

The expense details are displayed. Select **Delete Item (F11)** to delete the item.

Review Item

Use this to review the details of this expense.

The [Employee Expenses](#) Employee Details window is displayed.

Select an expense with Review Item to display the [Employee Expenses](#) Employee Details window.

Expenses Entry Window

To display this window, enter the employee details and then press Enter on the [Employee Expenses](#) Employee Details window.

Use this window to enter the expenses which you want to [cost](#) and re-charge against [job](#) numbers. This window displays the employee details, mileage and charge rate.

Fields

Cost Currency

Enter the [cost](#) currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

This defaults to the base currency set up in the [General Ledger](#) company profile.

Total Mileage to Date

Enter the total mileage to date. This defaults from the Employee Details file.

Job/Sub-job/Task

Enter at least a [job](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

You can also enter a [sub-job](#) and [task](#).

CC

Enter the [charge code](#) which describes the expense.

Alternatively, use the prompt facility to select from the Select [Charge Code](#) pop-up.

Date

Enter or select the date, in the format DDMMYY.

Net Amount

Enter the net amount of the expense line.

If you want to enter mileage expenses using the standard claim and charge rates for that employee, leave this field blank. Enter the number of miles in the Miles field.

Note: *When you amend this field, you do not alter the tax value.*

Note: *You can only override the employee mileage rate and the charge rate by entering the amounts required in the Net Amount and the Charge Amount fields.*

Chg

This is the re-charge field.

Enter one of the following:

Blank - To use the value in the Charge Material field on the [Job Details](#) Maintenance window

0 - If you do not want to charge this expense

1 - To re-charge the expense line to the customer on a Time and Material [job](#)

You cannot re-charge if you set the Charge Material field in the [job details](#) to **Do not charge materials**.

2 - To review this line before posting this transaction and decide if you want to re-charge at that point

You can display the details in the Chargeable Transaction Review [task](#) before you create any invoices.

Miles

If the expense line is for mileage, enter the number of miles.

Charge Amnt

Enter the charge amount.

Leave this field blank to calculate the charge automatically using either the percentage mark-up for expenses as set up in [job type](#), or if you are entering mileage expenses, the mileage chart rate.

You can enter a charge amount against a reviewable transaction. This is used as the calculated value in the Chargeable Transaction Review [task](#).

Note: *If the [cost](#) currency differs from the income currency, you must enter a charge, since the software does not use the mark-up percentage to calculate re-charge values automatically for invoices or chargeable reviews.*

Tax

Enter the tax code to use.

If you leave this field blank, when you press Enter for a net amount or mileage expense, the tax defaults to the tax rate code on the [expense type](#) set up in the [job type](#).

Tax Amnt

Enter the tax amount. Leave this field blank to calculate the tax automatically using the entered tax code.

Options

Delete

Use this to delete all details from this row.

Display Currency Data

Use this to display currency data for this employee.

***Note:** You can only enter one currency per expense sheet, but you can specify a different conversion rate for each line.*

External Text

Use this to enter text to be displayed on the customer invoice.

Override Currency Rate Code

Use this to change the rate code or conversion rate.

Alternatively, you can enter the target currency value and the software calculates the rate. This means you can override the currency by date.

Press Enter to validate the details of each expense and then select **Update (F8)** to save. The Employee Entry Employee Details window is displayed, on which you can select another employee and continue entering details.

Employee Expense Entry End Batch Window

To display this window, select **Update (F8)** on the Employee Expense Employee Details window.

Use this window to correct the control total, if necessary, and submit the batch [job](#) that processes the batch. This window displays the batch number, accumulated and discrepancy totals.

Fields

Control Total

If the value displayed in the Discrepancy field is not zero, enter the new control total here. This defaults to the control value entered on the [Employee Expenses](#) Control Details window.

The control total field is a hash total. If, for example, you have entered 1000 dollars and 530,000 francs, the control value is 531,000.

Functions

Enter More Items (F10)

Use this if you want to add more expenses to the batch. You can add more expenses to make the control value and the accumulated total the same.

Review Batch (F15)

Use this to review the batch for amendment. You can use this to alter the expenses if the control value and the accumulated total are not the same.

Cancel Batch (F23)

Select this twice to cancel the batch.

Note: *The discrepancy field must be zero before you can select **Update (F8)** to update the batch.*

Select **Update (F8)** to update the expenses in [General Ledger](#). This generates two reports: the [Job Management Posting Validation](#) report and the [Interface File Validation \(GL\)](#) report.

Timesheet Reconciliation [4/JCA]

The software does not automatically post [timesheet](#) data to [Job Management](#). Use this [task](#) to print a [timesheet](#) reconciliation report before you post transaction values to the [General Ledger](#).

This prints details on employees who have not been through the batch, or who have worked fewer than their normal weekly working hours.

You can then amend any [timesheets](#). You can amend [timesheets](#) until you post them to [Job Management](#) and [General Ledger](#), using the [Post Time Sheets task](#).

This is a batch [job](#), with no parameters required.

Select **Confirm Submit (F8)** to start the [job](#).

Post Time Sheets [5/JCA]

Use this [task](#) to post the [timesheets](#) to the relevant accounts. The software updates the [timesheet](#) transactions in batch.

Note: *If you want to check the [timesheets](#), run the [Timesheet Reconciliation task](#) before you run this [task](#).*

Once you are satisfied that all [timesheets](#) for a period are correct, use this [task](#) to update the [Job Management](#) files with a posting validation report and the [GL](#) files with an interface file validation report.

This is a batch [job](#), with no parameters required.

Select **Confirm Submit (F8)** to start the [job](#).

Release Jobs [6/JCA]

You use the Release [Jobs task](#) to select the [costs](#) or income that you want to transfer from [work in progress](#) to profit and loss or [Fixed Assets](#).

This [task](#) does not transfer the [costs](#) or income; it prepares the data so that it is ready for transfer. Use the Transfer from [WIP](#) activities to start the actual transfer.

Note: You can only use this [task](#) for [job details](#) with [transfer methods](#) of 2 or 3 to transfer to P&L, and 5 or 6 to transfer to [Fixed Assets](#).

You cannot release [time and materials costs](#) until you have processed the income. You cannot release [costs](#) for [capitalisation](#) if the original GL period is greater than the current [Fixed Assets](#) period.

Release Jobs Window

To display this window, select the Release [Jobs task](#).

Use this window to select the [job](#) and level for which you want to release [costs](#) and income.

Fields

Job/Sub-job/Task

Enter the [job](#) you want to release.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Release All Levels

You can specify whether you release [cost](#) and income for the [job detail](#) only or for all the levels.

Use this checkbox as follows:

Unchecked - To release only the entered level

Checked - To release the entered level and all levels below

List Transactions

You can specify whether you list transactions.

Use this checkbox as follows:

Unchecked - To not list transactions

Checked - To list transactions

Note: If you include lower levels, this starts a batch-processing [job](#). This releases all available [costs](#) and incomes and produces a report of the released values and other relevant information.

Select **Confirm Request (F8)**. The next window displayed depends upon the type of job. If the Job is fixed price, the Release Jobs Fixed Price window is displayed. If the Job is time and material or non-chargeable, the Release Jobs Time and Material window is displayed.

Release Jobs Fixed Price Window

The window is automatically displayed when you select **Confirm Request (F8)** for a [fixed price job](#) on the Release [Jobs](#) window.

Note: The exact appearance of this window depends upon the selections made on the previous window.

Use this window to release selected [costs](#) and income from [WIP](#). If you set up this [job type](#) for income deferred, you must enter all postings to the P&L accounts for this [fixed priced job](#) number.

With certain [stage payments](#), you can spread the income or [cost](#) across a number of periods. You can maintain the outstanding release value until you fully release the payment.

For each transaction, this window displays the date, type, reference and outstanding value.

Note: If you left the List Transactions field on the Release [Jobs](#) window unchecked, the table of fields is not displayed. The total released [cost](#) and income are displayed. Press Enter to confirm and release the [job](#).

Fields

Release Value (Base)

Enter the value of the transaction you want to release from [WIP](#).

Options

Release

Use this to release the transaction.

The release value is set to the outstanding value.

Display Details

Use this to display the details on the [Stage Payment](#) Details window.

Cancel Release

Use this to cancel the release before posting.

The release value is set to zero.

Functions

Select All (F21)

Use this to set all the transactions to **Release** and the release value to the outstanding value.

Select **Update (F8)** to release all the selection transactions.

Release Jobs Time and Material Window

The window is automatically displayed when you select **Confirm Request (F8)** for a [time and materials](#) or [non-chargeable job](#) on the Release [Jobs](#) window.

Note: *The exact appearance of this window depends upon the selections made on the previous window.*

Use this window to select the transaction you want to release. For each transaction, the date, [expense type](#), [transaction type](#), external reference, [cost](#) and income are displayed.

If you define transactions as re-chargeable, you cannot release them until you generate and print the invoices. You can release [non-chargeable cost](#) transactions to the Profit and Loss accounts once you have validated the [costs](#).

Note: *Unlike [fixed priced jobs](#), you cannot release time and material [jobs](#) in stages.*

Note: *If you left the List Transactions field on the Release [Jobs](#) window unchecked, the table of fields is not displayed. The total released [cost](#) and income are displayed. Press Enter to confirm and release the [job](#).*

Options

Release

Use this to release the transaction.

R is displayed in the untitled field to the right of the transaction

Display Details

Use this to display the details on the [Stage Payment](#) Details window.

Cancel Release

Use this to cancel the release before posting.

The R is removed.

Functions

Select All (F21)

Use this to set all the transaction to awaiting release. R is displayed next to each transaction.

Select **Update (F8)** to release all the selected transactions.

Transfer to P&L [7/JCA]

Use this [task](#) to transfer transactions from [Work in Progress](#) to Profit and Loss within the [General Ledger](#).

You can transfer all [costs](#) for [jobs](#) with [transfer method](#) 1, all released [costs](#) for [jobs](#) with a [transfer method](#) 2, or all released [costs](#) and income for closed [jobs](#) with a [transfer method](#) of 3.

Transfer from WIP to P&L Window

To display this window, select the Transfer to P&L [task](#).

Use this window to select the method you want to use to transfer [costs](#).

Fields

Current GL Period

Enter the GL period for which you want to transfer [costs](#). This defaults to the current GL period.

Periodic Transfer

Check this field to transfer all [costs](#) for all [jobs](#) with a [transfer method](#) of 1 from [WIP](#) to P&L.

Transfer on Request

Check this field to transfer all released [costs](#) and income for all [jobs](#) with a [transfer method](#) of 2 from [WIP](#) to P&L.

Transfer on Completion

Check this to transfer all released [costs](#) and income for all closed [jobs](#) with a [transfer method](#) of 3 from [WIP](#) to P&L.

Select **Confirm Request (F8)** to submit the job.

Maintain Standing Costs [11/JCA]

You can use [standing costs](#) for journal entry, or as a direct route to allocate [costs](#) that you would otherwise enter as direct transactions.

Use [standing costs](#) to simplify the posting of regular [costs](#) against a [job](#). For example, you can set up rent of machinery as a standard [cost](#) with a fixed [expense type](#), [transaction type](#), currency details and [charge code](#).

Instead of using Direct Transactions to enter these [costs](#), you can set up a standing reference and enter the amount. Each standing reference has an associated set of [job](#) numbers.

You can set up [standing costs](#) as reversible. When you post amounts as reversible, you must reverse them out later.

Example

If you need to run a report of [costs](#) incurred to date, but you still have not entered certain details, such as a disputed invoice not yet processed, you can enter these [costs](#) here. Then run the report and reverse the [costs](#) back out when you process the actual [cost](#). For the purpose of the report, you enter the [cost](#) as a [standing cost](#) to make the report more timely and accurate.

Maintain Standing Costs List Window

To display this window, select the Maintain [Standing Costs task](#).

Use this window to enter the [standing cost](#) references. For each existing reference, the line number, reference, description, revision, currency and rate code is displayed.

Fields

Line

Enter number of the line you want to change or delete.

Leave this field blank if you are entering a new reference.

Standing Ref

Enter a unique reference.

Desc

Enter a description for the reference, using a maximum of 35 characters.

Reverse

Use this checkbox as follows

Unchecked - If you do not want to reverse the [costs](#)

Checked - If you want to reverse this [cost](#) later

Curr

Enter the [cost](#) currency for the transaction generated for this reference.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Rate Code

Enter the rate code used for currency conversion.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Expense Type

Enter the [expense type](#) to use for all transactions generated for this reference. Alternatively, use the prompt facility to select from the Select [Expense Type](#) pop-up.

You must enter an [expense type](#) which is valid for the associated [job type](#). You cannot use employee-related [expense types](#), such as the [expense type](#) uniquely attributed to [timesheet](#) and [employee expenses](#) transactions.

Transaction Type

Enter the [transaction type](#) for all transactions generated for this reference.

Alternatively, use the prompt facility to select from the Select [Transaction Type](#) pop-up.

Charge Code

Enter the [charge code](#) for all transactions generated for this reference.

Alternatively, use the prompt facility to select from the Select [Charge Code](#) pop-up.

Enter the reference details and then press Enter to save the information and display the Maintain [Standing Costs Jobs](#) window.

Maintain Standing Costs Jobs Window

To display this window, enter the reference details and then press Enter on the Maintain [Standing Costs](#) References window.

Use this window to specify the [jobs](#) associated with the selected [standing cost](#). For each existing [job](#), the line number, [job](#) number and description are displayed.

Fields

Line

Enter the number of the line you want to maintain or delete. If you are adding a [job](#) number, leave this field blank.

Job/Sub-job/Task

Enter the [job](#) number to attach to this [standing cost](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

You can have a number of [job](#) numbers set against each [standing cost](#). For example, if you have a [standing cost](#) reference set up for general rent payments; you could apportion the rent across different [job](#) numbers within a [job](#) header.

Note: *You do not enter any default amount. You enter the amounts individually using the Post Standard [Costs task](#).*

Functions

Delete Whole Reference (F11)

Use this to delete the whole [standing cost](#) reference, rather than just a line.

Select **Accept (F8)** to update any changes.

Cost Standing Costs [12/JCA]

Use this [task](#) to enter [standing costs](#) periodically against one or more [jobs](#).

Before you use this [task](#), you must define the [standing cost](#) reference using the Maintain [Standing Cost task](#).

Note: You can only enter one [standing cost](#) reference at a time.

Post Standing Costs List Window

To display this window, select the Post [Standing Costs task](#).

Use this window to post a [standing cost](#). For each [standing cost](#), the reference, description, date of last posting and currency is displayed.

Fields

Post Period

Enter the posting period. This defaults to the GL posting period.

Doc Date

Enter or select the document date. This defaults to the system date.

Options

Post

Use this to post a [standing cost](#). You can then enter [cost](#) values on the Post [Standing Cost Values](#) window.

Select a line with Post to display the Post [Standing Costs Values](#) window.

Post Standing Costs Values Window

To display this window, select a line with Post on the Post [Standing Costs Lists](#) window.

Use this window to enter the posting value for the selected [standing cost](#).

Fields

Value

Enter the posting value for each [job](#). Leave this field blank to make no posting to a [job](#).

Control Value

Enter the control amount. This must equal the total of the postings entered.

Select **Accept (F8)** to save the details and post the [costs](#).

Reverse Standing Costs [13/JCA]

Use this [task](#) to reverse out previously posted [standing costs](#).

Note: You must have checked the Reverse field on the Maintain [Standing Costs Lists](#) window and used the Post [Standing Costs task](#) to post a [cost](#).

Reverse Standing Costs List Window

To display this window, select the Reverse [Standing Costs task](#).

Use this window to select the [standing cost](#) you want to reverse. For each reversible [cost](#), the reference, description, [Job](#) Management posting session number and posted date is displayed.

Fields

Post Period

Enter the posting period. This defaults to the GL posting period.

Doc Date

Enter the document date. This defaults to the system date.

Select

Select **Post** to reverse a posted [cost](#) and then press Enter.

Select a line with Post and then press Enter to display the Reverse [Standing Costs Values](#) window.

Reverse Standing Costs Values Window

To display this window, select a line with Post and then press Enter on the Reverse [Standing Costs Lists](#) window.

This window displays the details of the posted [cost](#). These details include:

- Standing cost reference
- Currency
- Posting period
- Document date
- Job number and description
- Value

Select **Accept (F8)** to reverse the [costs](#).

Update Commitments [21/JCA]

Within [Job](#) Management, you define and process commitments as follows:

- Within Purchasing, a commitment is the value of purchase orders printed and the value of purchase lines not matched to a supplier invoice. If you do not use SOP, all purchase orders are commitments. If you do use SOP, stocked orders (order classes 1-4) are not commitments, to avoid double posting from both Purchase Management and Inventory Management.
- For purchased inventory, a commitment is the value of outstanding items. (You do not need to have allocated items to a commitment.) The value is from the inventory costing method.
- For a production item within Inventory, a commitment is the value of outstanding items. (You do not need to have allocated these items to a commitment.) The value is from the production costs, using the cost set specified in the Job Management company profile.

This [task](#) is a simple batch [job](#), and no parameters are required.

Select **Confirm Submit (F8)** to start the [job](#).

Invoicing

Every [job](#), [sub-job](#) and [task](#) has a [price type](#), [fixed price](#), time and material or [non-chargeable](#). You cannot generate invoices for [non-chargeable jobs](#).

You can invoice within [Job](#) Management using three methods:

- Stage Payments
- For a fixed price job, invoices are automatically generated whenever you reach a stage payment date or finish a specified task.
- Time and Materials
- For a time and materials job, invoices are generated from jobs whenever you record a re-chargeable cost transaction.
- Direct Entry
- These only apply to fixed price jobs. Use these to enter an invoice directly. You can also issue sundry credit notes.

With invoicing, you can:

- Use multiple currencies and multiple delivery addresses within a job
- Support statement accounts, extended terms and so on
- Review invoices, change invoice values and test before printing and re-printing

Updating to Accounts Receivable and General Ledger

When you print invoices, the software generates an invoice or credit note number and passes this data to [Accounts Receivable](#) and [General Ledger](#).

When you update [General Ledger](#), the software posts income either to deferred income accounts or directly to Profit and Loss accounts. This posting depends on the deferred income setting in the [job type](#).

The actual invoicing information is now passed back to [Job](#) Management. The invoice data, amount, currency, invoice number and so on, are recorded in the originating transaction and in the [Job Invoices](#) file.

For Reviewed Automatic Invoices, the software also records the data in the transaction and the [Job Invoices](#) file and changes the [stage payment](#) record so that the amount invoiced is flagged as being

overridden for [fixed price jobs](#). For [time and materials jobs](#), the re-charge amount is changed to the amount that is actually invoiced and is flagged as overridden.

Sundry invoices and credit notes write records in the [Job](#) Invoices file. You can view sundry invoice and credit note details in the [stage payments](#) details with a line number, date, value, tax code and invoice number.

To Produce an Invoice

- Create or copy a sub-job with a price type of Fixed.
- Create a stage payment for the current date.
- Run the Generate Automatic Invoices task.
- Run the Review Invoices task.
- Run the Print Invoices task.

Note: [Job details](#) are displayed in a drill-down enquiry in [Accounts Receivable](#). For further information, refer to the Customer Enquiry Item Details section in the [Accounts Receivable](#) product guide.

Chargeable Transaction Review [1/JCB]

Use this [task](#) to review transactions marked for review.

You review transactions to make sure that mark-up values are correctly applied before invoicing. You can amend the charge value or you can decide not to re-charge a particular transaction. You cannot review the [cost](#) of the transaction to the [job](#), because you have already posted the [cost](#). When you complete this process, you can produce invoices.

You define chargeable transactions for each job/sub-job/task at the job detail. Once you enter a transaction, a batch is submitted to update the costs. If you want to review the income value of the transaction before generating the invoice, set the relevant Charge field to Review before Deciding Whether to Charge.

Job Details

Some [job detail](#) fields affect invoicing:

- Price type and charge time and material fields
- You can charge on a cost plus basis for transactions with time and material price types. You must set the Charge Time field for timesheets and the Charge Material field for non-timesheet transactions.
- Expense types
- You can associate a number of expense types with each job detail. The calculated invoice value depend on the mark-up percentage on these expense types for a given job type. Use the Direct Transactions task to override this mark-up value.

Chargeable Transaction Review Selection Window

To display this window, select the Chargeable Transaction Review [task](#).

Use this window to select the project [manager](#) whose outstanding transactions you want to review.

Fields

Project Manager

Select a project [manager](#).

Alternatively, use the prompt facility to select from the Select [Managers](#) pop-up.

Select a project [manager](#) or enter a project [manager](#) code and then press Enter to display the Chargeable Transaction Review List window.

Chargeable Transaction Review List Window

To display this window, select a project [manager](#) or enter a project [manager](#) code and then press Enter on the Chargeable Transaction Review Selection window.

This window lists all the outstanding chargeable transactions for the selected project manager. If you set the Re-charge field to 0 or 1, the transaction is highlighted. For each transaction, the job number, source, reference, cost amount, calculated charge, currency and status are displayed.

The status may be:

- 1 You must review this transaction.
- 2 The Re-charge field is **0** (for no re-charge). You can override this by amending the transaction's details.
- 3 The Re-charge field is **1** (for re-charge). You can override this by amending the transaction's details.

Options

Display Detail

Use this to review the charge value of this transaction.

You use this to override the charge amount shown here. The chargeable Transaction Review Details window is displayed.

Cancel Calculated Value

Use this to re-set the status of the transaction to **2** (Review).

This option is only displayed if you selected **Accept Calculated Values** against a transaction and did not then select **Confirm Accept Charges (F8)**.

Accept Calculated Value

Use this to accept the charge value on this line.

If you select this, the transaction status is changed to **4**. For the software to calculate the charge, you must:

- Set the appropriate Charge Time or Material field to 1 or 2
- Ensure the cost value of the transaction is positive or zero
- Set the cost currency to the income currency of the job detail

Functions

Confirm Accept Charges (F8)

Use this to convert transactions with a status of 4 to status 1 (Charge), and transactions with a status of 3 to status 0 (Do Not Charge) and save the changes. You can set the Re-charge field of each transaction without updating straight away. You can even leave the [task](#), return, check your entries and then update.

Reset Non-Charge Jobs (F13)

If you re-set the [job detail's](#) Charge Materials field to **Do not charge materials**, use this to re-set the chargeable [jobs](#) as [non-chargeable](#), deleting the affected transactions from the review list.

Set All to 1 (F16)

Use this to select all lines with **Display Detail**. When you press Enter, the software displays the chargeable Transaction Review Details window for each transaction in sequence.

Set All to 9 (F19)

Use this to select all lines with **Accept Calculated Values**.

Caution: If you use this, you cannot again review any data on this window.

Set All to Blanks (F22)

Use this to de-select all lines.

Select Display Detail against a transaction to display the Chargeable Transaction Review Details window.

Chargeable Transaction Review Details Window

To display this window, select Display Detail against a transaction on the Chargeable Transaction Review List window.

Use this window to review the [cost](#) details of the chargeable transaction and determine the amount you want to re-charge the customer. The details displayed include:

- Job number
- Expense type
- Transaction source and type
- Charge code
- Document and external references

- Quantity and cost details

Fields

Re-Charge

You can only re-charge for time and material [jobs](#).

Enter or select one of the following:

0 - Do not re-charge

This sets the status of the transaction to 3.

1 - Re-charge

This sets the status of the transaction to 4. If the [transaction type](#) is that defined for [timesheets](#) in the company profile, you must set the Charge Time field on the [job details](#) to **Charge time**. If it is a different [transaction type](#), you must set the Charge Material field to 1. This includes the [transaction type](#) for expenses.

2 (default) - To review the transaction again

Once you have completed the batch, you cannot make any more amendments to the [cost](#) of the transaction.

Mark Up %

Enter the mark-up percentage. This defaults to the mark-up percentage of the [expense type](#) set up in the [job type](#). The software applies the mark-up to the [cost](#) and re-charges the customer. It only applies to [T&M jobs](#) if you set the Re-charge field to 1.

Caution: If the cost currency and income currency are different, enter a charge value, not a mark-up percentage.

Charge Amount

Enter the amount to re-charge to the customer.

Press Enter to save the details and re-display the Chargeable Transaction Review List window.

Multi-currency Transaction Example

You put through six transactions either as a direct transaction or an employee expense transaction. The base currency is USD (United States dollars) and the [job detail](#) income currency for the first three transactions is DM (Deutschmarks) and for the other three is USD.

You [cost](#) each transaction as 55, with different [cost](#) currencies. The currency rates are:

1 USD = 2.055 DM

1 USD = 7 FRF (French francs)

You left the re-chargeable value blank and set the chargeable review field to R and a mark-up percentage of 50% for the [expense type](#).

Job no.	Ref	Cost value (base)	Charge value	Income currency	Cost currency
A	010	55.00	.00	DM	USD
B	011	26.75	82.50	DM	DM
C	012	7.86	.00	DM	FRF
D	012	20.00	30.00	USD	USD
E	014	26.75	.00	USD	DM
F	015	7.86	.00	USD	FRF

You can see that unless the income currency is the same as the [cost](#) currency, the software does not calculate a charge value. You must enter this charge amount on any of the following:

- Employee expenses
- Direct transaction
- Chargeable Transaction Review Details window

[Job B](#) calculates the charge value as follows: The [cost](#) is converted from Deutschmarks into the [cost](#) currency, dollars, and then the mark-up is applied:

$$55 \text{ DM} * 1.5 = 82.50.$$

Stage Payments [2/JCB]

You use this [task](#) with [fixed price jobs](#) where you receive payments at fixed periods, such as the end of each month. You can also use this for [jobs](#) which make no automatic charge for [time and materials](#).

[Stage payments](#) are automatically generated from [fixed price jobs](#). Depending on the invoice review flag setting, once you submit the Generate Automatic Invoices batch [job](#), the software automatically generates an invoice whenever the date of a [stage payment](#) is reached or passed, or whenever you complete all linked activities. If you have not completed one of several activities, the software does not invoice any [activity](#).

Note: You define review flags at both [job type](#) and [job detail](#) level.

In effect, all payments for [fixed price jobs](#) go through the [stage payments](#) process. However, you can enter payment to a [fixed price job](#) as a sundry invoice or credit note. Once you post this transaction, using invoice processing, it is classified as a [stage payment](#), with a payment number and invoice number. You can only enter credit notes for [fixed price jobs](#) using the direct transaction process or the Sundry Invoices/Credit Notes [task](#).

Note: You can also access [stage payment](#) maintenance using **Stage Payments (F13)** when you maintain [job details](#).

You can enter many lines of stage payments. Use Page Up and Page Down to display more lines.

Stage Payments Maintenance Selection Window

To display this window, select the [Stage Payments task](#).

Use this window to select the [job](#) for which you want to maintain [stage payments](#).

Fields

Job

Enter the [job](#) for which you want to review or amend [stage payments](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Sub-job

Enter the [sub-job](#) for which you want to review or amend [stage payments](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Task

Enter the [task](#) for which you want to review or amend [stage payments](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Press Enter to display the [Stage Payments](#) Maintenance window.

Stage Payments Maintenance Window

To display this window, enter or select the [job/sub-job/task](#) and then press Enter on the [Stage Payments](#) Maintenance Selection window.

Use this window to enter the details for each [stage payment](#). The [job](#), customer and price details are displayed.

Fields

Payment Number

If you have generated a [stage payment](#), the payment number is displayed.

Date

Enter the date on which you want to invoice this [stage payment](#). Leave this field blank if you are entering an [activity](#) code for the payment, as you define dates for activities.

Stage Value

Enter the value of the [stage payment](#).

Tax

Enter the tax code. You set these up in [General Ledger](#). This code is used if you set the customer's tax indicator to 3. The tax code in the Customer Master file is used if you set the indicator to 2.

You can use the prompt facility on this field to select from the Select Tax Code pop-up.

Activity Code

If you want to record an [activity](#) against the [stage payment](#), enter the relevant [activity](#) code here. You cannot enter an [activity](#) code if you enter a date. You set up the codes using the [Activity Codes task](#).

No invoice is produced until you complete all activities.

Invoice Number

If you have invoiced a [stage payment](#), a payment number and invoice number are displayed. If you need to review the invoice, this field displays **In Revw**.

Ret %

Enter the retention percentage. This is a memo-only field.

Options

Delete

Use this to delete a [stage payment](#) yet submitted to invoice.

Maintain External Text

Use this to enter additional text to print on invoices (this defaults to the [job/sub-job/task](#) description.)

Activities

Use this to display the linked activities on the [Stage Payments](#) Linkage window.

Functions

Address Override (F17)

Use this to maintain the delivery and invoice addresses of the customer. If you have assigned a [parts list](#) to the [job detail](#), this also updates [Sales Order Processing](#) with any new address. If you have entered an override address, **Address Override (F17)** is highlighted.

Press Enter to save all changes and then select **Exit (F3)** to leave this [task](#).

Generate Automatic Invoices [3/JCB]

Use this [task](#) to generate automatic invoices. This prints the following reports:

- Invoices in error report
- Generated invoices needing review report, by project manager and by batch number
- Generated invoices report
- This includes all invoices, and all invoices awaiting review with the review flag set to 1.
- Accounts Receivable posting report

- General Ledger posting report
- Invoices and credit notes

After reviewing the invoices and passing them for printing, you can either:

- Run the Generate Automatic Invoices task again to print the invoices
- or

- Run the Print Invoices/Credit Notes task

Batches of invoices are produced for each combination of:

- Price type
- Review flag
- Project manager (if the review flag is 1)

A different invoice is produced for each combination of:

- Batch number
- Customer
- Delivery address sequence
- Job type
- Job number (not sub-job or task)
- Income currency
- Review flag

Note: The invoice print will re-calculate tax at header level if required by the country-specific parameter. For invoices printed, additional text will be printed for lines with a zero tax rate. The additional text is taken from the Inventory Descriptions file, parameter VTXI for the tax code. If no entry is found for the tax code, no extra text will be printed.

Select **Confirm Submit (F8)** to run the [task](#).

Review Invoices [4/JCB]

Use this [task](#) to review invoices generated for [jobs](#) you defined as requiring review. This does not print any invoice, or update accounts for any document that needs review. You can review the invoices by project [manager](#).

Note: You can flag a [job detail](#) for review on the [Job Detail Maintenance](#) window.

When you run the Generate Automatic Invoices [task](#), it flags all invoices that need reviewing and no posting occurs.

Review Batch Selection Window

To display this window, select the Review Invoices [task](#).

Use this [task](#) to select the project [manager](#) and batch for which you want to review invoices.

Fields

Project Manager

Enter the project [manager](#).

Alternatively, use the prompt facility to select from the Select Project [Manager](#)/Batch pop-up.

Batch Number

Enter the required batch number.

Alternatively, use the prompt facility to select from the Select Project [Manager](#)/Batch pop-up.

Press Enter to display the Review Batches Control Details window.

Review Batches Control Details Window

To display this window, enter or select a project [manager](#) and batch number and then press Enter on the Review Batches Selection window.

Use this window to enter the control details for the batch. The selected batch number and document type is displayed.

Fields

Batch Total

Enter the total value for this batch, excluding tax.

No. of Items

Enter the number of items in this batch.

Period Number

Enter the period, in YYPP format.

Press Enter to display the Review of Batch window.

Review of Batch Window

To display this window, press Enter on the Review Batch Control Details window.

This window lists all the items on the batch. For each item, the invoice number, name, [job](#) number and base value are displayed.

Fields

Select (Untitled)

For each invoice awaiting review, enter one of the following:

5 - To authorise the line

R is displayed to the right of the row details.

7 - To cancel the authorised review entered against a line

The review flag **R** is removed.

8 - To amend all the items in the batch

The Review of Batch Items window is displayed.

Functions**Set All to Review (F21)**

Use this to set all items in the batch to Review **OK**. **R** is displayed to the right of the row details.

Complete Batch (F22)

Use this to complete the batch. The Review Batches Summary window is displayed.

Cancel Batch (F23)

Use this to cancel the batch. You must confirm the cancellation by selecting **Cancel Batch (F23)** again.

Select **Complete Batch (F22)** to display the Review Batches Summary window.

Review of Batch Items Window

To display this window, enter 8 against an item on the Review of Batch window.

Use this window to select the batch item you want to maintain. For each item, the item number, line number, customer name, [job](#) number, currency and value are displayed.

Fields**Select (Untitled)**

Enter one of the following:

4 - To remove the item from the batch

8 - To amend the invoice details on the Review Batches Invoice Details window

Enter 8 against an item to display the Review Batches Invoice Details window.

Review Batches Invoice Details Window

To display this window, select an item with 8 on the Review of Batch Items window.

Use this window to enter the text and [costs](#) displayed on the invoice. You enter the text in the exact format required on the invoice. The invoice details are displayed at the top of the window. These details include: batch number, account number, customer name and address, document date and [job](#) number.

Fields

Tax Code

Enter the tax code for this invoice. You cannot leave this field blank.

Charge Amount

Enter the invoice amount, or, if this is tax only, enter the tax amount.

Text

Enter the text you want displayed on the invoice. Each line is 40 characters long. You must enter at least one line of text. Use **Page Up** and **Page Down** to display more lines.

Functions

Invoice Header (F12)

Use this to maintain the invoice header details on the Review Batches Invoice Header window.

Cancel Batch (F23)

Use this to cancel the batch. You must confirm the cancellation by selecting **Cancel Batch (F23)** again.

Select **Update (F8)** to save the invoice details. This window is re-displayed. Select **Invoice Header (F12)** to display the Review Batches Invoice Header window.

Review Batches Invoice Header Window

To display this window, select **Invoice Header (F12)** on the Review Batches Invoice Details window.

This window displays the batch number, document date and [job](#) number.

Fields

Client Order Number

Enter the client order number for this invoice.

Functions

Override Address (F17)

Use this to override the invoice and [delivery address](#) on the Invoice/[Delivery Address](#) Maintenance window.

Complete Batch (F22)

Use this to complete the batch. The Review Batches Summary window is displayed.

Cancel Batch (F23)

Use this to cancel the batch. You must confirm the cancellation by selecting **Cancel Batch (F23)** again.

Select **Complete Batch (F22)** to display the Review Batches Summary window.

Review Batches Summary Window

To display this window, select **Complete Batch (F22)** on the Review of Batch window.

This window displays a summary of the batch detail. The user and system totals must be the same if you want to complete the batch. The message at the bottom of the window shows whether you can complete the batch.

Note: *If the two totals do not agree, you can either amend the system batch totals on the displayed window, or select **Review Batch (F4)** to change the user totals.*

Functions

Review Batch (F4)

Use this to review the batch. If the user and control totals disagree, you can use this to change the batch details. The Review of Batch window is re-displayed.

Cancel Batch (F23)

Use this to cancel the batch. You must confirm the cancellation by selecting **Cancel Batch (F23)** again.

Press Enter to complete the batch and print all the accepted invoices.

Sundry Invoices/Credit Notes [5/JCB]

Use this [task](#) to post sundry invoices and credit notes.

You can only use this [task](#) for [fixed price jobs](#).

You can also issue sundry credit notes using this [task](#).

Note: *Use the [Print Invoices/Credit Notes task](#) to print these invoices and credit notes.*

Invoice/Credit Note Entry Control Details Window

To display this window, select the Sundry Invoices/Credit Notes [task](#).

Use this window to enter the control details for the batch.

Fields

Batch Number

Enter a unique batch number. This must be within the manual batch range for invoices, set up in the company profile.

Batch Total

Enter the total amount for the batch, excluding tax. The software automatically calculates tax separately.

No of Items

Enter the number of items or documents in the batch. When you complete the batch, any discrepancies between the control number of items and the actual number of items entered are displayed.

Document Type

Select one of the following:

Invoice (IN) - If this batch is for invoices

Credit Note (CR) - If this batch is for credit notes

Period Number

Enter the period, in YYPP format. This defaults to the current GL posting period.

Press Enter to display the Invoice/Credit Note Entry Batch Details window.

Invoice/Credit Note Entry Batch Details Window

To display this window, press Enter on the Invoice/Credit Note Entry Control Details window.

Use this window to enter more batch control details. The batch number and document date are displayed.

Fields

Client Order Number

Enter a client reference.

Job Number

Enter the [job](#) number for this invoice or credit note. This must be a [fixed price job](#).

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

Reason Code

If you are issuing credit notes, enter the reason for the credit.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Original Invoice Number

If you are issuing credit notes, enter the original invoice number. Leave this field blank for invoices. This is a memo field only.

Tax Only

Use this checkbox as follows:

Unchecked - If this is not a tax only document

Checked - If this invoice or credit note is for tax only

Functions

Override Address (F17)

Use this to override the invoice and [delivery address](#) on the Invoice/[Delivery Address](#) Maintenance window.

Complete Batch (F22)

This is only displayed if you have entered the invoice or credit note details on the Invoice/Credit note Entry Details window. Use this to complete the batch. The Invoice/Credit Note Entry Summary window is displayed.

Cancel Batch (F23)

Use this to cancel the batch. You must confirm the cancellation by selecting **Cancel Batch (F23)** again.

Press Enter to display the Invoice/Credit Note Entry Details window.

Invoice/Credit Note Entry Details Window

To display this window, press Enter on the Invoice/Credit Note Entry Batch Details window.

Use this window to enter the text and [costs](#) exactly as you want them printed on the invoice or credit note. The batch number, account number, document date, [job](#) number and currency details are displayed at the top of the window.

Fields

Tax Code

Enter a valid tax code. You cannot leave this field blank.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Charge Amount

Enter the charge amount or, if the document is tax only, enter the tax amount.

Text

Enter the text you want printed on the invoice or credit note. Each line is 40 characters long. You must complete at least one line. Use **Page Up** and **Page Down** to display more lines.

Functions

Invoice Header (F12)

Use this to maintain the invoice header details on the Invoice/Credit Note Entry Batch Details window.

New Invoice (F15)

Use this to create a new invoice. The Invoice/Credit Note Entry Batch Details window is displayed.

Cancel Batch (F23)

Use this to cancel the batch. You must confirm the cancellation by selecting **Cancel Batch (F23)** again.

Select **Update (F8)** to save the details. This window is re-displayed so you can enter more entries. Then to complete the batch, select **Invoice Header (F12)** to display the Invoice/Credit Note Entry Batch Details window.

Invoice/Credit Note Entry Summary Window

To display this window, select **Complete Batch (F22)** on the Invoice/Credit Note Batch Details window.

This window displays a summary of the batch detail. To complete the batch, the user and system totals must be the same. The message at the bottom of the window shows whether you can complete the batch.

Note: *If the two totals do not agree, either amend the user totals by selecting Yes and then entering the new totals, or select **Review Batch (F4)** to maintain the invoice and credit note details.*

Functions

Review Batch (F4)

Use this to review the batch. If the user and control totals disagree, use this to change the batch details. The Review of Batch window is re-displayed.

Cancel Batch (F23)

Use this to cancel the batch. You must confirm the cancellation by selecting **Cancel Batch (F23)** again.

Press Enter to complete the batch. The Invoice/Credit Note Entry Control Details window is re-displayed so you can enter another batch.

Note: *Use the [Print Invoices/Credit Notes task](#) to print these invoices and credit notes.*

Print Invoices/Credit Notes [6/JCB]

Use this [task](#) to print sundry invoices or credit notes, and any authorised and reviewed invoices which you have not printed.

You use the Generate Automatic Invoices [task](#) to print invoices which do not need review and any authorised and reviewed invoices.

The printing of invoices incorporates four processes:

- Posting to Accounts Receivable
- Posting to General Ledger
- Actually printing the documents
- Updating Job Management

For reviewed invoices, the original data is the same as automatically generated invoices. You can change this during the review process.

Credit note details are a similar format to invoices.

If you use IVD [process codes](#), the [job detail](#) status changes to that associated with the IVD code.

Each transaction generates its own text as follows:

- **Invoice Level** - this uses the text entered in the Job Types task.
- **Stage Payments** - this uses the stage payments text, or, if this does not exist, the job details external text, or, if this does not exist, the job detail description.
- **Time & Material** - this uses the text entered against the cost transaction, or, if this does not exist, the job detail external text, or, if this does not exist, the job detail description.

For time and material jobs, if you print the timesheet data and checked the Invoice Hours Text field in the job type, as well as the job detail external text and the job details description, the transaction date, hours and hourly rate are printed. If you print the employee expense data, as well as the job detail external text and the job details description, the expense type description is printed.

Note: The invoice print will re-calculate tax at header level if required by the country-specific parameter. For invoices printed, additional text will be printed for lines with a zero tax rate. The additional text is taken from the Inventory Descriptions file, parameter VTXT for the tax code. If no entry is found for the tax code, no extra text will be printed.

Select **Confirm Submit (F8)** to start the batch [job](#).

Reprint Invoices/Credit Notes [7/JCB]

Use this [task](#) to re-print invoices or credit notes.

Note: For invoices printed, additional text will be printed for lines with a zero tax rate. The additional text is taken from the Inventory Descriptions file, parameter VTXT for the tax code. If no entry is found for the tax code, no extra text will be printed.

Note: You cannot use this [task](#) to print invoices or credit notes that have not already been printed.

Reprint Invoices/Credit Notes Selection Window

To display this window, select the Reprint Invoices/Credit Notes [task](#).

Use this window to select the invoice or credit note you want to re-print.

Fields

Invoice Number

If you enter the invoice or credit note number, leave the other fields blank and then press Enter to display the Reprint Invoices/Credit Notes Details window.

Customer

Select the customer and despatch address for which you want to re-print invoices.

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

Job

Select the [job](#) for which you want to re-print invoices.

Alternatively, use the prompt facility to select from the Select [Job](#) Header pop-up.

Note: You can leave all fields blank to display a list of all invoices and credit notes.

Leave the Invoice Number field blank and then press Enter to display the Reprint Invoices/Credit Notes List window.

Reprint Invoices/Credit Notes List Window

To display this window, leave the Invoice Number field blank and optionally enter the selection criteria and then press Enter on the Reprint Invoices/Credit Notes Selection window.

Use this window to select the invoice you want to print. For each invoice or credit note, the date, customer order number, invoice number, customer name and [job](#) are displayed.

Fields

Select (Sel)

Choose **Select** against any invoice you want to re-print.

Note: If this field displays an asterisk (*), you have not printed this invoice or credit note, so you cannot select it for re-printing.

Choose Select against all invoices or credit notes you want to re-print and then press Enter to display the Reprint Invoices/Credit Notes Details window.

Reprint Invoices/Credit Notes Details Window

To display this window, *either* select an invoice or credit note on the Reprint Invoices/Credit Notes List window; *or* enter an invoice number and then press Enter on the Reprint Invoices/Credit Notes Selection window.

This window displays the details of the selected invoice or credit note. These details include:

- Invoice number
- Customer order number
- Job number
- Value and currency
- Customer name and address

Fields

Select (Untitled)

Select **Override Address** to enter an override invoice or [delivery address](#) on the Invoice/[Delivery Address](#) Maintenance window.

Note: *If an override address exists, * is displayed.*

Select **Confirm Reprint (F8)** to re-print this credit note or invoice. The Reprint Invoices/Credit notes Selection window is re-displayed.

Note: *If you selected more than one invoice or credit note, the details of the next invoice are displayed on this window, not the Reprint Invoices/Credit Notes Selection window.*

Chapter 9 Enquiries and Reports

9

Main Job [1/JCH]

Use this [task](#) to display financial details for [jobs](#). You can display standard set up information as well as values for [costs](#), [budgets](#), variances and invoices to date.

You can display summaries or details of a [job](#). You can drill down through all summary [job](#) levels to the individual transaction.

In [Job](#) Management, when you enter [costs](#) and income at a lower level, they are automatically rolled up to the next level. You can therefore examine the values attributed to work carried out at this level and all subordinate levels.

Note: While you are using the enquiry, you can change the [job detail](#) displayed by entering the required detail at the top of each enquiry window.

Job Management Enquiry Window

To display this window, select the Main [Job task](#).

Use this window to select the [job](#) for which you want to display details.

Fields

Customer

Enter a customer to display all main [jobs](#) for that customer.

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

Job/Sub-Job/Task

Enter a valid [job](#) number.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

List

You only need to complete this field if you enter a [job](#) number.

Use this checkbox as follows:

Unchecked - To display the details of the [job](#) on the [Job](#) Management Enquiry [Job Details](#) window

Checked - To list all the lower-level [jobs](#) that relate to the entered [job](#), for example, all [sub-jobs](#) related to a [job](#)

Status

If you want to display [jobs](#) at a specific status, enter that status.

Alternatively, use the prompt facility to select from the Select [Status Code](#) pop-up.

Leave this field blank to display all [jobs](#) at any status.

Enter a [job](#) number, leave the List field unchecked and then press Enter to display the [Job](#) Management Enquiry All [Jobs](#) window.

Job Management Enquiry All Jobs Window

To display this window, enter a [job](#) number, leave the List field unchecked and then press Enter on the [Job](#) Management Enquiry window.

This window displays a list of all the [jobs](#), [sub-jobs](#) or [tasks](#) that meet the entered selection criteria. For each [job](#), the [job](#) number, description, status, variance value and variance percentage are displayed. If you are displaying [sub-job](#) or [task](#) details, the [job](#), customer, status and [budget](#) details are displayed at the top of the window.

Note: *The exact appearance of this window depends upon whether you are displaying [jobs](#), [sub-jobs](#) or [tasks](#).*

Options

Job Data

Use this to display the details of the [job](#), [sub-job](#) or [task](#).

The [Job](#) Management Enquiry [Job Details](#) window is displayed.

Display Sub-Jobs

Use this to display all [sub-jobs](#) or [tasks](#) within the selected [job](#) or [sub-job](#), if you are displaying [job](#) or sub-[job details](#).

Select [Job](#) Data against a [job](#) to display the [Job](#) Management Enquiry [Job Details](#) window.

Job Management Enquiry Job Details Window

To display this window, select [Job](#) Data against any [job detail](#) on the [Job](#) Management Enquiry All [jobs](#) window.

This window displays the basic details for a [job](#). These details include:

- Job and customer details
- Estimated and actual start and end dates
- Actual cost, accumulated from all posted cost transactions
- Committed cost, accumulated from purchase orders and parts lists
- Total cost, which is actual cost plus committed cost
- Budget and variance (the variance is the budget less the total cost)
- Invoiced amount

Functions

Finance (F13)

Use this to display a breakdown of the financial summary and rolled up data for this [job](#) level. The [Job](#) Management Enquiry Financial Details window is displayed.

Internal Text (F21)

Use this to display any internal text assigned to this [job detail](#).

External Text (F22)

Use this to display any external text assigned to this [job detail](#).

Select **Finance (F13)** to display the [Job](#) Management Enquiry Financial Details window.

Job Management Enquiry Financial Details Window

To display this window, select **Finance (F13)** on the [Job](#) Management Enquiry [Job Details](#) window.

This window displays the financial details for the selected [job details](#). This window displays the customer, [job type](#), [price type](#), status, review flag and income currency.

For each [cost](#) and income, rolled up and this level values are displayed. If you are enquiring on the lowest level, the rolled up [costs](#) and income are the same as the this level [costs](#) and income.

Note: Use Page Up and Page Down to display all the [cost](#) and income fields.

Functions

Commitments (F14)

Use this to display the commitments. You can select inventory, labour or purchase commitments. This displays the Inventory Commitments (SOP Parts) window, the Labour Commitment pop-up, or the Purchasing Commitments window.

Invoices (F15)

Use this to display the details of all invoices on the [Job](#) Management Enquiry Invoices window.

Price Variances (F16)

Use this to display all the price variances on the [Job](#) Management Enquiry Price Variances window.

Stage Payments (F17)

Use this to display all the [stage payment](#) details on the [Job](#) Management Enquiry [Stage Payments](#) window.

Cost Breakdown This Level (F18)

Use this to show a summarised breakdown of [costs](#) for each [expense type](#) on the [Cost Breakdown Summary](#) window.

Cost Breakdown Indented (F19)

Use this to display a more detailed enquiry on transaction details on the Indented [Cost Breakdown Enquiry](#) window.

Alternative Budgets (F21)

Use this to show the finance details on this window with a different [budget](#).

Select **Invoices (F15)** to display the [Job](#) Management Enquiry Invoices window.

Inventory Commitments (SOP Parts) Window

To display this window, select **Commitments (F14)** on any window and then select Inventory on the Commitment Enquiry Selection pop-up.

Use this window to view the inventory commitments. The information displayed on this window includes:

- Basic customer and job details
- Commitment value
- Sales order number
- Part numbers
- Outstanding and despatched quantity
- Unit of measure
- Value

Functions**Commitments (F14)**

Use this to display the commitments. You can select inventory, labour or purchase commitments. This displays the Inventory Commitments (SOP Parts) window, the Labour Commitment pop-up, or the Purchasing Commitments window.

Whole Order Enquiry (F15)

Use this to display the standard [Sales Order Processing](#) Whole Order Enquiry window. For more information, refer to the [Sales Order Processing](#) product guide.

Prodn Parts (F22)

Use this to display the production [parts list](#) on the Inventory Commitments (Manufacturing Parts) window.

Select a function or select **Previous (F12)** to return to the previous window.

Inventory Commitments (Manufacturing Parts) Window

To display this window, select **Prodn Parts (F22)** on the Inventory Commitments (SOP Parts) window.

Use this window to view the manufactured parts commitments. The information displayed on this window includes:

- Basic customer and job details
- Commitment value
- Part numbers
- Outstanding quantity
- Due date
- Value

Options

Display Production Orders

Use this against a part to display the production order details. For more information on the window displayed, refer to the Manufacturing product guide.

Functions

Commitments (F14)

Use this to display the commitments. You can select inventory, labour or purchase commitments. This displays the Inventory Commitments (SOP Parts) window, the Labour Commitment pop-up, or the Purchasing Commitments window.

SOP Parts (F22)

Use this to re-display the Inventory Commitments (SOP Parts) window.

Select a function or select **Previous (F12)** to return to the previous window.

Labour Commitments Pop-up

To display this window, select **Commitments (F14)** on any window and then select Labour on the Commitment Enquiry Selection pop-up.

This pop-up displays the labour commitments for the selected [job](#). The details displayed include:

- Basic customer and job details
- Labour commitment value
- Estimated hours left
- Cost list
- Hourly rate

Functions

Commitment (F14)

Use this to display the commitments. You can select inventory, labour or purchase commitments. This displays the Inventory Commitments (SOP Parts) window, the Labour Commitment pop-up, or the Purchasing Commitments window.

Select **Exit (F3)** to leave the enquiry.

Purchasing Commitments Window

To display this window, select **Commitments (F14)** on any window and then select Purchasing on the Commitment Enquiry Selection pop-up.

Use this window to view the purchasing commitments. The information displayed on this window includes:

- Basic customer and job details
- Commitment value
- Purchase order numbers
- Item and supplier details
- Quantity and value
- Order class

Options

Display Purchase Orders

Use this to view the details of the purchase order. For more details, refer to the Purchase Management product guide.

Functions

Commitment (F14)

Use this to display the commitments. You can select inventory, labour or purchase commitments. This displays the Inventory Commitments (SOP Parts) window, the Labour Commitment pop-up, or the Purchasing Commitments window.

Select **Exit (F3)** to leave the enquiry.

Job Management Enquiry Invoices Window

To display this window, select **Invoices (F15)** on the Financial Details Enquiry window.

This window displays the details of all invoices and credit notes raised against the selected [job](#). The top of the window displays the basic customer and [job details](#). The details displayed include:

- Date
- The customer invoice address code
- Invoice or credit note number
- Value
- Tax code and value

Note: [Job details](#) are displayed in a drill-down enquiry in [Accounts Receivable](#). For more information, refer to the Customer Enquiry Item Details section in the [Accounts Receivable](#) product guide.

Select **Exit (F3)** to leave the enquiry.

Job Management Enquiry Price Variance Window

To display this window, select **Price Variances (F16)** on the [Job](#) Management Enquiry Financial Details window.

This window displays the details for each price variance. The top of the window displays the basic customer and [job details](#). The details displayed for each price variance include:

- Date
- Selling price
- Budget cost
- Estimated hours
- User
- Reason

The software creates a variance record whenever you change the [budget](#), selling price or estimated hours.

Select **Exit (F3)** to leave the enquiry.

Job Management Enquiry Stage Payments Window

To display this window, select **Stage Payments (F17)** on the [Job](#) Management enquiry Financial Details window.

This window displays the details for each [stage payment](#). The top of the window displays the basic customer and [job details](#). The details displayed for each [stage payment](#) include:

- Payment number
- Date
- Stage value
- Invoice number
- Retention percentage
- Whether the value of the invoice was overridden during invoice review

Options

Display Details

Use this to display the details of the [stage payment](#) on the [Stage Payment](#) Details window.

Display Text

Use this to display any text associated with this [stage payment](#).

Select Display Details against a [stage payment](#) to display the [Stage Payments](#) Details window.

Stage Payment Details Window

To display this window, select Display Details against a [stage payment](#) on the [Job](#) Management Enquiry [Stage Payments](#) window.

This window displays the details of the [stage payment](#). These details include:

- Basic job and customer details
- Selling price
- Retention type
- Original, actual and tax values in prime and base currency
- Currency details
- Income accounts

Functions

Release Breakdown (F13)

Use this to display a release breakdown for a [stage payment](#). For each released [cost](#), the details displayed include the document reference, release value, currency and [cost](#).

Note: *If the income remains fully deferred with a zero release value, you cannot use this function.*

Select **Exit (F3)** to leave the enquiry.

Cost Breakdown Summary Window

To display this window, select **Cost Breakdown This Level (F18)** on the [Job](#) Management Enquiry Financial Details window.

This window displays a summarised breakdown of [costs](#) against [expense types](#). If you [budget](#) against [expense type](#), the [budgets](#) are shown against their actual [costs](#) to date. The variance of actual [costs](#) against [budget costs](#) is shown.

Fields

Total Cost

The total [cost](#) value relates to the total of [expense types](#) for this [job detail](#).

Options

Display Details

Use this to display the transactions that make up the actual [cost](#) of this [expense type](#) on the [Cost Breakdown List](#) window.

Cost by Period

Use this to display the [costs](#) by period on the Actual [Cost Breakdown by GL Period](#) window.

Functions

Rolled Up/This Level (F13)

Use this to toggle between displaying the rolled up values and the this level values. If you are displaying [task](#) details, the rolled up values are the same as the this level values.

Select Display Details against an [expense type](#) to display the [Cost Breakdown List](#) window.

Cost Breakdown List Window

To display this window, select Display Details against an expense on the [Cost Breakdown Summary](#) window.

This window displays the transactions for the selected [expense type](#). For each line, the [transaction source](#), type and date, any internal reference and [cost](#) values are displayed.

The total [cost](#) at the top of the window is the total value of the selected [expense type](#) for this [job detail](#).

Options

Display Details

Use this to display the details of this transaction on the [Cost Breakdown Details](#) window.

Functions

Reverse Sequence (F9)

Use this to reverse the sequence in which the transactions are displayed.

Select Display Details against a line to display the [Cost Breakdown Details](#) window.

Cost Breakdown Details Window

To display this window, select Display Details against a transaction expense on the [Cost Breakdown List](#) window.

This window displays information for both [cost](#) (left-hand side of the window) and income (right-hand side). This information includes:

- Job details
- Transaction type and source
- References
- Prime and base cost and value
- Period
- GL account details
- Cost and profit centre

Functions

Release Cost Breakdown (F13)

If you posted a [cost](#) to a [fixed price job](#), use this to display details of all transfers to Profit and Loss or to [Fixed Assets](#).

Select **Exit (F3)** to leave the enquiry.

Actual Cost Breakdown by GL Period Window

To display this window, select [Cost](#) by Period against an [expense type](#) on the [Cost Breakdown Summary](#) window.

For each GL period, this window displays the list level and rolled up [costs](#).

Options

Display Details

Use this to display the transactions that make up the [costs](#) for the selected period.

Select Display Details against a period to display the [Cost Breakdown List](#) window.

Indented Cost Breakdown Enquiry Window

To display this window, select **Cost Breakdown Indented (F19)** on the [Job Management Enquiry Financial Details](#) window.

This window displays an indented breakdown of the rolled up [costs](#). You can use this to display a more detailed enquiry on transaction details.

For each [job](#), [sub-job](#) and [task](#), this window displays the total [cost](#) at this level and rolled up, and the source of the [cost](#).

Fields

Values to Display (5 Fields)

In the first and third fields, enter the values you want to display in the two columns.

Alternatively, use the prompt facility to select from the Value pop-up.

In the second and fourth fields, select one of the following:

This Level (0) - To display the selected value for this level only

Rolled Up (1) - To display the selected rolled up value

In the fifth field, select one of the following:

Summary (0) - To display summary data

Detail (1) - To display information by [expense type](#), where available

Options

Select

Use this against a [job detail](#) to display more details on the this level [costs](#). This displays the [Cost Breakdown Summary](#) window.

Select **Exit (F3)** to leave this enquiry.

Session [2/JCH]

Use this enquiry to display the transaction details for a specified session.

From this enquiry, you can view transaction, source and destination details.

Enquiry by Session Selection Window

To display this window, select the Session [task](#).

Use this window to select the session for which you want to display details.

Fields

Enter Session Number

Select the number of the session required.

Alternatively, use the prompt facility to display the Session Enquiry window and select **Details** against a session.

Source

Enter a [transaction source](#).

Alternatively, use the prompt facility to select from the Select [Transaction Source](#) pop-up.

Reference

Enter a document reference using all eight characters. For example, if the transaction reference is 999, enter 00000999.

Note: You cannot complete all three fields. Complete either the Session number field, or both of the Source and Reference fields.

Enter a source and reference and then press Enter to display the [Cost](#) Breakdown Details window.

Alternatively, select a session or enter a session number and then press Enter to display the Enquiry by Transaction Reference List window.

Enquiry by Transaction Reference List Window

To display this window, select a session with Details on the Session Enquiry window or enter a session number and then press Enter on the Enquiry by Session Selection window.

This window displays the session details and for each transaction:

- The source
- Type
- Document reference, period and date
- Base amount and currency

Options**Select Transaction Details**

Use this to display the [Cost](#) Breakdown Details window for this transaction.

Source Details

You can only use this option, to display the source application transaction enquiry, if the source is not JM. (For more details, refer to the relevant product information.)

Destination Details

Use this to display the destination application transaction enquiry (for more details, refer to the relevant product information).

Select **Exit (F3)** to leave this enquiry.

Cost Comparison [3/JCH]

Use this [task](#) to compare the actual production [costs](#) for an item against the quoted [costs](#). To use this [task](#), you must use the Production application with [Job](#) Management.

On the selection window, you can enter either a [job](#) or an item, or both:

- If you enter only a job, you must select a sub-job and task (where relevant) and an item, from the displayed list
- If you enter only an item, you must select a job, sub-job and task from the displayed list
- If you enter both a job and item, and they both appear on more than one task, you must select a task, and then a contract

Cost Comparison Job and Item Selection Window

To display this window, select the [Cost](#) Comparison [task](#).

Use this window to select the [job](#) and item for which you want to display details.

Fields

Job

Enter the required [job](#).

Alternatively, use the prompt facility to select from the Select [Job](#) Header pop-up.

Item

Enter the required item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Press Enter and then select the required contract from the displayed list to display the Cost Comparison Details window.

Cost Comparison Details Window

To display this window, select or enter the [job](#) and item on the [Cost](#) Comparison Selection window.

This window displays the [job](#), customer, item, production order, contract and cumulative [cost](#) and value.

For the unit [cost](#), value and margin percentage, the quoted, revised and shipped value is displayed, and the variance. The software calculates all variances according to the following method:

$$X \text{ vs } Y = [(X/Y) \times 100] - 100$$

where X and Y are any of Q = Quoted, R = Revised and S = Shipped value.

Functions

Finance (F13)

Use this to display the [Job](#) Management Enquiry Financial Details window.

Contracts (F19)

Use this to display the Advanced Customer Scheduling Contract Enquiry. For more details on the window displayed, refer to the Advanced Customer Scheduling product guide.

Quotation (F20)

If these production [costs](#) originated in a [quotation](#), use this to display the [Quotation](#) Enquiry Details window.

Select **Exit (F3)** to leave this enquiry.

Cost/Price List [4/JCH]

Use this [task](#) to enquire on [cost](#) and price lists set up for [jobs](#).

Cost/Price List Enquiry Selection Window

To display this window, select the [Cost/Price List task](#).

Use this window to select the price list for which you want to display details.

Fields**List Type**

Select one of the following:

[Costs](#) (1) - To display a [cost](#) list

Prices (2) - To display a price list

List Code

Enter the list on which you want to enquire.

Alternatively, use the prompt facility to select from the Select [Cost](#) List pop-up or the Select Price List pop-up.

Currency Code

You must enter the currency of the list.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Effective Date

Enter or select the date to display the lists effective on that date.

This defaults to the system date.

Press Enter to display the [Cost/Price List Enquiry](#) window.

Cost/Price List Enquiry Window

To display this window, enter the selection criteria and then press Enter on the [Cost/Price List Enquiry Selection](#) window.

This window displays the details of the selected list. These details include:

- List code and description
- Effective and start dates
- Currency
- Standard rate
- For each item, the grade, description, and hourly rate

Select **Exit (F3)** to leave this enquiry.

Job Analysis [1/JCD]

This report displays details in actual revenue to date and any commitments outstanding, such as Purchase Management.

The report is structured by project [manager](#), customer, and then [job](#) number.

For each [job](#), the report compiles:

- Actual costs to date
- Commitments outstanding
- Actual current month's costs
- Actual current year to date costs
- Total budgets
- Variance value (total budget - total costs)
- Variance percentage

Job Analysis Report Selection Window

To display this window, select the [Job Analysis task](#).

Use this window to select the information you want to include in the report.

Fields

From/To**Project Manager**

Enter the range of [managers](#) on which you want to report. Leave these fields blank to select all [managers](#).

You can use the prompt facility on these fields to select from the Select [Manager](#) pop-up.

Customer Code

Enter the range of customers on which you want to report. Leave these fields blank to select all customers.

You can use the prompt facility on these fields to select from the Customer Selection by Account Code pop-up.

Job Number

Enter the range of [jobs](#) on which you want to report. Leave these fields blank to select all [jobs](#).

You can use the prompt facility on these fields to select from the Select [Job](#) Header pop-up.

Job Status

You must select one of the following to indicate the [job](#) statuses on which you want to report:

Open (1) - For open [jobs](#)

Closed (2) - For closed [jobs](#)

Both (3) - For all [jobs](#)

Select **Submit Report (F8)** to submit the report.

Sub-job Analysis [2/JCD]

This report displays details in actual revenue to date, and any commitments outstanding.

Note: This report is similar to the [Job](#) Analysis report, but also breaks the report by [sub-jobs](#).

Sub-job Analysis Report Selection Window

To display this window, select the [Sub-job](#) Analysis [task](#).

Use this window to select the information you want to include in the report.

Fields

From/To

Job Number

Enter the range of [jobs](#) on which you want to report.

Leave these fields blank to select all [jobs](#).

You can use the prompt facility on these fields to select from the Select [Job](#) Header pop-up.

Sub-Job

Enter the range of [sub-jobs](#) on which you want to report. Leave these fields blank to select all [sub-jobs](#).

Sub-Job Status

You must select one of the following to indicate the [sub-job](#) statuses on which you want to report:

Open (1) - For open [sub-jobs](#)

Closed (2) - For closed [sub-jobs](#)

Both (3) - For all [sub-jobs](#)

Select **Submit Report (F8)** to submit the report.

Transactions by Task [3/JCD]

The Transaction by [Task](#) report displays all transactions entered to date.

The transaction details displayed for each selected [job](#) or [sub-job](#) are as follows:

- Expense type
- Document reference
- Transaction reference
- Transaction type
- Cost amounts
- Narrative (if any)

Transactions by Task Report Selection Window

To display this window, select the Transactions by [Task task](#).

Use this window to select the information you want to include in the report.

Fields

Job Number

Enter the range of [jobs](#) on which you want to report.

Leave these fields blank to select all [jobs](#).

You can use the prompt facility on these fields to select from the Select [Job](#) Header pop-up.

Sub-Job

Enter the range of [sub-jobs](#) on which you want to report. Leave these fields blank to select all [sub-jobs](#).

Task

Enter the range of [tasks](#) on which you want to report. Leave these fields blank to select all [tasks](#).

Job Status

You must select one of the following to indicate the [job](#) statuses on which you want to report:

Open (1) - For open [jobs](#)

Closed (2) - For closed [jobs](#)

Both (3) - For all [jobs](#)

Select **Submit Report (F8)** to submit the report.

Returned Assets Report [4/JCD]

This report lists any serial-controlled inventory item returned. The item must have been capitalised via [Job](#) Management and returned using the [Job](#) Management, [Customer Returns](#) interface.

Select **Confirm Submit (F8)** to submit the [task](#) to produce the report.

Initiation [1/JCI]

Use this [task](#) to start a batch [job](#) that updates all the standard commitment values and clears all existing data from the [cost](#) to complete files.

This also clears all existing [budget](#) values from the [budget](#) you specify on the selection window. Every [job](#) included in the [cost](#) to complete calculations then has its [job details](#) and [expense type](#) data copied into the [Cost](#) to Complete files.

Use the [Cost](#) to Complete Maintenance [task](#) to record the calculation information in the files that you prepare using this [task](#).

Cost to Complete Initiation Window

To display this window, select the Initiation [task](#).

Use this window to specify the selection criteria and submit the initiation [job](#).

Fields

Budget for Standard Cost Calculations

Enter the [budget](#) to hold the output of the standard [cost](#) calculations.

Alternatively, use the prompt facility to select from the Select [Budget](#) Code pop-up.

Budget for Recording Cost to Complete Calculations

Enter the [budget](#) to hold the output of the [cost](#) to complete calculations. If you choose a [budget](#) which you have already used for recording variations, the software displays a warning. This [budget](#) is closed during initiation.

Alternatively, use the prompt facility to select from the Select [Budget](#) Code pop-up.

To Run CTC Initiation for a Single Job

If you want to run [cost](#) to complete initiation for a single [job](#), enter that [job](#) here.

Alternatively, use the prompt facility to select from the Select [Job](#) Header pop-up.

Note: Leave this and the To Run CTC Initiation for a Single CTC Code field blank to include all [jobs](#) which have a [cost](#) to complete code against them.

To Run CTC Initiation for a Single CTC Code

If you want to run [cost](#) to complete initiation for [jobs](#) with a certain [cost](#) to complete code, enter that code here.

Alternatively, use the prompt facility to select from the Select [Cost](#) to Complete Code pop-up.

Press Enter to submit the [job](#).

Maintenance [2/JCI]

Use this [task](#) to record [cost](#) to complete calculation information.

This is stored in the files which are prepared when you run the Initiation [task](#). You can use this information in [cost](#) to complete reporting.

Cost to Complete Maintenance Selection Window

To display this window, select the Maintenance [task](#).

Use this window to select the [job details](#) for which you want to maintain [cost](#) to complete details.

Fields

Job/Sub-job/Task

Enter the [job detail](#) to which the [cost](#) to complete calculations are to apply.

Alternatively, use the prompt facility to select from the Select [Job Detail](#) pop-up.

If you leave the All Levels field **unchecked**, this [job detail](#) must be open.

All Levels

Use this checkbox as follows:

Unchecked - Not to apply entries made at this level to all lower levels

Checked - To apply entries made at this level to all lower levels

By Expense Type

Use this checkbox as follows:

Unchecked - To enter maintenance for material and other direct [costs](#) at [job detail](#) level

Checked - To enter maintenance for material and other direct [costs](#) at [expense type](#) level

Functions

Labour (F15)

Use this to display the labour [cost](#) details and enter the method used to calculate the [cost](#) to complete. The [Cost to Complete Maintenance Labour](#) window is displayed.

Materials (F16)

Use this to display the material [cost](#) details and enter the method used to calculate the [cost](#) to complete. The window displayed depends on the By [Expense Type](#) field. If you left it **unchecked**, the Material by [Job Detail](#) window is displayed. If you **checked** it, the Material by [Expense Type](#) window is displayed.

Other Direct (F17)

Use this to display the other direct [cost](#) details and enter the method used to calculate the [cost](#) to complete. The window displayed depends on the By [Expense Type](#) field. If you left it **unchecked**, the Other Direct by [Job Detail](#) window is displayed. If you **checked** it, the Other Direct by [Expense Type](#) window is displayed.

Enter the selection criteria and then select **Labour (F15)** to display the [Cost to Complete Maintenance Labour](#) window.

Note: All of the detail windows display the values in the [cost to complete](#) files. When you enter new values, the original values on the window are replaced by new ones, but the actual files are not updated until you select **Update (F8)**.

Cost to Complete Maintenance Labour Window

To display this window, select **Labour (F15)** on any window within the Maintenance [task](#).

Use this window to display the labour [cost](#) to complete details. This displays the this level and rolled up values for:

- Estimated hours
- Actual hours
- Cost to complete
- Percentage complete

Fields**Job/Sub-job/Task**

To display the details for another [job](#), enter the [job detail](#).

All Levels

Enter one of the following:

0 - Not to apply entries made at this level to all lower levels

1 - To apply entries made at this level to all lower levels

Method

Enter the method used to calculate the [cost](#) to complete:

1 - Finish [budget](#) on time

Use this method when the recorded labour hours are a true representation of the actual work achieved and you expect the [job](#) to continue at the same level of efficiency.

Hours to complete = Estimated hours - Actual hours

Note: You cannot use levels 2, 3, 4, 5 and 6 if you set the All Levels field to 1 on the selection window.

2 - Continue at same level of efficiency

Use this method when the standard hours achieved is different from the actual hours recorded and you expect the efficiency achieved so far to continue at the same rate. You must enter the standard hours achieved.

Hours to complete = ((Estimated hours x Actual hours) / Standard hours achieved) - actual hours

3 - Complete at standard rate

Use this method when the standard hours achieved is different from the actual hours recorded, but you expect the level of efficiency to return to normal for the rest of the [job](#). You must enter the standard hours achieved.

Hours to complete = Estimated hours - Standard hours achieved

4 - Enter degree of inefficiency to apply to rest of [job](#)

Use this method when you cannot calculate from history the degree of inefficiency to apply to the rest of the [job](#). You must enter the standard hours achieved and the degree of inefficiency.

Hours to complete = (Estimated hours - Standard hours achieved) x Percent inefficient

5 - Enter degree of efficiency to apply to rest of [job](#)

Use this method when you cannot calculate from history the degree of efficiency to apply to the rest of the [job](#). You must enter the standard hours achieved and the degree of efficiency.

Hours to complete = (Estimated hours - Standard hours achieved) x Percent efficient

6. - Enter hours to complete manually

Note: Depending on the method selected, the following fields could be display only.

Percentage Inefficient

(Method 4)

Enter a positive level of inefficiency to apply to the rest of the [job](#).

Percentage Efficient

(Method 5)

Enter the positive level of efficiency to apply to the rest of the [job](#).

Standard Hours Achieved

(Methods 2, 3, 4 and 5)

Enter the number of standard hours achieved so far. For example, if you have recorded 30 actual hours, but only achieved 25 hours' worth of output, enter 25.

This cannot be negative, and must be greater than zero for method 2.

Hours to Complete

(Method 6)

Enter the number of hours required to complete the [job](#).

Functions**Materials (F16)**

Use this to display the material [cost](#) details and enter the method used to calculate the [cost](#) to complete. The window displayed depends on the By [Expense Type](#) field on the selection window. If you set this to **0**, the Material by [Job Detail](#) window is displayed. If you set it to **1**, the Material by [Expense Type](#) window is displayed.

Other Direct (F17)

Use this to display the other direct [cost](#) details and enter the method used to calculate the [cost](#) to complete. The window displayed depends on the By [Expense Type](#) field on the selection window. If you set this to **0**, the Other Direct by [Job Detail](#) window is displayed. If you set it to **1**, the Other Direct by [Expense Type](#) window is displayed.

Enter the new values and then press Enter. The new [cost](#) to complete details are displayed.

When you are sure the values are accurate, select **Update (F8)** to save them.

Material by Job Detail Window

To display this window, set the By [Expense Type](#) field to 0 on the [Cost](#) to Complete Maintenance Selection window and then select **Materials (F16)** on any window within the [Cost](#) to Complete Maintenance [task](#).

Use this window to display the material [cost](#) to complete details. This displays the this level and rolled up values for:

- Budgets
- Commitments
- Actual hours
- Cost to complete

Fields**Job/Sub-job/Task**

To display the details for another [job](#), enter the [job detail](#)

All Levels

Enter one of the following:

0 - Not to apply entries made at this level to all lower levels

1 - To apply entries made at this level to all lower levels

Method

Enter the method to calculate the [cost](#) to complete:

1 - Based on commitment

Use this method when the [cost](#) to complete is the outstanding value of [job](#) commitments. You can apply this at all lower levels.

[Cost](#) to complete = Purchase commitments + Inventory commitments

2 - Based on original estimate

Use this method to base the [cost](#) to complete on the original [budgets](#). You must enter manually a variance percentage, a variance value, or a standard [cost](#) achieved. You can apply this at all lower levels.

3 - Enter revised estimate

Use this method when the materials already recorded are a true representation of the actual work achieved and you expect the [job](#) to continue at the same level of efficiency.

Material [costs](#) to complete = Estimated material [costs](#) - Actual material [costs](#)

Note: *Depending on the method selected, the following fields could be display only.*

Standard Cost Achieved

(Method 2)

Enter the standard material [costs](#) achieved so far. For example, if you have recorded actual [costs](#) of 30 pounds, and achieved 25 pounds' worth of output, enter 25.

This must be greater than zero.

Variance Value

(Method 2)

Enter the value variance of material [cost](#) against standard [cost](#) achieved. This value cannot be negative.

Variance Percentage

(Method 2)

Enter the percentage variance of material [cost](#) against standard [cost](#) achieved. This value cannot be negative.

Cost to Complete

(Method 3)

Enter the total [cost](#) to complete.

Functions

Labour (F15)

Use this to display the labour [cost](#) details and enter the method used to calculate the [cost](#) to complete. The [Cost](#) to Complete Maintenance Labour window is displayed.

Other Direct (F17)

Use this to display the other direct [cost](#) details and enter the method used to calculate the [cost](#) to complete. The window displayed depends on the By [Expense Type](#) field on the selection window. If you set this to **0**, the Other Direct by [Job Detail](#) window is displayed. If you set it to **1**, the Other Direct by [Expense Type](#) window is displayed.

Enter the new values and then press Enter. The new [cost](#) to complete details are displayed.

When you are sure the values are accurate, select **Update (F8)** to save them.

Material by Expense Type Window

To display this window, set the By [Expense Type](#) field to 1 on the [Cost](#) to Complete Maintenance Selection window and then select **Materials (F16)** on any window within the [Cost](#) to Complete Maintenance [task](#).

Use this window to maintain the material [cost](#) to complete details by [expense type](#).

Fields

Job/Sub-job/Task

To display the details for another [job](#), enter the [job detail](#)

Mth

Enter the method to calculate the [cost](#) to complete:

1 - Based on commitment

Use this method when the [cost](#) to complete is the outstanding value of [job](#) commitments. You can apply this at all lower levels.

[Cost](#) to complete = Purchase commitments + Inventory commitments

2 - Based on original estimate

Use this method to base the [cost](#) to complete on the original [budgets](#). You must enter manually a variance percentage, a variance value, or a standard [cost](#) achieved. You can apply this at all lower levels.

3 - Enter revised estimate

Use this method when the materials already recorded are a true representation of the actual work achieved and you expect the [job](#) to continue at the same level of efficiency.

Material [costs](#) to complete = Estimated material [costs](#) - Actual material [costs](#)

Note: Depending on the method selected, the following fields might be display only.

Variance %

(Method 2)

Enter the percentage variance of material [cost](#) against standard [cost](#) achieved. This value cannot be negative.

Variance Value

(Method 2)

Enter the value variance of material [cost](#) against standard [cost](#) achieved. This value cannot be negative.

Standard Cost Achieved

(Method 2)

Enter the standard material [costs](#) achieved so far. For example, if you have recorded actual [costs](#) of 30 pounds, and achieved 25 pounds' worth of output, enter 25.

This must be greater than zero.

Cost to Complete

(Method 3)

Enter the total [cost](#) to complete.

All Levels

Enter one of the following:

0 - Not to apply this [cost](#) to lower levels

1 - To apply this [cost](#) to all levels

Functions

Labour (F15)

Use this to display the labour [cost](#) details and enter the method used to calculate the [cost](#) to complete. The [Cost to Complete Maintenance Labour](#) window is displayed.

Other Direct (F17)

Use this to display the other direct [cost](#) details and enter the method used to calculate the [cost](#) to complete. The window displayed depends on the By [Expense Type](#) field on the selection window. If you set this to **0**, the Other Direct by [Job Detail](#) window is displayed. If you set it to **1**, the Other Direct by [Expense Type](#) window is displayed.

Enter the new values and then press Enter. The new [cost](#) to complete details are displayed.

When you are sure the values are accurate, select **Update (F8)** to save them.

Other Direct by Job Detail Window

To display this window, set the By [Expense Type](#) field to 0 on the [Cost](#) to Complete Maintenance Selection window and then select **Other Direct (F17)** on any window within the [Cost](#) to Complete Maintenance [task](#).

Use this window to display the other direct [cost](#) to complete details. This displays the this level and rolled up values for:

- Budgets
- Commitments
- Actual hours
- Cost to complete

Fields

Job/Sub-job/Task

To display the details for another [job](#), enter the [job detail](#)

All Levels

Enter one of the following:

- 0 - Not to apply entries made at this level to all lower levels
- 1 - To apply entries made at this level to all lower levels

Method

Enter the method to use to calculate the [cost](#) to complete:

- 1 - Based on commitment

Use this method when the [cost](#) to complete is the outstanding value of [job](#) commitments. You can apply this to all lower levels.

[Cost](#) to complete = Purchase commitments + Inventory commitments

- 2 - Based on original estimate

Use this method when you want to base the [cost](#) to complete on the original [budgets](#). You must enter a variance percentage, a variance value, or a standard [cost](#) achieved. You can apply this to all lower levels.

- 3 - Enter revised estimate

Use this method when the direct [costs](#) already recorded are a true representation of the actual work achieved and you expect the [job](#) to continue at the same level of efficiency.

Other direct [costs](#) to complete = Estimated other direct [costs](#) - Actual other direct [costs](#)

Note: Depending on the method selected, the following fields might be display only.

Standard Cost Achieved

(Method 2)

Enter the standard other direct [costs](#) achieved so far. For example, if you have recorded actual [costs](#) of 30 pounds, and achieved 25 pounds' worth of output, enter 25.

This must be greater than zero.

Variance Value

(Method 2)

Enter the value variance of other direct [cost](#) against standard [cost](#) achieved. This value cannot be negative.

Variance Percentage

(Method 2)

Enter the percentage variance of other direct [cost](#) against standard [cost](#) achieved. This value cannot be negative.

Cost to Complete

(Method 3)

Enter the total [cost](#) to complete.

Functions

Labour (F15)

Use this to display the labour [cost](#) details and enter the method used to calculate the [cost](#) to complete. The [Cost to Complete Maintenance Labour](#) window is displayed.

Materials (F16)

Use this to display the material [cost](#) details and enter the method used to calculate the [cost](#) to complete. The window displayed depends on the By [Expense Type](#) field on the selection window. If you set this to **0**, the Material by [Job Detail](#) window is displayed. If you set it to **1**, the Material by [Expense Type](#) window is displayed.

Enter the new values and then press Enter. The new [cost](#) to complete details are displayed.

When you are sure the values are accurate, select **Update (F8)** to save them.

Other Direct by Expense Type Window

To display this window, set the By [Expense Type](#) field to 0 on the [Cost to Complete Maintenance Selection](#) window and then select **Other Direct (F17)** on any window within the [Cost to Complete Maintenance \[task\]\(#\)](#).

Use this window to maintain the other direct [cost](#) to complete details for each [expense type](#).

Fields

Job/Sub-job/Task

To display the details for another [job](#), enter the [job detail](#)

Mth

Enter the method to use to calculate the [cost](#) to complete:

1 - Based on commitment

Use this method when the [cost](#) to complete is the outstanding value of [job](#) commitments. You can apply this to all lower levels.

[Cost](#) to complete = Purchase commitments + Inventory commitments

2 - Based on original estimate

Use this method when you want to base the [cost](#) to complete on the original [budgets](#). You must enter a variance percentage, a variance value, or a standard [cost](#) achieved. You can apply this to all lower levels.

3 - Enter revised estimate

Use this method when the direct [costs](#) already recorded are a true representation of the actual work achieved and you expect the [job](#) to continue at the same level of efficiency.

Other direct [costs](#) to complete = Estimated other direct [costs](#) - Actual other direct [costs](#)

***Note:** Depending on the method selected, the following fields could be display only.*

Variance %

(Method 2)

Enter the percentage variance of other direct [cost](#) against standard [cost](#) achieved. This value cannot be negative.

Variance Value

(Method 2)

Enter the value variance of other direct [cost](#) against standard [cost](#) achieved. This value cannot be negative.

Standard Cost Achieved

(Method 2)

Enter the standard other direct [costs](#) achieved so far. For example, if you have recorded actual [costs](#) of 30 pounds, and achieved 25 pounds' worth of output, enter 25.

This must be greater than zero.

Cost to Complete

(Method 3)

Enter the total [cost](#) to complete.

All Levels

Enter one of the following:

0 - To apply this [cost](#) only to this level

1 - To apply this [cost](#) to all levels

Functions

Labour (F15)

Use this to display the labour [cost](#) details and enter the method used to calculate the [cost](#) to complete. The [Cost](#) to Complete Maintenance Labour window is displayed.

Materials (F16)

Use this to display the material [cost](#) details and enter the method used to calculate the [cost](#) to complete. The window displayed depends on the By [Expense Type](#) field on the selection window. If you set this to **0**, the Material by [Job Detail](#) window is displayed. If you set it to **1**, the Material by [Expense Type](#) window is displayed.

Enter the new values and then press Enter. The new [cost](#) to complete details are displayed.

When you are sure the values are accurate, select **Update (F8)** to save them.

Maintain Company Profile & Enquire on Company Profile [1/JCU, 11/JCU]

Use the Maintain Company Profile [task](#) to define the [Job](#) Management company profile.

Note: You cannot maintain the company profile if another user is using [Job](#) Management.

You must set up a profile for each [Job](#) Management company. A company profile holds the rules which govern the operation of [Job](#) Management for that company.

Use the Enquire on Company Profile [task](#) to enquire on a company already set up. This displays the same windows as the Maintain Company Profile [task](#) but you cannot change any data.

Note: Take great care if you change certain application data after you start using [Job](#) Management.

When you first set up a new company, you cannot access all of the company profile maintenance windows. This is because you will not have defined all the required parameters. The sequence of events is:

- 1 Create the company (using the Maintain Company Profile [task](#)).
- 2 Create the appropriate parameters.
- 3 Amend the company profile to include these necessary parameters.

Company Profile Selection Window

To display this window, select the Maintain Company Profile [task](#).

Use this window to select the company you want to maintain.

Fields

Company Code

Enter the two-character code for the company you want to maintain or create.

Alternatively, use the prompt facility to select from the Select Company Profile pop-up.

Select a company or enter a company code and then press Enter to display the Company Profile Update Address window.

Company Profile Update Address Window

To display this window, select a company or enter a company code and then press Enter on the Company Profile Selection window.

Use this window to enter the basic details for the company.

Fields

Company Name

Enter the company name.

Address

Enter the address of company.

Post Code

Enter the postcode.

General Ledger Active

GL is a prerequisite to running [Job](#) Management (if you are running System21 on an iSeries you must include the [Job](#) Management libraries in the standard GL library list).

Use this checkbox as follows:

Unchecked - If you do not link to GL

Checked - If you want to post [Job](#) Management transactions into [General Ledger](#)

Service Active

Use this checkbox as follows:

Unchecked - If you do not link to [Service Management](#)

Checked - If you want to link to [Service Management](#)

If you **check** this, you can go straight into [Service Management](#) from the [Job Details](#) maintenance [task](#). You must set up this company within [Service Management](#).

Accounts Payable Active

Use this checkbox as follows:

Unchecked - If you do not link to [Accounts Payable](#)

Checked - If you want [Accounts Payable](#) to post invoices and credit notes automatically into [Job](#) Management

If you **check** this, you must set up this company in [Accounts Payable](#).

Review Service Contracts

If you **checked** the Service Active field, use this checkbox as follows:

Unchecked - If you do not want the [Job](#) Management system to remind you of installation records which need attaching to a contract

Use this setting if the following are true:

- You despatch a part defined in Service Management as belonging to a model, using the Confirmation of Despatch task in SOP.
- The customer has a Service Management contract.

The [Service Management](#) SOP Transfer to Service [task](#) creates installation records for those parts.

Checked - If you want [Job](#) Management to remind you to attach installation records to a contract

If you **check** this, the software displays a window when you leave the [Job Details](#) maintenance [task](#) to remind you of any installation records that need attaching to a contract.

Accounts Receivable Active

Use this checkbox as follows:

Unchecked - If you do not link to [Accounts Receivable](#)

Checked - If you want [Job](#) Management to post invoices and credit notes automatically into [Accounts Receivable](#)

If you **check** this, you must set up this company in [Accounts Receivable](#).

Customer Returns Active

Use this checkbox as follows:

Unchecked - If you do not link to [Customer Returns](#)

Checked - If you link to [Customer Returns](#)

If you **check** this, you can create, amend and receive against [customer returns](#) from within the [Job Details task](#). You must set up this company in [Customer Returns](#).

Purchase Management Active

Use this checkbox as follows:

Unchecked - If you do not link to Purchase Management

Checked - If you link to Purchase Management

If you **check** this, [Job](#) Management accumulates commitments from Purchase Management automatically. You must set up this company in Purchase Management.

Post Miscellaneous Issues Direct

This field relates to the miscellaneous physical issue from Inventory.

Use this checkbox as follows:

Unchecked - To include Inventory [costs](#) only when you post them

Checked - To posts [cost](#) from Inventory Management immediately, when you issue a miscellaneous physical issue

SOP Active

This field determines whether you can define [parts lists](#) for [Job](#) Management.

Use this checkbox as follows:

Unchecked - If the SOP/AOE interface is not active

Checked - If the [Sales Order Processing](#) and [Advanced Order Entry](#) interface is active

If you **check** this, you must define this company in SOP.

Post Cust Issues Direct

Use this checkbox as follows:

Unchecked - If, when [Job](#) Management creates a SOP order, the [costs](#) are posted when you post them and not at the time of despatch

Checked - If, when [Job](#) Management creates a SOP order, the [costs](#) are posted at the time of despatch

Fixed Assets Active

This field determines whether you can capitalise [costs](#) in [Fixed Assets](#) from [Job](#) Management.

Use this checkbox as follows:

Unchecked - If you do not link to [Fixed Assets](#)

Checked - If you link to [Fixed Assets](#)

If you **check** this, you must define this company in [Fixed Assets](#).

Parent/Child Relationship

If you **checked** the [Fixed Assets](#) Active field, use this checkbox to specify how [Fixed Assets](#) creates the parent of an [asset](#).

Check this field if you want the Fixed [Asset](#) creation to set the parent of the [asset](#) to the [asset](#) of the next level up in the [job](#) hierarchy. For example, the parent [asset](#), of an [asset](#) created at [task](#) level, is the [asset](#) defined for the [sub-job](#).

Use SOP Prices

Use this checkbox as follows:

Unchecked - Not to update selling prices

Checked - To update [job detail](#) selling prices with SOP prices

If you **check** this, it does not update prices which you have changed or overridden. You can only use this if you **checked** the SOP Active field.

Summarise GL Postings

Use this checkbox as follows:

Unchecked - Not to summarise GL postings for [Fixed Assets](#) by [asset](#)

Checked - To summarise GL postings for [Fixed Assets](#) by [asset](#)

Last Invoice Number Used

If you are setting up a company, enter the number before the first invoice number. The software then maintains this. It displays the last invoice number that has been processed.

Auto Process Codes

Use this checkbox as follows:

Unchecked - Not to use the [process codes](#) function

Checked - To use the [process codes](#) function

This controls the [status codes](#) of [job details](#) automatically.

Last Credit Note Number Used

If you are setting up a company, enter the number before the first credit note invoice number. The software then maintains this. It displays the last credit note number that has been processed.

Auto Generate Activities

Use this checkbox as follows:

Unchecked - Not to generate activities automatically

Checked - To generate activities automatically from Advanced Customer Scheduling contracts set up as pre-production or staged payment contracts

Functions**Production Functions (F15)**

Use this to enter the production details for the company profile. The Company Profile Update Production Functions window is displayed.

Press Enter.

If you are creating a new company, this saves the information and the Company Profile Selection window is displayed.

If you are maintaining a company, the Company Profile Update Accounts window is displayed.

Company Profile Update Production Functions Window

To display this window, select **Production Functions (F15)** on the Company Profile Update Address window.

Use this window to enter the details for the link to production.

Fields**Production Active**

Use this checkbox as follows:

Unchecked - If you do not link to production

Checked - If you do link to production and want to be able to create production orders in [Job Management](#)

If you **check** this, extra fields are displayed on some windows.

Consolidation Type

If you create production orders using [Job Management](#), you can consolidate orders for an item into one production order. You can consolidate orders from all [job details](#) within a [job](#), or all [job details](#) within a company.

Select one of the following:

None (0) - For no consolidation

[Job Level](#) (1) - To consolidate at [job](#) level

Company Level (2) - To consolidate at company level

If the production order policy of the item is A (Discrete), the [Job Management](#) software creates a confirmed production order. If the order policy is not discrete, it creates a planned order, without a route, and consolidates requirements.

Commitment Cost Type

Select one of the following:

Current [Costs](#) (1) - To use current [costs](#) for the [committed costs](#) for the Production part

Standard [Costs](#) (2) - To use standard [costs](#) for the [committed costs](#) for the Production part

Cost Set

If you use current [costs](#), that is, you set Commitment [Cost](#) Type to **Current [Costs](#)**, enter a [cost](#) set. Leave this field blank to use standard [costs](#).

You set up the [cost](#) set in Production to refer to a group of [costs](#).

Expense Type

Enter a Production [expense type](#), as set up in the [Expense Types task](#).

Alternatively, use the prompt facility to select from the Select [Expense Type](#) pop-up.

This must be different from the [expense types](#) entered in the company profile Update Accounts window for Inventory transaction data, [timesheets](#) and expenses.

Press Enter to display the Company Profile Update Accounts window.

Company Profile Update Accounts Window

To display this window, either press Enter on the Company Profile Update Address window or press Enter on the Company Profile Update Production Functions window.

Note: This window is not displayed when you are creating a company, since you will not have defined the parameters you have to enter.

Use this window to enter the account and expense details for the [Job](#) Management company.

Fields

Job Management Sub-ledger

Enter the sub-ledger to which you want to post [costs](#) to [work in progress](#), and deferred income to this sub-ledger. Leave this field blank if you want to post to anywhere in the balance sheet.

Holding Account for Job Management Costs

Enter the credit account for postings of [costs](#) made using direct transactions or [standing costs](#). This must be a balance sheet account which is not post inhibited or a memo account.

Holding Account for Accounts Payable Costs

Enter the suspense account for any [costs](#) posted using [Accounts Payable](#). This must be a balance sheet account, which is neither post inhibited nor a memo account.

The interface with [Accounts Payable](#) works as follows:

- It debits the holding account for Accounts Payable costs and credits the Accounts Payable control account.
- Then it debits the General Ledger via Job Management and credits the holding account for Accounts Payable costs (not the holding account for Job Management costs).

The holding account for [Accounts Payable costs](#) balances itself out in two sessions. Therefore, through two sessions, one [Accounts Payable](#), the other [Job](#) Management, you end up with a debit to [WIP](#) and a credit to the [Accounts Payable](#) control account.

Holding Account for Inventory Costs

Enter the credit account for posting Inventory [costs](#). This must be a balance sheet account, which is not post inhibited or a memo account.

We recommend that you set up this account as a suspense account, and use [AFI](#) to debit this account for Inventory movements created for [Job](#) Management related movements. You can identify these movements as follows:

- Miscellaneous Physical Issues - movement source is J, movement type is JM
- Customer Issues - movement reason is JM

Fixed Asset Suspense Account

Enter the debit account for all [work in progress costs](#) transferred to [Fixed Assets](#). This must be a balance sheet account, which is neither post inhibited nor a memo account.

The software debits [costs](#) transferred to [Fixed Assets](#) to this account within the [General Ledger](#), and creates corresponding Fixed [Asset](#) transactions. You should define the GL structure for [cost](#) books in [Fixed Assets](#) so that the credit posting for the GL account type 090 goes to this account.

Note: Reversible or reversing [standing costs](#) remain in this account and are not capitalised.

Default Write-off Account

Enter the account that holds the value for a non-serial-controlled Inventory [cost](#), which you transfer to [Fixed Assets](#), when you use multiple [assets](#). An exception report is produced.

Cost of Sales Account P&L

Enter the default profit and loss ledger or sub-ledger account to use for [Job](#) Management [costs](#). This account holds any failed posting of [cost](#) to P&L.

***Note:** A failed posting occurs if the [General Ledger](#) account created by the mask does not exist, is post inhibited or a memo account, or belongs to the incorrect ledger.*

Income Account P&L

Enter the default profit and loss ledger or sub-ledger account to use for [Job](#) Management income. This account holds any failed posting of income to P&L.

WIP Cost Account

Enter the default [WIP](#) balance sheet [cost](#) account. This account holds any failed posting of [cost](#) to the balance sheet.

WIP Deferred Income Account

Enter the default [WIP](#) deferred income [cost](#) account. This account holds any failed posting of income to the balance sheet.

Inventory Transaction Data - Expense Type

Enter the [expense type](#) to which you attach all Inventory transactions. Make sure that you add the [expense type](#) for [timesheets](#) to all required [job types](#).

This must be different from the [expense types](#) entered for production, [timesheets](#) and expenses.

Tran Type

Enter the [transaction type](#) to use for Inventory transactions.

Charge Code

Enter the [charge code](#) to use for Inventory transactions.

Expense Type for Timesheets

Enter the [expense type](#) to which you attach all [timesheets](#). Make sure that you add the [expense type](#) for [timesheets](#) to all required [job types](#).

This must be different from the [expense types](#) entered for Inventory transaction data, production and expenses.

T/S Tran Type

Enter the [transaction type](#) to use for [timesheet](#) entries.

Expense Type for Expenses

Enter the [expense type](#) to which you attach all [employee expenses](#). Make sure that you add the [expense type](#) for [employee expenses](#) to all required [job types](#).

This must be different from the [expense types](#) entered for Inventory transaction data, [timesheets](#) and production.

Exp Tran Type

Enter the [transaction type](#) to use for [employee expenses](#).

Default Budget Code

Enter the [budget](#) to use for [budgeting jobs](#). When you enquire on [job details](#), the selected [budget](#) code displays as default. After you have used the [budget](#), you can change this code.

Activity Code

Enter the default [activity](#) code for [stage payments](#). This is assigned to all activities automatically created on Advanced Customer Scheduling contracts.

Supplier No = Employee No

If you pay expenses using [Accounts Payable](#) and the AP link is active, set up your suppliers so that the first 6 characters of the supplier number are numeric and are the same as the employee numbers. This saves you re-entering details within [Accounts Payable](#).

Enter one of the following:

0 - If you do not set up suppliers in the same way as employees

1 - If you set up suppliers in the same way as employees

Auto-generate JM Ref Nos

You can automatically generate a unique reference number for each transaction entered in [Job Management](#).

Enter one of the following:

0 - If you want to enter the internal reference manually

1 -To generate the reference numbers automatically

Note: The software creates balance sheet accounts to post via masks. If anything exists in the default accounts, the [masking](#) has failed or [masking](#) is not required. The [Job Management posting validation report](#) highlights any failed postings.

Press Enter. Enter the GL extension codes for each suspense account in the displayed windows.

When you have confirmed extension codes for each account, the Company Profile Update Batch Details window is displayed.

Company Profile Update Batch Details Window

To display this window, press Enter on the Company Profile Update Accounts window and confirm any displayed extension code details.

Use this window to enter the batch number range for expenses, direct transactions and invoices. You must enter two ranges of numbers, one for automatically and one for manually generated transactions.

For each automatic range, the last batch number used is displayed.

Caution: Once you have set up the ranges, do not change them.

Fields

Expenses Batch Control

Automatic Batch Generation Range

Enter the range of numbers to use for the automatic generation of expenses batch numbers.

Manual Batch Range

Enter the range of numbers to use for the manual expenses batch numbers. This must be different from the automatic batch control range for expenses.

Direct Transactions Batch Control

Automatic Batch Generation Range

Enter the range of numbers to use for the automatic generation of direct transaction batch numbers.

Manual Batch Range

Enter the range of numbers to use for the manual direct transaction batch numbers. This must be different from the automatic batch control range for direct transactions.

Invoicing Batch Control

Automatic Batch Generation Range

Enter the range of numbers to use for the automatic generation of invoice batch numbers.

Manual Batch Range

Enter the range of numbers to use for the manual invoicing batch numbers. This must be different from the automatic batch control range for invoices.

Press Enter to update the profile with any changes you have made. The Company Profile Selection window is displayed.

Recalculate Rolled up Values [23/JCU]

Use this [task](#) to clear all previously rolled up values for:

- Job details
- Job details and expense type
- Job details, expense type and General Ledger period

It completely re-calculates all this level values

Caution: Only run this task on the advice of your software agent.

This [task](#) requires sole use of the company. No other [job](#) can run in [Job](#) Management while you use this.

Note: This [task](#) can be heavy on processing power.

Select **Confirm Submit (F8)** to run the [task](#).

Recalculate Quotation Estimated Hours [24/JCU]

Use this [task](#) to re-calculate all the estimated hour values for all levels of a [quotation](#).

You must set the quotation to have its hours re-calculated: that is, you set the Estimated Hours Control field to Automatic on the Quote Header Maintenance window.

This batch [job](#) then re-calculates the this level and rolled up values, by accumulating the estimated hours within [quotation](#) labour transactions.

Select **Confirm Submit (F8)** to run the [task](#).

Job Details Pending Prime Currency Print [26/JCU]

Use this [task](#) to print a list of all the [Job Details](#) that have been selected for Prime to Prime Currency Conversion.

You select the details within the Prime to Prime conversion application and then run a utility to change the customer's prime currency. This report prints the details for all [jobs](#) selected for the conversion but not converted.

For each [job](#), [sub-job](#) or [task](#) this reports lists:

- Customer
- Estimated start and end date
- Actual start and end dates
- Income and customer currency
- Conversion dates

Select **Confirm Submit (F8)** to run the [task](#).

-

Appendix A Glossary

A

Accounts Payable

You can enter [costs](#) attributed to outside sources, such as sub-contractor [costs](#), bought out materials and services, into [Job](#) Management via [Accounts Payable](#). To do this, accept the invoice into [Accounts Payable](#) with a request for additional information, such as [job/sub-job/task](#), plus a breakdown of the type of expense. You can also enter [employee expenses](#) through [Accounts Payable](#).

Accounts Receivable

[Job](#) Management shares customer detail information with [Accounts Receivable](#). When you print invoices, the software creates open items and updates accounts.

You must have [Accounts Receivable](#) to run [Job](#) Management, because you must enter a customer set up in [Accounts Receivable](#) on every [job](#) header.

Activity

You use activities for two main purposes:

- 1 **Reporting/analysis.** You can attach any number of activities to a [job detail](#), so that you can report on all [job details](#) that, for example, involved a site visit, or all those you have invoiced.
- 2 **Processing based on completion of activity.** You can attach activities to a [stage payment](#), so that you process the [stage payment](#) when you complete the [activity](#).

AFI

You use [Advanced Financial Integrator](#) to take specified codes from a module and create [General Ledger](#) account codes for posting. The [AFI](#) interfaces with several System21 modules.

Advanced Financial Integrator

You use [AFI](#) to take specified codes from a module and create [General Ledger](#) account codes for posting. The [AFI](#) interfaces with several System21 modules.

Advanced Order Entry

Also known as AOE, this is an advanced version of [Sales Order Processing](#) (SOP), which takes customer orders and processes them.

Analysis Code

Within [Job](#) Management, you can record up to eight [analysis codes](#) against a [job](#), so you can have flexible analysis across [jobs](#).

Asset

Within [Job](#) Management, you can create [fixed assets](#), and record them within the [Fixed Assets](#), if this is linked.

Asset Group

On any [job detail](#) with a fixed [asset](#), you must specify a depreciation rate. If you want a more detailed depreciation pattern than the single flat rate, you must set up an [asset group](#). You can then assign this group to many [job details](#).

Budget

You can use multiple [budgets](#) and [forecasts](#) at any [job](#) level. If you want a simple set-up, use one [budget](#) code for all [jobs](#), and define different figures for each [job](#).

You can also use the [budget](#) codes and [forecasts](#) in reports and enquiries. You identify a [budget](#) or [forecast](#) by its code and type (either [budget](#) or [forecast](#)). You can use the same code for a [forecast](#) and a [budget](#).

You can set [budgets](#) at any [job](#) level and produce [budgets](#) against an [expense type](#) at each [job](#) level. [Job](#) Management automatically rolls up [budgets](#) from a lower level through the [job](#) hierarchy. You can record a rolled-up [budget](#) at a higher level and then protect it from being overwritten during the automatic roll-up.

Capitalisation

You can record a purchase in the balance sheet as an [asset](#) or in Profit and Loss as an expense. If you record it as an [asset](#), it is called [capitalisation](#).

Charge Code

You use [charge codes](#) to further breakdown entries against direct transactions (including [standing costs](#)), [timesheets](#) and [employee expenses](#). These can include items such as hotel bills, travel time, bank holiday, and sickness. You specify [charge codes](#) at transactional level.

Committed Cost

A [committed cost](#) is where you have printed the purchase order but not yet matched this to a supplier invoice, or where you request an inventory item but it is not yet despatched.

Cost

You enter [cost](#) transactions against a [job](#) by specifying the main [job](#), the [sub-job](#) and [task](#) (if required), plus the [expense type](#). [Costs](#) and income are rolled up, or transferred, to the next level. The software holds this level [costs](#) and income, as well as the rolled-up [costs](#). The main [job](#) and [sub-jobs](#) show values of work carried out both at that level and at all subordinate levels.

Customer Returns

You can use [Customer Returns](#) with [Job](#) Management to add or amend a return and receive a return. You can link returns to a [job](#).

Delivery Address

Every [job](#) must have a customer with a [delivery address](#), which is defined in [Accounts Receivable](#).

Division

You use [division](#) codes within [Job](#) Management to identify the [division](#) within the company responsible for carrying out work on [jobs](#). You specify this at [job detail](#) level only.

Employee Expenses

You enter [employee expenses](#) from either within [Job](#) Management, or from [Accounts Payable](#). If you use [Accounts Payable](#), the transactions are posted to [Job](#) Management when you accept the

invoice. The software can automatically calculate the employee mileage and claim amount to charge against a [job](#).

Employee Grade

You define a grade code together with a [cost](#) rate per hour and an income rate per hour. You can record up to eight [cost](#) and income rates for a grade. Each employee has an associated grade code.

You specify these at employee level. [Job](#) Management uses the grades associated with an employee to calculate both [cost](#) and income values against [timesheet](#) entries. Details about grade codes are stored with their associated [cost](#) and income rates.

Expense Type

When you enter a [cost](#) transaction against a [job](#), you must associate it to an [expense type](#). [Expense type](#) transactions include materials, labour, and consultancy.

You set up the [expense types](#) relevant for a particular [job type](#) within the [job types](#) parameter. You attribute a default [expense type](#) to each [timesheet](#), [employee expenses](#) and Inventory transaction.

You can analyse [costs](#) at each level by [expense type](#), giving a very flexible method of analysing [costs](#).

Fixed Assets

You can use the interface to [Fixed Assets](#) to hold [fixed assets](#) against more than one [job detail](#). You can transfer [fixed assets](#) from [Job](#) Management to [Fixed Assets](#) using a transfer facility within [Job](#) Management.

Fixed Price

You must define a [price type](#) to every [job detail](#). There are three [price types](#): [Fixed price](#), [Time and materials](#) and [Non-chargeable](#).

You can generate invoices for [fixed price job details](#) using either the Sundry Invoices/Credit Notes [activity](#) or when you make a [stage payment](#) (which can be triggered by the completion of an [activity](#)).

Forecast

This functions in exactly the same way as a [budget](#). You can use multiple [budgets](#) and [forecasts](#) at any [job](#) level. If you want a simple set-up, use one [budget](#) code for all [jobs](#), and define different figures for each [job](#).

You can also use the [budget](#) codes and [forecasts](#) in reports and enquiries. You identify a [budget](#) or [forecast](#) by its code and type (either [budget](#) or [forecast](#)). You can use the same code for a [forecast](#) and a [budget](#).

You can set [budgets](#) at any [job](#) level and produce [budgets](#) against an [expense type](#) at each [job](#) level. [Job](#) Management automatically rolls up [budgets](#) from a lower level through the [job](#) hierarchy. You can record a rolled-up [budget](#) at a higher level and then protect it from being overwritten during the automatic roll-up.

General Ledger

[Job](#) Management holds detailed [cost](#) and income values while [General Ledger](#) (GL) provides a financial summary of [job](#) values. You must balance and reconcile these two sets of values.

You can set up a [Job](#) Management sub-ledger within the [General Ledger](#). This ledger can have its own control account for [work in progress](#) control, and other holding accounts for [costs](#) entered within [Job](#) Management, Inventory Management and [Accounts Payable](#).

Each transaction ([cost](#) or income) is posted to a [General Ledger](#) account. You use posting masks to target a GL account without having to enter a code on every transaction.

[General Ledger](#) is a prerequisite to the running of [Job](#) Management.

Industry Code

You can define the industry of the customer on each [job](#), at the [job](#) level. You can analyse across [jobs](#) on work carried out on a specific industry. The codes are user-defined, but we recommend that you use SIC (standard [industry codes](#)).

Job

This is the top level of the [job](#) hierarchy. A [job](#) can have up to three levels of detail. You must define the first level (the [job](#) or main [job](#)). The second ([sub-job](#)) and third ([task](#)) levels are optional, and you use them for more detailed analysis and control.

Job Detail

This is the top level of the [job](#) hierarchy. A [job](#) can have up to three levels of detail. You must define the first level (the [job](#) or main [job](#)). The second ([sub-job](#)) and third ([task](#)) levels are optional, and you use them for more detailed analysis and control.

Job Type

For each [job](#), you must enter a [job type](#). This dictates how the software processes the [job](#). You specify the [job types](#) at [job](#) level. You use them:

- To analyse jobs by like type
- To set defaults for credit checking, income deferral, and so on
- To set default text to appear on invoices
- To identify valid expense types

Location

You use [location](#) codes to specify where the employee who will work on a [job](#) is, or where the work is taking place. You specify a [location](#) at [job detail](#) level, and at employee level.

Manager

You can define [manager](#) codes for either a project [manager](#) or an account [manager](#). You associate the project [manager](#) with any reviews, that is chargeable transaction reviews and invoice reviews. You specify the [manager](#) at [job detail](#) level.

Masking

This term refers to the method of specifying individual character strings to take the place of existing codes when you create [General Ledger](#) posting accounts.

Non-chargeable

You must define a [price type](#) to every [job detail](#). There are three [price types](#): [Fixed price](#), [Time and materials](#) and [Non-chargeable](#). You cannot generate invoices for [non-chargeable job details](#).

Order Entry

You can use Inventory Management with [Job](#) Management to capture the [cost](#) of Inventory items. You capture the [costs](#) within [Job](#) Management, by defining a list of parts using the interface to [Advanced Order Entry](#) or [Sales Order Processing](#).

[Sales Order Processing](#) progresses the list of parts, defined as an order, from entry through to despatch. You can produce acknowledgements, pick notes and clean despatch notes for the [parts list](#). Because you produce the invoices within [Job](#) Management, when you confirm despatch, it does not create an invoice - instead the inventory [costs](#) are posted to [Job](#) Management. You can assign each [job detail](#) to one sales order.

Parts List

This is a list of the Inventory items required to complete a [job](#). This is an element of the [cost](#) associated with a [job detail](#). You can use purchased or manufactured items, or discrete parts or kits.

Picking Note

This is a list of stocked items to pick from the stockroom.

Price Type

Every [job detail](#) must have a [price type](#). There are three [price types](#): [fixed price](#), [non-chargeable](#) and [time and materials](#). You can use this code when building a GL account for income transactions.

Process Code

You can set certain pre-defined processes to change a [job detail status code](#) to a user-specified value when the process takes place. You cannot use [process codes](#) unless you switch on the [Auto Process Codes](#) field in the company profile.

The following [process codes](#) are system-defined:

IVD - Invoice

PDS - Partial despatch

RCV - Goods received

RTN - Return generated

SOC - Sales order created

TDS - Total despatch

Each [job detail](#) has a [status code](#), between 01 (open) to 99 (closed).

Profit Centre

You use [profit centres](#) to analyse [costs](#) and income by profit or [cost](#) centre across [jobs](#). You specify them at [job detail](#) and employee level.

Quotation

You can build up estimated [costs](#) using the standard functions, including [parts lists](#) and user-defined expenses. You can adjust mark-up percentages to compare different proposed selling prices. You can convert the [quotation](#) to a live [job](#), and you can use the estimated [costs](#) as [budgets](#).

Rate Category

A [timesheet](#) or expense has a [job detail](#) and an employee. You can define a rate code for the [job detail](#) and a grade for the employee. For [employee grades](#), you must define a rate for each [rate category](#) (A - H). The software uses the combination of [job detail](#) and employee to find the correct rate to apply.

Region

You use [regions](#) identify the [region](#) responsible for carrying out work on [jobs](#). You specify this at [job detail](#) level.

Sales Order Processing

You can use Inventory Management with [Job](#) Management to capture the [cost](#) of Inventory items. You capture the [costs](#) within [Job](#) Management, by defining a list of parts using the interface to [Advanced Order Entry](#) or [Sales Order Processing](#).

[Sales Order Processing](#) progresses the list of parts, defined as an order, from entry through to despatch. You can produce acknowledgements, pick notes and clean despatch notes for the [parts list](#). Because you produce the invoices within [Job](#) Management, when you confirm despatch, it does not create an invoice - instead the inventory [costs](#) are posted to [Job](#) Management. You can assign each [job detail](#) to one sales order.

Secondary Analysis Code

This is also known as [analysis code](#). Within [Job](#) Management, you can record up to eight [analysis codes](#) against a [job](#), for flexible analysis across [jobs](#).

Service Management

You can use [Job](#) Management to automatically generate installation records within [Service Management](#), and access [Service Management](#) to attach the installation to a contract.

Stage Payment

You make any [fixed price job detail](#) payments made in stages. You cannot make [stage payments](#) for either of the other two [price types](#) ([non-chargeable](#) and [time and materials](#)).

When you reach the date assigned to the payment, the payment is made. A [stage payment](#) can depend on the completion of a number of activities, or on the arrival at a payment date.

Standing Cost

You use [standing costs](#) to simplify the posting of [costs](#) against a [job](#) number, if the [cost](#) is regular or standard, for example, rent of machinery.

You can associate a set of [job](#) numbers to each standing reference. You can also set up reversible [standing costs](#) to deal with periodic accruals.

Status Code

Each [job](#) has a [status code](#); they are user-defined, apart from 01 ([Job](#) opened) and 99 ([Job](#) closed). You use these to monitor the progress of [jobs](#) using your own criteria. You could define a [status code](#) 25 to represent 25% Complete, or code 32 to represent Preliminary Site Visit.

You can enter [costs](#) and income against any open [job](#) level. All user-defined codes are considered as open. You can close off jobs at any level when you want. Each job level defaults to a [status code](#) of 01 and remains open until set to status 99.

Sub-job

You can enter up to three levels of detail for each [job](#). You must define the first level (the [job](#) or main [job](#)). The second ([sub-job](#)) and third ([task](#)) levels are optional, and you use them for more detailed analysis and control.

Task

You can enter up to three levels of detail for each [job](#). You must define the first level (the [job](#) or main [job](#)). The second ([sub-job](#)) and third ([task](#)) levels are optional, and you use them for more detailed analysis and control.

Time and Materials

This is also known as [T&M](#). You must define a [price type](#) to every [job detail](#). There are three [price types](#): [fixed price](#), [time and materials](#) and [non-chargeable](#). You can generate invoices for T&M job details. These are calculated according to labour and expense costs, materials costs, and mark-up percentages.

Timesheet

You can record [timesheet](#) data on a daily, weekly or monthly basis and periodically update the job costs. The software uses the data recorded to update actual labour costs on both chargeable and [non-chargeable jobs](#), and calculate invoice values on [T&M jobs](#). You can amend [timesheets](#) before you post them.

Transaction Source

When you create a [Job](#) Management company, the software creates some [transaction sources](#). These prefix [Job](#) Management transaction numbers and identify the source of transactions logged against a job:

IM - Inventory movement

SC - [Standing cost](#)

SR - [Standing cost](#) reversal

JM - [Job](#) Management

PL - Purchase Ledger ([Accounts Payable](#))

When you post a transaction, GL adds a prefix of J to the [transaction source](#) and document number. When you transfer the transaction within GL, for example from [work in progress](#) to profit and loss, the J is kept, but the [transaction source](#) is changed:

IM, JM and PL become RC

SC and SR become RS

RI - Release of income

Transaction Type

You specify [transaction types](#) at transaction level to further identify transactions within a [job](#). You define these transactions. As a minimum, you must set up transaction types for any employee expenses, [timesheet](#) and Inventory transactions.

You must associate an [expense type](#) and [transaction type](#) to all [timesheets](#) and employee expense sheet. You must also define a unique expense type, transaction type and charge code for all inventory movements maintained using the Inventory Management interface.

Transfer Method

You must specify a [transfer method](#) for every [job detail](#). This defines how to post the [job costs](#) and income from the [General Ledger WIP](#) account into [Fixed Assets](#) or a profit and loss account. There are 9 [transfer methods](#), 0 to 8:

0 - To post [costs](#) directly to P&L. If the [job](#) is time and material and you post the [cost](#) directly to P&L, the income cannot go to balance sheet even if the [job type](#) is defined as deferred income. If the [job](#) is [fixed price](#), and you post the [costs](#) directly to P&L, the income can be in the balance sheet if you defer the income.

1 - Initially, [costs](#) are posted to [WIP](#) then the [costs](#) are transferred from [WIP](#) to P&L. This transfer happens when you initiate the transfer to P&L.

2 - Initially, [costs](#) are posted to [WIP](#) then [costs](#) are transferred from [WIP](#) to P&L. You control which [costs](#) and income are transferred using the Release [Jobs activity](#).

3 - Initially, [costs](#) are posted to [WIP](#) then the [costs](#) are transferred from [WIP](#) to P&L. You use the Release [Jobs activity](#) to release of [costs](#) from [WIP](#) to P&L, but the [job detail](#) must be closed.

4 - Initially, [costs](#) are posted to [WIP](#) then [costs](#) are transferred from [WIP](#) to [Fixed Assets](#). All [costs](#) are released from [WIP](#) to [Fixed Assets](#) when you start a batch process.

5 - Initially, [costs](#) are posted to [WIP](#) then [costs](#) are transferred from [WIP](#) to [Fixed Assets](#). You use the Release [Jobs activity](#) to release of [costs](#) from [WIP](#).

6 - Initially, [costs](#) are posted to [WIP](#) then [costs](#) are transferred from [WIP](#) to [Fixed Assets](#). You use the Release [Jobs activity](#) to release [costs](#) from [WIP](#) but the [job detail](#) must be closed.

7 - [Costs](#) are posted to [WIP](#). You cannot transfer the [costs](#) to P&L or [Fixed Assets](#).

8 - [Costs](#) are posted to [WIP](#). You release [costs](#) from [WIP](#) to [Fixed Assets](#) or to P&L using the Invoicing/[Asset](#) Generation [activity](#). You do not need to make the decision as to whether an item is revenue or capital until you use this [activity](#).

T&M

This is also known as [time and materials](#). You must define a [price type](#) to every [job detail](#). There are three [price types](#): [fixed price](#), [time and materials](#) and [non-chargeable](#). You can generate invoices for T&M job details. These are calculated according to labour and expense costs, materials [costs](#), and mark-up percentages.

Uplift Code

You specify this at [timesheet](#) level. You use these to recalculate the [cost](#) of labour. If the [uplift code](#) is 1.5, the [cost](#) of labour is multiplied by 1.5.

Variation Reason Code

When you change, at [job detail](#) level, a [budget](#), a selling price, or the estimated hours, you must enter a variation reason.

WIP

This is also known as [work in progress](#). Within [Job](#) Management, [WIP](#) refers to the [General Ledger WIP](#) balance sheet account to which all [Job](#) Management [costs](#) are posted before you transfer them to [Fixed Assets](#) or a profit and loss account.

Work in Progress

This is also known as [WIP](#). Within [Job](#) Management, [WIP](#) refers to the [General Ledger WIP](#) balance sheet account to which all [Job](#) Management [costs](#) are posted before you transfer them to [Fixed Assets](#) or a profit and loss account.