



# Infor XA – Contract Accounting User's Guide

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## ***Introduction***

XA Contract Accounting (CA) application is designed to enhance the applications in the contract cost area. CA allows you to fully track manufacturing costs associated with every purchase order and shop order, as well as other costs commonly attached to a contract. Using CA you can analyze cost flows against expected performance and budget.

The system is fully integrated with the following XA modules:

- Accounts Payable
- Accounts Receivable
- Customer Order Management
- Inventory Management
- Payroll
- Production Control and Costing
- Production Monitoring and Control
- Material Requirements Planning

CA supports Department of Defense (DOD) contract costing by Work Breakdown Structure (WBS) level. You can trace from the source transaction (material and labor) to the contract and various levels in between. A progress payments function is also provided.

CA takes advantage of the System i relational database. A comprehensive contract database, along with the various user tools on the System i (query, SQL, menu-based natural language query), makes required reporting easy and flexible. Other examples of usability features include:

- Cursor sensitive error message support
- Note taking throughout the database  
(Hard copy and folder distributed)

Inquiries are designed with the 'Work With' concept. There are look-up windows, "drill down" from contract to detail transaction, list panels, zoom to detail data on flat panels, maintainable notes, and help text.

CA reports include:

- Contract Summary reporting
- Cost by company
- Cost by contract
- Cost by contract line
- Cost by contract line level
- Cost by contract line level manufacturing order

## ***Section 1. Introducing Contract Accounting***

### **Overview**

#### The CA Concept

The CA application follows a basic set of concepts. You make all charges to the manufacturing order, which CA then relates to contract costs. All transactions occur in the other XA applications, maintaining the integrity of the Database. Purchases are to work-in-progress, not to stock. Parts are kept in inventory at zero value, with labor calculated at average or actual. Overhead calculations are driven by tables you set up. Using these rules, CA avoids redundancy and ensures that your data is accurate and timely.

### **XA Interfaces**

Following is an explanation of how CA interfaces with the other XA applications.

#### ***Accounts Payable (AP)***

Purchased material may be purchased and charged directly to a job and accumulated by contract. This eliminates issues and receipts to and from manufacturing orders to accumulate material costs. XA Accounts Payable is an optional application to CA.

#### ***Accounts Receivable (AR)***

Contract Accounting updates an off-line batch with invoices created from progress payment update.

#### ***Customer Order Management (COM)***

Contract line items are directly related to Customer Order line items. Line items are assigned costing levels that allow line items and manufacturing orders associated with them to have their costs grouped together.

### ***Inventory Management (IM)***

Issues of stock items may be charged to manufacturing orders and later rolled to contracts using the tailored inventory costing method (standard, average, or last).

### ***Payroll (PR)***

If you want actual costing (employee rate x hours worked) then you can direct payroll transactions to be passed to PC&C and then on to CA during Shop Activity Update. XA Payroll is an optional application to CA.

### ***Production Control and Costing (PC&C)***

Source transactions for labor and miscellaneous charges are extracted from shop activity update transactions.

### ***Production Monitoring and Control (PM&C)***

Bar Coded PC&C & IM transactions will update contract cost.

### ***Material Requirements Planning (MRP)***

Allows MRP generation by contract.

### ***PowerVision (PV)***

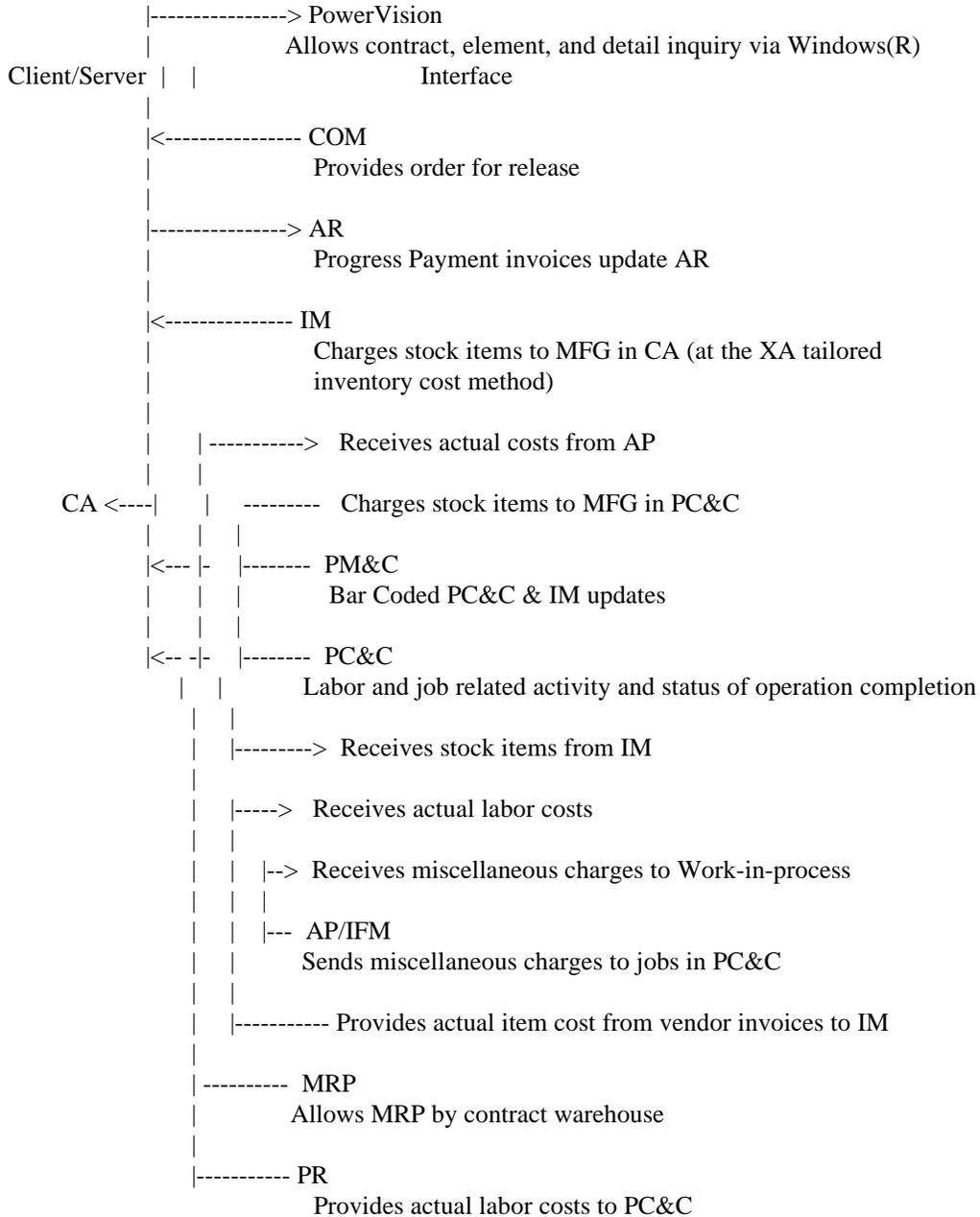
Enables Windows Client/Server interface for contract, element, and detailed transaction inquiries.

### ***CA PLUS***

Utilizes the XA Browser to interface with CA. Handles MO explosion requests from Browser, and spread sheet/ reporting tool.

## How CA works with XA applications

The following chart shows how information flows from the XA applications to and from Contract Accounting.



## Design Features

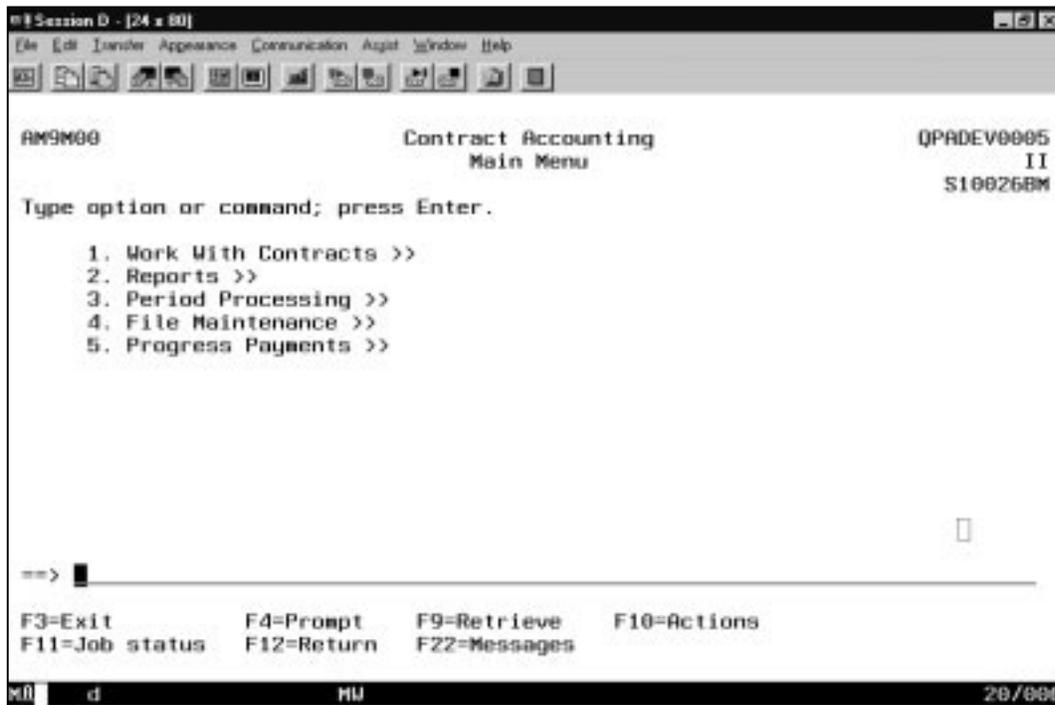
CA is a structured application complete with the following features:

- Clearly defined **menu-driven** tasks
- CA is by nature a 'layered' application. The **menus are designed to give the user immediate access** to the layer you need by selecting the appropriate level from the menu. You can go to other layers from any other layer using function keys.
- **Inquiry** options let you view information from your workstation.
- User **Notes** can be kept on different levels easily, independent of System i OfficeVision.
- Field level Help text is available for all display screens. Menu Help is available for all menus. You can also modify help text.
- Error message secondary level help text is available. If an error occurs, move your cursor to the message and press the HELP key for details.
- All inquiries are designed utilizing the **object action concept**. The action, such as 5=Display, is placed next to the object, such as a contract, to display information about the contract (see 'Using the Contract Accounting panels' for more details).
- CA is fully integrated with XA. Some panels will display data from other XA applications as well as CA.
- CA is client server enabled through XA PowerVision or Visual Workplace.

## Menu Tour

**It is necessary to understand the CA menus and their purpose. Following is a description of the CA menus and their options.**

### *Contract Accounting Main Menu (AM9M00)*



**Option 1 Work with Contract...:** Used to add, change or delete contracts, contract lines and contract levels. Also used to display all contract information, notes and progress payments for any contract at any point in development.

**Option 2 Reports:** Used to request all listed reports available.

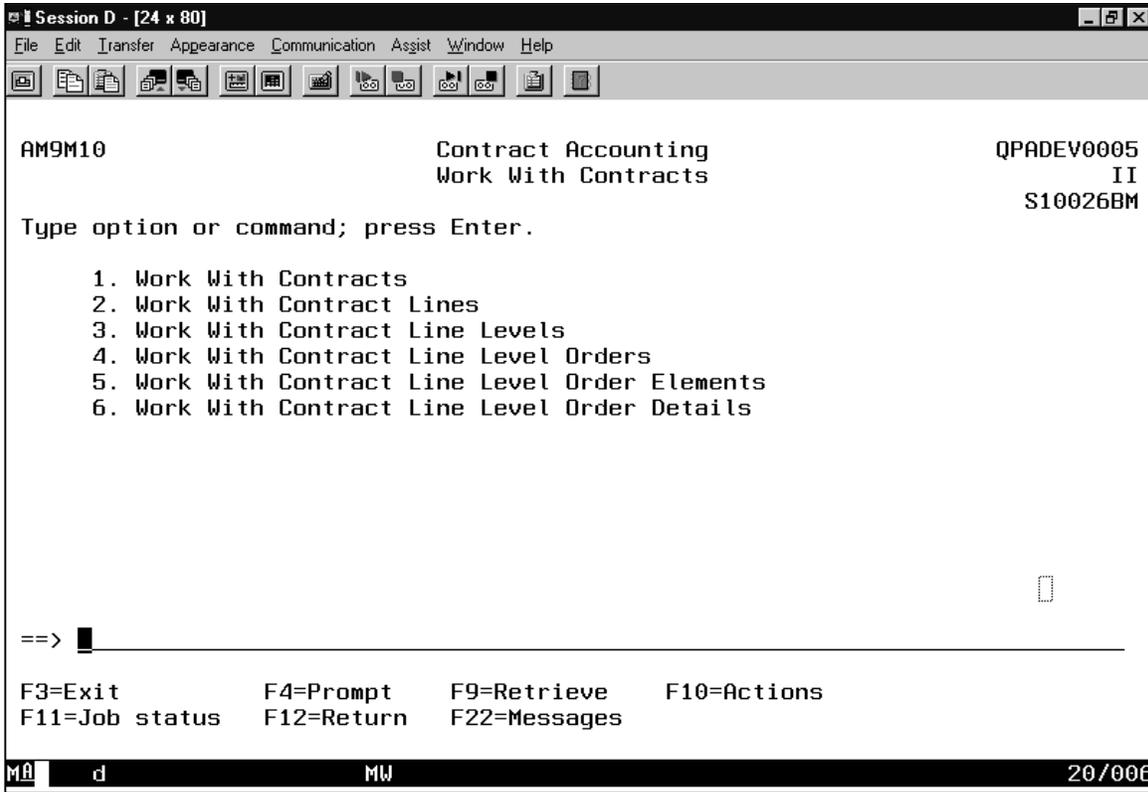
**Option 3 Period Processing:** Used to calculate overheads, close periods and archive data.

**Option 4 File Maintenance:** Used to maintain (add, change, delete) information in the standard job, element cross reference, overhead table and Employee Master. Also to explode job/estimates and roll ups.

**Option 5 Progress Payments:** Used to enter/update progress payments against contracts and print Progress Payment worksheet.

### ***Contract Accounting Work With Contracts (AM9M10)***

Selecting option 1 from the main menu will display the Work With Contracts menu (AM9M10). This menu supports the contract model allowing you to enter at any layer of the contract from the main menu.

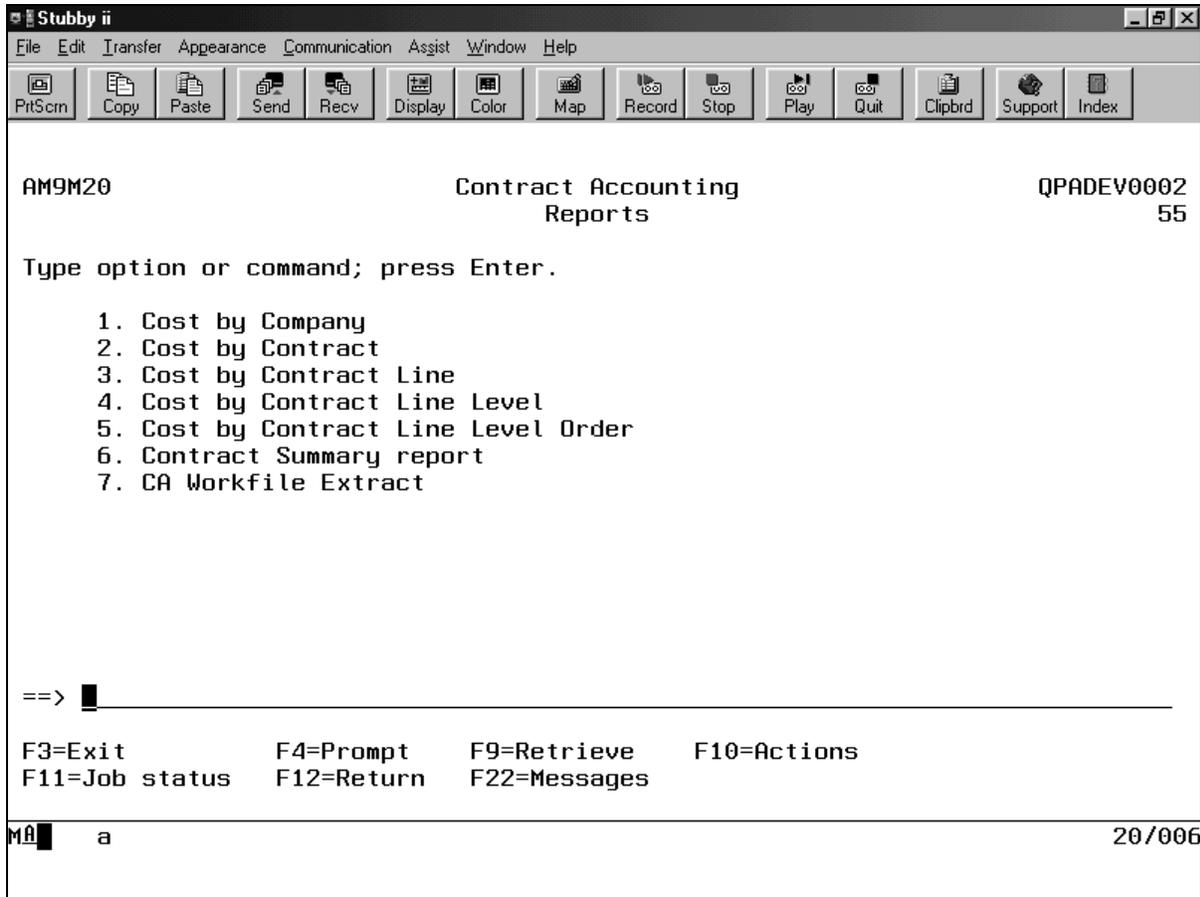


**Option 1 Work with Contracts:** Use this option to enter the CA application at the first layer. This is the option you take to add a contract for the very first time.

**Option 2 through Option 6 Work with Contract Lines through Work with Contract Line level order element details:** These options are available for you to enter the hierarchy at any level. You can also navigate between the different levels within the application using available options.

### ***Contract Accounting Reports (AM9M20)***

Selecting option 2 from the main menu will display the Contract Accounting Reports menu (AM9M20).



**Option 1 Cost by Company:** Used to print the Cost by Company report (AM918). You can select a range of companies for this report.

**Option 2 Cost by Contract:** Used to print the Cost by Contract report (AM919). You can select a range of Companies and Contracts for this report.

**Option 3 Cost by Contract Line:** Used to print the Cost by Contract Line report (AM920). You can select a range of Companies, Contracts and Lines for this report.

**Option 4 Cost by Contract Line Level:** Used to print the Cost by Contract Line Level report (AM921). You can select a range of Companies, Contracts, Lines and Levels for this report.

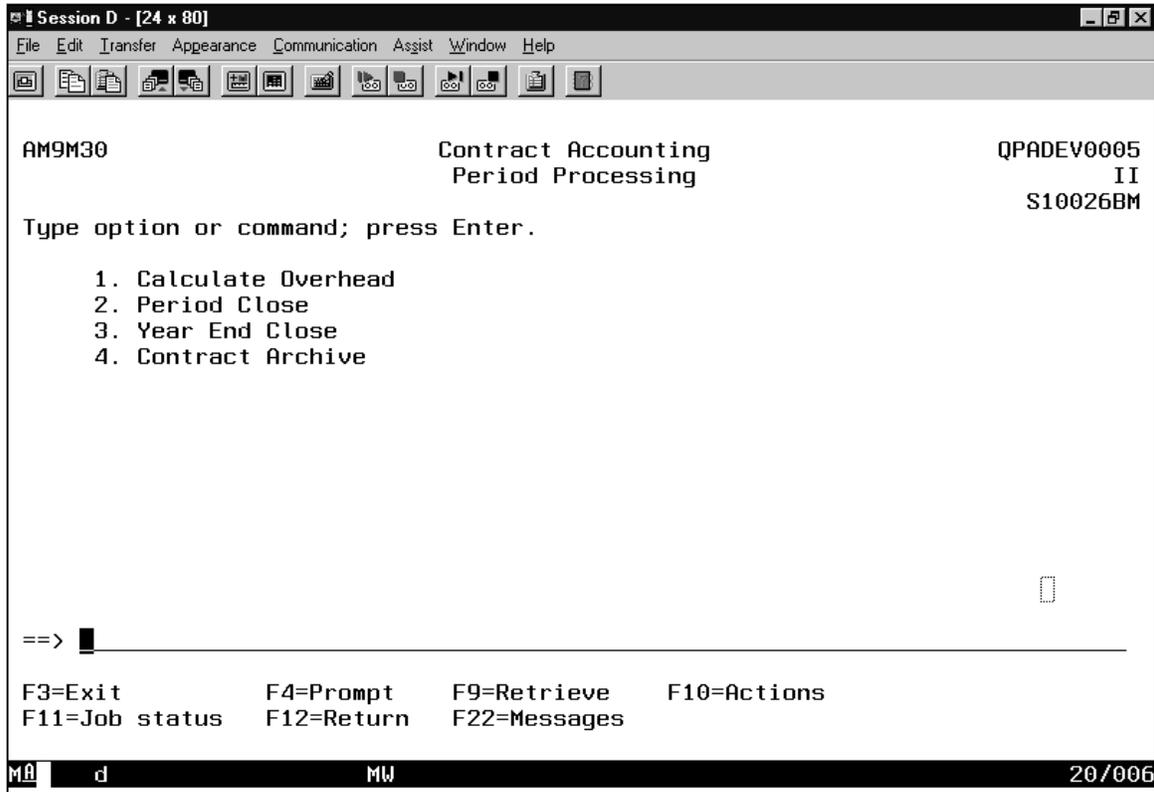
**Option 5 Cost by Contract Line Level Order:** Used to print the Cost by Contract Line Level Order report (AM922). You can select a range of Companies, Contracts, Lines, Levels and Orders for this report.

**Option 6 Contract Summary Report:** Used to print the Contract Summary report (AM931). You can select a range of Contracts for this report.

**Option 7 CA Work File Extract:** Used to calculate overhead by using different overhead rates instead of just one.

### *Contract Accounting Period Processing (AM9M30)*

Selecting option 3 from the main menu will display the Period Processing menu (AM9M30).



**Option 1 Calculate Overhead:** Used to calculate the period to date overhead using the 'Overhead Matrix' formula. This option creates a XA general ledger transaction record in the form of an offline file load batch as well as a source CA transaction. You should perform this task once each period and just before period close.

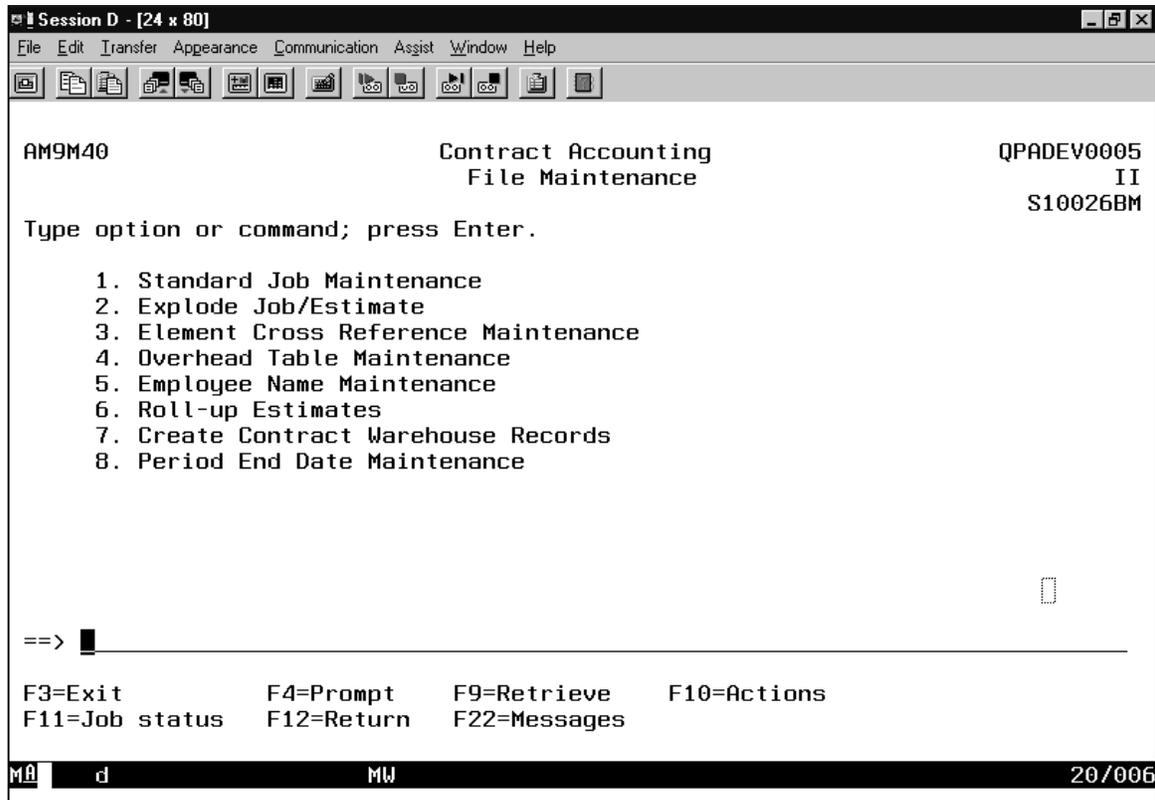
**Option 2 Period Close:** Used to clear all period-to-date fields.

**Option 3 Year End Close:** Used to clear all year-to-date fields.

**Option 4 Contract Archive:** Used to safely store information offline once it is no longer current. There is however, no formal method for restoring this archived information at this time.

### ***Contract Accounting File Maintenance (AM9M40)***

Selecting option 4 from the main menu will display the File Maintenance menu (AM9M40).



**Option 1 Standard Job Maintenance:** Used to maintain the Standard Job Master File (STDJOB), which contains General Ledger account numbers as they relate to material, labor, and overhead.

**Option 2 Explode Job/Estimate:** Used to explode a manufacturing order (M) or an Estimate Order (E) from IM against a standard job. This will set up the proper element buckets for cost accumulations.

**Option 3 Element Cross Reference Maintenance:** Used to maintain the Element Cross Reference File (GLXREF) which contains information on labor, and material charges to cost element relationships.

**Option 4 Overhead Table Maintenance:** Used to define overhead as a factor of any specific element (labor, material, overhead), group of elements or a combination of groups of elements.

**Option 5 Employee Name Maintenance:** Used to maintain the Employee Master File, which contains information about the employees referenced in CA. This option is not permitted if either Payroll or Production Monitoring and Control are installed.

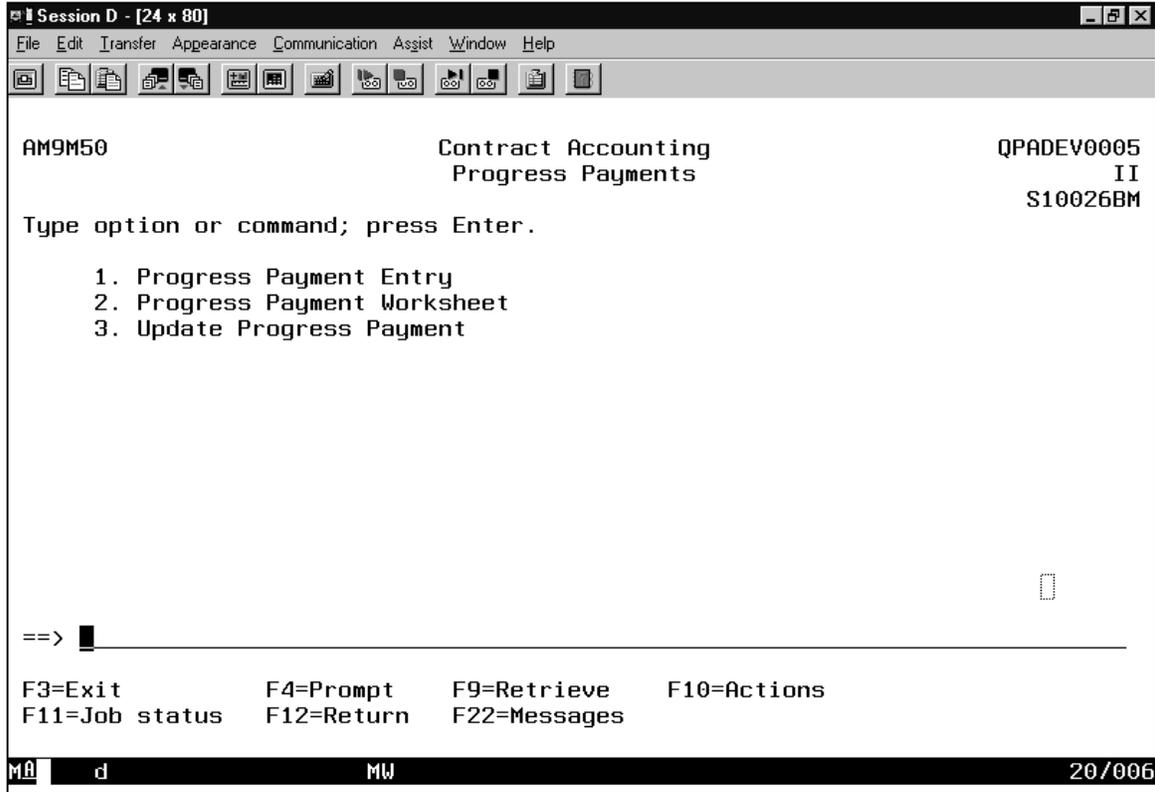
**Option 6 Roll-up Estimates:** Used to submit a batch program, which updates original estimate cost and hours, placing the result in EAC hours and cost if EAC is empty.

**Option 7 Create Contract Warehouse Records:** Used to create Item Balance records for all summarized bill components in the selected warehouse for the item number entered as long as EPDM is NOT installed.

**Option 8 Period End Date Maintenance:** If Flexible Period Accounting is used. This option allows maintenance to the Contract Accounting Period Date file.

### ***Contract Accounting Progress Payments (AM9M50)***

Selecting option 5 from the main menu will display the Progress Payments menu (AM9M50).



**Option 1 Progress Payment Entry:** Used to maintain the Progress Payments.

**Option 2 Progress Payment Worksheet:** Used to print the worksheet based on the current information entered for the progress payment.

**Option 3 Update Progress Payment:** Use this option to initiate a batch job that will update all areas with progress payment activity entered in option 1.

## Using the Contract Accounting panels

To use CA panels, you need to know how to use the Work With options. Following is a definition of the options to use in CA:

**2=Change.** Placing '2' next to the object on an object action panel followed by pressing <ENTER> will display the appropriate screens necessary to 'change' the object being worked on. XA data displayed as part of the database integration will be 'protected' and cannot be changed through CA.

**4=Delete.** Placing '4' next to the object on an object action panel followed by pressing <ENTER> will delete the object. This option is available for the contract, lines, levels, orders, and elements only. To delete, objects must have no costs or hours associated.

**5=Display.** Placing '5' next to the object on an object action panel followed by pressing <ENTER> will display all appropriate screens in sequence. You can move from screen to screen by pressing <ENTER> to go forward or selecting the appropriate function key to go to the previous screen. No data entry or update can take place with this option. (Help is always available however.)

**6=xxxxxx** Where xxxxxx can be: **Lines, Levels, Orders, Elements, or Details.** Action '6' changes as the application progresses down the hierarchy. At the main Work With Contract Screen, the next step is Work With Contract Lines. Placing '6' next to the contract on an object action panel will advance the application to Work With Contract Lines. On the Work With Contract Lines Screen, placing '6' next to the desired contract line will advance the application to Work With Contract Line Levels and so forth.

**7=Notes.** Placing '7' next to the object on an object action panel followed by pressing <ENTER> will open a file named QNOTSRC in the current library. OS/400 SEU is used to access and maintain notes at all levels. Required knowledge of OS/400 and SEU, although minor, is necessary to utilize this option. (Refer to the appropriate System i Reference Manual for details.) OfficeVision/400 is not required.

**8=Progress Payments.** Progress payments reflect information against a contract regardless of lower level activity. For this reason, this action is only available in 'Work with Contracts' at the main level. Placing '8' next to the contract on an object action panel followed by pressing <ENTER> will display progress payment information. Unlike previous actions, 8=Progress Payments will provide display and note features only. Maintenance to progress payments must be performed through the progress payment menu option from the main menu.

A CA Work With object action panel.

Session D - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

AM902.02 Work With Contracts

Position to Company/Contract . . . Page 1 of 1

Co Contract

\_\_\_\_\_

Type options, press Enter.

2=Change                    4=Delete                    5=Display                    6=Lines  
 7=Notes                    8=Progress Payments

Op	Co	Contract	Order	Customer	Award	Actual Cost
█	1	CON1000	10424	00000701	11/19/98	1,019.66
—	1	CON7000	10432	00010001	7/20/99	78,373.71
—	1	CON8000	10433	00000701	7/21/99	1,800.00
—	1	CON8001	10438	00000701	7/21/99	25,000.00
—	1	CON8050	10441	00000701	7/21/99	.00
—	1	CON8060	10442	00000701	7/22/99	.00
—	1	CON9000	10437	00000701	7/21/99	100.00
—	1	C010444	10444	00000701	7/26/99	.00
—	1	TEST INV	10428	00000701	7/14/99	.0 +

F3=Exit                    F5=Refresh                    F6=Add Contract                    F12=Previous

MA d MW 12/002

## Getting Started with CA

### Overview

This section is designed to have you running CA as quickly and easily as possible. More details on each topic discussed can be found in the respective sections later in this manual.

### *What you need to get started*

You will need the following information from your organization.

- Valid XA company number(s) you will be working with.
- Valid XA warehouse number(s) you will be working with.
- Element account numbers representing the accounts for material, labor and overhead.
- XA item numbers defined in the Item Master file.
- Employee numbers as defined in the Employee Master file for the following people:
  - Program Manager
  - Contract Administrator
  - Quality Control Engineer

(Note: If Payroll or Production Monitoring and Control are not installed, the CA employee master must have these entries.)

This section will help you define and enter the following:

- standard job numbers
- element cross reference file
- overhead table
- contract lines and levels

*Sequence of events summary*

CA	Other XA modules
1. Set up standard numbers	
2. Set up element cross reference file	
3. Set up overhead application matrix	
5. Create contract with lines and levels	4. Enter COM customer order
7. Attach M.O. to Contract/Line/Level	6. Release IM manufacturing orders
	8. Labor/AP/IM Transactions accumulate to elements

Note: Steps 1 through 3 are generally performed only once in the initial setup of CA.

The following example shows what kind of information you need to collect in order to set up CA:

John Barker has a company specializing in manufacturing spray unit assemblies. He was just awarded a contract to supply 100 each part number 911 Portable H.D. Garden Sprayer and 50 each part number 931 Industrial Bucket to the government under contract DAAB07-91D-2553.

John has been using XA and has decided to begin using CA.

He gets started by gathering the following information.

Valid company numbers: 01

Valid warehouse numbers: 1

Element numbers:

Labor		Material		Overhead	
Direct Labor	170	Subcontract	180	Overhead	190
Quality Control	172	Raw Material	181	G&A	191
Machine Shop	173	Packing Material	182		
Engineering	174	Purchased Parts	184		

Item Numbers: 911 Portable H.D. Garden Sprayer  
931 Industrial Bucket

Employee Numbers:	Program Manager	260
	Contract Administrator	160
	QC Engineer	310

Contract Number: DAAG10-91F-4867

Customer Order: C000359

## Install/Tailor.

You need to answer some CA questions through Install/Tailor:

The first section relates to the Cross Application questions. Check with your system administrator for the appropriate responses to these questions.

X001	13-PERIOD ACCOUNTING SYSTEM?	N	
X002	REUSE TRANSACTION BATCHES?	N	
X003	MULTIPLE COMPANIES?	N	
X004	DEFAULT PLANNING WAREHOUSE?	1	
X005	PRINT FILE MAINT BEFORE/AFTER?	Y	
X006	CHANGE PREVIOUS RESPONSES?		AM-0748 RESPONSE NOT STORED

The second section relates to Contract Accounting.

9001	CHANGE FUNCTIONAL OPTIONS?	Y/N
------	----------------------------	-----

Answer Y (yes) if you want to continue with this section of install/tailor.

9002	IM TRANS. TO CONTRACT COSTS	Y/N
------	-----------------------------	-----

Answer Y (yes) if you want Inventory Management transactions to update contract cost.

9003	MISC. CHARGES TO CONTRACT COST	Y/N
------	--------------------------------	-----

Answer Y (yes) if you want Production Control and Costing Miscellaneous charges to update contract cost.

9004	LABOR TRANS. TO CONTRACT COST	Y/N
------	-------------------------------	-----

Answer Y (yes) if you want Production Control and Costing Labor transactions to update contract cost.

9005 ELEMENTS MUST BE VALID G/L# Y/N

Answer Y (yes) if you want to validate element numbers against your General Ledger account numbers. (Not used with IFM)

9006 DO YOU WANT TO VALIDATE ORDERS IN COM? Y/N

Answer Y (yes) if you want to validate orders in Customer Order Management. (You cannot add lines in CA with this option on)

9007 DO YOU WANT ESTIMATE SUPPORT? Y/N

Answer Y (yes) if you want to use Estimate Orders.

9008 WHAT IS YOUR DEFAULT STANDARD JOB NUMBER?  
(Default 01)

Enter your default standard job number.

9009 Do you want Flexible Period Accounting? Y/N

9010 CHANGE FUNC. OPTION RESPONSE? Y/N

Answer Y (yes) if you want to repeat this section of install/tailor.

## **After you install.**

After you have installed CA using the Cross Application Support install/tailor process, follow these steps to set up your data and files in CA.

### **Step 1 Set up Standard Numbers.**

A **standard** is a group of elements for manufacturing orders. It consists of general ledger account numbers for labor, material and overhead. It is exploded during order release much like the routing. A standard number gives the user the flexibility of defining multiple standards for use with different types of products or contracts.

See "Standard Job Maintenance" for details on setting up and entering your standard job.

### **Step 2 Set up Element cross reference file.**

Detailed XA Updates to CA for material and labor cost transactions, scan for the transaction item number in the Element Cross Reference File for the specific account number to use in the cost roll up.

See "Element Cross Reference Maintenance" for details on setting up and entering your cross reference file.

### **Step 3 Set up Overhead Table.**

The overhead table provides the flexibility of defining overhead as a factor of any specific element (labor, material or overhead), group of elements or a combination of groups of elements.

See "Overhead Table Maintenance" for details.

### **Step 4 Enter Customer order in COM (results in one contract in CA)**

Refer to the appropriate XA documentation.

**Step 5 Set up Contract with lines and levels.**

Contracts may be entered in CA manually or automatically from a COM Customer Order via the create contract option on the end order panel. Refer to section 2.7.1.2 Work with New Contracts for additional information.

When entering contracts, entering a Customer Order in COM is the first step. **Recommended implementation is to use the create contract option on COM's end order panel .**

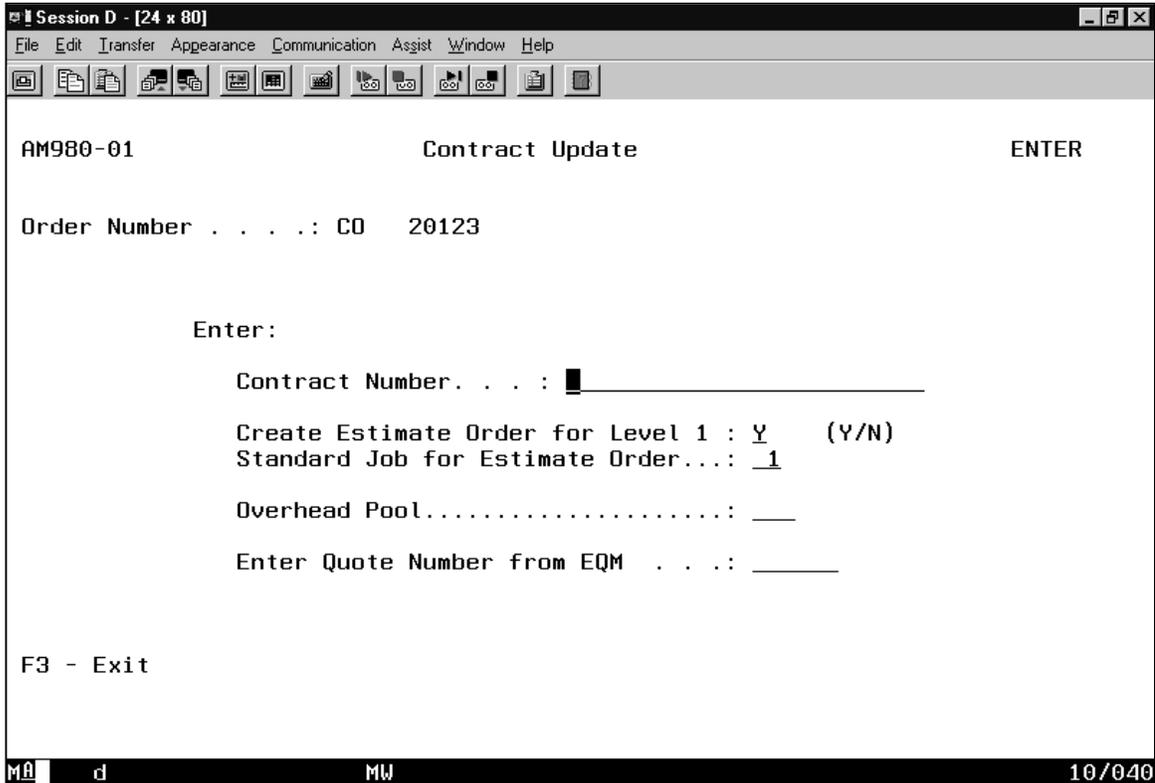
If you are creating contracts manually in CA, and you have not already entered your customer order in XA COM, do not continue with this step. The customer order must exist in COM before you can define the contract with lines and levels in CA.

A **contract** exists in CA with a 1 to 1 relationship to the customer order in COM.

The **lines** of a contract are simply the individual line items of the customer order.

### ***Automatic Contract Creation***

If the validate COM orders tailoring option is = Yes, then the COM end order panel will display a “Create Contract” option. During order entry, it will create a contract for that order, a contract line for each COM line and a CA level with an optional “E” (Estimate) order.



After order maintenance, the CA line items are re-synchronized with the COM line items.

**Levels** are associated with COM line items. They allow for a detailed work breakdown structure for each COM line item. Manufacturing orders are assigned to CA levels and CA levels accumulate to CA line items. Levels, which are a required feature of CA, are user-defined.

---

For Example:

XA	CA
C000349 ----->	DAAB07-91D-2553
Line 1 P/N 911 100 pcs ----->	Line 1 P/N 911 100 pcs Level 1 First Article Level 2 First Year Production
Line 2 P/N 931 50 pcs ----->	Line 2 P/N 931 50 pcs Level 1(user-defined)

---

Refer to "Work with Contracts" for more information.

**Step 6** Release manufacturing orders for requirements through IM.

Refer to the appropriate XA documentation.

**Step 7** Attach M.O. to Contract

Refer to Manufacturing Order Attachment for more information.

**Step 8** Allow the XA detailed cost transactions  
(Labor, Accounts Payable and Inventory) to occur.

Refer to the appropriate XA documentation.

Transactions that occur against manufacturing orders in the contract warehouse are stored in a work file called CAINT (CA Intermediate File). An unattached job automatically runs through the CAINT transactions, mapping them to the appropriate element numbers according to entries in CA's Element Cross Reference File. Transactions that are not referenced, either individually, or by default, will remain in the CAINT file until the work file is purged. **At period end, the CAINT file should be queried, and errors addressed prior to period close.**

## ***Section 2. Managing Contract Accounting***

There are many aspects to consider when implementing Contract Accounting. It is important to review this chapter thoroughly.

### **The Contract Warehouse**

In some make-to-order or contract manufacturing environments it may be desirable to handle inventory and material management as follows:

- Purchase material for the contract
- Segregate the material in inventory by contract
- MRP by contract
- Open purchase commitments by contract

XA is well suited to these requirements. By implementing the following methodology, the above may be achieved.

Create a contract warehouse for each contract or group of contracts. This in reality is a virtual warehouse as it is not a separate facility. However, it allows for the following:

- Inventory by warehouse (contract)
- Cost by warehouse (contract)
- MRP by warehouse (contract)
- Open P.O.'s by warehouse (contract)
- Transfer material between contracts  
(inter-warehouse transfers)

Dedicating a warehouse for a contract now is possible since 3 alpha characters allow over 40,000 warehouses.

Contract Accounting supports the above in several ways.

A warehouse master record must be entered in Inventory Management with the flag set on indicating that this warehouse is a contract warehouse. This tells CA that the transactions for this warehouse will be extracted and will update contract costs.

Customer orders (contracts) should be entered to the unique warehouse. This will allow MRP users to peg to the customer order (contract) if the C.O. demand was extracted and MRP run.

CA will assist the users in creating item balance records for each warehouse by exploding a PDM BOM and creating the appropriate item balance and item plan records.

## The Contract Accounting Concept

The CA concept is based on the Contract Model.

Company

Contract (XA COM Order)

Contract Line (Customer Order Line Item)

Contract Line Level (User-defined)

Contract Level Manufacturing Order (XA)

Contract Level M. O. Cost Element (Material,Labor,Overhead)

Contract level M. O. order element detail Cost Transaction (PC&C or IM)

There are many ways to implement CA; however, a suggested path is as follows:

- 1) There should be one warehouse for each contract, and one customer order for each contract.
- 2) One M.O. should be released for each level as well as one 'E' or estimate order. This M.O. will be charged with all purchases associated with the contract level. The 'E' order will have all the element estimates for the level. 'E' orders may be entered in CA or sent from EQM.
- 3) Material will be received into a contract warehouse and held at zero value. Costs have been accumulated in WIP. This has no effect on inventory cost because:

$$\text{Total Inventory} = \text{WIP} + \text{Warehouse Inventory}$$

The benefit is that contract costs are realized immediately for progress billing and cost exposure reasons. If costs were accumulated at the time of the manufacturing order issue, this time delay between receipt and issue may create a cash flow problem as this material must be paid for well before it is consumed in a product to be shipped.

- 4) Subsequent M.O.'s will mostly have only labor content. Components will be issued from stock at zero value because the material cost in the model has already been updated from Accounts Payable.

- 5) Standard stock components may be issued as required. The cost will be used based on inventory tailoring method in the system control file.

Levels are required in CA and are user defined.

Manufacturing orders exist solely for the purpose of satisfying a **contract line level requirement**. Each **manufacturing order** has the cost elements defined as a result of the job explosion discussed in following chapters.

Costs are accumulated in these cost elements for material, **labor and overhead**. **XA detail cost transactions** such as planned material issues to a **manufacturing order are rolled into a manufacturing order cost element** during Inventory update through the Inventory Transaction Register into CA. (Labor and job related activity are rolled into CA through PC&C's Shop activity Update.)

## Flexible Period Accounting

Contract Accounting has two options for the timing of costing transactions. The default option allows all transactions, regardless of date, to accumulate into the period-to-date cost/hour buckets when they are posted. Reports and overhead processing utilize the existing CODATAO (element summary) file that contains period totals by element. The flexible period option dates each transaction in CODATAU with the date that is entered into the period file for the transaction type (material, labor, overhead). Report and overhead processing adds the detail transactions for a range of dates at run-time to determine period cost/hours. This may significantly increase processing time. It is suggested that flexible period accounting only be used if period cutoffs are not close to actual period end dates.

**It is extremely important to maintain the period end dates after a period close if this method is selected.**

## Overhead Processing

Overhead and General and Administrative expenses (G&A) are calculated as factors of various material, labor, and overhead cost elements. These rates are applied on a periodic basis and the calculated values are passed to a suspended Shop Activity Update batch in PC&C. When this batch is processed, it passes the overhead cost to the contract overhead element as well as an overhead miscellaneous charge to the manufacturing order.

An overhead pool is a group of cost elements and associated factors that are calculated as a group. All overhead rates must be assigned to a pool. Pools can have multiple rates. A contract can have only one pool and a pool can be assigned to multiple contracts.

Overhead pools are maintained in overhead table file Maintenance. The table is organized as follows:

Co.	Pool	To Element	From Element	Pct	Adj Code
01	001	190	170	200	—
01	001	190	171	210	—
01	001	191	180	.15	—

**overhead pool.** The pool assigned to this group of rates.

**To element.** The element where the calculated overhead amount will be accumulated.

**From element.** The element and its period cost that the overhead rate will be applied to.

**percent.** The percentage to be applied to the elements period cost.

**adjustment.** If this is an adjustment run, the actual rate that must be applied. Delta records will be created by manufacturing order, with the difference between overhead this year and the new percent X the cost this year applied. At period end, overhead is calculated using YTD cost. In the above example, period costs for the from element 170 is multiplied by 200% and a detail record is accumulated in the 190 element (labor overhead). In addition, cost incurred for the 171 element (a different labor category, for example) are multiplied by 210% and also put into the 190 element. The 180 element (purchase material) gets loaded with 15% material overhead and gets accumulated into the 191 element (material overhead).

The rates entered in overhead table maintenance may be maintained prior to each period end run, applying ACTUAL rates to each contract.

### ***Overhead Adjustment Processing***

Adjustment runs refer to the to element only and applies the adjustment rate to the YTD cost applied to the element. A delta record is created for each manufacturing order with the difference between the new calculated overhead for that element and the YTD overhead amount. There can only be one adjustment percent per to element per pool.

Co.	Pool	To Element	From Element	Pct	AdjCode
01	001	190	170	200	—
01	001	190	171	210	—
01	001	191	180	15	—
01	001	191	191	30	<u>A</u>

In the above example, the 190 overhead element was originally calculated at 200%. At some point in time, it was discovered that the 190 element was actually 250% of the 170 element. To correct the contract for accuracy, an overhead adjustment is necessary. For example, the year-to-date (YTD) cost of 190 may be \$200 (200% of the \$100 total of element 170), when it should be recorded as \$250 (250% of \$100). The overhead adjustment program will create a delta overhead transaction for element 190. A transaction totaling the positive \$50 difference will be added to element 190 for the current period.

Overhead adjustment will affect the adjusted element of all M.O.s of all contracts using that same overhead pool. In the above example, the 191 element of all M.O.s exploded to all contracts using the 001 Overhead Pool will be adjusted accordingly.

## Manufacturing Order Attachment/Explosion

In order for costs to flow from a manufacturing order to the contract model an M.O. must be attached to a contract line level. M.O.'s can only be attached to one Contract/Line/Level. Someone knowledgeable of the appropriate cost structure of the contract should do this. This manual process that can be accomplished two ways.

1. Job Explosion – From the file maintenance option select option 2 and enter the Company/Contract/Line/Level/Order or estimate order. You must enter the standard job number to reference the elements that are to be charged. In addition you may create empty elements for an estimate order to allow entry of estimated hours and cost.
2. Attach M.O. – From the Work with Contract/Line/Level/Orders panel (AM908) put the M.O. number in the Order number field and press the F6 key to add an order.

## Manufacturing Order Reassignment

Although not recommended M.O's can be reassigned from one Company/Contract/Line/Level to another. This process is called reassignment. It is done by selecting option 11 (reassignment) on panel (AM910) and entering the new CO/Contract/Line/Level. CA will reverse all costs associated with the "from CO/Contract/Line/Level and apply all costs to the new Co/Contract/Line/Level. All cost reassignments will be treated as a current PERIOD COST.

To Reassign a MO, you will take option 11 from menu AM908.02 (Work with Contract/lines/levels/orders).

AM908.02 Work with Contract/Line/Level/Orders

Position to Order . . . Page 1 of 1

Co Contract Line Lv Order  
1 XXFDG-100A 100 1 \_\_\_\_\_

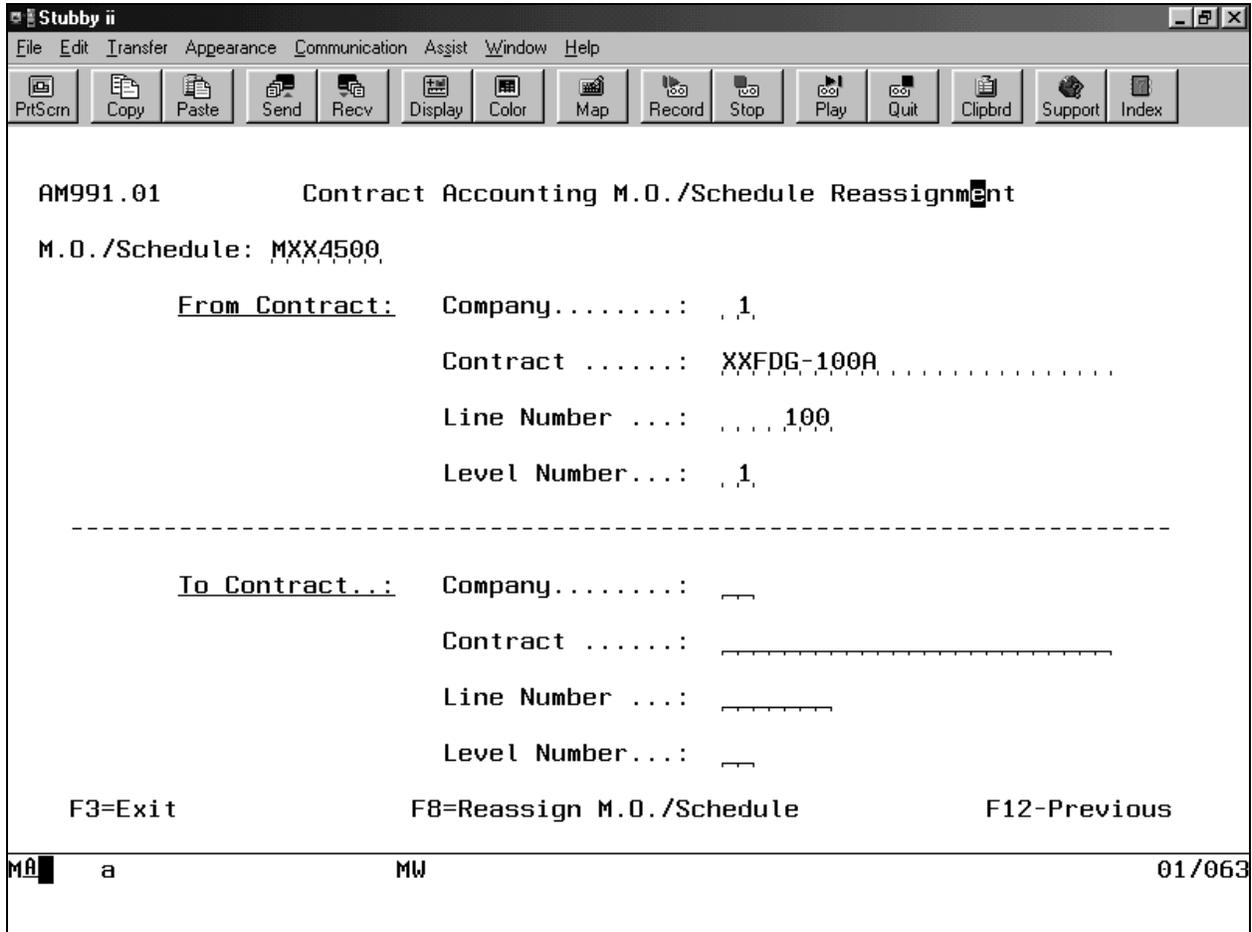
Type options, press Enter.  
2=Change 4=Delete 5=Display 6=Elements 7=Notes 11=Reassign

Op	Co	Contract	Line	Lev	M.O.	Actual Cost
—	1	XXFDG-100A	100	1	E000006	4,360.00
—	1	XXFDG-100A	100	1	MXX2000	44.99
—	1	XXFDG-100A	100	1	MXX3000	2,600.00
—	1	XXFDG-100A	100	1	MXX4000	1,227.00
<b>11</b>	1	XXFDG-100A	100	1	MXX4500	100.00
■	1	XXFDG-100A	100	1	MXX4600	1,000.00
—	1	XXFDG-100A	100	1	MXX5000	.00
—	1	XXFDG-100A	100	1	M100010	.00
—	1	XXFDG-100A	100	1	M900000	.00

F3=Exit F5=Refresh F6=Add order F12=Previous

MA a 17/002

What this will do is bring up screen AM991.01 (Contract Accounting MO/Schedule Reassignment).



As you can see the information for the “From Contract” has already been filled in. All you have to do is fill out what company, contract, line number, and level you want to attach this MO to and select the F8 key. All costs for that MO will be backed out of the “From” contract and be placed in the “To” contract with all the details.

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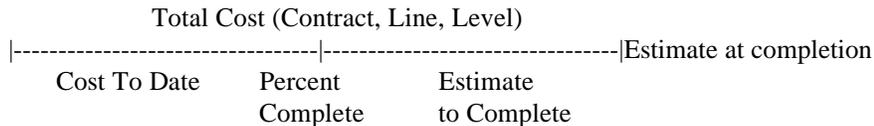
EAC/ETC Processing in Contract Accounting

The following describes how Estimate to complete and Estimate at completion calculations is performed in the Contract Accounting Module. This section is broken down into 4 parts:

1. Overview
2. The data elements required for this function to operate.
3. The detailed processing logic in CA
4. How CA Reports this information

### Overview

In contract accounting environments, there is a keen and necessary awareness towards costing. Often contracts are very large and span multiple years. It is therefore necessary to be able to project profitability in future years for both visibility reasons and financial reporting. Additionally, if a contract might be added to or a follow-on order awarded, it is necessary to know if a profit was made, where were the problem areas so the new quoted price might reflect some factor of the old actual. Also in environments that are progress billing, it is required to quantify the value of the contract inventory at any point in time. This value shifts dynamically if you ascertain at a later time that you have consumed 50% of your cost budget but you are only 25% complete. Refer to the diagram below to understand the CA definitions of estimate to complete and estimate at completion.



From the above figure the following calculations can be made.

$EAC = \text{Cost to Date} / \text{Percent Complete}$

$ETC = EAC - \text{Cost to Date}$

Percent Complete = Value entered by the user at the level, line, or contract.

CA will automatically calculate the percent complete for all contract model points higher than where the user entered the percent complete value.

Example:

Percent Complete = 40%  
Original estimate cost is 900.00  
Cost to date is 600.00

Then...

$$\begin{aligned} \text{EAC} &= 1500.00 \\ \text{ETC} &= 900.00 \end{aligned}$$

Because...

$$\begin{aligned} \text{EAC} &= \text{Cost to date/Percent Complete} \\ \text{ETC} &= \text{EAC} - \text{CTD} \end{aligned}$$

Since Contract Accounting will always accumulate cost to date at the contract, line, and level, and since cost to date is common to all of the above formulas, entry of Percent Complete will enable the calculation for ETC and EAC.

Also, if percent complete entries are made at the level, line and contract can be derived because of the hierarchy of the contract model. Entries made at the line can only roll up to the contract and level detail is lost. Contract entries made will only be valid at the contract point of the model. However, entries SHOULD be made at the level and the system will roll up to line and contract.

Estimates are originally exploded and maintained as 'E' orders in CA. They may also be sent to CA from EQM. The sum of the 'E' order elements will be the Original Level Estimates for hours and cost. Percent complete EAC or ETC can then be maintained at the level without the need for any additional maintenance at the element level.

If Percent complete is entered at the level, then EAC is calculated. The sum of the level EAC's equaled the line EAC. The sum of the line EAC's equals the Contract EAC. Since costs are accumulated already all the way up the model and by having EAC, the ETC and EAC can be derived anywhere in the model.

Original Estimate values will be used for all Cost to Date values if no costs have been incurred.

### ***Data Elements***

Percent Complete (PCCMP) - This field should be entered at the level.

EAC Hours (EACHRS) - The calculated estimate at completion for hours.

EAC Cost (EACDLR) - The calculated estimate at completion for cost.

Original Estimated Hours (OEHR) - This is entered by the user at the contract, line, and level as how many hours this part of the job will take in total. It may also be rolled up from an 'E' order.

Original Estimated Cost (OEDLR) - This is entered by the user at the contract, line, and level as how much cost is estimated for this part of the job. It may also be rolled up from an 'E' order.

## ***Processing***

The update program is a batch program AM9P73 that gets submitted to the JOBQ and based on the above data elements does the following logic. The original estimate cost and hours are updated as stated below, and placed in the EAC hours and cost if EAC is empty.

Starts at the order element for an E order (estimate), and calculates the total order OEDLR and OEHRHS based on the element OEDLR and OEHRHS either entered or extracted from EQM.

Accumulates the E order estimates and places them in the Level OEHRHS and OEDLR.

Calculates EACDLR and EACHRS at the level based on the cost to date and percent complete entered by user.

Add up the level OEDLR and OEHRHS and place it in the appropriate Line OEDLR and OEHRHS. Add up the level EACDLR and EACHRS to the Contract EACDLR and EACHRS.

It is important to note that lower level calculations **WILL** overlay upper level entries if they exist because the hierarchy of the contract is based on the lower levels rolling up to the upper levels.

## ***CA Reporting***

The above field will be available for inquiry on line as well as the cost reports for contract (AM919), contract line (AM920), contract level (AM921).

## **Progress Payments**

Progress payments are supported in Contract Accounting as follows:

CA accumulates contract costs throughout the period.

Progress payment entries are entered and validated as follows:

- a) Progress payment does not exceed contract value.

- b) Progress payments to date and requested amount do not exceed progress payment percent multiplied by contract value.
- c) Progress payments do not exceed contract cost. Progress payments to date and requested amount do not exceed progress payment percent times the contract cost.

If the request passes the above validation, then a worksheet may be printed.

If the progress payment update is selected, the progress payment amount in the contract master is updated as well as an off-line file in A/R (DSKENT) with the invoice records.

## **Borrow-Payback**

In contract manufacturing environments, it is sometimes necessary to move material and their associated costs between contracts or within lines and levels on the same contract. These transactions are not to be taken lightly and often require high-level management approvals.

There are two ways of accomplishing this in Contract Accounting.

- 1) Move total cost between contracts.
  - a) Negative miscellaneous charge against a borrowed material element on the providing M.O.
  - b) Positive miscellaneous charge against a borrowed material element on the receiving M.O.

If Contract Accounting was implemented by creating an M.O. for each level just for the purpose of accumulating purchase costs, then that M.O. would be the one transacted against. In total, the contract and contract line costs will be reduced by the same amount based on the contract model.

When a payback transaction occurs, it should wash the negative borrow and contract costs would increase up the model.

- 2) Detail Borrow Payback
  - a) Create negative PC&C labor transactions against the various cost elements required to remove hours and amounts.
  - b) Create positive PC&C labor transactions against the various cost elements required to add hours and amounts on the receiving M.O.

- c) Utilizing miscellaneous charges move non-labor amounts (Material and overhead) between M.O.'s.

In all cases, physical material should be moved by interwarehouse transactions between the contract warehouses. This should not move any cost if the inventory is kept at zero value.

## Work with Contracts

### *Work with Contracts*

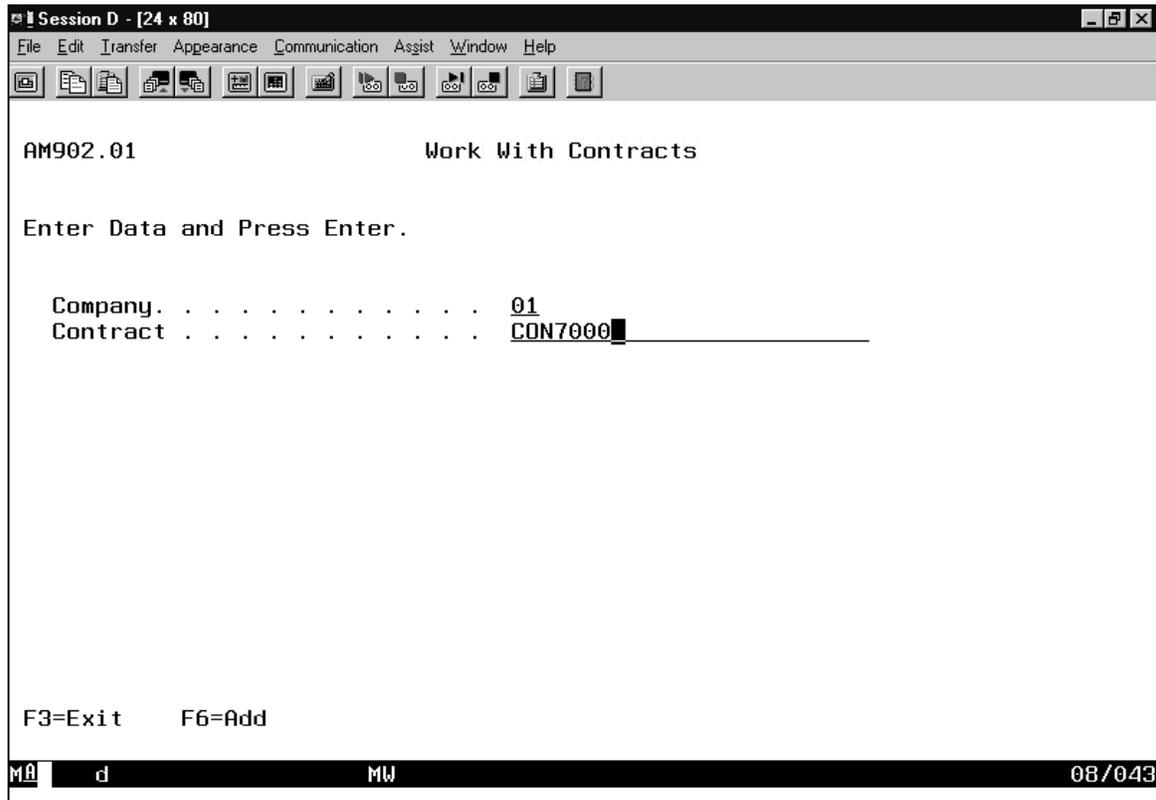
To enter a new contract or to work with existing contracts, follow these steps.

Select option 1 from the CA Main Menu.

The Work with Contracts Menu is displayed. Select Option 1 and press <ENTER>

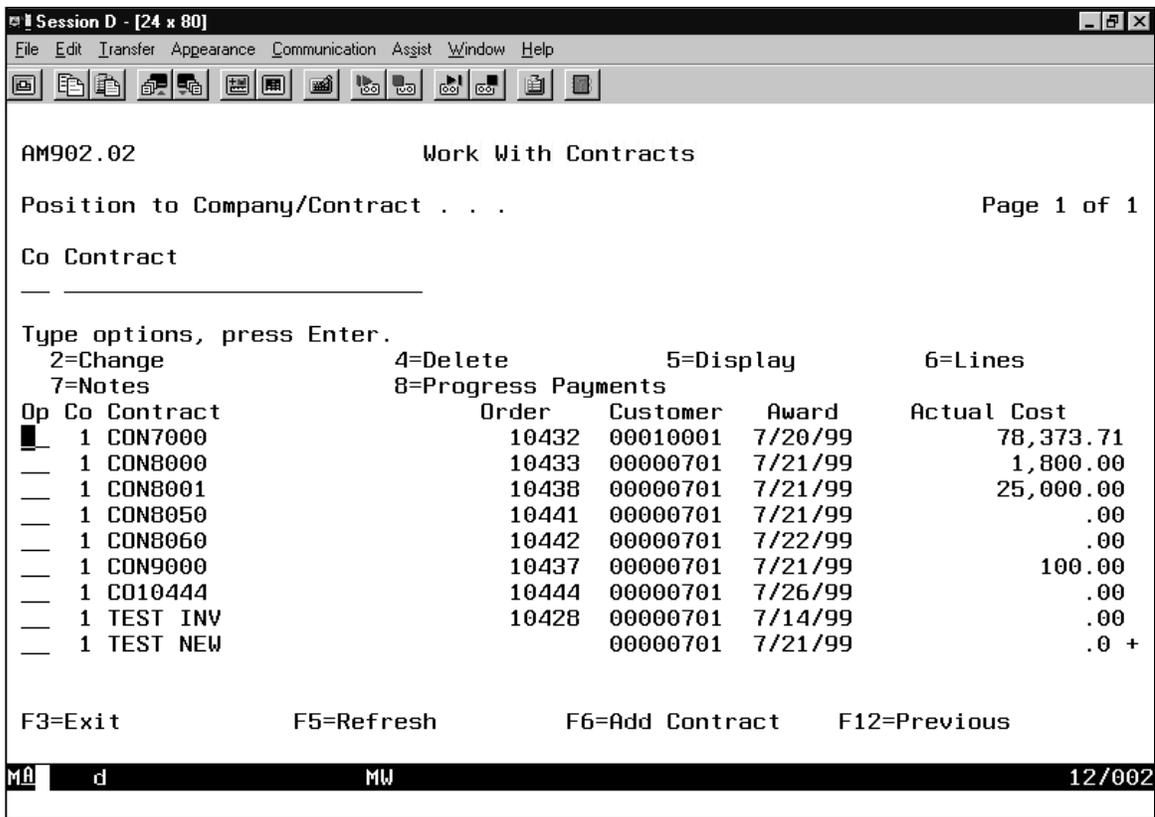
**company number.** The company number of the sold-to customer in the XA customer order. This number should be a value between 1 and 89.

**contract.** The contract number, which must be unique and may reference a government contract number or your own contract number. You can sequence lists on reports and screens using this number.



Press <ENTER>. Panel AM902.02 will be displayed.

Notice screen AM902.02 now shows you a list of the existing contracts, beginning with the one you entered. You can choose one of these contracts to work with, or you can enter a new contract.



**award date.** the day the contract was awarded.

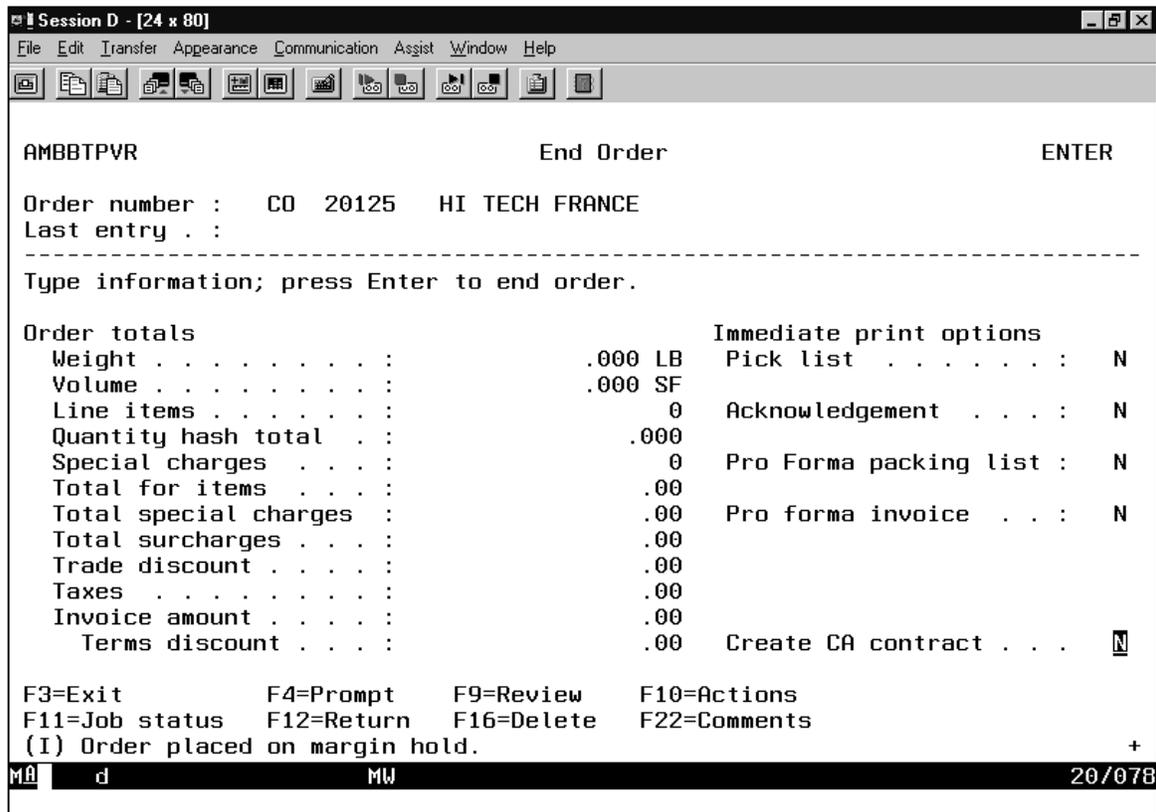
**actual cost.** the total cost for this contract/line/level/order/element from inception to date.

## Creating/Maintaining Contracts

New contracts may be manually entered in Contract Accounting or automatically created from a COM Customer Order (if the validate COM orders tailoring option is Yes) using the create contract option on the end order panel. This is the recommended way of entering a contract.

The COM end order option allows you to create a contract in CA when you either create or maintain a Customer Order. A complete contract shell is instantly created in CA, which includes order number, customer number, contract line items, one contract level per line, and optional estimate orders for level 1. If you opt to create estimate orders at the time of contract creation, you will be prompted to enter in the appropriate Standard number.

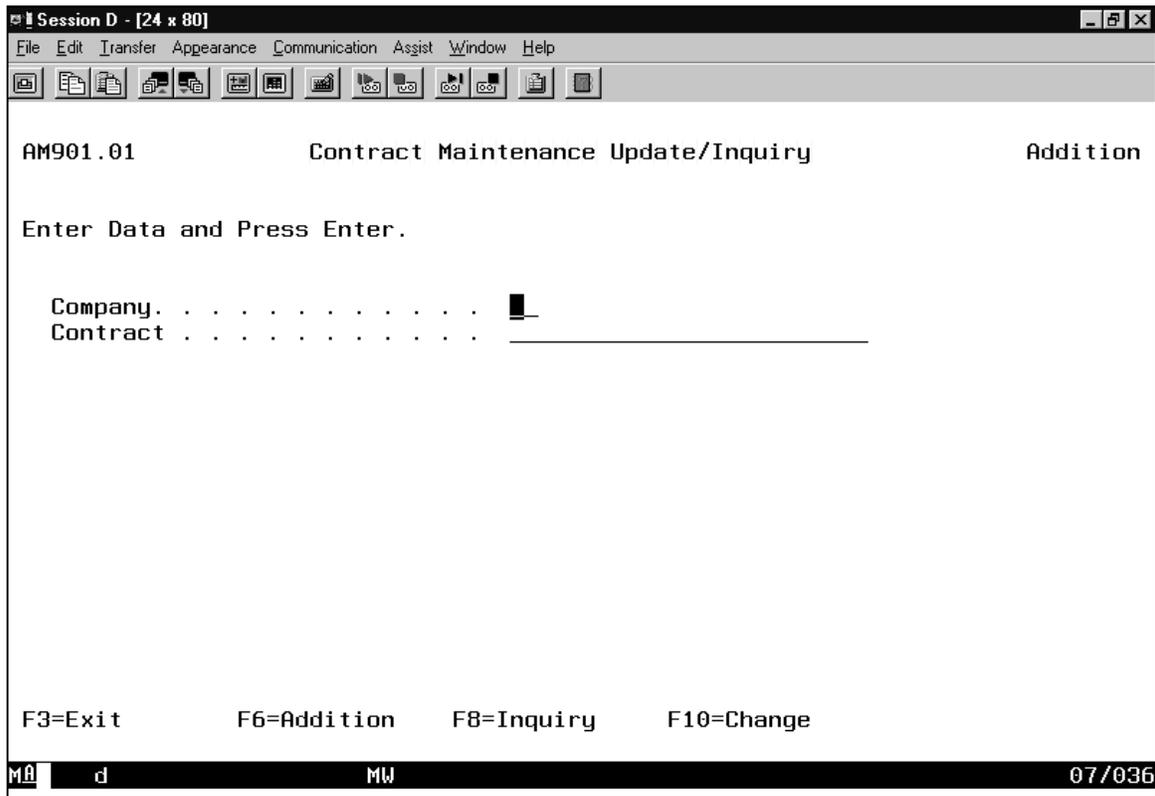
If you have selected Y for the create contract option after F2 End Order, you will be prompted to enter in a contract number. In addition, you may choose to create estimate orders at the time of contract creation.



2. Edit contract in CA. It is recommended that you update the contract in CA and edit fields such as QC Engineer, Contract Manager, and Contract Administrator for accuracy. This information is not available in COM, and therefore must be entered manually in CA.

*Creating New Contracts using Manual Method*

To add a new contract manually, press <F6=Add> on panel AM902.02. You will see panel AM901.01.



Type the 'Company' field and the 'Contract' field and press <ENTER>.

You will see panel AM901.02 with 'Company' and 'Contract' filled in.

```
Session D - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
AM901.02 Contract Maintenance Update/Inquiry Addition
Enter Data and Press Enter. Page 01 of 04
Co/Contract . . . . . 1
Status Code . . . . . 0
Order Number/Warehouse . . . . .
Prime Contract . . . . .
Priority . . . . .
Customer Number . . . . . :
Program Mgr . . . . .
Contract Admin . . . . .
Q.C.Engineer . . . . .
Contracting Officer . . . . .
Award Date . . . . . 0/00/00
Completion Date . . . . . 0/00/00
F3=Exit F5=Refresh F12=Previous F13=Cancel
M d MW 07/036
```

When you have completed typing the required fields, press <ENTER>.

You have entered the minimum required by the programs. Screens AM901.03, AM901.04 and AM901.05 display in sequence as you press <ENTER>.

**status code.** A two position numeric code you assign. Status codes less than 05 will appear on CA reports.

**order number.** The XA customer order for this contract. It must be in COM. This is a required entry.

**warehouse.** The warehouse this transaction refers to.

**prime contract.** This is the prime contract number. It may be your customer's prime contract number if you are a sub-contractor. This is not a required entry.

**priority.** The priority rating of the contract; DX DA etc. This is not a required entry.

**customer number.** The number of the customer, defined in the XA Customer Master file. This field will be filled in by the program. after the ENTER key is pressed. The customer order number is the link between CA and XA at this point.

**program manager.** Your internal program manager responsible for managing the contract or line item. The number must be in the XA Employee Master file. This is a required entry.

**contract administrator.** This is your internal contract administrator or salesperson. This person should be in the XA employee master file. This is a required entry.

**q.c. engineer.** Your internal quality manager responsible for managing this contract or line item. The number must be in the XA Employee Master file. This is a required entry.

**contracting officer.** The sales level contact at the customer's site.

**award date.** The day the contract was awarded. This is a required entry.

**completion date.** The date the contract should be completed. This is a required entry.

Session D - [24 x 80]
\_ \_ X

File Edit Transfer Appearance Communication Assist Window Help

AM901.02
Contract Maintenance Update/Inquiry
Change

Enter Data and Press Enter. Page 01 of 04

Co/Contract. . . . . 1 CON1000

Status Code . . . . . █

Order Number/Warehouse . . . . . 10424 1

Prime Contract . . . . . \_\_\_\_\_

Priority . . . . . \_\_\_\_\_

Customer Number . . . . . : 701

Program Mgr . . . . . 140

Contract Admin . . . . . 140

Q.C.Engineer . . . . . 140

Contracting Officer . . . . . \_\_\_\_\_

Award Date . . . . . 11/19/98

Completion Date . . . . . 11/19/98

F3=Exit      F5=Refresh      F12=Previous      F13=Cancel

MA
d
MW
07/036

When you have completed typing the required fields, press <ENTER>

**contract value.** This is the total contract value. If this is a line item value, it is the value of the XA COM line item.

**paid to date.** The amount paid to date on this contract.

**cost of shipments.** The cost of shipments for this line item or contract.

**value of shipments.** The value of the shipments made to date.

**overhead pool.** The overhead pool associated with this contract.

**progress payment flag.** This Y or N flag indicates whether the contract may receive progress payments. See Progress Payment Entry/Update for more information on progress payments.

**progress payment percent.** The percent of progress payments allowed.

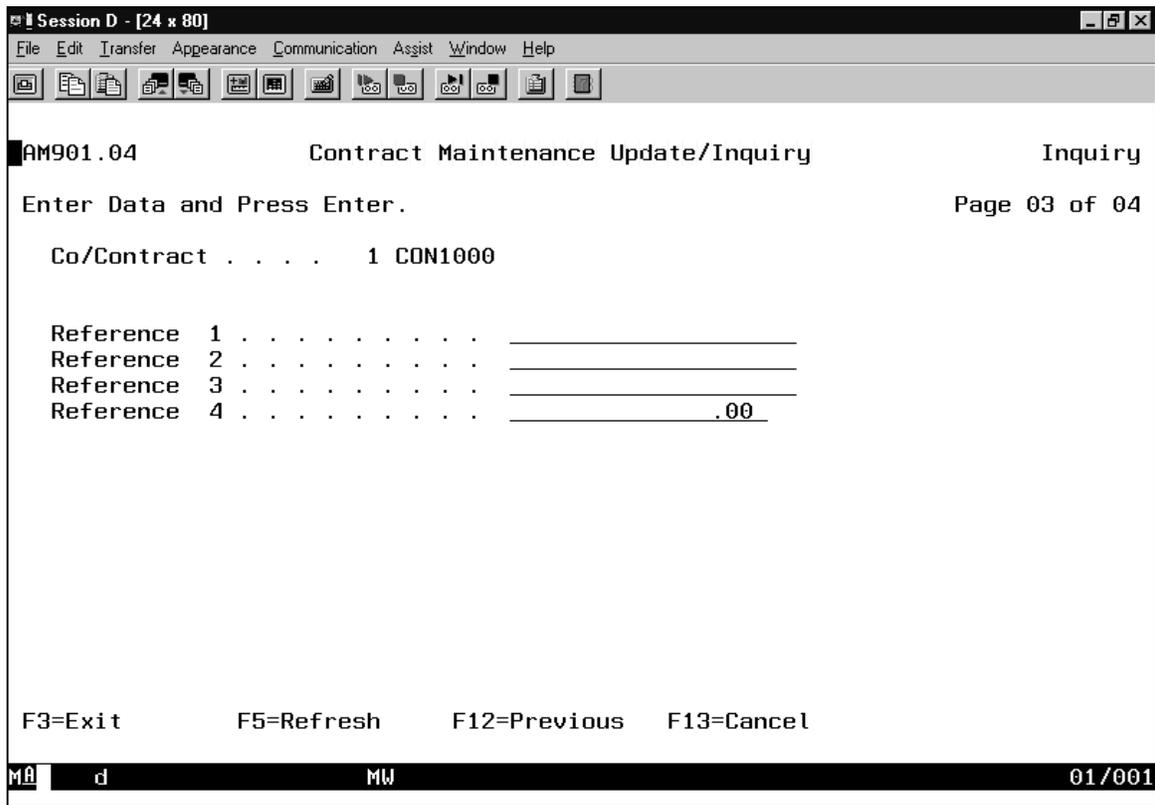
**progress payments to date.** The sum of the progress payments, job to date.

**liquidation percent.** The maximum allowable liquidation amount.

**liquidations to date.** The difference between the COM selling price and the progress payments to date. The total of progress payments liquidations to date.

**last progress payment date.** The date of the last progress payment booked against this contract.

**last progress payment number.** The number of the last progress payment booked against this contract.



When you have completed typing the required fields, press <ENTER>

**reference.** The alphanumeric reference field in the files. These fields are for user purposes.

**reference n.** The numeric reference field in the files. These fields are for user purposes.

```

Session D - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
AM901.05          Contract Maintenance Update/Inquiry          Inquiry
Enter Data and Press Enter.                                     Page 04 of 04

Co/Contract . . . . . 1 CON1000

Period Hours . . . . . .00
Period Amount. . . . . 1,019.66

Year To Date Hours . . . . . .00
Year To Date Amount. . . . . 1,019.66

Job To Date Hours . . . . . .00
Job To Date Amount . . . . . 1,019.66
Percent Complete . . . . . .000
EAC Hours. . . . . .00
EAC Amount . . . . . .00
Orig Estimate Hours. . . . . .00
Orig Estimate Amount . . . . . .00
Last Cost Update . . . . . 7/13/99

F3=Exit          F5=Refresh      F12=Previous    F13=Cancel

M0 d          MW          01/001
  
```

When you have completed typing the required fields, press <ENTER>

**period hours.** The total hours consumed on this contract/line/level/order/element for this period.

**period amount.** The total cost for the contract/line/level/order/element for this period.

**year to date hours.** The total hours consumed on this contract/line/level/order/element for this fiscal year.

**year to date amount.** The total cost for the contract/line/level/order/element for this fiscal year.

**job to date hours.** The total hours consumed for this contract/line/level/order/element from inception to date.

**job to date amount.** The total cost for this contract/line/level/order/element from inception to date.

**percent complete.** The costs accumulated to date divided by the estimated total cost of the complete job.

**EAC hours.** The expected hours for this contract/line/level/order/element.

**EAC amount.** The expected amount for this contract/line/level/order/element.

**original estimate hours.** The original expected hours to be consumed for this contract/line/level/order/element.

**original estimate amount.** The original expected amount for this contract/line/level/order/element.

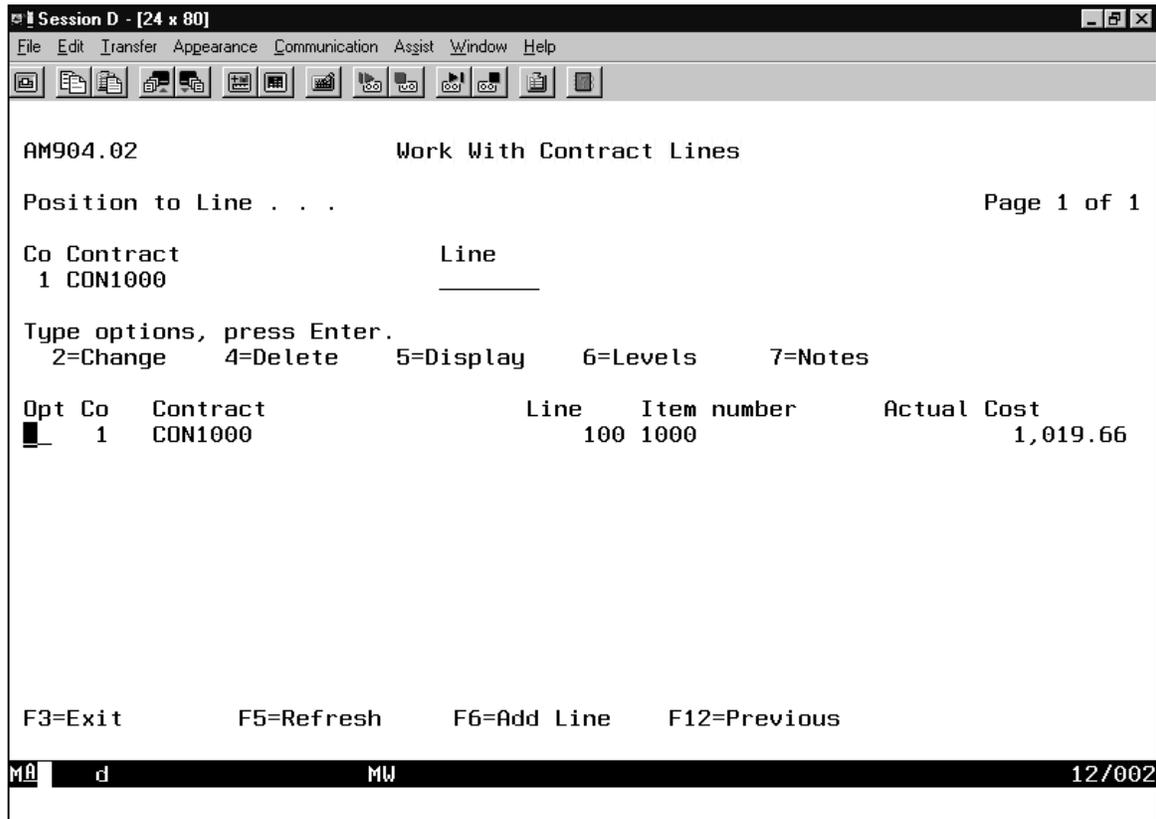
**last cost update.** The last date a transaction affecting this contract/line/level/order/element was processed.

### ***Work with Lines***

From the Work With Contracts panel AM902 select option 6(Contract Lines) to drill down to the line items on the contract.

### **Work with Existing Contract Lines**

The work with contract lines detail panel AM904.02 is displayed.



**line.** The XA COM order line item sequence number for the line item on the contract.

**item number.** The item number must be defined in the XA Item Master file.

**actual cost.** The total cost for this contract/line/level/order/element from inception to date.

### Work with New Contract Lines

To add a line, position your cursor to the blank line field at the top of your screen. Type the line number to be entered. Press function key <F6=Add>. Screen AM903.02 is displayed.

```
Session D - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
AM903.02 Contract Line Update/Inquiry Change
Enter Data and Press Enter. Page 01 of 03
Co/Contract/Line . . . . . 1 CON1000 100
Order Number . . . . . 10424
Item number/Warehouse/UM . . . . 1000 1 EA
Customer item number . . . . .
Description . . . . . PC, 166 MHZ, DESKTOP
Alt. Part Number . . . . .
Group Tech. Code . . . . .
Fed. Stock Number . . . . .
Customer Line . . . . .
Quantity Ordered . . . . . 10.000
Quantity Shipped . . . . . .000
Costing Level . . . . .
Release Code . . . . .
Completion Date . . . . . 0/00/00
F3=Exit F5=Refresh F12=Previous F13=Cancel
d MW 10/036
```

After filling in the required entries, press <ENTER>.

**contract line.** The XA COM order line item sequence number for the line item on the contract. This field is filled in from the previous screen.

**order number.** The XA customer order for this contract. It must be in COM. This is a required entry.

**item number.** The item number must be defined in the XA item master file (ITEMAS). CA will fill this field in from XA.

**warehouse.** The warehouse this record/transaction relates to. Must be a valid XA warehouse. CA will fill this field in from XA.

**unit of measurement.** This unit of measurement of the item.

**customer item number.** If the customer's item number differs from yours, you can put theirs here.

**description.** This is the item description. CA will fill this field in from XA.

**alternate part number.** A user field to represent an alternate part number. This item does not have to exist in the item master file.

**group technology code.** A method of defining items with similar technology.

**federal stock number.** This is the federal stock number for the line item. If the government is your customer, the FSN is the same as the customer's item number.

**customer line.** This is the customer's line item from the contract to you.

**quantity ordered.** The quantity ordered for either the customer order line item or manufacturing order. CA will fill this field in from XA.

**quantity shipped.** The quantity shipped to date for this customer order line item. CA will fill this field in from XA.

**costing level.** Associated with COM line items, these user defined levels allow a detailed work breakdown structure. Manufacturing orders are assigned to levels and levels accumulate to line items.

**release code.** This code denotes if the order has been release. R=released, H=held.

**completion date.** The date the contract should be completed. This is a required entry.

```

Session D - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
AM903.03          Contract Line Update/Inquiry          Change
Enter Data and Press Enter.                               Page 02 of 03
Co/Contract/Line . . . . . 1 CON1000                    100

Contract Value . . . . .          9,999.50
Cost of Shipments . . . . .          .00
Value of Shipments . . . . .          .00
Paid To Date . . . . .          .00
Program Manager . . . . .          140
Q.C.Engineer . . . . .          140
Contract Admin . . . . .          140
Ship To Number . . . . .          _____

Reference 1 . . . . .          _____
Reference 2 . . . . .          _____
Reference 3 . . . . .          _____
Reference 4 . . . . .          .00

F3=Exit          F5=Refresh          F12=Previous          F13=Cancel
MA d          MW          08/036
  
```

After filling in the required entries, press <ENTER>.

**contract line.** The XA COM order line item sequence number for the line item on the contract. This value is filled in automatically from your entry on the previous screen.

Note: None of the following fields are required entries. Although it is not recommended, you can enter past this screen initially, filling the information in later.

**contract value.** This is the total contract value. If this is a line item value, it is the value of the XA COM line item.

**cost of shipments.** The cost of shipments for this line item or contract.

**value of shipments.** The value of shipments for this line item or contract.

**paid to date.** The amount paid to date on this contract.

**program manager.** Your internal program manager responsible for managing the contract or line item. The number must be in the XA employee master file.

**q.c. engineer.** Your internal quality manager responsible for managing this contract or line item. The number must be in the XA employee master file.

**contract administrator.** This is your internal contract administrator or salesperson. This person should be in the XA employee master file.

**ship to number.** The Co/Customer number where this item is to be shipped. It must be defined in the XA customer master file.

**reference.** The alphanumeric reference field in the files. These fields are for user purposes.

**reference n.** The numeric reference field in the files. These fields are for user purposes.

```

Session D - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
AM903.04 Contract Line Update/Inquiry Inquiry
Enter Data and Press Enter. Page 03 of 03
Co/Contract/Line . . . . . 1 CON1000 100
Period Hours . . . . . .00
Period Amount. . . . . 1,019.66
Year To Date Hours . . . . . .00
Year To Date Amount. . . . . 1,019.66
Job To Date Hours. . . . . .00
Job To Date Amount . . . . . 1,019.66
Percent Complete . . . . . .000
EAC Hours. . . . . .00
EAC Amount , , . . . . . .00
Orig Estimated Hours . . . . . .00
Orig Estimated Amount. . . . . .00
Last Cost Update . . . . . : 7/13/99
F3=Exit F5=Refresh F12=Previous F13=Cancel
MA d MW 01/001
  
```

\*\* Note: This display and all following displays for adding contract lines are not required entries. Although it is not recommended, you can leave the remaining fields empty then fill in the information later.

After you have typed in the necessary values, press <ENTER>.

Screen AM903.01 is displayed and 'Record added' shows on the bottom left-hand corner of your screen.

Continue entering contract lines against this contract or other contracts you may have entered.

To end your enter Contract Lines session, press <F3=Exit> to end this job.

After contract lines have been entered, you can continue with adding 'Contract Line Levels'.

**period hours.** The total hours consumed on this contract/line/level/order/element for this period.

**period amount.** The total cost for the contract/line/level/order/element for this period.

**year to date hours.** The total hours consumed on this contract/line/level/order/element for this fiscal year.

**year to date amount.** The total cost for the contract/line/level/order/element for this fiscal year.

**job to date hours.** The total hours consumed for this contract/line/level/order/element from inception to date.

**job to date amount.** The total cost for this contract/line/level/order/element from inception to date.

**percent complete.** The costs accumulated to date divided by the estimated total cost of the complete job.

**EAC hours.** The expected hours for this contract/line/level/order/element.

**EAC amount.** The expected amounts for this contract/line/level/order/element.

**original estimated hours.** The original expected hours to be consumed for this contract/line/level/order/element.

**original estimated amount.** The original expected amounts for this contract/line/level/order/element.

**last cost date.** The last date a transaction affecting this contract/line/level/order/element was processed.

### ***Work with Levels***

A costing level is associated with COM line items. You can define levels to allow a detailed work breakdown structure. Manufacturing orders are assigned to levels and level costs accumulate to line item costs.

Levels are a required feature in CA.

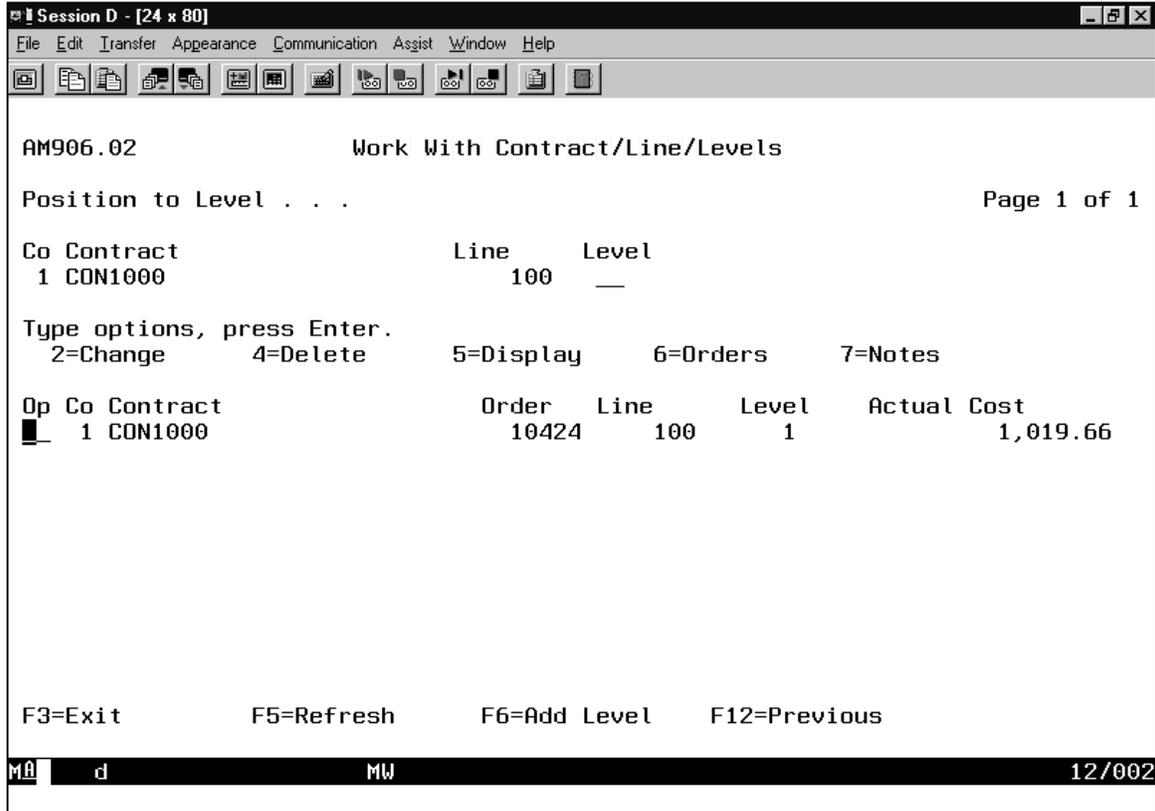
Following is a sample level layout:

- Level 1 Engineering, initial design all levels of assembly.
- Level 2 All manufacturing.
- Level 3 All first piece inspections.
- Level 4 Packing and freight cost.

Please note that these level 'numbers' are not significant and do not relate to other levels in any hierarchical fashion. Defining engineering at level 1 makes for easy reference in this scenario. A change made to the job by the customer later could require some redesign and rework. This will call for new levels: Level 5-Engineering ECN, and maybe Level 6-Level 2 reworks. Levels can be defined any way the you need to keep track of cost.

Organize the manufacturing orders to satisfy the level requirements. You must assign manufacturing orders to a level.

From the Contract/Line screen AM904 select option 6(Levels ) to drill down to the levels associated with the line.



**contract line.** The XA COM order line item sequence number for the line item on the contract.

**contract line level.** Associated with COM line items, these user defined levels allow a detailed work breakdown structure. Manufacturing orders are assigned to levels and levels accumulate to line items.

**order number.** The XA customer order for this contract. It must be in COM.

**line.** The XA COM line item sequence number for this line item on this contract.

**actual cost.** The total cost for this contract/line/level/order/element from inception to date.

To add a contract line level, follow these steps.

1. Move your cursor to the Level field at the top of display AM906.02 and enter the number of the level you want to add.
2. Press <F6=Add Level>. Display AM905.02 is shown.

```
Session D - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
AM905.02          Contract Line Level Update/Inquiry          Inquiry
Enter Data And Press Enter.                                     Page 01 of 02
Co/Cont/Line/Level      1 CON1000                            100  1
Customer Order . . . . . 10424
Item Number . . . . . 1000
Contract Value . . . . . .00
Due Date . . . . . 0/00/00
Description . . . . . PC, 166 MHZ, DESKTOP
Reference 1. . . . .
Reference 2. . . . .
Reference 3. . . . .
Reference 4. . . . . .00
F3=Exit      F5=Refresh      F12=Previous      F13=Cancel
d            MW            01/001
```

**contract line level.** Associated with COM line items, these user defined levels allow a detailed work breakdown structure. Manufacturing orders are assigned to levels and levels accumulate to line items.

**order number.** The XA customer order for this contract. It must be in COM.

**item number.** The item number must be defined in the XA item master file. (ITEMAS)

**contract value.** The value of the contract at this level.

**due date.** The date this level is due.

**description.** The description of the level.

**reference.** The alphanumeric reference field in the files. These fields are for user purposes.

**reference n.** The numeric reference field in the files. These fields are for user purposes.

AM905.03 Contract Line Level Update/Inquiry Inquiry  
Page 02 of 02

Enter Data and Press Enter.

Co/Cont/Line/Level/Seq.		100	1
Period Hours . . . . .	.00		
Period Amount . . . . .	1,019.66		
Year To Date Hours . . . . .	.00		
Year To Date Amount . . . . .	1,019.66		
Job To Date Hours . . . . .	.00		
Job To Date Amount . . . . .	1,019.66		
Percent Complete . . . . .	.000		
EAC Hours . . . . .	.00		
EAC Amount . . . . .	.00		
Orig Estimated Hours . . . . .	.00		
Orig Estimated Amount . . . . .	.00		
Last Cost Update . . . . .	7/13/99		

F3=Exit F5=Refresh F12=Previous F13=Cancel

MA d MW 01/001

**period hours.** The total hours consumed on this contract/line/level/order/element for this period.

**period amounts.** The total cost for the contract/line/level/order/element for this period.

**year to date hours.** The total hours consumed on this contract/line/level/order/element for this fiscal year.

**year to date amounts.** The total cost for the contract/line/level/order/element for this fiscal year.

**job to date hours.** The total hours consumed for this contract/line/level/order/element from inception to date.

**job to date amounts.** The total cost for this contract/line/level/order/element from inception to date.

**percent complete.** The costs accumulated to date divided by the estimated total cost of the complete job. Enter percent complete at the level and EAC (estimate at completion) will be calculated.

**EAC hours.** The calculated estimate at completion for hours.  
Calculated as Hours to Date/Percent Complete.

**EAC amount.** The calculated estimate at completion for amount.

Calculated as Cost to Date/Percent Complete.

**estimated hours.** This is the expected hours for this contract/line/level/order/element.

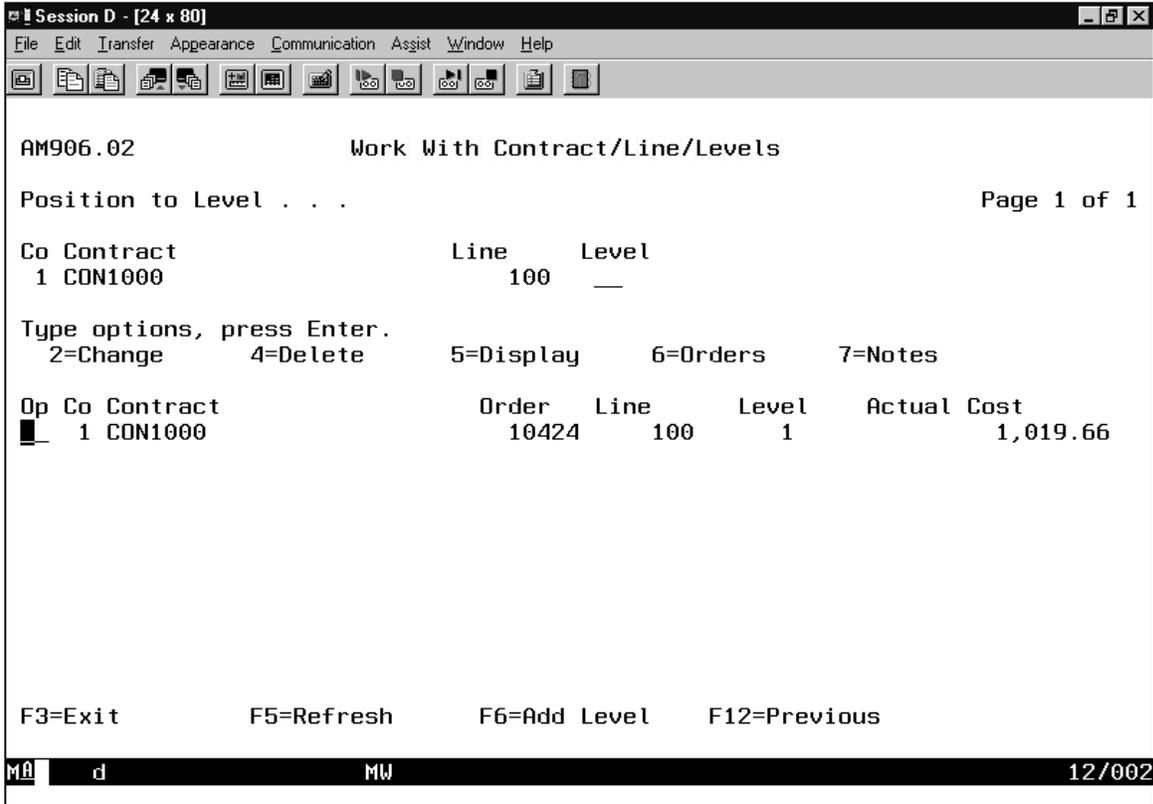
**estimated amounts.** This is the expected amounts for this contract/line/level/order/element.

**original estimate hours.** This is entered by the user at the contract, line, and level as how many hours this part of the job will take in total. It may also be rolled up from an 'E' order.

**original estimate amounts.** This is entered by the user at the contract, line, and level as how much cost is estimated for this part of the job. It may also be rolled up from an 'E' order.

**last cost update.** The last date a transaction affecting this contract/line/level/order/element was processed.

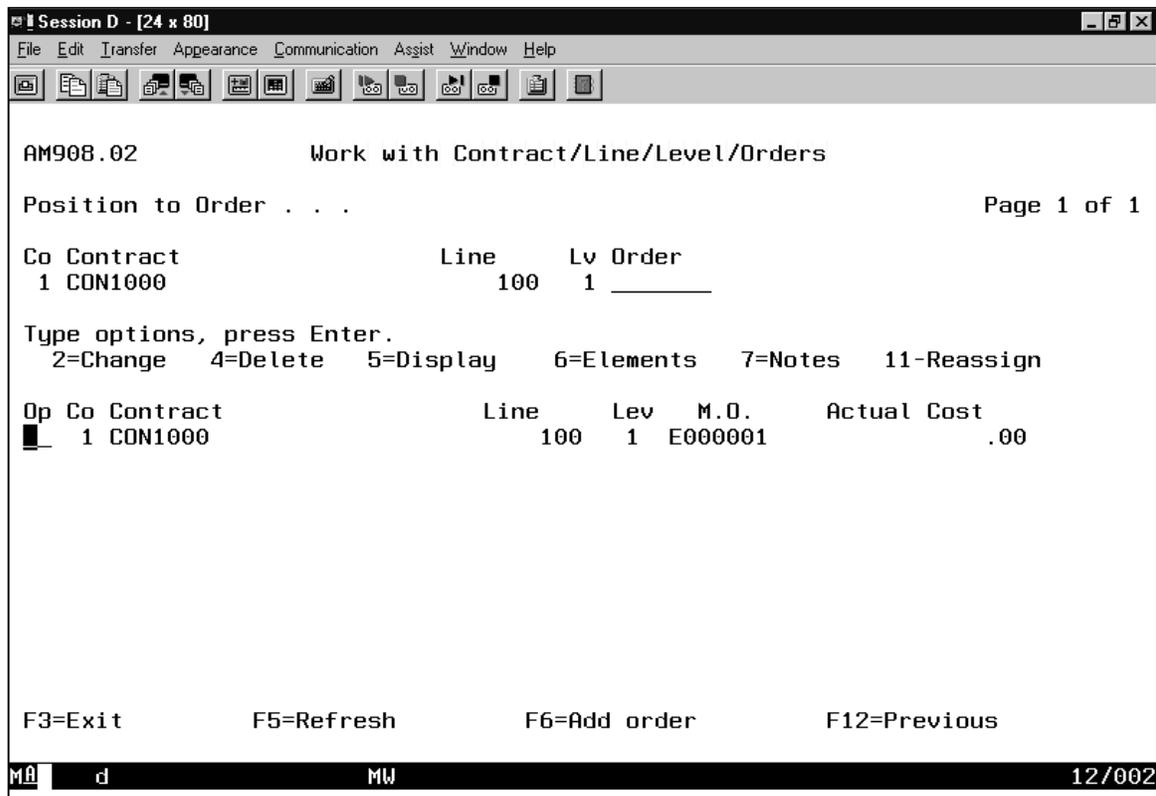
When you have completed entering levels, your display may look something like this:



## Work with Orders

From the Work With Contract Line Level screen AM906 place a 6 (orders) next to a level and press <ENTER>.

Screen AM908.01 is displayed.



**company number.** The company number of the sold-to customer in the XA customer order. This number should be a value between 1 and 89.

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**contract line.** The XA COM order line item sequence number for the line item on the contract.

**contract line level.** Associated with COM line items, these user defined levels allow a detailed work breakdown structure. Manufacturing orders are assigned to levels and levels accumulate to line items.

**manufacturing order.** The XA manufacturing order number. It must be released through IM and exist in PC&C.

**actual cost.** The total cost for this contract/line/level/order/element from inception to date.

**Option 2=Change.** Allows you to update Contract/Line/Level/Order

**Option 4=Delete.** Allows you to Delete Contract/Line/Level/Order/Details (if no cost details are associated).

**Option 5=Display.** Displays the Contract/Line/Level/Order.

**Option 7=Notes.** Allows for note taking.

**Option 11=Reassign.** Reassigns an M.O. to another Co/Contract/Line/Level. Please refer to M.O. reassignment in the Managing Contract Section.

**F6-Add Order** – An M.O. can be attached to a contract/line /level by placing the M.O. number in the order field and pressing F6. Please refer to M.O. attachment in the Managing Contract Accounting section.

### Work with Elements

From the Work with Contract/Lines/Levels/Orders screen (AM908), select option 6 (elements) and press <ENTER>.

AM910.02 Work with Contract Order Elements

Position to Element/GL Number . . . Page 1 of 1

Co Contract Line Lv Order E Element  
1 XXFDG-100A 100 1 E000006 \_

Type options, press Enter.  
2=Change 4=Delete 5=Display 6=Details 8=Estimate Periods

Op	Co	Contract	M.O.	E	Element	Actual Cost
█	1	XXFDG-100A	E000006	L	170	2,260.00
—	1	XXFDG-100A	E000006	L	171	.00
—	1	XXFDG-100A	E000006	L	9999999999999999	2,260.00
—	1	XXFDG-100A	E000006	M	180	.00
—	1	XXFDG-100A	E000006	M	181	2,100.00
—	1	XXFDG-100A	E000006	M	9999999999999999	2,100.00
—	1	XXFDG-100A	E000006	O	190	.00
—	1	XXFDG-100A	E000006	O	191	.00
—	1	XXFDG-100A	E000006	O	192	.00 +

F3=Exit F5=Refresh F6=Add Element F12=Previous

MA a 12/002

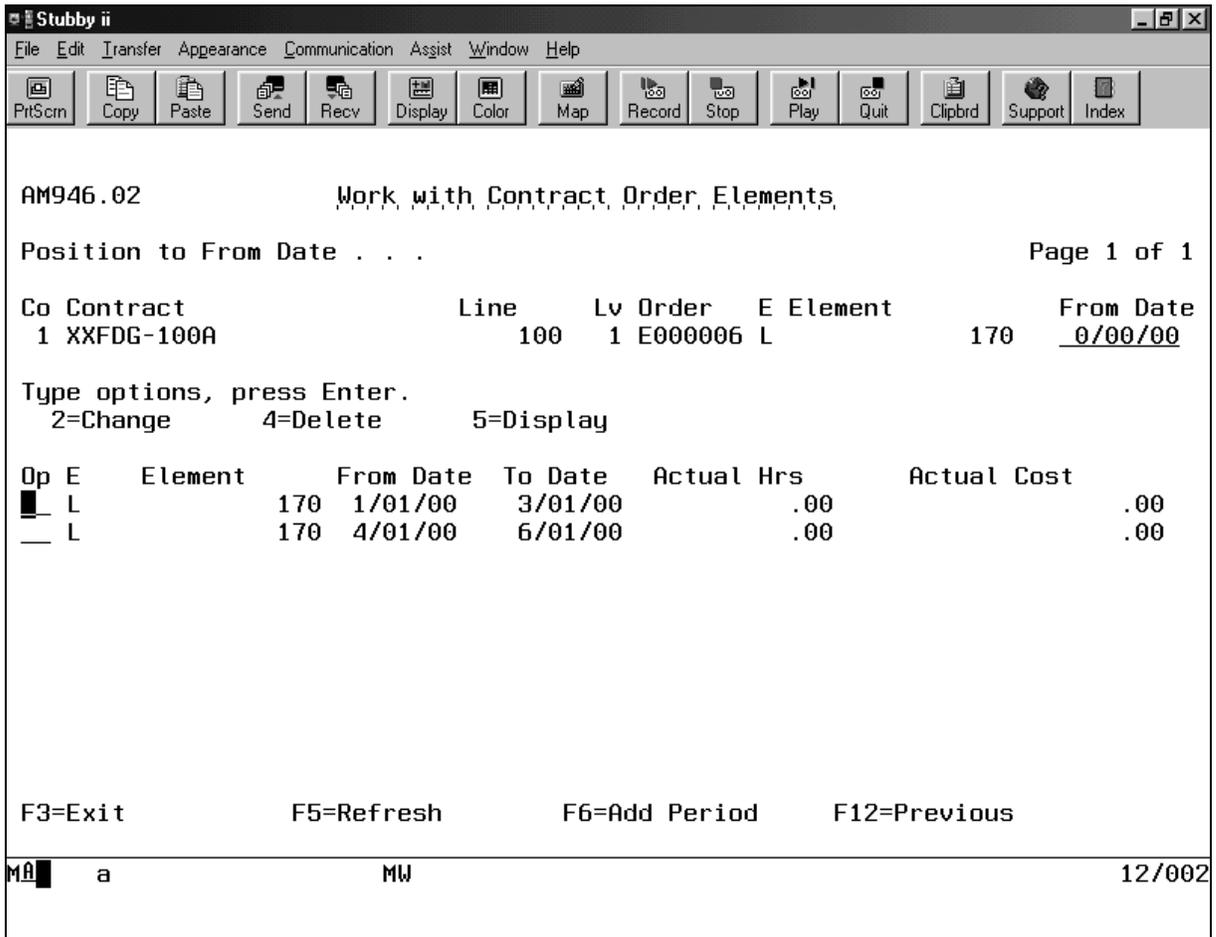
**cost element.** This is a field which groups various general ledger accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**element number.** The CA cost element

**actual cost.** The total cost for this contract/line/level/order/element from inception to date.

**Estimate Periods:**

Estimate Periods is an option that allows you to define your own “period of time” bucket to capture costs. This option can only be taken on the “E” orders. The costs are kept even after a month end close. In other words you will have a record of your costs by “bucket” for each element. (see below for more info)



As you can see in the example, there are 2 “buckets” already created. This example represents a “bucket” that is based on a quarter system. As you can see from Jan. – Mar. we accumulated zero costs for element 170. If we want to create a new “bucket” simply take the F6 key.



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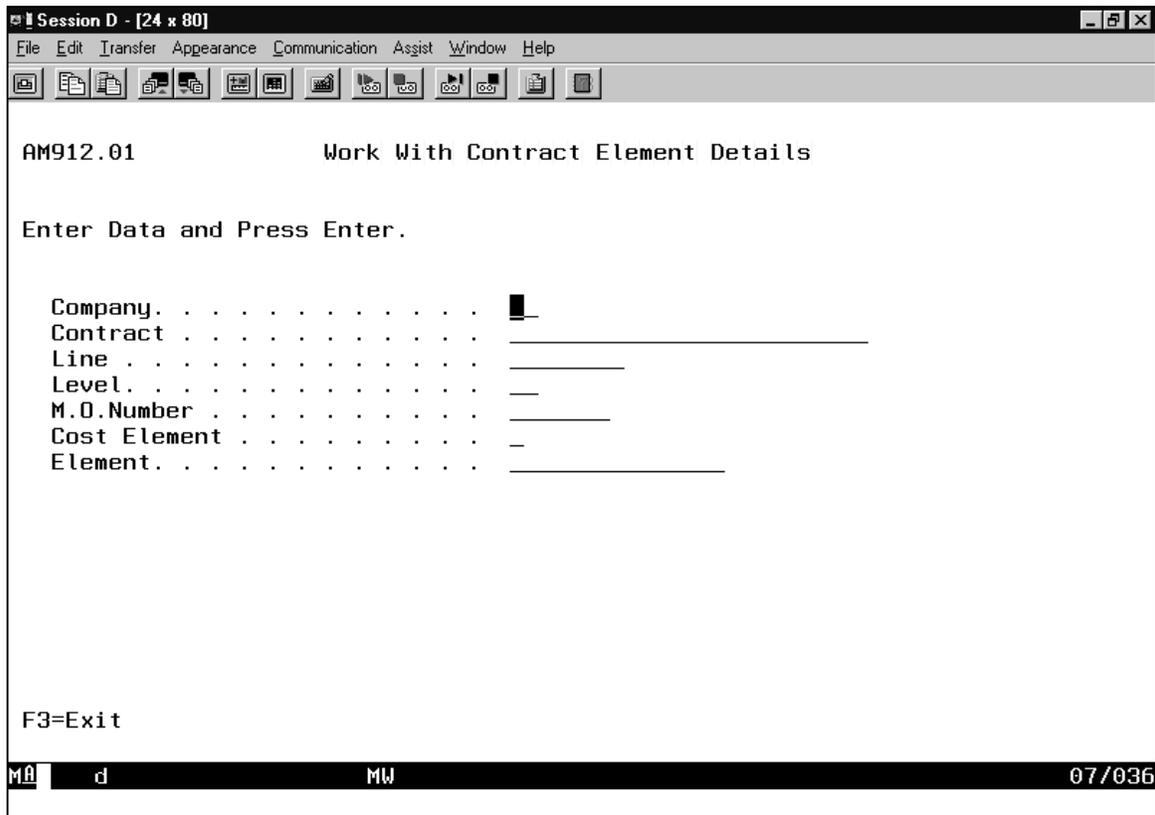
AM948.04		Contract Line Order Elements		Addition	
Enter Data and press Enter.				Page 02 of 02	
M.O/Element/GL . . . . .	E000006 L			170	
From Date. . . . .	6/02/00				
To Date. . . . .	9/01/00				
Actual Hours . . . . .	:	.00			
Actual Amount. . . . .	:		.00		
Orig. Estimated Hours. . . . .	:	<input type="text" value=""/>	.00		
Orig. Estimated Amount . . . . .	:	<input type="text" value=""/>	.00		
Last Cost Update . . . . .		0/00/00			
F3=Exit		F5=Refresh		F12=Previous F13=Cancel	
Mâ a				13/036	

You may fill in your estimated hours however, these estimates will not roll to the higher levels.

Please note that this option is not intended for estimates and do NOT roll up in the estimate roll procedure. Please use option 2 to plug estimates in at the element level. In order for actual cost to accumulate you must do the Cost Roll.

### Work with Contract/Line/Level/Order/Element Details

From the Work with Contract/Line/Level/Order/Element screen AM910 select option 6 (Details) to drill down to the detail screen.



**manufacturing order.** The XA manufacturing order number. It must be released through IM and exist in PC&C.

**cost element.** This is a field which groups various general ledger accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**element.** The CA cost element

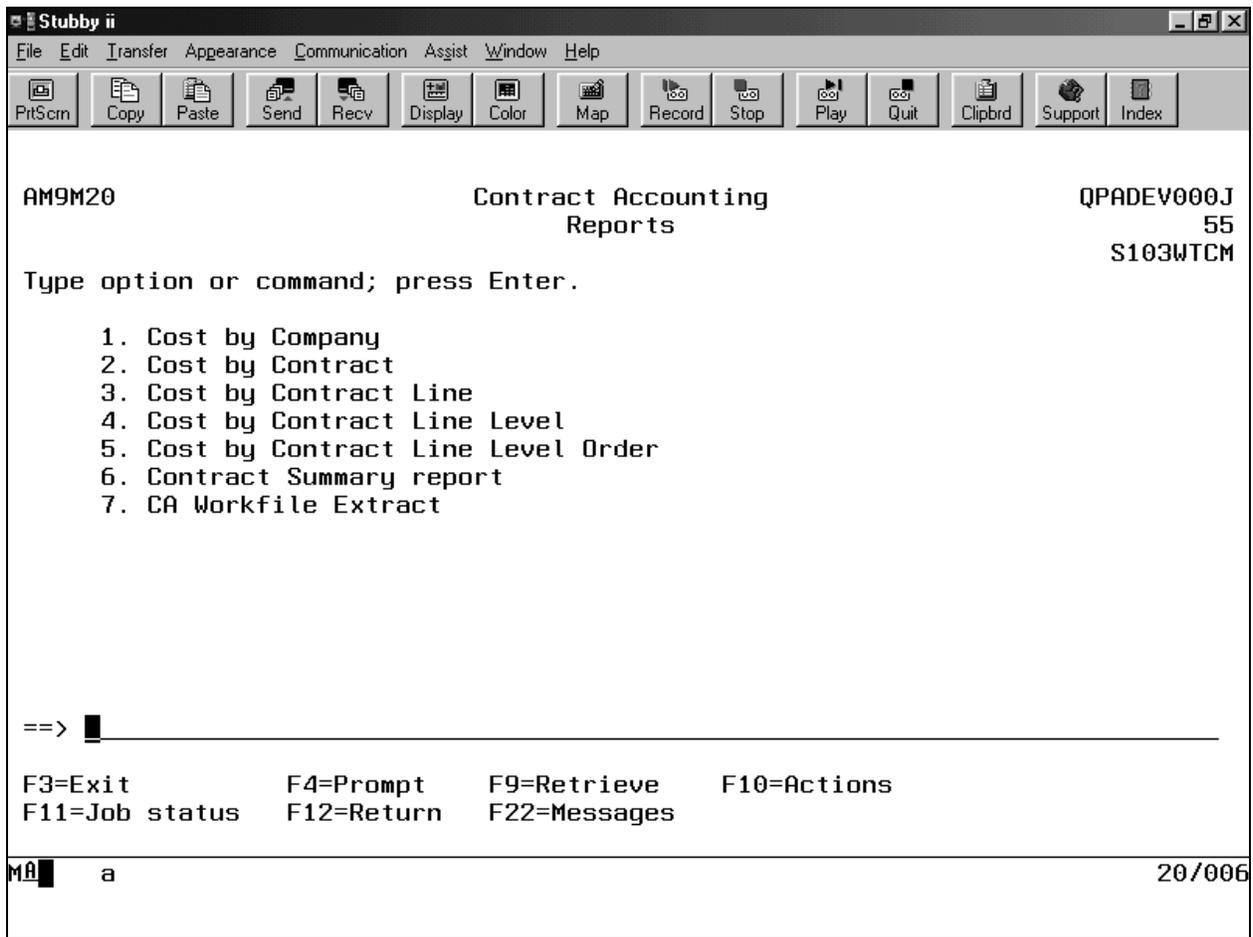
**transaction date.** The date the transaction occurred.

**hours.** The hours for this element

**job to date amounts.** The total cost for this contract/line/level/order/element from inception to date.

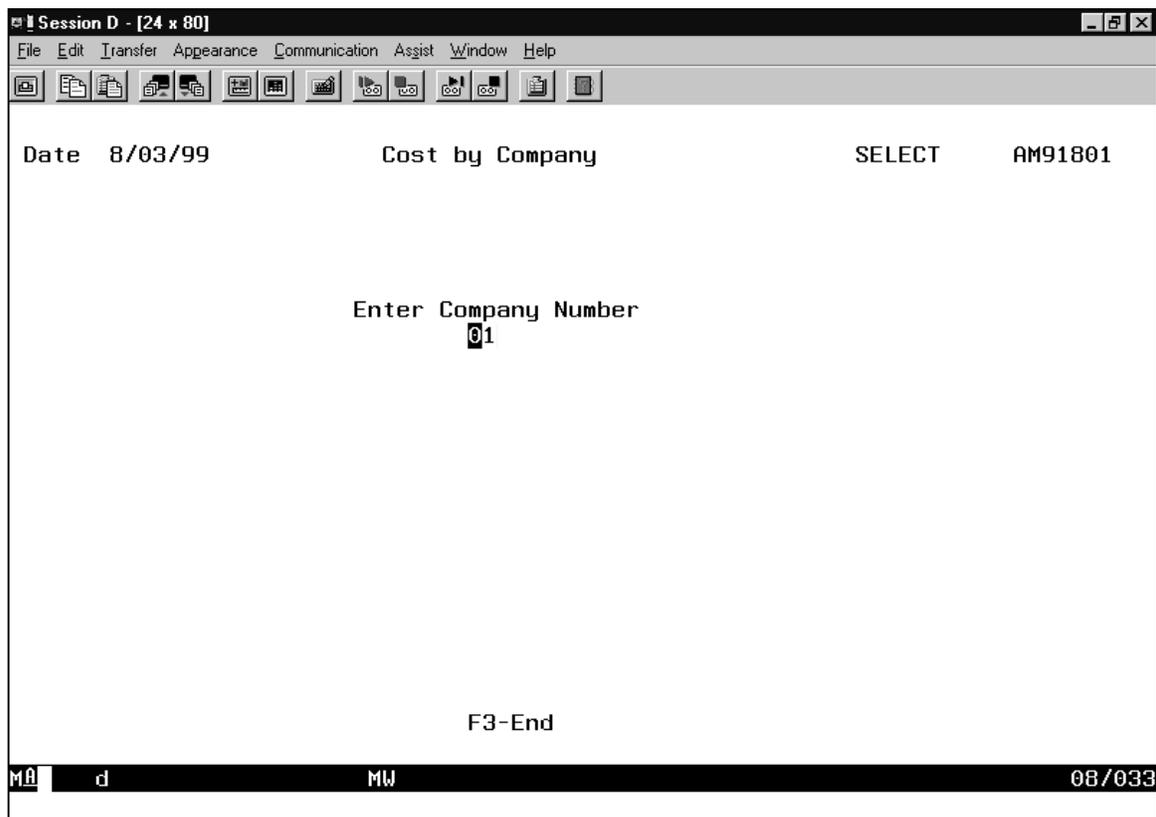
## Reports

Select option 2 from the CA Main Menu. The Reports Menu is displayed. Use this menu to print the Contract Accounting reports.



### Cost by Company

Select option 1 from the Reports menu to print report AM918 - Cost By Company.



**company number.** The company number for the requested contract.

AM918		COST BY COMPANY			PAGE 1
COMPANY- 1					9/02/93
ACCOUNT	DESCRIPTION	PERIOD HOURS/AMOUNT	YEAR TO DATE HOURS/AMOUNT	JOB TO DATE HOURS/AMOUNT	
L 170	LABOR	245.00	245.00	245.00	
		13,450.29	13,450.29	13,450.29	
	ELEMENT TOTAL***	245.00	245.00	245.00	
		13,450.29	13,450.29	13,450.29	
M 180	MATERIAL	.00	.00	.00	
		6,402.00	6,402.00	6,402.00	
	ELEMENT TOTAL***	.00	.00	.00	
		6,402.00	6,402.00	6,402.00	
O 190	OVERHEAD	.00	.00	.00	
		22,940.36	22,940.36	22,940.36	
	ELEMENT TOTAL***	.00	.00	.00	
		22,940.36	22,940.36	22,940.36	
	COMPANY TOTAL***	245.00	245.00	245.00	
		42,792.65	42,792.65	42,792.65	
	GRAND TOTAL***	245.00	245.00	245.00	
		42,792.65	42,792.65	42,792.65	

**cost element.** This is a field which groups various element accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**element number.** This is the CA element

**description.** The description of the element.

**period hours.** The total hours consumed on this contract/line/level/order/element for this period.

**period amounts.** The total cost for the contract/line/level/order/element for this period.

**year to date hours.** The total hours consumed for this fiscal year.

**year to date amounts.** The total cost for the contract/line/level/order/element for this fiscal year.

**job to date hours.** The total hours consumed for this contract/line/level/order/element from inception to date.

**job to date amounts.** The total cost for this contract/line/level/order/element from inception to date.

**percent complete.** The cost to date divided by the estimate at completion amount.



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AM919		COST BY CONTRACT			PAGE 1
CONTRACT C555556					9/02/93
EAC HOURS/AMOUNT-		255.55 /	44,229.40		PCT COMPLETE - 96.751
ORIGINAL HOURS/AMOUNT-					PCT OF BUDGET- 96.751
ACCOUNT	DESCRIPTION	PERIOD HOURS/AMOUNT	YEAR TO DATE HOURS/AMOUNT	JOB TO DATE HOURS/AMOUNT	
L 170	LABOR	245.00	245.00	245.00	
		13,450.29	13,450.29	13,450.29	
	ELEMENT TOTAL***	245.00	245.00	245.00	
		13,450.29	13,450.29	13,450.29	
M 180	MATERIAL	.00	.00	.00	
		6,402.00	6,402.00	6,402.00	
	ELEMENT TOTAL***	.00	.00	.00	
		6,402.00	6,402.00	6,402.00	
O 190	OVERHEAD	.00	.00	.00	
		22,940.36	22,940.36	22,940.36	
	ELEMENT TOTAL***	.00	.00	.00	
		22,940.36	22,940.36	22,940.36	
	CONTRACT TOTAL***	245.00	245.00	245.00	
		42,792.65	42,792.65	42,792.65	
	GRAND TOTAL-***	245.00	245.00	245.00	
		42,792.65	42,792.65	42,792.65	

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**cost element.** This is a field which groups various general ledger accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**element.** This is the CA cost element

**description.** The description of the element.

**period hours.** The total hours consumed on this contract/line/level/order/element for this period.

**period amounts.** The total cost for the contract/line/level/order/element for this period.

**year to date hours.** The total hours consumed on this contract/line/level/order/element for this fiscal year.

**year to date amounts.** The total cost for the contract/line/level/order/element for this fiscal year.

**job to date hours.** The total hours consumed for this contract/line/level/order/element from inception to date.

**job to date amounts.** The total cost for this contract/line/level/order/element from inception to date.

**percent complete.** The cost to date divided by the estimate at completion amount.



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AM920		COST BY CONTRACT LINE			PAGE 1
CONTRACT- C555556		LINE-0000100			9/02/93
EAC HOURS/AMOUNT-	105.55 /	13,630.72		PCT COMPLETE-	90.000
ORIGINAL HOURS/AMOUNT-					
PCT OF BUDGET-	90.000				
ACCOUNT	DESCRIPTION	PERIOD HOURS/AMOUNT	YEAR TO DATE HOURS/AMOUNT	JOB TO DATE HOURS/AMOUNT	
L 170	LABOR	95.00	95.00	95.00	
		1,950.29	1,950.29	1,950.29	
	ELEMENT TOTAL***	95.00	95.00	95.00	
		1,950.29	1,950.29	1,950.29	
M 180	MATERIAL	.00	.00	.00	
		3,502.00	3,502.00	3,502.00	
	ELEMENT TOTAL***	.00	.00	.00	
		3,502.00	3,502.00	3,502.00	
O 190	OVERHEAD	.00	.00	.00	
		6,815.36	6,815.36	6,815.36	
	ELEMENT TOTAL***	.00	.00	.00	
		6,815.36	6,815.36	6,815.36	
	CONT LINE TOT***	95.00	95.00	95.00	
		12,267.65	12,267.65	12,267.65	
AM920		COST BY CONTRACT LINE			PAGE 2
CONTRACT- C555556		LINE-0000200			9/02/93
EAC HOURS/AMOUNT-	150.00 /	30,598.68		PCT COMPLETE-	99.759
ORIGINAL HOURS/AMOUNT-					PCT OF BUDGET-
					99.759
ACCOUNT	DESCRIPTION	PERIOD HOURS/AMOUNT	YEAR TO DATE HOURS/AMOUNT	JOB TO DATE HOURS/AMOUNT	
L 170	LABOR	150.00	150.00	150.00	
		11,500.00	11,500.00	11,500.00	
	ELEMENT TOTAL***	150.00	150.00	150.00	
		11,500.00	11,500.00	11,500.00	
M 180	MATERIAL	.00	.00	.00	
		2,900.00	2,900.00	2,900.00	
	ELEMENT TOTAL***	.00	.00	.00	
		2,900.00	2,900.00	2,900.00	
O 190	OVERHEAD	.00	.00	.00	
		16,125.00	16,125.00	16,125.00	
	ELEMENT TOTAL***	.00	.00	.00	
		16,125.00	16,125.00	16,125.00	
	CONT LINE TOT***	150.00	150.00	150.00	
		30,525.00	30,525.00	30,525.00	
	GRAND TOTAL***	245.00	245.00	245.00	
		42,792.65	42,792.65	42,792.65	

**cost element.** This is a field which groups various general ledger accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**element.** The CA cost element

**description.** The description of the element..

**period hours.** The total hours consumed on this contract/line/level/order/element for this period.

**period amounts.** The total cost for the contract/line/level/order/element for this period.

**year to date hours.** The total hours consumed on this contract/line/level/order/element for this fiscal year.

**year to date amounts.** The total cost for the contract/line/level/order/element for this fiscal year.

**job to date hours.** The total hours consumed for this contract/line/level/order/element from inception to date.

**job to date amounts.** The total cost for this contract/line/level/order/element from inception to date.

**percent complete.** The cost to date divided by the estimate at completion amount.



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AM921		COST BY CONTRACT LEVEL		PAGE 1	9/02/93
CONTRACT- C555556		LINE-0000100	LEVEL- 1		
EAC HOURS/AMOUNT-	105.55 /	13,630.72		PCT COMPLETE-	90.00
ORIGINAL HOURS/AMOUNT-				PCT OF BUDGET-	90.00
ACCOUNT	DESCRIPTION	PERIOD HOURS/AMOUNT	YEAR TO DATE HOURS/AMOUNT	JOB TO DATE HOURS/AMOUNT	
L 170	LABOR	95.00	95.00	95.00	
		1,950.29	1,950.29	1,950.29	
	ELEMENT TOTAL***	95.00	95.00	95.00	
		1,950.29	1,950.29	1,950.29	
M 180	MATERIAL	.00	.00	.00	
		3,502.00	3,502.00	3,502.00	
	ELEMENT TOTAL***	.00	.00	.00	
		3,502.00	3,502.00	3,502.00	
O 190	OVERHEAD	.00	.00	.00	
		6,815.36	6,815.36	6,815.36	
	ELEMENT TOTAL***	.00	.00	.00	
		6,815.36	6,815.36	6,815.36	
	LEVEL TOTAL***	95.00	95.00	95.00	
		12,267.65	12,267.65	12,267.65	
AM921 9/02/93		COST BY CONTRACT LEVEL		PAGE 2	
CONTRACT- C555556		LINE-0000200	LEVEL- 1		
EAC HOURS/AMOUNT-	150.00 /	29,125.00		PCT COMPLETE-	100.00
ORIGINAL HOURS/AMOUNT-				PCT OF BUDGET-	100.00
ACCOUNT	DESCRIPTION	PERIOD HOURS/AMOUNT	YEAR TO DATE HOURS/AMOUNT	JOB TO DATE HOURS/AMOUNT	
L 170	LABOR	150.00	150.00	150.00	
		11,500.00	11,500.00	11,500.00	
	ELEMENT TOTAL***	150.00	150.00	150.00	
		11,500.00	11,500.00	11,500.00	
M 180	MATERIAL	.00	.00	.00	
		1,500.00	1,500.00	1,500.00	
	ELEMENT TOTAL***	.00	.00	.00	
		1,500.00	1,500.00	1,500.00	
O 190	OVERHEAD	.00	.00	.00	
		16,125.00	16,125.00	16,125.00	
	ELEMENT TOTAL***	.00	.00	.00	
		16,125.00	16,125.00	16,125.00	
	LEVEL TOTAL***	150.00	150.00	150.00	
		29,125.00	29,125.00	29,125.00	
AM921		COST BY CONTRACT LEVEL		PAGE 3	9/02/93
CONTRACT- C555556		LINE-0000200	LEVEL- 2		
EAC HOURS/AMOUNT-	.00 /	1,473.68		PCT COMPLETE-	95.00
ORIGINAL HOURS/AMOUNT-				PCT OF BUDGET-	95.00
ACCOUNT	DESCRIPTION	PERIOD HOURS/AMOUNT	YEAR TO DATE HOURS/AMOUNT	JOB TO DATE HOURS/AMOUNT	
L 170	LABOR	.00	.00	.00	
		.00	.00	.00	
	ELEMENT TOTAL***	.00	.00	.00	
		.00	.00	.00	
M 180	MATERIAL	.00	.00	.00	
		1,400.00	1,400.00	1,400.00	
	ELEMENT TOTAL***	.00	.00	.00	
		1,400.00	1,400.00	1,400.00	
O 190	OVERHEAD	.00	.00	.00	
		.00	.00	.00	
	ELEMENT TOTAL***	.00	.00	.00	
		.00	.00	.00	
	LEVEL TOTAL***	.00	.00	.00	
		1,400.00	1,400.00	1,400.00	
GRAND TOTAL***		245.00	245.00	245.00	

42,792.65	42,792.65	42,792.65
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**cost element.** This is a field which groups various general ledger accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**element.** The CA cost element

**description.** The description of the element..

**period hours.** The total hours consumed on this contract/line/level/order/element for this period.

**period amounts.** The total cost for the contract/line/level/order/element for this period.

**year to date hours.** The total hours consumed on this contract/line/level/order/element for this fiscal year.

**year to date amounts.** The total cost for the contract/line/level/order/element for this fiscal year.

**job to date hours.** The total hours consumed for this contract/line/level/order/element from inception to date.

**job to date amounts.** The total cost for this contract/line/level/order/element from inception to date.

**percent complete.** The cost to date divided by the estimate at completion amount.



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AM922					
PAGE 1					
COST BY CONTRACT ORDER					9/02/93
CONTRACT C555556					LINE-0000100 LEVEL- 1 ORDER-M000240
EAC HOURS/AMOUNT- .00 / .00					PCT COMPLETE- .000
ORIGINAL HOURS/AMOUNT					PCT OF BUDGET- .000
		PERIOD	YEAR TO DATE	JOB TO DATE	
ACCOUNT	DESCRIPTION	HOURS/AMOUNT	HOURS/AMOUNT	HOURS/AMOUNT	
L 170	LABOR	50.00	50.00	50.00	
		1,500.00	1,500.00	1,500.00	
	ELEMENT TOTAL***	50.00	50.00	50.00	
		1,500.00	1,500.00	1,500.00	
M 180	MATERIAL	.00	.00	.00	
		3,502.00	3,502.00	3,502.00	
	ELEMENT TOTAL***	.00	.00	.00	
		3,502.00	3,502.00	3,502.00	
O 190	OVERHEAD	.00	.00	.00	
		6,252.50	6,252.50	6,252.50	
	ELEMENT TOTAL***	.00	.00	.00	
		6,252.50	6,252.50	6,252.50	
	ORDER TOTAL***	50.00	50.00	50.00	
		11,254.50	11,254.50	11,254.50	
AM922					PAGE 2
COST BY CONTRACT ORDER					9/02/93
CONTRACT C555556					LINE-0000100 LEVEL- 1 ORDER-M000260
EAC HOURS/AMOUNT- .00 / .00					PCT COMPLETE- .000
ORIGINAL HOURS/AMOUNT-					PCT OF BUDGET- .000
		PERIOD	YEAR TO DATE	JOB TO DATE	
ACCOUNT	DESCRIPTION	HOURS/AMOUNT	HOURS/AMOUNT	HOURS/AMOUNT	
L 170	LABOR	45.00	45.00	45.00	
		450.29	450.29	450.29	
	ELEMENT TOTAL***	45.00	45.00	45.00	
		450.29	450.29	450.29	
M 180	MATERIAL	.00	.00	.00	
		.00	.00	.00	
	ELEMENT TOTAL***	.00	.00	.00	
		.00	.00	.00	
O 190	OVERHEAD	.00	.00	.00	
		562.86	562.86	562.86	
	ELEMENT TOTAL***	.00	.00	.00	
		562.86	562.86	562.86	
	ORDER TOTAL***	45.00	45.00	45.00	
		1,013.15	1,013.15	1,013.15	
AM922					PAGE 3
COST BY CONTRACT ORDER					9/02/93
CONTRACT C555556					LINE-0000200 LEVEL- 1 ORDER-M000250
EAC HOURS/AMOUNT- .00 / .00					PCT COMPLETE- .000
ORIGINAL HOURS/AMOUNT					PCT OF BUDGET- .000
		PERIOD	YEAR TO DATE	JOB TO DATE	
ACCOUNT	DESCRIPTION	HOURS/AMOUNT	HOURS/AMOUNT	HOURS/AMOUNT	
L 170	LABOR	150.00	150.00	150.00	
		11,500.00	11,500.00	11,500.00	
	ELEMENT TOTAL***	150.00	150.00	150.00	
		11,500.00	11,500.00	11,500.00	
M 180	MATERIAL	.00	.00	.00	
		1,500.00	1,500.00	1,500.00	
	ELEMENT TOTAL***	.00	.00	.00	
		1,500.00	1,500.00	1,500.00	
O 190	OVERHEAD	.00	.00	.00	
		16,125.00	16,125.00	16,125.00	
	ELEMENT TOTAL***	.00	.00	.00	

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			16,125.00	16,125.00	16,125.00
	ORDER TOTAL***		150.00	150.00	150.00
			29,125.00	29,125.00	29,125.00
AM922					PAGE 4
			COST BY CONTRACT ORDER		
9/02/93					
CONTRACT C555556		LINE-0000200	LEVEL- 2	ORDER-M000270	
EAC HOURS/AMOUNT-	.00	/	.00		PCT COMPLETE- .000
ORIGINAL HOURS/AMOUNT-					PCT OF BUDGET- .000
	ACCOUNT	DESCRIPTION	PERIOD HOURS/AMOUNT	YEAR TO DATE HOURS/AMOUNT	JOB TO DATE HOURS/AMOUNT
L	170	LABOR	.00	.00	.00
		ELEMENT TOTAL***	.00	.00	.00
			.00	.00	.00
M	180	MATERIAL	.00	.00	.00
		ELEMENT TOTAL***	1,400.00	1,400.00	1,400.00
			.00	.00	.00
			1,400.00	1,400.00	1,400.00
O	190	OVERHEAD	.00	.00	.00
		ELEMENT TOTAL***	.00	.00	.00
			.00	.00	.00
		ORDER TOTAL***	.00	.00	.00
			1,400.00	1,400.00	1,400.00
		GRAND TOTAL***	245.00	245.00	245.00
			42,792.65	42,792.65	42,792.65

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**manufacturing order.** The XA manufacturing order number. It must be released through IM and exist in PC&C.

**cost element.** This is a field which groups various general ledger accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**element.** This is the CA cost element

**description.** The description of the element.

**period hours.** The total hours consumed on this contract/line/level/order/element for this period.

**period amounts.** The total cost for the contract/line/level/order/element for this period.

**year to date hours.** The total hours consumed on this contract/line/level/order/element for this fiscal year.

**year to date amounts.** The total cost for the contract/line/level/order/element for this fiscal year.

**job to date hours.** The total hours consumed for this contract/line/level/order/element from inception to date.

**job to date amounts.** The total cost for this contract/line/level/order/element from inception to date.

**percent complete.** The cost to date divided by the estimate at completion amount.



### *Contract Summary Report*

Select option 6 from the Reports menu to print report AM931 - Contract Summary Report.

```
Session D - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
[Icons]
DATE 8/03/99          CONTRACT SUMMARY REPORT          SELECT          AM93101

ENTER COMPANY NUMBER  01

ENTER CONTRACTS:
FROM: _____
TO: _____

PRINTING OPTION (Y/N):
CONTRACTS LISTED ON SEPARATE PAGES: Y

NOTE: LEAVING INFORMATION BLANK WILL
      PRINT ALL CONTRACTS FOR ABOVE COMPANY.

F3-END

MA d MW 07/044
```

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CONTRACT SUMMARY REPORT PAGE						
AM931						
Company 1						
Contract No.	Order No.	Customer No.	Award Date	Completion Date	Last Cost Date	Maint Date
DAAB07-90C-2664	C000343	100	2/01/91	3/01/92	3/01/91	2/01/91
Prime Contract	Contract Value	Program Manager	Contract Administrator	Quality Control Engineer		
	1,500,000.00	DAN HANVILLE	DAN HANVILLE	DAN HANVILLE		
Contract Officer	Cost of Shipments	Value of Shipments	Priority	Paid to Date	Actual Cost	
JOE SMITH	.00	.00	DX	.00	450,000.00	
Reference						
Line	Item Number	Alternate Part Number	Federal Stk. No.	Actual Cost		
10000	911			250,000.00		
	Level	Order	Description	Actual Cost		
	1	C000343	FIRST ARTICLE (5 PCS)	225,000.00		
	Mfg Order	Item Number	Quantity Ordered	Actual Cost		
	M400000	3030	5.000	100,800.60		
	Mfg Order	Item Number	Quantity Ordered	Actual Cost		
	M500000	1400	5.000	99,199.40		
	Mfg Order	Item Number	Quantity Ordered	Actual Cost		
	M600000	1666	5.000	25,000.00		
	Level	Order	Description	Actual Cost		
	2	C000343	FIRST YEAR (20 PCS)	25,000.00		
Line	Item Number	Alternate Part Number	Federal Stk. No.	Actual Cost		
20000	931			200,000.00		
	Level	Order	Description	Actual Cost		
	1	C000343	SPRAY UNIT	.00		

**company number.** The company number for the contract.

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**order number.** The XA customer order for this contract. It must be in COM.

**customer number.** The number of the customer, defined in the XA Customer Master file.

**award date.** The day the contract was awarded.

**completion date.** The date the contract should be completed.

**last cost date.** The last date a transaction affecting this contract/line/level/order/element was processed.

**maintenance date.** The date this record was last maintained.

**prime contract.** This is the prime contract number. It may be your customer's prime contract number if you are a sub-contractor.

**contract value.** This is the total contract value. If this is a line item value, it is the value of the XA COM line item.

**program manager.** Your internal program manager responsible for managing the contract or line item. The number must be in the XA employee master file.

**contract administrator.** This is your internal contract administrator or salesperson. This person should be in the XA employee master file.

**q.c. engineer.** Your internal quality manager responsible for managing this contract or line item. The number must be in the XA employee master file.

**contracting officer.** Generally the sales level contact at the customer.

**cost of shipments.** The cost of shipments for this line item or contract.

**value of shipments.** The value of shipments for this line item or contract.

**priority.** The priority rating of the contract; DX DA etc.

**paid to date.** The amount paid to date on this contract.

**actual cost.** The total cost for this contract/line/level/order/element from inception to date.

**contract line.** The XA COM order line item sequence number for the line item on the contract.

**item number.** The item number must be defined in the XA item master file. (ITEMAS)

**alternate part number.** A user field to represent an alternate part number. This item does not have to exist in the item master file.

**federal stock number.** This is the federal stock number for the line item.

**contract line level.** Associated with COM line items, these user defined levels allow a detailed work breakdown structure. Manufacturing orders are assigned to levels and levels accumulate to line items.

**manufacturing order.** The XA manufacturing order number. It must be released through IM and exist in PC&C.

**quantity ordered.** The quantity ordered for either the customer order line item or manufacturing order.



## Contract Accounting User's Guide

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Enter a company number ( 1 – 89 ) for this report to be run against.

### Overhead Pools

Can enter up to three pool numbers from Overhead Pools. Each number entered here will create a different set of data for each Summary Option in the report depending on each pool's definitions. Leaving all three blank will run the report with no overhead calculations.

### Effective Dates

Specifies a date range for costs reported to contracts. Allows contract costs to be reported on based on timeframe (quarterly, monthly, annually, etc.) that is completely customizable.

### Contract

Specifies a range of contracts to be included in the report. Default value is for all contracts.

### Summary Option

Specifies at what level of detail report will be run on. Option 1. Company/Contract will run the report with costs totaled on the contract level, while Option 6. Company/Contract/Line/Level/Order/Element/GL# will yield a report with all detail entries.

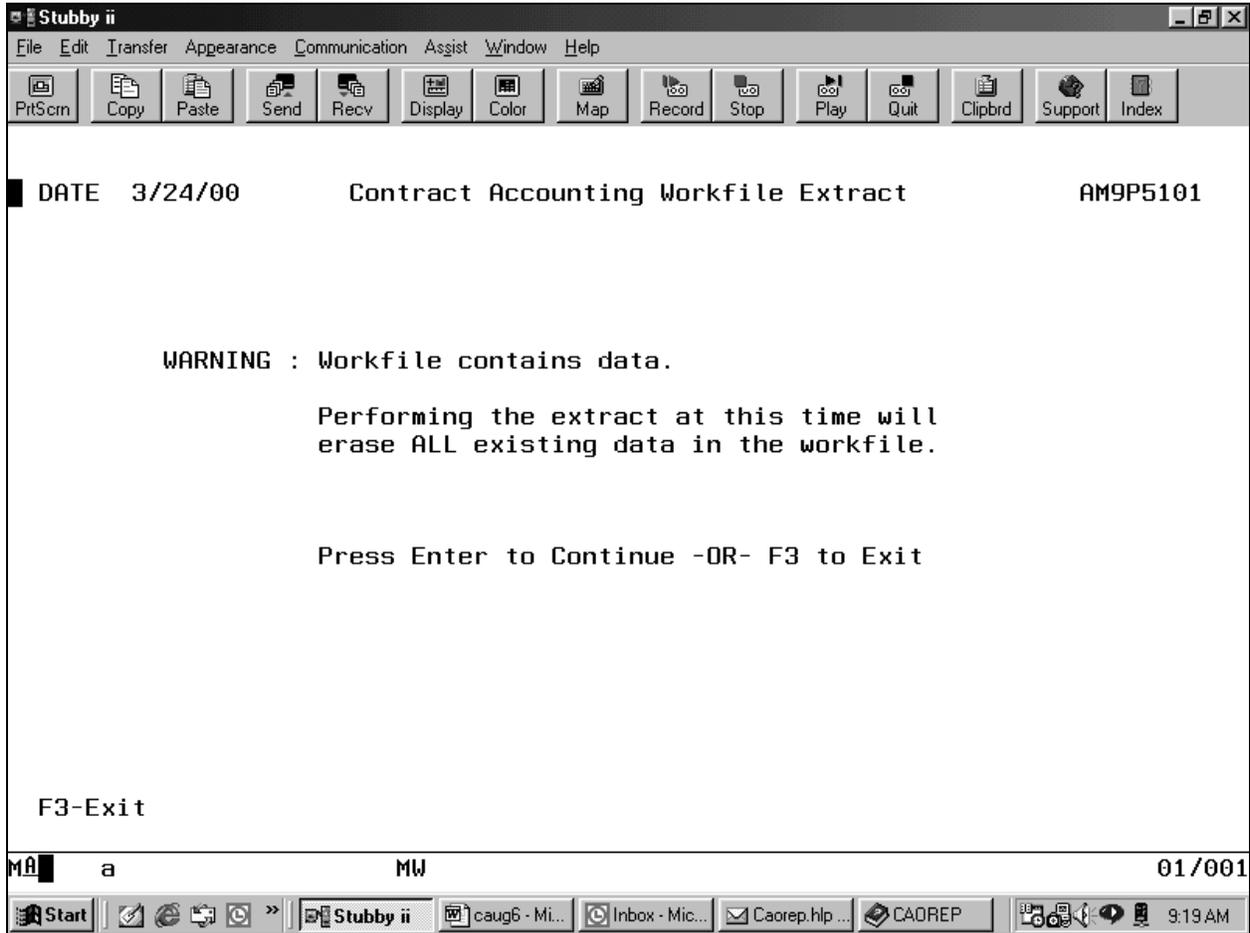
### Process Date

Can run report based on actual cost transaction dates, or flexible accounting period dates. To run with Period dates, you must be tailored to allow for flexible accounting.

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User's Guide

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Please Note!



Note: Attempting to run the CA Work file Extract when data exists in the report file will bring a warning screen before user inputs are allowed. Pressing ENTER on this screen will erase any prior report results that exist in the work file. BE SURE that the existing data is no longer needed before proceeding.

## **Period Processing**

### ***Calculate Overhead***

Overhead adjustment processing

Overhead adjustment occurs when overhead updates have occurred all year at one or various rates and at some point an actual overhead rate for the period is determined. The YTD overhead must be adjusted based on the delta between the overhead applied to date and the new overhead calculated at the new rate adjusted by job.

Processing

If this is an adjustment run (adjustment selected at run time) the processing will look at the YTD overhead cost by element (O) for the fiscal year. Then it will add up all the costs to date that apply based on the matrix, (L,M,O) and apply the adjustment rate. It will then subtract the overhead to date from the calculated adjustment overhead and make a shpact record to the proper element with the difference (+ or -).

From the CA Main Menu, select option 3 Period Processing.

From the Period Processing Menu, select option 1 Calculate Overhead. Screen AM95401 is displayed.

Note: From-to dates only appear if flexible period accounting is configured.

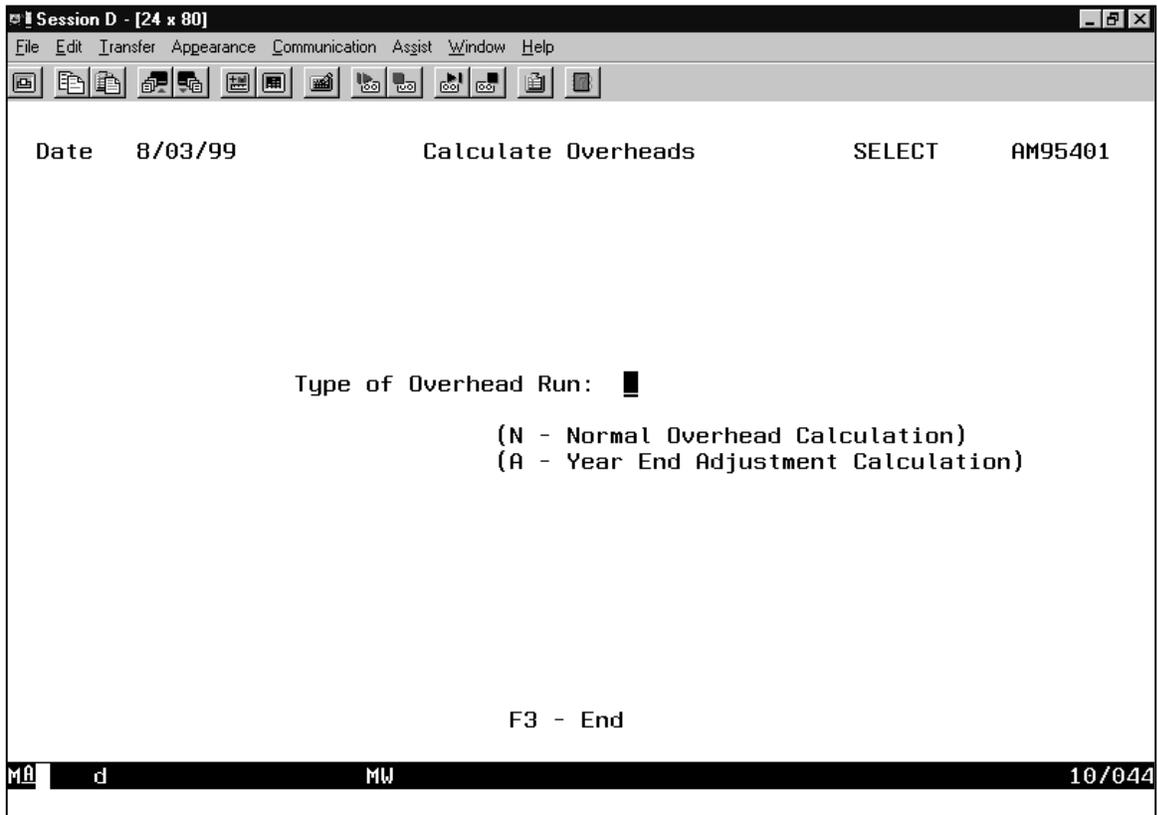
### *Period Close*

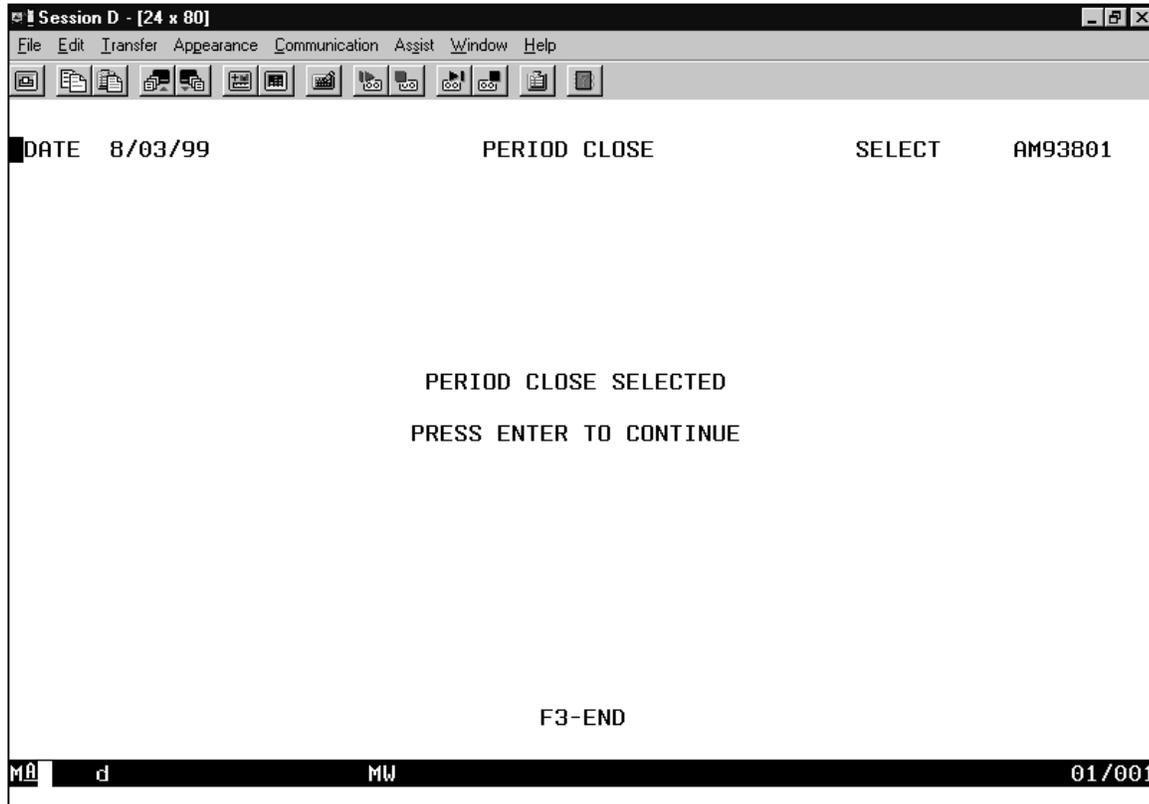
You run the period close procedure to initiate a batch job that clears all period-to-date buckets in CA.

To close a period, follow these steps.

From the CA Main Menu, select option 3 Period Processing.

From the Period Processing Menu, select option 2 Period Close. Screen AM93801 is displayed.





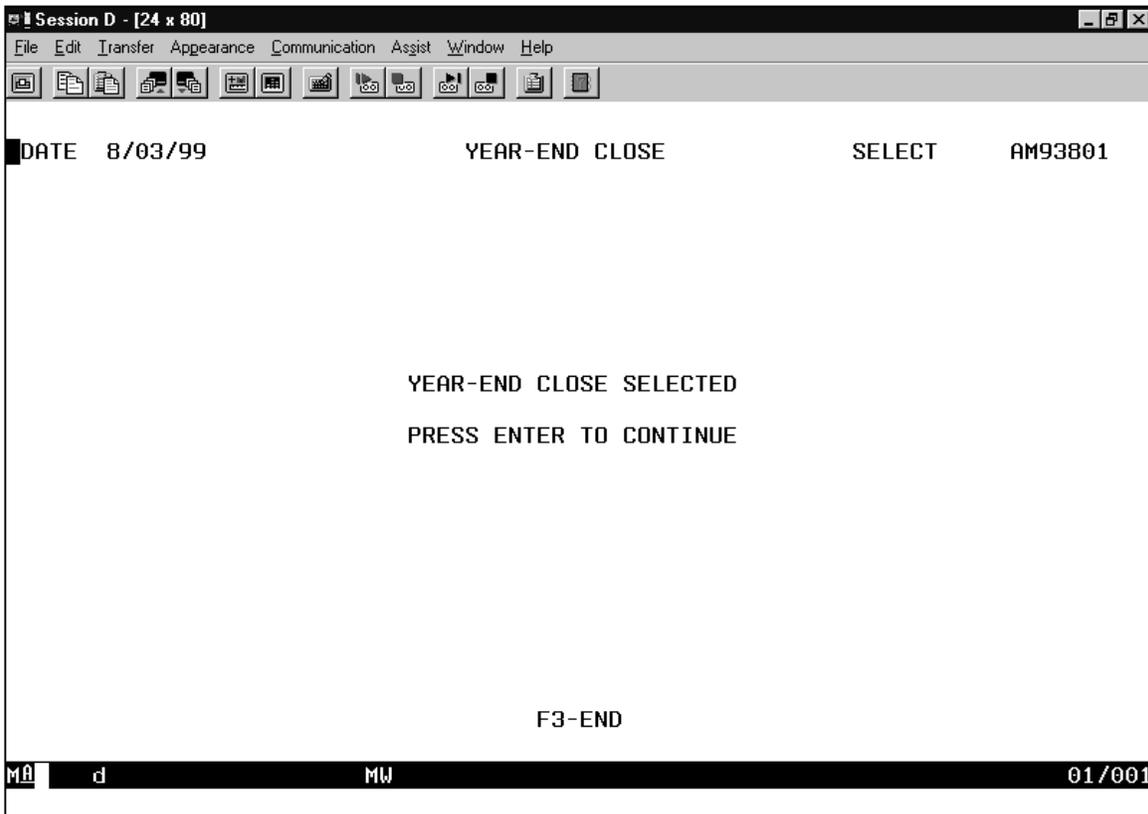
To continue with the period close, press <ENTER>. A batch job will be submitted and all period to date fields will be cleared. (Year to date and Job to date fields remain untouched.) To cancel the period close, press <F3=END>.

### ***Year End Close***

You run the fiscal year end close procedure to initiate a batch job that clears all year-to-date buckets in CA.

To close a year, follow these steps.

From the CA Main Menu, select option 3 Period Processing. From the Period Processing Menu, select option 3 Year End Close. Screen AM93801 is displayed.

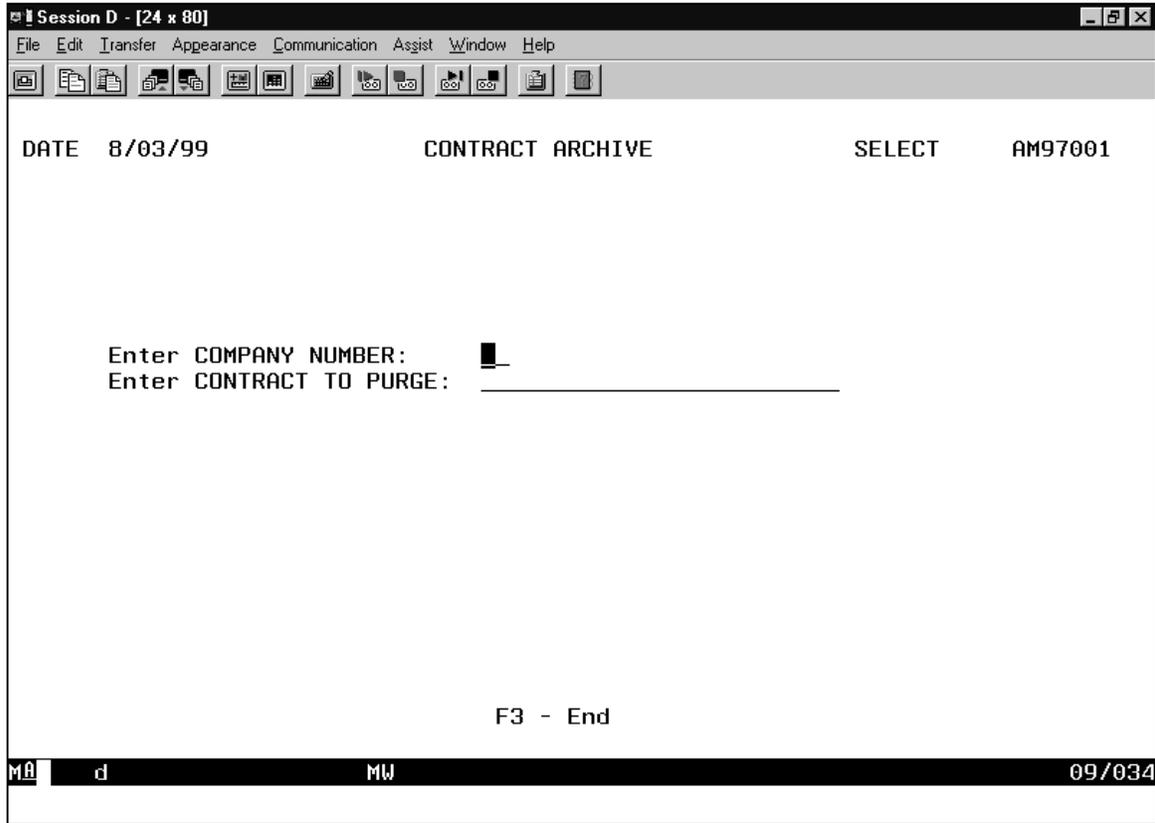


To continue with the year end close, press <ENTER>. A batch job will be submitted and all year to date fields will be cleared. (Job to date fields remain untouched.) To cancel year end close, press <F3=END>.

### ***Contract Archive***

To archive contract information, follow these steps.

From the CA Main Menu, select option 3 Period Processing. From the Period Processing Menu, select option 4 Contract Archive. Screen AM97001 is displayed.



Type the company number and contract number you want to remove from the system.

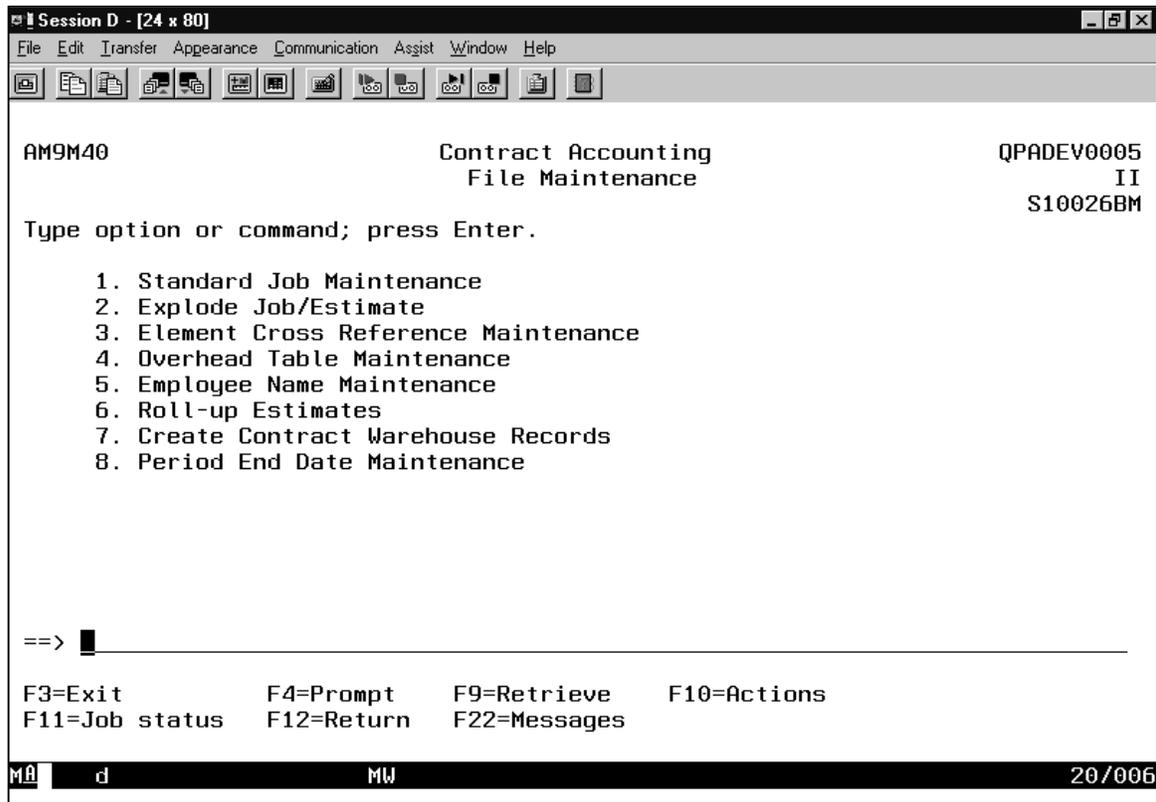
You will be asked to confirm the archive you selected.

This will purge the contract from the system.

## File Maintenance

Select option 4 from the CA Main Menu (AM9M00) to get to the File Maintenance Menu (AM9M40).

Use these options to perform the file maintenance options as described.



**Option 1 Standard Job Maintenance:** Used to maintain the Standard Job Master File (STDJOB) which contains general ledger account numbers as they relate to material, labor and overhead.

**Option 2 Explode Job/Estimate:** Used to explode a manufacturing order from IM or an Estimate from EQM against a standard job. This will set up the proper element buckets for cost accumulations.

**Option 3 Element Cross Reference Maintenance:** Used to maintain the General Ledger Cross Reference File (GLXREF) which contains information on labor to general ledger account relationships.

**Option 4 Overhead Table Maintenance:** Used to define overhead as a factor of any specific element (labor, material, overhead), group of elements or a combination of groups of elements.

**Option 5 Employee Name Maintenance:** Use to maintain the Employee Master File which contains information about the employees referenced in CA. This option is not permitted if either Payroll or Production Monitoring and Control is installed.

**Option 6 Roll-up Estimates:** Used to submit a batch program which updates original estimate cost and hours, placing the result in EAC hours and cost if EAC is empty.

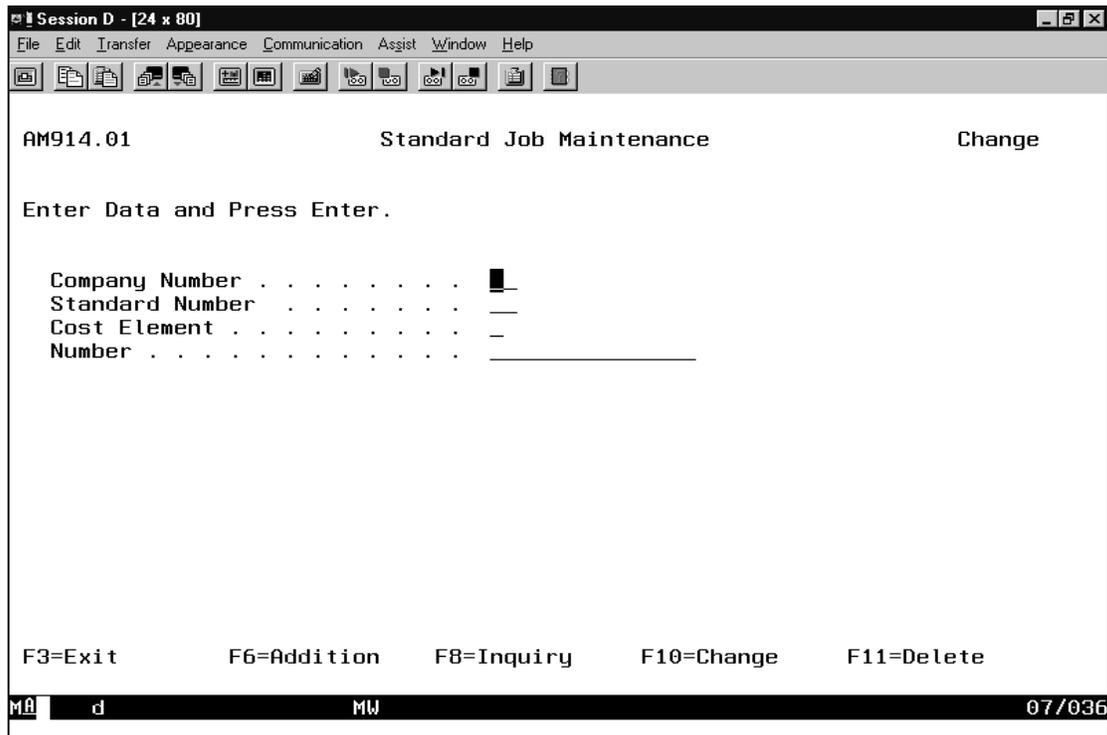
**Option 7 Create Contract Warehouse Records:** Used to create Item Balance Records for all summarized bill components in the selected warehouse for the item number entered.

**Option 8 Period End Date Maintenance:** If Flexible Period Accounting is used this option allows maintenance to the Contract Accounting Period Date file.

### *Standard Job Maintenance*

A standard is a group of elements for manufacturing orders. It is exploded during order release much like the routing. Many routing steps as well as material types may accumulate to an element in a standard. You usually create a standard during the initial setup. Maintenance to a standard can be done to make modifications as required.

From menu AM9M40, select option 1.



**company number.** The company number for the contract.

**standard number.** A standard is a group of elements for manufacturing orders. It is exploded during order release much like the routing. Many routing steps as well as material types may accumulate to an element. You can set up many different standards based on how you want to keep track of your costs. Different jobs may require different standards. A standard number differentiates between each standard and is user assigned.

**cost element type.** This is a field which groups various general ledger accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**element number.** The CA cost element

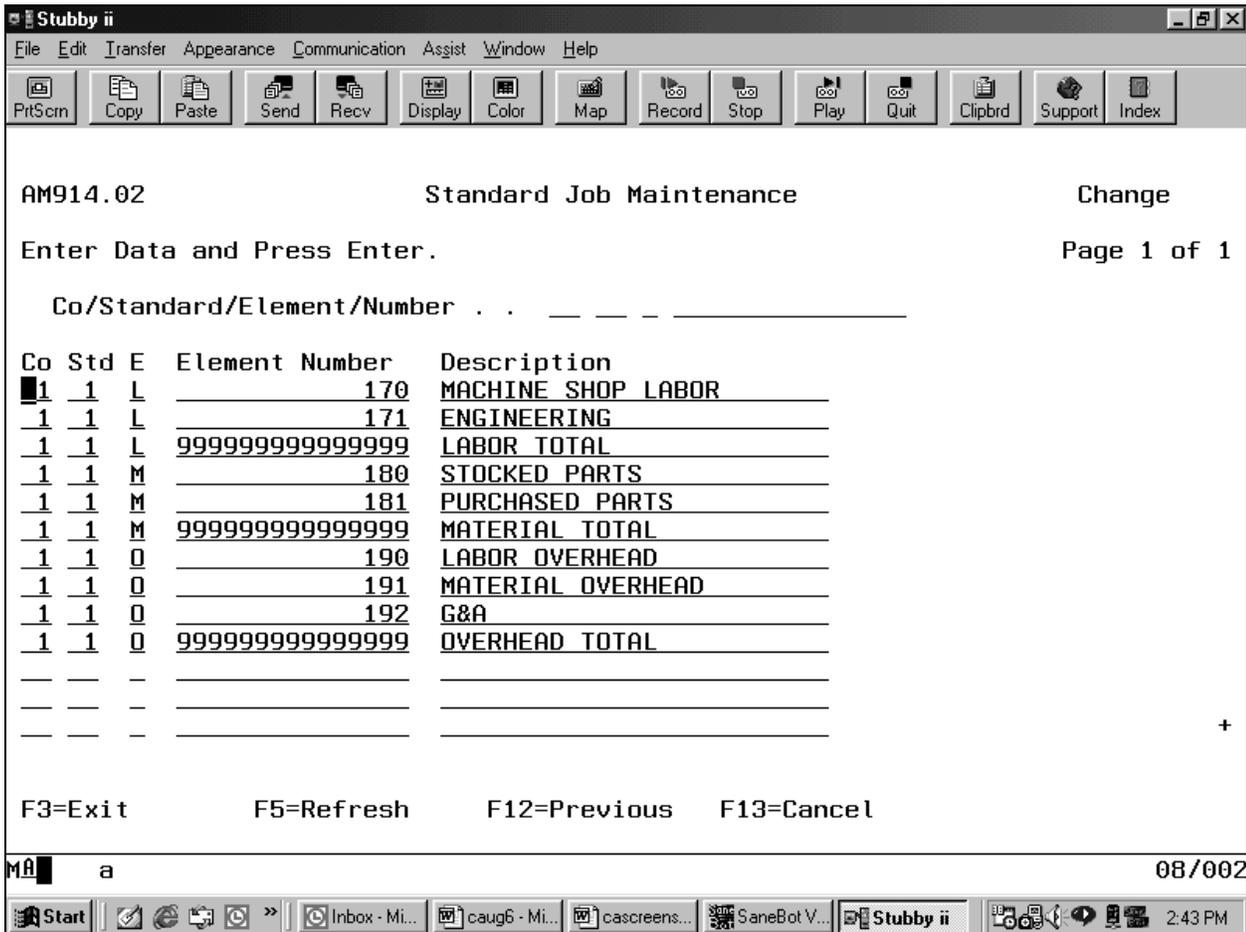
### Add / Change a Standard

To add a standard, press F6 to change the status or entry mode to add.

You can type a standard, element by element. An easier method would be for you to type only the Company Number field and press enter.

Screen AM914.02 will be displayed and you can enter all the information necessary in a full screen add mode.

A sample standard job may look something like this.



**company number.** The company number for the contract.

**standard number.** A standard is a group of elements for manufacturing orders. It is exploded during order release much like the routing. Many routing steps as well as material types may accumulate to an element.

**cost element.** This is a field which groups various general ledger accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**element.** The CA cost element In addition to your general ledger account numbers for material, labor and overhead, you may optionally include account number '99999999999999' as a summary account for each element.

**description.** The element description.

### Explode Job/Estimate

Job explosion is the process by which a XA manufacturing order or Estimate order is attached to a contract in CA. All necessary costing elements, defined in the standard job, are prepared.

The job explosion task is based on an existing CA contract, defined into as many line levels as the XA customer order, then further defined into CA levels. You should have also entered a manufacturing order and released it in XA Inventory Management or MRP.

The recommended method to attach a manufacturing order to a contract is to drill down to screen AM908.02, enter the manufacturing order on the top of the screen under order. Press the F6-Add order function key.

AM908.02 Work with Contract/Line/Level/Orders

Position to Order . . . Page 1 of 1

Co Contract Line Lv Order  
1 XXFDG-100A 100 1 M900010

Type options, press Enter.  
2=Change 4=Delete 5=Display 6=Elements 7=Notes 11=Reassign

Op	Co Contract	Line	Lev	M.D.	Actual Cost
█	1 XXFDG-100A	100	1	E000006	4,360.00
—	1 XXFDG-100A	100	1	MXX2000	44.99
—	1 XXFDG-100A	100	1	MXX3000	2,600.00
—	1 XXFDG-100A	100	1	MXX4000	1,227.00
—	1 XXFDG-100A	100	1	MXX4500	100.00
—	1 XXFDG-100A	100	1	MXX4600	1,000.00
—	1 XXFDG-100A	100	1	MXX5000	.00
—	1 XXFDG-100A	100	1	M100010	.00
—	1 XXFDG-100A	100	1	M900000	.00

F3=Exit F5=Refresh F6=Add order F12=Previous

MA a 12/002

To explode the job, select option 2 from the File Maintenance menu (AM9M40). The Explode Standard Job display (AM9M29.01) appears.

```
Session D - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
[Icons]

DATE 8/03/99           Explode Standard Job           SELECT  AM92901

Company Number . . . . . █
Contract . . . . . _____
Line . . . . . _____
Level. . . . . _____
Standard Number. . . . . 1

Estimate Explosion . . . . . N (Y/N)
Manufacturing Order . . . . . M _____

Attach Manufacturing Order Elements
from Standard Job Now? . . . . . N (Y/N)

F3-End

MA d MW 07/045
```

**company number.** The company number for the contract.

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**contract line.** The XA COM order line item sequence number for the line item on the contract.

**contract line level.** Associated with COM line items, these user defined levels allow a detailed work breakdown structure. Manufacturing orders are assigned to levels and levels accumulate to line items.

**manufacturing order.** The XA manufacturing order number. It must be released through IM and exist in PC&C.

**standard number.** A standard is a group of elements for manufacturing orders. It is exploded during order release much like the routing. Many routing steps as well as material types may accumulate to an element.

**Estimate Explosion.** If “Y”, attaches an “E” order (Estimate) to a contract in CA.

**Manufacturing Order.** If “Y”, the manufacturing order is attached to a contract in CA.

**Attach Manufacturing Order Elements from Standard Job Now.** If “Y”, elements from the Standard Job are automatically attached to the MO. If “N”, elements from the Standard Job are only added when costs are accumulated against that element.

After you press enter on the previous display, display AM92902 gives you a summary of the element file changes as a result of your selection. Use it as a guide.

DATE 9/02/93	EXPLODE STANDARD JOB	SELECT	AM92902
ELEMENT FILE CHANGES			
RECORDS ADDED . . . . _____			
RECORDS DELETED . . . _____			
PRESS ENTER TO RETURN TO PREVIOUS SCREEN			
F3 - END			

**records added.** The number of records added to file as a result of the job explosions during this work session.

**records deleted.** The number of records deleted from file as a result of the job explosion deletes during this work session.

## ***Element Cross Reference Maintenance***

The Element Cross Reference file is the key to the CA update logic. The logic is as follows.:

### **Labor**

If a labor transaction comes from an M.O. released against a contract warehouse and attached to a contract model it is placed in the CAIN file and the update program (AM9MU) is triggered. The work center (production facility) is the key to this transaction. The update program will first look for rules for the specific contract warehouse. If not found it will seek the rules for the "L" record of the "blank" warehouse. If there is a match for that work center in the reference field of an and Run/Setup code CA will apply the transaction to the element for that rule. If Run/Setup is blank run and setup will go to the same element. If there is no match for the work center in the reference field the update program will look for an @DEFAULT reference number and use that element. If no match is found the record will remain in CAIN.

### **Material**

Actual material costs come from either PC&C/Accounts Payable or IFM as miscellaneous charges. If a miscellaneous charge comes from an M.O. released against a contract warehouse and attached to a contract model it is placed in the CAIN file and the update program (AM9MU) is triggered. The update program will first look for rules for the specific contract warehouse. If not found it will seek the rules for the "blank" warehouse. If there is a match for that miscellaneous charge in the reference field of the "M" element cross reference record the transaction will be posted to the element for that rule. If there is no match for that record and there is an @DEFAULT "M" record for that warehouse the element will be used

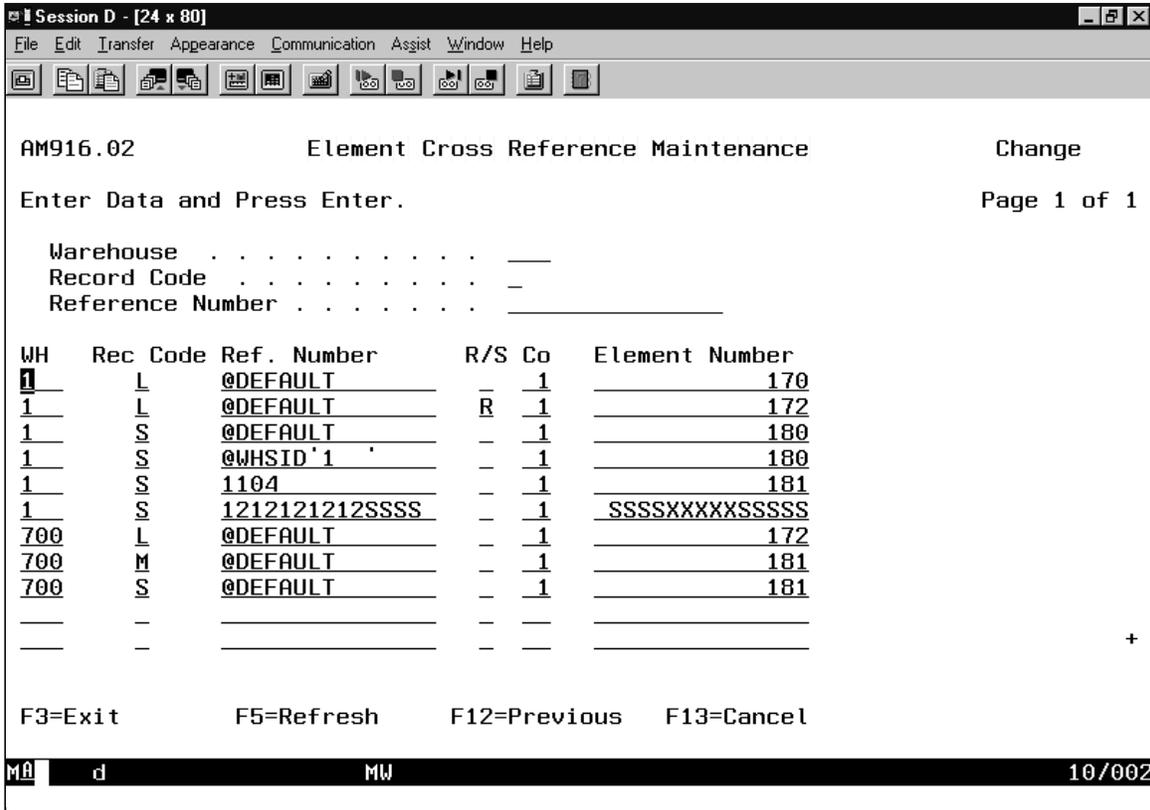
### **Stock Items**

Items may be issued to a Contract and the costs captured at the tailored costing method (standard,average,last). If an Inventory transaction (IP or IU) is for an M.O. released against a contract warehouse and attached to a contract model it is placed in the CAIN file and the update program (AM9MU) is triggered. The update program will first look for rules for the specific contract warehouse. If not found it will seek the rules for the "blank" warehouse. CA will first seek a match on the item's item number , it's item class (@ITCLS, or it's warehouse @WHID and apply the costs to that element

From Menu AM9M40, select option 3.

Press <F6=Addition> to change mode to 'Addition'.

Type an "A" in the record code and press <ENTER>. Screen AM916.02 as a full screen 'Addition' will be displayed.



**warehouse.** The warehouse this record/transaction relates to. Must be a valid contract warehouse or a blank for all warehouses.

**Record Code-** L-Labor, M-Miscellaneous Charge, S-Stock Item

**Reference:**

L- Labor Records

- Work Center (Production Facility) ID
- @DEFAULT

M- Material/Miscellaneous Charge Records

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- Misc. Charge Number
- @DEFAULT

S- Stock Items - IP or IU Inventory transaction

- The Item Number
- The Item Class @ITCLS'\_\_\_\_'
- The warehouse ID @WHSID'\_\_\_\_'
- @DEFAULT

**run code.** Matches a labor transaction for R (Run), S(Setup) or Blank (both setup and run)

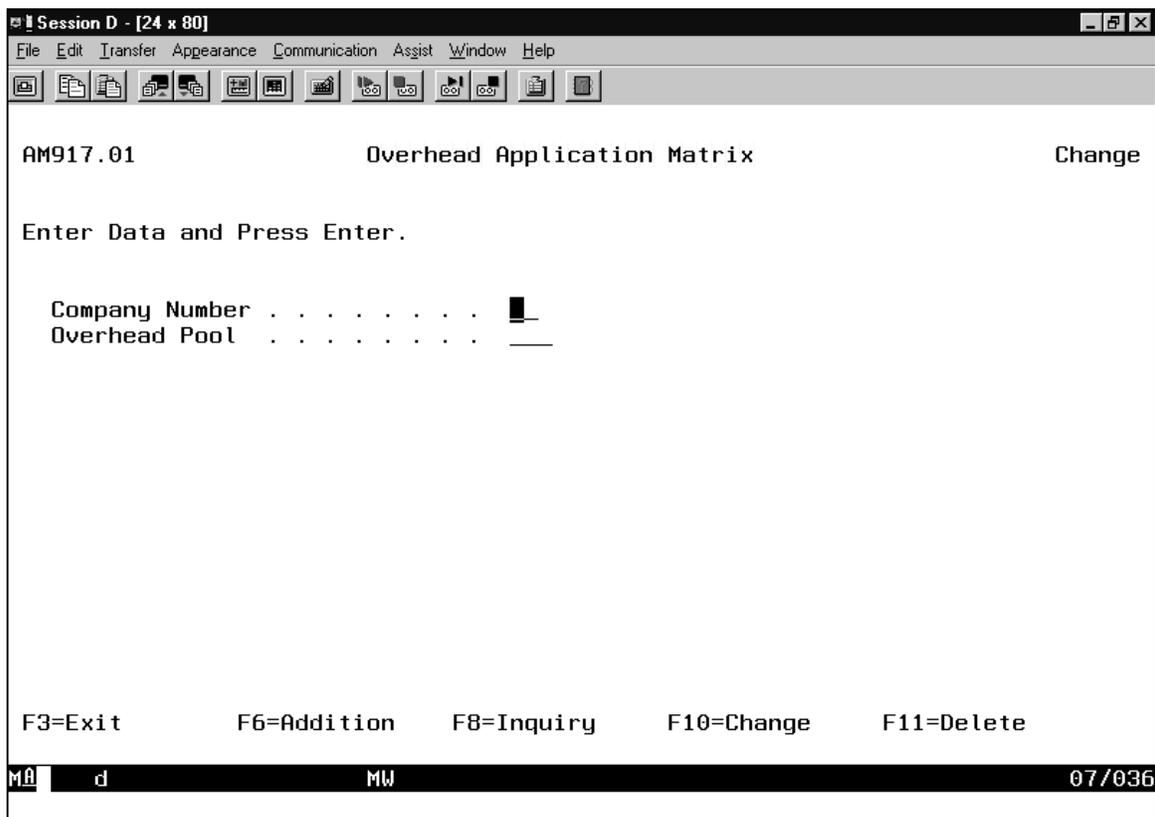
**company number.** The company number

**element number.** This is an element number previously defined in the Standard Job File

## Overhead Table

The overhead application table provides the flexibility of defining overhead as a factor of any specific element (labor, material or overhead), group of elements or a combination of groups of elements. Refer to section on Overhead Processing (2.3) for details.

From menu AM9M40, select option 4. Screen AM917.01 is displayed.



**company number.** The company number for the contract.

**overhead pool.** The pool assigned to this group of rates.

### Add an Element to the Overhead Application Matrix

Change the entry mode from 'Change' to 'Addition' by pressing <F9=Addition>.

Type 'Company number' and press ENTER.

Screen AM917.02 is displayed.

Co	Pool	To Element	From Element	Pct	Adj Code
1	001	190	170	130.000	-
1	001	190	171	130.000	-
1	001	191	180	108.000	-
1	001	191	181	108.000	-
1	001	192	190	20.000	-
1	001	192	191	20.000	-
1	001	192	170	20.000	-
1	001	192	171	20.000	-
1	001	192	180	20.000	-
1	001	192	181	20.000	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
					+

F3=Exit      F5=Refresh      F12=Previous      F13=Cancel

M0 d MW 08/002

**company number.** The company number for the contract.

**overhead pool.** The pool assigned to this group of rates.

**From element number.** This is the element from the standard job file that the overhead percentage will be applied to.

**To element number** This is the element that will receive the overhead cost.

**percent.** The percentage to be applied to the from element's period cost.

**adjustment flag.** For an adjustment run, this field will contain an 'A'. See Overhead processing for more information.

### ***Employee Name Maintenance***

If XA Payroll is installed, employee master file must be maintained in XA. Refer to the appropriate XA manual for further information. CA will not permit maintenance if XA Payroll is installed.

If XA Payroll is NOT installed, you must maintain the Employee Master file in CA, using option 5 on the File Maintenance menu (AM9M40).

AM915.01	Employee Name Maintenance Change
Enter Data and Press Enter.	
Employee Number . . . . .	
F3=Exit F6=Addition F8=Inquiry F10=Change F11=Delete	

**employee number.** This is the employee's number.

Change the mode from 'Change' to 'Addition' by pressing <F6=Addition>.

Type the employee number you wish to add then press <ENTER>.  
You should see screen AM915.02.

AM915.02	Employee Name Maintenance	Addition
Enter Data and Press Enter.	Page 01 of 01	
Employee Number . . . . .		
Co Number Employee Name	Title Dept Reg. O/t	Prem.
F3=Exit F5=Refresh F12=Previous F13=Cancel		

After filling in the fields (all required), press ENTER. You will go back to screen AM915.01 and the message 'Records added.' will be displayed in the bottom left corner.

To go back and look at your new record or to work with other records do the following. From display AM915.01, change the mode from 'Addition' to 'Change' by pressing <F10=Change>. Type a '1' in the Employee Number field and press <ENTER>.

AM915.02		Employee Name Maintenance					Change
Enter Data and Press Enter.		Page 01 of 01					
Employee Number . . . . .							
Co	Number	Employee Name	Title	Dept	Reg.	O/t	Prem.
01	10	DAVID BREEZE	SHIPPER	DP30	5.750	8.625	11.500
01	20	BILL BRIGGS	STOCKER	DP40	5.750	8.625	11.500
01	30	RICHARD BENNETT	PAINTER	DP30	5.750	8.625	11.500
01	50	PAT DAY	WAREHOUSE	DP20	5.750	8.625	11.500
01	60	BARBARA DOAT	BOOKKEEPER	DP60	5.750	8.625	11.500
01	70	PAUL DOUGHER	SUPERVISOR	DP20	6.000	9.000	12.000
01	80	JOHN FULLER	PAINTING	DP30	5.750	8.625	11.500
01	90	JOHN GALVIN	INSPECTOR	DP30	6.000	9.000	12.000
01	100	DAN HANVILLE	STOCKER	DP20	5.750	8.625	11.500
01	110	CAROL HARRIS	SECRETARY	DP99	3.250	4.875	6.500
01	120	AL HOOD	DISPATCHER	DP40	3.250	4.875	6.500
01	130	T.J. JACKSON	JANITOR	DP20	2.500	3.750	5.000
01	140	BOB JOHNANNES	BOOKKEEPER	DP50	5.750	8.625	11.500 +
F3=Exit F5=Refresh F12=Previous F13=Cancel							

You can add, change, or delete employees on this screen.

To add a record, go to the end of the records and type on the next available line.

To change a record, type over what is originally displayed, then press ENTER.

To delete a record, field exit through all fields the press ENTER.

**employee number.** This is the employee's number. It must be in the XA employee master file.

**company number.** The company number for the contract.

**employee name.** This is the employee's name. It comes from the XA employee master file if Payroll is installed.

**title.** This is the employee's title or occupation description.

**home department.** An employee's home department.

**regular rate.** An employee's hourly rate of pay.

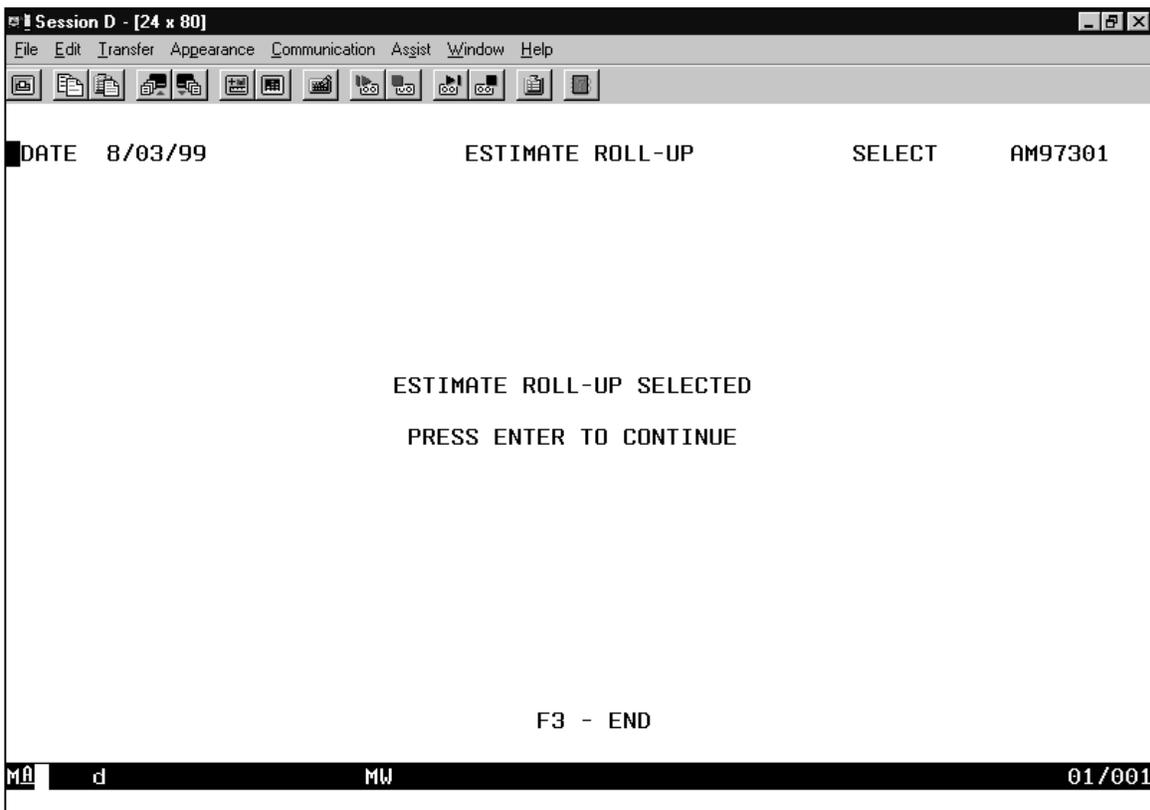
**overtime rate.** This is an employee's overtime hourly rate of pay. Usually it is 1.5 times the regular hourly rate.

**premium rate.** An employee's premium rate of pay. This is a user defined value.

### ***Roll-up Estimates***

This option will calculate estimates and percent complete through the contract model. This will also update the actual costs to the Estimate Period “buckets” in the “E” order of each M (refer to Work with contracts section Estimate Periods of this manual).

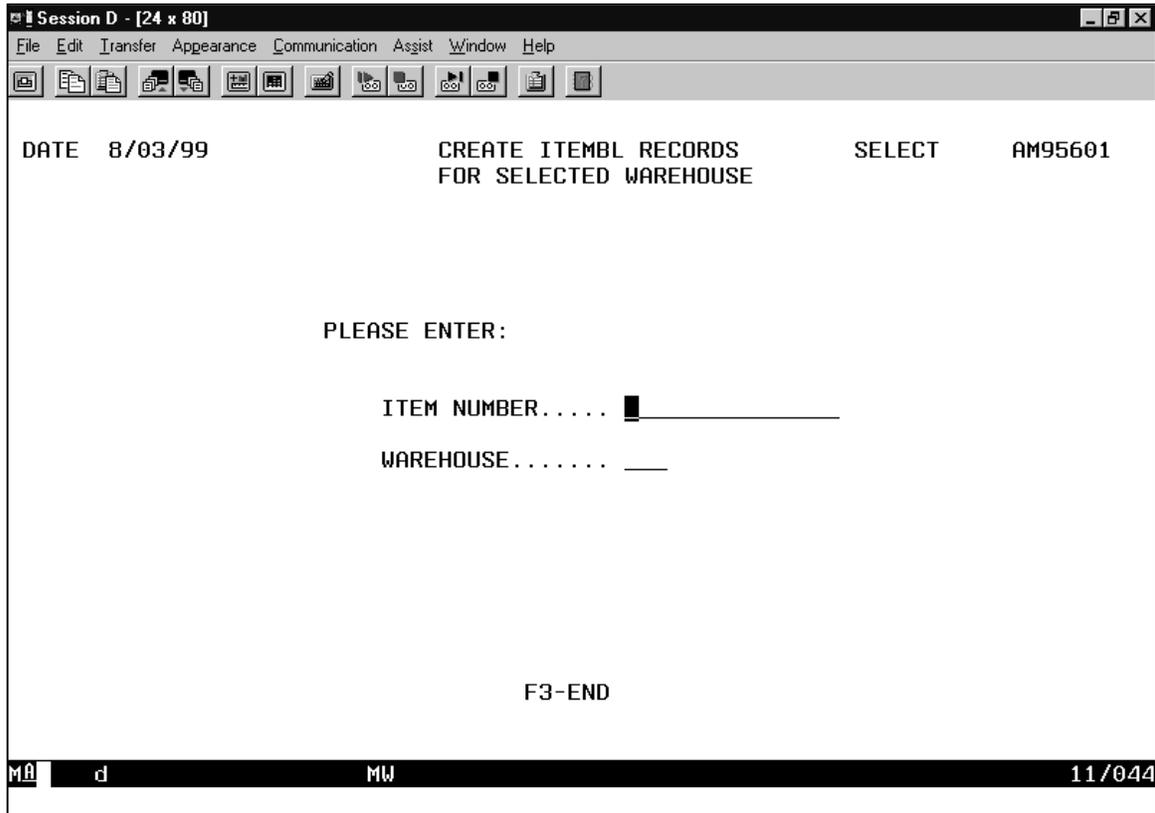
Selecting option 6 will present the following screen, press enter.



### ***Create Contract Warehouse Records***

Create Contract Warehouse records reads through the indented Bill of Material for the item entered (Parent) and creates Item Balance records with minimum data. This function can be executed multiple times

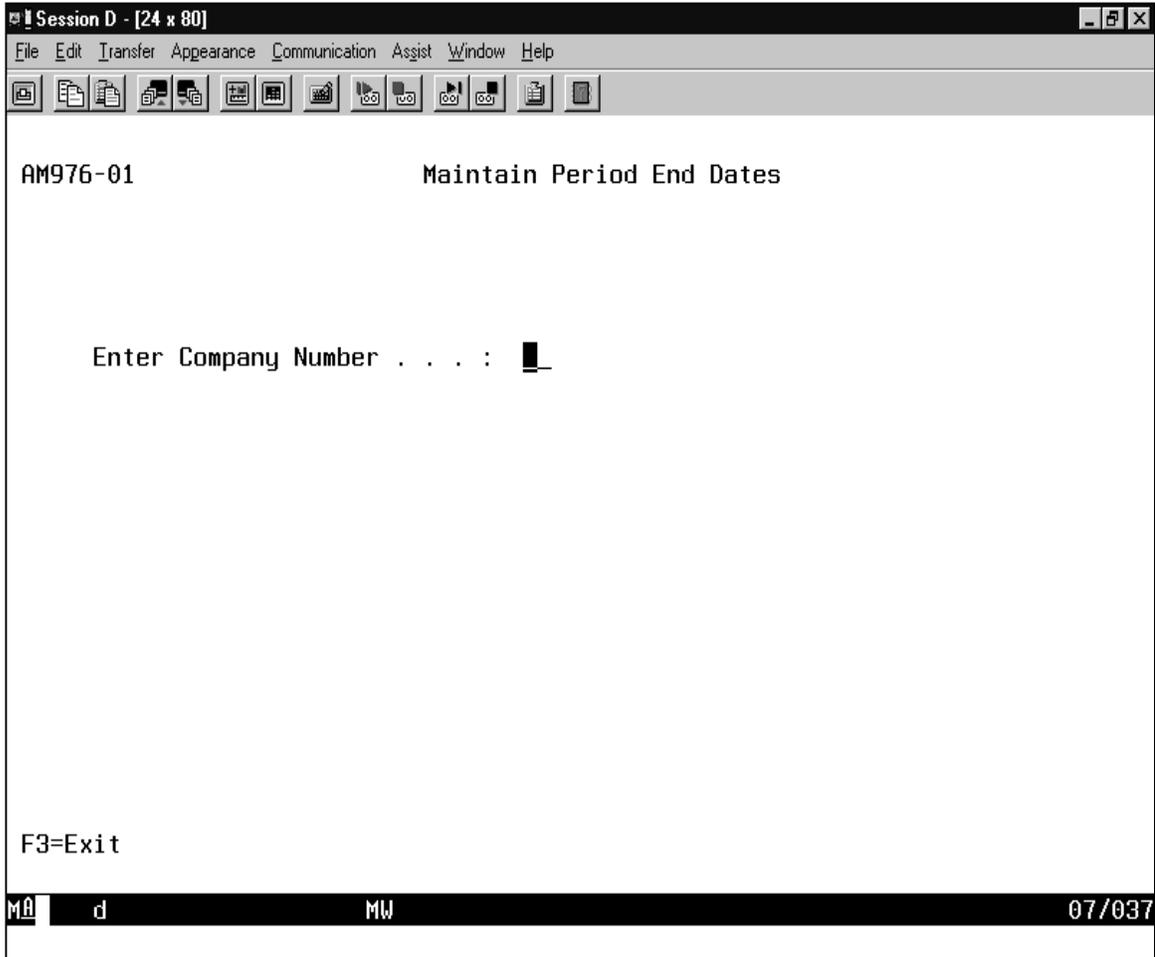
To create warehouse records select option 7.

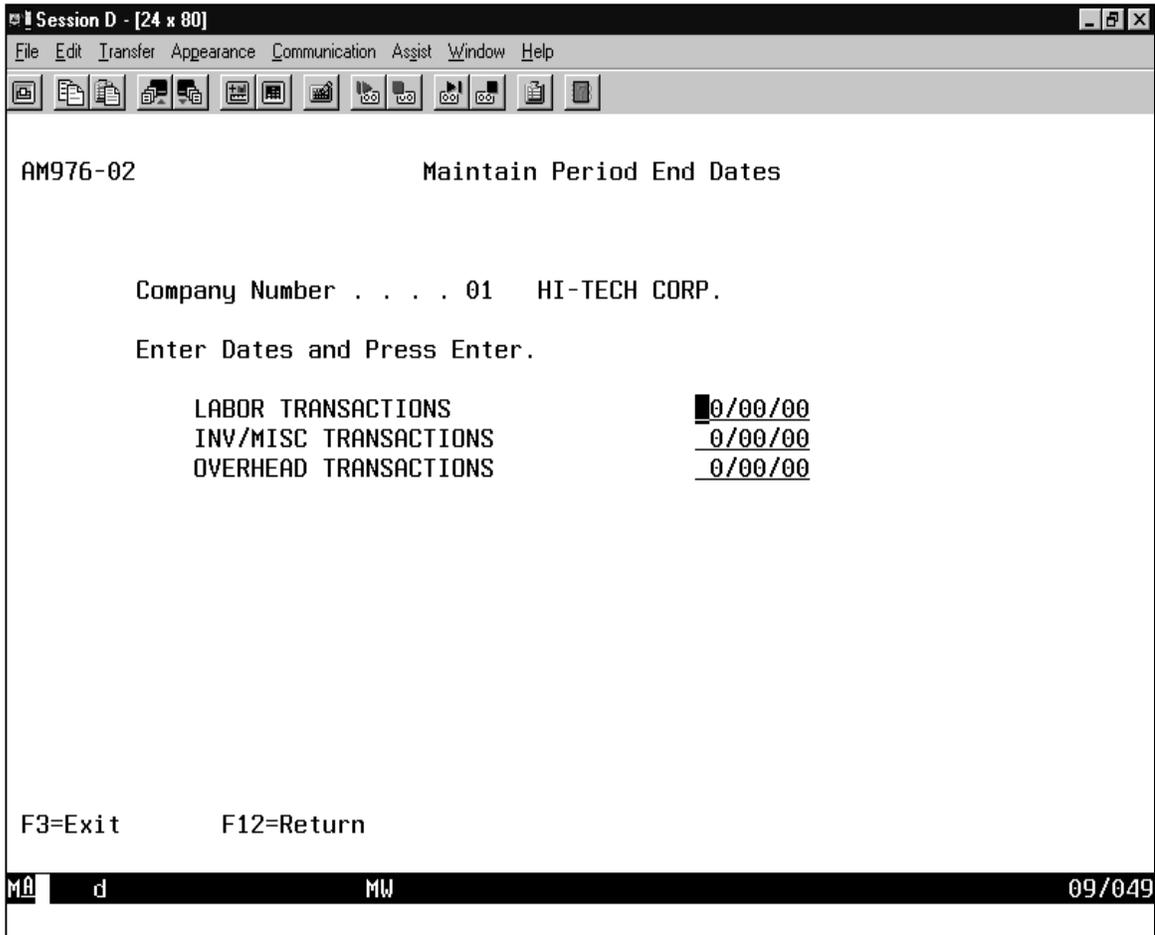


### ***Period End Date Maintenance***

If flexible period accounting is configured, then the dates entered above will be the dates of the posted transactions regardless of the transaction date.

To perform period end date maintenance, select option 8.





Here you simply enter in your dates for each of the transaction types.

## Progress Payments

The Progress Payments method is a method used to collect funds for your product before actually delivering the final end product based on the costs incurred during the cycle of production. This method is supported in CA. This feature is optional. If you are planning to implement progress payments in CA, be sure to have the following two items in the contract when you enter it:

1. Progress payment flag set to Y indicating the contract may receive progress payments.
2. Progress payment percent indicating the value progress payments allowed as a percentage of the contract value.

progress payment = contract value x progress payment %

---

value

If you entered the contract without these entries, maintain the contract to include them.

### ***Progress Payment Entry/Update***

Progress Payment Entry/Update is a way to keep track of invoiced amounts against a contract. The sum of the progress payments cannot exceed the maximum allowed (contract value x progress payment %).

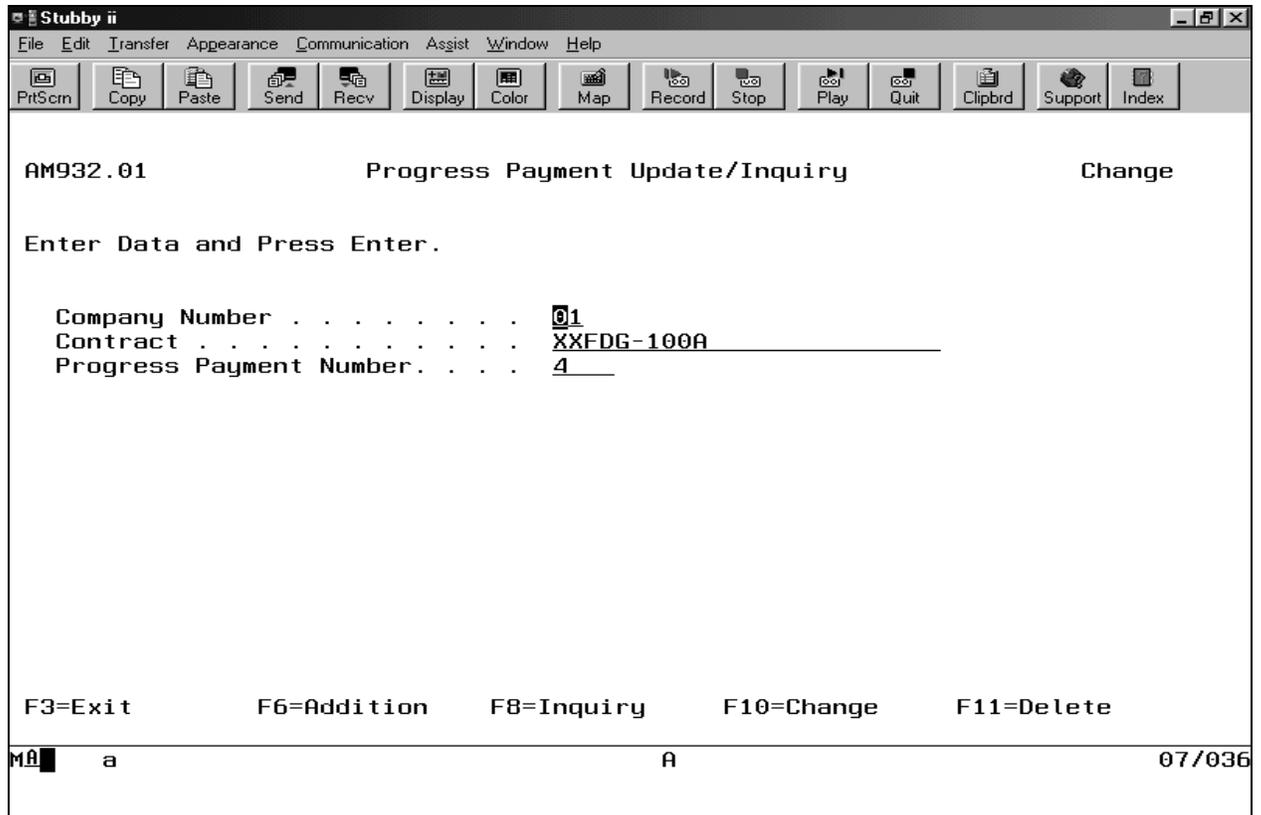
From the CA Main Menu select option 5 and press <ENTER>.

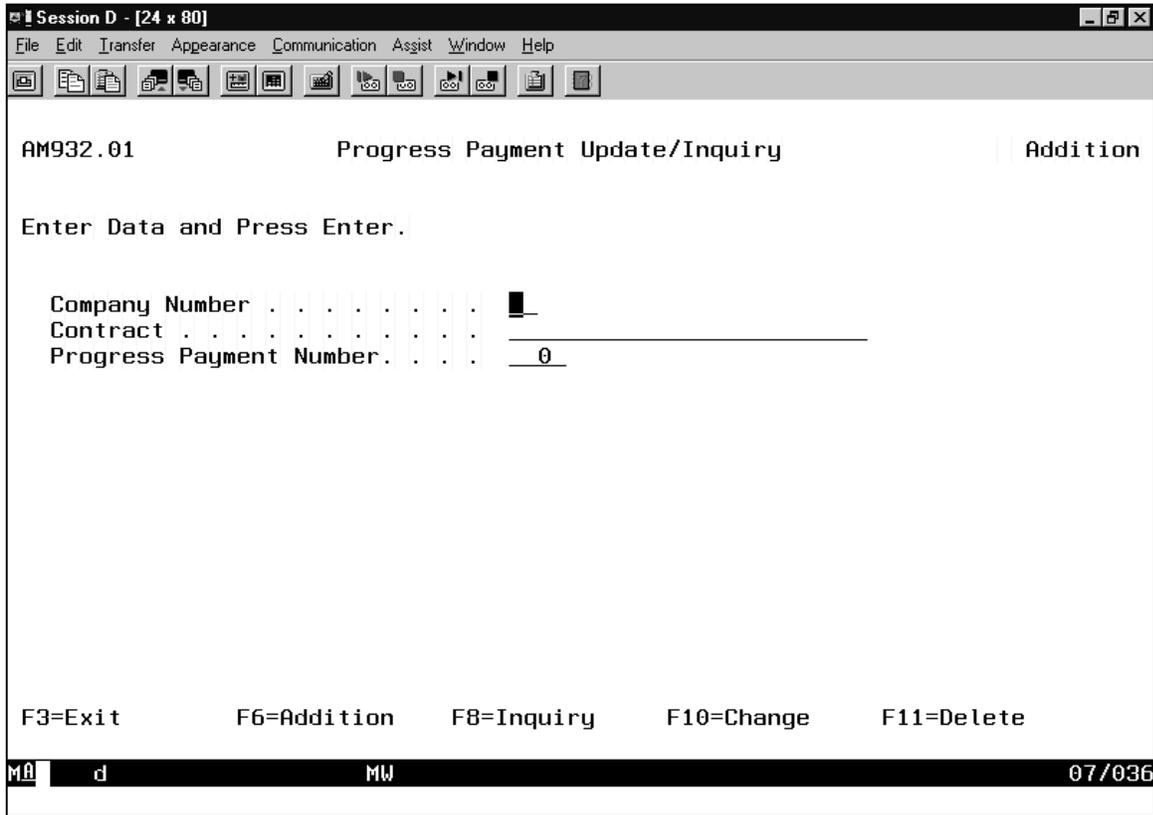
The Progress Payments Main Menu (AM9M50) is displayed.

To enter a progress payment, select option 1.  
Screen AM932.01 is displayed.

#### **Add a Progress Payment**

To add a progress payment, change the display mode from 'Change' to 'Addition' by pressing <F6=Addition>.





**company number.** The company number for the contract.

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**progress payment number.** This is the progress payment number associated with this transaction. It is entered by the user and must be sequential to the other payments against this contract.

Fill in: Company Number  
Contract  
Progress Payment Number Then press <ENTER>.

Screen AM932.02 is displayed with company, contract, progress payment number, progress payment percent, contract value and invoice activity information already filled in.

```

Session D - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
AM932.02          Progress Payment Update/Inquiry          Addition
Enter Data and Press Enter.                               Page 01 of 01
Co/Contract/Number . . . . .                               0
Progress Payment Amount . . . . . 0.00
Progress Payment Date . . . . . 0/00/00
Progress Payment Percent . . . . . .000
Last Progress Payment Number . . . . . 0
Last Progress Payment Date . . . . . 0/00/00
Progress Payments to Date . . . . . .00
Liquidations to Date/Percent . . . . . .00 .00
Contract Value . . . . . .00
Cost to date . . . . . .00
Estimate at Completion . . . . . .00
F3=Exit          F5=Refresh          F12=Previous      F13=Cancel
MA d MW 07/036
  
```

Type in the rest of the fields and press ENTER.

**company number.** The company number for the contract.

**number.** This is the progress payment number associated with this transaction. It is entered by the user and must be sequential to the other payments against this contract.

**progress payment amount.** The progress payment amount for this record.

**progress payment date.** The date of the progress payment.

**progress payment percent.** The percent of progress payments allowed.

**last progress payment number.** The last progress payment number processed against this contract.

**last progress payment date.** This is the date of the last progress payment booked against this contract.

**progress payments to date.** The sum of the progress payments, job to date.

**liquidations.** The difference between the COM selling price and the progress payments to date.

**liquidations to date.** The sum of liquidations against this contract to date.

**liquidation percent.** The liquidation percent authorized for this contract.

**contract value.** This is the total contract value. If this is a line item value, it is the value of the XA COM line item.

**cost to date amounts.** The total cost for this contract/line/level/order/element from inception to date.

**estimate at completion.** The original expected amounts for this contract/line/level/order/element.

### **Change Progress Payments**

From the CA Main Menu select option 5 and press <ENTER>.

The Progress Payments Main Menu (AM9M50) is displayed.

To change an existing progress payment, select option 1.  
Screen AM932.01 is displayed.

Fill in the required information then press <ENTER>.

**company number.** The company number for the contract.

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**progress payment number.** This is the progress payment number associated with this transaction. It is entered by the user and must be sequential to the other payments against this contract.

Screen AM932.02 is displayed.

AM932.02 Progress Payment Update/Inquiry Addition

Enter Data and Press Enter. Page 01 of 01

Co/Contract/Number . . . . .	1 XXFDG-100A	4
Progress Payment Amount . . . .	<u>2500</u>	
Progress Payment Date . . . . .	<u>032000</u>	
Progress Payment Percent . . . .	85.000	
Last Progress Payment Number . .	3	
Last Progress Payment Date . . .	2/09/00	
Progress Payments to Date . . . .	235.00	
Liquidations to Date/Percent . .	.00 .00	
Contract Value . . . . .	22,000.00	
Cost to date . . . . .	4,971.99	
Estimate at Completion . . . . .	90,040.00	

F3=Exit      F5=Refresh      F12=Previous      F13=Cancel

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Notice that you can change only the progress payment amount and the progress payment date.

**company number.** The company number for the contract.

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**number.** This is the progress payment number associated with this transaction. It is entered by the user and must be sequential to the other payments against this contract.

**progress payment amount.** The progress payment amount for this record.

**progress payment date.** The date of the progress payment.

**progress payment percent.** The percent of progress payments allowed.

**last progress payment number.** The last progress payment number processed against this contract.

**last progress payment date.** This is the date of the last progress payment booked against this contract.

**progress payments to date.** The sum of the progress payments, job to date.

**liquidations.** The difference between the COM selling price and the progress payments to date.

**liquidations to date.** The sum of liquidations against this contract to date.

**liquidation percent.** The liquidation percent authorized for this contract.

**contract value.** This is the total contract value. If this is a line item value, it is the value of the XA COM line item.

**cost to date amounts.** The total cost for this contract/line/level/order/element from inception to date.

**estimate at completion.** The original expected amounts for this contract/line/level/order/element.

### **Progress Payment Inquiry**

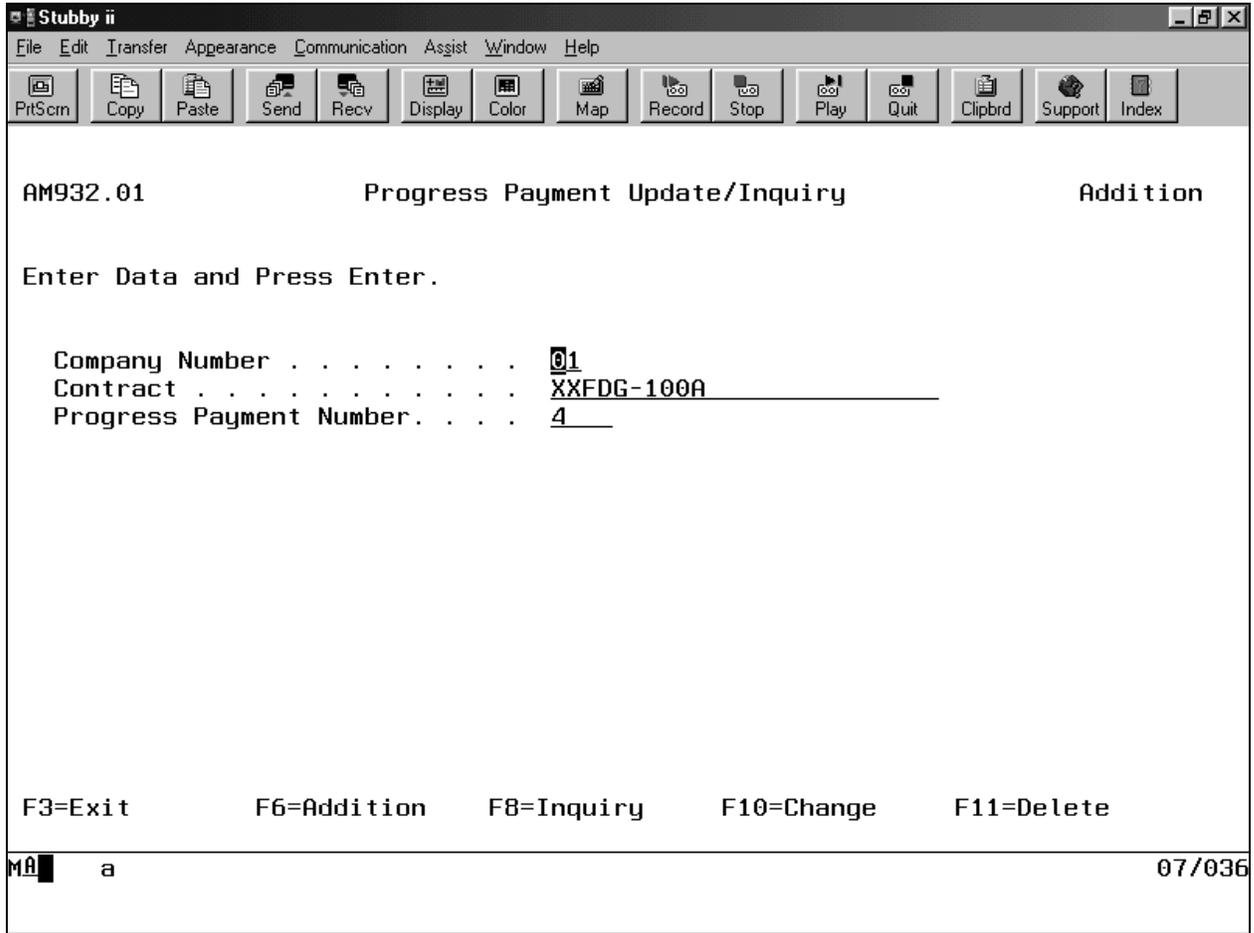
From the CA Main Menu select option 5 and press <ENTER>.

The Progress Payments Main Menu (AM9M50) is displayed.

Progress payment inquiry is very much like progress payment change. To inquire into an existing progress payment, select option 1.

Screen AM932.01 is displayed.

Change the display mode from 'Change' to 'Inquiry' by pressing <F8=Inquiry>.



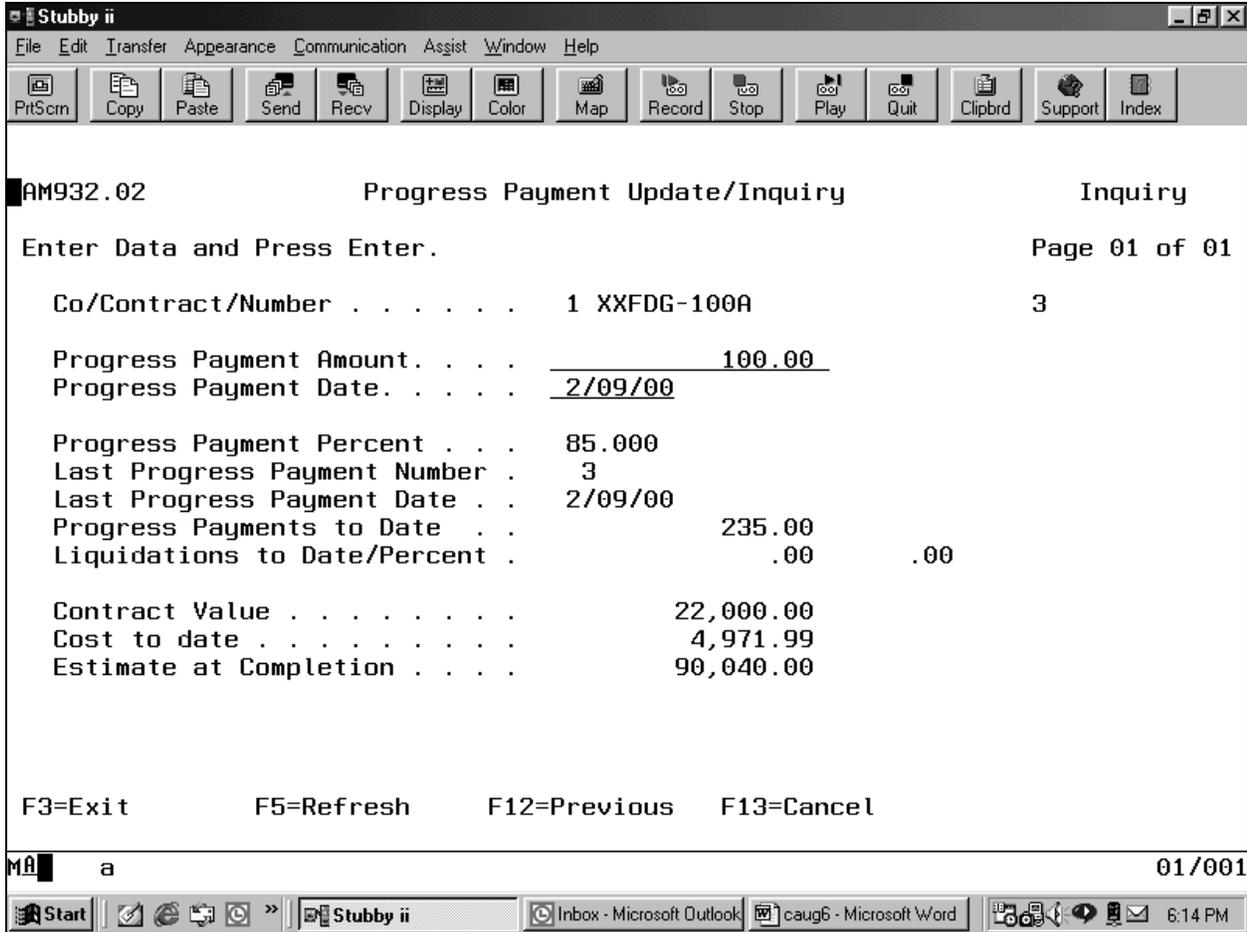
Fill in the required information then press <ENTER>.

**company number.** The company number for the contract.

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**progress payment number.** This is the progress payment number associated with this transaction. It is entered by the user and must be sequential to the other payments against this contract.

Screen AM932.02 is displayed.



No changes can be made at this time. When you are through press <ENTER>.

***Print Worksheet***

To print the CA Worksheet, select option 5 Progress Payments on the CA Main Menu. The Progress Payments menu is displayed. Select option 2 to print the worksheet.

### ***Update Progress Payments***

Update Progress Payments is a batch job that you can submit at your discretion. The maintenance that you perform in Enter/Update Progress Payments (described in this section) will be included in the database after you select this option. At this time the progress payment information will be updated and AR (NOT IFM) will be updated as well.

### ***Section 3. Technical Discussion***

#### **System requirements**

The requirements to install CA are:

- Disk space 10 MB.
- Current OS/400 Release.
- Library names.

#### **Important Notes.**

Avoid removing a line item from a COM customer order after you have set up an order/contract relation in CA.

This release of CA provides an archive option to safely store information offline once it is no longer current. There is, however, no formal method for restoring this archived information.

## Program Listings

### Control Language Programs

Object	Type	Attr	Text
AM9PM10	*PGM	CLP	Work with Contract Line Level Order Element
AM9PM12	*PGM	CLP	Work with Contract Line Level Order Element
Detail			
AM9PM2		*PGM CLP	Work with Contracts
AM9PM4		*PGM CLP	Work with Contract Lines
AM9PM6		*PGM CLP	Work with Contracts Line Levels
AM9PM8		*PGM CLP	Work with Contract Line Level Order
AM9P01	*PGM	CLP	Contract Master Update/Inquiry
AM9P02	*PGM	CLP	Work with Contracts
AM9P03	*PGM	CLP	Contract Line Update/Inquiry
AM9P04	*PGM	CLP	Work with Contract Lines
AM9P05	*PGM	CLP	Contract Line Level Update/Inquiry
AM9P06	*PGM	CLP	Work with Contract Lines Levels
AM9P07	*PGM	CLP	Contract Line Order Update/Inquiry
AM9P08	*PGM	CLP	Work with Contract Lines Orders
AM9P09	*PGM	CLP	Contract Line Element Update/Inquiry
AM9P10	*PGM	CLP	Work with Contract Order Elements
AM9P11	*PGM	CLP	Contract Line Details Update/Inquiry
AM9P12	*PGM	CLP	Work with Contract Order Details
AM9P14	*PGM	CLP	Standard Job Maintenance
AM9P15	*PGM	CLP	Employee Master Maintenance
AM9P16	*PGM	CLP	G/L Cross Reference Maintenance
AM9P17	*PGM	CLP	Overhead Matrix Maintenance
AM9P18	*PGM	CLP	Cost By Company
AM9P19	*PGM	CLP	Cost by Contract
AM9P20	*PGM	CLP	Cost by Contract Line
AM9P21	*PGM	CLP	Cost by Contract Line Level
AM9P22	*PGM	CLP	Cost by Contract Line Level Order
AM9P30	*PGM	CLP	Note taking master proc
AM9P31	*PGM	CLP	Contract Order Summary CL
AM9P32	*PGM	CLP	Progress Payment Update/Inquiry
AM9P33	*PGM	CLP	Work with Progress Payments
AM9P34	*PGM	CLP	Progress Payment Inquiry
AM9P36	*PGM	CLP	Submit progress Payment Update
AM9P37	*PGM	CLP	Update Progress payments in JOBQ
AM9P38	*PGM	CLP	Period Close
AM9P39		*PGM CLP	Year End Close
AM9P46		*PGM CLP	Estimate Periods
AM9P48		*PGM CLP	Estimate Periods

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AM9P51	*PGM	CLP	Workfile Extract Driver
AM9P52	*PGM	CLP	Work file Extract Submitted Job
AM9P74	*PGM	CLP	Estimate Roll-Up Jobq Procedure
AM9MU	*PGM	CLP	Contract Cost Update Program
PPC005	*PGM	CLP	Send Program Message
PPC006	*PGM	CLP	Validity Checking
PPC010	*PGM	CLP	Validate Date
PPC011	*PGM	CLP	Reclaim Resources Level *CALLER
PPC038	*PGM	CLP	Format Date

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RPG Members

Object	Type	Attr	Text
AM901	*PGM	RPG	Contract Maintenance Update/Inquiry
AM902	*PGM	RPG	Work With Contracts
AM903	*PGM	RPG	Contract Line Update/Inquiry
AM904	*PGM	RPG	Work With Contract Lines
AM905	*PGM	RPG	Contract Line Level Update/Inquiry
AM906	*PGM	RPG	Work With Contract/Line/Levels
AM907	*PGM	RPG	Contract Line Order Update/Inquiry
AM908	*PGM	RPG	Work with Contract/Line/Level/Orders
AM909	*PGM	RPG	Contract Line Order Elements
AM910	*PGM	RPG	Work with Contract Order Elements
AM911	*PGM	RPG	Detail Element Update/Inquiry
AM912	*PGM	RPG	Work With Contract Elements Details
AM914	*PGM	RPG	Standard Job Maintenance
AM915	*PGM	RPG	Employee Name Maintenance
AM916	*PGM	RPG	G/L Cross Reference Maintenance
AM917	*PGM	RPG	Overhead Application Matrix
AM918	*PGM	RPG	Cost By Company
AM919	*PGM	RPG	Cost By Contract
AM920	*PGM	RPG	Cost By Contract Line
AM921	*PGM	RPG	Cost By Contract Line Level
AM922	*PGM	RPG	Cost By Contract Line Level Order
AM930	*PGM	RPG	Note cross reference lookup
AM931	*PGM	RPG	Contract Summary Report
AM932	*PGM	RPG	Progress Payment Update/Inquiry
AM933	*PGM	RPG	Work With Progress Payments
AM934	*PGM	RPG	Progress Payment Inquiry
AM936	*PGM	RPG	Update Progress Payments
AM938	*PGM	RPG	Period/Year-end Close CODATAQ
AM939	*PGM	RPG	Period/Year-end Close CODATAS
AM940	*PGM	RPG	Period/Year-end Close CODATAL
AM941	*PGM	RPG	Period/Year-end Close CODATAM
AM942	*PGM	RPG	Period/Year-end Close CODATAO
AM946	*PGM	RPG	Contract Line Order Element by Date
AM948	*PGM	RPG	Contract Line Order Element Total by Date
AM950	*PGM	RPG	Roll Up Dollars and Hours into CODATAP
AM951	*PGM	RPG	Key Select for Workfile Extract
AM952	*PGM	RPG	Create Workfile CODATAW
AM960	*PGM	RPG	MO Attachment Trigger
AM980	*PGM	RPG	COM to CA Interface Program
PPR901	*PGM	RPG	Display Requested Help Member

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Display/Screen Names

Object	Type	Attr	Text
AM901FM	*FILE	DSPF	Contract Maintenance Update/Inquiry
AM902FM	*FILE	DSPF	Work With Contracts
AM903FM	*FILE	DSPF	Contract Line Update/Inquiry
AM904FM	*FILE	DSPF	Work With Contract Lines
AM905FM	*FILE	DSPF	Contract Line Level Update/Inquiry
AM906FM	*FILE	DSPF	Work With Contract/Lines/Levels
AM907FM	*FILE	DSPF	Contract Line Order Update/Inquiry
AM908FM	*FILE	DSPF	Work with Contract/Line/Level/Order
AM909FM	*FILE	DSPF	Contract Line Order Elements
AM910FM	*FILE	DSPF	Work with Contract Order Elements
AM911FM	*FILE	DSPF	Contract Detail Element Update/Inquiry
AM912FM	*FILE	DSPF	Work With Contract Elements
AM914FM	*FILE	DSPF	Standard Job Maintenance
AM915FM	*FILE	DSPF	Employee Name Maintenance
AM916FM	*FILE	DSPF	G/L Cross Reference Maintenance
AM917FM	*FILE	DSPF	Overhead Application Matrix
AM918RP	*FILE	PRTF	Cost By Company
AM919FM	*FILE	DSPF	Cost by Contract
AM919RP	*FILE	PRTF	Cost By Contract
AM920FM	*FILE	DSPF	Cost by Contract Line
AM920RP	*FILE	PRTF	Cost By Contract Line
AM921FM	*FILE	DSPF	Cost by Contract Line Level
AM921RP	*FILE	PRTF	Cost By Contract Line Level
AM922FM	*FILE	DSPF	Cost by Contract Line Level Order
AM922RP	*FILE	PRTF	Cost By Contract Line Level Order
AM929FM	*FILE	DSPF	Explode Standard Job
AM931FM	*FILE	DSPF	Contract Summary Prompt Screen
AM932FM	*FILE	DSPF	Progress Payment Update/Inquiry
AM933FM	*FILE	DSPF	Work With Progress Payments
AM934FM	*FILE	DSPF	Progress Payment Inquiry
AM938FM	*FILE	DSPF	Period Year-end Prompt Request
AM9P46FM	*FILE	DSPF	Estimate Periods
AM9P48FM	*FILE	DSPF	Estimate Periods
AM9P51FM	*FILE	DSPF	Workfile Extract Driver
AM9P91FM	*FILE	DSPF	Reassign MO Schedule
PPD901R	*FILE	DSPF	Display Requested Help Member

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Menus

Object	Type	Attr	Text
AM9M00	*MENU	DSPF	Main Menu
AM9M10	*MENU	DSPF	Work With Contracts
AM9M20	*MENU	DSPF	Reports
AM9M30	*MENU	DSPF	Period Processing
AM9M40	*MENU	DSPF	File Maintenance
AM9M50	*MENU	DSPF	Progress Payments
AM9M00	*FILE	DSPF	
AM9M10	*FILE	DSPF	
AM9M20	*FILE	DSPF	
AM9M30	*FILE	DSPF	
AM9M40	*FILE	DSPF	
AM9M50	*FILE	DSPF	
AM9M00	*MSGF		
AM9M10	*MSGF		
AM9M20	*MSGF		
AM9M30	*MSGF		
AM9M40	*MSGF		
AM9M50	*MSGF		

Execution Library Total size : 4316160

## **XA Program Interfaces**

AMI4Q IM Transaction Register  
AMCP5D PC&C Shop Activity Update

## ***Section 4. Glossary***

**action code.** A user defined code.

**active record code.** Always an 'A'. Deleted records are immediately removed.

**actual cost.** see job to date amounts.

**alternate part number.** A user field to represent an alternate part number. This item does not have to exist in the item master file.

**award date.** The day the contract was awarded.

**bill to number.** This is the Co/Customer you wish the invoice to be sent to.

**company number.** The company number for the contract.

**completion date.** The date the contract should be completed.

**contract.** This is the contract number. This must be unique and may reference a government contract number or your own contract number. All reports and screens are sequenced by this field.

**contract administrator.** This is your internal contract administrator or salesperson. This person should be in the XA employee master file.

**contract line.** The XA COM order line item sequence number for the line item on the contract.

**contract line level.** see costing level.

**contract value.** This is the total contract value. If this is a line item value, it is the value of the XA COM line item.

**contracting officer.** Generally the sales level contact at the customer.

**cost element.** This is a field which groups various general ledger accounts into a logical group such as material, labor, overhead, etc. It is the sum of the detail cost transactions.

**cost of shipments.** The cost of shipments for this line item or contract.

**costing level.** Associated with COM line items, these user defined levels allow a detailed work breakdown structure. Manufacturing orders are assigned to levels and levels accumulate to line items.

**current estimate amounts.** The current expected amounts for this contract/line/level/order/element.

**current estimate hours.** The current expected hours to be consumed for this contract/line/level/order/element.

- customer line.** This is the customers line item from his contract to you.
- customer name.** The customers name from the XA customer master file.
- customer number.** The customer's number. It should be in the XA customer master file.
- detail cost transaction.** The sum of the work center.
- department.** This is the department responsible for this contract or line.
- description.** This is a root definition for description.
- amounts.** This is a root definition for amounts.
- edited date.** This is a root definition for an edited date.
- employee name.** This is the employee's name. It comes from the XA employee master file if Payroll is installed.
- employee number.** This is the employee's number. It must be in the XA employee master file.
- estimated amounts.** This is the expected amounts for this contract/line/level/order/element.
- estimated hours.** This is the expected hours for this contract/line/level/order/element.
- federal stock number.** This is the federal stock number for the line item.
- flexible period accounting.** An option to allow for records to be posted to a specific period regardless of transaction date.
- general ledger number.** The CA cost element
- group technology code.** A method of defining items with similar technology.
- home department.** An employee's home department.
- hours.** This is the root definition for hours.
- item number.** The item number must be defined in the XA item master file. (ITEMAS)
- job to date amounts.** The total cost for this contract/line/level/order/element from inception to date.
- job to date hours.** The total hours consumed for this contract/line/level/order/element from inception to date.
- journal reference number.** The XA generated journal reference number for the transaction.
- last invoice date.** The date the transaction took place to produce the last invoice number. This field is stored in XA master file MBC6REP.

**last invoice number.** The invoice number from COM MBC6REP for the last invoice transaction.

**last progress payment date.** The date of the last progress payment booked against the contract.

**liquidation.** The difference between the COM selling price and the progress payments to date.

**liquidation percent.** The liquidation percent authorized for the contract.

**maintenance date.** The date this record was last maintained.

**manufacturing order.** The XA manufacturing order number. It must be released through IM and exist in PC&C.

**occupation description.** This is the employee's title or occupation description.

**operation.** The routing step where this task was performed on this work order.

**order number.** The XA customer order for this contract. It must be in COM.

**original estimate amounts.** The original expected amounts for this contract/line/level/order/element.

**original estimate hours.** The original expected hours to be consumed for this contract/line/level/order/element.

**overhead pool.** The overhead pool associated with this contract.

**overtime rate.** This is an employee's overtime hourly rate of pay. Usually it is 1.5 times the regular hourly rate.

**paid to date.** The amount paid to date on this contract.

**percent.** This is the root percent field.

**period amounts.** The total cost for the contract/line/level/order/element for this period.

**period hours.** The total hours consumed on this contract/line/level/order/element for this period.

**posting period.** When this transaction was posted. Period is user defined and is incremented during period close.

**premium rate.** An employee's premium rate of pay. This is a user defined value.

**prime contract.** This is the prime contract number. It may be your customer's prime contract number if you are a sub-contractor.

**priority.** The priority rating of the contract; DX DA etc.

**program manager.** Your internal program manager responsible for managing the contract or line item. The number must be in the XA employee master file.

**progress payment.** A payment arranged in connection with the contract value requiring periodic payments in advance of delivery for certain amounts or for certain percentages of the purchase price.

**progress payment amount.** The progress payment amount for this record.

**progress payment flag.** This Y or N flag indicates whether the contract may receive progress payments.

**progress payment number.** This is the progress payment number associated with this transaction. It is entered by the user and must be sequential to the other payments against this contract.

**progress payment percent.** The percent of progress payments allowed.

**progress payments to date.** The sum of the progress payments, job to date.

**purchase order number.** This is the purchase order for the transaction.

**q.c. engineer.** Your internal quality manager responsible for managing this contract or line item. The number must be in the XA employee master file.

**quantity.** The root definition for quantity.

**quantity ordered.** The quantity ordered for either the customer order line item or manufacturing order.

**quantity shipped.** The quantity shipped to date for this customer order line item.

**record code.** The code of this record.

**reference.** The root definition for the alphanumeric reference field in the files. These fields are for user purposes.

**reference n.** The root definition for the numeric reference field in the files. These fields are for user purposes.

**regular rate.** An employee's hourly rate of pay.

**release code.** This code denotes if the order has been release. R=released, H=held.

**last cost date.** The last date a transaction affecting this contract/line/level/order/element was processed.

**run code.** Describes the routing operation as a run or set up.

**sequence number.** The XA COM line item sequence number for this line item on this contract.

**ship to number.** The Co/Customer number where this item is to be shipped. It must be defined in the XA customer master file.

**standard number.** A standard is a group of elements for manufacturing orders. It is exploded during order release much like the routing.

Many routing steps as well as material types may accumulate to an element.

**status code.** A user defined status code for this contract or line.

**title.** see occupation description.

**total invoice amount.** The total invoiced amounts for the COM customer order. This field is stored in the XA master file MBC6REP.

**transaction date.** The date the transaction occurred.

**value of shipments.** The value of shipments for this line item or contract.

**vendor number.** The vendor associated with this transaction.

**warehouse.** The warehouse this record/transaction relates to. Must be a valid XA warehouse.

**work center.** The XA work center or production facility where this task occurred.

**year to date amounts.** The total cost for the contract/line/level/order/element for this fiscal year.

**year to date hours.** The total hours consumed on this contract/line/level/order/element for this fiscal year.

**Section 5. Data Entry Work Sheets**

The following data entry work sheets have been laid out to make it easier for you to enter data into CA. Each section is in the same order as the display you will use to do your entry. Fields with an '\*' below are required entries.

AM901	Contract Maintenance Entry/Update	
Company No.	(N2)	* --
Contract	(A25)	* -----
Status	(N2)	--
Order Number	(A7)	* -----
Warehouse	(A3)	---
Prime Contract	(A25)	-----
Priority	(A7)	-----
Customer Number	(N8)	* -----
Program Manager	(N5)	* -----
Contract Admin	(N5)	* -----
Q.C.Engineer	(N5)	* -----
Contract.Officer	(A25)	-----
Award Date	(N6)	* -----
Completion Date	(N6)	* -----
Contract Value	(N13.2)	----- . --
Paid To Date	(N13.2)	----- . --
Cost of Ship	(N13.2)	----- . --
Value of Ships	(N13.2)	----- . --
Overhead Pool	(A3)	---
Prog Paymt Flag	(A1)	-
Prog Payment %	(N5.2)	--- . --
Prog Pay to Date	(N13.2)	----- . --
Liquidation %	(N5.2)	--- . --
Liquid to Date	(N13.2)	----- . --
Last Prog Pay Dt	(N6)	-----
Reference 1	(A20)	-----
Reference 2	(A20)	-----
Reference 3	(A20)	-----
Reference 4	(N13.2)	----- . --
Period Hours	(N9.2)	----- . --
Period Amounts	(N13.2)	----- . --
Year To Date Hrs	(N9.2)	----- . --
Year To Date Amt	(N13.2)	----- . --
Job To Date Hrs	(N9.2)	----- . --
Job To Date Amt	(N13.2)	----- . --
Percent Complete	(N5.2)	--- . --
EAC Hours	(N9.2)	----- . --

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EAC Amount (N13.2) -----·---  
Orig EstimateHrs (N9.2) -----·---  
Orig EstimateAmt(N13.2) -----·---  
Last Cost Update (N6) -----

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AM914                      Standard Job File Maintenance

Company Number (N2) \* --  
Standard Number (N2) \* --  
Cost Element (A1) \* --  
Element Number (N15) \* -----  
Description (A25) \* -----

Company Number (N2) \* --  
Standard Number (N2) \* --  
Cost Element (A1) \* --  
Element Number (N15) \* -----  
Description (A25) \* -----

Company Number (N2) \* --  
Standard Number (N2) \* --  
Cost Element (A1) \* --  
Element Number (N15) \* -----  
Description (A25) \* -----

Company Number (N2) \* --  
Standard Number (N2) \* --  
Cost Element (A1) \* --  
Element Number (N15) \* -----  
Description (A25) \* -----

Company Number (N2) \* --  
Standard Number (N2) \* --  
Cost Element (A1) \* --  
Element Number (N15) \* -----  
Description (A25) \* -----

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AM915 Employee Name Maintenance

Company No. (N2) \* \_\_  
 Employee Number (N6) \* -----  
 Employee Name (A25) \* -----  
 Title (A10) \* -----  
 Department (A4) \* -----  
 Regular Rate (N5.3) \* ---.---  
 Overtime Rate (N5.3) \* ---.---  
 Premium Rate (N5.3) \* ---.---

Company No. (N2) \* \_\_  
 Employee Number (N6) \* -----  
 Employee Name (A25) \* -----  
 Title (A10) \* -----  
 Department (A4) \* -----  
 Regular Rate (N5.3) \* ---.---  
 Overtime Rate (N5.3) \* ---.---  
 Premium Rate (N5.3) \* ---.---

Company No. (N2) \* \_\_  
 Employee Number (N6) \* -----  
 Employee Name (A25) \* -----  
 Title (A10) \* -----  
 Department (A4) \* -----  
 Regular Rate (N5.3) \* ---.---  
 Overtime Rate (N5.3) \* ---.---  
 Premium Rate (N5.3) \* ---.---

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AM916                      Element Cross Reference Maintenance

Warehouse            (A3)    \*    \_ \_ \_ \_  
 Record Code        (A1)    \*    \_ (L/M/S)  
 Reference Number (A20)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  
 Run Code            (A1)    \*    \_ (R/S)  
 Company No.        (N2)    \*    \_ \_  
 Element Number    (N15)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Warehouse            (A3)    \*    \_ \_ \_ \_  
 Record Code        (A1)    \*    \_ (L/M/S)  
 Reference Number (A20)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  
 Run Code            (A1)    \*    \_ (R/S)  
 Company No.        (N2)    \*    \_ \_  
 Element Number    (N15)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Warehouse            (A3)    \*    \_ \_ \_ \_  
 Record Code        (A1)    \*    \_ (L/M/S)  
 Reference Number (A20)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  
 Run Code            (A1)    \*    \_ (R/S)  
 Company No.        (N2)    \*    \_ \_  
 Element Number    (N15)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Warehouse            (A3)    \*    \_ \_ \_ \_  
 Record Code        (A1)    \*    \_ (L/M/S)  
 Reference Number (A20)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  
 Run Code            (A1)    \*    \_ (R/S)  
 Company No.        (N2)    \*    \_ \_  
 Element Number    (N15)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Warehouse            (A3)    \*    \_ \_ \_ \_  
 Record Code        (A1)    \*    \_ (L/M/S)  
 Reference Number (A20)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  
 Run Code            (A1)    \*    \_ (R/S)  
 Company No.        (N2)    \*    \_ \_  
 Element Number    (N15)    \*    \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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AM917                      Overhead Table Maintenance

Company No.        (N2)    \*    \_\_  
Overhead Pool        (A3)    \*            ---

Company No.        (N2)    \*    \_\_  
Overhead Pool        (A3)    \*            ---  
From Element        (N15)    \*    -----  
To Element            (N15)    \*    -----  
Percent                (N6.3)    \*    -----  
Adjustment Code    (A1)    \*    -

Company No.        (N2)    \*    \_\_  
Overhead Pool        (A3)    \*            ---  
From Element        (N15)    \*    -----  
To Element            (N15)    \*    -----  
Percent                (N6.3)    \*    -----  
Adjustment Code    (A1)    \*    -

CA Work file Extract record layout

Field Text	Field	Field length		Buffer length	Buffer position
COMPANY NUMBER	COMNOW	2	0	2	1
SEQUENCE #	ITMSQW	7	0	4	3
COSTING LEVEL	LEVELW	2	0	2	7
CONTRACT	CNTRCW		25	25	9
JOB NUMBER	MORDW		7	7	34
COST ELEMENT	ELEMW		1	1	41
GL NUMBER	GLANOW		15	15	42
OVERHEAD POOL	POOLVW		3	3	57
DESCRIPTION	ADESCW		25	25	60
FROM DATE	FRMDTW	7	0	4	85
TO DATE	TODTEW	7	0	4	89
ACTUAL HOURS	HRSW	9	2	5	93
ACTUAL DLRS	DLRSW	13	2	7	98
MAINTAIN DATE	MDATEW	7	0	4	105
USER REF 1	REF01W		20	20	109
USER REF 2	REF02W		20	20	129
USER REF 3	REF03W		20	20	149
USER REF 4	REF04W		20	20	169

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