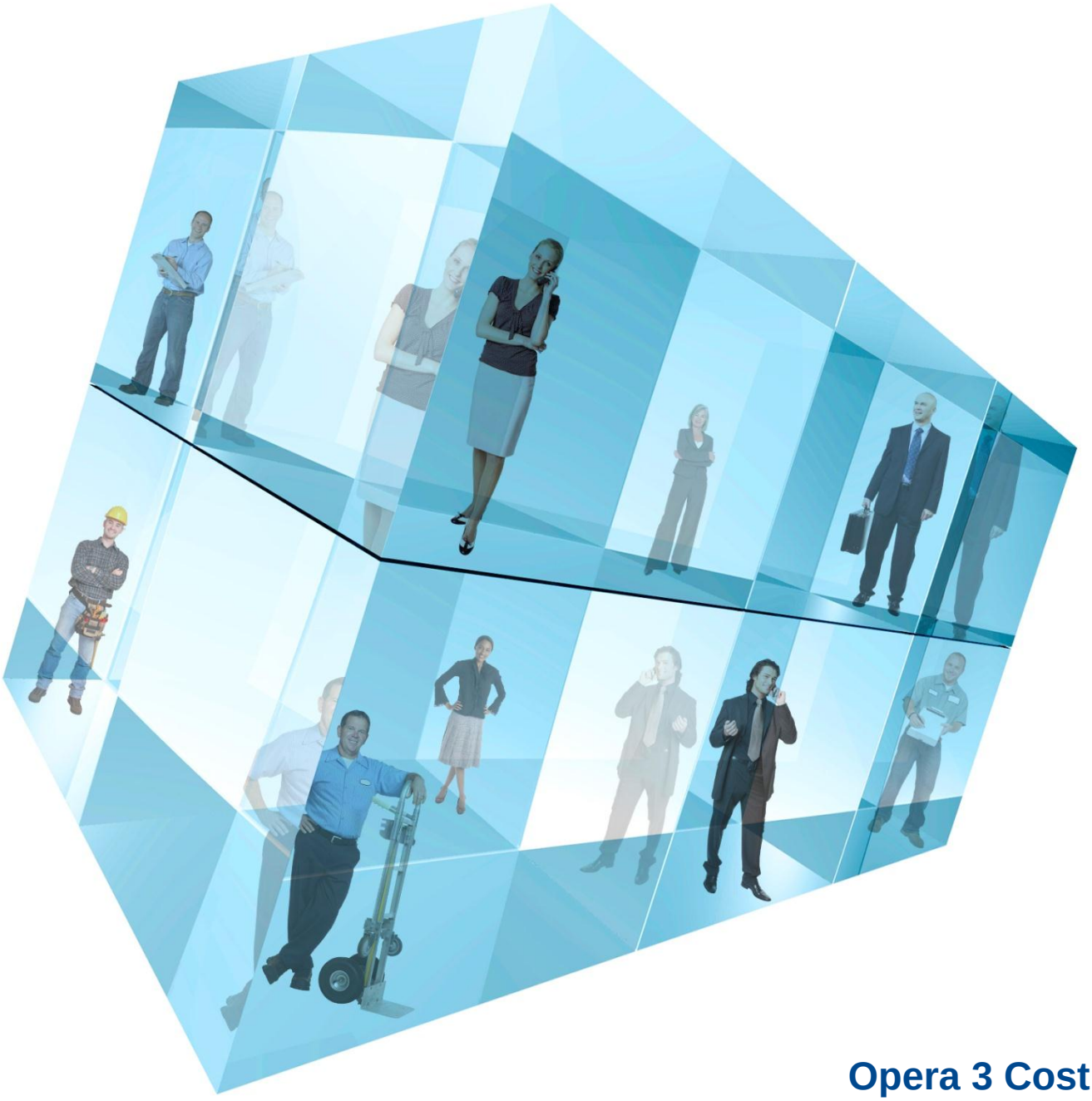

Opera 3 Costing

Accreditation
Training Courseware

Pegasus Software Ltd
Accreditation Training Courseware

April 2012

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Introduction

About Opera 3

Opera 3 is the most versatile and user-friendly accounting, supply chain management, payroll & HR, manufacturing and reporting solution from Pegasus Software. A modular solution, Opera 3 enables you to select the components that match your current business model, whilst making it possible to add further functionality as requirements change. This means that the capability or capacity of a system can be seamlessly expanded whilst safeguarding the investment.

For more information about Opera 3, select the Solutions link on the Pegasus web site.

About this Guide

This Accreditation Training Courseware offers an accompanying guide to the accreditation training course.

If you are new to Opera 3, read the Getting Started section of the Opera 3 Help that covers the application in more detail. You can access this from the Windows Start menu, or by using the F1 Key or Help menu when you have logged in to the product.

Opera 3 is available for both Visual FoxPro and SQL Server database platforms. This Accreditation Training Courseware applies to both database platforms, however, there are certain elements that are only included in one or the other database, and as such, the relevant sections or paragraphs are clearly identified with the following labels:

- **[SQL]** – only relevant if you are running the application on an SQL Server database.
- **[VFP]** – only relevant if you are running the application on a Visual FoxPro database.

Sections that are not identified with these labels are relevant to both database types.

For more information, see the section Functional Differences between Opera 3 Enterprise & Opera 3 Enterprise SQL section in the release guide.

Introducing the module

The Costing module operates by recording, collating and analysing all cost data to specific jobs undertaken by a company.

Feedback

Pegasus is interested to hear your views on the documents we provide. To give your feedback, send an email to training@pegasus.co.uk. Please type “O3Training_Accreditation_FIN60CostingR1.1.docx Accreditation Training Courseware” in the subject box.

Please note that product support is not offered through the above email address.

Key

Icon	Meaning
Example – Examples	Useful Hint, Tip or Note. General Comments / Notes
	Useful Report obtained from clicking on the print icon while sitting on the form
	During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you knows…
	Website link
	Exercises / Example solution
	Report to XLS
	Potential Report Enhanced from Opera 3 (more than simple field adjustments)
Question *Answer* FAQ	FAQs – Only
	Action Menu example of the corresponding form.

Training Literature Releases

Release	Added Information
R1.0	Originating document (Uplift to O3) and Chapter adjustment. Includes new Action Menu shots
R1.1	Updates to various F1 SCRs

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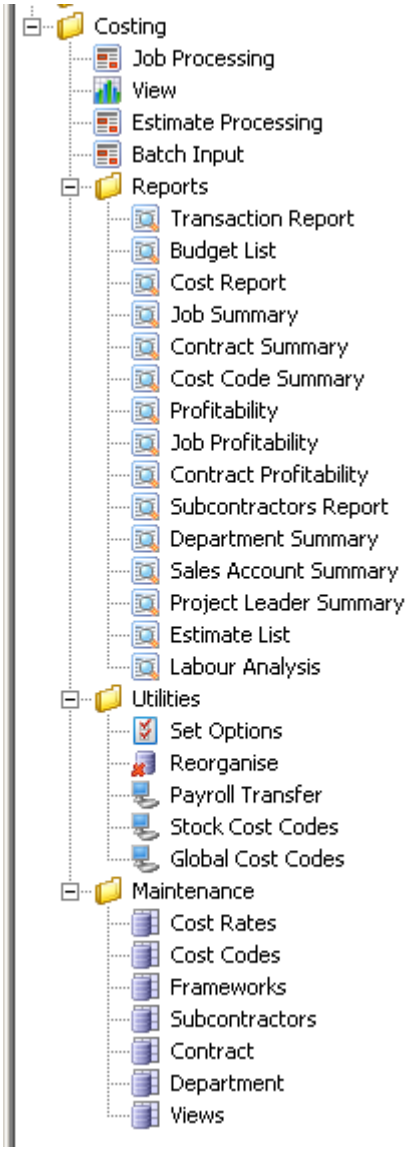
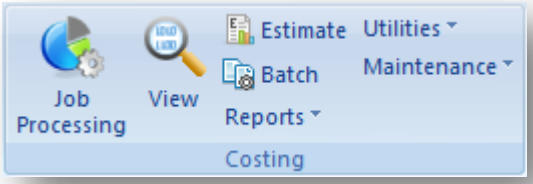
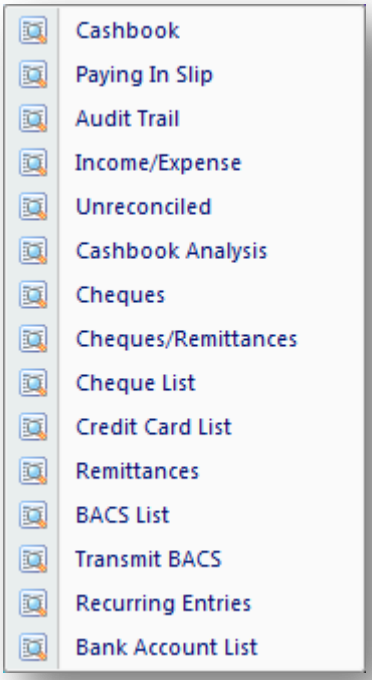
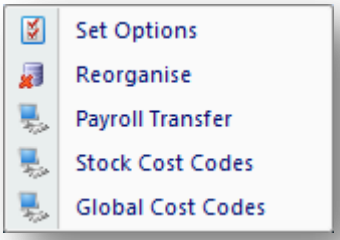
Module Menu Structure

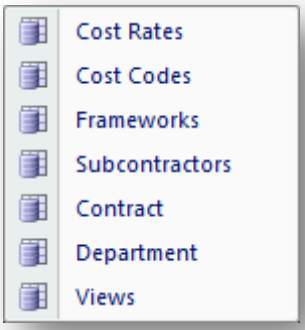
The following sections will cover the functionality of the options in this module as outlined in the image below which shows each menu option contained in this module.




Job Processing
View
Estimate
Batch
Reports
Utilities
Maintenance
Costing


Cashbook
Paying In Slip
Audit Trail
Income/Expense
Unreconciled
Cashbook Analysis
Cheques
Cheques/Remittances
Cheque List
Credit Card List
Remittances
BACS List
Transmit BACS
Recurring Entries
Bank Account List


Set Options
Reorganise
Payroll Transfer
Stock Cost Codes
Global Cost Codes


Cost Rates
Cost Codes
Frameworks
Subcontractors
Contract
Department
Views

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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Job processing	The commands from the Action menu within the Job Processing submenu provide a number of processes.	
	Job Header	Use the Job Processing command to enter all data relating to all Jobs and phases.
	Complete	Use the Complete command to mark a job as completed. This allows the details to be removed when you run the Costing Reorganise.
	Budgets	If budgets are being used then this function will allow you to enter you can use the Budgets command on the Action menu to enter individual budget lines at cost code and cost rate level.
	Costs	Costs are used to record general costs that have been incurred against a job, excluding revenues and stock issues.
	Timesheets	Timesheets are used to prepare timesheets for Labour and Contractor type transactions for employees and subcontractors.
	Commitments	Commitments are used to record costs that are going to be incurred in the future, even though the exact value of the cost is not yet known.
	Revenues	Revenues allow revenue values to be recorded against the job.
	Matching	Use the Matching command as a way of marking unallocated transaction lines as being allocated.
Estimate Processing		The Estimate Processing function allows you to produce a costing estimate without actually creating a job. The estimate has costs/revenues budgeted against it, can be linked to a contract and sales account and have agreement terms recorded against it.
Batch Input		Use the Batch Processing command to post batches of timesheets and general costs to jobs in Job Processing.

Reports		The commands on the reports submenu provide listings of records maintained in the Costing module. These include lists of records maintained through the various forms and transactions generated as a result of Costing postings and other transaction processes.

Notes

Accreditation Training Courseware

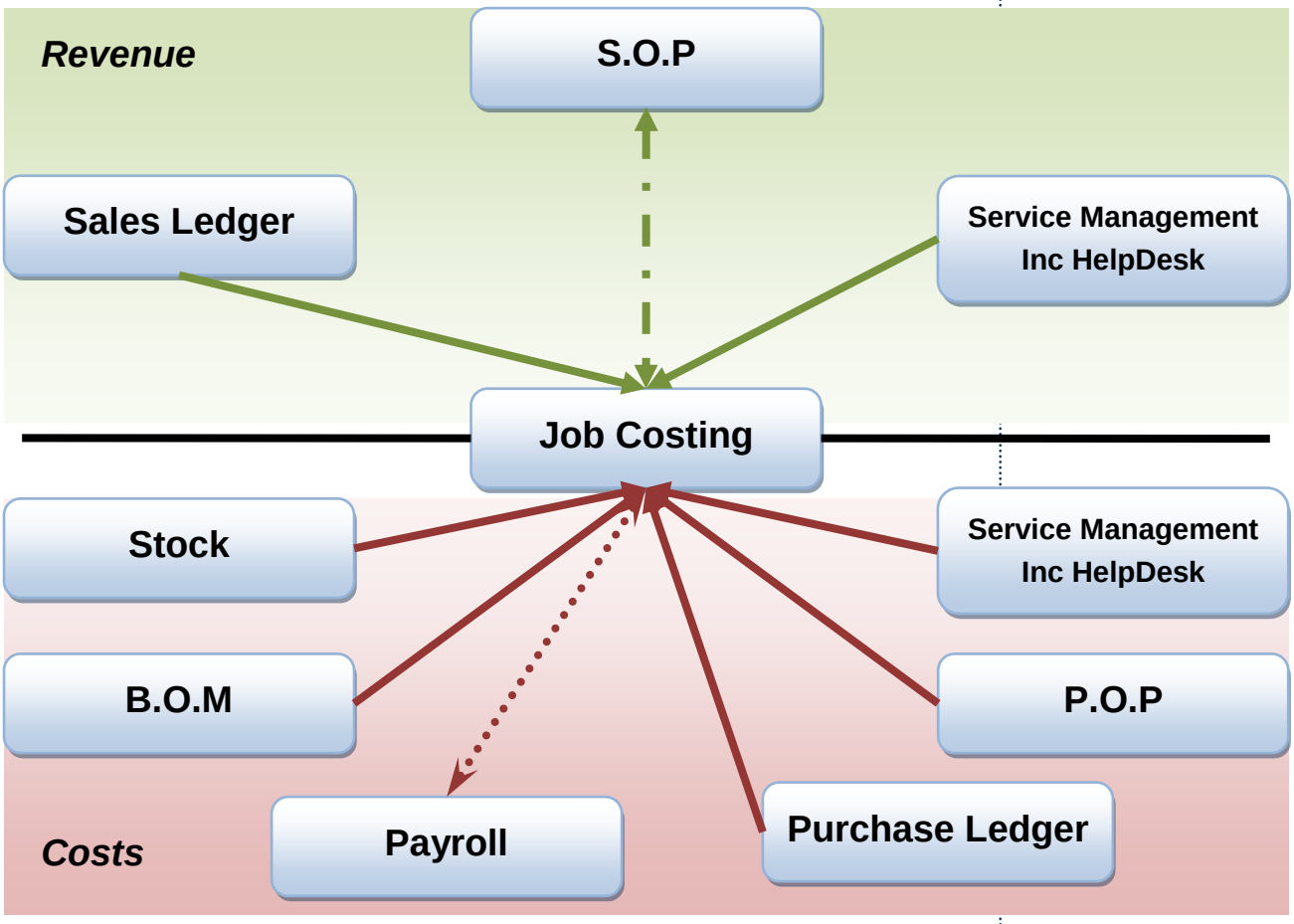
The Module

The Costing module operates by recording, collating and analysing all cost data to specific jobs undertaken by a company.
Some of the features that Costing provides are:

A budgeting facility
The opportunity to group jobs under contract headings
The facility to enquire on the status of the job
Jobs can be broken down into phases
Cost types can be allocated budget values for revenue and expenses.

Costing can operate as a stand-alone module or it can be linked to the following modules if required:

Sales Ledger / Invoicing / Sales Order Processing
Purchase Ledger
Stock Control / BOM
Payroll
Purchase Order Processing.



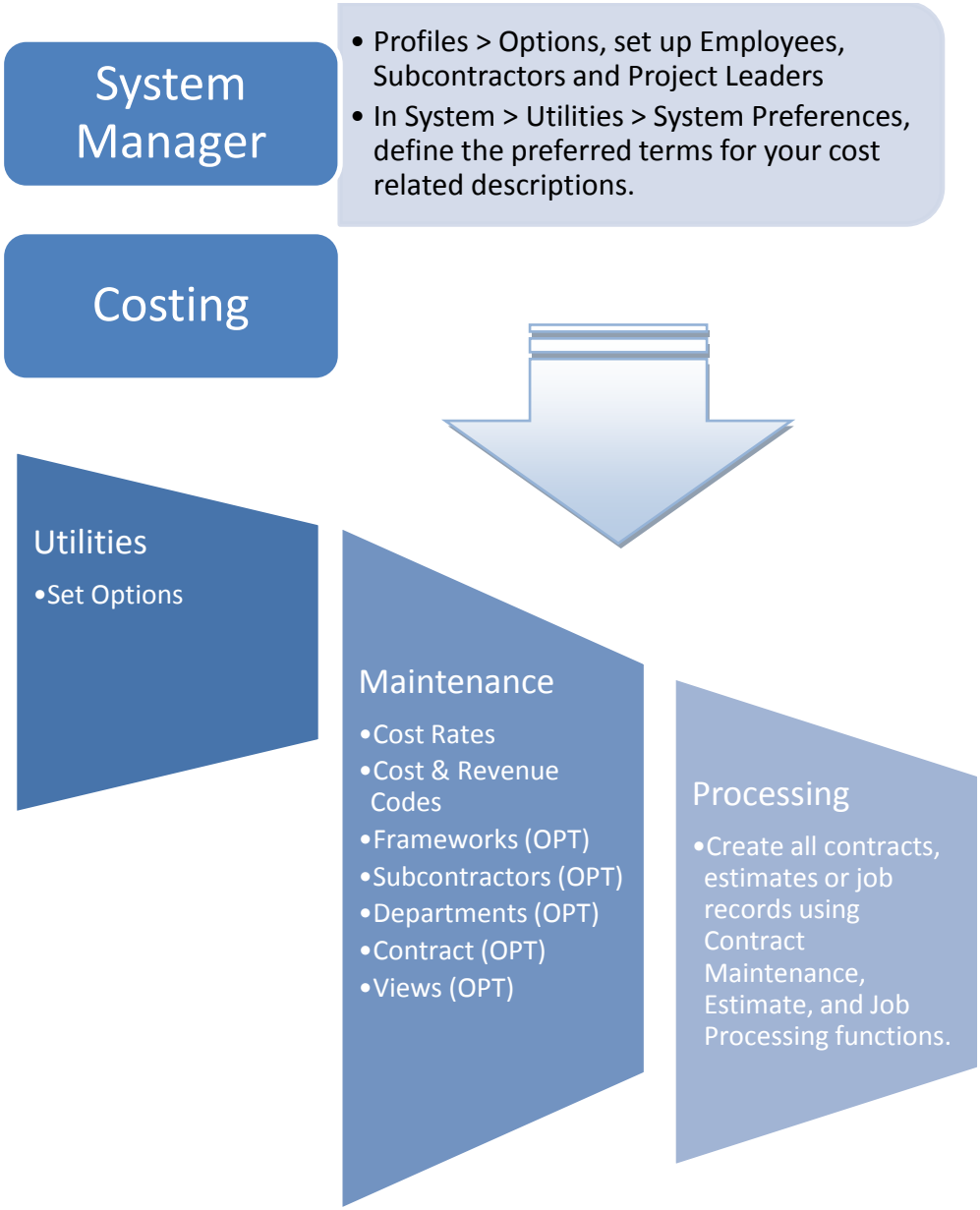
Notes

Accreditation Training Courseware

1 Set-Up

1.1 Recommended Order of Set-up

It is suggested that you set up Job Costing in the following way:



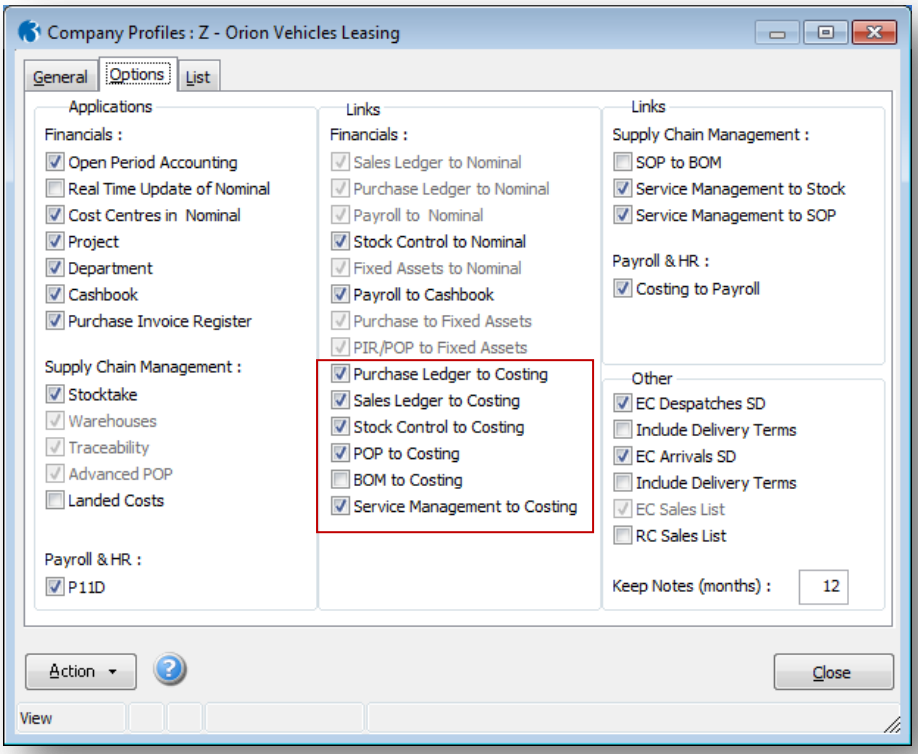
(Opt) = Optional

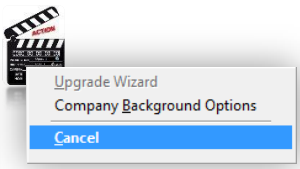
Set-up

1.2 System Manager- Maintenance - Company Profiles

Notes

Additional links are available within System Manager/Company Profiles to accommodate the Costing module.





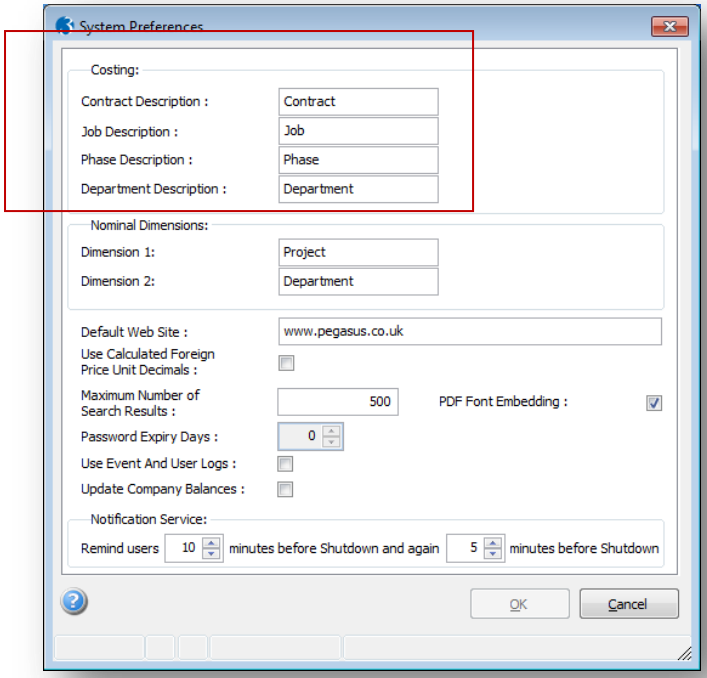
Set the links required accordingly:

- Purchase Ledger to Costing
- Sales Ledger to Costing
- Stock Control to Costing
- POP to Costing
- Costing to Payroll
- BOM to Costing
- Service Management to Costing

1.3 System Manager- Utilities - System Preferences

The System Preferences menu within the System Manager Utilities gives the facility to change the default descriptions for Contracts, Jobs, Phases and Departments menus to a description most suited to an organisation's costing requirements.

Notes

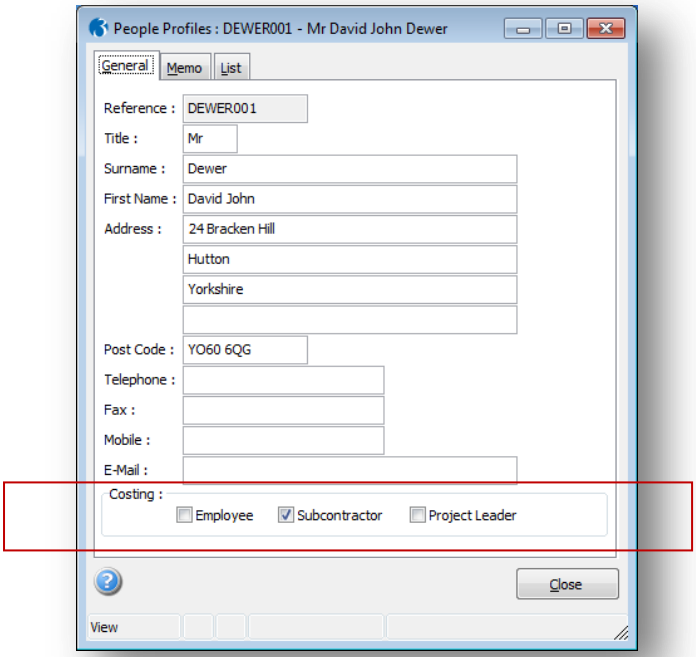


If any changes are implemented the user must logon again to activate the new menu and field descriptions. The changes made here are system wide and will affect all companies.

1.4 System Manager - Maintenance - People Profiles

The People Profiles menu within System Manager can be used within the Costing modules. If a user wishes to use Subcontractors and Project Leaders within Costing they must be set up here.

When creating the new profile the following information must be specified.



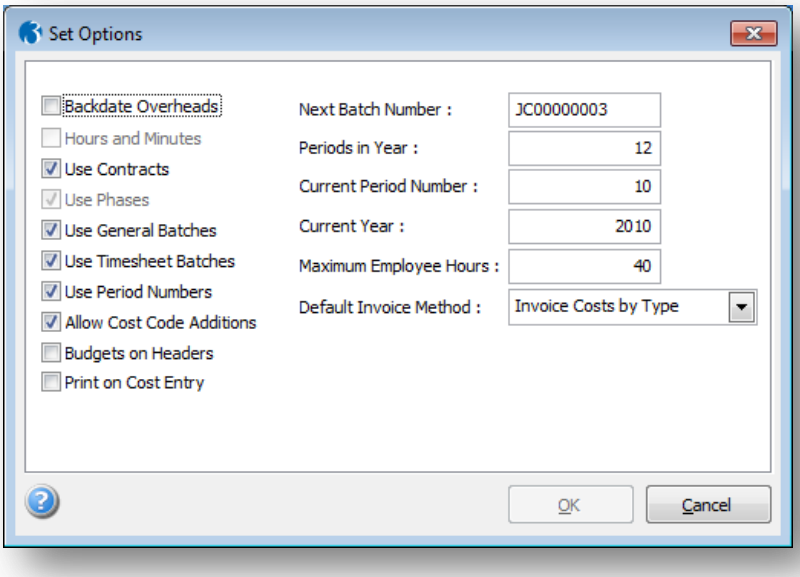
1.5 Utilities Records

Notes

This section goes through the records that are required to be set-up within the Utilities group. This includes Set Options which offer various settings that govern the workings of the module. This is an essential part of the set-up process.

1.5.1 Set Options

Use Set Options command to specify options and controls that affect the operation of the Costing module's processes and functions. Your setup strategy will determine the order in which you complete the option settings. Once you begin using the system, you should be very wary of changing any options. For example, amending the settings after transactions have been processed might have an adverse affect on the way existing data is presented or processed. The Set Options command is an exclusive process. That means you cannot change option settings while other forms or processes that involve the Costing module are active.



To set up costing options

1. Open the Costing folder, click Utilities and then click Set Options.
2. In the boxes provided, complete the settings required.
3. To store the option settings, click OK.

Box	Description
Backdate Overheads	An option that determines whether overheads can be backdated on existing transactions. If you select this option, you can change the overheads for one or more cost codes and apply the changes to existing transactions as well as new ones. If the option is cleared, changes to overheads will only apply to transactions entered subsequently.
Hours and Minutes	An option that controls how hours and fractions of hours are entered in timesheets. With this option selected, numbers after the decimal point are taken to be minutes; for example, an entry of 1.25 would mean 1 hour and 25 minutes. If the option is cleared, entries will be treated as decimal; for example, an entry of 1.25 would mean one and a quarter hours (that is, 1 hour and 15 minutes).

Notes

	If the Costing module is integrated with the Payroll module, the default for this option is the one defined on the Set Options form in the Payroll module and cannot be overridden here. We recommend you avoid changing this option once set as it also governs the setting of the Unit Type box for labour type cost codes, as defined using the Cost Codes command on the Maintenance menu. Once these have been set up, the units type cannot be changed. The option can be changed in the Payroll module and a warning is given if you do, but it would then be necessary to set up new labour type cost codes where the units type would default to the correct value. Timesheets posted using old cost codes would be rejected and would need entering directly in the Payroll module.
Use Contracts	An option that determines whether you want to use the contract feature. If selected, two or more job records and phases can be associated with a single contract code for reporting purposes. You can then use the Contract Summary command on the Reports menu to produce a summary of costs, revenues or write offs for a range of contracts, optionally including completed contracts and assigned job details. Note: The term used for a contract depends on the entry in the Contract Description box on the System Preferences form in the System module. You can choose a different term to 'Contract' if you prefer, which will be applied throughout the system.
Use Phases	An option that determines whether you want to use phases which provide a further subdivision for the analysis of jobs. If you select this option, you can break down jobs into separate phases enabling you to produce reports on that basis. Note: The term used for a phase depends on the entry in the Phase Description box on the System Preferences form in the System module. You can choose a different term to 'Phase' if you prefer, which will be applied throughout the system.
Use General Batches	An option that determines whether the Batch Input command can be used to enter cost transactions in batches. If cleared, costs can only be entered individually.
Use Timesheet Batches	An option that determines whether the Batch Input command can be used to enter timesheets in batches. If cleared, timesheets can only be entered individually.
Use Period Numbers	An option that determines whether a period number must be specified when transactions are entered in the system. If selected, you can identify the current period in the Current Period Number box on this Set Options form and it will be incremented automatically each time you use the Reorganise command on the Utilities menu. If used, you can also produce reports based on period ranges. Note: If Costing is integrated with Payroll, the periods are independent; that is, a period to which a timesheet is posted in the Costing module may be unrelated to the payroll period to which it is subsequently transferred in the Payroll module.
Allow Cost Code Additions	An option that determines whether cost codes can be budgeted on a job-by-job basis. If selected, the cost code structure of jobs can be flexible, allowing cost code additions if necessary. If the option is cleared, the cost code structure for jobs is limited to only those for which a budget has been entered; that is, timesheets, costs, revenues and other transactions can only be entered against budgeted codes. If this option is selected, you can add cost codes to the job structure while posting costs, timesheets, and so on.
Budgets on Headers	An option that determines whether you can enter budgets on job header records on the Costing - Processing form. If selected, you can enter budgets for the job as a whole as well as at cost code level. If the option is cleared, you cannot enter job budgets directly; instead, they are calculated on the basis of the accumulated cost code budget figures automatically. Important: If this option is cleared after manually entering budgets on job headers then the Budget boxes on the Processing form will be disabled (you will not be able to change the values). The values will then be recalculated on the basis of the accumulated cost code budget figures when you next run the Costing - Utilities - Reorganise command.

Notes

Print on Cost Entry	An option that determines whether you want to print details of transactions entered using the Costs, Timesheets and Revenues commands on the Processing form. If selected, the output destination selection form appears when entering such transactions and when you complete the transaction entry, a report showing the details is produced.
Next Batch Number	If you have selected either the Use General Batches or Use Timesheet Batches options, you can enter the next batch number to be assigned to transactions entered using the Batch Input command. Each batch is allocated a batch number which is incremented automatically by the application, starting from the number entered here. You can change the next number at any time, but we recommend it is best left unaltered once you begin using the Costing module for batch entries.
Periods in Year	If you have selected the Use Period Numbers option, enter the maximum number of periods permitted in any one year. Period numbers are incremented automatically each time you use the Reorganise command. When the current period matches the number entered here, the application will restart at period one after the next reorganisation.
Current Period Number	If you have selected the Use Period Numbers option, you need to identify the current period when you first use the Costing system. It is then maintained automatically by the application when you use the Reorganise command.
Current Year	Enter the current costing year. Reports can be produced on the basis of period and year ranges.
Maximum Employee Hours	Enter the maximum number of hours that can be entered, per employee, in any one period when entering timesheets. The application will display a warning if this is exceeded.
Default Invoice Method	An option that determines the invoice method to be used when you post revenue transactions. The default method is the one offered automatically in the Invoice Method box displayed when you use the Revenues command on the Action menu associated with the Processing form. This saves you having to enter or select a method individually for every revenue entry. You can select one of the following from a list: Direct Invoice, Invoice Costs by Total Cost, Invoice Costs by Each Line, Invoice Costs by Code, Invoice Costs by Type, Invoice Costs by Framework or Blank. The 'Blank' option means no default. The Invoice Method box is left blank when you use the Revenues command on the Action menu associated with the Processing form, and you must select a method at that time.

Notes

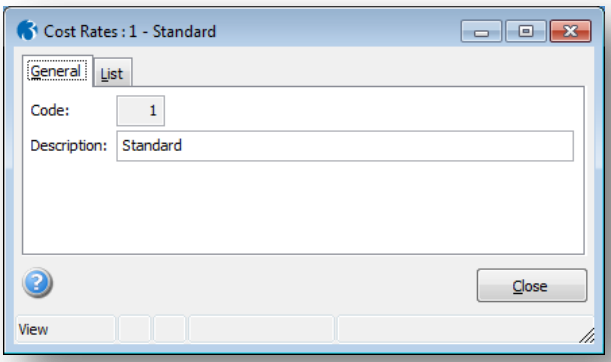
Accreditation Training Courseware

2 Maintenance

Various Maintenance records will need to be created for Processing and Analysis purposes. These records are often associated to processing records created such as “an Asset” and various respective analysis details.

2.1 Cost Rates

Use the Cost Rates command to maintain a table of standard codes and descriptions that identify different cost rates. For example, you may have different cost rates for standard costing, premium rates, trade, exports, and so on. Up to 999 different cost rate descriptions can be defined. When cost code records are created, values can be assigned to each cost rate code so that the appropriate cost rates can be applied to a job.



To define cost rate descriptions

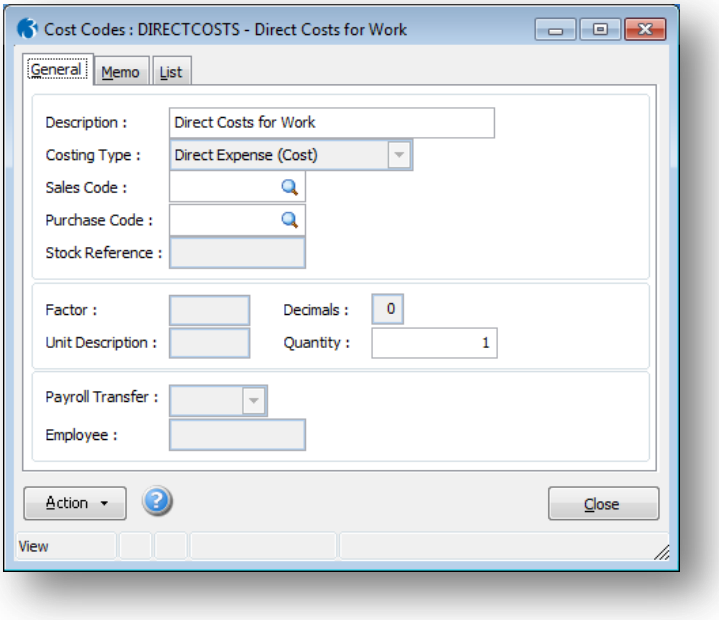
1. Open the Costing folder, click Maintenance and then click Cost Rates.
2. On the Record menu, click New.
3. In the boxes provided, enter the details required.
4. On the Record menu, click Save.

2.2 Cost Codes

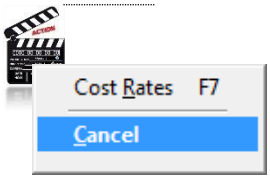
Use the Cost Codes command to maintain cost code records that hold information about the types of cost and revenue transactions you will process within the Costing module. For example, you can set up codes for labour, materials, sales, and so on. The cost type governs the type of transaction you can record against this code. You cannot record a revenue against an expense type code, or record timesheet details against a stock type code, and so on. For additional analysis, where you are using the appropriate modules, you can also assign cost codes to the following:

- Sales module sales codes.
- Purchase module supply codes.
- Stock module stock references.

Maintenance



Notes



Notes: If you have the Costing application integrated with the Stock application, you can create cost codes for each item in a selected range using the **Stock Cost Codes** command on the **Utilities** menu.
You can create new cost code records on the basis of existing ones. Any existing cost code record can be selected as a model for a new record; you then amend the details required for the new record.
Whether you can add new cost code records created using this facility to existing jobs will depend on the setting of the **Allow Cost Code Additions** option on the **Set Options** form.

2.2.1 Cost Types

Cost types govern the type of transaction you can record against this code and you can select one of the following from a list:

- **Stock** (for recording the cost of items issued from stock against jobs).
- **Labour** (for recording employee costs against jobs).
- **Narrative** (for comments not affecting the cost or profit of the job but which may be included on invoice documents).
- **Direct Expense** (for expenses incurred on jobs that are perhaps not usually recharged to the client).

Note: These expenses will still be displayed when revenues are posted from the Costing - Processing - Revenues form if the **Invoice Method** is set to 'Invoice Costs by Total Cost', 'Invoice Costs by Each Line', 'Invoice Costs by Code, 'Invoice Costs by Type, or 'Invoice Costs by Framework'.
However, if the expenses will not be recharged to the customer, they can be marked as accounted for by using the Costing - Processing - Matching form before posting a revenue transaction.

- **Recharge Expense** (for expenses incurred on jobs that are recharged to the client and therefore included on job invoices).
- **Contractor** (for recording subcontractor-related costs against jobs).
- **Overhead** (for recording overhead costs against jobs).
- **Interim Billing** (for recording interim invoices during the life of a job).
- **Final Billing** (for recording the final invoice when the job is done).
- **Retention** (for recording revenue withheld by the client until certain phases, or the whole job, is completed).
- **Write Up/Off** (for recording costs written off against jobs such as damaged materials, or additional mark-ups).

Notes

2.2.2 Sales and Purchase Codes

If the Sales and Purchase applications are integrated with the Costing application, you can optionally enter default sales and purchase analysis codes so that any costs posted to this cost code are analysed in the sales or purchase ledgers. You would typically enter a purchase code for costs and a sales code for revenues. Sales codes entered on costs can be passed to the sales ledger when that code is invoiced. Integration between the Costing application and the Sales and Purchase applications is controlled by the setting of the **Purchase Ledger to Costing** and **Sales Ledger to Costing** options on the **Options** tab of the **Company Profiles** form in the System application.

2.2.3 Stock References

If the Stock Control application is integrated with Costing, you can associate a stock reference with a stock type cost code using the Stock Reference box.

If you enter a stock code in the Stock Reference box, you can use it only for that stock item when you analyse an issue or return to a job.

If you leave Stock Reference box blank, you can analyse an issue or return of any stock item against the cost code.

You can also enter an extension in the rates table linked to a cost code - to use either the cost or selling price from the stock item. If you do, the stock item's profile must have the same factor quantity or decimal places as the cost code. If you leave the extension blank, and the factor or decimal places are not the same, only the value of the issue is posted to the Costing application.

Tip: You can generate cost codes for all or ranges of stock items using the Costing - Utilities - Stock Cost Codes command.

Note: Integration between Costing and the Stock Control application is controlled by the Stock Control to Costing option on the System Manager - Maintenance - Company Profiles form.

2.2.4 Global Cost Code Changes

A **Global Cost Codes** command is provided on the **Utilities** submenu which you can use to update the cost per unit or overhead details for a range of cost code records. For example, if your overhead costs increase, you might want to reflect that on all existing cost code records and this wizard helps you achieve that in one simple process.

2.2.5 Payroll Transfer

If the Costing application is integrated with the Payroll application, there are three pieces of information relevant to labour type cost codes. The first concerns what is transferred when you use the **Payroll Transfer** command on the **Utilities** menu. You can choose between values (the labour cost) or time units (hours and minutes or hours and decimal fractions). The second is the pay element to be used for each cost rate record associated with the cost code. The third, also associated with the cost rate, is the 'extension' that yields the cost value by multiplying units by the rate. In this instance, you can choose between the cost per unit as defined within the Costing application, or the unit rate defined within the Payroll application. Integration between the Costing application and the Payroll application is controlled by the setting of the **Costing to Payroll** option on the **Options** tab of the **Company Profiles** form in the System application.

Notes

2.2.6 Prerequisites

The following must be defined in the appropriate application before you can complete the corresponding boxes:

Box	Prerequisite
Cost Rate	At least one cost rate description must be defined using the **Cost Rates** descriptions on the **Maintenance** menu.
Sales Code	If the Sales application is integrated with the Costing application, at least one sales code record must be created using the **Sales Codes** command on the Maintenance submenu of the Sales application before you can associate a sales code with the cost code.
Supply Code	If the Purchase application is integrated with the Costing application, at least one supply code record must be created using the **Supply Codes** command on the Maintenance submenu of the Purchase application before you can associate a supply code with the cost code.
Stock Reference	If the Stock application is integrated with the Costing application, at least one stock item must be created using the **Processing** command in the Stock application before you can associate a stock item with a cost code.
Employee	If the Costing application is integrated with the Payroll application, at least one employee record using the **Processing** command in the Payroll application before you can identify an employee code for labour type cost codes.
PAY	If the Costing application is integrated with the Payroll application, at least one payment type must be created using the **Payment Profile** command on the **Maintenance** submenu of the Payroll application before you can link a payment element to a cost rate associated with a labour type cost code.
Model Cost Code	If you are creating a new cost code record on the basis of a model, the model cost code record must be defined beforehand.

2.2.7 Cost Code Entries

Cost Codes - General

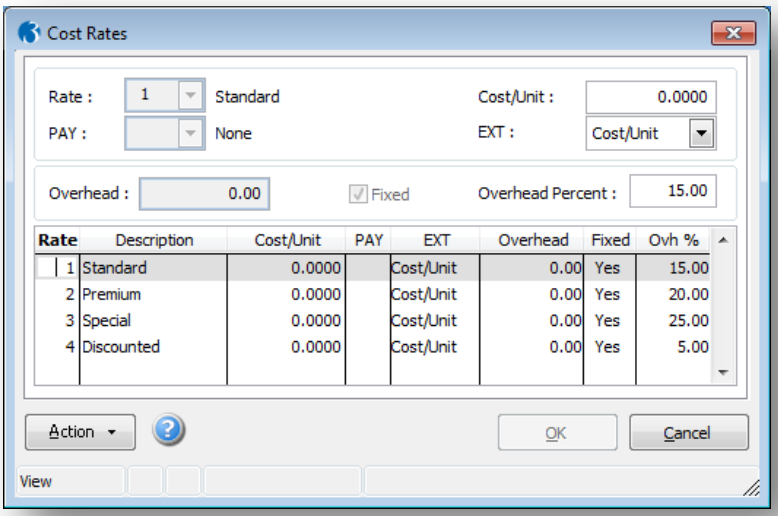
Box	Description
Description	A description of the cost code of up to 40 characters.
Costing Type	An option that determines the costing type. Other entries on the form are dependent on the type you select from the list. You can choose one of the following: Stock (Cost), Labour (Cost), Narrative, Direct Expense (Cost), Recharge Expense (Cost), Contractor (Cost), Overhead (Cost), Interim Billing (Revenue), Final Billing (Revenue), Retention (Revenue) and Write Up/Off.
Sales Code	A reference that identifies the sales code. This does not apply to 'Narrative' type cost codes. If your Sales application is integrated with the Costing application, you can select a sales code from a list. Otherwise, you can type any code of up to 8 characters.
Purchase Code	A reference that identifies the supply or purchase code. This does not apply to 'Narrative' type cost codes. If your Purchase application is integrated with the Costing application, you can select a supply code from a list. Otherwise, you can type any code of up to 8 characters.
Stock Reference	A reference that identifies the stock item. This only applies to 'Stock' type cost codes. If your Stock application is integrated with the Costing application, you can select a stock item from a list. Otherwise, you can type any code of up to 16 characters.

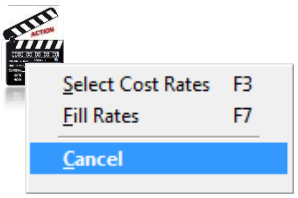
Notes

Factor	If this cost code is factored, enter the quantity per factored item. Factoring is used where an item is stored in multiples but may be split when issued for use on jobs. For example, a pallet of 25 blocks would have a factor of 25, and if only 8 are to be used on a job, the quantity is entered as 0/8, or if 31 blocks are used, the quantity would be entered as 1/6 (meaning one pallet of 25 blocks plus 6 individual blocks). The application calculates costs by dividing the factor by the units used. For labour types where the hours option is set to hours and minutes, the factor defaults to 60.
Decimals	The number of decimal places in which you want to hold quantities for the cost code. This defaults to 0 (which implies integers only).
Unit Description	The description for whole units for this cost code. This might be helpful for factored items to identify the name of the unit, such as '12 Pack'. For labour type codes, this displays the unit type according to your setting of the Hours and Minutes option on the Set Options form and will show whether units will be hours and minutes or hours and decimal fractions.
Quantity	The default 'issue' quantity for the cost code. For example, this might be the minimum quantity you deal in for a particular cost. Some companies charge labour at an hourly rate but only invoice in multiples of a half-day. In this case, the quantity might be four (hours). This is the default quantity offered automatically when you enter this code on transactions, but you can override it.
Payroll Transfer	An option that determines what details are to be transferred to the payroll when you use the **Payroll Transfer** command on the **Utilities** menu. This only applies if the Costing application is integrated with the Payroll application. You can choose 'Value', 'Hrs/Min' or 'Hrs/Dec' from a list, depending on the setting of the equivalent option within the Payroll application.
Employee	A reference that identifies the employee whose payroll rate details will be used to create a budget in jobs or estimates. This only applies if the Costing application is integrated with the Payroll application.

You use the Cost Rates command on the Action menu associated with the Cost Codes form to assign rates per unit. These can carry either a fixed or percentage overhead recovery value. If you have entered cost rate descriptions, you can also enter a value for each rate code. Some information is specific to the type of cost code specified; for example, labour codes can have payroll transfer details associated with them.

2.2.8 Rate Details for Cost Code





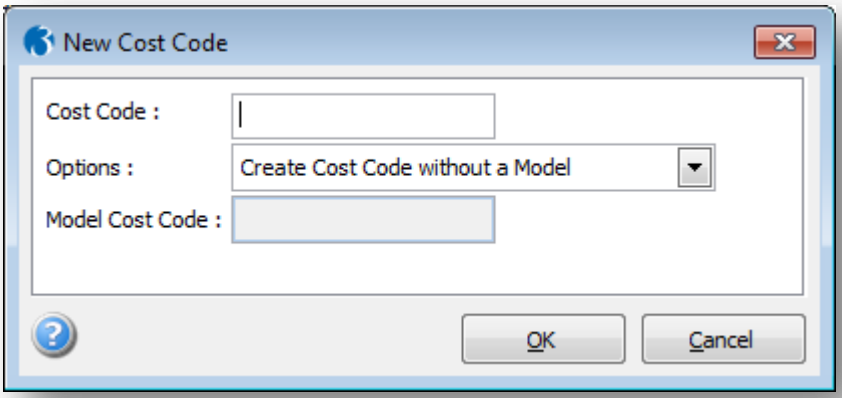
Notes

Box	Description
Cost/Unit	The cost per unit for the cost rate.
PAY	If the Costing application is integrated with the Payroll application, select the reference that identifies the payroll payment profile from a list. This identifies the pay type to which the cost code rate will be transferred when you use the **Payroll Transfer** command on the **Utilities** menu.
EXT	The 'extension' that yields the cost value by multiplying units by the rate. You can select one of the following from a list: Cost/Unit (for the cost code cost per unit), **Payroll** (for labour types only, use the pay rate associated with the profile identified in the **PAY** list box), **Selling Price** (for stock types, use the selling price from the stock issue transaction), and **Cost Price** (for stock types, use the cost price from the stock issue transaction). Issue transaction prices depend on stock profile settings. See also Defining Stock Profiles.
Overhead/Markup	The value of any overhead/markup. This overhead/markup can be used to arrive at a 'true' cost price. For example, you may pay your employees at an hourly rate of pay but incur further overheads to cover heat, light, rent of workshop and so on.
Fixed	An option that determines whether the value entered in the **Overhead/Markup** box is a fixed value regardless of the quantity (in which case you select the option) or a 'per unit' overhead to be multiplied by the quantity (in which case the option is cleared).
Overhead/Markup Percent	The percentage overhead/markup to be applied. If you want to specify the overhead/markup as a percentage of the unit cost instead of a value, enter the percentage in this box.

Notes: If you have the Costing module integrated with the Stock module, you can create cost codes for each item in a selected range using the Stock Cost Codes command on the Utilities menu.

You can create new cost code records on the basis of existing ones. Any existing cost code record can be selected as a model for a new record; you then amend the details required for the new record.

Whether you can add new cost code records created using this facility to existing jobs will depend on the setting of the Allow Cost Code Additions option on the Set Options form.



Notes

To define cost codes

1. Open the Costing folder, click Maintenance and then click Cost Codes.
2. On the Record menu, click New. The Add new Cost Code form appears.
3. In Cost Code, type a code of up to 16 characters.
4. In the Options list, click to select whether you want to create a cost code with or without a model. If you choose to create a cost code using a model, click to select the model code in the Model Cost Code list.
5. Click OK and then, in the boxes provided, enter or amend the details required.
6. On the Record menu, click Save.
7. For new cost code records created without a model, the Select Rates for Cost Code form now appears. Do one of the following:
    a. Click to select a rate to be associated with the cost code record, click Action and then click (De)Select.
    b. To select all cost rates, click Action and then click (De)Select All.
8. Click OK. The Rate Details for Cost Code form appears.
9. In the boxes provided, enter the rate details for the rate codes listed and then click OK.

Notes: When the Rate Details for Cost Code form is displayed, you can use the Select Cost Rates command to return to the list of cost rate descriptions to add to the cost code record.

When the Rate Details for Cost Code form is displayed, you can copy the cost per unit and overhead details from the currently selected rate to all subsequent rates in the list by selecting the Fill Rates command on the Action menu. This provides a quick way of updating several rates in one go, and you can make individual amendments afterwards.

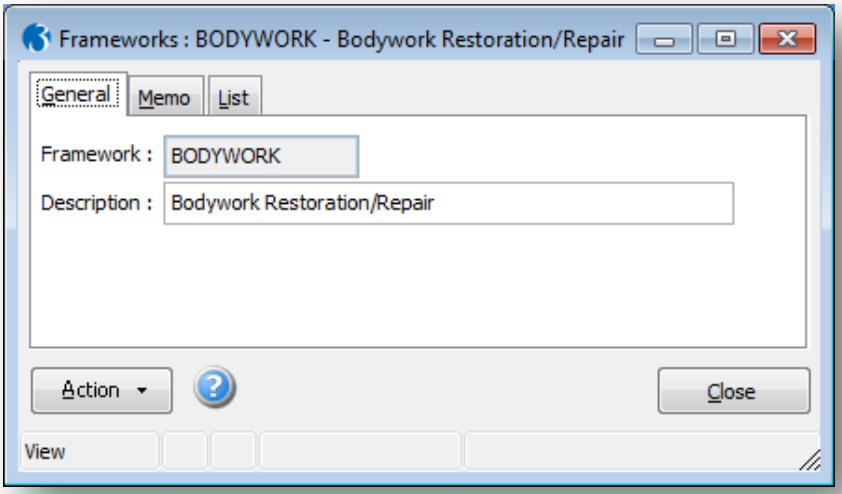
If you close the Cost Codes form without assigning any rates, a message appears offering two options. Click Assign Rate to assign at least one rate to the cost code record, or click Delete Code to mark the cost code record for deletion.

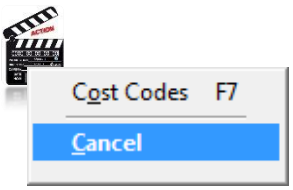
Click the Memo tab to maintain a notepad of information associated with the cost code.

2.3 Frameworks

Notes

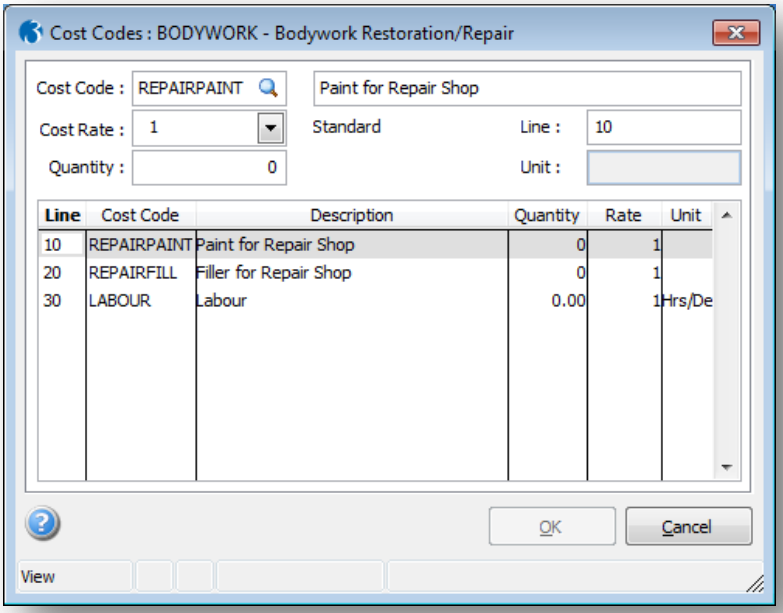
Use the Frameworks command to group cost codes that are associated. You can create new framework records on the basis of existing ones. Any existing framework record can be selected as a model for a new record; you then amend the details required for the new record. You can add, amend and remove cost codes associated with framework records as required. You can also select the cost rate applicable. This will be based on one of the cost rates already assigned to the cost code record, and therefore only applicable where more than one cost rate record is defined for the corresponding cost code record. For each cost code record, you specify the quantity to be used on the framework. The default is the issue quantity on the cost code record. For revenue type cost codes, the quantity is displayed as a negative figure, while cost type cost codes show the quantity as a positive figure.





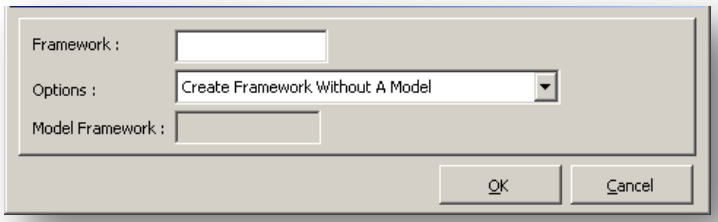
For Example: You calculate the cost of building a brick wall per square metre, analysing the cost to separate cost codes for bricks, mortar and labour and assign these cost codes to a single framework called 'WALL', each with their own value assigned. When you subsequently budget or invoice the cost of building a wall of 20 square metres, the framework code is specified with a quantity of 20, resulting in the component cost codes being multiplied accordingly.

Notes



To define frameworks

1. Open the Costing folder, click Maintenance and then click Frameworks.
2. On the Record menu, click New. The Add Framework form appears.
3. In Framework, type a code of up to 16 characters.
4. In the Options list, click to select whether you want to create a framework with or without a model. If you choose to create a framework using a model, click to select the model code in the Model Framework list.



5. Click OK and then, in the boxes provided, enter or amend the details required.
6. On the Record menu, click Save.
7. For new framework records created without a model, the Framework Cost Codes form now appears. In the boxes provided, identify the cost codes, cost rates and corresponding quantities to be associated with the framework record. When you have finished entering the codes, press ESC and then click OK.

Notes: When the Frameworks form is displayed, you can use the Cost Codes command on the Action menu to display the Frameworks Cost Codes form to add or amend the cost code records associated with the framework record.

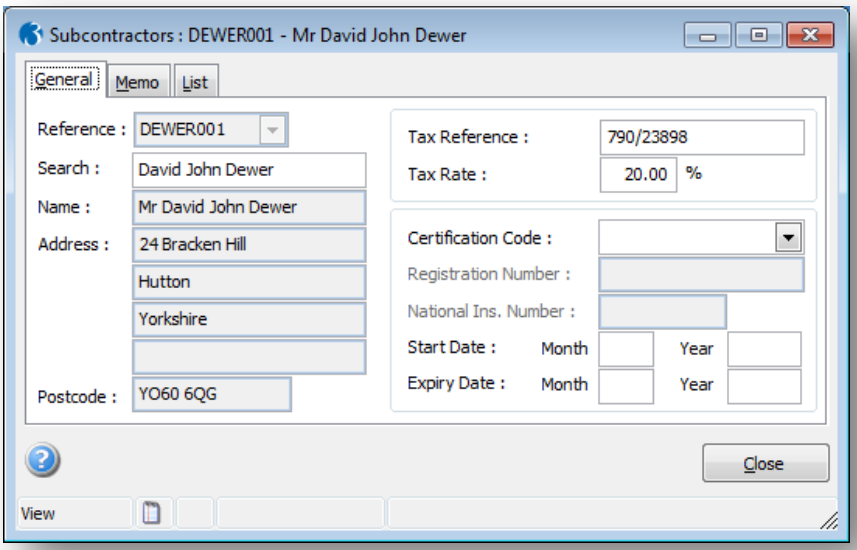
When the Frameworks Cost Codes form is displayed, you can use the Create a new record button on the toolbar to add additional cost codes to the framework, or the Delete the current record button on the toolbar to mark the currently selected cost code record for removal from the framework record.

Click the Memo tab on the Frameworks form to maintain a notepad of information associated with the framework.

2.4 Sub-Contractors

Notes

Use the Subcontractors command to maintain the name and tax details of subcontractors that are used to work on jobs and contracts. Each subcontractor record is identified by a reference. This must be an individual already defined using the People Profiles command in the System module and for which the Subcontractor option is selected. You can define a search name for the subcontractor if you want an alternative to the reference. This defaults to the individual's name as stored on the People form in the System module.



To define subcontractors

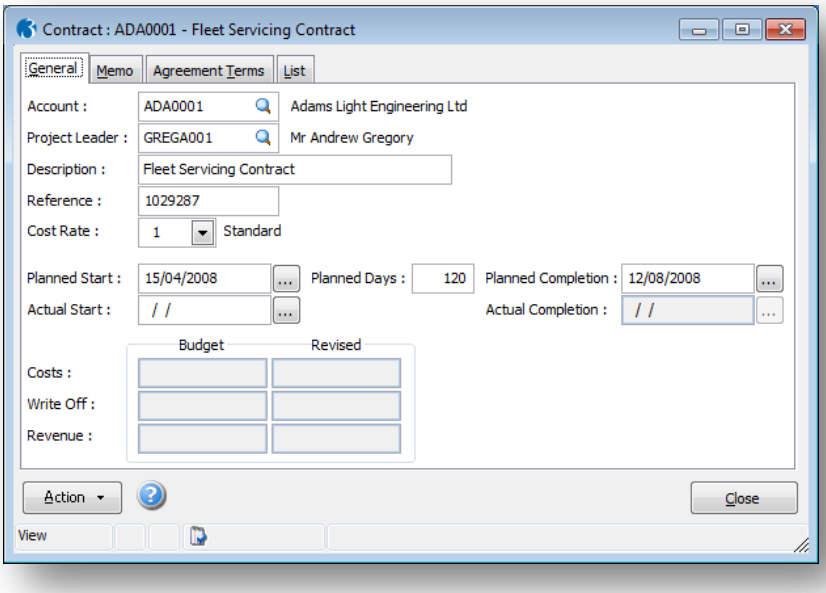
1. Open the Costing folder, click Maintenance and then click Subcontractors.
2. On the Record menu, click New.
3. In Reference, click to select the reference that identifies a subcontractor from the people profiles table.
4. In the boxes provided, enter the details required.
5. On the Record menu, click Save.

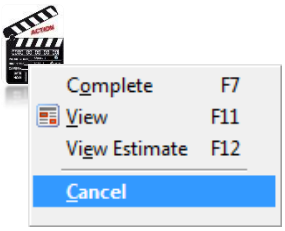
Certification Code	If the subcontractor has one of the following certificates; click to select from the list: CIS4(T), CIS4(P), CIS5, CIS5(Partner and CIS6.
National Ins. Number or Company Reg. Number	The national insurance number for the subcontractor when a certification code has been specified except in the case of a CI55 or CIS5(Partner) certificate, in which case you enter the company registration number instead.
Start Date	If a CIS5, CIS5(Partner) or CIS6 certificate has been specified, the start date of the certificate. If either a CIS4(P) or CIS4(T) certificate has been specified, no start date applies.
Expiry Date	The date on which the subcontractor's contract ended or, if a certificate has been specified, the expiry date of the certificate. If a CIS4(P) certificate has been specified, no expiry date applies.

2.5 Contract

Notes

Use the Contract command to maintain contract records to which related jobs can be assigned. Contract reports accumulate the transaction details entered for all jobs and phases associated with the contract so you can have an overall picture of the main contract or project. You can also specify budgets on a contract basis as well as, or instead of job budgets, if you have selected the Budgets on Headers option on the Set Options form.



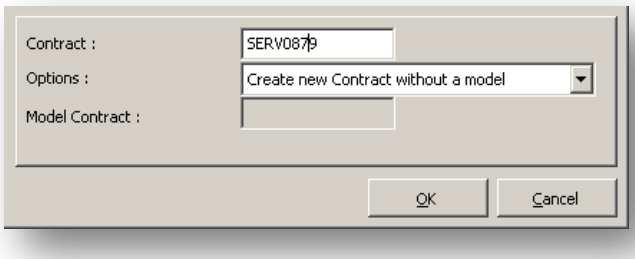


Notes: You can only maintain contract records if the Use Contracts option is selected on the Set Options form.

The term 'contract' can be changed. You can use an alternative name by changing the entry in the Contract Description box on the System Preferences form in the System module. References to 'contracts' in this and other topics within the documentation assume the use of the default setting.

To create a contract record

1. Open the Costing folder, click Maintenance and then click Contract.
2. On the Record menu, click New. The Add New Contract form appears.
3. In Contract, type a code of up to 8 characters.



4. In the Options list, click to select whether you want to create a contract with or without a model. If you choose to create a contract using a model, click to select the model code in the Model Contract list.
5. Click OK and then, in the boxes provided, enter or amend the details required.
6. On the Record menu, click Save.

Notes

Memo

A memo can be entered for the contract from the Memo tab. Each time this contract is selected the system flags the contract as containing a memo and at any time its contents can be viewed.

Agreement Terms

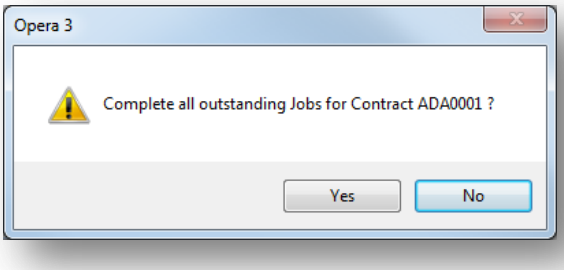
Any agreement terms can be entered for the contract from the Agreement Terms tab. Each time the contract is selected the system flags the contract as containing agreement terms and at any time its contents can be viewed.

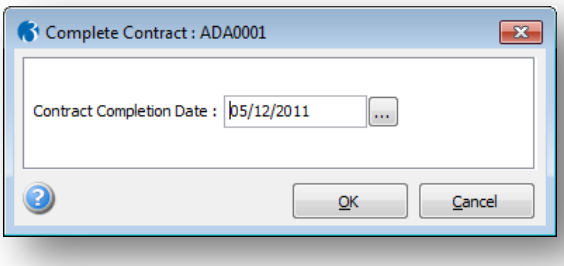
List

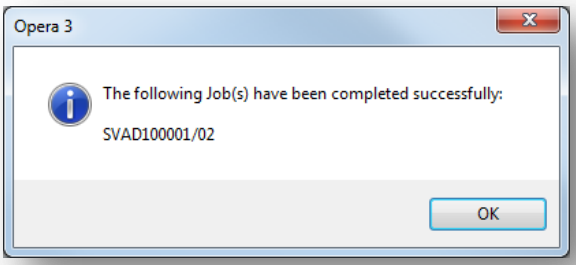
A list of all contracts can be obtained from the List tab. This list allows selection of further contracts by clicking the required one with the mouse.

2.5.1 Complete

Use the Complete command on the Action menu to mark all jobs assigned to this contract as being complete. You will be prompted to enter the date the contract was completed. This appears in the actual completed date field on the screen and on all jobs associated with this contract. All timesheets must have been confirmed and if you have the PIR feature activated, there should be no outstanding commitments or unposted PIR invoices. Completing the contract will also complete its associated jobs. If you reselect the Complete command for a contract already marked as complete, you are given the opportunity to cancel the completion. This reinstates the contract and clears the content of the Actual Completion date box so it can be reset to a different date subsequently.





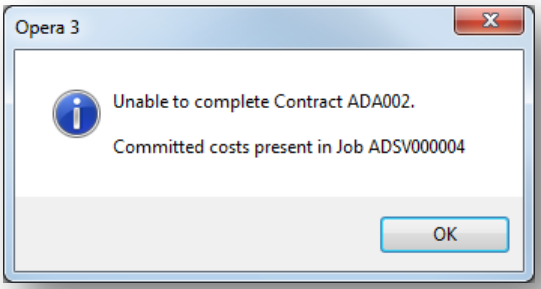


Notes

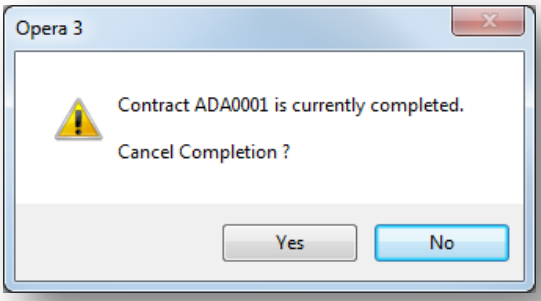
To mark a contract as complete.

1. Open the Costing folder, click Maintenance and then click Contract.
2. Retrieve the contract record to be marked as complete.
3. Click Action and then click Complete. If any conditions exist that prevent the contract from being completed, a message appears to warn you and you will be unable to complete the contract until outstanding issues have been addressed.
4. At the prompt 'Complete all outstanding Jobs for Contract..', to continue, click Yes.
5. In Contract Completion Date, enter the date on which the contract was completed, or accept the default of the current system date.
6. To mark the contract complete at the date specified, click OK.

You will receive a warning if the Contract is unable to be completed due to outstanding transactions.



You also have the ability to Cancel the completion of a Job (basically reversing the completion).



2.5.2 View Options

Use the View command on the Action menu to display information concerning jobs assigned to the currently selected contract. Multiple levels of drill down are possible. You can 'zoom' on any jobs listed to see more details. First a cost code list appears for the selected job. You can then select a cost code to drill down and see the budgets for the selected record. Additional views are then available for status and transaction summary lines. For transaction summary lines you can zoom in to view full transaction details.

View Estimate

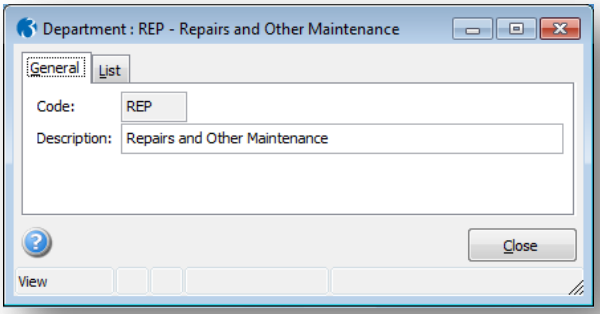
Use the View Estimate command on the Action menu to display information concerning estimates assigned to the currently selected contract. Multiple levels of drill down are possible. You can 'zoom' on any estimates listed to see more details. First a cost code list appears for the selected estimate. You can then select a cost code to drill down and see the budgets for the selected record.

Further View & Zoom information can be found in the Reporting section.

2.6 Department

Notes

Use the Department command to maintain a table of department descriptions that you can assign to job records. Departments are used to provide the basis of the Department Summary report available on the Reports menu. Each department record is identified by a unique reference of up to four characters. You assign a department to a job record by selecting the reference in the Department list box on the Job Processing form.



Notes: The term 'department' can be changed. You can use alternative names by changing the entry in the Department Description box on the System Preferences form in the System module. References to 'departments' in this and other topics within the documentation assume the use of the default setting.

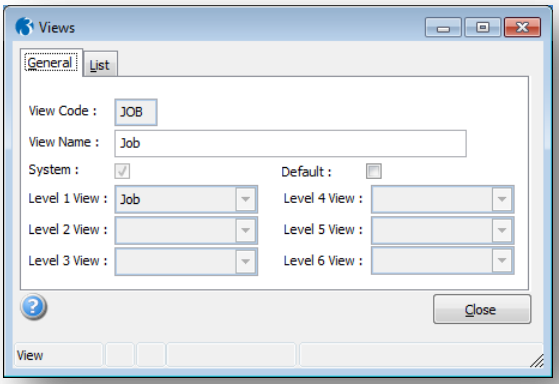
If you have more than one company database and departments are already defined in another company, you can copy them to the current company using the Copy data button on the toolbar.

To Define Costing Departments

1. Open the Costing folder, click Maintenance and then click Department.
2. On the Record menu, click New.
3. In the boxes provided, enter the details required.
4. On the Record menu, click Save.

2.7 Views

Use the Views command on the Maintenance submenu to create your own enquiry facilities for costing transactions. The application provides two views as default options, but you can add others according to your choices from the settings available. Views defined using this command can be displayed on the screen using the View command on the Costing menu. Each view record comprises a unique code plus a description and up to six levels of analysis.



Notes

Example: You might want to view a breakdown of revenue and costs by month and year. Create a new view using the Views command on the Maintenance submenu, assigning a code and description, such as 'RC1' and 'Revenue and Costs'. In the Level 1 View box select Job; in the Level 2 View box you select Month; and in the Level 3 View box select Year. On the Record menu, click Save. Using the View command on the Costing menu, you select the 'Revenue and Costs' view and then click Refresh. Revenue, Costs, and Labour values are shown per job code. You can then drill down to see the transactions that make up the values by year and month.

You can also select one of the views to be the default. That is, the one first displayed when you click View on the Costing menu. Two system views are already set up for you: JOB provides an analysis by job, and PHS provides an analysis by job and phase.

To define Costing views

1. Open the Costing folder, click Maintenance and then click Views.
2. On the Record menu, click New.
3. In the View Code box, enter a unique reference to identify the view.
4. In the View Name box, enter a description for the view.
5. Use the list boxes to select the dimension you want for each level of the view. You can specify up to 6 levels.
6. On the Record menu, click Save.

Tip: Click Default for one of the views to define the one displayed first when you use the View command on the Costing menu.

You cannot change the setting of the System option. This is automatically selected to indicate which views are predefined in the software. You can only amend the View Name of such 'system' views.

Notes

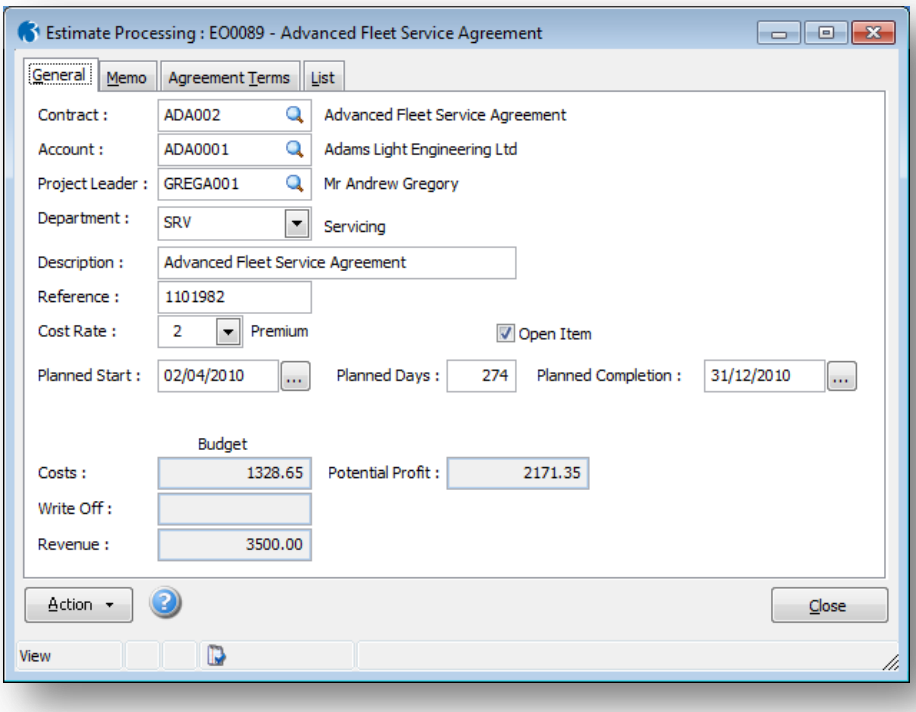
Accreditation Training Courseware

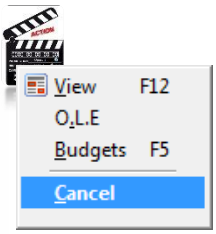
3 Processing

The next section covers the processing aspect of the module, including creating new records and processing them respectively.

3.1 Estimate Creation

Use the Estimate Processing command to create an estimate for a job or phase. You can subsequently convert estimates into job and phase records using the Job Processing command. You can specify budgets on the estimate header record if you have selected the Budgets on Headers option on the Set Options form.





Notes: You can only create estimates for phases if the Use Phases option is selected on the Set Options form. If you choose to use them, phase records are identified by a phase reference which is associated with an existing estimate. When you create a new estimate record, you can specify a phase at the same time. To add additional phases to the same estimate, you create a record using the same estimate reference, but with a difference phase reference.

The terms 'job', 'phase', 'contract' and 'department' can be changed. You can use alternative names by changing the entry in the Contract Description, Job Description, Phase Description and Department Description boxes on the System Preferences form in the System module. References to 'contracts', 'jobs', 'phases' and 'departments' in this and other topics within the documentation assume the use of the default setting.

You can create new estimate records on the basis of existing ones. Any existing estimate record can be selected as a model for a new record; you then amend the details required for the new record.

Processing

Notes

O.L.E.

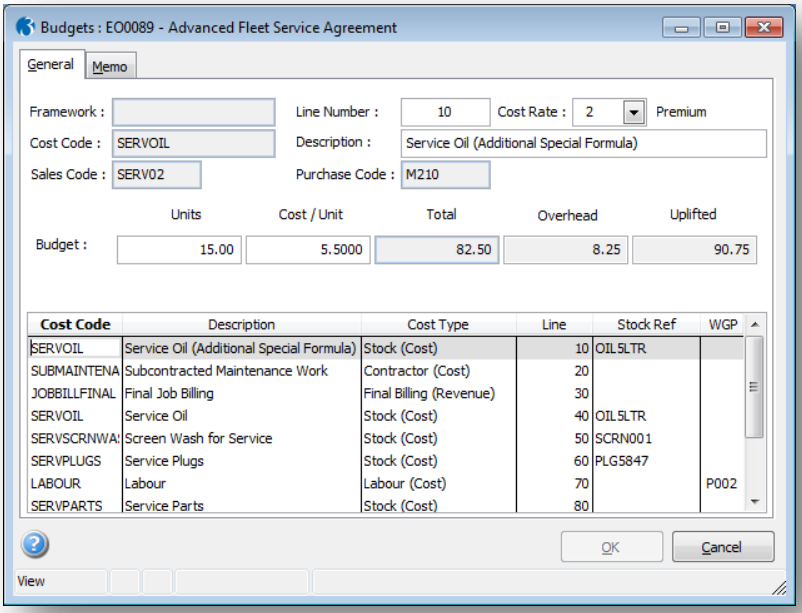
You can link objects to be associated with estimate records. A representation or placeholder for an object is inserted on the O.L.E. form associated with the record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes. Further details are available in the Appendix.

3.1.1 View

Use the View command on the Action menu to display budget information associated with the currently selected estimate. You can also print details of the budget lines using the Print button on the toolbar.

3.1.2 Budgets Creation

Use the Budgets command on the Action menu to enter individual budget lines at cost code and cost rate level. For example, you might break down cost budgets into standard rate labour, premium rate labour, materials, and so on.



To create an estimate

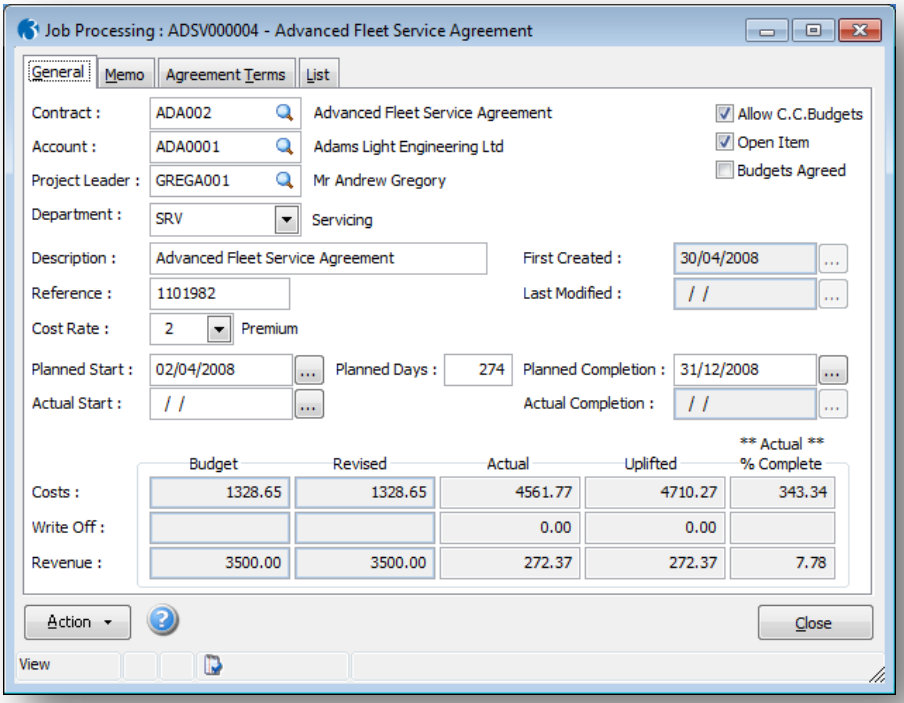
1. Open the Costing folder and then click Estimate Processing.
2. On the Record menu, click New. The Add New Estimate form appears.
3. In Estimate, type a code of up to 10 characters.
4. If phases are being used, in Phase, type a code of up to 3 characters.
5. In the Options list, click to select whether you want to create an estimate with or without a model. If you choose to create an estimate using a model, click to select the model code in the Model Estimate list.
6. Click OK and then, in the boxes provided, enter or amend the details required.
7. On the Record menu, click Save.

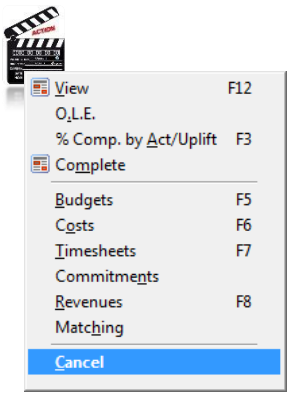
Notes: Click the Memo tab to maintain a notepad of information associated with the estimate. Click the Agreement Terms tab to maintain text related to the terms of the estimate.

3.2 Job Costing Creation

Notes

Use the Job Processing command to maintain job records which you can optionally subdivide between phases and assign to contracts. Job reports accumulate the transaction details entered for all jobs and phases associated with the contract so you can have an overall picture of the main contract or project. You can specify budgets on a job basis if you have selected the Budgets on Headers option on the Set Options form.





Notes: You can only maintain phases if the Use Phases option is selected on the Set Options form.

The terms 'job', 'phase' 'contract' and 'department' can be changed. You can use alternative names by changing the entry in the Contract Description, Job Description, Phase Description and Department Description boxes on the System Preferences form in the System module. References to 'contracts', 'jobs', 'phases' and 'departments' in this and other topics within the documentation assume the use of the default setting.

You can create new job and phase records on the basis of existing ones or on estimates. Any existing job, phase or estimate record can be selected as a model for a new record; you then amend the details required for the new records.

3.2.1 Jobs and Phases

If you choose to use them, phase records are identified by a phase reference which is associated with an existing job. When you create new a job record, you can specify a phase at the same time. To add additional phases to the same job, you create a record using the same job code, but with a difference phase reference.

Notes

3.2.2 Jobs and Sales Accounts

If you have the Costing module integrated with the Sales module, you can select a sales account record to identify the customer to whom the job relates. When you post invoices or credit notes in the sales ledger, you can analyse them to job numbers, phases and cost codes. Revenue cost records are written to file as unallocated revenue records immediately the document is accepted.

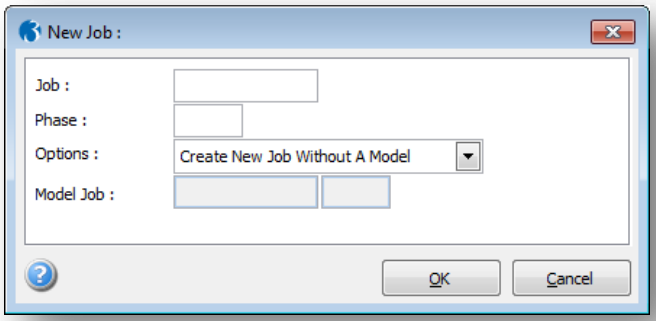
If you have the Invoicing or SOP modules installed and activated, when entering sales orders, deliveries, invoices and credit notes, you can analyse each line to a job number, phase and cost code. Records in the Costing module are updated with unallocated revenue cost records when an invoice or credit note is posted to the sales ledger. The link also works from Costing to Invoicing or SOP modules; within the Costing module you can select cost items that are ready for invoicing and a document is generated for them in the Invoicing or SOP module. You can then progress that document within the Invoicing or SOP module. When the document is produced a revenue record is created in the Costing module and the cost records are automatically allocated against this revenue record. When a document is progressed to an invoice in the Invoicing or SOP module, the revenue record is updated to include the invoice number.

3.2.3 Jobs and Stock

If you have the Stock module, stock movements entered in that module can be assigned to a job or phase. The movement creates a cost type transaction in the Costing module, which in turn creates a document that can be processed in the Invoicing or SOP modules. Documents created from these costs have no stock references on them as the stock is already issued.

To create a job or phase record

1. Open the Costing folder and then click Job Processing.
2. On the Record menu, click New. The Add New Job form appears.
3. In Job, type a code of up to 8 characters.
4. If phases are being used, in Phase, type a code of up to 3 characters.
5. In the Options list, click to select whether you want to create a job or phase with or without a model. If you choose to create a record using a model, click to select the job or estimate model code in the Model Job or Model Estimate list and the Model Options dialog box then appears. When using a model, you can choose whether to use the whole structure of the model record (including cost code budget assignments) or the header details only for the new job record. Where the whole structure is used, you can also choose which budgets are to be used for the new job record, if any. You can pick from a list of options including original budgets, revised budgets (model jobs only), actuals (model jobs only) or none (zero).



Notes

6. Click OK and then, in the boxes provided, enter or amend the details required.
7. On the Record menu, click Save.

Notes: Click the Memo tab to maintain a notepad of information associated with the cost code. Click the Agreement Terms tab to maintain text related to the terms of the contract.

3.2.4 View

Use the View command on the Action menu to display information concerning the currently selected job or phase record. You can zoom on any transactions listed to see more details.

Tip: Use the Refresh button on the toolbar to update the data in the view. This is needed if, for example, you use the %Comp. by Act/Uplift command on the Job Processing >> Action menu to change the way the % Complete fields are calculated.

3.2.5 % Complete by Actual/Uplift

The % Complete field on the Job Processing form indicates how complete each job/phase is for Costs, Write Off, and Revenue values. The percentage is calculated as either actual values /budgeted values or uplifted values/budgeted values.

Click the % Comp. by Act/Uplift menu item or the F3 button to change the method used to calculate the % Complete field. This setting also affects the View forms and associated reports for all jobs/phases. The method is saved until you re-select the menu item. For Example if a job has total budgeted costs of £1328.65, actual costs to date of £895.63, and uplifted costs to date of £941.39, the % Complete field displays either:

- % Complete using actual costs: £895.63/£1328.65 = 67.00%
- % Complete using uplifted costs: £941.39/£1328.65 = 71.00%

3.2.6 Complete

Use the Complete command on the Action menu to enter a date for the completion of the job. This marks the job as complete and means it can be removed from the files using the Reorganise command on the Utilities menu. You can only mark jobs as complete provided:

- There are no invoices in the purchase invoice register relating to jobs, if linked to the Purchase module.
- There are no outstanding (untransferred) timesheets, if linked to the Payroll module.
- There are no outstanding commitments awaiting confirmation.

Once a job is completed, the Actual Completion date box on the job record is updated with the date you specify. If you reselect the Complete command for a job already marked as complete, you are given the opportunity to cancel the completion. This reinstates the job and clears the content of the Actual Completion date box so it can be reset to a different date subsequently.

Notes

To mark a job as complete

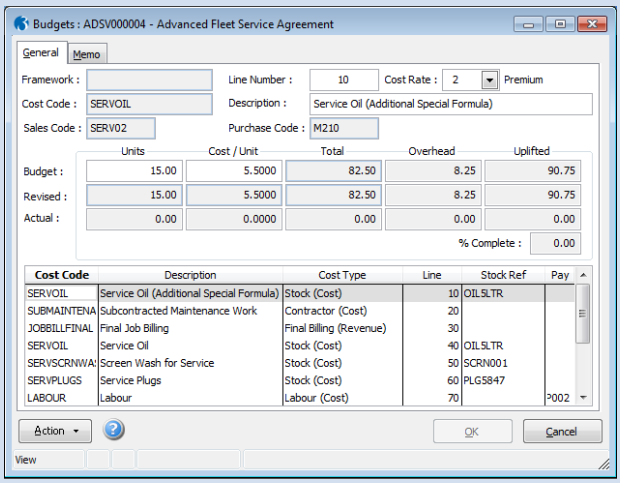
1. Open the Costing folder, and then click Job Processing.
2. Retrieve the job record to be marked as complete.
3. Click Action and then click Complete. If any conditions exist that prevent the job from being completed, a message appears to warn you and you will be unable to complete the job until outstanding issues have been addressed.
4. In Job Completion Date, enter the date on which the job was completed, or accept the default of the current system date.
5. To mark the job complete at the date specified, click OK.

Notes: Once a job is marked as complete, the completion date you have chosen appears in the Actual Completion box on the job record.

If a job is already completed, selecting the Complete command will result in a dialog box appearing asking if you want to cancel the completion. If you select Yes, the Actual Completion box is cleared and the job record is reinstated and become active again. If you reply No, another dialog box appears in which you can change the completion date. The new date will then be reflected in the Actual Completion box on the job record, and the job remains in a completed status.

3.3 Posting (Within Job Costing)

Posting Process



Notes: Click the Memo tab to maintain a notepad of information associated with the budget.

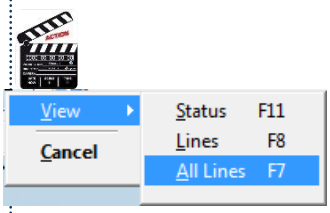
Use the View command on the Action menu to display additional information for the record. Select Status to view the job status including details of budgets, actual values, uplifted values and differences. It also shows potential profit values. Select Lines to view the detail lines relating to the currently selected cost code. This shows the true cost rate and overhead, rather than the defaults shown on the current screen. Select All Lines to view all job transaction detail lines.

In some cases, you can choose whether to view the current or previous status. The previous status shows the details prior to the last change made to the job. You can toggle between the current and previous status to view the difference. The application highlights figures that have exceeded their budget.

Process Steps & Information

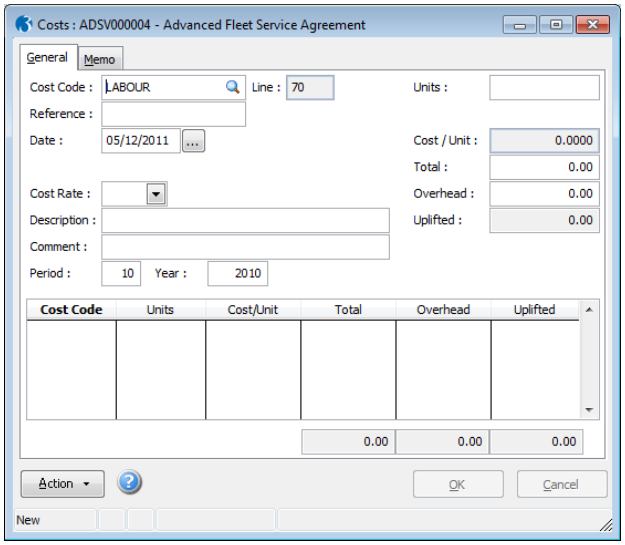
Budgets

Provided you have selected the Allow C.C Budgets option on the General tab of the job record, you can use the Budgets command on the Action menu to enter individual budget lines at cost code and cost rate level. For example, you might break down cost budgets into standard rate labour, premium rate labour, materials, and so on. You can also assign budgets or revise budgets for costs, write offs or revenue job totals provided you have selected the Budgets on Headers option on the Set Options form.



To assign budgets to jobs

1. Open the Costing folder and then click Job Processing.
2. Retrieve the job record for which budgets are to be entered.
3. Click Action and then click Budgets.
4. In the boxes provided, enter or amend the details required.
5. When you have finished entering budget details, press ESC and then click OK.



Notes: Click the **Memo** tab to maintain a notepad of information associated with the transaction.

Use the Status command on the Action menu to view the job status including details of budgets, actual values, uplifted values and differences and the potential profit. You can choose whether to view the current or previous status. The previous status shows the details prior to the last change made to the job. You can toggle between the current and previous status to view the difference.

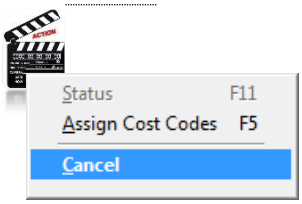
Use Assign Cost Codes command on the Action menu to add new cost code records to the currently selected job from a list box. This only applies if you have the Allow Cost Code Additions option selected on the Set Options form, otherwise this command is unavailable.

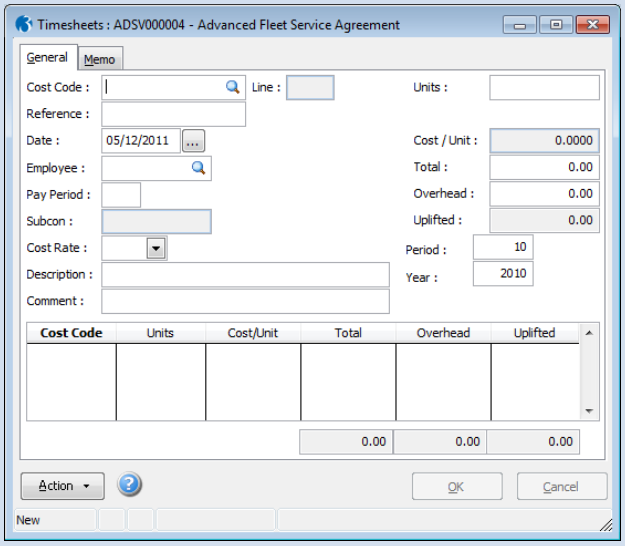
Costs

Use the Costs command on the Action menu associated with the Job form to record individual costs against jobs, particularly if you do not have the Stock module. Costs can also be entered using the Batch Input command provided the Use General Batches option is selected on the Set Options form. If you have the Stock module, that module handles the analysis of stock issues and returns against job and phase records.

1. To enter job costs
2. Open the Costing folder and then click Job Processing.
3. Retrieve the job record for which costs are to be entered.
4. Click Action and then click Costs.
5. If the Print on Cost Entry option is selected on the Set Options form for the Costing module, the Publisher form appears. On the Publisher form, select the output destination for the transaction report that is produced when you have completed your entries and then click Publish.
6. In the boxes provided, enter or amend the details required.
7. When you have finished entering cost details, press ESC and then click OK.

Notes





Notes: Click the Memo tab to maintain a notepad of information associated with the transaction.

Use the Status command on the Action menu to view the job status including details of budgets, actual values, uplifted values and differences and the potential profit. In some cases, you can choose whether to view the current or previous status. The previous status shows the details prior to the last change made to the job. You can toggle between the current and previous status to view the difference.

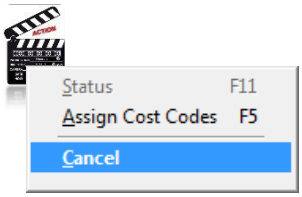
Use Assign Cost Codes command on the Action menu to add new cost code records to the currently selected job from a list box. This only applies if you have the Allow Cost Code Additions option selected on the Set Options form, otherwise this command is unavailable.

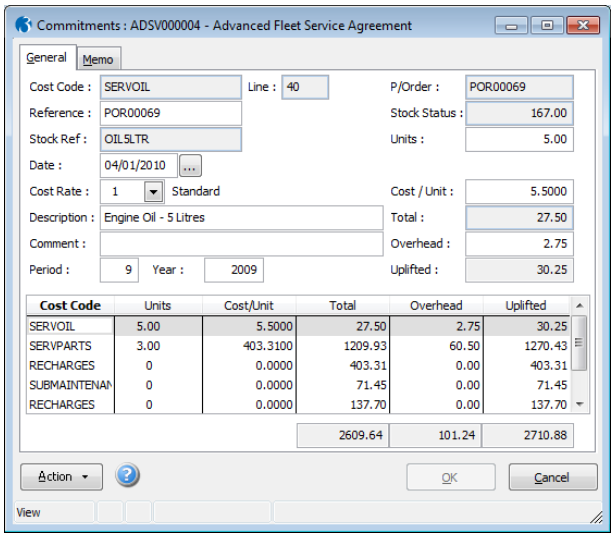
Timesheets

Use the Timesheets command on the Action menu associated with the Job form to record labour costs associated with jobs and phases involving either employees or subcontractors. Employee records must exist in the Payroll module if it is integrated with the Costing module. You can also enter batches of timesheets using the Batch Input command provided the Use Timesheet Batches option is selected on the Set Options form.

To enter timesheets

1. Open the Costing folder and then click Job Processing.
2. Retrieve the job record for which timesheets are to be entered.
3. Click Action and then click Timesheets.
4. If the Print on Cost Entry option is selected on the Set Options form for the Costing module, the Publisher form appears. On the Publisher form, select the output destination for the transaction report that is produced when you have completed your entries and then click Publish.
5. In the boxes provided, enter or amend the details required.
6. When you have finished entering timesheet details, press ESC and then click OK.





Important: If you use the Purchase Invoice Register with the PIR must use authorisation option selected**, i**nvoices that are posted in the P.Orders module or PIR stay in the register until the invoice is authorised and posted to the Purchase Ledger. Commitment costs stay on the job until the invoice is moved from the register to the Purchase Ledger. The commitment is then fully converted to an actual cost if the order is fully invoiced, or part converted to an actual cost if the order is part invoiced.

Tips: To confirm a commitment cost and change it to an actual confirmed cost without posting an invoice to the Purchase Ledger, use the **(Un)Confirm** menu item in the Costing > Commitments command. This changes the commitment cost into a general cost. If you want to remove the commitment cost altogether, use the **Delete** icon on the toolbar.

Notes: Click the **Memo** tab to maintain a notepad of information associated with the transaction. To print details of the commitment records, click **Action** and then click **Print**.

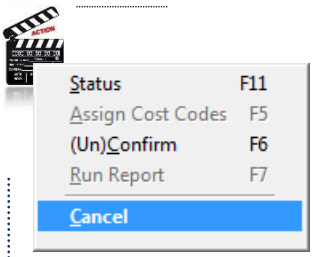
Commitments

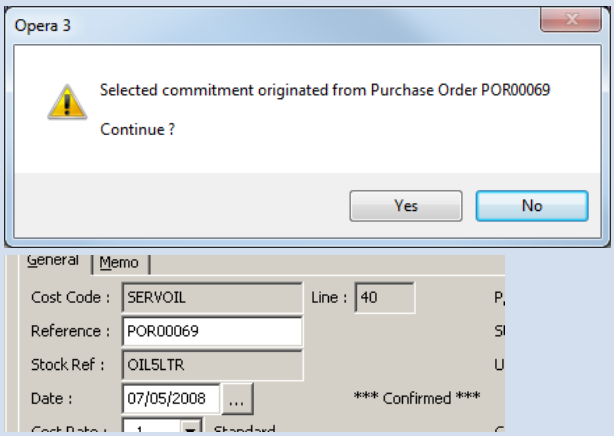
Use the Commitments command on the Action menu associated with the Job form to record purchase commitments for jobs. Commitments are recorded when you need to use a resource from a supplier, whether it is goods or services, for a particular job. You may not know at the time of raising the order what the final invoice costs will be. You use commitment records to commit the details of that resource to the job now. When you receive the invoice for a cost, you can update the commitment details with the actual invoice details and then convert the commitment into a cost record by confirming it. Commitments posted in Purchase Order Processing. If you use the P. Orders module and the POP to Costing option is selected in Company Profiles, you can post purchase orders that generate commitment transactions for job records. When you subsequently post an invoice for the purchase order to the Purchase Ledger, either using the Purchase Invoice Register (PIR), or the Invoice command in the P. Orders module, the commitment cost is converted to an actual confirmed cost.

To enter job commitments

1. Open the Costing folder and then click Job Processing.
2. Retrieve the job record for which costs are to be entered.
3. Click Action and then click Commitments.
4. In the boxes provided, enter or amend the details required.
5. When you have finished entering commitment details, press ESC and then click OK.

Notes



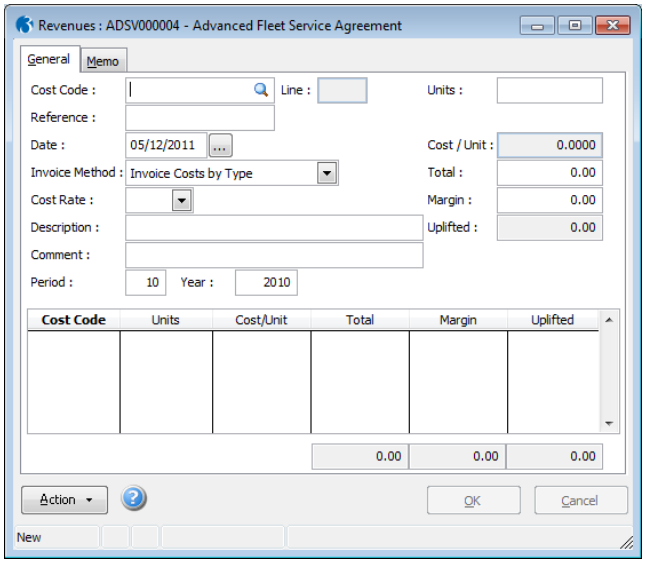


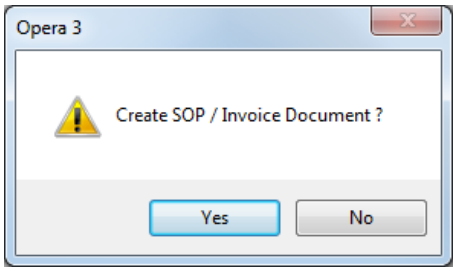
Confirm a Commitment

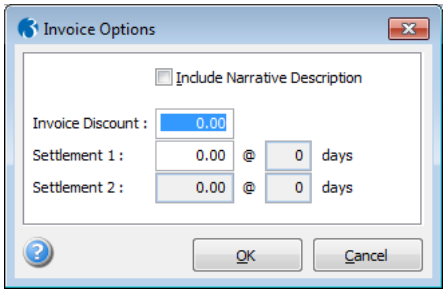
Once a cost is confirmed you can convert the commitment cost to an actual cost. The commitment cost is effectively removed from the job and the actual cost is added. The job's views and reports then display the actual cost.

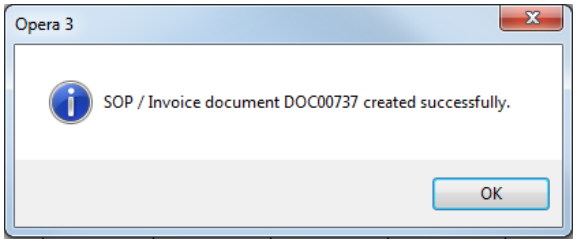
To confirm a job commitment

1. Open the Costing folder and then click Job Processing.
2. Retrieve the job record for which the commitment is to be confirmed.
3. Click Action and then click Commitment. The Commitment Postings form appears.
4. On the Action menu, click (Un)Confirm.
5. Click OK.









Notes: If you have the Invoicing or SOP modules and the job includes an account reference, the application will ask if you want to create a document. Click **Yes** to create an invoice document and the **Invoice Options** form appears. You can then enter any invoice and settlement discount values to apply and optionally include a narrative description. When you click **OK**, the application will create the document and assign a document number which is displayed as confirmation. Click **OK** to acknowledge the transaction.

Click the Memo tab to maintain a notepad of information associated with the transaction. If invoicing by costs, the Memo command is available on the Action menu associated with the Costs to be invoiced form.

Revenues

Use the Revenues command on the Action menu associated with the Job form to enter details of invoices raised for the selected job. You can enter a revenue item as a direct invoice, or you can generate it from costs incurred. There are several ways of generating a revenue from costs:

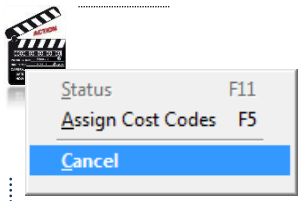
Use Invoice Cost By	To
Total Cost	Select the cost lines and then generate one revenue line calculated from the costs.
Each Line	Select the cost lines and generate a revenue line for each cost line.
Code	Select the cost lines and generate a revenue line for each change of cost code.
Type	Select the cost lines and generate a revenue line for each change of cost type.
Framework	Select the cost lines and generate a revenue line for each change of framework.

When posting revenue lines, the application lists all outstanding costs so you can select the costs to be invoiced against the selected revenue cost code. The total quantity and value, plus the overhead, is calculated from the selected cost lines. The quantity and cost per unit are zeroed as these may differ, and only the value is shown on the entry screen. Once the revenue line has been entered, the revenue lines are generated. If the generated values are altered, the difference is given as a separate line. The description for each revenue line generated will be taken from the Description box on the General tab of the Revenue Postings form. If this is left blank, the description will be taken from the cost line, cost code or profile accordingly.

To enter job revenues

1. Open the Costing folder and then click Job Processing.
2. Retrieve the job record for which revenues are to be entered.
3. Click Action and then click Revenues.
4. If the Print on Cost Entry option is selected on the Set Options form for the Costing module, the Publisher form appears. On the Publisher form, select the output destination for the transaction report that is produced when you have completed your entries and then click Publish.
5. In the boxes provided, enter or amend the details required.

Notes



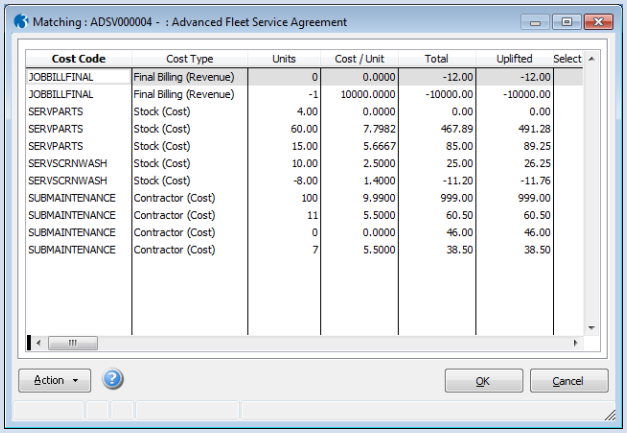
Revenue Continued….

Notes

Use the Status command on the Action menu associated with the Revenue Postings form to view the job status including details of budgets, actual values, uplifted values and differences and the potential profit. You can choose whether to view the current or previous status. The previous status shows the details prior to the last change made to the job. You can toggle between the current and previous status to view the difference.

Use Assign Cost Codes command on the Action menu associated with the Revenue Postings form to add new cost code records to the currently selected job from a list box. This only applies if you have the Allow Cost Code Additions option selected on the Set Options form, otherwise this command is unavailable.

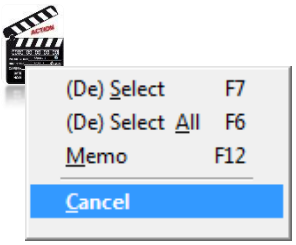
6. Do one of the following:
   - If you select Direct Invoice in the Invoice Method list, complete all the invoice line details on the General tab.
   - If you select any option to invoice by costs in the Invoice Method list, the Costs to be invoiced form appears. Use the (De)Select or (De)Select All commands on the Action menu to determine the invoiced costs. Click OK and confirm the costs are to be allocated when prompted.
7. When you have finished entering revenue, press ESC and then click OK.



Cost Code	Cost Type	Units	Cost / Unit	Total	Uplifted	Select
JOBBILLFINAL	Final Billing (Revenue)	0	0.0000	-12.00	-12.00	
JOBBILLFINAL	Final Billing (Revenue)	-1	10000.0000	-10000.00	-10000.00	
SERVPARTS	Stock (Cost)	4.00	0.0000	0.00	0.00	
SERVPARTS	Stock (Cost)	60.00	7.7982	467.89	491.28	
SERVPARTS	Stock (Cost)	15.00	5.6667	85.00	89.25	
SERVSCRNWASH	Stock (Cost)	10.00	2.5000	25.00	26.25	
SERVSCRNWASH	Stock (Cost)	-8.00	1.4000	-11.20	-11.76	
SUBMAINTENANCE	Contractor (Cost)	100	9.9900	999.00	999.00	
SUBMAINTENANCE	Contractor (Cost)	11	5.5000	60.50	60.50	
SUBMAINTENANCE	Contractor (Cost)	0	0.0000	46.00	46.00	
SUBMAINTENANCE	Contractor (Cost)	7	5.5000	38.50	38.50	

Matching

Use the Matching command on the Action menu associated with the Job form to view a list of all unallocated transactions for the selected job. You can then match one or more unallocated transactions. This removes them from the Unallocated Records form displayed when you use the Matching or Revenues commands, but has no other effect. The main purpose of matching is to allocate revenue transactions to costs, so you can see at a glance which costs remain outstanding for payment.



Tip: You can use this form to match any cost transactions that have already been accounted for but are still being displayed on the Costing - Processing - Revenues form if the Invoice Method is set to 'Invoice Costs by Total Cost', 'Invoice Costs by Each Line', 'Invoice Costs by Code, 'Invoice Costs by Type, or 'Invoice Costs by Framework'.

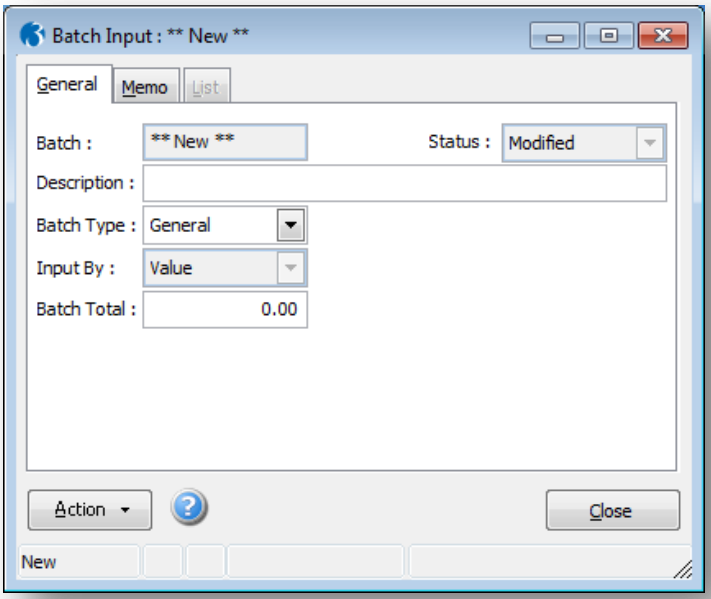
If they are matched, they will be marked as accounted for and will not be displayed when revenues are posted.

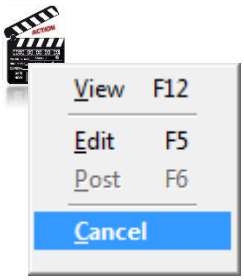
To match costing transactions

1. Open the Costing folder and then click Job Processing.
2. Retrieve the job record for which transactions are to be matched.
3. Click Action and then click Matching. The Unallocated Records form appears.
4. Use the (De)Select or (De)Select All commands on the Action menu to determine the allocated transactions.
5. When you have finished matching transactions, click OK.

3.4 Batch Processing

Notes





Use the Batch Input command to enter batches of timesheets or costs. To enter batches for costs, the Use General Batches option must be selected and to enter batches for timesheets, the Use Timesheet Batches option must be selected; both of these are on the Set Options form. You can either post the batch when you enter it (provided it balances), or put it 'on hold' and post it later. Batches that do not balance (that is, where the sum of the transactions does not equal the batch total) can be held on file and edited later so they balance before posting.

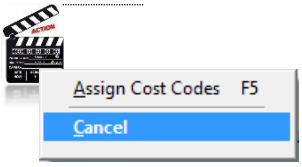
The entry of batched transactions requires the same information as individual timesheet and cost postings. The only difference is you can enter several transactions for different jobs in one go and use a batch total to help check the accuracy of the postings.

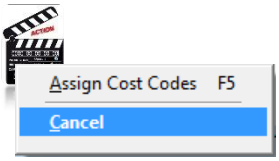
Each batch record has a reference which is updated automatically according to the entry in the Next Batch Number box on the Set Options form.

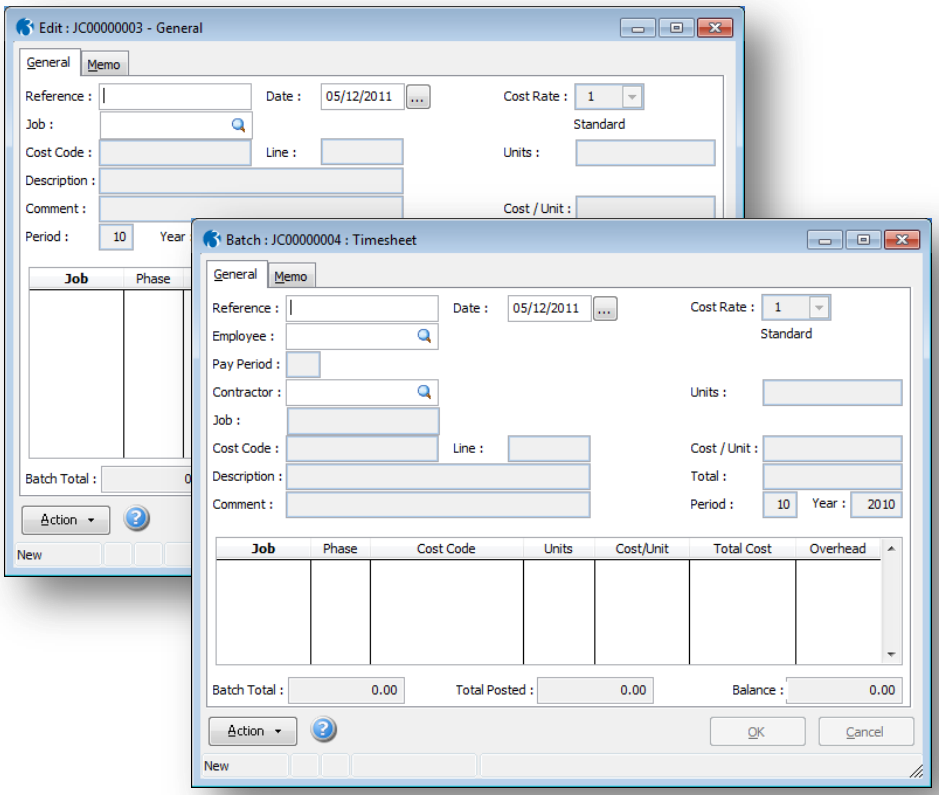
To enter a batch of costing transactions

1. Open the Costing folder and then click Batch Input.
2. On the Record menu, click New.
3. In the boxes provided, enter the details for the batch header.
4. On the Record menu, click Save. The Batch form appears for entry of the details; the input requirements will depend on the batch type selected. Refer to the links below for information about entering details for the corresponding types of transaction.
5. In Job, identify the job record to which the particular batch entry relates. You can select from a list.
6. When you have completed all the lines for the batch, press ESC or on the Record menu, click Save.
7. To close the batch details entry form, click OK. If the batch balances, you will be asked if you want to post the batch. To post the batch, click Yes. To store it for further processing without posting, click No. If the total value of the batch entries does not balance with the value entered on the batch header, a warning appears. You can continue or accept the difference.

Notes







Notes: The Status box reflects the current status of the batch which will be either 'Modified' (when batch processing is in progress)'Unbalanced' (if the batch total does not agree with the sum of the transactions), 'On Hold' (if the batch does balance but has not been posted) or 'Posted'.

To view the details of the batch, on the Batch Input form, click Action and then click View. The details form appears and you can scroll through the individual entries in the grid.

To edit the batch details prior to posting, on the Batch Input form, click Action and then click Edit. The details form appears and you can scroll through the individual entries in the grid and make changes as required. You can edit details for existing lines, add new lines, delete lines or insert new lines using the Insert a new record before current record button on the toolbar.

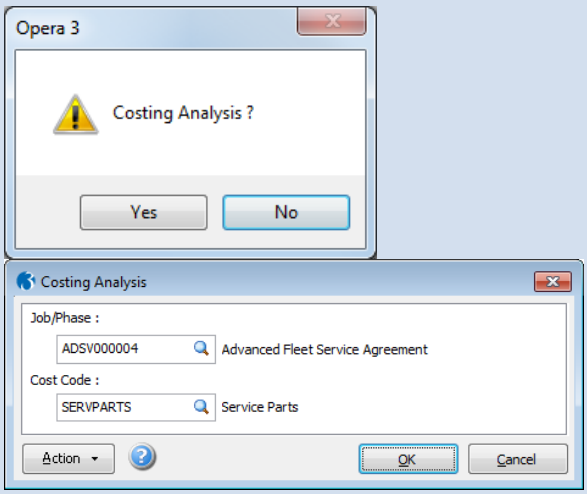
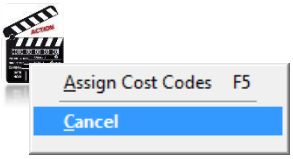
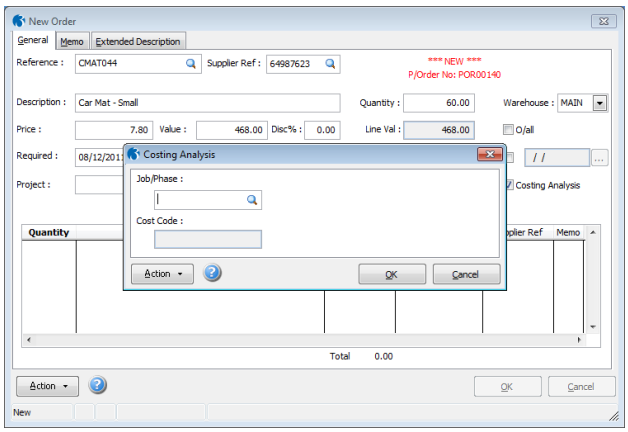
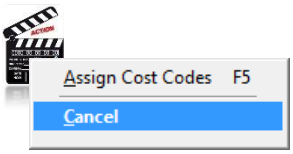
For any batch where the status is 'On Hold', you can post the batch using the Post command on the Action menu associated with the Batch Input form. To confirm the batch is to be posted, click Yes.

When a batch is posted, the application updates the jobs with the batch transactions and the status changes to 'Posted'. The View command will be available on the Action menu if you want to enquire on the details of posted batches.

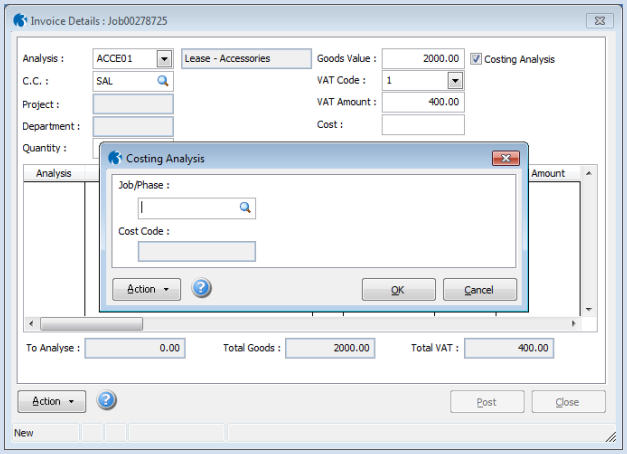
3.5 Processing (Other Modules)

Notes

For those users who wish to post transactions to jobs without having to post them from within the Costing module then providing the integration is set correctly this can be achieved.

Posting Process	Process Steps & Information
Stock Control Integration  	**Issuing Stock** If you wish to issue stock against a job in Costing then providing the Stock to Costing link has been defined within the Company Profiles then a Costing Analysis box will be available for nominating a job number and cost code to which the issue relates to. The system will prompt for Costing Analysis. As soon as the stock transaction is accepted the Costing module will be updated with the stock transaction and will show as a General Cost on the job. 
Purchase Order Processing Integration  	**Raising Purchase Orders** If you are ordering items to be used against a job in Costing then providing the POP to Costing link has been defined within the Company Profiles then a Costing Analysis box will be available for nominating a job number and cost code to which the order relates to. As soon as the Purchase Order is accepted the Costing module will be updated with the order and will show as a Committed Cost against the job. When entering the order, a Costing analysis menu is provided. ***Generating Invoices from Purchase Orders*** If you have placed an order with a supplier, but it is not until the supplier's invoice comes in that you know the final true cost when the purchase invoice is matched against the order line within POP or PIR, the Commitment cost transaction on the job will be automatically amended to show the real cost value before being confirmed as a true cost. If part of the order line is still outstanding then the amount outstanding will remain uncommitted. 

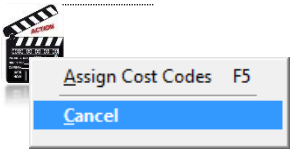
Sales Ledger Integration



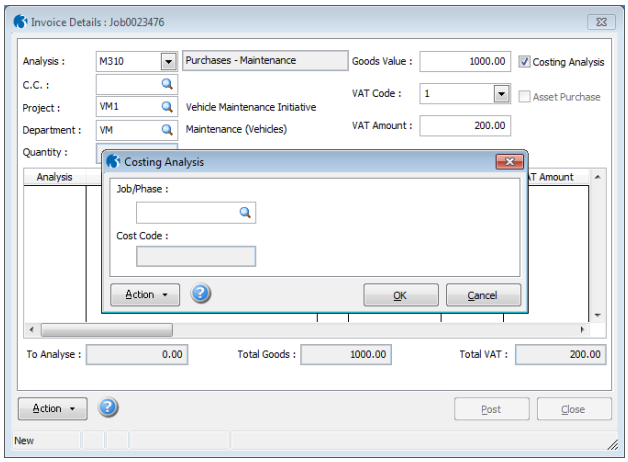
Posting Sales Invoices from within Invoicing or the Sales Ledger

If you are invoicing your customer for work carried out against a job then providing the Sales to Costing link has been defined within the Company Profiles then a Costing Analysis box will be available for nominating a job number and cost code to which the invoice line relates to. As soon as the invoice is accepted the Costing module will be updated with the invoice line and will show as an Invoice against the job. This will reduce the outstanding costs allocated against the job.

Notes

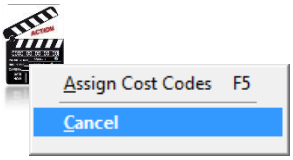


Purchase Ledger Integration

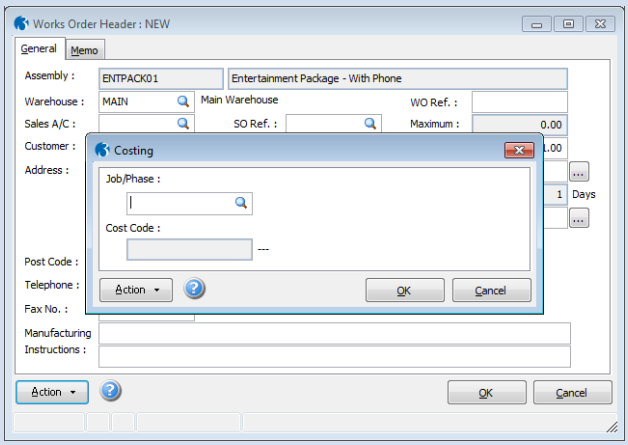


Posting Purchase Invoices

If you are being invoiced for items to be used against a job in Costing then providing the Purchase to Costing link has been defined within the Company Profiles then a Costing Analysis box will be available for nominating a job number and cost code to which the invoice line relates to. As soon as the Purchase invoice is accepted the Costing module will be updated with the invoice line and will show as a Purchase against the job.



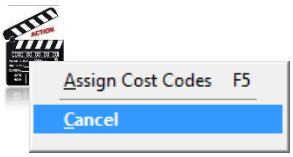
BOM Integration



Posting Works Orders

If you are raising a works order for items to be used against a job in Costing then providing the BOM to Costing link has been defined within the Company Profiles then a Costing Analysis box will be available for nominating a job number and cost code to which the Works Order line relates to.

As soon as the Works Order is posted the Costing module will be updated with the order and will show as a Committed Cost against the job. Once the works order is completed the Costing module will be updated with the cost for the works order lines and will show as an actual cost against the job.



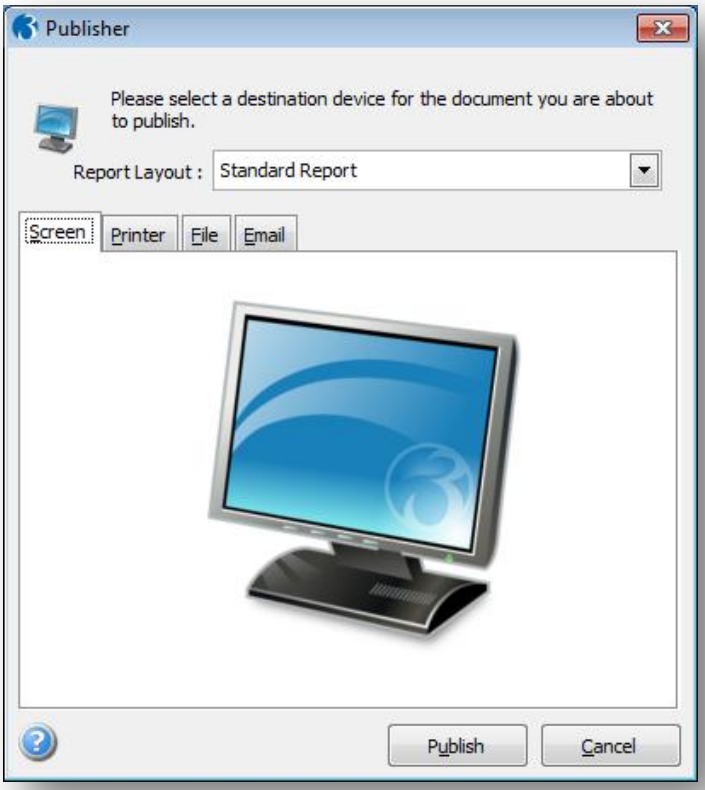
Notes

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

Job Costing reports can be accessed via the Reports Menus in the respective Module. It is possible to tailor the layout of these reports under development mode (ADMIN). Once your report criteria has been selected and any matching data found, a Publisher form will be presented allowing a choice of Screen, Printer, File or Email output.



To print a report;

1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

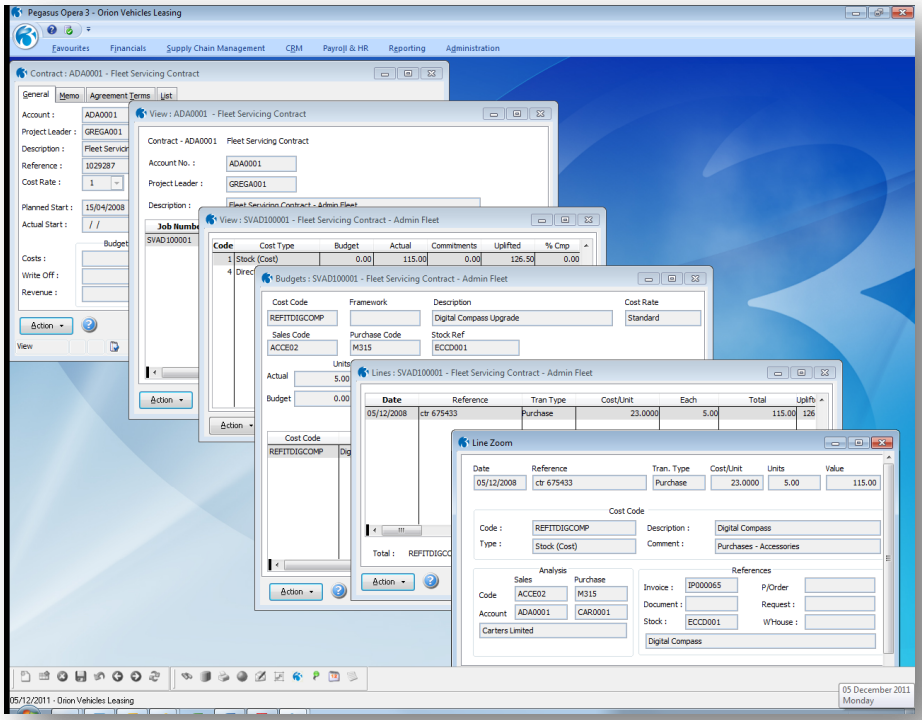
Reports

4.2 To View Job Costing Details

Notes

4.2.1 To view contract job details

1. Open the Costing folder, click Maintenance and then click Contract.
2. Retrieve the contract record for which you want to view details.
3. Click Action and then click View. The View Job form appears.
4. To display cost code details for the currently selected job in the list, click Action and then click View. The Cost Types form appears.
5. To display details for the currently selected cost type in the list, click Action and then do one of the following:
   a. To view details relating to the currently selected cost type only, click Zoom.
   b. To show all cost codes, click Show All.
6. The Budgets form appears. You can then view further details of the currently selected budget entry using the commands on the Action menu:
   a. To view the budget status relating to the currently record, click Status. You can see the budgets, actual costs, uplifted values and difference for costs, write offs and revenue. Potential profit values are also shown.
   b. To view transactions related to the currently selected record, click Lines.
   c. To view transactions related to all records, click All Lines.
7. The Transactions form appears. You can view further details of the currently selected transaction entry using the Zoom command on the Action menu. This will display the Transaction Zoom form. For documents, such as invoices and purchase orders, you can also view the document image, if available. You can also view the memo for a record using the Memo command on the Action menu.



Notes: When you have finished viewing details for any of the views, click Close to close the active window.

Notes

To change the sort order of records in the view, click the column header of the column you want to use as the basis of the sort. When you have selected a view, you can also print the information using the Print button on the toolbar.

4.2.2 To view contract estimate details

1. Open the Costing folder, click Maintenance and then click Contract.
2. Retrieve the contract record for which you want to view estimate details.
3. Click Action and then click View Estimate. The View Estimates form appears.
4. To display cost code details for the currently selected estimate in the list, click Action and then click View. The Cost Types form appears.
5. To display details for the currently selected cost type in the list, click Action and then do one of the following:
    a. To view details relating to the currently selected cost type only, click Zoom.
    b. To show all cost codes, click Show All.
6. The Budgets form appears. If available, you can view the memo of the currently selected budget entry using the Memo command on the Action menu.

Notes: When you have finished viewing details for any of the views, click Close to close the active window.

To change the sort order of records in the view, click the column header of the column you want to use as the basis of the sort. When you have selected a view, you can also print the information using the Print button on the toolbar.

4.2.3 To view estimate budgets

1. Open the Costing folder, and click Estimate Processing.
2. Retrieve the estimate record for which you want to view details.
3. Click Action and then click View.
4. Click Action and then do one of the following:
    a. To view details relating to the currently selected cost type only, click Zoom.
    b. To show all cost codes, click Show All.
5. When you have finished viewing details, click Close.

Notes: To change the sort order of records in the view, click the column header of the column you want to use as the basis of the sort.

When you have selected a view, you can also print the information using the Print button on the toolbar. A dialog box will then appear with two print option command buttons. If you select the Details command, the application will print the estimate details in the form of a report. If you select the Quote command, a list box appears in which you can select a quotation method which will determine how the content of an estimate document will be produced.

The Direct Invoice by Job option applies to estimate records only, and produces just one line for the estimate using the estimate job's description and a total of all the revenue codes as the amount.

4.2.4 To view job record details

Notes

1. Open the Costing folder, and then click Job Processing.
2. Retrieve the job record for which you want to view details.
3. Click Action and then click View. The Cost Types form appears.
4. To display details for the currently selected cost type in the list, click Action and then do one of the following:
    a. To view details relating to the currently selected cost type only, click Zoom.
    b. To show all cost codes, click Show All.
5. The Budgets form appears. You can then view further details of the currently selected budget entry using the commands on the Action menu:
    a. To view the budget status relating to the currently record, click Status. You can see the budgets, actual costs, uplifted values and difference for costs, write offs and revenue. Potential profit values are also shown.
    b. To view transactions related to the currently selected record, click Lines.
    c. To view transactions related to all records, click All Lines.
6. The Transactions form appears. You can view further details of the currently selected transaction entry using the Zoom command on the Action menu. This will display the Transaction Zoom form. For documents, such as invoices and purchase orders, you can also view the document image, if available. You can also view the memo for a record using the Memo command on the Action menu.

Notes: When you have finished viewing details for any of the views, click Close to close the active window.

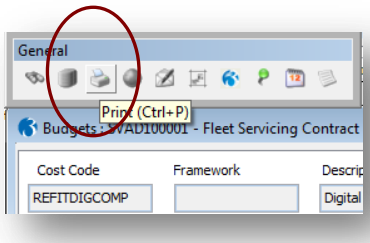
To change the sort order of records in the view, click the column header of the column you want to use as the basis of the sort.

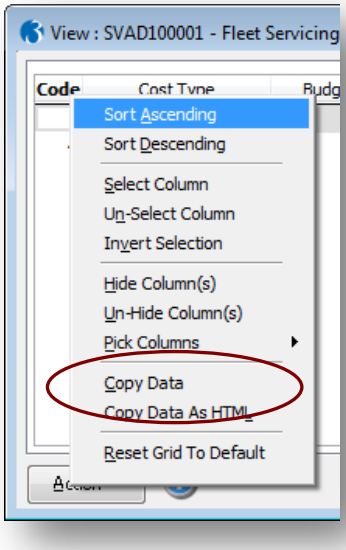
When you have selected a view, you can also print the information using the Print button on the toolbar.

4.2.5 Hidden Prints and Export functionality

Notes

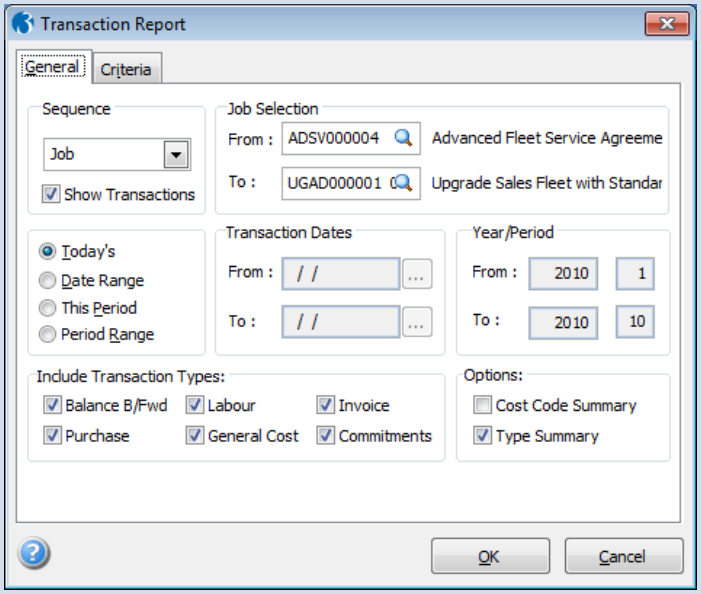
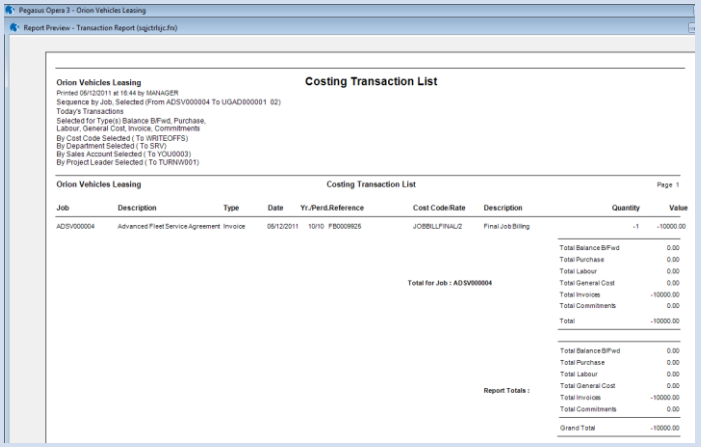
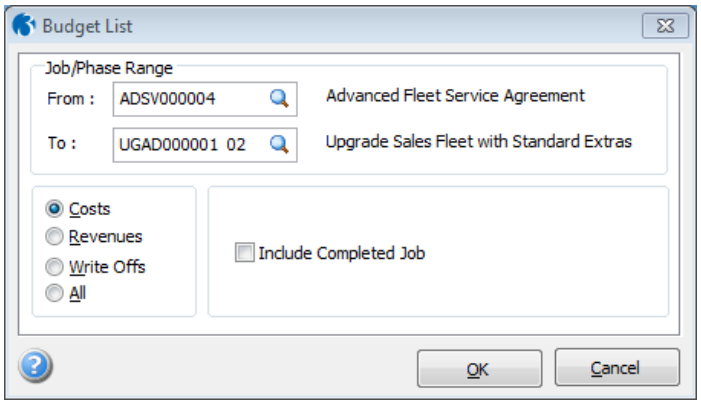
Remember the “Hidden Reports” which are available in forms which have the printer icon highlighted in the toolbar as well as the Right-Click Export functionality.



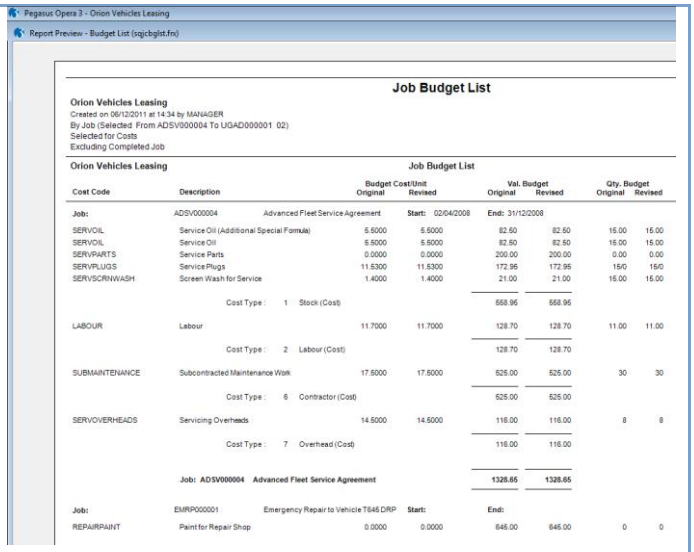


4.3 List of Reports

Notes

Name & Description	Example
Transaction Report Use the Transaction Report command to produce a list of all transactions for the ranges selected, with totals for transaction types. You can print records in the order entered or you can choose a range by job, cost code, date and period. If the report is printed in job sequence, you can also choose whether transactions are listed or summarised by cost code for each job. Options are provided so you can select which transaction types are included. Under Options, you can choose whether you want cost code or cost type subtotals printed on a change of job. When specifying a range under Year/Period on the Costing Transaction List form (having selected the Period Range option), your selections are validated against the current year and period defined on the Set Options form and you are not allowed to select periods or years greater than the current ones. If you want to include forward transactions, you can do this by selecting a date range. To do this, select the Date Range option and specify the range under Transaction Dates.	 
Budget List Use the Budget List command to produce a list of budgets for the range of job and phases selected. You can choose whether to report on costs, revenues or write offs and whether to include completed jobs.	

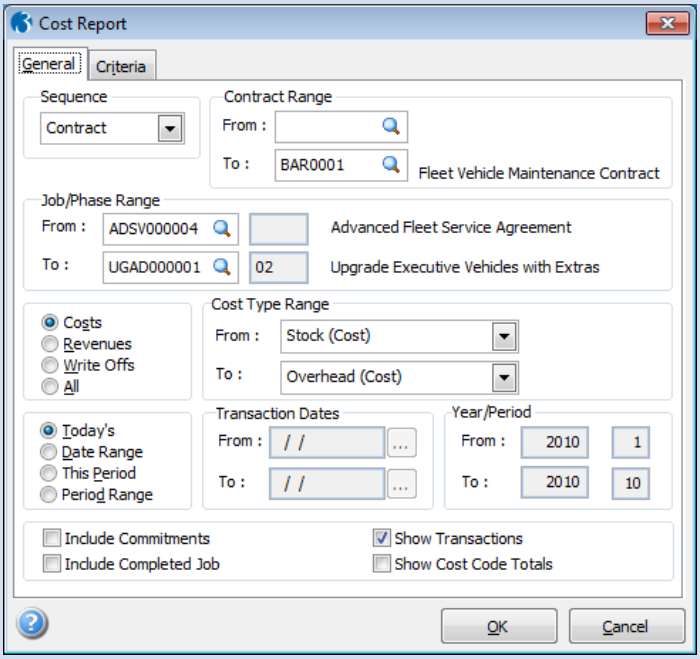
Budget List…

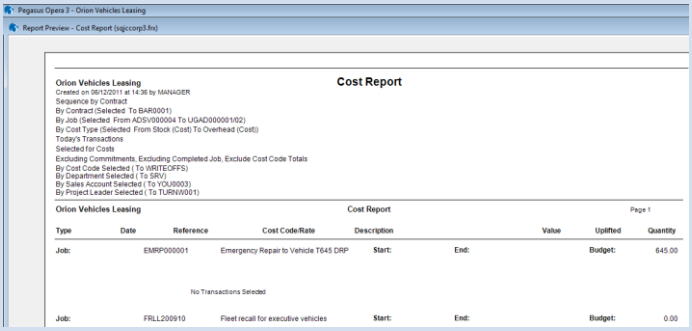


Cost Report

Use the Cost Report command to produce a list of all costs for the ranges selected, optionally with totals for cost codes and cost types. You can choose ranges for contracts, job and phase numbers, costs, revenues and write offs, transaction dates and periods. You can choose whether to include the value of any commitments on the report, completed jobs and transaction details or cost code totals.

When specifying a range under Year/Period on the Cost Report form (having selected the Period Range option), your selections are validated against the current year and period defined on the Set Options form and you are not allowed to select periods or years greater than the current ones. If you want to include forward transactions, you can do this by selecting a date range. To do this, select the Date Range option and specify the range under Transaction Dates.



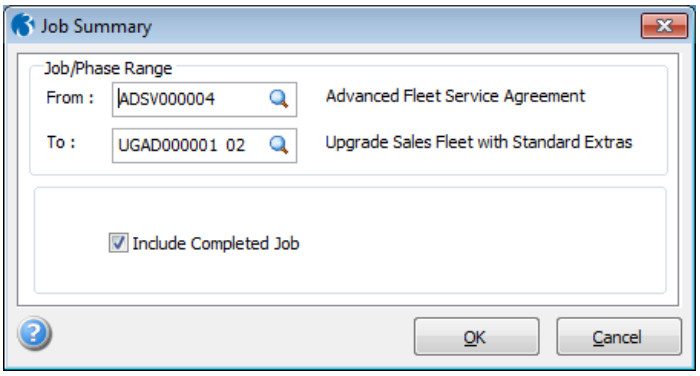


Notes

Notes

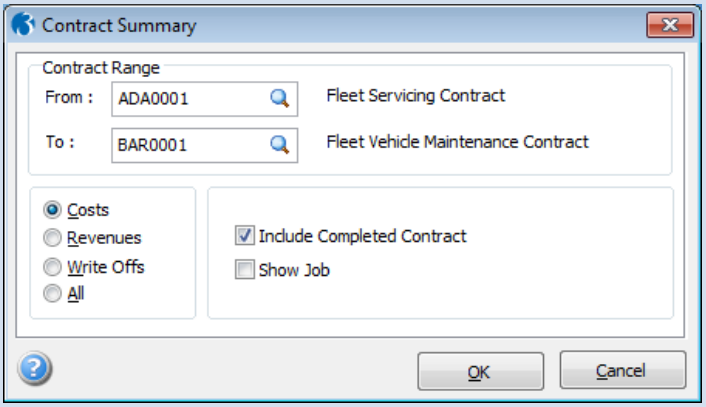
Job Summary

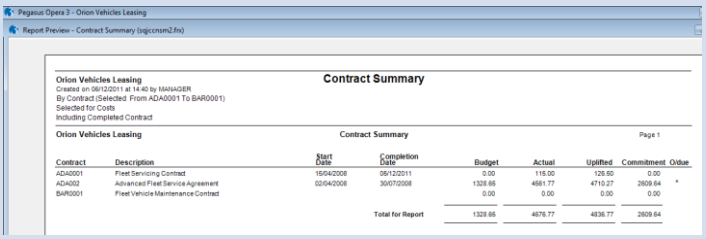
Use the Job Summary command to produce a summary of all transaction types for a range of jobs, optionally including completed jobs.



Contract Summary

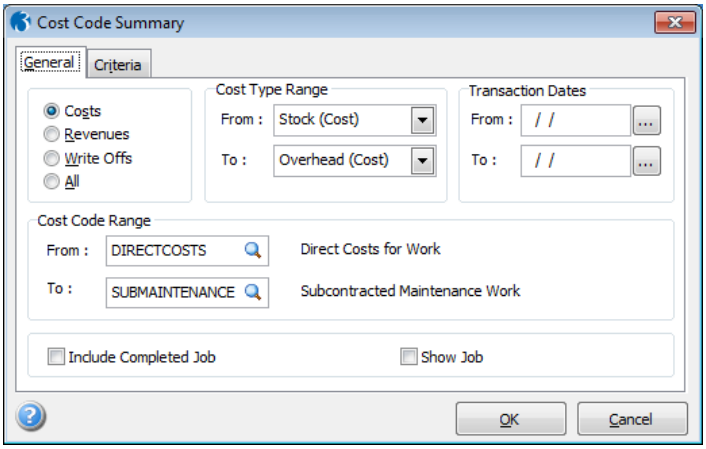
Use the Contract Summary command to produce a summary of costs, revenues or write offs for a range of contracts, optionally including completed jobs and assigned job details.



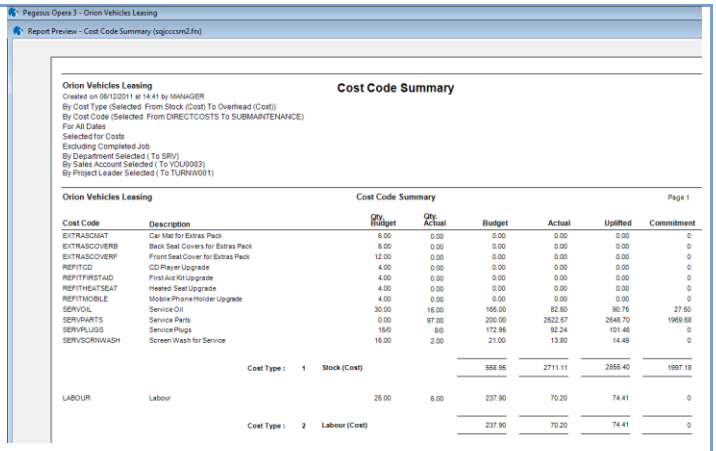


Cost Code Summary

Use the Cost Code Summary command to produce a list of costs, revenues or write offs for ranges of cost codes and cost types. You can choose whether to include the value of completed jobs and also jobs assigned to the cost codes.

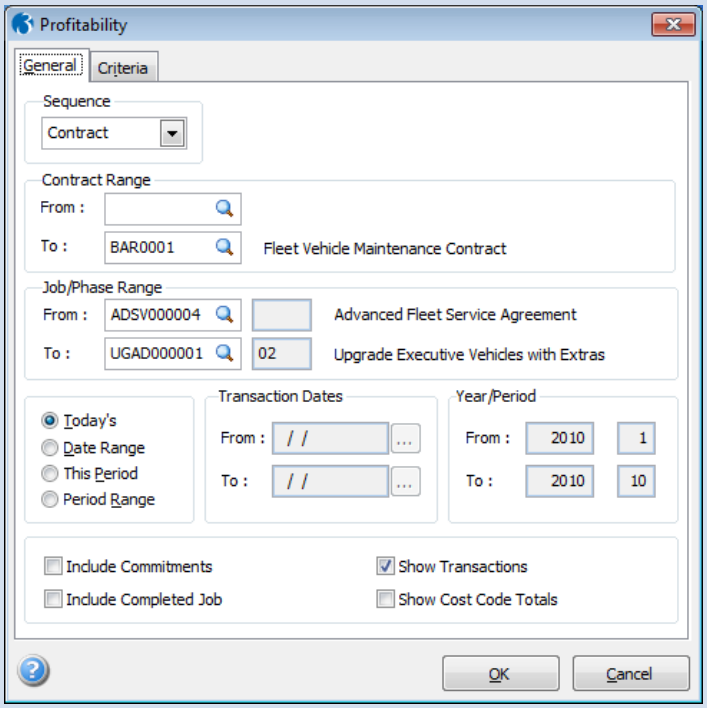


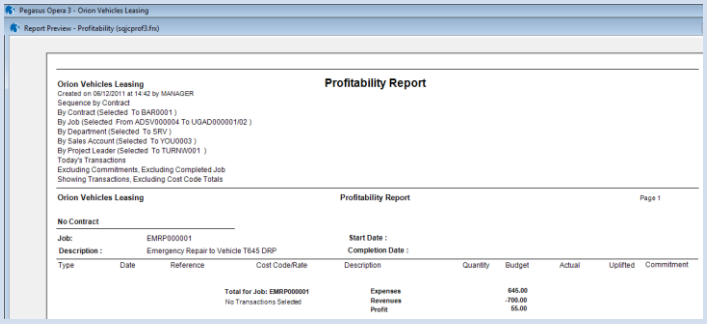
Cost Code Summary…



Profitability

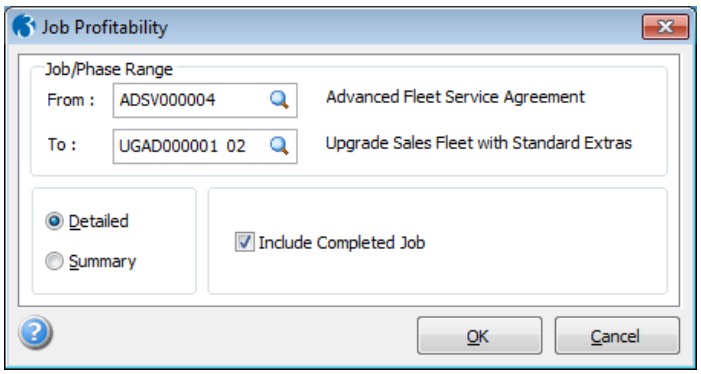
Use the Profitability command to produce a report showing comparative figures for expenses, revenues and profits. The subtotal analysis depends on the sequence and criteria options you choose, but 'company' totals are always provided at the end of the report. Columns in the report include values for budget, actual, uplifted and committed amounts.





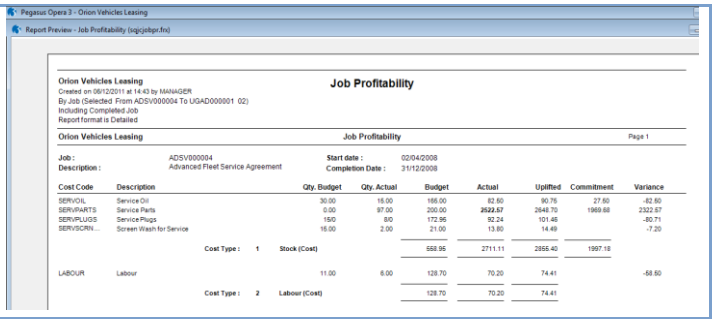
Job Profitability

Use the Job Profitability command to produce a detailed or summary report of job values comparing costs and revenues with profit totals per job and for the company as a whole. You can choose to include completed jobs in the report.



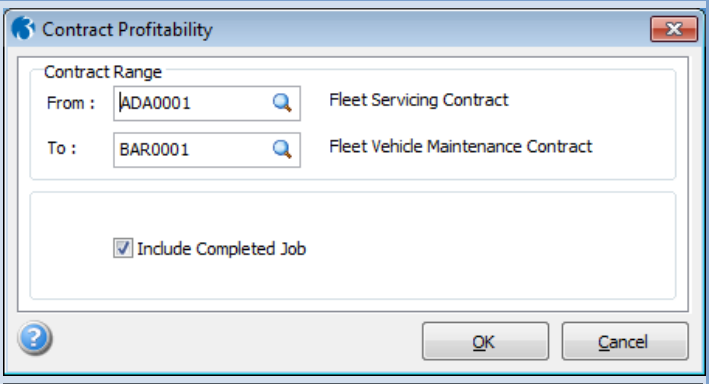
Notes

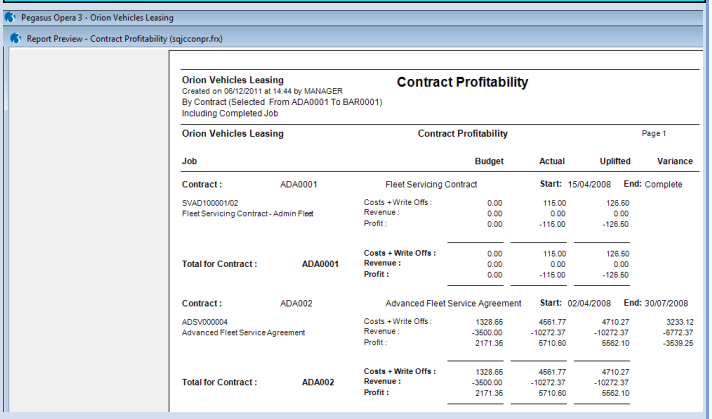
Job Profitability…



Contract Profitability

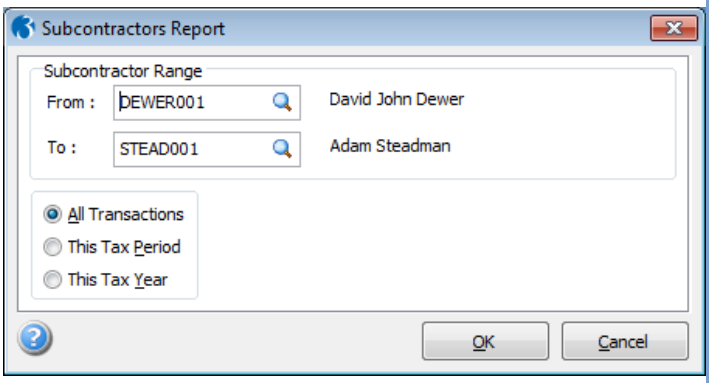
Use the Contract Profitability command to produce a report of contract values comparing costs and revenues with profit totals per contract and for the company as a whole. You can choose to include completed jobs in the report.

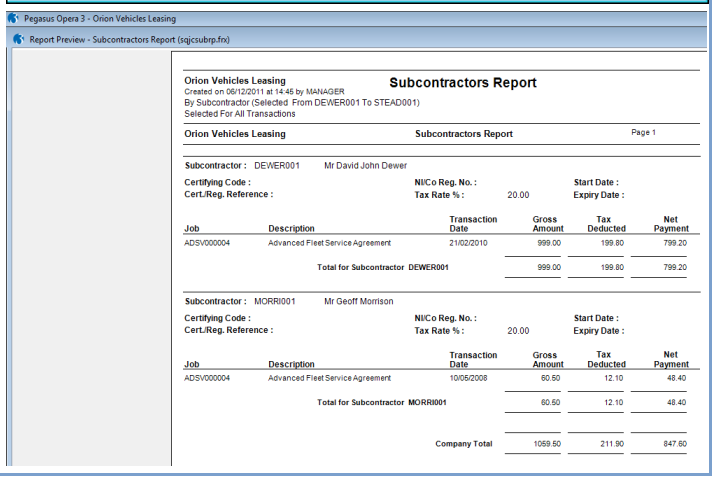




Subcontractors Report

Use the Subcontractors Report command to produce a report listing subcontractor transactions for the current tax year or period or for all transactions, based on all or a range of subcontractor references. When producing the report you can also choose to clear tax period or year to-date tax totals.





Notes

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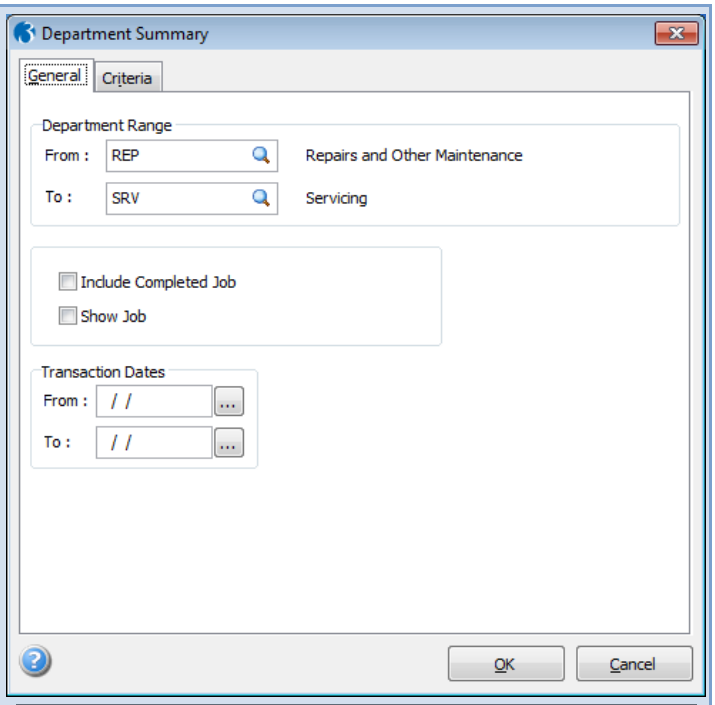
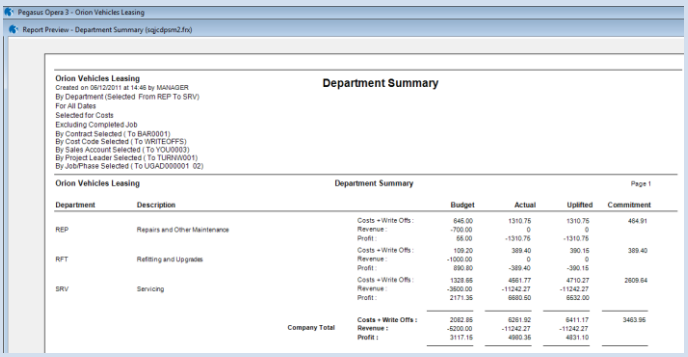
Department Summary

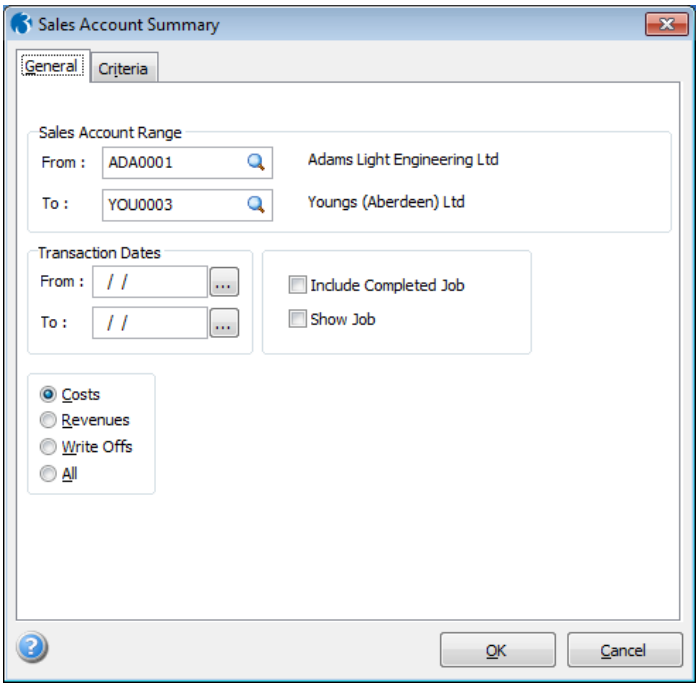
Use the Department Summary command to produce a list of all transactions for a range of departments, optionally including completed jobs and showing job details.



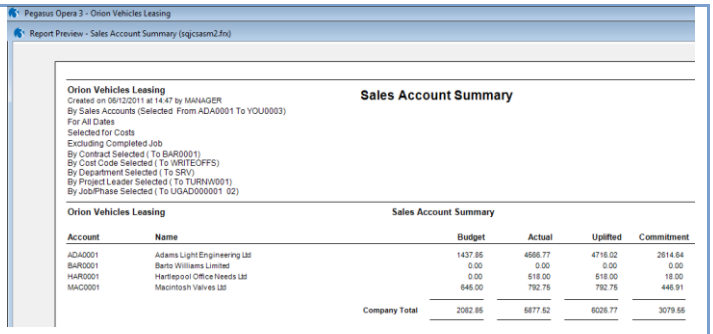


Sales Account Summary

Use the Sales Account Summary command to produce a list of costs, revenues or write offs for a range of sales accounts, optionally including completed jobs and showing job details.



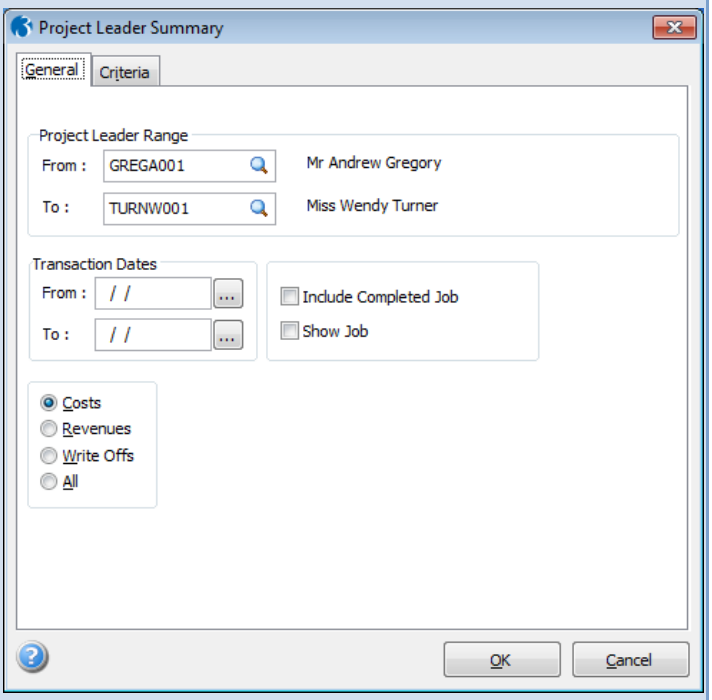
Sales Account Summary…

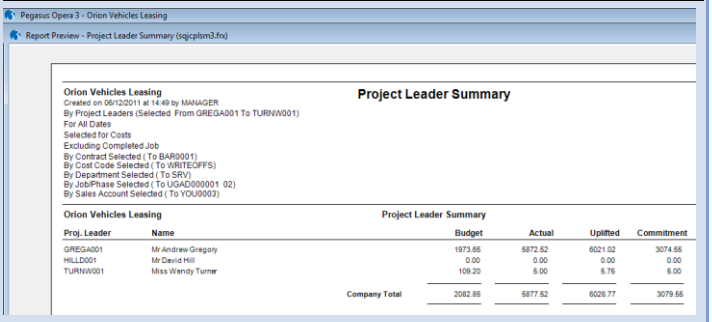


Notes

Project Leader Summary

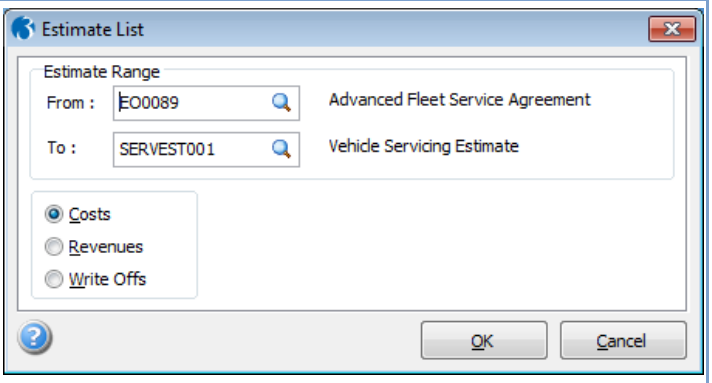
Use the Project Leader Summary command to produce a list of costs, revenues or write offs for a range of project leaders, optionally including completed jobs and showing job details.



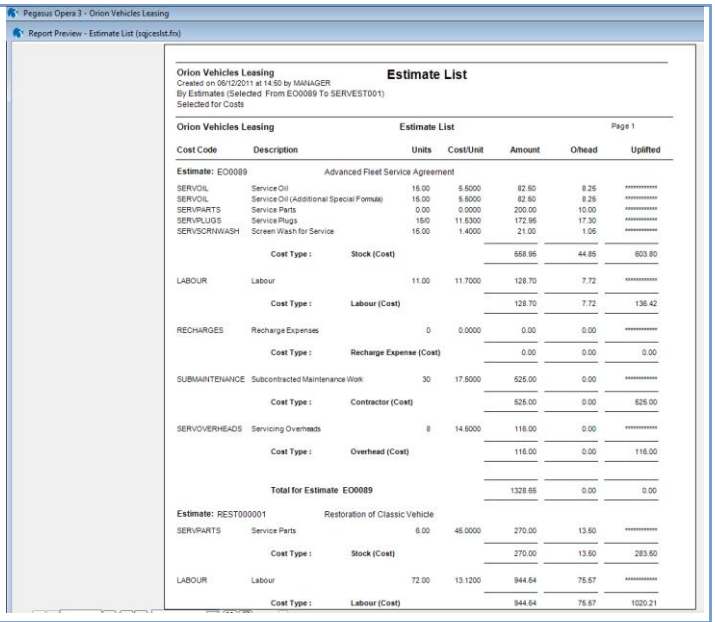


Estimate List

Use the Estimate List command to produce a list of estimate transactions for costs, revenues or write offs.



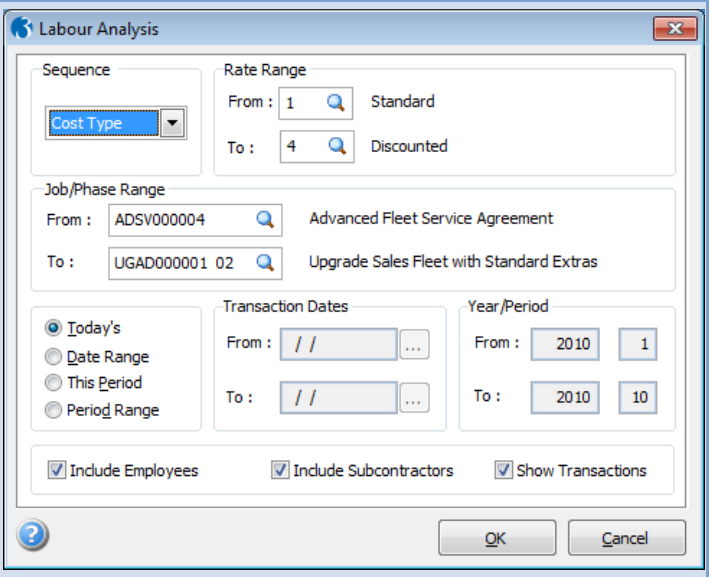
Estimate List…

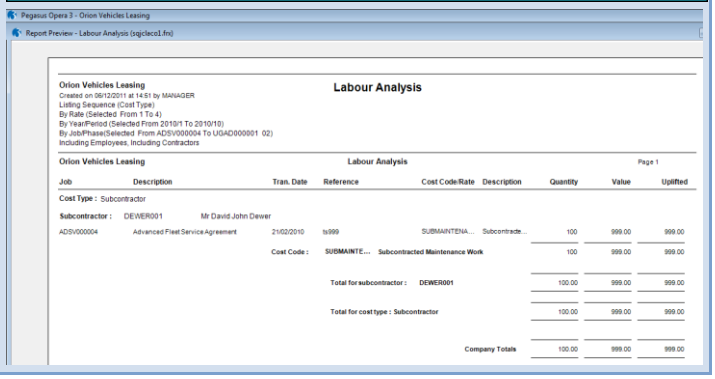


Labour Analysis

Use the Labour Analysis command to produce an analysis of labour in the ranges selected. This includes employee details, hours, rates and values for each job. You can produce the report in cost type or job order, based on all or a range of cost rates and for a range of transaction dates or periods. You can include details for employees and subcontractors and choose whether to include transaction details.

When specifying a range under Year/Period on the Labour Analysis form (having selected the Period Range option), your selections are validated against the current year and period defined on the Set Options form and you are not allowed to select periods or years greater than the current ones. If you want to include forward transactions, you can do this by selecting a date range. To do this, select the Date Range option and specify the range under Transaction Dates.



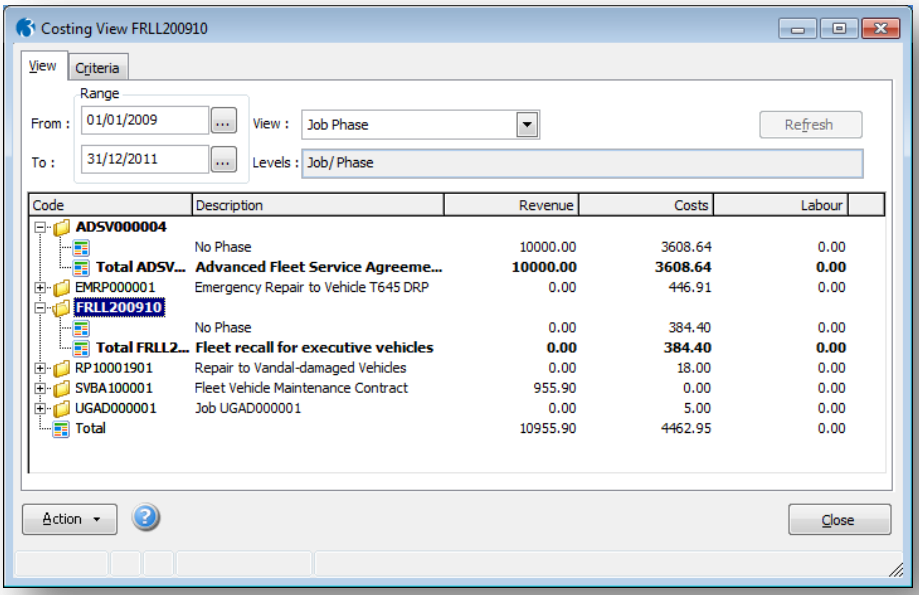


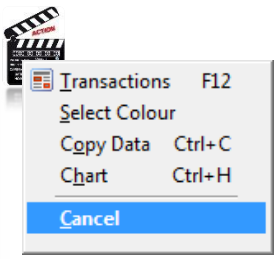
Notes

4.4 Costing View

Notes

Use the View command to display enquiries on Costing transactions. The views available depend on those defined using the Views command on the Maintenance submenu. Two predefined views are provided, one for Jobs only, the other for Jobs and associated phases. You can create your own views using up to six levels of dimension. You can specify a date range for transactions to be selected that make up the view. If you want to specify further selection criteria, you can use the filters provided on the Criteria tab. This tab contains range boxes for each of the information types available.





Notes

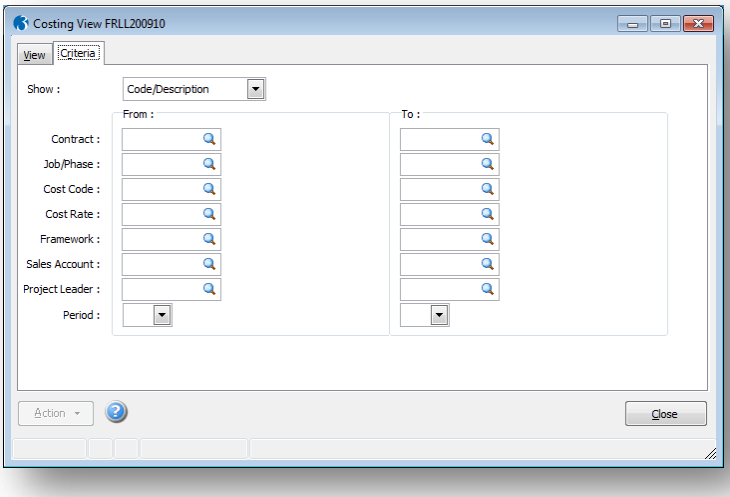
Once you have selected one of the view definitions in the View list box, click Refresh to see the Costing information, starting at the highest level. To see other levels, where applicable, click the higher level in the tree to display the names of the analysis classifications at the next level down. For each level, summary revenue, cost, and labour values are displayed. You can drill down to see further detail. For example, you can display the transactions that make up a particular total. You can also drill down on a transaction to see its details. Once you have generated a view, you can use the Graph tab to display a 3D bar graph. For each highest level of category in the view, the graph displays up to three columns for Revenue, Costs, and Labour. Use the option buttons on the Graph tab to determine which columns are displayed.

Actions

Use this command	To
Transactions	Drill down to display a list of the transactions that make up the selected analysis total, or simply double-click the item in the view.
Select Colour	Change the colour of the views by using the Select Colour command on the Action menu. You can then select a standard colour or create a custom colour from the Colour form to use as the background colour for the tree view and any subsequent grid forms displayed using the drill down facilities. Note: If you want the colour you select to be retained next time you load the View form, you must ensure the Remember form positions and sizes option is selected on the Preferences form in the System module.
Copy Data	Copy the view data to the Windows clipboard, for example, to place in a Microsoft Word or Microsoft Excel document.

To view Costing transactions

1. Open the Costing folder, and click View.
2. Under Range, define the date range for which you want to view the Costing values. The default is the start of the current year to the current system processing date.
3. If required, use the filters on the Criteria tab to define more detailed selection criteria. In the Show list box, select Description, Code, or Code/Description to display the jobs' descriptions, codes, or both on the View tab.
4. Retrieve the view that you want to display using the View list box.
5. Click Refresh.
6. To close the View form, click Close.



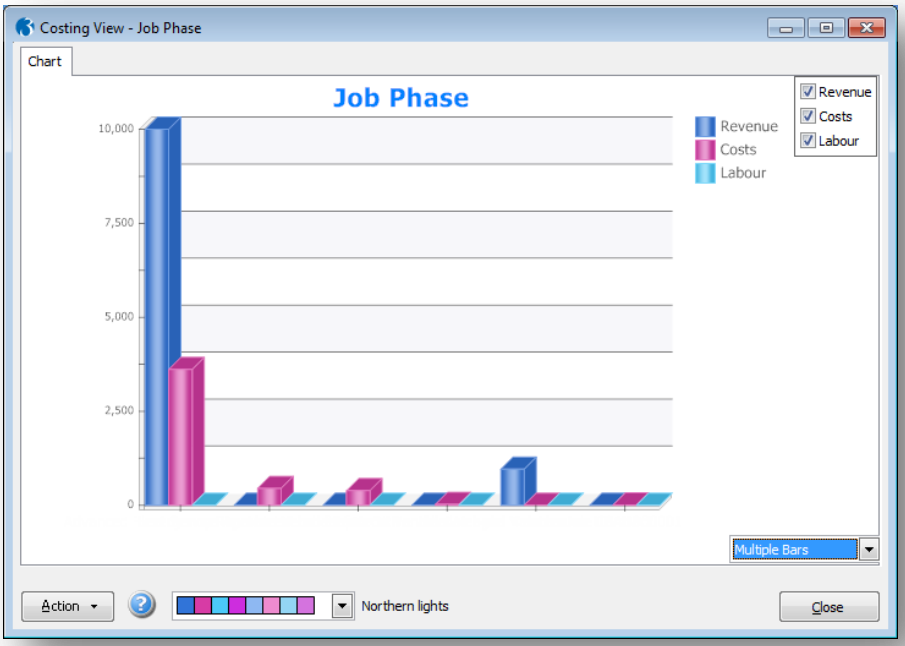
Tips: You can view a graph of the selected data using the Graph tab. If the graph has more than one page, navigate between the pages using the forward and backward arrows on the toolbar.

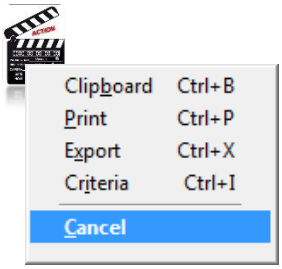
Notes

You can print a copy of the view using the Print toolbar button.

You can copy the view data to the Windows clipboard, for example, to place in a Microsoft Word or Microsoft Excel document by pressing CTRL+C.

You can copy the graph by clicking the Copy data icon on the toolbar. To print the graph, you must copy it to the Windows clipboard first, then paste it into another document.





Notes

Accreditation Training Courseware

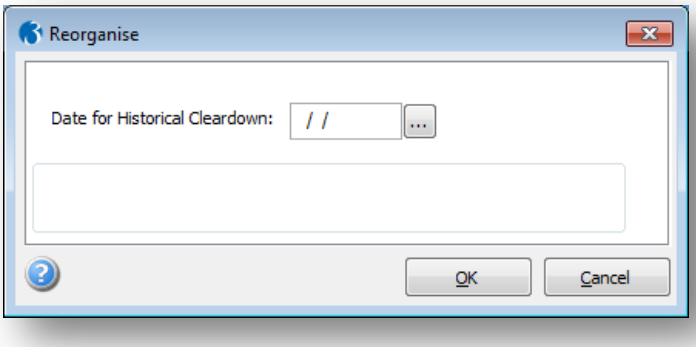
5 Utilities

5.1 Reorganise

Use the Reorganise command to remove completed jobs up to the cut-off date you specify, and records marked for deletion. Where 'balance forward' jobs exist, you normally carry out the reorganisation at the end of each period. If all of your jobs are open item, you can reorganise the files at any time.

If the Use Period Numbers option on the Costing - Utilities - Set Options form is not used, all 'balance forward' jobs (that is, those which have the Open Item option cleared on the Costing - Processing form) will have their transactions merged into one balance brought forward transaction per cost code. If the option is selected, one brought forward balance record will be created per period.

If the Budgets on Headers option on the Set Options form is cleared after manually entering budgets on job headers then the budgets will be recalculated on the basis of the accumulated cost code budget figures.



IMPORTANT: Because individual transactions for 'balance forward' are deleted by the process, it is essential that you produce all necessary reports for the current period using commands on the Reports menu and use the Payroll Transfer command (if Costing is integrated with Payroll) BEFORE you use the Reorganise command.

Where 'balance forward' jobs exist, you normally carry out the reorganisation at the end of each period. If all of your jobs are open item, you can reorganise the files at any time.

To reorganise the costing records

1. Open the Costing folder, click Utilities and then click Reorganise.
2. In Date for Historical Cleardown, enter the date up to which completed records are to be removed from the files.
3. To confirm you want to carry out the reorganisation, click OK; otherwise click Cancel.

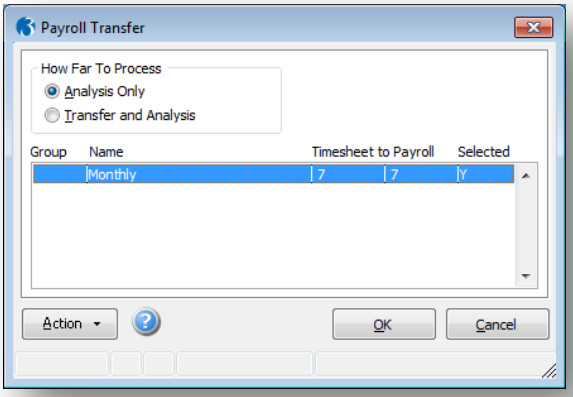
Utilities

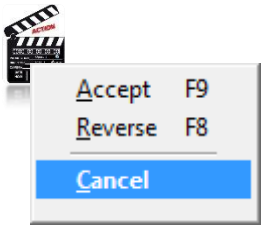
5.2 Payroll Transfer

Notes

Use the Payroll Transfer command to transfer details of timesheets created in the Costing module to the Payroll module. This only applies if you have the Payroll module installed and activated and the Costing to Payroll option is selected on the Options tab of the Company Profiles form in the System module. Labour type cost code records maintained using the Cost Codes command on the Utilities menu determine whether values or hours and minutes or hours and decimals are transferred to an employee.

These details are specified in the Payroll Transfer and Employee boxes on the General tab of the cost code record. The pay element updated is the one identified in the PAY box on the Rate Details for Cost Code form associated with the Cost Codes form.

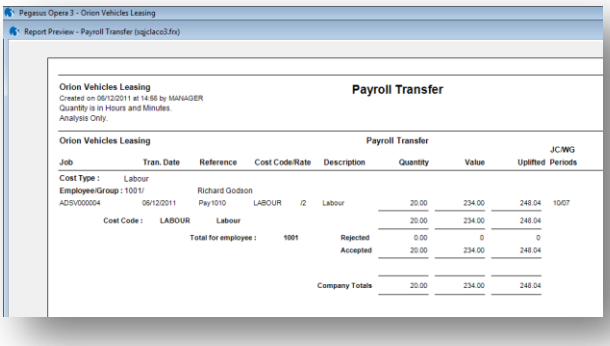




Timesheets are created using the Timesheets command on the Action menu associated with the Job form and you can carry out the transfer to payroll as often as you want because no timesheet is transferred more than once.

The application checks timesheet details to ensure they are suitable for transfer. If a problem arises (for example, a pay element expected to be updated has since been removed from the Payroll module) the timesheet is NOT transferred but it is still marked as having been transferred. The labour analysis report highlights the problem, indicating the reason for the failed transfer. Under such circumstances, you might need to enter the timesheet details directly in the Payroll module.

To avoid problems that might prevent timesheets from being transferred, we recommend you use the Analysis Only option on the Payroll Transfer form that enables you to produce an analysis report only. This provides the opportunity to check the information before the transfer process itself is carried out. Once you are satisfied with the details, you can transfer the timesheets.



Notes

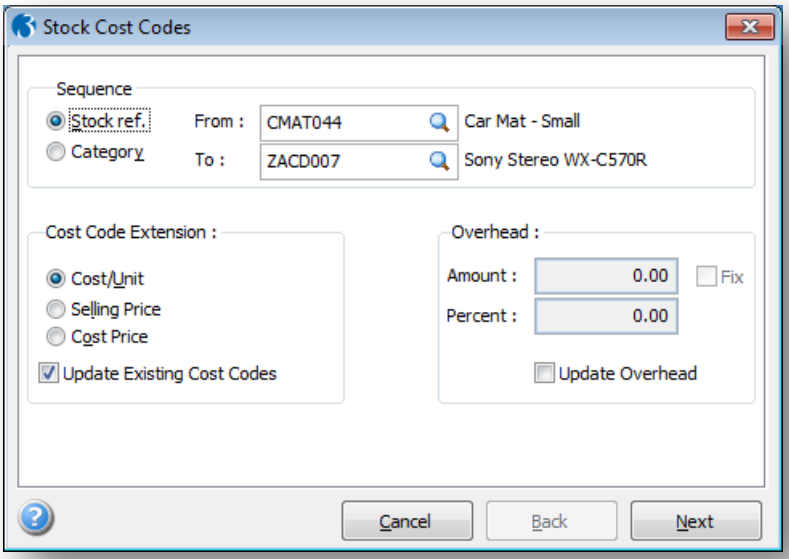
To transfer timesheets to payroll

1. Open the Costing folder, click Utilities and then click Payroll Transfer.
2. Under How Far To Process, click to select whether you want to produce an analysis report or only carry out the transfer as well as producing the report.
3. In the list box, click to select the payroll group(s) to be processed. If you want to reverse the selections, you can use the Reverse command on the Action menu.
4. To confirm you want to carry out the transfer, click OK or click Accept on the Action menu. The Publisher form appears.
5. On the Publisher form, click the tab to select the output device you want to use for the analysis report and then complete any settings or options you want to apply to the output device. To process the output, click Publish. When producing the analysis report only, you can output this to the screen. When carrying out the actual transfer, the screen is unavailable as an output option.

5.3 Stock Cost Codes

If the Stock module is linked to Costing, you can use the Stock Cost Codes wizard to generate cost codes for stock or products in a selected range. This saves you having to create a cost code record for each item manually. You select a range of items or categories of items that will have the same cost code attributes by default. These include the cost code extension and overhead details and cost rate descriptions. The application then creates a cost code record using the item references and descriptions as the basis for the cost code references and descriptions. You can also update existing stock type cost code records where the entry in the Stock Reference box matches the reference for a stock item selected in the wizard. The wizard lists all items selected in the range so you can confirm which ones are to be used. You can also pick the cost rate descriptions that will be associated with the cost code records. At the end of the import process, you will be asked to print an audit report listing the imported cost code records.

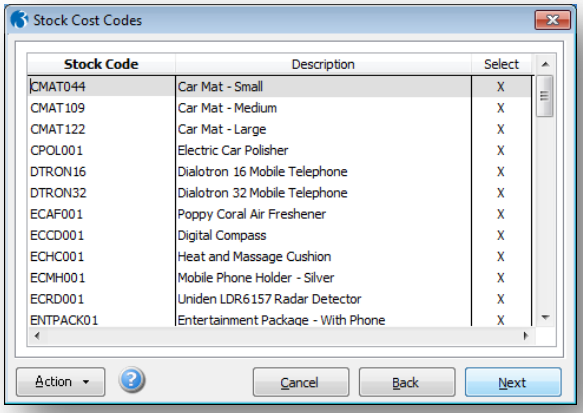
Note: We recommend you use this facility before you create job records. Whether you can add new cost code records created by this process to existing jobs will depend on the setting of the Allow Cost Code Additions option on the Set Options form.

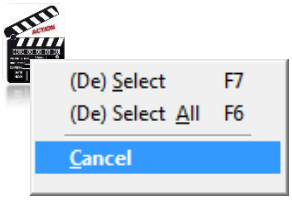


To Create Stock Cost Codes

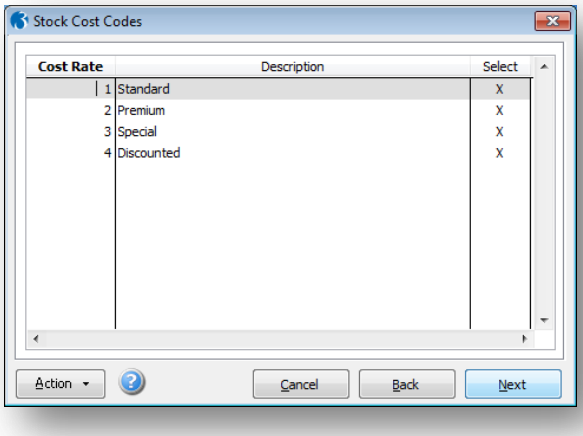
Notes

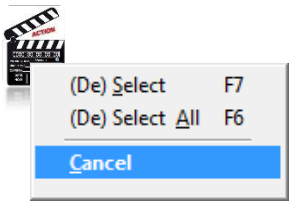
1. Open the Costing folder, click Utilities and then click Stock Cost Codes.
2. Under Sequence, choose the range of items by either reference or category.
3. Define the attributes to be applied to the cost code records: under Cost Code Extension, click to select the extension required
4. If you want to update any existing stock type cost code records that have the same stock reference as those identified in this wizard, select the Update Existing Cost Codes option.
5. If you want to update the overheads for the cost codes, select the Update Overhead option and under Overhead, enter the overhead amount or percentage to be applied.
6. Click Next and a list of items in the selected range appears. You can change which items are selected by using the (De)Select and (De)Select All commands on the Action menu. An 'X' in the Select column indicates the items to be processed.





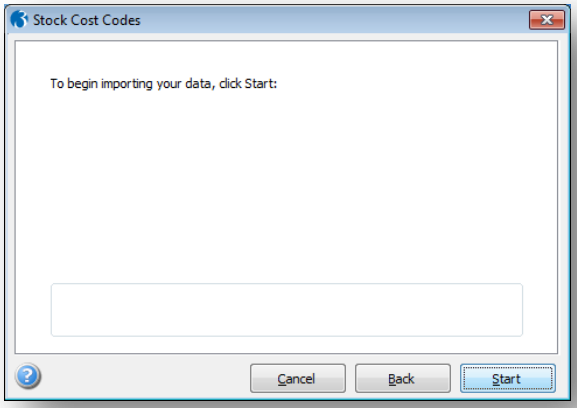
7. Click Next and a list of cost rate descriptions appears. You can change which ones are selected by using the (De)Select and (De)Select All commands on the Action menu. An 'X' in the Select column indicates the cost rate descriptions to be assigned to the items in the previous list.



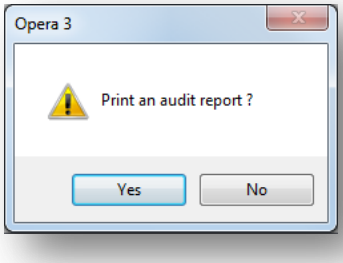


Notes

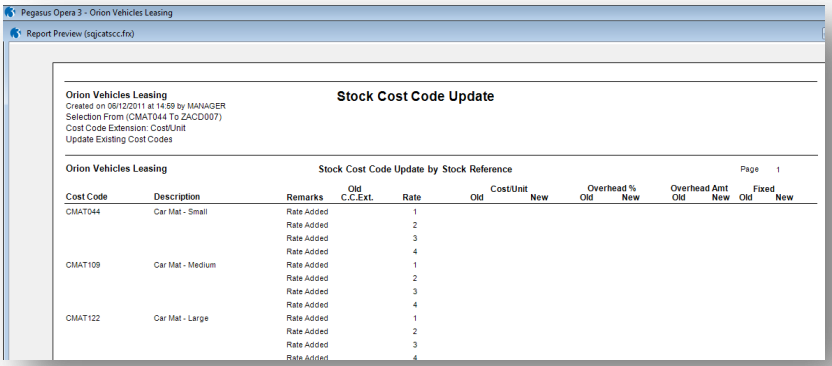
8. Click Next and then begin the creation of stock cost codes by clicking Start.

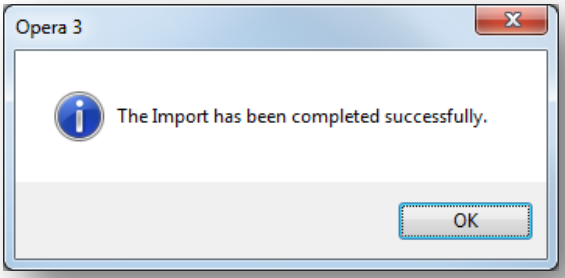


9. At the prompt 'Print an audit report?', click Yes to print a report of the imported records, otherwise click No. If you click Yes, on the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.



10. Click OK when you see the message confirming the import was successful.



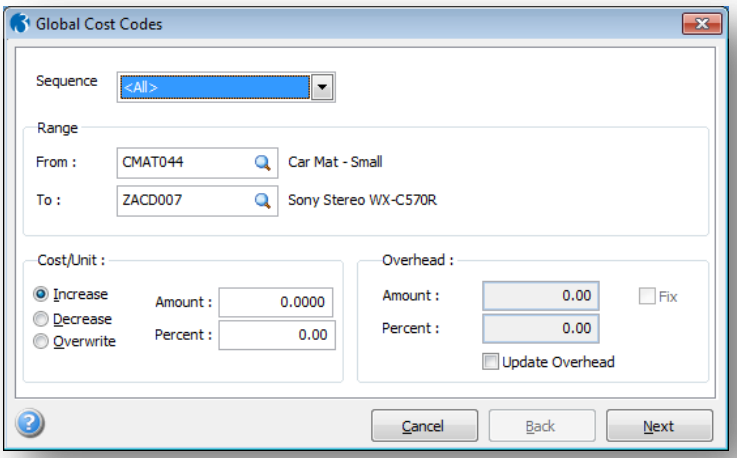


5.4 Global Cost Codes

Notes

Use the Global Cost Codes command to update the cost per unit or overhead details for a range of cost code records. For example, if your overhead costs increase, you might want to reflect that on all existing cost code records and this wizard helps you achieve that in one simple process. Changes can be made in one of three ways:

- An increase or decrease by a fixed amount.
- An increase or decrease by a percentage.
- A replacement value.

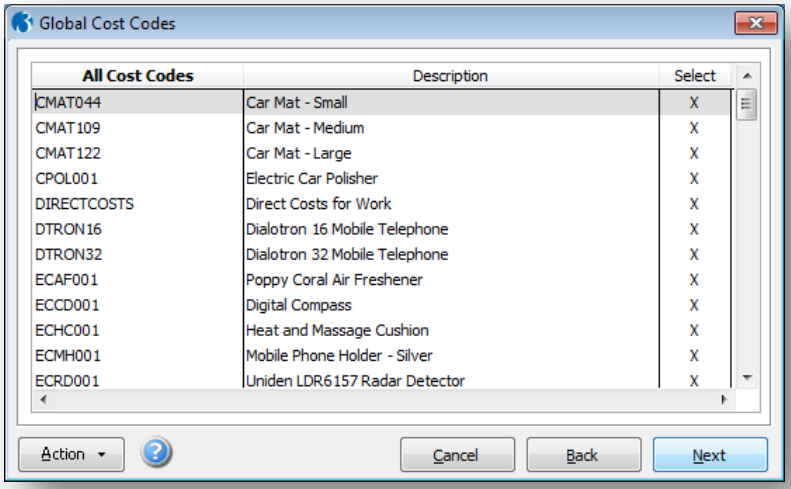


You can choose to update only cost codes of a certain type (for example, just direct expenses) or all cost codes. Narrative type cost codes are excluded from those you can update and you cannot update any cost codes of a certain type unless such records have been defined. You can also choose which cost rate descriptions associated with the selected cost codes are to be updated. At the end of the update process, you will be asked if you want to print an audit report listing the cost code changes made.

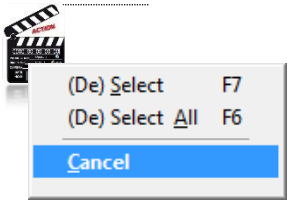
Note: Whether you can reflect cost code overhead changes on existing transaction records retrospectively will depend on the setting of the Backdate Overheads option on the Set Options form.

To update cost code records globally

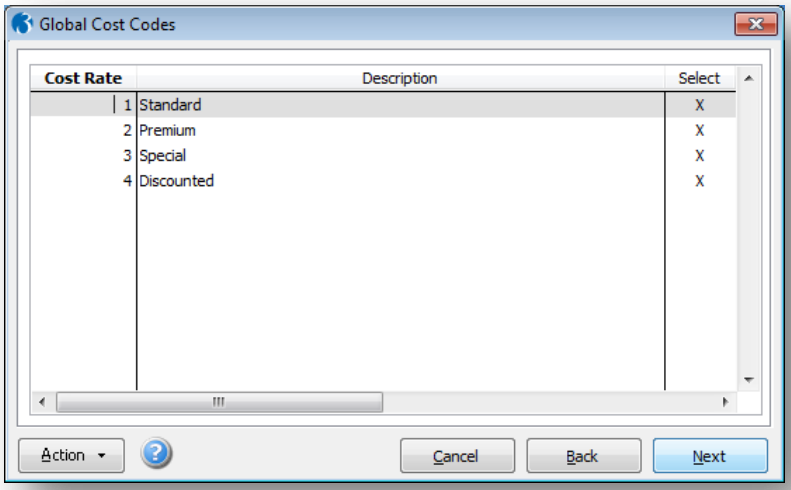
1. Open the Costing folder, click Utilities and then click Global Cost Codes.
2. Under Sequence, choose the type of cost codes to be updated. You can select one of the following from a list: 'All', 'Stock (Cost)', 'Labour (Cost)', 'Direct Expense (Cost)', 'Recharge Expense (Cost)', 'Contractor (Cost)', 'Overhead (Cost)', 'Interim Billing (Revenue)', 'Final Billing (Revenue)', 'Retention (Revenue)' or 'Write Up/Off'.
3. Under Range, select the range of codes for the type(s) to be updated.
4. Under Cost/Unit, define the attributes that determine how the cost per unit value is to change and by what amount.
5. If you want to update the overheads for the cost codes, select the Update Overhead option and under Overhead, enter the overhead amount or percentage to be applied.
6. Click Next and a list of cost codes in the selected range appears. You can change which items are selected by using the (De)Select and (De)Select All commands on the Action menu. An 'X' in the Select column indicates the cost codes to be processed.

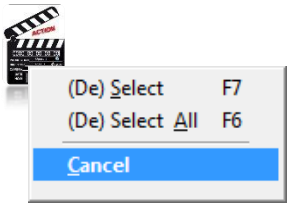


Notes

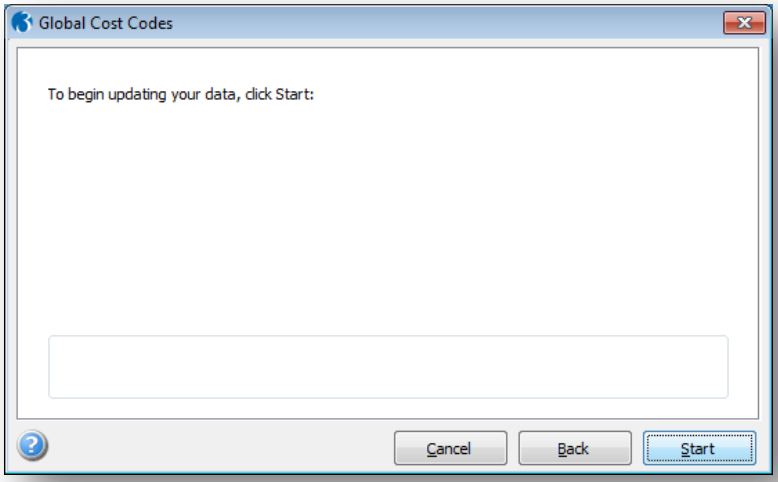


7. Click Next and a list of cost rate descriptions appears. You can change which ones are selected by using the (De)Select and (De)Select All commands on the Action menu. An 'X' in the Select column indicates the cost rate descriptions are to be updated for the cost codes selected in the previous list.



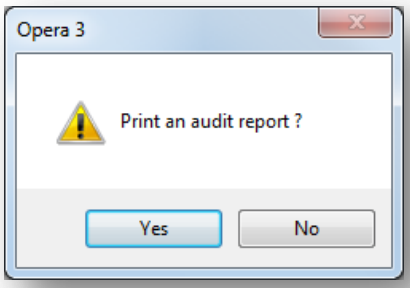


8. Click Next and then begin the update of cost codes by clicking Start.

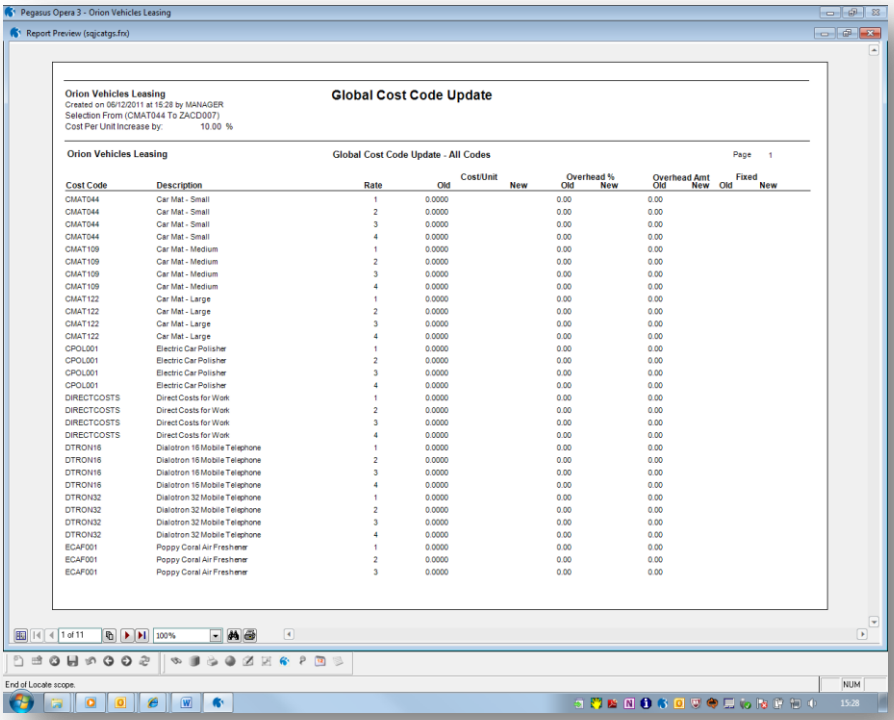


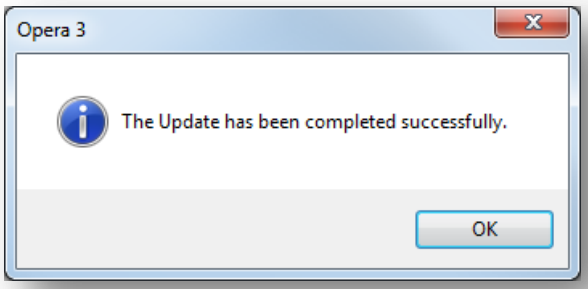
Notes

9. At the prompt 'Print an audit report?', click Yes to print a report of the imported records, otherwise click No. If you click Yes, on the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.



10. Click OK when you see the message confirming the update was successful.





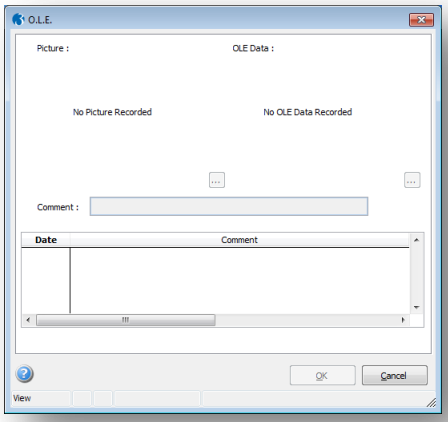
Accreditation Training Courseware

Appendix

Appendix A - Object Linking and Embedding

You can link objects to be associated with records such as customers, suppliers, stock items, employees and so on. A representation or placeholder for an object is inserted on the O.L.E. form associated with the record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes. You can attach a picture as well as an object placeholder. This can be associated with the OLE data object or be independent. You can link several objects to each record. Double-clicking on the icon associated with the OLE Data heading will start the application used to create the object, assuming the application and document is available to you. Right-clicking on an icon associated with an OLE Data heading displays a shortcut menu. The menu options on the shortcut menu are dependent on the type of object, and provide the ability to edit the object and/or edit the package using Object Packager.

Important: These are dynamic links. If you move or rename a linked object without changing the file extension on the same hard disk drive, the link in Opera is automatically updated. However, if you move a linked object to a different hard disk drive (either on the same computer or a different computer), the link in Opera will not be updated. The link in Opera with then not work. If you delete the linked object, the link in Opera will not work. Once the OLE object is not linked anymore, you will need to manually reattach the object in Opera to link to the object again.



To link objects

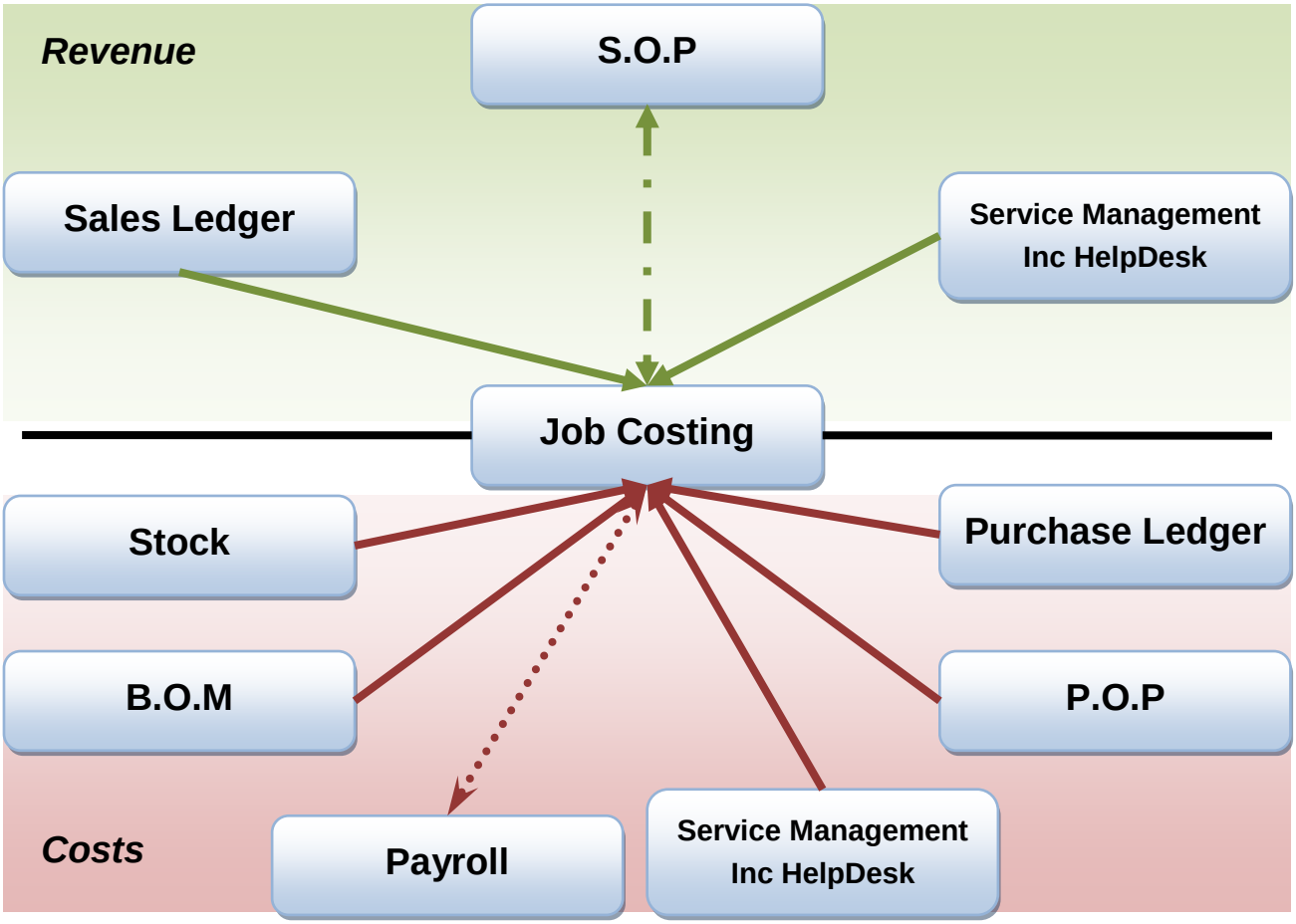
1. Open the relevant module folder, and then click Processing.
2. Retrieve the record for which you want to store object details, click Action and then click O.L.E. The O.L.E. form appears.
3. On the Record menu, click New.
4. Under Picture, click the browse button to locate the file that contains the image you want to link.
5. Under OLE Data, click the browse button to locate the file that contains the document you want to link.
6. In Comment, type a comment that identifies the objects you have linked.
7. To store the object details, click OK.

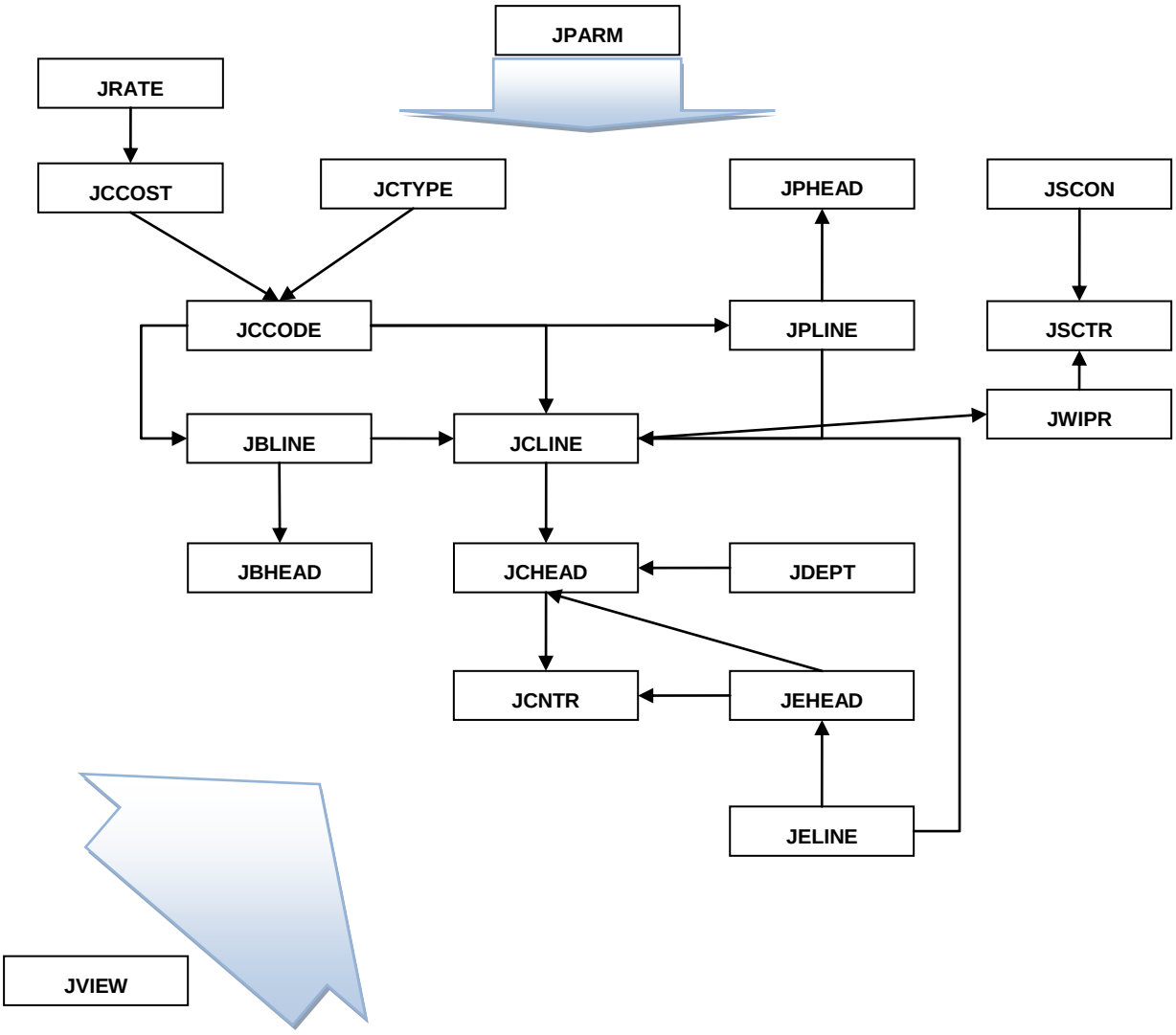
Notes: An icon appears on the status bar of the record processing form to show that an object record exists. You can use the New command button on the toolbar to add additional objects. To start the application used to maintain a data object, double-click the icon under OLE Data. To delete an OLE entry, click to highlight in the list and then click the Delete command button on the toolbar. Both picture and OLE data objects are removed as one item. Deleted OLE files are removed when you use the Reorganise System Files command in the System module with the Tidy System Files option selected.

Appendix B – Data Structures & Technical Information

The following pages contain the Database Structures & Technical Information of the Job Costing Module.

Data Flow




JPARM
JRATE
JCCOST
JCTYPE
JPHEAD
JSCON
JCCODE
JPLINE
JSCTR
JWIPR
JBLINE
JCLINE
JBHEAD
JCHEAD
JDEPT
JCNTR
JEHEAD
JELINE
JVIEW

Joins Information

TABLE	JOIN
jbhead	LEFT JOIN jbhead ON jbline.jb_batch=jbhead.jg_batch
jccode	LEFT JOIN jccode ON jwipr.jw_ccode=jccode.ja_ccode
jccode	LEFT JOIN jccode ON jeline.jd_ccode=jccode.ja_ccode
jccode	LEFT JOIN jccode ON jpline.jr_ccode=jccode.ja_ccode
jccode	LEFT JOIN jccode ON jbline.jb_ccode=jccode.ja_ccode
jccode	LEFT JOIN jccode ON jcline.jd_ccode=jccode.ja_ccode
jccode	LEFT JOIN jccode ON jwipr.jw_ccode=jccode.ja_ccode
jccost	LEFT JOIN jccost ON jwipr.jw_ccode=jccost.jo_ccode AND jwipr.jw_rate=jccost.jo_rate
jccost	LEFT JOIN jccost ON jcline.jd_ccode=jccost.jo_ccode AND jcline.jd_rate=jccost.jo_rate
jchead	LEFT JOIN jchead ON jwipr.jw_cstdoc=jchead.jh_cstdoc AND jwipr.jw_phase=jchead.jh_phase
jchead	LEFT JOIN jchead ON jbline.jb_cstdoc=jchead.jh_cstdoc AND jbline.jb_phase=jchead.jh_phase
jchead	LEFT JOIN jchead ON jcline.jd_cstdoc=jchead.jh_cstdoc AND jcline.jd_phase=jchead.jh_phase
jcline	LEFT JOIN jcline ON jwipr.jw_cstdoc=jcline.jd_cstdoc AND jwipr.jw_phase=jcline.jd_phase AND VAL(jwipr.jw_line)=VAL(jcline.jd_line)
jcline	LEFT JOIN jcline ON jbline.jb_cstdoc=jcline.jd_cstdoc AND jbline.jb_phase=jcline.jd_phase AND VAL(jbline.jb_line)=VAL(jcline.jd_line)
jcntr	LEFT JOIN jcntr ON jchead.jh_cntract=jcntr.jc_cntract
jcntr	LEFT JOIN jcntr ON jehead.jh_cntract=jcntr.jc_cntract
jcntr	LEFT JOIN jcntr ON jehead.jh_cntract=jcntr.jc_cntract
jcntr	LEFT JOIN jcntr ON jchead.jh_cntract=jcntr.jc_cntract
jcntr	LEFT JOIN jcntr ON jchead.jh_cntract=jcntr.jc_cntract
jcntr	LEFT JOIN jcntr ON jchead.jh_cntract=jcntr.jc_cntract
jctype	LEFT JOIN JCTYPE ON JCCODE.JA_CSTTYPE=JCTYPE.JE_CSTTYPE
jctype	LEFT JOIN JCTYPE ON JCCODE.JA_CSTTYPE=JCTYPE.JE_CSTTYPE
jctype	LEFT JOIN JCTYPE ON JCCODE.JA_CSTTYPE=JCTYPE.JE_CSTTYPE
jctype	LEFT JOIN JCTYPE ON JCCODE.JA_CSTTYPE=JCTYPE.JE_CSTTYPE
jctype	LEFT JOIN JCTYPE ON JCCODE.JA_CSTTYPE=JCTYPE.JE_CSTTYPE
jctype	LEFT JOIN JCTYPE ON JCCODE.JA_CSTTYPE=JCTYPE.JE_CSTTYPE
jctype	LEFT JOIN JCTYPE ON JCCODE.JA_CSTTYPE=JCTYPE.JE_CSTTYPE
jdept	LEFT JOIN jdept ON jchead.jh_prjdept = jdept.jm_code
jdept	LEFT JOIN jdept ON jchead.jh_prjdept = jdept.jm_code
jdept	LEFT JOIN jdept ON jehead.jh_prjdept = jdept.jm_code
jdept	LEFT JOIN jdept ON jehead.jh_prjdept = jdept.jm_code
jehead	LEFT JOIN jehead ON jeline.jd_estdoc=jehead.jh_estdoc+jehead.jh_phase
jphead	LEFT JOIN jphead ON jeline.jd_profile=jphead.jf_profile
jphead	LEFT JOIN jphead ON jpline.jr_profile=jphead.jf_profile
jphead	LEFT JOIN jphead ON jcline.jd_profile=jphead.jf_profile
jscon	LEFT JOIN jscon ON jsctr.ju_subcnt=jscon.js_subcnt

jscon	LEFT JOIN jscon ON jwipr.jw_subcnt=jscon.js_subcnt
jscon	LEFT JOIN jscon ON jbline.jb_subcnt=jscon.js_subcnt
jwipr	LEFT JOIN jwipr ON jsctr.ju_cstdoc=jwipr.jw_cstdoc AND jsctr.ju_phase=jwipr.jw_phase AND VAL(jsctr.ju_line)=VAL(jwipr.jw_line)

Codes of interest

Breakdown of Codes	
Cost Type	
Type	***Description***
1	Stock (Cost)
2	Labour (Cost)
3	Narrative
4	Direct Expense (Cost)
5	Recharge Expense (Cost)
6	Contractor (Cost)
7	Overhead (Cost)
11	Interim Billing (Revenue)
12	Final Billing (Revenue)
13	Retention (Revenue)
21	Write Up/Off
Transaction Type	
Status	***Description***
1	B/Fwd
2	Purchase
3	Labour
4	General
5	Invoice
6	Commitment

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures (Only J Tables)

Table : **JBHEAD** Table Description : **Batch Headers**

Field Name	Description	Type	Length	DPs	Further information
JG_BATCH	Batch	C	10	0	Batch number
JG_DESC	Description	C	40	0	
JG_STATUS	Status	N	1	0	Batch Status Values of1=Posted, 2=On Hold, 3=Unbalanced, 4=Cancelled
JG_BTYPE	Type	N	1	0	Batch Type1=General, 2=Timesheets
JG_HRSMIN	Total Type	N	1	0	Timesheet Value Type0 = Not yet processed1 = Units (Hours/Minutes or Hours/Decimal)2 = Value
JG_TOTAL	Batch Total	N	12	2	For Timesheet Batch Total Decimal Hours or WholeMinutes. Parameter drivenFor Cost Batch Total of Values. Qty * Cost Units
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Creaded	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **JBLINE** Table Description : **Batch Details**

Field Name	Description	Type	Length	DPs	Further information
JB_BATCH	Batch	C	10	0	Batch Number
JB_CSTDOC	Job	C	10	0	Job number
JB_PHASE	Phase	C	3	0	Phase number
JB_LINE	Line Number	C	10	0	Job line number.
JB_CCODE	Cost Code	C	16	0	Cost Code
JB_RATE	Cost Rate	N	3	0	Cost Code
JB_SCODE	Sales Code	C	8	0	Sales code.
JB_PCODE	Purchase Code	C	8	0	Purchase code.
JB_CSTTYPE	Cost Type	N	2	0	Cost Type(Costs)1=Stock, 2=Labour, 3=Narrative, 4=Direct Expense5,Recharged Expense, 6=Contractor, 7=Overhead(Revenue)11=Interim Billing, 12=Final Billing, 13=Retention(Write Up/Off)21=Write Up/Off
JB_DESC	Description	C	40	0	Job description, need not be set for jobs when theCode Code or stock issue with standarddescription. Is essential for goods or servicesprocessed through POP.
JB_TRTYPE	Tran Type	N	1	0	Transaction Type1 = B/fwd, 2 = Purchase, 3 = Labour, 4 = GeneralCost, 5 = Revenue,6 = Commitment
JB_TRDATE	Date	D	8	0	Date of transaction.
JB_TRREF	Reference	C	10	0	Transaction Reference
JB_QTY	Quantity	N	10	0	Quantity.Quantity is stored as defined in the Cost Code.
JB_CSTUNIT	Cost	N	14	4	Cost.
JB_VALUE	Value	N	12	2	Revenue or Cost Value. Stored with Sign -ve Costs

JB_OHEAD	Overhead Value	N	12	2	Overhead value at time of posting.Will use Cost Code Overhead if Option set toBackdate Overheads.
JB_YEAR	Year of Transaction	N	4	0	Year of transaction.
JB_PERIOD	Period	N	2	0	Period number of transaction.
JB_WGRUP	Payroll Group	C	1	0	Payroll Group Code
JB_WGPER	Payroll Period	N	2	0	Payroll pay period number
JB_WGEMP	Payroll Employee	C	8	0	Payroll Employee
JB_WGPAY	Payroll Payment	C	4	0	Payroll Payment Number
JB_STREF	Stock Reference	C	16	0	Second reference.
JB_STWH	Stock Warehouse	C	4	0	Stock Warehouse
JB_SUBCNT	Subcontractor	C	10	0	Subcontractors Code
JB_COMMENT	Comment	C	30	0	Transaction Comment
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **JCCODE** Table Description : **Cost Codes**

Field Name	Description	Type	Length	DPs	Further information
JA_CCODE	Cost Code	C	16	0	Cost Code Unique Field
JA_DESC	Description	C	40	0	Cost Code Description
JA_CSTTYPE	Cost Type	N	2	0	Cost Type(Costs)1=Stock, 2=Labour, 3=Narrative, 4=Direct Expense5,Recharged Expense, 6=Contractor, 7=Overhead(Revenue)11=Interim Billing, 12=Final Billing, 13=Retention(Write Up/Off)21=Write Up/Off
JA_SCODE	Sales Code	C	8	0	Sales code from the SSALE file, may be left Blank.
JA_PCODE	Purchase Code	C	8	0	Purchase code from the PPURCH file, may be leftblank
JA_STREF	Stock Reference	C	16	0	Stock Reference. This may be left Blank, otherwiseif Stock Cost type then may use the CNAME file theFactor information will be from the Stock Record .
JA_FACTOR	Factor	N	6	0	If is a factored item this field will contain theFactor for the Quantity, otherwise it will beempty.
JA_FACTDPS	Qty Decimals	N	1	0	If Not a factored item you may specify the numberof decimal places for the quantity field.otherwise this field will be empty
JA_FACTDSC	Unit Desc	C	8	0	If JA_FACTDP is set to true this field willcontain the Factor Description for the Quantity,otherwise it will be empty.
JA_QTY	Quantity	N	10	0	Default quantity for Cost Code.May be a Factored Quantity or Decimal. TheQuantity is stored in its base unit and will bedisplayed dependent on the factor. If linked toPayroll and a Labour Cost Type the PayrollParameters are used. The default sign will beMinus for "Cost" Cost Types and Positive for"Revenue" Cost Types. Entry will always bepositive.
JA_USED	Used in System	L	1	0	If set to True the Cost Code has been used in someother file, this means the Type, Factored Item,Factor, and Factor Decimals may not be altered.The Reorganisation will recalculate the setting.
JA_WGVAL	Payroll Transfer	L	1	0	Transfer value to payroll
SQ_MEMO	Memo	M	10	0	

SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
JA_EMPYEE	Employee	C	8	0	Employee

Table : **JCCOST** Table Description : **Cost Code Rates**

Field Name	Description	Type	Length	DPs	Further information
JO_CCODE	Cost Code	C	16	0	
JO_RATE	Cost Rate	N	3	0	
JO_WGPAY	Payment Number	C	4	0	Payroll Payment Number from the Payroll for LabourCost Types may not be blank.
JO_EXTCOST	Use Ext Cost?	N	1	0	Indicates which Cost Unit to use 1 = Stock Selling Price 2 = Stock Cost Price 3 = Payroll Employee's Pay Rate 0 = Cost Unit as Defined for Cost Code
JO_CSTUNIT	Cost	N	14	4	
JO_OHVAL	Overhead Amount	N	12	2	Overhead amount.If value exists then the Percentage is ignored.
JO_OHMULT	Overhead Multiply?	L	1	0	If set to true then overhead values fortransactions with units will be multiplied by theunits, this will not apply if the overhead is apercentage.
JO_OHPERC	Overhead Percentage	N	6	2	Percentage overhead,If JO_OHVAL value exists this field is empty.
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	user Last Amendment	C	8	0	

Table : **JCHEAD** Table Description : **Job Headers**

Field Name	Description	Type	Length	DPs	Further information
JH_CSTDOC	Job	C	10	0	Job number.
JH_PHASE	Phase	C	3	0	Phase. May be left Blank
JH_CNTRACT	Contract	C	8	0	Contract number. May be left Blank else uses JCNTRfile
JH_ACCOUNT	Account	C	8	0	Customer account, This may be left blank if nocustomer linked, for example for internal Jobs.Otherwise it uses the SNAME file.Must be the same as Contract Details
JH_LEADER	Proj Leader	C	10	0	Project leader. From Peoples File May be LeftBlank.Default from Contract Details
JH_PRJDEPT	Department	C	4	0	Department.
JH_DESC	Description	C	40	0	Job description.Default from Contract Details
JH_CUSTREF	Reference	C	16	0	Customer reference number.Default from Contract Details
JH_TERMS	Contract Terms	M	10	0	Details of terms of agreement.Default from Contract Details
JH_RATE	Cost Rate	N	3	0	
JH_STDATE	Start Date	D	8	0	Planned Start date.Default from Contract DetailsMust be => than Contract Details
JH_LENGTH	Length in Days	N	4	0	Expected Duration in days of Elapsed Time using 7days per weekDefault from the Contract Details
JH_XCMP	Expected Completion	D	8	0	Expected completion date. This will originally becalculated by the start date plus the length indays. The date must be greater than the startdate.
JH_ASTDATE	Actual Start Date	D	8	0	Actual Date Started.

JH_CMDATE	Actual Completion	D	8	0	Actual completion date.This field may not be set if any Jobs or EstimatesDetail Lines are outstanding and not completed. Ifthis field has an entry it indicates the Job to beCompleted and may be cleared down in a reorganise.
JH_CCFIXED	Cost Code Budgets	L	1	0	If set to true the User is not allowed to AssignNew Cost Codes when Posting WIP, and Entry of CostCode Budgets. This is also dependent on the Optionto Allow Cost Code AdditionsAllow Additions Cost Code Fixed---------- -------- OFF OFF = Post Additions Automatically OFF ON = Only Post Against Budgetted CostCodes ON OFF = Post Additions Automatically ON ON = Post Against Budgetted Cost Codes and Allow F5 to Assign New Cost Code
JH_OPNTYPE	Open Item	L	1	0	Type of job, True = open item. False = balanceforward,
JH_BUDFIX	Budgets Agreed	L	1	0	If set to True the Budgets may not be amended, andall new budget values must be entered in therevised budget field.
JH_TTCSTBG	Cost Budget	N	12	2	Budget cost. Blank if Option for Header Budgets isnot set.Stored as a negative number. Entered as positive.
JH_TTCSTRV	Rev. Cost Budget	N	12	2	Revised budget cost. Blank if Option for HeaderBudgets is not set.Stored as a negative number. Entered as positive.
JH_TTCST	Cost	N	12	2	
JH_TTCSTUP	Upl. Cost	N	12	2	
JH_TTWOFBG	Write Off Budget	N	12	2	
JH_TTWOFRV	Rev.Write Off Budget	N	12	2	
JH_TTWOF	Write Off	N	12	2	
JH_TTWOFUP	Upl. Write Off	N	12	2	
JH_TTREVBG	Revenue Budget	N	13	2	Revenue budget. Blank if Option for Header Budgetsis not set.
JH_TTREVRV	Rev. Revenue Budget	N	13	2	Revised revenue budget. Blank if Option for HeaderBudgets is not set.
JH_TTREV	Revenue	N	13	2	
JH_TTREVUP	Upl. Revenue	N	13	2	
JH_PREVEST	From Estimate	L	1	0	Set to True if Job was modelled on an Estimate,otherwise it was modelled on another job. Thisfield is used to indicate if JH_PREVREF is toappear on the Estimate file or the Job File.
JH_PREVREF	Model Reference	C	10	0	Previous Reference if a Model was used. Eitheroriginated from the Estimate File or the Job File.Blank indicates no previous model used.
JH_PREVPHS	Model Phase	C	3	0	Previous Phase if a Model was used. Eitheroriginated from the Estimate File or the Job File.
JH_KEY1	Key 1 Field	C	5	0	
JH_KEY2	Key 2 Field	C	5	0	
JH_KEY3	Key 3 Field	C	5	0	
JH_KEY4	Key 4 Field	C	5	0	
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
JH_COMITVAL	Commitment Value	N	12	2	Commitment Value. This field is updated when a commitment record is written/updated/deleted.
ID	Unique ID	N	10	0	

Default Value : NEWID(ALIAS())

Table : **JCLINE** Table Description : **Job Detail**

Field Name	Description	Type	Length	DPs	Further information
JD_CSTDOC	Job	C	10	0	Job Number. Appears on Job Header with PhaseNumber.
JD_PHASE	Phase	C	3	0	Job phase.
JD_LINE	Line Number	C	10	0	Job line. May not be changed if JD_WIPR set totrue. Defaults to the last line number plus theincrement in the parameters.
JD_CCODE	Cost Code	C	16	0	Cost Code. May be Left Blank, otherwise uses theJCCODE file
JD_RATE	Cost Rate	N	3	0	Cost Code Rate.
JD_PROFILE	Framework	C	16	0	Job framework. May be Blank otherwise the entryrefers to the framework which was used to createthe Job line.
JD_STREF	Stock Reference	C	16	0	Stock Reference for Stock Cost Types or leftBlank. Defaults from the JCCODE file otherwiseuses the CNAME file to search.
JD_DESC	Description	C	40	0	Job detail description. Defaults from JCCODE file.May not be blank.
JD_PROFQTY	Framework Quantity	N	10	0	Framework Quantity. Stored as whole numbers
JD_QTY	Quantity	N	10	0	Actual Quantity Used in WIPR.Quantity is stored as defined in the Cost Code.
JD_QTYBG	Budget Qty	N	10	0	Budget Quantity. Default from Cost Code.Will not be entered if Header Budgets in use orBudgets are agreed. Quantity is stored as definedin the Cost Code.
JD_QTYRV	Rev. Budget Qty	N	10	0	Revised Budget Quantity. This field will reflectthe Budget until the Budgets are agreed. Will notbe entered if Header Budgets in use.Quantity is stored as defined in the Cost Code.
JD_CSTUNIT	Cost/Unit	N	14	4	Actual Cost Unit in WIPR.
JD_CSTBG	Budget Cost	N	14	4	Budget cost unit.Will not be entered if Header Budgets in use orBudgets are agreed.Defaults from JCCODE and same conditions apply.
JD_CSTRV	Rev. Budget Cost	N	14	4	Revised budget cost. This field will reflect theBudget until the Budgets are agreed. Will not beentered if Header Budgets in use.
JD_VALUE	Value	N	13	2	Actual Revenue/Cost Value.
JD_VALBG	Budget Value	N	13	2	Revenue/Cost Budget. Will not be entered if HeaderBudgets in use or Budgets are agreed.
JD_VALRV	Rev. Budget Value	N	13	2	Revised Revenue/Cost Budget. This field willreflect the Budget until the Budgets are agreed.Will not be entered if Header Budgets in use.
JD_WIPR	Work In Progress	L	1	0	If set to True the Job Line has been processed toWIPR
SQ_MEMO	Memo	M	10	0	Comment
SQ_CRDATE	Date Created	D	8	0	Date job detail created
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	Username of user who created framework detail.
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
JD_COMITVAL	Commitment Value	N	12	2	Commitment Value. This field is updated when a commitment record is written/updated/deleted.
ID	Unique ID	N	10	0	

Default Value : NEWID(ALIAS())

Table : **JCNTR** Table Description : **Contracts**

Field Name	Description	Type	Length	DPs	Further information
JC_CNTRACT	Contract	C	8	0	Contract reference

JC_ACCOUNT	Account	C	8	0	Customer account, This may be left blank if nocustomer linked, for example for internal Jobs.Otherwise it uses the SNAME file.
JC_LEADER	Proj Leader	C	10	0	Project leader. From Peoples File May be LeftBlank.
JC_DESC	Description	C	40	0	Contract description
JC_CUSTREF	Reference	C	16	0	Customer Reference
JC_TERMS	Contract Terms	M	10	0	Contract terms
JC_RATE	Cost Rate	N	3	0	
JC_STDATE	Start Date	D	8	0	Planned Start Date
JC_LENGTH	Length in Days	N	4	0	Expected Duration in days of Elapsed Time using 7days per week
JC_XCMP	Expected Completion	D	8	0	Expected completion date. This will originally becalculated by the start date plus the length indays. The date must be greater than the startdate.
JC_ASTDATE	Actual Start Date	D	8	0	Actual Date Started. When entered the ExpectedCompletion Date is recalculated.
JC_CMDATE	Actual Completion	D	8	0	Actual completion date.This field may not be set if any Jobs or Estimatesare outstanding and not completed, and may not beless than any related Job completion dates.
JC_TTCSTBG	Cost Budget	N	12	2	
JC_TTCSTRV	Rev. Cost Budget	N	12	2	
JC_TTWOFBG	Write Off Budget	N	12	2	
JC_TTWOFRV	Rev.Write Off Budget	N	12	2	
JC_TTREVBG	Revenue Budget	N	13	2	
JC_TTREVRV	Rev. Revenue Budget	N	13	2	
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
JC_COMITVAL	Commitment Value	N	12	2	Commitment Value. This field is updated when a commitment record is written/updated/deleted.

Table : **JCTYPE** Table Description : **Costing Types**

Field Name	Description	Type	Length	DPs	Further information
JE_CSTTYPE	Cost Type	N	2	0	Cost Type
JE_DESC	Description	C	40	0	Description

Table : **JDEPT** Table Description : **Department**

Field Name	Description	Type	Length	DPs	Further information
JM_CODE	Department Code	C	4	0	Job Costing Department Code.
JM_DESC	Description	C	30	0	Job Costing Deprtment Description.
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	

Table : **JEHEAD** Table Description : **Estimate Headers**

Field Name	Description	Type	Length	DPs	Further information
JH_ESTDOC	Estimate	C	10	0	Estimate number.
JH_PHASE	Phase	C	3	0	Phase.
JH_CNTRACT	Contract	C	8	0	Contract number.
JH_ACCOUNT	Account	C	8	0	Sales account number of customer.
JH_LEADER	Proj Leader	C	10	0	Project leader.
JH_PRJDEPT	Department	C	4	0	Department.
JH_DESC	Description	C	40	0	Estimate description.

JH_CUSTREF	Reference	C	16	0	Customer reference number.
JH_TERMS	Contract Terms	M	10	0	Details of terms of agreement.
JH_RATE	Cost Rate	N	3	0	
JH_STDATE	Start Date	D	8	0	Start date.
JH_LENGTH	Length in Days	N	4	0	Actual completion date.
JH_XCMP	Expected Completion	D	8	0	Expected completion date.
JH_OPNTYPE	Open Item	L	1	0	Type of costing, B = balance forward, O = openitem.
JH_TTCSTBG	Cost Budget	N	12	2	Budget cost.
JH_TTWOFBG	Write Off Budget	N	12	2	Write Off budget cost.
JH_TTREVBG	Revenue Budget	N	13	2	Revenue budget
JH_PREVEST	From Estimate	L	1	0	Set to False if Estimate was modelled on a Job,otherwise it was modelled on another Estimate.This field is used to indicate if JE_PREVREF is toappear on the Estimate file or the Job File.
JH_PREVREF	Model Reference	C	10	0	Previous Estimate or Job Reference
JH_PREVPHS	Model Phase	C	3	0	Previous Estimate or Job Phase
JH_KEY1	Key 1 Field	C	5	0	
JH_KEY2	Key 2 Field	C	5	0	
JH_KEY3	Key 3 Field	C	5	0	
JH_KEY4	Key 4 Field	C	5	0	
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **JELINE** Table Description : **Estimate Details**

Field Name	Description	Type	Length	DPs	Further information
JD_ESTDOC	Estimate	C	10	0	Estimate Number.
JD_PHASE	Phase	C	3	0	Phase.
JD_LINE	Line Number	C	10	0	Line.
JD_CCODE	Cost Code	C	16	0	Cost Code
JD_RATE	Cost Rate	N	3	0	Cost Code Rate.
JD_PROFILE	Framework	C	16	0	Framework.
JD_STREF	Stock Reference	C	16	0	Reference.
JD_DESC	Description	C	40	0	Detail description.
JD_PROFQTY	Framework Quantity	N	10	0	Framework Quantity. Stored as whole numbers
JD_QTY	Quantity	N	10	0	Quantity.Quantity is stored as defined in the Cost Code.
JD_CSTUNIT	Cost/Unit	N	14	4	Budget cost
JD_VALUE	Value	N	13	2	Revenue/ Cost Value
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **JPARM** Table Description : **Parameters**

Field Name	Description	Type	Length	DPs	Further information
JP_BATCHNO	Next Batch No.	C	10	0	The next batch numbers that can be used by thesystem.Incremented by Batch Number Usage.
JP_TPERIOD	Current Period No.	N	2	0	The current period number in the year for CostingLedgerIncremented by Period End

JP_PERIODS	Periods in Year	N	2	0	The number of periods in the year for CostingLedger
JP_YEAR	Current Year	N	4	0	The current year number fro Costing Ledger
JP_MAXHRS	Maximum Hours	N	3	0	The maximum number of hours that may be enteredfor an employee before transfer to the payroll
JP_BACKDAT	Backdate Overheads	L	1	0	If true any overhead changes are to be used incalculating overhead values for reports. Theoriginal values will be retained on transactionrecords.
JP_HRSMINS	Hours & Minutes	L	1	0	If this is set the Times recorded in the CostingSystem are Hours and Minutes otherwise times willbe decimal,If linked to Payroll then set to the PayrollSwitch.
JP_CNTRACT	Use Contracts	L	1	0	If set to true then contracts will be used.
JP_PHASE	Use Phases	L	1	0	If set to true then phase numbers will be used asan extension of the job code.
JP_BATCHC	Use Cost Batches	L	1	0	Is set to true then batch control will be used oncost imput.
JP_BATCHT	Use Timesheet Batch	L	1	0	If set to true then batch control will apply totimesheet input.
JP_USEPER	Use Period Numbers	L	1	0	If set to true then period numbers will be used onTransactions and incremented at period end
JP_HEADBUD	Header Budgets	L	1	0	Budgets to be stored on Headers and Not Details
JP_CRCODES	Create New Cst Codes	L	1	0	Allow New Cost Codes to be Created when postingTransactions, otherwise a cost code must exist.
JP_SPECRTN	Special Routine Name	C	8	0	Name of Fox program (.FXP) to execute at keyspoints in Costing processing. Field or functionname is passed as a parameter to the user routine.
JP_INVMETH	Default Inv. Method	N	1	0	Default Invoice Method (1 to 6)
JP_CSTPRN	Print Costs on Entry	L	1	0	Flag indicating Costs/Timesheets/Revenuesare to be printed on entry.
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
JP_PCTCOMP	Percentage Completed	C	6	0	Costing - Processing header screen. Use Actual or Uplifted value in calculation percentage completed. F3 is used to toggle this field between "Actual" and "Uplift" . If empty, "Actual" is assumed.

Table : **JPHEAD** Table Description : **Framework**

Field Name	Description	Type	Length	DPs	Further information
JF_PROFILE	Framework	C	16	0	Framework number
JF_DESC	Description	C	40	0	Framework description
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **JPLINE** Table Description : **Framework Details**

Field Name	Description	Type	Length	DPs	Further information
JR_PROFILE	Framework	C	16	0	Framework number

JR_LINE	Line Number	C	10	0	Line of the Framework
JR_CCODE	Cost Code	C	16	0	Cost Code, may be left blank for narrative lines.
JR_DESC	Description	C	40	0	Description for Narrative Lines
JR_QTY	Quantity	N	10	0	Quantity for Framework usage, if left blank takequantity from JCCODE file when framework is used.Quantity is stored as defined in the Cost Code.
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
Jr_Rate	Cost Rate	N	3	0	rate field added as an enhancement to framework details.

Table : **JRATE** Table Description : **Rates**

Field Name	Description	Type	Length	DPs	Further information
JT_RATE	Cost Rate	N	3	0	
JT_DESC	Description	C	20	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	

Table : **JSCON** Table Description : **Subcontractors**

Field Name	Description	Type	Length	DPs	Further information
JS_SUBCNT	Subcontractor	C	10	0	Subcontractors Code.
JS_CRTCODE	Certifying Code	C	20	0	Subcontractors Certifying Code.
JS_CRTREGNO	Reg/Certification Number	N	13	0	Subcontractors :Cert/Reg Reference - a 13 digit Number. Must be entered if Certifying Code is not blank. For CIS4 this is a Registration Number, for CIS5 and CIS6 this is a certification number.
JS_TAXREF	Tax Reference	C	16	0	Subcontractors tax reference number.
JS_TAXRATE	Tax Rate	N	5	2	Tax rate for sub-contractor. Used for TaxRetention
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
JS_NICOMP	Ni/Co Reg Number	C	9	0	NI No/Co Reg No - 9 digit code. For CIS4 and CIS6 this will be a National Insurance Number, for CIS5 this will be the company registration number. Must be entered if the Certifying Code is not blank.
JS_STDATE	Start Date	D	8	0	Start Date - Must be entered if the Certifying Code is not blank, CIS5 or CIS5(Partner) MM/YY format, but store as the end of the month. E.g. enter 03/01 but store as 31/03/01
JS_EXPDATE	Expiry Date	D	8	0	Expiry Date - Must be entered if the Certifying Code is not blank and must be > system date. MM/YY format, but store as the end of the month. E.g. enter 03/01 but store as 31/03/01
JS_SEARCH	Subcontractor's Search	C	40	0	

Table : **JSCTR** Table Description : **Subcontractor Trans**

Field Name	Description	Type	Length	DPs	Further information
JU_SUBCNT	Code	C	10	0	Subcontractors Code.

JU_CSTDOC	Job	C	10	0	Job number
JU_PHASE	Phase	C	3	0	Phase Number
JU_LINE	Costing Line	C	10	0	Job line.
JU_TRDATE	Transaction Date	D	8	0	Transaction date.Taken from WIPR Date
JU_PAYVAL	Payment Value	N	12	2	Payment value.Taken from WIPR cost Value
JU_TAXHELD	Tax Withheld	N	12	2	Tax withheld.Payval * taxrate % from header
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
JU_PTAX	This Period Tax	L	1	0	This Period Tax
JU_YTAX	This Year Tax	L	1	0	This Year Tax
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **JVIEW** Table Description : **Job Costing Views**

Field Name	Description	Type	Length	DPs	Further information
JV_CODE	View Code	C	3	0	
JV_NAME	View Name	C	30	0	
JV_SYSVIEW	System View	L	1	0	
JV_LVL1	Level 1 View	C	20	0	
JV_LVL2	Level 2 View	C	20	0	
JV_LVL3	Level 3 View	C	20	0	
JV_LVL4	Level 4 View	C	20	0	
JV_LVL5	Level 5 View	C	20	0	
JV_LVL6	Level 6 View	C	20	0	
JV_DEFAULT	Default View	L	1	0	

Table : **JWIPR** Table Description : **Work in Progress**

Field Name	Description	Type	Length	DPs	Further information
JW_CSTDOC	Job	C	10	0	Job number
JW_PHASE	Phase	C	3	0	Phase number
JW_LINE	Line Number	C	10	0	Job line number.
JW_CCODE	Cost Code	C	16	0	Cost Code
JW_PROFILE	Framework	C	16	0	
JW_RATE	Cost Rate	N	3	0	Cost Code Rate
JW_SCODE	Sales Code	C	8	0	Sales code.
JW_PCODE	Purchase Code	C	8	0	Purchase code.
JW_BATCH	Batch	C	10	0	Batch Number Where Generated
JW_CSTTYPE	Cost Type	N	2	0	Cost Type(Costs)1=Stock, 2=Labour, 3=Narrative, 4=Direct Expense5,Recharged Expense, 6=Contractor, 7=Overhead(Revenue)11=Interim Billing, 12=Final Billing, 13=Retention(Write Up/Off)21=Write Up/Off
JW_DESC	Description	C	40	0	Cost description, need not be set for costs whenthe Cost Code description or stock issue withstandard description. Is essential for goods orservices processed through POP.
JW_TRTYPE	Trans Type	N	1	0	Transaction Type1 = B/fwd, 2 = Purchase, 3 = Labour, 4 = GeneralCost, 5 = Revenue,6 = Commitment
JW_TRDATE	Date	D	8	0	Date of transaction.
JW_TRREF	Reference	C	20	0	Transaction Reference
JW_COMMENT	Comment	C	30	0	Transaction Comment
JW_QTY	Quantity	N	10	0	Quantity.Quantity is stored as defined in the Cost Code.
JW_CSTUNIT	Cost/Unit	N	14	4	Cost.
JW_VALUE	Value	N	13	2	

JW_OHEAD	Overhead Value	N	13	2	Overhead value at time of posting.Will use Cost Code Overhead if Option set toBackdate Overheads.
JW_YEAR	Year of Transaction	N	4	0	Year of transaction.
JW_PERIOD	Period	N	2	0	Period number of transaction.
JW_WGRUP	Payroll Group	C	1	0	Payroll Group Code
JW_WGPER	Payroll Period	N	2	0	Payroll pay period number
JW_WGEMP	Payroll Employee	C	8	0	Payroll Employee
JW_WGPAY	Payroll Payment	C	4	0	Payroll Payment Number
JW_PLACC	Supplier Account	C	8	0	Transaction reference.
JW_STREF	Stock Reference	C	16	0	Second reference.
JW_STWH	Stock Warehouse	C	4	0	Stock Warehouse
JW_SUBCNT	Subcontractor	C	10	0	Subcontractor Reference
JW_REQDOC	Requisition Doc.	C	10	0	Document number of requisition raised for thistransaction.
JW_INVDOC	Invoice Doc	C	10	0	Invoice number of invoice to customer for thistransaction.
JW_DOCDOC	SOP Document No.	C	10	0	Document number of document created inInvoicing/SOP for this transaction.
JW_PODOC	POP Doc	C	10	0	
JW_MATCH	Match Reference	C	10	0	
JW_CONFIRM	Cost Confirmed ?	L	1	0	Set to true when a commitment has been confirmed.
JW_ALLOC	Allocated	L	1	0	
JW_TRF2WG	Transferred to WG	L	1	0	Set to True to Indicate Transaction has beentransferred to Payroll
JW_BTCHSER	Batch/Serial Nos	M	10	0	
SQ_MEMO	Memo	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amendment	C	8	0	
JW_DCLINE	Purchase Order Line	N	7	0	Purchase Order Line
JW_FRBOM	From BOM	L	1	0	Indicates whether the transaction came from BOM ornot.
JW_WODOC	Works Order Document	C	10	0	Works Order Document from Bill of Materials.
JW_PTAX	This Period Tax	L	1	0	This Period Tax
JW_YTAX	This Year Tax	L	1	0	This Year Tax
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
JW_JCLINID	JCLINE ID	N	10	0	Foreign Key for JCLINE ID field.

Table : **JX_USER** Table Description : **OperaNet User Table**

Field Name	Description	Type	Length	DPs	Further information
ID		I	4	0	
			Default Value :		JxNewId("JX_User")
LOGIN_ID		C	10	0	
USERNAME		C	25	0	
PASSWORD		C	20	0	
USR_GRP		C	100	0	
DEF_COMP		C	1	0	
EXPIRES		D	8	0	
PDAUSER		L	1	0	

Accreditation Training Courseware

Other Guides and Help

The following user documents are also provided with the respective software. Guides are available from various sources including Answerlink, the Opera 3 CD and from the Opera 3 Client installation's main folder, normally *C:\Program Files\Pegasus\Client XXX\User documents (where XXX is either VFP or SQL)*. Some guides are also available from the Opera 3 Help menu or respective software Help menu.

Readme File

The Readme file is an HTML document. It contains late breaking news and any other release specific important information.

Note: This file can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Release Guide

When new versions are released such as Opera 3, they are normally accompanied by a Release Guide that contains information such as What's New in this Release, Release History, and Functional Differences between versions.

Note: This guide can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Installation Guide

The Installation Guide is provided to help you install the application in your chosen Windows environment. It contains technical information and advice to ensure the installation process is successful.

Demonstration Data Guide

This guide is provided to assist the use of the demonstration data and contains pertinent information that is not contained elsewhere in the product documentation. It is recommended that the Help be used at the same time.

Implementation Guide

The Implementation Guide provides a high-level view of an application such as Opera 3 and how to approach an implementation. It details how the modules are integrated, and recommends the order in which elements should be set up.

System Requirements Guide

The System Requirements Guide details the minimum and recommended computer hardware and software requirements that are required to install and use software such as Opera 3 Enterprise and Opera 3 Enterprise SQL.

It also includes guidance on using Opera 3 Enterprise and Opera 3 Enterprise SQL in a Terminal Services environment run in Windows Server 2003 and Windows Server 2008 (32-bit & 64-bit).

Help

F1 Help provides details of all the functions available in the application.

Document Management & Executive Dashboards Guides

Installation Guides are available for both Document Management and Executive Dashboards. A user guide is also available for Executive Dashboards. Help for Document Management is in the Opera 3 Help.

Note: The guides are in the respective folders on the Opera 3 CD and can be accessed from the Opera 3 CD Installation Menu.