

FLEXX[®]
Project Management
Reference Manual
Version 7.0L0

Databyte



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1.0 Introduction

1.1 *About Project Management*

The Project Management module is designed to provide the user with the ability to post revenue and expenses to various Projects (Cost Centers). The basic building blocks are the line items (SKU's) on Work Orders (Time Billing), Sales Orders (OP), Invoices (AR), Purchase Orders (PO), Vouchers (AP), and Inventory Movement (IC) transactions. Using the Job Costing function, a line item is linked to a cost center and optionally also a Resource which is defined as a sub-category of the project (or job). A dynamic reporting element will give control of the Job Costing reports to the end-user. The Job Costing data is built from the same details that are posted to the General Ledger and therefore will provide consistent reporting.

Using Project Management you can:

- Δ Enter and maintain an unlimited number of Job Contracts (Jobs).
- Δ Link any FLEXX transaction to a defined Job.
- Δ Dynamically track the profitability (revenue/expense) of any Job.
- Δ Generate Job Costing reports to track the profitability (revenue/expense) of the Job.

Project Management requires the use of the Application Control Table for it to be functional, described in Section 3.0 (*See also the FLEXX Implementation Guide, Sec.4 for complete Application Control Table details*).

**Project
Management and
FLEXX**

The Project Management module is fully integrated with all other FLEXX modules. The Job Code and an associated Resource Code can be specified on any transaction on all FLEXX modules. This allows linking transactions to a specific Job for revenue and expense tracking purposes.

- Δ Accounts Receivable (AR) - post revenue to the job;
- Δ Accounts Payable (AP) - post expenses to the job;
- Δ General Ledger (GL) - post GL entries and adjustments to the job;
- Δ Time Billing (TB) - post Work Order COGS (expense) and sales (revenue) to the job;
- Δ Purchasing/Receiving (PO) - post purchase costs to the job;
- Δ Order Processing (OP) - post COGS (expense) and sales (revenue) to the job;
- Δ Inventory Control (IC) - post warehouse transfers and adjustments (expense) to the job;
- Δ Quotation Manager (QM) - attach a job to the quote, which will be used when the OP order is created;
- Δ Fixed Assets (FA) - post depreciation (expense) to the job;
- Δ Repair & Warranty (RW) - post COGS (expense) and sales (revenue) to the job.

1.2 About This Manual

Content

This manual describes the forms and functions in Project Management. It contains the following sections;

- Δ Starting Project Management: describes how to get into the Project Management module
- Δ Working with Job Contracts: describes the forms used to create, find and modify Jobs.
- Δ Extracting Project Management information: describes how to perform on-form analysis and how to print Job Costing reports.

Manual Conventions

- Δ We use an asterisk (*) to indicate wildcards. However, different database systems use different symbols for wildcards. See the table below. Ask your System Administrator which symbol to use.

Database	To Match All	To Match One
MS SQL Server	%	_(underscore)
Oracle	%	_(underscore)
Sybase	%	_(underscore)

- Δ Information that you enter and information that appears on the form appears in bold type. Example: Enter **Y** in the **Begin Process?** field.
- Δ References to other sections are italicized. Example: (*See 2.0 Starting Project Management*).

Other FLEXX Tables Needed

The following tables may also be needed to fully use all of the capabilities of Project Management.

- Δ Company Table *
- Δ Division Table *
- Δ Customer Master Table *
- Δ Warehouse Table *
- Δ Department Table *
- Δ Employee Table *
- Δ Salesperson Table *
- Δ Resource Table *
- Δ SKU Category Table

* See FLEXX Getting Started Manual

2.0 Starting Project Management

To start Project Management

Log on to FLEXX. The FLEXX Control Panel screen appears.

Flex Control Panel
Form Edit Database Record Field Help

FLEXX® Client by Databyte

Tucker Tape Supply, Inc. 07/05/01 10:44

Company	tucker	Division	tape
Date	07/05/01	Period	200107
<input type="checkbox"/> Use Batch		Function	

Main Menu Quit

PERIOD ENDING 07/31/01

harry PWD

Flex Information

Online Data Data Warehouse

Click on the Button to Display Main Flex Menu	update	not stored	record 1	of 1
---	--------	------------	----------	------

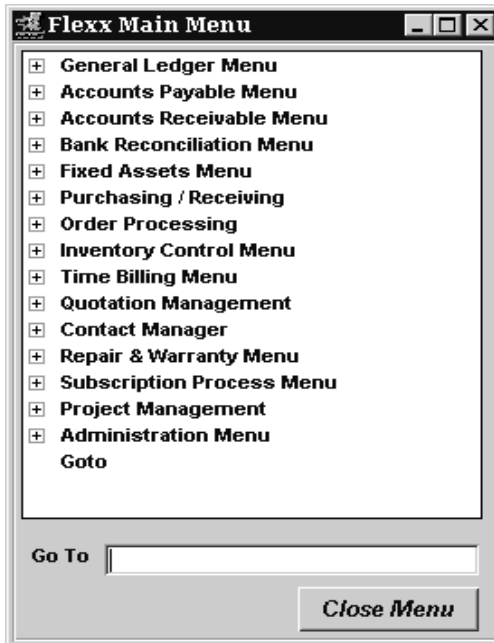
This form lets you set up the defaults for the session. For example, if you plan to work with accounts in one company/division during a session, enter the company and division codes here. During the session, these codes appear automatically in the **Company** and **Division** fields whenever you have a blank form or new record. You can overwrite the session defaults any time they appear on a form.

Fields

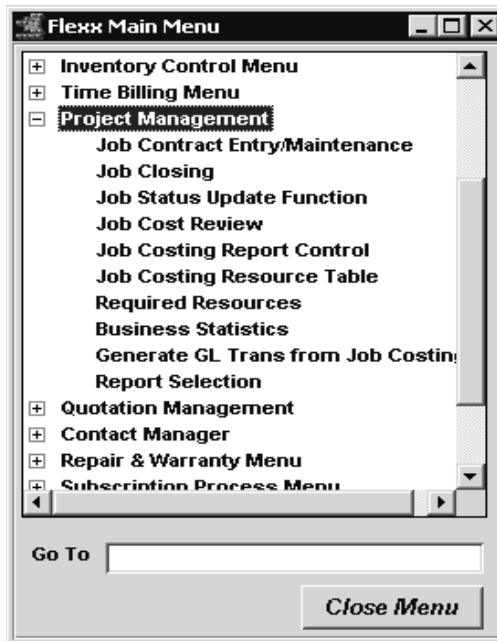
Enter the following information.

Field	Entry	Default	Reqd
Company	The default company code. Use Zoom to select from a list of companies.	Set by System Administrator	Y
Division	The default division code. Use Zoom to select from a list of divisions.	Set by System Administrator	Y
Date	The default date.	System Date	Y
Period	The default GL Period number.	GL Period Table	Y
Use Batch	Select this option by clicking the box. Batch control lets you group similar Contact Manager transactions together and enter, edit and post them as a whole using a unique batch number. Each Contact Manager transaction in the batch still has a transaction number. If you selected B/C, the Batch Control screen appears when you first go to add a transaction.		Y
Function	To quickly access a specific FLEXX module, enter the code for the module, then <<press Main Menu>>. Example: To go straight to Project Management and bypass the Main Menu, type mainjc in this field and <<press Enter>> Twice. See the Session Defaults section of your <i>Getting Started</i> manual for more information.		N
Buttons			
Main Menu	Access the FLEXX main menu		
Quit	Terminate the FLEXX session.		
PWD	Press this button to change both the user's Logon password and the FLEXX Authorization password (See <i>Administration Manual, User Master description</i>).		

Press **Main Menu**. The FLEXX Main Menu appears.



Select **Project Management**. The Project Management Menu appears.



3.0 Working with Job Contracts

This section describes:

- Δ How to enter a Job Contract (*also referred to as 'Job'*);
- Δ How to modify an existing Job;
- Δ How to enter or modify Job details;
- Δ How to track a Job for profitability (accumulated revenue and expenses);
- Δ How to close a Job.

Notes

For the Job Contract to be functional, FLEXX Application Control must be set up as follows.

Application	Type	Description	Value	Company
jc	install	Job Costing Enabled Flag	Y	default

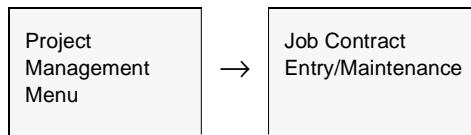
With *install* set to N, a Job Contract can still be entered. However, it cannot be specified (entered) on any other form as a reference so would be of no use in FLEXX.

3.1 Job Contract Entry/Maintenance

Description

The Job Contract Entry/Maintenance form is used to create the Job Contract (Job) record. It contains customer specific data as well as Job specific information that will be used to link it with other FLEXX transactions to enable revenue/expense tracking of that job. Jobs can be defined as ‘master’ (Parent) jobs and ‘subjobs’. Tracking can then be performed at either of the job levels.

Select



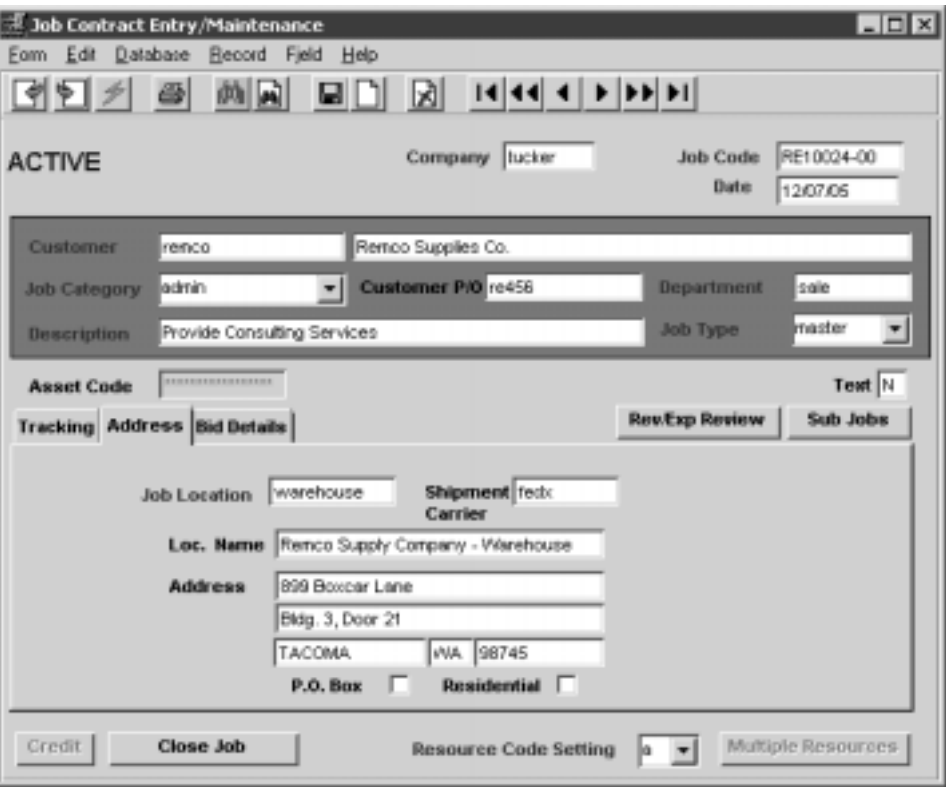
The Job Contract form appears in Find mode. To create a new Job press <<Clear to Add>>.

Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company code for the company performing the job project.	Session Default	Y
Job Code	The Job Contract number, either autogenerated or manually entered as desired. The Autogen number will be a representation of the date with a sequential suffix appended (e.g. 020601 for June, 2002, job # 01). It will also use the <i>Job Code Prefix</i> value defined on the Customer Master for the customer as a prefix to the generated number. (e.g. RE020601 from customer 'remco' and June, 2002, job # 01).	Year/Month plus suffix	Y
Date	The date the job was entered.	Session Default	Y
Customer	The customer code and name the job is created for.		Y
Job Category	A category value as desired taken from the values defined on the Job Category Master Types table (# 979).		Y
Customer PO	The customer Purchase Order number for the Job. This will be required if the customer has been defined to require a PO for all purchases.	Customer Master	N
Department	Enter a Department Code as defined on the Department Table.		Y
Description	Enter any job description to identify the job.		N
Job Type	Identifies the type of job; can be 'master' or 'subjob'. Only a 'master' job can be a Parent job. A 'subjob' must be attached to a valid active 'master' job.	master	Y
Asset Code	If this job is used for Asset Maintenance, the Asset code of the equipment being handled by this job.		N
Text	Indicates (Y/N) if there is underlying text. Zoom on the field to either enter or display already entered text (See Sec. 3.6).		N
Tracking Tab			
Parent Job Code	Enter the Parent (master) job number to link this job to its parent job. The Job can only be a 'subjob' to allow the Parent entry.		N
Job Auth	Enter a Job authorization code or number as desired. For user-reference only, not used by FLEXX.		N
Job Changed	Indicate (Y/N) if job data has been changed since initial creation. For user-reference only, not used by FLEXX.	N	N
Scheduled Date	The date the job was scheduled. For user-reference only, not used by FLEXX.		N
Status	The status of the job; can be: <ul style="list-style-type: none"> • o - Open • a - Active • c - Closed/Complete • ch - Customer Hold - Hold status set by customer request • cn - Cancelled • cr - Credit Hold 	o	Y

Field	Entry	Default	Reqd
Rush Job	Indicate (Y/N) if this is a Rush job. For user-reference only, not used by FLEXX.	*	N
Estimate Dates Start Date End Date	The Estimated Start and and completion dates of the job. For user-reference only, not used by FLEXX.	Session Date	Y
Actual Dates Start Date End Date	The Actual Start and completion dates of the job. For user-reference only, not used by FLEXX.		N
Next Maint. Date	If this job is used for Asset Maintenance, the date the next maintenance procedure defined by this job is to be performed. For user-reference only, not used by FLEXX.		N
Ship Date	The date the job is to be shipped to the customer, if applicable. For user-reference only, not used by FLEXX.		N
Comment	Any user desired comment to further describe the job.		N
Buttons			
Rev/Exp Review	Press this button to display the Job Revenue/Expense Review screen (See Sec. 3.3).		
Sub Jobs	Press this button to display the SubJob Entry/Maintenance screen which is used to enter or display the sub-jobs associated with this job (See Sec. 3.11).		
Credit	This button will be lit if the customer is on Credit Hold at the time of job entry. Press the button to release the job from Credit Hold. The job will need to be released before it can be used on any other FLEXX transactions. Only an authorized user will be able to perform this (has "credrels" authorization level).		
Close Job	Press this button to close the current job.This button is only active on Open jobs.		
Resource Code Setting	Use this field to specify the type of Resources applicable to this job. Values can be: <ul style="list-style-type: none"> • n - None - No Resource Codes to be used with this job. • a - Any valid Resource Code will be required with this job. • s - Specific - Only Specific Resource Codes can be used with this job. Enter the specific resources allowed on the Required Resources table (See Sec. 3.7). Press the Required Resources button to access the table. Note that the Resource Codes to be used must first be defined on the Resource Table (See Sec. 3.2).	n	Y
Multiple Resources	This button is only active for Resource Code Setting type "s" jobs. Press this button to access the Required Resources Table (See Sec. 3.7). This table is required on jobs created with Resource Code Setting type "s".		

Field	Entry	Default	Reqd
<p>Address Tab</p> 			
Job Location	The customer Ship To location code where the job is to be performed.	Customer Master	Y
Shipment Carrier	The carrier code of the carrier to be used for any shipments. Any validly predefined carrier code can be used.	Customer Master	N
Loc. Name Address	The customer's name and address as defined on the Customer Master for the specified Location code.	Customer Master	Y

Field	Entry	Default	Reqd
<p>Bid Details Tab</p>			
Bid Type	The type of bid for this job. For user-reference only, not used by FLEXX. Predefined values are: <ul style="list-style-type: none"> • estimate - job is an estimate only • not2exceed - job has a maximum limit • fixprice - job has a set price. 		N
Salesperson	The salesperson code of the responsible sales rep. Will default to the salesperson defined on the Customer Master for the specified customer.	Customer Master	N
Prob Win %	An estimate percent value for the probable win of the job. For user-reference only, not used by FLEXX.		N
Est Bid Amt	An estimated bid amount. For user-reference only, not used by FLEXX.		N
Est. GM %	Estimated Gross Margin percentage of the job. For user-reference only, not used by FLEXX.		N
Est Revenue	The estimated revenue for the job. For user-reference only, not used by FLEXX.		
Bid Date	The Bid date of the job. For user-reference only, not used by FLEXX.	Session Default	N
Bid End Date	The ending bid date of the job. This will default to the date when the job record was closed. For user-reference only, not used by FLEXX.	Session Default	N

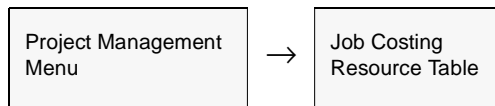
3.2 Job Costing Resource Table

Description

The Job Costing Resource Table is used to define all Resources to be used with the Job Costing function of FLEXX. If the Resource function is not being used (i.e. all jobs will only be Resource Setting “n”), then this table will still be required, but will need only resource code “none” to be defined.

Note that Resource codes can be the same as already defined SKU codes, and will then be identified by the “=SKU” field set to “Y”. This can be useful when tracking the revenue/expense of a job by specific SKU usage, but has no other effect to FLEXX operation.

Select



The Job Costing Resource Table screen is displayed in Find mode.

Resource	Description	Type	Status	=SKU
70	Mobilization in/out (quoted)	dispatch	a	N
402	Unit 402 - 165 Ton (Conv)	crane	a	N
340	Unit 340 - 80 Ton (mobile)	crane	a	N
33	test	test	a	N
324	Unit 324 - 80 Ton (mobile)	crane	a	N
321	Unit 321 - 70 Ton (mobile)	crane	a	N
320	Unit 320 - 70 Ton (mobile)	crane	a	N
32	OAC - Living & Travel Costs	labor	a	N
27	Service - Operators labor	labor	a	N
26	Service - Mechanics	labor	a	N
20	Repairs - Certification Labor	labor	a	N
16	Crew Overtime	dispatch	a	Y
13	Repairs - Operators Labor	labor	a	N
12	Repairs - Mechanics Labor	labor	a	Y
11	Hourly Internal	labor	a	N

Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company code for the company supplying the quote.	Session Default	Y
Resource	The user-defined Resource Code. Any alphanumeric value can be entered.		Y
Description	A description of the resource.		N
Type	A Type grouping value. This is for user-reference only and not used by FLEXX.		N
Status	Status code of resource; can be: <ul style="list-style-type: none"> • a - Active • i - Inactive <p>To inactivate a resource, change the value to "i" and Add/Update. The resource will then no longer be usable.</p>	a	Y
=SKU	Indicates whether or not the Resource code entered is also a valid SKU code as defined on the SKU Master table. FLEXX will automatically set this when the resource code is entered, and will also automatically update the value to Y if a SKU is defined subsequent to the resource code entry.	N	Y

3.3 Job Revenue/Expense Review Screen

Description

The Job Revenue/Expense Review Screen (also called JC Detail table) has two purposes:

- Δ To display the details of all FLEXX transactions associated with specific jobs.
- Δ To manually enter detail information to a predefined job that is not directly related to some other FLEXX transaction.

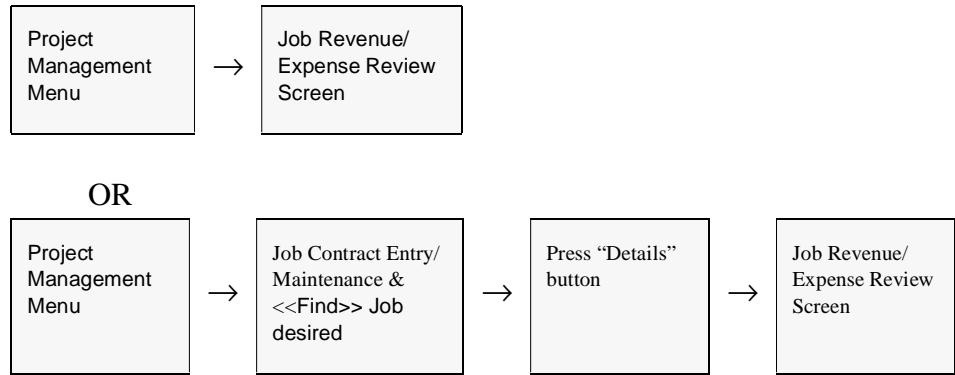
As a result of these entries, it will display a current balance of revenue and expenses for the displayed entries.

The transaction details are automatically entered on the JC Detail table by FLEXX when the transaction GL Generation routine is run (e.g. WO details with Generate GL Transactions from TB/RW, etc.). Any manual entries made to the table can also be posted to the GL as required (*See Sec. 3.8*). If this is not desired, and the manual entries are to only be recorded as Job Costing values, they will show only as job revenue/expense amounts. This is to allow making adjustments to job costing without affecting the GL balances.

Notes

- Δ Data is entered into this table in only two ways:
 - Δ Manual entry; or
 - Δ Generate GL Transaction routine of FLEXX modules.
- Δ If the manual entry is to be posted to the GL, the corresponding Posting GL Account values need to be entered. Running the Generate GL Transactions from Job Costing routine (*See Sec. 3.8*) will then pick up only those entries and post them to the GL.
- Δ The detail entry can be modified if required, but only by an Authorized user. This user needs to have the “*jcdetmod*” Authorization code defined on the User Authorization table (*See Administration Guide, User Authorization description*).

Select



The Job Revenue/Expense Review form appears in Update mode.

JC Category	Tax Date	Resource	Asset Code	UOM	Units	Rate	Est Amt	Text
e 10023 af	12/10/02	340	*****	HR	1.00	300.00	300.00	N
e 10023 af	12/10/02	340	*****	EA	1.00	60.00	60.00	N
r 10023 af	12/30/02	340	*****	HR	5.00	100.00	500.00	N
r 10023 af	11/10/02	11	*****	HR	6.00	-65.00	- 390.00	N
r 10023 af	11/10/02	11	*****	HR	6.00	65.00	390.00	N
e 10023 af	10/31/02	11	*****	EA	2.00	10.31	20.61	N
e 10023 af	10/31/02	01	*****	12PK	12.00	10.02	120.21	N
r 10023 af	10/31/02	11	*****	EA	2.00	100.00	200.00	N
r 10023 af	10/31/02	01	*****	12PK	12.00	20.00	240.00	N

Expense Totals		Revenue Totals	
Units	Amount	Units	Amount
Estimate	0.00	Estimate	0.00
Actual	33.00	Actual	4,826.00

Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
The Job and Resource Descriptions are displayed at the top of the form. These are shown as they have been entered on the Job Contract Description field.			
Company	The Company code for the job contract.	Session Default	Y
Job Code	The Job code for the defined job. This can only be a value of a defined Job code that is currently Open/Active		Y
GL Account	The GL Division and Account number of the GL account used when this transaction was posted to the GL.	Transaction Detail	Y
Department	The Department code to be used for this transaction.	Job Entry	N
Warehouse	The Warehouse code.		N
JC Category	The GL Job Costing Category as defined on the GL Account Master (Chart of Accounts) for the specified GL Account. The 3 fields consist of account Type, Category and Sub Category. Type: can be: e - expense r - revenue Category and Sub Category codes must be predefined on the SKU Category Master Table (See Sec. 3.4 for details).	GL Account Master	Y
Txn Date	The Date when the transaction detail was entered. This will either be the date the Source transaction was generated or the Manual detail record was entered.	Session Date	Y
Resource	The Resource code used for this transaction. This value is dependant on the Resource Code Setting value on the Job Entry form and will either be a value defined on the Resource table or "none".	none	Y
Asset Code	The Fixed Asset code if this entry is for an Asset Maintenance transaction.		N
UOM	The Unit of Measure used on the transaction. This will either be the value from the transaction detail or "EA" on manual entry.	EA	Y
Units	The quantity of units used in the transaction detail.	Transaction Detail	Y
Rate	The unit price/cost used in the transaction detail.	Transaction Detail	Y
Ext Amt	The Extended amount (total value) of the transaction detail.	Transaction Detail	Y
Text	Indicates whether or not (Y/N) there is underlying text for the specific record. Press the Text button to enter or display the text table (See Sec. 3.6).	N	N
Posting - the Posting fields are used when Manual entries are to be posted to the GL. FLEXX will use the defined GL accounts to post the values to.			

Field	Entry	Default	Reqd
Debit	The GL Division and Account number of the Debit account to be used for posting the manual or Reallocation entry.		N
Credit	The GL Division and Account number of the Credit account to be used for posting the manual or Reallocation entry.		N
GL Tran	The number of the GL Transaction that generated (posted) the detail entry using the Generate GL Transactions from Job Costing routine (See Sec. 3.8).	System Generated	
Post Status	Posting Status; values can be "n" - Not posted, "p" - Posted		
GL Period	The GL Period in which the detail was entered.	Session Default	Y
Affiliate Customer/ Vendor/ Employee	The customer, vendor or employee code associated with the transaction. Usually will have only one of the fields defined, depending on the Source of the transaction. However WO Labor (wol) entries will show both the customer and employee codes.		N
Affiliate Class Customer/ Vendor/ Employee	The Class Code of the Affiliate customer, vendor or employee code of the transaction as defined on the corresponding Master table.		N
Division	The Division code where the detail transaction was initially created.	Session Default	Y
Salesperson	The Salesperson code used in the transaction detail.	WO Transaction Detail	N
Est/Act	Indicates this as either an est - estimate or act - actual job costing entry.	WO Transaction Detail	Y
Text button	Press Text to either display existing text or enter new text data for the selected detail record.		
Source	The Source module/function of the transaction; can be: <ul style="list-style-type: none"> • ap - Accounts Payable - vouchers • ar - Accounts Receivable - invoices • fa - Fixed Assets - depreciation expenses • gl - General Ledger - manual GL entries • ic - Inventory Movement - adjustments, transfers, BOM builds • m - Manual - manually entered details • op - Order Processing - sales orders • po - Purchasing/Receiving - PO accruals (only if accruals are being used) • rw - Repair & Warranty - RW sales • wod - Work Orders Detail (Parts) - Time Billing WO Parts sales • wol - Work Order Labor - Time Billing WO Labor sales. • wot - Work Order Timecard entry 	WO Transaction Detail "m" on manual entry.	Y
Source #	The Transaction number of the source transaction where the selected data was entered (i.e. Order #, Workorder #, Invoice #, Voucher #, GL Transaction #, etc.). Will be null for manual entries.		N
Parent Job	The Job code of the Parent job if this is a 'sub-job' of a 'master'.	Job Entry	N

Field	Entry	Default	Reqd
SKU Code	The SKU code used in the transaction detail.		N
Analysis	The Sales Analysis code of the SKU used in the transaction detail. This can be any valid code defined on the Sales Analysis Master Type table.	SKU Master	N
Expense Totals			
Estimate	The total Units and dollar amount of the displayed Expense estimates.	System Generated	
Actual	The total Units and dollar amount of the displayed Expense actual records.	System Generated	
Revenue Totals			
Estimate	The total Units and dollar amount of the displayed Revenue estimates.	System Generated	
Actual	The total Units and dollar amount of the displayed Revenue actual records.	System Generated	

3.4 Job Costing Categories

Description

The Job Costing Categories required on the Job Revenue/Expense Review form as well as the GL Account Master (Chart of Accounts) are defined on the SKU Category Master Table. This category definition is to allow jobs to be tracked by GL account category as opposed to GL account number where multiple GL accounts can be assigned a common category code.

Be aware that even if this categorization function is not required, at least one category and subcategory code will need to be defined. This will be required for the GL Account definition on the Chart of Accounts.

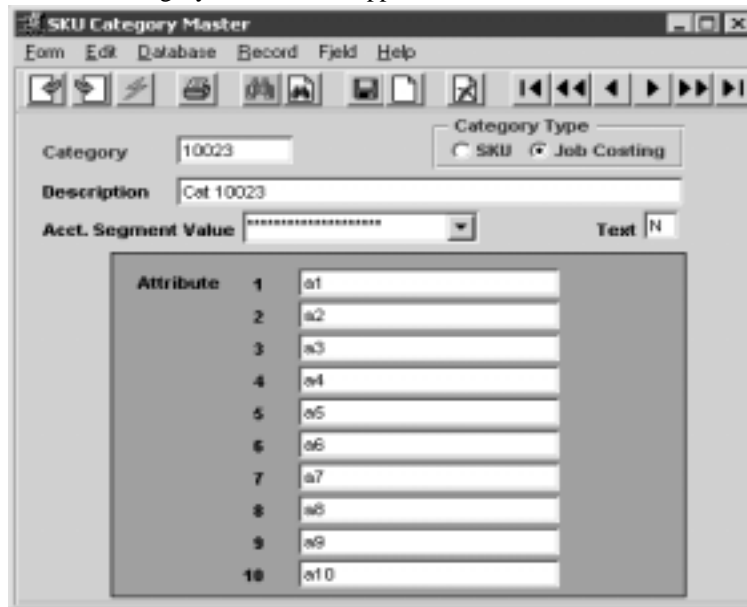
Select



Or



The SKU Category Master form appears in Find mode



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Category	Any user-defined category code (maximum 15 characters).		Y
Category Type	The only valid value for Job Costing categorization is "Job Costing".	Job Costing	Y
Description	A user defined description for the category defined.		N
Acct Segment Value	Not used in the current release. For future enhancement.		
Text	Text Flag; Y - If there is underlying text, N - If not. Zoom to display Text table.		N
Attributes	10 attributes fields to allow the user to enter any additional subcategories as desired. Can be up to 20 characters long.		N

3.5 Job Status Update Function

Description

The Job Status Update form is used to change the status of a job to any valid value. It will effectively perform the same function as the Job Closing form, but by specific Job Code.

Be aware that this routine is very powerful in that any status code change is allowed. So, it may be desired to put some level of security on its use to prevent uncontrolled job status changes.

Select



The Job Status Update routine appears in Update mode.



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Selection Criteria			
Company	The Company code of the job contract.	Session Default	Y
Job Code	The Job Contract number.	%	Y
Status	The status code of the job.	Job Contract Entry	Y
Generation Criteria			
Status	The new status code. Can be: <ul style="list-style-type: none"> • a - Active/Open • c - Closed/Complete • ch - Customer Hold - Hold status set by customer request • cn - Cancelled • cr - Credit Hold 		Y
Start	Press Start to run the routine.		

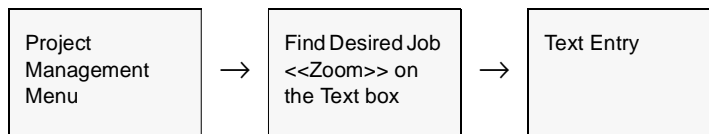
3.6 Job Contract Text

Description

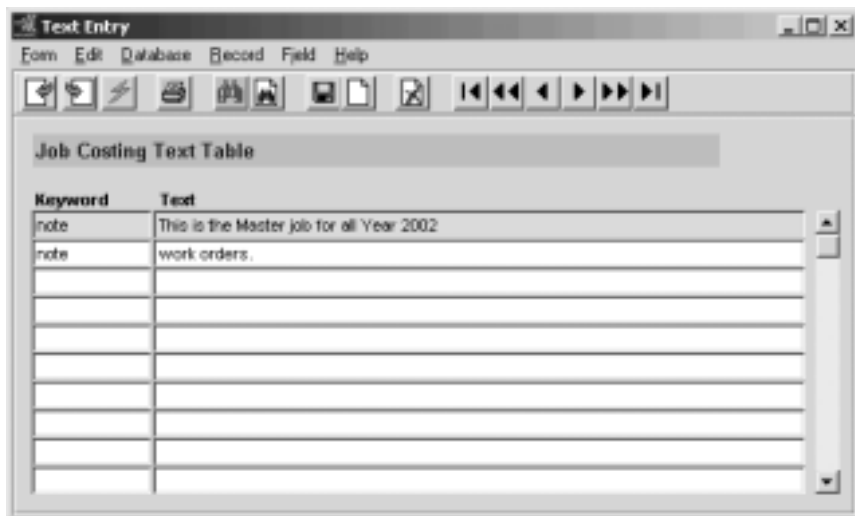
For a Job selected, use the Text to:

- Δ Add unlimited comments about the job. For example, the text could be used to keep a historical record of changes made to the job. Enter as many lines as you want, then press Enter or <<Add/Update>> to save each line.
- Δ View comments.

Select



The Job Contract Text form appears in Find Mode.



Fields

The following fields appear on the form.

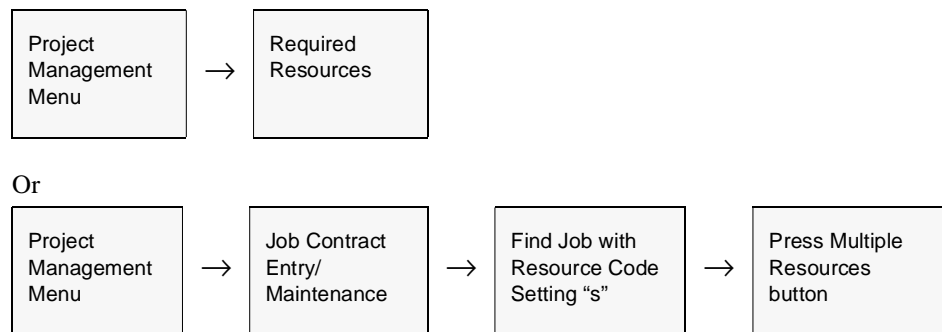
Field	Entry	Default	Reqd
Keyword	A word indicating the type of comment. Example: Notes or Info .		Y
Text	The comment.		N

3.7 Required Resources

Description

The Required Resources form is used to define the specific Resources that are only eligible for use on Jobs defined with Resource Code Setting “s”. Resources entered on this form must first be defined on the Resource Table (See Sec.3.2).

Select



The Required Resources form appears in Find mode.



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company code of the Job Contract.	Session Default	Y
Job	The Job requiring the resource.		Y
Resource	The Resource Code as defined on the Job Costing Resource Table (See Sec. 3.2).		Y

3.8 Generate GL Transactions from Job Costing

Description

The Generate GL Transactions from Job Costing routine is used to generate a journal entry in FLEXX GL of the entries on the JC Detail table (*Job Revenue/Expense Review See Sec. 3.3*) that need to be posted to the GL. Entries that FLEXX will post are:

- Δ Manual entries (Source “m”)
- Δ WO Reallocation entries (Source “wol” and “wod”) (*See Sec. 3.9*)

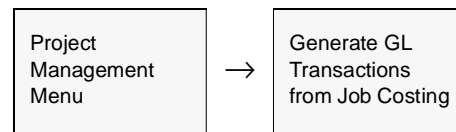
Be aware that FLEXX will only post those entries that have their **Posting Debit and Credit accounts** defined on the JC Detail form (*See Sec. 3.3*). If it is desired that a manual entry not be posted, omit the Posting accounts and that record will not be selected by this routine when it is run. However, all ‘reallocation’ entries will be selected.

This process is only required to be run if the user wants to generate journal entries in the GL from the JC Detail entries. If it is desired that the JC Detail entries are not also posted to the GL (i.e. the GL is not meant to reflect the Job Costing records), then this routine can be omitted from normal operation.

Note:

The entries created on the JC Detail table that originate from other FLEXX modules (e.g. WO’s, OP, AR, etc.) will have been posted to the GL at the time the Generate GL Transactions routine was run in those modules. This routine is only meant to post those entries that have not already been posted.

Select



The Generate GL Transactions screen appears in Update mode



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company Code for which a journal entry and costs will be generated.	Session Default	Y
Division	The Division Code for which a journal entry will be generated.	Session Default	Y
GL Period	The GL Period that will be used on the resulting journal entry in FLEXX General Ledger. This period field is also used as selection criteria to determine which Movement entries will be selected.	Session Default	Y
GL Trans Date	The date that will appear on the resulting journal entry in FLEXX General Ledger.	Session Default	Y
Batch #	If using batch control, the batch number to appear on the resulting journal entry in FLEXX General Ledger.		N
GL Trans Desc	End-user description to appear on the resulting journal entry in FLEXX General Ledger.		N
Start	Press this button to start the GL transaction generation.		
GL Transaction	The FLEXX General Ledger transaction number generated as a result of running this process. <<Zoom>> on this field to display the GL Transactions form.	System Generated	

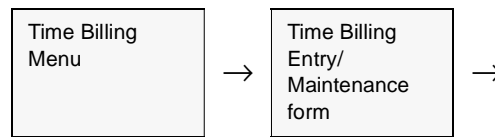
3.9 Job Costing Reallocation

Description

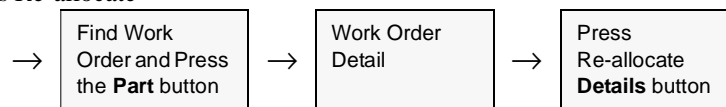
The Job Costing Reallocation function is a part of FLEXX Time Billing. It is used there only if Job Costing is also being used with Work Orders (i.e. Application Control application *jc* has *install* set to Y). This function will reallocate the costs and/or revenue of any SKU (parts or labor) entered on a Work Order to one or more other SKU's. For example, it may be required for the Invoice to show the actual ordered SKU but Job Costing to show the reallocated SKU's. Further, functionality permits Reallocation of the GL transaction (generated using the Generate GL Transactions from TB/RW - See Sec. 3.8) having the costs and/or revenue be posted to the GL accounts for the reallocated SKU's.

Please refer to the Time Billing manual for details on Work Order entries.

Select

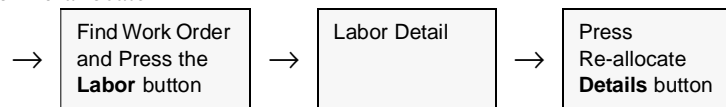


Parts Re-allocate

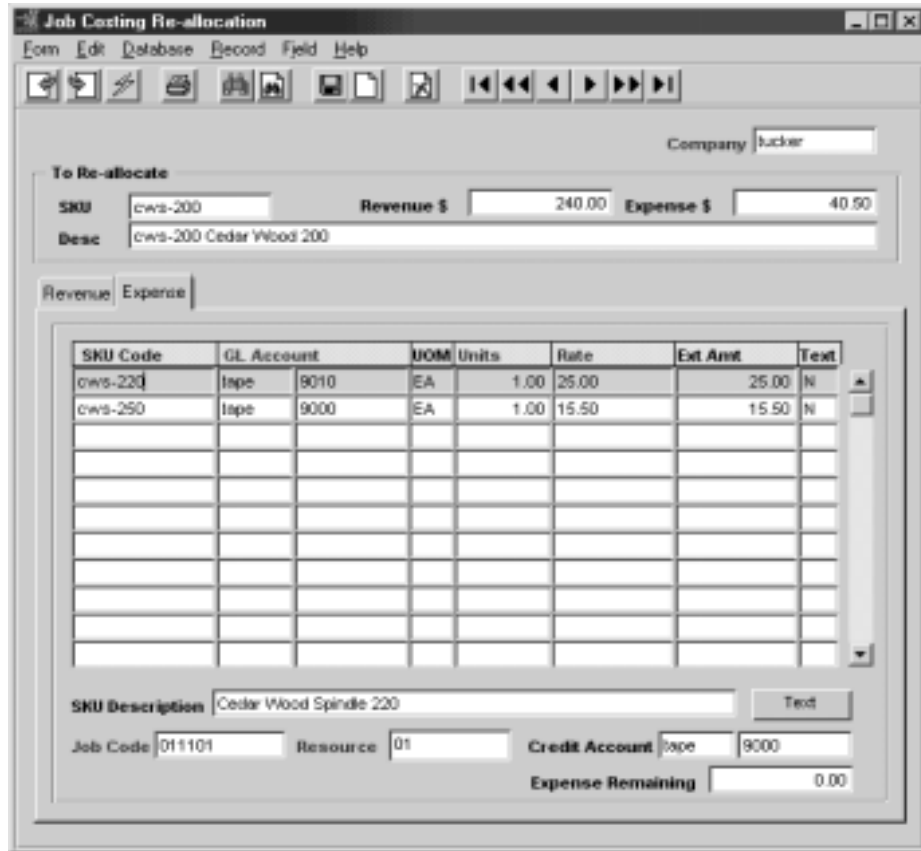


Or

Labor Re-allocate



The Job Costing Reallocation screen appears in Update mode. To make a new entry, select either the Revenue or Expense tab, place the cursor on a detail field and press <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code of the Work Order.	Session Default	Y
SKU	The detail SKU entry to be reallocated	Parts or Labor Detail	Y
Revenue \$	The revenue (sales) value of the SKU ordered This will be the Effective list price from the SKU Price table.	WO Detail	Y
Expense \$	The expense (cost) value of the SKU ordered. This will be the Avg Cost for the SKU for the specified Whse if Inventory, or the Standard Cost if it is Non-inventory.	SKU Master	Y
Description	The SKU Description.	SKU Master	Y

Field	Entry	Default	Reqd
Revenue Tab			
SKU Code	The SKU code of the reallocation SKU to be used.		
GL Account	The Division and GL Account code to be used to reallocate the revenue amount.	SKU GL Code	Y
UOM	The Unit of Measure used for the units.	SKU Master	Y
Units	The quantity of the SKU to be used.		Y
Rate	The unit price to be used for the reallocation. This can be any value, and will not automatically be the defined sell price for the SKU entered.		Y
Ext. Amt	The extended amount of the qty times rate values entered.	System Generated	Y
Text	Y if there is underlying, N if not.	N	
SKU Description	The description of the SKU.	SKU Master	Y
Text button	Press this button to either display existing or enter new text.		
Job Code	The Job Code to be used for the reallocation. This will default to the code specified on the WO Detail, but can be overwritten with any other valid job code value.	WO Detail	Y
Resource	The Resource to be used for the reallocation. This will default to the code specified on the WO Detail, but can be overwritten with any other valid resource value.	WO Detail	Y
Debit Account	The Division and GL Account code of the Sales GL account for the original 'reallocate' SKU. This value cannot be changed.	SKU GL Code	Y
Revenue Remaining	As the Units and Rate values are being entered, FLEXX will indicate the amount remaining that can be reallocated. FLEXX will allow only a value equal to the original Revenue amount to be reallocated. If the Remaining amount is not zero, FLEXX will display message "Allocation is only partially complete" when trying to exit this form. The whole amount needs to be reallocated before the form can be exited (<<Previous Form>>).	System Generated	Y
Expense Tab - all of the above fields are identical, other than the GL Accounts being used.			
GL Account	The Division and GL Account code to be used to reallocate the COGS amount.	SKU GL Code	Y
.....			
Credit Account	The Division and GL Account code of the COGS GL account for the original 'reallocate' SKU. This value cannot be changed.	SKU GL Code	Y
Expense Remaining	As the Units and Rate values are being entered, FLEXX will indicate the amount remaining that can be reallocated. FLEXX will allow only a value equal to the original Expense amount to be reallocated. If the Remaining amount is not zero, FLEXX will display message "Allocation is only partially complete" when trying to exit this form. The whole amount needs to be reallocated before the form can be exited (<<Previous Form>>).	System Generated	Y

3.10 Sub Job Entry/Maintenance

Description

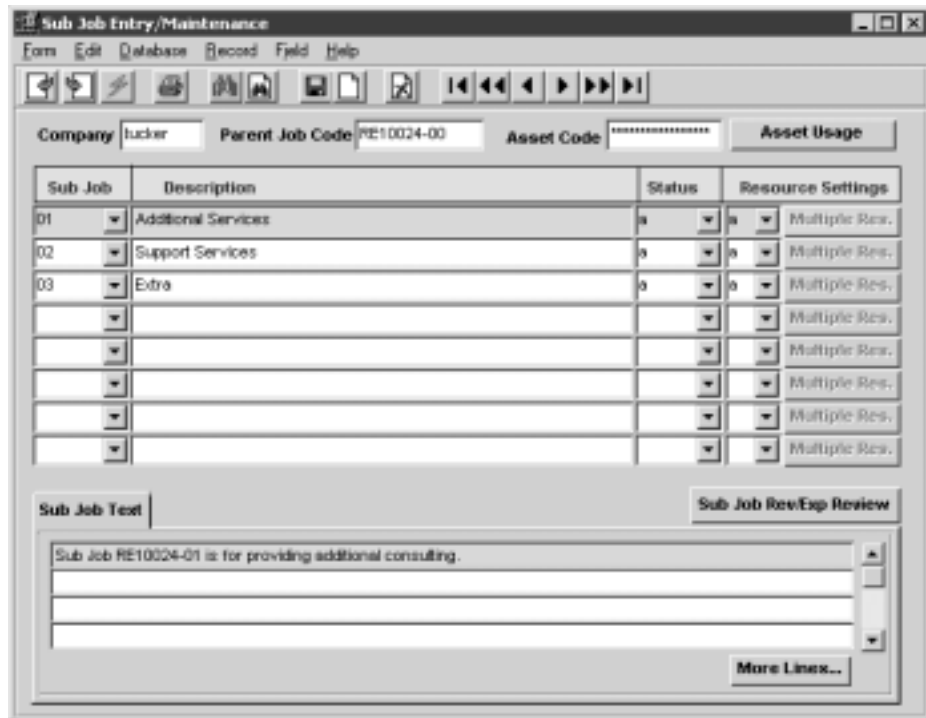
The Sub Job Entry/Maintenance form is used to enter or maintain subcomponents of a “master” job. Each entry of a subjob record will also result in the automatic creation of a “subjob” type Job Contract record. The job code for the subjob will be “autogen’ed” with the parent job value but suffixed by an incremented number; (e.g. parent job number is 1234-00, subjob will be 1234-01, 1234-02, etc.).

Please refer to the Time Billing manual for details on Work Order entries.

Select



The Sub Jobs screen will be displayed in Update mode.



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company Code for which a journal entry and costs will be generated.	Session Default	Y
Parent Job	The job code of the Parent Job record.		Y
Asset Code	The code of the Fixed Asset if this job and subjob is for Asset Maintenance function of a Fixed Asset.	Master Job Entry	N
Asset Usage button	Press this button to display the Fixed Asset Usage screen. This form is used to enter and display the usage parameters and values for the asset being maintained. <i>Please refer to the FLEXX Fixed Asset manual for more details.</i>		
Sub Job	The subjob suffix number of the Job Contract record. All numbers to be used need to be predefined on the Job Task Codes Master Types table for them to be valid.	System Generated	Y
Description	Description of the subjob; will default to the description on the Job Task Codes Master Types table and can be changed to any desired value.		N
Status	The subjob status; can be: <ul style="list-style-type: none"> • a - Active • c - Closed/Complete • ch - Customer Hold - Hold status set by customer request • cn - Cancelled • cr - Credit Hold 	a	Y
Resource Settings	The Resource Code Setting value, as is required on the Job Contract record. Values can be: <ul style="list-style-type: none"> • n - None - No Resource Codes to be used with this job. • a - Any valid Resource Code will be required with this job. • s - Specific - Only Specific Resource Codes can be used with this job. Enter the specific resources allowed on the Required Resources table (See Sec. 3.7). Press the Required Resources button to access the table. Note that the Resource Codes to be used must first be defined on the Resource Table (See Sec. 3.2).	n	Y
Multiple Resources	This button is only active for Resource Code Setting type "s" jobs. Press this button to access the Required Resources Table (See Sec. 3.7). This table is required on jobs created with Resource Code Setting type "s".		
Sub Job Text	Enter any desired text into this table to further describe the subjob.		N
Sub Job Rev/Exp Review	Press this button to display the Job Revenue/Expense Review Screen, which will display the detail records for the selected subjob.		
More Lines	Press this button if more lines are needed to enter additional text. The standard FLEXX Text table will be presented with keyword 'job' entered.		

4.0 Extracting Project Management Information

Description

This section describes the forms that can be used to do on-screen inquiries with regards to the status of the Job. The various Job Costing reports are also described.

Topics described are:

- Δ Job Revenue/Expense Review form
- Δ Job Closing form (used as an inquiry screen)
- Δ Business Statistics form
- Δ Job Costing Report Control form - used for setting up the parameters required to print the Job Costing Report.
- Δ Printing standard Job Costing reports.

Notes

While in find mode, the Job Contract form can also be used, in conjunction with selection criteria, as an inquiry screen to review particulars of specific jobs.

4.1 Job Revenue/Expense Review Screen

Description

In addition to the description given in Sec. 3.2, the Job Revenue/Expense Review form can also be used as an inquiry screen. By using various selection criteria as search arguments, the screen will display job details and revenue and expense totals for those details listed.

Example: By searching by Resource code, the revenue and expense totals can be shown for that specific resource, accumulated from all Job transactions that used that resource.

Select



The Job Revenue/Expense Review form will not be described here in any more detail. Please refer to Sec. 3.3 for the detailed description.

4.2 Business Statistics

Description

The Business Statistics form is used to display statistical financial data of the Company's business. It will display current balances as well as Month-to-Date totals of the various revenue and expense transactions. By specifying an earlier GL Period, it can be used to show the financial position retrospectively, though the current balances will remain that; current as of the .

Select



The Business Statistics form appears in Update mode. It is an inquiry screen only and no entries are permitted.

Category	Value	Amount
OP	2	\$ 96.60
WO	3	\$ 0.00
RV	0	\$ 0.00
Total	5	\$ 96.60

Note

If another Company is desired, you will need to first change the Control Panel screen setting to the desired value and then re-open this screen. The Division field can be changed to display another Division for the same Company and Period.

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Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company code. This field cannot be changed. To display the values for another Company, change the default Company on the FLEXX Control Panel and re-open this screen.	Session Default	Y
Division	The Division code. If all divisions for the specified Company are desired, enter a % (wildcard) in this field.		Y
GL Period	The GL Period to be used. Enter the ending period to be used or use the Session Default period.		Y
Revenue Tab			
Unbilled Orders			
Current Period All Periods	Select the button to display the Revenue for either the Current (specified) period only, or for all periods up to and including the current period. This selection applies only to the Revenue data.		
OP	The number and total value of all uninvoiced sales orders in FLEXX Order Processing.		
WO	The number and total value of all uninvoiced work orders in FLEXX Time Billing.		
RW	The number and total value of all uninvoiced repair orders in FLEXX Repair & Warranty.		
Totals	The sum of the above values.		
MTD Revenue	Total of all revenue for the specified GL Period. Consists of all invoices (paid and unpaid) less Credit Memos for the period.		
Projected Sales	Sum of MTD Revenue plus Unbilled Orders total.		
MTD Expenses	Total of all order costs for the GL Period. Includes orders in OP, WO, and RW where COGS has been posted (i.e. Generate GL Transaction routines run in these modules). If Job Costing is being used (App. Ctrl. <i>jcdetail</i> = Y), this value will be the total of all "exp" values from the Job Cost Detail table.		
MTD Gross Contribution	MTD Revenue minus MTD Expenses.		
Contribution %	The MTD Gross Contribution represented as a percentage.		
Calculate	Press the Calculate button to calculate the current Business Statistics data.		
Net Cash Forecast	This value is the Net cash forecasted to be available to date for the specified GL Period. Consists of total of MTD AR Receipts plus MTD AR Miscellaneous Cash minus MTD AP Payments.		

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Accounts Receivable form.

Current Balance	The current AR (outstanding) balance; includes all open invoices less unapplied Credit Memos and On Accounts.
MTD Billings	Total of all invoices (paid and unpaid) less Credit Memos for the specified GL Period. On Accounts are not included in this value since they are considered as receipts only.
# Of Invoices	Number of all invoices (paid and unpaid) for the GL Period.
MTD Receipts	Total of all payment Receipts (applied and unapplied) for the specified GL Period.
# Of Receipts	Number of all receipts (applied and unapplied) for the GL Period.
MTD Misc Cash	The value of the AR Miscellaneous Cash received for the GL Period.

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Accounts Payable form

Business Statistics

Form Edit Field Help

Company Division GL Period

Tucker Tape Supply, Inc. (SYBASE)

Revenue | Accounts Receivable | **Accounts Payable** | Purchase Orders

Current Balance

MTD Payables # of Vouchers

MTD Payments # of Payments

Current Balance	The current outstanding AP balance; consists of all open (unpaid) vouchers to date.
MTD Payables	Sum of all open, marked and paid vouchers for the specified GL Period. This value will include the unpaid balances of partially paid vouchers.
# of Vouchers	Number of all open, marked and paid vouchers for the specified GL Period
MTB Payments	Sum of all AP payments made in the specified GL Period.
# of Payments	Number of all AP payments made in the specified GL Period

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Purchase Orders form

Business Statistics

Form Edit Field Help

Company Division GL Period

Tucker Tape Supply, Inc. (SYBASE)

Revenue | Accounts Receivable | Accounts Payable | **Purchase Orders**

Open POs: # of POs:

MTD POs: # of POs:

Purchase orders over \$100.00:

Calculate

Net Cash Forecast

Open POs	The sum of all currently open Purchase Orders.										
# of P/O's	The number of all open POs.										
MTD POs	The sum of all open Purchase Orders for the specified GL Period.										
# of P/O's	The number of all open POs for the specified GL Period.										
Purchase Orders Over 300.00	The number of open POs each with a value of more than \$300.00. The 300.00 value is the default, but can be set as desired by making the following Application Control definition: <table border="1"> <thead> <tr> <th><u>Application</u></th> <th><u>Type</u></th> <th><u>Description</u></th> <th><u>Value</u></th> <th><u>Parameter</u></th> </tr> </thead> <tbody> <tr> <td>jc</td> <td>bstats</td> <td>Alert Minimum for Business Statistics</td> <td>100.00</td> <td>layout</td> </tr> </tbody> </table>	<u>Application</u>	<u>Type</u>	<u>Description</u>	<u>Value</u>	<u>Parameter</u>	jc	bstats	Alert Minimum for Business Statistics	100.00	layout
<u>Application</u>	<u>Type</u>	<u>Description</u>	<u>Value</u>	<u>Parameter</u>							
jc	bstats	Alert Minimum for Business Statistics	100.00	layout							

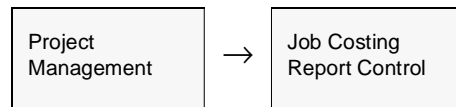
4.3 Job Costing Report Control

Description

The Job Costing Report Control table is used to define the values that are to be used when printing the Job Costing Report (See Sec. 4.4). The table allows the user to set up the required Job Costing Report according to the data entered on the Job Revenue/Expense Review form.

This function allows the user to produce various different report outputs of the defined Job Costing data using a single report program (*jcpts*).

Select



The Job Costing Report Control form is displayed in Find mode. Press <<Clear to Add>> to enter data.

Column #	Heading	Category	Attribute 1-10	Est/Act	Unit/\$	Rule	Column #
1	Actual Units	sa01	1-9	act	u	N	
2	Estimate Units	sa01	1-9	est	u	N	
3	Variance			est	u	N	1-2
4	% Variance			est	u	PM	1,2
5							
6	Actual Reven.	sa01	1-9	act	\$	N	
7	Estimate Reven.	sa01		est	\$	N	
8	Variance			act	\$	N	6-7
9	% Variance			act	\$	PM	6,7
10							
11							

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Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The company code of the report.	Session Default	Y
Report Name	Any user-defined code and name description to identify the report. Two lines of description are available. The description entries will also be the title lines printed at the top of the report.		Y
Column #	The report can be 'built' to print a total of eleven columns of data. The formatting is such that all eleven columns are produced, and if a column (or several columns) is not to print any data (could be a divider between sections), that column's definitions must be left blank (null).		
Heading	The column heading to be printed. Any user defined value can be entered and will be printed as entered.		N
Category	The Job Costing Category to be used to extract the data required for the report.		Y
Attribute	The Category Attributes field to be used. This can be a single value for a specific subcategory, or a range (e.g. 1-9) to use all subcategories within that range.		Y
Est/Act	Enter est or act to define either Estimate or Actual data to be used for this column.		Y
Unit/\$\$	This field is used to define either Units (u) or Dollar values (\$) are to be used to show the value of the column.		Y
Formula:			
The two Formula fields (Rule and Column #) determine the results value of each column. The fields are only required if the column result is to be a calculated value of multiple output columns.			
If the Formula fields are not defined, the column result will be the sum total of the fields specified.			
Rule	The calculation rule to be used; can be: <ul style="list-style-type: none"> • N - Net. The difference between 2 columns, where N(1-2) would be col.1 minus col.2. • P - Percentage. The percentage of one column to the second column, where P(1,2) would col.1 as a percent of col.2. • PM - Profit (or Percent) Margin. The percentage difference between two columns, where PM(2,1) would be (col2 - col1)/col1. • S - Sum. The sum of multiple columns, where S(1,3,5) would be the sum of cols 1,3, & 5. 		
Column #	The columns to be used for the calculation according to the above described Rules.		
Create New Template	Press this button to create a new report using the existing Report form as a template. A new Report Control form will be generated with the same values as the original which can then be modified to meet the requirements of the new report.		

4.4 Printing Standard Job Costing Reports

Description

Reporting within Project Management is the same as in all FLEXX modules. The kind of reports you can generate depends on which ones your company has set up in the system.

The following table lists the standard Job Costing reports.

Report Code	Report Title	Description
jcexport	Export Job Costing Records	Report identical to the Job Costing Report (jcrpts) except that the output is exported as an MS Excel file. This file can then be processed using standard Excel functions. This report requires the Job Costing Report Control table to be defined for it to run (See Sec. 4.3). The values specified on that table determine the data that will be produced on this report. Then, through the use of the selection parameters, the results can be printed according to those parameters and in a certain order.
jcreview	Job Costing Review Report	A summary report of the Job Costing data entered on the Job Costing Review form.
jcrpts	Job Costing Report	Report that is used to print a detailed summary of the Job Costing process. This report requires the Job Costing Report Control table to be defined for it to run (See Sec. 4.3). The values specified on that table determine the data that will be produced on this report. Then, through the use of the selection parameters, the results can be printed according to those parameters and in a certain order.
openjob	Open Job Report	Report that will list all Open jobs ("a" status). By changing the Status selection parameter, it can also be made to list all jobs that fit that value.

Procedure

To Print a Job Costing Report:

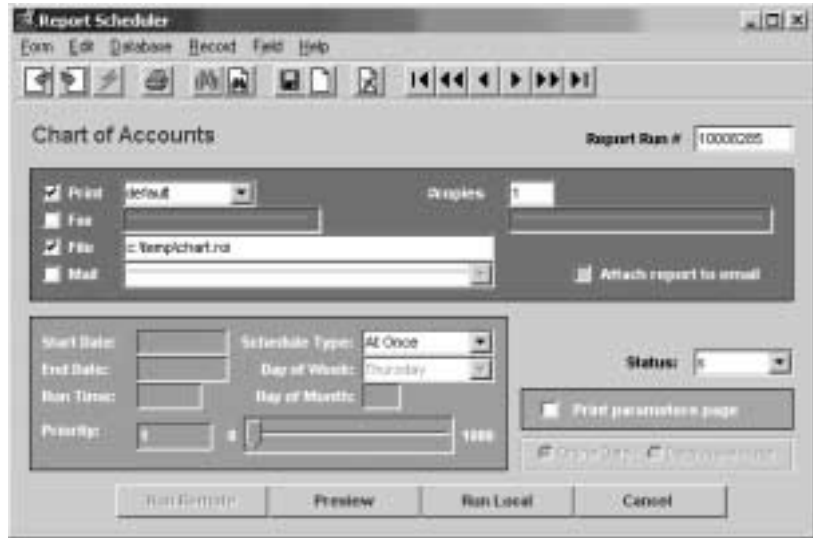
1. Select Report Selection from the Project Management menu. Position your cursor on the report you want to print.

Report Code	Report Title	Rpt Set
jobpart	Export Job Costing Records	
jobreview	Job Costing Review Report	
jobrpts	Job Costing Report	
openjob	Open Job Report	

2. <<Press Select Report>>. The Report Parameters form appears showing the report title and report control run number along with the list of selection criteria.
3. Enter the selection criteria. Each report will have a unique set of selection parameters to be entered.
 - Δ Press the Enter key after each field entry

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4. <<Press Run Report>> to display the following printing options.



Fields

Enter the following information to print the report.

Field	Entry	Default	Reqd
Print	Select the print box to send the report output to a printer.		Y
Print Device	The printer name. This will be the printer specified as the Default on the User Master for this user.	default	Y
# Copies	Enter the number of copies of the report desired.	1	Y
Fax	Select the fax box to fax the report. This functionality only works if fax software has been installed and configured to FLEXX specifications.		Y
Fax Number	Enter the fax telephone number.		Y
File	Select the file box to send the report output to a file, otherwise leave blank. This file can be used to reprint the report at any time.		Y
File Name	The user-defined name of the file to send the output to. Your System Administrator sets up this field.	System Generated	
Mail	Select the Mail box to have the report server send you an e-mail on print completion. This functionality only works when reports are being "scheduled".	User Master	N
Mail Address	The e-mail address to be used.	User Master	
Attach report to email	Select this box to have the report "rox" file sent to the designated e-mail address as an attachment. If Actuate is loaded the report can then be viewed or printed.		
The following fields are only active (lit) if the FLEXX Report Server is installed and active.			

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Field	Entry	Default	Reqd
Start Date	The date to start the printing schedule for this report.	Session Default	Y
End Date	The date when the print schedule is to end.	Session Default	Y
Run Time	The time of day when the print schedule is to be started.	Internal Time Clock	Y
Priority	The scheduling priority. Once the report scheduler has determined which reports are eligible to be run for the specified date or time, they are then prioritized with 1000 being the highest and 0 the lowest priority.	1	
Schedule Type	The type of schedule to use; can be: <ul style="list-style-type: none"> • At Once – to be run immediately. This is the only option for Preview or Run Local. • Run Once – run only once (no repeats). • Daily – run schedule each day for the period entered. • Weekly – run the schedule once a week. • Monthly – run the schedule once a month 	At Once	
Day of Week	The day of the week the report is to be scheduled.	Session Default	
Day of Month	The month date the report is to be scheduled. Note that when defining the Day of Week or Day of Month settings, only one or the other can be set. FLEXX will enter the other corresponding value to match.	Session Default	
Status		s	
Print Parameters Page	Select this box to have a cover sheet printed with the report, displaying the selection criteria used to produce the report. This can be controlled with the Application Control variable <i>parampage</i> setting.	marked	
Buttons			
Run Remote	Press this button to send the report to the Report Scheduler to be printed.		
Preview	Press this button to preview the report only. It can be printed from the preview screen.		
Run Local	Press this button to print the report on the local printer (i.e. not schedule the printing)		
Cancel	Press Cancel to cancel the operation. This is the same as pressing <<Previous Form>>. It will not cancel printing if the report has already been sent to the printer or scheduler.		