# FLEXX®

# Time Billing

*Reference Manual*

## Version 7.0L0

**Databyte**

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# Table of Contents

# 1.0 Introduction

## *1.1 About Time Billing*

The Time Billing module (TB) (also called Work Orders) streamlines the operations of entering Job Contracts and Work Orders, issuing them, completing them and invoicing them. Using TB you can;

- Δ Set up, maintain and share with FLEXX Accounts Receivable an unlimited number of customers.
- Δ Enter an unlimited number of Job Contracts which can be used to create and track an unlimited number of Work Orders.
- Δ Enter an unlimited number of Work Orders detailing what the WO is to do, what was actually done and the final results.
- Δ Have multiple billing options such as Billed on Estimate, Billed as Incurred, Billed on Completion and Not Billable.
- Δ Seamlessly create invoices in FLEXX Accounts Receivable from each Work Order.

### *TB and FLEXX*

The Time Billing module (TB) is fully integrated with these FLEXX modules;

- Δ Accounts Receivable (AR) - TB uses the same Customer listings as AR to prevent double entry. Once a Work Order is ready to be billed, an invoice is automatically created in AR.
- Δ Inventory Control (IC) - TB uses all of the SKU items defined in IC. Additional SKU's can be set up to track labor units needed on each Work Order.
- Δ Project Management (Job Costing (JC)) - If a TB is related to a job defined in FLEXX Job Costing, the WO can be "stamped" with the Job Code.

# 1.2 About This Manual

## Content

This manual describes the screens and functions in TB. It contains the following sections:

- Starting TB; describes how to get into the TB module.
- Working with TB Transactions; describes the screens you use to add, find and modify TB transactions, including Job Contract Entry, WO Entry, WO Text, activating a WO and WO invoicing.
- Extracting TB Information; describes how to print TB reports and how to perform on-screen analysis.
- FLEXX Project Timer operations.

## Manual Conventions

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) |

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

## Other FLEXX Tables Needed

The following tables may also be needed to fully use all of the capabilities of Time Billing.

- Company Table *
- Division Table *
- Warehouse Table *
- Salesperson Table *
- SKU Table (See FLEXX Inventory Control Manual)
- Employee Master *
- Tax Table *

* See FLEXX Getting Started Manual

## 1.3 *Time Billing Sequence of Operations*

Set up Customers in Customer Master

↓

Set up SKU Master for all Parts and Labor items.
Note: any 'labor' SKU must be defined with a 0.0 Qty price entry in SKU Price table.

↓

Enter/Create the WO including WO Text and Parts/Labor estimates as required

↓

Activate the WO.
If Job Costing is also being used, create the Job Contract for the WO as required

↓

Enter Actual Parts and Labor items used to complete the WO

↓

When complete, Close the WO as required.

↓

Use the WO Invoice Generation routine to create the invoice

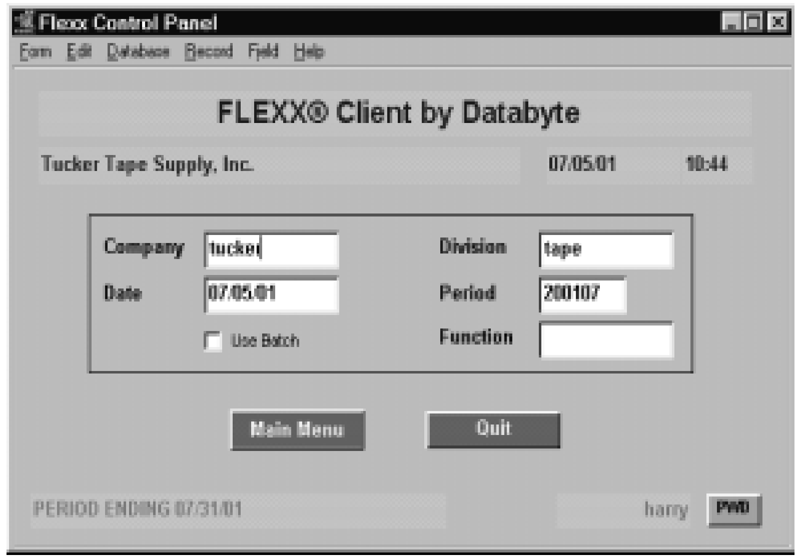
↓

Run Generate GL Transactions (TB/RW) to Post the WO transactions to the GL

# 2.0 Starting Time Billing

### To start Time Billing

Log on to FLEXX. The Session defaults screen appears.





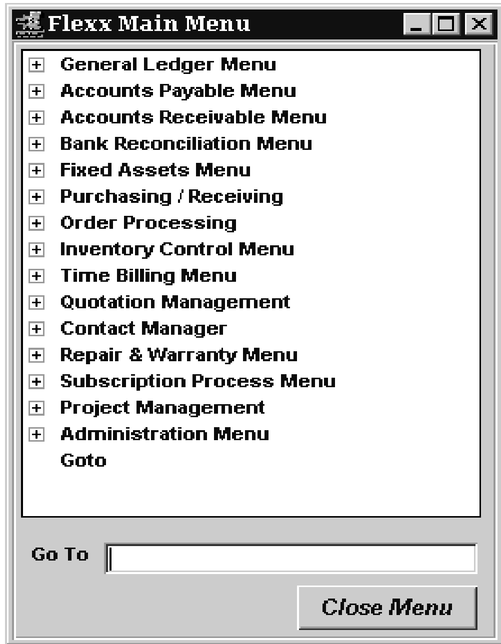
This screen lets you set up the defaults for the session. For example, if you plan to work with accounts in one company/division during a session, enter the company and division codes here. During the session, these codes appear automatically in the **Company** and **Division** fields whenever you have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

## *Fields*

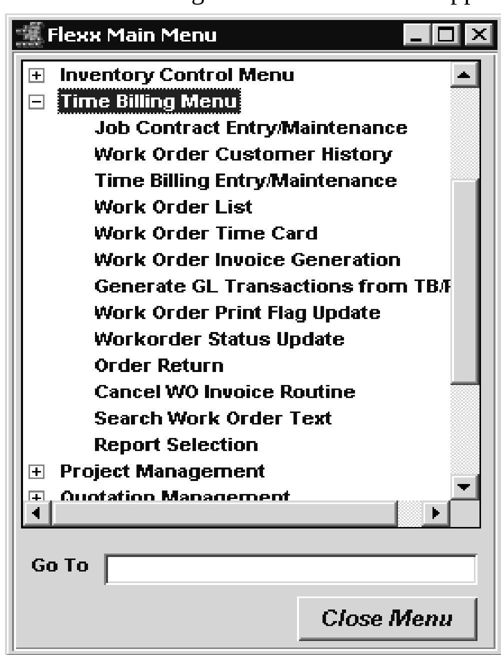
Enter the following information.

| 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 period number. | GL Period Table | Y |
| Use Batch | Select this option by clicking the box.<br>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.<br>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>>.<br>Example: To go straight to Time Billing and bypass the Main Menu, type wo in this field and <<press Enter>> Twice.<br>See the Session Defaults section of your *Getting Started* 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 Administration Manual, User Master description)*. | | |

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




Select Time Billing. The TB Main Menu appears.



# 3.0 Job Contract Entry

## *Description*

If the Job Costing function is being used, the Job Contact Entry/Maintenance form allows the user to create a 'Job' which forms a template to be used to create as many Work Orders as needed. The Job Contract also serves to link all of the associated Work Orders (as well as other FLEXX transactions) that were created and thereby track their revenue/ cost by the defined job.

Once a Job Contract and the related Work Order header records have been created, you can then enter Work Order detail (parts) and labor records as described in Section 4.

For the Job Contract to be functional, FLEXX Application Control must be set up as follows. Note that this setting is not required for the Time Billing function to be operational.

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

## *Notes:*

It is not necessary to enter a Job Contract before entering a Work Order. If Work Orders are being entered on their own and not being assigned to an overall job, proceed to Section 4.

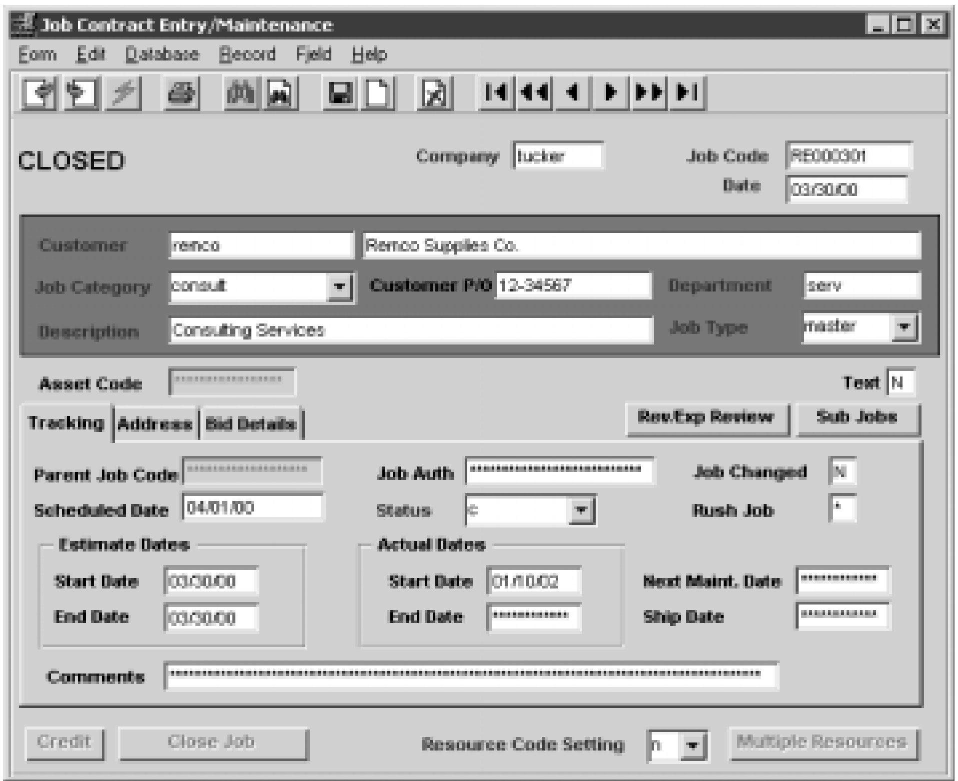
If the customer is on credit hold, the new job will be marked "**Credit Hold**" and tagged with status "cr". An authorized user ("*credrels*" authorization level) will be able to release the job from Credit Hold.

**Please refer to the Project Management manual for a detailed description of the Job Contract Entry form, and how it is used in the Job Costing function of FLEXX.**

## Select

Time Billing Menu → Job Contract Entry/ Maintenance

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




## Fields

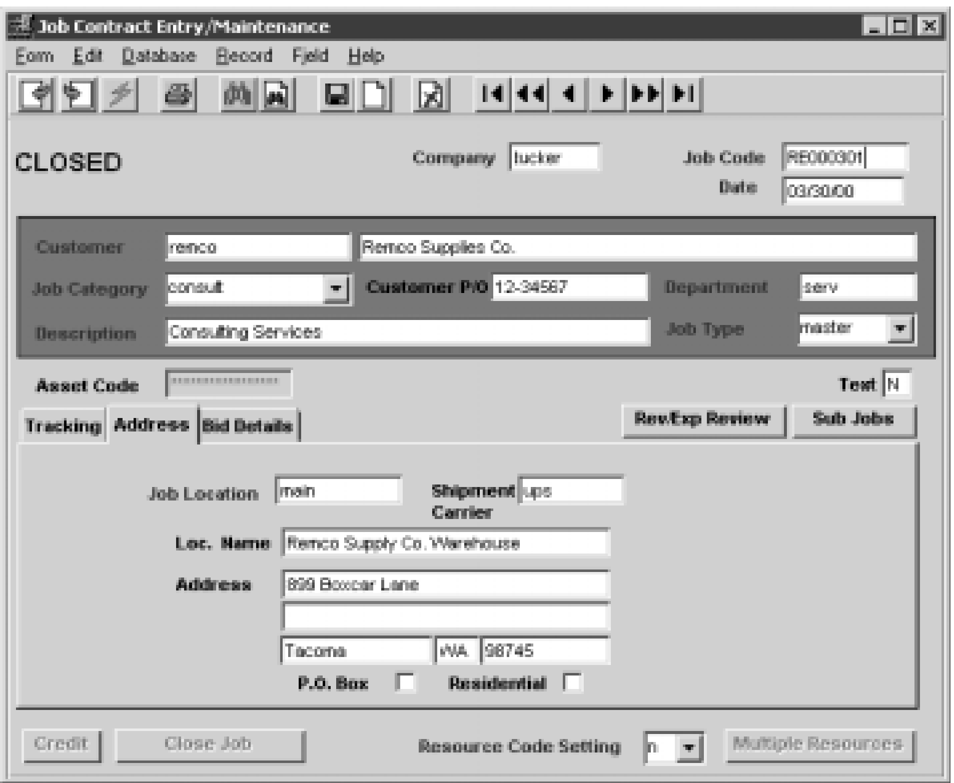
The following fields appear on the form.

| 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 *Job Code Prefix* 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 |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| 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. | 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. 3.7)*. | | 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:<br>• **a** - Active/Open<br>• **c** - Closed/Complete<br>• **ch** - Customer Hold - Hold status set by customer request<br>• **cn** - Cancelled<br>• **cr** - Credit Hold | a | Y |
| Rush Job | Indicate (Y/N) if this is a Rush job. For user-reference only, not used by FLEXX. | * | N |
| Estimate Dates<br>Start Date<br>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<br>Start Date<br>End Date | The Actual Start and completion dates of the job. For user-reference only, not used by FLEXX. | | N |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| 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 |
| Resource Code Setting | Use this field to specify the type of Resources applicable to this job. Values can be:<br>• **n** - None - No Resource Codes to be used with this job.<br>• **a** - Any valid Resource Code will be required with this job.<br>• **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.<br>Note that the Resource Codes to be used must first be defined on the Resource Table *(See Sec. 3.2).* | n | Y |

**Address Tab**




| Field | Entry | Default | Reqd |
|---|---|---|---|
| Job Location | The customer Ship To location code where the job is to be performed. | Customer Master | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| 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 | The customer's name and address as defined on the Customer Master for the specified Location code. | Customer Master | Y |

### Bid Details Tab


| | | | |
|---|---|---|---|
| Bid Type | The type of bid for this job. For user-reference only, not used by FLEXX. Values can be:<br>• **estimate** - job is an estimate only<br>• **not2exceed** - job has a maximum limit<br>• **fixprice** - job has a set price. | estimate | 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 the job. For user-reference only, not used by FLEXX. | | N |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| 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 |
| **Buttons** | | | |
| **Rev/Exp Review** | Press this button to display the Job Cost Review screen. | | |
| **Sub Jobs** | Press this button to display a list of the sub-jobs associated with this job. | | |
| **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. | | |
| **Multiple Resources** | This button is only active for Resource Code Setting type "s" jobs. Press this button to access the Required Resources Table. This table is required on jobs created with Resource Code Setting type "s". | | |

# 4.0 Working with Time Billing Transactions

This section describes:

- ∆ The screens you use to add, find, update and delete Work Orders.
- ∆ How to activate, close and invoice a Work Order.
- ∆ How to enter estimate and actual detail items for parts and labor.
- ∆ The use of different of billing types.
- ∆ How to enter time details only.

## *4.1 Time Billing Entry/Maintenance*

### *Description*

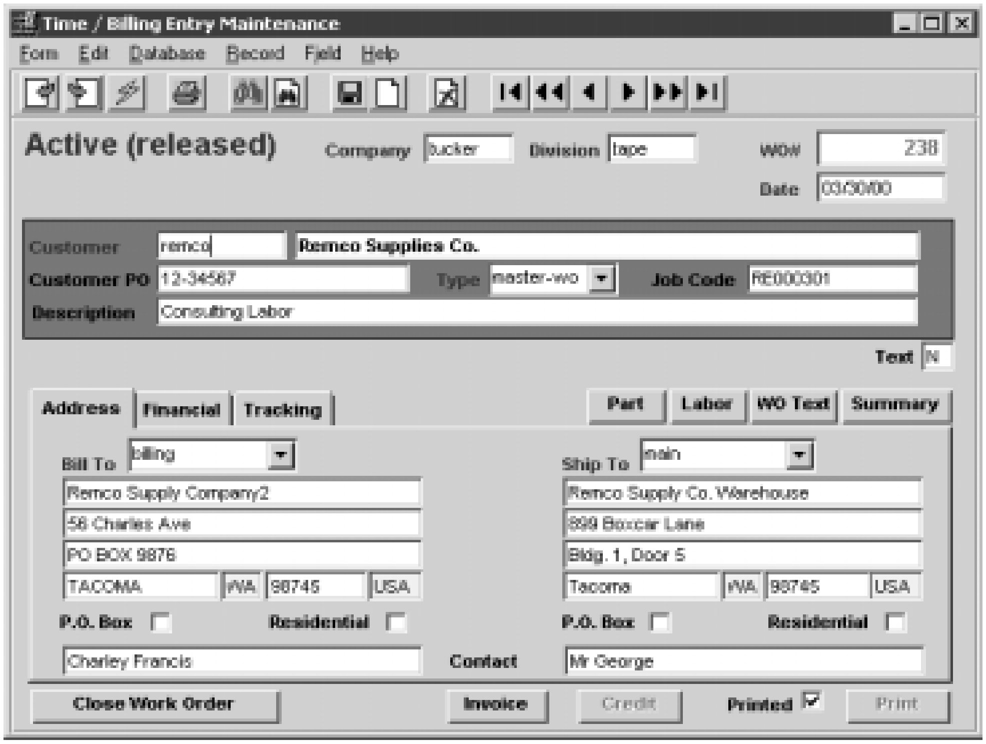
Use the Time Billing Entry/Maintenance screen to:

- ∆ Create WO transactions directly to TB. When you press <<Add/Update>> after entering the TB Header Screen, the WO Detail screen is accessed. The TB Header screen contains general information such as the Customer Code, date required, related Job Code and the Bill to, Ship to addresses. The WO Detail screen records the estimated parts and labor as well as the actual parts used on the job. The actual labor incurred is entered through the WO Labor Table.
- ∆ Find WO’s by entering selection criteria.
- ∆ Update and delete WO’s.
- ∆ Display the WO Text, Detail and Labor screens.

## Select

Time Billing Menu → Time Billing Entry/ Maintenance

The Time Billing Entry/Maintenance Screen appears in Find mode. To add a new WO transaction press <<Clear to Add>>.




## Notes

Once the Work Order has been activated, the Activate Work Order button will be labelled **Close Work Order**.

**Text** button is described in Sec. 4.3.

**Part** button is described in Sec. 4.4.

**Labor** button is described in Sec. 4.5.

**Summary** button is described in Sec. 5.3.

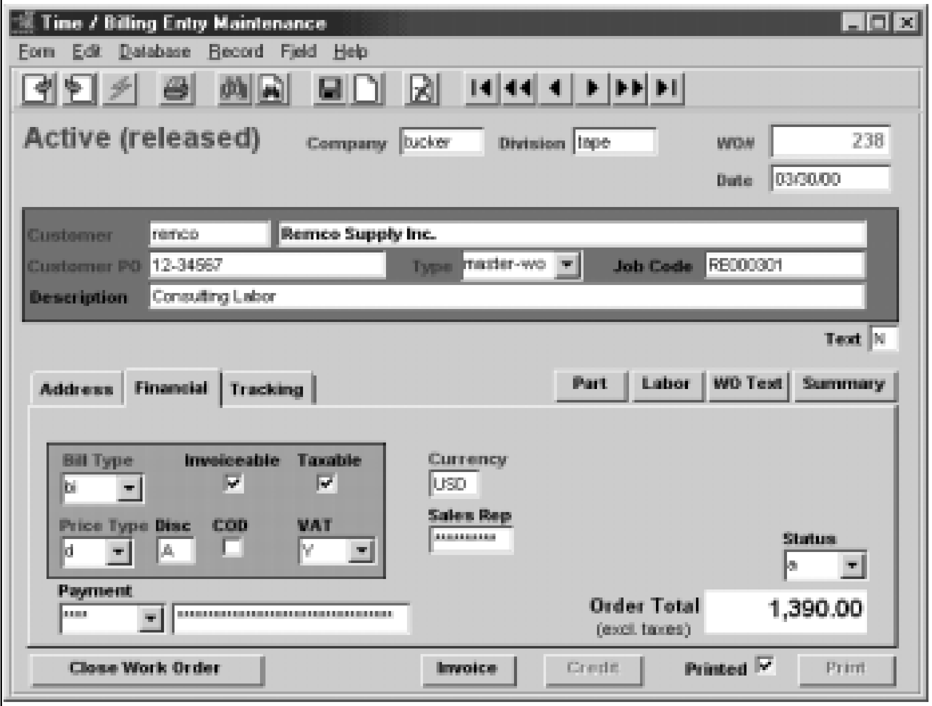
## Fields

The following fields appear on the Time Billing Entry/Maintenance Screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The Company Code | Session Default | Y |
| Division | The Division Code | Session Default | Y |
| WO # | The number of the Work Order. When adding a new work order, press Enter to let the system autogenerate a number. | 999999 | Y |
| Date | The date the Work Order was placed. This date is also used by the SKU Price Table in FLEXX Inventory Control to determine what price to use, based on its effective date. | Session Default | Y |
| Customer | The customer code and name for the customer that the work order is created for. *(For customer setup see Getting Started Manual)* | | Y |
| Customer PO | The customer's Purchase Order number (if applicable). If the customer has been defined on the Customer Master 'Other' form with the PO Required flag set, this PO number field is required. | Customer Master | N |
| Type | Identifies the type of Work Order. The type is determined by how the Work Order is created, and can be:<br>• **master-wo**. Work Order created directly from a job defined in Job Contract Entry *(See Sec. 3.0)*.<br>• **main-wo**. A work order created from an existing work order, where the new work order is a work order in its' own right and does not reflect changes to the original<br>• **change-wo**. Work Order created from an existing Work Order as a result of using the Work Order Creation routine. *(See Sec. 4.8)*.<br>• **non-contr**. Work Order created through manual entry and not related to a Job Contract. | | |
| Job Code | The related Job Contract code of the Work Order *(See Sec. 3.0)*. | | N |
| Description | End-user description field to give an overall description of the work order. This comment field is used by the WO Invoice Generation routine *(See Sec 4.10)* to separate the details of each Work Order on the invoice in cases where one invoice is generated from multiple Work Orders. If this comment field is left blank, FLEXX Time Billing will use the first line of text entered in Work Order Text for Work Requests. | | N |
| Text | Text flag. **Y** - if there is underlying text; **N** - if not *(See Sec 4.6 WO Detail Text)* **Note: This text form has been retained on the WO Header to maintain consistency with other FLEXX modules. This text has been superseded by WO Text form. *(See Sec 4.3)*** | N | N |
| **Address Tab** | | | |
| Bill to Location | Address to which the resulting invoice will be sent. *(See Getting Started Manual)*. | Customer Master Table | Y |
| Ship to Location | Location to which the item(s) worked on will be sent (if applicable). | Customer Master Table | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|

**Select the Financial Tab to review the following information.**




| | | | |
|---|---|---|---|
| Bill Type | The Work order may have the following Bill types:<br>• **bc** - Bill on Completion. The WO detail lines will not be transferred to FLEXX Accounts Receivable until the Work Order has a status of “c” - Complete.<br>• **be** - Bill on Estimate. To be used where a fixed price quote (estimate) is needed. The WO details are transferred to FLEXX Accounts Receivable for the estimated parts and labor items only once the WO has a status of “c” - Complete.<br>• **bi** - Bill as Incurred. The WO detail lines are transferred to FLEXX Accounts Receivable on a periodic basis as selected using the WO Invoice Generation Routine *(See Sec 4.10).*<br>• **nb** - Not Billable. To be used for Work Orders that are not going to be billed to the customer. Work Orders with this status are ignored by the WO Invoice Generation routine. However, the costs (COGS) will still be picked up by the GL Transaction Generation routine.<br>**Note: It is possible to have an initial status of one billing type, i.e. *bc* and change it to *be*. This is true in all cases except where a WO has a billing type of *bi* - Billed as Incurred and at least one of the detail lines has been invoiced. In this situation the WO must remain as a *bi* billing type** | bi | Y |
| Invoiceable | End user marking routine to be used during the WO Invoice Generation routine. If this field is selected this Work Order will be included as part of the WO Invoice Generation procedure and will be invoiced. *(See Sec. 4.10)*. | | |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Taxable | If this box is selected, the Work Order is subject to taxation.<br><br>This flag acts as a setting to be carried down to each detail line in WO Detail. *(See Sec.4.4)* and WO Labor *(See Sec. 4.5)*.If the WO is subject to taxation, FLEXX looks to the tax jurisdictions and rates as defined on the customer ship to location *(See Getting Started Manual)* The resulting tax is calculated when the WO Invoice Generation routine *(See Sec. 4.10)* is used and displayed on the invoice in FLEXX Accounts Receivable. | | N |
| Price Type | Code for the type of pricing that the customer is eligible for as defined on the FLEXX Inventory Control SKU Price Table. | Customer Master | N |
| Disc | Discount Type code - The customer's discount code. Works in conjunction with the Customer Discount Table *(See Getting Started Manual, Customer Master description)*. | Customer Master | N |
| COD | Check this flag if the WO is to be a COD order. This will then generate a COD entry on the Part detail form using the effective price defined on the SKU Price table *(COD sku needs to be defined on the SKU Master for this to work)*. | | N |
| VAT | The VAT **Type** code to be used to calculate the effective tax amount.<br>***This setting defaults from the VAT code set on the Customer Master *(See Getting Started Manual)* and serves as a default on the WO Detail and Labor Tables.** | Customer Master Table | Y |
| Currency | The Customer Currency Code. The currency the customer does business in and the resulting invoice will be denominated in. | Customer Master Table | Y |
| Sales Rep | Code for the salesperson responsible for the sale. This information is eventually transferred to the resulting invoice in FLEXX Accounts Receivable where it is used as part of sales analysis queries. If Multiple Salespersons per Customer is used, this field will be stippled and FLEXX will use the Sales Rep value for each detail entry *(See Getting Started, Sales Allocation Table description)*. | Customer Master Table | N |
| Status | The Work Order Header may have the following status:<br>• **o** - Open. All WO's initially start with this status code. With the WO in this status, only estimate parts and labor items can be entered. Once the WO has been activated the status changes to "a" active.<br>End users can manually change an "o" -open Work Order to one of the following; "ch" - Customer Hold or "cn" - Cancelled.<br><br>• **a** - Active - Work Order Released. A Work Order is activated by pressing the **Activate Work Order** button on the WO header record. Once a WO has been activated it cannot be reset to an "o" status again and no further estimates can be entered. After a WO has been activated, actual parts and labor can be entered. End users can manually change an "a" Work Order to one of the following; "ch" - Customer Hold or "cn" - Cancelled.<br><br>• **c** - Complete. A Work Order is marked complete by pressing the **Close Work Order** button on the WO header record once all of the detail lines have been entered. Note that all Work Orders of bill types other than "bi" (Billed as incurred) must be closed before they can be invoiced . Billed as incurred (bi) orders are invoiced as needed and then finally closed when they are completed.<br>**Note: A completed WO cannot be manually reset to any other status**<br><br>• **in** - Invoiced. A Work Order is marked as invoiced only after all of the WO detail lines have been invoiced through the use of the WO Invoice Generation routine *(See Sec.4.10)*. No end-user access. | o | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Status Contd. | • **cr** - Credit Hold. When a Work Order is activated (by pressing the Activate Work Order button on the WO header record) FLEXX compares the amount of the credit limit set for the customer *(See Getting Started Manual)* and the current outstanding balance. If there is insufficient credit available a message will appear “Customer has $’s overdue, put this order on HOLD? YES or NO”.<br><br>If NO is selected, the WO will be opened (status “o”) and will allow being activated. If YES is selected, the WO is marked with a status of “cr” and the Activate button will not be active. Only estimates can be entered as needed. To remove a “cr” - Credit Hold status once sufficient credit is available, press the Credit button and the Authorize Entry Screen appears. An authorized user can enter his userid and pwd. The work order will display C/H /Release and the status will be “o” - open.<br><br>• **ch** - Customer Hold. This is a status to manually put a WO on hold at the request of the customer. A WO with this status will not allow any further entry of parts and labor. A WO with a “ch” status can be manually returned to an “o” - open status if there are no “a” - active records. A WO with active records can be manually reset to a status of “a” - active.<br><br>• **cn** - Cancelled. This is an end-user status that can be manually applied to any WO’s that have not been invoiced. This status can be changed at anytime. A WO with a cancelled status will not have any further parts or labor assigned to it. To assign a “cn” - cancelled status to a Work Order header, all of the WO detail lines must also have a status of “cn” - cancelled. | | |
| Payment | Payment Type and Number - Any user-defined payment type code to identify the payment methods the customer will be using.<br><br>The credit card number for credit card sales. User reference field only. No FLEXX processing is involved. | | N |
| Order Total | The total amount to be billed on the Work Order. This total displayed is dependent upon whether the Work Order has a billing type of “be” - Billed on Estimate or not. If the WO has a “be” status the amount displayed will always equal the total of the estimated parts and labor. For all other billing types the amount displayed is the total of the estimate parts and labor until the order is activated. Once it has been activated the amount shown will be the total of the actual parts and labor.<br><br>This total excludes any taxes, but includes all eligible discounts. Select the Summary button to get complete details of the WO totals *(See Sec. 5.3)*. | System Generated | N |

**Select the Tracking Tab to review the following information**


| Field | Entry | Default | Reqd |
|---|---|---|---|
| Required Date | The date the Work Order should be completed. | Session Default | Y |
| Activated Date | • No End-user access.<br>Once the Work Order has been activated (by pressing the Activate WO button), this field is updated automatically by FLEXX. | Session Default | |
| Warehouse | Default warehouse which is also carried over to the Work Order detail lines. If any parts are needed for the Work Order, the inventory will be relieved from this warehouse. | Company Division Table | Y |
| Ship Via | The shipping method used to ship the completed item(s) back to the customer. | Customer Master | N |
| Carrier | The preferred carrier used to ship the completed item(s). | Customer Master | N |
| User Attribute Fields 1-2 | User defined fields as set up in Master Types Tables 2255 and 2256. Both the labels and contents can be predefined on the tables. The label will sat “Not In Use” if no label has been defined. | Not In Use | N |
| Entered By | The ID of the user who entered the order and the date it was entered. | System Generated | |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Printed | Flag to indicate if WO has been printed.<br><br>Once the Work Order has been printed, FLEXX automatically sets the flag. It cannot be re-printed. However, should the need arise to reprint a Work Order, the Print Status Update routine can be used *(See Sec. 4.12)* to reset the print status. | N | N |
| **Buttons** | | | |
| **Part** | Press the Part button to display the Work Order Detail form. This form is used for entering parts (non-labor) SKU's *(See Sec. 4.4)*. | | |
| **Labor** | Press the Labor button to display the Work Order Labor Table, used for entering ONLY labor type SKU's *(See Sec. 4.5).* | | |
| **WO Text** | Press the WO Text button to display the WO Text form *(See Sec. 4.3).* | | |
| **Summary** | Press the Summary button to display the Work Order Summary form *(See Sec. 5.3).* | | |
| **Activate Work Order**<br><br>**Close Work Order** | Press this button to Activate a new Work Order. Once activated, the button will say Close Work Order.<br><br>Press to close a completed work order. | | |
| **Invoice** | Press this button to generated an invoice for the WO. The Work Order Invoice Generation screen will be displayed allowing the user to enter the desired parameters *(See Sec. 4.10).* | | |
| **Credit** | This button is active (lit) only if WO is in Credit Hold (cr) status. Press this button to release a Work Order that is on Credit Hold. Only authorized users will be able to perform this *(See Getting Started, User Authorization for details).* | | |
| **Print** | Press the print button to print the Work Order. | | |

***Note:***

If Job Costing is also being used (Application Control jc *install* set to Y), when the WO header is Activated, FLEXX will prompt with the message “Do you want to generate a new Job Costing record?”. Press Yes and FLEXX will automatically generate a new Job Contract Entry record where the Job Code will be the same as the WO number but prefixed with “J” (e.g. WO # 1234 would generate Job J1234).

# 4.2 Activate/Close Work Order

## Activate Description

When a Work Order is first created, the Work Order Header will have a status of “o” - Open. Any Detail entries will also be in “o” status.

While a Work Order is Open, only Estimate parts and labor items can be entered. When it comes time to actually start working on a Work Order for a customer, the Work Order must first be “activated” to allow Actual items (parts and labor) to be entered. To activate a Work Order, press **Activate Work Order** button on the Work Order Header or on the Work Order List *(See Sec. 4.7)* form. As a result of activating the order, the status is changed to “a” - Activate. Estimate parts and labor items can no longer be entered. Only actual items can be entered on the Work Order Detail *(See Sec 4.4)* and the Work Order Labor Table *(See Sec 4.5)* and/or the Time Card Entry form *(See Sec. 4.9)*. All entries will also be in status “a”.

### Serialized Parts

FLEXX does not allow entering serialized parts items (Serialize flag set on SKU Attributes form) on work orders that are not active. The WO must be activated before serialized SKU entries are made.

## Close Description

Once the WO has been activated, the button will be renamed to Close Work Order. A work order in any Bill Type other than “bi” will need to be Closed before it can be invoiced *(See Sec. 4.10)*. Press the **Close Work Order** button on the header to close the WO when it has been completed. If the WO status needs to be changed after it has been closed (or invoiced), you may be able to use the Work Order Status Update routine to do that *(See Sec. 4.13)*.

A work order in Bill Type “bi” can be invoiced at any time, and will generate an invoice for any non-invoiced detail entries. The Close function is then only used to mark the WO as having been completed.

If a Job Contract record was created along with the WO, FLEXX will display prompt message “Do you also want to close the associated job (Y/N)?”. Pressing Yes will automatically also close the job record. However, this will only be functional if this is the only open WO attached to that job.

### Serialized Parts

If the WO Parts items entered on the Detail form are serialized (Serialize flag set on SKU Attributes form), FLEXX will require that the serial numbers have been selected before allowing the WO to be closed. If they have not, FLEXX will report message “The order is missing some serial numbers”. Press OK to return to the Detail form to select the required values for the particular serialized SKU’s entered *(See Sec. 4.4 Serial Number button description)*.

# 4.3 Work Order Text

## Description

For a Work Order selected on the Time Billing Entry/Maintenance screen, use the Work Order Text to:

- Add text describing the nature of the work requested, the results of completing the Work Order and any other comments.

- View Text.

The Text form consists of three different sections. Any text can be entered into each section as desired.

- Work Requests
- Work Results
- Comments

The Search Work Order Text form can be used to perform searches on the data entered on this form *(See Sec. 5.5)*.

## Note:

When the Work Order Invoice Generation routine is run, *(See Sec. 4.10)* it checks the Work Order Entry Header - Comment field for any text. If Comment text is found, that text is used on the resulting invoice detail in FLEXX Accounts Receivable. If no text is found, then this Work Order Text form is checked. If there is text present, the text on the first line of the Work Requested field is used on the resulting invoice detail record.

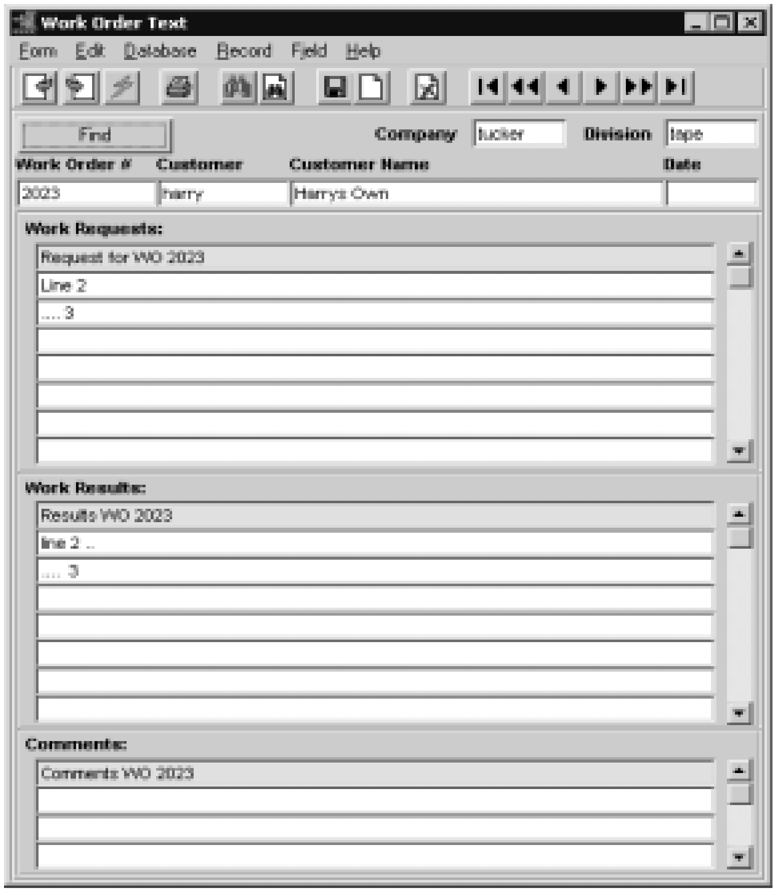
Work Order text is printed on the following Time Billing reports:

- Work Order Detail Report - prints <u>all</u> entered text
- Proposal - prints any Work Requests text
- Service Request - prints any Work Requests and Results text.

## Select

| | | | | | | |
|---|---|---|---|---|---|---|
| Time Billing Menu | → | Time Billing Entry/ Maintenance | → | Find Work Order and<br>Press the Text button | → | Work Order Text |

The Work Order Text screen appears in Update mode.




## *Fields*

The following fields appear on the screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The Company code. | Session Default | Y |
| Division | The Division code. | Session Default | Y |
| Work Order #<br>Customer<br>Date | These 3 fields are display only and will show the values as entered on the associated WO. | | |
| Work Requests | Enter free form text describing the nature of the work requested. | | N |
| Work Results | Enter free form text describing the results of completing the Work Order. | | N |
| Comment | Enter any additional comments. | | N |

# 4.4 Work Order (Parts) Detail

## Description

The WO Detail (Parts) form is used to enter the estimate parts needed to complete the Work Order. Actual parts used are also entered here and can only be entered after a Work Order has been activated and the Work Order Detail record(s) have a status of "a" - Active.

Use the Work Order Detail screen to:

- Δ Enter Work Order detail SKU's for actual and estimated parts.
- Δ Modify entries (both estimates and actuals) as needed.
- Δ Change detail line statuses to hold, cancelled, etc.

Estimate parts entered here can be used to create actual parts if so desired. To create an actual part from an estimate, activate the Work Order *(See Sec. 4.2)*, select the Work Order detail line containing the estimate parts and change the E/A flag from "est" - estimate to "act" - actual. When you do this the following message will appear "Do you want to create an actual item"? Press the YES button and another Work Order detail line will be created that mirrors the earlier one but it is an actual part. The entry of estimate SKU parts does not affect the SKU Inventory Table of inventoried SKU's. The creation of actual parts from estimates and/or the entry of actual parts will increase the quantity committed amount on the SKU Inventory Table for inventoried SKU's. **SKU inventory levels are updated at time of WO invoice generation.**

Labor items must be entered in either the Work Order Labor Table *(See Sec. 4.5)* (no labor estimates entered) or the Time Card Entry form *(See Sec. 4.9)* (labor estimates have been entered).

## Notes:

### BOM SKU

Bill of Material (BOM) SKU's that are non-inventory (i.e Build-on-the-fly where the Inventory flag is not selected on SKU Attributes form) are not supported on work order entries. However, pre-built BOM's (Inventory flag checked) can be used. **However, be aware that BOM "explosion" is not supported on WO entries**.

### Serialized SKU

If the SKU to be entered is serialized (Serialize flag selected on SKU Attributes form), only Serial Type "se" serialized SKU's can be used on work orders. Serialized SKU's with Serial Type "in" are not supported on work order entries.

## WO Back Orders

FLEXX allows for Detail (Parts) entries to be back ordered if not in stock. This function is active only with the following Application Control setting:

| Application | Type | Description | Value | Company |
|---|---|---|---|---|
| wo | wo_allowbo | Allow Back Order on Work Order | Y (N default) | default |

With this setting, **and the WO in Active status**, when the SKU ordered is out of stock (On Hand is below order quantity), FLEXX will display message “Insufficient Quantity, do you wish to backorder the item? Y/N”. Responding Yes will put the detail entry into “bo” status. With this status, it is not possible to close and invoice the WO.

When sufficient quantity of the SKU part is received (using FLEXX Purchasing) and the order quantity can be filled, press the **Receive** button. This will result in FLEXX again checking inventory and if sufficient to fill the order, will change the status to “a” - Active. If the On Hand quantity is still below ordered, the status will remain “bo”.

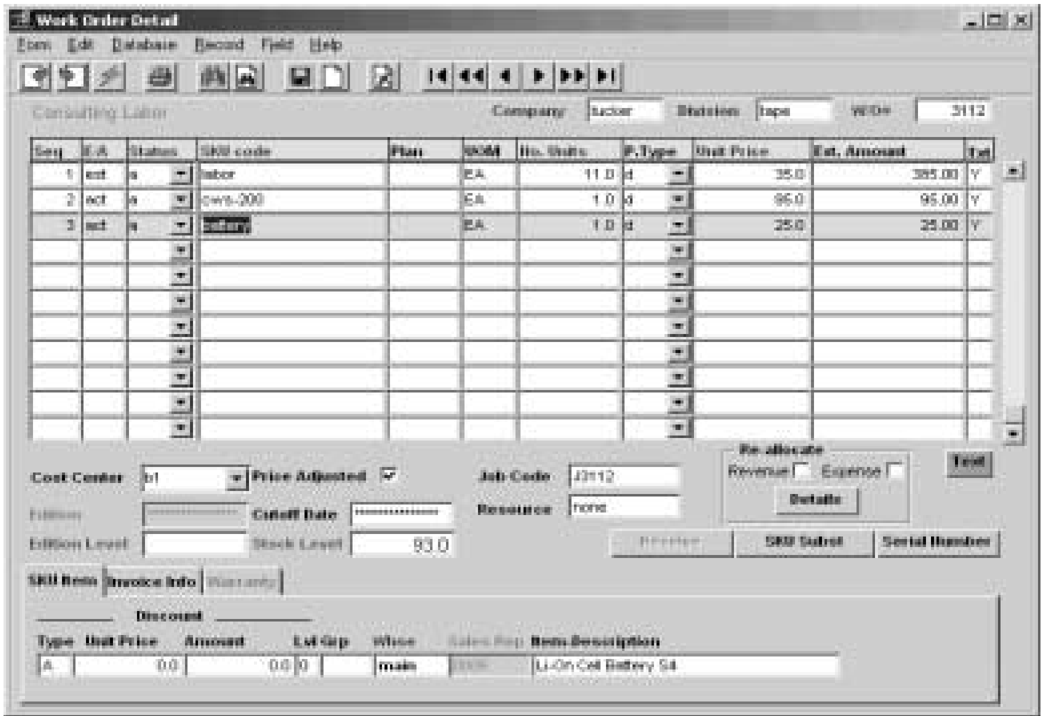
Once the details are all in “a” status, the WO can be closed and invoiced as required.

**Note that SKU inventory levels are updated at WO invoice generation.**

## *Select*

Time Billing Menu → Time Billing Entry/ Maintenance → Find Work Order and Press the Part button → Work Order Detail

The Work Order Detail Screen appears in Update mode.




If the entered SKU is Serialized, press the Serial Number button to get a list of available Serial Numbers for the particular SKU and to be able to select the Serial Number desired for this detail line item. Only serial Type "se" items are supported, and Repair/Warranty SKU's (defined on SKU Attributes form with RWEquipment flag) are not supported.

## Fields

The following fields appear on the screen.

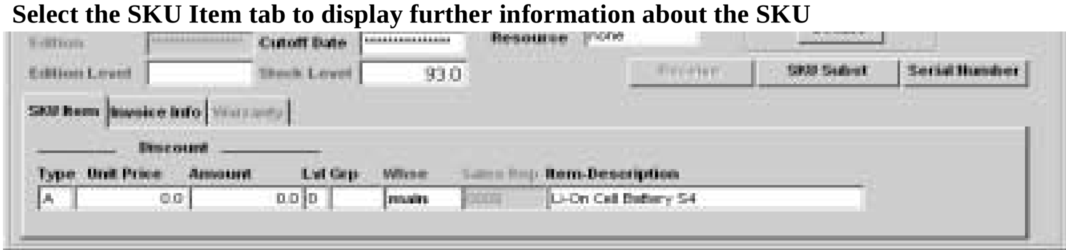
| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The Company Code | WO Header | Y |
| Division | The Division Code | WO Header | Y |
| WO # | The Work Order Number | WO Header | Y |
| Sequence | The order the WO details appear | | Y |
| E/A | • **e** - est. Estimates for parts can be entered as long as the status of the Work Order is "o" (Open). Once a Work Order has been activated estimates can no longer be entered.<br>.... continued ... | est | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| E/A Cont'd | • **a** - act. Actual parts are entered only after the Work Order has a status of "a" (Active), no more estimates can be entered. To enter actual labor use the Work Order labor table *(See Sec. 4.5)* or the Time Card Entry form *(See Sec. 4.9).* | | Y |
| Status | The Work Order detail line status can be:<br>• **o** - Open. Only estimate parts will have this status. Once the WO has been activated, the status changes to "a" - active. End-user can manually change an "o" - Open status to "cn" - cancelled if needed.<br>• **a** - Active. Work Order Activated. Work Order detail has been activated by pressing the Activate Work Order button on the WO header record. Once a WO detail line has a status of "a" - activate, it can not be reset to an "o" status again, thus preventing any further estimates to be entered.<br>• **in** - Invoiced. Work Order detail lines are marked as invoiced as a result of using the WO Invoice Generation routine. *(See Sec 4.10)*. No End-user access.<br>• **cn** - Cancelled. An end-user status to be manually applied as needed to cancel WO detail lines. Can be used on any detail lines that don't have a status of "in" - invoiced. After the detail line status has been changed and updated to "cn" - cancelled, the Delete Icon can be pressed to remove the line together. If the WO detail was for an inventoriable item, the inventory table is updated accordingly.<br>• **nb** - Not Billed. To be used for Work Order detail lines that are not going to be billed to the customer. Detail lines with this status appear on the resulting invoice in FLEXX Accounts Receivable with a charge of zero dollars. No end user access.<br>• **bo** - Back Order. There is insufficient On Hand quantity of this SKU to fill the order, and the Application Control variable *wo_allowbo* is defined Y to allow Back Orders on WO entry *(see Note at beginning of this topic)*. | o | Y |
| SKU Code | The parts items required to fulfill the needs of the Work Order. These items can be used for both estimates and actuals. Labor items are entered on WO Labor Table *(Sec. 4.5).*<br>If actual parts being entered (i.e. the Work Order has been activated) are serialized (i.e. the Serialize flag on the SKU Attributes is checked), FLEXX will prompt you to enter a valid serial number. Press the Serial Number button and select the desired serial number from the list . If more than one unit of the SKU is needed to satisfy the Work Order, a corresponding number of S/N's must be selected. Only serialized SKU's of Type "se" are supported.<br>The process of entering an actual inventoried SKU part and <<Add/Updating>> has the effect of increasing the Committed quantity for that SKU on the SKU Inventory table in FLEXX Inventory Control.<br>FLEXX Work Orders does not support BOM SKU's that are defined as non-inventory (Inventory flag unchecked on the SKU Attributes form). Inventory BOM's are supported since they are defined pre-built as unique items.<br>Also, RWEquipment SKU's are not supported by FLEXX Work Orders. | | Y |
| Plan | Not used by FLEXX Time Billing. (Only used by FLEXX Repair/Warranty) | | N |
| UOM | The Stock Unit of Measure used for the SKU entered. | SKU Master | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| No. Units | The quantity of the item needed to complete the Work Order. Negative entries are allowed ONLY for non-serialized SKU's. To return serialized items, use the WO Parts Return process *(See Sec. 4.14).* | 1.00 | Y |
| P. Type | Customer Price Type code. Used in conjunction with FLEXX Inventory Control - SKU Price Master to determine what pricing matrix to use. | WO Header | N |
| Unit Price | Price for the specific item entered based on the pricing matrix defined by the SKU Price Master, including any currency conversion if applicable, but before any discounts are calculated. This is a default price only and can be modified if needed. . | SKU Price Master | Y |
| Ext Amount | The extended amount for the part entered. This value includes any eligible discounts. | System Generated | Y |
| Text | Indicates (Y or N) if underlying text has been added. | N | Y |
| Cost Center | This is a Master Type field (Table # 2345) that is user-definable, and used for reporting purposes only. No FLEXX processing is performed on this entry. Any value entered will also be copied to the resulting Invoice. | | N |
| Price Adjusted | The Price Adjusted box is set by FLEXX whenever the Unit Price value is changed from the defined List Price on the SKU Price table. | | N |
| Edition | The Edition Code if the SKU is an Edition item. | | N |
| Cutoff Date | If SKU is an edition item, the edition cutoff date. | | N |
| Edition Level | The current stock level of the edition specified. | | N |
| Stock Level | The Stock Level of the part SKU entered, taken from the SKU Master | SKU Master | |
| Job Code | This field is only used for **Job Costing** purposes *(See Flexx Project Management Manual for more details)*. Enter the job code that will be used to track the COGS and revenue by specific Job (used by FLEXX Project Management if installed.) | WO Header | N |
| Resource | Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code). | | N |
| Re-allocate<br>Revenue<br>Expense<br><br>**Details** button | If the WO is part of a job and Job Costing is being used, the defined detail entry SKU can be reallocated to other SKU codes. This is provided to be able to reallocate the revenue or costs of the entered SKU to other SKU's for job cost tracking purposes. If this is desired, press the Details button and the Job Costing Reallocation screen will be displayed allowing entry of the *reallocation* items *(See Sec. 4.16)*. The Revenue and Expense flags will be automatically set when the reallocation entries are saved, but can be manually set as desired before pressing the Details button.<br><br>*Please refer to the Flexx Project Management Manual for more details.* | | N |
| **Buttons** | | | |
| Text | Press the Text button to view existing text or add new text. This button will be lit green only when there is underlying text already entered for the selected detail line. | | |

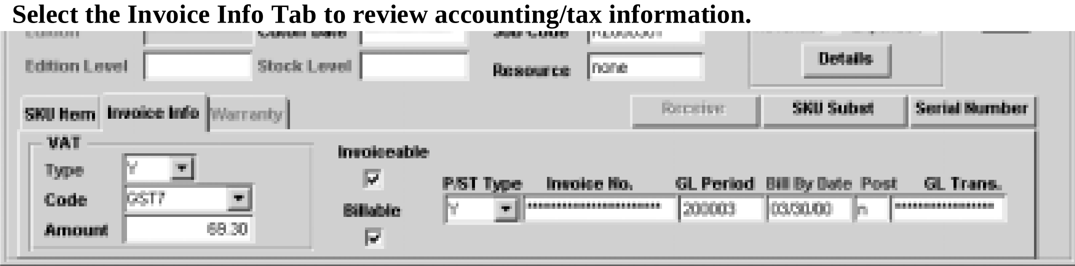
| Field | Entry | Default | Reqd |
|---|---|---|---|
| **Receive** | This button is only lit when the detail entry is back ordered (status “bo”). See the description below for details on its function. | | |
| **SKU Subst.** | Press this button if a substitute SKU is desired. This can be for reasons of insufficient stock of ordered SKU, or replacing SKU with an Alternate or Updated item, or selecting the SKU to be ordered from another warehouse. | | |
| **Serial Number** | Press this button to select the serial number(s) of the part to be used on the Work Order. This button is only lit if the Serialized flag is checked on the SKU Attributes record in FLEXX Inventory Control.<br>Note: Only serial Type “se” SKU’s are supported. Although Type “in” can be used, FLEXX will not assign a serial number to the item entered. *(See the Inventory Control manual for a description of this code)*. | | |

**Select the SKU Item tab to display further information about the SKU**




| Field | Entry | Default | Reqd |
|---|---|---|---|
| Discount Type | The customer’s discount code. Works in conjunction with the Customer Discount Table *(See Getting Started Manual, Customer Master description).* | Work Order Header | N |
| Discount Unit Price | The customer’s effective price based on the pricing matrix as defined in the FLEXX SKU Price Master and any additional discounts taken as defined in the Customer Discount Table for the discount Type specified. | System Calculated | |
| Discount Amount | The amount of discount on this particular item. | System Calculated | |
| Lvl | Used by FLEXX BOM, to show the SKU level. | | |
| Grp | Used by FLEXX BOM, to show the BOM grouping. | | |
| Whse | Source warehouse for items to be used on the Work Order. | Work Order Header | Y |
| Sales Rep | The salesperson code assigned to this customer. | Customer Header | N |
| Item Description | The user defined description of the item used on the Work Order as defined on SKU Master Inventory table. | SKU Master | N |

**Select the Invoice Info Tab to review accounting/tax information.**



| Field | Entry | Default | Reqd |
|---|---|---|---|
| VAT Type | The VAT Type code if the item is VAT eligible. This together with the VAT Code (next field) determines the VAT/GST rate to be calculated on this item. | Work Order Header | Y |
| Code | If the VAT Type is set to N - No, no VAT will be charged even if there is a VAT code specified. If the VAT Type is set to Y (or other valid type), select the appropriate VAT code to have tax calculated and displayed on the resulting invoice. On the SKU Master there is a VAT code which will default. This code is only used if the VAT flag is set to Y. | SKU Master | N |
| Amount | The applicable VAT calculated as per above. | | |
| Invoiceable | This flag is used in conjunction with the WO Invoice Generation Routine *(See Sec. 4.10)* to determine which Work Order Detail lines are to be included in the Invoice Generation Routine. So this field is not selected until the detail line is to be invoiced. If a detail line will ever be invoiceable, the invoiceable flag on the Work Order Header must be selected. | Work Order Header | |
| Billable | If this Work Order Detail item is to be billed to the customer then it should be selected. This flag is set as a default from the SKU Master in FLEXX Inventory Control. On the SKU Master there is a field “invoice” which if selected sets this billable flag to “yes” bill it. If the invoice field is not selected then the billable field is also not selected. This is just a default and can be overridden if needed. If the Work Order Header form has a status of “nb” - not billed, this status overrides any billable setting on the Work Order detail. If the Work Order header form has a status other than “nb”, then the billable setting on the Work Order detail takes precedence. | SKU Master | |
| P/ST Type | If this WO detail item is subject to Provincial/State taxation, the flag should be set to “Y” - Yes. FLEXX then looks to the tax jurisdictions and rates as defined on the customer Ship To location *(See Getting Started Manual)*, The resulting tax is calculated when the WO Invoice Generation routine *(See Sec.4.10)* is used and displayed on the generated invoice in FLEXX Accounts Receivable.<br>**Note: This taxable default setting is overridden by the tax setting on the SKU Master.** | Work Order Header | |
| Invoice No. | After the WO Invoice Generation routine is used *(See Sec. 4.10)* an invoice is created in FLEXX Accounts Receivable and its number is shown here. | | |
| GL Period | Used by the Generate GL Transaction routine to determine which GL period will be used to record the costs associated with the work order. | | |
| Bill By Date | Used by the WO Invoice Generation routine *(See Sec. 4.10)* as selection criteria to determine which Work Orders will be invoiced. For a Work Order detail line to be invoiced both the billable and Invoiceable flags must also be selected. | WO Header | Y |
| Post | System generated once the Generate GL Transactions from Time Billing routine has been used. *(See Sec. 4.11).* If a journal entry has been generated for this line item the flag goes to “Y” - yes. | N | Y |
| GL Trans | System generated GL Transaction number resulting from running the Generate GL Transactions from Time Billing routine *(See Sec. 4.11).* | System Generated | |

The Warranty Tab is only active on Repair & Warranty work orders, and is described in the FLEXX Repair/Warranty manual..

Once all fields have been entered, press <<Add/Update>> to save the information.

# 4.5 Work Order Labor Table

### Description

The Work Order Labor Table is used to enter and track the estimate and actual labor items of the Work Order. Actual labor can only be entered after the Work Order has been activated *(See Sec 4.2)*.

Actual Work Order labor can also be entered using the Work Order Time Card form *(See Sec. 4.9)*. The Time Card form is designed for rapid entry of labor hours based on previously entered estimate labor charges.

### Note:

The labor item to be entered must be defined as a SKU in the SKU Master of Inventory Control, with Attributes settings as follows:

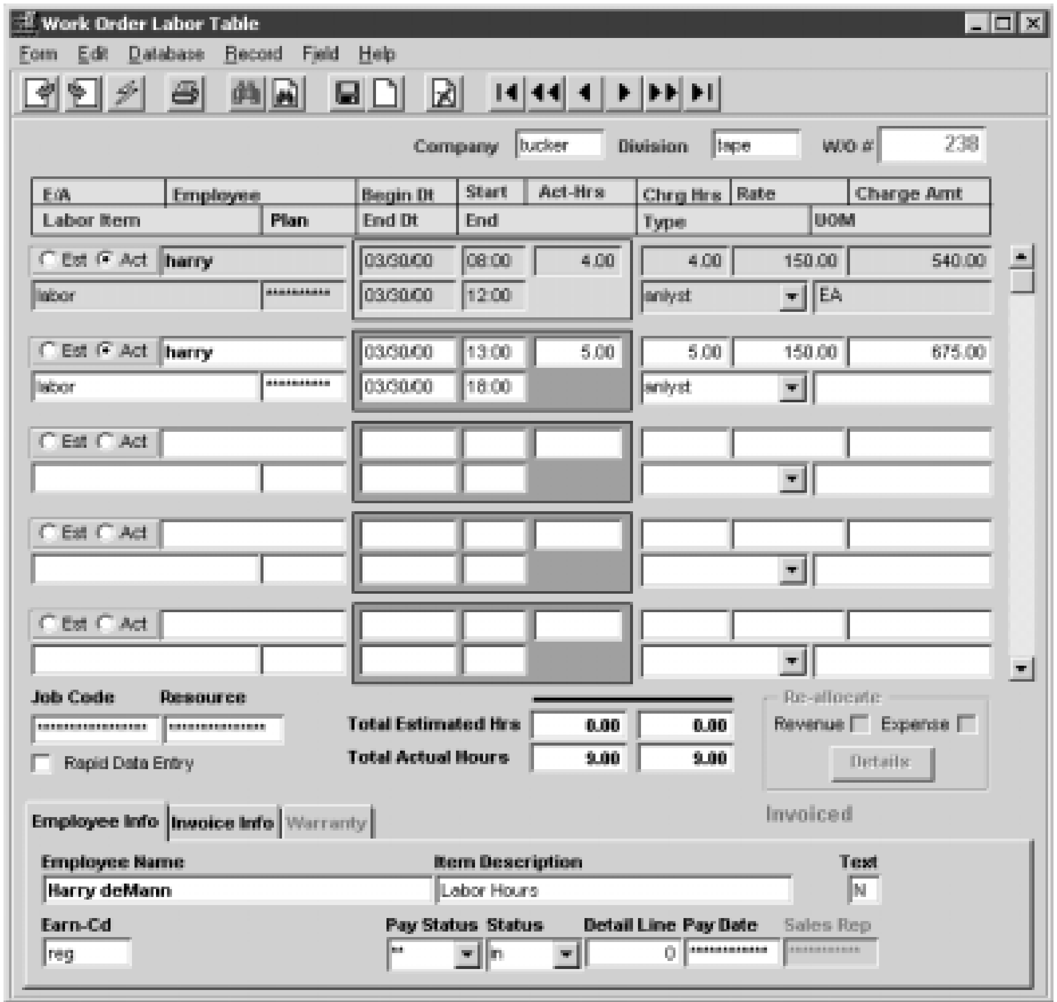
- Δ Logical - OFF
- Δ Tangible - OFF
- Δ Inventory - OFF
- Δ other settings as desired

Further, there must be an entry on the Price table for a **zero** (0.0) quantity value for the customer's Price Type. Otherwise FLEXX will display message "No price record found for item, please add price first".

### Select

| Time Billing Menu | → | Time Billing Entry/ Maintenance | → | <<Find>> Work Order and Press Labor button | → | Work Order Labor Table |
|---|---|---|---|---|---|---|

The Work Order Labor Table appears in Update mode.




## *Fields*

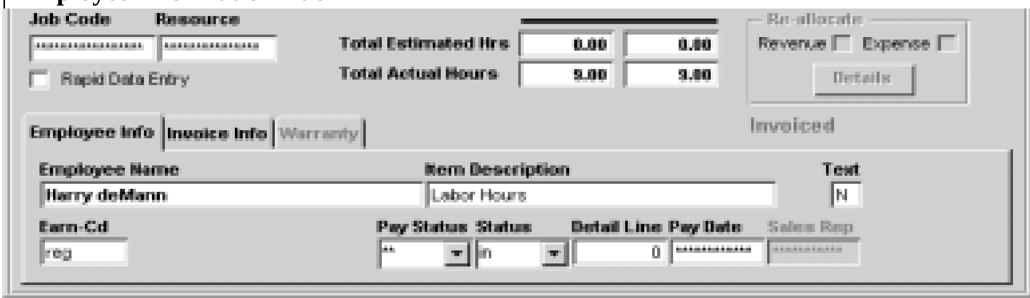
The following fields appear on the screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The Company Code. | WO Header | Y |
| Division | The Division Code. | WO Header | Y |
| WO No. | The Work Order number assigned the Work Order. | WO Header | Y |
| E/A | Estimate/Actual flags will indicate whether the detail entry is an Estimate or Actual item. On entry of the W/O item, before the W/O is activated (still status “o”), the line item will be an Estimate. Once the W/O has been activated (status “a”), any new entries will be Actual. | | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Employee | The Employee code for the employee who performed the work entered. This is not required for Estimate entries. Code needs to be defined in the Employee Table *(See Getting Started manual)* to be valid. | | Y |
| Labor Item | The code for the type of labor used. FLEXX Time Billing treats labor the same as any other normal non-inventory SKU. Each labor item is set up in FLEXX Inventory Control as an SKU. To be treated as labor for WO purposes, the following flags on the SKU header must **NOT** be selected.<br><br>LOGICAL<br>TANGIBLE<br>INVENTORY<br><br>If these flags are not set as specified, FLEXX Time Billing will think you are trying to enter a part as a labor item and will display the following error message "Invalid labor item".<br><br>FLEXX Time Billing uses the pricing matrix set up in FLEXX Inventory Control - SKU Price Master to determine the rate to be charged this customer. So, if there are different labor rates charged for each type of labor used, each labor type must be set up as an SKU in FLEXX Inventory Control. In the SKU Price Matrix, different chargeable rates can be set up based on effective dates and quantity break points. **However, there must be a price entry for a 0 (zero) quantity.** Otherwise, at labor entry, FLEXX will report message "No price record found for the item, please add price first".<br><br>Should the labor time entered cross over an effective date of a chargeable rate, error message "9983 - Multiple rates defined for date range. Earliest rate used. Continue"? appears. If Yes is selected, the chargeable rate in effect on the WO labor start date is used for the entire time period covered by the WO labor. If No is selected, the WO labor detail line is not saved and you can now enter the labor on two separate lines to take advantage of the break point of the chargeable labor rate.<br><br>FLEXX Time Billing uses the **Standard Cost** value defined on the SKU Master to determine the costs of the labor item. *(See FLEXX Inventory Control Manual)* | Last entry if rapid entry is active. | |
| Plan | Not used in Time Billing. | | N |
| Begin Date | The date the actual labor work was started. | Session Default | Y |
| End Date | The date the actual labor work was completed. | Session Default | Y |
| Start & End Time | The start and end times - using the 24 hour clock.<br>Note: If the begin and end dates are the same (i.e. the work was performed on the same day) Time Billing uses the internal clock of your PC to fill in the start and end times. These can be modified as needed. Time Billing then calculates the number of hours this represents and updates the Chargeable Hours field. If the begin and end dates are different (i.e. the work was performed over a number of days) Time Billing will default the start and end time as described earlier but will update the Chargeable Hours field to 0.00. It will then be up to the user to fill in the correct number of chargeable hours. This end date is also used by the WO Invoice Generation routine (Sec. 4.10) as selection criteria to determine what to invoice. For a Work Order labor line to be invoiced both the billable and invoiceable flags must also be selected. | | |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Act Hrs | Actual hours worked by the specified employee for the specified labor item. This field is automatically calculated by FLEXX Time Billing based on the Start and End times, where the start and end dates are the same (i.e. the work was performed in one day). In the case where the start and end dates are not the same (i.e. the work took place over more than one day) the actual hours are defaulted to 0.00. The end user is then expected to enter the correct number of actual hours worked. | 1.00 | Y |
| Chrg Hrs | The chargeable hours to be billed to the customer based on the actual hours multiplied by the chargeable percentage. | Act. Hrs | Y |
| Rate | The defined billable unit rate used for the specified labor item, as defined on the SKU pricing matrix set up in FLEXX Inventory Control - SKU Price Master. This value excludes discounts but includes any currency conversion if applicable. | SKU Price Master | Y |
| Charge Amt | The extended Chargeable amount for this labor item. The amount charged is based on the chargeable hours multiplied by the rate. It includes all discounts and any currency conversion if applicable. | System Generated | Y |
| Type | User defined Labor Type to further classify the type of labor used on the Work Order. A default can be set by placing a 'Y' in the Default column of the Master Type table for the line to be the default value. When rapid entry is set on, this field defaults to the previous Active record | Master Type Table entry type 1585. | Y |
| UOM | Unit of Measure used for the labor SKU (e.g. HR, EA, etc.) | EA | Y |
| Job Code | This field is only used for **Job Costing** purposes *(See Flexx Project Management Manual for more details)*. Enter the job code that will be used to track the COGS and revenue by specific Job (used by FLEXX Project Management if installed.) | WO Header | N |
| Resource | Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code). | | N |
| Rapid Data Entry | Select this box to have FLEXX use the employee code, labor item, and labor type entered previously to serve as a default for all subsequent entries. This is useful where an employee is entering multiple labor charges to a work order.The screen will auto save once the actual hours value is entered. | | N |
| Total Estimated Hrs | The total of all Estimate actual and chargeable hours entered. | System Generated | |
| Total Actual Hours | The total of all Actual actual and chargeable hours entered. | System Generated | |
| Re-allocate<br>Revenue<br>Expense<br><br>**Details** button | If the WO is part of a job and Job Costing is being used, the defined detail entry SKU can be reallocated to other SKU codes. This is provided to be able to reallocate the revenue or costs of the entered SKU to other SKU's for job cost tracking purposes. If this is desired, press the Details button and the Job Costing Reallocation screen will be displayed allowing entry of the *reallocation* items *(See Sec. 4.16)*. The Revenue and Expense flags will be automatically set when the reallocation entries are saved, but can be manually set as desired before pressing the Details button.<br><br>*Please refer to the Flexx Project Management Manual for more details.* | | N |

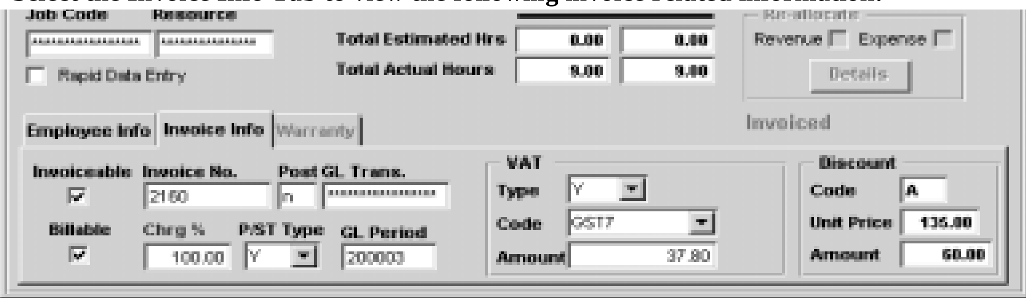
**Employee Information Tab**




| Field | Entry | Default | Reqd |
|---|---|---|---|
| Employee Name | The employee name corresponding to the entered Employee code, as defined by the Employee Master *table (See FLEXX Getting Started).* | Employee Code | |
| Item Description | The user defined Labor item description as set out on the FLEXX SKU Master. | SKU Master Description | |
| Text | • Y - Yes if there is underlying TB Labor Detail text.<br>• N - No if there is not.<br>*(See Sec. 4.6*) | N | N |
| Earn-Cd | Employees's Earning Code. Currently not used. | | N |
| Resource | The resource as defined by FLEXX Job Costing for grouping the various labor items. | | N |
| Pay Status | Not currently used by FLEXX. | | N |
| Status | The Time Billing labor detail line status can be:<br>• **a** - active - Work Order Released. Work Order labor detail has been activated by pressing the Activate Work Order button on the WO header record. To cancel an actual labor item, the WO detail labor line status must be manually changed from "a" - active to "cn" - cancelled. The delete icon is then pressed and the actual labor item is removed from the Work Order.<br>• **in** - Invoiced. Work Order detail labor lines are marked as invoiced as a result of using the WO Invoice Generation routine. *(See Sec. 4.10)*. No End-user access.<br>• **cn** - Cancelled. An end-user status to be manually entered as needed to cancel WO labor entries. Can be used on any detail lines that don't have a status of "in" - invoiced. After the detail line status has been changed and updated to "cn" - cancelled, the Delete Icon can be pressed to remove the line together.<br>• **nb -** Not Billed. To be used for Work Order detail labor lines that are not going to be billed to the customer. Detail lines with this status are ignored by the WO Invoice Generation routine.<br>• bo - Back Order. Will never be used on the Labor Table, since all labor SKU codes are defined as NON-inventory. | | |
| Detail Line | Not currently used by FLEXX. | 0 | N |
| Pay Date | Not currently used by FLEXX. | | N |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Sales Rep | The Salesperson defined to be credited for this sale. This field will only be available if Multiple Salespersons per Customer is set *(See Getting Started manual, topic Salesperson Allocation Table).* | WO Header | N |

**Select the Invoice Info Tab to view the following invoice related information:**




| Field | Entry | Default | Reqd |
|---|---|---|---|
| Invoiceable | This flag is used in conjunction with the WO Invoice Generation routine *(See Sec. 4.10)* to determine which Time Billing Labor lines are to be included in the next Invoice Generation routine. So this field is not selected until the detail line is to be invoiced. | Work Order Header | Y |
| Billable | If this Work Order Labor item is to be billed to the customer then it should be selected. | | Y |
| Invoice Number | After the WO Invoice Generation routine is used *(See Sec 4.10)* an invoice is created in FLEXX Accounts Receivable and its number is shown here. | System Generated | Y |
| Post | Once the Generate GL Transactions routine has been used *(See Sec 4.11)* the post flag is updated to a “Y” - Yes status. | n | Y |
| GL Trans | System generated GL transaction number resulting from using the Generate GL Transactions routine *(See Sec 4.11)*. | System Generated | Y |
| Chrg % | The billable percentage. In other words are all of the labor hours entered billable? | 100 | Y |
| P/ST Type | If this WO labor item is subject to Provincial/State taxation, the flag should be set to “Y” - Yes. FLEXX then looks to the tax jurisdictions and rates as defined on the customer Ship To location *(See Getting Started Manual)*, The resulting tax is calculated when the WO Invoice Generation routine *(See Sec.4.10)* is used and displayed on the generated invoice in FLEXX Accounts Receivable.<br><br>**Note: This taxable default setting is overridden by the tax setting on the SKU Master.** | Work Order Header | |
| GL Period | The GL Period used to record the Work Order transaction. | Session Default | Y |
| VAT Type | The VAT Type code if the item is VAT eligible. This together with the VAT Code (next field) determines the VAT/GST rate to be calculated on this item. | Work Order Header | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Code | If the VAT Type is set to N - No, no VAT will be charged even if there is a VAT code specified. If the VAT Type is set to Y (or other valid type), select the appropriate VAT code to have tax calculated and displayed on the resulting invoice. On the SKU Master there is a VAT code which will default. This code is only used if the VAT flag is set to Y. | SKU Master | |
| Amount | The applicable VAT calculated as per above. | System Generated | |
| Discount Code | Works in conjunction with the Customer Discount Table *(See Getting Started Manual)* and the Discount Code assigned to the SKU on the SKU Master *(See FLEXX Inventory Control Manual).* Used to assign discounts based on SKU Types, SKU Codes and Customers. | Work Order Header | N |
| Unit Price | This is the price that will be charged to this specific customer based on the pricing matrix as defined in the FLEXX SKU Price Master and any additional discounts taken as defined in the Discount Type field. | | |
| Amount | The amount of discount on this particular item. | 0.00 | |
| The Warranty Tab is only active on Repair & Warranty work orders, and is described in the Repair/Warranty manual.. | | | |

# 4.6 Work Order Detail/Labor Text

### *Description*

For a transaction selected using the Time Billing Entry/Maintenance Screen, use the Work Detail/Labor Text to:

- Δ Add unlimited comments about the detail item entry. Enter as many lines as you want, then Press <<Add/Update>>.
- Δ View Comments.
- Δ Update comments. Change as many lines as you want, then Press <<Add/Update>>.
- Δ Delete Comments.

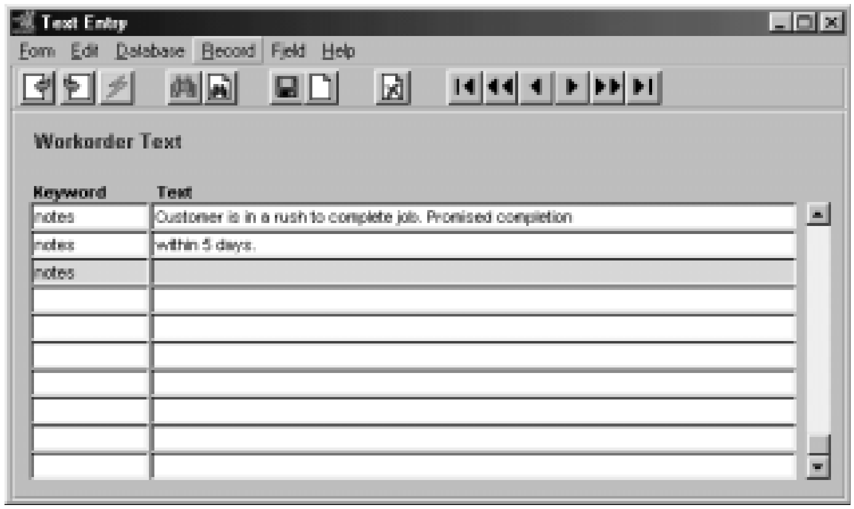
### *Note:*

Do not confuse this Text data with that entered into the Work Order Text Table described in Sec. 4.3. Use the Work Order Text form to enter work order related comments.

### *Select*

| | | | | |
|---|---|---|---|---|
| Time Billing Entry/ Maintenance | → | Find desired WO<br>Select Parts or Labor. | → | Press Text button or <<Zoom>> on Text box |

The Work Order Detail Text screen appears in Update mode.




## *Fields*

The following fields appear on the screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Keyword | A word indicating the type of comment. Example: **notes** or **info.** | | Y |
| Text | The comment. | | N |

# 4.7 Work Order List

## Description

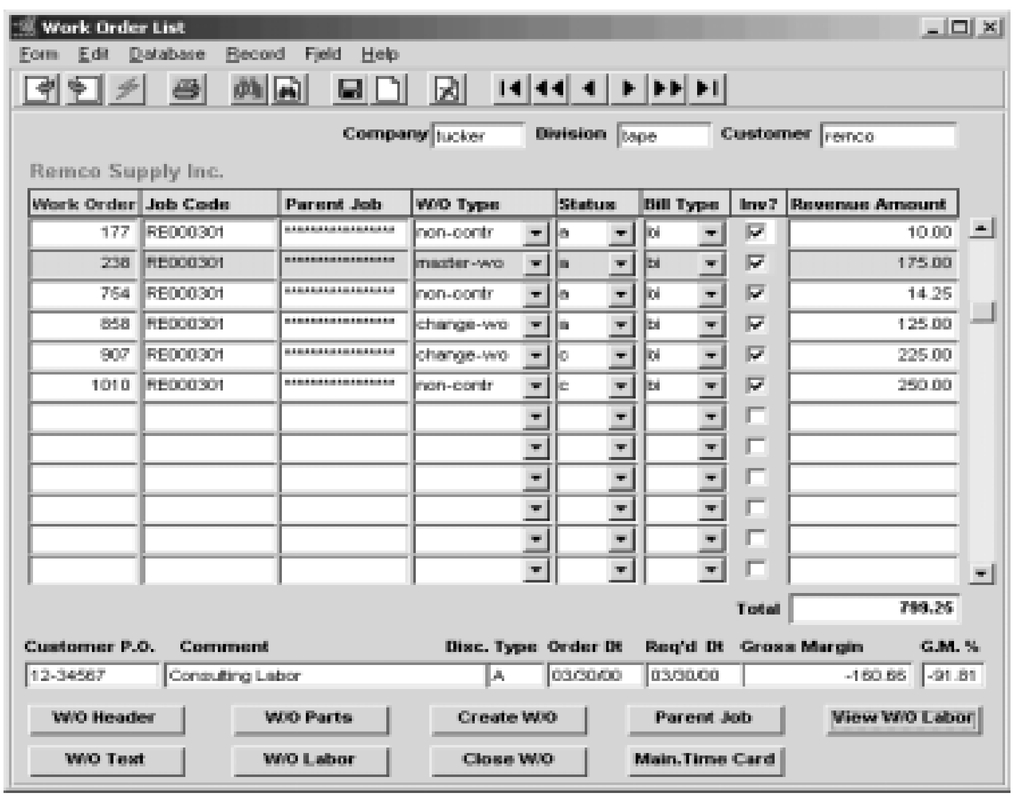
The Work Order List form can be used to perform the following functions:

- Δ List existing Work Orders according to the search parameters entered;
- Δ Create new Work Orders from a Job Contract or existing Job Work Orders *(See Sec. 4.8)* or from manually entered Work Orders *(See Sec. 4.0).*
- Δ Rapid access to existing Work Order Header, Detail, Text and Labor forms
- Δ Activate existing Work Orders
- Δ Rapid entry of new labor hours

## Select

| Time Billing Menu | → | Work Order List |
|---|---|---|

The Work Order List table appears in Find mode.



## *Fields*

The following fields appear on the form.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The company code of the work orders listed. | Session Default | Y |
| Division | The division code. | Session Default | |
| Customer | The customer code of the displayed WO. | | |
| Work Order | The Work Order assigned as a result of running the Create New Work Order *(See Sec. 4.8)* routine or the Work Order number assigned when manually creating the Work Order *(See Sec. 4.0).* | Work Order header | Y |
| Job Code | The Job Code number tagged to the listed Work Orders. | Job Contract Entry/ Maintenance | N |
| Parent Job | If the selected Job Contract is a sub job, it's Parent Job code number will be displayed. | | |
| W/O Type | Identifies the type of Work Order. Type can be;<br>• **master-wo.** The original work order created directly from the Job Contract<br>• **main-wo.** A work order created from an existing work order, where the new work order is a work order in its' own right and does not reflect changes to the original<br>• **change-wo.** A work order created from an existing work order where the new work order reflects changes to the original work order<br>• **non-contr**. A non contract work order created through manual entry and not related to a Job Contract *(See Sec. 3.0)* | Work Order Header | |
| Status | • **o** - Open. All WO's initially start with this status code.<br>• **a** - Active - Work Order Released.<br>• **c** - Complete. Work Order is closed.<br>• **in** - Invoiced.<br>• **cr** - Credit Hold.<br>• **cn** - Cancelled. | | |
| Bill Type | The Work order may have the following Bill types:<br>• **bc** - Billed on Completion. The WO detail lines will not be transferred to FLEXX Accounts Receivable until the Work Order has a status of "c" - Complete.<br>• **be** - Billed on Estimate. To be used where a fixed price quote (estimate) is needed. The WO details are transferred to FLEXX Accounts Receivable for the estimated parts and labor items only once the WO has a status of "c" - Complete.<br>• **bi** - Billed as Incurred. The WO detail lines are transferred to FLEXX Accounts Receivable on a periodic basis as selected using the WO Invoice Generation Routine *(See Sec 4.10).*<br>• **nb** - Not Billable. To be used for Work Orders that are not going to be billed to the customer. Work Orders with this status are ignored by the WO Invoice Generation routine. | bi | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Inv ? | Indicates if the WO is invoiceable. If this field is selected this Work Order will be included as part of the Invoice Generation procedure and will be invoiced *(See Sec. 4.10).* | WO setting | |
| Revenue Amount | The total amount to be billed on the Work Order. The total displayed is dependent upon whether the Work Order has a billing type of “be” - Billed on Estimate or not. If the WO has a status of “be” the amount displayed will always equal the total of the estimated parts and labor entered on the WO detail/labor lines. For all other billing types the amount displayed is the total of the estimate parts and labor until the order is activated. Once it has been activated the amount shown will be the total of the actual parts and labor. | | |
| Total | The computed total of all displayed Work Orders. | System Generated. | N |
| Customer PO | The customer Purchase Order number. | Work Order Header | N |
| Comment | End user defined additional comments. | Work Order Header | N |
| Disc. Type | The Customer Discount code. | Work Order Header | N |
| Order Dt | The order date of Work Order. | Work Order Header | N |
| Req’d Date | The required date the Work Order must be completed. | Work Order Header | N |
| Gross Margin | The Gross Margin earned on the Work Order. The amount shown here will be the total revenue as per the W/O detail records less the related costs. The Gross Margin value will be based on the estimate detail records until the Work Order is activated. Once the Work Order is activated, for all Work Order types other than “be” - Billed on Estimate, the Gross Margin value will be based on the actual detail records. For “be” type orders the Gross Margin will be based on estimate revenue and actual costs. | System Generated | |
| G.M.% | The Gross Margin percentage. | System Generated | |
| ***Buttons*** | | | |
| **W/O Header** | Press this button to view/update the highlighted Work Order header record *(See Sec. 41)*. | | |
| **W/O Text** | Press this button to view/update the highlighted Work Order text records *(See Sec. 4.3).* | | |
| **W/O Parts** | Press this button to display and update the Work Order Parts (Detail) form. *(See Sec. 4.4)* | | |
| **W/O Labor** | Press this button to display the Work Order Labor form. *(See Sec. 4.5)* | | |
| **Create W/O** | Press this button to either create an initial Work Order from a job, or select an existing Work Order and press the button to create another Work Order *(See Sec. 4.8)* | | |
| **Activate W/O Close W/O** | Press this button to activate a Work Order *(See Sec. 4.2)* which is still “o” - open or if the Work Order has already been activated, press the button to close the Work Order - status “c” | | |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| **Parent Job** | Press this button to view the Job Contract form *(See Sec. 3.0)* that was originally used to create the highlighted Work Order | | |
| **Maintain Time Card** | Press this button to call up the Work Order Time Card form *(See Sec. 4.9)*. This form can be used for rapid entry of actual labor hours where estimated labor charges have already been entered | | |
| **View W/O Labor** | Press this button to display a summary of all actual labor items entered against the highlighted Work Order. | | |

# 4.8 Work Order Creation from Work Order List

## Description

The FLEXX user can create a new WO directly from the Work Order List screen. To do that, display the Work Order List screen *(Sec. 4.7)* and press the “Create Work Order” button. The Create New Workorder form is displayed which can be used to create a new work order based on an already defined Job Contract or an existing WO.

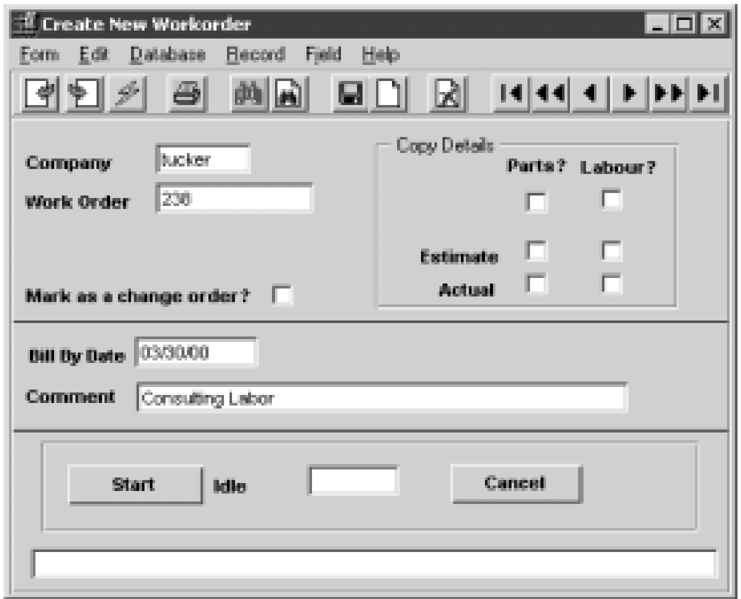
The new Work Order created will be assigned one of three WO Types depending upon which source was used.

- ∆ If the Work Order is created directly from the Job Contract (i.e. no WO for the job yet exists), it will be assigned a Work Order Type of “master-wo”
- ∆ If the Work Order is created from another Work Order and the “Mark as a change order flag” is selected, the Work Order type will be set to “change-wo”
- ∆ If the Work Order is created from another Work Order and the “Mark as a change order flag” is not selected, the Work Order Type will be set to “main-wo”.

## Select

| | | | | | | |
|---|---|---|---|---|---|---|
| Time Billing Menu | → | Work Order List | → | FIND either an existing Job or WO<br>Press Create WO Button | → | Create New Work Order form |

The Create New Work Order form appears in Update mode.




## *Fields*

The following fields appear on the form.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The company code. | Session Default | Y |
| Work Order | If the Work Order is being created from an existing work order, enter the source work order number here. If the work order is just being created from the job leave these fields blank. | 0 | Y |
| Copy Details? | Select the appropriate fields when creating a new Work Order from an existing one, where you want the details of the source Work Order to be copied to the new one. | | N |
| Copy Estimate | If this field (and the copy detail field) are selected, the newly created Work Order will have all of the estimate part and labor SKU's copied to it from the selected Work Order. | | |
| Copy Actual | If this field (and the copy detail field) are selected, the newly created Work Order will have the actual parts copied to it from the selected Work Order. The actual parts will be copied over with the exception that where they were entered as "actuals" on the originating Work Order, they will be copied over as "estimates" to the new Work Order. Actual labor items are not copied over. | | |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Mark as a change order? | Select this field when creating a new Work Order from an existing one, where the new Work Order will reflect changes to the original one. If this field is selected the new Work Order will be assigned Work Order type “change”. | | N |
| Bill by Date | The bill by date to appear on the newly created Work Order as it’s required date. | Job Contract | Y |
| Comment | End user defined comments about the job. | Job Contract | N |
| **Start** | As a result of pressing Start, a new Work Order is created. If the new Work Order is being created solely from a Job Contract record, only a Work Order header record is created. If the new Work Order is being created from an existing Work Order and the copy detail flag was selected, new Work Order header and detail records are created. Once the Create New Work Order process is complete, FLEXX will display the number of the new Work Order created.<br>Press <<Previous Form>> to return to the Work Order List form. | | |
| **Cancel** | Press Cancel to cancel the operation. | | |

# 4.9 Work Order Time Card Entry

## Description

The Work Order Time Card form can be used for rapid entry of **actual** labor hours into the Work Order Labor table *(See Sec. 4.5)*. The WO must be active for this function to be available.

The Application Control table can be used to simplify the process. The following settings can be defined as desired to satisfy this process:

| Application | Type | Description | Value | Company | Parameter |
|---|---|---|---|---|---|
| wo | labor | Default daily labor hours | 8 (ex.) | default | reghrs |
| wo | labor | Labor Overhead Burden | 30 | default | burden |
| wo | labor | Labor Source Type from SKU | user defined; can be sku_attr2 thru sku_attr6 | default | source |

*Please refer to the FLEXX Implementation Guide, Sec. 3.0 for more details on these settings.*

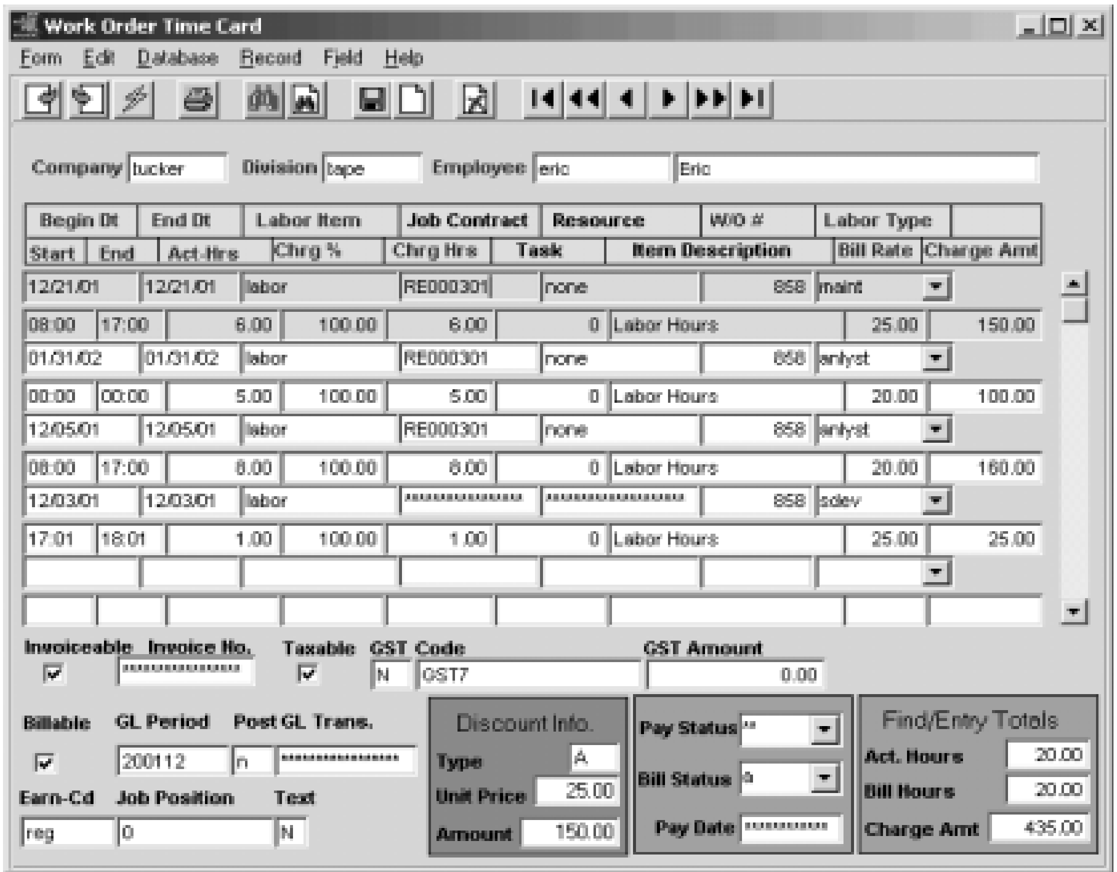
## Select

Time Billing Menu → Work Order Time Card

**OR**

Time Billing Menu → Work Order List → Find desired Work Order & Press “Maintain Time Card” button → Work Order Time Card

The Work Order Time Card form appears in Update Mode.




## *Fields*

The following fields appear on the screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The Company Code. | WO Header | Y |
| Division | The Division Code. | WO Header | Y |
| Employee | The code and name of the employee who performed the work. This code must be predefined on the Employee Table for it to be valid here. | | Y |
| Begin Date | The date the actual labor work was started. | Session Default | Y |
| End Date | The date the actual labor work was completed. | Session Default | Y |
| Labor Item | The code for the type of labor used. | Estimate from WO Detail | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Job Contract | The Job Contract number related to the Work Order against which the labor charges are being entered. | | Y |
| Resource | The Resource Code to be used with this labor item entry. Depending on the Job Contract, this will be either "none" if no resources required, or a valid resource code for the specified job. | | Y |
| W/O # | The number of the Work Order to which the labor charges are being entered. | | Y |
| Labor Type | User defined labor type to further classify the type of labor used on the Work Order. | | Y |
| Start & End Time | If the begin and end dates are the same (i.e. the work was performed on the same day) FLEXX Time Billing uses the default hours as defined in FLEXX Application Control. If the begin and end dates are different (i.e. the work was performed over a number of days) FLEXX Time Billing will default the start and end time to 0.00. It will then be up to the user to fill in the correct number of actual hours. This end date is also used by the WO Invoice Generation routine *(See Sec. 4.10)* as selection criteria to determine what to invoice. For a Work Order labor line to be invoiced both the billable and invoiceable flags must also be selected. | | |
| Actual Hours | Actual hours worked by the specified employee for the specified labor item. This field is automatically calculated by FLEXX Time Billing based on the Application Control value set for *reghrs*. It can be overwritten with any other value desired. | Application Control | Y |
| Chrg % | The Chargeable Percentage - the % of the entered labor hours that are to be billed. E.g. 50 entered will result in only half the entered hours to be billed. | 100% | Y |
| Chargeable Hours | The chargeable hours to be billed to the customer based on the actual hours multiplied by the chargeable percentage. | | Y |
| Task | This represents the sequence number of the estimated labor item entered in Work Order Detail *(See Sec. 4.4)*. The estimated labor item supplies default values such as Labor Item, Chargeable percentage, etc. These default values, in conjunction with the actual hours default set in Application Control, speed up entry of the actual labor charges. | | N |
| Item Description | The user defined Labor item description as entered on the SKU Master. | SKU Master | N |
| Bill Rate | The billable rate per hour used for the specified labor item. This rate is defined based on the pricing matrix set up in FLEXX Inventory Control - SKU Price Master. | SKU Price Master | Y |
| Charge Amount | The amount charged to the customer for this labor item. The amount charged is based on the chargeable hours multiplied by the rate. | System Generated | Y |
| Invoiceable | This flag is used in conjunction with the WO Invoice Generation routine *(See Sec. 4.10)* to determine which Work Order Labor lines are to be included in the next Invoice Generation routine. So this field is not selected until the detail line is to be invoiced. | Work Order Header | Y |
| Invoice Number | After the WO Invoice Generation routine is used *(See Sec 4.10)* an invoice is created in FLEXX Accounts Receivable and its number is shown here. | System Generated | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Taxable | Select this box if this labor detail line is subject to P/ST (Provincial/State) taxation. If this box is selected, FLEXX looks to the customer tax jurisdictions and rates as defined on the customer ship to location *(See Getting Started Manual)*. The resulting tax is calculated when the WO Invoice Generation routine is used. *(See Sec. 4.10)*. | Work Order Header | N |
| VAT | If the Labor item is VAT taxable, set the VAT flag to “Y” - Yes. If not, leave the default set to “N” - No. | Work Order Header | Y |
| Code | Both of these fields are defaulted from the SKU Master. If the GST flag is set to Y-Yes, FLEXX Time Billing will use the rate defined by the GST code specified to calculate the GST applicable to the labor item. | SKU Master | |
| GST Amount | The applicable VAT/GST calculated as per above settings. | System Generated | |
| Billable | Set this flag if this Labor item is to be billed to the customer. | | Y |
| GL Period | The GL Period used to record the Work Order transaction. | Session Default | Y |
| Post | Once the Generate GL Transactions routine has been used *(See Sec 4.11)* the post flag is updated to a “Y” - Yes status. | n | Y |
| GL Trans | System generated GL transaction number resulting from using the Generate GL Transactions routine *(See Sec 4.11)*. | System Generated | Y |
| Earn-Cd | Employees’s Earning Code. No longer used by FLEXX. | reg | N |
| Text | Indicates (Y/N) if there is underlying text on this labor entry. | N | N |
| **Discount Info.** | | | |
| Type | Works in conjunction with the Customer Discount Table (See Getting Started Manual) and the Discount Code assigned to the SKU on the SKU Master (See FLEXX Inventory Control Manual). Used to assign discounts based on SKU Types, SKU Codes and Customers. | Work Order Header | N |
| Unit Price | This is the price that will be charged to this specific customer based on the pricing matrix as defined in the FLEXX SKU Price Master and any additional discounts taken as defined in the Discount type field. | | |
| Amount | The final price to be charged to the customer for this item after all discounts have been applied. | | |
| Pay Status | The Payroll earning payment status. No longer used by FLEXX. | | N |
| Bill Status | The Work Order labor detail status ;can be:<br>• **o** - Open. Only estimate entries will have this status. Once the WO has been activated, the status changes to “a” - active. End-user can manually change an “o” - Open status to “cn” - cancelled if needed.<br>• **a** - active - Work Order Activate. Work Order labor detail has been activated by pressing the Activate Work Order button on the WO header record. To cancel an actual labor item, the WO detail labor line status must be manually changed from “a” - active to “cn” - cancelled. The delete icon is then pressed and the actual labor item is removed from the Work Order. | . | Y |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Bill Status Cont'd | • **in** - Invoiced. Work Order detail labor lines are marked as invoiced as a result of using the WO Invoice Generation routine. *(See Sec 4.10)*. No End-user access.<br>• **nb** - Not Billed. To be used for Work Order detail labor lines that are not going to be billed to the customer. Detail lines with this status are ignored by the WO Invoice Generation routine.<br>• **cn** - Cancelled. An end-user status to be manually applied as needed to cancel WO detail labor lines. Can be used on any detail lines that don't have a status of "in" - invoiced. After the detail line status has been changed and updated to "cn" - cancelled, the Delete Icon can be pressed to remove the line together. If the WO detail was for an inventoriable item, the inventory table is updated accordingly. | | |
| Pay Date | The date the employee was paid through FLEXX Payroll. | | N |
| **Find/Entry Totals** | | | |
| Act. Hours | Total of the actual hours entered on the time card. | | |
| Bill Hours | Total of the billable hours entered on the time card. | | |
| Charge Amt. | Total of the labor charges billed to the customer. | | |

# 4.10 Work Order Invoice Generation

## Description

The Work Order Invoice Generation routine is used to seamlessly create invoices in FLEXX Accounts Receivable based on Work Order data. This function eliminates the need to enter the same information twice in Time Billing and Accounts Receivable. This invoice generation routine will allow you to:

Δ Create Invoices in FLEXX Accounts Receivable.

Δ Allow selection of Work Orders to be invoiced based on Customer, Cutoff date, Work Order Number and Billable Flag.

Δ Combine Work Orders for the same customer together on one invoice.

Δ Create invoices for specific Work Order Detail Lines through the use of the Invoiceable Flag.

## Bill Types

The WO Invoice Generation Routine will invoice all Work Orders that meet the selection criteria according to the following billing criteria:

Δ Bill Types **"bc"** - Bill on Completion and **"be"** (Bill on Estimate) - WO must be Closed (status "c").

Δ Bill Type **"bi" -** Bill as Incurred - the invoice generation routine looks to the Detail and Labor table to see if the Invoiceable flag has been set. If it has and the invoiceable flag on the Work Order Header has also been set, an invoice will be generated for any non-invoiced entries. Once the detail items have been invoiced, they will be tagged status "in" - Invoiced and not be reselected by the Invoice Generation routine. As long as the WO is active (header status "a"), and there are non-invoiced entries on the detail forms, FLEXX will permit the generation of additional invoices.

Δ Bill Type "**nb**" - Not Billable - no invoice will be generated.

The Invoice generation routine also has the effect of updating the On Hand and Committed quantities for inventoried SKU items on the Inventory table in FLEXX Inventory Control. The resulting invoice created in FLEXX Accounts Receivable will have the following format;

Δ On the invoice header, if the invoice has been created from combining multiple work orders, the invoice description field will display "Generated from WO". If the Invoice has been created from one Work Order, the invoice description field will display any text entered on the WO Header comment field. If there is no text entered in the comment field then the first line of Work Requests text entered in WO text will be displayed. If there is no text entered at all, then "Generated from WO" will be displayed.

- Δ On the invoice detail records, if the invoice has been created from combining multiple work orders, each work order will be identified separately and the unlimited text field of the invoice detail updated. This unlimited text field is updated with the text entered on the WO Header comment field. If there is no text entered in the comment field, then the first line of Work Requests text entered in WO text will be displayed. If there is no text entered at all, then “Generated from WO” will be displayed.

- Δ For work orders of type “be” only, FLEXX invoices the estimates but costs the actuals. For the actuals to be costed for the purposes of the Generate GL Transactions *(See Sec. 4.11)* the actual detail line items must have a status of “in” - invoiced or “nb” - not billed. Since type “be” orders will never have their actuals invoiced, the Work Order Invoice Generation routine sets the actuals status from a - active to nb - not billed. This way the actuals will be correctly costed.

## Notes

The Work Order Invoice Generation routine must be run before running the Generate GL Transactions from Time Billing *(See Sec. 4.11)*. It is the process of running the Invoice Generation routine that sets up the billing & costing information that is used by the Generate GL Transaction routine.

It is possible through the use of Application Control setting to have the invoice number be generated the same as the WO number with prefix “W”.

| Application | Type | Description | Value | Company |
|---|---|---|---|---|
| wo | matchinvno | Invoice Number matching WO | Y (N default) | default |

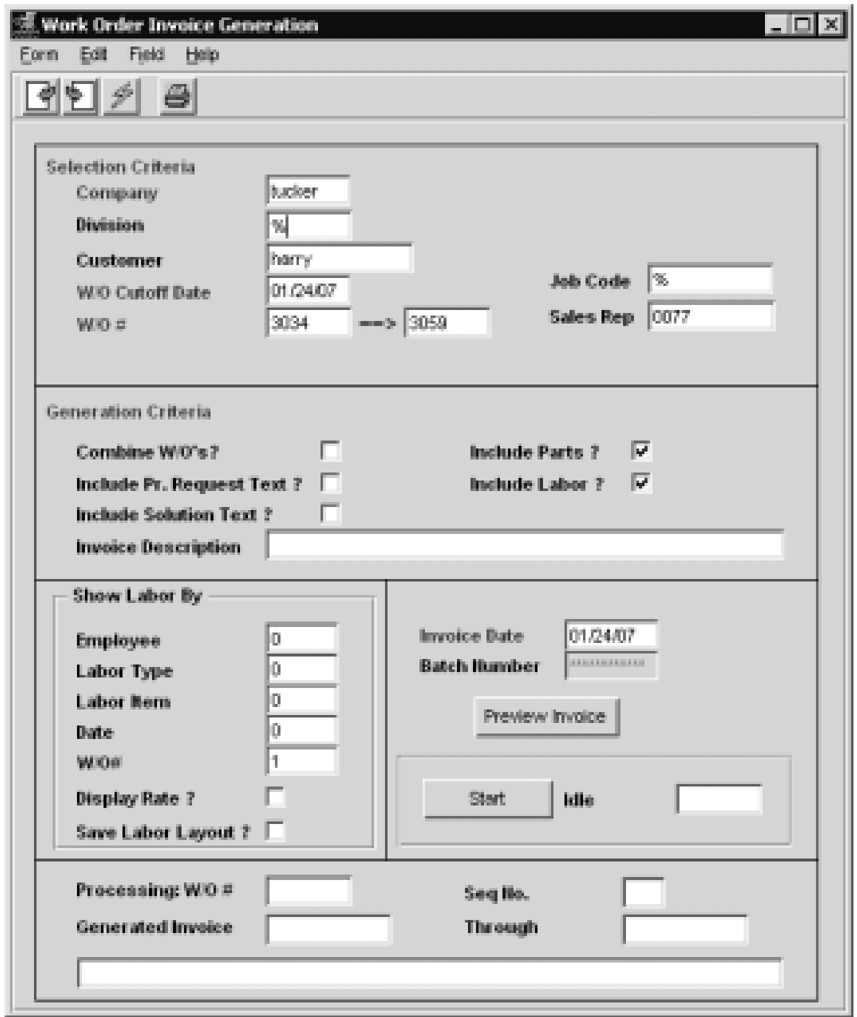
## Select

| | | |
|---|---|---|
| Time Billing Main Menu | → | Select: Work Order Invoice Generation |

OR

| | | | | |
|---|---|---|---|---|
| Time Billing Entry/ Maintenance | → | Find Closed WO & <<Next Form>> | → | Select Work Order Invoice Generation |

The Work Order Invoice Generation screen appears in Update Mode.




## *Fields*

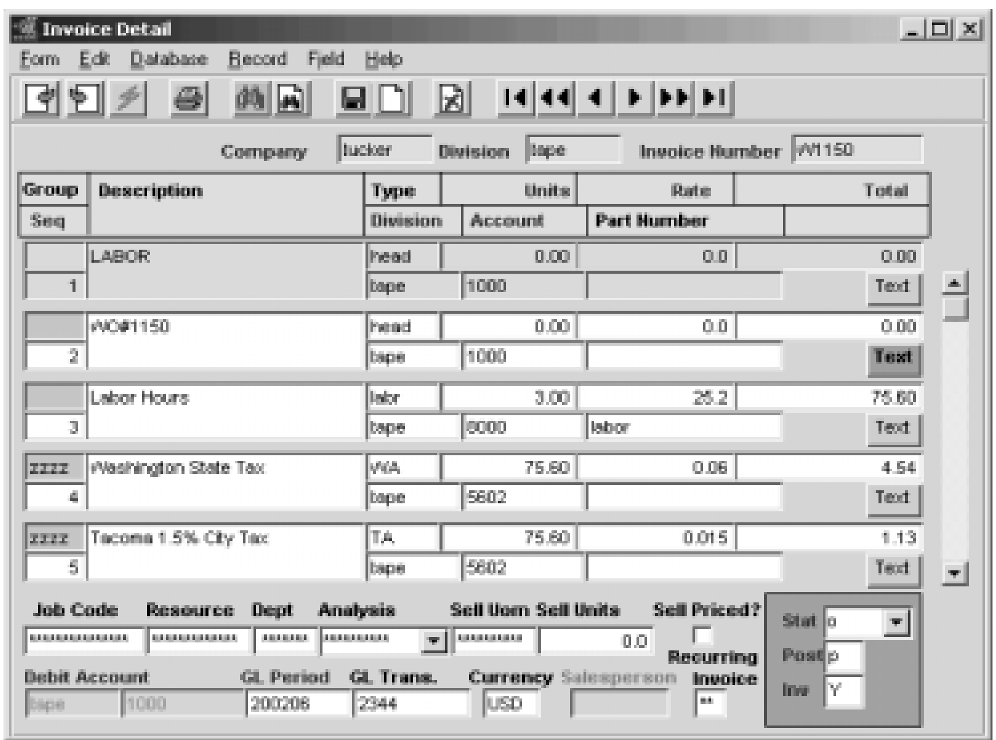
Enter the following information to generate invoices.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| ***Selection Criteria*** | | | |
| Company | The Company Code. | Session Default | Y |
| Customer | The Code for the specific customer to be selected or accept the default to select all customers. | % | N |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Work Order Cutoff Date | This date corresponds to the Work Order Bill By Date value on the Work Order Detail and the End Date when the labor was completed on the labor table. FLEXX WO Invoice Generation will select all Work Orders with a bill by date up to and including this date. The invoiceable flags on the WO Detail and Labor records must also be selected to be included in the Invoice Generation routine. | Session Default | Y |
| WO # | Range of Work Orders to be selected. The invoiceable flags on the WO Labor and Detail records must also be selected to be included in the Invoice Generation routine. | 0<br>999999 | Y |
| Job Code | The job code to use as selection for Work Orders to be invoiced. Note that if the WO's are to be invoiced on a single invoice, set the Combine Work Orders flag. | % | N |
| Sales Rep | The Sales Rep code to use as selection for Work Orders to be invoiced. | % | N |
| ***Generation Criteria*** | | | |
| Combine W/O's | If this option is selected, Work Orders for the same customer or Job Code will be combined and only one invoice generated. If this option is NOT selected, each Work Order selected will produce one invoice. | N | N |
| Include PR. Request Text | Mark this flag if Work Order Problem Request Text is to be printed on Top of invoice. | N | N |
| Include Solution Text | Mark this flag if WO solution and comments text is to be printed on top of invoice. | N | N |
| Invoice Description | Enter a description to be entered on the Invoice header if it is to be other than the FLEXX generated, which will be "Generated from Work Order". | | N |
| Include Parts?<br>Include Labor? | Mark these flags to have the parts and/or labor detail entries to be invoiced. Be aware that if both flags are off, no invoice will be generated. | | N |
| **Show Labor By**<br>Employee<br>Labor Type<br>Labor Item<br>Date<br>W/O # | The following fields are used to enter a priority parameter for each variable. The invoice will then show these in the priority order specified (see Invoice Detail example following). The default for these settings is as shown in the above figure, and are set from the following Application Control setting:<br>**Application** **Type** **Description** Value Parameter<br>wo labor Workorder Labor invoice layout 0,0,0,0,1,Y layout<br>Note that at least one value needs to be set for FLEXX to generate the labor detail entry on the invoice. | 0,0,0,0,1,Y | Y |
| Display Rate | Mark this flag if the invoice needs to show the actual quantity and rate of the items. With the flag off, the detail entry will show quantity 1.0 at the total amount. | | N |
| Save Labor Layout | Mark this flag if the above Show Labor By priority list is to be saved for future invoice generations. This will then modify the above referenced "labor" Application Control entry according to the values specified in the Show Labor By: fields. | Y | N |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Invoice Date | The date to appear on the invoices created in FLEXX Accounts Receivable. FLEXX Time Billing also uses this date in conjunction with the GL Period Table *(See FLEXX Getting Started Manual)* to determine what GL Period to appear on the resulting Invoices. | Session Default | Y |
| Batch Number | If the use Batch flag is selected on the Session Defaults screen *(See Sec. 2.0 Starting Time Billing)* a batch number can be assigned to the resulting invoices created in FLEXX. Each invoice will still be assigned a unique invoice number. | | N |
| **Preview Invoice** | Press this button to get a preview report of the resulting invoice(s) before the actual invoice is created. Required changes can then still be made to the WO before the Invoice Generation is run. | | |
| **Start** | Press this button to start the Work Order Invoice Generation Routine. | | |
| Processing Work Order | No end-user access.<br>A display screen to monitor the progress of the invoice generation routine. | Session Generated | |
| Generated Invoice Through | The range of invoice(s) generated for the selected WO's. | Session Generated | |

Example of generated invoice Detail; notice the sequence of listed items follows that specified in the Show Labor By fields (would have been 0,0,0,0,1).



# 4.11 Generate GL Transactions from TB/RW

## Description

The Generate GL Transactions from TB/RW routine uses the Work Order Parts (Detail) and Labor Table data to generate a summary journal entry in FLEXX General Ledger. This journal entry is generated using the GL SKU Account information as defined for each SKU in FLEXX Inventory Control GL SKU Codes table.

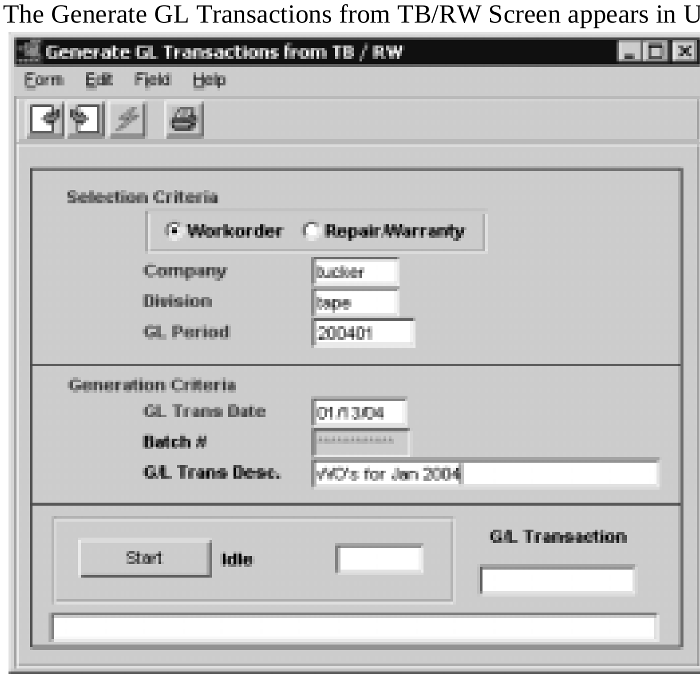
For non-inventory SKU items, FLEXX Time Billing debits the Cost of Goods Sold (COGS) Division/Account Number and credits the Expense Division/Account Number. Costs are determined by multiplying the number of SKU Items used by the standard cost defined on the SKU Master.

For inventoried SKU items, FLEXX Time Billing debits the Cost of Goods Sold (COGS) Division/Account Number and credits the Inventory Division/Account Number. Costs are determined by multiplying the number of SKU Items used by the costing method of the SKU (i.e. Average, LIFO or FIFO).

## Select

Time Billing Menu → Generate GL Transactions from TB/RW.

The Generate GL Transactions from TB/RW Screen appears in Update mode.



## *Fields*

The following fields appear on the screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| **Selection Criteria** | | | |
| Workorder<br>Repair/ Warranty | These two buttons allow selection of either WO's or Repair Orders to be generated. | Workorder | Y |
| Company | The Company Code of the Work Orders for which a journal entry and costs will be generated. | Session Default | Y |
| Division | The Division Code of the Work Orders for which a journal entry and costs 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 Work Order Detail and Labor lines will be selected. | Session Default | Y |
| **Generation Criteria** | | | |
| 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. | System Generated | |

# 4.12 Workorder Print Flag Update Routine

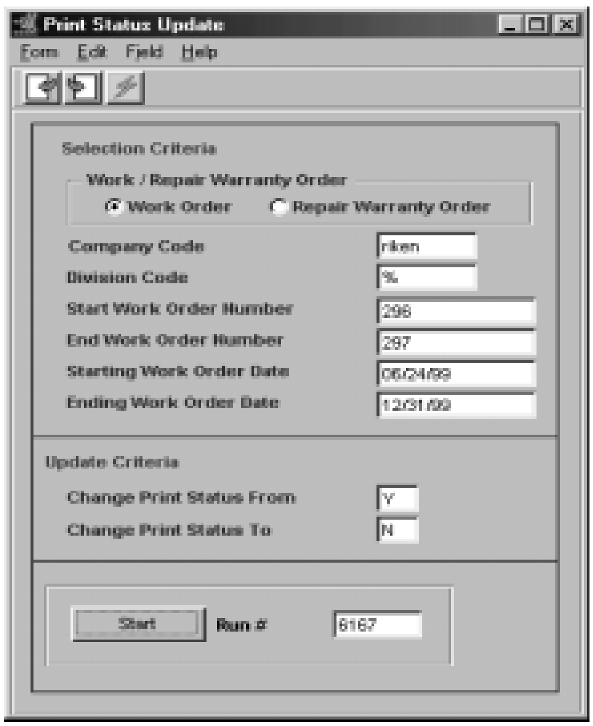
## Description

Once a Work Order has been printed, the Printed status will display "Y" in the status field on the Work Order header record. If it is required to reprint a Work Order, the print status must be changed to "N" before another printing can be accomplished. This procedure will do this.

## Select

Time Billing Menu → Print Status Update

The print status update screen appears in Update mode.



## *Fields*

The following fields appear on the screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| ***Selection Criteria*** | | | |
| Work/Repair Warranty Order | This print routine is also shared by the FLEXX Repair/Warranty module. As a result it is necessary to designate whether the print status update applies to work orders or repair orders. | Work Order | Y |
| Company | The Company code. | Session Default | Y |
| Division | The Division code or accept the wild card to select all divisions. | * | Y |
| Start Work Order Number | The number of the first work order to be reprinted. | First Work Order Number | Y |
| End Work Order Number | The number of the last work order to be reprinted. | Last Work Order Number | Y |
| Starting Work Order Date | The Work Order date used to determine the range of work orders to select from. | Session Default | Y |
| Ending Work Order Date | The work order date used to determine the range of work orders to select from. | 12/31/99 | Y |
| ***Update Criteria*** | | | |
| Change Print Status From | The update/selection criteria as required. | Y | Y |
| Change Print Status To | The update/selection criteria as required. | N | Y |
| **Start** | Press the button to start the print status update routine. | | |

# 4.13 Work Order Status Update

## Description

The Work Order Status Update process can be used to change the status of a work order. This is especially useful when a WO needs to be re-opened after it has been invoiced. Only certain status code changes are allowed. An invalid change will result in the message “Invalid Status Changes”. Allowed status changes are:

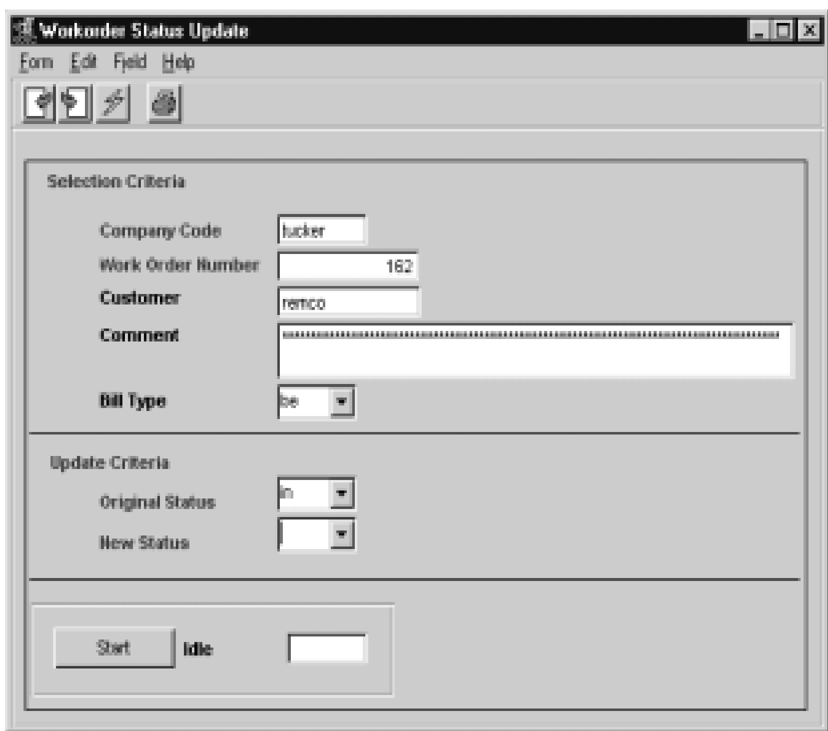
Δ Status “a”, “c”, or “cn” to “o” or “a”;

Δ For Bill Type “bi” allow “in” to “c”, “a”,or “o”

## Select

Time Billing Menu → Work Order Status Update

The Work Order Status Update screen appears in Update mode



## *Fields*

The following fields appear on the screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company Code | The company code of the Work Order. | Session Default | Y |
| Work Order Number | The WO number to be modified. | | Y |
| Customer | The customer code of the WO to be modified. | WO Header | Y |
| Comment | The comment field as was entered on the Work Order header. | WO Header | N |
| Bill Type | The billing type of the selected WO (display only, cannot be changed) | WO Header | Y |
| Original Status | Current status of the WO | WO Header | Y |
| New Status | The status code that the WO is to be change to. FLEXX will display message “Invalid Status Changes. (Only allow a, c, cn, to o, a. For bi type, allow in to c, a, o)” if the entered change is invalid. | | Y |
| **Start** | Press the Start button to start the process | | |

# 4.14 Work Order Parts Return Process

## Description

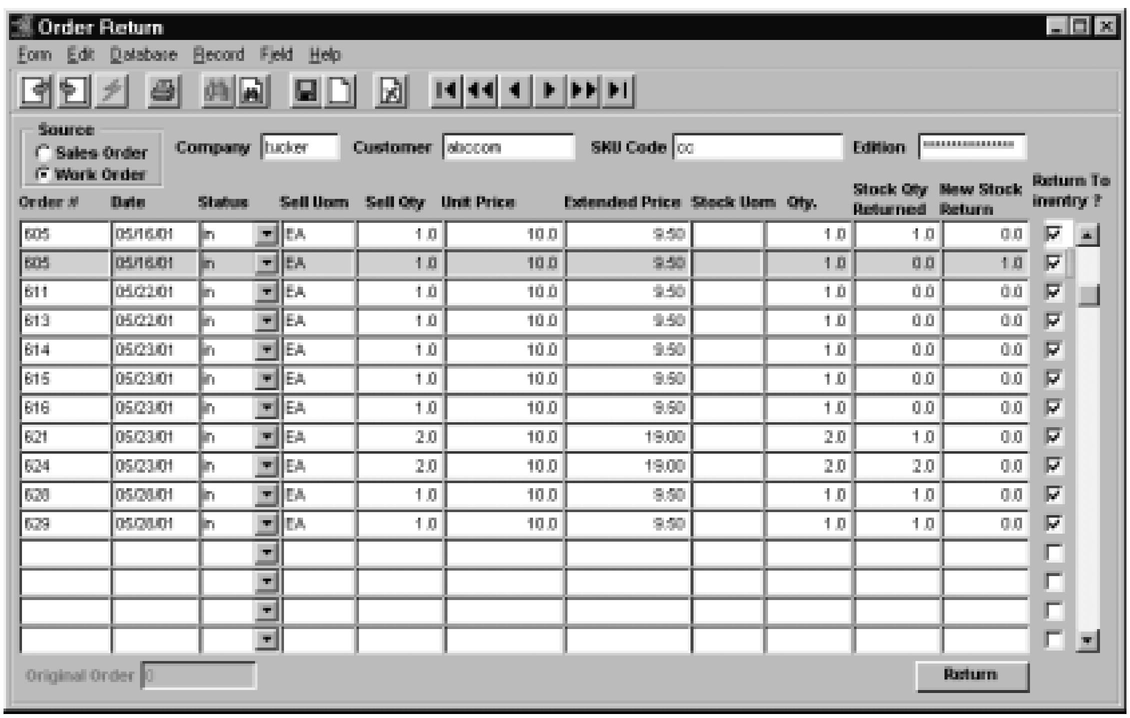
The FLEXX Order Return screen is provided to allow seamless returns of WO Parts orders. This process is a requirement for returning 'Serialized' WO items (Parts item is defined with Serialize flag marked on the SKU Attributes form). Only non-serialized items can be returned by entering them in a WO with negative quantities. Selecting the orders by Source, Customer and/or SKU codes will display all orders for that selection. The desired order entry is then selected, and if not already returned, the Return button will be lit. Enter the return quantity in the New Stock Return field and press the Return button to return that SKU.

The Return Order form is then displayed *(See Return Order subtopic).*

## Select

Order Processing → Order Return

The Order Return Screen appears in Find mode.



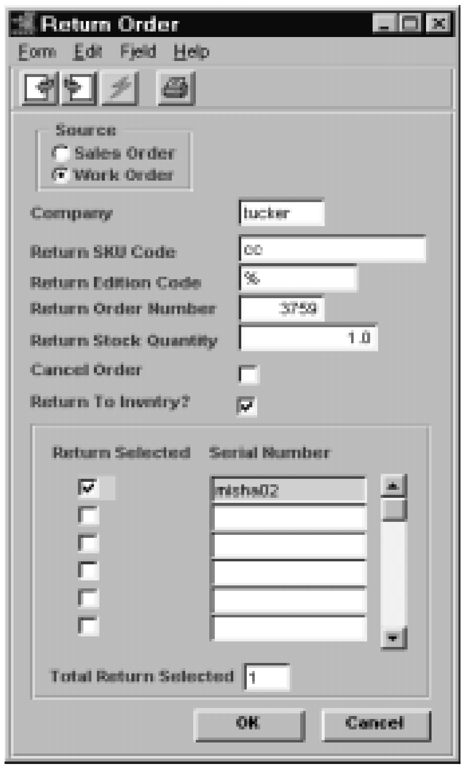
## *Fields*

The following fields appear on the screen.

| Field | Description | Default | Reqd |
|---|---|---|---|
| Source<br>Sales Order<br>Work Order | Mark the button for the type of orders to be displayed. If neither is selected, FLEXX will display all orders according to the other selection criteria entered. | All | N |
| Company | Company Code | Session Default | Y |
| Customer | Enter the Customer code to find specific orders. | | N |
| SKU Code | Enter the SKU Code if specific SKU's are to be returned. | | N |
| Edition | If SKU is an Edition SKU, enter the edition code to select only these selected. | | N |
| Order # | Enter Order number to select only specific orders. | | N |
| Date | This is the order date. Returns can be selected by date. | | N |
| Status | Order Detail status. Only “in” (Invoiced) orders can be returned. So, although other status codes can be entered, FLEXX allows only invoiced orders to be returned. | Order Detail | Y |
| Sell UOM | The Selling Unit of measure from original order. | Order Detail | N |
| Sell QTY | The original order quantity sold of the sell UOM. | Order Detail | N |
| Unit Price | The unit sell price from the original order. | Order Detail. | N |
| Extended Price | The extended price from the original order | Order Detail | N |
| Stock UOM | The stocking UOM of the SKU | SKU Master | N |
| QTY | The quantity in Stocking UOM sold | Order Detail | N |
| Stock QTY Returned | The SKU quantity in stocking UOM Sold | System Generated | N |
| New Stock Return | Enter the quantity in Stocking UOM to be returned. If Sell and Stock UOM is different, this quantity must be the Stocking UOM equivalent of actual quantity to be returned. | 0.0 | |
| Return to Inventory | Check this flag if the returns are to be returned to inventory. This will update the SKU Inventory On Hand value by the returned qty when the release process is ran for the newly created return order. | Y | N |
| Original Order | If displaying a returned order, this field will show the original order number. | | N |
| **Return** | Press this button to start the return process. | | |

## Return Order Form

The Return Order form is displayed after the Return button has been pressed on the Order Return form. The Return Stock Quantity will be the value entered previously on the Order Return form. If necessary, select the SKU serial number from the displayed list and press OK. FLEXX will automatically generate a return Sales order. This new sales order will need to be processed according to the normal Order Processing procedures described in the FLEXX Order Processing manual *(Please refer to the OP manual, topic Order Return Process).*



# 4.15 Cancel WO Invoice Routine

## Description

The Cancel WO Invoice Routine in Time Billing is designed to allow the operator to cancel an invoice generated for a work order. Only Open (Unpaid) invoices can be cancelled, and only those generated from Time Billing work orders.

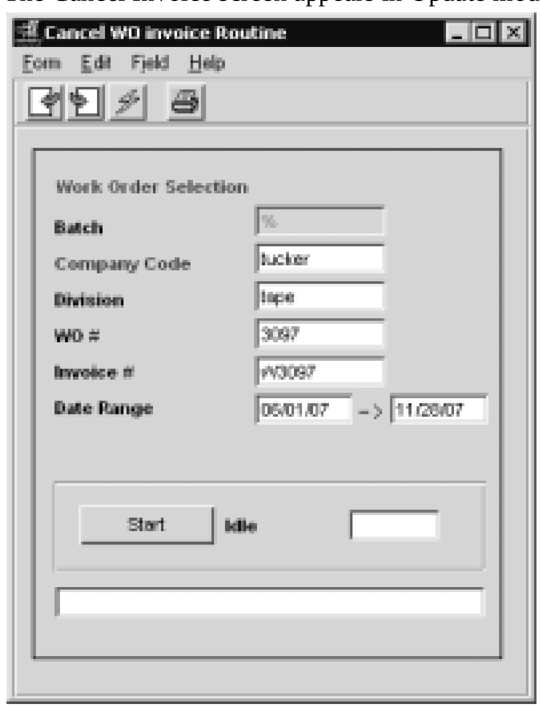
The process FLEXX uses is it automatically generates a Credit Memo in AR for the invoice with identical detail entries, only the debit and credit accounts are reversed. Then it automatically applies the CM to the Invoice thereby marking both as Paid (status “p”), and resets the Work Order to Active (“a”) status.

The WO can then be changed or cancelled as desired.

## Select

Time Billing Menu → Cancel Invoice

The Cancel Invoice screen appears in Update mode.




The invoice to be cancelled can be selected by either the Work Order number or Invoice number. A date range can be specified if the specific date of the invoice is not known.

# *4.16 Job Costing Reallocation*

## *Description*

The Job Costing Reallocation form is used 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) 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) having the costs and/or revenue be posted to the GL accounts for the reallocated SKU's.

## *Note:*

If a SKU will always requre it to be re-allocated, the Job Costing Re-Allocate flags can be set on that SKU's Attribute table, either or both Rev. and Exp. With either of these flags set, when the SKU is entered on a WO detail form, FLEXX will require the operator to complete either or both of the account re-allocations. The operator will be unable to exit the Job Costing Re-allocation screen until the required re-allocate entries are completed. The normal re-allocation process then is performed as the WO is invoiced and posted. *Please refer to the FLEXX Procedures Guide – Specialty Modules, Topic "Job Costing Reallocation" for complete details on this function.*

*Please refer to the FLEXX Project Management Manual for more details on the Job Costing function.*

## *Select*

**Parts Re-allocate**

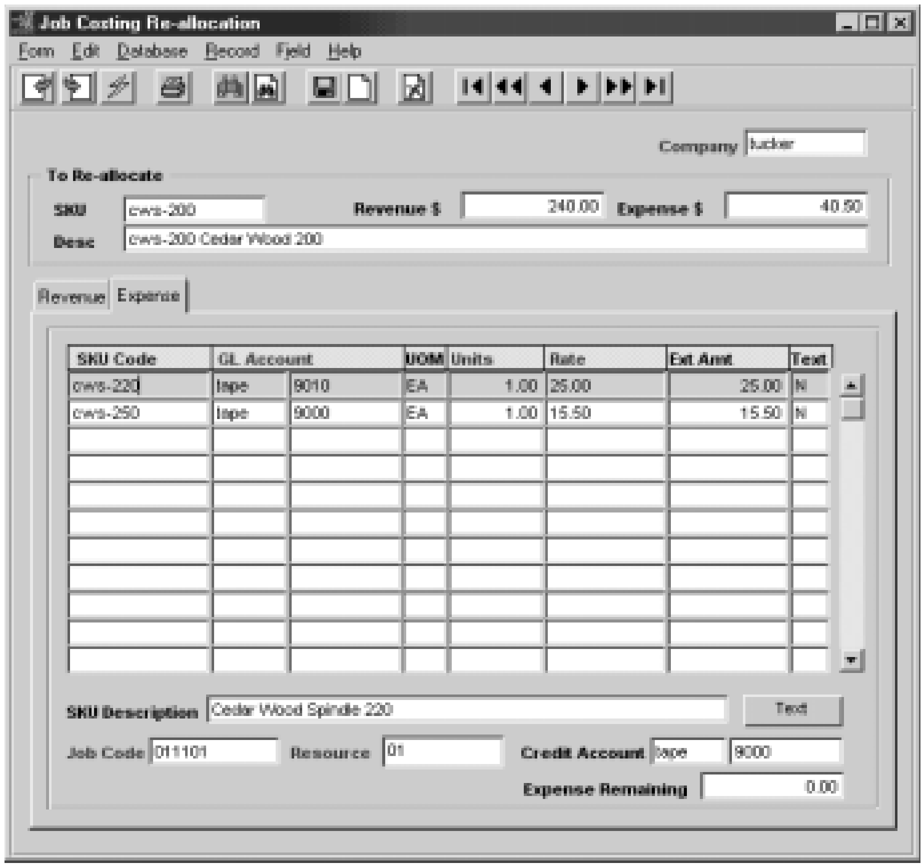
Time Billing Entry/ Maintenance → Find Work Order and Press the Part button → Work Order Detail → Press Re-allocate **Details** button

Or

**Labor Re-allocate**

Time Billing Entry/ Maintenance → Find Work Order and Press the Labor button → Labor Detail → Press Re-allocate **Details** button

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 |

# 5.0 Extracting Time Billing Information

### *Description*

This section describes:

- Δ How to do on-screen inquiries with regards to the status of Work Orders, total Work Orders by customer, etc.
- Δ Use of summary information by Work Order.
- Δ Printing standard reports.

## *5.1 Work Order List*

### *Description*

The Work Order List table can also be used as a work order inquiry screen. By using specific search parameters, you can:

- Δ List all WO’s by Job Code;
- Δ List all WO’s by customer
- Δ List WO’s by status (e.g. all Open (o) or Active (a) WO’s)
- Δ List all WO’s by date (or date range)

Note that the displayed list will then also show a total of the Revenue amounts of all listed WO’s.

### *Select*

| Time Billing Main Menu | → | Work Order List |
|---|---|---|

*Please refer to Sec. 4.7 for a detailed description of the form.*

The Work Order List form appears in Find mode. Enter the appropriate search parameters to display the desired WO's.

# 5.2 Work Order Customer History

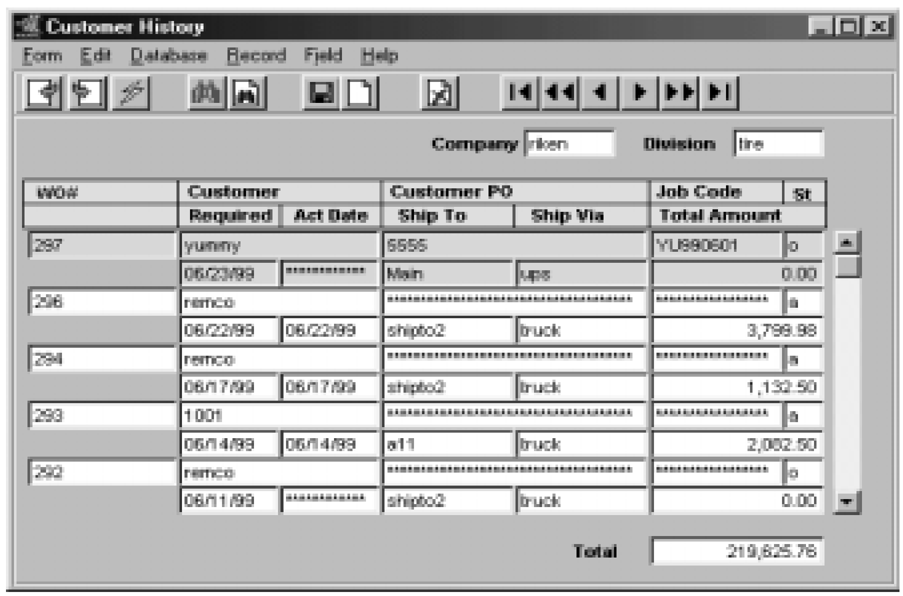
## Description

This is a query selection only screen, no update of Work Order transactions are allowed. Through the use of selection criteria a complete WO History for a specific customer (or all customers) can be viewed.

## Select

Time Billing Menu → Work Order Customer History

The following screen appears.



## *Fields*

Enter the following information to view Work Order Transactions.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The Company code or clear the field to view all companies. | Session Default | N |
| Division | The Division code or clear the field to view all divisions. | Session Default | N |
| WO # | The Work Order number or leave blank to view all Work Orders. | | N |
| Customer Code | The Customer code or leave blank to view all customer Work Orders. | | N |
| Customer PO | The Customer Purchase Order Number or leave blank to view all PO's. | | N |
| Job Code | The Job Code associated with the Work Order or leave blank to view all jobs. | | N |
| Status | The status of the Work Orders to be reviewed or leave blank to view all status types. | | N |
| Required Date | The required date of the Work Order(s) or leave blank to view all Work Orders. | | N |
| Act Date | The date the Work Order was activated. | Work Order Header | Y |
| Ship To | The code representing the Ship To address. | Work Order Header | |
| Ship Via | The means of transport used to ship the Work Order product. | Work Order Header | |
| Work Order Amount | The total of the Work Order to be charged to the customer. | | N |
| Total Amount | The Grand Total of all Work Orders displayed as a result of selection criteria entered. | System Generated | |

# 5.3 Work Order Summary

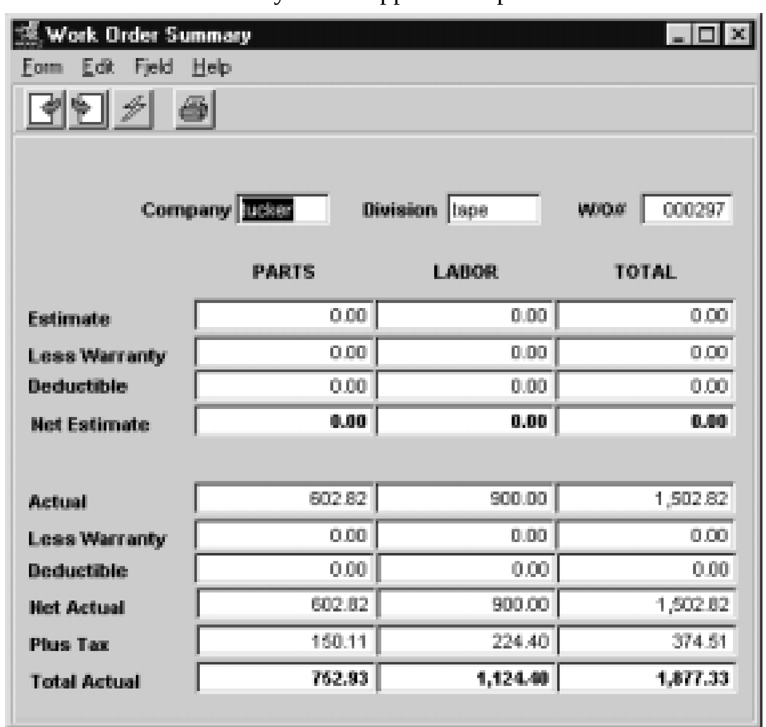
## Description

As a result of pressing the Summary button on the Work Order header screen, the Work Order Summary screen appears. This screen is a view only screen which allows no end user input or modification. This screen summarizes and compares the actual and estimate parts and labor for the designated Work Order as well as calculating the expected taxes.

## Select

Time Billing Menu → Time Billing Entry/ Maintenance → <<Find>> desired Work Order & Press Summary Tab → Work Order Summary

The Work Order Summary screen appears in update mode.



## Fields

The following fields appear on the screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The Company code. | Work Order Header | Y |
| Division | The Division code. | Work Order Header | Y |
| Work Order # | The number of the Work Order being summarized. | Work Order Header | Y |
| Estimate | The total estimate dollar value of the parts and labor used on the Work Order. | Work Order Detail & Labor Tables | Y |
| Less Warranty | Used by FLEXX Repair/Warranty only to recognize any costs covered by warranty. | 0.00 | N |
| Deductible | Used by FLEXX Repair/Warranty only to display deductible costs associated with a warranty. | 0.00 | |
| Net Estimate | The total estimate dollar value of the parts and labor used on the Work Order. | System Generated | Y |
| Actual | The actual dollar value of the parts and labor used on the Work Order. | Work Order Detail & Labor Tables | Y |
| Less Warranty | Used by FLEXX Repair/Warranty only to recognize any costs covered by warranty. | 0.00 | N |
| Net Actual | The actual dollar value of the parts and labor used on the Work Order. | System Generated | Y |
| Plus Tax | The tax to be changed on the actual labor and parts used on the Work Order | System Generated | Y |
| Total Actual | The total value of the parts, labor and taxes used on the Work Order. | System Generated | Y |

# 5.4 Work Order Labor Table

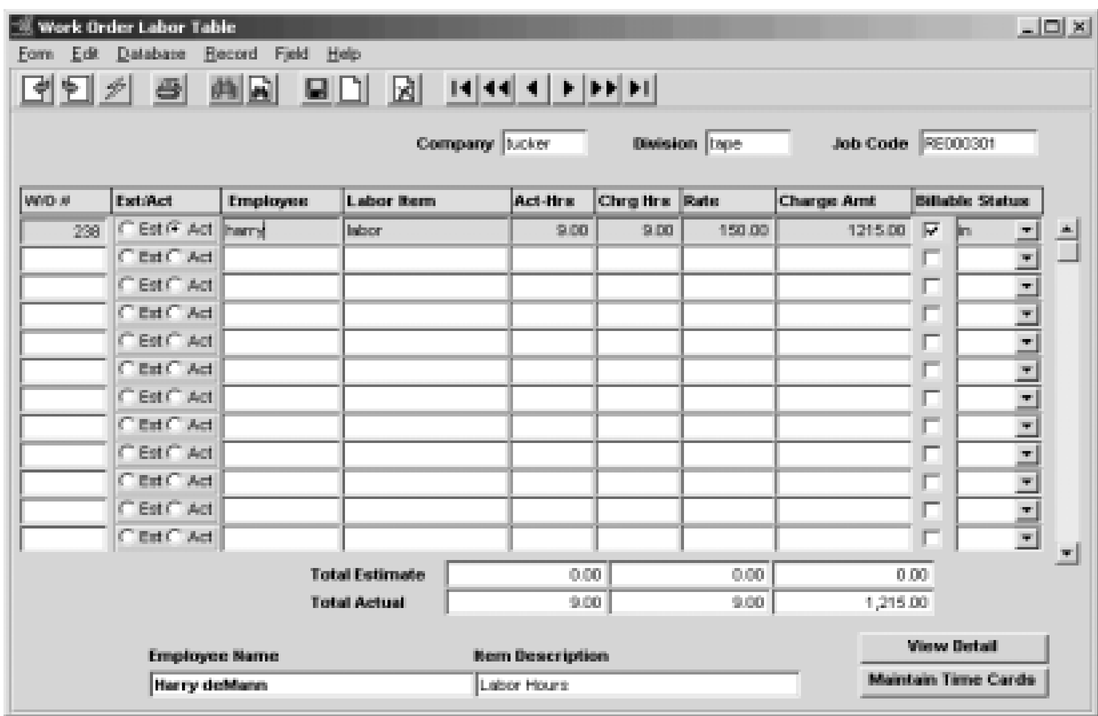
## Description

The Work Order Labor Table can be used to provide a summary listing of actual labor hours charged against each Work Order. The labor charges displayed are summarized based on employee and labor item code. This is a view only form and no updates are allowed. If a more detailed view of the labor charged is needed, select the “View Detail” button. This will then call up the Work Order Labor Table form *(See Sec. 4.5)*.

## Select

| Time Billing Menu | → | Work Order List | → | <<Find>> desired Work Order<br><<Press>> View W/O Labor button | → | Work Order Labor Table |
|---|---|---|---|---|---|---|

The Work Order Labor Table appears in <<FIND>> mode.



## Fields

The following fields appear on the screen.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Company | The Company Code. | WO Header | Y |
| Division | The Division Code. | WO Header | Y |
| Job Code | The job code the selected WO is defined with. | WO Header | N |
| W/O # | The Work Order Reference number. | WO Header | Y |
| Est/Act | These flags will be set according to the type of labor entry on the WO; can be<br>• est - Estimate entry<br>• act - Actual entry | | Y |
| Employee | The Employee Code for the employee who actually performed the work needed. | | Y |
| Labor Item | The SKU code entered for the labor entry. | WO Labor Table | |
| Actual Hours | Actual hours worked by the specified employee for the specified labor item. | WO Labor Table | Y |
| Chargeable Hours | The chargeable hours to be billed to the customer based on the actual hours multiplied by the chargeable percentage. | WO Labor Table | Y |
| Rate | The billable rate used for the specified labor item. This rate is defined based on the pricing matrix set up in FLEXX Inventory Control - SKU Price Master. | SKU Price Master | Y |
| Charge Amount | The amount charged to the customer for this labor item. The amount charged is multiplied by the rate. | System Generated | Y |
| Billable | A Flag to specify whether or not this labor item is to be billed to the customer. | | N |
| Bill Status | The Work Order detail labor status can be:<br>• **a** - active - Work Order Released. Work Order labor detail has been activated by pressing the Activate Work Order button on the WO header record.<br>• **in** - Invoiced. Work Order detail labor lines are marked as invoiced as a result of using the WO Invoice Generation routine. *(See Sec. 4.10)*.<br>• **cn** - Cancelled. An end user status to be manually applied as needed to cancel WO detail labor lines. Can be used on any detail lines that don't have a status of "in" - invoiced.<br>• **nb** - Not Billed. To be used for Work Order detail labor lines that are not going to be billed to the customer. Detail lines with this status are ignored by the WO Invoice Generation routine. | | |
| Total Estimate | The total estimate amount for each of the above columns: Actual Hours, Chargeable Hours, and Charge Amount. | | |
| Total Actual | The total actual amounts of the above columns. | | |
| Work Order No. | The Work Order number assigned the Work Order. | WO Header | Y |
| Employee Name | The employee name as defined by the Employee Master *(See FLEXX Getting Started).* | Employee Code | |

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Item Description | The user defined labor item description as set out on the FLEXX SKU Master. | Labor Item | |
| **Buttons** | | | |
| **View Detail** | Select this button to call up the Work Order Labor Table *(See Sec. 4.5)*. This form shows the underlying labor detail that was summarized earlier. This form can be used to enter additional actual labor regardless if labor estimates have been entered or not. | | |
| **Maintain Time Cards** | Press this button to call up the Work Order Time Card form *(See Sec. 4.9)*. This form can be used for rapid entry of actual labor hours where estimated labor charges have already been entered. | | |

# 5.5 Search Work Order Text

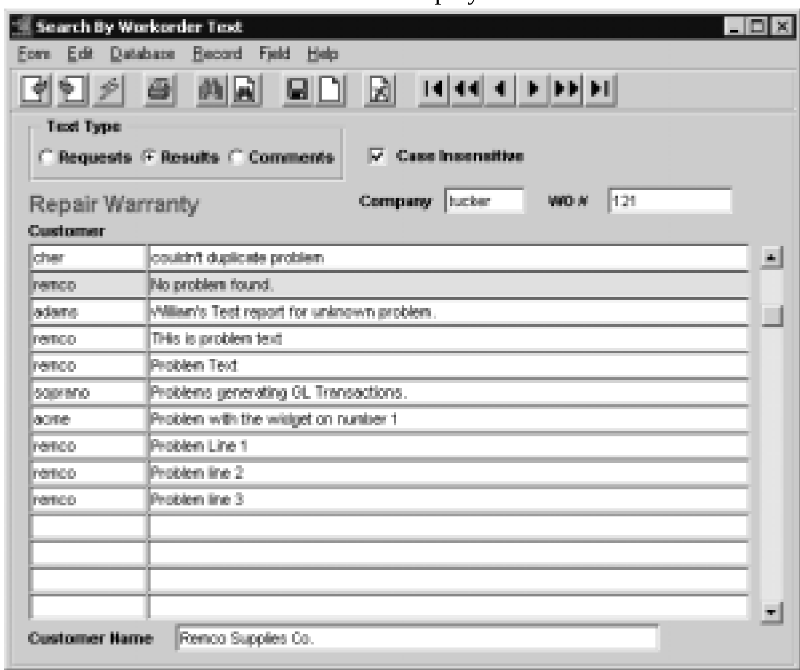
## Description

The Search Work Order Text form is used to perform searches on the data entered into the WO Text Table *(See Sec. 4.3).*

## Select

Time Billing Menu → Search Work Order Text

The Search Work Order Text form is displayed in Find mode.




## Fields

Enter the following information to view Work Order Transactions

| Field | Entry |
|---|---|
| Text Type | These 'buttons' are used to specify the WO Text type to be searched. If any one is selected, FLEXX will search only that section of the Text table. If they are all left blank, FLEXX will search all Text table sections for the text. These buttons will then show which section the 'found' text is recorded in. |
| Case Insensitive | This flag is used to indicate whether or not the search is to be case insensitive. |

| Field | Entry |
|---|---|
| Company | The Company code. |
| WO # | Will display the WO number where the ‘found’ text data was entered. |
| Customer | The Customer Code of the WO.<br><br>To perform a search of text for a particular customer, enter the Customer code. Otherwise leave blank. When the requested text is found, this field will contain the Customer code of the WO where the ‘found’ text data was entered. |
| Text | To perform a search, enter the search argument (the value to be located) in this field. As many or as few characters can be entered as desired. However, they must then all be in the string as entered. Also, the use of wildcards will need to be used to find the imbedded text.<br><br>E.g. To search for the word “problem” imbedded in the text data, enter %problem%. This will find all representations of “problem” in all sections of the Text Table.<br><br>E.g. To search the text where the entry begins with the word “problem”, the leading % is not required; enter problem%. This will find all text where the entry starts with “problem” in any case. |
| Customer Name | The Name corresponding to the Customer Code of the selected WO text record. |

# 5.6 Printing Standard Time Billing Reports

## Description

Reporting with Time Billing is the same as in all FLEXX Modules.

The following table lists the standard TB Reports.

| Report Code | Report Title | Description |
|---|---|---|
| perform | Performance Report | Shows performance of all selected Work Orders. Compares estimates against Actual and Billed Amounts |
| srstatus | Service Request Status Report | Report to list work orders by status in summary. |
| woedit | Work Order Invoice Edit Report | Acts like a pre-invoice report. Totals parts, labor and applicable taxes to display the complete charge to the customer. |
| woinvprc | Work Order Invoice Preview Report | This is a preview of the actual WO invoice and can be used to verify the invoice shows all required data. |
| wolabor | Work Order Labor Report | Report showing number of hours worked by each employee by month. |
| wolistc | Work Order Listing Report | Report listing all Work Orders according to the parameters selected. This report can be used to list Open, Active, or Closed work orders by selecting the appropriate status code. |
| woorder | Work Order Detail Report | Shows full Work Order Detail and Labor Records. This is the report that the Print button on the WO will produce. |
| wopropc | Work Order Proposal | Prints a proposal report to be authorized by the customer before work begins. Prints the problem text from the Work Order Text form. Work Order must be Open (status "o") to be printed. Printing a proposal does not update the print status flag on the Work Order Header.<br>**The Proposal report can have additional "conditions" text printed which is defined on the Report List Table Text field for the report using keyword "conditions"** ***(See description at end of topic)*** |

## *Procedure*

**To Print a Time Billing Report:**

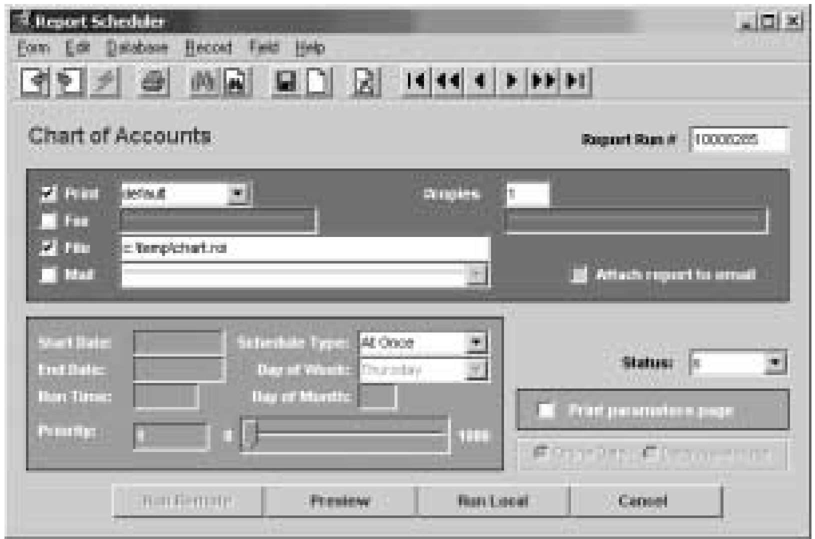
1. Select **Report Selection** from the Time Billing Menu.

2. Position your cursor on the report you want to print.


3. <<Press Select Report>>. The Report Parameters screen appears showing the report title and control number.

4. Enter the selection criteria. Press the Enter key after each entry.

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




## *Fields*

Enter the following information to print the report.

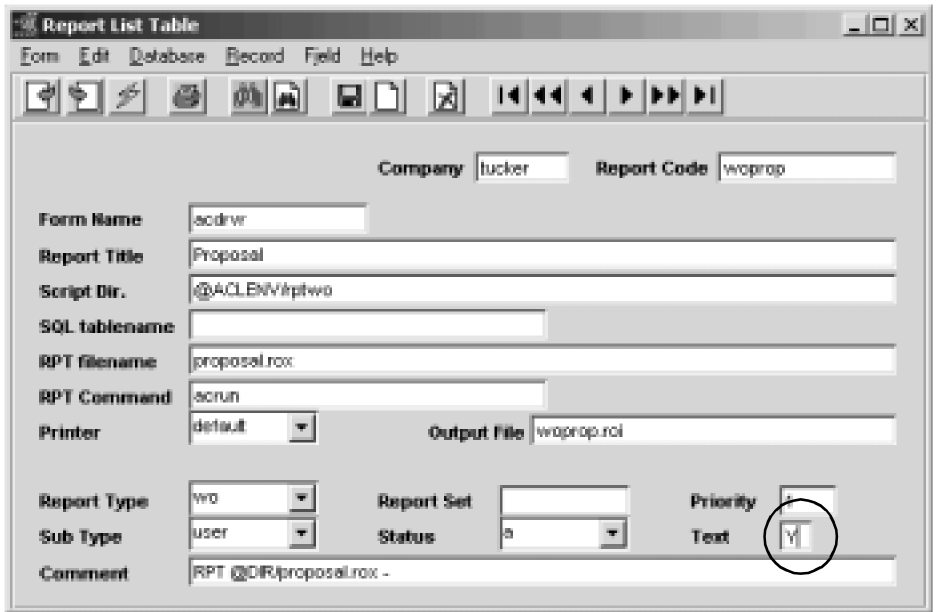
| Field | Entry | Default | Reqd |
|---|---|---|---|
| Print | Select the print box to send the report output to a printer. | | Y |
| Print Device | The printer name. This will be the printer specified as the Default on the User Master for this user. | default | Y |
| # Copies | Enter the number of copies 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. | | | |

| 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:<br>• At Once – to be run immediately. This is the only option for Preview or Run Local.<br>• Run Once – run only once (no repeats).<br>• Daily – run schedule each day for the period entered.<br>• Weekly – run the schedule once a week.<br>• 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.<br>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 *parampage* 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. | | |

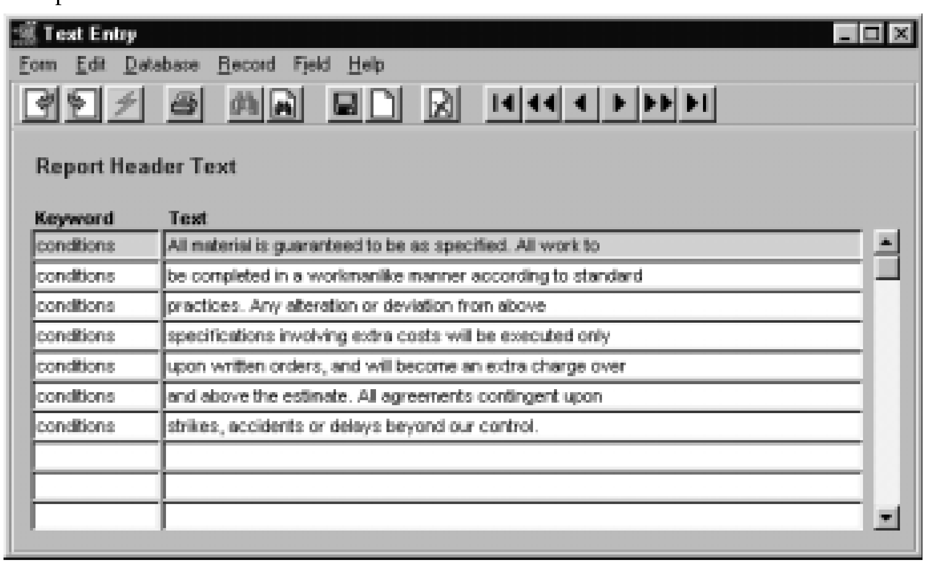
## *Proposal Conditions Text*

The WO Proposal can have additional Conditions text printed at the very bottom of the report. To enter or change this text, access the Report List Table (from the Administration menu, Report Services/Control menu). <<FIND>> report code “woprop”; <<zoom>> on the Text field and enter the Conditions text as desired. The keyword must be “conditions”

Report List Table .




Example:



# 6.0 Credit Management

## Description

FLEXX Order Processing, Time Billing and Repair/Warranty make use of customer credit checking. Credit checking can be set up to check a customer's credit limit and prompt when the limit is about to be exceeded. Customers can also be made inactive, put on credit hold with override and put on full credit hold with no override. Status settings can be changed at any time if needed.

## Setting Customer Status

To set a customer status, find the desired customer in FLEXX Customer Master *(See Getting Started Manual)* and depending upon the severity of the credit problem, you can do the following;

- ∆ Make the customer inactive. A customer with an inactive status can not have any transactions entered for him at all. The only exception to this would be in FLEXX Accounts Receivable. If a customer has a status of inactive and has several invoices outstanding, it is still possible to enter any subsequent receipts. If an attempt is made the following error message will appear "Customer is inactive".
- ∆ Assign the customer a Credit Flag status of "1" - Credit Hold - No Override. A customer with this status can not have any transactions entered in FLEXX Order Processing, Time Billing or Repair/Warranty. If an attempt is made the following error message will appear "Warning! This customer has a credit hold with NO override status
- ∆ Assign a customer a Credit Flag status of "2" - Credit Hold with override. A customer with this status can have transactions entered in FLEXX Order Processing, Time Billing or Repair/Warranty. However, when these transactions are entered, a message appears stating that the customer is subject to "Credit Hold with override". Press okay and you can continue to enter the transaction. This status serves only as a prompt in the FLEXX Time Billing and Repair Warranty modules. In FLEXX Order Processing a status of Credit Hold with Override will allow you to enter the order but the order header will have a status of "cr" - credit hold. No further processing of the order will be allowed until it has been authorized and the header status changed to "o" - open.

## Notes

The default Credit Flag status of "0" identifies a customer with a normal credit. FLEXX does not check the customer credit flag status when entering transactions directly into Accounts Receivable.

If there is to be no credit checking done for a customer, set the Credit Flag to '3' and all normal credit checking will be bypassed at order entry.

## *Setting Customer Credit Limit*

To set a Customer Credit Limit, find the desired customer in FLEXX Customer Master (See Getting Started Manual) and select the Financial Tab. In the field, Credit Limit, enter the appropriate credit limit. The default setting is 0.00 which implies unlimited credit. When a transaction is entered in FLEXX Order Processing, Time Billing and/or Repair/Warranty, FLEXX checks the amount of the transaction being entered, adds the amount to the Customer Balance figure and checks the total against the figure entered in the Credit Limit field.

## *Credit Approval*

There exists in the FLEXX Order Processing module a credit approval routine. This routine applies to sales orders with a status of "cr" - credit hold only. An order with a status of "cr" can be created and its' details entered but no further processing can take place (i.e. the Product Release Process ignores it). For a sales order on credit hold to be processed it must first be approved. Only a person with the appropriate authorization rights (granted as part of user setup - See FLEXX Administration Guide for further information) can approve a sales order on credit hold.

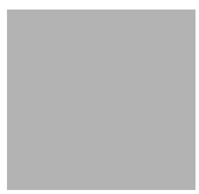
As a result of this approval, the status of the order header goes from "cr" - credit hold to "o" - open. The order can now be processed as normal. To approve a credit hold sales order, find the order and press the "Credit" button. A Credit Hold Release form will appear with the default values identifying the person who is logged in. A password is required to be entered. As long as the person who is logged in has been granted the appropriate authorization rights, has a sufficient dollar limit assigned and a correct password, the order header status will be updated from "cr" - credit hold to "o" - open.

# 7.0 FLEXX Project Timer

## *Description*

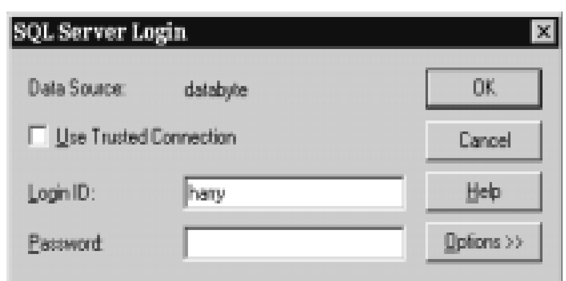
FLEXX Project Timer is a standalone Time Entry feature of the Time Billing module. It is installed with FLEXX Time Billing module, but resides separately on the FLEXX Client system's hard drive as an executable file named *Timer.exe*.

Access to the Timer is by way of the *Timer.exe* program, available via an icon on the system desktop similar to the one shown below.

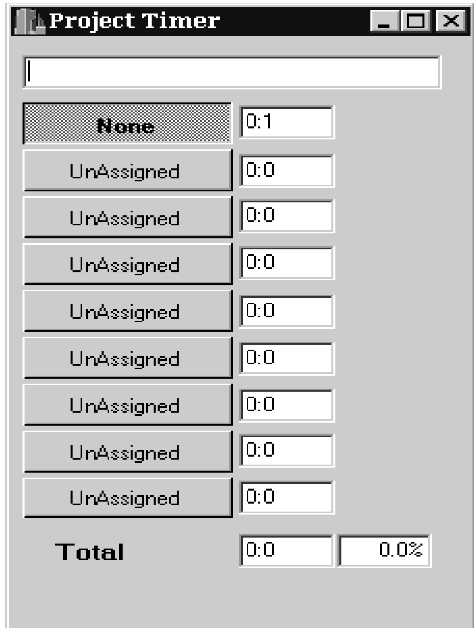


Additionally, the FLEXX user who needs to use the Timer function will also require SQL Server login access to the FLEXX database.

Click the Timer.exe icon and the user will be required to login to the FLEXX database using the Login ID and Password assigned by the company's database administrator.

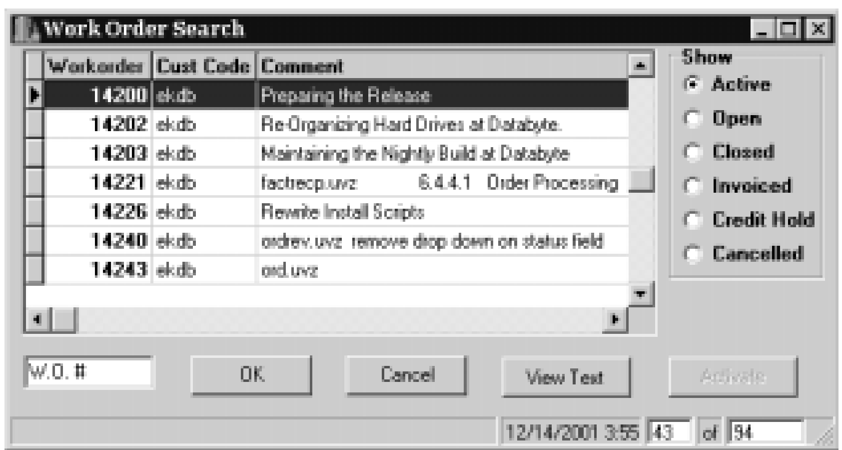



Once logged on, the Project Timer screen will be presented and time will start being accumulated.




The Timer will default to None when first started, and time will be accumulated to it.

To log time towards a specific work order, select the desired WO. To select the WO, click the next *Unassigned* button. This will display the **Work Order Search** screen.

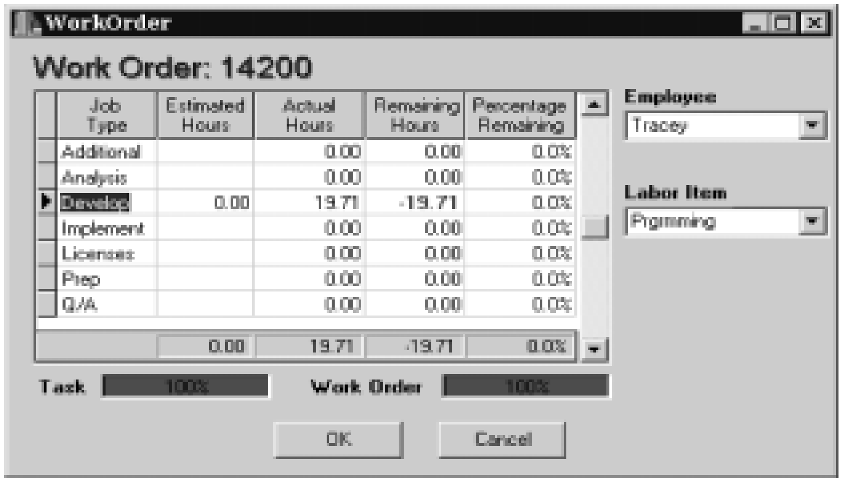



This screen is used to select the individual work orders to be used for time logging. Either locate the desired WO and select it, or enter the WO number into the W.O. # field.

The following fields are displayed:

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Workorder | The Time Billing work order number as entered into FLEXX. | | Y |
| Cust Code | The customer code the displayed WO belongs to. | | Y |
| Comment | The WO Comment field entry. | | N |
| Show | These buttons will indicate the status of the selected WO. To display only WO's of a specific status, select the Show button desired.<br>• Active - all displayed WO's are active (status "a")<br>• Open - all displayed WO's are open (status "o")<br>• Closed - all displayed WO's are closed (status "c")<br>• Invoiced - all displayed WO's are invoiced (status "in")<br>• Credit Hold - all displayed WO's are on Credit Hold (status "cr")<br>• Cancelled - all displayed WO's are cancelled (status "c") | | Y |
| W.O # | Enter the WO number to be displayed. | | |
| **Buttons** | | | |
| **OK** | Press OK to accept the WO number selected. | | |
| **Cancel** | Press Cancel to cancel the WO search operation. | | |
| **View Text** | Press the View Text button to display WO Text table entries *(See Sec. 4.3)*. You can then select the specific text entry from the table;<br>Problem - will display the text entered into the Text Problems section.<br>Solution - will display the Solution text entered.<br>Comments - will display the Comments text entered. | | |
| **Activate** | Press the Activate button to activate an Open (status "o") WO. The WO must be active for this timer process to function. | | |

Once the desired WO has been selected, press OK to display the following Work Order screen.

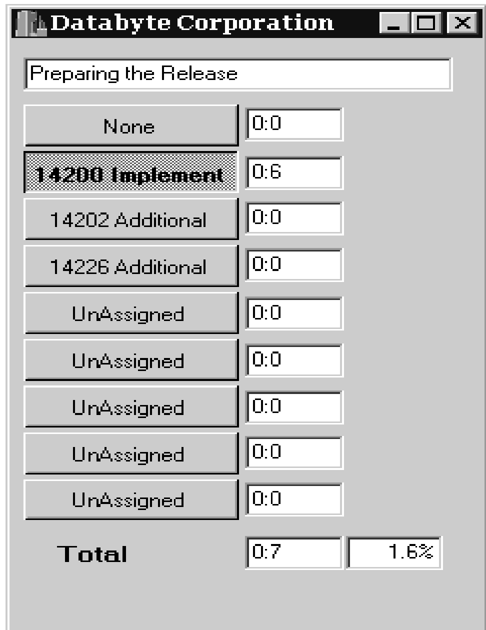



The following fields shown are display only and cannot be changed.

| Field | Entry | Default | Reqd |
|---|---|---|---|
| Job Type | The WO Labor Type as specified on the WO Labor form, Type field. | | Y |
| Estimated Hours | The estimate labor time defined on the WO. | | N |
| Actual Hours | The actual labor time logged for the WO. This value will be the total accumulated to date. | | Y |
| Remaining Hours | The time remaining from the estimate value. If no estimate was entered, this will be a negative value of the corresponding actual hours. | | Y |
| Percentage Remaining | The percentage of actual to estimate hours remaining. | 0.0% | Y |
| Employee | The Employee Code of the user logging the time. | Login ID | Y |
| Labor Item | The labor SKU code to be used. | | Y |
| **OK** | Press OK to accept the selection. | | |
| **Cancel** | Press Cancel to cancel the WO selection. | | |

Once the desired options have been selected, press OK and time will then be accumulated against the selected WO.

Multiple WO’s can be entered, but only the one selected will log the time.




Additional operations can be performed through the FLEXX Timer. Right Click the mouse to display a list of options:

Δ View Text - view the WO Text table for the selected WO *(See Sec. 4.3)*.

Δ Clear Button - clear the selected WO button. This removes the WO selection without posting the accumulated time.

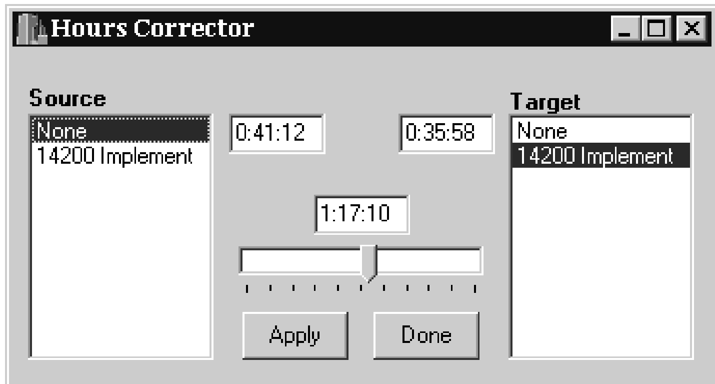
Δ Adjust Hours - move logged time between work orders *(see below for more details)*.

Δ Post Hours - post the time logged to the selected WO in Time Billing. This also then clears the button.

Δ About Form - display the Timer version number.

## Adjust Hours

Selecting the Adjust Hours option displays the following screen.




Select the **Source** WO and the **Target** WO, and move the slider bar to the desired value to be transferred. If there are multiple adjustments to be performed, press **Apply** after each one, and when completed, press the **Done** button.

**Note:** Adjustments are only permitted up to 100% of the actual time accumulated. To add time to the WO, either let the timer run longer, or access the Time Billing WO and adjust the Labor Table time entry.