

IMPORTANT NOTICE

Registered?

When you enter into the system it requires you to register within 30 days. Please take a few moments to complete this and fax it in to us. Without this, we cannot keep you informed of updates.

Need Technical Support?

If have problems and require technical support ensure that you have a software contract with us. If you don't, a copy is enclosed on the following page. Fax this to us with your questions.

Fax your questions (be specific as possible) to:

(905) 331-6603 and include the following;

1. Your product serial number
2. Your JC LINK version number
3. Your registration and support contract, if you have not already mailed or faxed it.

We require all of the above information to expedite your request. Even if phoning, the above is required.

Thank you for your cooperation in this matter.

Important Information:

Version : _____

Serial Number : _____

Mailing address:

5517 Cedar Springs Rd. RR#3, Campbellville, ON Canada L0P 1B0

Order Entry to Job Cost Link Support Contract

Date: _____ **Serial #:** _____

Rate Options: *Please note product support is not available without this contract in place.

*1) Phone/Fax/E-mail Technical Support for 1 Year..... \$ 195.00

(Tick the appropriate box)
PLEASE FAX TO (905) 331-6603

Form of payment : Mastercard _____ VISA _____

Company Name : _____

Contact Name : _____

Address : _____

Province/State : _____ **Zip/Postal :** _____

Phone () : _____ **Fax:** _____
Area Code

Credit Card# : _____

Cardholder : _____

Expiry Date : _____

Signature : _____

Total Order Amount:
_____ + _____ + _____ = _____

| | | | |
|---------------|--------------------------------|--------------------------------|-------------------|
| Rate | G.S.T. 7% | P.S.T 8% | Total Paid |
| Amount | <small>(if applicable)</small> | <small>(if applicable)</small> | |

Job Cost to Order Entry Link

Version 1.2

**Third Edition
November 1998**

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USER INFORMATION

Licence

Bravo Software Group hereby grants the authorized user a license for this program and its documentation subject to the terms and restrictions set forth in this licence agreement.

Copyright

The program and its documentation are copyrighted. You may not reproduce any part of the program or its documentation, except that you may load the program onto one of your computers.

Copies

This allows for 1 installation and registration only. If you have had problems during the installation or registration, you must contact Bravo Software Group for an update.

Restrictions on use and transfer

The program and its documentation are to be used on a single computer. You may physically transfer the program to another computer, provided that the program is used on only one computer. You may not distribute copies of the program or documentation to others. Neither the program nor its documentation may be modified or translated without the written permission of Bravo Software Group.

Warranty of performance

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1

Introduction

ACCPAC Plus Order Entry to Job Cost Link

This program is an add-on to the ACCPAC Plus Order Entry system. The program allows you to enter invoices into ACCPAC Order Entry with job related information and to pass that information automatically to Job Costing and Accounts Receivable. The program creates an A/R batch with J/C information in addition to a J/C billing batch for those related invoices. It allows billing to the job-phase levels. A menu choice called "Process Job Costing Data" is added to the Order Entry menu.

How Does it Work?

The program is run after the O/E Day End Process is performed. The program checks all invoices posted since the last time this program was run by reading the Invoice/ Credit Note Audit List. It checks for the special category code to indicate that a detail line on an order is job related. When an invoice has one or more item detail lines with the special category codes, the program uses the order number as the job number and combines it with the phase code from the pre-defined category codes. This billing transaction is added to a J/C billings batch. The invoice sent to A/R is tracked on the job level.

The ACCPAC Order Entry to Job Cost Link DISKETTE

The system comes with 1 master diskette therefore it is your responsibility to take care of it and after installing it on your fixed disk, putting it in a safe place.

This program is compatible with ACCPAC Plus Job Costing version 6.1A and either Order Entry version 6.1B. Ensure that you have the right version.

The diskette can be installed onto your PC or network through the Windowing System Manager. Please refer to the section Getting Started in this manual.

2

Getting Started

This chapter contains instructions for installing and accessing the ACCPAC Order Entry and Job Costing Link program.

First you must have installed your regular ACCPAC Plus Job Costing, Order Entry and Accounts Receivable programs onto your computer or network. You must be using O/E with Accounts Receivable. The use of Inventory Control is optional. Follow the ACCPAC manuals for each of the separate products. Once you have created your company data and have begun processing jobs, orders, and invoices with ACCPAC, you can now install and update your ACCPAC system with the Job Costing to O/E Link program.

Ensure that the version number of ACCPAC Job Costing is 6.1A or higher, and that your Order Entry version is compatible to the current Job Cost.

Installing the Programs

The installation process copies the Job Costing and Order Entry Link program files to your hard disk. The installation process updates your ACCPAC Order Entry menu, "Order/ Invoice/ Credit Note Processing", with a new program. The program is called "Process Job Costing Data". It also copies a patch program to A/R to eliminate the creation of a Job Costing retrieval batch from invoice posting.

NOTE:

If you ever have to re-install your ACCPAC Plus Order Entry or Accounts Receivable systems to your computer, you will also have to re-install these programs as the last step.

To install the program, get the Product disk that came with the package, and follow the instructions below.

1. Run the ACCPAC system as you normally would: ie. by typing PLUS
2. When the Start List appears where you would normally select O/E, instead press F3 to call up the System Manager menu.
3. Cursor down to INSTALL PROGRAMS
4. Place the Job Costing and Order Entry Link diskette in drive A: Press return to begin installation.
Follow the instructions on the screen.
5. If you see a message saying a version of the program is already installed type Y to proceed with installation.

6. If there is a message that the version may be incompatible with the current ACCPAC Job Costing or Order Entry version, contact your dealer immediately before installing.
7. When installation is complete you will be asked if you want to install another program. If you do not have another program to install, press N to select No.

Installation is now complete.

Starting the Program

If the System Manager is still on your screen, press ESCAPE until you have returned to the Start List.

From the System Manager Start List, select ACCPAC Order Entry as you normally would to begin your daily tasks by pressing RETURN. This enhancement program is added to ACCPAC Order Entry.

The J/C and O/E Link makes one addition to the Order Entry menu, "Order/ Invoice/ Credit Note Processing", with a new program. The program is called "Process Job Costing Data". The program is run once the "Day End Processing" in O/E has completed. It accesses the Invoice/ Credit Note Audit List to determine if there are any job related invoices that must be sent to J/C and adjusted in the A/R batch.

NOTE:

It's important to follow the operating steps outlined in Chapter 3, Using the Program.

Program Setup

There are a number of steps to follow in the set up of the Order Entry and Inventory Control systems. If you use the O/E Price List, the item category codes can be defined in O/E. These must be done to ensure the link program works properly.

General Operating Assumption

The first thing to always remember is that the J/C job number that you want to bill, comes from a corresponding O/E order number that is identical. For example, job number 1234 is being billed from O/E order number 1234. If there are more than 4 digits to the order number, only the last 4 digits of the order number are used for the job number when the J/C billing records are created. This is how the invoice relates to a particular job.

The following are one time setup steps.

1. Order Entry company profile - In the Company Profile ensure that the option "Create batches in Accounts Receivable" is set to "Retrieval".
2. Job record - On each job, the "Revenue Tracking Level" must be set to "Phase". If it is set to Job Level, then Job Costing Billing posting will ignore the phase codes that are passed over in the batch by the Link program. They are consolidated.

3. I/C Item Category codes - Each phase of a job that is to be billed, must have a related inventory category code defined. The inventory category codes that represent each of the job phases begin with the letter "J". The Job Costing Link program uses these category codes to signify that the invoice is job related. For example, the category code relating to job phase code "10" is defined as "J10". If you have job phase codes of 10, 11, 12, 13, 14... Then you must define item category codes of J10, J11, J12, J13, J14... When the J/C Link program checks each invoice, it looks to see if there is a category code beginning with a "J". You must only use category codes that begin with a "J" when they are job related.

4. I/C Items - Inventory items used for jobs need to be set up as non-stock items. This is so they will not be subtracted from the quantity on hand in Inventory Control. To set up non-stocked items, a user specified costing method must be used. All costs for job items should be set to zero, since the costing is handled in the Job Costing module.

5. Item category code G/L accounts - Enter into the "sales revenue" G/L account your J/C Billings account code. The following G/L entries are then created from Order Entry.

| | DEBIT | CREDIT |
|--------------|-------|--------|
| A/R clearing | XXXXX | |
| J/C Billings | | YYYYY |

Note: Because items are non-stock, the cost of goods sold, the receipt credit and the inventory control accounts are not affected.

6. In the Accounts Receivable Company Profile, ensure that the option "Interface to Job Costing" is set ON.
7. In the Accounts Receivable Company Profile, the Job Cost Billing account field should be filled in with the A/R clearing account code that was entered into the O/E Company Profile. When the invoice batch is posted in the Accounts Receivable module, the following G/L entries are created.

| | DEBIT | CREDIT |
|--------------|-------|--------|
| A/R control | ZZZZZ | |
| A/R clearing | | XXXXX |

3

Using the Program

Operating Procedures

The daily operating procedures and assumptions for the J/C and O/E Link are as follows.

Two things to remember ...

The first thing, as mentioned in the previous set up section, is that the J/C job number you want to bill and the O/E order number that it is billed from, must be identical. For example, job number 1234 is being billed from O/E order number 1234. If there are more than 4 digits to the order number, only the last 4 digits of the order number are used for the job number when the J/C billing records are created. This is how the invoice relates to a particular job.

The second thing, is to use the special category codes beginning with a "J" for line items entered on orders that relate to a particular phase for that job. Change the category code on item lines that are billed to a job-phase. When the J/C Link reads the invoice and detects a "J" category, it creates a J/C billing transaction. For example, O/E order number 3370 when it is invoiced with a line that has category code J20, a billing transaction is created for job 3370, phase 20.

The following are the general daily operational steps that are used to perform the interface to Job Costing and Accounts Receivable from Order Entry.

Using the Program 3-1

1. Normally, jobs are first created in the Job Costing system with associated phases and category information. Jobs are created first so that an appropriate order in O/E can be entered. Create an order in O/E with an order number identical to the job number it is associated with.
2. When an order is being invoiced or when the order is initially entered into O/E, ensure that item lines on the order that are to be billed to the job use the special category code "J??" that indicates a billing transaction and the phase it goes to.
3. Once all invoicing has been done, perform the Day End Processing menu choice in Order Entry. This creates G/L information, the A/R retrieve batch, as well as the Invoice/ Credit Note Audit List. This must be done before the Process Job Costing Data menu choice is selected.

IMPORTANT NOTE:

Do not purge the Invoice/ Credit Note audit list before the next step. Do not retrieve the A/R batch before the next step.

4. Select the J/C link program "A. Process Job Costing Data" from the Order Entry menu. This program accesses the Invoice/ Credit Note Audit List file and reads all invoices since the last time this program was run.

When the program reads an invoice that is to be billed to job costing, signified by the special category codes "J??", a billing transaction in a J/C batch is created. All other invoices are ignored. Credit notes relating to jobs are processed in a similar way. The invoice created for A/R is updated with the job number and the amount billed.

Once the process is done, if there were J/C related invoices, a new billing batch is J/C is created as well as a new A/R batch. A summary screen shows the results and indicates if a J/C billing batch was created. If the program displays any error messages relating to non-existent job or phase codes detected, the transactions must be corrected in Job Costing prior to posting.

5. After the Process Job Costing Data function has completed, you can now perform your regular day end or month end functions. In particular, the job cost billing batch can be edited and posted as well as the Accounts Receivable invoice batch. If there were job related entries processed then an active A/R invoice batch is created with all invoices from O/E in the batch. If there were no Job related invoices then the batch is untouched by the program and must be "Retrieved" into A/R in the normal way.

Note that job related invoices and credit notes can no longer be entered into Accounts Receivable invoice entry. The job costing batch feed has been disabled in invoice posting only, to prevent duplicate job billing transactions being sent to J/C.