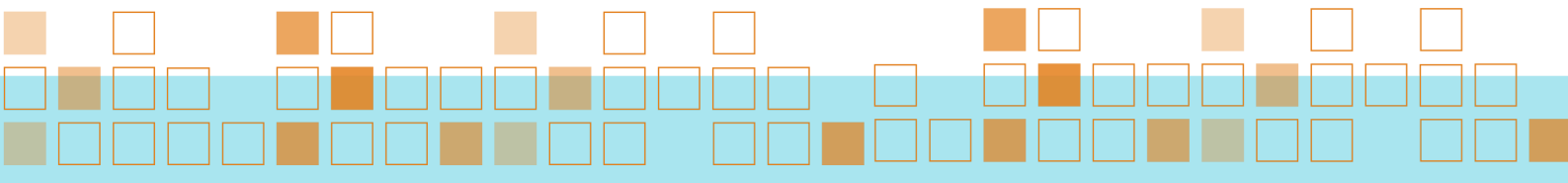


Jobpac by Viewpoint Business System Release 9

ETS Time & Billing
Reference Guide
Version: 1.0



Document Control Table

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Commercial in Confidence

Change History

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Introduction

This reference guide outlines the functionality available for Time Billing.

Document conventions

The following table contains the naming conventions, typographical conventions and symbols used in this document.

example.dat	Filenames are displayed in courier font to identify the filename from the body of the text.
[Enter]	Square brackets and bold typeface are used to indicate a specific key to press on the keyboard.
Type in 'XYZ' into the Name field.	Field names are highlighted by the use of bold text.
Select the <i>File</i> menu	All buttons, field icons, menus and checkboxes are displayed in italics.
Type in 'ABC' in the XYZ field	Single quotes are used to identify information in the instructions that is to be entered by the user.
Value between '1' and '99'.	Single quotes are used to identify possible field values.
One to nine, 10 to 1,000.	All numbers below ten are written as text unless a value to be entered. Numbers 10 or greater are written as numerals unless starting a sentence. Numeric field values are displayed in single quotes.
<i>File>Save</i> <i>As>Filename>OK</i>	Command paths are displayed using italic typeface and forward chevrons (>).
The <i>Register Invoices</i> screen displays.	Bolded Italic typeface is used to refer to all screens, modules and windows. The first appearance of a screen is referred to in the present tense and the sentence finished with the word 'displays'.
(field) ▶	Signifies that a pop-up window is associated with a field.
▶ (action)	Signifies an action undertaken in a screen <i>Sidebar</i> menu or a menu selection.

Document Conventions Table


Terms and Definitions

The following table contains the terms and definitions used in this document.

Term	Definition
C	This denotes a non-enterable field.
E	This denotes an enterable field.

Terms and Definitions Table

Navigating through Jobpac

Key/Button/action	Purpose
	Page scrolls are available on the right hand side of fields and screen tables.
[F12]	Press to return to a previous screen. This key performs the same function as the previous button.
[F3]	Press to exit. This key performs the same function as the Fast Exit button.
[F4]	Press to receive a prompt.
[F5]	Select refresh your Jobpac screen.
▶	This denotes a field option.
▶	This denotes a menu option.
Fast Exit	Click to exit Jobpac.
Modify	Use this option to make the screen active and enable you to change data.
OK	Default [Enter] key. Use this key to save information you have inputted.
Previous	Click on this button to return to a previous screen.
Sign Off	Logs the user out of the application.

Navigating through Jobpac- a quick reference table

Aims of this document

The purpose of this document is to assist users in developing an understanding of the processes involved in administering the E-TS Time and Billing Module.

Pre requisites

It is assumed that you are familiar with the use of the keyboard and have a basic understanding of Jobpac.

Division codes must be in setup and all projects used by this module must be allocated a division code.

Overview

The ET-S Time Billing module provides an alternative option to the Jobpac Cost Plus Billing sub-module with its most significant differences being

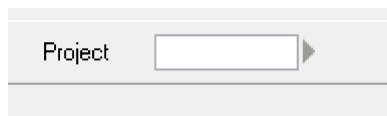
- A different billing item maintenance program
- Creation of Accounts Receivable invoices carrying full detail breakdown of labour and recoverable outlays as invoice dissections and resultant ability to re-print full detail on invoices.
- The ability to apply cost plus mark-ups for recoverable outlays by line item or as separate line per dissection, cost centre or invoice.
- Use an alternative labour charge rate table to the standard Jobpac Payroll module (if required).
- The ability to use Banding Codes to allocate a discipline based charge rate to an employee.

The module functions by extracting cost transaction details for labour (Services) and recoverables (via AP invoices and Job Journals originating from modules such as Stores or Journal Entry) allowing for the manipulation of extracted transaction data and preview of invoices before 'sending' the details to Accounts Receivable to create an tax invoice.

Project Maintenance

This program allows the user to create a project using a simple one screen entry option. This program is provided for legacy support and if full functionality and job maintenance access security is required then the standard Jobpac Job Maintenance program should be used.

To access Project Maintenance select > *Time* > *Time Billing* > *Project Maintenance*



The image shows a screenshot of a software interface. It features a light gray rectangular box. On the left side of the box, the word "Project" is written in a dark font. To the right of "Project" is a white rectangular input field with a thin border. To the right of the input field is a small, dark gray right-pointing arrow (a triangle) inside a light gray square, indicating a dropdown or list selection option.

An initial screen will be presented that prompts for the Project Number. This is the same as Job Number. If you do not know the project number, then press the list option. Press OK to confirm after entry of project number.

Project Maintenance Screen

Field Name	Description	Type
Project	This is the project number (job) selected for update. Enter a description for the project.	E
Status	Completed by your Finance Department. Always 'A' for active.	E
Allow Cost Updates	Check the box if costs are allowed to be booked to this job.	E
Extended Name	Enter an optional long name for the project	E
Exp.Acc at CC/SS Lvl	Nominate GL Expense account at cost centre level. SS is checked when it's a service order type project. The default is normally No.	E
Tender Sum	Type in the Contract Value for the project. If this is not known, then an approximate value can be entered and changed later.	E
Tender Date	Type in the date the contract was tendered.	E
Type	Select the type of the job or if the code is not known, then click on ► at the end of the field to display the code list.	E
Less Contract Margin	Type in the Contract Margin. If this is not known, then an approximate value can be entered and can be changed later.	E
Acceptance Date	Type in the date that the project was accepted.	E
Division	Select the division code or if the code is not known, then click on ► at the end of the field to display the code list.	E
Internal Contingencies	Internal contingencies and provision for rise and fall. Not generally used.	E

Targeted Completion	Enter a target completion date.	E
Location	An optional parameter which may be used by the time and billing module. Enter a location code or if the code is not known, then click on ► at the end of the field to display the code list.	E
Budget to be Allocated	The contract sum less contingencies and margin equals the available cost budget.	C
Start Date	Enter the start date for the project	E
Sub Ind	An optional parameter. Enter a sub industry code or if the code is not known, then click on ► at the end of the field to display the code list.	
Department	An optional parameter. Enter a department code or if the code is not known, then click on ► at the end of the field to display the code list.	E
Group Code	This is used to categorise projects and optionally can be used to determine which Profit Centre a project's Transactions are posted to in the General Ledger. If the code is not known, then click on ► at the end of the field to display the code list.	E
Reporting Unit/Sub-Unit	This is used to categorise projects and optionally can be used to determine which reporting unit or sub unit project's Transactions are posted to in the General Ledger. If the code is not known, then click on ► at the end of the field to display the code list.	E
Worksheet Formula	Enter the PMW formula for the project. For more detailed description of codes please consult the forecasting manual.	E
Project Manager	Enter an employee number from the Jobpac Payroll system. If the code is not known, then click on ► at the end of the field to display the code list	E
This is a cost plus billing project	Select if applicable. If Yes, then type in the mark up percentage.	E
This is a small orders job	Reserved for small orders jobs (i.e. maintain revenue at Cost Centre level).	E
Use Resource Code	Type in the Resource group or if the code is not known, then click on ► at the end of the field to display the code list.	E
Debtor	Enter a debtor code for the project	E
Name	The debtor name from the debtor master file will be used unless over-ridden	E
Address	The debtor address from the debtor master file will be used unless over-ridden	E
Phone	Debtor contact phone Number	E
Fax	Debtor contact fax number	E
Contact	Debtor contact name	E
Project Manager	Debtor project manager	E

User Define 1 User Defined Job Value 1

E

User Define 2 User Defined Job Value 2

Press OK to confirm updates



Billing Extract

This program allows the user to extract transactions for services (labour) and other costs (recoverable outlays) up to a selected date or accounting period for a range of jobs and or divisions and group codes. Transactions, once extracted, are marked by the process so that they will not be extracted, and thus included, in any subsequent billing runs.

To access the Time Billing Extract select > *Time* > *Time Billing* > *Billing Extract*

Billing Extract Selection Screen

Field Name	Description	Type
Extraction Date	Enter a date to extract all transactions with a transaction date up to and including the date entered.	E
Extraction Period	If an extraction date is not entered then input an accounting period to include all transactions with an accounting period up to and including the period entered. Period takes the format of MMMYY where MMM = short month and YY = Year e.g. DEC10.	E
Location	Enter a location code (an attribute associated with job that is included for legacy support and no longer used) or leave blank for all	E
Start and Finish Group	Enter a range of group codes with which to restrict the extraction. Leave blank for the entire range. If you don't know the group code a list is provided by clicking the list button ►	E
Start and Finish Division	Enter a range of group codes with which to restrict the extraction. Leave blank for the entire range.	E
Start and Finish Job	Enter a range of group codes with which to restrict the extraction. Leave blank for the entire range.	E

Press OK to confirm the extraction.

A batch process will now be initiated to extract all transaction details for labour and associated costs that meet the selection criteria entered for jobs that are flagged as using cost plus. Transactions will be marked as 'extracted' so that they are not included in subsequent billing extraction runs. If a non-billed extract currently exists for a job then new transactions will be appended to the existing bill with their status set to held so they don't impact the total of the existing bill until manually released.

Note: Only Jobs that are marked as being Cost Plus will be included in the extract.

The following system parameters are employed in the billing extract

TBLABR – Contains up to ten cost types to designate which labour transactions are to be included in a time billing extract. This is used to control a mix of what may be considered chargeable labour via cost type control

TBOLAY – Contains up to ten cost types to designate which cost types should be included when extracting recoverable outlays (other charges) e.g. typically Subcontract would be excluded whereas material cost types would be included. Do not enter this parameter if you want to use the standard Jobpac Payroll Rates table to manage job and external charge rates

TBC+FL – A value of Y denotes that the values in TBOLAY are over-ridden and the system looks at cost centre records to see if it is marked as Cost Plus before extraction takes place

TBSURL – If separate lines are required for surcharge/cost plus mark-up then the following values are relevant. Position one of the parameter may contain values of 1=One Surcharge Line per Transaction, 2=One surcharge line per cost centre, 3=One surcharge line per job. Positions 2 for a length of 3 contain the description that will be used by the system for the generated surcharge lines. Used in conjunction with the parameters maintained via Cost Centre Maintenance for billing surcharge as separate line and mark-up percentage field.

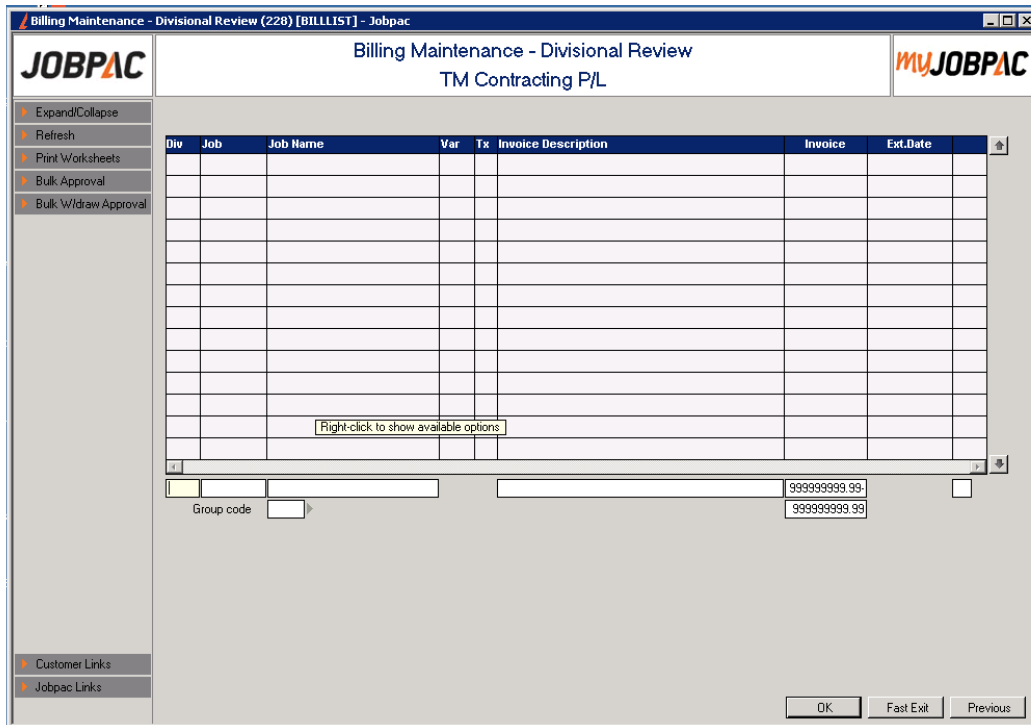
EXCSPL - Automate cost plus extraction parameter must exist with a value of N

Maintain Billing Items

This program allows the user to manipulate extracted billing transactions for a project, print billing worksheets (effectively an invoice preview) and approve in readiness for a billing update.

To access Maintain Billing Items select > *Time* > *Time Billing* > *Maintain Billing Items*

A blank screen will be presented. You must enter a division code in the filter list selection at the bottom of the screen in order to display the extracted records.

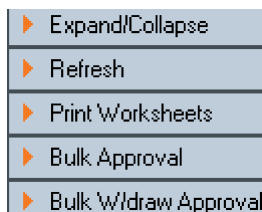


Maintain Billing Items

The maintain billing items front screen displays a list of all currently extracted project data with the following details –

- Job Number and Name
- Var (Variation reference – no longer supported)
- Tax Code (Tx)
- Invoice Description
- Invoice Total
- Extraction Date – the date of the last transaction extract
- Status – A=Approved and U=Unapproved

The list can be filtered to restrict the details displayed by entering values at the bottom of the screen in the filter fields.



At the left hand side of the screen there are five options which perform the following actions

- ▶ *Expand/Collapse* – displays a second line of detail per line with the approval date and user displayed
- ▶ *Refresh* – refreshes the data displayed on the screen
- ▶ *Print Worksheets* – Billing worksheets (effectively an invoice preview) will be printed for the job billing extract records displayed on the screen. Not that the worksheets printed are controlled by the filters at the bottom of the screen
- ▶ *Bulk Approval* – A job billing extraction record must be flagged as Approved before it can be included in a billing run. The Bulk Approval option will process all job extraction records displayed on the screen (as restricted by filters) and set their status to approved. When a job is marked as held no changes to transaction details are allowed and any changes made in billing maintenance will be ignored.
- ▶ *Bulk Withdraw Approval* – Any job billing extraction records that are currently approved will be set to a status of Unapproved. Again, this bulk update is restricted to the records displayed on the screen as per the current filtered selection.

There are several options available via clicking on a list item with the right mouse button. A selection menu containing the following options will be displayed:

- ▶ *AR Enquiry* – displays Accounts Receivable information for the selected Job
- ▶ *Rebuild* – rebuild invoice totals for the job
- ▶ *Review Services* – maintain labour related professional services charges as described below.
- ▶ *Other Charges* – maintain other charges (recoverable) as described below
- ▶ *Approve* – mark the job as being approved for billing update
- ▶ *Unapprove* – mark the job as being unapproved so that billing update cannot occur

Selecting the ▶ *Review Services* option will present the following screen

▶ More/Less Detail		Job	C81000	BOULOS HOUSE	Invoice Amount	9,246.40
▶ Refresh		Vam	000	BOULOS HOUSE	Services Amount	9,200.00

Date	Employee	Description of Work	Band	Hours	T	Charge Rate	Charge Value	H
18/11/2010	00278	Excavation Labour		40.00	N	40.00	1600.00	N
18/11/2010	00279	Excavation Labour		40.00	N	40.00	1600.00	N
18/11/2010	00298	Excavation Labour		40.00	N	40.00	1600.00	N
18/11/2010	00300	Excavation Labour		8.00	N	100.00	800.00	N
4/01/11	00278	Foundations Labour		40.00	N	40.00	1600.00	N
4/01/11	00298	Foundations Labour		40.00	N	50.00	2000.00	N

Professional Services Review

Pressing the ▶ *More/Less Detail* will reveal a second line containing employee name and cost centre details.

To delete a transaction select it with the Right Mouse Button click and action the ▶ *Delete* option from the menu. A confirmation message will be displayed before the delete is actioned.

This screen allows you to edit, delete and hold extracted labour details.

Field Name	Description	Type
Date	This is the date of the transaction, which in this case, is the date on which the labour was performed.	C
Employee	The employee number of the person who performed the work	C
Description of Work	Enter a description that will appear on the invoice to support the claim for payment. The default description contains the text entered against the original timesheet entry.	E
Band	Enter a banding code for the work done. At this stage this is an information only field and does not appear on the invoice.	E
Hours	The number of hours worked as entered on the original timesheet transaction	C
T	Type of hours. N=Normal Time, O=Overtime	C
Charge Rate	Enter the hourly value at which the client will be charged for this labour. The default value is loaded from the timesheet which may have used the charge rate from either the Time and Billing system, Payroll Rates or no value if neither have been setup.	E
Charge Value	Contains the extended value of Hours multiplied by Charge Rate	C
H	Hold transaction contains a value of Y or N. If a transaction is marked as held its value will be removed from invoice totals and will not be included in the finalized invoice. Once an invoice has been processed for this job extraction, held transactions will be returned to a released status for inclusion in subsequent billing cycles.	E

Press OK to confirm the any updates made in the Professional Services Review screen.

Selecting the ► *Other Charges* option will present the following screen – Outlays Review

Job CB1000 BOULOS HOUSE Invoice Amount 8,451.04
 Var# 000 BOULOS HOUSE Outlay Amount 51.04

Description	Amount	Held	Cost Centre
Gum Boots Size 10	4.00	N	001.001 MT
Aeroguard 250gm	2.40	N	001.001 MT
Abellflex 200mm (6)	40.00	N	002.001 MT
Surcharge Total	4.64	N	99999999

9999999999.99
 9999999999.99

Other Charges

To delete a transaction select it with the Right Mouse Button click and action the ► *Delete* option from the menu. A confirmation message will be displayed before the delete is actioned.

This screen allows you to edit, delete and hold extracted outlay details i.e. other recoverable expenses that are not labour based.

Field Name	Description	Type
Description	Enter a description that will appear on the invoice to support the claim for payment. The default description contains the text entered against the original Jobpac transaction.	E
Amount	The amount of the transaction including markup % if specified against the source cost centre and not flagged to be billed as a separate line. Please refer to the Cost Centre Maintenance section in the Job Costing manual for further details.	E
Held	Hold transaction contains a value of Y or N. If a transaction is marked as held its value will be removed from invoice totals and will not be included in the finalized invoice. Once an invoice has been processed for this job extraction, held transactions will be returned to a released status for inclusion in subsequent billing cycles.	E
Cost Centre	The cost centre to which the transaction was originally costed.	C

Press OK to confirm the any updates made in the Outlays Review screen.

At the left hand side of the screen there are two options which perform the following actions

► *Recalc Surcharge Lns*– This will initiate a recalculation and re-creation of surcharge lines based upon the current amount multiplied by the mark-up % when the cost centre is marked as ‘bill surcharge as separate lines’. A system parameter controls whether the surcharge lines are generated per line, cost centre or per bill.

► *Refresh* – refreshes the data displayed on the screen



Send to AR: Create Invoice

This program creates a multiple dissection sundry invoice in the Accounts Receivable module for billing extract jobs that are marked as approved.

To access Send to AR: Create Invoice select: > *Time* > *Time Billing* > *Send to AR: Create Invoice*

Billing Update

Field Name	Description	Type
Location	Enter a location code (an attribute associated with job that is included for legacy support and no longer used) or leave blank for all	E
Start and Finish Group	Enter a range of group codes with which to restrict the extraction. Leave blank for the entire range. If you don't know the group code a list is provided by clicking the list button ►	E
Start and Finish Division	Enter a range of group codes with which to restrict the extraction. Leave blank for the entire range.	E
Start and Finish Job	Enter a range of group codes with which to restrict the extraction. Leave blank for the entire range.	E
Invoice Date	Enter the Tax Invoice Date to be used on the generated AR Transaction. This date must fall within the current or next AR accounting period	E

Press OK to confirm the extraction.

A batch process will now be initiated to process all currently extracted transaction details for labour and associated costs that meet the selection criteria entered above that have a status of Approved via the Billing Maintenance program and are not marked as being Held. A billing validation report will be produced highlighting any errors. If errors are encountered no invoices will be generated. Subject to

successful validation then Invoices will be generated and transactions created in Accounts Receivable. The result of the example listed above is shown in the screen capture of the AR Enquiry.

Transaction	000001	BOULDS HOUSE	Invoice or Credit	I (I/C)	Original Amount	8,451.04
Debtor	CONBDU	Con Boulos Constructions	Transaction Date	19/11/2011	Adjustments	
Debtors Address	79 Yacht Mooring Drive		Debtors Terms	COD	Original Tax	845.10
	Pymont		Payment Due Date	19/11/2011	Tax Adjustments	
		Phone	Forecast Due Date	0/00/00	Total Trans Amount	9,296.14
Accounting Period	NOV11		Last Payment		Cash Received	
Batch	D0003		Last Adjustment		Credits Applied	
User	WALGARD		Last Credit		Outstanding	9,296.14
Entry Time Stamp	2011-01-19 14:50:43.888000					

Costing	Invoice Amount	Tax Details	Retention
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Disc	Description	Wkid Job	Costcode	CT	Jobcard	Itm	Asset	Account	Reference	Current
1	Gum Boots Size 10	666 CB1000	001.001	MT				016010		4.40
2	Aeroguard 250gm	666 CB1000	001.001	MT				016010		2.64
3	Abellflex 200mm (6)	666 CB1000	002.001	MT				016010		44.00
4	Surcharge Total	666 CB1000	999999999					016010		5.10
5	Excavation Labour	666 CB1000	001.001	LB				016010		1,760.00
6	Excavation Labour	666 CB1000	001.001	LB				016010		1,760.00
7	Excavation Labour	666 CB1000	001.001	LB				016010		1,760.00
8	Foundations Labour	666 CB1000	002.001	LB				016010		1,760.00

The following system parameters are employed in the billing update

TSBLGL – Use Billing Parameter Over-Rides. If this parameter exists then the two parameters listed below will be used to control GL updates, otherwise the standard Jobcosting revenue accounts will be used.

GLFRx where x = employee type. This contains the GL account to which revenue for labour invoice details will be posted when generating an invoice. The jobs division code will be placed at the start of the account number.

GLOREV – The GL Account to which revenue will be posted for Other Charges. If position 11 for a length of 6 contains *NODIV then the parameter should contain the full GL Account number, otherwise it should contain the chart of account to which the jobs division will be added as a prefix.

Billing Reports

Pending Billing Report

This report is designed to aid in management of project claims which shows the amount to be included in the current billing extraction along with charges that have not yet been extracted.

To access the Pending Billing Report select: > Time > Time Billing...> Pending Billing Report

The report contains the following columns –

- Project (Job)
- Division
- Last Invoice Date
- Last Invoice Number
- Last Invoice Amount
- Current Unpaid Invoice \$
- Total Awaiting Billing
- Draft Bill Date
- Labour \$ for current draft bill
- Outlay \$ for current draft bill
- Labour \$ for next draft bill (not yet extracted)
- Outlay \$ for next draft bill (not yet extracted)

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Code Maintenance

Charge Rates Maintenance

Charge Rates maintenance (otherwise known as Billing Override Maintenance) allows for the definition of external charge rates by employee and banding code with the ability to override charge rates for a Job and, optionally, a cost centre.

It is generally advised that you use the Payroll Rates function to control external charge rates; however, this program contains an alternate method of control. The external charge rates are picked up and applied to labour transactions at the time of payroll cost posting and only if the system parameter TBOLAY exists.

To access Charge Rates Maintenance select: > *Time* > *Time Billing...*> *Charge Rates Maintenance*

A full screen entry program will display that requires entry of a valid employee number. Enter a valid employee number or if you do not know the number, select the ► list function to present a list of employee codes.

Job	Cost Code	Type	Band Code	Description on Bill	Charge Rate - Normal	Charge Rate - Overtime
CB1000	002.001	LB			45.00	
ML1000	A001	LB			60.00	

After selecting an employee code their current billing over-rides will be displayed.

Enter a Banding Code to assign a role based default charge value to this employee. If you do not know the employee code then select the list ► option.

Field Name	Description	Type
Job	Enter a valid job code if an over-ride is required for the job for this employee code.	E
Cost Code	To be used in conjunction with the job code to provide an over-ride to the charge rate for a specific cost centre. If the cost centre is left blank then the over-rides entered for a job will apply to all cost centres within it.	E

Band Code	Enter a banding code to apply to this job or job cost centre combination	E
Description On Bill	Not currently in use.	E
Charge Rate Normal	The hourly charge rate for normal time	
Charge Rate Normal	The hourly charge rate for overtime charge.	E

Press OK to confirm updates.

Banding Code Maintenance

Banding code maintenance allows for the definition of role based charge rates which can be assigned to employees for the purposes of billing.

To access Banding Code Maintenance select: > Time > Time Billing...> Banding Code Maintenance

A full screen entry program will displayed. Enter a banding code, description and external charge rates for normal and over-time.

Code	Banding Code Description	Normal Charge	Overtime Charge
ENG	Engineer	120.00	
LAB	Labourer	40.00	
PM	Project Manager	100.00	
SENG	Senior Engineer	140.00	

Press OK to confirm updates.