User Reference

Work Order Billing v10x (ADF)

By CMiC

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User Reference Guide – Version: **CMiC Open Enterprise v10x** Printed: **December 16, 2015**

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Work Order Billing

Overview – Work Order Billing

This module has been designed for ‘Specialty Contractors’. The concept is that in many cases there are “Standing contracts” with their clients to do work on a Purchase Order basis. Each PO from the client will become a Work Order. The Billing of these work orders can be one of three ways, Time and Materials, Fixed Price or Not Billed. All work orders have three types of data associated, the budgeted billing amounts, the actual cost amounts and the actual billing amounts. All types of work orders have Costs entered via transactions entered in other CMiC systems such as AP, Purchase Order and Payroll using ‘W’ lines.

In order to utilize this system the Job Cost and Job Billing systems must have been purchased. It is not necessary to have purchased Project Management, Preventive Maintenance or Equipment Costing.

In order to utilize Work Order Billing the Job Costing and Accounts Receivable systems must already be setup.

Before the Work Order Billing system can be utilized, there are multiple items that must be pre-defined. Some of these items do not naturally reside in the Work Order Billing system, but they reside in Preventive Maintenance and Job Billing. This means that security to these programs in other applications will need to be granted to the users responsible for the DM - Work Order Billing system.

Setup Considerations

The Work Order billing system uses the JC Category associated with expense allocation codes to determine GL accounts for transactions. The question is – do the Work Order Billing transactions both ‘Cost’ and ‘Billing’ belong to the same GL accounts as Job Costing Jobs. If not, and JC is using the category to determine the GL accounts, you may want to create new categories just for use in Work Order Billing.

If Expense Allocation Codes are already defined for the company and being used in PRM do you want the same expense allocation codes used within Work Order Billing or would it be simpler for users if they were a unique set of codes.

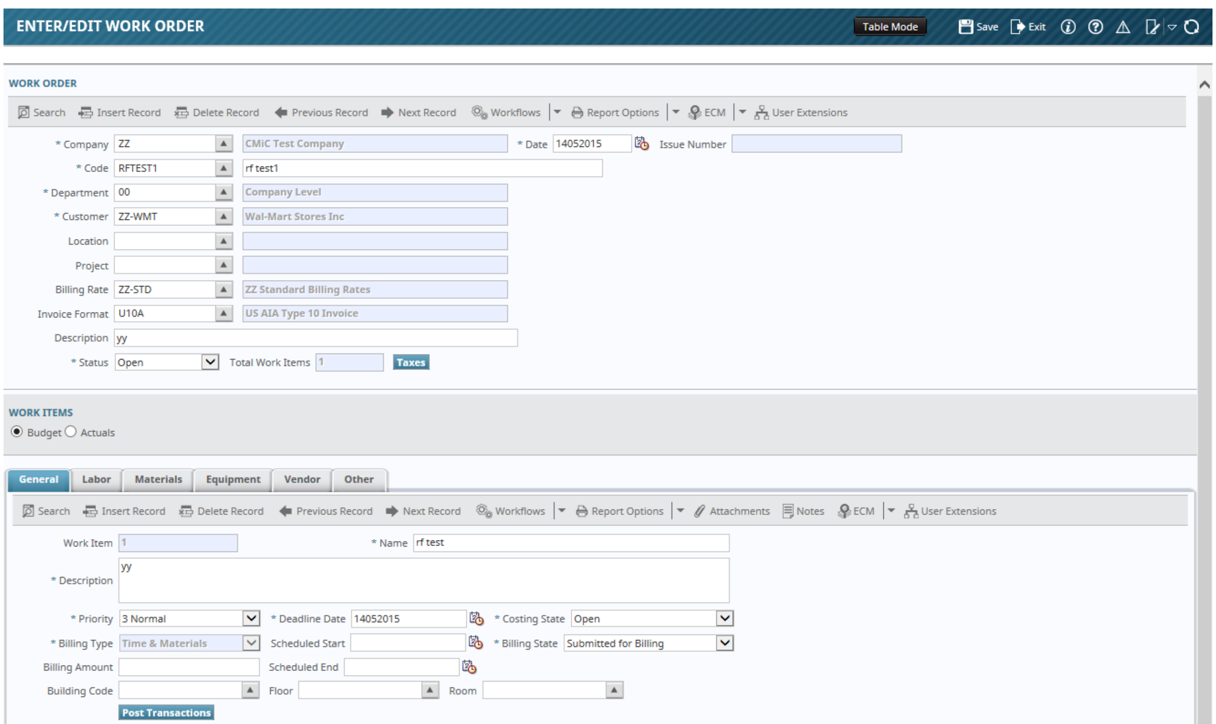
Entering a Work Order

Overview – Entering a Work Order

A complete Work Order consists of a Work Order and at least one Work Item. The work order information governs such information as who the customer is, what department the work order belongs to, which billing rate table and which invoice format is applicable.

A Work Order can have multiple Work Items if required. Each Work Item can have its own billing method (Fixed Price, Not Billed, or Time and Materials) along with its own Status, Billing State, Scheduled Start, End and Deadline dates.

Entering a Work Order



Pgm: DMWORKORDERS – Enter/Edit Work Order

Company

The company field will default to the users default Work Order Company. This may be changed to any valid company the user has access to where a Work Order Billing Control file has been defined.

WO Code

This is the actual Work Order number. This field is only available if the Control File is set to NOT use Automatic Work Order Numbering. If this field is open, enter the manual work order number. If

Automatic Numbering is being utilized, this field will be populated once the work order information is saved. This field cannot be updated once a work order has been saved.

Customer

The customer code entered here will be the customer billed for this work order. This is a mandatory field. The customer must be a valid customer for the company.

Project

The project code is not a required field, and is only applicable if the PM system is being utilized. Only projects belonging to the current customer are considered valid projects. If a project code is entered, then the work order being created will be created as a 'Sub Job' of the project job. This feature allows Work Orders to be grouped by 'Year' if a new project with a related project job is created at the beginning of each year for each customer.

Name and Description

The Work Order Name and Description entered here become the defaults for each work item created against this work order, plus the description becomes the billing contract description. Both of these fields are mandatory.

Date

This date field will default to the system date. This date field is for reference only, but is a mandatory field

Department Code

The department code entered here determines where both 'cost' (C Type transactions) and 'billing' (B Type transactions) will be posted in the General Ledger. If a project code was entered, this field will default to the same department code as the project job. This is a mandatory field.

Location Code

This field is for reference only. Valid location codes must have been defined in the Global Tables> Location Codes screen.

Billing Rate

The billing rate entered here, will be used to determine the billing amount for transactions posted to a work order/item that is defined with Billing Type – Time and Materials. This field will default to the billing rate entered on the Control File, but can be changed. This is a mandatory field.

Invoice Format

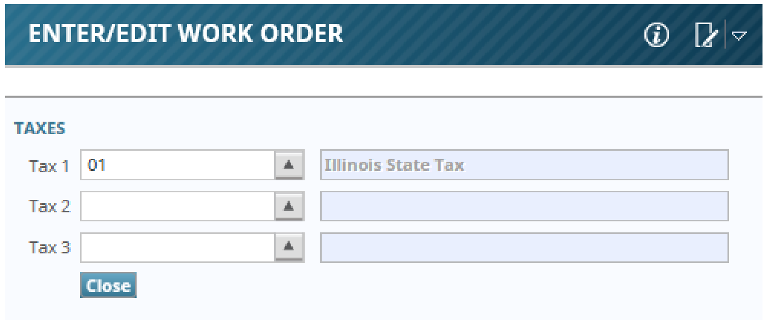
The invoice format entered here determines the look of the invoice that will be given to the customer. This field defaults from the control file but can be changed. This is a mandatory field.

Status

The Status has two states, Open or Closed. If a work order is closed it will not be able to be used in 'W' lines for cost transactions, nor will it accept any more work items or changes to existing work items. Nor will it considered available for billing within the Work Order Billing System. A work order can be closed or re-opened at any point in time.

Taxes

The [**Taxes**] button when pressed, opens a popup screen with three enterable fields for tax codes. If any taxes maintained in customer maintenance, then the tax codes will be defaulted into the work order. If NOT present at customer level, then users may enter/select the tax codes from the available list. Users are allowed to leave them as blank as well, if no taxes are applicable.

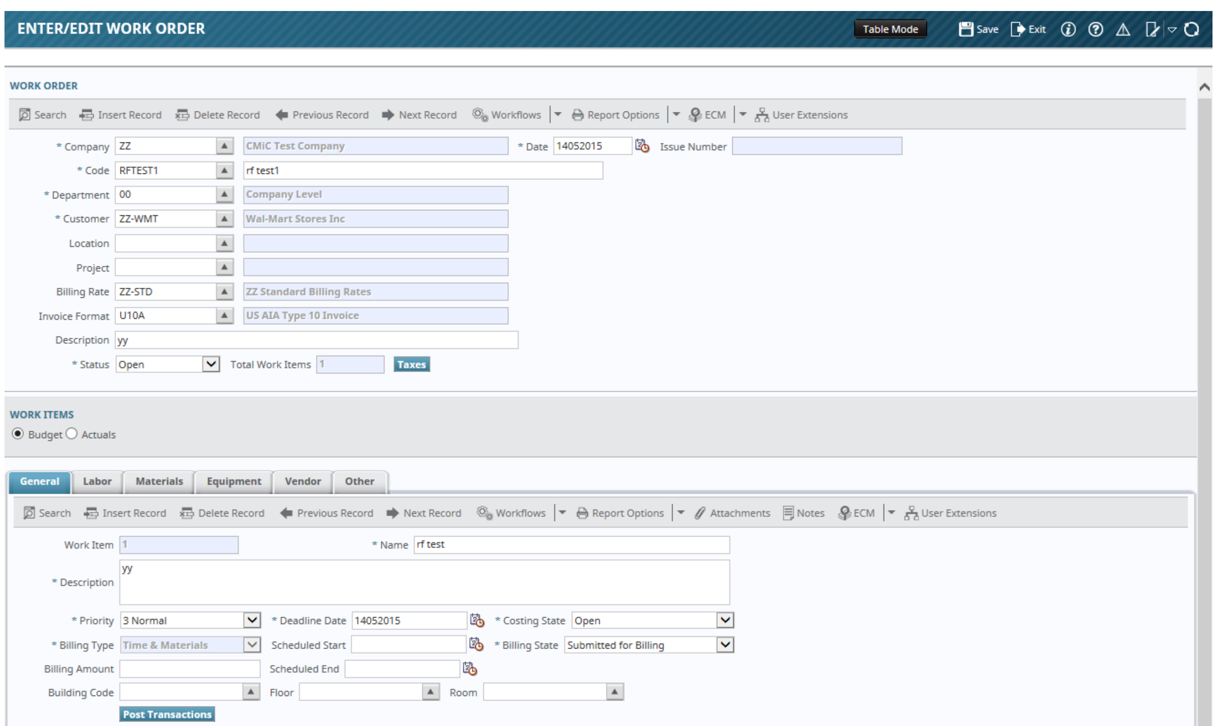


'Taxes' popup

Creating a Work Item

Every Work Order created must have at least ONE work item created. The Minimum data required is the information on the ‘General’ tab. With this information the system is able to create a valid work order. Each work item on a work order can have its own billing type, billing state and priority. A work item can only be added to a work order where the work order status is ‘Open’.

Work Item - General Tab



Pgm: DMWORKORDERS – Enter/Edit Work Order

Work Item

The work item number field is not enterable. This field will automatically default to the next in sequence to the next available work item number. In most cases this will be the number 1, but you can have more than one work item on a work order. The work item number will become the work order job phase code.

Name and Description

These fields will default from the Work Order Name and Description fields (the name field will be truncated to 30 characters) but can be changed. The Name field will become the phase name.

Priority

This is the priority of the work order, valid values are Critical, High, Normal and Low. The system will default this field to Normal but it can be changed as required. This field is for reference only.

Billing Type

This field will default to the value entered on the Control File. This is a mandatory field. Valid values are Fixed Price, Time and Materials or Not Billed.

Fixed Price Work Orders:

- Have their billing amount entered directly via the Work Order
- All costs and any associated CPR accumulated to the work order/items are NOT Billed

Not Billed Work Orders:

- Will NEVER be Billed
- Will accumulate costs and CPR just as any other work item

Time and Material Work Orders:

- Have their costs and associated CPR accumulated to the work order via transactions entered in CMiC (AP, PY…)
- Billing Amounts are calculated using the JB Rate Table for items such as AP. PY transactions will be billed according to the billing rule defined on the Job Costing Control File – 'Use Payroll Billing Rates'.
- May also have 'Billing' amount entered via Work Order Billing Transactions.
  - This enables the work order/item to have extra billing dollars added if required
  - Allows for the billing of a T&M Work order before the actual costs have been entered

Billing Amount

This field is only applicable for 'Fixed Price' work items. The amount entered in this field will become the Billing Amount when the invoice is generated and the 'B' type transaction when the invoice is posted.

Deadline, Scheduled Start and End Dates

These dates are used to limit the resource lookup function available on the Labor Tab. Other than that these dates are for reference only. The Start and End dates should be before the deadline date and the Deadline date is a required field.

Costing State

There are twos states available – Open or Closed. If the Costing State is set to Closed, then this work item will not be available for any 'W' line transactions.

The Costing State and Billing States are not related the Costing State can be Open while the Billing State is set to Closed.

Billing State

A Work item can have one of 4 predefined states. The system will default 'Not Yet Ready to be Billed' as the value for this field on each new work item created. This status can be changed at any point in time, a closed work order and be set back to Submitted for billing…

Not Yet Ready to be Billed

This state will allow transactions to be entered against the work item but the Work Order “Prepare Mass Billing” program will ignore this work order/item

Submitted for Billing

This state will allow transactions to be entered against the work item and the Work Order “Prepare Mass Billing” program will bill what ever transactions exist and leave the status of the Work Item as ‘Submitted for Billing’. This billing state should be used when a work item will probably be billed in more than one billing cycle.

Submitted for Final Billing

This state will allow transactions to be entered against the work item and the Work Order “Prepare Mass Billing” program will bill what ever transactions exist and when the billing is posted the Work Item Billing Status will be updated to ‘Closed’ This billing state should be used when a work item is ready for its final or only billing.

Closed

This state will not allow transactions to be entered against the work item, the work item will never be active for billing. This allows late costs to be accumulated against the work item.

After entering data to up this point it is possible to save the work order/work item. Once saved, the work order/work item can accessed via CMiC transaction entry screens wherever a ‘W’ line can be entered. W lines a ‘Costing’ lines to the work order. Regardless of the billing type of the work item, costs can be accumulated.

If the Work Item Billing Type is ‘**Fixed Price**’ once the work item has been saved, the [**Post Transactions**] button will become available. This button will Post (create a transaction) for the dollar value of the Billing Amount entered. This transaction will then be ‘Billed’ during the next billing cycle.

Budgeting Work Items

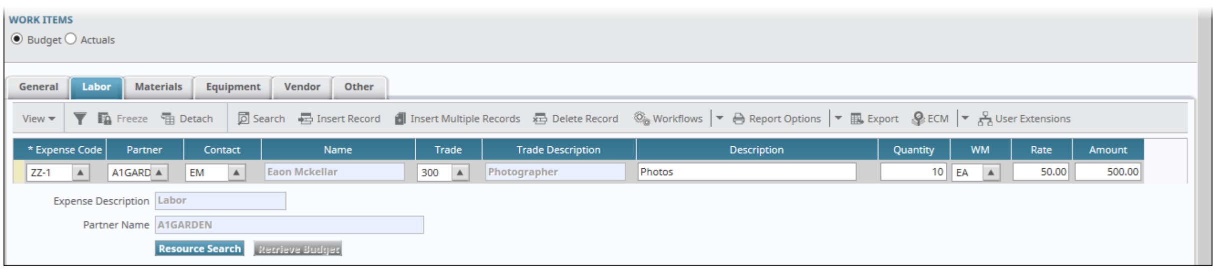
Overview – Budgeting Work Items

Any type of work item can be budgeted. The budget being entered is the 'Billing' budget not the cost budget. The system allows for budgets to be entered for Labor, Materials, Equipment, Vendors and Other. Each of these budget types has their own data entry tab, as each type has slightly different data required.

The budget lines entered can be brought forward as actual billing lines and 'Posted' as billing transactions on a Time and Materials invoice.

In order to enter budgets, the radio button must be set to 'Budget'- which is the default.

Work Item – Labor Tab



Pgm: DMWORKORDERS – Enter/Edit Work Order

The Labor tab allows for the budgeting of either specific persons or trades.

Expense Code

This field will default to the expense code defined as the labor expense code on the Control file. This can be changed to any expense code that is available to DM and has a type of labor.

Partner and Contract

These fields allow the explicit assignment of a person to this work item. The Partner and Contact fields are linked to an employee via the Contact screen.

Trade

This is a payroll trade code there is an LOV for this field. This is a mandatory field if the partner and contact fields are not entered.

Description

This is a text field that allows special notes about the budget line being entered.

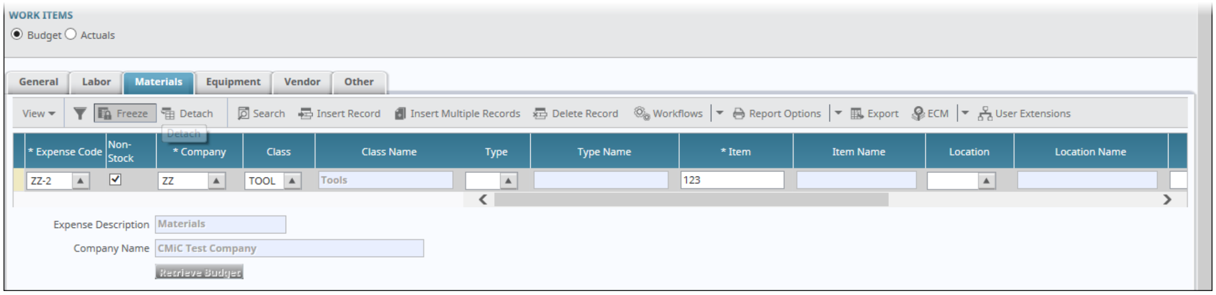
Quantity and WM

This is the budgeted number of hours for the WM entered in the next field. The system defaults HR as the WM as this is the standard WM for payroll/labor transactions.

Rate and Amount

Enter the Rate per HR. The amount field will auto calculate if the Quantity and Rate have been entered.

Work Item - Materials Tab



Pgm: DMWORKORDERS – Enter/Edit Work Order

The Materials Tab is for budgeting the billing of items from Inventory or Purchase Order Non-Stock.

Expense Code

This field will default to the expense code defined as the material expense code on the Control file. This can be changed to any expense code that is available to DM and has a type of Materials. This is a required field.

Non Stock

This check box indicates that the line being entered is a Purchase Order Non Stock item rather than an Inventory Item.

Company

This is the company to which the item being entered is registered. This field will default to the work order company. This is a required field.

Class and Type

These fields refer to the Inventory Class and Inventory Type of the item to be entered. – These are required fields for entering an inventory item while they are not applicable for Non Stock Items.

Item

This field allows two types of items to be entered. If Non-stock was selected only valid PO Non Stock Items will be valid. If an Inventory Item is being entered only inventory items belonging to the class and type entered in the previous fields will be valid.

Location

This is only applicable for an Inventory Item. This is the warehouse location from which you expect to take the product.

Description

This is free form text that can explain the line.

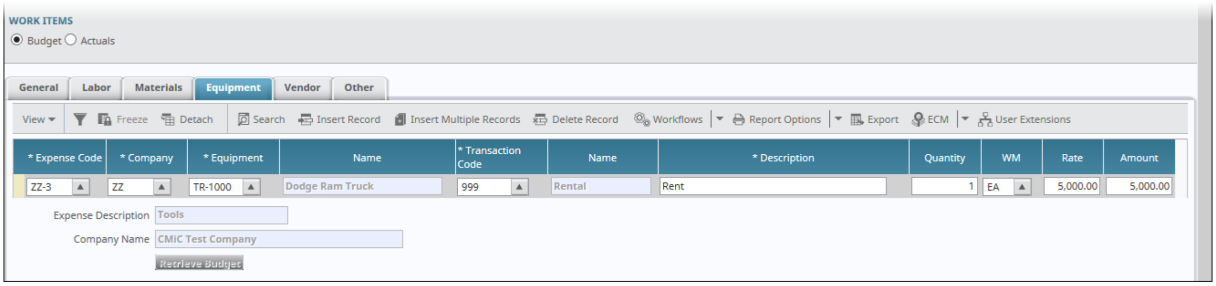
Quantity and WM

This is the budgeted number of hours for the WM entered in the next field. The system defaults the WM to the WM defined on the item entered as this is the standard WM for the item.

Rate and Amount

Enter the Rate per WM. The amount field will auto calculate if the Quantity and Rate have been entered.

Work Item – Equipment Tab



Pgm: DMWORKORDERS – Enter/Edit Work Order

The Equipment tab is for budgeting specific pieces of equipment that will be utilized for the work order/item.

Expense Code

This field will default to the expense code defined as the equipment expense code on the Control file. This can be changed to any expense code that is available to DM and has a type of tools/equipment. This is a required field.

Company

This is the company to which equipment being entered is registered. This field will default to the work order company. This is a required field.

Equipment

This is the code for the equipment that will be used/billed on this work order. This is a mandatory field.

Transaction Code

The transaction codes available are only those defined as 'Revenue' type transaction codes. This is a mandatory field.

Description

This is free form text that can explain the line.

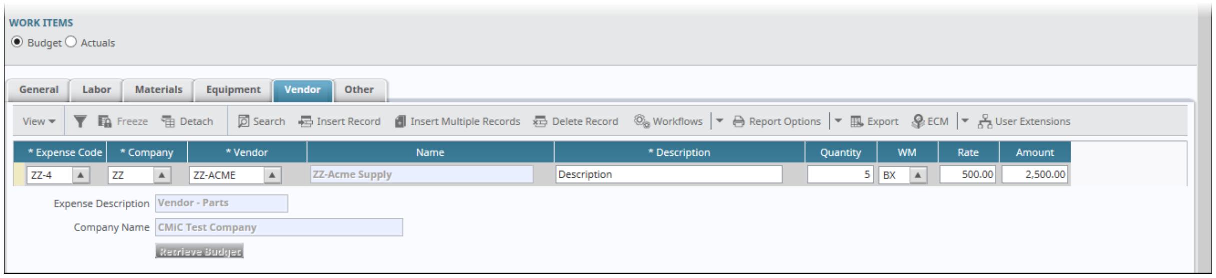
Quantity and WM

This is the budgeted number of hours for the WM entered in the next field.

Rate and Amount

Enter the Rate per WM. The amount field will auto calculate if the Quantity and Rate have been entered.

Work Item – Vendor Tab



Pgm: DMWORKORDERS – Enter/Edit Work Order

The Vendor Tab should be utilized when items or services will be purchased from a specific vendor. This could be a 'Subcontractor' or it could be for materials.

Expense Code

This field will default to the expense code defined as the vendor expense code on the Control file. This can be changed to any expense code that is available to DM and has a type of vendors. This is a required field.

Company

This is the company to which the vendor belongs. This field will default to the work order company. This is a required field.

Vendor

This is a vendor from whom purchases specific to this work order/item will be made. This is a mandatory field.

Description

This is free form text that can explain the line.

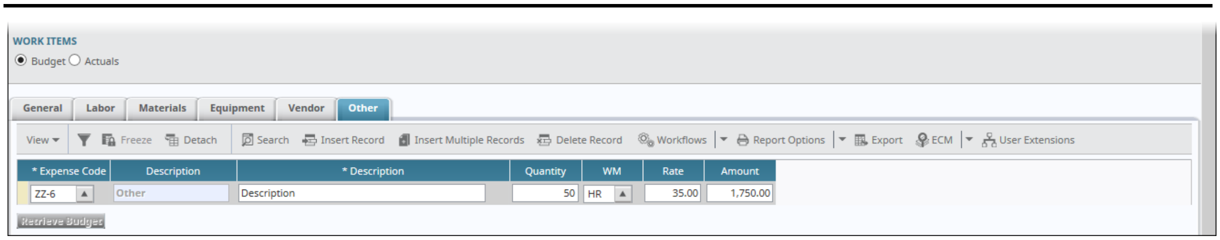
Quantity and WM

This is the budgeted number of hours for the WM entered in the next field.

Rate and Amount

Enter the Rate per WM. The amount field will auto calculate if the Quantity and Rate have been entered.

Work Item – Other Tab



Pgm: DMWORKORDERS – Enter/Edit Work Order

This Other Tab is for budgeting miscellaneous items or charges that will be applied to the work order/item.

Expense Code

This field will default to the expense code defined as the vendor expense code on the Control file. This can be changed to any expense code that is available to DM and has a type of vendors. This is a required field.

Description

This is free form text that can explain the line.

Quantity and WM

This is the budgeted number of hours for the WM entered in the next field.

Rate and Amount

Enter the Rate per WM. The amount field will auto calculate if the Quantity and Rate have been entered.

Entering Billing Amounts

Overview - Billing Amounts

Billing amounts for Time and Material work items can be done via two methods. They can be entered directly via the Work Order entry program or they can be accumulated via daily transactions entered in other CMiC applications such as Payroll or Accounts Payable.

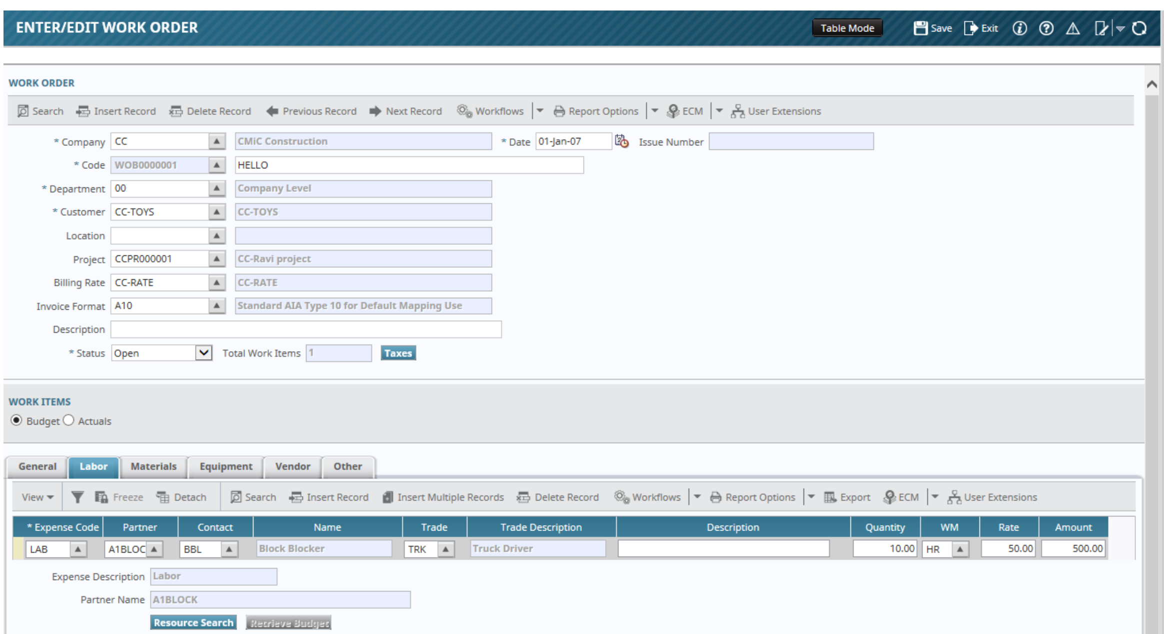
If they are entered via other CMiC applications, each ‘W line’ cost transaction will have an associated billing amount calculated according to the Billing Rate Table defined on the work order. Payroll transactions may be using the ‘Payroll’ system to determine the billing amount this will depend on the setting of the ‘Use Payroll Bill Rate for T&M or JB Billings’ flag on the Job Costing Control file.

If the transactions are entered directly via the Work Order entry screen there is no cost associated with the transaction, just a billing amount.

For T&M types of billing both of these two methods can be combined if required. This allows for the billing of actual costs and the addition of a ‘Fee’ type of line if required.

In both cases the transaction type created is a Job Cost ‘C’ type transaction. The difference is that the transaction created via the Work Order Entry screen has a zero dollar cost amount. Both types of transactions can be viewed by using the Job Billing Transaction Query.

Billing Amounts via Work Order Entry



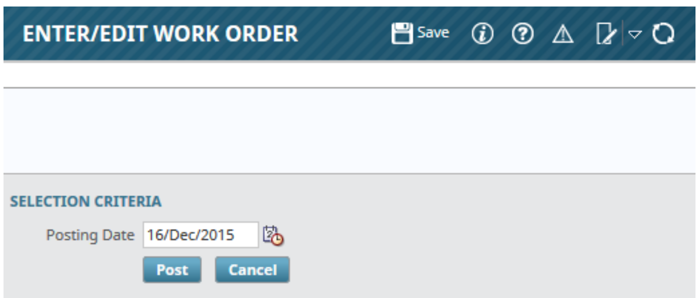
Pgm: DMWORKORDERS – Work Order Entry

Each of the tabs used to enter Budgets for the work item are also used to the Actuals (Billing Amounts) for the work order. The only difference is that the radio button at the top of the Work Items section of the screen must be set to **Actuals** instead of **Budget**.

If **Actuals** is selected via the radio button, a **[Retrieve Budget]** button is available on each of the following tabs: **Labor**, **Materials**, **Equipment**, **Vendor** and **Other**. This button will copy any existing budget lines for the current tab into the actuals where they can then be adjusted as required. The other option is to manually enter the billing line.

The amount of detail that the billing amounts are entered in will depend on the work item and the billing invoice formats used. Billing amounts can be very detailed with multiple lines being entered on multiple tabs or they can be entered as a single line on only one of the tabs.

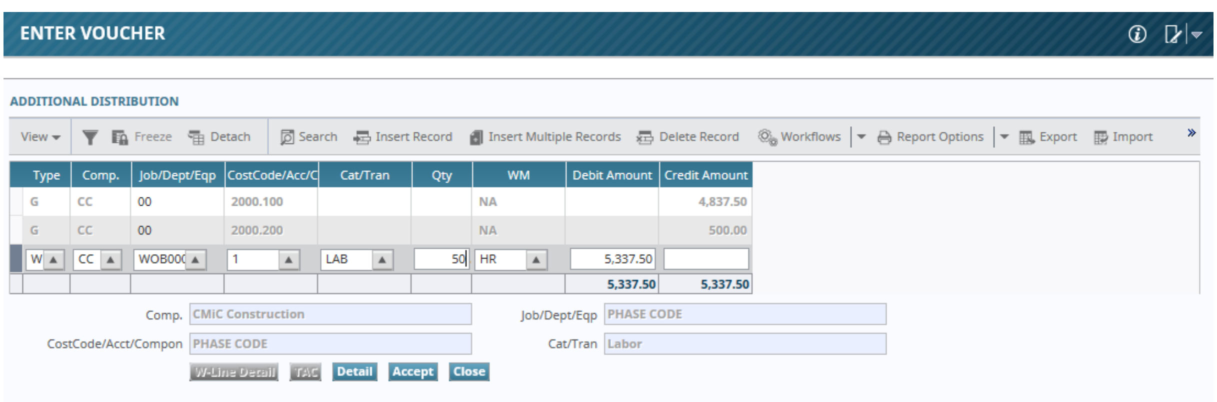
As soon as at least one transaction is entered as an Actual billing amount, the **[Post Transactions]** button will become active on the **General** tab. The Post Transactions function must be run before the transactions entered will be considered ready to bill. When this button is activated, the system will popup a window that allows the Posting Date to be entered.



The system date will be defaulted as the posting date but this can be changed. Verify the date and then Post the transactions. Once a transaction has been posted, it is still visible in this screen however the record will be not be updateable.

The system allows more than one posting of Actuals – so it is possible to then go back in and add further transactions and then post the newly entered transactions.

Billing Amounts via Transactions



Pgm: VOUCHENT – Accounts Payable – Voucher Entry

Throughout the system when entering costs associated with a work order/item the costs must be entered as a ‘W’ line type. This type then requires the user to enter the Work Order Company, Work Order Number, Work

Item Number and the appropriate expense code. In order to be able to enter a complete ‘W’ line the Work Order Status must be ‘Open’ and the associated Work Item must have a Costing State of ‘Open’

The expense codes allowed are only be those that are marked as ‘Available to DM’ and for consistency they should be an expense code that is associated with the transaction type. For example only select expense codes that are defined with the expense type of Vendors when in Voucher Entry and only those marked as labor when in Payroll Timesheet Entry.

Once these transactions are posted via their normal posting processes, they will show up in the Work Item Entry screen ‘Actuals’ tabs, with their associated billing amounts but they will show as no updateable – they do not need to be posted again via Work Order Entry.

The following is a list of the programs that allow ‘W’ lines for Work Order Billing:

- AP Registered Invoices
- AP Voucher Entry
- AP Memo Entry
- JC Transaction Entry
- Payroll Time Sheet Entry
- Payroll Weekly Time Sheet Entry
- Payroll Mechanic Time
- Issues without Requisitions
- Purchase Order and Receipt

Generating Invoices

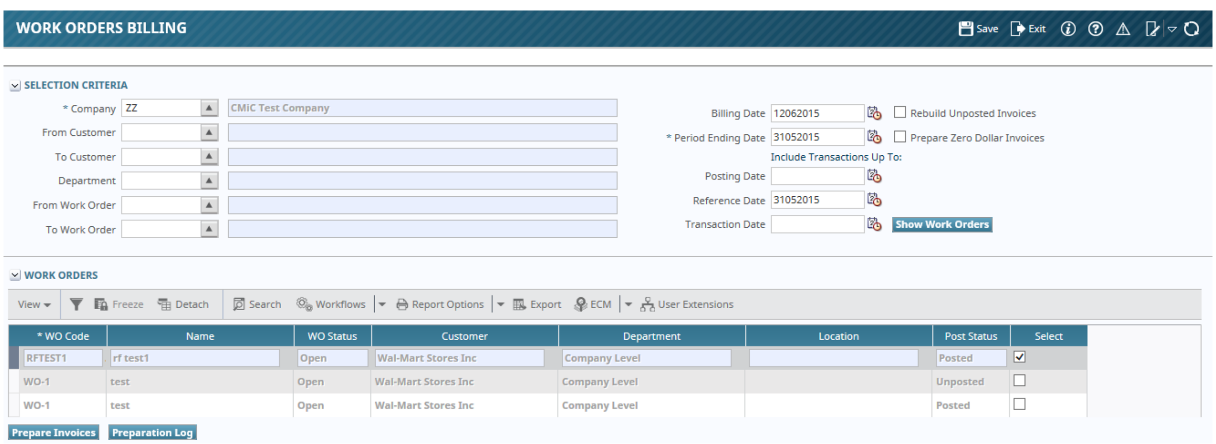
Overview – Billing Work Orders

The billing of work orders can be done at any time. The system is designed to not re-invoice already billed items. Invoices can be generated for a specific range of customers, range of work orders, or for a specific department code. Within these parameters it is possible to only include transactions up to a specific date. The system will automatically exclude any Work Orders with a status of ‘Closed’ or any Work Items with a Billing State of ‘Not Yet Ready to Bill’ or ‘Closed’.

The billing process is:

- **Prepare Billing**
- Revise Bills or Invoices (*Optional*)
- Print Invoices (*Optional*)
- Approve Invoices (*Optional*)
- **Post Invoices**

Prepare Billing



Pgm: DMJBPREP – Prepare Billing Form

This program is the main billing/invoicing program of the system. It will ‘Generate’ the billing information and prepare invoices for the data range selected.

The first section of the screen allows the user to restrict the billing, while the Work Order section shows the results of the selection.

Company

Billings can only be generated for one company at a time. This field is mandatory and will default to the users default login company.

From/To Customer

By entering data in either of these fields the user is restricting which customers work orders will be selected for billing. These are not mandatory fields.

Department

If a value is entered in this field it will restrict the work orders to only those that belong to the department entered. This is not a mandatory field.

From/To Work Order

By entering data in either of these fields the user is restricting which work orders will be selected for billing. These are not mandatory field. Both the customer and work order from/to fields can be used.

Billing Date

The billing date entered here will be printed on the invoice as the 'Billing Date'. This is a mandatory field. This field will default to the current system date.

Period Ending Date

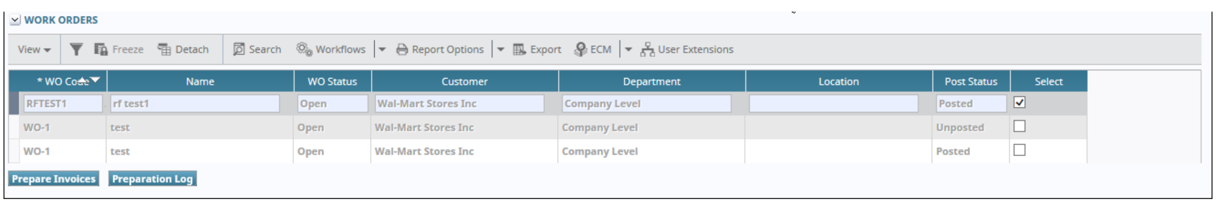
This date is used on the invoice as the 'For services up to: Date'. This is a mandatory field. This field will default to the last day of the previous month.

Include Transactions Up To

The three fields Posting Date, Reference Date Transaction Date are used to select which Transactions will be included on this billing run. Any or all of these dates can be entered. The reference date field will default to the last day of the current month.

Rebuild Unposted Invoices

If this field is checked any work orders that already have an invoice generated will be deleted and the invoice re-generated. If any manual manipulation of the invoice had been done they will be lost. If there are now further transactions that fall within the criteria they will be included in the new invoice. If this field is not checked, the existing invoices will show in the Work Order Details section in 'RED'.



Prepare Zero Dollar Invoices

If this field is checked the system will generate invoices for Zero Dollars if the Work Order falls within the criteria entered. If this is unchecked the system will only produce Positive or Negative invoices.

Once all the criteria has been entered use the **[Show Work Orders]** button to populate the work order section of the screen. This displays all the work orders that require billing according to the criteria entered.

Work Order Selection

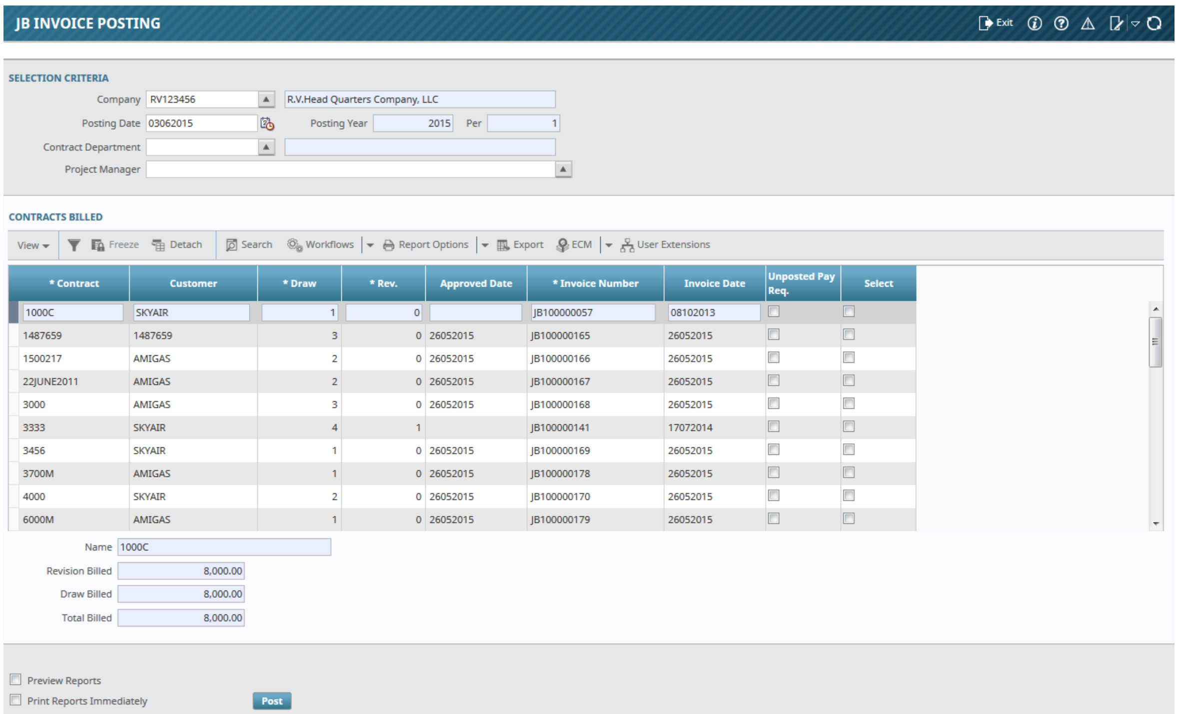
This section shows all the work orders that match the criteria entered above. It shows the work order code, customer, status, department and location. Each line has a 'Select' check box associated with it. If this is checked, then the work order will be included in the billing generation, if unchecked it will not be included.

By default all work orders shown will have this field checked if there is not an existing un-posted invoice. If the Rebuild Un-posted Invoices' was checked, then records will be checked. Work Orders that have an un-posted billing will be shown in red.

When any changes to the selected work orders have been completed, the generation and printing process is started when the **[Prepare Invoices]** button is activated.

The **[Preparation Log]** button should be utilized after the invoice preparation has been completed. This opens up a new window where a log of each invoice generated is shown.

Post Invoices



Pgm: JBPSTFM – Post WO Billing Invoices

Posting the invoice indicates that this particular billing cycle is complete and the AR system can be updated with the invoice information. This screen is used to select which invoices are to be posted, and what the posting date of the invoices will be.

The Company code will default to the default company of the user, but can be changed

The Posting Date will default to the system date but can be changed. The Department and Project Manager fields can be left blank. If they are not blank they will restrict the list of invoices to be posted.

In the Detail section, the user selects which invoices to post, by checking the 'Select' box to the far right of the screen.

To print the posting reports during the posting process check the 'Print Reports Immediately' check box. If this is not checked and posting reports need to be printed and/or re-printed they will be available via the Utility Menu – Reprint Posting Reports option.

Posting an Invoice that includes a Work Item with a Status of 'Submitted for Final Billing' will also change the work item status to 'Closed'.

Optional Billing/Invoice Programs

Revise Billings

This program is a sort of utility program that allows the user to change billing amounts. This program should not need to be used very often. The program allows the user to change the ‘Billing’ amounts generated by the system according to the transactions entered against the work order. These transactions can be directly from Work Order Billing or from the other CMiC applications. The most common reason for using this program is to adjust the billing on a Fixed Price Work Item or to create a billing for a Not Billed Work Item.

If this program is used to override billing amounts be careful when Preparing Billings because if the Rebuild Un-posted Invoices’ option is selected the revision will be lost.

Also please note that any overrides done via this program will not be visible on the Actuals tab of the Work Order Billing Entry program.

This program can also be used to create a Revision to the last posted invoice. In this case, the system will re-produce the same invoice for the customer with the required corrections. Revisions will create an Accounts Receivable Memo linked to the last posted invoice instead of a new invoice. If a revision is created, it must be generated and printed via this revise billing screen.

Edit Invoice

This program allows the user to change existing generated invoice text, change invoice amounts and add lines onto a generated invoice. Any changes made via this program will be lost if the invoice is regenerated. Any changes to amounts are for the hard copy of the invoice only they will NOT be reflected in the AR system or the Work Order Billing system.

Approve Invoices

Approving invoices is an optional step. If the Job Billing Control file for the company has the ‘Automatically Approve Bill’ flag unchecked, then Work Order Invoices will require approval just as they do in the Job Billing system. If this is not checked, the approval process is not required.

The Print Reports Immediately check box can be set if required. Posting reports can always be re-printed via the utility menu.

When the section is complete, invoke the [**Post**] button to finish the process. This will create and post the AR invoice, and update Job Cost the associated billing transactions.

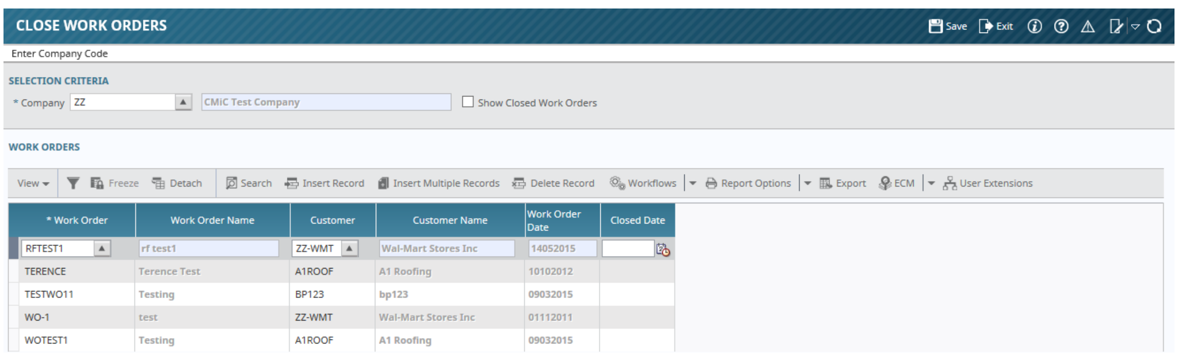
Closing Work Orders

Overview – Closing Work Orders

Closing a work order means that the work order billing system will no longer accept changes to the work order, nor will it be available for ‘Transaction Entry’ via ‘W’ Lines nor will it be considered available for billing purposes.

Closing a work order can be done one of two ways. The first is to close the work order via the Work Order Entry screen, by changing the status of the work order to ‘Closed’. The second is to use the Close Work Order program on the utility menu of Work Order Billing.

Close Work Orders



Pgm: DMCLOSE – Close Work Orders

This screen is designed to allow multiple work orders to be closed at one time. All the user has to do is enter the close date. There is no validation of this date compared to the date of the work order. A work order can also be re-opened using this screen, by removing the date.

By Default this screen only show ‘Open’ work orders. To view both Closed and Open work orders check the ‘Show Closed Work Orders’ flag in this first section of the screen.

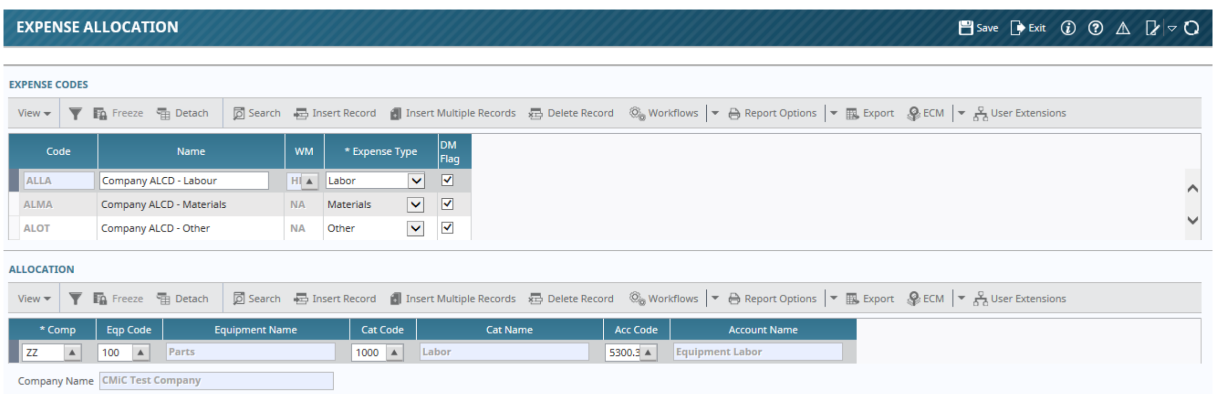
Setting Up Work Order Billing

Overview – Setting up Work Order Billing

Before starting to setup Work Order billing, the Job Costing and Job Billing systems must already have been setup/defined for the company. The Work Order Billing system resides on top of the Job Cost and Job Billing systems as well as it utilizes data from other CMiC systems such as Accounts Payable, Purchase Order, Inventory, Preventive Maintenance and Payroll.

As this system shares information entered for Job Billing such as Invoice Formats, Billing Rate Tables, Retainage Codes and Mapping codes… CMiC recommends that unique data just for Work Order Billing be created instead of using already existing JB data. This will keep the two systems separate, and allow for changes in Job Billing that do not affect Work Order Billing and vise versa.

Expense Allocation Codes



Pgm: PRMEXPAL – Preventive Maintenance – Expense Allocation (Local Tables)

This screen is used to define expense codes used in the details of a Work Order. For Work Order Billing, the only the Job Category field is required. If PRM is being used, there may already be definitions defined in this screen. If Work Order Billings will use different categories than PRM for 'J' types, new expense allocation codes for Work Order Billing will need to be created.

Create Expense Codes

In the first section specify as many expense codes as required. Each expense code created must be assigned an expense type, these are pre-defined and are:

- Labor
- Materials (consumable)
- Tools (not consumed)
- Vendors (i.e. outside contractors)
- Other

For each expense code enter a descriptive name, the weight/measure code (WM) used for quantities i.e. hours of labor or equipment usage and the expense type and indicate by checking the DM Box this expense code is to be available for Delivery Management Work Orders.

Expense Code Allocations

In the second block specify the allocations by company for **each** expense code.

Enter the company for which this allocation applies, then enter the related Equipment Transaction Code, Job Cost Category and GL Account that is to be associated with the expense type.

Equipment Trans Code

This is not required for a Work Order Billing and can be left blank. The equipment transaction code is used when posting this expense to the Equipment Costing system, via a W line.

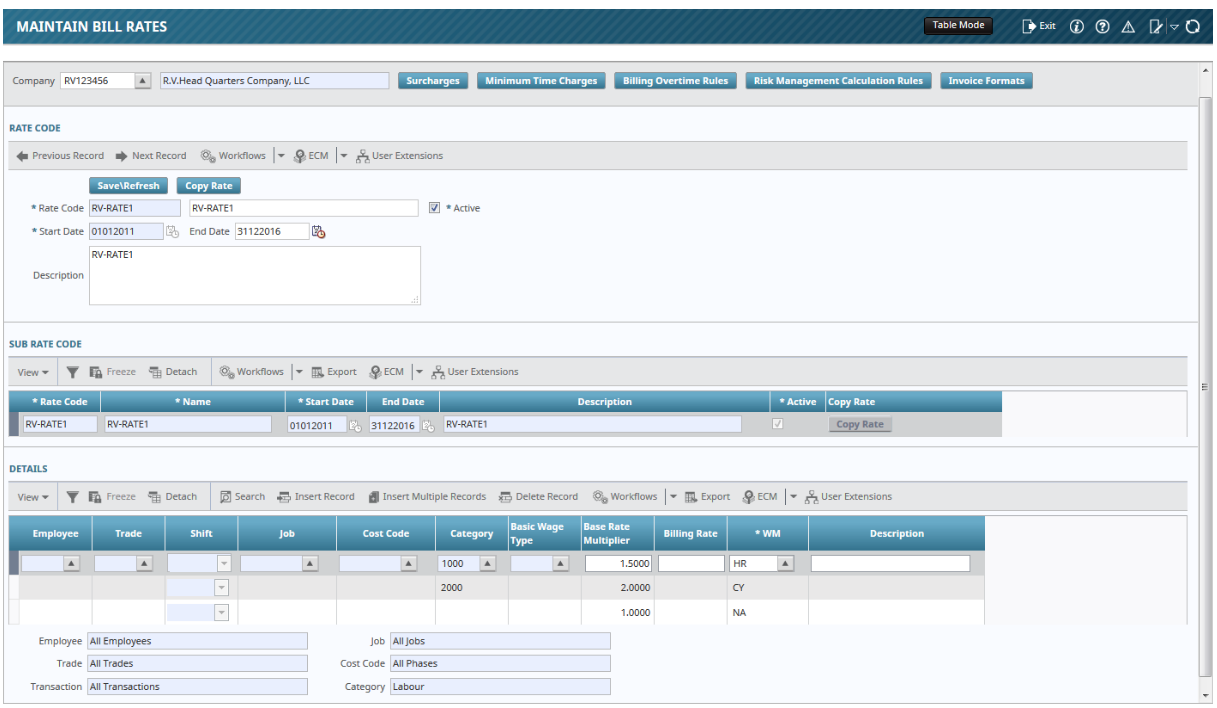
Job Category

This is required for Work Order Billing. The job category is used when posting a 'W' line for a DM Work Order.

GL Account

This is not required for Work Order Billing. The account is used when posting this expense to the General Ledger

Billing Rate Table



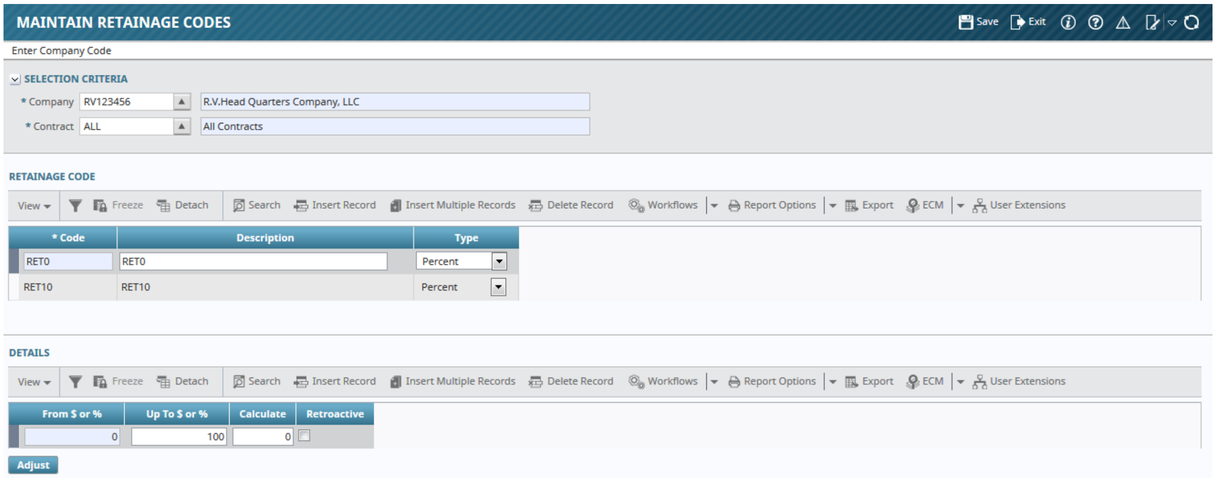
Pgm: JBRATE – Job Billing – Billing Rates (Local Tables)

The DM Work Order Billing system uses the Job Billing Rate tables to determine the billing rates of transactions posted from other CMiC applications via 'W' lines. When creating a Rate table for Work Order Billing the Job and Phase fields cannot be utilized. This rate table will be used for Time and Material types of Work Orders.

CMiC recommends that a unique Rate Table for Work Order Billing be created.

For more information on setting up Billing Rates please refer to the Job Billing User Reference Guide

Job Billing Retainage Rates

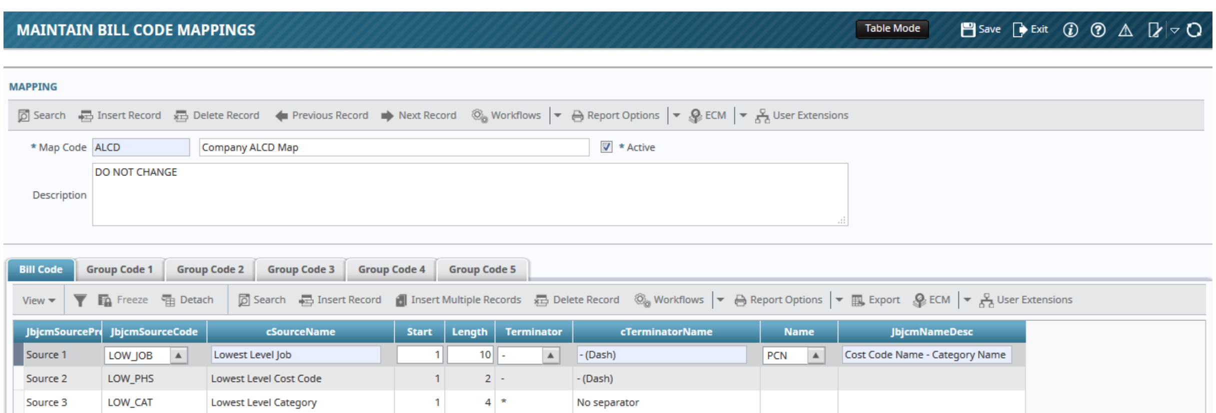


Pgm: JBRETRAT – Job Billing – Retainage Setup (Local Tables)

The DM Work Order Billing system requires that a Job Billing Rate table for the contract code 'ALL' be defined. This retainage code is a very simple code - it must be a 'Percent' type and have a retainage % of zero. Again CMiC recommends that a unique code for Work Order Billing be defined.

For more information on setting up Retainage Rates please refer to the Job Billing User Reference Guide.

JB to JC Mapping Codes

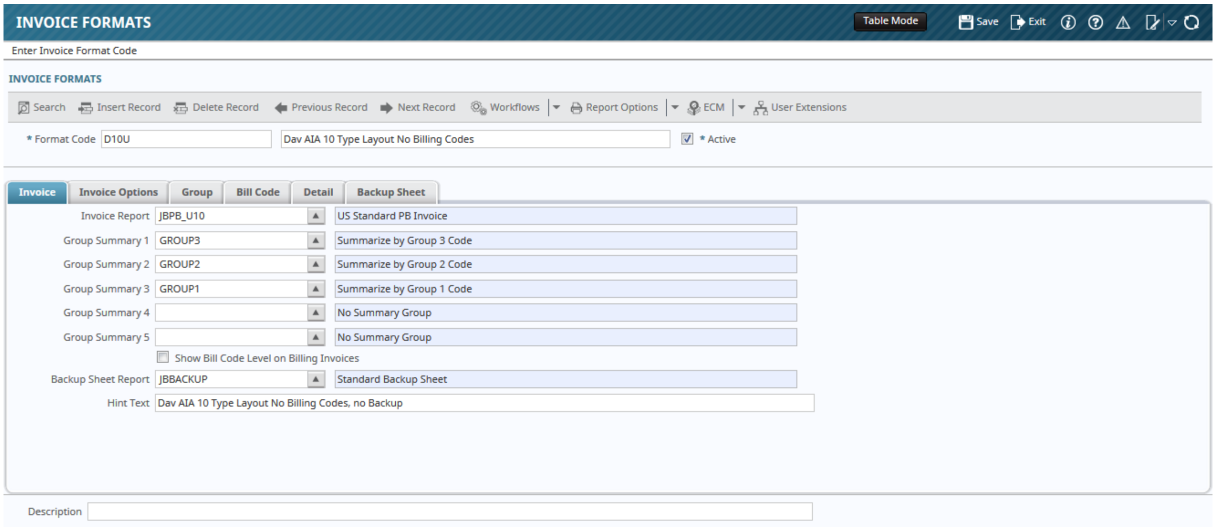


Pgm: JBMAPJC – Job Billing – Mappings From J/C (Local Tables)

The DM Work Order Billing system uses Job Billing to Job Costing Mapping Codes to define the billing mapping. CMiC suggests that a Mapping Code be created that is exclusively for Work Order Billing and that this mapping code be defined as Lowest Level Job, Phase and Category. And also the Group Code 1 be defined as Lowest Level Category.

For more information on setting up Mapping Codes please refer to the Job Billing User Reference Guide.

Job Billing Invoice Formats

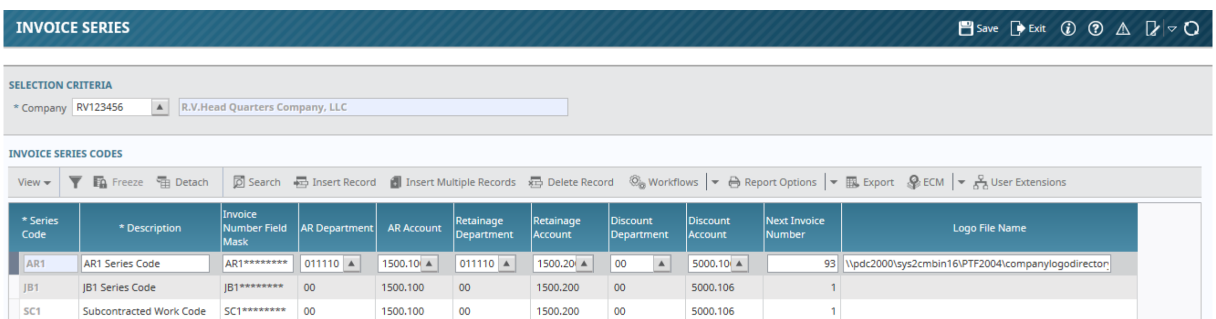


Pgm: JBINVFMT – Job Billing – Invoice Format Code Setup

The DM Work Order Billing system uses the Invoice Formats that are defined in the Job Billing system. CMiC recommends that you create a one or more Invoice Formats for use in the Work Order Billing system rather than try to use a format designed for Job Billing. Also the format for DM-Work order billing should be using the Free Form Invoice Report "**JBINVPRT**", not an AIA style of report.

For more information on setting up Invoice Formats please refer to the Job Billing User Reference Guide.

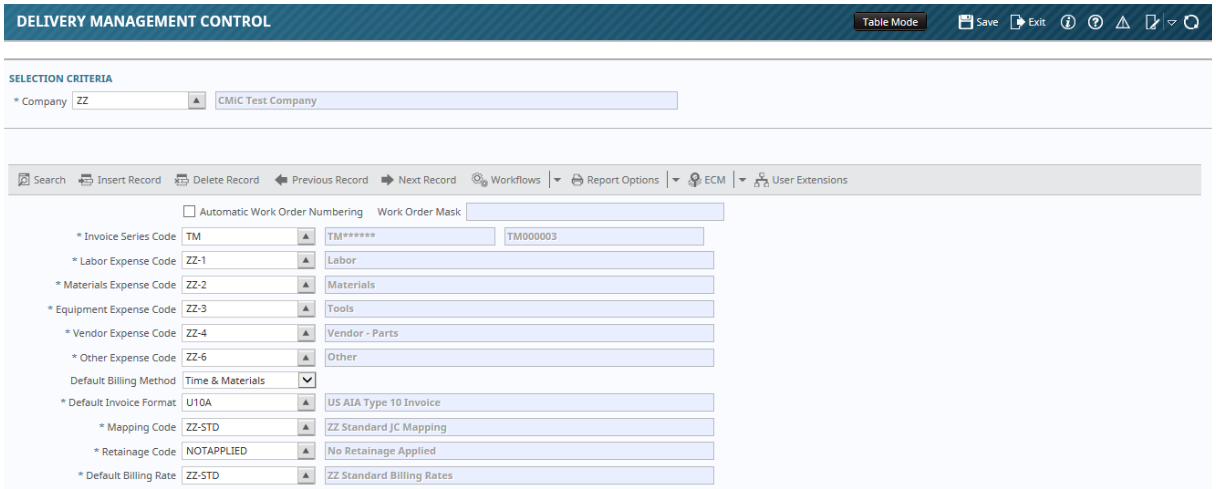
AR Invoice Series Codes



Pgm: ARINVSER – Accounts Receivable – Invoice Series Codes (Local Tables)

The Work Order Billing system uses an AR Invoice Series Code to determine the invoice number generated for each work order. This series code must be unique to Work Order Billing and must not be the same as ones used in AR or Job Billings. CMiC recommends that the invoice number have the year embedded for ease of identification.

Control File



Pgm: DMCTRLFM – Work Order Billing – Control

This program controls much of the behavior of the Work Order Billing System. The values entered in this screen are the defaults and rules for how the system will work. Each company using the Work Order Billing System must have a control file defined.

Automatic Work Order Numbering and Mask

If this field is checked the system will automatically create the work order number for the user using the mask entered in the Work Order Mask Field. The Work Order Mask allows the user to enter a character string plus specify the size of the number to append to the string by the number of '*' entered after the character string. The mask can be a maximum of 10 characters in total. For example WO**** will create a work order number of WO1234 while a mask of WO******** will create a work order number WO12345678. If this field is not checked, the user will be required to manually enter a work order number.

Invoice Series Code

This code previously defined in the AR system will be used to generate invoice numbers when the Work Order Billing process is run. This Invoice Series code should be unique to Work Order Billing and not used by other application such as Job Billing. This is a required field.

Expense Codes

There are 5 required Expense Allocation Codes required. Each expense code allocation matches with a detail tab on the Work Order Entry screen. This program limits the expense codes by expense allocation type. For example the Labor Expense Code field will only allow an expense allocation code that has a type of Labor assigned. The expense code entered here will be the default expense code for the associated tab. These expense codes must have been previously defined and marked as 'Available to DM'.

Default Billing Method

There a 4 valid values for this field: Fixed Price, Time and Materials, Not Billed and blank. The value entered here will default to each new work order created.

JB Invoice Format

The Invoice Format is a required field. This format determines the layout of the physical invoices that will be printed via the Work Order Billing System.

JB Mapping Code

This mapping code is a required field. As in Job Billing, it determines the maximum detail level at which invoices can be printed.

Retainage Code

This code is a required field. The only retainage codes that are accepted in this field are codes that are defined as 0% retainage.

Default Billing Rate Table

This field determines the billing rates for Time and Materials Work Orders. This is a required field but can be changed on each work order.

Frequently Asked Questions

FAQs

What is a Work Order?

A work order is a special type of ‘Job’. This job can only be seen within the Work Order Billing system. Every work item on a work order is a phase on this special type of job. The JC categories assigned are the categories associated with the five expense allocation codes entered on the Work Order Control file are automatically assigned to the work item phase.

Can Work Order Billing and Preventive Maintenance Work Orders both exist at the same time?

Yes they can, it is recommended though that the masks for the different types also be different otherwise it will be very difficult when using ‘W’ lines to tell the two types apart.

How do I cancel/void a Billing?

The easiest and recommended way Billings via Work Order billings can be voided is by entering a Negative billing amount and re-billing. This means that you will be producing a negative invoice. The procedure is:

Change the Billing State on the Work Order to “Open” if it is already closed

Change the Billing State on the Work Item(s) to be “Submitted for Final Billing”

Enter and Post the Negative Billing Amounts required

Prepare and post the Bill

Can a Work Order be billed more than once?

Yes it can as long as the Billing State of the Work Order is not “Closed” and the Billing State of related work items is not “Closed’ or ‘Not Yet Ready to Bill”. If it is known in advance that there may be multiple billings on a work item – set the work item Billing State to ‘Submitted for Billing’ and it will continue to be billed as long as there are transactions to be billed.

Where can I see Work Order Transactions?

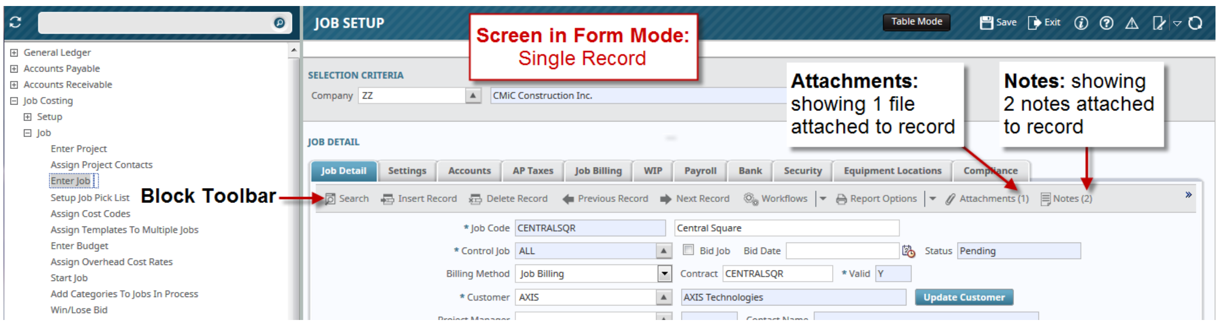
Work Order transactions can be seen via the Transaction Query available on the Query menu. This query screen shows any ‘Posted’ transactions against the Work Order – including Committed Costs, Costs and Billing Transactions.

Can a Work Order Billing Invoice be posted with tax amounts calculated?

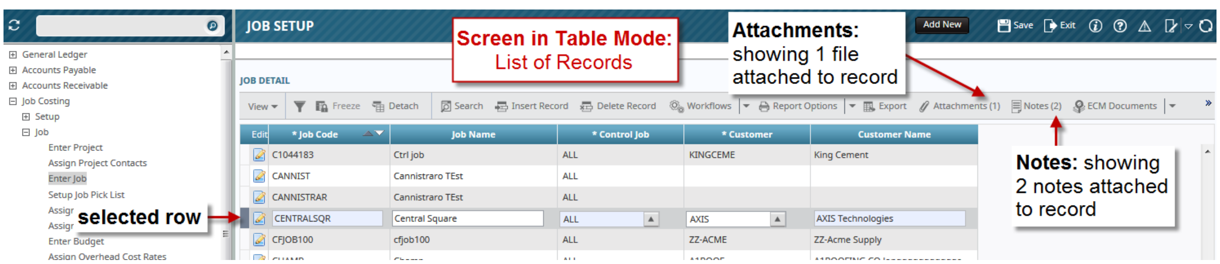
Yes, the tax codes default into a work order header from customer maintenance during work order entry, which may be overridden as required. Maximum of three tax codes may be defined. These taxes are applied when an invoice is generated and the billed amount that includes tax amount is posted upon invoice posting.

Attachments and Notes

Overview - Attachments and Notes



Sample of a screen in Form Mode, displaying a record with associated attachments and notes

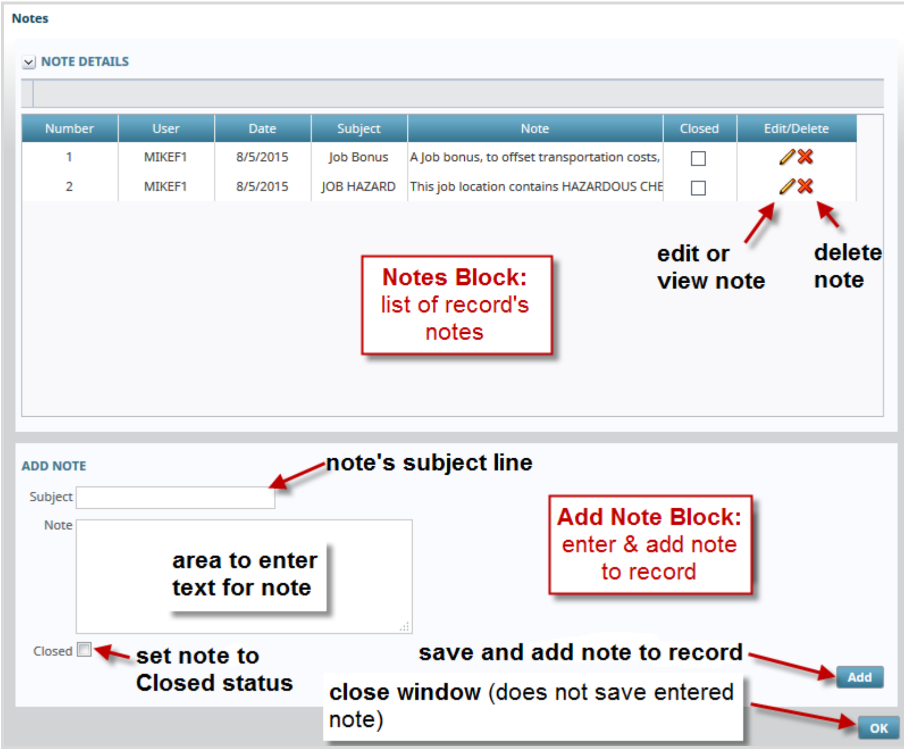


Sample of a screen in Table Mode, displaying a record with associated attachments and notes

Attachments and Notes enable the storing of additional information related to Enterprise objects, such as Projects, Jobs, Contract Forecasts, and Work Items. Attachments can be any type of file format (XLS, CSV, DOC, PDF …), and require an appropriate application to open and view them. Notes, in comparison, are like Post-It Notes, and their text is displayed by their Enterprise application.

Screens displaying records that can have associated notes or attachments, or both, have the **Notes** or **Attachments** option on the Block Toolbar. Also, if a record has any associated notes or attachments, the [**Notes**] or [**Attachments**] buttons will display how many, within brackets, as shown by the screenshots above.

Notes



The above screenshot shows the Notes pop-up screen that is displayed when the **Notes** option is selected. In the Notes Block area, the fields displayed for each note are for display only.

The Closed field indicates if the note's status is Closed or Open. The Closed status can have different meanings for different companies. One meaning, for instance, is that the note is no longer current.

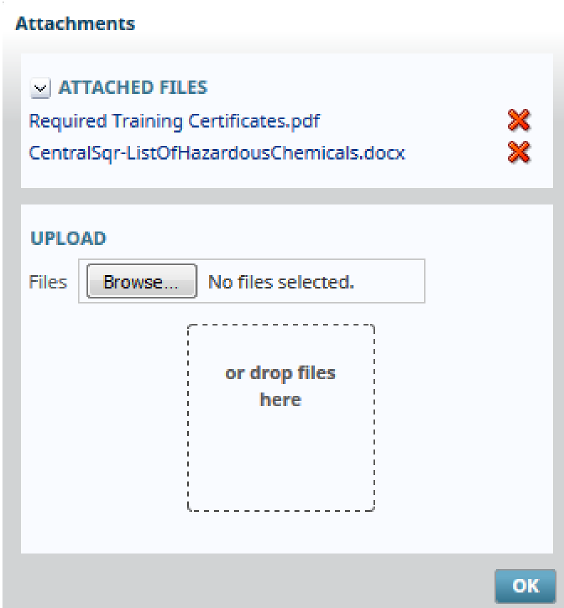
To edit or view a note, click the corresponding Pencil Icon. To permenatly delete a note, click the corresponding Delete Icon ('**X**').

Note's Optional Subject Line: A note's subject line will appear, system wide, if it is enabled by the flag, **Subject Line Appears In Notes Entry**. The flag is found on the **General** tab of the System Options screen (System > Setup > System Options).

Notes are added using the Add Note Block area. Enter the note's subject line (if enabled in System Options), and enter the note into the note's text area. The **Closed** check-box is avaialble if the note's entry is belated and no longer current, but could still be helpful. Once the note's informatin has been entered, click the [**Add**] button to save and add the note. The note will be displayed in the Notes Block.

Click the [**OK**] button to close the window, but note, this will not save the note. To save the note, the [**Add**] button must be used.

Attachments



The screenshot above shows the Attachments pop-up screen that is launched when the **Attachments** option is selected. This pop-up is comprised of two sections.

Attached Files – Section

The list of attahed files can be collapsed or expaned using the and icons, respectively.

To view an attached file, simply click the file's name (file names are hyperlinks).

To delete an attachment, click on its corresponding Delete icon (**X**).

Upload - Section

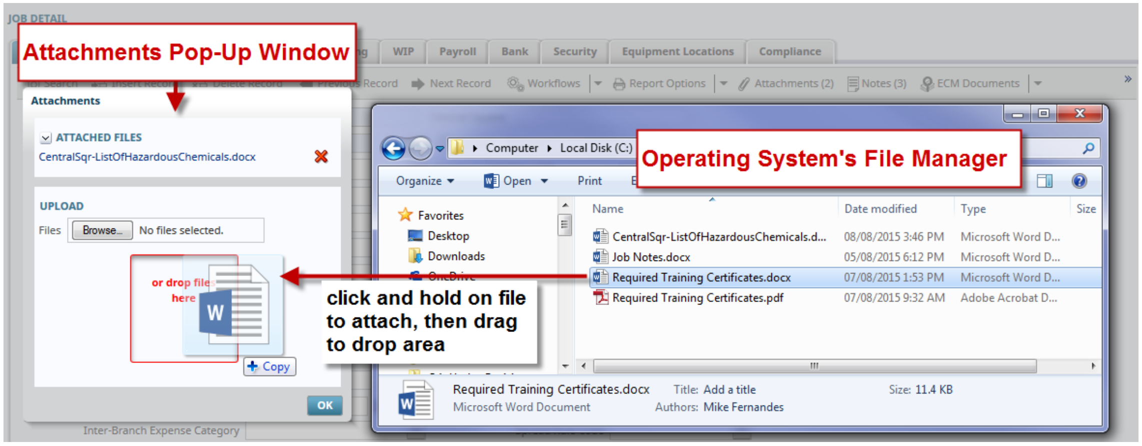
To upload an attachment, there are two options:

Upload Option 1

Use the [**Browse**] button to bring up a File Manager window to search for and select the file to upload.

Upload Option 2

If you have a File Manager window already open, you can use the Drag-and-Drop method to attach the file by clicking and holding the mouse button on the file to attach, and then dragging it over to the drop area in the Attachments window, as shown in the below screenshot.



For both methods, once the green Upload Status Bar is full, showing that the upload has finished, click okay to complete the attachment.

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