
Reference Guide

Material Sales v10x (ADF)

By CMiC

CMiC
Computer Methods
international Corp.

DRAFT

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Material Sales

Document Release Note

This version of the *Material Sales* guide is a draft release. The following updates are expected to be made in upcoming releases of the guide:

- Screenshot for the [**Edit Import Data**] button's pop-up window.

Overview – Material Sales

Material Sales is a complete module that will process high volume data related to the sale of internal production for internal and external customers, tracking of material quantities and projected material requirements, and utilization of equipment to produce and deliver materials. Tracking and charging of delivery by internal truckers, sub-haulers, and third-party brokers, as well as the entry and posting of back charges are introduced in this module.

The process begins with the importing or entering of sales orders and is followed by the entering or importing of the actual sales transactions commonly referred to as tickets. Tickets are then used to prepare invoices to external customers and charges to internal jobs that may or may not include inter-company transactions being automatically generated. Provided with the module is an easy to use payment entry screen that supports high volume invoices being paid by a single check.

The Material Sales module is fully integrated with the General Ledger, Accounts Payable, Accounts Receivable, Purchase Order, Inventory, Job Costing, Payroll, and Equipment Costing modules.

Functionality

The CMIC Enterprise Material Sales module has the following special features:

- Processing data for internal jobs as well as external customers.
- Allows for validation of imported data by multiple users with errors and reasons displayed before editing and creating actual sales orders and tickets.
- Allows for the assignment of multiple price lists to a customer.
- Handles creation of timesheets for internal truckers and AP invoices for external truckers.

Prerequisites

The Material Sales module relies on data from General Ledger, Inventory, Payroll, Accounts Payable, and Accounts Receivable as well as data from the global tables including tax codes, payment terms, region code, location code, weight/measure, and banking.

Materials Management Checklist

Below is a short checklist of items that need to be considered before starting to use the Material Sales module.

- Employee truckers need to be set up in Payroll with trade codes applied in the employee trucker code screen of the control file.
- Vendor classes need to be defined in Accounts Payable and applied to vendors and if applicable, identified as sub-haulers in vendor trucker classes of the control file. All LOVs and validation of trucker numbers will be limited to vendors within these classes.
- An external expense account needs to be set up in General Ledger to be used for truckers payroll.
- Inventory items need to be defined in inventory to be maintained in a price list.

Integration

The Material Sales module is integrated with the following modules:

- Accounts Payable: Posts invoices and back charges to AP.
- Accounts Receivable: Posts invoices of billings to AR.
- Job Costing: Posts costs to jobs.
- General Ledger: Posts all accounting information to the GL.
- Payroll: Generates unposted timesheets for internal truckers.
- Equipment Costing: Posts costs to equipment.

It accepts information from the following modules:

- Inventory: Accepts inventory items and locations.
- Job Costing: Accepts jobs from Job Costing.
- Equipment Costing: Accepts equipment, rates, and rate types.
- Payroll: Accepts employee code, trucker trade code, and rates.
- Purchase Order: Validates purchase orders with purchase order numbers on imported sales orders.

Building Quotations

Overview - Quotations

The first step in Material Sales processing is to produce a quotation for a customer or job. The quotation may be for an external sale or a job for internal sale or delivery. The quotation will specify the origin address and the destination address, prices for materials, haulage, etc. Quotations are similar to sales orders but they have a different status. Quotations are optional and may be bypassed when creating sales orders. Quotations list prices for materials, haulage, etc. and can have up to nine lines of detail. The header information for an external customer is different from the header information for an internal job.

Quotation Sales Order Section

* Comp	* Start Date	Class	* Item	Item Description	* Type	* Location	Substitute Dtl Flag	Substitute Item Detail	Origin	Destination
CCC	01-01-2011		ENGINE OIL	Engine Oil	*	*				

Pgm: MS_SALES_ORDER_ENTRY – Sales Order Entry; standard Treeview path: Material Sales > Sales Order > Quotation Entry

Quotation

Enter a quotation code and description to reference the quotation. The quotation code and description will copy exactly to the sales order when it is created. The System Source field will display “Manual” indicating that the data is entered manually. Quotations are always manual. However, this field will be used by the sales order that can be entered manually or imported.

Type

Select the customer type. To create an external quotation, set the Type field to “External – Customer”. For internal quotation, the Type field should be set to “Internal – Job”.

Job Company

Enter the company code for the sales order type.

Customer / Job

Enter the customer code.

Customer Job #

Enter the PO number associated with this customer. This is a customer defined PO number and is free-form text.

Billing Address

If there is an alternate address to be used for billing, select it from the LOV. It will default from the customer's additional addresses.

Terms

Select the payment terms for this customer. This will default from the customer's payment terms defined in AR.

Job Owner

Enter the name of the job owner.

Job Location

Enter the job location. This is usually the job site.

City

Enter the city where the job will be located.

Origin

Enter the origin. The origin is usually the material production site, such as a plant or quarry, but it may be a job site. The origin is not a mandatory field as it may not be known at the time the quotation is entered.

Destination

Enter the destination. This field defaults from the job location. The destination is usually a job site but the quotation may be issued for hauling from a job to a dump, etc.

Contact

Enter the contact.

Opportunity Code

This LOV lists the opportunities for the customer denoted in the sales order. Any opportunity selected is used for informational purposes only.

Salesman

Enter the salesman's employee number.

Start Date

Enter the start date of the quotation.

Notes

Notes may be entered in the top block for information regarding the whole quotation. Notes are for internal use and will not print on the quotation.

[Text Codes] – Button

The [Text Codes] button will show a pop-up window allowing the entry and description of three text codes. This information will print in the header of the quotation.

[Create Sales Order] – Button

This button opens up a pop-up window to confirm if the user wants to convert the quotation into a sales order.

[Copy Quotation] – Button

The screenshot shows a 'QUOTATION ENTRY' dialog box. It is divided into two main sections: 'COPY QUOTATION FROM: QUOTE' and 'COPY QUOTATION TO:'.
Under 'COPY QUOTATION FROM: QUOTE':
- Company: CCC (dropdown), CMIc Test Construction Company (text field)
- From Order: CCC-QUOTE1 (dropdown), CCC-QUOTE1 (text field)
Under 'COPY QUOTATION TO:':
- Company: CCC (dropdown), CMIc Test Construction Company (text field)
- To Order: Q-CCC201908001 (text field)
- Start Date: (empty text field with calendar icon)
- Expiry Date: (empty text field with calendar icon)
At the bottom, there is a 'Warnings' section (empty text area) and two buttons: 'Proceed' and 'Cancel'.

Pgm: MS_SALES_ORDER_ENTRY – Copying a Quotation

A quotation can be copied to another quotation by clicking the [Copy Quotation] button. A prompt is displayed for the new quotation code. Enter the new quotation code. A new quotation is created with the same data as the quotation from which it was copied.

[Setup Contract Pricing] – Button

This button opens a pop-up window and allows users to enter values specific to a contract, which will be defaulted into a detail line when created. Users can override the values as required. During ticket entry, the values set in the contract pricing will set the rules to calculate some of the values such as trucker pay discount percent.

Quotation Detail Section

Move To SO – Checkbox

If this box is checked, a sales order detail item will be created from the quotation detail item.

Comp

Enter company code.

Start Date

Enter the start date for the specific material for a price list lookup. This date should be on or after the start date of the quotation.

Class

Class is for an inventory item only. If an inventory item is being quoted a class must be entered.

Item

Select the item from the LOV. If a class has not been entered the item selection will be limited to purchase order non-stock items or Accounts Receivable non-stock items. The item code will play a key role in the search of the customer price list's unique combination of item, location, type, and weight measure code. When using a non-stock item from either Purchase Order or Accounts Receivable, the only two combinations required are item and weight measure code.

Type

Type is for an inventory item only. The type may play a key role in the search of the customer price list's unique combination of item, location, type, and weight measure code. If the item is a non-stock item, the field will populate with an asterisk when the user tabs past it.

Location

Select the item location.

Substitute Dtl Flag – Checkbox

Check or uncheck the substitution flag if applicable.

Origin

Enter the origin of the job.

Destination

Enter the destination of the job.

Total AC %

Enter the override AC percentage.

Index Amount

Enter the selling price index amount.

Max Protection %

Enter the maximum protection percentage.

Min Protection %

Enter the minimum protection percentage.

Quantity

Enter the quantity being quoted.

WM

Enter the weight/measure code being quoted. The weight/measure code will play a key role in the search of the customer price list's unique combination of item, location, type, and weight/measure code. When using an AR non-stock or PO non-stock item, the only two combinations required are item and weight/measure code.

Price

The price will default from the customer price list search by item and default order for an item in the price list. The price can be overwritten in the quotation price field.

Amount

The amount will be calculated as price × quantity.

Disc%

Enter the discount percent on the amount if not entering a discount per WM.

Disc/WM

Enter the discount per WM if not entering a discount percent. This is the discount dollar amount for every unit of WM entered as the quantity.

Zone Pricing

Enter the zone pricing code to be applied to the quotation.

From Zone, To Zone

Enter the range of zone codes to be applied to the quotation.

Tax1, Tax2, Tax3

Enter the tax codes to be applied to the quotation.

Trucker Class

Enter the trucker vendor class code if applicable.

Truck Class

Enter the truck class code if applicable.

Pay Rate

Enter the pay rate to be paid to the trucker for delivery of the item. The trucker may be an internal trucker or external trucker including sub-haulers. Pay rate should be entered only if the trucker is an external trucker or sub-hauler.

Min Pay Amount

Enter the minimum pay for truckers.

Trucker Pay

This displays the trucker pay.

Trucker Pay Surcharge %

Enter trucker pay surcharge percentage.

Pay Surcharge Rate

Enter trucker pay surcharge per WM.

Pay Lump Sum Amount

Enter the pay lump sum amount.

Trucker Pay Surcharge

This displays the trucker pay surcharge.

Delivery Charges Rate

Enter the delivery charges per WM.

Min Charges Qty

Enter the minimum quantity required for delivery.

Min Charges Amount

Enter the minimum charge required for delivery.

Delivery Charges

This displays the delivery charges.

Delivery Surcharge %

Enter the delivery surcharge percentage.

Charges Surcharge Rate

Enter the delivery surcharge rate per WM.

Lump Sum Amount

Enter the delivery surcharge lump sum amount.

Delivery Charges Surcharge

This displays the delivery charges surcharge.

Bid Margin

Enter the bid margin for the quote item.

Delivery Charge Tax1, Tax2, Tax3

Enter the delivery charge taxes.

Delivery Surcharge Tax1, Tax2, Tax3

Enter the delivery surcharge taxes.

Printing a Quotation

Use the [**Print**] button to print the quotation currently on the screen.

Building Sales Orders

Overview – Building Sales Orders

Creating a sales order is the first step in the Material Sales process. Sales orders allow the user to store material pricing agreements for each customer or job. All the data required to provide material invoices is included in the sales order. All prices associated with each sales order will be considered effective for a specific date range. Any number of date ranges may be included within the scope of a sales order. However, there will be only one price for any given material, customer or job, and date. Once entered into the system, a sales order is considered active. There are three ways to enter a sales order. They can be imported, created from a quotation or entered manually in sales order entry.

Importing Sales Orders

Select	Import Date	User	Status	Total Lines	Valid Count	Warning Count	Error Count	File Name
<input type="checkbox"/>	29-05-2018	RAVI	ERROR	6	0	0	6	Desilva-SO-Import-Short-TestV10X-1.txt
<input type="checkbox"/>	09-05-2017	RAVI	ERROR	21	0	5	16	C:\Imports\VMS Sales Order Import file from Carrie.txt
<input type="checkbox"/>	09-05-2017	RAVI	ERROR	21	0	0	21	C:\Imports\VMS Sales Order Import file from Carrie.txt
<input type="checkbox"/>	09-05-2017	RAVI	ERROR	21	0	0	21	C:\Imports\VMS Sales Order Import file from Carrie.txt
<input type="checkbox"/>	09-05-2017	RAVI	ERROR	21	0	0	21	C:\Imports\VMS Sales Order Import file from Carrie.txt
<input type="checkbox"/>	09-05-2017	RAVI	ERROR	21	0	0	21	C:\Imports\VMS Sales Order Import file from Carrie.txt
<input type="checkbox"/>	09-05-2017	RAVI	ERROR	21	0	0	21	C:\Imports\VMS Sales Order Import file from Carrie.txt
<input type="checkbox"/>	09-05-2017	RAVI	ERROR	17	0	0	17	C:\Imports\VMS Sales Order Import file from Carrie.txt
<input type="checkbox"/>	09-05-2017	RAVI	ERROR	21	0	0	21	C:\Imports\VMS Sales Order Import file from Carrie.txt
<input type="checkbox"/>	09-05-2017	RAVI	ERROR	21	0	0	21	C:\Imports\VMS Sales Order Import file from Carrie.txt

Pgm: MS_SALES_ORDER_IMPORT - Sales Order Import; standard Treeview path: Material Sales > Sales Order > Sales Order Import

Sales orders can be entered by an outside management system. The sales order information can be put into an ASCII file, prepared to CMiC specification and then imported into the CMiC tables using the Sales Order Import screen.

There is a checkbox to validate the data on import. Leave this box unchecked if validating the data at this time is not necessary. The import provides a summary of the total number of lines, number of valid lines, warning count, and error count. It also provides a status of the entire dataset stating whether or not it is valid. There are five options to manipulate the dataset imported from the ASCII file and create a sales order. The user may validate the imported data, edit the dataset, create sales orders, delete the imported data, and erase the import file.

Validate Imported Data

The **[Validate Imported Data]** button checks the data for validity, e.g. whether or not the company imported is on the system and is accessible to the user. It returns a summary which includes the number of errors found in the dataset.

Edit Imported Data

Pgm: *MS_SALES_ORDER_IMPORT* – MS Sales Order Import; standard Treeview path: *Material Sales > Sales Order > Sales Order Import* – *[Edit Imported Data]* button

When the **[Edit Imported Data]** button is clicked, a pop-up window will appear with a list of all imported data and any errors or warnings associated to the data. An example of a warning would be that the quantity of the item being delivered is within the minimum and maximum quantity established in user validations, but is not within the recommended limits. When the dataset is edited there are options to validate the current record, validate error records, revalidate all records, and view errors. The user may also see records that are valid, have warnings or errors or any combination of the three by checking the appropriate checkbox. When all the data is validated, the user may close the screen and create sales orders.

[Validate Current Record] – Button

This button allows the user to validate the current record that the cursor is on. It will return a status of valid if the record is valid or a status of error with the description of the first error in the First Error field. A list of all the errors can be viewed by pressing the **[Errors]** button.

[Validate Error Records] – Button

This button allows the user to validate all the records in the dataset. It will return a status of valid for records that are valid or a status of error for records that are not valid. A description of the first error in the dataset is displayed in the First Error field. A list of all the errors can be viewed by pressing the **[Errors]** button.

[Re-Validate All] – Button

This button allows the user to re-validate all the records in the dataset. It will display the status of either “Valid”, “Error”, or “Warning” for each record in the dataset.

[Errors] – Button

This button displays all the errors in the dataset.

[Close] – Button

This button closes the dataset and returns the user to the Sales Order Import screen.

Create Sales Orders

This function allows the user to create sales orders from a dataset that is valid. It removes the imported data from the import screen and creates sales orders with their line items in the Sales Order Entry screen. The sales orders may then be edited further here.

Delete Imported Data

This function allows the user to delete the data that was imported. Select the dataset to be deleted first. A pop-up window will ask for confirmation to delete the data prior to deletion.

Erase Import File

This function allows the user to delete the file that has the data to be imported. The user will be asked to enter the import file that will be erased.

Creating A Sales Order From A Quotation

QUOTATION ENTRY Table Mode Save Exit ? ? ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

QUOTATION

* Quotation CCC-QUOTE1 Description CCC-QUOTE1 Sales Order CCC-INT-SALES1
* Type Internal - Job Job Company CCC CMIC Test Construction Company
* Customer / Job CCCMAIN1 CCCMAIN1 * System Source Manual
Customer PO / Job# CCC-QUOTE1

* Start Date 01-01-2011 Expiry Date 31-01-2011
Job Owner Job Location City
Origin Destination Opportunity Code
Contact Salesman
Classifier 1 Classifier 2 02 Jun, 2019

Print Create Sales Order Copy Quotation Text Codes Setup Contract Pricing

DETAIL

* Move To SO	* Comp	* Start Date	Class	* Item	Item Description	* Type	* Location	Substitute Dtl Flag	Substitute Item Detail	Orig
<input checked="" type="checkbox"/>	CCC	01-01-2011		ENGINE OIL	Engine Oil	*	*	<input type="checkbox"/>		

Quoted Pay

Pgm: MS_SALES_ORDER_ENTRY – Sales Order Creation from Quotation

A sales order can be created from a quotation by clicking the [**Create Sales Order**] button found on the Quotation Entry screen. A prompt will be displayed asking for confirmation that the quotation is to be converted to a sales order. Press the [**OK**] button for a sales order to be created with the same code, description, and data as the quotation. After the sales order has been created, the quotation will no longer be available for entry or modification.

If the quotation may be needed in the future, copy the quotation to a new quotation and then create the sales order. Press [**Cancel**] to return to the quotation. No sales order will be created.

Sales Order Entry

Pgm: MS_SALES_ORDER_ENTRY – Sales Order Entry; standard Treeview path: Material Sales > Sales Order > Sales Order Entry

The Sales Order Entry screen may be used to enter or edit a sales order whether that sales order is entered manually, imported, or copied from a quotation.

Company

Enter the company code for the sales order type.

Sales Order

Enter the sales order code and description.

Type

Select the customer type. This is a business partner. To create an external sales order, set the Type field to “External – Customer”. For internal sales order, the Type field should be set to “Internal – Job”.

Job Company

Enter the company code for the sales order type.

Customer/Job

Enter the customer code.

Customer Job/Job PO #

Enter the customer job number if it's to be associated with the sales order. This is a free-form text which is customer defined.

Billing Address

If there is an alternate address to be used for billing, select it from the LOV. The LOV will show the additional addresses associated with the customer.

Terms

Select the payment terms for this customer. This will default from the customer's payment terms defined in AR.

Job Owner

Enter the name of the job owner.

Job Location

Enter the job location. This is usually a job site.

City

Enter the city of the job location.

Origin

Enter the origin. The origin is usually the material production site, such as a plant or quarry, but it may be a job site. The origin is not a mandatory field as it may not be known at the time the quotation is entered.

Destination

Enter the destination. This field defaults from the job location. The destination is usually a job site but the sales order may be issued for hauling from a job to a dump, etc.

Contact

Enter the contact.

Opportunity Code

This LOV lists the opportunities for the customer denoted in the sales order. Any opportunity selected is used for informational purposes only.

Start Date

Enter the start date of the sales order.

Notes

Notes may be entered in the top block for information regarding the whole quotation or may be entered in the detail block on a line by line basis. Notes are for internal use and will not print on the quotation.

[Print] – Button

Use the **[Print]** button to print the sales order currently on the screen.

[Copy Sales Order] – Button

A sales order can be copied to another quotation by clicking the **[Copy Sales Order]** button. A prompt is displayed for the new sales order code. Once the new code is entered, a new sales order is created with the same data as the sales order from which it was copied.

[Text Codes] – Button

The [Text Codes] button will display a pop-up window allowing the entry and description of three text codes. This information will print in the header of the quotation.

[Setup Contract Pricing] – Button

This button opens a pop-up window and allows users to enter values specific to a contract, which will be defaulted into a detail line when created. Users can override the values as required. During ticket entry, the values set in the contract pricing will set the rules to calculate some of the values such as trucker pay discount percent.

Producing Tickets

Overview – Ticket Production

Tickets refer to both material tickets given to the trucker and freight bills given to the customer, both containing the same information. Tickets may be entered manually or imported from an ASCII file.

Tickets will be available for billing and truckers payroll as soon as the ticket is entered or imported into the CMiC tables. One ticket number may be assigned to one or more trucker.

Ticket modification rules are as follows:

- A ticket that has not been billed and/or paid yet may be modified manually.
- A ticket that is only billed and not yet paid may only allow modification of the trucker pay information.
- A ticket that is both billed and paid may no longer be modified.

MSTicket Entry

* Company	* Ticket Code	* Date	* Item	Type	* Item Location	Origin	Ticket Type	From Zone Code	To Zone Code	Total AC %	Max. Protection %	Min. Protection %	* Quantity
CCC	T3000	17-12-2018	BRICK1	01	MAIN	CHICAGO	NEWYOR						100

Pgm: MS_TICKET_ENTRY – Ticket Entry

The Selection Criteria section shows the company, sales order, item, item type, item location, date, origin, and destination. The unbilled, unposted, and posted checkboxes display unbilled and posted tickets in the Tickets

section. Unbilled tickets are tickets that have not yet been billed. Unposted tickets are tickets that have been billed but are not yet posted. Posted tickets are tickets that have been billed and posted. The screen automatically adjusts depending on the parameters entered in the Selection Criteria section.

Tickets – Section

Ticket Code

Enter the ticket number. This code can be up to 16 characters in length.

Sales Order

Enter the sales order associated to the ticket.

Date

Enter the date of the ticket. This should be on or after the start date of the item to be selected.

Customer/Job

The customer or job will be displayed depending on the type of sales order: external or internal sales order.

Item

Select the item from the LOV. The items default from the sales order and may be inventory items or non-stock items.

Type

Type refers to an inventory item. Entering a type will limit the ticket entry to the inventory item and type. Select the item type from the LOV. For an AR non-stock item or PO non-stock item, tab past the type field and an asterisk will be displayed indicating that it is a non-stock item.

Item Location

Select the item location from the LOV.

Origin

Enter the origin.

Destination

Enter the destination.

Ticket Type

Enter the ticket type.

From Zone Code, To Zone Code

Enter the range of zone codes.

Total AC %

Enter the override AC percentage.

Max. Protection %, Min. Protection %

Enter the maximum and minimum protection percentage.

Quantity

Enter the quantity of the item being delivered.

WM

The WM code for the item is displayed. It defaults from the WM code on the sales order.

Price

Enter the price of the item. The price defaults from the customer's price list and the search order specified for that customer. Changing the unit price in the Tickets section requires privileged access.

Amount

The amount is calculated based on the price and quantity of the item.

Tax 1, Tax 2, Tax 3

Enter the tax codes.

Trucker

Select the trucker from the LOV. This may be an employee or sub-hauler.

This column will not be available if the control setting for the 'Trucker Payroll Not Required' checkbox is checked.

Truck/Trailer

Select the truck from the LOV.

This column will not be available if the control setting for the 'Trucker Payroll Not Required' checkbox is checked.

Regular Hours

Enter the number of hours that the trucker has worked.

This column will not be available if the control setting for the 'Trucker Payroll Not Required' checkbox is checked.

OT Hours

Enter the trucker overtime hours.

DOT Hours

Enter the trucker double overtime hours.

Trucker Pay Rate

Enter the hourly pay rate for the trucker. The pay rate is for external truckers or sub-haulers only. The pay rate will use the WM code of the product. Internal trucker pay rate will calculate number of hours \times payroll rate and should not be entered here.

This column will not be available if the control setting for the 'Trucker Payroll Not Required' checkbox is checked.

Min. Pay Qty

Enter the minimum trucker's pay quantity.

Min Pay Amt

Enter the minimum trucker's pay.

Trucker Pay

The calculated trucker pay is displayed here.

This column will not be available if the control setting for the 'Trucker Payroll Not Required' checkbox is checked.

Surcharge %

Enter the trucker's pay surcharge percentage.

Surcharge Rate

Enter the trucker's pay surcharge per WM.

Lump Sum Amt

Enter the lump sum amount for the trucker's pay surcharge.

Pay Surcharge

Enter the surcharge on the trucker's pay.

Service Charge – Checkbox

If this box is checked, the Material Sales' service charge is applied.

Delivery Charges

Enter the delivery charges per WM.

Min Charges Qty

Enter the minimum quantity required for delivery.

Min Charges Amt

Enter the minimum amount/charge required for delivery.

Delivery Charges

Enter the delivery charges.

Tax 1, Tax 2, Tax 3

Enter the tax codes for the delivery charge.

Surcharge %

Enter the delivery surcharge percentage.

Surcharge Rate

Enter the delivery surcharge rate per WM.

Lump Sum Amt

Enter the delivery surcharge lump sum amount.

Delivery Surcharge

Enter the surcharge on delivery charges.

Tax 1, Tax 2, Tax 3

Enter the tax codes for the delivery surcharge.

Trucker Invoice, Billing Invoice

For an unbilled ticket these fields are left blank. If the ticket was billed, the invoice numbers would be displayed in these fields.

Batch

This displays the batch number that this ticket belongs to.

Post – Checkbox

This checkbox is checked if the invoice is posted. The checkbox cannot be overwritten. The post checkbox indicates the posted or unposted invoice status for the ticket.

Cash On Delivery – Checkbox

Check this box if this is a cash ticket.

Classifier 1, 2, 3, 4, 5, 6

Enter classifier codes or leave blank.

Ticket Import

Select	Import Date	User	Status	Total Lines	Valid Count	Warning Count	Error Count	File Name
<input type="checkbox"/>	17-05-2017	RAVI	VALID	1	1	0	0	C:\MS-TICKET-IMPORT-RAW-WORKING-2014.txt

Pgm: *MS_TICKET_IMPORT* – MS Ticket Import; standard Treeview path: Material Sales > Ticket > Import

Tickets can be entered by an outside management system. The ticket information can be put into an ASCII file, prepared to CMiC specification and then imported into the CMiC tables using the Import Ticket screen. Click on the **[Import File]** button to bring up the prompt to browse for the file and import it. The **[Refresh]** button will reload the screen.

Validate Imported Data – Button

The **[Validate Imported Data]** button checks the data for validity, e.g. whether or not the company imported is on the system and accessible to the user. It returns a summary which includes the number of errors found in the dataset.

Edit Imported Data – Button

When the imported data set is edited, the error field is red if the line has errors, yellow if the line has warnings and green if the line is valid. An example of a warning would be that the quantity of the item being delivered is within the minimum and maximum quantity established in user validations, but is not within the recommended limits. When the dataset is edited there are options to validate the current record, validate error records, revalidate all records and view errors. The user may also see records that are valid, records that have warnings, records that have errors or any combination of the three by checking the appropriate checkbox. When all the data is validated, the user may close the screen and create tickets.

Validate Current Record

This button allows the user to validate the current record that the cursor is on. It will return a status of “Valid” if the record is valid or a status of “Error” with the description of the first error in the First Error field. A list of all the errors can be viewed by pressing the **[Errors]** button.

Validate Error Records

This button allows the user to validate all the records in the dataset. It will return a status of “Valid” for records that are valid or a status of “Error” for records that are not valid. A description of the first error in the dataset is displayed in the First Error field. A list of all the errors can be viewed by pressing the [Errors] button.

Re-Validate All

This button allows the user to re-validate all the records in the dataset. It will display the status of either “Valid”, “Error”, or “Warning” for each record in the dataset.

Errors

This button displays all the errors in the dataset.

Close

This button closes the dataset and returns the user to the Ticket Import screen.

Create Tickets – Button

This function allows the user to create tickets from a dataset that is valid. It removes the imported data from the import screen and creates tickets with their line items in the Ticket Entry screen. The tickets may then be edited further here.

Delete Imported Data – Button

This function allows the user to delete the data that was imported. Select the dataset to be deleted first. A pop-up window will ask for confirmation that the user wants to delete the data prior to deletion.

DRAFT

Working with Batches

Creating a Batch

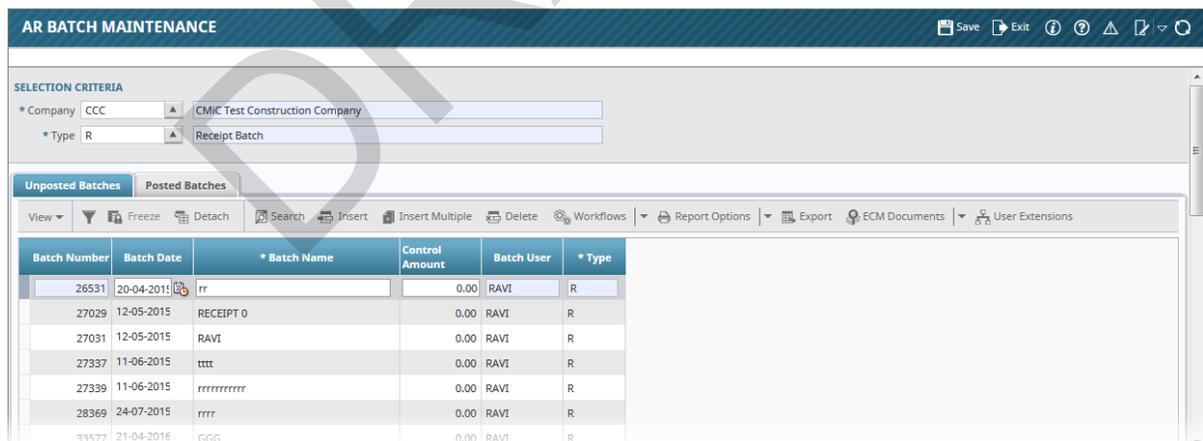
A batch can be thought of as a file folder of work. The Material Sales module requires that a batch number be associated with all customer activity. Whether preparing billing, preparing back charges, or preparing truckers payroll, the user must enter a batch number for the transaction being entered. This batch number can be used to track the transactions in other modules after they have been processed.

In most of the programs, where a batch is required, next to the Batch field, the **[Create Batch]** button will be enabled when the Batch field is empty. When the button is pressed, the system will either auto-populate a batch number or open the Create Batch screen, depending on the control file setup. A batch is given a number, name, date, type, and if required a control total. A batch belongs to the user that created it. When the form is first entered, the system will automatically display all unposted batches for the current user. If the current user has the privilege to see other users' batches then all unposted batches will be displayed.

For ease of use we recommend that batches be limited to transactions within one fiscal period. This makes the filing of the audit trails much easier, and ensures that the period end procedures are simple to follow.

The Material Sales module has a unique batch type for each type of transaction.

Batch Type Code	Batch Transaction Type
N	Billing transactions
V	Back Charges and Trucker Payroll Transactions



Pgm: ARBCHENT – AR Batch Maintenance – [View Batch] button

This program is called by pressing the **[Create Batch]** button that displays next to each Batch field in any data entry program. As the screen opens, it automatically displays all the unposted batches for the current user. When this screen is used with the **[Create Batch]** button, the batch type is automatically set to the correct type for the transaction being entered.

If the user has the privilege to see other users' batches then all unposted batches for the company will display.

Batch Date, Batch Name

The batch date will automatically default to the system date. The field may be modified if required. This field is for reference only, it is not the posting date of the batch. The batch name entered may depend on corporate policy. The batch name should be informative and meaningful to not just the creator but to other system users as well. This is usually a descriptive name that includes a date, and the type of transactions to be entered into the batch.

Control Amount

The Control Amount field is a data verification field. If this field is not 0.00 or blank before the system posts the batch it will verify that the total of the transactions within the batch match this control total.

Batch User, Batch Number

The User Name and Batch Number fields are automatically populated by the system.

Type

Displays the type for the associated batch number.

Selecting An Existing Batch

Since all transactions must be entered into a batch it is important to know how to access a previously created batch for entry and editing purposes. The easiest way is to use the batch LOV available on the Batch field in all transaction screens. The other way is to use the **[Create Batch]** button, which will auto-generate a batch number or open a pop-up window for the user to select an existing batch from the list, depending on the control file setup.

Posting A Batch

When data is entered it does not immediately update the system, this allows for reviewing and verifying the entries. Once a batch has been verified, it is then ready to post (update the system). Posting does many functions, it updates the AR subledger with the information, it creates General Ledger transactions, and it updates the Job Costing, Inventory, Payroll, AP, and Equipment sub-ledgers if required.

This screen will automatically default to the user's default company. Verify that the company code matches the company code of the batch being posted.

Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed at a later time using the posting utility.

[Post Batch] – Button

Once entries in a batch have been reviewed and verified, click on the **[Post Batch]** button to begin posting.

Processing Customer Billing

Overview – Customer Billing Processing

The Material Sales and delivery billing module will be used each day to generate AR invoices for both external and internal customers. All prepared invoices will be grouped in user defined batches to separate work done by individual users. The invoice preparation will be processed in accordance with rules set up on the Invoice Preparation tab found in the Control screen of the Material Sales module.

Billing Preparation

BILLING PREPARATION

SELECTION CRITERIA

* Inventory Company: CCC (CMIC Test Construction Company)

* Batch: 53266 (TERRYV10 2018-10-12 N) **Create Batch**

Ticket Selection

From Date: []

* To Date: 12-10-2018

* Type: External

Item Location: []

Sales Order: []

* Billing Date: 12-10-2018

Single Ticket Date Per Invoice
 Single Sales Order Per Invoice
 Single Item Code Per Invoice
 Single Origin/Destination Per Invoice
 Single Inventory Location Per Invoice
 Bill Groupable Non-stock Items Together
 Single Daily Order Per Invoice
 Redo Existing Invoices
 Prepare Zero Dollar Invoices
 Include and Redo Zero Dollar Unposted Invoices

Prepare Invoices

Pgm: MS_BILLING_PREP – Billing Preparation; standard Treeview path: Material Sales > Customer Billing > Prepare Billing

Inventory Company

Enter the inventory company that bills will be prepared against.

Batch

Press the [**Create Batch**] button to create a batch for billing preparation.

From Date, To Date

Ticket selection will be done for the interval between the From Date and the To Date fields. Enter the date at which the ticket selection will begin. The To Date field will default to the billing date.

Type

Select the type from the drop-down list. This may be “External” or “Internal”. The default is “External”.

Item Location

Enter the item location of the tickets to be selected. If this field is left blank, the system will select all item locations.

Sales Order

Enter the sales order whose tickets will be selected. If this field is left blank, the system will select all sales orders.

Billing Date

The billing date defaults from the To Date field and will be used as the invoice date. This date may be overwritten. The billing date will be validated against the current period in the Accounts Receivable module. A billing date will not be allowed in a closed Accounts Receivable period.

Single Ticket Date Per Invoice – Checkbox

When checked, during billing generation, the screen will create an invoice by grouping the tickets by ticket date. If it is unchecked, the tickets will be grouped under an invoice regardless of the date of entry.

Single Sales Order Per Invoice – Checkbox

When checked, during billing generation, the screen will create invoices by grouping the tickets by their sales order number. This ensures an invoice will have reference to only one sales order. If unchecked, all tickets from many sales orders for the same customer will be grouped under an invoice.

Single Item Code Per Invoice – Checkbox

When checked, during billing generation, the screen will create an invoice by grouping the tickets by a single inventory item. If unchecked, tickets will be grouped under an invoice regardless of the inventory items on the ticket lines.

Single Origin/Destination Per Invoice – Checkbox

When checked, during billing generation, the screen will create an invoice by grouping the tickets by a single origin/destination. If unchecked, tickets will be grouped under an invoice regardless of the various origin/destination among the tickets.

Single Inventory Location Per Invoice – Checkbox

When checked, during billing generation, the screen will create an invoice by grouping the tickets by a single inventory location. If unchecked, tickets will be grouped under an invoice regardless of the inventory item locations.

Bill Groupable Non-Stock Items Together – Checkbox

When checked, during billing generation, the screen will create an invoice by grouping the tickets with all non-stock items. If unchecked, tickets will not be grouped under an invoice when the non-stock items differ.

Single Daily Order Per Invoice – Checkbox

When checked, during billing generation, the screen will create an invoice grouping by daily order number of the tickets. If unchecked, tickets will be grouped under an invoice regardless of the daily order number.

Redo Existing Invoices – Checkbox

This checkbox will default as unchecked. This checkbox will prepare already prepared invoices that have not yet been posted.

Prepare Zero Dollar Invoices – Checkbox

This checkbox will default as unchecked. This checkbox prepares invoices of tickets that have a zero dollar amount.

Include And Redo Existing Zero Dollar Invoices – Checkbox

This checkbox will default as unchecked.

[Prepare Invoices] – Button

The [Prepare Invoices] button allows the user to generate unposted invoices for external truckers according to the specified criteria. Invoices are assigned a random invoice number.

Billing Review and Post

Select	* Invoice Number	* Company	Customer / Job	Sales Order	Location	Billing Date	Due Date	Amount	Discount	Tax Amount
<input type="checkbox"/>	AR1-00259	CCC	ACCESSEN	EXT500	MAIN	17-10-2018	16-11-2018	20.00	0.00	1.00
<input type="checkbox"/>	AR1-00260	CCC	ACCESSEN	EXT500	MAIN	17-10-2018	16-11-2018	30.00	0.00	1.50

Ticket Number	Date	Class	Item	Name	Type	Quantity	WM	Price	Amount	Trucker
EXTS00-2	02-01-2015		HW001	Hardware-4" Brass Knobs	*	2.00	HR	10.00	20.00	A1BRICKS

Pgm: MS_BILLING_REVIEW_POST – Billing Review and Post; standard Treeview path: Material Sales > Customer Billing > Review And Post

The review and post option will allow the user to review, print, and post a batch of prepared billings.

Company, Batch

Enter the inventory company and batch number to be reviewed and/or posted.

Invoices – Section

This section displays all the invoices in the specified batch to be posted. The user is allowed to select or unselect all invoice(s) to be printed.

The invoice number will default according to the invoice numbers assigned in the batch during billing preparation.

The customer or job information will default according to the invoice numbers assigned in the batch during billing preparation.

The sales order information will default according to the invoice numbers assigned in the batch during billing preparation.

The invoice date will default from the billing date used during billing preparation.

The invoice due date will default from the due date based on the sales order terms.

The amount information will default according to the invoice numbers assigned in the batch during billing preparation.

The available discount information will default according to the invoice numbers assigned in the batch during billing preparation.

The discount amount can be changed on this screen.

Ticket Detail – Section

This section lists all the tickets associated with a particular invoice. The data includes the ticket number, date, class, item, type, quantity, WM code, price, amount, and trucker. The unit price and amount will default from the invoice.

If a change needs to be made to the invoice, the entire invoice will have to be deleted. Deleting an invoice in the Invoices section will delete the invoice and make all tickets associated with the invoice become unbilled. The tickets will be available for future billings. The user may also delete individual tickets. The individual ticket will become unbilled and a change can now be made to that ticket if it needs modification.

Preview Posting – Checkbox

Check this box to preview the batch before posting it.

Print Reports Immediately – Checkbox

During posting process, users have the option to print their reports immediately or print them at a later time by unchecking or checking this box.

[Post Batch] – Button

Pressing the **[Post Batch]** button will begin the posting process. The posting function will update the system with the data that has been entered. The posting date is a separate date from the billing date however the posting date will be validated on the current period in the Accounts Receivable module. Posting to a closed Accounts Receivable period will not be allowed.

NOTE: Please see the addendum at the end of the guide for the *Department and Account Dispersals for Billing* section.

Cash Receipts

Overview – Cash Receipting

The cash receipts program is created to better support the high volume of AR invoices being paid with a single check, as well as support early payment discounts. After specifying a batch number for the transactions in the Company section of the screen, the Cash Receipts section enables the operator to enter the customer and amount of the cash receipt and other relevant information related to the cash receipt. Once the Cash Receipts section is complete, the Invoices section is used to select the invoices being paid. Invoices are listed in a tabular format and the user is able to identify those that need to be paid with the cash receipt that is being entered into the system. The last step is to distribute the receipt to the correct GL accounts.

CASH RECEIPTS

Table Mode Save Exit ? ? ? ? ? ? ? ?

COMPANY

Company CCC CMIC Test Construction Company
Batch 41863 IRINA2 2017-04-06 R Create Batch

CASH RECEIPTS

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Customer A1BRICKS A1 Bricks Manufacturing Company
* Deposit Date 06-04-2017 * Check Date 06-04-2017
* Check# 58765876 * Amount 2,000.00 Remaining 500.00
Account CCC 00 1000.100 Bank of America (Operating) GL Distribution Generate Payment List

INVOICES

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Select All	* Invoice Number	Invoice Date	Due Date	Amount	Discount	Discount Taken	Net Amount	Pay Amount
<input type="checkbox"/>	AR1-00161	01-12-2016	15-01-2017	1,500.00	27.00	0.00	1,473.00	1,500.00

Write-Off Remove Selected Invoices
Total Selected Amount

Pgm: ARCHQFM2 – Cash Receipts; standard Treeview path: Material Sales > Customer Billing > AR Payment Receipts > Enter Receipts

Company

Enter the company code.

Batch

All cash receipts are grouped in a batch. Batch selection occurs in the Company section. The [Create Batch] button is available here to facilitate batch creation.

Cash Receipts – Section

Customer

Enter the customer code.

Deposit Date

Enter the date that this payment will be deposited to the bank account. This date may be different from the date of the payment itself which is entered in the Check Date field. The system date will default into this field. This is a required field.

Check #

Enter the check number.

Check Date

This is usually used as the date of entry but it can be used to record the date of the check. The system will default the system date into this field. This date is not used as the posting date for GL credits and debits.

Amount

Enter the total amount of the payment.

Remaining

A display field "Remaining Amount" shows the payment amount that has not been distributed to invoices yet. This is a display-only field that will automatically adjust as invoices are selected for payment.

Account

Enter the G/L company and department/account number representing the bank account to which the payment will be deposited.

[GL Distribution] – Button

This button is used to distribute the cash receipt among the relevant GL accounts. For normal payments with no discounts or write-offs, the system will default a debit to the cash account specified in the Cash Receipts section for the full amount of the payment. The system will also default a credit to the Accounts Receivable account for the full amount of the credit.

If there are special considerations, the system will default the appropriate debits and credits for these accounts. On a standard receipt there is normally no reason to adjust the system generated distribution. The two accounts affected will be cash and accounts receivable. If there is a necessity to change or add to the distribution this section works the same as all other distribution optional in the system.

[Generate Payment List] – Button

The invoices that are being paid can be selected by clicking the **[Generate Payment List]** button. A pop-up will ask for a date range of the invoices due date in order to generate a list of invoices to be paid. To select invoices from the list, check the boxes of the invoices to be removed and click the **[Remove Selected Invoices]** button. The remaining invoices will be the ones to which the payment applies.

Invoices – Section

A list of generated invoices is displayed in the Invoices section. This section shows all open invoices in the specified date range in the Material Sales and Accounts Receivable modules. The Discount Taken field is available and may be overwritten.

The Pay Amount field in the Invoices section for the invoice(s) being paid is distributed to the invoices up to the total in the Amount field starting from the first to the last invoice. Edit the Pay Amount field as necessary.

The available discounts will be automatically taken if the discount date is after the payment date. The user will be able to add or remove invoices and make partial payments. The Discount Taken field will be available to be overwritten.

[Write-Off] – Button

Enter the write-off of the payment. A write-off would occur when the payment is less than the full amount outstanding because of a dispute or an error. In this case the outstanding amount will be cleared even though the check amount is less than the outstanding amount. The G/L distribution will debit the write off account associated with the write off type to reconcile the difference.

Write-offs must be within the limits set on the AR Control File.

Write-offs are done by using the **[Write-Off]** button displayed at the bottom of the screen. Automatic write-offs are done if the AR Control File specifies an automatic write-off amount and code.

Charge Back Code, Write Off Description, Comments

Enter the charge back code associated with the write off being applied against this invoice, and a comment/reason if required.

Amount

Enter the write off amount being applied against this invoice. The total write off amount cannot exceed the difference between the payment amount and the outstanding amount.

Write-offs allow for multiple types of write-offs against a single invoice. If more than one is required continue to enter until the total write-off amount is equal to the payment amount less than the outstanding amount.

Press the **[Accept]** button to save the entries, validate the total write off amount and return to the Cash Receipts Entry screen.

[Remove Selected Invoices] – Button

The **[Generate Payment List]** button in the middle block, will populate all the receivable MS related invoices for the customer with the user specified date range. Users may select one or more of these invoices and remove from the Enter Receipt screen by clicking the **[Remove Selected Invoices]** button.

Cash Receipts Edit Listing

The Print Edit List should be printed and reviewed before posting the cash receipt batch. The Print Edit List screen allows the users to print the report for the complete batch or a range of checks within the batch limited by any or all of the following: customer range, check number range, check date range.

This report can also be re-printed for post listing check batches if required.

Cash Receipts Posting

Posting a cash receipt batch is the same as posting any other batch in the Accounts Receivable module. Please refer to the [Posting a Batch](#) section in this reference guide.

DRAFT

Processing Back Charges

Overview – Back Charges

Back charges are charges such as credit card bills that are incurred and owed by a trucker. A vendor’s invoice may include back charges and charges not related to a trucker. An example may be a company credit card billing. A separate screen is made available for entry of such vendor invoices. The total amount of the back charge plus non-trucker amount allocation should equal the invoice amount. Posting will only occur if the unallocated amount is equal to zero.

Back Charges Entry

INVOICE BACK CHARGES [Table Mode] [Save] [Exit] [Help] [Print] [Refresh]

SELECTION CRITERIA
* Company: CCC (CMIC Test Construction Company)

INVOICE
Voucher Type: VENDOR * Vendor: A1BRICKS (A1 Bricks Manufacturing Company) [Post] [Void]
* Invoice: 1009 * Invoice Date: 06-03-2015 * Due Date: 10-04-2015 Unallocated Amount: 0.00
* Invoice Amount: 100.00 Back Charges: 100.00 Non-Trucker Amount: 0.00 [Non-Trucker Amount Allocation]

BACK CHARGES
View [Filter] [Freeze] [Detach] [Search] [Workflows] [Report Options] [Export] [ECM Documents] [User Extensions]

* Trucker Code	Name	* Back Charges	* Markup %	* Description
A1DOORS	A1DOORS - Company RRR	100.00	10.000	Back Charges

Pgm: MS_BACK_CHARGES_ENTRY – Invoice Back Charges; standard Treeview path: Material Sales > Truckers Payroll > Back Charges > Enter Back Charges

Company Code

Enter the company code to which back charges apply.

Invoice – Section

Vendor

Enter the vendor code.

Post – Checkbox

If an invoice has been posted, this box will be checked.

Void – Checkbox

If an invoice has been voided, this box will be checked.

Invoice

Enter the invoice number associated with the vendor invoice.

Invoice Date

Enter the invoice date.

Due Date

Enter the invoice due date.

Unallocated Amount

Displays the unallocated amount.

Invoice Amount

Enter the total invoice amount.

Back Charges

Displays the amount to be charged to the trucker.

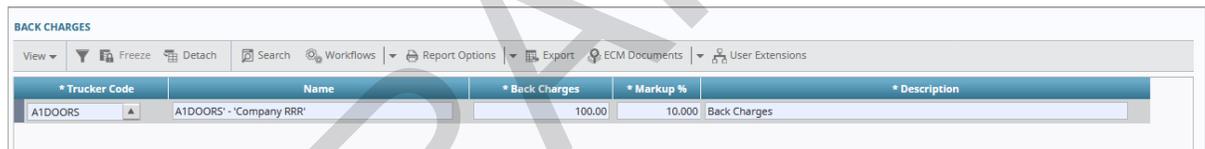
Non Trucker Amount

Displays the total amount that is not a back charge to the trucker.

[Non-Trucker Amount Allocation] – Button

Enter the amount that is not a back charge to the trucker. Enter the allocation of the back charges to a G, J, or E line and the amount.

Back Charges – Section



* Trucker Code	Name	* Back Charges	* Markup %	* Description
A1DOORS	A1DOORS - Company RRR	100.00	10.000	Back Charges

Pgm: MS_BACK_CHARGES_ENTRY – Invoice Back Charges; standard Treeview path: Material Sales > Truckers Payroll > Back Charges > Enter Back Charges

Trucker Code, Name

Enter the trucker who is making the back charge. The name will display in the Name field.

Back Charges

Enter the back charge amount. The back charge amount may be less than the invoice amount.

Markup %

Enter the markup percentage on the back charge. This will be included in the total for the negative AP invoice(s) created and will be charged to the appropriate expense account code.

Description

Enter the description of the back charge.

Back Charges Preparation

Pgm: MS_BACK_CHARGES_PREP – Back Charges Preparation; standard Treeview path: Material Sales > Truckers Payroll > Back Charges > Prepare Back Charges

Back charges preparation is a process that selects vendor invoices to be posted as back charges according to the specified criteria.

Company

Enter the company that the back charges were prepared against.

Batch

Select a batch from the LOV or press the [**Create Batch**] button to create a batch.

From Invoice Date

Invoice selection will be done for the interval between the from and the to dates. Enter the date at which invoice selection will begin.

To Invoice Date

The to date is the date at which invoice selection will end. Enter the date at which invoice selection will end.

Vendor

Enter the vendor code to which the back charges will apply. If this field is left blank, all vendors for the specified company will be considered in invoice selection.

[Prepare Invoices] – Button

The [**Prepare Invoices**] button allows the user to prepare invoices to be posted for the generation of AP vouchers to vendors and truckers. A message will display the number of invoices that were selected as back charges to be reviewed and posted based on the specified date and vendor criteria.

Back Charges Review and Post

BACK CHARGES REVIEW AND POST
Save Exit ? ? ? ? ?

SELECTION CRITERIA

* Company Print Reports Immediately

* Batch

INVOICES

View

Vendor	Invoice Number	Invoice Date	Due Date	Invoice Amount	Non-Trucker Amount	Back Charges	Unallocated Amount
A1BLOCK	132654	11-Jun-15	11-Jul-15	500.00	0.00	500.00	0.00

BACK CHARGES

View

Trucker Code	Name	Back Charges	Markup %	Description
A1CARPEN	A1 CARPENTRY CO	500.00	0.000	This is a description

Pgm: MS_BACK_CHARGE_REVIEW_POST – Back Charges Review and Post; standard treeview path: Material Sales > Truckers Payroll > Back Charges > Review and Post

Back charges posting generates one voucher for the vendor (the vendor code is on the header in the Enter Back Charges screen) and multiple negative AP vouchers to truckers (the trucker code is on the detail line in the Enter Back Charges screen). The voucher to the vendor is equal to the total invoice amount. The negative vouchers to the truckers are the individual charges by the truckers specified in the detail line of the Enter Back Charges screen.

Company

Enter the company code.

Batch

Enter the batch number created in the Prepare Back Charges screen.

Invoices

The vendor code and invoice number will default from the vendors assigned and invoices prepared during batch preparation.

The invoice date, due date, and invoice amount will default from the corresponding fields used during back charge entry and preparation.

The non-trucker amount and back charges will default from the corresponding fields used during back charge preparation.

The unallocated amount will default from the unallocated amount used during invoice preparation. If there is an unallocated amount for any of the invoices, the batch cannot be posted.

Back Charges

This section lists the back charges for the individual truckers used during back charges entry and preparation for the specified vendor.

The Trucker Code, Name, Back Charge, Markup %, and Description fields default from the corresponding fields used during back charges preparation.

[Post Batch] – Button

Pressing the **[Post Batch]** button will begin the posting process. The posting function will update Accounts Payable with the vendor invoice and trucker pay negative invoices. Enter the posting date in the pop-up window after pressing the **[Post Batch]** button.

Processing Truckers Payroll

Overview – Trucker Payroll

Truckers Payroll will create the timesheet entries for employees and the AP invoices for 3rd party truckers whether they are sub-haulers or independent trucking companies. The control file's 'Use Truckers Payroll' checkbox exists to make this vendor available for particular companies.

Trucker Pay Preparation

The screenshot shows the 'TRUCKER PAY PREPARATION' window. Under 'SELECTION CRITERIA', the 'Inventory Company' is set to 'CCC' (CMIC Test Construction Company) and the 'Batch' is '53307' (ITERRYV10 2018-10-15 V). The 'Ticket Selection' section has 'From Date' and 'To Date' both set to '15-10-2018'. The 'Type' is 'External And Internal'. There are also fields for 'Item Location', 'Sales Order', and 'Billing Date' (15-10-2018). At the bottom, there are checkboxes for 'Redo Existing Invoices', 'Prepare Zero Dollar Invoices (Apply For External Trucker Only)', and 'Include and Redo Zero Dollar Unposted Invoices'. Buttons for 'Create Batch' and 'Prepare Invoices' are present.

Pgm: MS_TRUCKER_PAY_PREP – Trucker Pay Preparation; standard Treeview path: Material Sales > Truckers Payroll > Truckers Payroll > Prepare Truckers Payroll

A Prepare Truckers Payroll module is available which allows certain companies to automatically generate AP invoices for all deliveries which have been entered via tickets (freight bills) over a specified time-frame, e.g. by job, by day, by ranges of jobs and days, or a range excluding specific jobs or days.

Inventory Company

Enter the inventory company that bills will be prepared against.

Batch

Press the [Create Batch] button to create a batch for billing preparation.

From Date

Ticket selection will be done for the interval between the from date and the to date. Enter the date at which ticket selection will begin.

To Date

The to date is the date at which ticket selection will end. This date will default into the billing date.

Type

Select the type from the drop-down list. This may be “External”, “Internal”, or “External and Internal”. The default is “External and Internal”.

Item Location

Enter the item location of the tickets to be selected. If this field is left blank, the system will select all item locations.

Sales Order

Enter the sales order whose tickets will be selected. If this field is left blank, the system will select all sales orders.

Billing Date

The billing date defaults from the to date and will be used as the invoice date. This date may be overwritten.

Redo Existing Invoices – Checkbox

The 'Redo Existing Invoices' checkbox will default as unchecked. This checkbox will prepare already prepared invoices that have not yet been posted.

Prepare Zero Dollar Invoices (Apply For External Trucker Only) – Checkbox

The 'Prepare Zero Dollar Invoices' checkbox defaults as unchecked. This checkbox prepares invoices of tickets that have a zero dollar amount. Zero dollar amount invoices may be entered to include internal truckers.

Include And Redo Existing Zero Dollar Unposted Invoices – Checkbox

The 'Include and Redo Existing Zero Dollar Invoices' checkbox will default as unchecked.

[Prepare Invoices] – Button

The [Prepare Invoices] button allows the user to generate unposted invoices for external and internal truckers according to the specified criteria. It selects all unbilled tickets that match the selection criteria and creates one bill per trucker (internal or external). Invoices are assigned a random invoice number.

Once a ticket has been billed, it will be marked as such so that it will not be included in any subsequent billing transactions excluding a redo of existing invoices. All generated invoices will be grouped in a batch so that they can be reviewed together.

Trucker Pay Review and Post

TRUCKER PAY REVIEW AND POST Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company CMIC Test Construction Company Print Reports Immediately

* Batch

INVOICES

View

* Invoice Number	* Trucker	Name	Invoice Date	Due Date	* Invoice Type	Trucker Amount	Service Charge	* Invoice Amount	Accum Hours
TP00001755	A1BRICKS	A1 Bricks Manufacturing Company	18-04-2017	18-05-2017	EXTERNAL-SUBHAULER	12.00	0.00	12.00	1.00

FREIGHT BILLS

View

* Ticket Number	* Date	* Sales Order	Class	* Item	Item Name	* Type	* Quantity	* WM	Pay Rate	Pay Amount	Surcharge	Total Hours
CCC-INT-1001-5	18-04-2017	CCC-INT-1001	1000	BRICK1	BRICK1ABCDEFGHIJKLMNPOQRSTUVWXYZABCDE	01	12.00	EA	1.00	12.00		1.00
										12.00		

Pgm: MS_TRUCKER_PAY_REVIEW_AND_POST – Trucker Pay Review and Post; standard Treeview path: Material Sales > Truckers Payroll > Truckers Payroll > Review and Post

The review and post option will allow the user to review, print, and post a batch of prepared billings. This screen performs the posting of trucker payroll ticket batches. This is a tabular screen where the inventory company and batch can be selected in the Selection Criteria section.

Company, Batch

Enter the inventory company and batch number to be reviewed and/or posted.

Invoices

This section displays all the invoices in the specified batch to be posted. The user is allowed to select or unselect all invoice(s) to be printed. The invoice number will default according to the invoice numbers automatically assigned in the batch during billing preparation.

The trucker information will default from the trucker information associated with the invoice number assigned in the batch during billing preparation.

The invoice date will default from the billing date used during billing preparation.

The invoice type will default from the invoice type associated with the invoice number assigned in the batch during billing preparation.

The due date will default from the due date based on the sales order terms.

The trucker amount will be equal to the trucker pay \times quantity if this is an external trucker. Internal truckers will show hours only.

The service charge for truckers that fall within a given vendor class is equal to the $(\% \text{ of Pay}) + (\text{Rate} \times \text{Quantity}) + \text{Lump Sum}$.

The Invoice Amount field is equal to the trucker amount plus the service charge amount.

The Accum Hours field shows the total number of hours worked for the specified internal trucker.

Freight Bills

This section lists all the tickets associated with a particular invoice. The data includes ticket number, date, sales order, class, item, type, quantity, WM code, pay rate, pay amount, surcharge, and total hours.

If a change needs to be made to the invoice or its tickets, the entire invoice will have to be deleted. Deleting an invoice in the Freight Bills section will delete the invoice and make all tickets associated with the invoice become unbilled. The tickets will be available for future billings. A change can now be made to the ticket that needed modification.

Tickets can be deleted from an invoice. Deleted tickets will become unbilled.

Print Reports Immediately – Checkbox

Check this box to print the reports immediately after posting the batch.

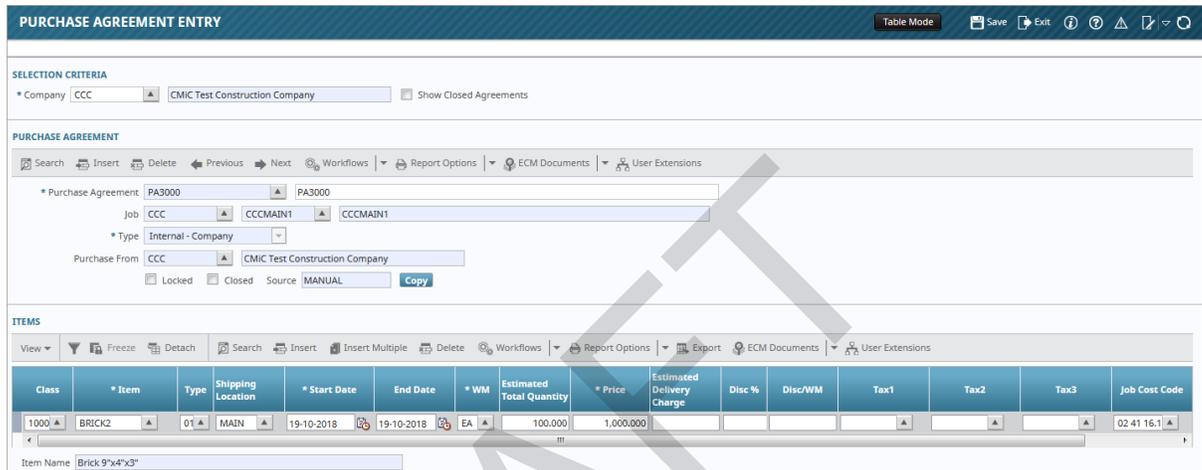
[Post Batch] – Button

Pressing the **[Post Batch]** button will begin the posting process. The posting function will update the system with the data that has been entered and generate AP invoices for external truckers and unposted timesheets for internal truckers. The posting date is a separate date from the billing date.

Unposted timesheets for the internal truckers will charge the department and account or job specified on the employee profile. The timesheet period will correspond to the ticket date(s) on the invoices. Since these timesheets are unposted, the person who reviews them will get a chance to change the allocation to either another department or to a job. GL distribution will be created after these timesheets are posted and will follow the standard timesheet posting rules. The truckers will get paid on standard payroll days.

Material Invoice

Purchase Agreement Entry



Class	* Item	Type	Shipping Location	* Start Date	End Date	* WM	Estimated Total Quantity	* Price	Estimated Delivery Charge	Disc %	Disc/WM	Tax1	Tax2	Tax3	Job Cost Code
1000	BRICK2	01	MAIN	19-10-2018	19-10-2018	EA	100,000	1,000,000							02.41.16.1

Pgm: APPURCHASEAGREEMENT – Purchase Agreement Entry; standard Treeview path: Material Sales > Material Invoice > Enter Purchase Agreement

Once entered, the purchase agreement can be linked to a sales order. This can be for an external source or for an internal source from a company or an affiliate.

Purchase Agreement – Section

Purchase Agreement

Enter a purchase agreement code.

Job

Enter a valid company code and job code.

Type

Select an internal or external purchase agreement type.

Purchase From

Enter a company code for an internal type or a vendor code for an external type.

Locked – Checkbox

If this is checked, the agreement cannot be modified.

Closed – Checkbox

If this is checked, the agreement cannot be used when entering a receipt. As well the agreement will not allow updates.

[Copy] – Button

This button opens a pop-up window to copy items from the current purchase agreement to another agreement.

Items – Section

Class

Enter an inventory item class code.

Item

Enter inventory or non-stock items.

Type

Only inventory items require a type. An * will default for non-stock items.

Shipping Location

When the purchase agreement is internal a location must be entered. The location must be associated to the company where the item is bought.

Start Date, End Date

Start and end dates indicate the period the item price is valid.

WM

Enter the weight/measure code.

Estimated Total Quantity

Enter units expected to order.

Price

Enter a price greater than zero.

Estimated Delivery Charge

Enter the estimated delivery charge rate.

Discount Percentage, Discount per WM

These are optional fields and must be entered either discount percentage or discount per WM but not both.

Taxes 1, 2, 3

Enter taxes where they are to be charged or leave as null when no tax will be charged.

Job Cost Code

Enter the job cost code.

Default Job Category

Enter the job category that will default to the receipt.

Receipt Entry

MATERIAL RECEIPT ENTRY

SELECTION CRITERIA

* Company | CCC | CMIC Test Construction Company
Job | CCC | 7777 | 7777

RECEIPT

* Type | Internal - Company

* Receive From | CCC | CMIC Test Construction Company

* Receipt Number | MR000037 | * Date Received | 19-10-2018 | Agreement | PA2000

Description | FA2000

Shipping Location | MAIN | Main Warehouse

Item Class | 1000 | * Item | BRICK1 | Type | 01 | BRICK1ABCDEFGHIJKLMNQRSTUWXYZ

* Received Qty | 100,000 | * WM | EA | * Price | 10,000 | Extended Amount | 1,000.00

Discount Amount | 0.00 | Tax Amount | 0.00 | Total Amount | 1,000.00

Distribution DT | J | * Company | | Production Quantity | 100,000 | WM |

Job | |

Cost | 02-100 |

Category | 4000 |

Create Cost/Cat Save and Post

Pgm: APMATERIALRECEIPT – Material Receipt Entry ; standard Treeview path: Material Sales > Material Invoice > Enter Receipt

The Material Receipt Entry screen is where the actual quantity received is entered and posted. When posted the quantity complete on the job will be increased. The user will not receive any posting reports when posting is complete however reports can be printed using the Print Posting Reports screen in the Utilities submenu. It is not possible to save a receipt and not post it. Although the user will post on the first entry, the batch is not closed until the user leaves the receipt screen allowing further receipts to be added. A temporary batch number is used to post each transaction and once all of the entries are posted and the screen is exited a real batch number is assigned.

Company, Job

Enter a company and job for the receipt entry.

Type

Select an internal or external receipt type.

Receive From

Enter a valid company or vendor code to receive materials from.

Receipt Number

This field displays the receipt number.

Date Received

Enter a date the materials were received.

Agreement

This field displays the purchase agreement number.

Description

Enter a description for the receipt.

Shipping Location

Enter a shipping location.

Item Class, Item, Type

Enter a valid item class, item code, and type code for the inventory item. If it is a non-stock item, leave the type blank.

Received Qty

Enter the quantity received.

WM

This field displays the default weight/measure for the item selected.

Price

This field displays the default price for the item selected.

Extended Amount, Discount Amount, Tax Amount, Total Amount

These fields display the calculated amounts based on the quantity received and the price for the item.

Distribution

Enter either "I" or "J" type distribution.

Company

Enter a company code.

Production Quantity

This is a default value from the quantity and can be modified. The unit of measure associated is either the inventory item WM if "I" or the phase WM if "J".

Job, Cost

Enter the job code and cost code. These fields will only display if the distribution is set to "J".

Category

Enter the category code.

[Create Cost/Cat] – Button

This button will open the Quick Cost Code/Category Insert pop-up window that will allow the user to create and accept a cost code and category code.

[Save and Post] – Button

Click this button to save and post the receipt.

External Invoice Entry

MATERIAL INVOICE ENTRY Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company
 * Batch Create Batch

INVOICE DETAIL

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Vendor
 Series
 Job
 * Invoice No * Invoice Date Due Date * Gross Invoice
 Receipt From Date To Date Other Charges
 Class Item Type Net Invoice Refresh Totals
 Total Invoiced Variance

RECEIPT DETAILS

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Select	Receipt	Date Received	Class	Item	Type	Shipping Location	Received Quantity	WM	Price	Outstanding Quantity	Invoiced Quantity	Unit Cost	Total Amount	Closed	Production Quantity	WM
<input checked="" type="checkbox"/>	RM000017	04-05-2015	CAR	BMW	1		10.00	EA	2.400	10.00	10.00	1.00	10.00	<input checked="" type="checkbox"/>	10.00	NA
													10.00			

Item Name Posted Qty Unposted Invoiced Qty Other Charges

Pgm: APMATERIALINVOICE – Material Invoice Entry; standard Treeview path: Material Sales > Material Invoice > Enter External Invoice

The vendor invoice will be entered here instead of voucher entry, and will match to the external vendor invoice to the external material receipt. The external invoice will be posted using the standard AP posting. At the time of posting the voucher will be created, the transactions entered when the receipt was posted will be reversed using the quantities entered on the invoice, the temporary batches created to reverse transactions are replaced with the real batch number and quantities.

Company, Batch

Enter company code and create or select a batch number.

Invoice Detail – Section

Vendor

Enter valid vendor code.

Series

Enter an invoice series code.

Job

Enter the job company and job code.

Invoice No.

Enter invoice number.

Invoice Date

Enter invoice date.

Due Date

Enter the due date for the invoice.

Gross Invoice

Enter the gross invoice.

Receipt

To limit the default in details the user may select a receipt number from the LOV.

From Date, To Date

Enter the starting and ending dates for the range covered by the invoice.

Class, Item, Type

Enter a valid item class, item code, and type. If it is a non-stock item, leave the type field blank.

Other Charges, Net Invoice, Total Invoiced, Variance

These are display-only fields that will display other charges, the net invoice, total invoiced, and variance.

Receipt Details – Section

All receipts matching the criteria in the Selection Criteria section will default in the receipt details. The receipt may be partially received or received in full. Each receipt needs to be selected individually in order to be included. It is possible to receive more or less quantity and close the receipt or change the dollar amount however the final amount must agree with the header amount.

Internal Invoice Entry

INTERNAL MATERIAL INVOICE ENTRY

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company Post Batch

* Batch 53398 TERRYV10 2018-10-22 C Create Batch

MATERIAL SALES INVOICE

From Date	To Date	Comp	* Invoice Code	Job Code	Outstanding Quantity	WM	Outstanding Amount	Shipping Location	Closed	Current Quantity	Current Payment	Other Charges	Variance
05-12-1744	19-09-2018	CCC	AR1-00249	1000	13.00	EA	305.00	MAIN	<input type="checkbox"/>	0.00	0.00	0.00	305.00
20-03-2012	20-03-2012	CCC	AR1-000048	1000	100.00	EA	1,000.00	MAIN	<input type="checkbox"/>	0.00	0.00	0.00	1,000.00

Job Project 1000 With Job Series 1000 (Fore) Find Invoice Tickets

MATERIAL RECEIPTS

Sel	Date Received	Class	Item	Type	Job	Outstanding Quantity	WM	Outstanding Amount	Shipping Location	Closed	Invoiced Quantity	Unit Cost	Total Amount	Memo	Received Quantity
<input type="checkbox"/>	23-10-2018	1000	BRICK1	01	1000	100.00	EA	0.00	MAIN	<input type="checkbox"/>					100.00

Posted Qty

Unposted Invoiced Qty

Find More Other Charges

Pgm: APINTMATERIALINVOICE – Internal Material Invoice Entry; standard Treeview path: Material Sales > Material Invoice > Enter Internal Invoice

Entering an internal invoice will match our internal material receipt with the internal sales invoice.

Company, Batch

Enter the company and select or create a batch number.

Material Sales Invoice

Select the invoices to match to the receipts. The user may use either the **[Insert]** button on the block toolbar or the **[Find Invoice]** button to select invoices.

Material Receipts

Select the receipts. Receipts can be partially received. If quantities are changed and the line is closed, the user will receive a warning. User must note that the System Options' 'MS Internal Invoice Always Paid in Full' checkbox, determines how the material receipts are retrieved.

When the checkbox is unchecked (default functionality), the system would retrieve only those material receipts posted for the specific MS internal invoice. Users may have to open the Find More pop-up window by clicking the **[Find More]** button to associate more material receipts for the same job.

When the checkbox is checked, the internal invoice upon selection, will be closed and the Current Quantity field locked for user updates. The Material Receipts section will pre-populate all the material receipts for the job (irrespective of the sales order) and by default all of the material receipts will be selected and closed. Users will be able to deselect one or more material receipts as required and the system would then update the current quantity in the Selection Criteria section with the total receipts quantity in the Material Receipts section.

Internal Ticket Receipt

Select	Status	Ticket Code	Ticket Date	Item	Quantity	WM	Unit Price	Total Amount	Job	Cost	Cat.	AC Adj. Unit Price	AC Adj. Amount	AC Adj. Job	AC Adj. Cost Code	AC Adj. Category
<input checked="" type="checkbox"/>	O	CCC-INT-1001	01-03-2015	BRICK1	100.000	EA		1,000.00								
<input checked="" type="checkbox"/>	O	CCC-INT-1001	03-11-2015	BRICK1	100.000	EA		1,000.00								
<input checked="" type="checkbox"/>	O	CCC-INT-1001	03-11-2015	BRICK1	100.000	EA		1,000.00								
<input checked="" type="checkbox"/>	O	CCC-INT-1001	18-04-2017	BRICK1	12.000	EA		120.00								

Pgm: APINTMSREC – Internal Ticket Receipt; standard Treeview path: MS > Material Invoice > Internal Ticket Receipt

Invoices with AC adjustments are entered here for a more detailed calculation of adjustments.

Company, Agreement

Enter the company code and purchase agreement code.

Received Date

Enter the received date.

Ticket Date

Enter the ticket date.

Daily Order

Enter the daily order code.

Status

Select the status of the ticket.

[More Tickets] – Button

This button will open a pop-up window to list tickets that do not match the purchase agreement selected.

Batch

This displays the batch number if applicable.

Receipt – Section

This displays the details for the invoices that have been filtered by the Selection Criteria section. The Job, Cost, Category, AC Adjustment Job, AC Adjustment Cost Code, and AC Adjustment Category columns can be edited.

[Override] – Button

This button brings up a pop-up window to override the selected job and AC adjustment job code, cost code, and category code for selected invoices in the Receipt section of the screen.

[Save and Post] – Button

This button saves and posts the internal ticket receipt.

DRAFT

DRAFT

Quarry Production & Equipment Usage

Quarry Production

Quarry production allows the unique capability of associating a job phase to an inventory production item, increasing the item quantity when the phase quantity is posted. As well, master equipment pieces can be associated to the phase automatically creating an equipment revenue charge when the phase quantity is posted.

Setup Considerations for Quarry Production

Quarry production relies heavily on the setup in inventory, job costing, and equipment for transaction entry. The following is a setup checklist:

1. Is an inventory warehouse location entered in the job's Warehouse field located in the Job Costing > Job > Enter Job screen? Is the same warehouse assigned to the inventory item?
2. Does the inventory item belong to the same company as the job?
3. In Job Costing's Assign Cost Codes screen is an inventory job category assigned to the phases? Navigate to Inventory Item Detail > Accounts > Production Credit JC Category field. The value of category entered here must be assigned to the cost codes of the job where the production credit will be posted to.
4. Is the same category assigned to the Production Credit JC Category field in inventory at the class level or on the Accounts tab of the Item Master or Item Detail screen? A change in the JC category will not trickle down from class or item master, check if the correct category is assigned to the Production Credit JC Category field on the Accounts tab in the Item Detail screen.
5. Is the inventory item 'Production' checkbox checked (standard treeview path: Inventory > Setup > Item Master or Item Detail)?
6. Is the 'Production Revenue' checkbox checked on the Transaction Codes tab of Enter Equipment in Equipment Costing, beside the revenue transaction code that will be used for rate setup?
7. If additional rates for equipment utilization will be used, is an additional rate created for the same WM code used by the phase? Only one WM code is allowed.
8. Are daily rates entered for revenue transaction code for the master piece of equipment to be used in quarry production? Only daily rates will be considered.
9. Are all revenue and expense GL, JC, and equipment codes assigned to the rate types associated to the master piece of equipment to be used? Posting will fail if this information cannot be found.

Assign Production Items

PRODUCTION ITEM ASSIGNMENT Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company: CCC
 * Job: 1488395
 Inventory Location:

PHASE DETAIL

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Phase	Name	WM	Prod	Item Class	Item Code	Item Name	WM	Type	Equip. Class	Equip. Code	Equip. Name
02-200	Utility Removal	NA	<input type="checkbox"/>								
03-100	Structural Concrete	NA	<input type="checkbox"/>	1000					A1-TRUC		
03-200	Architectural Concrete	NA	<input type="checkbox"/>								
08-500	Adjustment - Groups	NA	<input type="checkbox"/>								
02-100	Structural Demolition	NA	<input type="checkbox"/>								

Item Class Name: BRICKS Equipment Class Name: A1-Trucks

Pgm: MSPRODITEM – Production Item Assignment; standard treeview path: Material Sales > Production > Assign Production Items

This menu option allows the user to associate production items with phases on a job. Once the job is specified in the top block, the cursor goes down to the main block. All low-level phases will be queried. The user may assign any production item to one or more phases. If an item is assigned to a phase, it means that any cost posted against this phase will flow into inventory affecting the item’s cost. If the ‘Prod’ checkbox is also checked, it means that posted production quantity against this phase will be turned into the item quantity.

Company

Enter the company code.

Job

Enter the quarry/production job.

Inventory Location

The inventory location will default from the Warehouse field in the Job Setup screen of Job Costing.

Phase Detail – Section

Phase, Name

Phase and name will default from the Assign Cost Code screen in Job Costing.

WM

The weight/measure code associated to the phase.

Prod – Checkbox

If the ‘Prod’ checkbox is checked any production quantity entered against the job phase will result in an increase in the quantity of the inventory item.

Item Class

Enter the inventory item class.

Item Code, Item Name

Select or enter an inventory code. Only those inventory items marked as production will appear on the LOV. The inventory item must belong to the same company as the job. The Item Name column will display the name of the item selected from the Item Code column.

WM

The weight/measure code associated to the item code.

Type

Enter the inventory type.

Equip. Class

Enter the equipment class.

Equip. Code, Equip. Name

Enter the equipment code. The equipment must belong to the same company as the job company. Only a master piece of equipment may be selected. A piece of equipment assigned as a slave unit may not be used, however, if a slave unit is assigned to a master unit the slave unit will be considered at the time of posting. The Equip. Name column will display the name of the equipment selected in the Equip. Code column.

Enter And Post Production

PRODUCTION QUANTITY ENTRY

Save Exit ? ? ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

* Job ABC1 ABC1

Inventory Location

* Batch 10486 RAFID 2015-06-10 U Create Batch

* Date 10-Jun-15 Retrieve All Phases Post Batch Create/Review Equipment Charges

PHASE DETAIL

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

* Cost Code	Production Item	Production Qty	* WM	Equipment	Tran Qty
01-100			NA	MJ-EQUIP	
01-101			NA	MJ-EQUIP3	
01-102			NA	6PJIM005	

Cost Code Name: Blue Prints-Changed by RAVI Budgeted: 0.000 NA

Equipment Name: MJ - Equipment Previously Posted: 0.000 NA

Pgm: MSPRODENT – Production Quantity Entry; standard Treeview path: Material Sales > Production > Enter and Post Production

Entering and posting production will occur in the same screen. The posting is for one day only. Here production items will have the quantities increased with the same unit quantity being increased for the job. An equipment revenue charge will automatically be posted as well.

Company

Enter the company code.

Job

Enter the job code.

Inventory Location

The inventory location is defaulted from the selected job.

Batch

Select a batch from the LOV or place the cursor in the Batch field for the **[Create Batch]** button to activate.

Date

The date of production is defaulted from the selected batch.

Retrieve All Phases – Checkbox

If this box is checked, all cost codes will be retrieved for the job.

Cost Code

Phase defaults from the job.

Production Item

The production item will default from the Assign Production Items screen.

Production Quantity

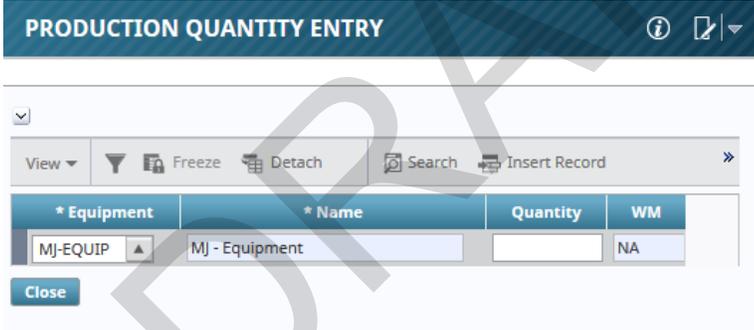
Enter the quantity for the day.

WM

This is the transaction unit of measure. The WM code may be different from the inventory items base unit of measure. WM conversion must exist. If there is an alternate conversion this must have been setup on the inventory item.

Equipment Detail

Item detail code or WM may be changed by pressing the [...] button on the production line. Here the user may change the quantity to be used when creating the additional charges against the phase.



The screenshot shows a software interface titled "PRODUCTION QUANTITY ENTRY". Below the title bar is a toolbar with icons for "View", "Filter", "Freeze", "Detach", "Search", and "Insert Record". A table is displayed with the following columns: "* Equipment", "* Name", "Quantity", and "WM". The table contains one row with the values "MJ-EQUIP", "MJ - Equipment", an empty field, and "NA". A "Close" button is located below the table.

* Equipment	* Name	Quantity	WM
MJ-EQUIP	MJ - Equipment		NA

Pgm: MSPRODENT – Equipment Details Button

Tran Qty

Enter the transaction quantity.

[Create/Review Equipment Charges] – Button

To create equipment charges press the [Create/Review Equipment Charges] button.

In this screen, the user will be able to view the daily rate being associated to the equipment. When the equipment has been assigned to more than one phase the daily rate will be split among the affected phases. The rate can be overwritten in this screen. The rate does not include the additional rates that will be added at posting.

[Post Batch] – Button

Posting will occur directly from this screen.

When posting has occurred, the production item (if not a composite) will increase in quantity and the inventory asset will be debited and the variance credited.

The production item (if a composite) will have the cost of the components credited with the amounts and the composite debited. The composite item quantity will increase.

Now any cost that hits the job and phase that has an inventory item will affect the item cost. The inventory item will be debited with the cost amount while job cost will get credit against the category specified on the item master.

The equipment will create a revenue charge to the various revenue types and a credit will go against the job cost category specified on the item master.

Void Production

VOID UNITS COMPLETE

SELECTION CRITERIA

Company: CCC | CMIC Test Construction Company

Job: 1000 | Project 1000 With Job Series 1000 (Forecast with ADF Only)

Inventory Location: MAIN | Main Warehouse

Batch: 53315 | TERRYV10 2018-10-15

Void Date: 17-10-2018

Buttons: Query Data, Create Batch, Create Equipment Charges

POSTED UNIT TRANSACTIONS

* Cost Code	Post Date	* Batch	Quantity	* WM	Select
01.03A.030000.F	30-04-2015	26935	12.000	NA	<input type="checkbox"/>
01.03A.030000.F	30-04-2015	26935	7.000	NA	<input type="checkbox"/>
01.03A.030000.F	23-12-2015	31634	100.000	NA	<input type="checkbox"/>
01.03A.030000.F	07-12-2016	39253	100.000	NA	<input type="checkbox"/>
02 41 13.13	04-03-2015	25426	500.000	NA	<input type="checkbox"/>
02 41 13.13	10-03-2015	25463	10.000	NA	<input type="checkbox"/>
02 41 13.13	15-10-2018	53316	100.000	NA	<input type="checkbox"/>

Cost Code Name: Area 1.03A.Fndtrns - Concrete

Job Name: Project 1000 With Job Series 1000 (Forecast with ADF Only)

Buttons: Process

Pgm: JCUVOID – Void Units Complete; standard Treeview path: Material Sales > Production > Void Production

The void production will be used only by those who have an association between the job phase and inventory item. Those who do not have an association between the job phase and inventory item will continue to enter negative quantities in the Phase Quantity Completion screen. The void production offers a way to void Job Costing production transactions properly reversing all related GL entries for inventory (composite items create General ledger transactions).

Company

Enter the company code or select from the LOV.

Job

Enter the job code or select from the LOV.

Inventory Location

The inventory location will default from the job.

Batch

Create a batch by clicking the [Create Batch] button or select an existing batch from the LOV. Batch type is “W”.

Void Date

Enter the date of the void.

[Query Data] – Button

After selecting the company, job, batch, and void date, click the **[Query Data]** button to display the transactions that match the criteria in the Posted Unit Transactions section of the screen.

Posted Unit Transactions

Select the phase(s) and quantity(s) to be voided.

[Create Equipment Charges] – Button

Press the create equipment charges to have the daily charges reversed.

NOTE: There will be no edit list or posting preview. As in production posting, the posting reports will print automatically.

[Process] – Button

This button voids the previously posted MS production units batch. The postings are rolled back.

Production Adjustment – Composite Items

COMPONENT QUANTITY ADJUSTMENT

SELECTION CRITERIA

* Company: CCC (CMIC Test Construction Company) From Date: 01-11-2018

Warehouse: MAIN (Main Warehouse) Post Date: 01-11-2018 To Date: 01-11-2018

* Batch Number: 53595 (TERRYV10 2018-11-01 WRI)

Buttons: Create Batch, View Batch, Preview Posting, Print Reports Immediately

COMPOSITE ITEM

Class	Item	Name	Type	Location	Detail
					Detail

COMPONENT DETAIL

Class	Item	Type	Location	Usage Qty	On Hand	WM	Adjusted Usage Qty	Adjusted On hand	Write Off	Reason
No rows yet.										

Name: [] Process

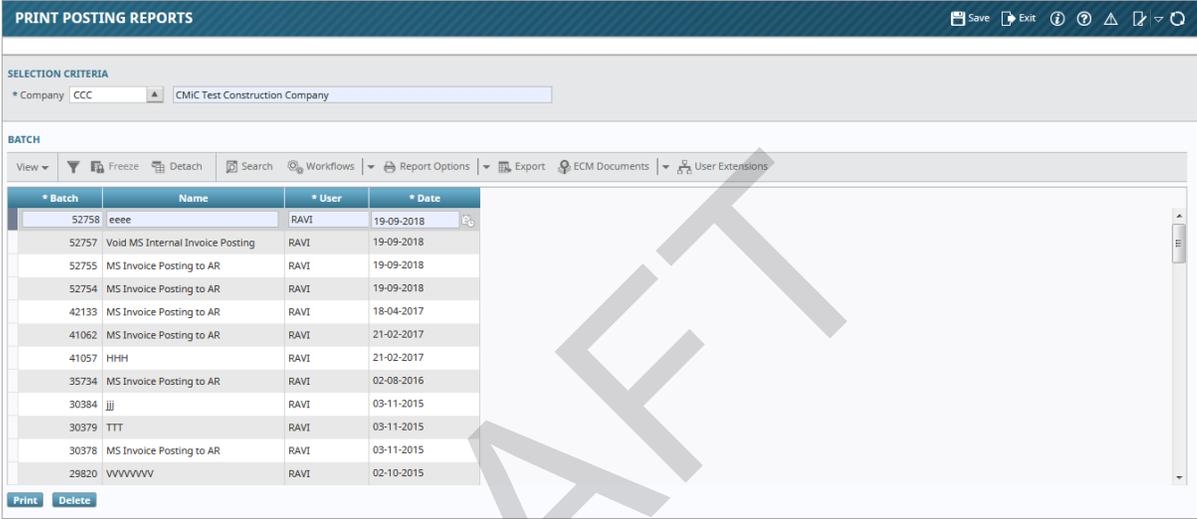
Pgm: CICMPADJ – Component Quantity Adjustment; standard Treeview path: Material Sales > Production > Inventory > Production Adjustment

This screen allows the entry of any inventory adjustments to the components of composite production items, usually after the composite item has been reduced through ticket postings.

The adjusted on hand quantity is the quantity that should remain on hand after the adjustment. The system will create and post a transaction similar to a physical count batch but hitting the cost of sales account (production adjustment batch), if the 'Write-Off' checkbox is unchecked. On records where the adjustment is considered a write off - the system will create and post a write off batch (materials discarded at the end of the day).

Utilities

Print Posting Reports



Pgm: SYSRUN – Print Posting Reports; standard Treeview path: Material Sales > Utilities > Print Posting Reports

Use this utility to manage the printing and deleting of posting reports within the system. Those companies that post large volumes of data and do not want their system tied up during the day with printing processes most often use this utility. Often these companies will defer the printing of posting reports to the evening or the end of the day.

During posting process, users have the option to print their reports immediately or print them at a later time using this utility. If a user leaves the 'Print Reports Immediately' checkbox unchecked during the posting process, they can return to this utility at a later time and select a range of posting reports that can be printed at one time.

Users can also re-print posting reports or delete those reports that are no longer required.

The screen first displays all posting reports for the users default company. Change the company code if required. The screen can be queried to limit the list.

Select the batch to be printed. Press the **[Print]** button to begin the process of printing the selected posting reports.

To delete a report, select the corresponding batch and click the **[Delete]** button.

Void External Billing

VOID INVOICES Exit ⓘ ⏏ ⏏ ⏏ ⏏

SELECTION CRITERIA

* Company

* Batch

* Void Date Preview Posting Print Reports Immediately

INVOICE LIST

View

Select	Customer	Customer Name	Invoice Number	Invoice Amount	Total Amount	Retainage Amount	Currency	Status	Invoice Date	Due Date	Post Date	Batch Num
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	AR1-00154	1,500.00	1,650.00	150.00	US	O	01-12-2016	15-01-2017	01-12-2016	38:
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	AR1-00150	1,500.00	1,650.00	150.00	US	O	01-12-2016	15-01-2017	01-12-2016	38:
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	AR1-00147	1,500.00	1,650.00	150.00	US	O	01-12-2016	15-01-2017	01-12-2016	38:
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	AR1-00141	1,200.00	1,320.00	120.00	US	O	01-12-2016	15-01-2017	01-12-2016	38:
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	AR1-00137	1,200.00	1,320.00	120.00	US	O	01-12-2016	15-01-2017	01-12-2016	38:
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	AR1-00133	0.00	0.00	-120.00	US	O	30-11-2016	31-12-2016	30-11-2016	38:
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	AR1-00130	1,200.00	1,320.00	120.00	US	O	30-11-2016	31-12-2016	30-11-2016	38:
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	AR1-00120	12,500.00	12,500.00		US	O	11-04-2016	11-05-2016	11-04-2016	33:
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	AR1-00118	12,345.67	12,345.67		US	O	11-04-2016	11-05-2016	11-04-2016	33:
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	JB1-00004	200.00	200.00		US	P	08-04-2015	13-05-2016	27-04-2015	26:

PGM: ARINNVOD – Void Invoices; standard Treeview path: Material Sales > Utilities > Void External Billing

Once an invoice has been posted it cannot be deleted from the system, it must be voided instead. The Void External Invoice screen will reverse all of the transactions associated with the posting of the invoice from the Accounts Receivable and General Ledger module and any other sub-ledgers involved. An invoice is considered available for voiding if it has not been paid or does not have any memos or adjustments associated with it. If there have been payments received then the payments must be voided first.

A voided invoice is not removed from the system, therefore the system will not allow the invoice number to be used again.

Company, Batch

Verify the company code, then use the **[Create Batch]** button to make a new void invoice batch.

Void Date

This is the date for the fiscal period the debits and credits from this batch will be posted to. All invoices selected for voiding in this batch will be posted using this date. As with the standard AR posting screen, the system will default the current system date if it falls within the current AR period, otherwise it will default the last day of the current AR month.

Invoice List – Section

The system will automatically display all invoices available for voiding. Mark the required invoices by checking the ‘Select’ checkbox next to the invoice number.

When complete use the **[Void]** button to start the process.

Unlike other forms, the voiding of an invoice does an immediate posting. Most of the other functions on the system require the use of the **[Post Batch]** button.

NOTE: Only invoices associated to the Material Sales module will be available for voiding.

Void External Trucker Invoice

VOID INVOICES
Exit ⓘ ⚙️ 🔍 ↻

SELECTION CRITERIA

* Company CMIC Test Construction Company

* Batch Create Batch

* Void Date

Vendor

Job

Print Reports Immediately

Query

SELECT INVOICES

View ▾ | Freeze | Detach | Search | Workflows | Report Options | Export | Attachments | Notes | ECM Documents | User Extensions

Select	Vendor	Vendor Name	Invoice Number	Invoice Amount	Total Amount	Retainage Amount	Currency	Status	Invoice Date	Due Date	Post Date	Batch Number
<input type="checkbox"/>	1000-230	TRHI	INVOICEID	-1,000.00	-1,000.00		US	O	24-03-2015	23-04-2015	24-03-2015	25
<input type="checkbox"/>	A1DOORS	A1DOORS' - 'Company RRR'	1009	-110.00	-110.00		US	O	06-03-2015	10-04-2015	06-03-2015	25
<input type="checkbox"/>	A1DOORS	A1DOORS' - 'Company RRR'	TP0000945	-1,528.00	-1,528.00		US	O	10-03-2015	09-04-2015	10-03-2015	25
<input type="checkbox"/>	A1DOORS	A1DOORS' - 'Company RRR'	INVOICEID	1,000.00	1,000.00		US	P	24-03-2015	23-04-2015	24-03-2015	25
<input type="checkbox"/>	A1DOORS	A1DOORS' - 'Company RRR'	TP00001058	-22,866.00	-22,866.00		US	O	31-12-2016	30-01-2017	02-08-2016	28
<input type="checkbox"/>	A1FLOOR	A1 FLOOR MAKER BP Name	758	-819.50	-819.50		US	O	10-03-2015	09-04-2015	10-03-2015	25
<input type="checkbox"/>	A1GARDEN	A1GARDEN Subcontractor Vendor	52255545	-1,320.00	-1,320.00		US	O	04-03-2015	10-04-2015	04-03-2015	25
<input type="checkbox"/>	A1MECH	A1 Mechanical Services	TP00001255	100.00	100.00		US	O	03-11-2015	03-12-2015	03-11-2015	30
<input type="checkbox"/>	A1MECH	A1 Mechanical Services	TP00001355	42.00	42.00		US	O	02-08-2016	01-09-2016	02-08-2016	28
<input type="checkbox"/>	A1MECH	A1 Mechanical Services	TP00001656	100.00	100.00		US	O	21-02-2017	23-03-2017	21-02-2017	41

Clear
Void
Edit List

PGM: APVOUVOD – Void Invoices; standard Treeview path: Material Sales > Utilities > Void External Trucker Voucher

Once an external trucker invoice has been posted, it must be voided in order for it to be removed from the system. The screen will delete previously posted invoices from the Accounts Payable, General Ledger, and where applicable, the Job Costing and Equipment Costing modules.

Unlike most other screens, the edit listing printing and posting of the voided voucher is done within the screen instead of exiting and using the standard posting screen.

The system will automatically default the company specified in the Set User Defaults screen. If the company code needs to be altered, move to that field and select the company required. Once the company is correct, create a batch.

Company, Batch

Verify the company code, then use the **[Create Batch]** button to make a new void invoice batch.

Void Date

Enter the posting date. This date is the date the reversal will affect the GL and other sub-ledgers. The system will default the last day of the current account payable year and period.

Vendor

Enter a vendor code.

Job

Enter a job code.

Select Invoices – Section

Use the checkbox at the beginning of the invoice record to mark the invoices to void. The system will automatically place start the detail section in query mode, enter the required criteria, and execute the query.

Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed at a later time using the posting utility.

[Query] – Button

After selecting the company, batch, and void date, click on the [Query] button to display the invoices that match the selection criteria.

[Edit List] – Button

Print an edit listing prior to posting the void.

[Clear] – Button

This function will remove the 'Select' checkbox from all invoices marked in this batch.

[Void] – Button

This function will start the posting process, reversing the original transactions to the General Ledger and Job Costing and/or Equipment sub-ledgers if required, plus marking the invoices as voided.

NOTE: Only those vouchers associated with the Material Sales module will be seen in this screen.

Void Internal Billing

Select	Invoice Number	Company	Job Code	Amount	Invoice Date	Due Date	Batch Number
<input type="checkbox"/>	AR1-000028	CCC	CCCMAIN1	500.00	13-10-2011	13-11-2011	4327
<input type="checkbox"/>	AR1-000048	CCC	1000	1,000.00	20-03-2012	20-04-2012	5843
<input type="checkbox"/>	AR1-000059	CCC	CCCMAIN1	1,637.00	17-03-2014	17-04-2014	17455
<input type="checkbox"/>	AR1-0000167	CCC	CCC-SILVER	0.00	01-03-2015	01-04-2015	25715
<input type="checkbox"/>	AR1-0000168	CCC	CCC-WATER	-800.00	01-03-2015	01-04-2015	25715
<input type="checkbox"/>	AR1-0000169	CCC	CCC-6000	0.00	01-03-2015	01-04-2015	25721
<input type="checkbox"/>	AR1-00103	CCC	12345	90.00	30-04-2015	31-05-2015	26907
<input type="checkbox"/>	AR1-00110	CCC	12345	1,000.00	02-10-2015	02-11-2015	29803
<input type="checkbox"/>	AR1-00112	CCC	12345	1,500.00	03-10-2015	03-11-2015	29807
<input type="checkbox"/>	AR1-00115	CCC	CCC-KING	1,000.00	03-11-2015	03-12-2015	30378
<input type="checkbox"/>	AR1-00127	CCC	CCC-1000	70.00	02-08-2016	02-09-2016	35734
<input type="checkbox"/>	AR1-00171	CCC	12345	1,000.00	21-02-2017	21-03-2017	41062
<input type="checkbox"/>	AR1-00198	CCC	CCC-KING	120.00	18-04-2017	18-05-2017	42133
<input type="checkbox"/>	AR1-00240	CCC	CCC-1000	40,000.00	19-09-2018	19-10-2018	52754
<input type="checkbox"/>	AR1-00241	CCC	1000	100.00	19-09-2018	19-10-2018	52754
<input type="checkbox"/>	AR1-00244	CCC	1000	1,000.00	19-09-2018	19-10-2018	52754
<input type="checkbox"/>	AR1-00245	CCC	1000	3,500.00	19-09-2018	19-10-2018	52754
<input type="checkbox"/>	AR1-00246	CCC	CCC-1000	1,000.00	19-09-2018	19-10-2018	52754

PGM: MS_INTERNAL_INVVOD – Void Invoice; standard Treeview path: Material Sales > Utilities > Void Internal Billing

Once an internal Material Sales invoice has been posted it cannot be deleted from the system, it must be voided instead. The Void Internal Billing screen will reverse all of the transactions associated with the posting of the invoice from the Accounts Receivable and General Ledger modules and any other sub-ledgers involved. An

invoice is considered available for voiding if it has not been paid or does not have any memos or adjustments associated with it. If there have been payments received then the payments must be voided first.

A voided invoice is not removed from the system, therefore the system will not allow the invoice number to be used again.

Company, Batch

Verify the company code, then use the **[Create Batch]** button to make a new void invoice batch.

Posting Date

This is the date for the fiscal period that the debits and credits from this batch will be posted to. All invoices selected for voiding in this batch will be posted using this date. As with the standard AR posting screen the system will default the current system date if it falls within the current AR period, otherwise it will default the last day of the current AR month.

[Query Data] – Button

Press the **[Query Data]** button to display the list of invoices that match the selection criteria.

Invoice Detail – Section

The system will automatically display all invoices available for voiding. Mark the required invoices by checking the 'Select' checkbox next to the invoice number.

When complete, use the **[Post Batch]** button to start the process.

Unlike other screens, the voiding of an invoice does an immediate posting. Most of the other functions on the system require the use of the **[Post Batch]** button.

NOTE: Only invoices associated to the Material Sales module will be available for voiding.

Void Internal Trucker Voucher

Select	* Trucker	Name	* Invoice Number	Invoice Date	Due Date	* Invoice Amount	Batch Number
<input type="checkbox"/>	1001		IPO0002156	19-10-2018	19-10-2018	91.00	53375

PGM: MS_INTERNAL_VOUVOD – Void Internal Trucker Voucher; standard Treeview path: Material Sales > Utilities > Void Internal Trucker Voucher

Once an internal material sales trucker invoice has been posted it cannot be deleted from the system, it must be voided instead. The void internal trucker invoice will create an unposted negative payroll timesheet in the associated payroll pay run and pay period.

Company, Batch

Verify the company code, then use the **[Create Batch]** button to make a new void internal trucker invoice batch.

Posting Date

This is the date for the fiscal period the debits and credits from this batch will be posted to. All invoices selected for voiding in this batch will be posted using this date.

Preview Posting – Checkbox

Check this box to preview the batch before posting it.

Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed at a later time using the Print Posting Reports screen.

Voucher Detail – Section

The system will automatically display all internal trucker invoices available for voiding. Mark the required invoices by checking the 'Select' checkbox next to the invoice number.

[Post Batch] – Button

Press the **[Post Batch]** button to void the internal trucker invoice(s) and create the unposted negative payroll timesheet.

Delete Unposted Batches

The screenshot shows a software window titled "UNPOSTED BATCH DELETION". At the top right, there are icons for Save, Exit, Help, and other standard window controls. Below the title bar, there is a section labeled "SELECTION CRITERIA". This section contains three rows of input fields: the first row is for "Company" with a dropdown menu showing "CCC" and a text field containing "CMIC Test Construction Company"; the second row is for "From Batch" with a dropdown menu showing "38202" and a text field containing "DA 2016-10-28 N"; the third row is for "To Batch" with a dropdown menu showing "50597" and a text field containing "080518". Below these fields is a large empty rectangular area, and at the bottom left of this area is a "Delete" button.

Pgm: DELBATMS – Unposted Batch Deletion; standard Treeview path: Material Sales > Utilities > Delete Unposted Batches

This is a utility to delete unposted batches from the system. Users may have created batches that are never used or created batches which have transactional data, but do not want to post them. This utility will safely remove the batch contents and the batch itself from the application and the batch LOV will no longer show these batches.

Company

Enter the company that the unposted batches are associated to.

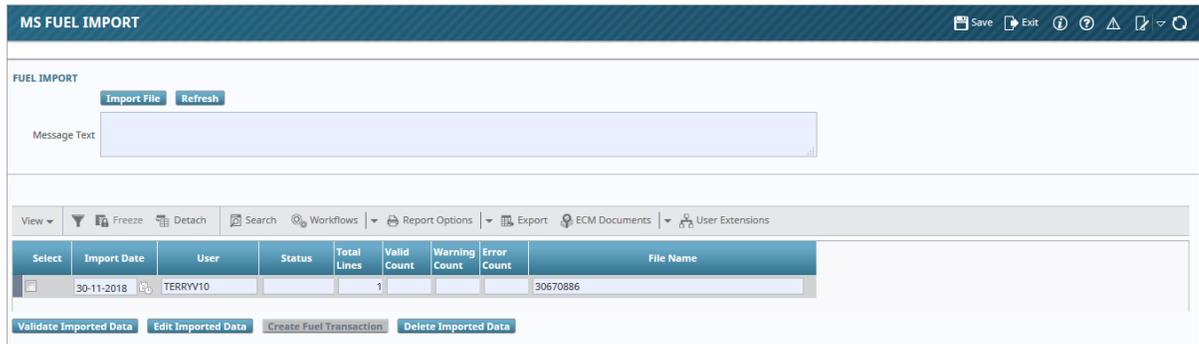
From Batch, To Batch

Enter the range of batches that are to be deleted.

[Delete] – Button

This button will start the process of deleting the specified batches from the system.

Fuel Import



Pgm: *MS_FUEL_IMPORT* – MS Fuel Import; standard Treeview path: *Material Sales > Utilities > Fuel Import*

The Fuel Import screen has a display log showing the imported records and their status as either valid or not. When there is no imported file, the log would be blank and only the **[Import File]** and **[Refresh]** buttons are enabled.

[Import File] – Button

Opens a file import pop-up window with which users may browse the file system for ASCII files and import them into the CMiC system.

[Refresh] – Button

This button refreshes the Fuel Import screen.

[Validate Imported Data] – Button

This button will be enabled when there is a file successfully imported into the CMiC system. Selecting one or more records using the checkbox and then pressing this button would validate for important fields and displays the status as “Valid” or “Error” accordingly.

[Edit Imported Data] – Button

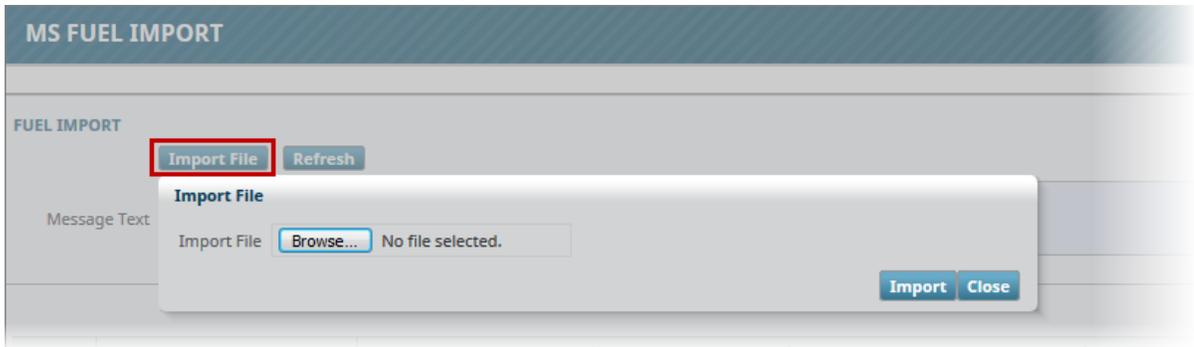
This button will be enabled when there is a file successfully imported into the CMiC system. Again by selecting one or more records using the checkbox and then pressing this button opens the Import Details screen and allows users to make necessary modifications for successful validation.

[Create Fuel Transactions] – Button

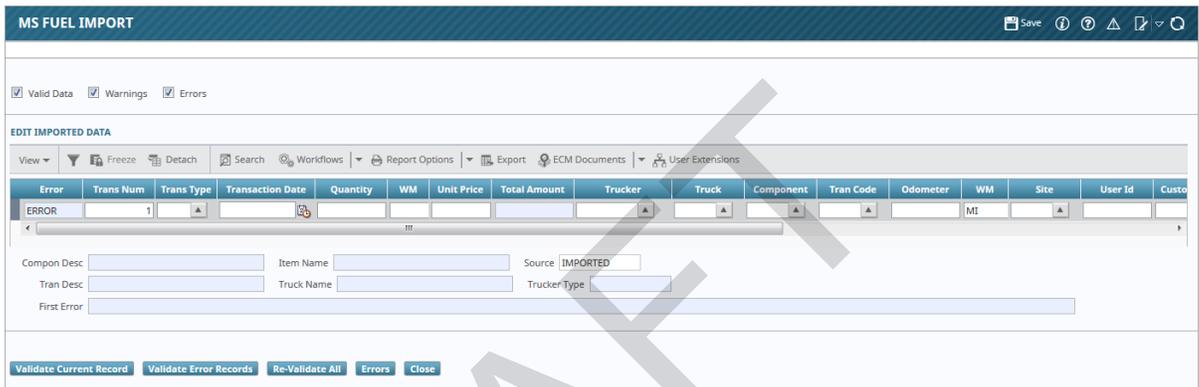
This button will be enabled whenever a valid record is selected by checking the box. Pressing this button would create transaction batches.

[Delete Imported Data] – Button

Users may select one or more batches and delete the imported records if necessary. This is handy when the imported data is vastly inaccurate and a new import is required.



Pressing the **[Import File]** button opens the pop-up window for file selection.



The imported records with fields highlighted are invalidated by the system and users may read the error messages from the display field at the bottom and correct the same. Users have to edit the unit price and that would populate the total amount and validate the field. Similarly, the trucker field must be populated with valid trucker code from the LOV. The MS module has three types of truckers. They are, sub-haulers, employees, and brokers. If entering a sub-hauler or employee as the field value and pressing the validate button would validate this field but invalidate the next field, Truck. This is because for those two types of truckers, there must be valid truck code assigned from the CMiC system. Whereas if the trucker code is “Broker” then the Truck field can have any value because it is an external truck code, just for reference and not validated against the internal truck codes. Once validated for all the highlighted fields, the records display a status as “Valid”.

Users now may close this edit screen and go back to the Fuel Import screen, select valid records and then create transactions by clicking the **[Create Fuel Transaction]** button.

There are multiple batches created for each of the truckers, if creating back charges transaction for external truckers. If creating a Quick Inventory Issue to Equipment batch in PRM for sub-haulers and employees, then batches are created uniquely for each inventory location (site ID) found in the imported data.

Ticket AR and AP Adjustment

Pgm: *MS_TICKET_ADJ* – Ticket AR and AP Adjustment; standard Treeview path: *Material Sales > Utilities > Ticket AR and AP Adjustment*

This screen is used to allow the adjustment of Accounts Receivable only, Accounts Payable only, or Accounts Receivable and Accounts Payable transactions against posted Accounts Receivable invoices or posted/un-posted trucker pay (TP) invoices.

This adjustment screen is only for adjusting the Accounts Receivable revenues and external Accounts Payable expense on a ticket - it does not affect costs, and therefore should not be used if the quantity has to be altered. Quantity adjustments must be done via the current voiding process.

NOTE: Any ticket that has corresponding receipt record generated in the Accounts Payable module will not be allowed to use this program for adjustment.

The user is required to enter a ticket company and a billing invoice number or trucker pay invoice number to start the adjustment process.

The default adjustment option will be set to AR only.

- MS Billing Invoice (required when AR only or both AR and AP adjustment type is selected)
- Trucker Pay Invoice (required when AP only adjustment type is selected)

Once the header information has been entered and the cursor moves down to the Tickets section, a list of ticket information will be displayed and ready for modification. Please note that some fields could be disabled or enabled based on the adjustment type chosen by the user. For example, when AR only adjustment type is selected, all the fields that are related to trucker pay will be disabled.

The following fields are not allowed for update in any case:

- Ticket Number
- Item Company Code
- Ticket Date
- Item Code
- Item Type

- Item Location Code (apply to inventory item only)
- Item Quantity
- Trucker Code

Please note that sales order code will be limited to those that have the same customer or job within the same ticket company.

Whenever a ticket has been modified by the user, the 'Select' checkbox will need to be checked in order to select the lines that are to be posted. If for any reason the ticket should be excluded from the adjustment, the user must uncheck the 'Select' checkbox.

The standard calculations used in the Enter/Edit Ticket screen are used by this screen where applicable, such as AC price adjustment, taxes, delivery charge or pay, etc. will be updated based on the adjustment type that is selected on the header. For example, if the user has updated the zone code on a ticket for an AR only adjustment, the trucker pay amount and surcharge amount will not be updated if the ticket is posted on a trucker pay voucher. However, if the ticket is not yet posted for trucker pay, then the trucker pay amount and trucker pay surcharge amount will be recalculated and updated according to the new zone code.

Posting of adjustment will trigger the following to happen:

- Accounts Receivable memo will be auto generated and posted if ticket billing amount has been changed.
- Accounts Receivable adjustment will be auto generated and posted if the adjustment is only done to move the revenues between department and accounts.
- Accounts Payable memo will be auto generated and posted if trucker pay amount has been changed.
- The original billing invoice number and trucker pay number will be kept attached to the adjusted ticket.

Whenever the Tax Exempt checkbox is changed on the sales order, any ticket adjustment will reflect the changed tax codes (e.g. from T1 to T1* if the Tax Exempt box is checked) in the Ticket AR and AP Adjustment screen. The update of the tax codes is triggered by the user retyping the sales order number in this adjustment screen. In the case of an unposted ticket, the update is triggered by retyping one of the enterable fields such as Sales Order, Job Location, and Item Location.

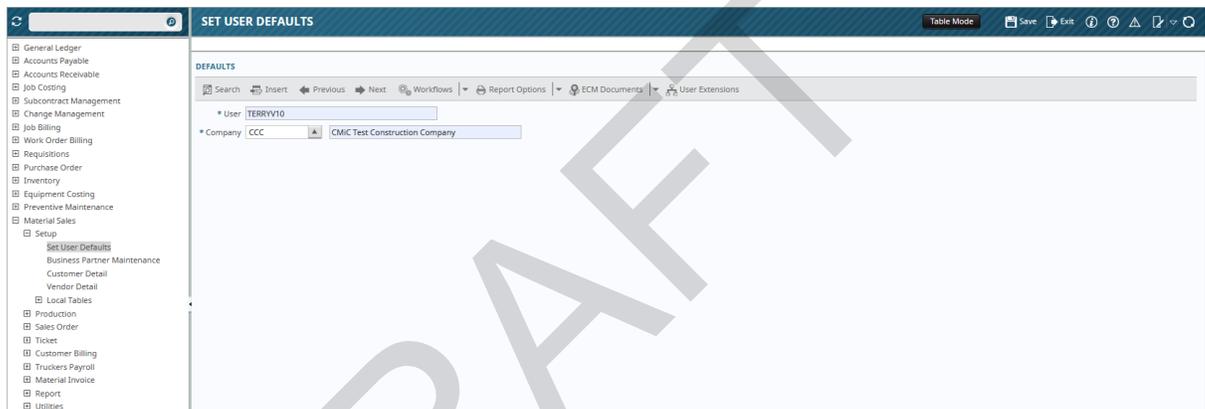
The tax codes will be updated from the Zone Maintenance setup if the checkbox is set at non-exempt, but then they can be manually overridden.

Setup

Overview - Configuration

The Material Sales module requires setup considerations before proceeding with the processing modules. The following shows the setup needed to effectively use the Material Sales module.

Default Company



Pgm: MSSETFM – Set User Defaults; standard Treeview path: Material Sales > Setup > Set User Defaults

Use this screen to specify the default company.

Company

Enter the company code that will default for this user in all Material Sales screens.

Business Partners

BUSINESS PARTNER MAINTENANCE

Business Partner Code: A1BRICKS | A1 Bricks Manufacturing Company | Save

Business Partner | OM | Classification | Market Sector | CSI | Address | Classifiers | Territory | Bank | Company | Company Type

Also Known As: A1BRICKS

Legal Name: A1 - Bricks' Manufacturing & Company

Abbreviation: A1BRICKS | Short Name: A1 Bricks Manuf | Valid

Ctrl Business Partner: [Dropdown]

Street: 123, Bricker Street | Customer

Suite: 500, Floor V | Vendor

City: Chicago | SSN

State/Province: IL | Illinois

Country: US | ZIP/Postal Code: 62541 | Available For Dispatch

Attention: Mr. Rectangle Bricker | Funding Source

Phone: | Fax: |

Email: ravibpemail@cmic.ca

Web Site: www.cmic.ca

Legal Entity Type: CORP | Corporations

Registration Code: 956326154 | VAT Registration #: 45869856

Class: CONC | Concrete

1099: X | Exempt

Start Date: 01-01-2011 | One Time Business Partner | Active | Prequalification Required

Contacts | Vendor | Customer | Update Address | Update 1099 Code

Pgm: BPBPFM – Business Partner Maintenance; standard Treeview path: MS > Setup > Business Partner Maintenance

The use of external customers, third party brokers and sub-haulers will require the use of vendors, vendor trucker classes, and customer detail. A vendor or customer must first be a business partner within the CMiC software system.

Customer Detail

Pgm: BPCUSTFM – Maintain Customers; standard Treeview path: Material Sales > Setup > Customer Detail

External customers will be assigned to the customer detail. Material Sales will use the business partner customer detail to generate external customer invoicing and price look-up.

Customer – Tab

Enter the customer’s address and details. To add contacts to the customer, click on the [**Contacts**] button, which will open the Contact Management pop-up window.

Surcharge Exemption List – Tab

Insert surcharge codes if they need to be exempted.

Business Partner Address – Tab

Enter the business partner’s address and details.

JB Invoice Values – Tab

Enter the default Job Billing invoice values.

Shipping Address – Tab

Enter the customer’s shipping address.

Accounting – Tab

Enter the customer’s accounting information. If tax exemptions need to be entered, click on the [**Tax Exemptions**] button to open the Tax Exemptions pop-up window.

Vendor Detail

The screenshot displays the 'MAINTAIN VENDORS' application interface. At the top, there is a 'SELECTION CRITERIA' section with a dropdown menu for 'Company' set to 'CCC' and a text field containing 'CMIC Test Construction Company'. Below this is the 'DETAILS' section, which is divided into tabs: 'Vendors', 'Purchases', 'Order Address', 'Accounting', and 'Business Partner Address'. The 'Vendors' tab is active. The main form area contains the following fields and options:

- * Business Partner: A1BRICKS (dropdown), A1 Bricks Manufacturing Company (text)
- Payment Address1: 123, Bricker Street (text)
- Address2: 500, Floor V (text)
- Address3: Chicago (text)
- State/Province: IL (dropdown), Illinois (text)
- Country: US (dropdown), Zip/Postal Code: 62541 (text)
- Attention: Mr. Rectangle Bricker (text)
- Phone: 872-806-9963 (text), Fax: (text)
- E-mail: ravibpemail@cmic.ca (text)
- Web Site: www.cmic.ca (text)
- Buyer: (dropdown), * Status: (dropdown), Terms: (dropdown)
- Class: TRKR (dropdown), Trucker (text)
- Terms: NET30 (dropdown), Net 30 Days Ret10% Disc 2% (text)
- 1099: 5 (dropdown), 1099 Other Dividends (text)
- Preference: A (dropdown), Preferred (text)
- Alt. Add.: PM800 (dropdown), Phillip's Address Code 00 (text)

At the bottom of the form, there are several checkboxes: Active, Report T5018, One Time Vendor, Use Pre-lien Compliance, and Special Terms and Conditions. There are also two buttons: 'Contacts' and 'Item List'.

Pgm: BPVENFM – Maintain Vendors; standard Treeview path: Material Sales > Setup > Vendor Detail

Third party brokers and sub-haulers must be setup as a business partner and vendor with an associated vendor class. The vendor class will be used to identify them as a sub-hauler in the Material Sales module. External/third party truckers will be setup as vendors and assigned a vendor class. The Material Sales control setup will allow for an unlimited number of vendor classes that are classed as external/third party truckers or sub-haulers. All LOV and validation of trucker numbers will include vendors with the class associated with sub-haulers or 3rd party truckers as well as internal truckers.

Control File

The control file has various parameters for Material Sales. These options will distinguish configurations for the production, sales, and delivery of materials. Enter the company code that the parameters are being setup for.

Quotes Tab

MATERIALS MANAGEMENT - CONTROL FILE Table Mode Save Exit ? ? ? ? ?

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

OPTIONS

Default Expiry Days 30

* Pay Rate Field Hide Optional Required

* Expiry Date Field Hide Optional Required

* Item Expiry Date Field Hide Optional Required

* Job PO # Field Hide Optional Required

Validate Against AP Purchase Agreement Exclude WM

* Default Report Format MS_STD_QT Standard MS Quotation Report Code

Text Type CCC-PY Payroll Reason Codes

Quotation Mask Q-ccccyyymm*** Q-CCC201810345

* Quotation Mask Can Be Overridden

* Auto Generate AP Purchase Agreement When Create Sales Order

Pgm: MSCTRLFM – Control – Quotes tab; standard Treeview path: Material Sales > Setup > Local Tables > Control – Quotes tab

The Quotes tab allows for default requirements in quotation entry.

Default Expiry Days

Enter the default expiry days that will be used for all quotations.

Pay Rate Field

Specify if the Pay Rate field will be hidden, optional, or required at the time of entry of quotations. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Expiry Date Field

Specify if the Expiry Date field will be hidden, optional, or required at the time of entry of quotations. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Item Expiry Date Field

Specify if the Item Expiry Date field will be hidden, optional, or required at the time of entry of quotations. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Job PO # Field

Specify if the Job PO # field will be hidden, optional, or required at the time of entry of quotations. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Validate Against AP Purchase Agreement – Checkbox

If this is checked, the system will validate the quotation against the purchase agreement.

[Exclude WM] – Button

This button is only enabled if the 'Validate Against AP Purchase Agreement' checkbox is checked. Clicking this button will open the Excluded WM Code pop-up window. The user may insert WM codes that are to be excluded.

Default Report Format

Enter the default report format that will be used in the printing of all quotations for the company.

Text Type

Enter the default text type for quotation and sales order text codes.

Quotation Mask

Enter the format for the quotation code mask: c – Company, y – Year, m – Month, d – Day, * – Numeric Code.

Quotation Mask Can Be Overridden – Checkbox

If this is checked, the quotation mask can be overridden.

Auto Generate AP Purchase Agreement When Create Sales Order – Checkbox

If this is checked, the system will auto-generate an AP purchase agreement when the sales order is created from an internal quotation.

Sales Orders Tab

The screenshot displays the 'Sales Orders' configuration tab. At the top, there are navigation tabs: Quotes, Sales Orders (selected), Tickets, Invoices, Truckers Payroll, Vendor Trucker Classes, Employee Trucker Trades, and Import. Below the tabs, the configuration area includes:

- Default Expiry Days: 365
- * Pay Rate Field: Hide, Optional, Required
- * Expiry Date Field: Hide, Optional, Required
- * Item Expiry Date Field: Hide, Optional, Required
- * Job PO # Field: Hide, Optional, Required
- * Discount Field: Hide, Optional, Required
- * Tax Fields: Hide, Show1, Show2, Show3
- Validate Against AP Purchase Agreement
- Excluded WM
- * Default Report Format: MS_STD_SO (dropdown), Standard MS Sales Order Report Code (dropdown)
- Sales Order Mask: cccyyymm***** (text), CCC20181012345 (text)
- * Sales Order Mask Can Be Overridden
- * Auto Update Unbilled Ticket Material Price By Sales Order Detail

Pgm: MSCTRLFM – Control – Sales Orders tab; standard Treeview path: Material Sales > Setup > Local Tables > Control – Sales Orders tab

The Sales Order tab allows for default requirements in sales order entry.

Default Expiry Days

Enter the default expiry days that will be used for all sales orders.

Pay Rate Field

Specify if the Pay Rate field will be hidden, optional, or required at the time of entry of sales orders. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Expiry Date Field

Specify if the Expiry Date field will be hidden, optional, or required at the time of entry of sales orders. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Item Expiry Date Field

Specify if the Item Expiry Date field will be hidden, optional, or required at the time of entry of sales orders. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Job PO # Field

Specify if the Job PO # field will be hidden, optional, or required at the time of entry of sales orders. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Discount Field

Specify if the Discount field will be hidden, optional, or required at the time of entry of sales orders. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Tax Fields

Specify if the Tax fields will be hidden, optional, or required at the time of entry of sales orders. If the field is required, it must be entered before the sales order can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Validate Against AP Purchase Agreement – Checkbox

If this is checked, the system will validate the quotation against the purchase agreement.

[Exclude WM] – Button

This button is only enabled if the 'Validate Against AP Purchase Agreement' checkbox is checked. Clicking this button will open the Excluded WM Code pop-up window. The user may insert WM codes that are to be excluded.

Default Report Format

Enter the default report format that will be used in the printing of all sales orders for the company.

Sales Order Mask

Enter the format for the sales order code mask: c – Company, y – Year, m – Month, d – Day, * – Numeric Code.

Sales Order Mask Can Be Overridden – Checkbox

If checked, the sales order mask can be overridden.

Auto Update Unbilled Ticket Material Price By Sales Order Detail – Checkbox

If checked, the material price is auto updated for existing tickets after sales order detail price has been created or updated.

Tickets Tab

Quotes Sales Orders **Tickets** Invoices Truckers Payroll Vendor Trucker Classes Employee Trucker Trades Import

TICKET NUMBER UNIQUE BY:

* Company * Item Location * Year * Trucker

* Job Location Field Hide Optional Required

* Origin Field Hide Optional Required

* Destination Field Hide Optional Required

* Truck Hours Field Hide Optional Required

* Trucker Hours Field Hide Optional Required

* When Ticket Date Is Past Expiry Date Error - Stop Warn - Continue Ignore

* Apply Ticket Material Tax On Zone Maintenance

* Show Warning Message If Trucker Code Is Not Specified.

Pgm: MSCTRLFM – Control – Tickets tab; standard Treeview path: Material Sales > Setup > Local Tables > Control – Tickets tab

The Tickets tab allows default information to limit user entry at the time of ticket entry.

Ticket Number Unique By

Specify if the ticket number must be unique by company, item location, year, or trucker. For example, if the ticket number is unique by company, then the same ticket number cannot be entered twice for one company.

Job Location Field

Specify if the Job Location field must be hidden, optional, or required at the time of ticket entry. If the field is required, it must be entered before the ticket can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Origin Field

Specify if the Origin field must be hidden, optional, or required at the time of ticket entry. If the field is required, it will be displayed in the header of the Enter Ticket screen and must be entered before the ticket can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Destination Field

Specify if the Destination field must be hidden, optional, or required at the time of ticket entry. If the field is required, it will be displayed in the header of the Enter Ticket screen and must be entered before the ticket can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Truck Hours Field

Specify if the Truck Hours field must be hidden, optional, or required at the time of ticket entry. If the field is required, it will be displayed in the Tickets section of the Enter Ticket screen and must be entered before the ticket can be saved. If it is optional, the field will be displayed but can be null. If it is hidden, the field will not appear on the screen.

Trucker Hours Field

Specify if the Trucker Hours field must be hidden, optional, or required at the time of ticket entry. If the fields are required, the Regular Hours, Overtime (OT Hours) and Double Overtime (DOT Hours) fields will be displayed in the Tickets section of the Enter Ticket screen and must be entered before the ticket can be saved. If it is optional, the fields will be displayed but can be null. If it is hidden, the fields will not appear on the screen.

When Ticket Date Is Past Expiry Date

Select the radio button to indicate if an error or warning or nothing should be generated when the ticket date is past the sales order or item expiry date.

Apply Ticket Material Tax On Zone Maintenance

The default value for this checkbox is unchecked, meaning any material tax to be applied is taken from the item detail.

When checked, the material tax that is to be applied is taken from the Zone Maintenance screen, based on the To Zone field selected for the quote, sales order, or ticket.

Show Warning Message If Trucker Code Is Not Specified

The default value is checked. When unchecked, during ticket entry, if the Truckers column is left blank, there will not be any warning message.

Invoices Tab

Quotes Sales Orders Tickets **Invoices** Truckers Payroll Vendor Trucker Classes Employee Trucker Trades Import

GENERATION OPTION

* Single Ticket Date Per Invoice * Single Inventory Location Per Invoice * Single Daily Order Per Invoice
 * Single Sales Order Per Invoice * Single Origin/Destination Per Invoice
 * Single Item Code Per Invoice * Bill Groupable Non-Stock Items Together

PRINTING OPTION

Change Label From "Ticket No." to "Freight Bill" * Print Item Code On Billing Invoice
 Display Truck Column On Billing Invoice * Print Item Name On Billing Invoice
 Print Logo From Invoice Series Code On Invoice

* Default Invoice Series AR1 AR1***** Sample Invoice Number AR1429210
Multi Location Invoice Series JB1 JB1***** Sample Invoice Number JB1000001
* Default Report Format MS_STD_IN Standard MS Invoice Report Code
Default Internal Tax 1
Remit Address Code
Address Detail
External Delivery Rev Account 6000.100 Non Job Salary Expense
External Surcharge Rev Account 5000.103 AP/AR Freight Expense
Internal Delivery Rev Account 6400.100 Expenses Advance (DR)
Internal Surcharge Rev Account 5300.100 Parts Expense

Pgm: MSCTRLFM – Control – Invoices tab; standard Treeview path: Material Sales > Setup > Local Tables > Control – Invoices tab

Check or uncheck one or all of the checkboxes that will affect the processing of the company invoice. The checkboxes default as unchecked and are as follows:

- **Single Ticket Date Per Invoice** – When checked, during billing generation, the program will create an invoice by grouping the tickets by ticket date. If unchecked, tickets will be grouped under an invoice regardless of date of entry.
- **Single Sales Order Per Invoice** – When checked, during billing generation, the program will create invoices by grouping the tickets by their sales order number. This ensures an invoice will have reference to only one sales order. If unchecked, all tickets from many sales orders for the same customer will be grouped under an invoice.
- **Single Item Code Per Invoice** – When checked, during billing generation, the program will create an invoice by grouping the tickets by a single inventory item. If unchecked, tickets will be grouped under an invoice regardless of the inventory items on the ticket lines.
- **Single Inventory Location Per Invoice** – When checked, during billing generation, the program will create an invoice by grouping the tickets by a single inventory location. If unchecked, tickets will be grouped under an invoice regardless of the inventory item locations.

- Single Origin/Destination Per Invoice – When checked, during billing generation, the program will create an invoice by grouping the tickets by a single origin/destination. If unchecked, tickets will be grouped under an invoice regardless of the various origin/destination among the tickets.
- Bill Groupable Non-Stock Items Together – When checked, during billing generation, the program will create an invoice by grouping the tickets with all non-stock items. If unchecked, tickets will not be grouped under an invoice when the non-stock items differ.
- Single Daily Order Per Invoice – When checked, during billing generation, the program will create an invoice by grouping by daily order number of the tickets. If unchecked, tickets will be grouped under an invoice regardless of the daily order number.

Printing Option

Check or uncheck the necessary boxes to set up how the invoices will be printed.

Default Invoice Series

Specify the default invoice series code to be used on invoices.

Default Report Format

Specify the default report format to be used when printing invoices.

Default Internal Tax 1

Enter internal tax code for the sales order item.

Remit Address Code

Specify the remit address code to be used on invoices. This is not a mandatory field. This will default from the addresses defined for the company in the global tables.

Revenue Accounts

Enter the appropriate account codes for the external delivery, external surcharge, internal delivery, and internal surcharge revenue accounts.

Trucker's Payroll Tab

Pgm: MSCTRLFM – Control – Truckers Payroll tab; standard Treeview path: Material Sales > Setup > Local Tables > Control – Truckers Payroll

The Truckers Payroll tab applies to a combination of internal employees, external truckers, and sub-haulers.

The 'Use Truckers Payroll' checkbox will default as checked. Uncheck this checkbox if not using trucker's payroll. The 'Apply TP To Internal Trucker', 'Apply TP To Sub-Hauler Trucker', and 'Apply TP To Broker Trucker' checkboxes will apply the trucker's payroll to the internal trucker, sub-hauler trucker, or broker trucker if they are checked.

Three general ledger account codes must be entered as the external expense accounts if using trucker's payroll. One account will be the broker expense account, one will be the sub-hauler expense account, and the other will

be the truck expense account. These codes will be used for expenses related to external truckers, specifically the third party brokers and the sub-haulers.

If the 'Post Haulage Expenses To Inventory Location Department' checkbox is checked, then the haulage expenses will be posted to the inventory location department. If the box is not checked, then it will be posted to the vendor AP department.

Vendor Trucker Classes

* Vendor Class	Name	Markup Percent	Department	Revenue Code	Sub-Hauler
TRKR	Trucker	10.000	00	4000.800	<input checked="" type="checkbox"/>

Pgm: MSCTRLFM – Control – Vendor Trucker Classes tab; standard Treeview path: Material Sales > Setup > Local Tables > Control – Vendor Trucker Classes tab

Enter the vendor classes associated to external/third party truckers. Only those truckers associated to the vendor class will appear on the LOV where an external trucker is used in Material Sales. Enter the default markup percent that will be used for truckers within that vendor class. Then enter the optional department code for the revenue account. If this field is left blank, then department code will come from the AP control file expenses department. Enter the GL revenue code to post the mark-up percentage against a trucker that belongs to the vendor class. When the GL revenue account code is left blank, then the expense accounts from the truckers payroll setup will be used. Check the sub-hauler checkbox if this vendor class is to be used to identify a sub-hauler. Only those sub-haulers associated to the vendor class will appear on the LOV where a sub-hauler is used in Material Sales.

Employee Trucker Trades

* Trade Code	Name
TRUC	

Pgm: MSCTRLFM – Control – Employee Trucker Trades tab; standard Treeview path: Material Sales > Setup > Local Tables > Control – Employer Trucker Trades tab

Identify the trades that will be applied to internal truckers.

Import

DEFAULT FUEL INVENTORY ITEM

Item Code: BRICK2 01 Brick 9"x4"x3"

Pgm: MSCTRLFM – Control – Import tab; standard Treeview path: Material Sales > Setup > Local Tables > Control – Import tab

Users may specify the inventory item code and type at company control level. This is related to the Fuel Import screen in the Utilities submenu. This item will be used while creating transactions such as Quick Issue to

Equipment and Trucker Back Charge entries from imported ASCII files that were generated by external applications.

Propagate Company

* Company	Name
CCC	CMiC Test Construction Company
ZZ	CMiC Construction Inc.

Pgm: MS_PROPAGATE_COMPANY – Propagate Company Maintenance; standard treeview path: Material Sales > Setup > Local Tables > Propagate Company

Users may insert companies and save. When creating inventory items in one of the companies, the system will issue an option to propagate the item detail to the other companies. This ensures that the same inventory item is created in all propagate companies, which allows to perform inter-company Material Sales transactions.

AR Non-Stock Items

** Code	** Name	** WM	Price Amt	Dept	Account	Internal Sales Account	Tax 1	Tax 2	Tax 3	MS Bill Per Item
HW001	Hardware-4" Brass Knobs	EA	5.75	00	4000.800	4000.800	01			<input checked="" type="checkbox"/>
HW002	Hardware-4" Glass Knobs	EA	12.75	00	4000.800	4000.800	01			<input checked="" type="checkbox"/>
HW003	Hardware-4" Wood Knobs	EA	9.83	00	4000.800	4000.800	01			<input checked="" type="checkbox"/>

NAMES

Department: Account: Internal Sales Account:

Pgm: NONSTITM – AR Non Stock Item; standard Treeview path: Material Sales > Setup > Local Tables > AR Non-Stock Items

The AR Non-Stock Items screen allows the user to enter non-stock items and their details such as code, name, WM, price amount, department, accounts, and their taxes.

Company

Enter a valid company code.

Code

Enter an item code.

Name

Enter a name for the non-stock item.

WM

Enter a weight/measure code.

Price Amt

Enter a price for the item.

Dept

Enter a department code.

Account

Enter an account code.

Internal Sales Account

Enter an internal sales account code.

Tax 1, Tax 2, Tax 3

Enter the tax codes.

MS Bill Per Item – Checkbox

If the 'MS Bill Per Item' checkbox is checked for the non-stock item, it indicates that a single item is billed per MS invoice.

Additional Charges

Non-Stock Item	Name	Additional Charge	Apply Service Charge
HW001	Hardware-4" Brass Knobs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HW002	Hardware-4" Glass Knobs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HW003	Hardware-4" Wood Knobs	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pgm: MS_ADDITIONAL_CHARGES_ENTRY – Additional Charges Entry; standard Treeview path: Material Sales > Setup > Local Tables > Additional Charges

Additional charges, also referred to as charge types, are setup as AR non-stock items. Additional charges will be used in quotations, sales order and ticket entry and will be allowed on a ticket even if it does not exist on the sales order.

Company

Enter the company code to which the additional charge applies.

Additional Charge – Checkbox

Check the 'Additional Charge' checkbox for the non-stock item that will be used as an additional charge. That non-stock item will be used as an additional charge in quotations, sales orders, and tickets. The non-stock item designated as an additional charge will be allowed on a ticket even if the non-stock item does not exist on the sales order.

Apply Service Charge – Checkbox

If checked, the material sales service charge for the non-stock item will be applied on the billing invoice.

Expense Codes

PREPAID INSURANCE			
EXPENSE CODE			
* Code	* Name	Description	Available in SC
CODE01	Materials Expense code01	Materials Expense code	<input checked="" type="checkbox"/>
PREPAID001	Prepaid Insurance	Prepaid Insurance Sample	<input checked="" type="checkbox"/>
PREPAID002	Prepaid Insurance #2	Prepaid Ins #2	<input checked="" type="checkbox"/>
PREPAID003	Prepaid Insurance #3	Prepaid Ins #3	<input type="checkbox"/>
PREPAID004	Prepaid Insurance	Prepaid Ins #4	<input type="checkbox"/>

ALLOCATION									
* Comp	* Insurance Provider	Provider Name	Type	* Comp.	Department	Account	Job	Cost Code	Category
GL	APX	APX Insurance	J	GL			JOB005	02 01 03	7000

Pgm: APEXPAL – Prepaid Insurance; standard Treeview path: Material Sales > Setup > Local Tables > Expense Codes

The prepaid expense account will be used when using trucker’s payroll. The GL account code will be charged with expenses related to external truckers payroll as service charges.

Expense Code – Section

Enter the accounts payable prepaid expense code and the name.

Allocation – Section

Enter the company, insurance provider, and liability information including the job or department information.

Service Charges

SERVICE CHARGES ENTRY								
SELECTION CRITERIA								
* Company		CCC CMIC Test Construction Company						
VENDOR CLASS								
Vendor Class		Vendor						
* Vendor Class	Name	Subhauler						
TRKR	Trucker	<input checked="" type="checkbox"/>						
* Start Date	* Expense Code	Name	Equipment Class	Name	% of Pay	Rate	WM	Lump Sum
01-10-2018	PREPAID001	Prepaid Insurance	A1-TRUCKS	A1-Trucks	5,000	25,000	EA	500.00

Pgm: MS_SERVICE_CHARGES_ENTRY – Service Charges Entry; standard Treeview path: Material Sales > Setup > Local Tables > Service Charges

Service charges entry allows the grouping together of external truckers and sub-haulers to which similar service charges will apply. The grouping will be by vendor class and associated accounts payable prepaid expense codes. The formula is calculated as Service Charge Per Ticket = (% of Pay) + (Rate * Quantity) + Lump sum.

Company

Enter the company code to which the service charges apply.

Vendor Class – Tab

Enter the vendor class that will have the AP prepaid expense code(s) associated. The ‘Subhauler’ checkbox will default from the vendor class setup on the Material Sales control file.

Enter the start date that the service charge will take effect for the given vendor class. Enter the expense code and the percent of pay, rate, WM code, and lump sum.

Vendor – Tab

Enter the vendor code associated to the selected vendor class. Enter the start date that the service charge will take effect for the given vendor. Enter the expense code and the percent of pay, rate, WM code, and lump sum.

Expense Categories Setup

* Column #	* Name	* Short Name
1	Expense	Expense

Code	Description	Category Column #	Short Name
PREPAID001	Prepaid Insurance		
PREPAID002	Prepaid Insurance #2		

Pgm: MSEXPCAT – Expense Category Setup; standard Treeview path: Material Sales > Setup > Local Tables > Expense Categories Setup

This screen allows the user to setup columns for expense categories to be displayed on the MS report. In the Columns section, insert the column order number and name, then assign the column number to expense codes in the Expense Codes section.

Company

Enter a valid company code.

Columns – Section

Column

Enter the column order number to be shown on the MS report.

Name

Enter a name or description for the column.

Short Name

Enter a short name as the column title on the MS report.

Expense Codes – Section

Code

This field displays the expense code.

Description

This field displays the description of the expense code.

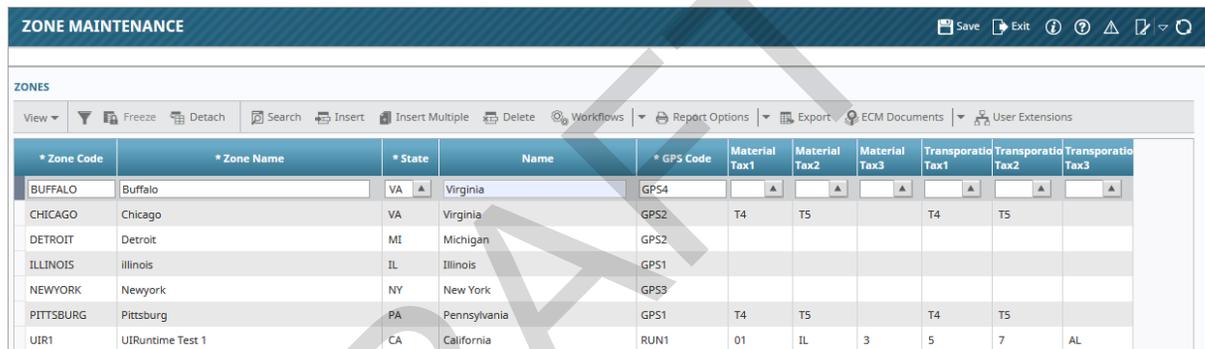
Category Column

Enter the column order number for which the expense code is to be shown on the MS report.

Short Name

This field displays the short name of the expense code.

Zone Maintenance



The screenshot shows the 'ZONE MAINTENANCE' application window. At the top, there is a title bar with 'ZONE MAINTENANCE' and several icons (Save, Exit, Help, etc.). Below the title bar is a menu bar with options like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions. The main area contains a table with the following columns: * Zone Code, * Zone Name, * State, Name, * GPS Code, Material Tax1, Material Tax2, Material Tax3, Transportation Tax1, Transportation Tax2, and Transportation Tax3. The table contains several rows of data, including Buffalo, Chicago, Detroit, Illinois, New York, Pittsburgh, and UIR1.

* Zone Code	* Zone Name	* State	Name	* GPS Code	Material Tax1	Material Tax2	Material Tax3	Transportatio Tax1	Transportatio Tax2	Transportatio Tax3
BUFFALO	Buffalo	VA ▲	Virginia	GPS4	▲	▲	▲	▲	▲	▲
CHICAGO	Chicago	VA	Virginia	GPS2	T4	T5		T4	T5	
DETROIT	Detroit	MI	Michigan	GPS2						
ILLINOIS	Illinois	IL	Illinois	GPS1						
NEWYORK	Newyork	NY	New York	GPS3						
PITTSBURG	Pittsburg	PA	Pennsylvania	GPS1	T4	T5		T4	T5	
UIR1	UIRuntime Test 1	CA	California	RUN1	01	IL	3	5	7	AL

Pgm: MS_ZONECODES – Zone Maintenance; standard Treeview path: Material Sales > Setup > Local Tables > Zone Maintenance

Users may enter or delete zone codes and their details on this screen.

Zone Code

Enter a zone code.

Zone Name

Enter a name for the zone.

State

Enter a state or province code.

GPS Code

Enter the GPS code associated with this zone.

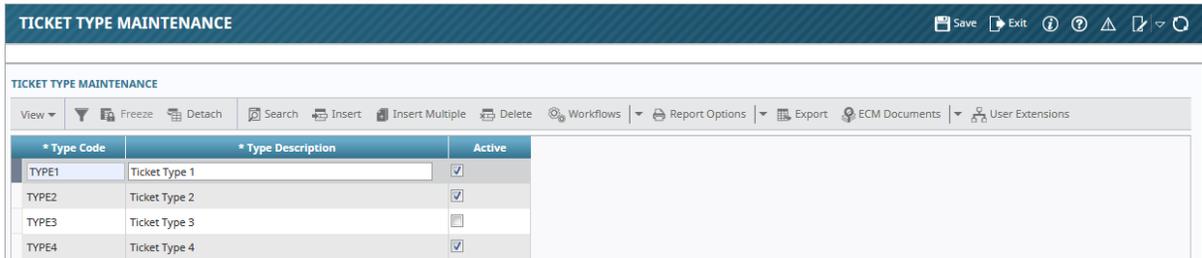
Material Tax 1, Tax 2, Tax 3

Enter the material AR tax codes.

Transportation Tax 1, Tax 2, Tax 3

Enter the transportation AR tax codes.

Ticket Type Maintenance



* Type Code	* Type Description	Active
TYPE1	Ticket Type 1	<input checked="" type="checkbox"/>
TYPE2	Ticket Type 2	<input checked="" type="checkbox"/>
TYPE3	Ticket Type 3	<input type="checkbox"/>
TYPE4	Ticket Type 4	<input checked="" type="checkbox"/>

Pgm: *MS_TICKET_TYPES* – Ticket Type Maintenance; standard Treeview path: *Material Sales > Setup > Local Tables > Ticket Type Maintenance*

Users may enter or delete ticket types on this screen and mark them as active or inactive.

Type Code

Enter the ticket type code.

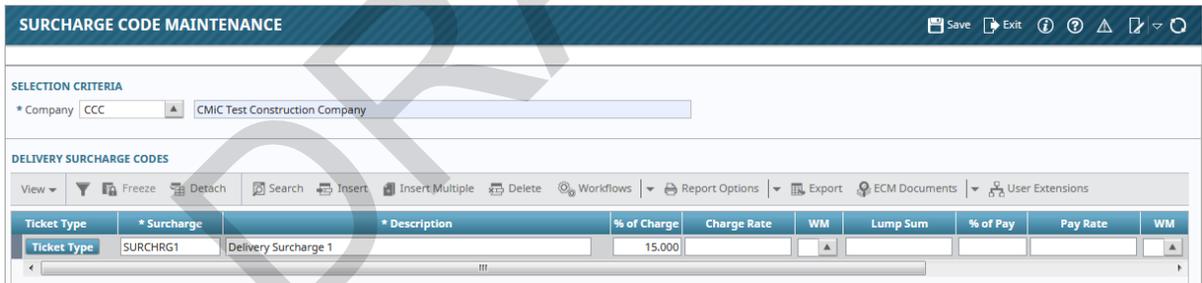
Type Description

Enter a description for the ticket type.

Active – Checkbox

If checked, this ticket type code is active.

Delivery Surcharge Code Maintenance



Ticket Type	* Surcharge	* Description	% of Charge	Charge Rate	WM	Lump Sum	% of Pay	Pay Rate	WM
Ticket Type	SURCHRG1	Delivery Surcharge 1	15.000						

Pgm: *MSDLVRSURCH* – Surcharge Code Maintenance; standard Treeview path: *Material Sales > Setup > Local Tables > Delivery Surcharge Code Maintenance*

Users may enter or delete delivery surcharge codes on this screen.

Company

Enter a company code.

[Ticket Type] – Button

This button will open the pop-up window to create ticket type entries for the surcharge code.

Surcharge

Enter the delivery surcharge code.

Description

Enter the name or description of the delivery surcharge code.

% of Charge

Enter the charge percentage.

Charge Rate

Enter the charge rate per WM.

WM

Enter the unit of measure.

Lump Sum

Enter the lump sum amount.

% of Pay

Enter the trucker pay percentage.

Pay Rate

Enter the trucker pay rate per WM.

WM

Enter the unit of measure for the pay rate.

Lump Sum

Enter the trucker pay lump sum amount.

Active – Checkbox

If checked, the delivery surcharge code is active.

[Period Detail] – Button

This button opens the pop-up window to enter delivery surcharge period details.

Selling Price Type Maintenance

* Type Code	* Type Description	Active
BRONZE	Bronze Customers	<input checked="" type="checkbox"/>
GOLD	Gold Customers	<input checked="" type="checkbox"/>
SILVER	Silver Customers	<input checked="" type="checkbox"/>

Pgm: MS_SELL_PRICE_TYPE_MAIN – Selling Price Type Maintenance; standard Treeview path: Material Sales > Setup > Local Tables > Selling Price Type Maintenance

Users may enter or delete selling price types on this screen and mark them as either active or inactive.

Type Code

Enter the selling price type code.

Type Description

Enter the description of the selling price type code.

Active – Checkbox

If checked, the selling price type code is active.

Selling Price Index Maintenance

* Index Code	Description	Active
BRONZE	Bronze Customers	<input checked="" type="checkbox"/>
GOLD	Gold Customers	<input checked="" type="checkbox"/>
SILVER	Silver Customers	<input checked="" type="checkbox"/>

* State Code	Name	* Start Date	* End Date	* Index Amount
CO	Colorado	01-10-2018	01-10-2050	100,000

Pgm: MS_SELL_PRICE_INDEX_MAIN – Selling Price Index Maintenance; standard Treeview path: Material Sales > Setup > Local Tables > Selling Price Index Maintenance

Users may insert or delete selling price indexes and their index details on this screen.

Company

Enter a valid company code.

Selling Price Index – Section

Index Code

Enter the selling price index code.

Active – Checkbox

If checked, the selling price index code is active.

Index Details – Section

State Code

Enter a state code.

Start Date, End Date

Enter the start and end date.

Index Amount

Enter the current index amount.

Price Lists

Price lists can be maintained in the Price List Entry screen. A price list will have prices for inventory, AR non-stock and PO non-stock items. The same item may appear on multiple price lists and may be repeated in the same date range to handle different units, locations, or types. Multiple price lists may be assigned to a customer.

Entering the Price List

* Price List	* Default Search Order	* Name	Inventory Items	AR Non-Stock Items	PO Non-Stock Items	Active
PLIST1	1	Price LiaST1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

* Start Date	End Date	Locked
01-01-2014	<input type="text"/>	<input type="checkbox"/>

Pgm: AR_PRICE_LIST – Price List Entry; standard Treeview path: Material Sales > Setup > Local Tables > Price Lists

Company

Enter the company code.

Show Inactive Lists – Checkbox

Check the ‘Show Inactive Lists’ checkbox to display all price lists including inactive lists. This checkbox is defaulted to unchecked to minimize the amount of data shown.

Price List – Section

Price List

Enter the price list code. This is a required field.

Default Search Order

Enter the default search order of the item prices in each price list. Price lists have a default order that should be referenced when determining the price of an item. The default order will be used when a price list is assigned to a customer. The price list search order will determine the order in which the price lists are searched which is from the lowest to the highest value. The default order is required. The default is 1 and duplicates are allowed.

Name

Enter the price list name.

Use the checkboxes to specify the types of items to which the price list applies. Only those types of items will be available in the LOV of items in that price list. If the ‘Inventory Items’ checkbox is checked, then inventory items will be displayed in the item LOV. If the ‘AR Non-Stock Items’ checkbox is checked, then AR non-stock items will be displayed in the item LOV. If the ‘PO Non-Stock Item’ checkbox is

checked, then PO non-stock items will be displayed in the item LOV. If a checkbox is unchecked and there are items of that type already in the list, they will still be valid.

Check the 'Active' checkbox to indicate that the price list is active.

[Customers Using Price List] – Button

Click this button to view the customers that are using the price list selected as well as the search order for the customer.

[Propagate Company] – Button

This button, when pressed, opens the Propagate Company Maintenance screen. Users may insert companies and save. When creating inventory items in one of the companies, the system will issue an option to propagate the item detail to the other companies. This ensures that the same inventory item is created in all propagate companies, which allows to perform inter-company Material Sales transactions.

Date Range – Section

This is a multi-row section. Each price list has a list of date ranges associated with it. The start date is required. There is always an end date except for the newest date entry. New start dates must be after all previous start and end dates for that price list. When a new start date is saved, the previous date period will have its end date set to the new start date minus 1 day.

The 'Locked' checkbox prevents changes being made to the list of prices in previous date periods. The newest date range is always unlocked and all the rest are locked. Adding a new date will result in the previous date ranges becoming locked.

[Price Detail] – Button

Select the [Price Detail] button for the Price List Period Detail screen. This screen lists prices for items in the date range selected.

Entering the Item Prices

The screenshot shows the 'PRICE LIST ENTRY' screen. At the top, there are fields for 'Company' (CCC), 'Price List' (PLIST1), and 'Start Date' (01-01-2014). Below these are fields for 'End Date' and a 'Locked' checkbox. A 'Copy Price List' button is also present. The main section is titled 'ITEMS' and contains a table with columns: Class, Item, Item Name, Type, Location, WM, and Price. The table has two rows: one for class 1000 with item BRICK1 and price 10,000, and another for class 1000 with item BRICK2 and price 15,000. Below the table are buttons for 'Propagate Company' and 'Close'.

Class	* Item	Item Name	Type	Location	* WM	* Price
1000	BRICK1		01	MAIN	EA	10,000
1000	BRICK2		01	MAIN	EA	15,000

Pgm: AR_PRICE_LIST – Price List Entry – [Price Detail] button; standard Treeview path: Material Sales > Setup > Local Tables > Price Lists

Class

Enter the class of the item. Class is mandatory for inventory items only. The user may tab past this field if the item being entered is an AR non stock or PO non stock item.

Item

Enter the item code. The item may be an inventory item, a PO non-stock item, or an AR non-stock item.

Type

Enter the item type. This is mandatory for inventory items only.

Location

Enter the item location. This is not a required field.

WM

Enter the weight measure code.

Price

Enter the item price. This is the sale price per WM. The combination of item, location, type, and WM make a line unique and it will be ordered as such.

[Copy Price List] – Button

The [Copy Price List] button is used to copy one price list to another. Select the price list that the rates will be copied to and enter the start date.

Locked – Checkbox

The 'Locked' checkbox will be set for prices in earlier date ranges than the current one.

[Closed] – Button

Click this button to close the pop-up window. Note that this will not save the screen. Users must click the [Save] button on the top right of the window to save changes before closing.

Customer/Location Price Lists

Customer	Customer Name	Location	Location Name	* Price List	Price List Name	Customer's Search Order
A1BRICK	A1 Bricks Manufacturing Company	CHICA	CHICAGO	PLIST1	Price LiaST1	1

Pgm: AR_CUST_LOC_PRICE_LIST – Customer Price Lists; standard Treeview path: Material Sales > Setup > Local Tables > Customer Price Lists

The Customer Price List screen shows the list of customers with their price lists and the order in which the price lists will be searched.

Customer

Enter the customer code to add a customer.

Location

Enter the location.

Price List

Enter a price list for that customer.

Search Order

For each customer, enter the search order of their price lists to specify the order in which they will be searched.

Zone Pricing

* Price Code	* Description	Active
ZONE1	Zone 1 Pricing	<input checked="" type="checkbox"/>
ZONE2	Zone 2 Pricing	<input checked="" type="checkbox"/>
ZONE3	Zone 3 Pricing	<input checked="" type="checkbox"/>

* From Zone	* To Zone	* Equipment Class	Delivery Charge	WM	Effective Date	Previous Rate	Minimum Quantity	Minimum Charge	Trucker Pay	Previous Rate	Minimum Pay Quantity	Minimum
BUFFALO	BUFFALO	*	5.000	EA	01-01-2014		100.000	50.000	1.000		50.000	50.
BUFFALO	CHICAGO	*	7.000	EA	01-01-2014		250.000	125.000	2.000		250.000	125.
BUFFALO	DETROIT	*	8.000	EA	01-01-2014		350.000	200.000	3.000		500.000	250.
BUFFALO	ILLINOIS	*	9.000	EA	01-01-2014		500.000	250.000	4.000		750.000	300.
BUFFALO	NEWYORK	*	10.000	EA	01-01-2014		600.000	275.000	5.000		1,000.000	500.
BUFFALO	PITTSBURG	*	10.000	EA	01-01-2014		700.000	300.000	6.000		1,500.000	650.

Pgm: MS_ZONEPRICE – Zone Pricing; standard Treeview path: Material Sales > Setup > Local Tables > Zone Pricing

Users may enter zone pricing details on this screen.

Price Code – Section

Price Code

Enter the zone pricing code.

Description

Enter the description of the pricing code.

Active – Checkbox

If checked, the zone pricing code is active.

Price Code Details – Section

From Zone, To Zone

Enter the from zone code and to zone code.

Equipment Class

Enter the equipment class.

Delivery Charge

Enter the delivery charge per WM.

WM

Enter the unit of measure.

Effective Date

Enter the effective date.

Minimum Quantity, Minimum Charge, Trucker Pay

Enter the minimum quantity, minimum charge, and trucker pay rate.

Minimum Pay Quantity, Minimum Pay, Distance, Time

Enter the minimum pay quantity, minimum pay, distance, and time.

Classifiers

The screenshot displays the 'CLASSIFIERS' application window. At the top, there is a title bar with 'CLASSIFIERS' and several icons (Save, Exit, Help, etc.). Below the title bar, the main content area is divided into sections. The first section is 'CLASSIFIERS' with a sub-section 'OBJECTS'. Under 'OBJECTS', there is a search bar and a list of objects: 'MS Sales Order / Quotation', 'MS Ticket', and 'RS Project Planner'. Below the list, there is a 'Date Display Format' dropdown menu set to '17 Oct, 2018'. The second section is another 'CLASSIFIERS' section with a toolbar containing 'Search', 'Delete', 'Previous', 'Next', 'Workflows', 'Report Options', 'ECM Documents', and 'User Extensions'. Below this toolbar, there is a table of classifiers. The first row is populated: Classifier1 (APPR1_FLAG), Approval Flag 1, Default Value A, and Approval Level A. The other rows (Classifier2 to Classifier6) are empty.

Pgm: PMCLSFM – Classifiers; standard Treeview path: Material Sales > Setup > Local Tables > Classifiers

The user may enter project management objects and associate classifiers to each object on this screen.

Objects – Section

Project Management Object

Enter the PM object description.

Date Display Format

Choose the format to display dates on the screen.

Classifiers – Section

Classifier 1, 2, 3, 4, 5, 6

Enter classifier codes or leave blank.

Default Value

Enter a default value for the classifier code.

User Validations

* Item Code	* Type	* WM	Minimum Amount	Low Amount	High Amount	Maximum Amount	Quotation Entry	Sales Order Import	Sales Order Entry	Ticket Import	Ticket Entry
NON-STOCK1	Price	NA	500.00	500.00	1,000.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pgm: MS_USER_VALIDATIONS – Item Price/Quantity Validation; standard Treeview path: Material Sales > Setup > Local Tables > User Validations

The User Validations screen allows the user to set constraints on the item price, quantity, discount percent, and discount quantity to be applied in quotation entry, sales order import, sales order entry, ticket import, and/or ticket entry.

Item Code

Enter the item code.

Type

Select the constraint type from the drop-down list. This may be a discount quantity, discount percent, unit price or quantity.

WM

Enter the Weight Measure code.

Min Amount

Enter the minimum value for the constraint identified. The user will not be allowed to enter a value below this amount in the screens identified.

Low Amount

Enter the low value for the constraint identified. The user will get a warning if the value entered is below the low amount but greater than or equal to the minimum amount in the screens identified.

High Amount

Enter the high value for the constraint identified. The user will get a warning if the value entered is greater than the high amount but less than or equal to the maximum amount in the screens identified.

Max Amount

Enter the maximum value for the constraint identified. The user will not be allowed to enter a value greater than the maximum amount in the screens identified.

Apply Validation

Check the boxes for the 'Quotation Entry', 'Sales Order Import', 'Sales Order Entry', 'Ticket Import', and 'Ticket Entry' checkboxes to apply the validations to these screens.

Other Setup Considerations or Identifiers

Trucker Setup

Internal truckers are employees of the company.

External/third party truckers are setup as business partners and vendors. External truckers must be assigned a vendor class. The vendor class will be assigned on the Material Sales Control screen - Trucker Vendor Class tab of Material Sales. The vendor class will group the truckers making it possible to assign service charges to all truckers where similar charges are required.

Sub-haulers will own some of the equipment and use/rent some of the company equipment. Sub-haulers must be setup as vendors and assigned a vendor class. The vendor class will be assigned on the Material Sales Control screen - Trucker Vendor Class tab of Material Sales where truckers of this class may also be identified here as sub-haulers. The vendor class will group the sub-hauler making it possible to assign service charges to all sub-haulers where similar charges are required. The sub-hauler must be setup as a customer to allow for tracking of assigned equipment.

Material Production Site

A material production site may be identified as a plant, quarry, or any actual location where the production of the material occurs.

The material production site is setup as a job in the Job Costing module. The job will be assigned controlling and/or controlling and sub-phases that will be uniquely associated with inventory items.

The material production site must also be setup as an item location in the Inventory module.

Materials

Materials produced at the material production site are setup as inventory items in the Inventory module. Both primary and composite items may be used in quotations, sales orders, and tickets.

Units complete on a phase assigned to the material production site will increase inventory quantities.

Billing of a ticket will create a general ledger transaction similar to inventory issues for internal customers (jobs). Billing of a ticket for an external customer will create an AR invoice.

Transaction entry will effect on-hand quantities and posting will effect on-book quantities.

On-hand inventory quantities will be depleted when a billing transaction is created.

On-book inventory quantities will be depleted at billing transaction posting.

Delivery Charges

Delivery, haulage, and other billable services, such as, equipment transfer charges, will be created as AR non-stock items.

Addendum

Department and Account Dispersals for Billing

For External Invoices

- The AR department and account is coming from the invoice series code.
- The revenue department is coming from the inventory location.
- The revenue account is coming from either the inventory location or non-stock item file.

For Internal Invoices

- The expense department and account is coming from the PO control file for the buying company.
- The revenue department is coming from the inventory location.
- The revenue account is coming from either the inventory location or non-stock item file.

Delivery Surcharge and Trucker Pay Surcharges

If there is a minimum charge quantity entered on the zone pricing table for delivery and/or trucker pay charge, the minimum charge is compared with the actual and the larger of the two is used for calculating the surcharge.

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