User Reference

System Data v10x (ADF)

By CMiC

CMiC
Computer Methods
international Corp.

Proprietary Notice

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System Data – ADF

Document Release Note

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

- Names of system privileges used to restrict entry of transactions related to functionality of the 'Restrict Enter Cost Transaction by Transaction Type' checkbox on the Projects tab of the System Options screen will be finalized.
- Details regarding Territory field on the Address Code screen in the System's Global Tables will be added, as well as information on the related Sales Territory Codes screen (Pgm: TERRFM).
- Details regarding PM Territory Codes screen (Pgm: PMTRTORY) will be included.

Overview – System Data

The System Data module is automatically shipped with every install. This module includes many different functions that affect how the system operates. The System Data module is generally restricted to superusers.

Many of the screens in this module require in-depth knowledge of both the Enterprise application and the network setup. These programs are not for general users.

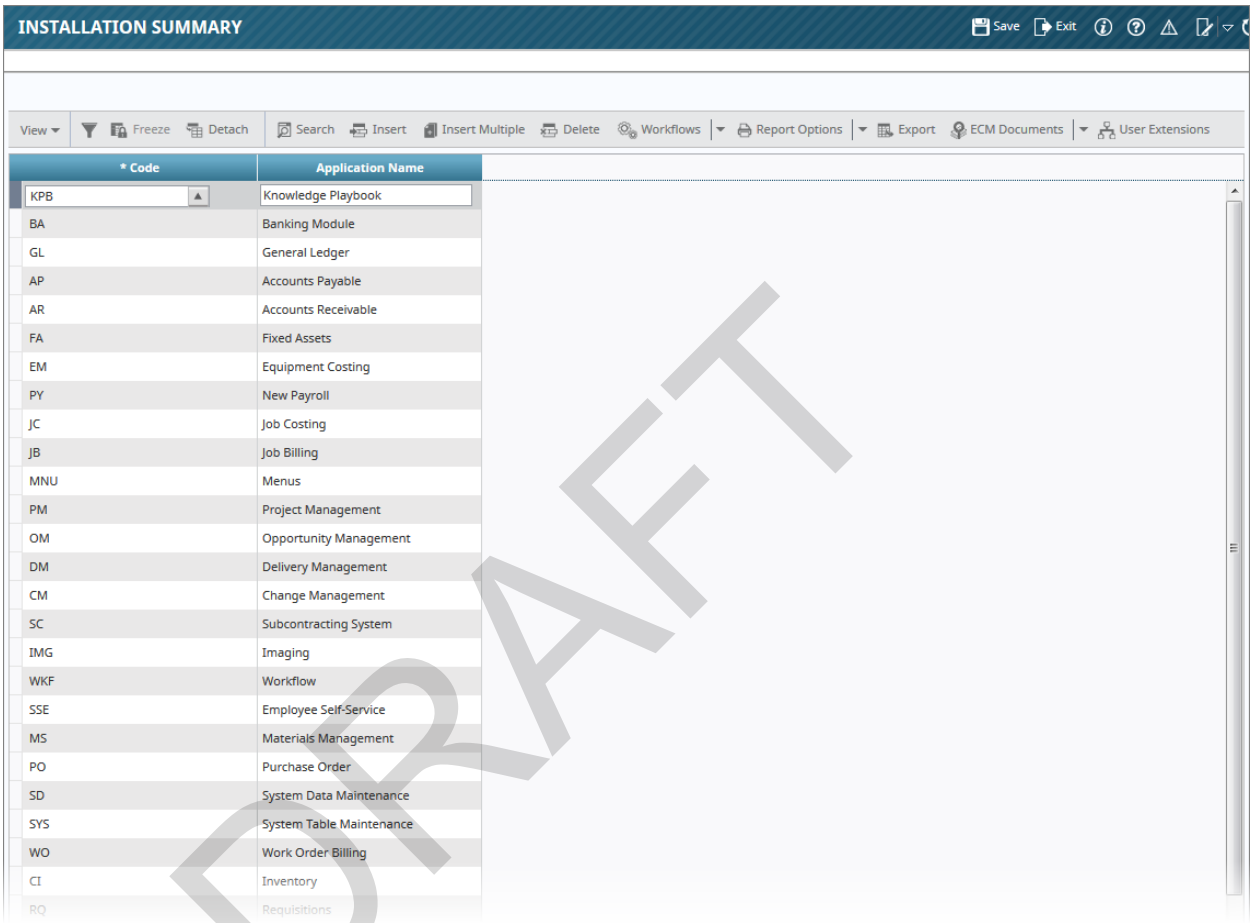
This module covers such items as user security, user-defined options, system setup preferences, and user preferences.

Some of the screens within this module may require the user to be "DA" (Database Administrator) in order to run them.

System Data options are those options which require entry by a System Administrator in most cases in order to make effective use of this system. This includes such things as installation setup, system wide parameters, program and data security, user extensions, and custom programs links.

Setup

Installation Summary

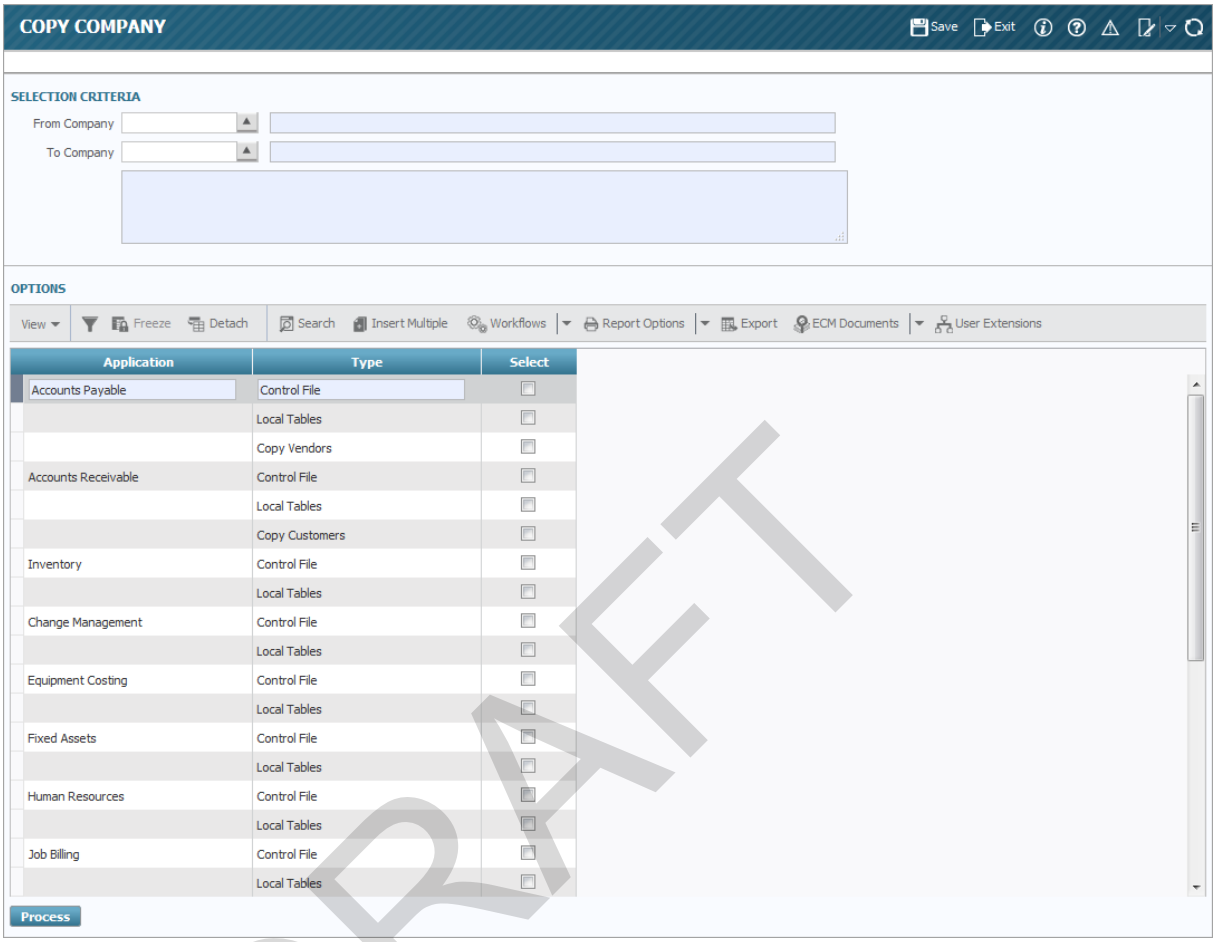


Pgm: SYSAPPFM – Installation Summary; standard Treeview path: System > Setup > Installation Summary

The System Installation Summary screen is a view-only screen that displays a list of all installed CMiC applications. This table needs to be reviewed on a new install to ensure that all purchased applications are shown on this screen.

In order to run an application, it must exist in this screen. If an application is not set up on this screen, security options for the application will not be available.

Copy Company



Pgm: COPYCOMPANY – Copy Company; standard Treeview path: System > Setup > Copy Company

This screen is used to facilitate the setup of a new company's modules (main applications), by copying the Control File setups and Local Tables from the selected modules of a configured company, to the corresponding modules of the new company.

In order to copy the setups and tables from one company's modules to another, preconditions must be met, as detailed below in the next section. If the preconditions are satisfied for the companies entered in the From Company field and To Company field, use the 'Select' checkboxes to choose which Control File setups and tables to copy, then click [**Process**] to begin the copying process.

Preconditions

Companies Must Use Same Chart Code

In order to copy the setup of the modules from one company to another, both companies must use the same chart code, otherwise a validation error is reported. This is necessary because the setups in the Control Files of each module use specific accounts, which are defined for a chart code.

Companies Must Have Same Department Structure

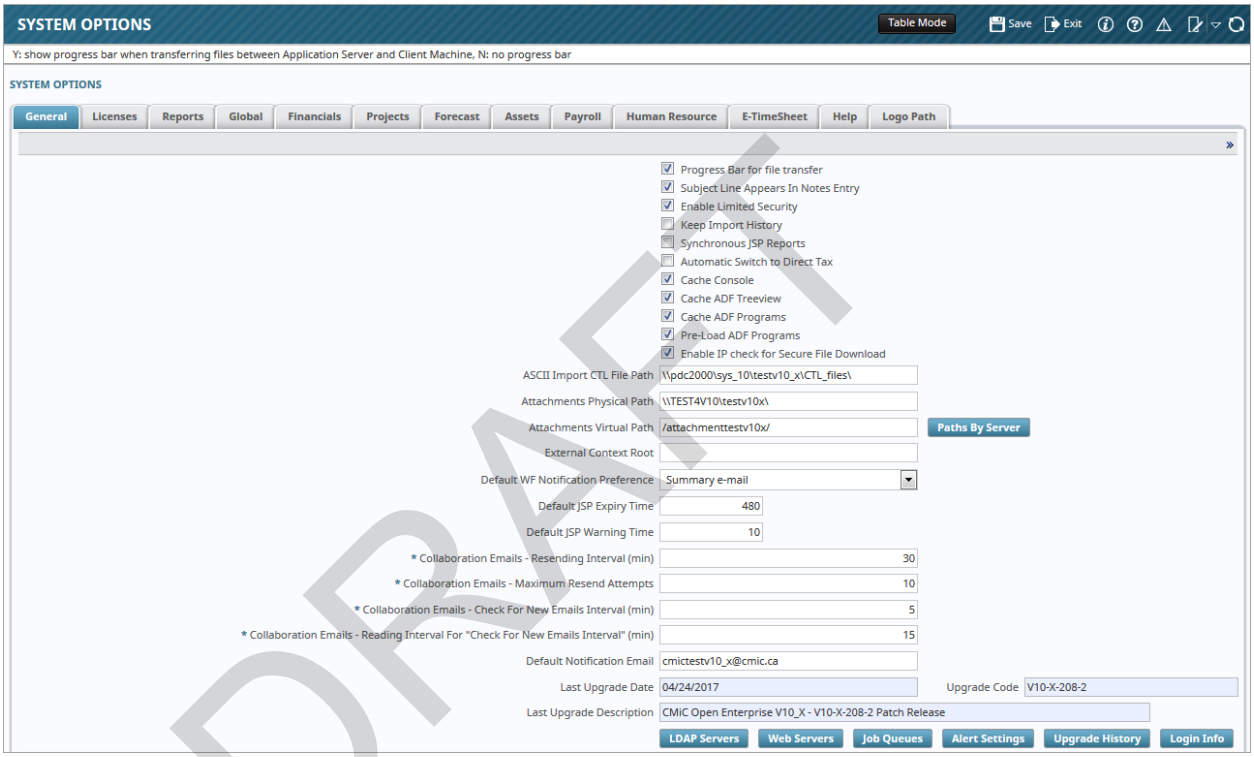
For reasons similar to that of the previous condition, in order to copy the setup of the modules from one company to another, both companies must use the exact same department structure. The department codes

must be the same, and their corresponding controlling department and business unit codes must also be the same.

System Options

The System Options screen is used to set defaults related to options that affect more than one application, as well as define system-level parameters such as job queue intervals, print servers, and login paths.

General – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – General tab

Progress Bar for File Transfer – Checkbox

If checked, whenever a user invokes the 'Send to Spreadsheet' function, the system will display a progress bar indicating to the user that the data transfer is in progress.

Subject Line Appears in Notes Entry – Checkbox

The subject line for notes, system wide, can be enabled or disabled by this option. When checked, notes will have a subject line, up to 20 characters in length, to enter the note's subject. If unchecked, notes will not have a subject line.

Enable Limited Security – Checkbox

When checked, this option will modify the security setting so that only a user with ASSIGNROLE privilege may modify their own user account, or make any changes related to any role that is assigned to them. When unchecked, the ASSIGNROLE privilege is not used in determining security locks related to users or roles.

Keep Import History – Checkbox

If this field is checked, the system will automatically keep a log of all foreign batch imports and batch deletes. This only applies to importing data via the CMiC Import Utilities. The default for this field is unchecked.

Synchronous JSP Reports – Checkbox

If this field is checked, the printing of reports in JSP will utilize 'synchronous' mode.

Automatic Switch to Direct Tax – Checkbox

Checking this box enables the feature to automatically change taxes on PO invoices from indirect to direct taxes.

Cache Console – Checkbox

If checked, a user's Enterprise Console will be cached on their computer.

Cache ADF Treeview – Checkbox

If checked, the ADF Treeview loaded for a user's Enterprise Console will be cached on their computer.

Cache ADF Programs – Checkbox

If checked, loaded ADF screens will be cached on the user's computer, so that they load quicker upon subsequent launches.

Preload ADF Programs – Checkbox

If checked, ADF screens will be pre-loaded.

Enable IP check for Secure File Download – Checkbox

Deprecated.

ASCII Import CTL File Path

This field should contain the full path where all the 'CTL' files reside. CTL files are used in all the CMiC data import routines. The CTL files are installed in the SQL directory. Ensure that this path is entered with an ending slash.

Attachments Physical Path, Attachments Virtual Path

These fields should contain the physical path and the virtual path mapped to the physical path. Ensure that this path is entered with an ending slash.

The [**Paths by Server**] button allows the user to define attachment paths from different servers. If the user is using more than one type of server, (i.e. Windows and Linux), then the attachment path for the Linux server should be set up in this window.

External Context Root

This field is used to specify the context root URL that should be accessed by external collaborators for responding to a PCI RFQ broadcast.

When entered, it will be used when generating the link for the RFQ broadcast e-mail that goes out to vendors. When the field is left blank, the system will behave as it currently does.

Generic URL Format:

<Collaboration Server URL>/<Environment>

Ex. https://somecompany-projects.com/cmicprod/

Default WF Notification Preference

Selection options for which type of Workflow Notification emails will be sent from the system. Options include:

- Summary e-mail
- HTML e-mail with attachments
- HTML e-mail with no attachments
- Plain Text e-mail
- Plain Text e-mail with HTML attachments

Default JSP Expiry, Default JSP Warning Time

These fields indicate in minutes, the amount of time a JSP page can be inactive before it expires. If a page expires, the user will need to re-login. You should also specify how long before a page expires. Users should receive a warning that it is about to expire.

Collaboration Emails - Resending Interval (min)

Resending interval for failed emails/notifications in CMiC Field (formerly xProjects/Project Management) module, in minutes.

Collaboration Emails - Maximum Resend Attempts

Maximum attempts to resend an email/notification in CMiC Field module.

If "**-1**" is entered (without quotes), emails/notifications will not be resent if failed.

Collaboration Emails - Check For New Emails Interval (min)

Indicates how often to check for new emails/notifications in CMiC Field module, in minutes.

Collaboration Emails - Reading Interval For "Check For New Emails Interval" (min)

Relevant to the CMiC Field module; indicates how often to read the "Collaboration Emails - Check For New Emails Interval" setting.

Default Notification Email

This is the email to send GL Balances notification to if there are any errors during the Nightly Recalculation of GL Balances set up in the Job Queues screen.

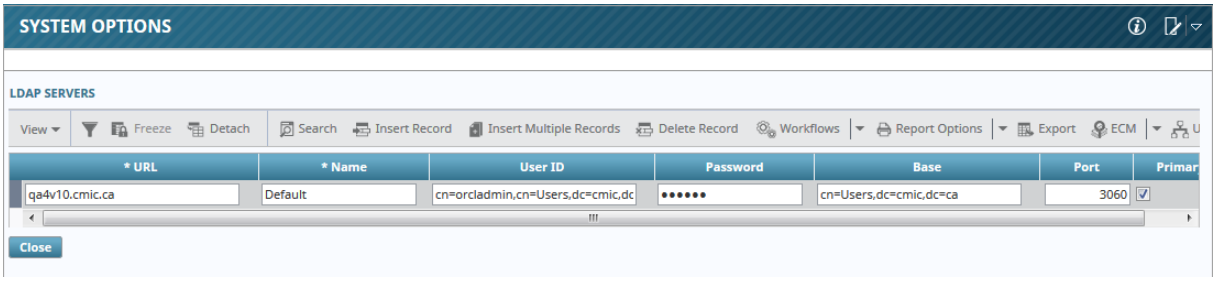
Last Upgrade Date, Upgrade Code, Last Upgrade Description

These fields are display only and are updated every time a new CMiC version is installed. The actual history of all version updates including Vertex updates is shown in the pop-up window launched by the [**Upgrade History**] button.

[**Paths by Server**] – Button

This button's pop-up is used to define attachment paths from different servers. If more than one type of server is being used (i.e. Windows and Linux), then the attachment path for the Linux server should be set up in this pop-up.

[**LDAP Servers**] – Button



Pop-up window launched from [LDAP Servers] button on System Options screen; standard Treeview path: System > Setup > System Options – General tab

The CMiC system infrastructure allows more than one LDAP server to access a single database. This allows for the separation of different types of users. For example, external collaborators and/or HR applicants may be connecting via Server A, while Enterprise users could be set up to user Server B. This window is where the LDAP servers are defined. There must be at least one entry in this window.

URL

This is the URL for the LDAP server being defined. Depending on your system setup, this may need to be the IP Address. Check with your System Administrator. This is a required field.

Name

This is a unique name for the server. This is for reference only and is used for LOVs whenever an LDAP server is required.

User ID

This is the KEY for LDAP Administrator - if you are unsure what to put here, contact your System Administrator or CMiC Technical Services.

Password

This is the password for the LDAP Administrator. Normally, ORCLADMIN.

Base

This is the KEY for the LDAP server. If you are unsure what to put here, contact your System Administrator or CMiC Technical Services.

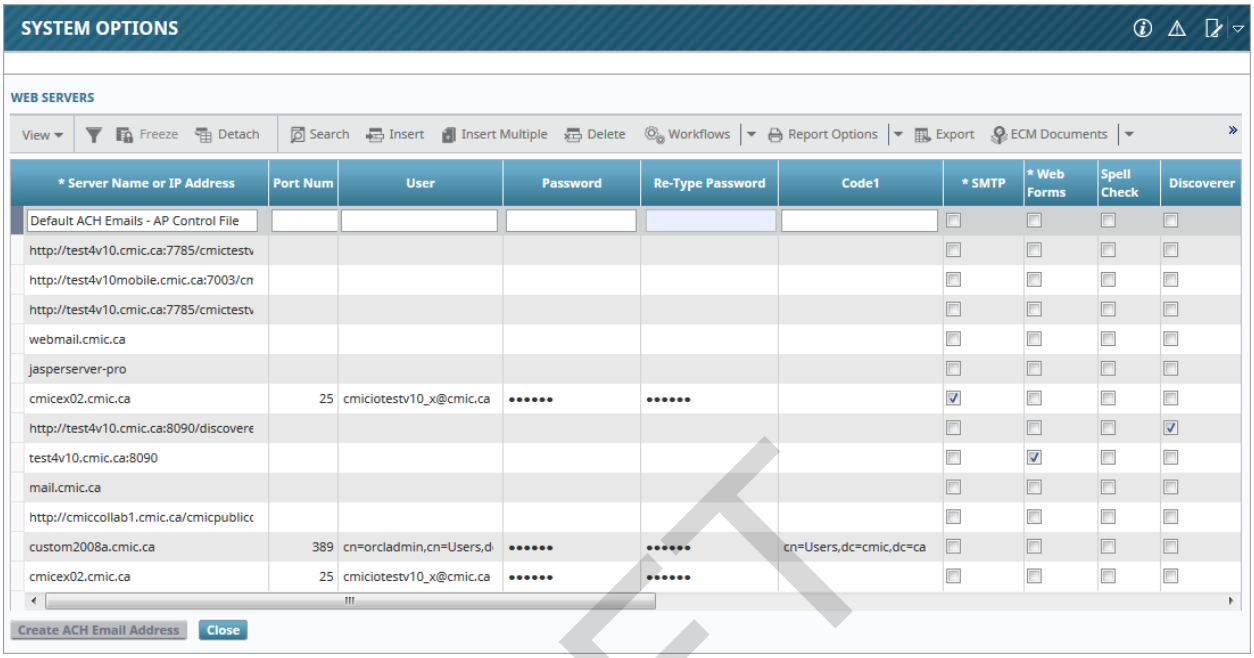
Port

This is the HTTP port used to contact the LDAP server.

Primary – Checkbox

If this field is checked, then this LDAP server will be the default value that is shown when a new user is created. There can only be one Primary LDAP server.

[**Web Servers**] – Button



Pop-up window launched from [Web Servers] button on System Options screen; standard Treeview path: System > Setup > System Options – General tab

This pop-up window is used to define the various servers used by CMiC software, except LDAP servers.

In order for CMiC software to communicate with the different applications, the system needs to know server names and which functions the servers support. This screen is where this setup is done. Indicate next to each server, the type of task associated with the server.

Each server can only be assigned one type of task.

Server Name or IP Address

This is a required field, and the information required will depend on the type of server being entered and the system configuration.

Port Number, User

These fields are only applicable to a Mail Server record.

Password, Re-Type Password

Enter a password for the server and re-type to confirm.

Code 1

This field is currently not required for any of the currently applicable server types.

Server Type – Checkboxes

Select the type of task associated with the server. Only one task can be checked (active) per server.

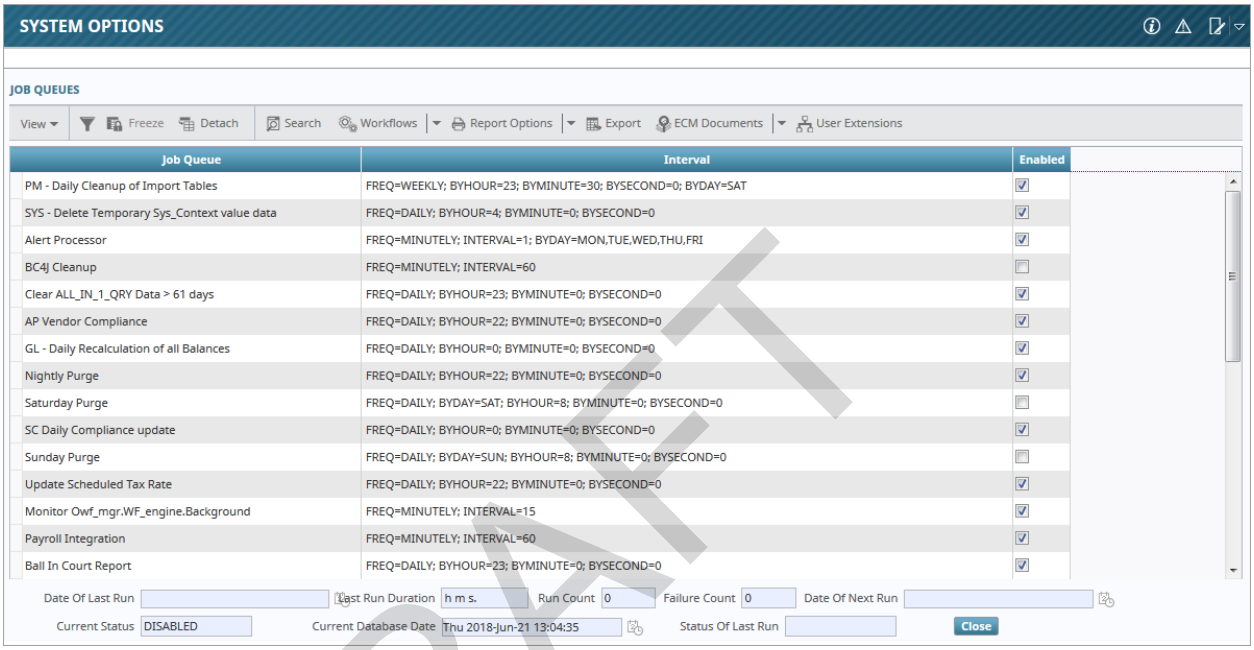
Options for the type of tasks are as follows: SMTP, Web Forms, Spell Checker and Discoverer.

NOTE: Proxy and Remote Collab are no longer required.

[**Create ACH Email Address**] – Button

This button becomes enabled when a row with the server type 'SMTP' checkbox is selected. The pop-up window launched from this button enables the creation of email addresses which become available in the Default ACH Email field on the AP Control File screen (standard Treeview path: Accounts Payable > Setup > Local Tables > Control File Options – Check tab).

[**Job Queues**] – Button



Pop-up window launched from [Job Queues] button on System Options screen; standard Treeview path: System > Setup > System Options – General tab

This Job Queues pop-up window lists all the jobs that are defined in the database as an Oracle job. For each job, the user has the ability to change/set the required interval and to enable/disable the job. The interval defines the repetition cycle of the job. Some jobs are defined to run once a day, others more frequently.

Please refer to the *Oracle Manual – DBMS Scheduler* for more information on how to configure the frequency of jobs.

The following are details about the clauses used to configure the frequency of jobs from the following webpage about Oracle's DBMS Scheduler: https://docs.oracle.com/database/121/ARPLS/d_sched.htm#ARPLS72235.

Clause	Description
FREQ	This specifies the type of recurrence. It must be specified. The possible predefined frequency values are **YEARLY**, **MONTHLY**, **WEEKLY**, **DAILY**, **HOURLY**, **MINUTELY**, and **SECONDLY**. Alternatively, specifies an existing schedule to use as a user-defined frequency.
INTERVAL	This specifies a positive integer representing how often the recurrence repeats. The default is **1**, which means every second for secondly, every day for daily, and so on. The maximum value is **99**.
BYMONTHDAY	This specifies the day of the month as a number. Valid values are **1** to **31**. An example is **10**, which means the 10th day of the selected month. The user can use the minus sign (-) to count backward from the last day, so, for example, **BYMONTHDAY=-1** means the last day of the month and **BYMONTHDAY=-2** means the next to last day of the month.

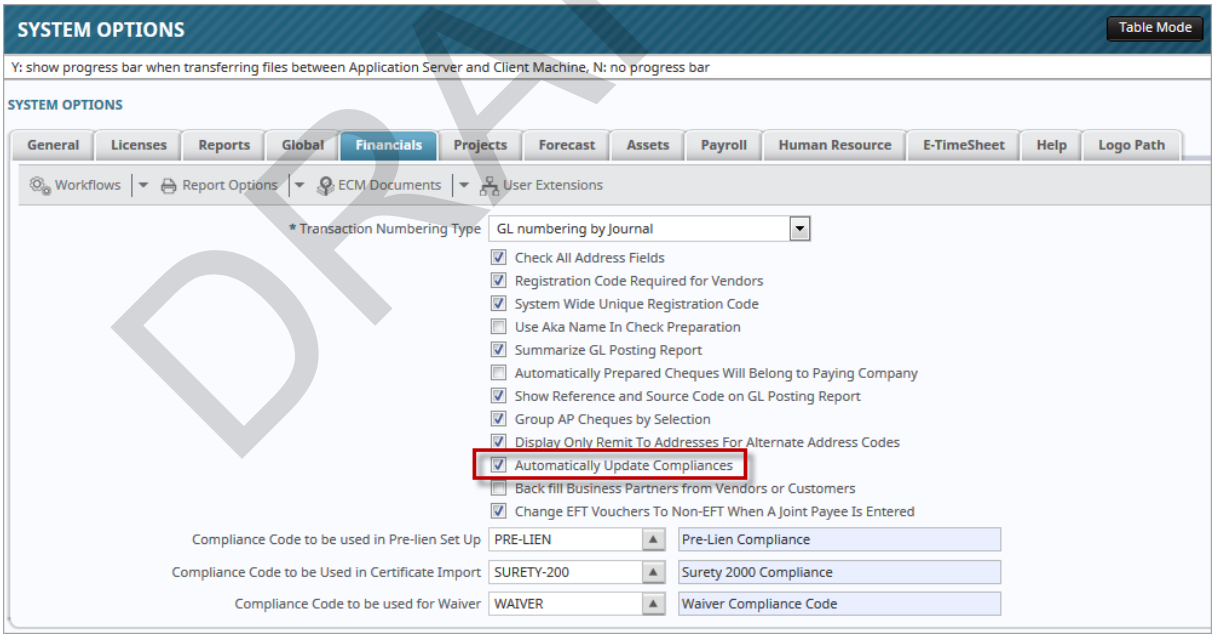
Clause	Description
BYDAY	This specifies the day of the week from Monday to Sunday in the form **MON**, **TUE**, and so on. Using numbers, the user can specify the 26th Friday of the year, if using a **YEARLY** frequency, or the 4th **THU** of the month, using a **MONTHLY** frequency. Using the minus sign, the user can say the second to last Friday of the month. For example, **-1 FRI** is the last Friday of the month.
BYHOUR	This specifies the hour on which the job is to run. Valid values are **0** to **23**. As an example, 10 means 10 a.m.
BYMINUTE	This specifies the minute on which the job is to run. Valid values are **0** to **59**. As an example, 45 means 45 minutes past the chosen hour.
BYSECOND	This specifies the second on which the job is to run. Valid values are **0** to **59**. As an example, 30 means 30 seconds past the chosen minute.

The following are details about some of this screen's options:

SC Daily Compliance Update

If checked, a backend utility is enabled to run nightly to check all posted vouchers in the Accounts Payable module with date-sensitive compliance codes to update their date compliance states, and if necessary, their payment status states accordingly.

Also, to enable this nightly utility, the 'Automatically Update Compliances' checkbox (shown below) on the Financials tab of this screen must be checked:



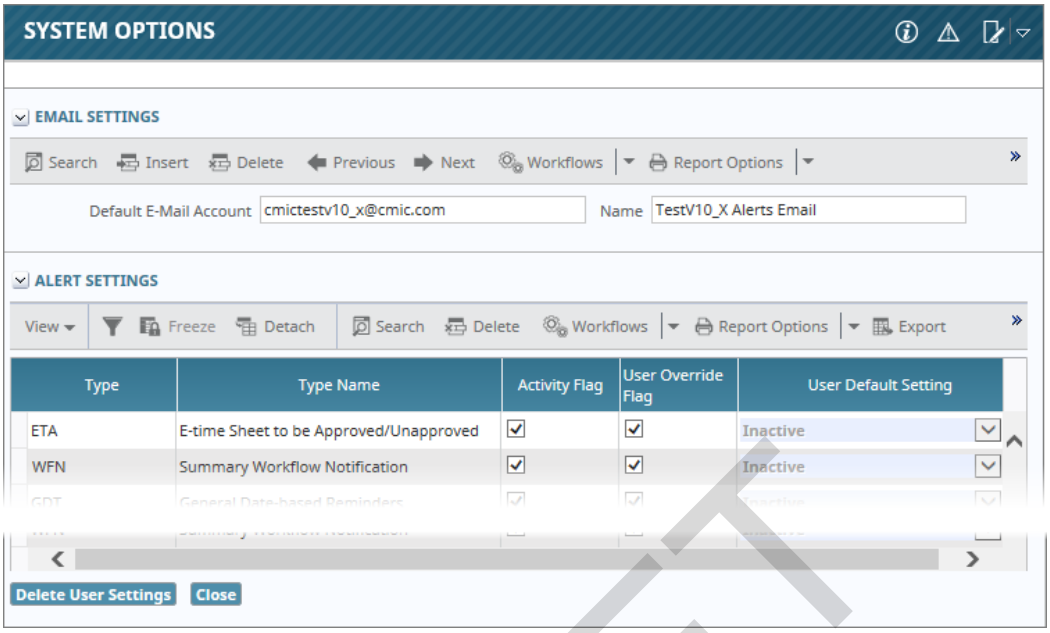
Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Financials tab

Payroll ACA Build Monthly Utility

If checked, an automatic monthly process builds ACA compliance data for each employee, for the previous month, using relevant employee information.

For details about this utility, please refer to the *ACA Compliance (1095-C, 1094-C) Reporting Setup* section in the *Greenshades* reference guide.

[**Alert Settings**] – Button

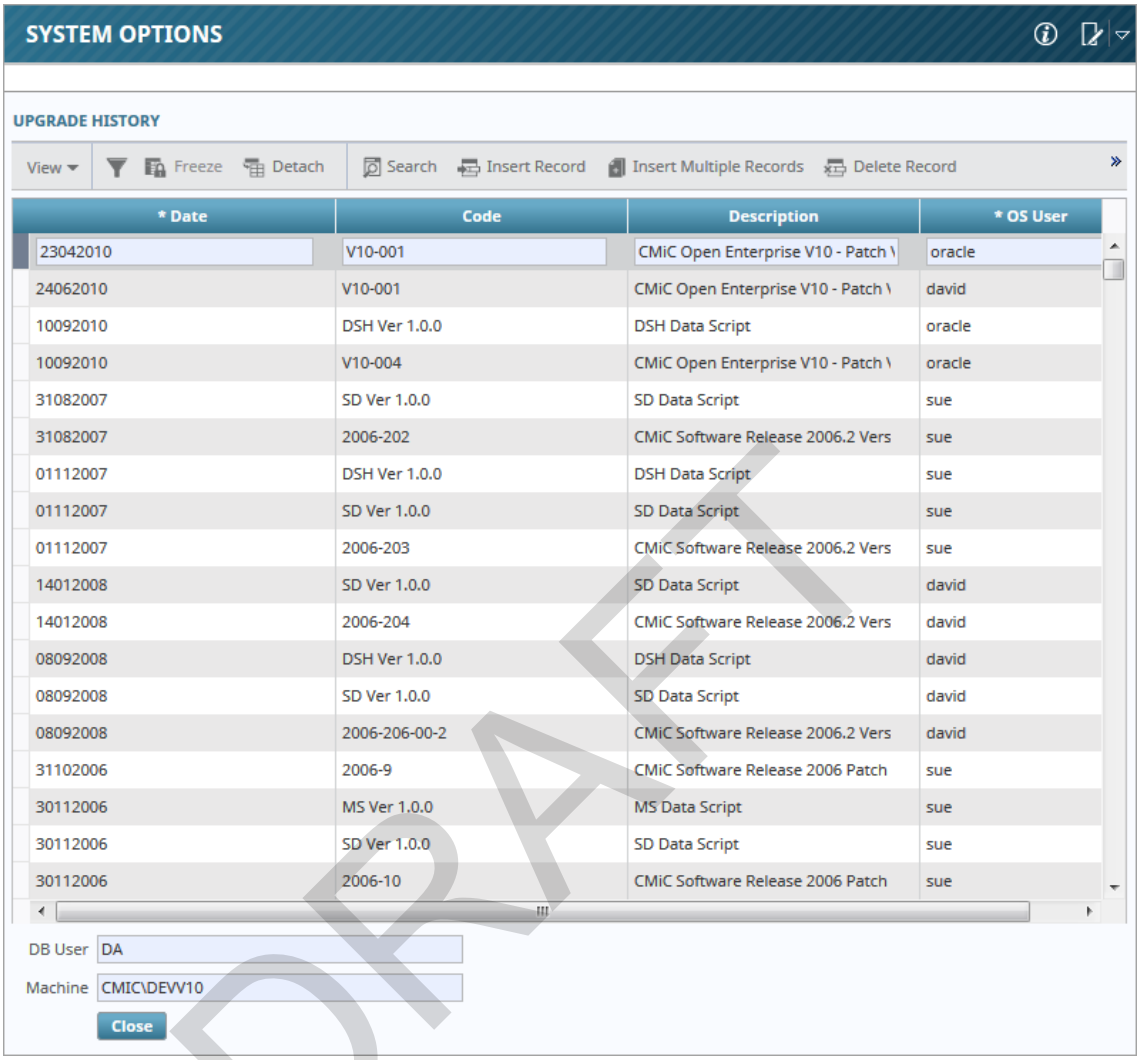


Pop-up window launched from [Alert Settings] button on System Options screen; standard Treeview path: System > Setup > System Options – General tab

The pop-up window launched from the [**Alert Settings**] button on the System Options screen allows users to define alert settings for E-Time Timesheet Approvals (ETA) and Workflow Notifications (WFN).

Please refer to the *Alerts* section in this guide for more detailed information.

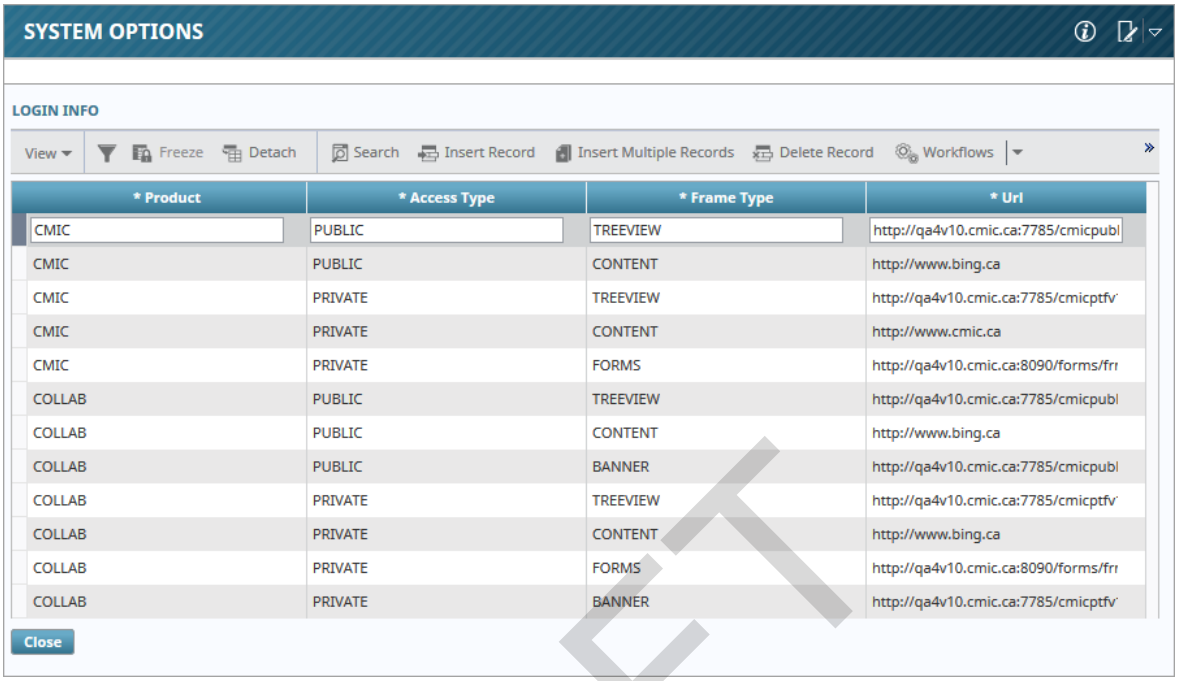
[**Upgrade History**] – Button



Pop-up window launched from [Upgrade History] button on System Options screen; standard Treeview path: System > Setup > System Options – General tab

This pop-up window shows all updates to CMiC, including CMiC version/patches and Vertex updates. Every time a CMiC software patch or Vertex update is installed, this information is updated. This pop-up window shows the complete list of what has been done to the system, including the date installed and the user who installed it.

[**Login Info**] – Button



Pop-up window launched from [Login Info] button on System Options screen; standard Treeview path: System > Setup > System Options – General tab

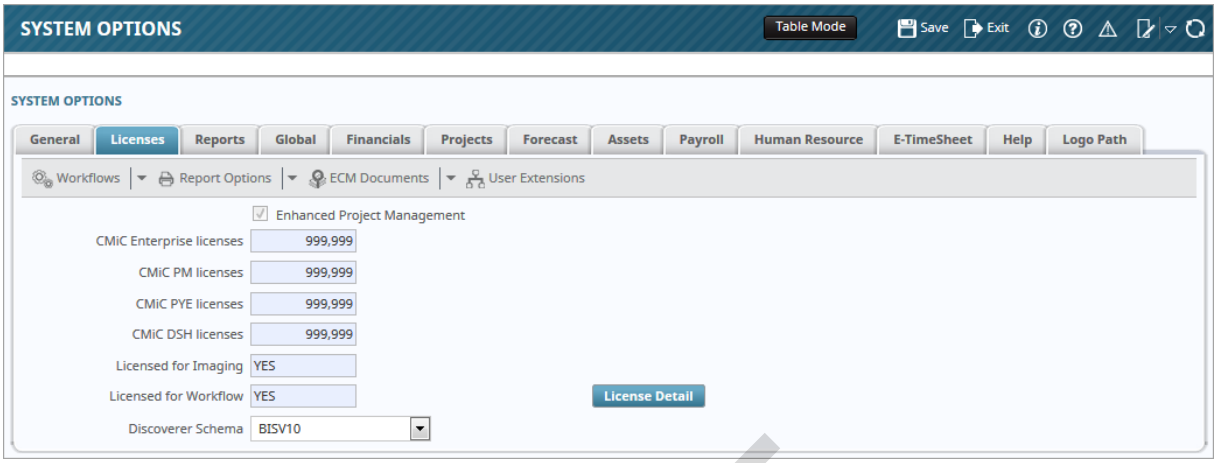
This button opens a pop-up window where the user defines what displays within the frames of the CMiC applications and the matching URL for both public and private access. Public access is before a user has entered their single sign-on user name and password. Private is for what they see after having logged in. For example, before the user signs on, the content frame might display the user's company webpage, while after the user has logged in, it may be a CMiC dashboard page.

The data in this screen is pre-configured when the user's system is set up. The only rows that can/should be changed by anyone but CMiC are the "CONTENT" type records. This allows the user to change what is displayed on the "Content" area for both the public and private pages.

One of the entries in this pop-up is used to obtain the root URL when creating links to programs from other programs, so it needs to point to the application server or load balancer, depending on your configuration. The record used will be one of the records for product COLLAB and access type PRIVATE that contains SDMENU (not case sensitive) in its URL. If none or more than one of the COLLAB/PRIVATE records contains SDMENU, one will be picked randomly.

NOTE: Depending on the user's configuration, URLs can be either relative or absolute.

Licenses – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Licenses tab

Enhanced Project Management – Checkbox

This field if checked, allows specific project management programs to be available within the Job Cost (Enter Projects, Assign Project Contacts), Subcontract Management (CMiC Field version of Enter Subcontracts and or Change Orders) and Change Management (Enter Pending Change Items, Prepare Owner Change Order, Enter SC Change Order) application menus. This field is only updatable by CMiC. For further information, please contact your Consultant or CMiC Support.

CMiC Enterprise Licenses, CMiC PM Licenses, CMiC PYE Licenses, CMiC DSH Licenses, Licensed for Imaging, Licenses for Workflow

This section of the screen shows the current number of registered licenses purchased for each of the CMiC software products.

The Licensed for Imaging/Workflow fields indicate if the user's configuration is licensed for using the Imaging and Workflow applications.

Use the [**License Detail**] button's pop-up to view the number of licenses that the user's company has purchased for each application module within CMiC.

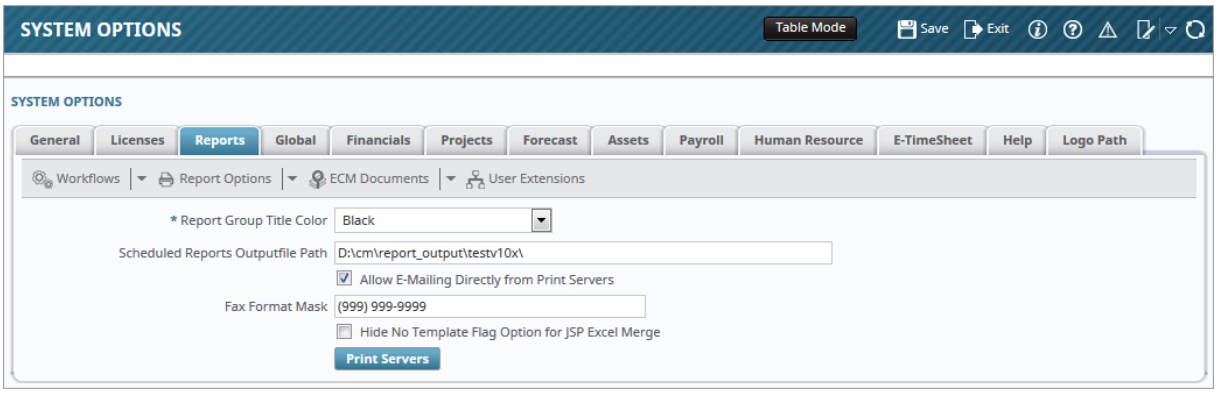
Discoverer Schema

The Discoverer Schema field refers to the owner of the CMiC Business Intelligence EUL (End User Layer) currently in use.

[**License Detail**] – Button

This button's pop-up displays the number of licenses that the user's company has purchased for each application module within CMiC. This is a display-only information screen.

Reports – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Reports Tab

Report Group Title Color

CMiC Enterprise allows users to default what color report group level data will print in. If users select "Black", they will see a thick black line with white characters; if "Grey", a light grey line with black characters; and if white, there will be no line showing, just the group title in black. Users may change this value when they print a report, as this is the default value.

Scheduled Reports Outputfile Path

This field is used by the Report Scheduler. This path indicates where on the application server reports that have been scheduled to run at specific times will be saved. Please ensure that this patch is entered with an ending slash.

Allow Emailing Directly from Print Servers – Checkbox

This option controls the appearance of the EMAIL option in the Report Parameter form. When checked, the users have the ability to Print To Email in forms. When unchecked, this option is not displayed. (Use of the email option within PM Preferred Contact Method is NOT prevented with this option.)

Fax Format Mask

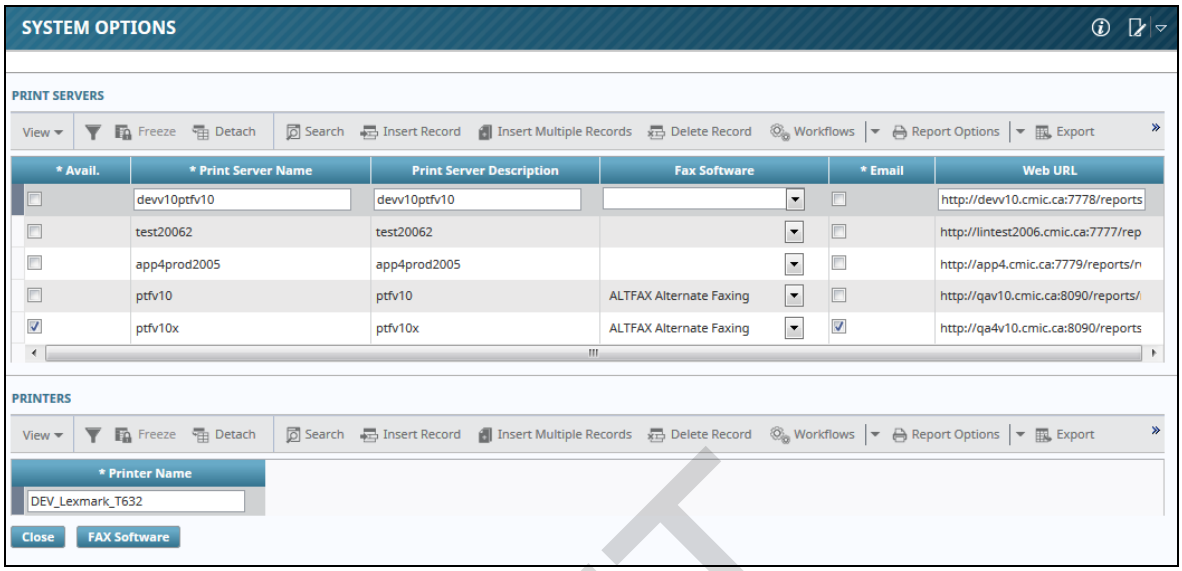
This field determines the mask that will be used when entering a fax number for a contact. For example, if the user types in the fax number as 9998887777, the system will redisplay the number as (999) 888-7777 if this field is set up as (999) 999-9999. If the user types in any mask at all, except for the defined mask, the system will indicate that the format is incorrect.

Hide No Template Flag Option For JSP Excel Merge – Checkbox

If 'Hide No Template Flag Option For JSP Excel Merge' is checked, the 'No Template' option will be hidden when sending the query logs from CMiC Field to spreadsheet. This adds flexibility to MIP Excel merge, where users do not want to use the default 'No Template' option but want to have only custom templates available for usage.

The default value is unchecked. Field security may be applied to this checkbox. Since this is a system level option, the value affects the MIP Excel merge across the system and this is applicable to CMiC Field only.

[**Print Servers**] – Button



Pgm: SYSOPT – System Options – Reports tab – [Print Servers] button

The [**Print Servers**] button is used to review, edit and define the print servers that are available to users of the system. Once the print servers and their associated printers are defined, the default printing information for the system should be assigned to the user "DA" – via the User Preferences screen (standard Treeview path: *System* > *Preferences* > *User Preferences*). This will then become the default for each new user created.

Print Servers – Section

Available – Checkbox

Check the 'Available' box if the print server is available to users. This checkbox allows printer servers to be taken on and off line. Inactive print servers are not available to users during the printing process.

Print Server Name, Print Server Description

Enter the name of the print server as defined on the network (no spaces permitted in print server names). Please refer to your Network Administrator for the correct name and a detailed description of the print server being defined. This description is for reference purposes by the user and is not used during any processing.

Fax Software

This field indicates what software this print server will utilize, when a report is selected to be faxed instead of printed or e-mailed. The default option is "Windows Faxing".

E-mail – Checkbox

This checkbox indicates that this is the print server that will be used to send direct e-mails. This is used by Collaboration and the Questionnaire system. If no print server is checked for e-mail Collaboration Notifications, Communication E-mail and Questionnaire will produce an error indicating that the system cannot find the server.

Web URL

This is the address (URL) used by Collaboration and other CMiC JSP applications for printing reports.

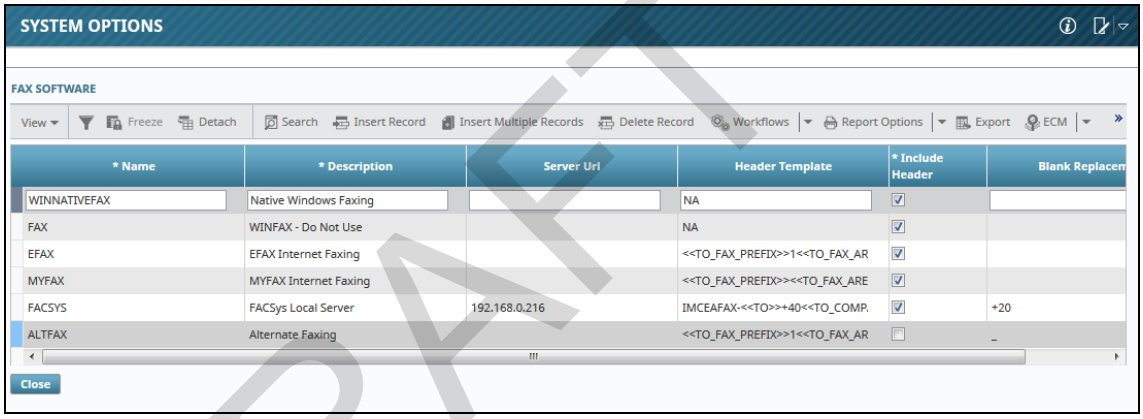
Printers – Section

Printer Name

Move to the Printers section of the screen after saving the print server record and enter the name(s) of the printers attached to this print server.

NOTE: Direct printing from ADF to shared printers defined with the UNC path (starting with \\) is not supported. The printer could still be a network printer, but it must be defined as a local printer on the application server that runs WebLogic.

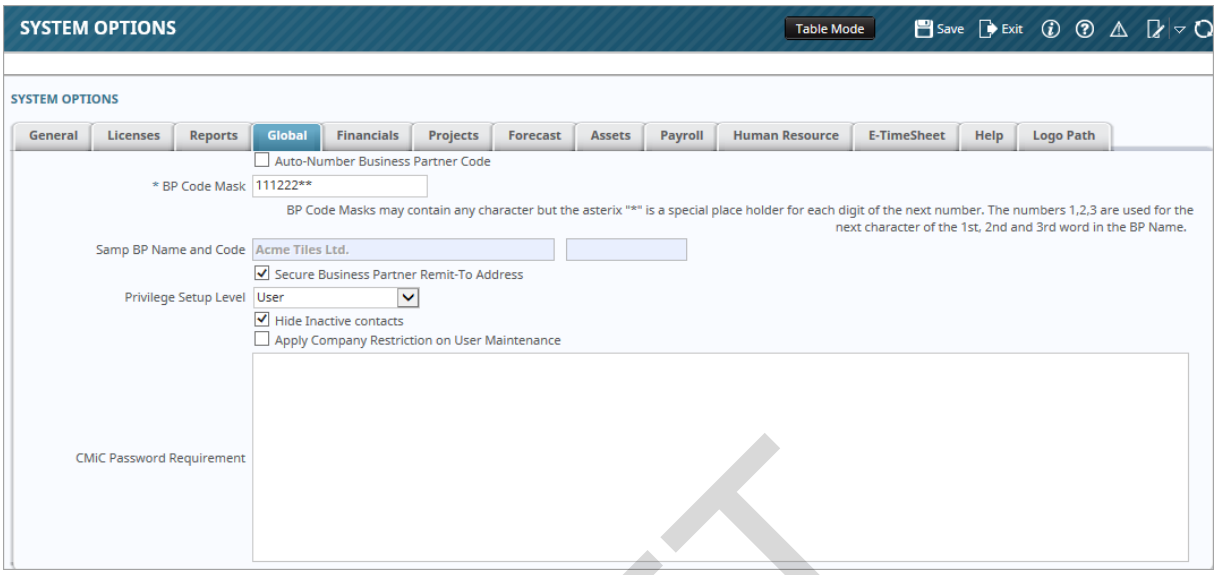
[**FAX Software**] – Button



Pop-up window launched from the [Fax Software] button located on the pop-up screen launched from the [Print Servers] button on the System Options screen; standard Treeview path: System > Setup > System Options – Reports tab

The pop-up window launched from the [**FAX Software**] button enables configuration of the faxing software installed in the user's system for use with the print to fax functionality.

Global – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Global tab

Auto-Number Business Partner Code – Checkbox

Check this box if the system is to automatically generate a business partners code. If this is checked, the business partner mask will be required.

BP Code Mask (Business Partner Code Mask)

This field is only required if 'Auto-Number Business Partner Code' is checked on this screen. Enter the business partner mask required for the automatic numbering of business partners. The business partner mask is an 8-character, user-defined numbering system.

The business partner mask allows for the customization of the numbering system using specific placeholder variables within each of the 8 characters of the string. Any combination of numbers, letters and characters (except a space) can be used to create a business partner numbering string.

There are variables available. An asterisk "*" represents a number, and the number "1" represents a letter from the business partner name. The system will begin the numbering process from right to left based on the number of asterisk characters found within the mask. Asterisk characters found to the left of the total number will pre-fill with the number 0. For example, if the business partner code mask is BP******, and the business partner being entered is the eighth, then the system will begin the numbering at the right most asterisk and fill the number 0 into all asterisk characters found to the left. In this case, the business partner number created under this mask would be BP000008.

Mask	Explanation	Sample
BP******	BP represents a business partner prefix ****** represents a 6-character numeric string	BP012345
********	******** represents an 8-character numeric string	12345678
1111****	1111 represents the first 4 letters in the first word of the business partner name **** represents a 4-digit numeric suffix	ACME0001

NOTE: Masks may not contain spaces between characters.

Sample BP Name and Sample BP Code (Sample Display Only)

This field is not enterable. It should be used to verify the entry in the BP Code Mask field. A sample business partner is used to generate the BP using the mask provided within the previous fields.

Secure Business Partner Remit-To Address – Checkbox

This functionality limits users' access to 'Remit-To' addresses in the OM Organization, Customer, Vendor and Business Partner Maintenance screens. By default, the checkbox is unchecked.

If checked, all business partner alternate addresses with the 'Remit-To' checkbox checked become secured. Only users with the system privilege 'EDREMITADD: Allow Edit of Secured Remit-To Address' will be able to edit these addresses, including checking the 'Remit-To' checkbox itself. For users without this privilege, all fields for business partner alternate addresses with the 'Remit-To' checkbox checked will be disabled.

NOTE: When the system option is checked, users without the system privilege EDREMITADD are still able to edit business partner alternate addresses that do not have 'Remit-To' checked, but they cannot change the status of the 'Remit-To' checkbox.

Privilege Setup Level

This field provides functionality to set up privilege at user level and role level.

Privilege Setup Level as "User"

When a role is assigned to a user, a set of role level privileges (System/Configuration) are inherited by the user. When a role is removed from the user, the privileges are NOT removed, and they always stay with the user.

Privilege Setup Level as "Role"

When the option is set as "Role", the users inherit the privileges from the role and the privileges are not updateable, as the column is locked down in the ADF screen. Upon removal of any role, all the privileges are removed from the user as well. If there is more than one role with common privileges, then the removal of a role will not remove the common privilege, as they are associated with other roles.

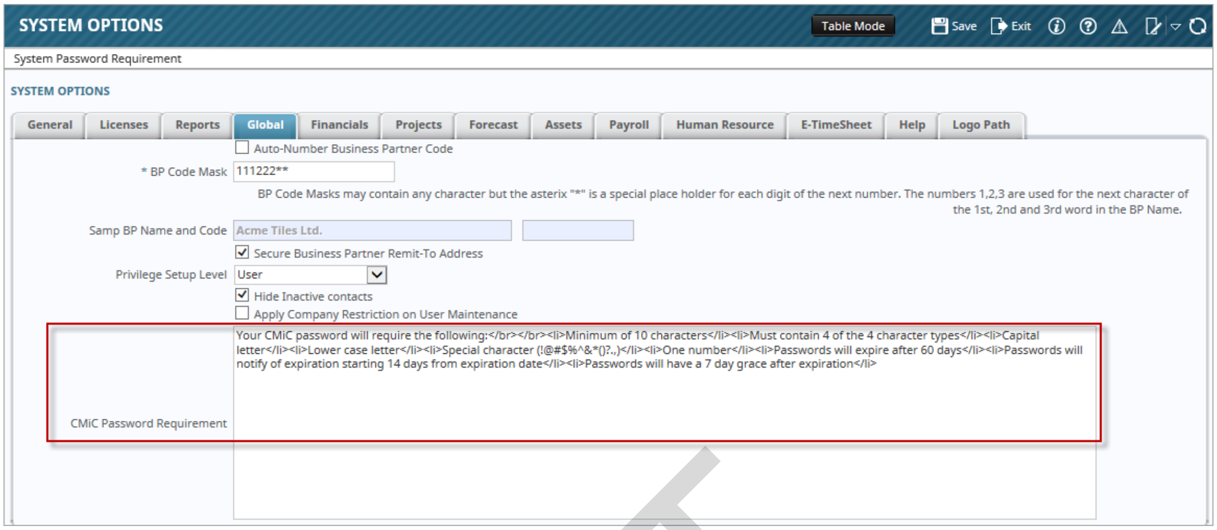
Hide Inactive Contacts – Checkbox

This checkbox provides functionality to hide or display inactive contacts. If checked, users are not allowed to view inactive contacts.

Apply Company Restriction on User Maintenance – Checkbox

If checked, prevents users from seeing companies they do not have access to in the User Maintenance screen (standard Treeview path: *System > Security > Users > User Maintenance – Company Access tab*).

CMiC Password Requirement

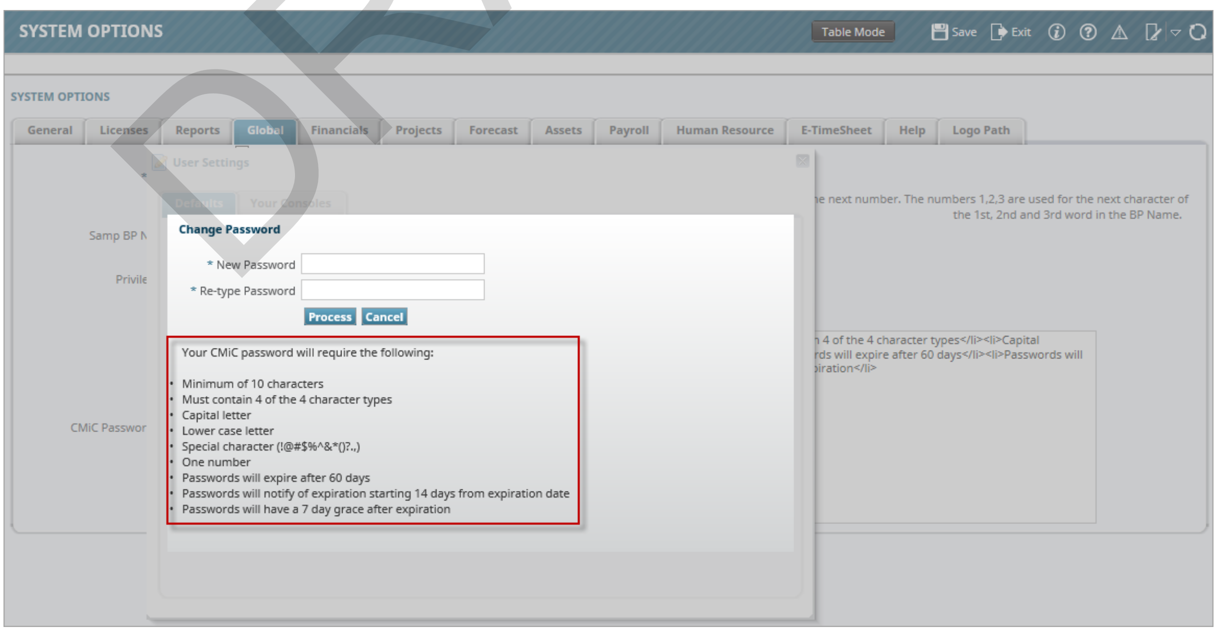


Example of CMiC Password Requirement text

The CMiC Password Requirement field is used to enter password requirements that will appear on the Change Password screens in both ADF and JSP. Users can add a customized message to this screen, and it will not influence the rules set in LDAP.

HTML text should be entered in this field; otherwise, the text will appear in plain text all in one line.

For example, enter HTML text as shown framed in red in the screenshot above. Click on the User Name in the top right-hand corner of the console to launch the User Settings pop-up window. In the User Settings pop-up window, click on the ‘Change Password’ link to open a second pop-up window where the specified password requirements will be displayed.



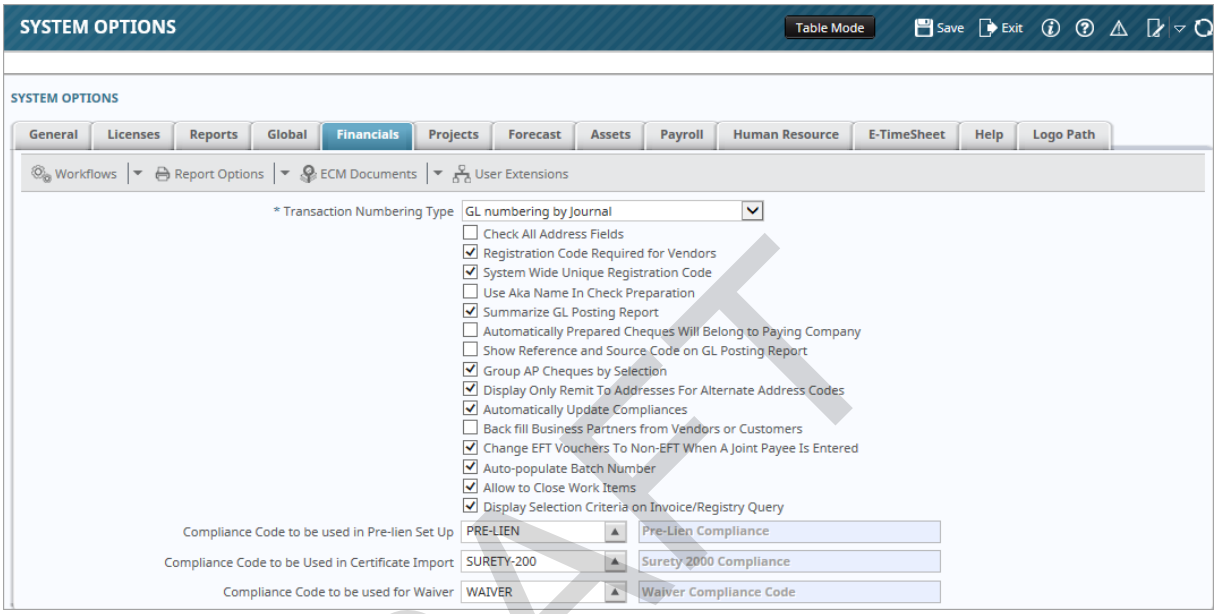
Example of CMiC Password Requirement message displaying on the Enterprise Change Password pop-up window

The password requirements are a message indicating the rules the user should follow when creating a new password. No validation is performed on the password requirements.

The user should insert a new password and save it by clicking on the [**Process**] button.

NOTE: In JSP programs, the password requirements will appear on the User Maintenance screen in the Security menu.

Financials – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Financials tab

Transaction Numbering Type

Select the transaction numbering method to be used throughout the system. The transaction number is not a field that is referred to very often. Once a transaction is posted, this selection can't be changed.

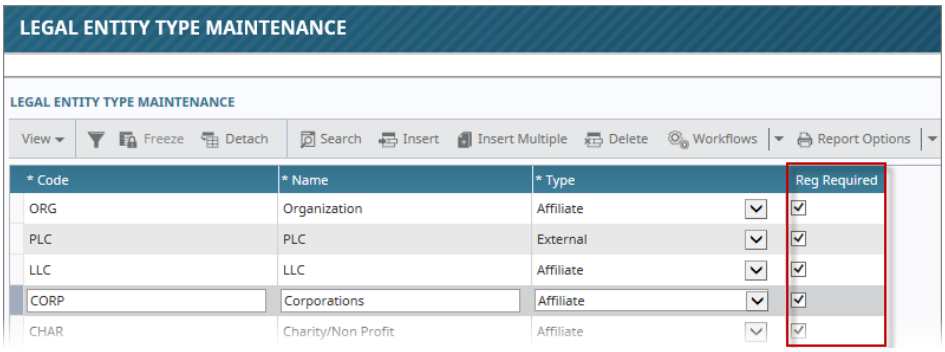
The system provides for the following options: GL Numbering by Journal, GL Numbering by Batch, GL Numbering across the System, GL Numbering by Period. The default is GL Numbering by Journal, as this is the most commonly used option.

Check All Address Fields – Checkbox

If checked, the default value for all checkbox fields on the Update Address window will be checked. If this is not checked, the Update Order Address and Shipping address checkboxes will be unchecked when the window is opened.

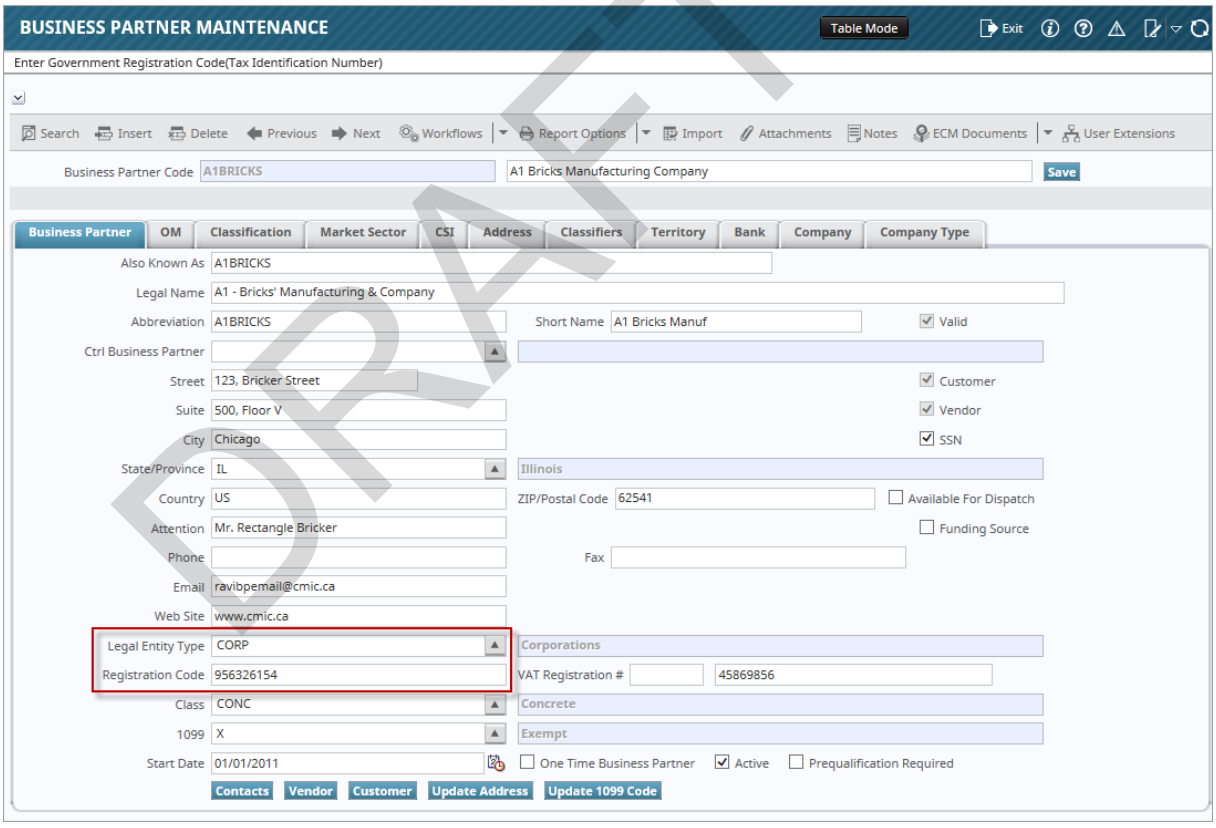
Registration Code Required for Vendors – Checkbox

This field is the default value for the registration code required checkbox on the Business Partner Legal Entity screen. If this field is checked, all records created on the Legal Entity screen will by default have the registration code required checkbox checked, as shown in the screenshot below.



Pgm: BPLEGFM – Legal Entity Type Maintenance; standard Treeview path: can be launched from Setup menu from Accounts Payable, Accounts Receivable, and Purchase Order modules

If a business partner is assigned a legal entity type code that has 'Reg Required' checked, then a registration code must also be entered on the Business Partner Maintenance screen or that business partner cannot become a vendor. Registration Codes are Tax ID Numbers or Federal ID numbers used in the US for 1099 reporting and in Canada this field is used for the Vendor GST Registration Number.



Example of Business Partner showing Legal Entity Type and Registration Code fields completed for it to become a Vendor

System Wide Unique Registration Code – Checkbox

If this field is checked, the Business Partner Maintenance screen will reject any registration code that is already used by an existing business partner. When unchecked (N), the system allows the user to create business partners with duplicate registration codes, but gives a soft warning in a pop-up, informing the user with a list of business partners with duplicate registration codes.

Use AKA Name in Check Preparation – Checkbox

When this field is checked, the name entered in the Also Known As field (or AKA) on the Business Partner Maintenance screen will print on the check. If the AKA name is null on the business partner's record, the business partner name will print on the check. An update to the AKA name or business partner name will not be allowed if there is an unposted check. If this is not checked, the system will use the business partner name on the check.

Summarize GL Posting Report – Checkbox

If this field is checked, when posting from modules other than the General Ledger module, the GL Posting Report produced will summarize the GL transactions posted in the batch by department and account rather than list them all out.

If 'Summarize GL Posting Report' is checked, the 'Show Reference and Source Code in GL Posting Report' checkbox on this tab becomes visible.

Automatically Prepared Checks Will Belong to Paying Company – Checkbox

This field is for custom handling of multiple company selections in a pay run selection processing of checks using the combine options.

Show Reference and Source Code in GL Posting Report – Checkbox

This checkbox 'Show Reference and Source Code in GL Posting Report' becomes visible to users only when the 'Summarize GL Posting Report' checkbox is checked on this tab.

When GL transactions are created from other modules, especially Job Billing, the report may contain many pages of detail lines. When users choose the option to summarize the GL transactions, they have an option either to print the reference and source codes or not. When the 'Summarize GL Posting Report' box is unchecked, then this checkbox will not be visible to the users and the report will print all the GL transaction details with reference and source codes for each line, if any.

Group AP Cheques by Selection – Checkbox

If checked, AP cheques will be grouped by payment selection codes when using payrun groups for AP's check printing functionality. The default value is unchecked.

Display Only Remit To Addresses For Alternate Address Codes – Checkbox

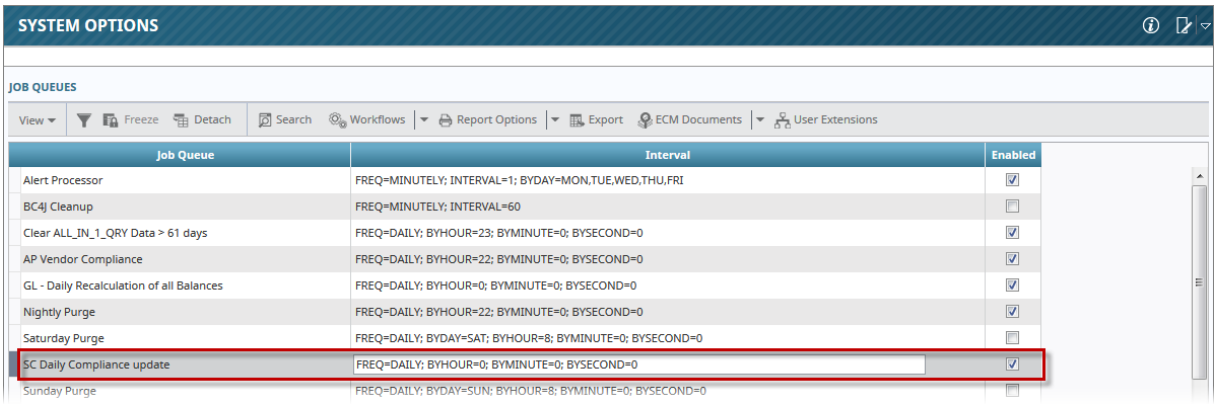
Only display alternate addresses that are marked as 'Remit To'.

When this checkbox is checked, the AP Voucher Entry, AP Recurring Entry, AP Invoice Registry, and Enter Subcontract/Change Order will validate the LOV for Alternate Addresses and display only the alternate addresses that are marked as "Remit To" on the Address tab of the Business Partner's Maintenance screen.

Automatically Update Compliances – Checkbox

If checked, a backend utility will run nightly to check all posted vouchers in the Accounts Payable module with date-sensitive compliance codes to update their date compliance states, and if necessary, their payment status states accordingly.

Also, to enable this nightly utility, the 'SC Daily Compliance' update checkbox (shown in the screenshot below) must be checked in the Job Queues pop-up launched by clicking the [**Job Queues**] button on the General tab of this screen:



Pop-up window launched by the [Job Queues] button on the General tab of the System Options screen; standard Treeview path: System > Setup > System Options – General tab – [Job Queues] button

A voucher with a date-sensitive compliance code is date compliant if its invoice date or the system date, depending on the date selected via the Update Date Sensitive Compliance field on the Voucher tab of the AP Control File (standard Treeview path: *Accounts Payable > Setup > Local Tables > Control File Options*), is within the date-sensitive code's start date and end date (coverage start & end dates).

Back fill Business Partners from Vendors or Customers – Checkbox

If checked, vendors and customers can be created directly, bypassing the creation of business partners. The Business Partner record will be "back filled" by the system. When all vendors or customers that are related to a business partner are deleted, the business partner will also be deleted.

Change EFT Vouchers to Non-EFT When A Joint Payee Is Entered – Checkbox

When checked, if users enter joint payee information against EFT vouchers, the voucher entry and adjust voucher status screens will update the EFT flag value as 'N' (unchecked).

Auto-populate Batch Number – Checkbox

The default state of this checkbox is checked. This is a system level option, hence it is applicable to all companies.

If checked, in any screen with a Batch Number field and the ability to create new batches, the screen will load an unposted batch with the highest batch number created by the current user. If no unposted batches are found, the screen will load with a newly created batch, with an automatically generated batch number and batch name.

If unchecked, the Batch Number field will be left blank in any screen with a Batch Number field and the ability to create new batches.

Allow to Close Work Items

This functionality allows a user to close a work item directly on the Close Work Items screen in the Preventative Maintenance module instead of using the [**Close Detail**] button (standard Treeview path: *Preventative Maintenance > Close Out > Close Work Items*).

If checked, when the work item type selected from the drop-down menu on the Close Work Items screen is "Equipment", the [**Close Detail**] button will be disabled and the Meter Reading, Date Serviced and Close Work Item fields will become visible to enable closure of the work item.

For further details, please refer to the *Preventative Maintenance* reference guide.

Display Selection Criteria on Invoice/Registry Query – Checkbox

If checked, Department, Vendor and Job fields are displayed in the search criteria on the Registry/Invoice Query screen (standard Treeview path: *Accounts Payable > Query > Registry/Invoice Query*) and

validated when the [**Query Data**] button is pressed. At least one of these fields must be entered to perform a query; otherwise, the system will issue an alert message.

When unchecked, Job and Department fields are removed from the search criteria and the Vendor field is no longer a required field.

Use User's Email Address As Sender's Email Address – Checkbox

When making EFT payments using the Print Check screen in the Accounts Payable module, if the 'EFT/TPPM Distribution' box is checked on the Print Check screen, and the "E-mail" option is selected for a vendor via their Vendor record's EFT/TPPM Distribution field on the Accounting tab, an email to notify the vendor of the EFT payment will be sent. The email address entered in the Default ACH Email field on the Check tab of the AP Control File will be the sender's email address for the sent ACH email notification.

If the 'Use User's Email Address As Sender's Email Address' box is checked on the Financials tab of the System Options screen, then the email address of the user that processed the checks will be used as the sender's email address for the sent ACH email notification. The user's email address is defined in the Email field on the User Maintenance screen (standard Treeview path: *System > Security > Users > User Maintenance – General tab*).

Compliance Code to be used in Pre-Lien Setup

This is applicable if the pre-lien functionality in Accounts Payable is being used.

Compliance Code to be Used in Certificate Import

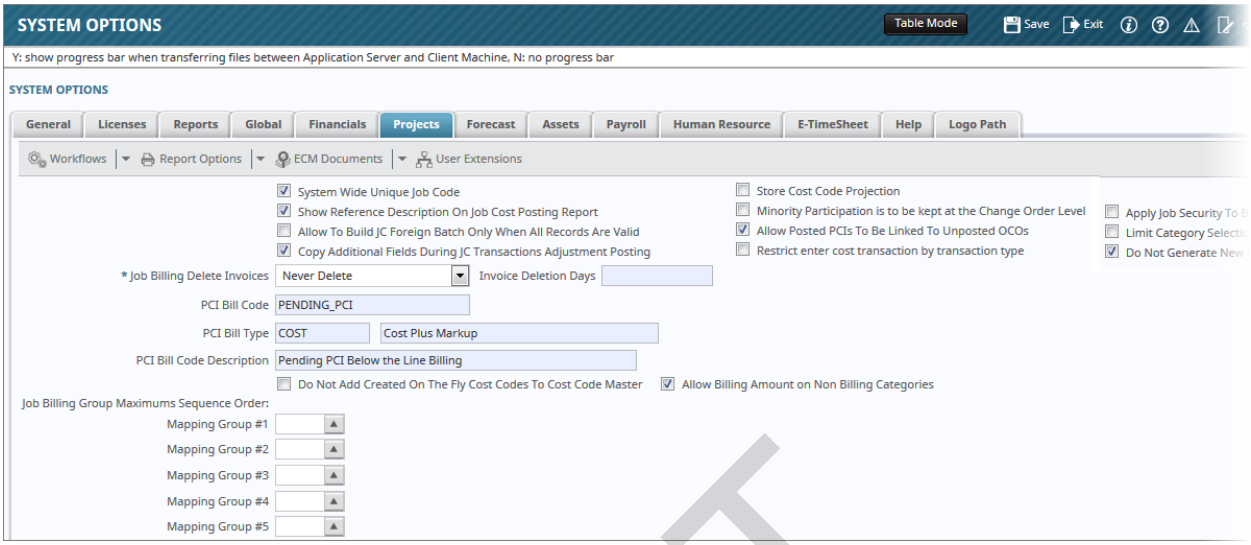
Enter the compliance code to be used in Insurance Certificate Import utility of the Subcontract Management module (standard Treeview path: *Subcontract Management > Utilities > Insurance Certificate Import*).

The Insurance Certificate Import utility is used for importing insurance certificate statuses and expiry dates, and updating them for a particular compliance code, the value of which is set in this field.

Compliance Code to be used for Waiver

This is the compliance code which is to be used for PayMode Waiver in the Subcontract Management module. This compliance code will be used to update the subcontract compliance file during the AP Check posting for the PayMode process.

Projects – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Projects Tab

System Wide Unique Job Code – Checkbox

If this box is checked, then whenever a new job is created in the Job Costing module, the system will verify that the same job code does not exist in any other company on the system.

The default for this field in unchecked.

Store Cost Code Projection – Checkbox

When checked, the 'Effective Date' will be updateable on the Job Setup screen in the Job Costing module (standard Treeview path: *Job Costing > Job > Enter Job*). Any attempt at posting a transaction against the job prior to the specified effective date will be disallowed.

NOTE: This option is related to forecasting. When used, it activates the effective dates on jobs and budgets, making them mandatory for all jobs and phases. These dates are then used in forecasts and projections.

This checkbox applies to the Project Maintenance screen in CMiC Field (standard Treeview path: *CMiC Field > File Maintenance > Project Maintenance – General tab*). On the General tab of this screen, the fields Bid Job Department and Bid Job Effective Date only become available for entry when creating a new project and the checkbox 'Automatically Create Bid Job for a New Project' is checked in the Job Costing module (standard Treeview path: *Job Costing > Setup > Local Tables > Control File – Jobs tab*) and if the 'Store Cost Code Projection' checkbox is also checked here in the System Data module (standard Treeview path: *System > Setup > System Options – Projects tab*), respectively. The Job Info tab will be updated with the bid job department and the effective date will default in, once the project is created.

For more information, please refer to the *CMiC Field* guide.

Show Reference Description on JC Posting Report – Checkbox

This checkbox is for clients upgrading from previous versions of CMiC software. If this option is unchecked, the reference description will not display on the Job Costing posting report JC705. This keeps the report the same as it was in previous versions of CMiC software.

Allow to Build JC Foreign Batch Only When All Records Are Valid – Checkbox

This checkbox controls the process of building a JC foreign batch from an import file. When checked, the Job Costing: Utilities > Import > Foreign Batch > [**Build JC Transaction Batch**] button will not be enabled until all of the imported records are validated.

When unchecked, the system would allow the user to build a JC batch, with valid records, leaving behind the invalid records. The invalid records will remain in the import batch allowing for the user to either delete or correct them so that they can be included in a second batch.

Copy Additional Fields during JC Transaction Adjustment Posting – Checkbox

When checked, during JC adjustments transaction posting, the program would additionally copy DSRC_Code, SEC_PAY_RUN, SHIFT_CODE and UNION_CODE fields to the newly created JC detail line. When this box is checked, even the JC adjustment transactions, which were originally posted from Payroll, are considered as secure information and only those with appropriate privilege will be able to see the secure payroll information in JC Transaction Query and Reports.

Job Billing Delete Invoices

This drop-down menu provides the ability to maintain JBINVOICE_DETAIL and JC_INVOICE_DETAILS_POSTED tables, only with required data and delete all other redundant data and makes the table size manageable.

If the first option “Never Delete” is chosen, none of the invoice detail lines will be deleted.

If the option “At Posting Time”, is chosen, then while posting JB Invoice, only the data with the flag PRINT_ON_INVOICE set to “Y” will be copied to JB_INVOICE_DETAILS_POSTED table and then all of the redundant data in JBINVOICE_DETAIL table will be deleted.

If the third option is chosen, with an entry of “Days after Posting” set to “N” number of days, then during the posting of JB Invoice Details, all the data will be copied to the JB_INVOICE_DETAILS_POSTED table and also will delete all of the redundant data in JBINVOICE_DETAIL table. Then after passing of “N” number of days, a database job will run at midnight and delete the redundant data whose JB_PRINT_ON_INVOICE flag is set to “N” from the JB_INVOICE_DETAILS_POSTED table.

PCI Bill Code, PCI Bill Type, PCI Bill Code Description

These fields are disabled as they do not apply to most users. They are applicable to a functionality specifically designed for clients outside of the US.

Do Not Add Created On The Fly Cost Codes To Cost Code Master – Checkbox

This checkbox, when checked, will not add the phases that were created ‘on the fly’ from screens to the phases master table.

Job Billing Group Maximums Sequence Order

The order represents which group is a subset of the other group, with the lowest number being the uppermost group, and the highest order number being the lowest group.

For example:

Order A	Order B	
Mapping Group # 1	1	5
Mapping Group # 2	2	4
Mapping Group # 3	3	3
Mapping Group # 4	4	2
Mapping Group # 5	5	1

Order A means Group 5 is a subset of Group 1.

Order B means Group 1 is a subset of Group 5.

The values set in the Systems Options screen will be defaulted to the Job Billing Contract Entry –Defaults screen, but can be overridden.

Minority Participation Is To Be Kept At The Change Order Level – Checkbox

When this checkbox is checked, the [**Overall Participation**] button on the Subcontract Entry screen is enabled (standard Treeview path: *Subcontract Management > Contracts > Enter Subcontract/Change Order*), as well, the [**CO Participation]** button for the Change Orders tab is also enabled. By so doing, Minority Participation information can be kept on both the subcontract and subcontract change order levels.

Apply Job Security to Billing Rate Table Maintenance – Checkbox

When checked, users will have access to only those billing rate codes that have been assigned to the jobs of their security group. Users will also be able to access the rate codes that have been created but not assigned to any jobs yet.

Allow Posted PCIs to be Linked to Unposted OCOs – Checkbox

This checkbox, when checked, gives the user permission to link posted Potential Change Item (PCI) and unposted Owner Change Order (OCO) if the PM Role privilege 'Allow for adding posted PCIs to unposted OCOs' is checked in the Project Role definition screen (standard Treeview path: *CMiC Field > Security > Project Roles*).

Allow Billing Amount on Non Billing Categories – Checkbox

If checked, the system will allow the user to enter billing amount on PCIs for categories that are flagged as budget categories but not as billing categories. The default is unchecked.

Restrict Enter Cost Transaction by Transaction Type – Checkbox

If checked, enables restriction of users from entering E, G, J or W distribution types in JC Cost Transaction Entry screen, when used in conjunction with system role privileges. The default value is unchecked.

When this option is checked, the following four system role privileges can be used to restrict entry of E-Line, J-Line, G-Line and W-Line transactions:

- JCELINE - JC: Restricts user to enter E-line in Enter Cost Transactions
- JCJLINE - JC: Restricts user to enter J-line in Enter Cost Transactions
- JCGLINE - JC: Restricts user to enter G-line in Enter Cost Transactions
- JCWLINE - JC: Restricts user to enter W-line in Enter Cost Transactions

NOTE: The same functionality applies to Enter Billing Transaction in JC and Journal Transaction Entry in Equipment Costing modules. All these three programs use the same JC Transaction Entry screen and hence the functionality applies to all.

Limit Category Selection to a Single Category in Job Cost Transaction Entry Screen – Checkbox

If checked, users will not be able to select more than one category in the JC Transaction Entry screen within a transaction in a batch. The default value is unchecked.

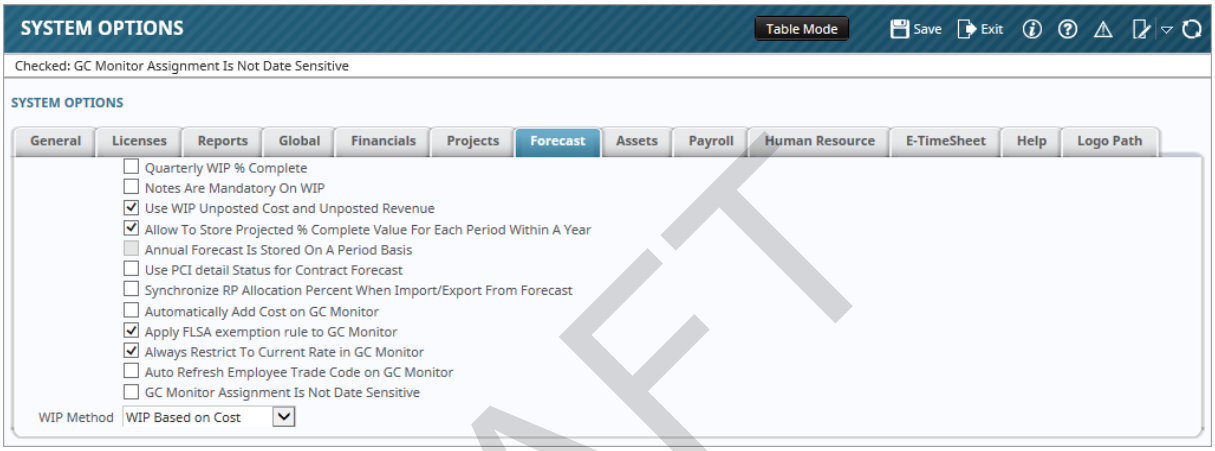
To override this option, users will require the System privilege 'JCLCS'. Users with this privilege will be able to enter multiple categories in the job cost transaction entry screen.

NOTE: The same functionality applies to Enter Billing Transaction in JC and Journal Transaction Entry in Equipment Costing modules. All these three programs use the same JC Transaction Entry screen and hence the functionality applies to all.

Do Not Generate New Bill Codes with WBS Mapping – Checkbox

If checked, when WBS mapping is being used, the system will use the default bill code (i.e. the system will not generate new bill codes with WBS mapping).

Forecast – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Forecast tab

Quarterly WIP % Complete – Checkbox

If checked, the WIP will be displayed by quarterly periods.

Notes are Mandatory on WIP – Checkbox

This box when checked, makes Notes entry mandatory when users perform overrides in the Job Costing module's Enter WIP Adjustments screen (standard Treeview path: *Job Costing > Forecasting > Work-In-Progress Adjustments > Enter and Post Adjustments – WIP Adjustment tab*). The Notes window pops up when users commit the overrides and thus they are forced to enter information on the override.

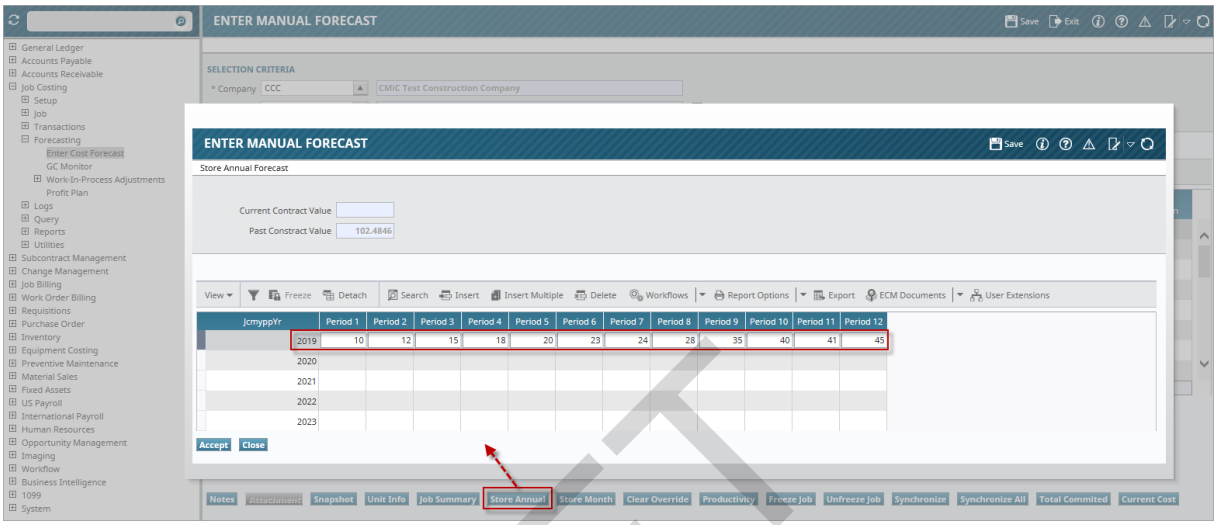
Use WIP Unposted Cost and Unposted Revenue – Checkbox

This checkbox controls the option of using the Unposted Cost and Unposted Revenue fields in the WIP Adjustment process, and when checked, will make the related Job Cost Control File fields required (standard Treeview path: *Job Costing >Setup > Local Tables > Control File – WIP tab*) such as the Unposted Costs/Revenue Phase, Category, Department and Accounts. These fields will be required.

When unchecked, the WIP Process will not use the Unposted Cost/Revenue fields and the Control File fields in Job Cost Control File will not be visible.

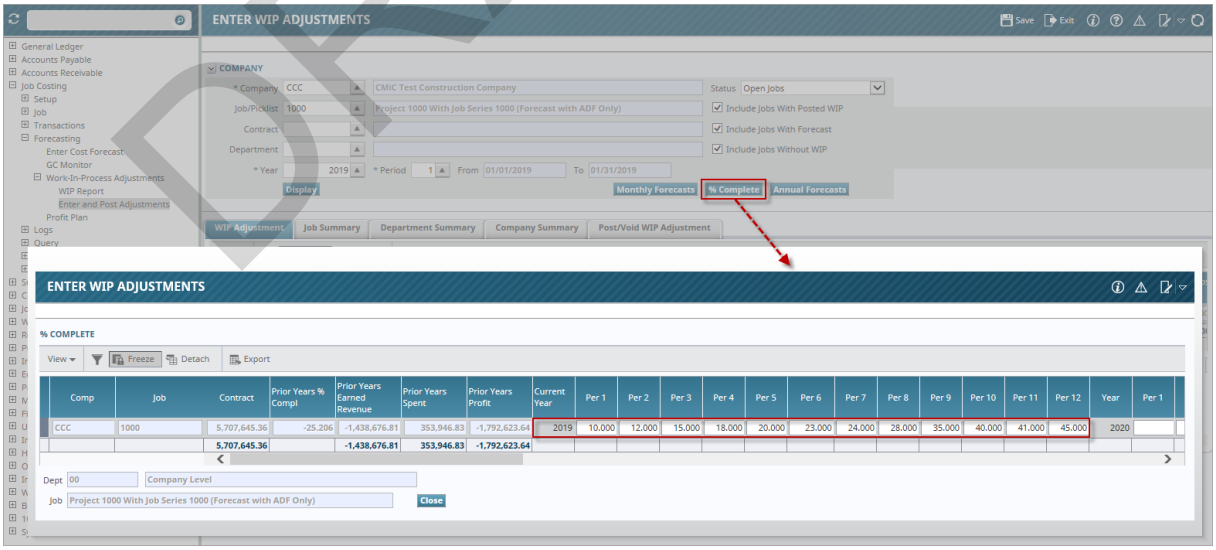
Allow to Store Projected % Complete Value for Each Period within a Year – Checkbox

This checkbox will allow entry of the projected percent complete by period in a spreadsheet format for 12 periods per year. When this option is checked, the [**Store Annual**] pop-up window in the Job Costing module's Enter Manual Forecast screen will appear as shown in the screenshot below.



Pop-up window launched from the [Store Annual] button on the Enter Manual Forecast screen of the Job Costing module; standard Treeview path: Job Costing > Forecasting > Enter Cost Forecast

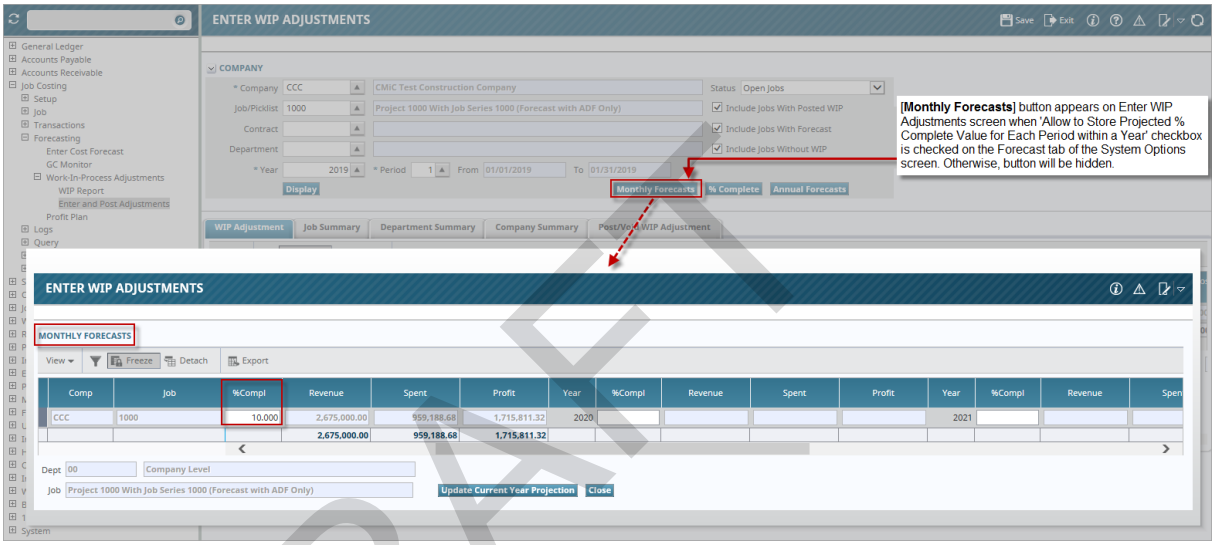
Additionally, if percent complete values are entered in the Period fields of the Enter Manual Forecast pop-up window (as shown in the screenshot above), these values will be reflected in the pop-up window launched by clicking on the [**% Complete**] button on the Enter WIP Adjustments screen in the Job Costing module (standard Treeview path: *Job Costing > Forecasting > Work-In-Process Adjustments > Enter and Post Adjustments – [Annual Forecasts] button*).



Pop-up window launched from the [% Complete] button on the Enter WIP Adjustments screen (standard Treeview path: Job Costing > Forecasting > Work-In-Progress Adjustments > Enter and Post Adjustments – [% Complete] button

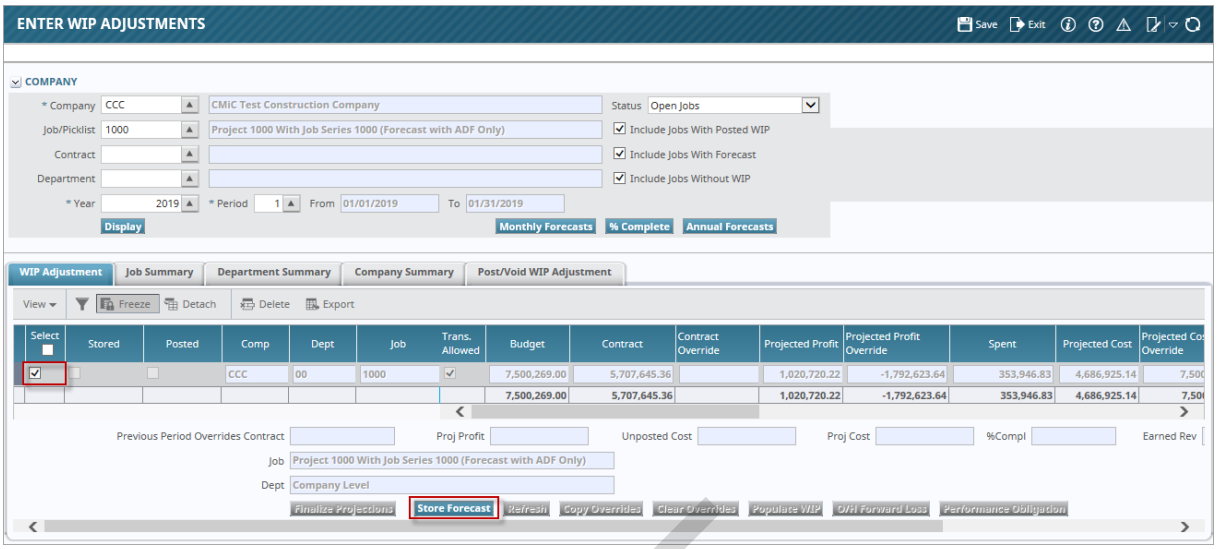
NOTE: If the pop-up window launched from the **[% Complete**] button on the Enter WIP Adjustments screen is showing quarterly periods as opposed to monthly periods, ensure that the checkbox 'Quarterly WIP % Complete' is unchecked on the Forecast tab of the System Options screen (standard Treeview path: *System > Setup > System Options – Forecast tab*).

When the 'Allow to Store Projected % Complete Value for Each Period within a Year' checkbox is checked, the [**Monthly Forecasts**] button will be visible on the Enter WIP Adjustments screen; otherwise, if unchecked, the button will be hidden. Clicking on the [**Monthly Forecasts**] button launches a pop-up window where the user can adjust the percent complete (using the %Compl field) for the selected job/year/period, as well as view additional information about the job such as revenue, total spent and profit.



Pop-up window launched from the [Monthly Forecasts] button on the Enter WIP Adjustments screen (standard Treeview path: Job Costing > Forecasting > Work-In-Progress Adjustments > Enter and Post Adjustments – [Monthly Forecasts] button)

When all adjustments have been completed, the user should click on the [**Store Forecast**] button in the Enter WIP Adjustments screen and post the adjustment by clicking on the Post/Void Adjustment tab. For more information on the functionality of this screen, please refer to the Job Costing reference guide.



Pgm: JCWIP – Enter WIP Adjustments; standard Treeview path: standard Treeview path: Job Costing > Forecasting > Work-In-Progress Adjustments > Enter and Post Adjustments – [Store Forecast] button

When the 'Allow to Store Projected % Complete Value for Each Period within a Year' checkbox is unchecked, the 'Annual Forecast Is Stored On A Period Basis' checkbox is enabled, so the annual forecast can simply be stored for period 12, as opposed to being stored for each period.

Annual Forecast Is Stored On A Period Basis – Checkbox

If checked, the annual forecast will simply be stored for period 12, as opposed to being stored for each period.

This checkbox is enabled when 'Allow to Store Projected % Complete Value for Each Period within a Year' is unchecked.

Use PCI Detail Status for Contract Forecast

When this box is checked, the system will use the Detail Level status of the PCI, not the Header Level for reporting.

NOTE: The System Options checkbox 'Use PCI Detail Status for Contract Forecast' applies only to the ADF version of the JC Contract Forecast screen.

WIP Method

This field is used for WIP method selection. The drop-down list allows users to set the WIP based either on cost or billing. Options are "WIP Based on Cost" and "WIP Based on Billing". The default value is "WIP Based on Cost".

Refer to the WIP section in the Job Costing guide for details of calculations.

Fields Relevant to GC Monitor

General Conditions Monitor (GC Monitor) is used to project a job's cost, as a stand-alone application, by using bill codes contained in the job's JB Contract to create forecast lines. Additionally, it can be used with the CMiC Field's Contract Forecasting with PCI Projections application to help forecast labor forecast lines more accurately (standard Treeview path: *CMiC Field > Budget & Cost Management > Contract Forecasting*).

GC Monitor is also integrated with the Resource Planning application to allow the importing of need lines from Resource Planning into GC Monitor as forecast lines, and to allow the exporting of forecast lines from GC Monitor in Resource Planning as need lines.

The following five fields are relevant to GC Monitor. For further details on these fields, please refer to the *GC Monitor* guide.

Synchronize RP Allocation Percent When Import/Export from Forecast – Checkbox

This checkbox controls how a need line's Assignment % field is set when the line is exported from GC Monitor into Resource Planning. And conversely, it controls how a forecast line's Default Weekly Cost Hours and Default Weekly Billing Hours fields are set when the line is imported into GC Monitor from Resource Planning.

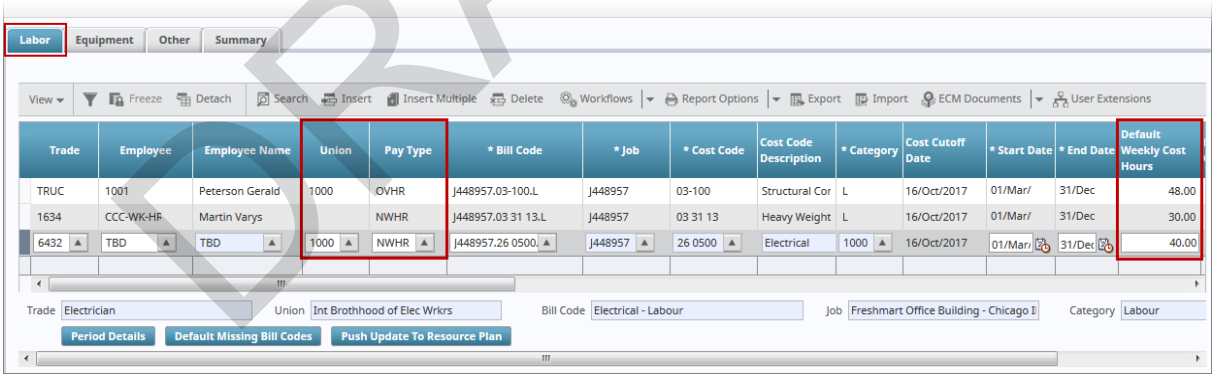
For further details, please refer to the *[Import/Export Resource Plan Data] – Button* section in the GC Monitor guide.

Automatically Add Cost on GC Monitor – Checkbox

When a timesheet is posted for an employee, bill code (set up to appear in GC Monitor) and job, if a forecast line exists in GC Monitor for that combination, that line in GC Monitor will be updated with the posted timesheet details. If a forecast line does not exist in GC Monitor for that combination, a new forecast line for that combination will be automatically created in GC Monitor if, and only if, this 'Automatically Add Cost on GC Monitor' checkbox is checked.

Apply FLSA Exemption Rule to GC Monitor – Checkbox

NOTE: By default, this checkbox is unchecked, as this is not a standard feature meant for most of our clients.



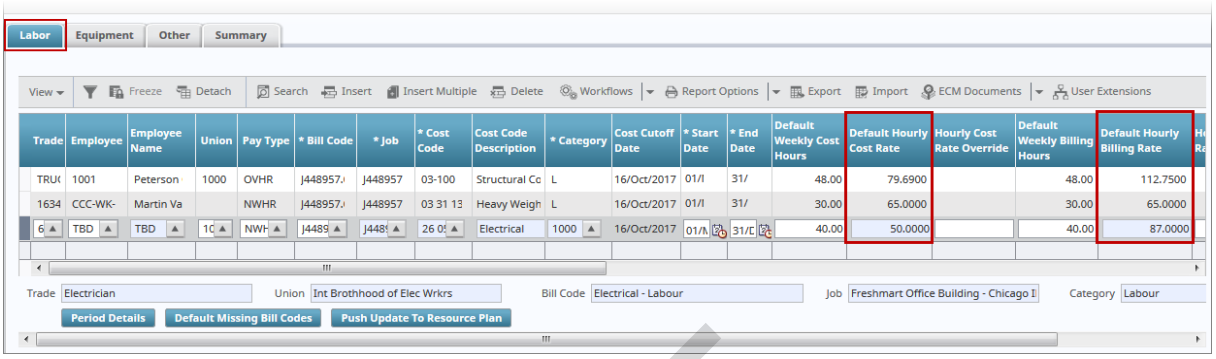
Pgm: RPFCAST – GC Monitor; standard Treeview path: Job Costing > Forecasting > GC Monitor

If checked, the following fields (framed above) for employees on the Labor tab are affected as follows:

Field	Effect
Union	If "Unionized" checkbox on Personal tab of Employee Profile is unchecked, this field is set to NULL (blank) and disabled.
Pay Type	If FLSA Type field on Personal tab of Employee Profile is set to "Exempt", this field is set and locked to "NWHR".
Default Weekly Cost Hours	If FLSA Type field on Personal tab of Employee Profile is set to "Exempt", the maximum number of hours that can be entered in this field is set to 40.

Always Restrict To Current Rate in GC Monitor – Checkbox

NOTE: By default, this checkbox is unchecked, as this is not a standard feature meant for most of our clients.



Pgm: RPFCAST – GC Monitor; standard Treeview path: Job Costing > Forecasting > GC Monitor

If checked, the following fields (framed above) for employees on the Labor tab are affected as follows:

Field	Effect
Default Hourly Cost Rate	Regardless of what period is being forecasted, the cost rates used for employees are the ones set up for them for your current system date, not the cost rates set up for them for the period being forecasted.
Default Hourly Billing Rate	Regardless of what period is being forecasted, the billing rates used for employees are the ones set up for them for your current system date, not the billing rates set up for them for the period being forecasted.

Auto Refresh Employee Trade Code on GC Monitor – Checkbox

NOTE: By default, this checkbox is unchecked, as this is not a standard feature meant for most of our clients. For historical purposes, when an employee changes their trade, it is recommended that the forecast line created for their old trade is left with their old trade code, and a new forecast line is created for their new trade.

When Employee Profiles are updated with new trades, those employees will still be associated to their old trade in GC Monitor, causing the charge rate determined for them to be incorrect.

In order for the [**Refresh Forecast**] and [**Re-calculate All Rates**] functionality to use charge rates based on updated employee trades, this checkbox must be checked.

GC Monitor Assignment Is Not Date Sensitive – Checkbox

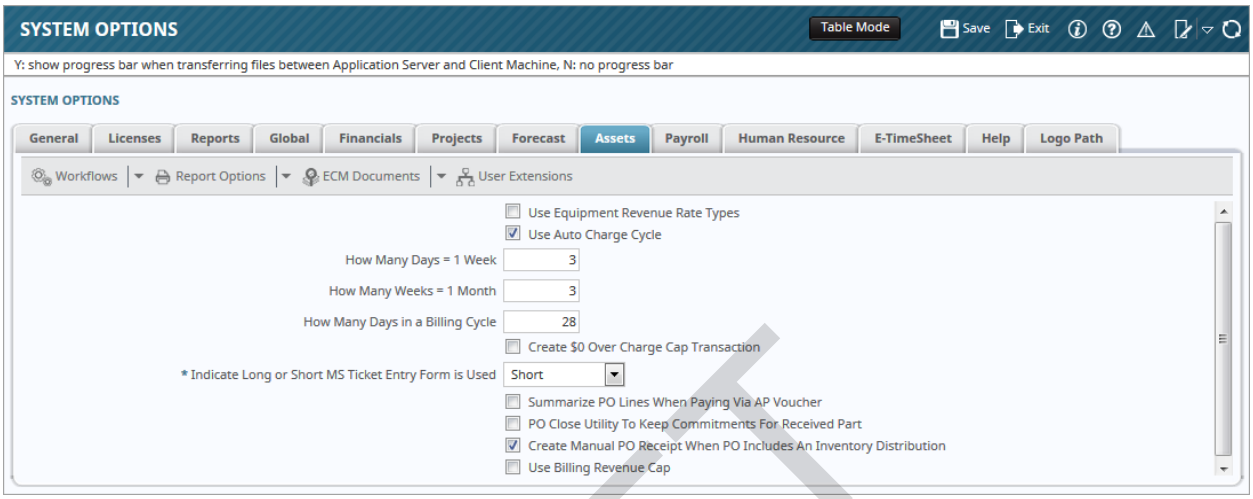
If checked, prevents the ability to have multiple resource assignments for each employee on a single bill code and pay type using different date ranges.

With this functionality enabled, an error message will be issued if an attempt is made to create a new resource assignment for an employee/bill code/pay type combination that already exists in the forecast period.

If the 'Automatically Add Cost on GC Monitor' box on this tab is also checked, then GC Monitor assignment date ranges will be updated by any cost transaction that has a reference date that falls outside of the date range. After importing/exporting data between GC Monitor and Resource Planning, any

breakdown in the resource schedule for the same bill code in Resource Planning will be reduced to one line with calculated start and end dates.

Assets – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Assets Tab

Use Equipment Revenue Types – Checkbox

If checked, the Equipment Costing module will look to rates by type for the equipment costs, revenue and potentially the billing rates (standard Treeview path: *Equipment Costing > Setup > Local Tables >Rates By Type*). If unchecked, the Equipment Costing module will look to the standard rate tables for the revenue and billing rates (standard Treeview path: *Equipment Costing > Setup > Local Tables >Rates*). Please refer to the *Equipment Costing* guide for more information on Equipment Revenue Types.

NOTE: Sliding scale will be ignored when 'Use Equipment Revenue Types' is used.

Use Auto Charge Cycle – Checkbox

This functionality gives CMiC the ability to generate equipment rental transactions using a similar method as equipment rental companies do.

By default, the 'Use Auto Charge Cycle' checkbox is unchecked. When checked, the following fields are enabled:

How Many Days = 1 Week = a number 2 thru 7. The number entered represents the minimum number of days that will be considered as a week for the purposes of auto-charging. It is the number of days before the charge rate is switched to weekly rate.

How Many Weeks = 1 Month = a number 2 thru 3. The number entered represents the minimum number of weeks that will be considered as a month for the purposes of auto-charging. It is the number of weeks before the charge rate is switched to the monthly rate.

How Many Days in a Billing Cycle = a number 18 thru 31. The number entered represents the minimum number of days that will be considered as a month for the purposes of auto-charging. It is the number of days that define the billing cycle.

Create $0 Over Charge Cap Transaction – Checkbox

Indicate if $0 transactions are to be created for amounts over the Charge Cap, by checking the 'Create $0 Over Charge Cap Transaction' checkbox (by default, this is un-checked). Zero dollar transactions will also

be created if there are transactions with dates outside of the valid date range for the equipment charge rates.

NOTE: When 'Use Auto Charge Cycle' checkbox is checked, the system will apply the relevant charge out procedure directly for all equipment regardless of the existing charge status of those equipment. That means if there are some previously uncharged or missed gaps the auto-charge will not be charged for them if there is an existing charge out after those gaps.

Indicate Long or Short MS Ticket Entry Form is Used – Checkbox

This field is an indicator to use the long or short MS Ticket Entry form. The Long Form will show all the fields in the Ticket Entry screen, whereas the Short Form will exclude the following fields: From Zone, To Zone, Total A/C %, Max. Protection %, Min. Protection %, Min. Qty and Pay Amounts, Trucker Surcharges, Delivery Charges and Surcharges.

Summarize PO Lines When Paying Via AP Voucher – Checkbox

If checked, the system will create Summarize PO Lines in DA.PODETACC Table while receipt posting. This will impact only those POs created with this box checked.

PO Close Utility To Keep Commitments For Received Part – Checkbox

If checked, PO Close Utility reverts commitments only for not received part.

Create Manual PO Receipt When PO Includes An Inventory Distribution – Checkbox

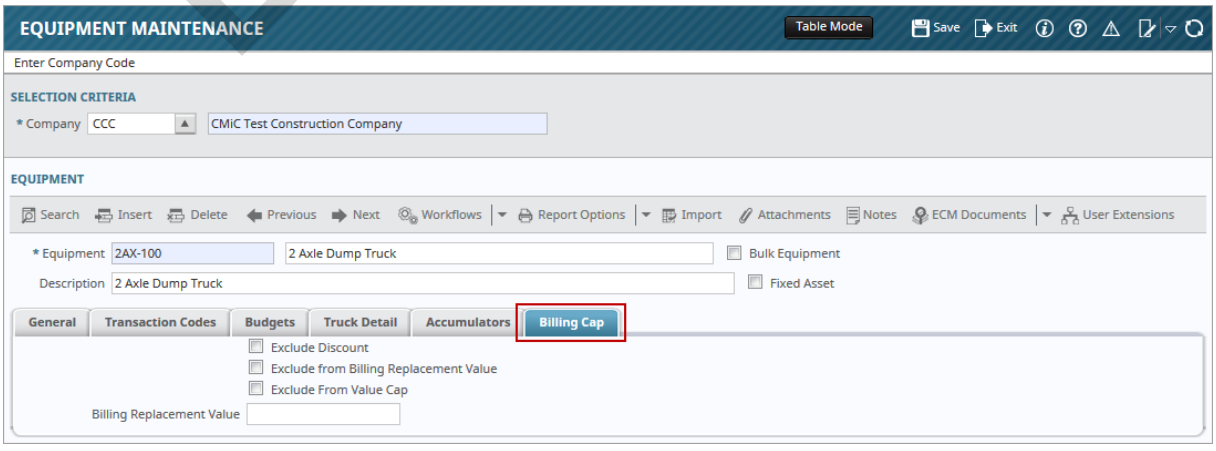
The default value is unchecked. If unchecked, the PO application would function as before with regards to receipts; POs flagged as 'Automatic' will be received automatically during processing and those flagged as 'Manual' would require manual receipt and posting.

When checked, the Purchase Order Entry would validate for 'Inventory' distribution type during entry and switch the radio button option from 'Automatic' to 'Manual'. Users will *not* be allowed to override and therefore, the PO must be received manually and posted.

Use Billing Revenue Cap – Checkbox

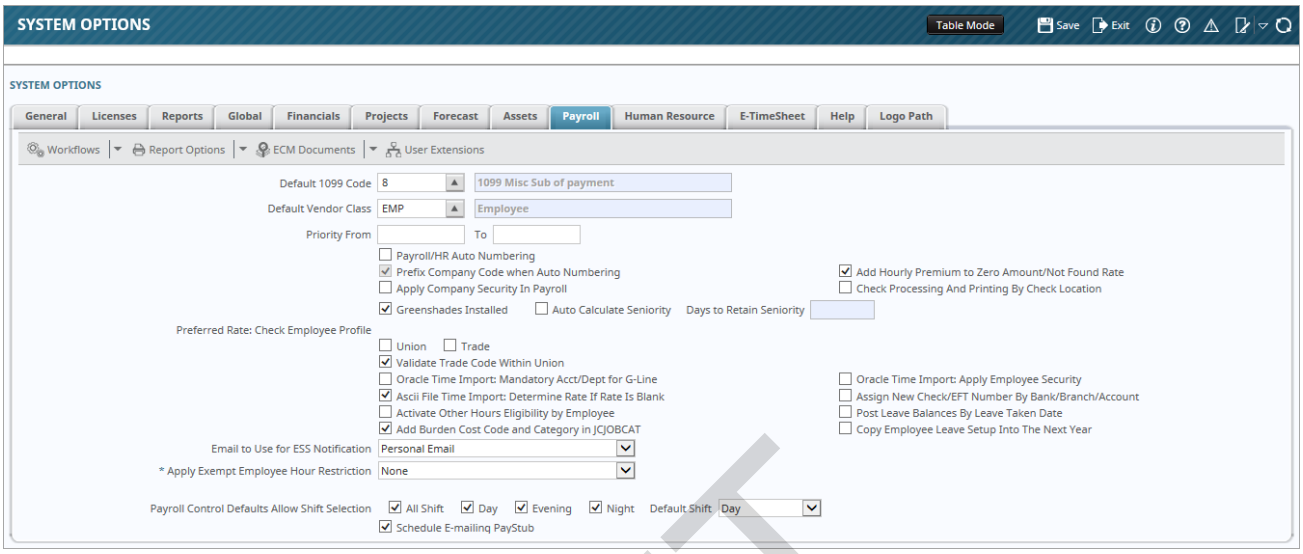
This option is available for the standard auto-charge functionality when billing rates are used in the Equipment Costing module.

If checked, the Billing Cap tab becomes available on the Enter Equipment screen, as shown below. For further details, please refer to the Equipment Costing reference guide.



Pgm: EMEQUIP – Equipment Maintenance; standard Treeview path: Equipment Costing > Setup Enter Equipment – Billing Cap

Payroll – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Payroll tab

Default 1099 Code

The default 1099 code that is entered here will default in the 1099 field when a business partner and vendor are created by using the [**Create BP/Vendor**] button in the Employee Profile.

Default Vendor Class

The default vendor class that is entered here will default in the Class field when the business partner and vendor are created by using the [**Create BP/Vendor**] button in the Employee Profile.

Priority From, To

The starting priority code to be defaulted on the E-Timesheet Approval screen, and the ending priority code to be defaulted on the E-Timesheet Approval screen.

Payroll/HR Auto Numbering (Employee Numbers) – Checkbox

If checked, the system automatically assigns the employee number upon the creation of new employees. Automatic numbering is achieved by checking the employee profile for the highest employee number within the table and assigning the next sequential number to the new employee. Leave this box unchecked if users will manually assign employee numbers.

Prefix Company Code when Auto Numbering – Checkbox

This option is enabled if the 'Payroll/HR Auto Numbering' checkbox is checked. If this box is checked, the company code for the company the employee is under will be prefixed to the auto-generated employee number.

Apply Company Security in Payroll – Checkbox

If this box is checked, the employee records will be secured not only by payroll security groups but also by company security. So, a user may have access to an employee according to the payroll security group of the user, but if this checkbox is checked and the user does not have access to the payroll company the employee belongs to, the user will not be able to view the employee.

Greenshades Installed – Checkbox

This checkbox is enabled only if Greenshades licenses have been purchased. If checked, the Greenshades interface files will be generated for W2s instead of Winfiler. The user will get three options for the Output Type file in the W-2 form: Annual W2 Transactions File, Quarterly SUTA andW2 File, and New Hire File.

Auto Calculate Seniority (Checkbox)**, Days to Retain Seniority**

These two fields work together. The Days to Retain Seniority field is only enabled if the 'Auto Calculate Seniority' checkbox is checked. When checked, the system will automatically calculate the employee's Seniority Date based on the following rule related to the Days to Retain Seniority field value:

For example, if the checkbox is checked and the number of days to retain seniority is 30, then:

- If NEW HIRE, then Seniority Date = original Hire Date
- If REHIRE after less than or equal to 30 days of previous termination, then Seniority Date = last rehire (or original hire) date
- If REHIRE after more than 30 days of previous termination, then Seniority Date = current Rehire Date

Add Hourly Premium to Zero Amount/Not Found Rate – Checkbox

When checked, the hourly premium entered in Local Tables Rate Codes will be paid if there is a zero amount or no found rate for the employee. Unchecked, the hourly premium will not be paid.

Check Processing And Printing By Check Location – Checkbox

The Check Locations Maintenance screen in Payroll is used to set up locations where the employee may work as well as the associated bank information. If the "Check Location Processing" option is enabled, check locations must be set up. This field in System Options exists to turn on/off Check Location Processing. If an employee works for a company and moves from one location to another, the employee's pay group can remain the same, but their bank information can be changed based on the check location where the employee has worked, and the employee can cash the check in the area they will be on their next pay.

The location can be based on Timesheet Log, Employee Profile, or Both Timesheet and Profile. Processing payroll and printing checks with a location code that is based on Timesheet Log will select employees with that location code in the Check Location Log. The Check Location Log has the location of where the employee will be on their next pay, i.e. their final location. Processing payroll and printing checks with a location code that is based on Employee Profile will select employees with that location code in the employee profile. In this case, the Check Location Log will be ignored. Processing payroll and printing checks with a location code that is based on Both Timesheet and Profile will select employees with that location code on their Employee Profile and in the Timesheet Log.

Preferred Rate: Check Employee Profile (Union/Trade) – Checkboxes

If the preferred rate for the union is checked, the system will try to find the normal preferred rate for the timesheet union. If it does not find the normal preferred rate for the union, it will then try to find a rate using the Employee Profile's default union. The same applies to the trade.

Validate Trade Code Within Union – Checkbox

If checked, trade codes are validated for unions.

Oracle Time Import: Mandatory Acct/Dept for G-Line – Checkbox

When checked, the user will be forced to supply the department and account for G lines in the import table. If the department and account are missing, the import will not go to the employee profile and default

the department and account. The user will be forced to enter a department and account in the import file prior to the import being allowed.

Oracle Time Import: Apply Employee Security – Checkbox

When checked, employee security will be enforced on the import, only importing records for employees to which the user has access.

ASCII File Time Import: Determine Rate if Rate is Blank – Checkbox

When checked, the payroll timesheet import program will determine the rates according to the standard CMiC pay rate retrieval process; otherwise, the rates will be left blank. This pay rate retrieval is done during the actual creation of timesheets.

Assign New Check/EFT Number by Bank/Branch/Account – Checkbox

If checked, the company will be ignored when selecting the next check number. Bank, Branch and Account will be the only criteria. Unchecked, the company will be included and the criteria for next check number will be Company, Bank, Branch and Account.

Activate Other Hours Eligibility by Employee – Checkbox

When checked, the 'Other Hours Eligibility by Employee' functionality is active. The E-Timesheet entry program restricts the other hours (Leave Hours) based on the employee's eligibility.

These other hour types may be set by users in the Exclude Other Hours tab of the Employee Profile (standard Treeview path: *US Payroll > Setup > Employees > Employee Profile – Exclude Other Hours tab*). These hours are hours other than leave hours set up in the Hour Type Maintenance screen (standard Treeview path: *US Payroll > Setup > Company > Hour Types*).

Post Leave Balances By Leave Taken Date – Checkbox

When checked, for an employee leave taken in a pay period that extends from one calendar year to the next calendar year, the timesheet posting records actual timesheet date against the leave details. This functionality then allows the leaves taken to be recorded and reported in the respective calendar years rather than the pay period.

Add Burden Cost Code and Category in JCJOBCAT – Checkbox

When checked, the system will allow adding phase and category in JCJOBCAT for those phase and categories which do not exist in JCJOBCAT setup and are set up in Overhead Rates and Job Burdon Allocation or changed via Transferred Labor Cost Entry.

Copy Employee Leave Setup Into The Next Year – Checkbox

Carry Forward utility will copy manually overridden employee leave information to the next year.

Email to Use for ESS Notification

This field is a default email setting for ESS system notifications. Options available are "Personal" or "Work Email". Depending on the setting, ESS system notifications will be sent to that specific email address, which is defined on the Address tab of the Employee Profile screen in the US Payroll module (standard Treeview path: *US Payroll > Setup > Employees > Employee Profile*). An employee's personal email address is defined in the Email field and their work email address is defined in the Work Email Address field of the Address tab.

Apply Exempt Employee Hours Restriction

When checked, the system will apply exempt employee hour restriction. The default value is "ALL". Users may select the other available options from the drop-down list.

Payroll Control Defaults Allow Shift Selection

This is a series of shift related fields for payroll that matches a similar set of fields on the PY Control File screen in US Payroll (standard Treeview path: *US Payroll > Setup > Company > Control – E-Timesheet tab*). These system options values serve as defaults when setting up the Payroll Company Profile.

All Shifts – When checked, indicates that a special 'All Shifts' category can be selected on the Union Rate screen, which minimizes data entry if shifts are not required.

Day/**Evening**/**Night** checkboxes – If checked, means that the shift is selectable on the Union Rate screen and on Crew/Mechanic Time Entry screen.

NOTE: Crew time entry may cover multiple payroll companies, and thus will use the shift values from system options.

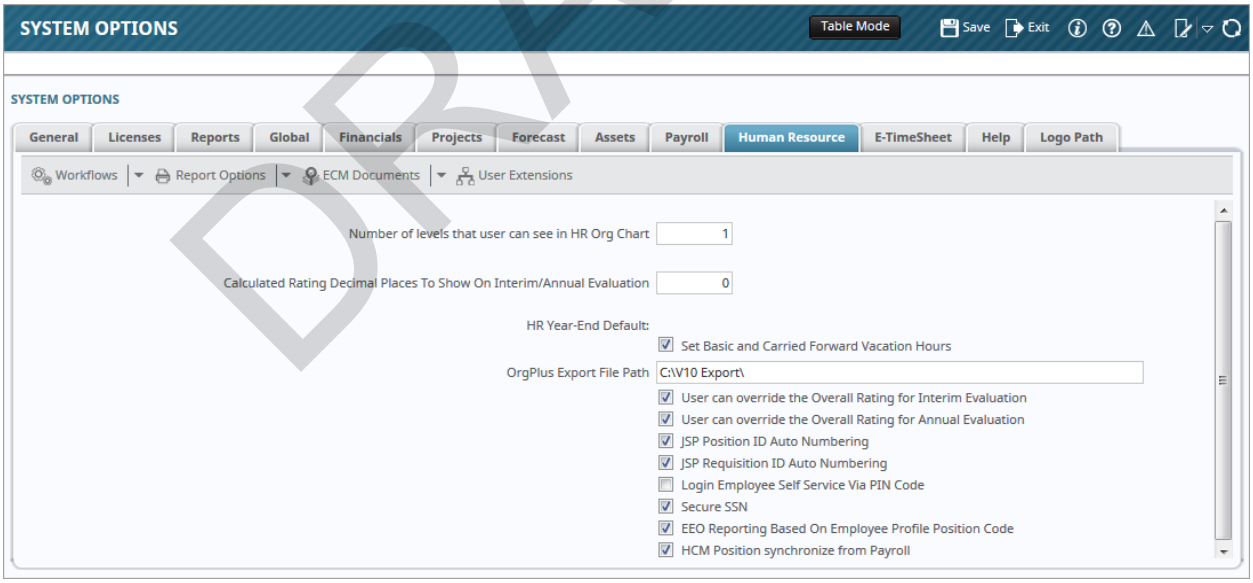
On the other hand, Mechanic time entry is tied to a specific employee and thus the system will use the shift values under the employee's payroll company.

Schedule E-mailing Paystub – Checkbox

The default value is unchecked for existing users. If checked, the system will use the date in the Pay Date field on Company Pay Period Maintenance screen to schedule emailing paystub and the time will default to 6:00 AM in the morning on the pay date specified on the period setup.

This option allows users to print paystubs on printer for regular mail and to schedule emailing paystubs (for employees who have elected for electronic pay stubs) based on period pay date.

Human Resource – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Human Resource tab

Number of Levels that User Can See in HR Org Chart

The number of levels entered in this field is the number of Organizational Chart levels below the current level that the user can see in Performance Management, Classes and Positions in Human Capital Management (HCM). If the number of levels is set to "3", then the user can see three levels below their level. The maximum number of levels is 99.

Calculated Rating Decimal Places to Show on Interim/Annual Evaluation

Enter the number of decimal places that can be shown for the Calculated Rating in Interim and Annual Performance Evaluations. The default number of decimal places is 0, and acceptable values are 0,1,2,3.

HR Year-End Default: Set Basic and Carried Forward Vacation Hours – Checkbox

If checked, the 'Set the Basic and Carried Forward Vacations Hours' checkbox will be checked by default in the Year-End Update screen in the Human Resources module (standard Treeview path: *Human Resources > Utility > Year-End Update*).

OrgPlus Export File Path

Enter the path for the export file that is to be created when exporting HR Positions (Organization Chart) to OrgPlus.

The export file is created in a .TXT or .CSV file from the 'Positions' table, and is limited to the data which is accessible from the Positions table.

The export function must be carried out through a scheduled task. This scheduled task will need to be set up on the application server, and using the Microsoft Scheduled Tasks feature to schedule (GetOrg.bat) according to the desired frequency. It will create the spreadsheet which can then be sent to OrgPlus.

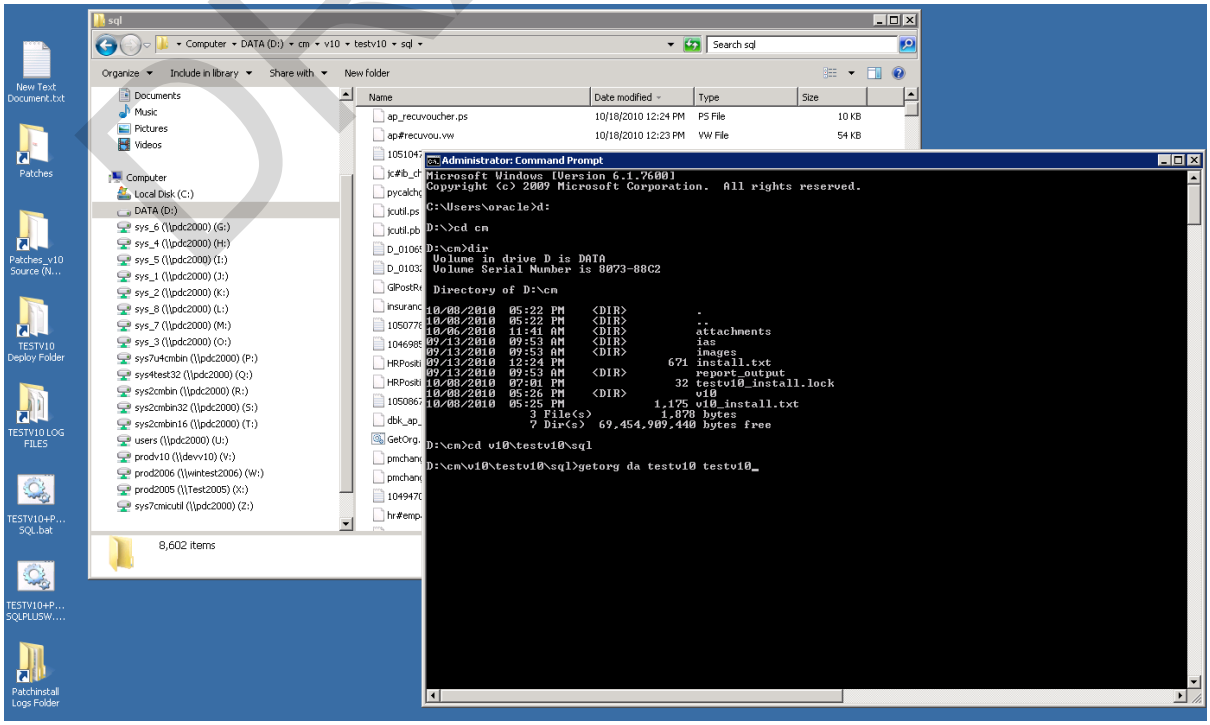
The process can also be run manually from a DOS prompt by making sure the file from the work item is located on the right server before running the process.

Example:

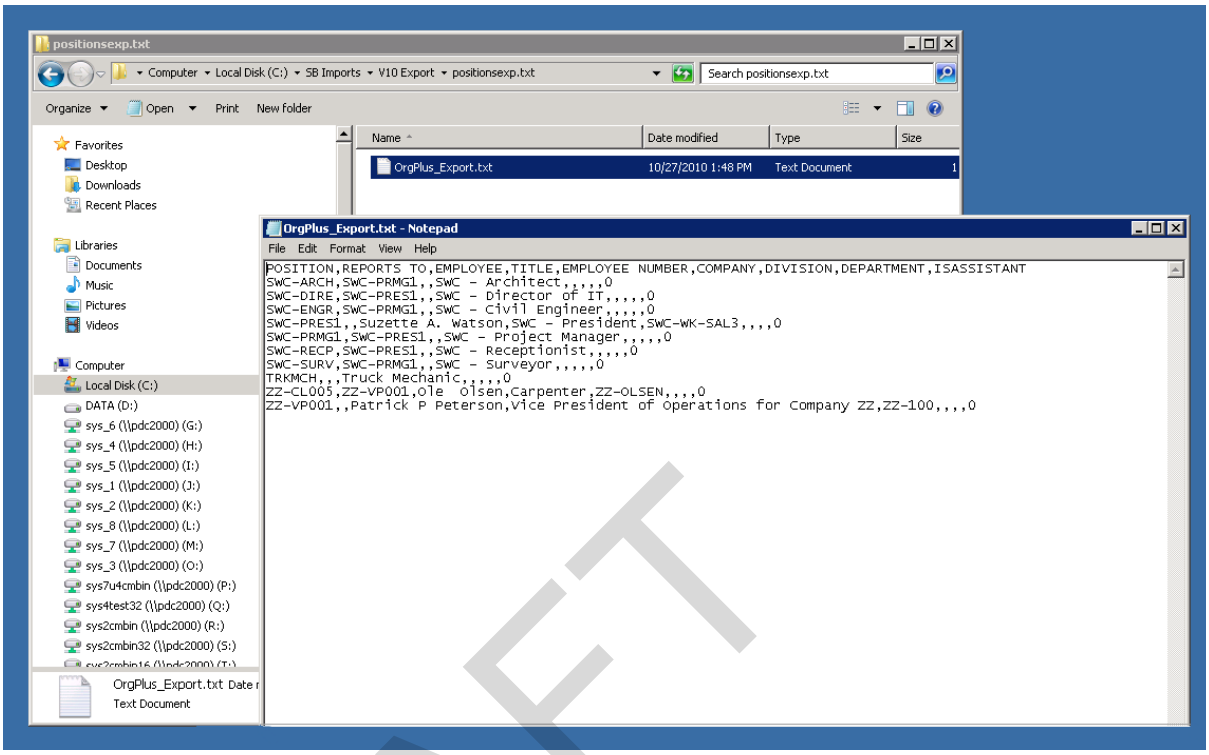
To run the process (GetOrg.bat), enter the following at the DOS prompt of the applicable server, making sure to enter the database user, password and database name parameters in the order shown below:

GetOrg [database username] [database user password] [database name]

Example: GetOrg dauser dapassword devv10database



The Result:



User Can Override the Overall Rating for Interim Evaluation – Checkbox

If checked, the user can override the calculated value for the Overall Rating for Interim Evaluation and adjust the calculated slider value. The default is checked for this checkbox.

User Can Override the Overall Rating for Annual Evaluation – Checkbox

If checked, the user can override the calculated value for the Overall Rating for Annual Evaluation and adjust the calculated slider value. The default is checked for this checkbox.

JSP Position ID Auto Numbering – Checkbox

Checked, the Position ID field will be auto numbered when creating a new position in the Human Capital Management (HCM) module.

JSP Requisition ID Auto Numbering – Checkbox

Checked, the Requisition ID field will be auto numbered when creating a new requisition in the HCM module.

Login Employee Self Service VIA PIN Code – Checkbox

Checked, employees must confirm the employee code and the PIN code in order to successfully log into the Employee Self Service (ESS) system.

Secure SSN – Checkbox

Checked, the SSN will be secured (on the HR Training by Employee screen only).

EEO Reporting Based on Employee Profile Position Code – Checkbox

Checked, EEO reports will use employee position code rather than trade code to determine EEO mapping.

HCM Position Synchronize From Payroll – Checkbox

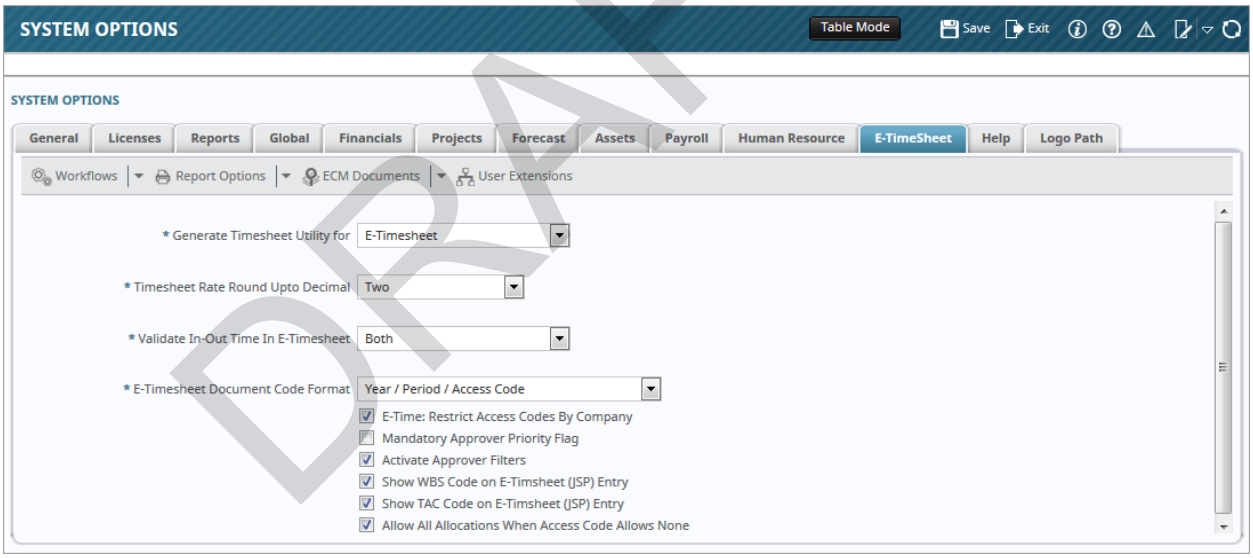
This option will allow for the automatic synchronization of employees with a corresponding position code within the organizational structure.

Under the Payroll HCM tab of Employee Profile Maintenance/History screens, once the Job Classification is filled, employees can be assigned positions. Only open positions are displayed in the Position field's LOV for the specified job classification. The Direct Manager and Senior Manager fields in the employee profile are automatically populated based on the controlling position ID set up in the Reports To field in the Positions screen in HCM.

The [**Create HCM Position**] button on the Employee Profile and Employee History screens allows users to create positions in HCM tables. Clicking on the button launches a pop-up window which contains fields for Position ID code and Position Name, as well as Reports To field. The position ID will be filled automatically if 'JSP Position ID Auto Numbering' checkbox is checked in System Options (standard Treeview path: *System > Setup > System Options > Human Resource tab*); otherwise, the position ID will need to be entered manually.

NOTE: This button is only available if the Job Classification field has been filled and is not available after the employee profile has been saved.

E-Timesheet – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – E-TimeSheet tab

Generate Timesheet Utility for

The options are "Regular Timesheet" or "E-Timesheet". There may be a [**Generate Regular Timesheet**] button or [**Generate E-Timesheet**] button in the Generate Timesheets screen depending on the setting in System Options.

This functionality allows the user to also generate regular timesheets for any type of pay period. The number of hours depends on the number of working days assuming 8 hours per day. The document code must be selected in order to view the timesheets. If "E-Timesheet" is selected, the user can generate E-Timesheets for any type of pay period provided the checkbox is checked in the history record for the employee.

Timesheet Rate Round Up to Decimal

The standard of three decimals is used when setting up payroll, however with this option, users can select to round at the Timesheet Rate level, the value to either the default three, or optionally only two decimals.

Validate In-Out Time In E-Timesheet

In-out times will be required in JSP E-Timesheet entry for the type of employee selected from this drop-down list. The options are “Exempt”, “Non-Exempt”, “Both”, or “Not Applicable”. The employee type is the FLSA type on the Personal tab of the Employee Profile.

E-Timesheet Document Code Format

Format mask used to define document codes for E-Timesheets:

- <A>: Access Code/Year/Period
- <Y>: Year/Period/Access Code

E-Time: Restrict Access Code by Company – Checkbox

If checked, only access codes with the company of the user’s access code or access codes with no company assigned will be displayed when the user enters the E-Time Access Code Setup screen.

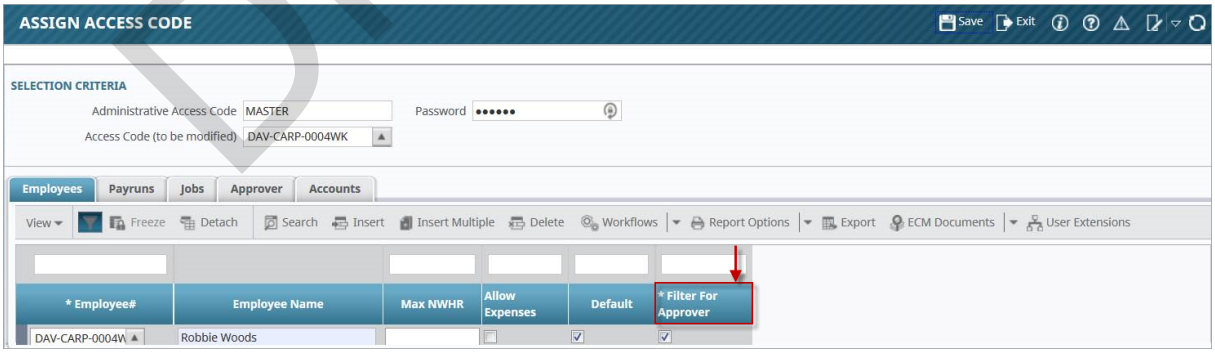
Mandatory Approver Priority Flag – Checkbox

If checked, the priority rating for at least one approver will be mandatory in the E-Time Access Code Administration screen.

Activate Approver Filters – Checkbox

If checked, Approver Filters functionality will be activated for the E-Timesheet Approver screen so that approvers only see the employees for which they were granted approver access via the Assign Access Codes administration screen (sample shown below).

Once this functionality is activated via this checkbox, administrators can go to each Approver setup in the Assign Access Codes screen, and on the Employees tab, enter the employees that are to appear for each Approver in the E-Timesheet Approver screen, and for each one, check the corresponding ‘Filter For Approver’ checkbox, as shown below:



Show WBS Code on E-Timesheet (JSP) Entry – Checkbox

If checked, WBS codes are shown on the JSP E-Timesheet Entry screen.

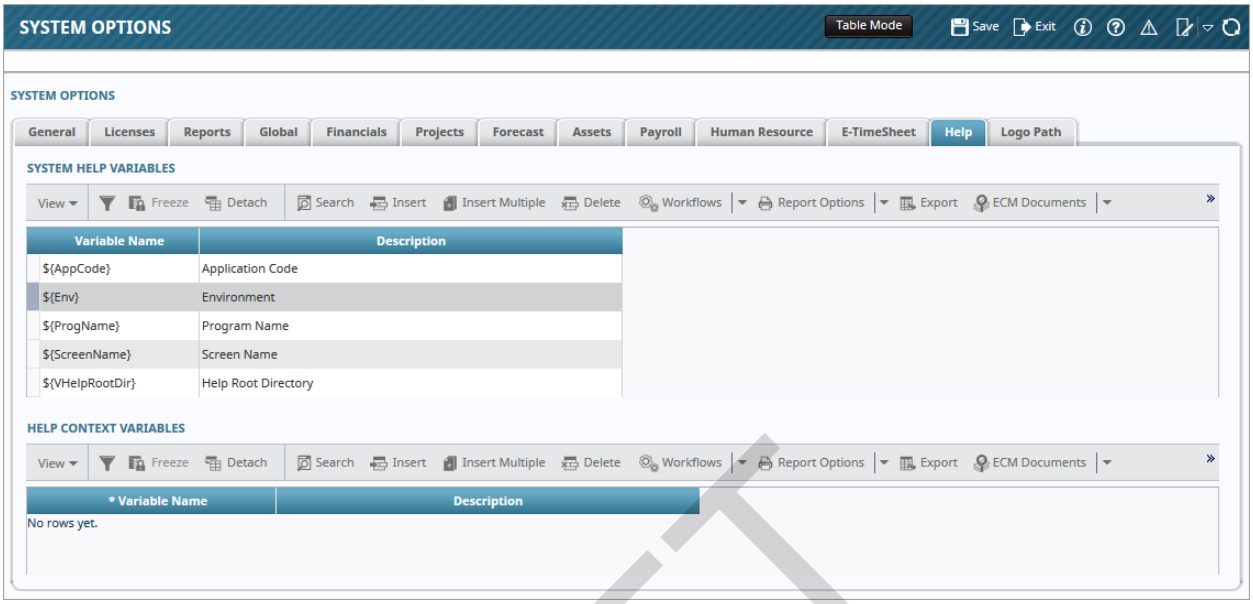
Show TAC Code on E-Timesheet (JSP) Entry – Checkbox

If checked, TAC codes are shown on the JSP E-Timesheet Entry screen.

Allow All Allocations When Access Code Allows None

If checked, all allocations are allowed when the access code allows no allocations.

Help – Tab

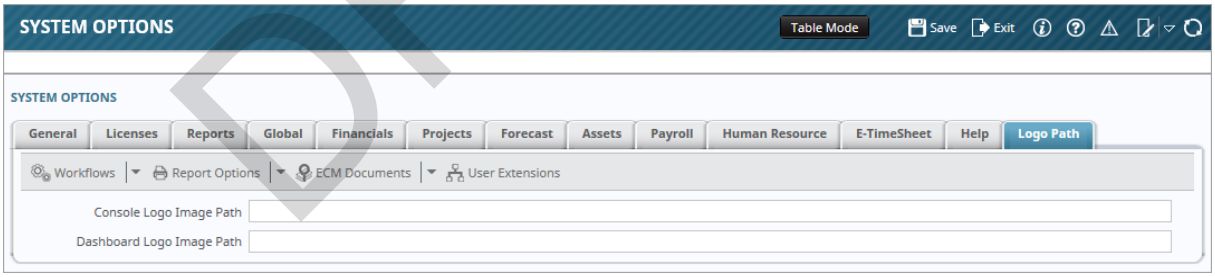


Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Help tab

This screen is used in conjunction with the Help URL screen to define the variables passed to the online help application when the Help button is pressed, to display the appropriate documentation. This is useful if users want to point to their own custom help files which include details specific to their own business processes.

Refer also to *Help URL* section of this guide.

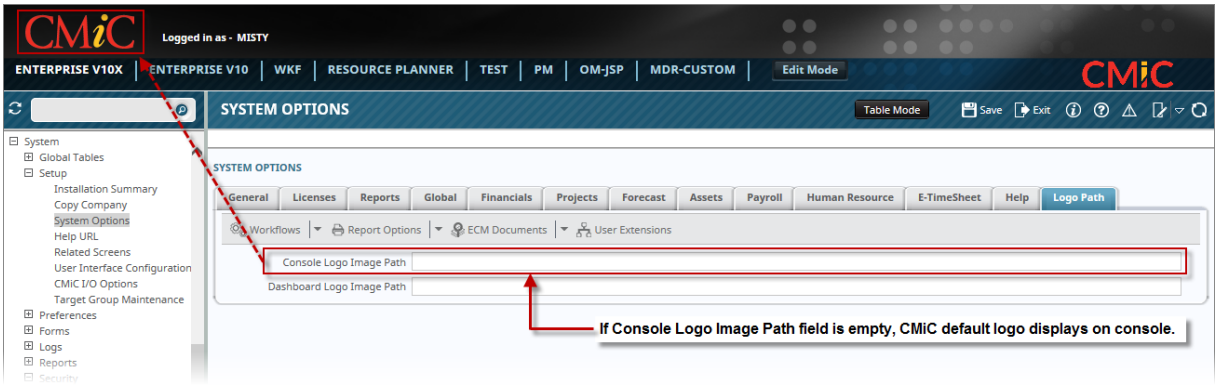
Logo Path – Tab



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Logo Path tab

The Logo Path tab is used to replace the default CMiC logo with a substitute logo on the Enterprise console and in the BI Dashboard Builder tool. If the fields on this tab are left blank, the default CMiC logo will be used.

Console Logo Image Path



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Logo Path tab

The Console Logo Image Path field allows the default CMiC logo on the Enterprise console to be replaced at the system level with a substitute corporate logo.

To replace the default CMiC logo, enter the path to obtain the substitute logo in this field. The substitute logo must reside in an open HTTP location.

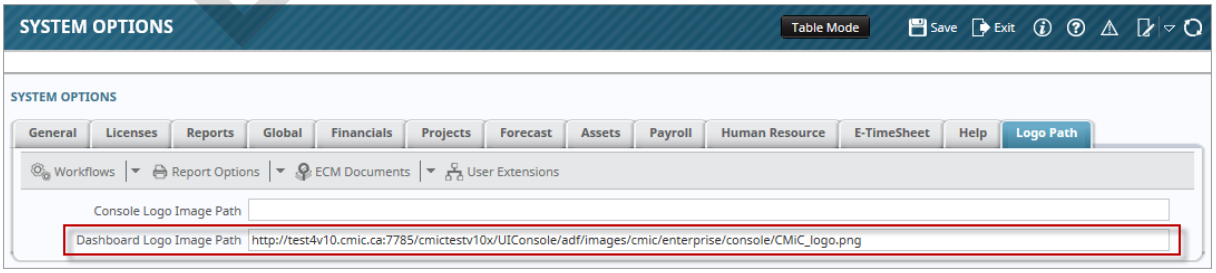
For example:
http://test4v10.cmic.ca:7785/cmictestv10x/UIConsole/adf/images/cmic/enterprise/console/CMiC_logo.png

NOTE: The console logo image must be identical in size to the default image provided. Any other size will result in cropping of the image on display and/or potential other alignment issues. This size is set as 262 pixels Width, 30 pixels Height using 96 dpi resolutions stored as a JPG format image.

If the Console Logo Image Path field is left blank, the standard CMiC default logo will be used.

NOTE: Entering a value on this tab will replace CMiC's default logo with a replacement corporate logo at the system level. By clicking on the [**Edit Mode**] button on the console, and then clicking on the [**More Edit Options**] button, further customization can be performed by specifying a logo in the Control Logo Path field at the user or group level. For more information, please refer to the Console reference guide.

Dashboard Logo Image Path



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Logo Path tab

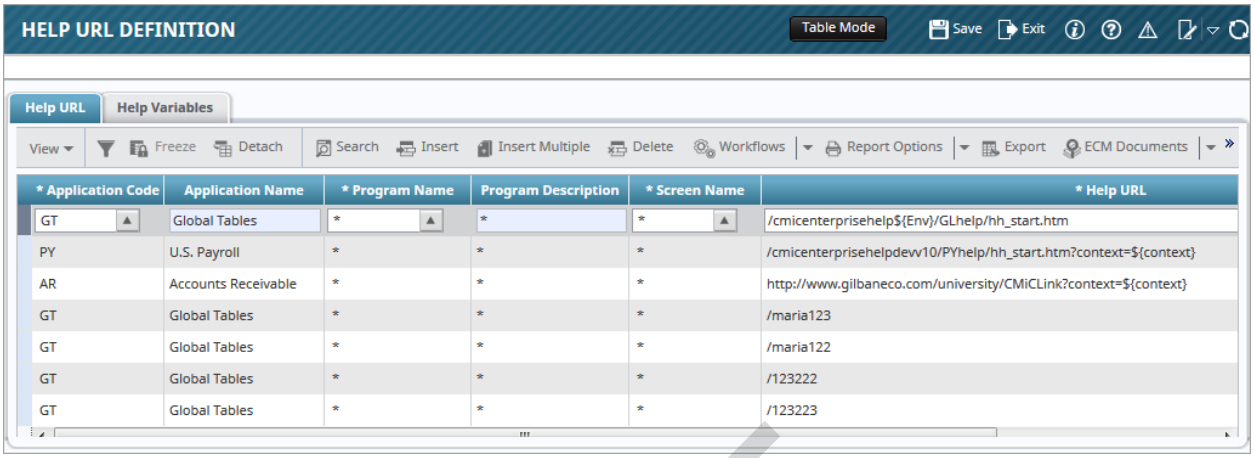
Enter the path to obtain the default logo to be used in the BI Dashboard Builder tool. The default logo must reside in an open HTTP location.

For example:

http://test2v12.cmic.ca:8888/cmictest12c/UIConsole/adf/images/cmic/enterprise/console/CMiC_logo.png

Refer to the *BI Dashboard Builder* guide for more information.

Help URL



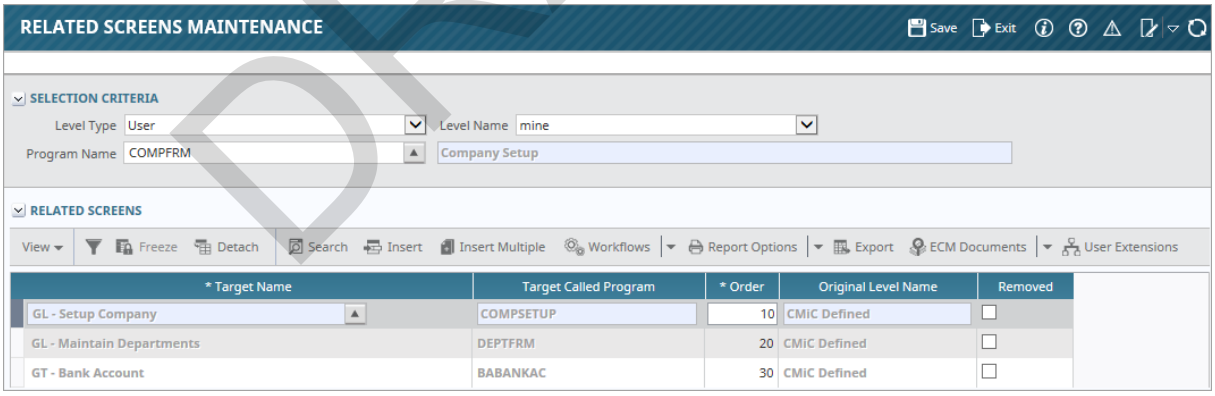
Pgm: SDUIGPRGHELP – Help URL; standard Treeview path: System > Setup > Help URL

This screen is used to specify what online help to display for the specified application (module) and program when the help button is pressed.

NOTE: Help URL works per UIRuntime program, not per process train. Each screen will have its own help page. This applies to both standard and custom processes (trains).

Refer also to *Help – Tab* section of this guide.

Related Screens



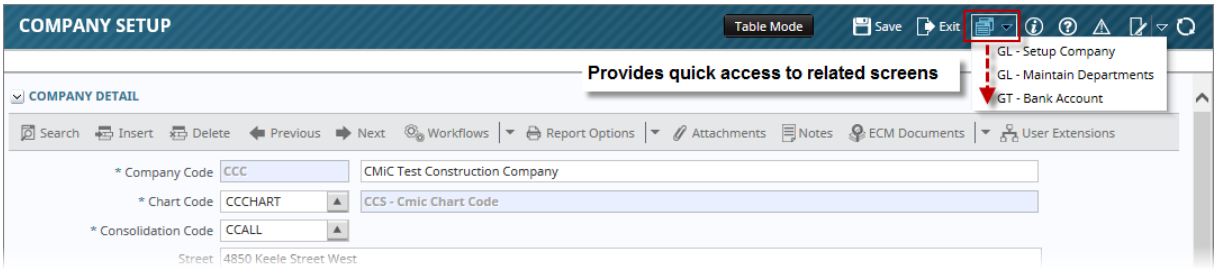
Pgm: SDRELATEDSCREENS_CUSTOM; standard Treeview path: System > Setup > Related Screens

This screen is used to assign related screens to a program. Depending on browser settings, the related screen will be launched in another tab or window.

Access to this screen is restricted to users with the system privilege 'RELEDIT – SD: Allows the user to define security on related screens'.

NOTE: If a user has access to the Related Screens Maintenance screen, they will be able to make changes on all levels available. Access cannot be restricted to one level, for example, user level.

The following screenshot shows an example of related GL screens assigned to the Company Setup screen. To access a related screen, click on the Related Screens icon ( ) in the main toolbar and select a screen from the drop-down menu.



Example of accessing related screens assigned to a program

Selection Criteria – Section

Level Type

Enter/select the level type to indicate the customization level being assigned to the related screens. Options are "User", "User Interface Configuration", and "Site".

Level Name

Enter/select the level name of the level type selected in the previous field.

Program Name

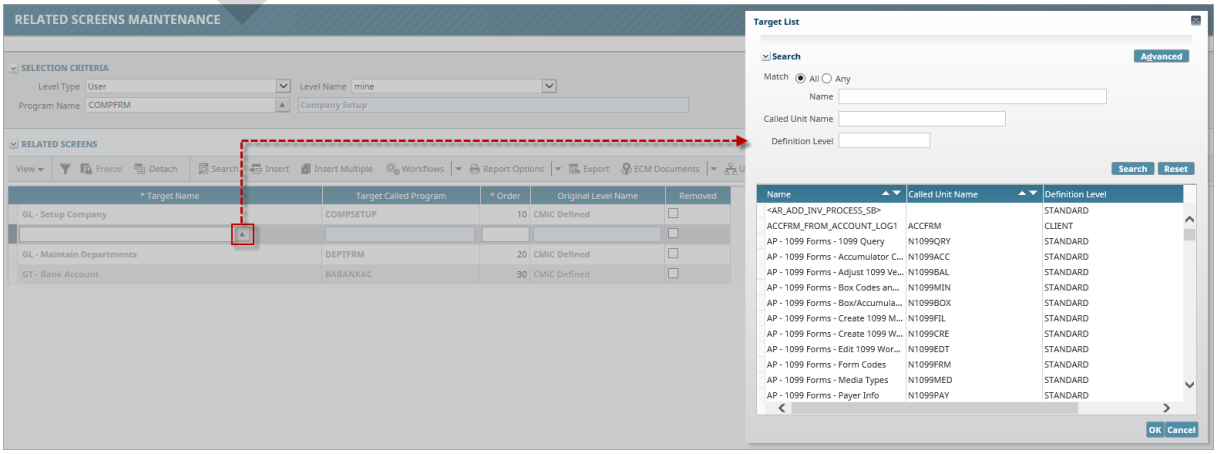
Enter/select the name of the program in which to assign the related screens.

Related Screens – Section

This section of the screen is used to assign related screens to the selected program. Click the [**Insert**] button on the Block Toolbar to insert a row to enter a related screen.

NOTE: When a user opens a linked screen using the Related Screens icon, an additional license is not used to launch the program.

Target Name, Target Called Program, Original Level Name



Pop-up window launched from Target Name field

Enter/select the name of the related screen from the list of targets. The target screen's program name and definition level (Standard or Client) automatically default into the Target Called Program and Original Level Name fields.

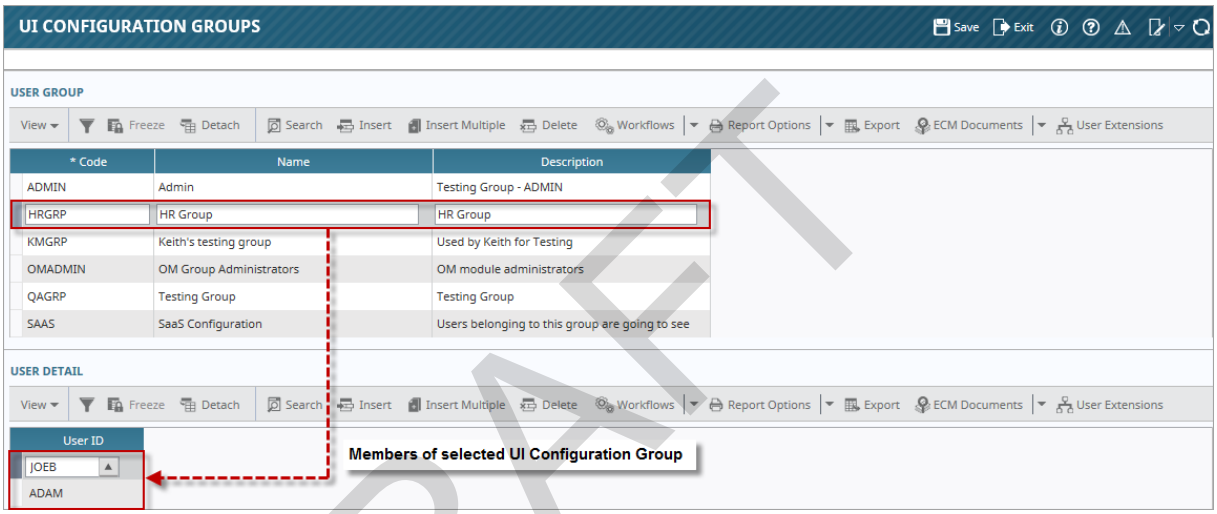
Order

Enter the order in which the related screens will be listed in the Related Screens drop-down menu.

Removed – Checkbox

When checked, indicates related screen will not be displayed at the current definition level.

User Interface Configuration



Pgm: SDUICONFIGGROUP – UI Configuration Groups; standard Treeview path: System > Setup > UI Configuration Groups

The UI Configuration Groups screen is the maintenance screen for user interface configuration groups (UIC groups). UIC groups are used to group users for the purpose of assigning them a customized console, a customized Treeview, or a customized screen (via Lite Editor) at the group level.

For instance, human resources personnel can be added to a UIC group titled "HRGRP", and when a customized console, Treeview, or screen is created for the group, the customized version would be saved at the group level, for the HRGRP UIC group.

Refer to the *Treeview Builder* guide for more information on how UIC groups are used.

User Group – Section

The User Group section lists all of the created UIC groups. For the UIC group selected in this section, the User Detail section displays its members. To add a UIC group, click [**Insert**] on the User Group section's Block Toolbar.

Code, Name, Description

Enter an identifying code, name, and description for the UIC group.

User Detail – Section

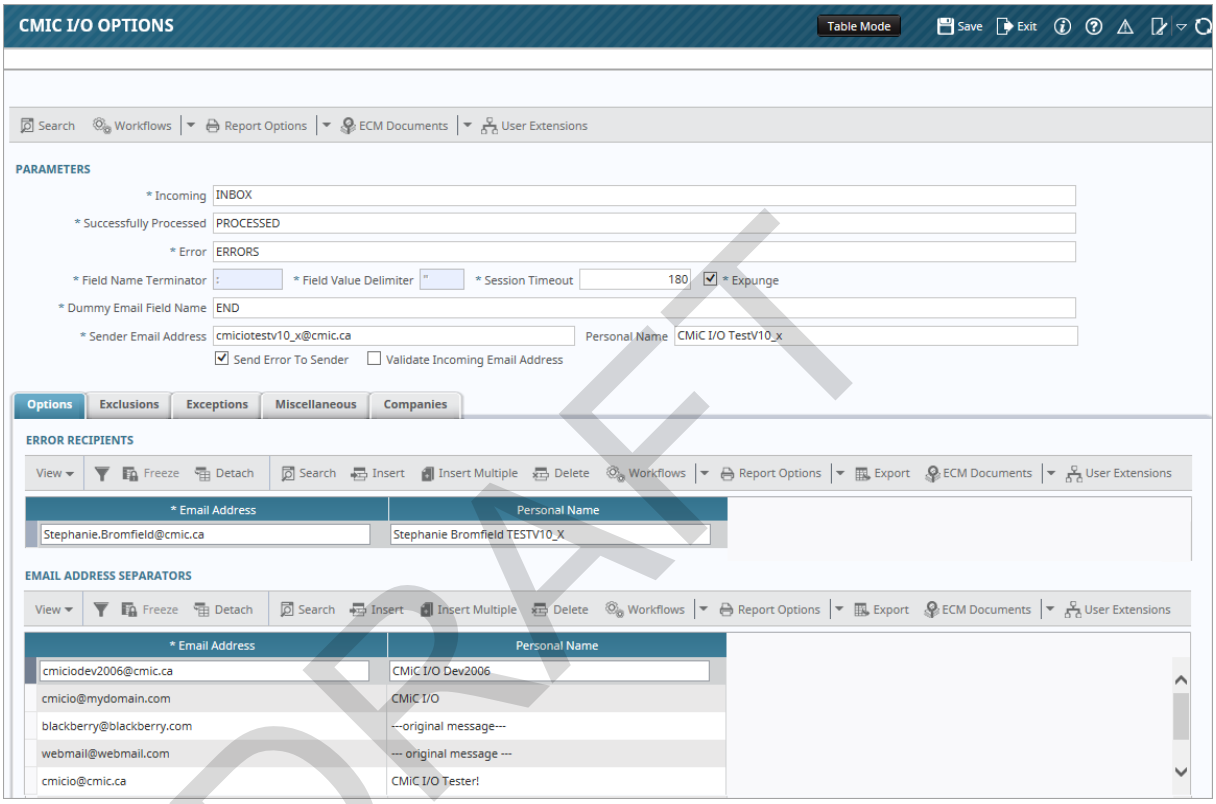
The User Detail section is used to maintain the members of the UIC group selected under the User Group section. To add a member to a selected UIC group, click [**Insert**] on the User Detail section's Block Toolbar.

NOTE: A user can belong to only one UIC group at a time.

User ID

Enter/select a user ID to make that user a member of the selected UIC group.

CMiC I/O Options



Pgm: SYCMICIO – CMIC I/O Options; standard Treeview path: System > Setup > CMiC I/O Options

This screen is used to define locations and functions used by CMiC I/O.

Parameters – Section

Email Folders

CMiC I/O needs to have three email folders defined. These folders must be unique.

Incoming

This folder is for incoming emails. This is where the system will look to find CMiC I/O related emails that need to be processed.

Successfully Processed

This folder is for successfully processed emails. Incoming emails are moved to this folder once they have been processed. This means that any email in this folder has successfully been translated into data within CMiC.

Errors

If an email fails processing for any reason, it will be moved into this folder. Emails in this folder have not been translated into data within CMiC.

Email Settings

Field Name Terminator

The value in this field indicates which character indicates the end of a 'Field Name' within the body of an email. This is by default set to a colon and currently cannot be changed.

Field Value Delimiter

This value is used to indicate the start and end of special characters within the body of the email. This is by default set to double quotes and currently cannot be changed.

Session Timeout

This field indicates how long a CMiC I/O web service processing session can run without timing out. This number is in minutes.

Expunge – Checkbox

This field indicates that messages in the Incoming email folder will be deleted when they have been processed. By default, this field is set to checked and currently cannot be updated.

Dummy Email Field Name

The value in this field is used to determine the end of an email body.

Sender Email Address

This field is the email address that will be used when sending email messages from CMiC I/O.

Personal Name (Sender)

This is the name that will be associated with the Sender Email Address entered in the previous field (the "From" name).

Send Error to Sender – Checkbox

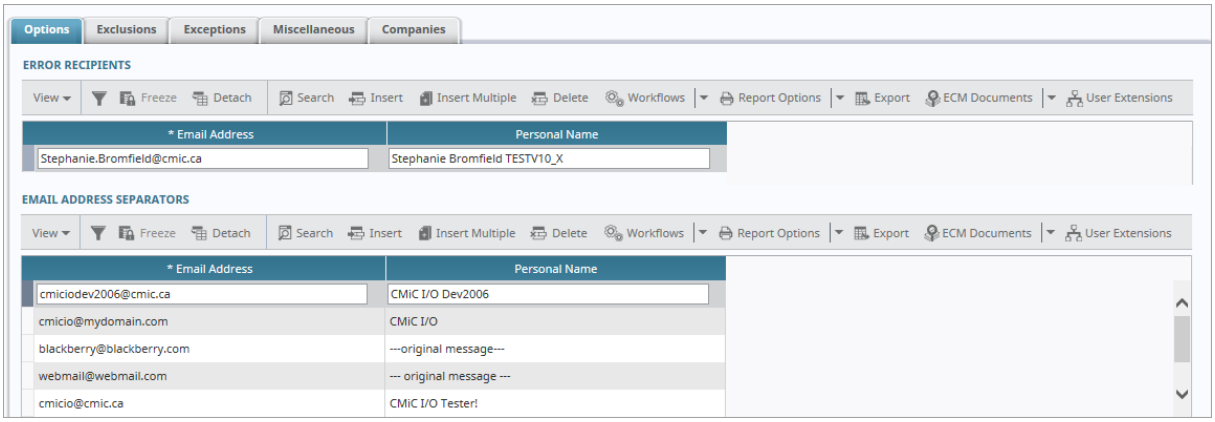
If this field is checked, then the system will send email replies with the error message back to the sender. If unchecked, the sender will not receive error messages.

NOTE: The error detected will be described in the body of the email, while the original email is included as an attachment so that it can be reviewed.

Validate Incoming Email Address – Checkbox

When checked, the incoming e-mail address is validated against the contact associated with the Unique ID in the subject line of the e-mail.

Options – Tab



Pgm: SYCMICIO – CMIC I/O Options; standard Treeview path: System > Setup > CMiC I/O Options – Options tab

Error Recipients – Section

CMiC I/O allows multiple people to receive emails regarding errors generated by CMiC I/O processing.

Email Address: This is where the error email will be sent.

Personal Name: This is the "To" in the email.

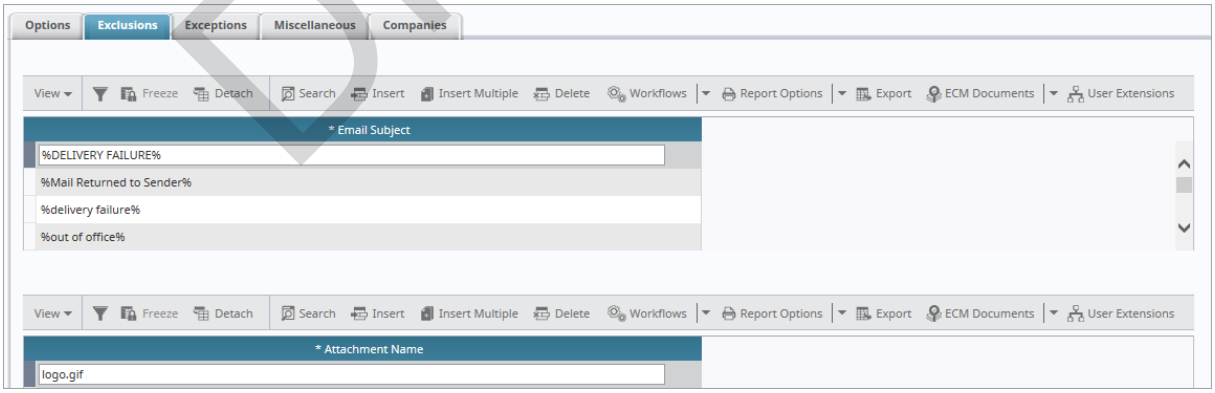
Email Address Separators – Section

This section of the screen should be used to enter the different types of message separators used by different email sources to distinguish between the original message and the replies.

Email Address: This value should include the email server type.

Personal Name: The separator used by the email server type.

Exclusions – Tab

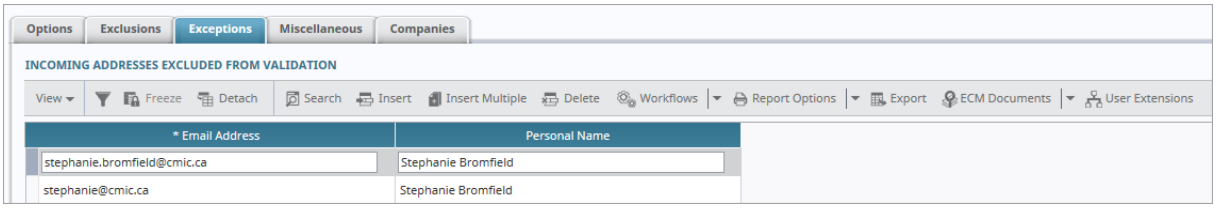


Pgm: SYCMICIO – CMIC I/O Options; standard Treeview path: System > Setup > CMiC I/O Options– Exclusions tab

This tab is used to specify text patterns that would make CMiC I/O ignore the email if it is found in the e-mail subject. Wildcards like '%' and '_' are allowed.

Attachment names can also be specified. Those specified will not be processed by CMiC I/O if found as attachments to an email.

Exceptions – Tab



Pgm: SYCMICIO – CMIC I/O Options; standard Treeview path: System > Setup > CMiC I/O Options – Exceptions tab

This tab allows the user to define the email addresses that are to be excluded from validation when the checkbox 'Validate Incoming Email Address' is checked in the header section of this screen.

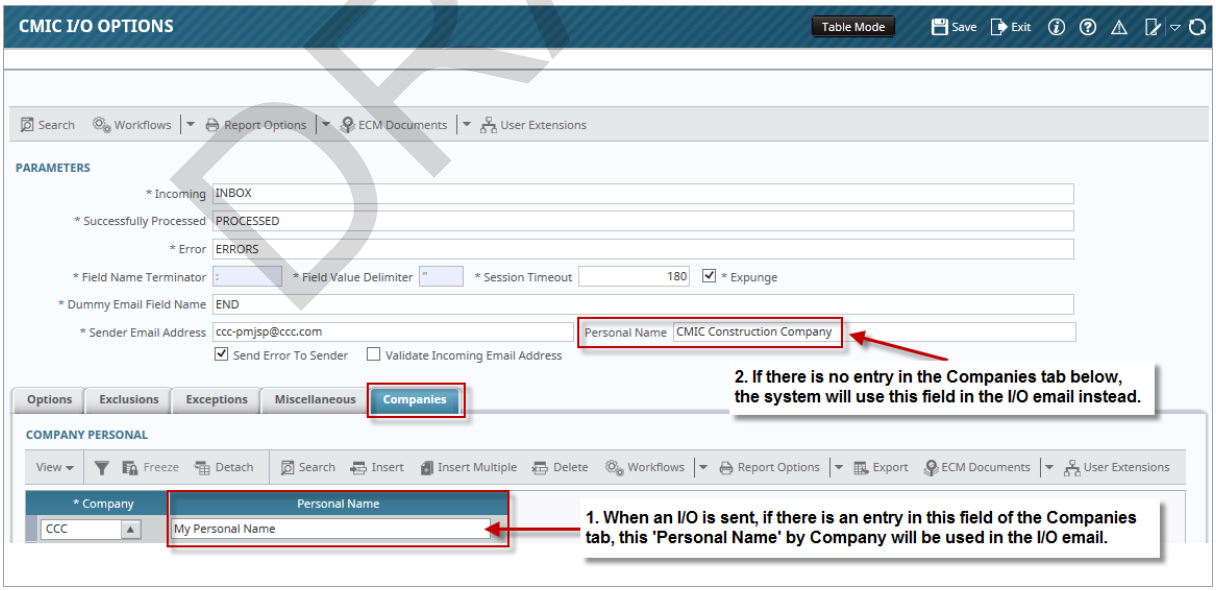
Miscellaneous – Tab

Pgm: SYCMICIO – CMIC I/O Options; standard Treeview path: System > Setup > CMiC I/O Options – Miscellaneous tab

Re-Open Closed Issues – Checkbox

When checked, a Closed Issue will be re-opened upon receiving a new note or attachment via CMiC I/O, provided the sender has the CMiC Field project role privilege to 'Add Notes/Attachments to Closed Issues' (standard Treeview path: *CMiC Field > Security > Project Roles*).

Companies – Tab

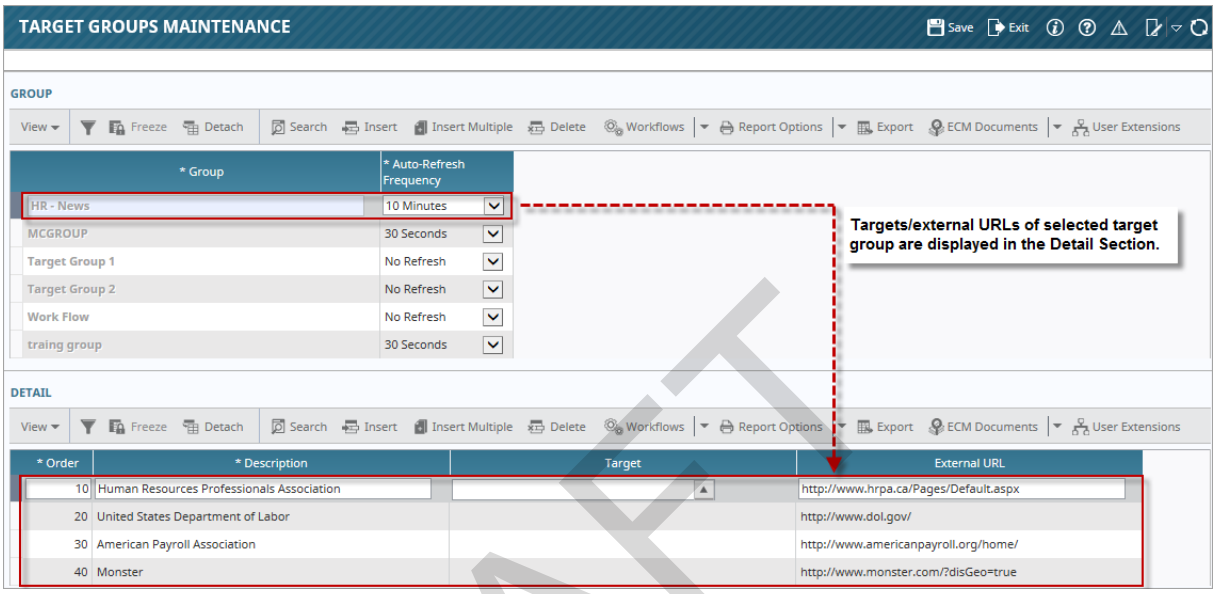


Pgm: SYCMICIO – CMIC I/O Options; standard Treeview path: System > Setup > CMiC I/O Options – Companies tab

The Companies tab allows personal name to be set by company for I/O email in CMiC Field. Only one record per company is allowed to be entered in the Companies tab.

When an I/O is sent, the personal name for the company will be taken from the entry set up on this tab. If there is no entry in the tab for the specified company, then the entry in the Personal Name field in the header section of this screen will be used instead.

Target Group Maintenance



Pgm: SDTARGETGROUP – Target Groups Maintenance; standard Treeview path: System > Setup > Target Group Maintenance

The Target Group Maintenance screen is used to set up the target groups used by MultiTarget content type. MultiTarget content type is used to display a user-defined set of targets, such as dashboards and logs, and URLs into one region, without fitting them into the region at the same time. The set of user-defined targets and URLs is referred to as a target group, and these sets are maintained by this screen.

Refer to the *Console* guide for more information on how this screen is used.

Group – Section

To create a new target group, click the [Insert] button on the Group section's Block Toolbar.

Group

Enter a name for the target group.

Auto-Refresh Frequency

Select how often the target/URL should be refreshed.

Detail – Section

Use the Detail section to add targets/URLs to the selected target group.

NOTE: Either the Target field or External URL field is used, not both.

Order

Enter the order in which the target/URL should be displayed.

Description

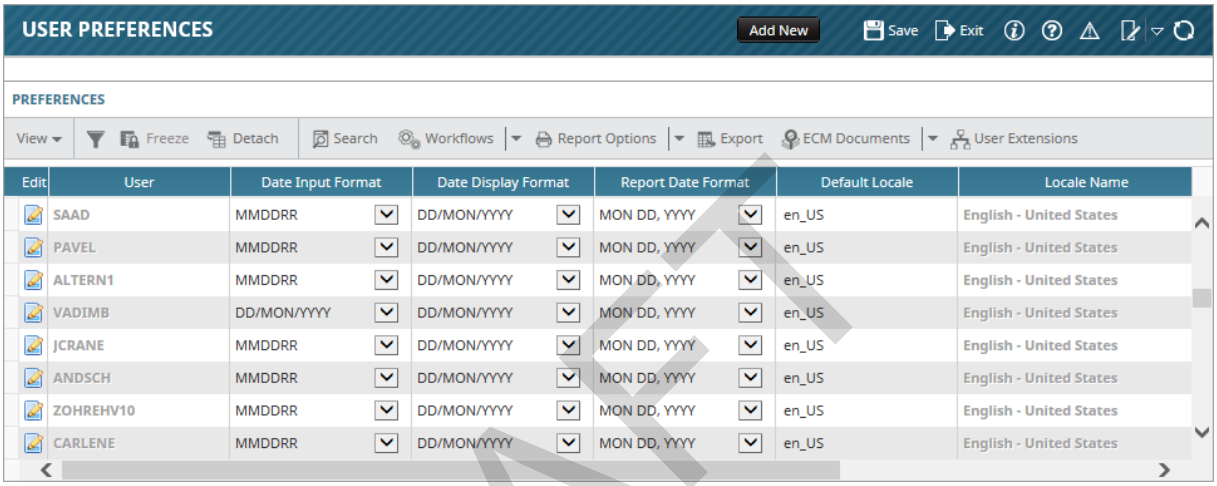
Enter a description for the target/URL.

Target, External URL

Enter/select a created target, such as a dashboard or log, or enter an external URL.

Preferences

User Preferences



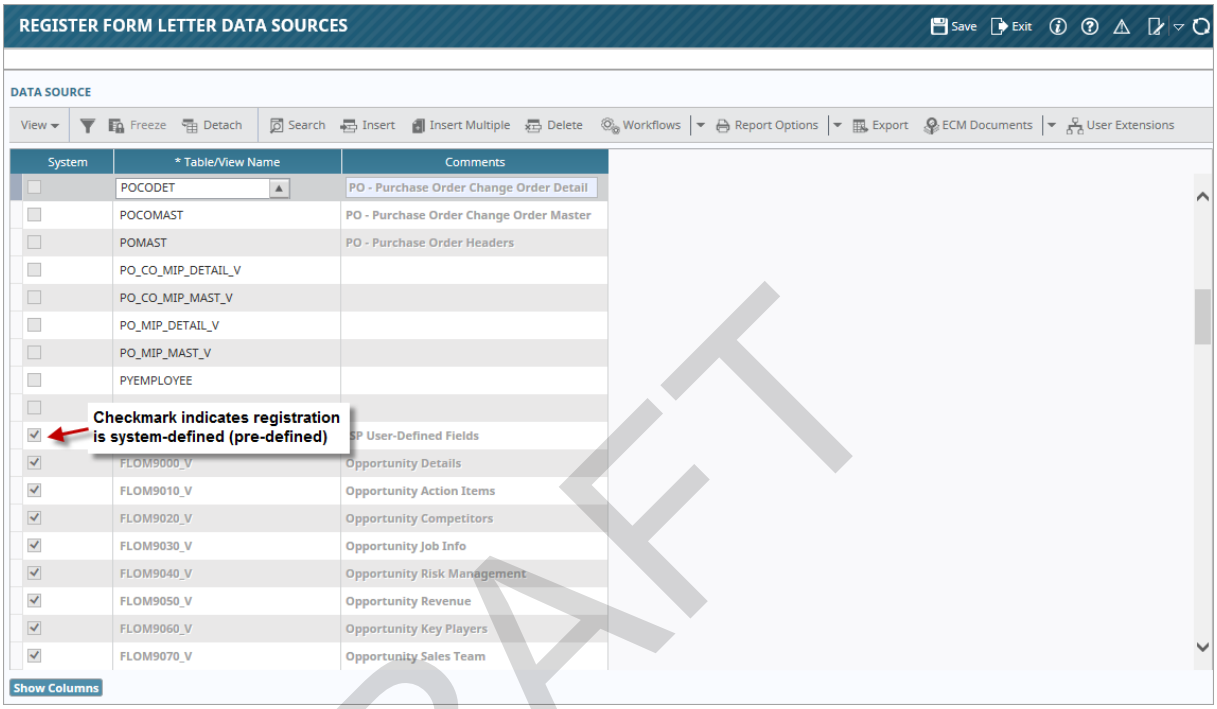
Pgm: SDUPREF –User Preferences; standard Treeview path: System > Preferences > User Preferences

Once a User ID has been set up, the User Preferences screen is used to define the preferences that will distinguish that user. Refer to the *Users* section of this guide for information on creating users.

For specific details on each of the fields on the User Preferences screen, refer to the *Defining User Preferences* section in this guide.

Forms

Register Data Sources



Pgm: SYSDREG - Register Data Sources; standard Treeview path: System > Forms > Register Data Sources

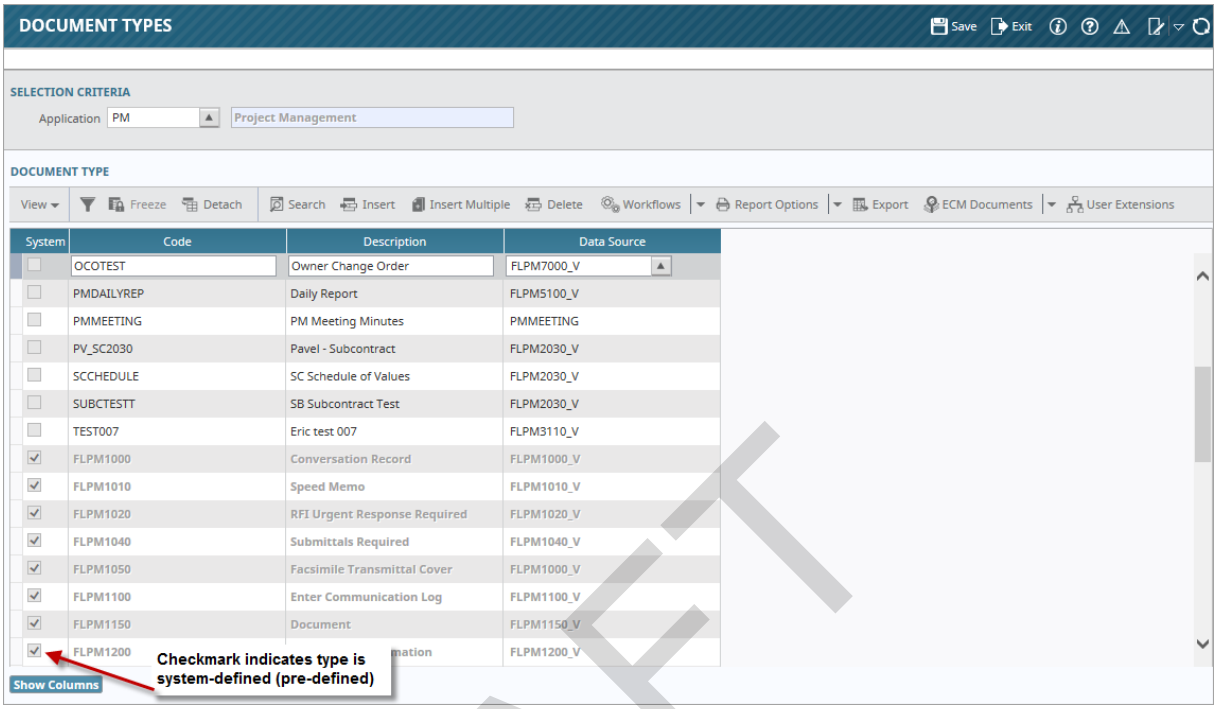
If a data source is needed to be used in a MIP Word document that has not yet been registered in the system, use the Register Data Sources screen to do so. By default, when the system is initially installed, only the data sources that are used by standard CMiC form letters are registered.

Data sources are Enterprise tables or views that an administrator has made available through this registration process for the purpose of designing MIP Word documents, or forms letters.

As shown in the above screenshot, a checkmark under the System column indicates that the registered data source is system-defined (pre-defined). Registered data sources that are system-defined are not editable, as that could cause any standard form letters that use them to stop functioning.

A new data source is registered by inserting a row in the table, then using the F9 function key in the Table/View Name column to search for and select the relevant table or view. Next, click the [**Show Columns**] button to ensure that all necessary columns of the data source's table or view are available for MIP Word documents. See the *Register Data Source to Use in MIP Word Document* section in the *Microsoft Integration Package* guide for more details.

Form Letter Document Types

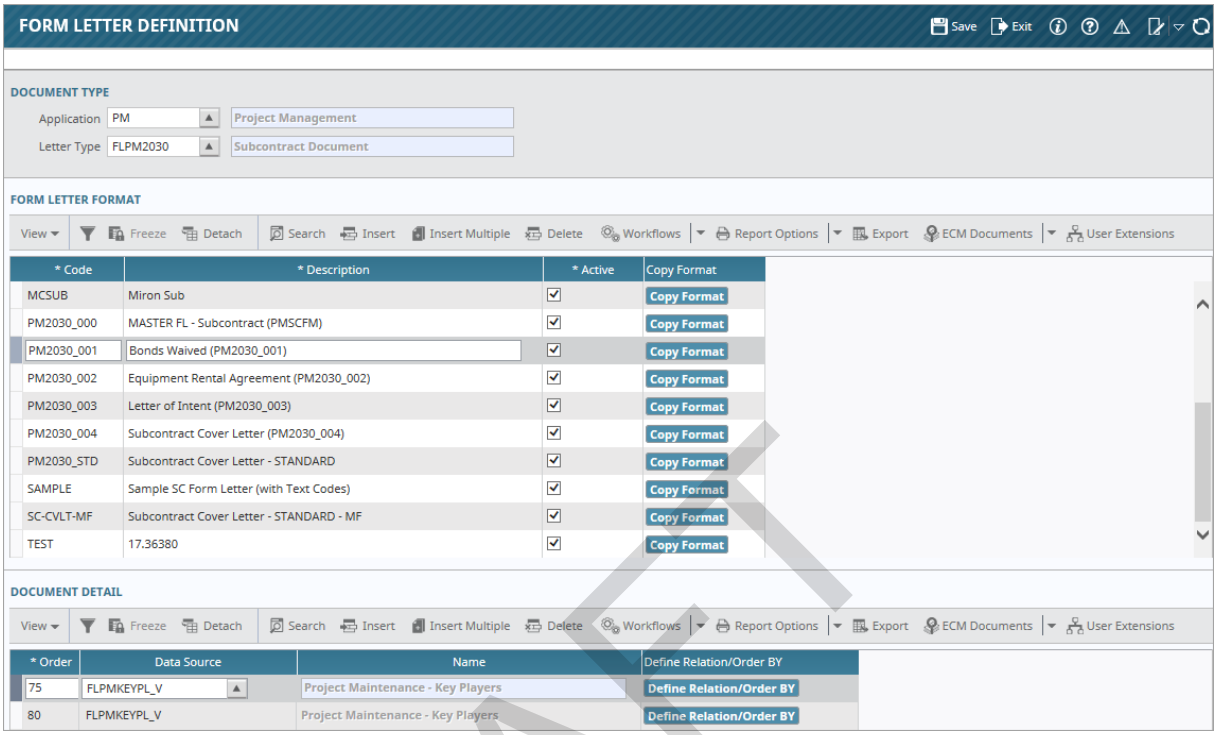


Pgm: SYSDOCTP – Form Letter Document Types; standard Treeview path: System > Forms > Form Letter Document Types

Document types (also known as form letter types) are associated to a data source, and they are used to create and group MIP Word documents and PM form letters. This step is only necessary if an appropriate document type for a new MIP Word document has not yet been defined in the system. As shown in the above screenshot, system-defined document types have a check in the System column.

To create a new document type, click the Block Toolbar's [**Insert**] button to insert a new row. Then, enter a code and description for the new document type, and select a data source using the Data Source field's LOV. For more details, see the *Create New Document Type for MIP Word Document* section in the *Microsoft Integration Package* guide.

Form Letter Definitions



Pgm: SYSRPDOC – Form Letter Definitions; standard Treeview path: System > Forms > Form Letter Definitions

Use the Form Letter Definition screen to define the MIP document in the system. For further details on how to use this screen, see the Create *MIP Word Document Definition* section in the *Microsoft Integration Package* guide.

Security

Security Initial Setup

In its simplest form, security in this system is based on the access of a role to a screen and through the screen to the data. Individual users are applied to these roles and thus receive access through the role.

Entry defaults as well as company accesses are defined through the user.

Initially, you will need to set up a MASTER role and user who will be used to set up all other users. It is required that you use DA as the MASTER user within the CMiC system.

Once you have set up the Master Security, you can then set up all other roles and users within your system.

Master Security Setup

1. Define a "Master Access" role in Define Roles screen.

> **NOTE**: Do not set privileges using [**System Privileges**] button and [**Configuration Privileges**] button.

2. Assign role "Master Access" to user DA.

> **NOTE**: Do not do Step 4 before you complete Step 3 - you will lock yourself out!

3. Set privileges for the "Master Access" role and select [Yes] option to update users.

4. Define roles for applications.

5. Assign user preferences to DA.

User Setup

1. Define required roles and related privileges in the Define Roles screen.

2. Apply roles for applications/programs.

3. Create job/project security groups.

4. Create compliance security groups (if required).

5. Create department security groups (if required).

6. Create Payroll security groups.

7. Create user.

Limited Security/Assign Role Privilege Option

This option provides users with a privilege role that enable users to modify other users and roles not associated to their user account if they do not have the privilege.

Implementation

Prior to checking ‘Enable Limited Security’ checkbox in the System Options screen (standard Treeview path: *System > Setup > System Options – General tab*), ensure that at least one administrator account has the ASSIGNROLE privilege assigned. This user can then be used to complete setup of the other administrators as required.

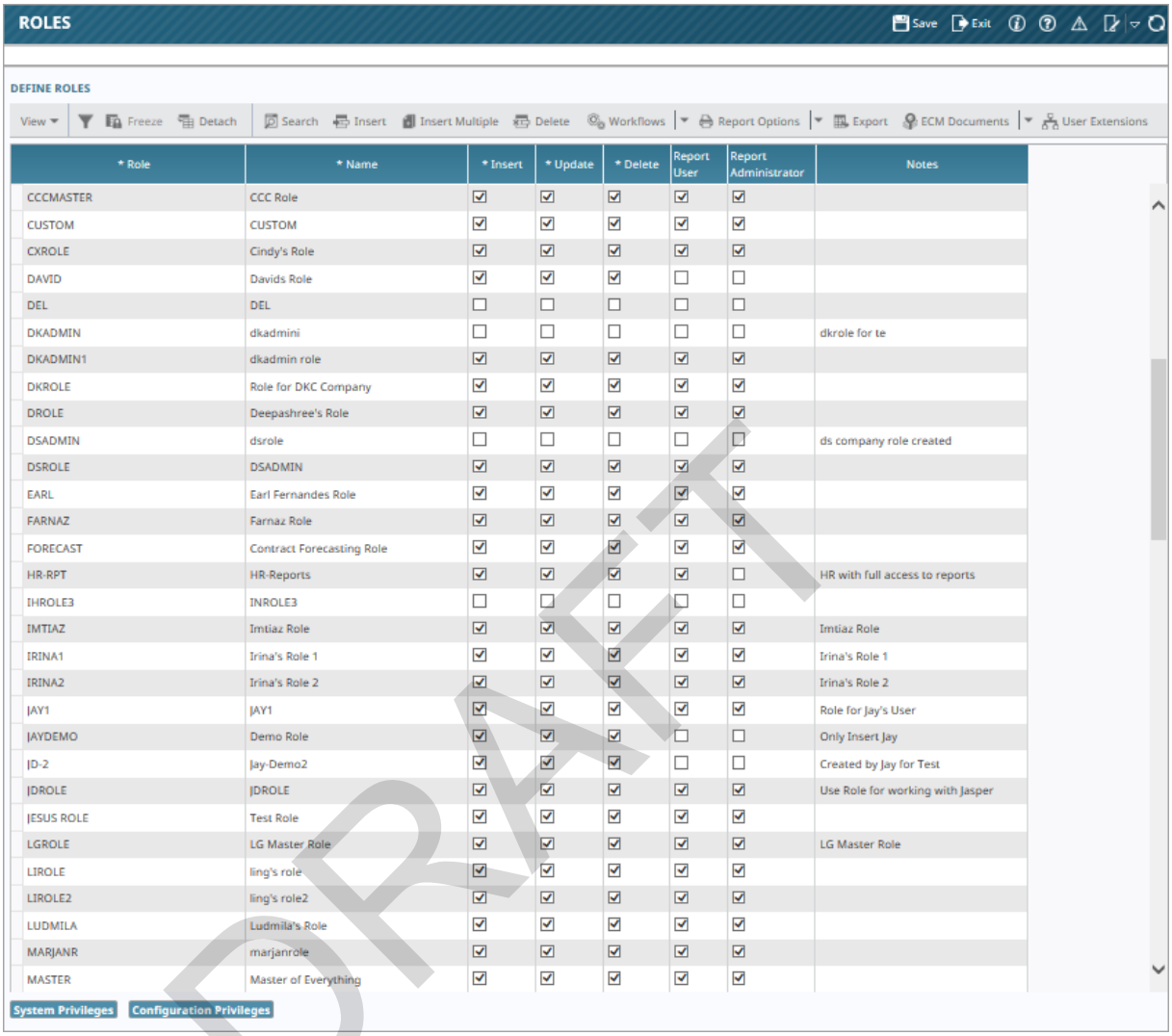
Enable Limited Security

On the System Options screen, check the ‘Enable Limited Security’ checkbox. This activates the use of the privilege when administrating roles and users.

Security Roles

Roles are groupings of access rights to the system data. A role is defined by its ability to insert, update and delete data. Once defined, these roles can then be assigned to applications as well as to the screens within the applications.

Defining Roles



* Role	* Name	* Insert	* Update	* Delete	Report User	Report Administrator	Notes
CCCMASTER	CCC Role	☑	☑	☑	☑	☑	
CUSTOM	CUSTOM	☑	☑	☑	☑	☑	
CXROLE	Cindy's Role	☑	☑	☑	☑	☑	
DAVID	Davids Role	☑	☑	☑	☐	☐	
DEL	DEL	☐	☐	☐	☐	☐	
DKADMIN	dkadmini	☐	☐	☐	☐	☐	dkrole for te
DKADMIN1	dkadmin role	☑	☑	☑	☑	☑	
DKROLE	Role for DKC Company	☑	☑	☑	☑	☑	
DROLE	Deepashree's Role	☑	☑	☑	☑	☑	
DSADMIN	dsrole	☐	☐	☐	☐	☐	ds company role created
DSROLE	DSADMIN	☑	☑	☑	☑	☑	
EARL	Earl Fernandes Role	☑	☑	☑	☑	☑	
FARNAZ	Farnaz Role	☑	☑	☑	☑	☑	
FORECAST	Contract Forecasting Role	☑	☑	☑	☑	☑	
HR-RPT	HR-Reports	☑	☑	☑	☑	☐	HR with full access to reports
IHROLE3	INROLE3	☐	☐	☐	☐	☐	
IMTIAZ	Imtiaz Role	☑	☑	☑	☑	☑	Imtiaz Role
IRINA1	Irina's Role 1	☑	☑	☑	☑	☑	Irina's Role 1
IRINA2	Irina's Role 2	☑	☑	☑	☑	☑	Irina's Role 2
JAY1	JAY1	☑	☑	☑	☑	☑	Role for Jay's User
JAYDEMO	Demo Role	☑	☑	☑	☐	☐	Only Insert Jay
JD-2	Jay-Demo2	☑	☑	☑	☐	☐	Created by Jay for Test
JDROLE	JDROLE	☑	☑	☑	☑	☑	Use Role for working with Jasper
JESUS ROLE	Test Role	☑	☑	☑	☑	☑	
LGROLE	LG Master Role	☑	☑	☑	☑	☑	LG Master Role
LIROLE	ling's role	☑	☑	☑	☑	☑	
LIROLE2	ling's role2	☑	☑	☑	☑	☑	
LUDMILA	Ludmila's Role	☑	☑	☑	☑	☑	
MARJANR	marjanrole	☑	☑	☑	☑	☑	
MASTER	Master of Everything	☑	☑	☑	☑	☑	

Pgm: ROLES –Roles; standard Treeview path: System > Security > Roles > Define Roles

Role, Name

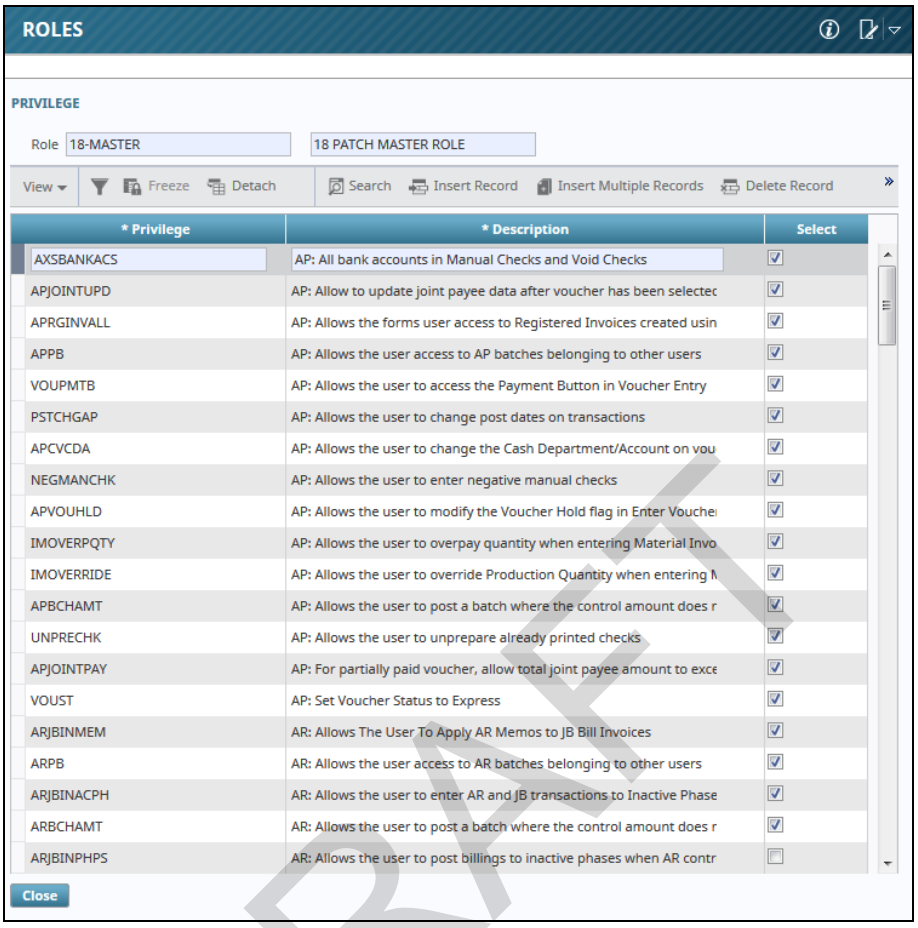
Enter a code and name for the role being defined.

Insert, Update, Delete, Report User, Report Administrator – Checkboxes

Each new role will automatically allow for the insert, update and deletion of data. To create a role with limited access to data, uncheck the required boxes.

NOTE: The 'Report User' and 'Report Administrator' checkbox options are related to accessing and administration of Jasper Reports.

[**System Privileges**] – Button



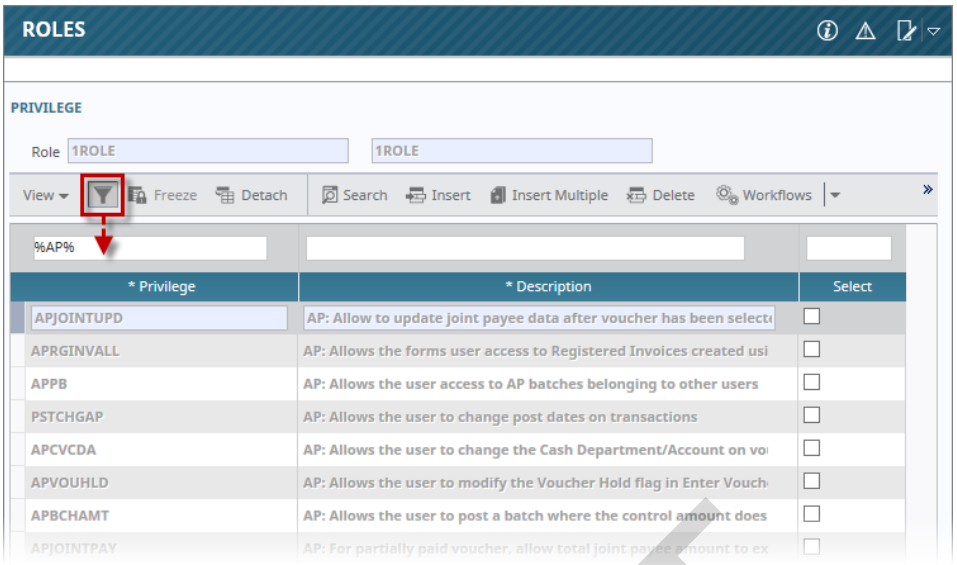
Pop-up window launched from the [System Privileges] button on the Roles screen (standard Treeview path: System > Security > Roles > Define Roles)

Click the [**System Privileges**] button to launch a pop-up window where the user can indicate the access rights to specific options within the system as they apply to the role being defined (Forms and JSPs).

Check the box beside the option to which access is to be granted for the role being defined. The system default does not check any of these privileges when setting up a new role, so it is incumbent upon the user to check these options if they are desired.

Once a set of privileges have been checked for a role, the system will ask the user if they want to "Update the Users?" on this role. If [**Yes**] is selected, the system will update the users with the privileges assigned to the role.

Click on the Query By Example icon  in the Block Toolbar to search for application specific system privileges, as shown in the screenshot below.



Example of using Query By Example to search for application specific system privileges

The system allows for the specification of the following privileges:

Privilege	Description
AXSBANKACS	AP: All bank accounts in Manual Checks and Void Checks
APJOINTUPD	AP: Allow to update joint payee data after voucher has been selected for payment.
APRGINVALL	AP: Allows the forms user access to Registered Invoices created using Imaging
APPB	AP: Allows the user access to AP batches belonging to other users
VOUPMTB	AP: Allows the user to access the Payment Button in Voucher Entry
PSTCHGAP	AP: Allows the user to change post dates on transactions
APCVCDA	AP: Allows the user to change the Cash Department/Account on voucher status screen.
NEGMANCHK	AP: Allows the user to enter negative manual checks
APVOUHLD	AP: Allows the user to modify the Voucher Hold flag in Enter Voucher Form
IMOVERPQTY	AP: Allows the user to overpay quantity when entering Material Invoices
IMOVERRIDE	AP: Allows the user to override Production Quantity when entering Material Invoices
APBCHAMT	AP: Allows the user to post a batch where the control amount does not equal the batch amount
UNPRECHK	AP: Allows the user to unprepare already printed checks
APJOINTPAY	AP: For partially paid voucher, allow total joint payee amount to exceed current outstanding amount.
VOUST	AP: Set Voucher Status to Express
ARJBINMEM	AR: Allows The User To Apply AR Memos to JB Bill Invoices
ARPB	AR: Allows the user access to AR batches belonging to other users
ARJBINACPH	AR: Allows the user to enter AR and JB transactions to Inactive Phase/Categories
ARBCHAMT	AR: Allows the user to post a batch where the control amount does not equal the batch amount
ARJBINPHPS	AR: Allows the user to post billings to inactive phases when AR control setting is off
ARPOSTUPD	AR: Allows the user to update due date and description on posted invoices.
ARCRSUP	AR: Privilege designates the user as an AR Front Office Receipt Supervisor

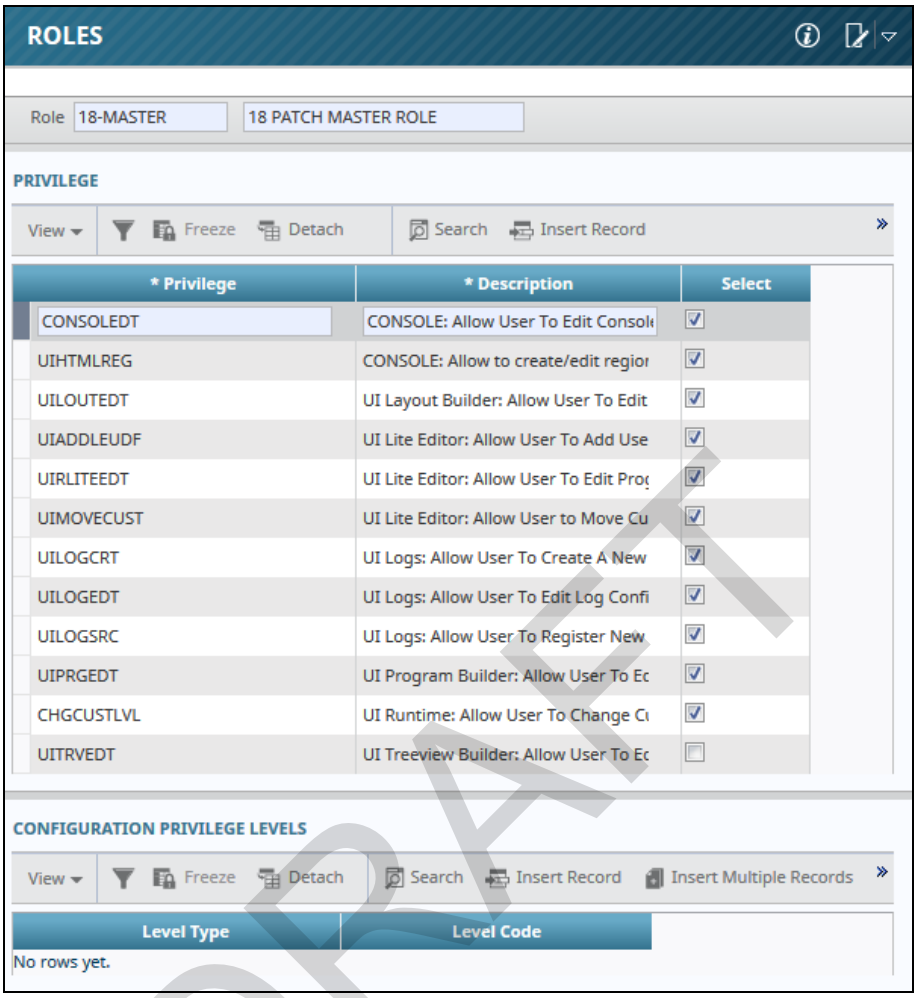
Privilege	Description
ABOUTUSERL	Allow user to see "User List" button when accessing Help->About
SYSDATASHT	Allow the user to load the Data Sheet screen
SCEBAPST	Allows the user to post the subcontract even if exceeds the budget.
PMCMPINF	Allows user to change overall participation information
JCAECCAT	Allows user to override the category for AP/SC vouchers
CIPB	CI: Allows the user access to CI batches belonging to other users
PSTCHGCI	CI: Allows the user to change post dates on transactions
CMPB	CM: Allows the user access to CM batches belonging to other users
PSTCHGCM	CM: Allows the user to change post dates on change orders
BILOGCRT	CMIC BI: Allows the user to create user-defined logs
BICFDRFLTR	CMIC BI: Allows the user to modify folder filters in BI Catalog Builder
BICTLGBLDR	CMIC BI: Allows the user to access BI Catalog Builder
BICALCFLD	CMIC BI: Allows the user to create calculated fields and modify their calculation
BIDBRDEDIT	CMIC BI: Allows the user to create, edit and delete Dashboards
BISECMNG	CMIC BI: Allows the user to modify security
BIUDFSETUP	CMIC BI: Allows the user to modify setup for User Defined Fields definitions
PYADMMSTCD	E-TIME: Administer Master Access Codes
ETACCESSCD	E-TIME: Allows the user to define Access Codes
EMPB	EM: Allows the user access to EM batches belonging to other users
EMACTRATE	EM: Allows the user to activate or inactivate equipment rates
GEIMPUSRIV	EM: Allows the user to see and edit the imported GE Fleet data by other users
EMAUREPLVL	EM: Allows the user to update Replacement Value for Equipment
FAPB	FA: Allows the user access to FA batches belonging to other users
GLVINADPT	GL: Allow User To View Inactive Departments
GLREOPENYR	GL: Allow to Reopen Previous Year
GLPB	GL: Allows the user access to GL batches belonging to other users
GLRECENT	GL: Allows the user access to GL recurring entries belonging to other users
SUBLGACC	GL: Allows the user to post to GL Subledger Control Accounts
HCMAPPLIC	HCM: Allows Applicant Management module access by employee security
HCMCOMPENS	HCM: Allows Compensation Management module access by employee security
HCMHIRING	HCM: Allows Hiring Requisitions module access by employee security
HCMPERFORM	HCM: Allows Performance Management module access by employee security
HCMTRAIN	HCM: Allows Training module access by employee security
HCMPYEMP	HCM: Allows employee access by employee security
HIRE	HR: Allows the user to hire an applicant
HRSSNSEC	HR: Allows the user to view SSN of the Employees.
HRASTRK	HR: Allows user to Track Assets (Personnel Asset Tracking) without Employee Security.
HRNCDNTDEL	HR: Allows user to delete an incident report
JBJCREFUPD	JB: Allow to update reference description on Cost Transaction screen when prepare billing.
JBCONTEDIT	JB: Allows the User to change the Contract code in Job Setup Screen
JBPB	JB: Allows the user access to JB batches belonging to other users

Privilege	Description
PSTCHGJB	JB: Allows the user to change post dates on transactions
JBCONTBUDG	JB: Allows the user to override budget on the contract
JCCTRLJOB	JC: Allow control jobs to be created in the job maintenance screen
JCPYSECTOT	JC: Allows the User to See Un-Secure Totals in JC for Secure Pay Groups
JCPYUNBREV	JC: Allows the User to See Unbilled Revenue Amount in JC for Secure Pay Groups
JCPB	JC: Allows the user access to JC batches belonging to other users
JCWOJOBS	JC: Allows the user to access Work Order Jobs in JC
PSTCHGJC	JC: Allows the user to change post dates on transactions
JCPHSINS	JC: Allows the user to create a new Phase/Category on the fly
JCTPFOVERV	JC: Allows the user to override Earned Revenue Amount in Time Phased Forecast Screen
JCGLPER	JC: Allows the user to post transactions to a closed period
JCEXQRY	JC: Allows the user to see Employee Name in JC Executive Query
JCPYINFO	JC: Allows the user to see PY info in JC for Secure Pay Groups
JCIMPUSRFB	JC: Allows the user to see and edit the imported Foreign Budget by other users
JCUNOTECHG	JC: Allows user to change the Units Complete Transactions Notes
JCAECCAT	JC: Allows user to override the category for AP/SC/AR vouchers
JCMUSRIFBH	JC: Allows user to see and edit the imported foreign batch data of other users
JCMUSRIPQC	JC: Allows user to see and edit the imported phase qty completion data of other users
JCLCS	JC: Limit Category Selection to a Single Category in Job Cost Transaction Entry Screen
JCELINE	JC: Restricts user to not enter E-line in Enter Cost Transactions
JCGLINE	JC: Restricts user to not enter G-line in Enter Cost Transactions
JCJLINE	JC: Restricts user to not enter J-line in Enter Cost Transactions
JCWLINE	JC: Restricts user to not enter W-line in Enter Cost Transactions
MSMRUPDPRC	MS: Allow override of Price on MS Material Receipt
MSLOCKPDTL	MS: Allows the user to lock and unlock a price list detail
MSPRICEOVR	MS: Allows the user to modify the unit price on ticket entry
MSIMPUSRSO	MS: Allows the user to see and edit the imported sales orders by other users
MSIMPUSRTK	MS: Allows the user to see and edit the imported tickets by other users
PMOWNEQUIP	PM: Access Own Equipment tab in the PM Daily Report form.
PMSYSOPT	PM: Allows the user access to PM System Options
PMTRNQ	PM: Allows the user to access Transmittal Records belonging to other users
PMJOUROLAB	PM: Allows the user to access the Labor Tab within the Daily Journal
PMPROJQST	PM: Allows the user to access the Questionnaire Tab within the Project Maintenance
PMBIDCRT	PM: Allows the user to create a bid job from within Project Management
PMJOBCRT	PM: Allows the user to create a job from within Project Management
PMCRTVEN	PM: Allows the user to create a vendor from a BP on the fly
PMCMPINF	PM: Allows user to change overall participation information
PMMRALLJOB	PM: Allows user to create markup rules for ALL jobs
POUNRECINV	PO: Allow to unreceive invoiced items.
PORCPTVAR	PO: Allows The User To Exceed Variance On Receipts
POPB	PO: Allows the user access to batches belonging to other users

Privilege	Description
POCL	PO: Allows the user to Open a Closed PO
APPOVAR	PO: Allows the user to exceed PO Variance when matching PO to Vouchers
POCOQTY	PO: Validate CO quantity against PO original quantity
PSTCHGPRM	PRM: Allows the user to change post dates on transactions
PYETIMEDIT	PY: Allows User to Change E-Time Data in Regular Timesheet
PYIMPUSRBN	PY: Allows User to Validate/Edit PY Bonus - Adjustments Imported by other Users
PYIMPUSRTM	PY: Allows User to Validate/Edit PY Timesheet Imported by other Users
PYPB	PY: Allows the user access to batches belonging to other users
PYTM	PY: Allows the user access to timesheets belonging to other users
PSTCHGPY	PY: Allows the user to change post dates on transactions
PYRATE	PY: Allows the user to see pay rates in the HR Employee Query for Secure Paygroups
PYLBRTR	PY: Allows the user to transfer timesheet entries to actual timesheet table
PYPAYRATVW	PY: Allows the user to view pay rates in time sheet screen and reports.
PYEDITINV	PY: Allows user to change system generated AP invoice code before creating and posting AP voucher
PYIMPUSREH	PY: Allows user to see and edit the imported employee history by other users
PYHISTADJC	PY: Restrict user to change data on Employment History Adjustment screen
PSTCHGPYC	PYC: Allows the user to change post dates on transactions
RPFULLACCS	Resource Planning: Full Access
RPREADONLY	Resource Planning: Read Only Access
PSTCHGSC	SC: Allows the user to change post dates on transactions
SCPWP	SC: Allows the user to override the Pay When Paid flag in both AP and SC
SCEBAPST	SC: Allows the user to post the subcontract or RFP even if exceeds the subcontract budget
SCIMPUSRIC	SC: Allows the user to see and edit the imported Insurance Compliance by other users.
VENCOMPL	SC: Update Vendor Compliance
EDREMITADD	SD: Allow Edit of Secured Remit-To Address
SYSASGNFL	SD: Allow User To Launch Assignment Form For Form Letters.
SESSKILL	SD: Allows the user permission to Kill Sessions
PRNTFILE	SD: Allows the user the to Print to File and Send to Spread Sheet
FIELDSEC	SD: Allows the user to apply field security
CHGDBPSW	SD: Allows the user to change database password of other users
SYSUSRCRE	SD: Allows the user to change preferences of other users
UNLCKBYOTH	SD: Allows the user to change the status of an attachment belonging to other users
ALERTDEF	SD: Allows the user to define alerts for all users and groups
HSTP	SD: Allows the user to define host program paths
RELEDIT	SD: Allows the user to define security on related screens
RPACTDEL	SD: Allows the user to delete Report Action Status records
EXPINVISBL	SD: Allows the user to export invisible columns to spreadsheet
ASSIGNROLE	SD: Allows the user to modify their own security access (excluding User Maintenance Form)
MRGPARTCON	SD: Allows the user to use the Partner and Contact Merge Utility
RPACTION	SD: Allows the user to view Report Action Status records for other users

Privilege	Description
SDCNTPHOTO	SD: Contact Photo - Upload and Remove
SDDADCSIBP	SD: Do Not Allow To Delete CSI Record On Business Partner
SDDADCLBP	SD: Do Not Allow To Delete Classification Record On Business Partner
SDDADMSBP	SD: Do Not Allow To Delete Market Sector Record On Business Partner
SDDADTERBP	SD: Do Not Allow To Delete Territory Record On Business Partner
SDDAICSIBP	SD: Do Not Allow To Insert CSI Record On Business Partner
SDDAICLBP	SD: Do Not Allow To Insert Classification Record On Business Partner
SDDAIMSBP	SD: Do Not Allow To Insert Market Sector Record On Business Partner
SDDAITERBP	SD: Do Not Allow To Insert Territory Record On Business Partner
SDDAUCSIBP	SD: Do Not Allow To Update CSI Record On Business Partner
SDDAUCLBP	SD: Do Not Allow To Update Classification Record On Business Partner
SDDAUMSBP	SD: Do Not Allow To Update Market Sector Record On Business Partner
SDDAUTERBP	SD: Do Not Allow To Update Territory Record On Business Partner
SHWINACCNT	SD: Show Inactive Contacts when System Option set to hide them
TENANTADM	SYS: Allow Access to Tenant Administration
SYSLICPOOL	SYS: Allows the user to edit License Pool data in User Maintenance Screen
SYSNOTES	SYS: Allows the user to modify notes created by other users
SYSCBPNAME	SYS: Allows user to change the Customer (Business Partner) Name
UPDCONTPK	SYS: Change Company/Partner On Contacts
SYSLOGFORM	SYS: Implement the Forms Security Within Syslogs Forms
UICONSNOTE	UI Console: Allows the user to Add/Edit Notes in Console Region
UICONSNOTH	UI Console: Allows the User to Edit/Remove Notes created by other Users
UIRPSVSTD	UI Report: Allow User To Save Changes To A Report Parameter Definition At The Standard Level
UIRIMPEXP	UI Runtime: Allows the user to Import/Export data
UIRIMPALLU	UI Runtime: Allows the user to work with other users import data
WKF_ABORT	WKF: Allows the user to abort a workflow
PSTOVRRIDE	WKF: Allows the user to post a non-postable object.

[**Configuration Privileges**] – Button



Pop-up window launched from the [Configuration Privileges] button on the Roles screen (standard Treeview path: System > Security > Roles > Define Roles)

Click the [**Configuration Privileges**] button to launch a pop-up window where the user can indicate the access rights to specific options within the system as they apply to the role being defined (related to Console, ADFs and other items).

If customization levels are required for a configuration privilege, they can be defined in the lower half of the pop-up window. Select the configuration privilege in the Privilege section of the pop-up window, then click [**Insert**] in the Block Toolbar of the Configuration Privilege Levels section.

Configuration privileges are related to the ability of users to modify various UI Runtime related objects such as Console Layout, UI Logs, UI Treeviews, UI Program Builder, etc.

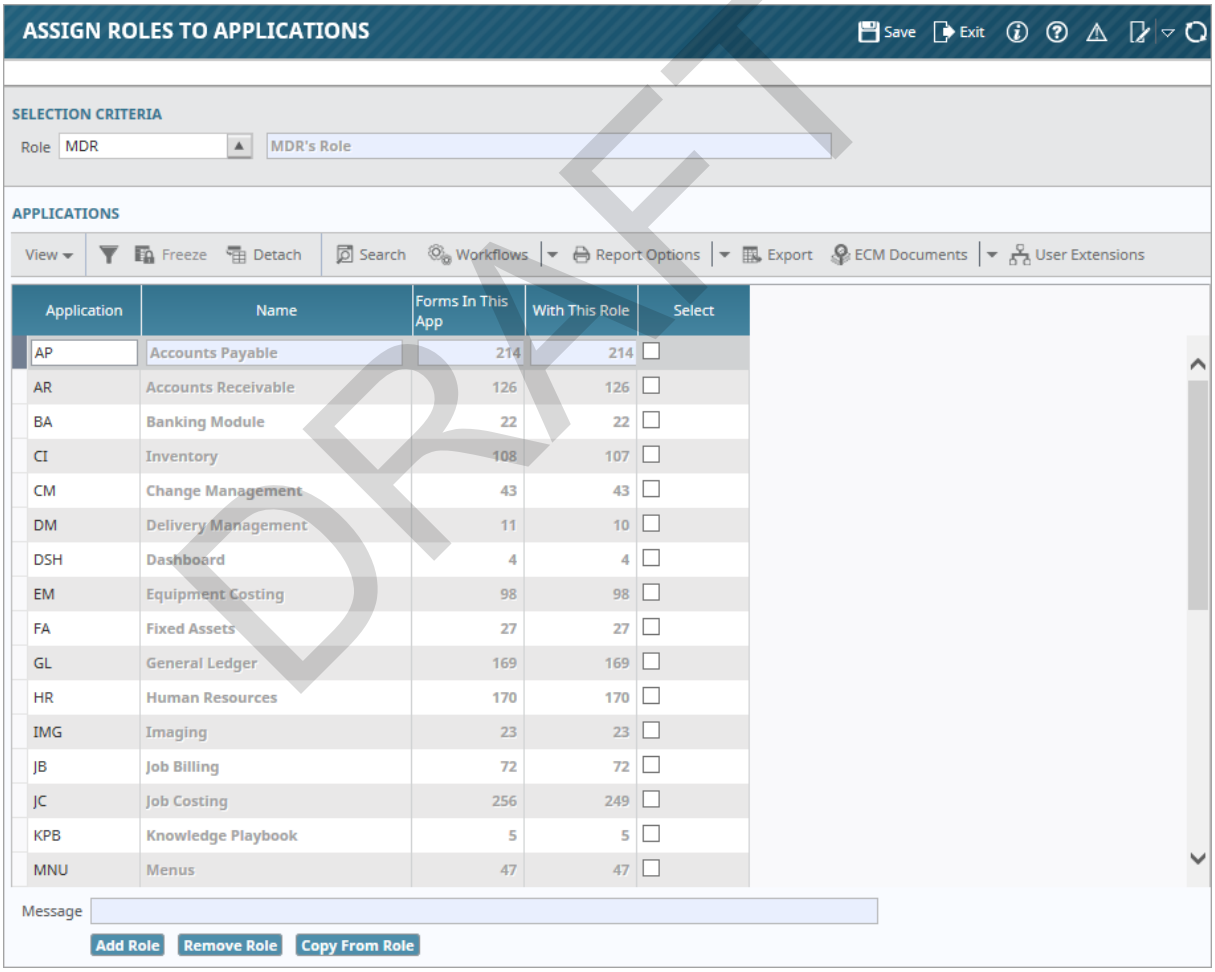
NOTE: In order to finalize setup of Configuration Privileges, the final settings are required to be defined in the UI Runtime version of User Maintenance.

The system allows for the specification of the following privileges:

Privilege	Description
CONSOLEDT	Console: Allow User To Edit Console Definition.

Privilege	Description
UIHTMLREG	Console: to create/edit region with embedded HTML.
UIADDLEUDF	UI Lite Editor: Allow User To Add User Defined Fields Via Lite Editor.
UIRLITEEDT	UI Lite Editor: Allow User To Edit Program Definition Via Lite Editor.
UILOGCRT	UI Logs: Allow User To Create A New Log.
UILOGEDT	UI Logs: Allow User To Save Log Layout.
UIPRCBCRT	UI Process Builder: Allow User To Create/Edit Custom Process Definition.
UIPRGCRT	UI Program Builder: Allow User to Create/Edit Program Definition.
UIREPPRMMD	UI Report: Allow User to Modify Report Parameters Definition.
UITRVEDT	UI Treeview Builder: Allow User To Edit Treeview Definition.

Assigning Roles to Applications



Pgm: APPROLE – Assign Roles to Applications; standard Treeview path: System > Security > Roles > Assign Roles to Applications

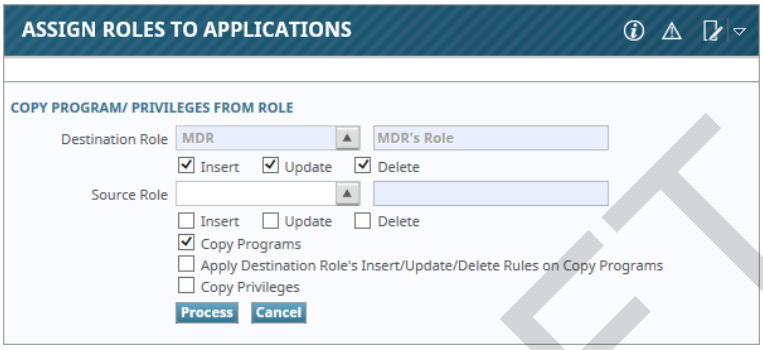
When assigning program access to roles, it is important to weigh the work. If almost all screens within an application will be available to a specific role then it will be quicker to assign the complete application to the role, then remove the few that are not to be available. If on the other hand, the role should only have access to a few of the screens within an application, it would be better to apply each screen individually to the role.

This screen is best used when over 50% of the programs within an application will be available to the role. If only a few programs within an application will be available for the role, then use the Assign Roles to Programs screen.

In the Role field, enter the role code to which to assign applications. Then check the 'Select' checkbox beside each application to which the user wants to allow access. When done, press the [**Add Role**] button. The system will validate each application prior to assigning the role and will update the With this Role column with the number of screens updated.

To remove access to particular applications from a role, check the 'Select' checkbox next to the required applications and click on the [**Remove Role**] button.

[**Copy From Role**] – Button



Pop-up window launched from [Copy From Role] button on the Assign Roles to Applications screen (standard Treeview path: System > Security > Roles > Assign Roles to Applications)

If similar roles are being created, click the [**Copy From Role**] button to launch a pop-up that enables the user to copy programs and privileges from an existing role (source role) and apply them to the current role (destination role).

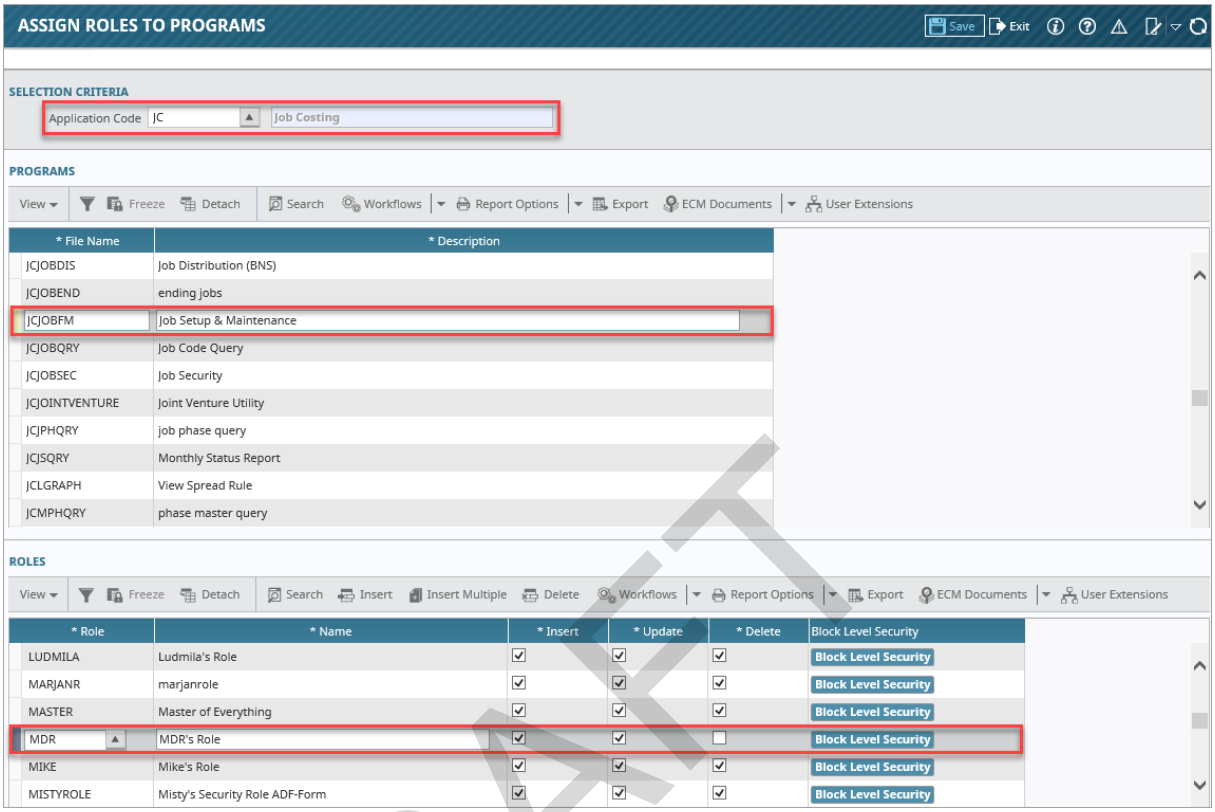
The role in the Destination Role field in the pop-up window defaults from the current role selected in the Role field on the Assign Roles to Applications screen. The settings for 'Insert', 'Update', and 'Delete' checkboxes for the destination role default from the privileges currently assigned to this role on the Roles screen and are display-only (standard Treeview path: *System > Security > Roles > Define Roles*).

Enter/select a source role from the Source Role field's drop-down menu. The settings for 'Insert', 'Update', and 'Delete' checkboxes for the selected source role default from the privileges assigned to this role on the Roles screen and are display-only. The 'Copy Programs' box, if checked, copies the assigned programs from the source role to the destination role, including the Insert/Update/Delete privileges. The 'Apply Destination Role's Insert/Update/Delete Rules on Copy Programs' checkbox, if checked, keeps the original Insert/Update/Delete privileges from the destination role. The 'Copy Privileges' checkbox, if checked, copies the system and configuration privileges defined for the source role using the [**System Privileges**] and [**Configuration Privileges**] buttons on the Roles screen.

NOTE: System and configuration privileges are defined for a role using the [**System Privileges**] and [**Configuration Privileges**] buttons on the Roles screen (standard Treeview path: *System > Security > Roles > Define Roles*).

When the settings in the pop-up window are complete, click on the [**Process**] button to copy the source role settings to the destination role.

Assigning Roles to Programs



Pgm: FORMROLE – Assign Roles to Programs; standard Treeview path: System > Security > Roles > Assign Roles to Targets

This screen is used if the user only wants a role to have access to a few programs within an application. This screen can also be used once a role has been given access to an application. If the user wishes to remove a program from a role or change the insert/update/delete options on a specific program, then the user may do so here.

The screenshot above shows an example of a security role being assigned to the JCJOBFM program (i.e. the Job Setup screen in the Job Costing application). In this example, the role being applied has not been granted 'Delete' access so the role would not have the ability to delete in the JCJOBFM program. If it was enabled for this role, the role would be able to delete a job, or delete any lines that that allow deletion. To give this role limited access to the delete function, for example, to only delete compliances in the Compliances tab of the Job Setup screen, use the [**Block Level Security**] button described below. However, users should be aware that once a single role is given access to a program, then all other roles are locked out and must be granted access as well.

NOTE: If no roles are given access to a program, then everyone has access to it.

Selection Criteria – Section

Enter/select the application which contains the programs to which role security will be applied.

Programs – Section

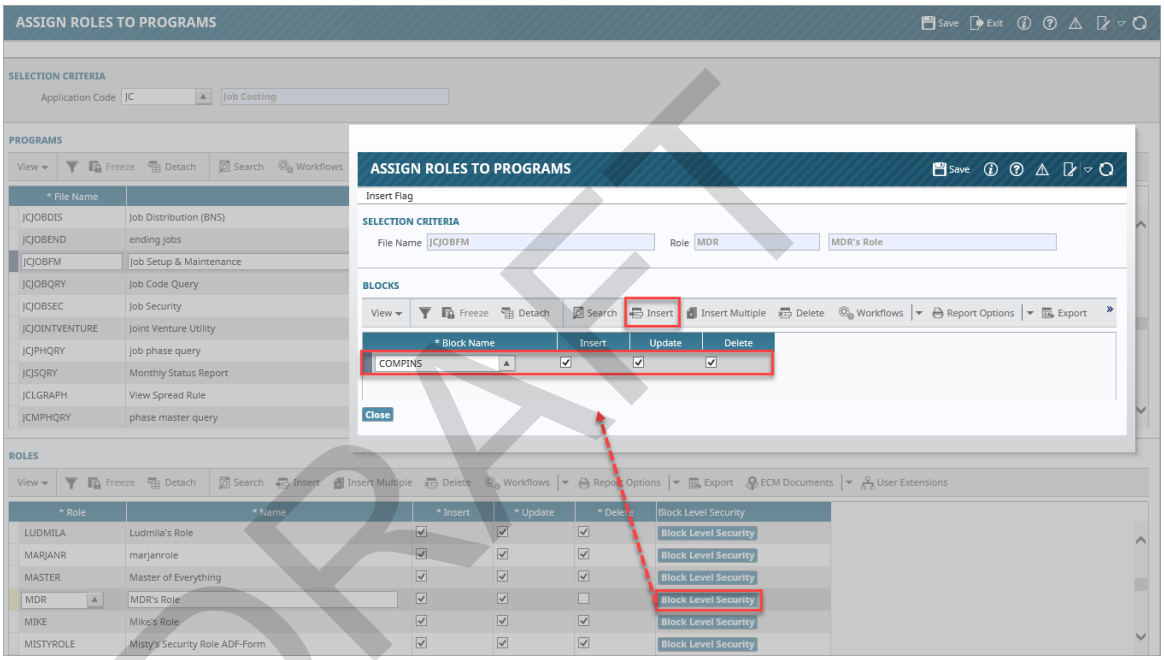
The Programs section will display all programs registered to the selected application. Scroll down the list to select the required program or execute a query if the program name is known.

Roles – Section

The system will display the roles that have access to the selected program, as well as the default access rights in the Roles section of the screen. This can be changed on a program-by-program basis.

The user can change the insert, update, and delete characteristics of existing roles, add a new role, or delete a role from this program.

[**Block Level Security**] – Button



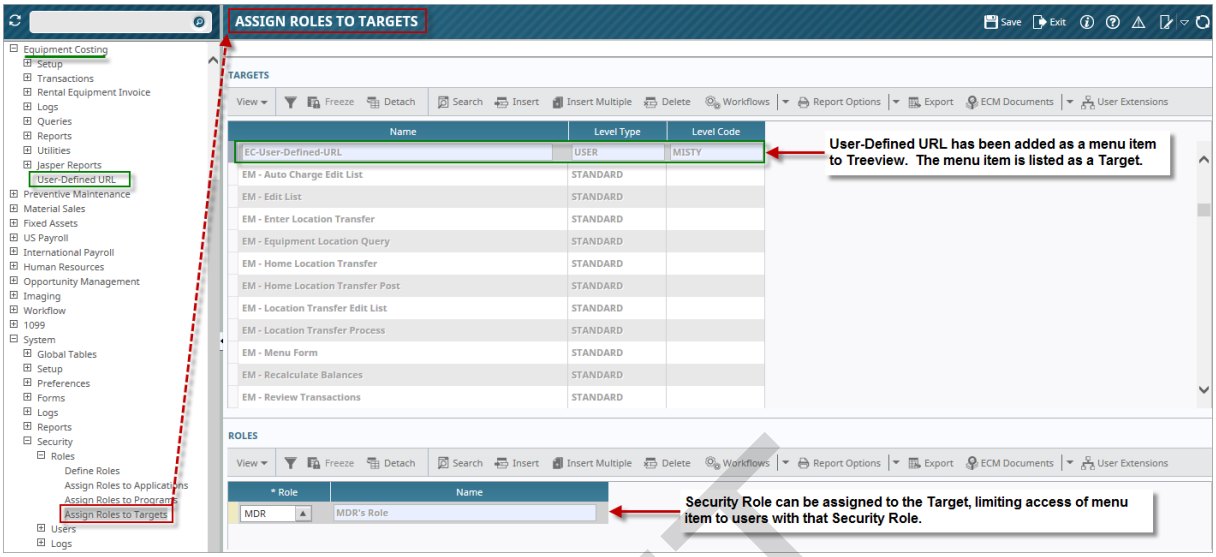
Pop-up window launched from [Block Level Security] button on Assign Roles To Programs screen (standard Treeview path: System > Security > Roles > Assign Roles to Targets)

To further define the security of a role that has been assigned to a program so that it has specific insert, update and delete access on certain Blocks of the program's screen (this includes pop-ups and tabs), click on the [**Block Level Security**] button to drill down deeper into the program's screen.

Click [**Insert**] to add Block items to the role and define the role's access to these Block items.

The screenshot above shows an example of a role being assigned insert/update/delete access on the COMPINS Block (i.e. Compliance tab) of the JCJOBFM program (i.e. the Job Setup screen).

Applying Roles to Targets



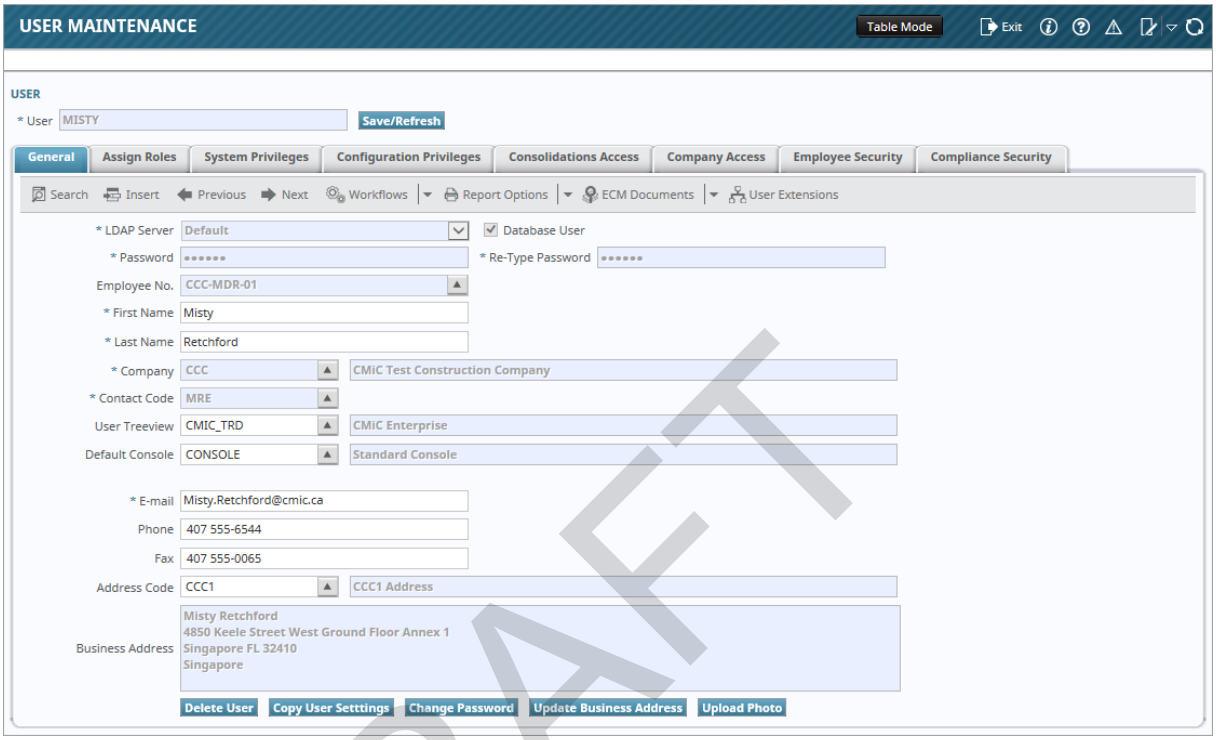
Pgm: TARGETROLE – Assign Roles to Targets; standard Treeview path: System > Security > Roles > Assign Roles to Targets

This screen is used to set security on user-defined targets. This functionality is a useful tool when adding user-defined target options to the Treeview that are not necessarily associated to programs.

For example, customizations can be applied to Treeview by adding a new menu item and a target option for accessing a particular external URL, but not every user should be allowed access to that menu item. To set restrictions on that menu item, since the external URL is not a program, security is applied to the target instead. A security role can be assigned to the target, limiting access of the menu item to only those users with the specified security role.

Users

User Maintenance – Creating Users via CMiC Enterprise



Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > Users > User Maintenance - General tab

This program creates both Database and LDAP users at the same time. This program should be used to create Enterprise users. These users are your employees and are users who will access the Enterprise programs.

This program is used to perform all the standard setup for a new user directly in one program. The screen allows for the creation of the user, then the assigning of security roles and privileges for accessing programs and functions and security groups for accessing data within the Enterprise such as companies, jobs and employees.

User – Section

User

User ID for currently selected user.

If a new User ID is being created, and there is an LDAP user with the same name, the system will ask if the user wants to link the LDAP user to this Enterprise user.

[**Save/Refresh**] – Button

This button is used to process the information entered. This includes setting up the LDAP user account if required.

[**Create Database User**] – Button

This button is only visible for saved User IDs with their 'Database User' box unchecked. The button is used to create a Database user.

General – *Tab*

LDAP Server

This field will default to the LDAP server defined as the Primary LDAP server. If the user being created should not be created in the primary LDAP server, then select the correct one from the drop-down list. This is a mandatory field. (Field is disabled/display-only in cases where only one LDAP is defined.)

Database User – Checkbox

This checkbox is enabled when creating a new user. If checked, it allows the new user to be created as a Database user. Default value is unchecked.

NOTE: This checkbox is disabled for existing users.

Password

Enter the password this user will use to log in to the system. This password is the Single Sign-on password as well as the Enterprise database password. If the user already had an LDAP entry, this password will only be the Enterprise database password for the current environment.

Employee Number

Enter or select from the LOV the appropriate employee number for this user if applicable. This is not a required field.

First, Last Name

If the employee number was entered, these fields will be populated from the Employee Profile. Otherwise, enter the first and last name for this user.

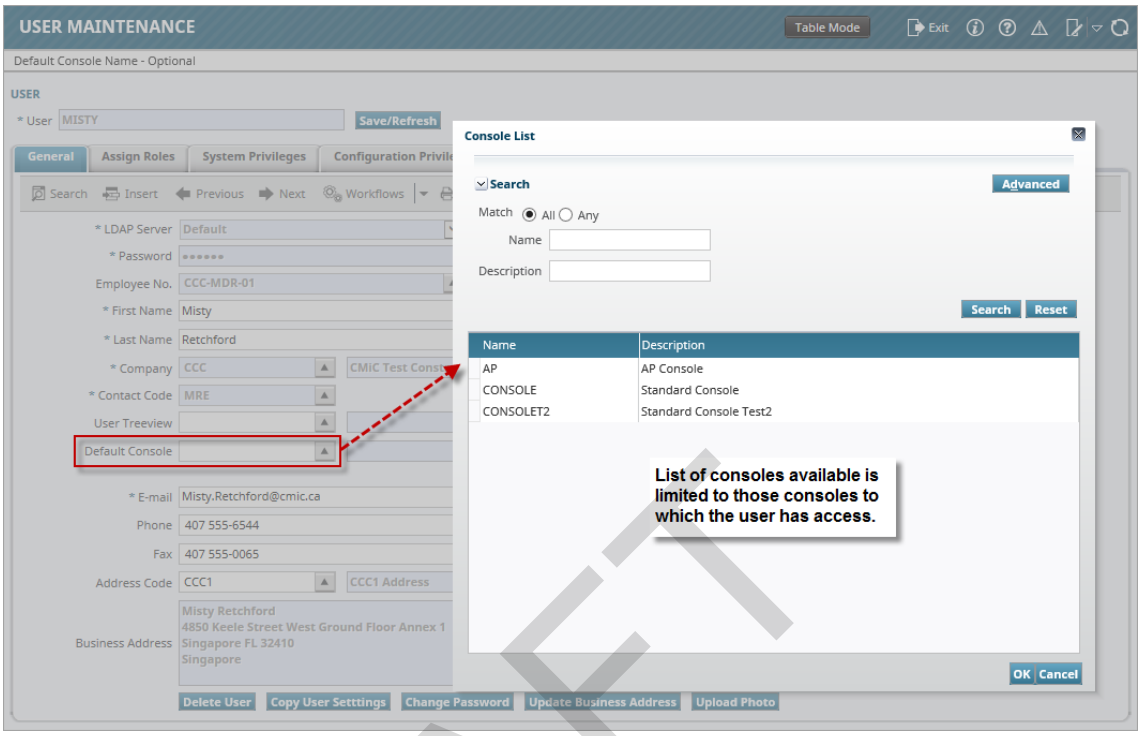
Company, Contact Code, E-Mail, Phone, Fax

These fields will be populated based on the Employee Profile if entered; otherwise, enter the appropriate values where applicable. The E-mail field is a required field.

User Treeview

This field sets the Treeview for the user. If the field is left blank, the user will by default get the full Treeview 'CMIC_TRD'. If custom Treeviews have been created, then select the appropriate Treeview for this user.

Default Console



Pop-up window launched from Default Console LOV on the General tab of the User Maintenance screen (standard Treeview path: System > Security > Users > User Maintenance - General tab)

This field is used to set a user's default console so that when the user logs into Enterprise, the default console loads automatically, skipping the console selection screen.

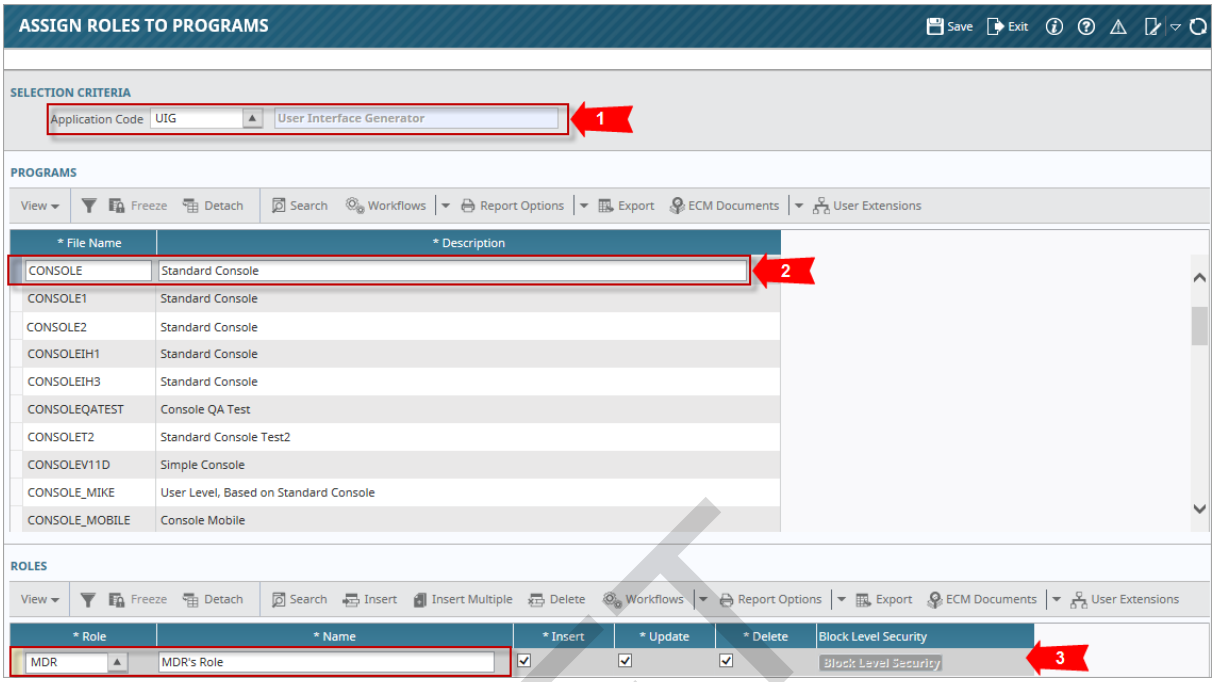
If a default console is not set (i.e. Default Console field is left empty), when the user logs into Enterprise, the console selection screen will appear, allowing the user to select a console from a list of available consoles to which the user has access.

A user's access to a console is driven by two levels of security: User Interface Generator (UIG) Customization Levels and Role Security. If both levels of security requirements are not met, the user may not be able to access the console.

To set a default console for a user, ensure the following two security steps have been followed.

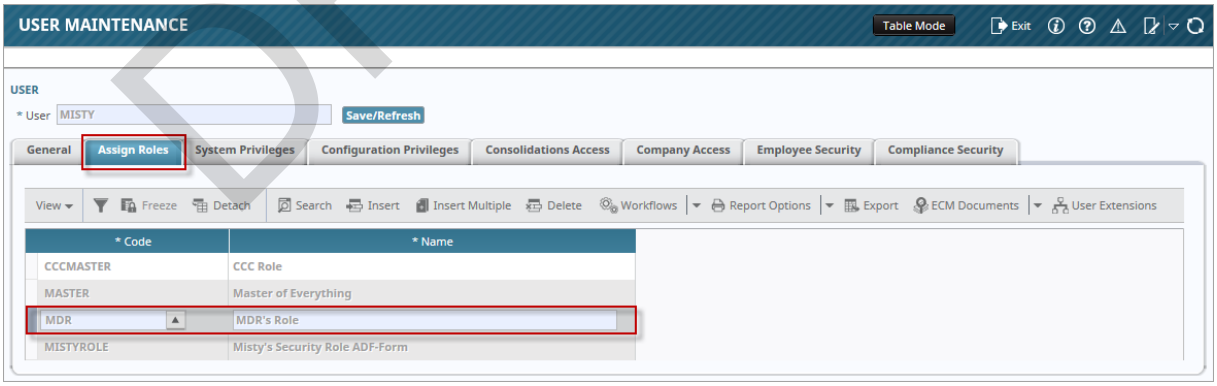
1. **UIG Customization Levels**: Click on the Default Console field's LOV to select a console. The list of consoles available in the LOV is limited to only those consoles to which the user has access. For a user to gain access to a console, the console must be defined at the Standard level, Site (Client) level, Group (UIC) level the user belongs to, or at the User level. Access is defined on the Configuration Privileges tab of the User Maintenance screen (standard Treeview path: *System > Security > Users > User Maintenance – Configuration Privileges tab*).

2. **Role Security**: Since consoles (standard and custom defined) can also be secured by security roles, verify that the user has access to the default console as per role security. Role security is assigned to a console on the Assign Roles to Programs screen in the System module, as shown in the screenshot below (standard Treeview path: *System > Security > Roles > Assign Roles to Programs*).

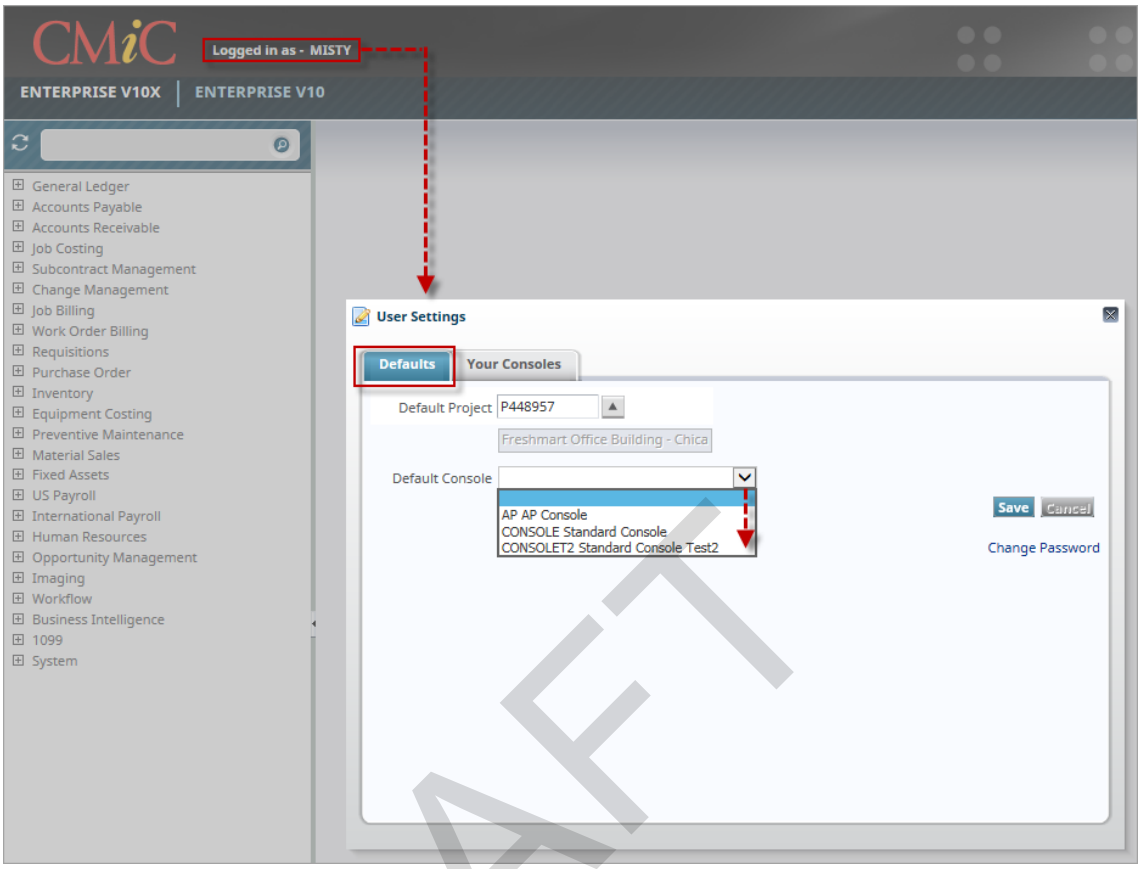


Pgm: FORMROLE – Assign Roles to Programs; standard Treeview path: System > Security > Roles > Assign Roles to Programs

In the Application Code field, select "UIG". A list of available consoles will be displayed in the Programs section of the screen. Select a console in the Programs section of the screen to display the roles assigned to that console in the Roles section of the screen below. If the console has no roles assigned, then it is available to everyone. Otherwise, if a role is assigned to the console, the console will only be available to users that have the required role. In the example above, for a user to see the selected console, the user must have the required role displayed in the Roles section. Roles are assigned to users on the User Maintenance screen, as shown in the screenshot below.

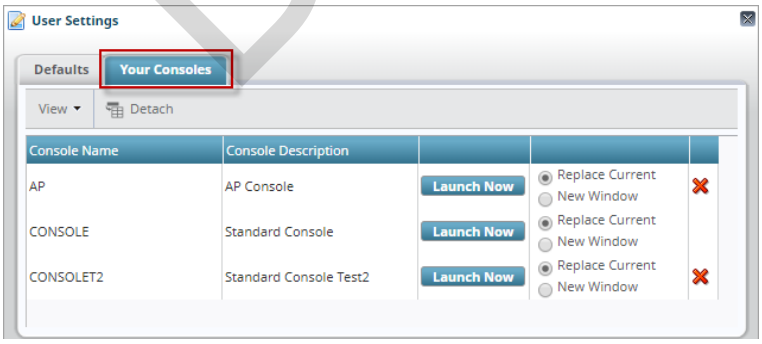


Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > Users > User Maintenance – Assign Roles tab



User Settings pop-up window launched from username link on UI Console – Defaults tab

A default console can also be defined in the Defaults tab of the User Settings pop-up window launched from the username link on the UI Console. If a default console was already set in the General tab of the User Maintenance screen for the user, then it will default here in this pop-up window if the user still has access to it as per role security. The drop-down menu in the Default Console field in this pop-up window follows the same security rules as the Default Console field on the General tab of the User Maintenance screen.



User Settings pop-up window launched from username link on UI Console – Your Consoles tab

The Your Consoles tab in the User Settings pop-up window only lists consoles to which the user has access. This tab is used to launch a different console or to delete a named console and all of its variants from the system.

For more information on the User Settings pop-up window, please refer to the v10x Console guide.

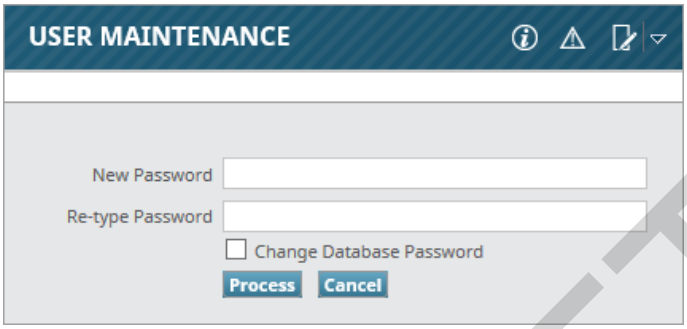
[**Delete User**] – Button

Clicking this option will prompt for a confirmation, and then allow deletion of the user account. The LDAP user can be deleted or left, based on the selection made when confirming the delete.

[**Copy User Settings**] – Button

This button allows the new user to be created with all the privileges, roles, access groups, etc., of the user specified in the Source User field of the pop-up window. This streamlines the entry of similar user profiles, and of course any changes can be made after the copy is completed.

[**Change Password**] – Button



Pop-up launched from the [Change Password] button on the User Maintenance screen; standard Treeview path: System > Security > User Maintenance – General tab

The pop-up window launched from the [**Change Password**] button allows the LDAP password for the current user.

The change password function works in conjunction with the system privilege 'CHGDBPSW' - SD: Allows the user to change database password of other users'.

The program changes the database password and the associated RAD password for the current environment. This does not change the Single Sign-on Password of the user. Check the 'Change Database Password' checkbox to have the database password and the LDAP password to be the same.

[**Update Business Address**] – Button

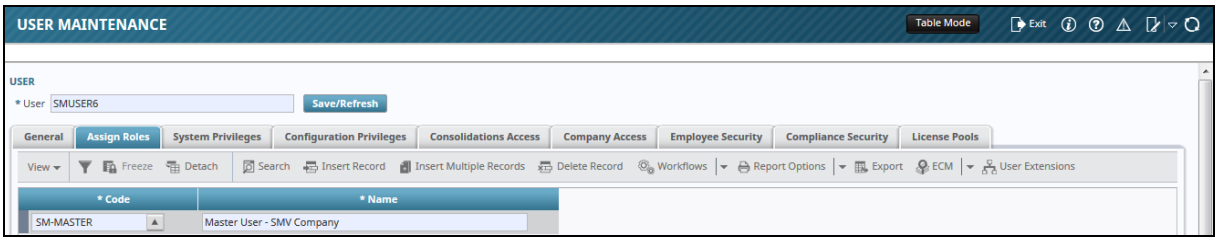
This button will cause the Business Address information for this user to be updated based on the entries made into the pop-up window displayed.

[**Upload Photo**] – Button

This button is used to upload an image of the employee and display it on the user profile, if desired.

NOTE: The user preferences set for user "DA" on the User Preferences screen for date formats and theme color will automatically default to all users (standard Treeview path: *System > Preferences > User Preferences*). Therefore, before any users other than "DA" are set up, it is best to ensure that "DA" has these corporate defaults set. For further information, refer to the *User Preferences* section in this guide.

Assign Roles *– Tab*



Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > User Maintenance – Assign Roles tab

A user must be assigned at least one role in order to have access to the applications in the system. (Remember that it is the role that defines application and screen access.) A user may belong to more than one role; access is defined by the inclusion of that role to a particular application or program. This means that if there is a conflict between roles, the system will allow access if any of the roles assigned allow access.

In addition to defining access to applications and screens, a security role can be further defined by assigning specific insert, update, and delete privileges on a screen. In fact, security can be defined right down to the block level, by applying specific insert, update, and delete access to certain blocks of the screen (this includes pop-ups and tabs). Refer to the *Assigning Roles to Programs* section of this guide for more information.

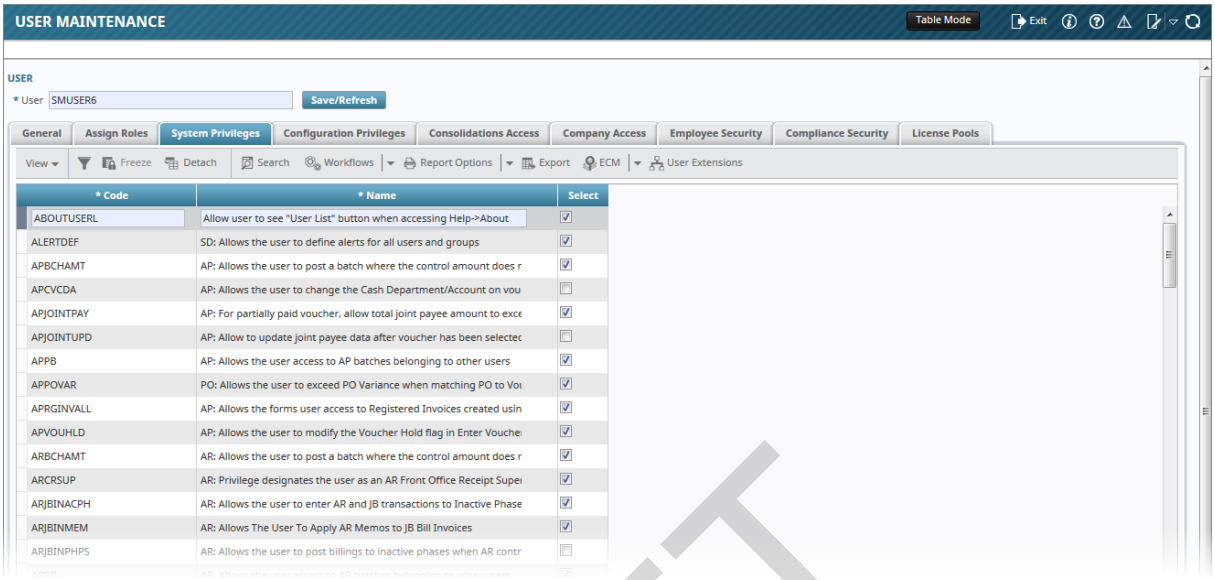
As a role is assigned to a user, the privileges that belong to that role are assigned to the user. Once assigned, privileges of an individual can be further customized on the tabs for System Privileges and Configuration Privileges.

NOTE: If no roles at all are defined, the system is totally open to all users.

Code, Name

Click on [**Insert**] in the Block Toolbar to enter a row. In the Code field, enter/select the appropriate security roles for this user profile. Keep in mind that a user can be assigned to more than one role. Apply the required roles and save the information when done. This screen can also be used to remove roles from a user.

System Privileges *– Tab*

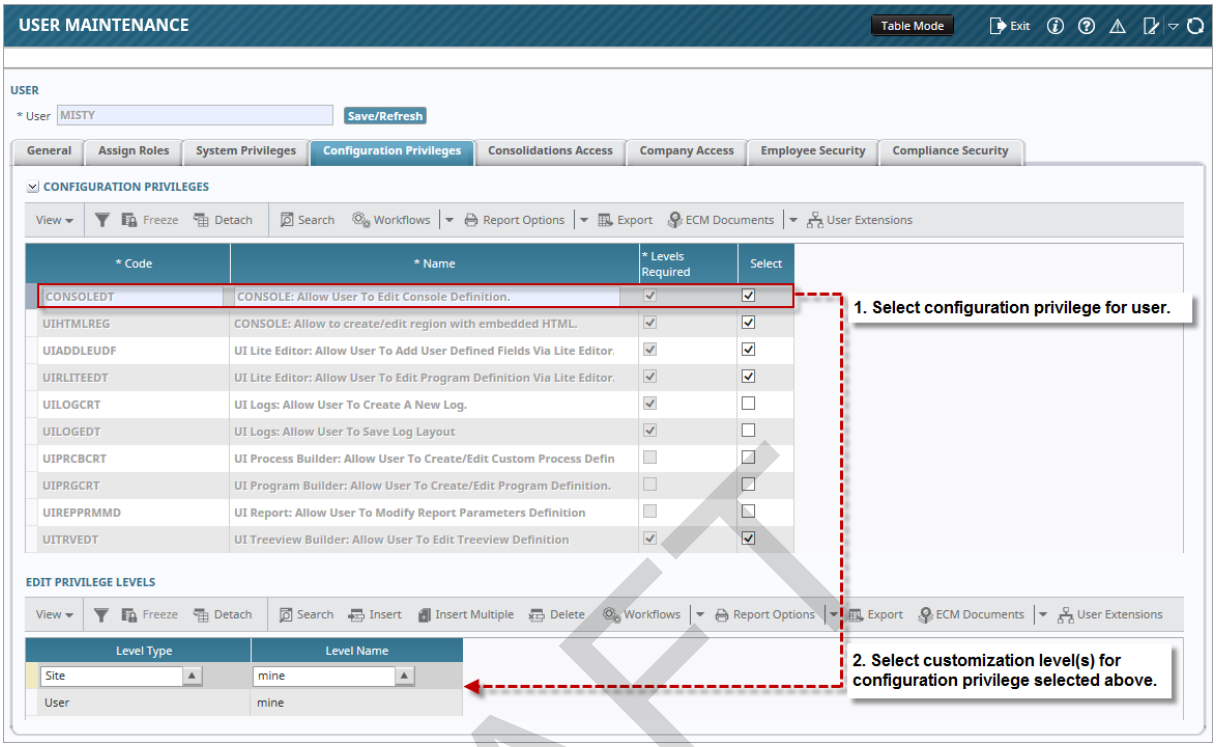


Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > User Maintenance – System Privileges tab

To assign a privilege to a user, simply check the box next to that privilege. To deactivate a privilege, simply uncheck the box. The user will have to exit the system to see any changes.

A user may be assigned to more than one role; privileges are defined by the inclusion of that privilege to a particular role. This means that if there is a conflict between roles, the system will turn on a privilege if any of the roles assigned allow access to the privilege.

Configuration Privileges – *Tab*



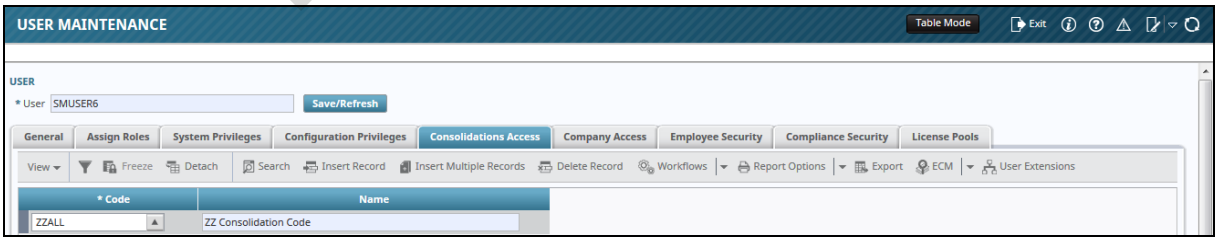
Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > User Maintenance – Configuration Privileges tab

Configuration privileges are assigned to a user the same way system privileges are assigned to a user.

Note that with the configuration privileges, there is a secondary setup required for users that have been granted a privilege via the 'Select' checkbox. These options are in the lower section of the screen and detail the where/who type of access that the user is granted.

In the screenshot above, this user has the ability to edit console definitions for the site (Site/Mine) and for the user only (User/Mine).

Consolidations Access – *Tab*



Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > User Maintenance – Consolidations Access tab

Access to the various companies in the system can be granted through consolidation security or through company security.

Consolidation security allows access to be granted to a group of companies at one time based on their company consolidation code. (See Company Consolidation Codes within the General Ledger guide for more details.) Company security allows access to be granted to individual companies.

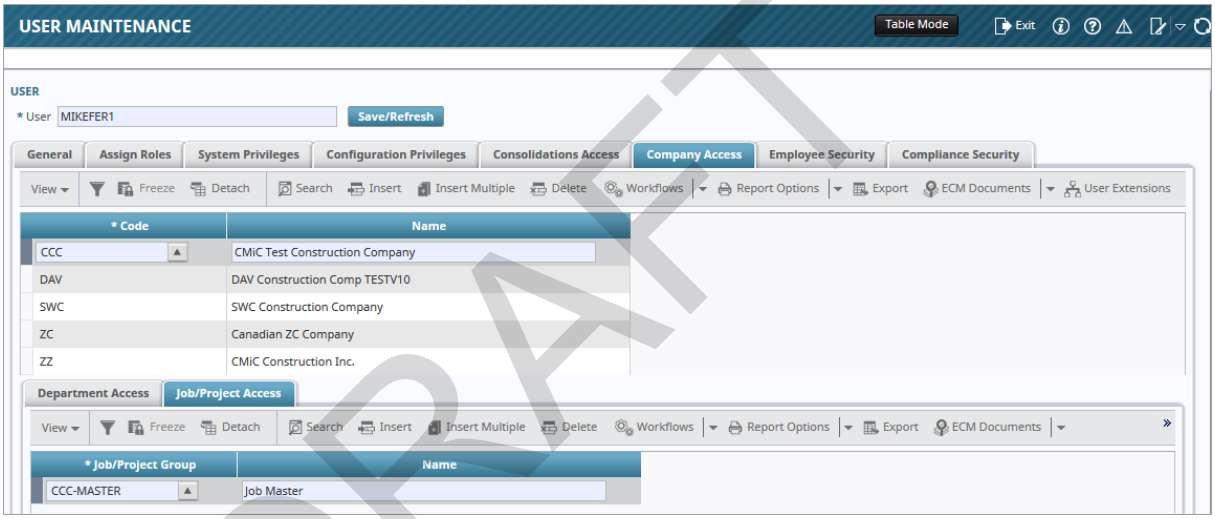
If access has been granted to a user through consolidation codes security on the Consolidations Access tab of this screen, no additional setup is required for company security on the Company Access tab of this screen. Each user assigned a consolidation security code will automatically receive access to the companies within that group.

When the system is first being set up, a consolidation code may not be available to assign. This is not a concern, as consolidation code security can be assigned at any point.

When a company is created, the user who has set up the company will automatically have access rights to that company. All other users must then be given access rights in order to process information through that company.

To grant access to a user through consolidation security, enter the company consolidation code to which access is being assigned. More than one user can be assigned to the same consolidation code and a user can be assigned to more than one consolidation code.

Company Access *– Tab*



Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > User Maintenance – Company Access tab

Company security allows user access to be granted to individual companies and as a time saver grant job cost security roles as well. If user access has been granted through consolidation codes security (standard Treeview path: *System > User Maintenance – Consolidation Access tab*), there is no setup required on the Company Access tab. Each user assigned a consolidation security code will automatically receive access to the companies within that group.

Rules for Granting Company Access (ADF Only)

- When a company is set up in this system, the user who set it up automatically gets access rights to it, and gets rights to grant other users access to it.
- A user that does not have access to a given company may not grant access to this company to anybody, including themselves.
- A user can be granted access to more than one company.

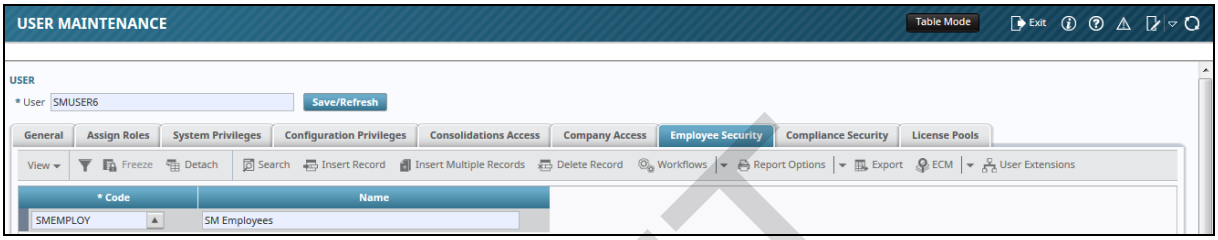
To grant a user access rights to a company, click [**Insert**] on the first section's Block Toolbar, then using the new row, select the company to which to grant access. If no companies are available in the LOV, ensure the above rules have been followed.

Then, for the company selected in the first section, department and job/project access can be granted to the user via the lower section's Department Access and Job/Project Access tabs by simply adding a security group that the user is in to the tables on these tabs.

NOTE: This can only be done if job cost security has already been defined. For more information, refer to the *Job/Project Security* section in this guide.

This screen also allows company access to be removed. Instead of adding a Company code, just delete an existing company code. The user will no longer have access to that company.

Employee Security *– Tab*



Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > User Maintenance – Company Access - Employee Security tab

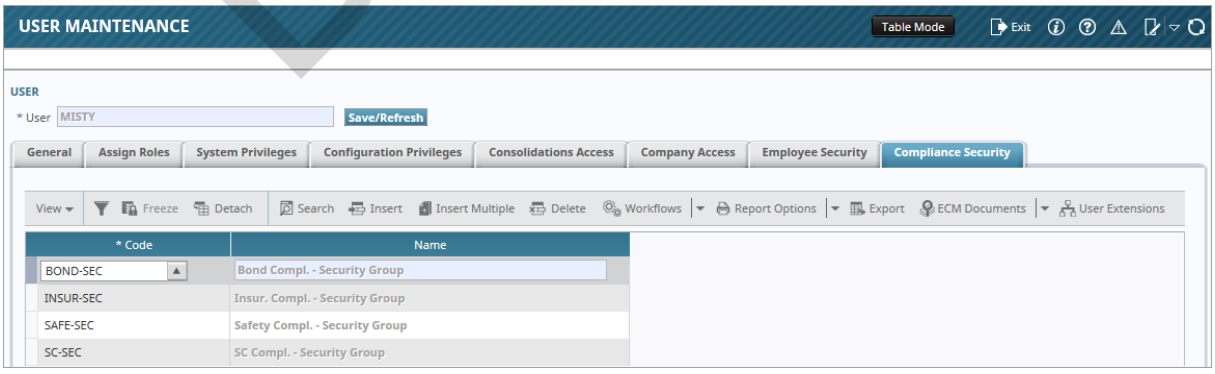
Payroll security allows user access to be granted to payroll employee information. Users are assigned to payroll security groups and each employee belongs to one or more security groups.

All users are required to specify their default payroll security group when they log onto the Payroll application. New employees will automatically be assigned the employee security group of the user creating the employee.

Once the payroll security groups are defined, users can be assigned to the groups. A user must be assigned to at least one security group in order to have access to the employee data within the system. Users may belong to more than one group. For more information on defining payroll security groups, refer to the *Payroll Security* section in this guide.

Enter the user's security group or remove previously assigned groups as required.

Compliance Security *– Tab*



Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > User Maintenance – Compliance Security tab

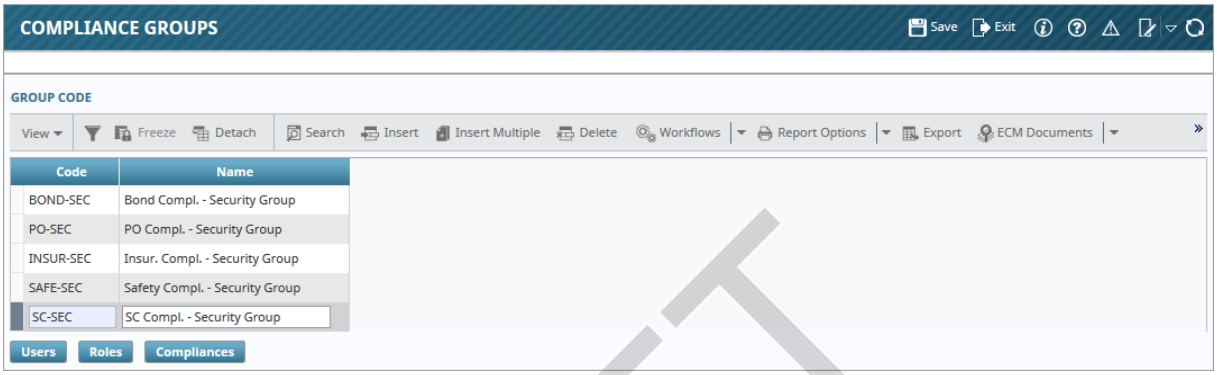
If compliance security groups are defined on the Compliance Groups screen (standard Treeview path: *System > Security > Compliance Security > Create Security Groups*), users can be assigned to the groups using the Compliance Security tab of the User Maintenance screen.

A user must be assigned to at least one security group in order to have access to modify compliance code data within the system if the compliance code is assigned to a compliance group. Users may belong to either no groups, one group or more than one group.

Compliance security groups are optional and are not required to be used, unlike employee/job security groups.

The next section provides details on setting up compliance security groups.

Compliance Security Groups



Pgm: INSGROUP – Compliance Groups; standard Treeview path: System > Security > Compliance Security > Create Security Groups

This screen is used to create compliance security groups, which are defined at the system level, and associated to users, security roles and compliance codes.

If a compliance code is associated to a compliance security group, only the users belonging to the group will have access to the compliance code. If no compliance security group is associated to a compliance code, access to it is unrestricted.

[**Users**] – Button

This button's pop-up is used to view users associated to the compliance security group. Only these users will have access to the associated compliance codes.

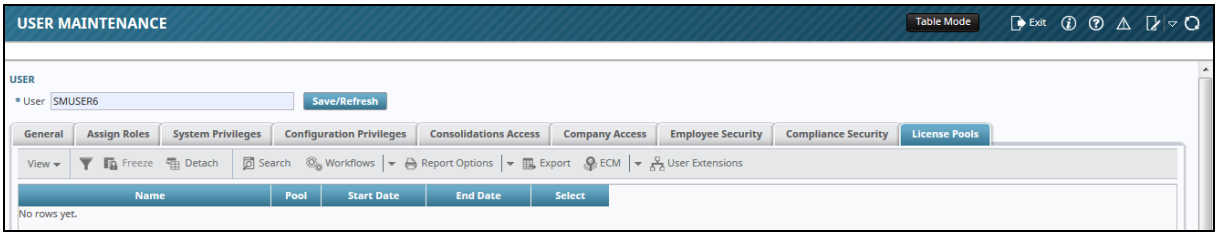
[**Roles**] – Button

This button's pop-up is used to view security roles associated to the compliance security group, which determine the rights to the associated compliance codes.

[**Compliances**] – Button

This button's pop-up is used to view compliance codes associated to the compliance security group. Only the users associated to this compliance security group will have access the associated compliance codes.

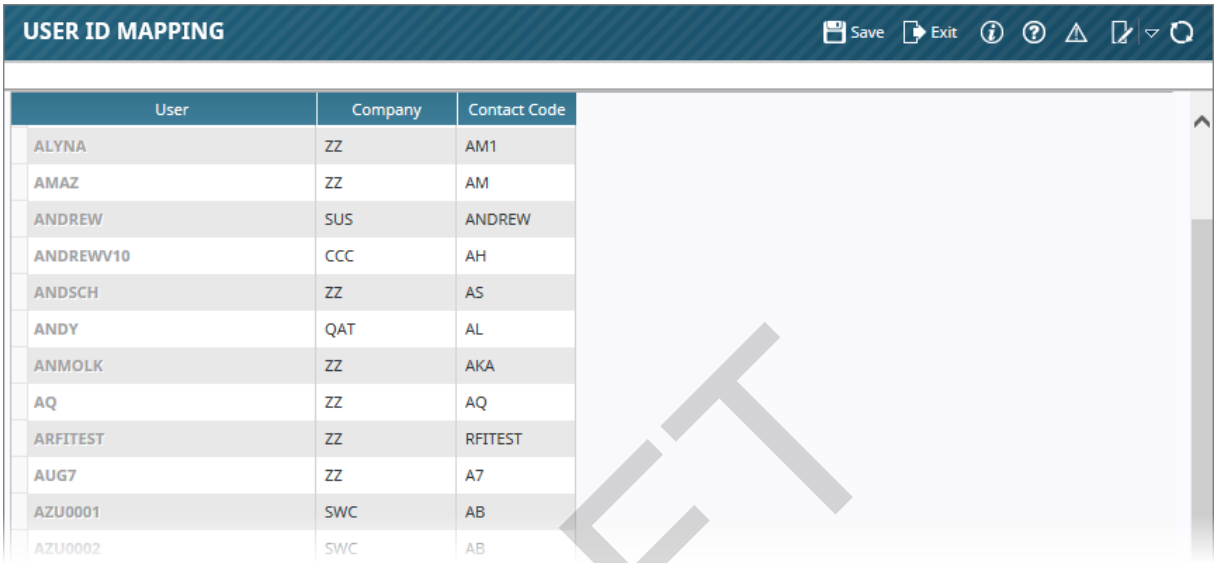
License Pools *– Tab*



Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > User Maintenance - License Pool tab

The License Pools tab applies to multi-tenanted environments. It is used to specify which licenses a multi-tenant user has access to. This tab is only visible in a multi-tenanted environment.

User ID Mapping



User	Company	Contact Code
ALYNA	ZZ	AM1
AMAZ	ZZ	AM
ANDREW	SUS	ANDREW
ANDREWV10	CCC	AH
ANDSCH	ZZ	AS
ANDY	QAT	AL
ANMOLK	ZZ	AKA
AQ	ZZ	AQ
ARFITEST	ZZ	RFITEST
AUG7	ZZ	A7
AZU0001	SWC	AB
AZU0002	SWC	AB

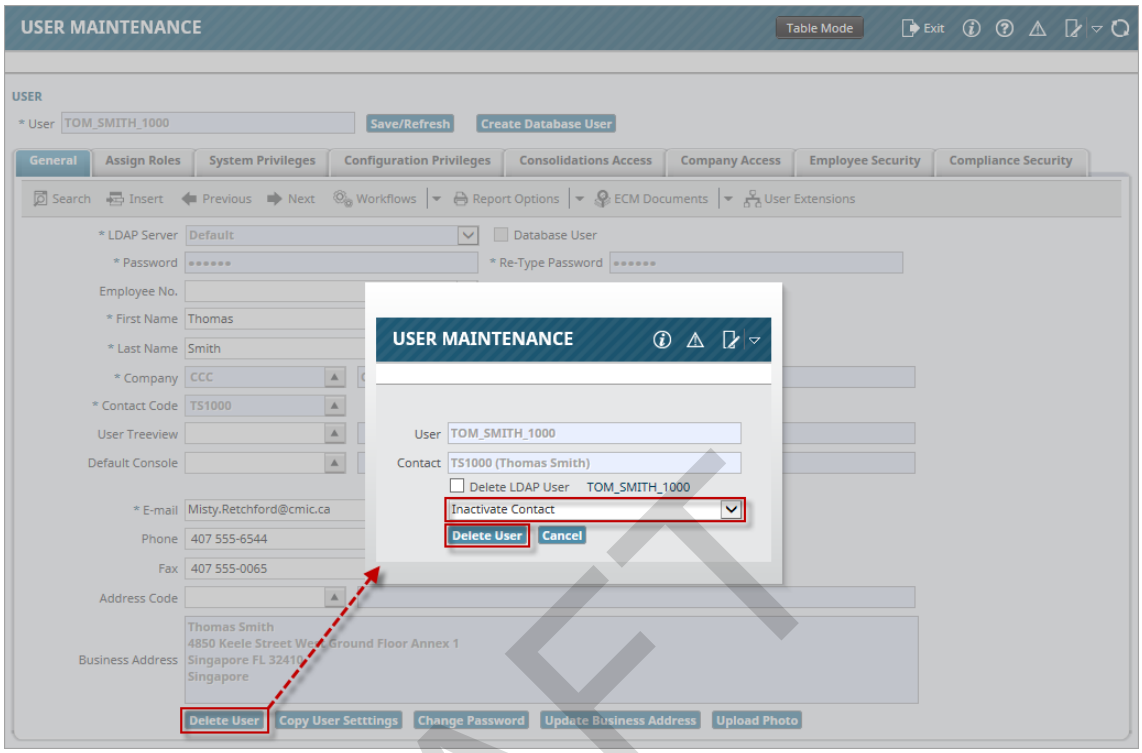
Pgm: SDUSRMAP – User ID Mapping; standard Treeview path: System > Security > Users > User ID Mapping

This screen is used to map a new user to a pre-existing contact code in the system. To re-use an existing contact code, the user associated with this contact code must first be removed from the system and their contact record deactivated in the User Maintenance screen in the System Data module (standard Treeview path: *System > Security > User > User Maintenance – General tab*), not in the Contact screen (Pgm: SYSCNTCT).

Inactivating a contact record when a user is removed from the system frees up the old contact code so it can be mapped to a new user.

Complete the following steps to map a new user to an existing contact code:

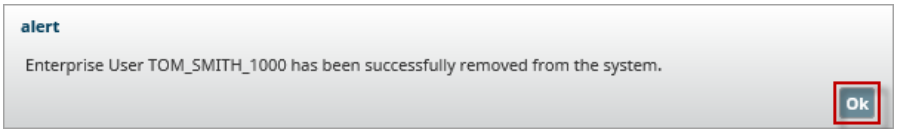
Step 1: Remove existing user from system and deactivate their contact record.



Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > Users > User Maintenance – General tab – [Delete User] button

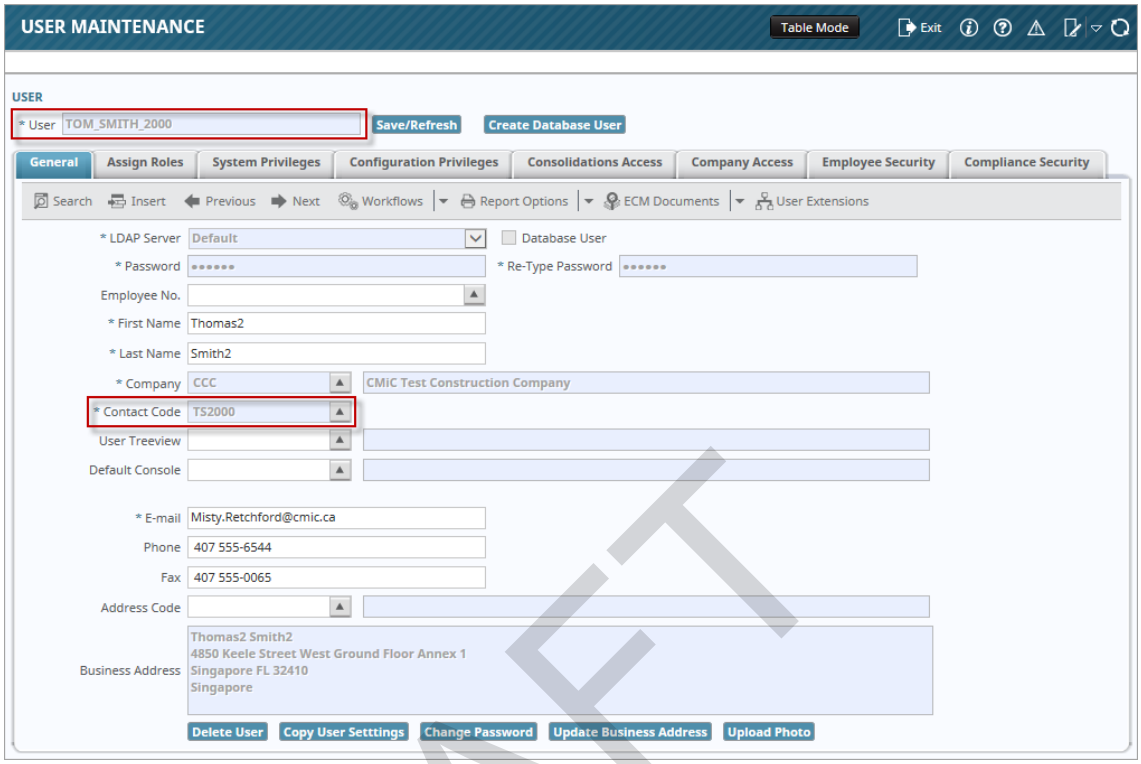
- Navigate to the User Maintenance screen.
- Search for the existing user to be removed from the system and for their contact record to be deactivated. In this example, TOM_SMITH_1000.
- Click the [**Delete User**] button on the User Maintenance screen. In the pop-up window, select "Inactivate Contact" and then [**Delete User**].
- When the following alert appears, click on [**Yes**].

- A confirmation will appear. Click on [**OK**].



NOTE: The user has been removed from the system, but the user's inactivated contact record still exists.

Step 2: Create a new user.

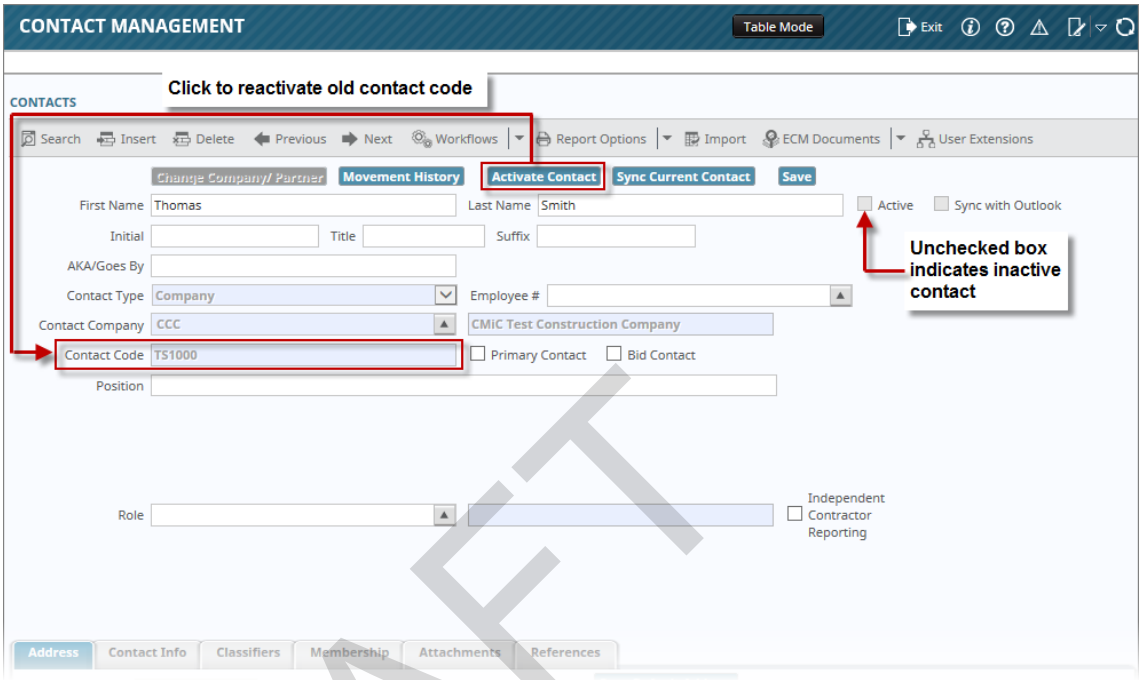


Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > Users > User Maintenance – General tab

- Contact codes must be unique within the same company. As such, the new user must have a unique contact code, as multiple users can't link to the same contact code.

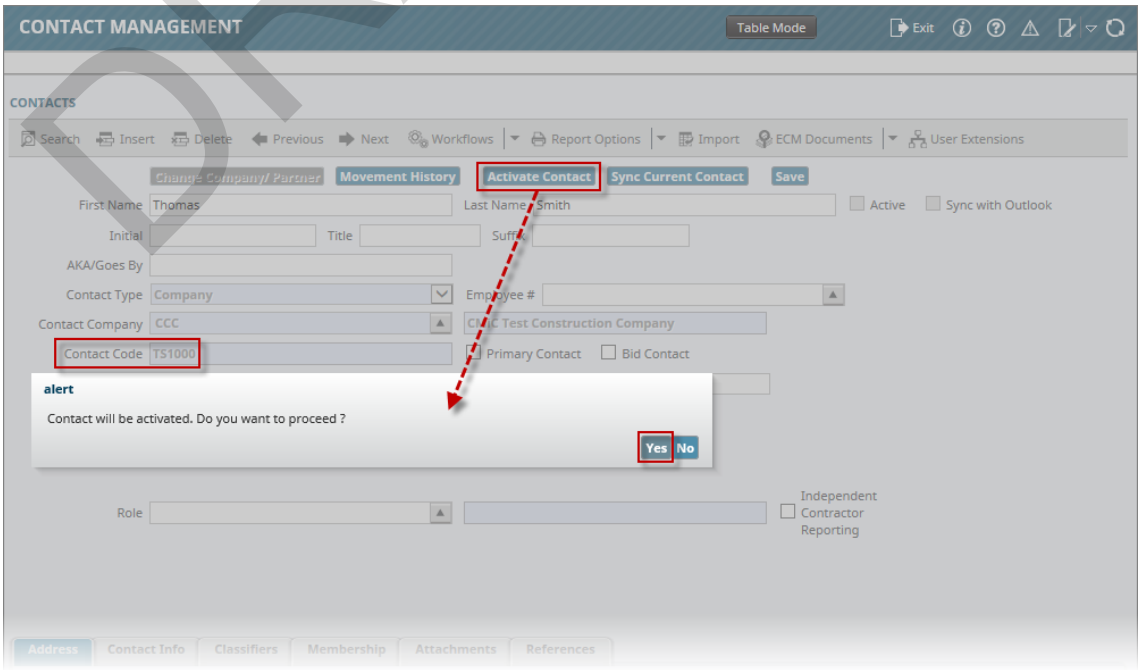
Step 3: Reactivate the old contact code.

- Navigate to the Contacts screen and locate the inactivated contact record. A contact code is reactivated by reactivating its contact record.

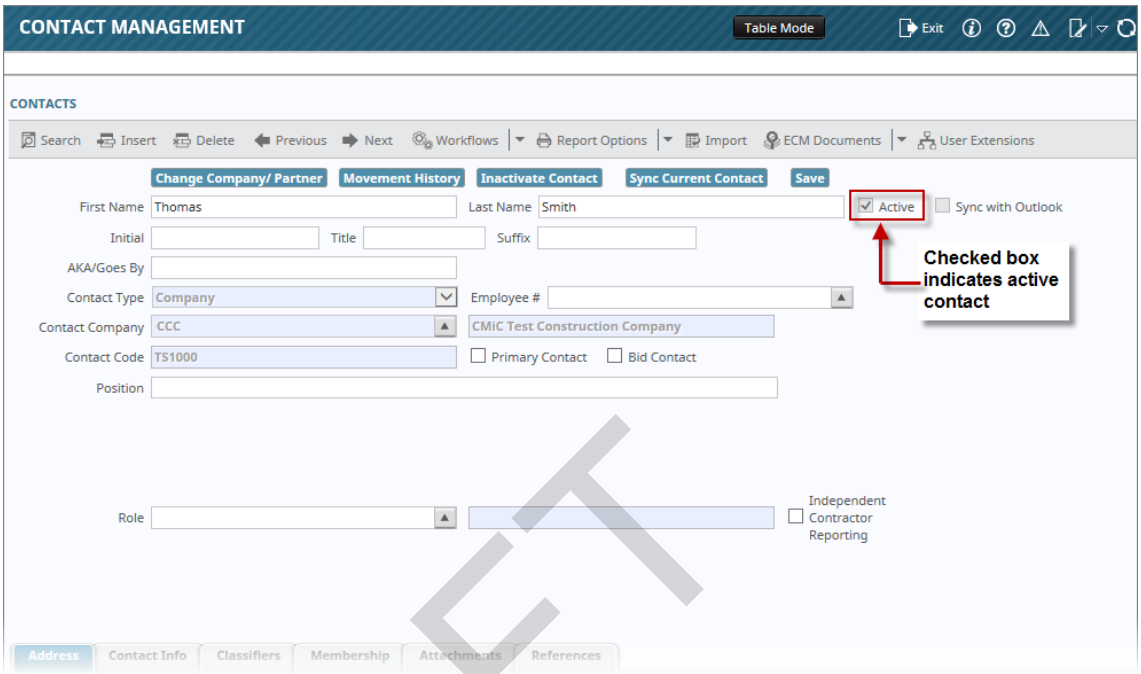


Pgm: SYSCNTCT – Contact screen can be accessed from multiple modules (e.g. OM, JB, AP, AR, PO)

- Click on the [**Activate Contact**] button and select [**Yes**] in the pop-up window to reactivate the contact.

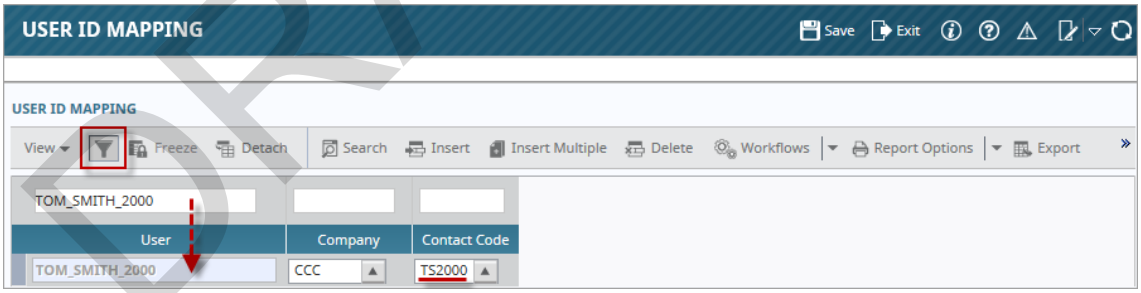


- The ‘Active’ checkbox is now checked on the contact record to indicate that the contact is active, making the contact code available again.



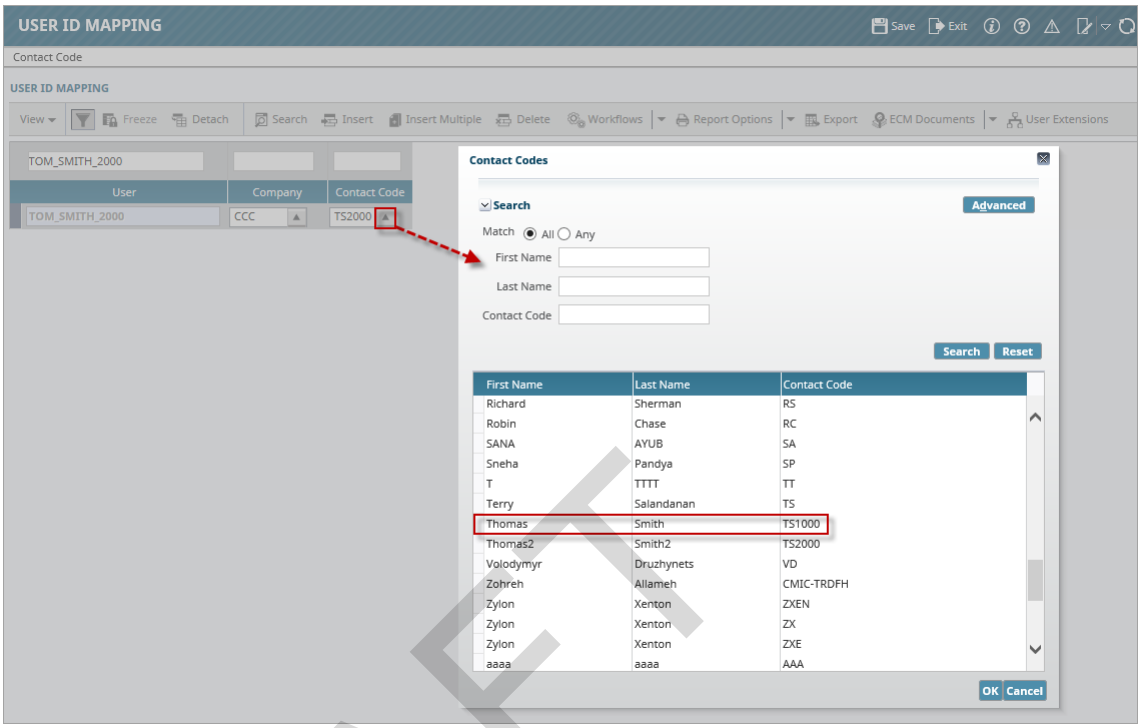
Step 3: Map new user to reactivated contact code.

- Search for the new user in the User ID Mapping screen. The values in the Company and Contact Code fields default from the user’s record in the User Maintenance screen.

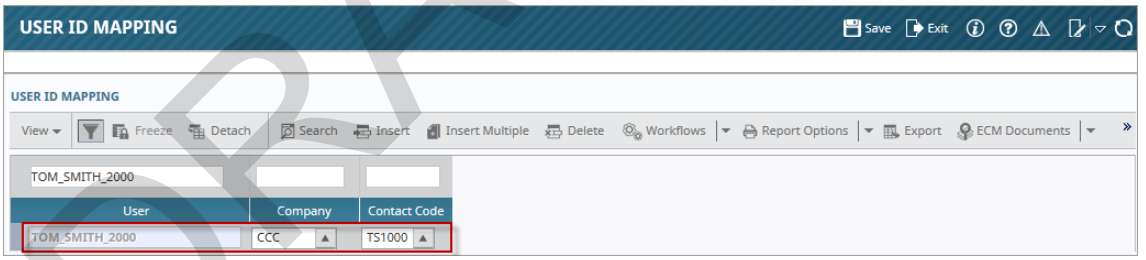


Pgm: SDUSRMAP – User ID Mapping; standard Treeview path: System > Security > Users > User ID Mapping

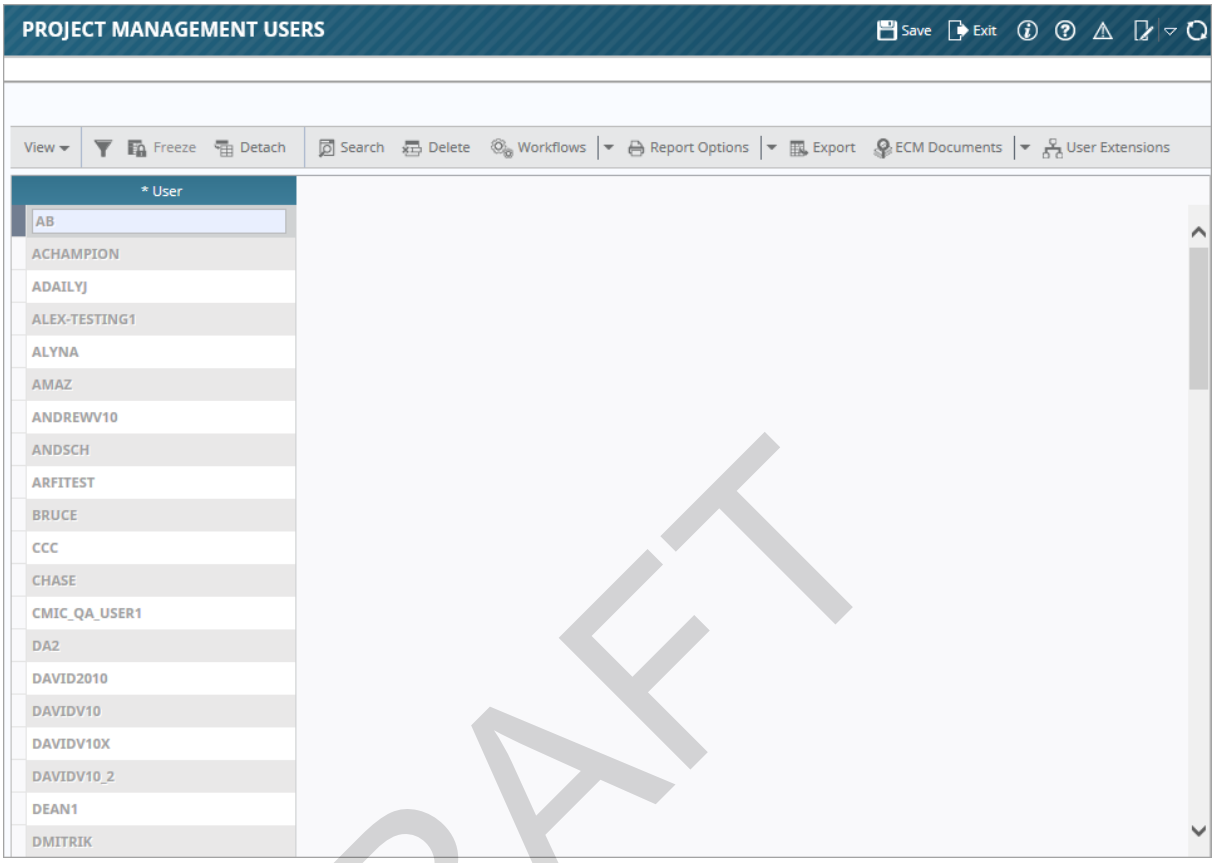
- In the Contact Code field, select the reactivated contact code for the new user.



- The new user is now mapped to the old contact code.



Project Management Users

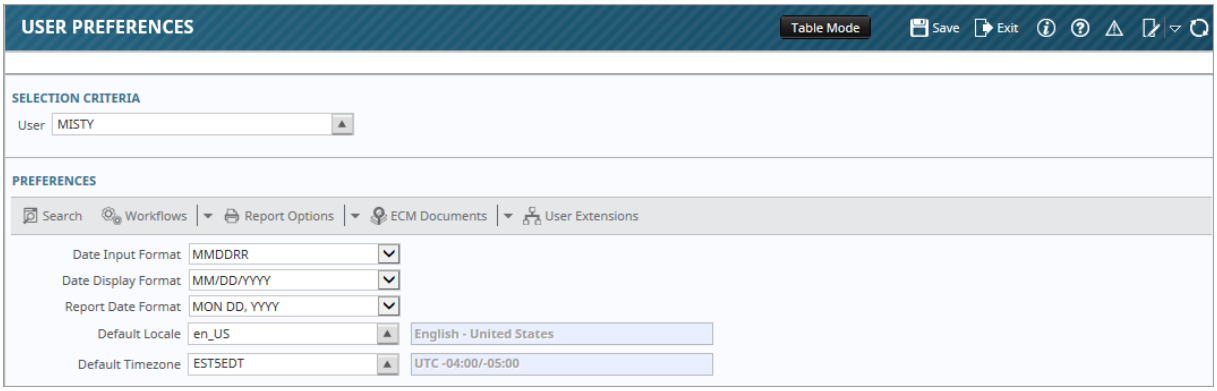


Pgm: SDPMUSER – Project Management Users; standard Treeview Path: System > Security > Users > Project Management Users

The Project Management Users screen displays all the current licensed users of CMiC Field. This screen is used to view or remove users.

NOTE: PM licenses are not granted on this screen, only taken away. PM licenses are assigned to a user in the User Maintenance screen in CMiC Field (standard Treeview path: *CMiC Field > Security > User Maintenance*).

Defining User Preferences



Pgm: SDUPREF –User Preferences; standard Treeview path: System > Preferences > User Preferences

Once a User ID has been set up, this screen is used to define the preferences that will distinguish that user.

NOTE: The preferences set on user "DA" for date formats and colors will automatically default to all users. Therefore, before setting up any users other than "DA", it is best to ensure that "DA" has these corporate defaults set.

User

If you have the privilege to create/modify users or you have entered this screen as "DA", you can click on the LOV to launch a pop-up window displaying a list of users. Select a user from the list and click on [**OK**] to close the pop-up window. The preferences for the specified user will display in the Preferences section of the screen.

NOTE: If this screen is being used by any other user, the system will limit access to only the current user record.

Date Input Format

The format specified in the Date Input Format field defines the way in which this user can enter dates in the screens.

Date Display Format

The format specified in the Date Display Format field defines the way in which this user will see the dates displayed in screens.

Report Date Format

The format specified in the Report Date Format field defines the way in which reports printed by this user will display dates.

Default Locale, Default Timezone

The Default Locale and Default Timezone fields define the way in which Jasper Reports printed by this user will display the local date and time.

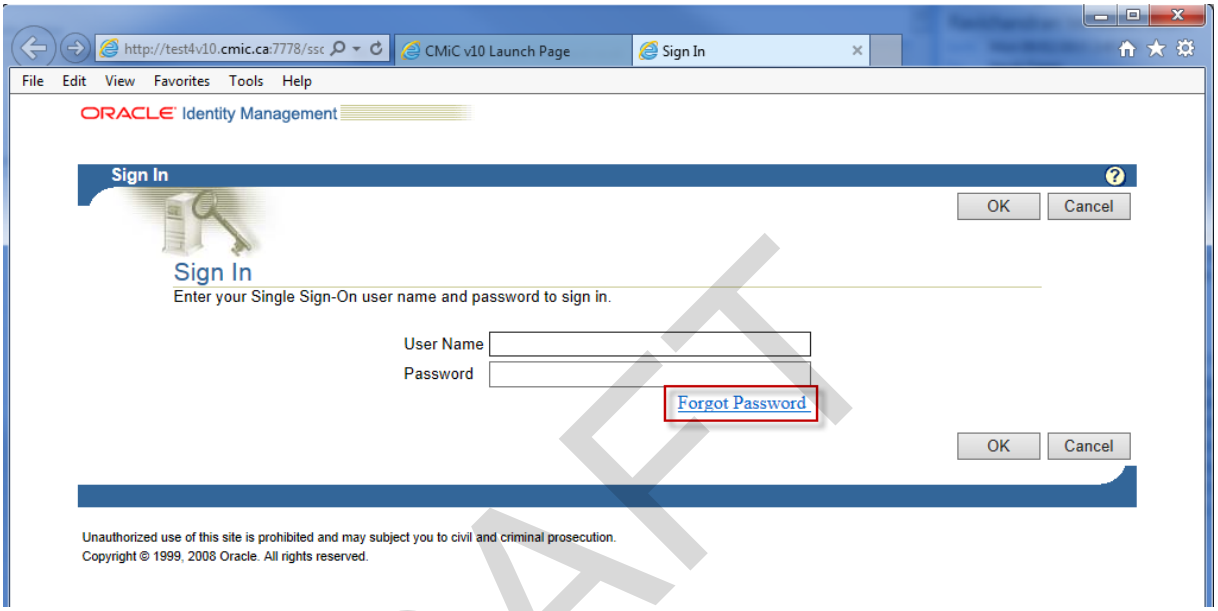
The Default Locale field defaults to "en_US" and the Default Timezone field defaults to "EST5EDT".

NOTE: These fields are currently only used by Jasper Reports.

SSO Login Password Reset Request/Change by Users

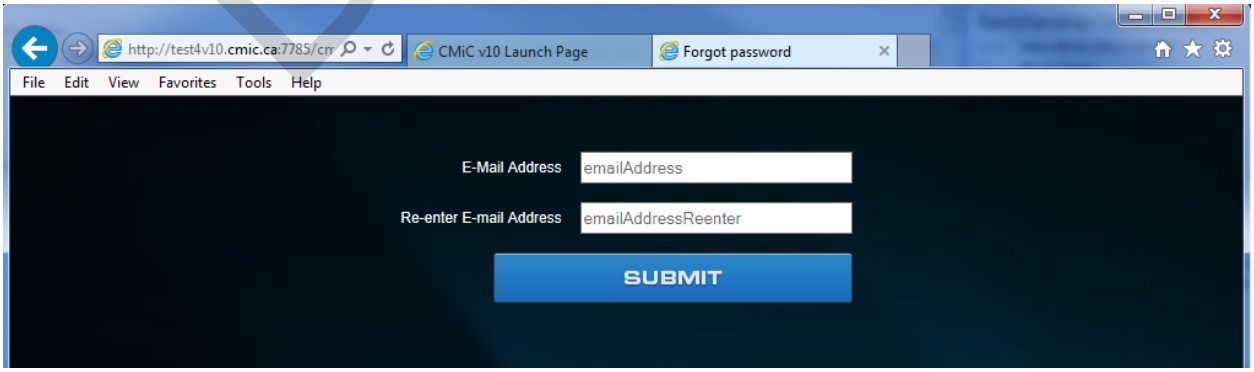
Users can request a password reset of their SSO account and change the password by using the link provided to them through their email account.

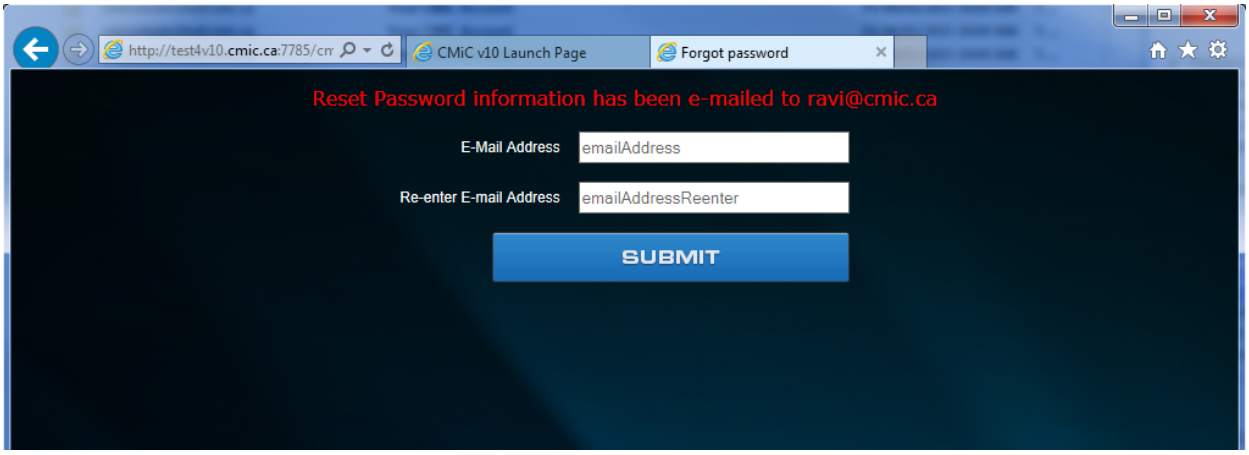
NOTE: The SSO login page must be configured by System Administrators to have a link to the Forgot Password screen. See the section for System Administrators at the end of this section.



When users click on the link, they are directed to a page where they must enter their unique email IDs which are associated with the registered user in the system. Users must understand that the 'Forgot Password' option does not refer to the user name or password values if input by them. By clicking the link, they are directed to the password reset request page without any reference to those values, where they must provide/confirm a valid email address on their user profile within CMiC.

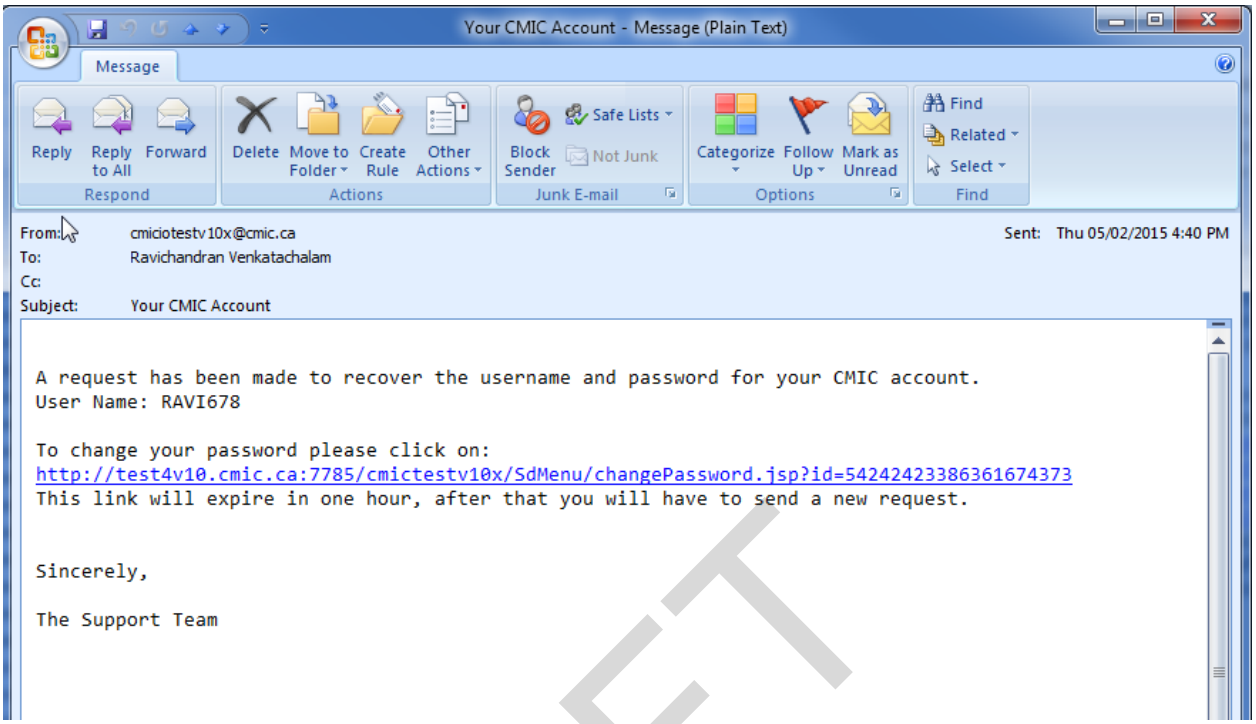
The email address fields are mandatory and the address must be exactly the same in order for them to be able to submit their request.

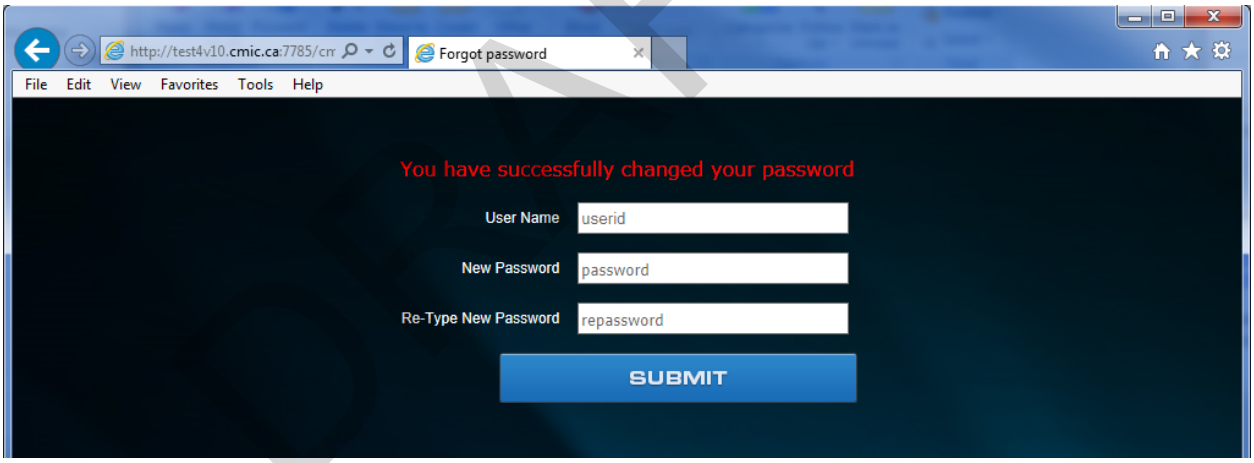




Once successfully submitted, the message on the page will read as “Reset Password Information has been emailed to...” Users may open their email using their email client and find the email with Subject Line as “Your CMiC Account” which has their user name and the link to reset their password in the body.

It is important to note that the link will be active only for an hour. If users do not use the link within an hour, the link will expire and will not allow users to change their password. Users will have to re-send a new request. If no action is taken on the reset link, and users prefer to leave their account as is, then the previous password will still be active and may be used to login as before.





The following is for System Administrators Only:

1. Access the location, d:\oracle\infra1014\j2ee\OC4J_SECURITY\applications\sso\web\pages on the infrastructure server.
2. Copy the new login.jsp page from the files list of this issue, to the folder in step 1. (Backing up the existing version of the file is highly recommended and may be used to rollback when needed. See the footnote at the end).
3. Open login.jsp in a text editor.
4. Enter the full path to SdMenu of your CMIC system as described below. (In this example, CMiC's internal test system URL is shown. Clients must use a URL specific to their system.)
5. The String fullURLtoSdMenu = ""; must be changed to read as fullURLtoSdMenu = "http://test4v10.cmic.ca:7785/cmictest10x/SdMenu/";

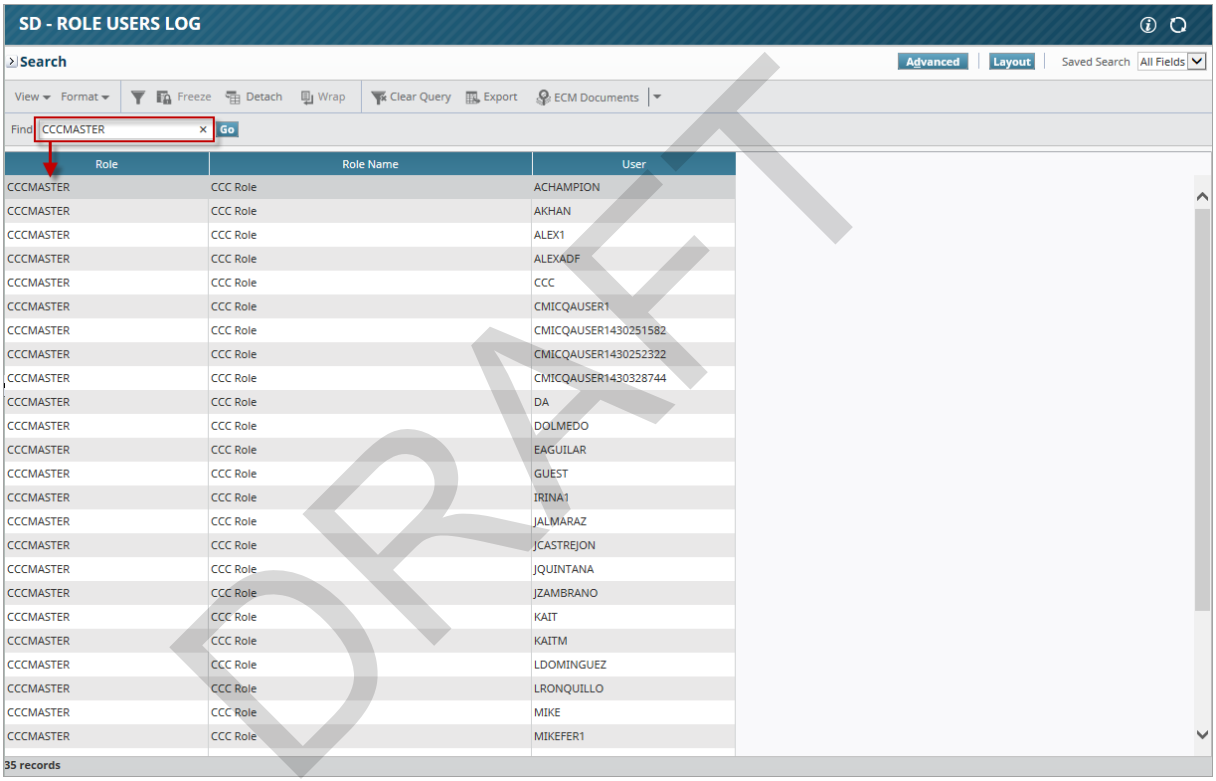
Once the update to login.jsp file is performed, whenever users reach the SSO login page, they will have an option 'Forgot Password'.

NOTE: If clients do not wish to give this option to their users to reset their SSO password, then the above steps should be ignored and no changes should be made to the existing login.jsp file.

If clients wish to roll back this option, then the login.jsp file must be rolled back with the previous version.

Logs

Users in Roles (Query Users in a Role)

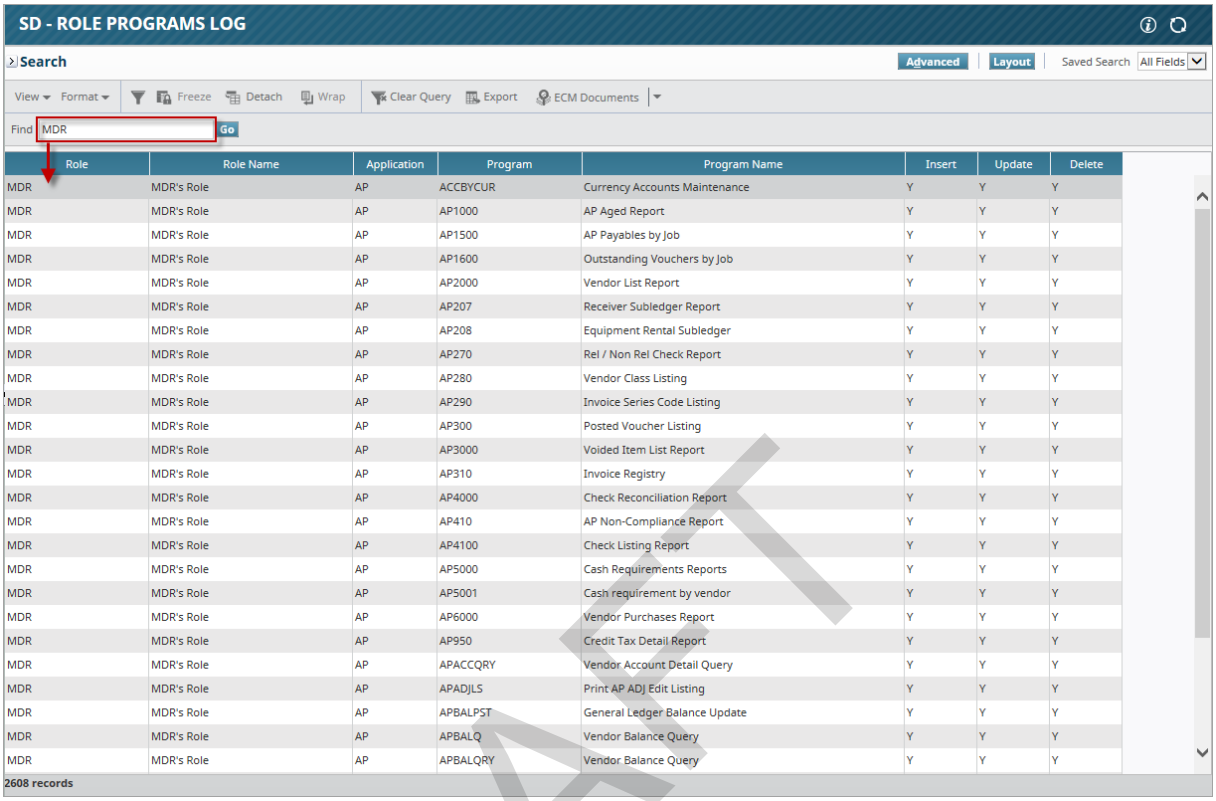


Pgm: SD_ROLE_USER_LOG – SD – Role Users Log; standard Treeview path: System > Security > Logs > Users in Roles

The SD – Role Users Log provides a quick way to see the users who have been assigned to a particular role. Enter a role in the Find field, click on the [**Go**] button, and the system will display all users attached to the role. A user's name can also be entered in the Find field and the system will display all the roles attached to the user.

This query is for information purposes only and data is display-only on this screen.

Programs in Roles (Query Programs in a Role)



Pgm: SD_ROLE_PROG_LOG – SD – Role Programs Log; standard Treeview path: System > Security > Logs > Programs in Roles

The SD – Role Programs Log provides a quick way to see the programs that have been assigned to a particular role. Enter a role in the Find field, click on the [**Go**] button, and the system will display all programs attached to the role.

Programs are displayed in name order by application. In order to view a particular application or program, use the standard enter/execute query functions.

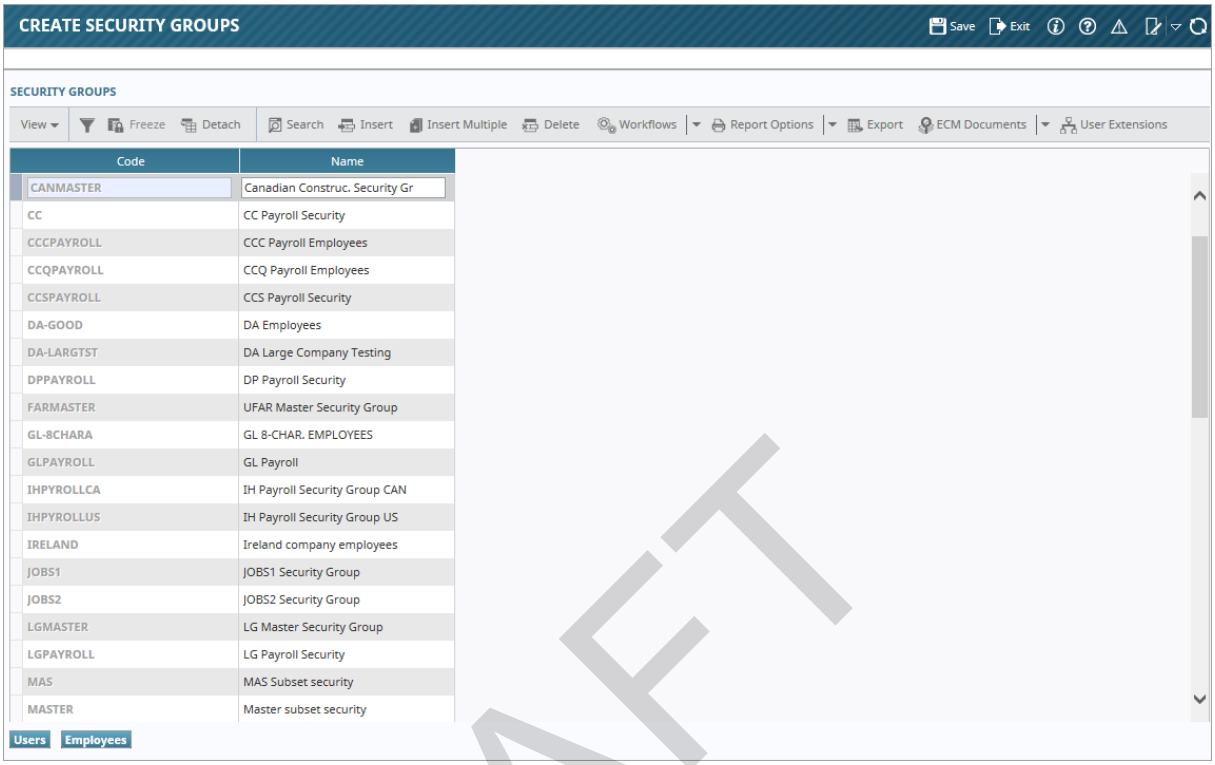
This query is for information purposes only and data is display-only on this screen.

Payroll Security

Payroll security allows user access to be granted to payroll employee information. Users are assigned to payroll security groups and each employee belongs to one or more security groups.

All users are required to specify their default payroll security group when they log onto the Payroll application. New employees will automatically be assigned the employee security group of the user creating the employee.

Create Payroll Security Groups



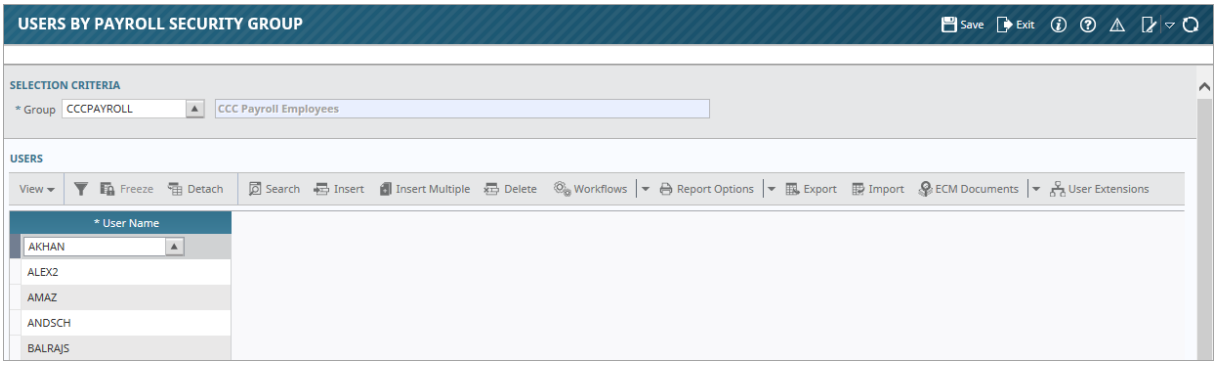
Pgm: PYSECGRP – Create Security Groups; standard Treeview path: System > Security > Payroll Security > Create Security Groups

Employee Security Groups are groupings of access rights to the employees within the system. All users accessing the payroll information must belong to a payroll security group. The system will validate all employee information against the security table when allowing access to employee data. New employees are automatically assigned the payroll security group(s) of the user creating the job. For this reason, at least one 'Master' security group must be established in order to access any form of employee data within the system.

Enter a security group code and name.

The [**Users**] button will open a window that shows all users that are currently assigned to the security group, while the [**Employee**] button opens a window that shows the employees who have been assigned to this security group.

Assign Users to Payroll Security Groups

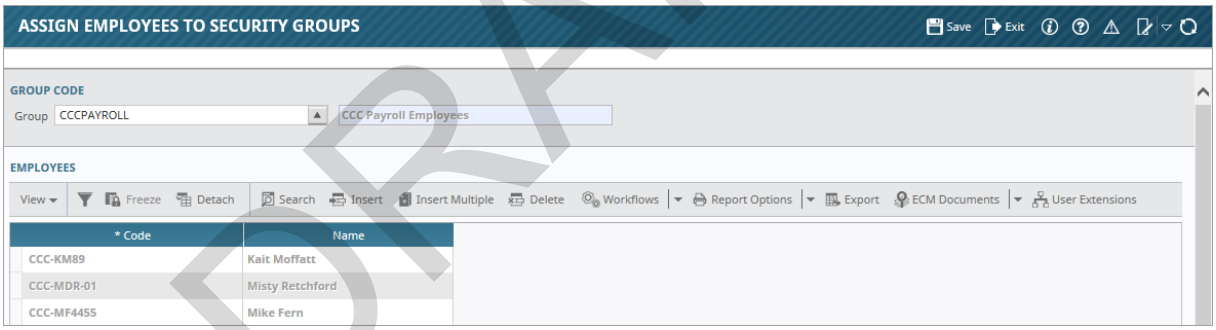


Pgm: PYSECUSR –Users By Payroll Security Group; standard Treeview path: System > Security > Payroll Security > Assign Users to Security Groups

Once the payroll security groups are defined, users need to be assigned to the groups. A user must be assigned to at least one security group in order to have access to the employee data within the system. Users may belong to more than one group.

Enter the security group in the first section, then move to the Users section of the screen. Here, users can be added or removed as required. There is a list of values on both the User Name and Group fields.

Assign Employees to Payroll Security Groups



Pgm: PYSECEMP – Assign Employees to Security Groups; standard Treeview path: System > Security > Payroll Security > Assign Employee to Security Groups

This program is mostly used when first starting the system and the employee records are imported from another system. Usually, employee security is applied directly within the Payroll module's Employee Profile screen (standard Treeview path: *US Payroll > Setup > Employees > Employee Profile*).

Once users have been assigned to security groups, access can be granted to the employees defined in your system by assigning them to security groups. It is important to note that you can assign an employee to more than one security group.

New employees will automatically be assigned the default payroll security group of the user creating the employee.

Enter the security group then move to the Employees section. The system will automatically display all employees that have been assigned to this security group. Add or delete employees in this section as required.

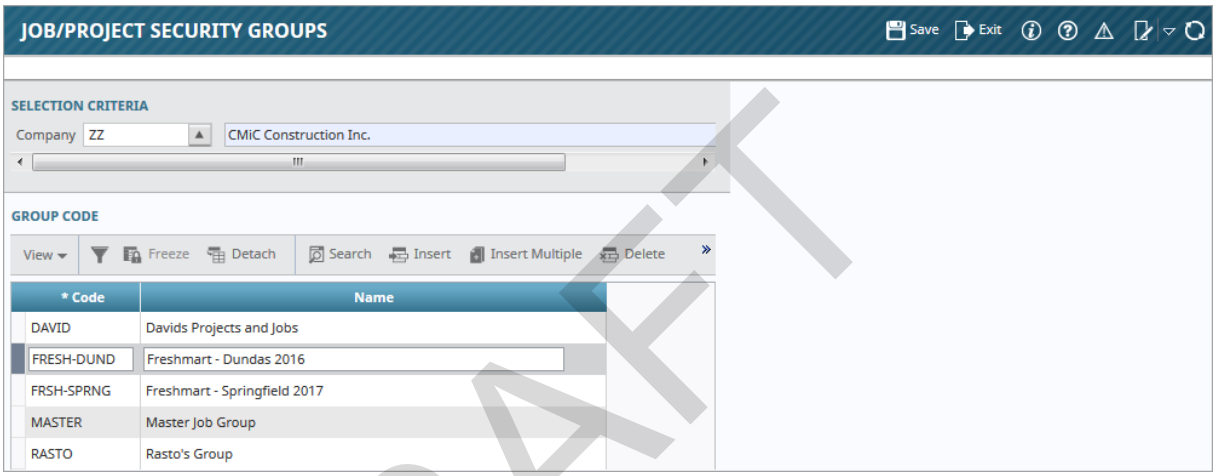
Job/Project Security

Job/project security groups are used to grant users access to jobs and projects.

Once a job/project security group is created, it is assigned the users that are to have access to the group's associated jobs and projects, via the Assign Users to Security Groups screen. Then, the group is assigned the jobs and projects to which the users have access, via the Assign Jobs/Projects to Security Groups screen.

When a user creates a new job or project, it will automatically be assigned to the user's job/project security group, so that the user automatically has access rights to it.

Create Job/Project Security Groups

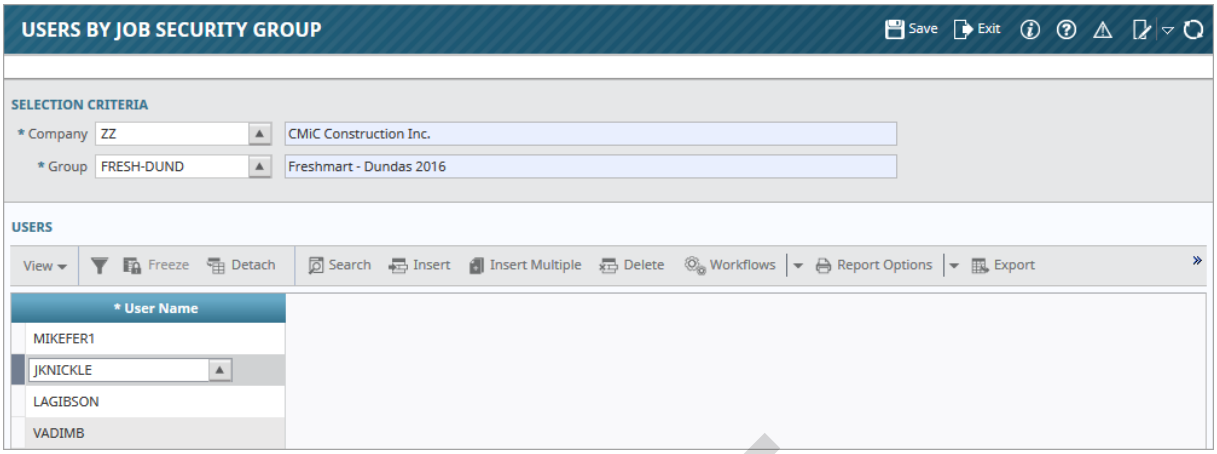


Pgm: JCSECGRP – Job/Project Security Groups; standard Treeview path: System > Security > Job/Project Security > Create Security Groups

Job/project security groups are used to control access to the jobs and projects within the system. This screen is used to create these groups, which are then associated to jobs and projects, and to users that are to have access to the associated jobs and projects.

NOTE: New jobs and projects are automatically associated to the default job/project security group of the user creating them.

Assigning Users to Job/Project Security Groups



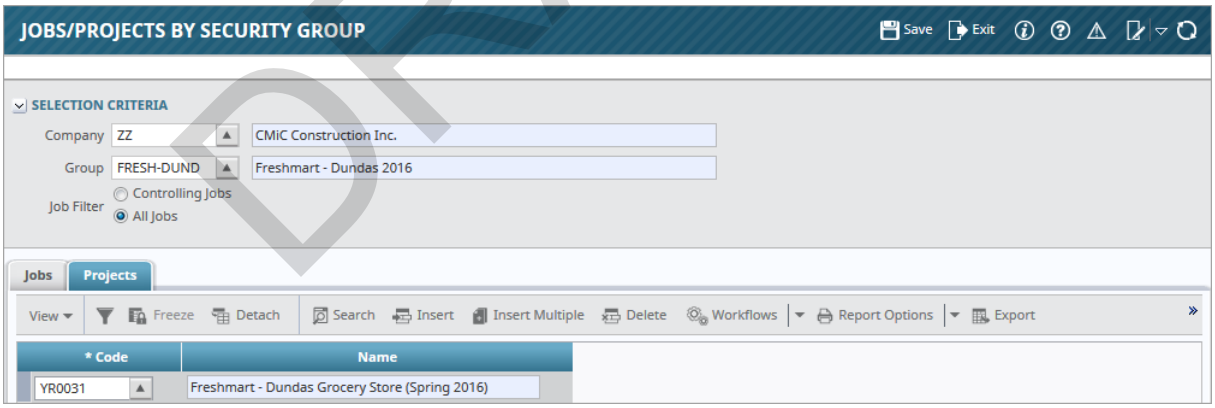
Pgm: JCSECUSR – Users By Job Security Group; standard Treeview path: System > Security > Job/Project Security > Assign Users to Security Groups

This screen is used to associate users to a job/project security group, to grant them access to the jobs and projects associated to the security group. Note, users may belong to more than one group.

To add users to a job/project security group, select the relevant company via the Company field and group via the Group field, then insert the users in the Users section.

Also, when a user creates a new job or project, it will automatically be assigned to the user's job/project security group, so that the user automatically has access rights to it.

Assign Jobs/Projects to Security Groups



Pgm: JCSECJOB –Jobs/Projects By Security Group; standard Treeview path: System > Security > Job/Project Security > Assign Jobs/Projects to Security Groups

This screen is used to associate jobs and projects to a job/project security group, so that users assigned to the group have access to them.

To add jobs and projects to a job/project security group, select the relevant company via the Company field and group via the Group field. Then, using the Job Filter radio buttons, select whether to have only 'Controlling Jobs' or 'All Jobs' available in the Jobs tab.

Use the Jobs tab to insert jobs the group may access and use the Projects tab to insert projects the group may access.

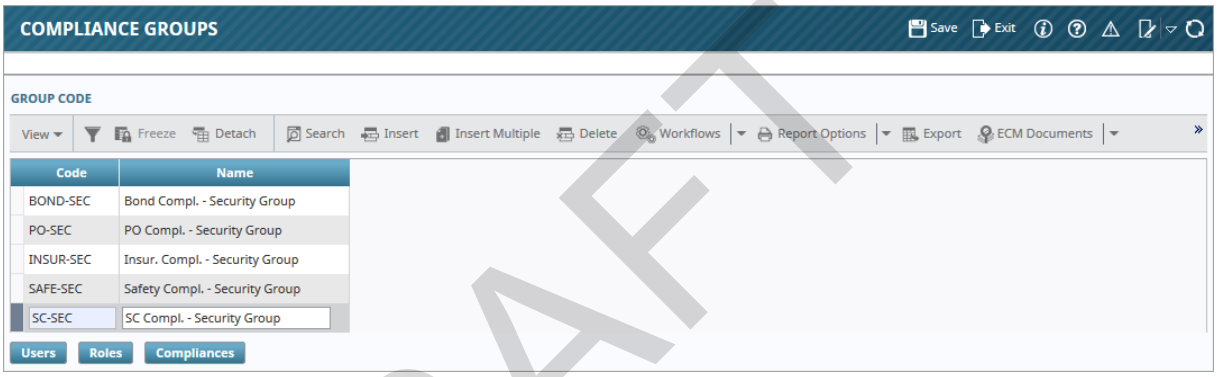
It is important to note that multiple jobs and projects can be associated to a security group, and that a job or project can be associated to multiple security groups.

Compliance Security

Compliance security groups allow user access to be granted to specific compliance codes. A compliance security group is created and then users are assigned to these groups. Once defined, compliance codes can then be assigned to these groups. Through implementation of compliance security, only designated users can modify details or compliance of those compliance codes to which they have access.

Compliance security groups are not in effect if no compliance group is set up. Therefore, it must be decided whether to use this function or to allow all users to modify compliance.

Create Compliance Security Groups



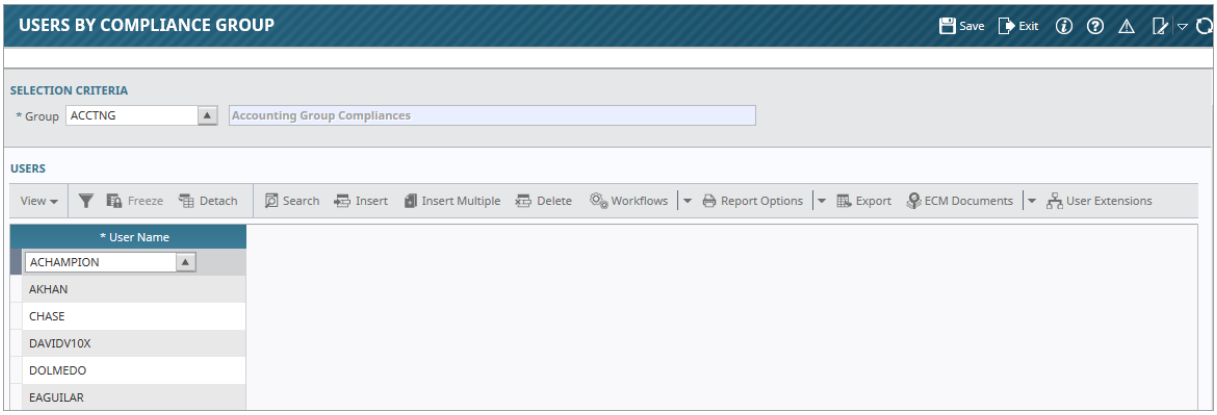
Pgm: INSGROUP – Compliance Groups; standard Treeview path: System > Security > Compliance Security > Create Security Groups

Compliance security groups are groupings of access rights to the compliance codes within the system. Users accessing the compliance information must belong to a compliance security group if one has been set up in the database. The system will validate that a user has access to that compliance code prior to allowing access to modify details or the setting of the compliant value. New compliance codes are NOT automatically assigned to any compliance security group until manually added.

After accessing the screen, enter a security group code and name.

The [**Users**] button will open a window that shows all users that are currently assigned to the security group, the [**Roles**] button will open a window that shows all roles assigned to the security group, while the [**Compliance**] button opens a window that shows the compliance codes that have been assigned to this security group.

Assign Users to Compliance Security Groups

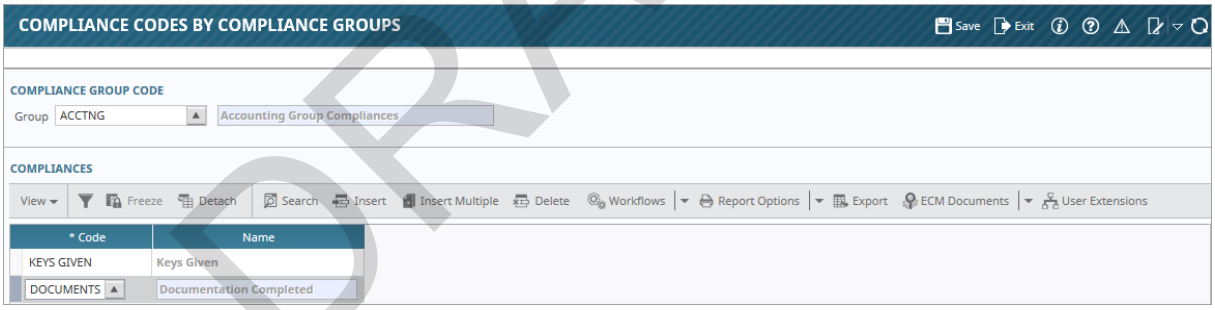


Pgm: INSGRUSR –Users By Compliance Security Group; standard Treeview path: System > Security > Compliance Security > Assign Users to Security Groups

Once the Compliance Security Groups are defined, either users or roles need to be assigned to the groups. A user must be assigned to at least one security group in order to have access to modify compliance code data within the system. Users may belong to more than one group.

Enter the security group in the first section then move to the Users section of the screen. Users can be added or removed as required. There is an LOV on both the User Name and Group fields.

Assign Compliance Codes to Compliance Security Groups

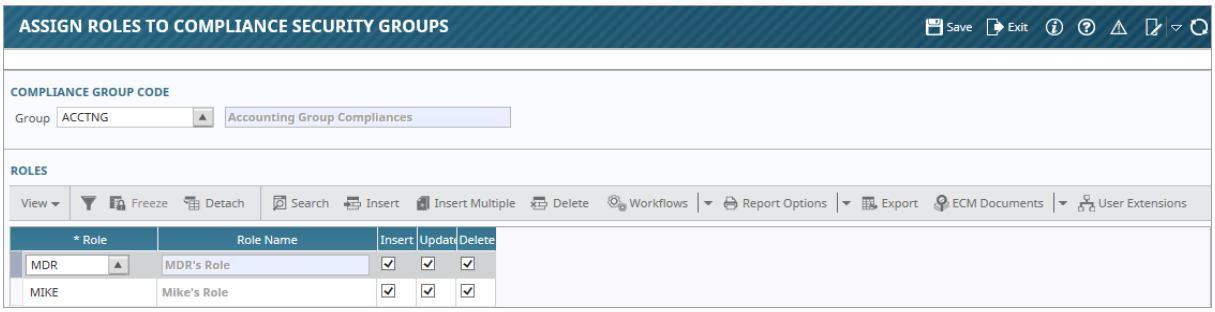


Pgm: INSGRINS –Compliance Codes By Compliance Groups; standard Treeview path: System > Security > Compliance Security > Assign Compliance to Security Groups

Once users have been assigned to security groups, it is time to grant access to the compliance codes defined in the system by assigning them to security groups. It is important to note that a compliance code can be assigned to more than one security group.

Enter the compliance group code. In the Compliances section of the screen, the system will automatically display all compliance codes that have been assigned to this security group. To add a compliance code to this security group, click on [**Insert**] in the Block Toolbar to add a new line and enter the code for the compliance(s) to be assigned to this security group. To remove a compliance code from a group, just delete the code.

Assign Roles to Compliance Security Groups



Pgm: INSGRROL – Assign Roles to Compliance Security Groups; standard Treeview path: System > Security > Compliance Security > Assign Roles to Security Groups

Once the compliance security groups are defined, either users or roles need to be assigned to the compliance groups. While assigning a role to the security group, there are options to limit rights of users to insert, update or delete compliance records belonging to a group.

Group

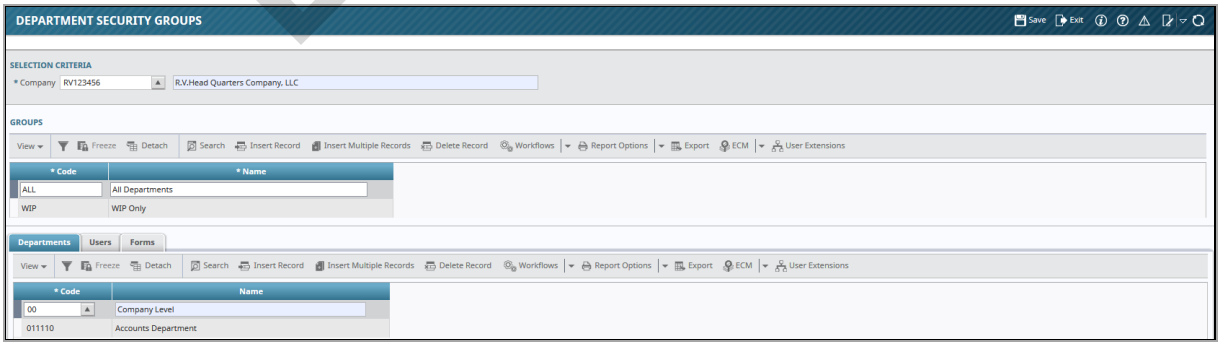
Enter or select from the LOV a compliance group.

Role

Enter or select from the LOV a role to be assigned to the compliance group selected in the previous field. Check the boxes beside the role to give users with that role rights to insert, update or delete compliance records belonging to that compliance group.

NOTE: If user has limited role rights assigned in this screen, but at the same time is assigned as an individual user to the same compliance group in the Assign Users to Compliance Security Groups screen, they will get all rights to insert, update or delete compliance records belonging to a group. So, to limit user rights to insert, update or delete, it is wise to take that into account at the time of the initial set up and never have the same user assigned individually, and through their role, to the same group.

Departmental Security



Pgm: DEPTSG – Department Security Groups; standard Treeview path: System > Security > Departmental Security

Department security is an option that can be utilized if required. If there is no department security defined for a company, then there is no security applied and all departments are open. If security is being applied in the company, then all users who have access to the company must have security applied.

Department security is only fully available on transaction entry screens. It is partially in place on programs that request the user to enter a department code, but the system allows the fields to be null. For example, in a transaction entry screen, the user must enter an explicit department code if the transaction is a “G”type. In this case, security will be applied. In queries and reports, the user may elect to restrict the information to a specific department or department range but it is not required data. In this case, if the user enters a department, security will be checked but if the field is left empty security will not be checked.

There are four steps in defining department security:

- Create a security role code for the company in question.
- Apply the required departments to the role.
- Apply the required users to the role.
- Apply the required programs to the role.

Company

Enter or select company using the LOV.

Code, Name

Create a new role code and name. Save the entry.

Departments – Tab

Use the Departments tab to apply departments to the current role. An LOV is available. Save the entries.

Users – Tab

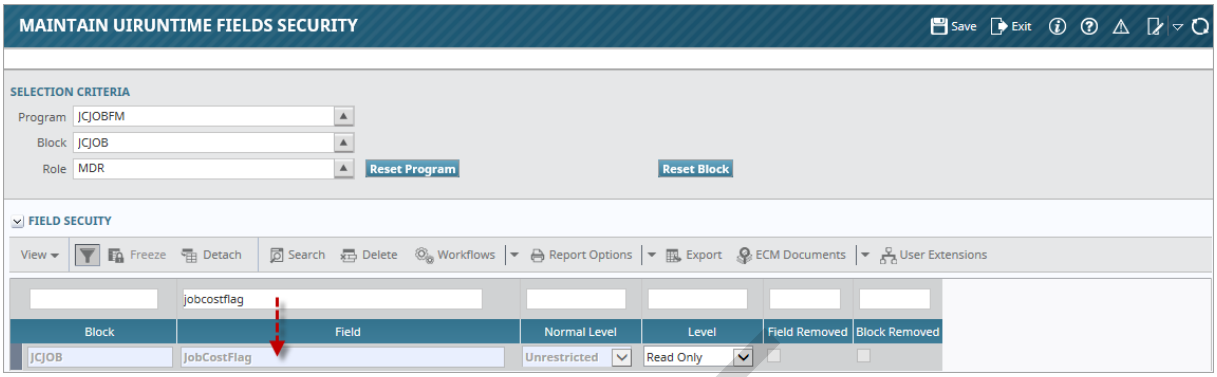
Use the Users tab to apply the appropriate users to the role. An LOV is available. The users listed in the LOV are only those who have CMiC Enterprise access.

Forms – Tab

Use the Forms tab to apply the forms (programs) that this security will be active in. The system will automatically default the main transaction entry programs from GL, AP, AR, JC and PY Timesheet Entry programs but programs can be added or removed from this list as required.

Field Security

UIRuntime Programs



Pgm: SDFLDSEC – Maintain UIRuntime Fields Security; standard Treeview path: System > Security > Field Security > UIRuntime Programs

The Maintain UIRuntime Fields Security screen is used to set security settings on fields. Field security allows specific fields to be set to unrestricted, read only, secure, and hidden. This security is applied at the role level.

To apply field security, the following system privilege is required: 'FIELDSEC - SD: Allows the user to apply field security'.

NOTE: The ALL role takes precedence and overwrites whatever is set for other roles, including unrestricted roles. For example, if the ALL role has security on a screen's field set to hidden, then that field will be hidden for all roles, even if one of the additional roles assigned to a user has the same field set to unrestricted or with no field security assigned. To overwrite the security assigned to the ALL role, security must be assigned to all the other roles assigned to the user. Therefore, if the ALL role has restricted security access assigned to a field, a less restrictive security setting (e.g. unrestricted or read-only) for this field must be assigned to each of the roles assigned to the user for this field to no longer be hidden. If the user has two roles assigned to them in the Assign Roles tab of the User Maintenance screen (e.g. ROLE1 and ROLE2), each of these roles must have the security for that particular field set to a less restrictive security setting, otherwise the field will remain hidden. If only ROLE1 has a less restrictive security setting assigned to the field, then the ALL role will take precedence, and the field will remain hidden.

Selection Criteria – Section

Program

Enter/select the program to which the field security applies.

Block

Enter/select the block that contains the field to which field security applies. The values listed in the LOV will be determined by the program selected in the previous field.

Role

Enter/select the security role to which this field security applies or select "*ALL" to indicate all roles.

[**Reset Program**] – Button

Use the [**Reset Program**] button to clear security level settings applied to all blocks for the selected program.

[**Reset Block**] – Button

Use the [**Reset Block**] button to clear security level settings applied to the selected block for the selected program.

Field Security – Section

Level (Security)

Select a field and use the Level drop-down menu to select the security level to be applied to the field. Options are “Unrestricted”, “Read Only”, “Secure”, and “Hidden”.

If the value under Level is left blank, then no security has been defined for the specified role on the program in the block for the specified field**.**

Field Removed – Checkbox

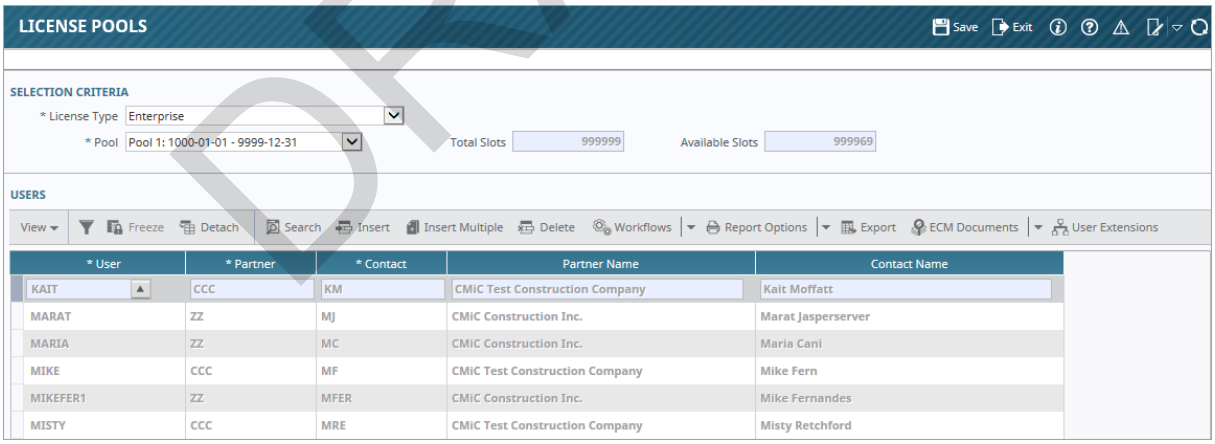
This display-only checkbox indicates if field is no longer found in program block.

Block Removed – Checkbox

This display-only checkbox indicates if block is no longer found in program.

NOTE: Security can also be applied to tabs, since most tabs are contained within blocks. Use CMiC’s Lite Editor to determine the block where the tab is contained. Once the tab’s block is determined, enter this information, along with the program and role, in the Maintain UIRuntime Fields Security screen. The tab should be listed in the Field Security section of the screen, field security can then be applied. For more information on Lite Editor, please refer to the UI Lite Editor guide.

Maintain License Pools



Pgm: SYSLICPOOLMAINT – License Pools; standard Treeview path: System > Security > Maintain License Pools

The Maintain License Pools screen is used to track Enterprise (Opportunity Management) and Collaboration license pools. A similar screen exists in CMiC Field.

NOTE: If users have an unlimited Collaboration License (i.e. the number of licenses is showing 99999), then named users do not need to be added to this License Pools screen. The Collaboration License pool is used if there is a limited number of collaboration licenses and the collaborators who require a license need to be named.

License Type

Select the license type from the drop-down menu. Choices are “Enterprise” or “Collaboration”.

If “Enterprise” is selected, the license pool is for Opportunity Management named users only.

If “Collaboration” is selected, the license pool is for Collaboration named users only.

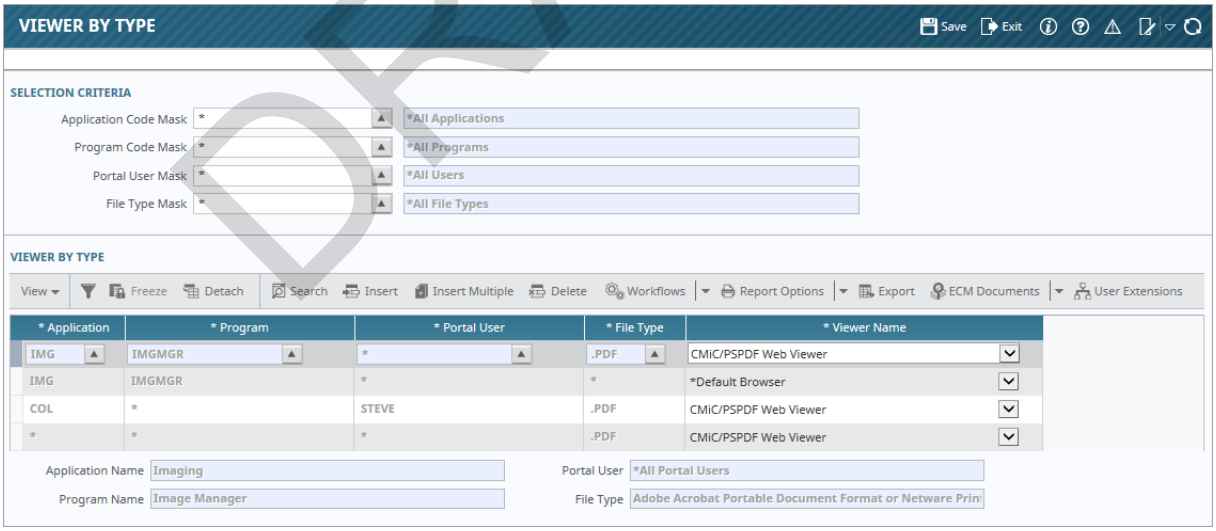
NOTE: Internal PM licenses for CMiC Field are tracked using a different license file. To check the number of licenses, go to the Licenses tab in System Options (standard Treeview path: *System > Setup > System Options – Licenses tab*). To review the list of PM users (also referred to as CMiC Field users), go to the Project Management Users screen (standard Treeview path: *System > Security > Users > Project Management Users*). This screen is used to view or remove PM users. PM licenses cannot be granted in the Project Management Users screen, only taken away. PM licenses are assigned to a user in the User Maintenance screen in CMiC Field. For Enterprise users, the number of licenses used for a single user can change depending on what activities they are doing and how many sessions they have open. License activity can be checked on the License Auditing screen in Forms (SDLICINF). This screen will show ‘live’ what licenses are being used.

Pool

Multiple pools can be set up if you have a different license count for different periods of time. For example, there could be a different number of slots available depending on the Pool dates.

NOTE: Concurrent licenses are claimed and released as users log in and log out. Users can view who is using the Concurrent license at the time on the Session Information screen (standard Treeview path: *System > Utilities> Session Information*).

Viewer By Type



Pgm: IMGVWTYP – Viewer By Type; standard Treeview path: System > Security > Viewer By Type

The Viewer By Type screen is used to set what application is used to open a specific file type, such as PDFs.

Selection Criteria – Section

Application Code Mask

Enter/select module for which setting is being applied. An asterisk “*” indicates all modules.

Program Code Mask

Enter/select program (screen) in module for which setting is being applied. An asterisk "*" indicates all programs.

Portal User Mask

Enter/select user for which setting is being applied. An asterisk "*" indicates all users.

File Type Mask

Enter/select file type for which viewer application is to open. An asterisk "*" indicates all file types.

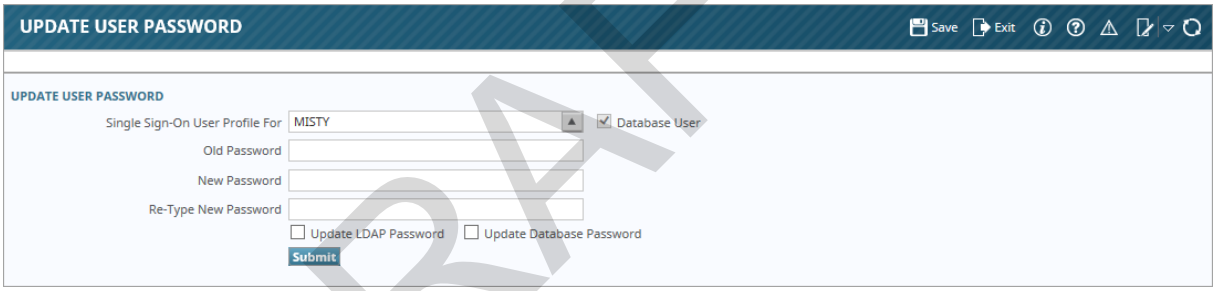
Viewer by Type – Section

In the Viewer by Type section of the screen, click [**Insert**] on the Block Toolbar, then use the new row to set up an application for a specific type of file.

Viewer Name

Select the name of the viewer application to open files of the type specified by the File Type field.

Update User Password



Pgm: SDSSOPW – Update User Password; standard Treeview path: System > Security > Update User Password

This screen allows a user to change their Single Sign-On (SSO) password and their Database password, either together or separately. To change both the LDAP and the Database passwords at the same time, the 'Update LDAP Password' and 'Update Database Password' boxes both need to be checked.

Single Sign-On User Profile For

Enter/select the SSO user profile for which to change the password.

Old Password, New Password, Re-Type New Password

Enter the old password and the new password. The new password will need to be re-entered for verification purposes.

Update LDAP Password – Checkbox

Check this box to update the selected user's LDAP password or leave unchecked to update the Database password only.

Update Database Password – Checkbox

Check this box to update the selected user's Database password or leave unchecked to update the LDAP password only.

Database User – Checkbox

This checkbox is a display-only field that defaults from the selected user's profile (standard Treeview path: *System > Users > User Maintenance – General tab*). If checked, it indicates the selected user is a Database user.

Click on the [**Submit**] button when finished.

User Extensions

UE Maintenance Overview

User Extensions allow the functionality of the software to be extended through the creation of custom input fields. These input fields are attached to custom tables. The tables allow for the storage and easy access of all miscellaneous information needs.

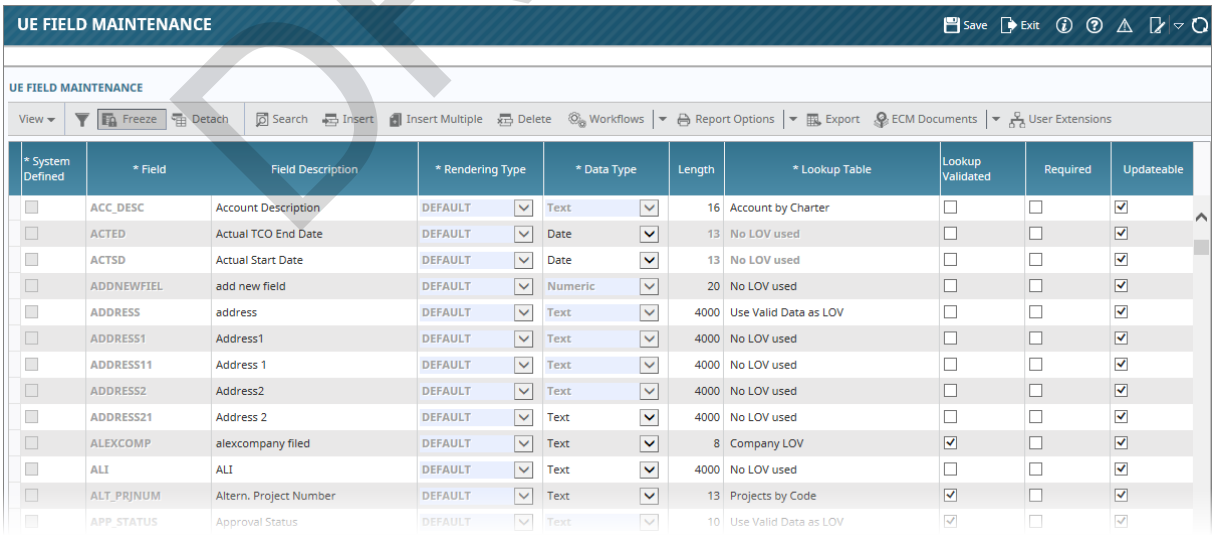
Each custom User Extension table is connected to an existing system table, which allows the system to automatically connect the custom input fields to the desired input screens.

User extensions are accessed using the [**User Extensions**] button on the Block Toolbar of all CMiC screens. The joining of the User Extension to an existing system table allows for the appropriate prompt(s) to appear on the screens which directly access the primary key of that system table.

Take for example, if additional information needed to be stored that is associated with each job. In this case, a field called Project Manager and a field called Job Site Permit Number could be created. A table called "Additional Job Information" would then be created and connected with the existing job table. The result would be that every time the job is directly accessed on the system, the User Extension prompts for "Additional Job Information" would appear in the drop-down list of the [**User Extensions**] button on the screen.

As well, the type of input prompts displayed, and the validation of the input fields can be customized, and roles can be assigned to users to determine who can access the data.

UE Field Maintenance



Pgm: UEFIELD – UE Field Maintenance; standard Treeview path: System > User Extensions> Field Maintenance

A User Extension (UE) field can be any type of data field. User extension fields act like extensions of the base table and can also be used in JSP screens as User Defined Fields on their own.

Enter the Field Details

System Defined – Checkbox

This is a display-only field that indicates if the field is user-defined or system-defined. Unchecked indicates user-defined and checked indicates system-defined.

NOTE: Records displayed in yellow indicate that they are either system-defined or attached to a User-Defined Distribution type and therefore cannot be changed.

Field (Code)

Enter the field code for the field being defined. Any combination of letters and characters can be used.

Field Description

Enter the description for the Field Code being defined. Any combination of letters and characters can be used.

Rendering Type

Select the rendering type from the drop-down menu. Options are “Default”, “Checkbox”, or “Multiselect”.

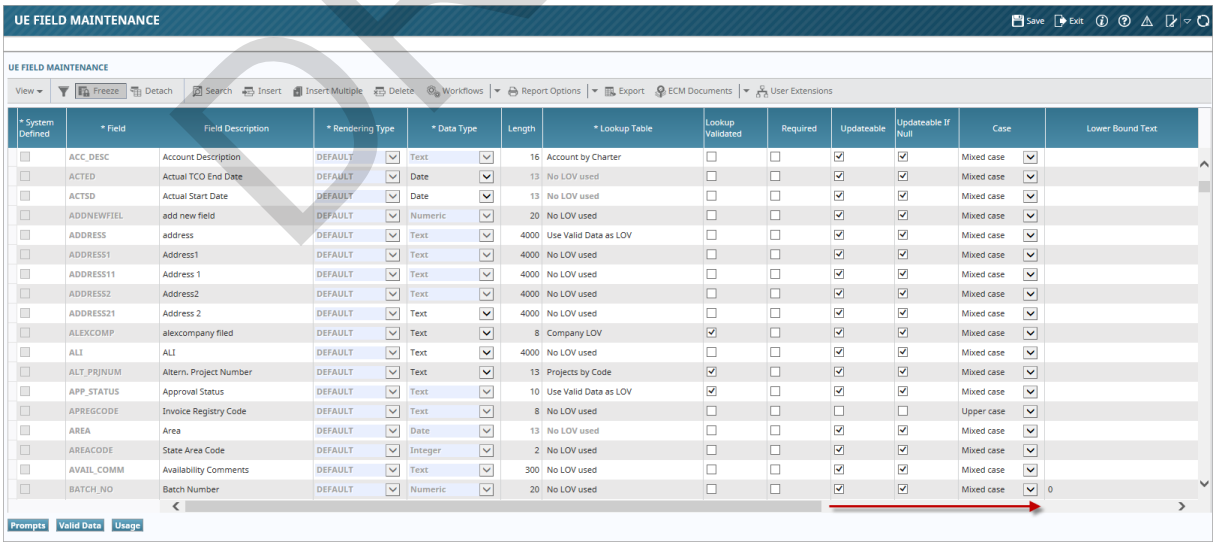
Data Type

Select the appropriate data type for the storage of the data. The following options are available: “Date”, “Integer”, “Numeric”, “OLE (Object, Linking and Embedding)”, and “Text”.

Length (of the field)

Enter the desired length of the field being defined. If the field is to be used for WBS, TAC or User Defined Transaction Types, the field must not be over 16 characters.

Specify the Field Options



Pgm: UEFIELD – UE Field Maintenance; standard Treeview path: System > User Extensions> Field Maintenance (Field Options)

The field options define the characteristics of the User Extension fields. These characteristics include such things as whether the entry should be upper or lowercase, whether it is mandatory, the validation, as well as the table from which a list of values can be selected.

Field option fields can be viewed on the UE Field Maintenance screen by sliding the horizontal scrollbar along the bottom of the screen, as shown in the screenshot above. Each field described will be displayed in the order of their descriptions.

Lookup Table (Option)

Select the appropriate Lookup Table option required for the field being defined. In the Lookup Table option, the field validation needs to be defined for the List of Values entered into this field. You can specify whether you want validation against a table that you can define, or validation against the standard system tables, or no list of values validation at all.

Some of the tables supplied by the system are:

```
No LOV used                    Use Valid Data as LOV
Customer                       Equipment
Vendor                         Account by Chart Code
Address Code                   All Phases by Company
Business Partner               Change Management Orders
Chart of Accounts              Change Order Codes
Company                        Department by Company
Employee                       Inventory Item by Company
Inventory Item Details         Inventory Item Types by Company
Inventory Item by Company      Inventory Locations by Company
Invoice by Company             Job Categories by Company
Job Code by Company            Job Phases by Company/Job
Job Categories                 Job Phases
PB Billing Codes by Contract   PB Contracts by Company
Progress Billing Types         Payroll Employee Timesheets
Purchase Orders                Purchase Order Detail
Receipt by Customer            Sub-Contract by Company/Vendor
Tax Codes                      Voucher
Voucher By Vendor              Voucher Memo
Users
```

If you do not want a list of values validation

Select "**No LOV used**". For example, if a field for a phone number was being created, validation against any list of values would not be required and therefore "No LOV used" would be selected.

If you want validation against a table that you can define

Select "**Use Valid Data as LOV**". For example, to keep track of the area in which a job is in process, create a field called area and then define the valid areas that may be selected for input into this field. In this case, select "Use Valid Data as LOV" as the table lookup.

Once the "Use Valid Data as LOV" option has been selected, go to the [**Valid Data**] button option and enter the set of values that will be available to a user when the field prompt is displayed on the screen.

If you want to validate against system codes

Select one of the pre-defined lookup options. For example, to validate the project manager against the employee list, select "Employee" as the table lookup.

Lookup Validated – Checkbox

Check this box if entries made against this prompt are to be validated against a specific set of values. The system will check this box automatically if a Lookup Table option other than "No LOV used" has been selected.

Leave this box blank if the entries made against this prompt will not require validation.

Required – Checkbox

If checked, the system will not allow the user to exit the user extension without entering data in this field. This does not mean that the system will force the entry of user extension data when entering the base table data.

Updateable – Checkbox

Check this box to allow users to have the ability to enter or modify values in this field.

Updateable if Null – Checkbox

Check this box to provide the ability to enter a value in this field if it is blank; once a value has been entered, no modifications are allowed.

Case

Select the case in which you wish to allow or convert all entries against this prompt. The options available are "Mixed case", "Initial Letter Capitalized on Each Word", "Upper case", and "Lower case".

Lower Bound Text, Upper Bound Text

The lower and upper bound fields are used to enter a numeric range of valid entry numbers for this prompt. If for example a valid entry into this field was only between 100 and 999, then 100 would be entered into the lower bound field and 999 into the upper bound field. When an entry is made against this prompt, the system will validate that the number entered is between these two numbers.

Default Value

(*Optional*) Enter a value that will automatically default against this prompt.

Field Help

Enter the help text that will appear at the top of the screen and the user moves to this prompt. For example, when defining the Project Manager, the following help text could be entered: "Enter the Project Manager's name. A List of Values is available."

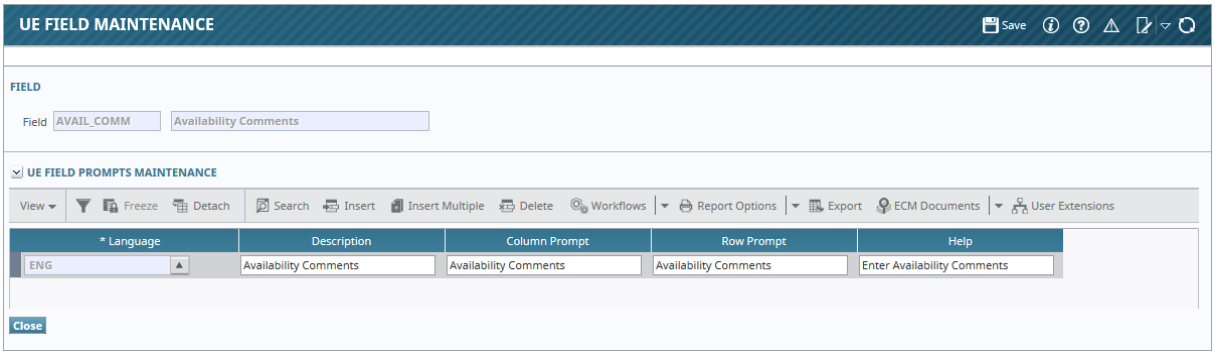
Display Columns (JSP)

Enter the average display column width in characters of multi-line text input (only applicable for JSP).

Display Rows (JSP)

Enter the average display row height in lines of multi-line text input (only applicable for JSP).

[**Prompts**] – Button (Customize the Prompt Detail)



Pop-up window launched from the [Prompts] button on the UE Field Maintenance screen

The prompt is the message on the screen requesting input. Since User Extensions can be displayed as either a multi-row tabular grid form or as a single row vertical form, both prompt types should be defined. Both prompts can be 30 characters in length, but the display length may differ based on the display type of the form.

The row prompt will display the full 30 characters and therefore can be a more detailed description. The column prompt will be as long as the data field created.

Language (Code)

The system will default the language code that is being used to define the User Extension. For example, if English is being used, the code ENG will appear in this field and does not require any change.

If a multi-lingual system is being run, it may be useful if this User Extension is created in a language other than the one defaulted. In this case, move to a new record and enter/select the appropriate language code for the system that will require this User Extension.

Description

The system will default the description from the UE Field Description. If the default language code is being used, there is no reason to change this field.

If a multi-lingual system is being used, enter the field description for the appropriate language.

Column Prompt

The column prompt will default from the Field Prompt. This prompt can be changed to a more user-friendly request for input. Remember that the system can only display as much of the prompt as will fit above the input column.

Row Prompt

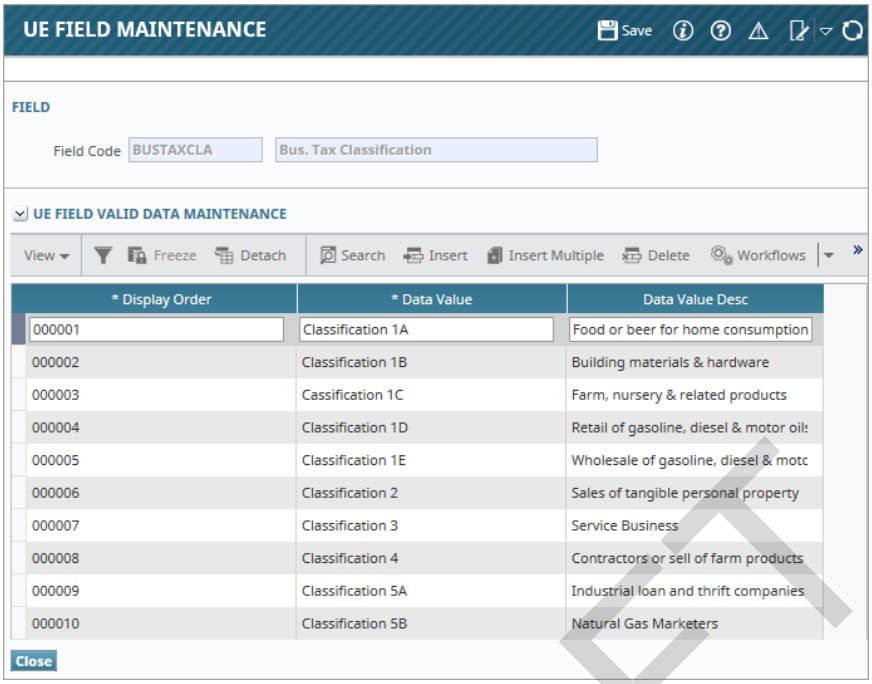
The row prompt will default from the Field Prompt. This prompt can be changed to a more user-friendly request for input. This field can be up to 30 characters in length and the full 30 characters will display on a multi-row form.

Help (Field Help)

The system will default the Help from the UE field help. If a default language code is being used, there is no reason to change this field.

If a multi-lingual system is being used, enter the field help for the appropriate language.

[**Valid Data**] – Button (Create the Valid Data for the Field)



Pop-up window launched from the [Valid Data] button on the UE Field Maintenance screen

When you have selected the 'Use Valid Data as LOV' as the Table Lookup option, the valid values for input into this UE field need to be defined in this pop-up window.

Display Order

The system will allow up to 9999 valid values to be entered against each field. The order in which these values display will be based on the number assigned to them within this field.

The display order number can be any positive number between 1 and 9999.

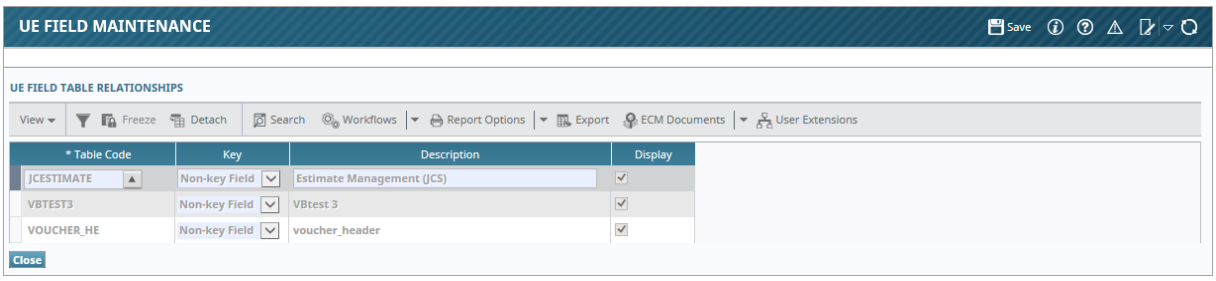
Data Value

Enter a value code that will be valid when an entry is made against the field prompt being defined.

Data Value Description

Enter the description for the value code being defined.

[**Usage**] – Button (Query the UE Field Table Relationships)

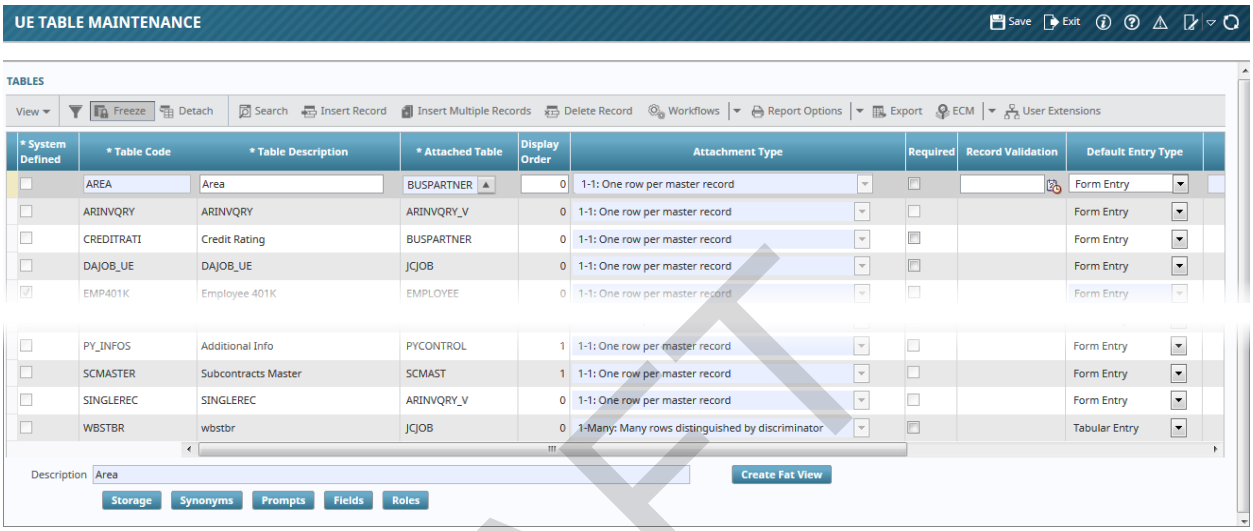


Pop-up window launched from the [Usage] button on the UE Field Maintenance screen

The UE Field Table Relationships pop-up window launched from the [**Usage**] button indicates where this field is used in the system.

This screen will only display data if the UE Table Maintenance setup has been completed and this field has been added to the appropriate table. This window does not allow data entry; it is only a query-only screen.

UE Table Maintenance



Pgm: UETABLE – UE Table Maintenance; standard Treeview path: System > User Extensions > Table Maintenance

Once the required extension fields have been created, tables need to be created that can store the data.

Create the UE Table Definition

System Defined – Checkbox

If checked, indicates table is system-defined; otherwise, unchecked indicates user-defined.

Table Code

Enter the table code for the table being defined. Any combination of letters and characters can be used.

Table Description

Enter the description for the table being defined. Any combination of letters and characters can be used.

Attached Table

Enter/select the system table to which the new table will be attached.

Each UE table defined must have an attachment to a system table. The relationship between these two tables will allow for the appropriate prompt(s) to appear on the screens which directly access the primary key of that system table.

For example, additional information associated with each job needs to be stored, create the desired fields in the UE Field Maintenance screen, and then create a table called Additional Job Information. Connect this new table with the existing job table. The result would be that every time the job is directly accessed on the system, the User Extension prompts for “Additional Job Information” will appear on the screen.

Display Order

Enter the display order that this extension will appear on the extension palette.

Attachment Type

Select the attachment type that should be used to join the system and the UE tables. There are four different record type attachments from which to choose.

1-1: One row per master record

This type describes an attachment where there is a one to one relationship between the system record and the UE record.

For example, you may create a table to hold the name and address of the Job Site Manager on each job. If there were only one manager per job, you would create a UE table that has a 1-1-attachment type with the job table.

1-Many: Many Rows Distinguished by Date

This type describes an attachment where there is a one to many relationships between the system record and the UE record. In this case, each new record is differentiated by a date.

For example, you may create a table to hold the name and address of the Job Site Manager on each job. If more than one manager works throughout the life of the job and you wish to keep a history of the managers by their start date, you would create a UE table that has a 1-many attachment (distinguished by date) with the job table.

1-Many: Many Rows Distinguished by Trans. Num

This type describes an attachment where there is a one to many relationships between the system record and the UE record. In this case, each new record is differentiated by a transaction number that starts at one and increases as each subsequent record is added to the table.

For example, you may create a table to hold the name and address of the Job Site Manager on each job. If more than one manager works throughout the life of the job and you wish to keep a history of the managers by the sequence in which they worked on the job, you would create a UE table that has a 1-many attachment (distinguished by transaction) with the job table.

1-Many: Many Rows Distinguished by discriminator

This type describes an attachment where there is a one to many relationships between the system record and the UE record. In this case, a unique user-defined column differentiates each new record.

For example, you may create a table to hold the name and address of the Job Site Manager on each job. If more than one manager works throughout the life of the job and you wish to keep a list of the managers who worked on the job, you would create a UE table that has a 1-many attachment (distinguished by discriminator) with the job table. When defining the fields within this table, you define the discriminator as the managers' name.

Required – Checkbox, Record Validation (Date)

If a user extension table is marked as required, then when a user creates a new record in the table associated with the user extension, then the system will try to enforce that the user extension information be entered as well.

The record validation date allows the user to make a User Extension required, without invalidating previously entered records. If a date is entered in this field, then any records entered prior to this date that do not have a user extension will still be considered valid.

Mandatory user extensions are available for Business Partner, Employee Profile, Equipment Maintenance, Job Setup and Job Assign Cost Codes. When the required checkbox is unchecked, mandatory user extensions are not in effect. When the required checkbox is changed to checked, an Options pop-up window will appear with the following options:

- Validate All Records Now
- Validate At The Time Of Entry

Both selections will work in conjunction with the new field Record Validation date field. If the Record Validation date field is left null and 'Validate All Records Now' is selected, all records in the table will be changed to read 'N' in the table and will be invalid in the screen. A user extension will need to be entered in order for the record to become valid.

If the Record Validation date field has a date entered, only those records that were created on or after that date will be changed to invalid until such time as a user extension is entered. A new record will be invalid until a user extension is entered.

If the 'Validate At The Time Of Entry' is selected, a new record will be invalid until such time as a user extension is entered. Records previously entered will not be considered invalid unless the form is entered and the setup is on or after the required date. At that time, the user will be asked to enter a user extension and the state of invalid will be in effect until the user extension is entered.

NOTE: If a user extension is set as 'Required' against the Job Master table, then the job record will not be considered valid (usable) unless the UE information is entered.

Default Entry Type

Specify the default entry type by selecting either the form or the tabular entry. The form entry will display one record per screen, while the tabular entry will display the screen in a column and row format.

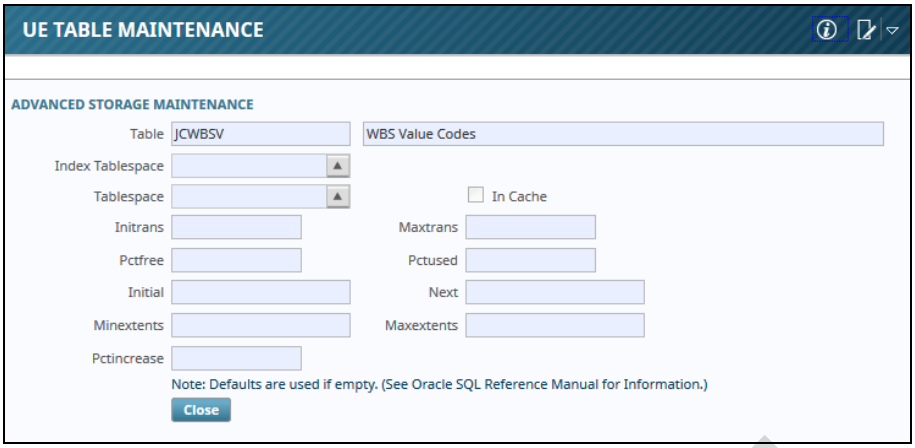
Custom Entry Form

Only use this field if you or CMiC has created a special entry program just for this user extension. This field can only be used if the Default Entry Type field is set to "Custom".

Linked Table Code

This field should only be used when a user extension is created against an object that is then transformed. For example, if there is a user extension table defined against the invoice registry table, you may want to move the user extension data along with the invoice information when the registered invoice is turned into a voucher. In this case, the Voucher Table would be entered as the linked Table.

[**Storage**] – Button (Modify the Advanced Storage Maintenance)

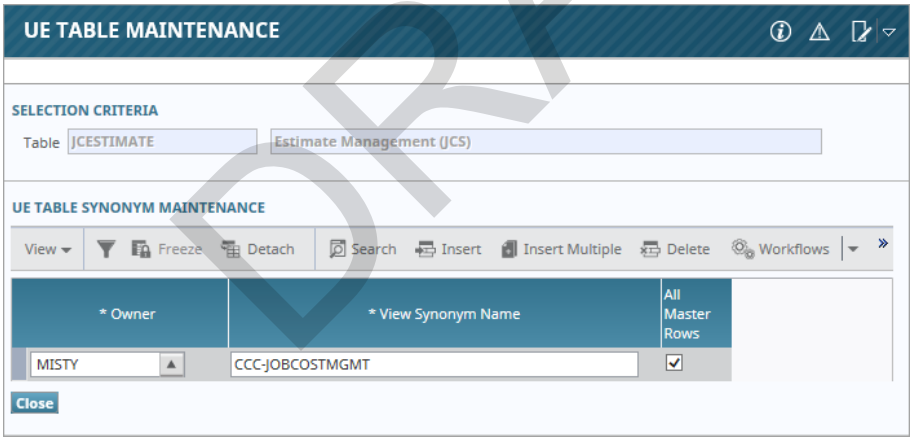


Pop-up window launched from the [Storage] button on the UE Table Maintenance screen (standard Treeview path: System > User Extensions > Table Maintenance)

Oracle provides for specific parameters for finetuning the manner in which the tables are stored. This screen allows these parameters to be set. This is an optional step and must be done before directly after entering the Attached Table field.

See the Oracle SQL Reference Manual for more details and check with your Database Administrator prior to making any changes into this screen.

[**Synonyms**] – Button (Create Table Synonyms)

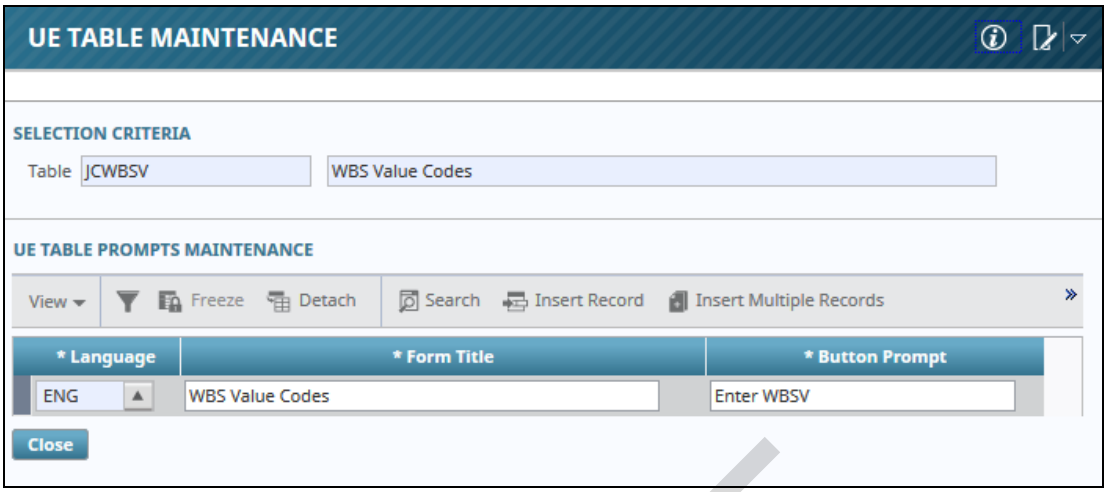


Pop-up window launched from the [Storage] button on the UE Table Maintenance screen (standard Treeview path: System > User Extensions > Table Maintenance)

This pop-up window provides the ability to give the new table an alternate name and owner so that it can be found easily when using third-party tools to view the data. This is an optional function.

The 'All Master Rows' checkbox option provides the ability to specify whether the view displays rows when user extended data has not been entered. Take for example a situation where a synonym is being created for the extra job table which stores the Project Manager's name. When the 'All Master Rows' option is checked, this indicates to the system to display all the master job table records regardless of whether the project manager has been entered. Leaving this option blank would only display the record if the project manager data exists on the record.

[**Prompts**] – Button (Define the UE Table Prompts)



Pop-up window launched from [Prompts] button on UE Table Maintenance screen (standard Treeview path: System > User Extensions > Table Maintenance)

The UE table prompts define the button Prompt on the User Extension palette as well as the form title of the screen.

Language Code

The system will default the language code that is being used to define the User Extension table. For example, if English is being used, the code ENG will appear in this field and does not require any change.

If a multi-lingual system is being used, this User Extension could be created in a language other than the one defaulted. In this case, move to a new record and enter/select the appropriate language code for the system that will require this User Extension.

Form Title

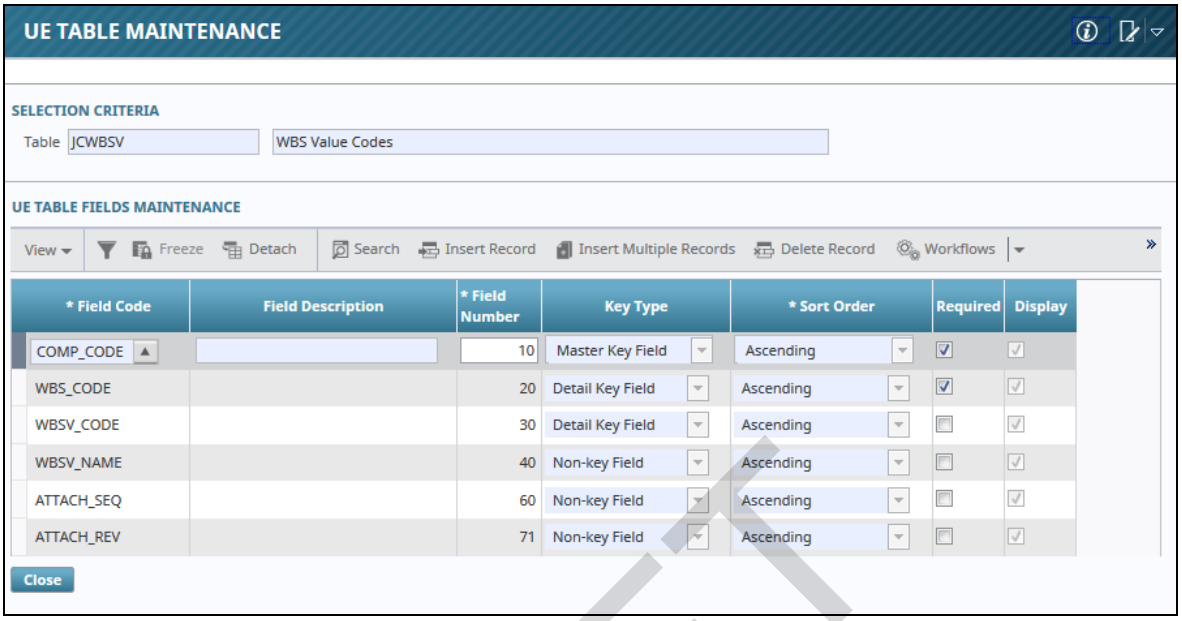
The system will default the Form Title field from the UE Table Description field. If the default language code is being used, there is no reason to change this field.

If a multi-lingual system is being used, enter the form title for the appropriate language.

Button Prompt

The button prompt will default from the Table Code field. This prompt can be changed to a more user-friendly button prompt.

[**Fields**] – Button (Enter the UE Table Fields)



Pop-up window launched from the [Fields] button on the UE Table Maintenance screen (standard Treeview path: System > User Extensions > Table Maintenance)

Once the UE table has been created and linked it to a system table, the fields which will exist within that table must be defined.

The system automatically creates the 'master key fields' that are required by Oracle when defining a table. The field ATTACH_SEQ is also a system defined field and will also automatically be created for every table.

NOTE: The connection of the UE table to a system table (i.e. Additional job information to the job table), will automatically create the 'master key fields' that are required by Oracle when defining a table. These fields will be displayed as reference when this screen is entered but cannot be modified.

Field Code, Field Description

Enter/select the UE field code for the field being added to this table. Only UE field codes can be entered. The field description will display automatically with a valid entry.

Field Number

Enter the field display order number that represents the order in which the fields will display on the input screen.

NOTE: Regardless of the entry in this field, the 'Master Key' fields will always display first and the 'Detail Key' fields keys will always display second.

Key Type

Select the appropriate key type for the field being entered. There are three different key types: "Master Key Field", "Detail Key Field", and "Non-key Field".

The Master Key Fields will always be defined for you.

The Detail Key Field is used to define the field on which each new record is differentiated. For example, take the situation where you are creating a table to hold the name and address of the Job Site Managers on

a job. In order to keep a list of the managers who worked on the job, you would create a UE table that has a 1-many attachment (distinguished by discriminator) with the job table. When defining the fields within this table, you would define the manager's name as the discriminator by defining the field as a DETAIL KEY.

All other fields would be defined as Non-key Fields.

Sort Order

Assign the sort order to the field. The system allows fields to be sorted in ascending or descending order.

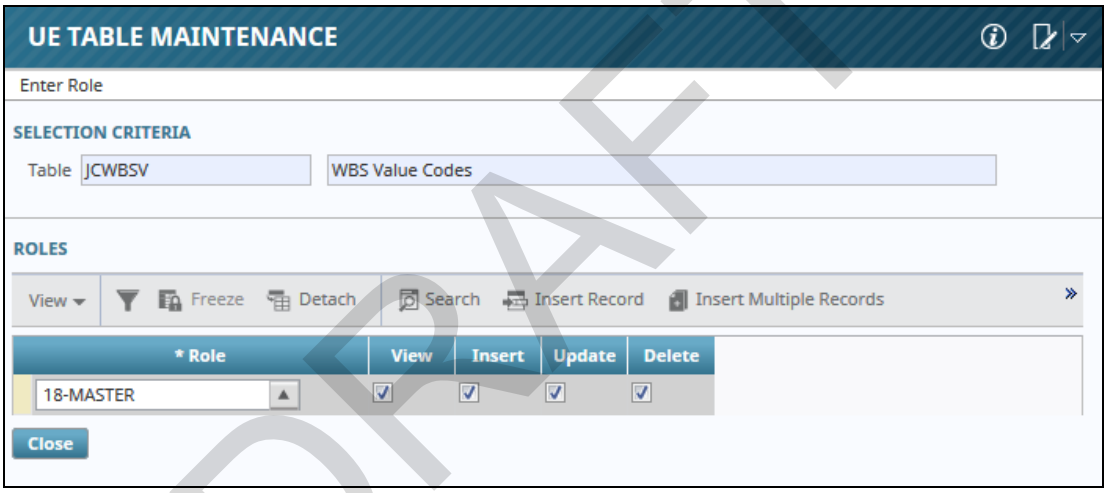
Required – Checkbox

Check the 'Required' box if an entry is required into the prompts for this field. This option will default from the UE Field Maintenance table, but it can be modified for use on this table.

Display – Checkbox

Check the 'Display' box if this field should be displayed on the input screen.

[**Roles**] – Button (Specify the UE Table Roles)



Pop-up window launched from the [Roles] button on the UE Table Maintenance screen (standard Treeview path: System > User Extensions > Table Maintenance)

As with all programs in the system, access can be limited to the UE table by assigning a role to this table.

See the section on Security Roles within this guide for more details.

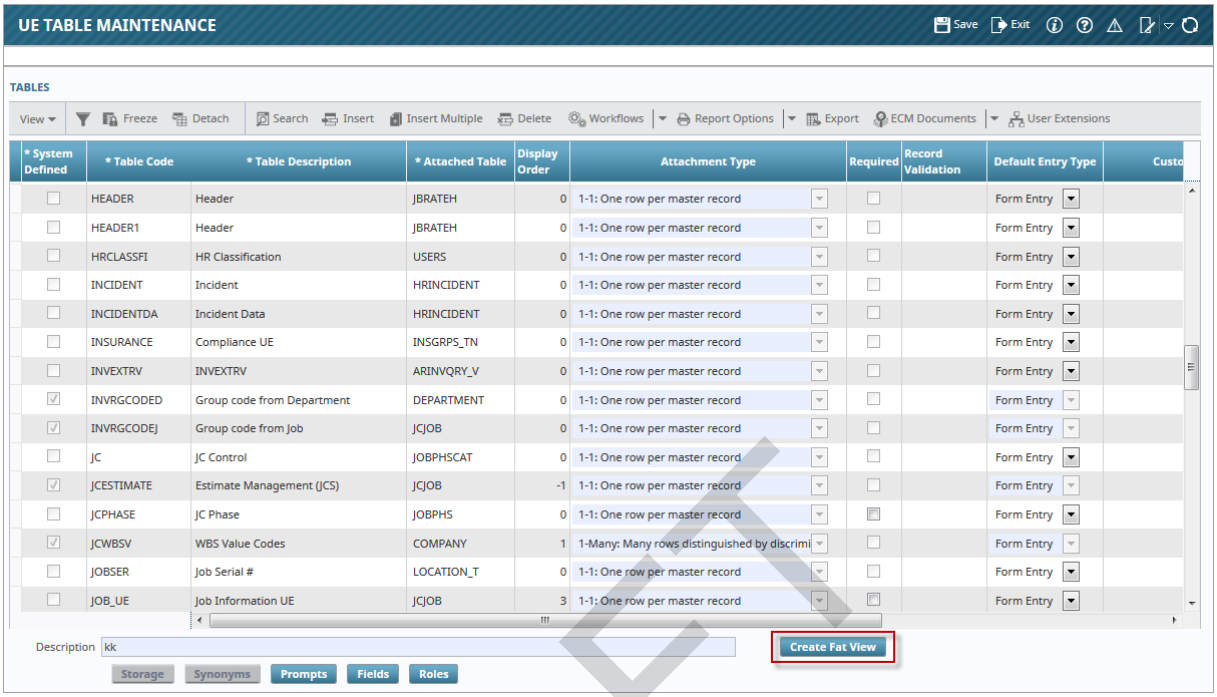
Role

Enter the security role code(s) that apply to this table – if none are entered, everyone will have access to this extension.

Role Information

Modify the insert, update, delete and view options for this role by checking or unchecking the appropriate option box.

[**Create Fat View**] – Button



Pop-up window launched from the [Create Fat View] button on the UE Table Maintenance screen (standard Treeview path: System > User Extensions > Table Maintenance)

This option will create a Fat View for the UE Table selected. This may include Triggers, Views and Outer Views. An example for a UE Fat View creation output would result in the following database objects created:

UETD_DAJOB_UE_FV:

```
create or replace view uetd_dajob_ue_fv as
select COMP_CODE
,JOB_CODE
,ATTACH_SEQ
,ATTACH_REV
,TESTER
,INFORMATIO
,rowidtochar(rowid)   ue_rowid

            from UETD_DAJOB_UE
```

DBT_I_IUD_DAJOB_UE_FV:

```
CREATE OR REPLACE TRIGGER DBT_I_IUD_DAJOB_UE_FV
INSTEAD OF INSERT OR UPDATE OR DELETE ON UETD_DAJOB_UE_FV
for each row
begin
da.dbk_sys_validate.not_null(:new.COMP_CODE,da.dbk_ue_maintain.f_get_column_prompt('CO
MP_CODE'));
da.dbk_sys_validate.not_null(:new.JOB_CODE,da.dbk_ue_maintain.f_get_column_prompt('JOB
_CODE'));

  if inserting then
 insert into UETD_DAJOB_UE
( COMP_CODE
,JOB_CODE
,ATTACH_SEQ
,ATTACH_REV
,TESTER
,INFORMATIO
)
values( :new.COMP_CODE
```

```
,:new.JOB_CODE
,:new.ATTACH_SEQ
,:new.ATTACH_REV
,:new.TESTER
,:new.INFORMATIO
);
  elsif updating then
 update UETD_DAJOB_UE
set COMP_CODE = :new.COMP_CODE
,JOB_CODE = :new.JOB_CODE
,ATTACH_SEQ = :new.ATTACH_SEQ
,ATTACH_REV = :new.ATTACH_REV
,TESTER = :new.TESTER
,INFORMATIO = :new.INFORMATIO
  where rowid = chartorowid(:old.ue_rowid);
  else delete UETD_DAJOB_UE
where rowid = chartorowid(:old.ue_rowid);
end if;
exception
  when others then
    if sqlcode=-1 then
      da.dbk_sys_error.set_error_message('SYS-000039-ERR');
      da.dbk_sys_error.raise_proc_error('DA.DBT_I_IUD_DAJOB_UE_FV', 'Uniqueness
violation', null);
    else
      raise;
    end if;

       end DBT_I_IUD_DAJOB_UE_FV;
```

UETD_DAJOB_UE_OUTER_VIEW:

```
create or replace view uetd_dajob_ue_outer_view as
select A.JOB_FCAST_INCL_SUBJOBS_FLG
,A.JOB_ADJ_BUDG_EQUALS_REV_FLG
,A.JOB_PHS_BUDG_UNITS_FLAG
,A.JOB_SI_SEQ_NUM
,A.JOB_REVREC_CURR_DATE
,A.JOB_REVREC_LST_AMT
,A.WORK_LOC
,A.JOB_MUTLI_OVHD_PC_FLAG
,A.JOB_WORK_LOC
,A.JOB_POLICY_NO
,A.JOB_PREVAILING_WAGE
,A.JOB_PL_POLICY_NO
,A.JOB_FULLY_PAID_INVS
,A.JOB_DAYS_OUTST_INV_PAID_TTL
,A.JOB_RATE_BY_JOB_FLAG
,A.JOB_USE_PAY_BILL_RATE_FLAG
,A.JOB_USE_EQP_BILL_RATE_FLAG
,A.JOB_CUST_CONTACT_NAME
,A.JOB_TERM_CODE
,A.JOB_INVOICE_GROUP_CODE
,A.JOB_BILLING_TYPE_CODE
,A.JOB_INVOICE_FORMAT_CODE
,A.JOB_CONSTRUCTION_VALUE
,A.JOB_MAX_HOURLY_RATE
,A.JOB_MAX_BILLING_AMT
,A.JOB_MAX_BILLING_BUDGET_AMT
,A.JOB_BILLING_RATE_TABLE_CODE
,A.JOB_IB_ALLOW_FLAG
,A.JOB_IB_FULL_TARIFF_FLAG
,A.JOB_CONT_TYPE_CODE
,A.JOB_LONG_CODE
,A.JOB_RESERVE_REV_DEPT_CODE
,A.JOB_RESERVE_REV_ACC_CODE
,A.JOB_CONSTRUCTION_VALUE_PCT
,A.JOB_MAX_HOURS
,A.JOB_CILOC_CODE
,A.JOB_JTR_EXP_FLAG
,A.JOB_IB_EXPENSE_CAT_CODE
,A.JOB_ORIGINAL_CONTRACT_AMT
```

```
,A.JOB_DEFAULT_DEPT_CODE
,A.JOB_AP_TAX1_CODE
,A.JOB_AP_TAX2_CODE
,A.JOB_AP_TAX3_CODE
,A.JOB_AR_TAX1_CODE
,A.JOB_AR_TAX2_CODE
,A.JOB_AR_TAX3_CODE
,A.JOB_JB_MAP_CODE
,A.JOB_CAL_SAL_CHARGE_RATE
,A.JOB_WIP_OVERRIDE_CONT_AMT
,A.JOB_TAX1_CODE
,A.JOB_TAX2_CODE
,A.JOB_TAX3_CODE
,A.JOB_APPLY_DB_RULES
,A.JOB_ATTACH_ORASEQ
,A.JOB_OBJECT_ORASEQ
,A.JOB_WIP_ROLL_IN_SUBJOB_FLAG
,A.JOB_UE_VALID_FLAG
,A.JOB_PARTN_CODE
,A.JOB_PARTN_TYPE_CODE
,A.JOB_CONTACT_CODE
,A.JOB_ADD_TYPE_CODE
,A.JOB_RULE_CODE
,A.JOB_CREATE_DATE
,A.JOB_PAY_FROM_JOB_COMP_FLAG
,A.JOB_ORIG_BUDGET_EFFECTIVE_DATE
,A.JOB__IU__CREATE_DATE
,A.JOB__IU__CREATE_USER
,A.JOB__IU__UPDATE_DATE
,A.JOB__IU__UPDATE_USER
,A.JOB_COMPLETED_FOR_WIP_FLAG
,A.JOB_EXCLUDE_FROM_WIP_FLAG
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,A.JOB_PAYRATE_SCHEDULE_CODE
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,A.JOB_CERTREP_CONTRACT_NUMBER
,A.JOB_CERTREP_FRINGE_BEN_PAID
,A.JOB_PROJ_THRESHOLD_PCT
,A.JOB_PUBLIC_SECTOR_FLAG
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,A.JOB_CODE
,A.JOB_CTRL_CODE
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,A.JOB_CUST_CODE
,A.JOB_CONTRACT_CODE
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,A.JOB_WIP_ACC_CODE
,A.JOB_LBC_DEPT_CODE
,A.JOB_LBC_ACC_CODE
,A.JOB_LTC_DEPT_CODE
,A.JOB_LTC_ACC_CODE
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,A.JOB_BILL_ACC_CODE
,A.JOB_BILL_AMT
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,A.JOB_STATUS_CODE
,A.JOB_ACCMETH_CODE
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,A.JOB_WM_CODE
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,A.JOB_WBSV_REQUIRED_FLAG6
,A.JOB_WBSV_REQUIRED_FLAG7
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,A.JOB_WBSV_REQUIRED_FLAG9
,A.JOB_WBSV_REQUIRED_FLAG10
,A.JOB_WBSV_REQUIRED_FLAG11
,A.JOB_WBSV_REQUIRED_FLAG12
,A.JOB_WBSV_EDITABLE_FLAG1
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,A.JOB_WBSV_EDITABLE_FLAG5
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,A.JOB_WBSV_EDITABLE_FLAG11
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,A.JOB_WBSV_EDITABLE_FLAG12
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,A.JOB_BID_CODE
,A.JOB_MAKEUP_FLAG
,A.JOB_PM_FLAG
,A.JOB_BILL_METH_CODE
,A.JOB_INV_FORMAT_CODE
,A.JOB_BID_SUBMIT_DATE
,A.JOB_PROPERTY_ID
,A.JOB_AREA_DISTRICT
,A.JOB_PROVINCE_CODE
,A.JOB_REVENUE_GEN_STATE
,A.JOB_UNBILLED_REV_DEPT_CODE
,A.JOB_UNBILLED_REV_ACC_CODE
,A.JOB_HIER
,A.JOB_CHG_SEQ_NUM
,A.JOB_BUDGR_SEQ_NUM
,A.JOB_AUTH_RQ_SEQ_NUM
,UETD_DAJOB_UE.ATTACH_SEQ
,UETD_DAJOB_UE.ATTACH_REV
,UETD_DAJOB_UE.TESTER
,UETD_DAJOB_UE.INFORMATIO
 from DA.JCJOB_TABLE A,UETD_DAJOB_UE
where UETD_DAJOB_UE.COMP_CODE (+)  = A.JOB_COMP_CODE
        and UETD_DAJOB_UE.JOB_CODE (+)  = A.JOB_CODE
```

UETD_DAJOB_UE_VIEW:

```
create or replace view uetd_dajob_ue_view as
select A.JOB_FCAST_INCL_SUBJOBS_FLG
,A.JOB_ADJ_BUDG_EQUALS_REV_FLG
,A.JOB_PHS_BUDG_UNITS_FLAG
,A.JOB_SI_SEQ_NUM
,A.JOB_REVREC_CURR_DATE
,A.JOB_REVREC_LST_AMT
,A.WORK_LOC
,A.JOB_MUTLI_OVHD_PC_FLAG
,A.JOB_WORK_LOC
,A.JOB_POLICY_NO
,A.JOB_PREVAILING_WAGE
,A.JOB_PL_POLICY_NO
,A.JOB_FULLY_PAID_INVS
,A.JOB_DAYS_OUTST_INV_PAID_TTL
,A.JOB_RATE_BY_JOB_FLAG
,A.JOB_USE_PAY_BILL_RATE_FLAG
,A.JOB_USE_EQP_BILL_RATE_FLAG
,A.JOB_CUST_CONTACT_NAME
,A.JOB_TERM_CODE
,A.JOB_INVOICE_GROUP_CODE
,A.JOB_BILLING_TYPE_CODE
,A.JOB_INVOICE_FORMAT_CODE
,A.JOB_CONSTRUCTION_VALUE
,A.JOB_MAX_HOURLY_RATE
,A.JOB_MAX_BILLING_AMT
,A.JOB_MAX_BILLING_BUDGET_AMT
,A.JOB_BILLING_RATE_TABLE_CODE
,A.JOB_IB_ALLOW_FLAG
,A.JOB_IB_FULL_TARIFF_FLAG
,A.JOB_CONT_TYPE_CODE
,A.JOB_LONG_CODE
,A.JOB_RESERVE_REV_DEPT_CODE
,A.JOB_RESERVE_REV_ACC_CODE
,A.JOB_CONSTRUCTION_VALUE_PCT
,A.JOB_MAX_HOURS
,A.JOB_CILOC_CODE
,A.JOB_JTR_EXP_FLAG
,A.JOB_IB_EXPENSE_CAT_CODE
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,A.JOB_DEFAULT_DEPT_CODE
,A.JOB_AP_TAX1_CODE
```

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,A.JOB_AP_TAX2_CODE
,A.JOB_AP_TAX3_CODE
,A.JOB_AR_TAX1_CODE
,A.JOB_AR_TAX2_CODE
,A.JOB_AR_TAX3_CODE
,A.JOB_JB_MAP_CODE
,A.JOB_CAL_SAL_CHARGE_RATE
,A.JOB_WIP_OVERRIDE_CONT_AMT
,A.JOB_TAX1_CODE
,A.JOB_TAX2_CODE
,A.JOB_TAX3_CODE
,A.JOB_APPLY_DB_RULES
,A.JOB_ATTACH_ORASEQ
,A.JOB_OBJECT_ORASEQ
,A.JOB_WIP_ROLL_IN_SUBJOB_FLAG
,A.JOB_UE_VALID_FLAG
,A.JOB_PARTN_CODE
,A.JOB_PARTN_TYPE_CODE
,A.JOB_CONTACT_CODE
,A.JOB_ADD_TYPE_CODE
,A.JOB_RULE_CODE
,A.JOB_CREATE_DATE
,A.JOB_PAY_FROM_JOB_COMP_FLAG
,A.JOB_ORIG_BUDGET_EFFECTIVE_DATE
,A.JOB__IU__CREATE_DATE
,A.JOB__IU__CREATE_USER
,A.JOB__IU__UPDATE_DATE
,A.JOB__IU__UPDATE_USER
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,A.JOB_PW_OV_RATE
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,A.JOB_BILL_TBL_REV_FCAST_FLG
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,A.JOB_PAYRATE_SCHEDULE_CODE
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,A.JOB_JB_RETAINAGE_CODE
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,A.JOB_PUBLIC_SECTOR_FLAG
,A.JOB_UNIT_PRICED_CONTRACT_FLAG
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,A.JOB_CTRL_CODE
,A.JOB_NAME
,A.JOB_CUST_CODE
,A.JOB_CONTRACT_CODE
,A.JOB_WIP_DEPT_CODE
,A.JOB_WIP_ACC_CODE
,A.JOB_LBC_DEPT_CODE
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,A.JOB_CC_DEPT_CODE
,A.JOB_CC_ACC_CODE
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,A.JOB_ACT_COMPL_DATE
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,A.JOB_LST_REC_DATE
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,A.JOB_HB_REC_AMT
,A.JOB_REVREC_AMT
,A.JOB_HB_AMT
,A.JOB_PROFREC_AMT
,A.JOB_LST_REC_PC
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,A.JOB_BUDG_UNIT
,A.JOB_COMPL_UNIT
,A.JOB_DISB_AMT
,A.JOB_REVREC_LST_PC
,A.JOB_REVREC_PC
,A.JOB_CONTRACT_AMT
,A.JOB_COST_FLAG
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,A.JOB_SUB_FLAG
,A.JOB_SEC_GROUP
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,A.JOB_WBSV_REQUIRED_FLAG5
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,A.JOB_WBSV_REQUIRED_FLAG8
,A.JOB_WBSV_REQUIRED_FLAG9
,A.JOB_WBSV_REQUIRED_FLAG10
,A.JOB_WBSV_REQUIRED_FLAG11
,A.JOB_WBSV_REQUIRED_FLAG12
,A.JOB_WBSV_EDITABLE_FLAG1
,A.JOB_WBSV_EDITABLE_FLAG2
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,A.JOB_WBSV_EDITABLE_FLAG6
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,A.JOB_WBSV_EDITABLE_FLAG8
,A.JOB_WBSV_EDITABLE_FLAG9
,A.JOB_WBSV_EDITABLE_FLAG10
,A.JOB_WBSV_EDITABLE_FLAG11
,A.JOB_WBSV_EDITABLE_FLAG12
,A.JOB_BID_FLAG
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,A.JOB_BID_STATUS_CODE
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,A.JOB_PM_FLAG
,A.JOB_BILL_METH_CODE
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,A.JOB_PROPERTY_ID
,A.JOB_AREA_DISTRICT
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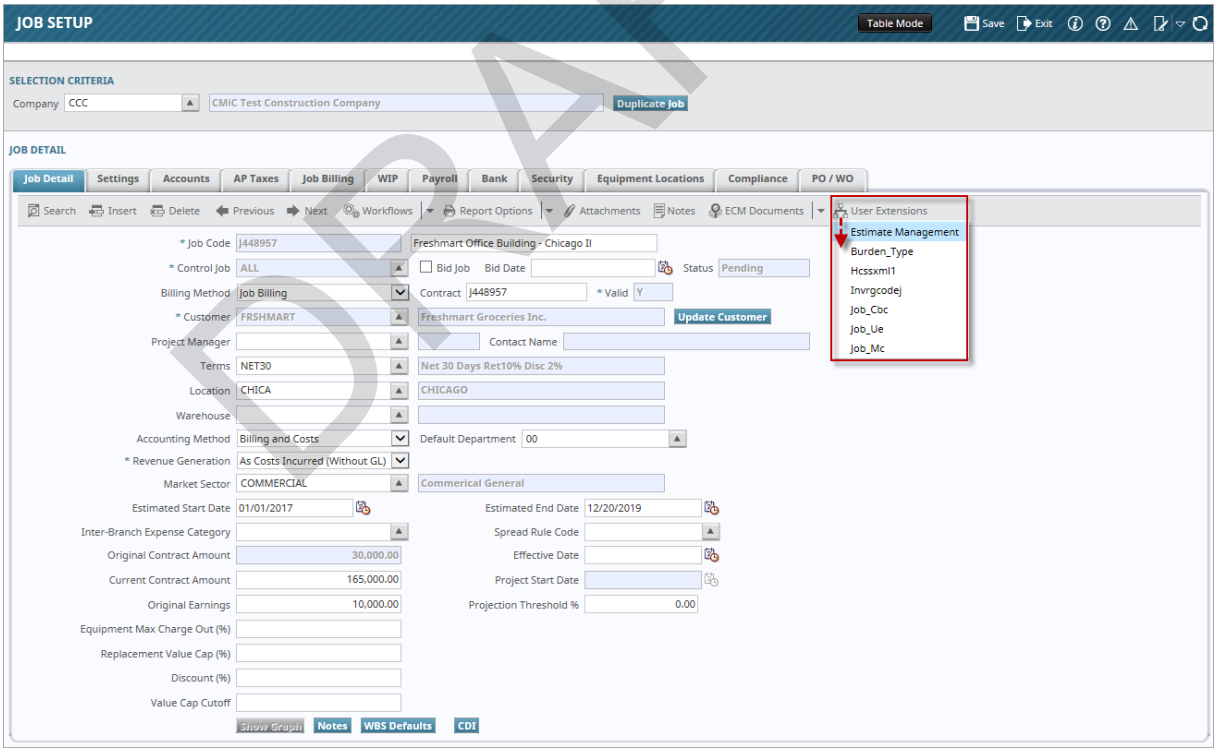
,A.JOB_REVENUE_GEN_STATE
,A.JOB_UNBILLED_REV_DEPT_CODE
,A.JOB_UNBILLED_REV_ACC_CODE
,A.JOB_HIER
,A.JOB_CHG_SEQ_NUM
,A.JOB_BUDGR_SEQ_NUM
,A.JOB_AUTH_RQ_SEQ_NUM
,UETD_DAJOB_UE.ATTACH_SEQ
,UETD_DAJOB_UE.ATTACH_REV
,UETD_DAJOB_UE.TESTER
,UETD_DAJOB_UE.INFORMATIO
 from DA.JCJOB_TABLE A,UETD_DAJOB_UE
where UETD_DAJOB_UE.COMP_CODE = A.JOB_COMP_CODE
            and UETD_DAJOB_UE.JOB_CODE = A.JOB_CODE
```

UE Data Entry

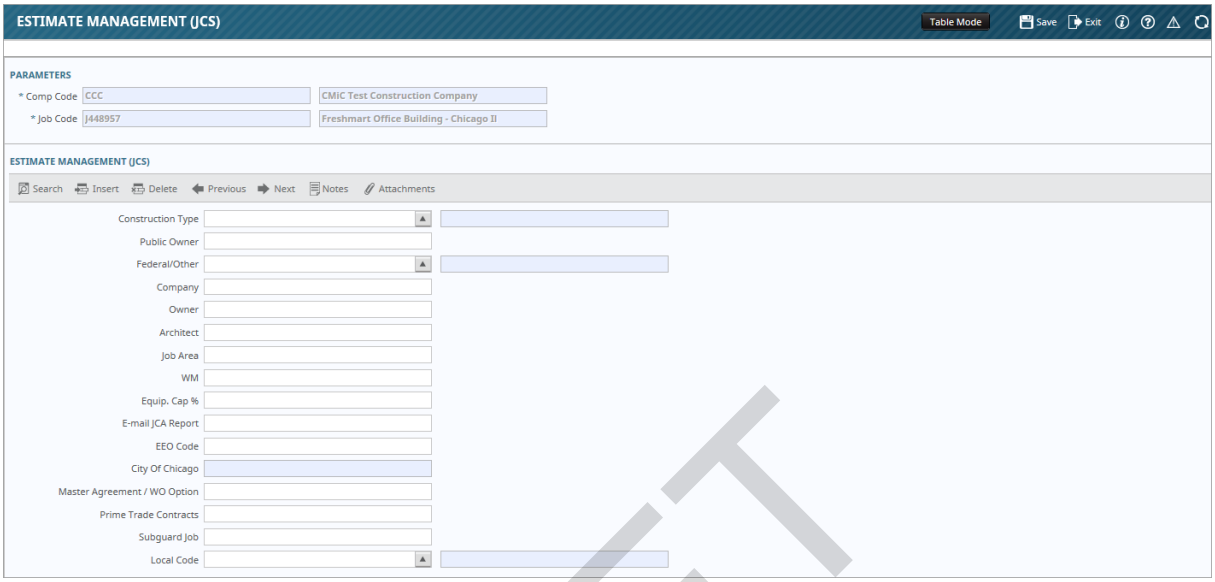


Example: Business Partners Screen showing User Extensions

The Block Toolbar of all screens on the system has a button called [**User Extensions**], as shown in the screenshot above.

When a User Extension table is connected to a system table, users can click on the [**User Extensions**] button to open a drop-down menu listing the appropriate user extension names.

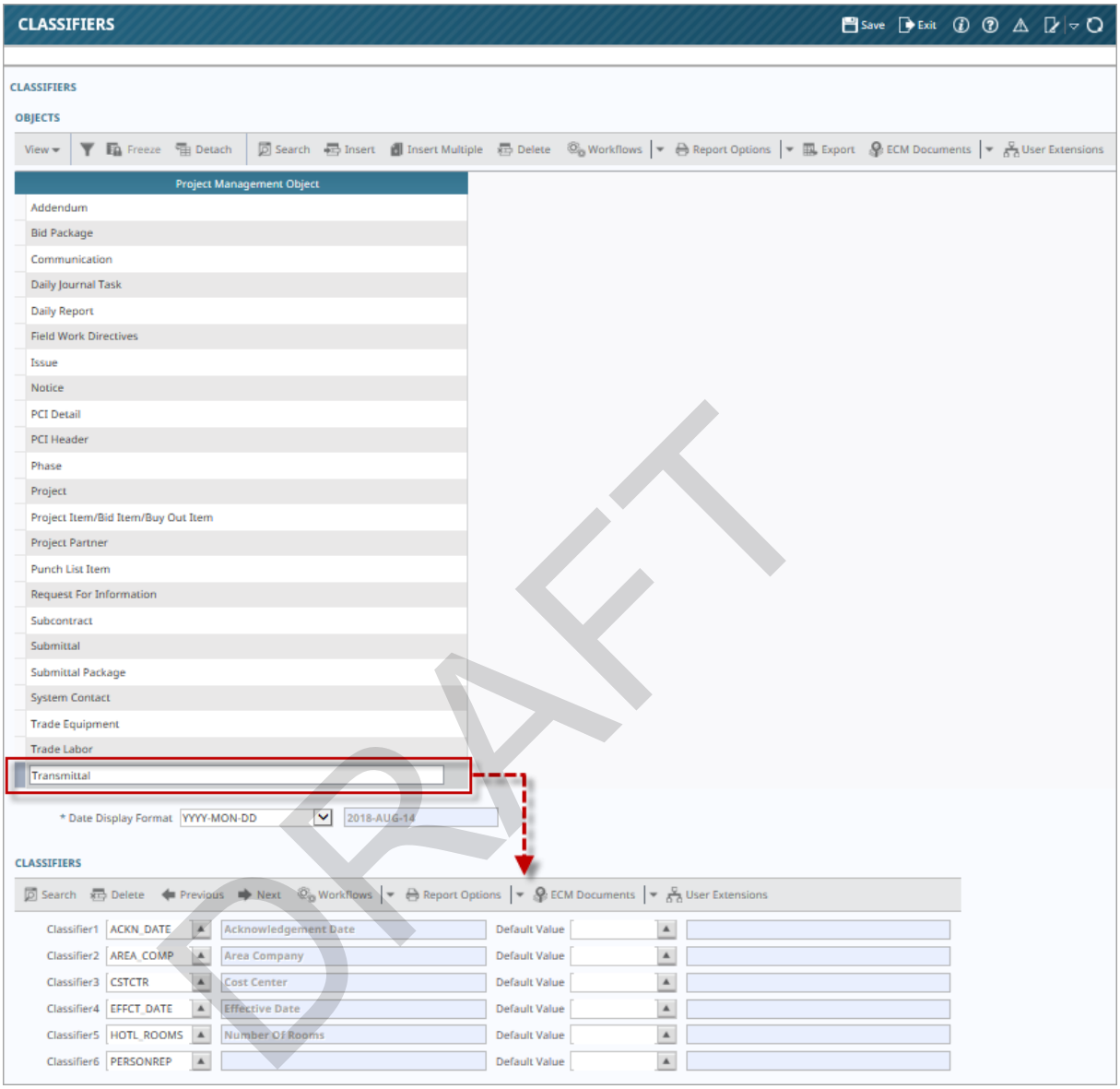
When the cursor is placed over the user extension name, it will highlight in blue. Clicking on the highlighted name will open the User Extension table. The type of screen displayed will be dependent on whether or not you have selected a form or a tabular display.



Example: User Extension – Form Format

If the user extension is a 'One to Many' style, meaning multiple records for one record in CMiC, then the display will probably be set to tabular (Table Mode). This allows the user to see that there are many records that can be entered.

Classifiers



Pgm: PMCLSFM – Classifiers; standard Treeview path: System > User Extensions> Classifiers

This screen is used to add user-defined classifier(s) to PM objects in CMiC Field (formerly xProjects/Project Management).

Objects – Section

In the Object section of the screen, select the PM object where the user-defined classifier(s) are to appear. A new PM object can also be inserted using the [**Insert**] button on the Objects Block Toolbar.

Date Display Format

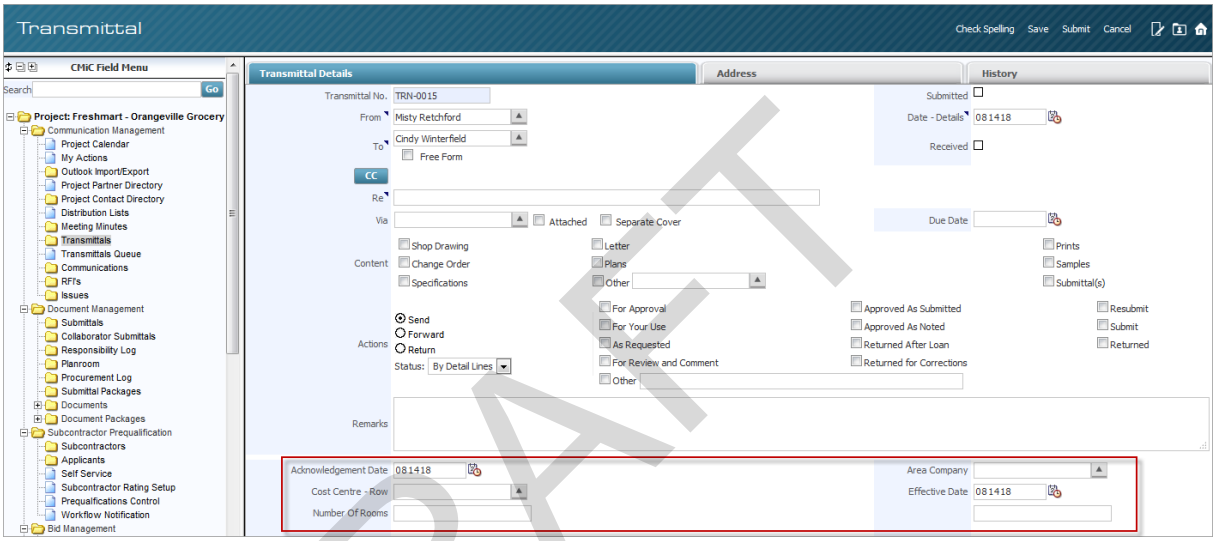
Select from the drop-down menu the format to display dates on the screen.

Classifiers – Section

In the Classifiers section of the screen, select the user-defined classifier(s) to be added to the PM object selected in the Objects section of the screen. These classifiers are defined on the Field Maintenance screen (standard Treeview path: *System > User Extensions> Field Maintenance*). Up to six classifiers can be added to a PM object. Default value(s) can also be selected for the classifiers, but this is not required.

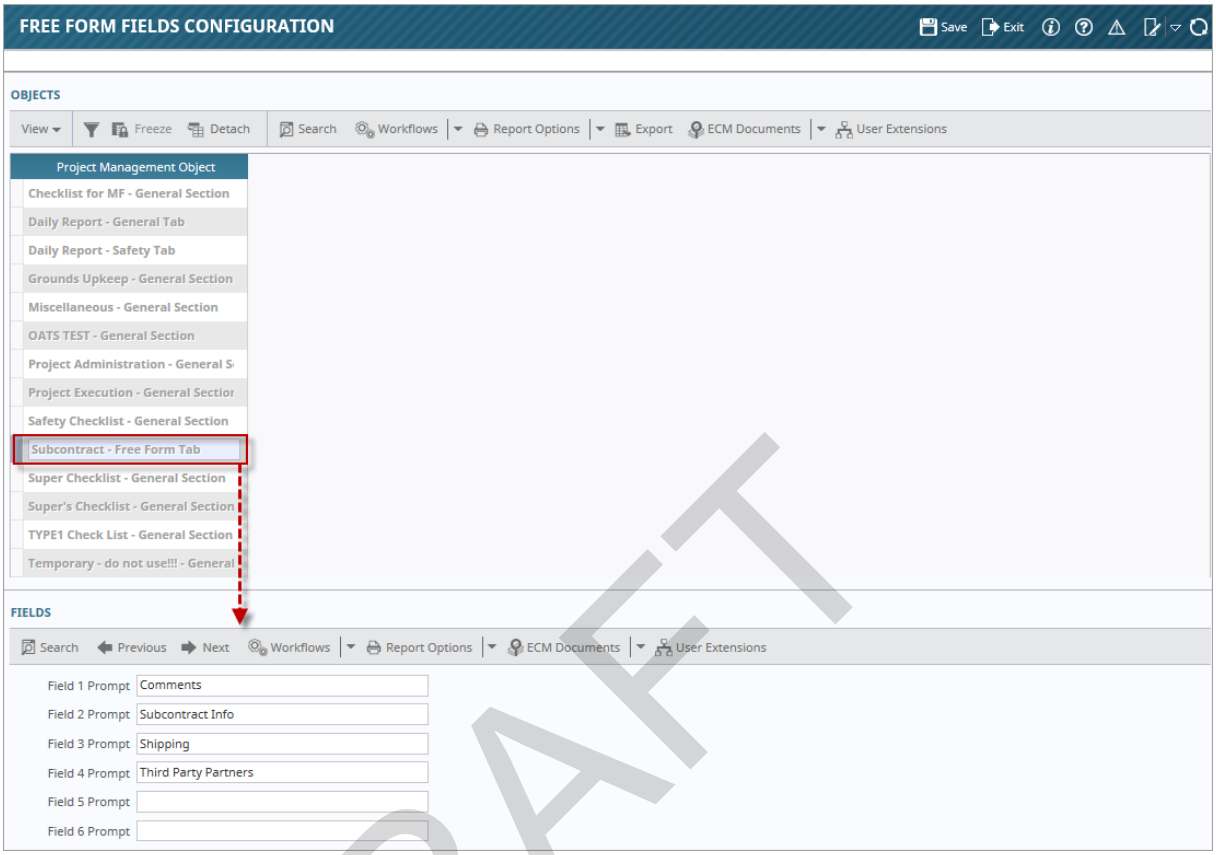
NOTE: If no previous classifiers have been defined for an PM object, click the [**Next**] button on the Classifiers Block Toolbar to insert original fields in the Classifiers section.

The screenshot below shows an example of a PM object (Transmittal) displaying the user-defined classifiers entered in the screenshot above.



Example of Transmittal in CMiC Field (xProjects/PM) showing defined classifiers

Free Form Fields

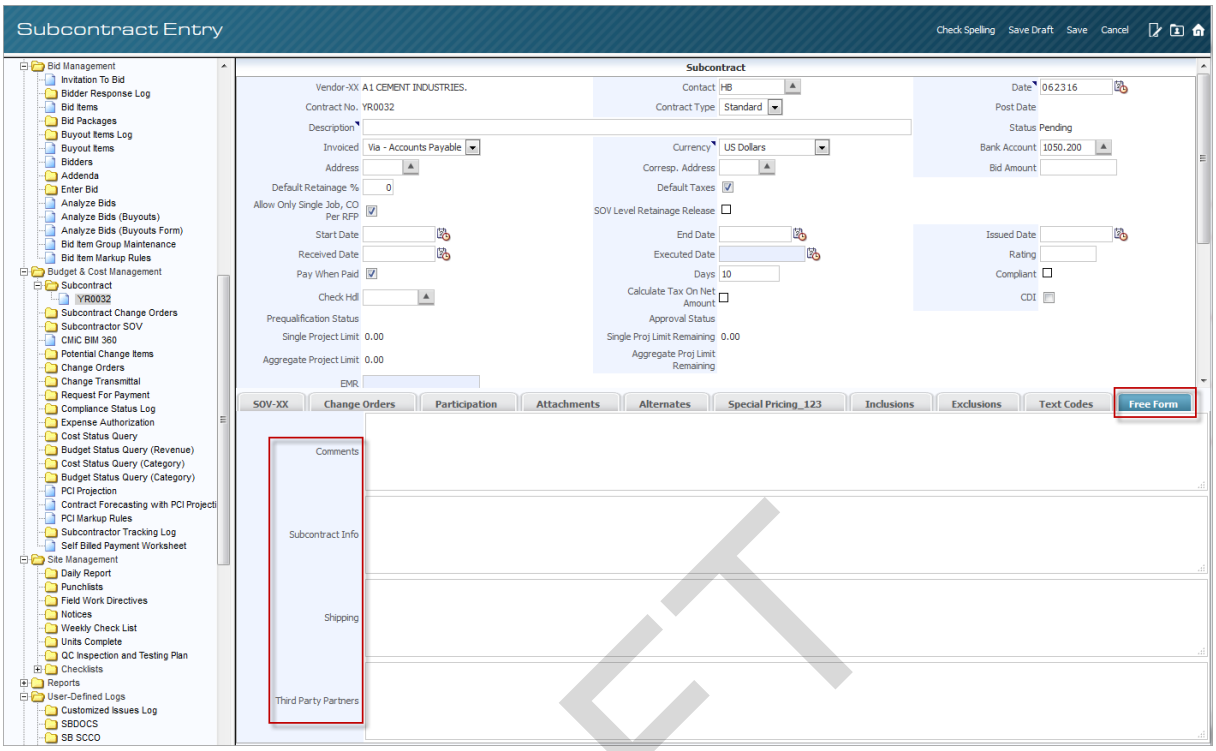


Pgm: PMFFSET – Free Form Fields Configuration; standard Treeview path: System > User Extensions> Free Form Fields

This screen is used to set up user-defined fields for Free Form tabs in PM objects in CMiC Field (xProjects/PM). For example, the Subcontract Entry screen's Free Form tab has user-defined fields to enter additional subcontract details.

NOTE: The Free Form tab will be disabled in CMiC Field until its user-defined fields are set up using the Free Form Fields screen.

The screenshot below shows an example of a PM object (Subcontract Free Form tab) displaying the user-defined fields entered in the screenshot above.



Example of Subcontract Entry screen Free Form tab in CMiC Field (xProjects/PM) showing defined classifiers

Data Sheets

Overview – Data Sheet Set Up

An opportunity's data sheet is used to keep additional, user-defined information about an opportunity, which can include industry specific information about an opportunity and its associated bid job, job, and project. The data sheet is composed of user-defined groups (sections), and these groups contain user-defined fields.

For instance, there could be a section to track project attributes. This section can be broken down by industry type, and each type could contain industry specific attributes. More specifically, sections for educational, commercial, and medical industry types could exist, which contain project attributes specific to the industry types.

Furthermore, the groups and fields on an opportunity's data sheet can be made available or unavailable, depending on the opportunity's data fields and on user-defined conditions. For instance, the opportunity data sheet can be configured so that an opportunity that has its Market Sector field set to "Commercial" will only have industry sections on its data sheet that are relevant to the commercial type.

Using the following two maintenance screens, the following steps are required to set up the data sheet for opportunity records:

File Maintenance (standard Treeview path: *System* > *User Extensions* > *Field Maintenance*):

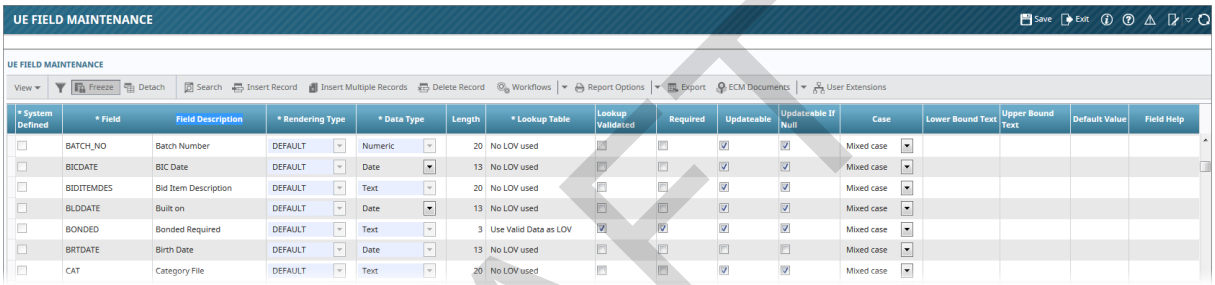
1. Create the user-defined fields required for the different sections of the opportunity data sheet.

Data Sheet Maintenance (standard Treeview path: *System* > *User Extensions* > *Data Sheet Maintenance*):

2. Create the sections to which user-defined fields belong, and add the user-defined fields to the sections.

3. Define visibility conditions to control which sections and fields are available for an opportunity's data sheet, based on the opportunity's fields.

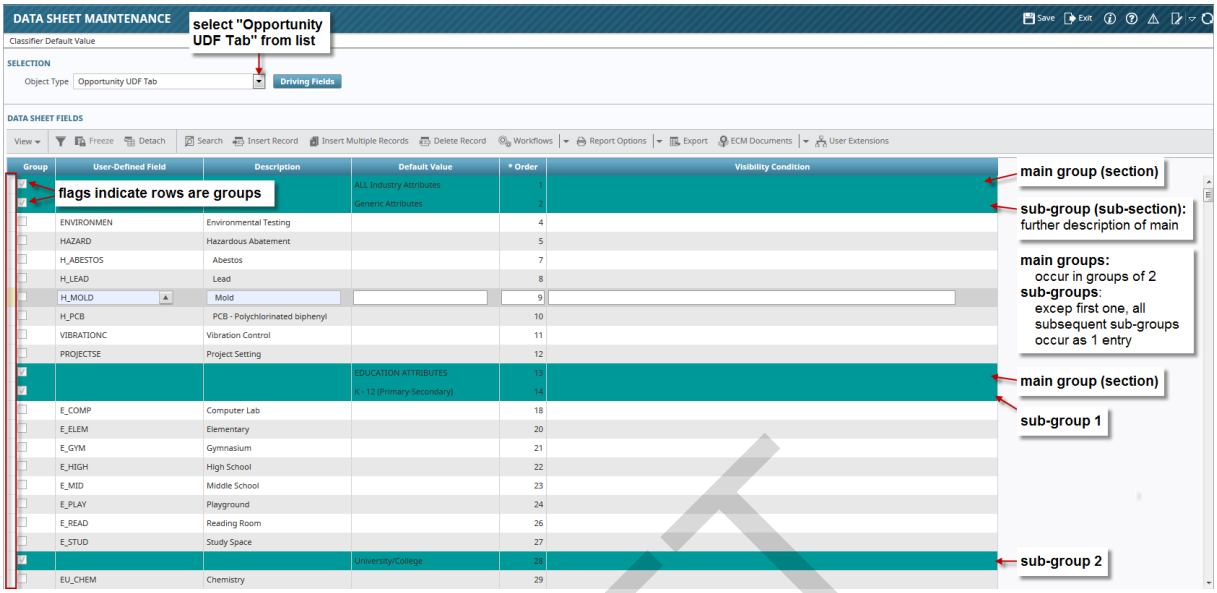
Field Maintenance (User Extension Maintenance)



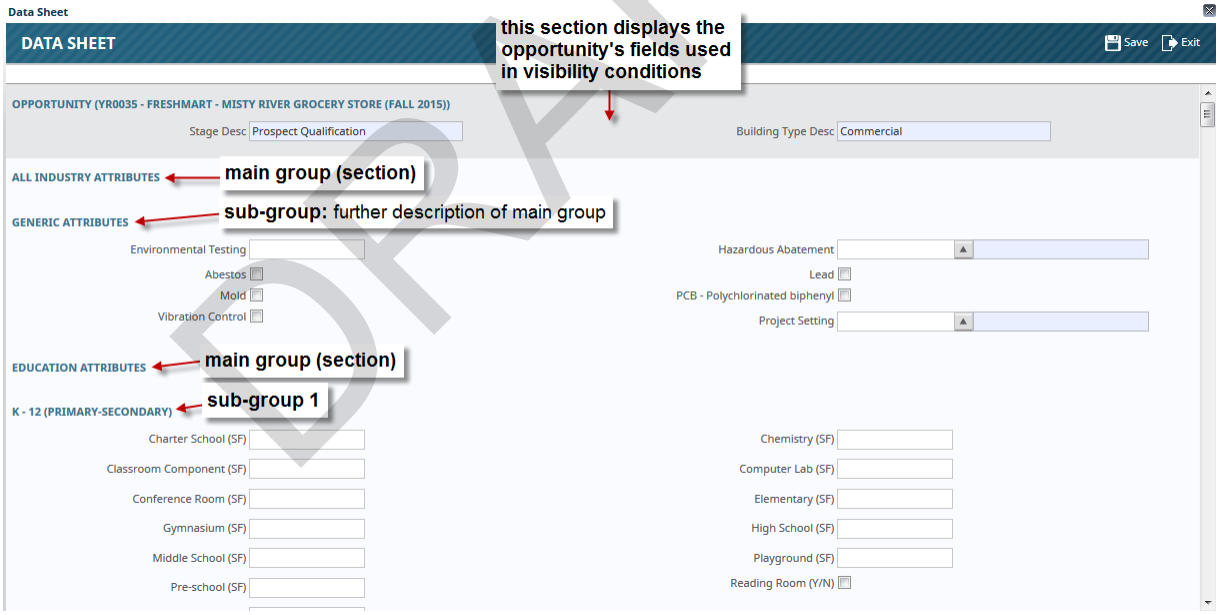
Pgm: UEFIELD – UE Field Maintenance; standard Treeview path: System > User Extensions> Field Maintenance

The Field Maintenance screen is used to create and define new data fields, which can be added to various objects throughout CMiC Enterprise that contain user defined fields, such as data sheets. Before the Data Sheet Maintenance screen can be used to add user-defined fields, the user-defined fields must have been created through this screen.

Data Sheet Maintenance



Pgm: SDCLASSIFIERS – Data Sheet Maintenance; standard Treeview path: System > User Extensions > Data Sheet Maintenance



Data Sheet created from setup in previous screenshot

The Data Sheet Maintenance screen is used to specify what groups (sections) appear on data sheets, and what user-defined fields appear under each group. It is also used to create visibility conditions, which are conditions used to determine when a group or field is to be available on an opportunity's data sheet, based on the opportunity's fields.

There are data sheets for various types of objects used in CMiC Enterprise. In this section, we are concerned with the data sheet for Opportunity objects. To select the data sheet for Opportunity objects, on the Data Sheet Maintenance screen, select "Opportunity UDF Tab" from the Object Type drop-down list, as shown in the first screenshot.

There are two types of groups on data sheets, as shown in the above screenshots: Main groups and sub-groups. All main groups appear in groups of two. The first group is the tile of the main group, and the second group is either just a more detailed description of the main group, if there are no sub-groups, or the title of the first sub-group. Except for the first sub-group, which is under its main group, all subsequent sub-groups appear as a single entry.

Create Group

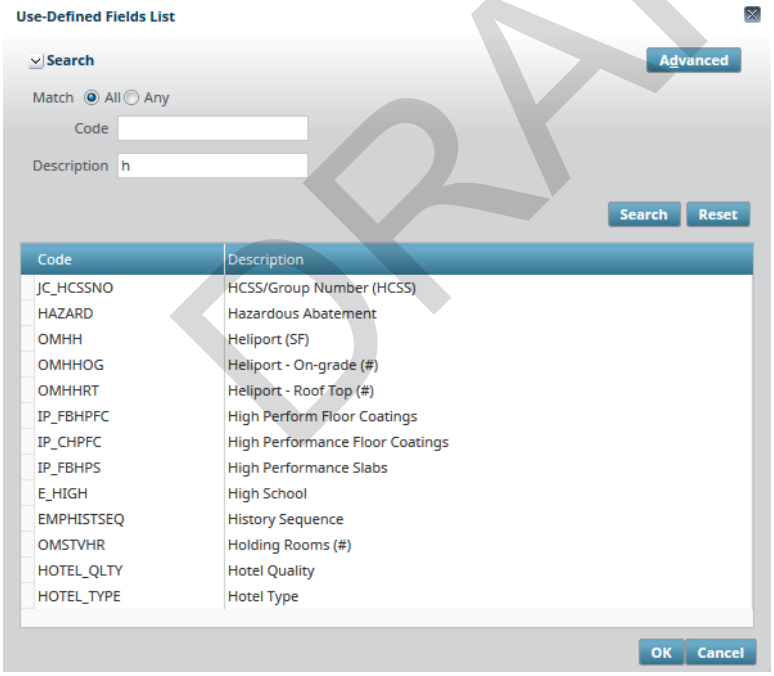
To create a group or sub-group, select the row under which the new row is to appear, using the selection area framed by the red rectangle. Click [**Insert**] on the Block Toolbar. For the new row, click the 'Group' checkbox, to indicate that the row is for a group (section) on the data sheet. Enter the group's description in the Description field, enter the text that is to be displayed on the data sheet in the Default Value field, and enter the order in which the group is to appear in the Order field.

If the group is a main group, click [**Insert**] on the Block Toolbar to create a second group under the main group. Recall that all main groups occur in a group of two groups. For the new row, click the 'Group' checkbox. If the main group has no sub-groups, use this new row to provide a more detailed title or description for the main group. If it does have sub-groups, use this row to detail the first sub-group. Click [**Save**].

Use the following instructions to help you add user defined fields to the created group.

If this group, including its fields, requires a visibility condition to control when it is available, refer to the *Add Visibility Conditions* step.

Add User Defined Fields



Pop-up LOV launched from the arrow of the User-Defined Field on the Data Sheet Maintenance screen (standard Treeview path: System > User Extensions > Data Sheet Maintenance)

To add a user-defined field, which was created using the Field Maintenance screen (standard Treeview path: *System > User Extensions > Field Maintenance*), select the row under which the new row is to appear, using the selection area framed by the red rectangle. Click [**Insert**] on the Block Toolbar. For the new row, click the arrow on User-Defined Field to bring up the above window to search for the user-defined field. Use the

Search section to search for the field, by entering the field's Code or Description and pressing Enter. When the user-defined field is found in the lower section, double-click it to select it and close the pop-up window.

Enter the field's label, as it will be displayed on the data sheet, in the Default Value field, and enter the order in which the group is to appear in the Order field.

If this field requires a visibility condition to control when it is available, refer to the following *Add Visibility Conditions* step.

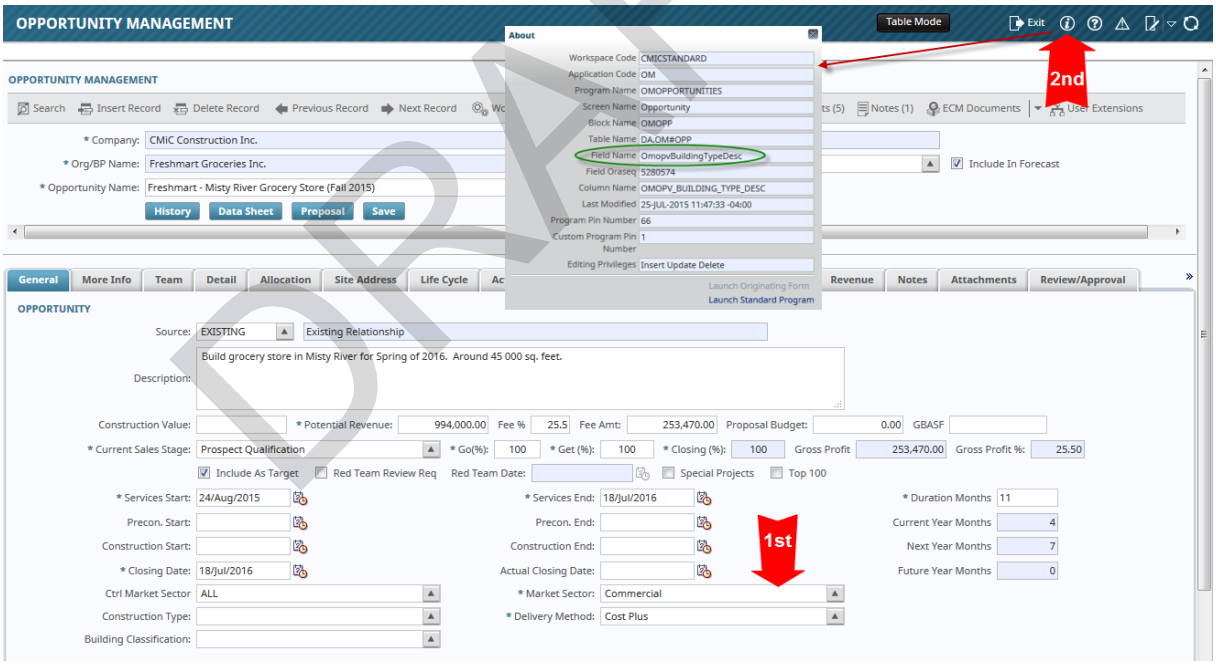
Create Visibility Condition

The Data Sheet Maintenance screen is also used to create visibility conditions for groups or single fields. Note, however, that the visibility condition for a group overrides the visibility conditions for the fields it contains.

Visibility conditions are based on the fields of an opportunity's record. For instance, a data sheet's group that contains fields that are only relevant to opportunities which have their Market Sector field set to "Educational" can have its visibility condition set so that the group will only appear for opportunities that belong to that specific market sector.

To create a visibility condition, an alias for the opportunity's field that is to be used in the visibility condition must be declared using the Driving Fields screen. First though, the name of the opportunity field, as used within the system, must be discovered using the Main Toolbar's About option (detailed below).

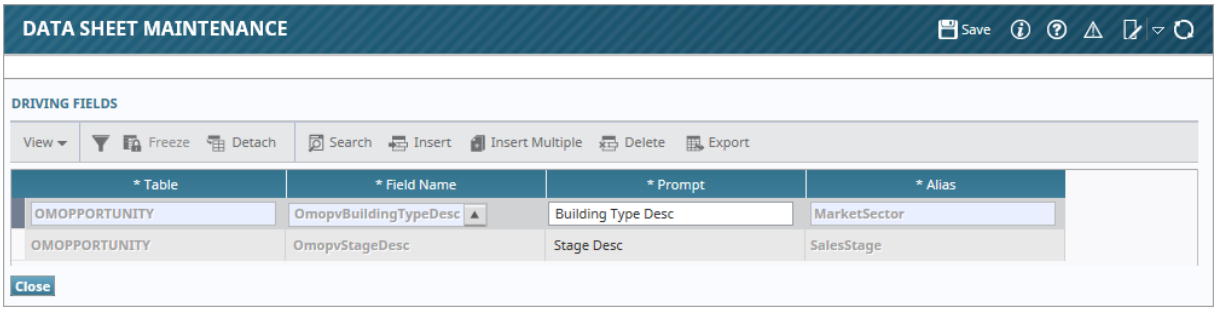
Discover Field's Name



Pgm: OMOPPORTUNITIES – Opportunity Management; standard Treeview path: Opportunity Management > Opportunities

To find out what an opportunity's field name is, as used in the system, first open an opportunity record. In the Opportunity Management screen, click the field for which you wish to know its system name (1st red arrow), and then click the About option on the Main Toolbar (2nd red arrow). A pop-up window titled "About" will appear, as shown in the above screenshot. The field's system name is given by the Field Name field in the About window, encircled by the green oval. Using the mouse, highlight and copy this field.

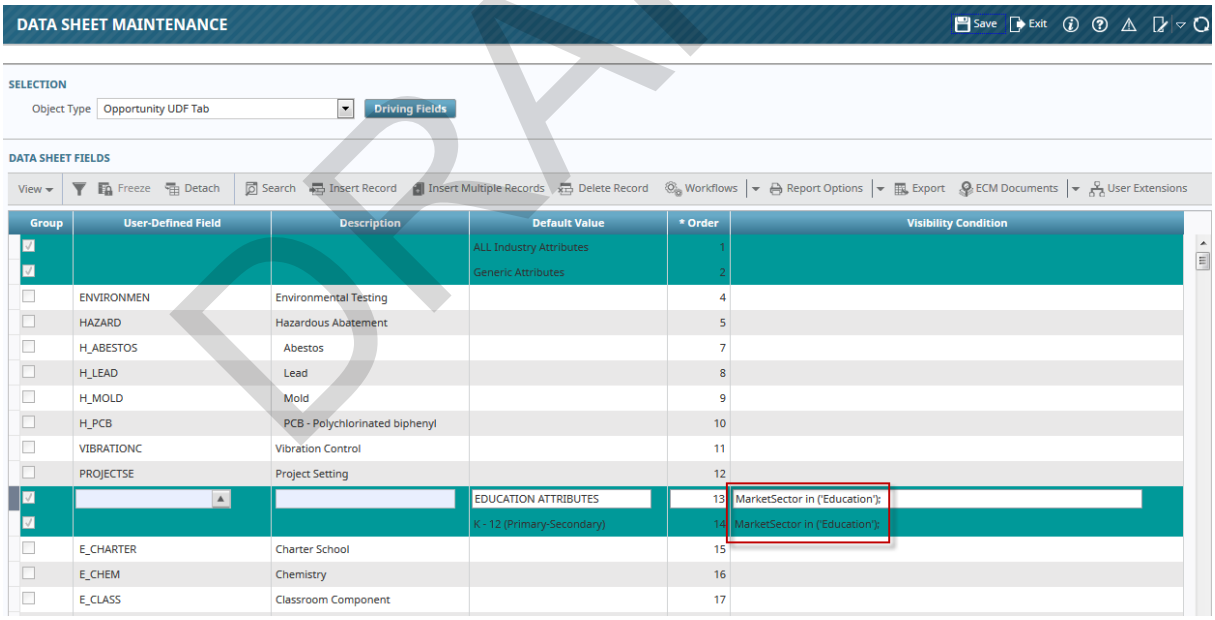
Create Alias for Field



Pop-up window launched from [Driving Fields] button on the Data Sheet Maintenance screen (standard Treeview path: System > User Extensions > Data Sheet Maintenance)

Now that the opportunity field's system-name is known, using the previous step, an alias can be created for it. Back in the Data Sheet Maintenance screen, click the [**Driving Fields**] button to open the Driving Fields pop-up window, as shown in the above screenshot. This pop-up window is used to create aliases for opportunity fields used in visibility conditions. Click [**Insert**] on the Block Toolbar to create a new entry for the alias. In the Field Name field of the new row, paste the field's system-name, or select it from the list. In the Alias field, enter a descriptive alias for the field. For instance, as shown in the above screenshot, for an opportunity's Market Sector field with the system name *OmopvBuildingTypeDesc*, the alias *MarketSector* was created.

Create Visibility Condition



Pgm: SDCLASSIFIERS – Data Sheet Maintenance; standard Treeview path: System > User Extensions > Data Sheet Maintenance

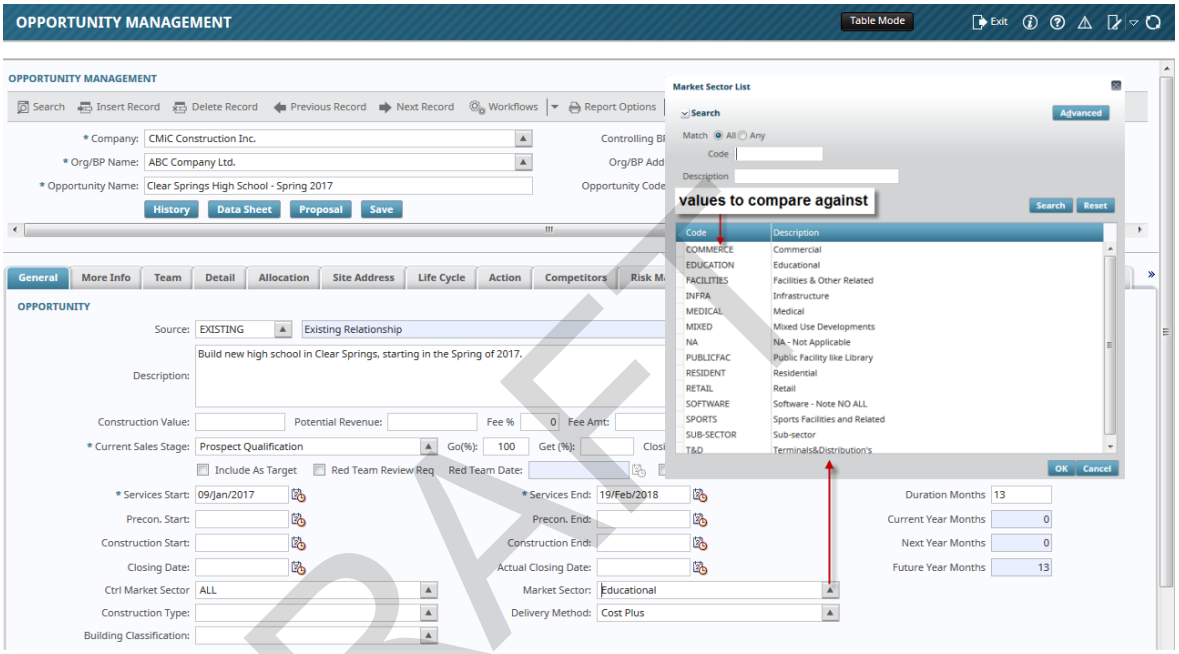
When all of the opportunity fields that are going to be used in a visibility condition are set up with an alias, their aliases can be used to create a visibility condition. Visibility conditions are added to a group or user-defined field in the Visibility Condition field.

In this case, as shown above, the alias MarketSector is used to create a visibility condition for the Education Attributes group and its K-12 (Primary-Secondary) sub-group. Recall that the visibility condition of a group overrides the visibility condition of its fields, so if the visibility condition of a group evaluates to false, the group and all of its fields will not be visible in the data sheet. In this example, the alias is used to create

visibility conditions that limit the visibility of the Education Attributes group, and the K-12 (Primary-Secondary) sub-group and its fields.

The visibility condition used for the two groups, "MarketSector in ('Education')", states that the groups can only appear when the opportunity field specified by the MarketSector alias is set as "Educational". The particular value to compare the alias against is found by looking at the list of values available for the field for which the alias was created. In this case, the alias was created for an opportunity's Market Sector field. To see all of the particular values that can be compared against for this field, see the following step.

View Particular Values of Alias



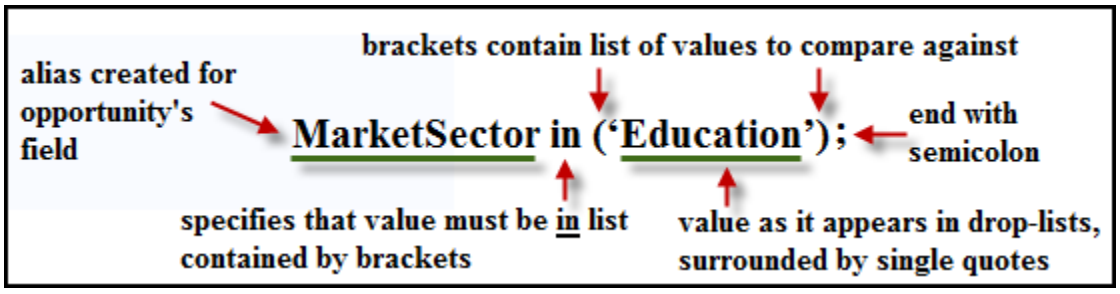
Pop-up LOV window launched from Market Sector field on the Opportunity Management screen (standard Treeview path: Opportunity Management > Opportunities)

When creating a visibility condition, the values for which to compare the alias against must be known. If the alias was created for a field that uses a drop-down list, launch the Opportunity Management screen for any opportunity. Next, as shown above, click the arrow on the drop-down list to open the pop-up LOV that lists all of the possible values for the list. The values under the Code field are used to compare against, in the visibility condition.

For the visibility condition "MarketSector in ('Education')", the value the Market Sector field must be in order for the visibility condition to evaluate to true is "Education".

Syntax of Visibility Conditions

Part 1: Simple Visibility Conditions & IN, NOT IN Conditions



In regards to a visibility condition's syntax, the alias appears first, as shown in the above image, followed by the **IN** condition. The **IN** condition specifies that the value of an opportunity's field, represented by its alias, must be a value in the list contained by the brackets. In the above example, only one entry appears in the list. Each value in the list must be surrounded by single quotes. To complete the visibility condition, a semicolon is used.

To create a visibility condition that specifies that the condition can only evaluate to true if the alias's value is not in the list contained by the brackets, use the condition **NOT IN**, as shown in the following example:

MarketSector NOT IN ('Education');

To list a series of values to compare the alias against, use a comma to separate the list of entries contained by the brackets, and recall that each entry must be surrounded by single quotes, as in the following example:

MarketSector IN ('Education', 'Facilities', 'Infra');

Part 2: Composite Visibility Conditions

A composite visibility condition is composed of two or more simple visibility conditions that are joined by conjunctions. The simple visibility conditions are connected using the conjunctions **AND** and **OR**, creating composite visibility conditions. The symbolization for these conjunctions is as follows:

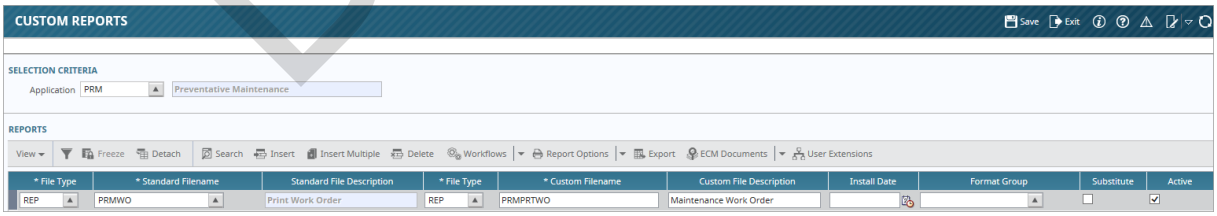
Conjunction	Symbolization
AND	&&
OR	||

The following is an example of a composite visibility condition, comprised of two simple conditions that are connected by the **AND** conjunction:

MarketSector IN ('Education', 'Facilities', 'Infra') && SalesStage NOT IN ('Preliminary');

Customizing CMiC

Custom Reports (User Created Replacement Reports)



Pgm: SDCUSTRP – Custom Reports; standard Treeview path: System > User Extensions > Custom Reports

The Custom Reports Utility is used to replace a standard report CMiC prints with a custom report without having to run it from the 'Custom Programs' menu. This feature will substitute a custom report whenever CMiC expects to print the standard file.

Application

Enter/select the application code to which the standard report belongs.

File Type (Standard Report)

Enter/select whether the standard report is an Oracle report or a Jasper report. Options are "REP" for an Oracle report or "JSRP" for a Jasper report.

Standard Filename, Standard File Description

Enter/select the report's standard filename. This is the CMiC file name. The CMiC standard file description will automatically be displayed.

File Type (Custom Report)

Enter/select whether the custom report is an Oracle report or a Jasper report. Options are "REP" for an Oracle report or "JSRP" for a Jasper report.

Custom Filename

Enter the custom report's name.

NOTE: Do not enter the extension "rep" as the system is already aware a report is being replaced.

Custom File Description

Enter a description for the custom report. The first 60 characters will be used as a report name.

Install Date

(*Optional*) Enter/select a reference date for when this report substitution was implemented.

Format Group

This field is only applicable if the standard CMiC report that is being replaced can have more than one format, for example when printing meeting minutes, there are two different layouts. There is a list of values for this field.

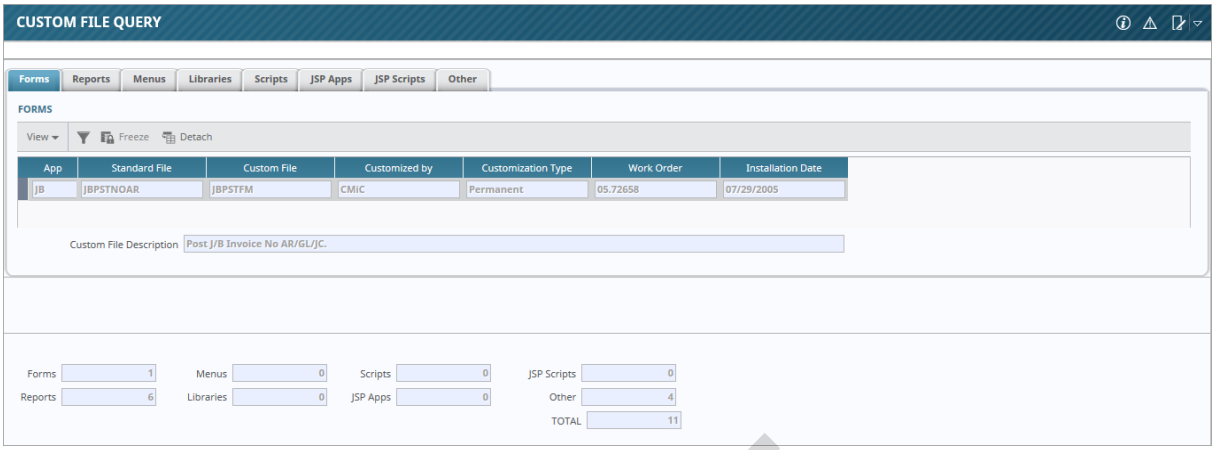
Substitute Flag – Checkbox

When checked, this report is a substitution report, replacing the standard report whenever the system attempts to print the named standard report. When unchecked, the user will receive an option to select from the reports – both the named standard report plus any/all custom reports defined here. Note that the 'Substitute Flag' checkbox MUST be unchecked on ALL named custom reports recorded against the standard report in order to see the options listing.

Active – Checkbox

The 'Active' checkbox identifies whether the report may be selected/printed or is not being used.

Custom File Query



Pgm: SDCUSTFL – Custom File Query; standard Treeview path: System > User Extensions > Custom File Query

This is a query that will display any custom files installed on the user's system. Most of the data displayed on this screen is inserted when custom work orders are installed on the user's system. The other tabs show data that has been entered via the previous two screens, as well as any CMiC customizations.

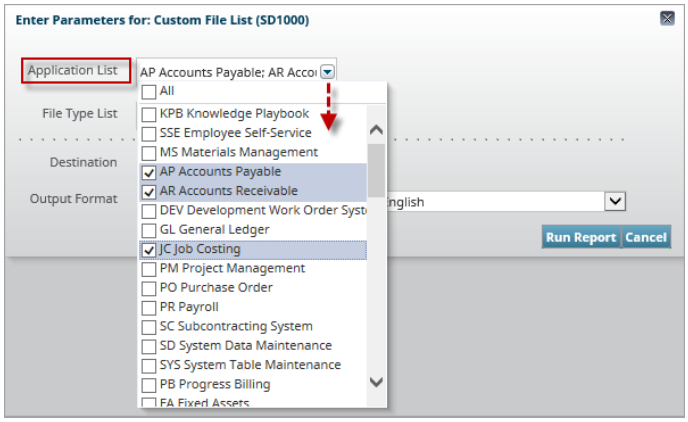
Custom File List

Custom File List (SD1000); standard Treeview path: System > User Extensions > Custom File List

The Custom File List is used to create a report of custom files, sorted by application and file type. The report includes information on customization type, installation date and issue #.

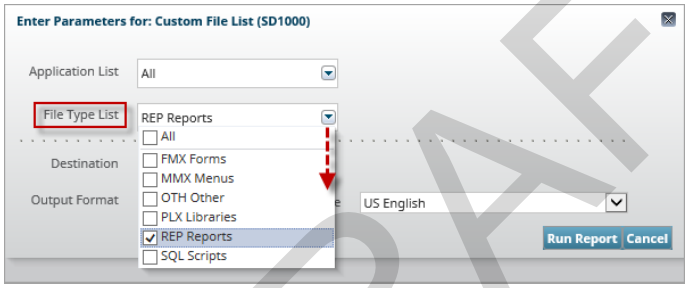
Select the desired report parameters through the printing options screen, as shown above, and click [**Run Report**].

Application List



The Application List field contains a drop-down menu with a list of applications. Select the checkbox(es) next to the application(s) for which to list custom files or select “All” to list custom files for all applications. By default, “All” is selected.

File Type List



The File Type List field contains a drop-down menu with a list of file types. Select the checkbox(es) next to the file type(s) for which to list custom files or select ‘All’ to list custom files for all file types. By default, ‘All’ is selected.

Global Functions

Alerts

The purpose of the CMiC alert system is to provide a way for users to receive messages informing them that specific conditions exist in the database. Currently, they are used for workflow notifications and timesheet approvals.

Alert recipients can be defined in two ways, depending on the alert type.

- For ETA alerts (or E-Time Alerts), the recipient is the timesheet approver as set up in the Payroll module. (For more information, please refer to the E-Time Email Alerts Setup quick guide in the E-Time reference guide.)
- For WFN alerts (or WorkFlow Notification alerts), the recipient of the alert is the recipient of the notifications contained in the alert.

NOTE: The users list includes non-enterprise users as well. The LOV displays user name and the type as either "Enterprise" or "External".

Workflow Email Notifications Hierarchy

Hierarchy for Sender's Email

1st. System uses DA's e-mail address in E-mail field on the General tab of the User Maintenance screen in the System Data module (Pgm: SDUSRMNT; standard Treeview path: *System > Security > Users > User Maintenance – General tab*).

2nd. If above field is null, system uses e-mail address on Contact Info tab of DA's Contact record (Pgm: SYSCNTCT – Contact Management).

3rd. If above field is null, system uses e-mail address in Default Notification Email field on General tab of System Options screen in the System Data module (Pgm: SYSOPT; standard Treeview path: *System > Setup > System Options – General tab*).

4th. If above field is null, system uses: mPOWER_Alert@cmic.ca.

Hierarchy for Receiver's Email

1st. System uses user's e-mail address in E-mail field on the General tab of the User Maintenance screen in the System Data module (Pgm: SDUSRMNT; standard path: *System > Security > Users > User Maintenance – General tab*).

2nd. If above field is null, system uses e-mail address on the Contact Info tab of receiver's Contact record (Pgm: SYSCNTCT – Contact Management).

NOTE: The Contact Management screen can be accessed from more than one module. For example, it can be reached from the Opportunity Management module (standard Treeview path: *Opportunity Management >*

Contacts), as well as the General Ledger module (standard Treeview path: *General Ledger > Maintain Companies – [Contacts] button*).

Alert Types

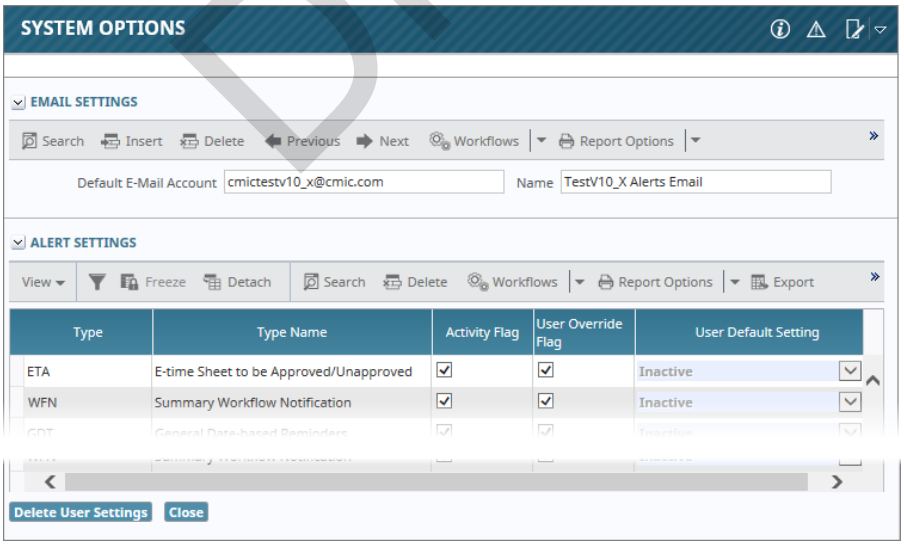
There are two types of alerts: ETA and WFN. One or more instance of these alerts can be defined per recipient by specifying a set of parameters. The nature of the parameters depends on the alert type.

NOTE: ETA and WFN alerts are the only type of alert supported in v10x ADF. All other types of alerts have been deprecated.

The following table summarizes ETA and WFN alert types and describes their parameters.

Alert Type	Parameter	Parameter Description
ETA E-Time Timesheet to be Approved/ Unapproved	Receive E-mail	If checked, send the recipient email as well as adding a message to the alert table.
WFN Summary Workflow Notification	Include all open notifications	If checked (recommended), all open notifications are listed. Otherwise, only new ones are shown.
	Item Type (optional)	Enter a workflow item type if you only want to see notifications for one type of workflow.
	Next Execution Time	When the next alert will be sent.
	Time Interval	A SQL expression defining how to calculate the next execution time.

Alert Instances



Pop-up window launched from the [Alert Settings] button on the System Options screen (standard Treeview path: System > Setup > System Options – General tab - [Alert Settings] button)

Press the [**Alert Settings**] button from the System Options screen to define the alert settings for the ETA and WFN alert types.

Default E-mail Account, Name

These fields should be set to a generic e-mail account/descriptive name. The email field is used as a default e-mail from account for alerts and e-mailing within collaboration if there is no e-mail account associated with the user.

Type, Type Name

This is the alert type and name.

Activity Flag – Checkbox

If this box is checked, it indicates that the alert is available and active.

User Override Flag – Checkbox

Check this box if the users are allowed to override the defaults for the alert via the User Preferences screen (standard Treeview path: *System > Preferences > User Preferences*).

NOTE: Some of the Alert fields are not applicable in UIRuntime and do not appear on the User Preferences screen. If required, use the Lite Editor tool to make them visible on the screen.

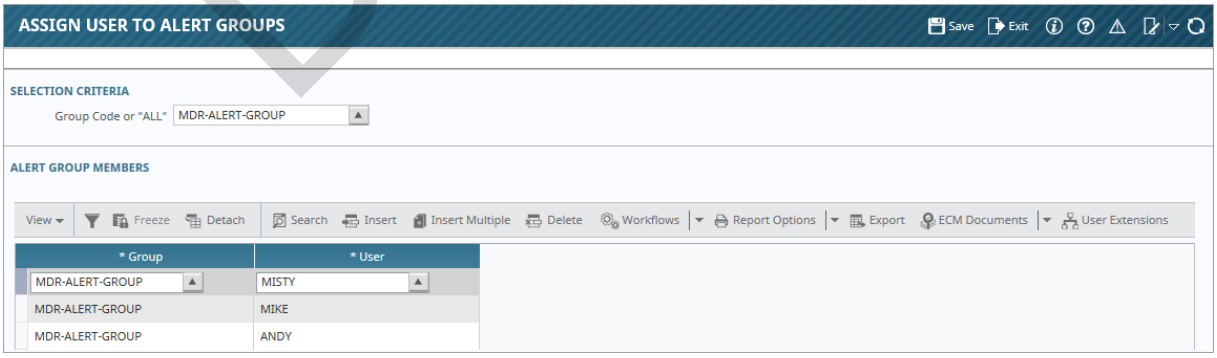
User Default Setting

This is a pre-defined field that indicates if the alert is defined as automatically available to all users. If the field indicates "Active", then all users will automatically have this alert available. If it indicates "Inactive", then the alert will have to be made active for each user who requires it.

[**Delete User Settings**] – Button

This button will remove any user-applied preferences for the current alert. This has the effect of setting the alert back to the system-defined defaults. This sets each alert individually – if all alerts need to be set back to the default settings, this button will need to be activated for each alert.

Assigning Users to Alert Groups



Pgm: SDALRTGP – Assign User to Alert Groups; standard Treeview path: System > Alerts > Assign Users to Alert Group

This screen is used to add users to alert groups and delete users from alert groups. Alert groups can be used as roles where the specific user that is to receive a set of alerts may change over time, but the alerts for a specific role are fixed. It can also be used to send one or more alerts to a large number of users without requiring that the alerts be assigned to each user individually.

Group Code or "All"

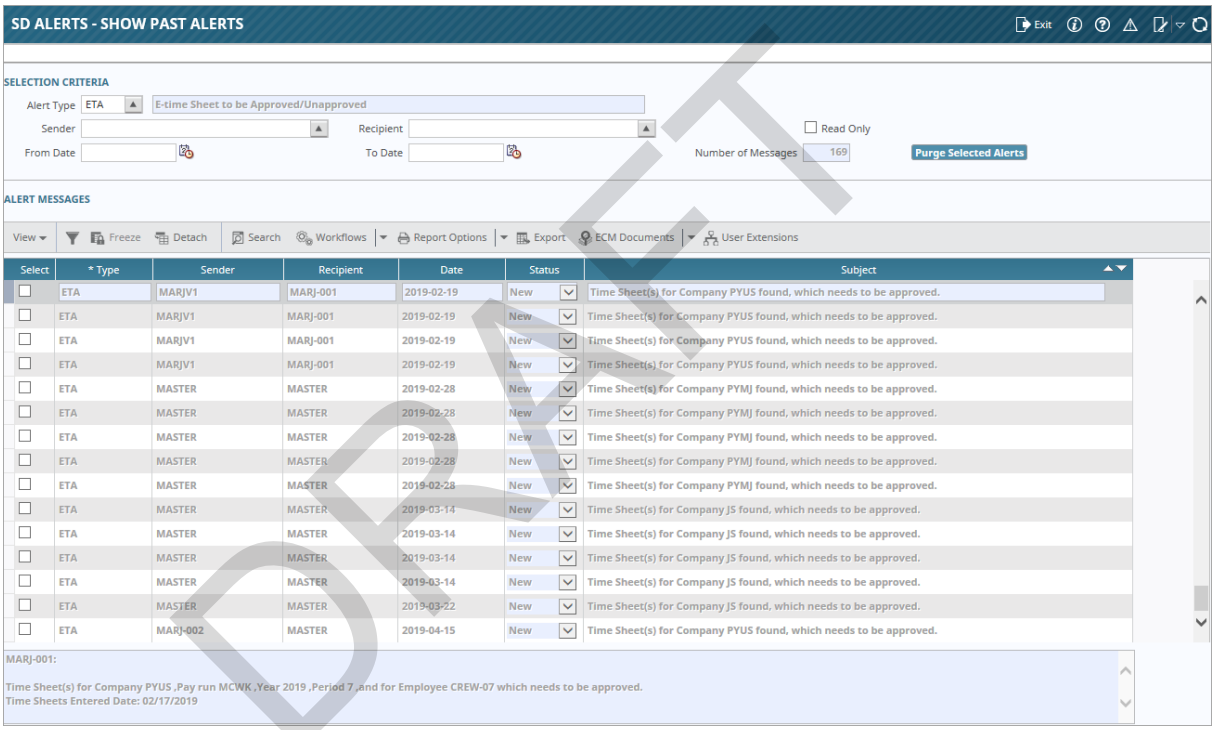
A single alert group may be selected or select "ALL" to see the members of all alert groups at the same time. A new alert group may be defined by entering its name in this field.

NOTE: The name of the special master alert group may not be entered here because this group should never have any members.

Group, User

In the Alert Group Members section of the screen, select pairs consisting of an existing alert group and an existing user. Queries may be made by either group or user.

Show Past Alerts



Pgm: SDALERTS – Show Past Alerts; standard Treeview path: System > Alerts > Show Past Alerts

This screen is used to review alerts using filtering criteria and allows for a full purging of the results of a filtered display of alerts.

Alert Type

Enter/select the alert type to be queried.

Sender/Recipient

Enter/select a sender/recipient (Enterprise or External) by which to filter the data being queried.

From Date, To Date

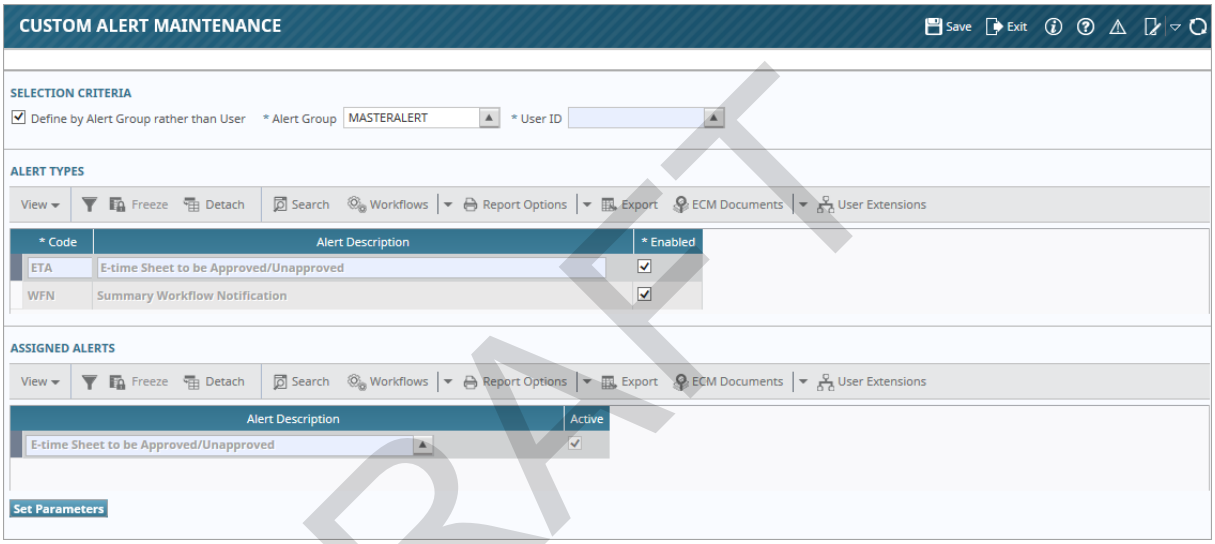
Enter a from and/or to date to apply additional filters to the query.

[**Purge Selected Alerts**] – Button

To purge past alerts, use the 'Select' checkbox next to each alert message to be purged and click on the [**Purge Selected Alerts**] button.

NOTE: The Show Past Alerts screen only shows alert messages that have been sent. If the alerts are purged from here, the history of alerts will be cleared, but if there are open notifications in the system, then these will be sent out to the relevant users when the Alert Processor is turned on (in *System > Setup > System Options – General tab – [**Job Queues**] button*). There isn't a table that holds the list of alerts that will be sent out. The system looks at the notifications and works out what alerts need to be sent each time the process runs.

Custom Alerts



Pgm: SDAGENMT – Custom Alert Maintenance; standard Treeview path: System > Alerts > Define Custom Alerts

Selection Criteria (User or Alert Group) – Section

This section is accessible if the user has been granted the system privilege 'ALERTDEF - SD: Allows the user to define alerts for all users and groups'. Without the privilege, the user's ID will automatically default in the User ID field and will be display-only.

In this section, specify the user or group of users to be the recipients of the alert or alerts being defined.

If the 'Define by Alert Group rather than User' checkbox is checked, an alert group code must be entered in the Alert Group field. A new alert group can be defined on the fly here or an existing one selected from the LOV.

If the box is left unchecked, a valid user ID must be entered in the User ID field.

Alert Types – Section

This section displays all alert types for which customization is possible. As records are selected in this section, the currently defined instances of that type of alert are shown in the Assigned Alerts section of the screen.

The 'Enabled' checkbox is used to globally disable an alert regardless of the user's settings. Normally this box is checked, but the 'Enabled' checkbox can be unchecked to disable the alert. When an alert is disabled, the following occurs:

1. The processing routines for disabled alerts will not be run, so no new messages of this type will be generated.
2. Previously processed alert messages of this type will remain and must still be deleted by the recipient.

Assigned Alerts (Alerts Assigned to User or Group) – Section

The Assigned Alerts section contains a list of all the instances of the alert specified in the Alert Types section for the recipient user or group specified in the Selection Criteria (User or Alert Group*)* section. Instances can be added, deleted, and modified in this section.

The Alert Description is a required field and should be used to adequately describe this particular instance of the alert so that it can be identified without looking at its parameters.

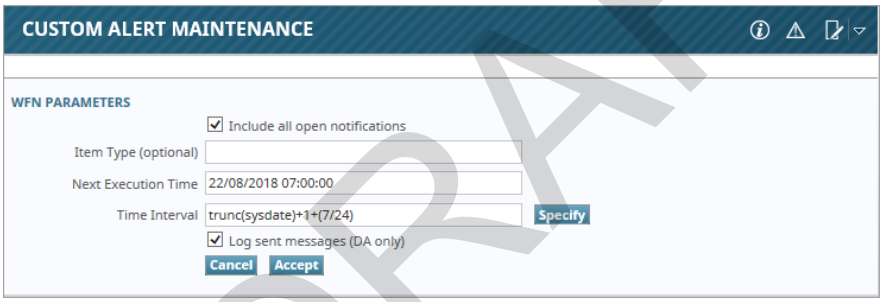
Click on the [**Delete**] button on the Assigned Alerts Block Toolbar to remove the corresponding alert from this list.

Uncheck the 'Active' checkbox to temporarily disable an instance without deleting it.

[**Set Parameters**] – Button

Clicking on the [**Set Parameters**] button opens the parameter pop-up window for the selected alert instance. The number and nature of the parameters differ depending on the type of the alert.

WFN Alert Parameters



Pop-up window launched from [Set Parameters] button on Custom Alert Maintenance screen for a WFN alert

Include all open notifications – Checkbox

It is recommended to keep this box checked. If unchecked, the only notifications shown in the daily email will be the new ones for that day.

Item Type (optional)

This parameter is used to restrict the setup to one specific workflow.

Next Execution Time

The Next Execution Time parameter specifies the next time that the conditions for the alert will be tested. If it specifies a date in the past, the alert will run immediately (i.e. the next time the main alert processing program runs – usually within a minute, but this can be changed using the System Options screen).

NOTE: This date and time is always specified using format "DD/MM/YYYY HH:MI:SS".

Time Interval

The Time Interval parameter determines how frequently the conditions for the alert are to be tested.

Time interval can be specified in two ways – either as a SQL date expression, as shown in the screenshot above, or as a mnemonic phrase. Any such phrase that is not understood is treated as SYSDATE+1 (i.e. run next at the same time next day.)

If the time interval is entered manually, the following mnemonic phrases and some variations on them are understood.

- Every [n/other/second/third/fourth/2nd/3rd/4th] day[s]/week[s]/month[s]/year[s]
- Daily / Weekly / Biweekly / Monthly / Bimonthly / Annually / Biannually / Semiannually

All of these standard time intervals cause the alert to run at midnight.

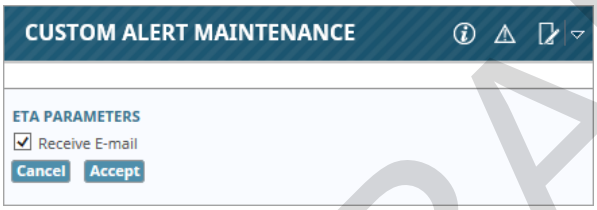
To schedule an alert for a specific day of the month either use the [**Specify**] pop-up window, or set the Next Execution Date parameter to the next occurrence of that day and set the Time Interval to the desired variation of "Monthly".

To schedule an alert for a specific date of the year or day of the week, set both the Next Execution Date and Time Interval as appropriate.

Log sent messages (DA only) – Checkbox

This parameter does not apply to most users and should be left unchecked.

ETA Alert Parameters



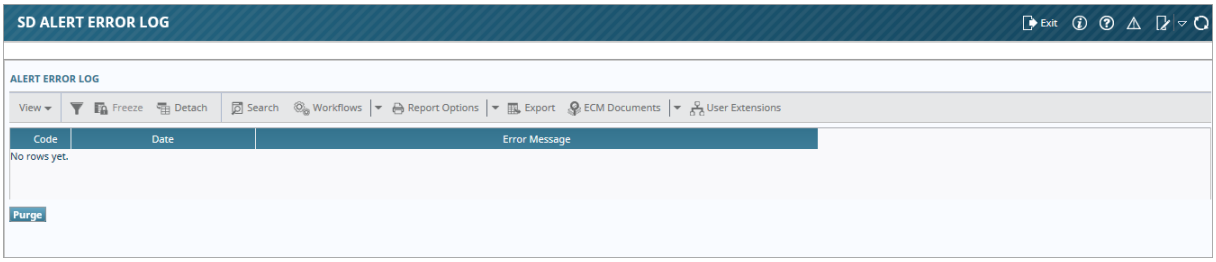
Pop-up window launched from [Set Parameters] button on Custom Alert Maintenance screen for ETA alert

Receive E-mail – Checkbox

If this box is checked, the recipients of the alert will have it emailed to them as well as having it added to the database to be viewed via the alert window. If it is unchecked, no email will be sent.

The address or addresses to which the email will be sent are specified on the User Preferences screen (standard Treeview path: *System > Preferences > User Preferences*). Note that the email addresses are associated with the actual recipient, not the alert group. However, it is possible to specify a list of email addresses (separated by semicolons) for each recipient. Therefore, it is possible to have a single user as the recipient of the alert, with the email (only) being sent to several other users or even non-users of CMiC software.

Error Log



Pgm: SDALRTER – SD Alert Error Log; standard Treeview path: System > Alerts > View Error Log

The error log provides a way to see if the alerts are failing and displays errors encountered in attempting to send email. Other types of errors may also be logged in the future.

Code

The Code column indicates which alert type had the error.

Date

The Date column indicates the date and time of the error.

Error Message (Details)

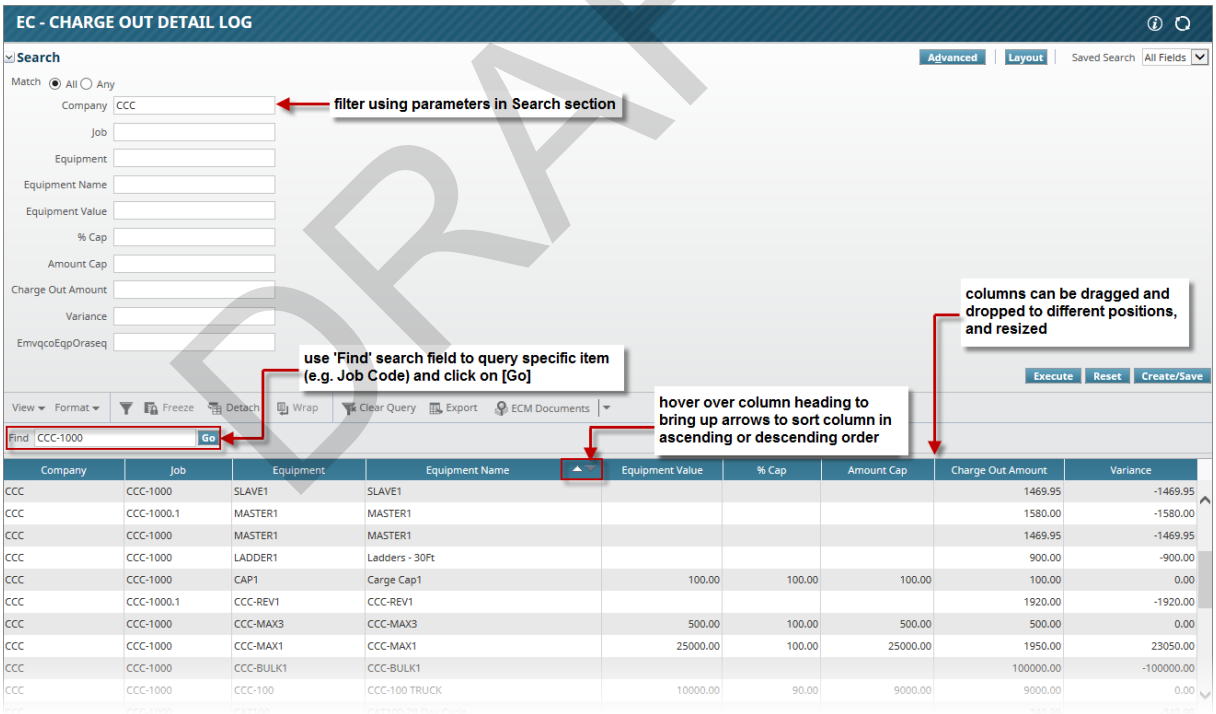
The Error Message column contains two different pieces of information. One line gives the error message and the other indicates the data that was in error.

[**Purge**] – Button

The [**Purge**] button can be used to empty the error log table.

System Logs

Overview



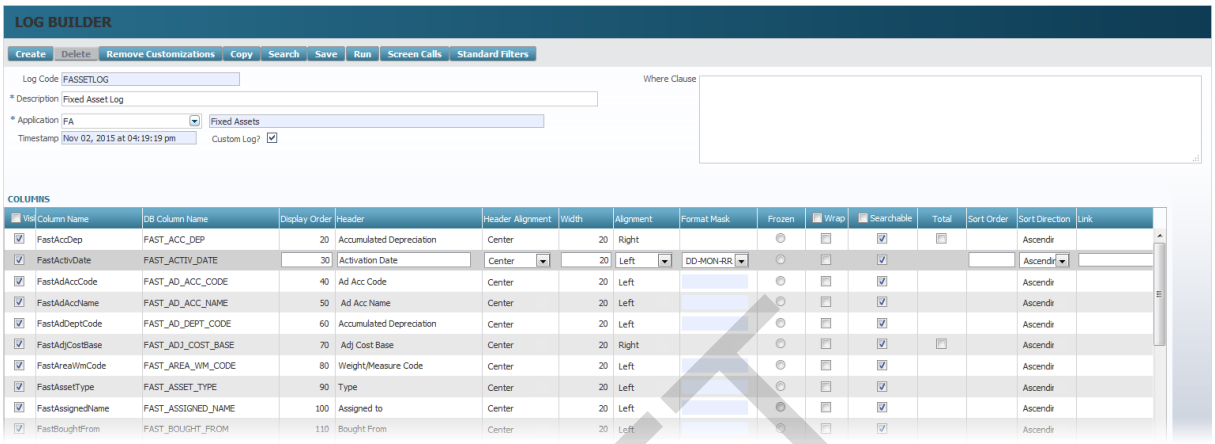
Example of Charge Out Detail Log in Equipment Costing module

System logs are a convenient way to access information in the system. Logs can be accessed using the Logs Treeview menu option in many modules.

Logs are similar to reports in that parameters are also used to filter what data is displayed in the log. For example, the log in the screenshot above displays charge out details for equipment, filtered by parameters in the Search section.

NOTE: System logs should only be re-configured by expert users and it is recommended that changes here be made only with the assistance of a CMiC Consultant.

Log Builder



Example of Log Builder screen

Log Builder allows users to create new customized logs or edit existing logs. It is an Enterprise business intelligence tool that enables users to filter, organize and present a complex table's data in a manner that helps them make informed business decisions. Data can also be exported to a spreadsheet.

The Log Builder customization tool is launched via the following standard Treeview path:

System > Logs > Log Builder

For more information on using the Log Builder customization tool, please refer to the *Log Builder* reference guide.

Microsoft Integration Package

CMiC Microsoft Integration Package (MIP) is a component that allows the use of Microsoft Word® documents to easily create templates for MIP based Form Letters (MIP Word Documents), and provides Word documents as output from MIP Documents in order to touch-up or edit their output more easily. MIP also allows Microsoft Excel® Worksheets, with or without macros, to be used as standard templates for the printing of specified data through CMiC's Send-to-Spreadsheet feature. Lastly, MIP provides integration between Microsoft Outlook® Calendar and CMiC Contacts.

For more information, please refer to the *MIP* reference guide.

Mass Update

The Mass Update feature in CMiC allows users to propagate a value to all the records found in the queried set of records. This feature is designed to allow mass update of specific columns in specific programs only.

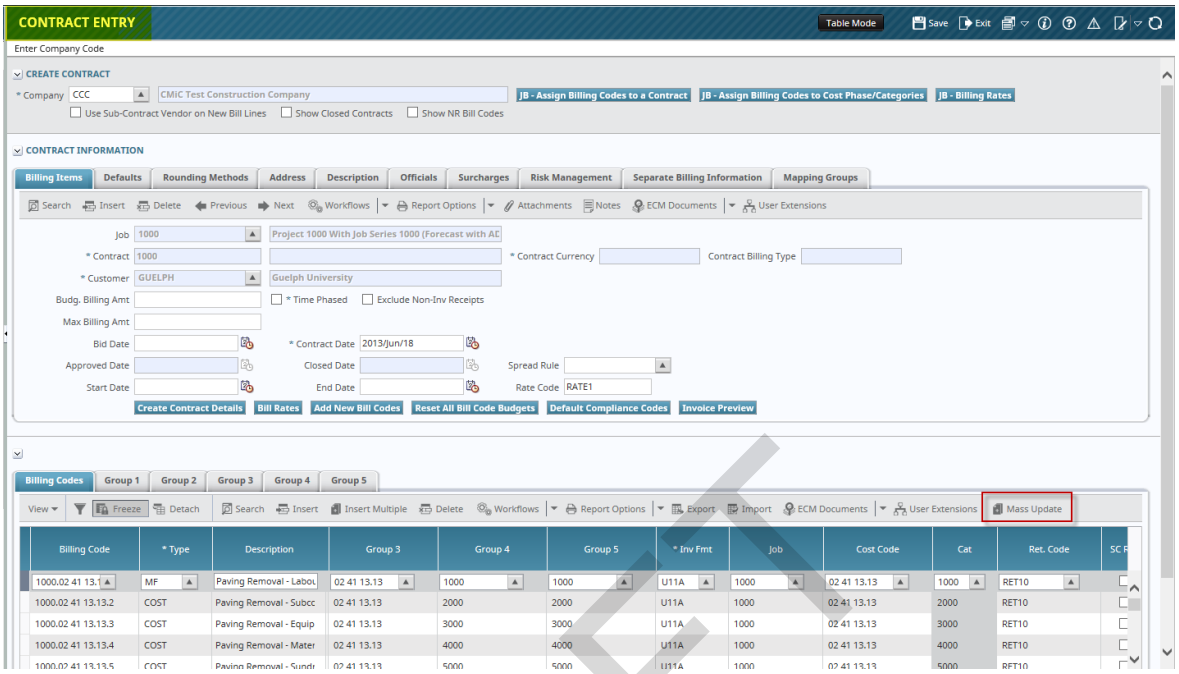
There will be no valid list of values (LOVs) for the mass updateable columns pop-up list and users must enter valid values to avoid any validation errors upon saving.

Mass Updateable Screens

The following programs allow Mass Update on specific columns only:

- Job Billing > Contract Entry
- Job Billing > G/C Prepare Billing

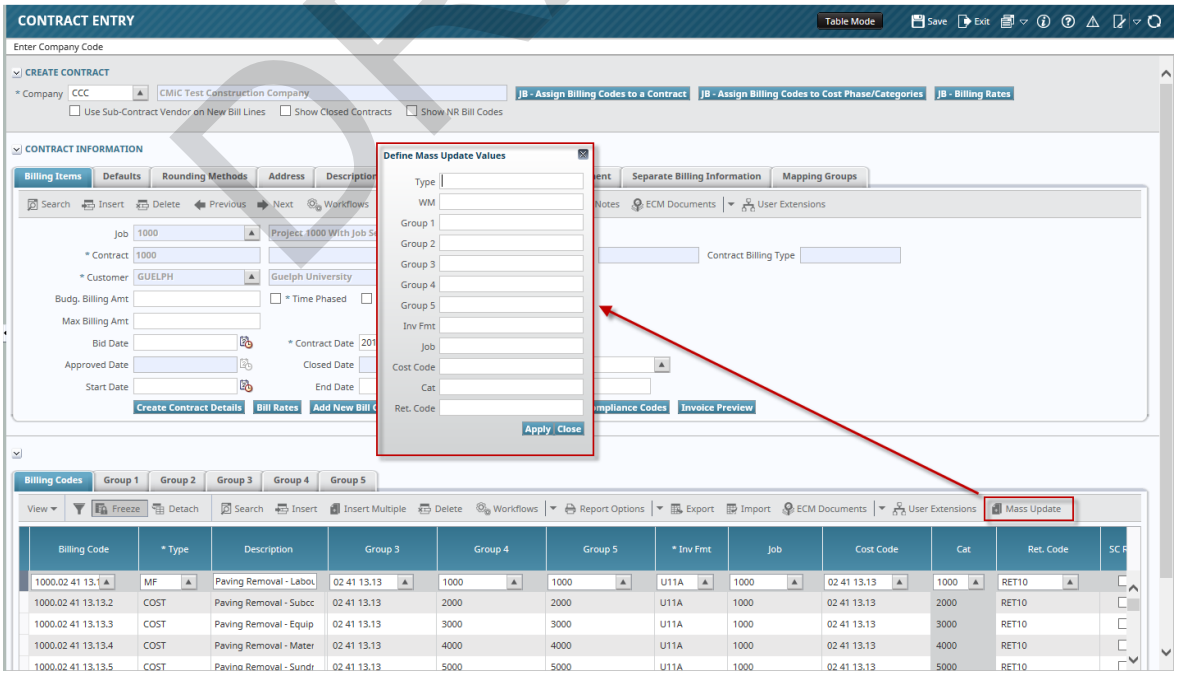
Contract Entry – Mass Updateable Screen



Pgm: JBCONT – Contract Entry; standard Treeview path: Job Billing > Contracts > Enter Contract – Billing Codes tab

As framed in red above, the Contract Entry screen has a [**Mass Update**] button on the Block Toolbar for the Billing Codes tab.

When clicked, the [**Mass Update**] button launches a pop-up (Define Mass Update Values), with the following fields that correspond to the columns of the table, where users enter valid values as required:



Pop-up window launched from the [Mass Update] button on the Job Billing's Contract Entry screen (standard Treeview path: Job Billing > Contracts > Enter Contract – Billing Codes tab)

The following are the mass updateable columns in the Contract Entry screen:

Updateable Column	Detail
WM	Weight Measure
Group 1	Group Code 1
Group 2	Group Code 2
Group 3	Group Code 3
Group 4	Group Code 4
Group 5	Group Code 5
Inv Fmt	Invoice Format Code
Job	Job Code
Cost Code	Cost Code
Cat	Category Code
Ret. Code	Retainage Code

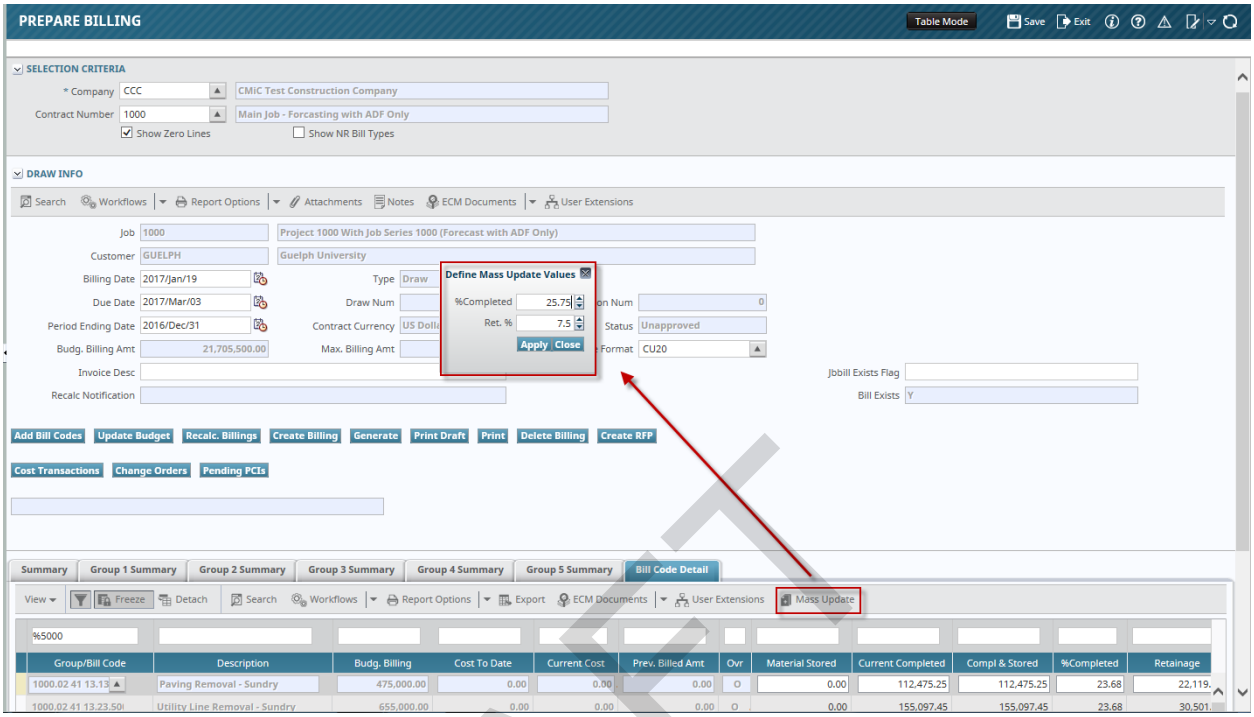
Users may query/filter for a specific set of records for mass update of values.

Also, users may enter values in one or more columns for mass update purposes and press [**Apply**] to propagate the values to the queried set of records.

The [**Close**] button will close the pop-up without updating the column values.

Once columns reflect the mass updated values, users must explicitly click [**Save**] to commit the updates to the database. The program will validate the entries and commit them if all the values are valid. Errors will be displayed if there are any invalid values entered by users.

G/C Prepare Billing – Mass Updateable Screen



Pgm: JBBILL2 – Prepare Billing; standard Treeview path: Job Billing > Billing > G/C Prepare Billing

As framed in red above, the G/C Prepare Billing screen has a [**Mass Update**] button on the Block Toolbar of the Group 1 Summary to Group 5 Summary tabs, and on the Bill Code Detail tab.

When clicked, a pop-up (Define Mass Update Values) opens up with the following fields used to update the corresponding columns.

The following are the mass updateable columns in the G/C Prepare Billing screen:

Updateable Column	Detail
% Completed	Completed Percentage
Ret. %	Retainage Percentage

Users may enter numbers with decimal places for mass updating, but the process will round the same to two decimal places upon update of detail records.

Users may query/filter for specific set of records for mass update of values.

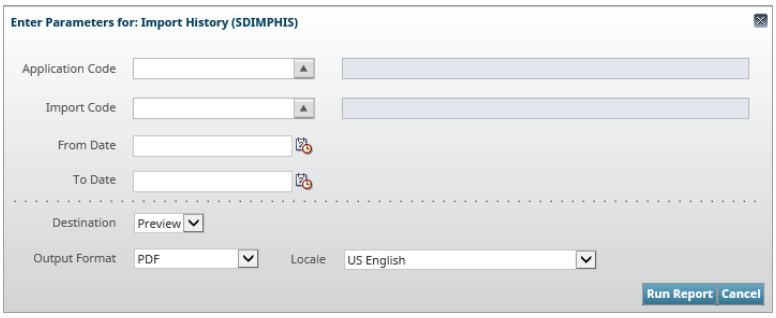
Also, users may enter values in either or both columns for mass update and press [**Apply**] to propagate the % values to the queried set of records.

[**Close**] will close the pop-up without updating the column values.

Once columns reflect the mass updated values, users must explicitly save the action to commit the updates to the database, and then click on [**Recalc. Billings**] button to recalculate billings to update the billing values. The program will validate the entries and adjust the retention %, which may be different from the mass update value in some cases. This is due to the existing rules to validate and adjust the retention % when recalculating billings.

Miscellaneous System Data Options

Import History (Reports Menu)



Pgm: SDIMPHIS – Batch Import History Report; standard Treeview path: System > Reports > Import History

This is a report screen that will launch a report that shows the import history of any of the CMiC import utilities.

NOTE: This report will only show data if 'Keep Import History' is selected on the System Options screen (standard Treeview path: *System > Setup > System Options – General tab*).

Application Code

If the user wishes to restrict the report to a specific application, enter the application code in this field; otherwise, leave it blank.

Import Code

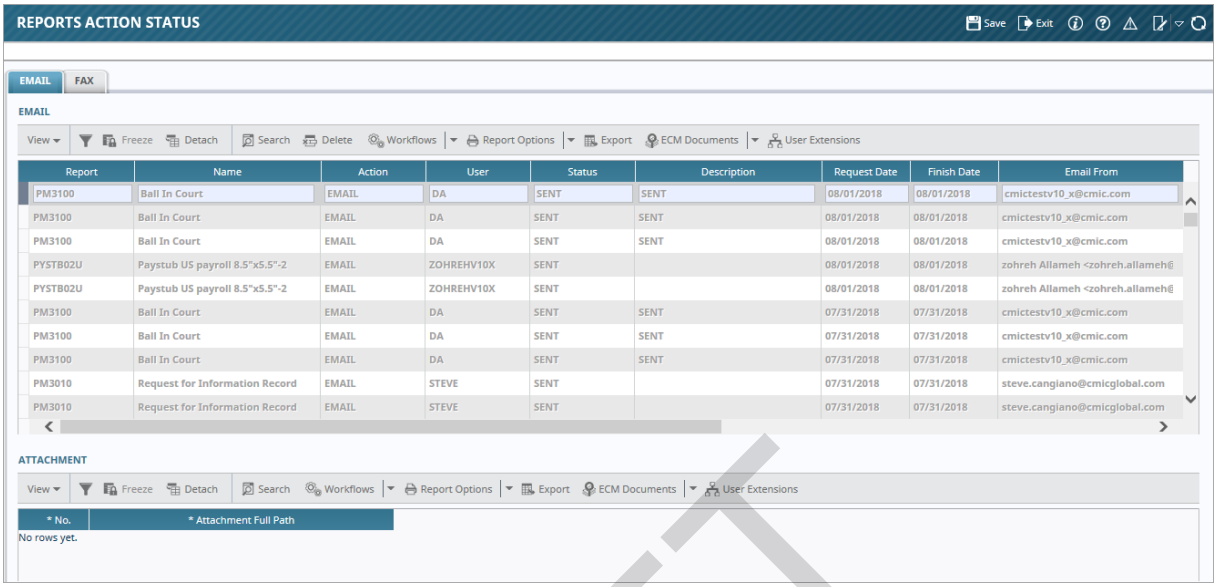
If the user wishes to view a specific import program's history, enter the code here; otherwise, leave this field blank.

From/To Dates

Enter the dates for which you wish to view the history.

Press [**Run Report**] once the parameters have been entered.

Report Action Status Query



Pgm: SDRAPLOG – Report Action Log; standard Treeview path: System > Utilities > Report Action Status

This program allows for the viewing of the status of any report that was e-mailed or faxed via the system. The data shown on this screen is limited by a privilege – If the user does not have the rights to see all users, then they will only see their own history records. It is also possible to purge this history if the user has the privilege. Please refer to system privileges in the Security Roles section of this guide for more information.

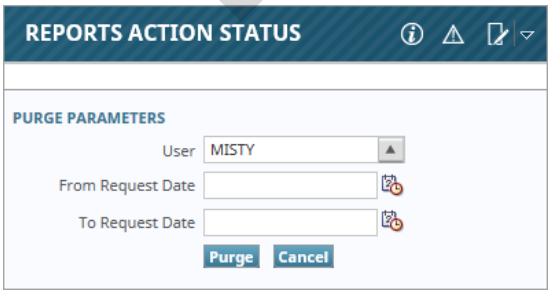
This screen automatically displays the data restricted by user name, unless the user has the privilege to view other users' report status records.

The screen has two tabs, separating the Fax records from e-mail records. The report name at the bottom of the screen changes according to the report code.

If the user has the privilege to delete records from this log, the user can delete records using [**Delete**] in the Block Toolbar.

Purging Data

The user will be presented with a popup window when the [**Delete]** button is pressed in the Block Toolbar.

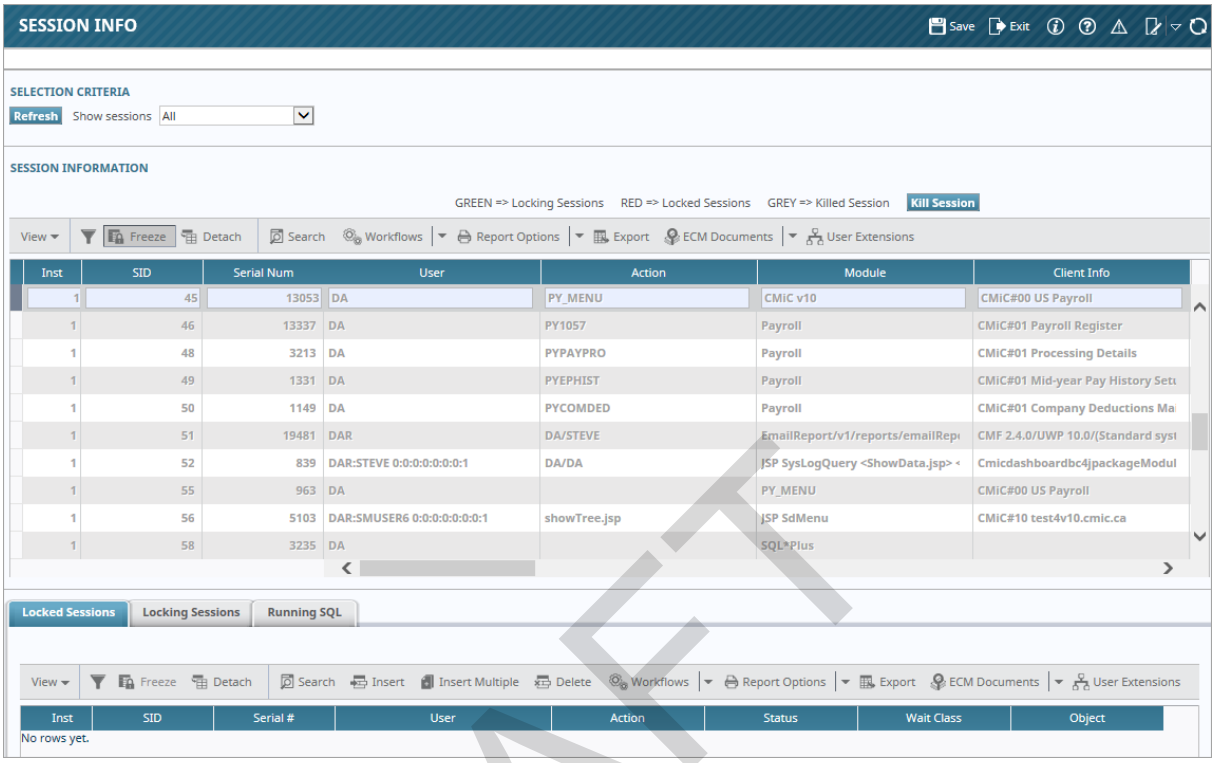


Pop-up window launched when [Delete] button is clicked in the Block Toolbar of the Reports Action Status screen (standard Treeview path: System > Utilities > Report Action Status)

Enter the from/to dates or leave blank for all.

NOTE: If the User name field is left blank, then all records between the specified dates, regardless of the user will be removed.

Session Information



Pgm: SDSESINF – Session Information; standard Treeview path: System > Utilities > Session Information

This is a powerful utility designed for the system administrator to use. This program shows all sessions currently registered in the database and what activity the session is currently performing.

This screen uses the Oracle system information views to show you what is happening with users on the system.

[**Refresh**] – Button

To refresh the data on this screen, press the [**Refresh**] button.

Show Sessions

This drop-down list allows you to limit the types of sessions you want to view. The choices are:

Types of Sessions	Description
All	Show all sessions no matter what their status
Locking	Show only those sessions that are causing other sessions to be locked
Locked	Show only those sessions waiting for a lock to be released
Locking/Locked	Show both Locking and Locked sessions

Session ID

This section returns records depending on the type of session selected in the Show Sessions drop-down menu. This section displays user info, session id and process information.

The color of the record indicates if a record has any abnormal status associated with it.

Green: Indicates that this is the session that is causing other sessions to be locked

Red: Indicates a locked session

Gray: Indicates that you have killed the session

Session Details

This section of the screen contains three tabs: Locked Sessions, Locking Sessions and Running SQL.

a) Running SQL Tab - View the SQL for the session selected in the Session ID section.

b) Locked Sessions Tab - View a list of sessions being locked by the specific session selected in the Session ID section.

c) Locking Sessions Tab - View a list of the session(s) causing the lock for the session selected in the Session ID section. Use the [**Kill Session**] button on this tab to kill sessions in the Locking Sessions tab.

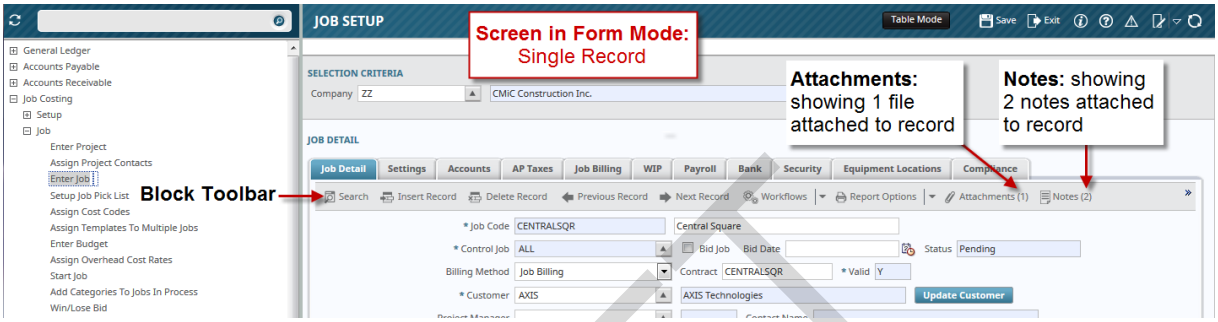
How to Kill a Session

If a user has been given the system privilege 'SESSKILL – SD: Allows the user permission to Kill Sessions' which allows users to kill sessions via this screen, then the [**Kill Session**] button will be active. The [**Kill Session**] button is used to kill sessions selected in the Session ID section. Once a session is selected, press the [**Kill Session**] button. The system will then prompt the user to make certain they really want to kill the session.

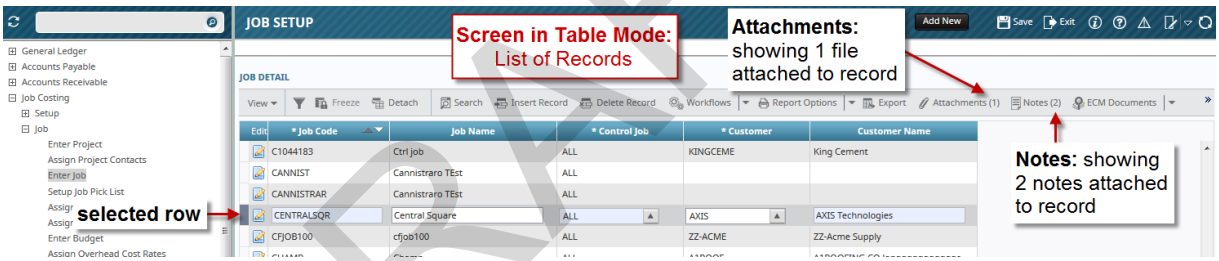
NOTE: If the user monitors this screen quite often, they will see that there are locks issued quite frequently by CMiC. These locks are required and should normally be created and then released almost immediately. Also, there are certain functions within CMiC that do issue locks that last for a bit longer; again, these locks are valid. For example, when the system is generating checks, the Check Number table MUST be locked to ensure duplicate checks numbers are not issued.

Attachments and Notes

Overview – Attachment and Notes



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

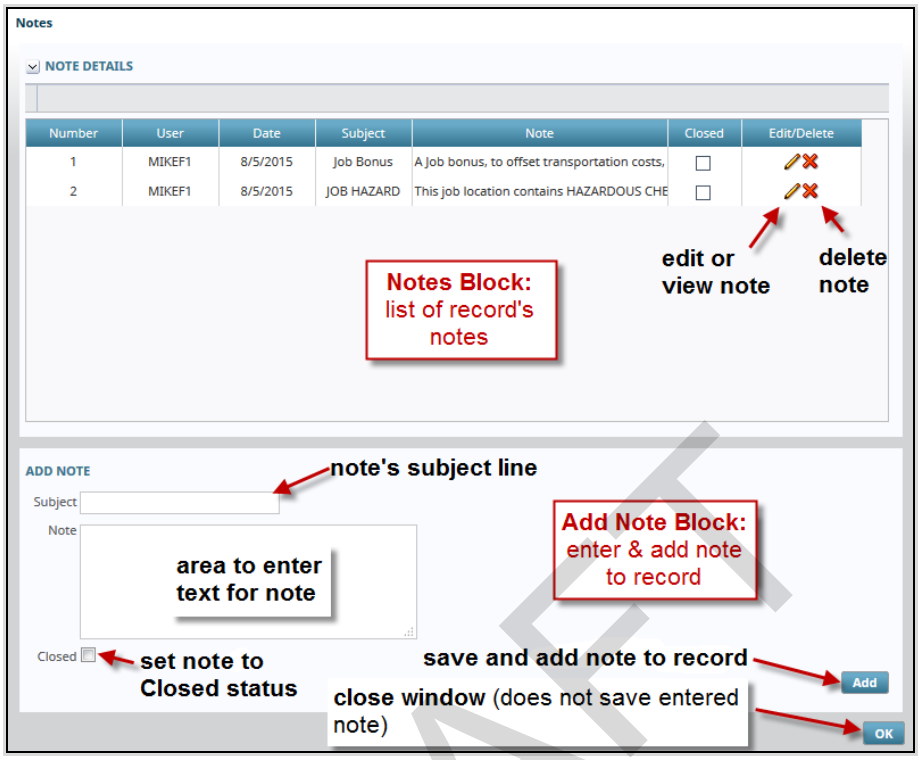


Sample of a screen in Table Mode, displaying a record with associated attachments and notes

Attachments and notes enable the storing of additional information related to Enterprise objects, such as projects, jobs, contract forecasts, and work items. Attachments can be any type of file format (XLS, CSV, DOC, PDF …), and require an appropriate application to open and view them. Notes, in comparison, are like post-it notes, and their text is displayed by their Enterprise application.

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

Notes



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

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

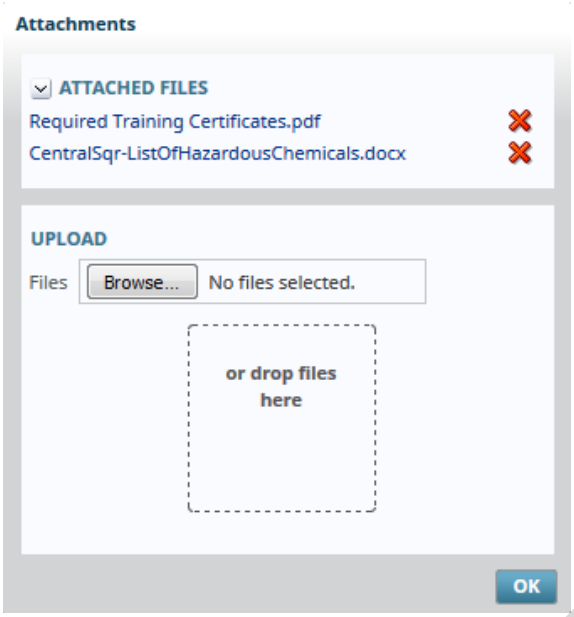
To edit or view a note, click the corresponding pencil icon. To permanently delete a note, click the corresponding delete icon (X).

NOTE: Note's Optional Subject Line: A note's subject line will appear, system wide, if it is enabled by the checkbox 'Subject Line Appears In Notes Entry' located on the System Options screen (standard Treeview path: *System > Setup > System Options – General tab*).

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

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

Attachments



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

Attached Files – Section

The list of attached files can be collapsed or expanded using the and icons, respectively.

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

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

Upload - Section

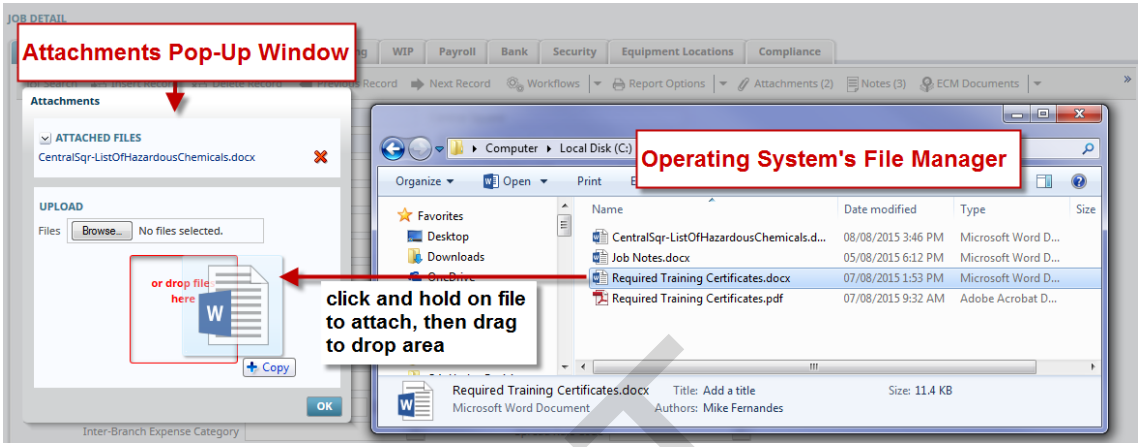
To upload an attachment, there are two options:

Upload Option 1

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

Upload Option 2

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



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

Global Tables

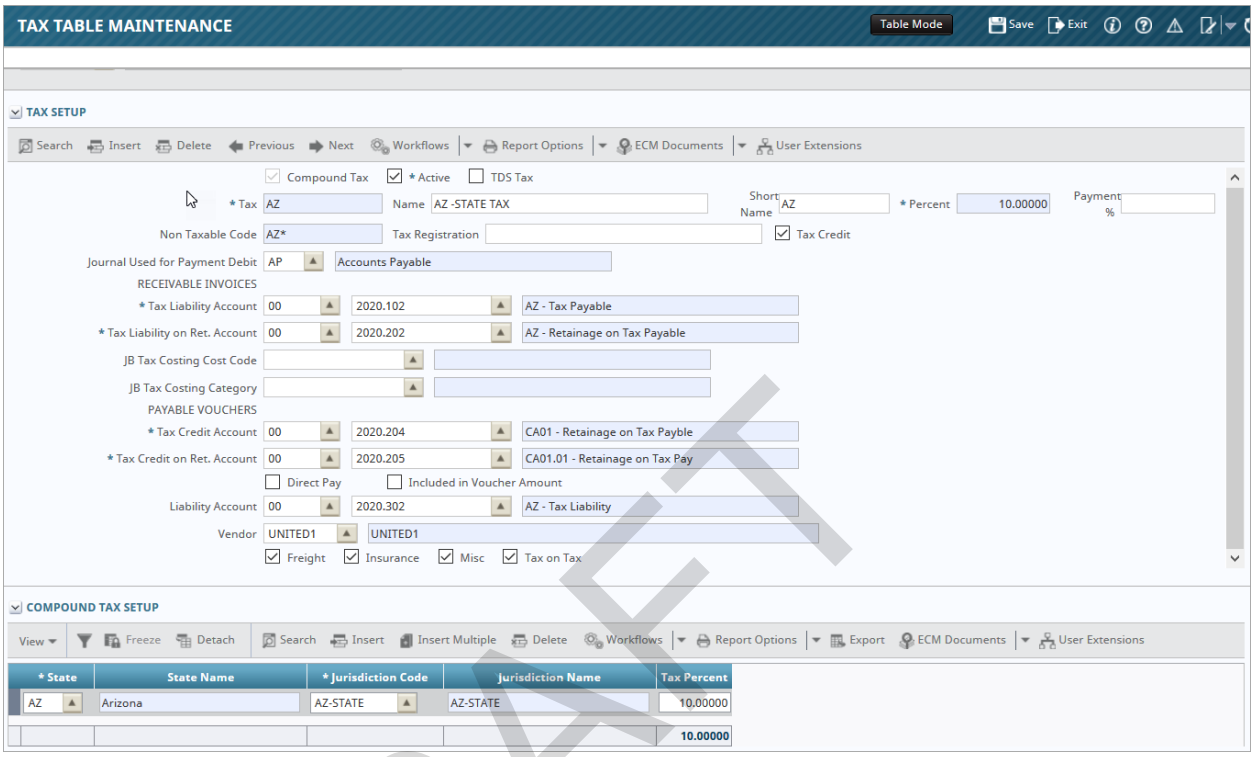
Overview – Global Tables

There are a handful of screens that are shared among all the applications and are grouped into a menu called Global Tables. These screens contain information that is common to many applications such as tax information, currency information and units of measure. Global Tables can be accessed from a sub-menu of the Setup menu in each application. This allows users easy access to these standard screens. The screens that make up the Global Tables are described in this section. The menu below shows where they appear on the standard application's main menu. The Accounts Payable Setup menu is used as an example.

Due to the detailed integration of the applications, more than just the data within the Global Tables is shared among applications. Often the setup of one application is required prior to the setup of another. For example, every application will need the General Ledger Accounts in order to process transactions. In such a case, the screens pertinent to the application setup will appear within that application and not within the Global Tables. Many of the Global Tables are company specific and therefore you will need to set up your company within the General Ledger prior to making entries into the Global Table screens.

As well, the scheduling of print server reports has been included in this section as it is global to all applications.

Tax Codes



Pgm: ARTAXFM – Tax Table Maintenance; standard Treeview path: System > Global Tables > Tax Code

The Tax Table Maintenance screen is used to define all taxes that are applicable to each company in the system. These defined taxes will then be available in the system's modules that use taxes.

Via this screen, various tax types can be defined:

- Standard Single Rate Taxes
- Compound Jurisdictional Taxes (State, County, City, & School District Levels)
- Direct Pay Taxes
- Value Added (Credit) Taxes

This screen is loaded in Form Mode, to insert new entries. To view existing tax codes, select the relevant company via the Company field, and click on [**Table Mode**].

Tax Setup – Section

This tab displays tax codes for the company selected via the Company field.

Compound Tax – Checkbox

If checked, this tax is a Compound Tax, and its component tax rates are specified in the Compound Tax Setup section, with the total rate displayed via the Percent display-only field.

Active – Checkbox

If active, the tax code will be available in LOVs, otherwise it will not be.

TDS Tax – Checkbox

If checked, the Percent field's tax rate can be negative. For the Tax Deduction at Source (TDS) legal requirement in Mauritius, this option provides the ability to apply negative tax rates on billing invoices.

Tax

Enter a 2-character code that will identify the tax you are defining. If a compound tax is being defined, then 10 characters may be used.

Name

Enter the name for the tax being defined. This name will appear to the right of the tax code on most screens that require the entry of the tax code.

Short Name

Enter a short name for this tax. The short name will appear on certain screens and reports where the longer name cannot fit.

Percent

This is the tax's percentage.

If the 'Compound Tax' checkbox is checked, this is a display-only field that displays the sum of the jurisdictional taxes entered in the Compound Tax Setup section.

Payment %

This field is used to enter the tax rate for a tax code of the Standard Single Rate Tax type. If a tax code is of the Compound Tax variety, its component rates are specified via the Compound Tax Setup section, and the total rate is displayed via the Percent display-only field.

Non Taxable Code

For every tax code entered, a non-taxable version is automatically created, and its code is displayed via this field. The code for the non-taxable version is comprised of the tax code's code with an asterisk (*) appended at the end. Non-taxable versions of tax codes are used to show that a tax was considered for a payment, but not applicable to it (zero amount).

In screens in which taxes are selected, if a particular tax is not taxable for a payment, but you want the tax and its zero amount to show on reports and receipts to show that it was considered and not applicable: select the tax code and unclick its corresponding 'Taxable' checkbox.

Tax Registration

Enter the tax registration description to show on the tax line, if the Job Billing invoice used supports it.

Tax Credit – Checkbox

Check this box if you will receive a tax credit for any taxes your company has paid on the purchase of goods and services. VAT type taxes and GST are examples of taxes that require this field to be checked.

Journal Used for Payment Debit

Enter/select the default journal to be used for payment processing.

Tax Liability Department, Account

Enter the department and account number to be credited for this tax when it is charged on receivable invoices. The account number must have been previously set up on the GL Chart of Accounts Setup screen.

Tax Liability on Retainage Department, Account

Enter the department and account number to be credited for the tax calculated on the retainage portion of a receivable invoice. If separate accounts are not used for retainage tax and standard tax, the same account can be entered in both fields.

The account entered must be already set up on the GL Chart of Accounts Setup screen. The account name will be displayed to the right if found.

JB Tax Costing Phase, JB Tax Costing Category

These fields are used to associate a tax code to a cost code and category combination, so that tax amounts incurred against items of that cost code and category are recorded for the job. See the previous subsection, *Recording AR Taxes in Job Cost*, for additional information.

Tax Credit Department, Account

Enter the department and account number to debit for a tax credit when it is charged on a payable invoice. These fields are only required if a "Y" was entered into the previous Tax Credit field.

If the tax code being entered is for the Goods and Services Tax (GST), then enter the General Ledger account being used for the GST Input Tax Credit. Normally, this account will be a different one than that specified for regular GST Payable. The account entered must be already set up on the GL Chart of Accounts Setup screen.

Tax Credit on Retainage Department, Account

Enter the department and account number to be debited for the tax calculated on the retainage portion of a payable invoice. If separate accounts are not used for retainage tax and standard tax, the same account can be entered in both fields.

These fields are only required if a "Y" was entered into the previous Tax Credit field.

Direct Pay – Checkbox

Check this field if you are responsible for submitting this tax to the government. This is applicable to AP taxes only. If left unchecked, the tax amount will be included in your payment to the vendor.

Included in Voucher Amount – Checkbox

This checkbox will indicate that the tax is not calculated separately, but rather is already included in the voucher amount being entered.

Liability Department, Account (Direct Pay)

Enter the department and account number to be credited for this tax when it is a Direct Pay Tax charged on a payable invoice. The account number must have been previously set up on the GL Chart of Accounts Setup screen.

Vendor (Direct Pay)

If the tax being entered is a Direct Pay Tax, and you want the system to automatically create a payable for the direct tax amount whenever an AP Voucher is entered, then enter the vendor code here. Also, the AP Control File must have the 'Generate Direct Tax Voucher' checkbox checked (standard Treeview path: *Accounts Payable > Setup > Local Tables > Control File Options – System Defaults tab*). See the *Direct Pay Tax* subsection under the *Tax Types & Samples* section for details.

Freight – Checkbox (Tax on Freight)

Check this box if this tax is applicable on freight charges; otherwise, leave this box unchecked.

Insurance – Checkbox (Tax on Insurance)

Check this box if this tax is applicable to insurance charges; otherwise, leave this box unchecked.

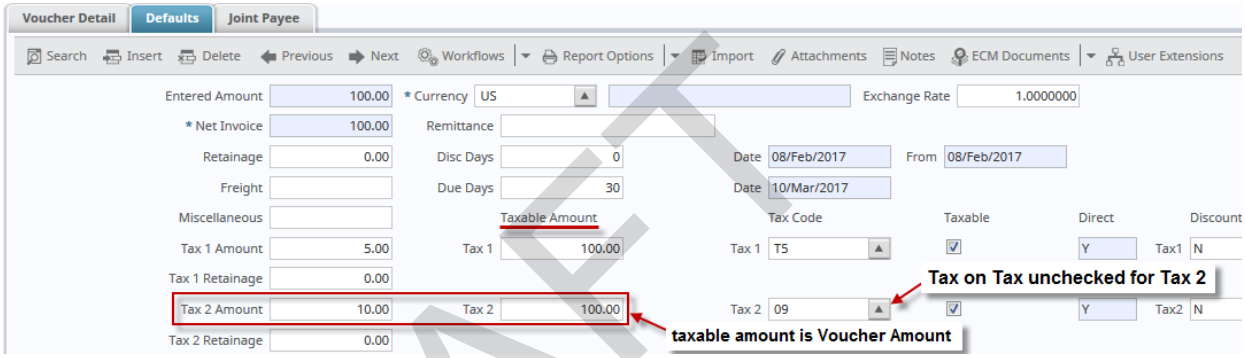
Misc – Checkbox (Tax on Miscellaneous Charges)

Check this box if this tax is applicable to miscellaneous charges; otherwise, leave this box unchecked.

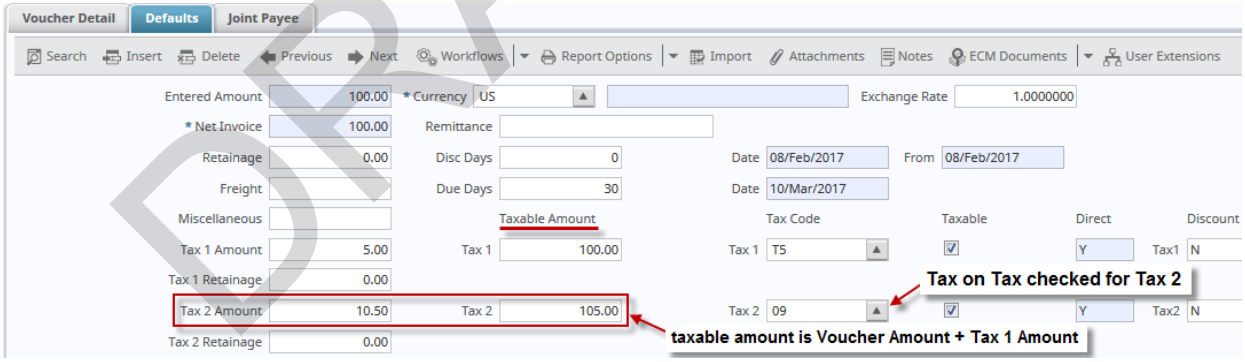
Tax on Tax – Checkbox

Check this box if this tax is applicable on taxes already applied to the invoice; otherwise, leave this box unchecked.

Example 1: Tax on Tax Unchecked for Second Tax



Example 2: Tax on Tax Checked for Second Tax

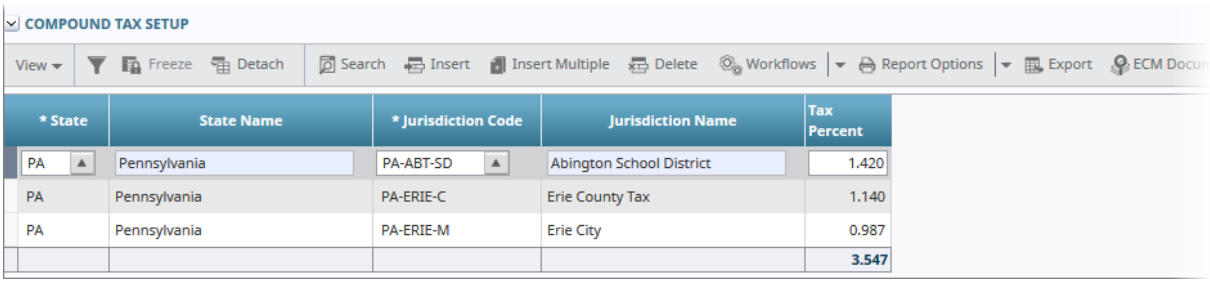


Tax Calculation Formulas

Let **A** = Voucher Amount, let **T1** = Tax 1, and let **T2** = Tax 2

Total - Tax on Tax Unchecked	Total - Tax on Tax Checked
A•T1 + **A•T2** + **A** Tax 1 Amount Tax 2 Amount Voucher Amount	**A•T1** + **(A•T1 + A)T2** + **A** Tax 1 Amount Tax 2 Amount Voucher Amount **= A•T1 + A•T2 + A•T1•T2 + A**

Compound Tax Setup – Section



Pgm: ARTAXFM – Tax Table Maintenance; standard Treeview path: System > Global Tables > Tax Code – Compound Tax Setup section

This section of the screen is used to enter the component Jurisdictional Taxes for a Compound Tax. The states/provinces available via the State field's LOV, and the Jurisdiction Taxes available via the Jurisdiction Code field's LOV are set up via the Region Code Maintenance screen. For details, see this reference guide's *Region Codes* section.

For details about setting up Compound Taxes, refer to the *Compound Tax* subsection under the *Tax Types & Samples* section.

State

Select the state under which the Jurisdictional Taxes are defined.

Jurisdiction Code

Select the individual Jurisdictional Taxes that make up the Compound Tax.

Tax Percent

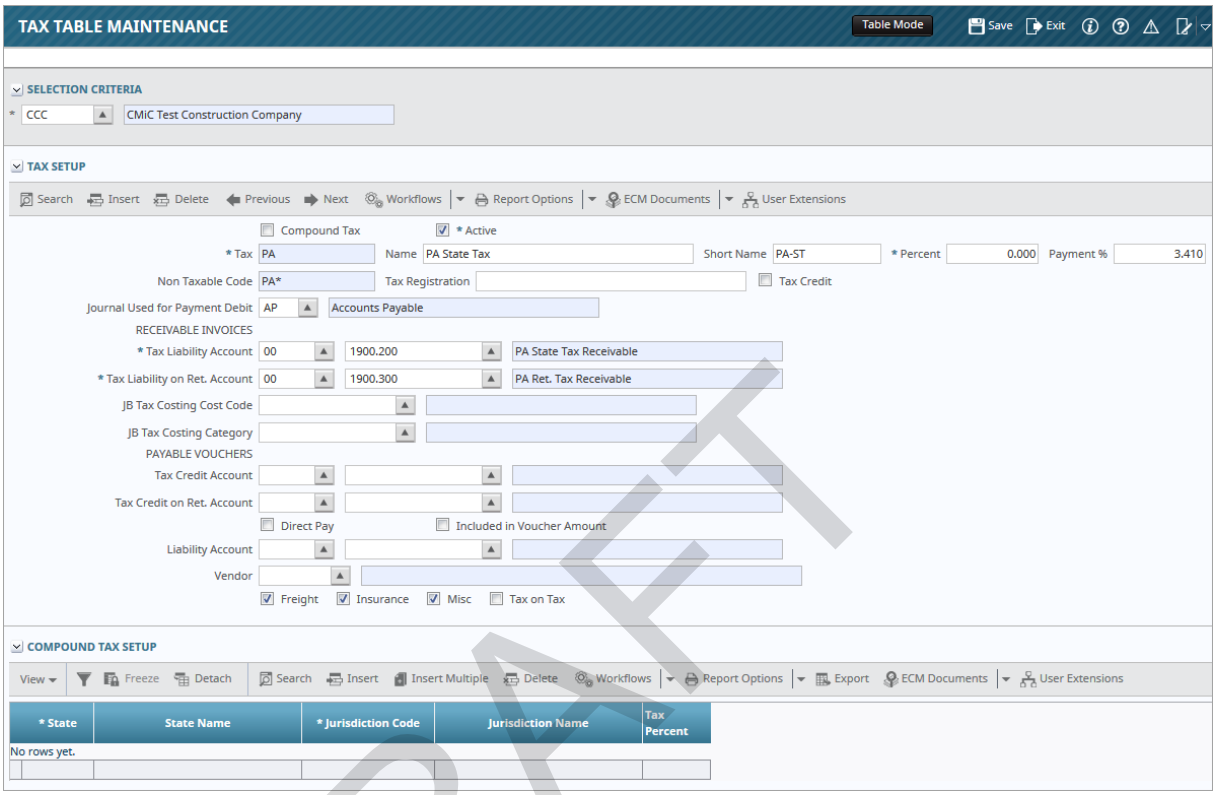
This field is automatically populated with the rate defined for the Jurisdictional Tax, however, this rate may be modified if required. If the rate is modified, the rate set for the Jurisdictional Tax in the Region Code screen will not be altered.

Delete Compound Tax

To delete a Compound Tax, first delete the Compound Taxes under the Compound Tax Setup section using the [**Delete**] button of that section's Block Toolbar. Then, delete the Compound Tax using the [**Delete**] button of the Tax Setup section.

Tax Types & Samples

Standard Single Rate Tax



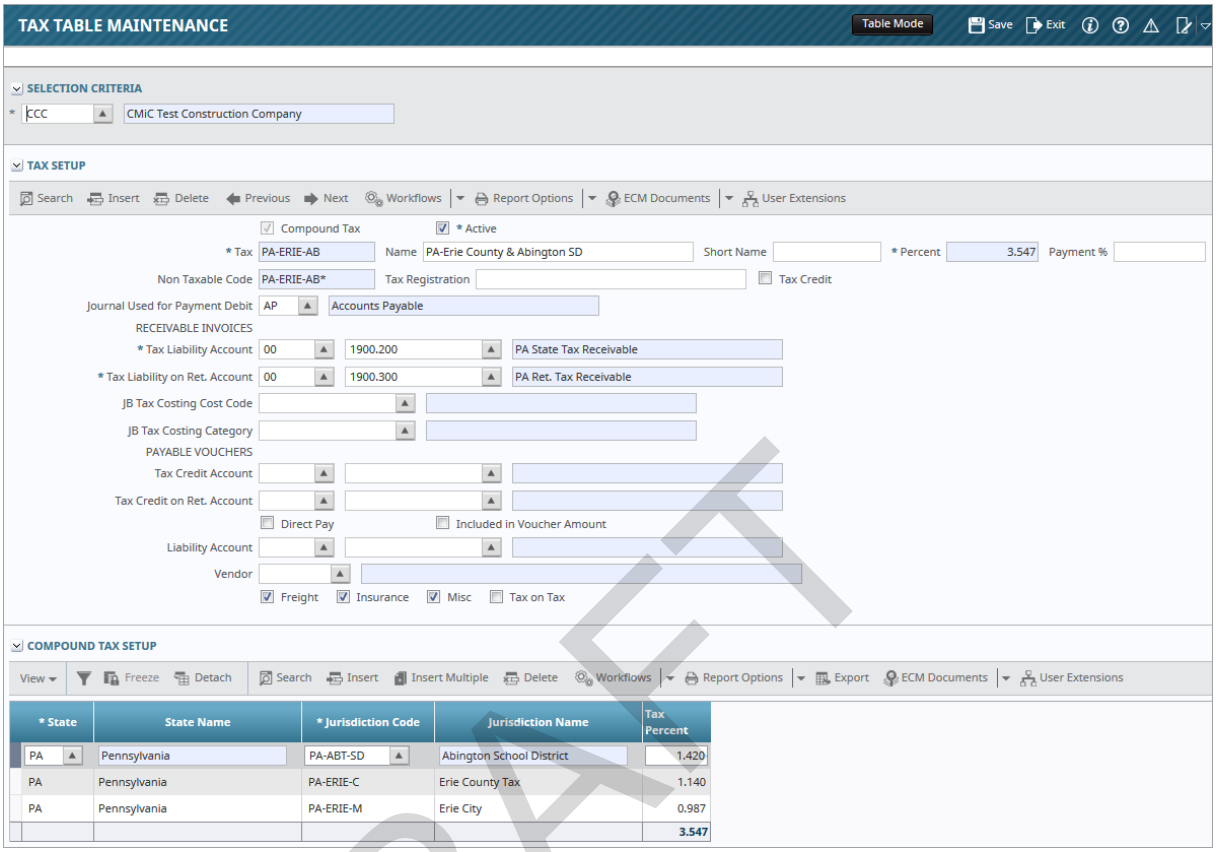
Example of a Standard Single Rate Tax setup; sample shown is of a state tax (standard Treeview path: System > Global Tables > Tax Code)

For a Standard Single Rate Tax setup (sample shown above), the 'Compound Tax' box is unchecked, and the tax rate is specified via the Payment % field. The Compound Tax Setup section is not used, as it is only applicable to Compound Tax setups.

The 'Tax Credit' box is also unchecked, and its corresponding Tax Credit Account and Tax Credit on Ret. Account fields are left blank, as these fields only apply to Value Added Tax setups.

Also, the 'Direct Pay' box is unchecked, and it is corresponding Liability Account and Vendor fields are left blank, as these fields only apply to Direct Pay Tax setups.

Compound Tax (Multiple Jurisdictional Taxes)



Example of Compound Tax setup (standard Treeview path: System > Global Tables > Tax Code)

Compound Taxes in CMiC Enterprise consists of multiple jurisdictional type taxes, and they are used to consolidate taxes for a region.

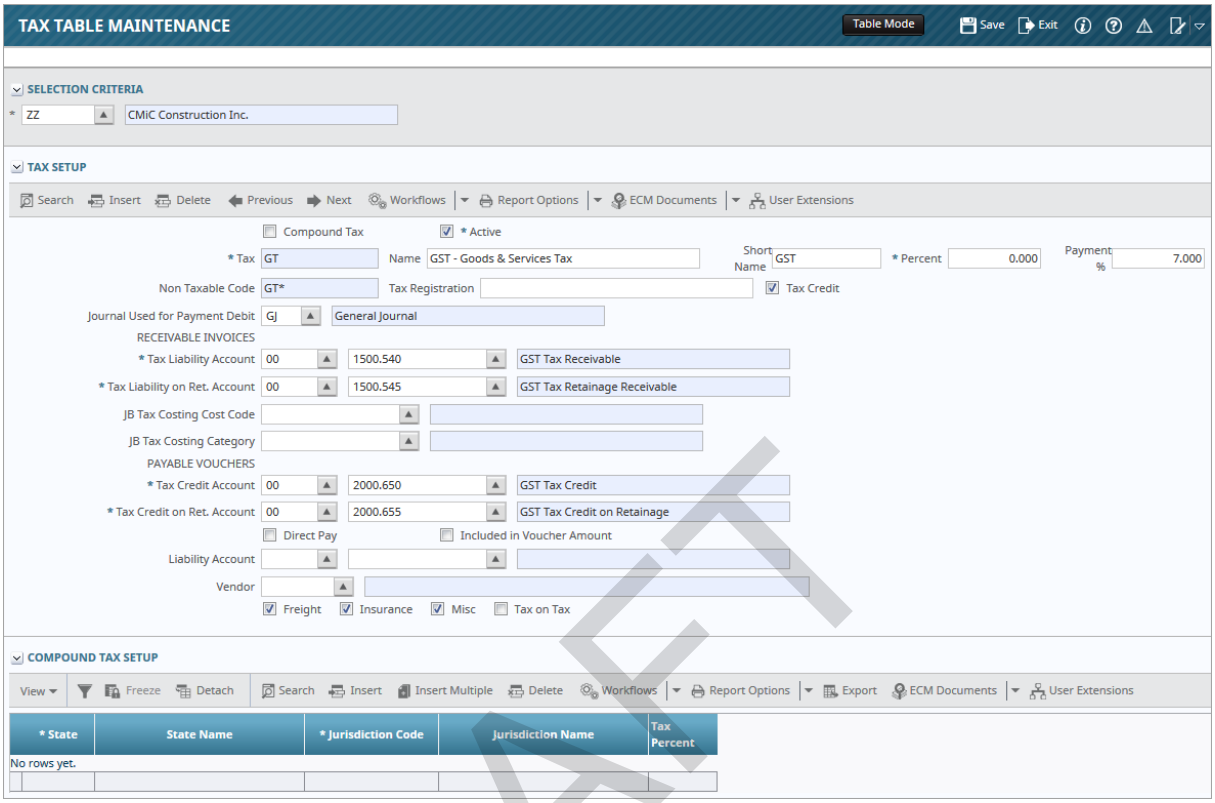
A Compound Tax's code can be up to 10 characters in length, and Compound Taxes can be of the Direct Pay Tax and Value Added Tax sub-types.

For a Compound Tax, the component Jurisdictional Taxes are entered in the Compound Tax Setup section, as shown above, and the total rate is displayed via the Percent display-only field.

The states/provinces available via the State field's LOV, and the Jurisdiction Taxes available via the Jurisdiction Code field's LOV are set up via the Region Code Maintenance screen. For details, see this guide's *Region Codes* section.

To delete a Compound Tax, first delete the Compound Taxes under the Compound Tax Setup section using that section's [**Delete**] button. Then, delete the Compound Tax using the [**Delete**] button of the Tax Setup section.

Value Added Tax (Goods & Services Tax)



Example of a Value Added Tax setup; sample shown is of a GST tax (standard Treeview path: System > Global Tables > Tax Code)

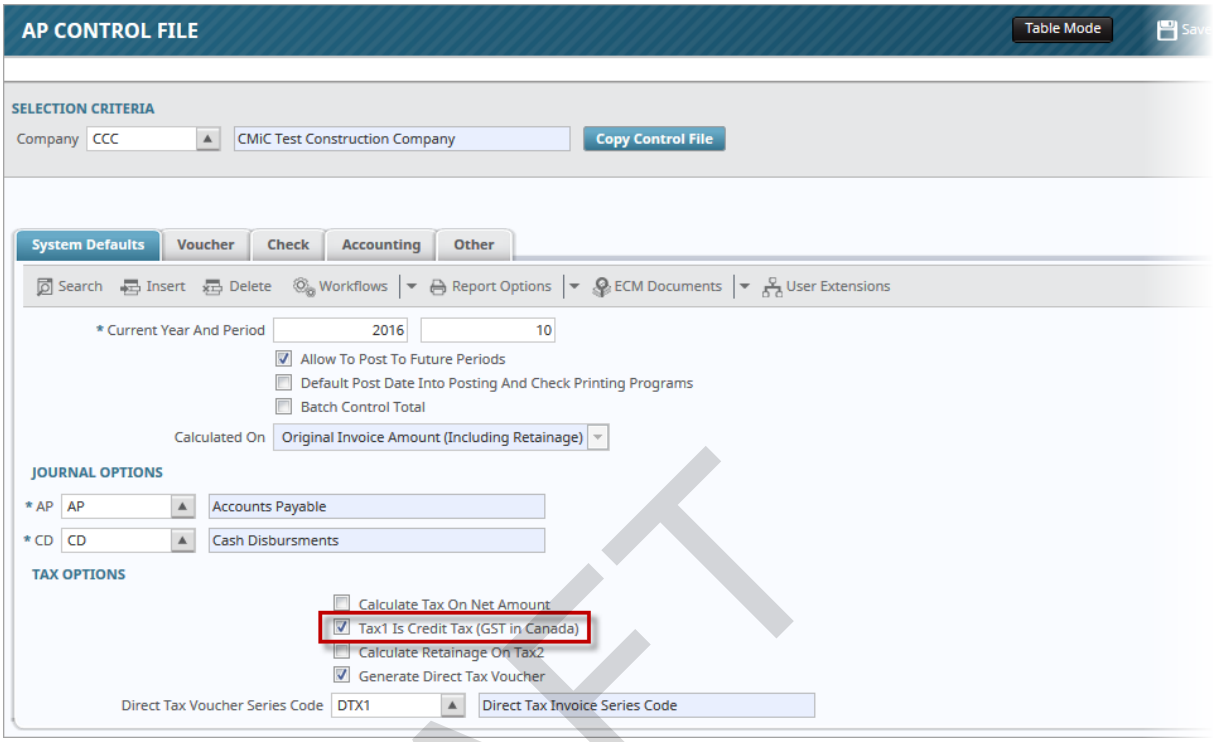
Value added taxes (VAT), also known as goods and services taxes (GST), are applicable to our Canadian, UK, Ireland, and Singapore clients.

For a Value Added Tax setup (sample shown above), the 'Tax Credit' box is checked, and its corresponding Tax Credit Account and Tax Credit on Ret. Account fields are specified.

Also, a Value Added Tax setup can be defined with a single rate, specified via the Payment % field, or it can be defined as Compound Tax by checking the 'Compound Tax' box and entering the component tax rates in the Compound Tax Setup section.

Also, the 'Direct Pay' box is unchecked, and it is corresponding Liability Account and Vendor fields are left blank, as these fields only apply to Direct Pay Tax setups.

Value Added Taxes & Retainage/Holdback



Pgm: APCTRLFM – AP Control File; standard Treeview path: Accounts Payable > Setup > Local Tables > Control File Options – System Defaults tab

In some tax jurisdictions, the tax amount due on Retainage/Holdback is not considered a current payable until the Retainage/Holdback is released. In this case, the tax credit tax in question must be entered as the first tax on any AP invoice, and the 'Tax1 Is Credit Tax (GST in Canada)' checkbox on the System Defaults tab of the AP Control File must be checked, as shown above.

If a tax is of the Tax Credit type, and the 'Tax1 Is Credit Tax (GST in Canada)' box is not checked, the posting will be:

BEST01 NORMAL 2607 1234 07-Oct-2013 06-Nov-2013 USD 1.000 1,000.00 0.00 0.00 130.00 1,030.00 100.00
Best Concrete Disc Date: 07-Oct-2013 Series Code: Handling Code: Discrete: N
HST

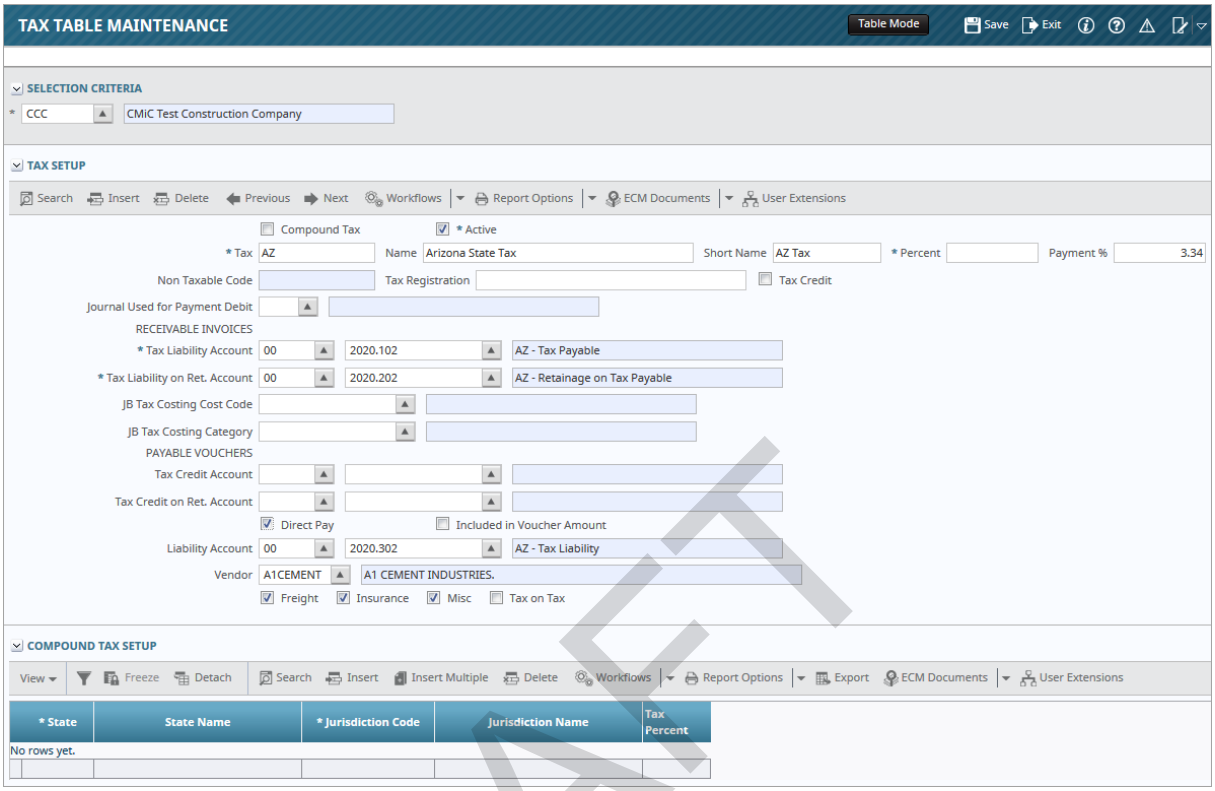
Type	Company	Dept	Account	Account Name	Debit	Credit	Qty WM	Job/Eqp/WO	Cost Code /Eqp/WI	Cat/Tr/Exp	Expense Code	PO#/CONT	Item/Task
G	HC	00	2000	Accounts Payable		1,030.00	NA					-	
G	HC	00	2010	Retainage Payable		100.00	NA					-	
G	HC	00	2020	Taxes Payable	130.00		NA					-	
G	HC	00	6430	Miscellaneous Overhead Costs	1,000.00		NA					-	

If a tax is of the Tax Credit type, and the 'Tax1 Is Credit Tax (GST in Canada)' box is checked, the posting will be:

BEST01 NORMAL 2609 12345 07-Oct-2013 06-Nov-2013 USD 1.000 1,000.00 0.00 0.00 117.00 1,017.00 113.00
Best Concrete Disc Date: 07-Oct-2013 Series Code: Handling Code: Discrete: N
HST

Type	Company	Dept	Account	Account Name	Debit	Credit	Qty WM	Job/Eqp/WO	Cost Code /Eqp/WI	Cat/Tr/Exp	Expense Code	PO#/CONT	Item/Task
G	HC	00	2000	Accounts Payable		1,017.00	NA					-	
G	HC	00	2010	Retainage Payable		113.00	NA					-	
G	HC	00	2020	Taxes Payable	117.00		NA					-	
G	HC	00	2030	Retainage Taxes Payable	13.00		NA					-	
G	HC	00	6430	Miscellaneous Overhead Costs	1,000.00		NA					-	

Direct Pay Tax



Example of Direct Pay Tax setup (standard Treeview path: System > Global Tables > Tax Code)

Direct Pay Taxes are taxes applicable to Accounts Payable invoices that you have opted to pay directly to the tax authority, not to the vendor. When a Direct Pay Tax is applied, the system automatically creates a payable invoice to the tax authority each time you post an AP invoice. This system generated invoice can then be paid, as per any other invoice.

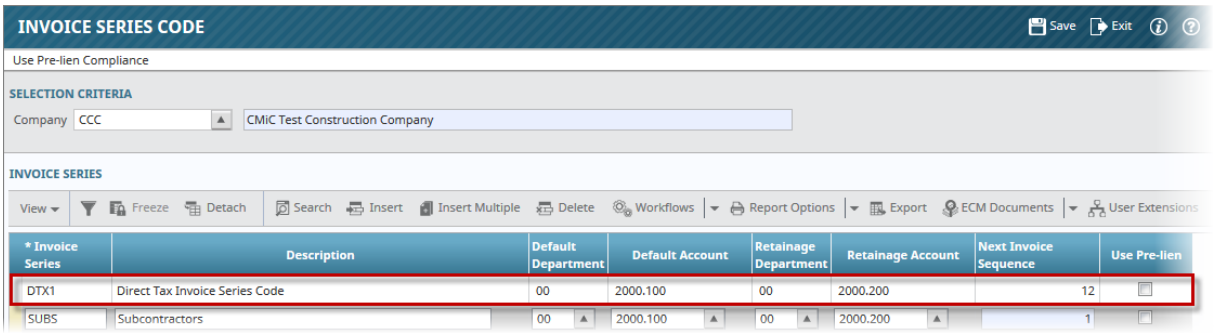
For a Direct Pay Tax setup (sample shown above), the 'Direct Pay' box is checked, and its corresponding Liability Account field is specified, which is a clearing account that should always have a balance of zero. The vendor for who a Liability Voucher is to be automatically created whenever this Direct Pay Tax is used, is specified via the Vendor field.

Also, the 'Tax Credit' box is unchecked, and its corresponding Tax Credit Account and Tax Credit on Ret. Account fields are left blank, as these fields only apply to Value Added Tax setups.

Direct Pay Taxes can be defined with a single tax rate, or they can be Compound Taxes. However, Direct Pay Taxes of the Compound Tax type cannot have a vendor assigned.

Invoice Series Codes for Direct Pay Taxes

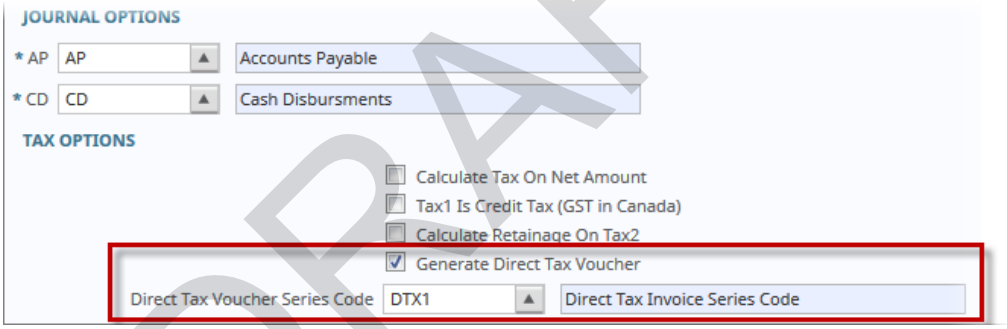
1. Invoice Series Code Setup



Pgm: APINVSER - Invoice Series Code; standard Treeview path: Accounts Payable > Setup > Local Tables > Invoice Series Code (sample of an invoice series code set up for a Direct Pay Tax)

Create an invoice series code for the Direct Pay Tax via the Invoice Series screen, as shown in the screenshot above. When defining the invoice series code, if tax invoices are to be considered part of your standard AP control account, enter the standard accounts here. The accounts entered here will override the default accounts set up for the vendor.

2. AP Control File Setup



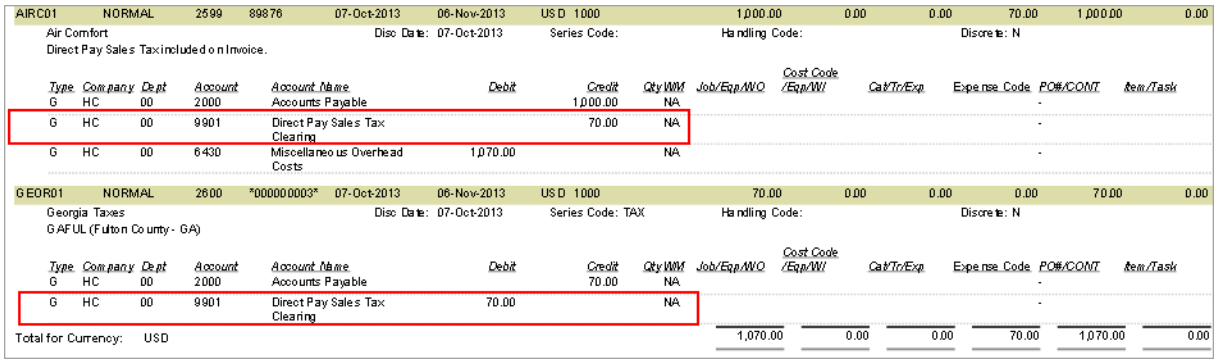
Pgm: APCTRLFM – AP Control File; standard Treeview path: Accounts Payable > Setup > Local Tables > Control File Options – System Defaults tab

The next step is to update the AP Control File. Launch the AP Control File screen, and check the 'Generate Direct Tax Voucher' checkbox on the System Defaults tab. Then select the invoice series code for the Direct Pay Tax via the Direct Tax Voucher Series Code field, and save the update.

3. Sample Posting Report with a Direct Pay Tax

Now, when vouchers in the AP or Subcontract modules are posted with a Direct Pay Tax, the system will post them and create secondary vouchers for the direct pay tax amounts.

Below is a simple sample of the posting report. Notice that account 9901 is an in and out account, and therefore should always have a balance of zero.



AIRC01 NORMAL 2599 89876 07-Oct-2013 06-Nov-2013 USD 1000 1,000.00 0.00 0.00 70.00 1,000.00 0.00

Air Comfort Disc Date: 07-Oct-2013 Series Code: Handling Code: Discrete: N

Direct Pay Sales Tax included on Invoice.

Type	Company	Dept	Account	Account Name	Debit	Credit	Qty WM	Job/Eqp/WO	Cost Code /Eqp/WI	Cat/Tr/Exp	Expense Code	PO#/CONT	Item/Task
G	HC	00	2000	Accounts Payable		1,000.00	NA					-	
G	HC	00	9901	Direct Pay Sales Tax Clearing		70.00	NA					-	
G	HC	00	6430	Miscellaneous Overhead Costs	1,070.00		NA					-	

GEOR01 NORMAL 2600 "000000003" 07-Oct-2013 06-Nov-2013 USD 1000 70.00 0.00 0.00 0.00 70.00 0.00

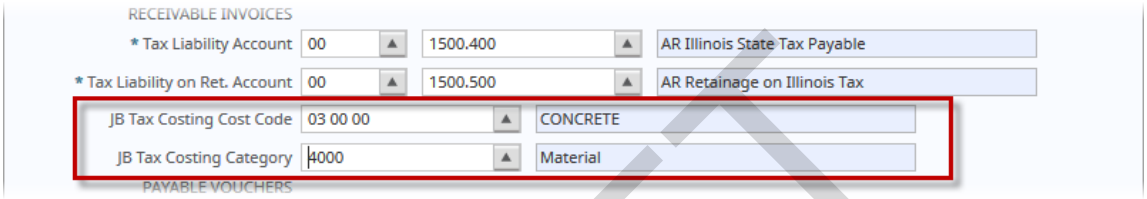
Georgia Taxes Disc Date: 07-Oct-2013 Series Code: TAX Handling Code: Discrete: N

GAFUL (Fulton County - GA)

Type	Company	Dept	Account	Account Name	Debit	Credit	Qty WM	Job/Eqp/WO	Cost Code /Eqp/WI	Cat/Tr/Exp	Expense Code	PO#/CONT	Item/Task
G	HC	00	2000	Accounts Payable		70.00	NA					-	
G	HC	00	9901	Direct Pay Sales Tax Clearing	70.00		NA					-	

Total for Currency: USD 1,070.00 0.00 0.00 70.00 1,070.00 0.00

Recording AR Taxes in Job Costing

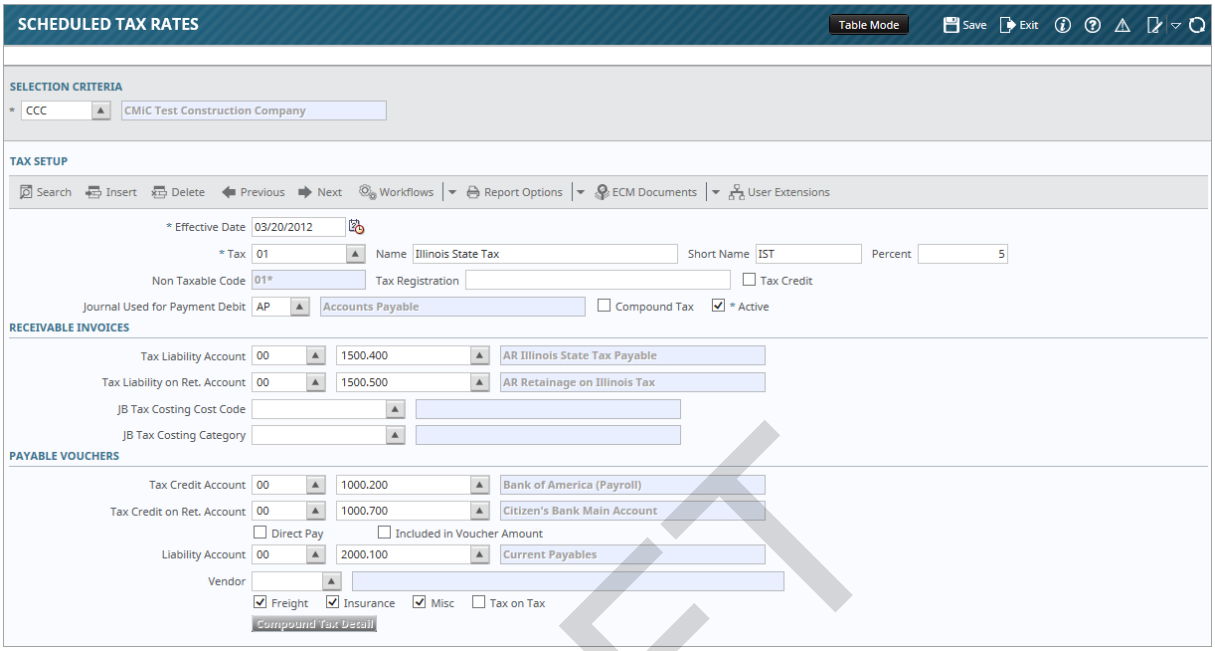


Pgm: ARTAXFM – Tax Table Maintenance; standard Treeview path: System > Global Tables > Tax Code

Additionally, functionality is available to record taxes incurred by a cost code and category item against the job that incurred them. All that is required for such a tax setup is the relevant cost code and category, as shown above.

If this option is used for a tax code, the system will create a new transaction batch during the Job Billing Invoice Posting process, which posts a "**C**" cost transaction for the Tax Amount and a "**B**" billing transaction for the tax amount using the cost code and category combination defined on the tax code.

Scheduled Tax Rates



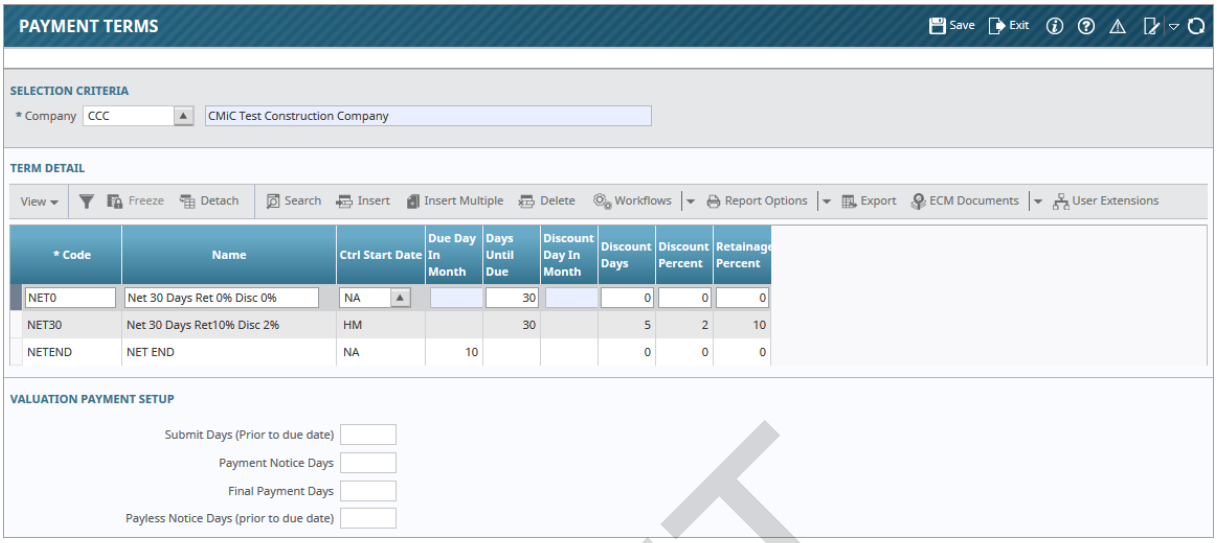
Pgm: ARTSFM – Scheduled Tax Rates; standard Treeview path: Accounts Payable > Setup > Local Tables > Scheduled Tax Rates

This screen is used to enter the future details of a tax code defined in the system, so that on the date specified in the Effective Date field, the tax code will be updated with the new details.

If a tax code is of the Compound Tax type, the [**Compound Tax Detail**] button will be enabled to alter the component tax rates.

For details about the fields of this screen, please refer to the following subsection in this user guide: *Tax Setup – Section*.

Payment Terms



Pgm: TERM – AP and AR Terms Code Maintenance

This program is used to define codes for payments terms for use in both the Accounts Receivable (AR) and Accounts Payable (AP) sub-ledgers. Payment terms are unique by company. Common payment terms associated with invoices include COD, Net due 30 days, Net due on receipt, etc. A six-character code defined here identifies each payment term and that code will be required for entry when setting up both vendors and customers.

The first section is for entering the company code for which the codes being defined in the second section will apply. Terms codes must be defined for each company set up on the system. The second section is used for setting up the terms codes that will be used by the company specified in the first section.

Company

Enter the company code for which to define terms.

Code (Term Code)

Enter up to a 6-character code for the term code. This code will be specified when setting up new customers in AR or new vendors in AP, and will determine the standard payment conditions for invoices (i.e. Cash on Delivery, Net due on Receipt, Net due 30 days, etc.). A term code must be entered for each payment term defined on this screen.

Name

Enter a description of this payment term. This name will appear on most screens that require the entry of a payment term.

Control Start Date

Enter the code to determine the day that will be used as the start date when calculating the Payment Terms. There is a predefined set of values for this field. The default for this field is “NA”.

HM - Not Including this half month
NA - Control Not Applied
NM - Not Including this Month
NT - Not Including Today
NW - Not Including this Week
SD - Specify the Number of Days

This control field is used in conjunction with an invoice date to determine the base date from which to calculate the due and discount dates according to the data in the Days until Due field and the Discount Days field.

Due Day in Month

Enter the day of the month that invoices for vendors or customers with this code are normally due. If "15" is entered here, then the due date for invoices entered will default to the 15th of the current month if this term code has been set up for the vendor or customer whose invoice is being entered. A valid number between 0 and 31 can be entered here.

Leave this field blank if the due date for invoices will be determined by the invoice date (see the Days Until Due field).

NOTE: The Due Day in Month field and the next field, Days Until Due are mutually exclusive entry fields. They both cannot be left blank and they both cannot be filled in. One method of defaulting the due date on invoices must be selected.

Days Until Due

Enter the number of days until invoices being entered for customers or vendors with this term code will be due for payment, starting from the date of the invoice. The due date will default to the Invoice Entry screen by adding the number of days entered in this field to the invoice date entered on that screen. If "30" is entered in this field, all invoices for all vendors or customers who are set up with this code will have a default due date of 30 days past the invoice date entered.

A valid number between 0 and 999 can be entered in this field. Leave this field blank if the due date will default based on the day of the month (see Due Day in Month field).

NOTE: Data entry in this field and the previous one are mutually exclusive. Both fields cannot be left blank and both fields cannot have data entered. Enter information only in that field which will approximate and default due dates in the most desirable fashion.

Discount Day In Month

Enter the day in the month up to which the discount is applicable.

Discount Days

Enter the number of days after the invoice date that the customer or vendor invoices are eligible for TERM (or early payment) discounts. When invoices are entered for vendors or customers who have been set up with this term code, the system add the number of days specified here to the invoice date entered and correctly display the date that TERM DISCOUNT eligibility ends. Any number of days between 0 and 999 may be entered here.

If this field is left blank, the system will assume 0 days for this code.

Discount Percentage

Enter the percentage for the TERMS (early payment) discount. For invoices of vendors and customers who are set up with this term code, the percentage entered in this field will default to the Invoice Entry screen, and the amount of discount will be automatically calculated based on the percentage entered. A valid percentage between 0 and 100 can be entered in this field.

If this field is left blank, the system will assume a percentage of 0.

Retainage Percentage

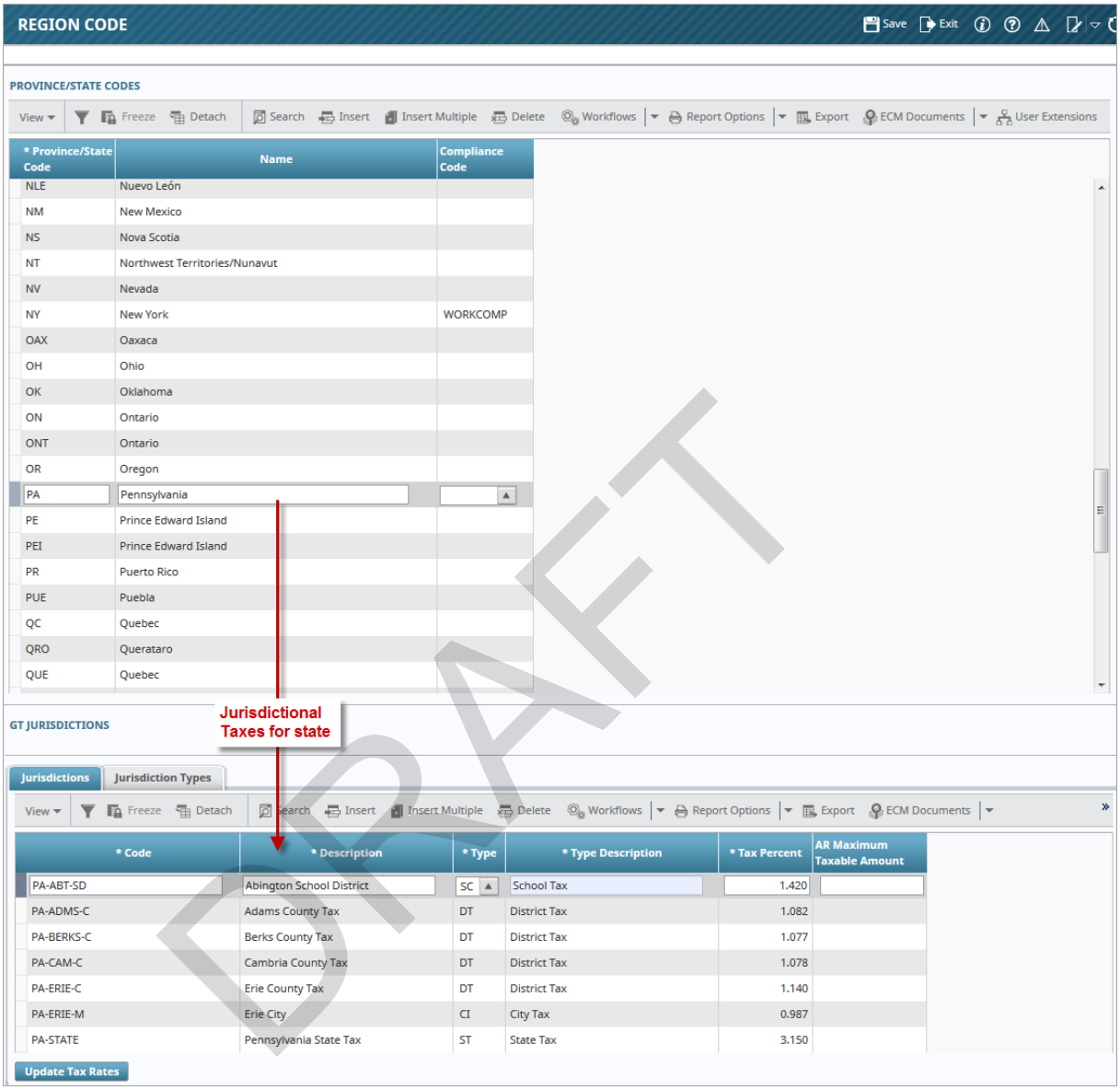
Enter the percentage of retainage to be associated with the term code being defined.

Sample of Start Date Control Functions

NOTE: Rows in bold are invalid combinations.

		Day in Month	Days Until	Invoice Date	Calculated Due Date
HM	Not Including this Half Month	7		Jan 01/18	Feb 07/18
		7		Jan 31/18	Feb 07/18
			7	Jan 01/18	Jan 23/18
			7	Jan 31/18	Feb 08/18
NM	Not Including this Month	7		Jan 01/18	Feb 07/18
		7		Jan 31/18	Feb 07/18
			7	Jan 01/18	Feb 08/18
			7	Jan 31/18	Feb 08/18
NT	Not Including Today	***7***		***Jan 01/18***	***Feb 07/18***
		7		***Jan 31/18***	***Feb 07/18***
			7	Jan 01/18	Jan 09/18
			7	Jan 31/18	Feb 08/18
NW	Not Including this Week	7		Jan 01/18	Feb 07/18
		7		Jan 15/18	Feb 07/18
		7		Jan 31/18	Feb 07/18
			7	Jan 01/18	Jan 14/18
			7	Jan 31/18	Feb 11/18
NA	Control Not Applied	***7***		***Jan 01/***18	***Feb 07/***18
		7		***Jan 31/***18	***Feb 07/***18
			7	Jan 01/18	Jan 08/18
			7	Jan 31/18	Feb 07/18

Region Codes



Pgm: REGFM – Region File Code; standard Treeview path: System > Global Tables > Region Codes

This screen is used to define geographical regions to use throughout the system, in the Province/State Codes section. It is also used to define all relevant Jurisdictional Taxes for a selected region on the Jurisdictions tab. The defined Jurisdictional Taxes are used in the Tax Code Maintenance screen to define Compound Taxes.

Province/State Codes – Section

Province/State Code, Name

Enter up to a three-character code for the state/province being defined. Any combination of characters from A-Z and 0-9 can be used (i.e. “NY”, “IL”, or “ON”). The code will be used to reference these regions throughout the system. The codes used to identify a state/province are expected by the system to be the codes dictated by the country’s postal service. This name will appear on most screens where the region code (state code) is entered. This field is not used on any address functions.

Compliance Code

This field is used to associate a compliance code to a region code (state code), so that in the Subcontract Entry screen (standard Treeview path: *Subcontract Management* > *Contracts* > *Enter Subcontract/Change Order*), if the subcontract's job location state/province is not the same as that of the vendor, the compliance code assigned to the region code will be added to the subcontract.

Jurisdictions – Tab

This tab is used to define all relevant Jurisdictional Taxes for the selected region in the Province/State Codes section.

Code, Description

Jurisdictional Tax's identifying code, and its description.

Type, Type Description

Type of Jurisdictional Tax: School Tax, District Tax, City Tax, State Tax.

Tax Percent

Decimal representation of tax rate.

AR Maximum Taxable Amount

Enter the maximum taxable amount for this Jurisdictional Tax. This is for the system to handle local sales taxes for maximum taxable invoice amounts. For example, in a state, local taxes may be charged only up to an amount of say $2500 only. The assumption is that the amount is in one currency only. The maximum is then applied to AR Invoice entry, AR Memo entry, Job billing prepare Billing program and Mass prepare billing programs.

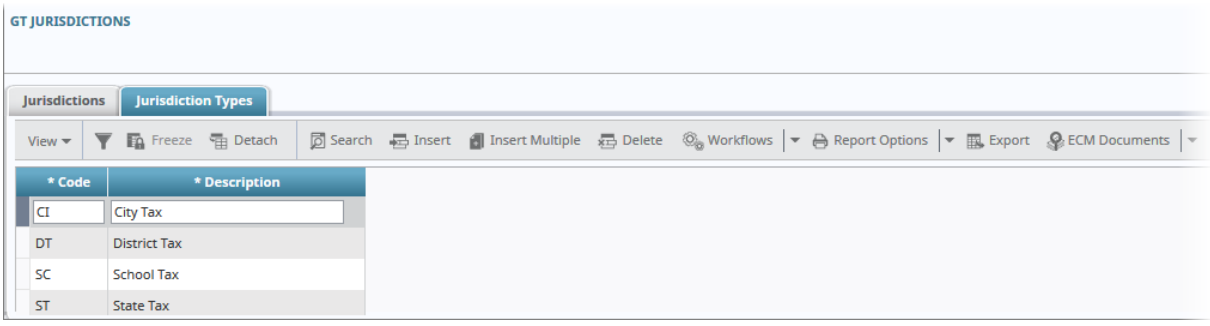
NOTE: Presently, this is applicable to AR invoices only, not for AP invoices.

[**Update Tax Rates**] – Button

This option will offer a confirmation dialog. If the user selects [**OK**], then all Compound Tax setups in the Tax Code Maintenance screen will be updated to this current rate.

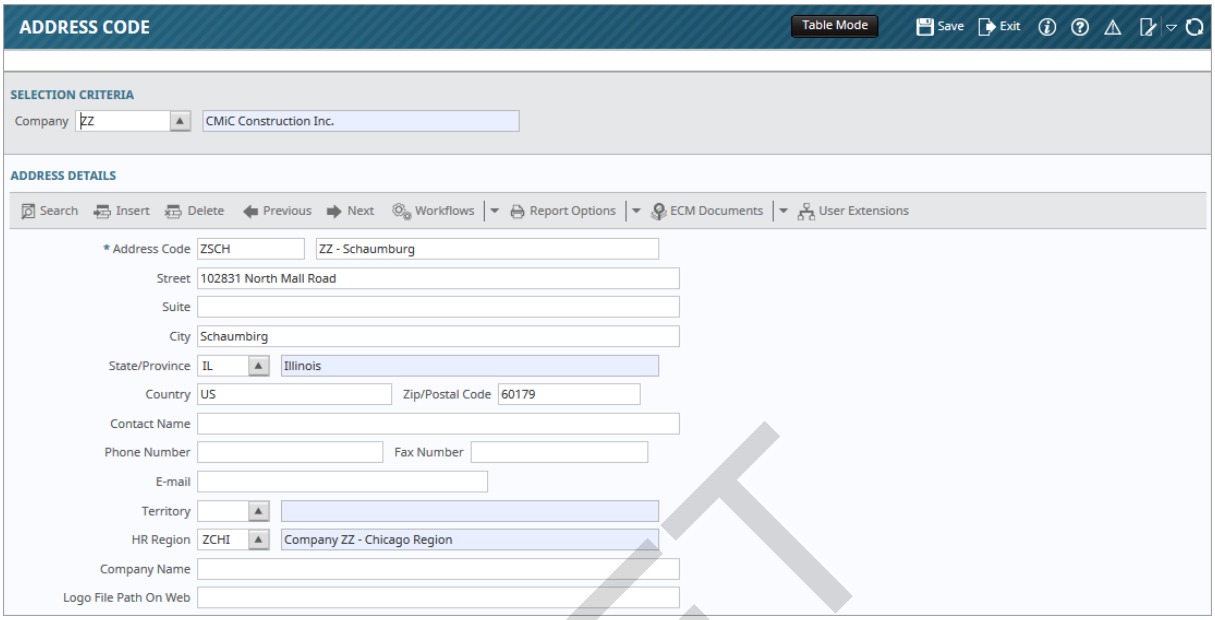
WARNING: This will override any adjusted amounts made for any specific Compound Taxes.

Jurisdiction Types – Tab



This tab is used to maintain the Jurisdictional Tax types available via the Type fields on the Jurisdictions tab. Examples of Jurisdictional Taxes include: Power, Water, City, County, School Districts, etc.

Address Codes



Pgm: ADDRESS –Address Code; standard Treeview path: System > Global Tables > Address Code

This screen is used to create company addresses records for a company's various branches, or any other location relevant to any of the screens throughout the system.

Company

Select the relevant company.

Address Code

Enter a unique code for the address information to be entered on this screen. Any combination of characters from A-Z and 0-9 can be used (i.e. 'SMIT', '123', or 'S12'). Usually this code is the branch abbreviation. The code entered here will be used to reference the address information entered throughout the system, where required by individual applications. A unique address code must be entered for each new address defined for the company.

In the field to the right of the code field, enter a descriptive name for the address code being defined. This field is displayed in LOVs of address codes, so it should provide details that would make it easier for users to find it.

Street, Suite, City

Enter the street, suite and city address details.

State/Province

Enter the region code (state code) for this address code, if required.

The region code is used to enter the appropriate province or state for postal purposes. It should not be confused with the territory code, which is used for sales analysis by geographical areas.

Country

Enter the country for the address being entered for this address code. This field may be left blank.

Zip/Postal Code

The Zip/Postal Code field is used to enter the mailing code used by the postal service in the country of this address code. Lowercase letters will be converted to uppercase.

Contact Name

Enter the name of the primary contact at this address. The contact would normally be the individual to whom most correspondence to this address would go.

This field can be left blank if desired.

Phone Number, Fax Number

Enter the address's phone number and fax number, broken down into its country code, area code, and local number. Any of the fields can be left blank.

E-Mail

E-mail of contact.

Territory

Enter the code of the sales territory in which this address falls, if required.

Territory codes are used primarily for sales analysis purposes and for the geographical distribution of products for the business entity as a whole. It should not be confused with the region code, which is simply the state/province of the address.

HR Region

Enter/select the code for the regional HR office. Address codes should be associated with an HR region.

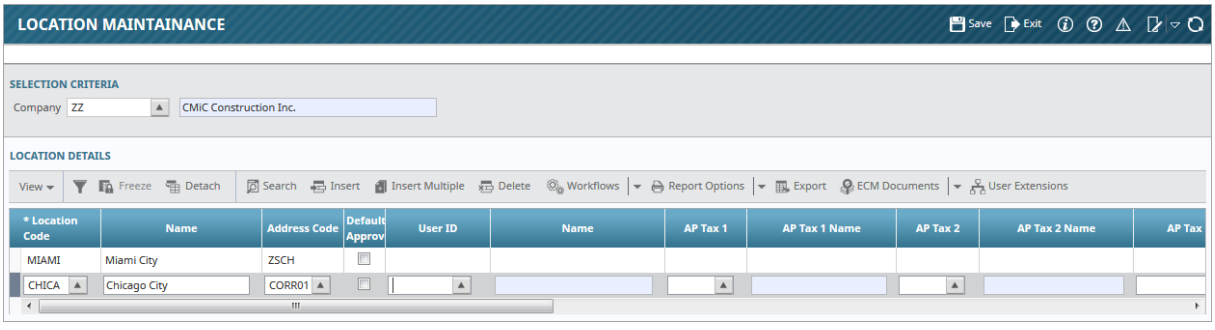
These codes are defined in the HR Regions screen of the Human Resources module (*standard Treeview path: Human Resources > Setup > Local Tables > Regions*.)

Company Name, Logo File Path On Web

These fields are only applicable to CMiC Field and Job Billing (AIA) Reports.

These fields are used to define the Company Name and the file path URL for the Company Logo, to facilitate the display of these fields in CMiC Field and JB AIA Reports when the Corresponding Address field of the associated Project is completed, or the JB Control File alternate address for billing contract department is set. Some of these reports have either the company name or logo displayed, or both.

Location Codes



Pgm: LOCFM – Location Maintenance; standard Treeview path: System > Global Tables > Location Code

Use this screen to enter the physical locations of job sites and deliveries of purchase order items for the selected company. In the Job Costing module, a location can be associated with each job setup. The Purchase Order and Requisition modules utilize locations in order to determine where requested items should be delivered.

Once a location has been defined, a default purchase order approver for that location can be defined within this screen.

Company

Select the company under which the location codes are defined.

Location Code

Enter a code for the physical location being entered. Any combination of characters from A-Z and 0-9 can be used (e.g. "SHOP"). The location code will be used to identify locations for job sites, or purchase order deliveries, as required by those applications.

A location code must be entered for each location setup.

Name

Enter a descriptive name for the location. This name will appear on most screens requiring the entry of a location code.

This field may be left blank, if desired.

Address Code

Enter the appropriate address code for this location. The address code references a complete address, and is used to define the specific destination within the location.

Default Approver – Checkbox

Check this box if this location code has a mandatory approver for purchase orders issued against this location code. Use the User ID field to select the location's default approver.

User ID, Name

If the 'Default Approver' box is checked, use this field to select the default approver for purchase orders entered using this location code. The Name display-only field displays the approver's name.

The approvers available for selection are limited to the location approvers defined within the Location Approvers Maintenance screen of the Purchase Order module (standard Treeview path: *Purchase Orders > Setup > Local Tables > Approvers > Location Approvers*).

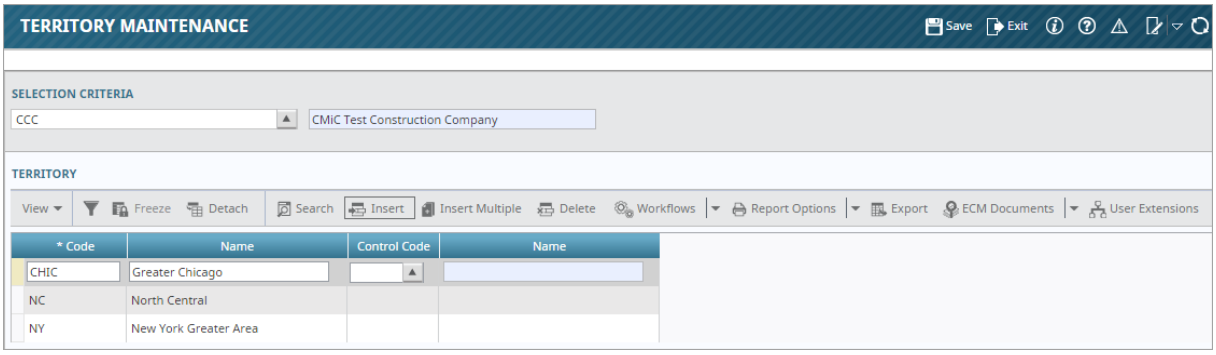
AP Tax1, AP Tax 2, AP Tax 3

Default AP tax codes to use for selected default approver in Job Entry screen.

AR Tax1, AR Tax 2, AR Tax 3

Default AR tax codes to use for selected default approver in Job Entry screen.

Territory Code



Pgm: TERRFM – Territory Code Maintenance

Territory codes are used to distinguish sales territories. Sales territories can be associated with customers and salespersons to provide sales data by geographical locations.

Code, Name

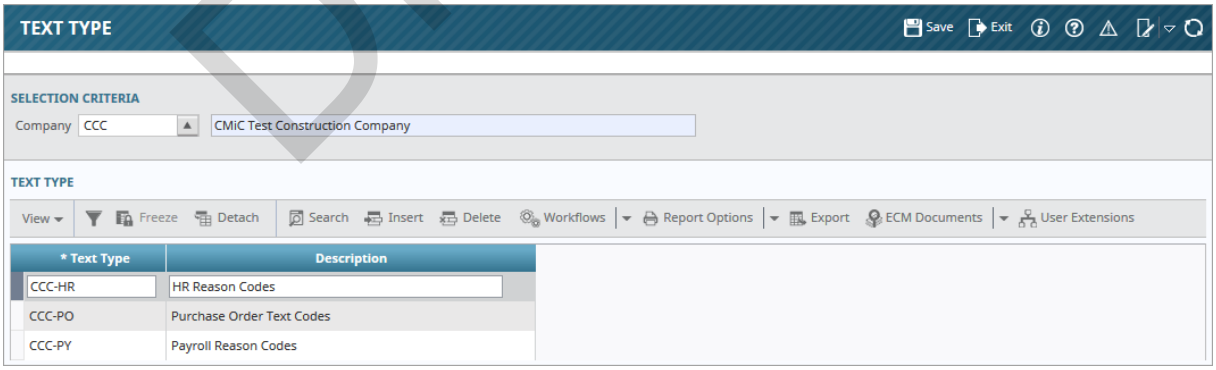
Enter a code and name for the territory. These fields are unique by company. The code can be up to 4 alphanumeric characters in length.

Ctrl Code

Enter the controlling territory code if you are maintaining a hierarchical territory structure. Once a territory has been set up, it may then be used a hierarchical control for another territory. The Control Code field is where you specify the territory code that will control the territory you are defining on this line.

Leave this field blank if you are not using a hierarchical territory structure.

Text Type



Pgm: TEXTTYP – Text Type; standard Treeview path: System > Global Tables > Text Type

Text type codes are used to distinguish different categories of text codes. Most applications that use text codes will request the default text type code within the Company Logon screen, so that the system can retrieve only those text codes that apply to the application in question.

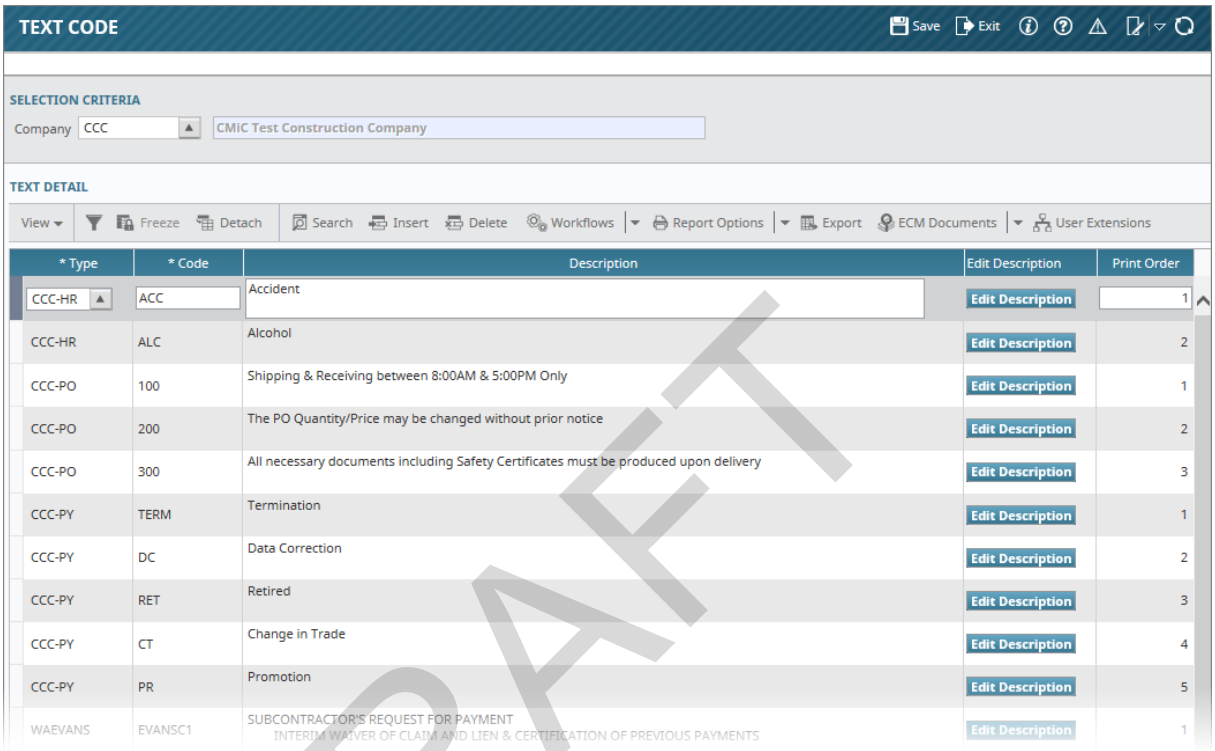
Company (Code)

Enter the company code for which screen text codes are required.

Text Type (Code)**, Description**

Enter a text type code and description.

Text Codes



Pgm: TEXTFM – Text Code; standard Treeview path: System > Global Tables > Text Code

Use this screen to define codes for messages to appear on special forms, like Payroll checks or Accounts Receivable statements. When these codes are specified in association with the printing of the special form, the message associated with the code (entered on this screen) will appear on the special form. For example, the text associated with code "01" might be "We appreciate your business!" If code "01" is specified when preparing to print a special form, like a purchase order, the message "We appreciate your business!" would appear on each purchase order.

Individual messages must be set up for each company set up on the system.

Company

Enter the company for which form text codes are required.

Type (Text Type Code)

Select/enter the text type code for the text message being defined.

Code (Text Code)

Enter a two-character code to identify the form text to be entered at the right. Any combination of letters from A-Z or numbers from 0-9 is allowed. The code entered will be used throughout all the applications of the system to define the message associated with the code. For each message text entered, a code must be entered in this field.

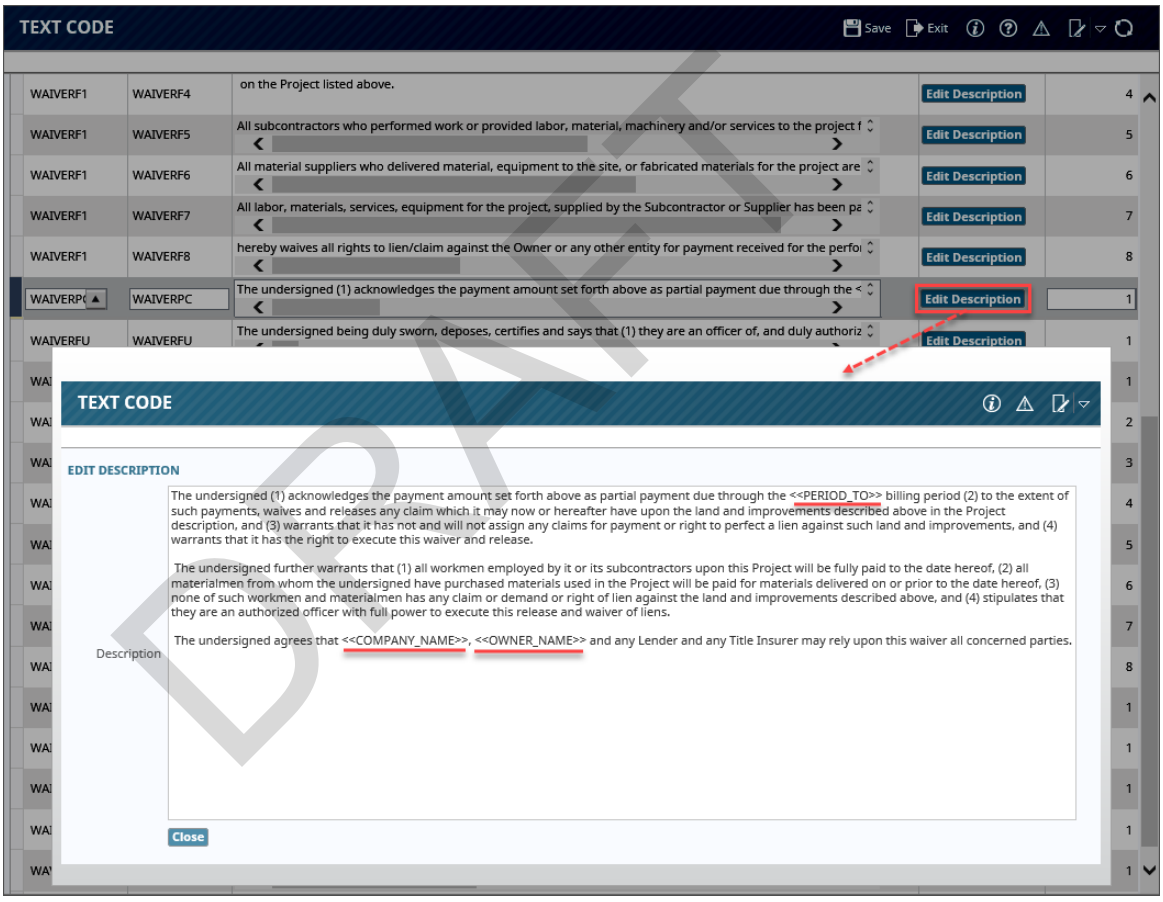
Description

Enter the text to be associated with the form text code. For example, this text code could be a special message to be printed on specific forms for customers, suppliers, or employees. Some common examples are:

- "2% Charged on Overdue Accounts"
- "All Goods have been quality inspected by the M.N.R."

For longer descriptions, use the [**Edit Description**] button. The Description field may be left blank, if desired.

Text code tags can be used in the description for pulling in dates, project codes, company names, etc. The example below shows a description for a waiver using text code tags for latest invoice date, company name, and project name.



Example of text code using text code tags

The following text code tags are supported:

Text Code Tag	Description
<<COMPANY_NAME>>	Company Name
<<COMPANY_ADDRESS>>	Company Address
<<VENDOR_NAME>>	Vendor Name

Text Code Tag	Description
<<VENDOR_ADDRESS>>	Vendor Address
<<PERIOD_TO>>	Latest Invoice Date
<<OWNER_NAME>>	Owner Name
<<OWNER_ADDRESS>>	Owner Address
<<BILL_PER_TO_DATE>>	Billing Period to Date
<<PROJECT_CODE>>	PM Project Code
<<PROJ_NAME>>	PM Project Name
<<CONTACT_NAME>>	Project Contact Name
<<PROJECT_ADDRESS>>	Project Address
<<CHQ_AMT>>	Check Amount (SC Un-Conditional Waiver Tag Only)
<<CHQ_AMT_WORDS>>	Check Amount in Words (SC Un-Conditional Waiver Tag Only)

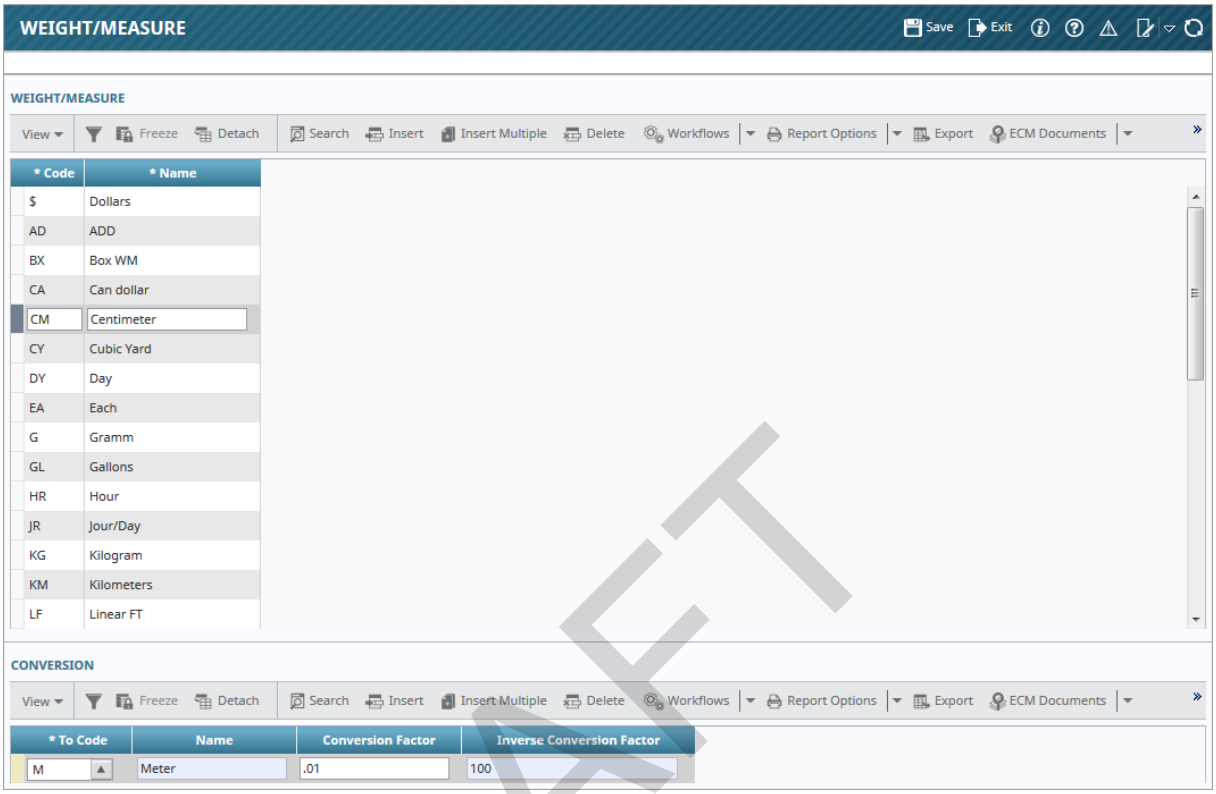
[**Edit Description**] – Button

Clicking on the [**Edit Description**] button opens the Description field in a pop-up window where it is easier to edit larger portions of text.

Print Order

Enter the order in which this text code will appear on purchase orders. This is a required field. If the printing order does not matter, enter a "1" in this field.

Weight Measure



Pgm: WGTESFM – Weight/Measure; standard Treeview path: System > Global Tables > Weight Measure

Entering the different weights and measures used by the different companies being set up in the system requires two steps. The first step requires that the weights and measures are defined, and the second step requires that the conversion rates from one weight or measure to another are defined.

Weight/Measure – Section

This section is used to define the different units required for the different applications of the system.

Enter a code and name for the weight/measure entry. The code can be any combination of numbers or letters from A-Z or 0-9 may be used (i.e. 'AA', '12', or 'A1').

Next, move to the Conversion section and enter the conversion for the weight/measure being defined.

Conversion – Section

Use this section to specify the mathematical relationship between different weights and measures used by the weight/measure specified. These conversions are necessary whenever transactions take place using one unit of measure, but information is later required using a different unit. For example, oil might be sold in gallons, but information in liters may be required for sales analysis or billing purposes.

To Code

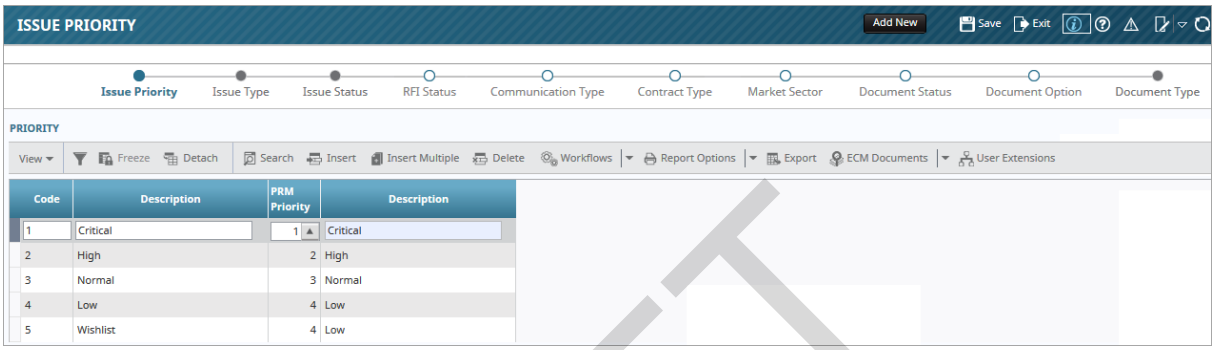
Enter the W/M code to be converted to.

Conversion Factor

Enter the numeric value that the code entered in the highlighted record in the top section is to be multiplied by to get the correct value for the To (WM) Code field.

For example, suppose the from W/M code was kilograms and the to W/M code was Metric Tons. Then the correct conversion factor would be 1000. A valid number must be entered in this field.

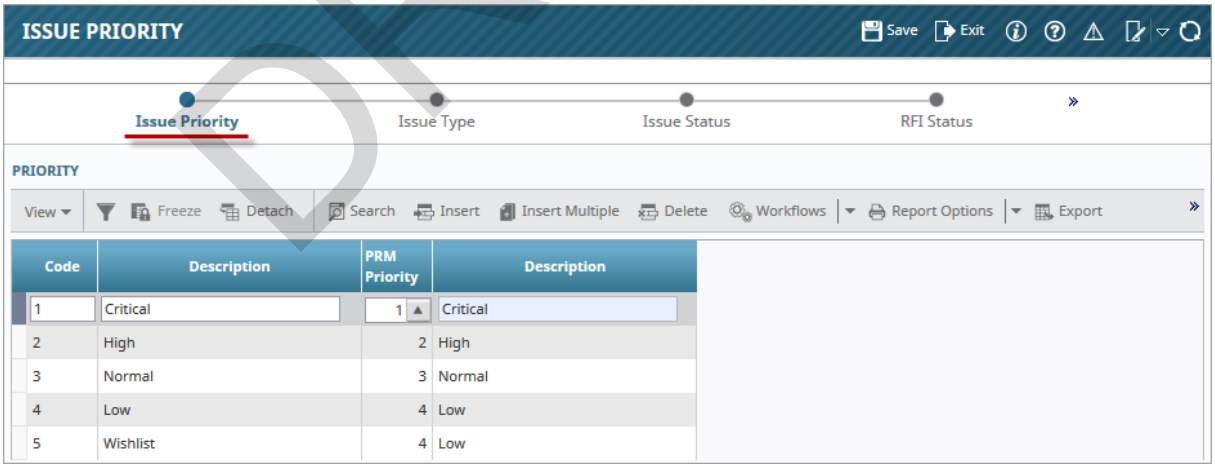
Maintain Data Process



Pgm: DMIPRIOR – Issue Priority; standard Treeview path: System > Global Tables > Maintain Data Process

Clicking on the 'Maintain Data Process' link in the Treeview menu launches a screen that contains a CMiC process train along the top to launch various table maintenance screens for tables of values used in CMiC Field (formerly xProjects/PM module). When the screen first opens, the first node on the process train is displayed, which is the Issue Priority node.

Issue Priority



Pgm: DMIPRIOR – Issue Priority; standard Treeview path: System > Global Tables > Maintain Data Process – Issue Priority node

This screen is used to maintain the issue priorities available for selection when creating new issues.

Issue priorities are used to prioritize issues within CMiC Field (formerly xProjects/PM module). The system comes with four pre-defined issues priorities.

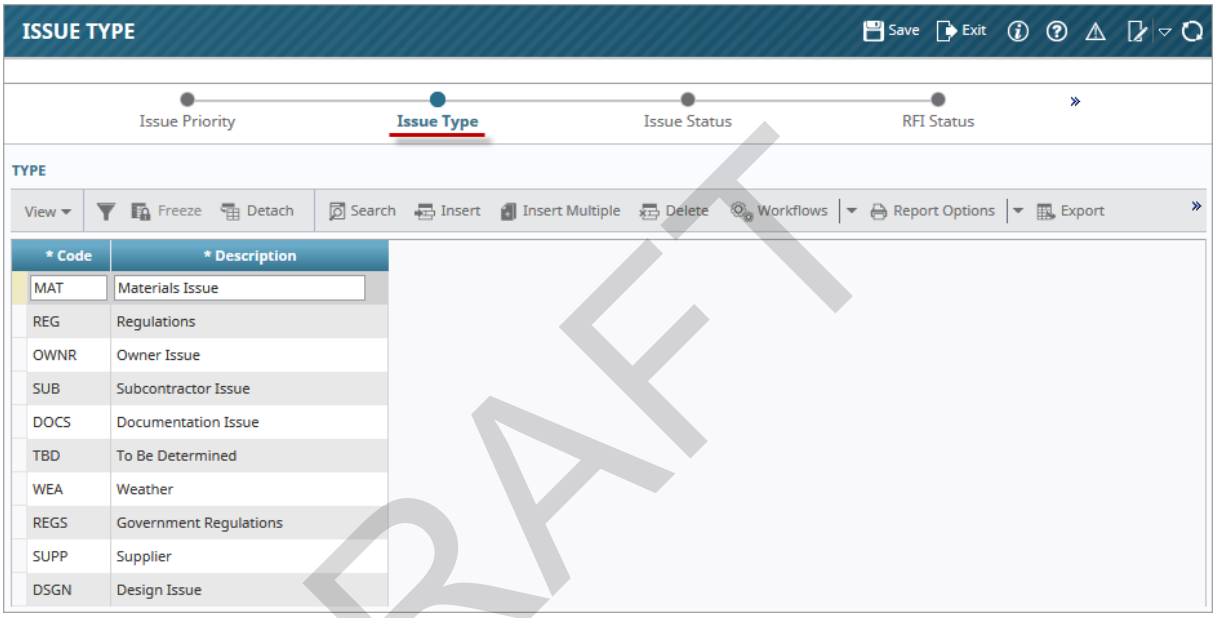
Code, Description

Identifying code for issue priority, and its description.

PRM Priority, Description

Priority level that a Work Item created out of Issue Entry will have when created with this Delivery Management Priority.

Issue Type



Pgm: DMITYPE – Issue Type; standard Treeview path: System > Global Tables > Maintain Data Process – Issue Type node

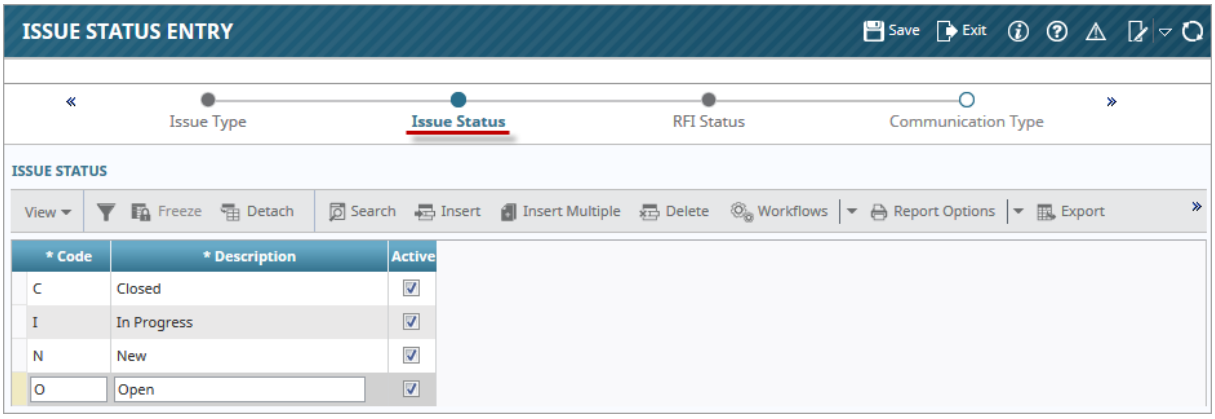
This screen is used to maintain the issue types available for selection when creating new issues.

Issue types are used to manage issues by grouping and categorizing them. The system comes with a pre-defined set of issue types, but the set can be customized via this maintenance screen.

Code, Description

Identifying code for issue type, and its description.

Issue Status



Pgm: DMISTAT – Issue Status Entry; standard Treeview path: System > Global Tables > Maintain Data Process – Issue Status node

This screen is used to maintain the issue statuses available for selection when creating new issues.

Issue statuses are used to manage the issue process. The system comes with a set of pre-defined issue statuses, but the set can be customized via this maintenance screen.

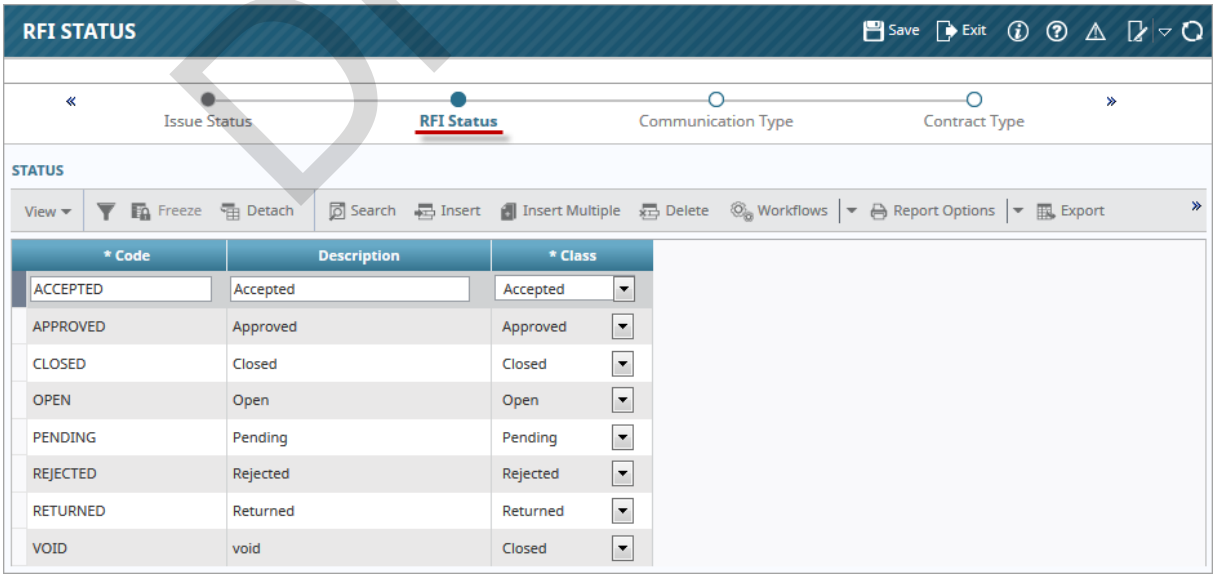
Code, Description

Identifying code for issue status, and its description.

Active – Checkbox

If checked, the issue status will be available in LOVs.

RFI Status



Pgm: PMRFIST – RFI Status; standard Treeview path: System > Global Tables > Maintain Data Process – RFI Status node

This screen is used to maintain the RFI statuses available for selection when creating new RFIs.

RFI statuses are used to manage the RFI process. The system comes with a set of basic RFI statuses defined, however, this screen can be used to create a custom set based on your business processes.

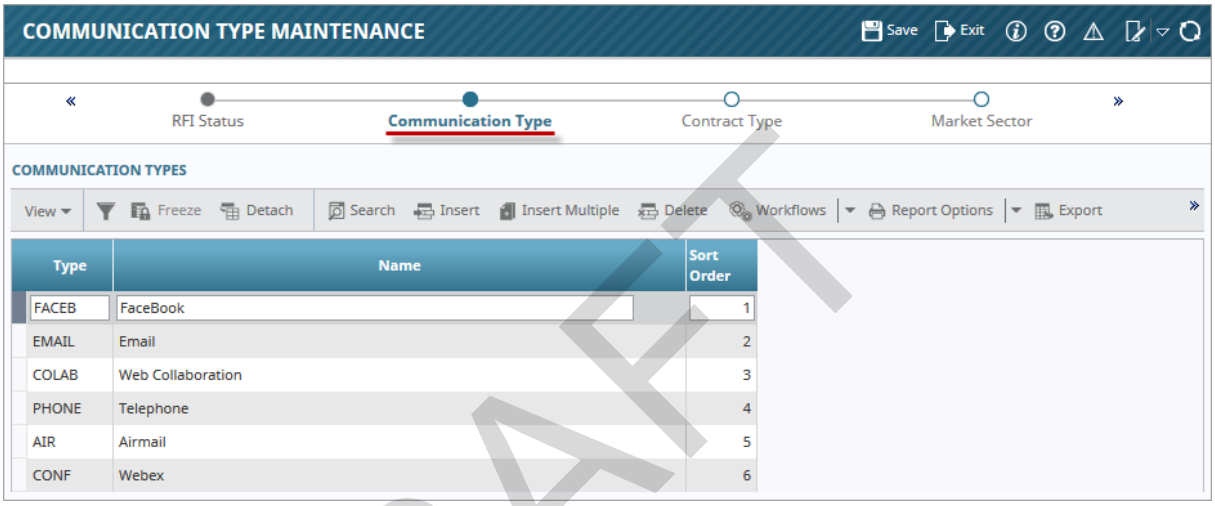
Code, Description

Identifying code for RFI status, and its description.

Class

Class of RFI status.

Communication Type



Pgm: BPCOMMFM – Communication Type Maintenance; standard Treeview path: System > Global Tables > Maintain Data Process – Communication Type node

This screen is used to maintain the communication types available for selection when creating new communication records.

Communication types are used for reference purposes only. The system comes with a set of pre-defined Communication types, but the set can be customized via this maintenance screen.

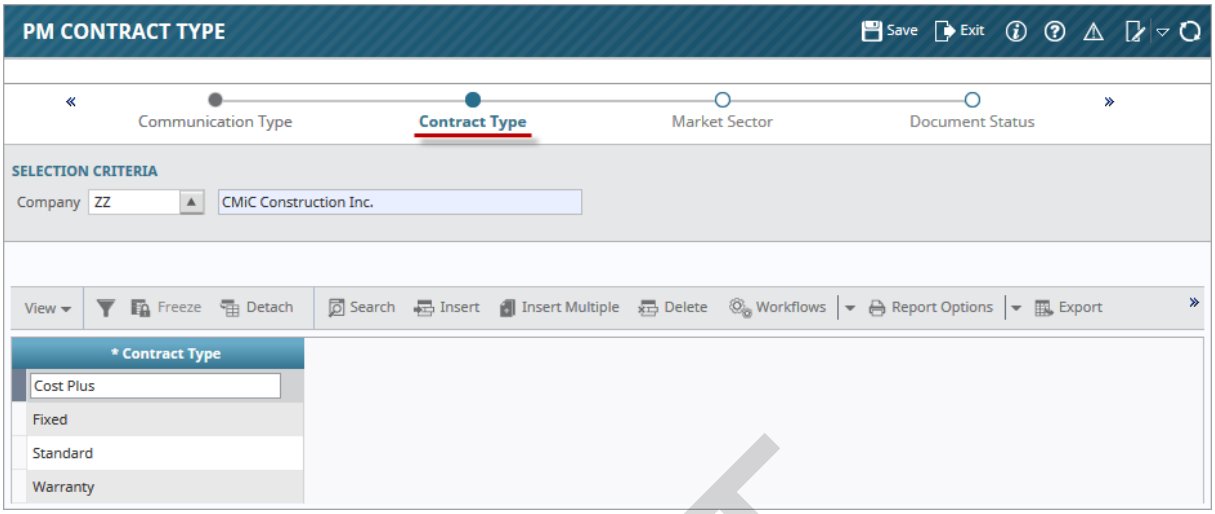
Type, Description

Identifying code for communication type, and its description.

Sort Order

The order in which the type appears in LOVs.

Contract Type

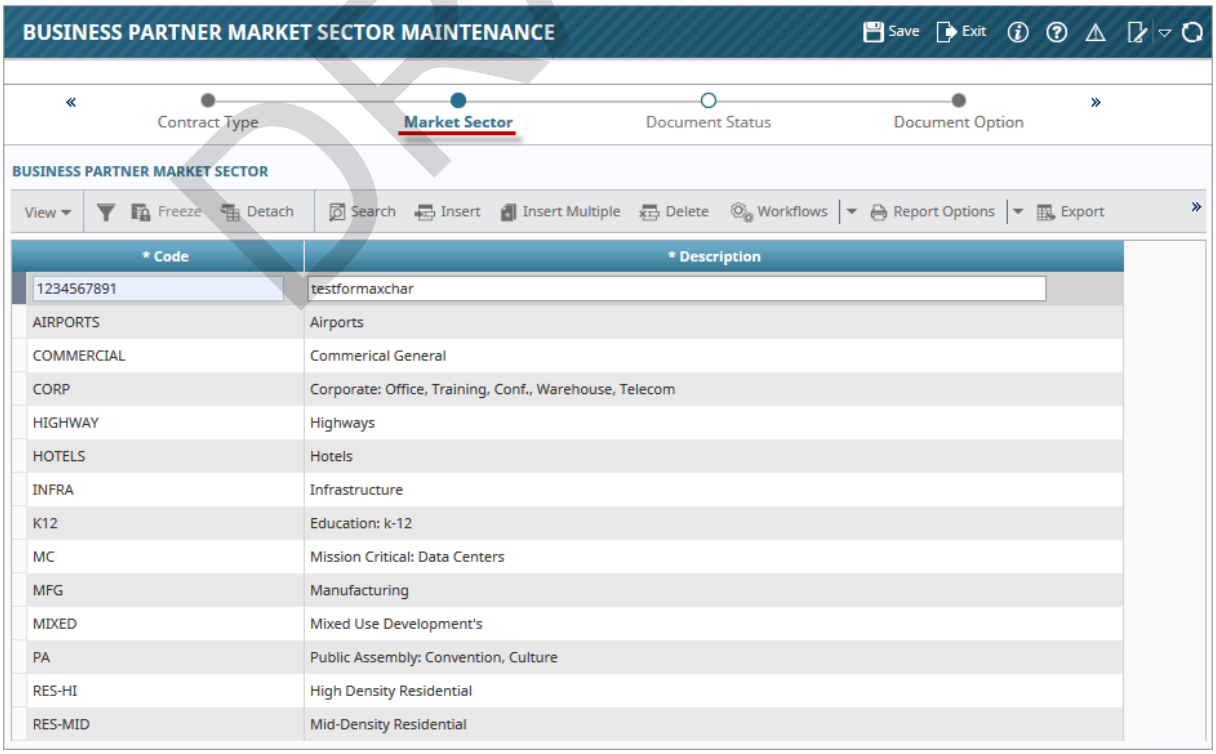


Pgm: PMCTYPE – PM Contract Type; standard Treeview path: System > Global Tables > Maintain Data Process – Contract Type node

This screen is used to maintain the contract types available for selection when creating new contracts.

Contract types can be used to differentiate contracts, for reference purposes. The system comes with a pre-defined set of contract types, but the set can be customized via this maintenance screen.

Market Sector



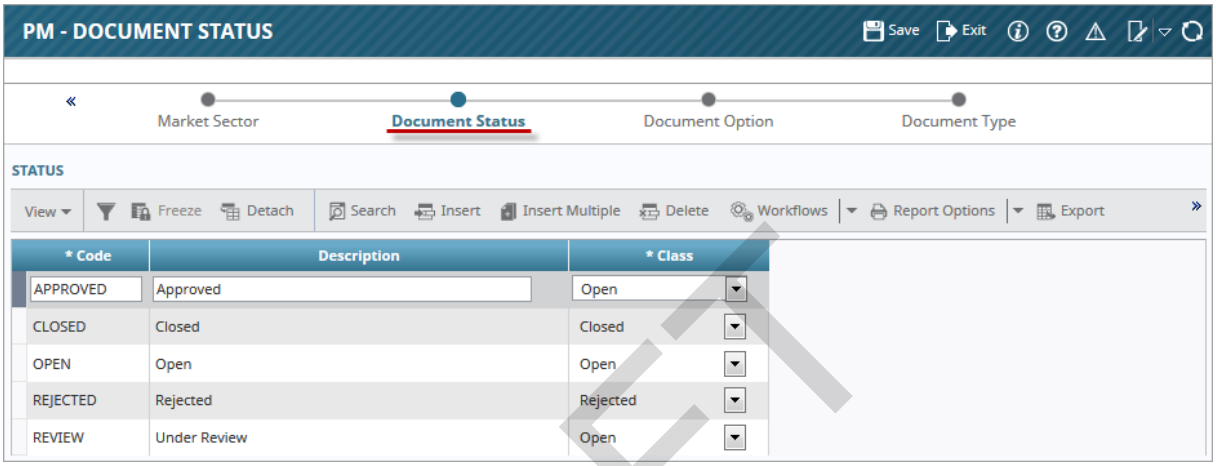
Pgm: PMSECTOR – Business Partner Market Sector Maintenance; standard Treeview path: System > Global Tables > Maintain Data Process – Market Sector node

This screen is used to maintain the market sectors available for selection in CMiC Field (formerly xProjects/PM module).

Code, Description

Identifying code for market sector, and its description.

Document Status



Pgm: PMDOCST – PM Document Status; standard Treeview path: System > Global Tables > Maintain Data Process – Document Status node

This screen is used to maintain the document statuses available for selection when creating new documents.

Document statuses are used to manage the life cycle of all document types and document packages.

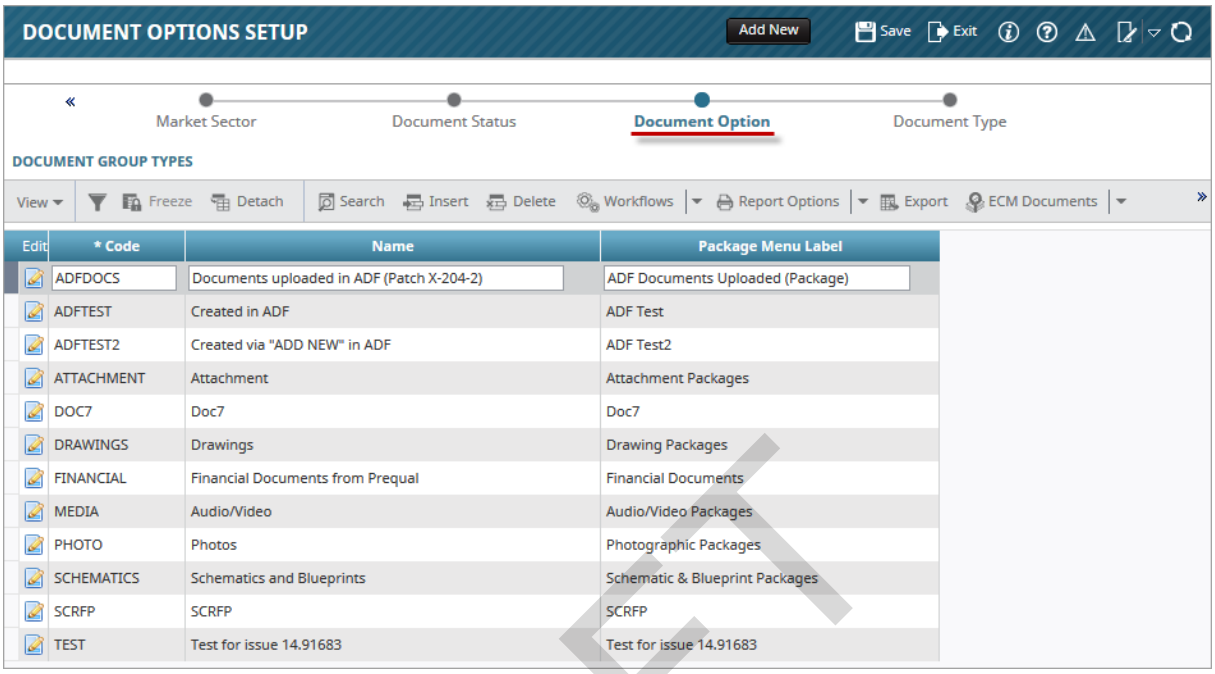
Code, Description

Identifying code for document status, and its description.

Class

Class of document status; values available are pre-defined in the system.

Document Option



Pgm: PMOPTFM – Document Options Setup; standard Treeview path: System > Global Tables > Maintain Data Process – Document Option node

This screen is used to maintain the document group types (document package types) available in CMiC Field (formerly xProjects/PM module).

Document packages contain specific documents, and can be transmitted directly to your bidders, suppliers, architects or any other party associated with a contract.

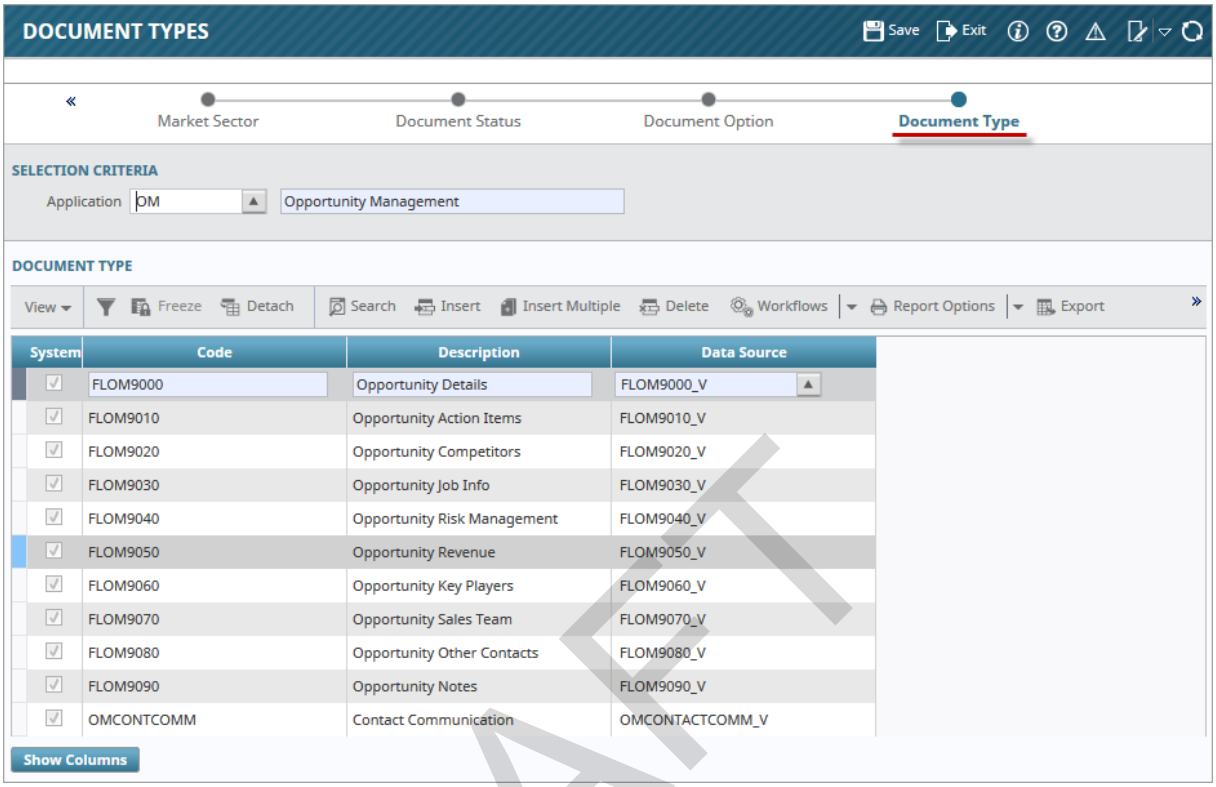
Code, Name

Identifying code for document package type, and its description.

Package Menu Label

Name to identify document package in system.

Document Type



Pgm: SYSDOCTP – Document Types; standard Treeview path: System > Global Tables > Maintain Data Process – Document Type node

This screen is used to set up the document types available for selection in the module selected via the Application field drop-down menu.

Document types (also known as Form Letter Types) are associated to a data source, and they are used to create and group MIP Word Documents and PM Form Letters. This step is only necessary if an appropriate document type for a new MIP Word Document has not yet been defined in the system. As shown in the above screenshot, system defined document types have a check in the System column.

For details about creating MIP Documents, please refer to the MIP reference guide.

To create a new document type, click the Block Toolbar's [**Insert**] button to insert a new row. Then, enter a code and description for the new document type, and select a data source using the Data Source field's LOV.

System

Display-only field indicating if document type was pre-defined for the system.

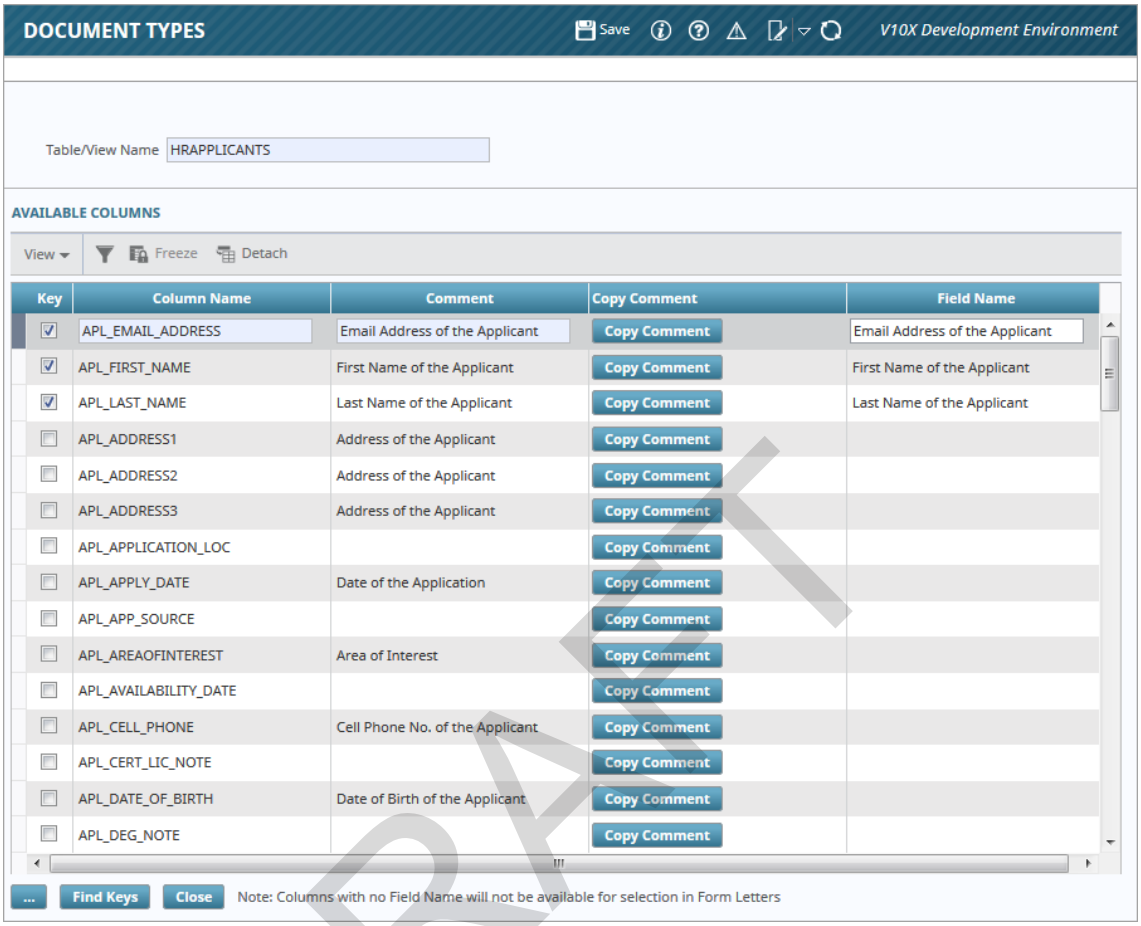
Code, Name

Identifying code for document type, and its description.

Data Source

Data source for document type. To view the columns of a data source, click the [**Show Columns**] button.

[**Show Columns**] – Button



Pop-up window launched from the [Show Columns] button on the Document Types screen (standard Treeview path: System > Global Tables > Maintain Data Process – Document Type node)

This button's pop-up window displays the columns of the data source specified for the document type selected on the previous screen.

The 'Key' checkbox is used to indicate which columns can be used to link rows from one data source to another (e.g. link a project record to its corresponding opportunity record in order to display information from both).

The following provides details about the buttons located on this pop-up window.

[**Copy Comment**] – Button

Replaces the value in the Field Name field with the value from the Comment field.

[**...**] – Button

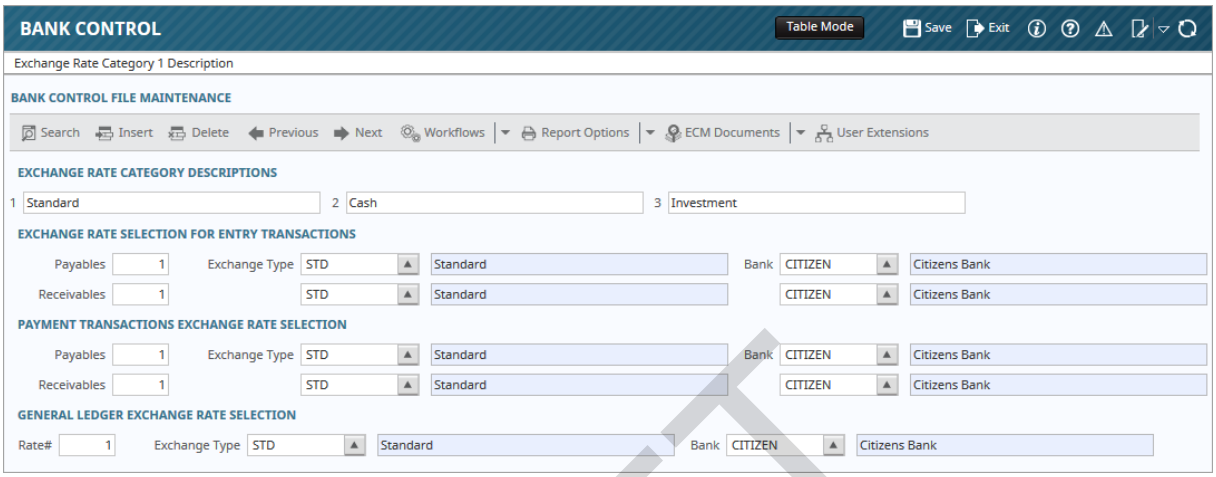
Used to replace all the values of the Field Name fields with the values from the Comment fields.

[**Find Keys**] – Button

Provides a list of all primary and unique keys for the data source's table/view. However, it should be noted, primary or unique keys cannot be identified for all views. Keys are used to link rows (records) from one table/view to another.

Banking

Bank Control



Pgm: BACTRL – Bank Control screen; standard Treeview path: System > Global Tables > Banking > Bank Control

The Bank Control screen is used to set the control parameters for the banking system. It indicates how the system will use the data for managing foreign currency transactions.

Three different categories of exchange rates can be maintained in converting from one currency to another. For example, the user may need to set up different bank rates based on the type of transaction that they are processing. In this case, the user may wish to set up a standard exchange category, a cash rate category and an investment rate category under each bank account. This screen maintains the description of these categories. The user must set up at least one 'standard' category in order to complete the setup in this screen.

This screen also indicates how the system will process accrual transactions to determine the foreign exchange rates.

Define Exchange Rate Categories

Defining the exchange rate categories is necessary for the processing of foreign exchange rates against banking transactions. The system provides for three different categories under the headings '1', '2' and '3'.

Enter a description beside one or more of these headings in order to establish the categories that will be used by your company. Examples of these categories could be “standard”, “cash” and “investment”. In this case, your bank may give you a different rate on cash transactions than on standard transactions or investment transaction.

Once established, these descriptions will default to the Exchange Rates Maintenance screen where a different exchange rate can be entered for every bank under each one of these headings within the Exchange Rates Maintenance screen (for further details, see *Exchange Rates* section in this guide). As well, the Exchange Rate Selection portion of this screen allows for the specification of the category rate number associated with each type of transaction. In this way, the system will know exactly which rate to use from a specific bank for a specific transaction.

If you are working with a single rate, regardless of the transaction being processed, set up one “standard” description and use it for the application of all exchange rates.

Move to the Exchange Rate Selection portion of the screen and enter the control parameters for Entry Transactions.

Define the control parameters associated with the processing of foreign exchange on payable vouchers and receivable invoices.

NOTE: The selection of the rate #, exchange type and bank account will determine the exchange rate that will be used by the system during the processing of these transactions.

Rate

Enter/select the Foreign Exchange Category Rate Number that should be associated with an entry transaction from Accounts Payable or Accounts Receivable.

The number that you enter in this field is associated with the three category headings defined by the Foreign Exchange Category Rate Description at the top of this screen. The system will only let you make a selection for a number where a description has been entered.

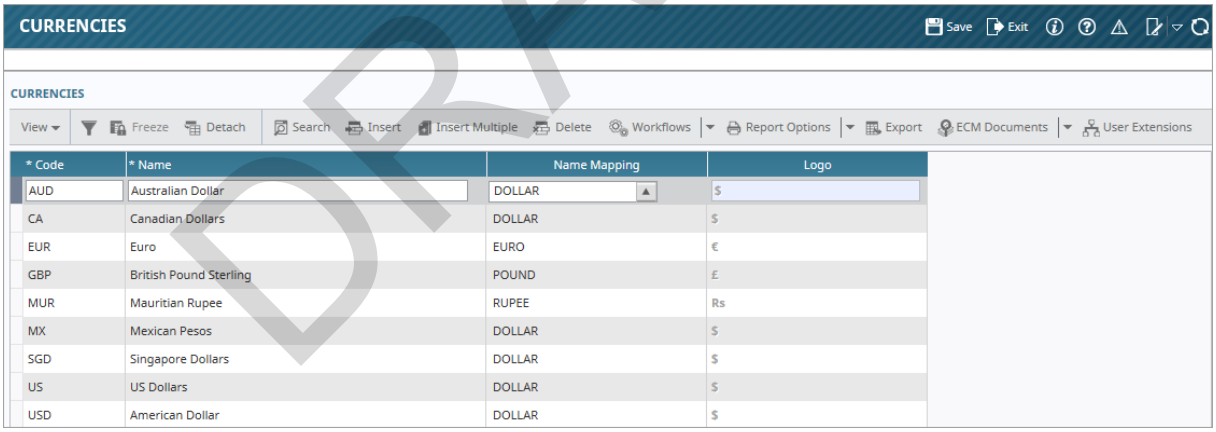
Exchange Type

Enter/select the exchange type associated with the transaction you are defining. The exchange type applies to the type of exchange rates utilized by the companies on your system. The exchange type must have been set up previously within the Foreign Exchange Types screen (standard Treeview path: *System > Global Tables > Banking > Foreign Exchange Types*).

Bank Code

Enter the bank code for the bank whose exchange rates you will use to process the type of transaction that you are defining on this line.

Currencies



Pgm: BACURR – Currencies; standard Treeview path: System > Global Tables > Banking > Currencies

The Currency Codes screen is used to enter the currencies used by the different companies within the system. At least one currency code must be set up in the user's system in order to create a bank account.

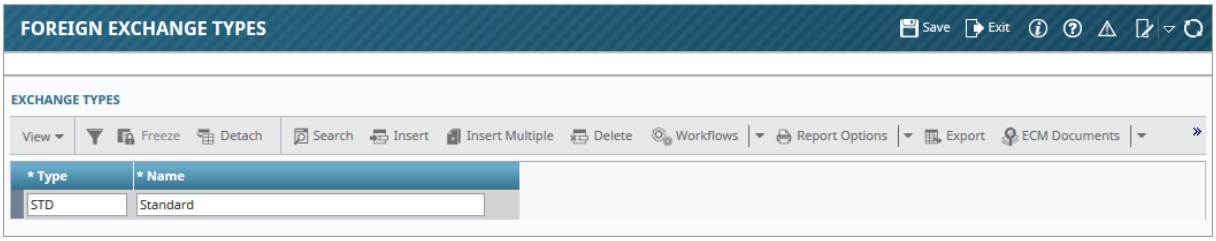
Code, Name

Enter a code and name for the currency.

Name Mapping, Logo (Symbol)

Select the currency's name from the Name Mapping field's LOV. The currency's symbol will default into the display-only Logo field. The selected currency name and symbol will print on checks.

Foreign Exchange Types

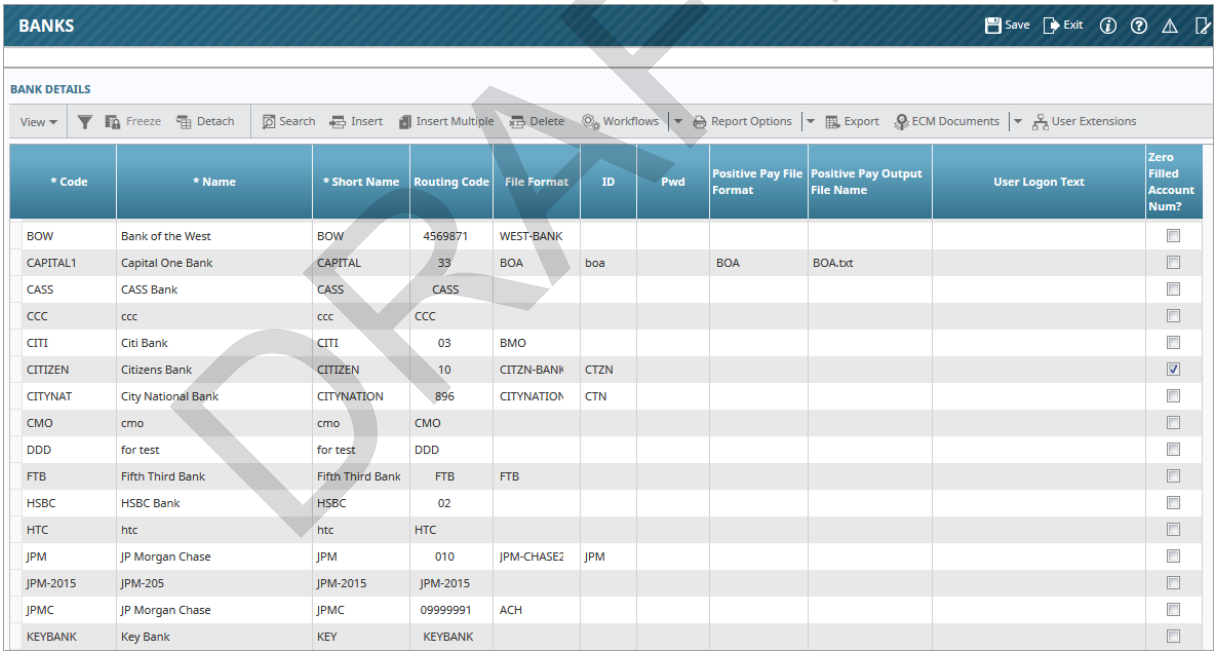


Pgm: BAEXCHTP – Foreign Exchange Types; standard Treeview path: System > Global Tables > Banking > Foreign Exchange Types

The Exchange Types screen is used to enter the different types of exchange types available to the Companies within the system. At least one exchange type must be set up in order to define the bank control required for currency processing within the system. Each exchange type can have a unique conversion factor. The most common types are Buy, Sell and Average.

Enter a code via the Type field, and name via the Name field that represent the exchange type being defined.

Banks



Pgm: BABANK – Banks; standard Treeview path: System > Global Tables > Banking > Banks

The Bank Maintenance screen is used to maintain the bank codes for all of the financial institutions with which your organization does business.

In the case of EFT (Electronic Funds Transfer) payments through the Accounts Payable or Payroll modules, you will need to specify the bank and routing codes for each bank to which you will be making an EFT deposit.

Code (Bank Code)

Enter the code that represents the bank being defined.

Name, Short Name

Enter the name and short name of the bank being defined.

Routing Code

Enter the bank routing code for the bank being defined. The routing code will be used by the Payroll and Accounts Payable modules to indicate the bank into which an EFT will be deposited.

File Format

This field is for Electronic Bank Reconciliation. If this feature is going to be used, then select the required bank format from the LOV.

ID

Bank identification number.

Pwd

Bank password.

Positive Pay File Format

Bank Positive Pay file format for Accounts Payable and Payroll modules; for details, please refer to *Positive Pay Register* section in Accounts Payable reference guide.

Positive Pay Output File Name

Bank Positive Pay output file name for Accounts Payable and Payroll modules.

Grads Service Account Number

Grads Service account number (for RBC bank ACH format).

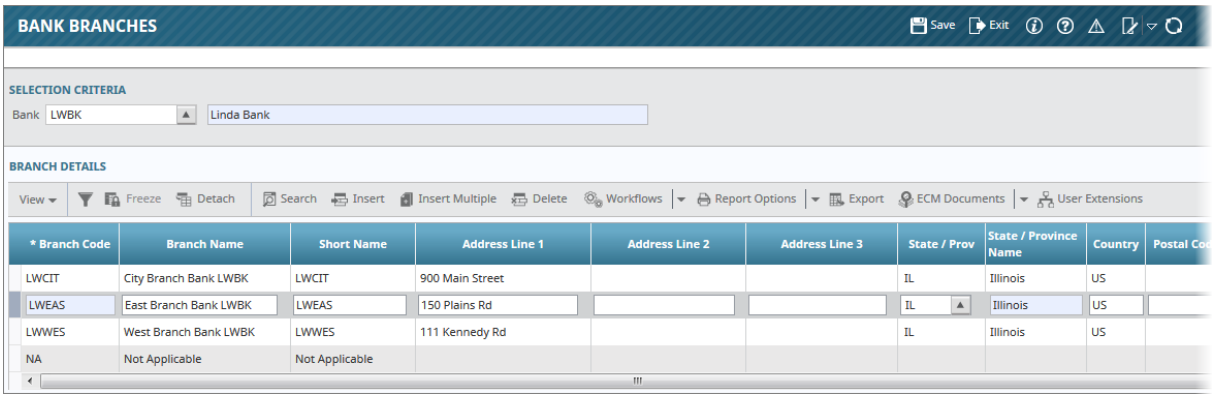
User Logon Text

User's ACH logon text; if specific logon information needs to be sent with your direct deposit file, enter that information in this field. This requirement will be specified by the financial institution.

Zero Filled Account Num? – Checkbox

If using the secure ACH option, there is a requirement that zeros be appended the employee account when creating the direct deposit file. Check this box if applicable.

Bank Branch



Pgm: BABRANCH – Bank Branches; standard Treeview path: System > Global Tables > Banking > Bank Branch

The Bank Branch Maintenance screen is used to enter the bank branches utilized in the system for the bank selected via the Bank field.

Bank

Select the relevant bank.

Branch Code

Enter a code (perhaps use the routing code) to identify the bank branch.

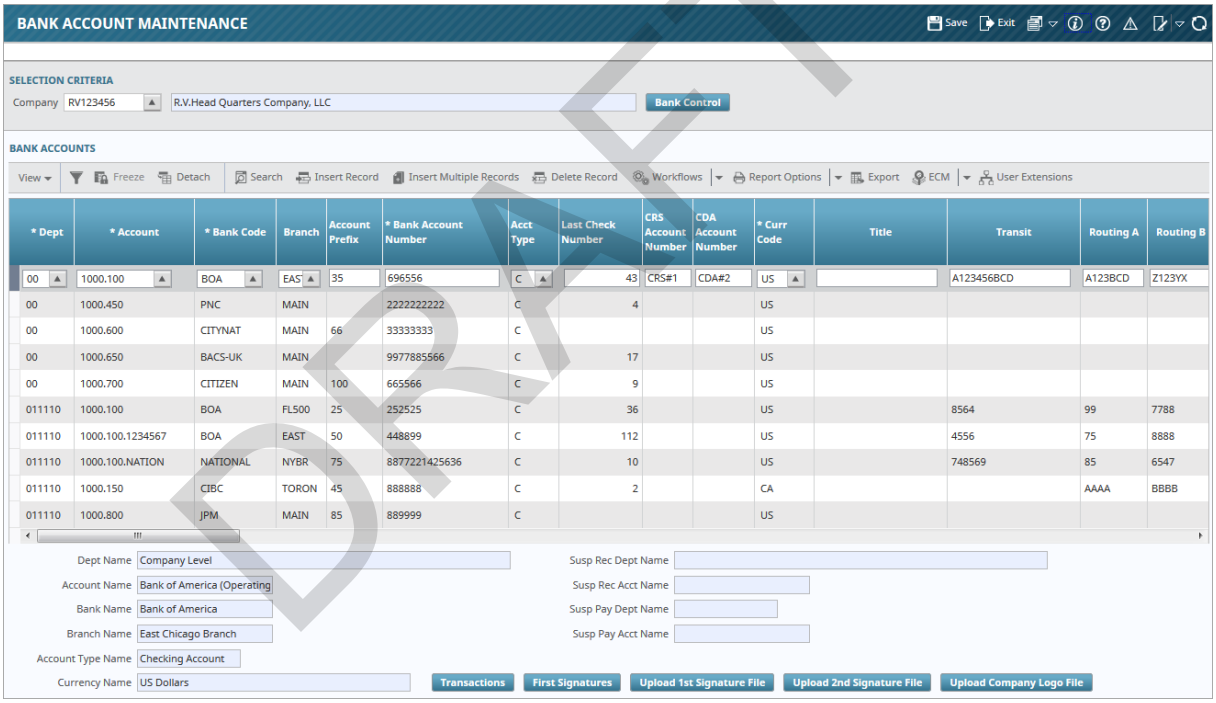
Short Name

Enter the short name to be used for this branch.

Address Fields

Use the address fields to enter the branch's address details.

Bank Account



Pgm: BABANKAC – Bank Account Maintenance

The Bank Account Maintenance screen is used to enter the bank accounts used by the different companies within the system. The bank accounts that are defined within this screen are used for the processing of cash receipts, cash payment as well as payroll transactions. Bank accounts are based on specific General Ledger accounts. For this reason, bank accounts must be assigned a unique General Ledger account.

The account number consists of 3 distinct parts; the bank code, a prefix or transit number, and the bank account number itself. The bank code and bank account numbers are mandatory fields. Each bank account is designated with a currency which will default to the currency of the company in which it belongs.

Three additional GL accounts will be associated with each bank account. One account will be used for foreign exchange gain amounts, the second account will be used for foreign exchange loss amounts, and the third account will be used as a suspense account for posting variances during the processing of bank statements.

Company

Enter/select the company code to which the bank accounts being defined belong.

Dept, Account

Enter/select the department and General Ledger account to be associated with the bank account being defined.

Bank Code

Enter/select the bank code for the bank to be associated with the bank account being defined.

Branch, Account Prefix

Enter a bank prefix and branch as applicable.

Bank Account Number

Enter the bank account number associated with the bank account being defined.

Acct Type

Enter/select the bank account type associated with the bank account being defined.

Last Check Number

Enter the last check number used for this bank account. The system will use this to determine the next check number to use.

CRS Account Number, CDA Account Number

If CRS and CDA numbers are used when sending electronic files to the bank, enter them here.

Curr Code

Enter/select the currency code associated with the bank account being defined.

Title

Enter the bank account title associated with the bank account being defined.

Transit

Enter the bank transit number in this field.

Routing A, Routing B

If required, enter routing A and B codes.

Customer ID

Enter the bank customer ID.

Check Date Format

Select the format to be used for the check date. The selected format is used with specific check formats (in Canada those marked with CPA-006) to display the date in the specified format when printed by any user.

PosPay Cust Id

Enter the Customer ID for Positive Pay File.

Susp Rec Dept Code

Enter/select the suspense payment department code.

Susp Pay Acct Code

Enter/select the suspense payment account code.

Third Party Check File Format

Select the file format for third-party checks.

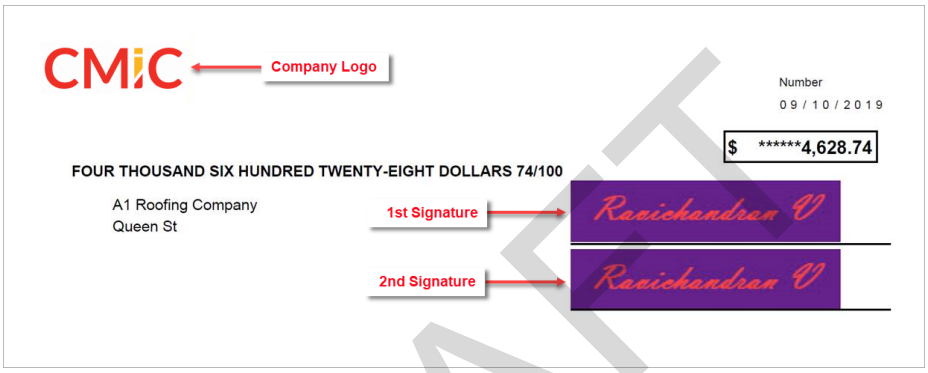
EFT File Format

Select the file format for EFT file.

EFT File Code

Enter the EFT file code.

1st Signature File Name



Example of AP check with default logo and signature images defined

As shown in the sample check above, a default company logo and first and second signatures can be set to print on AP checks.

The 1st Signature File Name field is used to enter a file path to associate a single 1st Signature image to the account. Alternatively, the [**Upload 1st Signature File**] button on this screen can be used to browse for and select a signature to upload and the image's file path will automatically be displayed in the 1st Signature File Name field.

If the 1st Signature File Name field is used, the 'Select First Signature Name During Check Printing Process' checkbox in this row must be unchecked, as this checkbox indicates that multiple 1st Signature images are specified via the [**First Signatures**] button on the bottom of the screen.

2nd Signature File Name

Enter the file path of 2nd Signature image to be printed on AP checks.

Alternatively, the [**Upload 2nd Signature File**] button on this screen can be used to browse for and select a signature image to upload and the image's file path will automatically be displayed in the 2nd Signature File Name field.

Company Logo File

Enter the path to the company logo to print on AP checks.

Alternatively, the [**Upload Company Logo File**] button can be used to browse for and select an image of a logo to upload and the image's file path will automatically be displayed in the Company Logo File field.

Pay Through

Enter payable through text.

Currency Designation

Enter currency designation.

Amt For Two Signatures

If an amount is entered in this field, two signatures are required if the payment amount is greater than this amount.

Amt For Manual Signature

If an amount is entered in this field, a manual signature is required if the payment amount is greater than this amount.

Comp Alternate Address Code

Enter/select alternate address for company. Address codes are defined on the Address Codes screen (standard Treeview path: *System > Global Tables > Address Code*).

Print Company Address – Checkbox

If checked, company's address is printed on checks.

Print Bank Address – Checkbox

If checked, bank's address is printed on checks.

Print Check Frame – Checkbox

If checked, a check frame is printed on checks.

Print Routing – Checkbox

If checked, routing code is printed on checks.

Print MICR– Checkbox

If checked, transit/MICR code is printed on checks.

Select First Signature Name During Check Printing Process – Checkbox

If checked, instead of using this account's 1st Signature File Name field to specify the path to the 1st Signature image, the [**First Signatures**] button is used to specify paths to multiple 1st Signature images.

If checked and multiple paths to 1st Signature images are entered for the account, and if the 'Use Voucher Bank Acc' box is unchecked in the Print Checks screen (standard Treeview path: *Accounts Payable > Check > Print Checks*), the First Signature Name field in the Print Checks screen will contain an LOV of the 1st Signature images.

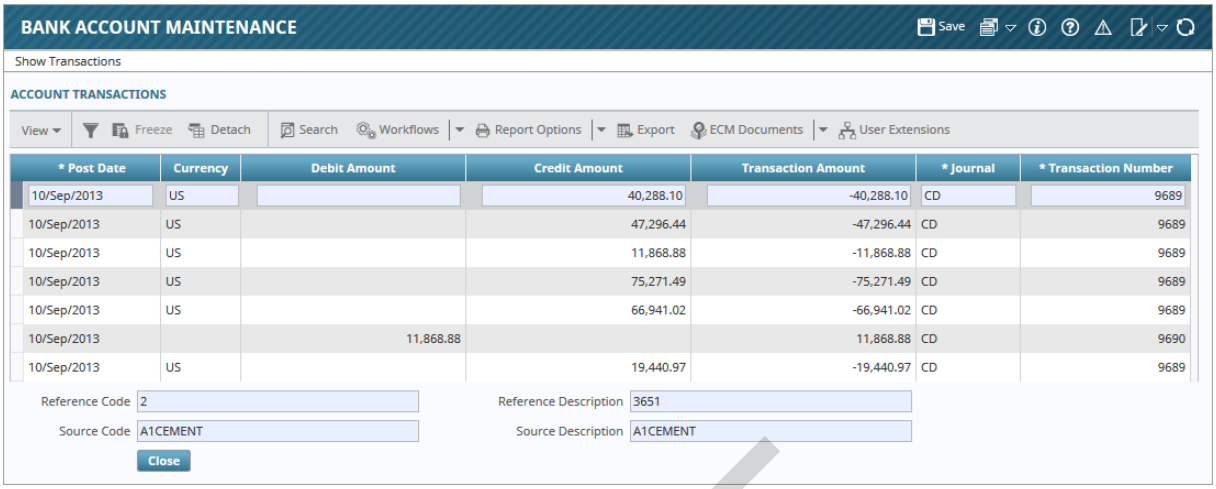
File Number

Enter the file number for the pay deposit file.

IBAN Number

Enter the account's International Bank Account Number.

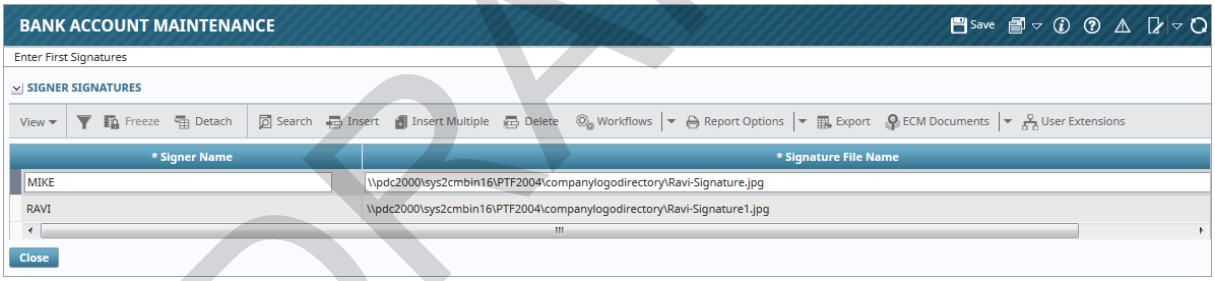
[**Transactions**] – Button



Pop-up window launched from [Transactions] button on the Bank Account Maintenance screen; standard Treeview path: System > Global Tables > Banking > Bank Account

This pop-up displays the selected account's transactions. This screen is for display purposes only, and to export its data via the [**Export**] button on the Block Toolbar.

[**First Signatures**] – Button

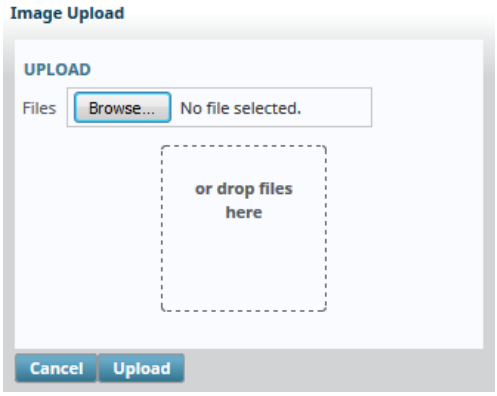


Pop-up window launched from [First Signatures] button on the Bank Account Maintenance screen; standard Treeview path: System > Global Tables > Banking > Bank Account

If an account's 'Select First Signature Name During Check Printing Process' checkbox is checked, instead of using this account's 1st Signature File Name field to specify the path to the 1st Signature image, the [**First Signatures**] button is used to specify paths to multiple 1st Signature images.

Then, if the 'Use Voucher Bank Acc' box is unchecked in the Print Checks screen (standard Treeview path: *Accounts Payable > Check > Print Checks*), the First Signature Name field in the Print Checks screen will contain an LOV of the 1st Signature images entered via this pop-up window.

[**Upload 1st Signature File**] – Button



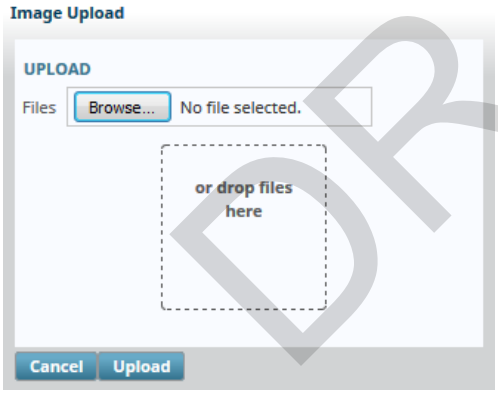
Pop-up window launched from [Upload 1st Signature File] button on the Bank Account Maintenance screen; standard Treeview path: System > Global Tables > Banking > Bank Account

This button launches a pop-up to browse for and select an image of a signature for uploading. This signature will be used as the 1st Signature for the signing of AP checks debited against the selected account.

Alternatively, the file may be dragged and dropped into area with the caption "or drop files here".

The selected image file's path will be displayed under the 1st Signature File Name column for the selected account.

[**Upload 2nd Signature File**] – Button



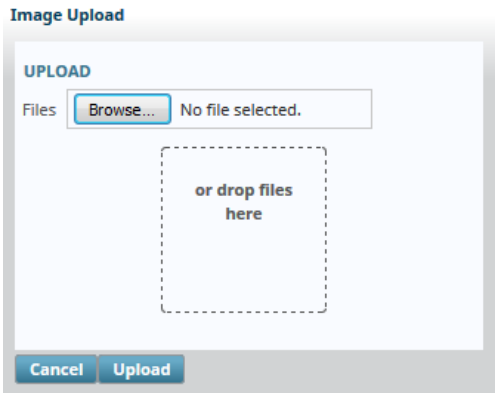
Pop-up window launched from [Upload 2nd Signature File] button on the Bank Account Maintenance screen; standard Treeview path: System > Global Tables > Banking > Bank Account

This button launches a pop-up to browse for and select an image of a signature for uploading. This signature will be used as the 2nd Signature for the signing of AP checks debited against the selected account.

Alternatively, the file may be dragged and dropped into area with the caption "or drop files here".

The selected image file's path will be displayed under the 2nd Signature File Name column for the selected account.

[**Upload Company Logo File**] – Button



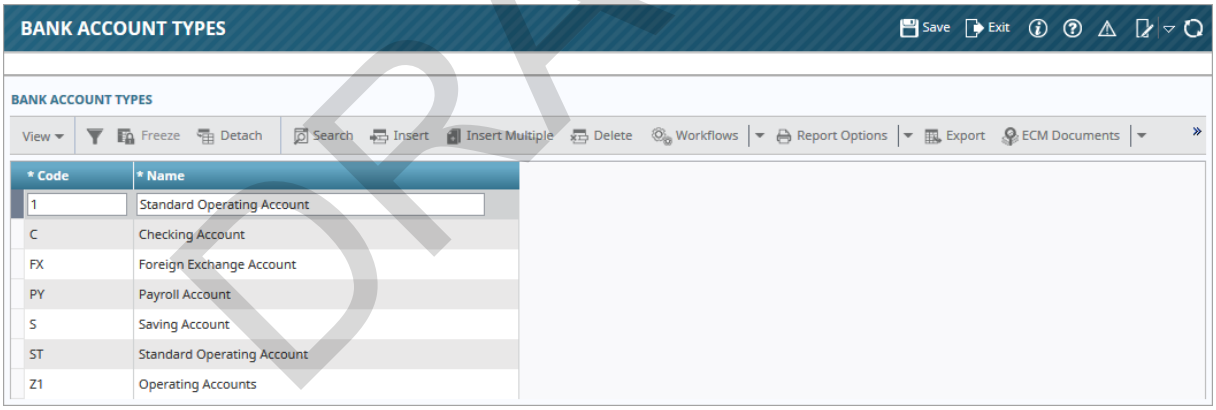
Pop-up window launched from [Upload Company Logo File] button on the Bank Account Maintenance screen; standard Treeview path: System > Global Tables > Banking > Bank Account

If your checks are not pre-printed and you want your company logo to print on the top left-hand side of the AP check, use this button to launch a pop-up to browse for and select an image of the logo for uploading.

Alternatively, the file may be dragged and dropped into area with the caption “or drop files here”.

The selected logo’s file path will be displayed under the Company Logo File column for the selected account.

Bank Account Types



Pgm: BAACCTP – Bank Account Types; standard Treeview path: System > Global Tables > Banking > Bank Account Types

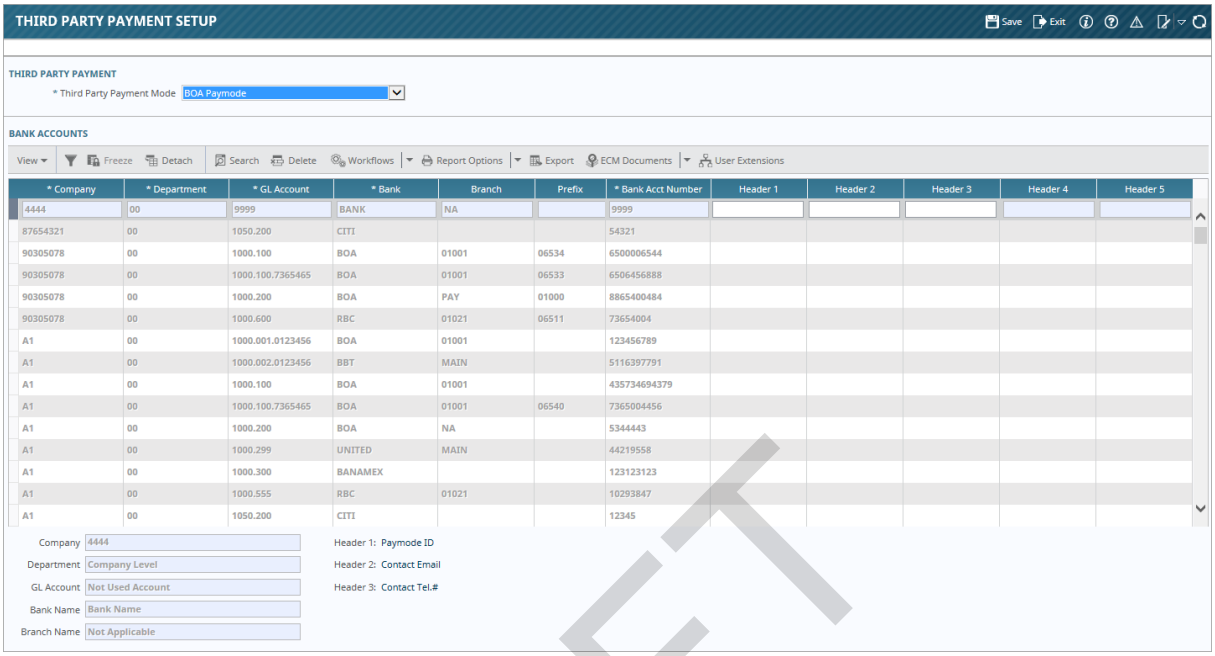
The Bank Account Types screen is used to define the type of bank accounts used by your organization. Bank Account types allow you to classify your bank accounts into different categories. For example, you may wish to distinguish your Operating Accounts from your Investment Accounts.

Even if you do not need to track this type of information, at least one bank account type must be defined.

Code, Name

Enter a code and name to represent the bank account type.

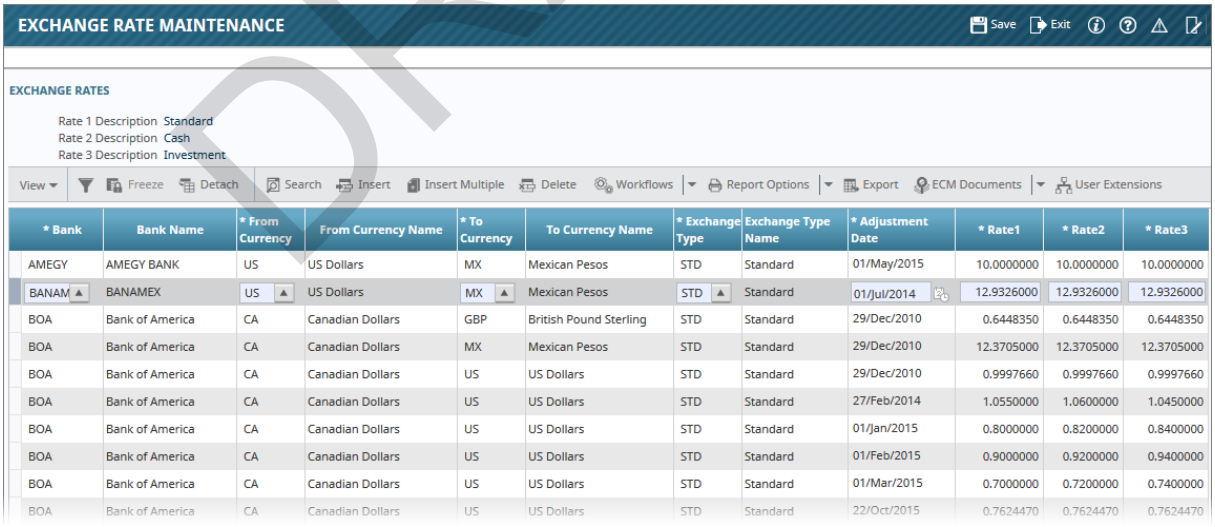
Third Party Payment Setup



Pgm: BATPPAYMENT – Third Party Payment Setup; standard Treeview path: System > Global Tables > Banking > Third Party Payment Setup

This screen is used to enter the Paymode ID, Contact Email, and Contact Tel. # fields for a bank account.

Exchange Rates



Pgm: BAEXCHRT –Exchange Rate Maintenance; standard Treeview path: System > Global Tables > Banking > Exchange Rates

Use this screen to define and maintain the foreign exchange rates associated with specific bank accounts.

Bank

Enter/select the bank for which rates are to be defined.

From Currency, To Currency

Enter/select the currency codes for the rates being defined.

Exchange Type

Enter/select the exchange type for the rate being defined. The exchange type must have been set up previously within the Foreign Exchange Types screen (standard Treeview path: *System > Global Tables > Banking > Foreign Exchange Types*).

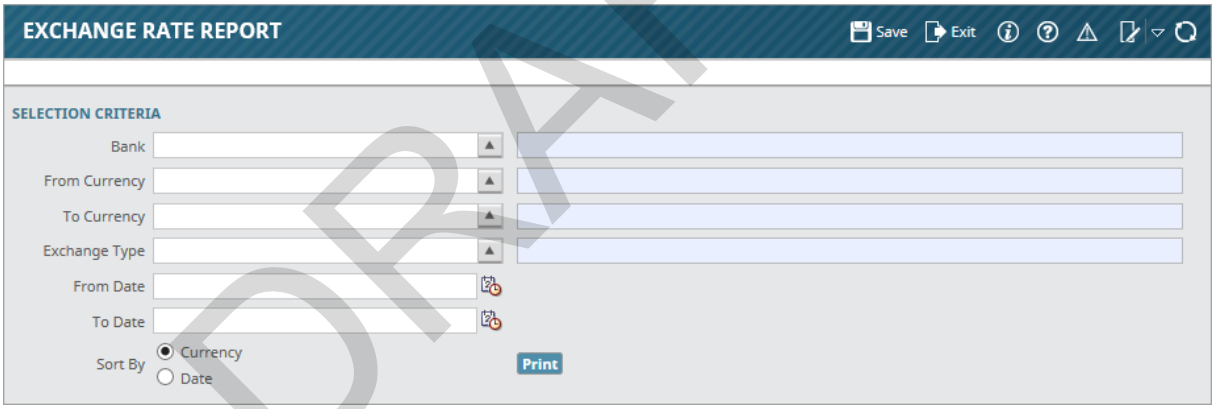
Adjustment Date

Enter the effective date for the exchange rate being defined. The system will begin calculating this rate from the date specified within this field.

Rate 1, Rate 2, Rate 3 (Standard, Cash, Investment)

Enter the exchange rates as they apply to the three exchange rates categories that appear as heading on this screen. The heading names will display from the Bank Control screen where users are required to define (at minimum one) the exchange rate categories to be used within the system.

Exchange Rates Report

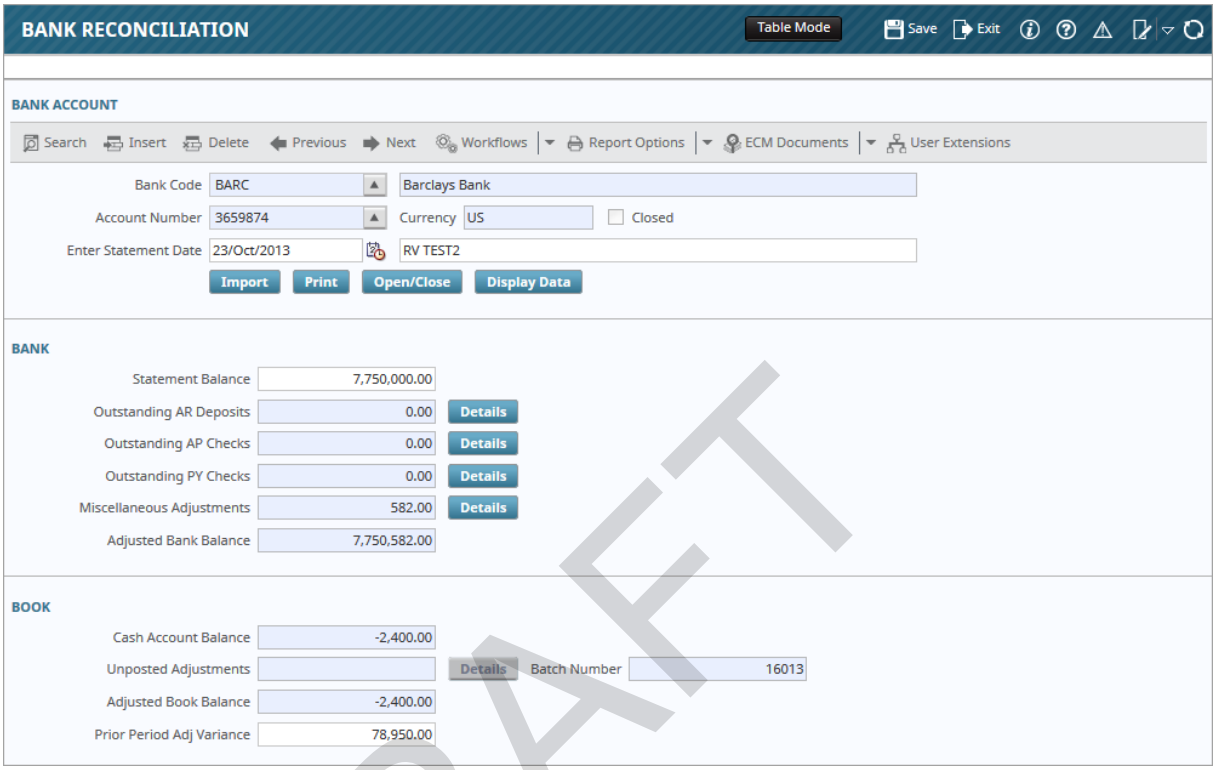


Pgm: BA004 – Exchange Rate Report; standard Treeview path: System > Global Tables > Banking > Exchange Rates Report

This screen is used to generate a foreign exchange rates report, sorted by either currency or date.

Electronic Reconciliation

Bank Reconciliation



Pgm: BANKRECFM – Bank Reconciliation; standard Treeview path: System > Global Tables > Electronic Reconciliation > Bank Reconciliation Query

The purpose of reconciliation is to account for differences between the actual bank balance and the balance recorded in your accounting system. This is done by reviewing AP and AR checks to determine which were not deposited, and by entering adjusting transactions to make the book cash account balance equal to the bank balance. AP and AR clerks can manually flag checks and receipts as reconciled within the AP and AR modules, or alternatively, bank reconciliation can be performed by a GL administrator using the Import function in this program. Depending on your organization's practices, bank reconciliation can be performed three ways:

AP/AR/PY Clerk Manual Reconciliation – Method 1

The AP, AR and PY modules require that clerks manually flag checks, vouchers and receipts to be reconciled. Within the Bank section of the Bank Reconciliation screen, the GL administrator can see if there are any Outstanding AR Deposits, AP Checks, PY Checks or Miscellaneous Adjustments, and have the clerks reconcile these amounts within their respective screens.

GL Manual Reconciliation – Method 2

GL administrators can use the Bank Reconciliation program to manually reconcile any outstanding AR Deposits, AP Checks and PY checks by selecting the [**Details**] button on the Bank Reconciliation screen (Bank section) and manually flagging the boxes to reconcile.

GL Import – Method 3

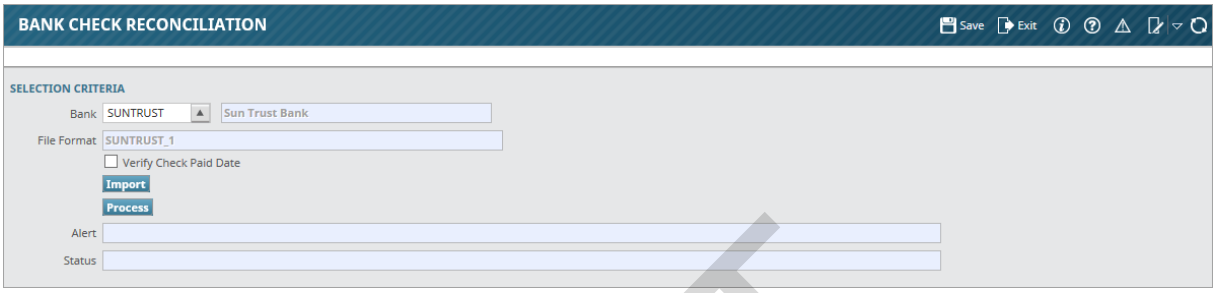
The Import function in the GL Bank Reconciliation program allows the GL administrator to import Electronic Bank Reconciliation files and statements for processing, overriding the manual entry of reconciling checks and receipts. Select the bank you are reconciling for and click the [**Import**] button to

upload the file. Click [**Process**] to process the reconciliation. The Alert and Status fields display messages to verify that the import and process ran successfully, or if there is an error.

For more information on Method 1 and Method 2, please refer to the *Bank Reconciliation* section in the General Ledger reference guide for carrying out the steps of reconciliation within the Enterprise system.

The following section briefly describes Method 3 for importing Bank Reconciliation files.

Bank Check Reconciliation



Pgm: BACHKREC – Bank Check Reconciliation; standard Treeview path: System > Global Tables > Banking > Bank Reconciliation

This screen allows the user to import and process bank reconciliation files to electronically reconcile checks. CMiC supports many bank file formats for the reconciliation of checks.

NOTE: The Bank Check Reconciliation screen is the same program that is launched from the [**Import**] button on the Bank Reconciliation screen.

Bank

Select the bank you are reconciling for using the LOV.

File Format

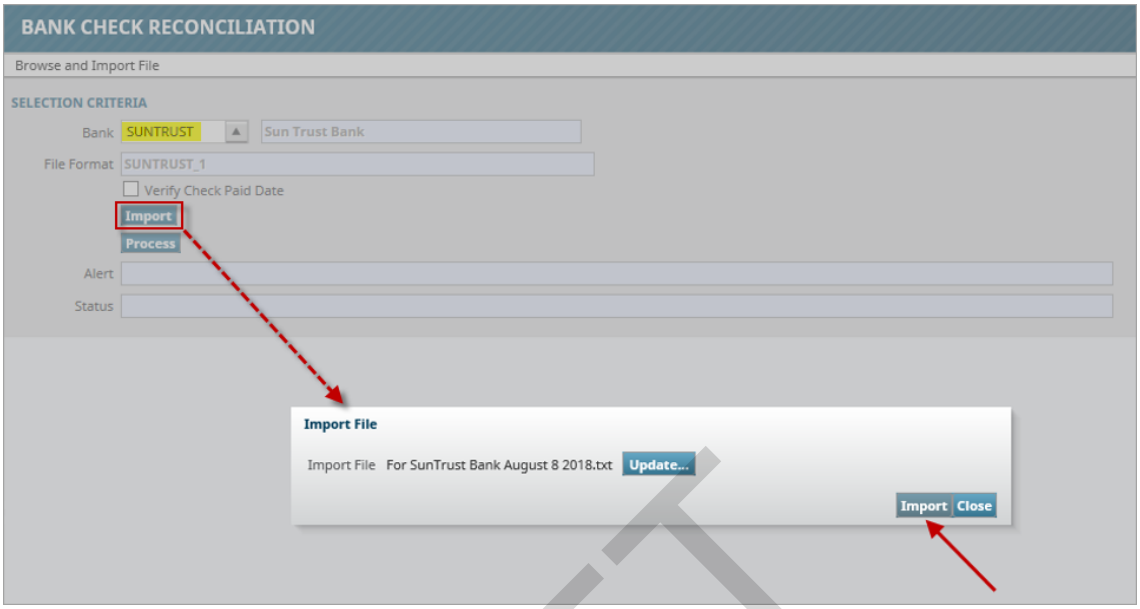
When a bank is selected, the Bank Check Reconciliation import file format for that bank will automatically default in the File Format field. Each bank has its own bank reconciliation import file format, which is specified on the Banks Maintenance screen (standard Treeview path: *System > Global Tables > Banking > Banks*). Multiple accounts can be combined into one input file.

Verify Check Paid Date – Checkbox

If 'Verify Check Paid Date' is checked, date verification will be performed to verify the date in the bank reconciliation file compared to the actual check date.

If this option is unchecked, date verification will not be performed, and the program will only verify the check number and check amount.

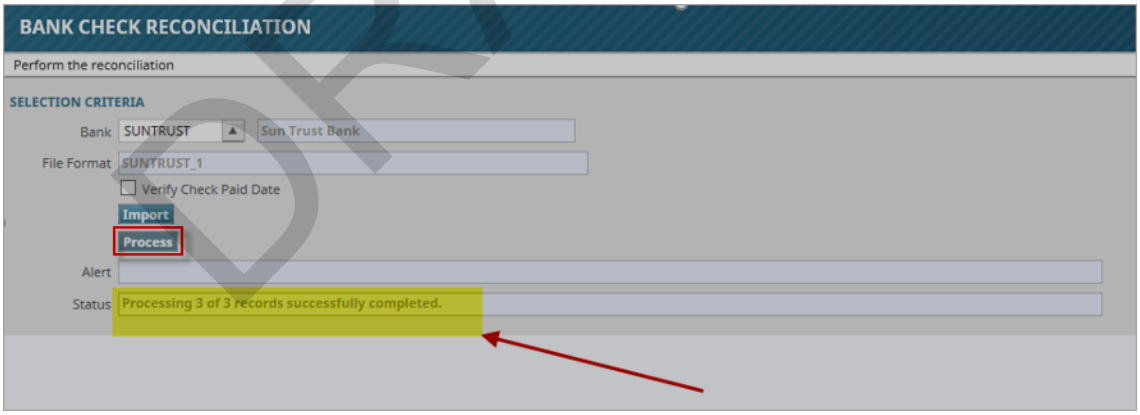
[**Import**] – Button



Pop-up window launched from the [Import] button on the Bank Check Reconciliation screen; standard Treeview path: System > Global Tables > Banking > Bank Reconciliation

Click on the [**Import**] button to import the reconciliation file for the selected bank. The number of "Total Records Inserted" will appear in the upper left-hand corner of the screen. Close the Import File pop-up window by clicking the [**Close**] button and then click on the [**Process**] button.

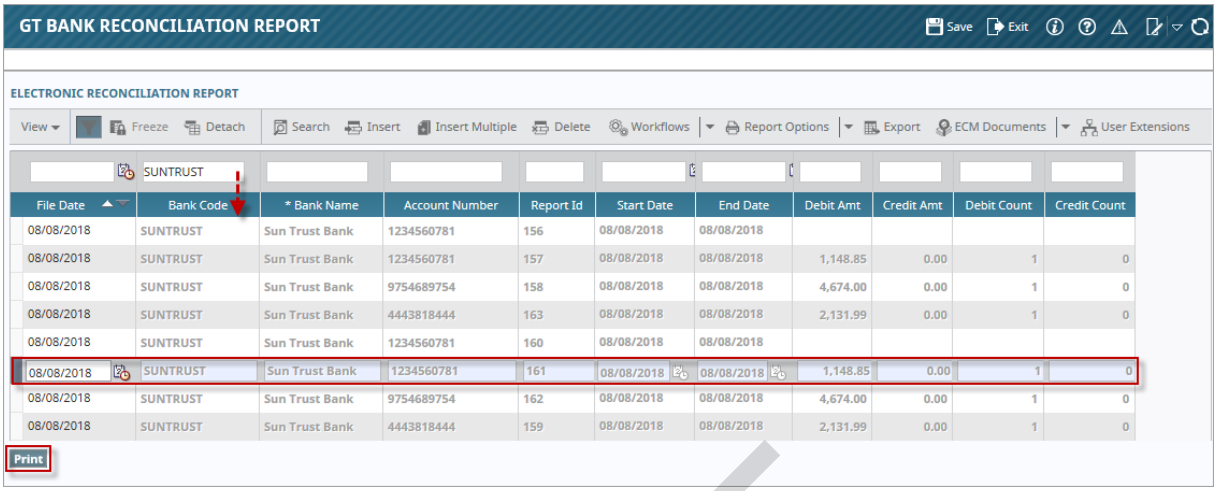
[**Process**] – Button



Example of the [Process] button on the Bank Check Reconciliation screen; standard Treeview path: System > Global Tables > Banking > Bank Reconciliation

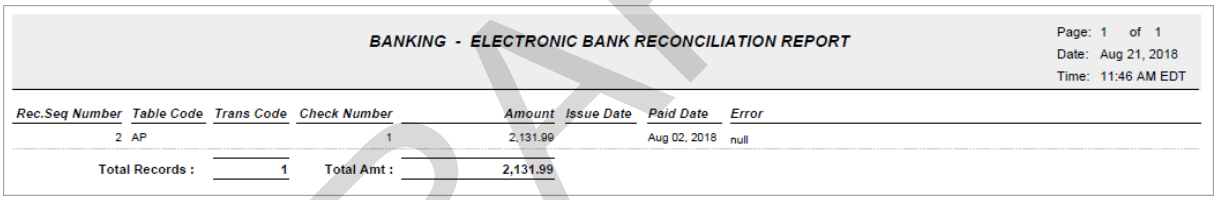
After the file has been successfully imported, click on the [**Process**] button to begin the reconciliation process. The processing status will be displayed in the **Status** field. To verify the reconciliation process, users can print out the Reconciliation Reports (standard Treeview path: *System > Global Tables > Banking > Electronic Reconciliation > Reconciliation Report*).

Reconciliation Report



Pgm: BA1000 - GT Bank Reconciliation Report; standard Treeview path: System > Global Tables > Banking > Electronic Reconciliation > Reconciliation Report

The GT Bank Reconciliation report screen is used to verify the reconciliation process. The system creates a separate report for each bank account. Select an Electronic Reconciliation Report and click the [**Print**] button to print out the report. The following screenshot shows an example of an Electronic Bank Reconciliation Report.



Example of an Electronic Bank Reconciliation Report (BA1000)

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