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User Reference

# System Data v10x (ADF)

By CMiC

**CMiC**  
*Computer Methods*  
*international Corp.*

DRAFT

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**Computer Methods International Corp.**

4850 Keele Street

Toronto, Ontario M3J 3K1

Canada

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# System Data – ADF

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## 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.

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## 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

* Code	Application Name
KPB	Knowledge Playbook
BA	Banking Module
GL	General Ledger
AP	Accounts Payable
AR	Accounts Receivable
FA	Fixed Assets
EM	Equipment Costing
PY	New Payroll
JC	Job Costing
JB	Job Billing
MNU	Menus
PM	Project Management
OM	Opportunity Management
DM	Delivery Management
CM	Change Management
SC	Subcontracting System
IMG	Imaging
WKF	Workflow
SSE	Employee Self-Service
MS	Materials Management
PO	Purchase Order
SD	System Data Maintenance
SYS	System Table Maintenance
WO	Work Order Billing
CI	Inventory
RQ	Requisitions

*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

Application	Type	Select
Accounts Payable	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
	Copy Vendors	<input type="checkbox"/>
Accounts Receivable	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
	Copy Customers	<input type="checkbox"/>
Inventory	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
Change Management	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
Equipment Costing	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
Fixed Assets	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
Human Resources	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
Job Billing	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>

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

The screenshot shows the 'SYSTEM OPTIONS' window with the 'General' tab selected. The window title bar includes 'Table Mode', 'Save', 'Exit', and help icons. Below the title bar, a status bar reads: 'Y: show progress bar when transferring files between Application Server and Client Machine. N: no progress bar'. The main content area contains a list of checkboxes and input fields:

- Progress Bar for file transfer
- Subject Line Appears In Notes Entry
- Enable Limited Security
- Keep Import History
- Synchronous JSP Reports
- Automatic Switch to Direct Tax
- Cache Console
- Cache ADF Treeview
- Cache ADF Programs
- Pre-Load ADF Programs
- Enable IP check for Secure File Download

Below the checkboxes are several input fields:

- ASCII Import CTL File Path: \\\pdc2000\sys\_10\testv10\_x\CTL\_files\
- Attachments Physical Path: \\TEST4V10\testv10x\
- Attachments Virtual Path: /attachmenttestv10x/ (with a 'Paths By Server' button)
- External Context Root: (empty)
- Default WF Notification Preference: Summary e-mail (dropdown)
- Default JSP Expiry Time: 480
- Default JSP Warning Time: 10
- \* Collaboration Emails - Resending Interval (min): 30
- \* Collaboration Emails - Maximum Resend Attempts: 10
- \* Collaboration Emails - Check For New Emails Interval (min): 5
- \* Collaboration Emails - Reading Interval For "Check For New Emails Interval" (min): 15
- Default Notification Email: cmictestv10\_x@cmic.ca
- Last Upgrade Date: 04/24/2017
- Upgrade Code: V10-X-208-2
- Last Upgrade Description: CMIC Open Enterprise V10\_X - V10-X-208-2 Patch Release

At the bottom of the window are buttons for 'LDAP Servers', 'Web Servers', 'Job Queues', 'Alert Settings', 'Upgrade History', and 'Login Info'.

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/cmiproduct/>

## 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

* URL	* Name	User ID	Password	Base	Port	Primary
qa4v10.cmic.ca	Default	cn=orcladmin,cn=Users,dc=cmic,dc	*****	cn=Users,dc=cmic,dc=ca	3060	<input checked="" type="checkbox"/>

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

SYSTEM OPTIONS									
WEB SERVERS									
* Server Name or IP Address	Port Num	User	Password	Re-Type Password	Code1	* SMTP	* Web Forms	Spell Check	Discoverer
Default ACH Emails - AP Control File						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
http://test4v10.cmic.ca:7785/cmictestv						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
http://test4v10mobile.cmic.ca:7003/cn						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
http://test4v10.cmic.ca:7785/cmictestv						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
webmail.cmic.ca						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
jasperserver-pro						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cmicex02.cmic.ca	25	cmiciotestv10_x@cmic.ca	*****	*****		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
http://test4v10.cmic.ca:8090/discovere						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
test4v10.cmic.ca:8090						<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
mail.cmic.ca						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
http://cmiccollab1.cmic.ca/cmicipublicc						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
custom2008a.cmic.ca	389	cn=orcladmin,cn=Users,d	*****	*****	cn=Users,dc=cmic,dc=ca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cmicex02.cmic.ca	25	cmiciotestv10_x@cmic.ca	*****	*****		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**

Job Queue	Interval	Enabled
PM - Daily Cleanup of Import Tables	FREQ=WEEKLY; BYHOUR=23; BYMINUTE=30; BYSECOND=0; BYDAY=SAT	<input checked="" type="checkbox"/>
SYS - Delete Temporary Sys_Context value data	FREQ=DAILY; BYHOUR=4; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Alert Processor	FREQ=MINUTELY; INTERVAL=1; BYDAY=MON,TUE,WED,THU,FRI	<input checked="" type="checkbox"/>
BC4J Cleanup	FREQ=MINUTELY; INTERVAL=60	<input type="checkbox"/>
Clear ALL_IN_1_QRY Data > 61 days	FREQ=DAILY; BYHOUR=23; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
AP Vendor Compliance	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
GL - Daily Recalculation of all Balances	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Nightly Purge	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Saturday Purge	FREQ=DAILY; BYDAY=SAT; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>
SC Daily Compliance update	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Sunday Purge	FREQ=DAILY; BYDAY=SUN; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>
Update Scheduled Tax Rate	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Monitor Owf_mgr.WF_engine.Background	FREQ=MINUTELY; INTERVAL=15	<input checked="" type="checkbox"/>
Payroll Integration	FREQ=MINUTELY; INTERVAL=60	<input checked="" type="checkbox"/>
Ball In Court Report	FREQ=DAILY; BYHOUR=23; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>

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](https://docs.oracle.com/database/121/ARPLS/d_sched.htm#ARPLS72235).

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

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

The screenshot shows the 'SYSTEM OPTIONS' window with the 'Financials' tab selected. The 'Automatically Update Compliances' checkbox is checked and highlighted with a red box. Other options include 'Check All Address Fields', 'Registration Code Required for Vendors', 'System Wide Unique Registration Code', 'Use Aka Name In Check Preparation', 'Summarize GL Posting Report', 'Automatically Prepared Cheques Will Belong to Paying Company', 'Show Reference and Source Code on GL Posting Report', 'Group AP Cheques by Selection', 'Display Only Remit To Addresses For Alternate Address Codes', 'Back fill Business Partners from Vendors or Customers', and 'Change EFT Vouchers To Non-EFT When A Joint Payee Is Entered'. Below the checkboxes, there are three rows for compliance codes: 'PRE-LIEN' (Pre-Lien Compliance), 'SURETY-200' (Surety 2000 Compliance), and 'WAIVER' (Waiver Compliance Code).

*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

The screenshot displays the 'SYSTEM OPTIONS' window. The top section is 'EMAIL SETTINGS', which includes a toolbar with Search, Insert, Delete, Previous, Next, Workflows, and Report Options. Below this, there are input fields for 'Default E-Mail Account' (cmictestv10\_x@cmic.com) and 'Name' (TestV10\_X Alerts Email). The second section is 'ALERT SETTINGS', featuring a toolbar with View, Freeze, Detach, Search, Delete, Workflows, Report Options, and Export. Below the toolbar is a table with the following data:

Type	Type Name	Activity Flag	User Override Flag	User Default Setting
ETA	E-time Sheet to be Approved/Unapproved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inactive
WFN	Summary Workflow Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inactive
GDT	General Data-based Reminders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inactive

At the bottom of the window, there are buttons for 'Delete User Settings' and 'Close'.

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**

SYSTEM OPTIONS			
UPGRADE HISTORY			
* Date	Code	Description	* OS User
23042010	V10-001	CMiC Open Enterprise V10 - Patch \	oracle
24062010	V10-001	CMiC Open Enterprise V10 - Patch \	david
10092010	DSH Ver 1.0.0	DSH Data Script	oracle
10092010	V10-004	CMiC Open Enterprise V10 - Patch \	oracle
31082007	SD Ver 1.0.0	SD Data Script	sue
31082007	2006-202	CMiC Software Release 2006.2 Vers	sue
01112007	DSH Ver 1.0.0	DSH Data Script	sue
01112007	SD Ver 1.0.0	SD Data Script	sue
01112007	2006-203	CMiC Software Release 2006.2 Vers	sue
14012008	SD Ver 1.0.0	SD Data Script	david
14012008	2006-204	CMiC Software Release 2006.2 Vers	david
08092008	DSH Ver 1.0.0	DSH Data Script	david
08092008	SD Ver 1.0.0	SD Data Script	david
08092008	2006-206-00-2	CMiC Software Release 2006.2 Vers	david
31102006	2006-9	CMiC Software Release 2006 Patch	sue
30112006	MS Ver 1.0.0	MS Data Script	sue
30112006	SD Ver 1.0.0	SD Data Script	sue
30112006	2006-10	CMiC Software Release 2006 Patch	sue

DB User: DA  
Machine: CMiC/DEV10  
Close

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

* Product	* Access Type	* Frame Type	* Url
CMiC	PUBLIC	TREEVIEW	http://qa4v10.cmic.ca:7785/CMiCpubl
CMiC	PUBLIC	CONTENT	http://www.bing.ca
CMiC	PRIVATE	TREEVIEW	http://qa4v10.cmic.ca:7785/CMiCptfv
CMiC	PRIVATE	CONTENT	http://www.cmic.ca
CMiC	PRIVATE	FORMS	http://qa4v10.cmic.ca:8090/forms/fri
COLLAB	PUBLIC	TREEVIEW	http://qa4v10.cmic.ca:7785/CMiCpubl
COLLAB	PUBLIC	CONTENT	http://www.bing.ca
COLLAB	PUBLIC	BANNER	http://qa4v10.cmic.ca:7785/CMiCpubl
COLLAB	PRIVATE	TREEVIEW	http://qa4v10.cmic.ca:7785/CMiCptfv
COLLAB	PRIVATE	CONTENT	http://www.bing.ca
COLLAB	PRIVATE	FORMS	http://qa4v10.cmic.ca:8090/forms/fri
COLLAB	PRIVATE	BANNER	http://qa4v10.cmic.ca:7785/CMiCptfv

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.

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

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## Licenses – Tab

**SYSTEM OPTIONS** Table Mode Save Exit Help ? A Print Refresh

**SYSTEM OPTIONS**

General Licenses Reports Global Financials Projects Forecast Assets Payroll Human Resource E-TimeSheet Help Logo Path

Workflows Report Options ECM Documents User Extensions

Enhanced Project Management

CMiC Enterprise Licenses 999,999

CMiC PM Licenses 999,999

CMiC PYE Licenses 999,999

CMiC DSH Licenses 999,999

Licensed for Imaging YES

Licensed for Workflow YES

Discoverer Schema BISV10

License Detail

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

The screenshot displays the SYSOPT System Options interface, specifically the Reports tab. The top navigation bar includes tabs for General, Licenses, Reports (active), Global, Financials, Projects, Forecast, Assets, Payroll, Human Resource, E-TimeSheet, Help, and Logo Path. Below the navigation bar, there are several settings: 'Report Group Title Color' is set to Black, 'Scheduled Reports Outputfile Path' is D:\cm\report\_output\testv10x\, 'Allow E-Mailing Directly from Print Servers' is checked, 'Fax Format Mask' is (999) 999-9999, and 'Hide No Template Flag Option for JSP Excel Merge' is unchecked. A 'Print Servers' button is visible at the bottom.

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

The screenshot shows the 'SYSTEM OPTIONS' window with the 'REPORTS' tab selected. The 'PRINT SERVERS' section contains a table with the following data:

* Avail.	* Print Server Name	Print Server Description	Fax Software	* Email	Web URL
<input type="checkbox"/>	devv10ptfv10	devv10ptfv10		<input type="checkbox"/>	http://devv10.cmic.ca:7778/reports
<input type="checkbox"/>	test20062	test20062		<input type="checkbox"/>	http://lntest2006.cmic.ca:7777/rep
<input type="checkbox"/>	app4prod2005	app4prod2005		<input type="checkbox"/>	http://app4.cmic.ca:7779/reports/n
<input type="checkbox"/>	ptfv10	ptfv10	ALTFAX Alternate Faxing	<input type="checkbox"/>	http://qav10.cmic.ca:8090/reports/
<input checked="" type="checkbox"/>	ptfv10x	ptfv10x	ALTFAX Alternate Faxing	<input checked="" type="checkbox"/>	http://qa4v10.cmic.ca:8090/reports

The 'PRINTERS' section below shows a search for 'DEV\_Lexmark\_T632' with 'Close' and 'FAX Software' buttons.

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.

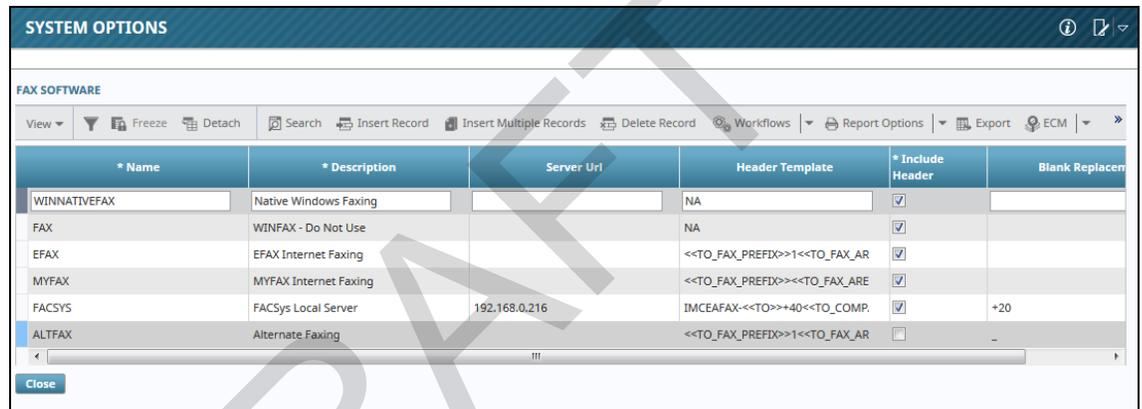
## Printers – Section

### 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



* Name	* Description	Server Url	Header Template	* Include Header	Blank Replacem
WINNATIVEFAX	Native Windows Faxing		NA	<input checked="" type="checkbox"/>	
FAX	WINFAX - Do Not Use		NA	<input checked="" type="checkbox"/>	
EFAX	EFAX Internet Faxing		<<TO_FAX_PREFIX>>1<<TO_FAX_AR	<input checked="" type="checkbox"/>	
MYFAX	MYFAX Internet Faxing		<<TO_FAX_PREFIX>><<TO_FAX_ARE	<input checked="" type="checkbox"/>	
FACSYS	FACSys Local Server	192.168.0.216	IMCEAFAX-<<TO>>+40<<TO_COMP.	<input checked="" type="checkbox"/>	+20
ALTFAX	Alternate Faxing		<<TO_FAX_PREFIX>>1<<TO_FAX_AR	<input type="checkbox"/>	-

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

The screenshot shows the 'SYSTEM OPTIONS' console with the 'Global' tab selected. The 'CMiC Password Requirement' field is highlighted with a red box. The text within this field is: "Your CMiC password will require the following: Minimum of 10 characters; Must contain 4 of the 4 character types; Capital letter; Lower case letter; Special character (!@#\$%^&\*()?.,); One number; Passwords will expire after 60 days; Passwords will notify of expiration starting 14 days from expiration date; Passwords will have a 7 day grace after expiration".

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.

The screenshot shows the 'Enterprise Change Password' pop-up window. The 'CMiC Password Requirement' message is displayed in a red-bordered box. The message reads: "Your CMiC password will require the following: Minimum of 10 characters; Must contain 4 of the 4 character types; Capital letter; Lower case letter; Special character (!@#\$%^&\*()?.,); One number; Passwords will expire after 60 days; Passwords will notify of expiration starting 14 days from expiration date; Passwords will have a 7 day grace after expiration".

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.

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## Financials – Tab

SYSTEM OPTIONS

Table Mode Save Exit

SYSTEM OPTIONS

General Licenses Reports Global **Financials** Projects Forecast Assets Payroll Human Resource E-TimeSheet Help Logo Path

Workflows Report Options ECM Documents User Extensions

\* Transaction Numbering Type GL numbering by Journal

- Check All Address Fields
- Registration Code Required for Vendors
- System Wide Unique Registration Code
- Use Aka Name In Check Preparation
- Summarize GL Posting Report
- Automatically Prepared Cheques Will Belong to Paying Company
- Show Reference and Source Code on GL Posting Report
- Group AP Cheques by Selection
- Display Only Remit To Addresses For Alternate Address Codes
- Automatically Update Compliances
- Back fill Business Partners from Vendors or Customers
- Change EFT Vouchers To Non-EFT When A Joint Payee Is Entered
- Auto-populate Batch Number
- Allow to Close Work Items
- Display Selection Criteria on Invoice/Registry Query

Compliance Code to be used in Pre-lien Set Up PRE-LIEN Pre-Lien Compliance

Compliance Code to be Used in Certificate Import SURETY-200 Surety 2000 Compliance

Compliance Code to be used for Waiver WAIVER Waiver Compliance Code

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.

LEGAL ENTITY TYPE MAINTENANCE			
* Code	* Name	* Type	Reg Required
ORG	Organization	Affiliate	<input checked="" type="checkbox"/>
PLC	PLC	External	<input checked="" type="checkbox"/>
LLC	LLC	Affiliate	<input checked="" type="checkbox"/>
CORP	Corporations	Affiliate	<input checked="" type="checkbox"/>
CHAR	Charity/Non Profit	Affiliate	<input checked="" type="checkbox"/>

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.

Business Partner Code: A1BRICKS | A1 Bricks Manufacturing Company

Legal Entity Type: CORP | Corporations

Registration Code: 956326154 | VAT Registration #: 45869856

Class: CONC | Concrete

1099: X | Exempt

Start Date: 01/01/2011

Buttons: Contacts, Vendor, Customer, Update Address, Update 1099 Code

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:

SYSTEM OPTIONS		
JOB QUEUES		
Job Queue	Interval	Enabled
Alert Processor	FREQ=MINUTELY; INTERVAL=1; BYDAY=MON,TUE,WED,THU,FRI	<input checked="" type="checkbox"/>
BC4j Cleanup	FREQ=MINUTELY; INTERVAL=60	<input type="checkbox"/>
Clear ALL_IN_1_QRY Data > 61 days	FREQ=DAILY; BYHOUR=23; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
AP Vendor Compliance	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
GL - Daily Recalculation of all Balances	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Nightly Purge	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Saturday Purge	FREQ=DAILY; BYDAY=SAT; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>
SC Daily Compliance update	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Sunday Purge	FREQ=DAILY; BYDAY=SUN; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>

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

SYSTEM OPTIONS

Y: show progress bar when transferring files between Application Server and Client Machine, N: no progress bar

SYSTEM OPTIONS

General Licenses Reports Global Financials **Projects** Forecast Assets Payroll Human Resource E-TimeSheet Help Logo Path

Workflows Report Options ECM Documents User Extensions

System Wide Unique Job Code  Store Cost Code Projection

Show Reference Description On Job Cost Posting Report  Minority Participation is to be kept at the Change Order Level  Apply Job Security To B

Allow To Build JC Foreign Batch Only When All Records Are Valid  Allow Posted PCIs To Be Linked To Unposted OCOs  Limit Category Selectio

Copy Additional Fields During JC Transactions Adjustment Posting  Restrict enter cost transaction by transaction type  Do Not Generate New

\* Job Billing Delete Invoices: Never Delete (dropdown) Invoice Deletion Days: [text box]

PCI Bill Code: PENDING\_PCI (text box)

PCI Bill Type: COST (dropdown) Cost Plus Markup (text box)

PCI Bill Code Description: Pending PCI Below the Line Billing (text box)

Do Not Add Created On The Fly Cost Codes To Cost Code Master  Allow Billing Amount on Non Billing Categories

Job Billing Group Maximums Sequence Order:

Mapping Group #1 [up/down arrows]

Mapping Group #2 [up/down arrows]

Mapping Group #3 [up/down arrows]

Mapping Group #4 [up/down arrows]

Mapping Group #5 [up/down arrows]

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 is 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.

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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

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**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.

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### 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

SYSTEM OPTIONS

Checked: GC Monitor Assignment Is Not Date Sensitive

SYSTEM OPTIONS

General Licenses Reports Global Financials Projects Forecast Assets Payroll Human Resource E-TimeSheet Help Logo Path

- Quarterly WIP % Complete
- Notes Are Mandatory On WIP
- Use WIP Unposted Cost and Unposted Revenue
- Allow To Store Projected % Complete Value For Each Period Within A Year
- Annual Forecast Is Stored On A Period Basis
- Use PCI detail Status for Contract Forecast
- Synchronize RP Allocation Percent When Import/Export From Forecast
- Automatically Add Cost on GC Monitor
- Apply FLSA exemption rule to GC Monitor
- Always Restrict To Current Rate in GC Monitor
- Auto Refresh Employee Trade Code on GC Monitor
- GC Monitor Assignment Is Not Date Sensitive

WIP Method WIP Based on Cost

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.

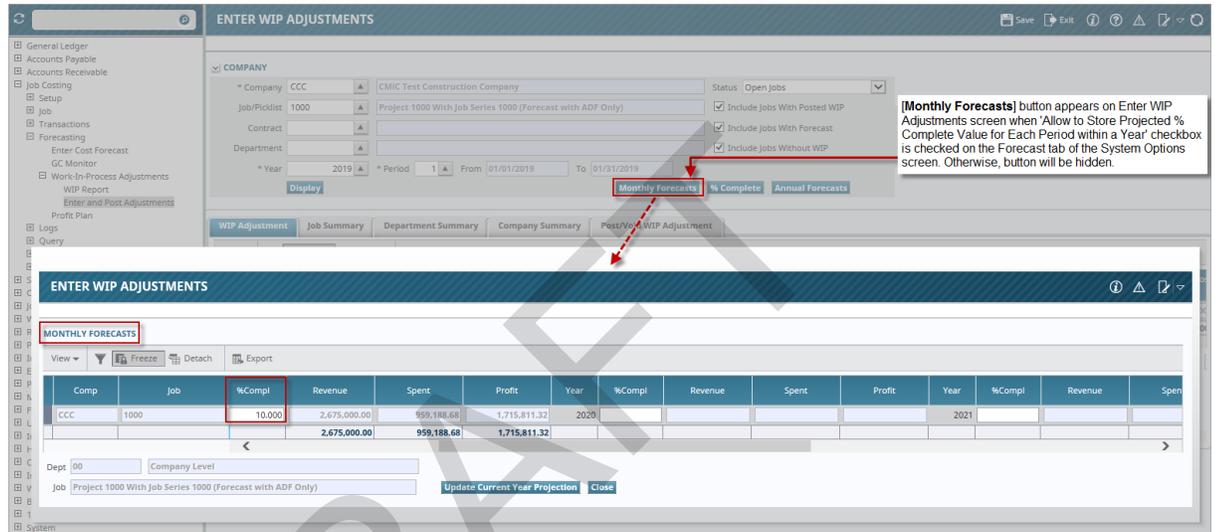
Pop-up window launched from the **[Store Annual]** button on the Enter Manual Forecast screen of the Job Costing module; standard Treeview path: Job Costing > Forecasting > Enter Cost Forecast

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.

**ENTER WIP ADJUSTMENTS** Save Exit ? ? ? ? ? ? ? ?

**COMPANY**

\* Company CCC CMIC Test Construction Company Status Open Jobs

Job/Picklist 1000 Project 1000 With Job Series 1000 (Forecast with ADF Only)  Include Jobs With Posted WIP

Contract   Include Jobs With Forecast

Department   Include Jobs Without WIP

\* Year 2019 \* Period 1 From 01/01/2019 To 01/31/2019

**WIP Adjustment** Job Summary Department Summary Company Summary Post/Void WIP Adjustment

View

Select	Stored	Posted	Comp	Dept	Job	Trans. Allowed	Budget	Contract	Contract Override	Projected Profit	Projected Profit Override	Spent	Projected Cost	Projected Cost Override
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CCC	00	1000	<input checked="" type="checkbox"/>	7,500,269.00	5,707,645.36		1,020,720.22	-1,792,623.64	353,946.83	4,686,925.14	7,500,000.00
							7,500,269.00	5,707,645.36		1,020,720.22	-1,792,623.64	353,946.83	4,686,925.14	7,500,000.00

Previous Period Overrides Contract  Proj Profit  Unposted Cost  Proj Cost  %Compl  Earned Rev

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

Dept Company Level

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.

Trade	Employee	Employee Name	Union	Pay Type	* Bill Code	* Job	* Cost Code	Cost Code Description	* Category	Cost Cutoff Date	* Start Date	* End Date	Default Weekly Cost Hours
TRUC	1001	Peterson Gerald	1000	OVHR	J448957.03-100.L	J448957	03-100	Structural Cor	L	16/Oct/2017	01/Mar/	31/Dec	48.00
1634	CCC-WK-HR	Martin Varys		NWHR	J448957.03 31 13.L	J448957	03 31 13	Heavy Weight	L	16/Oct/2017	01/Mar/	31/Dec	30.00
6432	TBD	TBD	1000	NWHR	J448957.26 0500.	J448957	26 0500	Electrical	1000	16/Oct/2017	01/Mar/	31/Dec	40.00

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.

Trade	Employee	Employee Name	Union	Pay Type	* Bill Code	* Job	* Cost Code	Cost Code Description	* Category	Cost Cutoff Date	* Start Date	* End Date	Default Weekly Cost Hours	Default Hourly Cost Rate	Hourly Cost Rate Override	Default Weekly Billing Hours	Default Hourly Billing Rate
TRUK	1001	Peterson	1000	OVHR	J448957J	J448957	03-100	Structural Co	L	16/Oct/2017	01/1	31/	48.00	79.6900		48.00	112.7500
1634	CCC-WK-	Martin Va		NWHR	J448957J	J448957	03 31 13	Heavy Weigh	L	16/Oct/2017	01/1	31/	30.00	65.0000		30.00	65.0000
G	TBD	TBD	1C	NW	J4489	J4489	26 0	Electrical	1000	16/Oct/2017	01/1	31/	40.00	50.0000		40.00	87.0000

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
<b>Default Hourly Cost Rate</b>	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.
<b>Default Hourly Billing Rate</b>	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

SYSTEM OPTIONS

Y: show progress bar when transferring files between Application Server and Client Machine, N: no progress bar

SYSTEM OPTIONS

General Licenses Reports Global Financials Projects Forecast **Assets** Payroll Human Resource E-TimeSheet Help Logo Path

Workflows Report Options ECM Documents User Extensions

Use Equipment Revenue Rate Types  
 Use Auto Charge Cycle

How Many Days = 1 Week   
How Many Weeks = 1 Month   
How Many Days in a Billing Cycle

Create \$0 Over Charge Cap Transaction  
\* Indicate Long or Short MS Ticket Entry Form is Used

Summarize PO Lines When Paying Via AP Voucher  
 PO Close Utility To Keep Commitments For Received Part  
 Create Manual PO Receipt When PO Includes An Inventory Distribution  
 Use Billing Revenue Cap

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.

The screenshot displays the 'EQUIPMENT MAINTENANCE' application window. At the top, there is a header bar with 'EQUIPMENT MAINTENANCE' on the left and 'Table Mode' on the right. Below the header, there is a search bar for 'Enter Company Code' with a dropdown menu showing 'CCC' and 'CMIC Test Construction Company'. The main area is divided into sections: 'SELECTION CRITERIA', 'EQUIPMENT', and a tabbed interface. The 'EQUIPMENT' section includes fields for '\* Equipment' (2AX-100), 'Description' (2 Axle Dump Truck), and checkboxes for 'Bulk Equipment' and 'Fixed Asset'. The tabbed interface has tabs for 'General', 'Transaction Codes', 'Budgets', 'Truck Detail', 'Accumulators', and 'Billing Cap'. The 'Billing Cap' tab is highlighted with a red box and contains three checkboxes: 'Exclude Discount', 'Exclude from Billing Replacement Value', and 'Exclude From Value Cap'. Below these checkboxes is a text field for 'Billing Replacement Value'.

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

# Payroll – Tab

The screenshot displays the 'SYSTEM OPTIONS' window with the 'Payroll' tab selected. The window title bar includes 'Table Mode', 'Save', 'Exit', and help icons. The main menu includes 'General', 'Licenses', 'Reports', 'Global', 'Financials', 'Projects', 'Forecast', 'Assets', 'Payroll', 'Human Resource', 'E-TimeSheet', 'Help', and 'Logo Path'. Below the menu, there are sub-menus for 'Workflows', 'Report Options', 'ECM Documents', and 'User Extensions'. The configuration area contains several fields and checkboxes:

- Default 1099 Code: 8 (dropdown), 1099 Misc Sub of payment (text)
- Default Vendor Class: EMP (dropdown), Employee (text)
- Priority From: (dropdown), To: (dropdown)
- Payroll/HR Auto Numbering:
- Prefix Company Code when Auto Numbering:
- Apply Company Security in Payroll:
- Greenshades Installed:  Auto Calculate Seniority:  Days to Retain Seniority: (text)
- Preferred Rate: Check Employee Profile:
- Union:  Trade:
- Validate Trade Code Within Union:
- Oracle Time Import: Mandatory Acct/Dept for G-Line:
- Ascii File Time Import: Determine Rate If Rate Is Blank:
- Activate Other Hours Eligibility by Employee:
- Add Burden Cost Code and Category in JJOBCAT:
- Oracle Time Import: Apply Employee Security:
- Assign New Check/EFT Number By Bank/Branch/Account:
- Post Leave Balances By Leave Taken Date:
- Copy Employee Leave Setup Into The Next Year:
- Email to Use for ESS Notification: Personal Email (dropdown)
- \* Apply Exempt Employee Hour Restriction: None (dropdown)
- Payroll Control Defaults Allow Shift Selection: All Shift:  Day:  Evening:  Night:  Default Shift: Day (dropdown)
- Schedule E-mailing PayStub:

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 and W2 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 JCJOB CAT – Checkbox**

When checked, the system will allow adding phase and category in JCJOB CAT for those phase and categories which do not exist in JCJOB CAT setup and are set up in Overhead Rates and Job Burden 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.

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**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

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The screenshot shows the SYSOPT System Options interface. The top navigation bar includes 'Table Mode', 'Save', 'Exit', and help icons. Below the navigation bar, the 'Human Resource' tab is selected. The main content area displays several configuration options:

- Number of levels that user can see in HR Org Chart: 1
- Calculated Rating Decimal Places To Show On Interim/Annual Evaluation: 0
- HR Year-End Default:  Set Basic and Carried Forward Vacation Hours
- OrgPlus Export File Path: C:\W10 Export\
- User can override the Overall Rating for Interim Evaluation
- User can override the Overall Rating for Annual Evaluation
- JSP Position ID Auto Numbering
- JSP Requisition ID Auto Numbering
- Login Employee Self Service Via PIN Code
- Secure SSN
- EEO Reporting Based On Employee Profile Position Code
- HCM Position synchronize from Payroll

*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.

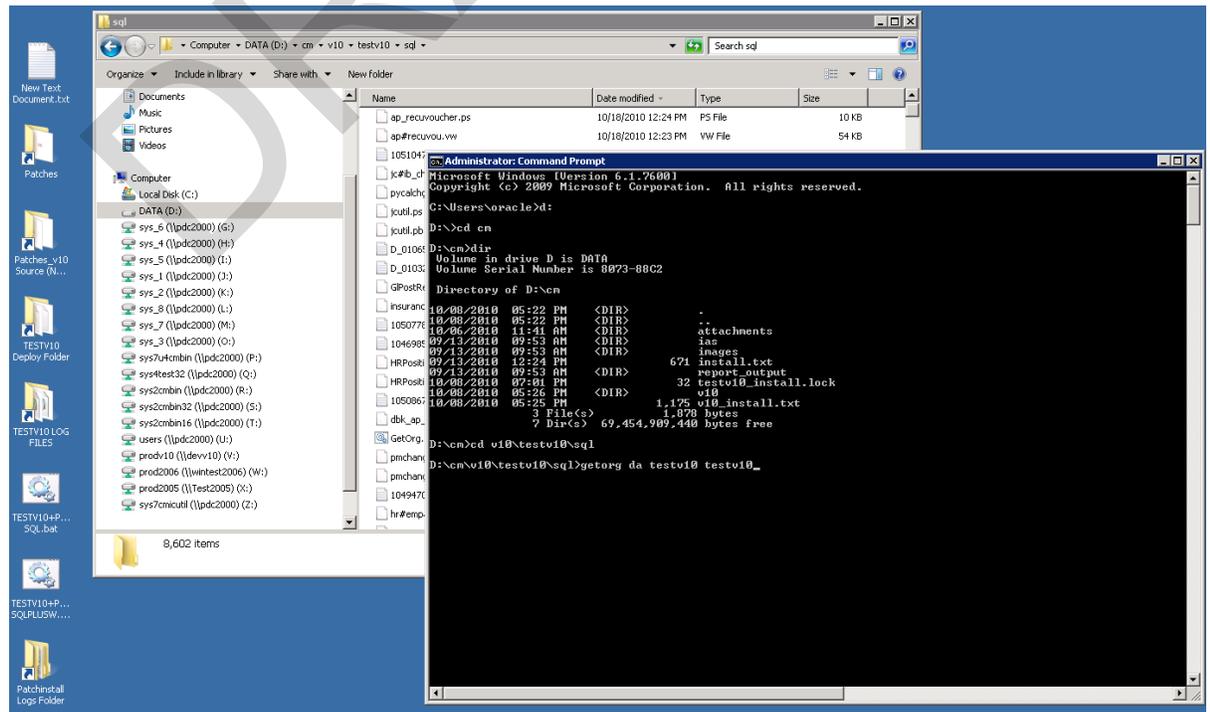
The process can also be run manually from a DOS prompt by making sure the file from the work item is located on the right server before running the process.

### Example:

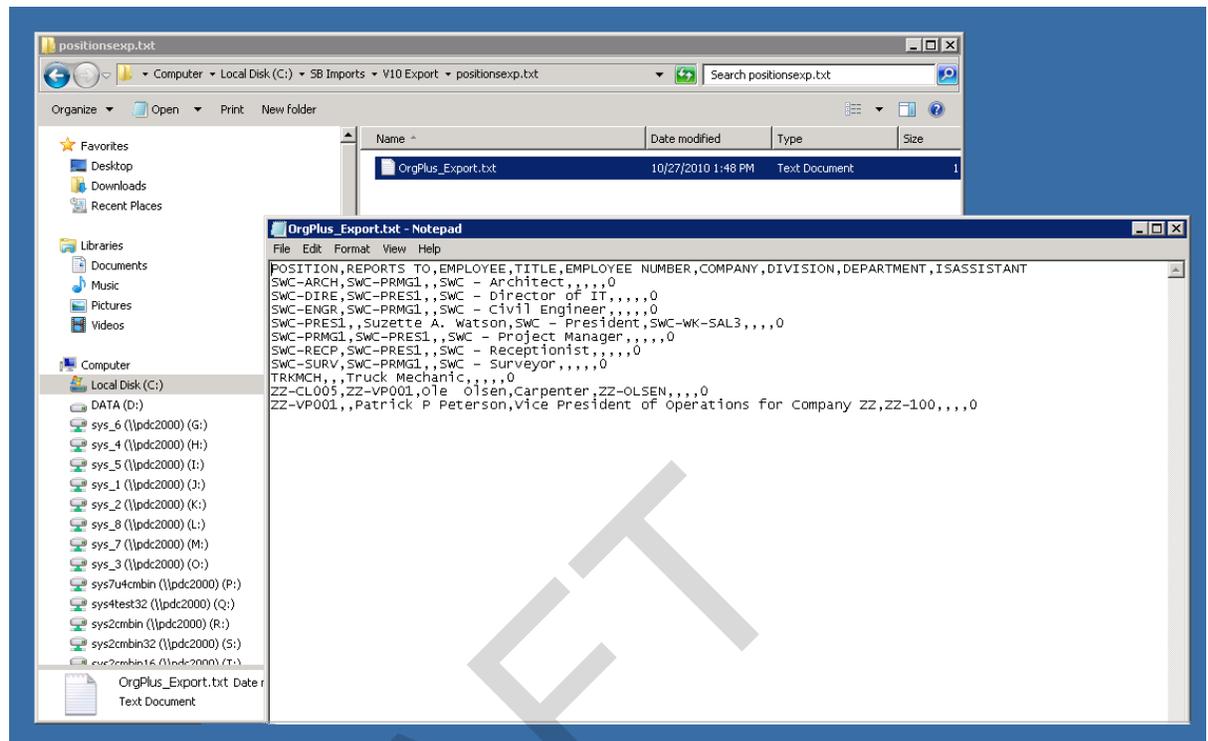
To run the process (GetOrg.bat), enter the following at the DOS prompt of the applicable server, making sure to enter the database user, password and database name parameters in the order shown below:

**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

The screenshot shows the 'SYSTEM OPTIONS' window with the 'E-TimeSheet' tab selected. The window title bar includes 'Table Mode', 'Save', 'Exit', and help icons. The main content area has a navigation bar with tabs: General, Licenses, Reports, Global, Financials, Projects, Forecast, Assets, Payroll, Human Resource, E-TimeSheet, Help, and Logo Path. Below the navigation bar are dropdown menus for Workflows, Report Options, ECM Documents, and User Extensions. The main configuration area includes several settings:

- \* Generate Timesheet Utility for: E-TimeSheet
- \* Timesheet Rate Round Upto Decimal: Two
- \* Validate In-Out Time In E-Timesheet: Both
- \* E-Timesheet Document Code Format: Year / Period / Access Code
- E-Time: Restrict Access Codes By Company
- Mandatory Approver Priority Flag
- Activate Approver Filters
- Show WBS Code on E-Timesheet (JSP) Entry
- Show TAC Code on E-Timesheet (JSP) Entry
- Allow All Allocations When Access Code Allows None

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.

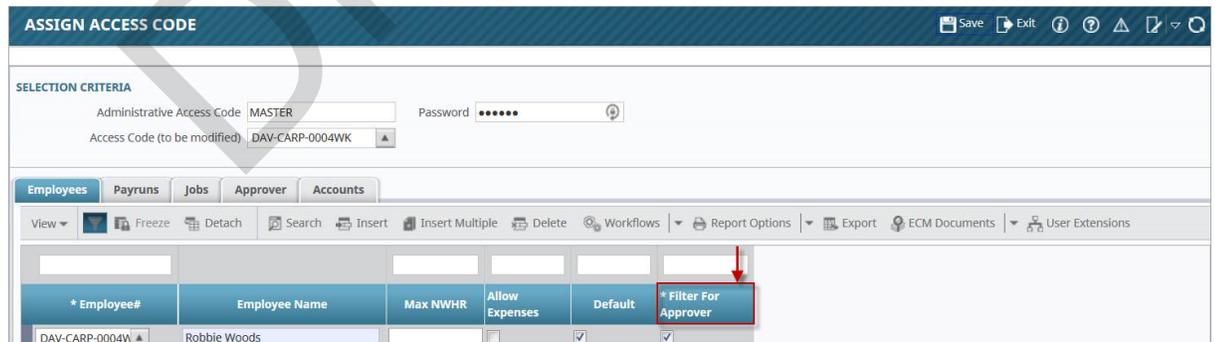
## Mandatory Approver Priority Flag – Checkbox

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.

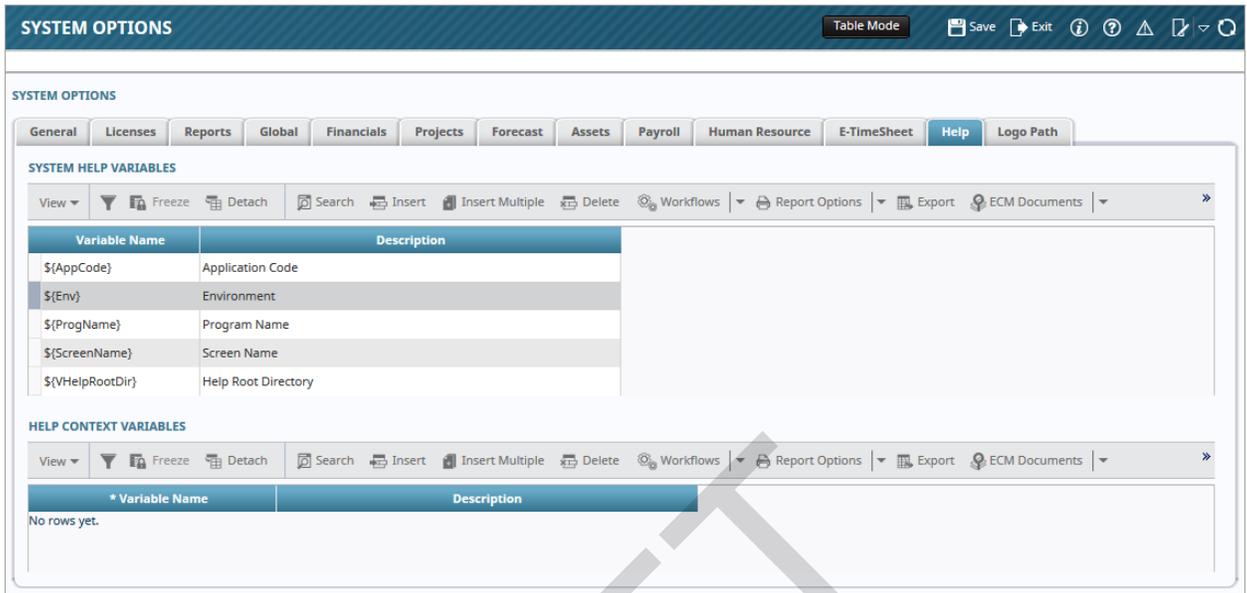
## Show TAC Code on E-Timesheet (JSP) Entry – Checkbox

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



Variable Name	Description
\$(AppCode)	Application Code
\$(Env)	Environment
\$(ProgName)	Program Name
\$(ScreenName)	Screen Name
\$(VHelpRootDir)	Help Root Directory

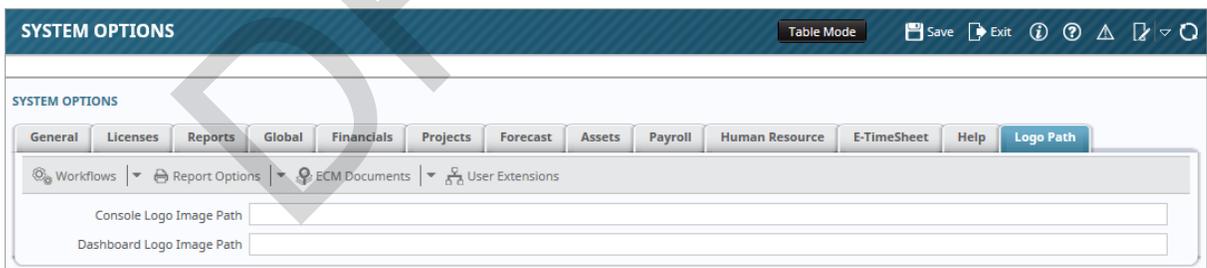
* Variable Name	Description
No rows yet.	

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



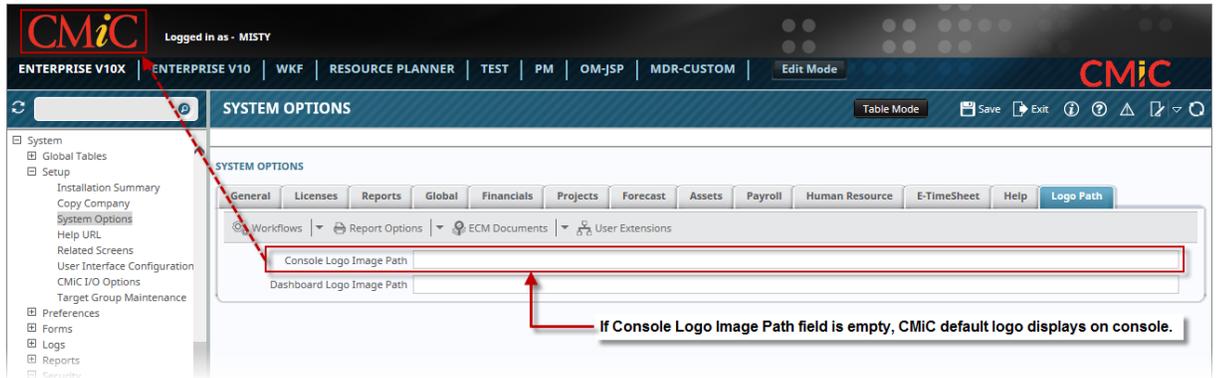
Console Logo Image Path

Dashboard Logo Image Path

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](http://test4v10.cmic.ca:7785/cmictestv10x/UIConsole/adf/images/cmic/enterprise/console/CMiC_logo.png)

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**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.

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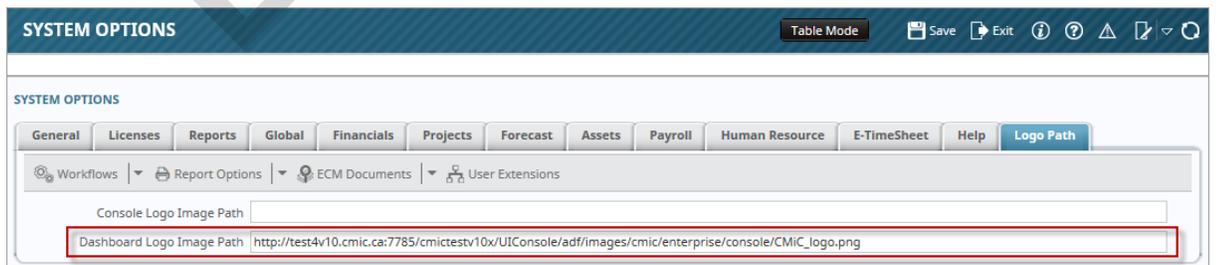
If the Console Logo Image Path field is left blank, the standard CMiC default logo will be used.

---

**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.

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## 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](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

* Application Code	Application Name	* Program Name	Program Description	* Screen Name	* Help URL
GT	Global Tables	*	*	*	/cmicenterprisehelp\$(Env)/GLhelp/hh_start.htm
PY	U.S. Payroll	*	*	*	/cmicenterprisehelpdev10/PYhelp/hh_start.htm?context=\${context}
AR	Accounts Receivable	*	*	*	http://www.gilbaneco.com/university/CMICLink?context=\${context}
GT	Global Tables	*	*	*	/maria123
GT	Global Tables	*	*	*	/maria122
GT	Global Tables	*	*	*	/123222
GT	Global Tables	*	*	*	/123223

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

* Target Name	Target Called Program	* Order	Original Level Name	Removed
GL - Setup Company	COMPSETUP	10	CMIC Defined	<input type="checkbox"/>
GL - Maintain Departments	DEPTFRM	20	CMIC Defined	<input type="checkbox"/>
GT - Bank Account	BABANKAC	30	CMIC Defined	<input type="checkbox"/>

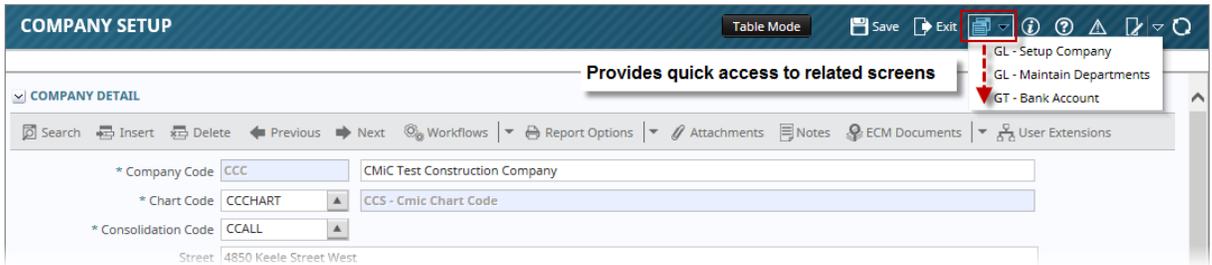
Pgm: SDRELATEDSCREENS\_CUSTOM; standard Treeview path: System > Setup > Related Screens

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

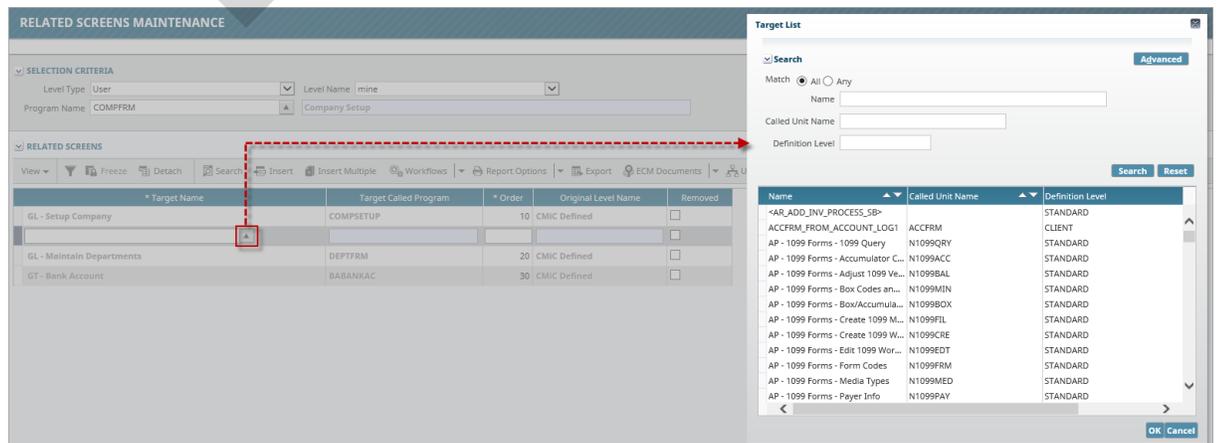
Enter/select the name of the program in which to assign the related screens.

## 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.

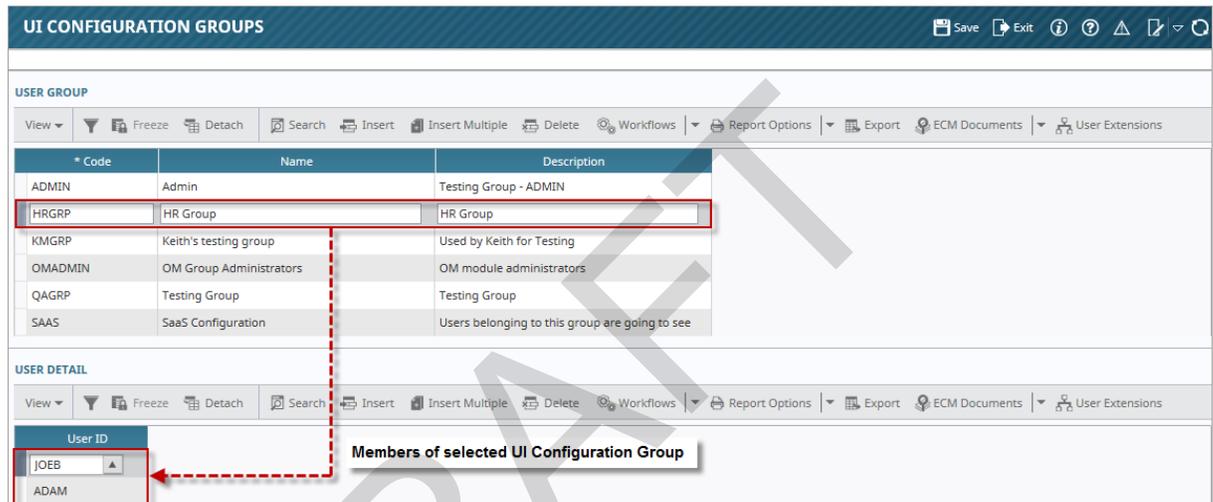
### Order

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

The screenshot shows the 'Options' tab in the SYCMICIO application. It is divided into two main sections: 'ERROR RECIPIENTS' and 'EMAIL ADDRESS SEPARATORS'. Both sections have a toolbar with icons for View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions.

**ERROR RECIPIENTS**

* Email Address	Personal Name
Stephanie.Bromfield@cmic.ca	Stephanie Bromfield TESTV10_X

**EMAIL ADDRESS SEPARATORS**

* Email Address	Personal Name
cmicioddev2006@cmic.ca	CMiC I/O Dev2006
cmicio@mydomain.com	CMiC I/O
blackberry@blackberry.com	---original message---
webmail@webmail.com	--- original message ---
cmicio@cmic.ca	CMiC I/O Tester!

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

The screenshot shows the 'Exclusions' tab in the SYCMICIO application. It is divided into two main sections: 'Email Subject' and 'Attachment Name'. Both sections have a toolbar with icons for View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions.

**Email Subject**

%DELIVERY FAILURE%
%Mail Returned to Sender%
%delivery failure%
%out of office%

**Attachment Name**

logo.gif
----------

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).

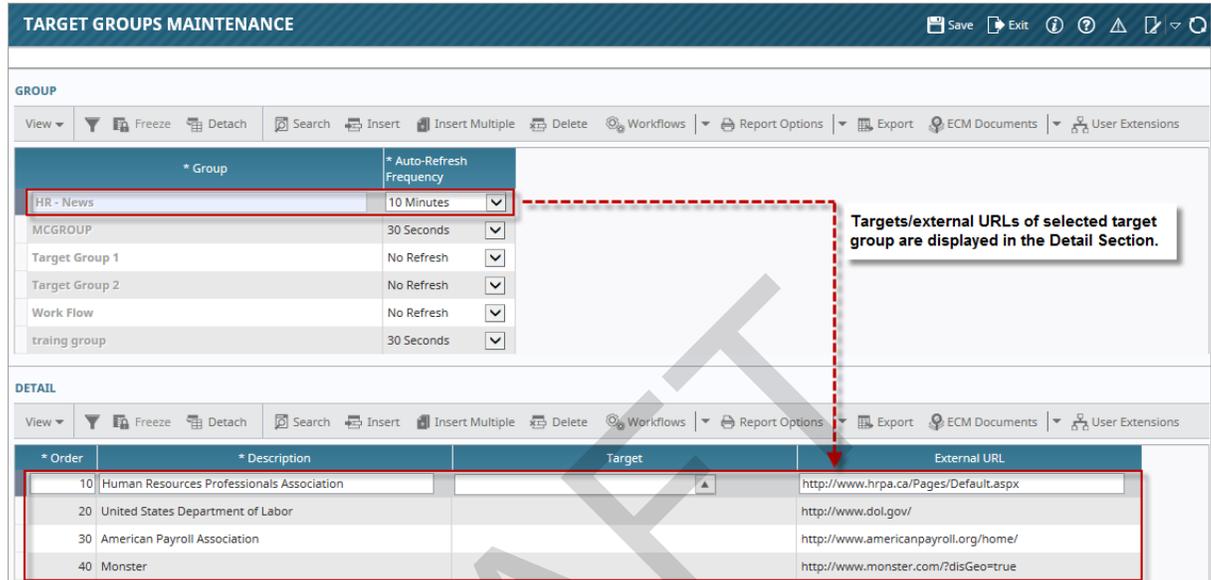
## Companies – Tab

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



**TARGET GROUPS MAINTENANCE**

**GROUP**

* Group	* Auto-Refresh Frequency
HR - News	10 Minutes
MCGROUP	30 Seconds
Target Group 1	No Refresh
Target Group 2	No Refresh
Work Flow	No Refresh
training group	30 Seconds

**DETAIL**

* Order	* Description	Target	External URL
10	Human Resources Professionals Association		http://www.hrpa.ca/Pages/Default.aspx
20	United States Department of Labor		http://www.dol.gov/
30	American Payroll Association		http://www.americanpayroll.org/home/
40	Monster		http://www.monster.com/?disGeo=true

Targets/external URLs of selected target group are displayed in the Detail Section.

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.

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# Preferences

## User Preferences

The screenshot shows the 'USER PREFERENCES' application window. At the top, there is a title bar with 'USER PREFERENCES' and several icons including 'Add New', 'Save', 'Exit', and help icons. Below the title bar is a toolbar with options like 'View', 'Freeze', 'Detach', 'Search', 'Workflows', 'Report Options', 'Export', 'ECM Documents', and 'User Extensions'. The main area contains a table with the following columns: 'Edit', 'User', 'Date Input Format', 'Date Display Format', 'Report Date Format', 'Default Locale', and 'Locale Name'. The table lists eight users: SAAD, PAVEL, ALTERN1, VADIMB, JCRANE, ANDSCH, ZOHREHV10, and CARLENE. Each user row has a small icon in the 'Edit' column and dropdown menus for the date and report date formats. All 'Default Locale' values are 'en\_US' and all 'Locale Name' values are 'English - United States'.

Edit	User	Date Input Format	Date Display Format	Report Date Format	Default Locale	Locale Name
	SAAD	MMDDRR	DD/MON/YYYY	MON DD, YYYY	en_US	English - United States
	PAVEL	MMDDRR	DD/MON/YYYY	MON DD, YYYY	en_US	English - United States
	ALTERN1	MMDDRR	DD/MON/YYYY	MON DD, YYYY	en_US	English - United States
	VADIMB	DD/MON/YYYY	DD/MON/YYYY	MON DD, YYYY	en_US	English - United States
	JCRANE	MMDDRR	DD/MON/YYYY	MON DD, YYYY	en_US	English - United States
	ANDSCH	MMDDRR	DD/MON/YYYY	MON DD, YYYY	en_US	English - United States
	ZOHREHV10	MMDDRR	DD/MON/YYYY	MON DD, YYYY	en_US	English - United States
	CARLENE	MMDDRR	DD/MON/YYYY	MON DD, YYYY	en_US	English - United States

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

System	*Table/View Name	Comments
<input type="checkbox"/>	POCODET	PO - Purchase Order Change Order Detail
<input type="checkbox"/>	POCOMAST	PO - Purchase Order Change Order Master
<input type="checkbox"/>	POMAST	PO - Purchase Order Headers
<input type="checkbox"/>	PO_CO_MIP_DETAIL_V	
<input type="checkbox"/>	PO_CO_MIP_MAST_V	
<input type="checkbox"/>	PO_MIP_DETAIL_V	
<input type="checkbox"/>	PO_MIP_MAST_V	
<input type="checkbox"/>	PYEMPLOYEE	
<input checked="" type="checkbox"/>	FLOM9000_V	SP User-Defined Fields
<input checked="" type="checkbox"/>	FLOM9010_V	Opportunity Details
<input checked="" type="checkbox"/>	FLOM9020_V	Opportunity Action Items
<input checked="" type="checkbox"/>	FLOM9030_V	Opportunity Competitors
<input checked="" type="checkbox"/>	FLOM9040_V	Opportunity Job Info
<input checked="" type="checkbox"/>	FLOM9050_V	Opportunity Risk Management
<input checked="" type="checkbox"/>	FLOM9060_V	Opportunity Revenue
<input checked="" type="checkbox"/>	FLOM9070_V	Opportunity Key Players
<input checked="" type="checkbox"/>	FLOM9080_V	Opportunity Sales Team

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

**DOCUMENT TYPES**

Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Application PM Project Management

**DOCUMENT TYPE**

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

System	Code	Description	Data Source
<input type="checkbox"/>	OCOTEST	Owner Change Order	FLPM7000_V
<input type="checkbox"/>	PMDAILYREP	Daily Report	FLPM5100_V
<input type="checkbox"/>	PMMEETING	PM Meeting Minutes	PMMEETING
<input type="checkbox"/>	PV_SC2030	Pavel - Subcontract	FLPM2030_V
<input type="checkbox"/>	SCCHEDULE	SC Schedule of Values	FLPM2030_V
<input type="checkbox"/>	SUBCTESTT	SB Subcontract Test	FLPM2030_V
<input type="checkbox"/>	TEST007	Eric test 007	FLPM3110_V
<input checked="" type="checkbox"/>	FLPM1000	Conversation Record	FLPM1000_V
<input checked="" type="checkbox"/>	FLPM1010	Speed Memo	FLPM1010_V
<input checked="" type="checkbox"/>	FLPM1020	RFI Urgent Response Required	FLPM1020_V
<input checked="" type="checkbox"/>	FLPM1040	Submittals Required	FLPM1040_V
<input checked="" type="checkbox"/>	FLPM1050	Facsimile Transmittal Cover	FLPM1000_V
<input checked="" type="checkbox"/>	FLPM1100	Enter Communication Log	FLPM1100_V
<input checked="" type="checkbox"/>	FLPM1150	Document	FLPM1150_V
<input checked="" type="checkbox"/>	FLPM1200	Information	FLPM1200_V

Show Columns

Checkmark indicates type is system-defined (pre-defined)

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

**FORM LETTER DEFINITION**
Save Exit ? ? ? ? ?

---

**DOCUMENT TYPE**

Application:  Project Management

Letter Type:  Subcontract Document

---

**FORM LETTER FORMAT**

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

* Code	* Description	* Active	Copy Format
MCSUB	Miron Sub	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>
PM2030_000	MASTER FL - Subcontract (PMSCFM)	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>
PM2030_001	Bonds Waived (PM2030_001)	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>
PM2030_002	Equipment Rental Agreement (PM2030_002)	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>
PM2030_003	Letter of Intent (PM2030_003)	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>
PM2030_004	Subcontract Cover Letter (PM2030_004)	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>
PM2030_STD	Subcontract Cover Letter - STANDARD	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>
SAMPLE	Sample SC Form Letter (with Text Codes)	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>
SC-CVLT-MF	Subcontract Cover Letter - STANDARD - MF	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>
TEST	17.36380	<input checked="" type="checkbox"/>	<a href="#">Copy Format</a>

---

**DOCUMENT DETAIL**

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

* Order	Data Source	Name	Define Relation/Order BY
75	FLPMKEYPL_V	Project Maintenance - Key Players	<a href="#">Define Relation/Order BY</a>
80	FLPMKEYPL_V	Project Maintenance - Key Players	<a href="#">Define Relation/Order BY</a>

*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.

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## Defining Roles

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

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

### Role, Name

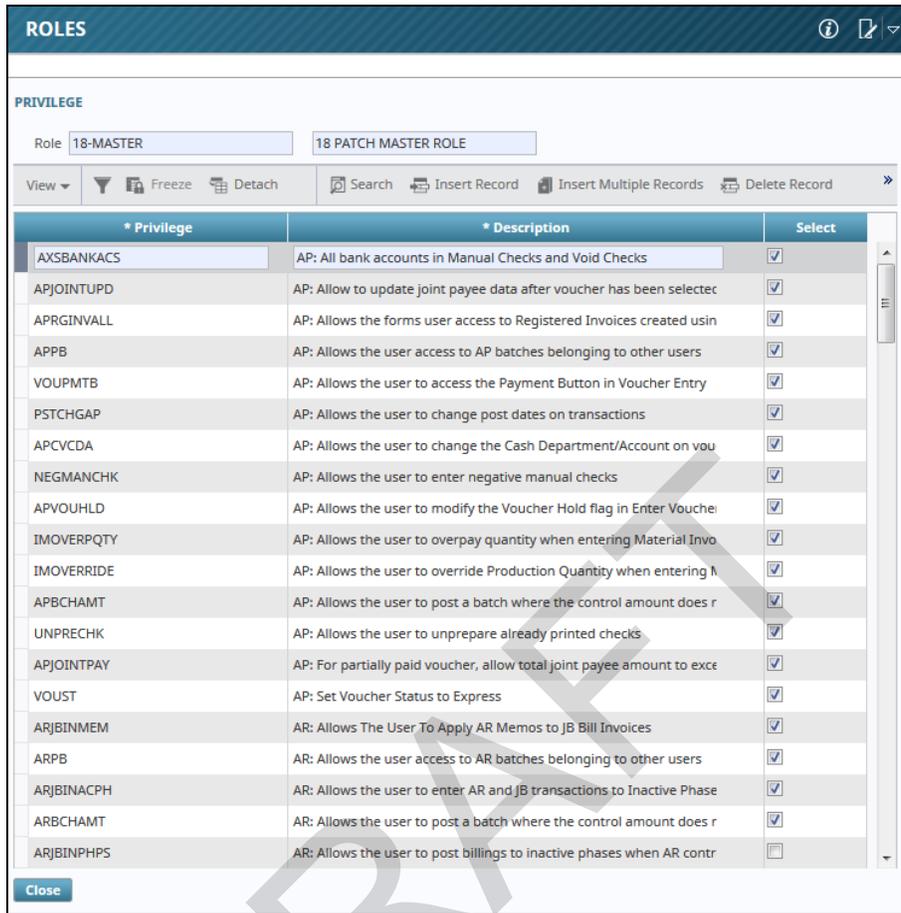
Enter a code and name for the role being defined.

### 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**



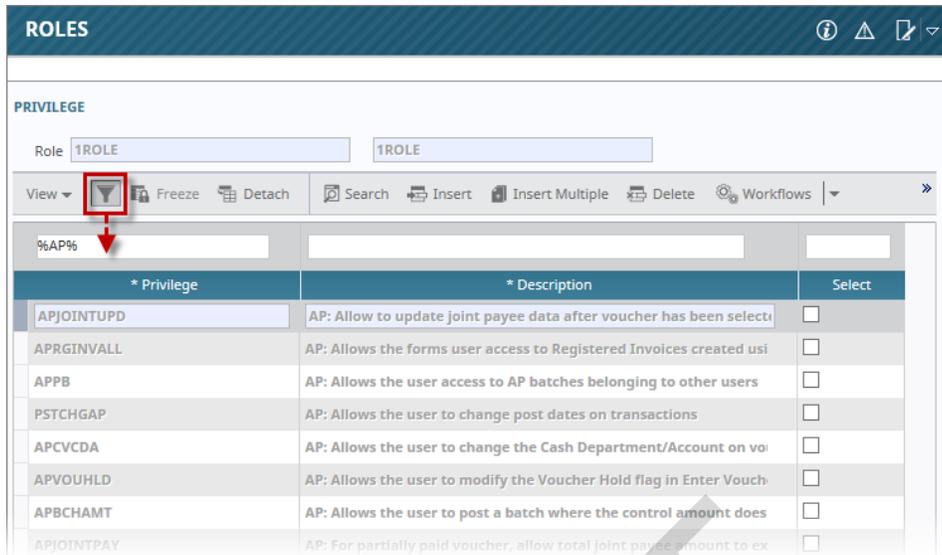
Pop-up window launched from the [System Privileges] button on the Roles screen (standard Treeview path: System > Security > Roles > Define Roles)

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
APCVCD	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
JBICREFUPD	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
PYLBRRTR	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
PSTCHGPHYC	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
REEDIT	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
SYSGBPNAME	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
PSTOVERRIDE	WKF: Allows the user to post a non-postable object.

## [Configuration Privileges] – Button

**ROLES**

Role: 18-MASTER | 18 PATCH MASTER ROLE

**PRIVILEGE**

* Privilege	* Description	Select
CONSOLEDT	CONSOLE: Allow User To Edit Console	<input checked="" type="checkbox"/>
UIHTMLREG	CONSOLE: Allow to create/edit region	<input checked="" type="checkbox"/>
UILOUTEDT	UI Layout Builder: Allow User To Edit	<input checked="" type="checkbox"/>
UIADDEUDF	UI Lite Editor: Allow User To Add Use	<input checked="" type="checkbox"/>
UIRLITEEDT	UI Lite Editor: Allow User To Edit Proj	<input checked="" type="checkbox"/>
UIMOVECUST	UI Lite Editor: Allow User to Move Cu	<input checked="" type="checkbox"/>
UILOGCRT	UI Logs: Allow User To Create A New	<input checked="" type="checkbox"/>
UILOGEDT	UI Logs: Allow User To Edit Log Confi	<input checked="" type="checkbox"/>
UILOGSRC	UI Logs: Allow User To Register New	<input checked="" type="checkbox"/>
UIPRGEDT	UI Program Builder: Allow User To Ec	<input checked="" type="checkbox"/>
CHGCUSTLVL	UI Runtime: Allow User To Change Ct	<input checked="" type="checkbox"/>
UITRVEDT	UI Treeview Builder: Allow User To Ec	<input type="checkbox"/>

**CONFIGURATION PRIVILEGE LEVELS**

Level Type	Level Code
No rows yet.	

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.

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**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.

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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

**ASSIGN ROLES TO APPLICATIONS**

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

**SELECTION CRITERIA**

Role: MDR MDR's Role

**APPLICATIONS**

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

Application	Name	Forms In This App	With This Role	Select
AP	Accounts Payable	214	214	<input type="checkbox"/>
AR	Accounts Receivable	126	126	<input type="checkbox"/>
BA	Banking Module	22	22	<input type="checkbox"/>
CI	Inventory	108	107	<input type="checkbox"/>
CM	Change Management	43	43	<input type="checkbox"/>
DM	Delivery Management	11	10	<input type="checkbox"/>
DSH	Dashboard	4	4	<input type="checkbox"/>
EM	Equipment Costing	98	98	<input type="checkbox"/>
FA	Fixed Assets	27	27	<input type="checkbox"/>
GL	General Ledger	169	169	<input type="checkbox"/>
HR	Human Resources	170	170	<input type="checkbox"/>
IMG	Imaging	23	23	<input type="checkbox"/>
JB	Job Billing	72	72	<input type="checkbox"/>
JC	Job Costing	256	249	<input type="checkbox"/>
KPB	Knowledge Playbook	5	5	<input type="checkbox"/>
MNU	Menus	47	47	<input type="checkbox"/>

Message

Add Role Remove Role Copy From Role

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

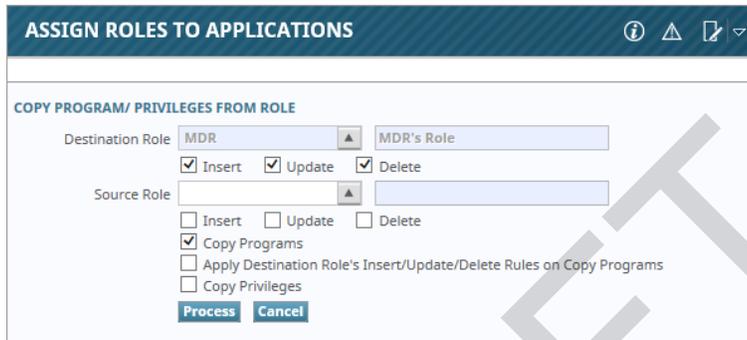
When assigning program access to roles, it is important to weigh the work. If almost all screens within an application will be available to a specific role then it will be quicker to assign the complete application to the role, then remove the few that are not to be available. If on the other hand, the 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.

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**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*).

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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

**ASSIGN ROLES TO PROGRAMS**



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**SELECTION CRITERIA**

Application Code:

**PROGRAMS**

View

* File Name	* Description
JCJOBDIS	Job Distribution (BNS)
JCJOBEND	ending jobs
JCJOBFM	Job Setup & Maintenance
JCJOBQRY	Job Code Query
JCJOBSEC	Job Security
JCJOINTVENTURE	Joint Venture Utility
JCJPHQRY	job phase query
JCSQRY	Monthly Status Report
JCLGRAPH	View Spread Rule
JCMPHQRY	phase master query

**ROLES**

View

* Role	* Name	* Insert	* Update	* Delete	Block Level Security
LUDMILA	Ludmila's Role	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Block Level Security"/>
MARJANR	marjanrole	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Block Level Security"/>
MASTER	Master of Everything	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Block Level Security"/>
MDR	MDR's Role	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Block Level Security"/>
MIKE	Mike's Role	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Block Level Security"/>
MISTYROLE	Misty's Security Role ADF-Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Block Level Security"/>

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

The screenshot displays the 'ASSIGN ROLES TO PROGRAMS' application. The main window is divided into several sections: 'SELECTION CRITERIA' (Application Code: JC, Job Costing), 'PROGRAMS' (a list of programs including JCJOBDIS, JCJOBEND, JCJOBFBM, etc.), and 'ROLES' (a table of roles including LUDMILA, MARJANR, MASTER, MDR, MIKE, and MISTYROLE). A pop-up window titled 'ASSIGN ROLES TO PROGRAMS' is open, showing the 'BLOCKS' section for the selected program 'JCJOBFBM'. The 'BLOCKS' table has columns for 'Block Name', 'Insert', 'Update', and 'Delete'. The 'COMPINS' block is selected, and its 'Insert', 'Update', and 'Delete' checkboxes are checked. A red box highlights the 'COMPINS' row, and a red arrow points from the 'Block Level Security' button in the main window to this row.

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 JCJOBFBM program (i.e. the Job Setup screen).

## Applying Roles to Targets

**ASSIGN ROLES TO TARGETS**

**TARGETS**

Name	Level Type	Level Code
EC-User-Defined-URL	USER	MISTY
EM - Auto Charge Edit List	STANDARD	
EM - Edit List	STANDARD	
EM - Enter Location Transfer	STANDARD	
EM - Equipment Location Query	STANDARD	
EM - Home Location Transfer	STANDARD	
EM - Home Location Transfer Post	STANDARD	
EM - Location Transfer Edit List	STANDARD	
EM - Location Transfer Process	STANDARD	
EM - Menu Form	STANDARD	
EM - Recalculate Balances	STANDARD	
EM - Review Transactions	STANDARD	

**ROLES**

* Role	Name
MDR	MDR's Role

**Annotations:**

- User-Defined URL has been added as a menu item to Treeview. The menu item is listed as a Target.
- Security Role can be assigned to the Target, limiting access of menu item to users with that Security Role.

*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

The screenshot shows the 'USER MAINTENANCE' interface. At the top, there's a title bar with 'USER MAINTENANCE' and a 'Table Mode' button. Below that, a search bar contains the text 'MISTY' and a 'Save/Refresh' button. A series of tabs are visible: 'General', 'Assign Roles', 'System Privileges', 'Configuration Privileges', 'Consolidations Access', 'Company Access', 'Employee Security', and 'Compliance Security'. The 'General' tab is selected. The form contains various input fields: 'LDAP Server' (Default), 'Password' (masked), 'Re-Type Password' (masked), 'Employee No.' (CCC-MDR-01), 'First Name' (Misty), 'Last Name' (Retchford), 'Company' (CCC), 'Contact Code' (MRE), 'User Treeview' (CMIC\_TRD), 'Default Console' (CONSOLE), 'E-mail' (Misty.Retchford@cmic.ca), 'Phone' (407 555-6544), 'Fax' (407 555-0065), 'Address Code' (CCC1), and 'Business Address' (Misty Retchford, 4850 Keele Street West Ground Floor Annex 1, Singapore FL 32410, Singapore). At the bottom, there are buttons for 'Delete User', 'Copy User Settings', 'Change Password', 'Update Business Address', and 'Upload Photo'.

Pgm: SDUSRMT – 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.

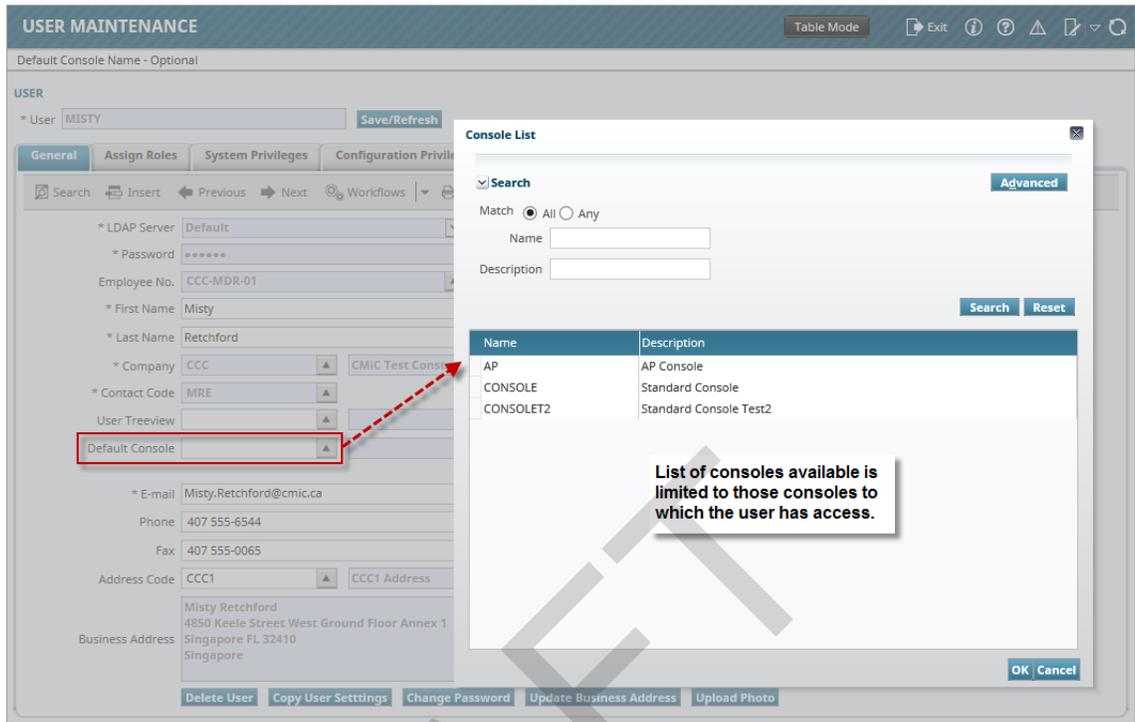
### **Company, Contact Code, E-Mail, Phone, Fax**

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*).

**ASSIGN ROLES TO PROGRAMS**

SELECTION CRITERIA  
 Application Code: **UIG** (User Interface Generator) 1

PROGRAMS

* File Name	* Description
<b>CONSOLE</b>	<b>Standard Console</b>
CONSOLE1	Standard Console
CONSOLE2	Standard Console
CONSOLEIH1	Standard Console
CONSOLEIH3	Standard Console
CONSOLEQATEST	Console QA Test
CONSOLE22	Standard Console Test2
CONSOLEV11D	Simple Console
CONSOLE_MIKE	User Level, Based on Standard Console
CONSOLE_MOBILE	Console Mobile

ROLES

* Role	* Name	* Insert	* Update	* Delete	Block Level Security
<b>MDR</b>	<b>MDR's Role</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Block Level Security</b>

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.

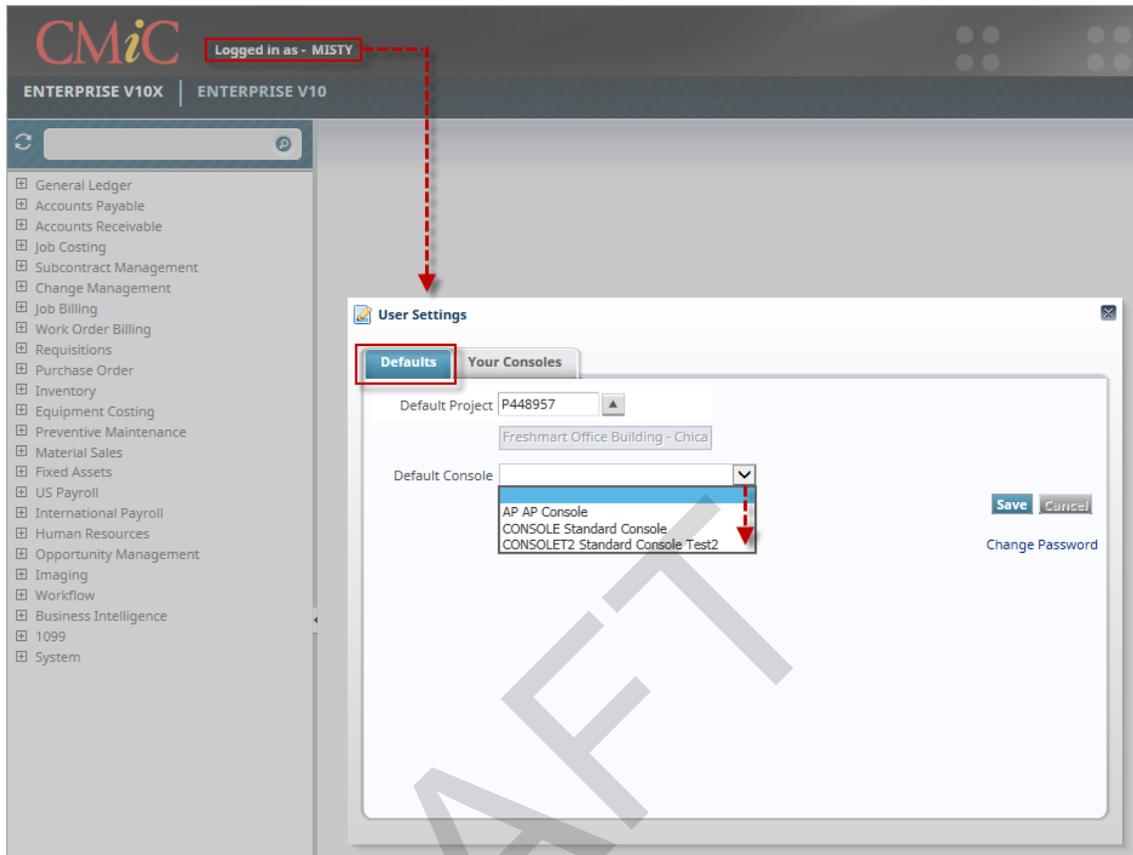
**USER MAINTENANCE**

USER  
 \* User: MISTY Save/Refresh

General **Assign Roles** System Privileges Configuration Privileges Consolidations Access Company Access Employee Security Compliance Security

* Code	* Name
CCCMaster	CCC Role
MASTER	Master of Everything
<b>MDR</b>	<b>MDR's Role</b>
MISTYROLE	Misty's Security Role ADF-Form

Pgm: SDUSRMT – 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.

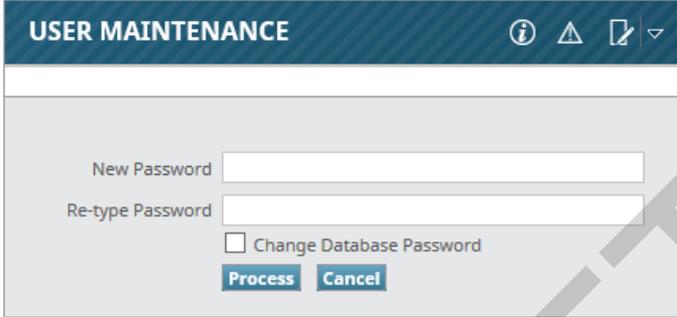
### [Delete User] – Button

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

A screenshot of a web application window titled "USER MAINTENANCE". The window has a dark blue header with the title and three icons: an information icon, a warning icon, and a dropdown arrow. Below the header, there are two text input fields: "New Password" and "Re-type Password". Below these fields is a checkbox labeled "Change Database Password". At the bottom of the form are two buttons: "Process" and "Cancel".

*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

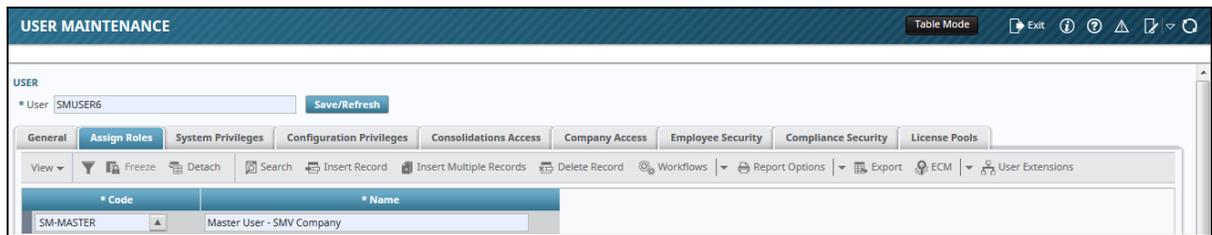
This button is used to upload an image of the employee and display it on the user profile, if desired.

---

**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.

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## 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

* Code	* Name	Select
ABOUTUSERL	Allow user to see "User List" button when accessing Help->About	<input checked="" type="checkbox"/>
ALERTDEF	SD: Allows the user to define alerts for all users and groups	<input checked="" type="checkbox"/>
APBCHAMT	AR: Allows the user to post a batch where the control amount does r	<input checked="" type="checkbox"/>
APCVDA	AP: Allows the user to change the Cash Department/Account on vou	<input type="checkbox"/>
APJOINTPAY	AR: For partially paid voucher, allow total joint payee amount to exct	<input checked="" type="checkbox"/>
APJOINTUPD	AR: Allow to update joint payee data after voucher has been selectec	<input type="checkbox"/>
APPB	AR: Allows the user access to AP batches belonging to other users	<input checked="" type="checkbox"/>
APPOVAR	PO: Allows the user to exceed PO Variance when matching PO to Voi	<input checked="" type="checkbox"/>
APRGINVALL	AR: Allows the forms user access to Registered Invoices created usin	<input checked="" type="checkbox"/>
APVOUHLD	AR: Allows the user to modify the Voucher Hold flag in Enter Vouche	<input checked="" type="checkbox"/>
ARBCHAMT	AR: Allows the user to post a batch where the control amount does r	<input checked="" type="checkbox"/>
ARCRSUP	AR: Privilege designates the user as an AR Front Office Receipt Supei	<input checked="" type="checkbox"/>
ARJBINACPH	AR: Allows the user to enter AR and JB transactions to Inactive Phase	<input checked="" type="checkbox"/>
ARJBINMEM	AR: Allows The User To Apply AR Memos to JB Bill Invoices	<input checked="" type="checkbox"/>
ARJBINPHPS	AR: Allows the user to post billings to inactive phases when AR contr	<input type="checkbox"/>

*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

**USER MAINTENANCE** Table Mode

USER  
\* User MISTY Save/Refresh

General Assign Roles System Privileges **Configuration Privileges** Consolidations Access Company Access Employee Security Compliance Security

CONFIGURATION PRIVILEGES

* Code	* Name	* Levels Required	Select
CONSOLEDT	CONSOLE: Allow User To Edit Console Definition.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIHTMLREG	CONSOLE: Allow to create/edit region with embedded HTML.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIADDEUDF	UI Lite Editor: Allow User To Add User Defined Fields Via Lite Editor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIRLITEEDT	UI Lite Editor: Allow User To Edit Program Definition Via Lite Editor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UILOGCRT	UI Logs: Allow User To Create A New Log.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UILOGEDT	UI Logs: Allow User To Save Log Layout	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UIPRBCRT	UI Process Builder: Allow User To Create/Edit Custom Process Defin	<input type="checkbox"/>	<input type="checkbox"/>
UIPRGCR	UI Program Builder: Allow User To Create/Edit Program Definition.	<input type="checkbox"/>	<input type="checkbox"/>
UIREPRMMD	UI Report: Allow User To Modify Report Parameters Definition	<input type="checkbox"/>	<input type="checkbox"/>
UITRVEDT	UI Treeview Builder: Allow User To Edit Treeview Definition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

EDIT PRIVILEGE LEVELS

Level Type	Level Name
Site	mine
User	mine

1. Select configuration privilege for user.

2. Select customization level(s) for configuration privilege selected above.

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

**USER MAINTENANCE** Table Mode

USER  
\* User SMUSER6 Save/Refresh

General Assign Roles System Privileges Configuration Privileges **Consolidations Access** Company Access Employee Security Compliance Security License Pools

* Code	Name
ZZALL	ZZ Consolidation Code

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.

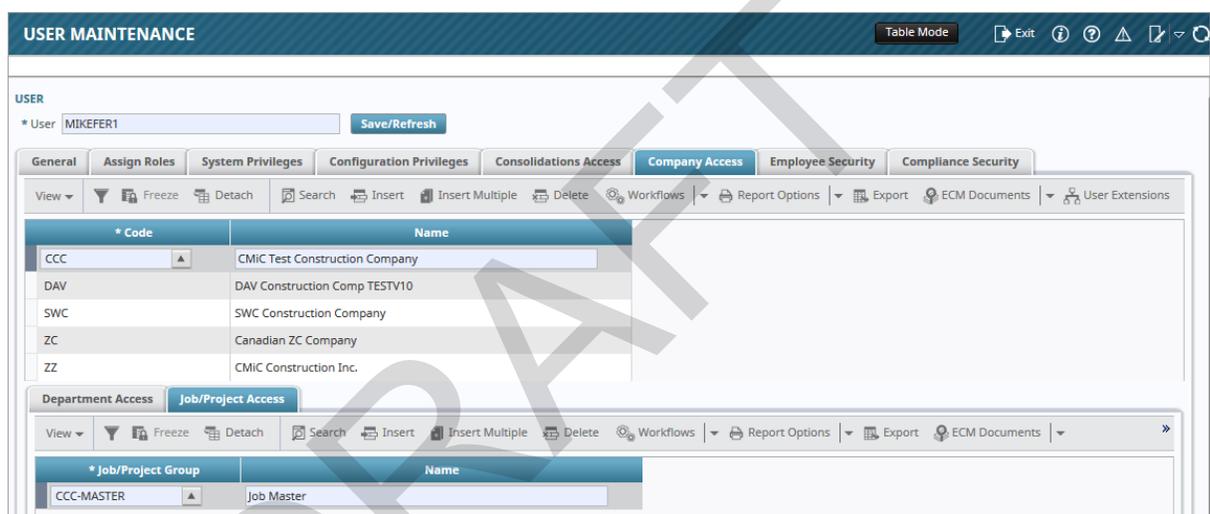
If access has been granted to a user through consolidation codes security on the Consolidations Access tab of this screen, no additional setup is required for company security on the Company Access tab of this screen. Each user assigned a consolidation security code will automatically receive access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

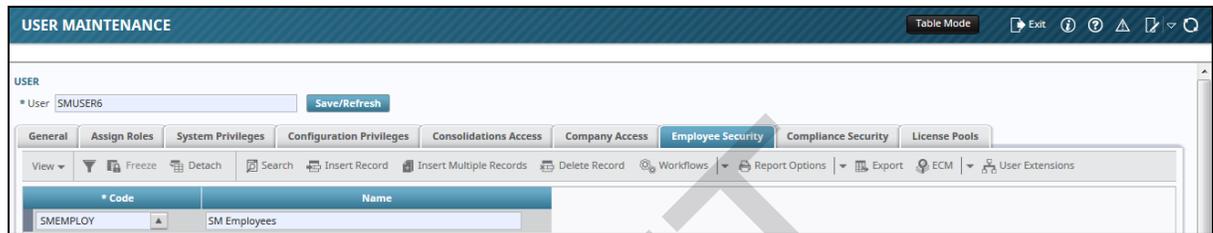
To grant a user access rights to a company, click **[Insert]** on the first section's Block Toolbar, then using the new row, select the company to which to grant access. If no companies are available in the LOV, ensure the above rules have been followed.

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*

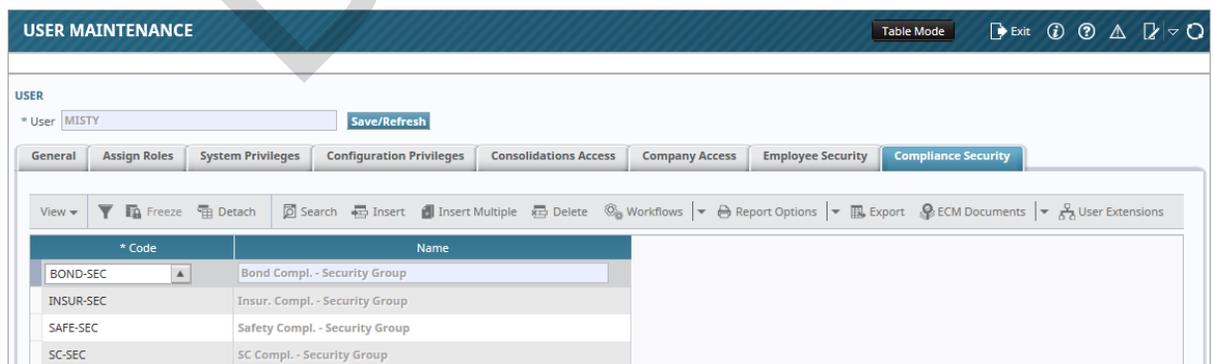
Payroll security allows user access to be granted to payroll employee information. Users are assigned to payroll security groups and each employee belongs to one or more security groups.

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



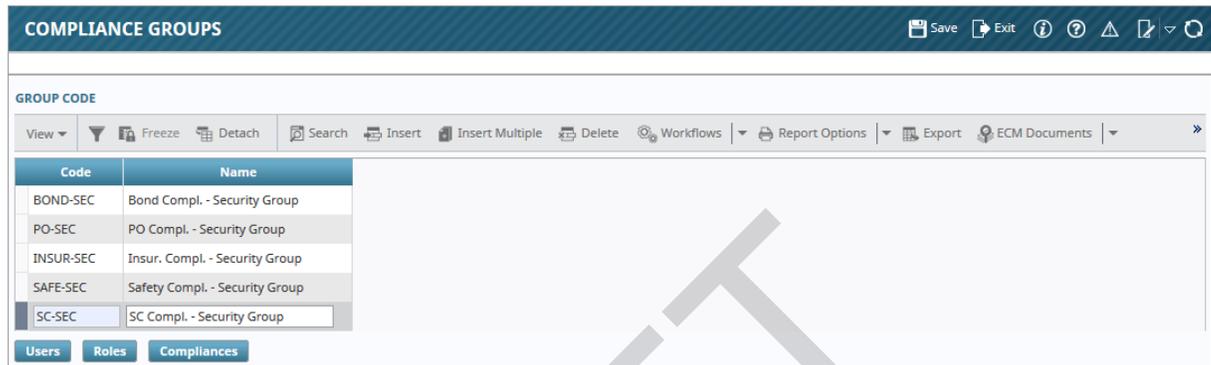
*Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > User Maintenance – Compliance Security tab*

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.

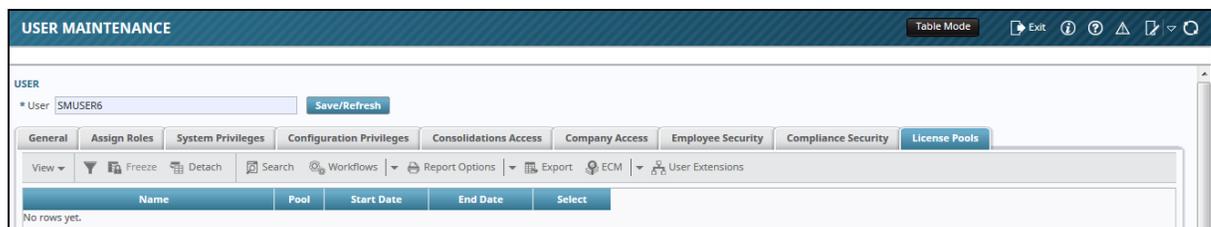
### [Roles] – Button

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: SDUSRMT – 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 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

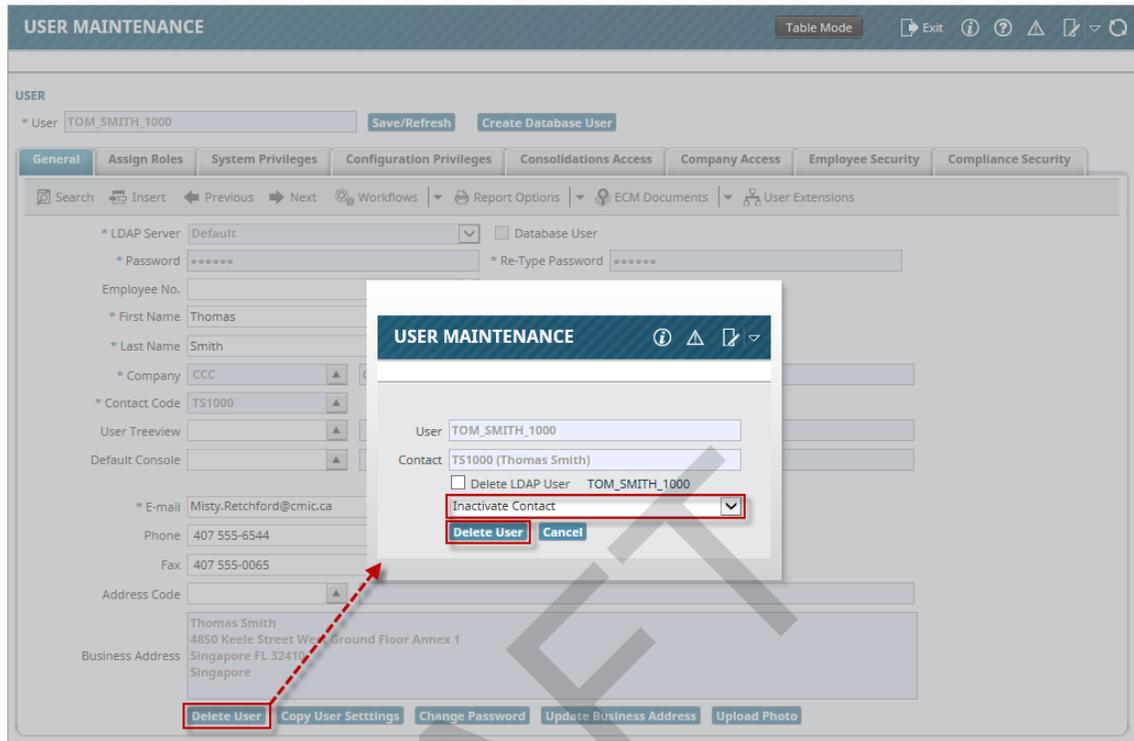
*Pgm: SDUSRMAP – User ID Mapping; standard Treeview path: System > Security > Users > User ID Mapping*

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.

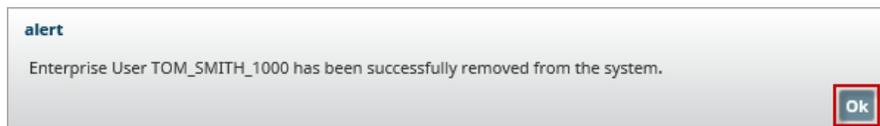


Pgm: SDUSRMT – User Maintenance; standard Treeview path: System > Security > Users > User Maintenance – General tab – [Delete User] button

- 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.**

The screenshot displays the 'USER MAINTENANCE' application window. At the top, there is a title bar with 'USER MAINTENANCE' and a 'Table Mode' button. Below the title bar, the 'USER' section shows the user name '\* User TOM\_SMITH\_2000' in a red-bordered field, with 'Save/Refresh' and 'Create Database User' buttons. The main area contains several tabs: 'General', 'Assign Roles', 'System Privileges', 'Configuration Privileges', 'Consolidations Access', 'Company Access', 'Employee Security', and 'Compliance Security'. The 'General' tab is active, showing a form with various fields. A red box highlights the '\* Contact Code' field, which contains 'TS2000'. Other fields include '\* LDAP Server' (Default), '\* Password' (masked), '\* Re-Type Password' (masked), 'Employee No.', '\* First Name' (Thomas2), '\* Last Name' (Smith2), '\* Company' (CCC), 'User Treeview', 'Default Console', '\* E-mail' (Misty.Retchford@cmic.ca), 'Phone' (407 555-6544), 'Fax' (407 555-0065), and 'Business Address' (Thomas2.Smith2, 4850 Keele Street West Ground Floor Annex 1, Singapore FL 32410, Singapore). At the bottom of the form, there are buttons for 'Delete User', 'Copy User Settings', 'Change Password', 'Update Business Address', and 'Upload Photo'.

*Pgm: SDUSRMT – 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.



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

**CONTACT MANAGEMENT** Table Mode

**CONTACTS**

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

Change Company/ Partner Movement History Inactivate Contact Sync Current Contact Save

First Name Thomas Last Name Smith  Active  Sync with Outlook

Initial Title Suffix

AKA/Goes By

Contact Type Company Employee #

Contact Company CCC CMIC Test Construction Company

Contact Code TS1000  Primary Contact  Bid Contact

Position

Role Independent Contractor Reporting

Address Contact Info Classifiers Membership Attachments References

**Checked box indicates active contact**

**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.

**USER ID MAPPING** Save Exit

**USER ID MAPPING**

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

User	Company	Contact Code
TOM_SMITH_2000	CCC	TS2000

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 screenshot shows the 'USER ID MAPPING' application interface. At the top, there's a header with 'USER ID MAPPING' and several icons. Below that, a toolbar contains various actions like 'View', 'Freeze', 'Detach', 'Search', 'Insert', 'Insert Multiple', 'Delete', 'Workflows', 'Report Options', 'Export', 'ECM Documents', and 'User Extensions'. The main area features a table with columns 'User', 'Company', and 'Contact Code'. The first row shows 'TOM\_SMITH\_2000', 'CCC', and 'TS2000'. A red box highlights the 'TS2000' cell, with a red arrow pointing to a search dialog box.

The search dialog, titled 'Contact Codes', has a 'Search' section with a 'Match' dropdown set to 'All' and radio buttons for 'All' and 'Any'. Below are input fields for 'First Name', 'Last Name', and 'Contact Code'. A 'Search' button and a 'Reset' button are at the bottom right of the search section. The search results are displayed in a table with columns 'First Name', 'Last Name', and 'Contact Code'. The results include: Richard Sherman (RS), Robin Chase (RC), SANA AYUB (SA), Sneha Pandya (SP), T TTTT (TT), Terry Salandanan (TS), Thomas Smith (TS1000), Thomas2 Smith2 (TS2000), Volodymyr Druzhyhets (VD), Zohreh Allameh (CMIC-TRDFH), Zylon Xenton (ZKEN), Zylon Xenton (ZX), Zylon Xenton (ZXE), and aaaa aaaa (AAA). The row for 'Thomas Smith' with contact code 'TS1000' is highlighted with a red box.

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

This screenshot shows the same 'USER ID MAPPING' application interface as the previous one, but the search dialog is closed. The table now shows the updated mapping: 'TOM\_SMITH\_2000' is mapped to company 'CCC' and contact code 'TS1000'. A red box highlights the 'TS1000' cell in the table.

## Project Management Users

* User
AB
ACHAMPION
ADAILYJ
ALEX-TESTING1
ALYNA
AMAZ
ANDREWV10
ANDSCH
ARFITEST
BRUCE
CCC
CHASE
CMIC_QA_USER1
DA2
DAVID2010
DAVIDV10
DAVIDV10X
DAVIDV10_2
DEAN1
DMITRIK

*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.

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**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

**USER PREFERENCES** Table Mode Save Exit ? ? ? ? ? ? ? ?

**SELECTION CRITERIA**

User: MISTY

**PREFERENCES**

Search Workflows Report Options ECM Documents User Extensions

Date Input Format: MMDDRR

Date Display Format: MM/DD/YYYY

Report Date Format: MON DD, YYYY

Default Locale: en\_US English - United States

Default Timezone: EST5EDT UTC -04:00/-05:00

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.

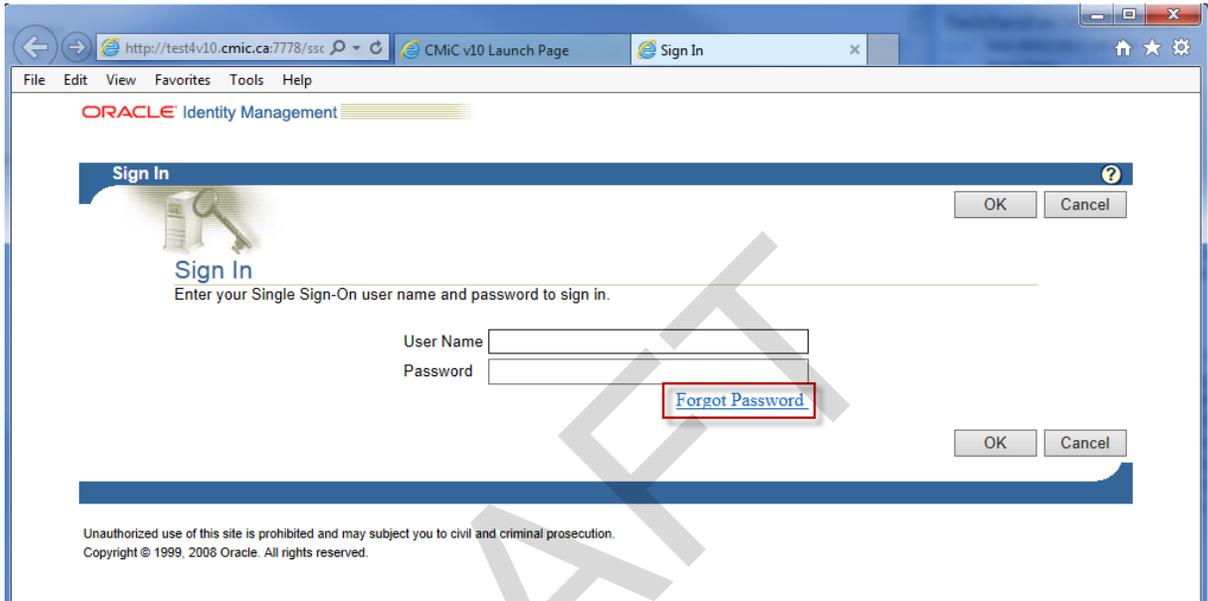
The Default Locale field defaults to “en\_US” and the Default Timezone field defaults to “EST5EDT”.

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

## SSO Login Password Reset Request/Change by Users

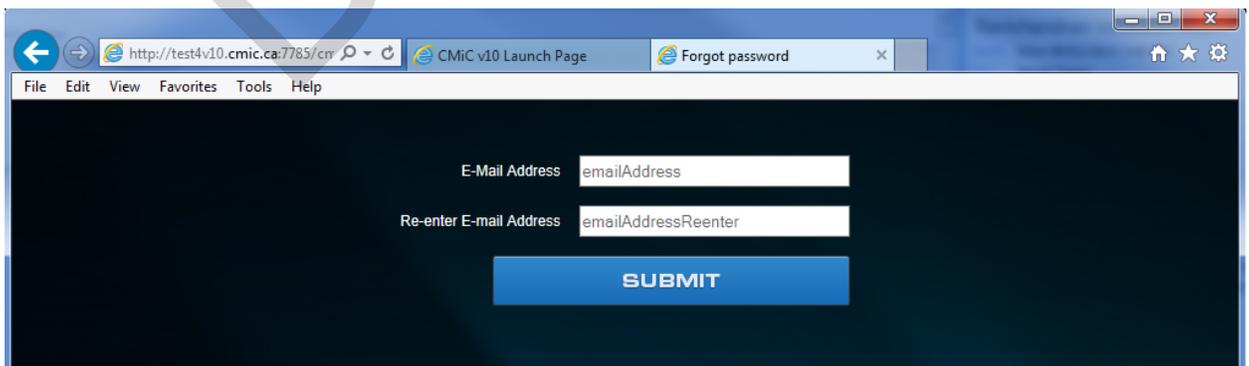
Users can request a password reset of their SSO account and change the password by using the link provided to them through their email account.

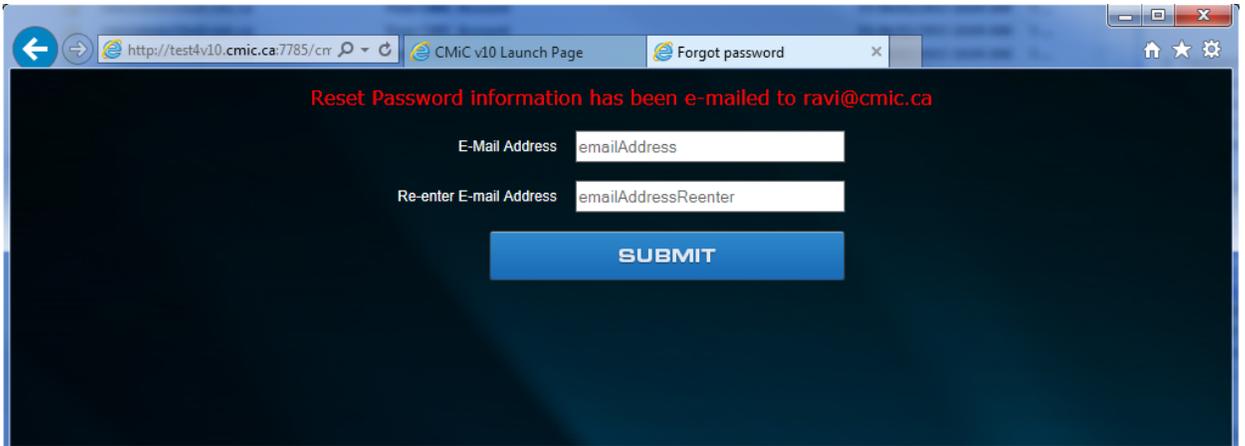
**NOTE:** The SSO login page must be configured by System Administrators to have a link to the Forgot Password screen. See the section for System Administrators at the end of this section.



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.

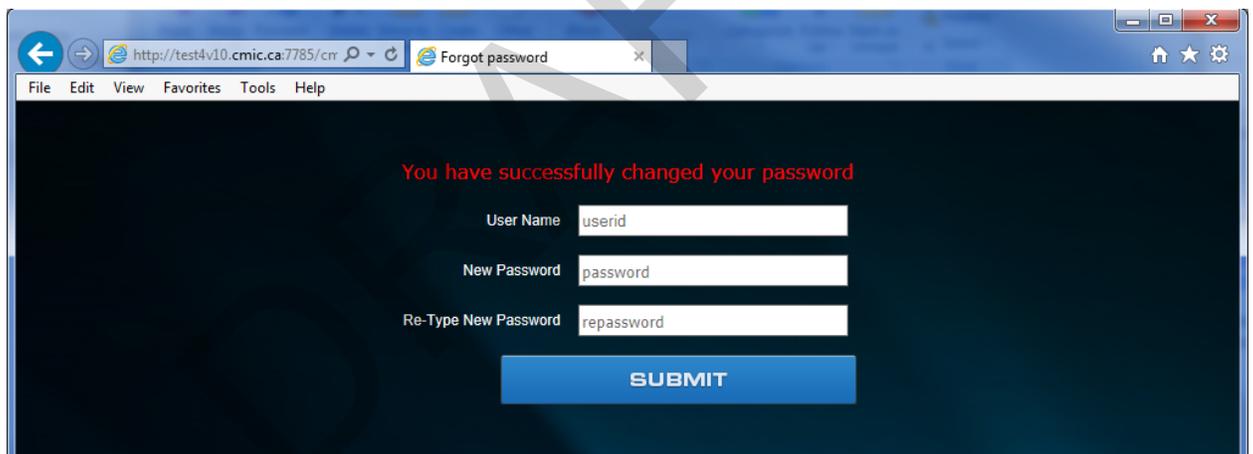
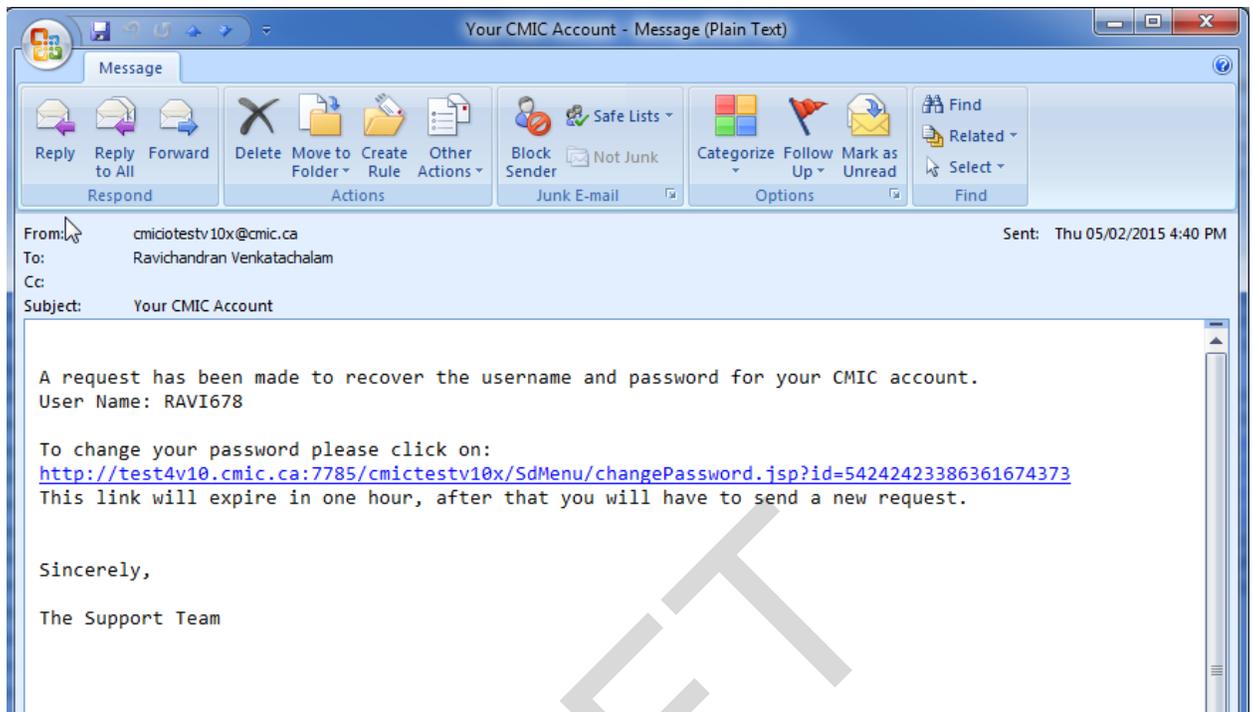
The email address fields are mandatory and the address must be exactly the same in order for them to be able to submit their request.





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/";

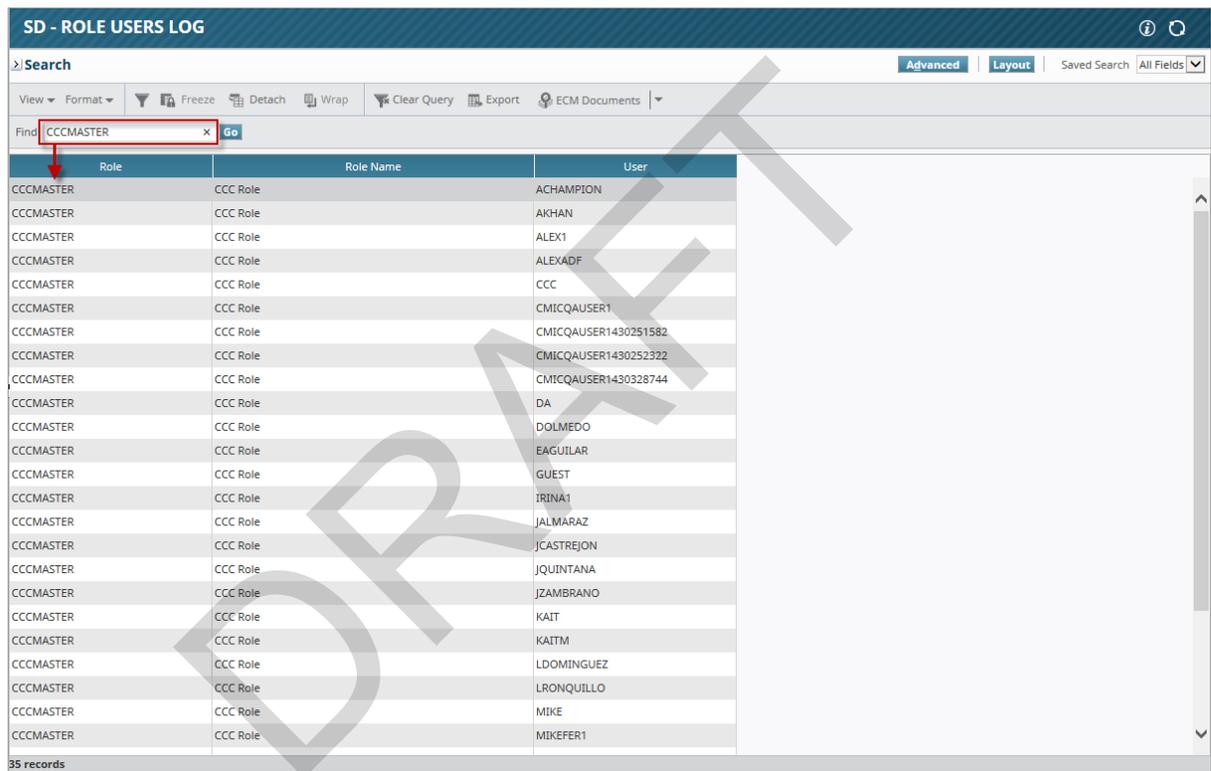
Once the update to login.jsp file is performed, whenever users reach the SSO login page, they will have an option 'Forgot Password'.

**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)



Role	Role Name	User
CCCMaster	CCC Role	ACHAMPION
CCCMaster	CCC Role	AKHAN
CCCMaster	CCC Role	ALEX1
CCCMaster	CCC Role	ALEXADF
CCCMaster	CCC Role	CCC
CCCMaster	CCC Role	CMICQAUSER1
CCCMaster	CCC Role	CMICQAUSER1430251582
CCCMaster	CCC Role	CMICQAUSER1430252322
CCCMaster	CCC Role	CMICQAUSER1430328744
CCCMaster	CCC Role	DA
CCCMaster	CCC Role	DOLMEDO
CCCMaster	CCC Role	EAGUILAR
CCCMaster	CCC Role	GUEST
CCCMaster	CCC Role	IRINA1
CCCMaster	CCC Role	JALMARAZ
CCCMaster	CCC Role	JCASTREJON
CCCMaster	CCC Role	JQUINTANA
CCCMaster	CCC Role	JZAMBRANO
CCCMaster	CCC Role	KAIT
CCCMaster	CCC Role	KAITM
CCCMaster	CCC Role	LDOMINGUEZ
CCCMaster	CCC Role	LRONQUILLO
CCCMaster	CCC Role	MIKE
CCCMaster	CCC Role	MIKEFER1

35 records

*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)

SD - ROLE PROGRAMS LOG								
Search								
View Format Freeze Detach Wrap Clear Query Export ECM Documents								
Find MDR Go								
Role	Role Name	Application	Program	Program Name	Insert	Update	Delete	
MDR	MDR's Role	AP	ACCBYCUR	Currency Accounts Maintenance	Y	Y	Y	
MDR	MDR's Role	AP	AP1000	AP Aged Report	Y	Y	Y	
MDR	MDR's Role	AP	AP1500	AP Payables by Job	Y	Y	Y	
MDR	MDR's Role	AP	AP1600	Outstanding Vouchers by Job	Y	Y	Y	
MDR	MDR's Role	AP	AP2000	Vendor List Report	Y	Y	Y	
MDR	MDR's Role	AP	AP207	Receiver Subledger Report	Y	Y	Y	
MDR	MDR's Role	AP	AP208	Equipment Rental Subledger	Y	Y	Y	
MDR	MDR's Role	AP	AP270	Rel / Non Rel Check Report	Y	Y	Y	
MDR	MDR's Role	AP	AP280	Vendor Class Listing	Y	Y	Y	
MDR	MDR's Role	AP	AP290	Invoice Series Code Listing	Y	Y	Y	
MDR	MDR's Role	AP	AP300	Posted Voucher Listing	Y	Y	Y	
MDR	MDR's Role	AP	AP3000	Voided Item List Report	Y	Y	Y	
MDR	MDR's Role	AP	AP310	Invoice Registry	Y	Y	Y	
MDR	MDR's Role	AP	AP4000	Check Reconciliation Report	Y	Y	Y	
MDR	MDR's Role	AP	AP410	AP Non-Compliance Report	Y	Y	Y	
MDR	MDR's Role	AP	AP4100	Check Listing Report	Y	Y	Y	
MDR	MDR's Role	AP	AP5000	Cash Requirements Reports	Y	Y	Y	
MDR	MDR's Role	AP	AP5001	Cash requirement by vendor	Y	Y	Y	
MDR	MDR's Role	AP	AP6000	Vendor Purchases Report	Y	Y	Y	
MDR	MDR's Role	AP	AP950	Credit Tax Detail Report	Y	Y	Y	
MDR	MDR's Role	AP	APACCQRY	Vendor Account Detail Query	Y	Y	Y	
MDR	MDR's Role	AP	APADJLS	Print AP ADJ Edit Listing	Y	Y	Y	
MDR	MDR's Role	AP	APBALPST	General Ledger Balance Update	Y	Y	Y	
MDR	MDR's Role	AP	APBALQ	Vendor Balance Query	Y	Y	Y	
MDR	MDR's Role	AP	APBALQRY	Vendor Balance Query	Y	Y	Y	

2608 records

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

CREATE SECURITY GROUPS	
Code	Name
CANMASTER	Canadian Construc. Security Gr
CC	CC Payroll Security
CCCPAYROLL	CCC Payroll Employees
CCQPAYROLL	CCQ Payroll Employees
CCSPAYROLL	CCS Payroll Security
DA-GOOD	DA Employees
DA-LARGTST	DA Large Company Testing
DPPAYROLL	DP Payroll Security
FARMASTER	UFAR Master Security Group
GL-8CHARA	GL 8-CHAR. EMPLOYEES
GLPAYROLL	GL Payroll
IHPYROLLCA	IH Payroll Security Group CAN
IHPYROLLUS	IH Payroll Security Group US
IRELAND	Ireland company employees
JOBS1	JOBS1 Security Group
JOBS2	JOBS2 Security Group
LGMMASTER	LG Master Security Group
LGPAYROLL	LG Payroll Security
MAS	MAS Subset security
MASTER	Master subset security

Users Employees

*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

* User Name
AKHAN
ALEX2
AMAZ
ANDSCH
BALRAJS

*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

* Code	Name
CCC-KM89	Kait Moffatt
CCC-MDR-01	Misty Retchford
CCC-MF4455	Mike Fern

*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

---

* Code	Name
DAVID	Davids Projects and Jobs
FRESH-DUND	Freshmart - Dundas 2016
FRSH-SPRNG	Freshmart - Springfield 2017
MASTER	Master Job Group
RASTO	Rasto's Group

*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.

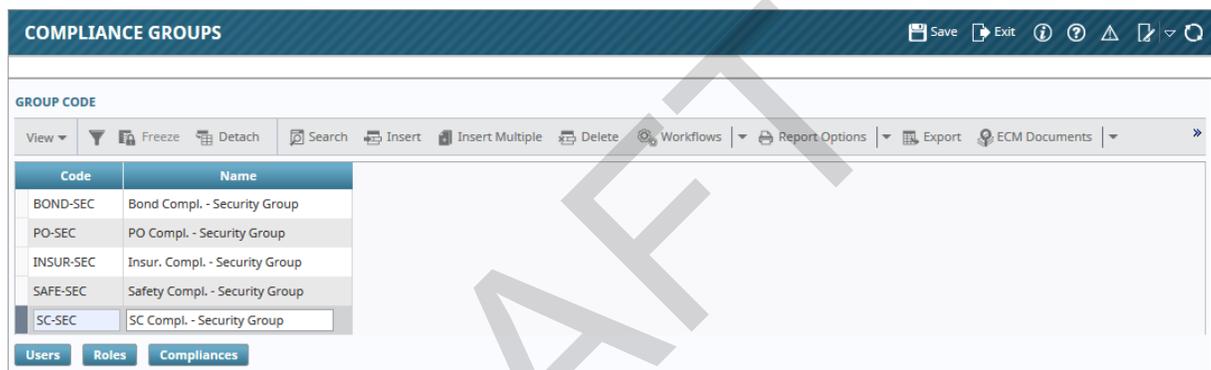
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## Compliance Security

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

* User Name
ACHAMPION
AKHAN
CHASE
DAVIDV10X
DOLMEDO
EAGUILAR

*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

* Code	Name
KEYS GIVEN	Keys Given
DOCUMENTS	Documentation Completed

*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

* Role	Role Name	Insert	Update	Delete
MDR	MDR's Role	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MIKE	Mike's Role	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*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

* Code	* Name
ALL	All Departments
WIP	WIP Only

* Code	Name
00	Company Level
011110	Accounts Department

*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**

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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

The screenshot shows the 'MAINTAIN UIRUNTIME FIELDS SECURITY' interface. At the top, there are 'Save', 'Exit', and help icons. Below is the 'SELECTION CRITERIA' section with dropdowns for Program (JCJOBFM), Block (JCJOB), and Role (MDR), and 'Reset Program' and 'Reset Block' buttons. The 'FIELD SECURITY' section contains a toolbar with icons for View, Freeze, Detach, Search, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions. Below the toolbar is a table with columns: Block, Field, Normal Level, Level, Field Removed, and Block Removed. The first row shows 'JCJOB' in the Block column and 'JobCostFlag' in the Field column. A red arrow points to the 'JobCostFlag' field. The 'Normal Level' is 'Unrestricted' and the 'Level' is 'Read Only'.

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

* User	* Partner	* Contact	Partner Name	Contact Name
KAIT	CCC	KM	CMiC Test Construction Company	Kait Moffatt
MARAT	ZZ	MJ	CMiC Construction Inc.	Marat Jasperserver
MARIA	ZZ	MC	CMiC Construction Inc.	Maria Cani
MIKE	CCC	MF	CMiC Test Construction Company	Mike Fern
MIKEFER1	ZZ	MFER	CMiC Construction Inc.	Mike Fernandes
MISTY	CCC	MRE	CMiC Test Construction Company	Misty Retchford

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

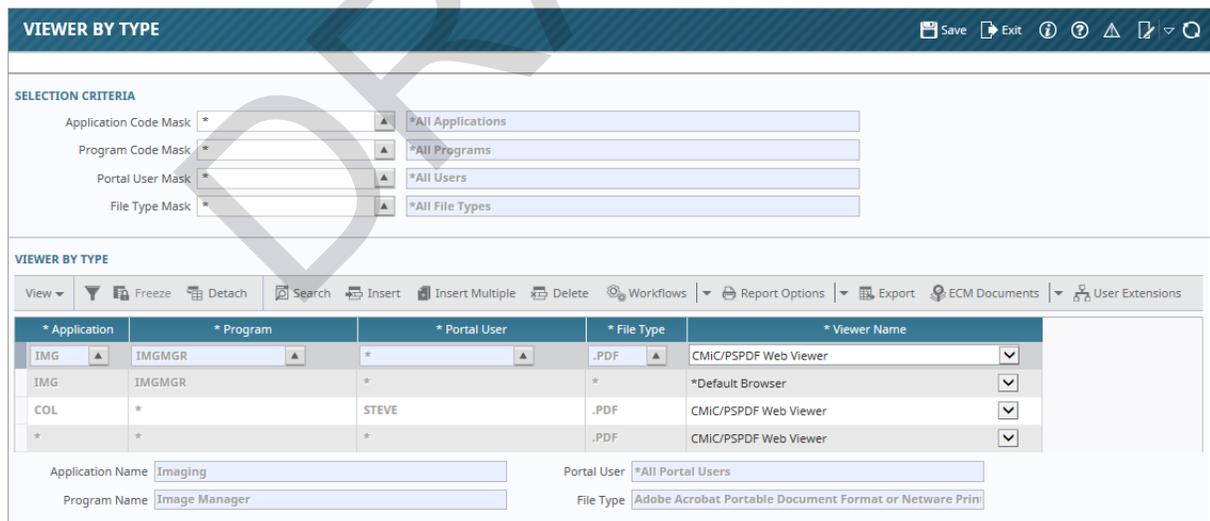
Multiple pools can be set up if you have a different license count for different periods of time. For example, there could be a different number of slots available depending on the Pool dates.

---

**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



* Application	* Program	* Portal User	* File Type	* Viewer Name
IMG	IMGMGR	*	.PDF	CMIC/PSPDF Web Viewer
IMG	IMGMGR	*	*	*Default Browser
COL	*	STEVE	.PDF	CMIC/PSPDF Web Viewer
*	*	*	.PDF	CMIC/PSPDF Web Viewer

Application Name:  Portal User:   
Program Name:  File 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

---

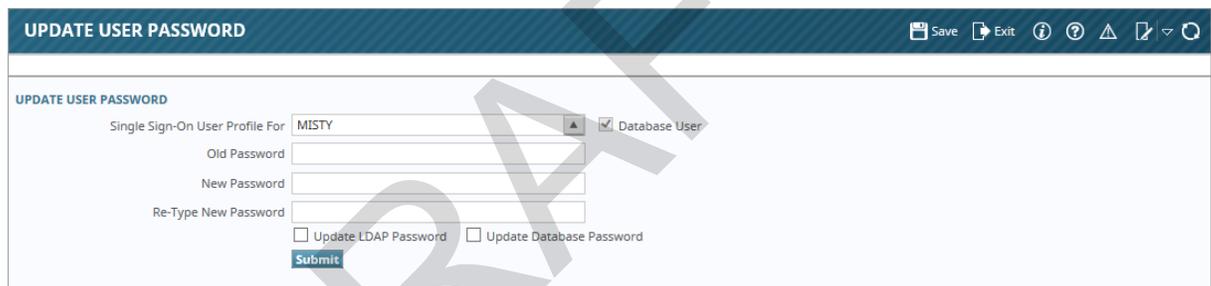
In the Viewer by Type section of the screen, click [**Insert**] on the Block Toolbar, then use the new row to set up an application for a specific type of file.

### 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.

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# 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

The screenshot shows the 'UE FIELD MAINTENANCE' application window. It features a toolbar with icons for Save, Exit, Help, and other functions. Below the toolbar is a menu bar with options like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions. The main area contains a table with the following columns: \* System Defined, \* Field, Field Description, \* Rendering Type, \* Data Type, Length, \* Lookup Table, Lookup Validated, Required, and Updateable. The table lists various fields such as ACC\_DESC, ACTED, ACTSD, ADDNEWFIEL, ADDRESS, ADDRESS1, ADDRESS11, ADDRESS2, ADDRESS21, ALEXCOMP, ALI, ALT\_PRINUM, and APP\_STATUS, each with its respective data type, length, and validation settings.

* System Defined	* Field	Field Description	* Rendering Type	* Data Type	Length	* Lookup Table	Lookup Validated	Required	Updateable
<input type="checkbox"/>	ACC_DESC	Account Description	DEFAULT	Text	16	Account by Charter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ACTED	Actual TCO End Date	DEFAULT	Date	13	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ACTSD	Actual Start Date	DEFAULT	Date	13	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ADDNEWFIEL	add new field	DEFAULT	Numeric	20	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ADDRESS	address	DEFAULT	Text	4000	Use Valid Data as LOV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ADDRESS1	Address1	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ADDRESS11	Address 1	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ADDRESS2	Address2	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ADDRESS21	Address 2	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ALEXCOMP	alexcompany filed	DEFAULT	Text	8	Company LOV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ALI	ALI	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ALT_PRINUM	Altern. Project Number	DEFAULT	Text	13	Projects by Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	APP_STATUS	Approval Status	DEFAULT	Text	10	Use Valid Data as LOV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

* System Defined	* Field	Field Description	* Rendering Type	* Data Type	Length	* Lookup Table	Lookup Validated	Required	Updateable	Updateable If Null	Case	Lower Bound Text
<input type="checkbox"/>	ACC_DESC	Account Description	DEFAULT	Text	16	Account by Charter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ACTED	Actual TCO End Date	DEFAULT	Date	13	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ACTSD	Actual Start Date	DEFAULT	Date	13	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ADDNEWFIEL	add new field	DEFAULT	Numeric	20	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ADDRESS	address	DEFAULT	Text	4000	Use Valid Data as LOV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ADDRESS1	Address1	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ADDRESS11	Address1	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ADDRESS2	Address2	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ADDRESS21	Address2	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ALEXCOMP	alexcompany filed	DEFAULT	Text	8	Company LOV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ALI	ALI	DEFAULT	Text	4000	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	ALT_PRJNUM	Altern. Project Number	DEFAULT	Text	13	Projects by Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	APP_STATUS	Approval Status	DEFAULT	Text	10	Use Valid Data as LOV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	APREGCODE	Invoice Registry Code	DEFAULT	Text	8	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upper case	
<input type="checkbox"/>	AREA	Area	DEFAULT	Date	13	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	AREACODE	State Area Code	DEFAULT	Integer	2	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	AVAIL_COMM	Availability Comments	DEFAULT	Text	300	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	
<input type="checkbox"/>	BATCH_NO	Batch Number	DEFAULT	Numeric	20	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case	0

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)

The screenshot shows the 'UE FIELD MAINTENANCE' application interface. At the top, there is a 'FIELD' section with a 'Field' dropdown set to 'AVAIL\_COMM' and a text input field containing 'Availability Comments'. Below this is the 'UE FIELD PROMPTS MAINTENANCE' section, which is a pop-up window. This window has a toolbar with various icons and a table with the following data:

* Language	Description	Column Prompt	Row Prompt	Help
ENG	Availability Comments	Availability Comments	Availability Comments	Enter Availability Comments

A 'Close' button is located at the bottom left of the pop-up window.

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)

* Display Order	* Data Value	Data Value Desc
000001	Classification 1A	Food or beer for home consumption
000002	Classification 1B	Building materials & hardware
000003	Classification 1C	Farm, nursery & related products
000004	Classification 1D	Retail of gasoline, diesel & motor oil
000005	Classification 1E	Wholesale of gasoline, diesel & motc
000006	Classification 2	Sales of tangible personal property
000007	Classification 3	Service Business
000008	Classification 4	Contractors or sell of farm products
000009	Classification 5A	Industrial loan and thrift companies
000010	Classification 5B	Natural Gas Marketers

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)

* Table Code	Key	Description	Display
JCESTIMATE	Non-key Field	Estimate Management (JCS)	<input checked="" type="checkbox"/>
VBTEST3	Non-key Field	VBtest 3	<input checked="" type="checkbox"/>
VOUCHER_HE	Non-key Field	voucher_header	<input checked="" type="checkbox"/>

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

* System Defined	* Table Code	* Table Description	* Attached Table	Display Order	Attachment Type	Required	Record Validation	Default Entry Type
<input type="checkbox"/>	AREA	Area	BUSPARTNER	0	1-1: One row per master record	<input type="checkbox"/>		Form Entry
<input type="checkbox"/>	ARINVQRY	ARINVQRY	ARINVQRY_V	0	1-1: One row per master record	<input type="checkbox"/>		Form Entry
<input type="checkbox"/>	CREDITRAT	Credit Rating	BUSPARTNER	0	1-1: One row per master record	<input type="checkbox"/>		Form Entry
<input type="checkbox"/>	DAJOB UE	DAJOB UE	JCJOB	0	1-1: One row per master record	<input type="checkbox"/>		Form Entry
<input checked="" type="checkbox"/>	EMP401K	Employee 401K	EMPLOYEE	0	1-1: One row per master record	<input type="checkbox"/>		Form Entry
<input type="checkbox"/>	PY_INFOS	Additional Info	PYCONTROL	1	1-1: One row per master record	<input type="checkbox"/>		Form Entry
<input type="checkbox"/>	SCMASTER	Subcontracts Master	SCMAST	1	1-1: One row per master record	<input type="checkbox"/>		Form Entry
<input type="checkbox"/>	SINGLEREC	SINGLEREC	ARINVQRY_V	0	1-1: One row per master record	<input type="checkbox"/>		Form Entry
<input type="checkbox"/>	WBSTBR	wbstbr	JCJOB	0	1-Many: Many rows distinguished by discriminator	<input type="checkbox"/>		Tabular Entry

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.

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**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.

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### **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)

UE TABLE MAINTENANCE

ADVANCED STORAGE MAINTENANCE

Table: JCWBSV    Attached Table: WBS Value Codes

Index Tablespace: [ ]    Tablespace: [ ]     In Cache

Intrans: [ ]    Maxtrans: [ ]

Pctfree: [ ]    Pctused: [ ]

Initial: [ ]    Next: [ ]

Min extents: [ ]    Max extents: [ ]

Pctincrease: [ ]

Note: Defaults are used if empty. (See Oracle SQL Reference Manual for Information.)

Close

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)

UE TABLE MAINTENANCE

SELECTION CRITERIA

Table: JCESTIMATE    Attached Table: Estimate Management (JCS)

UE TABLE SYNONYM MAINTENANCE

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows

* Owner	* View Synonym Name	All Master Rows
MISTY	CCC-JOBCOSTMGMT	<input checked="" type="checkbox"/>

Close

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)

* Language	* Form Title	* Button Prompt
ENG	WBS Value Codes	Enter WBSV

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)

* Field Code	Field Description	* Field Number	Key Type	* Sort Order	Required	Display
COMP_CODE		10	Master Key Field	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WBS_CODE		20	Detail Key Field	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WBSV_CODE		30	Detail Key Field	Ascending	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WBSV_NAME		40	Non-key Field	Ascending	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ATTACH_SEQ		60	Non-key Field	Ascending	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ATTACH_REV		71	Non-key Field	Ascending	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

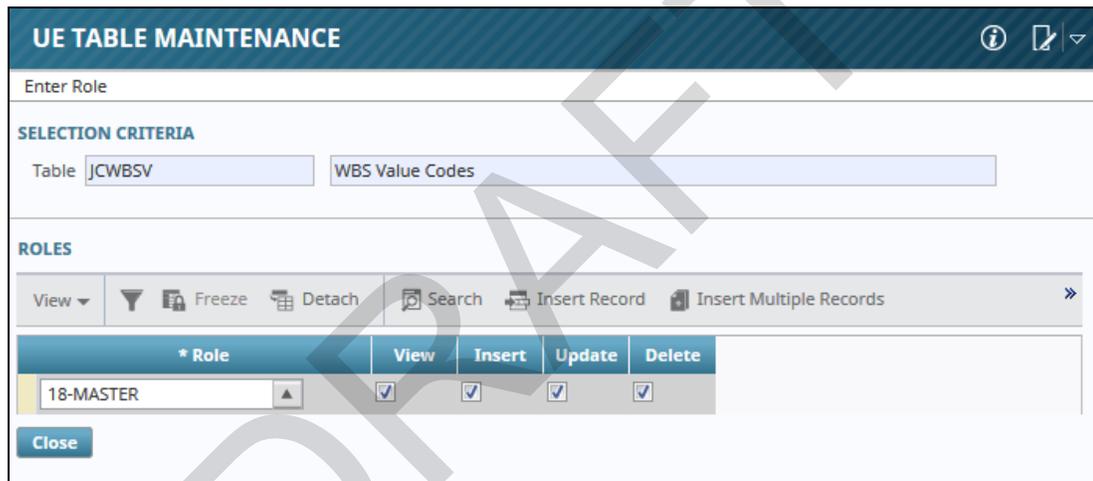
### Required – Checkbox

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

The screenshot shows the 'UE TABLE MAINTENANCE' interface. At the top, there are icons for Save, Exit, and other functions. Below that is a toolbar with options like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions. The main area is a table with columns: \* System Defined, \* Table Code, \* Table Description, \* Attached Table, Display Order, Attachment Type, Required, Record Validation, Default Entry Type, and Custom. The table lists various UE Tables such as HEADER, HRCLASSFI, INCIDENT, INSURANCE, INVEXTRV, INVRGCODED, INVRGCODEJ, JC, JCESTIMATE, JCPHASE, JCVBSV, JOBSER, and JOB\_UE. A 'Create Fat View' button is located at the bottom right of the table area, highlighted with a red box.

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('COMP_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  
,A.JOB\_FINALIZE\_PROJECTIONS\_FLAG  
,A.JOB\_PW\_RATE\_CODE  
,A.JOB\_PW\_OV\_RATE  
,A.JOB\_WO\_FLAG  
,A.JOB\_ALLOW\_OVERHEAD\_FLAG  
,A.JOB\_DEFAULT\_PYOVHD\_GRP  
,A.JOB\_COST\_TO\_COMPL\_OVRD\_FLG  
,A.JOB\_MS\_CODE  
,A.JOB\_SHOW\_CPR\_AS\_COST\_AMT\_FLAG  
,A.JOB\_ORIGINAL\_FEE\_AMT  
,A.JOB\_PHS\_TYPE\_REQUIRED\_FLG  
,A.JOB\_BILL\_TBL\_REV\_FCAST\_FLG  
,A.JOB\_SECTOR\_CODE  
,A.JOB\_PAYRATE\_SCHEDULE\_CODE  
,A.JOB\_EQP\_CHG\_NO\_RESTART\_FLAG  
,A.JOB\_IGNORE\_COSTS\_PRIOR\_TO\_DATE  
,A.JOB\_JB\_RETAINAGE\_CODE  
,A.JOB\_BUDG\_OVRD\_PROJ\_FLAG  
,A.JOB\_CERTREP\_START\_DATE  
,A.JOB\_CERTREP\_END\_DATE  
,A.JOB\_CERTREP\_SIGNATORY\_NAME  
,A.JOB\_CERTREP\_SIGNATORY\_TITLE  
,A.JOB\_CERTREP\_CONTRACT\_NUMBER  
,A.JOB\_CERTREP\_FRINGE\_BEN\_PAID  
,A.JOB\_PROJ\_THRESHOLD\_PCT  
,A.JOB\_PUBLIC\_SECTOR\_FLAG  
,A.JOB\_UNIT\_PRICED\_CONTRACT\_FLAG  
,A.JOB\_COMP\_CODE  
,A.JOB\_CODE  
,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  
,A.JOB\_LBC\_ACC\_CODE  
,A.JOB\_LTC\_DEPT\_CODE  
,A.JOB\_LTC\_ACC\_CODE

,A.JOB\_CC\_DEPT\_CODE  
,A.JOB\_CC\_ACC\_CODE  
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,A.JOB\_ACCMETH\_CODE  
,A.JOB\_CERTIFY\_CODE  
,A.JOB\_SIZE\_CODE  
,A.JOB\_WM\_CODE  
,A.JOB\_ACTION\_CODE  
,A.JOB\_EST\_START\_DATE  
,A.JOB\_ACT\_START\_DATE  
,A.JOB\_EST\_COMPL\_DATE  
,A.JOB\_ACT\_COMPL\_DATE  
,A.JOB\_LST\_ADDON\_DATE  
,A.JOB\_LST\_REC\_DATE  
,A.JOB\_REC\_AMT  
,A.JOB\_HB\_REC\_AMT  
,A.JOB\_REVREC\_AMT  
,A.JOB\_HB\_AMT  
,A.JOB\_PROFREC\_AMT  
,A.JOB\_LST\_REC\_PC  
,A.JOB\_LOC\_CODE  
,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  
,A.JOB\_BILL\_FLAG  
,A.JOB\_SUB\_FLAG  
,A.JOB\_SEC\_GROUP  
,A.JOB\_BUDGCST\_SAME\_LEVEL\_FLAG  
,A.JOB\_WBSV\_CODE1  
,A.JOB\_WBSV\_CODE2  
,A.JOB\_WBSV\_CODE3  
,A.JOB\_WBSV\_CODE4  
,A.JOB\_WBSV\_CODE5  
,A.JOB\_WBSV\_CODE6  
,A.JOB\_WBSV\_CODE7  
,A.JOB\_WBSV\_CODE8  
,A.JOB\_WBSV\_CODE9  
,A.JOB\_WBSV\_CODE10  
,A.JOB\_WBSV\_CODE11  
,A.JOB\_WBSV\_CODE12  
,A.JOB\_WBSV\_REQUIRED\_FLAG1  
,A.JOB\_WBSV\_REQUIRED\_FLAG2  
,A.JOB\_WBSV\_REQUIRED\_FLAG3  
,A.JOB\_WBSV\_REQUIRED\_FLAG4  
,A.JOB\_WBSV\_REQUIRED\_FLAG5  
,A.JOB\_WBSV\_REQUIRED\_FLAG6  
,A.JOB\_WBSV\_REQUIRED\_FLAG7  
,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  
,A.JOB\_WBSV\_EDITABLE\_FLAG3  
,A.JOB\_WBSV\_EDITABLE\_FLAG4  
,A.JOB\_WBSV\_EDITABLE\_FLAG5  
,A.JOB\_WBSV\_EDITABLE\_FLAG6  
,A.JOB\_WBSV\_EDITABLE\_FLAG7  
,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
,A.JOB_BID_STATUS_CODE
,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
,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  
 ,A.JOB\_FINALIZE\_PROJECTIONS\_FLAG  
 ,A.JOB\_PW\_RATE\_CODE  
 ,A.JOB\_PW\_OV\_RATE  
 ,A.JOB\_WO\_FLAG  
 ,A.JOB\_ALLOW\_OVERHEAD\_FLAG  
 ,A.JOB\_DEFAULT\_PYOVDH\_GRP  
 ,A.JOB\_COST\_TO\_COMPL\_OVRD\_FLG  
 ,A.JOB\_MS\_CODE  
 ,A.JOB\_SHOW\_CPR\_AS\_COST\_AMT\_FLAG  
 ,A.JOB\_ORIGINAL\_FEE\_AMT  
 ,A.JOB\_PHS\_TYPE\_REQUIRED\_FLG  
 ,A.JOB\_BILL\_TBL\_REV\_FCAST\_FLG  
 ,A.JOB\_SECTOR\_CODE  
 ,A.JOB\_PAYRATE\_SCHEDULE\_CODE  
 ,A.JOB\_EQP\_CHG\_NO\_RESTART\_FLAG  
 ,A.JOB\_IGNORE\_COSTS\_PRIOR\_TO\_DATE  
 ,A.JOB\_JB\_RETAINAGE\_CODE  
 ,A.JOB\_BUDG\_OVRD\_PROJ\_FLAG  
 ,A.JOB\_CERTREP\_START\_DATE  
 ,A.JOB\_CERTREP\_END\_DATE  
 ,A.JOB\_CERTREP\_SIGNATORY\_NAME  
 ,A.JOB\_CERTREP\_SIGNATORY\_TITLE  
 ,A.JOB\_CERTREP\_CONTRACT\_NUMBER  
 ,A.JOB\_CERTREP\_FRINGE\_BEN\_PAID  
 ,A.JOB\_PROJ\_THRESHOLD\_PCT  
 ,A.JOB\_PUBLIC\_SECTOR\_FLAG  
 ,A.JOB\_UNIT\_PRICED\_CONTRACT\_FLAG  
 ,A.JOB\_COMP\_CODE  
 ,A.JOB\_CODE  
 ,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  
 ,A.JOB\_LBC\_ACC\_CODE  
 ,A.JOB\_LTC\_DEPT\_CODE  
 ,A.JOB\_LTC\_ACC\_CODE  
 ,A.JOB\_CC\_DEPT\_CODE  
 ,A.JOB\_CC\_ACC\_CODE

,A.JOB\_BILL\_DEPT\_CODE  
,A.JOB\_BILL\_ACC\_CODE  
,A.JOB\_BILL\_AMT  
,A.JOB\_COST\_METH\_CODE  
,A.JOB\_STATUS\_CODE  
,A.JOB\_ACCMETH\_CODE  
,A.JOB\_CERTIFY\_CODE  
,A.JOB\_SIZE\_CODE  
,A.JOB\_WM\_CODE  
,A.JOB\_ACTION\_CODE  
,A.JOB\_EST\_START\_DATE  
,A.JOB\_ACT\_START\_DATE  
,A.JOB\_EST\_COMPL\_DATE  
,A.JOB\_ACT\_COMPL\_DATE  
,A.JOB\_LST\_ADDON\_DATE  
,A.JOB\_LST\_REC\_DATE  
,A.JOB\_REC\_AMT  
,A.JOB\_HB\_REC\_AMT  
,A.JOB\_REVREC\_AMT  
,A.JOB\_HB\_AMT  
,A.JOB\_PROFREC\_AMT  
,A.JOB\_LST\_REC\_PC  
,A.JOB\_LOC\_CODE  
,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  
,A.JOB\_BILL\_FLAG  
,A.JOB\_SUB\_FLAG  
,A.JOB\_SEC\_GROUP  
,A.JOB\_BUDGCST\_SAME\_LEVEL\_FLAG  
,A.JOB\_WBSV\_CODE1  
,A.JOB\_WBSV\_CODE2  
,A.JOB\_WBSV\_CODE3  
,A.JOB\_WBSV\_CODE4  
,A.JOB\_WBSV\_CODE5  
,A.JOB\_WBSV\_CODE6  
,A.JOB\_WBSV\_CODE7  
,A.JOB\_WBSV\_CODE8  
,A.JOB\_WBSV\_CODE9  
,A.JOB\_WBSV\_CODE10  
,A.JOB\_WBSV\_CODE11  
,A.JOB\_WBSV\_CODE12  
,A.JOB\_WBSV\_REQUIRED\_FLAG1  
,A.JOB\_WBSV\_REQUIRED\_FLAG2  
,A.JOB\_WBSV\_REQUIRED\_FLAG3  
,A.JOB\_WBSV\_REQUIRED\_FLAG4  
,A.JOB\_WBSV\_REQUIRED\_FLAG5  
,A.JOB\_WBSV\_REQUIRED\_FLAG6  
,A.JOB\_WBSV\_REQUIRED\_FLAG7  
,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  
,A.JOB\_WBSV\_EDITABLE\_FLAG3  
,A.JOB\_WBSV\_EDITABLE\_FLAG4  
,A.JOB\_WBSV\_EDITABLE\_FLAG5  
,A.JOB\_WBSV\_EDITABLE\_FLAG6  
,A.JOB\_WBSV\_EDITABLE\_FLAG7  
,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

```

,A.JOB_BID_STATUS_CODE
,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

```

## UE Data Entry

The screenshot displays the 'JOB SETUP' interface. At the top, there are navigation icons for 'Table Mode', 'Save', 'Exit', and help. Below this is the 'SELECTION CRITERIA' section with a 'Company' dropdown set to 'CCC' and a 'Duplicate Job' button. The main area is 'JOB DETAIL', which includes a toolbar with 'Search', 'Insert', 'Delete', 'Previous', 'Next', 'Workflows', 'Report Options', 'Attachments', 'Notes', and 'ECM Documents'. A 'User Extensions' button is highlighted in the toolbar, and its dropdown menu is open, showing a list of user extension names: Estimate Management, Burden\_Type, Hcssxml1, Invrgcodej, Job\_Cbc, Job\_Ue, and Job\_Mc. The main form contains various input fields for job details, such as Job Code (J448957), Control Job (ALL), Billing Method (Job Billing), Customer (FRSHMART), Project Manager, Terms (NET30), Location (CHICA), Warehouse, Accounting Method (Billing and Costs), Revenue Generation (As Costs Incurred (Without GL)), Market Sector (COMMERCIAL), Estimated Start Date (01/01/2017), Estimated End Date (12/20/2019), Original Contract Amount (30,000.00), Current Contract Amount (165,000.00), Original Earnings (10,000.00), and Projection Threshold % (0.00).

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.

ESTIMATE MANAGEMENT (JCS) Table Mode Save Exit

PARAMETERS

\* Comp Code CCC CMiC Test Construction Company

\* Job Code JJ48957 Freshmart Office Building - Chicago II

ESTIMATE MANAGEMENT (JCS)

Search Insert Delete Previous Next Notes Attachments

Construction Type

Public Owner

Federal/Other

Company

Owner

Architect

Job Area

WM

Equip. Cap %

E-mail JCA Report

EEO Code

City Of Chicago

Master Agreement / WO Option

Prime Trade Contracts

Subguard Job

Local Code

*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

**CLASSIFIERS**

**CLASSIFIERS**

**OBJECTS**

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

Project Management Object

- Addendum
- Bid Package
- Communication
- Daily Journal Task
- Daily Report
- Field Work Directives
- Issue
- Notice
- PCI Detail
- PCI Header
- Phase
- Project
- Project Item/Bid Item/Buy Out Item
- Project Partner
- Punch List Item
- Request For Information
- Subcontract
- Submittal
- Submittal Package
- System Contact
- Trade Equipment
- Trade Labor
- Transmittal

\* Date Display Format: YYYY-MON-DD | 2018-AUG-14

**CLASSIFIERS**

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

Classifier	Code	Description	Default Value
Classifier1	ACKN_DATE	Acknowledgement Date	Default Value
Classifier2	AREA_COMP	Area Company	Default Value
Classifier3	CSTCTR	Cost Center	Default Value
Classifier4	EFFCT_DATE	Effective Date	Default Value
Classifier5	HOTL_ROOMS	Number Of Rooms	Default Value
Classifier6	PERSONREP	Person Representation	Default Value

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.

The screenshot displays the 'Transmittal' form within the 'CMiC Field' application. The interface is divided into several sections: a left-hand navigation pane, a top header, and a main content area. The main content area is titled 'Transmittal Details' and includes fields for 'Transmittal No.' (TRN-0015), 'From' (Misty Retchford), 'To' (Cindy Winterfeld), and 'Re'. Below these are options for 'Via' (Attached, Separate Cover) and 'Content' (Shop Drawing, Change Order, Specifications, Letter, Plans, Other). The 'Actions' section includes radio buttons for 'Send', 'Forward', and 'Return', along with a 'Status' dropdown set to 'By Detail Lines'. A 'Remarks' field is also present. On the right side, there is a 'History' section with 'Submitted' and 'Received' checkboxes, and a 'Due Date' field. At the bottom, a red box highlights several user-defined classifiers: 'Acknowledgement Date' (08/14/18), 'Cost Centre - Row', 'Number of Rooms', 'Area Company', and 'Effective Date' (08/14/18). The left-hand navigation pane shows a tree view of project-related items, including 'Project Freshmart - Orangeville Grocery' and various sub-items like 'Project Calendar', 'Project Partner Directory', 'Transmittals', and 'Subcontractors'.

*Example of Transmittal in CMiC Field (xProjects/PM) showing defined classifiers*

## Free Form Fields

**FREE FORM FIELDS CONFIGURATION**

**OBJECTS**

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

- Project Management Object
- Checklist for MF - General Section
- Daily Report - General Tab
- Daily Report - Safety Tab
- Grounds Upkeep - General Section
- Miscellaneous - General Section
- OATS TEST - General Section
- Project Administration - General S
- Project Execution - General Section
- Safety Checklist - General Section
- Subcontract - Free Form Tab**
- Super Checklist - General Section
- Super's Checklist - General Section
- TYPE1 Check List - General Section
- Temporary - do not use!!! - General

**FIELDS**

Search | Previous | Next | Workflows | Report Options | ECM Documents | User Extensions

Field 1 Prompt:

Field 2 Prompt:

Field 3 Prompt:

Field 4 Prompt:

Field 5 Prompt:

Field 6 Prompt:

*Pgm: PMFFSET – Free Form Fields Configuration; standard Treeview path: System > User Extensions> Free Form Fields*

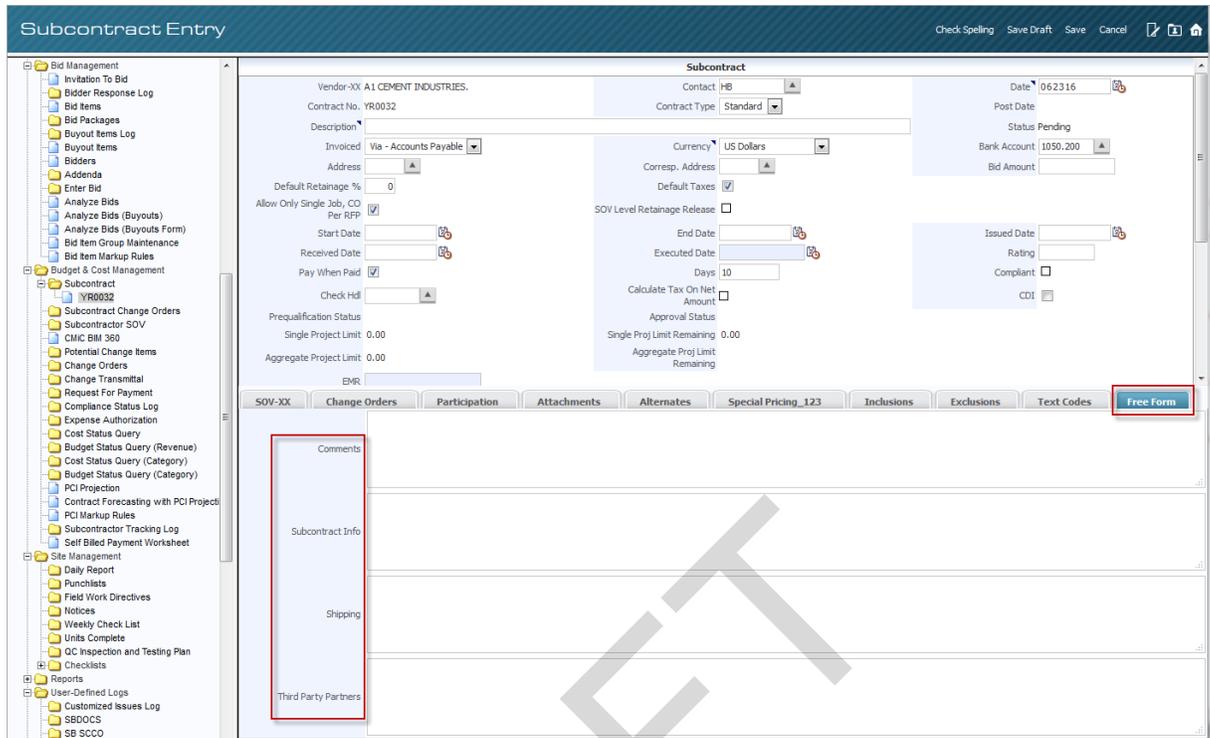
This screen is used to set up user-defined fields for Free Form tabs in PM objects in CMiC Field (xProjects/PM). For example, the Subcontract Entry screen's Free Form tab has user-defined fields to enter additional subcontract details.

---

**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)

System Defined	* Field	Field Description	* Rendering Type	* Data Type	Length	* Lookup Table	Lookup Validated	Required	Updateable	Updateable If Null	Case	Lower Bound Text	Upper Bound Text	Default Value	Field Help
<input type="checkbox"/>	BATCH_NO	Batch Number	DEFAULT	Numeric	20	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case				
<input type="checkbox"/>	BICDATE	BIC Date	DEFAULT	Date	13	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case				
<input type="checkbox"/>	BIDITEMDES	Bid Item Description	DEFAULT	Text	20	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case				
<input type="checkbox"/>	BLDDATE	Built on	DEFAULT	Date	13	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case				
<input type="checkbox"/>	BONDED	Bonded Required	DEFAULT	Text	3	Use Valid Data as LOV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case				
<input type="checkbox"/>	BRIDATE	Birth Date	DEFAULT	Date	13	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mixed case				
<input type="checkbox"/>	CAT	Category File	DEFAULT	Text	20	No LOV used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed case				

*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

**Use-Defined Fields List**

Search: Match  All  Any  
 Code:   
 Description:

Code	Description
JC_HCSSNO	HCSS/Group Number (HCSS)
HAZARD	Hazardous Abatement
OMHH	Heliport (SF)
OMHHOG	Heliport - On-grade (#)
OMHHRT	Heliport - Roof Top (#)
IP_FBHPFC	High Perform Floor Coatings
IP_CHPFC	High Performance Floor Coatings
IP_FBHPS	High Performance Slabs
E_HIGH	High School
EMPHISTSEQ	History Sequence
OMSTVHR	Holding Rooms (#)
HOTEL_QITY	Hotel Quality
HOTEL_TYPE	Hotel Type

*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.

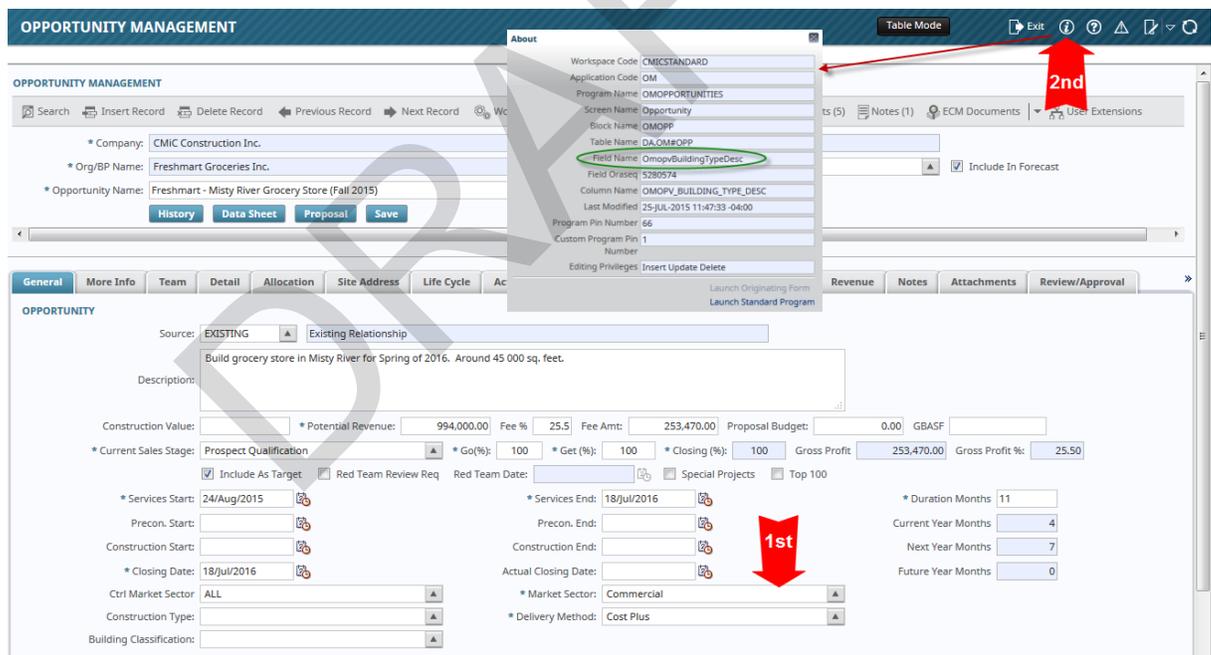
## Create Visibility Condition

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

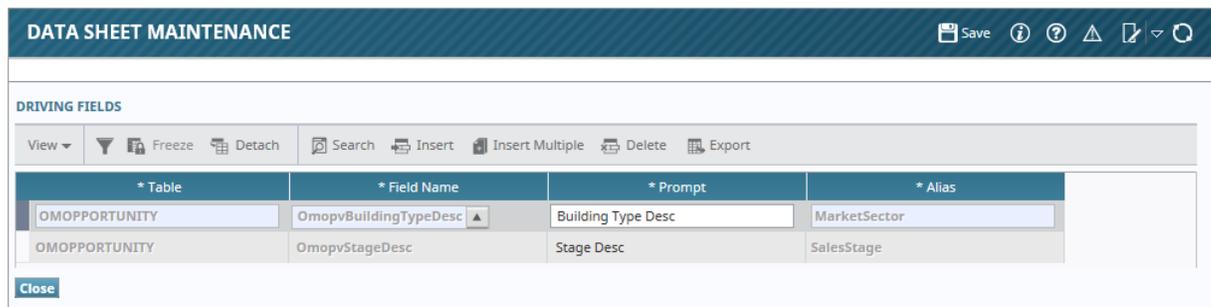


The screenshot displays the 'OPPORTUNITY MANAGEMENT' software interface. The main window shows an opportunity record for 'Freshmart - Misty River Grocery Store (Fall 2015)'. An 'About' pop-up window is open over the 'Field Name' field in the 'Table Name' list, which is circled in green. A red arrow labeled '1st' points to the 'Field Name' field in the main window, and another red arrow labeled '2nd' points to the 'About' button in the main toolbar.

*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.

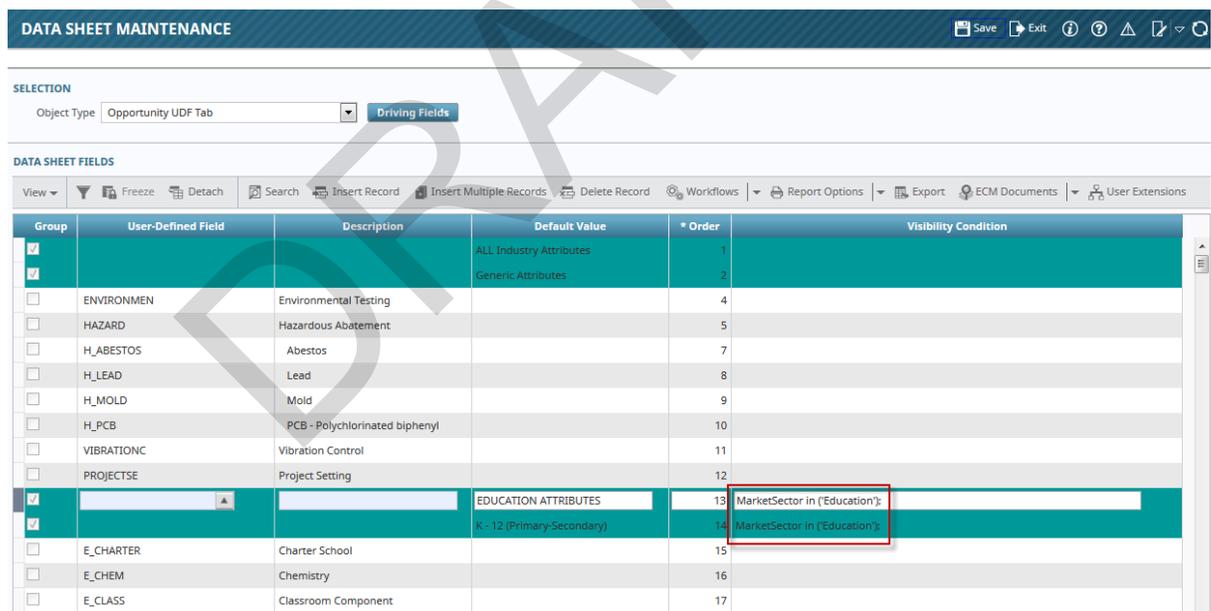
## Create Alias for Field



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

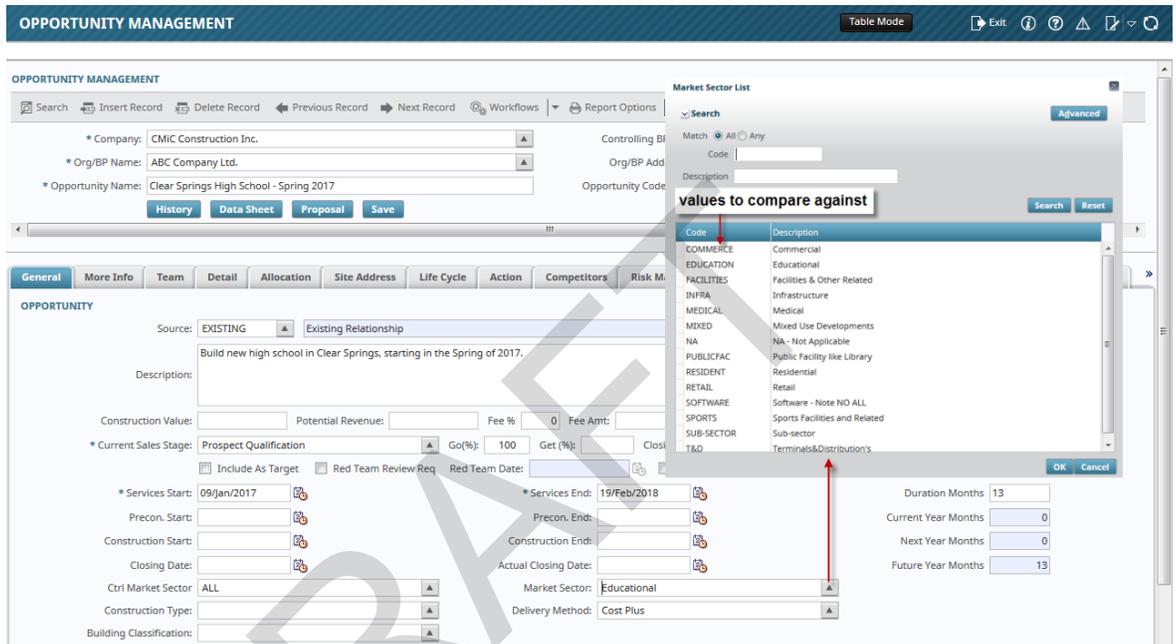
When all of the opportunity fields that are going to be used in a visibility condition are set up with an alias, their aliases can be used to create a visibility condition. Visibility conditions are added to a group or user-defined field in the Visibility Condition field.

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



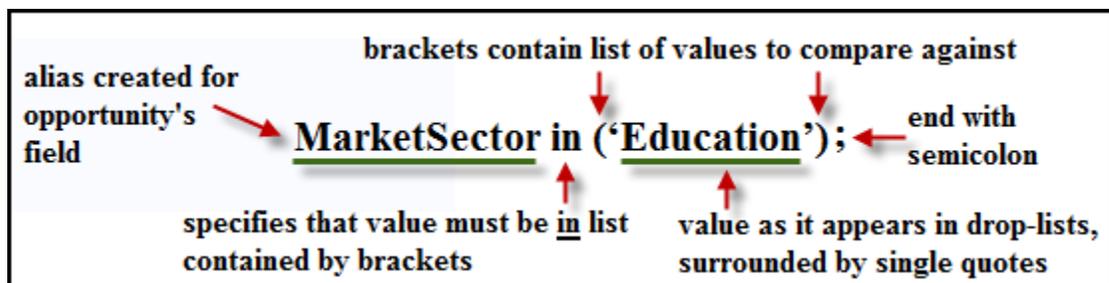
Pop-up LOV window launched from Market Sector field on the Opportunity Management screen (standard Treeview path: Opportunity Management > Opportunities)

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:

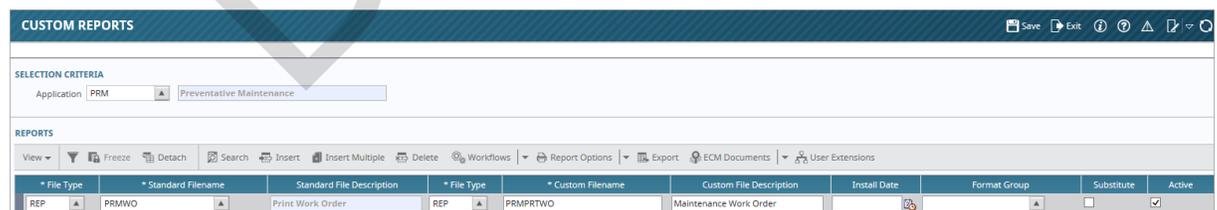
Conjunction	Symbolization
AND	&&
OR	

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

App	Standard File	Custom File	Customized by	Customization Type	Work Order	Installation Date
JB	JBPSTNOAR	JBPSTFM	CMiC	Permanent	05.72658	07/29/2005

Custom File Description: Post J/B Invoice No AR/GL/JC.

Forms: 1, Reports: 6, Menus: 0, Libraries: 0, Scripts: 0, JSP Apps: 0, JSP Scripts: 0, Other: 4, TOTAL: 11

*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

Enter Parameters for: Custom File List (SD1000)

Application List: All

File Type List: All

Destination: Preview

Output Format: PDF, Locale: US English

Run Report Cancel

*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 screenshot shows the 'Enter Parameters for: Custom File List (SD1000)' dialog box. The 'Application List' field is highlighted with a red box. A dropdown menu is open, showing a list of applications with checkboxes. The 'All' option is selected. Other applications listed include AP Accounts Payable, AR Accounts Receivable, and JIC Job Costing. The 'Run Report' and 'Cancel' buttons are visible at the bottom right.

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 screenshot shows the 'Enter Parameters for: Custom File List (SD1000)' dialog box. The 'File Type List' field is highlighted with a red box. A dropdown menu is open, showing a list of file types with checkboxes. The 'All' option is selected. Other file types listed include REP Reports, FMX Forms, MMX Menus, OTH Other, PLX Libraries, and SQL Scripts. The 'Run Report' and 'Cancel' buttons are visible at the bottom right.

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”.

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## Workflow Email Notifications Hierarchy

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### Hierarchy for Sender’s Email

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- 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](mailto: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
<b>ETA</b> 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.
<b>WFN</b> 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

The screenshot displays the 'ALERT SETTINGS' section of the 'SYSTEM OPTIONS' application. It features a table with the following data:

Type	Type Name	Activity Flag	User Override Flag	User Default Setting
ETA	E-time Sheet to be Approved/Unapproved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inactive
WFN	Summary Workflow Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inactive
GDT	General Date-based Reminders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inactive

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

* Group	* User
MDR-ALERT-GROUP	MISTY
MDR-ALERT-GROUP	MIKE
MDR-ALERT-GROUP	ANDY

*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

**SELECTION CRITERIA**

Alert Type: ETA | E-time Sheet to be Approved/Unapproved  
Sender: | Recipient: |  Read Only  
From Date: | To Date: | Number of Messages: 169 | **Purge Selected Alerts**

**ALERT MESSAGES**

Select	Type	Sender	Recipient	Date	Status	Subject
<input type="checkbox"/>	ETA	MARJV1	MARJ-001	2019-02-19	New	Time Sheet(s) for Company PYUS found, which needs to be approved.
<input type="checkbox"/>	ETA	MARJV1	MARJ-001	2019-02-19	New	Time Sheet(s) for Company PYUS found, which needs to be approved.
<input type="checkbox"/>	ETA	MARJV1	MARJ-001	2019-02-19	New	Time Sheet(s) for Company PYUS found, which needs to be approved.
<input type="checkbox"/>	ETA	MARJV1	MARJ-001	2019-02-19	New	Time Sheet(s) for Company PYUS found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-02-28	New	Time Sheet(s) for Company PYM found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-02-28	New	Time Sheet(s) for Company PYM found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-02-28	New	Time Sheet(s) for Company PYM found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-02-28	New	Time Sheet(s) for Company PYM found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-02-28	New	Time Sheet(s) for Company PYM found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-02-28	New	Time Sheet(s) for Company PYM found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-03-14	New	Time Sheet(s) for Company JS found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-03-14	New	Time Sheet(s) for Company JS found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-03-14	New	Time Sheet(s) for Company JS found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-03-14	New	Time Sheet(s) for Company JS found, which needs to be approved.
<input type="checkbox"/>	ETA	MASTER	MASTER	2019-03-22	New	Time Sheet(s) for Company JS found, which needs to be approved.
<input type="checkbox"/>	ETA	MARJ-002	MASTER	2019-04-15	New	Time Sheet(s) for Company PYUS found, which needs to be approved.

MARJ-001:  
Time Sheet(s) for Company PYUS, Pay run MCWK, Year 2019, Period 7, and for Employee CREW-07 which needs to be approved.  
Time Sheets Entered Date: 02/17/2019

*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

CUSTOM ALERT MAINTENANCE		
<b>SELECTION CRITERIA</b>		
<input checked="" type="checkbox"/> Define by Alert Group rather than User * Alert Group MASTERALERT * User ID		
<b>ALERT TYPES</b>		
View   Freeze   Detach   Search   Workflows   Report Options   Export   ECM Documents   User Extensions		
Code	Alert Description	Enabled
ETA	E-time Sheet to be Approved/Unapproved	<input checked="" type="checkbox"/>
WFN	Summary Workflow Notification	<input checked="" type="checkbox"/>
<b>ASSIGNED ALERTS</b>		
View   Freeze   Detach   Search   Workflows   Report Options   Export   ECM Documents   User Extensions		
Alert Description	Active	
E-time Sheet to be Approved/Unapproved	<input checked="" type="checkbox"/>	
Set Parameters		

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.

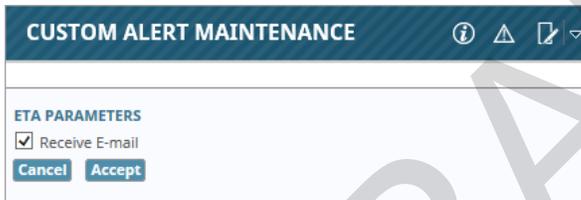
To schedule an alert for a specific day of the month either use the [**Specify**] pop-up window, or set the Next Execution Date parameter to the next occurrence of that day and set the Time Interval to the desired variation of “Monthly”.

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



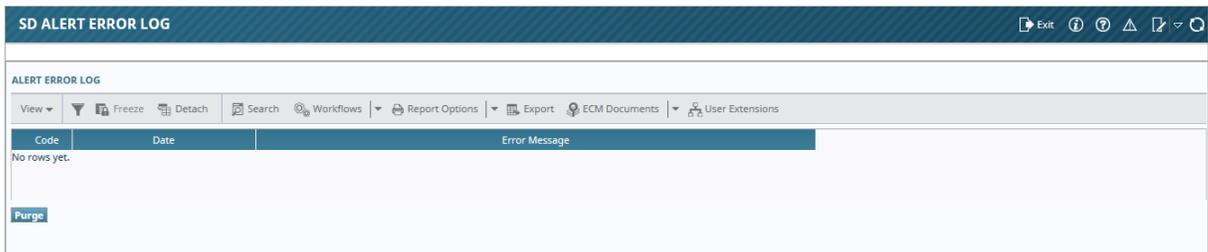
Pop-up window launched from [Set Parameters] button on Custom Alert Maintenance screen for ETA alert

### 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

**EC - CHARGE OUT DETAIL LOG**

Search: Match  All  Any  
 Company: CCC  
 Job:   
 Equipment:   
 Equipment Name:   
 Equipment Value:   
 % Cap:   
 Amount Cap:   
 Charge Out Amount:   
 Variance:   
 EmvqccEqpOraseq:   
 Execute Reset Create/Save

View Format Freeze Detach Wrap Clear Query Export ECM Documents

Company	Job	Equipment	Equipment Name	Equipment Value	% Cap	Amount Cap	Charge Out Amount	Variance
CCC	CCC-1000	SLAVE1	SLAVE1				1469.95	-1469.95
CCC	CCC-1000.1	MASTER1	MASTER1				1580.00	-1580.00
CCC	CCC-1000	MASTER1	MASTER1				1469.95	-1469.95
CCC	CCC-1000	LADDER1	Ladders - 30Ft				900.00	-900.00
CCC	CCC-1000	CAP1	Charge Cap1	100.00	100.00	100.00	100.00	0.00
CCC	CCC-1000.1	CCC-REV1	CCC-REV1				1920.00	-1920.00
CCC	CCC-1000	CCC-MAX3	CCC-MAX3	500.00	100.00	500.00	500.00	0.00
CCC	CCC-1000	CCC-MAX1	CCC-MAX1	25000.00	100.00	25000.00	1950.00	23050.00
CCC	CCC-1000	CCC-BULK1	CCC-BULK1				100000.00	-100000.00
CCC	CCC-1000	CCC-100	CCC-100 TRUCK	10000.00	90.00	9000.00	9000.00	0.00

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

The screenshot shows the Log Builder interface with the following configuration:

- Log Code: FASSETLOG
- Description: Fixed Asset Log
- Application: FA
- Fixed Assets: Fixed Assets
- Timestamp: Nov 02, 2015 at 04:19:19 pm
- Custom Log:

The COLUMNS table is as follows:

Column Name	DB Column Name	Display Order	Header	Header Alignment	Width	Alignment	Format Mask	Frozen	Wrap	Searchable	Total	Sort Order	Sort Direction	Link
<input checked="" type="checkbox"/> FastAccDep	FAST_ACC_DEP	20	Accumulated Depreciation	Center	20	Right		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	
<input checked="" type="checkbox"/> FastActivDate	FAST_ACTIV_DATE	30	Activation Date	Center	20	Left	DD-MON-RR	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	
<input checked="" type="checkbox"/> FastAdAccCode	FAST_AD_ACC_CODE	40	Ad Acc Code	Center	20	Left		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	
<input checked="" type="checkbox"/> FastAdAccName	FAST_AD_ACC_NAME	50	Ad Acc Name	Center	20	Left		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	
<input checked="" type="checkbox"/> FastAdDeptCode	FAST_AD_DEPT_CODE	60	Accumulated Depreciation	Center	20	Left		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	
<input checked="" type="checkbox"/> FastAdjCostBase	FAST_ADJ_COST_BASE	70	Adj Cost Base	Center	20	Right		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	
<input checked="" type="checkbox"/> FastAreaWmCode	FAST_AREA_WM_CODE	80	Weight/Measure Code	Center	20	Left		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	
<input checked="" type="checkbox"/> FastAssetType	FAST_ASSET_TYPE	90	Type	Center	20	Left		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	
<input checked="" type="checkbox"/> FastAssignedName	FAST_ASSIGNED_NAME	100	Assigned to	Center	20	Left		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	
<input checked="" type="checkbox"/> FastBoughtFrom	FAST_BOUGHT_FROM	110	Bought From	Center	20	Left		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ascend	

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.

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## 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.

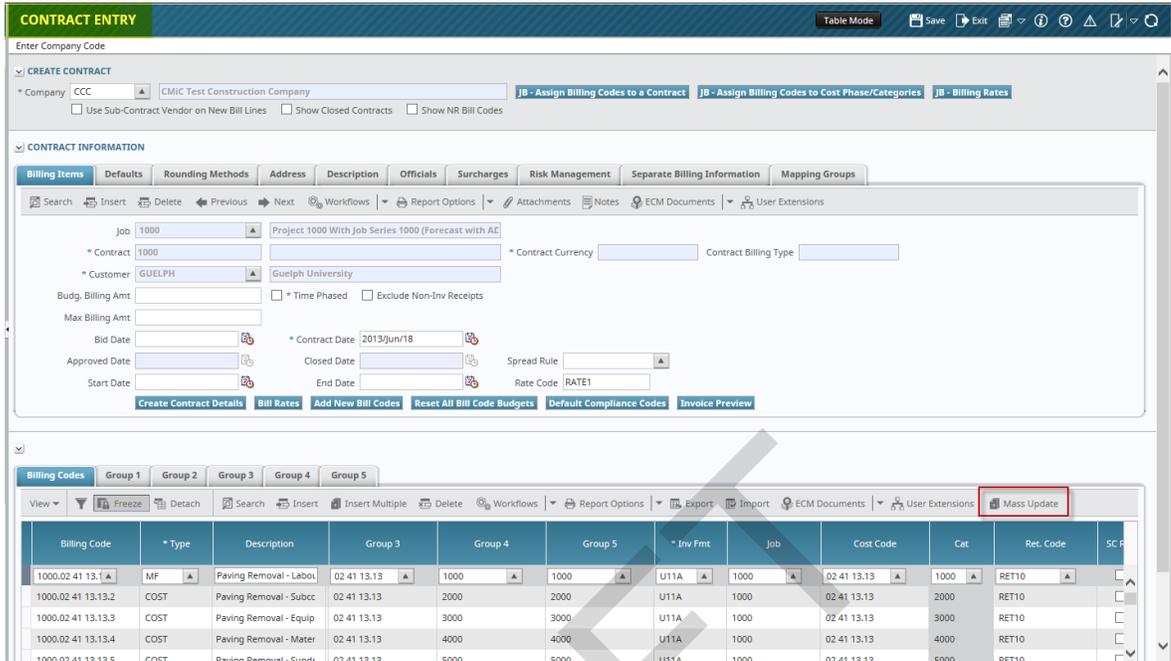
### Mass Updateable Screens

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The following programs allow Mass Update on specific columns only:

- Job Billing > Contract Entry
- Job Billing > G/C Prepare Billing

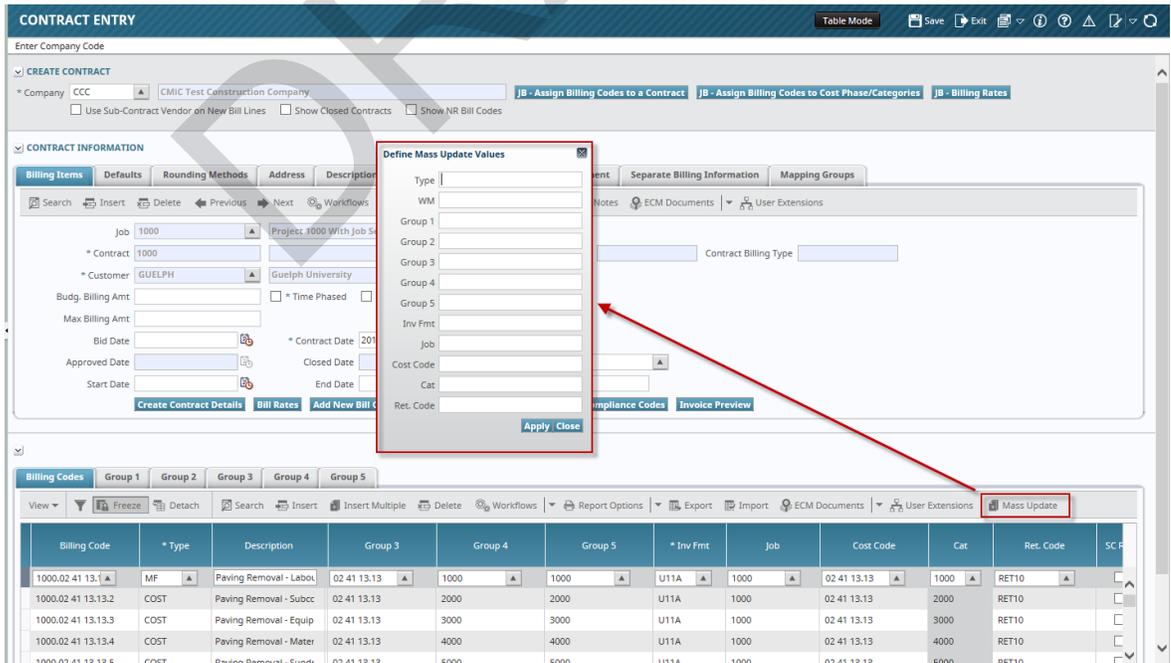
# Contract Entry – Mass Updateable Screen



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:

<b>Updateable Column</b>	<b>Detail</b>
<b>WM</b>	Weight Measure
<b>Group 1</b>	Group Code 1
<b>Group 2</b>	Group Code 2
<b>Group 3</b>	Group Code 3
<b>Group 4</b>	Group Code 4
<b>Group 5</b>	Group Code 5
<b>Inv Fmt</b>	Invoice Format Code
<b>Job</b>	Job Code
<b>Cost Code</b>	Cost Code
<b>Cat</b>	Category Code
<b>Ret. Code</b>	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

The screenshot shows the 'PREPARE BILLING' interface. At the top, there are tabs for 'Summary', 'Group 1 Summary', 'Group 2 Summary', 'Group 3 Summary', 'Group 4 Summary', 'Group 5 Summary', and 'Bill Code Detail'. The 'Bill Code Detail' tab is active, and a 'Mass Update' button is highlighted with a red box. A red arrow points from this button to a 'Define Mass Update Values' dialog box. The dialog box contains two input fields: '%Completed' with the value '25.7' and 'Ret. %' with the value '7.5'. Below these fields are 'Apply' and 'Close' buttons. The background shows a table with columns for 'Group/Bill Code', 'Description', 'Budget', 'Cost To Date', 'Current Cost', 'Prev. Billed Amt', 'Ovr', 'Material Stored', 'Current Completed', 'Compl & Stored', '%Completed', and 'Retainage'.

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
<b>% Completed</b>	Completed Percentage
<b>Ret. %</b>	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.

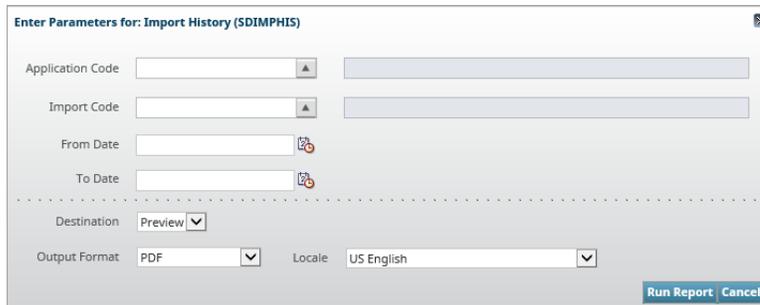
Once columns reflect the mass updated values, users must explicitly save the action to commit the updates to the database, and then click on **[Recalc. Billings]** button to recalculate billings to update the billing values. The program will validate the entries and adjust the retention %, which may 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

Report	Name	Action	User	Status	Description	Request Date	Finish Date	Email From
PM3100	Ball In Court	EMAIL	DA	SENT	SENT	08/01/2018	08/01/2018	cmicctstv10_x@cmic.com
PM3100	Ball In Court	EMAIL	DA	SENT	SENT	08/01/2018	08/01/2018	cmicctstv10_x@cmic.com
PM3100	Ball In Court	EMAIL	DA	SENT	SENT	08/01/2018	08/01/2018	cmicctstv10_x@cmic.com
PYSTB02U	Paystub US payroll 8.5"x5.5"-2	EMAIL	ZOHREHV10X	SENT		08/01/2018	08/01/2018	zohreh.Allameh <zohreh.allameh@cmic.com>
PYSTB02U	Paystub US payroll 8.5"x5.5"-2	EMAIL	ZOHREHV10X	SENT		08/01/2018	08/01/2018	zohreh.Allameh <zohreh.allameh@cmic.com>
PM3100	Ball In Court	EMAIL	DA	SENT	SENT	07/31/2018	07/31/2018	cmicctstv10_x@cmic.com
PM3100	Ball In Court	EMAIL	DA	SENT	SENT	07/31/2018	07/31/2018	cmicctstv10_x@cmic.com
PM3100	Ball In Court	EMAIL	DA	SENT	SENT	07/31/2018	07/31/2018	cmicctstv10_x@cmic.com
PM3010	Request for Information Record	EMAIL	STEVE	SENT		07/31/2018	07/31/2018	steve.cangiano@cmicglobal.com
PM3010	Request for Information Record	EMAIL	STEVE	SENT		07/31/2018	07/31/2018	steve.cangiano@cmicglobal.com

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.

---

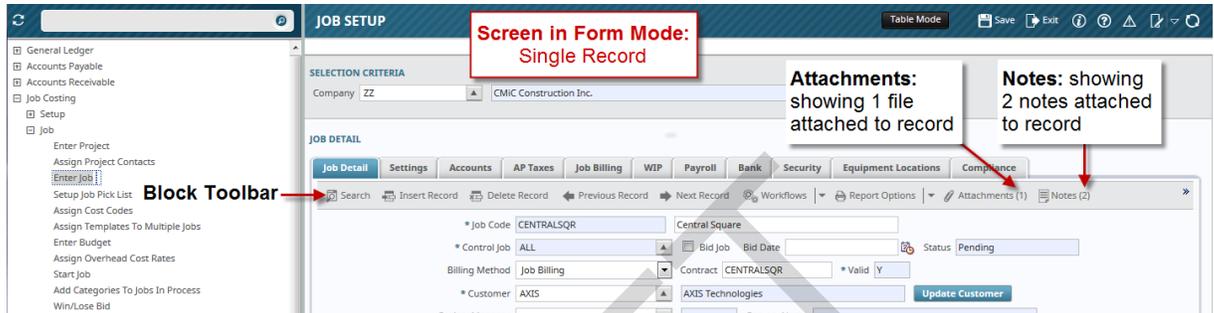
**NOTE:** If the user monitors this screen quite often, they will see that there are locks issued quite frequently by CMiC. These locks are required and should normally be created and then released almost immediately. Also, there are certain functions within CMiC that do issue locks that last for a bit 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.

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DRAFT

# Attachments and Notes

## Overview – Attachment and Notes



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

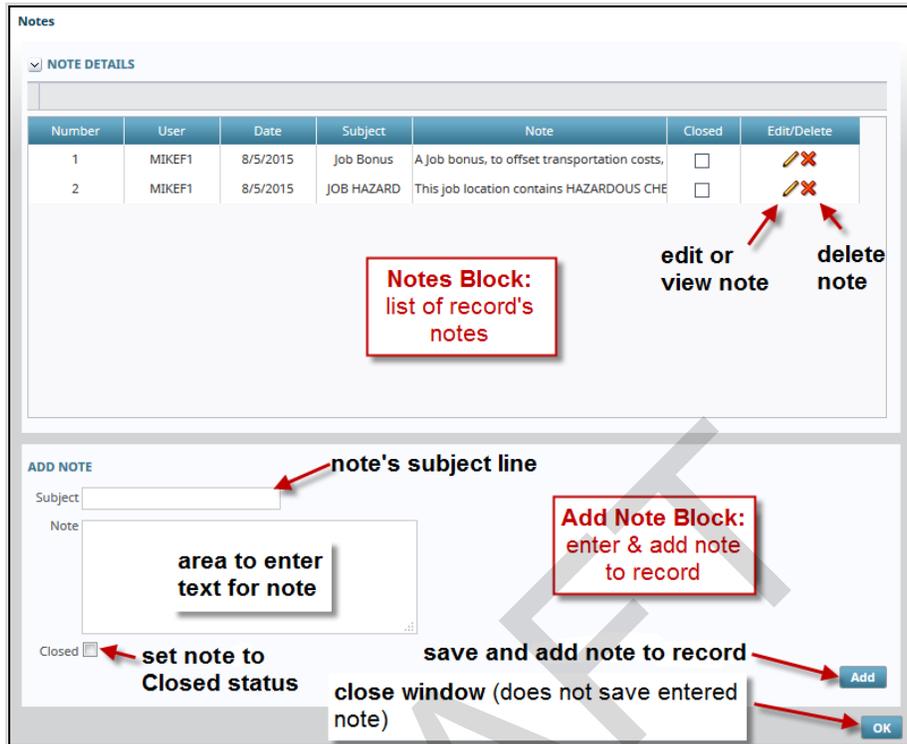


Sample of a screen in Table Mode, displaying a record with associated attachments and notes

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*).

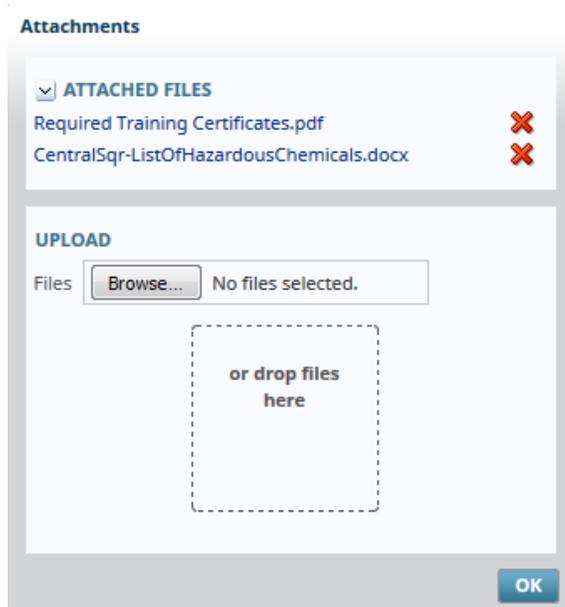
---

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

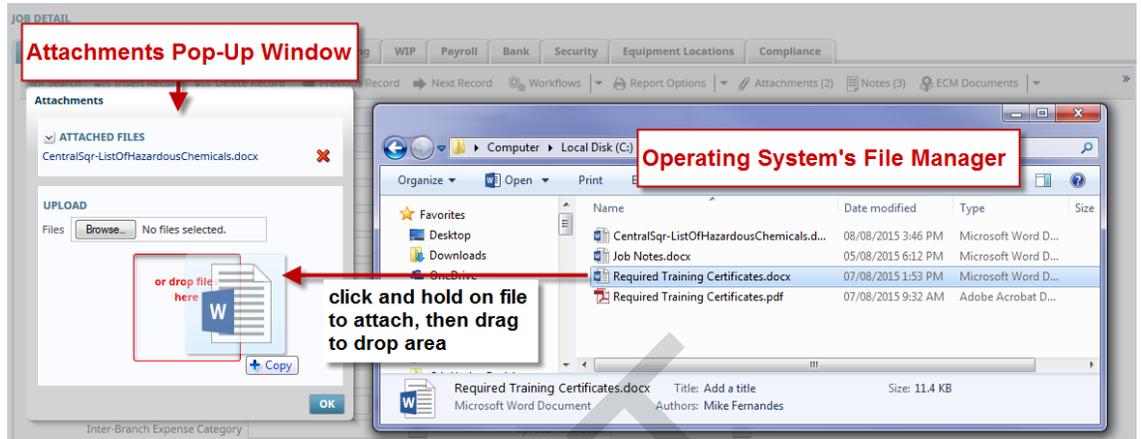
To upload an attachment, there are two options:

### 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

**TAX TABLE MAINTENANCE** Table Mode Save Exit ? ? ? ? ?

---

**TAX SETUP**

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

Compound Tax   
  Active   
  TDS Tax

\* Tax **AZ**    Name **AZ -STATE TAX**    Short Name **AZ**    \* Percent **10.00000**    Payment %

Non Taxable Code **AZ\***    Tax Registration     Tax Credit

Journal Used for Payment Debit **AP**    Accounts Payable

**RECEIVABLE INVOICES**

\* Tax Liability Account **00**    2020.102    **AZ - Tax Payable**

\* Tax Liability on Ret. Account **00**    2020.202    **AZ - Retainage on Tax Payable**

JB Tax Costing Cost Code

JB Tax Costing Category

**PAYABLE VOUCHERS**

\* Tax Credit Account **00**    2020.204    **CA01 - Retainage on Tax Payble**

\* Tax Credit on Ret. Account **00**    2020.205    **CA01.01 - Retainage on Tax Pay**

Direct Pay     Included in Voucher Amount

Liability Account **00**    2020.302    **AZ - Tax Liability**

Vendor **UNITED1**    **UNITED1**

Freight   
  Insurance   
  Misc   
  Tax on Tax

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**COMPOUND TAX SETUP**

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

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
<b>AZ</b>	Arizona	<b>AZ-STATE</b>	<b>AZ-STATE</b>	<b>10.00000</b>
				<b>10.00000</b>

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**

The screenshot shows a 'Voucher Detail' form with the following values:

- Entered Amount: 100.00
- \* Net Invoice: 100.00
- Tax 1 Amount: 5.00
- Tax 2 Amount: 10.00
- Taxable Amount: 100.00
- Tax 1: 100.00
- Tax 2: 100.00

Callouts in the image:

- Red box around Tax 2 Amount (10.00) and Tax 2 (100.00) with arrow pointing to Tax 2 Taxable Amount (100.00): **taxable amount is Voucher Amount**
- Red box around Tax 2 Taxable Amount (100.00) with arrow pointing to Tax 2 Taxable checkbox (checked): **Tax on Tax unchecked for Tax 2**

**Example 2: Tax on Tax Checked for Second Tax**

The screenshot shows a 'Voucher Detail' form with the following values:

- Entered Amount: 100.00
- \* Net Invoice: 100.00
- Tax 1 Amount: 5.00
- Tax 2 Amount: 10.50
- Taxable Amount: 105.00
- Tax 1: 100.00
- Tax 2: 105.00

Callouts in the image:

- Red box around Tax 2 Amount (10.50) and Tax 2 (105.00) with arrow pointing to Tax 2 Taxable Amount (105.00): **taxable amount is Voucher Amount + Tax 1 Amount**
- Red box around Tax 2 Taxable Amount (105.00) with arrow pointing to Tax 2 Taxable checkbox (checked): **Tax on Tax checked for Tax 2**

**Tax Calculation Formulas**

Let **A** = Voucher Amount, let **T1** = Tax 1, and let **T2** = Tax 2

Total - Tax on Tax <u>U</u> nchecked	Total - Tax on Tax <u>C</u> hecked
$A \cdot T1 + A \cdot T2 + A$ <p style="font-size: small; margin: 0;">Tax 1 Amount    Tax 2 Amount    Voucher Amount</p>	$A \cdot T1 + (A \cdot T1 + A) T2 + A$ <p style="font-size: small; margin: 0;">Tax 1 Amount    Tax 2 Amount    Voucher Amount</p> $= A \cdot T1 + A \cdot T2 + A \cdot T1 \cdot T2 + A$

## Compound Tax Setup – Section

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
PA	Pennsylvania	PA-ABT-SD	Abington School District	1.420
PA	Pennsylvania	PA-ERIE-C	Erie County Tax	1.140
PA	Pennsylvania	PA-ERIE-M	Erie City	0.987
				<b>3.547</b>

*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

**TAX TABLE MAINTENANCE** Table Mode Save Exit ? ? ? ? ?

SELECTION CRITERIA  
 \* CCC CMIC Test Construction Company

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

Compound Tax  \* Active  
 \* Tax PA Name PA State Tax Short Name PA-ST \* Percent 0.000 Payment % 3.410  
 Non Taxable Code PA\* Tax Registration   Tax Credit  
 Journal Used for Payment Debit AP Accounts Payable

RECEIVABLE INVOICES  
 \* Tax Liability Account 00 1900.200 PA State Tax Receivable  
 \* Tax Liability on Ret. Account 00 1900.300 PA Ret. Tax Receivable  
 JB Tax Costing Cost Code   
 JB Tax Costing Category

PAYABLE VOUCHERS  
 Tax Credit Account   
 Tax Credit on Ret. Account   
 Direct Pay  Included in Voucher Amount  
 Liability Account   
 Vendor   
 Freight  Insurance  Misc  Tax on Tax

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

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
No rows yet.				

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 its corresponding Liability Account and Vendor fields are left blank, as these fields only apply to Direct Pay Tax setups.

## Compound Tax (Multiple Jurisdictional Taxes)

TAX TABLE MAINTENANCE
Table Mode Save Exit ? ? ? ? ?

**SELECTION CRITERIA**

\* FCC CMIC Test Construction Company

**TAX SETUP**

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

Compound Tax  \* Active

\* Tax PA-ERIE-AB Name PA-Erie County & Abington SD Short Name \* Percent 3.547 Payment %

Non Taxable Code PA-ERIE-AB\* Tax Registration Tax Credit

Journal Used for Payment Debit AP Accounts Payable

RECEIVABLE INVOICES

\* Tax Liability Account 00 1900.200 PA State Tax Receivable

\* Tax Liability on Ret. Account 00 1900.300 PA Ret. Tax Receivable

JB Tax Costing Cost Code

JB Tax Costing Category

PAYABLE VOUCHERS

Tax Credit Account

Tax Credit on Ret. Account

Direct Pay  Included in Voucher Amount

Liability Account

Vendor

Freight  Insurance  Misc  Tax on Tax

**COMPOUND TAX SETUP**

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

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
PA	Pennsylvania	PA-ABT-SD	Abington School District	1.420
PA	Pennsylvania	PA-ERIE-C	Erie County Tax	1.140
PA	Pennsylvania	PA-ERIE-M	Erie City	0.987
				3.547

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)

**TAX TABLE MAINTENANCE**
Table Mode Save Exit ? ? ? ?

**SELECTION CRITERIA**

\* ZZ

**TAX SETUP**

Compound Tax     \* Active   
                                

\* Tax  Name  Short Name  \* Percent  Payment %

Non Taxable Code  Tax Registration   Tax Credit

Journal Used for Payment Debit

**RECEIVABLE INVOICES**

\* Tax Liability Account

\* Tax Liability on Ret. Account

JB Tax Costing Cost Code

JB Tax Costing Category

**PAYABLE VOUCHERS**

\* Tax Credit Account

\* Tax Credit on Ret. Account

Direct Pay     Included in Voucher Amount

Liability Account

Vendor

Freight     Insurance     Misc     Tax on Tax

**COMPOUND TAX SETUP**

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
No rows yet.				

*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 its corresponding Liability Account and Vendor fields are left blank, as these fields only apply to Direct Pay Tax setups.

## Value Added Taxes & Retainage/Holdback

**AP CONTROL FILE** Table Mode

---

**SELECTION CRITERIA**

Company

---

**System Defaults** | Voucher | Check | Accounting | Other

Search | Insert | Delete | Workflows | Report Options | ECM Documents | User Extensions

\* Current Year And Period

Allow To Post To Future Periods  
 Default Post Date Into Posting And Check Printing Programs  
 Batch Control Total

Calculated On

**JOURNAL OPTIONS**

\* AP    
 \* CD

**TAX OPTIONS**

Calculate Tax On Net Amount  
 **Tax1 Is Credit Tax (GST in Canada)**  
 Calculate Retainage On Tax2  
 Generate Direct Tax Voucher

Direct Tax Voucher Series Code  Direct Tax Invoice Series Code

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 1000	1,000.00	0.00	0.00	130.00	1,030.00	100.00	
Best Control:				Disc. Date: 07-Oct-2013		Series Code:		Handling Code:		Discrete: N				
HST														
Type	Company	Dept	Account	Account Name	Debit	Credit	Qty	WM	Job/Equip/WO	Cost Code /Equip/WI	CalcTr/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	12346	07-Oct-2013	06-Nov-2013	USD 1000	1,000.00	0.00	0.00	117.00	1,017.00	113.00	
Best Control:				Disc. Date: 07-Oct-2013		Series Code:		Handling Code:		Discrete: N				
HST														
Type	Company	Dept	Account	Account Name	Debit	Credit	Qty	WM	Job/Equip/WO	Cost Code /Equip/WI	CalcTr/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

**TAX TABLE MAINTENANCE** Table Mode Save Exit ? ? ? ? ?

**SELECTION CRITERIA**  
 \* CCC ▲ CMIC Test Construction Company

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

Compound Tax  \* Active

\* Tax AZ Name Arizona State Tax Short Name AZ Tax \* Percent Payment % 3.34

Non Taxable Code Tax Registration  Tax Credit

Journal Used for Payment Debit

**RECEIVABLE INVOICES**

\* Tax Liability Account 00 2020.102 AZ - Tax Payable

\* Tax Liability on Ret. Account 00 2020.202 AZ - Retainage on Tax Payable

JB Tax Costing Cost Code

JB Tax Costing Category

**PAYABLE VOUCHERS**

Tax Credit Account

Tax Credit on Ret. Account

Direct Pay  Included in Voucher Amount

Liability Account 00 2020.302 AZ - Tax Liability

Vendor A1CEMENT A1 CEMENT INDUSTRIES.

Freight  Insurance  Misc  Tax on Tax

**COMPOUND TAX SETUP**  
 View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
No rows yet.				

*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

* Invoice Series	Description	Default Department	Default Account	Retainage Department	Retainage Account	Next Invoice Sequence	Use Pre-lien
DTX1	Direct Tax Invoice Series Code	00	2000.100	00	2000.200	12	<input type="checkbox"/>
SUBS	Subcontractors	00	2000.100	00	2000.200	1	<input type="checkbox"/>

*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

**JOURNAL OPTIONS**

\* AP AP Accounts Payable

\* CD CD Cash Disbursements

**TAX OPTIONS**

Calculate Tax On Net Amount

Tax1 Is Credit Tax (GST in Canada)

Calculate Retainage On Tax2

Generate Direct Tax Voucher

Direct Tax Voucher Series Code DTX1 Direct Tax Invoice Series Code

*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	Job/Equip	Cost Code /Equip	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	Job/Equip	Cost Code /Equip	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

RECEIVABLE INVOICES

\* Tax Liability Account 00 1500.400 AR Illinois State Tax Payable

\* Tax Liability on Ret. Account 00 1500.500 AR Retainage on Illinois Tax

JB Tax Costing Cost Code 03 00 00 CONCRETE

JB Tax Costing Category 4000 Material

PAYABLE VOUCHERS

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

SCHEDULED TAX RATES
Table Mode Save Exit ? ? ? ? ? ? ? ?

---

**SELECTION CRITERIA**  
 \* CCC CMIC Test Construction Company

---

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

\* Effective Date: 03/20/2012  
 \* Tax: 01 Name: Illinois State Tax Short Name: IST Percent: 5  
 Non Taxable Code: 01\* Tax Registration:   Tax Credit  
 Journal Used for Payment Debit: AP Accounts Payable  Compound Tax  \* Active

---

**RECEIVABLE INVOICES**  
 Tax Liability Account: 00 1500.400 AR Illinois State Tax Payable  
 Tax Liability on Ret. Account: 00 1500.500 AR Retainage on Illinois Tax  
 JB Tax Costing Cost Code:   
 JB Tax Costing Category:

---

**PAYABLE VOUCHERS**  
 Tax Credit Account: 00 1000.200 Bank of America (Payroll)  
 Tax Credit on Ret. Account: 00 1000.700 Citizen's Bank Main Account  
 Direct Pay  Included in Voucher Amount  
 Liability Account: 00 2000.100 Current Payables  
 Vendor:   
 Freight  Insurance  Misc  Tax on Tax  
Compound Tax Detail

*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

**PAYMENT TERMS** Save Exit ? ? ? ? ? ?

---

**SELECTION CRITERIA**

\* Company

---

**TERM DETAIL**

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

* Code	Name	Ctrl Start Date	Due Day In Month	Days Until Due	Discount Day In Month	Discount Days	Discount Percent	Retainage Percent
NET0	Net 30 Days Ret 0% Disc 0%	NA		30		0	0	0
NET30	Net 30 Days Ret10% Disc 2%	HM		30		5	2	10
NETEND	NET END	NA	10			0	0	0

---

**VALUATION PAYMENT SETUP**

Submit Days (Prior to due date)   
 Payment Notice Days   
 Final Payment Days   
 Payless Notice Days (prior to due date)

*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
<b>HM</b>	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
<b>NM</b>	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
<b>NT</b>	Not Including Today	<b>7</b>		<b>Jan 01/18</b>	<b>Feb 07/18</b>
		<b>7</b>		<b>Jan 31/18</b>	<b>Feb 07/18</b>
			7	Jan 01/18	Jan 09/18
			7	Jan 31/18	Feb 08/18
<b>NW</b>	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
<b>NA</b>	Control Not Applied	<b>7</b>		<b>Jan 01/18</b>	<b>Feb 07/18</b>
		<b>7</b>		<b>Jan 31/18</b>	<b>Feb 07/18</b>
			7	Jan 01/18	Jan 08/18
			7	Jan 31/18	Feb 07/18

# Region Codes

**PROVINCE/STATE CODES**

* Province/State Code	Name	Compliance Code
NLE	Nuevo León	
NM	New Mexico	
NS	Nova Scotia	
NT	Northwest Territories/Nunavut	
NV	Nevada	
NY	New York	WORKCOMP
OAX	Oaxaca	
OH	Ohio	
OK	Oklahoma	
ON	Ontario	
ONT	Ontario	
OR	Oregon	
PA	Pennsylvania	
PE	Prince Edward Island	
PEI	Prince Edward Island	
PR	Puerto Rico	
PUE	Puebla	
QC	Quebec	
QRO	Querataro	
QUE	Quebec	

**GT JURISDICTIONS**

**Jurisdictional Taxes for state**

* Code	* Description	* Type	* Type Description	* Tax Percent	AR Maximum Taxable Amount
PA-ABT-SD	Abington School District	SC	School Tax	1.420	
PA-ADMS-C	Adams County Tax	DT	District Tax	1.082	
PA-BERKS-C	Berks County Tax	DT	District Tax	1.077	
PA-CAM-C	Cambria County Tax	DT	District Tax	1.078	
PA-ERIE-C	Erie County Tax	DT	District Tax	1.140	
PA-ERIE-M	Erie City	CI	City Tax	0.987	
PA-STATE	Pennsylvania State Tax	ST	State Tax	3.150	

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.

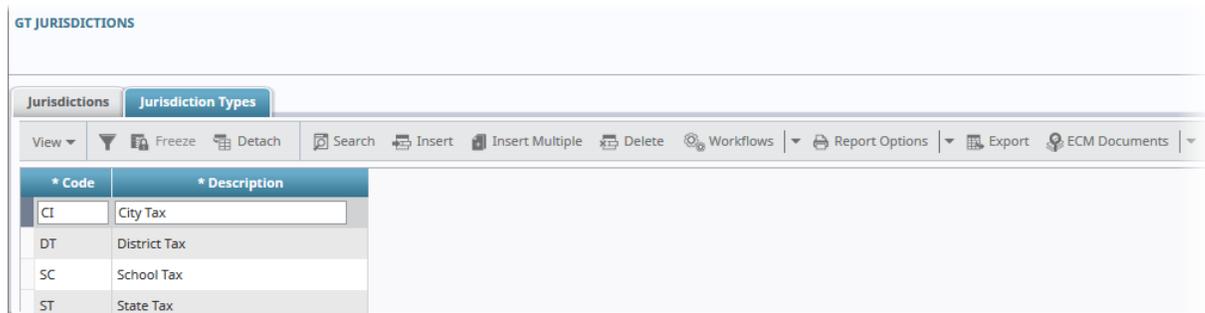
---

**WARNING:** This will override any adjusted amounts made for any specific Compound Taxes.

---

## Jurisdiction Types – Tab

---



* Code	* Description
CI	City Tax
DT	District Tax
SC	School Tax
ST	State Tax

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

**ADDRESS CODE** Table Mode Save Exit ? ? ? ? ?

**SELECTION CRITERIA**

Company ZZ CMIC Construction Inc.

**ADDRESS DETAILS**

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

\* Address Code ZSCH ZZ - Schaumburg

Street 102831 North Mall Road

Suite

City Schaumburg

State/Province IL Illinois

Country US Zip/Postal Code 60179

Contact Name

Phone Number Fax Number

E-mail

Territory

HR Region ZCHI Company ZZ - Chicago Region

Company Name

Logo File Path On Web

*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

The screenshot shows the 'LOCATION MAINTAINANCE' application window. At the top, there is a title bar with 'LOCATION MAINTAINANCE' and standard window controls. Below the title bar, there is a 'SELECTION CRITERIA' section with a 'Company' dropdown set to 'ZZ' and a text field containing 'CMiC Construction Inc.'. The main area is titled 'LOCATION DETAILS' and contains a table with the following columns: \* Location Code, Name, Address Code, Default Approv, User ID, Name, AP Tax 1, AP Tax 1 Name, AP Tax 2, AP Tax 2 Name, and AP Tax. The table has two rows: one for 'MIAMI' (Miami City, ZSCH) and one for 'CHICA' (Chicago City, CORR01). The 'CHICA' row is currently selected. Above the table is a toolbar with various icons for actions like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions.

* Location Code	Name	Address Code	Default Approv	User ID	Name	AP Tax 1	AP Tax 1 Name	AP Tax 2	AP Tax 2 Name	AP Tax
MIAMI	Miami City	ZSCH	<input type="checkbox"/>							
CHICA	Chicago City	CORR01	<input type="checkbox"/>							

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

* Code	Name	Control Code	Name
CHIC	Greater Chicago		
NC	North Central		
NY	New York Greater Area		

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

* Text Type	Description
CCC-HR	HR Reason Codes
CCC-PO	Purchase Order Text Codes
CCC-PY	Payroll Reason Codes

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

* Type	* Code	Description	Edit Description	Print Order
CCC-HR	ACC	Accident	Edit Description	1
CCC-HR	ALC	Alcohol	Edit Description	2
CCC-PO	100	Shipping & Receiving between 8:00AM & 5:00PM Only	Edit Description	1
CCC-PO	200	The PO Quantity/Price may be changed without prior notice	Edit Description	2
CCC-PO	300	All necessary documents including Safety Certificates must be produced upon delivery	Edit Description	3
CCC-PY	TERM	Termination	Edit Description	1
CCC-PY	DC	Data Correction	Edit Description	2
CCC-PY	RET	Retired	Edit Description	3
CCC-PY	CT	Change in Trade	Edit Description	4
CCC-PY	PR	Promotion	Edit Description	5
WAEVANS	EVAN5C1	SUBCONTRACTOR'S REQUEST FOR PAYMENT INTERIM WAIVER OF CLAIM AND LIEN & CERTIFICATION OF PREVIOUS PAYMENTS	Edit Description	1

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.

The screenshot displays the 'TEXT CODE' application window. It features a table with columns for text code identifiers (e.g., WAIVERF1, WAIVERF4) and their corresponding descriptions. An 'Edit Description' button is highlighted in red for the entry with code WAIVERPC. A modal dialog titled 'EDIT DESCRIPTION' is open, showing a detailed waiver text with several text code tags: <<PERIOD\_TO>>, <<COMPANY\_NAME>>, and <<OWNER\_NAME>>. The dialog also includes a 'Close' button at the bottom.

*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)

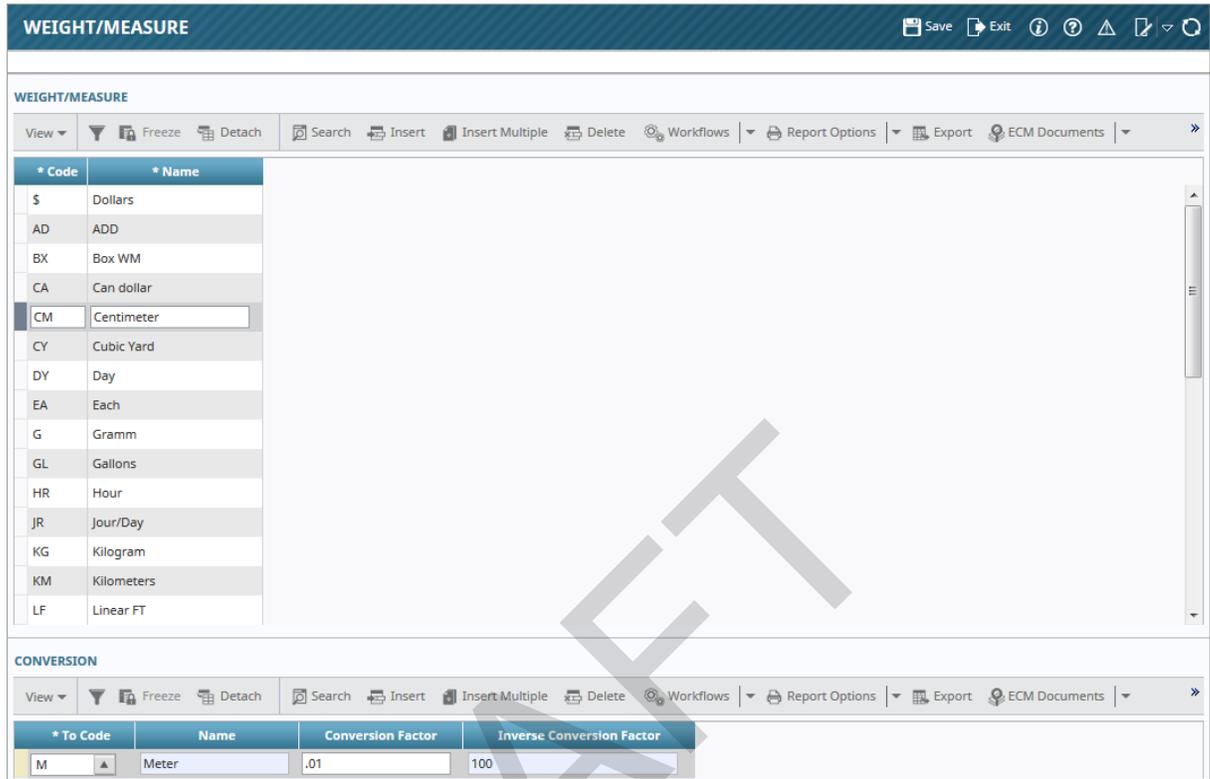
**[Edit Description] – Button**

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

The screenshot shows the 'ISSUE PRIORITY' screen with a process train at the top containing: Issue Priority, Issue Type, Issue Status, RFI Status, Communication Type, Contract Type, Market Sector, Document Status, Document Option, and Document Type. The 'Issue Priority' node is selected. Below the process train is a toolbar with options like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions. A table displays the following data:

Code	Description	PRM Priority	Description
1	Critical	1	Critical
2	High	2	High
3	Normal	3	Normal
4	Low	4	Low
5	Wishlist	4	Low

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

The screenshot shows the 'ISSUE PRIORITY' screen with a process train at the top containing: Issue Priority, Issue Type, Issue Status, and RFI Status. The 'Issue Priority' node is highlighted with a red underline. Below the process train is a toolbar with options like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, and Export. A table displays the following data:

Code	Description	PRM Priority	Description
1	Critical	1	Critical
2	High	2	High
3	Normal	3	Normal
4	Low	4	Low
5	Wishlist	4	Low

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.

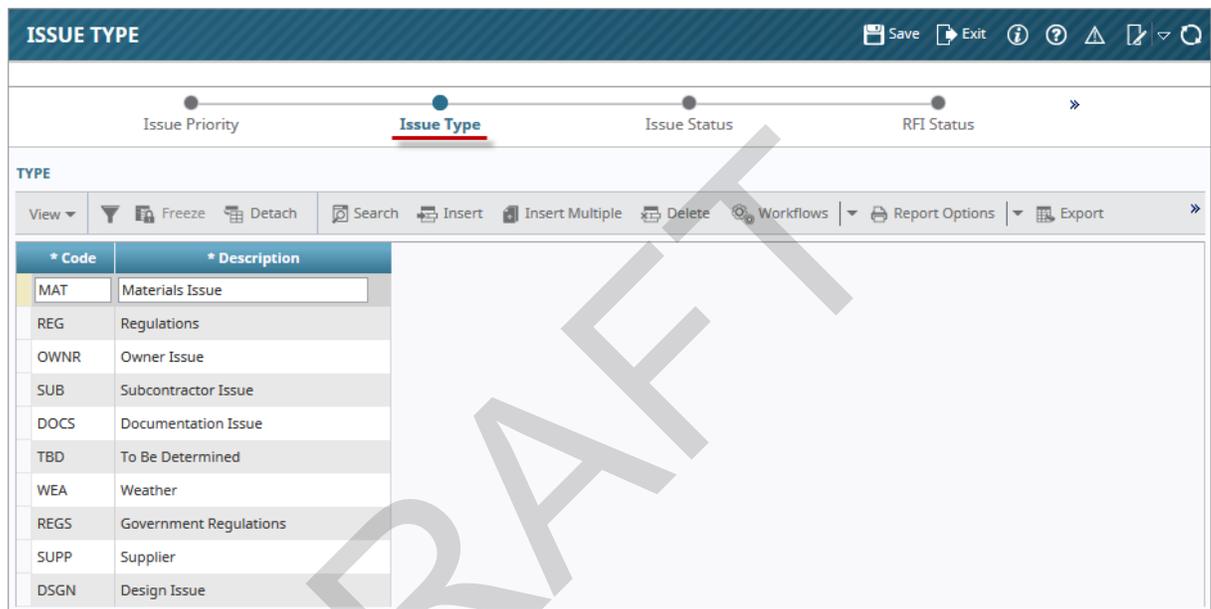
## Code, Description

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



* Code	* Description
MAT	Materials Issue
REG	Regulations
OWNR	Owner Issue
SUB	Subcontractor Issue
DOCS	Documentation Issue
TBD	To Be Determined
WEA	Weather
REGS	Government Regulations
SUPP	Supplier
DSGN	Design Issue

*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

* Code	* Description	Active
C	Closed	<input checked="" type="checkbox"/>
I	In Progress	<input checked="" type="checkbox"/>
N	New	<input checked="" type="checkbox"/>
O	Open	<input checked="" type="checkbox"/>

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

* Code	Description	* Class
ACCEPTED	Accepted	Accepted
APPROVED	Approved	Approved
CLOSED	Closed	Closed
OPEN	Open	Open
PENDING	Pending	Pending
REJECTED	Rejected	Rejected
RETURNED	Returned	Returned
VOID	void	Closed

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

Type	Name	Sort Order
FACEB	FaceBook	1
EMAIL	Email	2
COLAB	Web Collaboration	3
PHONE	Telephone	4
AIR	Airmail	5
CONF	Webex	6

*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

**PM CONTRACT TYPE**

« Communication Type **Contract Type** Market Sector Document Status »

**SELECTION CRITERIA**

Company ZZ CMIC Construction Inc.

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

\* Contract Type

- Cost Plus
- Fixed
- Standard
- Warranty

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

**BUSINESS PARTNER MARKET SECTOR MAINTENANCE**

« Contract Type **Market Sector** Document Status Document Option »

**BUSINESS PARTNER MARKET SECTOR**

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

* Code	* Description
1234567891	testformaxchar
AIRPORTS	Airports
COMMERCIAL	Commerical General
CORP	Corporate: Office, Training, Conf., Warehouse, Telecom
HIGHWAY	Highways
HOTELS	Hotels
INFRA	Infrastructure
K12	Education: k-12
MC	Mission Critical: Data Centers
MFG	Manufacturing
MIXED	Mixed Use Development's
PA	Public Assembly: Convention, Culture
RES-HI	High Density Residential
RES-MID	Mid-Density Residential

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

* Code	Description	* Class
APPROVED	Approved	Open
CLOSED	Closed	Closed
OPEN	Open	Open
REJECTED	Rejected	Rejected
REVIEW	Under Review	Open

*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

Edit	* Code	Name	Package Menu Label
	ADFDOCS	Documents uploaded in ADF (Patch X-204-2)	ADF Documents Uploaded (Package)
	ADFTST	Created in ADF	ADF Test
	ADFTST2	Created via "ADD NEW" in ADF	ADF Test2
	ATTACHMENT	Attachment	Attachment Packages
	DOC7	Doc7	Doc7
	DRAWINGS	Drawings	Drawing Packages
	FINANCIAL	Financial Documents from Prequal	Financial Documents
	MEDIA	Audio/Video	Audio/Video Packages
	PHOTO	Photos	Photographic Packages
	SCHEMATICS	Schematics and Blueprints	Schematic & Blueprint Packages
	SCRFP	SCRFP	SCRFP
	TEST	Test for issue 14.91683	Test for issue 14.91683

*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

**DOCUMENT TYPES**

Market Sector > Document Status > Document Option > **Document Type**

**SELECTION CRITERIA**

Application: OM Opportunity Management

**DOCUMENT TYPE**

System	Code	Description	Data Source
<input checked="" type="checkbox"/>	FLOM9000	Opportunity Details	FLOM9000_V
<input checked="" type="checkbox"/>	FLOM9010	Opportunity Action Items	FLOM9010_V
<input checked="" type="checkbox"/>	FLOM9020	Opportunity Competitors	FLOM9020_V
<input checked="" type="checkbox"/>	FLOM9030	Opportunity Job Info	FLOM9030_V
<input checked="" type="checkbox"/>	FLOM9040	Opportunity Risk Management	FLOM9040_V
<input checked="" type="checkbox"/>	FLOM9050	Opportunity Revenue	FLOM9050_V
<input checked="" type="checkbox"/>	FLOM9060	Opportunity Key Players	FLOM9060_V
<input checked="" type="checkbox"/>	FLOM9070	Opportunity Sales Team	FLOM9070_V
<input checked="" type="checkbox"/>	FLOM9080	Opportunity Other Contacts	FLOM9080_V
<input checked="" type="checkbox"/>	FLOM9090	Opportunity Notes	FLOM9090_V
<input checked="" type="checkbox"/>	OMCONTCOMM	Contact Communication	OMCONTACTCOMM_V

Show Columns

*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

The screenshot shows a pop-up window titled "DOCUMENT TYPES" with a dark blue header. Below the header, there is a "Table/View Name" field containing "HRAPPLICANTS". The main area is titled "AVAILABLE COLUMNS" and contains a table with the following columns: "Key", "Column Name", "Comment", "Copy Comment", and "Field Name". The table lists various columns for the "HRAPPLICANTS" table, including "APL\_EMAIL\_ADDRESS", "APL\_FIRST\_NAME", "APL\_LAST\_NAME", "APL\_ADDRESS1", "APL\_ADDRESS2", "APL\_ADDRESS3", "APL\_APPLICATION\_LOC", "APL\_APPLY\_DATE", "APL\_APP\_SOURCE", "APL\_AREAOFINTEREST", "APL\_AVAILABILITY\_DATE", "APL\_CELL\_PHONE", "APL\_CERT\_LIC\_NOTE", "APL\_DATE\_OF\_BIRTH", and "APL\_DEG\_NOTE". Each row has a checkbox in the "Key" column, the column name in "Column Name", a description in "Comment", a "Copy Comment" button in "Copy Comment", and the field name in "Field Name". At the bottom of the window, there are buttons for "Find Keys" and "Close", and a note: "Note: Columns with no Field Name will not be available for selection in Form Letters".

Key	Column Name	Comment	Copy Comment	Field Name
<input checked="" type="checkbox"/>	APL_EMAIL_ADDRESS	Email Address of the Applicant	Copy Comment	Email Address of the Applicant
<input checked="" type="checkbox"/>	APL_FIRST_NAME	First Name of the Applicant	Copy Comment	First Name of the Applicant
<input checked="" type="checkbox"/>	APL_LAST_NAME	Last Name of the Applicant	Copy Comment	Last Name of the Applicant
<input type="checkbox"/>	APL_ADDRESS1	Address of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_ADDRESS2	Address of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_ADDRESS3	Address of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_APPLICATION_LOC		Copy Comment	
<input type="checkbox"/>	APL_APPLY_DATE	Date of the Application	Copy Comment	
<input type="checkbox"/>	APL_APP_SOURCE		Copy Comment	
<input type="checkbox"/>	APL_AREAOFINTEREST	Area of Interest	Copy Comment	
<input type="checkbox"/>	APL_AVAILABILITY_DATE		Copy Comment	
<input type="checkbox"/>	APL_CELL_PHONE	Cell Phone No. of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_CERT_LIC_NOTE		Copy Comment	
<input type="checkbox"/>	APL_DATE_OF_BIRTH	Date of Birth of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_DEG_NOTE		Copy Comment	

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

**BANK CONTROL** Table Mode Save Exit ? ? ? ? ? ? ? ?

Exchange Rate Category 1 Description

**BANK CONTROL FILE MAINTENANCE**

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

**EXCHANGE RATE CATEGORY DESCRIPTIONS**

1 Standard 2 Cash 3 Investment

**EXCHANGE RATE SELECTION FOR ENTRY TRANSACTIONS**

Payables 1 Exchange Type STD Standard Bank CITIZEN Citizens Bank

Receivables 1 STD Standard CITIZEN Citizens Bank

**PAYMENT TRANSACTIONS EXCHANGE RATE SELECTION**

Payables 1 Exchange Type STD Standard Bank CITIZEN Citizens Bank

Receivables 1 STD Standard CITIZEN Citizens Bank

**GENERAL LEDGER EXCHANGE RATE SELECTION**

Rate# 1 Exchange Type STD Standard Bank CITIZEN Citizens Bank

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

* Code	* Name	Name Mapping	Logo
AUD	Australian Dollar	DOLLAR	\$
CA	Canadian Dollars	DOLLAR	\$
EUR	Euro	EURO	€
GBP	British Pound Sterling	POUND	£
MUR	Mauritian Rupee	RUPEE	Rs
MX	Mexican Pesos	DOLLAR	\$
SGD	Singapore Dollars	DOLLAR	\$
US	US Dollars	DOLLAR	\$
USD	American Dollar	DOLLAR	\$

*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

* Code	* Name	* Short Name	Routing Code	File Format	ID	Pwd	Positive Pay File Format	Positive Pay Output File Name	User Logon Text	Zero Filled Account Num?
BOW	Bank of the West	BOW	4569871	WEST-BANK						<input type="checkbox"/>
CAPITAL1	Capital One Bank	CAPITAL	33	BOA	boa		BOA	BOA.txt		<input type="checkbox"/>
CASS	CASS Bank	CASS	CASS							<input type="checkbox"/>
CCC	ccc	ccc	CCC							<input type="checkbox"/>
CITI	Citi Bank	CITI	03	BMO						<input type="checkbox"/>
CITIZEN	Citizens Bank	CITIZEN	10	CITZN-BANK	CTZN					<input checked="" type="checkbox"/>
CITYNAT	City National Bank	CITYNATION	896	CITYNATION	CTN					<input type="checkbox"/>
CMO	cmo	cmo	CMO							<input type="checkbox"/>
DDD	for test	for test	DDD							<input type="checkbox"/>
FTB	Fifth Third Bank	Fifth Third Bank	FTB	FTB						<input type="checkbox"/>
HSBC	HSBC Bank	HSBC	02							<input type="checkbox"/>
HTC	htc	htc	HTC							<input type="checkbox"/>
JPM	JP Morgan Chase	JPM	010	JPM-CHASE2	JPM					<input type="checkbox"/>
JPM-2015	JPM-205	JPM-2015	JPM-2015							<input type="checkbox"/>
JPMC	JP Morgan Chase	JPMC	09999991	ACH						<input type="checkbox"/>
KEYBANK	Key Bank	KEY	KEYBANK							<input type="checkbox"/>

*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).

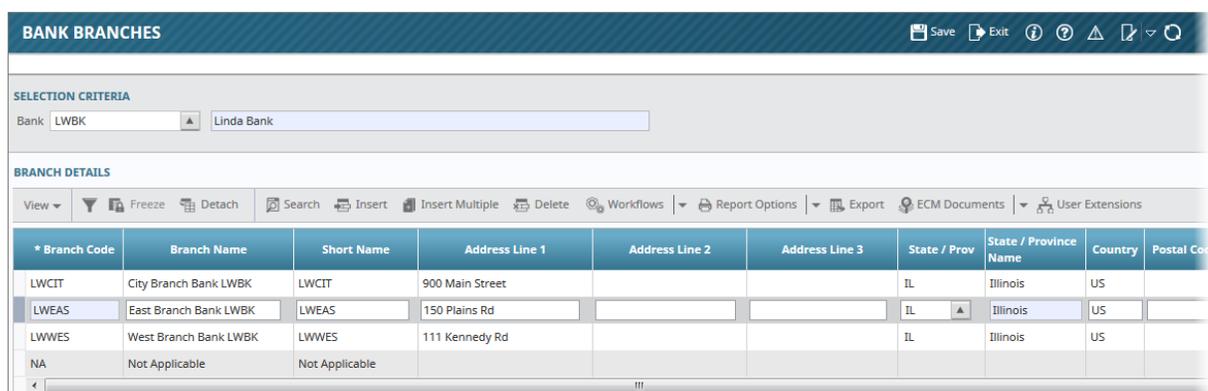
## User Logon Text

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



The screenshot shows the 'BANK BRANCHES' application window. At the top, there is a header bar with the title 'BANK BRANCHES' and several icons (Save, Exit, Help, etc.). Below the header, there is a 'SELECTION CRITERIA' section with a dropdown menu for 'Bank' set to 'LWBK' and a text field containing 'Linda Bank'. The main area is titled 'BRANCH DETAILS' and contains a table with columns: \* Branch Code, Branch Name, Short Name, Address Line 1, Address Line 2, Address Line 3, State / Prov, State / Province Name, Country, and Postal Code. The table lists three branches: LWKIT (City Branch Bank LWBK), LWKAS (East Branch Bank LWBK), and LWKES (West Branch Bank LWBK). A fourth row is labeled 'NA' for Not Applicable. The table is displayed in a grid view with a toolbar above it containing various actions like View, Freeze, Detach, Search, Insert, etc.

* Branch Code	Branch Name	Short Name	Address Line 1	Address Line 2	Address Line 3	State / Prov	State / Province Name	Country	Postal Code
LWKIT	City Branch Bank LWBK	LWKIT	900 Main Street			IL	Illinois	US	
LWKAS	East Branch Bank LWBK	LWKAS	150 Plains Rd			IL	Illinois	US	
LWKES	West Branch Bank LWBK	LWKES	111 Kennedy Rd			IL	Illinois	US	
NA	Not Applicable	Not Applicable							

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

**BANK ACCOUNT MAINTENANCE**

SELECTION CRITERIA  
 Company: RV123456 | R.V.Head Quarters Company, LLC | Bank Control

BANK ACCOUNTS

* Dept	* Account	* Bank Code	Branch	Account Prefix	* Bank Account Number	Acct Type	Last Check Number	CRS Account Number	CDA Account Number	* Curr Code	Title	Transit	Routing A	Routing B
00	1000.100	BOA	EAS	35	696556	C	43	CRS#1	CDA#2	US		A123456BCD	A123BCD	Z123YX
00	1000.450	PNC	MAIN		2222222222	C	4			US				
00	1000.600	CITYNAT	MAIN	66	33333333	C				US				
00	1000.650	BACS-UK	MAIN		9977885566	C	17			US				
00	1000.700	CITIZEN	MAIN	100	665566	C	9			US				
011110	1000.100	BOA	FL500	25	252525	C	36			US	8564		99	7788
011110	1000.100.1234567	BOA	EAST	50	448899	C	112			US	4556		75	8888
011110	1000.100.NATION	NATIONAL	NYBR	75	8877221425636	C	10			US	748569		85	6547
011110	1000.150	CIBC	TORON	45	888888	C	2			CA			AAAA	BBBB
011110	1000.800	JPM	MAIN	85	889999	C				US				

Form fields for editing:

Dept Name: Company Level | Susp Rec Dept Name: \_\_\_\_\_  
 Account Name: Bank of America (Operating) | Susp Rec Acct Name: \_\_\_\_\_  
 Bank Name: Bank of America | Susp Pay Dept Name: \_\_\_\_\_  
 Branch Name: East Chicago Branch | Susp Pay Acct Name: \_\_\_\_\_  
 Account Type Name: Checking Account  
 Currency Name: US Dollars

Buttons: Transactions | First Signatures | Upload 1st Signature File | Upload 2nd Signature File | Upload Company Logo File

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.

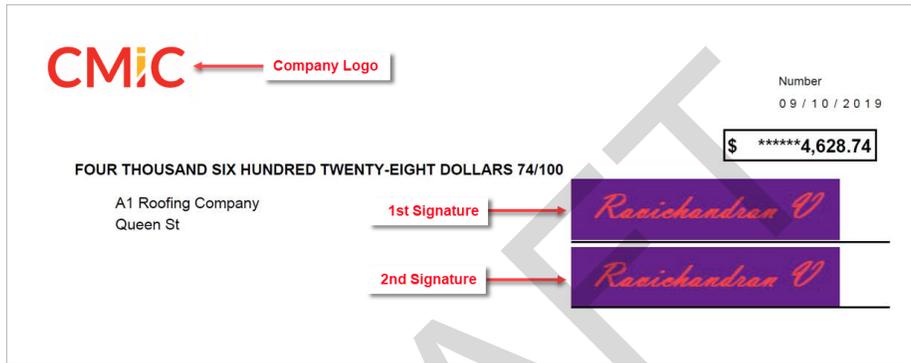
### EFT File Format

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 1<sup>st</sup> Signature File Name field is used to enter a file path to associate a single 1st Signature image to the account. Alternatively, the [Upload 1<sup>st</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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

The screenshot shows a pop-up window titled 'BANK ACCOUNT MAINTENANCE' with a toolbar containing 'Save', 'Print', 'Help', 'Refresh', 'Close', and 'Undo'. Below the title bar is a 'Show Transactions' section. The main area is titled 'ACCOUNT TRANSACTIONS' and features a toolbar with 'View', 'Filter', 'Freeze', 'Detach', 'Search', 'Workflows', 'Report Options', 'Export', 'ECM Documents', and 'User Extensions'. A table displays transaction data for September 2013. Below the table are input fields for 'Reference Code' (2), 'Reference Description' (3651), 'Source Code' (A1CEMENT), and 'Source Description' (A1CEMENT), along with a 'Close' button.

* Post Date	Currency	Debit Amount	Credit Amount	Transaction Amount	* Journal	* Transaction Number
10/Sep/2013	US		40,288.10	-40,288.10	CD	9689
10/Sep/2013	US		47,296.44	-47,296.44	CD	9689
10/Sep/2013	US		11,868.88	-11,868.88	CD	9689
10/Sep/2013	US		75,271.49	-75,271.49	CD	9689
10/Sep/2013	US		66,941.02	-66,941.02	CD	9689
10/Sep/2013		11,868.88		11,868.88	CD	9690
10/Sep/2013	US		19,440.97	-19,440.97	CD	9689

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

The screenshot shows a pop-up window titled 'BANK ACCOUNT MAINTENANCE' with a toolbar containing 'Save', 'Print', 'Help', 'Refresh', 'Close', and 'Undo'. Below the title bar is an 'Enter First Signatures' section. The main area is titled 'SIGNER SIGNATURES' and features a toolbar with 'View', 'Filter', 'Freeze', 'Detach', 'Search', 'Insert', 'Insert Multiple', 'Delete', 'Workflows', 'Report Options', 'Export', 'ECM Documents', and 'User Extensions'. A table displays signer information. Below the table is a 'Close' button.

* Signer Name	* Signature File Name
MIKE	\\pdc2000\sys2\cbin16\PTF2004\companylogodirectory\Ravi-Signature.jpg
RAVI	\\pdc2000\sys2\cbin16\PTF2004\companylogodirectory\Ravi-Signature1.jpg

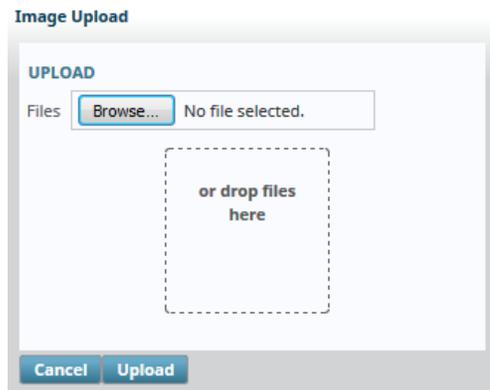
Pop-up window launched from [First Signatures] button on the Bank Account Maintenance screen; standard Treeview path: System > Global Tables > Banking > Bank Account

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

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Pop-up window launched from [Upload 1<sup>st</sup> Signature File] button on the Bank Account Maintenance screen; standard Treeview path: System > Global Tables > Banking > Bank Account

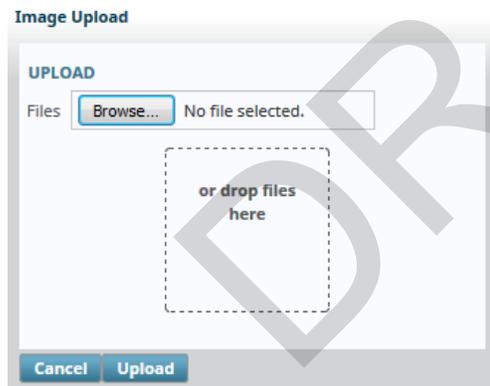
This button launches a pop-up to browse for and select an image of a signature for uploading. This signature will be used as the 1st Signature for the signing of AP checks debited against the selected account.

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

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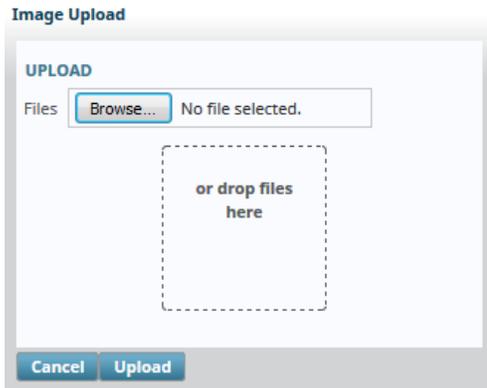
Pop-up window launched from [Upload 2<sup>nd</sup> Signature File] button on the Bank Account Maintenance screen; standard Treeview path: System > Global Tables > Banking > Bank Account

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

* Code	* Name
1	Standard Operating Account
C	Checking Account
FX	Foreign Exchange Account
PY	Payroll Account
S	Saving Account
ST	Standard Operating Account
Z1	Operating Accounts

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

**THIRD PARTY PAYMENT SETUP** Save Exit ? ? ? ? ?

THIRD PARTY PAYMENT  
\* Third Party Payment Mode **BOA Paymode**

**BANK ACCOUNTS**

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

* Company	* Department	* GL Account	* Bank	Branch	Prefix	* Bank Acct Number	Header 1	Header 2	Header 3	Header 4	Header 5
4444	00	9999	BANK	NA		9999					
87654321	00	1050.200	CITI			54321					
90305078	00	1000.100	BOA	01001	06534	6500006544					
90305078	00	1000.100.7365465	BOA	01001	06533	6506456888					
90305078	00	1000.200	BOA	PAY	01000	8865400484					
90305078	00	1000.600	RBC	01021	06511	73654004					
A1	00	1000.001.0123456	BOA	01001		123456789					
A1	00	1000.002.0123456	BBT	MAIN		5116397791					
A1	00	1000.100	BOA	01001		435734694379					
A1	00	1000.100.7365465	BOA	01001	06540	7365004456					
A1	00	1000.200	BOA	NA		5344443					
A1	00	1000.299	UNITED	MAIN		44219558					
A1	00	1000.300	BANAMEX			123123123					
A1	00	1000.555	RBC	01021		10293847					
A1	00	1050.200	CITI			12345					

Company: 4444  
 Department: Company Level  
 GL Account: Not Used Account  
 Bank Name: Bank Name  
 Branch Name: Not Applicable

Header 1: Paymode ID  
 Header 2: Contact Email  
 Header 3: Contact Tel.#

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

**EXCHANGE RATE MAINTENANCE** Save Exit ? ? ? ? ?

EXCHANGE RATES  
 Rate 1 Description Standard  
 Rate 2 Description Cash  
 Rate 3 Description Investment

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

* Bank	Bank Name	* From Currency	From Currency Name	* To Currency	To Currency Name	* Exchange Type	Exchange Type Name	* Adjustment Date	* Rate1	* Rate2	* Rate3
AMEGY	AMEGY BANK	US	US Dollars	MX	Mexican Pesos	STD	Standard	01/May/2015	10.0000000	10.0000000	10.0000000
BANAM	BANAMEX	US	US Dollars	MX	Mexican Pesos	STD	Standard	01/Jul/2014	12.9326000	12.9326000	12.9326000
BOA	Bank of America	CA	Canadian Dollars	GBP	British Pound Sterling	STD	Standard	29/Dec/2010	0.6448350	0.6448350	0.6448350
BOA	Bank of America	CA	Canadian Dollars	MX	Mexican Pesos	STD	Standard	29/Dec/2010	12.3705000	12.3705000	12.3705000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	29/Dec/2010	0.9997660	0.9997660	0.9997660
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	27/Feb/2014	1.0550000	1.0600000	1.0450000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	01/Jan/2015	0.8000000	0.8200000	0.8400000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	01/Feb/2015	0.9000000	0.9200000	0.9400000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	01/Mar/2015	0.7000000	0.7200000	0.7400000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	22/Oct/2015	0.7624470	0.7624470	0.7624470

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

The screenshot shows the 'EXCHANGE RATE REPORT' interface. At the top, there is a dark blue header with the title 'EXCHANGE RATE REPORT' and several utility icons: Save, Exit, Help, and Refresh. Below the header is a light gray area titled 'SELECTION CRITERIA'. This area contains several input fields: 'Bank', 'From Currency', 'To Currency', and 'Exchange Type', each with a dropdown arrow. Below these are 'From Date' and 'To Date' fields, each with a calendar icon. At the bottom left of the criteria section is a 'Sort By' section with two radio buttons: 'Currency' (selected) and 'Date'. A blue 'Print' button is located at the bottom right of the criteria section.

*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

**BANK RECONCILIATION** Table Mode Save Exit ? ? ? ? ? ? ? ?

**BANK ACCOUNT**

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

Bank Code:  Barclays Bank

Account Number:  Currency:   Closed

Enter Statement Date:  RV TEST2

**BANK**

Statement Balance:

Outstanding AR Deposits:

Outstanding AP Checks:

Outstanding PY Checks:

Miscellaneous Adjustments:

Adjusted Bank Balance:

**BOOK**

Cash Account Balance:

Unposted Adjustments:   Batch Number:

Adjusted Book Balance:

Prior Period Adj Variance:

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

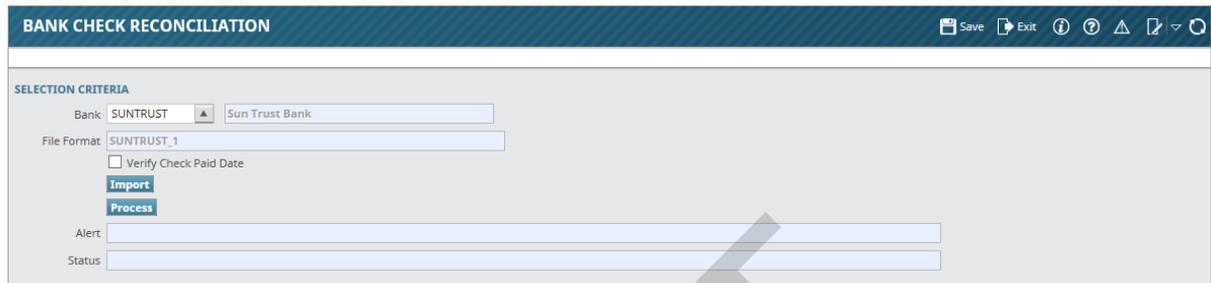
The Import function in the GL Bank Reconciliation program allows the GL administrator to import Electronic Bank Reconciliation files and statements for processing, overriding the manual entry of reconciling checks and receipts. Select the bank you are reconciling for and click the **[Import]** button 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.

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**NOTE:** The Bank Check Reconciliation screen is the same program that is launched from the **[Import]** button on the Bank Reconciliation screen.

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### Bank

Select the bank you are reconciling for using the LOV.

### File Format

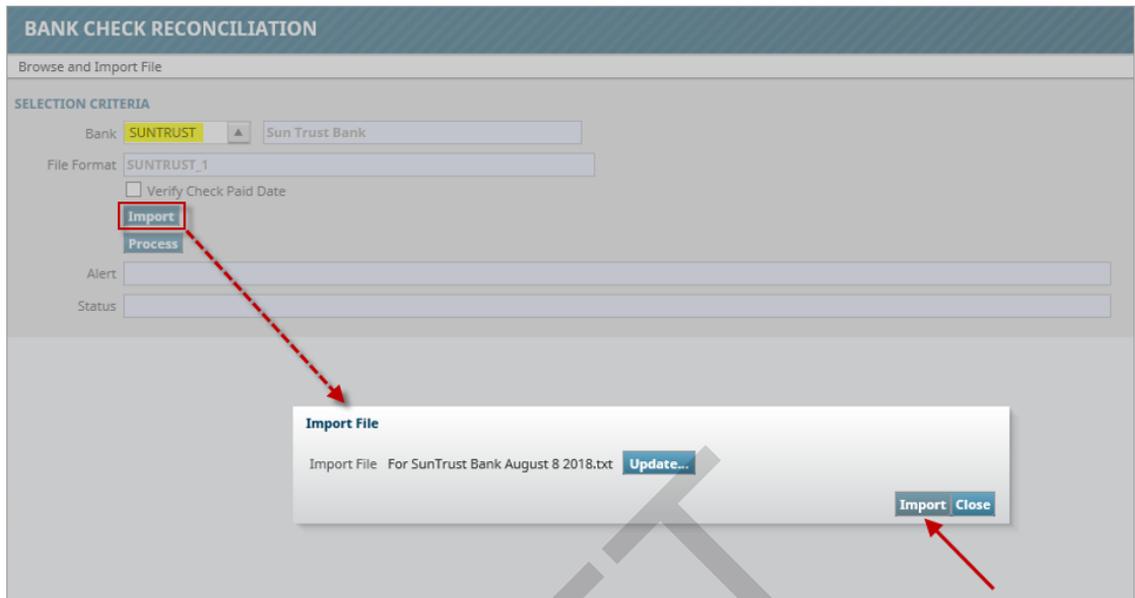
When a bank is selected, the Bank Check Reconciliation import file format for that bank will automatically default in the File Format field. Each bank has its own bank reconciliation import file format, which is specified on the Banks Maintenance screen (standard Treeview path: *System > Global Tables > 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.

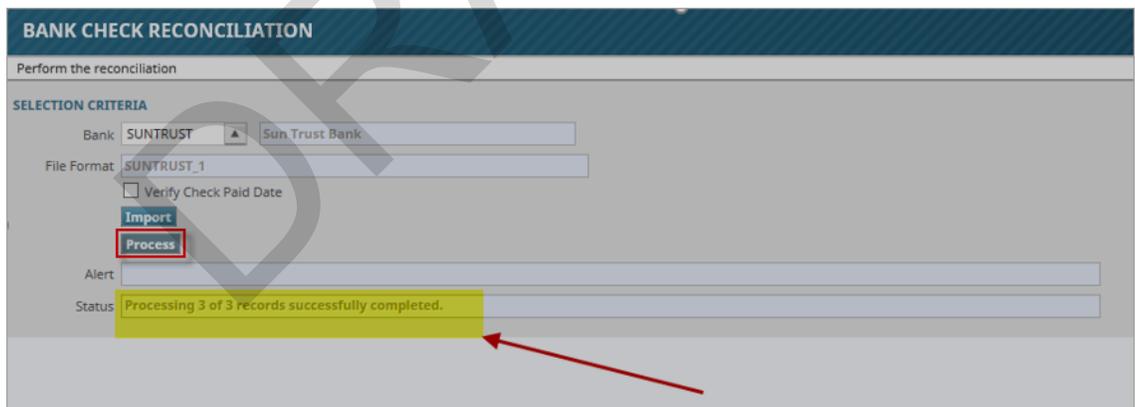
## [Import] – Button



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

GT BANK RECONCILIATION REPORT										
ELECTRONIC RECONCILIATION REPORT										
File Date	Bank Code	* Bank Name	Account Number	Report Id	Start Date	End Date	Debit Amt	Credit Amt	Debit Count	Credit Count
08/08/2018	SUNTRUST	Sun Trust Bank	1234560781	156	08/08/2018	08/08/2018				
08/08/2018	SUNTRUST	Sun Trust Bank	1234560781	157	08/08/2018	08/08/2018	1,148.85	0.00	1	0
08/08/2018	SUNTRUST	Sun Trust Bank	9754689754	158	08/08/2018	08/08/2018	4,674.00	0.00	1	0
08/08/2018	SUNTRUST	Sun Trust Bank	4443818444	163	08/08/2018	08/08/2018	2,131.99	0.00	1	0
08/08/2018	SUNTRUST	Sun Trust Bank	1234560781	160	08/08/2018	08/08/2018				
08/08/2018	SUNTRUST	Sun Trust Bank	1234560781	161	08/08/2018	08/08/2018	1,148.85	0.00	1	0
08/08/2018	SUNTRUST	Sun Trust Bank	9754689754	162	08/08/2018	08/08/2018	4,674.00	0.00	1	0
08/08/2018	SUNTRUST	Sun Trust Bank	4443818444	159	08/08/2018	08/08/2018	2,131.99	0.00	1	0

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.

BANKING - ELECTRONIC BANK RECONCILIATION REPORT								Page: 1 of 1
								Date: Aug 21, 2018
								Time: 11:46 AM EDT
Rec.Seq Number	Table Code	Trans Code	Check Number	Amount	Issue Date	Paid Date	Error	
2	AP		1	2,131.99		Aug 02, 2018	null	
Total Records :			1	Total Amt :		2,131.99		

Example of an Electronic Bank Reconciliation Report (BA1000)

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