



Construction Industry Solutions from Pegasus



Pegasus CIS (4.00) Release Guide



Pegasus CIS – v4.00 Release Guide

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CONTENTS

CONTENTS	3
OVERVIEW	9
SCOPE.....	9
MAJOR NEW FEATURES & ENHANCEMENTS.....	9
FUNCTIONAL IMPROVEMENTS.....	9
SYSTEM ENHANCEMENTS	9
ENHANCEMENTS WHICH HAVE AN IMPACT ON EXISTING REPORTS	9
GENERAL MAINTENANCE	9
RELEASE HISTORY	9
SUMMARY OF MAJOR ENHANCEMENTS	10
SALES PHASES	10
<i>Templates</i>	11
<i>Types</i>	11
<i>Numbering</i>	12
<i>Analysis</i>	12
<i>Order Values</i>	13
<i>Sales Budgets</i>	13
<i>Bill of Requirements</i>	14
<i>Status</i>	14
<i>Data Entry</i>	14
INTERNAL PLANT HIRE.....	16
<i>Asset Categories</i>	16
<i>Job Asset Categories</i>	17
<i>Assets</i>	17
<i>Plant Jobs</i>	18
<i>Plant Contracts</i>	18
<i>On/Off Hire & Transfers</i>	20
<i>Shift Patterns</i>	21
<i>Plant Timesheets</i>	22
<i>Timesheet Generation</i>	23
<i>Plant Timesheet Postings</i>	25
<i>Charge Types</i>	26
COST RECHARGING.....	28
<i>Cost Heading Recharge Costs</i>	29
<i>Job Cost Heading Recharge Costs</i>	29
<i>Recharge Codes</i>	29
<i>Calculating Recharge Costs</i>	31
<i>Generating Recharge Invoices</i>	32
<i>Recharge Accruals</i>	34

<i>Fixed Price Recharge Accruals</i>	36
<i>Foreign Recharge Accruals</i>	37
PARTIAL SUBCONTRACTOR PAYMENTS	38
CONSOLIDATED CONTRACT APPLICATIONS & CERTIFICATES.....	40
<i>Consolidated Applications</i>	40
<i>Consolidated Certificates</i>	43
FORECASTING	45
EMAIL TEMPLATES & MESSAGES.....	46
<i>Email Settings</i>	46
<i>Document Types</i>	47
<i>Email Templates</i>	48
<i>HTML Templates</i>	50
<i>Email Messages</i>	50
<i>Elite Messaging Service</i>	51
SUBCONTRACTOR MESSAGING	52
<i>Subcontractor Payment Certificate</i>	52
<i>Subcontractor Statements</i>	53
<i>Subcontractor Payment SMS Notifications</i>	53
ORDER AUTHORISATION HIERARCHIES	54
<i>Authorisation Groups</i>	54
<i>Authorisation Notifications</i>	56
<i>Expenditure Types</i>	60
PURCHASE ORDER APPROVAL & EMAILING	62
<i>Order Approval</i>	63
<i>Orders Requiring Authorisation</i>	65
<i>Order Revisions</i>	66
SUBCONTRACTOR ORDER APPROVAL.....	67
<i>Orders Requiring Authorisation</i>	68
<i>Order Revisions</i>	69
ELECTRONIC DATA INTERCHANGE (EDI).....	70
<i>Standards</i>	70
<i>VAT Codes</i>	70
<i>Units of Measure</i>	71
<i>Exporting Purchase Orders</i>	71
<i>Importing Purchase Invoices</i>	72
INTERNAL CUSTOMERS & SUBCONTRACTORS	75
<i>Internal Customers</i>	75
<i>Internal Subcontractors</i>	76
SEPARATED INTERNAL VALUATIONS	77
SUBCONTRACTOR BUREAU	78
SUBCONTRACTOR LOAN REPAYMENTS	80

BILL OF MATERIALS	82
<i>Assemblies</i>	82
<i>Receive Finished Goods</i>	82
<i>Stock Issues</i>	86
PRICE BOOK DISCOUNTS	87
<i>Price Book Order Level Discounts</i>	87
<i>Price Book Group Discounts</i>	89
ELITE IMPORTER SERVICE	91
ENHANCEMENTS BY MODULE.....	95
JOBS MODULE ENHANCEMENTS	95
<i>Bulk Change Status</i>	95
<i>New Fields Added to Jobs Table</i>	95
<i>Mandatory Job Fields</i>	96
<i>Increase Size of Overhead Recovery Codes</i>	97
<i>Project Default Settings</i>	97
<i>Additional References on Job Cost Opening Balances</i>	97
<i>Job Recalculate Enhancements</i>	98
<i>Job Transactions Table</i>	98
<i>Pre-Filtered Cost Transactions</i>	99
<i>Internal Invoice Nominal Reference</i>	99
<i>Import Routine Enhancements</i>	99
<i>Work in Progress Enhancements</i>	100
<i>Sales Transaction Enquiries</i>	100
<i>Increase Journal & Adjustment Reference Length</i>	100
<i>Default VAT Code</i>	100
<i>Job Item Enhancements</i>	101
<i>Job Maintenance Enhancements</i>	101
<i>Job Document File System Synchronisation</i>	101
SALES MODULE ENHANCEMENTS	103
<i>Limit to Price Book Stock</i>	103
<i>Cumulative Price Book Discount/Markup</i>	103
<i>Stock on Contract Sales Transactions</i>	103
<i>Contract Certificate Validation</i>	104
<i>Customer Analysis Codes</i>	104
<i>Import Routine Enhancements</i>	104
<i>Sales Transaction Enhancements</i>	104
<i>On Hold Sales Invoices</i>	105
<i>Contract Application / Certificate Allocation Enhancements</i>	106
<i>Contract Sales Valuation Types</i>	106
<i>Convert Contract Applications into Contract Certificates</i>	107
<i>Processing Enhancements</i>	107

<i>Contract Receipt Enhancements</i>	109
<i>Sales Invoice Generation Enhancements</i>	110
<i>Job Item Tagging List Added to Sales Invoices - SOP Jobs</i>	111
<i>Report Layout Enhancements</i>	111
<i>Internal Valuation Nominal Accounts</i>	111
PURCHASING MODULE ENHANCEMENTS	113
<i>Supplier Analysis Codes</i>	113
<i>Default Purchase Order Units</i>	113
<i>New Purchase Invoice Fields</i>	113
<i>Goods Returned Adjustments</i>	113
<i>Supplier Bank Details</i>	114
<i>Purchase Order Bill of Requirements Tagging</i>	114
<i>Import Routine Enhancements</i>	115
<i>Purchase Order Layout Enhancements</i>	116
<i>Purchase Invoice Document Link</i>	116
<i>External Plant Hire Enhancements</i>	117
<i>Purchase Order Item Type Validation</i>	120
<i>Purchase Order Enquiry Enhancements</i>	121
<i>Purchase Invoice/Credit Note Conversion</i>	121
<i>Staff Default Purchase Order Item Type</i>	122
<i>General Purchase Order Enhancements</i>	122
BILL OF REQUIREMENTS ENHANCEMENTS.....	123
<i>Link Job Items to Bill of Requirements</i>	123
<i>Add Date Created and Date Modified to Bill of Requirements</i>	123
<i>Import Routine Enhancements</i>	123
LABOUR ENHANCEMENTS	124
<i>Nominal Configuration Enhancements</i>	124
<i>New Fields Added to Employees Screen</i>	124
<i>Convert Salary into Hourly Rate</i>	125
<i>Merge Payroll Synchronisation Routines</i>	127
SUBCONTRACTORS MODULE ENHANCEMENTS	128
<i>Processing Enhancements</i>	128
<i>On Hold Certificates/Invoices</i>	131
<i>Reporting Enhancements</i>	132
<i>Nominal Configuration Enhancements</i>	133
<i>BACS File Generation</i>	133
<i>Import Enhancements</i>	134
<i>Default Subcontractor Payment Query Flag</i>	135
<i>CIS Online Verification & Monthly Return Enhancements</i>	135
<i>Subcontractor Order Analysis Codes and Warranty Period</i>	135
<i>Default Payment Method</i>	136

<i>Subcontractor Timesheets Labour Rate / Labour Value</i>	136
<i>Default Labour Rate on Subcontractor Orders</i>	136
<i>Professional Indemnity Insurance</i>	137
STOCK MODULE ENHANCEMENTS	138
<i>Default Stock Returns Warehouse Location</i>	138
<i>Supplier Stock Enquiry</i>	138
<i>New Stock Reports</i>	138
SITE REQUISITIONS ENHANCEMENTS.....	139
<i>New Site Requisition Reports</i>	139
<i>Delivery of Purchases for Jobs via Site Requisitions</i>	139
<i>Additional Reference Fields Added To Site Requisitions</i>	140
<i>Delivery Address</i>	140
<i>Deliveries to Suspended Customers</i>	140
SYSTEM ENHANCEMENTS	141
SYSTEM INTEGRATION ENHANCEMENTS	141
<i>Pegasus XRL</i>	141
<i>Support for Sage 200</i>	141
<i>Support for Sage Payroll</i>	141
<i>Sage Micropay</i>	141
<i>JobFlow Integration</i>	141
<i>RedSky Summit Integration</i>	141
<i>Access SelectPay Payroll Integration</i>	142
<i>Nominal Ledger Posting Reference Prefix</i>	142
<i>Sage MMS/200 Cash Book BIC Number Integration</i>	143
<i>Back Office Ledger Synchronisation Performance</i>	143
<i>Sage 50 Transaction References</i>	143
<i>Purchase Invoice Narrative</i>	143
<i>Single User Back Office Posting Routines</i>	143
<i>Automatic Back Office Customer Creation</i>	143
<i>Microsoft Excel File Formats</i>	144
<i>Importing Multiple Line Memo/Notes Fields</i>	144
NEW IMPORT ROUTINES	144
FRAMEWORK ENHANCEMENTS	145
<i>Automatic Compact & Repair of Microsoft Access Databases</i>	145
<i>Resizable Reports Dialog</i>	145
<i>Multiple Lookup Search Criteria</i>	145
<i>Company Name on List View Prints</i>	146
<i>Administrator Program Enhancements</i>	146
<i>Dynamic Crystal Report Lookup Expressions</i>	148
<i>Improved Connection Handling</i>	149
<i>Messages & Warnings Sort Order</i>	149

256-bit Password Encryption	149
GENERAL ENHANCEMENTS	151
Document Types Filters.....	151
Pre-Filtered System Logs	151
Prompt to Update All Ledger Pending Postings	152
Hidden Passwords.....	152
Increase Size of Name and Address Fields	152
Increase Size of Nominal Descriptions.....	152
Nominal Lookup Performance	153
Cost Period Analysis.....	153
Rounding Calculations.....	153
Staff Import Routine Enhancements.....	153
Settlement Discount / Prompt Payment Discount (PPD).....	153
Searching on Cost Heading and Nominal Descriptions	153
GENERAL MAINTENANCE RELEASE HISTORY	154
PEGASUS CIS v3.00.01	154
PEGASUS CIS v3.00.10	155
PEGASUS CIS v3.00.12	155
PEGASUS CIS v3.00.13	156
PEGASUS CIS v3.00.14	156
PEGASUS CIS v3.00.20	156
PEGASUS CIS v3.00.21	156
PEGASUS CIS v3.00.22	156
PEGASUS CIS v3.00.23	157
PEGASUS CIS v3.00.30	157
PEGASUS CIS v3.00.31	157
PEGASUS CIS v3.00.32	157
PEGASUS CIS v3.00.33	158
PEGASUS CIS v3.00.40	158
PEGASUS CIS v3.00.41	158
PEGASUS CIS v3.00.42	158
PEGASUS CIS v3.00.43	159
PEGASUS CIS v3.00.50	159
PEGASUS CIS v3.00.51	159

Overview

Scope

Pegasus CIS v4.00 includes:

Major New Features & Enhancements

All major new features and enhancements are described in detail in this document. Useful information for Channel Partners regarding upgrades issues is also included.

Functional Improvements

All modules enhanced as a result of user feedback. These enhancements are all described on a "per module" basis.

System Enhancements

Several "system-wide" enhancements have been introduced including new import routines and updated integration capabilities. Greater flexibility for individual user control has also been introduced in several key data processing areas. These are described in a separate section.

Enhancements which have an impact on Existing Reports

Both the Subcontractor Payment Certificate and Subcontractor Authenticated VAT Receipt need to be updated to handle partial Subcontractor payment. For more detailed information on this please see the 'Partial Subcontractor Payments' section.

General Maintenance

Details of all Maintenance Releases to date (including this release) are given at the end of this document.

Release History

Pegasus CIS v2.01.00	First Release, August 2005
Pegasus CIS v2.02.00	First Major Upgrade, May 2006
Pegasus CIS v2.03.00	Second Major Upgrade, February 2007
Pegasus CIS v2.04.00	Third Major Upgrade, February 2008
Pegasus CIS v3.00.00	Fourth Major Upgrade, May 2010

Summary of Major Enhancements

Sales Phases

Since v2.04 Pegasus CIS has supported a two tier Job hierarchy, with each Job being able to have one or more 'Phases' defined against it. This allowed each Job to be broken down into multiple Job-specific sections that budgets could be recorded against and costs posted to, thereby offering a far greater ability to breakdown and analyse all costs posted to each Job. The key limitation of Phases was that it applied only to costs and therefore did not allow a breakdown of sales against each Job.

Pegasus CIS v4.00 has been expanded to support a three tier hierarchy. The existing 'Phases' tier has been renamed 'Cost Phases' and a new 'Sales Phases' tier has been introduced between the Job and Cost Phases. Each Job can now have one or more Sales Phases and each Sales Phase can have one or more Cost Phases.

As the name implies, Sales Phases allow each Job to be split into separate entities where sales budgets and order values (including those at Job Item level) can be entered, all sales transactions (e.g. invoices, applications, certificates and receipts, etc.) can be posted and a summary of all costs relating to that Sales Phase are visible. This effectively replicates most of the monetary values already visible on the Job, essentially turning the Sales Phase into a 'Sub-Job'. Another way of looking at Sales Phases it to think of them as 'Sales Orders', where each new Sales Phase represents an additional order placed by a Customer over and above the original quoted work.

Other potential uses for Sales Phases include:

- Recording variations where the value of the work needs to be invoiced separately to the main contract
- Splitting a housing development into individual plots, with each Sales Phase being linked to a different customer

When upgrading from a previous version Sales Phases will be turned off by default. However, just like with Cost Phases, a Sales Phase is required for each Job before anything can be posted to it so a default Sales Phase with number 'P0001' will be created on upgrade.

To turn on Sales Phases for all Jobs go to 'Jobs -> Job Setup -> Job Settings' and on the 'Phases' tab is a new 'Use Sales Phases' flag that can be set to 'Yes'.

Use Cost Phases:	No	Use Sales Phases:	No	Synchronise Cost And Sales Phases:	No
Default Cost Phase Status:	OPEN	Current Phase			
Default Cost Phase Type:	STD	Standard Phase			
Default Cost Phase Template:	STD	Standard Single Phase Job			
Default Sales Phase Status:	OPEN	Current Job			
Default Sales Phase Type:	STD	Standard Phase			
Default Sales Phase Template:	STD	Standard Single Phase Job			
Cost Phase Template when Cost Phases Not In Use:	STD				
Sales Phase Template when Sales Phases Not In Use:	STD				
Cost Phase Type when Synchronising Cost and Sales Phases:	STD				

The other new setting that controls how phases work is the 'Synchronise Cost and Sales Phases' flag. With this set to 'Yes', when a new Sales Phase is created the system will automatically create

a corresponding Cost Phase with the same Phase Number and Description, using the Cost Phase Type specified in the 'Cost Phase Type when Synchronising Cost and Sales Phases' setting. When synchronising Cost and Sales Phases the system does not make use of Cost Phase Templates. With this set to 'No', when a new Sales Phase is added the system will prompt for the user to select which Cost Phase Template to apply, defaulting to the 'Default Cost Phase Template' setting. This is the equivalent to creating a Job in previous versions when Cost Phases were turned on.

All three of these settings ('Use Cost Phases', 'Use Sales Phases' and 'Synchronise Cost and Sales Phases') can be overridden on a per Job basis, using the fields available on the 'Settings' tab.

Use Cost Phases on this Job: Y ... Y

Use Sales Phases on this Job: Y ... Y

Synchronise Cost And Sales Phases: D ... N

Each setting will be set to 'D' for Default when the Job is created, with the system default settings displayed to the right, but can be changed to suit the configuration requirements of each individual Job.

Templates

Sales Phase Templates are defined in 'Jobs -> Job Setup -> Sales Phases -> Sales Phase Templates' and allow a job to be created using a pre-defined structure. If your Job does not need to be split up into multiple Sales Phases and all you need is the one Sales Phase in order to post transactions to it you can create a 'Default' template that has just the one Sales Phase defined. If you want to individually control each of the Sales Phases that get added to a Job you can create a 'None' template with no Sales Phases defined. Alternatively, you can setup templates with multiple Sales Phases to represent the standard stages of your Jobs.

When a Job is created from a Sales Phase Template and 'Synchronise Cost and Sales Phases' is set to 'No', the Cost Phases created depend on the active Cost Phase Template. Each Sales Phase defined on a Sales Phase Template can have a 'Cost Phase Template' specified, allowing a specific Cost Phase Template to be used when creating each Sales Phase:

Sales Phase Type: ...

Sales Phase Number:

Description:

Default Cost Phase Type: ...

Cost Phase Template: ...

If no Cost Phase Template is specified on the Sales Phase Template the system will pick up the 'Default Cost Phase Template' specified in 'Job Settings'.

Types

The 'Default Cost Phase Type' field on the Sales Phase Template is used to populate the resulting Sales Phase with the specified Cost Phase Type. This field (located on the 'Analysis' tab) is then used as the default for all manually created Cost Phases linked to this Sales Phase.

The Job can also be setup with a Default Cost Phase Type (specified on the 'Settings' tab) and this will be used if no override is specified at the Sales Phase level. The 'Default Sales Phase Type' used when manually creating new Sales Phases is also located here:

Default Sales Phase Type: ...

Default Cost Phase Type: ...

If none of these settings are specified, then the default Cost & Sales Phase Types in 'Job Settings' are used.

Numbering

Just like with Cost Phases, automatic Sales Phase numbering is controlled at the Sales Phase Type level. Sales Phase Types are defined in 'Jobs -> Job Setup -> Sales Phases -> Sales Phase Types' and by default there are two: 'STD' for standard phases and 'VAR' for variations but these can be expanded / removed (as long as they are not in use) to suit.

In order to allow additional configuration capabilities, especially when both Cost and Sales Phases are in use, several new settings have been added:

Sales Phase Type: Description:

Auto Increment Type:

Include Job Number In Prefix: Sales Phase Number Prefix:
Sales Phase Number Zeros:

Job Cost Phase Template:

Instead of a simple 'Auto Increment Phase Number' Yes/No flag, this has been changed to an 'Auto Increment Type' that can be set to the following:

- N: No auto increment – all other settings are ignored.
- V: Increment as a numeric value – this determines the last number entered in the sequence by locating existing phase numbers in the pattern defined by the 'Prefix' and 'Zeros' fields and adds one to the numeric part, e.g. P0001 -> P0002 -> P0003, etc. The number of zeros determines the width of the resulting number padded with leading zeros to that width, i.e. 3 zeros would generate numbers 001, 002, 003, etc. and 5 zeros would generate numbers 00001, 00002, 00003, etc.
- T: Increment as a text suffix – this determines the last number entered in the sequence by locating existing phase numbers in the pattern defined by the 'Prefix' and 'Zeros' fields and increments the last alphanumeric digit to the next letter in the alphabet, e.g. A -> B -> C, AA -> AB -> AC, etc. When the letter 'Z' is reached the digit will start back at 'A' but will also increment the next digit to the left too (assuming the length has been set appropriately), e.g. AZ -> BA -> BB, HSZ -> HTA -> HTB, etc. The length of the text suffix is determined by the 'Zeros' field, where 1 zero would generate a sequence of A, B, C, etc. 2 zeros would generate a sequence of AA, AB, AC, etc. and 5 zeros would generate a sequence of AAAAA, AAAAB, AAAAC, etc.

The other setting is the 'Include Job Number In Prefix' setting, where whatever has been setup in the 'Prefix' field (if anything) also includes the Job Number. This allows Sales Phase Numbers along the lines of ABC1234-P001, ABC1234-P002, ABC1234-P003, etc. or ABC1234A, ABC1234B, ABC1234C, etc. where ABC123 is the Job Number. The maximum length of the Sales Phase Number is 15 characters so the system will ensure that the configuration cannot be setup to exceed this, e.g. if the Job Number (which could be up to 10 characters) is being included in the number and there is a prefix of '-P' (i.e. 2 characters) then the maximum number of zeros would be 3.

Analysis

All of the analysis options that were previously available for the Job are now also available split out per Sales Phase. This allows cost and sales transactions, Cost Phases, Job Headings, Periods, Purchase Order Items, etc. to be analysed specifically for each individual Sales Phase.

For those previously recording a 'Sales Reserve' at the 'Job Periods' level for reporting purposes, these are now entered at the 'Sales Phase Periods' level and summed to a total for the overall Job Period.

Order Values

Order values are now entered at the Sales Phase level instead of on the Job. This allows multiple order values to be entered and rolled up to an overall total on the Job. Order values are entered on the 'Sales' tab in the same way as they were when entered against the Job in previous versions:

Order Totals:-

Order Value:	10,000.00
Order Item Total:	0.00
Order Total:	10,000.00

For those looking to break the order value down into multiple items, this can still be done using 'Job Items' but they are now entered against a specific Sales Phase.

Job Number:	09731	ROTHESAY FERRY TERMINAL
Sales Phase:	P0002	... Sales Phase 2
Item Number:	1	Status: OPEN

Each Sales Phase has its own independent Item Number sequence starting at 1. Each Job Item entered sums to the 'Order Item Total' on the Sales Phase as well as to an overall total on the Job.

In addition to accessing these order items using the 'Items -> Job Items' option they can also be accessed from individual Sales Phase screens using the 'Items -> Sales Phase Items' option. When accessed in this way only the items for the currently selected Sales Phase will be displayed.

Sales Budgets

Sales Budgets are now entered at the 'Sales Phase Heading' level instead of at the 'Job Headings' level. At this level Job Headings are replicated for each Sales Phase entered on the Job. For Jobs with just one Sales Phase these lists will be the same but sales budgets can only be entered using the Sales Phase Heading screens:

Sales Budgets:-

Budget Sales:	200,000.00
Original Budget Sales:	0.00
Budget Revised On:	...

Sales Budget Estimates:-

Percentage Complete Sales:	0.00%
Estimated Total Sales:	200,000.00
Budget Variance:	0.00
Still to Invoice:	7,061.25

The 'Sales Budget Estimates' values are therefore also calculated at this level and then totalled along with the Budget Sales values on the Job Heading (the total for each Revenue Heading across all Sales Phases), the Sales Phase (the total of all Revenue Headings for each Sales Phase) and for the Job (the overall total).

In addition to accessing Sales Phase Headings using the 'Items -> Sales Phase Headings' option they can also be accessed from individual Sales Phase screens. When accessed in this way only the Sales Phase Headings for the currently selected Sales Phase will be displayed.

Bill of Requirements

Bill of Requirements are now allocated to individual Sales Phases. This allows separate material requirements to be entered per Sales Phase, but will also mean that if more than one Sales Phase requires the same items they will have to be entered as two separate requirements instead of one overall total.

In addition to accessing the Bill of Requirements using the 'Items -> Purchasing -> Bill of Requirements' option they can also be accessed from individual Sales Phase screens using the 'Items -> Bill of Requirements' option. When accessed in this way only the requirements for the currently selected Sales Phase will be displayed.

Status

Just like with Jobs, Sales Phases have a user definable statuses that control whether a particular Sales Phase is 'Open' or 'Closed'. These statuses are defined in 'Jobs -> Job Setup -> Sales Phases -> Sales Phase Status' and are also used to control whether postings to that status are allowed via the 'Allow Postings' setting.

The Sales Invoice Generation settings from the Job Status screen have been moved to the Sales Phase Status screen. Now, instead of changing the status on the Job to allow the outstanding Job Items to be picked up when running the 'Generate Sales Invoices (SOP Jobs)' routine, the status on the Sales Phase should be changed.

To help control the status of the Job, two settings have been added to the Sales Phase Status screen. When the status of a Sales Phase is changed the system performs the following checks using these settings:

- When all the Sales Phases for a Job are set to the same status, the Job can be set to a specific status. This allows, for example, the Job to be closed when the last Sales Phase is closed.
- Otherwise, if the new Sales Phase status is open (i.e. the 'Closed Status' flag is set to 'No') and all the other open Sales Phases for a Job are set to that same status, the Job can be set to a specific status. This allows the Job to be re-opened when a Sales Phase is re-opened.

The Job Status screen has also been updated with a setting to allow the status of all a Job's Sales Phases to be set. When a Job is set to a status, the system will first try to set the status of all its Sales Phases. If this is unsuccessful the status of the Job will not be changed:

First set the status of all related Sales Phases to:

This allows all Sales Phases for a Job to be closed when a Job is closed.

Data Entry

All sales transaction posting routines (e.g. Sales Invoices, Contract Applications, Contract Certificates, Direct Sales, Sales Journals, etc.) have been updated to allow a Sales Phase to be

Sales Phase Status: Sort Order:
Description:
Closed Status:
Allow Postings:
Allow WIP Postings:

Include In Sales Invoice Generation:
- Sales Phase Status After Invoice Generation:

Trigger Recharge Costs Calculation:
Trigger Work in Progress to Cost of Sales Tagging:
Allow Change To This Status When Committed Costs Exist:

When all Sales Phases for a Job are set to this status, set the status of that Job to:

When all open Sales Phases for a Job are set to this status, set the Status of that Job to:

selected. When 'Use Sales Phases' is set to 'yes' for a Job the 'Phase Number' lookup becomes unlocked and can be entered by the user:

Customer: AAS001 ... ARTHUR ANDERSON & SONS LTD

Job Number: 09731 ... ROTHESAY FERRY TERMINAL

Phase Number: [] ... []

Revenue Heading: Select Phase Number

Invoice Number: Sales Phase

Reference:	Sales Phase Description	Order Number
P0001	Sales Phase 1	
P0002	Sales Phase 2	

Narrative: []

Description: [OK] [Cancel] [Refresh]

When 'Use Sales Phases' is set to 'No' the 'Phase Number' field becomes locked and the default Sales Phase will be automatically populated:

Job Number: 09775 ... LARBERT PRIMARY SCHOOL

Phase Number: P0001 ... Sales Phase 1

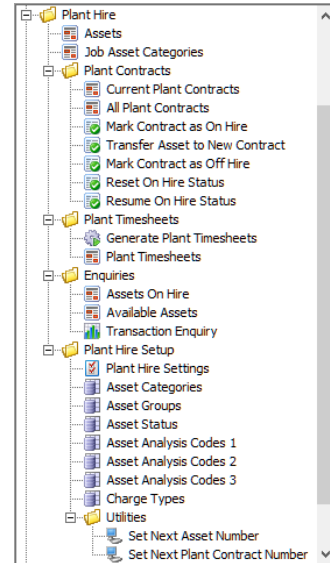
Revenue Heading: REVENUE ... Default Revenue Heading

Those companies who are not interested in using Sales Phases will therefore not be affected by the addition of the 'Phase Number' field when processing sales transactions.

Internal Plant Hire

A new Plant Hire module has been added to the system to help control the items of plant that a company own themselves and they want to recharge out to either their own Jobs or directly to Customers.

All the options for this new module can be found in a new 'Plant Hire' main menu folder. They should not be confused with the External Plant Hire options found in Purchasing; Internal Plant Hire is handled completely independently to External Plant.



Asset Categories

Internal Plant Hire is setup and controlled using assets. Asset Categories are used to represent the specific type of asset and it is these categories that define the rates used when charging out to Jobs or to Customers.

Examples of Asset Categories include: 14 Tonne Excavator, 25 Tonne Excavator, JCB, Small Van, Medium Van, Large Van, HGV, Generator, Grinder, Breaker, Wacker Plate, etc.

Asset Category:	<input type="text" value="14T"/>	Description:	<input type="text" value="14 Tonne"/>
Asset Group:	<input type="text" value="EXCAVATOR"/>	<input type="text" value="Excavators"/>	
Default Cost Heading:	<input type="text" value="4000"/>	<input type="text" value="Plant Hire"/>	
Default Shift Pattern:	<input type="text" value="5DAYWEEK"/>	<input type="text" value="5 Days per Week"/>	
Minimum Quantity:	<input type="text" value="0.00"/>	Allowed On Contracts:	<input checked="" type="checkbox"/> Yes

Asset Categories, can optionally be assigned to an Asset Group. This allows similar types of plant to be grouped together for reporting purposes, e.g. both the 14 Tonne and 25 Tonne Excavators can be assigned to an 'Excavator' group, etc.

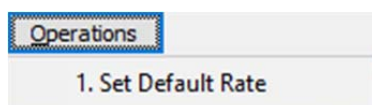
When hire costs are posted to a Job, the system will check the Asset Category for a default Cost Heading. This allows costs to be split based on the type of plant, however, if no Cost Heading is specified the system will look for a generic plant Cost Heading in 'Plant Hire Setup -> Plant Hire Settings'.

One or more rates can be setup against each Asset Category to match the time periods (or Units of measure) those items are allowed to be on hire for, e.g. hours, days & weeks. Two rates can be defined for each Unit:

Units:	<input type="text" value="WEEK"/>
Internal Rate:	<input type="text" value="450.00"/>
External Rate:	<input type="text" value="600.00"/>

- The 'Internal Rate' is used when posting costs to a Job
- The 'External Rate' is used when invoicing a Customer

The first rate added is automatically set as the 'Default Rate', however this can be changed using the 'Set Default Rate' operation.



Job Asset Categories

If a specific rate has been agreed for an individual Job, this can be setup using the 'Plant Hire -> Job Asset Categories' screen:

Job Number:	<input type="text" value="09731"/>	...	<input type="text" value="ROTHESAY FERRY TERMINAL"/>
Asset Category:	<input type="text" value="14T"/>	...	<input type="text" value="14 Tonne"/>

This allows a set of rates to be assigned to each Asset Category used on a Job. After an Asset Category has been linked to a Job, rates can be defined by clicking the 'Rates' button:

Units:	<input type="text" value="HOUR"/>	...	<input type="text" value="Hour"/>
			Default Rate
Rate:	<input type="text" value="20.00"/>		

This is the equivalent to the rates setup on the Asset Category with the exception that there is no need for an 'External Rate' as the resulting postings will all be to a Job. A rate can be set for each of the potential hire units, with the first rate added becoming the default. The default rate can be changed using the 'Set Default Rate' operation.

Assets

Individual items of plant are setup as Assets on the system and allocated to Asset Categories. One Asset should be created for each item of plant owned. For example, if the company owns five 14 Tonne Excavators the system should be setup with 5 Assets each allocated to the '14 Tonne Excavator' Asset Category:

Asset Category:	<input type="text" value="14T"/>	...	<input type="text" value="14 Tonne"/>
Asset Number:	<input type="text" value="SN00002"/>	Registration Number:	<input type="text" value="SL54 XYZ"/>
Description:	<input type="text" value="14 Tonne Excavator 2"/>		
Asset Value:	<input type="text" value="0.00"/>	Asset Status:	<input type="text" value="ACTIVE"/>
Externally Owned:	<input type="text" value="No"/>	Received On:	<input type="text"/>
		PO Number:	<input type="text" value="0"/>
Job Number:	<input type="text" value="PLANT"/>	...	<input type="text" value="Plant"/>
Phase Number:	<input type="text" value="SN00002"/>	...	<input type="text" value="14 Tonne Excavator 2"/>
Revenue Heading:	<input type="text" value="4000"/>	...	<input type="text" value="Plant Hire"/>
Analysis Code 1:	<input type="text"/>	...	<input type="text"/>
Analysis Code 2:	<input type="text"/>	...	<input type="text"/>
Analysis Code 3:	<input type="text"/>	...	<input type="text"/>

Each Asset requires a unique Asset Number. Asset Numbers can be assigned manually or generated automatically by the system. The 'Plant Hire Settings' screen has two options for controlling automatic numbering:

Auto Allocate Asset Numbers:	<input type="text" value="Yes"/>	Asset Numbers Prefix:	<input type="text" value="SN"/>
Auto Increment Asset Numbers:	<input type="text" value="No"/>	Asset Numbers Zeros:	<input type="text" value="5"/>
Allow Users To Change Auto Increment Asset Numbers:	<input type="text" value="No"/>		

- The 'Auto Allocate' option will generate the next number in a sequence and allocate it to the Asset when the record is saved. The resulting number will include any prefix entered and will be padded out to a fixed width using zero, e.g. SN00001, SN00002, etc.
- The 'Auto Increment' option will generate a number when a new Asset record is created and will be based on the last Asset Number with a matching prefix entered on the system. Users can optionally be allowed to change the generated number meaning that the next number generated by the system could be based on a manually manipulated number:

If automatic Asset numbering is turned off then a unique number must be entered manually. When dealing with vehicles, the vehicle's registration number could be used as the Asset Number. Alternatively, the registration number can be entered in a dedicated field.

There are also fields to store the description, purchase value, date purchased/received and the Purchase Order Number used to purchase the plant. The status of each Asset is controlled via the 'Plant Hire -> Plant Hire Setup -> Asset Status' user definable lookup table:

Asset Status: Description: Sort Order:

Inactive:

The status of each Asset is changed using the 'Change Asset Status' operation on the Assets screen. The Asset Status table has a flag that controls whether an Asset is 'Inactive' or not. Multiple statuses can therefore be created to show when an item is unavailable because it is faulty, being repaired or has been disposed of, etc.

Assets can also optionally be assigned to one of three analysis codes that can be setup using the 'Plant Hire -> Plant Hire Setup -> Asset Analysis Codes 1/2/3' options.

Plant Jobs

When Assets are charged out to a Job, the system posts the equivalent of an 'Internal Invoice', i.e. a cost transaction is posted to the Job that the Asset is being used on and an internal sales transaction is posted to a Job that represents that Asset. When a Customer hires an Asset, a standard sales invoice is raised resulting in an external sales transaction also posted to the Job representing that Asset.

This concept of a 'Plant Job' not only allows internal and external sales to be recorded, but also for costs related to an Asset to be posted to the same Job. By comparing running costs like fuel along with maintenance costs like servicing, MOT, tax, repairs, etc. to how much income the Asset is generating when it is charged out, it is possible to determine when an Asset is no longer cost effective and time to be sold.

To achieve this, each Asset is setup with a Job, Sales Phase and Revenue Heading that is used for all revenue postings for that Asset, both internal to a Job and external to a Customer. A new 'Plant Job' could be used to represent each Asset or, alternatively, a single 'Plant' Job could be used along with Sales Phases representing each Asset. This allows both the sales and costs for each Asset to be viewed independently but without cluttering up the list of Jobs with potentially hundreds of Assets.

Plant Contracts

There are two ways to control how Assets are charged out to Jobs and Customers: Plant Contracts are used to record requests for plant (from a Job or Customer) and the issuing of Assets in real time; and Plant Timesheets allow the time an Asset has been used to be posted retrospectively without the need for a pre-agreed contract.

Although it takes longer for Plant Contracts to be setup and maintained, they provide several benefits over retrospectively entering timesheets, including:

- The demand for types of plant (Asset Categories) can be reported on, potentially allowing the use of in demand Assets to be scheduled or to help determine if additional Assets need to be purchased or externally hired in.
- A pre-agreed rate can be setup against each contract.
- As specific Assets are assigned to each contract the system can report on the 'Assets On Hire' and 'Available Assets' as well as being able to show the physical location of each Asset.
- An Asset cannot be assigned to more than one contract at a time.
- As the date each Asset is put on hire is recorded, the system is able to determine how long each Asset has been on hire for and automatically calculate how much to charge for that period.
- The charge for each Asset can be continually calculated up until the Asset is marked as off hire and a final charge can be calculated.

Plant Contract Number: Contract Date: ... Status:

Asset Category: ... Description:

Revenue Type: ...

Job Number: ...

Phase Number: ...

Cost Heading: ...

Customer:

Shift Pattern: ...

Units: ... Rate: Exclude From Invoice Generation: ▾

(In Sterling)

Estimated Start Date: ... Estimated End Date: ...

Actual Start Date: Actual End Date: Generated Up To:

Plant Contracts requires a unique number. Plant Contract Numbers can be assigned manually or generated automatically by the system. The 'Plant Hire Settings' screen has two options for controlling automatic numbering:

Auto Allocate Plant Contract Numbers: ▾ Plant Contract Numbers Prefix:

Auto Increment Plant Contract Numbers: ▾ Plant Contract Numbers Zeros:

Allow Users To Change Auto Increment PC Numbers: ▾

- The 'Auto Allocate' option will generate the next number in a sequence and allocate it to the contract when the record is saved. The resulting number will include any prefix entered and will be padded out to a fixed width using zero, e.g. PC00000001, PC00000002, etc.
- The 'Auto Increment' option will generate a number when a new contract record is created and will be based on the last Plant Contract Number with a matching prefix entered on the system. Users can optionally be allowed to change the generated number meaning that the next number generated by the system could be based on a manually manipulated number:

If automatic Plant Contract numbering is turned off, a unique number must be entered manually.

Each Plant Contract specifies the category of Asset required, with the specific Asset being assigned later when the contract is marked as on hire. The contract also has to specify a

'Revenue Type', indicating whether it is 'Internal' and recharged to a Job, or 'External' and charged to a Customer. Depending on this, the Job/Phase/Cost Heading or Customer fields must be entered.

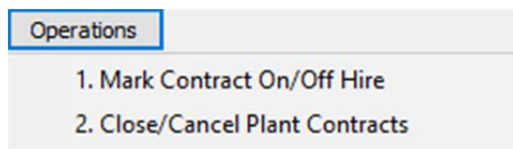
The 'Units' are automatically set to the default rate defined against the Asset Category, with either the 'Internal Rate' or 'External Rate' being returned based on what the 'Revenue Type' field has been set to. The units can be changed to whatever has been agreed for this contract but if that unit has not been defined on the Asset Category the rate will be returned as zero.

Depending on the value of the following flags in 'Plant Hire Settings', these rates may be locked and cannot be changed by the user:

Users Can Modify Internal Rates on Plant Contracts: Yes ▾
Users Can Modify External Rates on Plant Contracts: Yes ▾

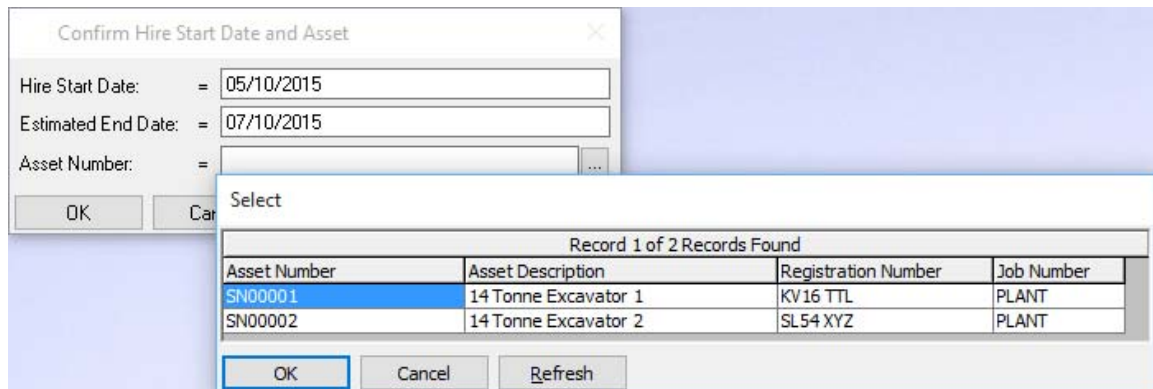
On/Off Hire & Transfers

Plant Contracts need to be marked as on hire before they start to incur costs. If the contract has just been entered, the user can use the 'Mark Contract On/Off Hire' operation to mark it as on hire.



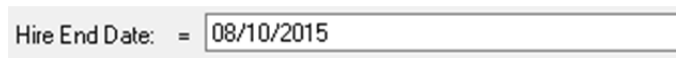
Alternatively, the 'Mark Contract as On Hire' tagging routine lists all Plant Contracts not currently on hire and can be used to mark Plant Contracts as on hire.

When a contract is tagged, or the 'Mark Contract On/Off Hire' operation is run, the system will prompt for the user to enter the date the hire started, the estimated end date and to confirm the actual Asset that will be hired. The Asset Number lookup will only show the Assets that are available for hire, i.e. the Assets not already hired out on another contract.



If a Plant Contract is wrongly marked as on hire, the 'Reset On Hire Status' tagging list can be used to reset the status of a contact from 'On Hire' back to 'Open'.

When the Asset is returned from the Job/Customer the 'Mark Contract as Off Hire' tagging routine can be used. The list shows all Plant Contracts currently on hire and when a contract is tagged the system will prompt for the date the hire ended.



If a Plant Contract is mistakenly marked as off hire, the 'Resume On Hire Status' tagging list can be used to reset the status of a contact from 'Off Hire' back to 'On Hire'.

Alternatively, if the Asset is to be moved to another contract the 'Transfer Asset to new Contract' tagging list can be used. This combines the on and off hire parameter screens, where the current contract end date, the start and estimated end date for the new hire along with the new contact number can be entered.

End Date of Current Contract:	=	<input type="text" value="08/10/2015"/>
New Contract Number:	=	<input type="text" value="PC00000003"/> ...
Start Date on New Contract:	=	<input type="text" value="09/10/2015"/>
Estimated End Date on New Contract:	=	<input type="text" value="16/10/2015"/>

Shift Patterns

The start and end dates used for on hire, off hire and transfer routines are important as it is these dates that are used to determine how long an Asset has been on hire for and therefore how much the Job/Customer should be charged.

For short hires charged in days it is fairly straight forward to calculate the number of days that should be charged by taking the difference between the start and end dates. However, as soon the hire period spans a weekend; days other than Monday to Friday are chargeable; or the rate is to be charged in hours or weeks it is not possible for the system to calculate the total chargeable quantity based on the start and end dates alone.

To allow the system to automatically make these calculations, the concept of a Shift Pattern has been introduced. Shift Patterns are defined in 'System Control -> System Tables' and allow the number of chargeable hours for each day of the week to be defined.

Shift Pattern:

Hours Monday:

Hours Tuesday:

Hours Wednesday:

Hours Thursday:

Hours Friday:

Hours Saturday:

Hours Sunday:

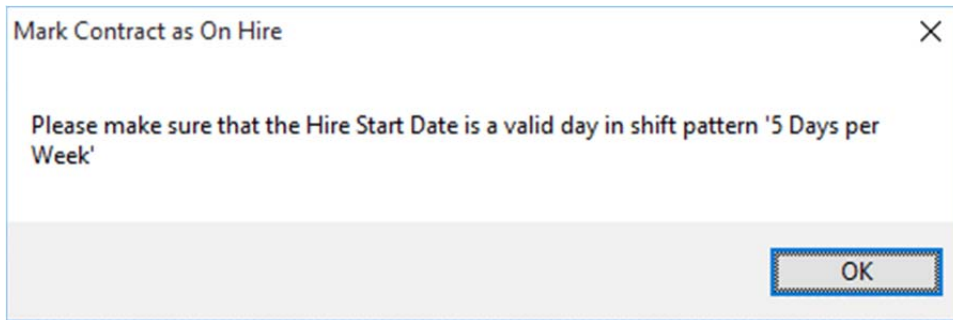
By converting the start and end date of a hire and all the days in between into specific days of the week, the total number of hours for each day in the hire period can be calculated. Alternatively, the start and end dates can be used to determine the number of full weeks in the hire period and the remaining days can be compared to the chargeable days in the shift pattern (i.e. those with a number of hours entered) to calculate a fraction for the remainder of the week.

For example, if an item was hired on a Thursday and returned on the Monday the hire period is 3 days or 0.6 of a 5-day week where weekends are not chargeable.

A system wide default Shift Pattern can be specified in 'Plant Hire -> Plant Hire Setup -> Plant Hire Settings'. Additionally, a default Shift Pattern can also be specified on each Asset Category, therefore allowing specific categories to be setup with different Shift Patterns. When a Plant Contract is created the Asset Category default used if one has been specified, otherwise the system wide default is picked up but can be changed to suit the contract.

Default Shift Pattern: ...

When entering in start and end dates only dates that correspond to valid days within the Shift Pattern can be entered or a warning message is received:



The system is also only capable of automatically calculating hire period quantities if the units are entered in hours, days or weeks; other units like months and years are not supported. To enforce this, the 'System Control -> System Tables -> Units' table has been updated with a new 'System Unit' field:

Units:	<input type="text" value="HOUR"/>	Description:	<input type="text" value="Hour"/>		
System Unit:	<input type="text" value="HUR"/> ...	Units per Pack:	<input type="text" value="1"/>	Decimal Places:	<input type="text" value="2"/>
		Symbol:	<input type="text" value="h"/>	Allow On Plant:	<input type="text" value="Yes"/> ▾
			Dimension 1	Dimension 2	Dimension 3
Dimensions:	<input type="text" value="1"/>	Dimension Descriptions:	<input type="text" value="Hours"/>	<input type="text"/>	<input type="text"/>

The 'System Unit' field is a system controlled lookup list containing a subset of the units of measure taken from UNECE/CEFACT Trade Facilitation Recommendation No.20. These units are primarily used to facilitate the Electronic Data Interchange (EDI) enhancements described elsewhere in this document but in this case the 'HUR' – Hour, 'DAY' – Day, 'WEE' – Week units are used by the system to determine which user defined units actually relate to hours, days and weeks. If the units being used are not mapped to one of these three system units, the automatic calculation of hire period based on date and Shift Pattern will not work.

On upgrade from a previous version the system will try to map these system units to existing user defined units but the allocated system unit can be changed at any time.

To help ensure that the correct units are used on plant hire items a new 'Allow On Plant' flag has been added to the 'Units' screen. This flag will be automatically set to 'Yes' for any unit set to one of the 'HUR', 'DAY' or 'WEE' System Units but any other unit (e.g. month or year) can also be set to be allowed on plant but these will not be able to make use of a Shift Pattern to automatically calculate the hire period.

Plant Timesheets

Plant Timesheets are used to post the actual hire charges to the Job/Customer and can either be entered manually or generated from Plant Contracts using the 'Plant Hire -> Plant Timesheets -> Generate Plant Timesheets' main menu routine.

Timesheet Date: ... Is Plant Contract Timesheet: ... Contract Number: ...

Asset Category: ... Asset Number: ...

Description:

Revenue Type: ...

Job Number: ...

Phase Number: ...

Cost Heading: ...

Customer:

Units: ...

(In Sterling)

Quantity:	<input type="text" value="24.00"/>	Rate:	<input type="text" value="24.00"/>	Value:	<input type="text" value="576.00"/>
		Charge Total:	<input type="text" value="0.00"/>	Timesheet Total:	<input type="text" value="576.00"/>

Manually entered Plant Timesheets have the option of linking back to a Plant Contract by setting the 'Is Plant Contract Timesheet' flag to 'Yes' and enter in a Contract Number. In this case the Asset Category, Revenue Type, Job, Phase, Cost Heading, Customer, Units and Rate are all brought back from the contract and only the actual Asset Number and the Quantity used need to be entered. Timesheets can be manually added against any active Plant Contract regardless of hire status and any Asset can be entered regardless of whether it is currently on hire (to this contract or another) or not.

If the timesheet does not relate to a Plant Contract, the user needs to select whether the timesheet is an internal recharge to a Job or being charged out to a Customer. The Units will be set to the default Units for the selected Asset Category along with the corresponding rate but these can be changed to one of the other rates setup against the category or to a custom rate if required.

Depending on the value of the following flags in 'Plant Hire Settings', these rates may be locked and cannot be changed by the user:

Users Can Modify Internal Rates on Plant Timesheets: ...

Users Can Modify External Rates on Plant Timesheets: ...

Timesheet Generation

If Plant Contracts are in use, the 'Generate Plant Timesheets' routine can be used to automatically create Plant Timesheets for all on hire or recently off hired Assets. When run, the user is presented with a parameter screen allowing the date to generate timesheets up to and the date to use on any resulting Plant Timesheets to be entered:

Generate Timesheets Up To Date:	=	<input type="text" value="09/10/2015"/>
Timesheet/Invoice Date:	=	<input type="text" value="09/10/2015"/>
Asset Category:	<input type="checkbox"/> = <input type="text"/>	<input type="text"/>
Asset Group:	<input type="checkbox"/> = <input type="text"/>	<input type="text"/>

This allows the generation routine to be run retrospectively, e.g. up to the end of the previous week, but potentially using a different date on the resulting transactions. The Asset Category and


Asset Group fields can be used to filter Plant Contracts that timesheets should be generated for. The system will also only generate timesheets for contracts whose units are based on the hours, days and weeks system unit types as otherwise it is not able to correctly identify the hire period.

The system picks up all Plant Contracts matching this criteria that have been marked as 'On Hire' or 'Off Hire' and checks to see when timesheets had last been generated for that contract. If the 'Generated Up To' field does not have a date then it looks at the 'Actual Start Date' to determine the starting date. The end date used is calculated as follows:

1. The end date will default to the 'Generate Timesheets Up To Date' entered on the parameter screen.
2. If the contract has been marked as 'Off Hire' and the 'Actual End Date' field is less than the generation date, it will be used.
3. Otherwise, if the contract has an 'Estimated End Date' and it is less than the generation date then it will be used.

Once we have an end date the system will calculate the hire period in the designated units using the Shift Pattern assigned to the contract. If this quantity is less than the 'Minimum Quantity' defined on the Asset Category, it will be updated to reflect this. A new Plant Timesheets batch will then be created along with a corresponding Plant Timesheet.


If the contract has been marked as off hire and timesheets have been generated up to its 'Actual End Date', the status of the Plant Contract will be changed from 'Off Hire' to 'Complete', therefore preventing it from being included when the 'Generate Plant Timesheets' routine is run in the future.

 **Plant Contract PC00000001 has been marked as complete and will be automatically closed when this Plant Timesheet Batch is posted**

When the resulting Plant Timesheets batch is posted, Plant Contracts marked as 'Complete' will have their status updated to 'Closed' once the remaining timesheets for that contract are posted. It is at this point the Plant Contract is removed from the 'Current Plant Contracts' view.


If timesheets are generated up to the 'Estimated End Date' of a Plant Contract, the system will inform the user that this date has been reached and that this contract will not be included when the 'Generate Plant Timesheets' routine is run in the future until such a time as either the contract is marked as off hire or the 'Estimated End Date' is updated to reflect the latest timescale projection:


 **Warnings**

1  **Plant Contract PC00000001 has reached its estimated end date of 07/10/2015 and will therefore not be included in further timesheet generations. Please either mark the contract as off hire or update the estimated end date to continue generating timesheets in the future.**

The resulting Plant Timesheet transactions will have their description updated to include the start and end date of the hire period so this information can be included on any resulting invoices. This description, along with the automatically calculated hire period / quantity can also be changed, just in case any adjustments need to be made.

If an automatically generated Plant Timesheet is modified or deleted, the system will not update the 'Generated Up To' field on the Plant Contract, instead the user will receive a warning telling them how to resolve the issue:

 **Warnings**

1  **Modifying this Plant Timesheet will not update the 'Generated Up To' date on the Plant Contract. In order to make sure the 'Generate Plant Timesheets' routine generates subsequent timesheets correctly, the 'Change Generated Up To Date' operation on the Current Plant Contracts screen should be run.**

If a timesheet has been generated in error and the 'Generated Up To' date needs to be corrected, this can be done using the 'Change Generated Up To Date' operation on the Plant Contracts screen that allows the date to be updated:

Change Generated Up To Date: =

Plant Timesheet Postings

When a Plant Timesheets batch is posted, any timesheet that has been recharged to a Job will be posted as an 'Internal Invoice'. This will result in a cost transaction being posted to the Job specified on the timesheet (i.e. the Job that the Asset is being used on) and an internal sales transaction being posted to the 'Plant Job' setup on the Asset.

However, any timesheet that has been charged to a Customer does not directly result in any transactions being posted when the Plant Timesheets batch is posted. Instead, a pending Sales Invoice is created for that Customer and the 'Plant Job' setup on the Asset directly in 'Sales -> Sales Invoicing -> Invoices -> Invoices - Multiple Jobs/NL'.

Sales Invoice

Demo Company

Adams Light Engineering Ltd
Close Road
Gosforth Industrial Park
Gosforth
Northumberland
NE5 1WR

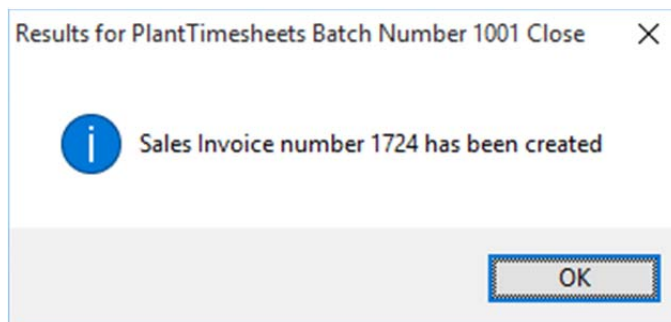
Invoice Number 1724
Invoice Date 09/10/2015
Customer Code ADA0001
Your VAT Number
Reference PC0000002
All Values in Sterling
Page Number 1

Job Number	Description	Unit Cost	Quantity	VAT Code	Total (GBP)
PLANT	Hire of 14 Tonne, 28/08/2015-09/10/2015	117.50	31.00	1	3,642.50
VAT Code	Goods	Rate	VAT	Total	
1	3,642.50	20.00%	728.50	4,371.00	
				Invoice Goods	3,642.50
				Invoice VAT	728.50
				Invoice Total	<u>4,371.00</u>

If there is more than one Plant Timesheet for a particular Customer the system will check the 'Sales Invoice Generation Consolidation Level' setting in 'Plant Hire -> Plant Hire Setup -> Plant Hire Settings'. Based on this it will either generate one invoice for each individual timesheet (the 'None' setting) or will consolidate all timesheets into one invoice for each Asset Category used.

* Sales Invoice Generation Consolidation Level: (N)one or Asset (C)ategory

Once the batch has finished posting it will report either the Sales Invoice Number or range of numbers if any were generated:



These invoices are then approved and posted as part of the normal Sales Invoicing routines.

Charge Types

In addition to standard time based charges, other monetary based charges can also be applied. Examples of additional charges include: delivery, collection, damage, fuel, spare parts, etc. and these are controlled via user defined codes setup in 'Plant Hire -> Plant Hire Setup -> Charge Types':

Charge Type:	<input type="text" value="DELIVERY"/>	Description:	<input type="text" value="Delivery Charge"/>
Charge Frequency:	<input type="text" value="F"/>	<input type="text" value="First Invoice Only"/>	
Cost Heading:	<input type="text" value="4001"/>	<input type="text" value="Transport"/>	
Revenue Heading:	<input type="text" value="REVENUE"/>	<input type="text" value="Default Revenue Heading"/>	
Units:	<input type="text" value="EACH"/>	<input type="text" value="Each"/>	

Charge Types are setup with both 'Cost Heading' and 'Revenue Heading' fields so that both sides of the resulting Internal Invoice can be posted appropriately.

Charges can be entered against both Plant Timesheets and Plant Contracts, therefore allowing ad-hoc charges to be applied as and when required but also for them to be included when running the 'Generate Plant Timesheets' routine. To control when a particular charge should be included, the 'Charge Frequency' field can be set to one of the following options:

- F – First Invoice Only: the first time the generation routine is run this charge will be added to the resulting Plant Timesheet.
- L – Last Invoice Only: the last time the generation routine needs to be run for this Plant Contract (i.e. when the contract is set to 'Off Hire' and the timesheets have been generated up to the 'Actual end Date') this charge will be added to the resulting Plant Timesheet.
- N – Next Invoice: the next time the generation routines are run for this Plant Contract regardless of when that is, this charge will be added to the resulting Plant Timesheet but will not be included on any subsequent ones.
- A – All Invoices: this charge will be added to the resulting Plant Timesheet every time the generation routines are run.

For example, this allows a delivery charge to be put on the first invoice, a collection charge to be put on the last invoice, damage charges to be put on the next invoice and a fuel charge to be included on all invoices.

Charges can be assigned to Plant Contracts using the 'Charges' button on the 'Plant Hire -> Plant Contracts -> Current Plant Contracts' screen and this can be done either when the contract is created (with pre-agreed delivery and collection charges, for example) or at any point thereafter (to assign additional charges as and when they become applicable, like damage).

The 'Charge Frequency' will be picked up from the 'Charge Type' but this can be changed to suit the scenario. The 'Charge Value' will then be added in full to the resulting invoice as per the 'Frequency' setting:

Charge Type:	<input type="text" value="COLLECTION"/>	Description:	<input type="text" value="Collection Charge"/>
Frequency:	<input type="text" value="L"/>	<input type="text" value="Last Invoice Only"/>	
Charge Value:	<input type="text" value="20.00"/>	(In Sterling)	

These charges are automatically added to each Plant Timesheet when the 'Generate Plant Timesheets' routine is run but can be viewed using the 'Charges' button on the Plant Timesheets

screen. Charges can be added, deleted and amended from here for both manually added timesheets and automatically generated ones, including the ability to change the description to make it more specific instead of leaving as the generic one defined on the Charge Types screen:

Charge Type: ... Description:

Charge Value: (In Sterling) Asset Number:

When the Plant Timesheets batch is posted each of the additional charges get posted in the same way as the actual timesheet, i.e. as cost and internal revenue transactions against a Job or as additional lines on the resulting Sales Invoice for Customers:

Job Number	Description	Unit Cost	Quantity	VAT Code	Total (GBP)
PLANT	Hire of JCB's, 28/09/2015-09/10/2015	71.50	10.00	1	715.00
PLANT	Delivery Charge	20.00	1	1	20.00
PLANT	Collection Charge	20.00	1	1	20.00

Cost Recharging

The system now has the ability to recharge costs incurred against a Job directly on to a Customer, allowing a 'time + materials' approach to invoicing. This can be done via either a simple markup percentage (e.g. for materials) or using a rate that gets multiplied by a quantity (e.g. for time spent on a Job charged at an hourly rate).

The system can also be setup to recharge costs internally to another Job, allowing subdivisions of a company to make a profit on Jobs they do for other areas of the business. For example, this could be used to setup a Job that represents an on premise Workshop, where labour and material costs are posted to cover repairs, servicing, MOT's, etc. for items of plant or vehicles owned by the company or their employees.

Sales Phases would be setup for each Job within the Workshop, potentially using a Workshop specific numbering sequence (via a new Sales Phase Type code) to uniquely identify them as a 'Workshop Job'. This would prevent lots of small Jobs cluttering up the main list of Jobs, but still allow costs and sales to be recorded and profitability reported on each individual 'Workshop Job' at the Sales Phase level.

When used in conjunction with the new 'Plant Hire' module, if each 'Plant Job' was setup to represent a specific item of plant, any work done on that asset by the Workshop could be recharged to the 'Plant Job'. This would allow detailed reporting across all items of plant, helping management to make decisions on the cost effectiveness of each asset.

If the Workshop is also open to the public, each 'Workshop Job' would be configured to be either internally recharged to another Job or externally recharged to a Customer. However, it is highly likely that the recharge percentages and rates used for the internal recharges would be at a significantly reduced rate to those used for external recharges, therefore necessitating the need for different recharge rates to be specified at the Sales Phase level.

In terms of defining recharge percentages and rates, there are three ways they can be setup:

1. On each Cost Heading
2. On specific Job Cost Headings
3. Using 'Recharge Codes'

However, before any costs can be recharged, the Job needs to be configured to indicate how they will be recharged. This is done via the 'Recharge Type' field on the 'Settings' tab:

Recharge Type:	EXTERNAL	...	Costs are recharged to the Customer
Recharge Code:	2015	...	2015 Rates

The 'Recharge Type' can be set to one of the following options:

- None – Costs are not recharged.
- External – Costs are recharged to the Customer.
- Internal – Costs are recharged internally to another Job.
- Fixed Price – Costs are calculated but not recharged to the Customer. This is for use with 'Recharge Accruals' which is described later in this document.

When a new Job is created the 'Recharge Type' code is set to the 'Default Recharge Type' setup on the 'Recharge Costs and Accruals' tab of the 'Jobs -> Job Setup -> Job Settings' screen. When existing datasets upgrade from a previous version or a new dataset is created, this will be set to 'None' but can be changed if a particular setting applies to all Jobs.

The 'Recharge Type' can also be overridden at the Sales Phase level. This allows both internal and external recharge costs to be generated on the one Job, like in the Workshop scenario:

Recharge Type:	INTERNAL	...	Costs are recharged internally to another Job
Recharge Code:	2015	...	2015 Rates
Recharge Job Number:	09875	...	ST JOHN HOUSE REFURBISHMENT
Recharge Cost Phase:	P0001	...	Phase 1

For internally recharged costs, the Job and Cost Phase that the costs are recharged to are also defined on the Sales Phase. Externally recharged costs will be invoiced to the Customer setup on the Sales Phase or to the Customer on the Job if one is not specified on the Sales Phase.

Cost Heading Recharge Costs

All cost recharging is done at the Cost Heading level, thereby allowing different percentages/rates depending on the type of cost. For example, in order to remain competitive in a tight marketplace you might just apply a small percentage markup to materials and aim to be more profitable on labour.

The simplest option is to setup all appropriate Cost Headings to recharge costs by setting the 'Recharge Costs' flag on the 'Costs' tab of 'Jobs -> Jobs Setup -> Jobs -> Job Headings' to 'Yes' and specifying either a 'Recharge Percentage' or a 'Recharge Rate':

Recharge Costs:-

Recharge Costs:	Yes	Recharge Percentage:	25.00%	Recharge Rate:	0.00
Revenue Heading:					

The 'Revenue Heading' field optionally allows the Cost Heading to be associated with a particular Revenue Heading when it is recharged. If left blank the system will look to the default Revenue Heading that can be setup on either the Job or in 'Sales -> Sales Setup -> Sales Invoice Settings'.

All costs posted to these Cost Headings for any Job with a 'Recharge Type' not set to 'None' will be automatically included in any recharge calculation. This option is therefore only really suitable if all recharge Jobs are to have their costs recharged using exactly the same set of rates.

Job Cost Heading Recharge Costs

If the recharge percentages/rates are negotiated on every single Job and therefore could be different on each one, Job specific rates can be setup. This is done on the 'Recharge Costs' tab of the 'Current Jobs -> Items -> Job Headings' screen:

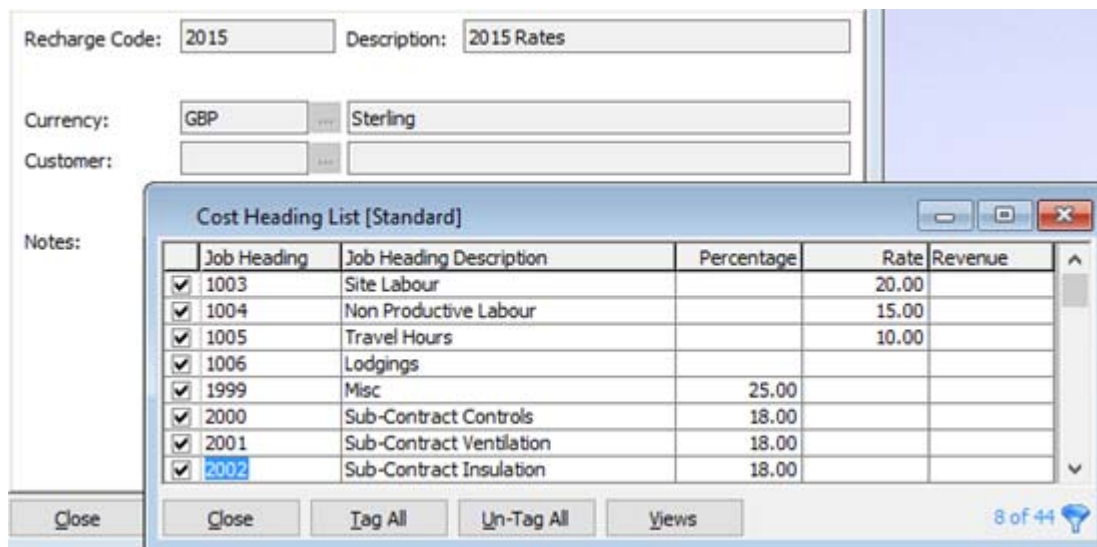
General	Recharge Costs	Contract Sales	Sales		
Recharge Costs:	D	Recharge Percentage:	0.00%	Recharge Rate:	0.00
Revenue Heading:					

By default, the 'Recharge Costs' flag is set to 'D' for default, in which case the setting on the Cost Heading is applied. However, setting this flag to 'N' for no will stop that Cost Heading from being recharged, and setting it to 'Y' for yes will allow a Job specific recharge percentage or rate to be specified. Again, a Revenue Heading can be specified that would be picked up in preference over the one on the Cost Heading when it is recharged.

These rates would be applied to all costs posted regardless of which Sales Phase they were allocated to.

Recharge Codes

The most flexible approach would be to setup 'Recharge Codes' using the new 'Sales -> Sales Setup -> Recharge Codes' screen:



Instead of just one set of recharge percentages/rates defined for each Cost Heading, or having Job specific settings, each individual Recharge Code can be setup with a different set of recharge percentages/rates per Cost Heading, thereby allowing an almost unlimited number of codes to be defined.

Each Recharge Code is given a unique ten-character code and a corresponding description. Recharge Codes can also be assigned to a specific Customer, therefore limiting their use to only that Customer.

By default, Recharge Codes are setup in the system base currency and any Customer can be allocated to a Recharge Code. If a foreign Customer is selected when the currency is still set to the base currency, the resulting invoices will have these base currency rates converted into the appropriate foreign currency rates using an exchange rate.

However, if foreign rates have been agreed with a Customer at the start of a Job, you do not want them fluctuating with changes in the exchange rate. By setting the currency field to the relevant foreign currency code any rates entered will be in that foreign currency and any resulting invoice will not need to go through an exchange rate conversion. Foreign currency Recharge Codes can also only have foreign Customers assigned to them.

For more information regarding the impact of foreign currencies on Recharge Costs please see the 'Foreign Recharge Accruals' section later in this document.

In order for Recharge Codes to be used they have to be assigned to individual Jobs. This is done on the 'Settings' tab of the 'Jobs -> Current Jobs' screen, which can also be overridden on the Sales Phase screen.

A default Recharge Code can also be setup at the Project level, so when a Project is entered on the Job the corresponding Recharge Code is automatically assigned to that Job.

If a Job is setup in the system base currency, only base currency Recharge Codes can be assigned. However, if a Job is setup in a foreign currency, Recharge Codes setup for that specific currency can be selected as well as the base currency Recharge Codes.

If Recharge Codes are to be used on all Jobs, the system can be setup to force a Recharge Code to be entered on each Job. This is done using the 'Recharge Code Mandatory' flag on the 'Recharge Costs and Accruals' tab in 'Jobs -> Job Setup -> Job Settings':

Recharge Code Mandatory: ▾

Recharge Value Calculated At Time Of Cost Posting: ▾

Warn When Recharge Jobs Have Non-Recharge Cost Headings: ▾

With the 'Warn When Recharge Jobs Have Non-Recharge Cost Headings' flag set to 'Yes', the user will be warned when adding or modifying a Job setup with a Recharge Code where one of the Cost Headings assigned to that Job has not been included in the Recharge Code's Cost Headings. The same applies when adding or modifying a Job Cost Heading too. This helps prevent costs that should be recharged from being forgotten about.

Calculating Recharge Costs

The point in time that the value of Recharge Costs are calculated is controlled via the 'Recharge Value Calculated At Time of Cost Posting' flag on the 'Recharge Costs and Accruals' tab in 'Jobs -> Job Setup -> Job Settings':

Recharge Value Calculated At Time Of Cost Posting:

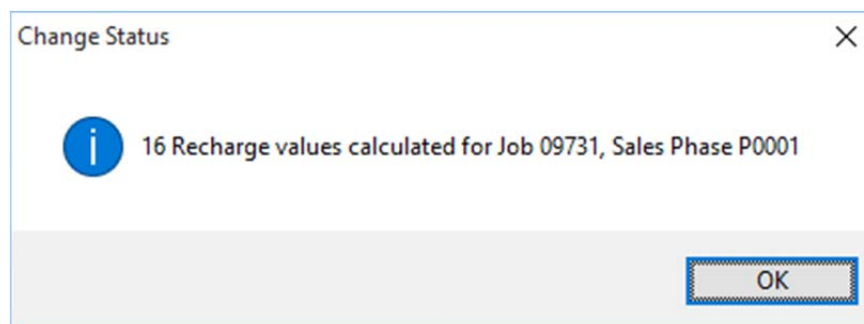
Setting this flag to 'Yes' will force the system to determine if the cost should be recharged and at what value when the cost transaction is actually posted. This is generally used in conjunction with 'Recharge Accruals' which is described later in this document.

With this flag set to 'No' (the default for new and upgraded datasets), the system will not calculate the recharge value or that the cost transaction should even be recharged until the recharge invoice is to be generated. This allows the very latest settings to be picked up when the invoice is generated, therefore making sure the values are correct at that time.

To activate the recharge value calculation, the user has to change the status of the Job Sales Phases that are ready to be invoiced to a Sales Phase Status that has the 'Trigger Recharge Costs Calculation' flag set to 'Yes':

Trigger Recharge Costs Calculation:

When this happens, the system will analyse all cost transactions posted against that Job Sales Phase that have not already been recharged and determine if they should be recharged and at what value based on the three possible recharge setups (i.e. Cost Heading, Job Cost Heading and Recharge Codes). The system will then report how many cost transactions had recharge values calculated for them:



Once recharge costs have been calculated, regardless of whether this was done at the time the cost transaction was posted or when the Job Sales Phase status was changed to one with the 'Trigger Recharge Costs Calculation' set to 'Yes', the user is able to go to 'Jobs -> MIS -> Transaction Analysis -> Recharge Cost Transactions' and view all the cost transactions across all Jobs that are going to be recharged:

Recharge Cost Transaction List [Recharge Values]											
Drag a column header here to group by that column											
	Job Number	Cost Heading	Date	Typ	Description	Quantity	Unit Cost	Total Cost	Recharge Rate	Recharge Percentage	Recharge Value
	09731	2000	09/10/2015	SA	Subcontractor Certificate	1.0000	10,738.75	10,738.75	0.00	18.00	12,671.73
	09731	2000	11/10/2015	ST	Subcontractor Timesheet	0.0000	0.00	1,000.00	0.00	18.00	1,180.00
	09731	3000	12/10/2015	PI	Purchase Invoice	4.0000	200.00	800.00	0.00	10.00	880.00
	09731	1003	19/10/2015	TS	Timesheet	1.0000	2.00	2.00	20.00	0.00	20.00
	09731	1003	19/10/2015	TS	Timesheet	8.0000	11.20	89.60	20.00	0.00	160.00
	09731	1003	20/10/2015	TS	Timesheet	8.0000	11.20	89.60	20.00	0.00	160.00
	09731	1003	21/10/2015	TS	Timesheet	8.0000	11.20	89.60	20.00	0.00	160.00
	09731	1003	23/10/2015	TS	Timesheet	4.0000	11.20	44.80	20.00	0.00	80.00
	09731	2000	06/11/2015	SA	Subcontractor Certificate	1.0000	5,613.44	5,613.44	0.00	18.00	6,623.86

Alternatively, the list of recharge costs for a single Job can be viewed from 'Jobs -> Current Jobs -> Items -> Analysis -> Cost Transactions -> Recharge Cost Transactions'.

Generating Recharge Invoices

When it comes time to actually recharge the costs that have been built up on a Job, the user needs to run invoice generation routines. These routines are split into two, one for internally recharged costs and one for externally recharged costs:

- Internally recharged costs are generated using the 'Jobs -> Journals and Adjustments -> Generate Recharge Internal Invoices' routine which results in a new pending 'Jobs -> Journals and Adjustments -> Internal Invoices' batch.

All the recharge costs for each Job Sales Phase are summarised on a single Internal Invoice and when the Internal Invoices batch is posted, a single cost transaction is posted to the Recharge Job specified on the Sales Phase and a single internal sales transaction is posted to the Job that initially incurred the cost.

In order for the generation routine to run the 'Recharge Internal Cost Heading' and 'Recharge Internal Revenue Heading' fields on the 'Recharge Costs and Accruals' tab in 'Jobs -> Job Setup -> Job Settings' need to be specified.

Recharge Internal Cost Heading:	1011	...	SUB CONTRACT FABRICATION HOURS
Recharge Internal Revenue Heading:	REVENUE	...	Default Revenue Heading

These Job Headings are used to control where the resulting Internal Invoice cost and sales transactions are posted. If they are not specified the user will be get an error message and be unable to continue until the fields have been specified:

Errors

- 1** **Recharge Internal Cost Heading must be specified in Job Settings before continuing**
[Double click here to go to this record](#)
- 2** **Recharge Internal Revenue Heading must be specified in Job Settings before continuing**
[Double click here to go to this record](#)

- Externally recharged costs are generated using the 'Sales -> Sales Invoicing -> Invoices -> Generate Recharge Sales Invoices' routine. This results in pending 'Sales -> Sales Invoicing -> Invoices -> Invoices - Multiple Jobs/NL' records for the Customer specified on the Sales Phase (or Job if blank).

The Revenue Heading used is either picked up from the 'Default Sales Invoice Revenue Heading' field on the 'Settings' tab of the 'Jobs -> Current Jobs' screen, or from the equivalent setting on the 'Sales -> Sales Setup -> Sales Invoice Settings' screen.

These Sales Invoices are then printed, approved and posted in the same way as any other Sales Invoice.

Both of these routines prompt the user to enter in the date they want on the resulting invoices, defaulting to today's date, along with multiple optional filter criteria to limit the recharge cost transactions picked up to a particular subset, e.g. up to a particular transaction date:

Invoice Date:	=	12/10/2015
Transaction Date:	<input type="checkbox"/> =	
Transaction Period:	<input type="checkbox"/> =	...
Customer:	<input type="checkbox"/> =	...
Project Number:	<input type="checkbox"/> =	...
Job Number:	<input type="checkbox"/> =	...
Sales Phase Number:	<input type="checkbox"/> =	...
Cost Heading:	<input type="checkbox"/> =	...
Job Status:	<input type="checkbox"/> =	...
Sales Phase Status:	<input type="checkbox"/> =	...
Allocated To:	<input type="checkbox"/> =	...
Analysis Code 1:	<input type="checkbox"/> =	...
Analysis Code 2:	<input type="checkbox"/> =	...
Analysis Code 3:	<input type="checkbox"/> =	...
Nominal Cost Centre:	<input type="checkbox"/> =	...
Nominal Department:	<input type="checkbox"/> =	...

However, these generation routines are designed to only raise invoices for recharge costs that the user has said are ready to be invoiced. They therefore only pick up Job Sales Phases set to a status where the 'Include In Sales Invoice Generation' flag on the 'Jobs -> Job Setup -> Sales Phases -> Sales Phase Status' screen has been set to 'Yes':

Include In Sales Invoice Generation:	Yes ▾
- Sales Phase Status After Invoice Generation:	INVOICED ...
- Job Status After Invoice Generation:	INVOICED ...

With recharge values being calculated at the time of invoice you would typically setup a Sales Phase Status with both the 'Trigger Recharge Costs Calculation' and 'Include In Sales Invoice Generation' set to 'Yes', making this a one-step procedure.

Once the recharge invoices have been generated, the status of the affected Sales Phases are set to the 'Sales Phase Status After Invoice Generation' status if one is specified. This replicates the functionality of the 'Sales -> Sales Invoicing -> Invoices -> Generate Sales Invoices (SOP Jobs)' routine to keep all invoice generation routines consistent.

Regardless of the criteria used on the generation parameter screen, both the resulting Internal Invoices and Sales Invoices for internally and externally recharged costs respectively can still be fine-tuned if an invalid cost has accidentally been picked up.

From within the Internal Invoices batch, selecting the 'Items -> Select Recharge Costs' option displays a tagging list of all the potential recharge costs for the Job Sales Phase that initially incurred the costs (the 'Revenue Job' and Phase as shown on the Internal Invoice header). From here items that have been tagged by the generation routine can be untagged and vice versa:

Items
1. Invoice Items
2. Select Recharge Costs

Date	Type	Description	Cost Heading	Quantity	Unit Cost	Total Cost	Recharge Rate	Recharge Percentage	Recharge Outstanding	Recharge Tagged
09/10/2015	SA	Subcontractor Certificate	2000	1.0000	10,738.75	10,738.75	0.00	18.00	0.00	12,671.73
11/10/2015	ST	Subcontractor Timesheet	2000	0.0000	0.00	1,000.00	0.00	18.00	0.00	1,180.00
12/10/2015	PI	Purchase Invoice	3000	4.0000	200.00	800.00	0.00	10.00	0.00	880.00
19/10/2015	TS	Timesheet	1003	8.0000	11.20	89.60	20.00	0.00	0.00	160.00
19/10/2015	TS	Timesheet	1003	1.0000	2.00	2.00	20.00	0.00	0.00	20.00
20/10/2015	TS	Timesheet	1003	8.0000	11.20	89.60	20.00	0.00	0.00	160.00
21/10/2015	TS	Timesheet	1003	8.0000	11.20	89.60	20.00	0.00	0.00	160.00
23/10/2015	TS	Timesheet	1003	4.0000	11.20	44.80	20.00	0.00	0.00	80.00
06/11/2015	SA	Subcontractor Certificate	2000	1.0000	5,613.44	5,613.44	0.00	18.00	0.00	6,623.86
						18,467.79				21,935.59

For Sales Invoices, within the 'Invoices – Multiple Jobs/NL' screen, the recharge costs have been summarised against Sales Invoice Items. From here the 'Costs' button displays an equivalent tagging list showing all the potential recharge costs which can again be amended to suit.

The consolidation of generated Sales Invoices can be controlled using the 'Sales Invoice Generation Consolidation Level' flag on the 'Sales -> Sales Setup -> Sales Invoice Settings' screen:

Sales Invoice Generation Consolidation Level: (C)ustomer, (J)ob or (P)hase

The available options are:

- 'C – Customer' – the transactions will be grouped into one Sales Invoice for each unique Customer regardless of which Job or Sales Phase they were posted to.
- 'J – Job' – the transactions will be grouped into one Sales Invoice for each unique Customer/Job combination regardless of which Sales Phase they were posted to.
- 'P – Phase' – the transactions will be grouped into one Sales Invoice for each unique Customer/Sales Phase combination.

Additionally, each different Cost Heading included in the recharge costs will be split out into separate items, with the Cost Heading description being used as the default item description, although the item descriptions can be amended to suit on the resulting invoices.

The standard Sales Invoice layout has been updated to include a breakdown of the recharge costs, with either the cost description being displayed or the transaction type description if no description exists:

Job Number	Description	Unit Cost	Quantity	VAT Code	Total (GBP)
09731	Site Labour				
	- Timesheet	160.00			
	- Timesheet	20.00			
	- Timesheet	160.00			
	- Timesheet	160.00			
	- Timesheet	100.00			
		600.00	1	1	600.00
09731	Materials				
	- Istock Hadrian Bronze Bricks	880.00			
		880.00	1	1	880.00

This is easily amended using Crystal Reports to get the desired layout.

Recharge Accruals

The concept of 'Recharge Accruals' is the sales equivalent of posting a cost accrual when goods have been received and you therefore know you are going to receive an invoice for them. With Recharge Accruals, when an external recharge cost is posted to a Customer you know that a Sales Invoice is ultimately going to be raised. The system is therefore able to post an accrued sale to the Nominal Ledger to indicate a sale that you know is going to happen at some point in the future.

To activate Recharge Accruals, the 'Raise Recharge Accrual Journal' flag in 'Sales -> Sales Setup -> Recharge Accrual Settings' must be set to 'Yes' and corresponding balance sheet and profit and loss nominal accounts need to be specified:

Raise Recharge Accrual Journal:	<input type="text" value="Yes"/>				Use Job Cost Centre and Department
Recharge Accrual BS Nominal Account:	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>
Recharge Accrual PL Nominal Account:	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>

However, posting Recharge Accruals is only possible if the recharge value is known. Therefore, before the 'Raise Recharge Accrual Journal' flag can be set, the 'Recharge Value Calculated At Time of Cost Posting' flag on the 'Recharge Costs and Accruals' tab in 'Jobs -> Job Setup -> Job Settings' has to be set to 'Yes':

Recharge Value Calculated At Time Of Cost Posting:

Once Recharge Accruals has been turned on, it is no longer possible to turn off the 'Recharge Value Calculated At Time of Cost Posting' flag.

With Recharge Accruals turned on, the recharge value is calculated at the time the cost is posted based on the three possible recharge setups (i.e. Cost Heading, Job Cost Heading and Recharge Codes). If the system determines that the cost is to be recharged, the following additional nominal journal is posted with transaction type 'RA – Recharge Accrual':

- The 'Recharge Accrual BS Nominal Account' is debited with the Recharge Value
- The 'Recharge Accrual P&L Nominal Account' is credited with the Recharge Value

When these recharge costs are ultimately invoiced, as well as the standard Sales Invoice posting, the system will also reverse the recharge accrual with the following nominal journal (posted with transaction type 'RR – Recharge Accrual Reversal'):

- The 'Recharge Accrual BS Nominal Account' is credited with the Recharge Value
- The 'Recharge Accrual P&L Nominal Account' is debited with the Recharge Value

Both of these journals respect the 'Use Job Cost Centre and Department' flags on the 'Recharge Accrual Settings' screen and if set to 'Yes' will pick the Cost Centre and Department up from Job or Sales Phase if specified.

The value of these nominal journals is held at both the Job and Sales Phase levels in both the foreign and base currencies, thereby allowing list view reporting of the total accrual values: raised, reversed/invoiced, cancelled and the current balance.

When a Job is closed, if there is still a balance of accruals raised compared to accruals reversed/invoiced, the 'Recharge Costs and Accruals' tab in 'Jobs -> Job Setup -> Job Settings' has settings to control how this outstanding balance is handled:

Cancel Recharge Accrual Balance On Job Close:	<input type="text" value="Yes"/>
Reinstate Recharge Accrual Balance On Job Re-Open:	<input type="text" value="Yes"/>

With the 'Cancel Recharge Accrual Balance On Job Close' flag set to 'Yes' the system will post a recharge accrual reversal journal to remove this balance from the nominal ledger. This is posted with transaction type 'RC – Recharge Balance Cancellation on Job Completion' to make it clear that they were not posted from a Sales Invoice transaction. The system will also update the Job and Sales Phase 'Recharge Accrual Cancelled' field with the value of the balance that is getting wiped out and sets the 'Recharge Accrual Balance' field to zero.

When a closed Job is re-opened, the system will check the 'Reinstate Recharge Accrual Balance On Job Re-Open' flag and if this is set to 'Yes' it will update the 'Recharge Accrual Balance' field

to the value that was previously cancelled and set the 'Recharge Accrual Cancelled' field to zero on both the Job and Sales Phase. The system will also post a recharge accrual journal to reinstate this balance in the nominal ledger. This is also posted with transaction type 'RC – Recharge Balance Cancellation on Job Completion' so that all recharge balance cancellation and reinstatement transactions can be grouped together.

For more information regarding the impact of foreign currencies on Recharge Accruals please see the 'Foreign Recharge Accruals' section later in this document.

Fixed Price Recharge Accruals

When the 'Recharge Type' on a Job or Sales Phase is set to 'Fixed Price', the system still calculates which cost transactions should be recharged and what the recharge values should be, however, the recharge transactions are never actually picked up and included in the Sales Invoice Generation routines and cannot be manually added to a Sales Invoice.

This allows invoices to be raised independently to when the costs have been incurred and at different values, as is common when a fixed price for a Job has been agreed. Payment terms are also often associated with the Job, e.g. 50% with order, 40% on completion and the remaining 10% on sign off which is not possible when recharging costs on a 'time + materials' basis.

At the time a fixed price Job is agreed, the value of the Job is generally based on a quote or estimate of the time and materials involved plus a markup to make the desired amount of profit. The purpose of the 'Fixed Price' recharge accrual is therefore twofold: to help evaluate how accurate the estimating/quoting process is compared to reality; and to help keep the recognition of sales in the nominal ledger in line with when the costs are incurred.

When recharge costs are posted to a 'Fixed Price' Job/Sales Phase, the recharge accrual is raised in exactly the same way as before. However, when a Sales Invoice is posted to that Job/Sales Phase, recharge costs are not picked up and instead the accrual reversal is posted for the full value of the invoice, regardless of what costs have been accrued.

At any point in time the value over or under accrued can therefore be reported and is visible as an overall total within the nominal ledger. When the value of recharge costs exceeds the value of invoices raised, the system will show the projected sales based on the recharge costs. However, if the value of invoices raised exceeds the value of recharge costs posted, the system will only show the sales based on the recharge costs incurred to date. This prevents front loaded payment terms (like 50% up front / with order) from showing up as sales before the work is actually done.

When an 'External' recharge Job comes to completion, although it is possible that not all recharge costs will ultimately be recharged on to the Customer for whatever reason, it is reasonably likely this will be the case. However, in the case of 'Fixed Price' Jobs, there is a reasonable chance that there will be a recharge accrual balance sitting in the nominal ledger. This will either be over accrued, if more costs have been incurred than expected, or under accrued if the work has cost less than expected.

Obviously the ideal scenario is to have under accrued sales as this means more profit has been made on the Job. However, in this case, the sales shown in the nominal ledger will be understated due to the recharge accrual postings and need to be corrected to increase the profit. Likewise, if the sales have been over accrued the sales will be overstated and also need to be corrected to reduce the profit. This is where the 'Cancel Recharge Accrual Balance On Job Close' flag on the 'Recharge Costs and Accruals' tab in 'Jobs -> Job Setup -> Job Settings' (as described in the previous 'Recharge Accruals' section) becomes particularly relevant.

The other key difference between 'Fixed Price' and 'External' recharges is that external recharges only work with standard Sales Invoices whereas fixed price recharges also work with Contract Certificates. This is possible because recharge costs are not specifically allocated to an invoice, therefore allowing any type of sales recognition to be posted as a recharge reversal.

Foreign Recharge Accruals

When external recharge values are calculated for a foreign Customer they need to be converted into the system base currency in order to post the accrual and corresponding reversal nominal journals. If the system was to use the current exchange rate for posting both the recharge accrual when the cost transaction was posted and the recharge reversal when the invoice was posted, this could result in different base currency values being calculated each time due to fluctuations in the exchange rate.

To prevent this from happening, the 'System Control -> Ledger Links -> Ledger Tables -> Currencies' screen has been expanded to include a 'Recharge Exchange Rate' field:

The screenshot shows a software interface for managing currencies. At the top, there are three input fields: 'Recharge Exchange Rate' with the value '1.483690', 'Recharge Accrual BS Nominal Account', and 'Recharge Accrual PL Nominal Account'. Below these fields is a navigation bar with buttons for 'Close', 'Modify', 'List', and 'Operations'. The 'Operations' menu is open, showing two options: '1. Update Contract Application Exchange Rate' and '2. Update Recharge Exchange Rate', with the second option highlighted in blue. The page number '2 of 5' is visible in the bottom right corner.

All foreign recharge nominal journal postings will therefore use the same exchange rate and consequently prevent misbalances from appearing in the nominal ledger.

On upgrade from previous versions, or when new Currencies are added, the 'Recharge Exchange Rate' is set to the current 'Sales Exchange Rate' but is locked from this point on. In order to change it in the future the 'Update Recharge Exchange Rate' operation can be used. This prompts for the new exchange rate to be entered, defaulting to the current 'Sales Exchange Rate':

The screenshot shows a dialog box titled 'Update Recharge Exchange Rate'. It contains a text input field with the label 'Enter New Recharge Exchange Rate: =' and the value '1.237787'. Below the input field are two buttons: 'OK' and 'Cancel'.

The system then goes round all Jobs setup in that foreign currency that have Sales Phases where recharge accruals have been posted and recalculates the base currency accrual values. This is done by applying the new exchange rate to the foreign total accrual values (raised, reversed/invoiced, cancelled and the current balance) and calculating the difference between the new and old base currency values. A journal is then posted to the nominal ledger for the difference in the total base currency accrual balance value using the Recharge Accrual BS and P&L accounts as appropriate to correct the balance.

Therefore, regardless of any kind of exchange rate fluctuations or revaluations of the foreign recharge accrual values, the nominal ledger accrual balance figure should always match the base currency values held against the Job and Job Sales Phase.

For those wanting more visibility of the foreign accruals within the nominal ledger, the 'System Control -> Ledger Links -> Ledger Tables -> Currencies' screen can be setup with overrides to both the 'Recharge Accrual Balance BS Account' and the 'Recharge Accrual P&L Nominal Account'.

Partial Subcontractor Payments

In previous versions, when either a Subcontractor Invoice/Timesheet was posted or a Subcontractor Application was certified, the value entered on those transactions could only be paid in full or left as unpaid. With this new version it is now possible to partially pay previously posted invoices/certificates in a similar way as to paying a Supplier in the Purchase Ledger.

To enable this, the 'Subcontractors -> Subcontractor Payments -> Certificate Selection' tagging routines have been updated. When an invoice/certificate is tagged it works like it has done previously and selects the full outstanding value for payment, however, when un-tagging the invoice/certificate the user is prompted to confirm the value of the payment they want to pay:

However, unlike when partially paying a Supplier invoice in the Purchase Ledger, it is not the gross / cash value that is to be entered; it is the pre-VAT 'Net Certified' value. The reason for this is that the potential 'Payment Total' is not fixed like it is when paying Supplier invoices; the Subcontractor Tax, Insurance & CITB Levy deductions as well as the VAT on Certificates all need to be calculated at the time of payment based on rates that could have changed since the invoice/certificate was posted.

If the gross value was to be entered it would be very complicated to back calculate how much of that value was labour (especially if there was a split of materials with discount and retention applied) which in turn is used to calculate how much Subcontractor Tax and CITB Levy should be deducted, on top of which there could be multiple VAT rates applicable, etc. By allowing the user to enter in the 'Net Certified' value instead, the pro-rata split of labour, materials, discount and retention is easily calculated to which all the other net calculations can easily be applied. This makes it far easier for both the system to calculate and for the user to understand and therefore be able to explain to a Subcontractor if necessary.

The key impact this has on the system is that the Subcontractor Payment Certificate layout for Subcontractor Certificate payments now needs to show an additional 'This Payment' column:

	<u>Current</u>	<u>Previous</u>	<u>This Certificate</u>	<u>This Payment</u>
Labour	14,500.00	9,000.00	5,500.00	4,130.73
Material	2,250.00	2,000.00	250.00	187.76
Gross	16,750.00	11,000.00	5,750.00	4,318.49
Discount at 2.50%	397.81	261.25	136.56	102.56
Retention at 5.00%	837.50	550.00	287.50	215.92
Net Labour			5,094.38	3,826.09
Net Material			231.56	173.91
Certified	<u>15,514.69</u>	<u>10,188.75</u>	<u>5,325.94</u>	<u>4,000.00</u>
			Plus VAT at 20.00 % on 4,000.00	800.00
			Less Tax at 20.00 % on 3,826.09	765.22
			Payment Total	<u>4,034.78</u>

It is important to note that all existing Subcontractor Payment Certificate report layouts (i.e. those based on CISPaymentCertificate.rpt) should therefore be updated to handle the new database table structure behind the scenes. This should be done regardless of whether partial payment will ever be used, because if this is not done, the existing layouts will only continue to work whilst sitting as a pending batch. Once the batch is posted it will not be possible to reprint Payment Certificates from closed batches.

The same also applies to any customised Subcontractor Authenticated VAT Receipt layouts (CISVATReceipt.rpt). Although, depending on how much these have been customised, they should be a lot simpler to update as it could just be the calculation for how much of the VAT should be reverse charged that is affected. This expression could therefore be copied from the standard layout instead of having to start again.

As the database structure behind the scenes has changed quite significantly to make this possible, it is recommended that existing custom layouts be recreated from the standard layout. For those with complex or significantly customised layouts that want to update them to handle the new structure instead, the following changes have been made:

- Two new tables have been added to store the 'This Payment' values and corresponding VAT split from within the Subcontractor Payments batch: CISPaymentItems and CISPaymentItemVAT.
- The SubcontractorTransactions table has been expanded so that instead of just storing the 'Allocated' values that might change at time of payment (i.e. VAT, Tax, Insurance and CITB Levy), it now stores all fields, including labour, material, discount, retention, etc. Additionally, the equivalent set of fields have been added for 'Paid' and 'Outstanding' values.
- When the Subcontractor Payments batch is posted the values in the CISPaymentItems and CISPaymentItemVAT tables are transferred into two new transaction tables: SubcontractorTransactionAllocations and SubcontractorTransactionAllocationVAT respectively. At this time the 'Allocated' values on the SubcontractorTransactions table are reset to zero (which is why the existing Subcontractor Payment Certificate layouts no longer work after the batch is posted) and the 'Paid' values are updated.
- The 'TranStatus' field on the SubcontractorTransactions table for invoice/certificate transactions will only be updated from 'O' (open) to 'C' (closed/paid) when paid in full. The 'PaymentDate', 'PaymentPeriod' and 'ChequeNumber' fields are updated with the details of the last payment processed and the 'CISPaymentID' field will be reset to zero when the payment batch is posted, therefore removing any link back to the original CISPayments record.

Please note that these changes might also affect any kind of bespoke Subcontractor balances or outstanding/unpaid transaction reports. All bespoke Subcontractor reports should therefore be reviewed to make sure they continue to work as expected after upgrading to v4.00.

Consolidated Contract Applications & Certificates

Due to the cumulative nature of contract sales, it is not possible to create either a Contract Application or Contract Certificate that covers more than one Job for the same Customer. Generally, this is not a problem, as most applications and certificates only need to cover the one Job. However, depending on how Jobs have been structured (e.g. using different Jobs to cover additional work against a contract or splitting a large Project into multiple Jobs), it might be desirable to group applications and certificates for these different Jobs into one entity for sending to the Customer.

Add to this the new concept of Sales Phases, where each Sales Phase has its own set of cumulative application and certificate totals, and it becomes a lot more important to be able to group multiple applications and certificates together.

This version introduces the concept of Consolidated Applications and Consolidated Certificates, allowing multiple applications or certificates from different Jobs and/or Sales Phases to be consolidated into a single application or certificate that can be sent to the Customer on one document.

Consolidated Applications

To create a Consolidated Application, standard Contract Applications are entered as normal in 'Sales -> Contract Sales -> Applications -> Contract Applications'. However, instead of approving and posting the applications as normal, a Consolidated Application for the appropriate Customer should be created in 'Sales -> Contract Sales -> Applications -> Consolidated Applications':

Customer:	TRS0001	...	Trading Resource Services
Application Date:	12/10/2015	...	Status: PENDING
Reference:		Country:	GB United Kingdom
Narrative:		Currency:	GBP Sterling
		Exchange Rate:	1.000000
Certified:	0.00	Pre-VAT Contra:	0.00
Discount:	0.00	Net Valuation:	0.00
Retention:	0.00	VAT Amount:	0.00
Valuation:	0.00	Payment Expected:	0.00
		Payment Terms:	M ... 15
		Payment Due:	15/11/2015 ...

On saving the Consolidated Application the system will automatically popup the 'Applications' tagging list that shows all pending Contract Applications for the specified Customer. From here the user can tag the applications they want to consolidate:

	Job Number	Sales Phase	Application	Certified	Discount	Retention	Net Valuation	VAT	Payment
<input type="checkbox"/>	09731	P0001	10	20,000.00	1,000.00	0.00	19,000.00	3,800.00	22,800.00
<input type="checkbox"/>	09735	P0001	1	2,500.00	62.50	121.88	2,315.62	463.12	2,778.74
<input type="checkbox"/>	09775	P0001	9	4,600.00	230.00	0.00	4,370.00	874.00	5,244.00

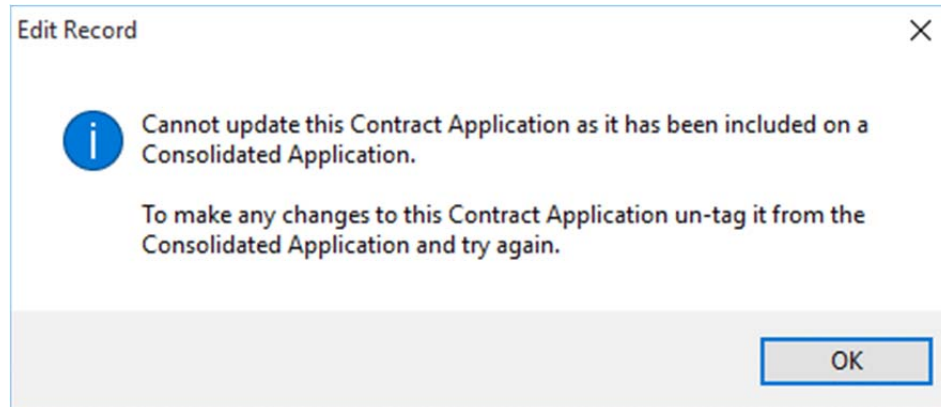
Close Tag All Un-Tag All Views 1 of 3

The values listed represent the 'This Application' values for each individual application. When an application is tagged, these values are added to the

Certified:	27,100.00	Pre-VAT Contra:	0.00
Discount:	1,292.50	Net Valuation:	25,685.62
Retention:	121.88	VAT Amount:	5,137.12
Valuation:	25,685.62	Payment Expected:	30,822.74

totals on the Consolidated Application.

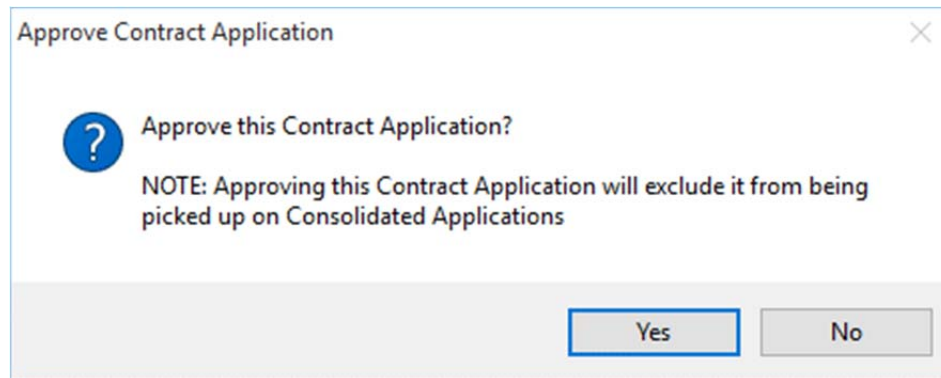
Once a Contract Application has been included on a Consolidated Application it cannot be modified further and any attempt to do so will result in a message to the user informing them this cannot be done:



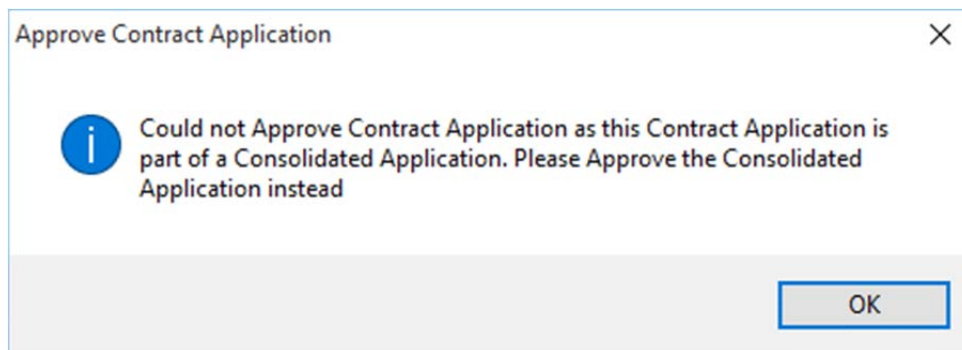
To make it clear that an application is included on a Consolidated Certificate, a red 'Consolidated' message is displayed:

Job Number:	<input type="text" value="09731"/>	...	<input type="text" value="ROTHESAY FERRY TERMINAL"/>							
Phase Number:	<input type="text" value="P0001"/>	...	<input type="text" value="Sales Phase 1"/>							
Customer:	<input type="text" value="TRS0001"/>	...	<input type="text" value="Trading Resource Services"/>							
Revenue Heading:	<input type="text" value="REVENUE"/>	...	<input type="text" value="Default Revenue Heading"/>							
			<input type="text" value="PENDING"/>							
			Consolidated							
Application Number:	<input type="text" value="10"/>	Applied By:	<input type="text" value="DSMITHSON"/>	...	Type:	<input type="text" value="I"/>	...	Increment Type:	<input type="text" value="G"/>	...

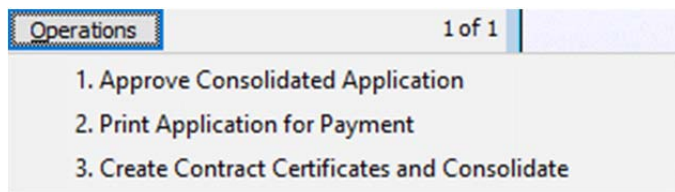
If an individual Contract Application is approved, it cannot be consolidated and would first need to be un-approved. The approve routine now displays a message to remind users:



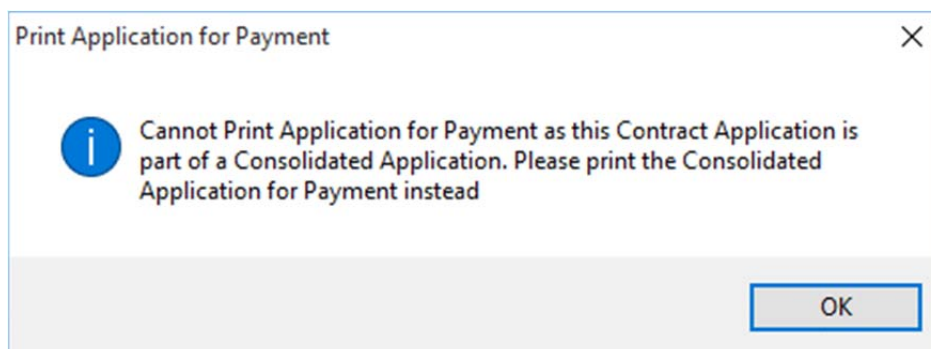
Once a Contract Application has been added to a Consolidated Application it no longer appears in the 'Approve Applications' main menu tagging list and cannot be individually approved:



Instead of approving each individual Contract Application, the Consolidated Application needs to be approved. To do this the 'Approve Consolidated Application' operation should be run:



Applications for Payment for applications that have been consolidated should be printed from the Consolidated Application. The print operation is therefore disabled for individual applications:



When printing a consolidated Application for Payment, the default layout includes a covert sheet summarising 'This Application' values for each individual Contract Application:

Dear Sirs

In accordance with the terms and conditions of our contract, we hereby submit an application for payment as summarised below:

APPLICATION DETAILS:

(All Values in Sterling)

Job Number	# Order No	Certified	Discount	Retention	Contra	Application
09731	10 P/O A 1000 - AA 1-/25	20,000.00	1,000.00	0.00	0.00	19,000.00
09735	1 AAA-19928 / A250	2,500.00	62.50	121.88	0.00	2,315.62
09775	9	4,600.00	230.00	0.00	0.00	4,370.00
		27,100.00	1,292.50	121.88	0.00	25,685.62

Your early attention to our application for payment would be appreciated.

In addition to the summary cover sheet, a single Application for Payment will be included for each individual Contract Application on separate subsequent pages.

Consolidated Applications are posted in the same way as individual Contract Applications, i.e. once they have been approved the 'Update Approved Applications' main menu routine will post them.

Consolidated Certificates

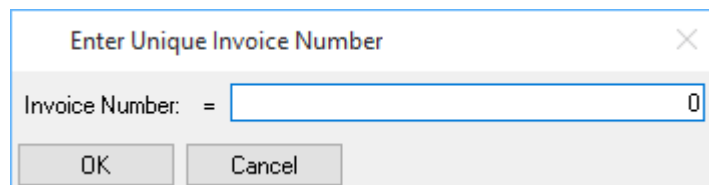
Consolidated Certificates are created in 'Sales -> Contract Sales -> Certificates -> Consolidated Certificates' exactly the same way as Consolidated Applications. There are however a few minor differences related to the fact that sales ledger invoices are produced from Contract Certificates.

Depending on the value of the 'Auto Allocate Sales Invoice Numbers' flag in 'Sales -> Sales Setup -> Sales Invoice Settings', the system will either force a unique Invoice Number to be entered or will assign the next number when a Contract Certificate is saved. If it did this for all Contract Certificates that were to be consolidated, instead of there being just one Invoice Number there would be multiple to deal with.

To prevent this from happening a new 'Allocate Invoice Numbers On Certificate Approval' flag has been added to 'Sales -> Sales Setup -> Contract Sales Settings':

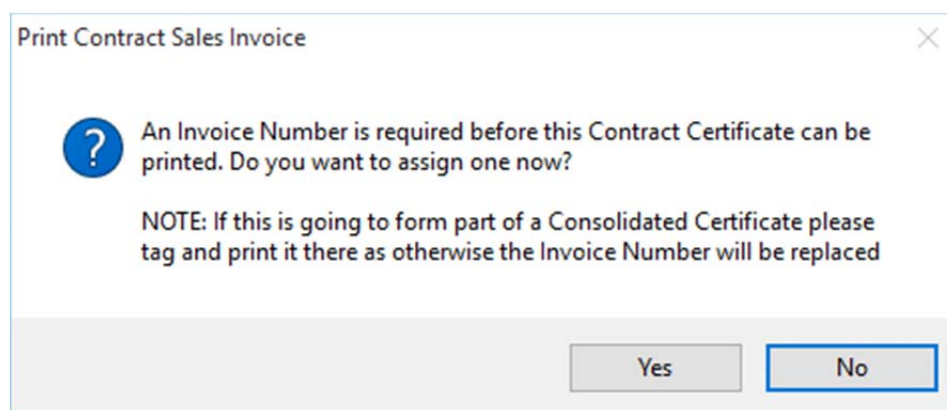
Allocate Invoice Numbers On Certificate Approval: ▾

With this set to 'Yes', Contract Certificates will be saved without an Invoice Number. When the 'Approve Contract Certificate' operation is run, if the 'Auto Allocate Sales Invoice Numbers' flag is set to 'Yes' the system will automatically assign the next Invoice Number, otherwise the user will be prompted to enter in a unique Invoice Number before it can be approved:



For those users who do not have permission to run the 'Approve Contract Certificate' operation but need to know the certificate's Invoice Number, a new 'Assign Invoice Number' operation has been added to the 'Contract Certificates' screen. This will assign an Invoice Number in the same way as the approve routine would but not actually change the status of the certificate.


The 'Print Sales Invoice' operation has also been updated to ensure that an Invoice Number exists before printing the invoice.



Again, if an Invoice Number has not yet been assigned to the certificate, the system will check the 'Auto Allocate Sales Invoice Numbers' flag and either automatically generate the next Invoice Number or prompt the user to enter one before continuing.

In the scenario where the Contract Certificate is to be consolidated, it is the Consolidated Certificate that the Invoice Number is assigned to. Consolidated Certificates do not respect the 'Allocate Invoice Numbers On Certificate Approval' flag and instead will either force an Invoice Number to be manually entered or one will be automatically generated when the Consolidated Certificate is saved, as per the 'Auto Allocate Sales Invoice Numbers' flag.

If the 'Allocate Invoice Numbers On Certificate Approval' flag was set to 'No' and a Contract Certificate was saved with an Invoice Number, when that certificate is consolidated the system will detect that an Invoice Number already exists and warn the user:

2  **The existing Invoice Number (1727) entered against Job 09731, Sales Phase P0001, Certificate Number 10 will be replaced with the consolidated Invoice Number (1729)**

If the user continues the existing Invoice Number on the Contract Certificate will be replaced with the Consolidated Certificate Invoice Number.

This will obviously lead to gaps in the automated Invoice Number sequence which is undesirable from an auditability point of view. It is therefore recommended that if any Contract Certificates are to be consolidated the 'Allocate Invoice Numbers On Certificate Approval' flag should be set to 'Yes' to help minimise this from happening.

Forecasting

The system now has the ability to enter in long term cost and sales forecasts that can be reviewed on a monthly basis. Unlike with cost and sales budgets, which are split out per Cost/Revenue Heading, forecasts are entered at an overall level covering all costs and sales without having to split the figures up, making it far easier to review each month.

Forecasts are entered for each Job Sales Phase at the period level and can be updated from the following areas within the system, depending on which is the most convenient at the time:

- Jobs -> Current Jobs -> Items -> Analysis -> Sales Phase Period Analysis
- Jobs -> Current Jobs -> Items -> Sales Phases -> Items -> Period Analysis
- Jobs -> MIS -> Job Analysis -> Sales Phase Period Analysis

A new 'Forecasts' tab has been added to this screen:

	Sales (GBP)	Costs	Profit	Margin
Current:	535,000.00	397,250.00	137,750.00	25.75%
Previous:	530,000.00	394,000.00	136,000.00	25.66%
This Period:	5,000.00	3,250.00	1,750.00	35.00%
Variance:	0.94%	0.82%	1.29%	

From here the cost and sales forecasts for the specified period can be entered and the profit value and profit margin calculated. Again, unlike period level cost and sales budgets, these forecasts are not the 'This Period' values but the final values currently forecast for the end of the Job (or more accurately, for the end of the Sales Phase) at that point in time.

If this is the first period where forecasts are being entered, the 'Previous' figures will all be zero. When the next period is entered the figures from the previous period will be brought forward into both the 'Previous' and 'Current' figures where the 'Current' ones can be updated. The difference between any new 'Current' values entered and the 'Previous' figures are calculated in the 'This Period' fields to show the increase/decrease. From this the 'Variance' for this this period can be calculated. If forecasts are not being updated on a monthly basis or there is no change in the previous periods forecast, the 'Current' values remain as they are and there is no variance.

These period level forecasts allow retrospective reports to be run to show the actual and forecast values at a particular point in time. However, when analysing a Job or Sales Phase in real time, it is the most recent forecast that is of interest. The 'Summary' tab of the Job Sales Phase has therefore been updated to show the forecast from the most recent period for that Sales Phase.

Forecast Sales:	535,000.00
- Forecast Costs:	397,250.00
= Forecast Profit:	137,750.00
Forecast Margin:	25.75%

These Sales Phase values are then summed across all other Sales Phases and the total displayed on the 'Summary' tab on the Jobs screen.

At the start of a new Job or Sales Phase where no transactions have been posted yet no Sales Phase Periods will exist. In order to enter forecasts, a new Sales Phase Period record should be added with the correct starting period entered. When transactions are posted to a subsequent period the 'Current' values are copied into the new period so there is no variance. This does not need to be the next sequential period number, just a subsequent period, i.e. the forecast entered for period 2 will flow into period 4 if that is the next period entered. In this scenario, period 3 could be added at any time and it will be inserted into the sequence seamlessly.

For existing Jobs/Sales Phases where Sales Phase Periods already exist, updating the forecasts on one period does not automatically update the next period – they also need to be updated.

Email Templates & Messages

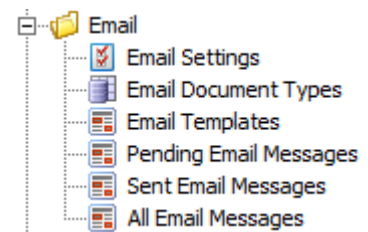
The system has always had the ability to send any document by email by clicking the 'Email' button on the various printing screens, however this was limited to sending just one document at a time and the message had to be typed out each time. In order to handle sending bulk emails, 3rd party tools like Draycir Spindle would have to be bought and the relevant Crystal Report layouts amended to support emailing.

This version introduces the concept of Email Templates and now has the ability to send bulk emails based on those templates, therefore eliminating the need for 3rd party tools. Specific document types within the system have been updated to support these Email Templates (see later in this document where they are discussed in more detail), but for those areas where this is not available, the ability to send emails of any document using the 'Email' button still exists.

For document types that support Email Templates, emails are no longer reliant on having an email client setup on the PC in order to send emails. Emails based on a template are now sent directly to a Simple Mail Transfer Protocol (SMTP) server and therefore bypass a local 'Sent Items' folder.

Sending emails as part of a bulk processing routine can result in various problems that cause the routine to fail, including: network/internet issues, SMTP Server unreachable, insufficient security permissions, invalid email addresses, etc. To prevent these issues from affecting processing routines within the system, the actual sending of emails has been removed from the client and is instead handled by the server.

A new 'System Control -> Email' menu has been added where email settings and templates can be configured.



Any email sent using an Email Template within the system will get saved into a 'Pending Email Messages' table. This table is then monitored by a new 'Elite Messaging Service' that gets installed as part of the server installation routine. When a new email is detected by the service, it will connect to the SMTP server and send it.

Email Settings

In order for the 'Elite Messaging Service' to start monitoring pending emails, the 'Email Enabled' flag on the 'Email Settings' screen should be set to 'Yes':

Email Enabled:

SMTP Settings:-

Server:	<input type="text" value="ExchangeServer"/>		
Port:	<input type="text" value="0"/>	User Name:	<input type="text"/>
Enable SSL:	<input type="text" value="No"/>	Password:	<input type="text"/>

Default Email Address Settings:-

Domain:	<input type="text" value="example.com"/>
From:	<input type="text" value="accounts"/>
Administrator:	<input type="text" value="administrator"/>

It is important to note that the 'Elite Messaging Service' will attempt to send any emails sitting in the 'Pending Emails Messages' list as soon as emailing is enabled and valid SMTP settings are entered. Particular attention should be paid when copying a live dataset into a new company for testing/training purposes as live emails could end up getting sent.

The SMTP Server can be a local on premise server like Microsoft Exchange, a virtual server setup to relay, or an online server in the cloud like Office 365. If the 'Port' field is set to zero it will use port 25 (the SMTP default port) but can be configured to suit. Depending on the requirements of the SMTP server and how the network and permissions have been configured, a 'User Name' and 'Password' may or may not be required. If an Active Directory User Name is required, it can be entered in the format 'Domain\User'. Your IT provider should be able to provide this information along with whether Secure Sockets Layer (SSL) should be enabled and what port should be used.

The 'Domain' field allows the domain of the email address to be entered, e.g. for email address 'info@example.com' the domain is 'example.com'. This is used to help simplify entering in other email addresses throughout the new email system so that the email domain does not need to be entered in every time, just the account name (e.g. 'info' from the previous example). When the system sends an email, these short addresses are combined with the email domain and a '@' symbol system to make a complete email address.

The 'From' field allows a default email address to be specified that will be used as the 'from' address for all email communications. This can be overridden for each type of document or template used but can be specified here if all emails are to come from the same address. A full email address can be entered (like 'accounts@example.com') or just the name if the domain is the same (e.g. 'accounts').

The 'Administrator' field is used when the 'Elite Messaging Service' has a problem sending an email. Obviously this only applies when the problem is with the email address and not a problem with the SMTP server as it would be unable to send those messages. An entry in the server Event Viewer is created for all errors regardless of type or source so this can be used to analyse SMTP problems.

The 'Email Settings' screen also has a 'Footer' tab with a 'Footer' field. Anything entered into this free type text field will be appended to every email sent using the 'Elite Messaging Service'. This allows a company wide disclaimer or signature to be included with all emails.

Document Types

In order for the system to control which types of document the system can produce and which of them can be emailed, a new 'Document Types' screen has been added to 'System Control -> System Tables -> Document Types'. This contains a list of all the Document Types that the system knows about (excluding Email Notifications, see below), but it can be expanded to allow other external document types to be specified, like drawing or specification files, etc.

Document Type:	<input type="text" value="PURCHASE_ORDER"/>	System Type
Description:	<input type="text" value="Purchase Order"/>	
Is Exportable:	<input type="button" value="Yes"/> ▾	Email Documents: <input type="button" value="D"/> ...
		Print Documents: <input type="button" value="D"/> ...
Email Template:	<input type="text" value="Purchase Order"/> ...	
Default Email Address Settings:-		
From:	<input type="text"/>	
Administrator:	<input type="text"/>	

The following flags indicate how documents are handled within the system:

- Is System Type – set to 'Yes' for all document types the system knows about. Any custom Document Types added are automatically set to 'No' and cannot be changed.
- Is Exportable – set to 'Yes' for all document types that export and send as an email. This is locked and cannot be changed by the user.

- Is Email Notification – not officially a type of document that is produced by the system but has Email Templates associated with them for sending notifications. See section on Purchase Order Authorisation for more information.

Other than the 'Document Type' and 'Description' fields, all the other fields are locked and can't be modified by the user unless the 'Is Exportable' flag is set to 'Yes'. To make it easier to configure these documents for use with emailing, all exportable Document Types (including Email Notifications) can be viewed in 'System Control -> Email -> Email Document Types'.

From here the email specific settings can be changed. The 'Email Documents' and 'Print Documents' fields are used to determine whether a document should be emailed, printed, emailed and printed or do neither. The available options are:

- '1 – 1st Choice': the system will perform this action in preference over the 2nd choice action if it is able to. When one of the two options is set as the 1st choice the other is automatically set as the 2nd choice.
- '2 – 2nd Choice': the system will perform this action if the 1st choice action cannot be done. When one of the two options is set as the 2nd choice the other is automatically set as the 1st choice.
- 'Y – Yes': the system will always perform this action.
- 'N – No': the system will not perform this action.
- 'D – Default': the system default settings will be used.

For example: if 'Email Documents' is set as the 1st choice the system will automatically send an email if an email address is available, otherwise the document will be printed; if both emails and printed copies should be produced then both flags can be set to 'Y – Yes'; etc.

The system wide settings for the 'Email Documents' and 'Print Documents' fields can be found in 'System Control -> System Setup -> System Settings':

Email Documents:

Print Documents:

All Document Types are configured to use the system wide settings by default but can be changed as necessary. For example, if you wanted to email all documents as the 1st choice action with the exception of one specific Document Type then you could override that one type.

The Document Type is also associated with a default Email Template that can be changed as necessary.

Finally, the 'From' and 'Administrator' email addresses can be specified on each Document Type, thereby allowing, for example, purchase emails to be sent from a different email address to subcontractor emails. This is particularly useful for larger company's setup with different teams/departments.

Email Templates

Email Templates are setup against Document Types where the 'Is Exportable' flag is set to 'Yes'. Any number of Email Templates can be setup for each Document Type, allowing different templates to be used for different occasions/scenarios. For example, a new template could be created to temporarily remind recipients to review new terms and conditions.

On upgrade from a previous version or when a new dataset is created, a default set of Email Templates are automatically created for each of the applicable Document Types. These can be used as they are or amended to suit.

When an email is sent using an Email Template, the system uses the settings on the template to create an Email Message already populated with a subject and body. The document that is to be sent is automatically exported as a PDF and attached to the resulting email message.

An Email Template is defined as follows:

Document Type:	PURCHASE_ORDER	...	Purchase Order
Description:	Purchase Order		
From:		Cc:	
Administrator:		Bcc:	
Subject:	[ContractPurchaseOrderNumber], Revision [ContractPurchaseOrderHeader].[Revision]		
Body:	Dear [SupplierAddresses].[Contact], Please find attached our purchase order number [ContractPurchaseOrderHeader].[ContractPurchaseOrderNumber], dated [ContractPurchaseOrderHeader].[OrderDate] for [ContractPurchaseOrderHeader].[CurrencyCode] [ContractPurchaseOrderHeader].[OrderGoods: #,##0.00]. This order supersedes and replaces all other prior versions of this purchase order. Yours Sincerely, [ContractPurchaseOrderHeader].[BuyerName]		

The 'Description' defaults to the description of the selected Document Type but can be changed to suit. Just like on the Document Types screen, the 'From' and 'Administrator' email addresses can be specified, otherwise the defaults from the Document Type or Email Settings are used (in that order).

If you wanted to copy someone in on all emails sent using this template, email addresses could be specified in the 'Cc' (carbon copy) or 'Bcc' (blind carbon copy) fields. Again, any address entered here that does not contain a domain will have the domain from Email Settings applied.

However, the key fields on the Email Template are the 'Subject' and 'Body'. These fields dictate the content of each email and can be a mix of normal text and fields that get evaluated as inline expressions:

- Fields are identified by having the name of the field contained within opening and closing square brackets, i.e. '[FieldName]'. Fields can also be prefixed with the name of the table the field is in, separated by a dot, i.e. '[TableName].[FieldName]'.
- When the system detects a valid field it replaces the field identifier in the resulting email message with the actual data of the document being emailed. If the field could not be identified the field identifier is left as it is in the resulting email message.
- Formatting can also be applied to field expressions by putting a format expression after a colon at the end of the field name, i.e. '[TableName].[FieldName:FormatExpression]'. Format expressions are typically required for numbers and dates with common examples being '#,##0.00' to format a number to two decimal places and 'dd/mm/yyyy' for a standard UK date.

Additional documents can also be attached to email messages that get sent. These are added using the 'Attachments' button on the Email Templates screen:

Attachments 7 of 13

Email Template Attachments (none)

Description:

File Name: ...

Close Modify List (New)

Each attachment is given a description and a link to the document to be sent as an attachment. All emails sent using this Email Template will include these attachments, making them useful for attaching terms and conditions or other similar documents.

HTML Templates

It is also possible to configure Email Templates to be sent as HTML. Although there is no HTML editor, raw HTML can be entered into the 'Body' field. The system will recognise an email message as being HTML if the first 6 characters entered into the body are '<html>' in either upper or lower case. An example of a simple HTML message could be:

```
<html>
<body>
<p>Dear [SupplierAddresses].[Contact],</p>
<p>Please find attached our purchase order number <strong>
[ContractPurchaseOrderHeader].[ContractPurchaseOrderNumber]
</strong>.</p>
<p>Yours Sincerely,</p>
<p>[ContractPurchaseOrderHeader].[BuyerName]</p>
</body>
</html>
```

HTML messages should be properly formatted or errors will be raised.

Email Messages

When emails are generated based on an Email Template, they are saved into the Email Messages table with a status of 'Pending'. These messages can be viewed using the 'System Control -> Email -> Pending Email Messages' screen where they will stay until the 'Elite Messaging Service' picks them up and sends them.

Document Type:	PURCHASE_ORDER	...	Purchase Order
From:	accounts@example.com	Date:	07/10/2015 22:44:25
To:	john@atlas.com.uk		
Cc:		Bcc:	buyer@example.com
Subject:	Purchase Order 10000105		
Body:	Dear John Mohoney, Please find attached our purchase order dated 13/05/2015 for GBP 22,340.00. Yours Sincerely,		

All the details on the message can be amended up until the point it is sent, including the 'Subject' and 'Body' fields. This allows corrections to be made to invalid email addresses, etc. that might have been rejected by the SMTP server.

If the 'Elite Messaging Service' is unable to send an Email Message, the reason for this is recorded against each message in an 'Error Description' field. The system also records the 'Retry Count' against each message and both of these fields can be made visible in the list view.

After an Email Message has been sent it moves into the 'Sent Email Messages' list. All messages, pending and sent, can be viewed from the 'All Email Messages' screen.

Elite Messaging Service

The 'Elite Messaging Service' is installed as part of the server installation and will run under the 'Local System' account. Depending on how the SMTP server is configured, it may be sufficient to leave the service running under this account.

However, it might be required to run the service using a particular Active Directory user account.

If so, this should be done on the 'Log On' tab of the service properties window in the 'Services' applet found in 'Control Panel -> Administrative Tools'.

Log on as:

Local System account
 Allow service to interact with desktop

This account:

Password:

Confirm password:

The Elite Messaging Service works by checking each company dataset setup on an installation to see which ones have the 'Email Enabled' flag set in the Email Settings screen. All the datasets that are configured to send emails are then polled on a regular basis to check for new messages where they are sent as soon as they are found.

The polling interval and schedule that the Elite Messaging Service uses is stored in an XML configuration file that can be customised to suit each installation. The file is stored in the designated 'ProgramData' folder on the server, which typically makes the full file name:

'C:\ProgramData\Thom Micro Systems\Elite.Services.Messaging\Configuration.xml'

The default contents of the XML file contain the 'Configuration' tag that tells the system what type of configuration file it is and what version. Within that are the 'Installation' and 'PollingSchedule' tags:

```
<?xml version="1.0" encoding="UTF-8"?>
<!--This file should be copied to C:\ProgramData\Thom Micro Systems\Elite.Services.Messaging-->
- <Configuration Version="1.0" Type="Elite.Services.Messaging">
  - <PollingSchedule>
    <DefaultSchedule OutOfHoursPollingInterval="5" EndTime="18:00:00" StartTime="08:00:00" PollingInterval="1"/>
    <SaturdaySchedule PollingInterval="5"/>
    <SundaySchedule PollingInterval="5"/>
  </PollingSchedule>
  <Installation Path="C:\CIS\PegasusCIS.E2K" Name="Pegasus CIS"/>
  <Installation Path="C:\Elite\E2KCC.E2K" Name="Elite Contract Costing"/>
</Configuration>
```

An 'Installation' entry will exist for each server installation that the Elite Messaging Service is monitoring. For most configurations this will just be the one installation. The installation has a 'Path' that points to where the server was installed along with the name of the installation so that setup routines can detect and upgrade the appropriate paths automatically.

The 'PollingSchedule' consists of one or more schedule tags. There can optionally also be a schedule setup for each day of the week, i.e. MondaySchedule, TuesdaySchedule, WednesdaySchedule, ThursdaySchedule, FridaySchedule, SaturdaySchedule and SundaySchedule. The 'DefaultSchedule' is used in the absence of any of these schedules for any given day.

Each schedule can specify a simple 'PollingInterval' in minutes which will be applied for the entire day unless a 'StartTime', an 'EndTime' and an 'OutOfHoursPollingInterval' are also specified. If all three of these extra fields are specified, the 'PollingInterval' is used between the 'StartTime' and 'EndTime' and the 'OutOfHoursPollingInterval' is used for the rest of the day.

By default, the Elite Messaging Service will poll for new emails every minute between 8am and 6pm, Monday to Friday and every 5 minutes during the evening and weekends.

Subcontractor Messaging

One of the areas that has been updated to make use of the new Email Templates & Messages functionality is the Subcontractors module. The Subcontractors screen has a new 'Documents' tab that contains various settings that help control how documents are produced:

Email Documents:	<input type="text" value="D"/> ...
Print Documents:	<input type="text" value="D"/> ...
SMS Notification:	<input type="text" value="D"/> ...
Accounts Email:	<input type="text"/>
Email Templates:-	
Payment Certificate:	<input type="text"/> ...
Statement:	<input type="text"/> ...

The 'Email Documents' and 'Print Documents' settings allow individual control over whether documents sent to a Subcontractor should be emailed or printed. When set to 'D' for default, the equivalent settings on the Document Type will be used. If these too are set to 'D' then the ones in 'System Control -> System Setup -> System Settings' will be used.

When checking if emails can be sent, the system will first look to the new 'Accounts Email' field in preference over the 'Email' field on the 'General' tab. If no email address has been specified in either field the system will be unable to send an email. In this case, if the 'Email Documents' flag is ultimately evaluated to 'Yes' then an error message will be produced warning the user that an email could not be sent. However, if the 'Email Documents' flag is set to '1' for 1st Choice the system will give no error or warning and instead automatically move on to the 2nd choice option of printing.

The Subcontractor module has been updated to allow two documents to be emailed: Payment Certificates and Statements.

Subcontractor Payment Certificate

When Subcontractor Payments are posted, the system will now automatically export individual Payment Certificates as PDFs to the file system. This is done regardless of whether they are getting emailed or not so there is always an electronic copy of the certificate kept.

At the same time, document links are added to both the 'Subcontractor Documents' list and the 'Job Documents' list for all Jobs that the payment covers:

Type:	<input type="text" value="SUBCON_PAYMENT"/> ...	<input type="text" value="Subcontractor Payment Certificate"/>
Description:	<input type="text" value="Subcontractor Payment Certificate on 09/10/2015, Cheque No 708329"/>	
File Name:	<input type="text" value="Subcontractor Payment Certificates\CLE001 - CLEGG SERVICES\2015\SP 2015-10-09 00001112.pdf"/> ...	

If the system determines that the Subcontractor getting paid should also receive an email, one will be generated based on an Email Template linked to the 'SUBCON_PAYMENT' Document Type. If a 'Payment Certificate Email Template' is specified on the 'Documents' tab of the Subcontractor record, this will be used in preference over the default Email Template setup on the 'SUBCON_PAYMENT' Document Type.

If the system determines that a printed copy is not required, when the 'Print Payment Certificates' operation on the Subcontractor Payments batch control screen will not include this Subcontractor and no warnings or errors will be generated regardless of what the 'Force Payment Certificates To Be Printed' flag in 'Subcontractors -> Subcontractor Setup -> Subcontractor Settings'.

Subcontractor Statements

After the monthly return is submitted the system will generate Subcontractor Statements as the final step in the monthly return process. Instead of just printing all the Subcontractor Statements, the system can now email them too. So just like with Subcontractor Payment Certificates, the system will now automatically export individual Statements as PDFs to the file system. This is done regardless of whether they are getting emailed or not so there is always an electronic copy of the statement kept.

At the same time, document links are added to the 'Subcontractor Documents' list:

Type:	<input type="text" value="SUBCON_STATEMENT"/>	...	<input type="text" value="Subcontractor Statement"/>
Description:	<input type="text" value="Subcontractor Statement for 2015/11"/>		
File Name:	<input type="text" value="Subcontractor Statements\CLE001 - CLEGG SERVICES\2015\SS_10.pdf"/>		

If the system determines that the Subcontractor should also receive an email, one will be generated based on an Email Template linked to the 'SUBCON_STATEMENT' Document Type. If a 'Statement Email Template' is specified on the 'Documents' tab of the Subcontractor record then this will be used in preference over the default Email Template setup on the 'SUBCON_STATEMENT' Document Type.

If the system determines that a printed copy is not required, one will not be printed.

Subcontractor Payment SMS Notifications

In addition to the enhancements for automatically sending Subcontractor emails, the system now also has the ability to send a subcontractor a SMS Text Message notifying them that they have been paid. This was primarily designed for use with the new Subcontractor Bureau functionality added in the release (see later in the document) but can be used by anyone.

In order to make use of this service, you must first sign up to our SMS text messaging provider '2sms' (www.2sms.com) where you can purchase pre-paid message blocks of between 5,000 and 100,000 messages for 3.6 to 3.0 pence per SMS. You will receive a username and password from them which you can enter on the 'SMS Service' tab of the 'System Control -> System Setup -> System Settings' screen:

General	Period Processing	EC Supplementary Declaration	SMS Service
SMS User Name:	<input type="text"/>		
SMS Password:	<input type="text"/>		

Once configured, you can turn on Subcontractor Payment notifications by setting the 'Send SMS Notification of Payment to Subcontractor' flag to 'Yes' on the 'SMS' tab of 'Subcontractor Settings':

General	Orders	Timesheets	Application	Processing	Payment	Nominal	Irish Reverse Charge VAT	Notes	SMS
Send SMS Notification of Payment to Subcontractor: <input checked="" type="checkbox"/> Yes									
SMS Body: <input type="text" value="Your payment of £[PaymentTotal] will be paid by Demo Company on your allocated payment day."/>									

The 'SMS Body' field contains the text that will be sent in the text message. This will be evaluated as an inline expression to convert any field identifiers into data related to the payment.

A new 'Mobile' phone number field has been added to the Subcontractor and if specified, a SMS Text Message will now be sent when posting the Subcontractor Payments Batch.

Order Authorisation Hierarchies

Both the Purchase Order and Subcontractor Order authorisation processes have been expanded from having a single flat rate, over which orders had to be authorised by someone with access to the 'Authorise' routines, to a hierarchical system where users can authorise any order up to the level they have been assigned, after which someone up the management hierarchy with higher permissions needs to authorise the order.

These new authorisation capabilities apply to both Purchase Orders and Subcontractor Orders, however, the settings for Purchasing are setup independently to Subcontractors. This allows different authorisation thresholds as well as different teams of staff and corresponding management hierarchy. Other than some very minor differences between the two, they are both essentially the same.

This document will therefore focus on describing the new authorisation capabilities for Purchase Orders and highlight the differences for Subcontractor Orders where relevant.

Authorisation Groups

Authorisation Groups are used to define both the level a particular group can authorise up to and the organisation hierarchy. Purchase Authorisation Groups are defined in 'Purchases -> Purchases Setup -> Purchase Authorisation Groups':

Authorisation Group:	Limited Authorisation Users		
Email:			
Supervisor Group:	Fully Authorised Users		
Purchase Orders Require Authorisation:	Yes	Purchase Returns Require Authorisation:	No
Authorisation Not Required for Orders Under:	20,000.00	Authorisation Not Required for Returns Under:	0.00
Can Authorise Over Budget Purchase Orders:	No		

The authorisation settings previously setup in 'Purchase Order Settings' have been moved to this group screen and work in the same way as before:

- If users in this group can authorise all orders regardless of value, the 'Purchase Orders Require Authorisation' flag should be set to 'No'.
- Otherwise it should be set to 'Yes' and the limit that they can authorise up to should be entered into the 'Authorisation Not Required for Orders Under' field.
- If the 'Over Budget Purchase Orders Require Authorisation' flag in 'Purchase Order Settings' is set to 'Yes' and an order puts a Job over budget, are users in this group able to authorise the order? If they can, the 'Can Authorise Over Budget Purchase Orders' flag should be set to 'Yes'.

Over Budget Purchase Orders Require Authorisation: Yes

For Purchase Orders there are equivalent settings for Purchase Returns, but as there is no concept of a Subcontractor Return these settings are not present on Subcontractor Authorisation Groups:

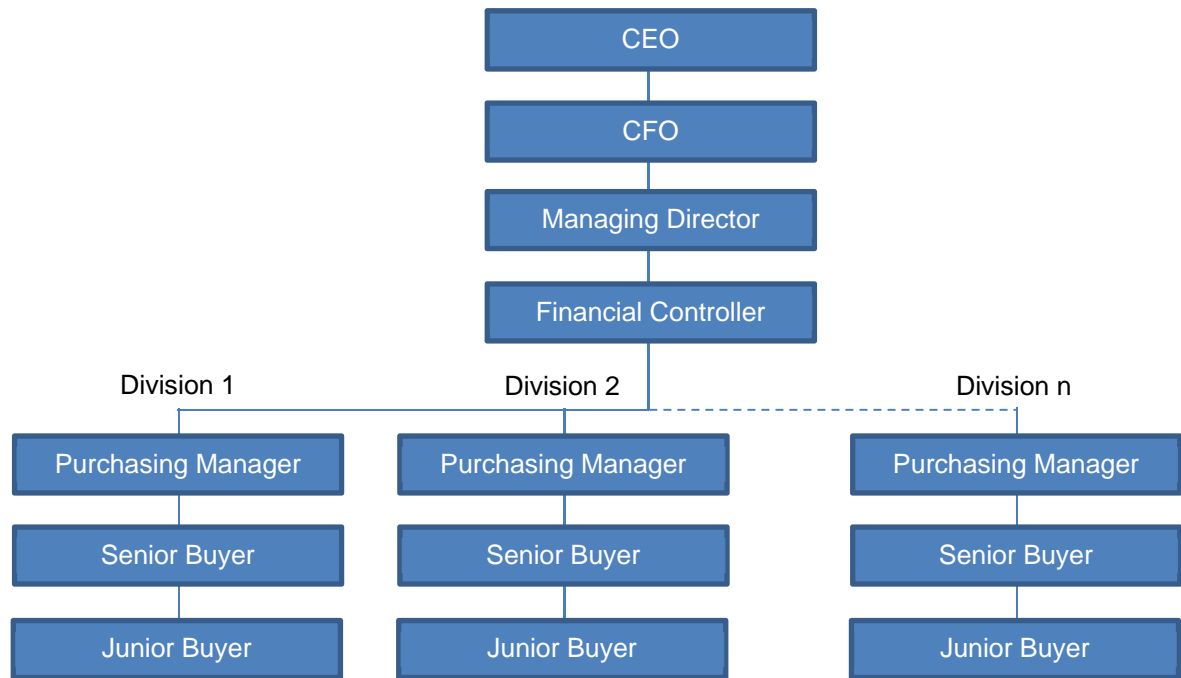
Subcontractor Orders Require Authorisation:	No	Authorisation Not Required for Orders Under:	0.00
Can Authorise Over Budget Subcontractor Orders:	Yes		

In order to create a hierarchy, each Authorisation Group can be allocated a 'Supervisor Group'. The Supervisor Group is a lookup back to the Authorisation Groups table showing all other groups that have been setup.

An example of a simple hierarchy would be a 'Managing Director', a 'Purchasing Manager' and a 'Buyer':

- The Buyer's supervisor would be the Purchasing Manager whose supervisor would be the Managing Director.
- A Buyer might be authorised to place orders up to £5,000; a Purchasing Manager £20,000 and the Managing Director would have no limit.
- If a Buyer places an order for £10,000 then they will need to get their Purchasing Manager to authorise the order. However, if a Buyer places an order for £25,000 then the Managing Director will be the only person able to authorise it.

Any number of Authorisation Groups can be setup and therefore any number of hierarchy levels can be created. In a large company with multiple groups/divisions this could become something considerably more complex:



Once the Authorisation Groups have been defined they need to be allocated to the people in those groups. To allow this, the 'System Control -> System Tables -> Staff' screen has been expanded to allow both the 'Purchase Authorisation Group' and 'Subcontractor Authorisation Group' to be specified:

Staff Code:	<input type="text" value="SPOWER"/>	Name:	<input type="text" value="Steve Power"/>
User Name:	<input type="text" value="SPOWER"/>	Staff Group:	<input type="text" value="Q002"/> ... <input type="text" value="Quantity Surveyors - Midlands"/>
		Email:	<input type="text" value="steve.power@democompany.com"/>
		Phone:	<input type="text"/>
Purchase Authorisation Group:	<input type="text" value="Limited Authorisation Users"/> ...		
Subcontractor Authorisation Group:	<input type="text" value="Limited Authorisation Users"/> ...		

On upgrade from a previous version two Authorisation Groups will be created:

- Fully Authorised Users – this group does not require any authorisation
- Limited Authorisation Users – this group has the previous settings applied

However, the system is unable to determine which users were previously able to authorise orders so the Staff list should be reviewed to make sure everyone has the correct level of access.

To prevent users not entered into the Staff table, or new users added to the Staff table but who have not been assigned an Authorisation Group, being able to authorise orders a 'Default Authorisation Group' has been added to 'Purchase Order Settings' (or equivalently 'Subcontractor Settings'):

Default Expenditure Type: ...

Default Authorisation Group: ...

This is used when no other group could be determined and should therefore be the lowest level of permission. Alternatively, an independent 'No Authorisation' group could be created with a zero threshold. On update the 'Limited Authorisation Users' group is set as the default.

Once all the Staff have been allocated to suitable groups the system is ready for orders to be entered. Every time something on an order is changed, the system will compare the value of the order to the currently logged in user's authorisation level. If the value is above that user's threshold, the order will need to be authorised. This does not need to be someone within that user's authorisation hierarchy, just someone with a higher authorisation level.

The system can be setup to force all orders to be authorised before they can be processed, even if the user entering the order has sufficient permission to authorise it themselves. This is turned on by setting the 'Purchase Order Authorisation Mandatory' flag on the 'Purchasing -> Purchasing Setup -> Purchase Order Settings' screen to 'Yes' (or equivalently the 'Subcontractor Order Authorisation Mandatory' flag on the 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings' screen to 'Yes'):

Expenditure Type Mandatory: ▾

Purchase Order Authorisation Mandatory: ▾

Authorising an order is done in the same way as before, i.e. using the 'Authorise Purchase Order' operation on the 'Purchases -> Purchase Order Processing -> Purchase Orders' screen (or the 'Authorise Subcontractor Order' operation on the 'Subcontractors -> Subcontractor Orders' screen). The key difference now is that the permissions required to run the 'Authorise' operation no longer need to be controlled using the Administrator program and indeed can be left so that everyone has access to it now.

Authorisation Notifications

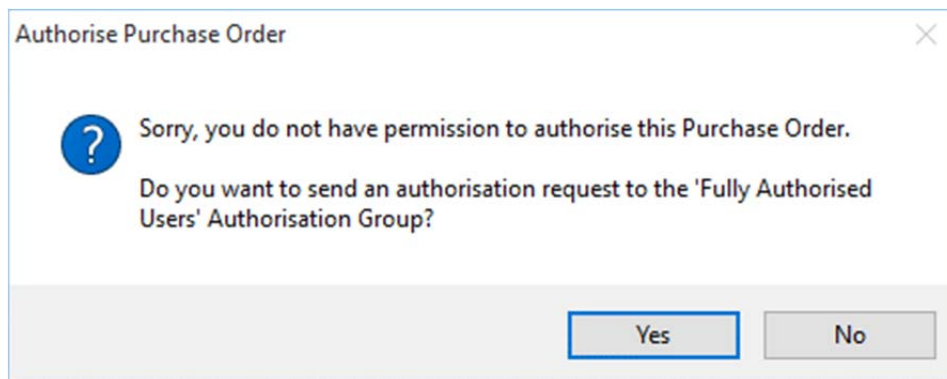
Another major benefit of the new order authorisation system and the main reason that Authorisation Groups were made hierarchical, is the ability for the system to send authorisation notifications.

Notifications are sent as emails using the new Email Templates & Messages functionality introduced in this version. Authorisation Groups can be setup with an email address and the Staff table has also been expanded to allow an email address for each person to be entered. When a notification is sent to an Authorisation Group the system will first of all check for an email address entered against the group. If one is found it will be used, otherwise the system will pick up the email addresses of all Staff assigned to that group and send them all the notification.

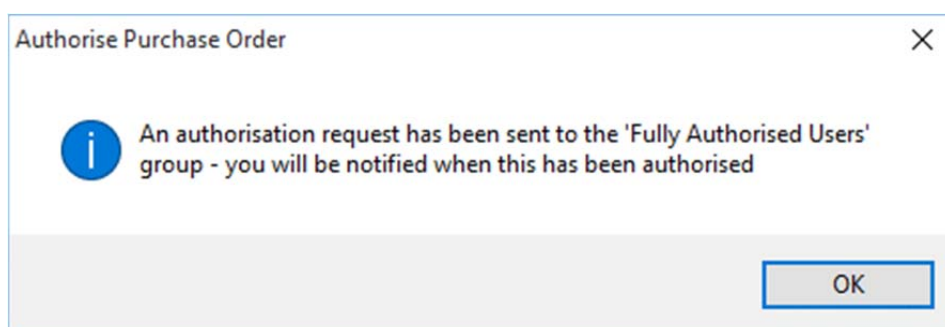
The system can send three types of notification: 'Authorisation Request', 'Authorised' and 'Authorisation Denied'.

An 'Authorisation Request' notification is sent when a user runs the 'Authorise' operation but does not have sufficient permissions to authorise the order themselves. The system will get the 'Supervisor Group' from the group the current user belongs to and checks to see if they have sufficient permissions to authorise the order. If not, their immediate supervisor's 'Supervisor Group' is checked and so on up through the hierarchy chain for that user.


Once a suitable group is found the user will be prompted to confirm that they want to send a notification to this group:



If the user answers 'Yes', a notification will be sent to that group, copying in all intermediary groups at the same time. In the previous example of a Buyer placing an order for £25,000, the Managing Director will be sent a notification and the Purchasing Manager will be copied in on the email so they are kept in the loop. The user is then given a message informing them that the notification has been sent and that they will be notified when the order has been authorised:



The default 'Authorisation Request' email template informs the supervisor who is requesting the authorisation, the order number, supplier and value, as well as instructions on how to either authorise or deny the request (just in case they are infrequent users of the system):

 Gareth Thom
17:15

Authorisation Request - Purchase Order 2360
To: Gareth Thom

User SPOWER is requesting authorisation of the following Purchase Order:

- Number: 2360
- Supplier: CAR0001 - Carters Limited
- Type:
- Reference:
- Value: GBP 25,000.00

To authorise this Purchase Order:

1. Login to the system
2. Navigate to Purchasing -> Purchase Order Processing -> Purchase Orders
3. Locate Purchase Order Number 2360
4. Click Operations -> Authorise Purchase Order
5. Say 'Yes' to the confirmation prompt
6. A notification email will be sent confirming the order has been authorised

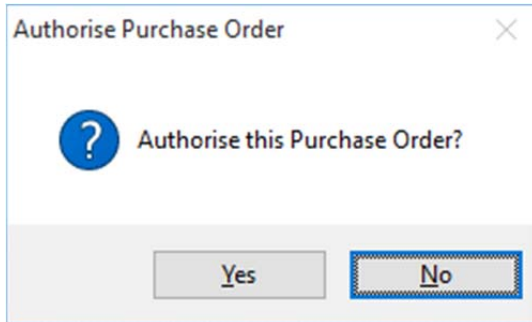
To deny this authorisation request:

1. Login to the system
2. Navigate to Purchasing -> Purchase Order Processing -> Purchase Orders
3. Locate Purchase Order Number 2360
4. Click Operations -> Deny Authorisation Request
5. Say 'Yes' to the confirmation prompt
6. Enter the reason why the request has been denied and click OK
7. A notification email will be sent denying the request and stating the reason why

The Purchase Order screen is also updated to indicate that authorisation is required and that an authorisation request has been sent:

PO Number: Date: ... Status:
Requires Authorisation, Request Sent

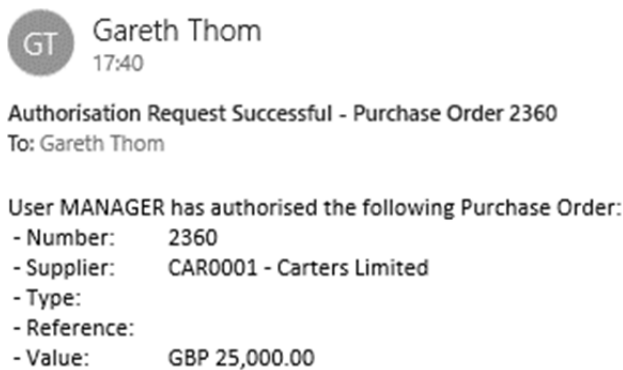
When a user with sufficient permissions run the 'Authorise' operation they are prompted to confirm that they want to authorise that order:



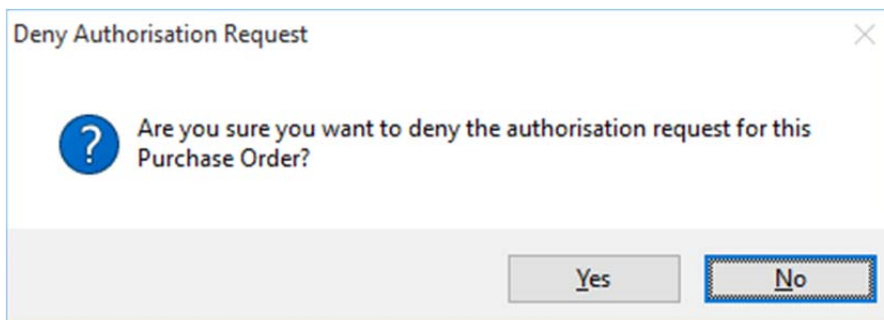
If the user responds 'Yes', an 'Authorised' notification email is sent back to the member of staff who requested the authorisation and the status on the order is updated to say it has been authorised:

PO Number: Date: ... Status:
Authorised, Pending Approval

The default 'Authorised' email template informs the user who authorised the request, the order number, supplier and value:



However, if the supervisor does not want to authorise the order they have the option of running the 'Deny Authorisation Request' operation:




If they respond 'Yes' they are also asked to give a reason as to why their request has been denied:

The 'Reason for Denial' can be anything up to 250 characters. After the reason is entered they are given a confirmation prompt letting them know that the denial notification has been sent:

The order screen is also updated to indicate that the order still requires authorisation and that the last request for authorisation was denied:

PO Number: Date: ... Status:
Requires Authorisation, Request Denied

The default 'Authorisation Denied' email template informs the user who had denied the request, the order number, supplier, value and the reason for the denial:

 **Gareth Thom**
 17:35

Authorisation Request Denied - Purchase Order 2360
 To: Gareth Thom

User MANAGER has denied your request to have the following Purchase Order authorised:

- Number: 2360
- Supplier: CAR0001 - Carters Limited
- Type:
- Reference:
- Value: GBP 25,000.00

Reason: Too expensive

If an authorisation request is denied, the member of staff who requested the authorisation can amend the order to take into account the reason it was denied and resubmit it. This can happen any number of times until it is authorised or they have to cancel the order.

All three notification templates can be amended to suit requirements by editing them in 'System Control -> Email -> Email Templates'. Although multiple versions of the notification templates can be created, the only one that is used is the default one specified on the 'System Control -> Email -> Email Document Types' screen.

The three notification templates for Purchase Orders are as follows:

- PUR_ORD_AUTH_REQUEST Purchase Order Authorisation Request
- PUR_ORD_AUTHORISED Purchase Order Authorised
- PUR_ORD_AUTH_DENIED Purchase Order Authorisation Denied

These templates are replicated for Purchase Returns:

- PUR_RET_AUTH_REQUEST Purchase Return Authorisation Request
- PUR_RET_AUTHORIZED Purchase Return Authorised
- PUR_RET_AUTH_DENIED Purchase Return Authorisation Denied

And for Subcontractor Orders:

- SUB_ORD_AUTH_REQUEST Subcontractor Order Authorisation Request
- SUB_ORD_AUTHORIZED Subcontractor Order Authorised
- SUB_ORD_AUTH_DENIED Subcontractor Order Authorisation Denied

Expenditure Types

Expenditure Types allow different authorisation levels to be set based on the type of expenditure. For example, a junior buyer may be able to authorise:

- Capital Expenditure up to £5,000
- Direct Purchases for a Job up to £2,000
- Overhead Purchases up to £500

Although Subcontractor Orders are all direct purchases for a Job and are therefore less likely to need different types of expenditure, Expenditure Types have been added to both Purchasing and Subcontractors to keep the authorisation routines the same and to provide greater flexibility for different configurations.

Expenditure Types are setup independently for both Purchases (in 'Purchases -> Purchases Setup -> Purchase Expenditure Types') and Subcontractors (in 'Subcontractors -> Subcontractors Setup -> Subcontractor Expenditure Types') using just a code and a description:

Expenditure Type: Description:

Once Expenditure Types are setup they can be assigned to Authorisation Groups. This is done by locating the specific group, clicking the 'Items' button and entering in all the relevant Expenditure Groups and their values:

Authorisation Group:
Expenditure Type: ...

Purchase Orders Require Authorisation: ... Purchase Returns Require Authorisation: ...
Authorisation Not Required for Orders Under: Authorisation Not Required for Returns Under:
Can Authorise Over Budget Purchase Orders: ...

The options available are replicated from the Authorisation Group with the exception that instead of Yes/No fields they have been replaced with Yes/No/Default lookups that are set to 'D' for default for new records. Changing these to 'Yes' or 'No' will override the settings on the Authorisation Group for this specific Expenditure Type. All Expenditure Types can be defined for each Authorisation Group, or just the values that are different to the group settings.

The Subcontractor Authorisation Groups also have the equivalent options but again without the 'Purchase Return' settings:

Subcontractor Orders Require Authorisation: ... Authorisation Not Required for Orders Under:
Can Authorise Over Budget Subcontractor Orders: ...

When entering in an order, the Expenditure Type can be specified on the header:

PO Number:	<input type="text" value="2360"/>	Date:	<input type="text" value="14/10/2015"/>	Status:	<input type="text" value="OPEN"/>
Unapproved					
Branch:	<input type="text" value="CAR0001"/>		<input type="text" value="Carters Limited"/>		
Supplier:	<input type="text" value="CAR0001"/>		<input type="text" value="Carters Limited"/>		
Bought By:	<input type="text" value="SPOWER"/>		<input type="text" value="Steve Power"/>		
Warehouse:	<input type="text" value="WH1"/>		<input type="text" value="Main Stores Warehouse"/>		
Expenditure Type:	<input type="text" value="CAPEX"/>		<input type="text" value="Capital Expenditure"/>		

This will cause the authorisation routines to use the Expenditure Type settings for the current user's Authorisation Group in preference over the general Authorisation Group settings.

By default, the Expenditure Type is optional, but this can be made mandatory by setting the 'Expenditure Type Mandatory' flag in 'Purchases -> Purchases Setup -> Purchase Order Settings' (or in 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings' for Subcontractor Orders).

A default Expenditure Type can be specified on both the Purchase and Subcontractor settings screens as well as an override on each specific Supplier and Subcontractor:

Default Expenditure Type:	<input type="text" value="OVERHEAD"/>		<input type="text" value="Overhead Purchases"/>
---------------------------	---------------------------------------	--	---

This allows a Supplier, say, that you always place overhead orders with to bring back the correct Expenditure Type automatically.

This level of purchase control provides the flexibility required by larger construction companies with complex purchasing requirements. Smaller companies can implement a simpler but still effective approval process without the need of Expenditure Types.

Purchase Order Approval & Emailing

A new approval process has been added into purchase ordering. Previously, unless an order needed authorisation, as soon as the first item was added to a Purchase Order, goods could be received or invoices posted against it before it was even finished being entered. Now, before a Purchase Order can be processed further down the purchase ordering chain, it needs to be approved.

This serves multiple purposes, including:

- Prevents an order from being processed before order entry is complete.
- Prevents an incomplete order from being sent to a Supplier.
- Prevents unauthorised amendments to existing approved orders.
- Enables automatic emailing and/or printing of an order.
- Enables automatic revision tracking.
- Enables another level of control over orders being raised for companies with large purchasing departments or remote branches placing orders.

Purchase Orders have been updated to make use of the new Email Templates & Messages functionality. To help control how documents are produced, the 'Purchasing -> Suppliers' screen has a new 'Documents' tab that contains various settings:

Email Documents: ...

Print Documents: ...

Order Email:

Email Templates:-

Purchase Order: ...

Purchase Return: ...

The 'Email Documents' and 'Print Documents' settings allow individual control over whether documents sent to a Supplier should be emailed or printed. When set to 'D' for default, the equivalent settings on the Document Type will be used. If these too are set to 'D' then the ones in 'System Control -> System Setup -> System Settings' will be used.

When checking if emails can be sent, the system will first look to the new 'Order Email' field in preference over the 'Email' field on the 'General' tab. If no email address has been specified in either field the system will be unable to send an email. In this case, if the 'Email Documents' flag is ultimately evaluated to 'Yes' then an error message will be produced warning the user that an email could not be sent. However, if the 'Email Documents' flag is set to '1' for 1st Choice the system will give no error or warning and instead automatically move on to the 2nd choice option of printing.

If the system determines that the Supplier should also receive the order by email, one will be generated based on an Email Template linked to the 'PURCHASE_ORDER' Document Type. If a 'Purchase Order Email Template' is specified on the 'Documents' tab of the Supplier record, this will be used in preference over the default Email Template setup on the 'PURCHASE_ORDER' Document Type.

If a 'Purchase Return' is entered, the system will use the 'PURCHASE_RETURN' Document Type and check to see if a 'Purchase Return Email Template' is specified on the 'Documents' tab of the Supplier record instead.

When multiple Supplier Addresses or Branches are in use order should be sent to the branch address, not to the invoice address. The Supplier Addresses screen has therefore also been expanded to have both 'Email' and 'Order Email' address fields, with the 'Order Email' field being used in preference over the 'Email' field:

Email:

Order Email:

Order Approval

When an order is entered it is automatically set to 'Unapproved' and will indicate whether it is going to be printed or emailed and to what email address:

PO Number: Date: ... Status:

Unapproved

Branch: ...

Supplier:

Bought By: ...

Warehouse: ...

Expenditure Type: ...

Order will be emailed to orders@com.co.uk

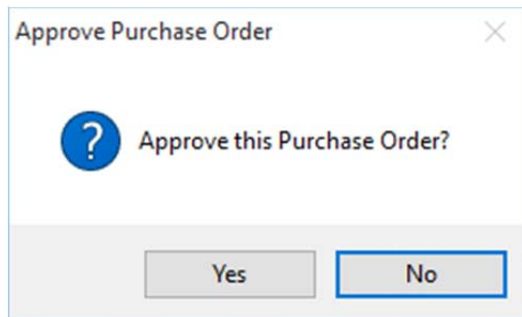
Items are added and amended as normal until the user is finished entering the order and it is ready to be sent to the Supplier. At this point, if the user was to attempt to print or email the Purchase Order they would get an 'Unauthorised' watermark printed across the back of the document:

CONTRACT:	09731 ROTHESAY FERRY TERMINAL	DATE:	14/10/2015
ORDER NO:	2360	PAGE:	1 of 1

DESCRIPTION	QTY	UNITS	PRICE	COST (GBP)
1/4" MI BACKPLATE	100.00	EACH	250.0000	25,000.00
				25,000.00

UNAUTHORISED

To prevent this from happening the Purchase Order must be approved. To do this, the user must run the new 'Approve Purchase Order' operation:



Once the user confirms that they want to proceed, the system will do the following:

1. Mark the Purchase Order as 'Approved'.
2. Export the Purchase Order print as a PDF to the file system.

3. Optionally generate an EDI file and save it to the file system (see the EDI section later in this document for more information).
4. If the system is setup to email Purchase Orders and the Supplier is setup to receive them, the order will be automatically emailed to the Supplier, potentially with an EDI file also attached.
5. If an email has not been sent to the Supplier, or a paper copy of the Purchase Order is also required, a print preview of the Purchase Order is displayed to the user for them to print as required.

When the user returns to the Purchase Order screen it will now show the fact that it has been approved and also its email/print status:

PO Number: Date: ... Status:

Approved

Branch: ...

Supplier:

Bought By: ...


Warehouse: ...

Expenditure Type: ...

Emailed on 14/10/2015 15:20:20

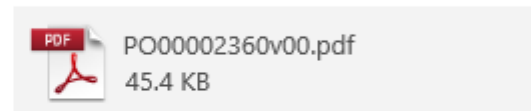
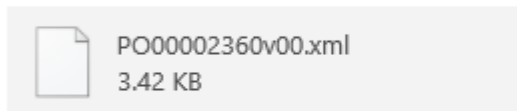
If the order has been emailed it will show this along with the date and time the email was sent. If it was printed, this will be displayed along with the date and time instead.

The default 'Purchase Order' email template informs the Supplier's Branch contact that an order is attached along with the date and value of the order:

 **Gareth Thom**
00:36

Purchase Order 2360

To: Gareth Thom



Dear Peter Newnes,

Please find attached our purchase order dated 14/10/2015 for GBP 25,000.00.

Yours Sincerely,

In addition to the 'Cc' and 'Bcc' fields that can be setup on the Email Template, a new 'Email' tab has been added to the 'Purchases -> Purchases Setup -> Purchase Order Settings' screen that allows other order-specific people to be blind copied in on the email to the Supplier.

The 'Project Manager' (or 'Allocated to User' field), 'Supervisor', 'Contract Manager', 'Plant Manager' and 'Site Manager' all represent members of staff entered on the Jobs screen. If any of these flags are set to 'Yes' then their email addresses can be

Blind Copy the following on Purchase Order emails:-

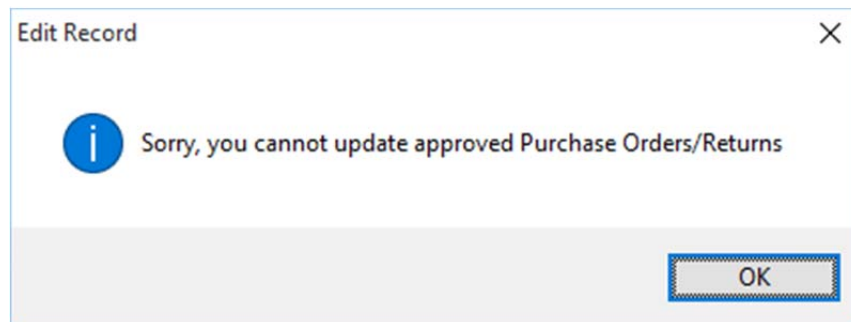
Project Manager:	<input type="text" value="Yes"/>
Supervisor:	<input type="text" value="No"/>
Contract Manager:	<input type="text" value="No"/>
Plant Manager:	<input type="text" value="No"/>
Site:	<input type="text" value="Yes"/>
Site Manager:	<input type="text" value="Yes"/>
Buyer:	<input type="text" value="Yes"/>

returned from the Staff table. The 'Site' email address is also picked up from the Job screen but this can be set independently to the email addresses for members of Staff. The 'Buyer' email address relates to the member of staff entered into the 'Bought By' field on the Purchase Order, allowing the person who raised the order to also receive a copy of it.

When the email is sent to the Supplier, the system will determine all the unique members of staff and therefore email addresses across all Jobs that are included on the Purchase Order and create a list of additional people that get blind copied into the email.

Once an order has been approved it is no longer possible to amend, delete or add to the existing items and all the key fields on the order header become locked to prevent unauthorised changes. The 'Internal Notes' field can still be edited along with the basic reference fields on the 'General' tab but the Branch, Delivery Address and Order Notes are all locked.

Any attempt to amend existing items will result in a message informing the user that they cannot change an approved Purchase Order/Return:

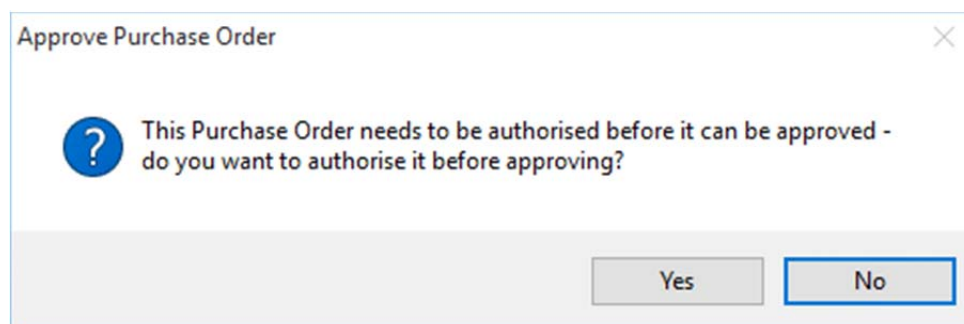


Orders Requiring Authorisation

Orders requiring authorisation need to be authorised before they can be approved.

This can either be done as per the new order authorisation enhancements described elsewhere in this document, or alternatively, if the user has sufficient permissions to authorise the order and approve it then both of these actions can be performed at the same time by running the 'Approve Purchase Order' operation.

If the approve operation detects that the order requires authorisation, it will prompt the user whether they want to authorise the order before approving it:



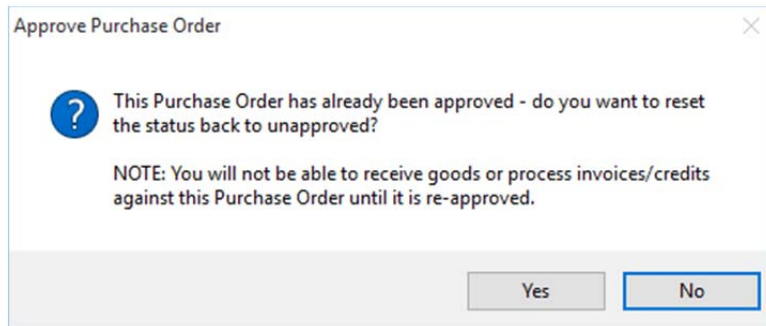
If the user responds 'Yes' and they have sufficient permissions, the order will be authorised and approved at the same time. The order screen will be updated to reflect this:

PO Number: / Date: ... Status:
Authorised and Approved

If the user has insufficient permissions, the notification process kicks in as described in more detail in the Order Authorisation section of this document.

Order Revisions

If a change needs to be made to an existing, approved order, the order will need to be unapproved. To do this the 'Approve Purchase Order' routine should be run again, where the system will warn the user that this will suspend the ability for goods to be received or invoices posted against it until it is re-approved again:

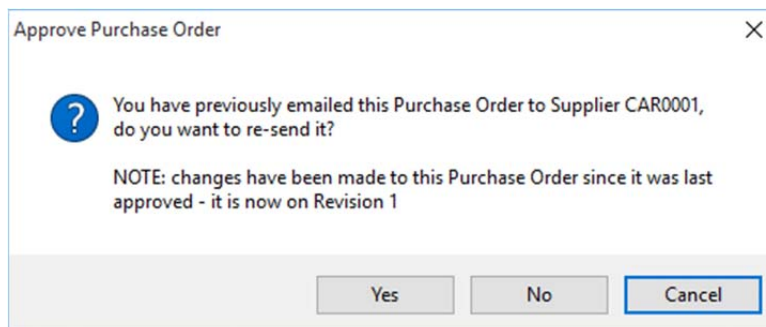


Once unapproved, the header and items can be fully amended as required as if it had never been approved in the first place. However, if items are added or deleted, or a key field is changed then the system will automatically increment the revision number of the order and display it next to the order number separated by the slash:

PO Number:	<input type="text" value="2360"/>	/	<input type="text" value="1"/>	Date:	<input type="text" value="14/10/2015"/>	...	Status:	<input type="text" value="OPEN"/>
Unapproved								
Branch:	<input type="text" value="CAR0001"/>	...	<input type="text" value="Carters Limited"/>					
Supplier:	<input type="text" value="CAR0001"/>	...	<input type="text" value="Carters Limited"/>					
Bought By:	<input type="text" value="SPOWER"/>	...	<input type="text" value="Steve Power"/>					
Warehouse:	<input type="text" value="WH1"/>	...	<input type="text" value="Main Stores Warehouse"/>					
Expenditure Type:	<input type="text" value="CAPEX"/>	...	<input type="text" value="Capital Expenditure"/>					
Emailed on 14/10/2015 15:46:09								

Every time the order is approved then un-approved and a key amendment made, the revision number will automatically increment. Key amendments are adding and deleting items or essentially modifying anything that would impact the order being sent to the Supplier, e.g. item description, quantities, price, discount, (external) notes, delivery address, etc.

When the order goes through the approval process again the system detects whether an email has already been sent and prompt to confirm whether another email should be sent. Making use of the revision and whether or not it has been incremented the system is able to provide some useful information to help the user make an informed decision:



So although the addition of this approve operation is an extra step over and above what was required previously, it should actually reduce the time it takes to send an order to a Supplier and provides additional benefits previously not possible.

Subcontractor Order Approval

A new approval process has been added to Subcontractor Orders, requiring Subcontractor Orders to be approved before they can have invoices or applications/certificates allocated to them.

This serves multiple purposes, including:

- Prevents an order from being processed before order entry is complete.
- Prevents an incomplete order from being sent to a Subcontractor.
- Prevents unauthorised amendments to existing approved orders.
- Enables another level of control over orders being raised for companies with large purchasing departments or remote branches placing orders.

When an order is entered it is automatically set to 'Unapproved':

Subcontractor:	A1B001	...	ALEXANDER INNESS BUILDERS	OPEN
Job Number:	09735	...	GRANGE ESTATE COVENTRY - PHASE I	
Task Number:	<NONE>	Description:	<Direct to Job>	

Unapproved

For orders that are being broken down by Items and Variations, these can be added and amended as normal until the user is finished entering the order and it is ready to be sent to the Subcontractor. Alternatively, the order might just be for an overall contract value, in which case only the header needs to be added. At this point, if the user was to attempt to print the order they would get an 'Unapproved' watermark printed across the back of the document:

Subcontractor Order

Dem o Company

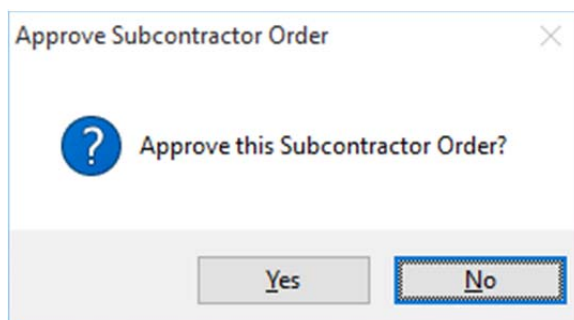
To: ALEXANDER INNESS BUILDERS
CHAPEL ST.
BANFORD ROAD
CHESTER
CH7 2NN

Date: 15/10/2015

(hereinafter referred to as the Sub-Contractor)

CONTRACT: GRANGE ESTATE COVENTRY - PHASE I
SITE ADDRESS: Dalebrook Road
Coventry
West Midlands
CV12 7TT
CONTRACT NO: 09735
ORDER NUMBER: SC01192
ORDER DATE: 15/10/2015

To prevent this from happening the Subcontractor Order must be approved. To do this, the user must run the new 'Approve Subcontractor Order' operation:

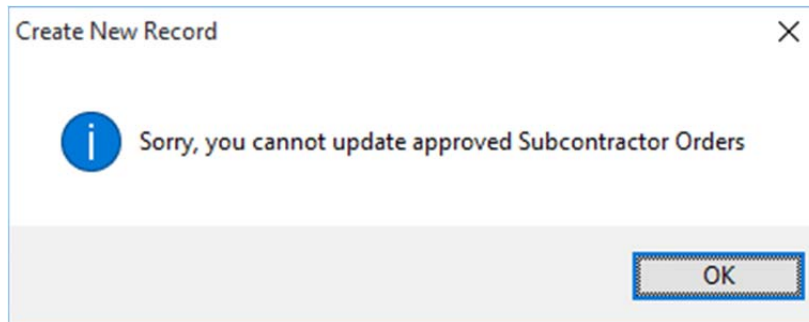


If the user confirms that they want to authorise the order, the system will update the Subcontractor Order screen it will now show that it has been approved:

Subcontractor:	<input type="text" value="A1B001"/>	...	<input type="text" value="ALEXANDER INNESS BUILDERS"/>	<input type="button" value="OPEN"/>
Job Number:	<input type="text" value="09735"/>	...	<input type="text" value="GRANGE ESTATE COVENTRY - PHASE I"/>	
Task Number:	<input type="text" value="<NONE>"/>	Description:	<input type="text" value="<Direct to Job>"/>	

Approved

Once an order has been approved it is no longer possible to amend, delete or add to the existing items or variations and the 'Contract Value' field becomes locked and can't be changed. Any attempt to amend existing items will result in a message informing the user that they cannot change an approved Subcontractor Order:

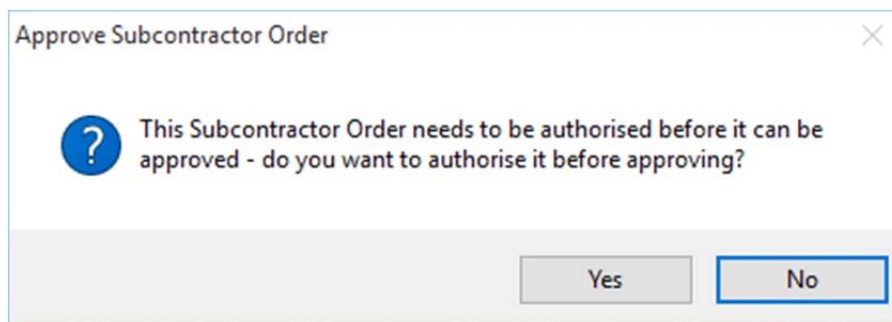


Orders Requiring Authorisation

Orders requiring authorisation need to be authorised before they can be approved.

This can either be done as per the new order authorisation enhancements described elsewhere in this document, or alternatively, if the user has sufficient permissions to authorise the order and approve it then both of these actions can be performed at the same time by running the 'Approve Subcontractor Order' operation.

If the approve operation detects that the order requires authorisation, it will prompt the user whether they want to authorise the order before approving it:



If the user responds 'Yes' and they have sufficient permission, the order will be authorised and approved at the same time. The order screen will be updated to reflect this:

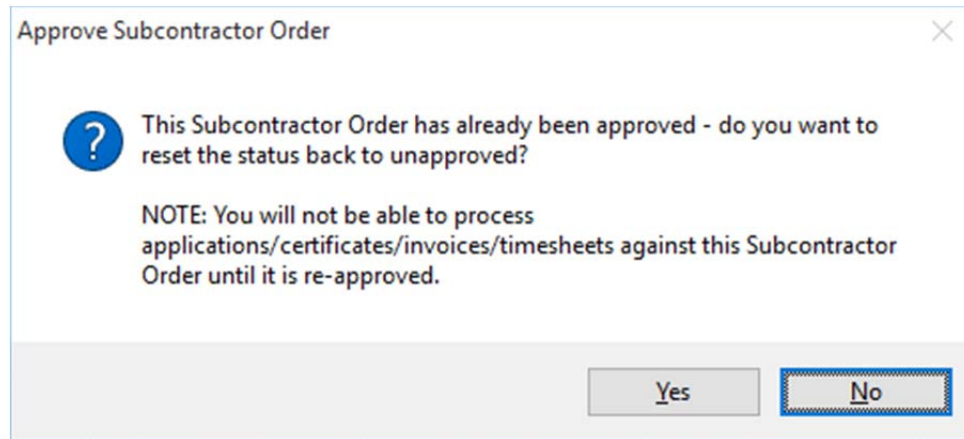
Subcontractor:	<input type="text" value="A1B001"/>	...	<input type="text" value="ALEXANDER INNESS BUILDERS"/>	<input type="button" value="OPEN"/>
Job Number:	<input type="text" value="09735"/>	...	<input type="text" value="GRANGE ESTATE COVENTRY - PHASE I"/>	
Task Number:	<input type="text" value="<NONE>"/>	Description:	<input type="text" value="<Direct to Job>"/>	

Authorised and Approved

If the user has insufficient permissions, the notification process kicks in as described in more detail in the Order Authorisation section of this document.

Order Revisions

If a change needs to be made to an existing, approved order, the order will need to be unapproved. To do this the 'Approve Subcontractor Order' routine should be run again, where the system will warn the user that this will suspend the ability for applications, certificates and invoices/timesheets to be posted against it until it is re-approved again:



Once unapproved, the header and items can be fully amended as required as if it had never been approved in the first place. When the appropriate amendments have been made the order should be re-approved to allow processing to continue.

Electronic Data Interchange (EDI)

Electronic Data Interchange (EDI) is an electronic communication method that provides standards for exchanging data via any electronic means. By adhering to the same standard, two different companies or organizations, even in two different countries, can electronically exchange documents.

The system is now capable of sending Purchase Orders and receiving Purchase Invoices using BASDA's (Business Application Software Developers Association) eBIS-XML standard v3.10. This makes use of XML (Extensible Markup Language) files to send and receive data. More information on this EDI standard can be found here: www.basda.org/standards/ebis-xml.

For those who deal with Suppliers that are capable of sending and receiving EDI files using one of the other common standards, there are 3rd party solutions capable of converting eBIS-XML orders into the Supplier's preferred format and taking the Supplier's resulting invoice and converting it back into the eBIS-XML format when sending back to you. Causeway's Tradex system is one such solution, more information on which can be found here: <http://tradex-web.causeway.com>.

Standards

To make EDI standards like BASDA's eBIS-XML to work across different systems, they have to make use of a common set of codes that can be interpreted by all systems adhering to the standard. The problems arise when different systems implement their own versions of these codes and/or allow end users to create their own codes.

In order for the system to be able to translate between the eBIS-XML standard codes and the ones defined by either the back office accounts system or the end user, several 'mapping' tables have been defined. The areas affected within the system are VAT Codes and Units of Measure.

VAT Codes

The codes used to represent different VAT rates in the eBIS-XML standard have been setup in 'System Control -> System Tables -> EDI VAT Codes'. From here, each EDI VAT Code can be mapped to one of the back office purchase VAT Codes:

EDI VAT Code: Description:

Default Purchase VAT Code:

Defining the mappings here allow EDI VAT Codes specified on incoming Purchase Invoices to be mapped from to VAT Codes used by the system. However, in order for Purchase Orders to be raised with the correct EDI VAT Codes the mapping needs to go the other way round, i.e. from system VAT Codes to EDI VAT Codes. The 'System Control -> Ledger Links -> Ledger Tables -> VAT Codes' screen has therefore been updated to allow a EDI VAT Code to be specified:

Country Type: Home Country
Transaction Type: Purchase
VAT Code: Description:

Rate: Luckins VAT Code:
Sort Order: EDI VAT Code:

The seven standard EDI VAT Codes that need to be mapped are:

- E - Exempt
- H - Higher rate

- L - Lower rate
- N - Other
- S - Standard
- X - Out of scope
- Z - Zero

On upgrade from a previous version the system will try and map existing VAT Codes to these EDI VAT Codes and vice versa, but depending on the setup of the existing VAT Codes it may not be able to accurately get the correct codes, especially if there is more than one code setup for standard rates.

In order to use the EDI functionality built into the system, these mappings need to be setup accurately for all VAT codes that the system could potentially encounter and all VAT Codes the system actually uses on Purchase Orders.

Units of Measure

The codes used to represent different Units of Measure in the eBIS-XML standard have been setup in 'System Control -> System Tables -> EDI Units':

System Unit: Description:
 Symbol: Decimal Places:
 Dimensions: Dimension Descriptions:

These sixty-four 'System Unit' codes represent a small subset of the units of measure taken from UNECE/CEFACT Trade Facilitation Recommendation No.20 and are commonly recognised standards used throughout the UK and other UN members. More information on these recommendations can be found here: www.unece.org/cefact/recommendations/rec_index.html.

As there is currently no need for units to be specified on Purchase Invoices, there is no mapping from these codes back to system Units. There is, however, a mapping from units defined on the system to these EDI Units on the 'System Control -> System Tables -> Units' screen:

Units: Description:
 System Unit: Units per Pack: Decimal Places:
 Symbol: Allow On Plant:
 Dimensions: Dimension Descriptions:

The 'System Unit' field allows all user defined units to be mapped to these EDI Units. On upgrade from a previous version the system will try and map existing Units to these EDI Units, however, only a small subset of commonly used codes will be picked and mapped (e.g. M, METRE and METER will all be automatically mapped to MTR) due to the open nature of user defined codes.

In order to use the EDI functionality built into the system, these mappings need to be setup accurately for all Units the system actually uses on Purchase Orders. If a Unit code cannot be mapped to an EDI Unit 'Default EDI Units' code defined on the 'System Control -> System Setup -> System Settings' screen will be used:

Default EDI Units:

Exporting Purchase Orders

The process of exporting Purchase Order EDI XML files is integrated into the new Purchase Order Approval routine which is described in detail elsewhere in this document.

A new 'EDI' tab has been added to the 'Purchases -> Purchases Setup -> Purchase Order Settings' screen to control the generation of EDI documents:

Generate EDI Documents: Y ...

Email EDI Documents: Y ...

EDI Purchase Order Export Path:

EDI Purchase Order Export File:

The 'Generate EDI Documents' flag should be set to 'Y' for 'Yes' if EDI Documents should be saved to the file system when Purchase Orders are approved. If this is the case, the 'Export Path' and 'Export File' fields are used to control where that file is saved and what it is called. These fields are both inline expressions that can incorporate field names that get evaluated based on the order getting exported.

This is done in exactly the same way as the paths and file names used when the system automatically exports other standard document layouts to PDF. In fact, the file path and file name setup on upgrade from a previous version (or when creating a new company dataset) is exactly the same as the system default export path and file name for the Purchase Order layouts, just with the different .xml file extension. This keeps both documents together to make them easier to find in the file system.

Any XML file generated can either be manually uploaded or sent to the appropriate service, however, if the Supplier is capable of receiving Basda eBIS-XML orders (either directly or via an EDI format conversion solution provider), the system can be setup to automatically email the XML file to the Supplier. This is done by setting the 'Email EDI Documents' flag to 'Y' for 'Yes' which will trigger the system to automatically attach the XML file along with the PDF into the standard email sent to the Supplier.

The 'Purchases -> Suppliers' screen has also been expanded with a new 'EDI' tab:

Generate EDI Documents: D ...

Email EDI Documents: D ...

These settings override the 'Generate EDI Documents' and 'Email EDI Documents' flags in 'Purchase Order Settings' to allow greater control over EDI documents on a per-Supplier basis. For example, these settings can combine with the 'Email Documents' flag to allow Purchase Orders to be emailed to a Supplier as XML only. If either one of the 'email' flags is evaluated to 'Yes' then an email will be sent containing the appropriate attachments.

Importing Purchase Invoices

EDI invoices can be imported into the system using a new 'System Control -> Import Routines -> Purchases Imports -> Import Basda eBIS-XML Invoice'. The system supports both the 'Invoice' and 'Batch Envelope' (used for grouping together multiple 'Invoice' schemas together in one file) XML schemas as well as the deprecated 'Invoice Batch' format that is still in widespread use. The import routine will automatically determine which format the XML file is in and import it accordingly.

When EDI XML invoices are received from a Supplier there are various challenges that are potentially going to be faced when importing the file, including the following:

- Locating the correct Supplier account code within the Purchase Ledger.
- Locating any Purchase Orders referenced on the invoice.

- Three way matching from invoice items back to goods received notes and/or purchase order items.
- Determining the appropriate course of action when matches cannot be made or there are discrepancies between the values on the order compared to the values on the invoice.

To help overcome these issues, several settings have been added to a new 'EDI' tab on the 'Purchases -> Purchases Setup -> Purchase Invoice Settings' screen:

Match Supplier On VAT Registration Number: ▾

Match Supplier On Name: ▾

Purchase Invoice/Order Matching: ... Invoice Item Matching - Invoice header & items imported with link to existing Purchase Order Items

Match Invoice to Order if within either or of the Order Total

Unmatched Purchase Invoice Item Type: ...

Automatically Approve Fully Matched Invoices: ▾

The Basda eBIS-XML standard allows orders sent to a Supplier containing all the key fields used by the source system, including: 'Buyers Code for Supplier', 'Buyers Order Number', 'Buyers Item Number', 'Suppliers Product Code', 'Buyers Product Code', additional references like 'Project Code' (or in this case, 'Job Number'), etc. When an invoice is sent back from the Supplier, the invoice schema can retain all this information therefore making it a lot simpler to perform the matching.

The system will perform the following checks in sequence to locate the correct Supplier:

1. If the Supplier has included the 'Buyers Code for Supplier' in their invoice file, the system will search all Supplier Codes for a match.
2. If the 'Match Supplier On VAT Registration Number' flag is set to 'Yes' and the Supplier has included their VAT Registration Number in the invoice file, the system will search all Suppliers for a unique match. If no matching Supplier is found or there is more than one match the system will not be able to locate the Supplier using the VAT Registration Number.
3. If the 'Match Supplier On Name' flag is set to 'Yes' and the Supplier has included their name in the invoice file, the system will search all Suppliers for a unique match. If no matching Supplier is found or there is more than one match the system will not be able to locate the Supplier using its name.

If none of these three options return a match for the Supplier, the invoice file cannot be imported and it will return an error.

How invoices are imported is controlled using the 'Purchase Invoice/Order Matching' flag, which works as follows:

- **I: Invoice Item Matching** – Both the invoice header and items will be imported with links back to existing Purchase Orders and Items for items where both an order number and item number are specified.

Invoice items that do not have both an order and item number will be imported as unmatched items using the 'Unmatched Purchase Invoice Item Type'. Any missing information (like Job Number, Cost Heading, etc.) will have to be specified manually before the invoice is posted.

However, if no order number is specified anywhere on the invoice then 'No Matching' will

be performed; and if an invoice item has both an order and item number but a match to a valid order item could not be found, 'Invoice Order Matching' will be attempted.

- **O:** Invoice Order Matching – The invoice header will be imported along with all outstanding items from the Purchase Order specified on the invoice.

However, if no order number is specified anywhere on the invoice then 'No Matching' will be performed; and if any of the following is true, 'Invoice Header Only' matching will be used instead:

- The order number could not be matched;
- More than one order number is specified on the invoice; or
- The invoice total is out with the percentage or value tolerances specified:

Match Invoice to Order if within either or of the Order Total

- **H:** Invoice Header Only – The invoice header and totals will be imported but none of the invoice items. Matching to items will have to be done manually by the user.
- **N:** No Matching – Both the invoice header and items will be imported but with no links back to any existing Purchase Orders.

The 'Item Type' of the resulting invoice items will be set to the 'Unmatched Purchase Invoice Item Type' and any missing information (like Job Number, Cost Heading, etc.) will have to be specified manually before the invoice is posted.

The 'EDI' tab on the Suppliers screen also provides overrides to these general EDI settings to help control how invoices are imported for each individual Supplier:

Purchase Invoice/Order Matching: ... Default

Match Invoice to Order if within either or of the Order Total

Unmatched Purchase Invoice Item Type: ...

For example, if most invoices received are for orders that have been entered on the system, the default matching would likely be set to either 'I' or 'O'. However, if an invoice is received from a Supplier that only ever issues overhead invoices (e.g. utility bills, office stationary, etc.) then you only ever want the invoice imported with 'No Matching', regardless of whether an order number is specified on the invoice or not. To handle this, the Supplier could be setup with 'Purchase Invoice/Order Matching' set to 'N' and the 'Unmatched Purchase Invoice Item Type' set to 'O' for an overhead item.

Internal Customers & Subcontractors

Many construction companies have divisions that run their operations as separate entities under the umbrella of an overall 'group' company. These divisions provide services to external customers where that work is costed and invoiced in the normal way. However, they can also provide services to other divisions within the group, where the costs incurred by the servicing division may be recharged to the receiving division. There's normally no formal purchase or sales invoice between the parties because of VAT and revenue recognition implications; this is done by inter-departmental cost postings.

For example, if 'Division A' is working for an external Customer and they engage with 'Division B' to do some work, 'Division B' becomes a Subcontractor for 'Division A'. From 'Division B's point of view, 'Division A' is their Customer.

In the scenario where divisions are setup as separate company datasets within the system, there is no way to directly recharge those costs incurred without raising invoices. The solution is therefore to use 'Internal Customers' and 'Internal Subcontractors' to create suitable nominal postings instead of invoices.

Handling these values in the nominal ledger for the companies involved then becomes an accounting task at the month/year end.

Internal Customers

To allow a Customer to be setup as an 'Internal Customer', a new 'Internal' tab has been added to the 'Sales -> Customers' screen:

Internal Account: ▼

Internal Control Credit Nominal Account: ...

Internal Control Debit Nominal Account: ...

When the 'Internal Account' flag is set to 'Yes', the system will force both the credit and debit 'Internal Control' nominal accounts to be specified. Now, when any Contract Certificate or Sales Invoice is posted, instead of posting the usual Sales Ledger double entry posting of credit sales and VAT, debit debtors control account, the system will post a nominal journal for the ex-VAT value to the 'Internal Control' debit and credit accounts.

The sales transactions are still posted to the Job as normal, however, as these sales will never be paid by the Customer, the resulting certificate/invoice transactions are automatically allocated to a Contract Receipt transaction posted at the same time as the invoice, leaving nothing outstanding.

For systems setup with either the 'Raise Contract Application Nominal Journal' or 'Raise Contract Internal Nominal Journal' flags set to 'Yes', when posting a Contract Application or Contract Internal Valuation for an Internal Customer the system will now use two new 'Internal Contract Application' debit and credit accounts for the resulting nominal journal. These are setup on the 'Application' tab of the 'Sales -> Sales Setup -> Contract Sales Settings' screen:

Internal Contract Applications:-

Application Debit A/c: ...

Application Credit A/c: ...

These nominal accounts can also be specified at the Revenue Heading level, thereby overriding the default ones on 'Contract Sales Settings'.

Internal Subcontractors

Equivalently, to setup an 'Internal Subcontractor', a new 'Internal' tab has also been added to the 'Subcontractors -> Subcontractors' screen:

Internal Account:

Internal Control Credit Nominal Account: ...

Internal Control Debit Nominal Account: ...

However, the 'Internal Account' flag can only be set to 'Yes' for Subcontractors that have been setup against the 'NONE' scheme.

Again, when the 'Internal Account' flag is set to 'Yes', the system will force both the credit and debit 'Internal Control' nominal accounts to be specified. Now, when any Subcontractor Certificate or Subcontractor Invoice/Timesheet is posted, instead of posting to the subcontractor control, discount, retention, cost account, VAT, etc. accounts, the system will post a nominal journal for the ex-VAT value to the 'Internal Control' debit and credit accounts.

The costs are still charged to the relevant Job but the Internal Subcontractor will not be paid for that work and no payments will be included on monthly returns to the government.

For systems setup with either the 'Raise Subcontractor Application Nominal Journal' or 'Raise Subcontractor Internal Nominal Journal' flags set to 'Yes', when posting a Subcontractor Application or Subcontractor Internal Valuation for an Internal Subcontractor the system will now use two new 'Internal Subcontractor Application' debit and credit accounts for the resulting nominal journal. These are setup on the 'Application' tab of the 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings' screen:

Internal Subcontractor Applications:-

Application Debit A/c: ...

Application Credit A/c: ...

These nominal accounts can also be specified at the Cost Heading level, thereby overriding the default ones on 'Subcontractor Settings'.

The Cost Heading used when posting these journals is picked up from the default on the Subcontractor Order. Once values have been posted to these nominal accounts, users will be warned if they change the Cost Heading on the order and a different set of nominal accounts will end up being used:

Warnings

- 1** **Changing the Cost Heading for this Subcontractor Order will result in different Nominal Accounts being used for the Application nominal postings. You will need to post a nominal journal to correct the Application balance in your accounts**

Separated Internal Valuations

Internal Valuations can be entered for both Contract Applications and Subcontractor Applications and are used to record what a company's own surveyors value the work done to be, regardless of what they or their Subcontractors actually apply for.

Internal Valuations are linked directly with a corresponding application, therefore allowing the 'actual' values to be recorded next to what was applied for. However, this does not always happen in practice, due to constraints on surveyor's time and the differences between when a Subcontractor submits an application for payment and when the surveyors actually value the work. Internal Valuations can therefore end up being done at completely different intervals and frequencies to when applications for payment are raised.

To better handle these scenarios, the Internal Valuations values for both Contract Applications and Subcontractor Applications have been split out into their own set of independent menu options.

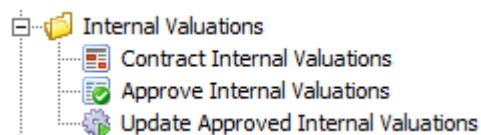
The 'Internal Valuation' screens are basically replicas of the 'Application' screens but without the fields that are unnecessary for an internal valuation. The system now also has a new 'Internal Valuation Number' sequences that are used independently to the 'Application Number' sequences previously used.

So that the link between internal values and applied values is not lost, when a new application is entered, the system will look up the last posted Internal Valuation and store those values on the 'Internal Valuation' tab of the application. These internal values cannot be changed by the user but allow the variance figures to still be calculated.

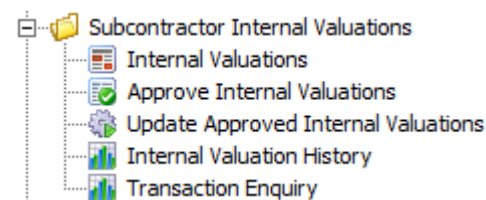
Internal Valuations need to be approved using either the 'Approve Internal Valuation' operation on each individual record or in bulk using the main menu tagging list. Once approved they need to be posted using the main menu 'Update Internal Valuations' routine.

Internal Valuations now also generate their own transactions independent to the application transactions. On upgrade from a previous version the system will generate all the internal valuation transactions necessary and update the next Internal Valuation Number as appropriate.

Contract Internal Valuations are now located in a new 'Sales -> Contract Sales -> Internal Valuations' menu.



Subcontractor Internal Valuations are now located in a new 'Subcontractors -> Subcontractor Internal Valuations' menu.



Subcontractor Bureau

It is relatively common for a company to outsource their payroll to a bureau service to remove the complexities of dealing with tax, national insurance, SSP, SMP, etc. and instead they pay a fee to take advantage of the specialist knowledge these services provide. The equivalent is also possible when dealing with Subcontractors so this version of the system has been updated to allow it to act as a Subcontractor Bureau service.

The Subcontractor Bureau service typically supplies workers either to employment agencies (who find the contractors work each week) or to larger companies looking for temporary workers. For the purposes of describing the bureau features these will commonly be referred to as 'agencies'. When setting up the system, each agency is entered in as both a Customer and a Job, so when creating a Subcontractor Order the Subcontractor is linked to the 'Agency Job'.

The service works by taking a relatively small margin or processing fee from the gross value of every payment made to a Subcontractor. The customer is invoiced for the full gross value of the payment (plus VAT) and the Subcontractor is paid with the usual adjustments for VAT and Subcontractor Tax. All that remains is for the Subcontractor Tax to be paid over to the government, leaving the processing fee as the profit on each transaction.

To turn on the Subcontractor Bureau functionality, the 'Operate Bureau Service' flag in 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings' should be set to 'Yes':

Operate Bureau Service:	<input type="text" value="Yes"/>	Bureau Processing Fee:	<input type="text" value="25.00"/>
Bureau Nominal Account:	<input type="text" value="K150"/>	<input type="text" value="..."/>	<input type="text" value="Other Income"/>

This unlocks the 'Bureau Processing Fee' field, allowing a default fee for all payments to be entered. In order to separate out the fee in the Nominal Ledger from the other postings a new 'Bureau Nominal Account' field also needs to be entered.

When taking on a new agency, a different processing fee may have been negotiated for all the Subcontractors that get paid via that agency. The system can therefore be setup to allow the default Bureau Processing Fee to be overridden for each Job. The 'Settings' tab on the 'Current Jobs' screen now has the following settings to control this:

Override Subcontractor Bureau Processing Fee:	<input type="text" value="Yes"/>
Bureau Processing Fee:	<input type="text" value="20.00"/>

This fee will therefore apply to all Subcontractors paid against that agency, however, it might be that individual contractors have negotiated their own fees. To handle this, the 'Trading' tab on the 'Subcontractor' record has also been expanded to include a Bureau Processing Fee override:

Override Bureau Processing Fee:	<input type="text" value="No"/>
Processing Fee:	<input type="text" value="0.00"/>

This can also be used temporarily when, for example, corrections have to be processed and a processing fee should not be deducted.

In terms of actually processing Subcontractor Invoices, the process is essentially the same as it usually is for standard Subcontractor processing, except when it comes to the payment where the processing fee is deducted from the gross, pre-tax payment. When the 'Operate Bureau Service' flag is set to 'Yes', the Subcontractors Payments Batch will show the processing fee that is going to be deducted:

Bureau Processing Fee:	<input type="text" value="20.00"/>
------------------------	------------------------------------

The processing fee can be modified by the user to suit this one off payment but will reset to the default value as described above for all future payments.

For example, if you raise a Subcontractor Invoice for £1000 labour against a Subcontractor setup for standard rate tax deductions, £200 VAT will be added and £200 Subcontractor Tax will be deducted. When the invoice is paid the processing fee will be deducted from the £1000 labour and the VAT and tax recalculated. If the processing fee was £20 then the gross payment to the Subcontractor will be £980, VAT and tax would both be £196, resulting in a payment of £980:

Labour:	980.00	Net Certified:	980.00	Total Pre-Contra:	980.00
Material:	0.00	VAT Amount:	196.00	Certificate Contra:	0.00
Retention:	0.00	Payment Value:	1,176.00	Payment Contra:	0.00
Discount:	0.00	CITB Levy:	0.00	Total Contra:	0.00
Certified:	980.00	Insurance:	0.00		
Pre-VAT Contra:	0.00	Tax:	196.00	Payment Total:	980.00

Bureau Processing Fee: 20.00

The processing fee is applied once for each payment regardless of the number of invoices that are getting paid. For example, if another invoice for £400 is posted the totals change but the fee remains the same:

Labour:	1,380.00	Net Certified:	1,380.00	Total Pre-Contra:	1,380.00
Material:	0.00	VAT Amount:	276.00	Certificate Contra:	0.00
Retention:	0.00	Payment Value:	1,656.00	Payment Contra:	0.00
Discount:	0.00	CITB Levy:	0.00	Total Contra:	0.00
Certified:	1,380.00	Insurance:	0.00		
Pre-VAT Contra:	0.00	Tax:	276.00	Payment Total:	1,380.00

Bureau Processing Fee: 20.00

When the Subcontractor Payment Certificate is printed the processing fee is shown as a gross deduction after each of the Subcontractor Invoice transactions:

Job Number	Job Name	Quantity	Rate	Labour	Material	Gross
09731	ROTHESAY FERRY	0.00	0.00	1,000.00	0.00	1,000.00
	TERMINAL	0.00	0.00	400.00	0.00	400.00
	Bureau Margin	0.00	0.00	-20.00	0.00	-20.00
	Net Certified Value					1,380.00
	Plus VAT at 20.00 % on 1,380.00					276.00
	Less Tax at 20.00 % on 1,380.00					276.00
	Payment Total					1,380.00

When the payments batch is posted the nominal ledger is updated, including a posting to the new 'Bureau Nominal Account'.

As well as the ability to automatically email Payment Certificates, of particular interest to companies operating a Subcontractor Bureau is the ability to have a SMS text message sent to the Subcontractor informing them how much they are going to get paid and when. See the 'Subcontractor Messaging' section elsewhere in this document for more information.

The other process is obviously raising an invoice to and receiving payment from the agency. This would be done between the two steps outlined above (i.e. after posting the invoice but before posting the payment) and is currently a manual process. However, this could be combined with the new 'Recharge Costs' feature also added to this release to make use of a zero recharge percentage on Subcontractor Cost Headings to recharge Subcontractor Invoices at cost.

Subcontractor Loan Repayments

The Subcontractors module is now able to keep track of any loans given to a Subcontractor and automatically start repaying that loan when a Subcontractor gets paid.

To setup a loan, a new 'Loan Repayment' tab has been added to the 'Subcontractors' screen:

Deduct Loan Repayment:

Loan Value: Loan Is VAT Inclusive:

Loan Repaid: Loan VAT Code:

Loan Pending: Loan Reference:

Loan Balance: Loan Narrative:

By setting the 'Deduct Loan Repayment' flag to 'Yes' and specifying the value of the loan, the system will attempt to deduct a repayment figure from subsequent payments.

The loan repayment figure is determined using the loan repayment schedule setup in 'Subcontractors -> Subcontractors Setup -> Loan Repayment Schedule'. This effectively represents a matrix of values based on the initial value of the loan and how much the Subcontractor is about to get paid. An example of this matrix could be as follows:

	Initial Loan Value Between		
Earnings Between	£0.00 and £1,999.99	£2,000.00 and £4,999.99	£5,000+
£0.00 and £1,499.99	£100	£150	£200
£2,000.00 and £2,999.99	£200	£400	£600
£3,000.00 and £4,999.99	£300	£500	£700
£5,000+	£500	£700	£900

In this example, if a Subcontractor has taken out a loan of £3,500 and gets paid £2,300 for work done in a month, a loan repayment value of £400 will be deducted from their payment. Although this example has three initial loan value bands and four earnings bands, any number of either type of band can be setup to suit repayment requirements. Also, the earning bands do not need to be the same for each initial loan value band – they can be completely different if need be.

To define these bands in the 'Loan Repayment Schedule' screen, three values need to be entered: the lower value of the initial loan value band; the lower value of the earnings band; and the value to deduct from each payment. The upper value of these bands is automatically calculated by the system by looking at the other values already entered and determining where these values fit relative to the others.

For example, when no other values have been entered, both the initial loan value band and the earnings band will run from the value entered up to the maximum value (an arbitrary value of £999,999,999.99, but essentially unlimited). Entering £5,000 in both the initial loan value and earnings bands will allow us to create the £900 repayment value from the example matrix above:

For an initial loan value between and
 and earnings between and deduct from each payment

However, when a subsequent entry is created and one of the values is less than one previously entered, the system automatically detects that the upper value as being the one previously entered and returns this as the upper range. By entering £5,000 in the initial loan value band and

£3,000 in the earnings band, the system will automatically determine that the earnings band runs from the £3,000 entered up to but not including the £5,000 on the previous entry. This entry represents the £700 repayment value entered in last column in the example matrix:

For an initial loan value between and
and earnings between and deduct from each payment

Entering the values in this way, including entering in zeros for the lowest band entry (which could have a loan repayment entry of zero if the earnings are too low), builds up the entire loan repayment schedule.

Before a loan repayment can actually be made, the 'Loan Repayment' nominal account on the 'Nominal' tab of the 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings' screen needs to be specified:

Loan Repayment: ...

The system is now ready to deduct loan repayments. These deductions are automatically applied by the system when either the Subcontractor Payments Batch is created or items are manually added to pending payments.

If the 'Loan Is VAT Inclusive' flag on the 'Loan Repayment' tab of the 'Subcontractors' screen is set to 'Yes', the system will deduct the loan repayment as a 'Pre-VAT Contra'. The loan repayment value will be calculated using the Loan Repayment Schedule and the value of the contra will be back calculated from this value to produce the pre-VAT value. In this case the £400 is calculated as a £333.33 Pre-VAT Contra:

Labour:	<input type="text" value="2,300.00"/>	Net Certified:	<input type="text" value="1,966.67"/>	Total Pre-Contra:	<input type="text" value="2,360.00"/>
Material:	<input type="text" value="0.00"/>	VAT Amount:	<input type="text" value="393.33"/>	Certificate Contra:	<input type="text" value="0.00"/>
Retention:	<input type="text" value="0.00"/>	Payment Value:	<input type="text" value="2,360.00"/>	Payment Contra:	<input type="text" value="0.00"/>
Discount:	<input type="text" value="0.00"/>	CITB Levy:	<input type="text" value="0.00"/>	Total Contra:	<input type="text" value="0.00"/>
Certified:	<input type="text" value="2,300.00"/>	Insurance:	<input type="text" value="0.00"/>		
Pre-VAT Contra:	<input type="text" value="333.33"/>	Tax:	<input type="text" value="0.00"/>	Payment Total:	<input type="text" value="2,360.00"/>
Loan Repayment:	<input type="text" value="400.00"/>				

However, if the 'Loan Is VAT Inclusive' flag is set to 'No', the system will deduct the loan repayment as a (post-VAT) 'Contra':

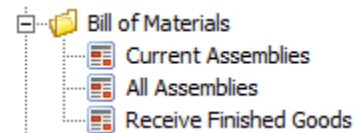
Labour:	<input type="text" value="2,300.00"/>	Net Certified:	<input type="text" value="2,300.00"/>	Total Pre-Contra:	<input type="text" value="2,760.00"/>
Material:	<input type="text" value="0.00"/>	VAT Amount:	<input type="text" value="460.00"/>	Certificate Contra:	<input type="text" value="400.00"/>
Retention:	<input type="text" value="0.00"/>	Payment Value:	<input type="text" value="2,760.00"/>	Payment Contra:	<input type="text" value="0.00"/>
Discount:	<input type="text" value="0.00"/>	CITB Levy:	<input type="text" value="0.00"/>	Total Contra:	<input type="text" value="400.00"/>
Certified:	<input type="text" value="2,300.00"/>	Insurance:	<input type="text" value="0.00"/>		
Pre-VAT Contra:	<input type="text" value="0.00"/>	Tax:	<input type="text" value="0.00"/>	Payment Total:	<input type="text" value="2,360.00"/>
Loan Repayment:	<input type="text" value="400.00"/>				

The 'Loan Repayment' figure can be manually amended if need be and cannot deduct more than the Payment Total. When the resulting payment is posted, in addition to the payment transaction, the system also posts a 'SC - Subcontractor Payment Contra Deduction' transaction to represent the loan repayment. The reference and narrative specified on the Subcontractor's 'Loan Repayment' tab will also be used.

The nominal journal posted for the payment will also include the value of the loan repayment.

Bill of Materials

Stock Control has been expanded to include a Bill of Materials menu. This allows assemblies with any number of components and/or subassemblies to be setup and either built and received into stock as finished goods, or issued to Jobs as subassemblies and/or components to be built as part of the Job.



Assemblies

The 'Stock Control -> Bill of Materials -> Current Assemblies' screen is identical to the 'Stock Control -> Current Stock' screen with the exception that the 'Cost Price', 'Units per Pack' and 'Unit Cost' fields are locked and cannot be modified – the cost of an assembly is based on the sum of its components. The Stock Codes used for Assemblies need to be unique so cannot have been previously entered in as a standard Stock record.

Once a new Assembly record is saved, the 'Items -> Assembly Items' screen is automatically loaded:

Item Number:	<input type="text" value="1"/>
Stock Code:	<input type="text" value="FELT-1F"/>
Description:	<input type="text" value="BS747 TYPE 1F UNDERSLATING"/>
Units:	<input type="text" value="ROLL"/> <input type="text" value="Roll"/>
Quantity:	<input type="text" value="4"/> x <input type="text" value="1"/> x <input type="text" value="1"/> x <input type="text" value="1"/> = <input type="text" value="4"/>
Unit Cost:	<input type="text" value="3.6900"/> Average Cost: <input type="text" value="0.0000"/> Last Buy Cost: <input type="text" value="0.0000"/>

From here, one or more components and/or subassemblies can be added to the Assembly by entering in the Stock Code and Quantity of that particular item that make up the assembly. The Item Number is allocated the next sequential number but can be changed if necessary.

The Unit Cost of each item multiplied by the Quantity is summed up to create the total unit cost of the assembly. If the unit cost of any of these components or subassemblies changes then the unit cost of the assembly changes too.

The Stock import routine has been updated to handle assemblies and there is also a new Assembly Items import routine for importing all the items. Assemblies are treated like any other Stock record and can be bought, returned, adjusted, included in a stock take, etc. as normal, however, the key benefit lies in building the assemblies from components and subassemblies.

Receive Finished Goods

The 'Stock Control -> Bill of Materials -> Receive Finished Goods' main menu option is a batch routine that takes the raw components of an assembly from stock and receives a quantity of the finished assembly into stock. A new 'Stock Assembly Build Type' flag has been added to a new 'Bill of Materials' tab on the 'Stock Control -> Stock Setup -> Stock Settings' screen to help control how subassemblies are handled:

Stock Assembly Build Type:	<input type="text" value="S"/>	<input type="text" value="Build subassemblies if there is insufficient stock"/>
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The options available for the 'Build Type' are:

- **S** Build subassemblies if there is insufficient stock
- **B** Always build subassemblies

The setting of 'S' is set by default, as it is assumed that taking finished goods is preferred over having to build them, but this can be changed if only raw components should ever be used to build assemblies, regardless of the number of subassembly levels used.

When entering a new record in the 'Received Finished Goods' batch, the usual Stock Code, Warehouse, Location, References, etc. are entered as per the other Stock Control batch routines. The 'Build Type' is picked up from the default on Stock Settings but can be changed to suit:

Build Type: ...

The number of assemblies being built is entered into the Quantity field, which is combined with the Unit Cost of the Assembly to create an 'Item Cost'. However, it is not just the cost of the components that goes into an assembly – it also takes time to build the assembly. Therefore, the cost of the build time should be entered into the 'Labour Cost' field to create the 'Total Cost' to build the item:

Quantity: x x x =

Unit Cost: Average Cost: Receipt Date: ...
 Item Cost: Labour Cost: Total Cost:

When the 'Receive Finished Goods' batch is posted, the 'Total Cost' is divided by the 'Quantity' built to calculate a Unit Cost. This is used on the resulting receipt transaction and affects the Average Cost of the assembly.

However, if a 'Labour Cost' value is specified, before the batch can be posted, the new 'Stock Labour Nominal Account' need to be specified in 'Stock Settings':

Stock Labour Nominal Account: ...

When the 'Received Finished Goods' record is saved the system will use the 'Build Type' setting to evaluate all the components, subassemblies, sub-subassemblies, etc. to determine which subassemblies can be taken from stock and which ones need to be built from components. The fully exploded Assembly Tree (accessed from the 'Items -> View Assembly Tree' button) is then automatically presented to the user to allow them to refine it if necessary:

	Item	Bom Structure	Description	Quantity Required	Available	Quantity To Issue
<input type="checkbox"/>	ASSEMBLY4		Assembly 4	4.00	0.0000	0.00
<input checked="" type="checkbox"/>	2	- FELT-1F	BS747 TYPE1F UNDERSLATING	40.00	120.0000	40.00
<input checked="" type="checkbox"/>	3	- ASSEMBLY3	Assembly 3	4.00	0.0000	2.00
<input checked="" type="checkbox"/>	4	- ASSEMBLY1	Assembly 1	4.00	2.0000	4.00
<input type="checkbox"/>	5	- FELT-1F	BS747 TYPE1F UNDERSLATING	0.00	120.0000	0.00
<input type="checkbox"/>	6	- FELT-5U	BS747 TYPE5U EAVES PROTECTION 500mm	0.00	180.0000	0.00
<input type="checkbox"/>	7	- L-3600X150	LEAD 3 6M X 150mm	0.00	190.0000	0.00
<input checked="" type="checkbox"/>	8	- ASSEMBLY2	Assembly 2	8.00	0.0000	8.00
<input type="checkbox"/>	9	- SS-3MX50	STAINLESS STEEL STRIP 3M X 50mm	0.00	176.0000	0.00
<input type="checkbox"/>	10	- T-CBYRA	CLAY BABY RIDGE ANTIQUE	0.00	1,008.0000	0.00
<input checked="" type="checkbox"/>	11	- ASSEMBLY2	Assembly 2	8.00	0.0000	3.00
<input checked="" type="checkbox"/>	12	- SS-3MX50	STAINLESS STEEL STRIP 3M X 50mm	5.00	176.0000	5.00
<input checked="" type="checkbox"/>	13	- T-CBYRA	CLAY BABY RIDGE ANTIQUE	40.00	1,008.0000	40.00

As you can see in the above example, 'Assembly 4' is comprised of several levels of subassembly, as well as requiring the same subassembly more than once and some of the same components in different parts of the Assembly Tree.

In this example, the system has determined that of the four 'Assembly 3' items needed, two of them can be issued from stock, meaning that the remaining two need to be built from components. The components of 'Assembly 3' are actually 'Assembly 1' and 'Assembly 2' which there is enough in stock of to cover the quantity required so they are taken directly from stock.

However, when we come down to the second 'Assembly 2' in the tree, because eight have already been taken from stock there are only another three left, which is insufficient to cover the second requirement of an additional eight. The system therefore takes the remaining three from stock and has to build the remaining five from the underlying components.

If the system is able to issue the full quantity of a component or subassembly from stock, a white tick will be shown next to the line. If no quantity is to be issued from stock there will be no tick, and if some of a subassembly is to come from stock and some has to be built from components it will be a greyed tick.

The person building the assembly might decide that, as they are having to build some 'Assembly 2' items anyway, they should just build them all and not take any from stock. In this case the user can tag/un-tag the lines they want to adjust and enter the quantity they actually want to issue from stock:

The quantity will default to the quantity the system thinks can be issued based on the current quantities in stock, but can be changed as required. The system will then re-evaluate the subassemblies components and see what can be issued from stock and so on:

	Item	Bom Structure	Description	Quantity Required	Available	Quantity To Issue
<input type="checkbox"/>	1	ASSEMBLY4	Assembly 4	4.00	0.0000	0.00
<input checked="" type="checkbox"/>	2	- FELT-1F	BS747 TYPE1F UNDERSLATING	40.00	120.0000	40.00
<input checked="" type="checkbox"/>	3	- ASSEMBLY3	Assembly 3	4.00	0.0000	2.00
<input checked="" type="checkbox"/>	4	- ASSEMBLY1	Assembly 1	4.00	2.0000	4.00
<input type="checkbox"/>	5	- FELT-1F	BS747 TYPE1F UNDERSLATING	0.00	120.0000	0.00
<input type="checkbox"/>	6	- FELT-5U	BS747 TYPE5U EAVES PROTECTION 500mm	0.00	180.0000	0.00
<input type="checkbox"/>	7	- L-3600X150	LEAD 3 6M X 150mm	0.00	190.0000	0.00
<input type="checkbox"/>	8	- ASSEMBLY2	Assembly 2	8.00	8.0000	0.00
<input checked="" type="checkbox"/>	9	- SS-3MX50	STAINLESS STEEL STRIP 3M X 50mm	8.00	168.0000	8.00
<input checked="" type="checkbox"/>	10	- T-CBYRA	CLAY BABY RIDGE ANTIQUE	64.00	944.0000	64.00
<input type="checkbox"/>	11	- ASSEMBLY2	Assembly 2	8.00	11.0000	0.00
<input checked="" type="checkbox"/>	12	- SS-3MX50	STAINLESS STEEL STRIP 3M X 50mm	8.00	165.0000	8.00
<input checked="" type="checkbox"/>	13	- T-CBYRA	CLAY BABY RIDGE ANTIQUE	64.00	920.0000	64.00

The user may decide that, although there is insufficient quantity in stock at the moment for a particular subassembly, they want to issue the entire quantity from stock anyway. When tagging the item they can override the suggested quantity with a higher quantity without any problems, but they are presented with a warning message saying that they will be unable to continue until this has been resolved:

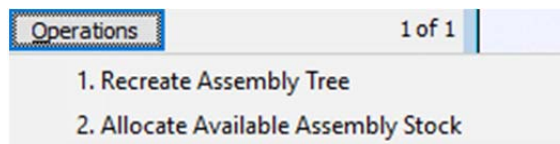
Messages

1 **Stock Code 'ASSEMBLY3' requires a quantity of 4 but there is only enough available to issue 2**
Please receive more goods for this stock code and update the allocations before continuing

If the user had selected a 'Build Type' of 'B', the system would have allocated only the raw components from all subassemblies, resulting in the following:

	Item	Bom Structure	Description	Quantity Required	Available	Quantity To Issue
<input type="checkbox"/>	1	ASSEMBLY4	Assembly 4	4.00	0.0000	0.00
<input checked="" type="checkbox"/>	2	- FELT-1F	BS747 TYPE1F UNDERSLATING	40.00	88.0000	40.00
<input type="checkbox"/>	3	- ASSEMBLY3	Assembly 3	4.00	2.0000	0.00
<input type="checkbox"/>	4	- ASSEMBLY1	Assembly 1	8.00	6.0000	0.00
<input checked="" type="checkbox"/>	5	- FELT-1F	BS747 TYPE1F UNDERSLATING	32.00	88.0000	32.00
<input checked="" type="checkbox"/>	6	- FELT-5U	BS747 TYPE5U EAVES PROTECTION 500mm	16.00	164.0000	16.00
<input checked="" type="checkbox"/>	7	- L-3600X150	LEAD 3 6M X 150mm	8.00	182.0000	8.00
<input type="checkbox"/>	8	- ASSEMBLY2	Assembly 2	16.00	11.0000	0.00
<input checked="" type="checkbox"/>	9	- SS-3MX50	STAINLESS STEEL STRIP 3M X 50mm	16.00	157.0000	16.00
<input checked="" type="checkbox"/>	10	- T-CBYRA	CLAY BABY RIDGE ANTIQUE	128.00	856.0000	128.00
<input type="checkbox"/>	11	- ASSEMBLY2	Assembly 2	8.00	11.0000	0.00
<input checked="" type="checkbox"/>	12	- SS-3MX50	STAINLESS STEEL STRIP 3M X 50mm	8.00	157.0000	8.00
<input checked="" type="checkbox"/>	13	- T-CBYRA	CLAY BABY RIDGE ANTIQUE	64.00	856.0000	64.00

The 'Build Type' can be changed at any time and doing so will re-evaluate the Assembly Tree. If the quantities in stock change during the entry of the record the user can run the 'Recreate Assembly Tree' operation and Assembly Tree will be rebuilt and the latest quantities taken into account.



Once the correct components/subassemblies have been selected using the 'View Assembly Tree' option, the user can use the 'Items -> Adjust Assembly Allocations' option to see a summary of just the items that are going to be issued to the build:

	Stock	Quantity Required	Qty In Stock	Available	Quantity To Issue	Location List
<input checked="" type="checkbox"/>	ASSEMBLY1	4.00	6.0000	2.0000	4.00	STORES (4)
<input checked="" type="checkbox"/>	ASSEMBLY2	11.00	11.0000	0.0000	11.00	STORES (11)
<input checked="" type="checkbox"/>	ASSEMBLY3	2.00	2.0000	0.0000	2.00	STORES (2)
<input checked="" type="checkbox"/>	FELT-1F	40.00	160.0000	120.0000	40.00	STORES (40)
<input checked="" type="checkbox"/>	SS-3MX50	5.00	181.0000	176.0000	5.00	LOCK-UP (5)
<input checked="" type="checkbox"/>	T-CBYRA	40.00	1,048.0000	1,008.0000	40.00	STORES (40)

The system will have made use of the defaults on the Stock records to determine what locations to get stock from but these allocations can be adjusted here by tagging and un-tagging the appropriate stock codes. If the user subsequently updates the 'Assembly Tree', the 'Assembly Allocations' will be re-evaluated and any manual changes made to the allocations will be lost and will have to be redone.

If there is insufficient stock for any of the Stock records to be fully issued, the system will show this as a greyed tick:

	Stock	Quantity Required	Qty In Stock	Available	Quantity To Issue	Location List
<input checked="" type="checkbox"/>	ASSEMBLY2	3.00	11.0000	8.0000	3.00	STORES (3)
<input checked="" type="checkbox"/>	ASSEMBLY3	4.00	2.0000	0.0000	2.00	STORES (2)
<input checked="" type="checkbox"/>	FELT-1F	40.00	160.0000	120.0000	40.00	STORES (40)
<input checked="" type="checkbox"/>	SS-3MX50	5.00	181.0000	176.0000	5.00	LOCK-UP (5)
<input checked="" type="checkbox"/>	T-CBYRA	40.00	1,048.0000	1,008.0000	40.00	STORES (40)

Only once the full 'Quantity Required' for all Stock items can be issued will the 'Receive Finished Goods' batch be able to be posted. If there is insufficient stock for one or more items when the allocations are created but the system subsequently receives more stock for those items, running the 'Allocate Available Assembly Stock' operation will retain all the stock records selected from the 'Assembly Tree' but will refresh the quantities in the 'Assembly Allocations' and report back any items that still cannot be fulfilled.

When the batch is posted a receipt transaction will be posted for the assembly and issue transactions will be posted for all stock in the Assembly Allocations list.

This is ideal for a company that has both manufacturing and installation divisions, where the manufacturing division want to control the issuing of stock to manufacture assemblies. The installation division then use these finished assemblies on Jobs as and when they are required, with the cost to issue the assembly to the job being the cost price of that assembly plus a labour element.

Stock Issues

The Stock Issues batch has also been updated and now allows assemblies to be issued to a Job as components/subassemblies instead of as finished goods taken straight from Stock.

Similar to the 'Build Type' flag on the 'Receive Finished Goods' batch, the Stock Issues batch has a new 'Issue Type' field that allows the following values to help control subassemblies:

- **A** Issue finished assemblies only
- **S** Issue components if there is insufficient stock
- **C** Issue components only

The default value for stock issues can be defined on the 'Bill of Materials' tab of 'Stock Settings':

Stock Assembly Issue Type: ...

The setting of 'S' is set by default, as it is assumed that taking finished goods is preferred over having to build them, but this can be changed if only raw components or finished assemblies should ever be issued to a Job.

Other than the 'A' Issue Type, which essentially turns off the ability to issue subassemblies and/or components, the same 'Assembly Tree' and 'Assembly Allocations' functionality provided in the 'Receive Finished Goods' batch is replicated for Stock Issues.

In the scenario where the entire finished assembly is not issued to the Job, the components and subassemblies are issued individually to the Job as per the 'Assembly Allocations' and the Job will incur the costs of those subassemblies and components as well as having to provide the labour to build the assembly as part of the Job.

This functionality is ideal for companies that are involved in a manufacturing processes that forms part of the costs that are being incurred on a job.

Price Book Discounts

Price Book Order Level Discounts

As well as being able to control product level discounts, the Price Book module can now also offer order level discounts that get applied to the entire Sales Invoice, not just a specific item. Any number of these discounts can be setup in 'Sales -> Price Book -> Order Level Discounts' and can be either a simple flat percentage or can have different percentages applied depending on the total value of an invoice:

Discount Code: Description:

Currency:

Discount Type: Discount/Markup:

Each Order Level Discount is assigned a 10 character, unique 'Discount Code' and a description. By default, discounts are setup in the system base currency but can be changed should foreign values need to be specified. The type of discount applied is controlled by the 'Discount Type' field:

- **P** Percentage
- **V** Value Break Percentage

If Discount Type 'P' is selected, the 'Discount/Markup' field becomes unlocked and a flat rate discount percentage (or markup if the value is negative) can be entered. If Discount Type 'V' is specified, one or more discount 'Bands' need to be defined. These are added using the 'Bands' button:

For Values Greater Than Or Equal To: Apply a Discount/Markup of:
(In Sterling)

Discount Bands allow flat rate percentages to be applied once the overall value of an invoice reaches a certain value. Any number of bands can be created, each giving a bigger discount when more is spent, for example:

	Value Greater Than Or Equal To	Discount/Markup
▶	1,000.00	5.00%
	5,000.00	10.00%
	10,000.00	15.00%
	15,000.00	20.00%

Once Order Level Discounts have been defined, they are applied to existing or new Price Groups using the new 'Order Level Discount' lookup field:

Order Level Discount:

This means they are picked up and applied on the same Jobs/Sales Phases that those Price Groups are setup on

Order Level Discounts are applied to all the items on a Sales Invoice where that 'Discount Code' has been applied, regardless of whether the item of stock on the invoice item has been tagged on the corresponding Price Group, or, for that matter, whether the invoice item even specifies a stock code at all.

In the scenario where a Sales Invoice is invoicing two different Jobs, both with different Price Groups, but those Price Groups both use the same Order Level Discount Code, it is the combined

total of all the items for that Discount Code that are used to calculate the total value that is used to determine the level of discount applied.

Conversely, if a Sales Invoice is invoicing two different Jobs, both with different Price Groups and different Order Level Discount Codes, it is the total of each individual Job that is used to determine the level of discount that will be applied.

The 'Order Discount' applied to each item of a Sales Invoice is now visible below the VAT Code and Item Cost, along with the new overall 'Discounted Item Cost' of the item.

Unit Cost:	<input type="text" value="4,000.00"/>	Line Discount:	<input type="text" value="5.00%"/>	Discounted Unit Cost:	<input type="text" value="3,800.00"/>
		VAT Code:	<input type="text" value="1"/> ...	Item Cost:	<input type="text" value="3,800.00"/>
		Order Discount:	<input type="text" value="5.00%"/>	Discounted Item Cost:	<input type="text" value="3,610.00"/>

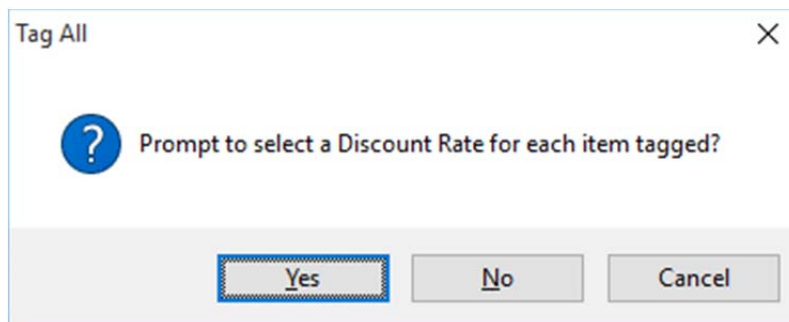
As adding, modifying or deleting an item is likely to change the overall total value for a Discount Code, the system will recalculate the order discounts for each item after one is saved, meaning that the 'Order Discount' can change at all items any time.

To provide extra flexibility in setting up Order Level Discounts, the Price Group has a new 'Items - > Order Level Discounts for Material Groups' tagging list that allows each individual Material Group to be setup with the Discount Code:

	Material Group	Material Group Description	Discount Code	Discount Description
<input checked="" type="checkbox"/>	A BACK PLT	BACK PLATE	VOLUME1	Volume Sales Discount 1
<input checked="" type="checkbox"/>	A BEND	BENDS	VOLUME1	Volume Sales Discount 1
<input checked="" type="checkbox"/>	A BRL NPLE	BARREL NIPPLE	10%	10% Discount
<input checked="" type="checkbox"/>	A CONS	CONSUMABLES	VOLUME1	Volume Sales Discount 1
<input type="checkbox"/>	A CPRFITNG	COPPER FITTINGS		
<input checked="" type="checkbox"/>	A CPRPIPE	COPPERPIPE	VOLUME2	Volume Sales Discount 2
<input checked="" type="checkbox"/>	A ELBOW	ELBOWS	VOLUME1	Volume Sales Discount 1
<input type="checkbox"/>	A FAB	FABRICATIONS		
<input checked="" type="checkbox"/>	A FASTENER	FASTENERS	VOLUME2	Volume Sales Discount 2
<input type="checkbox"/>	A FLANGE	FLANGES		

When a Stock Code allocated to one of these Material Groups is invoiced, the total for all items with the same Discount Codes will be calculated and a corresponding discount percentage applied. This allows, for example, smaller value items to be grouped together under one discount structure and higher value items to use another. As non-stock items do not have Material Groups this obviously does not apply to them.

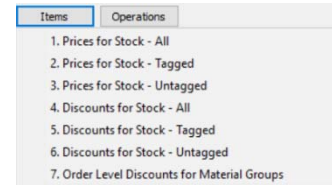
If the 'Tag All' button is clicked the user will have the option for either prompting for a different Discount Code to apply to each Material Group or to apply one Discount Code to all the Material Groups in the current list:



Price Book Group Discounts

Price Book Group Discounts allow different discount (or markup) percentages to be applied to each individual Stock Code. This is opposed to setting fixed prices for each Stock Code or applying an overall discount/markup to the entire Price Group.

Price Group Discounts are accessed from the 'Items' button on the 'Price Groups' screen and just like with 'Prices for Stock' there are three 'Discounts for Stock' options that allow the user to view all stock records; just those stock records tagged on this Price Group; or all untagged stock records.



When tagging individual stock records, if the 'Synchronise With Values From Stock' flag is set to 'No' on the Price Group, the system will prompt for the user to enter either a discount percentage (by entering in a positive number) or a markup percentage (by entering in a negative number):

The dialog box has a title bar with a close button (X). The main text reads 'Enter Discount/Markup to apply to T-CBYRFR'. Below this is a label 'Apply Discount (+ve)/Markup (-ve): =' followed by a text input field containing '0.00%'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

If the 'Synchronise With Values From Stock' flag is set to 'Yes' on the Price Group, the system will not prompt the user for a discount/markup percentage and the value entered on the Price Group will be used instead.

This percentage is then applied to the Standard Sell Price of the Stock record when entering both Sales Invoice Items and Jobs Items. The difference between Price Group Discount and Price Group Prices when entering in Sales Invoice Items is that instead of just bringing back the discounted price as the Unit Cost before discount:

The screenshot shows a pricing summary table. On the left, under '(In Sterling)', 'Unit Cost' is 5.535. In the middle, 'Line Discount' is 0.00%, 'VAT Code' is 1, and 'Order Discount' is 0.00%. On the right, under 'Price Group Pricing In Use', 'Discounted Unit Cost' is 5.535, 'Item Cost' is 5.54, and 'Discounted Item Cost' is 5.54.

the standard price is brought back from Stock along with the discount from the Price Group and the Discounted Unit Cost is calculated on the screen, allowing it to be easily picked up on Sales Invoice layouts:

The screenshot shows a pricing summary table. On the left, under '(In Sterling)', 'Unit Cost' is 6.15. In the middle, 'Line Discount' is 10.00%, 'VAT Code' is 1, and 'Order Discount' is 0.00%. On the right, under 'Price Group Discount In Use', 'Discounted Unit Cost' is 5.535, 'Item Cost' is 5.54, and 'Discounted Item Cost' is 5.54.

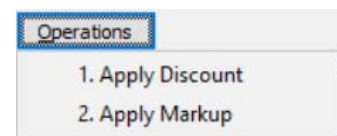
When using the 'Tag All' button the user is prompted whether they want to enter a different discount percentage for each individual Stock Code or apply the same discount to all records in the current filter:

The dialog box has a title bar with a close button (X). The main text reads 'Tag All' and 'Prompt for discount/markup for each item tagged?'. Below this is a question mark icon. At the bottom, there are three buttons: 'Yes', 'No', and 'Cancel'.

This allows the user to apply a suitable filter, e.g. to filter on a specific Material Group, and apply the same discount to the resulting list. Stock Codes can only be assigned to either a fixed price or a discount, not both, so if the Price Group uses a mix of prices and discounts the Stock Codes that are unavailable are marked with a greyed tick:

	Stock Code	Description	Ca	Material Group	Unit Cost	Markup	Std Sell Price	Discount
<input checked="" type="checkbox"/>	FELT-1F	BS747 TYPE1F UNDERSLATING	A	MOUNTINGS	3.6900	0.00%	6.1500	10.00%
<input checked="" type="checkbox"/>	FELT-5U	BS747 TYPE5U EAVES PROTECTION	A	MOUNTINGS	11.8080	0.00%	19.6800	10.00%
<input checked="" type="checkbox"/>	FELT-5U-500	BS747 TYPE5U EAVES PROTECTION	A	MOUNTINGS	6.9741	0.00%	11.6235	10.00%
<input checked="" type="checkbox"/>	FELT-CBLACK	CHESTERBLACK UNDERSLATING	A	MOUNTINGS	11.8080	0.00%	19.6800	10.00%
<input checked="" type="checkbox"/>	FELT-CSTAR	CHESTERSTAR UNDERSLATING	A	MOUNTINGS	7.7490	0.00%	12.9150	10.00%
<input checked="" type="checkbox"/>	FELT-MP700	MONARFLEX MONARPERM 700	A	MOUNTINGS	54.6120	0.00%	91.0200	10.00%
<input checked="" type="checkbox"/>	FELT-PROT	MONARFLEX PROTECT 45M	A	MOUNTINGS	11.8080	0.00%	19.6800	10.00%
<input checked="" type="checkbox"/>	L-3600X150	LEAD 3 6M X 150mm	A	A BACK PLT	7.4759	0.00%	12.4599	
<input checked="" type="checkbox"/>	L-3600X180	LEAD 3 6M X 180mm	A	A BACK PLT	8.8560	0.00%	14.7600	
<input checked="" type="checkbox"/>	L-4600X240	LEAD 4 6M X 240mm	A	A BACK PLT	16.3319	0.00%	27.2199	
<input checked="" type="checkbox"/>	L-4600X300	LEAD 4 6M X 300mm	A	A BACK PLT	20.2064	0.00%	33.6774	
<input checked="" type="checkbox"/>	L-EXPJ3000	LEAD EXPANSION JOINT 3.0M	A	A BACK PLT	119.6741	0.00%	199.4568	
<input checked="" type="checkbox"/>	L-ROLL5050	LEAD ROLL ex 50 X 50	A	A BACK PLT	0.7011	0.00%	1.1685	
<input checked="" type="checkbox"/>	L-SEALER	LEAD SEALANT 330ml	A	A CONS	1.7712	0.00%	2.9520	12.00%
<input checked="" type="checkbox"/>	SLATE-HARDROW	HARDROW/PENNINE SLATE	A	MOUNTINGS	0.3690	0.00%	0.6150	12.00%

Alternatively, to update Stock records that have already been tagged the user can run the 'Apply Discount' or 'Apply Markup' operations and although these routines will respect the current filter they will only apply to Stock records that are already tagged.



Elite Importer Service

To aid integration with 3rd party systems, the system is now capable of automatically importing files from the file system when they are saved there. This is achieved using the new 'Elite Importer Service' that gets installed as part of the server installation.

The Elite Importer Service works by monitoring specific folders, one for each import routine, and when a file is detected the corresponding import routine is triggered. This is done in real-time using notifications from the file system, not by polling the monitored folders. However, should the service start up and there are existing files in the monitored folders, the system will import them based on a predefined, system controlled order to make sure, for example, Jobs are imported before Purchase Order Headers which are imported before Purchase Order Items, etc.

The path that the system uses for these imports is controlled using the Administrator program. The 'Import Path' is held on the 'Paths' tab of the 'Maintain Application Datasets/Companies' screen:

Custom Reports Path:	<input type="text"/>	...
Report Export Path:	<input type="text" value="Demo"/>	...
Disable Report Exports:	<input type="text" value="Default (None)"/>	▼
Import Path:	<input type="text" value="Demo"/>	...
Import Log File:	<input type="text"/>	...

The 'Import Path' can either be an absolute path directly to the company specific imports folder, or it can be a relative path to the new 'Root Import Path' setup on the 'Set Application Paths and System Settings' screen:

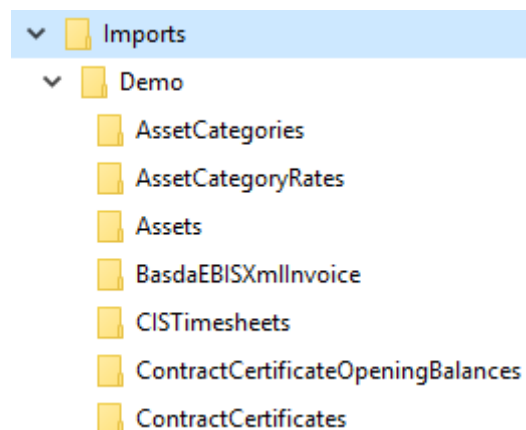
Other Paths		
Default Data Path:	<input type="text" value="Data"/>	...
Templates Path:	<input type="text" value="Templates"/>	...
Root Import Path:	<input type="text" value="Imports"/>	...
Client Setup Path:	<input type="text" value="Setup"/>	...

Similarly, the 'Root Import Path' can either be an absolute path to a specific folder, or a relative path to the 'Root Path'. On new installations, the Root Import Path will default to 'Imports' but will be empty when upgrading from a previous version.

If the company specific 'Import Path' field is empty, the system will check for a relative path using the name of the company/dataset instead.

When the Elite Importer Service starts, it checks each company dataset setup on an installation to see which ones have a valid 'Import Path' setup. If the import path is valid, the service will check for specific import routine sub-folders and any it finds will be added to the list of folders the service will monitor. Not all import routine folders need to be specified, just the ones that are going to be used.

Currently, not all the import routines contained in the system work with the importer service. As part of the server installation, an 'Imports\Demo' folder is created that contains sub-folders for all supported import routines.



Here is a list of all folder names monitored by the Elite Importer Service and the name of their corresponding import routine:

- AssetCategories – Asset Categories
- AssetCategoryRates – Asset Category Rates
- Assets – Assets
- BasdaEBISxmlInvoice – Basda eBIS-XML Invoice
- CISTimesheets – Subcontractor Invoices/Timesheets
- ContractCertificateOpeningBalances – Contract Certificate Opening Balances
- ContractCertificates – Contract Certificates
- ContractInternalValuationOpeningBalances – Contract Internal Valuation Opening Balances
- ContractInternalValuations – Contract Internal Valuations
- ContractReceipts – Contract Receipts
- ContractValuationOpeningBalances – Contract Application Opening Balances
- ContractValuations – Contract Applications
- CustomerAnalysisCodes1 – Customer Analysis Codes 1
- CustomerAnalysisCodes4 – Customer Analysis Codes 2
- CustomerAnalysisCodes3 – Customer Analysis Codes 3
- Customers – Customers
- DirectSales – Direct Sales
- GRNItems – Goods Received Note Items
- JobItems – Job Items
- JobPhaseCostHeadings – Job Headings/Budgets
- Jobs – Jobs
- JobSalesOpeningBalances – Sales Invoice Opening Balances
- JobSalesPhases – Job Sales Phases
- JobStockAllocations – Bill of Requirements
- Locations – Locations
- PlantContracts – Plant Contracts
- PlantTimesheets – Plant Timesheets
- PriceBookStock – Price Book Stock
- PurchaseInvoiceHeaders – Purchase Invoice Headers
- PurchaseOrderHeaders – Purchase Order Headers
- PurchaseOrderItems – Purchase Order Items
- SalesInvoiceHeaders – Sales Invoice Headers
- SalesInvoiceItems – Sales Invoice Items
- SiteRequisitionItems – Site Requisition Items
- Stock – Stock
- StockAssemblyItems – Stock Assembly Items
- StockCategories – Stock Categories
- StockIssues – Stock Issues to Job
- StockOpeningBalances – Stock Opening Balances
- StockReturns – Stock Returns from Job
- StockTake – Stock Take
- Subcontractors – Subcontractors
- SupplierStock – Stock Suppliers
- Timesheets – Timesheets
- Warehouses

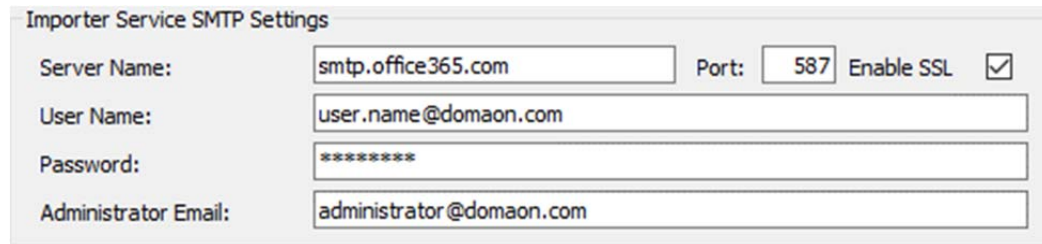
Everything that the Elite Importer Service does is logged in the 'Import Log File' text file as specified on the 'Paths' tab of the 'Maintain Application Datasets/Companies' screen. If no file name is specified, the default file name 'Log.txt' is used and the file is saved to the 'Import Path' folder.

When the service detects a file in one of these folders the corresponding import routine will be triggered. The usual process of validating the file before importing it is followed. If the system produces any warnings, they are just added to the log file and the import continues.

If the import is successful, the file is moved into an 'Imported' sub-folder and renamed to include the date and time the import completed. For example, if the file 'Jobs\My Jobs.csv' was successfully imported it could end up in 'Jobs\Imported\My Jobs 2015-10-19 09-03-09.csv'.

However, if the import failed, through either a problem with validation or the actual import, the file is moved into a 'Failed' sub-folder and renamed to include the date and time the import completed. For example, if the file 'Jobs\My Jobs.csv' could not be imported it could end up in 'Jobs\Failed\My Jobs 2015-10-19 09-03-09.csv'.

As well as logging errors in the log file, errors are also logged in the server application log and are visible using the Event Viewer. However, if it is a 3rd party application creating these import files, users might not be aware of any problems with the imports. The system can therefore be setup to email one or more people with the detail of the error(s). Emails are sent directly via SMTP which can be configured on the 'Emailing' tab of the 'Set Application Paths and System Settings' screen:




Importer Service SMTP Settings

Server Name:	<input type="text" value="smtp.office365.com"/>	Port:	<input type="text" value="587"/>	Enable SSL	<input checked="" type="checkbox"/>
User Name:	<input type="text" value="user.name@domaon.com"/>				
Password:	<input type="password" value="*****"/>				
Administrator Email:	<input type="text" value="administrator@domaon.com"/>				

The SMTP Server can be a local on premise server like Microsoft Exchange, a virtual server setup to relay, or an online server in the cloud like Office 365. If the 'Port' field is set to zero it will use port 25 (the SMTP default port) but can be configured to suit. Depending on the requirements of the SMTP server and how the network and permissions have been configured, a 'User Name' and 'Password' may or may not be required. If an Active Directory User Name is required, it can be entered in the format 'Domain\User'. Your IT provider should be able to provide this information along with whether Secure Sockets Layer (SSL) should be enabled and what port should be used.

Error reports are both sent from and to the 'Administrator Email'. More than one email address can be specified by separating each email address by either a comma or a semi colon. In this case, the first email address specified is used as the 'from' address.

An error report email includes the name of the application sending the report, the name of the company/dataset being imported into, the import routine being run and details of the source file and where it was moved to:



Elite Message Sender Error Notification
To: Gareth Thom

An error occurred with the Elite Importer Service, more details may be available in the server event log

Application Name: Pegasus CIS
Company Name: Demo Company
Import Name: Jobs
Source File: C:\CIS\Imports\Demo\Jobs\My Jobs.csv
File moved to: Failed\My Jobs 2015-10-19 04-20-26.csv

Primary Key Field 'JobNumber' does not exist in the Import File

Most of the configuration settings for the Elite Importer Service are setup and controlled from within the Administrator program, however, the importer service still needs to know where the server has been installed to so it can pick up these settings and run the imports. The path to the installation is held in an XML configuration file that is stored in the designated 'ProgramData' folder on the server, which typically makes the full file name:

'C:\ProgramData\Thom Micro Systems\Elite.Services.Importer\Configuration.xml'

The default contents of the XML file contain the 'Configuration' tag that tells the system what type of configuration file it is and what version:

```

<?xml version="1.0" encoding="UTF-8"?>
<!--This file should be copied to C:\ProgramData\Thom Micro Systems\Elite.Services.Importer-->
- <Configuration Version="1.0" Type="Elite.Services.Importer">
  <Installation Path="C:\CIS\PegasusCIS.e2k" Name="Pegasus CIS"/>
</Configuration>

```

An 'Installation' entry will exist for each server installation that the Elite Importer Service is monitoring. For most configurations this will just be the one installation. The installation has a 'Path' that points to where the server was installed along with the name of the installation so that setup routines can detect and upgrade the appropriate paths automatically.

By default, the service will run under the 'Local System' account, which is sufficient if 'Everyone' has read/write permissions to the server installation folder and SQL Server is not being used.

However, if server folder permissions are setup, or SQL Server is in use and is setup with 'Windows Authentication', it might be required to run the service using a particular Active Directory user account.

If so, this should be done on the 'Log On' tab of the service properties window in the 'Services' applet found in 'Control Panel -> Administrative Tools'.

Log on as:

Local System account

Allow service to interact with desktop

This account:

Password:

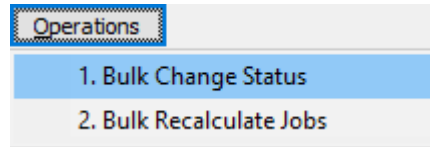
Confirm password:

Enhancements by Module

Jobs Module Enhancements

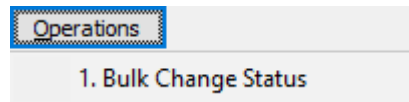
Bulk Change Status

Instead of having to change the status of each Job individually, you can now change the status of multiple Jobs at the same time from a new "Operations" button on the Job list views:



The 'Bulk Change Status' operation respects the filter currently applied to the list, allowing the exact criteria to be specified before changing the status of all visible Jobs.

The same is also possible at the Sales Phase level using the 'Bulk Change Status' operation on the list view. This can be done for all Sales Phases on a Job or across all Jobs using the 'Jobs -> MIS -> Job Analysis -> Sales Phase Analysis: option:



New Fields Added to Jobs Table

- Four general purpose, free-type notes fields have been added to the Job screen on a new 'Additional Notes' tab. They have been called 'Sites Notes', 'Surveying Notes', 'Engineering Notes' and 'Operations Notes' but can be renamed using the Administrator program to suit.
- A field that stores the 'Last Sales Invoice Date' can be accessed via hide/un-hide columns on the list view.
- An 'Order Period' field has been added that is automatically set based on the 'Order Date' entered. This allows analysis based on the period the order was raised (as opposed to time of invoice) and can be accessed via hide/un-hide columns on the list view.
- The size of the Job and Phase Site Address fields have been increased to 60 characters and a 'Site Country' lookup has been added.
- A 'Liquidated Damages' field has been added to the 'Summary' tab so that the value of any pre-agreed compensation upon a breach of contract can be stored against each Job.
- A 'Default Cost Phase Type' field has been added to the 'Settings' tab. This will be picked up in preference over the flag in 'Job Settings' when creating a new Job Cost Phase.
- Four new lookups to the Staff table (in addition to the Project Manager / 'Allocated To Job' field on the 'General' tab) have been added to the 'More' tab to allow additional staff associated with the Job to be setup. These have been labelled: 'Supervisor', 'Plant Manager', 'Contract Manager' and 'Site Manager'. Selecting a Site Manager will return their name, phone number and email address into the 'Site Contact', 'Site Phone' and 'Site Email' fields respectively.

Flags to help filter the members of Staff visible in each of these lookups have been added to the 'System Control -> System Tables -> Staff' table. They will all default to be visible for all lookups but can be changed as required. These flags only affect the Jobs screen:

Staff Visible in the Following Lookups:-

Project Manager:	<input type="checkbox"/> Yes	Plant Manager:	<input type="checkbox"/> Yes	Site Manager:	<input type="checkbox"/> Yes
Supervisor:	<input type="checkbox"/> Yes	Contract Manager:	<input type="checkbox"/> Yes		

Mandatory Job Fields

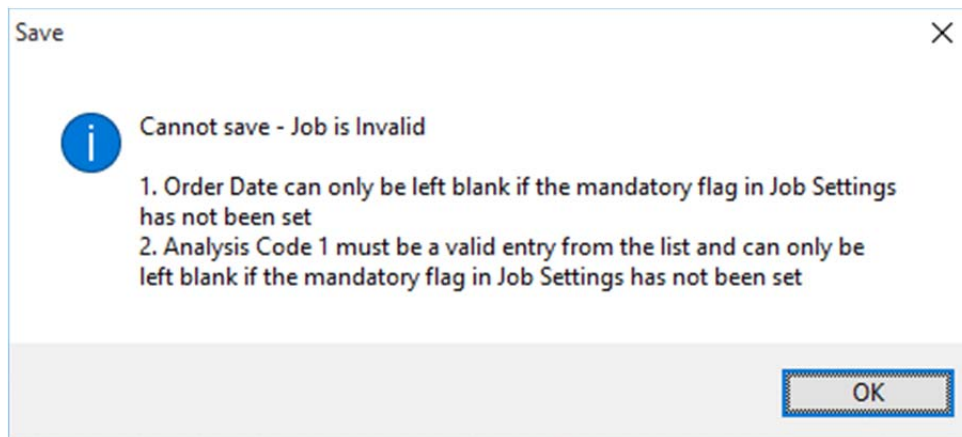
When a new Job is getting setup, there are only a few fields that are actually mandatory and have to be entered before the Job can be saved, e.g. Job Name and the Cost Centre & Department if they are being used. Based on how a company wants to setup their Jobs, this can often lead to important information not being recorded.

For example, it might be that a company has setup Analysis Codes 1, 2 & 3 to record information required for specific analysis reports and if these fields are not specified the reports will not work correctly. A new 'Processing' tab has been added to the 'Jobs -> Job Setup -> Job Settings' screen:

Customer Mandatory:	<input type="text" value="P"/> ...	Job Description 1 Mandatory:	<input type="text" value="N"/> ...
Client Mandatory:	<input type="text" value="N"/> ...	Job Description 2 Mandatory:	<input type="text" value="N"/> ...
Project Number Mandatory:	<input type="text" value="N"/> ...	Job Description 3 Mandatory:	<input type="text" value="N"/> ...
Allocated To User Mandatory:	<input type="text" value="Y"/> ...	Supervisor Mandatory:	<input type="text" value="N"/> ...
Allocated To Group Mandatory:	<input type="text" value="N"/> ...	Contract Manager Mandatory:	<input type="text" value="N"/> ...
Order Date Mandatory:	<input type="text" value="Y"/> ...	Plant Manager Mandatory:	<input type="text" value="N"/> ...
Order Number Mandatory:	<input type="text" value="P"/> ...	Site Name Mandatory:	<input type="text" value="P"/> ...
Expected Start Date Mandatory:	<input type="text" value="N"/> ...	Site Address Mandatory:	<input type="text" value="P"/> ...
Expected Completion Date Mandatory:	<input type="text" value="N"/> ...	Site Manager Mandatory:	<input type="text" value="N"/> ...
Analysis Code 1 Mandatory:	<input type="text" value="Y"/> ...	Site Contact Mandatory:	<input type="text" value="P"/> ...
Analysis Code 2 Mandatory:	<input type="text" value="N"/> ...	Site Phone Mandatory:	<input type="text" value="P"/> ...
Analysis Code 3 Mandatory:	<input type="text" value="N"/> ...	Site Email Mandatory:	<input type="text" value="P"/> ...

This allows all the key fields on the Job to be configured to either be mandatory ('Y – Yes'), not required ('N – No') or to give a warning to the user if data has not been entered ('P – Prompt').

Mandatory fields stop the system from saving the record and appear as part of the standard 'record is invalid' error messages:



Whereas warnings appear as a separate list with the option to say 'OK' to save or 'Cancel' to go back and correct the missing fields:

Warnings	
1	Customer has not been entered - please make sure this information is not available before continuing
2	Order Number has not been entered - please make sure this information is not available before continuing
3	Site Name has not been entered - please make sure this information is not available before continuing
4	Site Email has not been entered - please make sure this information is not available before continuing

Increase Size of Overhead Recovery Codes

The size of the Overhead Recovery Code field has been increased to 10 characters, allowing a far greater number to be setup with more expressive codes to be used than one character previously allowed.

Project Default Settings

Projects can now be setup with Customer, Overhead Recovery and Recharge Codes that are pulled through to the equivalent fields when a Project is selected on the Job:

Project Number:	<input type="text" value="0000000001"/>	Status:	<input type="text" value="OPEN"/>
Name:	<input type="text" value="Tesco Contract"/>		
Customer:	<input type="text"/>	...	<input type="text"/>
Overhead Recovery:	<input type="text"/>	...	<input type="text"/>
Recharge Code:	<input type="text"/>	...	<input type="text"/>

Additional References on Job Cost Opening Balances

Multiple additional reference fields have been added to the Job Cost Opening Balances batch and corresponding import routine. This allows a number of the common analysis fields (like order number, invoice number, supplier, subcontractor, employee, payroll and stock information) that would be automatically populated when posting transactions within the system to be specified directly on opening balance transactions.

Most of these fields have lookups to help users speed up manual data entry (e.g. to bring back names), but unlike other key field lookups within the system these do not need to exist as live related records – any data can be entered into these fields and they will not be validated against the related tables.

These fields are located on a new 'Additional Information' tab:

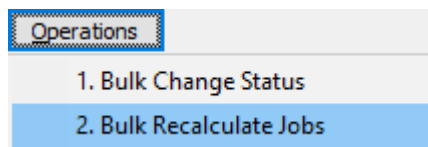
Order Number:	<input type="text"/>	Invoice Number:	<input type="text"/>				
Branch:	<input type="text"/>	...	Name: <input type="text"/>				
Supplier:	<input type="text"/>	...	Name: <input type="text"/>				
Subcontractor:	<input type="text"/>	...	Name: <input type="text"/>				
Employee Code:	<input type="text"/>	...	Forename: <input type="text"/>	Surname: <input type="text"/>			
Pay Element:	<input type="text" value="0"/>	...	Description: <input type="text"/>				
Payroll Group:	<input type="text"/>	...	Frequency: <input type="text"/>	...	Tax Year: <input type="text" value="0"/>	Month: <input type="text" value="0"/>	Week: <input type="text" value="0"/>
Warehouse:	<input type="text"/>	...	Location: <input type="text"/>	...	Stock Code: <input type="text"/>	...	
Description:	<input type="text"/>						

Job Recalculate Enhancements

- The 'Recalculate All Jobs' routine has been updated to prompt for various selection criteria, allowing the recalculate routine to be run on a subset of the Jobs:

Job Number:	<input type="checkbox"/>	=	▼	<input type="text"/>	...
Job Name:	<input type="checkbox"/>	=	▼	<input type="text"/>	
Customer:	<input type="checkbox"/>	=	▼	<input type="text"/>	...
Nominal Cost Centre:	<input type="checkbox"/>	=	▼	<input type="text"/>	...
Nominal Department:	<input type="checkbox"/>	=	▼	<input type="text"/>	...
Analysis Code 1:	<input type="checkbox"/>	=	▼	<input type="text"/>	...
Analysis Code 2:	<input type="checkbox"/>	=	▼	<input type="text"/>	...
Analysis Code 3:	<input type="checkbox"/>	=	▼	<input type="text"/>	...
Project Number:	<input type="checkbox"/>	=	▼	<input type="text"/>	...
Status:	<input type="checkbox"/>	=	▼	<input type="text"/>	...
Allocated To:	<input type="checkbox"/>	=	▼	<input type="text"/>	...

- You can now recalculate multiple Jobs at the same time from a new "Operations" button on the Job list views:



The 'Bulk Recalculate Jobs' operation respects the filter currently applied to the list, allowing the exact criteria to be specified before recalculating all visible Jobs.

- The Job Recalculate routine was originally designed to be run when no other users were in the system, however, on large datasets recalculating all Jobs can take a considerable amount of time leading to downtime. The Job Recalculate routine has therefore been updated to allow users to continue working whilst it is running.
- The performance of the Job Recalculate routine has been improved by excluding Purchase Orders and Subcontractor Orders that have been closed or cancelled.
- The Job Recalculate routine has been updated to include Job Item Order Values and Sales Budgets.

Job Transactions Table

A new 'Job Transactions' table has been added to the system that stores the key fields from both the 'Cost Transactions' and 'Sales Transactions' tables. This provides two major advantages:

- On the Job Transactions table sales transactions are shown as positive values, whereas the costs transactions are shown as negative values. This allows list views to make use of running sums and grouping to provide profit information, etc.
- When producing a Crystal Report that has to analyse both cost and sales transactions, the only way to do this (without using a direct database query that could be database type specific and therefore not work on all systems) is to include one of the transactions tables in the main report and include the other in a sub-report. Sub-reports are queried separately for every single header/items link (the common 'n+1' problem) making them very inefficient.

By including the new Job Transactions table in the main report and linking to the extra fields provided in the separate cost and sales transactions as necessary, reporting is made far simpler (sub-reports can become very complex quickly) and a lot more efficient (i.e. faster).

The standard 'Contract Summary Report' has been updated to make use of the new Job Transactions table to improve performance which could be quite slow on larger datasets.

Pre-Filtered Cost Transactions

A parameter screen has been added the various 'Jobs -> MIS -> Transaction Analysis' cost transaction views to allow a pre-filter to be specified:

Transaction Date:	<input type="checkbox"/>	=	▼	<input type="text"/>
Transaction Period:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Job Number:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Project Number:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Customer:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Nominal Cost Centre:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Nominal Department:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Analysis Code 1:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Analysis Code 2:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Analysis Code 3:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Transaction Type:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Transaction Reference:	<input type="checkbox"/>	=	▼	<input type="text"/>
Cost Heading:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Supplier:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Invoice Number:	<input type="checkbox"/>	=	▼	<input type="text"/>
Subcontractor:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Employee:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Pay Element:	<input type="checkbox"/>	=	▼	<input type="text"/> 0 ...
Stock Code:	<input type="checkbox"/>	=	▼	<input type="text"/> ...
Audit Reference:	<input type="checkbox"/>	=	▼	<input type="text"/>
Job Status:	<input type="checkbox"/>	=	▼	<input type="text"/> ...

Any parameters entered here are turned into a filter and applied to the list before it is loaded, resulting in a much quicker load time, especially when dealing with a large number of transactions. The filter will be applied to any saved views and will not be included when new or existing views are saved.

Internal Invoice Nominal Reference

The Internal Invoices Batch has been updated to pass the Internal Invoice Number through to the Nominal Ledger as a reference.

Import Routine Enhancements

- The Jobs import routine has been updated to allow existing records to be updated.
- The Job Budgets import has been updated to allow Sales Budgets to be specified as well as Cost Budgets.
- The Job Items import routine has been updated to allow existing records to be updated by using an External ID number to locate previously imported records.
- As the Order Value field on the Job is no longer editable and instead represents the total of all Order Values entered at the Sales Phase level, the 'ForeignOriginalValue' field can no longer be specified on Job imports. When Sales Phases are not turned on, this means

importing an additional file at the Sales Phase level in order to show the order value on the Job.

To resolve this issue a 'DefaultSalesPhaseForeignOriginalValue' field has been added to the Jobs import routine that can be used to update the 'ForeignOriginalValue' of the default Job Sales Phase (even if it has just been created via a template. Only the order value on the default Sales Phase will be updated so is really of use where there is only one Sales Phase in use on a Job.

Work in Progress Enhancements

- Add 'Allow WIP Postings' flag to the Job Sales Phases Status screen. On upgrade the system will set all Sales Phases with a 'Closed Status' to 'No' and going forward will not allow any Sales Phase with a 'Closed Status' to have work in progress transactions posted to it. This will prevent costs sitting in work in progress when they shouldn't be.

All 'Current' statuses can now be setup to determine whether cost postings should go to work in progress or not, e.g. you would set this to 'No' for an 'Invoiced' or 'Taken to Sales' status.

- Add 'Trigger Work in Progress to Cost of Sales Tagging' flag to both Job Status and Job Sales Phase Status tables. When either a Job or a Sales Phase is set to a status with this flag set to 'Yes', all work in progress cost transactions for that Job/Sales Phase will be tagged as ready for transferring to cost of sales.

This can then be used in conjunction with the 'Allow WIP Postings' flag to make sure that 'Invoiced', 'Taken to Sales' or 'Closed' type statuses are setup so that any costs that have not already been taken to cost of sales are not left as work in progress when the sales have been recognised and to prevent any further costs getting posted to work in progress.

- Add 'Allow Change To This Status When Committed Costs Exist' flag to both Job Status and Job Sales Phase Status tables. When this flag is set to 'Yes' the user will not be able to change the Job/Sales Phase to this status if either Purchase Order or Subcontractor committed costs exist for that Job/Sales Phase.
- Add 'Disable WIP Postings' flag to the Job screen, 'Settings' tab so that when set to 'Yes' none of the cost postings to that Job go to Work in Progress regardless of any other setting.

Sales Transaction Enquiries

Instead of having just one generic sales transaction enquiry drilldown on the Job that covers all transaction types with only basic information, additional transaction enquiries for Sales Invoices, Contract Applications, Contract Certificates and Cash have been added. The screens for these transaction enquiries show all the relevant information specific to those transaction types making them far more informative.

Increase Journal & Adjustment Reference Length

The length of the reference field in Bank Expenditure, Direct Costs, Direct Sales and Job Sales Opening Balances has been increased from 10 to 20 characters to be consistent with other posting routines.

Default VAT Code

A default VAT Code has been added to Job Sales Phases on the 'Analysis' tab. This is picked up in preference over the default VAT Code on the Customer when entering any sales transactions (e.g. Sales Invoices, Contract Applications, Contract Certificates, etc.) and can be used when a Job is zero rated (on new builds, for example).

Subcontractor Orders have also been updated to pick up this VAT Code (via the Job Cost Phase Number if specified, otherwise via the Job's default Sales Phase) in preference over the default on the Subcontractor record. With the 'Auto Create Default Subcontractor Order' flag in 'Subcontractor Settings' is set to 'Yes', when a new Subcontractor Application or Subcontractor Invoice/Timesheet is created where a default Subcontractor Order does not already exist the Job Sales Phase VAT Code would also be picked up in preference over the one on the Subcontractor record.

Job Item Enhancements

- You can now cancel all or part of the quantity of a Job Item. The outstanding quantity is calculated excluding the cancelled quantity as is the order total reflected on the Job and Sales Phase.
- 'Date Created' and 'Date Modified' fields have been added to Job Items.

Job Maintenance Enhancements

The 'Job Maintenance' screen has been updated to include the key settings that control the use of Cost and Sales Phases on each Job:

Job Number:	<input type="text" value="09731"/>	<input type="text" value="ROTHESAY FERRY TERMINAL"/>
Customer:	<input type="text" value="TRS0001"/>	<input type="text" value="Trading Resource Services"/>
Cost Centre:	<input type="text"/>	<input type="text"/>
Department:	<input type="text"/>	<input type="text"/>
Job Heading Template:	<input type="text" value="100"/> ...	<input type="text" value="Site Wages"/>
Default Sales Phase Type:	<input type="text"/> ...	<input type="text"/>
Default Cost Phase Type:	<input type="text"/> ...	<input type="text"/>

Use Cost Phases on this Job:	<input type="text" value="Y"/> ... <input type="text" value="Y"/>	Total Cost:	<input type="text" value="341,168.59"/>	Payment Due:	<input type="text" value="223,794.90"/>
Use Sales Phases on this Job:	<input type="text" value="Y"/> ... <input type="text" value="Y"/>	Total Revenue:	<input type="text" value="190,463.75"/>	Cash Received:	<input type="text" value="222,384.90"/>
Synchronise Cost And Sales Phases:	<input type="text" value="Y"/> ... <input type="text" value="Y"/>	VAT:	<input type="text" value="33,331.15"/>	Balance:	<input type="text" value="1,410.00"/>

OPEN

You can also add additional Sales Phases via a new 'Add Sales Phases from Template' Operations button.

Job Document File System Synchronisation

Documents produced by the system (like Purchase Orders, Sales Invoices, Contract Applications, etc.) are automatically exported to the file system and added into the appropriate 'Documents' lists (e.g. against the Job, Customer, Supplier, Subcontractor, etc.) when they are printed, however, in order for documents produced externally to the system to be available within these document lists they have to be individually added.

To help get existing file system documents imported into the system two new routines have been added to 'Jobs -> Jobs Setup -> Utilities':

- Import Documents with Job Number in Folder Name, and
- Import Documents with Job Number in File Name

These routines allow existing documents to be imported into the system in bulk. In order for the correct files to be imported, the system prompts the user to enter in various search criteria:

Document Type:	=	SALES_QUOTE	...
File Specification (Separate multiple expressions with a semicolon):	=	*.*	
Include Sub-Folders:	=	Yes	▼
Job Number Starting Position:	=		1
Job Number Length (Zero to check for ending character):	=		0
Job Number Ending Character (Empty for space):	=		

The 'Document Type' field is the type that will be assigned to the resulting document link record. The 'File Specification' lets the user specify one or more different file types to be imported, e.g. *.pdf, *.doc, etc. and when the 'Include Sub-Folders' flag is set to 'Yes' the system will also check all sub-folders for matching documents.

The remaining fields are used to determine how to locate the Job Number within the file or folder name. Leaving these at their default settings will check for a valid Job Number at the start of the name and ending with a space (or with nothing after the Job Number other than the file specification). If the Job Number is separated from the rest of the file name with a different character (like an underscore or a dash) then the ending character to search for can be changed. Alternatively, if all Job Numbers are uniform in length then this can be specified instead and the system will just take the first x characters of the name regardless and not search for a recognised ending character.

The 'Import Documents with Job Number in File Name' routine simply checks the name of each file matching the desired file specification that it finds (optionally including sub-folders) for a valid Job Number. If a file contains a valid Job Number, a 'Job Documents' record will be created against that Job, otherwise the file is not imported. In this case it does not matter what the folder names are.

The 'Import Documents with Job Number in File Name' routine checks each folder it finds (optionally including sub-folders) until it finds one with a valid Job Number. Once a folder containing a valid Job Number is found the system will create a 'Job Documents' record for all files contained within that folder that match the desired file specification. If the 'Include Sub-Folder' flag is set to 'Yes', the system will search all sub-folders for files matching the desired specification and import all of them against the same Job without further checking the folder names for a matching Job Number.

Sales Module Enhancements

Limit to Price Book Stock

A new 'Price Book Settings' screen has been added to 'Sales -> Sales Setup' and on this screen a new 'Limit Stock To Price Book Specified on Job' flag has been added. With this flag set to 'Yes' the Stock Code lookup on both the Sales Invoice Items and Job Items screens will only show the Stock records that have been tagged on the Price Book specified on the Job 'Settings' tab.

Limit Stock To Price Book Specified On Job:

Cumulative Price Book Discount/Markup

When using the 'Apply Discount' and 'Apply Markup' operations on the 'Price Groups -> Items -> Prices for Stock' tagging lists, a new 'Replace Existing Discount/Markup' flag has been added to the parameter screen. With the flag set to 'Yes' all existing discount/markup percentages will be replaced with the one entered on the parameter screen, i.e. the new percentage will be reapplied to the original selling price.

Operations
1. Refresh Prices from Stock
2. Apply Discount
3. Apply Markup
4. Round Prices To Nearest x

With the flag set to 'No' the new percentage is applied to the current group prices instead, meaning that any discount/markup percentages previously applied are retained and the new percentage applied cumulatively on top of the existing values.

Apply Discount:	=	<input type="text" value="10.00%"/>
Replace Existing Discount/Markup:	=	<input type="text" value="Yes"/>

Stock on Contract Sales Transactions

A Stock Code field has been added to the 'Items' screen of Contract Applications, Contract Certificates and Contract Internal Valuations. This allows pre-set prices and descriptions, etc. to be brought back from the Stock table but without a Stock Issue transaction being posted (i.e. any Stock added to Contract Sales will not respect the 'Issue Stock to Job on Sales Invoices' flag in 'Sales Invoice Settings').

The Contract Sales Items screens also respect any Price Group entered against the Job and pick up the prices/discounts applicable to the selected Stock Code as well as any 'Order Level Discounts' applicable across the whole Application/Certificate/Internal Valuation.

Item Number:	<input type="text" value="1"/>	Report Style:	<input type="text" value="NORMAL"/>		
Stock Code:	<input type="text" value="FELT-1F"/>				
Description:	<input type="text" value="BS747 TYPE 1F UNDERSLATING"/>				
Reference:	<input type="text"/>	Units:	<input type="text" value="ROLL"/>		
Quantity:	<input type="text" value="1"/> x	<input type="text" value="1"/> x	<input type="text" value="1"/> x <input type="text" value="1"/> = <input type="text" value="1"/>		
	<i>(In Sterling)</i>				
Unit Price:	<input type="text" value="6.15"/>	Line Discount:	<input type="text" value="8.00%"/>	Unit Sell:	<input type="text" value="5.66"/>
		VAT Code:	<input type="text" value="1"/>	Item Sell:	<input type="text" value="5.66"/>
		Order Discount:	<input type="text" value="0.00%"/>	Item Total:	<input type="text" value="5.66"/>

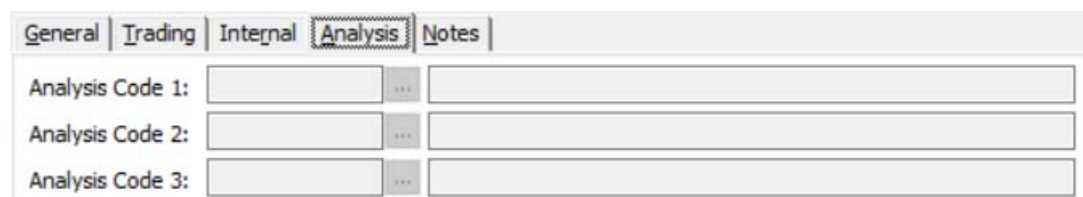
Contract Certificate Validation

The Contract Certificates batch posting routine has been updated to check to see if the 'Raise WIP to CoS Journal With Certificate Posting' is set to 'Yes' before warning that the Certificate has not been allocated to any Applications'. This way, companies that are not raising this journal automatically and have Jobs where they do not raise Contract Applications, they do not get irrelevant warning messages.

It has also been updated so that if discount, retention or contra values have not been entered on any of the approved Contract Certificates the system will not validate the corresponding nominal accounts. This allows the system to be setup without, say, a contra nominal account if you do not want to allow contra postings so that if a user accidentally enters a contra value the validation will fail with an error message preventing the posting. It will also make it simpler to setup the nominal settings without having to either create one or more unnecessary nominal accounts or point them to dummy 'suspense' accounts that would have to be checked periodically for erroneous postings.

Customer Analysis Codes

As per the Analysis Codes on the Job and throughout the other parts of the system, three Analysis Codes have been added to the Customers screen on a new 'Analysis' tab:



The screenshot shows a software interface with a tabbed menu at the top containing 'General', 'Trading', 'Internal', 'Analysis', and 'Notes'. The 'Analysis' tab is selected. Below the tabs, there are three rows of input fields. Each row is labeled 'Analysis Code 1:', 'Analysis Code 2:', and 'Analysis Code 3:' respectively. Each label is followed by a text input box, a small grey square button with three dots, and another text input box.

These analysis codes are completely independent of each other and are setup using the 'Sales -> Sales Setup -> Customer Analysis Codes 1/2/3' main menu options.

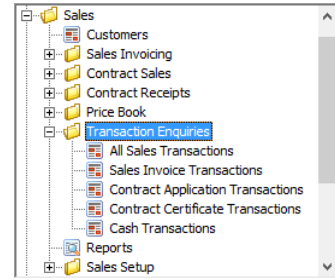
Import Routine Enhancements

- Both the Contract Certificate and Contract Certificate Opening Balance Import routines have been updated to allow an Order Number to be specified instead of a Job Number. The import then searches for a Job with a matching Order Number and if it finds a match it uses that Job Number instead. This is useful when importing data supplied directly from a Customer using their Order Number reference.
- The Contract Application Opening Balance, Contract Certificate and Contract Certificate Opening Balance Import routines have been updated to handle importing incremental "This" values as well as gross/cumulative "Current" values. This is done using the Increment Type setting (of either 'G' for gross or 'I' for increment) making it a lot easier to import data from varying sources without having to go through an often complex reformatting process.
- The Price Group Stock Import routine have been updated to allow the Original Sell Price to be specified instead of just picking this up from the Stock table. This allows the prices and discounts at a point in time to be specified on the import instead of being based on the current prices held in Stock.

Sales Transaction Enhancements

- The Contract Certificate Opening Balances routine has been updated to allow the 'Notes' field to be passed into Job Sales Transactions table for future reference via the Sales Transaction Enquiry screens.
- The Sales Transaction Enquiry screens have been updated to allow the 'Notes' field to be modified, allowing additional information to be recorded after transactions have been posted. This can be used to keep track of communication that has been had with the customer, e.g. when chasing for payment, etc. Only the 'Notes' field can be edited on this screen regardless of a user's permission settings.

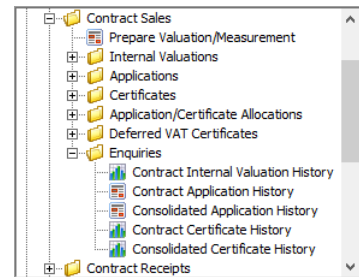
- The sales transaction enquiry options have been expanded from one generic 'Transaction Enquiry' screen for all sales transaction types to a 'Transaction Enquiry' sub-menu with enquiry screens for each of the key transaction types.



These additional enquiry screens contain information specifically relating to the specific transaction type making them far more useful and relevant:

- The original transaction enquiry screen, renamed to 'All Sales Transactions'.
- A 'Sales Invoice Transactions' enquiry showing Sales Invoices/Credit Notes and corresponding opening balances.
- A 'Contract Application Transactions' enquiry showing Contract Applications and corresponding opening balances. This option used to be called 'Contract Application History' and was previously located in 'Sales -> Contract Sales -> Enquiries' but as it also included opening balances it was more relevant and accessible to be located here.
- A 'Contract Certificate Transactions' enquiry showing Contract Certificate and corresponding opening balances. This option used to be called 'Contract Certificate History' and was previously located in 'Sales -> Contract Sales -> Enquiries' but as it also included opening balances it was more relevant and accessible to be located here.
- A 'Cash Transactions' enquiry showing Contract Receipts/Payments and corresponding opening balances.

- The transaction enquiry options previously available from 'Sales -> Contract Sales -> Enquiries' (which have now moved to 'Sales -> Transaction Enquiries' as described above) have been replaced with new routines that provide a historical view of the original postings as opposed to looking at the posted sales transactions. This means that, unlike the posted transaction enquiries, the item drill down screens are still available to view along with the ability to reprint reports. The following history views have been added:



- Contract Internal Valuation History
 - Contract Application History
 - Consolidated Application History
 - Contract Certificate History
 - Consolidated Certificate History
- A new 'Invoice Number' field has been added to both the 'Sales Invoice Opening Balances' and 'Contract Certificates Opening Balances' batch routines, bringing them into line with fields available on the standard posting routines.

On Hold Sales Invoices

You can now mark posted Sales Invoice and Contract Certificate transactions as being on hold by the Customer thereby preventing payment. This can be done using the 'Sales -> Contract Receipts -> Mark Invoices On/Off Hold' tagging list option. Tagging an invoice puts it on hold and un-tagging it takes it off hold.

Going into the routine the user is presented with an optional parameter screen to help pre-filter the list based on Customer, Job or Date:

Customer: = ...

Job Number: = ...

Tran Date: = ...

After which a list of all corresponding unpaid invoice transactions are loaded. When an invoice is tagged the user is prompted to select the reason the invoice has been put on hold:

Mark Invoices On/Off Hold

Query Code: = ...

OK

Record 1 of 2 Records Found	
<input type="checkbox"/>	Sales Invoice Query Description
<input checked="" type="checkbox"/>	On Hold
<input type="checkbox"/>	Queried

OK Cancel Refresh

These Query Codes are configurable using the 'Sales -> Sales Setup -> Sales Invoice Query Flags' main menu option and just allow a one-character code plus a description to be entered:

Query Flag: Description:

Unlike with purchase invoicing, putting a sales invoice on hold does not actually stop the system from allowing receipts to be processed against them. It does however allow reports to be setup that can be sent to the appropriate team to help resolve problems or chase for payment.

Contract Application / Certificate Allocation Enhancements

- The allocation routines found in 'Sales -> Contract Sales -> Application/Certificate Allocations' have been updated to allow transactions to be allocated up to the full outstanding value of either the Application or the Certificate. Previously you could not over-allocate past the smallest outstanding value making it a lot more complex to include a mix of invoices and credits in the same application allocation.

This plus the ability to handle negative values means you can do the required allocations in one place instead of having to move between different screens.

- The Contract Certificate Opening Balances routine has been updated to allow a zero value Certificate to be posted. In the scenario where a Contract Application has been posted in error and subsequently reversed, putting the overall balance back to zero, both transactions still appear on the Aged Contract Application and equivalent reports as they have not been allocated to any Contract Certificate transactions.

Posting a zero value Contract Certificate allows both application transactions to be allocated to this certificate and thereby removing them from these reports.

Contract Sales Valuation Types

When entering Contract Sales transactions, the user has the option of entering in a 'Type' field that can be either 'I' for Interim, 'F' for Final Measure, 'A' for Agreed Final Measure or 'R' for Retention Release. Although these types are still controlled by the system and cannot be changed, they can now be setup to automatically trigger a change in the status of the Job Sales Phase. These settings can be accessed via the new 'Sales -> Sales Setup -> Valuation Types' screen:

Valuation Type: Description:

Job Sales Phase Status After Contract Application: ...

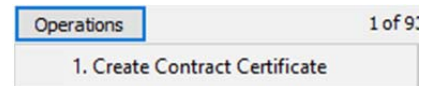
Job Sales Phase Status After Internal Valuation: ...

By entering in a status in the 'Job Sales Phase Status After Contract Application' field for one of these types, when a Contract Application set to that specific type is posted to a Job Sales Phase, the status of that Job Sales Phase will be automatically changed to the designated status. This can be used purely as a reporting tool or to help control what happens when other transactions are posted. For example, this could be used in conjunction with the 'W' – 'Warn before posting to these Jobs' setting of the 'Allow Postings' flag on the Job Sales Phase Status record so the user gets warned when posting any further costs to that Job Sales Phase.

The same applies to posting Contract Internal Valuations with the 'Job Sales Phase Status After Contract Internal Valuation' setting.

Convert Contract Applications into Contract Certificates

A new 'Create Contract Certificate' operation has been added to both the Contract Applications and the Contract Application History screens.

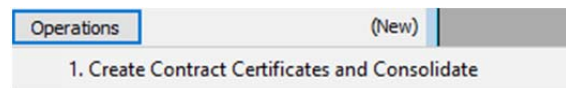


The resulting Contract Certificate gets the next Certificate Number in the sequence and the previous values are taken from the last certificate posted but the gross/cumulative values calculated depend on the 'Increment Type' field on the Contract Application:

- When the Increment Type is 'G – Gross/Cumulative Values' the system takes the gross/cumulative values from the Contract Application and creates a corresponding Contract Certificate with same values. The 'This' value is then calculated as the difference between these values and the previous ones. The overall gross/cumulative values for this certificate would therefore match the ones on the application but the 'This' values could be different depending on respective previous values.
- When the Increment Type is 'I – Increment Values' the system takes the 'This' values from the Contract Application and adds them to the previous ones to create new gross/cumulative values. The overall gross/cumulative values for this certificate could therefore be different from the ones on the application (depending on respective previous values) but the 'This' values would match.

If the Contract Application had items defined (which would have also set the Increment Type to 'I') they would also all be copied across to the new Contract Certificate. This routine would therefore significantly reduce the time it would take to enter a multiple item certificate, especially for applications with a large number of items, even if the values were not all the same and had to be individually changed afterwards.

There is also an equivalent 'Create Contract Certificates and Consolidate' operation available on both the Consolidated Applications and the Consolidated Application History screens.



This works in exactly the same way as for a single application but instead it creates a new certificate for each application included in the Consolidated Application then combines them into a new Consolidated Certificate with a total that reflects the sum of the values determined when each individual certificate was created.

Processing Enhancements

A new 'Processing Options' tab has been added to the 'Sales -> Sales Setup -> Contract Sales Settings' screen:

General	Processing Options	Application	Certificate	Irish Reverse Charge VAT
		By User	By Group	
Process Internal Valuations:	No	No		Allow Out Of Period Internal Valuations: Y ...
Approve Internal Valuations:	No	No		Allow Discount On Internal Valuations: Yes
Post Internal Valuations:	No	No		Allow Retention On Internal Valuations: Yes
Process Applications:	No	No		Allow Out Of Period Applications: Y ...
Approve Applications:	No	No		
Post Applications:	No	No		
Process Certificates:	No	No		Allow Out Of Period Certificates: Y ...
Approve Certificates:	No	No		
Post Certificates:	No	No		

These settings can be split into three categories:

Process/Approve/Post by User or Group

All Contract Sales screens (i.e. Internal Valuations, Applications & Certificates) have been brought into line with other non-batch routines within the system (e.g. Sales Invoices, Purchase Invoices, Subcontractor Certificates, etc.) and now allow the data processing, approval and posting to be filtered on a per user or group basis.

When the 'By User' options are set to 'Yes' the system will apply a filter so that only records related to that user are picked up.

When the 'By Group' options are set to 'Yes' the system will look up the current user in the Staff table to get the Staff Group they are assigned to. A filter is then applied so that only records related to people in that user's group are picked up. If the user is not a member of a group the system will still apply the filter, i.e. all users who have not been assigned a group will be picked up.

The 'By Group' options are mutually exclusive with the 'By User' options, i.e. it is one or the other and the system will enforce this on the settings screen.

The 'Process' option is applied when a user loads up the corresponding data entry screen where the filter is applied based on who entered the records, i.e. the user can only see records that they or their group entered.

The 'Approve' option is applied when a user loads up the corresponding main menu approval tagging list (i.e. Approve Applications, etc.) where the filter is also applied based on who entered the records, i.e. the user can only approve records that they or their group entered. This flag has no effect on the 'Approve' operation on the individual data entry screens.

The 'Post' option is applied when a user runs the corresponding main menu 'Update' routine (i.e. Updated Approved Certificates, etc.) where the filter is applied based on who approved the records, i.e. the user can only post records that they or their group approved.

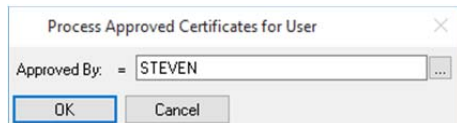
When logged in as the 'Manager' user the system will ignore all these settings and instead show all transactions.

The Staff table has also be expanded with options to allow individual users to view other user's records:

Allow User To View Other Users:-

Purchase Orders:	No	Sales Invoices:	No	Subcontractor Applications:	No
Procurement Records:	No	Contract Internal Valuations:	No	Subcontractor Internal Valuations:	No
Purchase Invoices:	No	Contract Applications:	No		
Site Requisitions:	No	Contract Certificates:	No		

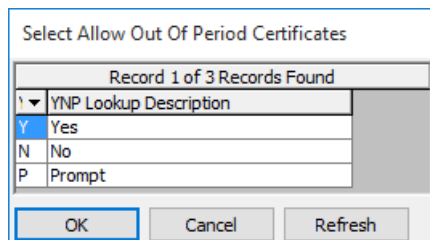
When set to 'Yes', these flags allow a supervisor to select a different user or group to filter on should they wish to. The user or group will default to their own one and they can change it as necessary:



A dialog box titled "Process Approved Certificates for User" with a close button (X) in the top right corner. It contains a text field labeled "Approved By:" with the value "STEVEN" and a selection icon (three dots) to its right. Below the text field are two buttons: "OK" and "Cancel".

Allow Out Of Period Postings

Three new flags have been added to control out of period postings for each of the Contract Sales processing screens (i.e. Internal Valuations, Applications & Certificates). The 'Allow Out Of Period' flag allows three values: Yes, No and Prompt with the default being 'Yes':



A dialog box titled "Select Allow Out Of Period Certificates" with a close button (X) in the top right corner. It displays "Record 1 of 3 Records Found" above a table. The table has two columns: a selection column with radio buttons and a text column. The rows are: "Y Yes", "N No", and "P Prompt". Below the table are three buttons: "OK", "Cancel", and "Refresh".

Setting the 'Allow Out Of Period' flag set to 'Yes' is equivalent to having the flag turned off.

With the flag set to 'No', when the corresponding records are getting approved the system will check the period that the resulting transaction will be posted to and compare this to the 'First Open Sales Period' in 'System Control -> System Setup -> System Settings' and if they are different will return an error. The 'Prompt' setting will do the same but will return a warning instead, giving the user the choice to continue or not.

These settings allow the system to prevent transactions being posted before the corresponding period is open and are particularly useful when Contract Application/Internal Nominal journals and reversals are being posted via the Nominal Ledger which could be in a different period.

Allow Discount/Retention on Internal Valuations

Two new flags have been added to specifically limit the ability for anyone to enter discount and/or retention on Internal Valuations. With these flags set to 'No' the system does not pick up any default percentages setup on the Job and locks both the percentages and values on the screen to prevent the user from entering any values at all.

This is to allow net liability values to be recorded on the Internal Valuation using the 'Gross Valuation' field without default discount/retention percentages confusing the overall value which could end up being a mix of net and gross values depending on how the Job has been setup and who enters the Internal Valuation.

Contract Receipt Enhancements

- When entering a new Contract Receipt, the 'Sales Allocations' tagging list will now load automatically making it quicker and simpler for a user to process and allocate receipts.

- A new 'Customer Mismatch' warning has been added to the Contract Receipts Job Split screen:

Job Number: ...

Phase Number: ...

(In Pounds Sterling)

Allocated to Job:	<input type="text" value="0.00"/>	Payment Total:	<input type="text" value="0.00"/>
+ Settlement Discount:	<input type="text" value="0.00"/>	- Allocated to Sales:	<input type="text" value="0.00"/>
+ Settlement Discount VAT:	<input type="text" value="0.00"/>	= Payment Unallocated:	<input type="text" value="0.00"/>
+ CITB Levy Retained:	<input type="text" value="0.00"/>		
+ Insurance Retained:	<input type="text" value="0.00"/>		
+ Tax Retained:	<input type="text" value="0.00"/>		

WARNING: The Customer on this receipt does not match the one on this Job (RJM001)

This will be displayed when the Customer entered on the Contract Receipt does not match the Customer entered on the Job or Sales Phase indicating the wrong Job might have been selected.

- The allocation of multiple sales transactions to Contract Receipts has become a much slower process since the introduction of foreign currency sales due to the significantly more complex routines involved in calculating base currency values. The Contract Receipt allocation and recalculation routines have been updated to significantly improve performance for both foreign and base currency transactions.
- The Contract Receipts batch validation routine has been updated so it does not require a default Bank Code to be entered on the 'Sales -> Sales Setup -> Contract Receipts Settings' screen. This allows the system to be setup without a default bank account, forcing the user to select the correct one when entering in a new receipt instead of just accepting the default bank account and potentially posting to the wrong one.

Sales Invoice Generation Enhancements

- The 'Generate Sales Invoices (SOP Jobs)' sales invoice generation routine has been updated to prompt for an Invoice Date along with the other filter parameters instead of just assuming today's date and forcing the user to manually amend one or more resulting invoices with the correct date:

Invoice Date: =

- A new 'Sales Invoice Generation Consolidation Level' flag has been added to 'Sales -> Sales Setup -> Sales Invoice Settings' that allows the system to control when a new Sales Invoice is generated when running the 'Generate Sales Invoices (SOP Jobs)' routine:

Sales Invoice Generation Consolidation Level: (C)ustomer, (J)ob or (P)hase

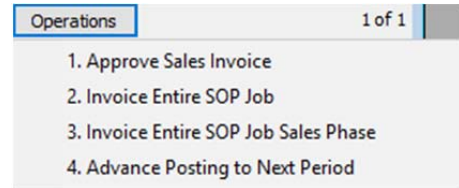
The available options are:

- 'C – Customer' – outstanding Job Items will be grouped into one Sales Invoice for each unique Customer regardless of which Job or Sales Phase they are allocated to.
- 'J – Job' – outstanding Job Items will be grouped into one Sales Invoice for each unique Customer/Job combination regardless of which Sales Phase they are allocated to.
- 'P – Phase' – outstanding Job Items will be grouped into one Sales Invoice for each Sales Phase.

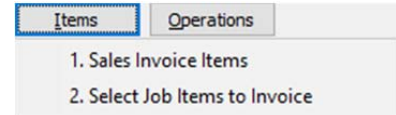
- When running the 'Generate Sales Invoices (SOP Jobs)' routine the system will now populate the 'Reference' field with either the Job Number or Sales Phase Number (prefixed with the Job Number if it is not already) if the consolidation settings are set to 'J – Job' or 'P – Phase' respectively.

Job Item Tagging List Added to Sales Invoices - SOP Jobs

The process of adding items to a 'Sales Invoices - SOP Jobs' invoice can be quite time consuming if you want to invoice some of the Job Items from a single Job or multiple Job Items across multiple Jobs. There are operations allowing an entire Job or Sales Phase to be invoiced but these routines do not give any visibility of the items you are looking to invoice.



A new 'Select Job Items to Invoice' items option has therefore been added that takes the user to a tagging list showing all outstanding Job Items for the selected Customer:



	Job Number	Sales Phase	Item Number	Stock Code	Description	Quantity	Quantity	Unit Cost	Item Cost
<input checked="" type="checkbox"/>	09890	P0001	1		Item 1	0.0000	10.0000	1,000.00	10,000.00
<input type="checkbox"/>	09890	P0001	2		Item 2	20.0000			

The user can then tag the individual Job Items they are looking to invoice and are prompted to confirm the quantity (which default to the full outstanding quantity) and the price to put on the invoice, both of which can be modified to suit:

Alternatively, the 'Tag All' button can be used to invoice all outstanding items at the same time. When using the 'Tag All' option the system assumes that the entire outstanding quantity is to be invoiced and does not display any prompts to the user. Filters can also be applied to the list before running the 'Tag All' routine, allowing individual Jobs, Sales Phases, etc. to be invoiced as required.

Report Layout Enhancements

- The standard Sales Invoice and Credit Note layouts have been updated to show the 'Notes' field from the header as extension to the header description field when printing a 'Single Job' invoice/credit and the 'Notes' field from the items screen as extension to the item description field when printing all other invoice/credit types.
- The Sales Invoice Items database structure has been updated to store a link back to the originating Sales Invoice Item for use when an invoice with retention is entered. If when releasing that retention, a further retention value is entered, the system can use the link back to the original invoice item to obtain the original invoice values. This can be done regardless of how many sequences of retention have been retained so the overall retention percentage of any particular item can always be calculated and displayed on customised Sales Invoice report layouts.

Internal Valuation Nominal Accounts

For systems setup with the 'Raise Contract Internal Nominal Journal' flag set to 'Yes', the nominal accounts used for this journal can now be specified at the revenue heading level. The 'Sales' tab on the 'Jobs -> Job Setup -> Jobs -> Job Headings' screen now has 'Internal Contract Application' debit and credit accounts that override the ones setup in 'Contract Sales Settings':

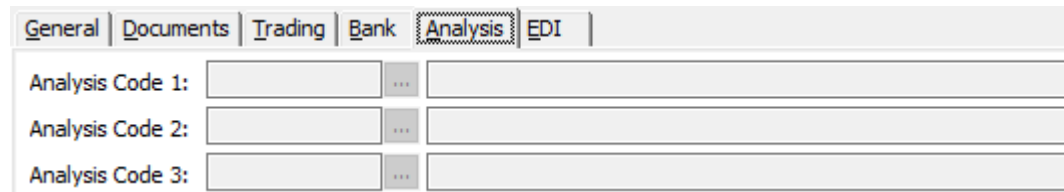
Internal Contract Applications:-

Application Debit A/c:	<input type="text"/>	...	<input type="text"/>
Application Credit A/c:	<input type="text"/>	...	<input type="text"/>

Purchasing Module Enhancements

Supplier Analysis Codes

As per the Analysis Codes on the Job and throughout the other parts of the system, three Analysis Codes have been added to the Suppliers screen on a new 'Analysis' tab:



The screenshot shows a software interface with a tabbed menu at the top. The 'Analysis' tab is selected and highlighted. Below the tabs, there are three rows of input fields. Each row is labeled 'Analysis Code 1:', 'Analysis Code 2:', and 'Analysis Code 3:' respectively. Each label is followed by a text input box, a small '...' button, and another text input box.

These analysis codes are completely independent of each other and are setup using the 'Purchases -> Purchases Setup -> Supplier Analysis Codes 1/2/3' main menu options.

Default Purchase Order Units

When creating a new Purchase Order Item for a Stock Code the Units of measure are picked up from the Stock record, however, when no Stock Code is specified the Units have to be manually specified. The 'Purchases -> Purchases Setup -> Purchase Order Settings' screen has been updated with two new settings: 'Default Non-Stock Units' and 'Default Plant Hire Units':



The screenshot shows two rows of settings. The first row is labeled 'Default Non-Stock Units:' and has a dropdown menu with 'EACH' selected, a '...' button, and a text input field with 'Each' entered. The second row is labeled 'Default Plant Hire Units:' and has a dropdown menu with 'DAY' selected, a '...' button, and a text input field with 'Day' entered.

The Plant Hire Units are used as the default Units for all items of type 'P – External Plant Hire', allowing plant hire specific units like hour, day and week to be specified. The Non-Stock Units are used as the default for all other Purchase Order Items Types.

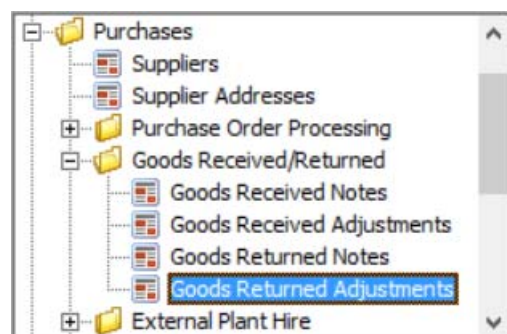
New Purchase Invoice Fields

The following fields have been added to the Purchase Invoice table: Created On, Modified On/By, Closed On/By, Query Raised On/By and Query Removed On/By fields. This provides an audit trail of activity on Purchase Invoices that can be used to create simple reports in a similar way to the batch control tables.

Goods Returned Adjustments

In previous versions it has been possible to receive goods using the 'Goods Received Notes' routine then subsequently use the 'Goods Received Adjustments' routine to post reversals and corrections to the original GRN, however there was no equivalent for the 'Goods Returned Notes' routine.

The addition of a new 'Goods Returned Adjustments' routine addresses this and allows reversals and corrections to be made to previously posted Goods Returned Notes.



The 'Goods Returned Adjustments' batch works in exactly the same way as the 'Goods Received Adjustments' batch with the exception that instead of working with Purchase Orders and Goods Received Notes it works with Purchase Returns and Goods Returned Notes.

Supplier Bank Details

The Supplier record contains all the fields from the back office accounts system required in order for the system to process Purchase Orders, Goods Received Notes and Purchase Invoices, including name, address, contact details, etc. However, as the Supplier payment routines are contained within the accounts system there is no need to include Bank details.

In order to minimise the need to run the accounts system to create a new Supplier then run the ledger synchronisation routines to import them, new Suppliers can be created directly from within the system and are automatically added into the back office accounts system (assuming the 'Add to Back Office' flag is set to 'True'). The problem this creates is that when it comes time to do a Supplier payment run, none of the Suppliers bank details have been entered unless this was done subsequently from within the Purchase Ledger.

In order to have one place where all the key fields are recorded the Supplier record within the system needs to be expanded to include the bank details even though they are not required by the system. On the Suppliers screen a new 'Bank' tab has been added that contains all the relevant fields:

General	Documents	Trading	Bank	Analysis	EDI
Payment Group:	B	...	BACS		
Account Name:	Carters (UK) Limited				
Sort Code:	89-72-39				
Account Number:	42390874				
BIC:	CVCVFDTRE56				
IBAN:	WE3503456906940FFFD6546				
Bank Reference:	54390D				
Roll Number:	FG45069505				
BACS Reference:	FDGHRFH54645				

In addition to the standard bank account fields there is also the concept of a 'Payment Group' field that has to be entered before a Supplier record can be saved. This is controlled by the back office and any payment groups defined are imported using the 'Import Suppliers' routine in 'System Control -> Ledger Links -> Ledger Synchronisation'. This field is used to control how Suppliers are paid when doing a payment run within the accounts system and typically allow payment by BACS or Cheque.

If all your Suppliers use the same Payment Group, you can setup a default for all new Suppliers using the 'Default Payment Group' option in the 'Purchases -> Purchases Setup -> Supplier Settings' screen:

Default Payment Group:	B	...	BACS
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Purchase Order Bill of Requirements Tagging

The process of adding multiple Bill of Requirement items to a Purchase Order can be a tedious one, especially when ordering multiple items. To simplify this process a new 'Add Items from Bill of Requirements' tagging list has been added to the Purchase Orders screen.

Items	Operations	1 of 1
1. Purchase Order Items		
2. Add Items from Bill of Requirements		

In order to minimise the number of records presented to the user, the 'Add Items from Bill of Requirements' tagging list is designed to only show Bill of Requirements for one Job Sales Phase. If no default Job or Cost Phase is specified on the Purchase Order header the system prompts for one to be entered, otherwise the prompt is not displayed and the tagging list is displayed directly:

Select Job / Cost Phase

Job Number: = 09731

Phase Number: = P0001

OK Cancel

The Sales Phase corresponding to the Cost Phase Number entered is determined and the resulting tagging list is then limited to Bill of Requirement records for that one Job Sales Phase, thereby allowing purchases to be made across Cost Phases but not Sales Phases:

	Stock Code	Description	Our Reference	Unit Cost	Required/Allo	Quantity Still	This Order
<input checked="" type="checkbox"/>	T-CBYRA	CLAY BABY RIDGE ANTIQUE	B0001	2.0000	10,000.0000	9,800.0000	200.0000
<input type="checkbox"/>	T-CBYRNR	CLAY BABY RIDGE NAT. RED	B0002	3.0848	200.0000	200.0000	

When tagging an item, the system will prompt for the user to confirm the quantity, cost price, discount percent and date required by:

Enter Quantity To Order

Quantity: = 200

Cost Price (in £): = 3.0848

Discount Percent: = 0.00

Required By: =

OK Cancel

These fields default to the values on the Bill of Requirements record but can be changed. If using the Bill of Requirements as a 'Call Off' order the quantity (which defaulted to the full outstanding quantity) should be changed to match the current order requirements. Items where the full outstanding quantity is being ordered will be shown with a tick whereas partially tagged items will appear with a greyed tick.

Tagging an item will automatically insert it into the standard Purchase Order Items list using the next item number just as if it was entered there directly. It can be amended or deleted on the standard items screen too.

Import Routine Enhancements

- The Purchase Order Items import routine has been updated to allow a Bill of Requirements Reference to be specified and therefore link the Purchase Order Item back to the Bill of Requirements record.

When the 'JobStockReference' field is specified in the import file the system will look for a Bill of Requirements record entered against the Job Sales Phase corresponding to the Job Cost Phase Number specified on the import file and having a matching 'Our Reference' field. If no matches are found or there is more than one possible match the import will fail validation.

Job Number: 09731 ROTHESAY FERRY TERMINAL

Sales Phase: P0001 Sales Phase 1

RO Number: Our Reference: B0001 Revision: 0

Stock Code: FELT-1F

If a single match is found the Purchase Order Item Type will be set to either 'B – Bill of Requirements Purchase' if it is a stock item or 'N – Non-Stock Bill of Requirements Purchase' for a non-stock item.

- The Purchase Order Headers import routine has been updated to allow the Exchange Rate to be specified for foreign Supplier Purchase Orders instead of just picking up the current exchange rate from the Currencies table.
- In previous versions of the Purchase Order Items Import routine if you specified a Stock Code you also had to specify all the other mandatory fields like Units, Material Group, etc. as they were not returned from the Stock record as part of the import process. This has now been updated so all potential fields held on the Stock record will be returned to the Purchase Order Item during import unless they have specifically been specified in the import file. This includes Supplier References and Manufacturer details.

Purchase Order Layout Enhancements

The standard Purchase Order and Purchase Return report layouts have been updated to bring them into line with the other standard layouts (e.g. Sales Invoice, Contract Certificate, etc.). The report title is now displayed at the top left of the page, the company address is at the top right and the company and VAT registration details are in the page footer.

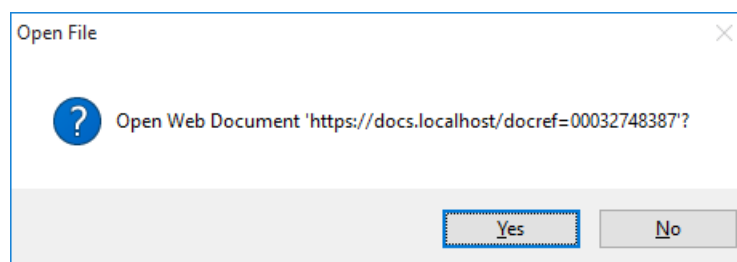
Purchase Order	Demo Company Orion House Orion Way Kettering Northamptonshire NN15 6PE Phone : 01536 495000
Supplier: Delligatti Printing	Delivery Address: Demo Company Warehouse

Purchase Invoice Document Link

For companies that make use of document scanning or who receive purchase invoices via email, Purchase Invoicing has been updated with a new 'Document Link' field on the 'Notes' tab that allows either a file (e.g. a PDF) or a web URL to be specified. If the text starts with either 'http://' or 'https://' the system will identify the link as a web document (e.g. contained in an online document management source):

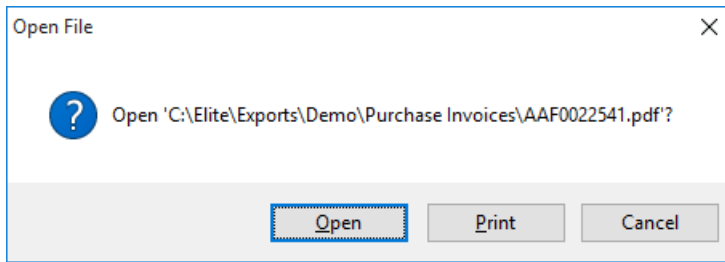
Document Link:

When clicking on the underlined name the system will prompt to open the link in your default web browser:



Otherwise the link is assumed to be a file in the file system and will open in the default application for that file type (e.g. Adobe Acrobat Reader). You can also click on the lookup button to the right of the box and locate the file using a file explorer lookup window:

Document Link:



Please note that neither the 'Document Link' field nor the lookup button next to it actually allows you to scan a document and save it into your file system or online document management system. Scanning or saving a document to a particular location would need to be handled externally to the system.

When a Purchase Invoice/Credit with a document link is posted, the resulting Job Cost Transaction record(s) are also updated with the document link. The cost transaction enquiry screens have also been updated so that the 'Document Link' field is visible at the bottom of the 'Additional Information' tab where it can be opened in the same way.

Additionally, an entry in the 'Supplier Documents' list for the specified Supplier and entries in the 'Job Documents' list for the affected Jobs are created under either the 'PURCHASE_INVOICE' or 'PURCHASE_CREDIT' Document Types as appropriate.

External Plant Hire Enhancements

Simplified Hire Period Calculation Using Shift Patterns

When items currently on hire are either marked as off hire or transferred to a new Job it can often be a tricky task to determine the correct quantity / hire period (i.e. hours, days or weeks) to use, especially for longer running hires.

To simplify this process, the system has been updated to allow the hire period (i.e. quantity) to be calculated based on comparing the start date to the end date. If the hire period is in days the calculation is straight forward, but calculating the number of hours or weeks is only possible if we know the number of chargeable hours in each day and which days in a week are chargeable.

To achieve this, Shift Patterns can now be defined in 'System Control -> System Tables'. For more information on how Shift Patterns work, see the 'Shift Patterns' sub-section under 'Internal Plant Hire'.

In order to make the system prompt for dates instead of quantities a new 'Use Shift Pattern To Calculate Hire Period' flag has been added to 'Purchases -> Purchases Setup -> Purchase Order Settings':

Use Shift Pattern To Calculate Hire Period: ▾

When entering Purchase Order Items for plant a Shift Pattern can be specified on the 'Breakdown' tab:

Plant Hire: -

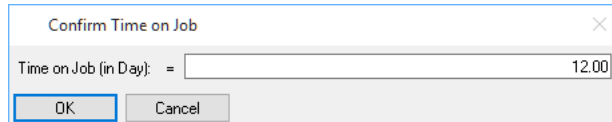
Shift Pattern:	<input type="text" value="SDAYWEEK"/>	...	<input type="text" value="5 Days per Week"/>
Estimated Start Date:	<input type="text" value="31/08/2015"/>	...	Actual Hire Date: <input type="text"/>
Estimated End Date:	<input type="text" value="14/09/2015"/>	...	Actual Return Date: <input type="text"/>
Estimated Time On This Job:	<input type="text" value="10.00"/>		

The system requires a Shift Pattern in order to calculate the hire period. If a Shift Pattern is not entered on the Purchase Order Item, the system will first of all look to the 'Default Shift Pattern' field that can be setup for each Supplier on the 'Trading' tab of the Suppliers screen. This allows

plant hire companies to be setup with a default Shift Pattern that represents their standard hire schedule:

Default Shift Pattern: ...

If the Supplier has not been setup with a Shift Pattern the system looks to the 'Default Shift Pattern' setup in 'Purchases -> Purchases Setup -> Purchase Order Settings'. If the system cannot determine a Shift Pattern to use, when relevant, it will revert back to prompting for the quantity. Otherwise, after prompting for the end date the system will display the calculated hire period to the user for confirmation when it can be changed if need be:

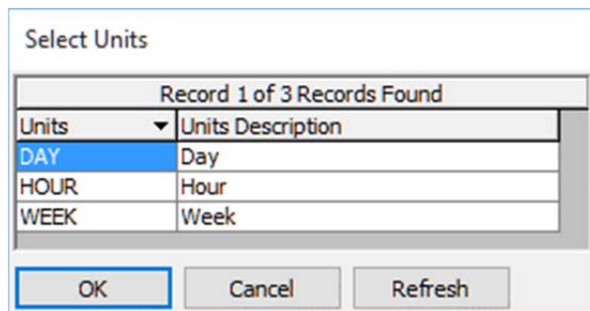


Confirm Time on Job

Time on Job (in Day): =

Hire Units

When entering a Purchase Order Item of type 'P – External Plant Hire' the options available in the 'Units' lookup will be limited to the Units defined in 'System Control -> System Tables -> Units' where the 'Allow On Plant' is set to 'Yes'. For all other item types, the full range of units are available to select from, including the ones where 'Allow On Plant' is set to 'Yes'.



Select Units

Record 1 of 3 Records Found

Units	Units Description
DAY	Day
HOUR	Hour
WEEK	Week

Hiring Multiple Quantities of an Item

In previous versions of the system it was not possible to hire multiple quantities of an item and instead the quantity related to the length of time the item was on hire for. With this version it is now possible to record both the quantity of item to be hired as well as the length of time the hire is for. To achieve this, the 'Quantity' field on the Purchase Order Items screen now represents the number of items to hire instead of the hire period and the first dimension field (which would previously have been locked) represents the hire period (i.e. hours, days or weeks):

Units: ... Narrative:

Days

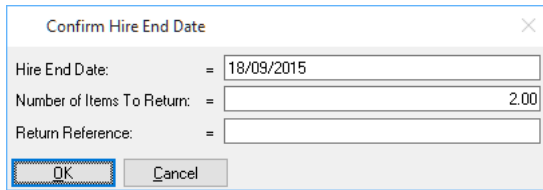
Quantity: x x x =

On upgrade from a previous version the system will automatically swap the quantity and first dimension fields to allow the new system to continue to work seamlessly.

Open ended hires are still represented by a zero in the hire period field but obviously this is now the first dimension field and not the quantity field which must have a positive value entered before the record can be saved.

In order to enforce this logic, the system uses the 'Allow On Plant' flag on the 'System Control -> System Tables -> Units' screen and this obviously only applies when the Purchase Order Item is of type 'P – External Plant Hire'.

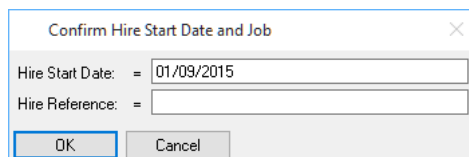
The 'Mark Plant as Off Hire' routine has also been updated so that when individually marking items as off hire the number of items being returned can be specified:



This allows a large number of items to be ordered to begin with but then have them returned when they are no longer required. For example, at the start of a new building development it might be necessary to hire 200 security fence panels but as houses are completed the area that needs to be secured becomes smaller and smaller meaning that some of the fence panels can be periodically returned to save money.

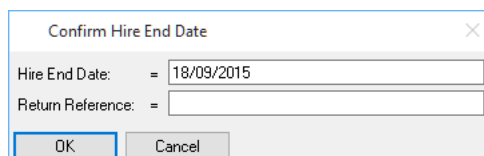
External Plant Hire Tagging List Enhancements

- The 'Mark Plant as On Hire' tagging routine has been updated so that when doing a 'Tag All', instead of prompting individually to confirm the start date, Job, Phase, Cost Heading, estimated time on Job, etc. for each item in the list, the system only displays the one prompt:




The system will use the same start date and hire reference for all items tagged and assumes the Job, Phase, Cost Heading and the estimated time on the Job entered on the Purchase Order Item are correct and that all the items hired were actually received.

- The 'Tag All' button on the 'Mark Plant as Off Hire' routine has been updated so that when the 'Use Shift Pattern To Calculate Hire Period' flag in 'Purchases -> Purchases Setup -> Purchase Order Settings' is set to 'Yes' the system will prompt for one 'Hire End Date' that is applied to all items in the list:



However, the system will stop items from more than one Purchase Order to be tagged at the same time unless logged on as the 'Manager' user:

1  **Sorry, you cannot mark items from more than one Purchase Order as Off Hire at the same time**
Please filter on individual Purchase Order numbers or use the 'Manager' user to do this in bulk

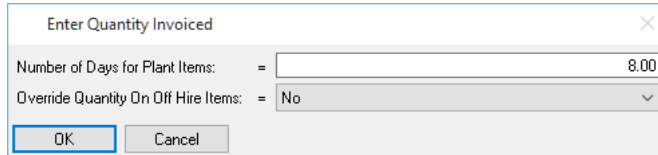
This is designed to prevent someone accidentally marking all currently on hire items as off hire, something that could take quite some time to rectify when dealing with a lot of hired items.

- The 'Tag All' and 'Un-Tag All' buttons have been removed from the 'Reset On Hire Status' and 'Resume On Hire Status' routines to prevent a user accidentally resetting or resuming all on or off hire items respectively. This restriction applies to all users unless logged on as the 'Manager' user who can tag and un-tag all records as required.
- When the 'Select Goods Received Note Items to Invoice' tagging list in Purchase Invoicing is used to invoice plant items that are still on hire, the system has no knowledge of the number of hours/days/weeks to invoice as no end date or number of hours of a Job has been confirmed. This means all the pending items are sitting with an outstanding

quantity of zero making the 'Tag All' routine useless:



The system has therefore been updated so that when the 'Use Shift Pattern To Calculate Hire Period' flag in 'Purchases -> Purchases Setup -> Purchase Order Settings' is set to 'Yes' the system will prompt for the number of units in the correct hire period (i.e. hours, days or weeks) to invoice:



Enter Quantity Invoiced

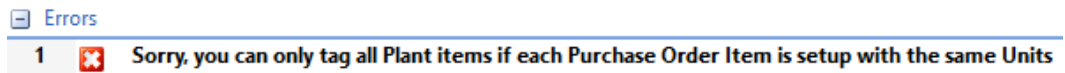
Number of Days for Plant Items: = 8.00

Override Quantity On Off Hire Items: = No

OK Cancel

Typically, all the plant items on an invoice will be over the same hire period so this routine is able to tag all plant items with the same quantity. This also takes into account the number of items on each hire and applies this hire period to all on hire items.

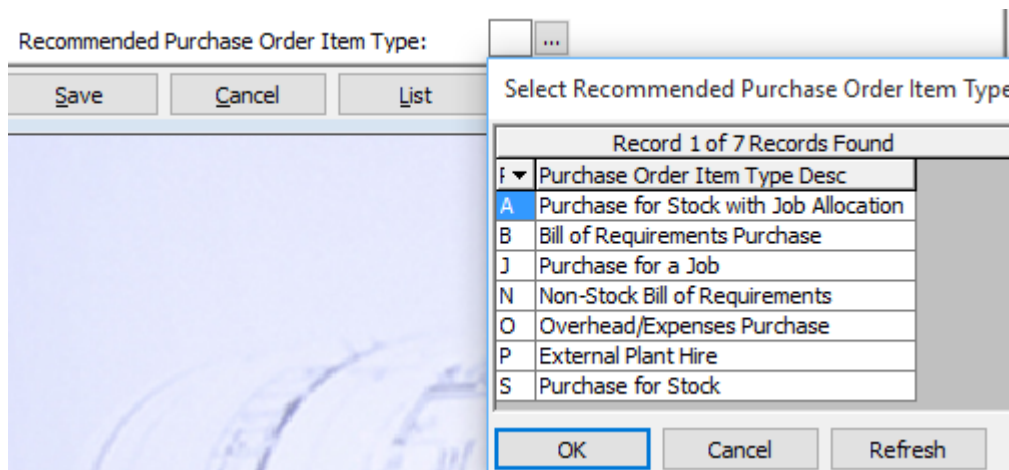
However, the 'Tag All' routine only works on plant items if they are all set to the same Units, otherwise an error message will be generated:



It can sometimes be the case that even though plant items have been marked as off hire and therefore have an outstanding quantity, this quantity does not match the quantity on the invoice and therefore need to be updated. By setting the 'Override Quantity On Off Hire Items' flag to 'Yes' the system will apply this quantity to items that have already been marked as off hire and have different outstanding quantity recorded.

Purchase Order Item Type Validation

In order to help minimise coding errors on Purchase Orders, a 'Recommended Purchase Order Item Type' field has been added to the 'System Control -> System Tables -> Material Groups' screen:



Recommended Purchase Order Item Type: [] [...]

Save Cancel List

Select Recommended Purchase Order Item Type

Record 1 of 7 Records Found

	Purchase Order Item Type Desc
A	Purchase for Stock with Job Allocation
B	Bill of Requirements Purchase
J	Purchase for a Job
N	Non-Stock Bill of Requirements
O	Overhead/Expenses Purchase
P	External Plant Hire
S	Purchase for Stock

OK Cancel Refresh

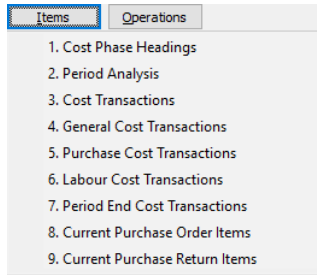
When a Purchase Order Item is saved the Type on the item is compared to the Recommended Type on the corresponding Material Group (if there is one) and if they are different the user is given a warning:



This is particularly useful for External Plant Hire items.

Purchase Order Enquiry Enhancements

- The 'Job Cost Phases' and 'Job Sales Phases' screens have been expanded to include 'Current Purchase Order Items' and 'Current Purchase Return Items' drill downs via the 'Items' button:



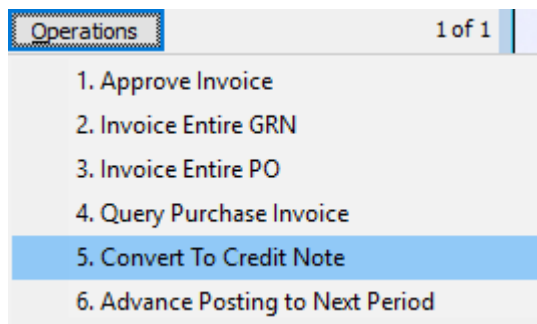
- The External Plant Hire details on the 'Breakdown' tab of the Purchase Order Items screen along with the 'Internal Notes' tab have been added to all the equivalent enquiry screens found in 'Purchases -> Purchase Order Processing -> Enquiries':

Plant Hire: -

Shift Pattern:	<input type="text"/>	<input type="text"/>
Estimated Start Date:	<input type="text" value="17/09/2015"/>	Actual Hire Date: <input type="text" value="17/09/2015"/>
Estimated End Date:	<input type="text"/>	Actual Return Date: <input type="text" value="21/09/2015"/>
Estimated Time On This Job:	<input type="text" value="0.00"/>	
Hire Reference:	<input type="text"/>	
Return Reference:	<input type="text"/>	
Off Hire Confirmation Printed:	<input type="text" value="No"/>	Quantity On Hire: <input type="text" value="0.00"/>
		Quantity Off Hire: <input type="text" value="12.00"/>

Purchase Invoice/Credit Note Conversion

A 'Convert To Credit Note' routine has been added to the 'Purchases -> Purchase Invoice Register -> Invoices' screens that allows a Purchase Invoice to be converted into a Purchase Credit Note. A corresponding routine has been added into the 'Credits' screens that allows a Purchase Credit Note to be converted into a Purchase Invoice:



These routines can only be run if there is not already an invoice or credit with a matching Supplier Invoice Number and that none of the items added have been allocated to a Goods Received/Returned Note or a Purchase Order/Return as they would not be valid.

This allows credits entered as invoices and vice versa to be changed without having to delete and re-key the entire invoice/credit.

Staff Default Purchase Order Item Type

A new 'Default Purchase Order Item Type' flag has been added to the 'System Control -> System Tables -> Staff' screen:

Default Purchase Order Item Type: ...

This allows members of staff who only ever raise one type of Purchase Order (e.g. Storemen for stock orders or Plant Hire Managers for plant hire orders) to be setup with the correct default type for their job.

General Purchase Order Enhancements

- A 'Delivery Date' field has been added to the 'Purchases -> Purchase Order Processing -> Purchase Orders' screen to allow the date that delivery of the goods is expected from Supplier to be recorded:

Our Reference:	<input type="text"/>	Phone:	<input type="text" value="0161 233 6756"/>
Their Reference:	<input type="text"/>	Fax:	<input type="text" value="0161 233 7000"/>
Delivery Date:	<input type="text" value="01/09/2015"/> ...	Email:	<input type="text" value="sales@com.co.uk"/>
Narrative:	<input type="text"/>		

The 'Delivery Date' is then used as the default for the 'Required Date' field for any new Purchase Order Items that get added.

- The Purchase Order delivery address has been updated to 60 characters to bring it into line with the rest of the system.
- The Non-Stock Bill of Requirements lookup on the Purchase Order Items screen has been updated to show the 'Supplier Reference', 'Manufacturer' and 'Manufacturer Reference' field from Bill of Requirements.
- Add 'Default Material Group' field has been added to 'Purchase Order Settings':

Default Material Group: ...

This is used when creating new Purchase Orders, particularly for when Material Groups are not required yet are mandatory when entering purchases for a Job.

Bill of Requirements Enhancements

Link Job Items to Bill of Requirements

A new 'Link To Bill of Requirements' flag has been added to 'Job Items' that when set to 'Yes' will automatically create a corresponding 'Bill of Requirements' record with the same Stock Code, description, quantity, units, etc.

Quantity:	<input type="text" value="10.00"/>	x	<input type="text" value="1.00"/>	x	<input type="text" value="1.00"/>	x	<input type="text" value="1.00"/>	=	<input type="text" value="10.00"/>
	(In Sterling)								
Unit Sell:	<input type="text" value="10.0000"/>						Total Ordered:	<input type="text" value="100.00"/>	
Budget Unit Cost:	<input type="text" value="6.0000"/>						Link To Bill of Requirements:	<input type="text" value="Yes"/>	▼


As the price entered in on Job Items is the sell price and the price on Bill of Requirements is a cost price, there is a new 'Budget Unit Cost' on the Job Items screen that is passed to the 'Budget Cost' field in Bill of requirements.

This will save duplicate data entry when goods are purchased and resold on. If this is something that happens for a large proportion of Job Items then the 'Default to Automatically Link Job Items to Bill of Requirement Items' flag in 'Jobs -> Job Setup -> Job Settings' can be set to 'Yes':

Default to Automatically Link Job Items to Bill of Requirement Items: ▼

A Bill of Requirements record that has been created via a Job Item becomes locked so that only fields not specified on the Job Item are editable. Bill of Requirements created via Job Items cannot be deleted from the Bill of Requirements screen and instead must be deleted or un-linked (by setting the 'Link To Bill of Requirements' flag to 'No') from the Job Items screen:

Errors

1  **This Requirement can only be deleted by deleting the Job item that created it!**

Add Date Created and Date Modified to Bill of Requirements

'Date Created' and 'Date Modified' fields have been added to Bill of Requirements.

Import Routine Enhancements

- The Bill of Requirements import routine has been updated to allow a Site Requisition and corresponding item to be automatically created. When a quantity is specified in the 'QuantityRequestedOnSite' field, the system will locate the first Cost Phase of the specified Sales Phase and check to see if an open Site Requisition exists for that Job/Cost Phase. If one does not exist a new Site Requisition will be created, otherwise the existing one will be used. If Stock Locations are turned on the system will ensure that either Warehouse Code has been specified in the import file or that there is a system default Warehouse. The system will then add a new Site Requisition Item, linking it back to the newly created Bill of Requirements record using the quantity specified.
- The Bill of Requirements import routine has been updated to allow existing records to be updated by using an External ID number to locate previously imported records.

Labour Enhancements

Nominal Configuration Enhancements

- The 'Payroll Credit Nominal Account' and 'Overhead Recovery Nominal Account' fields in 'Labour -> Labour Setup -> Payroll Settings' have been expanded to allow postings to those accounts to also go to the Nominal Cost Centre and/or Nominal Department from the Job via the new 'Use Job Cost Centre and Department' flag:

Import Monthly Employees: Keep Leavers for Months and Days

Payroll Credit Nominal A/c:

Overhead Recovery Nominal A/c:

An equivalent flag for Holiday Scheme nominal postings has been added to 'Labour -> Labour Setup -> Payroll Allocation Settings'. This 'Holiday Scheme Nominal Postings Use Cost Centre and Department' flag applies to the nominal codes setup for all Holiday Schemes setup in 'Labour -> Labour Setup -> Holiday Schemes':

Allocate Payroll Per Pay Element: Import SSP From Payroll:

Default Payroll Allocation Cost Heading:

Default Holiday Scheme:

Holiday Scheme Nominal Postings Use Job Cost Centre and Department:

- The 'Payroll Credit Nominal Account' override on the 'Jobs -> Job Setup -> Jobs -> Job Headings' screen now applies to Payroll Allocation postings as well as Timesheet postings (instead of just on Timesheet postings as it was previously).

New Fields Added to Employees Screen

- The Employees screen has been expanded to include three additional fields from Sage Payroll: Cost Centre (description), Cost Centre Number and Department Number (both in brackets next to the Department & Cost Centre descriptions). These fields allow more complex reporting to be done on labour postings:

Title: Sage Payroll Reference:

Forename: Department: ()

Surname: Cost Centre: ()

They are automatically imported when integrated with Sage Payroll but can be used as additional Employee references when integrated with other payroll systems. The Cost Centre and Department fields are completely independent to the Nominal Cost Centre & Department fields used for nominal postings throughout the system.

- Three generic description lines to have been added to the Employees screen. These can be relabelled using the Administrator program and used for storing any additional Employee information:

Description 1:

Description 2:

Description 3:

- An 'Exclude from Payroll Allocation' flag has been added to the Employees screen. This can be set either Yes, No or Default. If set to 'D' for Default the user will be included in Payroll Allocation

Include In Job: Exclude From Remote Timesheet Generation:
 Contracted Weekly Hours: Exclude From Payroll Allocation:

Unlike the 'Include In Job' flag, this only applies to Payroll Allocation. This allows some employees to be setup to post true employers costs and others to be setup to post costs using overhead recovery.

Convert Salary into Hourly Rate

For employees that get paid a fixed salary but who still submit timesheets it can be a real pain recording hourly timesheets as there is no hourly rate (just a proportion of their annual salary). This is further complicated for monthly paid employees where, even if there was a hourly rate, the rate can differ from month to month as some months have 4 weeks and others have 5 weeks.

To help resolve this several new settings have been added to the system. First of all, a new 'Payroll Periods' screen has been added to the 'Labour -> Labour Setup' menu along with a 'Generate Payroll Periods' routine. This allows the number of periods for each payment frequency (i.e. Weekly, Fortnightly, Four Weekly and Monthly) along with their 'Start Date', 'End Date' and the 'Number of Weeks in Period' to be defined:

Payroll Payment Frequency: Tax Year: Tax Month: Tax Week:
 Start Date: End Date: Number Of Weeks In Period:

A default set of Payroll Periods will be created for the current tax year (as defined in 'Labour -> Labour Setup -> Payroll Settings') on upgrade from previous versions. To create subsequent periods or modify existing periods the 'Generate Payroll Periods' routine can be run. The system will first of all prompt for the tax year to generate payroll periods for:

If a tax year that has already been generated is entered the Payroll Periods will be recalculated. Once the tax year is determined the system will prompt for the first week number for fortnightly and four weekly payroll payment frequencies:

Depending on the day of the week that staff get paid and how this relates to the number of weeks in previous years (e.g. 53 week years caused by leap years and the general drift of week days each year), fortnightly paid staff can be paid in week 1 of the new tax year and four weekly paid staff can also get paid in weeks 1, 2 or 3 of the new tax year. This ultimately translates into an extra pay period that occurs:

- every 5 or 6 years for weekly paid employees
- every 11 or 12 years for fortnightly paid employees, and

- every 22 or 23 years for four weekly paid employees

However, the system removes this complication by checking what the last payment period of the previous year was and continues on from there in the new year. The default values for the week number of the first payment are therefore already set when the second prompt is displayed.

In order to determine the correct start and end dates of each period the system uses the settings defined in 'Labour -> Labour Setup -> Timesheet Settings':

Working Week: ...
 on: ... Work Pattern: Mon Tue Wed Thu Fri Sat Sun

Monthly Timesheets are Paid on the Day of the Month
 Monthly Timesheets are Paid on the Last ... of each Month

For weekly, fortnightly and four weekly paid employees the Working Week [Ends/Starts] on [Day] is used in conjunction with the Work Pattern to determine the end date. For monthly paid employees the 'Monthly Timesheets are Paid on the [x]' settings are used to determine the end date.

Once the 'Number of Weeks in Period' field can be returned from the Payroll Periods table the system is able to divide the salary figure by the number of weeks in that period to get the proportion of the employee's salary for the current week. This is combined with the number of 'Contracted Weekly Hours' field that has been added to the 'Labour -> Employees' screen so the system can convert this weekly rate into an hourly rate that can be used to record costs on the Job:

Contracted Weekly Hours:

The system is now able to convert a salary into an hourly rate but does not know when this calculation should be applied to a rate setup against an employee. In order to trigger this calculation, the 'Labour -> Labour Setup -> Pay Elements' screen has been updated with a new 'Convert Payment Frequency Rate To Hourly Rate' flag:

Convert Payment Frequency Rate To Hourly Rate: Post To Payroll:

With this set to 'Yes' all employees setup to use this Pay Element will have their rate converted into an hourly rate when entering Timesheets. This is ideal is there is a 'Salary' Pay Element distinct from hourly rate Pay Elements like 'Basic Pay', 'Double Time', etc. where the same calculation can be applied to all employees. However, if the same 'Basic Pay' Pay Element contains a mix of hourly rates and salaries depending on the role/job type of each employee this setting can be controlled on a per Employee Pay Element basis from the 'Labour -> Employees -> Items' screen. With the value to set to 'D – Default' the value of the flag on the 'Pay Elements' screen will be used, otherwise the conversion can be turned on or off by setting the flag to 'Y – Yes' or 'N – No' as desired:

Convert Payment Frequency Rate To Hourly Rate: ... Post To Payroll: ...

Save Cancel List

Select Convert Payment Frequency Rate To Ho...

Record 1 of 3 Records Found

YND Lookup Description
D Default
N No
Y Yes

OK Cancel Refresh

The final area that can cause problems with salaried employees is that it usually does not matter how many hours of productive time they log against Jobs in a period, they will get paid their salary regardless. However, by default any Timesheets entered into the system will be summarised and posted to Payroll, potentially overwriting their actual salary value.

To prevent this a new 'Post to Payroll' flag has been added to the 'Pay Elements' screen along with an override on the 'Employee Pay Elements' screen. With this flag set to 'No' the system will omit all postings for that Pay Element allowing the payroll to be calculated with the full default salary value.

Merge Payroll Synchronisation Routines

The 'Import Pay Elements From Payroll' and 'Import Employees From Payroll' routines found in the 'Labour -> Payroll Synchronisation' menu have been merged into one 'Import Employees and Pay Elements from Payroll' routine. This is to make sure the system Employee Pay Elements list does not get out of sync with the master Pay Elements list which is what can happen if both of the original import routines were not run at the same time after Pay Elements were changed in the payroll system.

Subcontractors Module Enhancements

Processing Enhancements

Several new and existing settings that control how data is processed within the Subcontractors module have been collated on to a new 'Processing' tab in 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings':

Allow Out Of Period Certificates:	<input type="text" value="Y"/> ...
Allow Post-VAT Contra On Certificates:	Yes ▾
Allow Certificate VAT Value To Be Edited:	Yes ▾
Allow Out Of Period Internal Valuations:	<input type="text" value="Y"/> ...
Allow Retention On Internal Valuations:	Yes ▾
Allow Discount On Internal Valuations:	Yes ▾
Allow Out Of Period Timesheets/Invoices:	<input type="text" value="Y"/> ...
Allow Post-VAT Contra On Timesheets/Invoices:	Yes ▾

The new settings (as visible above) are described as follows:

Allow Out Of Period Postings

Three new flags have been added to control out of period postings for each of the Subcontractor processing screens (i.e. Internal Valuations, Applications/Certificates & Invoices/Timesheets). The 'Allow Out Of Period' flag allows three values: Yes, No and Prompt with the default being 'Yes':

Record 1 of 3 Records Found	
Y	Yes
N	No
P	Prompt

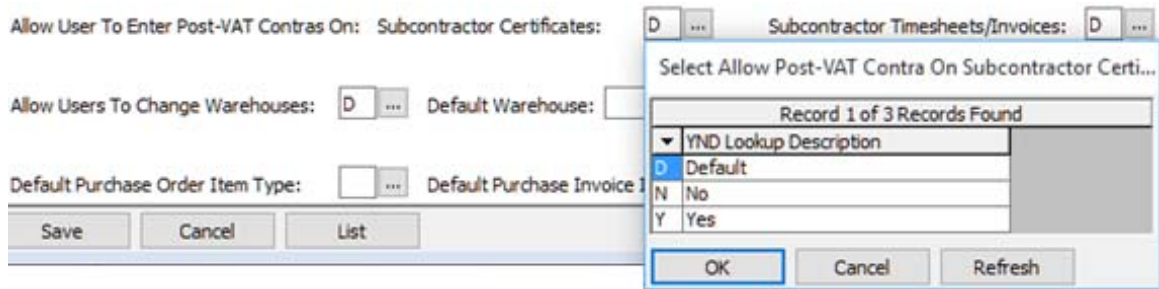
Setting the 'Allow Out Of Period' flag set to 'Yes' is equivalent to having the flag turned off.

With the flag set to 'No', when the corresponding records are getting approved the system will check the period that the resulting transaction will be posted to and compare this to the 'First Open Subcontractor Period' in 'System Control -> System Setup -> System Settings' and if they are different will return an error. The 'Prompt' setting will do the same but will return a warning instead, giving the user the choice to continue or not.

These settings allow the system to prevent transactions being posted before the corresponding period is open. As most Subcontractor postings are done via nominal journals, this has the added benefit of preventing transactions being posted into a different nominal period to the one the Subcontractors ledger is in.

Allow Post-VAT Contra

New 'Allow Post-VAT Contra' flags have been added to control whether Post-VAT Contra values can be entered on 'Subcontractor Certificates' and 'Subcontractor Timesheets/Invoices'. Overrides for these flags have been added to the 'System Control -> System Tables -> Staff' screen to allow only certain individuals the ability to specify Post-VAT Contra values:



This prevents a user posting a contra value that should actually have been posted via a Pre-VAT Contra adjustment.

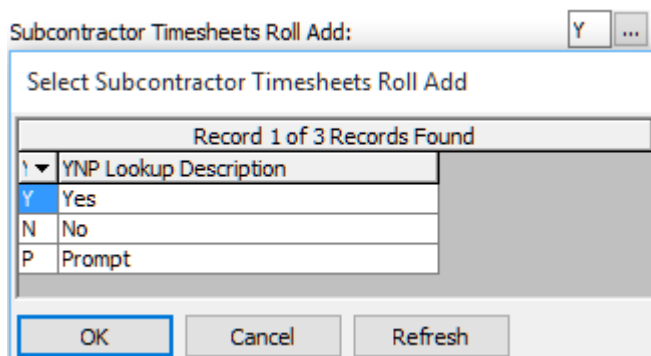
Allow Certificate VAT Value To Be Edited

In order to prevent users manually modifying the VAT value calculated by the system a new 'Allow Certificate VAT Value To Be Edited' flag has been added. This is specifically designed to help prevent the scenario where there is a mix of different VAT Rates being used (e.g. standard rate and reduced rate for fuel, say) and instead of the user using the VAT Split to enter two different values they are entering in one overall VAT Value against just one VAT Code.

Subcontractor Invoices/Timesheet Settings

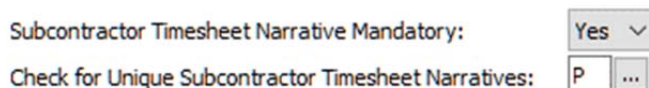
The 'Subcontractors -> Subcontractor Invoices -> Invoices/Timesheets' header and items screens have been updated to automatically progress the user to the next most relevant processing screens depending on various criteria:

- If Items have been entered against the Subcontractor Order entered on the invoice the 'Certify Subcontractor Order Items' tagging list is automatically loaded. This helps make sure that users do not forget to allocate the invoice back to the Order Items as this is an optional process.
- If no values have been entered on the invoice it is assumed that this is because the invoice is to be split across more than one Cost Heading and the system will therefore automatically load the 'Cost Heading Split' screen to save time.
- If values have been entered on the Subcontractor Invoice header and there are no Order Items to allocate to, when a new header record is saved the system will look to a new 'Subcontractor Timesheets Roll Add' flag in 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings' to determine if the header screen should automatically roll on to start a new Subcontractor Invoice record, prompt the user if they want to add a new one or do nothing after saving:



Subcontractor Invoice/Timesheet Narratives

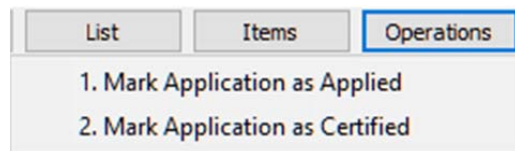
Two flags have been added to the 'Timesheets' tab in 'Subcontractor Settings':



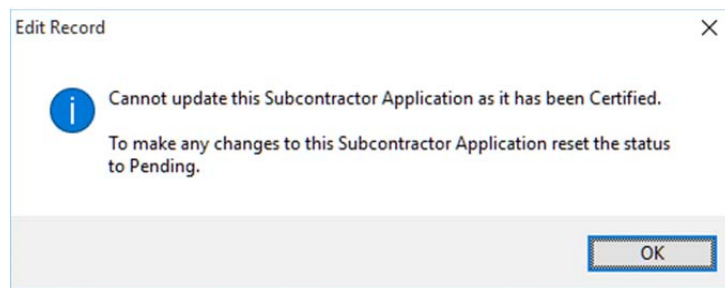
- The 'Subcontractor Timesheet Narrative Mandatory' flag makes sure that a value is entered into the 'Narrative' field on the 'Subcontractor Invoices/Timesheets' screen.
- The 'Check for Unique Subcontractor Timesheet Narratives' makes sure that if a value is entered into the 'Narrative' field on the 'Subcontractor Invoices/Timesheets' screen it is validated for uniqueness against all other invoices entered for the specified Subcontractor.

Modifying 'Certified' Subcontractor Applications

In previous versions it was possible to modify a Subcontractor Application once it was marked as 'Certified' and the system would automatically set it back to 'Applied' when the record was saved. This has been changed so that in order to modify a 'Certified' application the user must first set it back to 'Applied' using the 'Mark Application as Applied' operation:



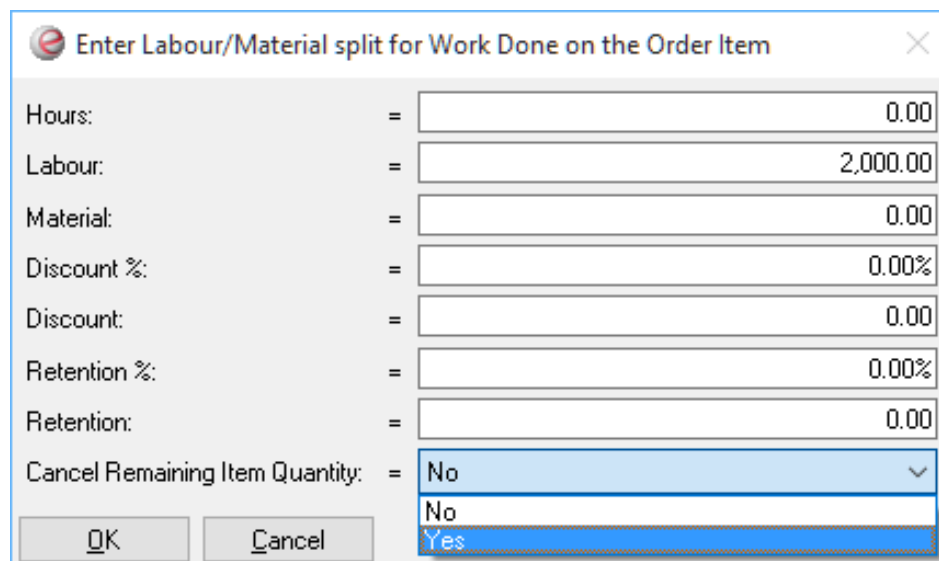
Failure to do this will result in the following message when trying to modify a 'Certified' application:



This brings the changing of a records status into line with the rest of the system.

Cancelling Remaining Subcontractor Order/Variation Items

Subcontractor Applications and Subcontractor Invoices/Timesheets have been updated so that when tagging Subcontractor Order and Variation items for allocation a new 'Cancel Remaining Item Quantity' field has been added to the parameters:



Setting this to 'Yes' will cancel all remaining quantity/value on that Subcontractor Order/Variation Item and update the status to 'Closed'.

Highlighted Tax Deduction and Rate

Both Subcontractor Applications and Subcontractor Timesheets have been updated to highlight that tax has been deducted and at what rate:

CITB Levy: Insurance:
Tax: Contra:

Tax has been deducted at 20.00%

This is just to make it obvious to the user entering the transaction in case there is a discrepancy to what they think the tax rate should be.

Subcontractor Payments

Several enhancements have been made to Subcontractor Payments:

- When loading the Subcontractor Payment 'Certificate Selection' tagging lists the user is presented with a parameter screen to allow them to load up a filtered lists of unpaid certificates/invoices. This parameter screen has been expanded to allow the user to also filter by Job Number:

Due Date:	<input type="checkbox"/>	=	<input type="text"/>
Subcontractor:	<input type="checkbox"/>	=	<input type="text"/> ...
Job Number:	<input type="checkbox"/>	=	<input type="text"/> ...

- A new 'Select Subcontractor Payments By User' flag has been added to 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings'. With this flag set to 'Yes', when a user runs the 'Auto-Create Batch' routine, only those certificates/invoices tagged by that user will be included in the resulting Subcontractor Payments batch:

Select Subcontractor Payments By User:

- The Subcontractor Payments screen has been updated so that when a new Subcontractor Payment header record is saved (i.e. one manually added from within the batch as opposed to one created via the 'Auto-Create Batch' routine), the system automatically loads the items tagging list making it quicker for the user to tag the certificates/invoices they want to pay.

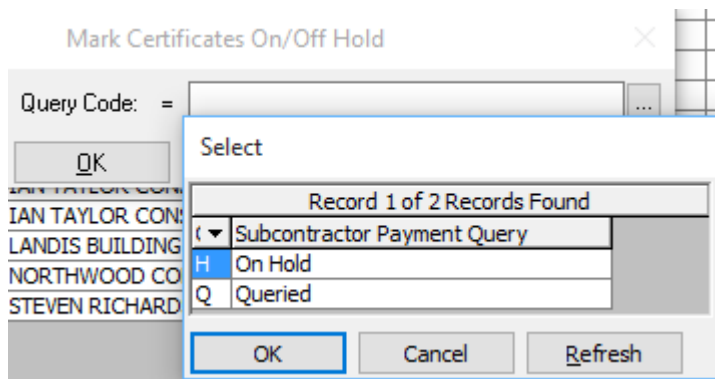
On Hold Certificates/Invoices

You can now mark Subcontractor Certificate and Subcontractor Invoice/Timesheet transactions as being on hold to prevent them from being paid. This can be done using the 'Subcontractors -> Subcontractor Payments -> Mark Certificates On/Off Hold' tagging list option. Tagging a certificate or invoice puts it on hold and un-tagging it takes it off hold.

Going into the routine the user is presented with an optional parameter screen to help pre-filter the list based on Due Date, Subcontractor or Job:

Due Date:	<input type="checkbox"/>	=	<input type="text"/>
Subcontractor:	<input type="checkbox"/>	=	<input type="text"/> ...
Job Number:	<input type="checkbox"/>	=	<input type="text"/> ...

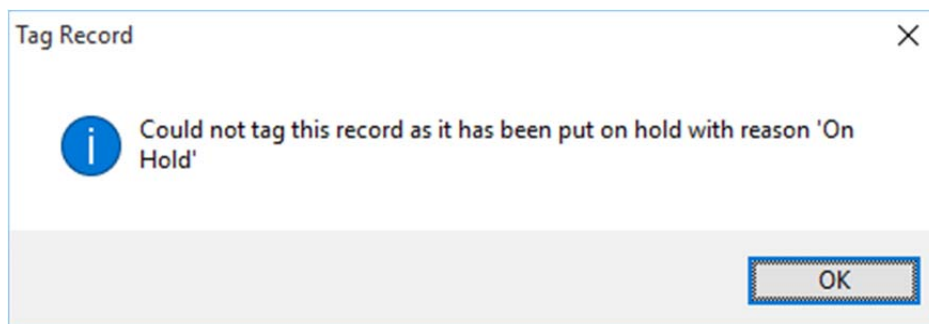
After which a list of all corresponding unpaid certificate/invoice transactions are loaded. When an invoice is tagged the user is prompted to select the reason the invoice has been put on hold:



These Query Codes are configurable using the 'Subcontractors -> Subcontractors Setup -> Payment Query Flags' main menu option and just allow a one-character code plus a description to be entered:

Query Flag: Description:

Any transaction with a Query Code applied will be excluded from any automated payment routines and although visible in the 'Certificate Selection' screens, any attempt to tag the transaction will result in an error message giving the reason it has been placed on hold:



Reporting Enhancements

- The Subcontractor Payment Certificate report has been updated to mark the report as having been printed when it has been exported or emailed. This prevents the 'Payment Certificate not printed for Subcontractor ABC123' message for those using alternate methods of sending their Payment Certificates.
- The Subcontractor Payment Certificate report has been updated to show the split of VAT for Subcontractor Invoice/Timesheet transactions instead of just a total VAT value:

Net Certified Value	3,800.00
Plus VAT at 20.00 % on 1,300.00	260.00
Plus VAT at 0.00 % on 2,500.00	0.00
Payment Total	<u>4,060.00</u>

- A new 'Subcontractor Balances Report By Job' version of the 'Subcontractor Balances Report' has been added. This version groups the summary into sub-totals for each Job showing all the Subcontractors that have worked on that Job:

Job: 09875 - ST JOHN HOUSE REFURBISHMENT									
A1B001	ALEXANDER INNESS BUILDERS	0.00	4,060.00	0.00	4,060.00	0.00	4,060.00	0.00	4,060.00
INS001	IAN TAYLOR CONSTRUCTION LTD	0.00	0.00	0.00	0.00	0.00	59,327.58	59,327.58	0.00
Totals for Job: 09875		0.00	4,060.00	0.00	4,060.00	0.00	63,387.58	59,327.58	4,060.00

Nominal Configuration Enhancements

The nominal settings that control the Subcontractor postings found in 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings' have been expanded to allow postings to retention, discount and contra to pick up the Nominal Cost Centre and Department from the Job/Sales Phase/Cost Phase and use these in conjunction with the nominal account. To set this up the new 'Use Job Cost Centre and Dept' flags on in the 'Nominal' tab would be set to 'Yes':

Subcontractors Suspense:	P130	...			Subcontractors Suspense	Use Job Cost Centre and Dept
Subcontractors Deferred VAT:	P235	...			Subcontractors Deferred VAT	
Subcontractors VAT In:	P135	...			Subcontractors VAT In	
Subcontractors Retention:	P140	...			Subcontractors Retention	Yes ▾
Subcontractors Discount:	P210	...			Subcontractors Discount	Yes ▾
Subcontractors Contra Entry:	P215	...			Subcontractors Contra Entry	No ▾
Subcontractors CITB Levy:	P145	...			Subcontractors CITB Levy	

For systems setup with either the 'Raise Subcontractor Application Nominal Journal' or 'Raise Subcontractor Internal Nominal Journal' flags set to 'Yes', the nominal accounts used for these journals can now be specified at the Cost Heading level. A new 'Subcontractor' tab has been added to the 'Jobs -> Job Setup -> Jobs -> Job Headings' screen where both the 'Application' debit and credit accounts can be specified:

Subcontractor Applications:-

Application Debit A/c:		...	
Application Credit A/c:		...	

These nominal accounts override the equivalent settings on the 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings' screen.

The Cost Heading used when posting these journals is picked up from the default on the Subcontractor Order. Once values have been posted to these nominal accounts, users will be warned if they change the Cost Heading on the order and a different set of nominal accounts will end up being used:

Warnings

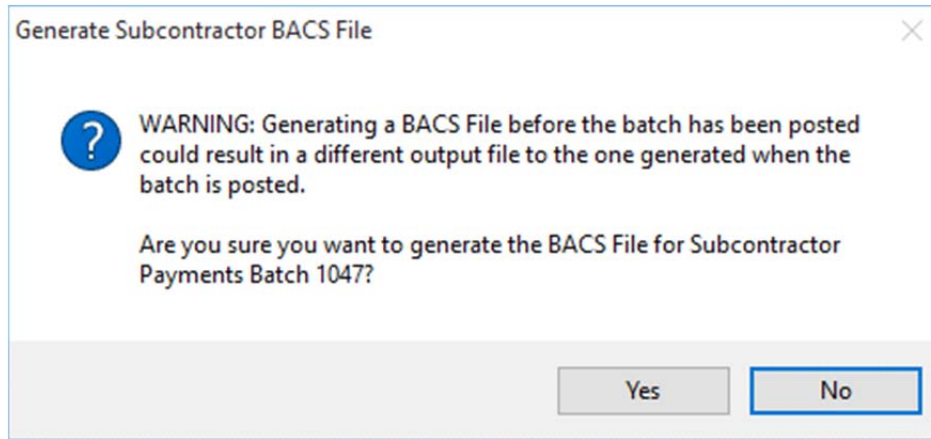
- | | | |
|---|---|--|
| 1 | ⚠ | Changing the Cost Heading for this Subcontractor Order will result in different Nominal Accounts being used for the Application nominal postings. You will need to post a nominal journal to correct the Application balance in your accounts |
|---|---|--|

BACS File Generation

The BACS file generation routines are no longer fully integrated into the Subcontractor Payment batch validation and posting routines meaning that they can be called independently to the batch posting routines. This is to allow the BACS file to be re-generated if something goes wrong or if invalid data (e.g. bank accounts, sort codes, etc.) have been entered against a Subcontractor and they need to be updated. Previously any corrections would have to be done manually within the output file using a text editor (assuming the export is not one of the encrypted ones) but now a new 'Generate BACS File' operation on the batch control screen can be called:

Operations
1. Print Cheques
2. Print Payment Certificates
3. Print VAT Receipts
4. Generate BACS File

This is automatically called when the batch is posted just like it did previously but it can now be called manually on both open and closed batches. If it is run on an open batch, there is still the potential that the content of the batch will change so the user is presented with a warning:



This routine obviously needs to be used with caution as it allows the ability for a user to regenerate any BACS file which could lead to Subcontractors getting paid twice. You can however remove access to this operation using the Administrator program on the 'Advanced Permissions' tab of the 'Maintain Security Groups and Permissions' option.

Import Enhancements

- The Subcontractor Timesheets import routine has been updated to prompt the user to optionally enter in a default Subcontractor, Job, Phase Number, Cost Heading or VAT Code. When any of this information is missing from the import file these default values will be used instead:

Default Subcontractor:	<input type="checkbox"/>	=	<input type="text"/>	...
Default Job Number:	<input type="checkbox"/>	=	<input type="text"/>	...
Default Phase Number:	<input type="checkbox"/>	=	<input type="text"/>	...
Default Cost Heading:	<input type="checkbox"/>	=	<input type="text"/>	...
Default VAT Code:	<input type="checkbox"/>	=	<input type="text"/>	...
Validate Only:		=	Yes	▼

- The Subcontractors import routine now allows existing records to be updated. When a Subcontractor with a matching Subcontractor Code is found, the system will update the Subcontractor record with all the fields contained within the import file, including setting non-mandatory fields to blank/empty if they have not been populated. It is therefore important to either perform updates of existing records separately to the importing of new Subcontractors; or to make sure that all the columns in the import file are populated with the correct data, not just the one you are updating, even if they are not changing or data could be removed.
- The Subcontractors import routine has been updated to make it easier to specify the tax treatment of Subcontractors. Now, instead of using the 'Verification Reference' and the 'Matched' flag to determine the 'Tax Code' ('N' – None, 'S' – Standard Rate or 'H' – Higher Rate) the 'Tax Code' can now be specified directly and the 'Verification Reference' is now used to verify the 'Tax Code'. If no 'Verification Reference' is specified or the length of the 'Verification Reference' is greater than 11 characters (indicating the presence of a suffix) the 'Tax Code' will be automatically set to 'H' – Higher Rate.
- The Subcontractor Order import routine has been updated to allow the Header and Footer notes fields to be specified.

Default Subcontractor Payment Query Flag

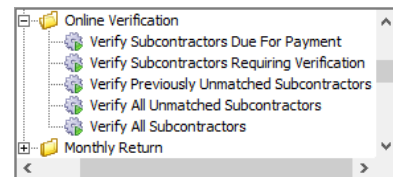
A new 'Default Payment Query Flag' has been added to the 'Payment' tab on 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings' with an override per Subcontractor on the 'Trading' tab of the Subcontractor record:

Default Payment Query Flag: ...

This allows either all invoices or certificates posted or just those from specific Subcontractors to be automatically put on hold forcing someone to have to take them off hold before they can be paid. For those companies that want to have someone from senior management sign off all payments before they are made or for those who have some problematic Subcontractors this allows an additional level of control over payments before they are made.

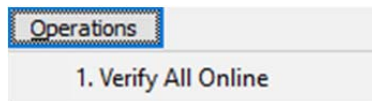
CIS Online Verification & Monthly Return Enhancements

- The 'Verify Unmatched Subcontractors' has been renamed to 'Verify Previously Unmatched Subcontractors' to make it clear that this routine attempts to re-verify Subcontractors that previously went through the verification process (either online or manually) but were unable to be matched.



In addition to this, a new CIS online verification option called 'Verify All Unmatched Subcontractors' has been added that verifies all unmatched Subcontractors regardless of whether they have previously gone through the verification process or not.

- In order to add more flexibility in verifying CIS Subcontractors, a new 'Verify All Online' operation has been added to the 'Subcontractors' list view:



This routine picks up and uses the currently applied filter and therefore allows the full power of list view manipulation to create the exact subset of Subcontractors required to be verified instead of either verifying them individually or using one of the inflexible bulk verification routines.

- The 'Subcontractors -> CIS -> Monthly Return' routines have been updated to allow Subcontractors without UTR Numbers to be submitted on a Monthly Return. Subcontractors without a UTR Number will be automatically set to have tax deducted at the Higher Rate (currently 30%) and will be submitted with the 'Unmatched Rate' flag set to 'Yes'.

Subcontractor Order Analysis Codes and Warranty Period

As per the Analysis Codes on the Job and throughout the other parts of the system, three Analysis Codes have been added to the 'Subcontractors -> Subcontractor Orders' screen on a new 'Analysis' tab:

General	Subcontractor Details	Analysis	Notes
Analysis Code 1:	<input type="text"/>	...	<input type="text"/>
Analysis Code 2:	<input type="text"/>	...	<input type="text"/>
Analysis Code 3:	<input type="text"/>	...	<input type="text"/>

These analysis codes are completely independent of each other and are setup using the 'Subcontractors -> Subcontractors Setup -> Subcontractor Order Analysis Codes 1/2/3' main menu options.

A 'Warranty Period' field has also been added to bottom of the Subcontractor Order 'General' tab:

Payment Terms:	<input type="text" value="D"/>	Estimated Start Date:	<input type="text"/>	Warranty Period:	<input type="text" value="0"/>
Days:	<input type="text" value="0"/>	Estimated Completion Date:	<input type="text"/>	Closed On:	<input type="text"/>

This allows the warranty or defect period in months to be recorded against each order.

Default Payment Method

In order to make the process of setting up new Subcontractors quicker a new 'Default Payment Method' field has been added to 'Subcontractors -> Subcontractors Setup -> Subcontractor Settings':

Default Payment Method:

When a new Subcontractor is created this Payment Method will now be used as the default setting.

Subcontractor Timesheets Labour Rate / Labour Value

Subcontractor Invoices/Timesheets have been updated to allow 'Labour' value to be specified directly instead of a number of hours and a rate:

Hours:	<input type="text" value="0.00"/>
Rate:	<input type="text" value="0.00"/>
Labour:	<input type="text" value="1,000.00"/>

If hours are entered, the system will automatically lock 'Labour' field and only allow a rate to be specified. For Subcontractors setup with a Default Labour Rate, the rate will only be populated once the number of hours is entered:

Hours:	<input type="text" value="40.00"/>
Rate:	<input type="text" value="20.00"/>
Labour:	<input type="text" value="800.00"/>

This makes the system a lot more flexible when handling invoices from a Subcontractor where the number of hours is not specified, just a value. Reports can then be made that accurately pick up the number of actual hours when specified instead of all invoices having a quantity of at least one hour regardless of whether hours were specified or not.

Default Labour Rate on Subcontractor Orders

Previously a Default Labour Rate could only be specified on the Subcontractor record, meaning that if a different rate is negotiated for each Job there was no way to record this. To overcome this a new 'Default Labour Rate' field has been added to Subcontractor Orders. If left blank/zero the Default Labour Rate on the Subcontractor record will be used, otherwise the rate on the Subcontractor Order will be picked up in preference:

Contract Value:	<input type="text" value="1,920.00"/>	VAT Code:	<input type="text" value="1"/>	Default Labour Rate:	<input type="text" value="0.00"/>
Variation Total:	<input type="text" value="0.00"/>	Discount:	<input type="text" value="0.00%"/>	Deduct CITB Levy:	<input type="text" value="No"/>
Order Total:	<input type="text" value="1,920.00"/>	Retention:	<input type="text" value="0.00%"/>	Deduct Insurance:	<input type="text" value="No"/>

Professional Indemnity Insurance

The Subcontractors screen has been updated with new 'Professional Indemnity Insurance' policy number and expiry date fields:

Public Liability Insurance:	<input type="text"/>	Expiry:	<input type="text"/>	...
Professional Indemnity Insurance:	<input type="text"/>	Expiry:	<input type="text"/>	...

These operate in exactly same way as the equivalent 'Public Liability Insurance' fields and warn the user if the insurance has expired when entering new Subcontractor Orders:



The Professional Indemnity Insurance for Subcontractor 'A1B001' expired on 01/01/2015

Stock Module Enhancements

Default Stock Returns Warehouse Location

When stock is returned from a Job it can often be placed in a set location to keep it separate from unused stock. This allows someone to review these items for damage before either putting them back on the shelf or returning them to the Supplier. To help with this, a new 'Default Stock Returns from Job Location' setting has been added to 'Stock Control -> Stock Setup -> Warehouses' that shows a lookup of all Locations within that Warehouse:

Default Stock Returns From Job Location: ...

If a Location has been entered, when that Warehouse is entered on a new 'Stock Control -> Stock Receipts -> Returns from Job' record the specified Location will be picked up as the default setting but can be changed.

Supplier Stock Enquiry

Previously, if someone wanted to update Supplier prices across multiple Stock Codes they had to go into each Stock Code, locate the Supplier Stock record and update it. To make it a lot quicker to do this, the 'Stock Control -> Enquiries -> Supplier Stock' screen has been made non-read only, allowing users to update all prices in one place directly from within the enquiry screen.

New Stock Reports

- A 'Stock Replenishment' report has been added to the 'Stock -> Reports' menu that compares the available stock and quantity on order to the minimum quantity to produce a recommended reorder quantity along with the total cost to order all suggested stock:

Stock Replenishment Report

Dem o Company

Stock Code	Description	Available	Units On Order	Minimum	Shortfall	Reorder Units	Units per Pack	Reorder Quantity	Cost Price	Reorder Cost
FELT-1F	BS747 TYPE1F UNDERSLATING	0	0	5	5	5	1	5	3.89	18.45
FELT-5U	BS747 TYPE5U EAVES PROTECTION 500mm	0.00	0.00	8	8.00	8	1	8	11.8080	94.48
L-3600X180	LEAD 3 6M X 180mm	0.00	0.00	2	2.00	2	1	2	8.8580	17.71
										<u>130.62</u>

When the report is run the user is presented with a parameter screen allowing the report to be filtered down to a smaller subset:

Stock Code: = ...

Stock Category: = ...

Material Group: = ...

Supplier: = ...

- In order to help determine slow moving and unnecessary stock a new 'Stock With No Movements Since Last Stock Take' report has been added to the 'Stock -> Reports' menu:

Stock With No Movements Since Last Stock Take

Dem o Company

Stock Code	Description	Date of Last			Physical	Average Cost	Stock Value
		Stock Take	Movement	Purchase			
FELT-PROT	MONARFLEX PROTECT 45M	26/09/2014	26/09/2014	26/09/2014	10	11.8080	118.08
L-4600X300	LEAD 4 6M X 300mm	26/09/2014	26/09/2014	26/09/2014	2.00	20.2064	40.41
SLATE-HARDROW	HARDROW /PENNINE SLATE	26/09/2014	26/09/2014	26/09/2014	1	0.3690	0.37
							<u>158.86</u>

When the report is run the user is presented with the same parameter screen as the new 'Stock Replenishment' report, allowing the report to be filtered down to a smaller subset.

Site Requisitions Enhancements

New Site Requisition Reports

- A 'Site Requisition Item Listing' report has been added to both the 'Stock Control -> Site Requisitions -> Reports' menu to print the listings of all current Site Requisitions, and to the 'Stock Control -> Site Requisitions -> Site Requisitions' screen to print the report for a single Site Requisition:

Site Requisition Item Listing

Dem o Company

SR Number: SR0000001 Job Number: 09731 Cost Centre: Job Type: 100 Reference:
 Warehouse: WH1 Phase Number: P0001 Department: Salesperson: Narrative:
 Deliver To: Rothesay Ferry Terminal, Esplanade, Victoria Street, Rothesay, Isle of Bute, PA20 9DP Delivery Date: 20/09/2015

Stock Code	Description	Required	Purchase Orders			Stock				Remaining
			Supplier / Order No	Received	Still On Order	Reserved	Available	On Order	To Be Issued	
<Non-Stock Item>	1/4" MI BACKPLATE	10.00								10.00
FELT-1F	BS747 TYPE1F UNDERSLATING	10				0	0	0	0	10
FELT-1F	BS747 TYPE1F UNDERSLATING	4				0	0	0	0	4
FELT-PROT	MONARFLEX PROTECT 45M	1				0	10	0	1	0
L-4600X300	LEAD 4 6M X 300mm	6.00				0.00	2.00	0.00	2.00	4.00

The report shows all the outstanding items on each Site Requisition, including what items are currently on order and what stock is available resulting in a total remaining for each item that cannot currently be satisfied.

- The new 'Site Requisitions Ready To Be Delivered' report added to the 'Stock Control -> Site Requisitions -> Reports' menu is a replica of the 'Site Requisition Item Listing' report but with the exception that only those Site Requisitions that are fully ready to be delivered are shown. This means that there are no items on a Site Requisition that have anything in the 'Remaining' column.

Delivery of Purchases for Jobs via Site Requisitions

Site Requisitions have been updated to allow items that have been purchased for a Job and delivered to one of the companies Warehouses to be included in the delivery. This is as opposed to items that are going to be issued to the Job from Stock (that were potentially purchased for Stock) or items that purchased for a Job and directly delivered to site by the Supplier.

To achieve this a new 'Select Items to Deliver' tagging list has been added to the 'Items' button on the Site Requisitions screen:

	Item Number	Stock Code	Description	Outstanding	To Issue	To Deliver	To Follow
<input checked="" type="checkbox"/>	1		1/4" MI BACKPLATE	10.0000	0.0000	10.0000	0.0000
<input checked="" type="checkbox"/>	2	FELT-1F	BS747 TYPE 1F UNDERSLATING	10.0000	0.0000	10.0000	0.0000
<input checked="" type="checkbox"/>	3	FELT-1F	BS747 TYPE 1F UNDERSLATING	4.0000	0.0000	2.0000	2.0000
<input type="checkbox"/>	4	FELT-PROT	MONARFLEX PROTECT 45M	1.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	5	L-4600X300	LEAD 4 6M X 300mm	6.0000	0.0000	0.0000	4.0000

By tagging an item the system will assume that the full outstanding quantity is to be delivered. When an item is un-tagged the user will be prompted to confirm the quantity they want to deliver or they can enter zero to fully un-tag the item.

Enter Quantity to Deliver ✕

Quantity To Deliver: =

Additional Reference Fields Added To Site Requisitions

The Order Date, Order Number, Salesperson and Notes from the Job have been added to the Site Requisitions screen as read only fields:

Order Date: Order Number: Salesperson:

If these fields have been overridden at the Job Sales Phase level, those fields will be picked up instead.


Delivery Address

The Site Requisition delivery address has been updated to 60 characters to bring it into line with the rest of the system.

Deliveries to Suspended Customers

Site Requisitions have been updated so that they cannot be approved when the Customer on the corresponding Sales Phase or Job has been suspended. Attempting to do so will result in an error:

 Errors

1  Customer 'TRS0001' is suspended - this Site Requisition cannot be approved

System Enhancements

System Integration Enhancements

Pegasus XRL

Pegasus CIS v4.00 is compatible with Pegasus XRL v1.51.

Support for Sage 200

Pegasus CIS v4.00 will integrate with Sage 200 2010 (v7.0), 2011 (v8.0), v2013 (v9.0), v2013 R2 (v9.2) & v2015 (v10.0).

Support for Sage Payroll

Pegasus CIS v4.00 will integrate with Sage Payroll 2010 (v16), 2011 (v17), 2012 (v18), 2013 (v19), 2014 (v20), 2015 (v21).

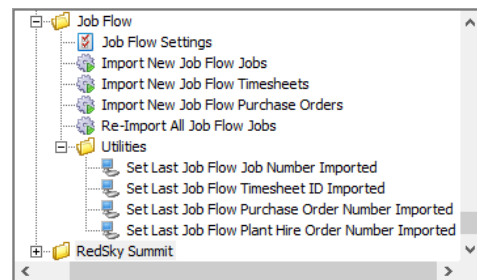
Sage Micropay

Sage Micropay integration has been updated to export to .csv file instead of directly populating the database tables so that all calculations are performed properly by Micropay itself.

JobFlow Integration

The system has been expanded to integrate with the JobFlow reactive maintenance system.

Several new options have been added to a new 'System Control -> Import Routines -> Job Flow' menu to allow Jobs, Timesheets, Purchase Orders and Subcontractor Orders to be imported as well as Job Document links to Timesheet documents saved to the file system from JobFlow.



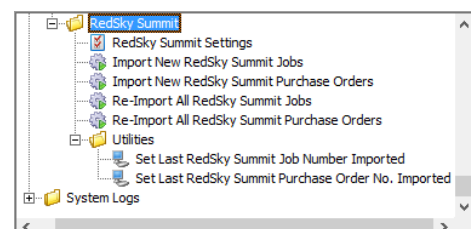
The import routines are designed to import all new records incrementally based on the last number imported with the exception of the Jobs import routine that has an option to re-import all Jobs so that any changes to status, address, notes, etc. made in JobFlow are reflected here too.

The 'Job Flow Settings' screen allows the database connection details for the JobFlow Microsoft SQL Server to be setup along with settings that control how the Jobs, Timesheets and Orders are created within the system.

RedSky Summit Integration

The system has been expanded to integrate with the RedSky Summit Service Management system.

Several new options have been added to a new 'System Control -> Import Routines -> RedSky Summit' menu to allow Jobs, Purchase Orders and Subcontractor Orders to be imported.



There are two versions of both import routines: the first allows all new records to be imported incrementally based on the last number imported; the second allows all records to be re-imported. For the Jobs import, this makes sure that any changes to status, address, notes, etc. made in JobFlow are reflected here too. The for Purchase Orders / Subcontractor Orders import this allows additional items or changes to existing items to be imported.

The 'RedSky Summit Settings' screen allows the database connection details for the RedSky Summit Microsoft SQL Server to be setup along with settings that control how the Jobs and Orders are created within the system.

Access SelectPay Payroll Integration

The system can now fully integrate with Access' SelectPay on premise payroll solution. The integration is comparable to that with both Pegasus Opera Payroll and Sage Payroll, i.e. all of the following three integrations points have been implemented:

- Employees, Pay Elements and Employee Pay Elements can be imported from Payroll.
- Timesheets can be exported to Payroll.
- Employer's costs (on-costs) can be imported from Payroll into Payroll Allocation.

To setup integration with Access SelectPay set the 'Payroll Type' in 'System Control -> System Setup -> Payroll Paths' to 'ACCESS'.

More information on SelectPay payroll can be found here:
www.theaccessgroup.com/solutions/payroll/on-premise-payroll

Nominal Ledger Posting Reference Prefix

The Nominal Ledger postings for Sage MMS/200 have been updated to allow different reference prefixes to be used instead of the default 'CC' prefix.

The 'System Control -> System Setup -> System Settings' screen has been updated with two new settings:

Use Transaction Type As Nominal Journal Prefix: Nominal Journal Prefix:

The 'Nominal Journal Prefix' field has been pre-populated with the existing 'CC' prefix so simply changing this to something else will update all subsequent nominal journals to use this new prefix.

Setting the 'Use Transaction Type As Nominal Journal Prefix' to 'Yes' will update all nominal journals to use the two character Transaction Type code instead of the 'Nominal Journal Prefix'.

If more control is required over the prefix of each Transaction Type, the 'System Control -> System Tables -> Transaction Types' screen has been updated with a new 'Nominal Journal Prefix' field:

Transaction Type: Description:

Transaction Group:

Nominal Journal Prefix:

This is used in preference over the Transaction Type code itself. Alternatively, instead of updating every single transaction type, the 'System Control -> System Tables -> Transaction Groups' table also has a new 'Nominal Journal Prefix' field that is used if no prefix is defined on each individual Transaction Type:

Transaction Group: Description:

Nominal Journal Prefix:

Sage MMS/200 Cash Book BIC Number Integration

The Sage MMS/200 Cash Book integration has been updated to synchronise the BIC Number that was added in v2011 SP6:

Bank Code:	<input type="text" value="C310"/>	Description:	<input type="text" value="Main Bank Current Account"/>
Currency:	<input type="text" value="GBP"/>	<input type="text" value="Sterling"/>	
Account Name:	<input type="text"/>		
Sort:	<input type="text" value="20-00-00"/>	Account Number:	<input type="text" value="10001457"/>
Bank Reference:	<input type="text"/>		
BIC:	<input type="text"/>		
IBAN:	<input type="text"/>		

Back Office Ledger Synchronisation Performance

The import routines in 'System Control -> Ledger Links -> Ledger Synchronisation' have been updated to use individual record transactions (instead of one big transaction for the entire import) to help prevent record locking and memory issues when synchronising larger datasets. Now if the user cancels the import, all records imported or updated up to that point will remain in the database instead of getting rolled back and cancelled.

Sage 50 Transaction References

In Sage 50 Accounts 2009, Sage updated their system to allow longer transaction references. In this version the system checks what version of Sage 50 Accounts the system is linking to and limits the size of the transaction references appropriately.

Purchase Invoice Narrative

In order to provide more information into the back office when posting Purchase Invoices, the 'Narrative' field sent through to the back office has been updated to be: Supplier Code / Supplier Invoice Number, Our Invoice Number, Job Number (or "****Multiple Jobs****" if the invoice covers more than one Job).

Single User Back Office Posting Routines

The back office ledger posting routines found in 'System Control -> Ledger Links -> Update Pending Postings' have been updated to allow only one person to run them at a time. This eliminates the risk of two people trying to post the same data twice and prevents logon issues with the back office when the accounts system does not allow the same user name to log on more than once.

Automatic Back Office Customer Creation

New Customers can be created directly within the system with the 'Add to Back Office' flag set to 'No' meaning that they are not automatically created in the back office at the same time. Previously, if one of those Customers is then used in a Sales Invoice or Cash Receipt posting, when the 'Update Sales Ledger Pending Postings' or 'Update Cash Book Pending Postings' routines are run the system would fail with an invalid Customer error message.

When linked to Sage MMS/200 or Sage 50 Accounts the system will now automatically create that missing Customer in the back office Sales Ledger. This is also useful when using the new Customers import routine which is unable to automatically add Customers into the back office at that time.

Microsoft Excel File Formats

All import routines have been updated to handle the following additional Microsoft Excel document types: Macro-Enabled Worksheets (*.xlsm), Templates (*.xltx), Macro-Enabled Templates (*.xltm), Binary Worksheets (*.xlsb) and OpenDocument Spreadsheets (*.ods). This allows a lot more flexibility in the source of import data and is particularly useful when a spreadsheet contains a macro for converting data from one format to another.

Importing Multiple Line Memo/Notes Fields

All import routines have been updated to handle importing multiple lines in memo/notes fields. As the routines can still only handle importing one line at a time, this is actually done by replacing the carriage return line feed characters (ASCII Characters 13 and 10 respectively) with ASCII Character 0 in the import file. When the system imports a memo/notes field and it detects a Character 0 it will convert them back into carriage return line feed characters.

This is primarily of use when programmatically exporting data from another system using either a programming/scripting language, or using a query from a database system where these transformations are easily handled.

New Import Routines

The following new import routines have been added to Pegasus CIS v4.00:

- Customers can now be imported. Any Customer added via this routine will not be automatically added into the back office to help prevent import failures due to invalid back office setting or the back office being unavailable.
- Sales Invoice Headers can now be imported for processing. The import routine can optionally handle importing either one item as a Multi-Job/NL type or as a Single Job type.
- Sales Invoice Items can now be imported against pre-existing Sales Invoice headers.
- Contract Applications can now be imported for processing.
- Contract Certificates can now be imported for processing.
- Contract Receipts can now be imported into a new batch for processing.
- Stock Assembly Items can now be imported against a pre-existing Stock Assembly record.
- Stock Issues can now be imported into a new batch for processing.
- Stock Returns can now be imported into a new batch for processing.
- Site Requisition Items can now be imported against a pre-existing Site Requisition record.
- Goods Received Note Items can now be imported into a new batch for processing. A GRN header will be created for each unique Purchase Order in the file.
- Purchase Invoice Headers can now be imported for processing. The import routine can optionally handle importing the header record only with no allocations into a Multi-Job/NL type or as a fully allocated Single Job type.
- Job Cost Phase Period Sales Reserve values can now be imported.

Framework Enhancements

Several of these enhancements have been included in maintenance releases of v3.00 but as functionality of these enhancements were not fully documented they have been included here.

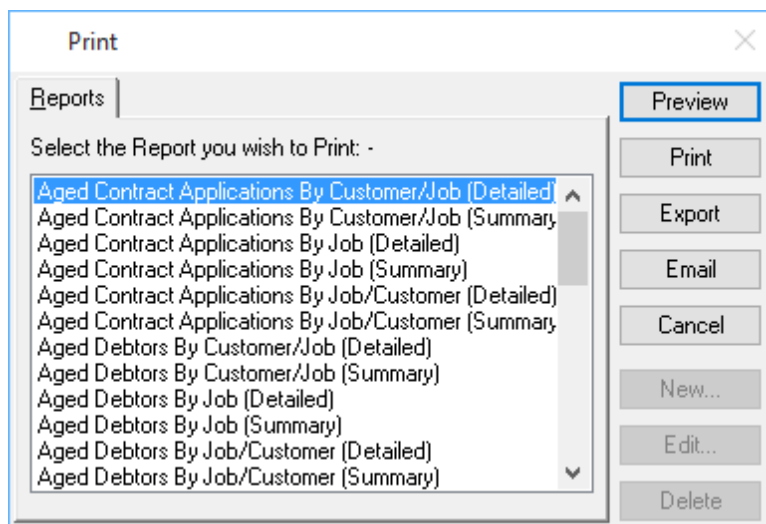
Automatic Compact & Repair of Microsoft Access Databases

Performing an upgrade to newer version of the system was often problematic for large Microsoft Access databases as the .MDB file size would run the risk of reaching the 2GB file size limit. The solution to this problem was to the a 'Compact and Repair' routine built into Microsoft Access, however, not all sites have access to Microsoft Access and those that do generally do not have it installed on their file server making this a real pain.

To help resolve this problem, the database upgrade routines have been updated to automatically check for large increments in the size of the databases after each minor upgrade and to automatically compact the database to minimise the chance of reaching the 2GB file size limit.

Resizable Reports Dialog

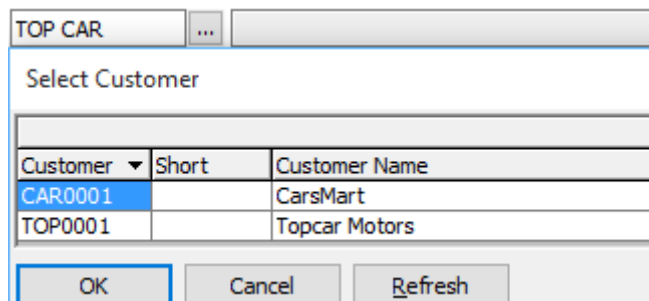
The standard 'Reports' dialog can now be resized to suit a larger number of reports:



Any change to its size and position is now saved against the users preferences and used when loading up all other report menus.

Multiple Lookup Search Criteria

All text lookup search fields within the system have been updated to treat each word separated by a space as a separate search criteria. If you are unsure of the code/name, you are looking for you can enter in characters separated by a space and the system will search for: 'X' OR 'Y'. For example, searching for a 'TOP CAR' Customer in the demo data will return both 'CarsMart' and 'Topcar Motors'.



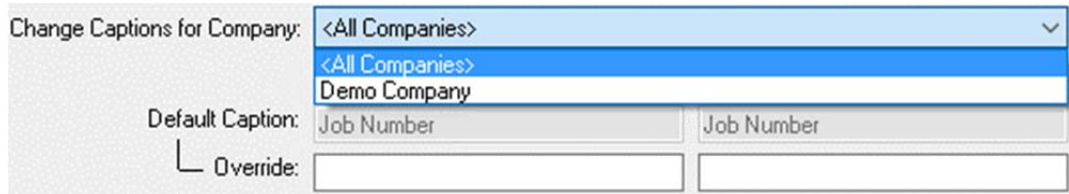
Company Name on List View Prints

In a multiple company setup, it is important to know which prints came from which dataset so the company/dataset name has been added to the bottom middle of all list view prints to make it clear:

Printed On 28 September 2015 by GJT Demo Company Page: 1 of 6

Administrator Program Enhancements

- Screen and database captions can now be changed for individual companies as well as across all companies. To allow this a new 'Change Captions for Company' drop down has been added to the 'Change Database Field Captions' and 'Change Screen Captions' options within the Administrator program:



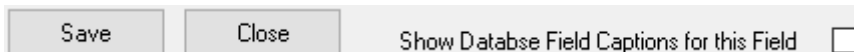
Change Captions for Company: <All Companies> (dropdown menu)
Default Caption: Job Number Job Number
Override: [] []

By default the '<All Companies>' entry will be selected meaning that any changes made to a caption affects all the companies on the system. By selecting a specific company from the drop down any changes made to captions will apply only to that company.

This is particularly useful when generic fields like the 'Analysis Code 1/2/3' fields within the system are used for different purposes for different companies.

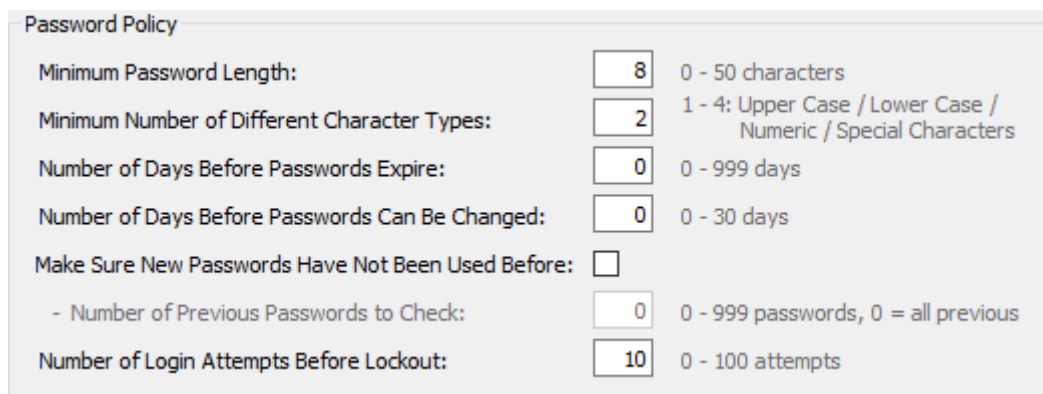
- The 'Change Screens Captions' field list and editing screen have both been updated so that instead of just showing any customisations made specifically to the screen, any changes made to the underlying database captions are also visible. This makes it a lot easier to see which screen captions have not been affected by changes at the database caption level

Additionally, a new 'Show Database Captions for this Field' flag has been added that swaps from 'Screen Captions' mode to 'Database Captions' mode, allowing underlying changes to be made to both screens and the underlying database from the one screen:



Save Close Show Database Field Captions for this Field

- It is now possible to setup a password policy in a similar way to Windows Active Directory. This is setup on the new 'Password Policy' tab on the 'Set Applications Paths and System Settings' screen and allows options for a minimum password length, complexity, expiry, history and lockout to be specified:

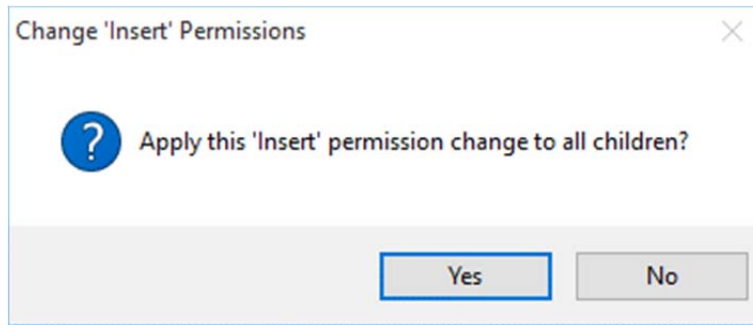


Password Policy

Minimum Password Length:	<input type="text" value="8"/>	0 - 50 characters
Minimum Number of Different Character Types:	<input type="text" value="2"/>	1 - 4: Upper Case / Lower Case / Numeric / Special Characters
Number of Days Before Passwords Expire:	<input type="text" value="0"/>	0 - 999 days
Number of Days Before Passwords Can Be Changed:	<input type="text" value="0"/>	0 - 30 days
Make Sure New Passwords Have Not Been Used Before:	<input type="checkbox"/>	
- Number of Previous Passwords to Check:	<input type="text" value="0"/>	0 - 999 passwords, 0 = all previous
Number of Login Attempts Before Lockout:	<input type="text" value="10"/>	0 - 100 attempts

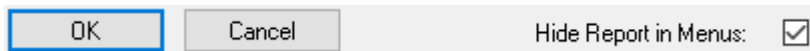
- The 'Advanced Permissions' tab of 'Maintain Security Groups and Permissions' can not only be used to specify which options are available to users but can also be used to control whether users can insert, update or delete records on those screens. However, when updating these additional permissions the system works in the same way as it does when dealing with read permissions, i.e. by unticking a parent option all child options are also automatically unticked and when ticking a child option the parent is automatically also ticked.

This has been updated to prevent parent objects getting automatically tagged when changing insert, update and delete permissions and now prompts the user if all children should also have the same permissions applied to them or not.



It is now easy to give users read-only permission to a parent screen but full control over a child screen, for example, could set the Current Jobs screen to read-only but allow a user to manipulate the 'Job Documents' records.

- The 'Custom Crystal Reports' screen has been updated to allow standard reports to be hidden in report menus. This is done using a new 'Hide Report in Menus' flag that is visible when going into the properties of each report:

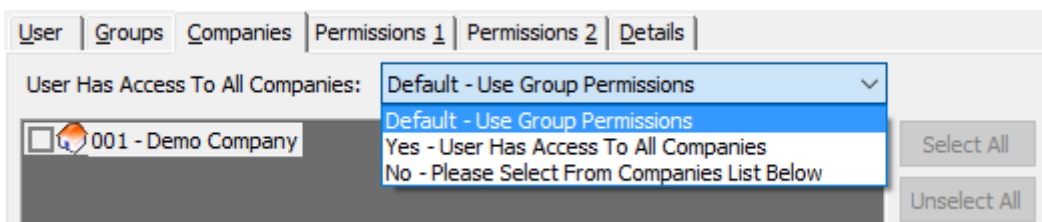


Once a report has been set to hidden the new 'Visibility' column in the reports list will now be updated to show that the report has been hidden:

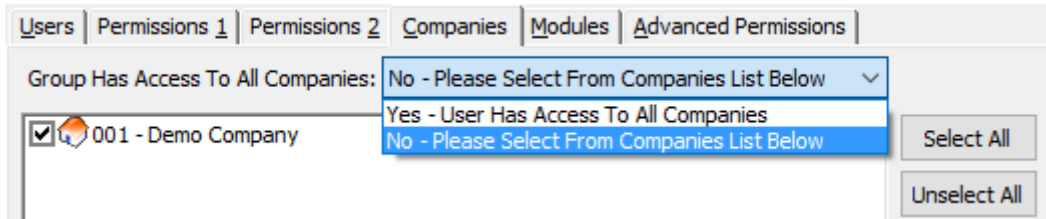
Report name	Filename	System/Custom	Visibility
Contract Application Allocations By ...	ContractApplicationAllocationsByCust...	Customised	Hidden
Contract Application Allocations By ...	ContractApplicationAllocationsByJob.rpt	Customised	Hidden
Contract Certificate Allocations By C...	ContractCertificateAllocationsByCusto...	System	
Contract Certificate Allocations By J...	ContractCertificateAllocationsByJob.rpt	System	
Contract Costing/Valuation Report	ContractCostingReport.rpt	System	
Contract Performance Report	ContractPerformanceReport.rpt	System	
Contract Revenue Report By Custo...	ContractRevenueReportByCustomerJ...	System	

These changes apply to all users and to all companies within the system.

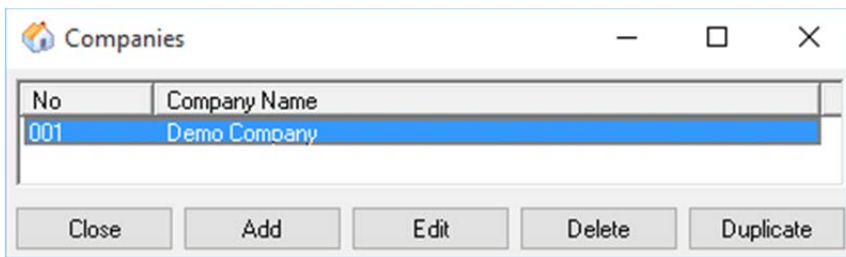
- To provide more flexibility in setting up permissions for different groups of users who are allowed access to different companies, it is now possible to specify the companies each individual user has access to. This is done on the new 'Companies' tab of the 'Maintain Users and User Permissions' screen. Each user is set to pick up the group company permissions by default but can be changed to allow access to all companies or to pick the specific companies they can access:



The 'Companies' tab on the 'Maintain Security Groups and Permissions' screen has also been expanded to allow the group to have access to all companies without having to select them individually. The 'Group Has Access To All Companies' flag is set to 'No' by default but can be set to 'Yes' and this will also ensure that users in this group will automatically have access to any new companies added:



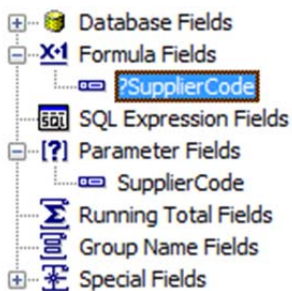
- It is now possible to copy an existing company using the new 'Duplicate' button on the 'Maintain Application Datasets/Companies' screen. This is particularly useful when creating 'testing' or 'training' copies of existing datasets:



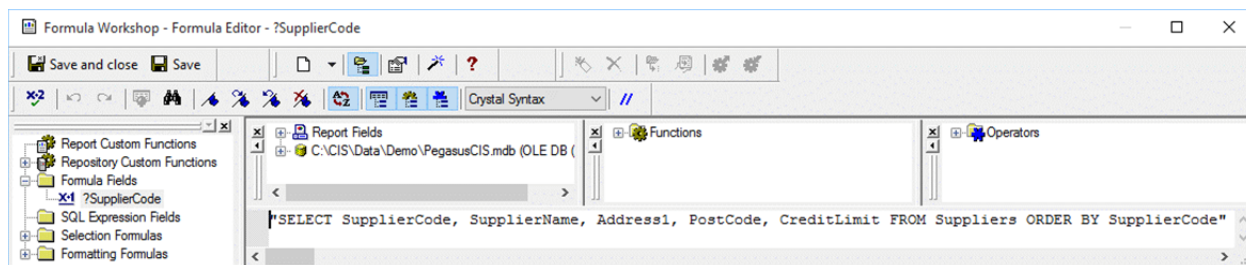
Dynamic Crystal Report Lookup Expressions

When a custom report is added to the system it is often necessary to have one or more parameters that allow a filter to be applied to the report. However, unless the desired parameters conform to one of the existing parameter screens within the system there is no way to specify that a particular parameter should actually show a look up to an existing table. Therefore, when the user is presented with the parameter screen there is just a field for the user to enter whatever data they want without knowing if it is valid or not.

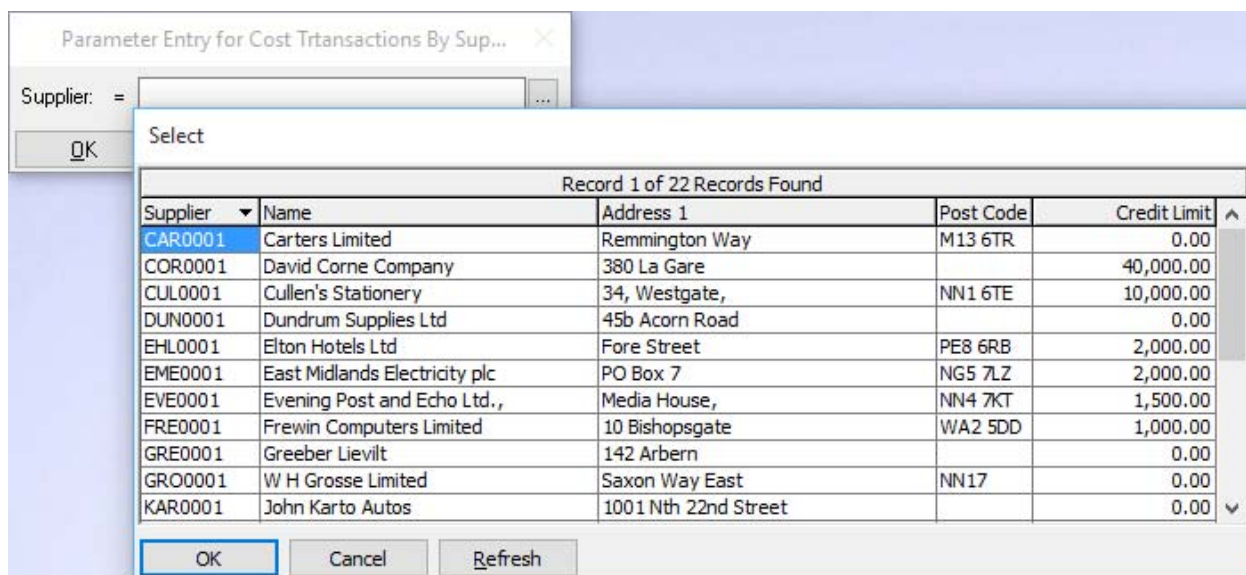
With this version it is now possible to define the lookup expression you want the user to be presented with from directly within each Crystal Report itself. This is achieved by creating a Formula Field with the same name as a Parameter Field but prefixed with a '?' character:



Within that Formula Field the fully SQL SELECT statement should be entered as plain text (i.e. contained within double quotes):



When the system detects parameters defined within a report it checks for corresponding Formula Fields (prefixed with '?') and gets the lookup expression from the text contained within to present the lookup to the user:



As there is no validation available on this expression within Crystal Reports it is important that both the SQL syntax is correct and the fields and tables exist in the database or an error message will be displayed when the parameter screen is displayed.

Improved Connection Handling

The system has been updated to improve how it handles database connections so that if it detects a dropped connection due to a network error it will automatically attempt to re-open it. If the system is in the middle of a database transaction, such as a batch posting routine, the reconnection process will not happen therefore making sure data is not partially posted.

Messages & Warnings Sort Order

In previous versions the messages screen that can appear after processing data or running routines grouped messages, warnings and errors alphabetically. When a process resulted in no errors, messages were displayed at the top meaning that any warnings could end up scrolled off the bottom of the visible list and end up being missed by users. The messages screen has therefore been updated to show warnings above messages so nothing important is missed.

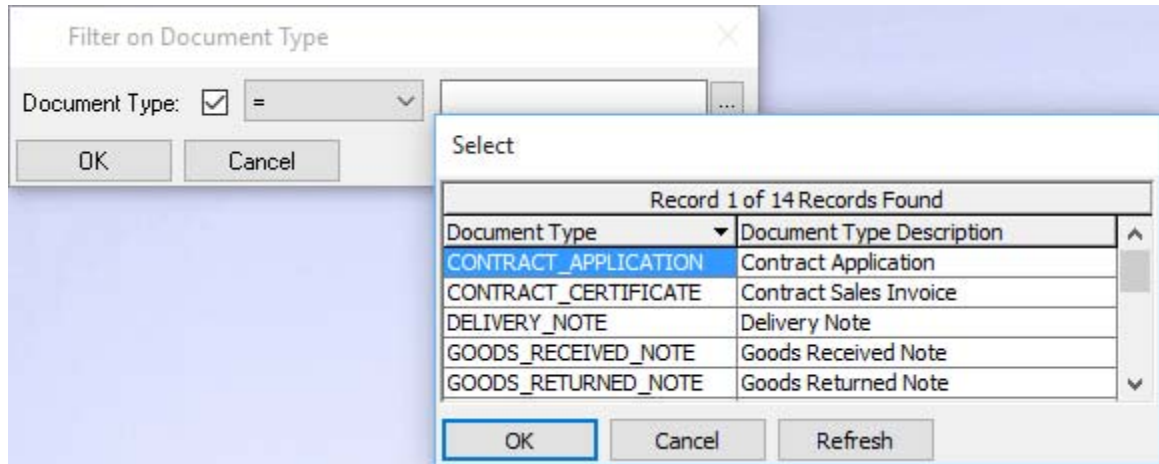
256-bit Password Encryption

The security of the system has been significantly increased by the implementation of 256-bit password encryption using the SHA-256 cryptographic hash function algorithm combined with a unique password salt for each user. Cryptographic hash functions are asymmetric, which means that the encryption can only be applied one way, i.e. the password can be encrypted into a hash but not the other way. This will prevent passwords being back calculated from the encrypted hash.

General Enhancements

Document Types Filters

In order to help locate documents quicker when looking through the various 'Documents' lists, a 'Document Type' lookup has been added to each of the screens so that before they are loaded the user has the option to filter for a specific document type:



Clicking 'Cancel' on the parameter screen or leaving the 'Document Type' field unticked will load the full list of all documents.

This parameter screen has been added to the following document lists: Job Documents, Project Documents, Customer Documents, Supplier Documents, Subcontractor Documents and Stock Documents.

Pre-Filtered System Logs

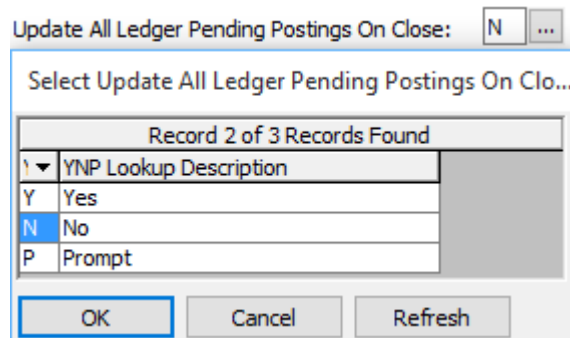
A parameter screen has been added the various 'System Control -> System Logs' views to allow a pre-filter to be specified:

Date and Time:	<input type="checkbox"/>	=	▼	
Log Type:	<input type="checkbox"/>	=	▼	
Computer Name:	<input type="checkbox"/>	=	▼	
User Name:	<input type="checkbox"/>	=	▼	
Object Name:	<input type="checkbox"/>	=	▼	
Table Name:	<input type="checkbox"/>	=	▼	
Field Name:	<input type="checkbox"/>	=	▼	
Report Name:	<input type="checkbox"/>	=	▼	
Log Value 1:	<input type="checkbox"/>	=	▼	
Log Value 2:	<input type="checkbox"/>	=	▼	
Log Value 3:	<input type="checkbox"/>	=	▼	
Log Value 4:	<input type="checkbox"/>	=	▼	
Log Value 5:	<input type="checkbox"/>	=	▼	
Log Value 6:	<input type="checkbox"/>	=	▼	
Log Value 7:	<input type="checkbox"/>	=	▼	
Log Value 8:	<input type="checkbox"/>	=	▼	
Log Value 9:	<input type="checkbox"/>	=	▼	

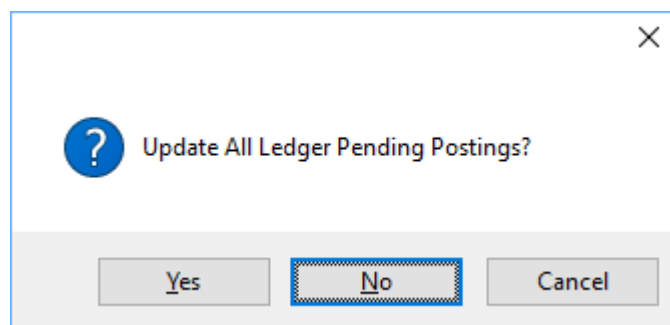
Any parameters entered here are turned into a filter and applied to the list before it is loaded, resulting in a much quicker load time, especially when dealing with a large number of log entries. The filter will be applied to any saved views and will not be included when new or existing views are saved.

Prompt to Update All Ledger Pending Postings

The 'Update All Ledger Pending Postings On Close' flag defined in 'System Control -> System Setup -> System Settings' has been updated from a Yes/No Boolean value to a Yes/No/Prompt lookup value:



With the flag set to 'P' the user will be prompted whether they want to update the pending ledger postings to the back office before closing:



Clicking 'Cancel' will stop the user from closing the application, otherwise the pending postings will be updated or not based on the users answer.

Hidden Passwords

The system has been updated so that any field that requires a password to be entered will now show as stars to obscure the password from general viewing:

User Name: Password:

Increase Size of Name and Address Fields

The size of all name and address fields within the system have been increased to 60 character to be in line with Sage 50 and Sage 200 addresses. However, as Pegasus Opera 2/3 name and address fields are only 30 characters, these fields on the Customers, Suppliers and Supplier Addresses screens have been restricted to 30 characters.

Increase Size of Nominal Descriptions

The size of the Nominal Description field has been increased to 60 character to be in line with Sage 200 nominal descriptions.

Nominal Lookup Performance

Indexes have been added to the Nominal Description fields to improve lookup performance when dealing with a large number of nominal ledger accounts.

Cost Period Analysis

The Cost Periods screen has been expanded to include 'Financial Year', 'Period Number', 'Calendar Year' and 'Calendar Month' fields in order to allow more analysis options when linking to this table from transaction list views:

Cost Period:	<input type="text" value="2015/07"/>	Start Date:	<input type="text" value="01/01/2016"/>	...	End Date:	<input type="text" value="31/01/2016"/>	...
		Financial Year:	<input type="text" value="2015"/>		Period Number:	<input type="text" value="7"/>	
		Calendar Year:	<input type="text" value="2016"/>		Calendar Month:	<input type="text" value="1"/>	

For example, linking in either the 'Period Number' or 'Calendar Month' fields allow list views to be created comparing transaction totals on a month by month basis using a grouped view which was previously not possible.

Rounding Calculations

The entire system has been updated to ensure that all calculations round midpoint fractions like 0.005 up (to 0.01 in this case) instead of using 'Banker's Rounding' that the underlying programming language implements (where the system rounds to the nearest even number).

Staff Import Routine Enhancements

The Staff import routine has been updated to allow existing records to be updated. If a matching Staff Code is located in the Staff table, instead of rejecting the file the Staff record will be updated with the information contained in the import file.

It has also been updated to allow all new and existing fields to be imported or updated.

Settlement Discount / Prompt Payment Discount (PPD)

Implement Settlement Discount / Prompt Payment Discount (PPD) legislative changes that come into effect on 1st April 2015

Searching on Cost Heading and Nominal Descriptions

When using both Cost Heading and Nominal account lookups, it is now possible to search on both the code and the description in the same way as searching for Jobs, Customers, Suppliers, Subcontractors, Stock Codes, etc.

General Maintenance Release History

Pegasus CIS v3.00.01

- Added support for Sage 200 2010 (v7)
- Added support for Sage 50 2011 (v17)
- Added support for Sage Payroll 2010 (v16)
- Added support for Sage Payroll 2011 (v17)
- Added support for Pegasus Opera 3
- Fix Contract Application posting so that the Foreign Outstanding values are correctly populated
- Fix Contract Sales History screens to remove error messages
- Fix bug in Subcontractor Applications and Subcontractor Application Opening Balances where the Order / Task does not get reset when changing Subcontractor or Job
- Fix Contract Revenue Summary Reports to make sure they show summaries for Jobs that have only one transaction
- Fix Payment Made column in Subcontractor Balances Report
- Fix Goods Received/Returned Note Batches so that accruals are raised for non-Job Purchase Orders
- Fix Contract Certificate Opening Balance import routine so that the outstanding values are set correctly
- Fix bulk 'Auto Allocate Certificates To Applications' routine in Sales -> Sales Setup -> Utilities menu so that it properly handles foreign currency
- Fix Cash Allocations out with the Cash Receipts batch to correctly set the status of fully allocated / unallocated transactions
- Fix currency lookup when entering new Jobs to allow the system default currency as well as any setup on Customer records
- Fix Sales Invoice Batch Report and Sales Invoice Check Report to pick up the "Sales Invoices Use Customer Default Nominal" flag from the correct header or item Revenue Heading
- Fix Stock Returns lookup when activated with an initial search criteria
- Fix Sage 200 v5 onwards Customers and Suppliers import to correctly detect non-ec countries and set the correct VAT Country Type
- Fix back office postings to Sage MMS v2.x
- Fix Job Import routine to handle having no Phases defined when applying the Job Phase Template
- Fix Sales Invoices Batch Close, Site Requisition Issue Tagging and Stock Revaluations Batch Close to default to the standard cost when using average costing, the Stock cost posted is zero and there is no average cost
- Fix Labour Timesheets import to not force a nominal code for Pay Elements marked as 'Include In Job' = False to mirror data entry within the system
- Fix tagging list views to handle sending to Excel and copying
- Fix Cash Receipts batch posting routine when retention has been specified on the Job Split
- Updated Job Order Acknowledgement to sort on Item Number
- Updated Sales Invoices to allow free of charge invoices (with warning confirmation prompt)

- Updated database upgrade routines to automatically check for large increments in Microsoft Access database size and to automatically compact them to minimise the chance of reaching the 2GB file size limit
- Updated Subcontractor Applications and Subcontractor Timesheets to highlight that tax has been deducted and at what rate
- Updated Contract Application to Contract Certificate Allocation to allow transactions to be allocated up to the full outstanding value of either the Application or the Certificate, including handling negatives
- Updated the reports dialog to be sizable and to remember its size and position

Pegasus CIS v3.00.10

- Fix Site Requisition Job Cost Transaction posting when Stock Locations are enabled
- Fix Sage Micropay links to export to .csv file instead of directly populating the database tables so that all calculations are performed properly by Micropay itself during the standard timesheets import routine
- Fix Subcontractor Payment Certificate print to correctly show the Payment Contra calculation when on the last record
- Fix Data Link Wizard to properly handle nested linked tables when loading and saving
- Fix Word Integrated Mail Merge to properly data sort order when the sort fields are not contained in the select statement and also to stop Word appearing to hang when the merge fields in the document do not exist in the data source
- Fix Base Currency on System Settings so that it can be modified when linked to a single currency Pegasus Opera 2/3 dataset
- Fix Payroll Allocation items so that they allow nominal only items
- Fix Subcontractor Application History to stop users being able to enter new applications
- Fix Payroll Allocation import for Pegasus Opera 2/3 to handle an Employee changing payment frequency (e.g. weekly to monthly) in the middle of a tax year
- Fix Contract Application By Job Summary Report to make sure it shows summaries for Jobs that have only one transaction
- Fix WIP Nominal Summary Postings in Timesheets batch
- Fix Subcontractor Payment tagging routines to stop intermittent calculation errors that manifest when performing a "tag all" requiring user input, e.g. checking Authenticated VAT Receipt status or confirming a change in CIS Tax classification, etc.
- Update Payroll Employees Import to remove invalid Employee Pay Elements
- Update Contract Applications & Contract Certificates to allow VAT Only postings
- Update text lookup search fields to treat each word separated by a space as a separate search criteria

Pegasus CIS v3.00.12

- Update the HSBC Hex4w UK BACS format so that postings are summarised at Cash Book account level
- Added support for Sage 200 2011 (v8)
- Update Administrator program to allow screen and database captions to be specified on a per company basis

Pegasus CIS v3.00.13

- Fix Subcontractor Timesheet posting and Retention Release to correctly respect the Reverse Charge VAT flag
- Fix Subcontractor Payments BACS file exports to pick up the actual payment date and not today's date

Pegasus CIS v3.00.14

- Only exclude the Cost of Materials from the CIS Subcontractor Monthly Return if the Subcontractor has gross status
- Fix External Plant Hire to stop quantities going below the quantity already invoiced and to allow items automatically closed by invoicing to have their on-hire status resumed
- Fix integration with Pegasus Opera 2/3 SQL Server Editions when creating Customers and Suppliers so that "deleted" records are not created

Pegasus CIS v3.00.20

- Add support for new Irish RCT legislation coming into effect 1st January 2012

Pegasus CIS v3.00.21

- Update Timesheets Matrix to stop .EOF or .BOF error message when data has been entered against a Pay Element that is subsequently deleted
- Fix Subcontractor Timesheet Retention Release to correctly pick up the Reverse Charge VAT flag
- Fix Job Recalculate so that the Last Payment Received date is calculated properly and not carried on from the previous Job
- Update Sage 200 v2011 (v8) integration to handle SP1 breaking changes
- Add the name of the currently logged in company into the footer of list prints
- Update detail form Post Code links to use Google Maps instead of the now defunct Multi-Map and to allow the ability to get directions from your current location (if a Post Code has not been defined in the Administrator program for the current dataset)
- Update detail form File links to allow the document to be printed
- Update Crystal Reports integration to allow parameter field filter expressions to be defined directly from within Crystal Reports without having to define a Crystal Parameter field
- Update parameter screens to properly handle multiple comma separators for **including** and **excluding** parameter types

Pegasus CIS v3.00.22

- Allow import of Subcontractor Order Header and Footer notes fields with defaults set to system parameter default values
- Fix Suppliers Back Office import to properly handle the "Auto Increment Supplier Branch Codes" and "Increment Based on Last Branch Entered Against Supplier" Supplier Address Settings
- Add support for Microsoft Access 2007/2010 Drivers to handle 2007/2010 *.accdb format databases to help improve stability and reliability
- Update Foreign Currency Base value captions to make them more readable in list views

- Update Nominal Ledger back office posting routine to handle a change made to Pegasus Opera 2 & 3 that rejects any nominal transactions for VAT Codes that are beyond the scope of VAT but contain a Tax point date
- The Job Status screen no longer allows a Closed Job to be set to allow postings as this is an invalid combination of settings. Instead, if a status is marked as closed the Allow Postings flag is automatically set to "N" and locked for editing by the user.
- Fix Contract Certificates to respect the "Default to Defer VAT on Contract Certificates" Contract Sales Setting

Pegasus CIS v3.00.23

- Implement 256-bit password encryption using the SHA-256 cryptographic hash function algorithm
- Implement Password Policy management for handling minimum password length, complexity, expiry, history and account lockout after too many invalid attempts
- Update the Administrator program to allow company permissions to be specified at the user level as an override to the group settings. Also add an "Group Has Access To All Companies" flag to the group
- Fix Contract Certificate base currency nominal postings for Retention, Discount & Pre-VAT Contra when the 'Deferred VAT Posting' flag is set to 'Yes' otherwise it will not post to Pegasus Opera

Pegasus CIS v3.00.30

- Update to support Pegasus Opera 3 Open Period Accounting

Pegasus CIS v3.00.31

- Update to support Pegasus Opera 3 Open Period Accounting for Cash Book Postings
- Fix quantity rounding in Purchase Order Processing chain

Pegasus CIS v3.00.32

- Add CIS 2007 Scheme information and VAT and Company Registration details to Subcontractor Self Bill Invoice layout
- Update Subcontractor lookup query on Subcontractor Payments to improve performance on large Microsoft Access databases. Apply same query enhancements to all screens routines that filter on the SubcontractorTransactions table
- Fix Goods Received Adjustment Batch to handle posting WIP in summary
- Update Data Upgrade v7.33 to handle new core ID structure
- Update Subcontractors Alternate Cheque Print Layout to use the correct sort order to match the sequence cheque numbers are assigned within the program
- Stop rounding errors allowing Cash Book Postings to be created from zero value Subcontractor Payments and Contract Receipts
- Fix Subcontractor BACS Payments for layouts containing bank contra summary entries (i.e. Allied Irish Bank, Bank of Ireland & Bank of Scotland Corporate Online/HOBS (Bulk)) where the contra entries are not output to the file if the last payment in the batch is a non-BACS payment
- Implement 'BACS Standard 18' BACS Layout

Pegasus CIS v3.00.33

- Update Timesheet posting to handle changing the "Exist in Payroll" status of an Employee from No to Yes in between processing multiple batches for the same Payroll Period
- Update Subcontractor Applications to validate the Application Date when applying instead of **today's** date
- Fix "Key column information is insufficient or incorrect" error in reversing provisional cost transactions
- Update Stock Take and Stock Opening Balances routines so they do not fail when Stock Locations is not enabled and the Warehouse and Location are not specified in the import file
- Update Excel import routines to handle Macro-Enabled Worksheets, Templates, Macro-Enabled Templates, Binary Worksheets and OpenDocument Spreadsheets
- Update Stock import routine to update the Units per Pack when the Unit Code changes
- Update Purchase Order Items so that when a Bill of Requirements linked item is duplicated and the stock code changed the related fields (like Manufacturer & Manufacturer Ref) are also updated

Pegasus CIS v3.00.40

- Added support for Sage 200 v2013
- Implement the SEPA Credit Transfer BACS Layout
- Update the Subcontractor Tax calculation so that tax is calculated on the gross labour value and not after any CITB Levy has been deducted as per the revised guidelines recently published by HMRC
- Removed obsolete CIS & RCT certificate details from the Subcontractor screen
- Add Default Payment Method to Subcontractor Settings
- Fix Goods Received Adjustments batch to post the correct accrual value when an adjustment is made after a partial invoice has been raised at a different cost to the original GRN
- Fix Subcontractor Order Items -> Close operation to work with SQL Server
- Fix Subcontractor Self Bill Invoice layout to handle Subcontractor Timesheets with items

Pegasus CIS v3.00.41

- Reverse the change made to the Subcontractor Tax calculation with respect to CITB Levy after HMRC revised their recent decision
- Update to handle Pegasus Opera VAT Transaction Type 'C' which is used to account for services from Non-EC Countries for users that do not have the EC VAT module
- Update to check that any Reverse Charge Purchase Invoice posting is not below the de minimis limit of £5,000

Pegasus CIS v3.00.42

- Fix Procurement Control -> Purchase from Bill of Requirements tagging bug
- Update Pegasus Opera integration to handle changes made in Opera 3 v2.14 to prevent Error -2147217887" - Multiple-step operation generated errors. Check each status value." when modifying Customer records. Apply the same fix for updating Suppliers to prevent similar issues in the future.

Pegasus CIS v3.00.43

- Added missing fields into data dictionary to stop the creation of new datasets failing

Pegasus CIS v3.00.50

- Updated system to support new Prompt Payment (PPD) / Settlement Discount legislation due to come into effect on 1st April 2015
- Added support for Sage 200 v2013 R2
- Added support for Sage 200 v2015

Pegasus CIS v3.00.51

- Fix Subcontractor Opening Balances batch posting routine when the "Certified" flag is set to "No".
- Updating rounding on the Timesheet Matrix to be the same as the standard Timesheet entry



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