



Sales Order Integration with Job Cost

SO-1085

Overview

This EASY Solution™ allows the MAS 90•MAS 200 Job Cost module to be integrated with the Sales Order module. A new field for 'Primary Job Number' has been added to the header screen entry for Sales Orders and Sales Order Invoices. Three new fields have been added to the line entry screens for Job Number, Cost Code, and Cost Type. Also, they can be printed on Sales Order, Sales Order Invoice, and Picking Sheet forms. A Setup question controls whether the COGS account in S/O entry comes from Job Cost or Sales Order. Unbilled WIP in Job Cost can also be relieved. An option is available to write back the Customer on the Sales Order/Invoice as the Customer for a Job. An option is available to change the posting for revenue accounts. You can choose to allow entry in the Job Number field by line and allow different Jobs by line. An option is available to bypass G/L and I/M posting under certain conditions (see *Specific Purpose Rule*). A 'Retention' field has been added to the Sales Order Invoice (not Sales Order) totals screen.



This EASY Solution™ cannot be enabled if the Sales Order Shipping Data Entry feature has been enabled. Conversely, Shipping Data Entry cannot be enabled if this EASY Solution™ has been enabled.

Installation

Before installing this EASY Solution™, please verify that the version level(s) printed on the label(s) of the disk(s) are the same as the version level(s) of the MAS 90•MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of EASY Solutions™ shipped.

Installing Your EASY Solutions™ Under Windows From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click on it to start the installation program. Follow the on-screen instructions.

EASY Solutions™ Control Center

Installing any EASY Solution™ will add an EASY Solutions™ Control Center to the MAS 90•MAS 200 Utilities menu. When you open the Control Center, the following options will be available:

- EASY Solutions Manuals
- Remove EASY Solutions
- Unlock EASY Solutions
- Merge Installation Files
- Library Master Setup options

Custom Office

If you use Custom Office to customize any standard MAS 90•MAS 200 screen, you must run the Update feature in Custom Office after installing any EASY Solution™. To do this, choose the Custom Office option from the Modules Menu. From the Main Menu, choose the Customizer Utilities option. Select the Customizer Update Utility option from the pop-up box. Select which Application(s) you wish to update, or check the box for All. If you customize your MAS 90•MAS 200, then you must run the Update Utility *every time* you install an EASY Solution™.

Setup

Once the disk is installed, you will need to access the Sales Order Setup menu option screen. After the standard MAS 90•MAS 200 option screens have been displayed, a Setup screen for this EASY Solution™ will appear. Check the 'Enable EASY Solution™' box to activate this EASY Solution™ (Figure 1). The manual for this EASY Solution™, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable EASY Solution™' check box. It can also be viewed via the EASY Solutions™ Control Center (see Installation, above). Answer the following prompts:

JOB NUMBER REQUIRED: Check this box to require a Job Number to be entered on Sales Orders and Sales Order Invoices.

POST COSTS TO JOB COST: Check this box to post cost transactions from S/O to J/C during Sales Journal update. The Cost Code/Cost Type combination on the lines will be used to create transactions in the Job Cost Transaction Detail file (JC3). Leave this box blank if you want no cost postings to J/C to occur from S/O.

Note: This option is a global setting. While the option is selected, **all** invoices updated referencing a Job Number will post costs to J/C. While the option is blank, cost posting to J/C will not occur from Sales Order.

RELIEVE WIP: While this option is checked, **all** invoices updated referencing a Job Number will perform WIP relieving. While the option is blank, **no** WIP relieving will occur from Sales Order. Your answer to this Setup question has a dramatic affect on how this EASY Solution™ will operate for you. For a full discussion of the ramifications of your Setup screen choices on WIP, see 'Sales Journal Update Processing: Relieve J/C WIP' in the Sales Journal Printing and Update Operation section in this manual.

Note: This option is a global setting.

JOBS ARE COMPLETED WHEN BILLED: Check this box if you want the Job Status to be changed to 'Complete' for Job Numbers referenced on a S/O Invoice. The change will occur during the Sales Journal Update. Leave it blank if you want no change to occur to the Job Status as a function of S/O Invoicing.

Note: This option is a global setting. While the option is checked, **all** Jobs referenced on

S/O Invoices during update will have their status changed to Complete. While the option is blank, **no** Job's status will be changed as a function of S/O Invoicing.

ALLOW JOB NUMBER CHANGE: Check this box if you want to allow the change, addition, or deletion of Job Numbers from existing Sales Orders. If you selected 'Post Costs to Job Cost,' you will be warned that if the Sales Order's Job Number is changed, you will need to go through each line item and make sure that the Cost Code and Cost Type are appropriate for the **new** Job Number.

BYPASS G/L & I/M POSTING: This option will be available only if you selected 'Post Costs to Est. Fields.' Check this box if you want to bypass standard G/L and I/M Posting. No General Ledger Posting or I/M transactions will take place during Sales Journal Update for invoices with an Invoice Header that contain a Job Number (see *Specific Purpose Rule*). Leave this option blank if you do not want to use this option.

MULTIPLE JOBS ON INVOICE: This option is only available if you have checked 'Post Costs to Job Cost.' Check this box to allow entry in the Job Number field by line and to allow entry of different jobs by line. The line item Job Number defaults to the Job Number referenced in the header. Cost transactions are created using the Job Number referenced on the line. Also, revenue information is updated in the Job Masterfile by line referenced Job Number. No Job Number is transferred to Accounts Receivable with this option selected. Also, the option 'Relieve WIP' will be forced to 'No.'

POST COSTS TO ESTIMATE FIELDS: Check this box if you want to post all costs for lines that reference a Job Number/Cost Code/Cost Type to the Estimate fields of the Cost Code Detail record (JC2). The costs for the lines will be added to any Estimate amounts that exist in the field. Leave it blank if you do not want to post costs to the Estimate fields in the Cost Code Detail file. Selecting this option will force the Setup option 'Relieve WIP' to 'No'; you cannot relieve WIP with this option set to 'Yes.'

TRACK JOB COST RETENTION RECEIVABLES: Check this box to add the 'Retention' field to the Sales Order Invoice (not Sales Order) Totals screen.



This option is available only if:

- You have Accounts Receivable integrated with Job Cost and the option to 'Track Retention' set to 'Yes.'
- You have specified a Retention Receivable Account in A/R Division Maintenance.
- You have not selected multiple Job Numbers per invoice; retention posting will *not* function if multiple Jobs are selected.

POST DROP SHIP COSTS TO JOB COST: This option is only available if you have checked 'Post Costs to Job Cost.' If this box is left unchecked, any costs associated with a Sales Order line that is flagged as a 'Drop Ship' will be excluded for the Cost Update to the Job. There will be no changes to the Revenue Posting to the Job.

VALID JOB STATUSES: Select the valid Job Statuses you want to allow during Sales Order and S/O Invoice entry.

PASSWORD TO OVERRIDE JOB STATUS: Enter a password here if you want to be prompted for a password when a Job Number with an invalid status is entered in the Sales Order or S/O Invoice header.

VALID COST TYPES: Enter the valid Cost Types you want to allow during Sales Order and S/O Invoice entry. Leave blank for all. This option will not be enterable if you have not selected 'Post Costs to Job Cost.' Cost Type 'S' will not be allowed as no vendor number will be available. Entering 'blank' for 'All' will still not allow type 'S.'

The following options appear on the second Setup screen (Figure 1a):

VALIDATE BY CUSTOMER: Select 'Yes' to prevent a Job Number that does not belong to that particular customer from being entered and used. Select 'Write Back' to write back the Customer Number on the Sales Order/Invoice as the Customer Number for the Job (only the Customer Number is written back).

GL ACCOUNTS FOR COST: This flag determines the default COGS account during S/O entry. It will be available only if you have selected 'Post Costs to Job Cost.' You can override the account number just like in standard MAS 90•MAS 200. If you select 'Sales Order,' the COGS account entry in S/O remains unchanged; the accounts are defaulted by standard MAS 90•MAS 200. If you select 'Job Cost,' the account that gets posted depends on the settings as shown below:

<i>Job Cost Setup: Post to WIP?¹</i>	<i>SO-1085 Setup: Relieve WIP?²</i>	<i>Job Specific Setup: Accounting Method³</i>	<i>G/L Account⁴</i>
N	Any	Any	COGS
Y	N	Any	WIP
Y	Y	Percent Complete	COGS
Y	Y	Completed Contract	WIP

¹From the MAS 90•MAS 200 J/C Setup screen

²From the EASY Solution™ SO-1085 Setup screen question 'Relieve WIP?' (discussed above)

³From Job Masterfile Maintenance

⁴From Cost Code Maintenance or Job Type Maintenance

GL ACCOUNTS FOR REVENUE: Select 'Inventory' if you want to use the Inventory Product Line G/L Account Number for Sales Revenue. Select 'Job Cost' if you want to use the Job Cost G/L Account Number for the Job Revenue Account from Job Type Maintenance for Sales Revenue. The account that gets posted depends on the settings as shown below:

<i>Job Cost Setup: Post to WIP?¹</i>	<i>SO-1085 Setup: Relieve WIP?²</i>	<i>Job Specific Setup: Accounting Method³</i>	<i>G/L Account⁴</i>
N	Any	Any	REVENUE
Y	N	Any	DEFERRED
Y	Y	Percent Complete	REVENUE
Y	Y	Completed Contract	DEFERRED

SALES KIT UPDATE METHOD: This method determines how the Sales Kit Items cost will be updated to the J/C Daily Job Transaction file.

- 1 - Cost to Sales Kit Items: Does Not Write Component Detail
- 2 - Cost to Sales Kit Items: Writes Component Detail with Zero Cost
- 3 - Cost to Component Items: Does Not Write Sales Kit Item
- 4 - Cost to Component Items: Writes Sales Kit Item with Zero Cost

If EASY Solutions™ [SO-1118](#), *User Defined Fields for Miscellaneous Charge Codes*, or [IM-1099](#), *User Defined Fields for Product Line Maintenance*, are installed and enabled, the following Setup options will appear on the second Setup screen.

MISC CHARGE CODE UDFs FOR DEFAULT COST CODE/COST TYPE: Enter the field numbers that hold the default Cost Codes and Cost Types for Miscellaneous Codes if you have elected to post costs from Sales Order to Job Cost. This option only appears if EASY Solution™ [SO-1118](#), *User Defined Fields for Miscellaneous Charge Codes*, is installed and enabled.

I/M PRODUCT LINE UDFs FOR DEFAULT COST CODE/COST TYPE: Enter the field numbers that hold the default Cost Codes and Cost Types for Product Lines if you have elected to post costs from Sales Order to Job Cost. This option appears only if EASY Solution™ IM-1099, *User Defined Fields for Product Line Maintenance*, is installed and enabled.

Operation

This section is comprised of two primary subsections: 'Sales Order & S/O Invoice Entry Operation' and 'Sales Journal Printing and Update Operation.'

SALES ORDER & S/O INVOICE ENTRY OPERATION

A field for 'Job Number,' with the Lookup function, has been added to the header screen entry for Sales Orders and S/O Invoices (Figure 2). You are automatically put into the Job Number field for new Sales Order or S/O Invoices. You can access header screen 2 at any time by pressing the 'More...' button on the main Header screen (Figure 3). Three new fields are on the line entry screens: Job Number, Cost Code, and Cost Type (Figure 4). Accessing this screen is automatic when you are entering a new line. Otherwise, clicking the 'More...' button will bring you to the new screen (Figure 4a). These fields will not appear if you have not selected the option to 'Post Costs to Job Cost.'

If you checked the box in Setup, a 'Retention' field will be added to the Sales Order Invoice (not Sales Order) Totals screen (Figure 5). The amount will be calculated by multiplying the Invoice Total by the Retention Rate assigned to this job in the Job Masterfile. The calculated amount can be overridden. You can recalculate the Retention by clicking the 'Retention' button. The Retention Amount has been added as a form field to the Sales Order Invoice Form (the standard form only, not the graphical form). See Forms below.

The COGS accounts in the line entry will default based on how the 'Use JC GL Accounts or SO?' question is answered (see Setup above). If the line item is a Miscellaneous Charge Code and EASY Solution™ [SO-1118](#) is installed, then the Setup questions for UDF field numbers for Cost Code and Cost type are checked. If they are not blank, then the Charge Code's Cost Code and Cost Type UDF fields are used as the default Cost Code and Cost Type. If the line item is an Inventory Item and EASY Solution™ IM-1099 is installed, then the Setup questions for UDF field numbers for Cost Code and Cost type are checked. If they are not blank, then the Product Line's Cost Code and Cost Type UDF fields are used as the default Cost Code and Cost Type. If the default Cost Code and Cost Type end up being blank, then the Cost Code and Cost Type value will default to that of the previous entry. This option will not be enterable if you have not selected 'Post Costs to JC.'

JC-1117 (not currently available in GUI version)

If EASY Solution™ [JC-1117](#), *Cost Code Memos*, is installed and enabled, you can create or modify job cost code memos on the fly during Sales Order data entry. After you enter the Job Number, Cost Code, and Cost Type, a prompt 'Do You Want to Create/Modify Cost Code Memo' will appear at the bottom of the screen. Answer 'Y' at this prompt to go to the Cost Code Memo Maintenance screen.

Note: This option is not available in S/O Invoice data entry. For more information regarding cost code memos, please refer to the JC-1117 manual.

SALES JOURNAL PRINTING AND UPDATE OPERATION

The header screen Job Number and Retention fields will be printed on the Sales Order Sales Journal (Figure 8). The Job Number, Cost Code, and Cost Type will be printed on the Gross Profit Journal (Figure 10).

Note: The Cost Code/Cost Type information will not be printed if you have elected, via Setup, not to post costs to JC. A new Daily Job Transaction Register from Sales Journal Update (Figure 9) will be printed after the Sales Journal. Updating this register posts the

billing and cost information as if the standard Direct Cost and Job Billing postings had been done if you had answered 'Yes' to the Setup questions controlling whether costs are posted to JC. If you selected 'Relieve WIP,' then the Unbilled Costs will be relieved as explained below.

Sales Journal Update Processing

Relieve J/C WIP?

If the Setup question for 'Relieve WIP?' is set to:

'No' (that is, do not Relieve J/C WIP for this Sales Order), other than as mentioned above, no changes to G/L or J/C postings occur.

'Yes' and the Accounting Method is Percent Complete, WIP will be relieved of costs posted to J/C up through the Sales Order System Date that have not previously been relieved. Essentially this is done like the Billing Register Update in Job Cost, with costs being posted to the G/L accounts found in Job Type Maintenance.

If you have Elected to Post Costs from S/O to Job Cost, the Cost Transactions update to J/C normally EXCEPT that:

- The record in Job Cost Transaction Detail File is flagged 'Billed=Y'.
- The 'Unbilled Costs' bucket in Job Cost Masterfile will not be changed.
- The 'Unbilled Costs' and 'Unbilled Units' buckets in Job Cost Detail File will not be changed.

In other words, the cost transactions generated by the S/O Invoice hit J/C without ever really passing through WIP at all.

Post Costs to Job Cost?

If the Setup question for 'Post Costs to Job Cost' is set to:

'Yes' and you are not relieving WIP (or not posting WIP to the GL in JC), Cost transaction records will be created in the JC3 file using the Job Number and the Cost Code/Cost Type referenced on each line. The transaction amount will be the line-item cost determined in a standard fashion by Sales Order during the update.

'Yes' and you are relieving WIP, the cost transactions generated by the S/O Invoice hit J/C without ever really passing through WIP at all. WIP will also be relieved of costs posted to J/C that have not previously been relieved (either because they were posted there by other modules or by S/O with 'Relieve WIP' set to 'No'). Essentially this is done like the Billing Register Update in Job Cost, with costs being posted to the accounts found in Job Type Maintenance.

'Yes' and Accounting Method is Completed Contract, costs do not transfer out of WIP until the Job Close-out Register is run. This setting yields the same results as if you had answered 'No' to Relieve WIP.

Post Drop Ship Costs To Job Cost?

If you have checked 'Post Costs to Job Cost' and left the 'Post Drop Ship Costs To Job Cost' option unchecked, any costs associated with a Sales Order line that is flagged as a 'Drop Ship' will be excluded for the Cost Update to the Job.

Accounts Receivable

Upon update of the Sales Order Sales Journal, the postings are done to the Job Number in the A/R Invoice History file and A/R Open Invoice file. The total invoice amount will be associated with the Job Number as well as any A/R reports and Cash Receipt entry.

Multiple Jobs on Invoice?

If you answered 'Yes' to the Setup option, the following changes will occur during Sales Journal Update:

- Job Number field in line entry and the ability to enter different jobs by line
- A List option into the Job Masterfile is available
- The line item Job Number defaults to the Job Number referenced in the header
- Cost transactions are created using the Job Number referenced on the line
- Revenue information is updated in the Job Masterfile using the Job Number referenced on the line
- No Job Number is transferred to Accounts Receivable with this option (i.e., Cash Receipts will not reflect an Invoice Job Number, Cash Receipt postings will not update the Job Masterfile's Payment Received bucket, and there will be no display of Payments on the Job Masterfile's Billing History Tab)
- The option 'Relieve WIP' is forced to 'No'

Sales Journal Update

Post Costs to Estimate Fields

If you answered 'Yes' to this Setup option, all costs for lines that reference a Job Number/Cost Code/Cost Type will be posted to the Estimate fields of the Cost Code Detail record (JC2). The costs for the lines will be added to any Estimate amounts that exists in the field. If you answered 'Yes' to this option, the Setup option 'Relieve WIP?' will be forced to 'No'; you cannot relieve WIP with this option set to 'Yes.'

Bypass G/L & I/M Posting?

This option will be available only if you answered 'Yes' to the option 'Post Costs to Est. Fields' in Setup. If you entered 'Yes' to this option, no General Ledger Posting or I/M transactions will take place during Sales Journal Update for invoices where the current Invoice Header record does not contain a Job Number (see *Specific Purpose Rule*). Answer 'No' if you do not want to use this option.



Warning! If you set the Bypass G/L & I/M Posting option to 'Yes,' you will not be able to balance the A/R module with the G/L module.

Forms

Non-Graphical Forms

You can maintain the new form fields for this EASY Solution™ by clicking the 'Form...' button. A window will pop up where you may select the form you would like to maintain (Figure 6). Select this EASY Solution™ to display the Form Maintenance screen (Figure 7).

The new fields that you activate with this EASY Solution™ will print in addition to any other fields that have been activated in standard MAS 90•MAS 200 or other EASY Solution™ FORM maintenance.

Graphical Forms

The following fields have been added to the following Crystal Work Table files:

File	Description	Fields
SO_20	CRW Sales Order Detail	JobNumber CostCode JobCostType
SO_23	CRW Invoice Detail	same as above
SO_24	CRW Picking Sheet	same as above

There may be additional fields available for graphical forms printing that are defined to non-Work Table files. Please refer to the Crystal Reports section below.

Report Master/Import Master

The files listed below have been added, or changed, in the Data Dictionary by this EASY Solution™ for Report Master/Import Master purposes. Any additions or changes to the Data Dictionary will be incorporated into your system after you set up the EASY Solution™ or when you use the Star Part (*PART) option from a menu.

<i>New File:</i>	<i>Field:</i>
AR.INVHH_2	JOB_NUMBER (linked to the Job Masterfile and Retention)
SO.ORDER2	JOB_NUMBER (linked to the Job Masterfile)
SO.INVOIC2	JOB_NUMBER (linked to the Job Masterfile and Retention)
AR.INVHD_2	JOB_NUMBER COST_CODE COST_TYPE
SO.ORDER	#JOB_NUMBER #COST_CODE #COST_TYPE
SO.INVOICE	#JOB_NUMBER #COST_CODE #COST_TYPE

The Data Dictionary may contain other files and data fields that are not available without their corresponding EASY Solutions™ installed.

Note: The Report Master module is not supported in MAS 200 SQL.

Crystal Reports and the ODBC Dictionary

The files listed below have been added, or changed, in the ODBC Dictionaries by this EASY Solution™ for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Field:</i>
AR_AN	AR Inv Hist Header 2	InvoiceNumber HeaderSeqNumber JobNumber RetentionAmount
AR_AO	AR Inv Hist Detail 2	InvoiceNumber HeaderSeqNumber DetailSeqNumber TierSeqNumber JobNumber CostCode JobCostType
SO2	S/O Entry Detail Line	JobNumber CostCode JobCostType
SO6	Invoice Data Entry Detail	same as SO2
SO_A1	SO Entry Header 2	SalesOrderNumber JobNumber
SO_A5	SO Invoice Header 2	InvoiceNumber JobNumber RetentionAmount

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding EASY Solutions™ installed.

Helpful Hints

- You may see menu options during Form Maintenance that are not part of standard MAS 90•MAS 200 and not mentioned here. These options are other EASY Solutions™ ask your dealer for more information about them.
- The Sales Kit Method must be set to 1 if you do not explode your Sales Kits.
- During S/O and S/O Invoice entry, when no Job Number is desired you can leave the 'Job Number' field blank if you answered 'No' to the 'Job Number Required' Setup option.
- During S/O and S/O Invoice entry, if you answered 'Yes' to 'Validate by Customer,' 'Yes' to 'Job Number Required,' and the Customer has no Jobs set up, then you must leave the 'Job Number' field blank and select the DELETE option to get out.
- Be warned that if you change the Setup question 'Use JC GL Accounts or SO,' this EASY Solution™ doesn't change existing Sales Orders, just the new entries. This can yield undesirable results.
- You cannot answer 'Yes' to the Setup question 'Relieve WIP' unless the J/C Option in Standard Setup is answered 'Yes' to 'Post to G/L for Work in Process.'
- If the account number in S/O Entry ends up being a COGS account and you are posting to WIP but not relieving WIP, or are on the Completed Contract Accounting Method, then when WIP is finally relieved, you may have undesirable results from your G/L posting.
- If the Job Cost Transaction Detail file transaction is posted as 'Billed=N' (either because 'Relieve J/C WIP' has been answered 'No' or the job uses the Completed Contract Accounting Method) and subsequently you do invoicing out of Job Cost, these cost transactions will be selected for billing again (unless they are non-billable).
- If you override the G/L account during S/O Entry and it is 'supposed' to be a WIP account, then the G/L posting may yield undesirable results.
- This EASY Solution™ makes no changes to G/L revenue postings out of S/O.
- When choosing to Relieve WIP, you must run a Daily Transaction Register in Job Cost after updating the Sales Journal to generate G/L postings.
- During Sales Order and Sales Order Invoice entry, the Cost Code entered on line one will become the default for other lines. You can override the default Cost Code by entering a new one.
- Customer Specific Commission Rate works only in Sales Order entry.
- Using Sales Order Total Discounts and posting to JC Deferred Revenue may produce undesirable results.

What's New

With the 3-28-01 release:

- Added a Setup option to 'Post Drop Ship Costs To Job Cost.'

Upgrades and Compatibility

The installation disks are labeled with the version of the MAS 90•MAS 200 module for which this EASY Solution™ was prepared. This EASY Solution™ will check its compatibility with the appropriate MAS 90•MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90•MAS 200 modules, this EASY Solution™ must be upgraded as well. Your MAS 90•MAS 200 dealer can supply this upgrade.

Documentation

Operations not documented in this manual are standard procedures of MAS 90•MAS 200 processing. Standard MAS 90•MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90•MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90•MAS 200.

Acknowledgments

Best Software, MAS 90•MAS 200, MAS 90•MAS 200 for Windows, and 90W are the registered trademarks of Best Software, Inc.

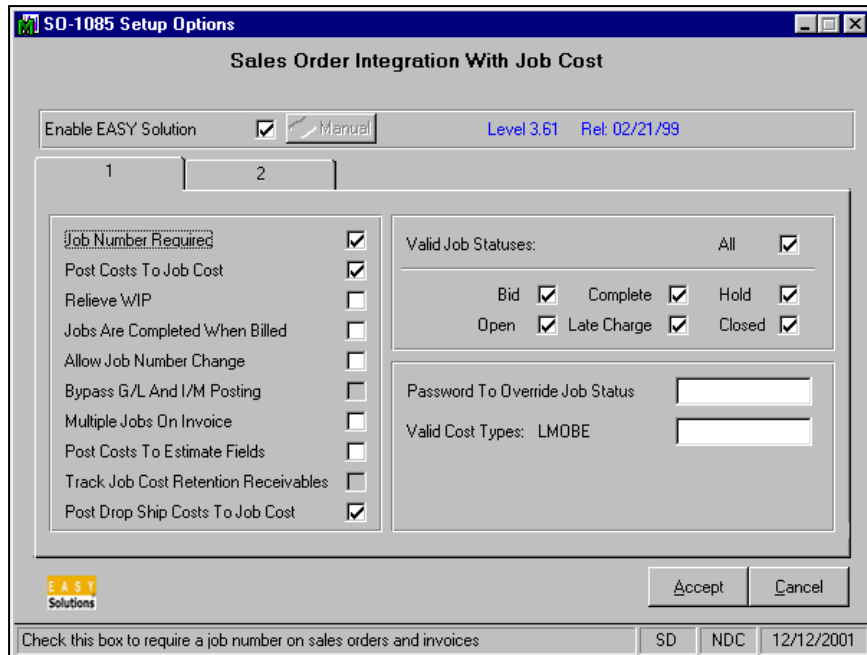


Figure 1

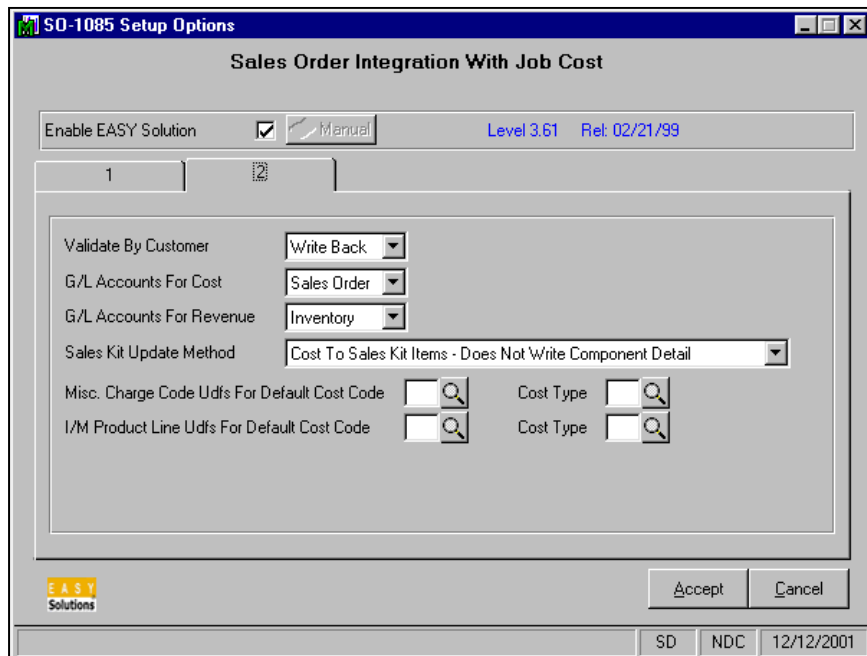


Figure 1a

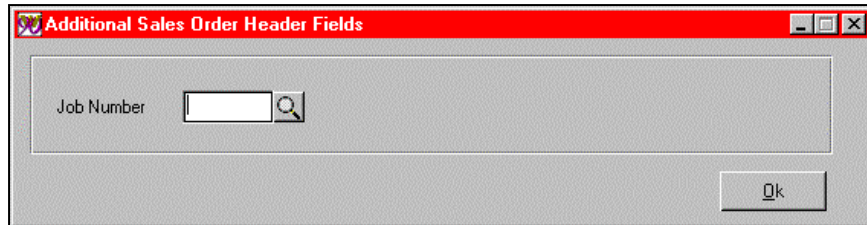


Figure 2

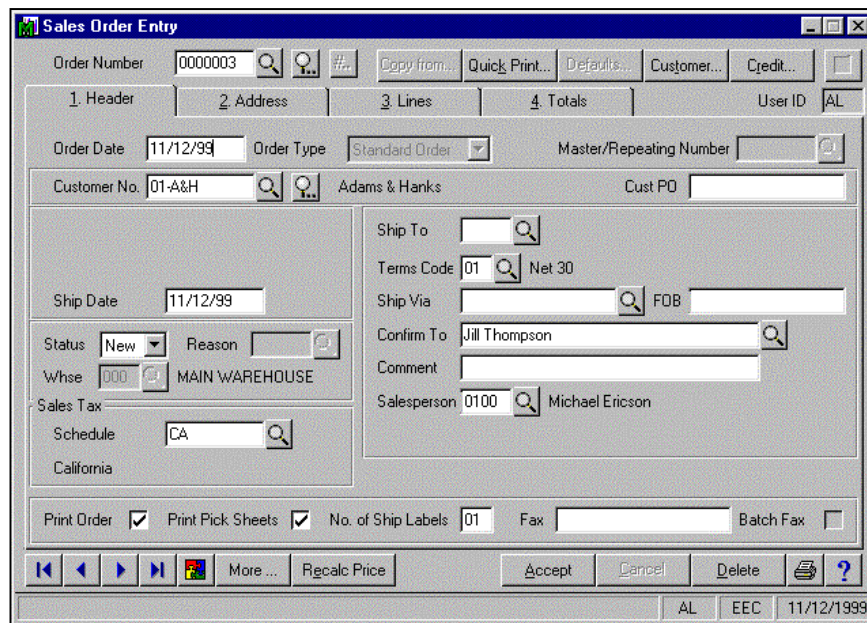


Figure 3

Sales Order Entry

Order Number: 0000001

1. Header | 2. Address | 3. Lines | 4. Totals | User ID: NDC

Item / Kit Number: [] Description: [] Tax Class: DC DS CM

Disc %: .00%

Whse: [] PL: [] U/M: [] Ordered: 0 Shipped: 0 Back Ordered: 0 Unit Price: .00 Extension: .00

Line	Item Number	Whse	PL	U/M	Description	Ordered	Shipped	Back Ordered	SE	TC	DC	DS	CM	Disc %	Extension
1	1001-HON-H252				HON 2 DRAWER LETTER FLE W/ KEY	1	0	0	Y	TX	Y	N	Y	.00%	100.99
EXT 000 A PKG						1	0	0						100.99	
Job Number: 0000-001					Cost Code: 001-000-000				Cost Type: L						

Total Amount: 100.99

Buttons: [Ins] [Del] [More...] [Accept] [Cancel] [Delete] [Print] [Help]

NDC NDC 01/20/1999

Figure 4

Job Info Entry

Job Number: 0000-001 ESTIMATE NUMBER ONE

Cost Code: 001-000-000 COST CODE ONE

Cost Type: Material

OK

NDC NDC 03/17/1999

Figure 4a

S/O Invoice Data Entry

Invoice Number: 0011067

Invoice Date: 08/20/1999 | Invoice Type: Standard Invoice

Customer No.: 01-BENSON BENSON BUBBLE FACTORY | Salesperson: 0003

Amount Subject to Discount: 171.00 | Discount Rate: .000% | Discount Amount: .00

Taxable Amount: 171.00 | Non-Taxable Amount: .00

Ship Zone: | Ship Weight: | Freight Amount: .00

Payment Type: | Check Number: | Deposit Available: .00 | Deposit Applied: .00

No. of COD Labels: | Commission Rate: 8.000% | Retention: 18.17

Sales Tax Amount: 10.69 | Invoice Total: 181.69 | Net Invoice: 181.69

Buttons: Accept, Cancel, Delete, Mgr...

Status Bar: SCA ABC 08/20/1999

Figure 5

Form Maintenance

Form Name

- 1. STANDARD S/O INVOICE FORM
- 2. SO-1085: INTEGRATION WITH JOB COST FORM

OK

Status Bar: SD ABC 07/06/1999

Figure 6

Forms Customization [?] [X]

Forms Code: 1

1. Header | 2. Detail

Description of field: [OK] [Undo]

Data: Print Line [] Tab 001

Description: Print Line [] Tab [] Description []

Field Description	Print?	Line	Tab	Print?	Line	Tab	Description	Misc
JOB NUMBER (HDR DFLT)	N			N				
JOB NUMBER	N			N				
COST CODE	N			N				
COST TYPE	N			N				
RETENTION AMOUNT	N			N				

[Accept] [Cancel] [Delete] [Print] [?]

SCA ABC 08/20/1999

Figure 7

```

RUN DATE: 01/17/94          ABC DISTRIBUTION AND SERVICE CORP.          PAGE: 1
SYS DATE: 07/06/93          DAILY SALES ORDER SALES JOURNAL          TIME: 10:18 AM
                              REGISTER NO: SO-0349

INVOICE NO./                SLS +SALES TAX+ TAXABLE  NON-TAXABLE
CUSTOMER  INV DATE ORDER NO TERM PRSN STA CNT LOC SALES AMT  SALES AMT  DISCOUNT  FREIGHT  SALES TAX  INV TOTAL  DEPOSIT

0101400-IN 07/06/93      00 0100 WI          *** CREDIT LIMIT EXCEEDED ***
01-ABF    American Business Futures Inc.          85.00      23.63      .00      .00      4.25      112.88      .00
JOB NUMBER: 0000001 RETENTION: 11.20

REPORT TOTAL - CASH SALES:  .00      .00      .00      .00      .00      .00      .00
A/R SALES:                  85.00      23.63      .00      .00      4.25      112.88      .00
TOTAL SALES:                85.00      23.63      .00      .00      4.25      112.88      .00
=====

```

Figure 8

RUN DATE: 01/11/94		ABC DISTRIBUTION AND SERVICE CORP.				PAGE: 1	
SYS DATE: 07/05/93		DAILY JOB TRANSACTION REGISTER				TIME: 04:13 PM	
REGISTER NO: SO-0347							
POSTINGS FOR: 07/06/93							
SOURCE	JOB NUMBER	COST CODE	COST TYPE	VENDOR NUMBER	REFERENCE/POSTING	REMARKS	DOLLARS
JC	0000001	I-90 Bridge Repair					
		10-000-0000	L		S/O: 0101400-IN	ITEM: 1001-HON-H252	1.00
					S/O: 0101400-IN	ITEM: 2480	35.22-
							1.0000
							1.0000

							2.0000

							34.22-

							34.22-

							34.22-

							34.22-

							34.22-

							34.22-

Figure 9

RUN DATE: 01/17/94		ABC DISTRIBUTION AND SERVICE CORP.				PAGE: 1	
SYS DATE: 07/06/93		SALES ORDER GROSS PROFIT JOURNAL				TIME: 10:18 AM	
REGISTER NO: SO-0349							
*=PRICE CHANGE							
INVOICE NO	INV DATE	ORDER #	SLS PRSN/	NET SALES	COGS	GROSS	PROFIT
ITEM CODE			SLS ACCNT	AMOUNT	AMOUNT	PROFIT AMT	PRCNT
0101400-IN	07/06/93		0100	CMMSN RATE: 10.000%	CUSTOMER: 01-ABF	American Business	Futures Inc.
1001-HON-H252			40001-00-00	45001-00-00	85.00	1.00	84.00
JOB NO: 0000001			COST CODE: 10-000-0000	L			98.82%
2480			40001-00-00	45001-00-01	23.63	35.22-	58.85
JOB NO: 0000001			COST CODE: 10-000-0000	L			249.05%
							Y
							5.89
							10.000%

							5.89

							112.88

							5.89

							4.29

							5.89

							112.88
							=====

Figure 10