InFocus User Manual v2.0

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1 Getting Started

InFocus is a dynamic solution that bridges form and function to create a powerful user experience. Understanding InFocus is paramount to running a successful system. The InFocus User Manual is simply a reflection of these concepts and acts as a guide to the end user. Browse the manual by chapter/topic (descriptions below) or by clicking the "Search" link displayed above. If questions arise beyond the reach of this manual, please feel free to contact us directly via Clearview Support. Enjoy!

Chapter Summary

Getting Started

Includes an overview of InFocus core functionality, navigation and technical specs

InFocus Foundations

Provides a walk through of the InFocus user interface as well as a discussion of key concepts and terms

InFocus Setup

Walks through the setup InFocus from the ground up

InFocus Modules and Applets

Provides a comprehensive, detailed discussion of each area of InFocus

InFocus Tutorials

Step-by-step guides to processes performed in InFocus

InFocus Advanced

Provides and in-depth discussion of items in our advanced user tool kit

1.1 InFocus Overview

InFocus Core Features

InFocus is a dynamically deployed, A&E geared solution that focuses on the following features

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Dashboard

Always up-to-date, visual view of your firm's most vital information. Customize it with dozens of widgets and tiles.

Accounting

Full real-time accounting and our Automated Reverse Entry System means up-to-date reports and fewer mistakes.

Project Planning

Top Down, Bottom Up, or somewhere in between. It's your project, InFocus lets you decide how to manage it.

Actions (Automated Workflow)

New

Actions are powerful sql-based macros that allow endless possibilities for automating even the most complex workflows.

Project Central New

A project manager's best friend. Quickly see how every project is doing and easily manage budget and resources.

Billing

The industry's most powerful invoicing system allows you to create any invoice your client requires.

Resource Allocations

Easily see real-time utilization by job title or employee and compare scheduled versus available.

Accounts Receivable

Up to 6 Aging Periods, support for multiple A/R Accounts, customizable Statements of Account and more.

Marketing & Sales

Track prospects, clients and contacts and maintain a centralized calendar. No need for a separate CRM.

Time & Expense

Power and mobility. Enter time and expenses at your desktop or with your iOS or Android mobile device.

Project Management

Extensive reporting and online bill review that helps bridge the gap between accounting and project managers.

Multi-currency New

Multi-currency is now built into the heart of InFocus so you can do business from anywhere to anywhere.

Org. Units & Profit Centers

Establish unlimited divisions, offices, departments or work groups. Opening a new branch is a simple copy and paste.

Navigation

InFocus utilizes a *Module>Applet* approach where the Module represents the area of core functionality and the Applet the child activities. InFocus navigates from left to right: When selecting a Module>Applet, InFocus displays the interactive contents (Tabs, Buttons, Grids, etc) of the selected applet. For example, the following depicts a user working in the Project Management module, Project Central applet. For purposes of this manual, InFocus locations are referenced as follows: *Project Management>Project Central*.

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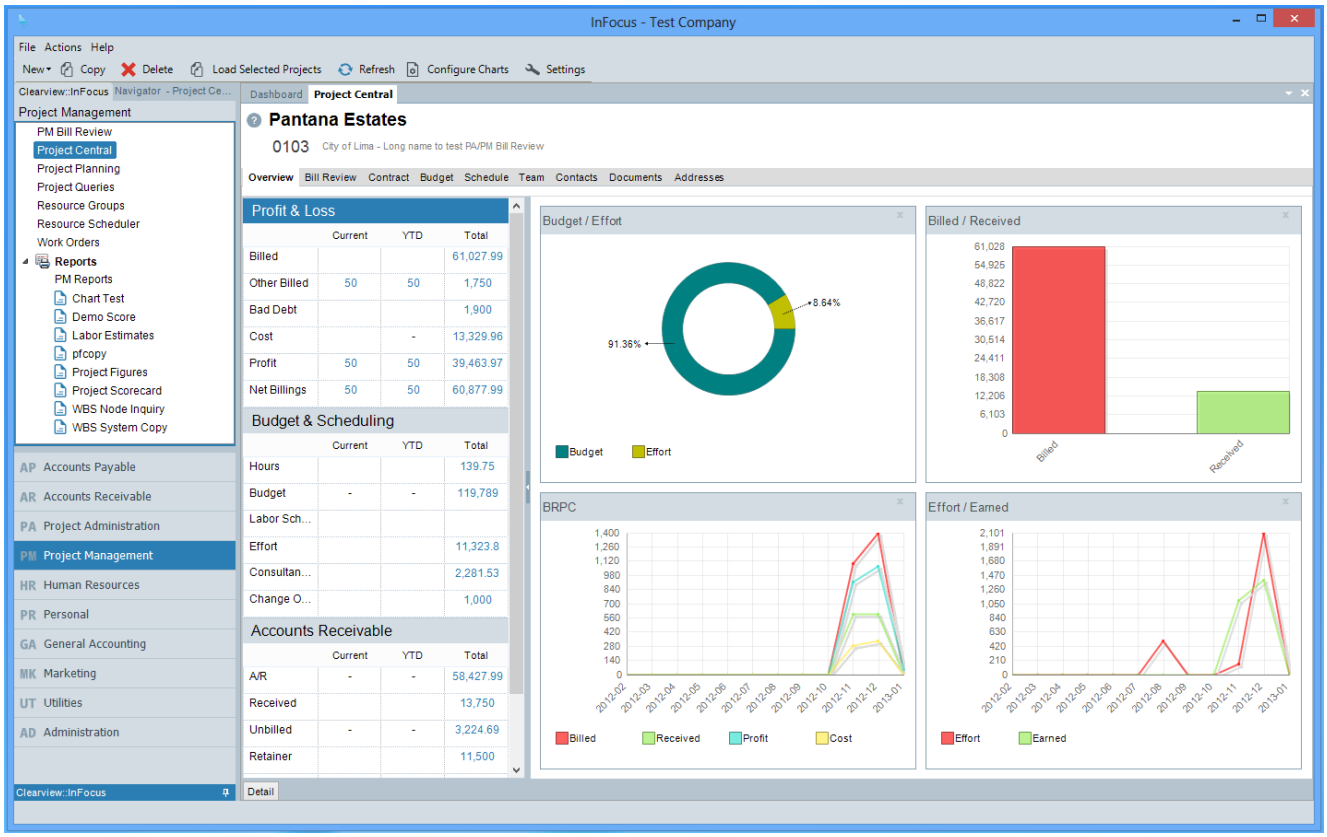

Getting Started Tutorials

The following brief video tutorials will be foundational to your understanding of InFocus.

1.2 Technical Specifications

Introduction

InFocus is a client/server application where the client is a local workstation running the application and the server is a dedicated web-server that hosts the database and application files. InFocus is served up locally (LAN) and leverages Microsoft's ClickOnce technology to download a per machine, per user cached deployment of the application.

System Requirements

Client Requirements

InFocus is a .NET application that runs on the .NET 4 Extended Framework. This can be downloaded from Microsoft.

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Server Requirements

Specifications:

- Operating System - Windows 2000, 2003, 2008, 2008R2, and 2012 (32 or 64-bit).
- Memory: - 2GB (or greater)
- Processor: - 1 GHz 32-bit (x86) or 64-bit (x64) processor
- Drive Space: - While actual space usage will depend on several factors, you should maintain 10 GB of free space for continued growth.
- Database: - InFocus supports Microsoft SQL Server 2005, 2008, 2008R2 and 2012 (All Editions).

Installation and Configuration

InFocus is installed by Clearview Support via WebEx on the server that will host InFocus. The following is a brief discussion of the components involved.

InFocus Installation

InFocus is typically installed in C:\Program Files\. This directory houses the InFocus application and config files and serves as the repository location for documents uploaded through InFocus Document Management. Please note the installation can be deployed on another drive if preferred.

SQL

If not already installed, SQL is installed and configured at the time of the InFocus Installation. This can be deployed on the InFocus application server or another preferred server and requires the following configurations:

- Remote Connections allowed
- Enable TCP/IP, Named Pipes
- Firewall exception for SQL port 1433 (as needed)

IIS

InFocus utilizes Internet Information Services (IIS) to publish the application access page to the LAN. By default an application is created under the Default Web Site (running on port 80) resulting in a launch location of http://server_name/infocus.

Remote Access

Remote access to InFocus and InFocus Mobile is supported by configuring a VPN (suggested) or via DNS/Port Forwarding. The list below highlights the basic configurations involved in each method. For a full discussion regarding remote access please refer to this article.

VPN

- Minimal (if any) additional configuration is necessary provided that VPN connected clients can resolve internal DNS names and IP addresses

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DNS/Port Forwarding

- Internal DNS: - Create an A record that points to the IP address of the SQL server
- External DNS: - Create an A record that points to your public IP (Note: External A record name should match the Internal record)
- Firewall: - Open port 1433 for SQL
- Router: - Foward all traffic for port 1433 to the internal IP address of your SQL server

---

FAQ

What is ClickOnce Technology?

ClickOnce is an auto-updating deployment technology created by Microsoft. This allows for simple installation for end users through a web browser or file share. Because the application is auto-updating, users don't need to uninstall when there is an update available.

Does the database have to be housed on the InFocus application server?

No. Many clients prefer to separate database operations from application/web operations- this is not a problem.

Can the InFocus server(s) be virtual servers?

Yes. The InFocus server(s) can be physical or virtual.

What is InFocus in the Cloud?

InFocus in the Cloud is a client specific deployment of InFocus securely hosted, backed up and maintained by Clearview. For more information go to http://clearviewsoftware.com/infocus-cloud.

Can InFocus run on a MAC?

Not natively. You can however run InFocus using virtualization software such as Parallels or VMWare Fusion. (This would still require you installing Windows virtually.)

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2 InFocus Foundations

2.1 InFocus User Interface

2.1.1 InFocus UI Basics

Overview

The InFocus User Interface (UI) is designed to be a user-friendly work environment that allows the user to navigate from one screen (applet) to another. Below are the major features of the UI.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. That being said, the following menu options are always available.

File

Though the File menu contains applet specific options such as Save, Close, Delete, etc, by default the following options are listed:

- **Dashboard** - Returns the user to the Dashboard applet
- **Logout** - Logs out the current user and closes the application
- **Exits** - Closes the applicaiton

Help

The following static options are available from the Help menu:

- **Change Password** - Changes the current user's password
- **About** - Displays current InFocus application information
- **Manual** - Launches InFocus User Manual.
- **Support**
  - Client Login - Launches Clearview Support
  - Remote Desktop - Lauches Clearview Remote Desktop

General Navigation

InFocus utilizes a *Module>Applet* approach where the Module represents the area of core functionality and the Applet the on-screen activities. InFocus navigates from left to right: When selecting a Module>Applet, InFocus displays the interactive contents (Tabs, Buttons, Grids, etc) of the selected applet. For example, the following depicts a user working in the Project Management module, Project Central applet. For purposes of this manual, InFocus locations are referenced as follows: *Project Management>Project Central*.

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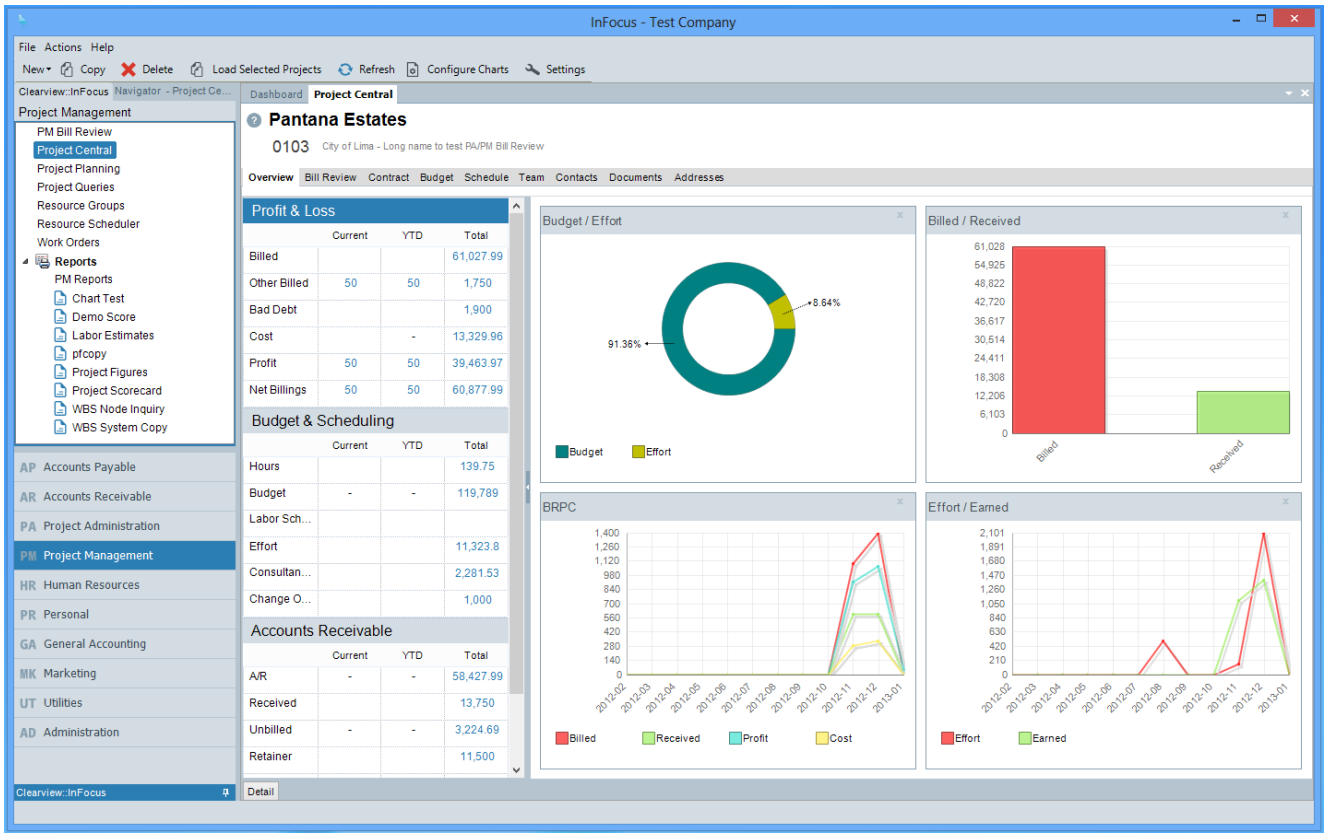

2.1.2 Searching and Lookups

Overview

The Lookup Control offers alternate ways to narrow down your choices within an Applet Screen throughout the InFocus program. The Lookup Control is an important tool to use when you are searching through hundreds and thousands of rows of data. The Lookup Control is usually found on the top right of your screen, but may also appear in other areas of the InFocus interface.

Object Lookup Control

Capabilities

1. *Pressing "Enter" or "Tabbing Out"* - Throughout InFocus, each lookup object has unique lookup properties (ie., code, path, etc.). If you type in the unique record identifier (eg., employee code in employee screen, client code in Client screen) and then hit **Enter (**or **Tab Out**) it will bring up the corresponding record. Each lookup object has different lookup filters. Use the different filters to narrow down your search.

2. *Pressing the magnifying glass* **-** By pressing the magnifying glass, you will get a window showing all of the unique record identifiers available in that section. You can narrow down your search by using the F3 and F4 buttons (illustrated below).

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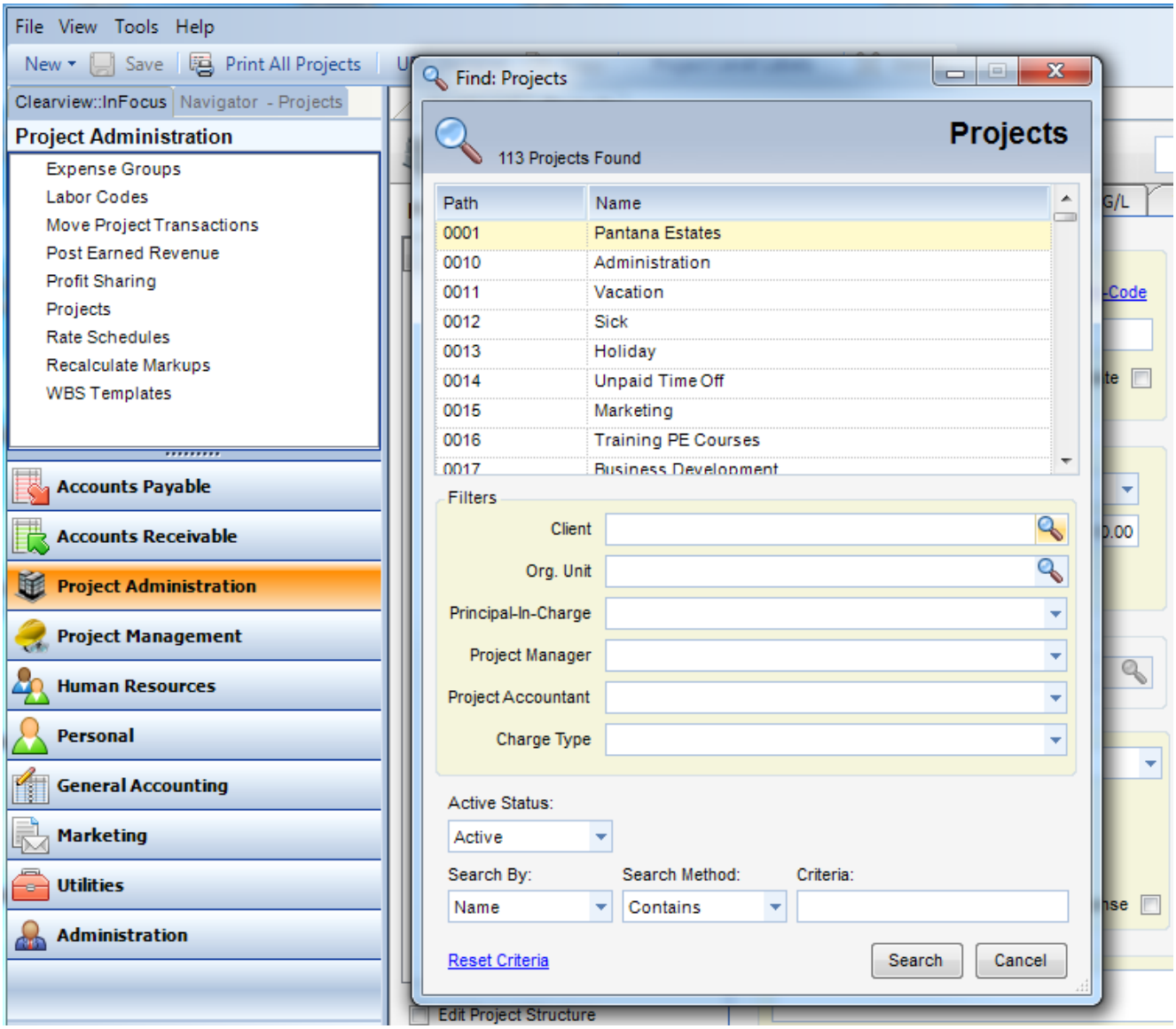
3. *Option: Auto Fill Lookup Forms* (located in *Administration>Global Settings>General* tab) - When checked, all active records for master field applets will display in the lookup list when the magnifying glass is clicked. For journal screens it means all records since transactions are not marked active/inactive.



4. *Using the F4 button* - When in the Lookup box, type in at least two characters of what you are searching for, then push F4. Any item that contains the characters in the code or name field will be returned.

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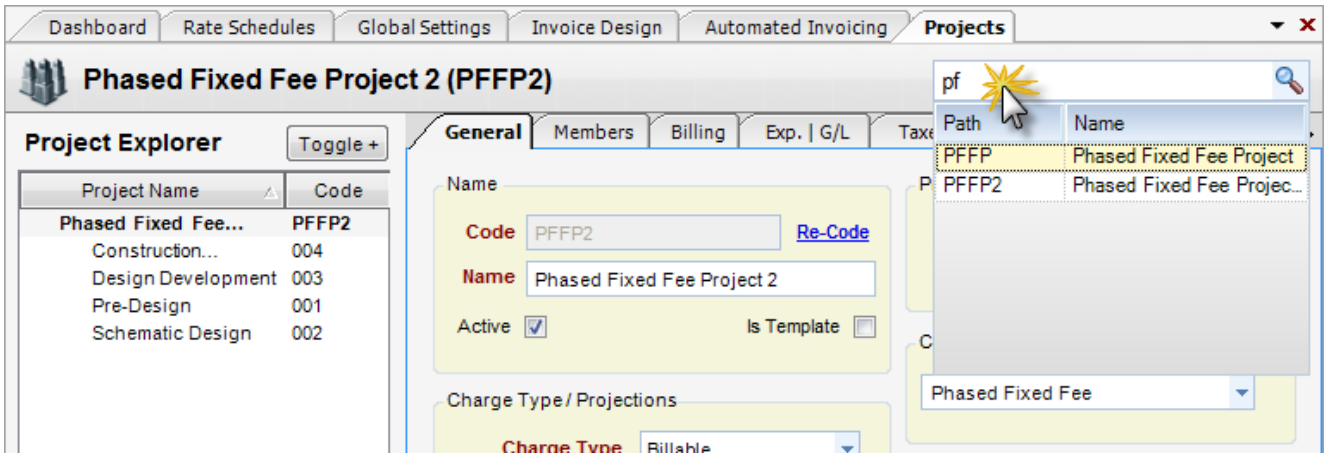
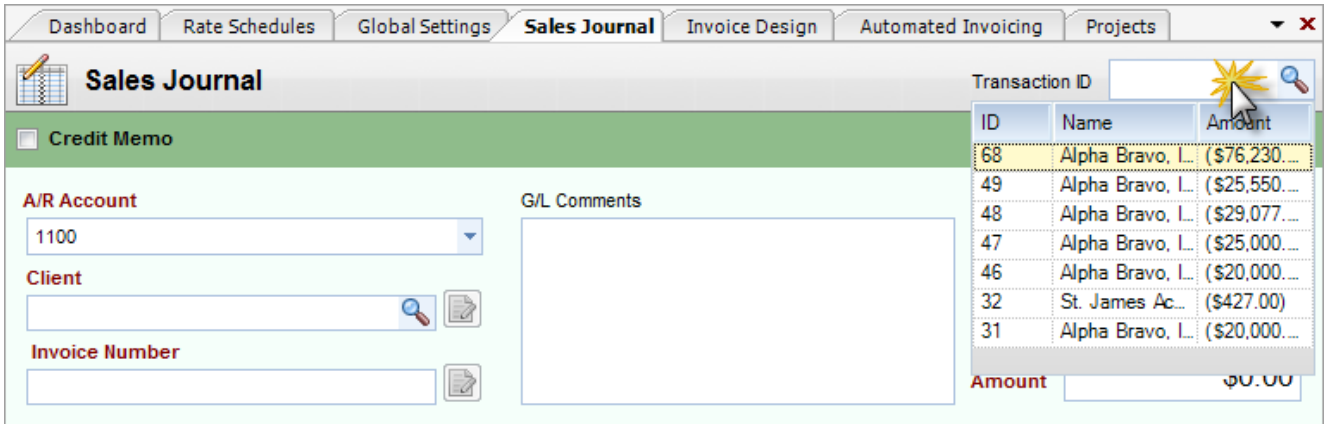


5. *Using the F3 button* - When you are in any of the journal screens, click on the lookup box (top right of screen). Then press the F3 button. This will bring back a list of the 10 most recent transactions within this journal. Please note, this feature is only available in the Journal screens.



2.1.3 InFocus Navigator

Overview

This is an extremely powerful search (navigation) function. It affects the most commonly used screens and makes finding transactions and/or records much easier. The selections available in the InFocus Navigator are driven by data queries. Each of these system queries can be edited as needed. Additionally, custom queries can be written to be utilized by the Navigator. Navigator queries (system and custom) are edited in *Utilities>Navigator Queries*. Below is a discussion of this applet.

**Keystroke Note*: Utilize the InFocus Navigator by clicking Ctrl + Tab and selecting Navigator in the Tools section of the pop up.

Navigator Queries

Utilities>Navigator Queries

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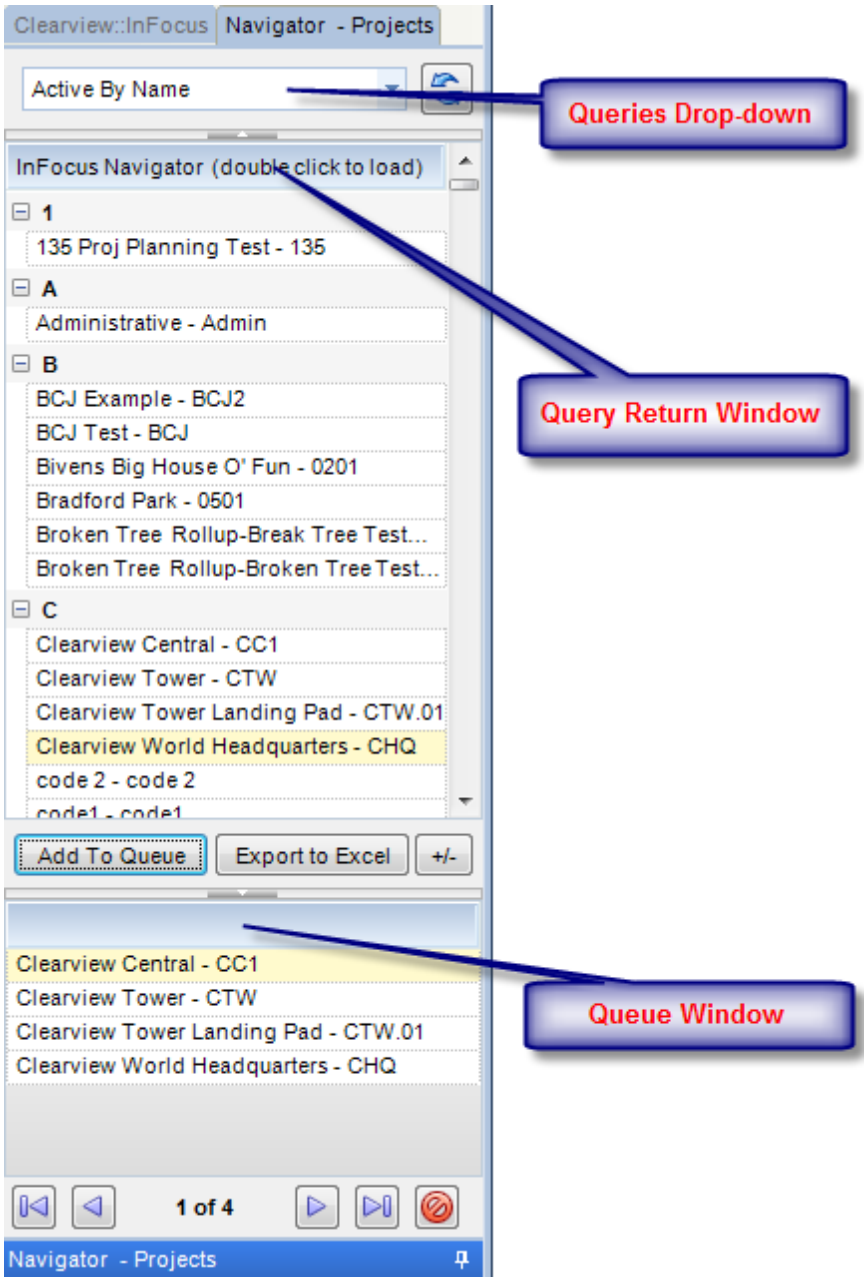
Queries Drop-down - When you click on the drop-down, a list of both system and custom queries to select show up here. The queries in the list are specific to the applet that you are currently in (Fig. 1 is currently in the Projects applet).

Query Return Window - The window displays the results of the query selected in the Drop-down.

Queue Window - This window displays all items selected from the Query Return Window. To get items to display here, Left-click and highlight the items. Next, click the Add To Queue button. Once items are here, you are able to move through them using the arrows at the bottom of the window.

Note: You are able to export the queries to Excel for personal use.



(Fig.1)

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References

Navigator

2.1.4 Grids

Overview

InFocus leverages dynamic grids for maximum convenience and usability. Nearly all grids throughout InFocus have been enhanced with the functionality described below. Reports are also enhanced with a View Data option which presents the reported data in a grid view.

- *Column Order and Width persistence* - User changes made to grids are dynamically recalled by the system.
- *Custom Columns* - Most grids give you the option to create custom columns. Custom Columns are available when you see a second tab labeled "Custom Columns" when the Column Chooser is open. Custom Columns are available to everyone and give you the ability to create private custom columns with the data available in that grid. If you are granted the "Can Manage Public Custom Columns" right, located in Employees / Employee Information, you have the ability to create "Public" custom columns that will appear for all users.
- *Column Chooser* - Allows the user to view additional columns relevent to the grid displayed.
- *Row Numbers*
- *Grid Export* - All dynamic grids can be exported. Use the following hot key shortcuts to export:
  - Excel -> Ctrl + Shift + e
  - Word -> Ctrl + Shift + w
  - Print -> Ctrl + Shift + p

Grid Functions

Sorting and/or filtering grids offers alternate ways of narrowing down and ordering data for easier viewing.

Sorting

You are able to sort any column in InFocus by clicking on the column header. If you click on the same column header again, it will reverse sort (Fig.1).

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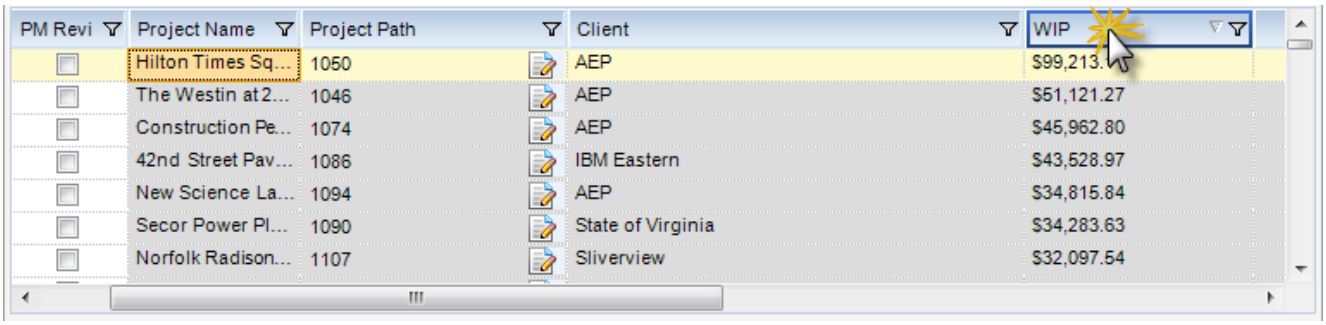
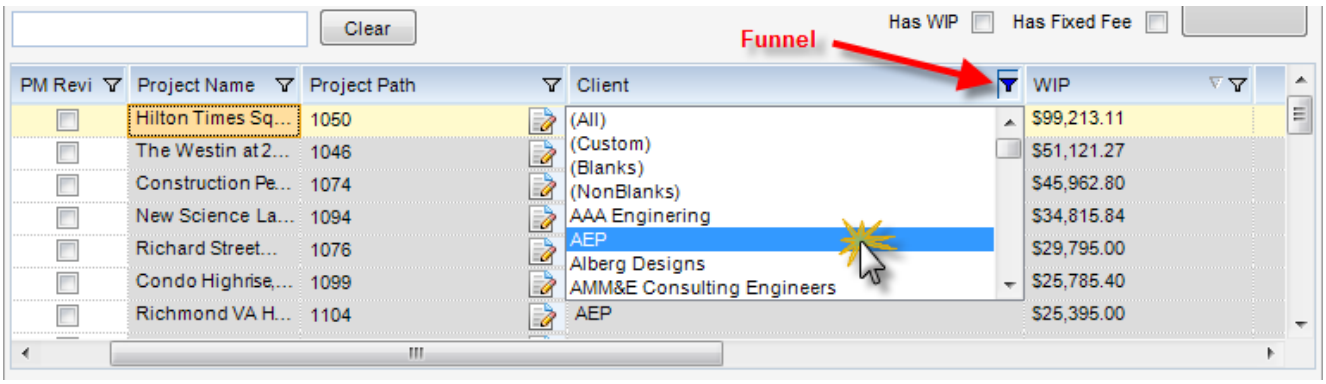


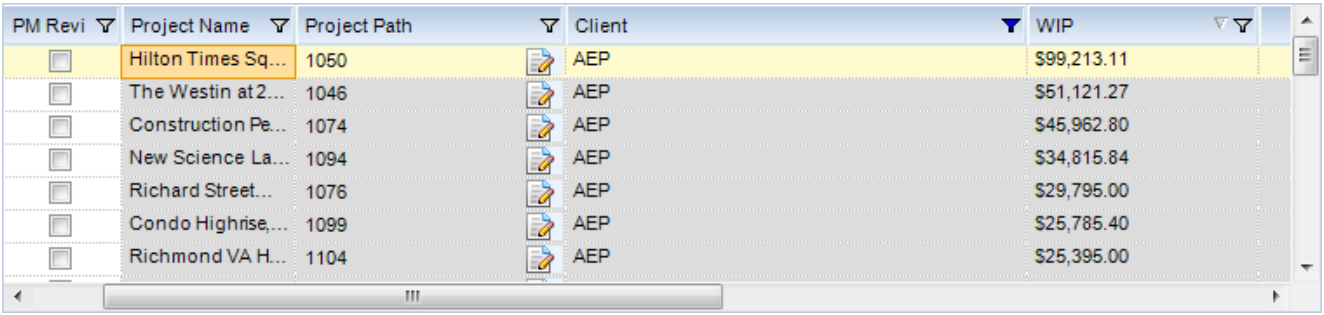
(Fig.1)

Filtering

By clicking on the funnel located in the column header, you are able to narrow down your results. In Fig.2, the user is filtering down to just Projects that are connected to the Client named AEP. In Fig. 3, you see the results of the filter.



(Fig.2)



(Fig.3)

References

The following tutorial details grid functionality and customization.

Base Grids

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2.1.5 Keyboard Shortcuts

Keyboard shortcuts offer alternate ways of invoking a command that would otherwise be accessible only through different levels of the InFocus user interface. Keyboard shortcuts expedite common InFocus operations.

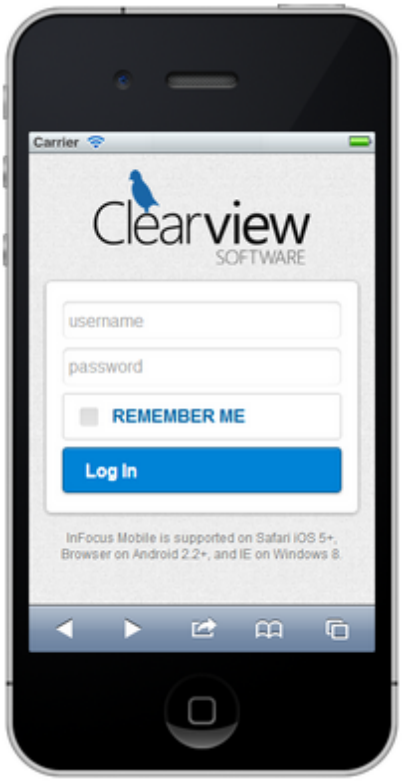
- **Ctrl + Tab** - Utilize to switch between Navigator options and Applet Windows
- **F2** - Is used when working in grids (such as journal screens or Timesheets). If you are on a new row, F2 duplicates the row from above, otherwise it copies the row you are on to a new line.
- **F3** - In the journal screens, when you are in the Lookup Control (Fig.1), pressing F3 will bring back a list of the 10 most recent transactions.
- **F4** - When using Lookup Control (Fig.1) in the journal screens (seen below), F4 will attempt to look up the respective object using the text that has been already entered.

Object Lookup Control

(Fig.1)

2.1.6 InFocus Mobile

InFocus Mobile is a mobile-optimized web application for iOS, Android, or Windows 8 devices.



Prerequisites

InFocus Mobile is a web app running on a web server. As such, remote access must be configured to the InFocus server. This can be accomplished using a VPN or via DNS/port forwarding (related article). Please refer questions regarding this configuration to your internal IT support.

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Mobile Access

InFocus Mobile can be accessed on any mobile device running a supported browser (Safari iOS 5+, Browser on Android 2.2+, IE on Windows 8). This typically includes Apple iPhone, iPad, and most smartphones and tablets. To log into InFocus Mobile, simply browse to your firm's InFocus Launch page- the same page you would browse to from your office computer.

References

For more information, including a tutorial on InFocus Mobile, please refer to the following article.

2.2 Key Concepts and Terms

2.2.1 Glossary

The following is an alphabetized list of commonly used terms throughout InFocus and the InFocus Manual.

Applet **-** The subcategories seen when you click a tab on the sidebar (ie. Click - Personal, Applets - Expense Sheets, My Work Orders, Time sheets) . Applets are a part of the InFocus application where security can be established. Everything at the second level of the Main Menu is an applet. Applets can be thought of as screens.

Bad Debt - The write off of open accounts receivable.

Base Code - The part of a general ledger account that describes the account but does not include an organizational unit.

Bill Rate **-** The rate that is billed to the client.

Bill Terms Node (Project Level) **-** The node where most project attributes are assigned. This will usually be the top node, but in the case of the presence of a roll-up node, it will be the second level node.

Billed Revenue - Revenue from actual invoicing.

Bottom nodes - (also known as terminal nodes) are nodes with no children.

Burdened Cost Rate **-** The burden rate is the allocation rate at which indirect costs are applied to the direct costs of labor. You should add burden to the direct cost of labor when you want to present the total absorbed cost.

Chart of Accounts (COA) - List of all general ledger accounts. InFocus categorizes project management amounts through the Chart of Accounts.

Diluted Pay Rates **-** Diluted pay rates are a calculated pay rate for salaried employees for a given pay period, based on the number of hours for the period. By default, when you establish a pay rate for a salaried employee in InFocus, it is the average pay rate (typically the annual salary divided by 2080 hours). Alternatively, you can run a utility after timesheets have been approved to recalculate rates for non-overtime time entries for salaried employees. The employee salary per period amount is divided by the number of hours worked, excluding overtime, and the resultant rate is then applied to the timesheets. For instance, an employee earning $1,000/week would have an average pay rate of $25/hr based on a 40 hour work week. If in a given work week the employee worked 50 hours, the diluted pay rate would be $1000/50 or $20/hr.

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Delimiter - A single character that separates the node codes with a path. Delimiters used in InFocus are period, hyphen, and colon.

Effort - Effort includes all cost charges against a project at the prevailing billable rate. For labor, that would be the established bill rate typically defined on a rate schedule. For non-labor transactions, that would be the cost plus the expense markup. All transactions are part of effort, regardless of their billing status.

ICC - In-Contract Consultants. All project-related consultants' expenses that are built into a fixed fee.

Job Cost Rate - A job cost rate is a user-definable rate for analyzing project labor charges. Basically, its the cost of the job to the company. Typically, companies use it to look at a burdened cost rate on projects. This would be done by setting the job cost rate to the pay rate, times a calculated or predicted overhead multiplier for the company. This would best be accomplished by defining a singular job cost schedule and then setting it as the default schedule in Global Settings. The schedule could then be modified on a periodic basis (typically annually).

Labor - Employee and sub-contractor time. Sub-contractors are defined as workers who enter time sheets and are billed out like employees. However, they receive 1099's rather than W2's.

Late Charge - Late charges for unpaid invoices.

Main Menu - After you login into InFocus you receive the main screen with a Two-level menu system anchored to the left hand side of the screen. That is the main menu.

Module - A group of applets organized by the area of a business that they address. Modules are the items at the first level of the Main Menu.

Node - A node is an individual record or point in a tree structure (hierarchy), such as a phase or task.

OBS - Organizational Breakdown Structure. In InFocus, we refer to the organization as the organization break down structure.

OCC - Out-of-Contract Consultants. All project-related consultants expenses that are not built into a fixed fee.

ODC - Other Direct Charges. All project-related expense other than labor and consultants.

Path - A path is the code sequence that uniquely identifies a node. It is formed by concatenating all parent (project) codes together separated by a delimiter.

Pay Rate - The Rate that you pay the employee to complete a job.

PM Comments - PM comments stand for project management comments. These comments can be made on any cost (labor or non-labor) transaction and can optionally appear in Project Management reports and invoices.

Post - The action of saving a transaction and making it available to general ledger reporting.

Premium Time - Synonymous with overtime.

Project Code - Also called a "node code," is the code given to a project.

Project Level - The relative position of a node to the beginning of the tree.

Retainage - Monies held back during invoicing until project completion.

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Retainer - Monies received prior to project work.

Roll-up Node - Allows multiple projects to be subtotaled together in project management reports

RDL - RDL stands for Report Definition Language. An RDL file is the file containing the design of a report (in XML format) used in InFocus

Subcontractor - A non-W2-employee who enters a time sheet.

Top nodes - (also known as root nodes) are level one nodes (nodes with no parent).

Transaction - An entry that affects the general ledger or time and expense. Transactions in InFocus are time sheet entries and adjustments, purchases, disbursements, employee reimbursements, expense sheets, sales, receipts, and general adjustments.

Tree - Data that is related in a hierarchy is called a tree. There are two trees in InFocus - Organizational Units and Projects.

Unbilled Revenue - Earned revenue.

WBS - Work Breakdown Structure, In InFocus we refer to a project structure as the work break down structure.

WIP - Work In Progress, all transactions against a project that have a bill status of Ready to Bill or Hold.

2.2.2 Organizational Structure

InFocus uses a parent/child system to represent the levels of hierarchy within an organization. InFocus refers to these as Organizational Units (Org Units). Org Units, defined in *General Accounting>Organizational Units*, are classified by Labels and can represent entities such as: Office, Department, Division, etc. For example, an organization structured by location and department could be represented as follows:

2.2.3 COA Metrics and PM Types

Overview

InFocus categorizes project management amounts through the Chart of Accounts. It accomplishes this by using two major properties assigned at the account level. These two properties are Metrics and Project Management

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Types (PM Types).

Metrics

In-Focus currently tracks the following metrics:

Cost - This covers both Labor and Non-Labor Expense. However, in the case of project management reporting, labor costs come from time sheets, not the general ledger. This is the only exception in metrics. One reason for this exception is that labor costs posted to the general ledger are done at a project level, not an employee level. The second reason is, that by using time sheets, multiple valuations (pay, job cost and bill rates) can be used.

Billed Revenue - Revenue from actual invoicing.

Unbilled Revenue - Earned revenue.

WIP - Work in progress

Retainage - Monies held back during invoicing until project completion.

Retainer - Monies received up front prior to project work.

Bad Debt - Revenue write offs.

Late Charge - Late charges for unpaid invoices.

PM Types

The first four metrics listed (Cost,Billed Revenue,Unbilled Revenue and WIP) can be subdivided into four PM types:

Labor - Employee and sub-contractor time. Sub-contractors are defined as non-W2 employees who enter time sheets and are billed out like employees.

Out-of-Contract Consultants (OCC) - Consultants whose invoices are passed to project billing, potentially with a markup and for reimbursement.

In-Contract Consultants (ICC) - Consultants whose invoices are not passed to project for reimbursement. Instead, their fee is buried inside the fixed fee for a project.

Other Direct Charges (ODC) - All non-consultant and non-labor charges to a project.

2.2.4 Firms

In InFocus, firms are a generic term for companies and organizations with which you conduct business. They can be prospects, vendors, clients or any combination thereof. When you first set up a firm, the screen you use automatically assigns the firm type. So firms first added through Vendor Setup are vendors. Firms first added through Client Setup are clients. Firms added through Firms Setup in Marketing default to prospect (if not marked prospect, they are considered clients).

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Once a firm exists as a client (prospect or otherwise) or a vendor, simply calling them up under the opposing setup screen and saving them allows them to be both types.

Firms can also have parent firms. This allows for the association of firms (especially for roll-up purposes) and is exposed in areas of the program such as the A/R and A/P sub-ledgers and Client and Vendor Queries.

2.2.5 Project Nodes

This section discusses different types of nodes used in configuring Projects: Roll-up, Bill-Term, and Other

Roll-up

- Exists only at level 1
- No attributes other than a code and a name
- Allows multiple projects to be subtotaled together in project management reports
- A separate WBS delimiter can be used from the rest of the WBS delimiter. For instance , 9801.01-A-001 is a four-level structure where the roll-up is 9801; the project is 01; the first level beneath project is A; the bottom level is 001.

Bill Term (aka Project)

- If no roll-up node exists, it is defined at level 1, else at level 2
- Project leaders (PIC, PM, Project Accountant) are defined here
- Client is defined here.
- Invoice design is defined here. An invoice design can have multiple labor and expense sections. In the case where multiple contractual elements (i.e., fixed fee, lumps sum, T&M, not to exceed) need to appear on one invoice, there are two methods. Method A involves establishing an invoice filter at the level below the Project level. The filter is simply a code that will be assigned on each of the nodes below the project. Then multiple invoice sections will be added to an invoice design that will limit the scope to the particular nodes with the corresponding code.
- Method B is to assign multiple projects to the same Invoice Group. In this method each project that is part of an invoice group can have its own invoice design. While the individual projects will print out as separate invoices, the actual invoice number assigned to each will be the same. It will also post as one invoice in the InFocus A/R sub-ledger. A special invoice design section called a cover sheet can be added to the invoice group that will provide a recap of the projects involved along with a grand total. The major difference between the two methods is invoice format. The first method, in essence uses one invoice report design, so in the case where there is a mixture of contract types (fixed fee, T&M), the report design can accommodate whether or not a page break occurs between the types. In the second method, each project is its own report, so a page break will always happened between the projects.
- Determines what level of the WBS is used for upsets and fixed fee amounts. Please note that if fixed fee and upsets are established on the same project they need to exist at the same level. Contract amounts can exist up to three levels below the bill term level.
- Profit center ownership is defined here.
- Determines at what level sharing profit centers will be defined.
- Determines minimum level where non-labor transactions can be applied.
- Can have expense groups defined
- Overall ODC and consultant markups can be defined here

Other

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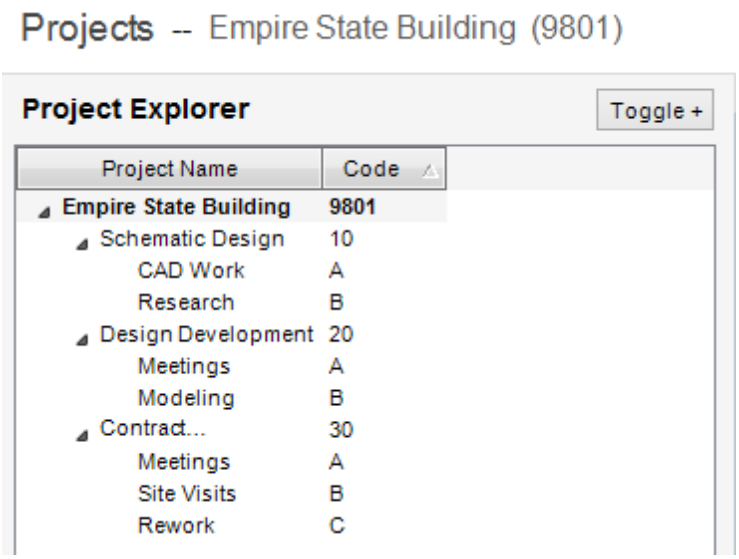
- Exist below the bill term node
- If level is directly below the project then invoice filters can be defined
- Only bottom nodes can have labor charged to them.
- First three below the bill term node can appear on invoicing. They can all use upsets and fixed fee amounts. The contractual level is established on a project-by-project basis for labor, expense and consultant.
- Time and expense can be activated and inactivated on data range
- Can have rate schedules and multipliers defined. In this case the rate potentially overrides schedules at higher levels.
- Can have sharing profit centers defined
- Can identify taxable items
- All budgeting occurs on bottom nodes
- Expense multipliers can be defined

2.2.6 Project WBS Structure

InFocus utilizes a parent/child structure to represent the relational hierarchy (tree) in a project structures. Commonly, a given project will consist of child levels often referred to as phases and tasks. Consider the following project tree.



Nodes

In the above diagram we have a project linked to three phases, each of which are linked to two or more tasks. Each item on the tree is called a node. Therefore, Empire State Building, schematic design, and cad work are all nodes. The numbers and letters in parenthesis are generically referred to as node codes. So 9801 (typically referred to as the project code) is a node code as is 10 for phase schematic design. Two other terms used in this manual in regards to trees are top nodes and bottom nodes. Top nodes (also known as root nodes) are level one nodes (nodes with no parent). Bottom nodes (also known as terminal nodes) are nodes with no children. Nodes must be uniquely coded in respect to their immediate parent- level one nodes must be unique to all other level one nodes.

Project Path

Since some nodes can have the same code (e.g., cad work and meetings) it is necessary to refer to nodes not

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only by their code, but also by what branch of the tree they live on. The way InFocus accomplishes this is to cite each code along the branch to the node in question. For purposes of clarity, a separating character (also know as a delimiter) is used between each node code. This notation is called a path. An example of a path would be 9801-10-A. In this example, the project is Empire State Building, the phase is Schematic Design, and the task is CAD work. A hyphen is used as the delimiter.

Parent-Child

Nodes can have parents and children. For instance, CAD Work has an immediate parent called Schematic Design but no children. Schematic design has an immediate parent called Empire State Building and two immediate children called Cad work and research. The use of the word immediate means adjacent to. In other words Empire State building is a non-immediate parent to CAD work since it is related to CAD work indirectly through Schematic Design.

Level

The relative position of a node to the beginning of the tree is called the level. In the above example, 9801 is on level one, phases 10,20 and 30 are on level two. All other nodes are on level three. Levels can be labeled so we can refer to them in real world terms such as project, phase and task.

2.2.7 Journal Transactions

Overview

The following tutorial will discuss transactions in InFocus. Transactions cover all G/L transactions plus labor entries and personal transactions (timesheets and expense sheets). All the journals share some common operations, such as voiding a transaction. These operations will be discussed in the Common Journal Operations chapter. Account journals support both *Batch* and *Real-Time* entry.

Batch Entry

Batch entry can only be used for new entries and is only available if enabled in Global Settings. Batch entry allows for a series of transactions to be entered under a batch number. Totals for the entries can be viewed prior to posting the batch. Until an entry is marked posted, it does not appear in any accounting or project management reports and cannot be part of any accounting process. While it is saved, it is not part of the system.

Real Time Entry

In Real-Time mode, entries are flagged as posted as soon as they are saved. This makes them available to all reports and operations in the system. Once a transaction is posted all revisions to that entry are automatically done as real-time entries.

Audit Trail

InFocus employs a unique auditing feature. Depending on settings in Global Settings, it automatically determines if a change to a transaction line item should alter the existing data, or, instead, make a background reversing entry of the prior state of the line and insert a new line containing the changes. This technique makes corrections far simpler than a pure batch entry system and results in a more accurate audit trail. It also allows for adjustments to naturally been seen down to the line level.

The audit trail options are *full* or *not full*. When in full mode any change to critical data (In general, project,

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amounts, G/L accounts) causes an immediate reversing entry. When not in full audit mode, changes to critical data only generate a reversing entry if they are also accompanied by a change to the G/L period. Every time a transaction contains one or more auto-reversals, a new revision number is displayed in the header of the transaction. You can scroll backwards to view prior revisions. Each line item will also have the revision number on which they were created. In normal operation, revisions are virtually transparent to the user. For instance, if an entry contained five lines and you modified each line and saved the changes, the transaction would still show five lines with the new values.

Employee Reimbursables

Accounts Payable>Employee Reimbursables

The Employee Reimbursable Journal is where employee reimbursements are entered. Typically, they have been imported from employee expense sheets, but they can also be directly entered here. This journal makes assumptions on debits and credits. It assumes the header amount is a credit so when you enter a positive amount it saves it behind the scenes as a negative (a credit).

For more information about Employee Reimbursables, see the Employee Reimbursables section of this manual.

Expense Sheets

Personal>Expense Sheets

Expense sheets are for employees entering job-related expenses. There is no period cycle for expense sheets.

For more information about Expense Sheets, see the Expense Sheets section of this manual.

Timesheets

Personal>Time Sheets

Timesheets can be entered by employees or sub-contractors. Typically, these users enter their own timesheets, but timesheet administrators (when given special rights) can enter them in their stead.

For more information about Timesheets, see the Timesheets section of this manual.

Timesheet Adjustments

Human Resources>Timesheets Adjustments

The Timesheet Adjustments Journal is used to make adjustments against an already existing timesheet. You cannot enter new timesheets here. Once you modify an existing timesheet it can no longer be sent back to the manager or owner (timesheet rejection). Modifications to the timesheet, via timesheet adjustments, will not effect the original version of the timesheet.

For more information about Timesheet Adjustments, see the Timesheet Adjustments section of this manual.

Purchases (Vendor Invoices)

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Accounts Payable>Purchase Journal

The Purchase Journal is where vendor invoices are entered. Transactions entered here must be offset against an accounts payable account (this is the header or control side of the transaction). This journal makes assumptions on debits and credits. It assumes the header amount is a credit, so when you enter a positive amount it saves it behind the scenes as a negative (a credit).

For more information about Purchases, see the Purchase Journal section of this manual.

Sales (Client Invoices)

Accounts Receivable>Sales Journal

The Sales Journal is where client invoices are entered. Transactions entered here must be offset against an accounts receivable account (this is the header side of the transaction). Typically, most transactions in the sales journal are entered automatically from automated invoicing. This journal makes assumptions on debits and credits. It assumes the detail amount is a credit, so when you enter a positive amount it saves it behind the scenes as a negative (a credit).

For more information about Sales, see the Sales Journal section of this manual.

Cash Disbursements

Accounts Payable>Disbursements Journal

The Cash Disbursements Journal is where all outgoing checks are entered. Typically entries here have been entered automatically from A/P or E/R check writing but can also be entered here manually. This journal makes assumptions on debits and credits. It assumes the header amount is a credit so when you enter a positive amount is saves it behind the scenes as a negative (a credit).

For more information about Cash Disbursements, see the Disbursement Journal section of this manual.

Cash Receipts

Accounts Receivable>Receipts Journal

The Receipts (Cash Receipts) Journal is where all incoming checks or payments are entered. This journal makes assumptions on debits and credits. It assumes the detail amount is a credit so when you enter a positive amount it saves it behind the scenes as a negative (a credit).

For more information about Cash Receipts, see the Receipt Journal section of this manual.

General Adjustments

General Accounting>General Journal

The General Journal holds both accounting adjustments and special transactions, such as labor distributions, revenue recognition and end of year closings. While you can make transactions that affect project management figures, these transactions cannot be part of invoicing, accounts receivable, or accounts payable reporting. Project-related transactions can, however, appear on project management reports. This is the only journal where there is

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no header control account or amount. Instead, the sum of all line items must zero out. Unlike other journals, no assumption is made about debits and credits. Debits are positive values, while credits are negative values. Entry rules, as far as type of account and organizational unit, are relaxed in this journal.

For more information about General Adjustments, see the General Journal section of this manual.

Common Journal Operations

For common journal operations, see the **How to** sections at the end of each journal chapter within this manual. Also, you can go to the **Tutorials** chapter of this manual to see these as well.

2.2.8 InFocus Processes

The following discusses special processes available in InFocus.

Activities

Marketing>Activities

Activities are an appointment system. While listed under Marketing, they could be used by anyone in the system with the required permissions. Activities can be entered directly into the calendar or can be entered when recording Notes. The main activity navigation is a calendar. The type of calendar (daily, weekly, monthly) can be toggled from the tool bar. You cannot only view your own activities but activities for other employees. On the left hand side of the screen there are check boxes to control whether to see all activities or certain users' activities. If you check the Group by Owner option you will see a separate calendar for each selected user. To understand entering activities, go to the "How to Enter an Activity" section of this manual.

Work Orders

Project Management>Work Orders

Work orders are used by project leaders to communicate with team members. Work orders are normally an assignment of work to be accomplished, but can also be requests to internal employees for quotes. There are two work order applets: Work Orders and My Work Orders. For more information about Work orders, see either the Work Orders or My Work Orders sections of this manual.

PM Bill Review

Project Management>PM Bill Review

The PM Bill Review (Project Manager Bill Review) applet is used by project managers to communicate billing and charging instructions to the project accountant. Only project managers have access to this applet. For more information about PM Bill Review, see the PM Bill Review section of this manual.

PA Bill Review

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Accounts Receivable>PA Bill Review

This applet is used by project accountants to perform time and expense modifications on a project-by-project basis prior to invoicing. Only project accountants can access this applet unless the logged-in user has the special permission "Can Override Project Accountant Restriction". For more information about PA Bill Review, see the PA Bill Review section of this manual. To make adjustments on PA Bill review, see the "How to Make Adjustments to PA Bill Review" section of this manual.

Labor Distribution

Human Resources>Labor Distribution

The purpose of labor distribution is to post labor to the general ledger and mirror payroll. For more information about Labor Distribution, see the Labor Distribution section of this manual.

Revenue Recognition

Project Administration>Projects

This utility serves two purposes: (1) It posts earned revenue and (2) It performs profit sharing within projects. For more information about Revenue Recognition, see the Understanding Revenue Recognition / Profit Centers section of this manual.

Project Planning

Project Management>Project Planning

The project planning applets allows project managers to plan, schedule and allocate resources to their projects. For more information about Project Planning, see the Project Planning section of this manual.

Resource Projections

Human Resources>Resource Projections

The resource projection is used to aggregate and analyze schedule data from project planning. Scheduled hours can be viewed by employee or job title and compared against available hours to show predicted utilization. For more information about Resource Projections, see the Resource Projections section of this manual.

Accounts Payable Check Writing

Accounts Payable>A/P Check Writing

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Checks processes from A/P check writing are generated from the vendor invoices entered into the purchase journal. The checks themselves are posted into the disbursements journal. To understand more about writing A/P Checks, see the A/P Check Writing section of this manual.

Employee Reimbursable Check Writing

Accounts Payable>E/R Check Writing

Checks processed from E/R check writing are generated from the employee reimbursable entered into the employee reimbursable journal. The checks themselves are posted into the disbursements journal. To understand more about writing E/R Checks, see the E/R Check Writing section of this manual.

Automated Invoicing

Accounts Receivable>Automated Invoicing

Automated Invoicing streamlines the billing process. Invoices are printed and posted into the Sales Journal based on User-entered criteria. To understand more about Automated Invoicing, see the Automated Invoicing section in this manual.

Collections

Accounts Receivable>A/R Collections

The A/R Collections applet is used to facilitate the collection of outstanding invoices. To understand more about collections, see the A/R Collections section of this manual.

Overhead Allocation

Utilities>Overhead Allocation

There are two ways to view overhead on project management reports. The most common method is to use the job cost rate to include any overhead burden, which allows the user to view figures down to the transaction level (i.e., employee and work date). The second method, overhead allocation, can be used in the event that you use the job cost rate for other purposes, or if rate calculations do not yield the desired effect. Overhead allocation can be made only to the bottom nodes of the WBS and to an accounting period. You cannot apply it to an employee or work date. When you use this method, you now can use the specific overhead variables in Project Management Report Design. These are not used in the default shipped reports. To understand more about Overhead Allocation, see the Overhead Allocation section of this manual.

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Form 1099

Accounts Payable>Form 1099

Form 1099 can be sent to vendors and employees. The system will fill out the forms automatically by the user and can override any information, including financial amounts. To understand more about using Form 1099, see the Form 1099 section of this manual.

Recalculate Labor Rates

Human Resources>Recalculate Rates

The Recalculate Rates Utility is used when you set up rates or rate schedule after you enter timesheets. This is, of course, not the preferred method. The three different types of rates (pay, job cost, and bill) can all be recalculated. To understand more about using the Recalculate Rates Utility, see the Recalculate Rates section of this manual.

Convert to Cash Basis

General Accounting>Chart of Accounts

Cash basis conversion is accomplished by the use of two screen-less journals: one for disbursements and one for receipts. The utilities scan the Disbursements and Receipts Journals. Any transactions that are applied against an accounts payable or accounts receivable account are researched in the Purchase and Sales Journals, based on the invoice number of the transaction. The non-subledger accounts (income and expense) found in the Sales Journal or Receipt Journal are then transferred to the Cash-based Journal for the G/L period in the Disbursement or Receipt Journal. In the case of partial payments, the amount of the receipt or disbursements is proportionately spread against the income and expense accounts. This conversion is a "point in time" conversion. If a Purchase or Sales Journal is revised, depending on the G/L periods involved, you may need to re-run the utility. Automated cash base conversion cannot address all possible conversion scenarios. Adjustments can be made by entering cash only adjustments in the General Journal. To use the CCB utility see the "How to Run a Cash Based Conversion " section of this manual.

End of Year Closing

Utilities>End of Year Closing

End of year closing in InFocus is an automated journal entry. The purpose is to take the year-to-date amounts in all income and expense accounts and reverse them into retained earnings. This effectively zeros out the income and expense accounts for a fiscal year. To understand more about using the End of Year Closing utility, see the End of Year Closing section of this manual.

Project History

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Utilities>Project History

Project history is used to enter historical labor against a project. Metrics can be entered through the accounting journal (General Journal). A special screen is needed for labor, since it would be difficult (sometimes impossible) to enter this in timesheet adjustments without going down to the detail level. Entries in this screen are transferred into the timesheet tables. They are flagged as historical entries so they will not appear in timesheet adjustments; neither can they be invoiced or be part of labor distribution. They will appear on project management reports. To understand more about using the Project History utility, see the Project History section of this manual.

2.2.9 SQL Data Views

Every SQL table in the InFocus database is also represented by a SQL view. A SQL view is a stored query that appears to other applications as a table. A SQL view simplifies user queries by joining tables for you. InFocus provides two classes of SQL views for end-users to use for queries: Standard Views (SV) and Extended Views (EV)

Standard Views (SV)

Standard View names are the same as the table name, but with a prefix of "SV_". Standard Views contain all the columns of their table and, in addition, all code and title fields from related tables. For instance, if you query timesheet items (which holds timesheet line items) you would see columns such as projectid, jtid, etc. These are keys fields relating the projects and job titles tables. In Standard Views, you would see the joined in code and title fields from the related table. The Standard View would also contain projectcode, projectname, projectpath,projectlongname, jtcode and jtname.

Extended Views (EV)

Extended Views are the other view class. These have a name beginning with "EV_". Extended Views are useful views that were created by InFocus. EV examples include, but are not limited to

EV_ProjectTransactions - Gathers project related transactions. Field compliment is same as aggregate and non-aggregate in project management report designer.

EV_Marketing - Marketing contact information

EV_Wip - Work in progress data.

2.2.10 InFocus Report Design

Overview

The following tutorial will discuss Report Design in InFocus. All reports in InFocus use the Microsoft Report Designer that ships with all versions of SQL 2005.

Reports are broken down into five categories: Invoices, Project Management, Financial Statements, Standard Reports, and Custom Reports. The first three employ unique wizards geared to the report styles to simplify report creation. Report design for standard reports is limited to layout only. Custom reports are the only reports where the user can define the interface.

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Report Components

All reports have three components: Interface, Layout, Dataset.

Interface

The interface refers to the passing of print criteria at run time. The interface is fixed and cannot be changed by the user (except for custom reports). The interface is different for each report type. The criterion is used for two purposes: (1) to dynamically populate the data in the dataset, and (2) to provide the conditional formatting employed by the layout.

Layout

Layout refers to the print layout that is controlled by the Microsoft Report designer. A vast array of format issues can be controlled here. Examples are columns to print, subtotals, grouping of data, underlining totals, and indentation.

Dataset

The dataset refers to the fields presented and controlled by the layout. In the case of invoices and project management, the fields are selected by the wizard and, therefore, vary from design to design. In all other reports the field list is static. The data that populates the dataset is based on selections made in the interface.

Microsoft has various web sites and forums providing information on the use of the Report Designer.

Report Categories

Invoices

Invoice design is segmented into sections. Each section controls a particular area of an invoice. An invoice design can have an unlimited number of sections. All section types, except for the border, can appear multiple times on an invoice. However, no section design can appear twice. Section designs can be reused between invoice designs.

For more information about Invoices, see the Invoice Design section of this manual.

Project Management Reports

Project management reports are project-based. Only data related to projects are available.

For more information about PM Reports, see the PM Report Designer section of this manual.

Financial Statements

Financial statement designer provide for very flexible statement generation. Balance sheets, profit & loss (consolidated and by profit center), and other statements can be created here. The basic premise is that and group of G/L accounts can be combined to appear on a financial statement design.

For more information about Financial Statements, see the Financial Statement Designer section of this manual.

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Standard Reports

All reports not covered under one of the three specific report designers are called standard reports. Examples of standard reports are journal reports, general ledger reports, utilization reports, checks, etc. All standard reports can be copied and modified using the Report Management applet. You cannot modify the original report, but you can mark it inactive.

For more information about Standard Reports, see the Report Management section of this manual.

Custom Reports

This designer allows the end user to construct their custom reports that will be housed in the application and will appear on InFocus menus. Knowledge of SQL is required.

For more information about Custom Reports, see the Custom Reports section of this manual.

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3 InFocus Setup

3.1 Initial Setup

Overview

Once you have installed the InFocus application, you will need to initialize the system prior to set-up for actual use. InFocus installs with an empty password on an Admin login account. You use this account to set up and account for the employee who will act as system administrator. This employee will typically be granted full access to all modules within InFocus. The best practice is to create a user group titled "Admin" within InFocus and assign the administrator to this group. By using a group, you will be allowing for the potential assignment of other employees as administrator in the future.

Login

When you first launch InFocus you will be prompted to login. Type in "Admin" and then click *Login*. Note, the Admin login exposes the following applets: *Time Sheet Groups*, *Employees*, *Permissions*

System Setup

Below is a step-by-step guide to initial system setup

1. *Time Sheet Groups* - Once you are logged in, the first thing you need to do is create a Time Sheet Group. For detailed instructions, go to Creating Time Sheet Groups under the *Setting up your Program* section of this manual.

2. *Create System Administrator* - Next you need to add the employee who will be the system administrator. For detailed instructions go to Creating An Employee under the "Employees" section in the *Setting up your program* section of this manual. this time, only minimum information can be entered: Code, First Name, Last Name, User Name (which can be auto-generated) and Timesheet Group.

3. *Create Admin Group* - Once the employee has been added, use the permissions applet to first create an admin group. To create an Admin group, refer to the Creating Groups and Users section in the *Security and Permissions* section of this manual.

4. *Create an Administrator* - Once the Admin group is created, add the employees to the group. For detailed instructions go to the Members Tab section under the *Setting up Your Programs*ection of this manual.

5. *Set Permissions* - Finally, to assign permissions to the "Admin" user, refer to the User Permissions section of this manual. Refer to the Group Permissions section of this manual if you are assigning permissions to a group. Set the permissions for this group to have all rights for all applets in the system. See the **Security and Permissions** section in this manual for further detail. Please note, it is a good idea to establish a password for the Admin account. While logged in as Admin choose *Change Password* for the Main Screen help tool menu. Here you will be prompted for the new password. Refer to the Passwords section of this manual for details.

At this point you can log out of the system and re-login under the new user "Admin" account. Your menu should contain the complete list of applets in the InFocus system.

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3.2 Application Setup

Overview

The following tutorial explains the continuous setup of InFocus after you have followed the steps in the Initial Setup section of this manual.

Order of Setup

The applets below are given to you in the order in which you would set them up to begin use. The one notable exception is global settings. While many of the fields in global settings should be setup up initially, some will require returning to global settings after other section setups are completed.

• List Management

Administration>List Management

Lists are found in most drop-down boxes in InFocus, as well as in cases where there are more than two selections. Lists can be of two types System and User. System lists cannot be added to, edited, or deleted. System lists are viewable for reference purposes only. User lists are completely in control of the user. You can add, edit, delete and reorder these lists. Please note, the use of the individual lists will be referenced after the overview of the pertinent setup module.

For more detailed information, see the List Management section of this manual.

• Global Settings

Administration>Global Settings

Global settings contain all system-wide settings for InFocus. In general, settings are configuration switches for the application. Typically, these are set during the initial installation of the application or when needed modules are brought into use. While many of the settings can be set up immediately upon installation, some settings must be configured after their corresponding module has been initialized. This is especially true for settings that act as default values.

For more detailed information, see the Global Settings section of this manual.

• Organizational Units

General Accounting>Organizational Units

Organizational units represent the corporate structure. They can contain an infinite number of levels. Examples of levels would be division, office, discipline or department. They can also be used for target markets, though that may be handled better using the market sector feature in InFocus. Employees, projects and G/L base accounts can be attached to org units in various scenarios. Employees can be assigned only to the lowest level of the org structure. This ensures proper revenue recognition calculations. Projects can be shared among org units at the specified level established in global settings. Projects can be owned at any level equal to or above the share level. In the case of project charging, allowable org units include not only the established owner or sharing org unit, but all its children.

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For more detailed information, see the Organizational Units section of this manual.

• Chart of Accounts

General Accounting>Chart of Accounts

Chart of Accounts represents the allowable G/L Accounts. An allowable G/L account is comprised of potentially two parts: a base account and, optionally, an organization path. In other words, base accounts can be attached to any org path In other words, base accounts can be attached to any org path, or to no org path. Base accounts also contain properties that interact with project management and accounting processes. This is where the integration of accounting and project management is established.

For more detailed information, see the Chart of Accounts section of this manual.

• GL Budgets

General Accounting>G/L Budgets

Budgets can be maintained for any and all general ledger accounts per accounting period. Budgets for both accrual and cash balances can be entered. Budgets can appear and be part of calculations in financial statements.

- Show Budgets For: Choices are Accrual, Cash or Both.
- Fiscal Year: Designates fiscal year for budgeting.

All columns can be both pinned (column does not scroll) and filtered (only rows with designated column value will show). The push pin in the column header controls pinning and the funnel in the column header controls filtering.

For more detailed information, see the GL Budgets section of this manual.

• Clients

Accounts Receivable>Clients

Clients, vendors and prospects are all considered Firms in InFocus. When you add a client it can later be flagged to also act as a vendor or vice versa. Prospects are firms that you are hoping become clients. Once they become clients they are no longer considered to be prospects. Clients are required for billable projects.

For more detailed information, see the Clients section of this manual.

• Expense Groups and Codes

Project Administration>Expense Codes
Project Administration>Expense Groups

Expense codes provide two primary functions. First, they allow for non-labor expenses to be grouped into categories. This is beneficial because it allows for billing categories to be established without the need for changing the chart of accounts. For instance, if a client demands that air travel is separated from local travel, you would not have to set up a separate ODC travel G/L account. Secondly, Expense Groups and Codes provide a mechanism for varied unit billing and markups. Once expense codes are established, they are then placed in expense groups. An expense code can belong to many groups. In turn, groups are applied to projects. Groups also can have effect dates allowing for the revision of markups/rates on perhaps an annual basis. Basically,

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expense groups are the expense equivalent of labor rate schedules.

For more detailed information, see the Expense Groups and Codes section of this manual.

• Vendors

Accounts Payable>Vendors

Like clients, vendors are also firms. If the vendor you want to set up already exists as a client or prospect, simply recalling the firm to the screen and clicking on Save will establish it as a vendor. Vendors are a requirement to maintain accounts payable sub-ledgers.

For more detailed information, see the Vendors section of this manual.

• Job Titles

Human Resources>Job Titles

Job Titles can be established for employees. Examples of a job title are Senior Mechanical Engineer, Surveyor, Cad Operator etc. Employees can be assigned to one or more job titles. At the project level, employees can be assigned an override set of job titles. Rate schedules can be set up based on job titles. Job titles also can provide the G/L posting accounts for labor distribution. These posting accounts override those in global settings.

- Code: Job title code
- Title: Job title name
- Active: Flag indicating if job title is active.

For more detailed information, see the Job Titles section of this manual.

• Labor Codes

Project Adminstration>Labor Codes

Labor Codes are used to group time together for items (such as site time, meetings, phone call, etc.) that are not part of the WBS. Labor codes can be subtotals in project management reports. They are not exposed in billing, nor do they have budgets. Labor codes, when set up, are global and can be used against any project. They can be restricted to direct or indirect projects.

- Active: Indicates if labor code is active.
- Labor Code: Labor Code
- Labor Name: Labor Name
- Type: Designates what type of project the labor code can be used with (direct or indirect). Note that Indirect refers to all non-direct project types.

For more detailed information, see the Labor Codes section of this manual.

• Timesheet Groups

Human Resources>Employees

Timesheet Groups provide a mechanism for the preparation of time sheet coverage periods. Timesheet coverage periods simply means the starting date and ending date for a time sheet. InFocus allows for multiple time sheet coverage periods. For instance, you can have a group of employees putting in weekly timesheets and another

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putting in biweekly timesheets. You can even have multiple groups putting in weekly timesheets but each starting on a different day of the week.

For more detailed information, see the Timesheet Groups section of this manual.

• Employees

Human Resources>Employees

Employees and sub-contractors are entered in employee setup. These are the only items that can have time sheets entered against them. InFocus is licensed-based on active employee count (subcontractors count as employees).

For more detailed information, see the Employees section of this manual.

• WBS Templates

Project Adminstration>WBS Templates

Work Breakdown Structure Templates are tree fragments. They can represent multiple levels of nodes linked together or simply one unlinked level. WBS templates are used for fast WBS setups. After creating a project or WBS structure you can right click on a node and apply a WBS template to that node or all nodes of the same level. Please note that WBS codes must be unique with respect to parent node within a template. Since the top level has no parent nodes all top nodes must be unique among themselves within the template.

For more detailed information, see the WBS Template section of this manual.

• Rate Schedules

Project Administration>Rate Schedules

Rate schedules are used to control job cost and bill rate schedules in the application. Once rate schedules are setup they can then be applied to projects. Rate schedules are date sensitive so as to all period changes to schedules perhaps on an annual basis. When time sheets are entered or edited in the system they immediately pick up rates and store them in the time sheet module so that they are available for reporting. If you want to apply rates retroactively to time entries, this can be accomplished via the Recalculate Rates Utility.

For more detailed information, see the Rate Schedules section of this manual.

• Projects

Project Administration>Projects

There are five types of projects in InFocus: billable, indirect, projection, opportunity, and plan. Billable Projects can be invoiced and require a client. Indirect Projects are overhead projects that can be charged to but never invoiced. Opportunities are similar to Indirect Projects but, are client-related, and charges can be placed on hold. If an Opportunity becomes a Billable Project, the charges on hold can then be either billed or written off. The final two, Projection and Plan, cannot receive charges. Plans exist only for the purpose of project planning. Projections are used to record estimated revenue for future endeavors. Projects can always change their type. All projects can have an unlimited breakdown, called the Work Breakdown Structure (WBS). You can assign names to the levels of the WBS such as phase and task. An entire WBS can be created from a template project, or portions of the WBS can be constructed from WBS templates.

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When a project is first created, the top level is known as the Bill Terms Node (Project). This is the node that receives the bulk of the project information, such as who the client is, what type of project it is, etc. All nodes beneath the Bill Terms Node (Project) can
have limited information entered such as contractual caps, allowable charging date ranges, budgets and rate schedules. While the Bill Terms Node (Project) is typically the top node, it can also live at the second level. This is accomplished by inserting a roll-up
node above the Bill Terms Node (Project). In this way multiple Bill Terms Nodes (Projects) can be grouped together for project reporting purposes. Charge levels are important in the setup of projects. Charge Levels need to be established for ODC, OCC and ICC
charges. The setting dictates to what level of the WBS that charges can be applied. By default that level is the bill terms level. Labor can only be charged to a bottom node (a node with no children).

For more detailed information, see the Projects section of this manual.

• Accounting Periods

General Accounting>Accounting Periods

Accounting periods (also referred to as G/L periods) need to be established before transactions (other than time sheets) can be entered into the system.

For more detailed information, see the Accounting Periods section of this manual.

• Firms

Marketing>Firms

Firms are organizations that you have done business with or would like to do business with. They can be vendors, clients, or prospects. Any entry in firms is also accessible from the client and vendor applets. The Firm navigation screen is laid out like a rolodex with alphabetic tabs representing the first letter of the firm name. An All tab contains all firms. On each tab, one or more columns will show specific data about the firm, such as firm name or main phone. These columns are customizable by the user. If you click on a firm inside of a tab a detail form will come up for that firm where you can view or change the data, depending on your permissions. The New Firm button on the tool bar allows you to enter a new firm. Note that only clients and prospects can be added from this form. By default the system assumes prospect. There is also an export button to export the contents of the grid on the currently selected tab.

For more detailed information, see the Firms section of this manual.

• Opportunities

Marketing>Opportunities

Opportunities are a specific type of project, typically a marketing effort. Time and expense can be charged to opportunities. Opportunities are treated as indirect projects. The opportunity applet is a streamlined view of opportunity projects. Opportunities can also be accessed from the main Project Setup applet. The Opportunity applet exposes certain columns of a project that are relevant to opportunity projects. For instance, there is no billing/invoice information since it is not applicable. The navigation for the opportunity applet is a grid. You can click on any column header to either sort by that column or to filter by that column. Clicking on a row in the grid will bring up the Opportunity Detail screen for that opportunity. There is also an export button to export the contents of the grid.

For more detailed information, see the Opportunities section of this manual.

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• Contacts

Marketing>Contacts

Contacts, in general are people. They can be employees of your company or employees of a firm with which you do business. Contacts can also be associated with project's but only contacts for that projects client. In other words, contacts cannot exist for a project that does not already exist for that project's client.

For more detailed information, see the Contacts section of this manual.

• User Defined Fields

User definable fields can be created for the following applets in InFocus: Clients, Employees, Vendors, Projects, Contacts. Whenever you are in one of these five setup screens, a "UDF Designer" button will appear on the tool bar, assuming you have proper permissions. You can also access any of the UDF designers from the UDF Designer applet located in the Administration module.

For more detailed information, see the User Defined Fields section of this manual.

• Addresses

Addresses can be set up for the following items in InFocus:

- Company - Refers to the licensed operator of InFocus, and is accessible via global settings.
- Firms - Is accessible in Firms, Vendors, and Client screens, as all are considered firms.
- Projects - Can inherit client addresses.
- Employees - Can have both a work and home address.
- Contacts - Refer to people, either employees or members of vendors and clients.

Addresses can be NAMED to categorize addresses for reuse. For instance, clients may have many office addresses. You can set up an address for each office, and then associate client contacts with a particular office address. If the information of the NAMED address changes, you can cascade those changes to all associated (linked) addresses in entirety, or only for fields that have a value. Sometimes addresses have specific uses, as in the case of Bill To, Pay To, and Remit To addresses. These can be unassociated addresses or linked addresses. Most often they will be linked addresses, which means you will first want to enter them as a named address prior to referencing them as a Bill To, or Remit To.

For more detailed information, see the Addresses sections of this manual.

• Notes

Notes can be recorded for firms, contacts and projects. There is no limit to the number of notes or the length of any singular note. Notes are stored with a date and timestamp of when they are entered. While the creator of the note is also recorded, all users allowed into a particular Notes applet can access all notes, regardless of creator. Activities can also be associated and established with notes. Activities are calendar events. Before you can enter a note you need to establish a least one activity type in List Management. Note that types are used to categorize notes. Examples of note types might be marketing or customer support. Before you can enter an activity, you need to establish a least one activity type in List Management. Activity types are used to categorize activities. Examples of activity types might be *call back* or *appointment*.

For more detailed information, see the Notes section of this manual.

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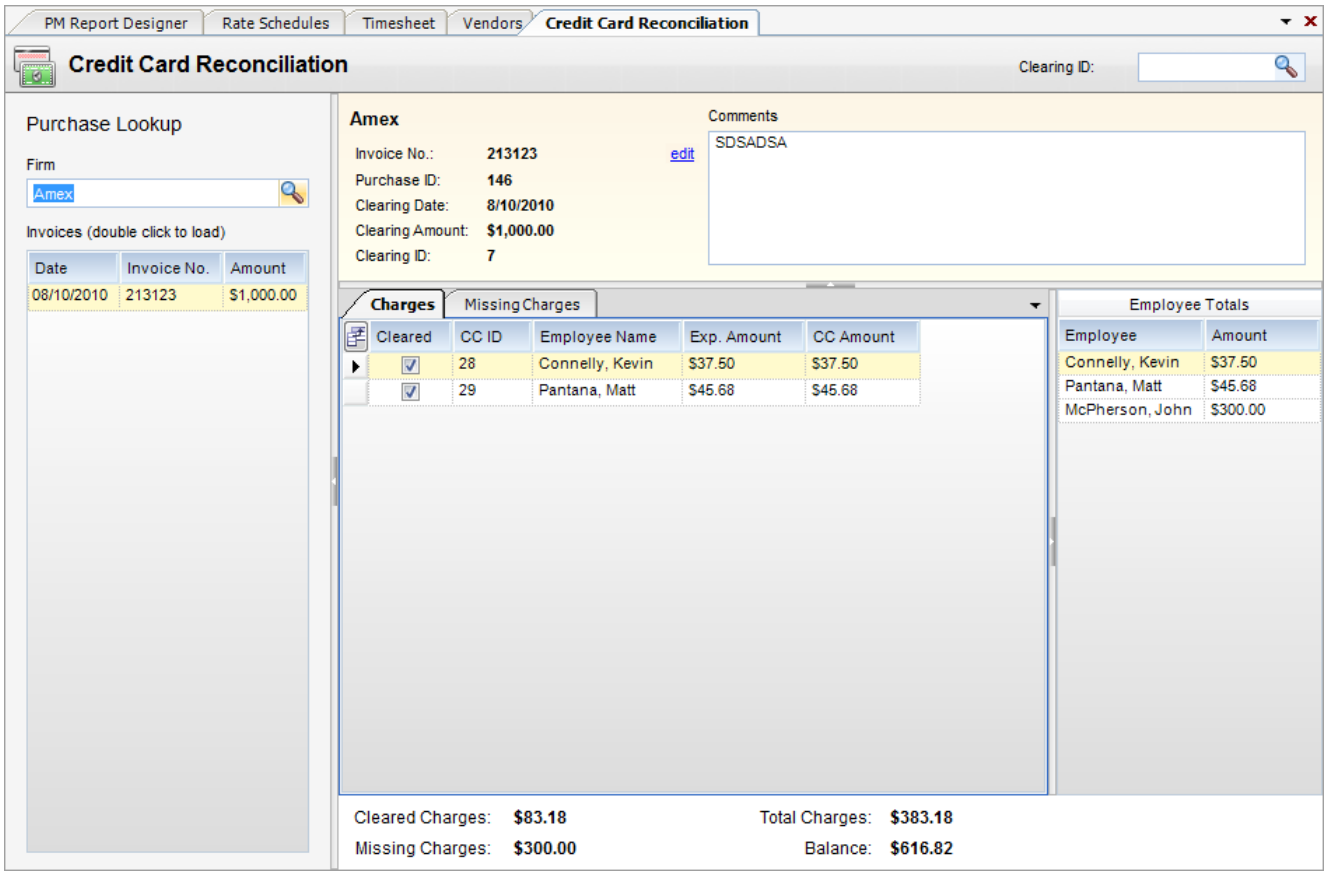
4 InFocus Modules and Applets

The following chapters are arranged in the order that they appear in the InFocus program, starting from the top of the Modules and working downward. Within each Module you have the Applet sections that are described. Within each Applet section, there is an explanation of each Tab and/or Toolbar that affects that screen. At the end of each Applet section, there is a "How To" section that describes most of the functions that you may need to use. To understand more about the InFocus Interface, see the InFocus UI Basics section of this manual.

4.1 Accounts Payable

4.1.1 Credit Card Reconciliation

This Applet can be used to reconcile company credit card charges that have been entered via expense sheets and have been marked as Credit Card.



References

Please browse to the following links for more information regarding the discussion above.

CC Reconciliation

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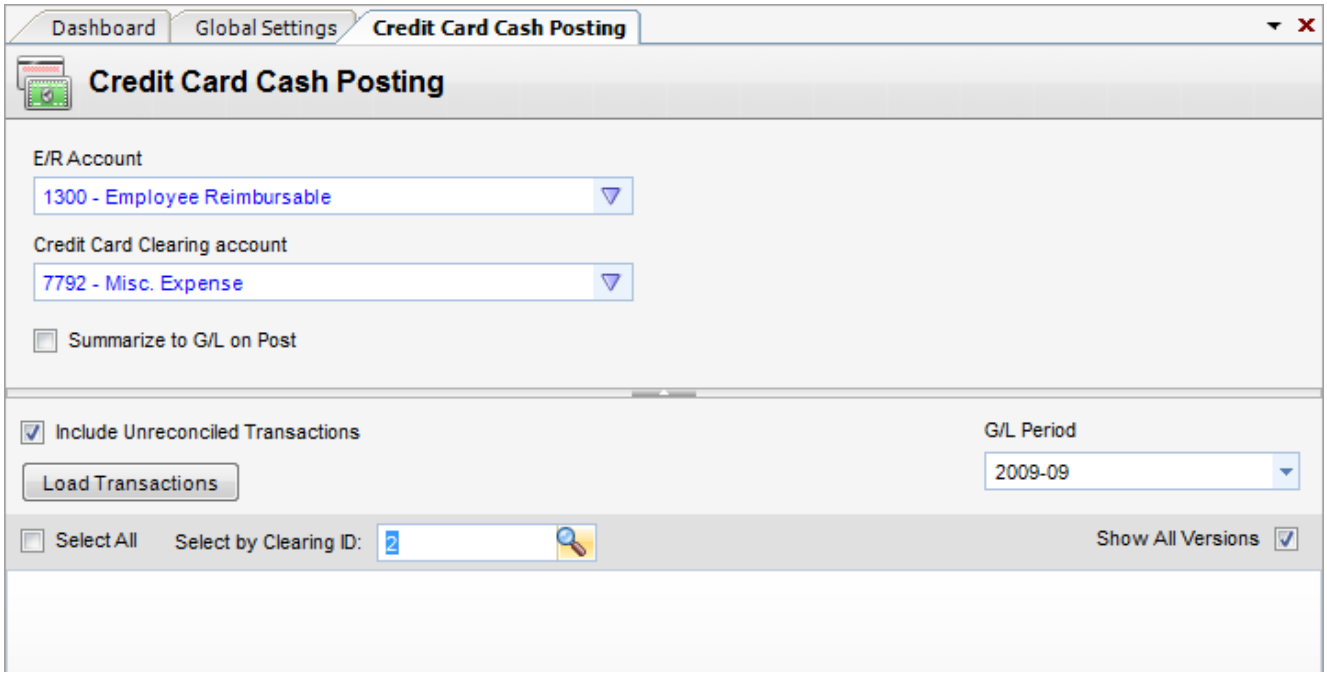
4.1.2 Credit Card Cash Posting

This applet allows for an automated cash basis general journal entry for credit card charges. In order to use this you need to enable the “Seperate Credit Card Charges on Expense Sheet Import” option in the A/P tab of global settings. When this option is enabled the import of an expense sheet can potentially result in two employee reimbursable transactions; one for lines that are flagged as on credit card and one that is not.



4.1.3 A/P Check Writing

A/P Checks are written from this applet. Checks processed from A/P check writing are generated from the Vendor Invoices entered into the Purchase Journal. The checks themselves are posted to the Disbursements Journal. Please note, InFocus checks use the Deluxe / Nebs DLM102 Check Stock Layout.

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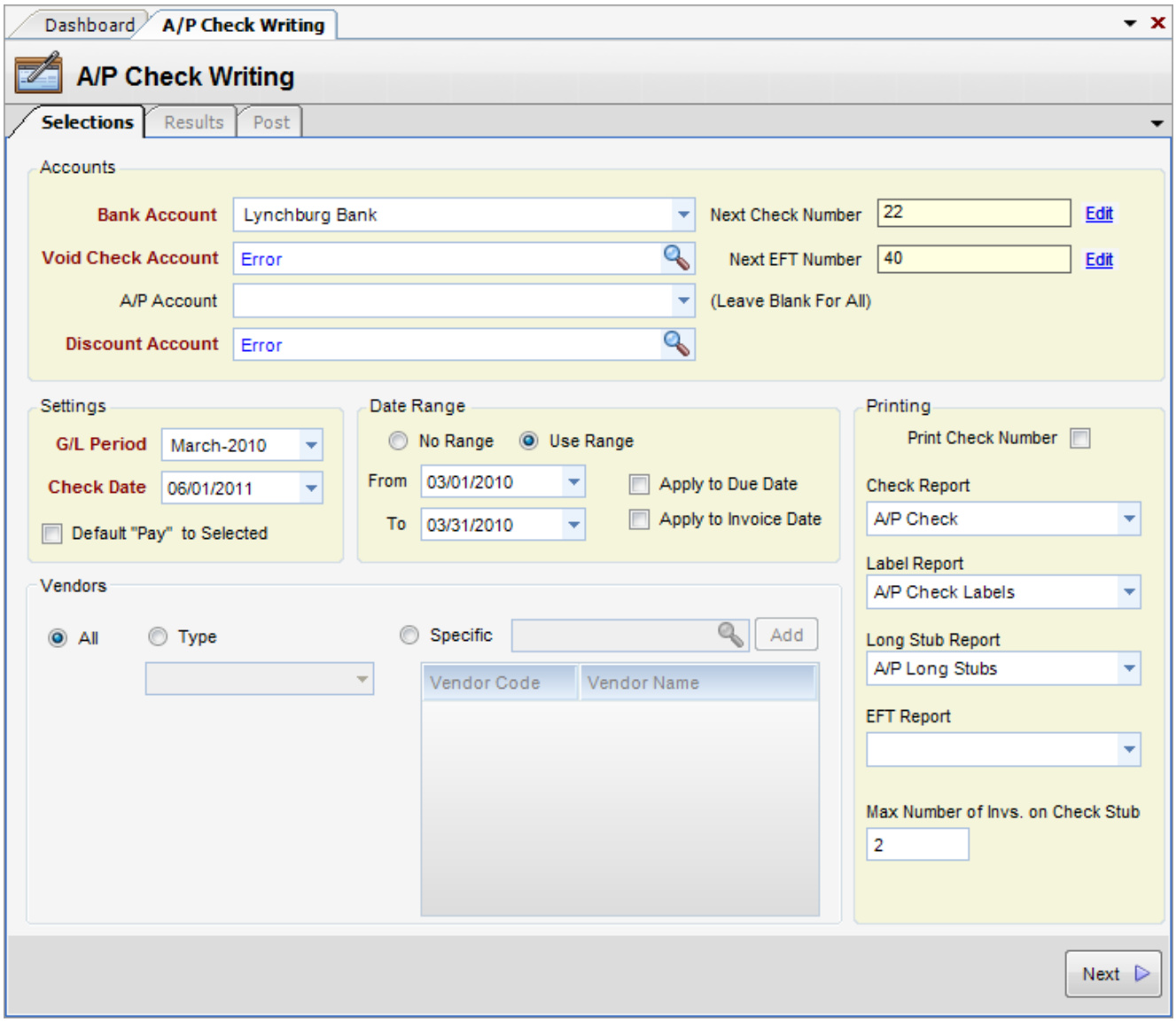


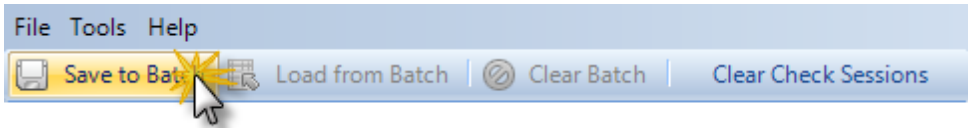
4.1.3.1 Toolbar

Overview

The *A/P Check Writing* toolbar gives the user (if given the appropriate permissions) numerous capabilities within the A/P Check Writing applet. Below is a list of those capabilities.

Field Descriptions

Save to Batch



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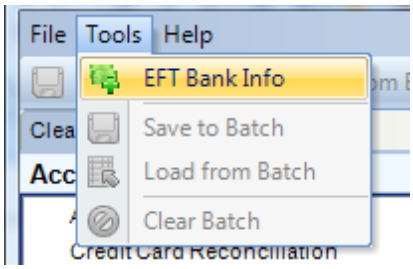
- **Save to Batch** - This allows you to save your selections as a batch for future use.
- **Load from Batch** - This allows you to save your selections as a batch for future use.
- **Clear Batch** - This allows you to clear your selections from the batch.
- **Clear Check Sessions** - This is used when you receive and error message stating that another user is currently writing checks against this bank account when no other users truly are. This error can occur if a user improperly exits InFocus in the middle of a check writing session.

Tools



EFT Bank Info - This allows you to Add/Modify the EFT Bank information used when processing an EFT.

4.1.3.2 Selections Tab

Overview

The Selection Tab displays the settings that determine which invoices are to be processed. Checks that are processed from A/P Check Writing are generated from the vendor invoices that have been entered into the Purchase Journal. The checks themselves are then posted into the Disbursement Journal.

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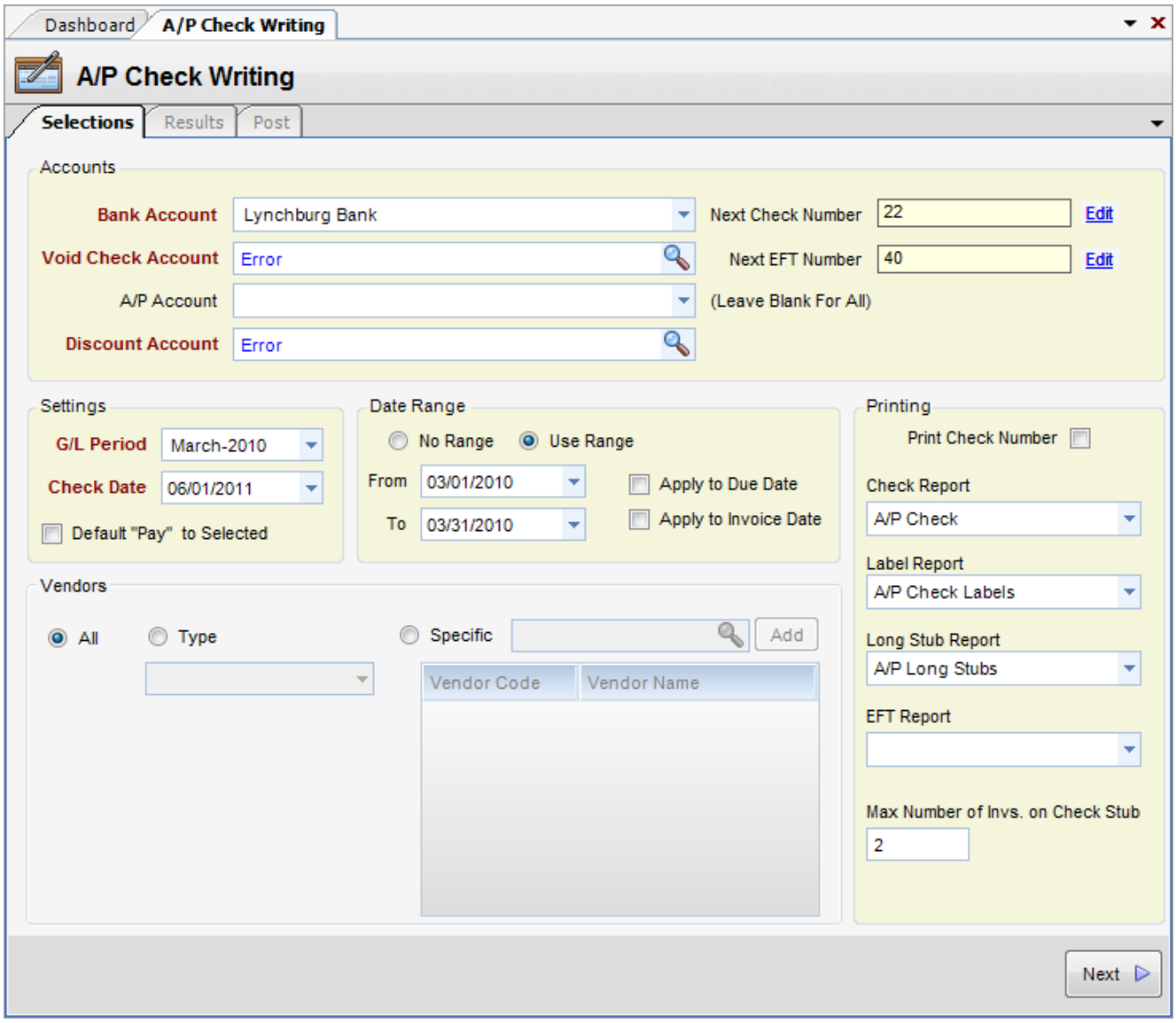

Field Descriptions

Accounts Section

- **Bank Account** - The bank account to which checks will be posted.
- **Void Check Account** - G/L Account to use as offset for void checks. (All transactions in InFocus require at least two sides).
- **A/P Account** - A/P account to use for invoice selection. Leave blank for all.
- **Discount Account** - G/L Account to use for net discounts.
- **Next Check Number** - Next check number to use. Defaults from the next control number field of the bank account record on the Account Associations tab in *General Accounting>Chart of Accounts*.
- **Next EFT Number** - Next check EFT number to use. Defaults from the next control number field of the bank account record on the Account Associations tab (EFT column) in *General Accounting>Chart of Accounts*.

Note: The Edit button next to the check number allows a user to directly change the next check number in this

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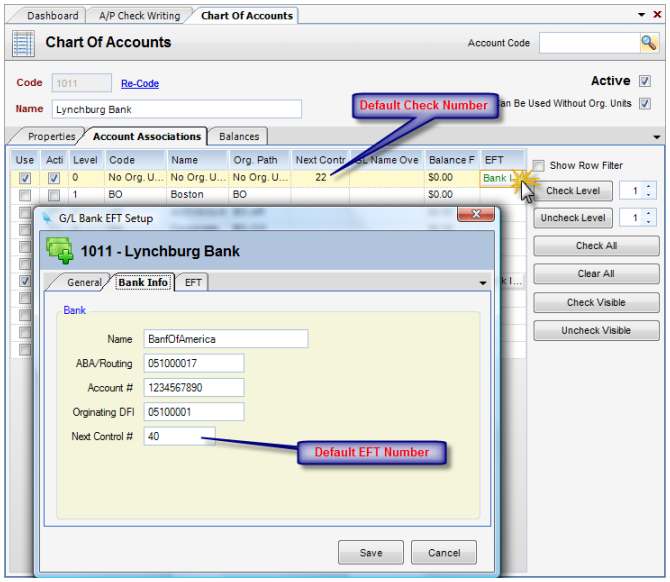
screen.



Settings

- **G/L Period** - The G/L period to which checks are posted.
- **Check Date** - Date of checks
- **Default "Pay" to Selected** - When checked, defaults to pay the selected invoices.

Date Range

- **No Range** - When checked, no range will be used for invoice selection
- **Use Range** - When checked, a date range will be used for invoice selection.
- **From** - Starting date of invoice selection
- **To** - Ending date of invoice selection
- **Apply to Due Date** - When checked, invoices with a due date between the From and To Dates will be selected.
- **Apply To Invoice Date** - When checked, invoices with an invoice date between the From and To Dates will be selected.

Vendors

- **All** - When checked, open invoices for all vendors will be included.
- **Specific** - When checked, open invoices for the specified vendors will be selected.

Printing

- **Print Check Number** - When checked, the check number will print on the face of the check.
- **Check Report** - Report design to be used to print the check.
- **Label Report** - Report design used to print check labels
- **Long Stub Report** - Report design used to print long stubs. Long stubs are a separate report for checks that cover more invoices than can be printed on one stub.
- **EFT Report** - Report design to be used to print the EFT check.
- **Max. Number of Invs. on Check Stub** - Maximum number of invoices that will fit on one check. The default of 10 applies to the check report design that ships with InFocus.

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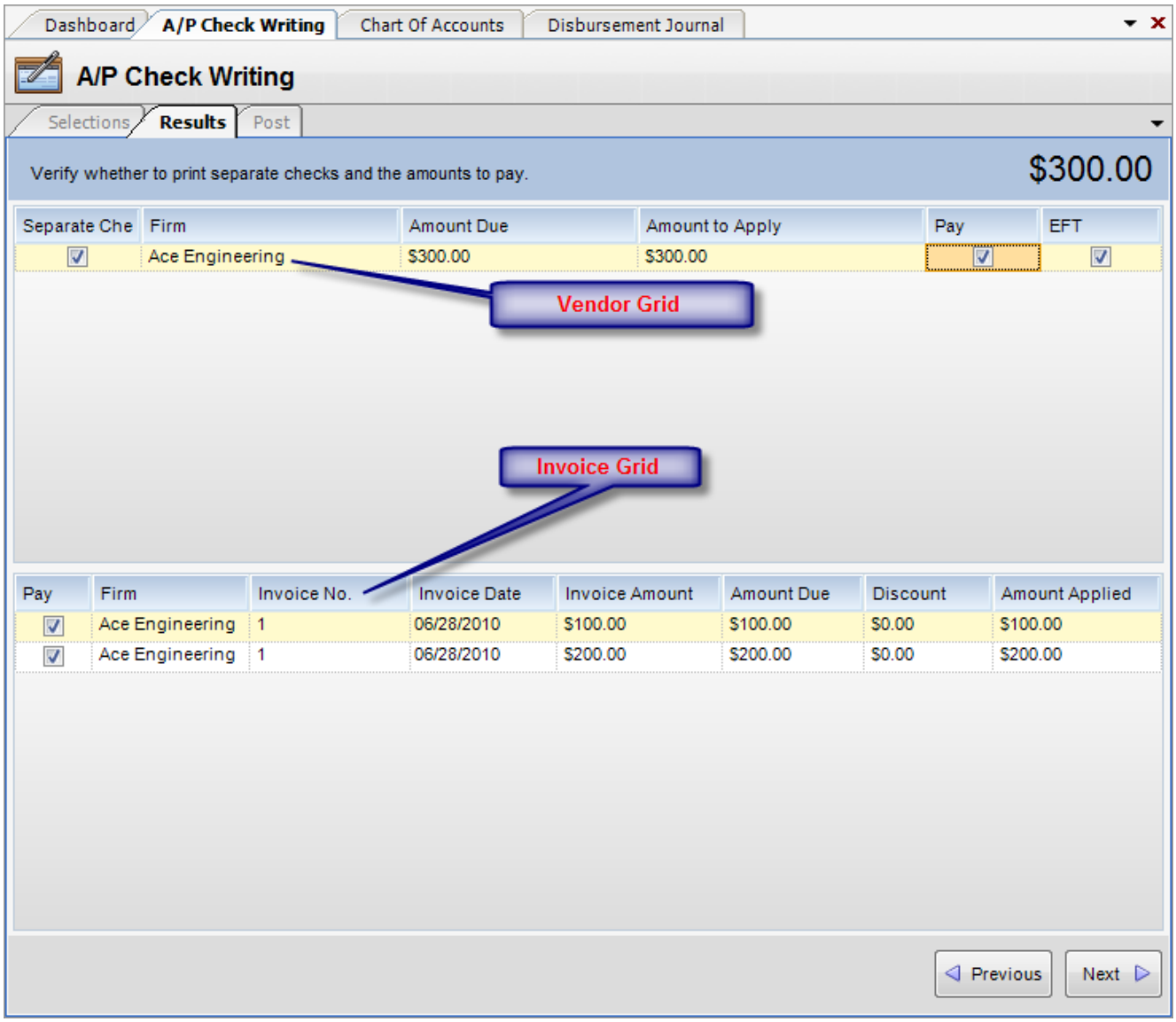
4.1.3.3 Results Tab

Overview

In the *Results* Tab, you will see a list of vendors (Firms) and respective invoices that were found based on the settings from the selections step. The *Results* Tab is split into two grids: 1) the vendor grid and 2) the invoice grid. Please note, selecting a row in the *Vendor* Grid will display the associated invoices in the *Invoice* Grid.



Field Descriptions

Vendor Grid

- **Separate Check** - When checked, a separate check will be printed for each invoice for this vendor. Defaults to

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setting in Vendor Setup record.
- **Firm** - Vendor
- **Amount Due** - Total amount due this vendor.
- **Amount Applied** - Amount to pay vendor for this invoice. Defaults to the balance due of the invoice less any discount. You can override this amount by changing the field value.
- **Pay** - When selected, a check will be printed for his vendor.
- **EFT** - When selected, check will be processed as an EFT.

Invoice Grid

- **Pay** - When selected, a check will be printed for this vendor.
- **Firm** - Vendor name. Read only.
- **Invoice No.** - Invoice number. Read only.
- **Invoice Date** - Invoice Date. Read only.
- **Invoice Amount** - Invoice amount. Read Only.
- **Amount Due** - Amount due on invoice. Read Only.
- **Discount Amount** - Amount of discount to take on invoice. Calculated based on Vendor Setup record settings. You can override this amount here.
- **Amount Applied** - Amount to pay vendor for this invoice.

4.1.3.4 Post Tab

Overview

In the Post tab, a user can print checks, post checks, and void checks. The grid on the top of the Post tab is the check queue. When you first enter this tab, the system will display a list of checks that have been prepared to be printed. The normal operation is to first print the checks. Once you have printed the checks, a flag will be marked next to the checks. You can now print labels and long stubs for all checks that are flagged as printed. Finally, you post the checks to the Disbursement Journal. Checks will be posted for only those checks that are flagged as printed (or voided). Once the checks have been posted, they are removed from the queue.

Note: In the case of printer jams you may need to void or reprint checks. The grid at the bottom of the screen retains the list of voided checks.

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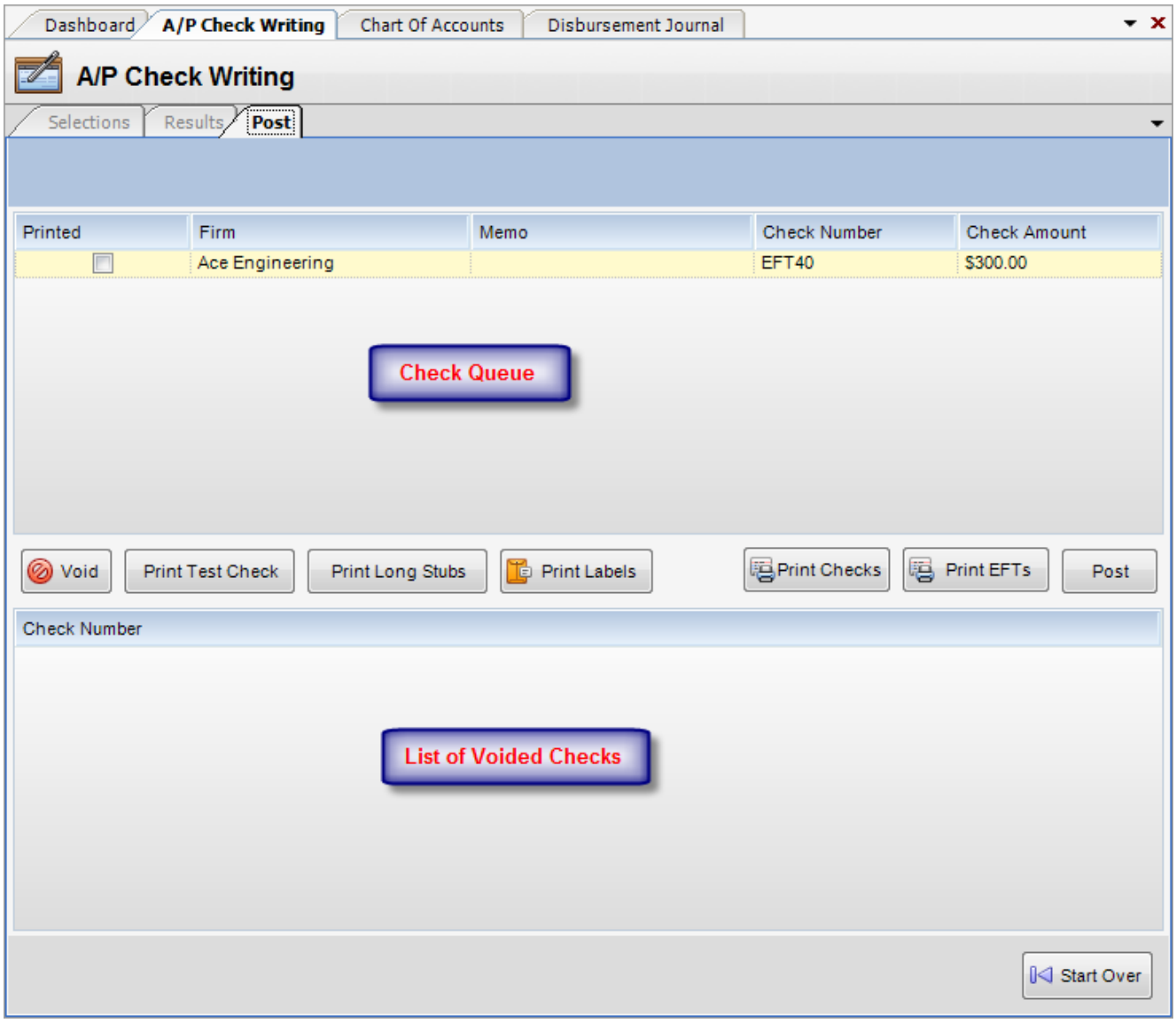

Field Descriptions

Check Queue Columns

- **Printed** - When checked, the check is considered printed. Once you have the printed the checks, the 'Printed" flag will be automatically checked next to the checks.
- **Firm** - Vendor. Read only.
- **Memo** - Check memo to print on check face. Can be edited when check printed flag is not set.
- **Check Num** - Check number. Read Only
- Check Amount - Check amount. Read only

Check Queue Buttons

- **Void** - When selected, a check range to have voided can be entered. All checks in the range will move from the check queue to the void log and new check numbers will be assigned in their stead. Voids will get posted along

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with regular checks. You cannot move a void back into the check queue without starting over.

- **Print Test Check** - Print test check should be done to plain paper and held over a check against a light source to verify alignment. Test checks do not generate a void.
- **Print Long Stubs** - When selected, a long stub will print for every check marked printed, where there maximum number of invoices have been exceeded.
- **Print Labels** - When selected, mailing labels will print for every check marked printed. This is optional and used when windowed envelopes are not used.
- **Print Checks** - Prints all checks not flagged as printed and then marks them as printed.
- **Print EFTs** - Prints all EFT checks.
- **Post** - Posts all checks flagged as printed, as well as the voids, to the Disbursements journal. Removes posted items from the queue and the void log.

4.1.3.5 How To

4.1.3.5.1 Write an AP Check

Overview

How to write an A/P Check. Check processing is a three-step procedure. Please note, check writing uses a wizard-type form where *next* and *previous* buttons navigate between the steps.

Tutorial

Step 1 - Fill out the Selections tab with the appropriate information. The Selections tab includes the settings that will determine which invoices are to be processed.

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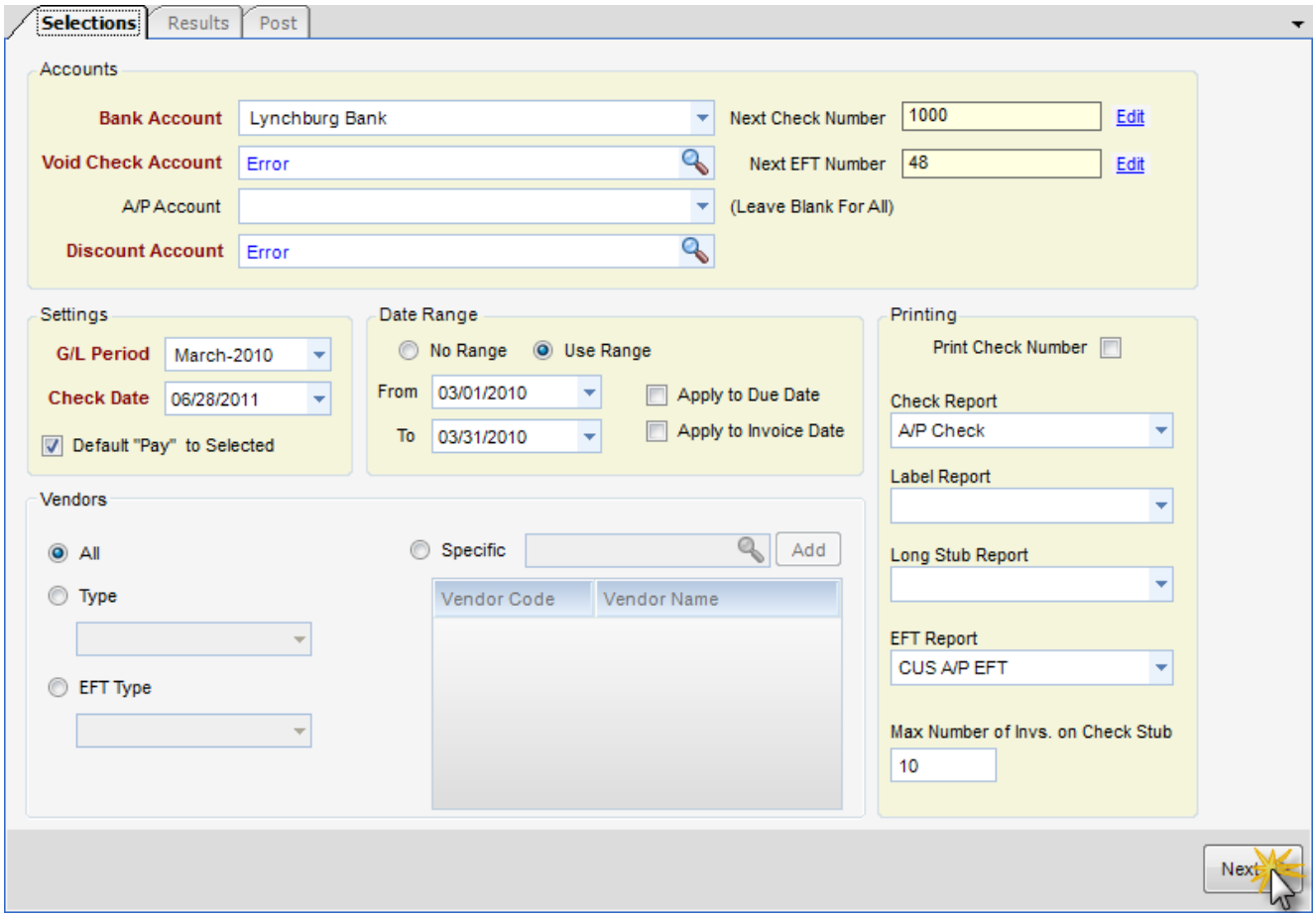

Step 2 - Fill out the Results tab with the appropriate information. In the Results tab, you will see a list of vendors (Firms) and respective invoices that were found, based on the settings from the selections step. In this step you can alter what invoices you want paid, how much you want to pay, pay as an EFT, and whether to print a separate check for each invoice.

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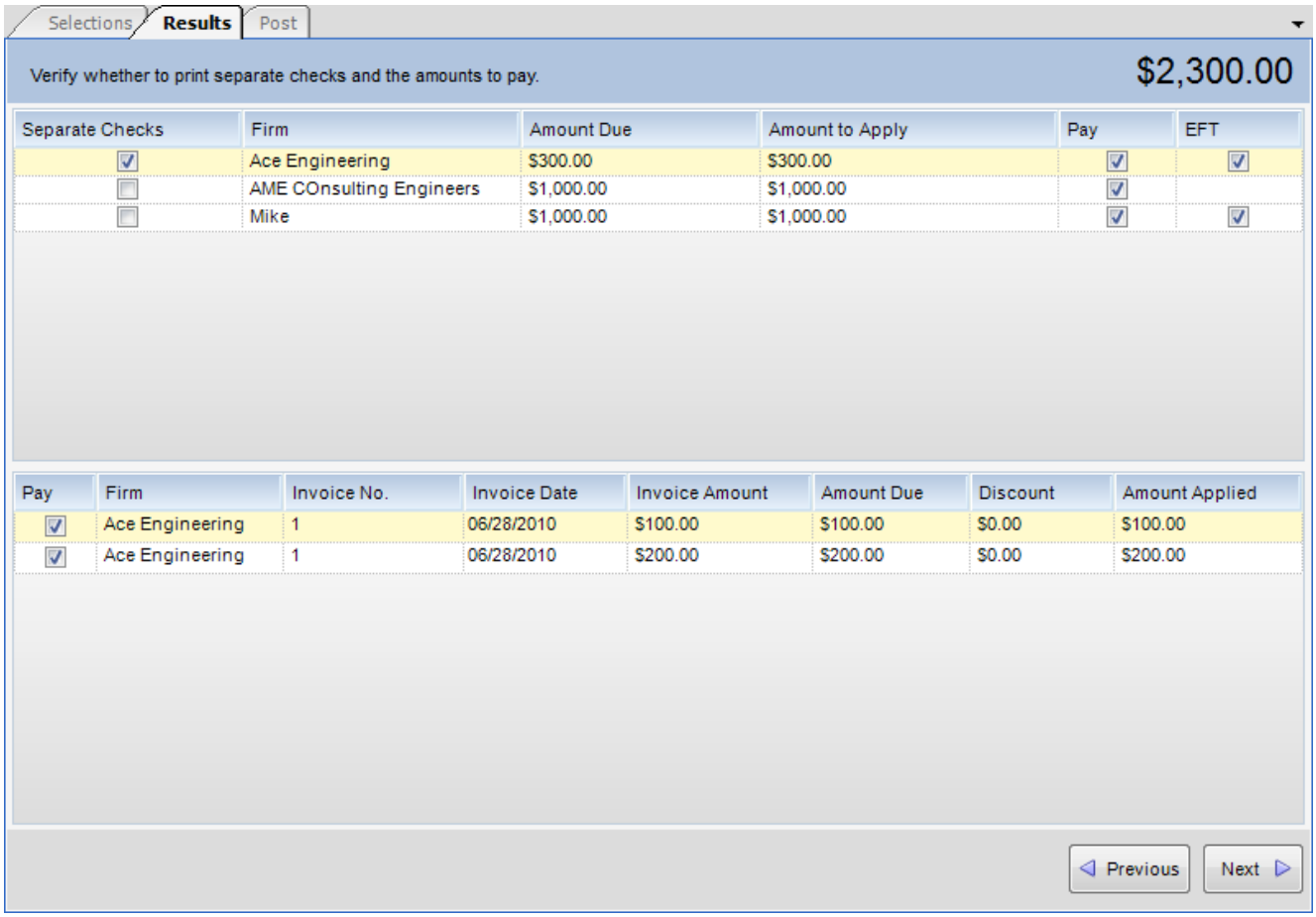

Step 3 - Make sure that the Post tab is displaying the appropriate information. You may fill out the Memo box here if desired. Click Print Checks or Print EFTs. On the Post tab, you can print, post, or void checks. If you are happy with the printed checks/EFTs, click Post to post them to the Disbursement journal. Once you post, the EFT file is generated. If you would like to modify the EFT file, go to the EFT Files applet located in Utilities.

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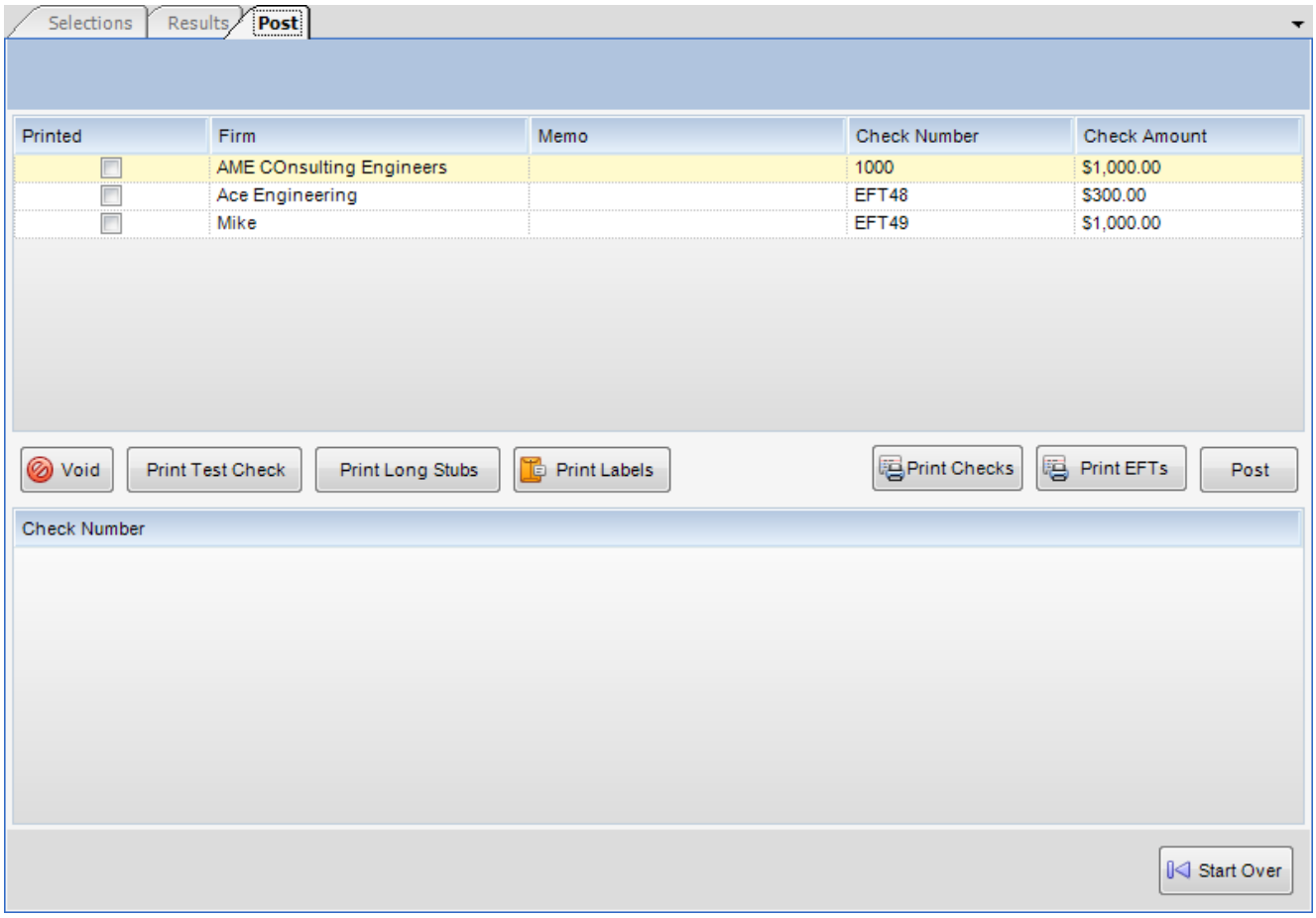

References

Please browse to the following links for more information regarding the discussion above.

A/P Check Writing

4.1.4 Disbursement Journal

Overview

The Disbursements Journal is where all outgoing checks are entered. Typically, entries here have been entered automatically generated from A/P or E/R check writing; however, they can also be entered here manually through the Toolbar. See Print a Manual Check to see how to post a check manually using the Disbursement Journal.

The Disbursement Journal makes assumptions on debits and credits. It assumes the header amount is a credit, so when you enter a positive amount it saves it behind the scenes as a a negative (a credit).

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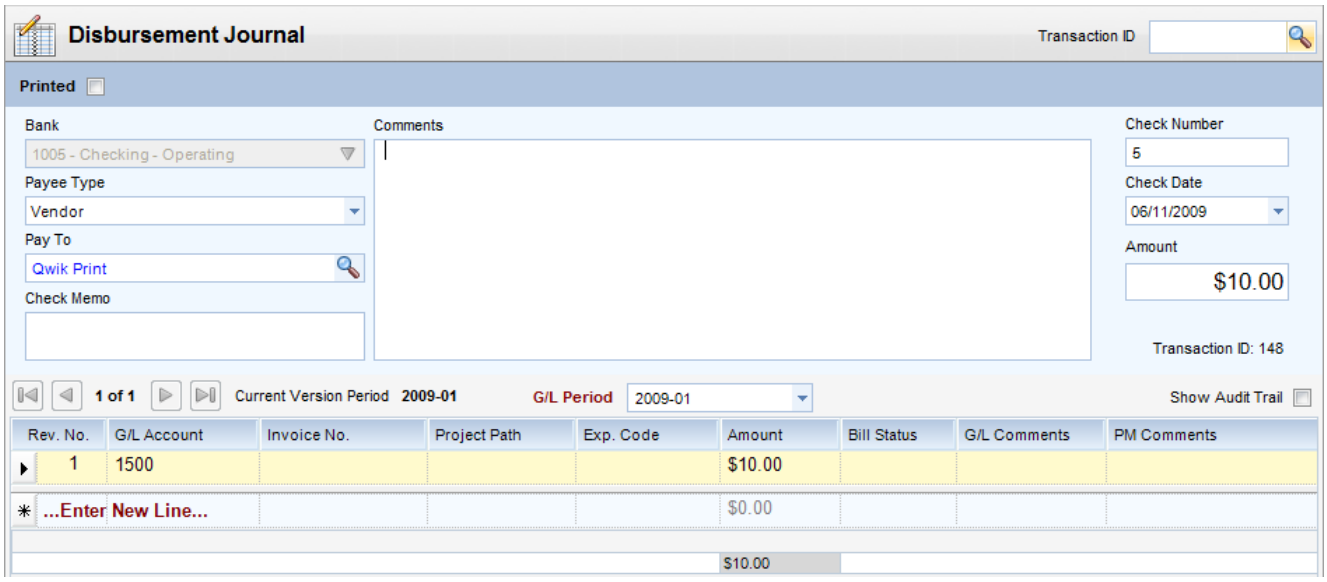
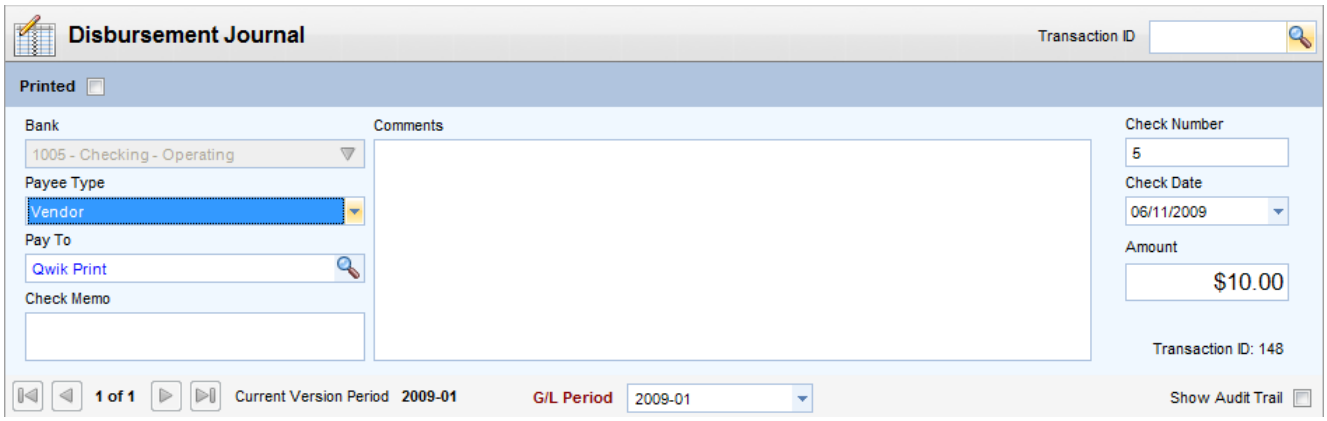


4.1.4.1 Disbursement Header

Overview

The header section contains all common data for a disbursement transaction. It contains the bank account and transaction amount and is referred to as the control side.



Field Descriptions

- **Bank** - Bank account
- **Payee Type** - Can be a vendor, employee, or client. If allowed by Global Settings, then a payee not on file can be added here.
- **Pay To** - Check payee (any vendor, employee, client, or payee not on file).
- **Check Memo** - Text to appear on face of check in memo area. Text entered in the Check Memo line in A/P and E/R Check Writing will be displayed here.

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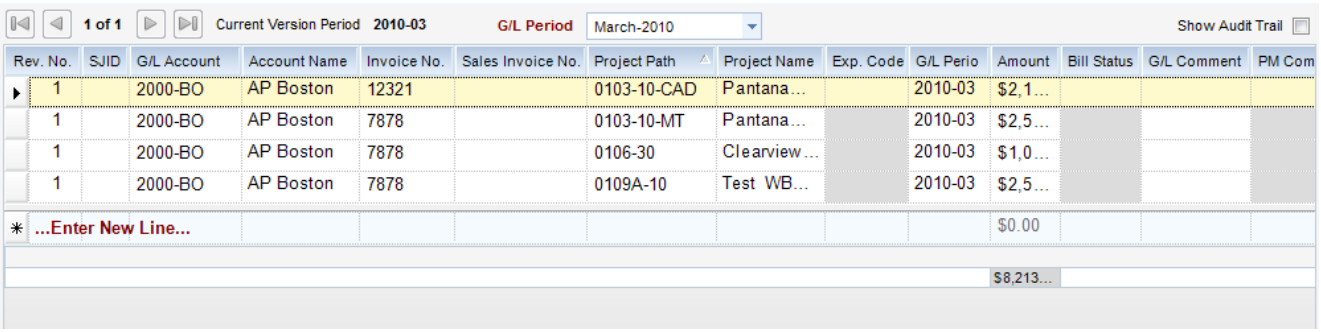
- **Comments** - Comments to appear in G/L report. Will show on control side and, if no G/L comment is entered on the line item, will also print on those as well.
- **G/L Period** - General ledger period for this transaction or revision to affect. Defaults to current period and only open periods are allowed.
- **Batch ID** - Number of the batch that you are working with.
- **Check Number** - Check number. Combination of bank account and check number must be unique. If left blank, system will apply next check number upon save.
- **Check Date** - Date of check
- **Amount** - Amount of check
- **Transaction ID** - The unique identification number of this transaction.
- **Show Audit Trail** - When checked, all entries (including reversing entries) will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.

4.1.4.2 Disbursement Detail

Overview

The Detail Section gives the detail of how the checks were distributed. Please note, if you are on a new row, F2 duplicates the row from above; otherwise, it copies the row you are on to a new line.



Field Descriptions

- **Rev. No.** - The number of the revision of the Journal entry. The original entry is 1.
- **SJID** - Sales Journal ID number.
- **G/L Account** - The G/L account allowed is determined by the payee type. For instance, when client is the payee type, then an A/R account is allowed.
- **G/L Account Name** - Displays the GL Account Name in the detail section. This is optionally shown through the toolbar under View / Columns.

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- **Invoice No.** - Used only when G/L account is either Accounts Payable or Accounts Receivable.
- **Sales Invoice No.** - Sales Journal Invoice Number.
- **Project Path** - WBS Path. Available only when payee type is Vendor and G/L account is metric type Cost.
- **Project Name** - Displays the Project Name in the detail section. This is optionally shown through the toolbar under View / Columns.
- **Exp. Code** - Expense code. Available only when payee type is Vendor and G/L account is metric type Cost.
- **GL Period** - Displays the GL Period in the detail section. This is optionally shown through the toolbar under View / Columns.
- **Amount** - Extended amount. Read only. Sum of qty X unit rate.
- **Bill Status** - Billing status. Available only when payee type is Vendor and G/L account is metric type Cost.
- **G/L Comments** - General ledger comments. Will print on G/L reports in place of comments on header of transactions for this line item.
- **PM Comments** - Project management comments. Appears on project management reports and invoices. Available only when payee type is Vendor and G/L account is metric type Cost.

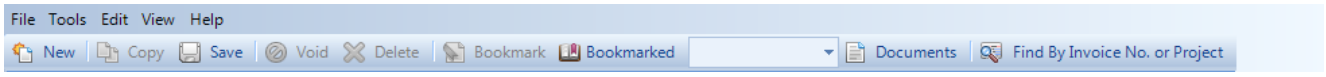
4.1.4.3 Toolbar

Overview

The Disbursement Journal Toolbar gives the user (if given the appropriate permissions) numerous capabilities within the journals of InFocus. Below is a list of those capabilities.

Field Descriptions

Toolbar Buttons



- New - Creates a New Journal Transaction
- Save - Saves the current Journal Transaction
- Void - Voids the current Journal Transaction.
- Copy - Copy the Current Journal Transaction to the Journal.
- Batches - When clicked, a Batches box will pop up (shown in the figures below). Batches are a way for a user to manually input transactions into the system and check them against the Batch Total. Once all of the transactions are entered, the user can then post all of the transactions within the batch.
- Delete - Deletes the current Journal Transaction.

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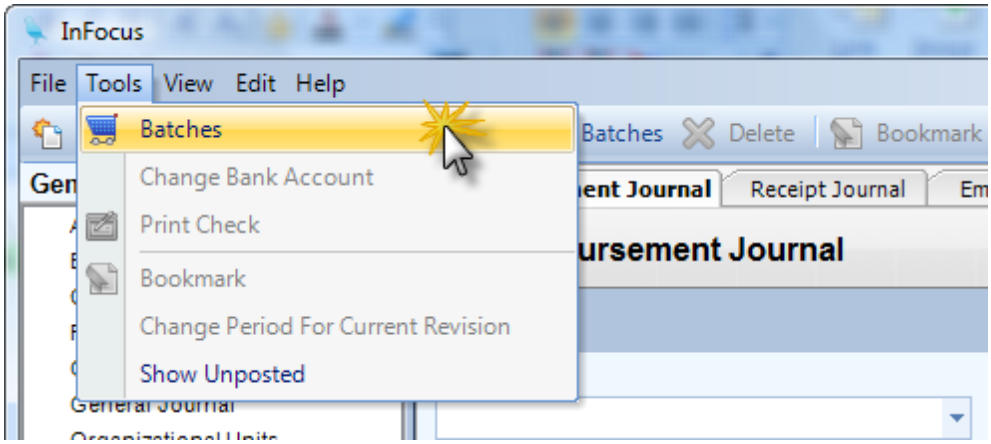
- Bookmark - Bookmarks the current Journal Transaction for future retrieval.
- Bookmarked - Shows whether or not the current Journal entry has been bookmarked or not.
- Documents - Opens the Document Management pop-up. There you are able to upload, view, modify and delete archived documents.
- Find By Invoice No. - This feature allows you to look up sales entries, solely by invoice number. It returns a list of sales entries that match the invoice number. Selecting an entry from the returned list will fill out most of the required fields for the receipt.

Menu Options

The Tools Option on the Toolbar (described below) permit more functions available in the journal.

Tool Button Options

- Batches - When clicked, a Batches box will pop up (shown in the figures below). Batches are a way for a user to manually input transactions into the system and check them against the Batch Total. Once all of the transactions are entered, the user can then post all of the transactions within the batch.



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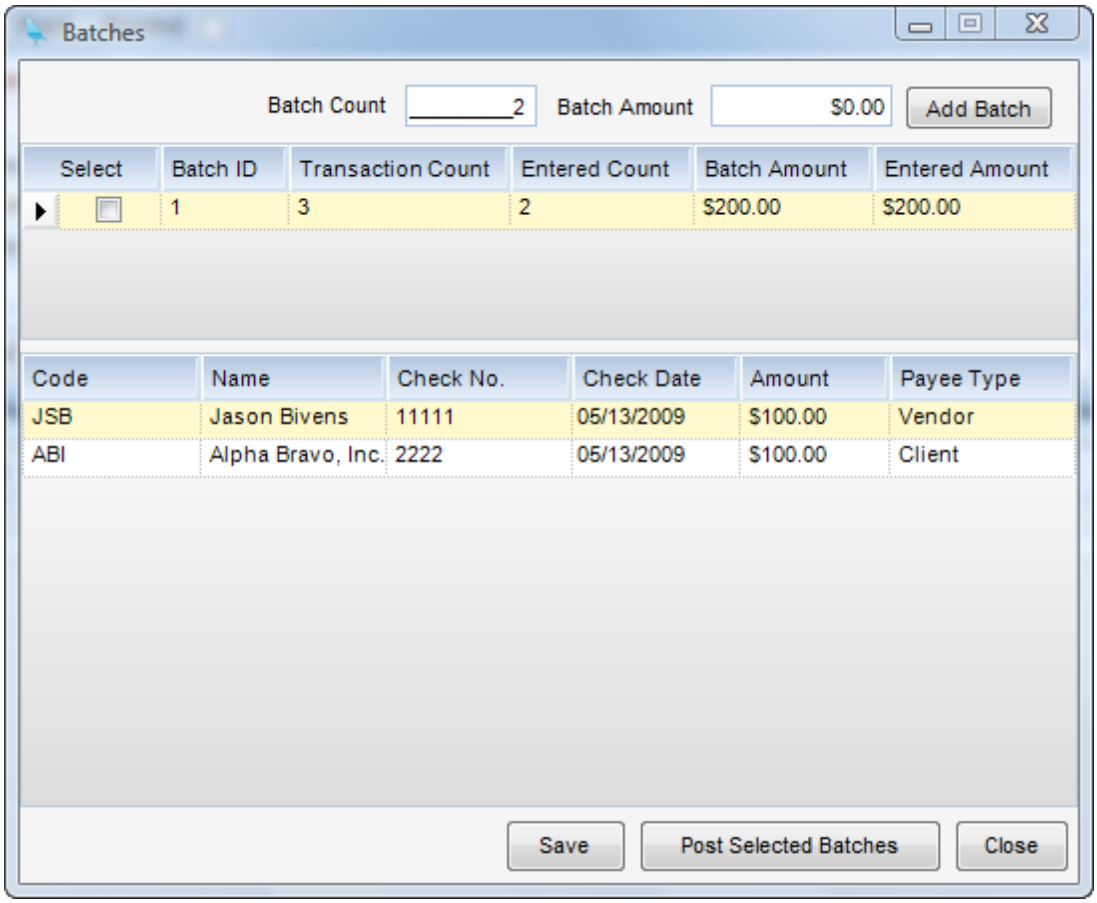

- Change Bank Account - This option will change the bank account for the current transaction. Corresponding general journal entries will be made to keep the general ledger from being affected.
- Print Check - Will print the check for the transactions being viewed.
- Bookmark - Bookmarks the current journal transaction for future retrieval.
- Change Period For Current Revision - This will change the G/L Period for all of the line items entered on the current version of the journal entry.
- Show Unposted - Shows unposted Disbursement Journal Transactions for a specific G/L Period

4.1.4.4 Disbursement Journal Report

Overview

The Disbursement Journal Report allows you to run different reports against the Disbursement Journal using the following criteria:

- Starting Period - Starting G/L accounting period
- Ending Period - Ending G/L accounting period

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- All Bank Accounts - When checked, all bank accounts are included.
- Single Bank Account - When entered, only specified bank account is included.
- Accounts from this Org. - When entered, only the specified bank account associated with the specified org. unit is included.
- Include Org. Children - When checked, the org. children from the specified org. unit are included.
- Print Projects - When checked, projects will print
- Print Periods - When checked, the G/L accounting period will print for each transaction. When a transaction spans more than one period, the transactions lines are grouped within the appropriate period.
- Print G/L Comments - When checked, G/L comments will print.
- Print PM Comments - When checked, project management comments will print.
- Print Recap - When checked, a summary section showing totals by G/L account will print.

The following box pops up when you double-click *Disbursement Journal Report.* The pop-up also appears in the Report screen when you click *Disbursement Journal Reports*, located in the applet section of the A/P Module.

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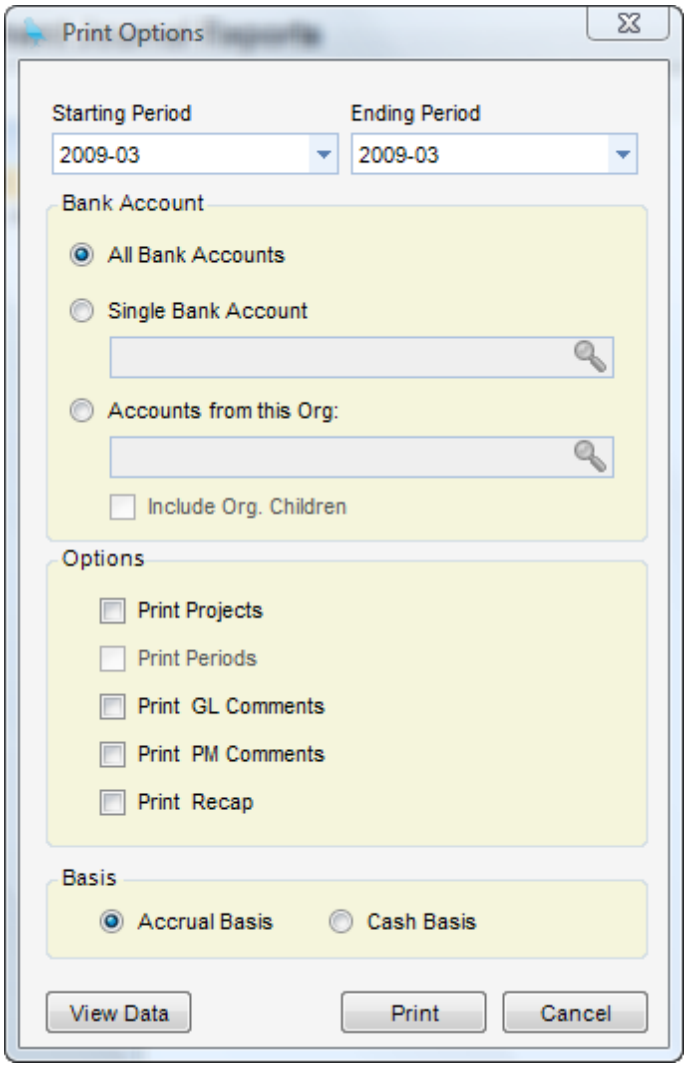

4.1.4.5 How To

4.1.4.5.1 Copy a Transaction

Overview

How to Copy a Transaction. The ability to copy transactions is especially useful when there is little or no data changes between transactions (rent, for example).

To copy a transaction, complete the following steps:

Step 1 - Recall the transaction to be copied to the screen.

Step 2 - Select *Copy* from the toolbar.

Step 3 - You will then be prompted for up to four pieces of information (see Fig. 1) as follows:

- **Check Number -** The check number from the received payment to add to the transaction you wish to copy (In the Receipts Journal)

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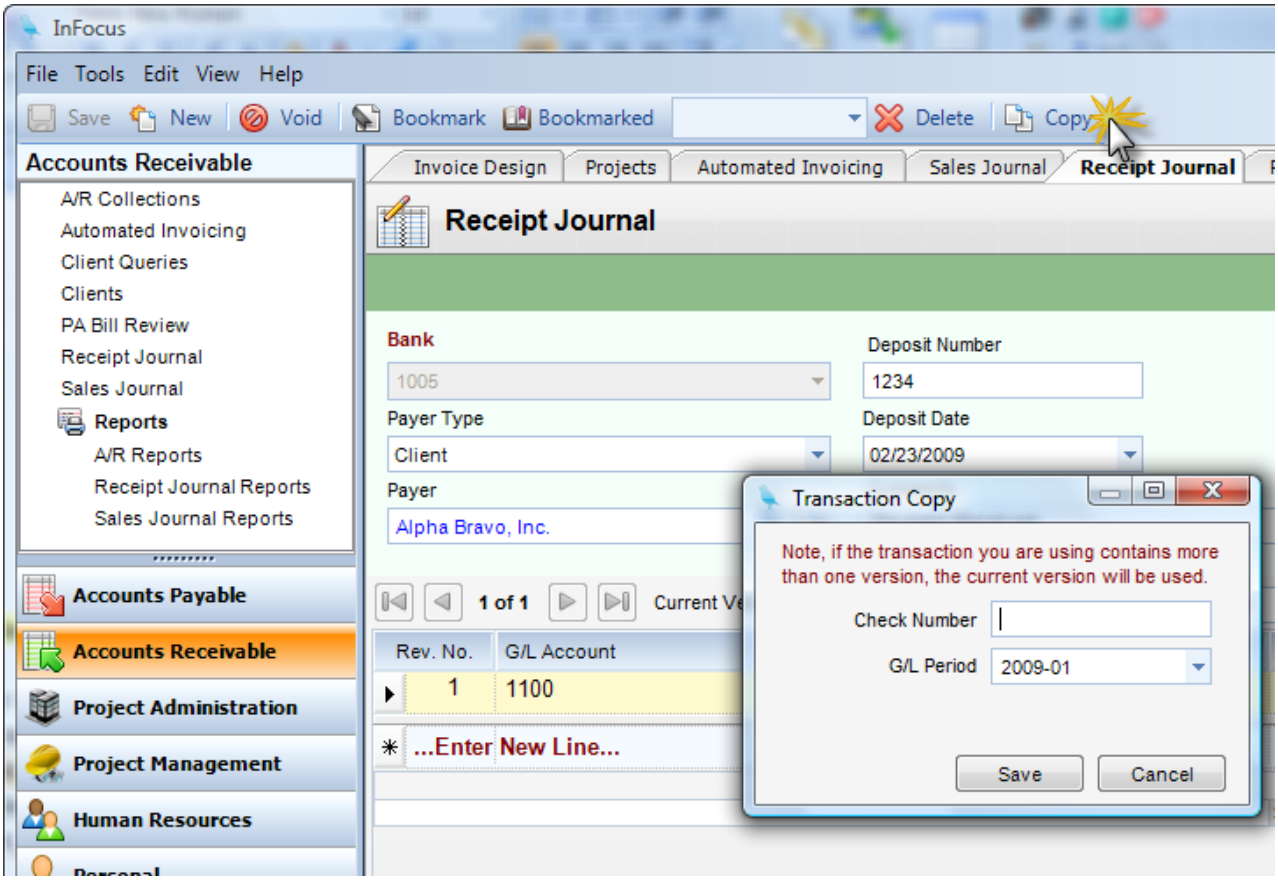
- **Key Field** - The key asked for depends on the journal. (For example, in the Purchase Journal it is the vendor invoice number; in the Disbursements Journal, it is the check number.)
- **Transaction Date** - The transaction date depends on the journal. (For example, in the Purchase Journal, it is the invoice date; in the Disbursements Journal, it is the check date.)
- **G/L Period** - G/L period for the new transaction. Must be an open period.
- **Mark New Entry as Posted** - When checked, the new entry will be flagged as posted. (Only available based on global settings)



(Fig. 1)

4.1.4.5.2 Delete a Transaction

Overview

How to delete a transaction. *Save, delete,* and *void* operate only on the current revision.

Note - Once all versions are deleted, the transaction is completely eliminated from the system. You can disable or enable this feature by setting the Delete permission on the journal in question.

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Delete* from the toolbar.

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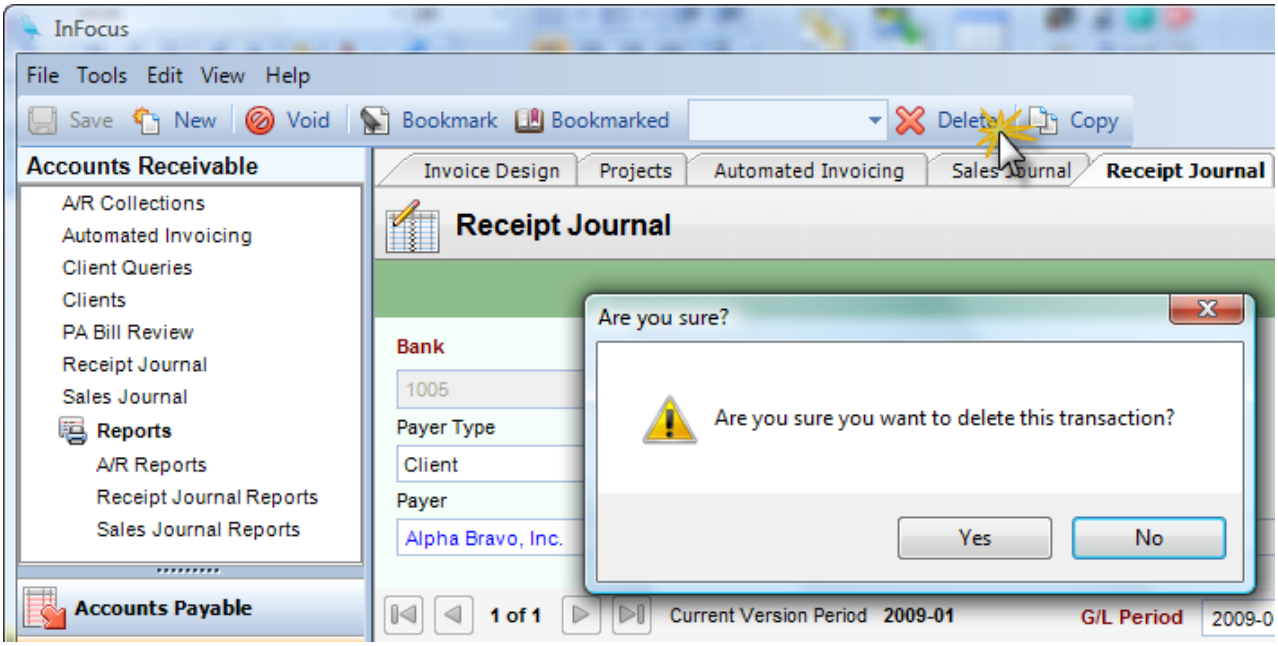
Step 3 - Confirm whether you want to delete the entry or not.

Note: Deleting a transaction deletes the current version of the transaction. When you delete a transaction, it is as if it never happened. All labor, expense, etc., associated with the transaction will be reinstated to WIP.



4.1.4.5.3 Bookmarking a Transaction_2_2

Overview

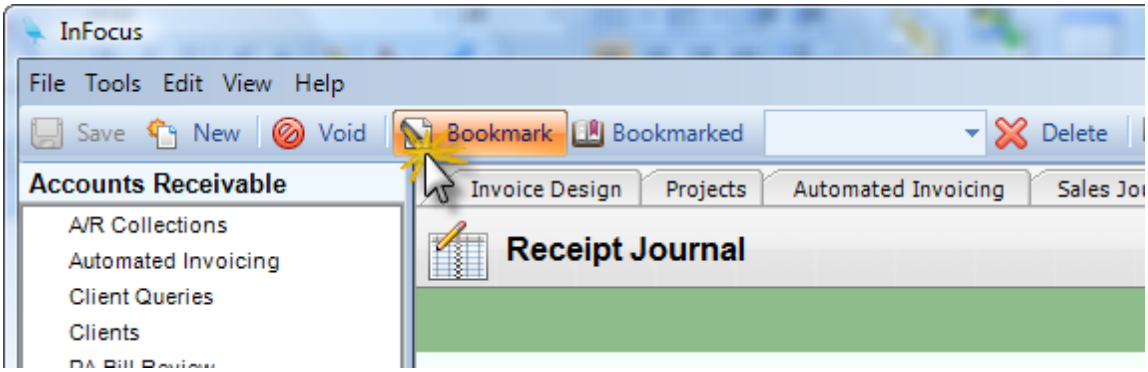
How to bookmark a transaction. Bookmarking a transaction is used to help a user quickly find a commonly used transaction. It can be quite useful when you want to copy a transaction as a new transaction.

There are two bookmark icons in the toolbar of a journal. The one to the left is disabled until you have a transaction on the screen.

Step 1 - To bookmark a transaction, recall a journal entry to the screen.

Step 2 - Click on *Bookmark* icon located in the toolbar. This creates the bookmark.

Note - You can then use the right bookmark icon to obtain a list of bookmarks. Selecting an item on the bookmark list recalls the transaction to the screen.



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4.1.4.5.4 Void a Transaction

Overview

How to void a transaction. *Save, delete,* and *void* operate only on the current revision.

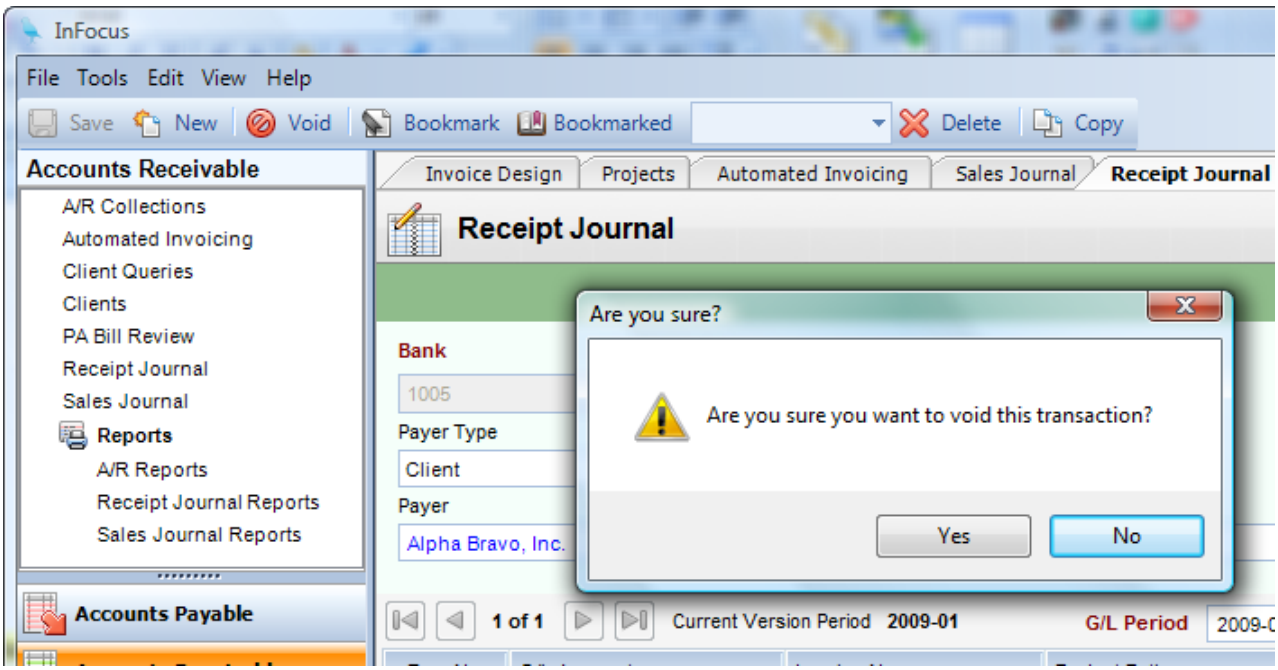
Note: Depending on Global Settings and the G/L period for the void, a new revision may occur. In some journals, if the entry has line items from other journals associated with it, the associations will be released. An example for such a situation would be a sales journal entry that has time and expense associated with it.

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Void* from the toolbar.

Step 3 - Confirm whether you want to void the entry or not (Fig.1).

Note: The void saves all the amounts as zero. All labor, expense, etc., will be reinstated to WIP only if the current version is the first version. The invoice number associated with the void cannot be reused.



(Fig.1)

Step 4 - Choose which period the void will occur (Fig. 2).

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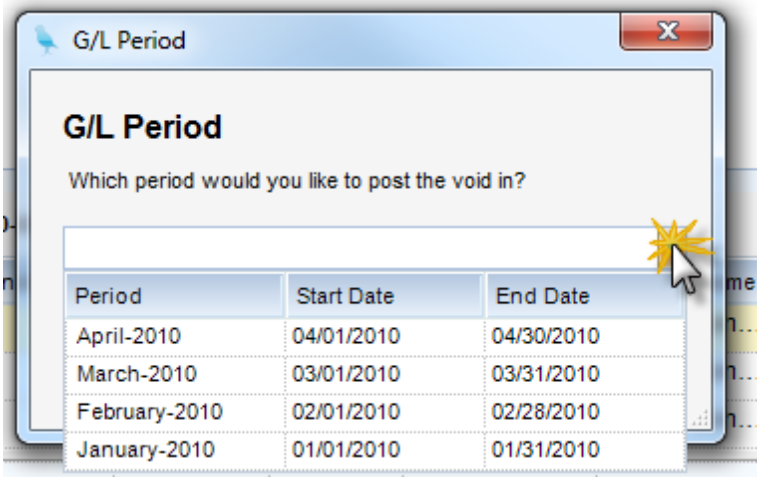


(Fig.2)

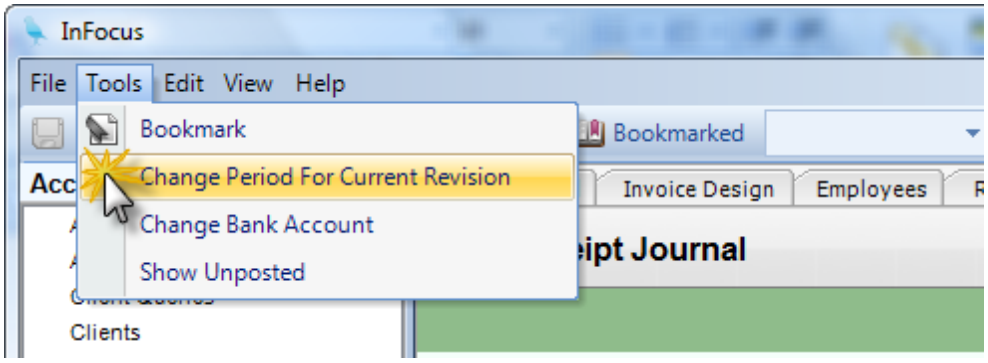
4.1.4.5.5 Change Period For Current Revision_2

Overview

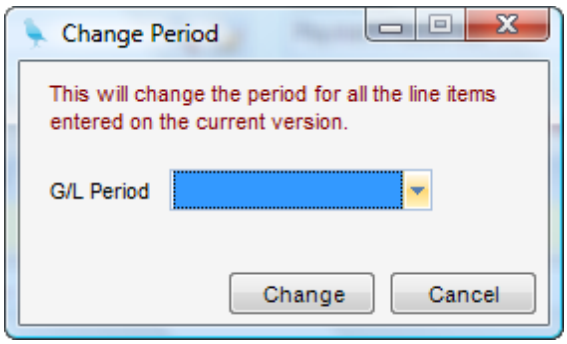
How to change a period for a current revision. On occasion you may find that you made an entry or series of entry in the wrong period, and you wish to move that transaction to the correct period without generating any reversing entries.

Note: You must have special rights to access this function.

Step 1 - To change the period for the current revision, Click the *Change G/L Period for Latest Revision* function, located under the Tools button on the Toolbar.



Step 2 - Select the period you wish to move the entry to. The entry to must be an open period.



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Step 3 - Click *Change*

4.1.4.5.6 Batch Entries

Overview

How to enter batch entries. Batch entries are available in all journals except for the general journal (adjustments journal). Batches are a way for a user to manually input transactions into the system and check them against the Batch Total. Once all of the transactions are entered, the user can then post all of the transaction within the batch.

Step 1 - Select *Batches* from the Tools menu. A screen will appear listing all open batches that you have created (Shown Below).

Step 2 - To add a batch, enter the batch count of transaction and the total monetary worth and then Click *Add Batch*. The system will then add a batch to the list with a unique batch ID.

Step 3 - Now Click *Save*.

***Note* -** When you add transactions, you can enter a batch ID. When you do, all subsequent new entries will default to that batch ID.

Step 4 - When all transactions have been completed, recall the batch entry administration screen. The list will show the target totals and the accumulated totals from your entries for your review.

Step 5 - If you are happy with the results, Check the *Select* column of the batch and then hit *Close Selected Batches*. This will post all your entries.

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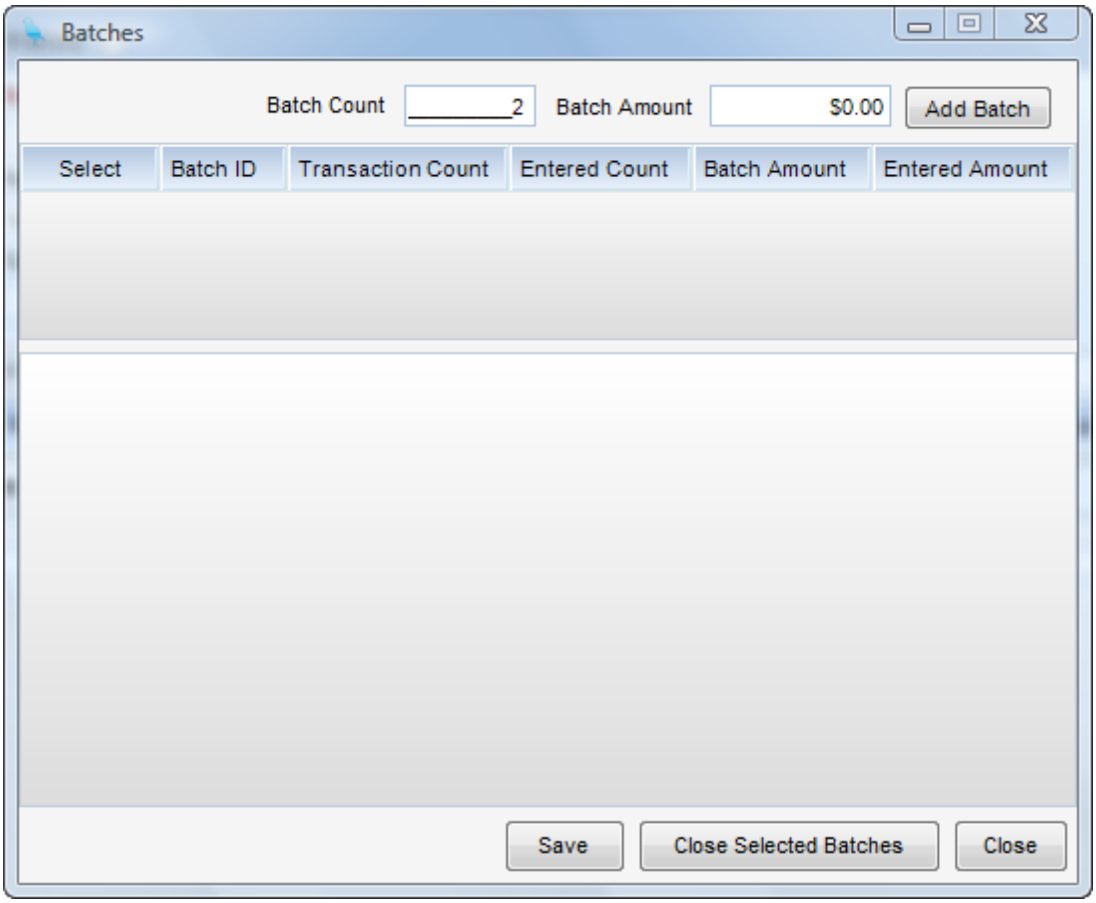

4.1.4.5.7 Show Unposted Entries

Overview

How to show unposted entries. This feature is available in all journals except the general journal.

Step 1 - Select *Show Unposted* from the Tools option on the tool bar.

Step 2 - You will receive a screen asking for G/L Period. You can select any open period. Select a period, and the grid will list all unposted transactions.

Step 3 - You can then optionally post these transactions en masse.

Note - It is a good idea to check each journal's unposted list prior to closing the books for a period.

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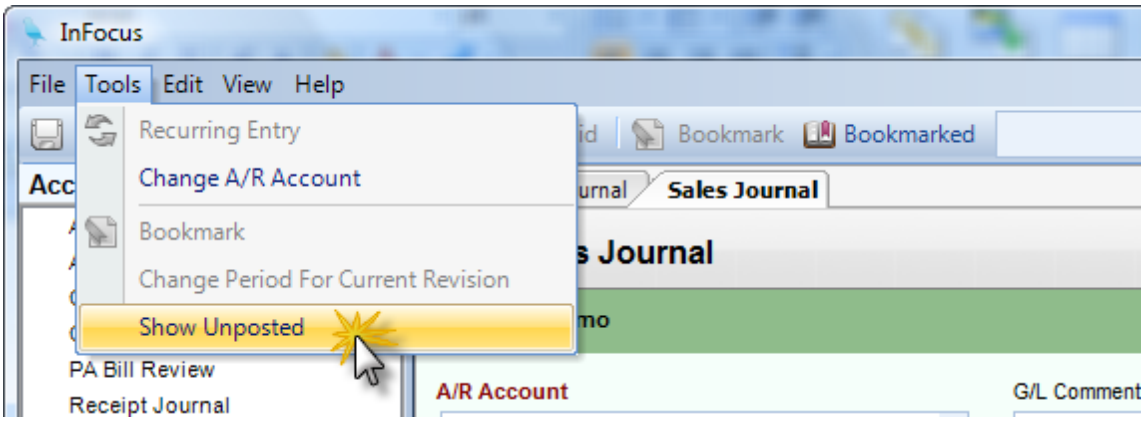

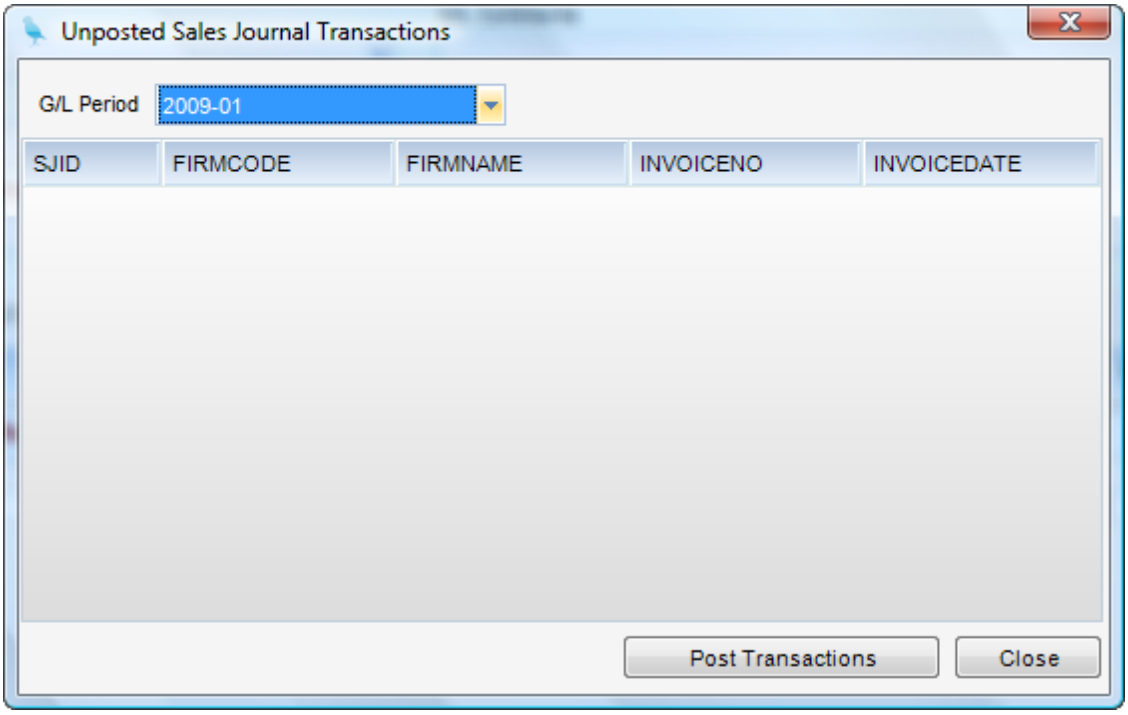

4.1.4.5.8 Changing Grid Display

Overview

How to change the grid display. You can change the grid display.

To change the displayed columns and rows:

Step 1 - Choose *View* from the tool menu and then *Columns*. A list of columns appear.

Step 2 - By selecting a column, the user places a check mark next to that column. When there is a check mark, the information is then displayed in the grid.

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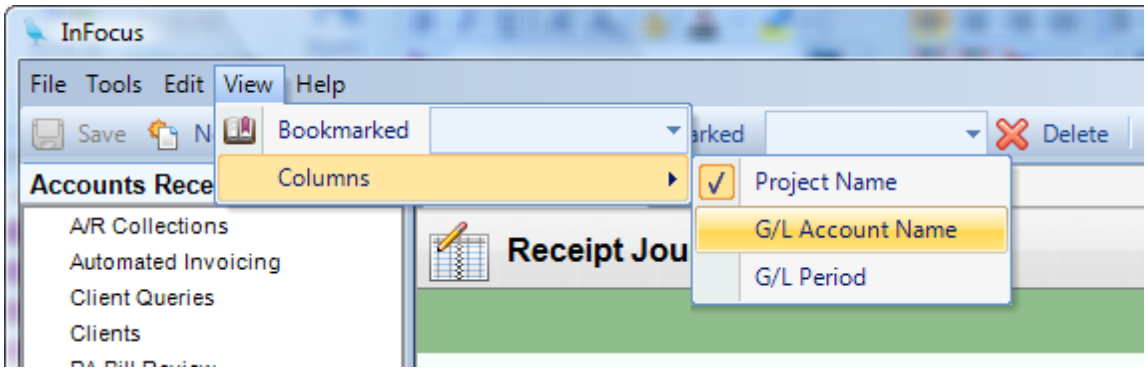
Note - By selecting a checked column, the user removes the check mark. The information is then removed from the grid. All of the selectable columns are read only and options may vary between journals.

Note 2 - On the header section of each transaction is a Show Audit Trail check box. When checked, all entries, including, reversing entries will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.

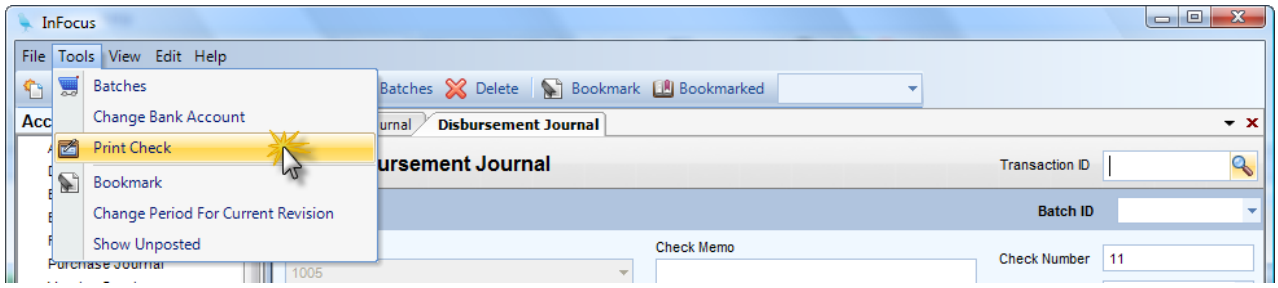


4.1.4.5.9 Print a Manual Check

Overview

How to print a Manual Check. Here are the steps to writing a Manual Check.
Note: The user must manually enter the check in the Disbursement Journal to record the transaction.

Step 1 - Go to the Disbursement Journal. Click on the *Tools* Button and select *Print Check*.



Step 2 - Fill in Address (if needed). Check the *Print Check Number* box (if needed). Click *Print*.

Step 3 - The user will then be directed to the Manual Check report.

Step 4 - Double Click on *Manual Check* in the reports column.

Step 5 - InFocus will then run the report. The user can now print the manual check.

4.1.4.5.10 Write one check for different GL Accts

Overview

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How to write one check and distribute it to several different G/L accounts.

Just enter it into the Cash Disbursements Journal located in the A/P module. On the top you select the bank account and in the grid you enter the different G/L accounts. After you save it you can print a check from the option in the tool bar.

4.1.4.5.11 Credit a client an overcharge

Question:

I just noticed that i overcharged a client. Since the client has paid the amount. How do i credit the client that amount?

Answer:

Simply enter a manual check in cash disbursements. Choose payee type as Client. Then in the distribution (grid) for G/L account choose your A/R account and the appropriate invoice number. You can then print the check from the same screen.

4.1.5 E/R Check Writing

Overview

Checks processed from E/R Check Writing are generated from the employee reimbursable entered into the Employee Reimbursable Journal. The checks themselves are posted into the Disbursements Journal. Our system checks use the Deluxe/Nebs DLM102 Check Stock layout.

Note: Invoices are synonymous with reimbursements. A reimbursement is a transaction in the employee reimbursement journal.

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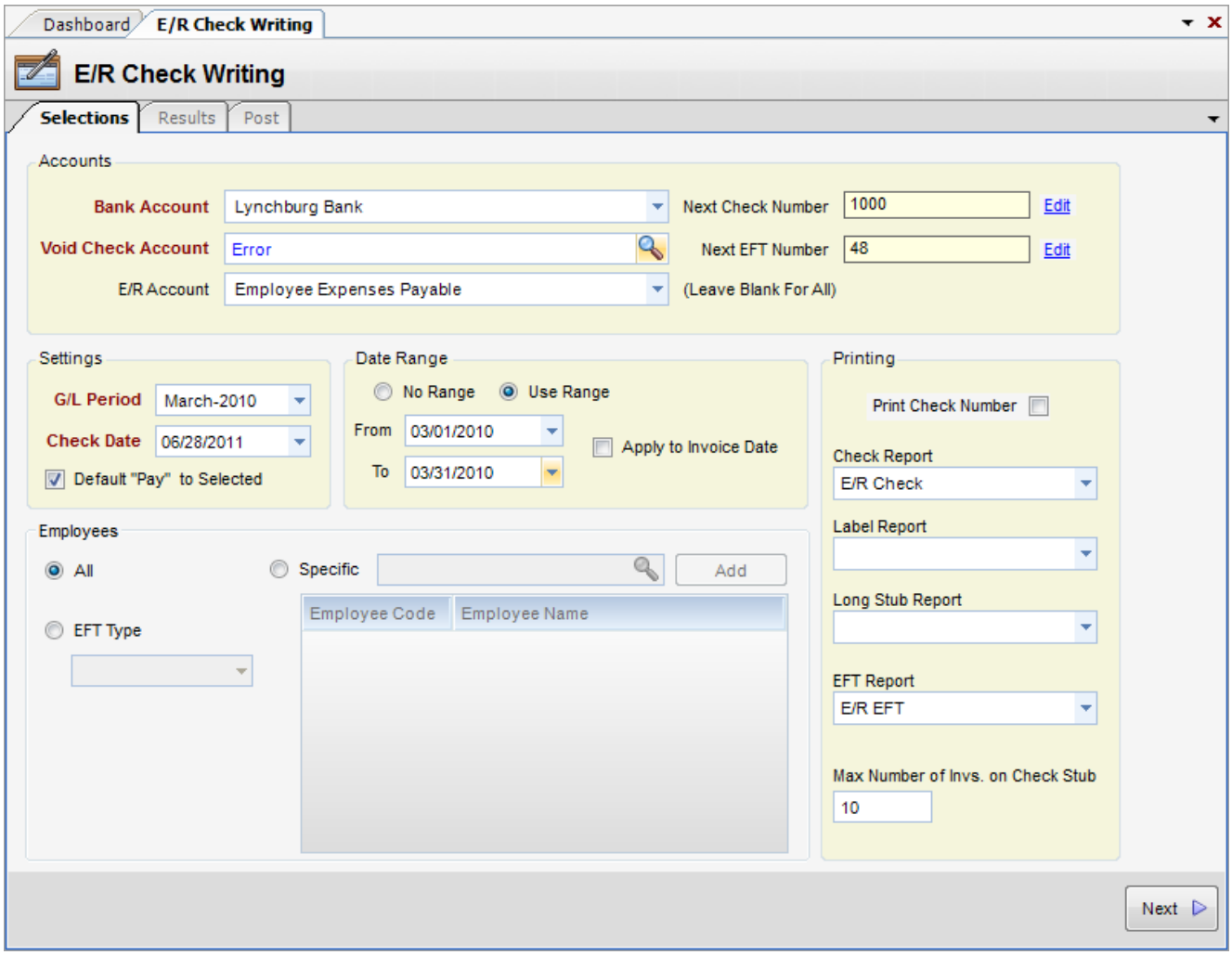

4.1.5.1 Selections Tab

Overview

The *Selection* tab includes the settings that will determine which invoices are to be processed.

Field Descriptions Below

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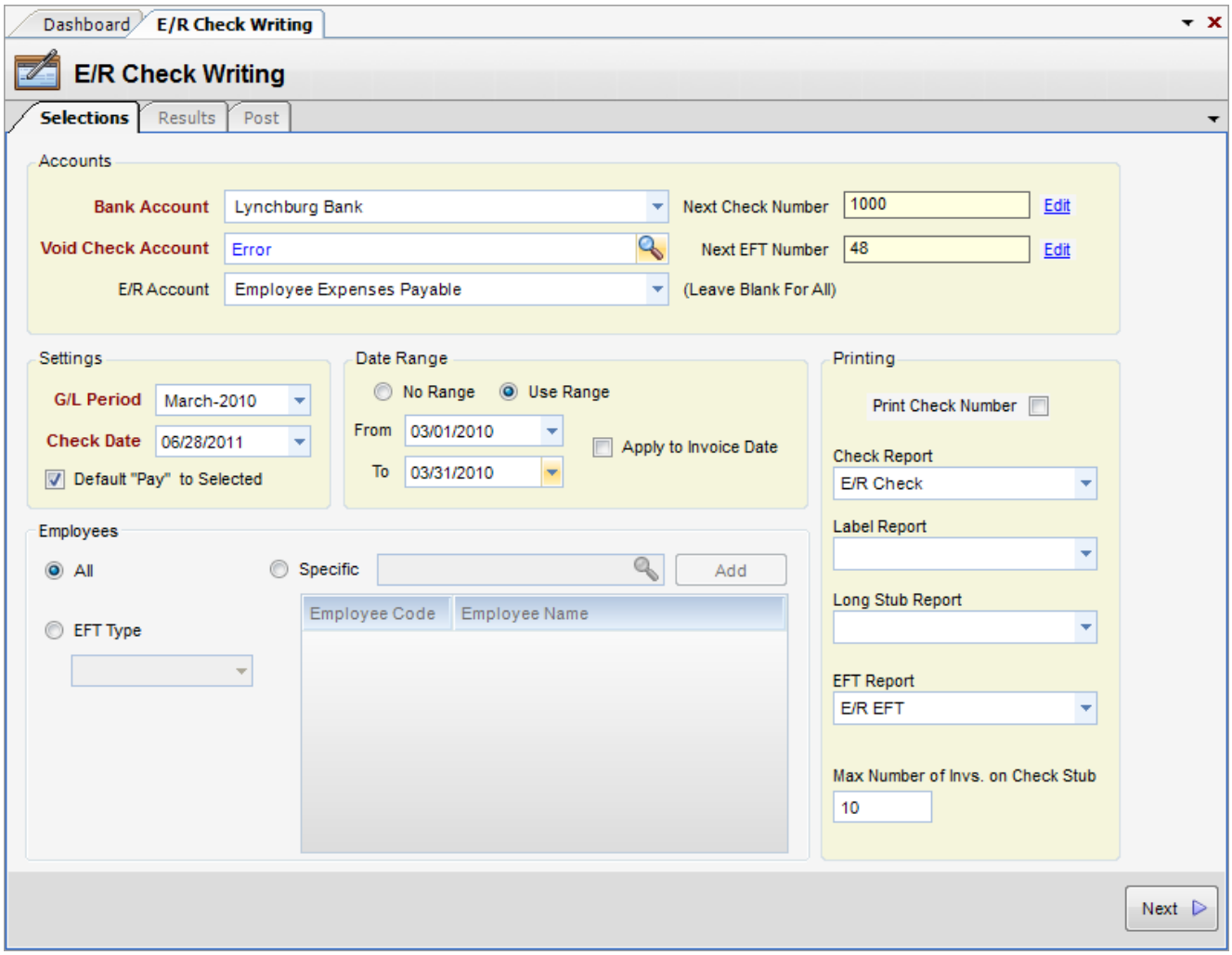

- **Bank Account** - The bank account to which checks will be posted.

- **Void Check Account** - G/L Account to use as offset for voided checks. (All transactions in InFocus require at least two sides).

- **E/R Account** - E/R account to use for invoice selection. Leave blank for all.

- **Next Check Number -** The next check number to be used when a check is written.

Note: The Edit button next to the check number allows a use to directly change the next check number in this screen.

- **Next EFT Number** - Next check EFT number to use. Defaults from the next control number field of the bank account record in the **Chart of Accounts** located on the **Accounts Associations Tab / EFT Column** (Click Bank Info Button). See Fig. 1

Note: The Edit button next to the check number allows a use to directly change the next check number in this screen.

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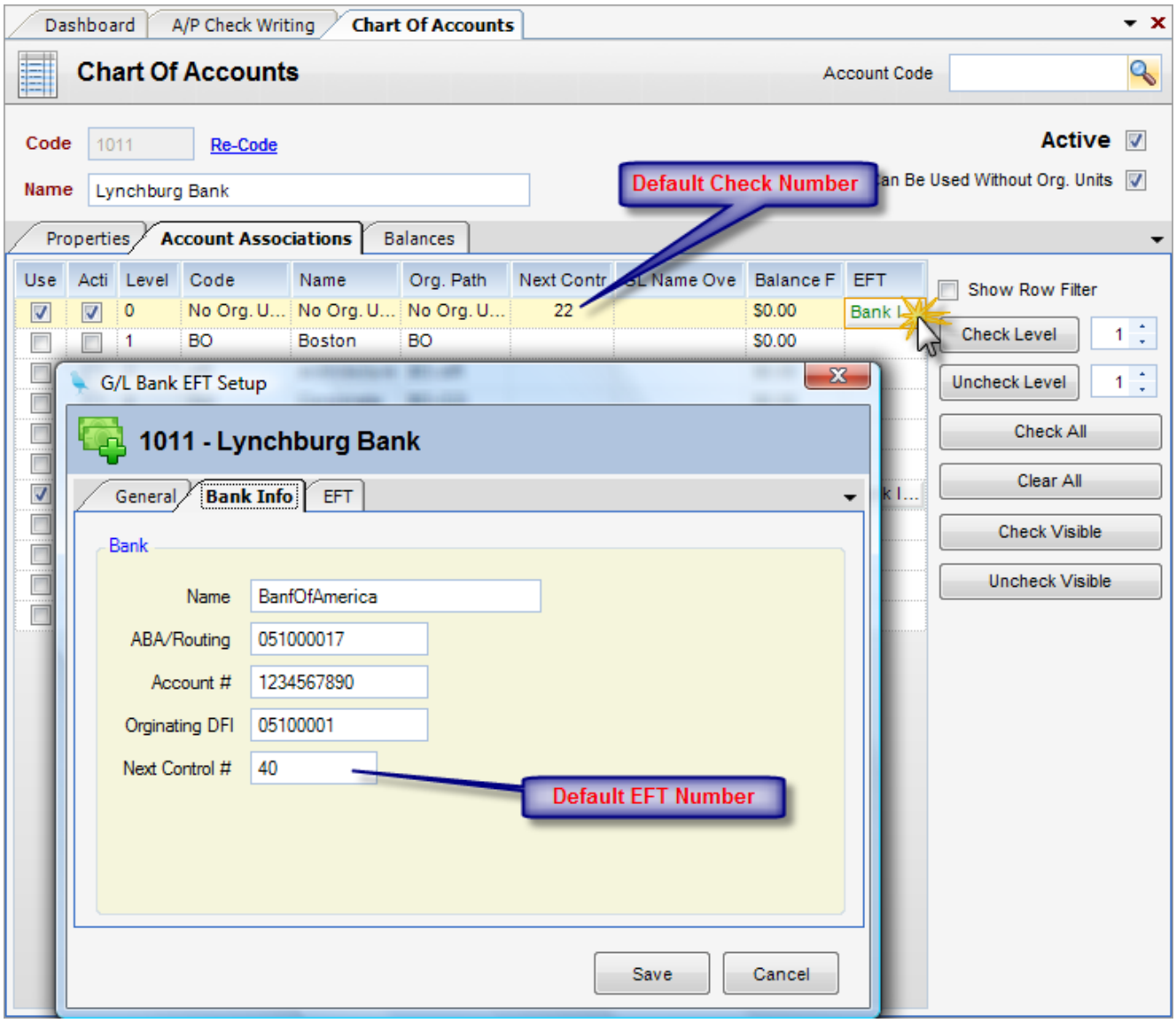

Fig. 1

Settings

- **G/L Period** - The G.L period to which checks are posted.
- **Check Date** - Date of checks
- **Default "Pay" to Selected** -When checked, defaults to pay the selected recipient.

Date Range

- **No Range** - When checked, no range will be used for invoice selection
- **Use Range** - When checked, a date range will be used for invoice selection.
- **From** - Starting date of invoice selection

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- **To** - Ending date of invoice selection
- **Apply To Invoice Date** - When checked, invoices with an invoice date between the From and To Dates will be selected.

Employees

- **All** - When checked, open invoices for all employees will be included.
- **Specific** - When checked, open invoices for the listed employees will be selected.

Printing

- **Print Check Number** - When checked, the check number will print on the face of the check.
- **Check Report** - Report design to be used to print the check.
- **Label Report** - Report design used to print check labels
- **Long Stub Report** - Report design used to print long stubs. Long stubs are a separate report that for checks that cover more invoices than can be printed on one stub.
- **Max. Number of Invs. on Check Stub** - Maximum number of invoices that will fit on one check. The default of 10 applies to the check report design that ships with InFocus.

4.1.5.2 Results Tab

Overview

The *Results* tab is split into two grids: 1) the employee grid and 2) the invoice grid. Selecting a row in the employee grid will display the associated reimbursements in the reimbursement grid.

Field descriptions listed below

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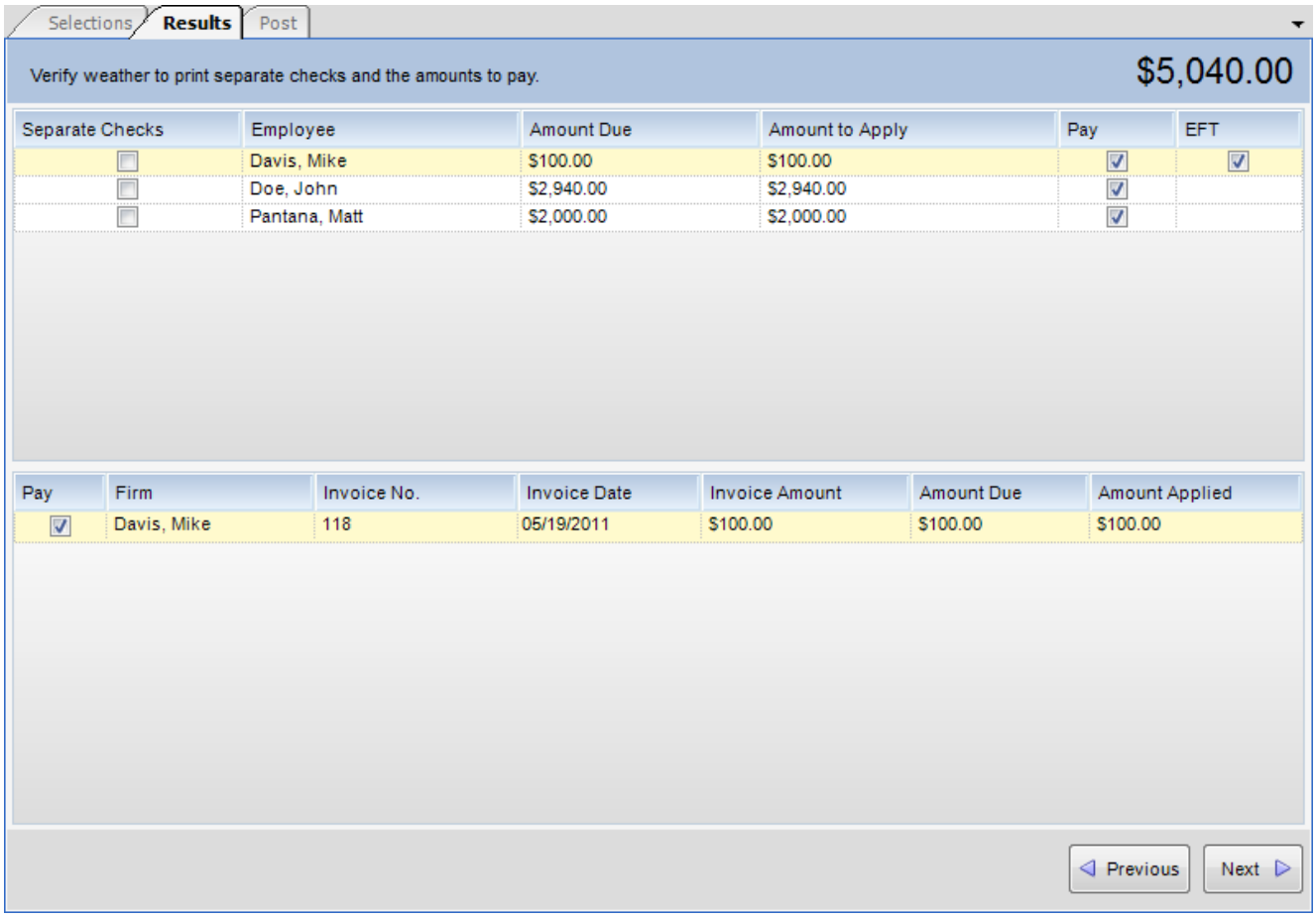

Employee Grid

- **Separate Check** - When checked, a separate check will be printed for each reimbursement for this Vendor.
- **Employee** - Employee
- **Amount Due** - Total amount due this employee.
- **Amount Applied** - Total amount to pay this employee. Defaults to amount due. Shows running total of selections from reimbursement grid.
- **Pay Check box -** When checked, the selected check(s) will be processed for printing.
- **EFT -** When selected, check will be processed as an EFT.

Reimbursement Grid

- **Employee** - Employee name. Read only.
- **Invoice No.** - Reimbursement. Transaction ID from employee reimbursement journal. Read only.
- **Invoice Date** - Invoice Date. Read only.
- **Invoice Amount** - Invoice amount. Read Only.

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- **Amount Due** - Amount due on invoice. Read Only.
- **Amount Applied** - Amount to pay employee for this reimbursement.

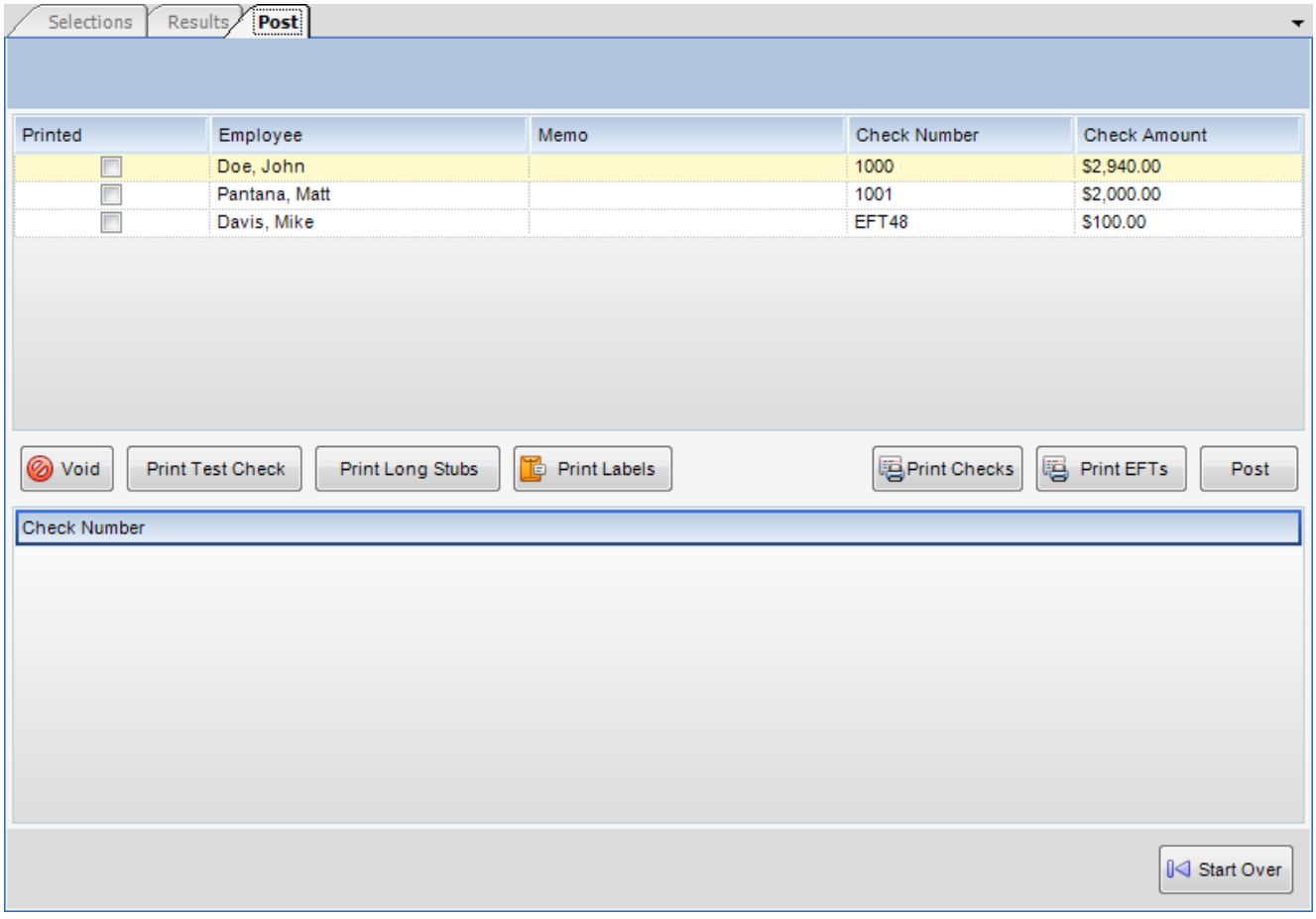
4.1.5.3 Post Tab

Overview

In the *Post* tab, a user can *print, post,* or *void* checks. The grid on the top of the *Post* tab is the check queue. When you first enter this tab, the system will display a list of checks that have been prepared to be printed. The normal operation is to first print the checks. Once you have the printed the check, a flag will appear next to the check in the check queue. You can now print labels and long stubs for all checks that are flagged as printed. Finally, you post the checks. Checks will be posted only for checks flagged as printed or voided. Once the checks have been posted they are removed from the queue.

Note: In the case of printer jams you may need to void or reprint checks. The grid at the bottom of the screen retains the list of voided checks.

Post Tab (Field descriptions listed below)



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Check Queue

- **Printed** - When selected, the check is considered printed.
- **Firm** - Vendor. Read only.
- **Memo** - Check memo to print on check face. Can be edited when check printed flag is not set.
- **Check Num** - Check number. Read Only
- **Check Amount** - Check amount. Read only

Buttons

- **Void** - When selected, a check range can be entered to have voided. All checks in the range will move from the check queue to the void log and new check numbers will be assigned in their stead. Voids will get posted along with regular checks. You cannot move a void back into the check queue without starting over.
- **Print Test Check** - Print test check should be done to plain paper and held over a check against a light source to verify alignment. Test checks do not generate a void.
- **Print Long Stubs** - When selected, a long stub will print for every check marked *printed* that has exceeded a maximum number of reimbursements.
- **Print Labels** - When selected, mailing labels will print for every check marked printed. This is optional and used when windowed envelopes are not used.
- **Print Checks** - Prints all checks not flagged as printed and then marks them printed.
- **Print EFTs** - Prints all EFT checks.
- **Post** - Posts all checks flagged as printed. It also enters the voids in the Disbursements Journal. Removes posted items from the queue and the void log.

4.1.5.4 Toolbar

Overview

The E/R *Check Writing* toolbar gives the user (if given the appropriate permissions) numerous capabilities within the E/R *Check Writing* applet. Below is a list of those capabilities.

- **Clear Check Sessions** - This is used when you receive and error message stating that another user is currently writing checks against this bank account when no other users truly are. This error can occur if a

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user improperly exits InFocus in the middle of a check writing session.

4.1.5.5 How To

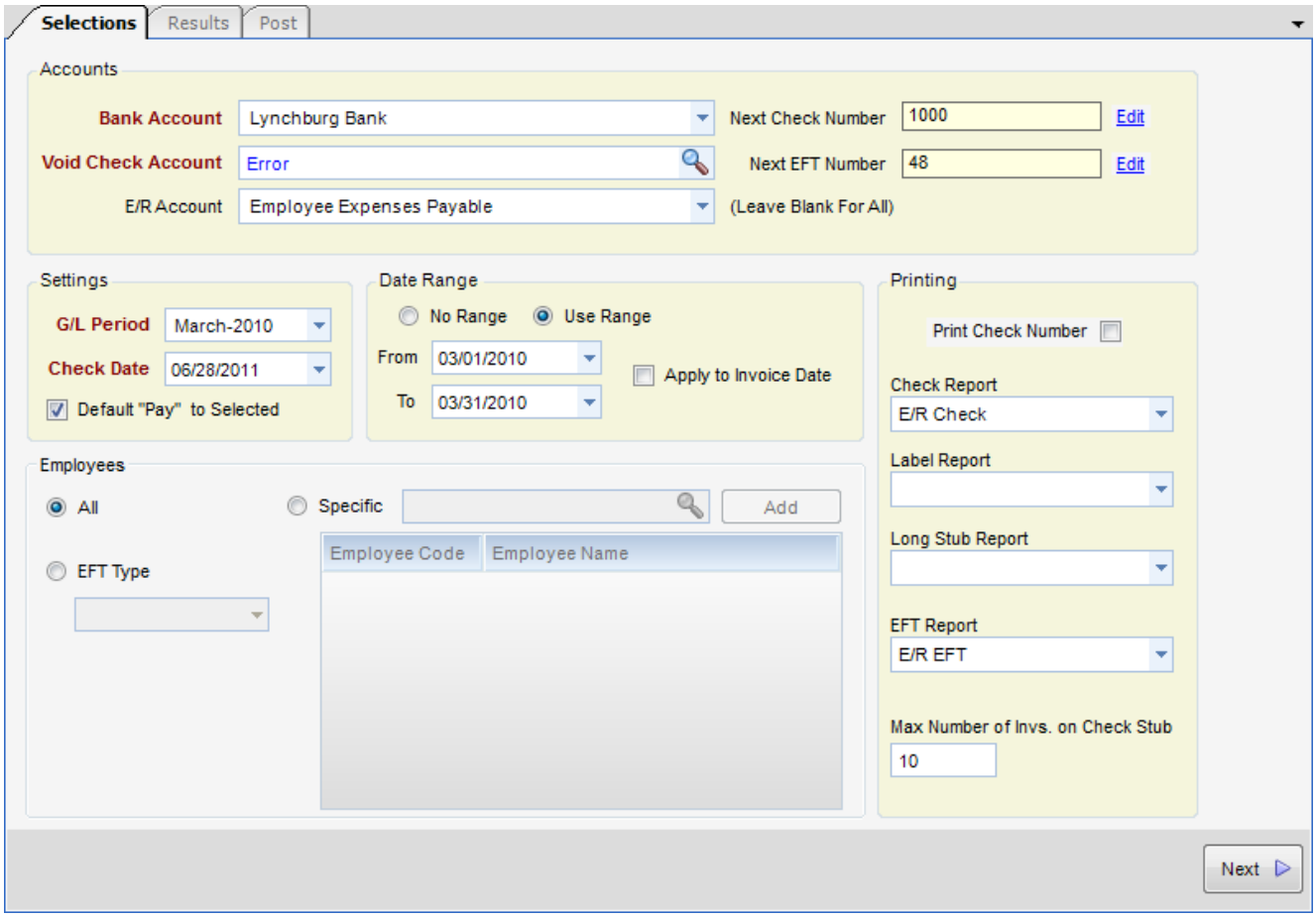
4.1.5.5.1 Write an E/R Check

Overview

How to Write an E/R Check. Check processing is a three-step procedure.

Note: When *next* and *previous* buttons navigate between the steps, check writing uses a wizard-type form.

Step 1 - Fill out the Selections tab with the appropriate information. The Selections tab includes the settings that will determine which invoices are to be processed.



Step 2 - Fill out the Results tab with the appropriate information. In the Results tab, you will see a list of vendors (Firms) and respective invoices that were found, based on the settings from the selections step. In this step you can alter what invoices you want paid, how much you want to pay, pay as an EFT, and whether to print a separate check for each invoice.

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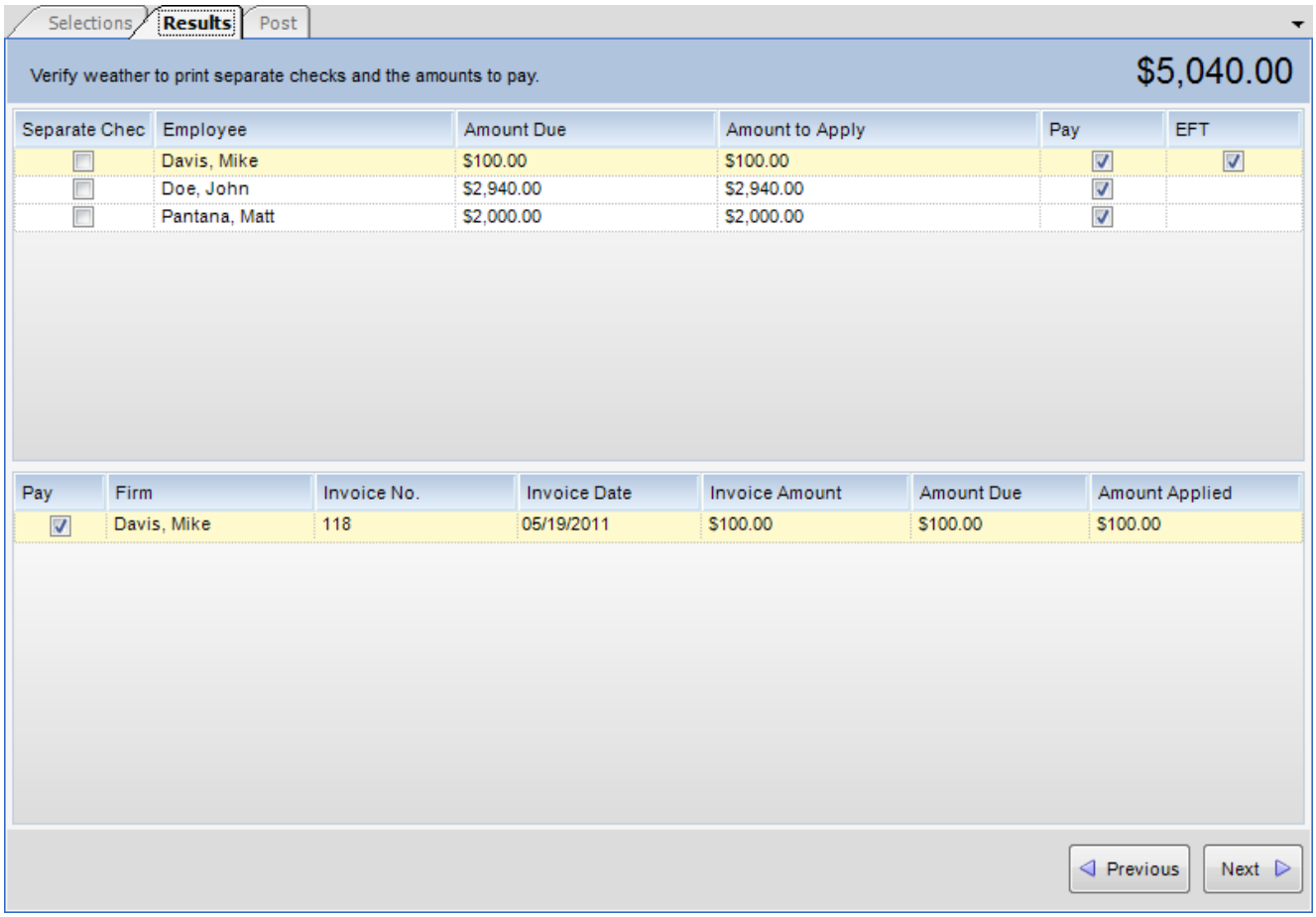

Step 3 - Make sure that the Post tab is displaying the appropriate information. You may fill out the Memo box here if desired. Click Print Checks or Print EFTs. On the Post tab, you can print, post, or void checks. If you are happy with the printed checks/EFTs, click Post to post them to the Disbursement journal. Once you post, the EFT file is generated. If you would like to modify the EFT file, go to the EFT Files applet located in Utilities.

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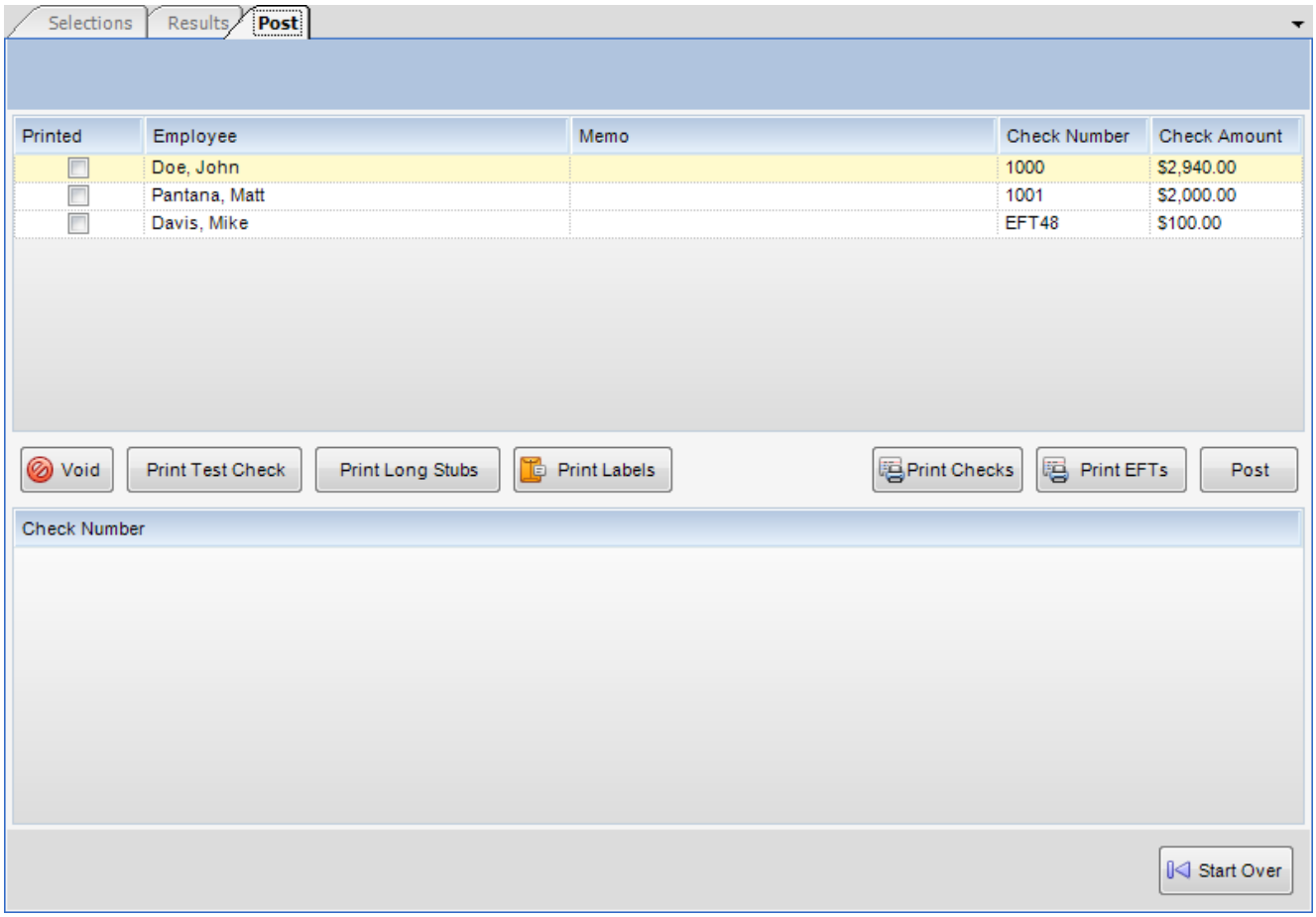

4.1.6 Employee Reimbursables

Overview

The Employee Reimbursables Journal is where employee reimbursements are entered. Typically, they have been imported from employee expense sheets, but they can also be directly entered here.

Note: This journal makes assumptions on debits and credits. It assumes the header amount is a credit, so when you enter a positive amount it saves it behind the scenes as a negative (a credit).

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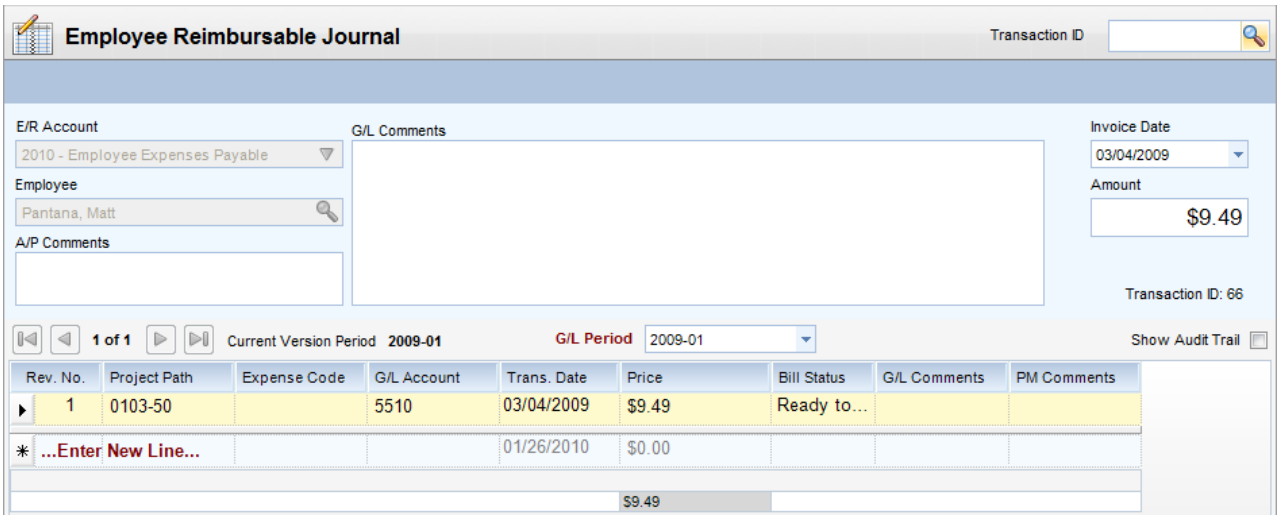
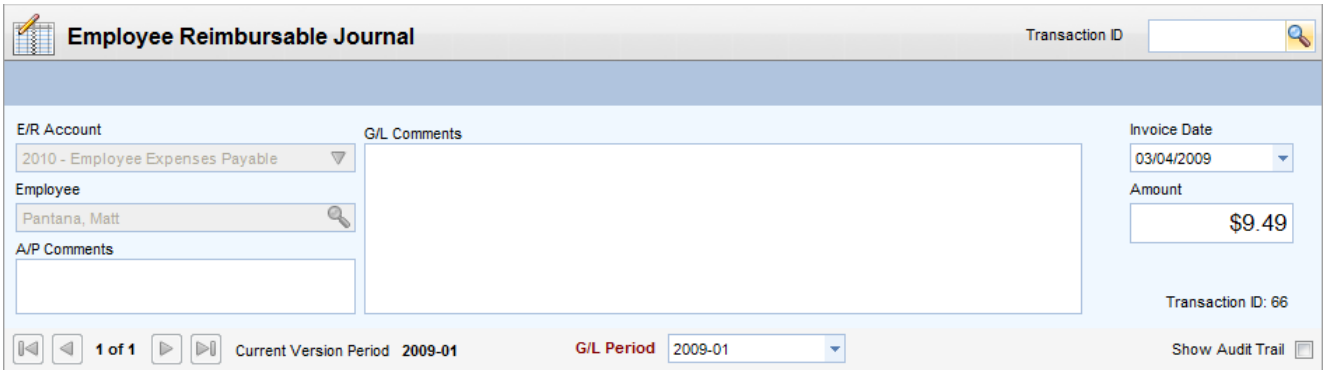


4.1.6.1 Header Section

Overview

The header section contains all common data for an E/R transaction. It contains the employee reimbursable account and transaction amount, and is referred to as the control side.

Field descriptions listed below



Fields

- **E/R Account** - Employee reimbursable sub-ledger account.
- **G/L Comments** - General Ledger Comments
- **Employee** - The employee for whom the transaction is intended.
- **A/P Comment** - Payables comment.
- **Batch ID -** Number of the batch that you are working with.
- **Invoice Date** - Date of the E/R invoice or transaction
- **Amount** - Amount of entire transaction

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- **G/L Period** - General ledger period for this transaction or revision to effect. Defaults to current period and only open periods are allowed.

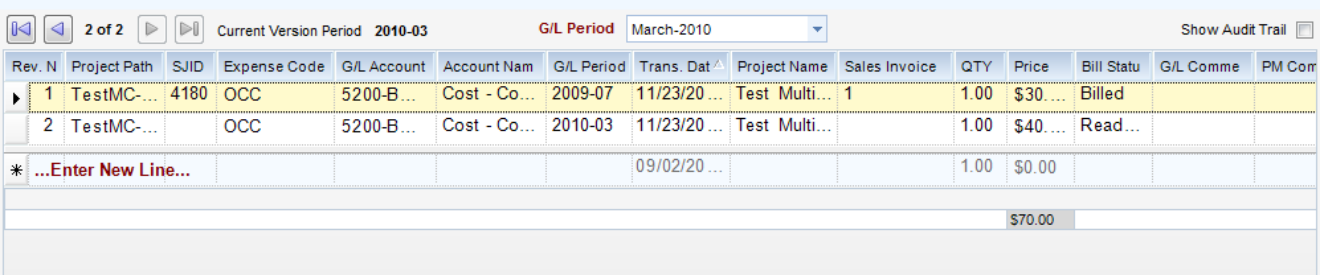
- **Show Audit Trail -** When checked, all entries, including reversing entries, will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.

4.1.6.2 Detail Section

Overview

Distribution of employee reimbursements to G/L accounts and WBS paths occur here. (Field Descriptions Below)
Note: If you are on a new row, F2 duplicates the row from above, otherwise it copies the row you are on to a new line.

Field descriptions listed below



Fields

- **Rev. No. -** The number of the revision of the journal entry. The original entry is 1.

- **Project Path** - WBS path. Optional

- **SJID** - Sales Journal ID number.

- **Expense Code** - Defaults in from vendor setup if also setup on project. Optional

- **G/L Account** - If expense code is entered, it defaults in either the direct or indirect cost G/L account from the expense code setup, depending on type of project. When project is specified, you are limited to the appropriate direct/indirect cost accounts.

- **GL Account Name** - Displays the GL Account Name in the detail section. This is optionally shown through the toolbar under *View / Columns*.

- **GL Period** - Displays the GL Period in the detail section. This is optionally shown through the toolbar under *View / Columns*.

- **Transaction Date** - Date of reimbursement line item

- **Project Name** - Displays the Project Name in the detail section. This is optionally shown through the toolbar under *View / Columns*.

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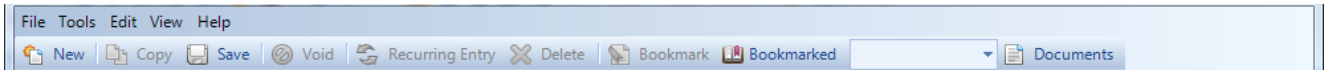
- **Sales Invoice No.** - Sales Journal Invoice Number.
- **Qty** - Quantity. Available when note icon is clicked.
- **Unit rate** - Unit cost rate. Available when note icon is clicked.
- **Price** - Extended cost amount.
- **Bill Status** - Billing status
- **G/L Comments** - General ledger comments. Will print on G/L reports in place of comments on header of transactions for this line item.
- **PM Comments** - Project management comments. Appears on project management reports and invoices.

4.1.6.3 Employee Reimbursables Toolbar

Overview

The Employee Reimbursables Journal Toolbar gives the user (If given the appropriate permissions) numerous capabilities within the journals of InFocus. Below is a list of those capabilities.



- **New -** Creates a new Journal transaction.
- **Save -** Saves the current Journal transaction.
- **Void -** Voids the current Journal transaction.
- **Copy -** Copy the current Journal transaction to the Journal.
- **Batches -** When clicked, a Batches box will pop up. Batches are a way for a user to manually input transactions into the system and check them against the Batch Total. Once all of the transactions are entered, the user can then post all of the transaction within the batch.
- **Recurring Entry -** Allows the user to have an entry that is recurring for a given number of cycles.
- **Delete -** Deletes the current Journal transaction.
- **Bookmark -** Bookmarks the current Journal transaction for future retrieval.
- **Bookmarked** - Shows whether or not the current Journal entry has been bookmarked or not.
- **Documents -** Opens the Document Management pop-up. There you are able to upload, view, modify and delete archived documents.

The Tools Button on the Toolbar gives the user additional functions available in the journal. (Described Below)

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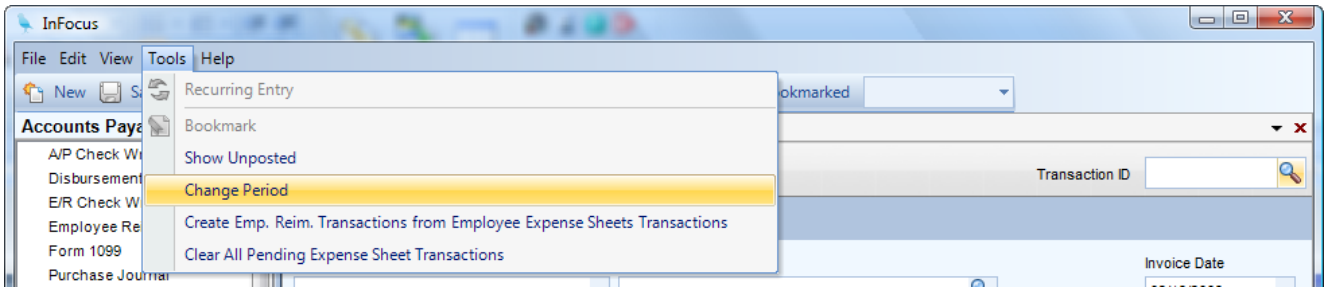

- **Recurring Entry -** See above.
- **Bookmark -** See above.
- **Show Unposted -** Shows unposted Disbursement Journal transactions for a specific G/L Period
- **Change Period -** This will change the G/L Period for all of the line items entered on the current version of the Journal entry.
- **Create Emp. Reim. Transactions from Employee Expense Sheets Transactions -** This allows a user to convert expense sheets to E/R Journal entries.
- **Clear All Pending Expense Sheet Transactions -** Will clear out all of the pending expense sheet transactions from the grid.

4.1.6.4 Employee Reimbursables Report

Overview

The Employee Reimbursable Report (Emp. Reimb. Report) allows you to run different reports against the Employee Reimbursable Journal (Emp. Reimb. Journal) using the following criteria:

Starting Period - Starting G/L accounting period

Ending Period - Ending G/L accounting period

All E/R Accounts - When checked, all employee reimbursables accounts are included.

Single E/R Account - When entered, only specified E/R account is included.

Accounts from this Org. - When entered, only specified E/R account associated with the specified Org. Unit is included.

Include Org. Children - When checked, the Org. Children from the specified Org. Unit are included.

Print Projects - When checked, projects will print.

Print Periods - When checked, the G/L accounting period will print for each transaction. When a transaction spans more than one period, the transaction lines are grouped within the appropriate period.

Print G/L Comments - When checked, G/L comments will print.

Print PM Comments - When checked, project management comments will print.

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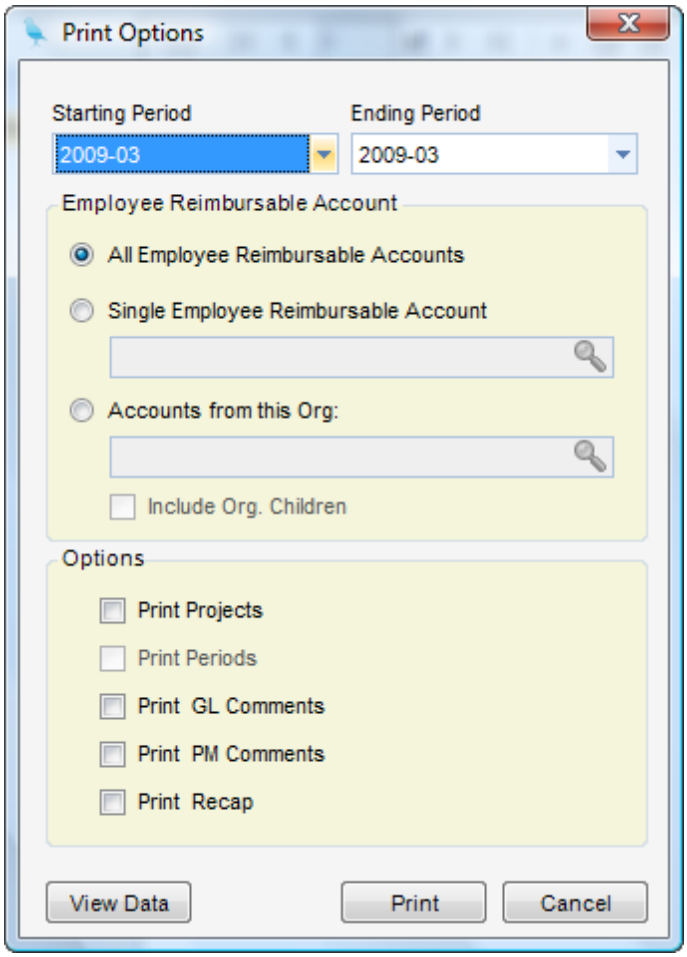
Print Recap - When checked, a summary section showing totals by G/L account will print.

The following box pops up when you double click **Employee Reimbursables Journal Report.** The following pop-up appears in the Report screen when you click the **Emp. Reimbur. Journal Reports** located in the Applet section of the AP Module.



4.1.6.5 How To

4.1.6.5.1 Convert Expense Sheets To Journal Entries

Overview

How to convert expense sheets to journal entries.

Step 1 - Select the *Create Emp. Reim. Transactions from Employee Expense Sheet Transactions* option in the *Tools* menu in the Employee Reimbursable Journal toolbar.

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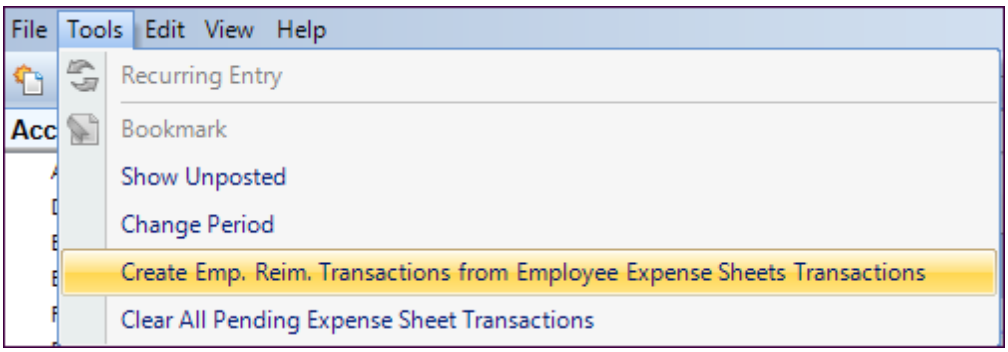
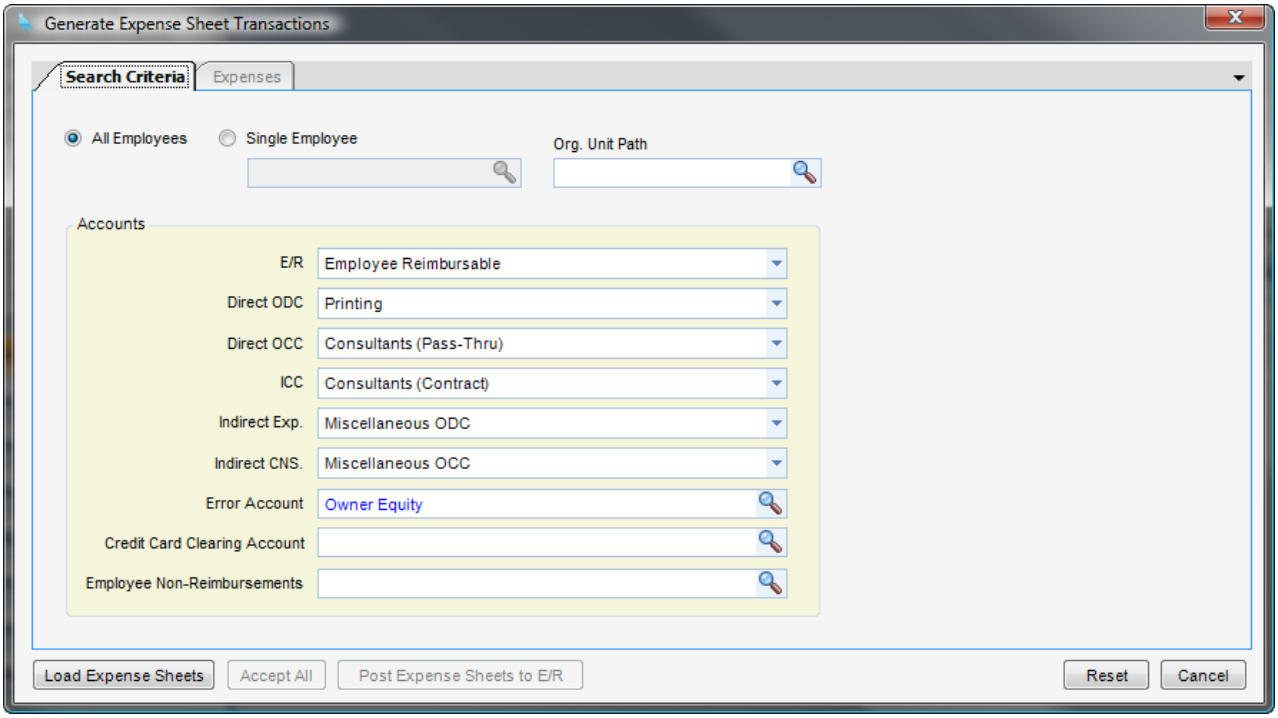


Step 2 - You will be presented with a *Generate Transactions* pop-up window.



Search Criteria - Use this tab to filter available expense sheets and to establish posting accounts. When deriving G/L accounts from base accounts the system will first attempt to use the Employee Profit Center and if unsuccessful then the Project Profit Center.

Fields

- **All Employees** - When checked, all employee expense sheets will be analyzed.
- **This Employee** - When checked, only the listed employee's expense sheets will be analyzed.
- **Org. Unit Path** - When filled out, only employees belong to this org unit, or one of its child org units will be analyzed.
- **E/R** - Employee reimbursable sub-ledger account.
- **Direct ODC** - Direct ODC base account.
- **Direct OCC** - Direct OCC base account.
- **Direct ICC** - Direct ICC base account.
- **Indirect Exp.** - Indirect expense base account.
- **Indirect CNS.** - Indirect consultant base account.
- **Error Account** - Error G/L account. Used when a G/L account cannot be derived.

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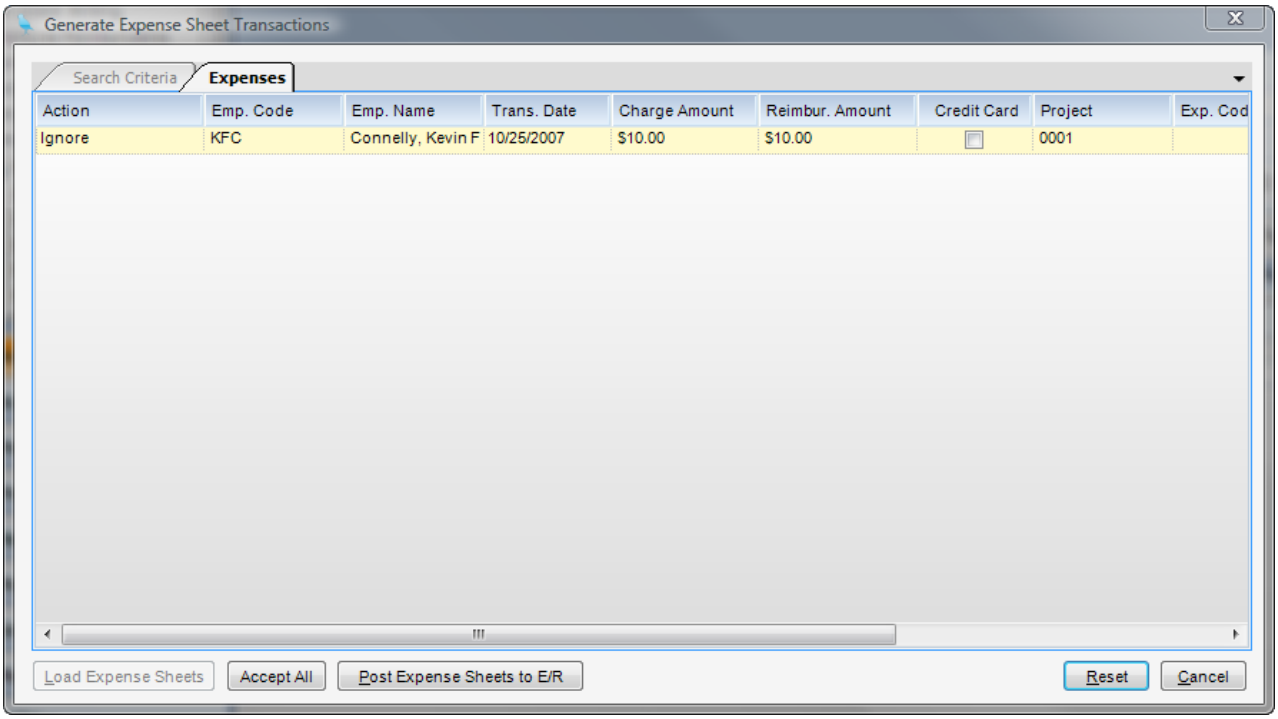
- **Credit Card Clearing Account** - This is the offset account for credit card line items.
- **Employee Non-Reimbursements** - This is the variance account for non-reimbursements.

Step 3 - Once all information has been filled out click on *Load Expense Sheets*. The *Expense Tab* will now be activated. A grid appears with all unprocessed expense sheet line items. You can now flag which line items should be processed.
The first column, Action, is a drop-down list of possible actions for the respective row. The actions are:

- **Ignore** - Do not process this line item. It will be available in future conversions.
- **Accept** - The line item is approved and will be part of the created transaction.
- **Decline** - The line item is rejected and will not be part of the created transaction. The employee will not be reimbursed.



Step 4 - Once all entries have been made, click on *Post Expense Sheets to E/R.* You will then be prompted for the G/L period and invoice date. Fill these out and click *Ok*. The transaction is now created.

Note: If batch entries are enabled (Global Settings), you will also be prompted for a batch ID. If you want to see the created transaction, use the journal lookup. When you get a list of transactions, sort the list in descending order on the Transaction ID columns. The largest transaction ID will be the newly created transaction. (Or press F3 in the lookup for a list of the most recent transactions.)

4.1.6.5.2 Void a Transaction

Overview

How to void a transaction. *Save, delete,* and *void* operate only on the current revision.

Note - Depending on global settings and the G/L period for the void, a new revision may occur. In some journals if

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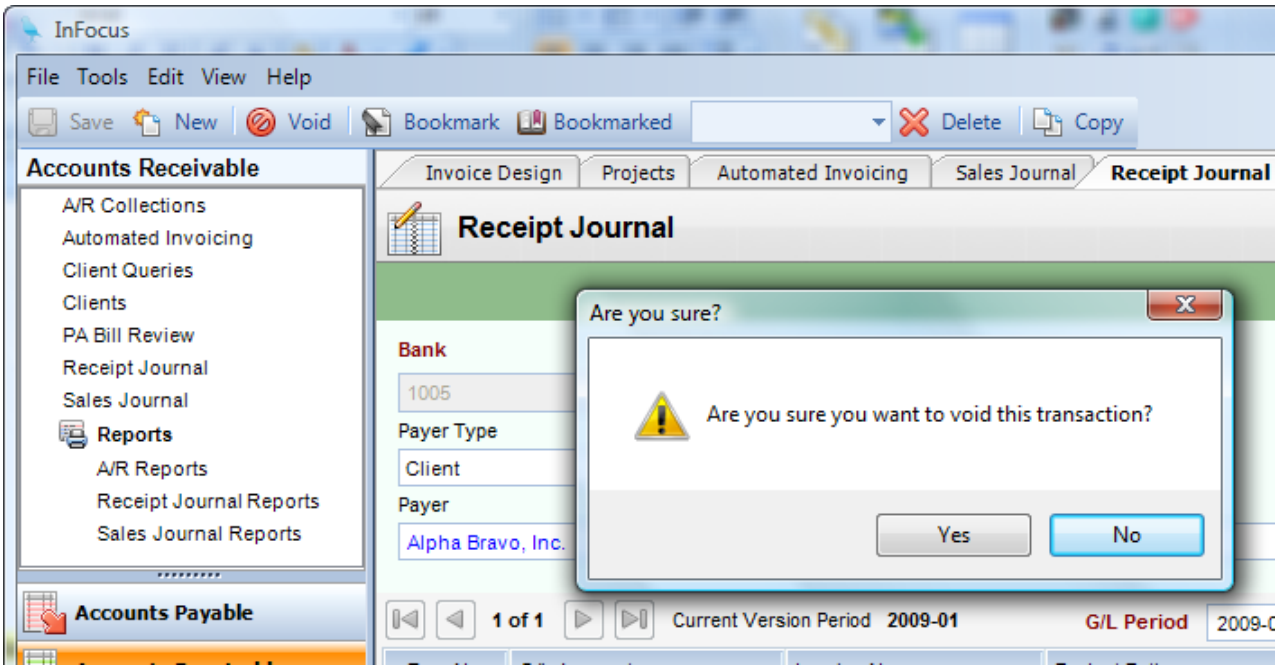
the entry has line items from other journals associated with it (i.e., this was an automated entry), the associations will be released (for example, voiding a sales journal entry that had time and expense associated with it).

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Void* from the toolbar.

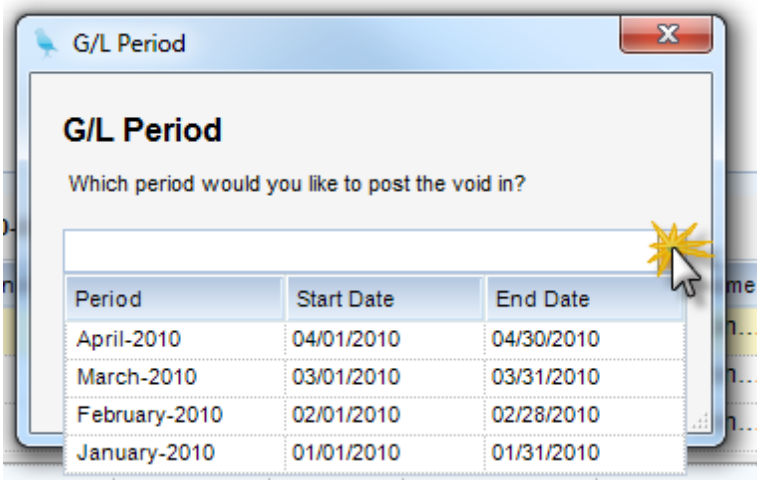
Step 3 - Confirm whether you want to void the entry or not (Fig.1).

Note: The void saves all the amounts as zero. All labor, expense, etc., will be reinstated to WIP only if the current version is the first version. The invoice number associated with the void cannot be reused.



(Fig.1)

Step 4 - Choose which period the void will occur (Fig. 2).



(Fig.2)

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4.1.6.5.3 Copy a Transaction

Overview

How to Copy a Transaction. When copying a transaction, you will find this feature especially useful if there are little or no data changes in the transaction (rent, for example). The steps to copying a transaction are as follows:

Step 1 - Recall the transaction to be copied to the screen.

Step 2 - Select *Copy* from the toolbar.

Step 3 - You will then be prompted for up to four pieces of information. These are:

- **Check Number -** Refers to the check number from a received payment which is added to the transaction to be copied (in the Receipts Journal).
- **Key Field** - The key asked for, depends on the journal. (For example, in the Purchase Journal it is the vendor invoice number, in the Disbursements Journal it is the check number.)
- **Transaction Date** - The transaction date depends on the journal. (For example, in the Purchase Journal it is the invoice date , in the Disbursements Journal it is the check date.)
- **G/L Period** - G/L period for the new transaction. Must be an open period.
- **Mark New Entry as Posted** - When checked, the new entry will be flagged as posted. (Only available based on global settings)

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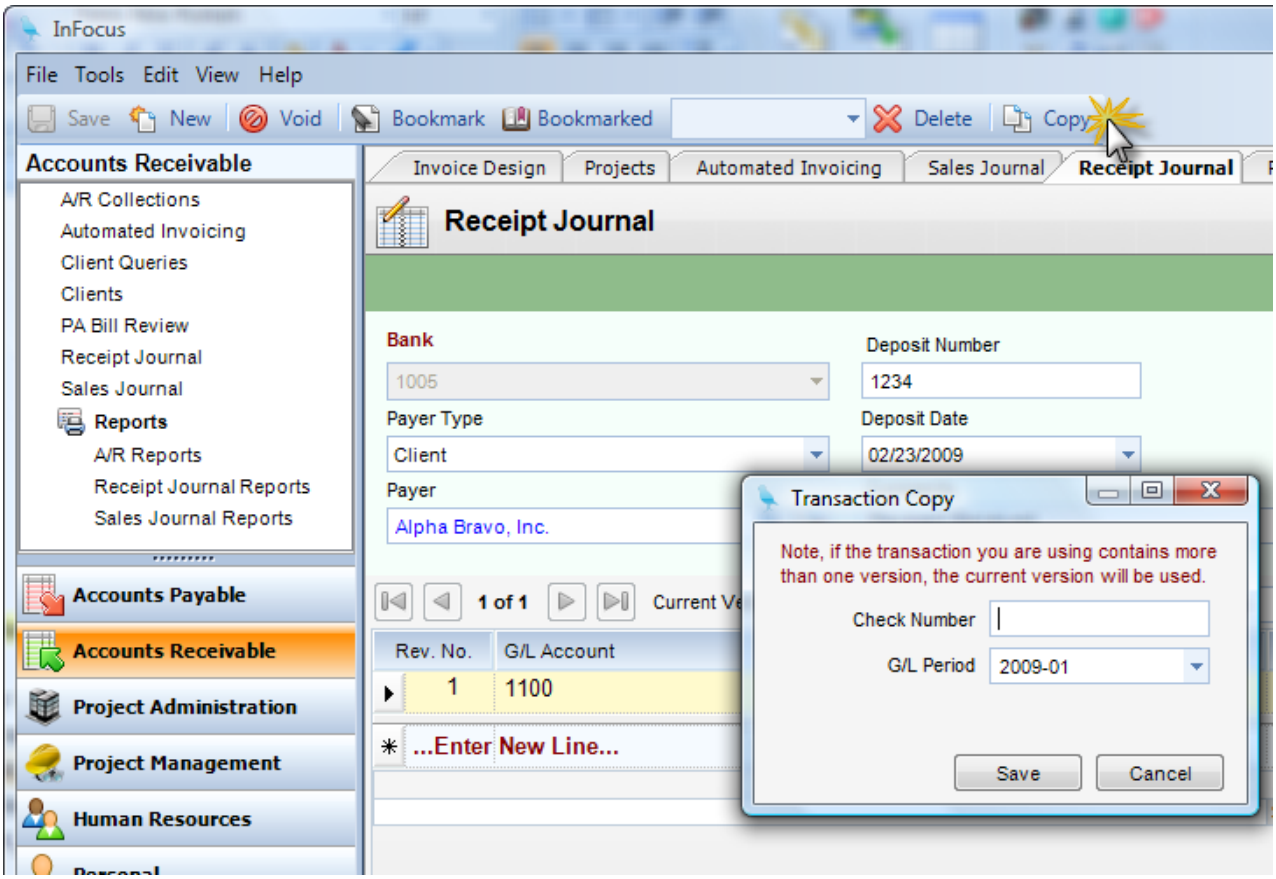

4.1.6.5.4 Add Batch Entries

Overview

How to enter Batches. Batch entries are available in all Journals except for the General Journal (Adjustments Journal). Batches are a way for a user to manually input transactions into the system and check them against the Batch Total. Once all of the transactions are entered, the user can then post all of the transactions within the batch.

Step 1 - Select *Batches* from the Tools menu. A screen will appear listing all open batches that you have created (Shown Below).

Step 2 - To add a batch, enter the batch count of transactions and the total monetary worth and then click *Add Batch*. The system will then add a batch to the list with a unique batch ID.

Step 3 - Now click *Save*.

***Note* -** When you add transactions you can enter a batch ID. All subsequent entries will default to that batch ID.

Step 4 - When all transactions have been completed, recall the Batch Entry Administration screen. The list will show the target totals, as well as the accumulated totals from the entries for your review.

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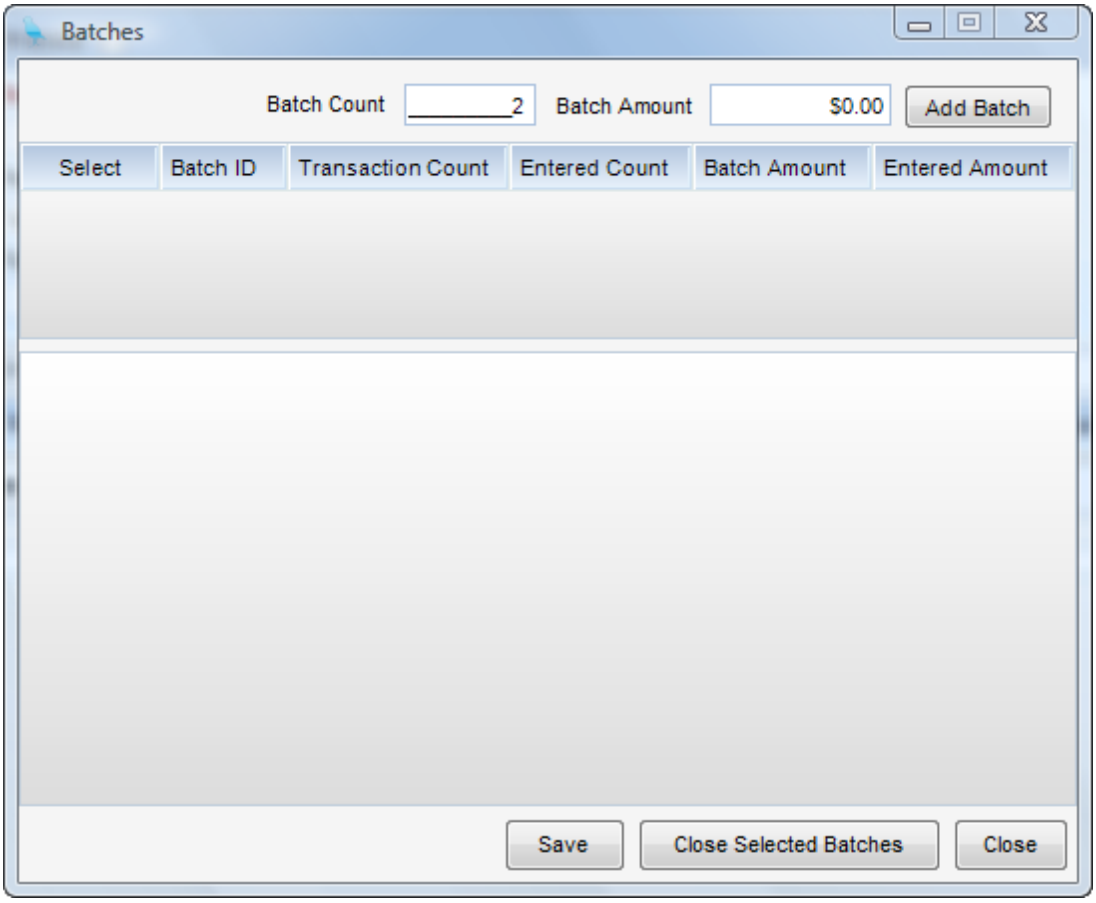
Step 5 - If you are happy with the results, check the *Select* column of the batch and then hit *Close Selected Batches*. This will post all your entries.



4.1.6.5.5 Make Recurring Entries

Overview

How to enter recurring entries. Recurring entries can be made for all Journals except Employee Reimbursable and the Disbursements (Cash Disbursements) Journal. Recurring entries are implemented by using a mass copy operation.

Step 1 - To make a recurring entry, you must first enter one transaction.

Step 2 - The user then uses the *Recurring Entry* button to copy a specified number of times, beginning with a specified G/L period.

Note - In the case of purchases and sales, the invoice number assigned will be the same as the G/L period code. The recurring entry button becomes activated when you recall an existing transaction to the screen (this will be the transaction it copies).

Step 3 - The user will need to supply three pieces of information when the *Recurring Entry* option is selected.

- **Number of Transactions** - Number of copies

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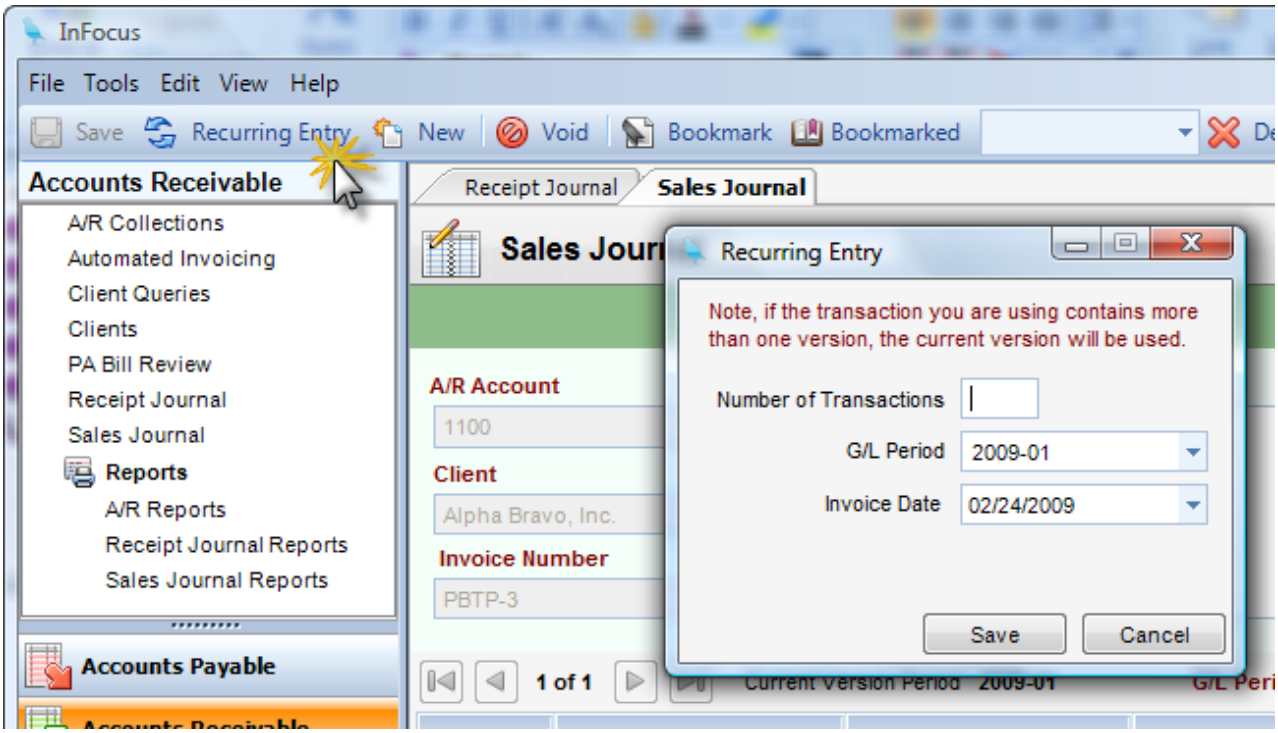
- **G/L Period** - First or starting G/L period for the first copy. Will automatically increment for each subsequent copy
- **Transaction Date** - First transaction date for the first copy. Automatically adds thirty days for each subsequent copy.

Note - The user must have the required G/L periods established. They do not have to be open periods.



4.1.6.5.6 Delete a Transaction

Overview

How to delete a transaction. Save, delete, and void operate only on the current revision.

Note - Once all versions are deleted, the transaction is completely eliminated from the system. You can disable or enable this feature by setting the Delete permission on the journal in question.

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Delete* from the toolbar.

Step 3 - Confirm whether you want to delete the entry or not.

Note: Deleting a transaction deletes the current version of a transaction. When you delete a transaction, it is as if it never happened. All labor, expense, etc. associated with the transaction will be reinstated to WIP.

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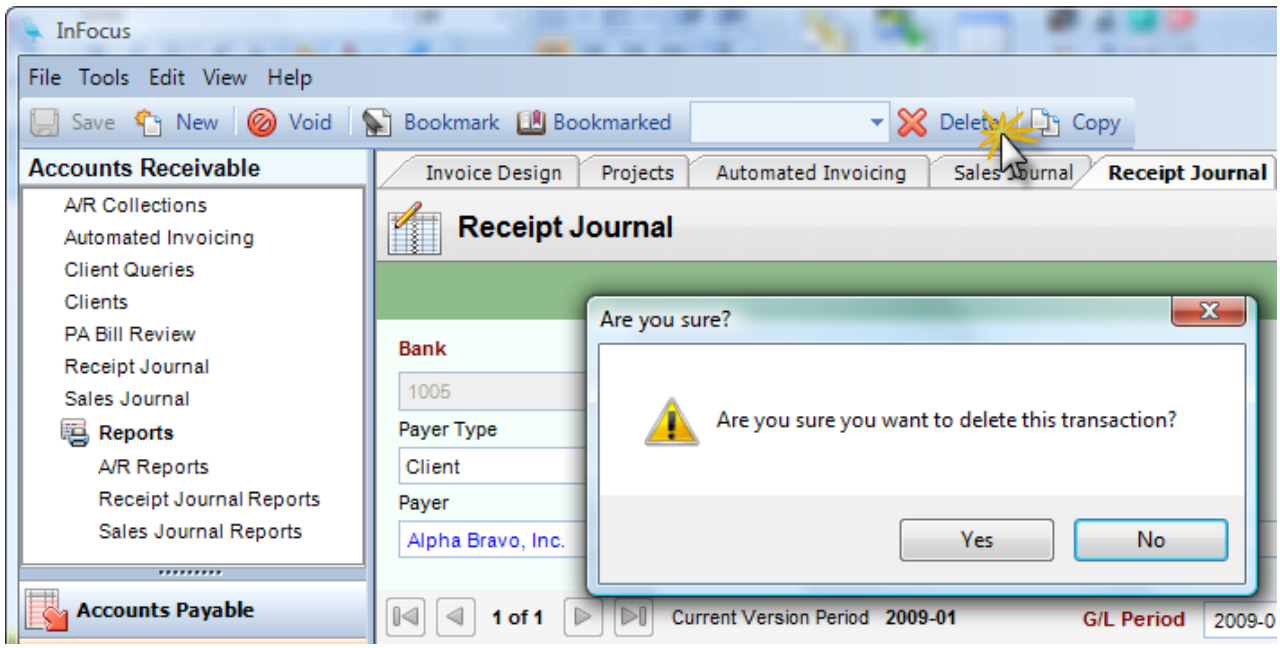


4.1.6.5.7 Bookmark a Transaction

Overview

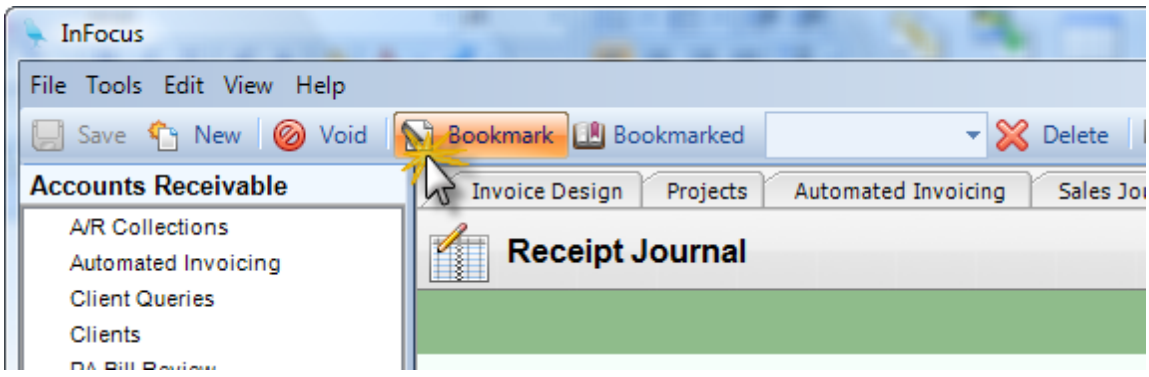
How to bookmark a transaction.Bookmarking a transaction is used to help a user quickly find a commonly used transaction. It can be quite useful when you want to copy a transaction as a new transaction.

There are two bookmark icons in the toolbar of a journal. The one to the left is disabled until you have a transaction on the screen.

Step 1 - To bookmark a transaction recall a journal entry to the screen.

Step 2 - Click *Bookmark* located on the toolbar. This creates the bookmark.

Note - You can then use the right bookmark icon to obtain a list of bookmarks. Selecting an item on the bookmark list recalls the transaction to the screen.



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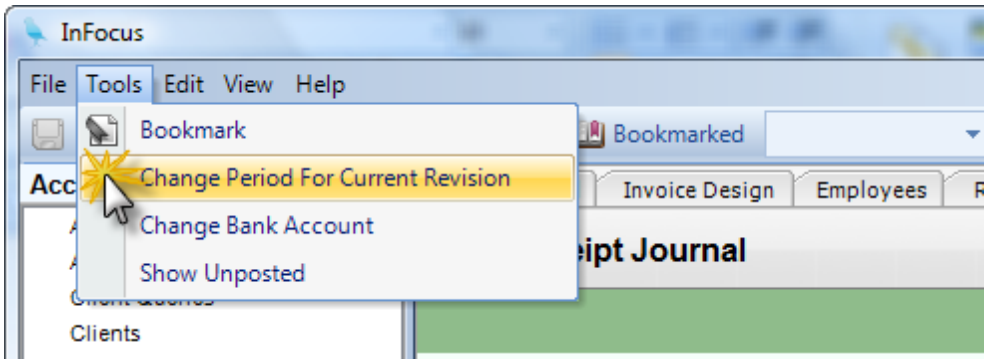
4.1.6.5.8 Change Period For Current Revision

Overview

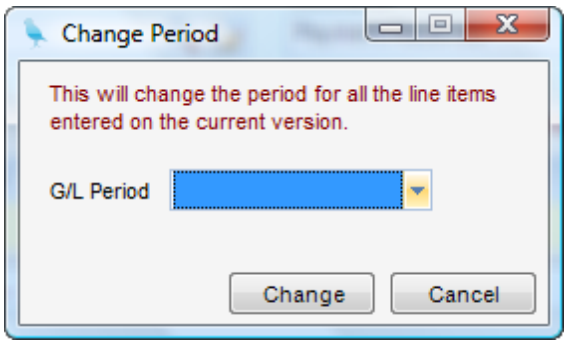
How to change a period for a current revision. On occasion, you may find that you made an entry, or series of entries, in the wrong period and you wish to move that transaction to the correct period without generating any reversing entries.

Note: You must have special rights to access this function.

Step 1 - To change the period for the current revision, click the *Change G/L Period for Latest Revision* function, located under the Tools button on the Toolbar.



Step 2 - Select the G/L period to which you wish to move the entry. The entry to must be an open period.



Step 3 - Click *Change.*

4.1.6.5.9 Show Unposted Entries

Overview

How to show unposted entries. This feature is available in all journals except the General Journal.

Step 1 - Select *Show Unposted* from the Tools option on the tool bar.

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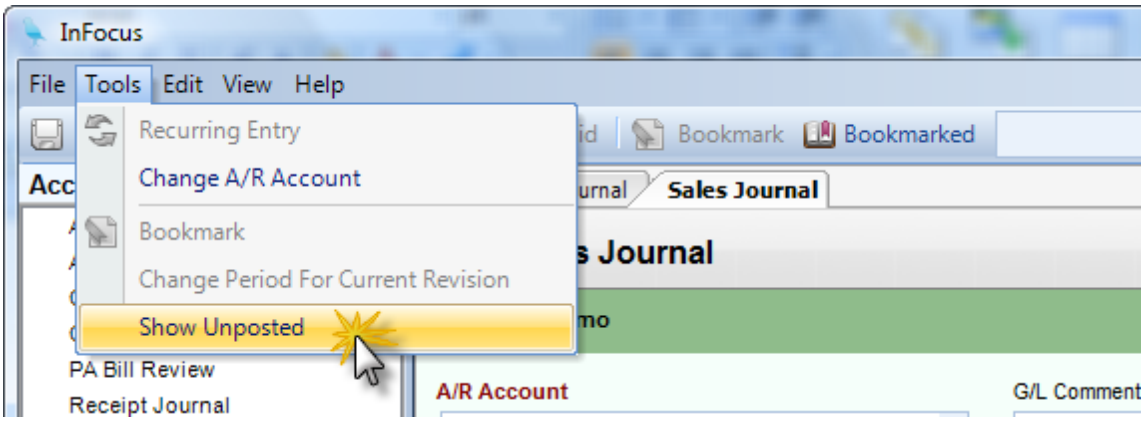
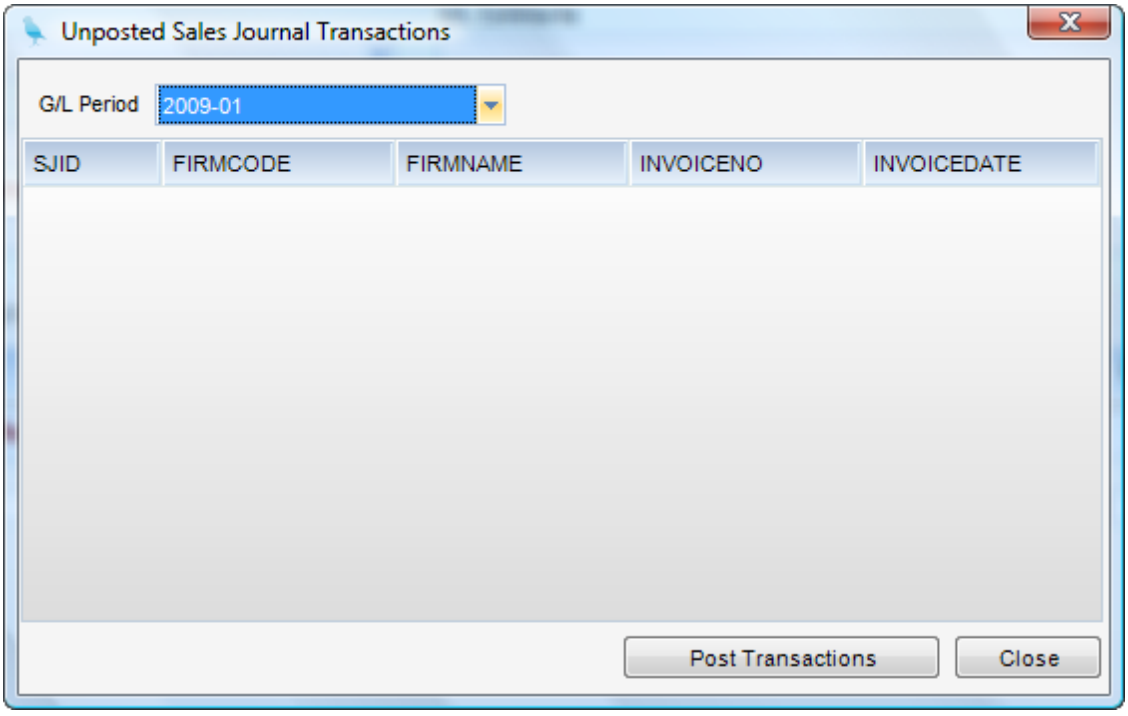
Step 2 - You will receive a screen asking for G/L Period. You can select any open period. Select a period and the grid will list all unposted transactions.

Step 3 - You can then optionally post these transaction en masse.

Note - It is a good idea to check each journals' unposted list prior to closing the books for a period.





4.1.6.5.10 Change Grid Display

Overview

How to change a grid display. You can change the grid display.

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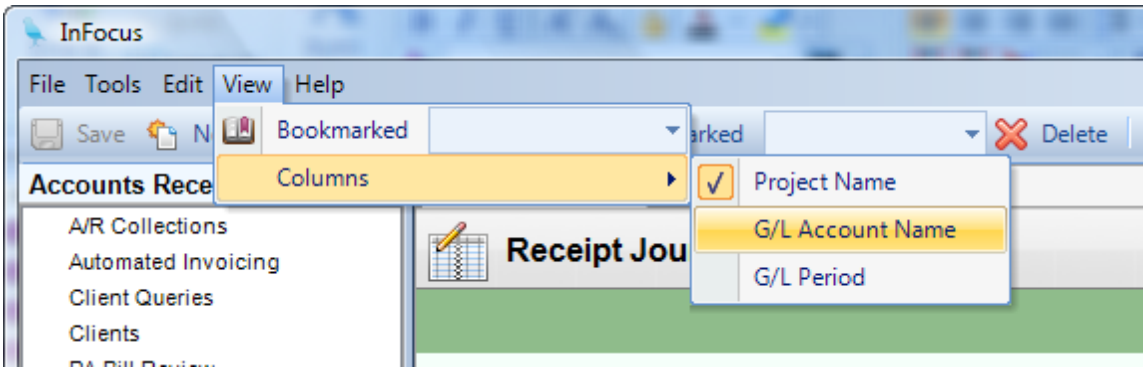
To change the displayed columns and rows:

Step 1 - Choose *View* from the tool menu and then columns. A list of columns appear.

Step 2 - By selecting a column, the user places a check mark next to that column. When there is a check mark, the information is then displayed in the grid.

Note - By selecting a checked column, the user removes the check mark. The information is then removed from the grid. All of the selectable columns are read only and options may vary between journals.

Note 2 - On the header of transaction is a Show Audit Trail check box. When checked, all entries, including reversing entries, will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.



4.1.7 Form 1099

Overview

Form 1099 can be sent to vendors and employees. The system will fill out the forms automatically. The user can override any information, including financial amounts. The main Applet screen shows the fields that can be entered on the 1099 form. An individual's 1099 form can be entered / changed here manually. You can also load vendor and employee 1099 forms by using the Load 1099 Recipients button located in the toolbar.

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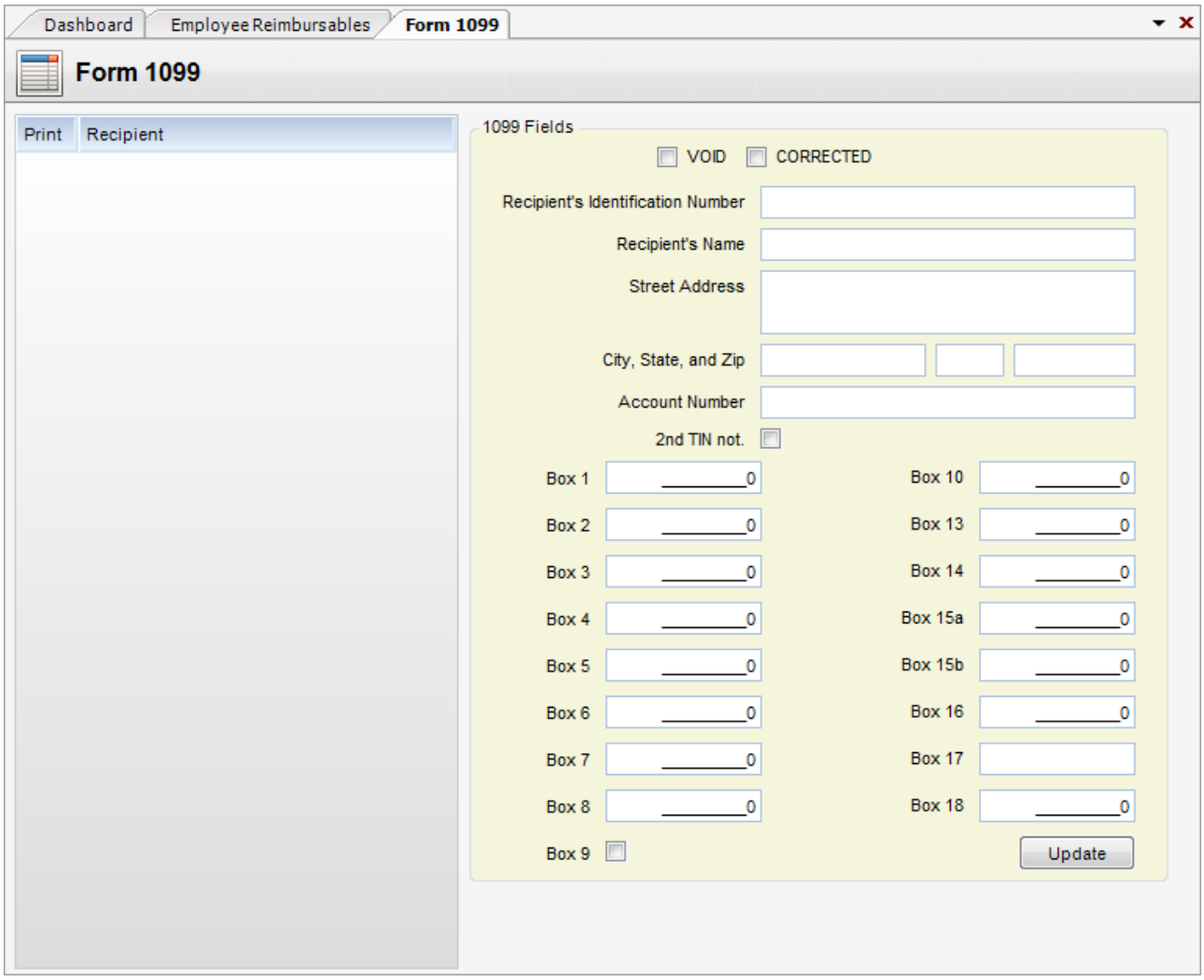

4.1.7.1 Form 1099 Toolbar

Overview

The Form 1099 Toolbar gives the user (if given the appropriate permissions) numerous capabilities. Below is a list of those capabilities.

Buttons

- **Load 1099 Recipients (Pictured Below) -** To view Form 1099 Loading Criteria choose "Load 1099 Recipients" from the toolbar (Field Descriptions Below).
- **Save -** Saves changes to 1099 form made on the Main Applet form.
- **Print 1099's -** Prints 1099 forms.

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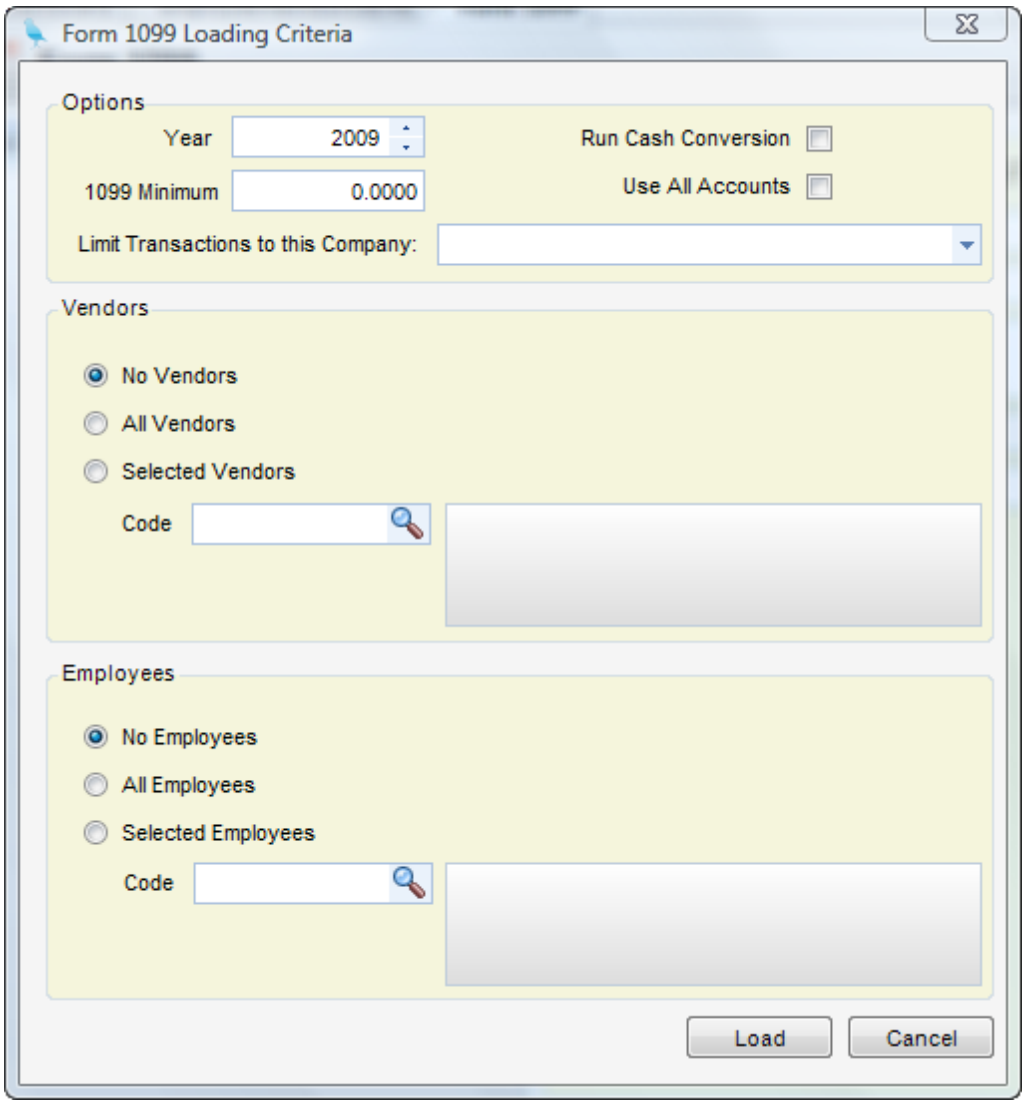
- **Print Labels -** Prints mailing labels to send 1099 forms.



FIELDS

Options

- **Year** - Calendar year that should be analyzed.
- **1099 Minimum** - Minimum amount paid out before a 1099 should be generated for a given vendor or employee.
- **Run Cash Conversion** - When checked, the cash based conversion utility will be run prior to generating 1099's. Cash journals are used in 1099 calculations.
- **Use All Accounts** - When checked, all G.L accounts are considered for 1099 pay amount; otherwise, only accounts that are flagged in the chart of accounts as 1099 accounts will be used.

Vendors

- **All Vendors** - When checked, all vendors are selected.

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- **Selected Vendors** - If *All Vendors* is not checked, you can select individual vendors here.

Employees

- **All Employees** - When checked, all employees are selected.
- **Selected Employees** - If *All Employees* is not checked, you can select individual employees here.

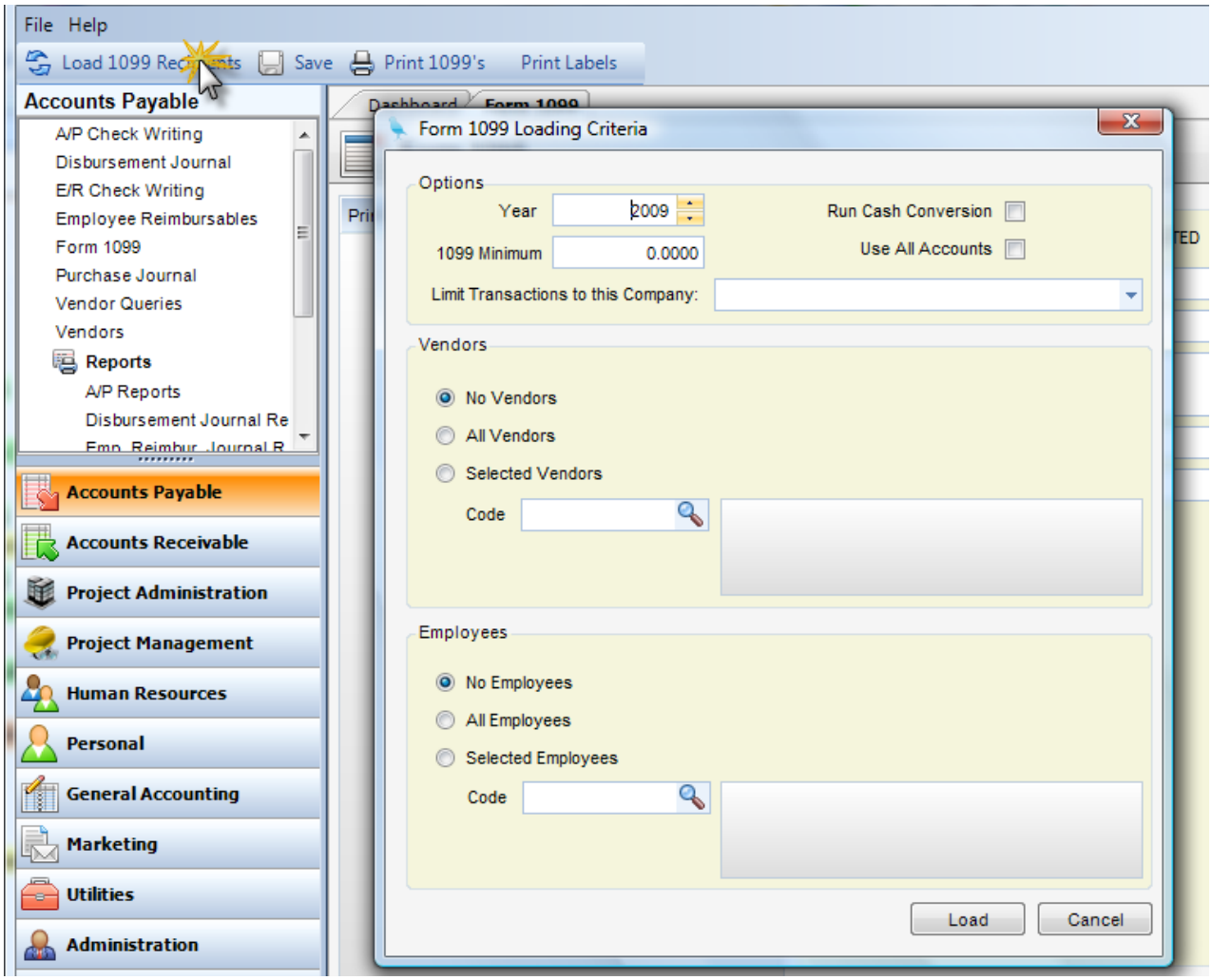
4.1.7.2 How To

4.1.7.2.1 Fill out the 1099 Form

Overview

How to use the 1099 form.

Step 1 - Click the **Load 1099 Recipients** button. All applicable payees will appear in the main form list box with a check next to them. This means they are selected for printing. Removing the check box will suppress them from printing.



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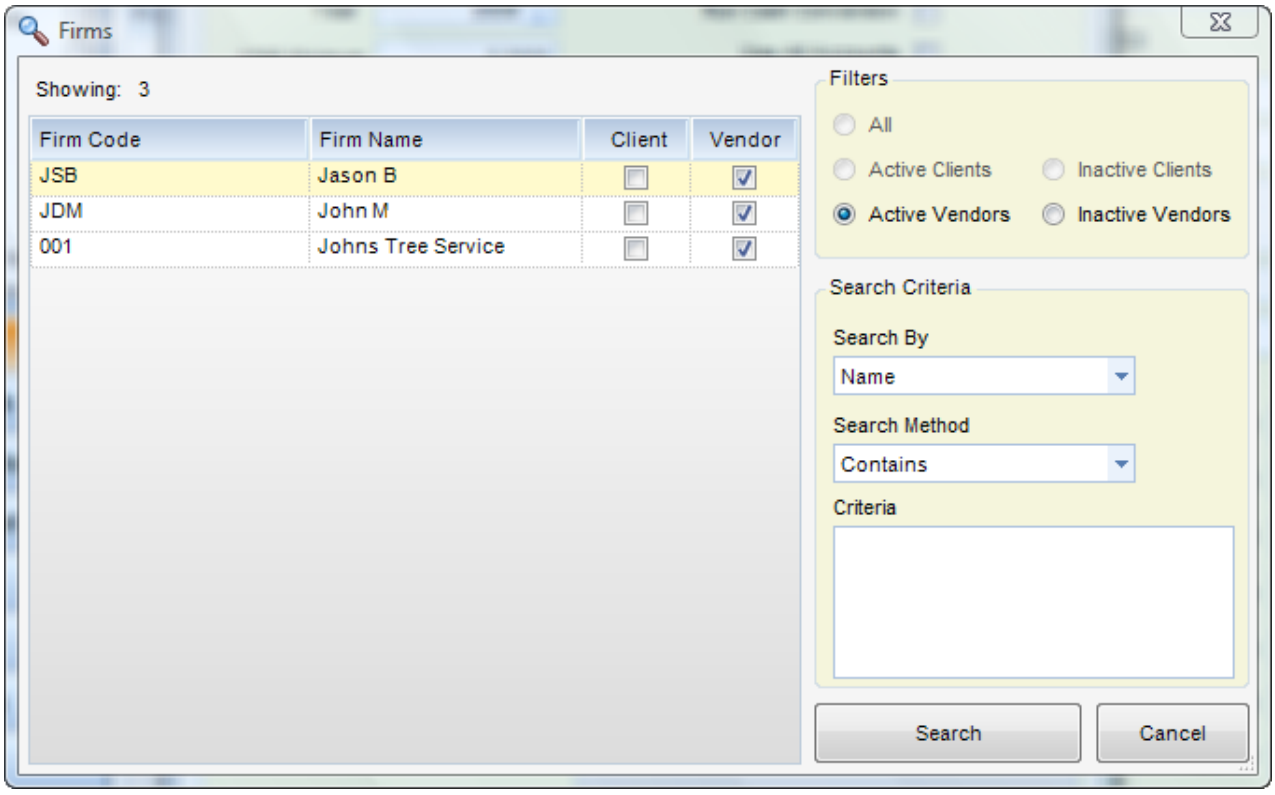
Step 2 (Vendors Criteria) - If you click on a vendor in the list, its information will appear in the right hand portion of the screen. You can change any of the information and then click **Update** to record. After making any changes, remember to click on **Save** before printing. Also note that exiting the screen will lose all changes, including saved ones.



Step 3 (Employees Criteria) - If you click on the Employees Lookup Control, an Employees window will pop-up where you can select individual employees. Double click on the employees you want to select, and they will appear in the box to the right.

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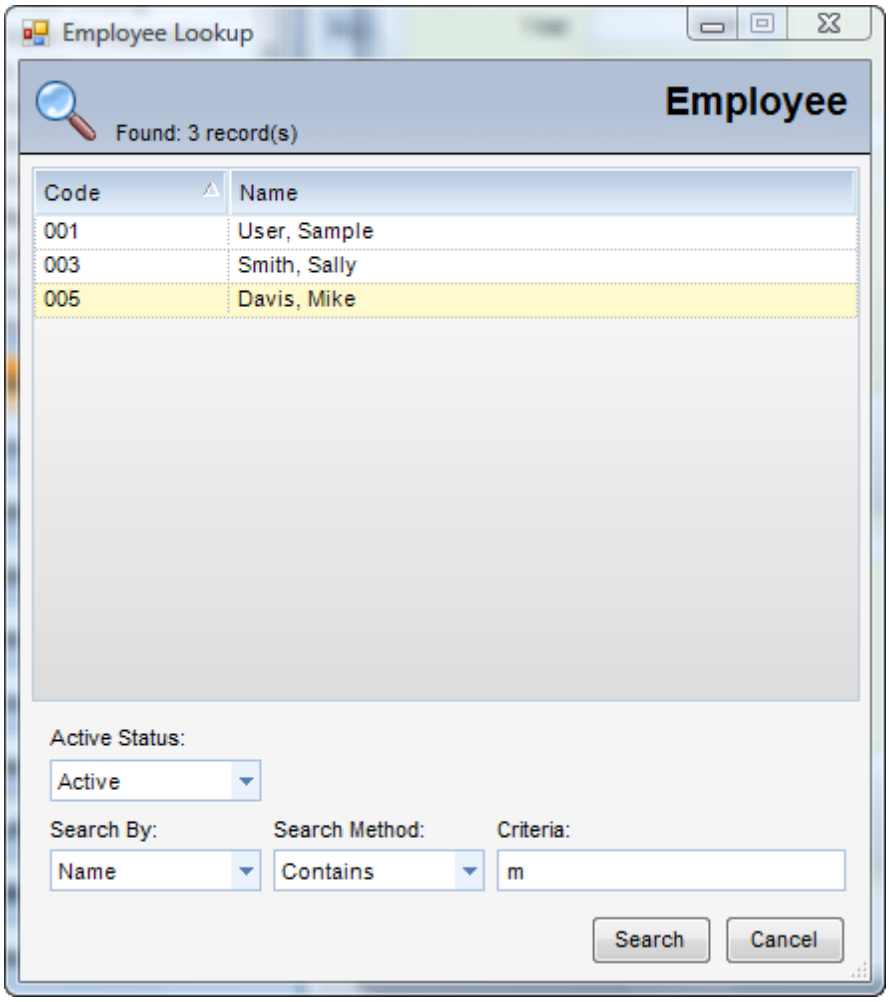

Step 4 - Once you have selected all of the appropriate information, click **Load.** Once you have loaded the Vendors and/or Employees, you can make manual adjustments to individual 1099 forms. Once you make changes, click **Update.**

Step 5 - Once the forms are prepared, click **Print 1099's** from the toolbar.

Step 6 - Double Click on **Form 1099.** When you preview the report, you will receive a prompt for address, payer name, and payer ID number. The address will be a list of your company addresses from global settings. Select an address. The payer name is typically your company name. Payer ID is your federal EIN. Click **Print** to view the 1099 forms.
Note: If you are not using windowed envelopes, you can print labels by selecting 1099 labels from the toolbar.

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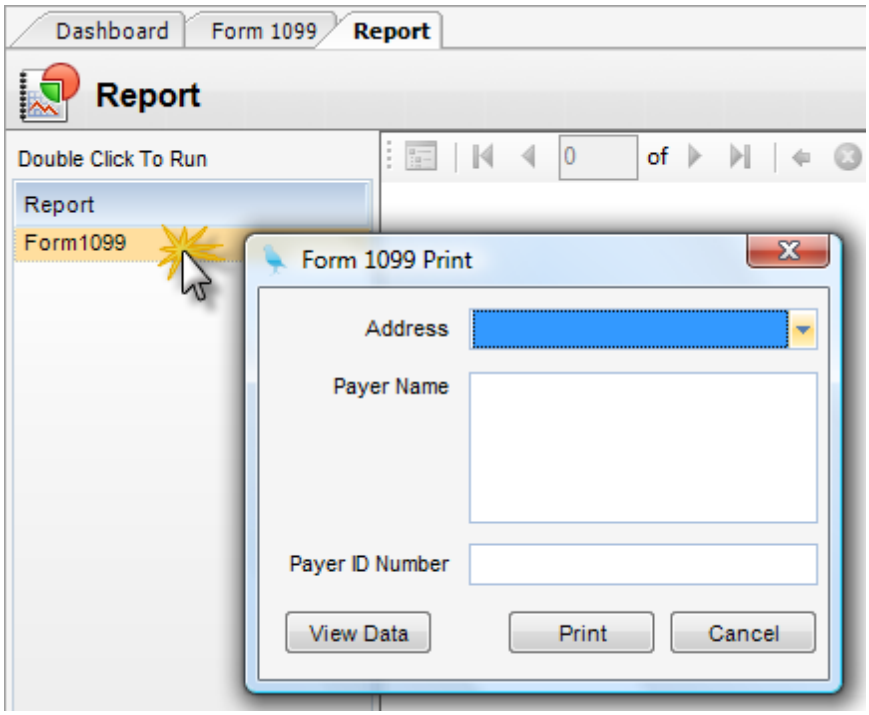

4.1.7.2.2 Enter Tax ID No.

Question:

Where in the Client screen do you enter their tax id no. so that we can print a 1099 with it included?

Answer:

Call the client up under vendors and there is an EIN field there. Firms can be both client and vendor without setting them up twice.

4.1.8 Purchase Journal

Overview

The Purchase Journal is where vendor invoices are entered. Transactions entered here must be offset against an Accounts Payable account (this is the header or control side of the transaction).

Note - This journal makes assumptions on debits and credits. It assumes the header amount is a credit, so when you enter a positive amount it saves it behind the scenes as a negative (a credit). The journal reports provide a listing for transactions entered within the respective journal. Typically, these are printed once a month.

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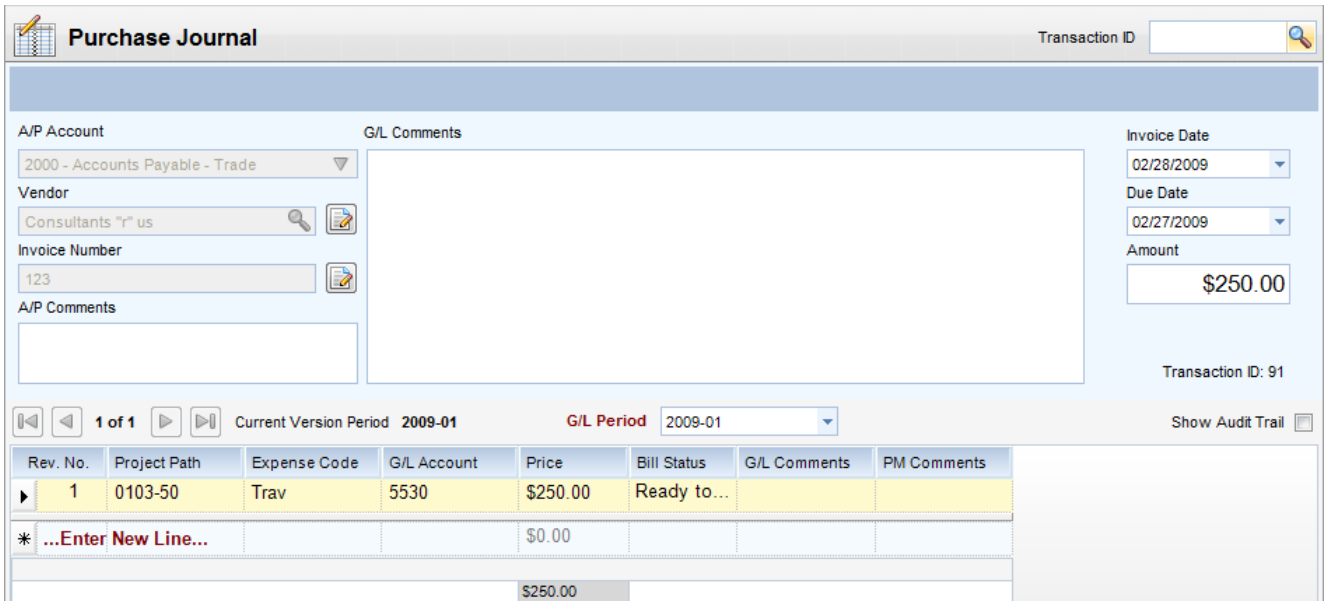


4.1.8.1 Header

Overview

The header section contains the common data for a vendor invoice. It contains the Accounts Payable account and amount. This section is referred to as the control side.

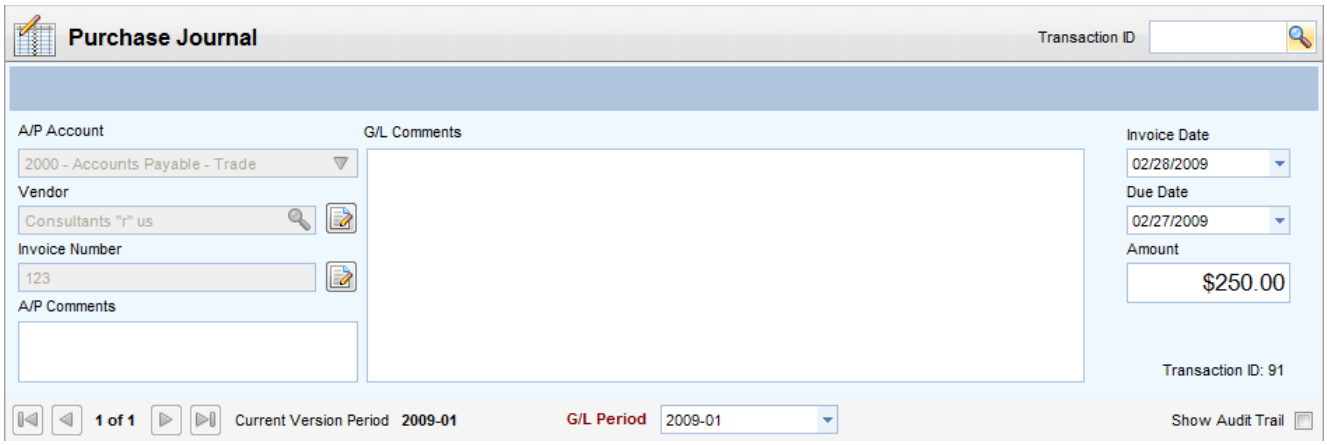
There are three key fields that uniquely identify a vendor invoice.

1) The Accounts Payable account

2) The Vendor

3) The Invoice Number

Note: If you have permissions, you can edit (on an already saved record) the vendor or invoice number. This can be done by selecting the notes icon next to each field. No audit is retained on the change.



Fields

- **A/P Account** - Accounts Payable G/L account. This is the control account. It must have a sub-ledger type of

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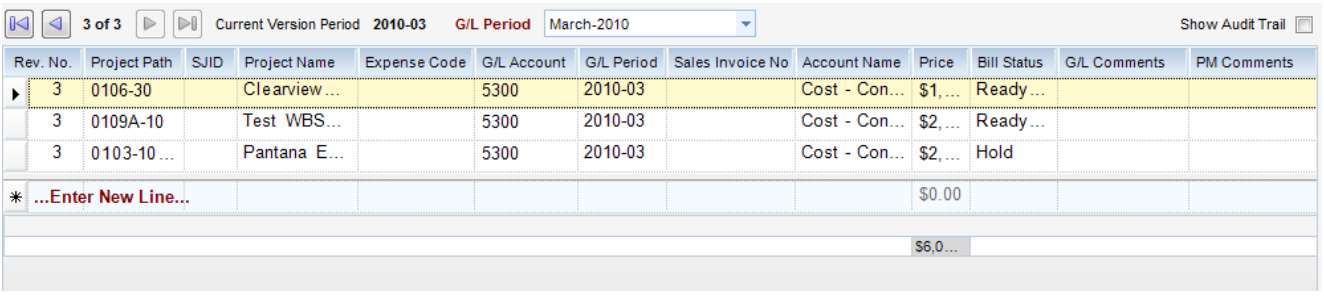
accounts payable. A/P sub-ledger reports can be printed for an individual or combined account (account indifferent).

- **Vendor** - Vendor for this transaction. Once saved, you need special permission to change.
- **Invoice Number** - Vendor invoice number. Once saved, you need special permission to change.
- **G/L Comments** - Comments to appear in G/L report. Will show on control side and, if no G/L comment is entered on the line item, will also print on those as well.
- **A/P Comments** - Appears on Accounts Payable report.
- **Invoice Date** - Vendor invoice date.
- **Due Date** - Automatically calculated by adding net days from the vendor setup to the invoice date. Can be overridden here.
- **Amount** - Amount of invoice. Must balance to the line entries in the detail section.
- **G/L Period** - General ledger period for this transaction or revision to affect. Defaults to current period; only open periods allowed.
- **Show Audit Trail -** When checked, all entries, including reversing entries, will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.

4.1.8.2 Detail Section

Overview

Distribution of vendor invoices to G/L accounts and WBS paths occur here.
Note: If you are on a new row, F2 duplicates the row from above; otherwise it copies the row you are on to a new line.



Fields

- **Rev. No. -** The number of the revision of the Journal entry. The original entry is 1.
- **Project Path** - WBS path. Optional
- **SJID** - Sales Journal ID number.
- **Project Name** - Displays the Project Name in the detail section. This is optionally shown through the toolbar under *View / Columns*.

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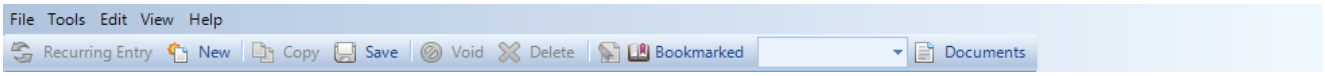
- **Expense Code** - Defaults in from vendor setup if it is also setup on the entered project. Optional
- **G/L Account** - If expense code is entered, it defaults in either the direct or indirect cost G/L account from the expense code setup depending on type of project. When project is specified, you are limited to the appropriate direct/indirect cost accounts.
- **G/L Period** - Displays the GL Period in the detail section. This is optionally shown through the toolbar under *View / Columns*.
- **Sales Invoice No**. - Sales Journal Invoice Number.
- **G/L Account Name** - Displays the GL Account Name in the detail section. This is optionally shown through the toolbar under *View / Columns*.
- **Qty** - Quantity. Available when note icon is clicked.
- **Unit rate** - Unit cost rate. Available when note icon is clicked.
- **Price** - Extended cost amount.
- **Bill Status** - Billing status
- **G/L Comments** - General ledger comments. Will print on G/L reports in place of comments on header of transactions for this line item.
- **PM Comments** - Project management comments. Appears on project management reports and invoices.

4.1.8.3 Purchase Journal Toolbar

Overview

The Purchase Journal toolbar gives the user (if given the appropriate permissions) numerous capabilities within the journals of InFocus. Below is a list of those capabilities.



Buttons

- **New -** Creates a new journal transaction
- **Save -** Saves the current journal transaction
- **Void -** Voids the current Journal Transaction.
- **Recurring Entry -** Allows the user to have an entry that is recurring for a given number of cycles.
- **Copy -** Copies the current journal transaction to the journal.
- **Batches -** When clicked, a *batches* box will pop up. Batches are a way for a user to manually input transactions into the system and check them against the *batch total*. Once all of the transactions are entered, the user can then post all of the transaction within the batch.

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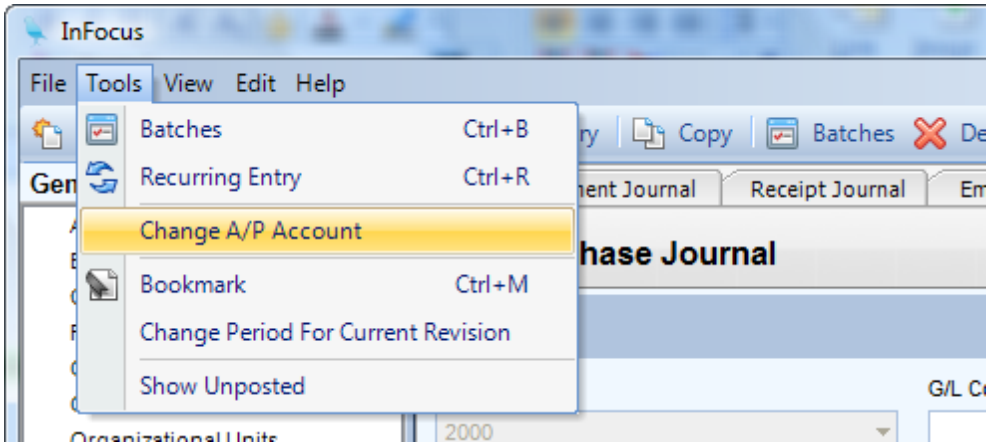
- **Delete -** Deletes the current journal transaction.
- **Bookmarked** - Shows whether or not the current journal entry has been bookmarked or not.
- **Documents -** Opens the Document Management pop-up. There you are able to upload, view, modify and delete archived documents.

The Tools Button on the Toolbar gives the user additional functions available in the journal (described below).



Buttons

- **Batches -** see above
- **Recurring Entry -** Allows the user to have an entry that is recurring for a given number of cycles.
- **Change A/P Account -** Allows the user to change the A/P account for the current journal entry.
- **Bookmark -** Bookmarks the journal entry for future retrieval.
- **Change Period for Current Revision -** This will change the G/L period for the current journal revision.
- **Show Unposted -** Shows unposted journal entries for a given G/L period.

4.1.8.4 Purchase Journal Report

Overview

The Purchase Journal Report allows you to run different reports against the Purchase Journal using the following criteria:

- **Starting Period** - Starting G/L accounting period
- **Ending Period** - Ending G/L accounting period
- **All A/P Accounts** - When checked, all accounts payable accounts are included.

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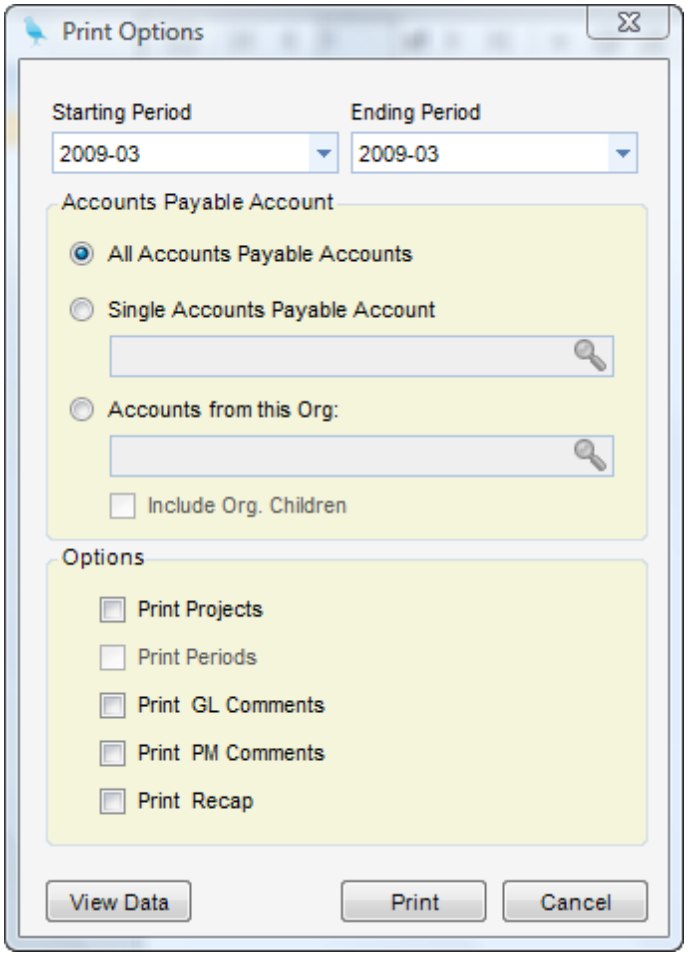
- **Single A/P Account** - When entered, only specified payable account is included.
- **Print Projects** - When checked, projects will print.
- **Print Periods** - When checked, the G/L accounting period will print for each transaction. When a transaction spans more than one period, the transactions lines are grouped within the appropriate period.
- **Print G/L Comments** - When checked, G/L comments will print.
- **Print PM Comments** - When checked, project management comments will print.
- **Print Recap** - When checked, a summary section showing totals by G/L account will print.

The following box pops up when you double click *Purchase Journal Report*, located in the Applet section of the A/P Module.



4.1.8.5 How To

4.1.8.5.1 Void a Transaction

Overview

How to void a transaction. Save, delete, and void operate only on the current revision.

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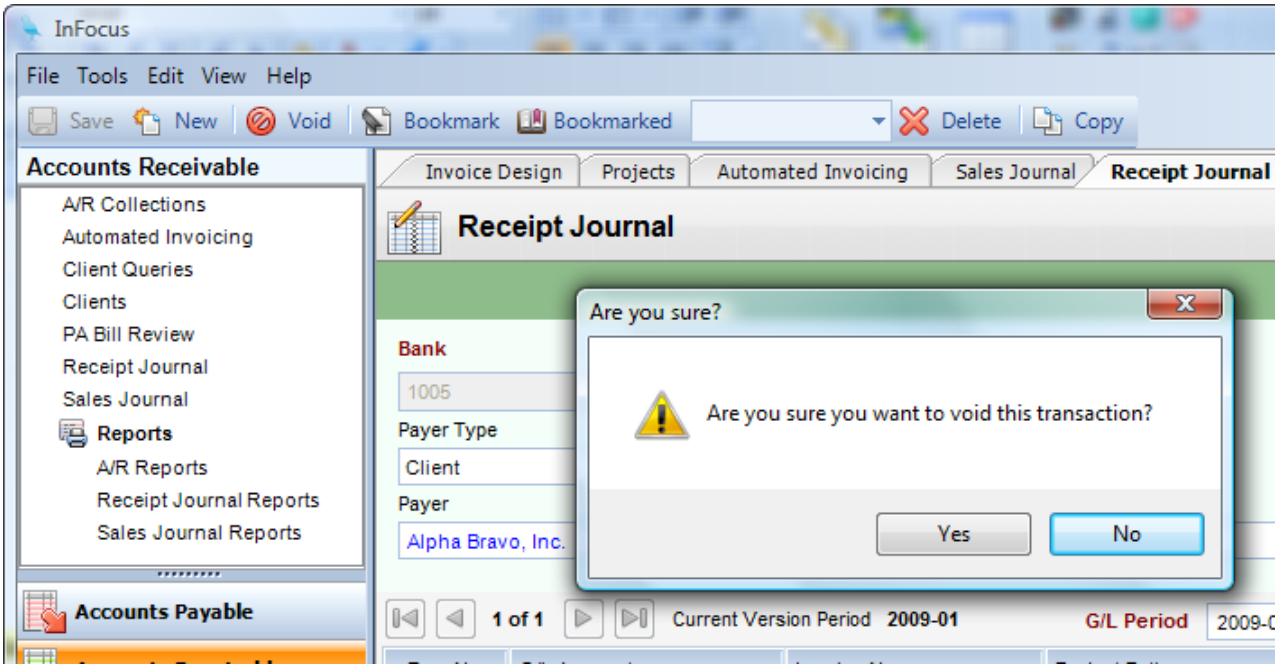
Note - Depending on global settings, and the G/L period for the void, a new revision may occur. In some journals, if the entry has line items from other journals associated with it (i.e., this was an automated entry) the associations will be released. (For example, voiding a sales journal entry, that had time and expense associated with it will release the time and expense back into WIP if the current version is the first version.)

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Void* from the toolbar.

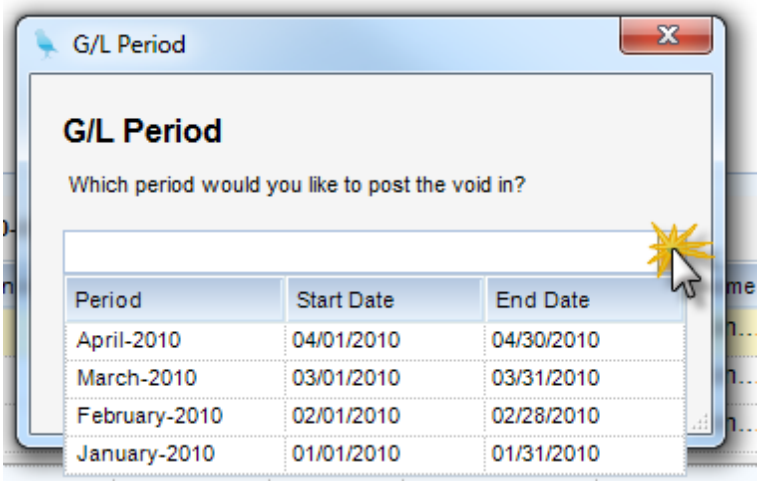
Step 3 - Confirm whether you want to void the entry or not (Fig.1).

Note: The void saves all the amounts as zero. All labor, expense, etc., will be reinstated to WIP only if the current version is the first version. The invoice number associated with the void cannot be reused.



(Fig.1)

Step 4 - Choose which period the void will occur (Fig. 2).



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(Fig.2)

4.1.8.5.2 Make Recurring Entries

Overview

Recurring entries can be made for all journals except employee reimbursable and cash disbursements. Recurring entries are implemented by using a mass copy operation.

Step 1 - To make a recurring entry you must first enter one transaction.

Step 2 - The user then uses the *Recurring Entry* button to copy a specified number of times, beginning with a specified G/L period.

Note - In the case of purchases and sales, the invoice number that it assigns is the same as the G/L period code. The recurring entry button becomes activated when you recall an existing transaction to the screen (this will be the transaction it copies).

Step 3 - When the option is selected, the user will need to give it three pieces of information.

Step 4 - Click *Save.*

- **Number of Transactions** - Number of copies
- **G/L Period** - First, or starting, G/L period for the first copy. Will automatically increment for each subsequent copy.
- **Transaction Date** - First transaction date for the first copy. Automatically adds thirty days for each subsequent copy.

Note - The user must have the required G/L periods established. They do not have to be open periods.

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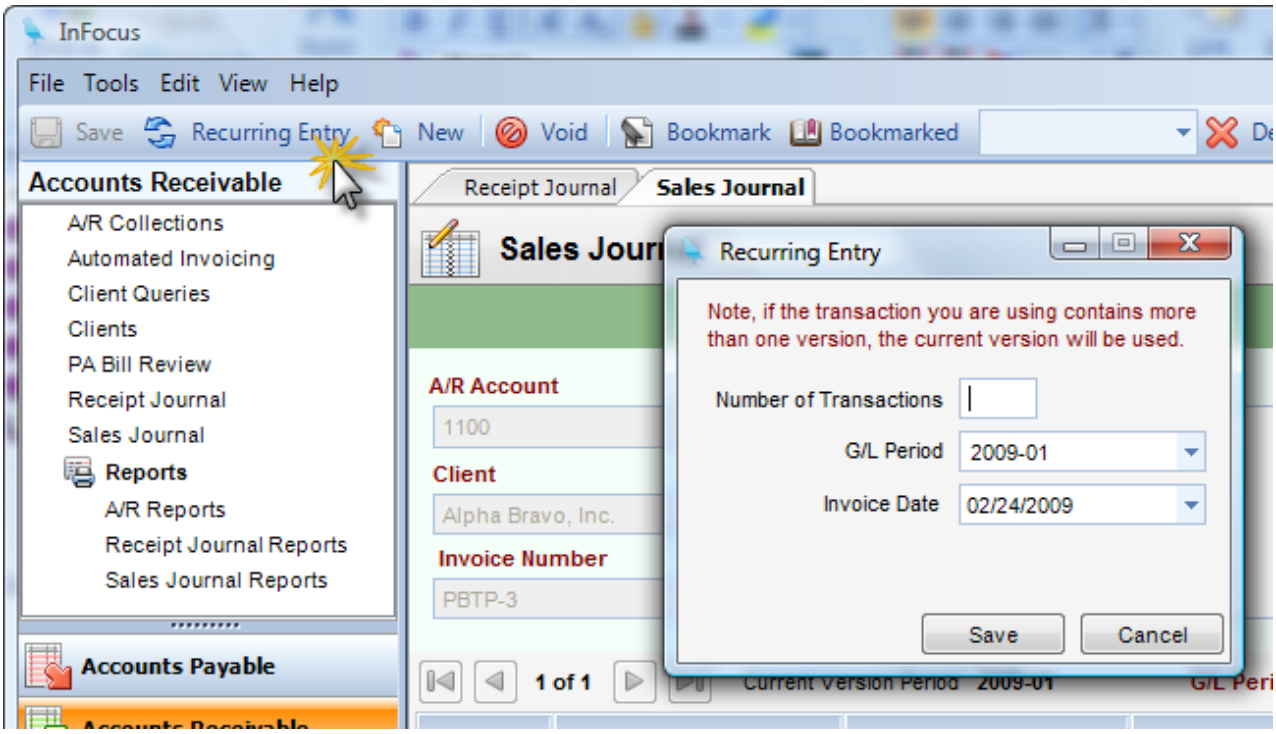

4.1.8.5.3 Copy a Transaction

Overview

The ability to copy transactions is useful when little or no data changes between transactions, rent being one example. The steps for copying a transaction follow:

Step 1 - Recall the transaction to be copied to the screen.

Step 2 - Select *Copy* from the toolbar.

Step 3 - You will then be prompted for up to four pieces of information, as follows:

- **Check Number -** The check number from the received payment to add to the transaction you wish to copy (in the Receipts Journal).
- **Key Field** - The key asked for depends on the journal. (For example, in Purchase Journal, it is the vendor invoice number; in disbursements the check number.)
- **Transaction Date** - The transaction date depends on the journal. (For example, in the Purchase Journal, it is the invoice date; in Disbursements, it is the check date).
- **G/L Period** - G/L period for the new transaction. Must be an open period.
- **Mark New Entry as Posted** - When checked, the new entry will be flagged as posted (Only available based on global settings).

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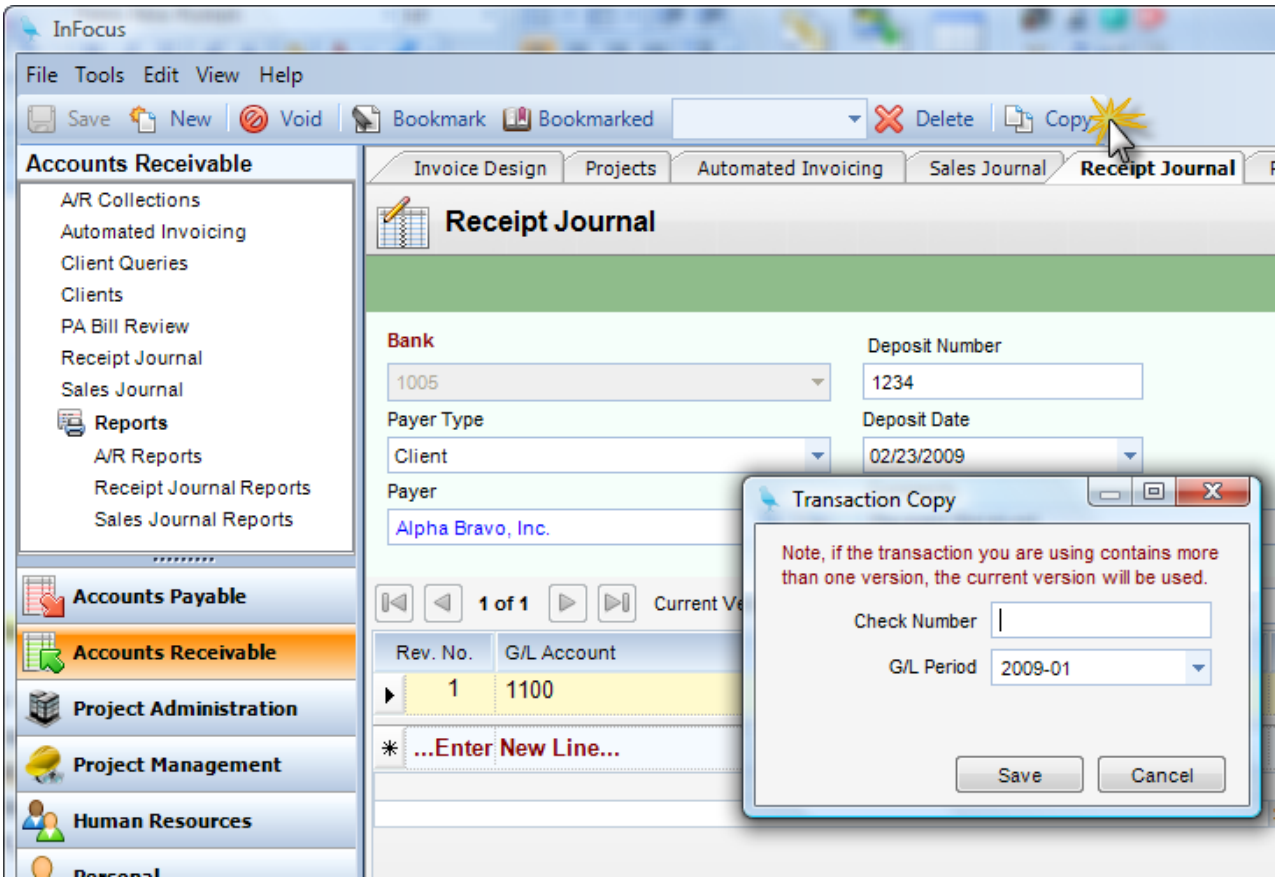

Step 4 - Click *Save.*

4.1.8.5.4 Use Batch Entries

Overview

Batch entries are available in all journals except for the General Journal (Adjustments Journal). Batches are a way for a user to manually input transactions into the system and check them against the *batch total*. Once all of the transactions are entered, the user can then post all of the transaction within the batch.

Step 1 - Select *Batches* from the Tools menu. A screen will appear listing all open batches that you have created (shown below).

Step 2 - To add a batch enter the batch, count of the transaction and the total monetary worth and then click *Add Batch*. The system will then add a batch to the list with a unique batch ID.

Step 3 - Now click ***Save.***

***Note* -** When you add transactions, you can enter a batch ID. When you do, all subsequent entries will default to that batch ID.

Step 4 - When all transactions have been completed, recall the batch entry administration screen. The list will

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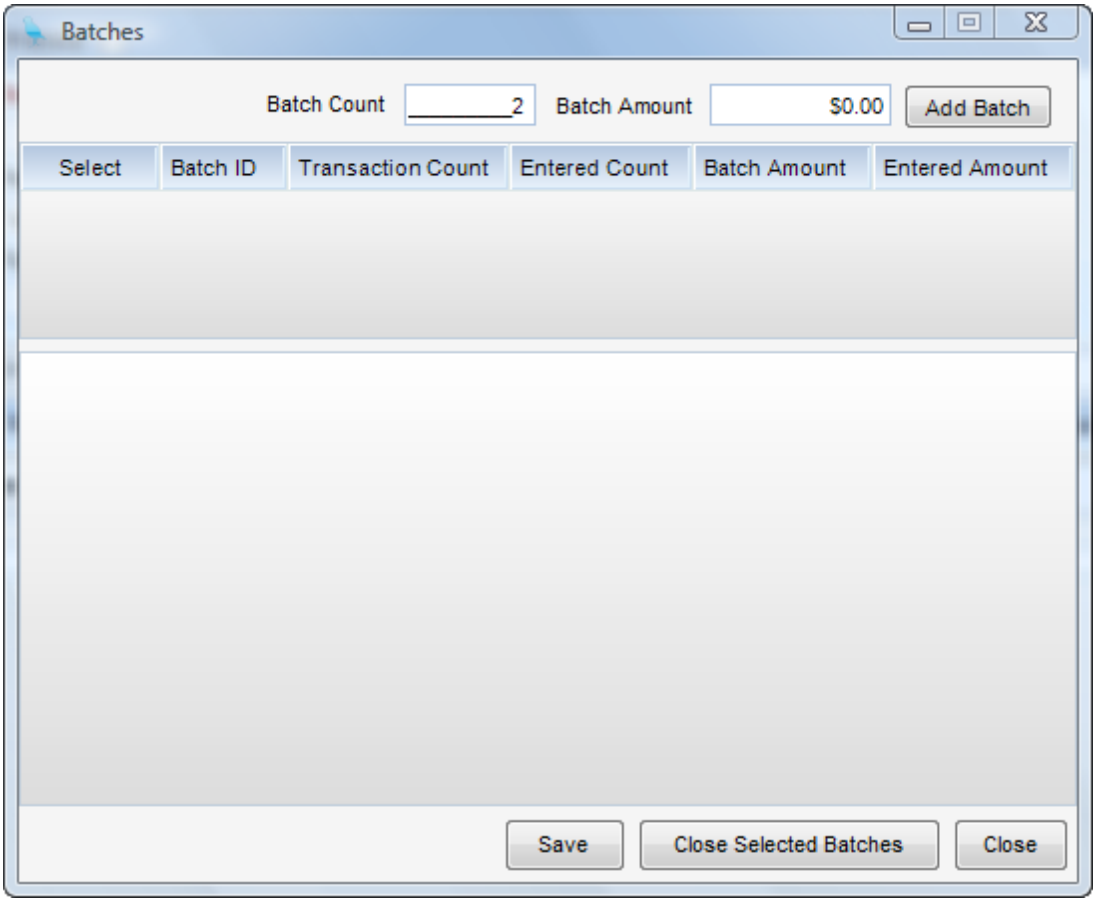
show the target totals and the accumulated totals from your entries for your review.

Step 5 - If you are happy with the results, check the *Select* column of the batch and then hit *Close Selected Batches*. This will post all your entries.



4.1.8.5.5 Delete a Transaction

Overview

How to delete a transaction. Save, delete, and void operate only on the current revision.

Note - Once all versions are deleted, the transaction is completely eliminated from the system. You can disable or enable this feature by setting the Delete permission on the journal in question.

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Delete* from the toolbar.

Step 3 - Confirm whether you want to delete the entry or not.

Note: Deleting a transaction deletes the current version of a transaction. When you delete a transaction, it is as if it never happened. All labor, expense, etc., associated with the transaction will be reinstated to WIP.

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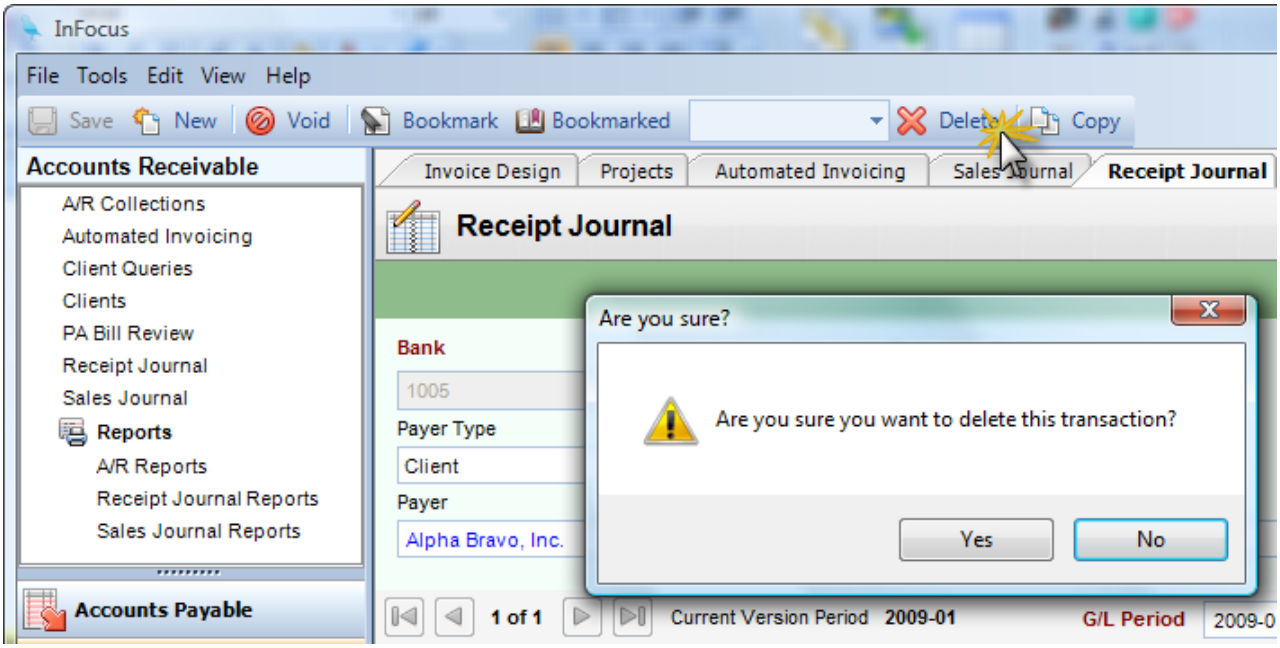


4.1.8.5.6 Bookmark a Transaction

Overview

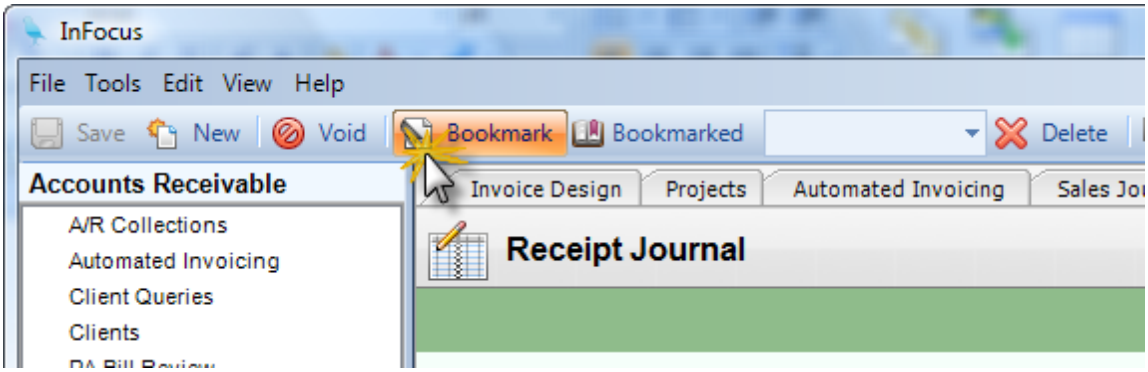
Bookmarking a transaction is used to help a user quickly find a commonly used transaction. It can be quite useful when you want to copy a transaction as a new transaction.

There are two bookmark icons in the toolbar of a journal. The one to the left is disabled until you have a transaction on the screen.

Step 1 - To bookmark a transaction, recall a journal entry to the screen.

Step 2 - On the toolbar, click *Bookmark*. This creates the bookmark.

Note - You can then use the right bookmark icon to obtain a list of bookmarks. Selecting an item on the bookmark list recalls the transaction to the screen.



4.1.8.5.7 Change Period For Current Revision

Overview

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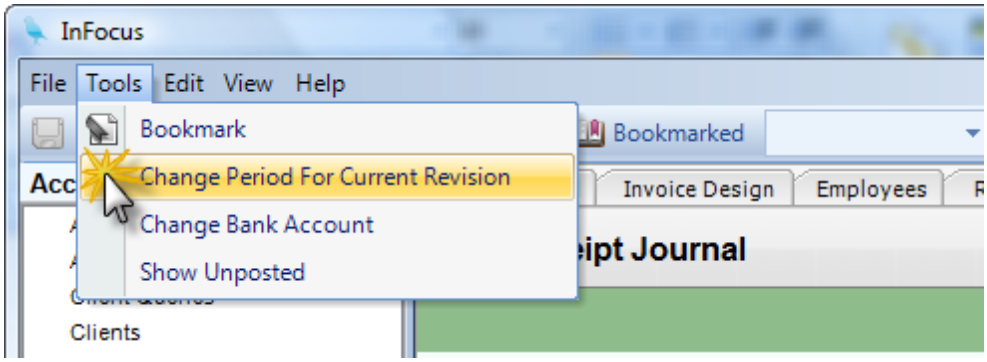
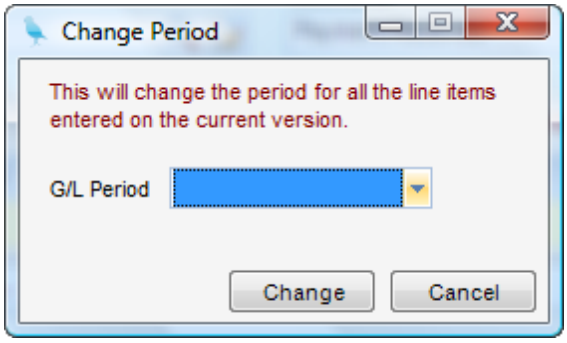
When an entry or series of entries have been entered in the wrong period, it is possible to move the transaction without generating any reversing entries.

Note: You must have special rights to access this function.

Step 1 - To change the period for the current revision, click the *Change G/L Period for Latest Revision* function, located under the Tools button on the toolbar.



Step 2 - Select the period you wish to move the entry to. The entry to must be an open period.



Step 3 - Click *Change.*

4.1.8.5.8 Show Unposted Entries

Overview

This feature is available in all journals except the General Journal.

Step 1 - Select *Show Unposted* from the Tools option on the tool bar.

Step 2 - You will receive a screen asking for G/L Period. You can select any open period. Select a period,

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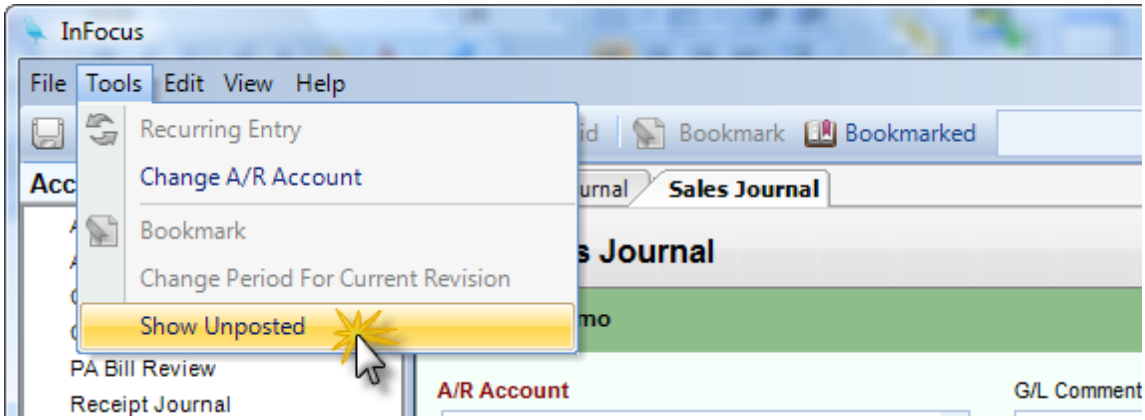
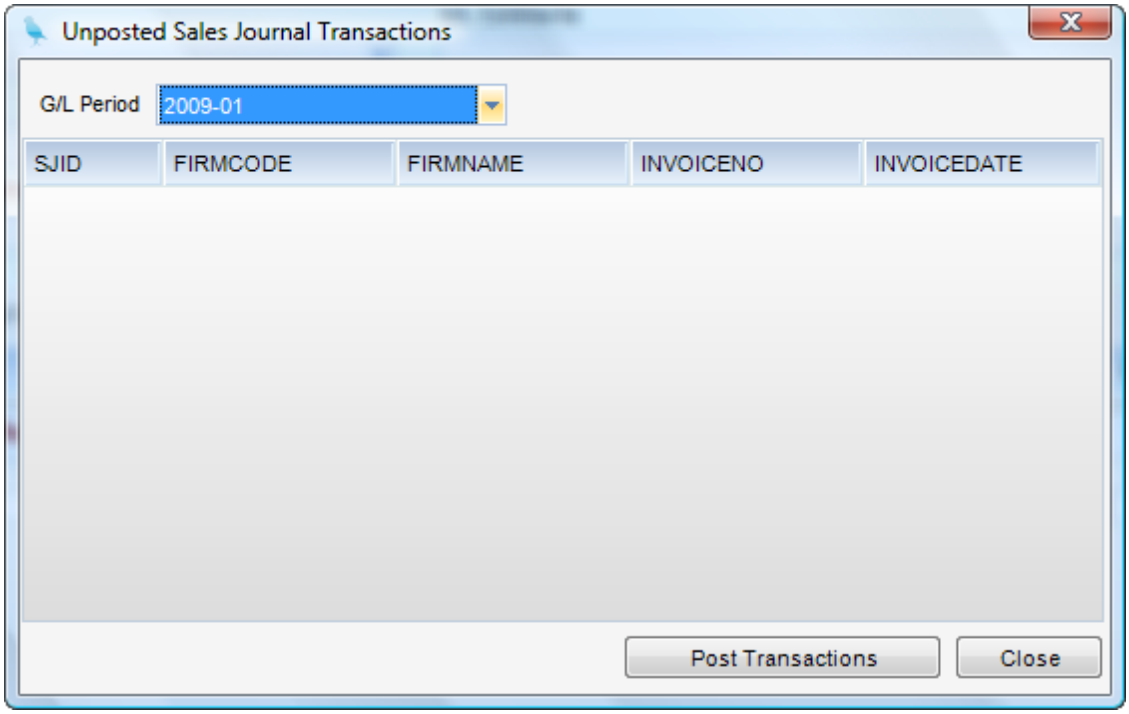
and the grid will list all unposted transactions.

Step 3 - You can then optionally post these transactions en masse.

Note - It is a good idea to check each journal's unposted list prior to closing the books for a period.





4.1.8.5.9 Change Grid Display

Overview

You can change the grid display.

To change the displayed columns and rows:

Step 1 - Choose *View* from the tool menu and then *Columns*. A list of columns will appear.

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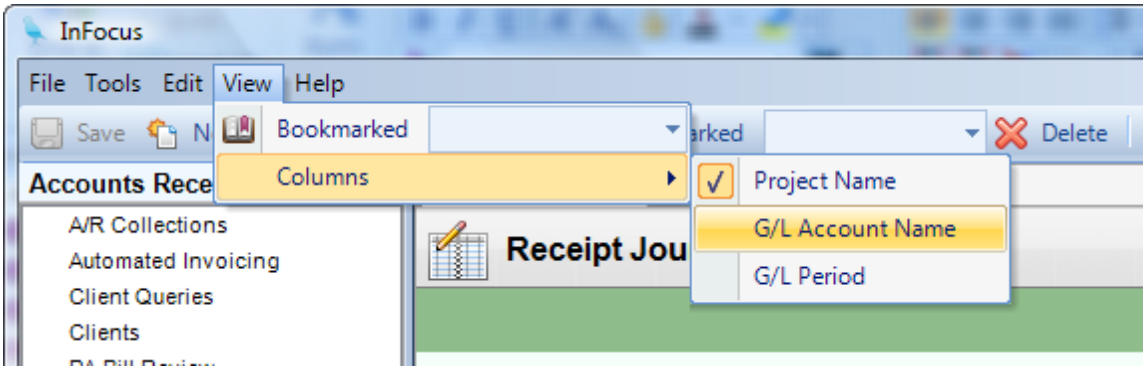
Step 2 - By selecting a column, the user places a check mark next to that column. When there is a check mark, the information is then displayed in the grid.

Note - By selecting a checked column, the user removes the check mark. The information is then removed from the grid. All of the selectable columns are read only and options may vary between journals.

Note 2 - On the header of transaction is a *Show Audit Trail* check box. When checked, all entries including reversing entries will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.



4.1.8.5.10 Change A/P Account

Overview

You can change the A/P Account.

Step 1 - Select *Change A/P account* from the tools menu.

Step 2 - You will be prompted for an new A/P account. Select *New A/P account*.

Step 3 - You will also be asked if you want to post an adjustment. When this option is checked, entries are made in the General Journal crediting the old A/P Account and debiting the new A/P for each period of the transaction.

Step 4 - Click *Save.*

Note: This process maintains balance integrity for the two A/P accounts. While the individual account balances in the General Ledger will not be changed, the detail for each is now different. While the combined A/P sub-ledger 'ties out' with the combined G/L balances, the individual one will not. Do not check this option if you do not want this affect.

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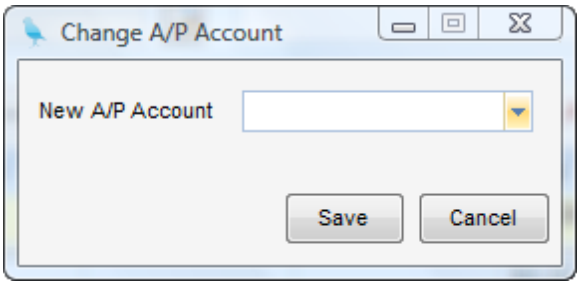

4.1.9 Vendor Queries

Overview

There are seven query applets in InFocus: Client, Contacts, Firms, Opportunities, Vendors, Projects, and Employees. The concept of the query tools is to allow the user to define lists of data based on a user query definition. The list can then be used to navigate to the individual records within the list or can be exported to Excel.

When you create a query you start by right-clicking in the query list box located in the upper left hand part of the Query Applet screen. When you do this, a Query Design screen will pop up.

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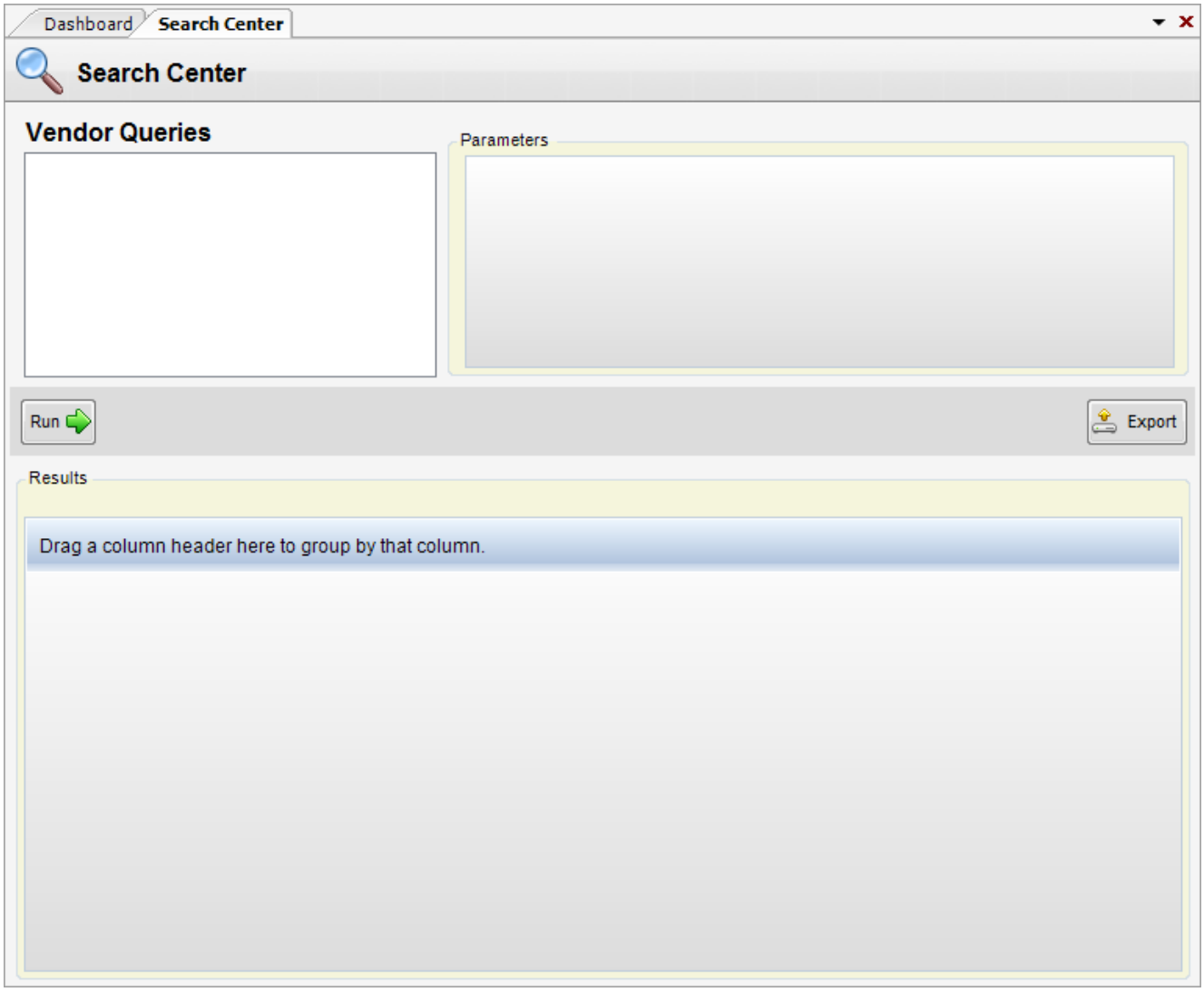

4.1.9.1 Definition Tab

Overview

The Definition Tab

Name - Name of query as it will appear to user. Must be unique.

Type - Query type. There are three choices: personal, private and public. Personal queries are visible only to the user who designs them. Private queries are only available to users who have permission to view private queries. Public queries are viewable by everyone. The type of query a user is allowed to create depends on permissions.

Use Manual Filter - When checked, the user can enter a manual filter. This is an advanced option. Manual filters are SQL 'Where Clauses'.

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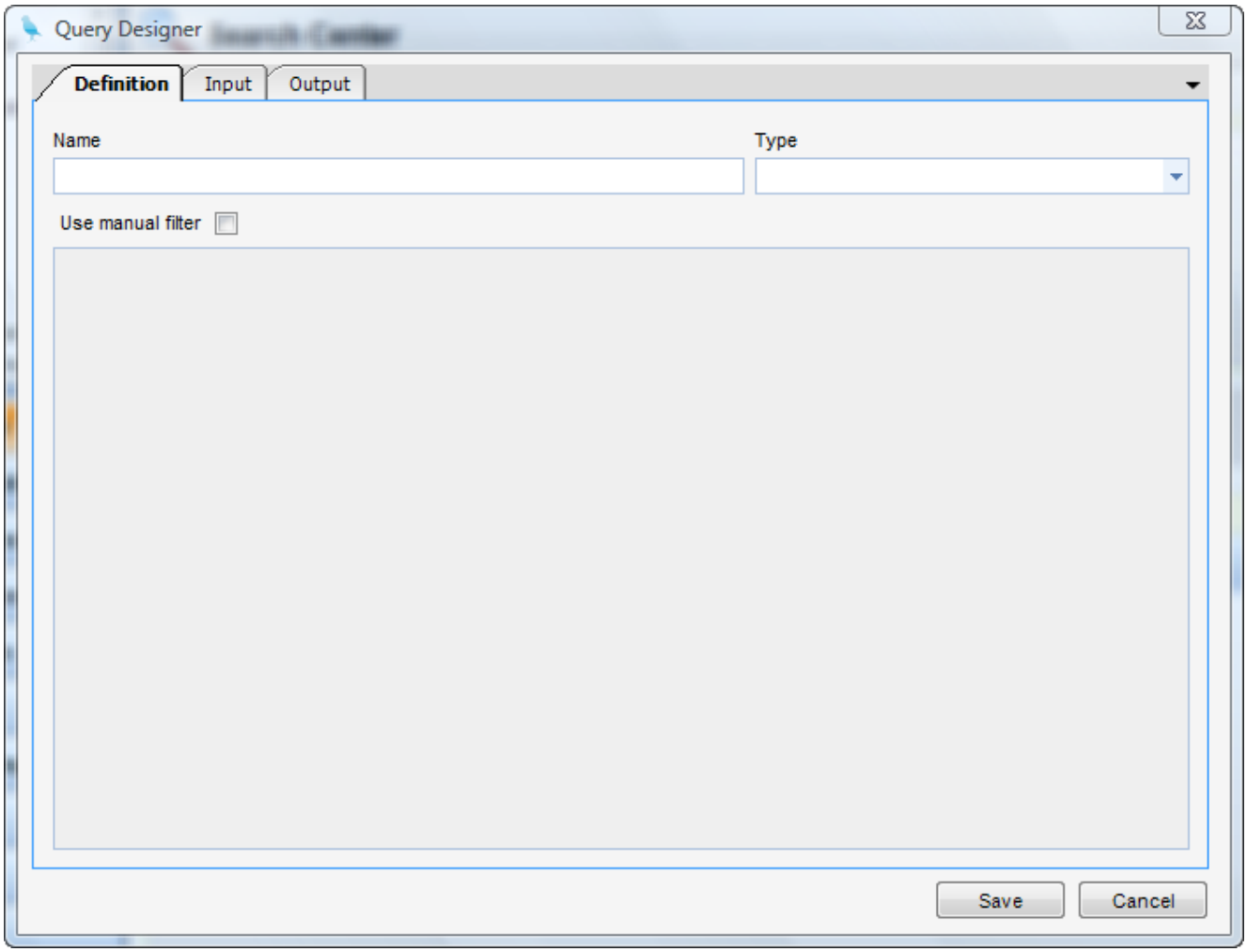

4.1.9.2 Input Tab

Overview

The input tab is where you can specify input parameters and filters for your query. An input parameter prompts a user for values of fields to filter or limit the query by. A filter is a predefined limit to the returned data, for which the user is not prompted.

Column Descriptions Below

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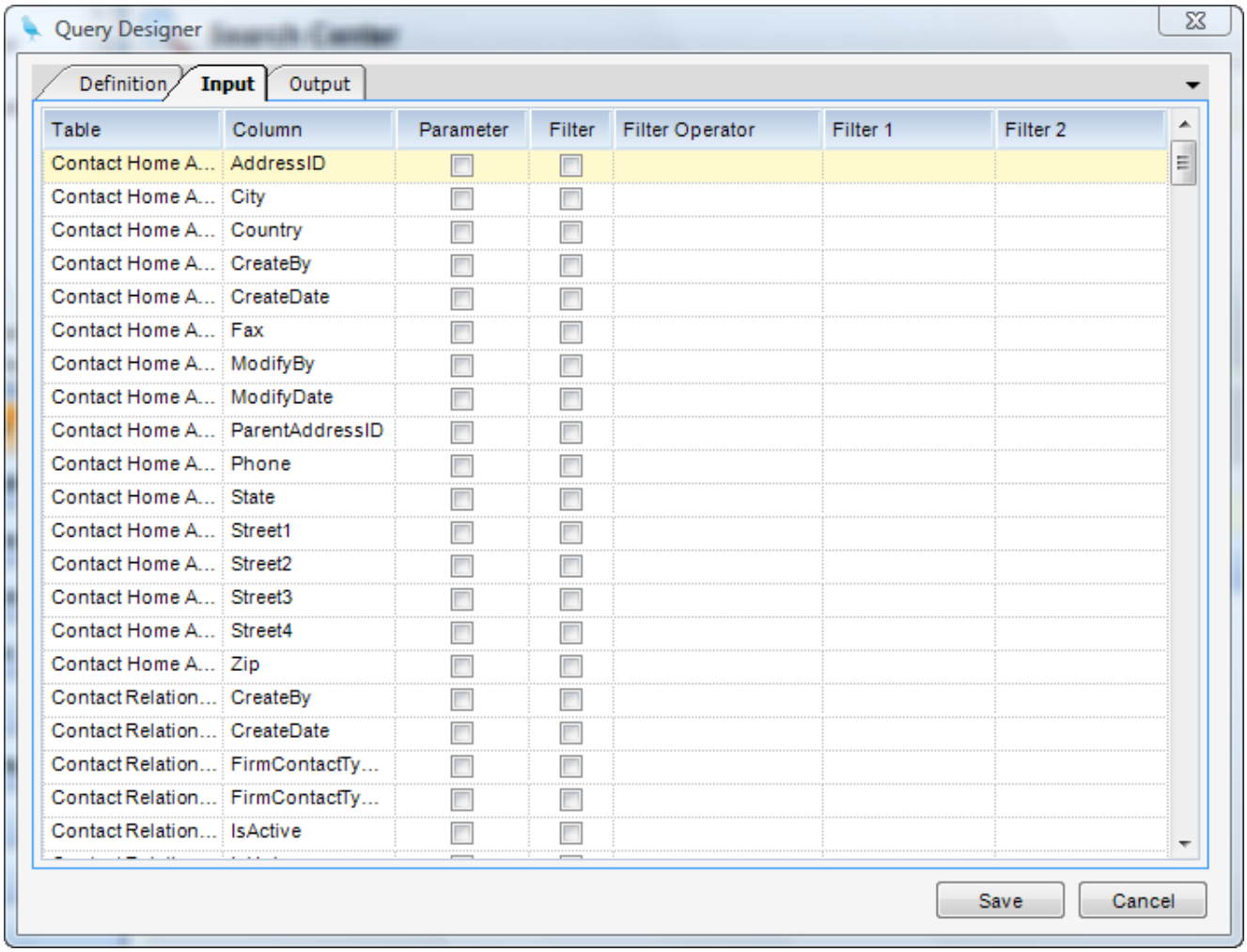

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Parameter - When checked, this column will appear as a prompt.

Filter - When checked, the result set will be filtered by this column using the following three fields to define the filter.

Filter Operator - Choices are =, <>, >, <, >=, <=, *between*, and *is not null*. Is not null is synonymous with a blank or empty field.

Filter 1 - Used with all filter operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range.

Filter 2 - Used only with the *between* operator. This represents the upper range.

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4.1.9.3 Output Tab

Overview

The output tab defines what columns appear in the result set.

Column Descriptions Below

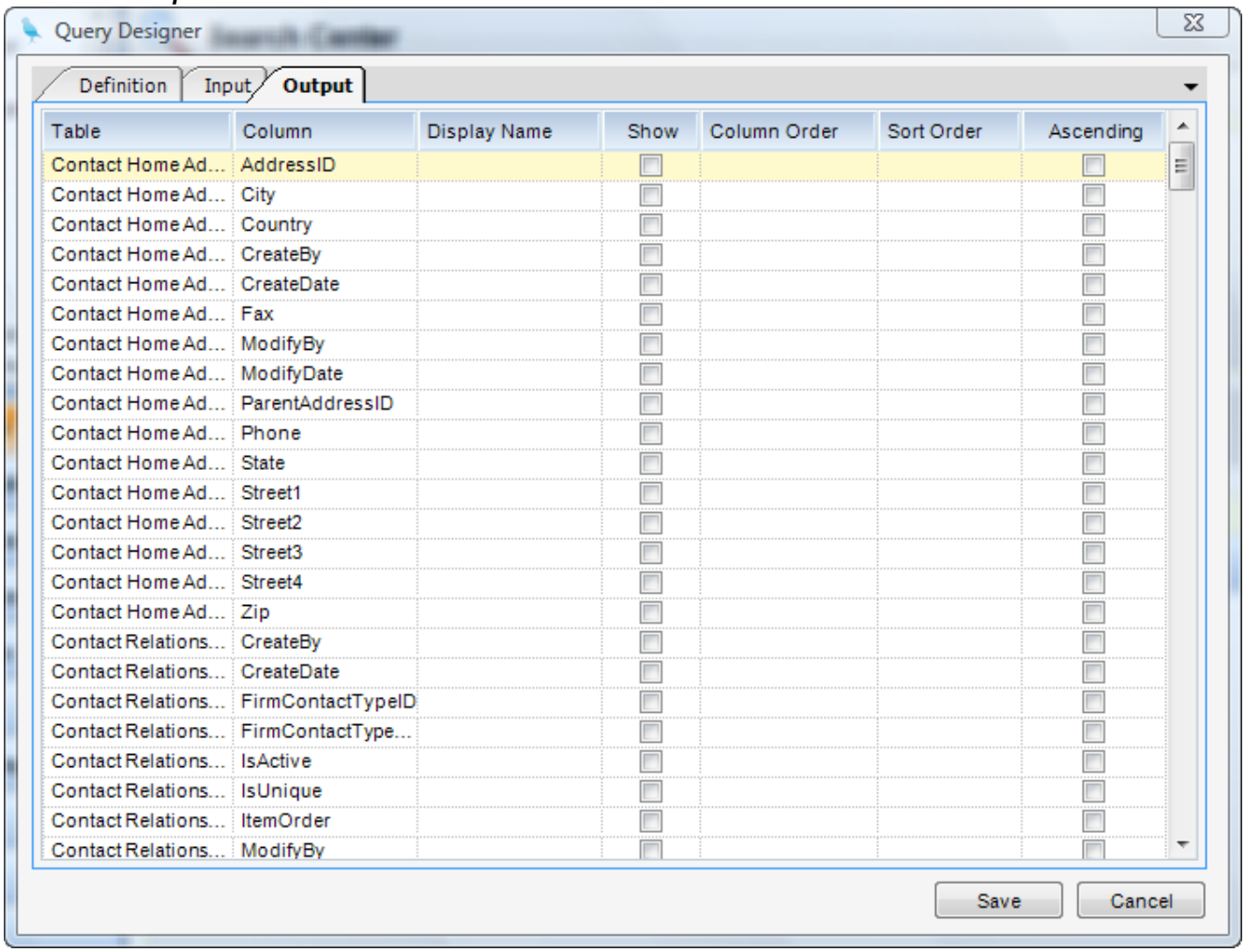

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Display Name - Column name that should be used in result set. If left blank, InFocus column name will be used.

Show - When checked, column will appear in result set.

Column Order - Numerical order from left to right where column appears in result set.

Sort Order - Numerical sort precedent for sorting result set. For example, if you want to sort first by state and then by city, put a 1 on the *state* row and a 2 on the *city* row.

Ascending - When checked, data is sorted in ascending order if a sort order is specified; otherwise, descending order is used.

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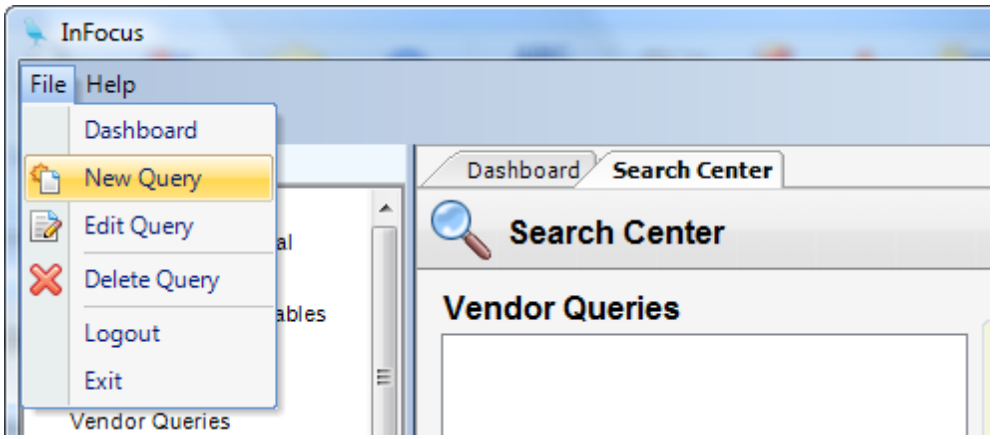
4.1.9.4 Toolbar

Overview

The Vendor Queries toolbar is how you get to the *New Query, Edit Query,* and *Delete Query* functions.



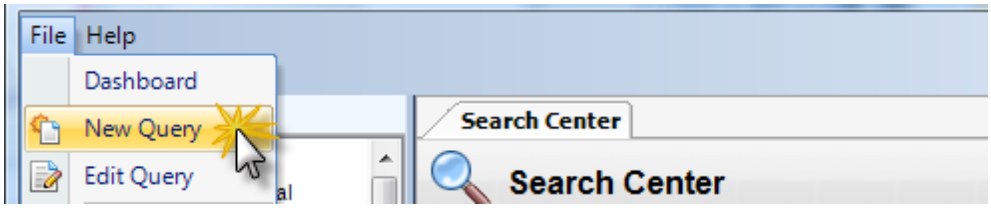
4.1.9.5 How To

4.1.9.5.1 Create a Vendor Query

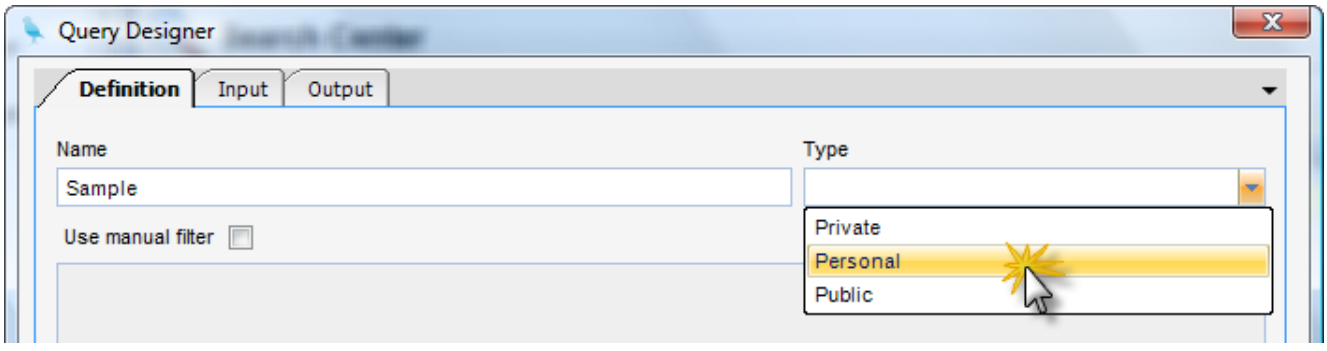
Overview

How to create a query.

Step 1 - Select *New Query* from the toolbar.



Step 2 - Fill out the *Definition* Tab with the appropriate information.



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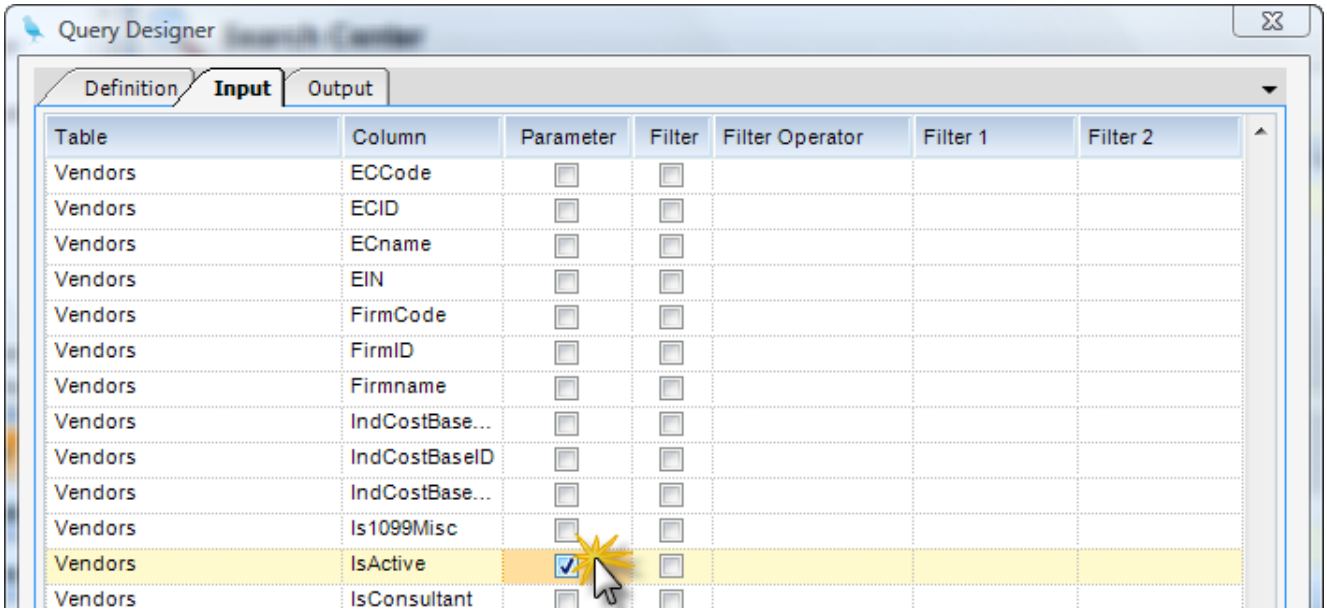
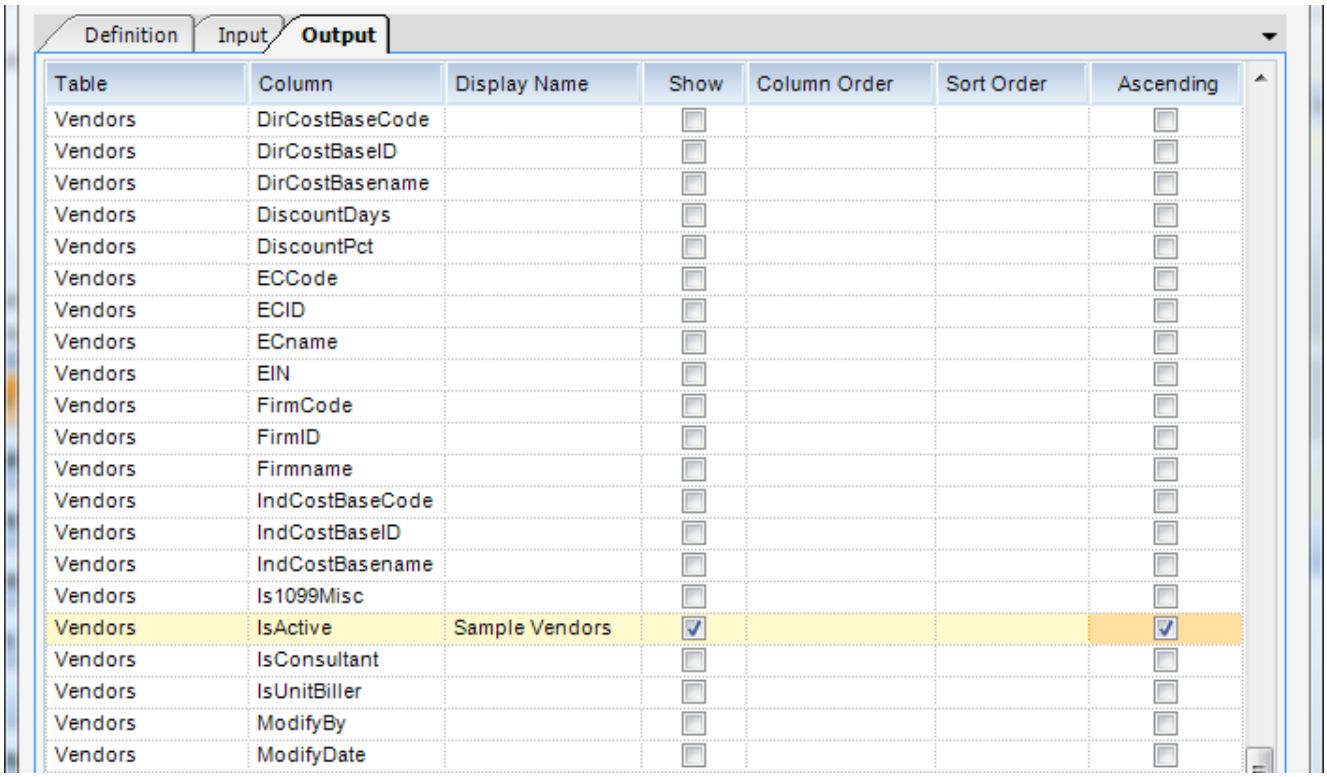
Step 3 - Choose the appropriate parameters within the *Input* Tab.



Step 4 - Choose the appropriate parameters within the *Output* Tab.



Step 5 - Click **Save**

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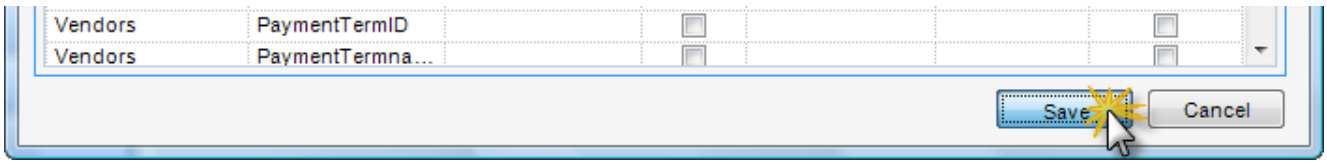
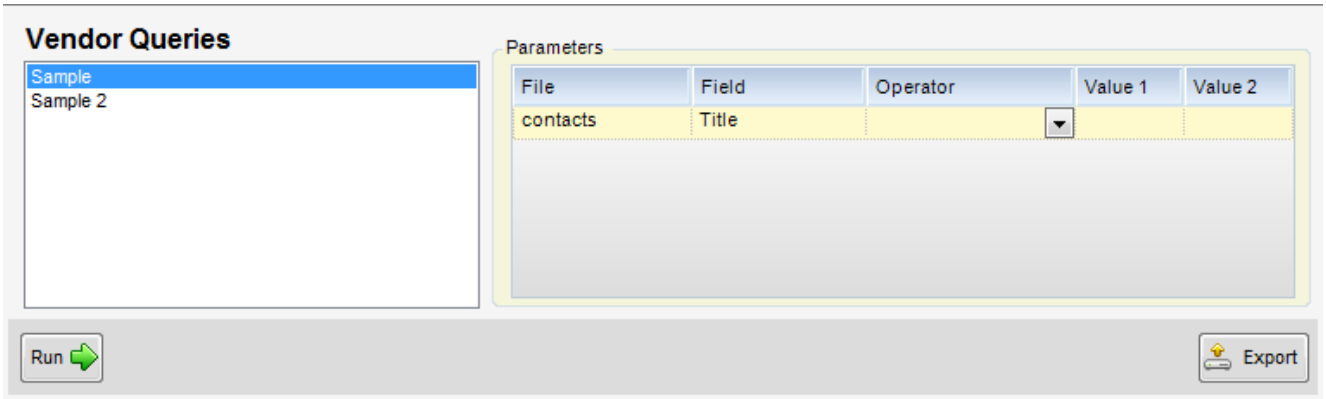


Step 6 - Now your Query will appear in the Query List.



4.1.9.5.2 Run a Vendor Query

Overview

How to Run a Query.

In order to run a query, first select it in the *Query List*. If the query has input parameters defined, then prompt lines will appear in the parameter grid.

File - InFocus table name. See Data Dictionary for more information.

Field - InFocus column name. See Data Dictionary for more information.

Operator - Choices are =, <>, <, >, >=, <=, *between,* or *is not null*. *Is not null* is synonymous with a blank or empty field.

Value 1 - Used with all operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range

Value 2 - Used only with the *between* operator; represents the upper range.

When you click on the *Run* button, the results tab will fill based on the query definition. If the result sets contain and key fields they will appear in blue with and underline like an internet hyperlink. When you click on one of these the associated master file screen will launch with the associated record filled in. The primary key fields are vendor code, client code, project path and employee code.

If you drag a result column to the area above the results grid, the results will be grouped in a hierarchical fashion.

When you click on the *Export* button, you will be prompted for a filename. This will be the Excel file to which the result set is exported to. Please note that if you grouped the results set the grouping will be preserved in the export.

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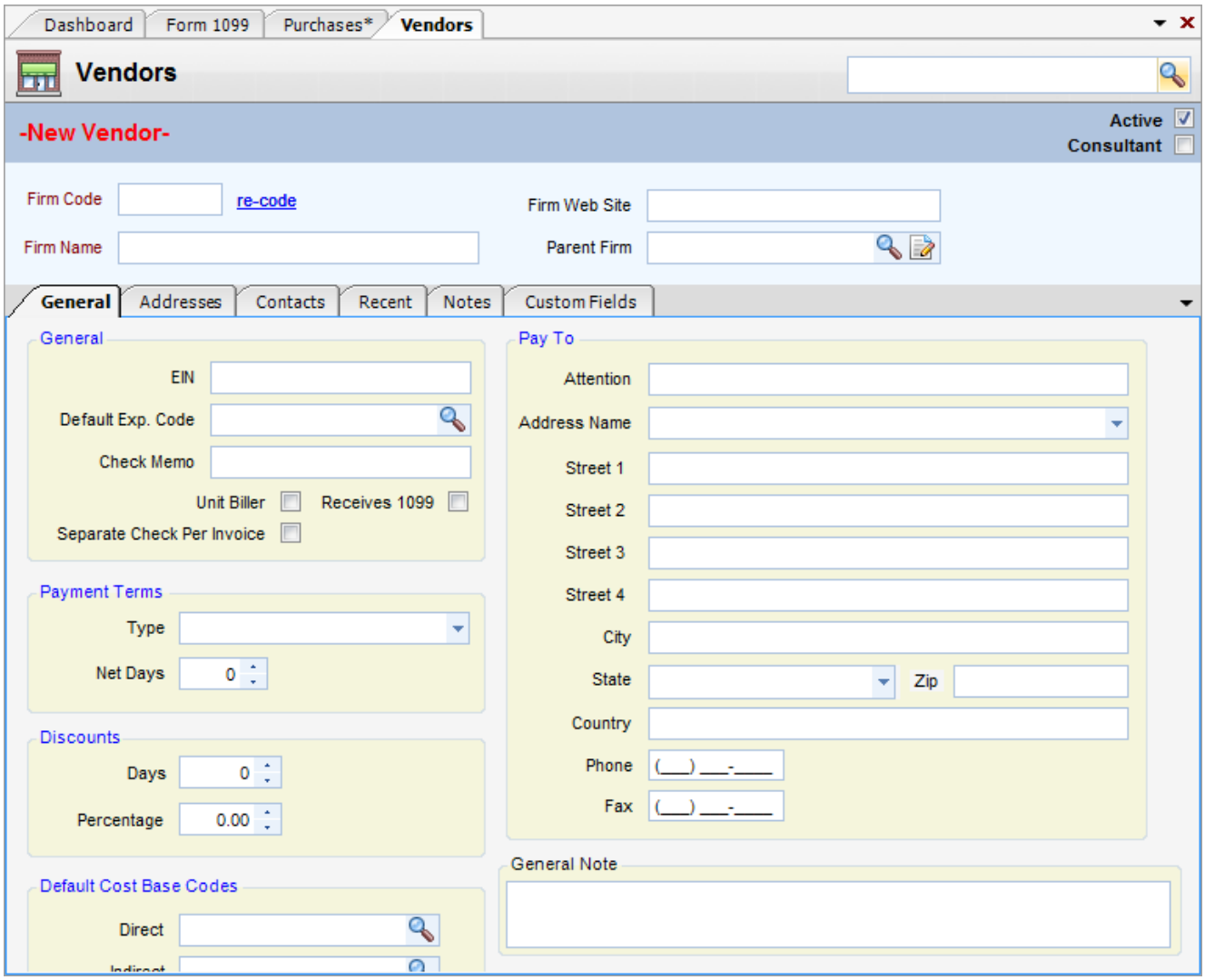
4.1.10 Vendors

Overview

Like Clients, Vendors are also firms. If the Vendor you want to set up already exists (as a client, or prospect) simply recall the firm to the screen and click **Save**. This will establish it as a Vendor.

Note: Vendors are a requirement to maintain Accounts Payable sub-ledgers.



4.1.10.1 Header

Overview

Like Clients, Vendors are also firms. If the Vendor you want to set up already exists (as a client, or prospect) simply recall the firm to the screen and clicking **Save**. This will establish it as a Vendor.

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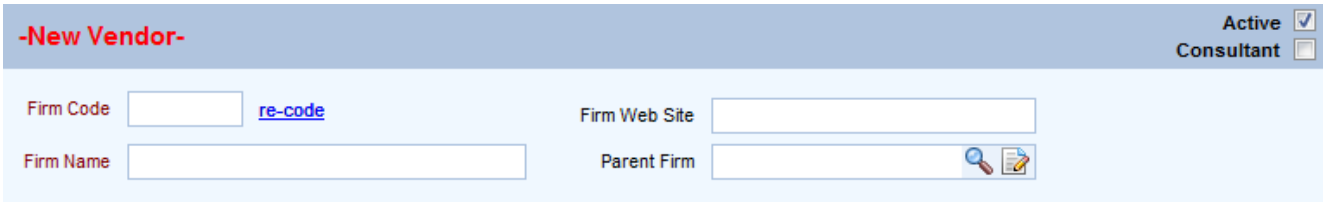

Fields

- **Firm Code** - Entered firm identification; each firm must have a unique code.
- **Re-Code -** The Re-Code link allows the user to change the code for an existing vendor firm. The link is required in order to prevent the accidental changing of a vendor code. Clicking on this link will open up the vendor code field, making it editable. To re-code, enter the new code to which you would like to change the vendor's identification and click **Save**. This will change the vendor code here and on all related entries, and transactions, throughout the system.
- **Firm Name** - Firm Name.
- **Firm Web Site** - Firm Web Site
- **Parent Firm** - Parent firm code. Firms can have parents. Only two levels are supported in the current version. This allows for the association of firms (especially for roll-up purposes) and is exposed in areas of the program such as the A/R and A/P sub-ledgers and Vendor Queries.
- **Active** - When checked, designates this as an active vendor and available for transactions and assignments.
- **Consultant** - When checked, designates this as a consultant. Consultants can appear on *Pay When Paid* reports.

4.1.10.2 General Tab

Overview

The General Tab (Field Descriptions Below)

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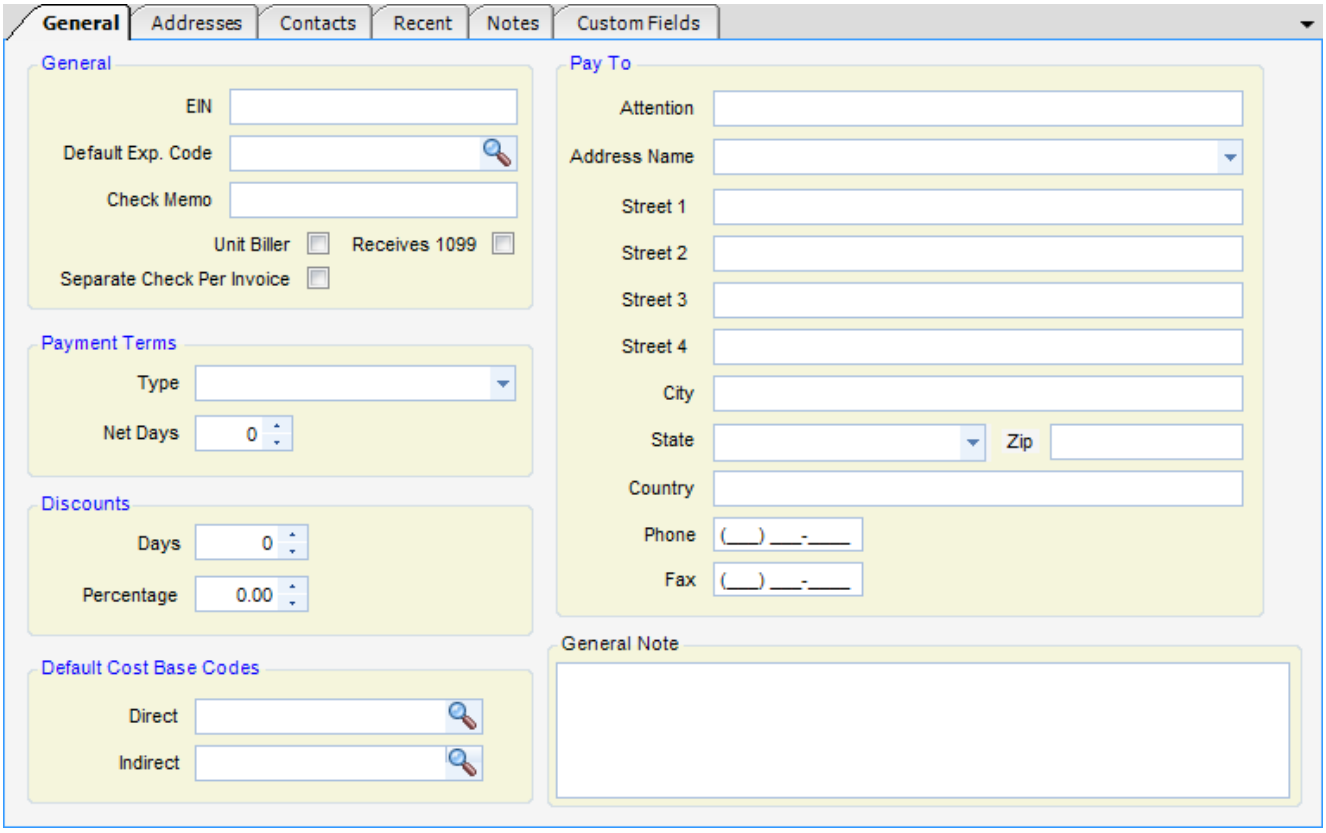

General

- **EIN** - Employer Identification Number
- **Default Exp Code** - Default expense code
- **Check Memo -** Memo to be written on the checks for this vendor.
- **Unit Biller** - When checked, a units (quantity) field will automatically show in the Purchase Journal for the selected vendor.
- **Receives 1099** - When checked, designates that the vendor normally receives a 1099.
- **Separate Checks Per Invoice -** When checked, the vendor will receive a separate check per invoice.

Payment Terms

- **Type** - User-defined payment terms. Informational only.
- **Net Days** - Net days to add to vendor invoice to calculate due date.

Discounts

- **Days** - Number of days past invoice date when a discount can be realized.

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- **Percentage** - Percentage to apply against invoice amount to calculate discount.

Default Base Codes

- **Direct** - Default G/L base account for direct charges

- **Indirect** - Default G/L base account for indirect charges

Pay To - Pay to address. This is the address that can be printed on checks. A named firm address can be used here.
- Attention
- Address Name
- Street 1
- Street 2
- Street 3
- Street 4
- City
- State
- Zip
- Country
- Phone
- Fax

General Note - Where general notes regarding the Vendor can be entered.

4.1.10.3 Settings Tab

Overview

The Settings Tab (Field Descriptions Below)

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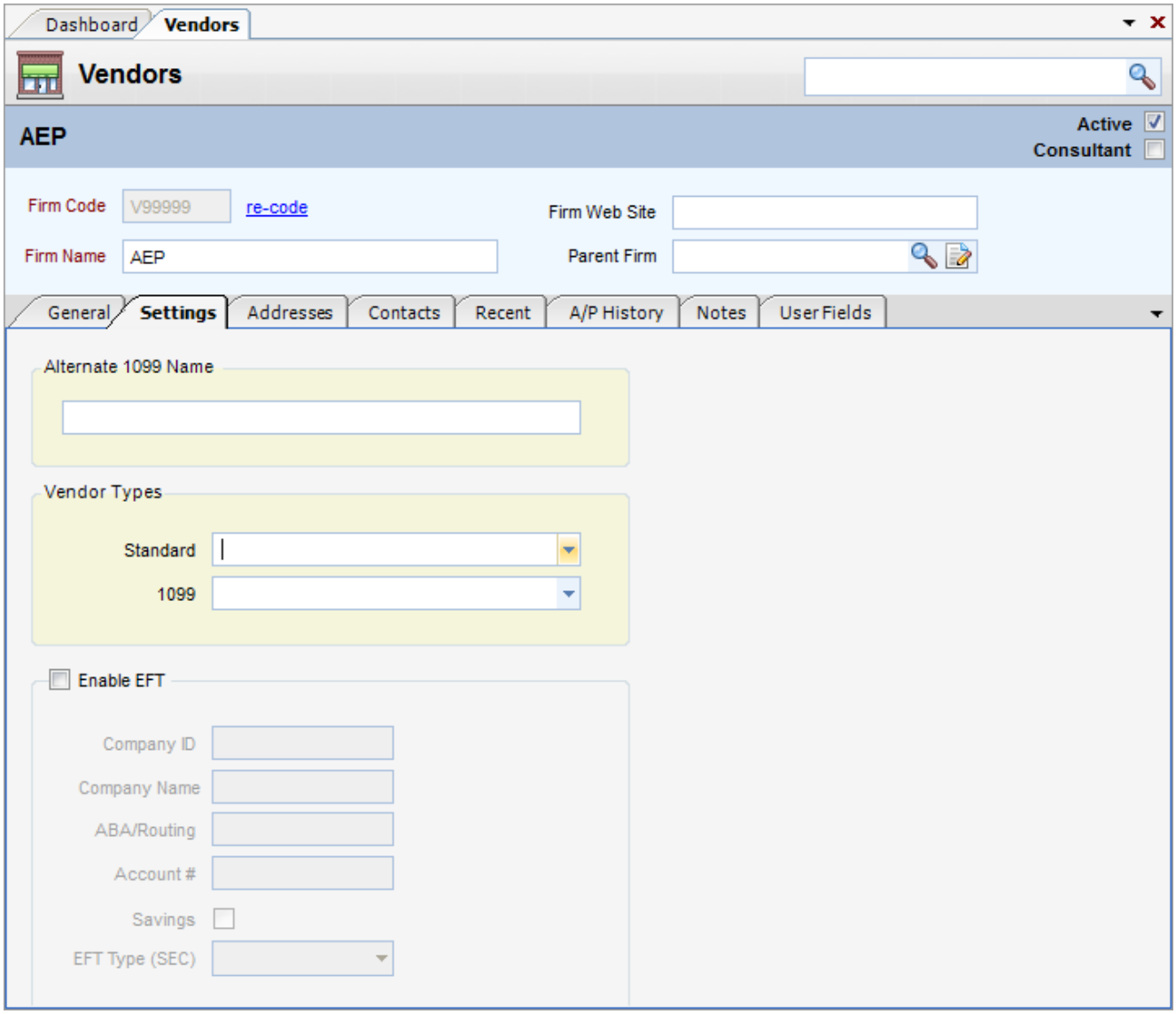

Alternate 1099 Name - If there is a value there, then that name will be used for 1099's.

Vendor Types

- **Standard** - This is a user-definable list type you can populate in the List Management applet. It can be used to filter A/P reports and A/P Check Writing sessions.
- **1099** - This is a user-definable list type you can populate in the List Management applet. It can be used to filter 1099 print runs.

The following information is to be filled out if using EFT.

- **Company ID** - Typically Federal EIN #.
- **Company Name** - "Doing Buisness As" Name
- **ABA/Routing #** - Company Account Routing #.

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- **Account #** - Company Account #.
- **Savings** - When checked, flags account as an Savings account. Otherwise considered an Checking account.
- **EFT Type (SEC)** - Standard Entry Class (SEC) Code

4.1.10.4 Addresses Tab

Overview

The Addresses Tab contains the addresses of the vendor selected.

- **Add New Vendor Address -** To add a new address, Enter the information on the line labeled *Enter New Line* and Click **Save**.
- **Delete Vendor Address -** Highlight the address row by clicking on the arrow at the end of the line, and click **Delete**.

Addresses can be set up for the following items in InFocus.

- Companies - *Companies* refers to the licensed operator of InFocus and is accessible via Global Settings.
- Firms - *Firms* is accessible in *Firms, Vendors,* and *Client Setup* screens, as all are considered firms.
- Projects - *Projects* can inherit client addresses.
- Employees - *Employees* can have both a work and home address.
- Contacts - *Contacts* refers to either employees, vendors, or clients.

Note: Addresses can be NAMED. This basically categorizes addresses for reuse. For instance, clients can have many offices. You can set up an address for each office and then associate client contacts with a particular office address. If the information of the NAMED address changes, you can cascade those changes to all associated (linked) addresses in entirety or only for fields that have a value.

Sometimes addresses have specific uses, as in the case of *bill to, pay to,* or *remit to addresses*. These can be unassociated addresses or linked addresses. Linked addresses are entered as a named address prior to referencing them as a *bill to, pay to,* or *remit to*.

Addresses have the following fields

- Street 1
- Street 2

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- Street 3
- Street 4
- City
- State
- Zip
- Country
- Phone
- Fax

4.1.10.5 Contacts Tab

Overview

The Contacts Tab - Contacts are people who are employees of either your company or of a firm with which you do business. They can also be associated with projects, but only as contacts for that project's clients. Contacts cannot exist for a project that does not already exist for that project's client.

- This tab allows for the entry of contacts.
- Using the Lookup Control, you are able to pull up a firm. Any contacts listed within a that firm will show up here.
- **Adding a Contact -** To add a contact, click the **Add Contact** button that appears at the bottom of the Contacts Tab. Fill out the **New Contact** box that comes up. An explanation of the Tab sections is explained in the Contacts section of this manual.

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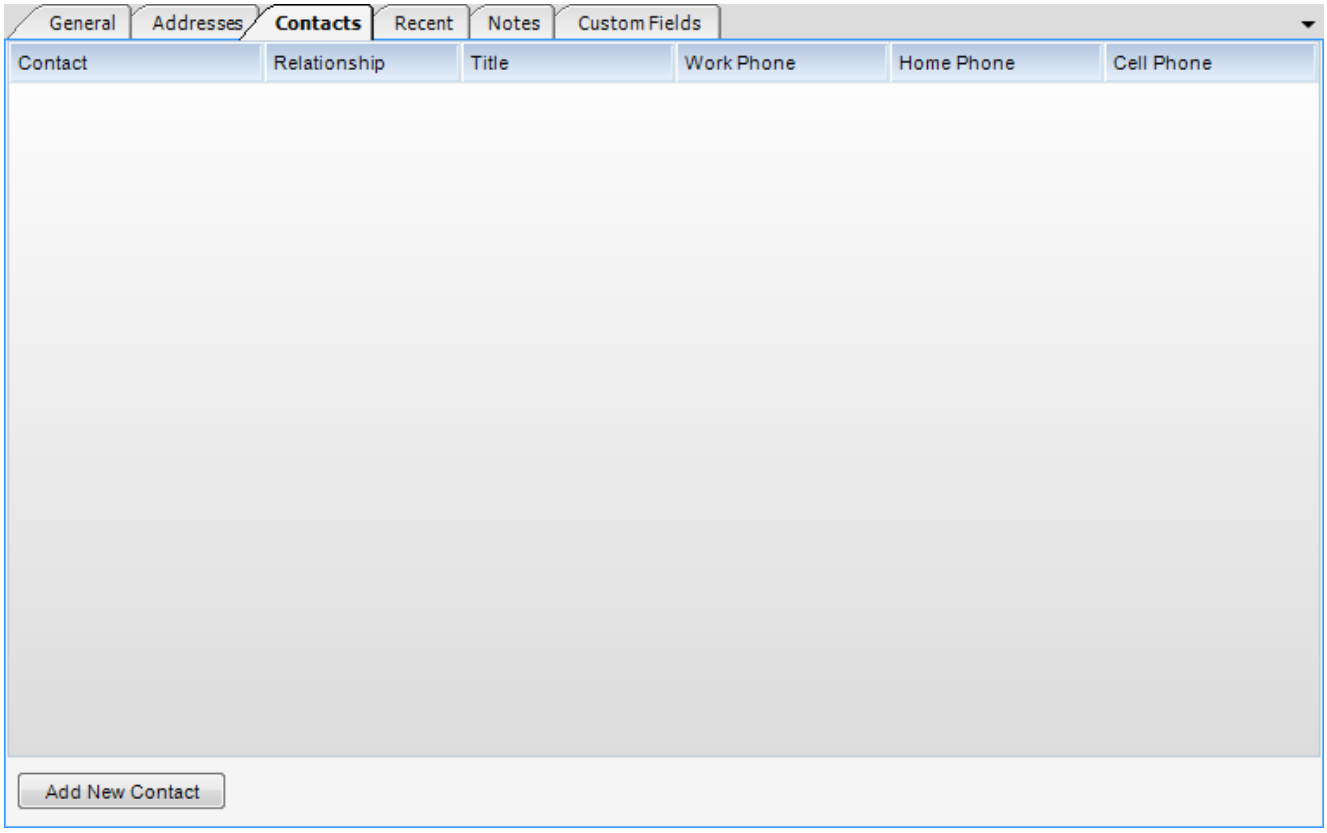
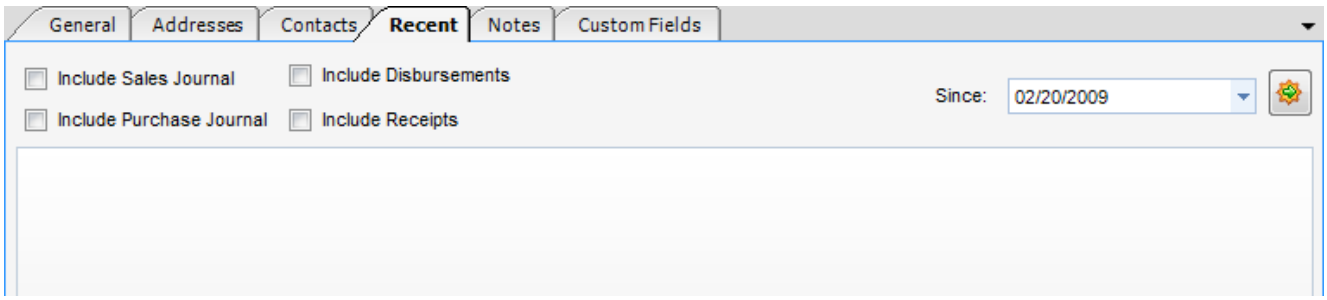


4.1.10.6 Recent Tab

Overview

The Recent tab shows transactions charged against this vendor since a user-entered date. Transactions can also be filtered by journal.

- **Since Box-** Shows recent transactions *Since* a user entered date.
- **Include Journal check boxes -** By checking the box, transactions can also be filtered by journal.



4.1.10.7 AP History Tab

Overview

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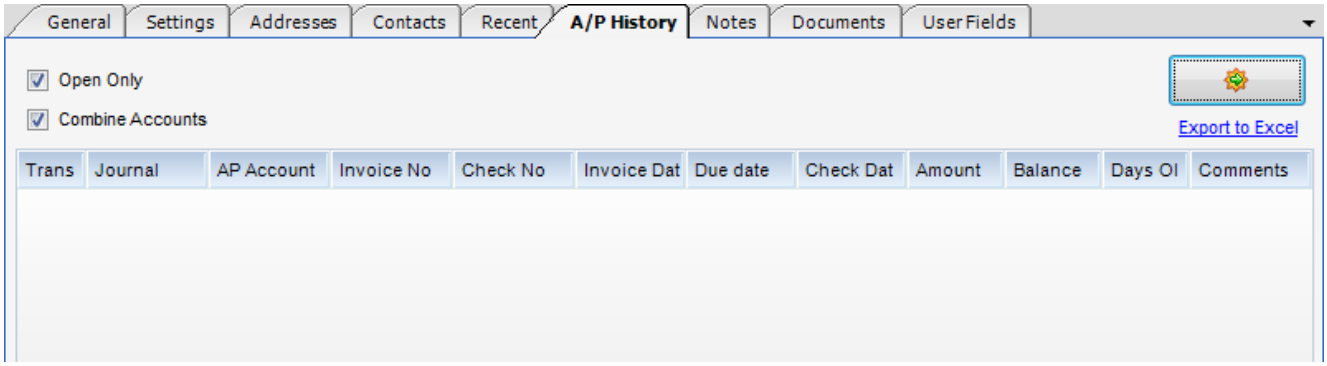
The AP History Tab is used for quick lookup of accounts payable transactions (Field Descriptions Below).

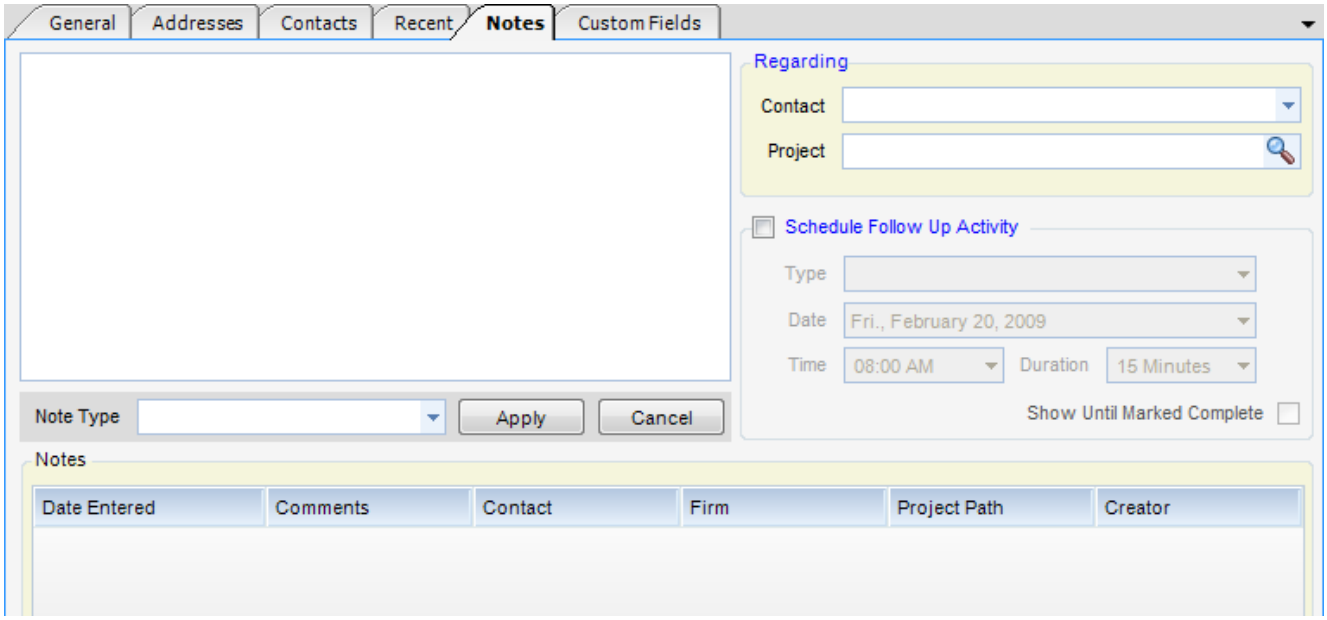


4.1.10.8 Notes Tab

Overview

Notes can be entered against a vendor contact or project. Note Types are a user-definable list. They are used to classify notes for better management.

Note: To maintain Notes, go to List Management and select *Note Types* under User List.



Notes can be recorded for firms, contacts, and projects. There is no limit to the number of notes or the length of any singular note. Notes are stored with a date and timestamp of when they are entered. While the creator of the note is also recorded, all users allowed into a particular notes applet can access all notes, regardless of creator. Activities can also be associated and established with notes. Activities are calendar events.

Note: Before you can enter a ***Note*** or an ***Activity***, you must establish at least one activity type in List Management. Note types are used to categorize notes (such as *Marketing* or *Customer Support).* Activity types are used to categorize activities (such as *call-back* or *appointment).*

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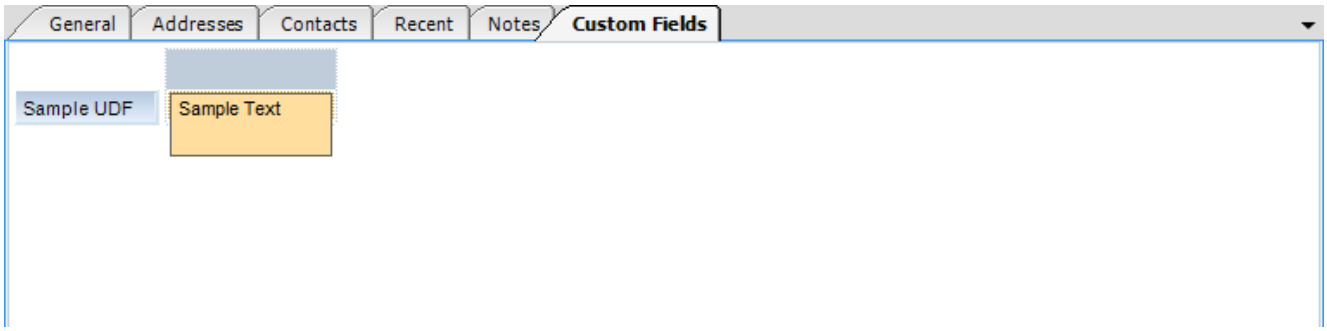
4.1.10.9 Custom Fields Tab

Overview

Vendor user-definable fields are accessible here if given the appropriate permissions. UDF's can be established by accessing UDF designer from the toolbar. See *Toolbar* within this section of the User's Manual for further detail.



4.1.10.10 Toolbar

Overview

The *Vendors* toolbar gives the user (if given the appropriate permissions) numerous capabilities within the *Vendors* applet. Below is a list of those capabilities.

- **New -** Creates a vendor
- **Save -** Saves the current vendor Information that has been entered.
- **UDF -** Opens the UDF designer where custom fields are designed. To design a UDF, see the How to create a UDF section of this manual.
- **Delete -** Deletes the current vendor.
- **Print All Vendors -** When clicked, the user is directed to the *Vendor List* report. When you double click on *Vendor List* the following box pops up allowing you to choose active, inactive, or all vendors in your system. After choosing the type of vendor, click **OK** and you will see a report listing the vendors.

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4.1.10.11 How To

4.1.10.11.1 Create a UDF

Overview

User-definable fields can be created for the following applets applets in InFocus: Clients, Employees, Vendors, Projects, and Contacts.

Note: Whenever you are in one of these five setup screens, a "UDF Designer" button will appear on the tool bar, assuming you have proper permissions. You can also access any of the UDF designers from the UDF Designer applet located in the Administration module.

Step 1 - If you are going to use a list, create the UDF list; otherwise, skip to Step 2. UDF lists provide drop-down lists for UDF fields. These non-restrictive lists allow a user to enter a value that is not contained in the list. Lists are maintained in the UDF Lists tab of the UDF Designer.

Add/Edit a UDF List

- To add a list, enter a list name in the Lists box and click *Add.*
- To rename or delete a list, right click on the list name and choose the appropriate action.
- To add items to a list, first select the list from the list of lists. Next add an item in the List Item box and click *Add*.
- To rename or delete a list, item right click on the list item and choose the appropriate action.

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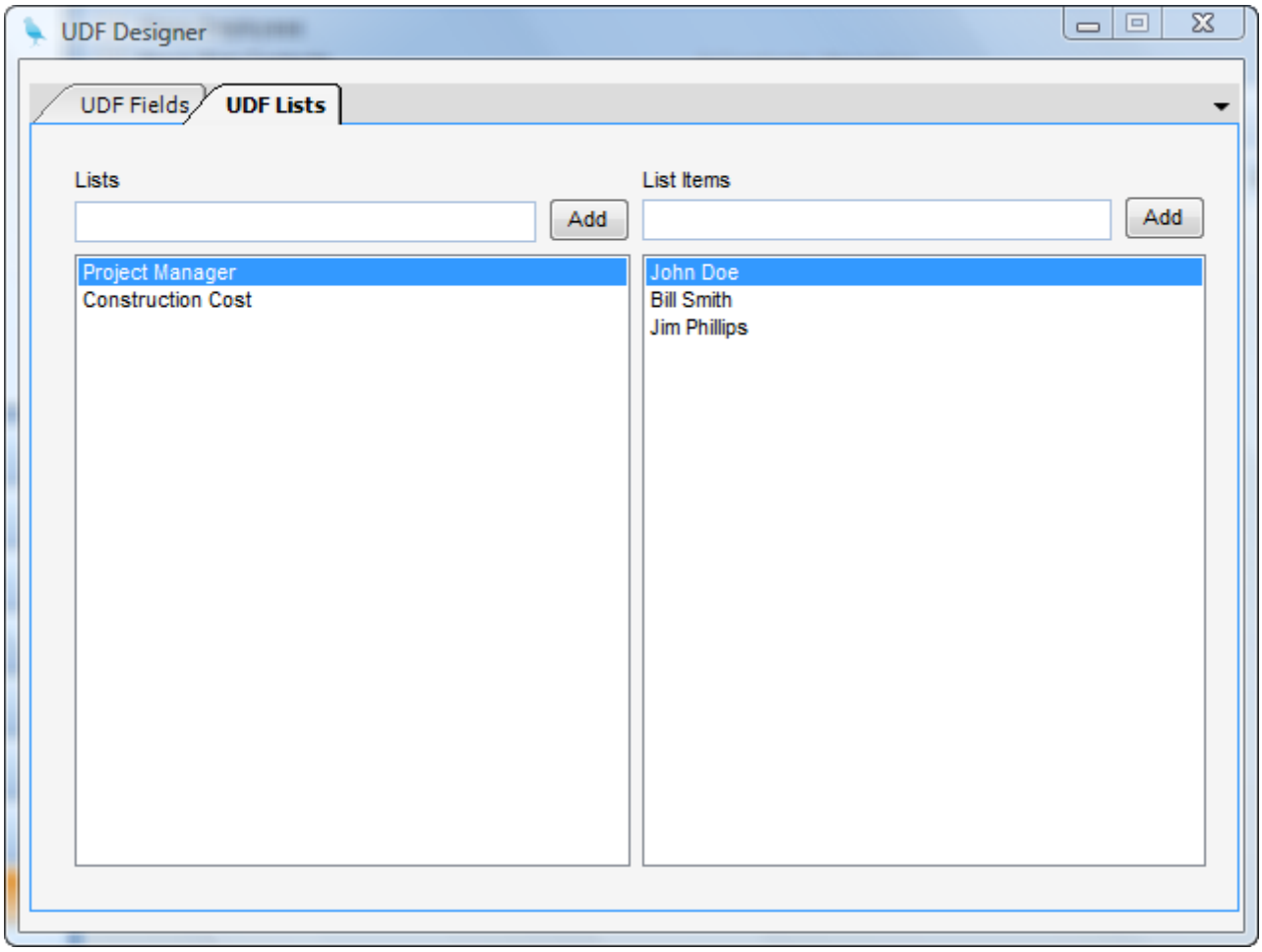

Step 2 - UDF fields can be added, modified, and changed from the UDF Fields tab in the UDF Designer. Fields can be added or modified in a grid format. To delete a UDF field, highlight the row and hit the **Delete** key.

Add a UDF Field

Fill out the following fields:

- **Label** - This is the field label that will appear on the form next to the field.
- **Name** - This is the name of the field as it will appear in the associated UDF table in the database. Names cannot include punctuation marks (including spaces).
- **Data Type** - Type of data that is expected. Choices are character (text), integer, numeric, boolean (True/False), Date, and DateTime (includes both date and time).
- **Default** - Default value for new records (optional)
- **Min** - Minimum allowed value (optional)
- **Max** - Maximum allowed value (optional)

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- **List** - UDF List to use for quick entry. This is the list that was created in step 1.
- **Validation Script** - The purpose of this field is to validate the value entered into the UDF field via SQL script. The script can use two variables:

  ^udfvalue^ (the value being validated)

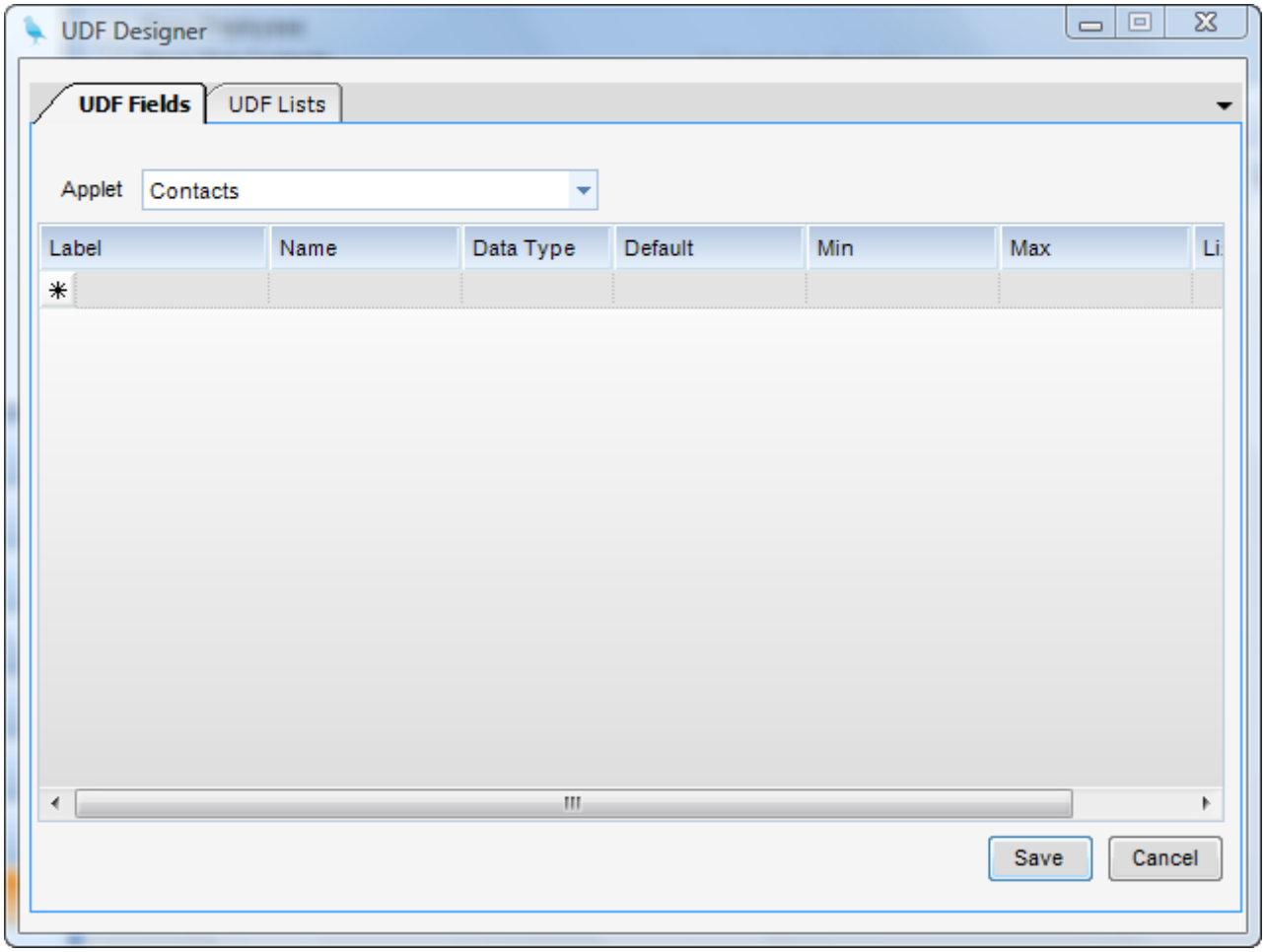
  and

  ^keyid^ (the primary key of the record holding the udf)

  The SQL script must return at least three values:

  1) reterr (>=0 equals no error, <0 equals error)
  2) retmsg (the error message if reterr <0)
  3) retvalue (this can either be the same as the value passed in or it can be a new value. In either case, whatever is returned will be the value in the UDF field.

Click **Save** when finished and the *Vendor* section will be rebuilt to contain the UDF Field.



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4.1.11 Reports

4.1.11.1 AP Reports

Overview

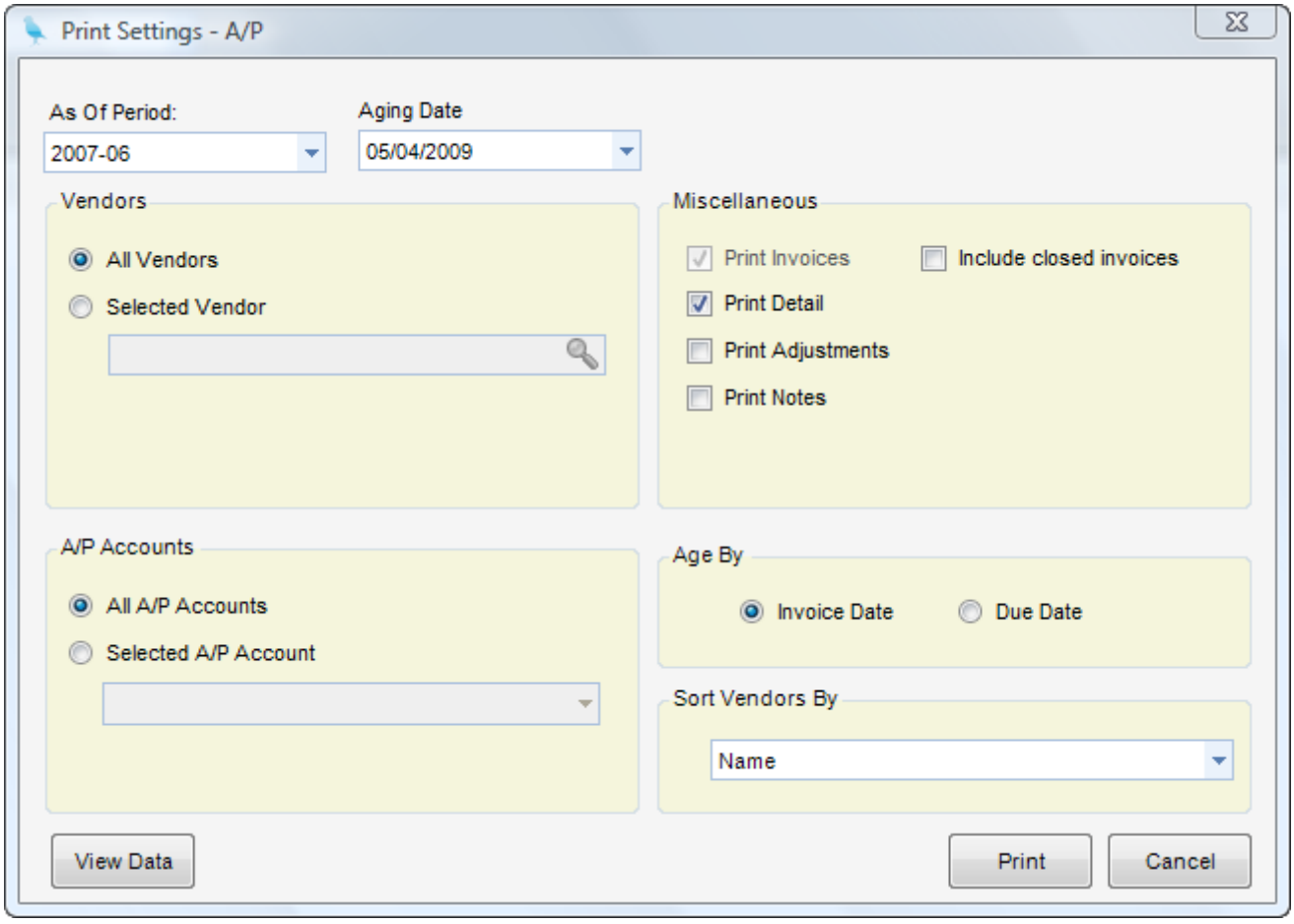
There are two system A/P Reports: A/P Aged and A/P Balances

1) A/P Aged - The A/P Aged report shows all of the aged balances for any Vendor and A/P Account. Age is shown by using user-defined aging periods that can be adjusted in Global Settings on the A/P Tab.

2) A/P Balances - The A/P Balances report shows you all of the balances for any Vendor and A/P Account. Similar to the A/P Aged, however, no age periods are shown and payments are shown.

3) A/P Register - This report is a cross between the A/P Balance and A/P Aged reports.

Selection criteria for these reports (Fig.1)



(Fig.1)

4.1.11.2 Disbursement Journal Reports

Overview

The Disbursement Journal report gives a listing of all of the disbursement transactions for the selected criteria.

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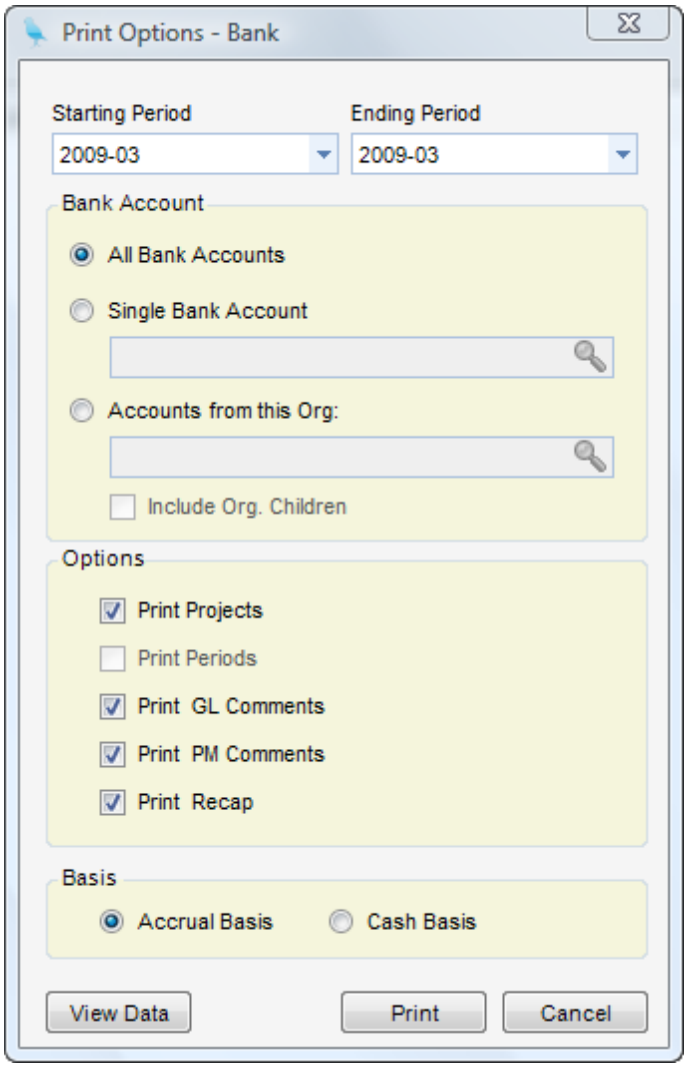
Selection criteria for these reports (Fig.1)



(Fig.1)

4.1.11.3 ER Reports

Overview

There are 2 system E/R Reports: E/R Aged and E/R Balances

1) E/R Aged - The E/R Aged report shows you all of the aged balances for any Employee and E/R Account. Age is shown by using user defined aging periods that can be adjusted in Global Settings on the A/P Tab.

2) E/R Balances - The E/R Balances report shows you all of the balances for any Employee and E/R Account. Similar to the E/R Aged, however, no age periods are shown and payments are shown.

3) E/R Register - This report is a cross between the E/R Balance and E/R Aged reports.

Selection criteria for these reports (Fig.1)

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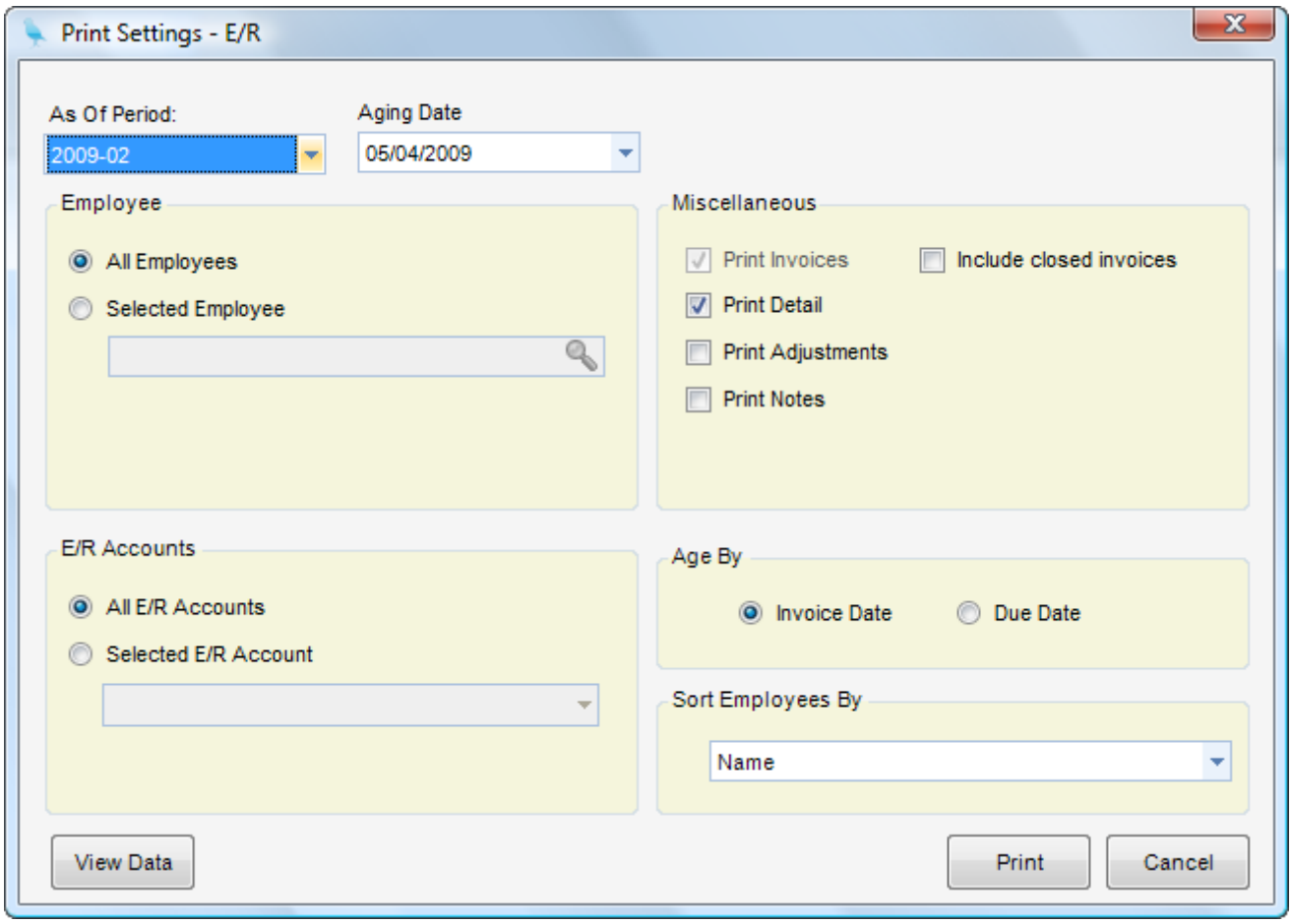

(Fig.1)

4.1.11.4 Employee Reimbursable Journal Report

Overview

The Employee Reimbursable Journal report gives a listing of all of the employee reimbursables transactions for the selected criteria.

Selection criteria for these reports (Fig.1)

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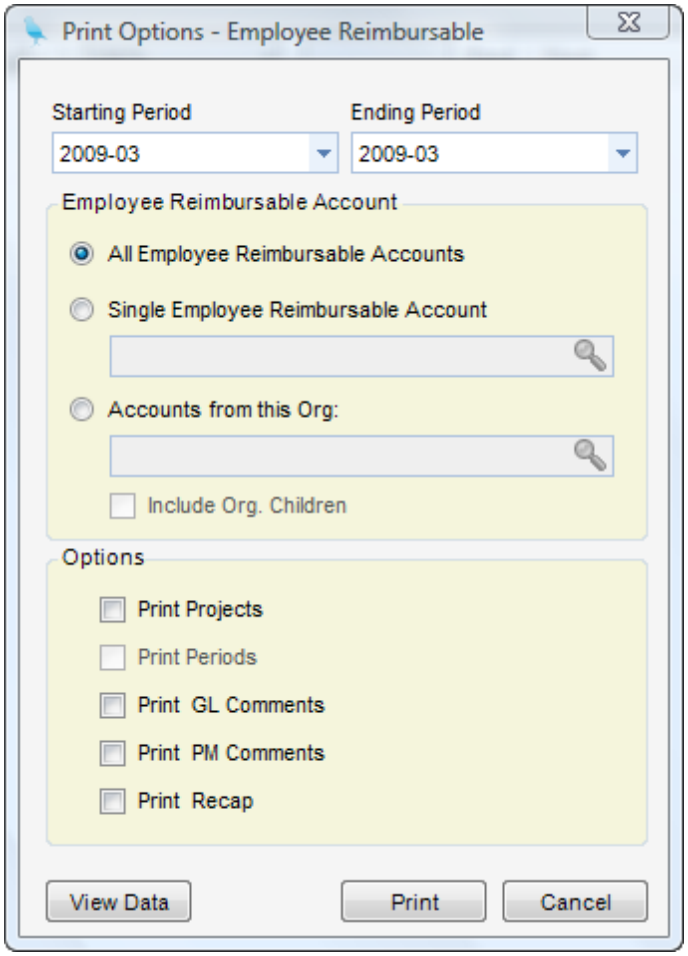

(Fig.1)

4.1.11.5 Pay When Paid Report

Overview

The Pay When Paid report shows consultants that are awaiting payment. Depending on the amount received from an invoice, the report will show an *OK to Pay* amount for that consultant.

Selection criteria for these reports (Fig.1)

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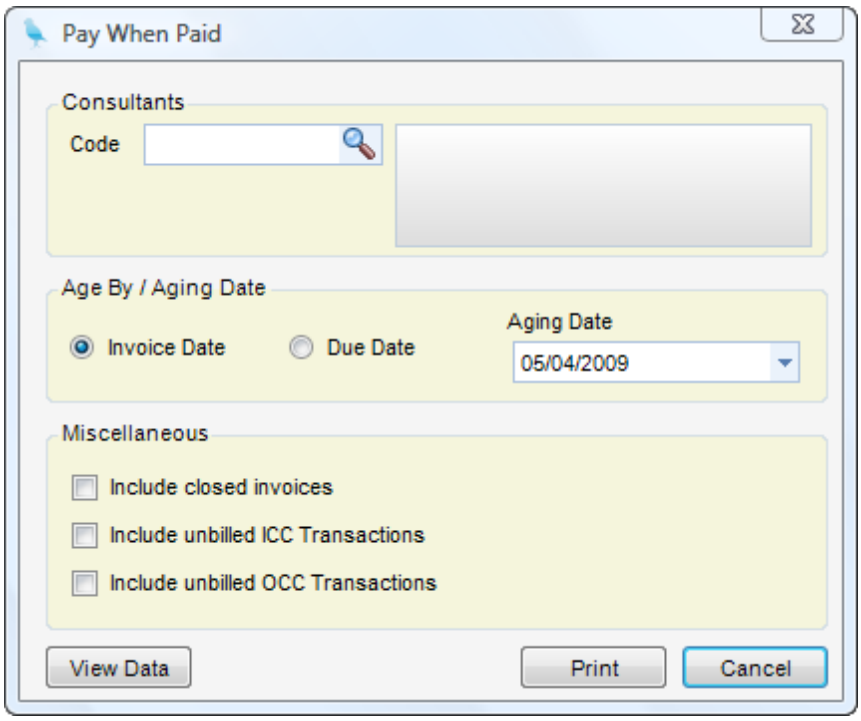

(Fig.1)

4.1.11.6 Purchase Journal Report

Overview

The Purchase Journal report gives a listing of all of the purchase journal transactions for the selected criteria.

Selection criteria for these reports (Fig.1)

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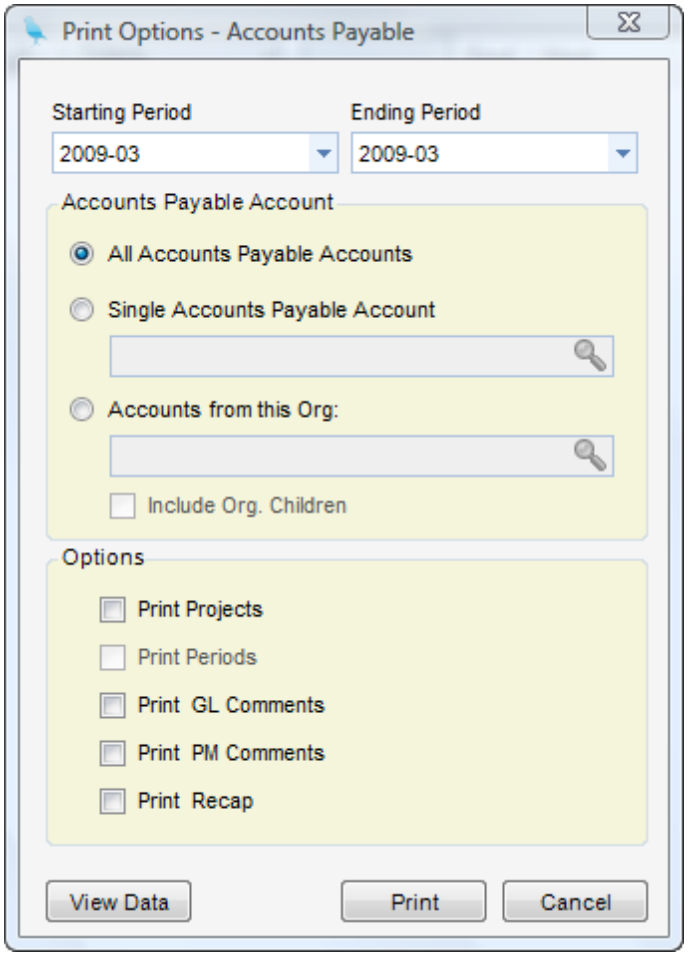

(Fig.1)

4.2 Accounts Receivable

4.2.1 A/R Collections

Overview

The A/R Collections applet is used to facilitate the collection of outstanding invoices. The screen allows for the filter of receivables by A/R account, client, and transaction date. Transaction balances can be aged by invoice or due date.

Click on *Load Collections* and the appropriate A/R transactions will appear in the grid. Like other grids in InFocus the collection grid can be filtered and sorted by each column. Unlike other grids, this grid is a hierarchy. At the top of the hierarchy are the sales transactions. When partial payments, refunds or credit memos exist against an invoice they will appear at the second level of the hierarchy and a dill down plus symbol will appear to the immediate left of the invoice. The columns in the invoice level are listed below.

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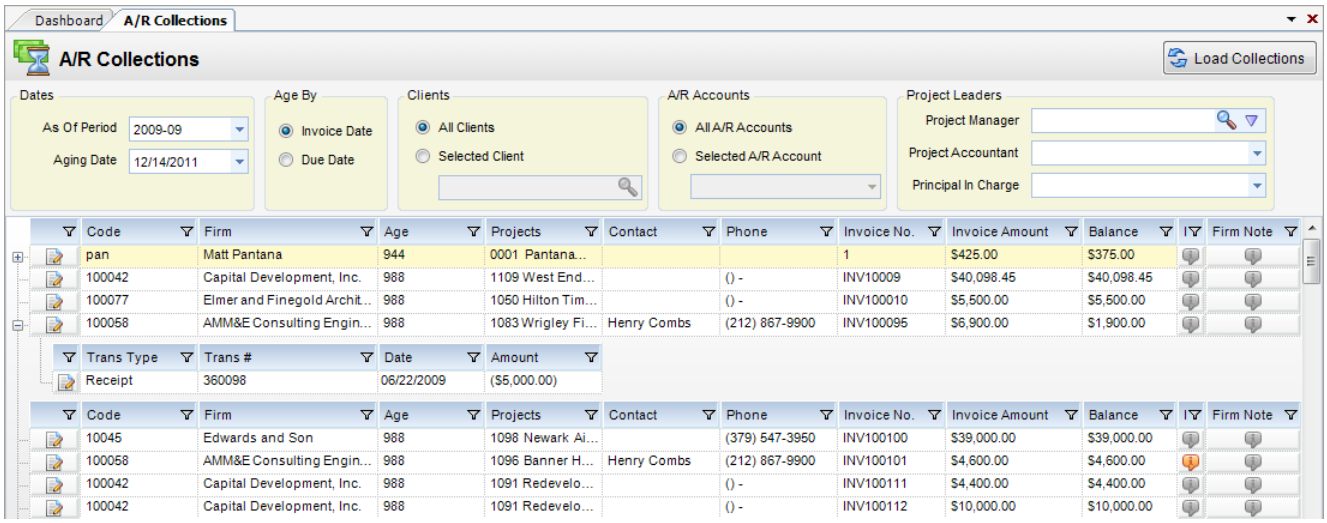

Columns

- **Code** - Firm code
- **Firm** - Firm name
- **Age** - Days old
- **Project -** Project that invoice is associated with
- **Contact -** Name entered in Bill To Attention line in the Client file.
- **Phone** - Client phone number
- **Invoice No** - Invoice number
- **Invoice Amount** - Amount of invoice.
- **Balance -** Amount due
- **Invoice Comments** - Invoice comments entered either in PA Bill Review or on the Billing Tab in the Project. When invoice Comments are entered here, the date of the entry and the person who entered the comment is also recorded. This feature is available only on the top level of the hierarchy.
- **Firm Note -** This is a note saved at the Client Level. Clicking on the firm note icon will bring up the A/R memo screen. Here you can record collection notes.
- **Note Icon -** The extreme left-hand column of the grid contains a note icon. Clicking on the note icon will bring up the transaction in the journal in which it was entered. This feature is available at both levels of the hierarchy.

4.2.1.1 How To

4.2.1.1.1 Use the A/R Collections Utility

Overview

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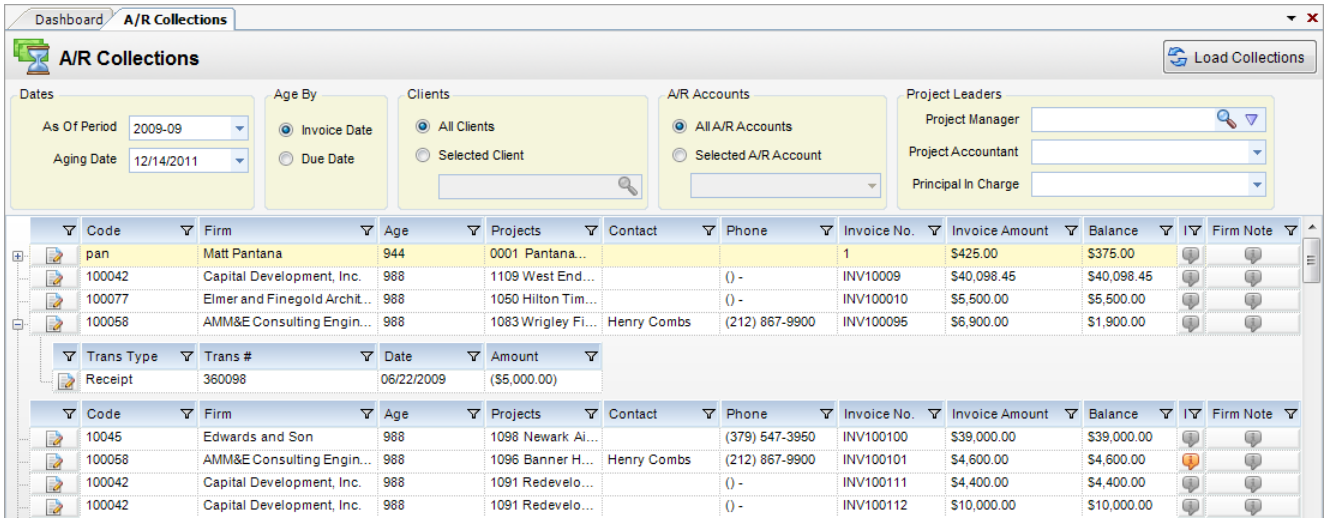
How to Use the A/R Collections Utility

Step 1 - Fill out the Selection Criteria

Step 2 - Click *Load Collections*. The appropriate A/R transactions will appear in the grid.

Note: Like other grids in InFocus, the collection grid can be filtered and sorted by each column. Unlike other grids, this grid is a hierarchy. At the top of the hierarchy are the sales transactions. When partial payments, refunds, or credit memos exist against an invoice, they will appear at the second level of the hierarchy, and a drill-down plus symbol will appear to the immediate left of the invoice.



4.2.2 Automated Invoicing

Overview

Automated invoices streamlines the billing process. Invoices are printed and posted into the sales journal based on user-entered criteria. All transactions in the system that comprised an invoice are flagged as *Billed* (bill status equal to billed) and are linked to the Sales Journal entry. Additionally, the user can email invoices directly from Automated Invoicing (InFocus 2.0 and greater).

Deleting or voiding an invoice reverts the bill status to *Ready to Bill* and removes the link for posted invoices.

Note - Only projects with assigned invoice designs can print.

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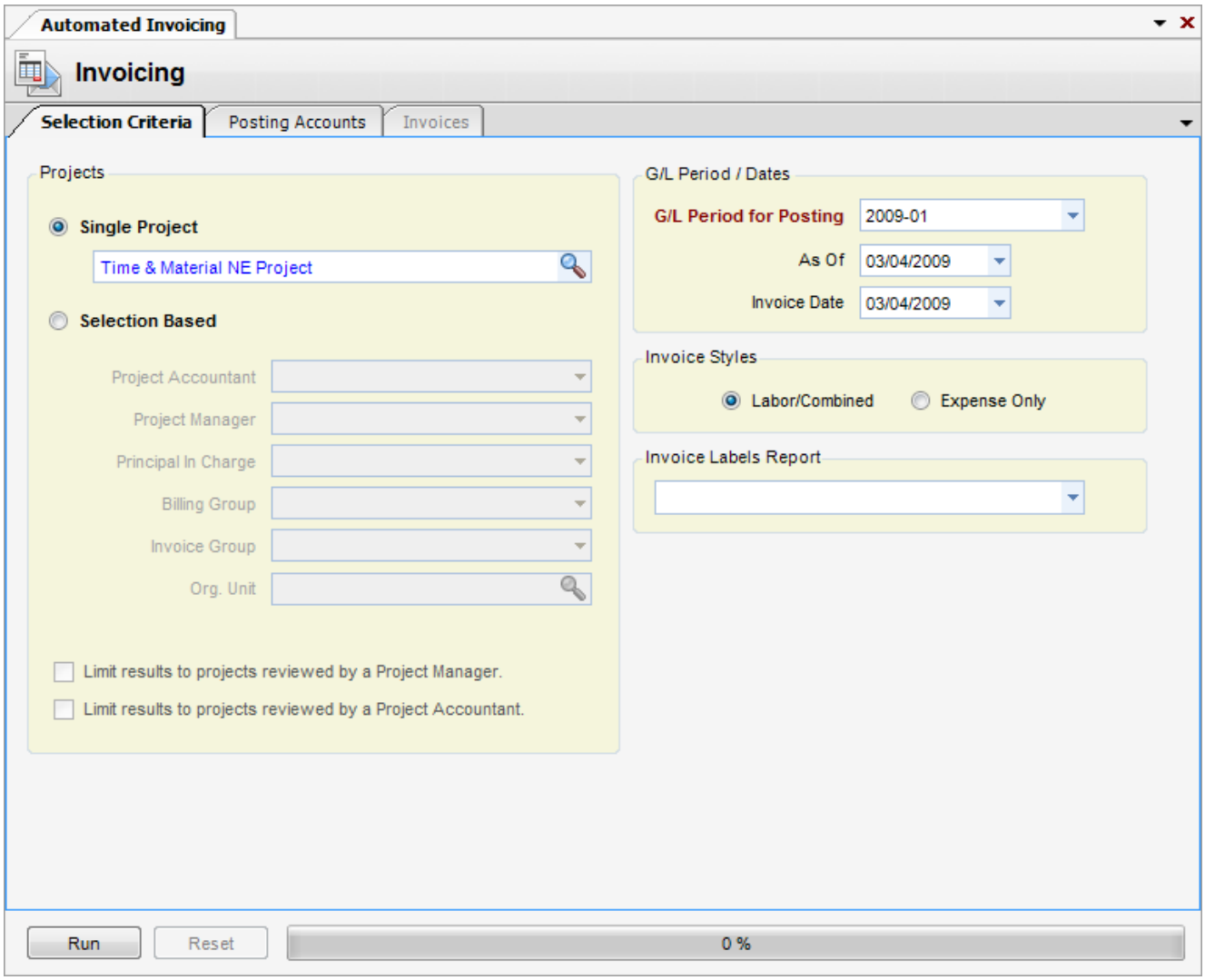

4.2.2.1 Selection Criteria Tab

Overview

Criteria which limit the projects for which you wish to print invoices (Fields Listed Below).

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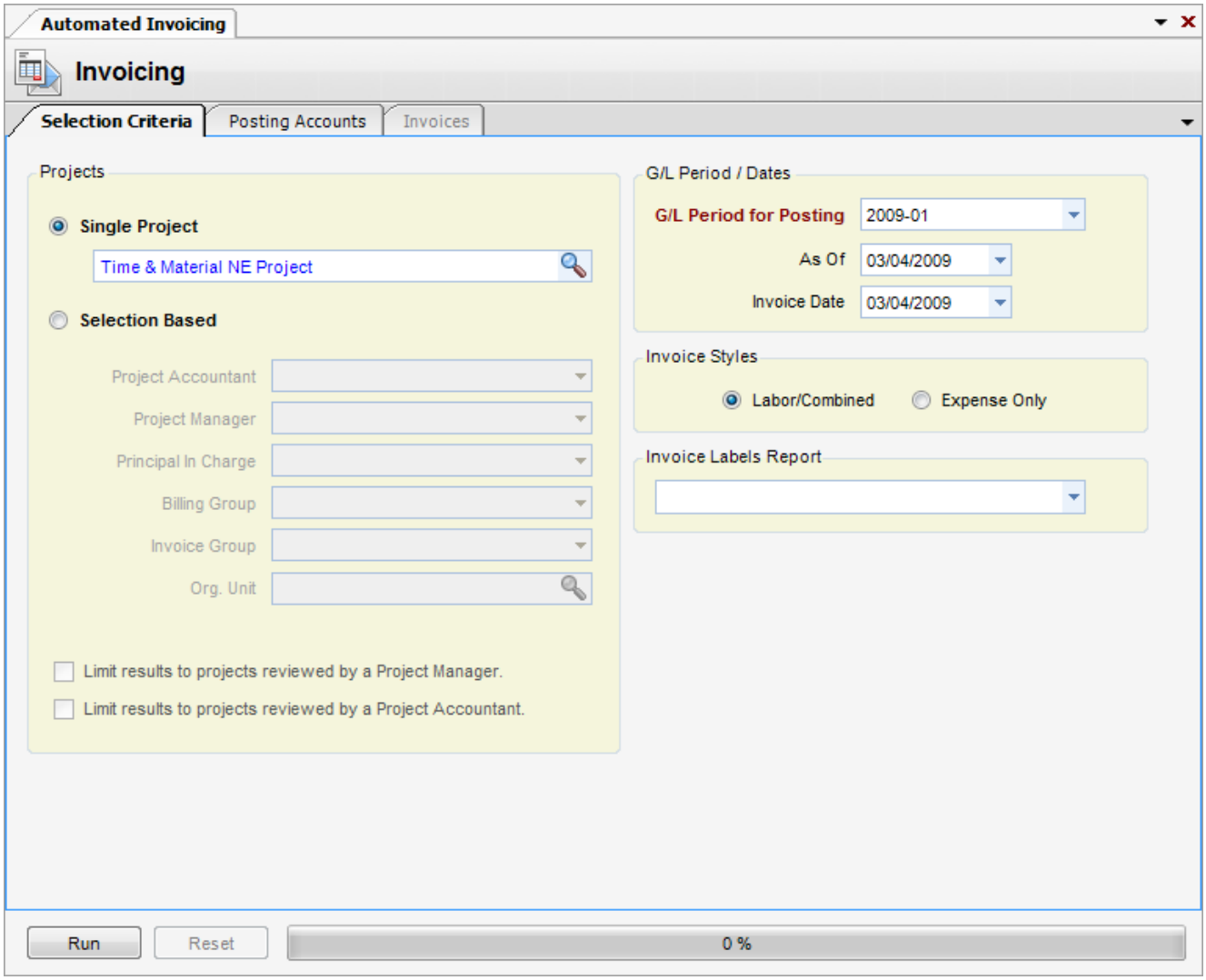

Projects Fields

- **Single Project** - When checked, the entered project is the only project that will be selected for invoicing.
- **Select Based** - When checked, the following criteria will be used to establish which projects get selected for invoicing.
- **Project Accountant** - When entered, only projects assigned to this accountant will be selected.
- **Project Manager** - When entered, only projects assigned to this manager will be selected.
- **Principal in Charge** - When entered, only projects assigned to this principal will be selected.
- **Billing Group** - When entered, only projects assigned to this billing group will be selected.
- **Invoice Group** - When entered, only projects assigned to this invoice group will be selected.
- **Limit Results to Project Reviewed by a Project Manager** - When checked, only projects that have been

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reviewed in the supplied G/L period by a project manager will be selected.

- **Limit Results to Project Reviewed by a Project Accountant** - When checked, only projects that have been reviewed in the supplied G/L period by a project accountant will be selected

G/L Periods Dates

- **G/L Period For Posting** - G/L Period invoices will be posted to.
- **As-of-Date** - As-of-date for unbilled transaction selection. The As-of-date is either compared to the *Transaction Date* or the *End Date of G/L period* as determined by Global Settings.
- **Invoice Date** - Date to apply to invoices.

Invoice Styles

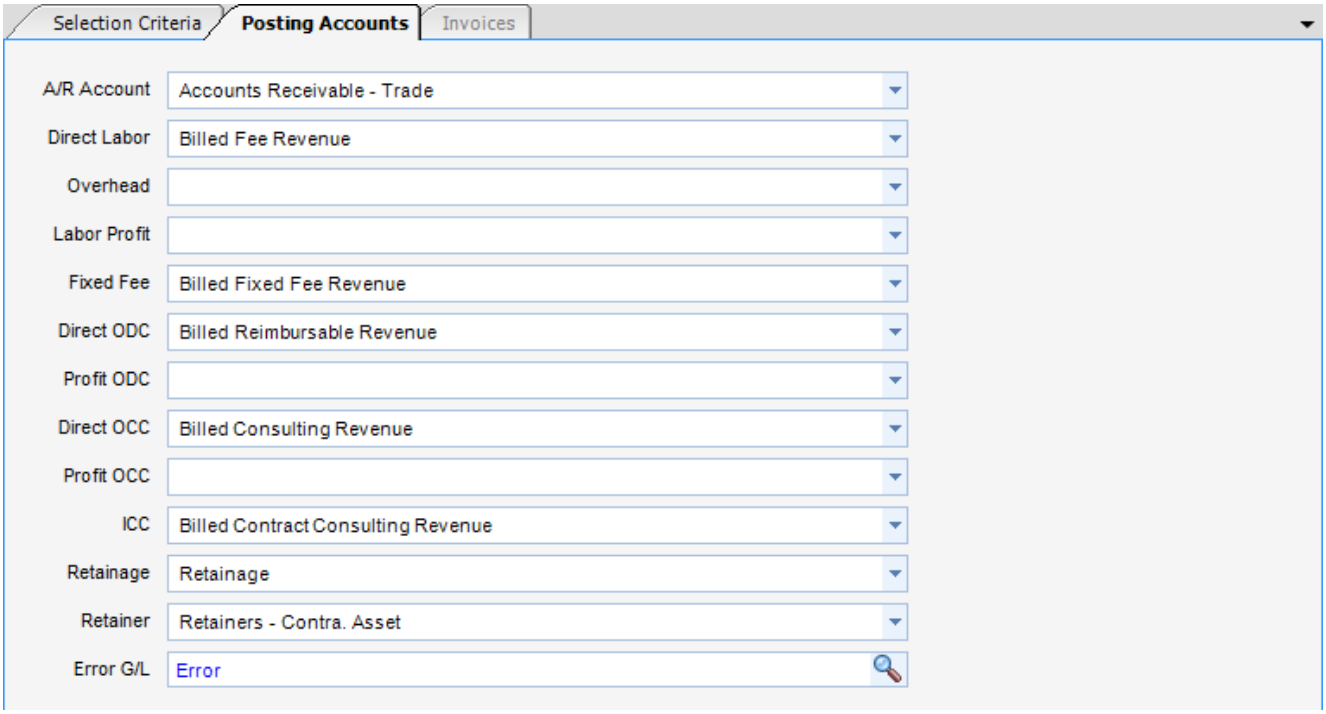
- **Labor/Combined** - When selected, only projects with labor-only or combined invoice designs will be selected.
- **Expense Only** - When selected, only projects with expense-only invoice designs will be selected.

Invoice Labels Report - Mailing label report design to use.

4.2.2.2 Posting Accounts Tab

Overview

Location where a user specifies posting accounts in invoicing.



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Fields

- **A/R Account** - A/R account to process. Required.
- **Direct Labor** - Base account to which the base amount for hourly labor is posted.
- **Overhead** - Base account to which the DPE plus OH amount for hourly labor is posted.
- **Labor Profit** - Base account to which the profit portion for hourly labor is posted.
- **Fixed Fee** - Base account to which the fixed fee is posted.
- **Direct ODC** - Base account to which the non-marked up portion of OCC expenses is posted.
- **Profit ODC** - Base account to which the marked-up portion of ODC expenses is posted to.
- **Direct OCC** - Base account to post non-marked up portion of OCC expenses to.
- **Profit OCC** - Base account to post marked-up portion of OCC expenses to. If not supplied, direct account is used.
- **ICC** - Base account to which ICC portion of fixed fee is posted.
- **Retainage** - Base account to use for retainage.
- **Retainer** - Base account to use for retainers.
- **Error G/L** -G/L account to use when an account derivation cannot be achieved.

4.2.2.3 Invoices Tab

Overview

After completing *Selection Criteria* and *Posting Accounts*. A grid of all projects that meet the specified criteria will appear. Select *Run* at the bottom of the Invoice tab. Some projects, while listed, will not be able to print an invoice due to either 1) no dollars calculated or 2) no invoice design. You can optionally show printable or no printable projects (seen at the top of the *Invoices* tab).

Note - The screen is designed so that a user can review, print, and post invoices one at a time or en masse. Seven actions can be performed against each individual invoice. These actions are listed below.

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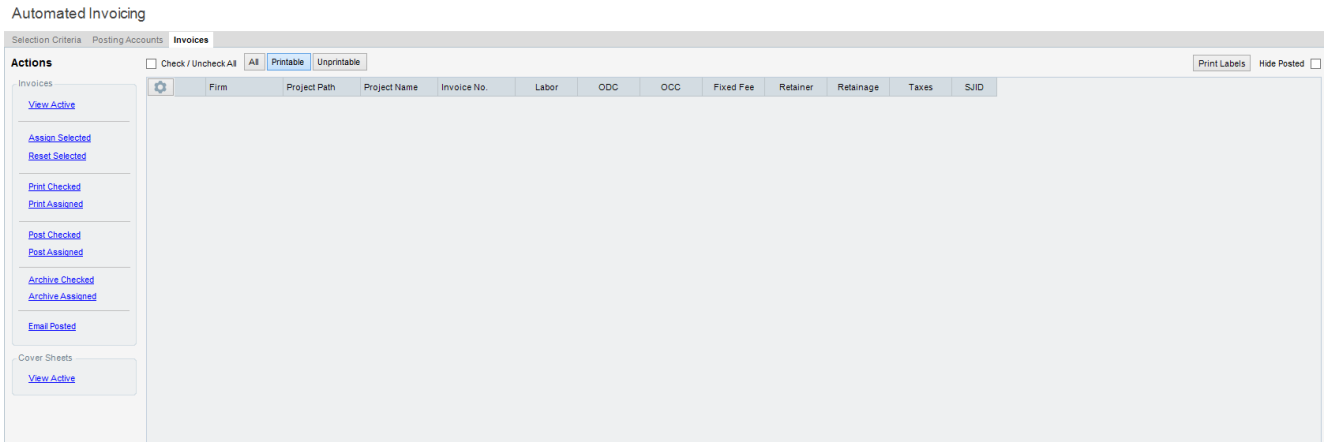

Filter Options

- **Check/Uncheck All -** When checked, all of the invoices will be checked/unchecked.
- **All, Printable, Unprintable -** By clicking between these three buttons, you are able to filter out the invoices that you would like to print. Users are able to print zero dollar invoices by selecting "Unprintable" and selecting one of the print options.
- **Hide Posted -** By checking this box, you will hide all invoices that have been posted.

Fields

- **View Active** - This action shows an invoice preview of the selected invoice.
- **Assign Selected** - This action assigns an invoice number to the selected invoice. Prior to this the invoice number is *Draft*.
- **Reset Selected** - This action resets the invoice number from the selected invoice to *Draft*.
- **Print Checked** - This action sends the selected invoices to the printer.
- **Post Checked** - This action posts the selected invoice to Sales Journal. Only invoices with an assigned invoice number can be posted.
- **Post Assigned** - This action posts the Assigned invoices to Sales Journal. Only invoices with an assigned invoice number can be posted.
- **Archive Checked** - This actions archives the checked invoices. This action must be configured to work. See the Document Management section of this manual for more info. about this.
- **Archive Assigned** - This actions archives the Assigned invoices. This action must be configured to work. See the Document Management section of this manual for more info. about this.
- **Email Posted** - Emails posted invoices to designated recipients. Recipients are designated in *Accounts Receivable>Clients>Billing Tab* or *Project Administration>Projects>Billing Tab* (email override)
- **View Active (Coversheet)** - View coversheet (if any) for selected invoice.

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4.2.2.4 Automated Invoicing Toolbar

Overview

The automated invoicing toolbar has one button, the *Clear All Invoices Sessions* button.

This utility will clear out all current user sessions. Automated Invoicing was designed to allow multiple users to bill simultaneously. In order to prevent two users from billing the same project, user sessions are maintained.

Note: When you exit Automated Invoicing, the session is deleted. If a user terminates Automated Invoicing abnormally, such as shutting down the system without exiting normally, the user session will not be removed, and any projects within that session will not come up in automated invoicing. In this event, you can run *Clear All Invoice Sessions* (located on the toolbar) to correct the situation. This occurrence can only occur when multiple users have been in this applet. Every time a user runs Automated Invoicing, it firsts deletes prior users' sessions for the logged-in user. In order to be able to access this feature you must first enable a new special right in permissions called *Can Clear Invoice Sessions.*

4.2.2.5 How To

4.2.2.5.1 Generate an Invoice

Overview

How to Generate an Invoice.

Invoice generation is a two step process:

Step 1 - Specify criteria which limit the projects for which you wish to print invoices (Details in the Selection Tab Criteria Section). You also can specify posting accounts in this step by clicking on the **Posting Accounts** tab.

Step 2 - Optionally print and post invoices from a list that was built based on criteria in step one. Details given in the Invoices Tab Section.

Note that only projects with assigned invoice designs can print.

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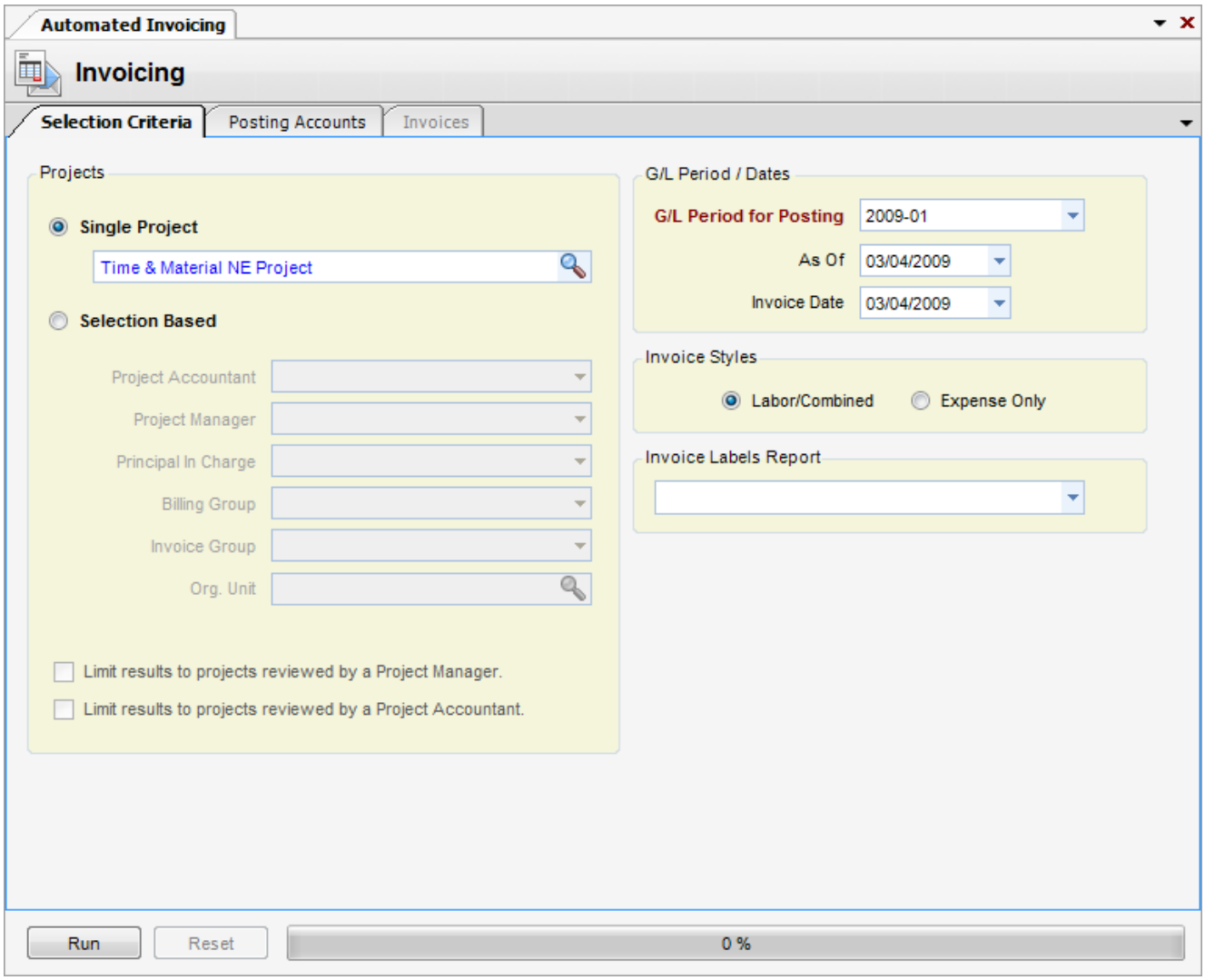

4.2.2.5.2 Archive an Invoice

Overview

How to Archive an Invoice.

Invoice archiving is a two step process:

Step 1 - Run an Invoice as you normally would (Do not close Automate Invoicing after you post.). Click *Archive Checked* (Fig.1).

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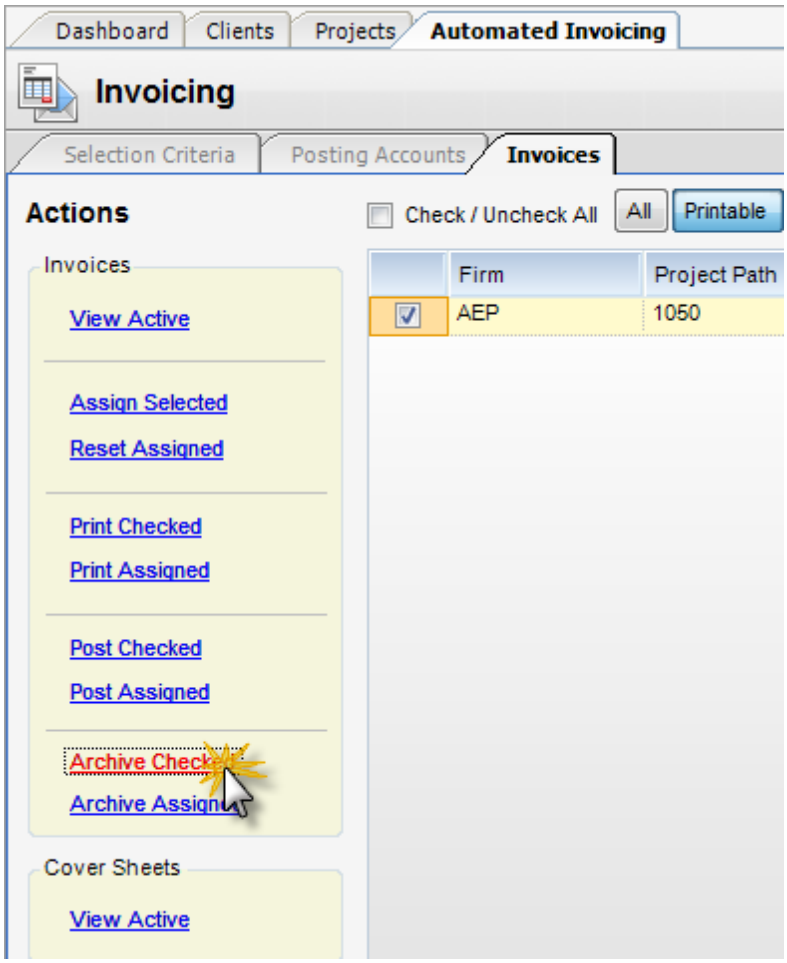

(Fig.1)

Step 2 - Now you will get an Invoice Archival pop-up. When using the archiving functionality of invoicing, you now have the option to use a naming pattern when naming the archived invoice.
The previous naming convention was fixed to Invoice_xxx, where xxx represents the Sales Journal ID. You can now use variable replacement to have it named however you wish.

The variables are:
@InvoiceNo@
@SJID@
@ProjectPath@
@ProjectID@
@ProjectName@

For example: Project for Acme Architects with and invoice number following pattern:
INV-@ProjectName@_@InvoiceNo@

In addition to the naming pattern, you can also archive to a user-selected directory location (Fig.2).

Note: If the "Archive to Document Management" selection is grayed out, you need to have Document Management configured. Please call the support line to have this done.

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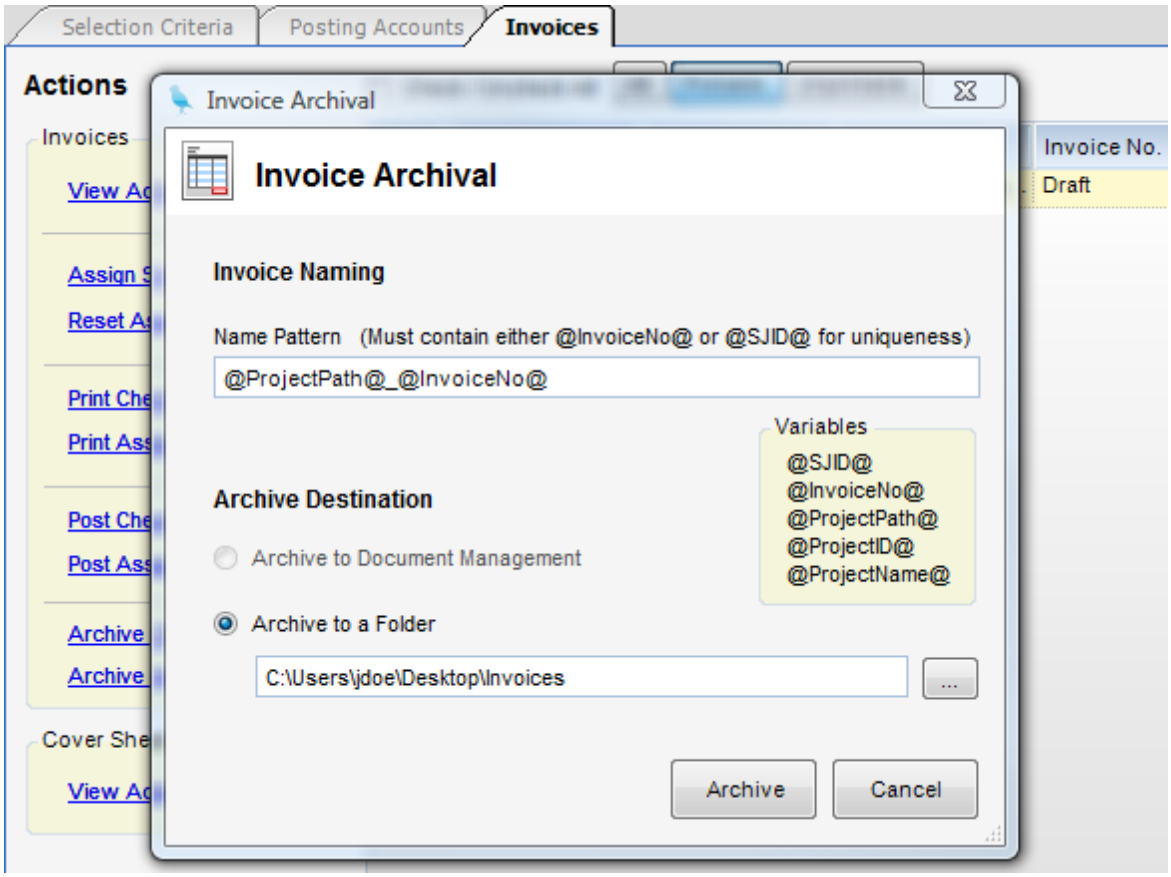

(Fig.2)

4.2.3 Client Queries

Overview

There are seven query applets in InFocus: Client, Contacts, Firms, Opprotunities, Vendors, Projects, and Employees. The concept of the query tools is to allow the user to define lists of data based on a user query definition. The list can then be used to navigate to the individual records within the list or can be exported to Excel.

To create a query, start by right clicking in the query list box located in the upper left hand part of the Query Applet screen. A query design screen will then pop up.

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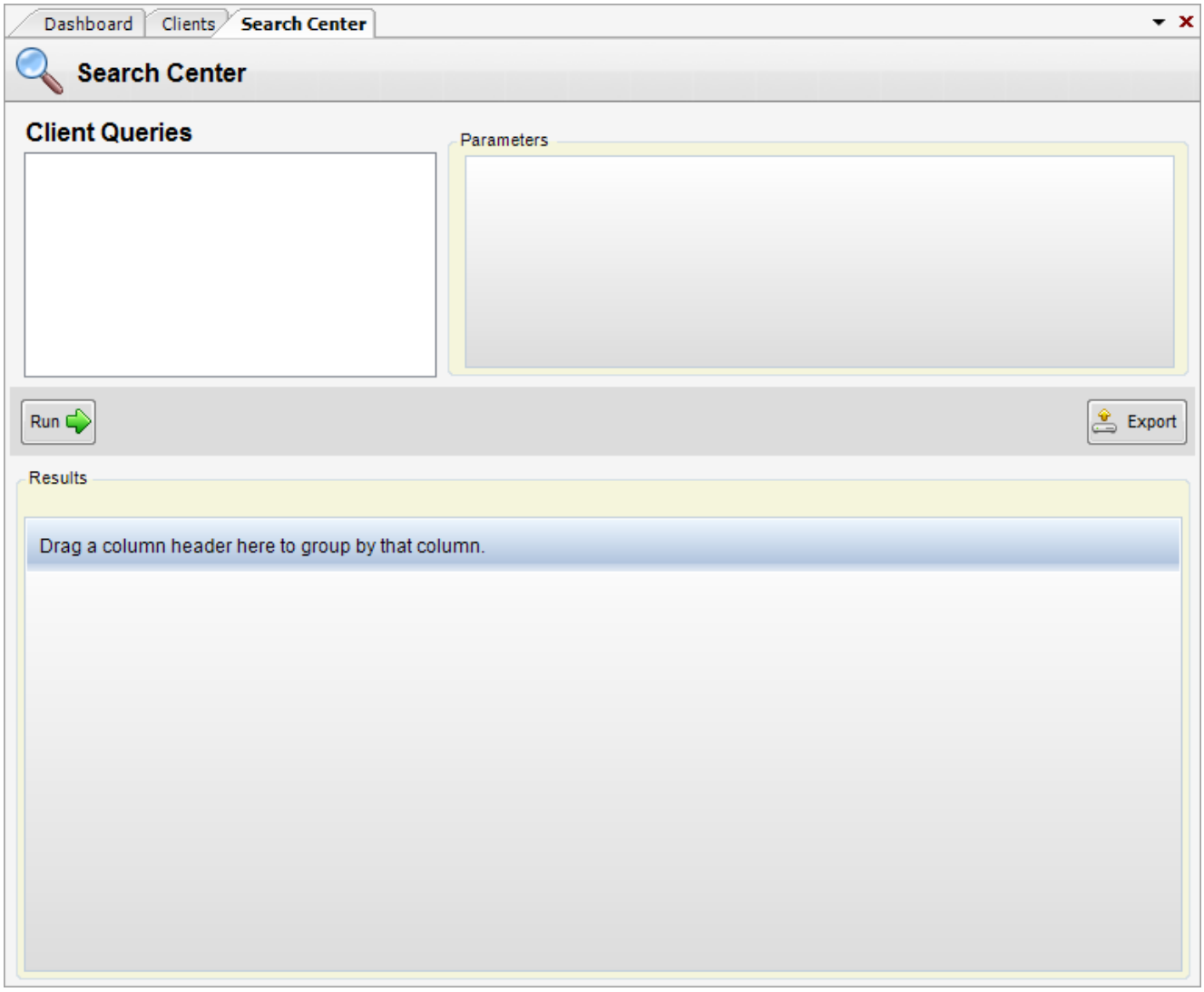

4.2.3.1 Definition Tab

Overview

The Definition Tab

Name - Name of query as it will appear to user. Must be unique.

Type - Query type. There are three types of queries: personal, private, and public. Personal queries are only visible to the user who designs them. Private queries are only available to users who have permission to view them. Public queries are viewable by everyone. The type of query a user is allowed to create depends on permissions.

Use manual filter - When checked, the user can enter a manual filter. This is an advanced option. Manual filters are *SQL Where Clauses*.

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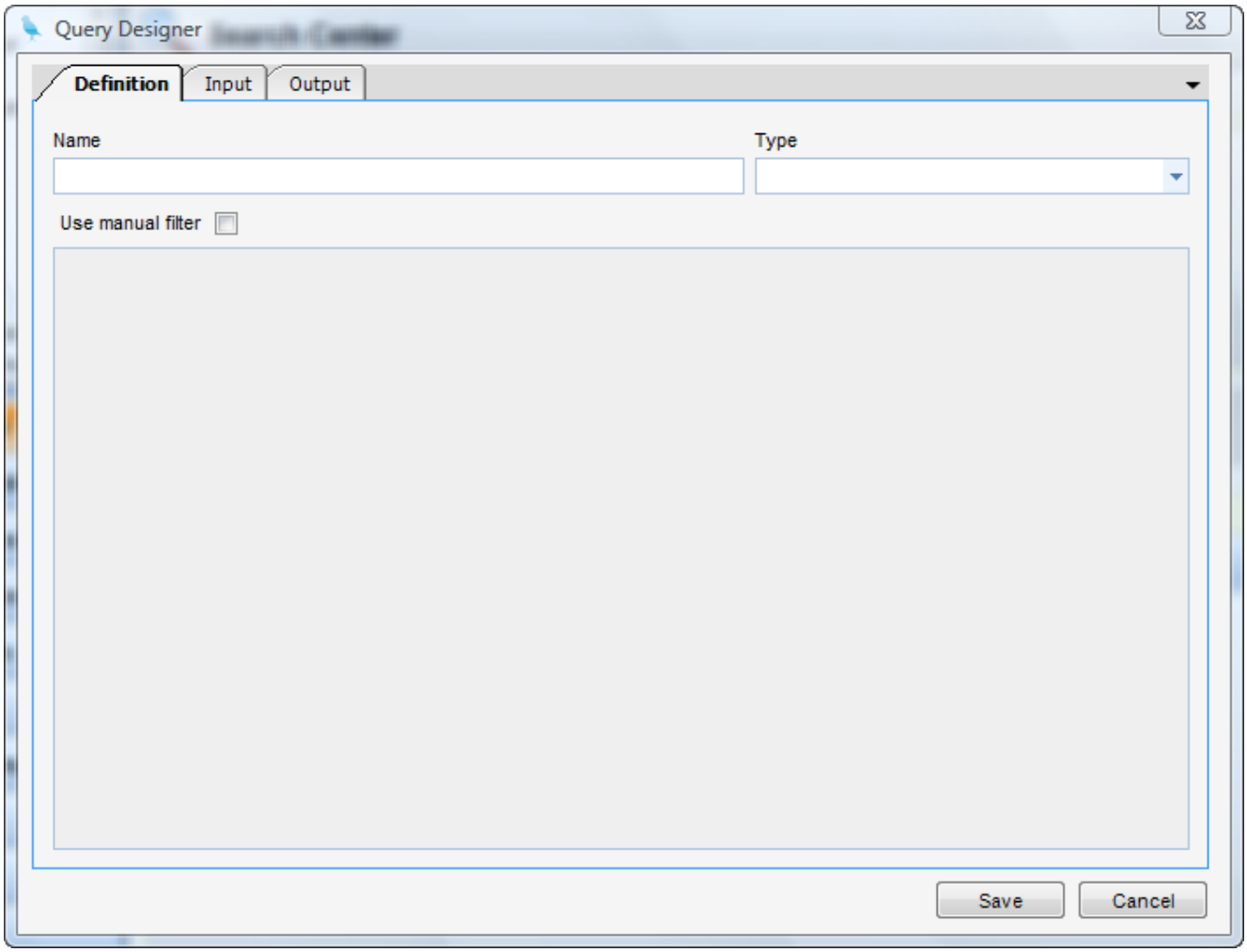

4.2.3.2 Input Tab

Overview

The input tab is where you can specify input parameters and filters for your query. An input parameter prompts a user for values of fields by which to filter or limit the query. filter is a predefined limit to the returned data for which the user is not prompted.

Column Descriptions Below

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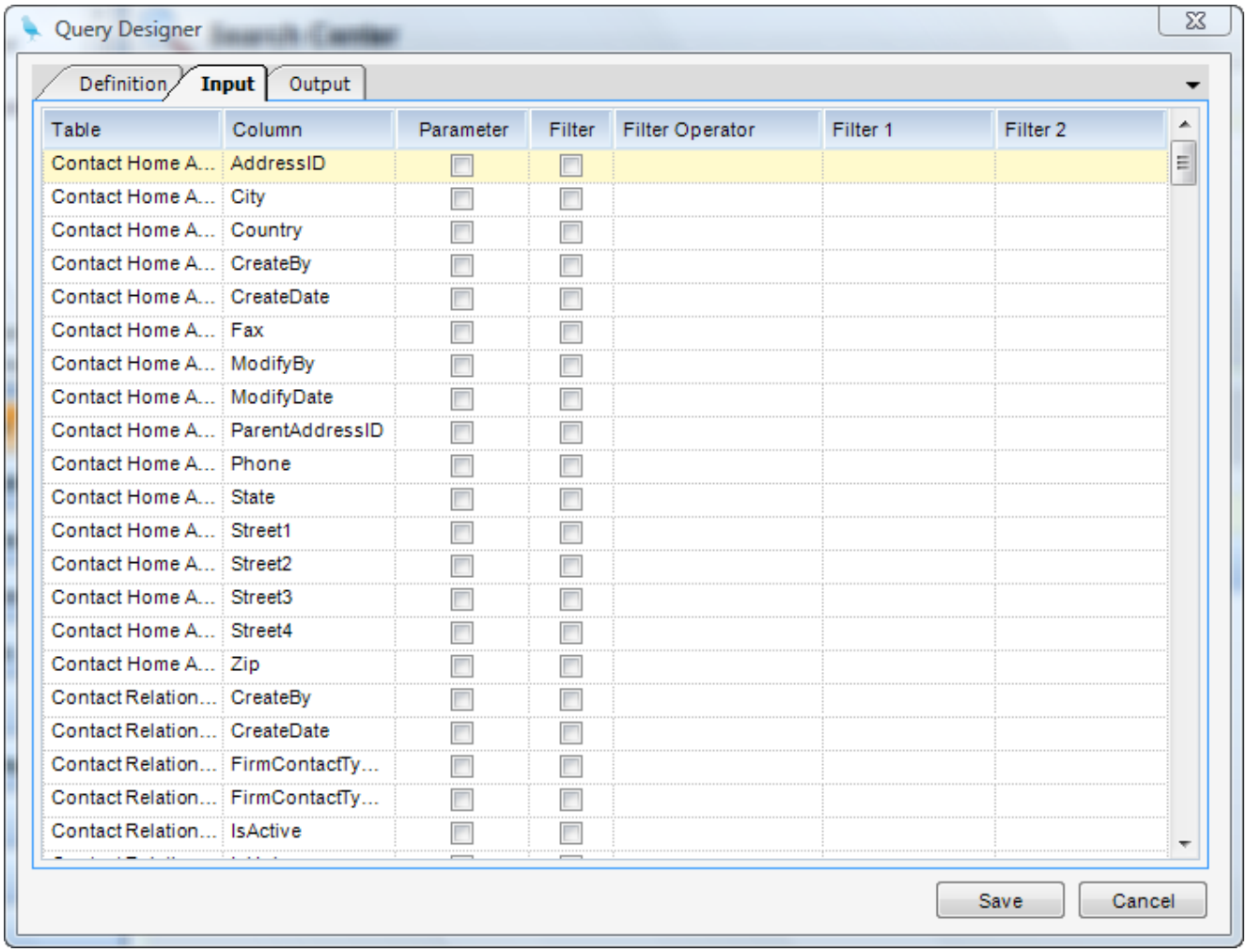

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Parameter - When checked, this column will appear as a prompt,

Filter - When checked the result set will be filtered by this column using the following three fields to define the filter.

Filter Operator - Choices are =, <>, >, <, >=, <=, *between,* and *is not null. Is not null* is synonymous with a blank or empty field.

Filter 1 - Used with all filter operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* operator this represents the lower range

Filter 2 - Used only with the *between* operator. This represents the upper range.

4.2.3.3 Output Tab

Overview

The output tab defines what columns appear in the result set.

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Column Descriptions Below

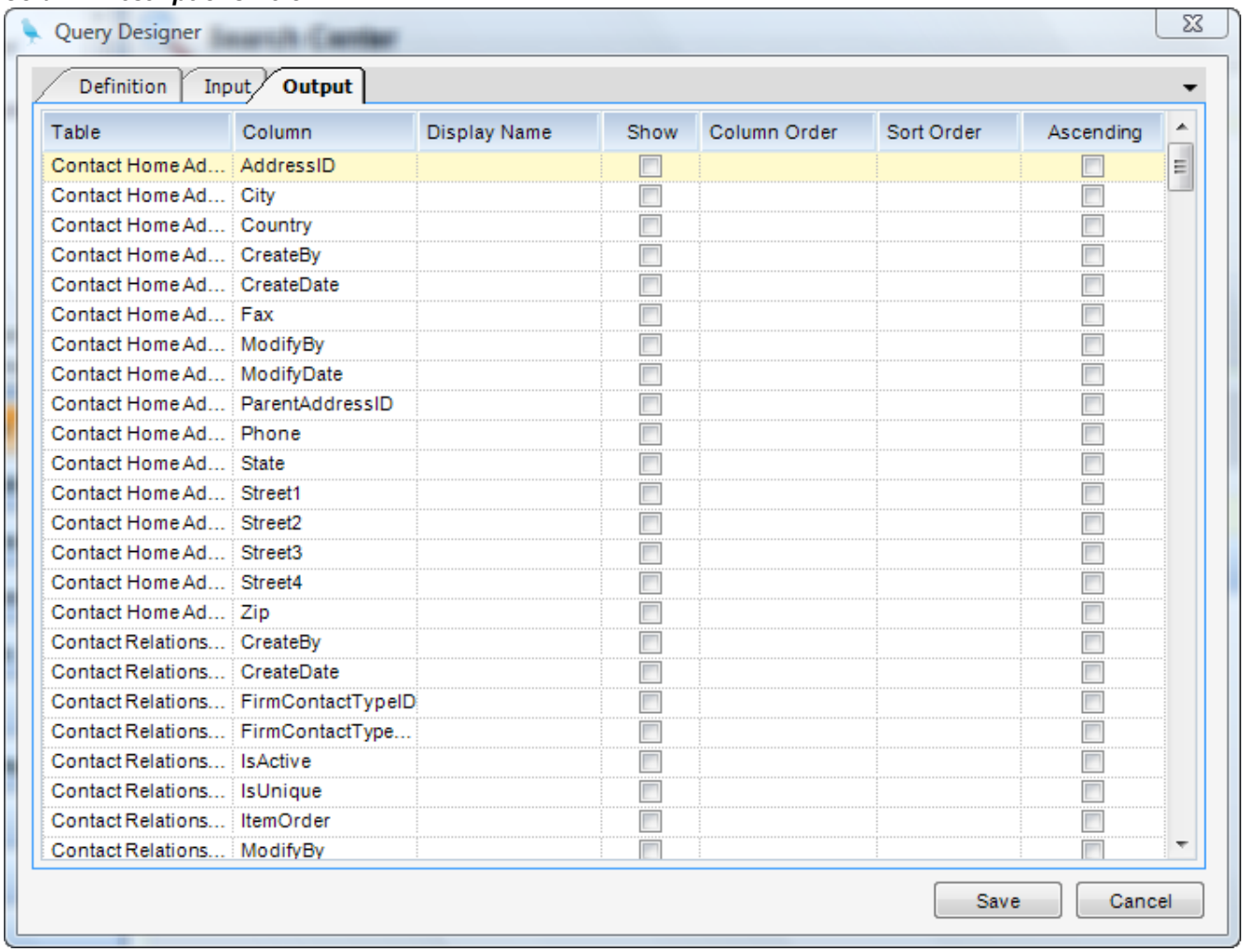

Table - InFocus table name. See the Data Dictionary for more information.

Column - InFocus column name. See the Data Dictionary for more information.

Display Name - Column name that should be used in result set. If left blank, InFocus column name will be used.

Show - When checked, column will appear in result set.

Column Order - Numerical order from left to right where column appears in result set.

Sort Order - Sort Order is the numerical precedent for sorting the result set. For example, to sort by state then city, place a *1* on the state row, and a *2* on the city row.

Ascending - When checked, data is sorted in ascending order if a sort order is specified, otherwise; descending order is used.

4.2.3.4 Toolbar

Overview

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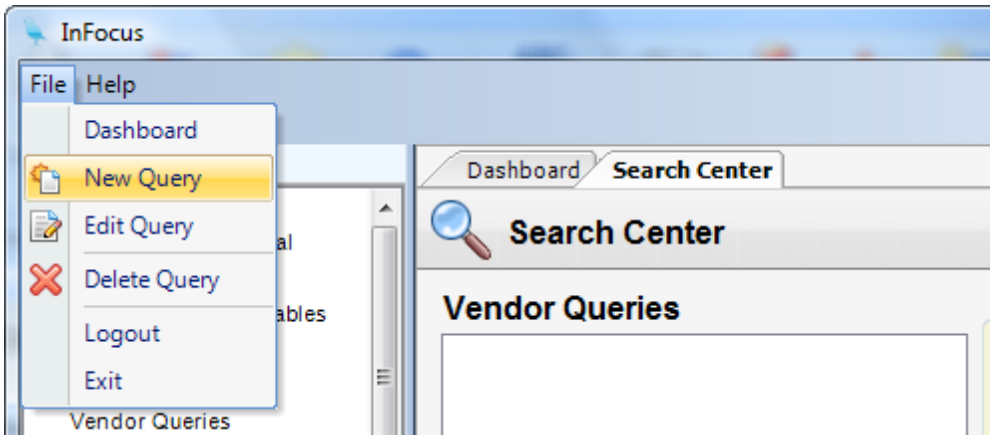
The *New Query, Edit Query,* and *Delete Query* functions are accessed through the Vendor Queries toolbar.



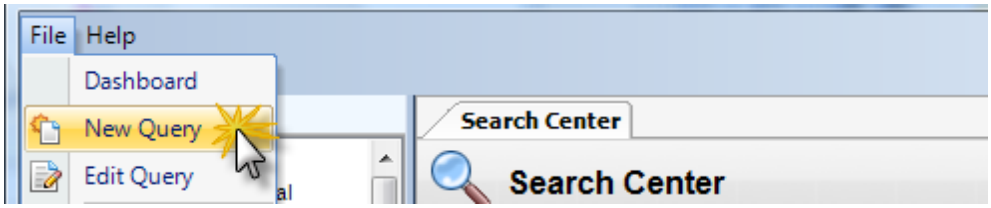
4.2.3.5 How To

4.2.3.5.1 Create a Query

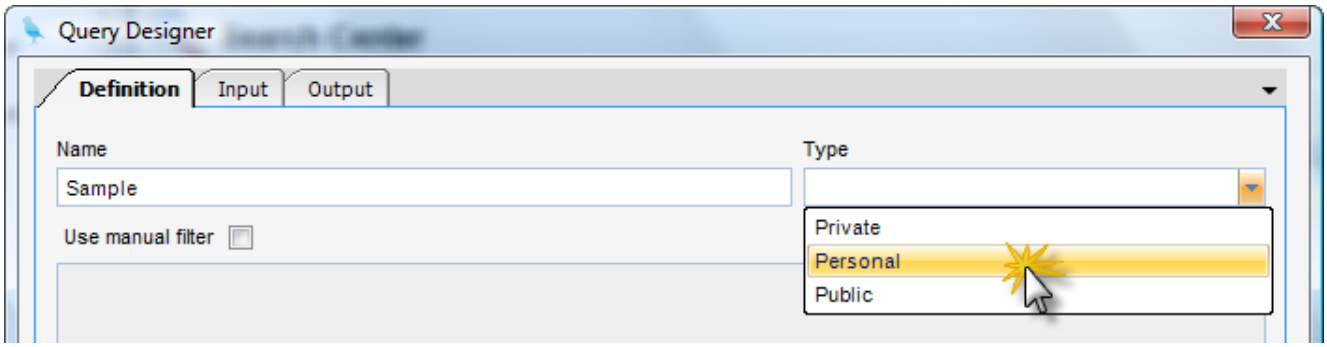
Overview

How to create a query.

Step 1 - Select *New Query* from the toolbar.



Step 2 - Fill out the *Definition* Tab with the appropriate information.



Step 3 - Choose the appropriate parameters within the *Input* Tab.

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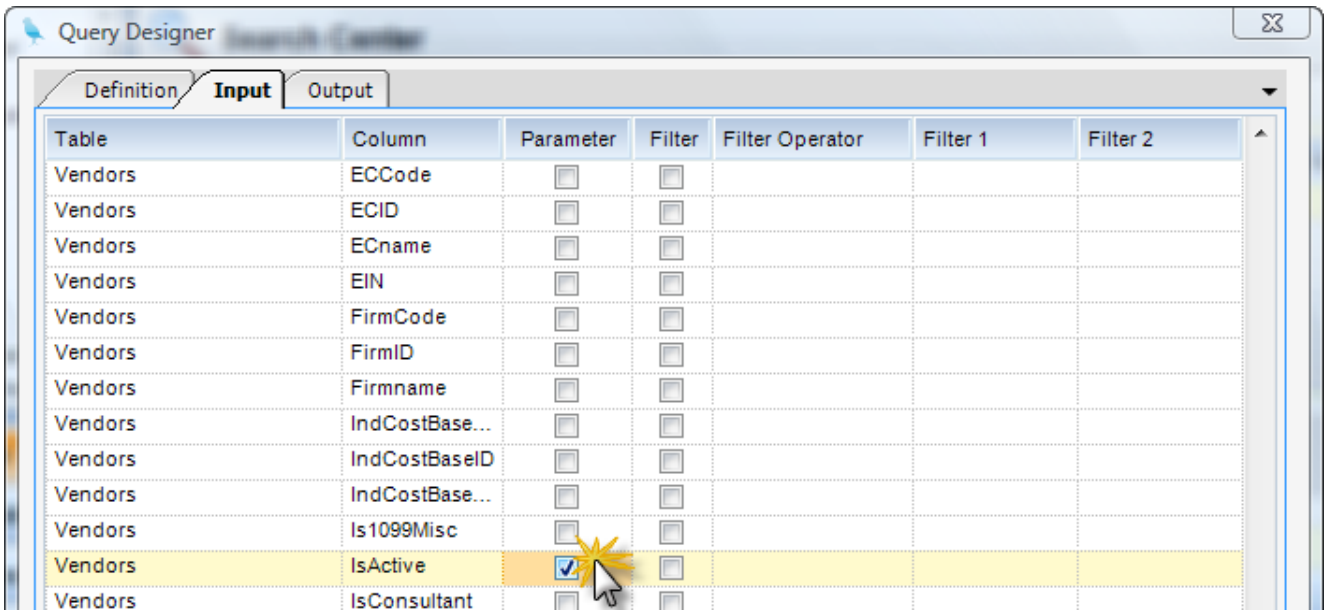
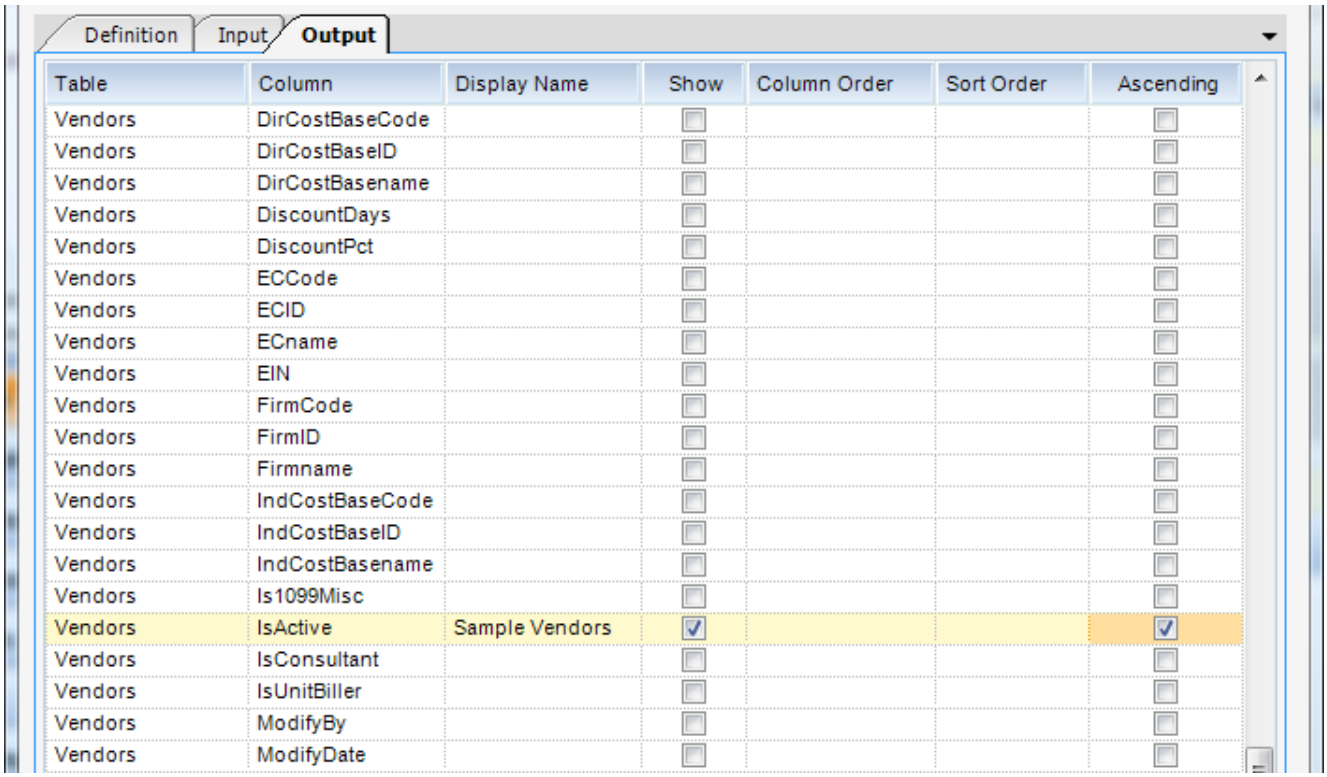


Step 4 - Choose the appropriate parameters within the *Output* Tab.



Step 5 - Click *Save*

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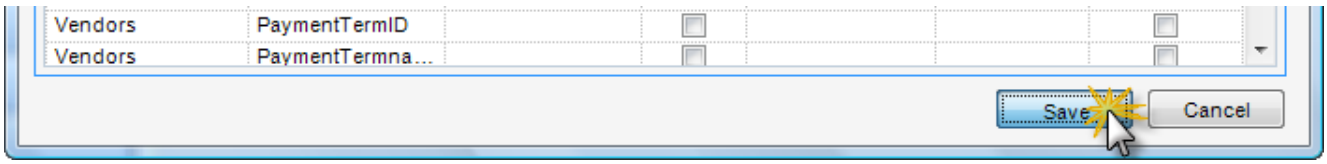
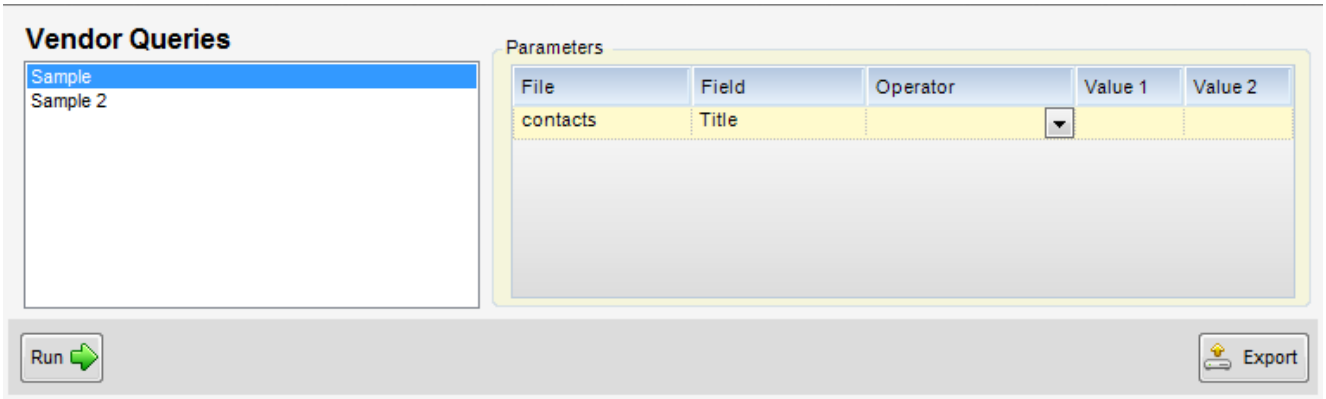


Step 6 - Now your Query will appear in the Query List.



4.2.3.5.2 Run a query

Overview

How to Run a query.

To run a query, first select it in the Query list. If the query has input parameters defined, then prompt lines will appear in the Parameter grid.

File - InFocus table name. See data dictionary for more information.

Field - InFocus column name. See data dictionary for more information.

Operator - Choices are =, <>, >, <, >=, <=, *between,* and *is not null. Is not null* is synonymous with a blank or empty field.

Value 1 - Used with all operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* operator, this represents the lower range

Value 2 - Used only with the *between* operator. This represents the upper range.

When you click on the *Run* button, the *Results* tab will fill, based on the query definition. If the results sets contain any key fields, they will appear in blue with an underline (like an internet hyperlink). When you click on one of these, the associated master file screen launch with the associated record filled in. The primary key fields are *Vendor Code, Client Code, Project Path,* and *Employee Code.*

If you drag a result column to the area above the results grid, the results will be grouped in a hierarchical fashion.

When you click on the *Export* button, you will be prompted for a file name. This will be the Excel file to which the result set is exported. If the results set was grouped, the grouping will be preserved in the export.

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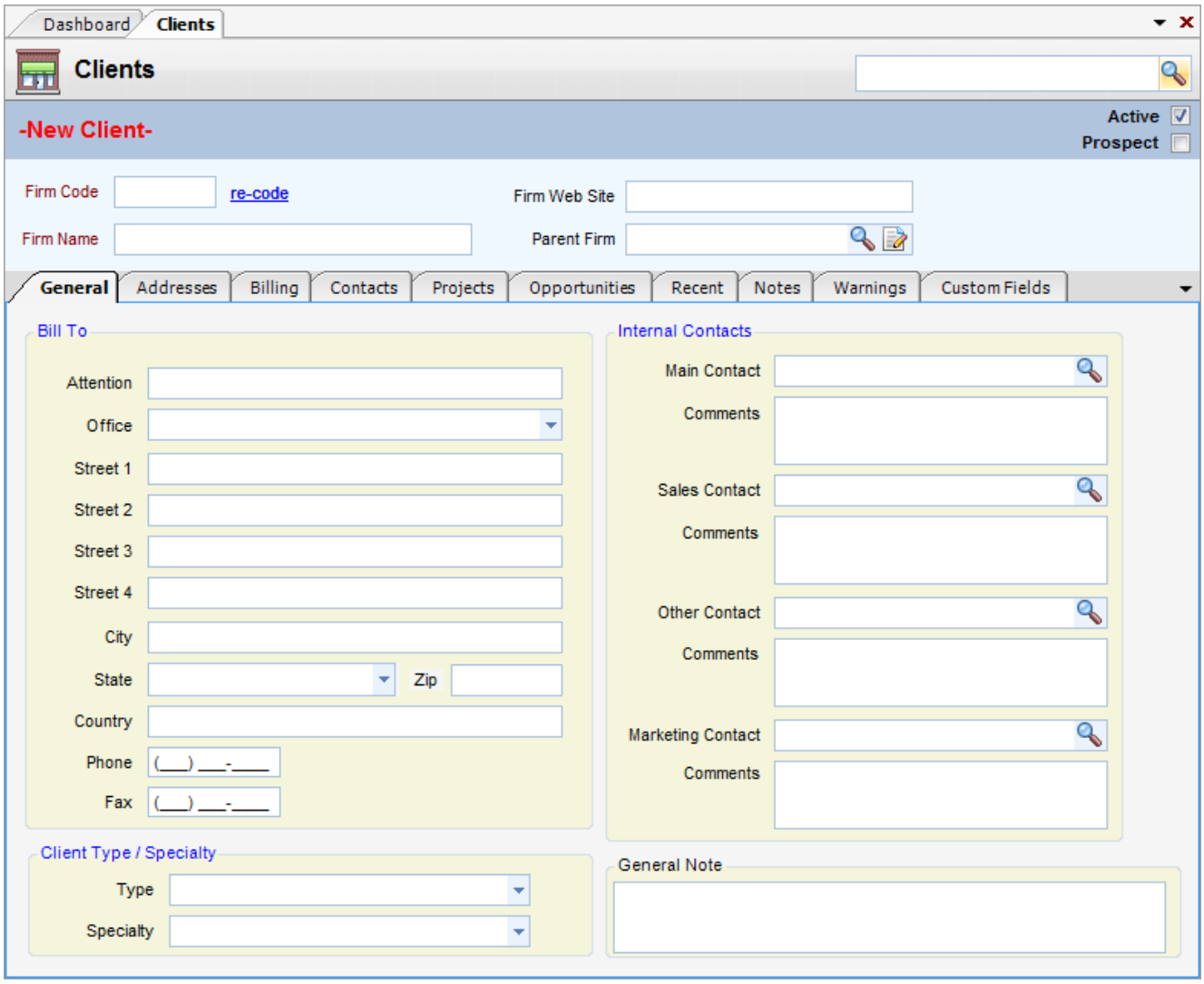
4.2.4 Clients

Overview

Clients, Vendors, and Prospects are all considered Firms in *InFocus*. When a client is added, it can later be flagged to act as a vendor. The opposite is also true. Prospects are firms that are prospective clients. Once they become clients, they are no longer prospects. Clients are required for billable projects.



4.2.4.1 Header

Overview

The *Clients* header section is the top part of the applet screen on the *Clients* applet.

Fields: (Descriptions below)

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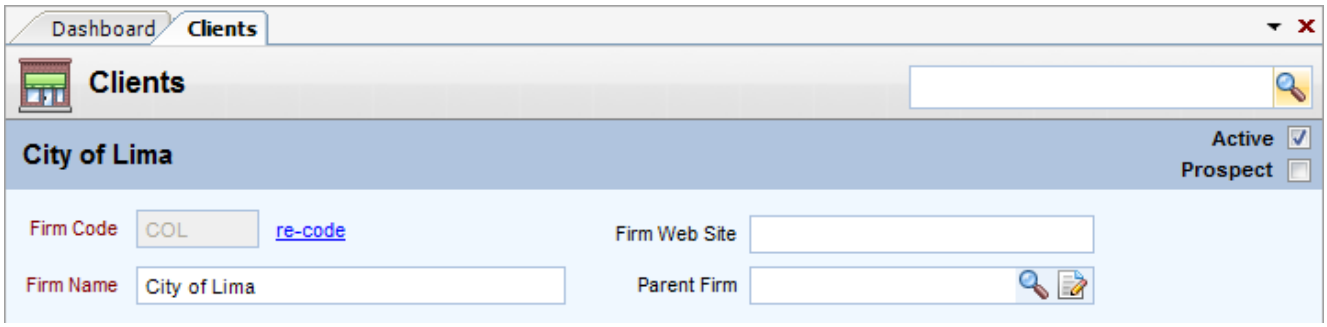

- **Firm Code** - User-entered firm identification. Each firm must have a unique code.
- **Re-Code -** The Re-Code link allows the user to change the code for an existing client firm. The link is required in order to prevent the accidental changing of a client code. Clicking on this link will open up the client code field, making it editable. To Re-Code, enter the new code to which you would like to change the client's identification and click *Save*. This will change the client code here and on all related entries and transactions throughout the system.
- **Firm Name** - Firm Name.
- **Firm Web Site** - Firm Web Site
- **Parent Firm** - Parent firm code. Firms can have parents. Only two levels are supported in the current version. This allows for the association of firms (especially for roll-up purposes) and is exposed in areas of the program such as the A/R and A/P sub-ledgers and Client Queries.
- **Active** - When checked, designates that this is an active client and available for transactions and assignments.
- **Prospect** - When checked, designates this is a prospect, rather than a billable client.

4.2.4.2 General Tab

Overview

The General Tab (Field Descriptions Below)

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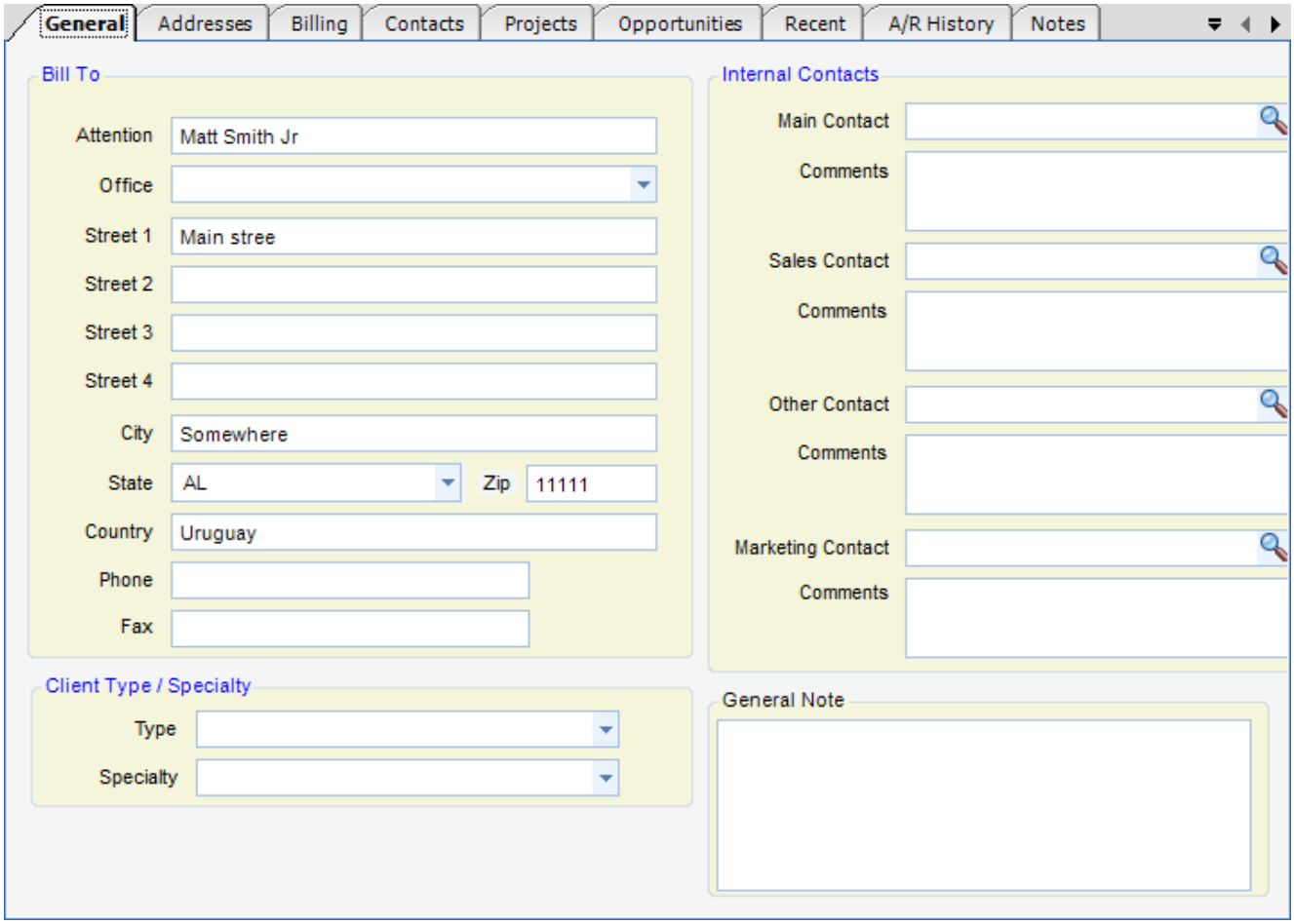

Bill To - This is the *Bill-To Address.* The *Bill-To Address* can print on invoices, statements, and Accounts Receivable reports. It can be overridden at the project level.

- Attention
- Office
- Street 1
- Street 2
- Street 3
- Street 4
- City
- State
- Zip
- Country
- Phone
- Fax

Client Type / Specialty

- **Type -** User-defined client type. Informational only. Client Types are a user-definable list. They are purely informational. To maintain them, go to *List Management* and select *Client Types* under *User Lists.*

- **Specialty** - User-defined specialty type. Informational only. Specialty Types are a user-definable list. They are purely informational. To maintain, them go to *List Management* and select *Clients Specialties* under *User Lists*.

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- **Main Contact** - Employee who acts as main contact for this client

Internal Contacts

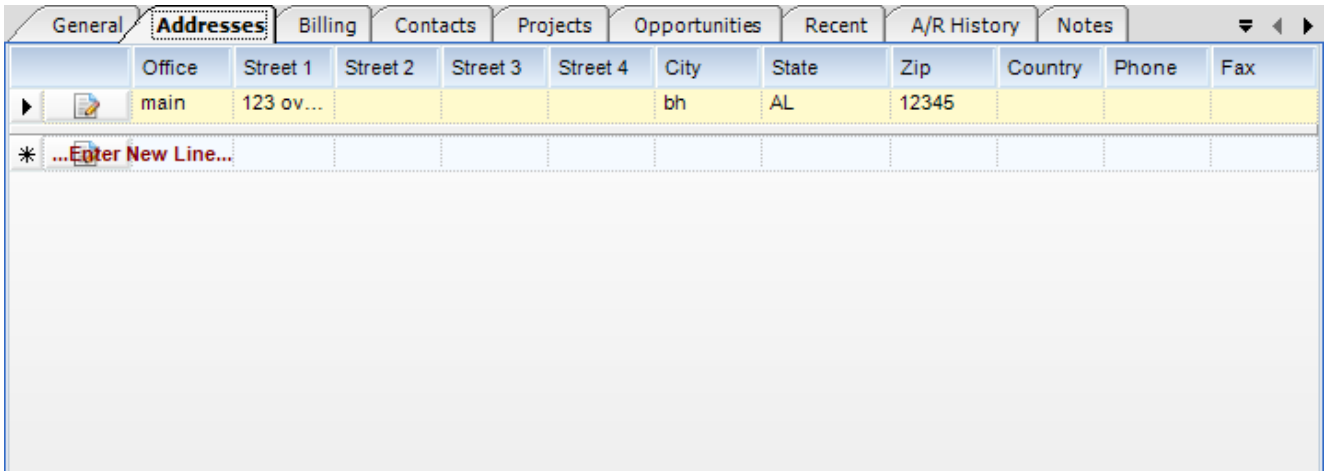
- **Main Contact Comments** - Note for main contact
- **Sales Contact** - Employee who acts as sales contact for this client
- **Sales Contact Comments** - Note for sales contact
- **Other Contact** - Employee who acts as a miscellaneous contact for this client
- **Other Contact Comments** - Note for contact contact.
- **Marketing Contact** - Employee who acts as marketing contact for this client
- **Marking Contact Comments** - Note for marketing contact

4.2.4.3 Addresses Tab

Overview

The Addresses Tab contains the Addresses of the Clients selected.

- **Add New Client Address -** To add a new address, enter the information on the line labeled *Enter New Line* and Click *Save*.
- **Delete Client Address -** Highlight the address row by clicking on the arrow at the end of the line , and Click *Delete*.



Addresses can be set up for the following items in InFocus.

- Companies - These refer to the licensed operators of InFocus and are accessible via *Global Settings*.

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- Firms - These are accessible in *Firms, Vendors,* and *Client* setup screens as all are considered firms.
- Projects - They can inherit client addresses.
- Employees - They can have both a work and home address.
- Contacts - Contacts, in general, are people. They are either employees or members of *Vendors* and *Clients*.

Note: Addresses can be NAMED to categorize them for reuse. For instance, a client can have many offices with an address for each office, as well as associate client contacts with a particular office address. If the information of the NAMED address changes, you can cascade those changes to all associated (linked) addresses in entirety, or only for fields that have a value.

Sometimes addresses have specific uses, as in the case of *bill to, pay to,* and *remit to* addresses. These can be unassociated addresses or linked addresses. Typically, they will be linked addresses, which means they must first be entered as a named address, prior to referencing them as a *bill to, pay to,* or *remit to.*

Addresses have the following fields

- Street 1
- Street 2
- Street 3
- Street 4
- City
- State
- Zip
- Country
- Phone
- Fax

4.2.4.4 Billing Tab

Overview

The Billing Tab

(Field Descriptions Below)

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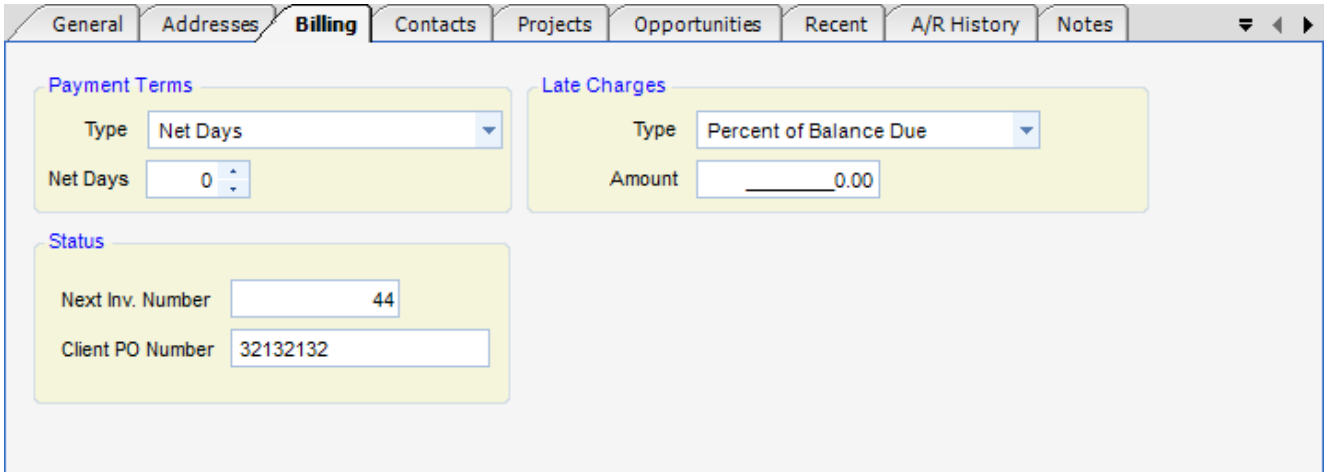

Payment Terms - Payment Terms are a user definable-list. They are purely informational. To maintain them, go to *List Management* and select *Payment Terms* under *User Lists*.

- **Type -** User-defined payment type. Informational only.
- **Net Days** - When a sales journal entry is made, this value is added to the invoice date to determine the due date.

Status

- **Next Inv. Number** - Next Invoice Number for this client when invoice incrementing in *Global Settings* is set to *By Client*
- **Client PO Number** - Client Purchase Order Number. Available in *Invoice Design*.

Late Charges

- **Type** - Type of late charge. Choices are a one time add-on amount and a percentage of total invoice. Late charges can be shown as a calculated amount on A/R reports, but are not automatically booked.
- **Amount** - Late charge amount. Either a flat amount or percentage, depending on type.

4.2.4.5 Contacts Tab

Overview

The *Contacts* tab. Contacts, in general, are people. They can be employees of your company or employees of a firm with which you do business. Contacts can also be associated with projects, but only contacts for that project's clients. In other words, contacts cannot exist for a project that does not already exist for that project's client.

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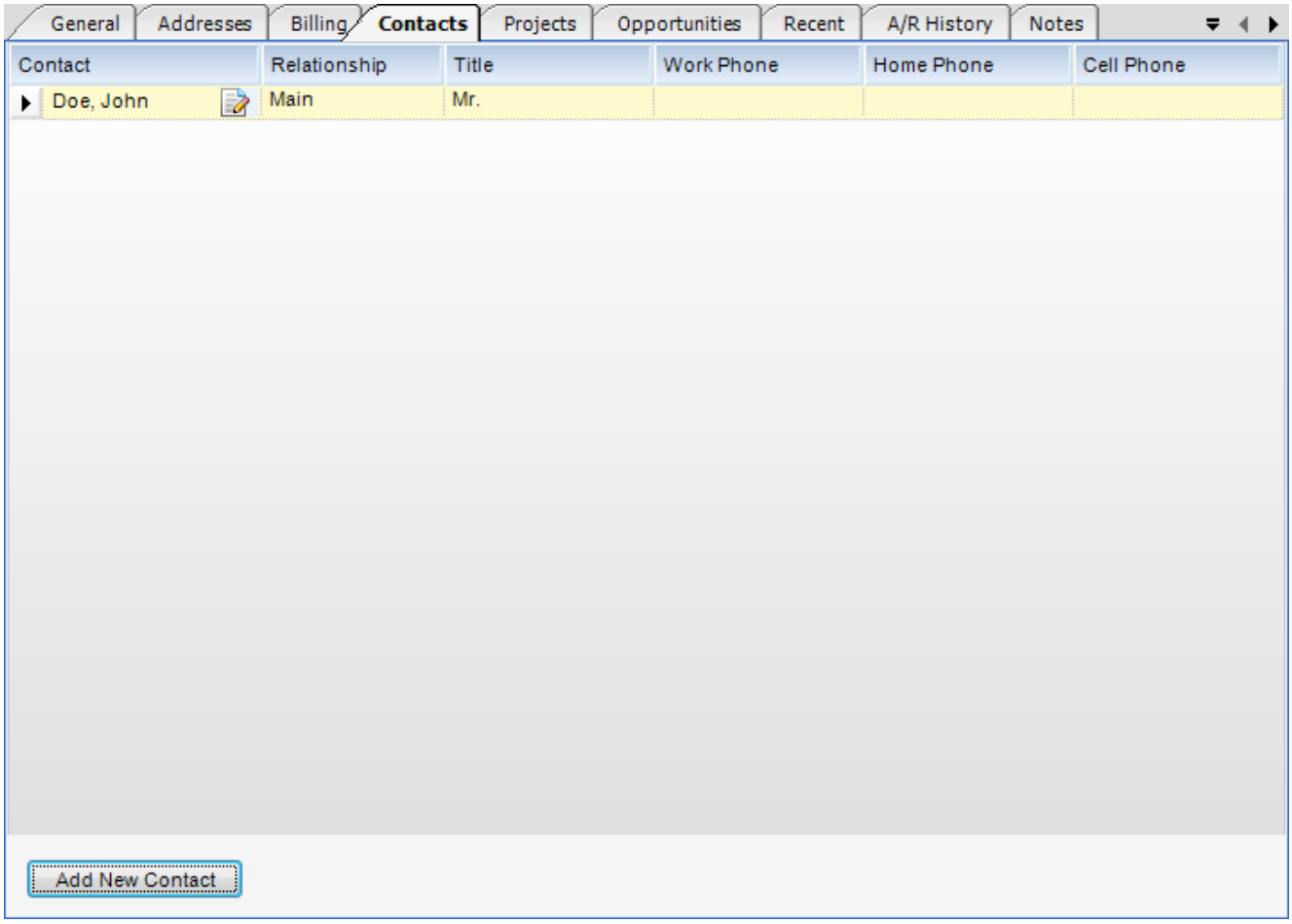
- This tab allows for the entry of contacts.
- Using the Lookup Control, you are able to pull up a Firm. Any contacts listed within that firm will show up here.
- **Adding a Contact -** To add a contact, click the *Add Contact* button that appears at the bottom of the *Contacts* Tab. Fill out the *New Contact* box that comes up. An explanation of the Tab sections is explained in the Contacts section of this manual.



4.2.4.6 Projects Tab

Overview

The Projects Tab (Field Descriptions Below)

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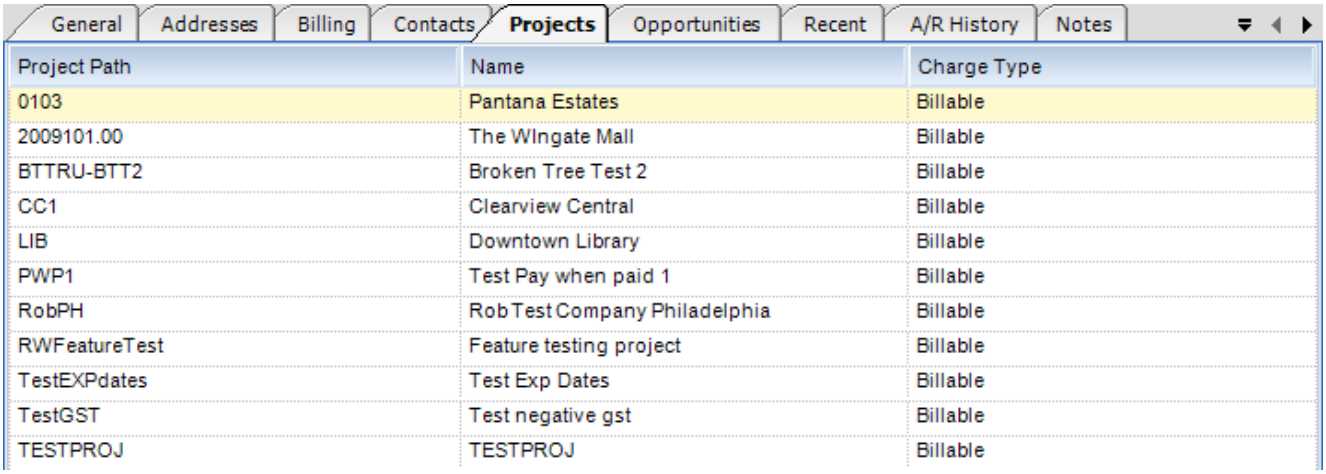


Project Path	Name	Charge Type
0103	Pantana Estates	Billable
2009101.00	The WIngate Mall	Billable
BTTRU-BTT2	Broken Tree Test 2	Billable
CC1	Clearview Central	Billable
LIB	Downtown Library	Billable
PWP1	Test Pay when paid 1	Billable
RobPH	Rob Test Company Philadelphia	Billable
RWFeatureTest	Feature testing project	Billable
TestEXPdates	Test Exp Dates	Billable
TestGST	Test negative gst	Billable
TESTPROJ	TESTPROJ	Billable

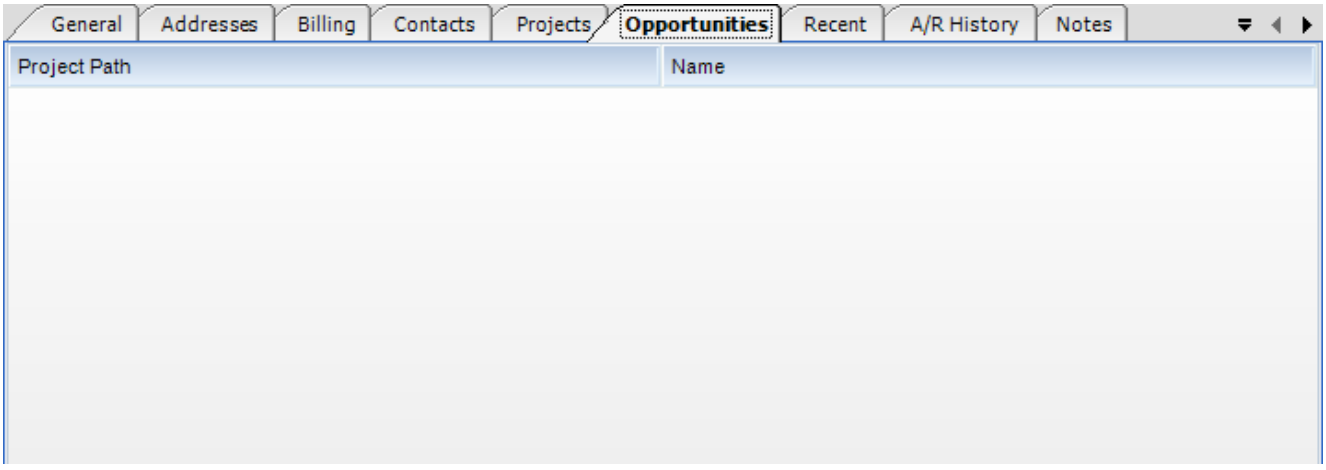
- This tab displays a list of projects for this client.
- Use the Lookup Control to select a client whose projects you would like to view.

- All of the projects for that client will be shown

4.2.4.7 Opportunities Tab

Overview

This tab displays a list of *Opportunities* for this project.



For more information about opportunities, see the Opportunities section of this manual.

4.2.4.8 Recent Tab

Overview

The recent tab shows transactions charged against this client.

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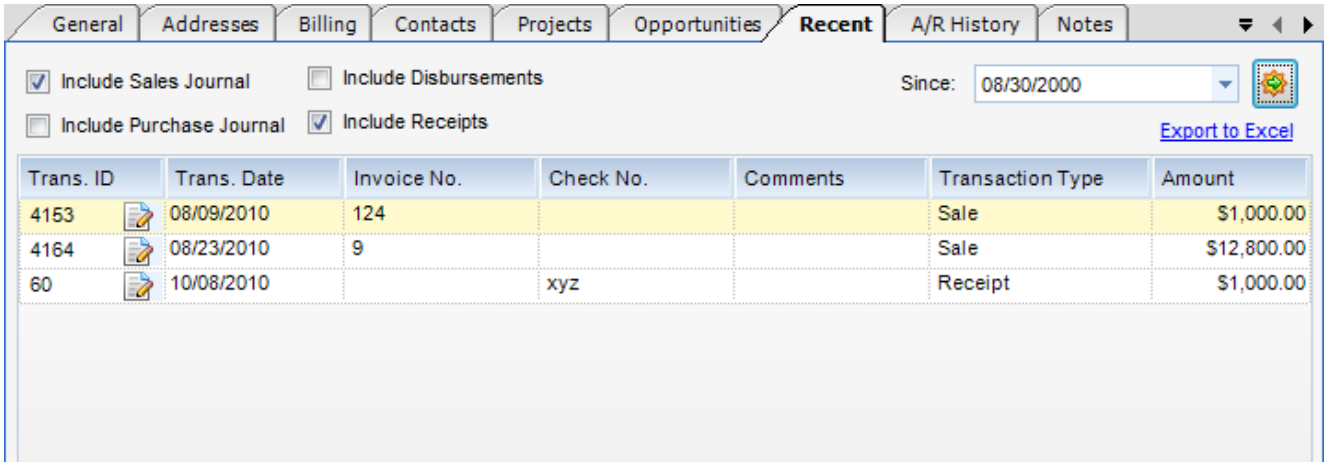
- **Since Box-** Shows recent transactions "since" a user-entered date.
- **Include Journal Check boxes -** Transactions can optionally be filtered by journal by checking the box.

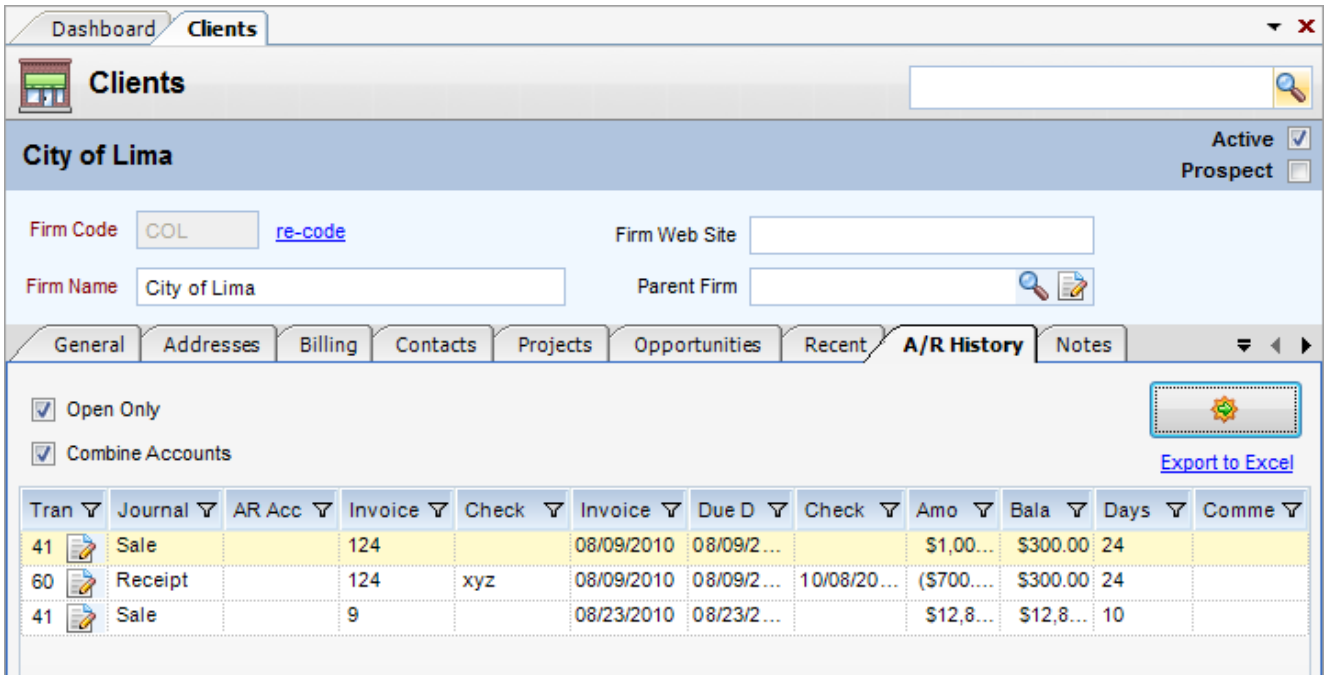


Note - All information selected will show up in the grid located at the bottom of this tab. The grid includes the Transaction ID, Transaction Date, Invoice Number, Check Number, Comments, Transaction Type, and Amount.

4.2.4.9 AR History Tab

Overview

The AR History Tab is used for quick lookup of accounts receivable transactions. There are two options: *Open Only* and *Combine Accounts*. Open only checked will return invoices with a non-zero balance. When Combine Accounts is checked, the system will show the A/R account and balances will be calculated with respect to the A/R account. If you do not have more than one A/R account this option has no affect.



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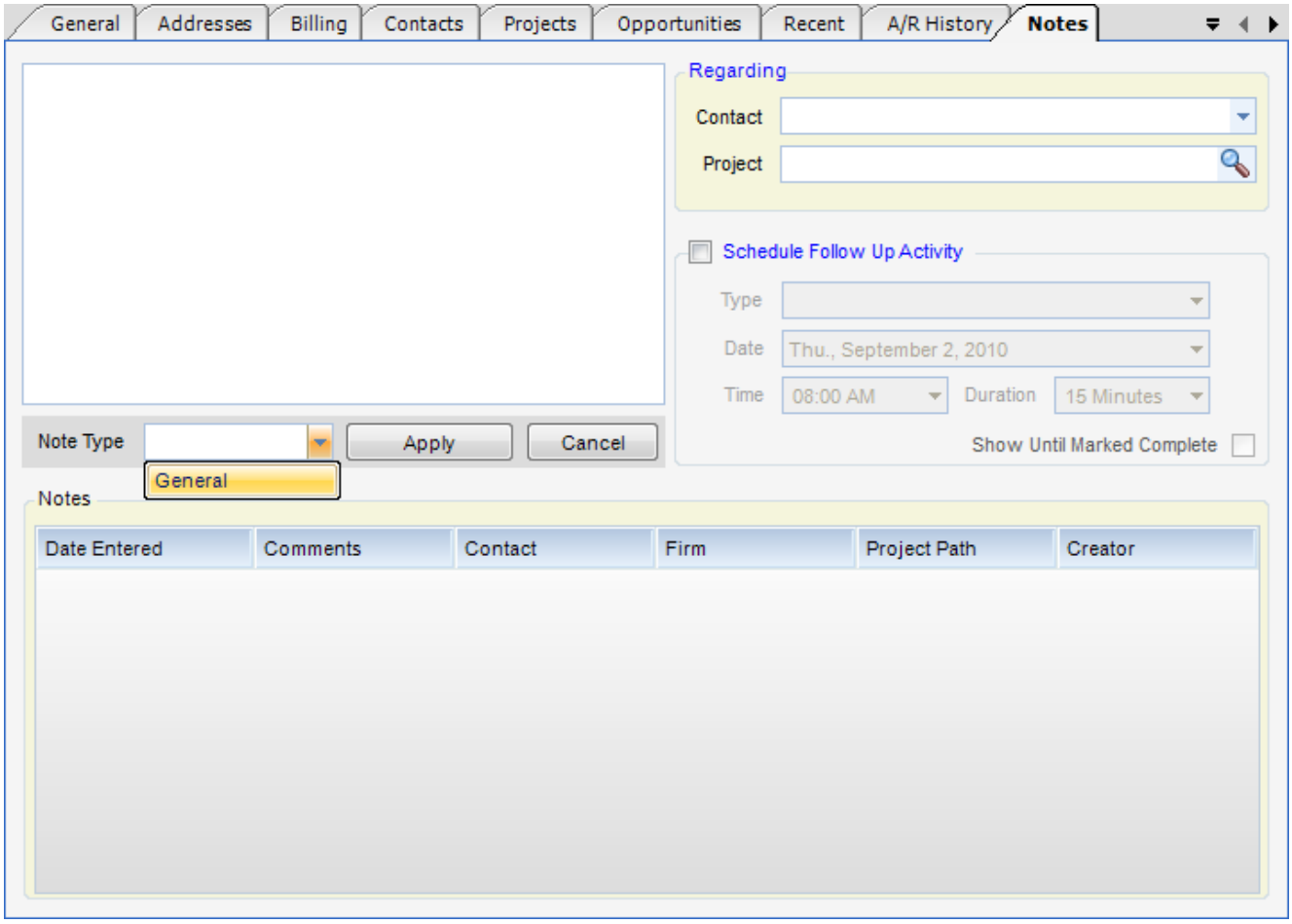
4.2.4.10 Notes Tab

Overview

Notes can be entered against a client, and optionally, a client contact or project (Description Below). See Notes chapter for further detail.

Note Types are a user-definable list. They are used to classify notes for better management. To maintain them, go to *List Management* and select *Note Types* under *User Lists*.



Fields

- **Text Box -** Enter message to be displayed here.

Regarding

- **Contact -** Selects a contact for the current note.
- **Project -** Selects the project that this note is regarding.

Schedule Follow-Up Activity - When checked, this section will become active. This gives the user the option of scheduling a follow-up activity. *Type, Date,Time*, and *Duration* are selected.

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- **Note Type *(Dropdown)* -** Type of note posting (*Phone Call, Meeting, E-Mail, Appointment, Lunch,* and *Dinner* are the choices).
- **Apply -** When selected, the note is then posted in the *Notes* grid, located at the bottom of the screen.
- **Cancel -** Cancels the current note.

4.2.4.11 Warnings Tab

Overview

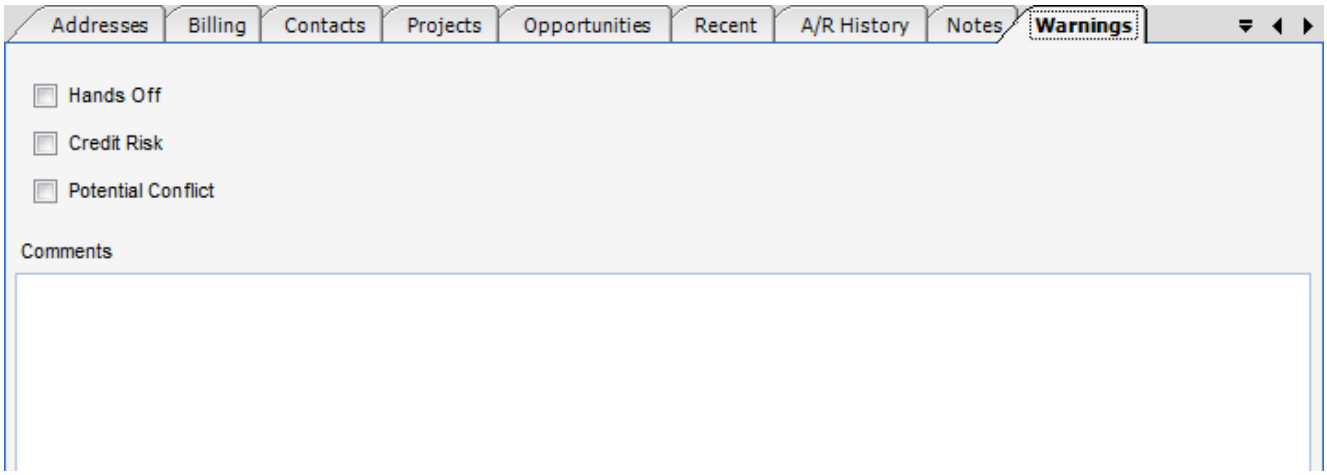
This tab is used to record potential issues when dealing with a particular client. If any warning or comment is recorded, a stop sign will appear here in the header of the client record.

Hands Off - When checked, client should be avoided at all costs.

Credit Risk - When checked, client has a poor credit history.

Potential Conflict - When checked, a professional conflict may exist.

Comments - Used to record other warnings not listed.



4.2.4.12 Document Management Tab

Overview

This tab holds documents archived through document management in relation to this applet.

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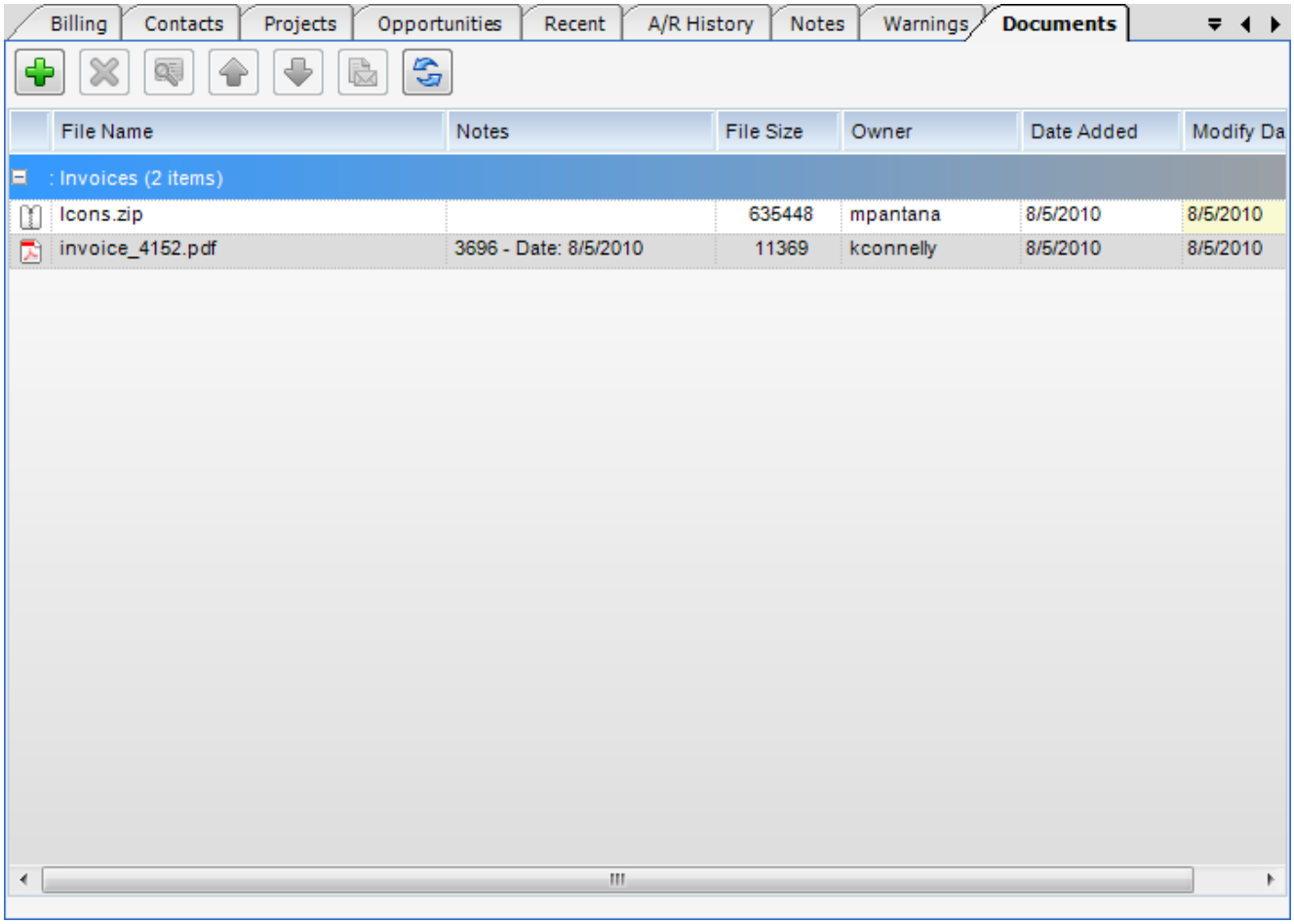
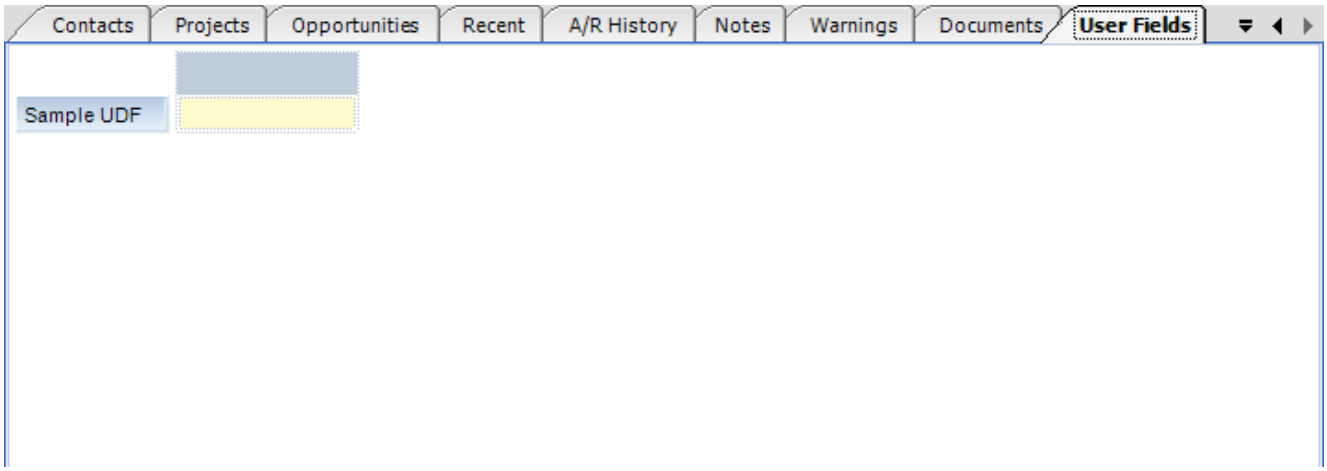


4.2.4.13 Custom Fields Tab

Overview

Client user-definable fields are accessible here. UDF's can be established by accessing UDF Designer located in the toolbar. See How To Use the UDF Designer for further detail.



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4.2.4.14 Invoice Groups

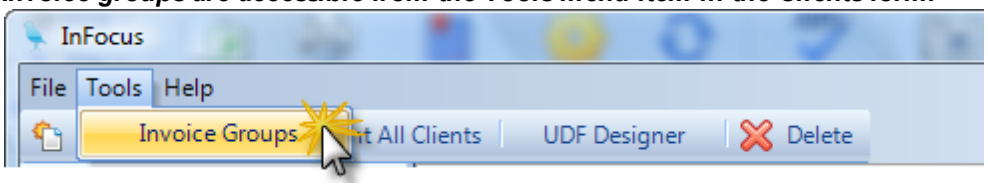
Overview

Invoice groups allow for billing more than one project on a single invoice. Each project has its own invoice design. A cover sheet design can then be used to summarize the relevant projects.

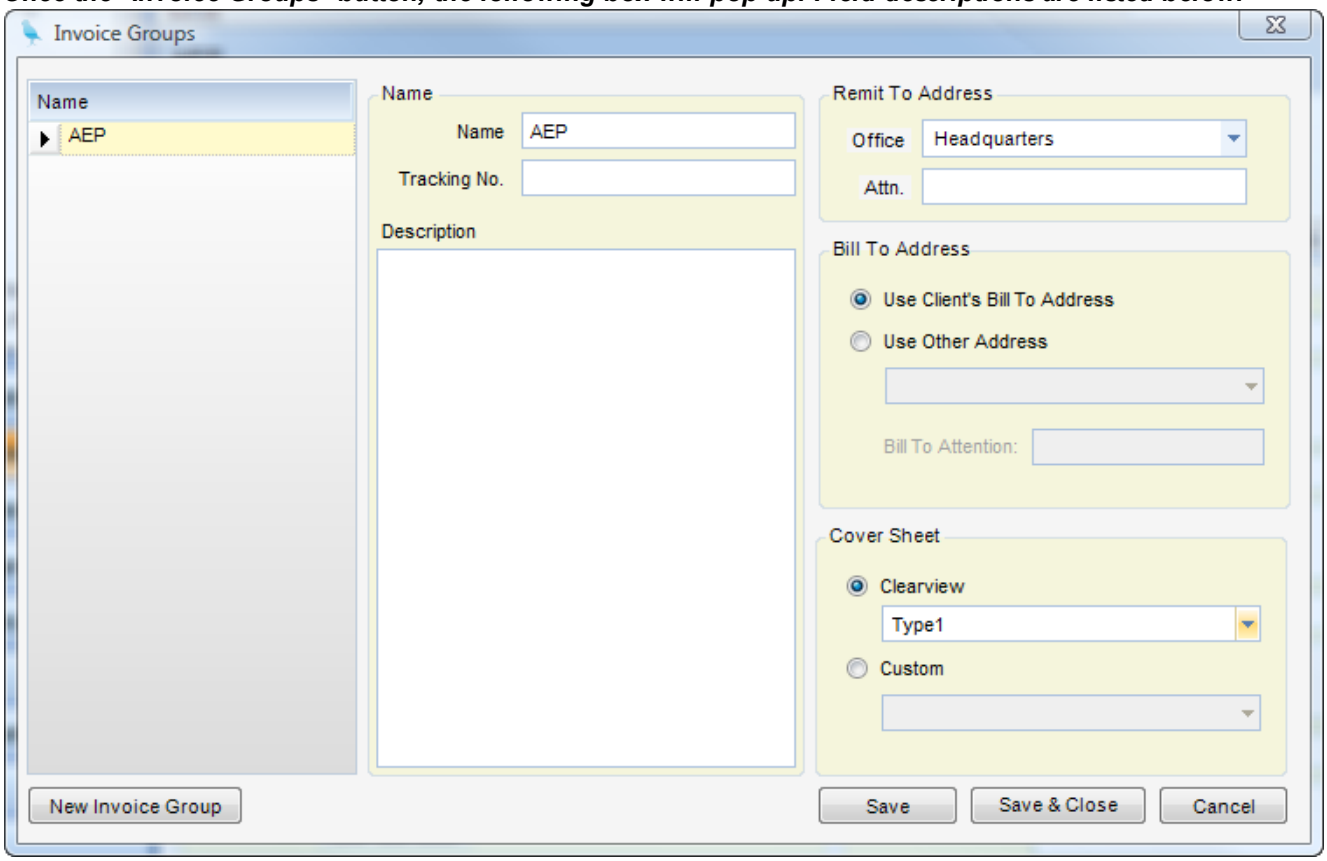
Invoice Groups:

- Are established on the client record.
- Allow for multiple Projects (Bill Terms Node) from a common client to be invoiced under a single invoice number.
- Each project uses it own master invoice design. This means, while projects share the same invoice and are generated in the same run, they do not appear on the same piece of paper.
- A cover sheet invoice section can be assigned that will summarize the multiple projects' current billing info.

Invoice groups are accessible from the Tools menu item in the Clients form.



Once the "Invoice Groups" button, the following box will pop-up. Field descriptions are listed below.



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Box on the left is a list of Invoice Groups

Name

- **Name** - Name of Invoice Group
- **Tracking No.** - Next invoice number for this billing group. Only used when invoice incrementing is set to "Project".
- **Description** - User-entered description. Informational only.

Remit-to Address - *Remit-to* addresses are available in invoice designs.

- **Office** - Company office as established in global settings
- **Attn.** - Attention line.

Bill-To Address

- **Use Client Bill-To Address** - When checked, client *Bill-to* address is used.
- **Use Other Address** - Specifies an already established client address to use in place of the client *Bill-to* address.
- **Bill-To Attention** - Attention line.

Cover Sheet

- **Clearview** - System cover sheet design to use. Not applicable when *Custom* is used.
- **Custom** - User cover sheet design. Not applicable when Clearview is used.

4.2.4.15 How To

4.2.4.15.1 Use the UDF Designer

Overview

User-definable fields can be created for the following applets in InFocus. (Clients, Employees,Vendors,Projects,Contacts)
Note: Whenever you are in one of these five setup screens, a *UDF Designer* button will appear on the tool bar, assuming you have proper permissions. You can also access any of the UDF designers from the *UDF Designer* applet located in the *Administration* module.

Step 1 - If you are going to use a list, create the UDF List; otherwise, skip to Step 2. UDF Lists provide drop down lists for UDF fields. Lists are not restrictive in that a user can still enter a value that is not contained in the list. Lists are maintained in the *UDF Lists* tab of the *UDF Designer*.

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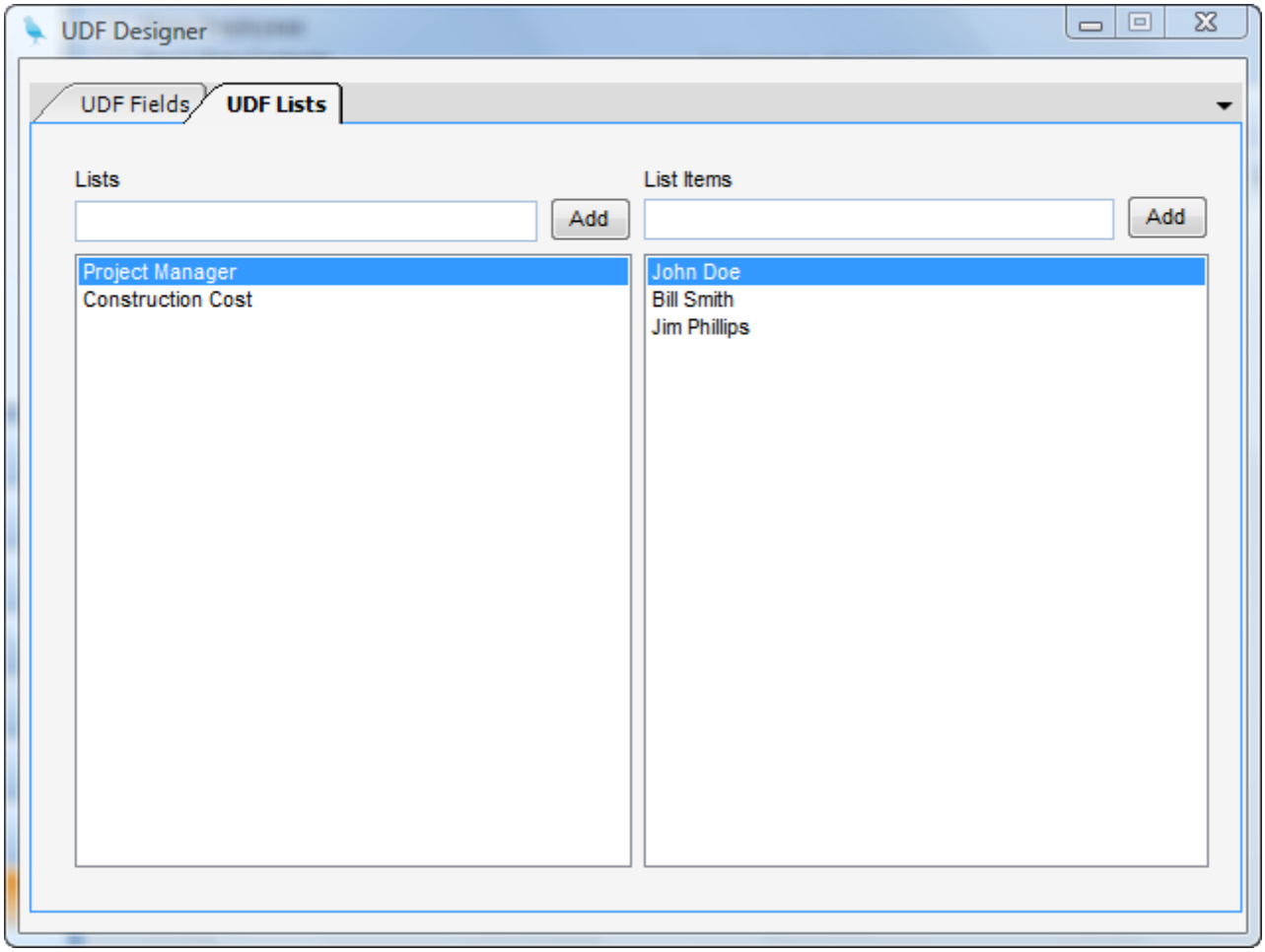
Add/Edit a UDF List

- To add a list, enter a *Lists* name in the *Lists* box and click *Add*.
- To rename or delete a *List*, right-click on the *Lists* name and choose the appropriate action.
- To add items to a list, first select a list from the List of *Lists*. Next, add an item in the *List Item* box and click *Add*.
- To rename or delete a *List Item,* right-click on the *List Item* and choose the appropriate action.



Step 2 - UDF fields can be added, modified, or changed from the *UDF Fields* tab in the UDF Designer. You add and modify fields in a grid format. If you want to delete a UDF field you highlight the row an click the *delete* key.

Add a UDF Field

Fill out the following fields:

- **Label** - This is the field label that will appear on the form next to the field.

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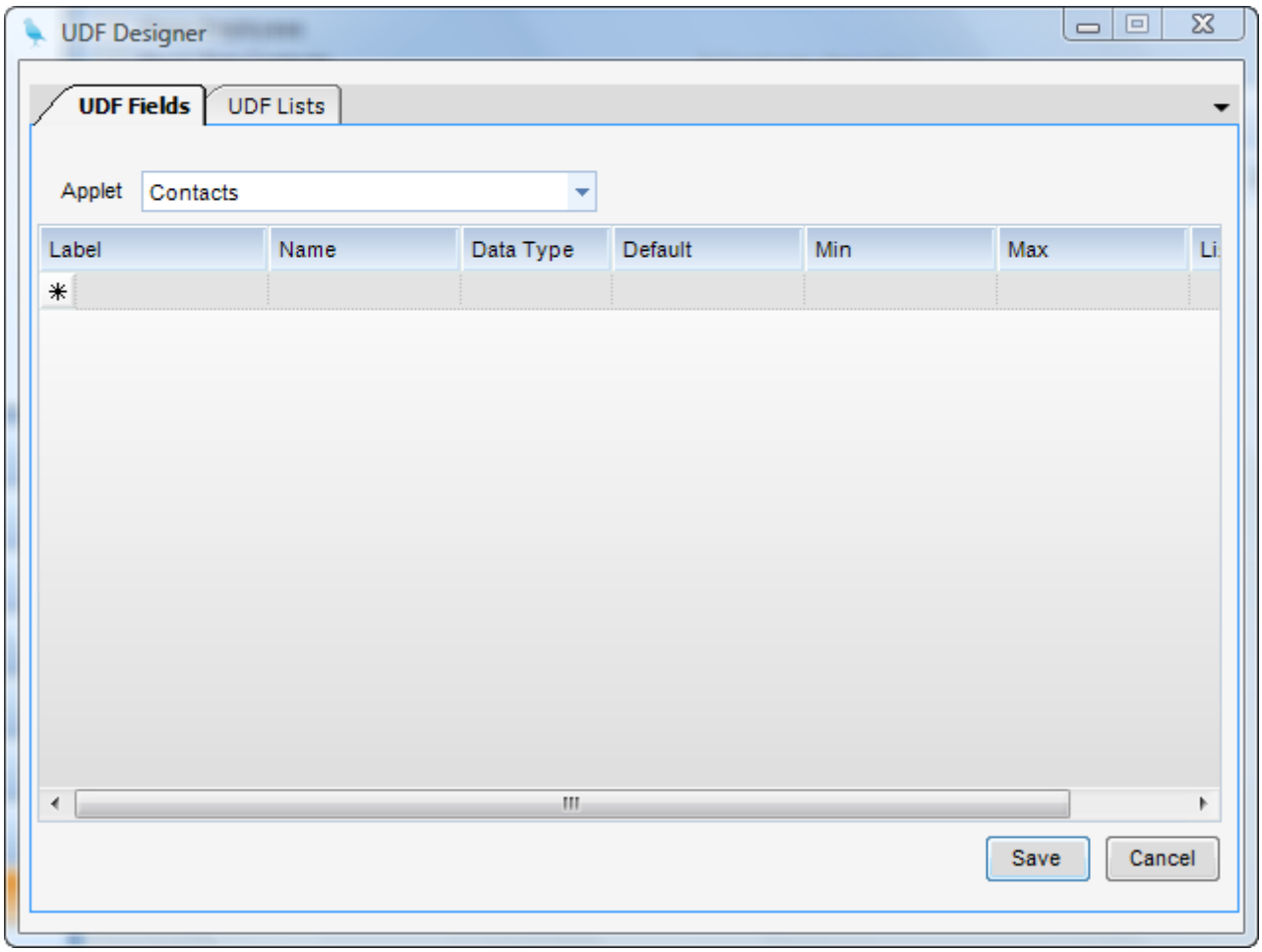
- **Name** - This is the name of the field as it will appear in the associated UDF table in the database. Names cannot include punction marks (including spaces).
- **Data Type** - Type of data that is expected. Choices are *character* (text), *integer*, *numeric*, *Boolean* (True/False), *Date*, *and Date Time* (includes both date and time).
- **Default** - Default value for new records (optional)
- **Min** - Minimum allowed value (optional)
- **Max** - Maximum allowed value (optional)
- **List** - UDF List to use for quick entry. This is the list that was created in step 1.

Click *Save* when finished and the *Vendor* section will be rebuild to contain the UDF Field.



4.2.4.15.2 Add/Remove a Client

Overview

The section will explain how to Add / Remove a Client

Adding a Client

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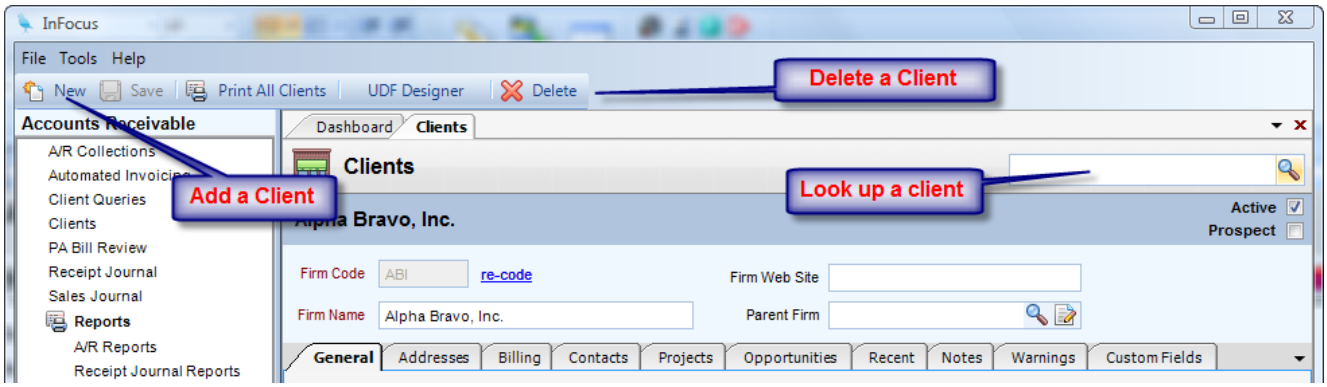
- In the Toolbar, click *New*.
- The previous sections of this manual explain what you need to fill out in each section of the *Client* applet.

Deleting a Client

- First, select the client you would like to delete from the Lookup Control.
- Click *Delete* on the toolbar.
- When the prompt “Are you sure you want to delete the client?” appears, click *Yes* to delete.



4.2.4.15.3 Add/Remove a Contact

Overview

This section will explain how to Add / Remove a Contact.

1. Adding a Contact

- Click *Add New Contact* button.
- Fill out the *New Contact Box* that Pops up.
- Click *Save*.

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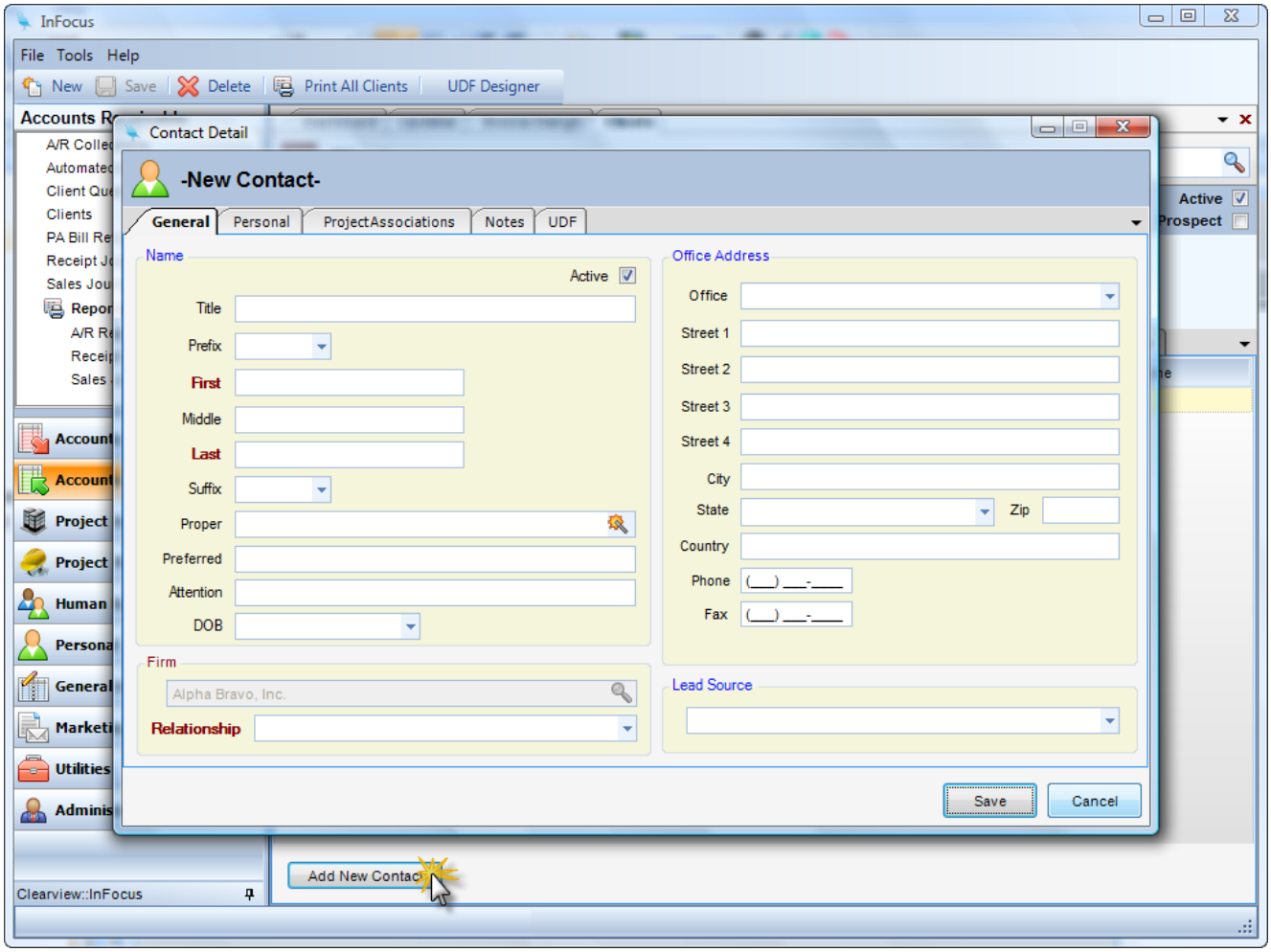
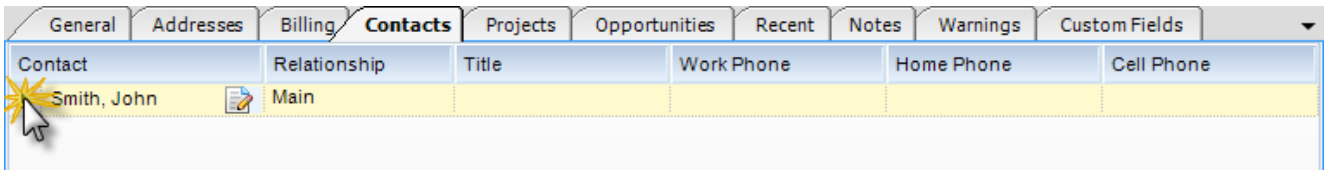


2. Deleting a Contact

- First, select the client that contains the contact you would like to delete from the Lookup Control.
- Then select the row containing the client that you wish to delete.
- Click the *Delete* button on your keyboard.
- You will then be prompted whether you would like to delete the selected rows or not.
- Click *Yes* to *Delete.*

Note: Pressing the *Delete* button, in the toolbar, will delete the whole client, not just the contact.



4.2.4.15.4 Create an Invoice Group

Overview

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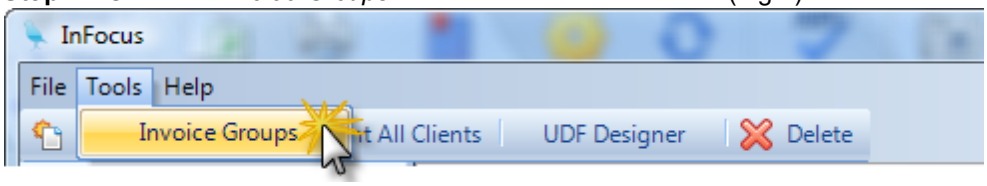
How to create an Invoice Group. Invoice Groups allows for billing more than one project on a single invoice. Each project has its own invoice design and a cover sheet design can then be used to summarize the relevant projects.

Note: Invoice Groups...

- are established on the client record.
- allow for multiple Projects (Bill Terms node) from a common client to be invoiced under a single invoice number
- share the same invoice and are generated in the run, but do not appear on the same piece of paper. Each project uses its own master design.
- are assigned a cover sheet invoice section that summarizes the multiple projects' current billing info.

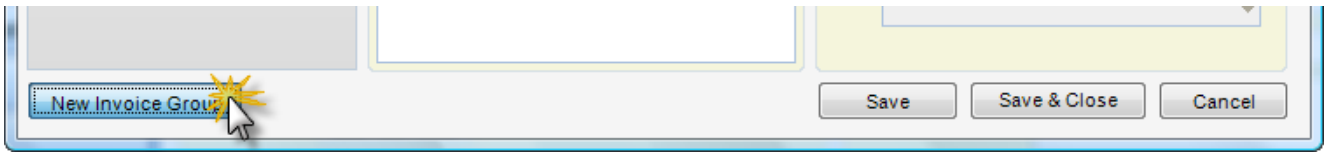
Step 1 - Pull up the client for which you wish to create an invoice group.

Step 2 - Click the *Invoice Groups* button located in the toolbar (Fig.1).



(Fig.1)

Step 3 - Click the *New Invoice Group* button located on the Invoice groups pop-up box (Fig.2).



(Fig.2)

Step 4 - Fill out the pop-up box with the appropriate information (Fig.3).

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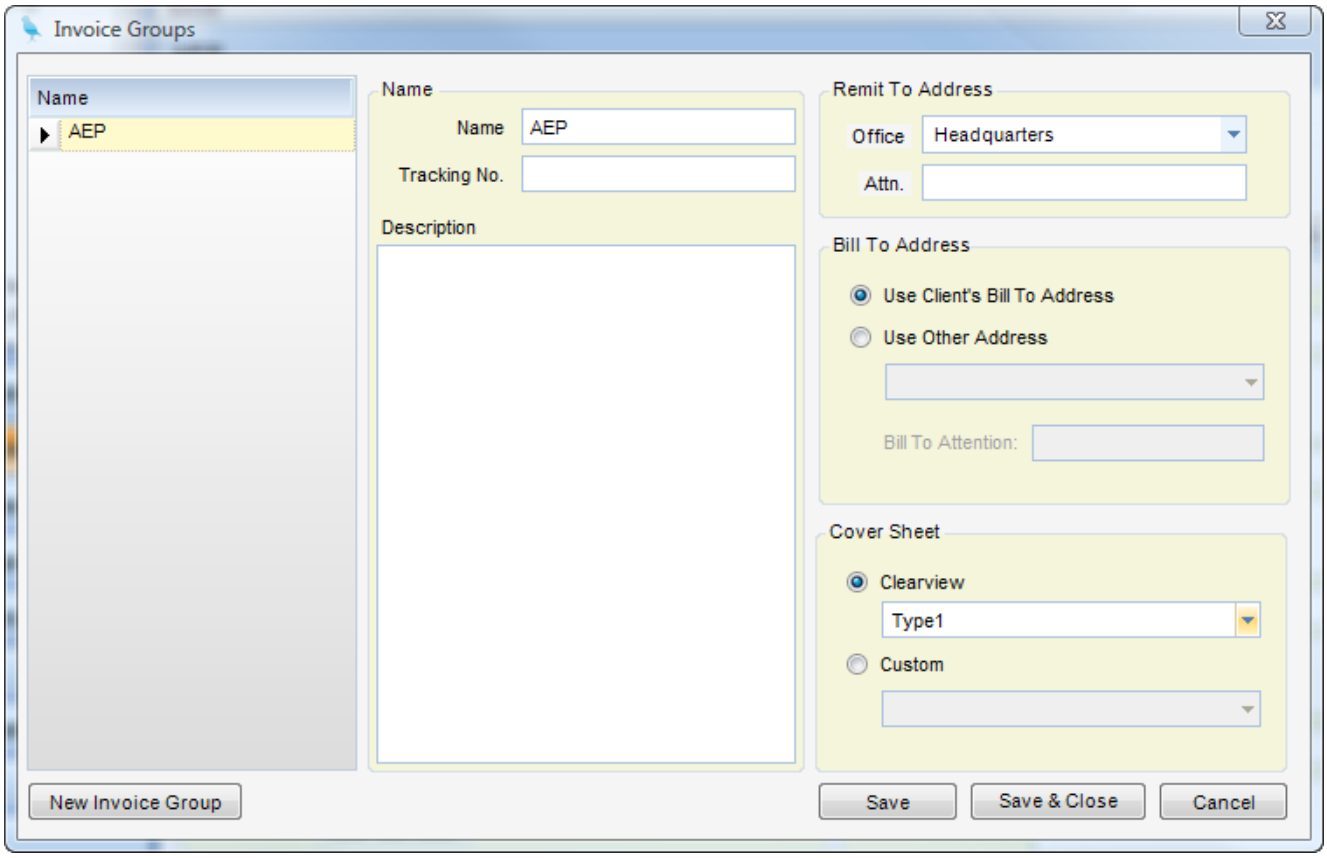

(Fig.3)

Name
- ***Name*** - Name of the Invoice Group
- ***Tracking No.*** - Next invoice number for this billing group. Used only when invoice incrementing is set to *Project*.
- ***Description*** - User-entered description. Informational only.

Remit To Address - *Remit-to* addresses are available in *Invoice Designs*.
- ***Office*** - Company office as established in *Global Settings*
- ***Attn.*** - Attention line.

Bill-To Address
- ***Use Client Bill-To Address*** - When checked, client *Bill-to Address* is used.
- ***Use Other Address*** - When checked, specifies an already established client address to use in place of the client *Bill-To* address.
- ***Bill-To Attention*** - Attention line

Cover Sheet
- ***Clearview*** - System cover sheet design to use; not applicable when *Custom* is used.
- ***Custom*** - User cover sheet design; not applicable when *Clearview* is used.

Step 5 - Click *Save*

Step 6 - Now go to the Project applet (Project Administration Applet), *Billing Tab,* and pull up each project that you want to add to the Invoice Group. Select the Invoice Group from the *Invoice Group* drop-down (Fig. 4) and click *Save.*

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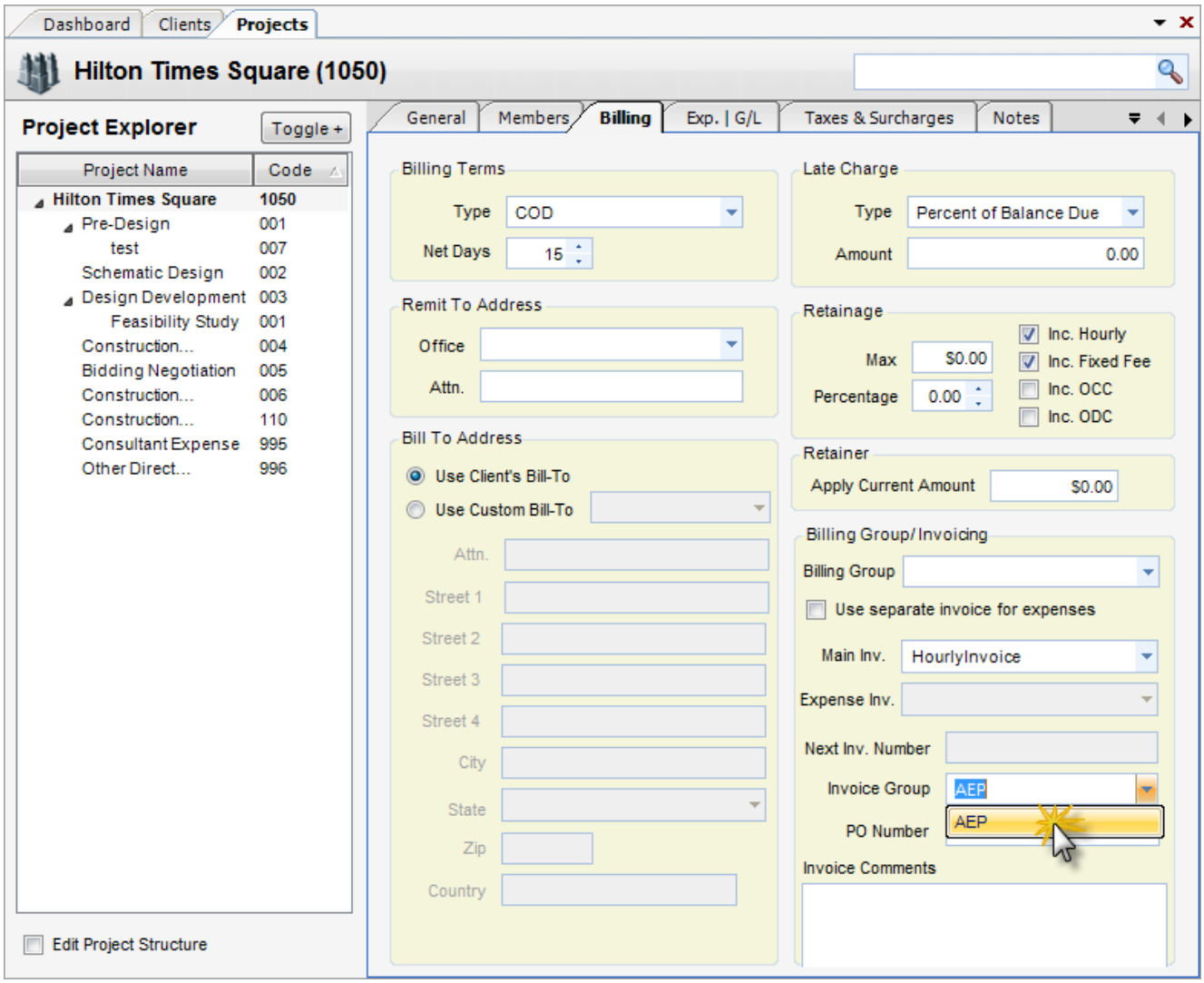

(Fig.4)

Step 7 - Now you can Invoice the billing group. To do this, in *Automated Invoicing,* select *Selection Based* from the Projects selection (Fig. 5). Then choose the *Invoice Group* from the drop-down. If all of the Selection Criteria is correct, you can now run the invoices.

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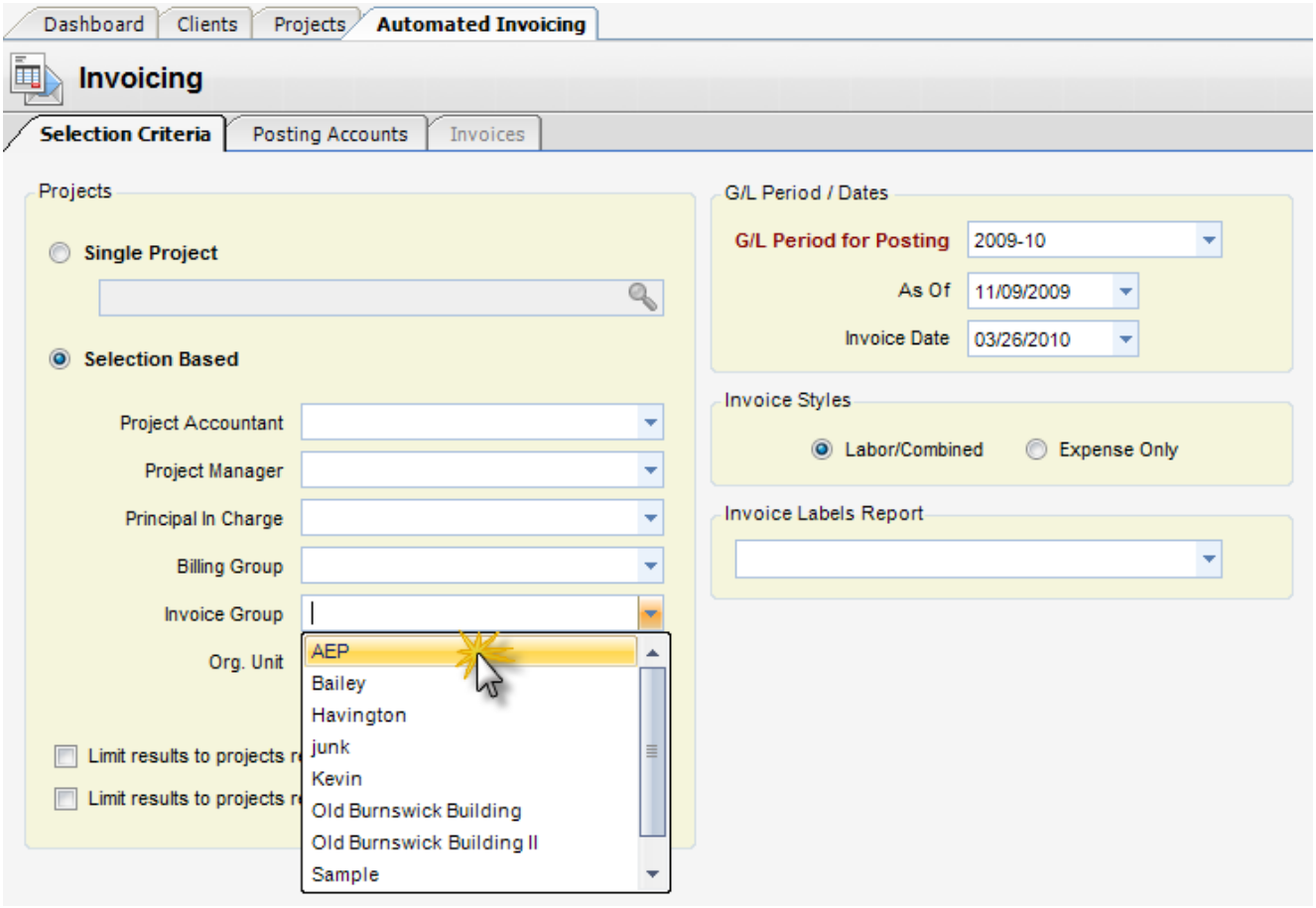

(Fig.5)

4.2.4.15.5 Enter Next Invoice Number.

Overview

How to Enter the Next Invoice Number for a Client. *InFocus* supports the following methods for incrementing the invoice number. The *Incrementation Method* is set in the *Invoicing* tab of *Global Settings*. The next number depends on the method (shown below).

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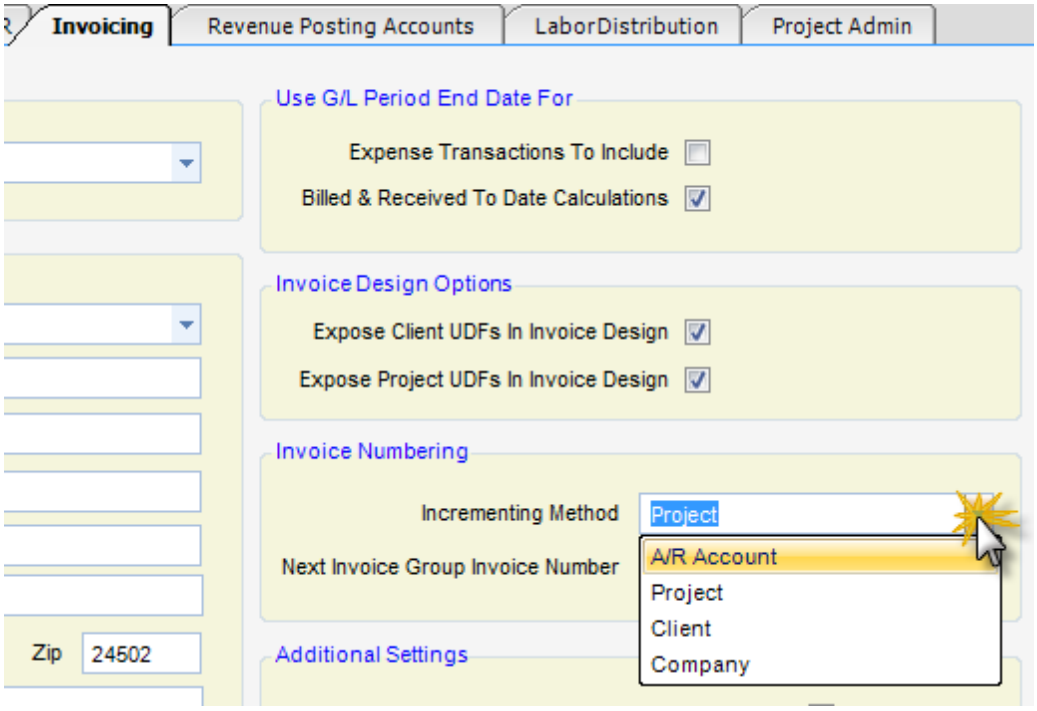
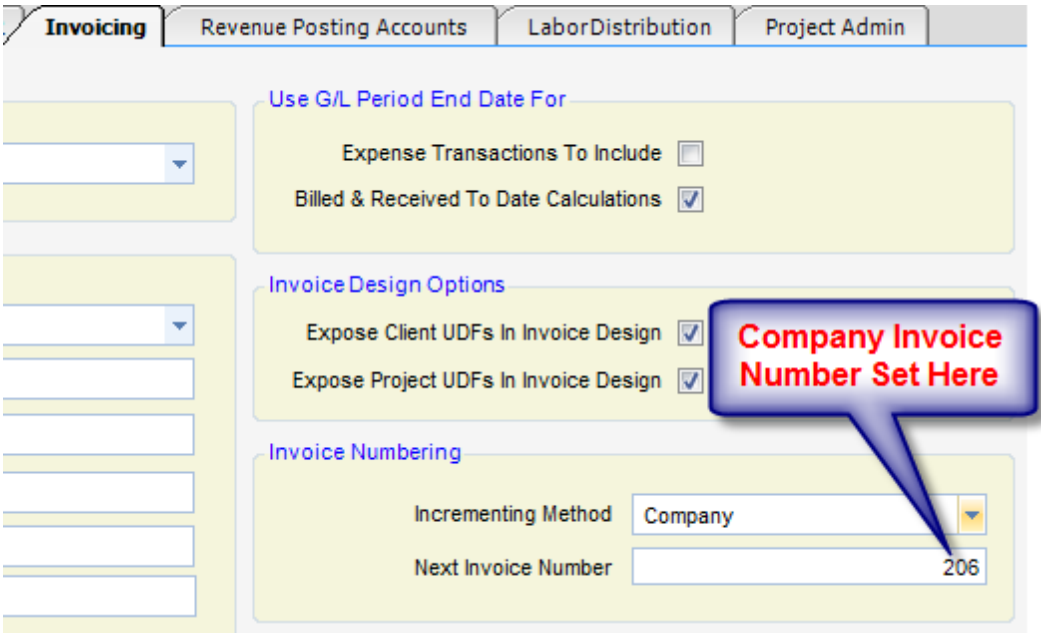


1) By Company - This sets the increment for the entire database. No invoice can be used twice.

***Location* -** Next Invoice Number field in the **Global Settings Module / Invoicing Tab**



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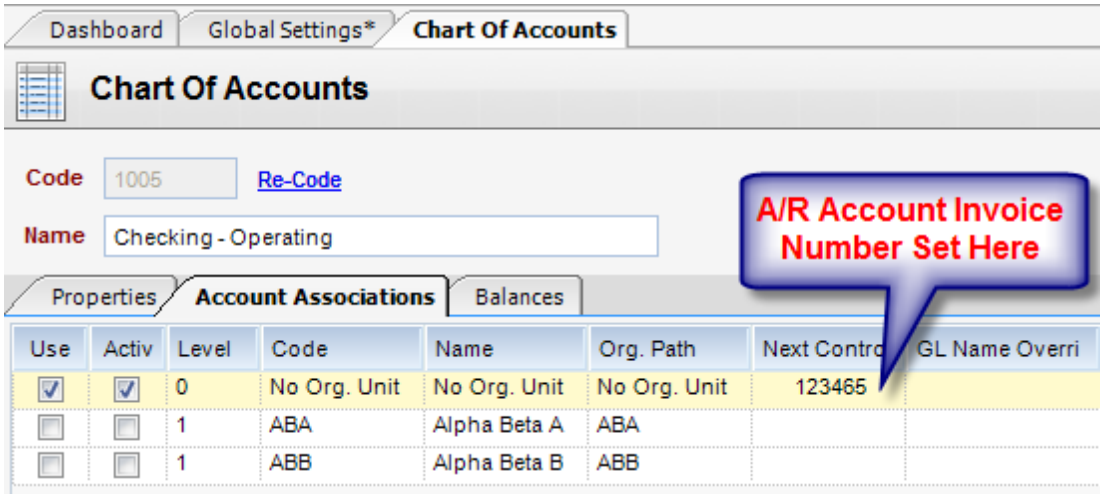
2) By A/R Account - This sets the increment within an A/R account. No invoice can be used twice with a single A/R account.

Location - Next control number field in the *Account Associations* tab located in the *Accounts Receivable Module/Chart of Accounts* applet.



3) By Client - This sets the increment within a client. No invoice can be used twice for a single client.

Location - Next invoice number field in the *Billing Tab* is located in the *Accounts Receivable Module/ Clients Applet.*

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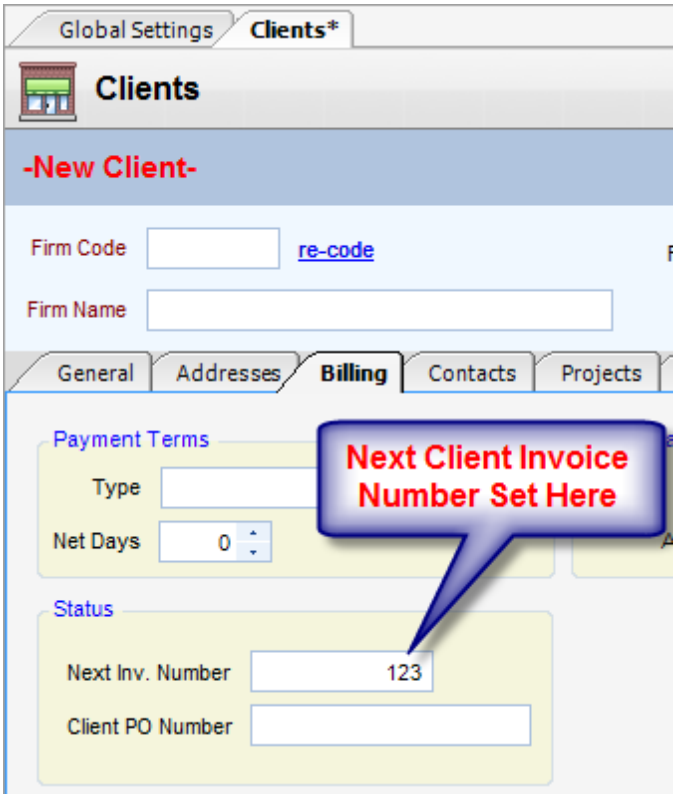

4) By Project - This sets the increment within a project. No invoice can be used twice for a single project.

Location - Next invoice number field is located in the *Billing Tab* in the *Project Administration Module/Projects Applet.*

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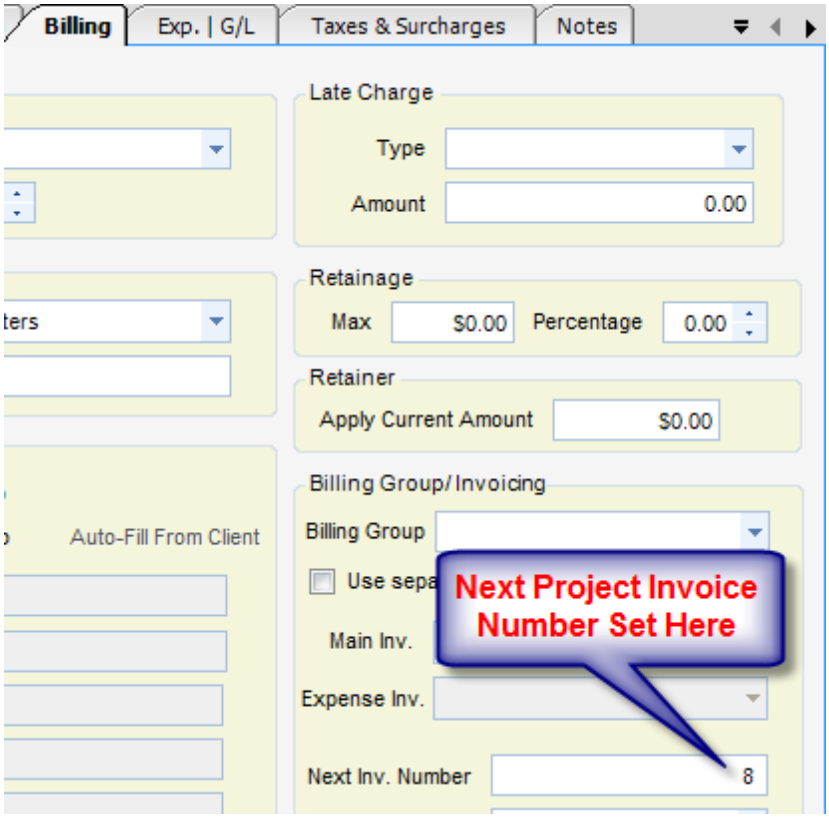

4.2.5 PA Bill Review

Overview

This applet is used by project accountants to perform time and expense modifications on a project-by-project basis prior to invoicing. Only project accountants can access this applet, unless the logged-in user has the special permission *Can Override Project Accountant Restriction.*

An instructional video is available in the Blog section of the Clearview web site at www.clearviewsoftware.net

The project accountant typically uses this applet after the project managers have reviewed their projects through *PM Bill Review.* However, this is not a requirement. Project accountants have free reign to change any project transactions. They will, of course, be able to view the manager's changes.

Project accountants are not restricted to the projects they are assigned to.

Note: Filters are available in the top panel of the applet to limit the displayed projects by manager and/or accountant.

- A user can filter transactions by an *As of Date*
- A user can limit the display of projects to those that have been reviewed by a manager.
- Limit To PM Leader - When checked (and the Project Leader drop-down is filled out), only projects, where the stated Project Leader is a project manager, will be returned.
- A Has WIP check box will filter out projects with no WIP value.
- A Has Fixed Fee check box will filter out projects with no Fixed Fee value.
- A Quick Filter has been added. This will filter projects whose path begins with the entered characters.

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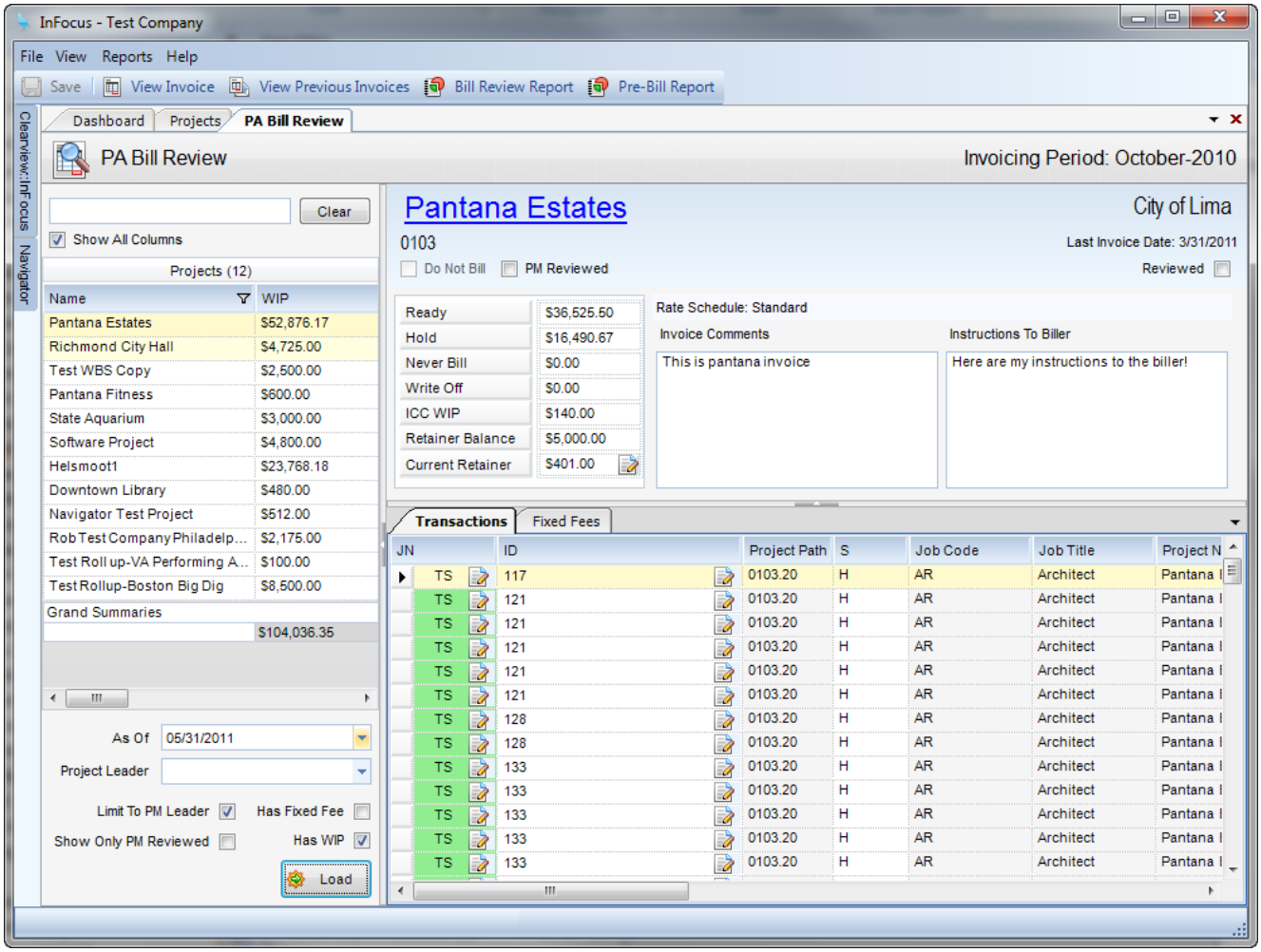
Column filters have been added to the top grid for custom filtering.

When all adjustments have been made, the project should be marked as reviewed. This is done by checking the box labeled *Reviewed*. This helps the project accountant know what has been completed.

Like the *PM Bill Review* applet, there is a *View Invoice* option in the toolbar. Unlike the *PM Bill Review* applet, this does not immediately bring up a draft invoice. Instead, it brings up the *Automating Invoice* applet for the currently selected project. The accountant can then make changes, view the draft invoice, and then finalize and post the invoice on a project-by-project basis.



4.2.5.1 Header Section

Overview

The Header section shows important Project information.

Information Includes:

- Current Invoicing period

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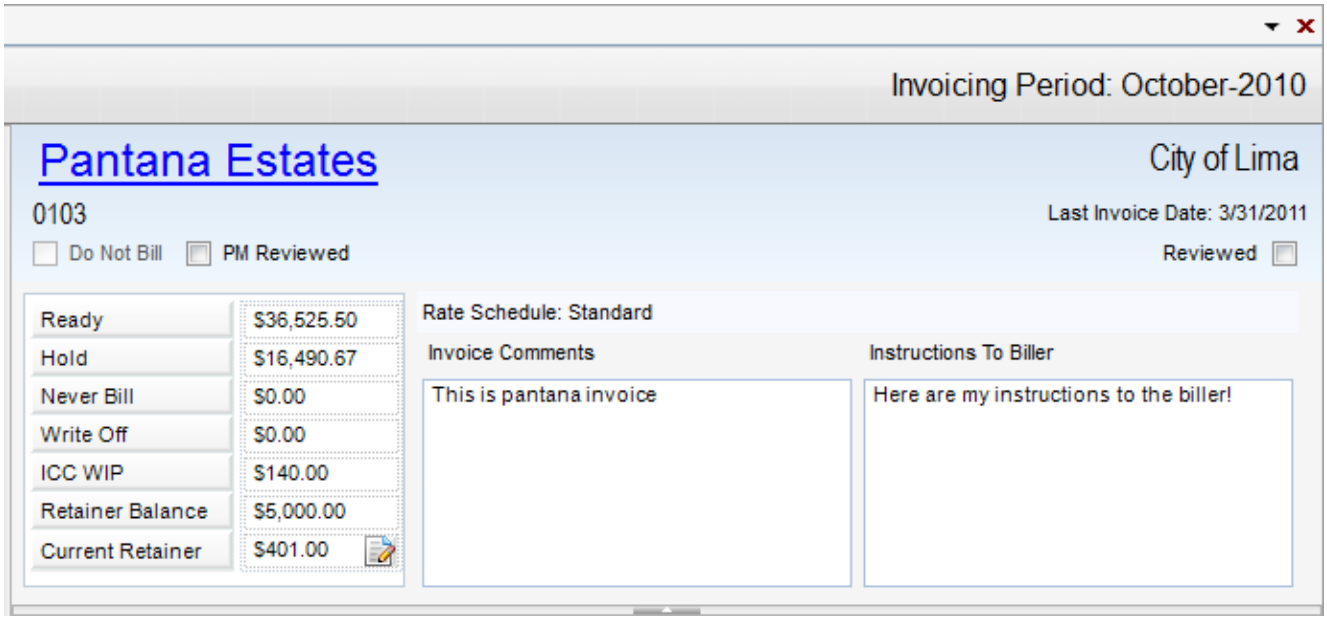
- Project Name
- View - Brings the project up in the *Projects* applet
- Project Code
- Project Client
- Last Invoice Date
- Do Not Bill & PM Reviewed - Marked by the PM.
- Reviewed - to mark project as reviewed.
- Ready, Hold, Retainer, Never Bill, Write-off, and ICC WIP information.
- Invoice Comments - Show up on the invoice header.
- Instructions to biller



4.2.5.2 Filter Section

Overview

Filters available in PA Bill Review to narrow down your search.

Note: Filters are available in the left panel of the applet to limit the displayed projects by manager and/or accountant.

- A Quick Filter is at the top of the panel. This will filter projects whose path begins with the entered characters.
- Show All Columns - when checked, more detailed information will be displayed for each project. The columns can be dragged to change order.
- A user can filter transactions by an *As of Date*
- A user can limit the display of projects to those that have been reviewed by a manager.
- Limit To PM Leader - When checked (and the Project Leader drop-down is filled out), only projects, where the stated Project Leader is a project manager, will be returned.

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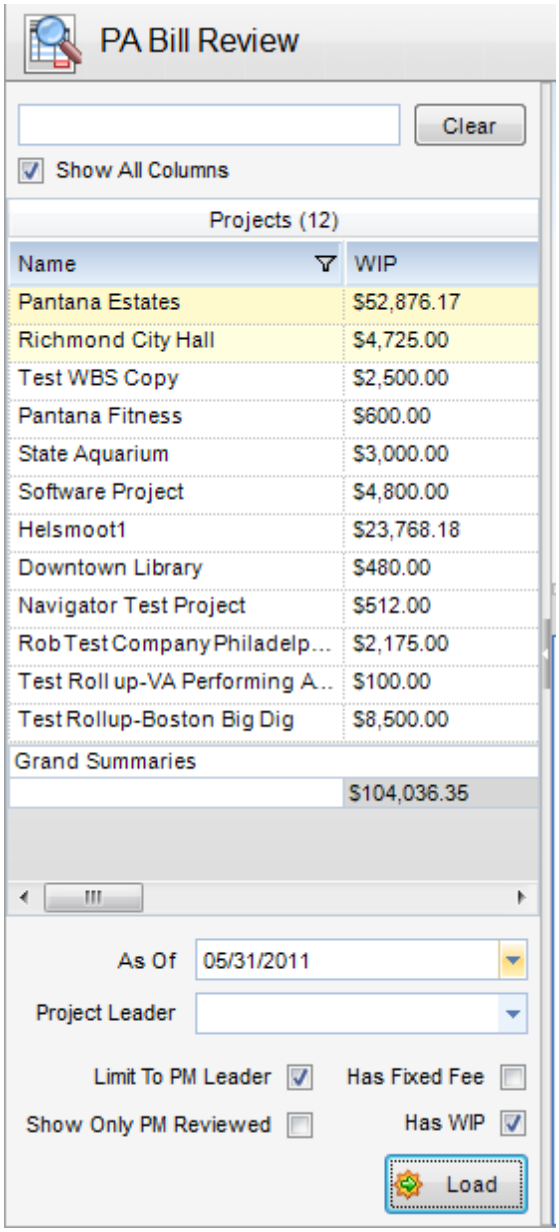
- A Has WIP check box will filter out projects with no WIP value.
- A Has Fixed Fee check box will filter out projects with no Fixed Fee value.

Column filters have been added to the top grid for custom filtering.



4.2.5.3 Transactions Tab

DesOverview

The *Transactions* tab is used by project accountants to perform time and expense modifications on a project-by-project basis prior to invoicing. When all adjustments have been made, the project should be marked as reviewed. This helps the project accountant know what has been completed.

Note: To modify a project, the project accountant clicks on the project name. When highlighted, the bottom panel (*Transaction Tab*) displays the labor entered against the project. The PA can then make bill and journal

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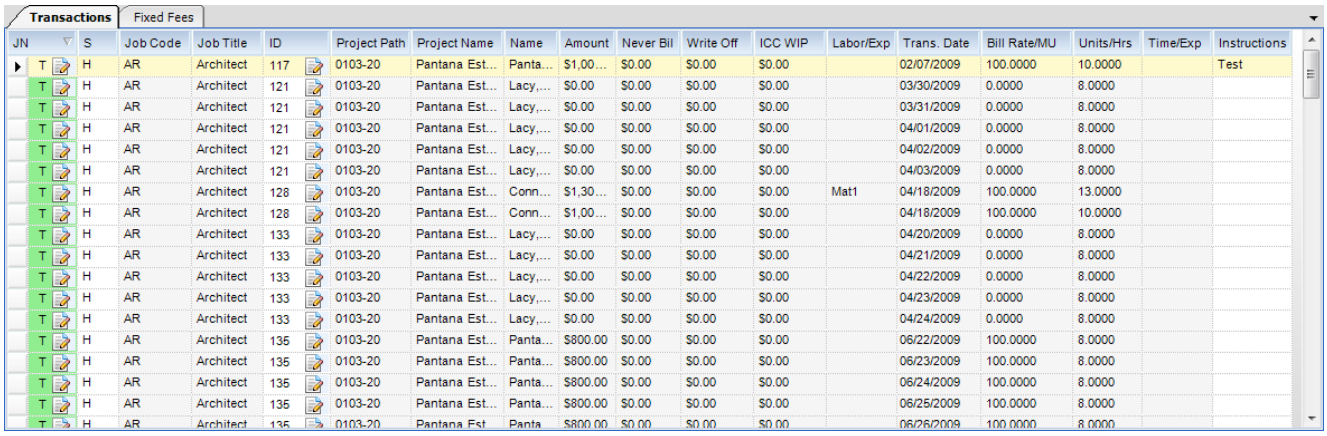
adjustments. also, Columns in the detail grid can be dragged to change order.



JN	S	Job Code	Job Title	ID	Project Path	Project Name	Name	Amount	Never Bil	Write Off	ICC WIP	Labor/Exp	Trans. Date	Bill Rate/MU	Units/Hrs	Time/Exp	Instructions
T	H	AR	Architect	117	0103-20	Pantana Est...	Panta...	$1,00...	$0.00	$0.00	$0.00		02/07/2009	100.0000	10.0000		Test
T	H	AR	Architect	121	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		03/30/2009	0.0000	8.0000		
T	H	AR	Architect	121	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		03/31/2009	0.0000	8.0000		
T	H	AR	Architect	121	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		04/01/2009	0.0000	8.0000		
T	H	AR	Architect	121	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		04/02/2009	0.0000	8.0000		
T	H	AR	Architect	121	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		04/03/2009	0.0000	8.0000		
T	H	AR	Architect	128	0103-20	Pantana Est...	Conn...	$1,30...	$0.00	$0.00	$0.00	Mat1	04/18/2009	100.0000	13.0000		
T	H	AR	Architect	128	0103-20	Pantana Est...	Conn...	$1,00...	$0.00	$0.00	$0.00		04/18/2009	100.0000	10.0000		
T	H	AR	Architect	133	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		04/20/2009	0.0000	8.0000		
T	H	AR	Architect	133	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		04/21/2009	0.0000	8.0000		
T	H	AR	Architect	133	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		04/22/2009	0.0000	8.0000		
T	H	AR	Architect	133	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		04/23/2009	0.0000	8.0000		
T	H	AR	Architect	133	0103-20	Pantana Est...	Lacy,...	$0.00	$0.00	$0.00	$0.00		04/24/2009	0.0000	8.0000		
T	H	AR	Architect	135	0103-20	Pantana Est...	Panta...	$800.00	$0.00	$0.00	$0.00		06/22/2009	100.0000	8.0000		
T	H	AR	Architect	135	0103-20	Pantana Est...	Panta...	$800.00	$0.00	$0.00	$0.00		06/23/2009	100.0000	8.0000		
T	H	AR	Architect	135	0103-20	Pantana Est...	Panta...	$800.00	$0.00	$0.00	$0.00		06/24/2009	100.0000	8.0000		
T	H	AR	Architect	135	0103-20	Pantana Est...	Panta...	$800.00	$0.00	$0.00	$0.00		06/25/2009	100.0000	8.0000		
T	H	AR	Architect	135	0103-20	Pantana Est...	Panta...	$800.00	$0.00	$0.00	$0.00		06/26/2009	100.0000	8.0000		

4.2.5.4 Fixed Fee Tab

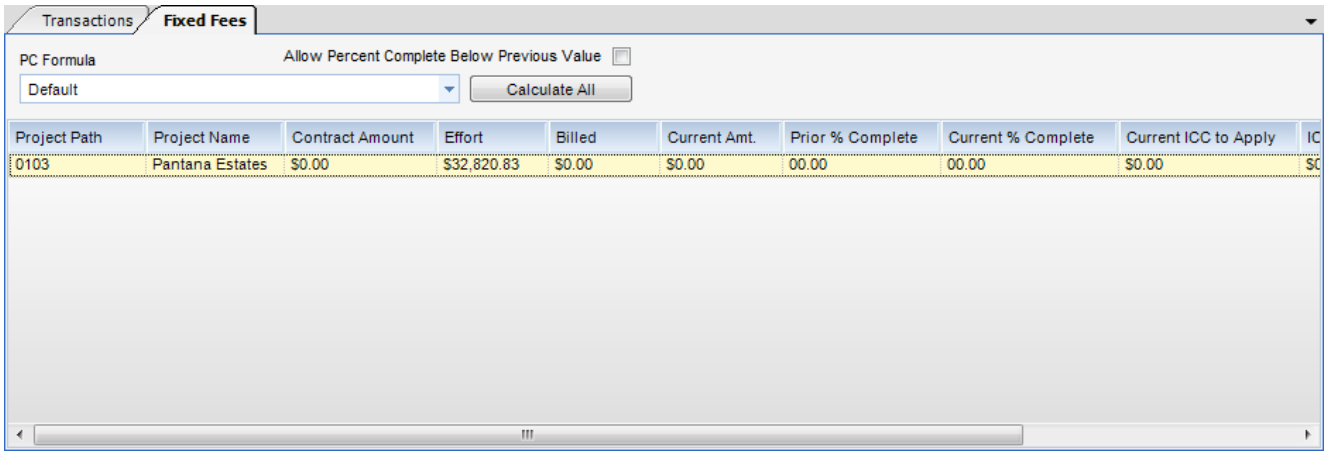
Overview

The *Fixed Fee* tab is used by project accounts to perform fixed fee modifications on a project-by-project basis prior to invoicing (Column descriptions below Fig.1).

Note: To modify a project, the project account clicks on the project name. When highlighted, the bottom panel (*Fixed Fee* tab) displays the Project Path, Project Name, Contract Amount, Effort, Billed, Current Amount, Prior Percent Complete, Current Percent Complete, and Current ICC to Apply. The project accountant can then make fixed fee adjustments.

The *Fixed Fee* tab has a *Percent Complete Calculation Formula* box to calculate percent complete, based on a predefined formula. The formulas can be defined in the *A/R* tab of *Global Settings.* The available columns should be self-evident based on the name. Column names need to be enclosed with []. (An example of a formula for calculating the percent complete based on labor effort is as follows: [LaborEffort]/[LaborFixedFee].) The *Calculate All* button will calculate the percent complete for all contract *WBS* nodes. The *Calculate All* button will calculate percent complete for the *WBS* node on the given line. The check box will prevent the calculated percent complete from going below the previously recorded percent complete.

Note - Columns in the detail grid can be dragged to change order.



Project Path	Project Name	Contract Amount	Effort	Billed	Current Amt.	Prior % Complete	Current % Complete	Current ICC to Apply	IC
0103	Pantana Estates	$0.00	$32,820.83	$0.00	$0.00	00.00	00.00	$0.00	$0

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(Fig.1)

Contract Amount - This is the amount entered in the *Contract Levels / Caps* within the project being viewed.

Effort - This is labor effort to date.

Billed - This is Fixed Fee + ICC billed revenue to date.

Current Amount - This is the calculated revenue to bill based on contract X percent complete less previously billed.

Prior % Complete - The previous percent complete amount. Note - When the Current % Complete amount has been saved, it becomes the Previous % Complete number.

Current % Complete - The current percent complete amount that is being billed.

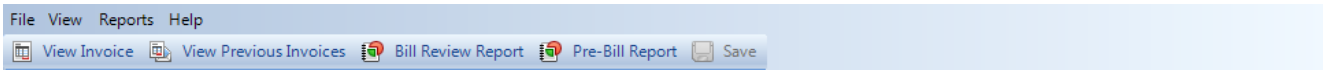
Current ICC to Apply - The current ICC amount to be applied to this billing transaction.

4.2.5.5 PA Bill Review Toolbar

Overview

The *PA Bill Review* toolbar gives the user (if given the appropriate permissions) numerous capabilities within the *PA Bill Review* applet. Below is a list of those capabilities.

Note: The accountant can then make changes, view the draft invoice, and then finalize and post the invoice on a project-by-project basis.



View Invoice - Unlike the *PM Bill Review* applet, this does not immediately bring up a draft invoice. Instead, it brings up the *Automating Invoice* applet for the currently selected project.

View Previous Invoices - When Document Management is configured. This will bring up a grid that contains .pdf's of all previous invoices that were archived.

Save - This buttons saves changes made to the screen.

Bill Review Report - This button runs the Bill Review Report for the current project.

Pre-Bill Report - This button runs the Pre-Bill Report for the current project.

4.2.5.6 How To

4.2.5.6.1 Make Adjustments

Overview

How to make adjustments in *PA Bill review.*

Step 1 - Pull up the project to which you wish to which you wish to make an adjustment.

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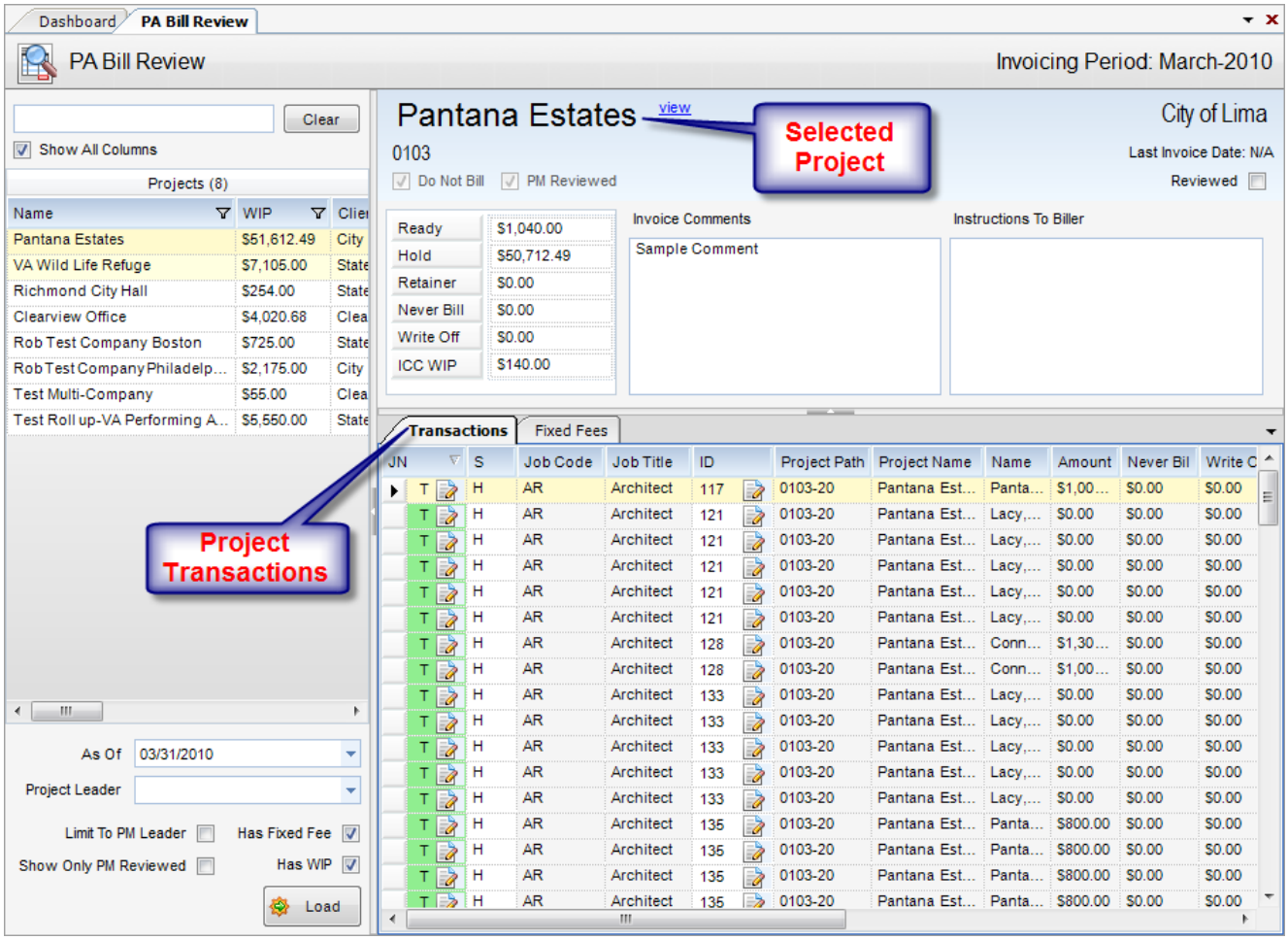

Step2 - There are two icons in the transaction screen that are used for making transaction adjustments. Click on the Icon that contains the information that you wish to change. The first icon exposes the elements of a transaction that require no audit trail.

For labor transactions these are:

- Bill Status
- Job Title
- Bill Hrs
- PM Comment
- Base Regular Rate
- Premium Multiplier
- Premium Rate
- Bill Rate
- Bill DPE Multiplier
- Bill Overhead Multiplier
- Bill Profit Multiplier

For non-labor transactions these are:

- Bill Status
- Markup Type
- Markup Amount
- PM Comments

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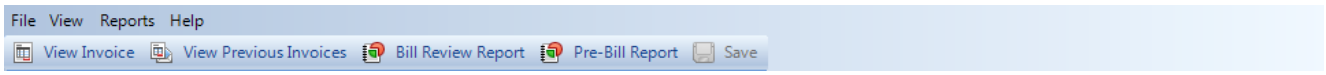
The second icon will bring up the original journal transaction that contains the line item and navigate the user to the line in question. This icon is used to change the charges to the project, the cost amount, and other items that are not covered by the first icon. Changes made here are immediate.

Step 3 - Make the appropriate changes.

Step 4 - Click the *Save* button in the toolbar to finalize all changes (except for those made via the second icon).



Note 1: Changes will not show in the PA Bill Review screen until the screen has been refreshed.

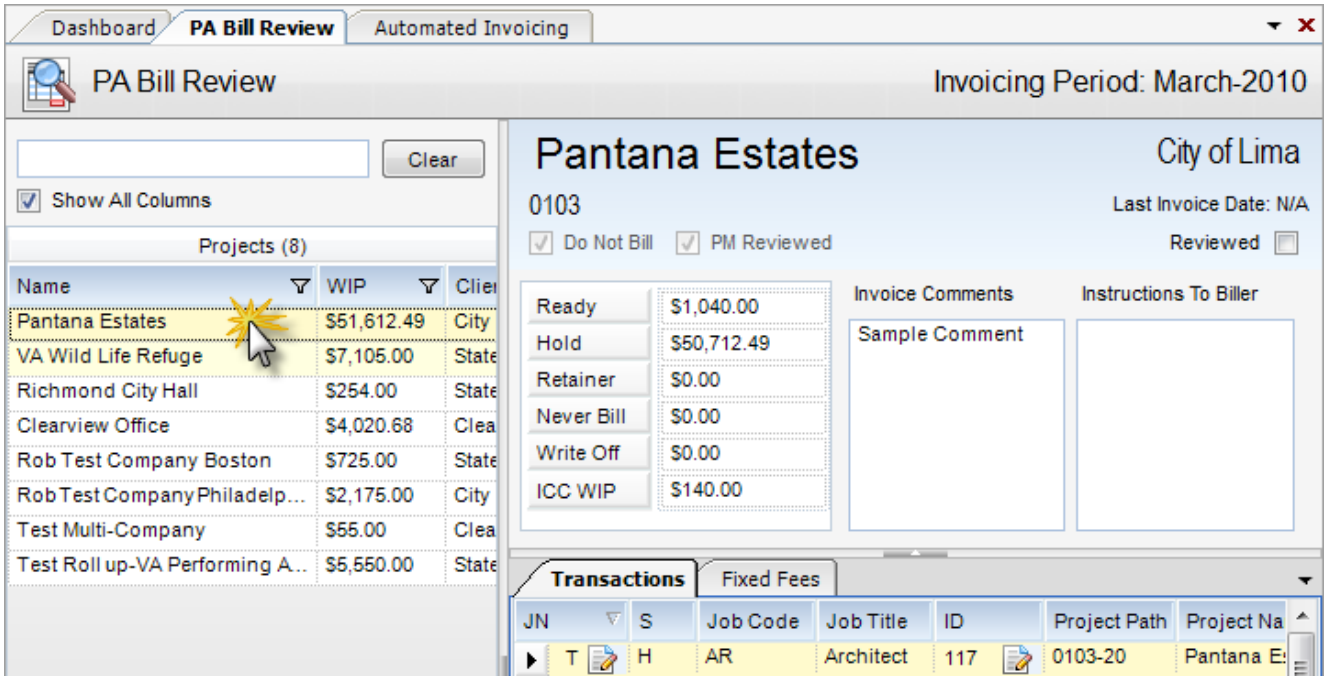
Note 2: The project accountant should review the percent complete figures in the *Fixed Fee* tab, as these will be committed the *Save* has been issued.

4.2.5.6.2 View an Invoice from PA Bill Review

Overview

How to view an Invoice from *PA Bill Review*.

Step 1 - Select a project whose invoice you would like to view.



Step 2 - Click the *View Invoice* button located in the toolbar.

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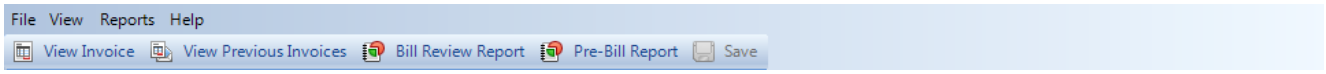
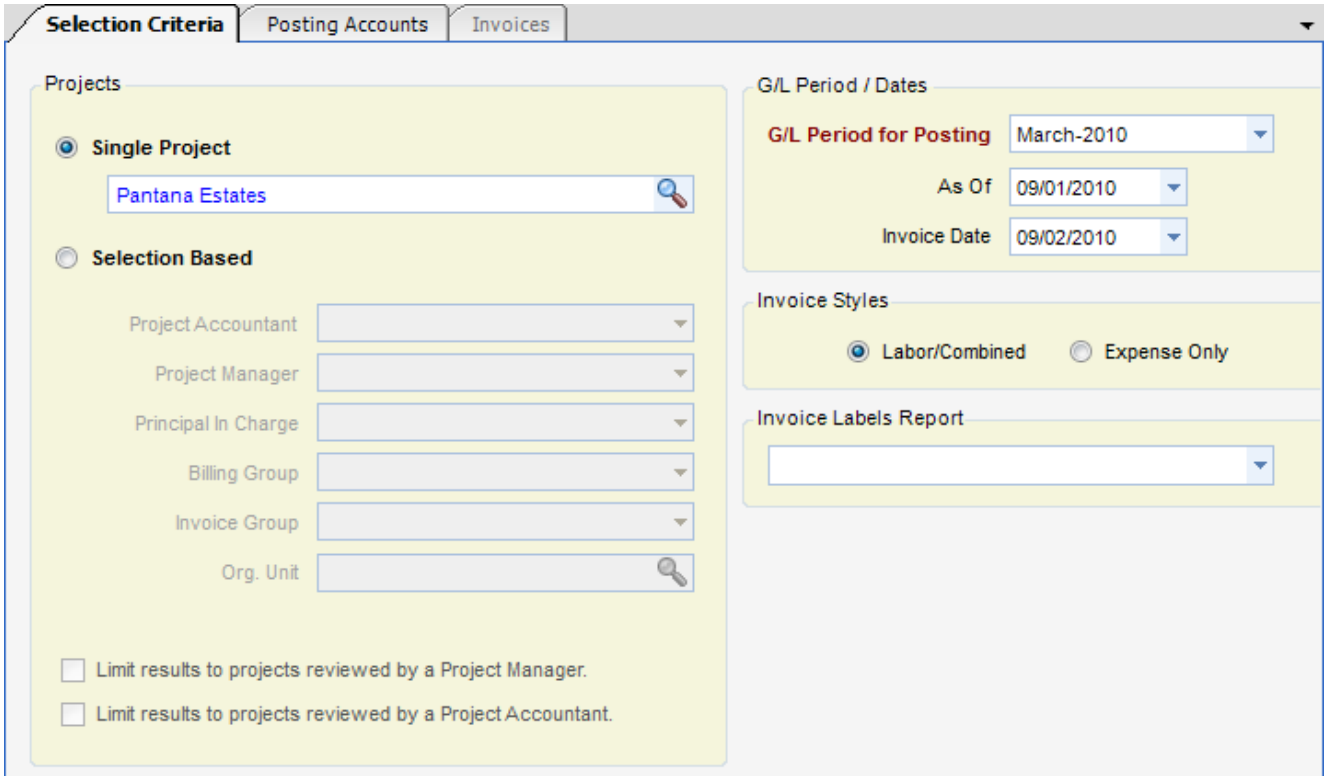


Step 3 - This will take you to the *Automated Invoicing* applet. Click the *Run* button.



Step 4 - Choose the *View Selected Invoice* option from the *Actions* drop-down menu and click *Execute.*

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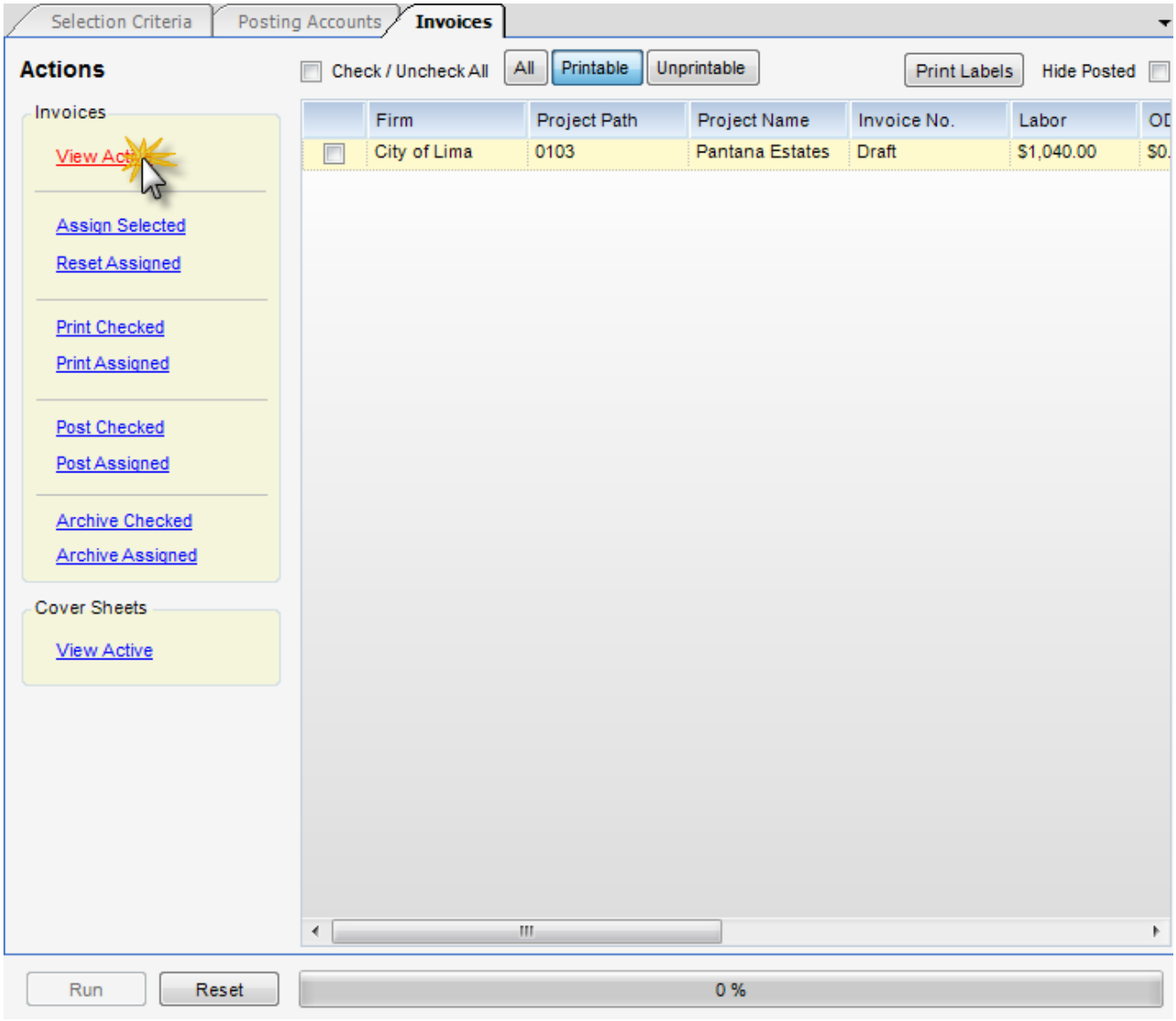

4.2.5.6.3 How long do the comments and checked boxes last from the PM?

Question:

How long do the comments and checked boxes last from the PM?

Answer:

The review comments and check boxes in bill reviews are stored on a per period basis. So next month the comments from the prior period in essence would not appear. The period that is used when you run the bill review is the Current Invoicing Period as specified in the Accounting Periods applet located in the General Accounting module. Also, once you invoice a project all transactions involved are marked Billed so they would also not show if you went back to Bill Review.

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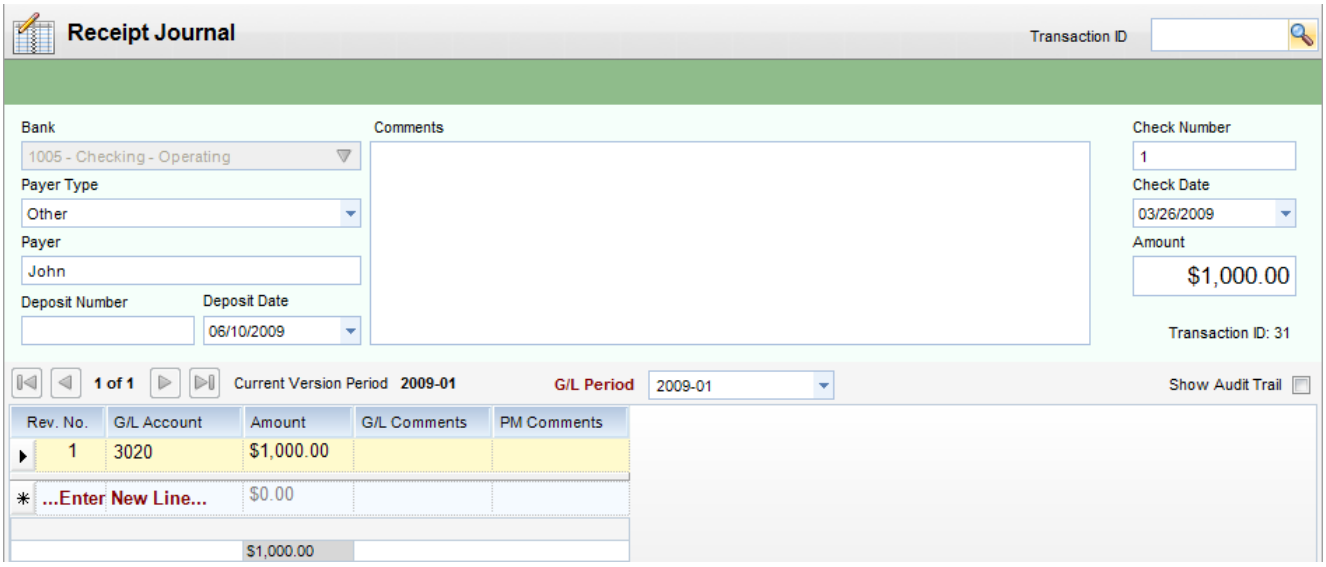
4.2.6 Receipt Journal

Overview

The *Cash Receipts Journal* is where all incoming checks or payments are entered.

Note: The *Cash Receipts Journal* makes assumptions on debits and credits. It assumes the detail amount is a credit. When you enter a positive amount, it is saved behind the scenes as a negative (a credit).



4.2.6.1 Header Section

Overview

The *Header* in *Accounts Receivable* contains all common data for a receipt transaction. It contains the bank account and transaction amount, and is referred to as the control side.

Fields

- **Payee Type** - Can be a vendor, employee, or client. If allowed by *Global Settings* then a payee not on file can be added here.

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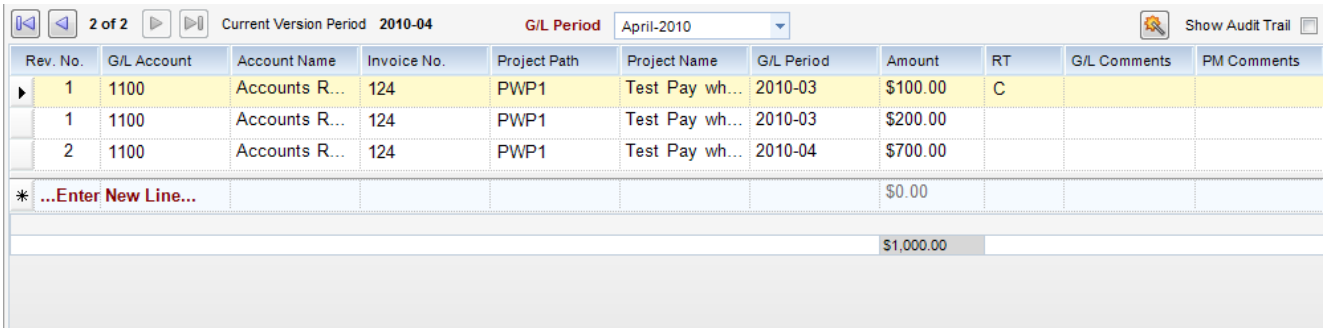
- **Payer** - Check payer.
- **Bank** - Bank account
- **Deposit Number** - Bank deposit number.
- **Deposit Date** - Date of deposit.
- **Comments** - Comments to appear in G/L report. Will show on control side and, if no G/L comment is entered on the line item, will also print on those as well.
- **G/L Period** - General ledger period for this transaction or revision to effect. Defaults to current period and only open periods are allowed.
- **Check Number** - Check number. If not a check, then some identifying notation.
- **Check Date** - Date of check
- **Amount** - Amount of check or payment.
- **Show Audit Trail -** When checked, all entries including reversing entries will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.

4.2.6.2 Detail Section

Overview

Distribution of client invoices to G/L accounts and WBS paths occur here.

Note: If you are on a new row, F2 duplicates the row from above, otherwise it copies the row you are on to a new line.



Fields

- **Rev. No. -** The number of the revision of the journal entry. The original entry is 1.
- **G/L Account** - The G/L account allowed is determined by the payee type. For instance, when *Client* is the payee type then an A/R account is allowed.
- **G/L Account Name -** Displays the GL Account Name in the detail section. This is optionally shown through

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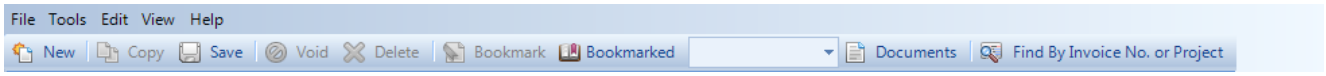
the toolbar under *View / Columns*.

- **Invoice No.** - Only used when G/L account is either *Accounts Payable* or *Accounts Receivable*.
- **Project Path** - WBS Path. Only available when payee type is *Client* and G/L account is *Accounts Receivable.* **Note:** You can now enter cash receipts to any level of the WBS
- **Project Name** - Displays the Project Name in the detail section. This is optionally shown through the toolbar under *View / Columns*.
- **G/L Period -** Displays the GL Period in the detail section. This is optionally shown through the toolbar under *View / Columns*.
- **Amount** - Line item amount.
- **RT** - Revenue Type - This allows you to earmark how much of a receipt should be considered a certain revenue type. This affects revenue allocation in the new *Pay When Paid* reports.
- **G/L Comments** - General Ledger comments. This line item will print on G/L reports in place of comments on transaction header.
- **PM Comments** - *Project Management Comments*. Appears on project management reports and invoices. Available only when payee type is *Client* and G/L account is *Accounts Receivable*.

4.2.6.3 Receipt Journal Toolbar

Overview

The *Receipts Journal Toolbar* gives the user (if given the appropriate permissions) numerous capabilities within the journals. Below is a list of those capabilities.



- **New -** Creates a new journal transaction.
- **Save -** Saves the current journal transaction.
- **Void -** Voids the current journal transaction.
- **Copy -** Copies the current journal transaction to the *Journal.*
- **Batches -** When clicked, a *Batches* box will pop up. A *Batch* is a way for a user to manually input transactions into the system and check them against the *Batch Total.* Once all the transactions are entered, the user can then post all of the transactions within the *Batch.*
- **Delete -** Deletes the current journal transaction.
- **Bookmark -** Bookmarks the current journal transaction for future retrieval.
- **Bookmarked** - Shows whether or not the current journal entry has been bookmarked or not.

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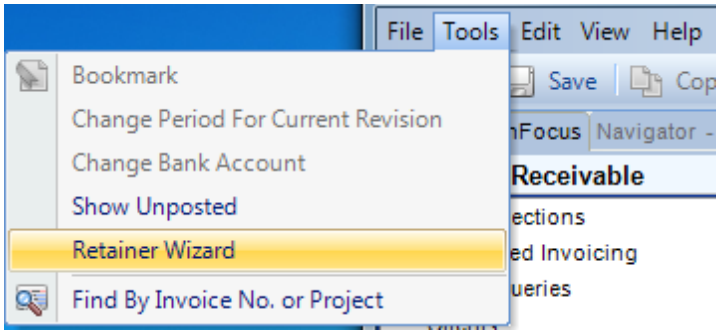
- **Documents -** Opens the Document Management pop-up. There you are able to upload, view, modify and delete archived documents.

- **Find By Invoice No.** - This feature allows you to look up sales entries, solely by invoice number. It returns a list of sales entries that match the invoice number. Selecting an entry from the returned list will fill out most of the required fields for the receipt.

The *Tools* Button on the *Toolbar* makes available additional functions in the *Journal.*



- **Bookmark -** Bookmarks the current journal transaction for future retrieval.

- **Batches -** When clicked, a *Batches* box will pop up. A *Batch* is a way for a user to manually input transactions into the system and check them against the *Batch Total.* Once all the transactions are entered, the user can then post all of the transactions within the *Batch.*

- **Change Bank Account -** This option will change the bank account for the current transaction. Corresponding *General Journal* entries will be made to keep the *General Ledger* from being affected.

- **Change Period for Current Revision** - Allows the user to change the current G/L period for the current revision.

- **Show Unposted** - Shows unposted *Receipt Journal* expenses

- **Retainer Wizard -** When clicked, the retainer wizard pops-up and walks the user through allowing the user to enter data that creates both the Sales and Receipt Journal entries. Go to the "How To" section of Accounts Receivable to see how to use the Retainer Wizard.

- **Find By Invoice No.** - This feature allows you to look up sales entries, solely by invoice number. It returns a list of sales entries that match the invoice number. Selecting an entry from the returned list will fill out most of the required fields for the receipt.

4.2.6.4 Receipt Journal Report

Overview

The *Receipt Journal Report* allows you to run different reports against the *Receipt Journal* using the following criteria.

Starting Period - Starting G/L accounting period.

Ending Period - Ending G/L accounting period.

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All Bank Accounts - When checked, all bank accounts are included.

Single Bank Account - When entered, only specified bank account is included.

Accounts from this Org. - When entered, only specified bank account associated with the specified Org. Unit is included.

Include Org. Children - When checked, the Org. Children from the specified Org. Unit are included.

Print Projects - When checked, projects will print.

Print Periods - When checked, the G/L accounting period will print for each transaction. When a transaction spans more than one period, the transactions lines are grouped within the appropriate period.

Print G/L Comments - When checked, G/L comments will print.

Print PM Comments - When checked, project management comments will print.

Print Recap - When checked, a summary section showing totals by G/L account will print.

Basis

- **Accrual -** When selected, receipts are recorded in the report as they occur, regardless of whether or not cash has actually changed hands.
- **Cash -** When selected, receipts are recorded in the report when actual cash is received. Expenses are reported when they are actually paid.

The following box pops up when you double click *Receipt Journal Report.* It appears in the *Report* screen when you click *Receipt Journal Reports* located in the *Applet* section of the *A/R Module.*

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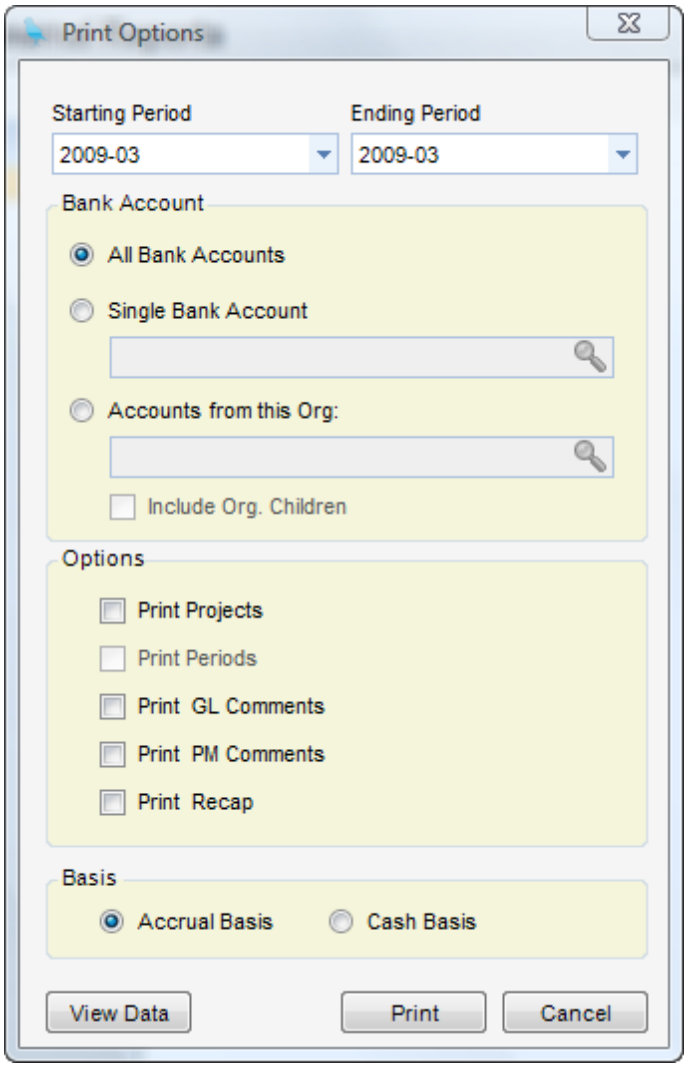

4.2.6.5 How To

4.2.6.5.1 Void a Transaction

Overview

How to void a transaction. *Save, delete,* and *void* operate only on the current revision.

Note - Depending on *Global Settings* and the G/L period for the void, a new revision may occur. In some journals, if the entry is an automated entry that has line items from other journals associated with it (for example, voiding a *Sales Journal* entry that has time and expense associated with it), the associations will be released.

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select **Void** from the toolbar.

Step 3 - Confirm whether you want to void the entry or not (Fig.1).

Note: The void saves all the amounts as zero. All labor, expense, etc. will be reinstated to WIP only if the current version is the first version. The Invoice Number associated with the Void cannot be reused.

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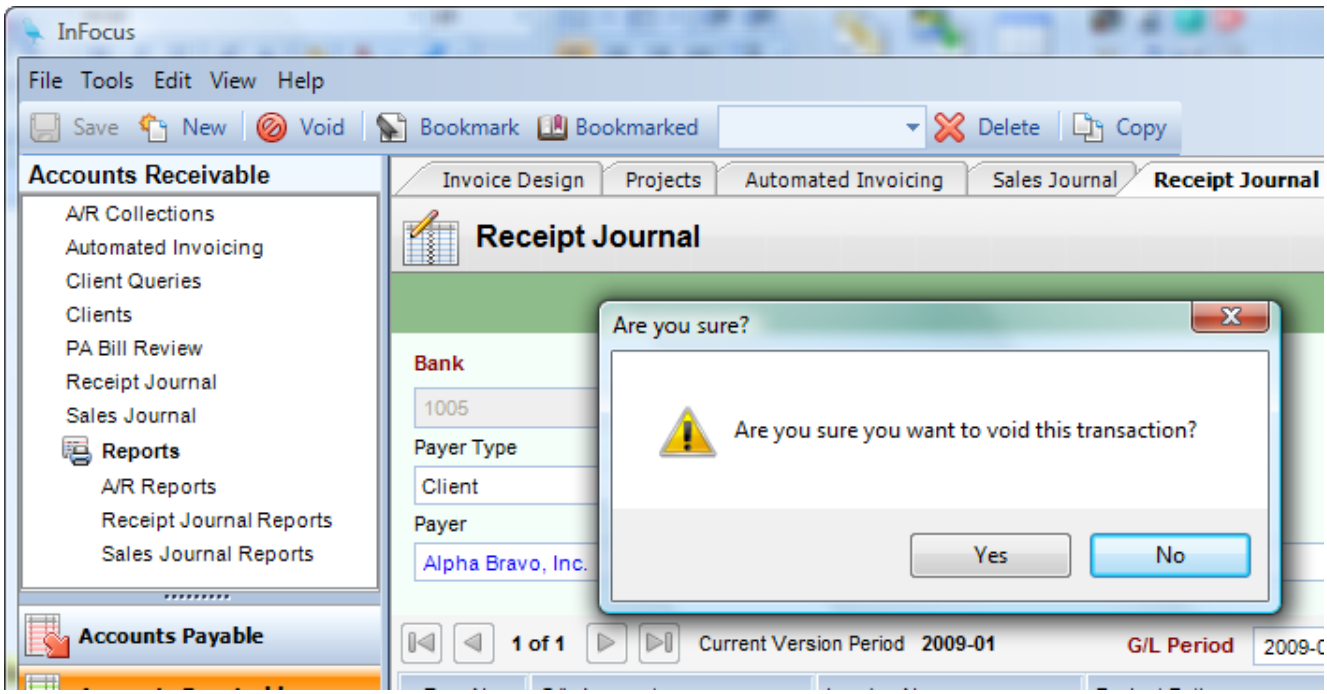
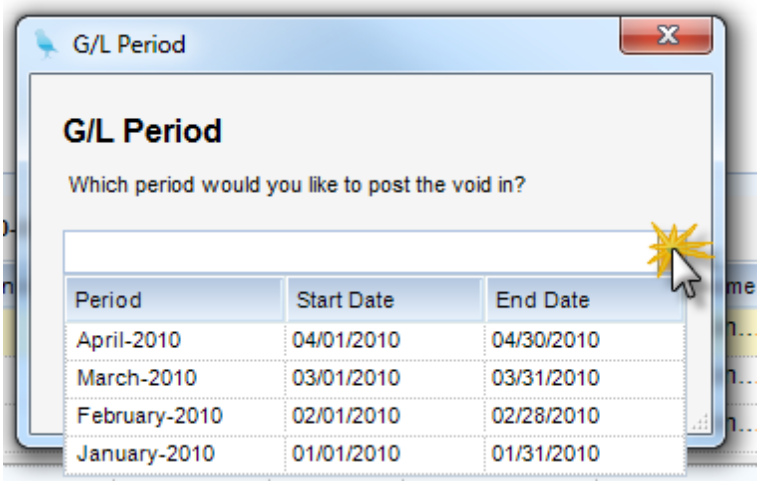


(Fig.1)

Step 4 - Choose which period the void will occur (Fig. 2).



(Fig.2)

4.2.6.5.2 Copy a Transaction

Overview

Copying transactions is useful when there are little or no data changes between transactions (for example, rent). The steps for copying a transaction follow.

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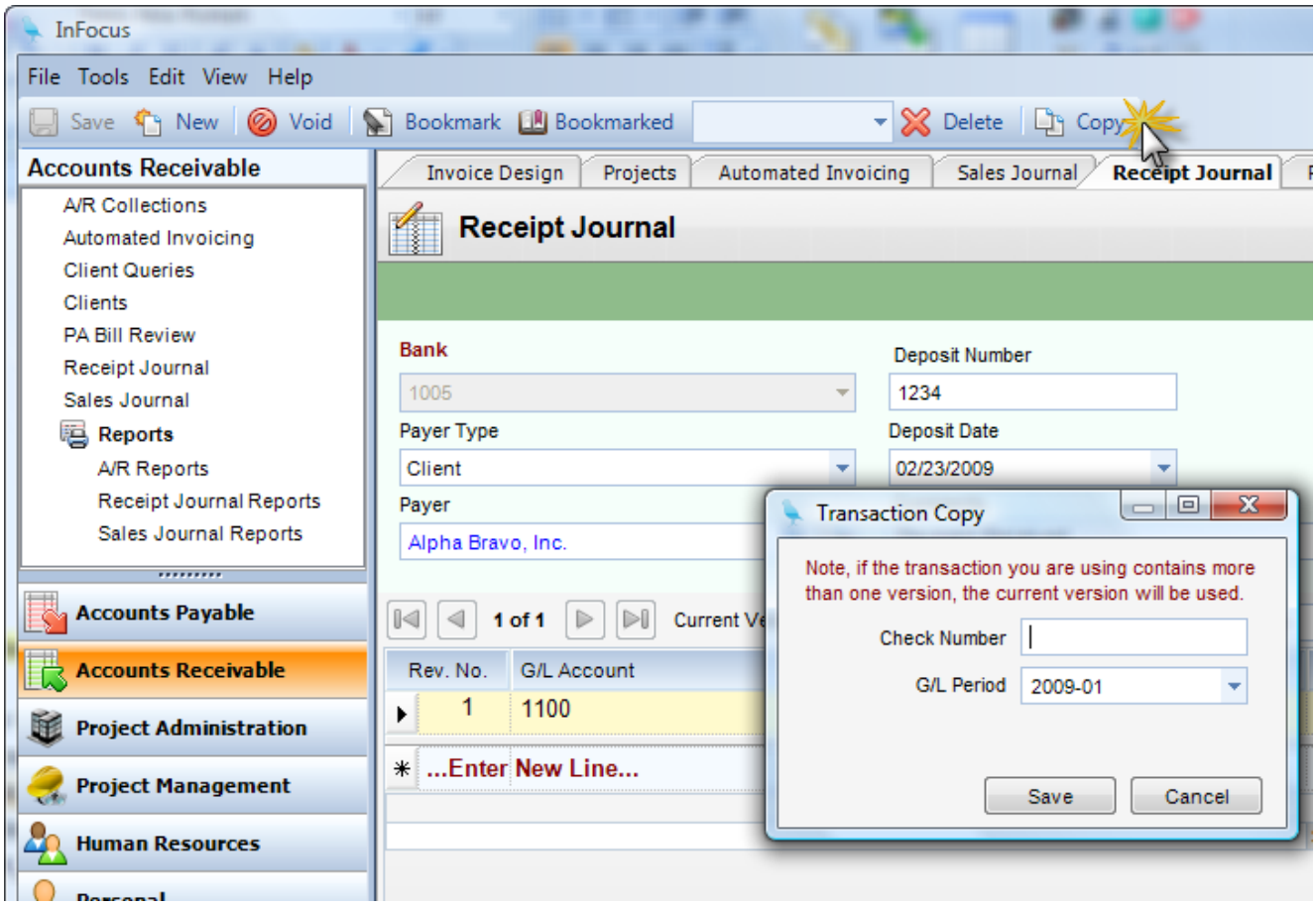
Step 1 - Recall the transaction to be copied to the screen.

Step 2 - Select *Copy* from the toolbar.

Step 3 - You will be prompted for up to four of the following pieces of information.

- **Check Number -** The check number from the received payment that will be added to the transaction that you wish to copy (in the *Receipts Journal).*
- **Key Field** - The key asked for depends on the journal used. In the *Purchase Journal* it is the vender invoice number; in *Disbursements* it is the check number.
- **Transaction Date** - The transaction date depends on the journal used. In the *Purchase Journal*, it is the invoice date; in *Disbursements*, it is the check date.
- **G/L Period** - G/L period for the new transaction. Must be an open period.
- **Mark New Entry as Posted** - When checked, the new entry will be flagged as posted (availability based on *Global Settings*).



4.2.6.5.3 Use Batch Entries

Overview

Batch entries are available in all journals except for the *General Journal (Adjustments Journal).* A *Batch* is a way

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for a user to manually input transactions into the system and check them against the *Batch Total.* Once all of the transactions are entered, the user can then post all of the transactions with the batch.

Step 1 - Select *Batches* from the *Tools* menu. A screen will appear listing all open batches that you have created (shown below).

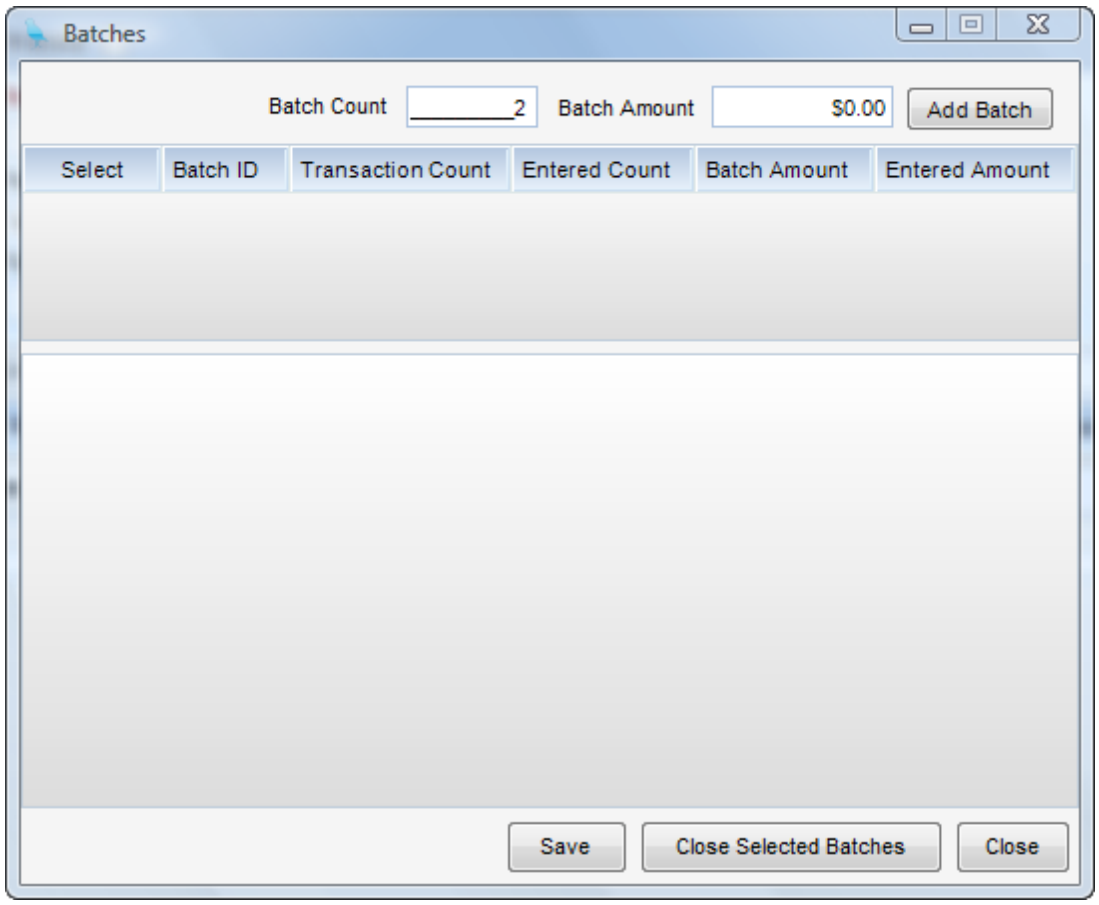
Step 2 - To add a *Batch,* enter the *Batch Count* of the transaction, total monetary worth, and then click *Add Batch.*

Step 3 - Now click *Save.*

***Note* -** When you add transactions, you can enter a *Batch ID.* All subsequent new entries will then default to that *Batch ID.*

Step 4 - When all transactions have been completed, recall the *Batch Entry Administration* screen. The list will show the target totals and the accumulated totals from your entries for your review.

Step 5 - After approving the results, check the *Select* column of the batch and then hit *Close*. This will post all your entries.



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4.2.6.5.4 Delete a Transaction

Overview

How to Delete a Transaction. *Save, delete,* and *void* operate only on the current revision.

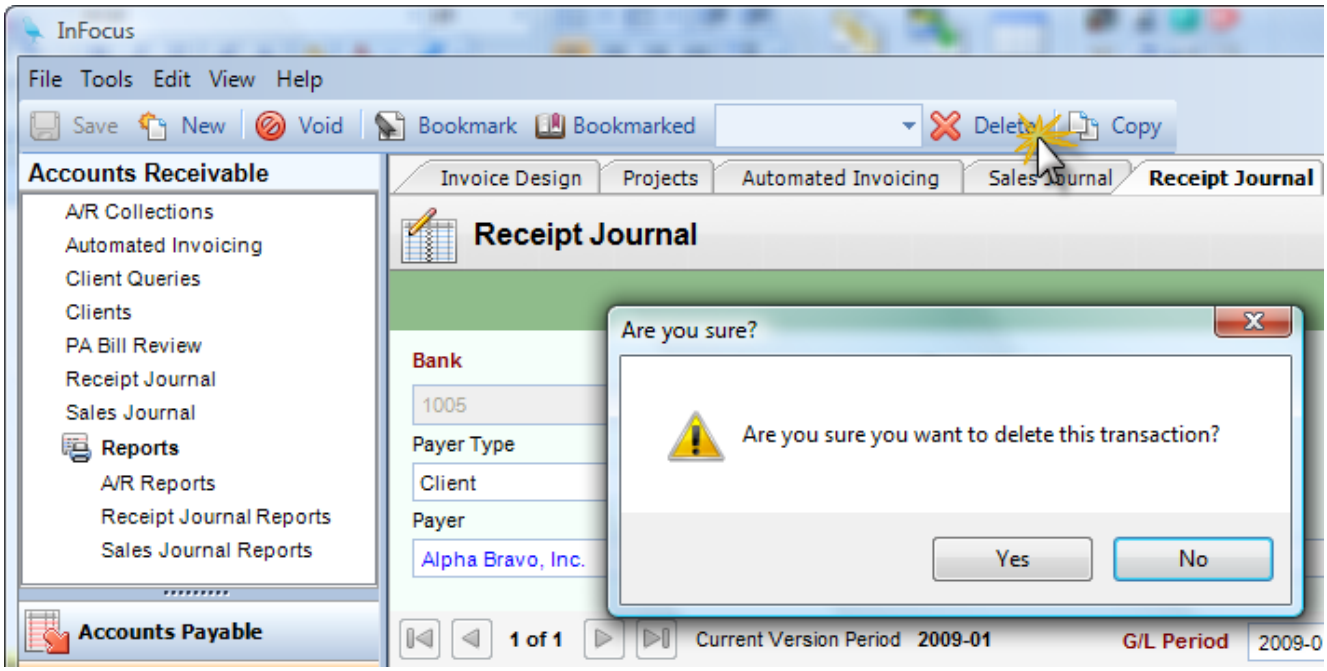
Note - Once all versions are deleted, the transaction is completely eliminated from the system. It can be either disabled or enabled by setting the *Delete* permission on the journal in question.

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Delete* from the toolbar.

Step 3 - Confirm whether you want to delete the entry or not.

Note: Deleting a transaction deletes the current version of a transaction. When you delete a transaction, it is as if it never happened. All labor, expense, etc. associated with the transaction will be reinstated to WIP.



4.2.6.5.5 Bookmark a Transaction

Overview

Bookmarking a transaction helps a user find a commonly used transaction quickly. It is useful when copying a transaction as a new transaction.

There are two bookmark icons in the toolbar of a journal. The one to the left is disabled until you have a transaction on the screen.

Step 1 - To bookmark a transaction, recall a journal entry to the screen.

Step 2 - To create a bookmark, click on the left bookmark icon.

Note - The right bookmark icon is used to obtain a list of bookmarks. Click on an item on the bookmark list to recall the transaction to the screen.

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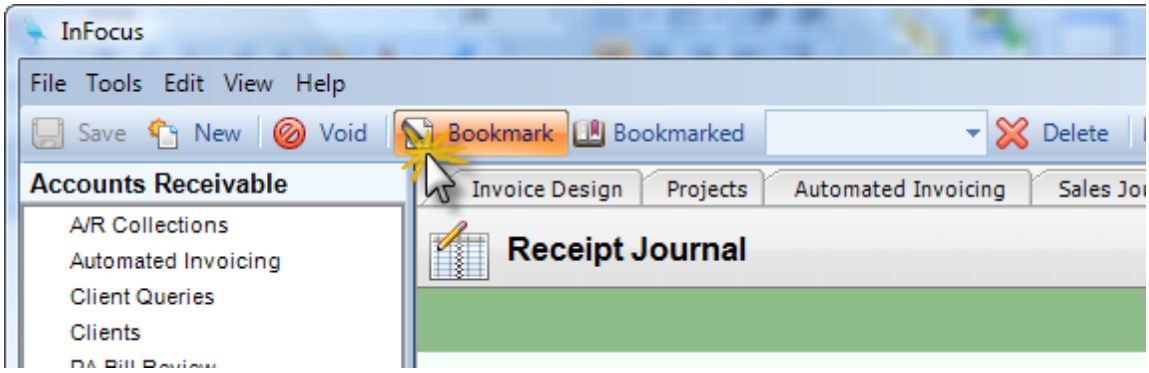


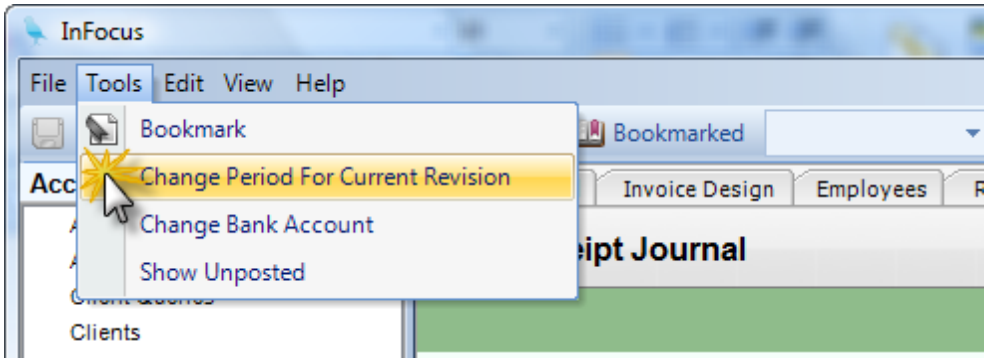
4.2.6.5.6 Change Period For Current Revision

Overview

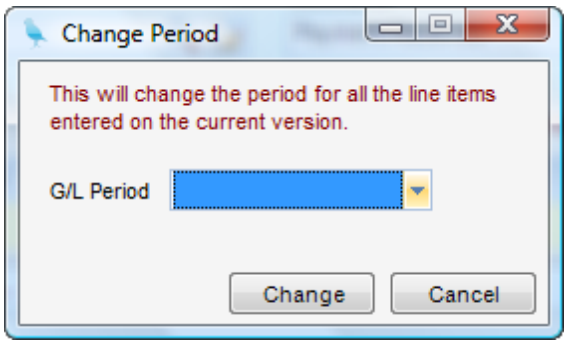
Change Period for Current Revision is used when an entry or series of entries has been entered in the wrong period. The transaction can be moved to the correct period without generating any reversing entries.

Note: You must have special rights to access this function.

Step 1 - To change the period for the current revision, click the *Change G/L Period for Latest Revision* function (located under the *Tools* button on the toolbar).



Step 2 - Select he period to which to move the entry. The entry to must be an open period.



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Step 3 - Click *Change*.

4.2.6.5.7 Show Unposted Entries

Overview

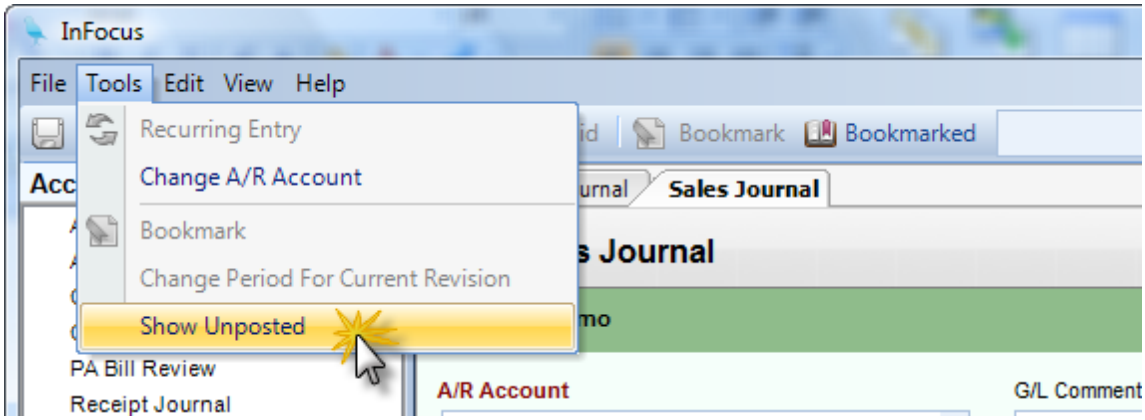
This feature is available in all journals except the *General Journal*.

Step 1 - Select *Show Unposted* from the *Tools* option on the toolbar.

Step 2 - You will receive a screen asking for the G/L Period. Select any open period and the grid will list all unposted transactions.

Step 3 - If desired, you can then post these transactions en masse.

Note - It is a good idea to check each journals' unposted list prior to closing the books for a period.



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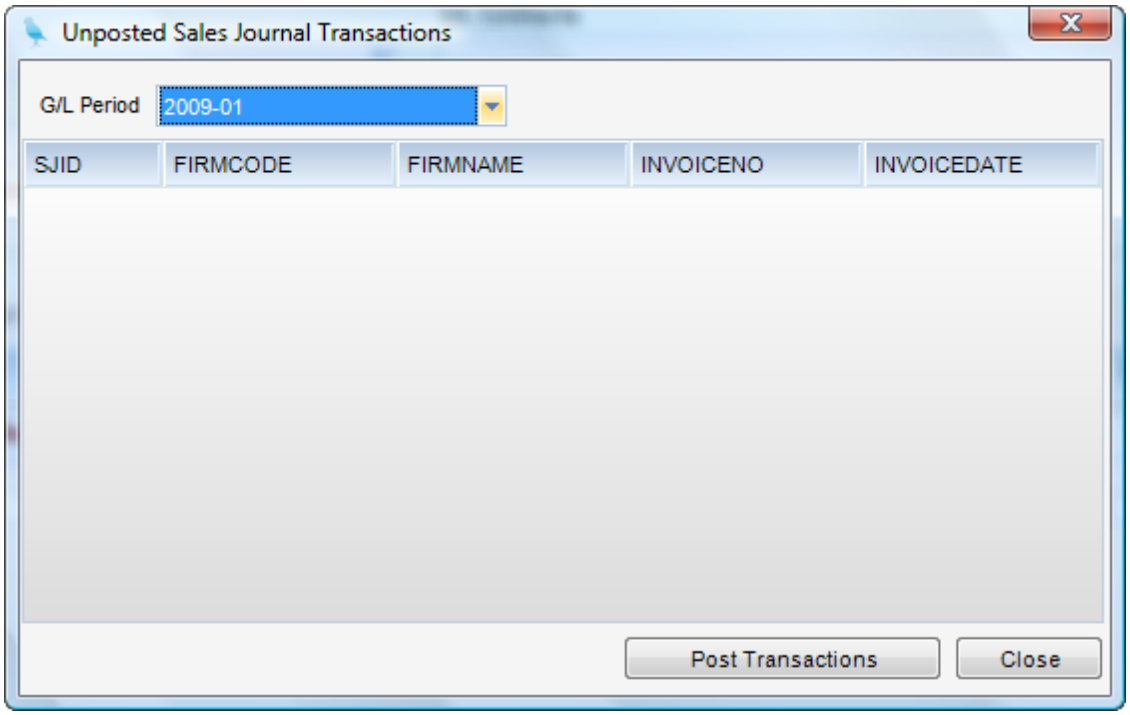

4.2.6.5.8 Change Grid Display

Overview

You can change the grid display.

To change the displayed columns and rows:

Step 1 - Choose *View* from the tool menu and then *Columns*. A list of columns will appear.

Step 2 - Place a check next to the selected column. The information will then be displayed in the grid.

Note - To deselect a column, remove the check mark. The information is then removed from the grid. All selectable columns are read only. Options may vary between journals.

Note 2 - On the header of the transaction is a *Show Audit Trail* check box. When checked, all entries (including reversing entries) will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.

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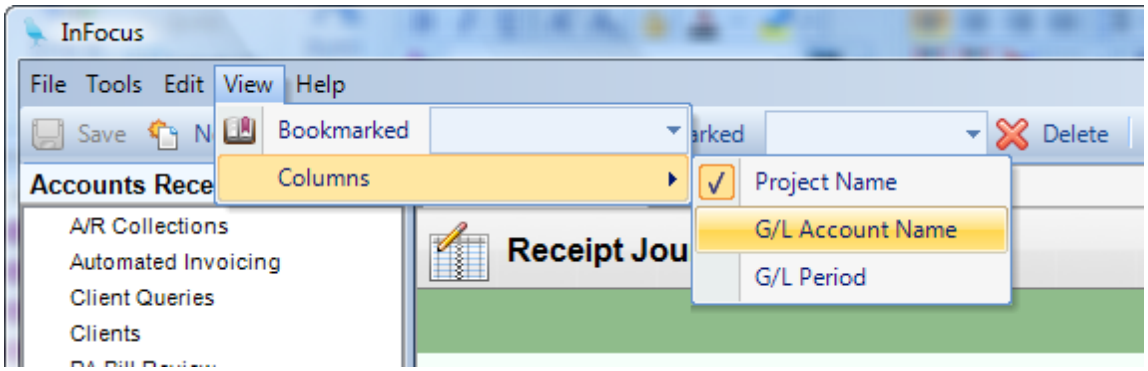
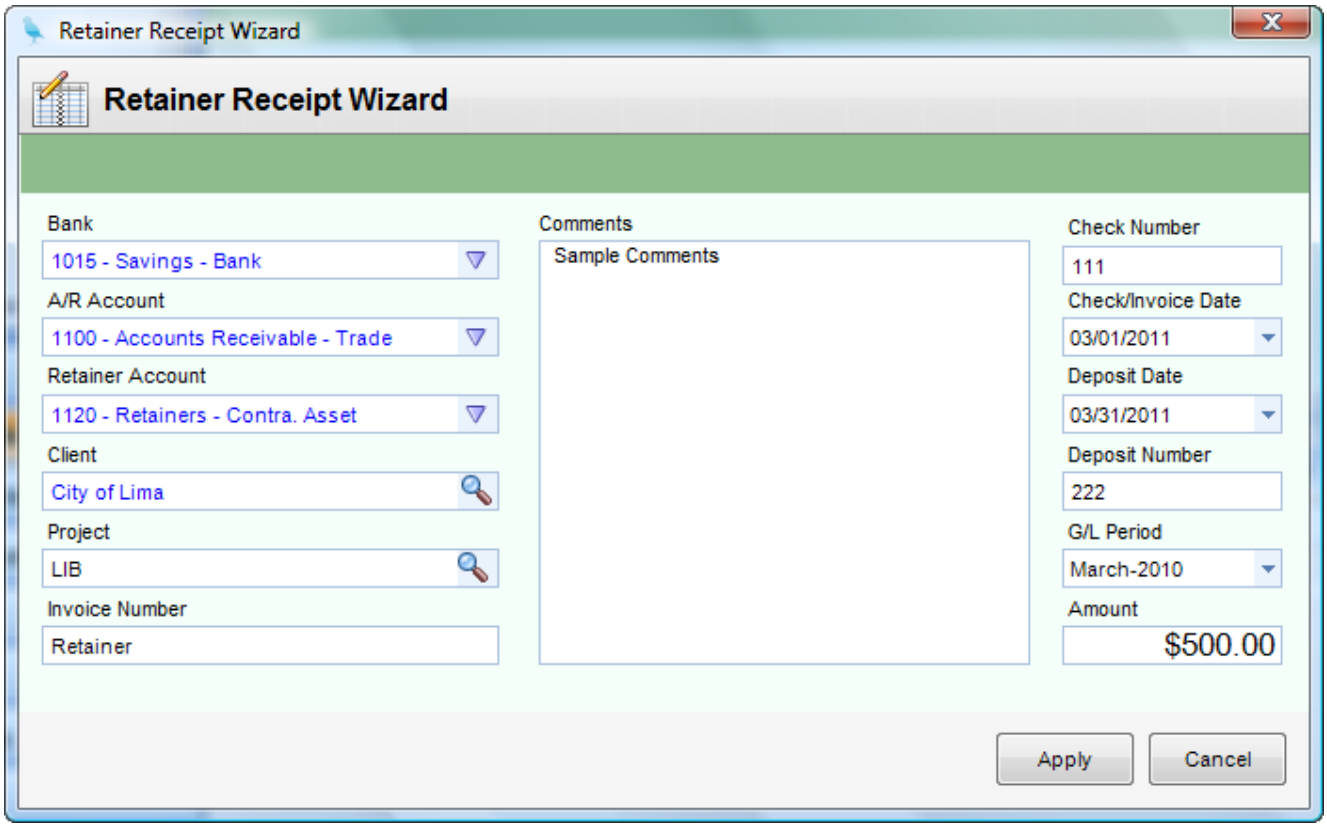


4.2.6.5.9 Add a Retainer using the Retainer Wizard

Overview

The Retainer Wizard is a quick and easy way to enter a retainer.

Step 1 - Enter the appropriate in the given fields (Fig.1).



(Fig. 1)

Step 2 - Click **Apply**. This automatically creates both a Sales Journal Entry (Fig. 2) and a Receipt Journal Entry (Fig. 3).

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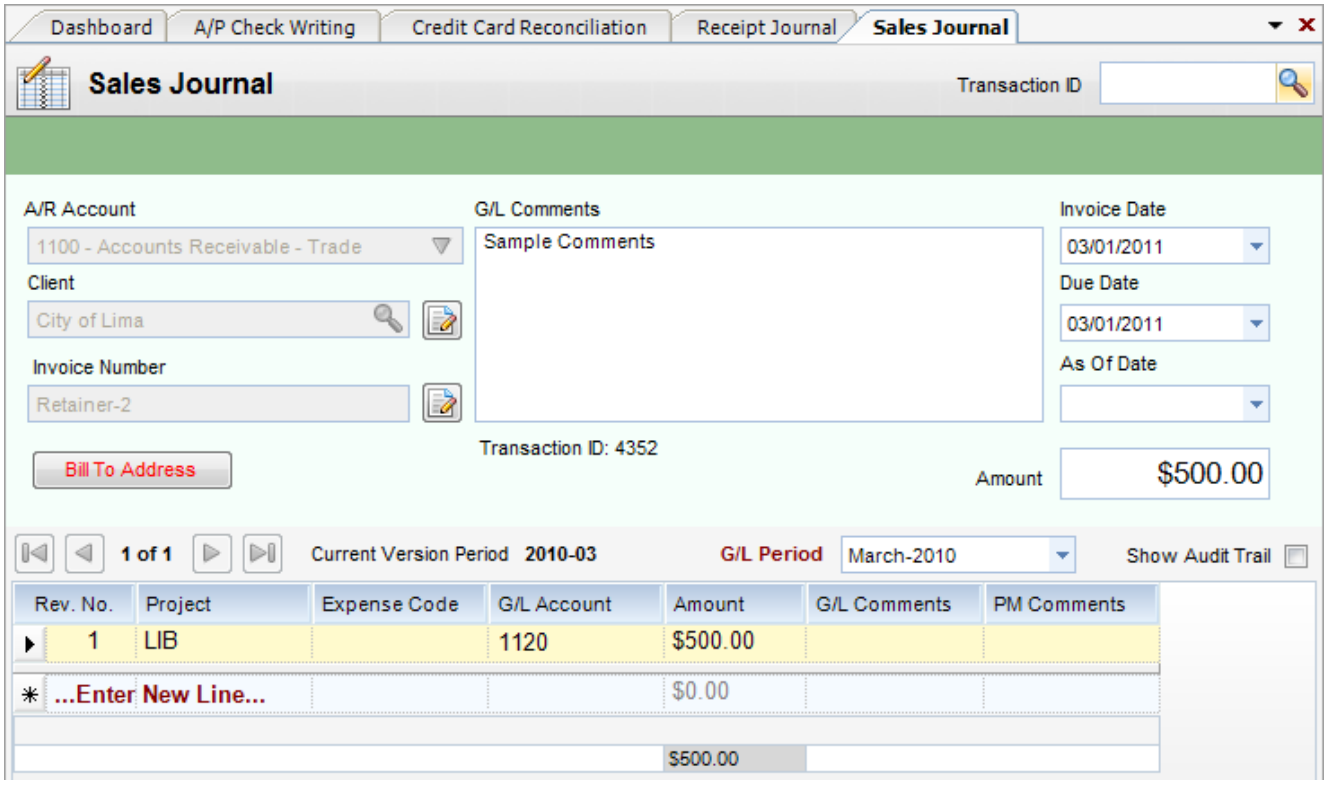
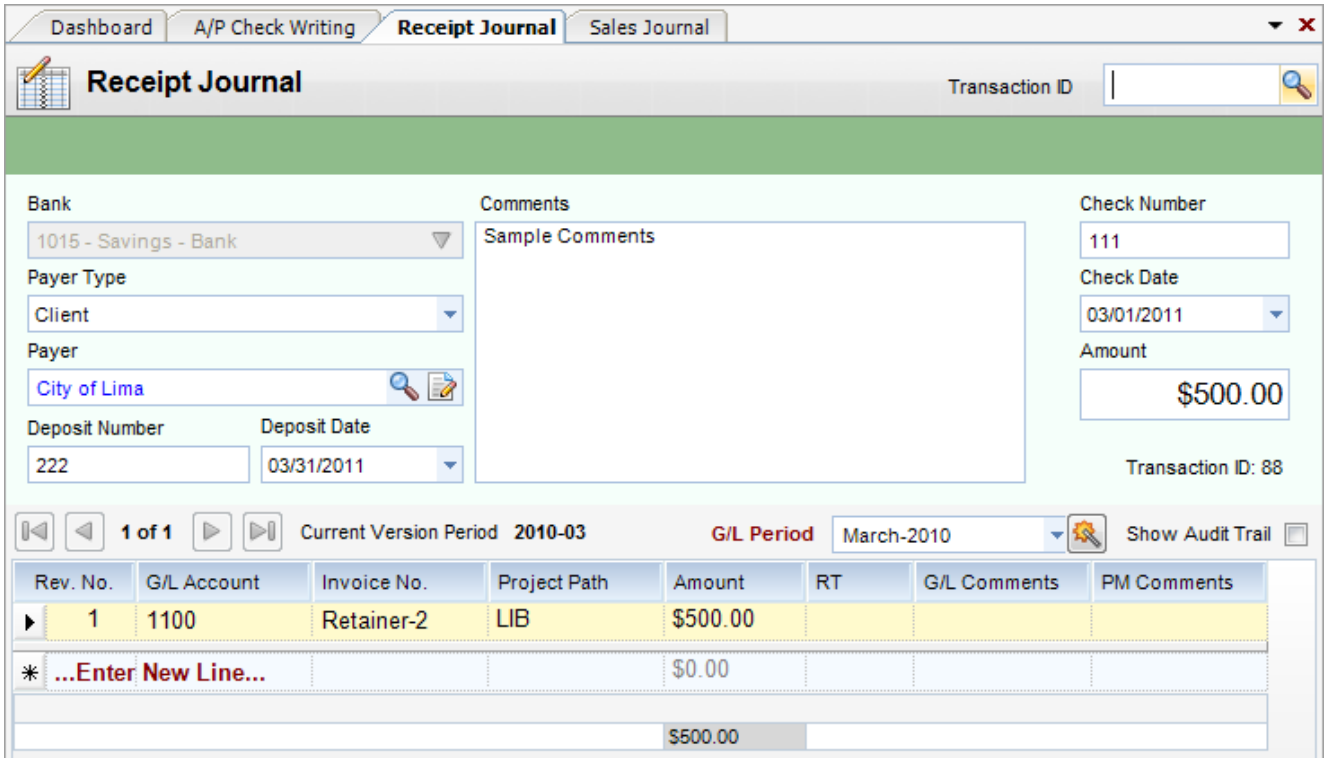


(Fig. 2)



(Fig.3)

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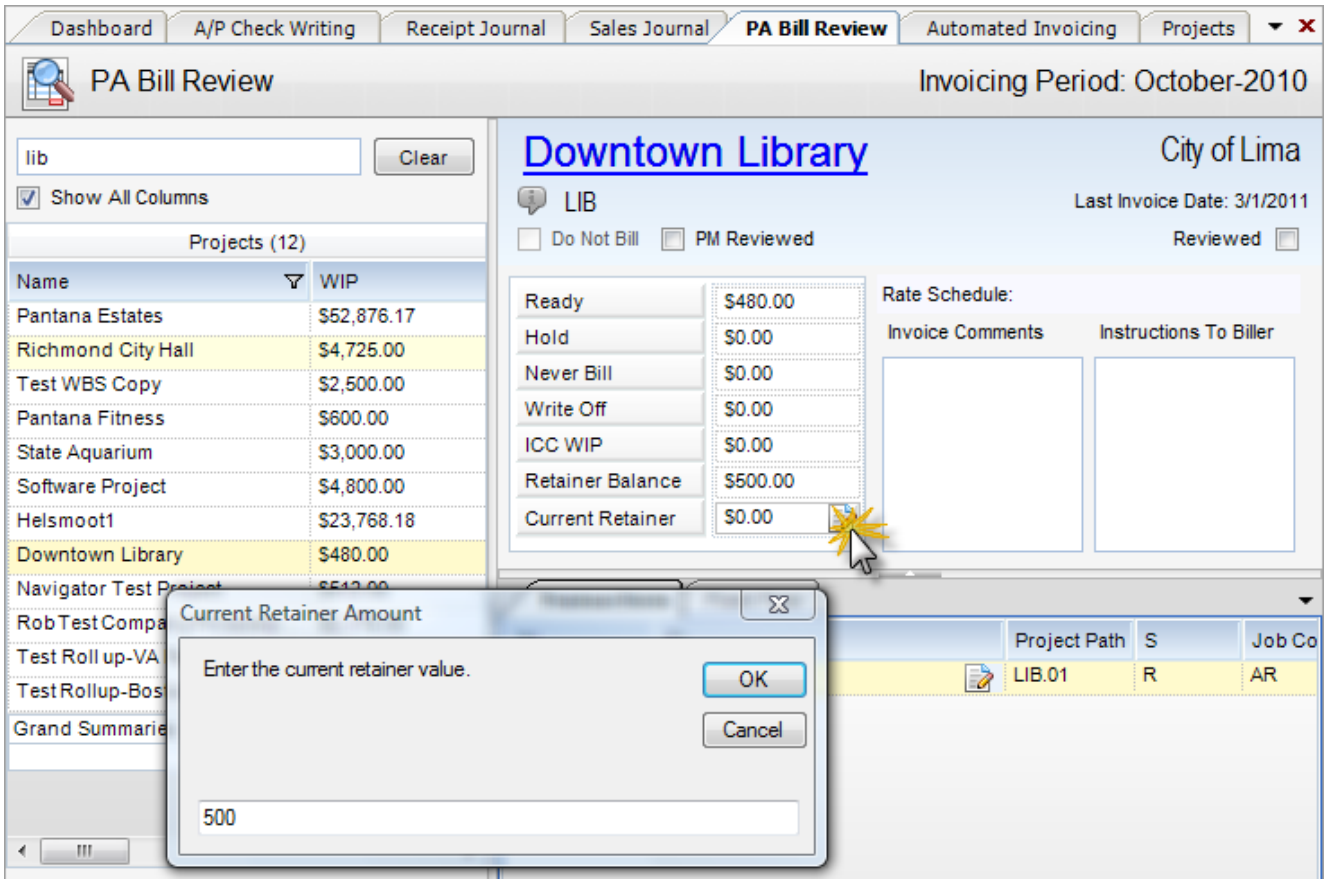
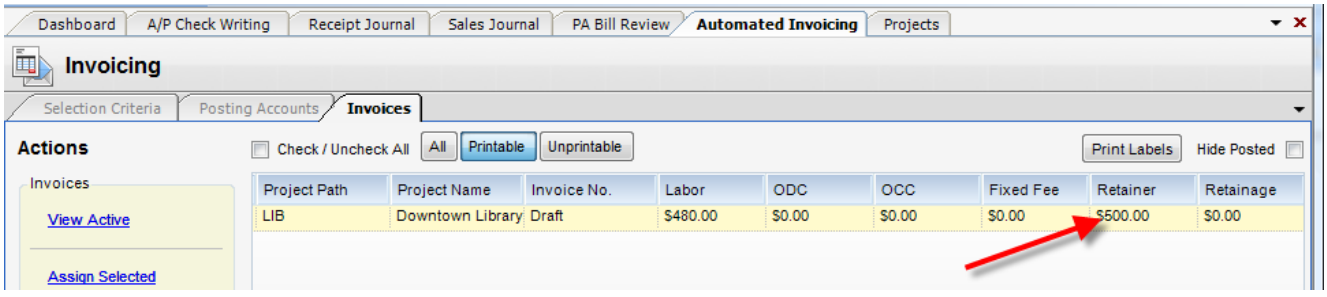
Step 3 - To apply the retainer to an invoice, go to PA Bill Review (Accounts Receivable) and pull up the project being invoiced. Click the Paper/Pencil icon next to **Current Retainer** (Fig.4). Type in the correct amount and click **OK.**



(Fig. 4)

Step 4 - Now go to Automated Invoicing (Accounts Receivable) and run the project with the Retainer (Fig.5). You will see the retainer in the grid. From here you are able to assign and post the invoice that includes the retainer.



(Fig.5)

4.2.7 Sales Journal

Overview

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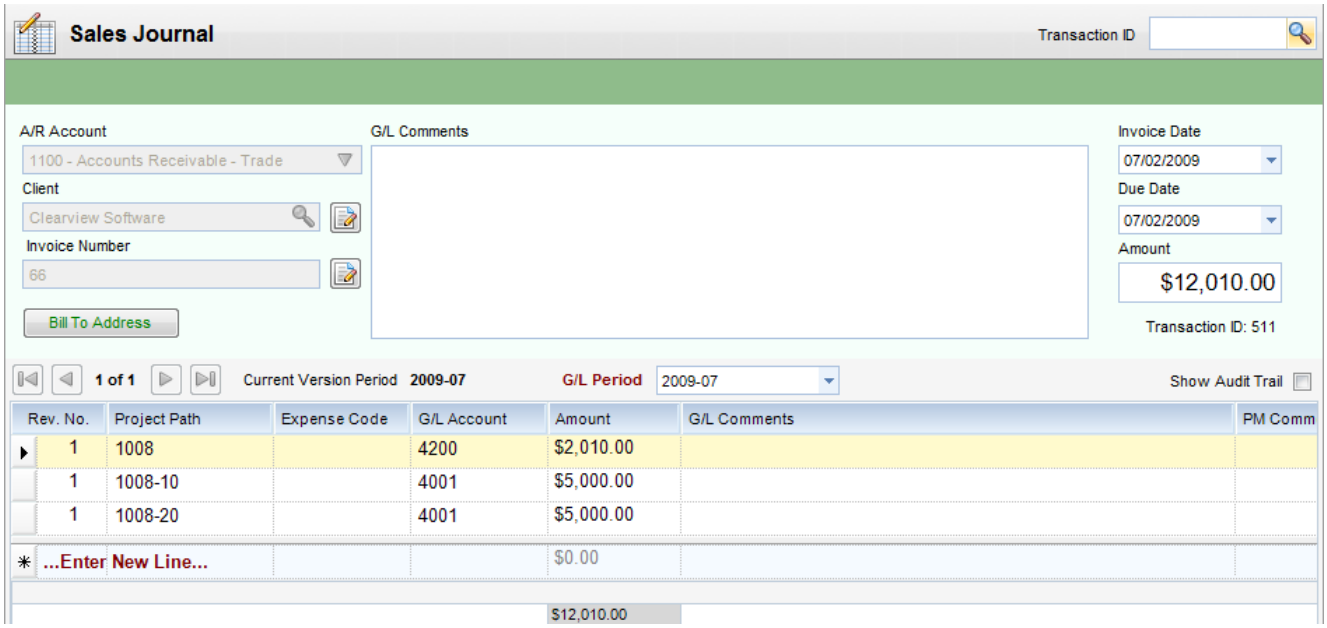
Client invoices are entered in the *Sales Journal*. Transactions entered here must be offset against an *Accounts Receivable* account. This is the header side of the transaction.

Most transactions in the sales journal are entered automatically from automated invoicing.

Note: The *Sales Journal* makes assumptions on debits and credits. It assumes the detail amount is a credit, so when you enter a positive amount, it is saved behind the scenes as a negative (credit).



4.2.7.1 Header

Overview

The header section is referred to as the control side. It contains the common data for a client invoice, the *Accounts Receivable* account and transaction amount.

There are three key fields that uniquely identify a client invoice.

1) The *Accounts Receivable* account

2) The client

3) The invoice number

Note: With proper permissions, the client or invoice number can be edited on a previously saved record. Select the *Notes* icon next to each field. No audit is retained on the change.

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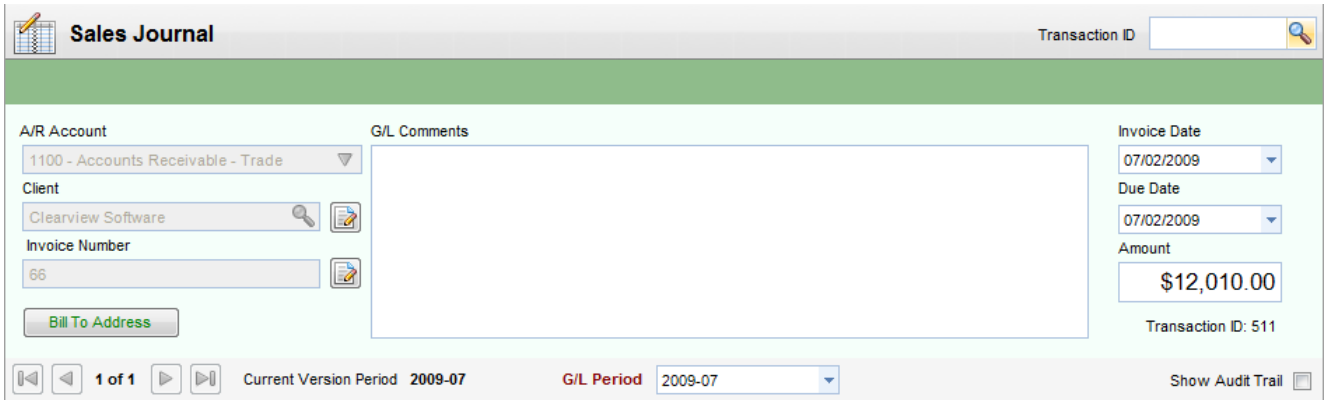

Fields

- **A/R Account** - The *Accounts Receivable G/L* account is the control account. It must have a sub-ledger type of *Accounts Receivable.* A/R sub-ledger reports can be printed for an individual or combined account (account indifferent).
- **Client** - Client for this transaction. Once saved, you need special permission to change.
- **Invoice Number** - Client invoice number. Once saved, you need special permission to change.
- **G/L Accounts** - Comments to appear in G/L report. Will show on control side and, if no G/L comment is entered on the line item, it will also print on those as well.
- **A/R Comments** - Appears on *Accounts Receivable* report.
- **Invoice Date** - Client invoice date.
- **Due Date** - Automatically calculated by adding net days from the client setup to the invoice date. Can be overridden here.
- **Amount** - Amount of invoice. Must balance to the line entries in the detail section.
- **Bill To Address** - Assigned *bill-to* address for this invoice. Clicking on it will generate a list of available addresses, as well as the currently selected one. If button text is red, no address has been assigned.
- **G/L Period** - General ledger period for this transaction or revision to effect. Defaults to current period and only open periods are allowed.
- **Show Audit Trail -** The *Show Audit Trail* check box appears on the header of the transaction. When checked, all entries (including reversing entries) will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.

4.2.7.2 Detail Section

Overview

Distribution of client invoices to G/L accounts and WBS paths occur in the detail section of the *Sales Journal*.

Note: On a new row, F2 duplicates the row from above; otherwise, it copies the current row to a new line.

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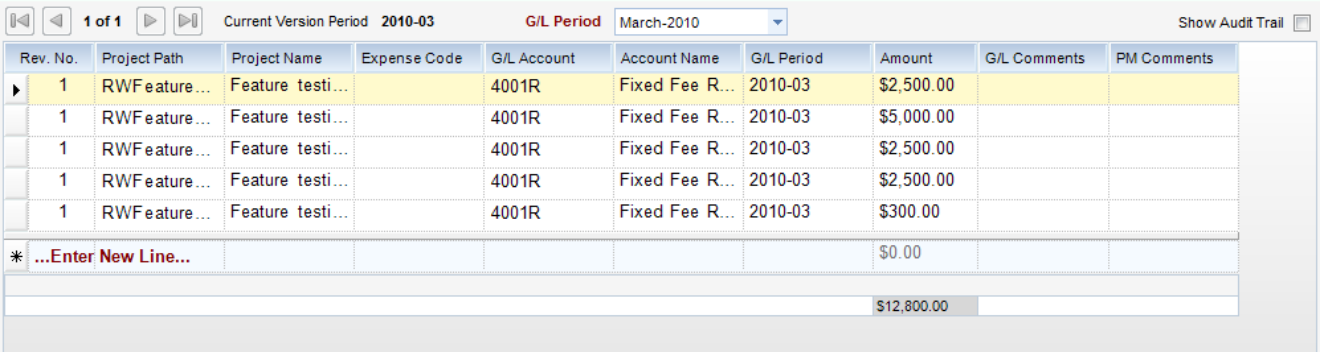


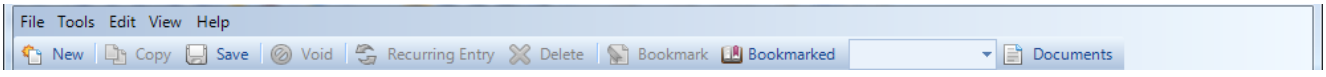
Fields

- **Rev. No. -** The number of the revision of the Journal entry. The original entry is 1.
- **Project Path** - WBS path. Optional
- **Project Name** - Displays the Project Name in the detail section. This is optionally shown through the toolbar under *View / Columns*.
- **Expense Code** - Optional. Displays the Expense Code of the transaction.
- **G/L Account** - Limited to *billed and unbilled revenue, WIP, retainage, retainer, bad debt*, and *late charge accounts*.
- **G/L Account Name -** Displays the GL Account Name in the detail section. This is optionally shown through the toolbar under *View / Columns*.
- **G/L Period -** Displays the GL Period in the detail section. This is optionally shown through the toolbar under *View / Columns*.
- **Amount** - Line item amount
- **G/L Comments** - General ledger comments. Will print on G/L reports in place of comments on header of transactions for this line item.
- **PM Comments** - *Project Management* comments. Appears on *Project Management* reports and invoices.

4.2.7.3 Sales Journal Toolbar

Overview

The *Sales Journal* toolbar gives the user (if given the appropriate permissions) numerous capabilities within the journals of *InFocus*. A list of those capabilities follows.



- **New -** Creates a new journal transaction.
- **Save -** Saves the current journal transaction.

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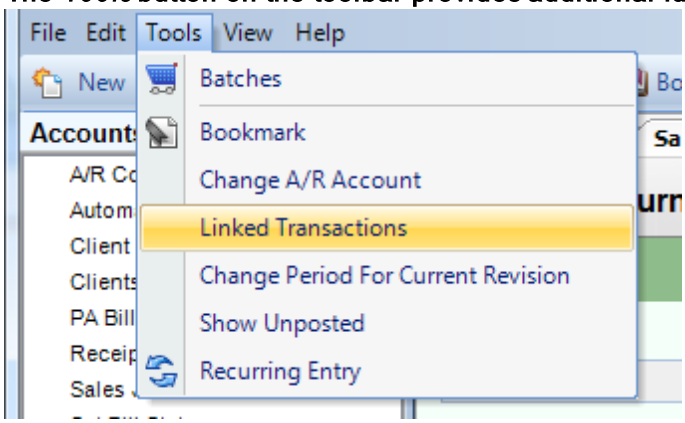
- **Void -** Voids the current journal transaction.
- **Copy -** Copies the current journal transaction to the journal.
- **Batches -** When clicked, a *Batches* box will pop up. Batches are a way for a user to manually input transactions into the system and check them against the *Batch Total.* Once all the transactions are entered, the user can then post all of the transactions within the batch.
- **Recurring Entry -** Allows a user to enter recurring entries.
- **Delete -** Deletes the current journal transaction.
- **Bookmark -** Bookmarks the current journal transaction for future retrieval.
- **Bookmarked** - Shows whether or not the current journal entry has been bookmarked or not.
- **Documents -** Opens the Document Management pop-up. There you are able to upload, view, modify and delete archived documents.

The *Tools* button on the toolbar provides additional functions available in the journal (described below).



Tool Button Options

- **Batches -** When clicked, a *Batches* box will pop up. Batches are a way for a user to manually input transactions into the system and check them against the *Batch Total.* Once all the transactions are entered, the user can then post all of the transactions within the batch.
- **Recurring Entry -** Allows a user to enter recurring entries.
- **Linked Transaction -** This option becomes enabled when a previously entered entry is recalled to the screen. The option will bring up a window showing all cost transactions that are associated with this invoice. The window also allows you to unlink transaction or link to transactions that are not linked to any other invoice. There is a print icon that will generate a report of all the linked items.
- **Bookmark -** see above
- **Change Period for Current Revision -** This will change the G/L Period for all of the line items entered on the current version of the journal entry.
- **Change A/R Account -** Allows the user to change the A/R Account for the current transaction.
- **Show Unposted -** Shows unposted *Sales Journal* transactions for a specific G/L/ period.

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4.2.7.4 Sales Journal Report

Overview

The *Purchase Journal Report* allows you to run different reports against the *Purchase Journal* using the following criteria.

Starting Period - Starting G/L accounting period

Ending Period - Ending G/L accounting period

All A/R Accounts - When checked, all *Accounts Receivable* accounts are included.

Single A/R Account - When entered, only specified *Accounts Receivable* accounts are included.

Accounts from this Org. - When entered, only specified accounts associated with the specified Org. Unit is included.

Include Org. Children - When checked, the Org. Children from the specified Org. Unit are included.

Print Projects - When checked, projects will print.

Print Periods - When checked, the G/L accounting period will print for each transaction. When a transaction spans more than one period, the transactions lines are grouped within the appropriate period.

Print G/L Comments - When checked, G/L comments will print.

Print PM Comments - When checked, project management comments will print.

Print Recap - When checked, a summary section showing totals by G/L account will print.

When you double click *Sales Journal Report* (located in the *Applet* section of the *A/R Module),* the following box pops up.

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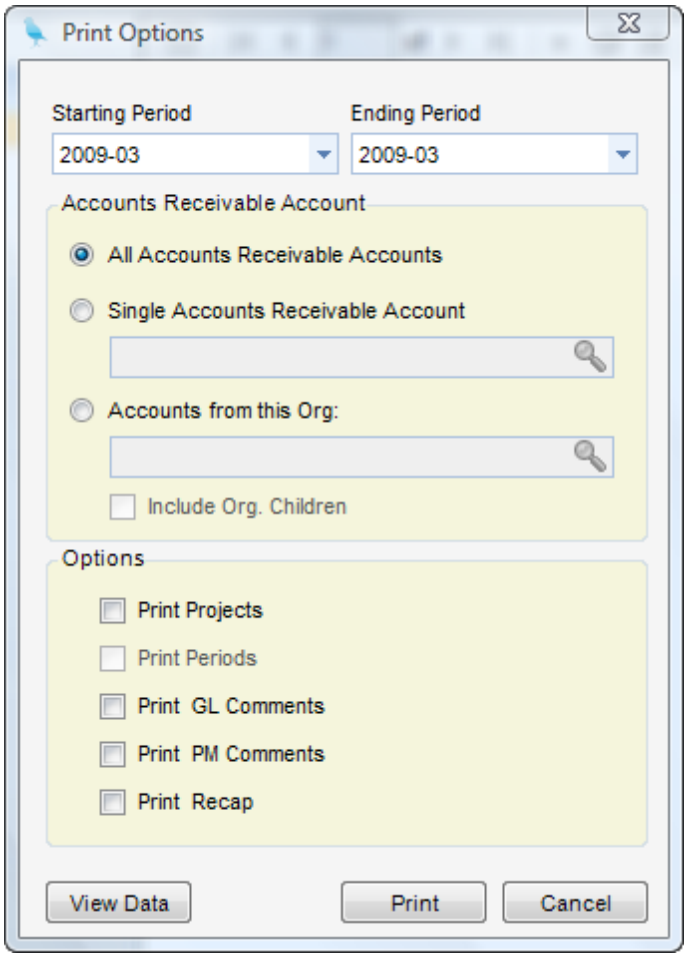

4.2.7.5 How To

4.2.7.5.1 Void a Transaction

Overview

How to void a transaction. *Save, delete,* and *void* operate only on the current revision.

Note - Depending on *Global Settings* and the G/L period for the void, a new revision may occur. In some journals, if the entry has line items from other journal associated with it, as in an automated entry, the associations will be released. (An example would be voiding a *Sales Journal* entry that had time and expense associated with it.)

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Void* from the toolbar.

Step 3 - Confirm whether you want to void the entry or not (Fig.1).

Note: The *Void* saves all the amounts as zero. All labor, expense, etc., will be reinstated to WIP only if the current version is the first version. The invoice number associated with the *Void* cannot be reused.

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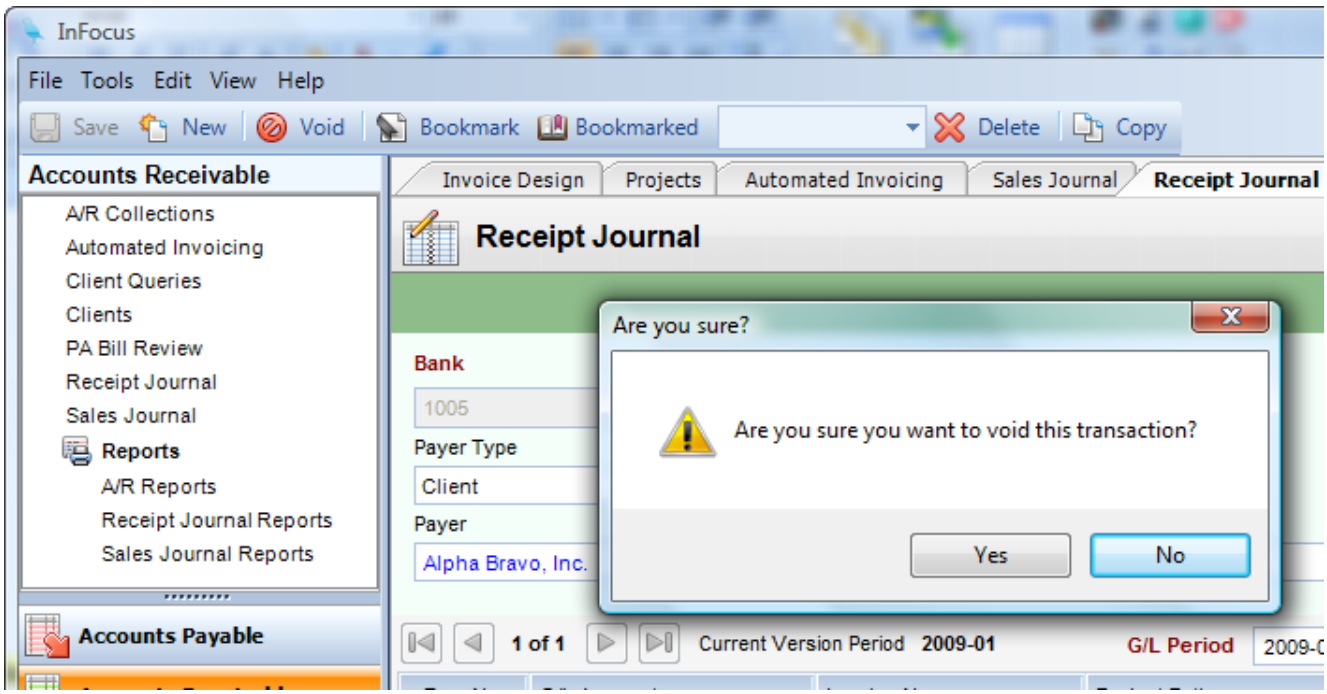
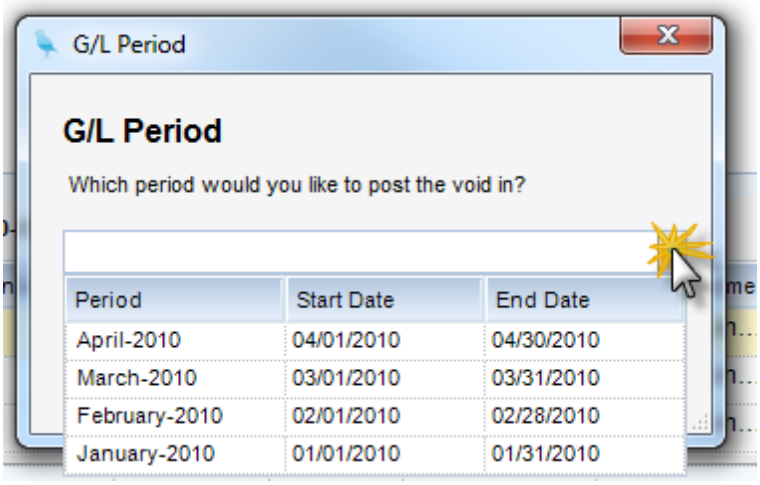


(Fig.1)

Step 4 - Choose which period the void will occur (Fig. 2).



(Fig.2)

4.2.7.5.2 Copy a Transaction

Overview

The ability to copy transactions is useful when little to no data changes between transactions (rent, for example). The steps to copying a transaction are as follows.

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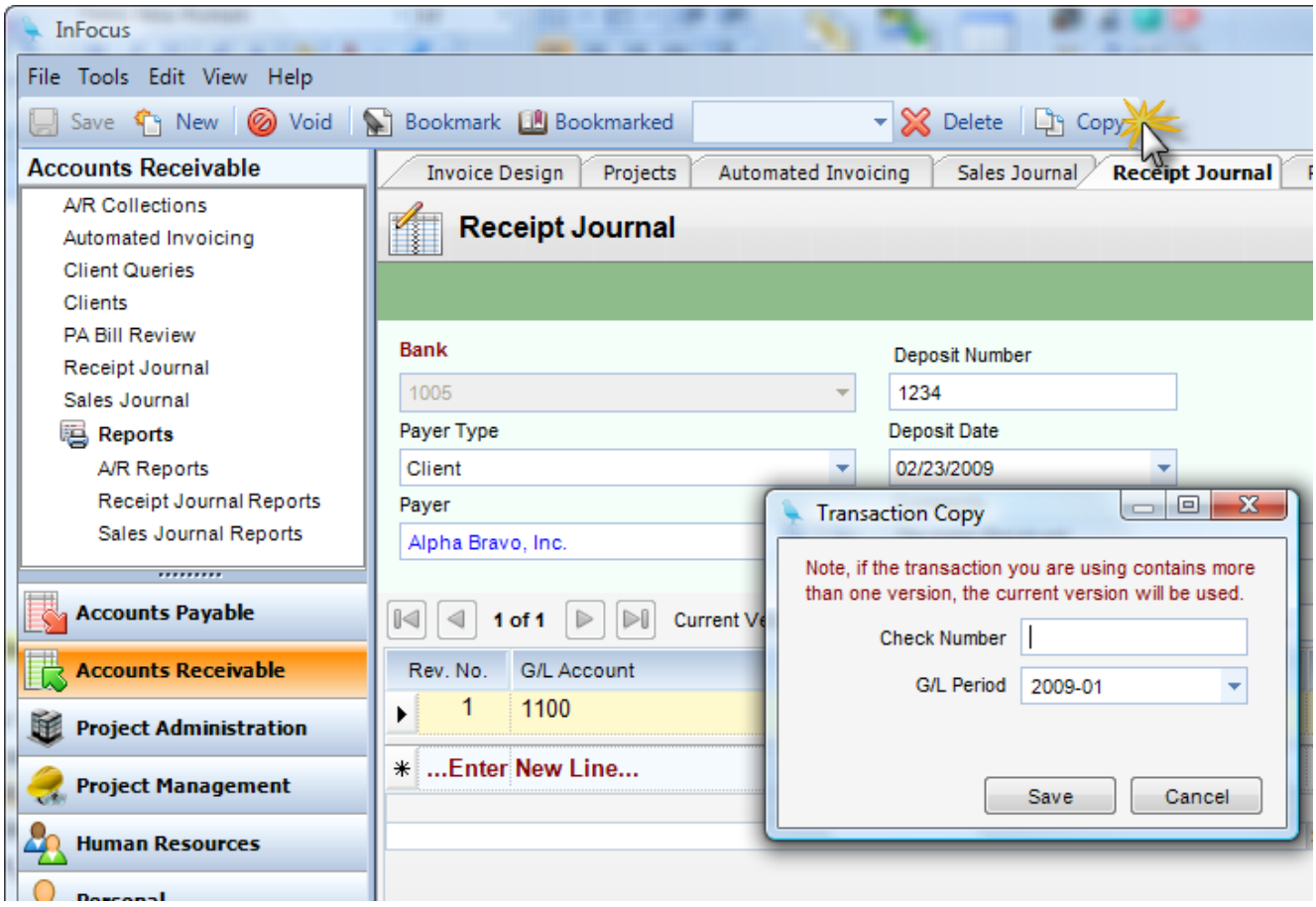
Step 1 - Recall the transaction to be copied to the screen.

Step 2 - Select *Copy* from the toolbar.

Step 3 - Up to four pieces of information will be required to proceed. They are as follows.

- **Check Number -** The check number from the received payment to add to the transaction you wish to copy (in the *Receipts Journal).*
- **Key Field** -The *Key Field* requested depends on the journal. For example, in the *Purchase Journal*, it is the vender invoice number; in *Disbursements,* it is the check number.
- **Transaction Date** - The *Transaction Date* depends on the journal. For example, in the *Purchase Journal*, it is the invoice date; in *Disbursements*, it is the check date.
- **G/L Period** - G/L period for the new transaction. Must be an open period.
- **Mark New Entry as Posted** - When checked, the new entry will be flagged as posted (available based on *Global Settings*).



4.2.7.5.3 Use Batch Entries

Overview

Batch entries are available in all journals except for the *General Journal* (*Adjustments Journal*). Batches allow the

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user to manually input transactions into the system and check them against the *Batch Total*. Once all transactions are entered, the user can then post them in the *Batch*.

Step 1 - Select *Batches* from the *Tools* menu. A screen will appear listing all open batches you have created (shown below)

.

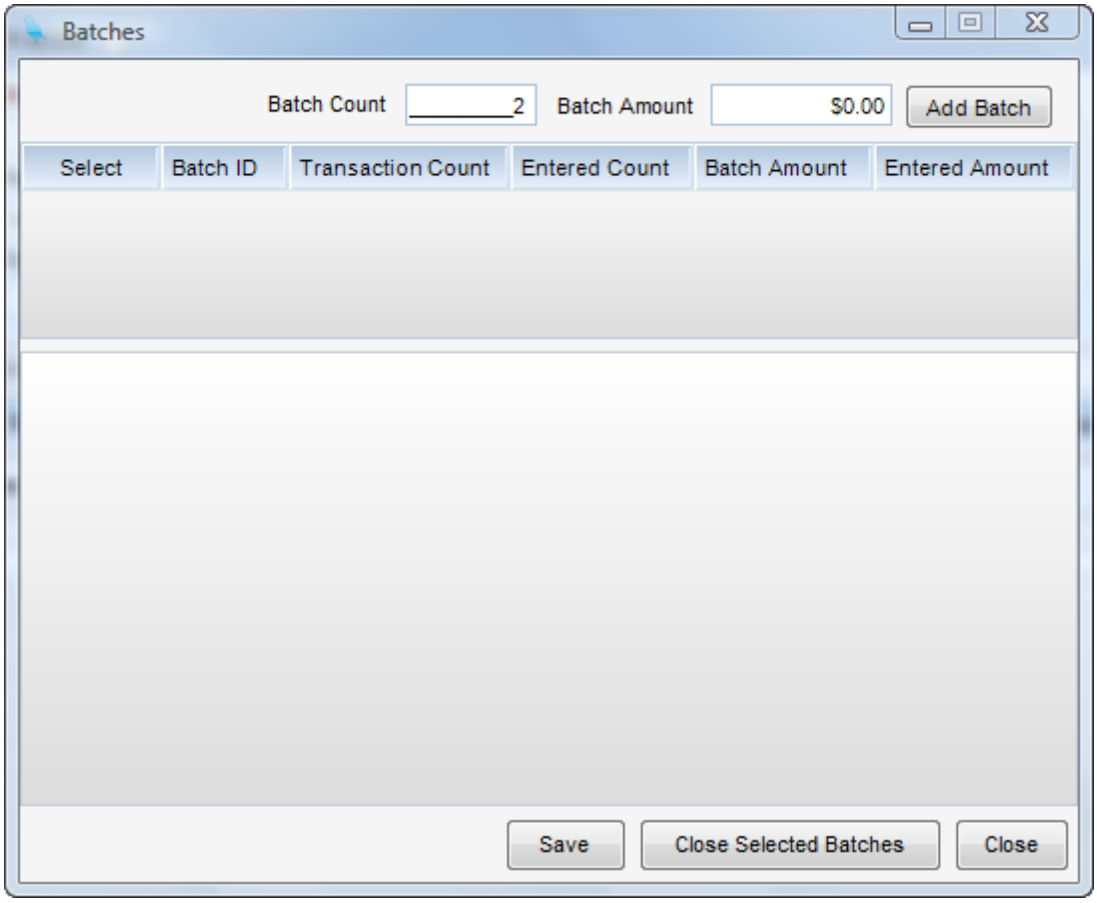
Step 2 - To add a batch, enter the Batch Count of the transaction and the total monetary worth. Click *Add Batch*. The system will then add a batch to the list with a unique batch ID.

Step 3 - Now click *Save*.

***Note* -** When you add transactions, you can enter a Batch ID. All subsequent new entries will then default to that Batch ID.

Step 4 - When all transactions have been completed recall the batch entry administration screen. The list will show the target totals and the accumulated totals from your entries for your review.

Step 5 - After approving the results, check the *Select* column of the batch. When you hit *Close Selected Batches* and your entries will be posted.



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4.2.7.5.4 Recurring Entries

Overview

Recurring entries can be made for all journals except *Employee Reimbursable* and *Cash Disbursements*. Recurring entries are implemented by using a mass copy operation.

Step 1 - To make a recurring entry, you must first enter one transaction.

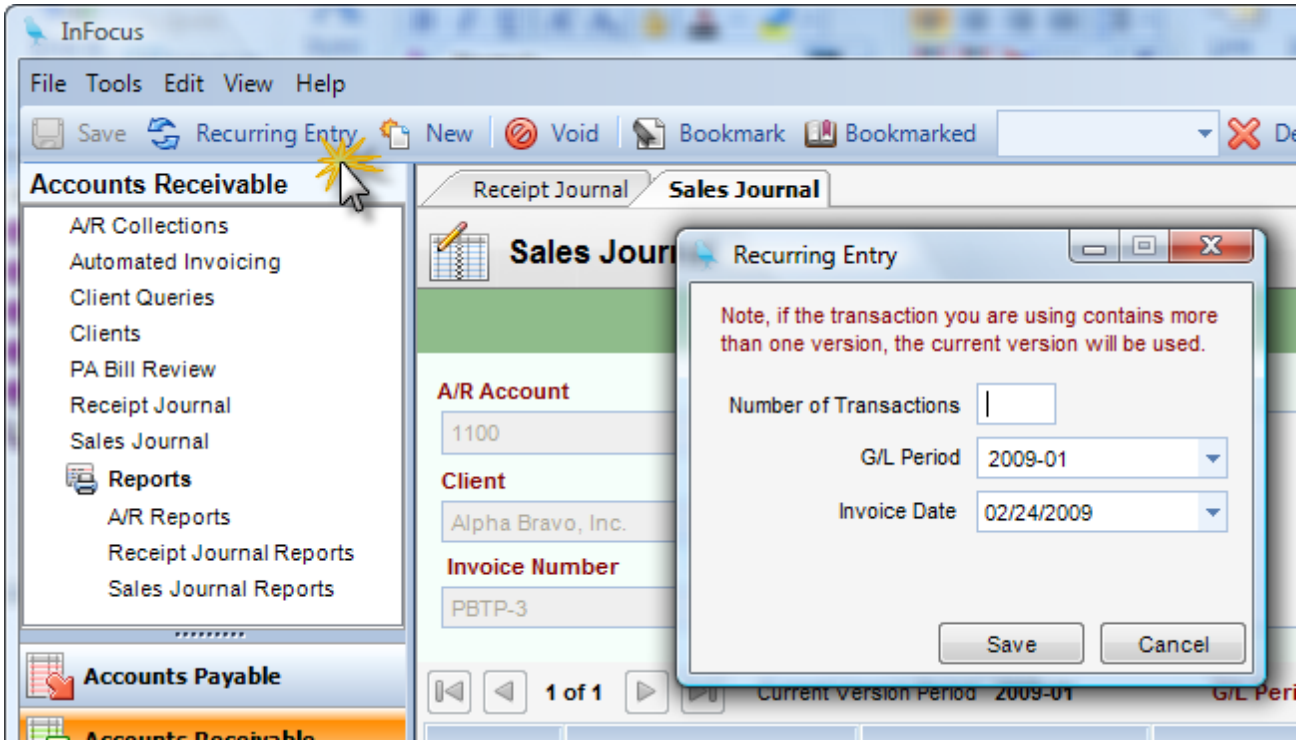
Step 2 - After entering a transaction, click on the *Recurring Entry* button to copy a specified number of times, beginning with a specified G/L period.

Note - In the case of purchases and sales, the assigned invoice number is the same as the G/L period code. The *Recurring Entry* button becomes activated when you recall an existing transaction to the screen. This will be the transaction it copies.

Step 3 - When the option is selected, the user will need to give it three pieces of information.

- **Number of Transactions** - Number of copies
- **G/L Period** - The G/L Period is the first or starting period for the first copy. It will automatically increment for each subsequent copy.
- **Transaction Date** - The first transaction date for the first copy automatically adds thirty days for each subsequent copy.

Note - The user must have the required G/L periods established. They do not have to be open periods.



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4.2.7.5.5 Delete a Transaction

Overview

How to Delete a Transaction. *Save, delete,* and *void* operate only on the current revision.

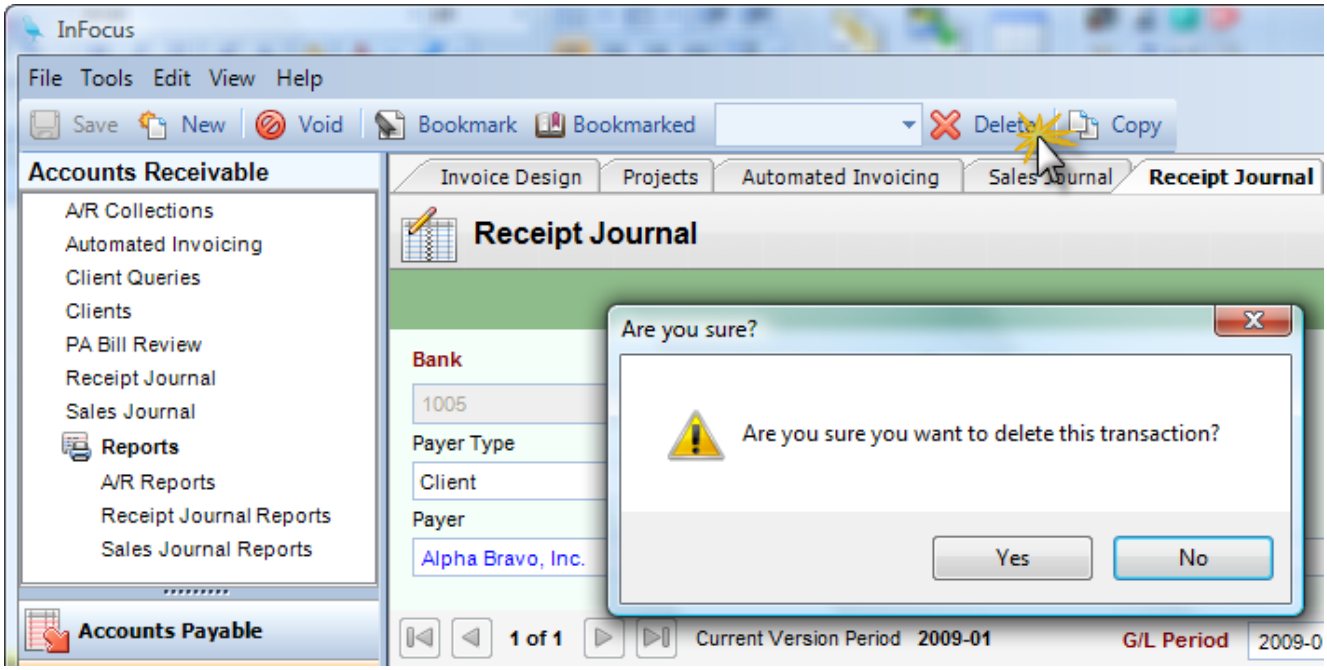
Note - Once all versions are deleted, the transaction is eliminated from the system. This feature can be disabled or enabled by setting the *Delete* permission on the journal in question.

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Delete* from the toolbar.

Step 3 - Confirm whether you want to delete the entry or not.

Note: Deleting a transaction deletes the current version of a transaction. When you delete a transaction, it is as if it never happened. All labor, expense, etc., associated with the transaction will be reinstated to WIP.



4.2.7.5.6 Bookmark a Transaction

Overview

Bookmarking a transaction helps a user find a commonly used transaction quickly. It is useful in copying a transaction as a new transaction.

There are two *Bookmark* icons in the toolbar of a journal. The one to the left is disabled until you have a transaction on the screen.

Step 1 - To bookmark a transaction recall a journal entry to the screen.

Step 2 - To create a bookmark, click the *Bookmark* icon located on the toolbar.

Note - Use the right *Bookmark* icon to obtain a list of bookmarks. Selecting an item on the bookmark list recalls

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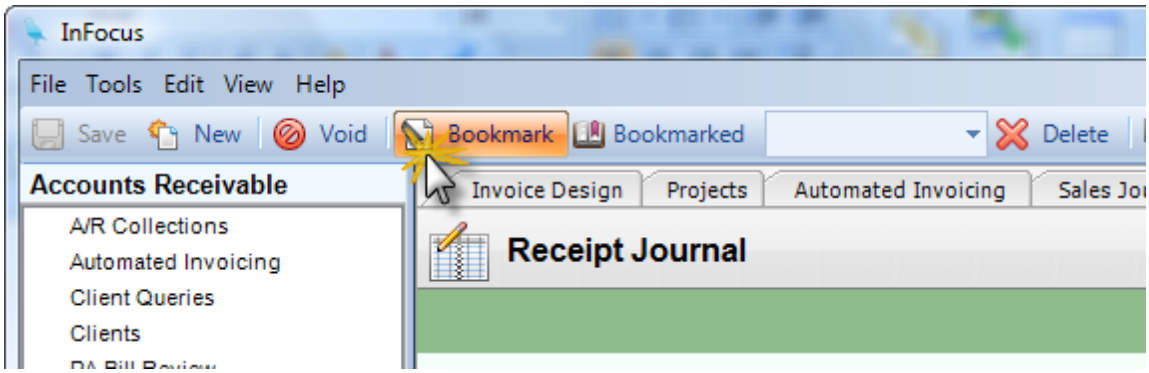
the transaction to the screen.



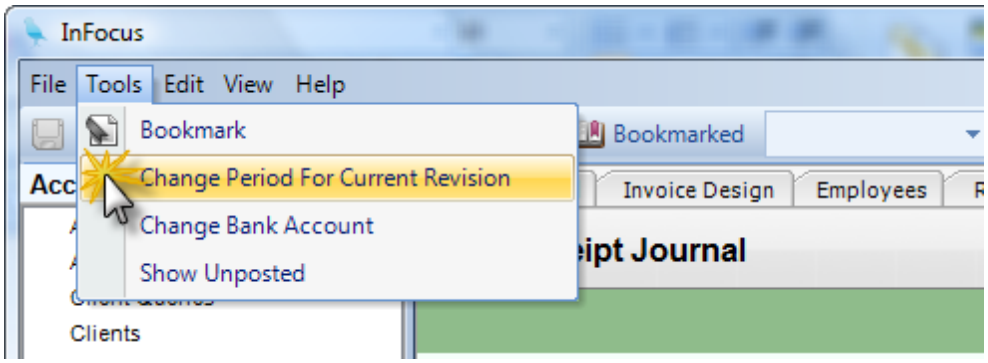
4.2.7.5.7 Change Period For Current Revision

Overview

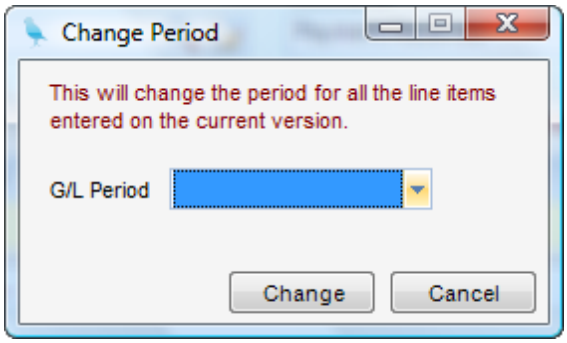
Use *Change Period for Current Revision* when an entry or series of entries have been entered in the wrong period. This allows the user to move the transaction to the correct period without generating any reversing entries.

Note: You must have special rights to access this function.

Step 1 - To change the period for the current revision, click the *Change G/L Period for Latest Revision* function located under the *Tools* button on the toolbar.



Step 2 - Select the period to which to move the entry (must be an open period).



Step 3 - Click *Change.*

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4.2.7.5.8 Show Unposted Entries

Overview

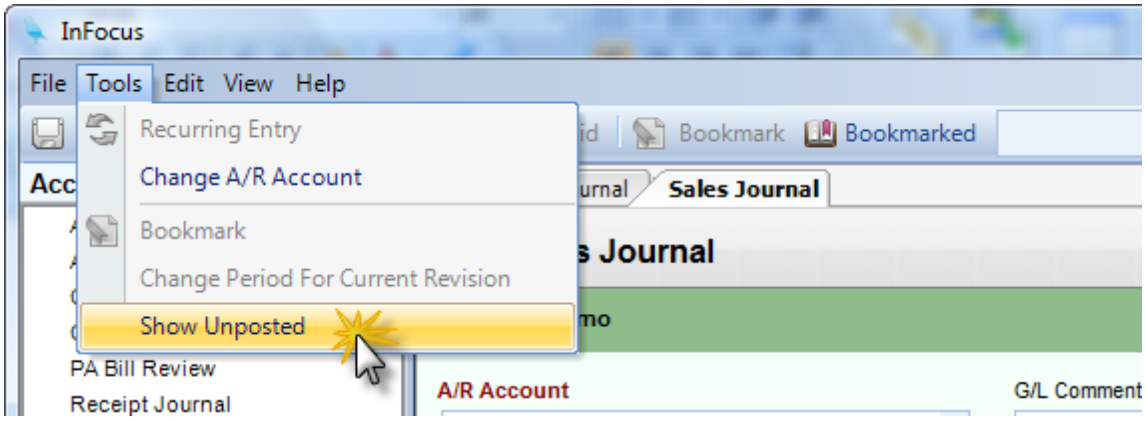
This feature is available in all journals except the *General Journal*.

Step 1 - Select *Show Unposted* from the *Tools* option on the toolbar.

Step 2 - A screen will appear asking for the G/L Period. Select any open period, and the grid will list all unposted transactions.

Step 3 - These transactions can then be posted *en masse*.

Note - Remember to check each journal's *Unposted* list prior to close the books for the period.



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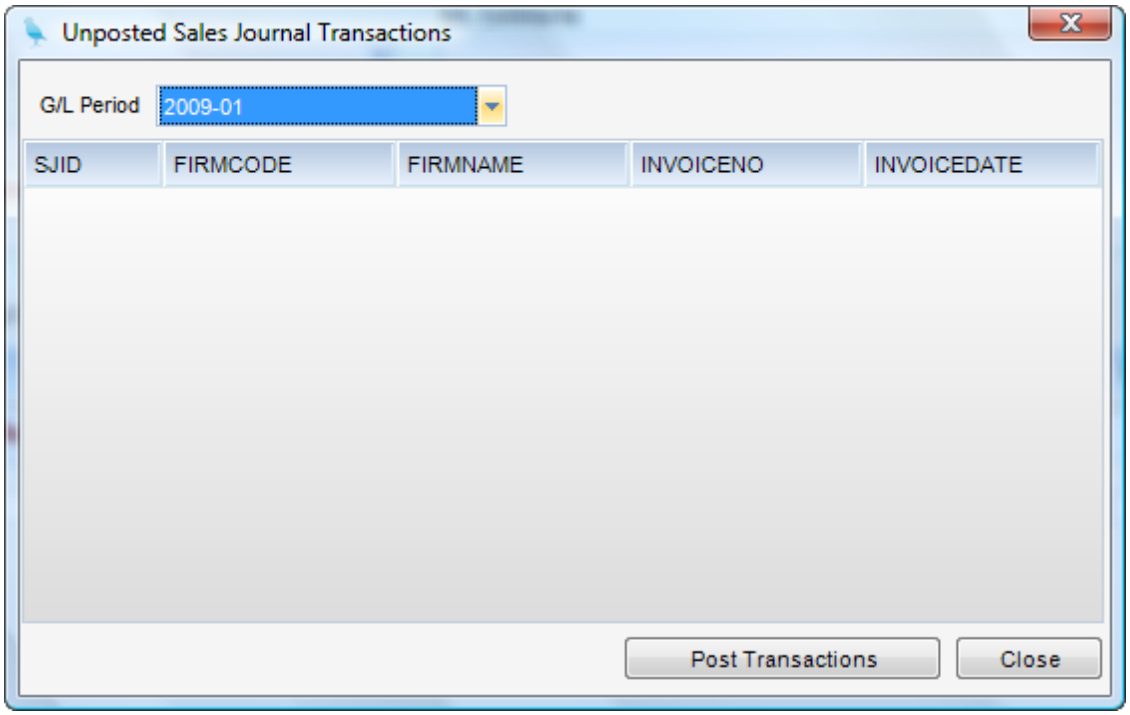


4.2.7.5.9 Change Grid Display

Overview

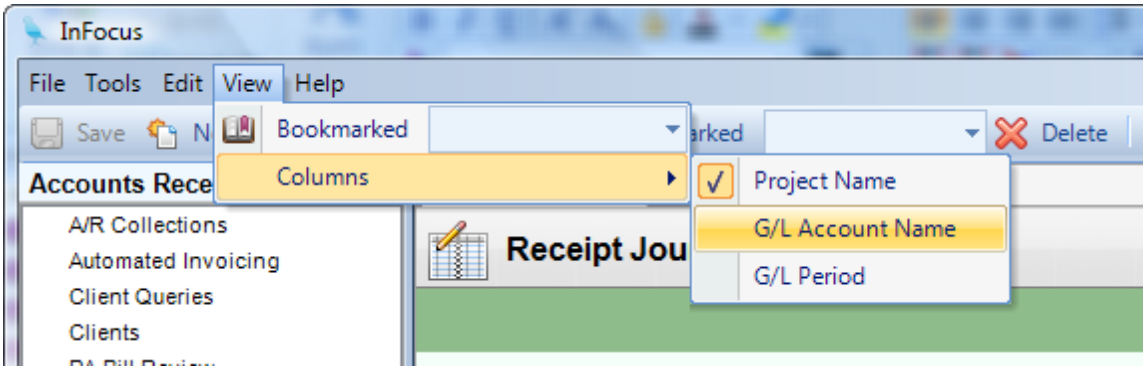
How to change the displayed columns and rows.

Step 1 - Choose *View* from tools menu and then *Columns*. A list of columns will appear.

Step 2 - Place a check mark next to the selected column. The information is then displayed in the grid.

Note 1 - To deselect a column, remove the check mark. The information is then removed from the grid. All selectable columns are *Read Only*. Options may vary between journals.

Note 2 - On the header of a transaction is a *Show Audit Trail* check box. When checked, all entries (including reversing entries) will display, along with a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.



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4.2.7.5.10 Change A/R Account

Overview

How to change the A/R Account.

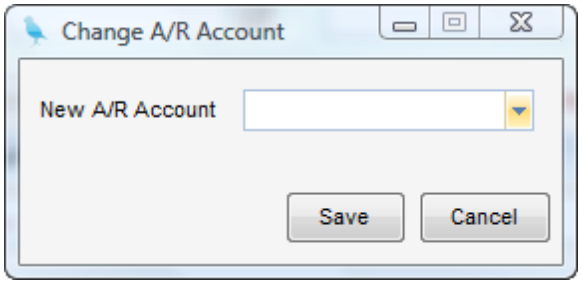
Step 1 - Select *Change A/R Account* from the *Tools* menu.

Step 2 - Select *New A/R Account*.

Step 3 - Click *Save.*

Step 4 - You will be asked if you want to post an adjustment. By checking this option, entries are then made in the *General Journal*, crediting the old A/R account and debiting the new A/R account for each period of the transaction.

Note: Changing the A/R account maintains account balance integrity for the two A/R accounts. While the individual account balances in the General Ledger will not be changed, the detail for each is now different. The combined A/R sub-ledger ties out with the combined G/L balances, but the individual sub-ledger will not. Do not check this option if you do not want this affect.



4.2.8 Set Bill Status

Overview

This applet allows the user to change the bill status for selected or multiple projects within a date range.

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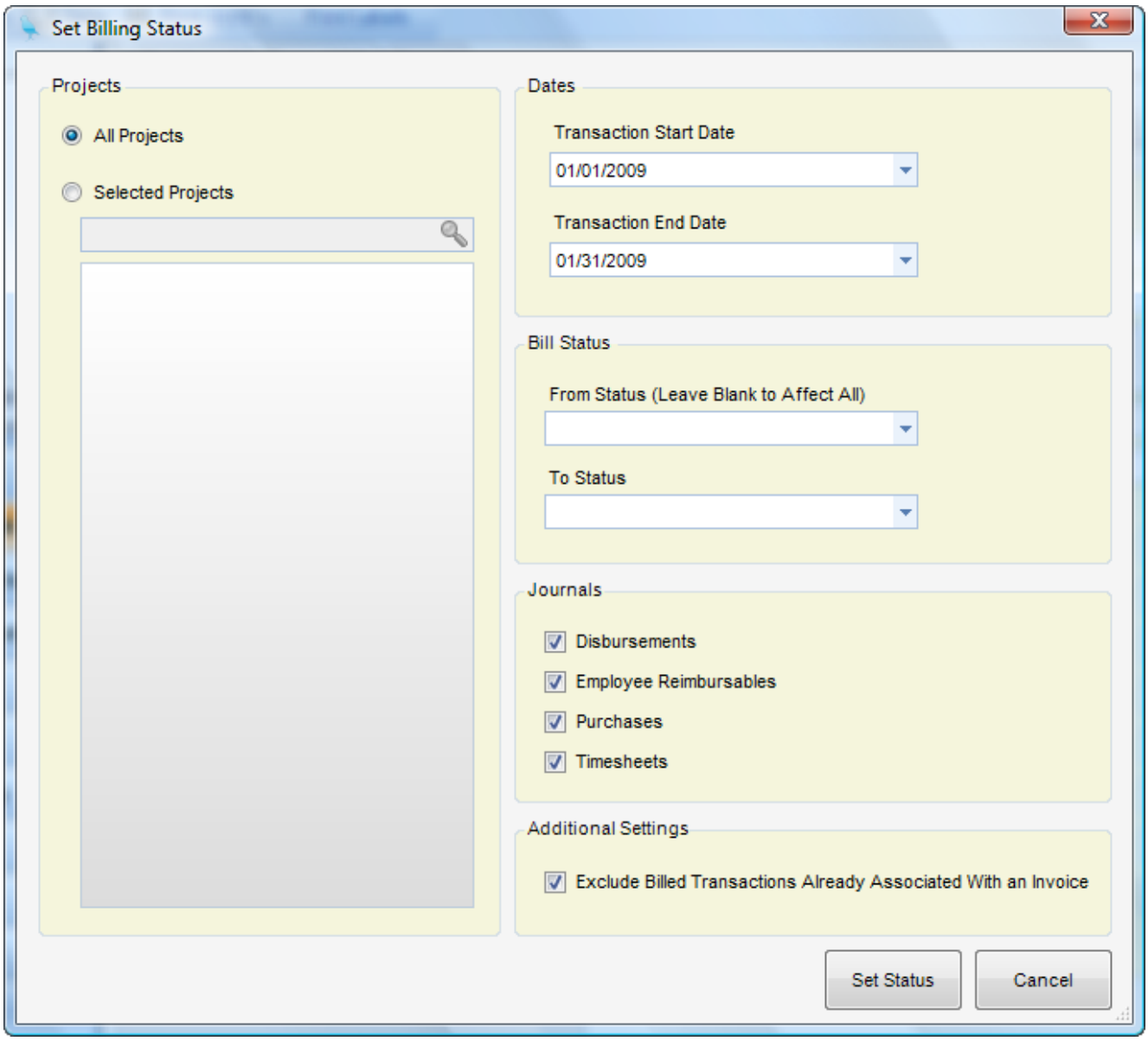

4.2.8.1 Set the Bill Status for a project

Overview

How to set the *Bill Status* for a project.

Step 1 - Select the project you would like to change.

Step 2 - Select the transaction date ranges that you would like to affect.

Step 3 - Choose the status to change *From*. Leaving it blank will affect *All*. Next, select the status to be changed *To*.

Step 4 - Select the journals to be affected as well.

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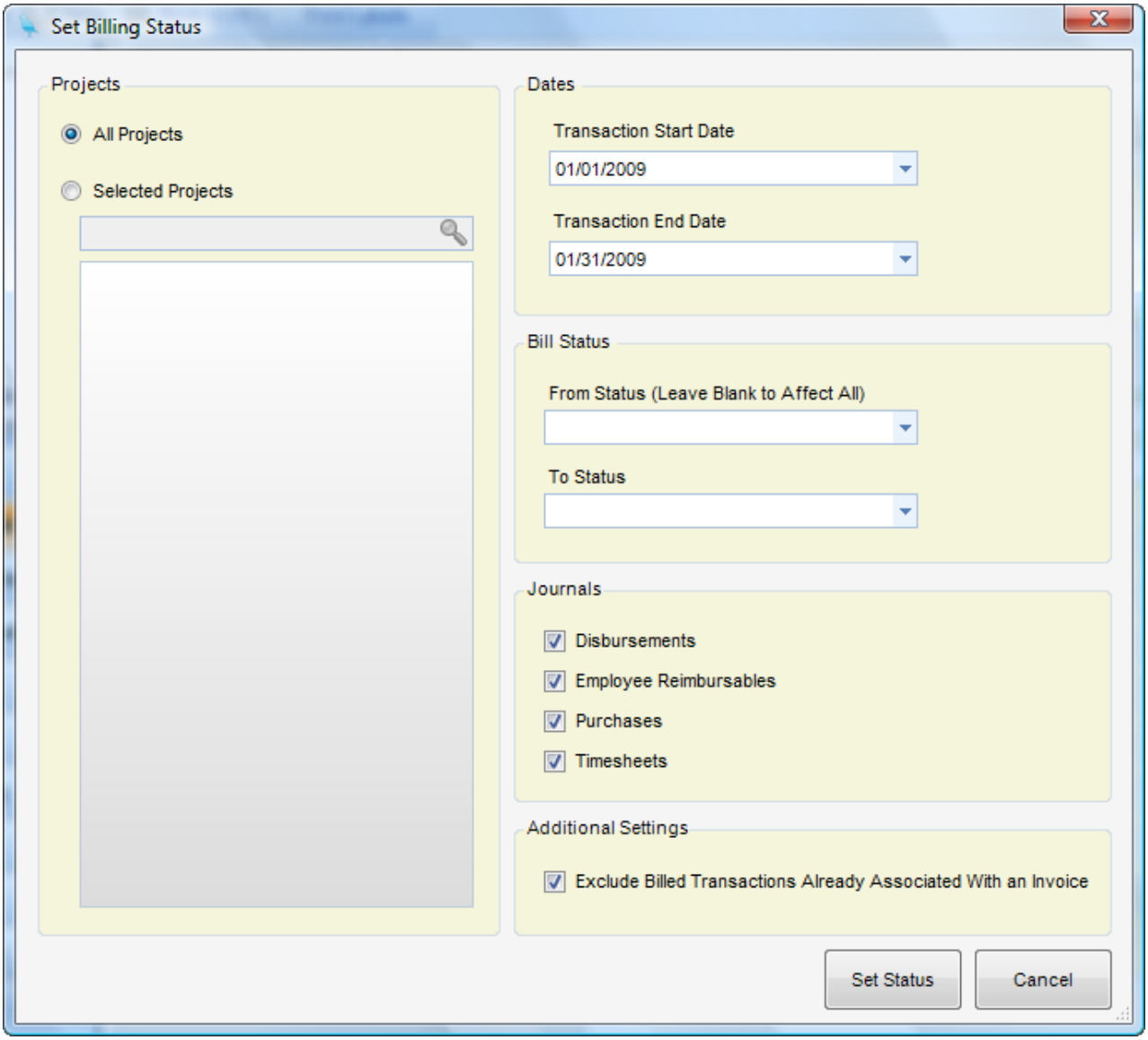
Step 5 - To have changes take effect, click *Set Status*.



4.2.9 Reports

4.2.9.1 A/R Reports

Overview

Here are the system Accounts Receivable reports. When running an A/R report across multiple A/R accounts, zero balance entries would appear if the *Sales Journal* used a different A/R account than the receipt.

Note - When running an A/R report across multiple A/R accounts, zero balance entries would appear if the Sales Journal used a different A/R account than the receipt.

1) A/R Aged - The A/R Aged Report shows you all of the aged balances for any Client and A/R Account. Age is

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shown by using user-defined aging periods that can be adjusted in *Global Settings* on the *A/R* tab.

2) A/R Aged By Project - Similar to the standard A/R aged but the report does not show or group by client.

3) A/R Balances - The *A/R Balances Report* shows you all the balances for any Client and A/R Account. It is similar to the A/R Aged; however, no age periods are shown, but payments are shown.

4) A/R Balances By Project - Similar to the standard A/R Balances Report but the report does not show or group by client.

5) A/R By Revenue Type - The *A/R by Revenue Type Report* shows all balances for any Client and A/R Account. This report separates by *Labor*, *ODC*, *OCC*, *ICC*, *Retainage*, and *Other.*

6) A/R By Revenue Type Project - This report is similar to the standard *A/R by Revenue Type*, but it does not show or group by client.

7) A/R Register - This report is a cross between the A/R Balance and A/R Aged reports.

8) A/R Register by Project - This report is the same as the A/R Register report, but sorted by Project.

9) Statement of Accounts - Statement that shows the client a detailed summary of what they owe.

10) Statement of Accounts Labels - This report produces mailing labels for statements.

A/R Reports Selection Criteria

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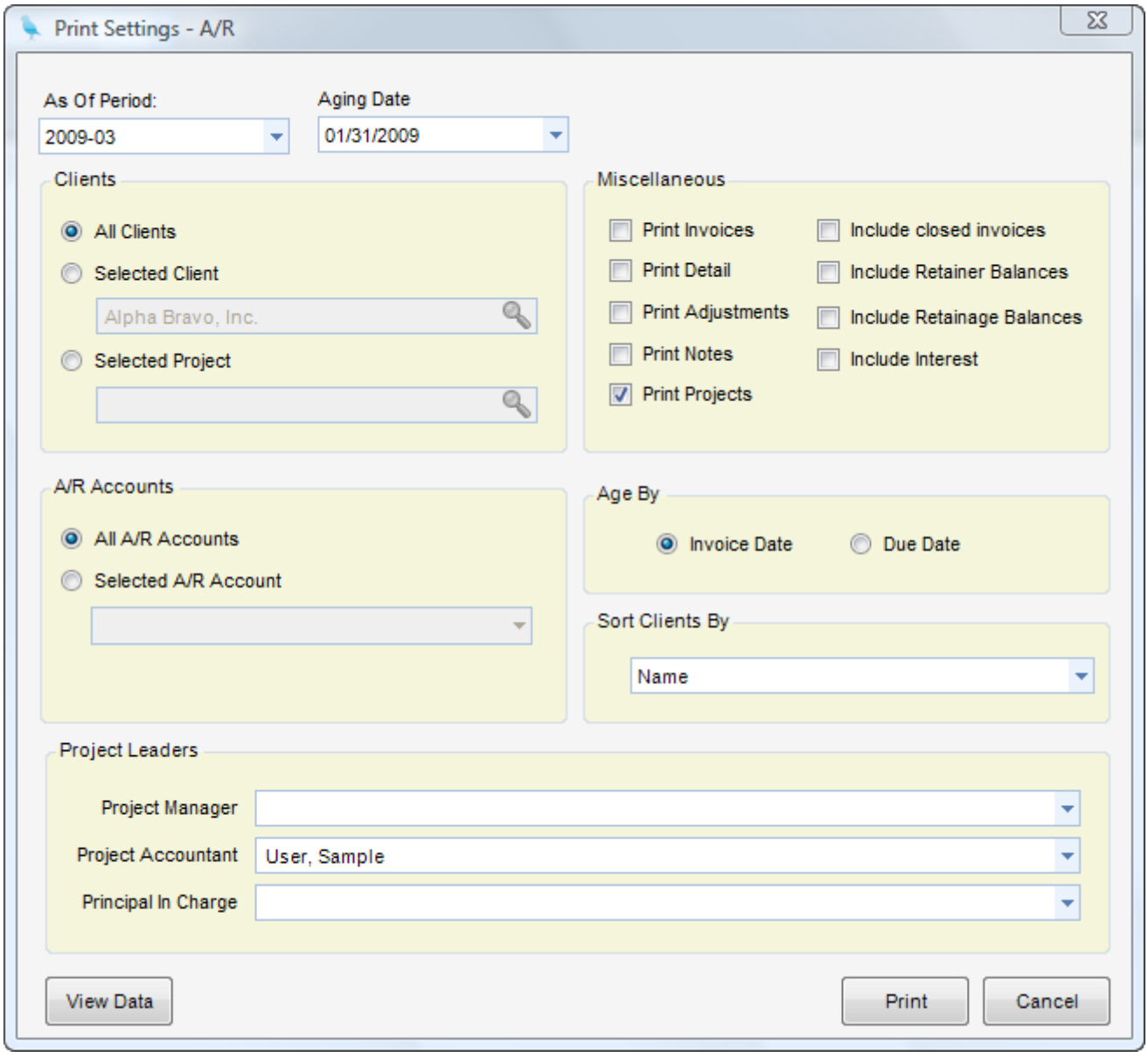

4.2.9.2 Receipt Journal Report

Overview

The *Receipt Journal Report* lists all the *Receipts Journal* transactions for the selected criteria.

Receipt Journal Report Criteria

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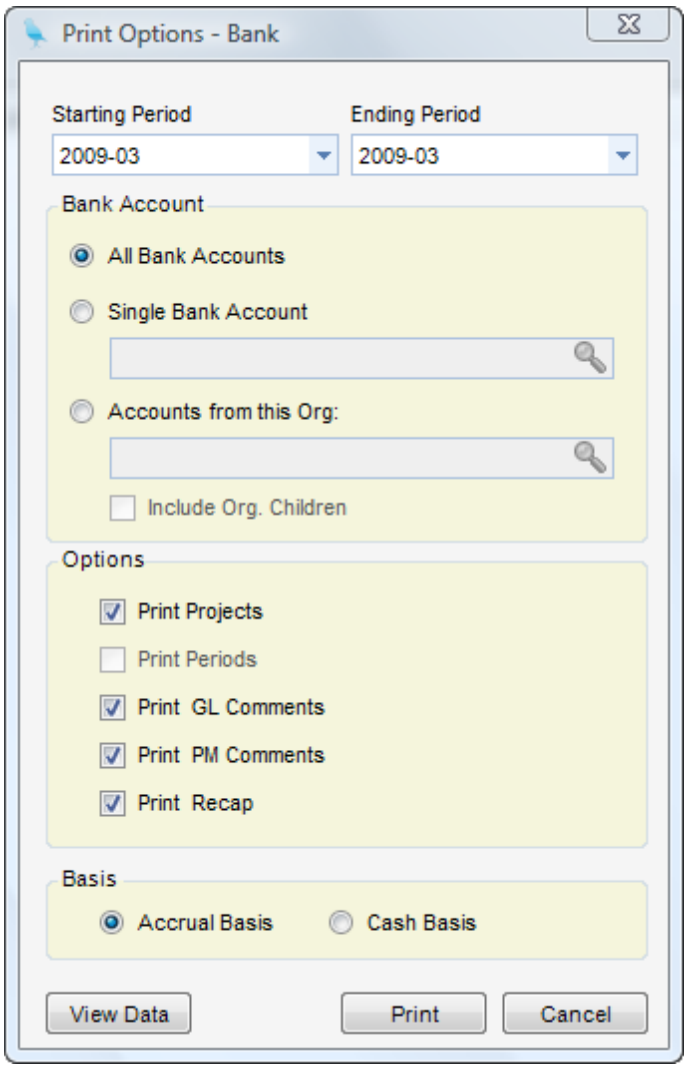

4.2.9.3 Sales Journal Report

Overview

The *Sales Journal Report* gives a listing of all of the receipts transactions for the selected criteria.

Sales Journal Report Criteria

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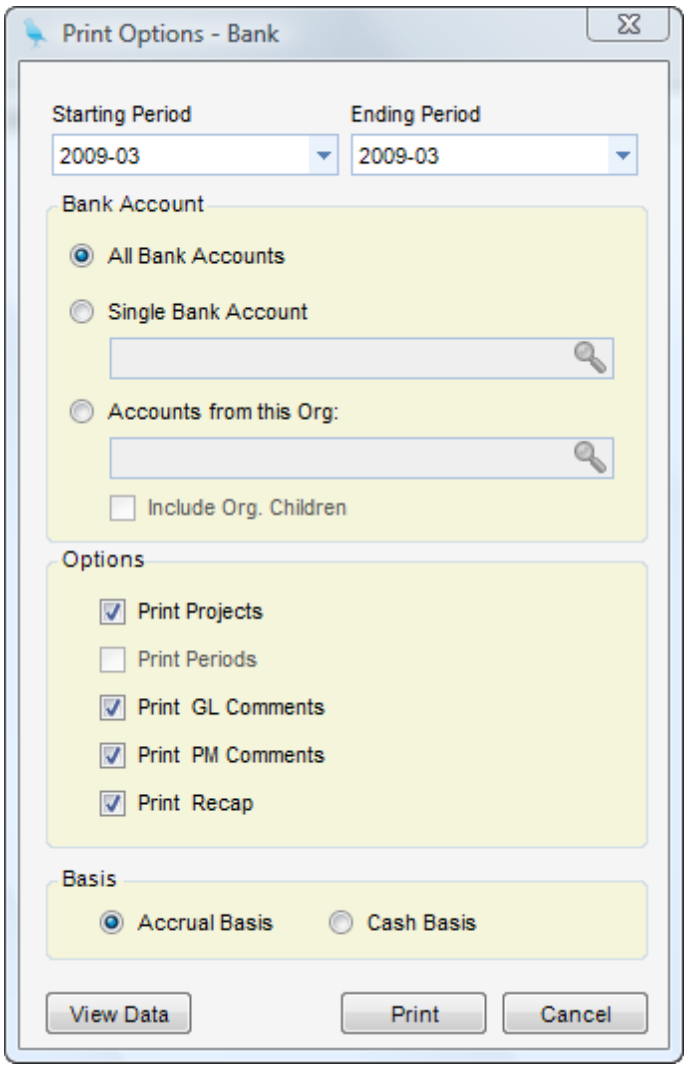

4.2.9.4 Bill Review Report

Overview

The *Bill Review Report* must be enabled in *Global Settings* in the A/R tab. The report provides necessary information for project managers to determine billing.

4.2.9.5 Pre-Bill Report

Overview

This standard report will print the billing instructions entered by the project manager. When the *Reviewed* button is checked in *PA or PM Bill review*, the report column labeled *Reviewed By* will change to *Marked Reviewed* **(Fig.1)**, signifying the PM has signed off on the changes. The intent of the report is to save hard copies of the PM change requests. This report is accurate only if it is printed prior to the changes being made.

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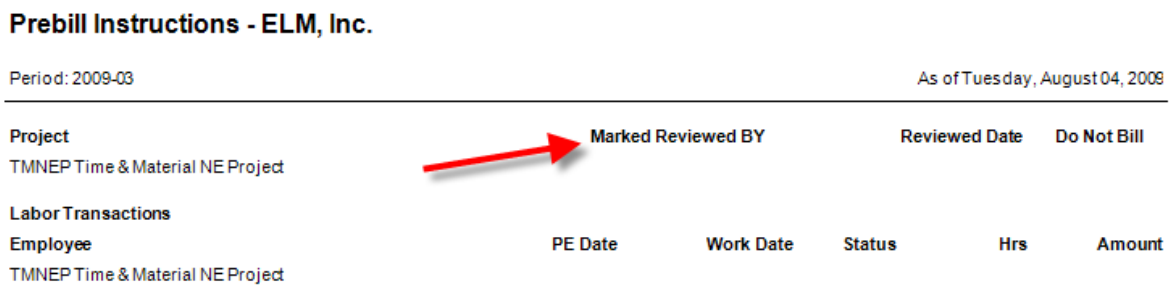
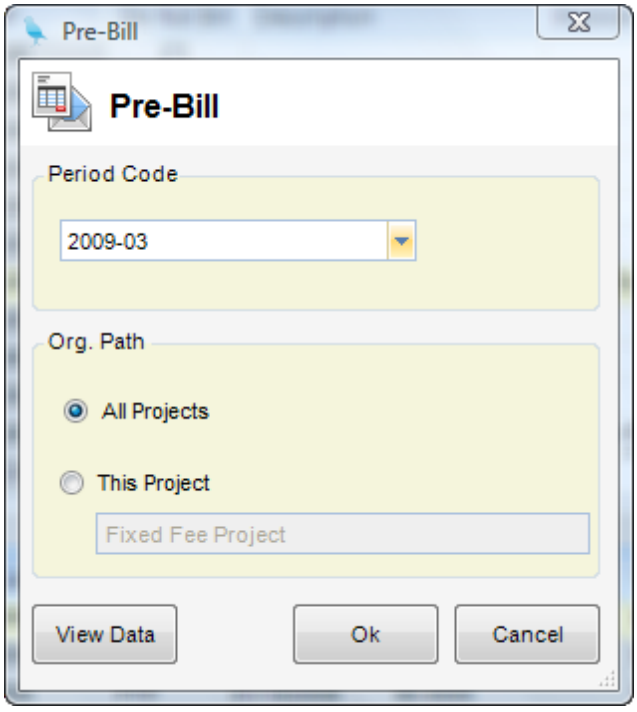


(Fig.1)

Pre-Bill Report Criteria



4.2.9.6 Linked Transactions

Overview

Linked Transactions is a report of all the linked items in a Sales Journal entry.

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4.3 Project Administration

4.3.1 Expense Groups

Overview

Expense Codes/Groups allow for the categorization of expenses for project reporting and invoicing. Examples are *Prints, Travel, Meals, etc.* They allow for varied markup per category.

- There are three types of Expense Markup Type. Markups can be *Multiplier, Add-on of flat Amount.*
- Can be assigned *Direct Cost, Indirect Cost*, and *Revenue G/L Accounts.*
- Can be restricted to PM types (ex., ODC,OCC,ICC)
- Can default in billing status (ex., Ready to Bill, Never Bill, etc.)
- Can be budgeted in Project Planning

Expense Groups allow for subsets and overrides of expense codes that can be assigned to a project.

Expense Groups allow for non-labor expenses to be grouped into categories. This allows for billing categories to be established without the need for changing the chart of accounts. For example, if a client demands that air travel be separated from local travel, it would not be necessary to set up a separate ODC travel G/L account.

Expense Groups provide a mechanism for varied unit billing and markups.

Note: Once expense codes are established, they are then placed in expense groups. An expense code can belong to many groups. In turn, groups are applied to projects. Groups can also have effect dates, allowing for the revision of markups/rates on perhaps an annual basis. Expense groups are the expense equivalent of labor rate schedules.

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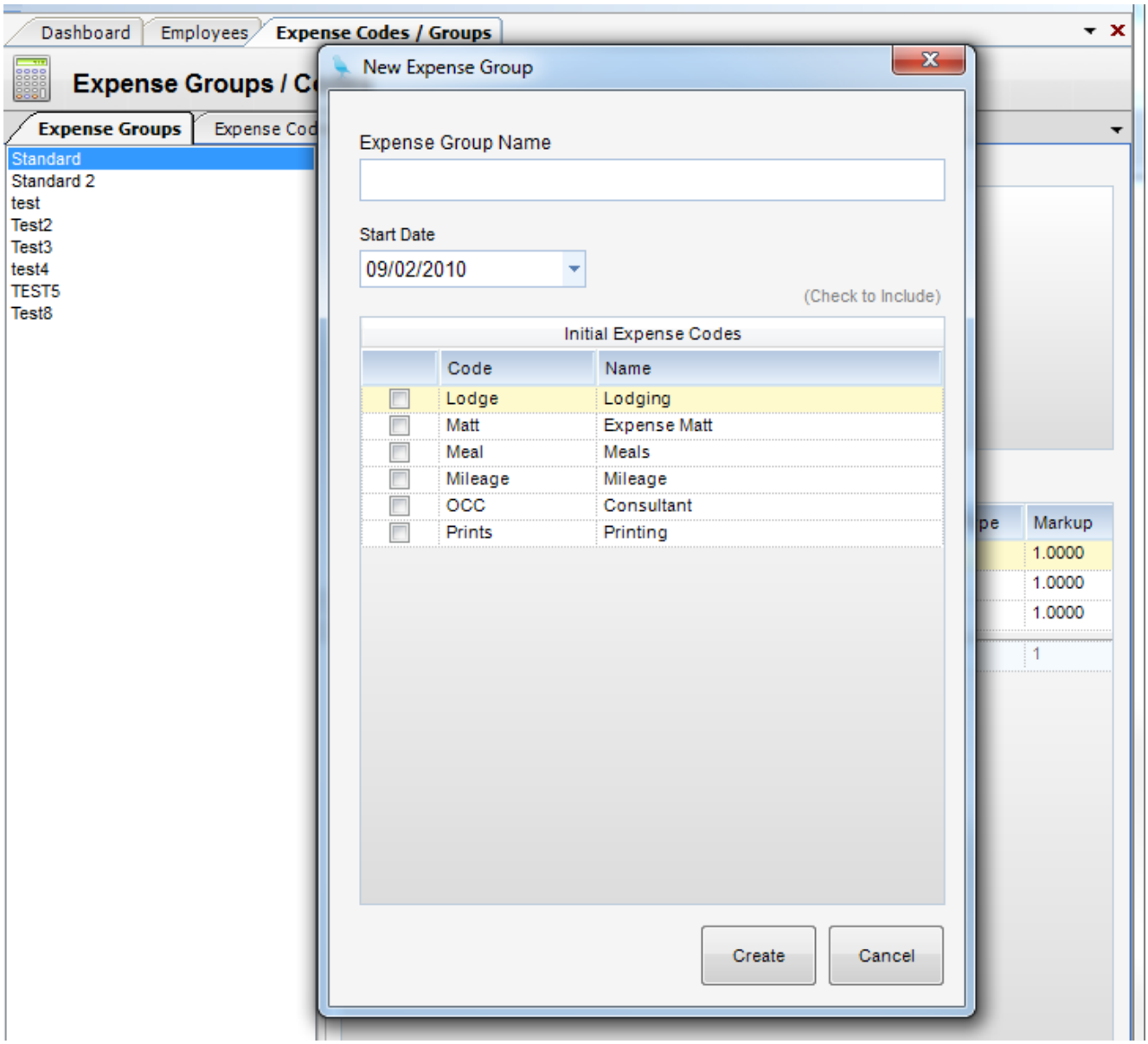

4.3.1.1 Expense Codes Tab

Overview

Expense Codes need to be created before they can be added to Expense Groups. Adding Expense Codes is as simple as filling out a new row in the grid and clicking *Save*.

Grid descriptions are listed below

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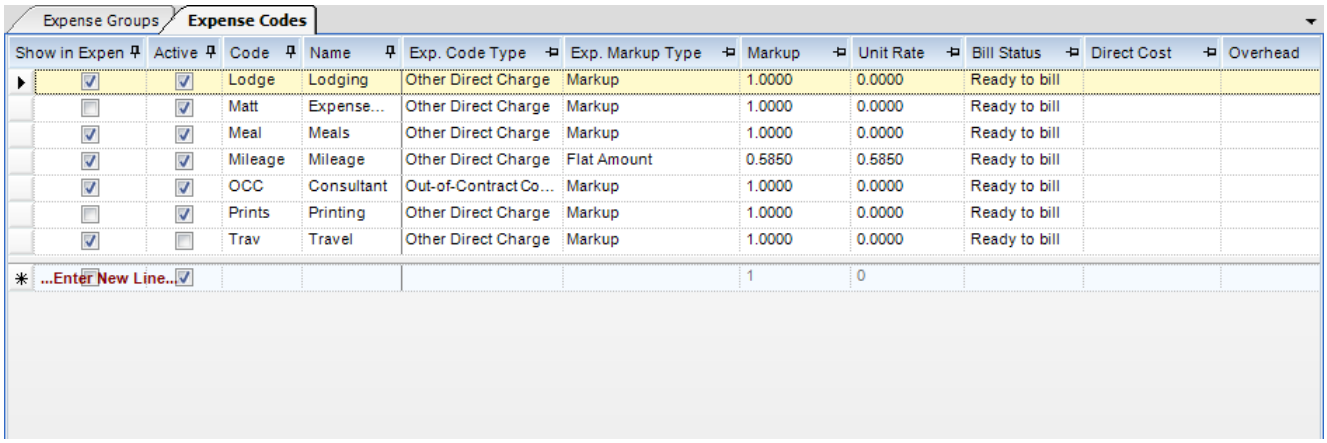

Show in Expen	Active	Code	Name	Exp. Code Type	Exp. Markup Type	Markup	Unit Rate	Bill Status	Direct Cost	Overhead
☑	☑	Lodge	Lodging	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
☐	☑	Matt	Expense...	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
☑	☑	Meal	Meals	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
☑	☑	Mileage	Mileage	Other Direct Charge	Flat Amount	0.5850	0.5850	Ready to bill		
☑	☑	OCC	Consultant	Out-of-Contract Co...	Markup	1.0000	0.0000	Ready to bill		
☐	☑	Prints	Printing	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
☑	☐	Trav	Travel	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
✳	☑	...Enter New Line...				1	0			

Expense Code Grid

- **Show in Expense Sheet -** When checked, the expense will be visible in an employee expense sheet entry.
- **Active** - When checked, the expense code is active and can be added to an Expense Group.
- **Code** - Expense code. The code that will be associated with this Expense. The Code must be unique.
- **Name** - Expense Name. The Name that will be associated with this Expense.
- **Exp. Code Type** - Allowable PM types for the expense code are chosen here. They include *Other Direct Charges*, *Out-of-Contract Consultants*, *In-Contract Consultants*, *Consultants* (either *OCC* or *ICC*) and *Any.*
- **Expense Markup Type -** There are three types of Expense Markup Types: **(a)** Markup, **(b)** Add-on,and **(c)** Flat Amount **(see Fig.1)**. Below shows how each Markup type is calculated.
  Markup - Unit Rate X Qty X Markup ***(Amount entered in Markup Column)***
  Add-on - [Unit Rate + Markup ***(Amount entered in Markup Column)]*** X Qty
  Flat Amount - Qty X Markup ***(Amount entered in Markup Column))***
- **Markup -** This changes depending on the **Expense Markup Type** selected. ***Note: The amount entered in the Markup Column can be the Markup, Add-on, or the Flat Amount depending on what Markup Type you select.***
  Markup - Multiplier used to mark up the Unit Rate.
  Add-on - Amount you would like to add on to the unit rate.
  Flat Amount - Flat amount that you would like to charge per unit.

EXAMPLE OF MARKUPS IN USE

A. Expense Codes Set

Expense Groups | Expense Codes

Show in Expense Sheet	Active	Cod	Name		Exp. Code Type	Exp. Markup Type	Markup	Unit Rate
☑	☑	001	Lodging	a	Other Direct Charge	Markup	1.5000	5.0000
☑	☑	002	Printing	b	Other Direct Charge	Add-on	1.5000	5.0000
☑	☑	003	Meals	c	Other Direct Charge	Flat Amount	1.5000	1.0000

(Fig.1)

B. Expense Codes Entered in Expense Sheet

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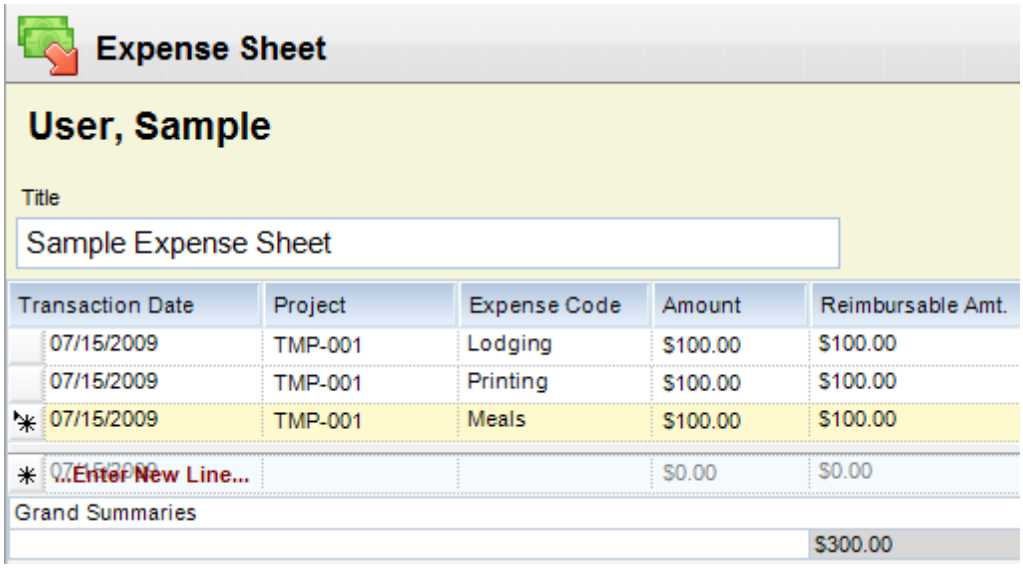
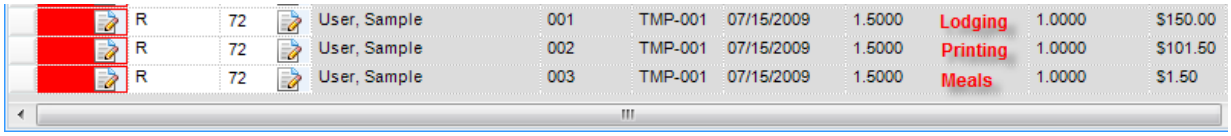


C. Expense Codes as they appear in PA Bill Review



- **Unit Rate** - Unit cost rate. The amount you pay, per unit, for the expense. This can be overridden in the Expense Journal. Typically used for things like Gas, Printing, etc., when you have a set unit rate amount. ***Note: This will default in all Expense Sheets and Expense Journals.***
- **Bill Status** - Default bill status.
- **Direct Cost** - This is the G/L base account for direct expense.
- **Overhead -** This is the G/L base account for indirect expense.
- **Direct Bill Revenue** - This is the G/L base account for expense billed revenue direct portion.
- **Markup Billed Revenue** - This is the G/L base account for expense billed revenue markup portion
- **Unbilled Revenue** - This is the G/L base account for expense unbilled revenue.
- **Comment Template** - This is where you assign a comment template to the expense code.
- **Internal Comment Template** - This is where you assign a comment template to the expense code.
- **Non-Reimbursable** - Where expense codes can be flagged as non-reimbursable for expense sheets.

4.3.1.2 Expense Groups Tab

Overview

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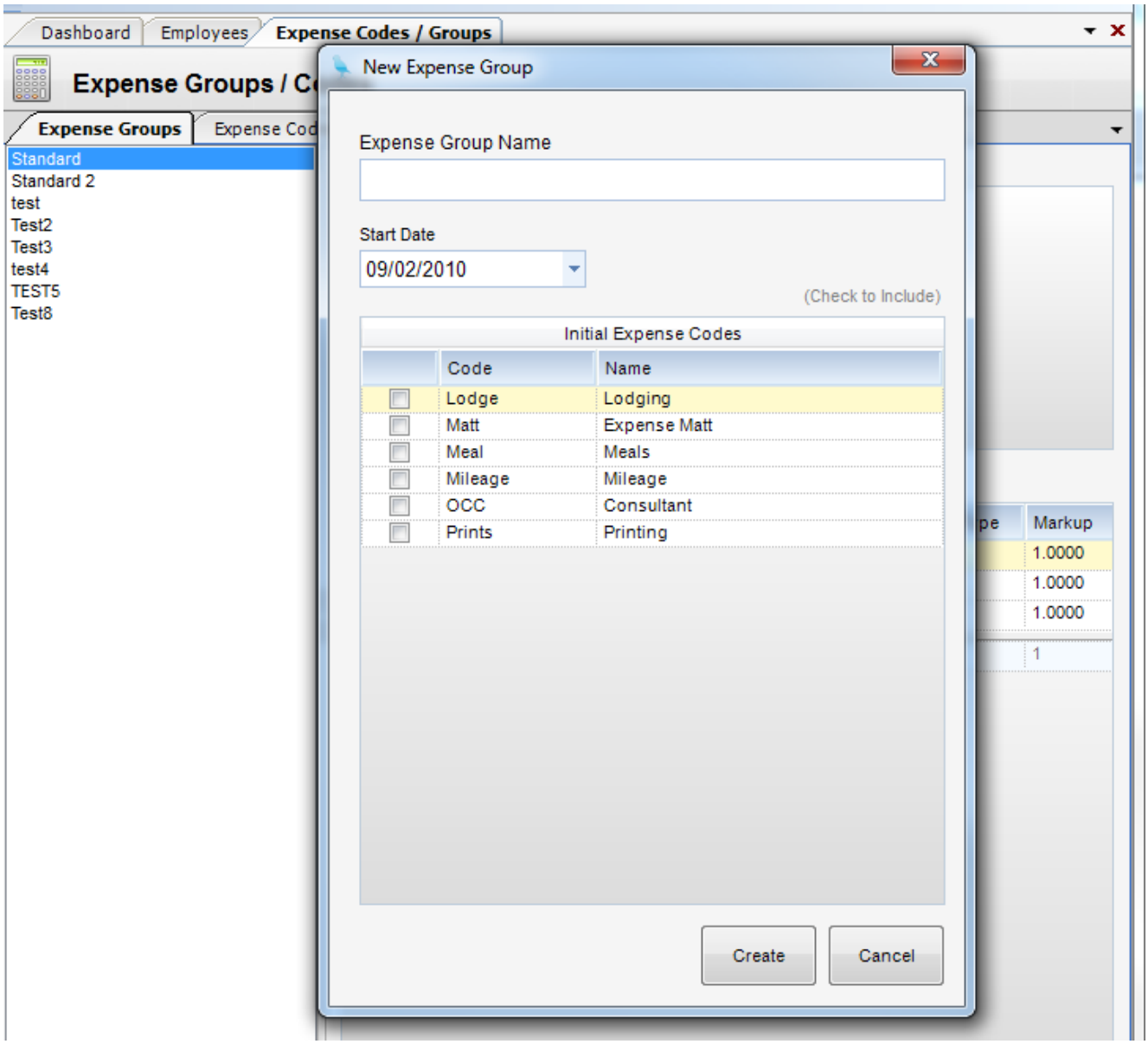
Once Expense Codes are established they are are then placed in Expense Groups. An Expense Code can belong to many groups. In turn groups are applied to projects. Groups also can have effect dates (Expense Periods) allowing for the revision of markups/rates on perhaps an annual basis. Basically, Expense Groups are the expense equivalent of Labor Rate Schedules.

Note: When expense groups are used in expense sheets, their default G/L accounts will come in when those transactions are transferred to the *Employee Reimbursable Journal.*

Grid descriptions are listed below



Expense Periods

- **Start Date -** This is the start date of the selected Expense Group.

Period Expense Code Grid

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- **Expense Code** - This is the expense code. It must already exist to be applied to a group. Selecting a code will fill out the rest of the grid. You can, however, override these values here.

- **Name -** Expense Name

- **Exp. Code Type** - This is the allowable PM types for this Expense Code.
  The choices are Other Direct Charges (ODC), Out-of-Contract Consultants (OCC), In-Contract Consultants (ICC), Consultants (either OCC or ICC), and Any Type.

- **Expense Markup Type -** There are three types of Expense Markup Types: **(a)** Markup, **(b)** Add-on,and **(c)** Flat Amount **(see Fig.1)**. Below shows how each Markup type is calculated.
  Markup - Unit Rate X Qty X Markup ***(Amount entered in Markup Column)***
  Add-on - [Unit Rate + Markup ***(Amount entered in Markup Column)]*** X Qty
  Flat Amount - Qty X Markup ***(Amount entered in Markup Column))***

- **Markup -** This changes depending on the **Expense Markup Type** selected. ***Note: The amount entered in the Markup Column can be the Markup, Add-on, or the Flat Amount depending on what Markup Type you select.***
  Markup - Multiplier used to mark up the Unit Rate.
  Add-on - Amount you would like to add on to the unit rate.
  Flat Amount - Flat amount that you would like to charge per unit.

- **Unit Rate** - Unit cost rate. The amount you pay, per unit, for the expense. This can be overridden in the Expense Journal. Typically used for things like Gas, Printing, etc., when you have a set unit rate amount. ***Note: This will default in all Expense Sheets and Expense Journals.***

- **Bill Status** - Default bill status.

- **Direct Cost** - This is the G/L base account for direct expense.

- **Overhead -** This is the G/L base account for indirect expense.

- **Direct Bill Revenue** - This is the G/L base account for expense billed revenue direct portion.

- **Markup Billed Revenue** - This is the G/L base account for expense billed revenue markup portion

- **Unbilled Revenue** - This is the G/L base account for expense unbilled revenue.

4.3.1.3 How To

4.3.1.3.1 Add a New Expense Group

Overview

How to add an Expense Group

Step 1 - Select *New Expense Group* from the toolbar. You will be presented with a prompt for the expense group name.

Step 2 - Enter a unique expense group name and simply check off the expense codes to be included and enter a **Start Date** . Then click **Create**. The name will appear in the list on the left side of the screen.

Step 3 - Now select the group from the list box, and you will be able to modify the Expense Codes if needed.

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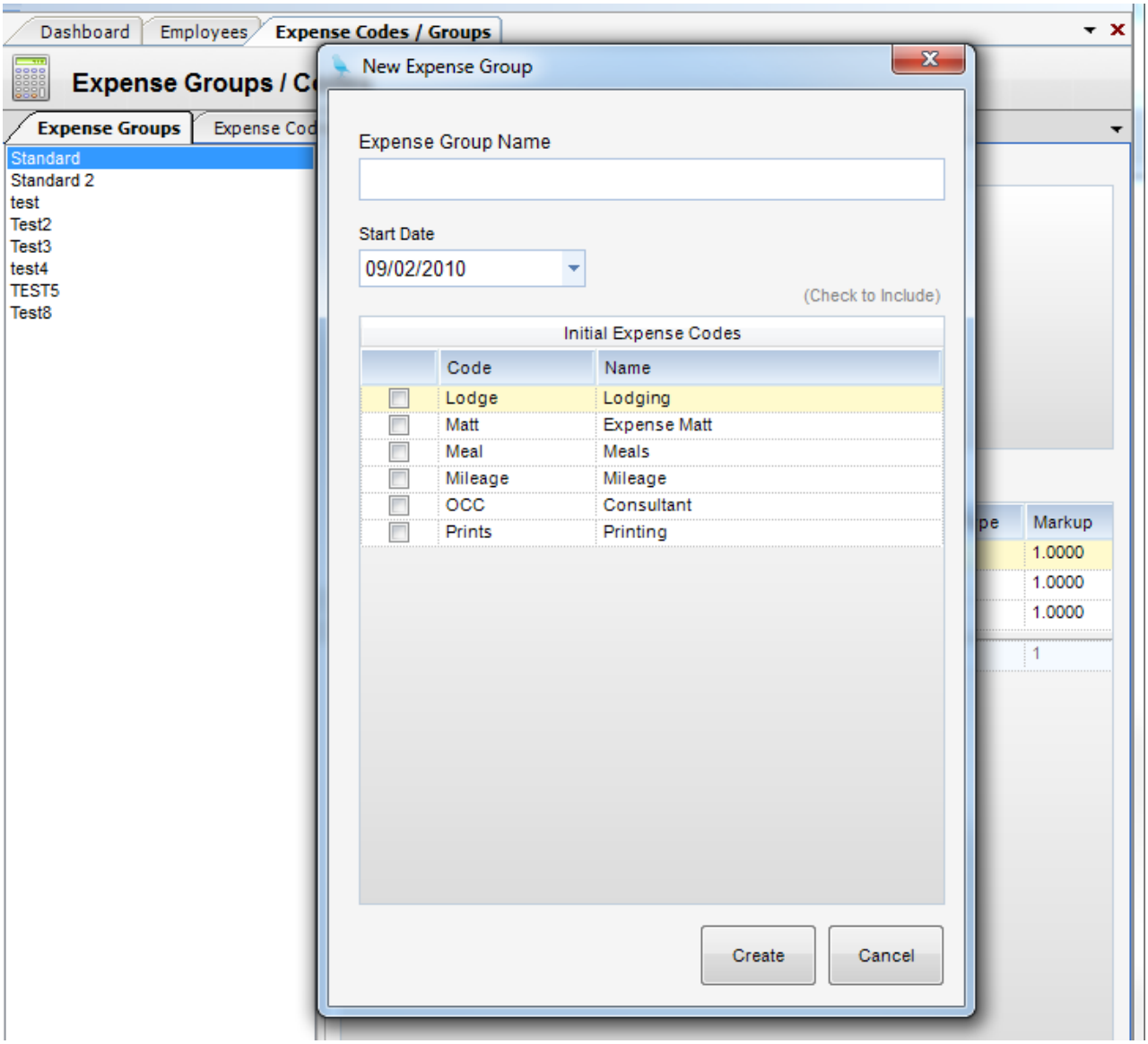
Note - When Expense Groups are used in Expense Sheets, their default G/L Accounts will come in as those transactions are transferred to the *Employee Reimbursable Journal*.



4.3.1.3.2 Add a New Expense Code

Overview

How to add an Expense Code.

Step 1 - Fill out a new row in the grid.

Step 2 - Click *Save*.

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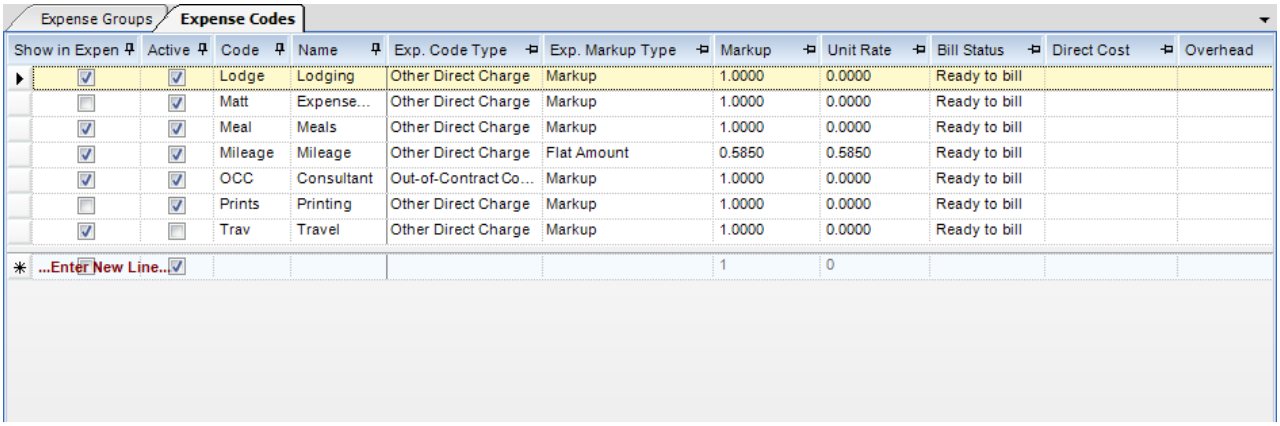
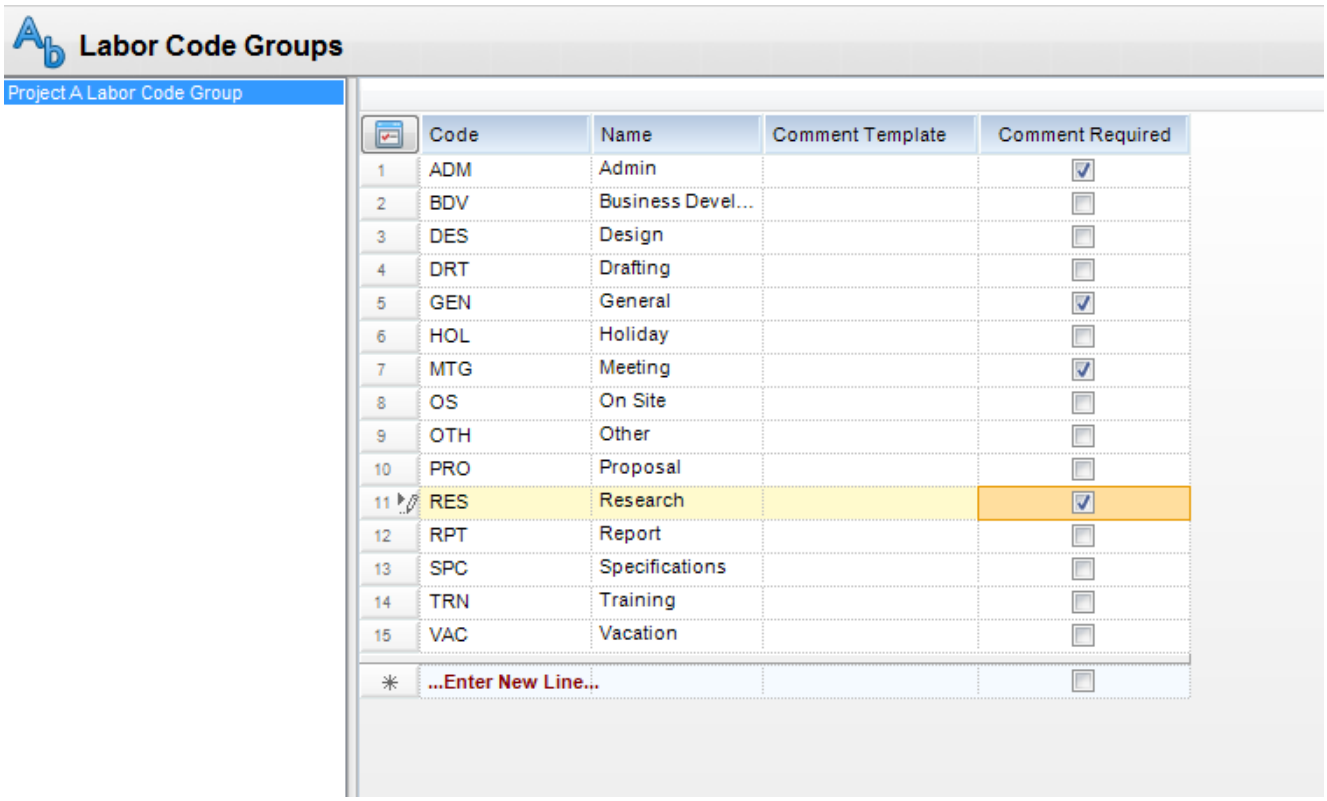


Show in Expen	Active	Code	Name	Exp. Code Type	Exp. Markup Type	Markup	Unit Rate	Bill Status	Direct Cost	Overhead
☑	☑	Lodge	Lodging	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
☐	☑	Matt	Expense...	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
☑	☑	Meal	Meals	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
☑	☑	Mileage	Mileage	Other Direct Charge	Flat Amount	0.5850	0.5850	Ready to bill		
☑	☑	OCC	Consultant	Out-of-Contract Co...	Markup	1.0000	0.0000	Ready to bill		
☐	☑	Prints	Printing	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
☑	☐	Trav	Travel	Other Direct Charge	Markup	1.0000	0.0000	Ready to bill		
✳	☑	...Enter New Line...				1	0			

4.3.2 Labor Code Groups

Overview

Labor Code Groups work like Expense Groups in that they are assigned to a Project and can limit the Labor Codes available for use in a project. Labor Code Groups also have the ability to have Comment Templates (Fig.1) associated with them that can require the entry of specified information before a time sheet can be submitted. See Comment Templates below. To apply a Labor Code Group to a project, a Labor Code Group drop-down has been added to Projects > Expense & GL (Fig.2).



	Code	Name	Comment Template	Comment Required
1	ADM	Admin		☑
2	BDV	Business Devel...		☐
3	DES	Design		☐
4	DRT	Drafting		☐
5	GEN	General		☑
6	HOL	Holiday		☐
7	MTG	Meeting		☑
8	OS	On Site		☐
9	OTH	Other		☐
10	PRO	Proposal		☐
11	RES	Research		☑
12	RPT	Report		☐
13	SPC	Specifications		☐
14	TRN	Training		☐
15	VAC	Vacation		☐
✳	...Enter New Line...			☐

(Fig.1)

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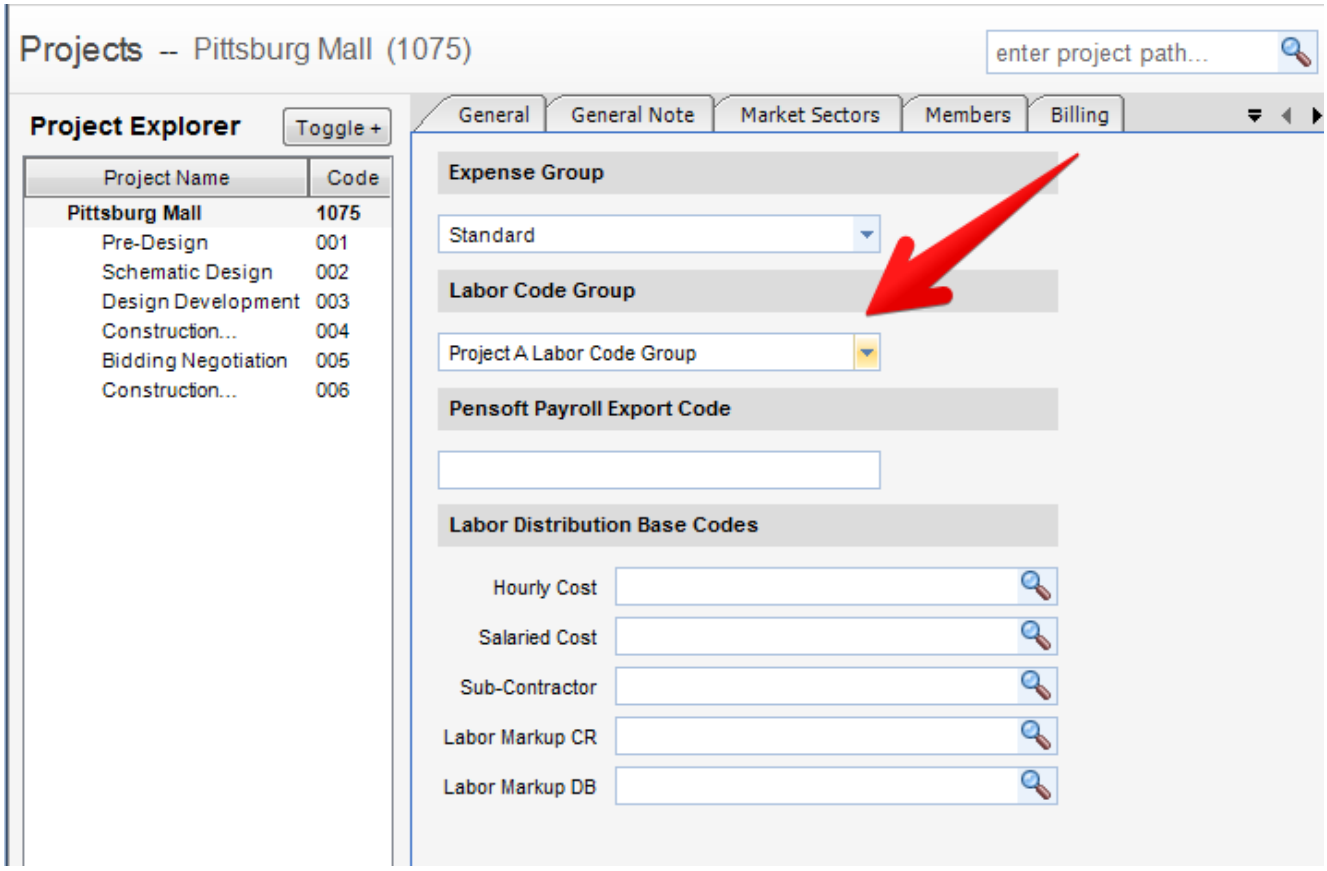

(Fig.2)

4.3.3 Labor Codes

Overview

Labor Codes are used to group time together for items that are not part of the WBS. Labor codes can be subtotals in *Project Management* reports. They are not exposed in billing, nor do they have budgets. Some examples may be site time, meetings, phone calls.

Labor Codes..

- are not part of the WBS.
- are entered in timesheets.
- can be used to group or identify Labor on PM Reports.
- can be used to group or identify labor on T&M type invoices.
- can be used to identify taxable items.
- cannot vary rate schedules by labor code.
- cannot budget labor codes.

Note: When Labor Codes are set up, they are global and can be used against any project. They can, optionally, be restricted to *direct* or *indirect projects*.

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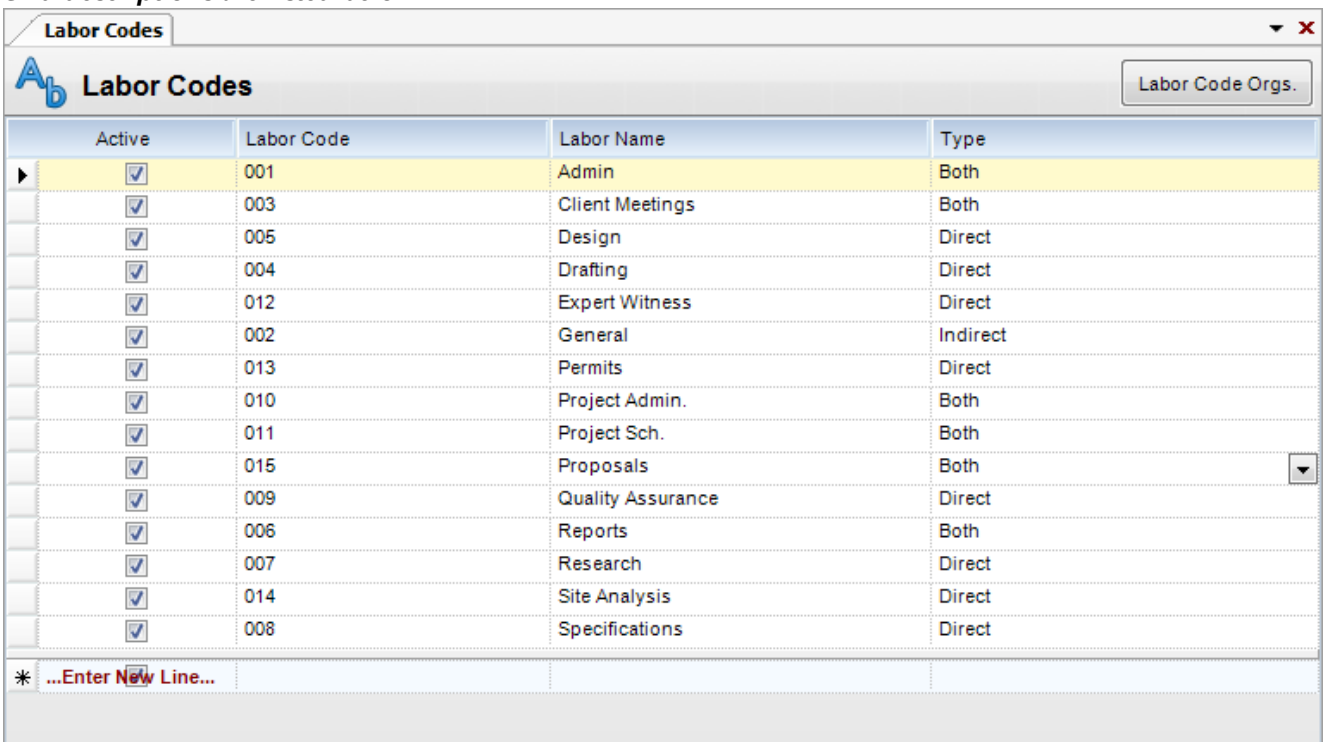
Grid descriptions are listed below



Active	Labor Code	Labor Name	Type
☑	001	Admin	Both
☑	003	Client Meetings	Both
☑	005	Design	Direct
☑	004	Drafting	Direct
☑	012	Expert Witness	Direct
☑	002	General	Indirect
☑	013	Permits	Direct
☑	010	Project Admin.	Both
☑	011	Project Sch.	Both
☑	015	Proposals	Both
☑	009	Quality Assurance	Direct
☑	006	Reports	Both
☑	007	Research	Direct
☑	014	Site Analysis	Direct
☑	008	Specifications	Direct
☑	...Enter New Line...		

Labor Codes Grid

- **Active** - When checked, indicates if labor code is active.
- **Labor Code** - Labor code
- **Labor Name** - Labor name
- **Type** - Designates what type of project the labor code can be used with. Choices are *Direct, Indirect,* or *Both.* Note that *Indirect* refers to all non-direct project types.

4.3.3.1 How To

4.3.3.1.1 Add a New Labor Code

Overview

How to add an Labor Code.

Step 1 - Fill out a new row in the grid.

Step 2 - Click *Save*.

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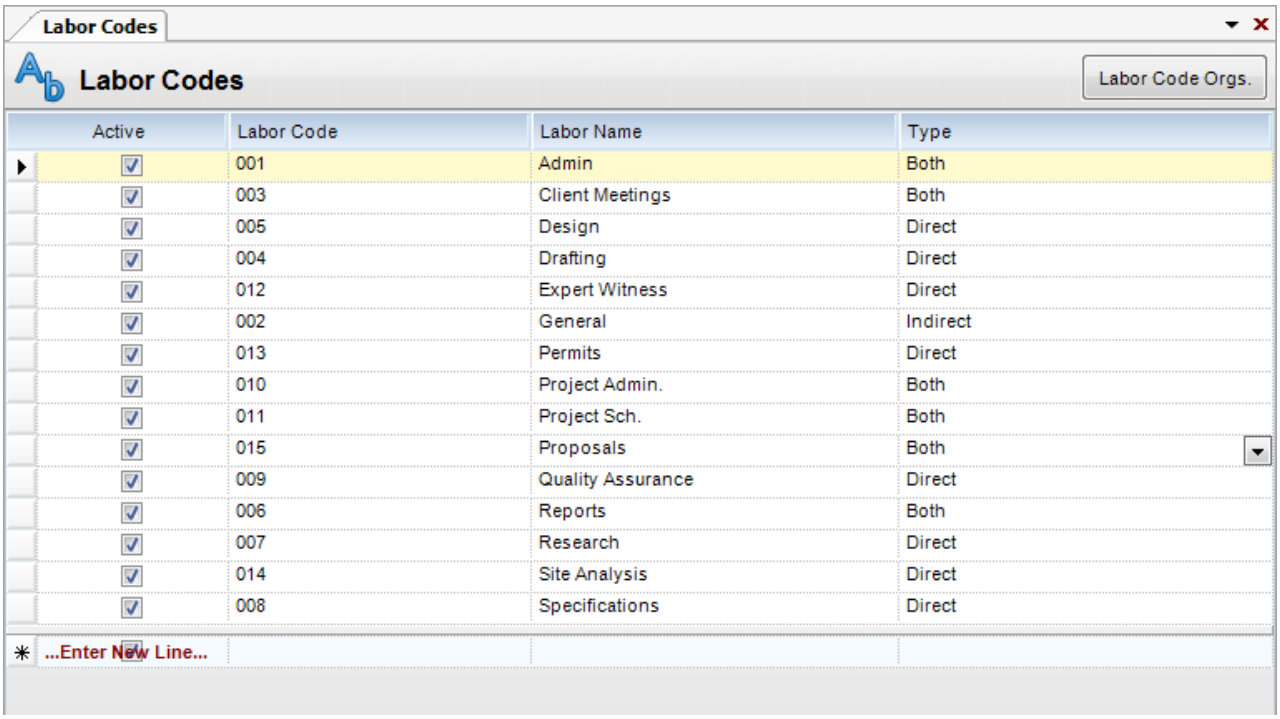

Active	Labor Code	Labor Name	Type
☑	001	Admin	Both
☑	003	Client Meetings	Both
☑	005	Design	Direct
☑	004	Drafting	Direct
☑	012	Expert Witness	Direct
☑	002	General	Indirect
☑	013	Permits	Direct
☑	010	Project Admin.	Both
☑	011	Project Sch.	Both
☑	015	Proposals	Both
☑	009	Quality Assurance	Direct
☑	006	Reports	Both
☑	007	Research	Direct
☑	014	Site Analysis	Direct
☑	008	Specifications	Direct
☑	...Enter New Line...		

4.3.4 Move Project Transactions

Overview

Project Administration will allow the mass move of projects transactions from one project/node to another project node. Transactions can be restricted by transaction date, billing status and type of transaction.

Note: This utility will permit the movement of transactions regardless of contract level rules established in the project. For instance, this utility will allow you to move timesheets to non-bottom project nodes.

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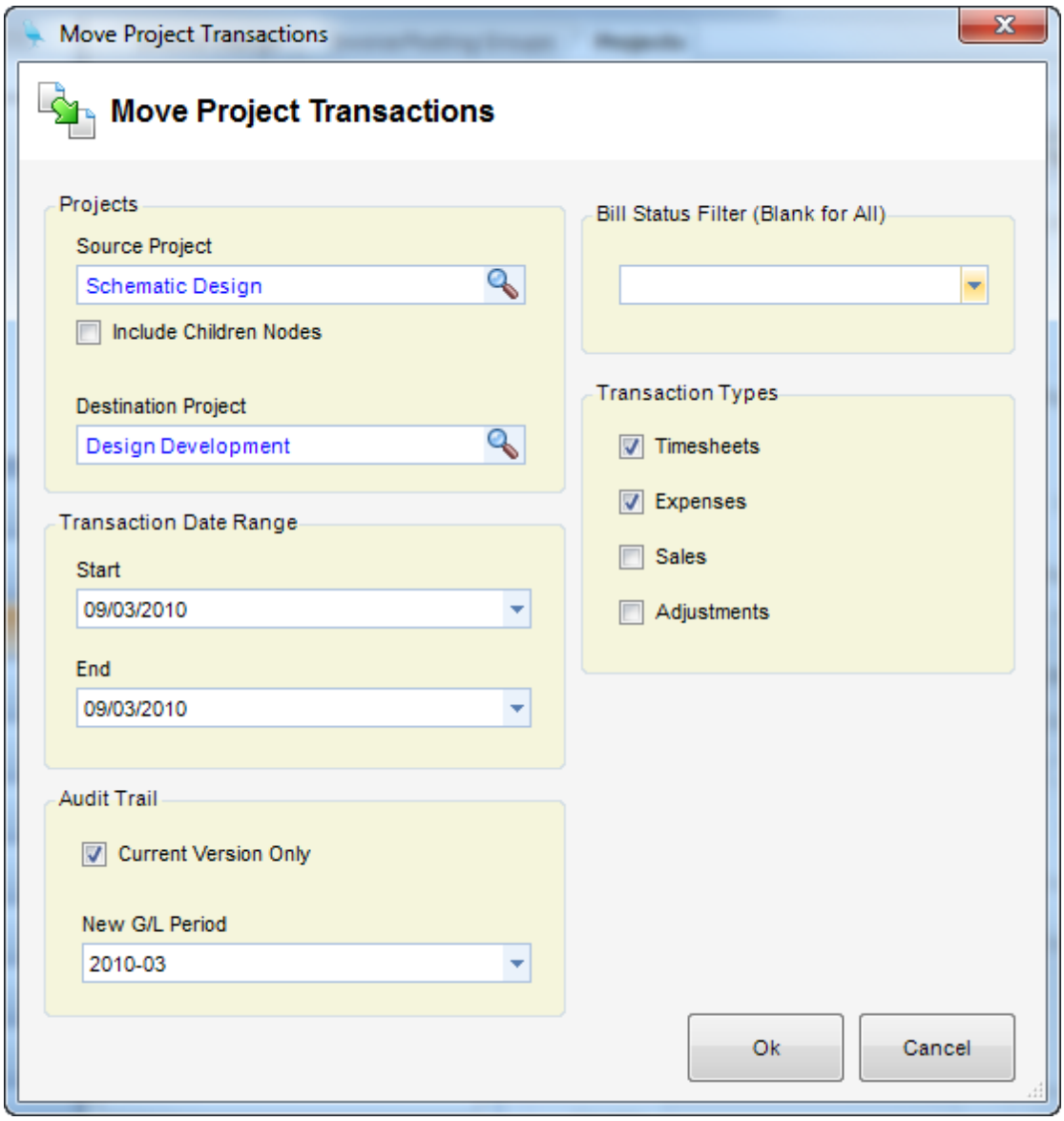

4.3.4.1 How To

4.3.4.1.1 Move Transactions From One Project To Another.

Overview

How to Create a Project. (Field Descriptions Below Fig.1)

Note: This utility allows the mass movement of project transactions from one project node to another project node. It is specific to the node selected. This does not move all transactions throughout a whole project at one time. For example, If you select the Project level node of the source project and the task level of the destination project, all of the transactions, in the source project, will be moved to the task level, of the destination project. All other transactions remain.

Step 1 - Choose the *Source Project* (Project that you are getting transactions from). Then choose the *Destination Project* (Project that you are moving transactions to). Then fill out the appropriate information throughout the rest

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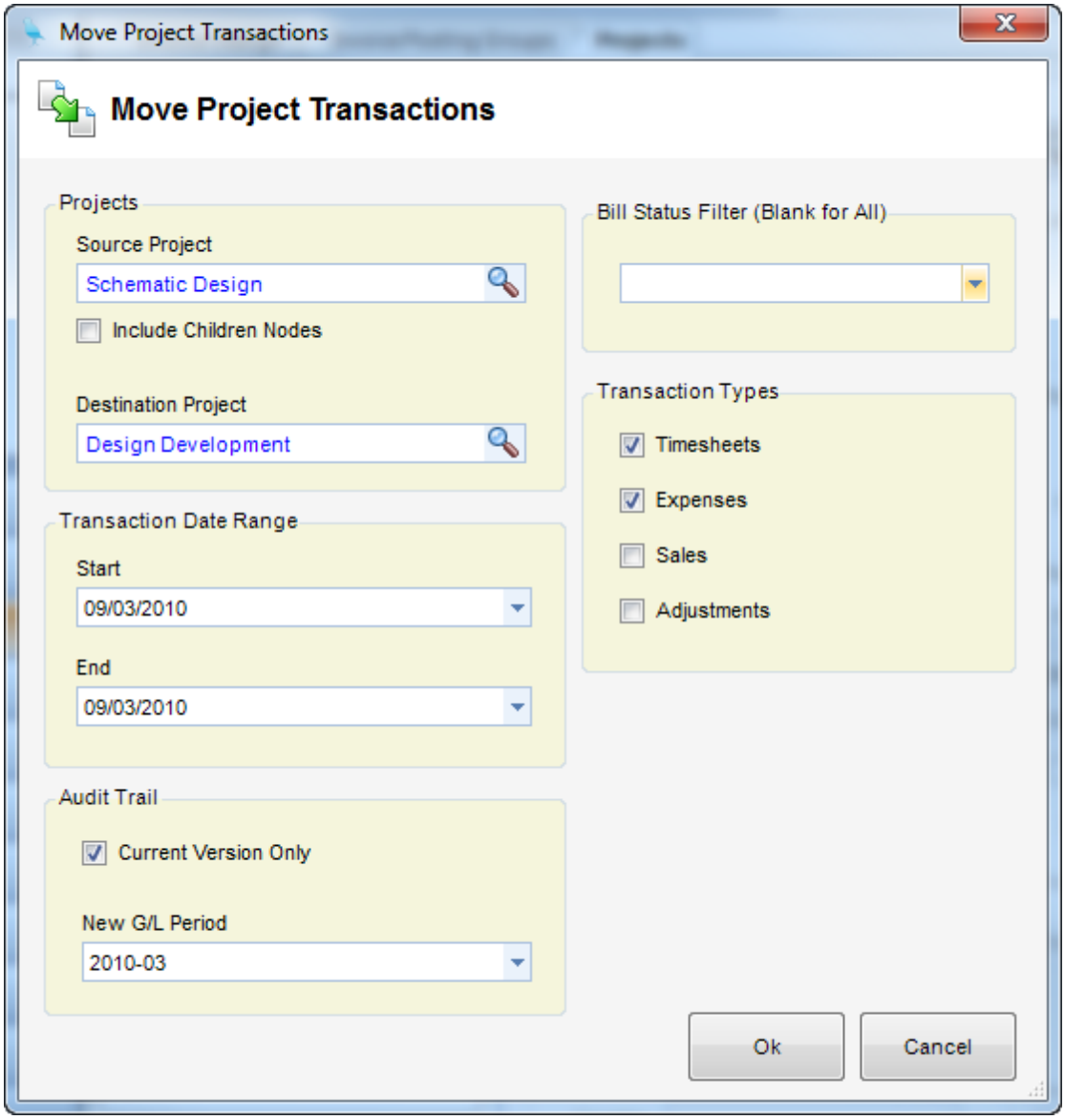
of the box.

Step 2 - Click *OK.*



(Fig.1)

FIELD DESCRIPTIONS

Source Project - Project to which you are moving transactions from.

Include Children Nodes - When checked, all transaction of the source project children nodes will be moved to the Destination Project node.

Destination Project - Project to which you are moving transactions to.

Transaction Date Range

- Start - Start date that will include all transactions that are to be moved.
- End - End date that will include all transactions that are to be moved.

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Audit Trail - When checked, an audit trail will be documented showing the transfer of all time, expense, etc.
Note - If you are moving transactions for the purpose of deleting a project, leave this box unchecked.

New G/L Period - New G/L period for the transferred transactions to fall in.

Bill Status Filter - Filters out transactions with a specific bill status. Leave blank for all.

Transaction Type - Filters out transactions with a specific transaction type.

4.3.5 Post Earned Revenue

Overview

When the utility is run, an entry is made to the *General Journal* posting revenue against unbilled revenue and WIP accounts. It is recorded to the appropriate WBS level and expense code, if any. These entries are marked as coming from revenue recognition.

Note: This utility can be run at any interval (daily, monthly, hourly). There is an option in *Global Settings* to delete all revenue recognition entries in the current period prior to posting. This is useful if a user wants to post revenue on a daily basis but does not want a cluttered ledger.

A user can exclude projects from participating in revenue recognition by flagging them in the project setup profit center section.

A user can also make revenue adjustments in the *General Journal* and flag them to be excluded from revenue calculations.

Descriptions are listed below

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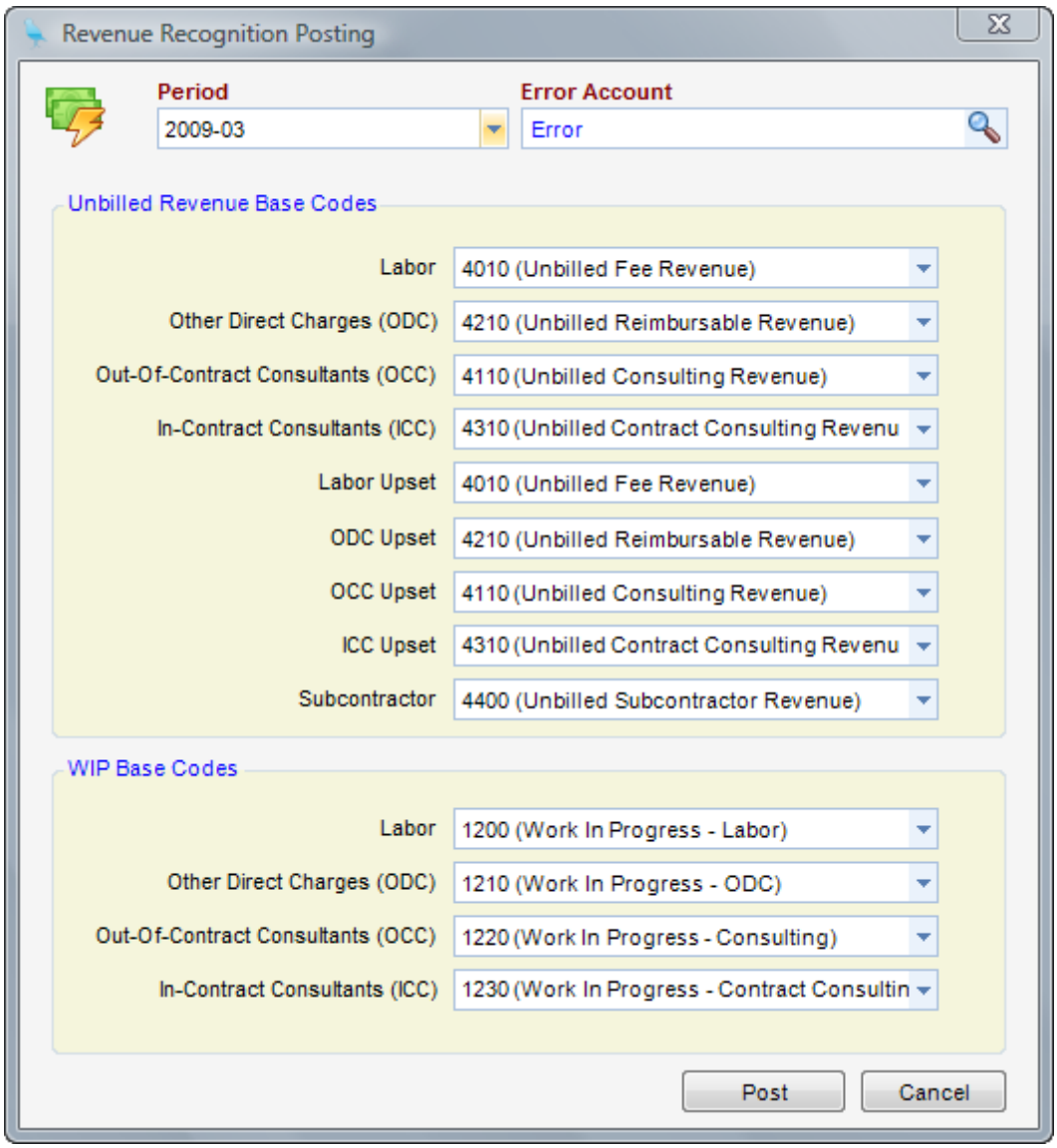

The post utility settings are as follows:

- **Period** - General ledger period. Used as cutoff for transactions and for posting.
- **Error Account** - General ledger account to use if an account cannot be derived.

Unbilled Revenue Base Codes

- **Labor** - Unbilled labor revenue base account (non subcontractor)
- **ODC** - Unbilled ODC revenue base account
- **OCC** - Unbilled OCC revenue base account
- **ICC** - Unbilled ICC revenue
- **Labor Upset** - Unbilled labor revenue upset base account

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- **ODC Upset** - Unbilled ODC revenue upset base account
- **OCC Upset** - Unbilled OCC revenue upset base account
- **ICC Upset** - Unbilled ICC revenue upset base account
- **Subcontractor** - Unbilled labor revenue base account (subcontractor)

WIP Base Codes

- **Labor** - Work-in-progress labor base account
- **ODC** - Work-in-progress ODC base account
- **OCC** - Work-in-progress OCC base account
- **ICC** - Work-in-progress ICC base account

4.3.6 Profit Sharing

Overview

This utility is primarily meant for companies with multiple profit centers that would recognize revenue as billed. This utility credits the effort amount (labor at a billing rate and expense at the marked up value) based on the charging profit center. It then debits the owning profit center of the project for the reverse amount. *Time and material projects* this will yield a profit-sharing based on each center's effort amount. On *fixed fee* and *not-to-exceed* type projects all over-run and under-run will be attributed to the owning profit center. Typically, this utility would be run once a month after billing has been completed.

The second function of revenue recognition is profit sharing within projects. Multiple profit centers can earn revenue on a single project by establishing sharing profit centers on a project. This is done by opening a project and right clicking on the project name. The sharing profit centers live at a specified level of the WBS on any given project. This can be varied on a project-by-project basis. Each node at the sharing level can have profit centers assigned for sharing. One of the sharing centers can be designated as the prime sharer. In addition to sharing profit centers, one profit center can be designated as the project owner. This is set at the Bill Terms Node (Project). There are three types of profit centers: *owners, primary sharers,* and *other sharers*.

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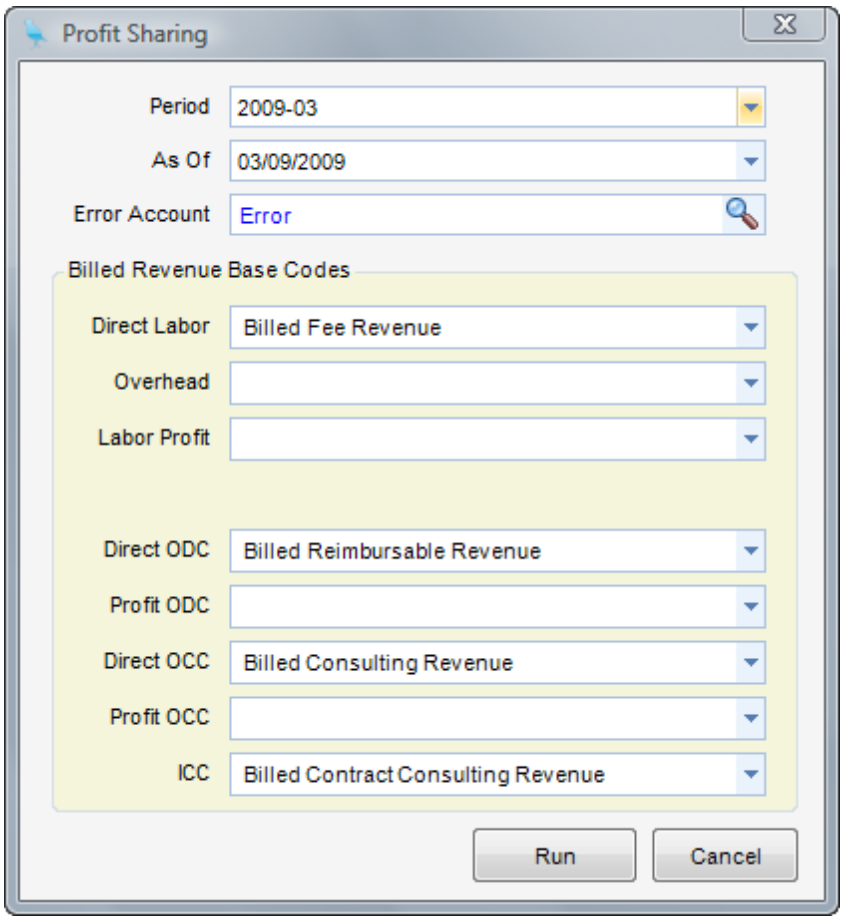

All profit centers established at each node can have revenue methods set for the four PM types.

In *Global Settings*, the level in the organization structure (OBS) project at which sharers live. The owners must then reside at the same level or above. For instance consider the following OBS.

Org Level 1 - Office	Org Level 2
New York (NY)	Architecture (AR) Engineering (EN)
Los Angeles (LA)	Architecture (AR) Engineering (EN)

In this scenario, if sharers were designated to live at the 2nd level, shares could be one of four org units: NY-AR, NY-EN, LA-AR and LA-EN. Owners could not only be one of those four, but, in addition, the two offices NY and LA.

When revenue is calculated, it is done in three steps. First, the regular sharers are calculated, then the primary shares, and, finally, the owners. This allows primary sharers and owners can bear the brunt of overruns, or, in the case of owners, gain the benefit of under-runs. For instance, sharers can be set to earned revenue at billable values with no cap while the owner is set with a cap. If the overall project cap is exceeded only the owner would get penalized in this manner.

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When the sharer's revenue is calculated, only transactions charged to that profit center are considered. Note that the primary will also be calculated.

The primary sharer for a project node is used only when an overall cap for the node has been established. Revenue calculated for the entire node and its children (after sharing has been calculated) is compared with the overall node cap. If the revenue exceeds the overall node cap then the primary will absorb the over-run.

After revenue has been calculated for sharer's, primary and other, revenue is again recalculated for the entire project using all transactions. Any variance between what has been calculated by the sharers and what is now calculated by the owner is applied to the owner.

4.3.7 Projects

Overview

There are five types of projects in InFocus:

1. Billable Projects - Projects that can be invoiced and require a client.

2. Indirect Projects - Projects that are overhead projects. They can be charged to but, never invoiced.

3. Opportunities - Opportunities are similar to indirect projects. However, they are client-related, and charges can be placed on hold. If an opportunity becomes a billable project, the charges on hold can then be either billed or written off.

4. Projection - A projection cannot receive charges. Projections are used to record estimated revenue for future endeavors. Projects can always change their type.

5. Plan - Plans cannot receive charges. Plans only exist for the purpose of project planning.

Note - All projects can have an unlimited breakdown (WBS). You can assign names, such as *phase* and *task*, to the levels of the WBS. An entire WBS can be created from a template project. Portions of the WBS can be constructed from system WBS templates.

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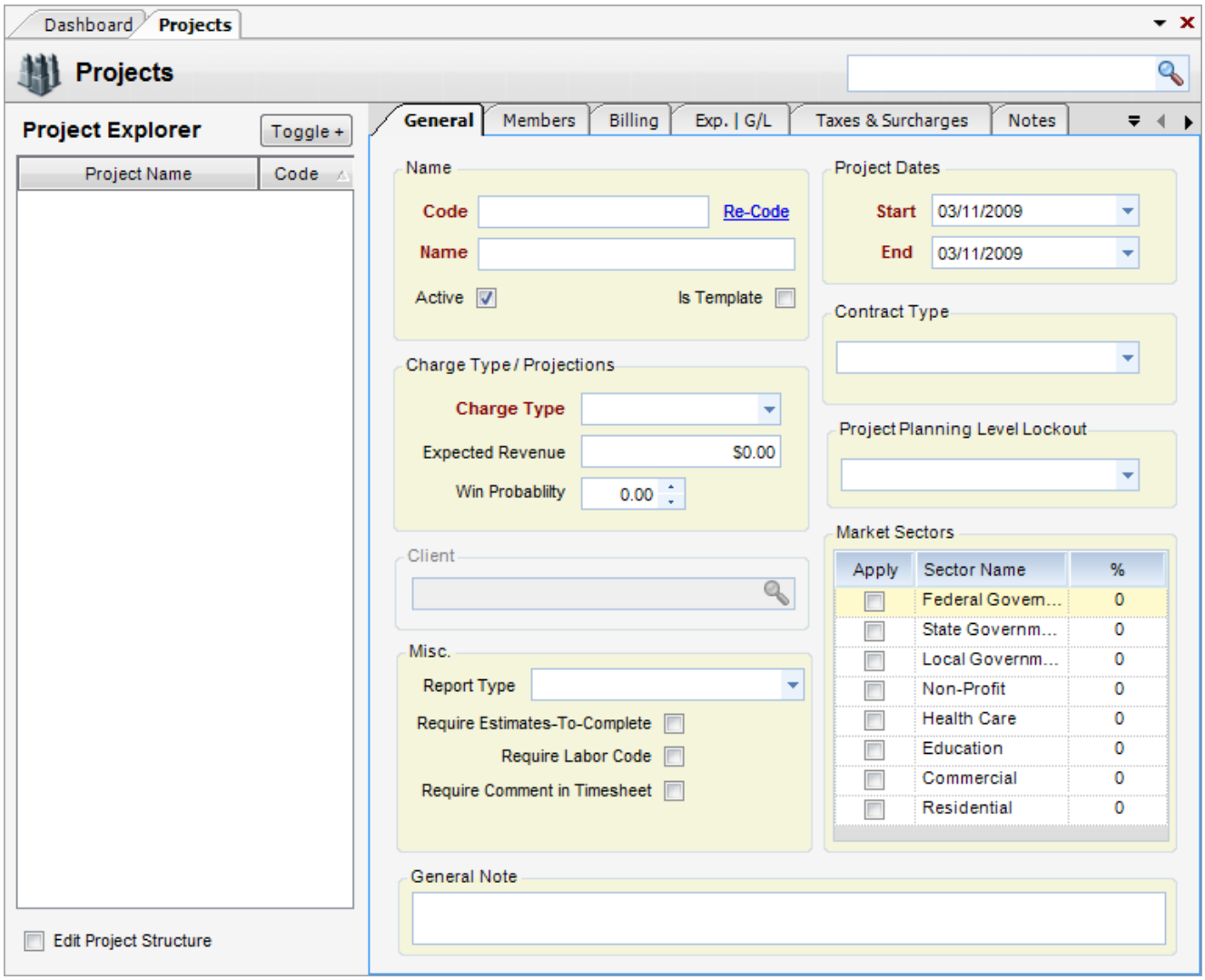

4.3.7.1 General Tab

Overview

The General Tab contains information that lays the groundwork for a new project. The brown fields (*Code* and *Name)* are required to create and save a project.

Field descriptions are listed below

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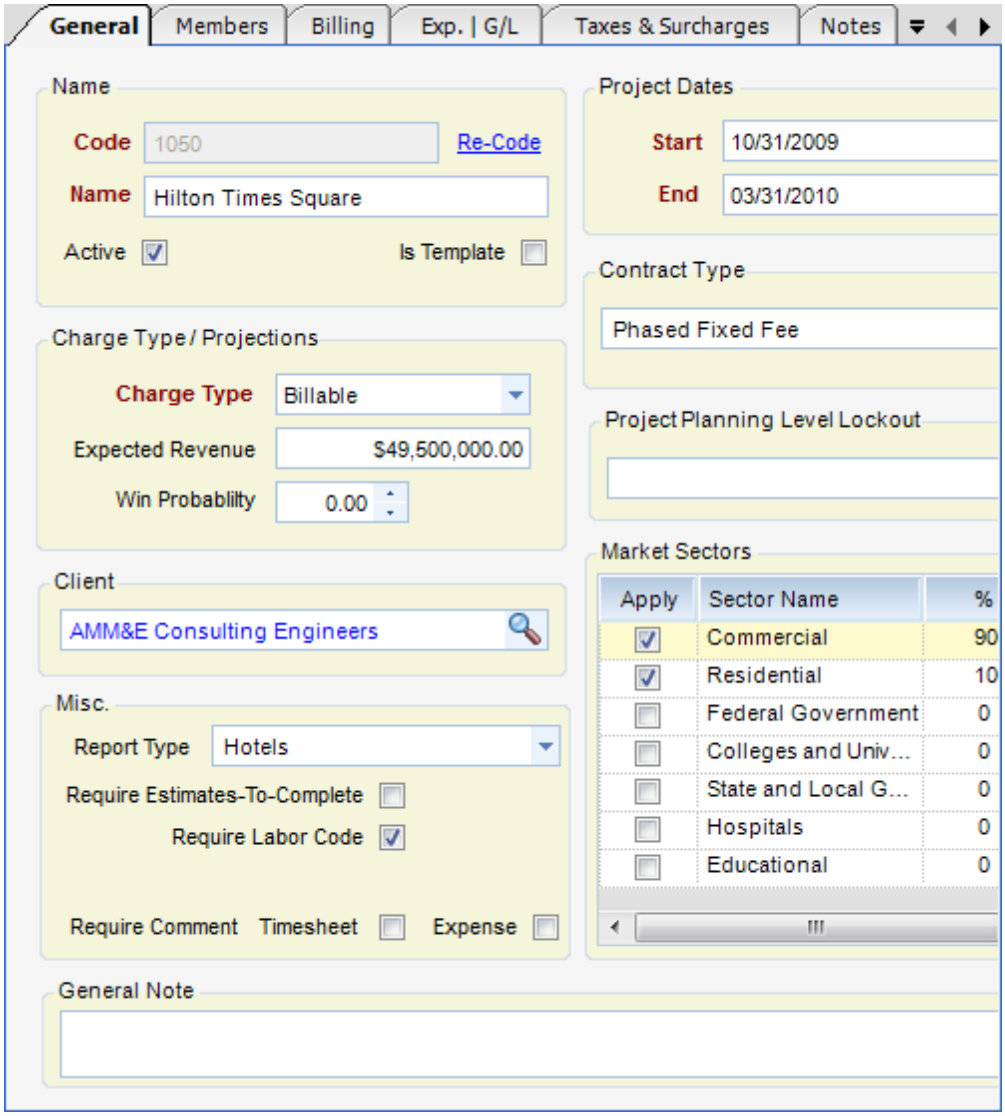

Fields (fields marked with a * must be completed)

Name

- ***Code** - Project or node code.
- ***Name** - Project or node name.
- **Active** -When checked, the project is active. Once a project is inactive it cannot receive charges.
- **Is Template** - When checked, the project is considered a template. Templates cannot receive charges and are visible in the project setup. They are used to create new projects.

Charge Type/Projections

- ***Charge Type** - Determines the type of project: *billable*, *indirect*, *projection*, *opportunity*, or *plan*. The choice affects the chargeable nature of the project.
- **Expected Revenue** - Expected revenue from this project. This can appear on project management reports, but

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is otherwise informational only.

- **Win Probability** - Probability of winning the contract. This can appear on project management reports, but is otherwise informational only.

Client - Client whom this project is for.

Misc.

- **Report Type** - Project report types are user-definable reporting groups that can act as filters when printing project management reports. They can be administered in List Management.
- **Require Estimates-to-Complete** - When checked, employees will be required to provide an estimate-to-complete for all bottom nodes of the WBS to which they charged time during the current time sheet period (typically a week long).
- **Require Labor Code** - When checked, employees will be required to provide a Labor Code.
- **Require Comment in Timesheet/Expense** - When checked employees, will be required to provide an comment in the PM Comments field when their timesheets/expense sheets are entered.

Project Dates

- ***Start Date** - The estimated project start date. Informational only. When a project has a plan, this field is automatically filled out by *Project Planning* and is unavailable here.
- ***End Date** - Estimated project end date. Informational only. When a project has a plan, this field is automatically filled out by *Project Planning* and is unavailable here.

Contract Type - User-defined list of contract types that can appear on *Project Management* reports. Examples of contract types are *Fixed Fee, T&M,* and *Cost Plus.* Contract types are used for filtering projects. They do not limit the project to that contract type.

Project Planning Level Lock out - Level in which all nodes at that level (and above) are locked from being altered by project planning. You can choose a specific level, lock out all levels, or unlock all levels. This feature allows for the division of WBS control between accountants and project managers.

Market Sectors - A project can be assigned to one or more market sectors. A percentage can be placed next to each market sector to designate the percentage of the project's cost and revenue that should be assigned to a particular market sectors. Financial statements can use these percentages. Also, project management reports can be printed by market sector.

General Note - This is where general notes regarding the project can be written and saved for future viewing.

4.3.7.2 Members Tab

Overview

The Members Tab establishes Project Leaders, Team Members, and Organizational Charging of a project.

Field descriptions are listed below

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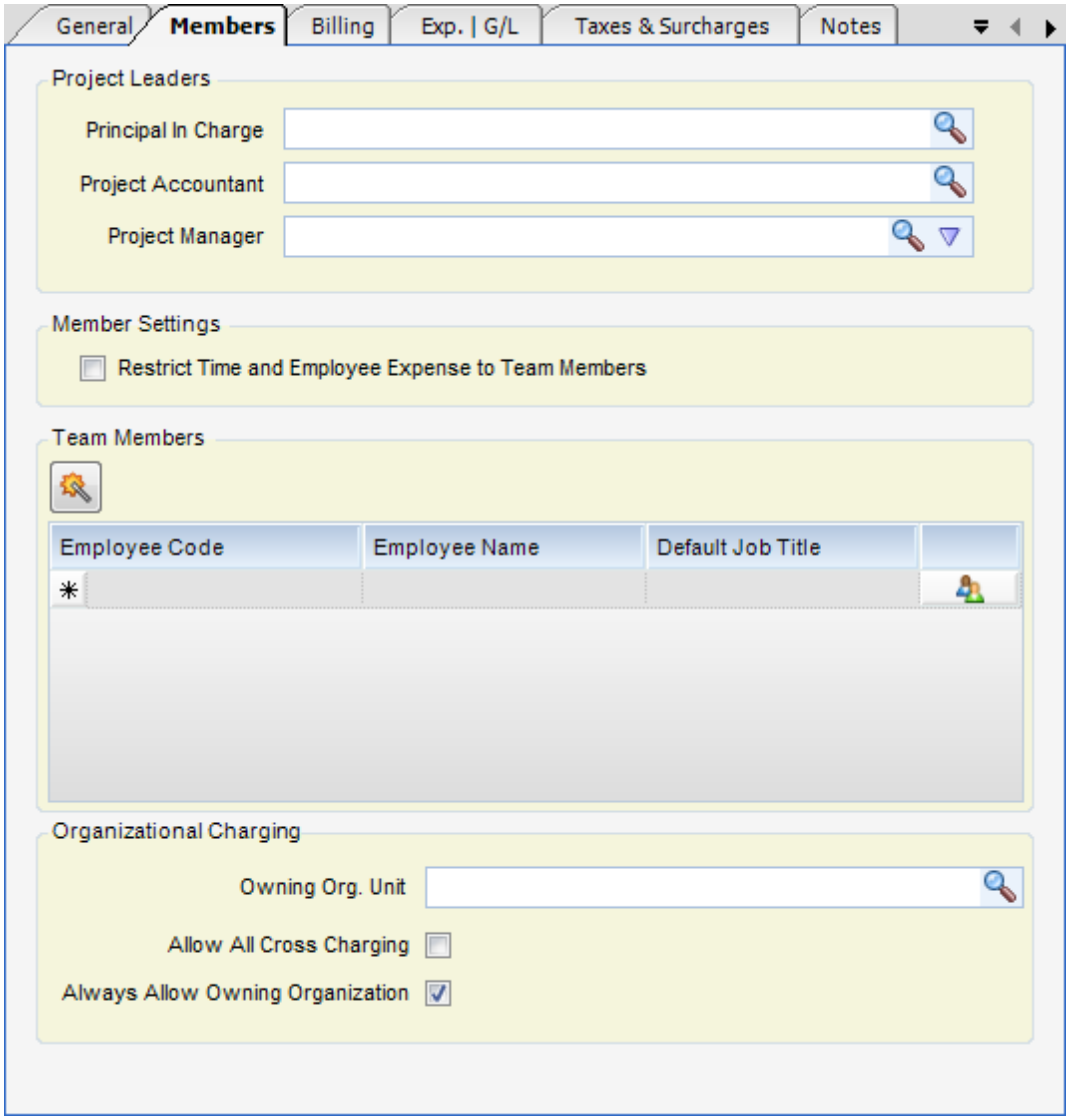

Project Leaders

- **Principal In Charge** - Principal that owns this project. Acts as a filter in *Project Management* reporting. Also allows permission for the creation of work orders.
- **Project Manager** - The Project Manager acts as a filter in Project Management reporting. It also allows the user to plan a project, review project billings, and generate work orders for that project.
- **Project Accountant** - The Project Accountant acts as a filter in Project Management reporting. It also allows the user to make billing adjustments and invoice this project. It also allows permission for the creation of work order.

Member Settings

- **Restrict Time and Employee Expense to Team Members** - When checked, only employees who are team members can charge to this project. Project leaders are implicitly considered team members and do not need to be listed.

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Team Members - Team members are assigned for three reasons: (1) to restrict charging to a project; (2) for simply informational purposes; (3) to alter or override their allowable job titles on a project. (To assign alternate job titles, add an employee to a row in the grid. Click on the button at the right edge of the row to add job titles.)

Wizard Button - Clicking on this option will open up a screen listing all Employees and all Job Titles. You can select multiple employees and assign them a series of job titles. This option is designed to add multiple project members with the same job title(s). It does not show what job tile members are currently assigned to. The wizard merely facilitates adding new members and assignments.

Organizational Charging

- **Owning Org Unit.** - The Owning Organizational Unit has the primary responsibility for a project. The level of the org unit must be equal to or above the sharing profit center level as established in Global Settings. If no owner is established, the project is considered open, and any organization can charge to it. The Owning Org Unit is especially significant in revenue recognition and automated invoicing.

- **Allow All Cross Charging** - When checked, all org units can charge to this project. Cross-charging in *InFocus* means the organizations (not the owning organization or a sharing organization) that charge to this project will have the cost of the charges transferred to the owning organization. Likewise, the owning organization receives all revenue for those charges.

- **Always Allow Owning Organization** - When checked, the owning organization is always permitted to charge to this WBS, regardless of sharing organization settings.

4.3.7.3 Billing Tab

Overview

The Billing Tab establishes Billing terms, Billing addresses(Remit to & Bill to), Late Charges, Retainer, Retainage, and Billing groups/Invoicing.

Field descriptions are listed below

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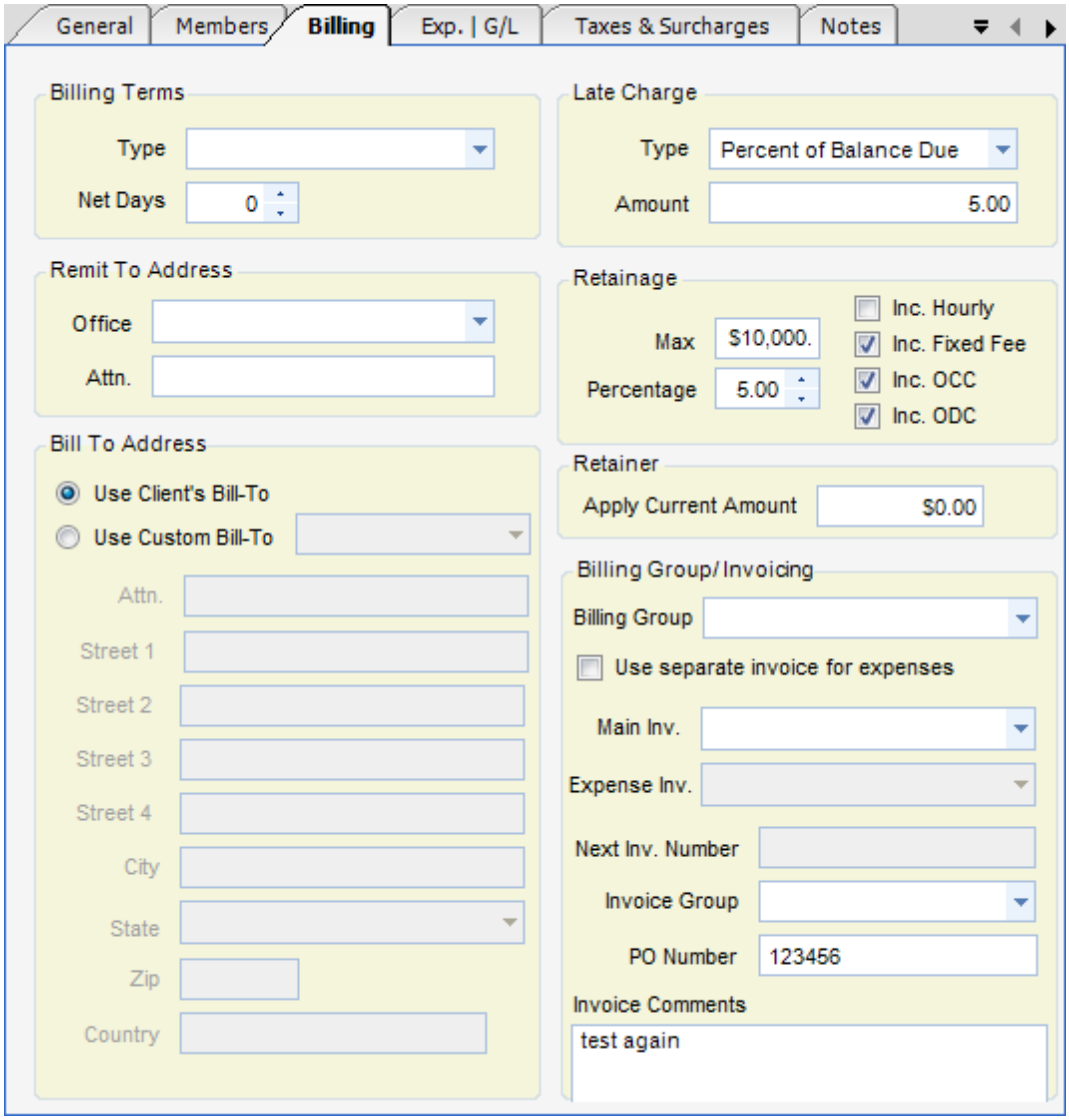

Billing Terms

- **Type** - Billing terms. Informational only
- **Net Days** - Number of days to add to *invoice date* to calculate *due date*.

Remit To Address

- **Office** - Company office, as setup in global settings, where payments should be sent. Can appear on invoices.
- **Attn.** - Attention line for remit to address.

Bill To Address

- **Use Client's Bill-To** - When checked, no address will appear here in the project set-up, but client's default bill-to address will be used in invoicing.
- **Use Custom Bill-To** - When checked, an address that is different from the client's default bill-to address can be entered here and used when generating invoices for this project.

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- **Auto Fill From Client -** After selecting *Use Custom Bill-To*, select this *Auto Fill* option to fill in the client's default bill-to address. You may then modify it, as needed, for this particular project. For example, you could enter a different contact person while using the rest of the default address for this project's invoices.

Late Charge - While late charges can be manually entered into the system and appear on A/R reports, they are not automatically calculated and booked. The following two fields are part of A/R reports and can be used to customize the reports by the user.

- **Type** - Choices are *percentage of invoice balance* and *flat amount.*

- **Amount** - Amount of late charge or percentage.

Retainage

- **Max** - Maximum amount of retainage to be withheld.

- **Percentage** - Percentage of labor revenue to withhold as retainage.

- Check boxes allow a user to designate values, other than Labor, to be included in retainage. These include Fixed Fee, OCC, and ODC.

Retainer

- **Apply Current Amount** - Amount of retainer to be applied on next invoice. When invoiced, this amount is automatically reduced by amount that was applied.

Billing Group/Invoicing

- **Billing Group** - Billing groups are user-definable items that can be used for filtered runs or batches of automated invoices. Billing groups are commonly used as a separate group for each week of a month. You could then assign projects to a group and that way process invoices throughout the month.

Use separate invoice for expense - When checked, labor and expense are billed on separate invoices (Main Invoice becomes the Labor Invoice).

- **Main Inv.** - Main invoice design. Invoice design used for labor invoices and also for combined invoices (labor and expense on the same invoice). This is where you attach the invoice that you would like to use for this project.

- **Labor Inv.** - When *Use Separate Invoice for Expense* is checked, the Main Invoice becomes the Labor Invoice. This invoice design is used for Labor Invoices. The invoice to be used for the labor in this project is attached here.

- **Expense Inv.** - The Expense Invoice design is used for Expense Only Invoices when *Use Separate Invoice for Expense* is checked. The invoice to be used for the expenses in this project is attached here.

- **Next Inv. Number** - Next invoice number. Used only when invoice incrementing in global settings is set to *By Project.*

- **Invoice Group** - Invoice group. Allows for multiple Bill Terms Nodes (Projects) to be invoiced as one invoice. When used, cover sheets can be designed to summarize individual project billings.

- **PO Number** - When filled out this will override the client PO Number in invoicing.

- **Invoice Comments** - Text that can optionally appear on an invoice, typically on the first page invoice header

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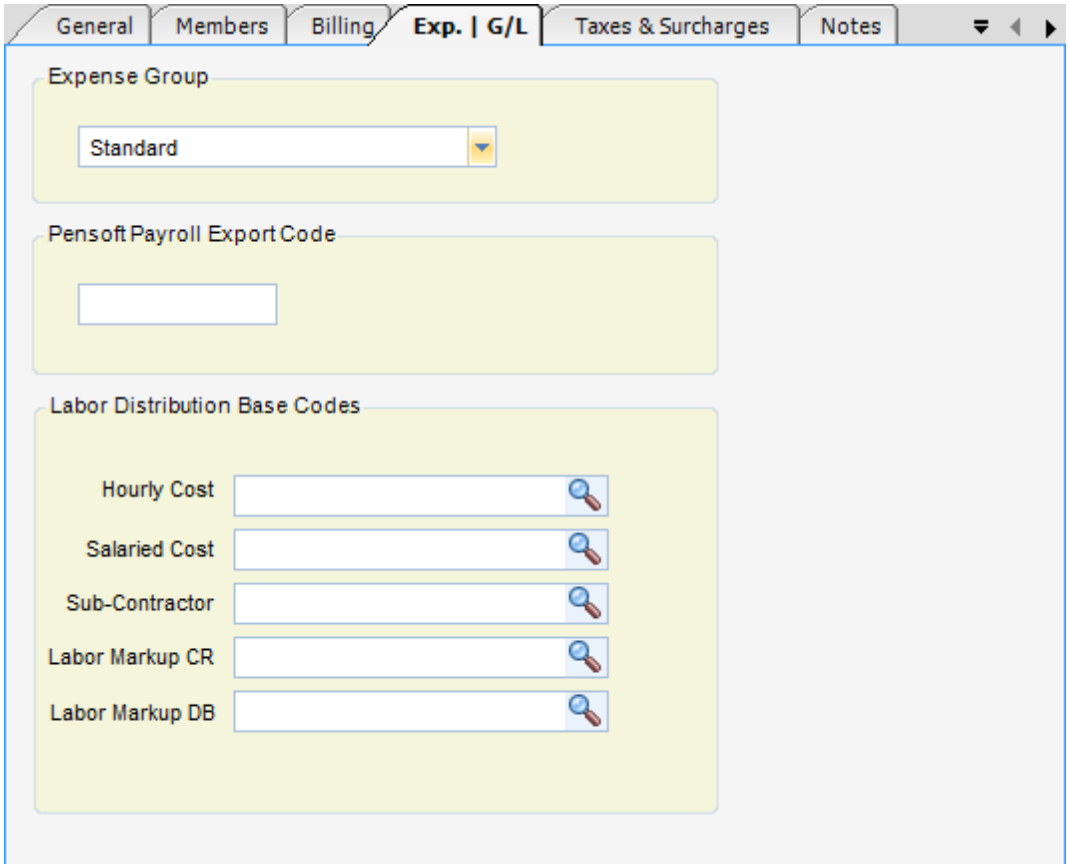
section.

4.3.7.4 Exp. | G/L Tab

Overview

The G/L Tab establishes Expense group used for the Project and Labor Distribution Base codes.

Field descriptions are listed below



Expense Multipliers

Expense Group - Predefined group of expense codes that can be used with this project. (These are defined in Project Administration / Expense Groups)

Pensoft Payroll Export Code - Leave code for accrued leave time (Vacation, sick, etc.)

Labor Distribution Base Codes - (Not used on billable projects)

- **Hourly Cost** - A direct labor cost G/L base account that is not flagged for sub-contractors.
- **Salaried Cost** - A direct labor cost G/L base account that is not flagged for sub-contractors

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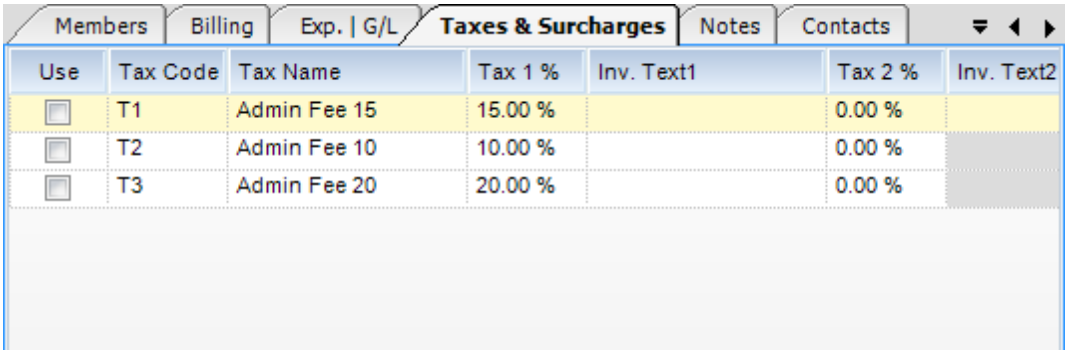
- **Sub-Contractor** - A direct labor cost G/L base account that is flagged for sub-contractors
- **Labor Markup CR** - A direct labor cost G/L base account. Offset for Labor Markup DB.
- **Labor Markup DB** - A direct labor cost G/L base account. Capture markup portion in labor distribution.

4.3.7.5 Taxes and Surcharges Tab

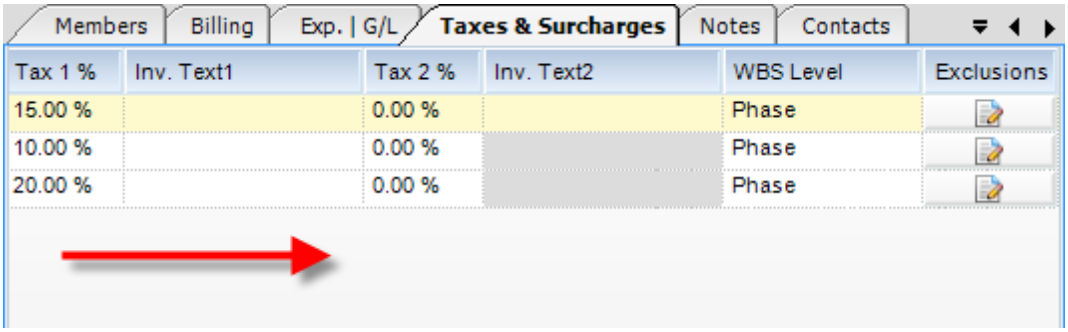
Overview

The Taxes and Surcharges tab establishes taxes and/or Surcharges used for the project selected. In order to enforce the tax/surcharge, a *Taxes* section must be used in the Invoice Design for the invoice being used for the selected project.

Field descriptions are listed below



Scroll Across



Fields

- **Use -** When checked, the selected tax will be used in the selected project.
- **Tax Code -** Tax code assigned to the tax.
- **Tax Name -** Name of the tax.
- **Tax 1 % -** Percentage of the Tax/Surcharge. Used in the first tax field in the Invoice Design.
- **Inv. Text1 -** Text that shows up on the invoice next to the first tax/surcharge.
- **Tax2% -** Percentage of the Tax/surcharge used in the second tax field in the Invoice Design.
- **Inv. Text2 -** Text that shows up on the invoice next to the second tax/surcharge.

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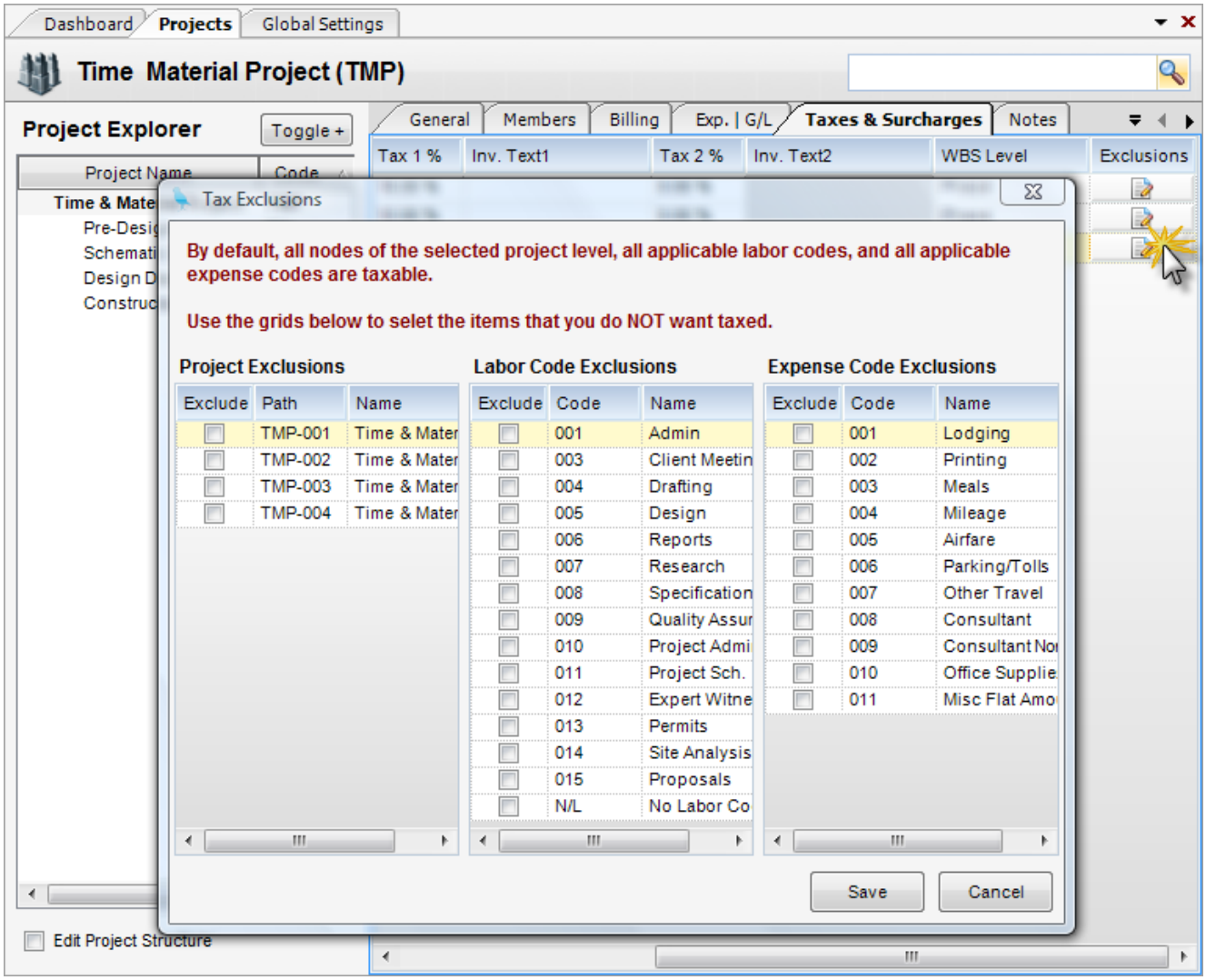
- **WBS level -** The WBS level in which the Tax/Surcharge is enforced.
- **Exclusions -** In the *Exclusions* column, click the icon and a box (pictured below) will pop up. Select the tems that you DO NOT want taxed.



4.3.7.6 Notes Tab

Overview

Notes can be entered against a project or a client's contract or project. See **Notes** chapter for further detail. Note Types are a user-definable list used to classify notes for better management. To maintain them, go to *List Management* and select *Note Types* under *User Lists.*

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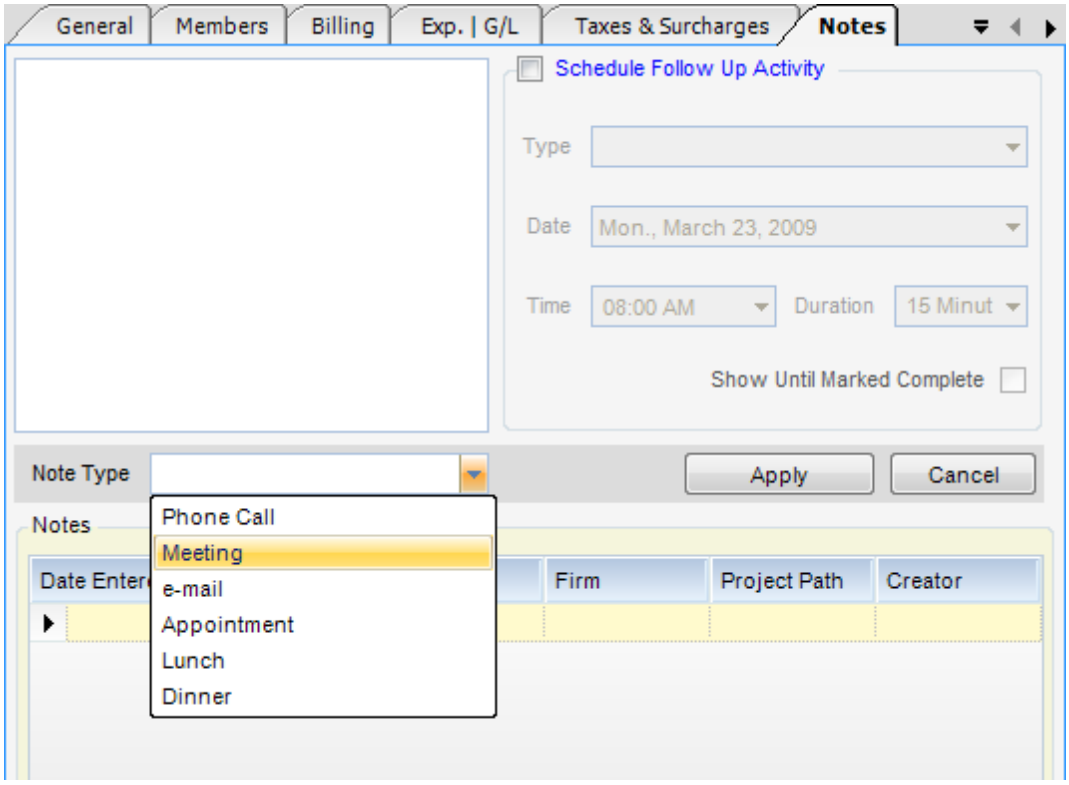

Fields

- **Text Box -** Enter message to be displayed here.
- **Schedule Follow-up Activity -** When checked, this section will become active. This gives the user the option of scheduling a follow-up activity. *Type, Date, Time,* and *Duration* are selected.
- **Note Type *(Drop Down)* -** Type of note posting. (Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices)
- **Apply -** Click on *Apply* to post the note in the Notes grid at the bottom of the screen.
- **Cancel -** Cancels the current note.

4.3.7.7 Contacts Tab

Overview

The Contacts Tab deals with contacts. They can be employees of your company or employees of a firm with which you do business. Contacts can also be associated with projects, but only contacts for that project's clients. Contacts cannot exist for a project that does not already exist for that project's client.

- This tab allows for the entry of contacts.
- Use the **Lookup Control** to pull up a firm. Any contacts listed within that firm will show up.
- **Adding a Contact -** To add a contact, Click the *Add Contact* button that appears at the bottom of the Contacts Tab. Fill out the *New Contact* box that comes up. An explanation of the Tab sections is explained in the Contacts section of this manual.

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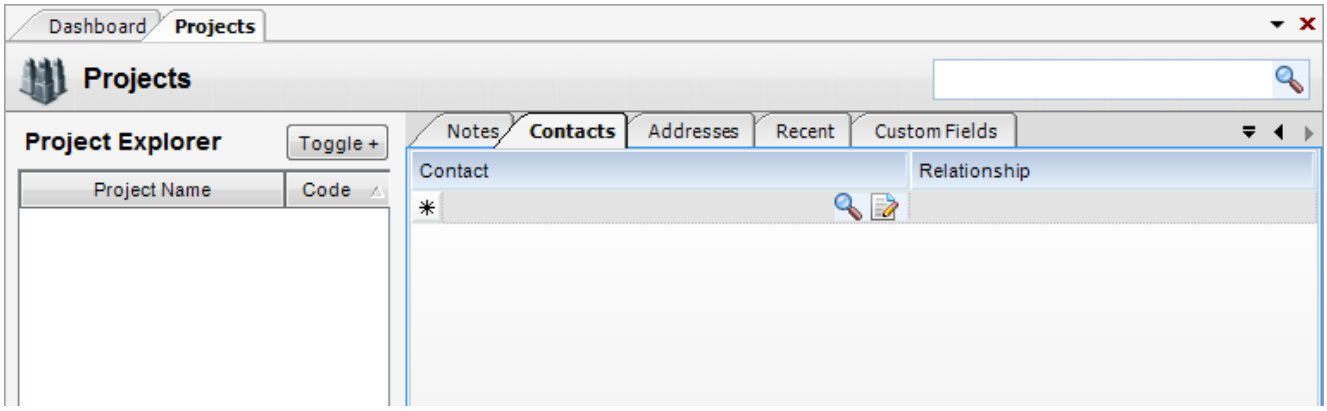

4.3.7.8 Addresses Tab

Overview

The Addresses Tab contains the addresses within the Project selected.

- **Add New Project Address -** To add a new address, enter the information on the line labeled *Enter New Line*, and click *Save*.
- **Delete Project Address -** Highlight the address row by clicking on the arrow at the end of the line , and click *Delete*.

Addresses can be set up for the following items in InFocus.

- Companies - Companies are licensed operators of *InFocus* and are accessible via Global Settings.
- Firms - Firms are accessible in firms, vendors and client setup screens as all are considered firms.
- Projects - They can inherit client addresses.
- Employees - They can have both a work and home address.
- Contacts - Contacts are people - either employees or members of *Vendors* or *Clients*.

Note: Addresses can be named to categorize addresses for reuse. For instance, clients can have multiple offices. Naming addresses allows you to set up an address for each office and then associate client contacts with a particular office address. If the information of the named address changes, you can cascade those changes to all associated (linked) addresses in entirely, or for only fields that have a value.

Sometimes addresses have specific uses, as in the case of *bill-to, pay-to* and *remit-to addresses*. These can be unassociated addresses or linked addresses. Typically, they will be linked addresses, which means you first will

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want to enter them as a named address prior to references them as a *bill-to, pay-to* and *remit-to addresses*.

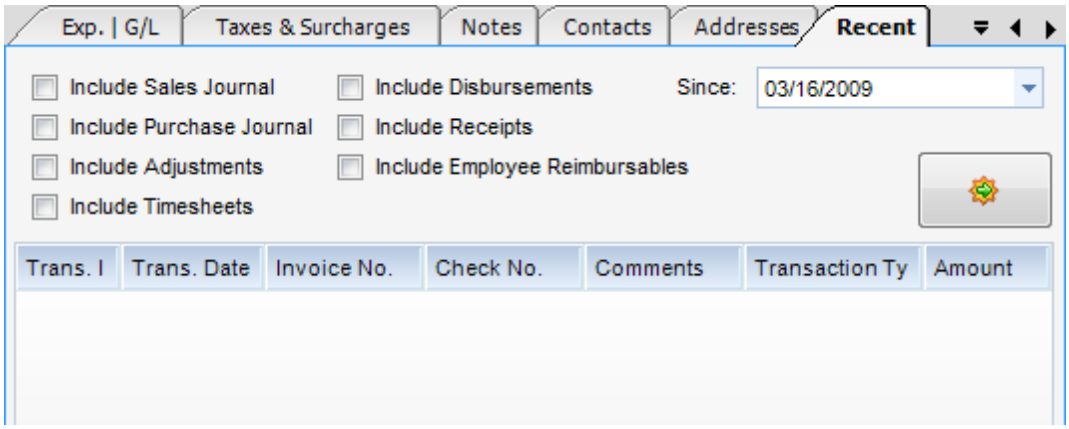
Addresses have the following fields

- Street 1
- Street 2
- Street 3
- Street 4
- City
- State
- Zip
- Country
- Phone
- Fax
- **Note -** All Master Files have Geocode buttons on their addresses that get the Latitude and Longitude of an address. These can be used in queries to develop your own custom map views.

4.3.7.9 Recent Tab

Overview

Notes can be entered against a project and optionally a client contact or project. See Notes chapter for further detail.



Fields

- **Since Box-** Shows recent transactions *Since* a user entered date.

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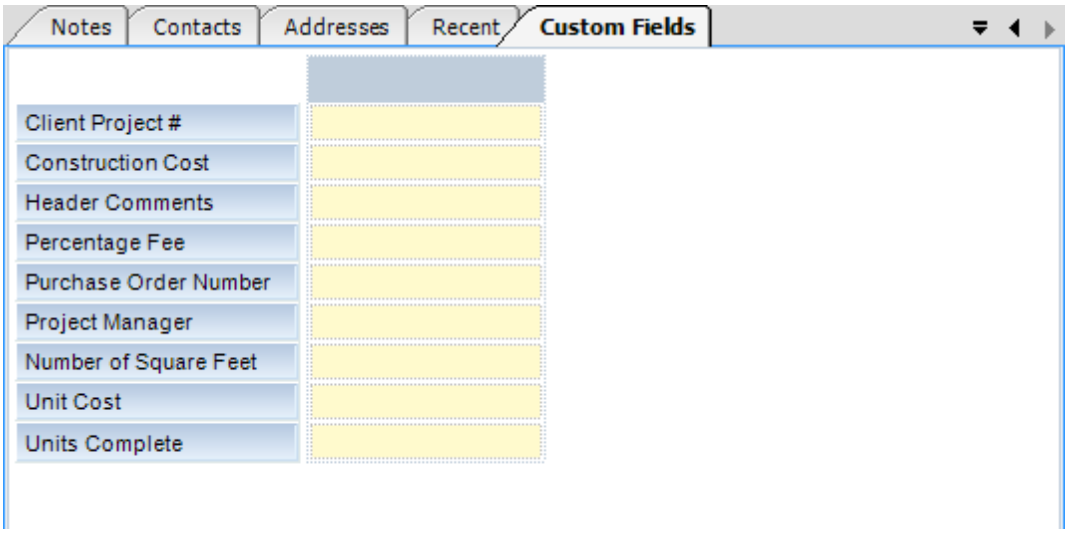
- **Include Journal Check boxes -** Checking the box allows transactions to be filtered by journal.

Note - All information selected will show up in the grid located at the bottom of the tab. The grid includes the *Transaction ID, Transaction Date, Invoice Number, Check Number, Comments,Transaction Type,* and *Amount.*

4.3.7.10 Custom Fields Tab

Overview

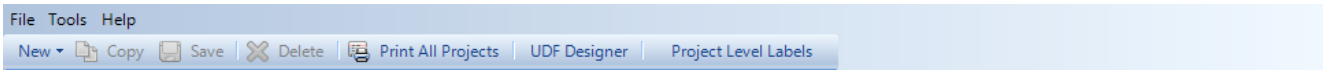
Project UDF's (User Definable Fields) are accessed here. UDF's are established by accessing UDF designer from the toolbar. See How to Create a UDF for further detail.



4.3.7.11 Toolbar

Overview

The Projects Toolbar gives the user (if given the appropriate permissions) numerous capabilities within the Projects applet. Below is a list of those capabilities.



1) Toolbar Buttons

- **New -** Creates a new project.
- **Copy** - Copies the current project.
- **Save -** Saves the current Vendor Information that has been entered.
- **Delete** - Deletes the current project.
- **UDF -** Opens the UDF designer where custom fields are designed. To design a UDF, see the *How to Create a UDF* section of this manual.
- **Project Level Labels -** Project level labels are used to assign a familiar name to each level of the WBS. To maintain the labels, click on *Project Level Labels* on the tool bar. A grid with three columns (shown below) will appear. Fill out the information and click *Save.*
- **Print All Projects -** When clicked, the user is directed to the *Vendor List* report. When you double-click on *Vendor List,* the following box pops up, allowing you to choose *active, inactive,* or *all Vendors* in your system. After choosing the type of Vendor, hit *OK* and you will see a report listing the vendors.

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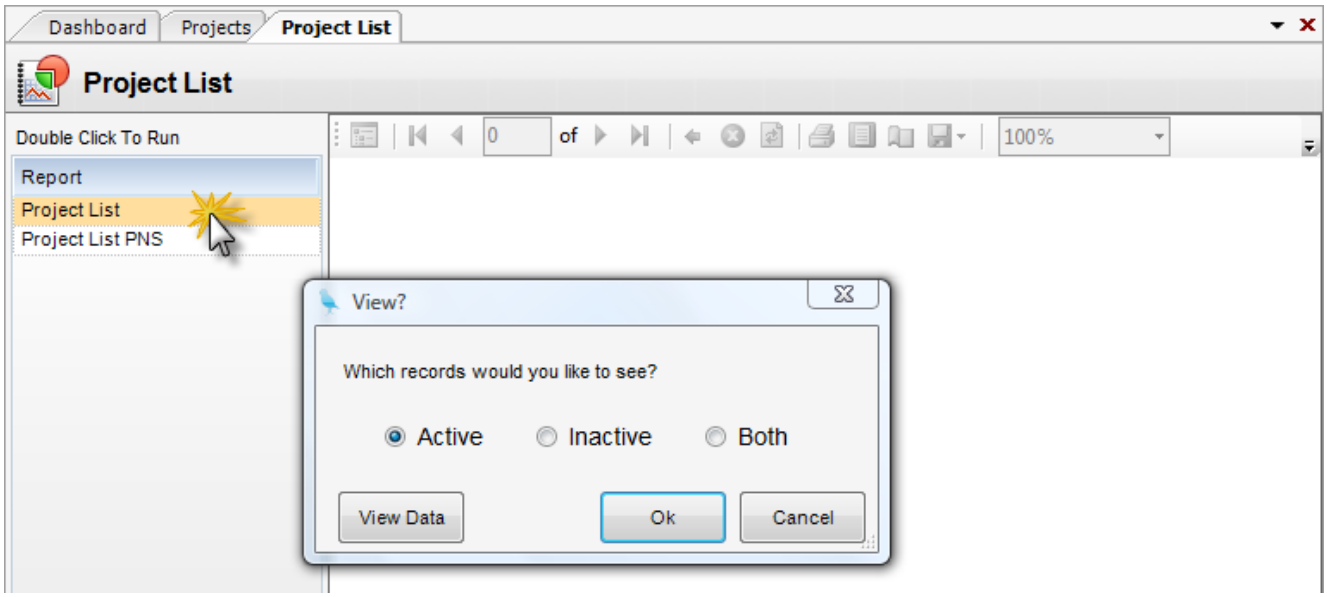
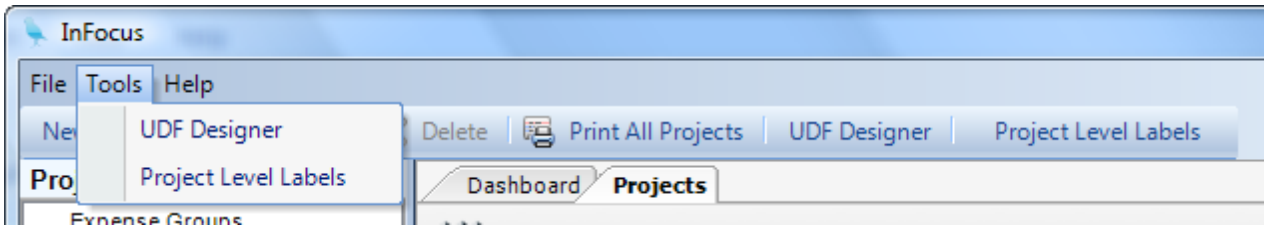


2) Tools Button



- **UDF Designer -** Brings up the UDF designer. See How to create a UDF to understand more about this.
- **Project Level Labels -** Project level labels are used to assign a familiar name to each level of the WBS. To maintain the labels click on Project Level Labels on the tool bar. You will get a grid with three columns (Shown Below). Fill out the information and **Save**.

Grid Descriptions for Project Levels Label.

- **Level** - Project Level. One is the first level.
- **Singular Name** - Singular form of level name.
- **Plural Name** - Plural form of level name.

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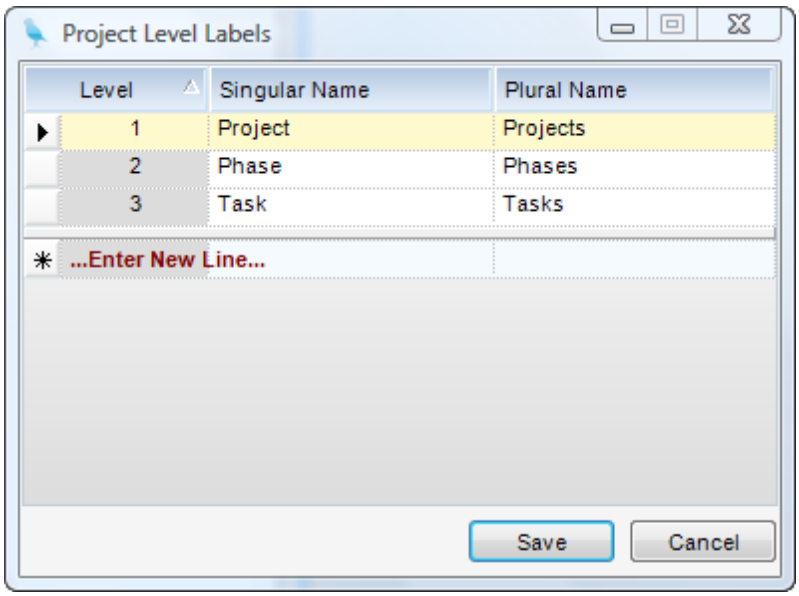

4.3.7.12 Right-Click on Project (Not in Edit Project Stucture Mode)

Overview

When you right click on the project (not in *Edit Project Structure Mode*), you have the following options:

1) **Allowable Date Ranges -** Allowable Date Ranges can be set for *Timesheet* and *Expense Entry*. Date ranges are allowed to have no *Start Date* or *End Date* to leave them open-ended. Date ranges can also be controlled from project planning. For instructions on how to use them, see the How to set Allowable Date Ranges section of this manual.

2) **Charge Levels -** Charge levels control to what level ODC, OCC, and ICC can be applied. No level needs to be established for time charges since they always occur at the bottom node. For instructions on how to use them, see the How to Establish Charge Levels section of this manual.

3) **Contract Levels / Caps -** This is where you establish contract levels and caps. For instructions on how to use them, see the How to set Contract Levels / Caps section of this manual.

4) **Expense Markups / Codes -** This is where you establish Expense Multipliers and Expense overrides on a per-project basis. For instructions on how to use them, see the How to set Expense Markups/Codes section of this manual.

5) **Invoice Description -** Invoice comments are available at every level of the WBS.

6) **Invoice Filters -** This feature allows for using mixed style billings on a single project without the need to create a roll-up project or an invoice group. A filter is a user-definable code that can be placed on the second level nodes (usually called phases) within a project WBS. For instructions on how to use them, see the How to Use Invoice Filters section of this manual.

7) **Invoice Posting Groups -** This gives you an option to assign Invoice Posting Groups.

8) **Rate Schedules -** Rate schedules can be applied to any or all nodes of the WBS. Children nodes override parents nodes. For instructions on how to use them, see the Applying Rate Schedules section of this manual.

9) **Revenue Recognition / Profit Centers -** Revenue Recognition is used to meet the GAAP principles of recognizing revenue in the same accounting period in which the expense was incurred. For instructions on how to use them, see the Revenue Recognition / Profit Centers section of this manual.

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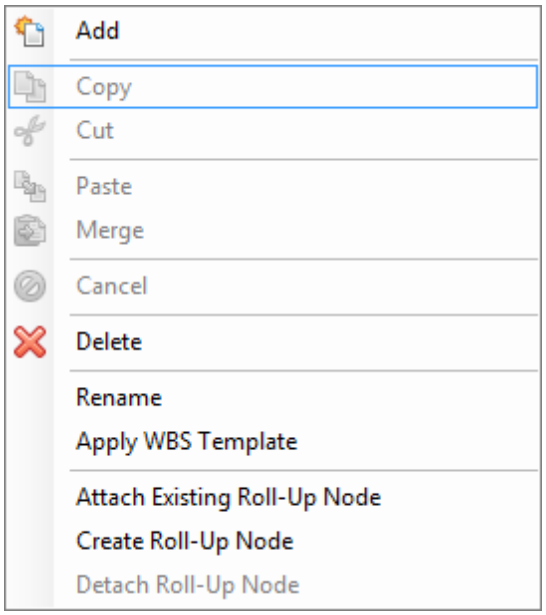
10) **Time Sheet Comment Templates** - Comment Templates for time sheets can be added to all levels of the WBS.

11) **Labor Code Groups** - Labor Code groups can be added to all levels of the WBS. (InFocus 2.0 and greater)

4.3.7.13 Right-Click on Project (In Edit Project Stucture Mode)

Overview

When you right click on the project (In Edit Project Structure Mode), you have the following options:



1) **Add/Copy/Cut -** Here you may *Add, Copy,* or *Cut* a section of the project structure.

2) **Paste -** Once you have cut or copied a part of the project, you can paste it to another section of the project.

3) **Merge -** This is no longer being used. A *Move Project Transactions* applet has been added to the *Project Administration* module that can be used to move all transactions from one phase to another.

4) **Cancel -** This will cancel the current action.

5) **Delete -** This will delete the section of the project that has been selected.

6) **Rename -** This will allow the user to rename the section of the project that has been selected.

7) **Apply WBS Template -** This allows you to apply a WBS template to the current project.

8) **Attach Existing Roll-up -** This allows you to apply an existing roll-up to the current project.

9) **Create Roll-up Node -** This allows you to create a new roll-up to attach to the current project.

10) **Detach Roll-up Node -** This allows you to remove the roll-up that is attached to the current project.

4.3.7.14 Right-Click on Sublevel (Not in Edit Mode)

Overview

When you right-click a sublevel (not in *Edit Project Structure Mode*), you have the following options:

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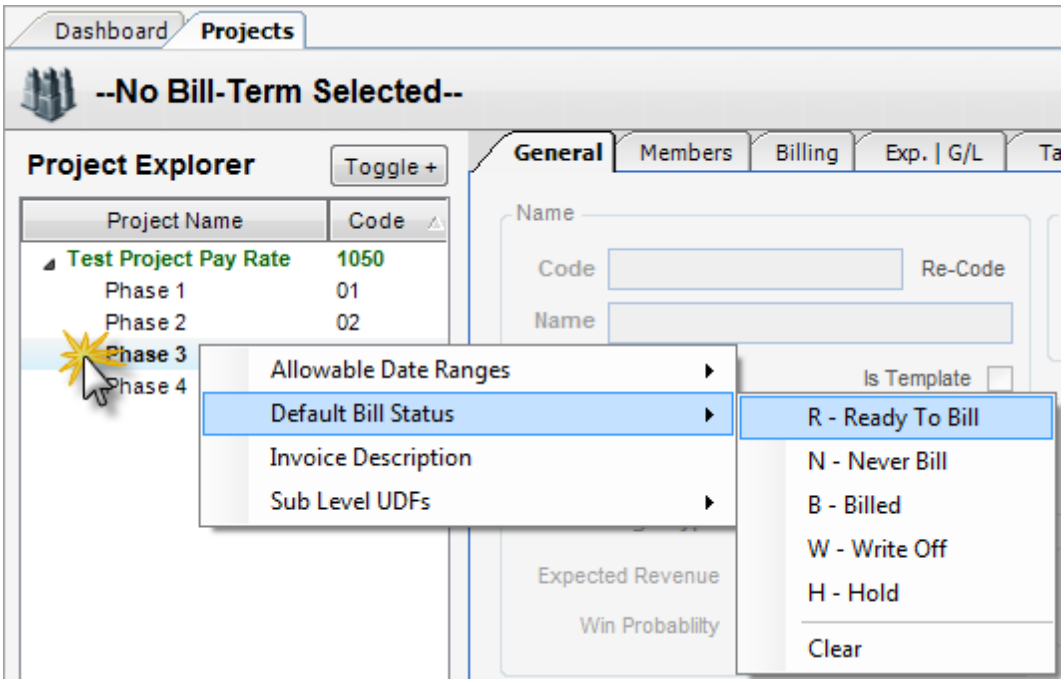
Allowable Date Ranges - Allowable Date Ranges can be set for *Timesheet* and *Expense Entry*. Date ranges are allowed to have no *Start Date* or *End Date* to leave them open-ended. Date ranges can also be controlled from project planning. For instructions on how to use them, see the How to set Allowable Date Ranges section of this manual.

Sub Level UDFs - UDF fields can be added to levels below the project. When adding a UDF field to project sublevels, it will be available for all sublevels. Currently, these UDF fields are only available to Custom reports.

Default Bill Status - You can set a Default Bill Status on any node of the WBS. This is done by right-clicking on the node in project explorer. Also, a Default Bill Status has been added to the Project Administration tab, in Global Settings, for the Default Bill Status for Opportunity projects. These features do not limit the statuses; they simply specify the default value on a new transaction.



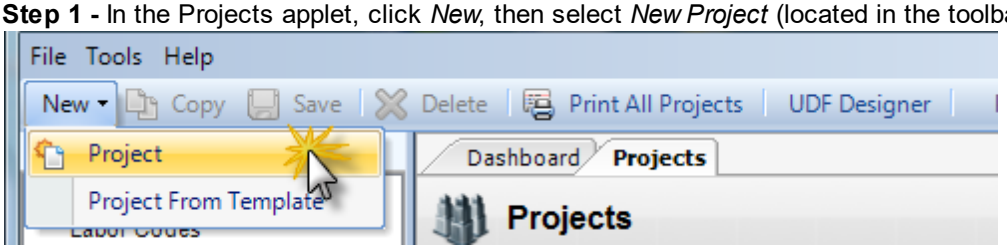
4.3.7.15 How To

4.3.7.15.1 Create a Project

Overview

How to Create a Project.

Step 1 - In the Projects applet, click *New*, then select *New Project* (located in the toolbar).



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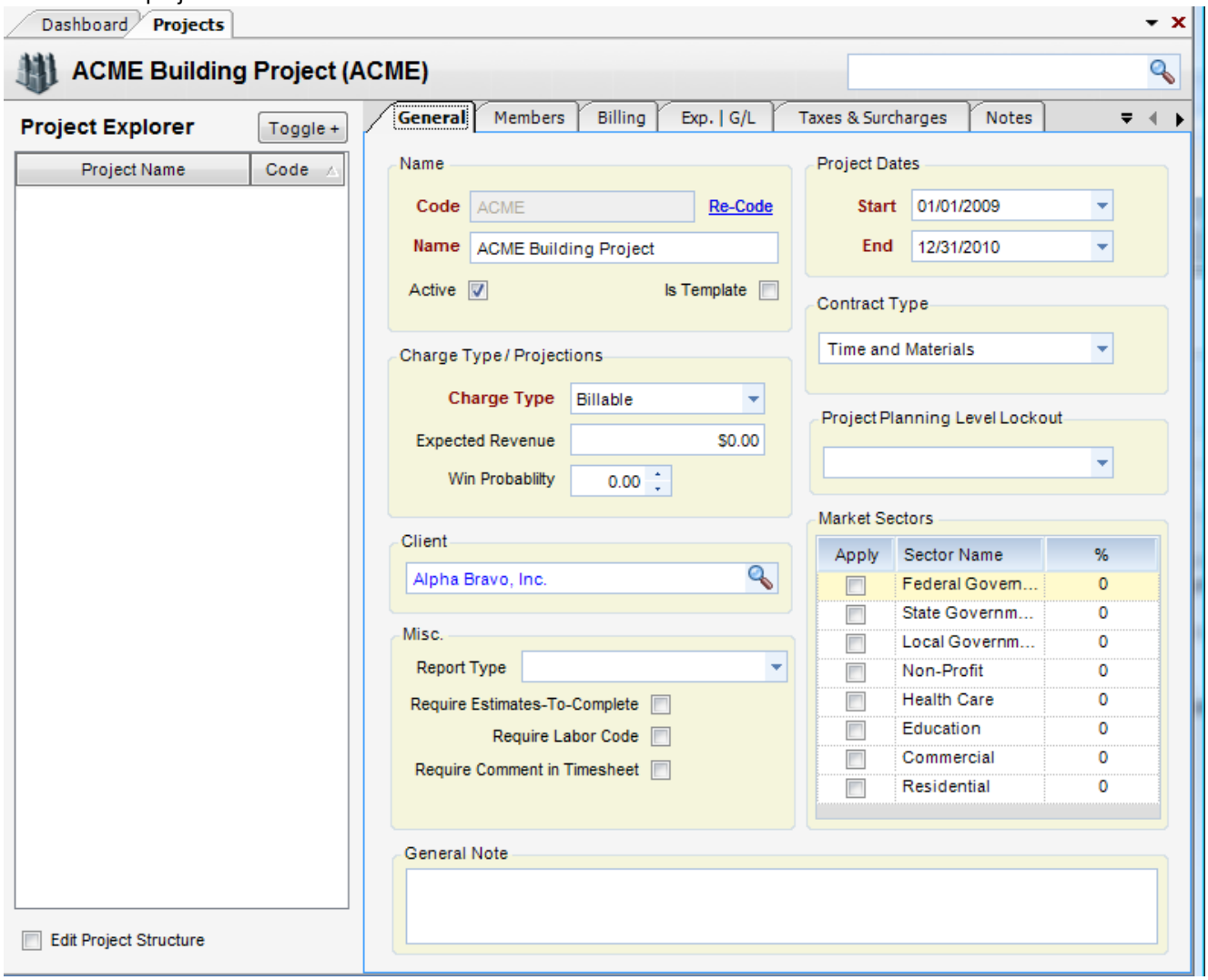
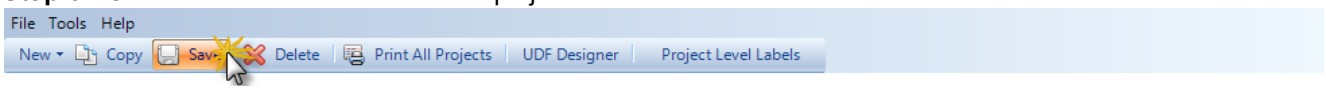
Step 2 - Fill out the appropriate information on the General Tab**.** All brown information labels are required fields to save the new project.



Step 3 - Click *Save* to create a new basic project.



Note 1: When a project is first created, the top level is know as the Bill Terms Node (Project). This is the node that receives the bulk of the project information, such as who the client is, what type of project it is, etc. All nodes beneath the Bill Terms Node (Project) can have limited information entered, such as contractual caps, allowable charging date ranges, budgets and rate schedules.

Note 2: The Bill Terms Node (Project) is usually the top node, but it can also live at the second level. This is accomplished by inserting a roll-up node above the Bill Terms Node (Project). In this way multiple Bill Terms Nodes (Projects) can be grouped together for project reporting purposes.

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Charge levels are important in the setup of projects. Charge levels need to be established for ODC, OCC and ICC charges. The setting dictates at what level of the WBS charges can be applied. By default, that level is the bill terms level. Labor can be charged only to a bottom node (a node with no children). For instructions on how to do this see the Establishing Charge Levels section of this manual.

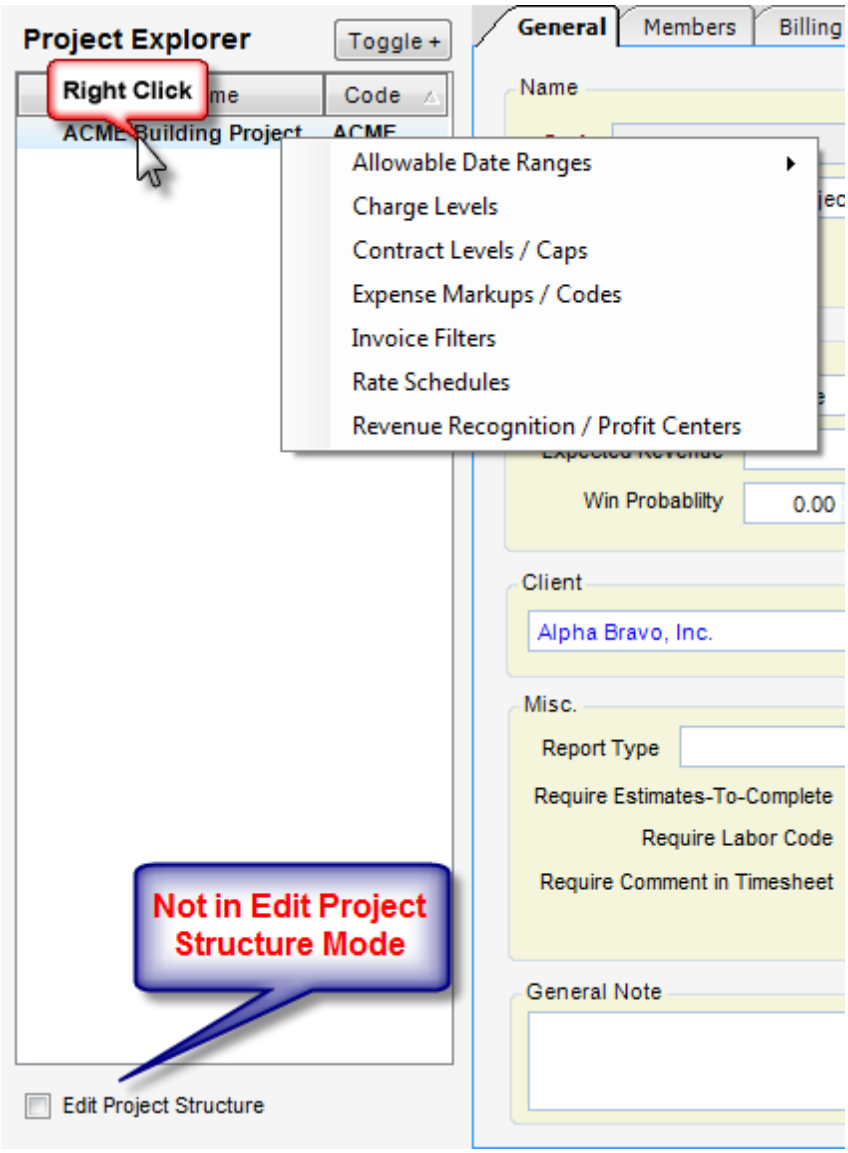
4.3.7.15.2 Establish Charge Levels

Overview

How to Establish Charge Levels. Charge levels control at what level ODC, OCC, and ICC expense charges can be applied. No level needs to be established for time charges since they always occur at the bottom node.

Step 1 - Right click on the bill terms node (Project Name) on the project tree and choose *Charge Levels*.

Note: Make sure you are not in *Edit Project Structure* mode.



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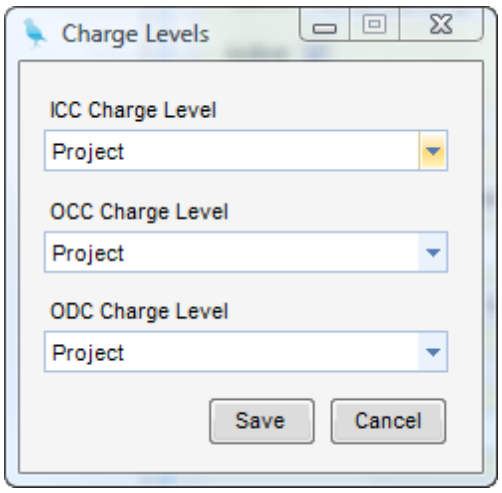
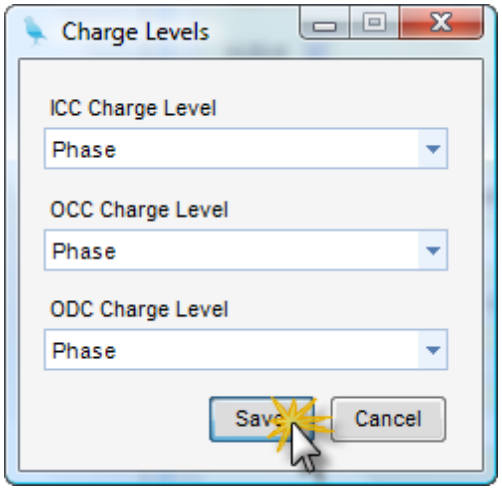
Step 2 - Select *Charge Levels*. You will have three pull-downs for each of the PM types.



Step 3 - Choose the levels of the project to which you want to change each type and click *Save.*
Note: The default is *Project* and it is preset. The level represents the ceiling, or top level, to which expenses can be charged. All nodes below that level are also allowed

.



4.3.7.15.3 Add WBS Template

Overview

How to Add a WBS to a Project.

Step 1 - Make sure you are in *Edit Project Structure* mode. Call up a project and right click on a node.

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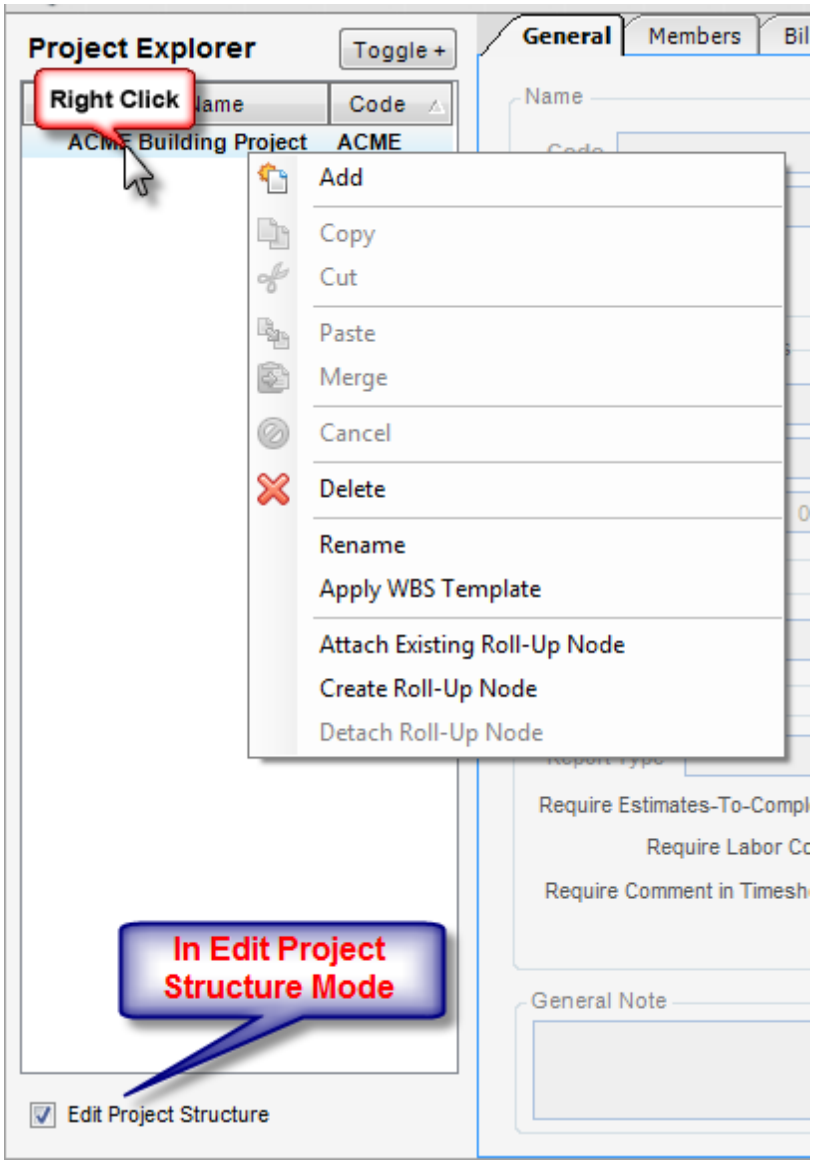

Step 2 - Select *Apply WBS Template*.

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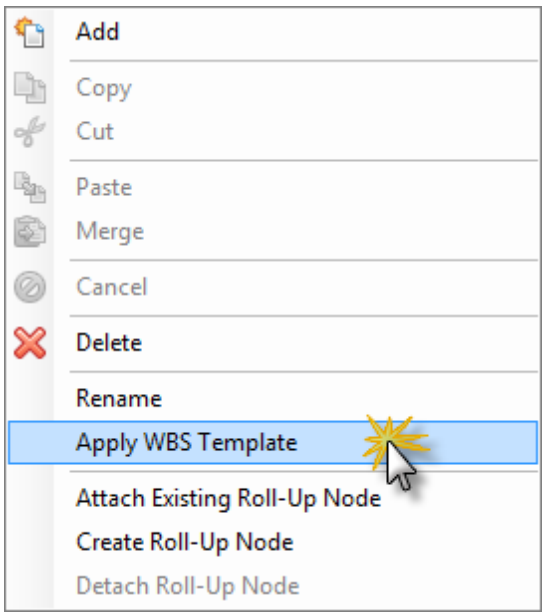
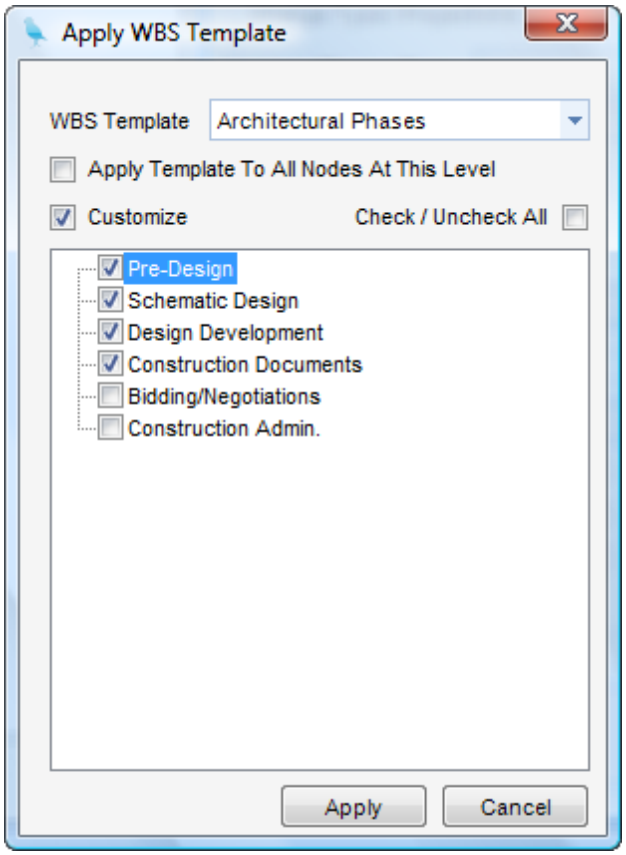


Step 3 - Next, select the template to apply. To apply the template to all nodes at the same level, check *Apply to All Nodes on This Level.* To customize the template, check the *Customize* box. The box will expand to show the WBS of the template. Here you can select the sections you would like to use.



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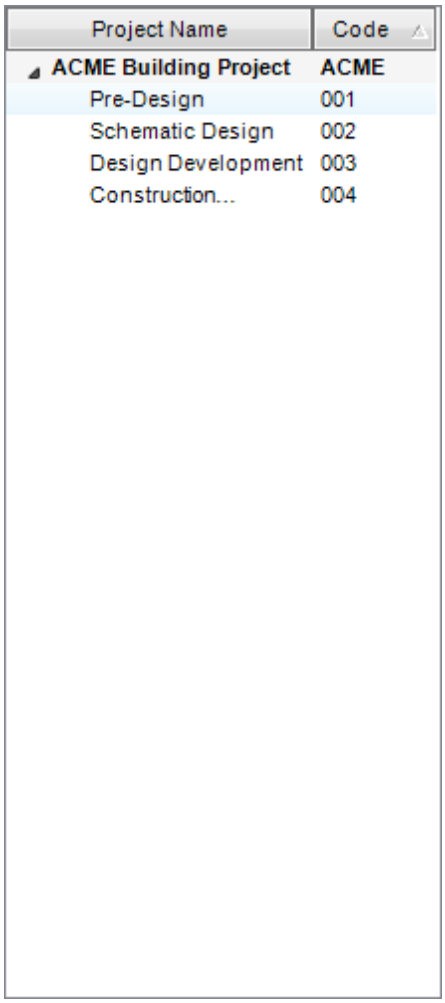
Step 3 - Click *Save* and the WBS template will be applied to the project.



4.3.7.15.4 Apply Contract Caps and Fixed Fees

Overview

How to Set Contract Caps and Fixed Fees.

Step 1 - To administer contractual caps (not-to-exceed amounts) and fixed fees, right click on the bill term node in the project tree and choose *Contract Levels/Caps*.

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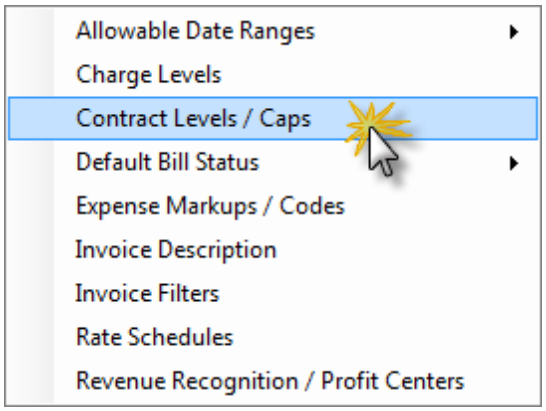
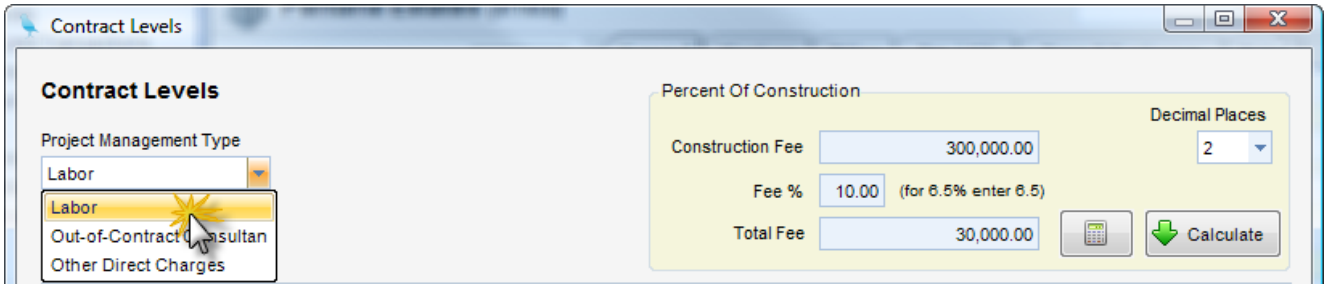
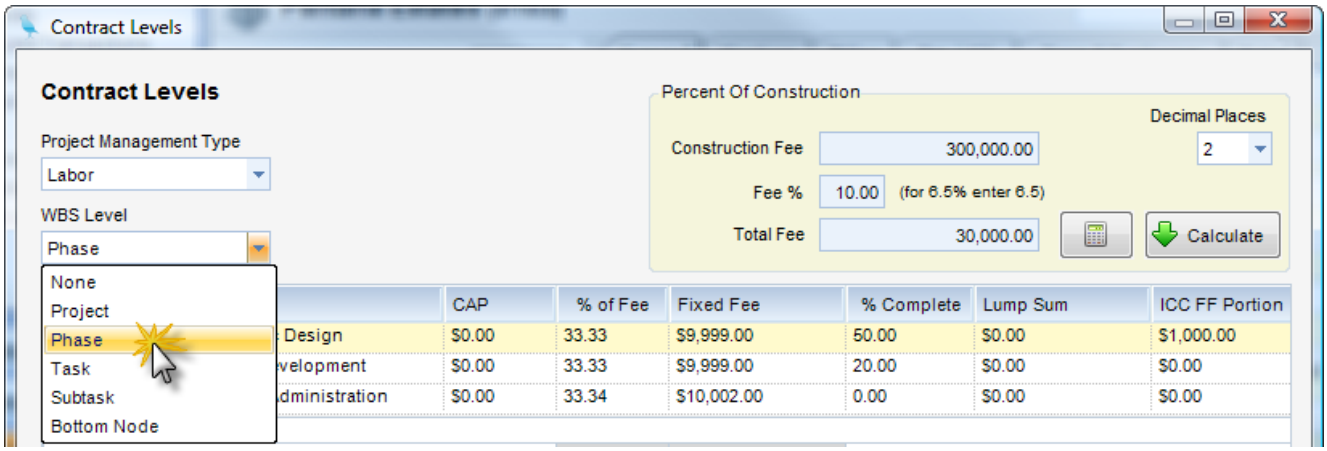


Step 2 - Next, select what PM type to administer - *Labor, ODC*, or *OCC*.



Step 3 - Next, select the WBS level



Step 4 - The nodes for the selected level will appear.

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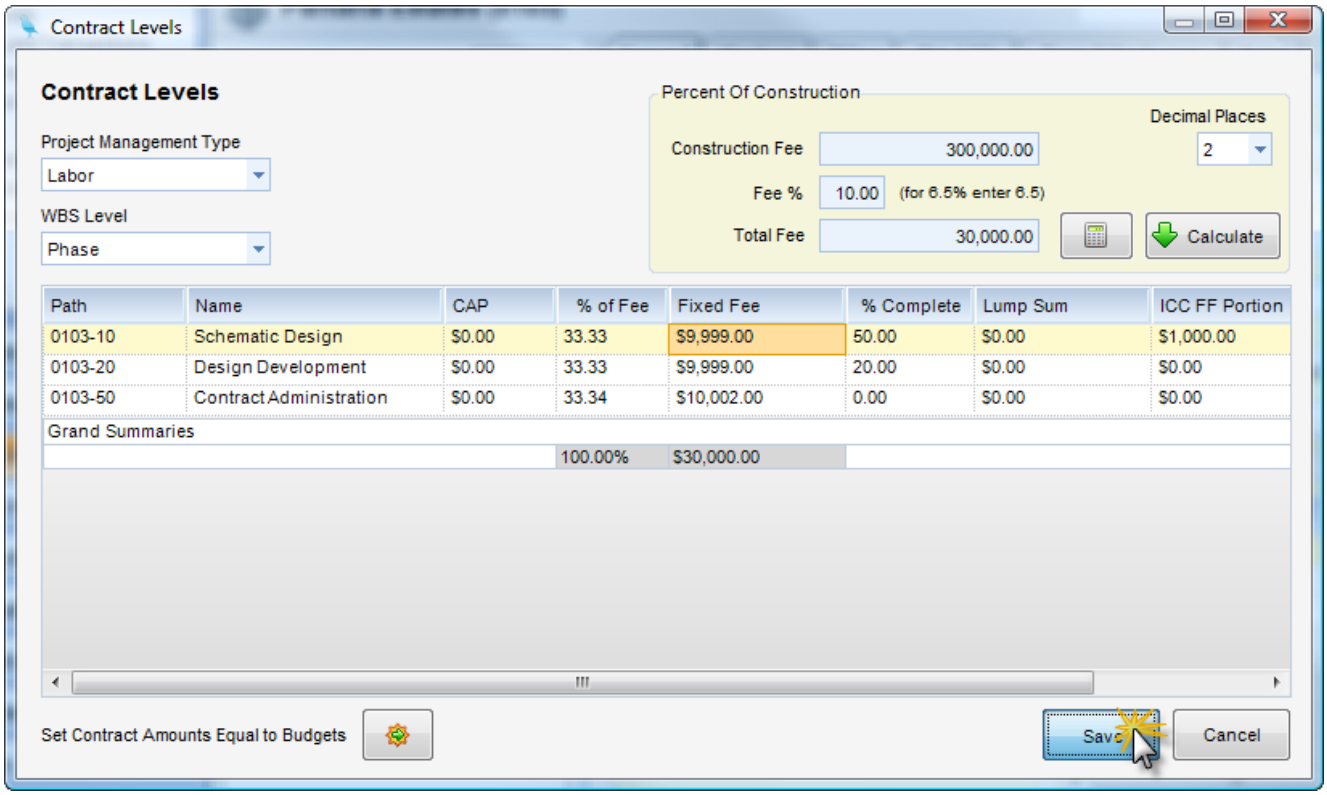

When Setting Caps - Here you can edit all the cap amounts at once.

When Setting Fixed Fee Amounts - In the case of labor, four other fields can be set.

- **Percent of Construction Box -** Construction Fee, Percent of Construction, and Fee Percentage have been added to support Percent of Construction. A Fixed Fee invoice design is included for Percent of Construction.
- **Fixed Fee** - Fixed fee amount for this project node.
- **Percent Complete** - Percent complete for billing purposes. This can also be set from Project Accountant Bill Review.
- **Lump Sum** - This field represents the lump sum amount to be invoiced. It is also accessible in the PA/PM Bill Review screens. In order to use this feature, you must use an invoice design whose labor section has been designated to use this field. Two new invoice formats that support lump sum billing have been added. Lump Sum Level 1 works at the project level while Lump Sum Level 2 works at the phase level (e2nd level).
- **ICC Fixed Fee Portion** - Dollar amount of fixed fee that should be attributed to ICC for the entire WBS node.
- **ICC Fixed Current Portion** - Dollar amount of fixed fee that should be applied to ICC on next invoice.

Step 6 - Click *Save.*

4.3.7.15.5 Adjust Allowable Date Ranges for Time & Expense

Overview

How to Set Allowable Date Ranges. To leave a date range open-ended, do not have a start or end date. Date ranges can also be controlled from project planning.

Step 1 - Right-click on a node of the WBS tree and select Allowable Date Ranges.

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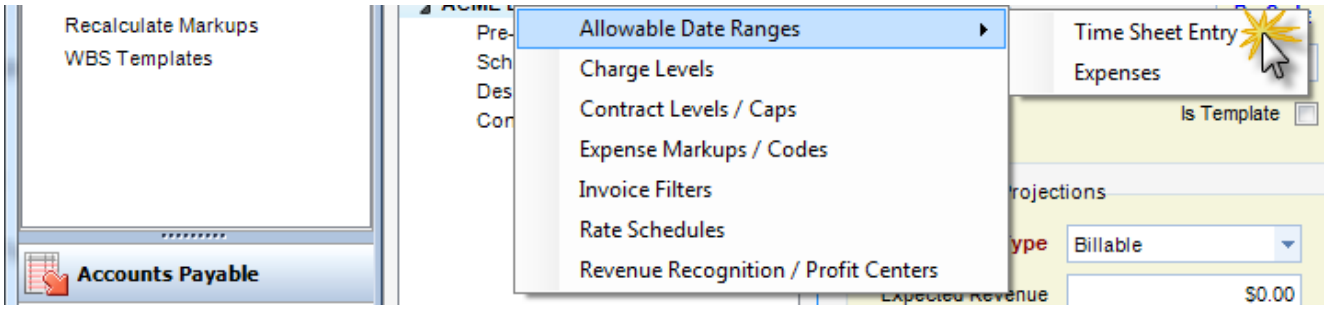
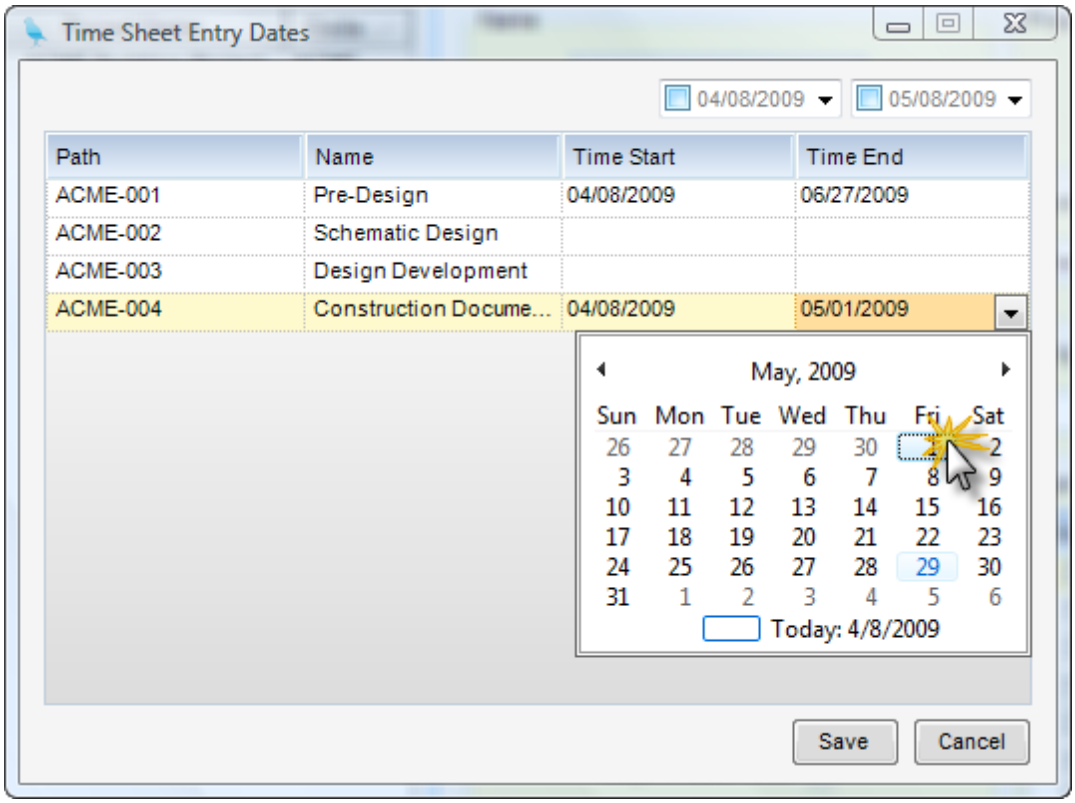


Step 2 - Next, select what type of data range you want to administer: *Time or Expense*. A grid of all chargeable nodes relative to the selected node will appear. You can either set the date range for each node individually, or set all nodes in a singular range by modifying the date fields with the check boxes (located above the grid).



Step 3 - Click *Save*.

4.3.7.15.6 Apply rate schedules

Overview

How to Apply Rate Schedules. Rate schedules can be applied to any or all nodes of the WBS. Children nodes override parents nodes.

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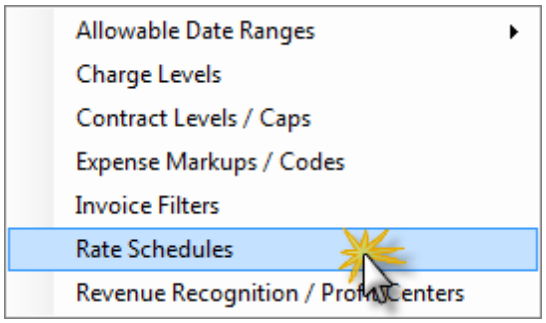
Step 1 - Right-click on the node you want to set and select *Rate schedules.*



Step 2 - Fill out the Rate Schedules box with the appropriate information. Remember, Rate schedules can be applied to any or all nodes of the WBS. Children nodes override parents nodes.

Multipliers
- **DPE** - Direct personnel expense multiplier
- **OH** - Overhead multiplier
- **Profit** - Profit multiplier

Job Cost
- **Other -** No *Job Cost Rate Schedule* being used.
- **Use Rate Schedule** - When checked, the supplied rate schedule is used.
- **Use Multipliers** - When checked, the specified multipliers (as designated by markup type) are used.
- **Markup Type** - The multipliers to be used. Various combinations of DPE, OH, and Profit can be used.
- **Apply for Premium Time** - When checked, only the non-premium portion of overtime is marked up. The premium portion is then added to that.
  An employee makes $10/hr. and receives time and a half for overtime. If the combined multipliers are 3.0 and this box was unchecked, the hourly premium rate would be 10 x 1.5 x 3 = $45/hr. If this box was checked, the calculation would be (10 x 3.0) + ((10 x 1.5) – 10) = $35/hr.

Bill Rate
- **Other -** No Bill Rate Schedule being used.
- **Use Rate Schedule**- When checked, the supplied rate schedule is used.
- **Use Multipliers** - When checked, all the multipliers specified are used.
- **Apply for premium time** - See same field for job cost section.
- **Override -** The Override Bill Rate is checked for a match on timesheet entries prior to the normal Bill Rate Schedule.

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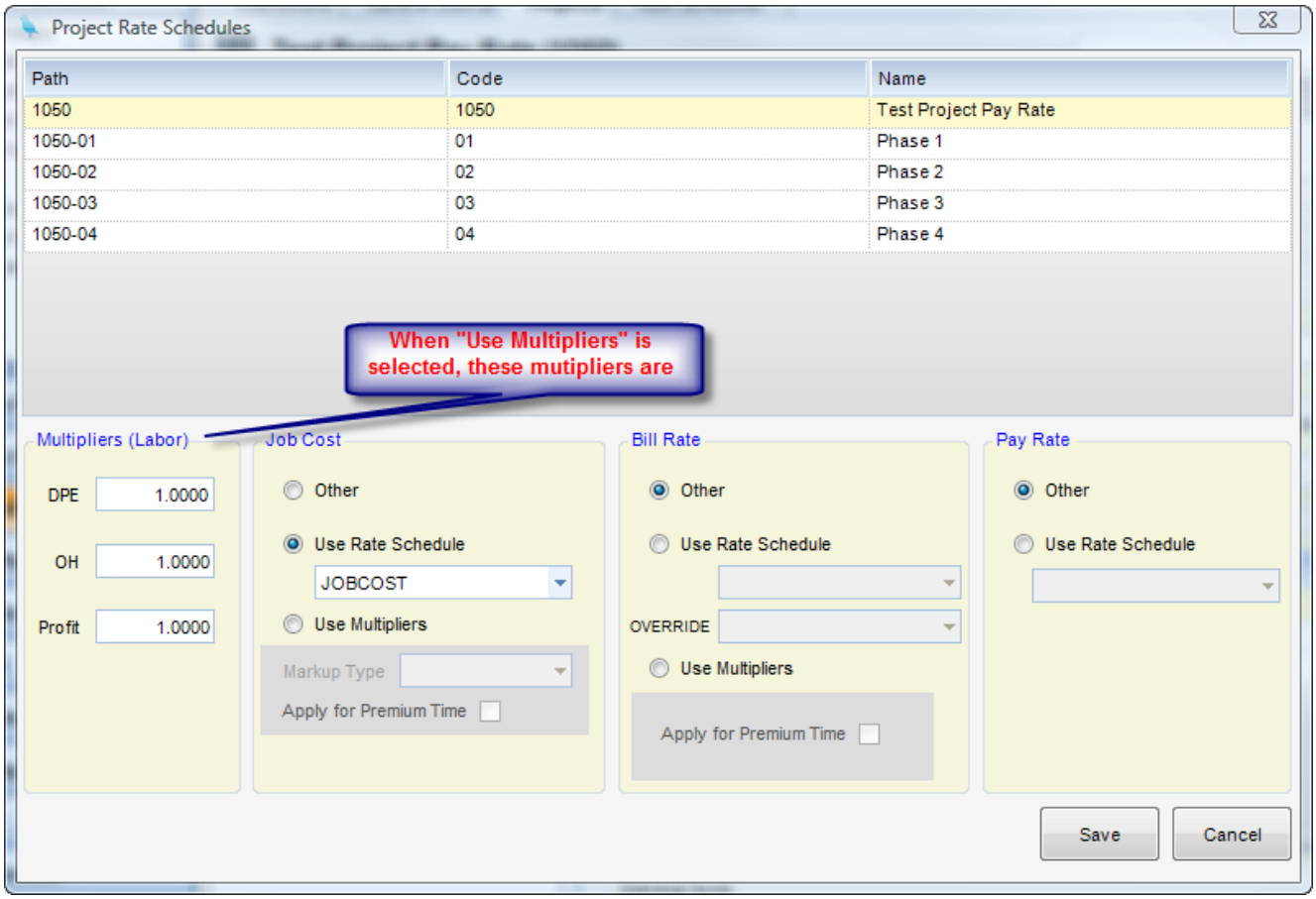

Step 4 - Click *Save.*

4.3.7.15.7 Use Profit Centers

Overview

Understanding and Managing Profit Centers. Profit Center Sharing is accomplished by assigning organizational units to share in a project's revenue and expense. The level of the organization that can be assigned as Sharing Profit Centers is established in Global Settings. When organizational units are assigned to a WBS, all employees of that organization (or their children org units) can charge time to that portion of the WBS. Profit Center Sharing Levels are established for the four PM types (*Labor, ODC, OCC,* and *ICC*). These levels not only dictate the part of the WBS to which org members can charge, but also represent where organizations can establish intra-profit center caps and rules for revenue recognition.

More specific cross-sharing can be established in Profit Center reporting where the department to receive cross-charges can be varied between nodes at the sharing level. Revenue recognition rules and upset amounts can be established for the owning Profit Center and Sharing Profit Centers. The level where these rules and caps exist must be established for both the owner and the Sharing Profit Centers. It is then calculated for the Owning Profit Center that receives any under-runs or absorbs any over-runs. The owner level cannot exist below the sharing level.

---

1 - To manage Project Profit Centers, right click on the *Bill Terms Node* (Project).

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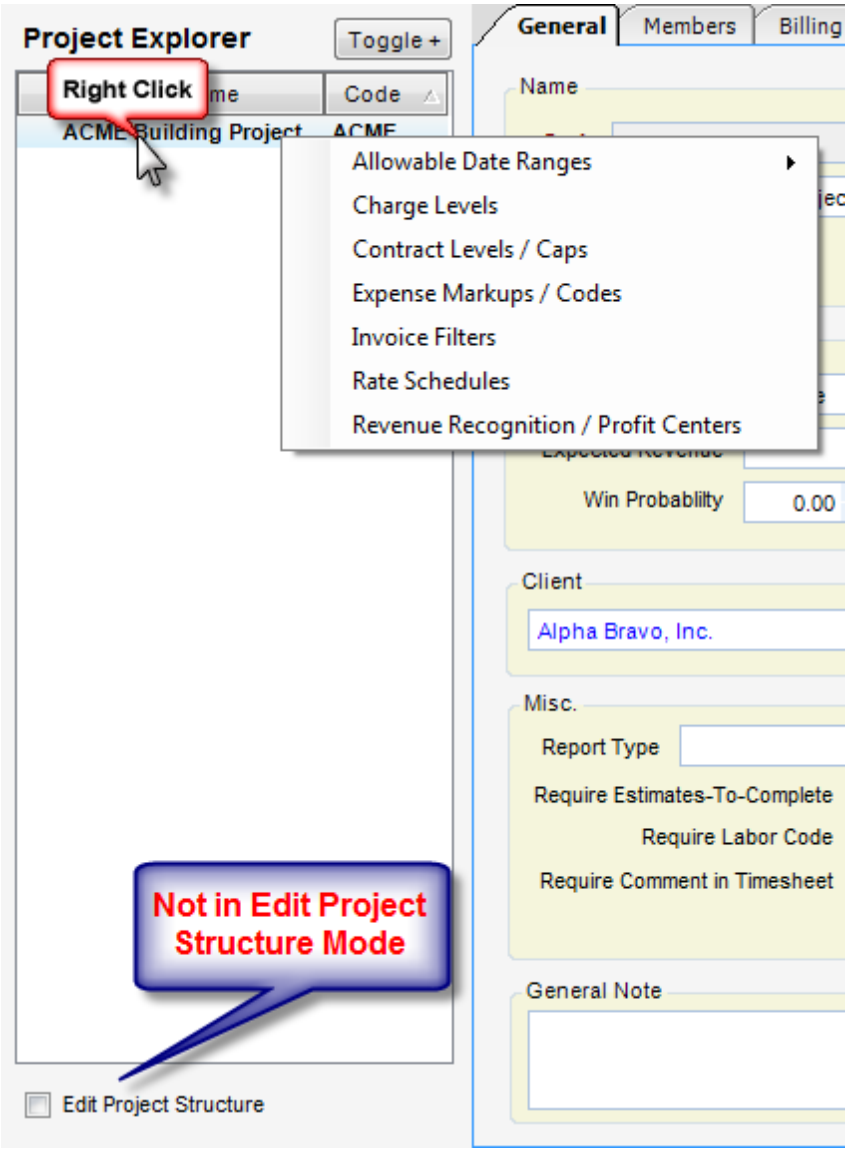
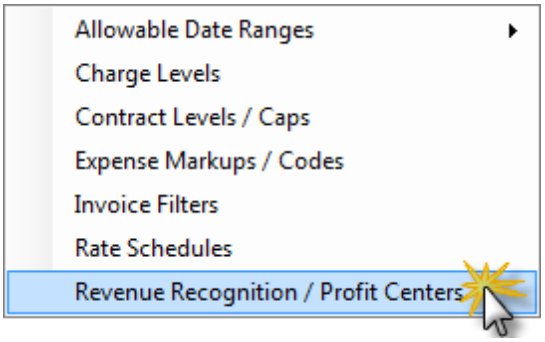


Step 2 - Choose *Revenue Recognition/Profit Centers*.



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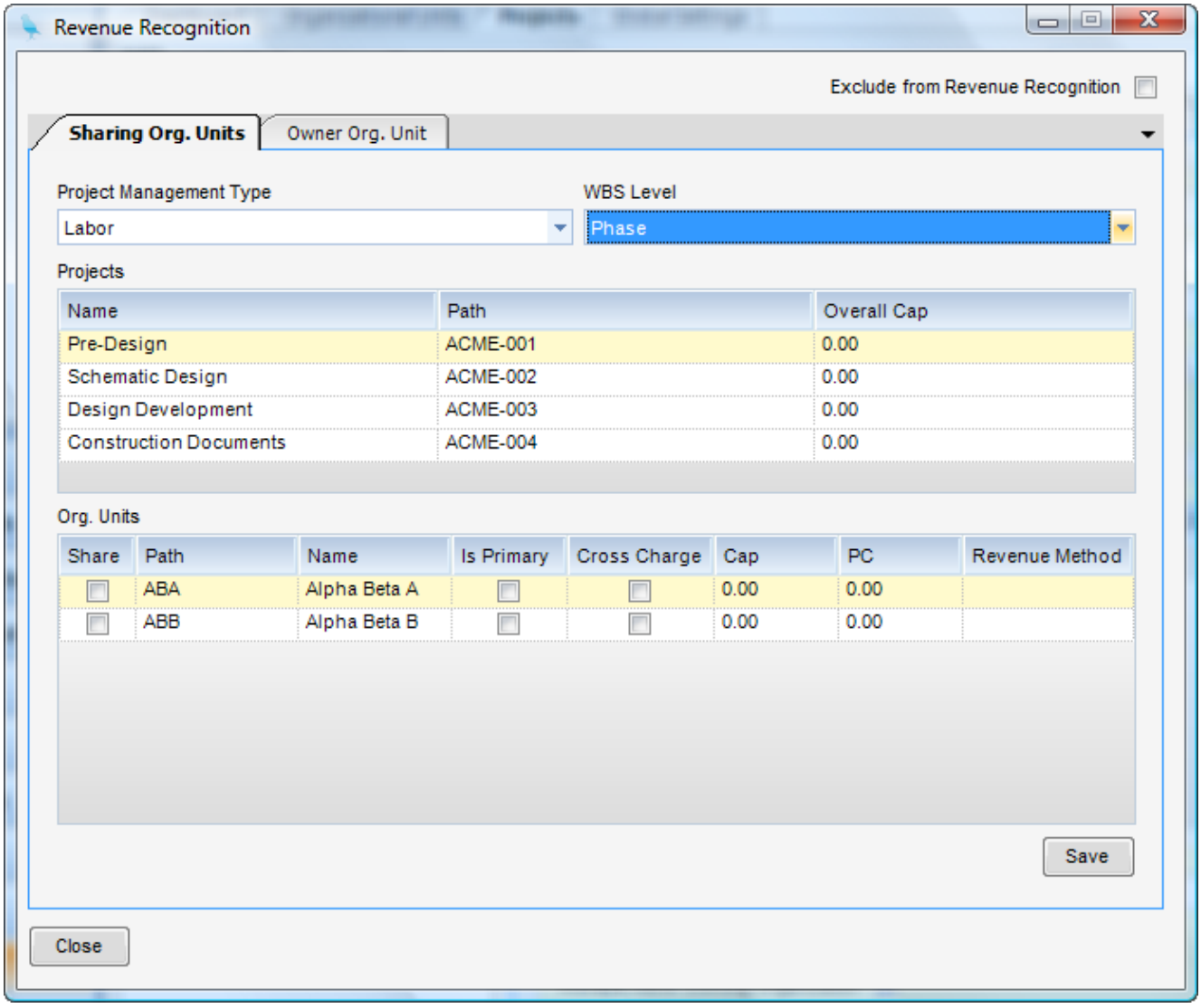
Step 3 - As in contract levels, first select a PM type and a WBS level. Two grids will appear - a *Project Grid* and an *Org Units Grid*.



The *Org Units Grid* shows all org units from the sharing level in the system. There are six fields you can fill out.

Sharing Org. Units Tab

Projects Grid
The Project Grid shows all nodes at the WBS level selected for profit centers. Overall caps can be entered here. When the overall cap is non-zero, over-runs/under-runs are absorbed by the primary Sharing Profit Center.

Org Unit Grid
- **Share** - When checked, this organization can share in the project.
- **Primary** - When checked, this is the primary org unit for this WBS node. Only one org unit can be the primary. The primary absorbs any overruns/under-runs for the level when a cap is present in the projects grid.
- **Cross Charge** - When checked, this org unit receives cross-charging for any org units not listed as a share. Only one org unit can be specified for cross-charging. Setting a cross-charge org unit opens up this WBS node and its children to all org units.

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- **Cap** - Cap (if any) to be used in revenue calculations for this org unit.
- **PC** - Percent complete (if any) to be used for revenue calculations for an org unit.
- **Revenue Method** - Revenue recognition methods. There are various calculations based on time and material, caps, and percentage completions using various valuation rates.

Exclude From Revenue Recognition - When checked, the entire WBS (Bill Terms Node (Project) and below) is excluded from revenue recognition processing.

Step 4 - Click *Save.*

4.3.7.15.8 Add a Roll-up Node

Overview

How to Add a Roll-up Node. Roll-up nodes allow multiple Bill Terms Nodes (Projects) to be connected together for the purpose of summarization in Project Management reports. When roll-up nodes are inserted above an existing WBS, the WBS path now begins with the roll-up node and is separated by a delimiting character from the rest of the WBS path, as established in *Global Settings*.

Once a node is inserted, new options appear in the Misc. group on the General Tab of Projects. These options are as follows:

Visible In Time/Expense - When checked, the Bill Terms Node (Project) is not part of the WBS path in time sheet entry and expense sheet entry.

Step 1 - To insert a node, right-click *Create Roll-up Node* in Edit Project Structure mode.
Note: A roll-up node cannot already exist for this WBS.

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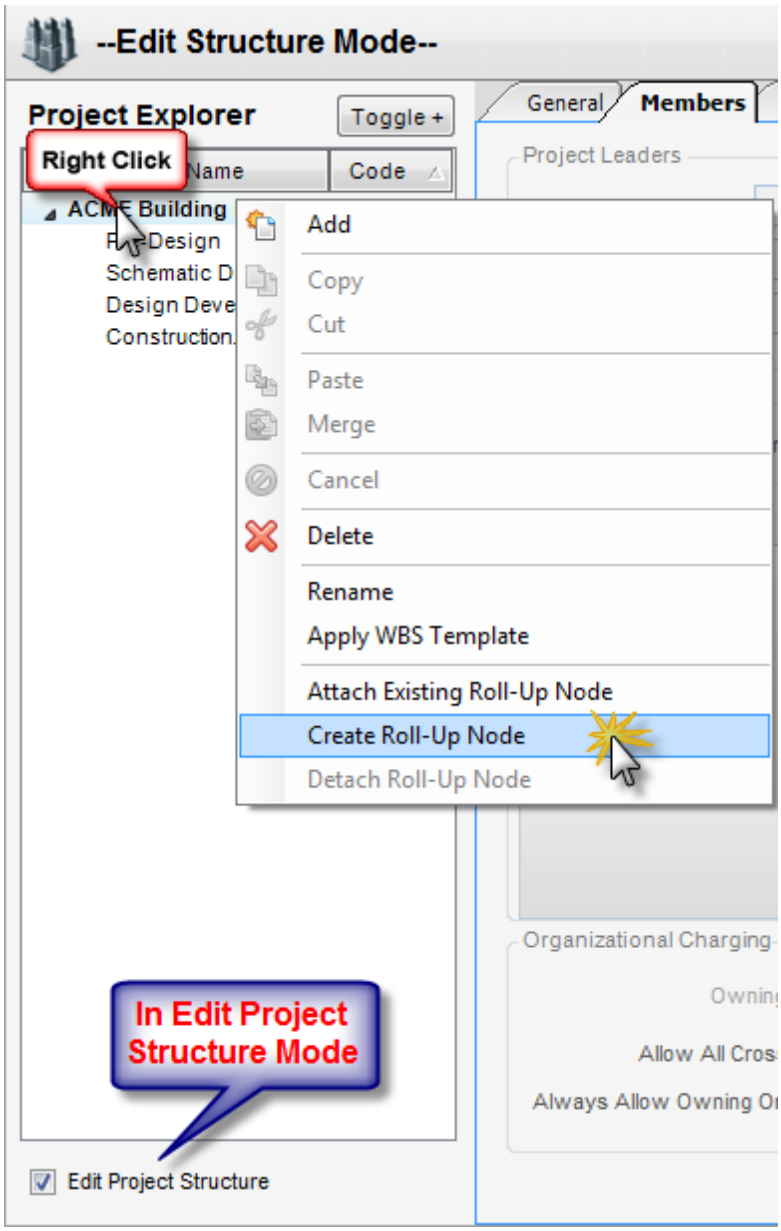
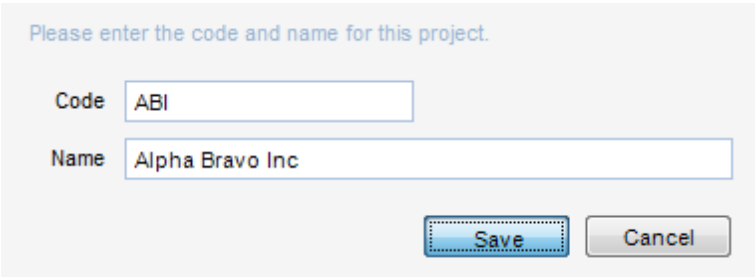


Step 2 - When prompted, enter a code and name. Click *OK*, and the roll-up is added and shown on the tree.



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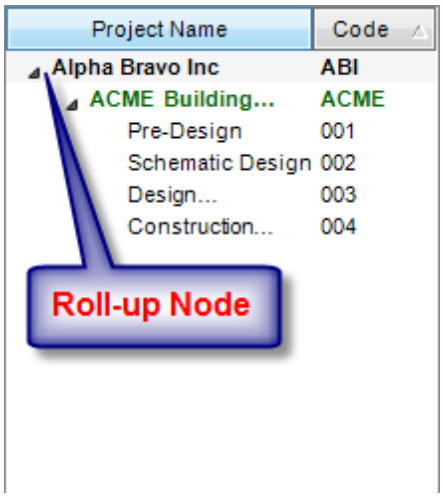

4.3.7.15.9 Remove a Project from a Roll-up Node

Overview

How to Remove a Project from a Roll-up Node.

Step 1 - To remove a project from a roll-up, Right-click on the Bill Terms Node (Project) and choose *Detach Roll-up.*

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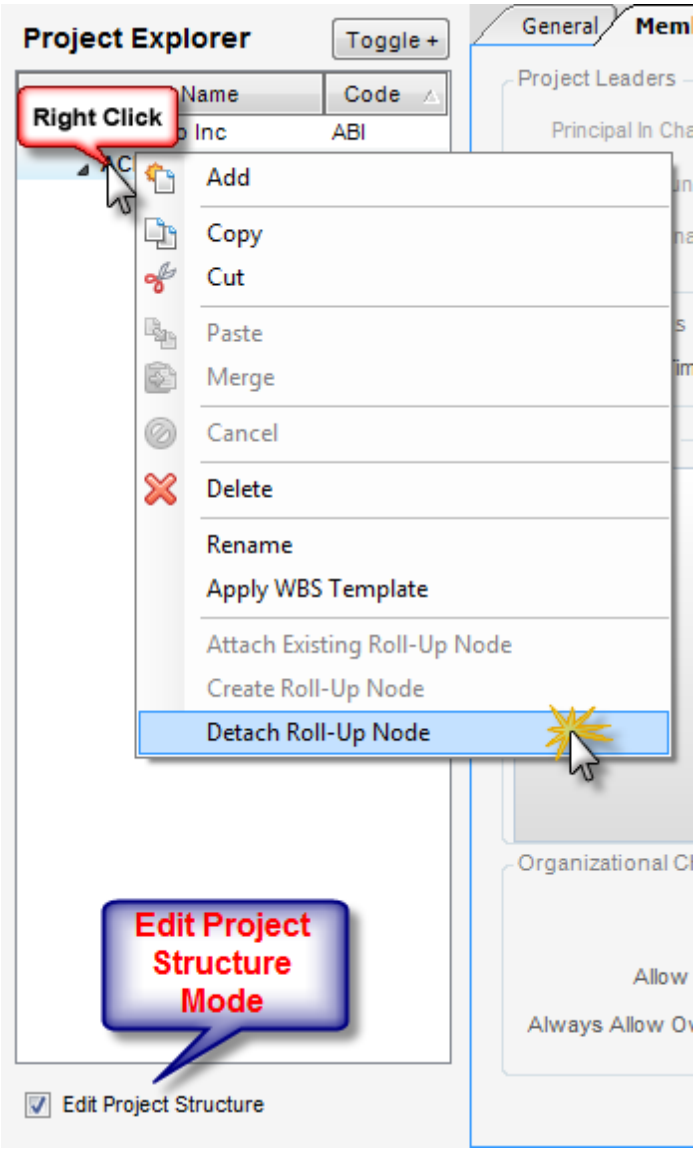
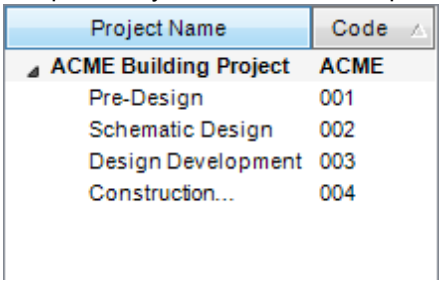


Step 2 - When the tree refreshes, the roll-up will no longer show. If the WBS detached from the roll-up is the only one previously attached, the roll-up is completely removed and longer exists.



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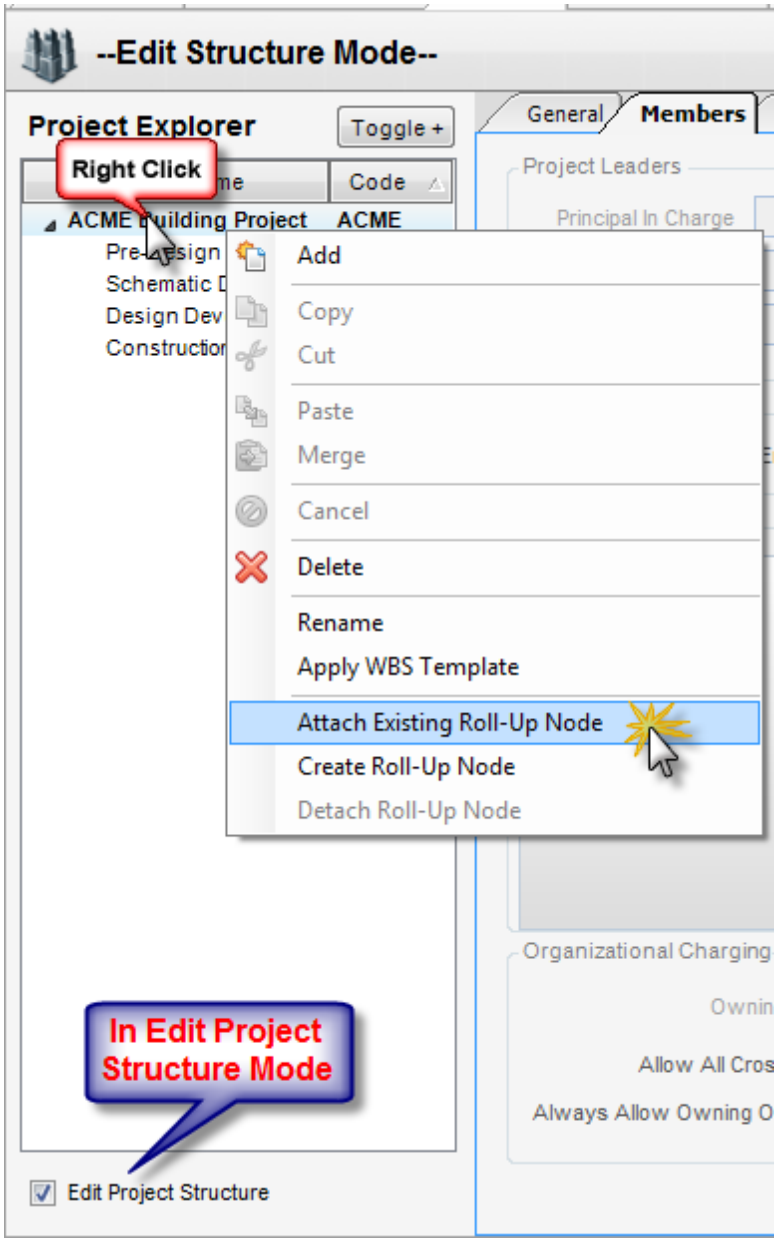
4.3.7.15.10 Attach a project to an Existing a Rollup Node

Overview

How to Attach a Project to an Existing Roll-up Node a Roll-up Node.

Step 1 - To attach a Bill Terms Node (Project) to an existing roll-up, right-click on the Bill Terms Node (Project) and select *Attach Existing Roll-up*.



Step 2 - A list of existing roll-up nodes will appear.

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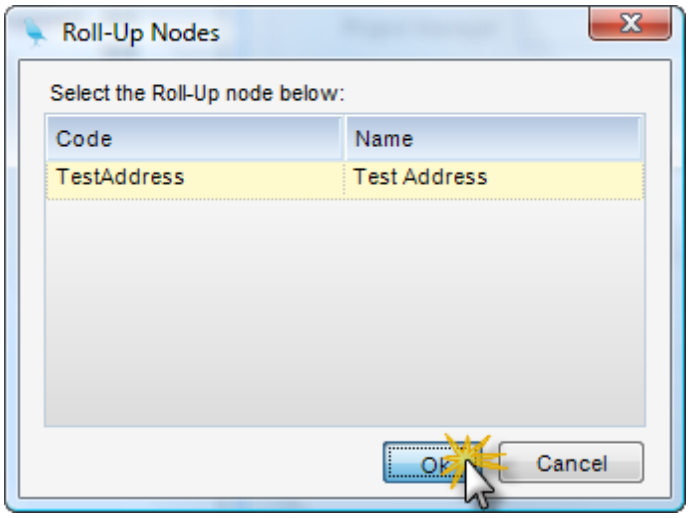
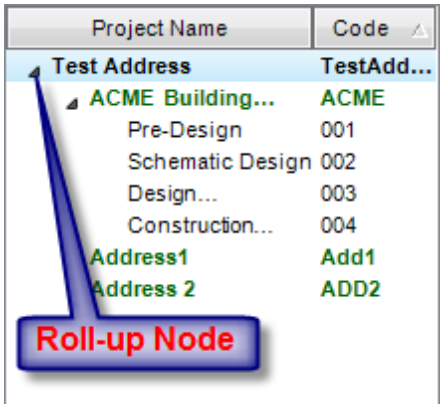


Step 3 - Select one and click *OK*.

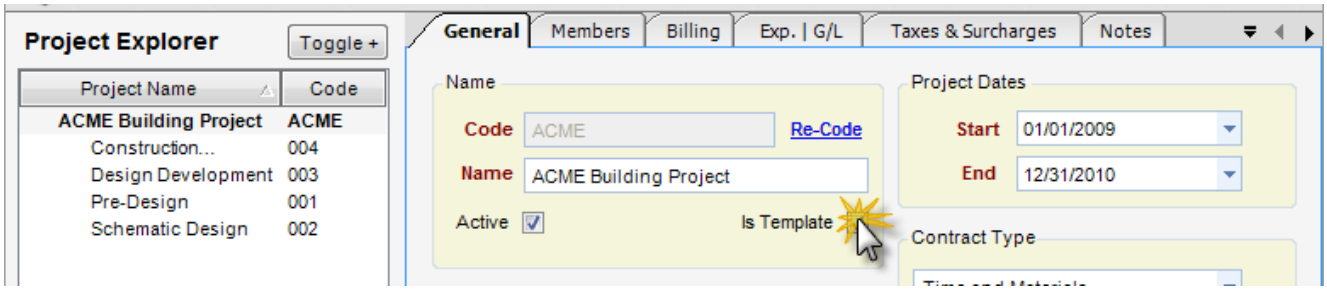


4.3.7.15.11 Create a Template from an existing project

Overview

How to Create a Template from an Existing Project.

Step 1 - Recall the existing project that you would like to make into a template to the screen. Mark the project as a template by checking the *Is Template* box on the General tab.



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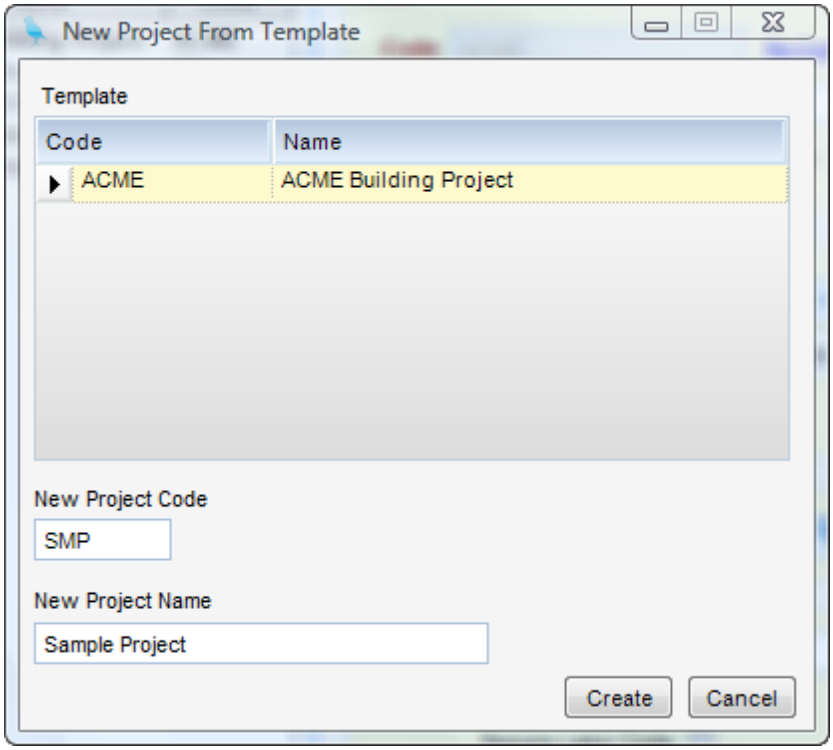
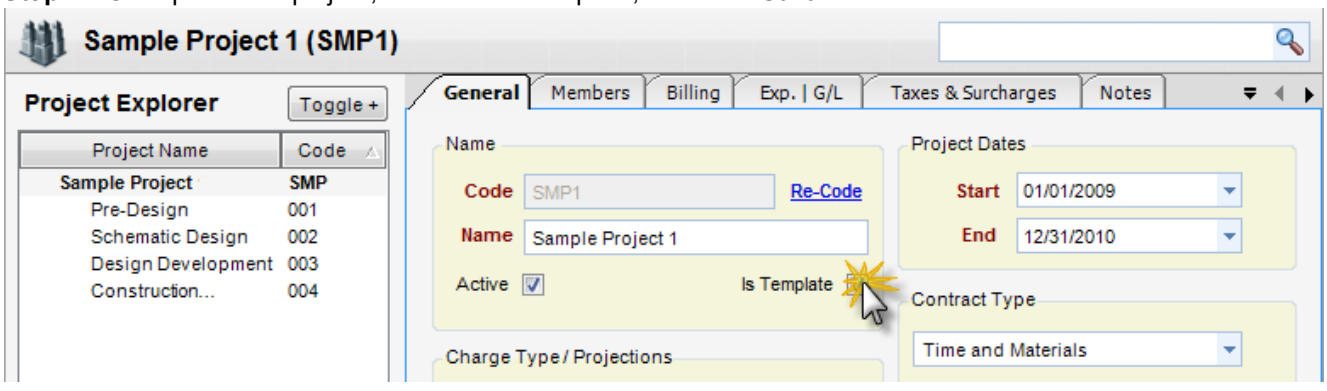
Step 2 - Click *Save*.

Step 3 - Next, create a new project from the project you just turned into a template.



Step 4 - Call up the new project, mark it as a template, and click *Save*.



Step 5 - Finally, call up the original project, uncheck the *Is Template* check box, and click *Save*.

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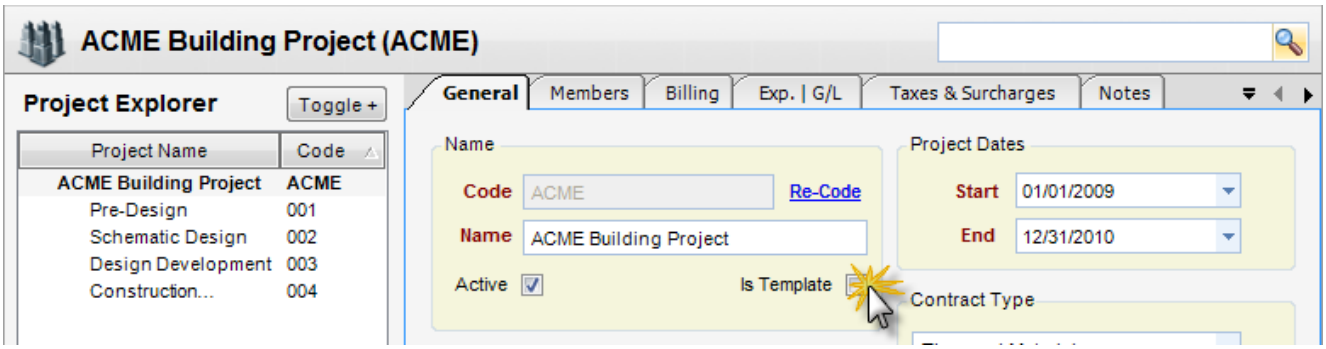
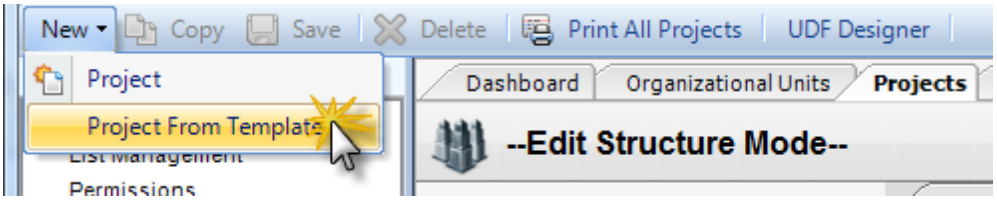


4.3.7.15.12 Create New Project from Template

Overview

How to Create a New Project from a Template.

Step 1 - To create a new project, select *New* and then *Project from Template.*



Step 2 - From the list, select a template and then click *Enter a New Project Code* (Bill Terms Code) and *Name*. All other nodes of the WBS will remain the same as the template.

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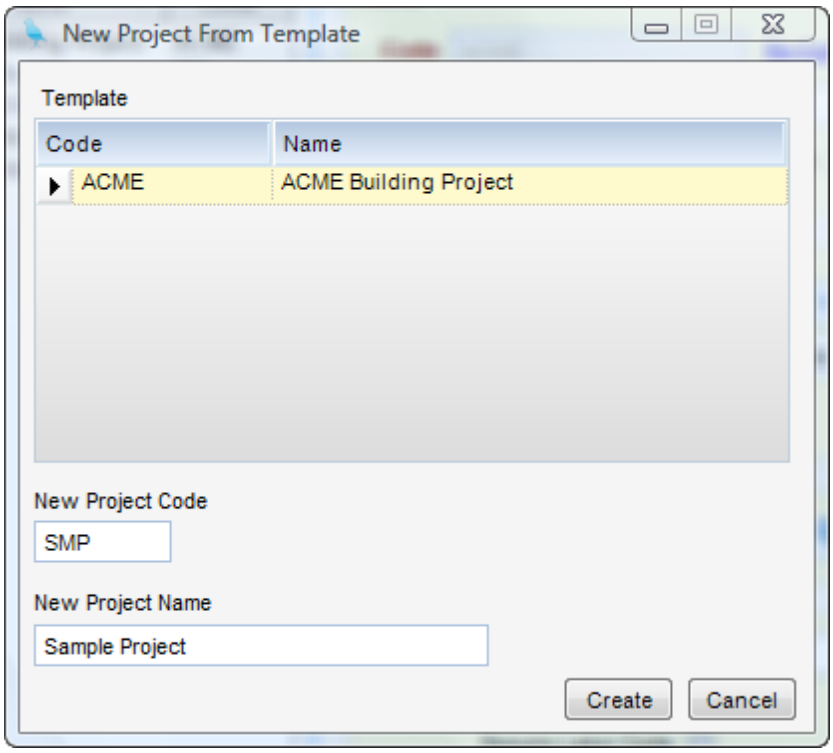

Step 3 - Click *Create* and the new project will be created.

4.3.7.15.13 Rename or Recode a Node

Overview

How to Rename or Recode a Node.

Step 1 - In the *Edit Project Structure* mode, right click on the node to be changed.

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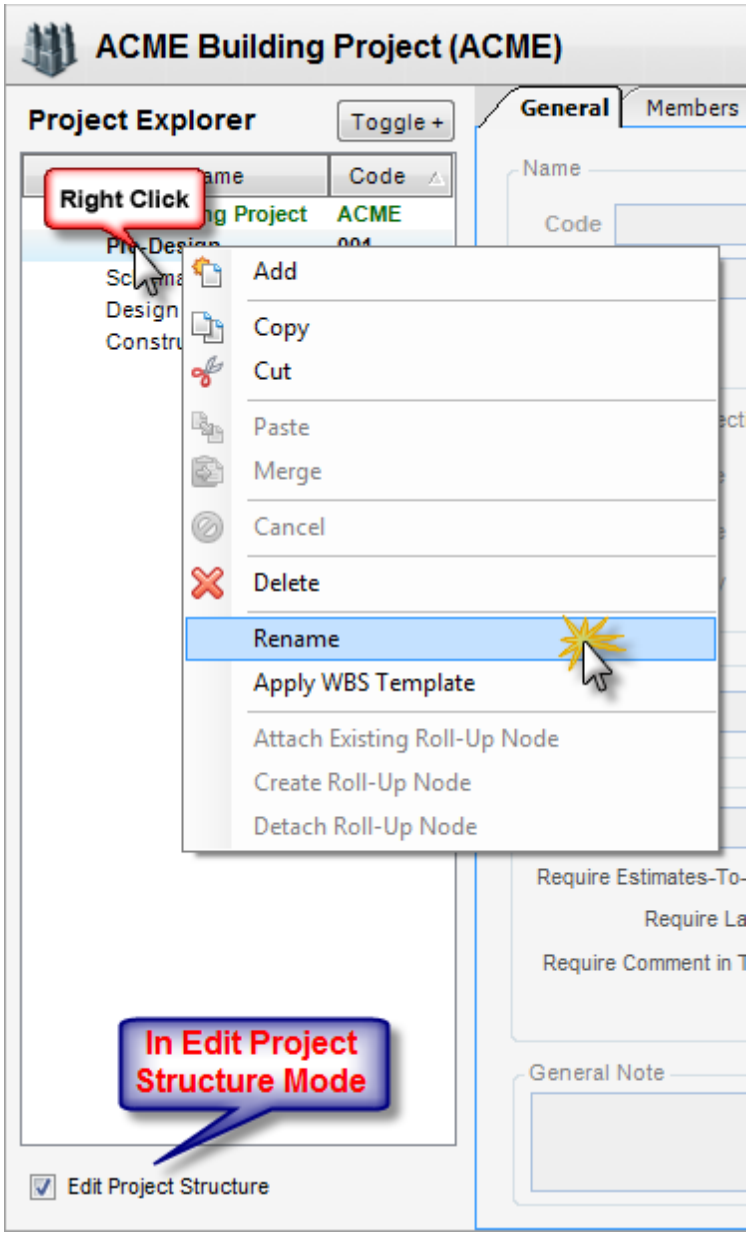
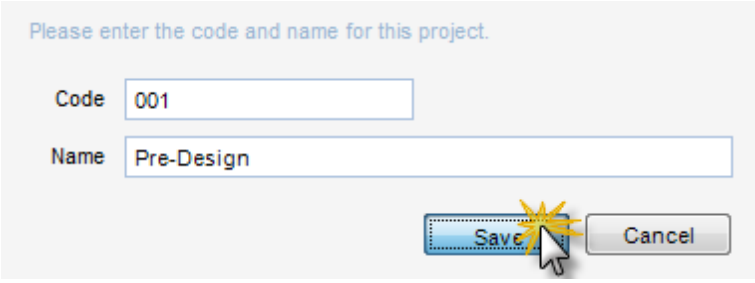


Step 2 - A screen will appear to allow you to change the code and/or name. Change the code and/or name and click *Save*.



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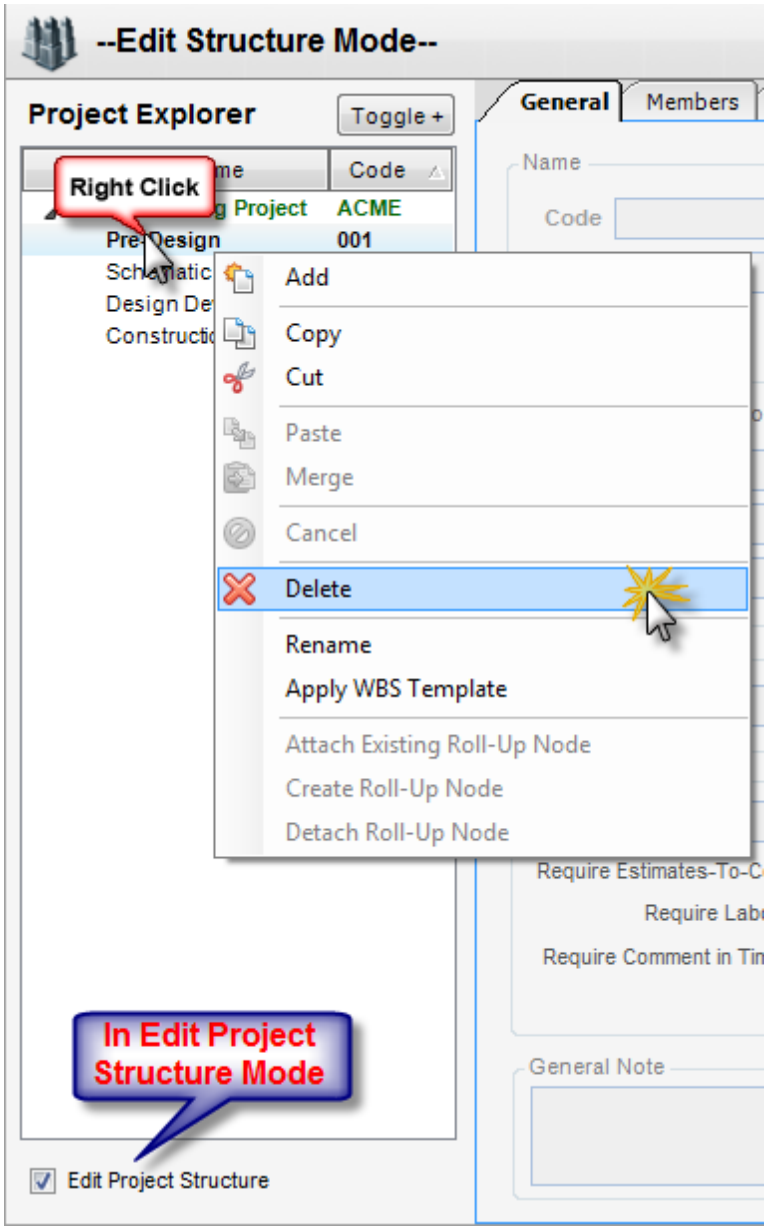
4.3.7.15.14 Remove a Node

Overview

How to Remove a Node.

Step 1 - In the *Edit Project Structure* mode, right click on the node and select *Delete*.



Step 2 - Answer *Yes* to the warning.

Note: The node and any of its children will be deleted. If the node or any of its children have transactions against

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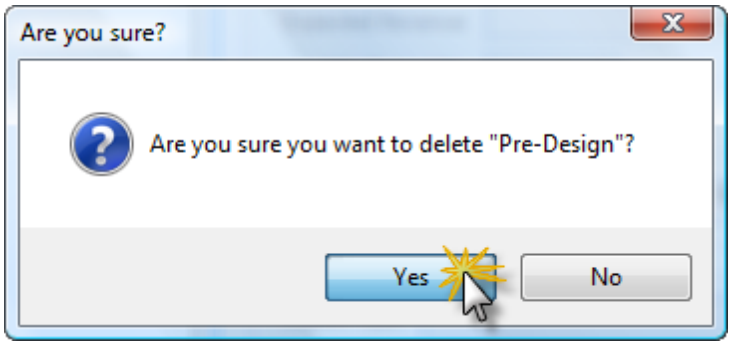
them, the node cannot be deleted.

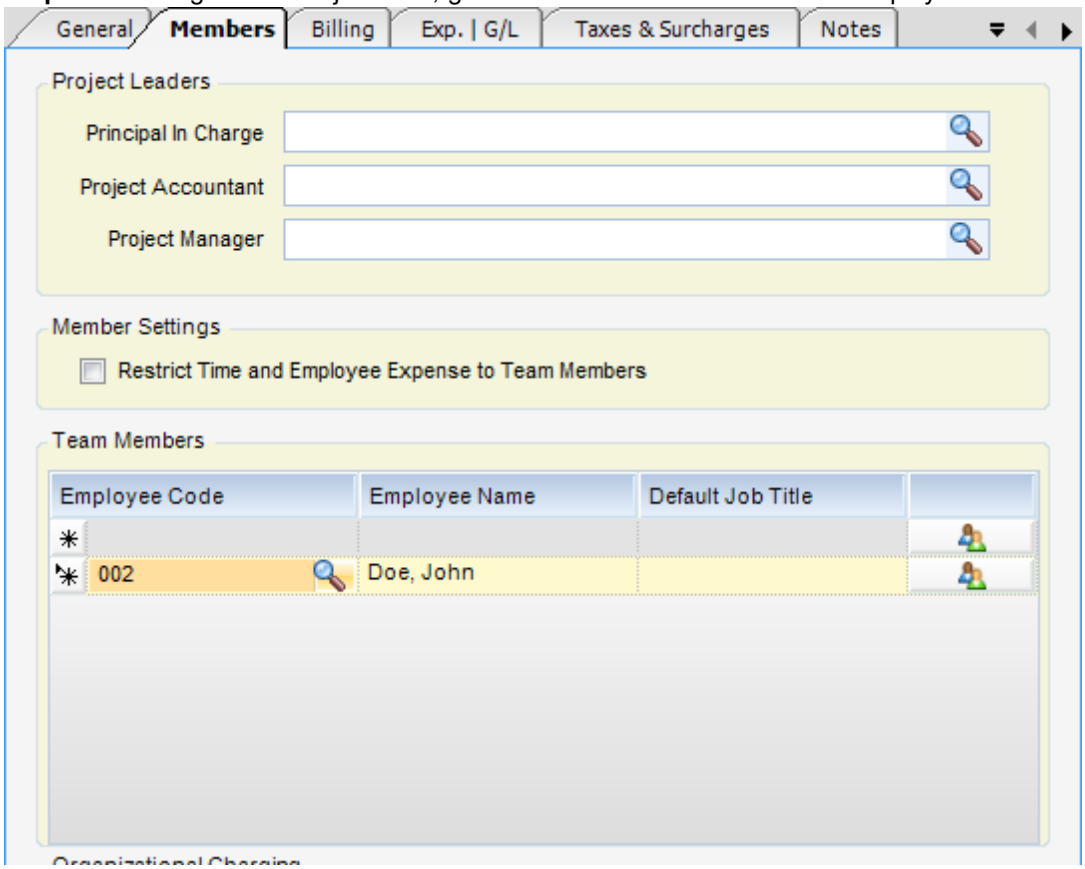


4.3.7.15.15 Assign Alternate Job Titles

Overview

How to Assign Alternate Job Titles to Team Members.

Step 1 - To assign alternate job titles, go to the *Members* tab and add an employee to a row in the grid.



Step 2 - Click on the button at the right edge of the row to add job titles.

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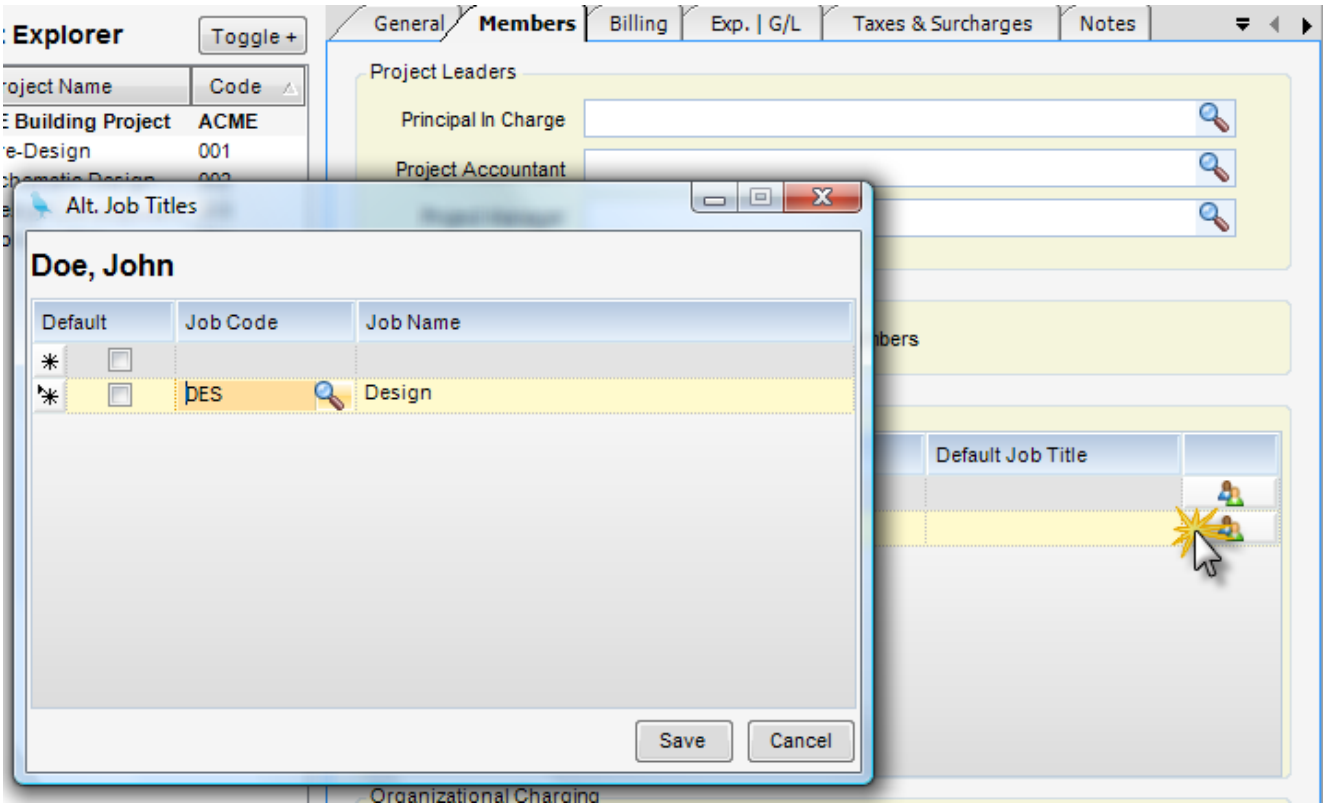


Step 3 - *Save*. Team members can then be added for purely informational purposes.

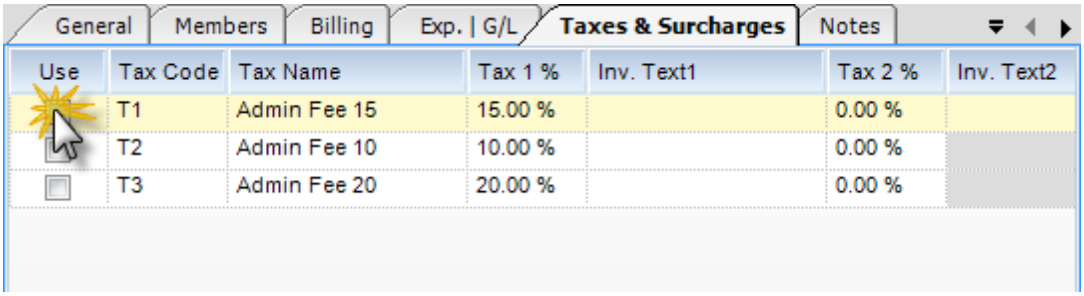
Note: Alternate job titles override any other job titles for this employee.

4.3.7.15.16 Create and Use a Tax/Surcharge

Overview

How to Add a Tax / Surcharge to a Project.

Step 1 - Taxes are created in Global Settings under the *Taxes/Surcharges* tab. Once created, pull up the project for which the Tax/Surcharge will be added. Click on the *Taxes and Surcharges* tab.



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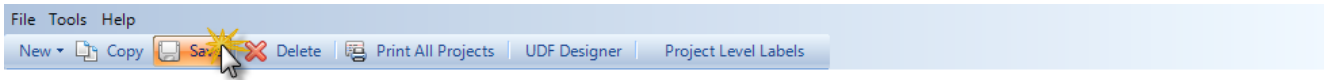
Step 2 - Click the *Use* checkbox next to the selected Tax/Surcharge (see above). Click *Save.*



Step 3 - You must have a *Taxes* section in Invoice Design to pick up the Tax/Surcharge.

4.3.7.15.17 Create a UDF

Overview

User-definable fields can be created for the following applets in *InFocus*: *Clients, Employees, Vendors, Projects, Contacts).*

Note: The UDF Designer button appears on the toolbar in any of the five setup screens (with proper permission). It can also be accessed from the UDF Designer applet in the Administration module.

Step 1 - To use a list, create a UDF List (otherwise, skip to step 2). Drop-down lists show the UDF fields. Lists are non-restriction; that is, a user can still enter a value that is not contained in the lists. Lists are maintained in the UDF Lists tab of the UDF Designer.

Add/Edit a UDF List

- To add a list, enter a list name in the Lists box and click *Add.*
- To rename or delete a list, right-click on the list name and choose the appropriate action.
- To add items to a list, first select the list from the *List of Lists*. Next add an item in the List Item box and click *Add.*
- To rename or delete a list item, right-click on the list item and choose the appropriate action.

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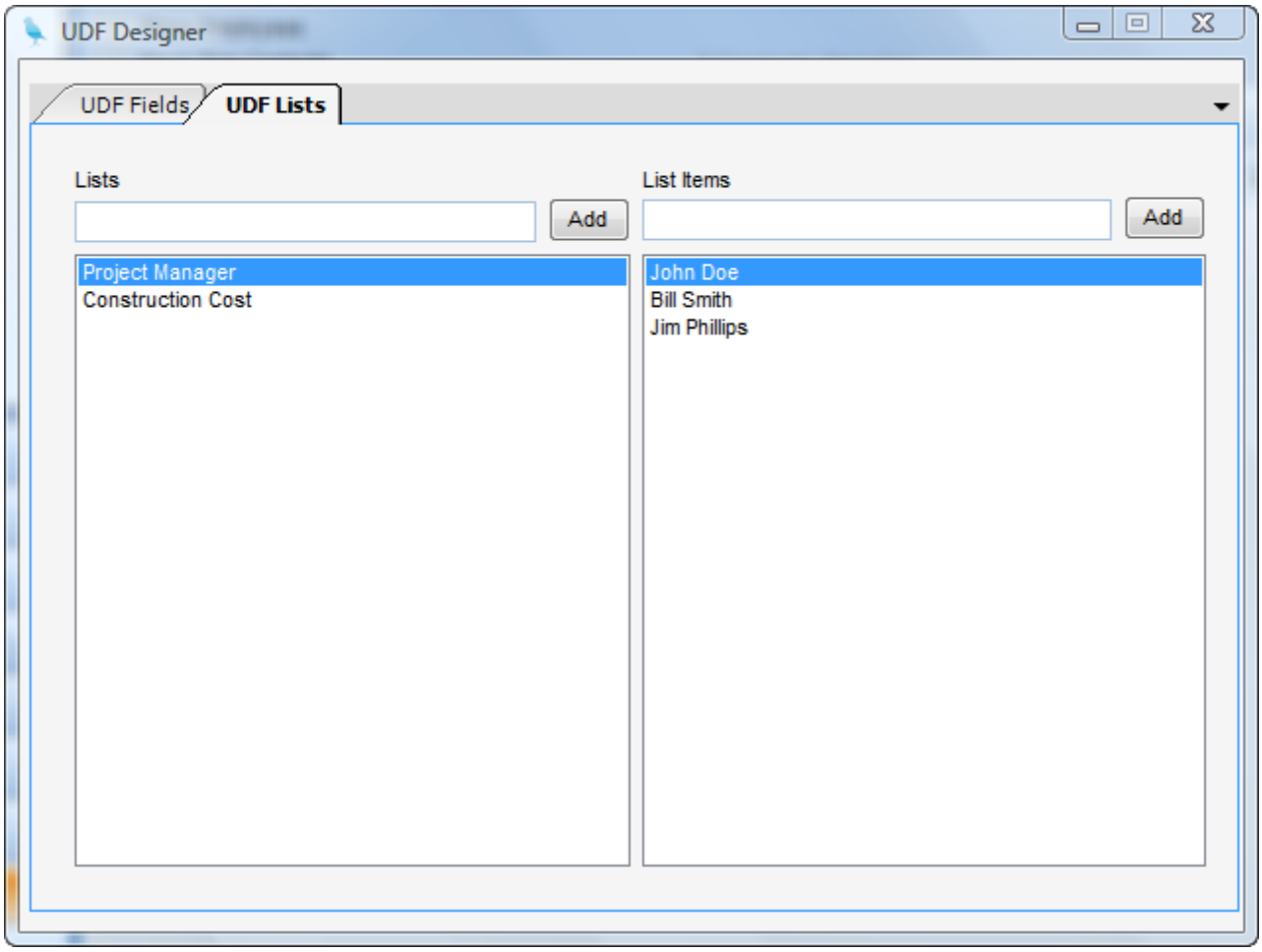

Step 2 - UDF fields can be added to, modified, or changed from the UDF Fields tab in the UDF Designer. A grid format is used to add or modify. To delete a UDF field, highlight the row and hit the *Delete* key.

Add a UDF Field

Fill out the following fields:

- **Label** - This is the field label that will appear on the form next to the field.
- **Name** - This is the name of the field as it will appear in the associated UDF table in the database. Names cannot include punctuation marks or spaces.
- **Data Type** - Type of data that is expected. Choices are *character* (text), *integer*, *numeric*, *Boolean* (True/False), *Date*, and *DateTime* (includes both date and time).
- **Default** - Default value for new records (optional)
- **Min** - Minimum allowed value (optional)
- **Max** - Maximum allowed value (optional)

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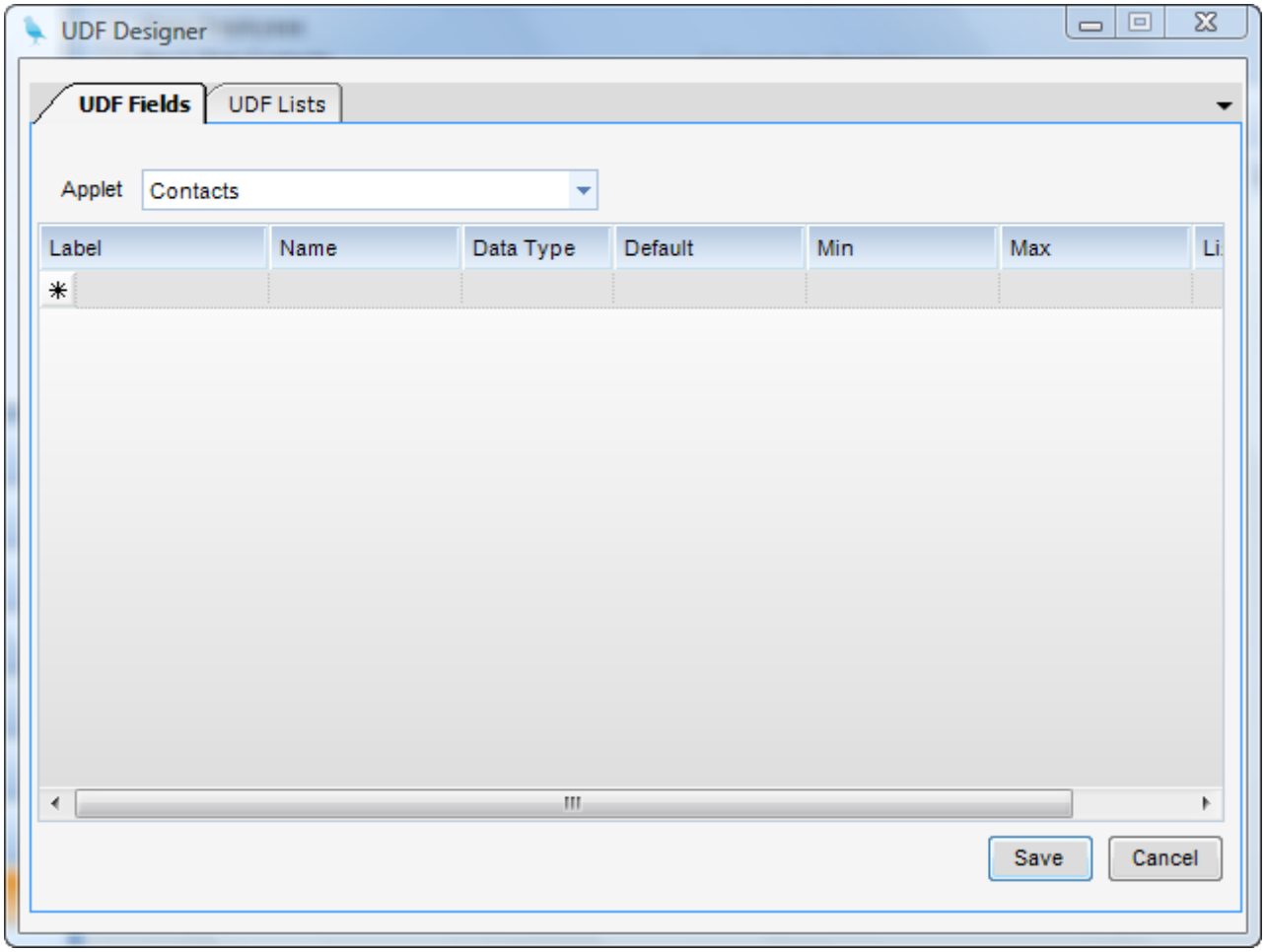
- **List** - UDF List to use for quick entry. This is the list that was created in step 1.

Click *Save* when finished and the Vendor section will be rebuilt to contain the UDF Field.



4.3.7.15.18 Add/Edit an Address

Overview

How to Add/Edit an Address.

Step 1 - Click on the Paper/Pencil Icon to get the Address Editor. This can be used to Add/Edit Addresses.

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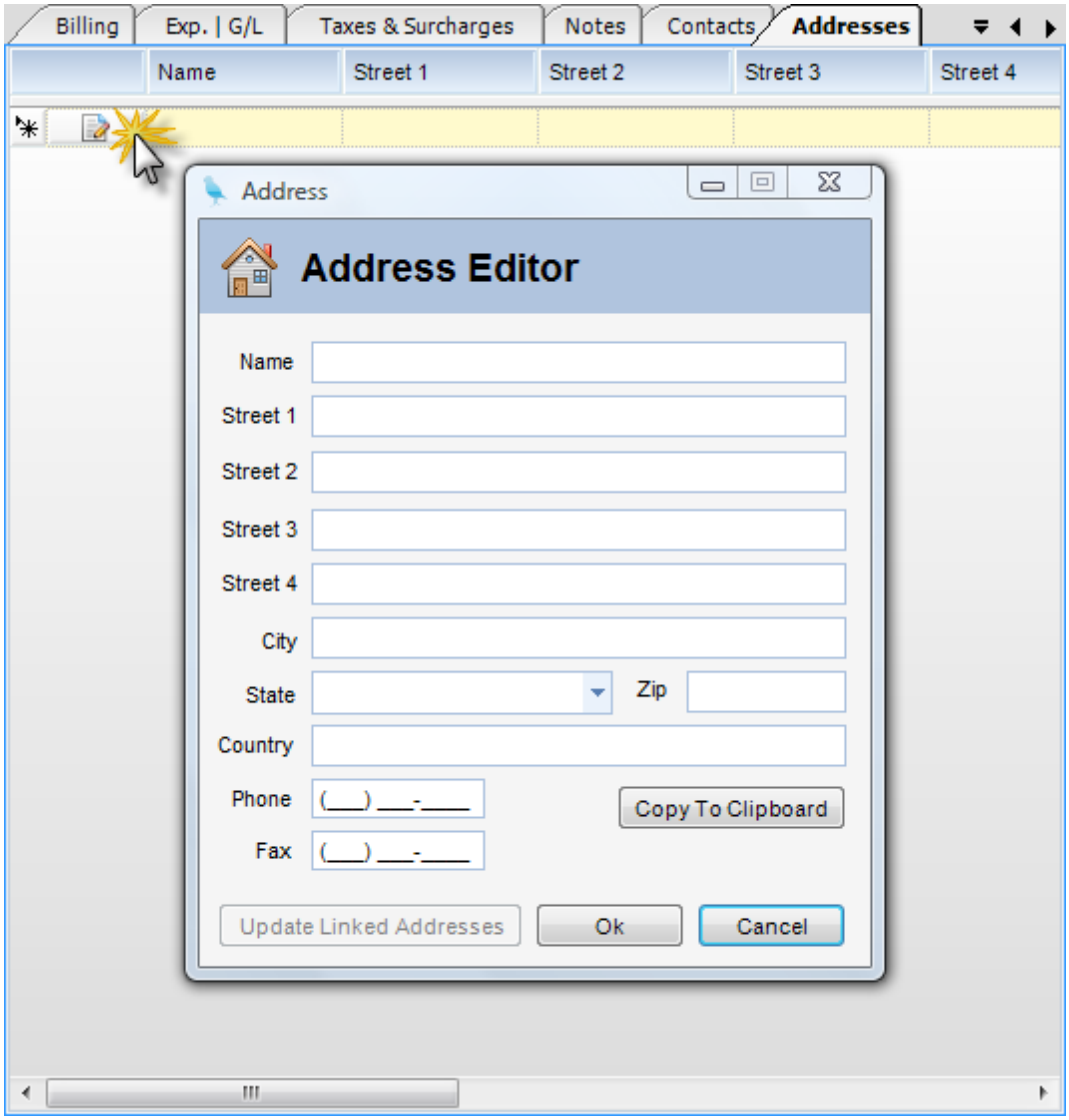

Step 2 - Click *Save.*

4.3.7.15.19 Use Revenue Recognition / Profit Centers

Overview

How to Understand Revenue Recognition and Profit Centers.

Revenue Recognition / Profit Centers

This utility serves two purposes: 1) it posts earned revenue and 2) it performs profit sharing within projects.

Revenue recognition is to used to meet the GAAP principle of recognizing revenue in the same accounting period that the expense was incurred. When this utility is run, labor and expense transactions are calculated based on user-set rules to obtain an earned revenue value on a project-by-project basis. The system then calculates the previous earned revenue. The difference is posted to unbilled revenue and offset to WIP. When automated invoicing is used, whatever gets posted to billed revenue is relieved from WIP and offset against unbilled revenue.

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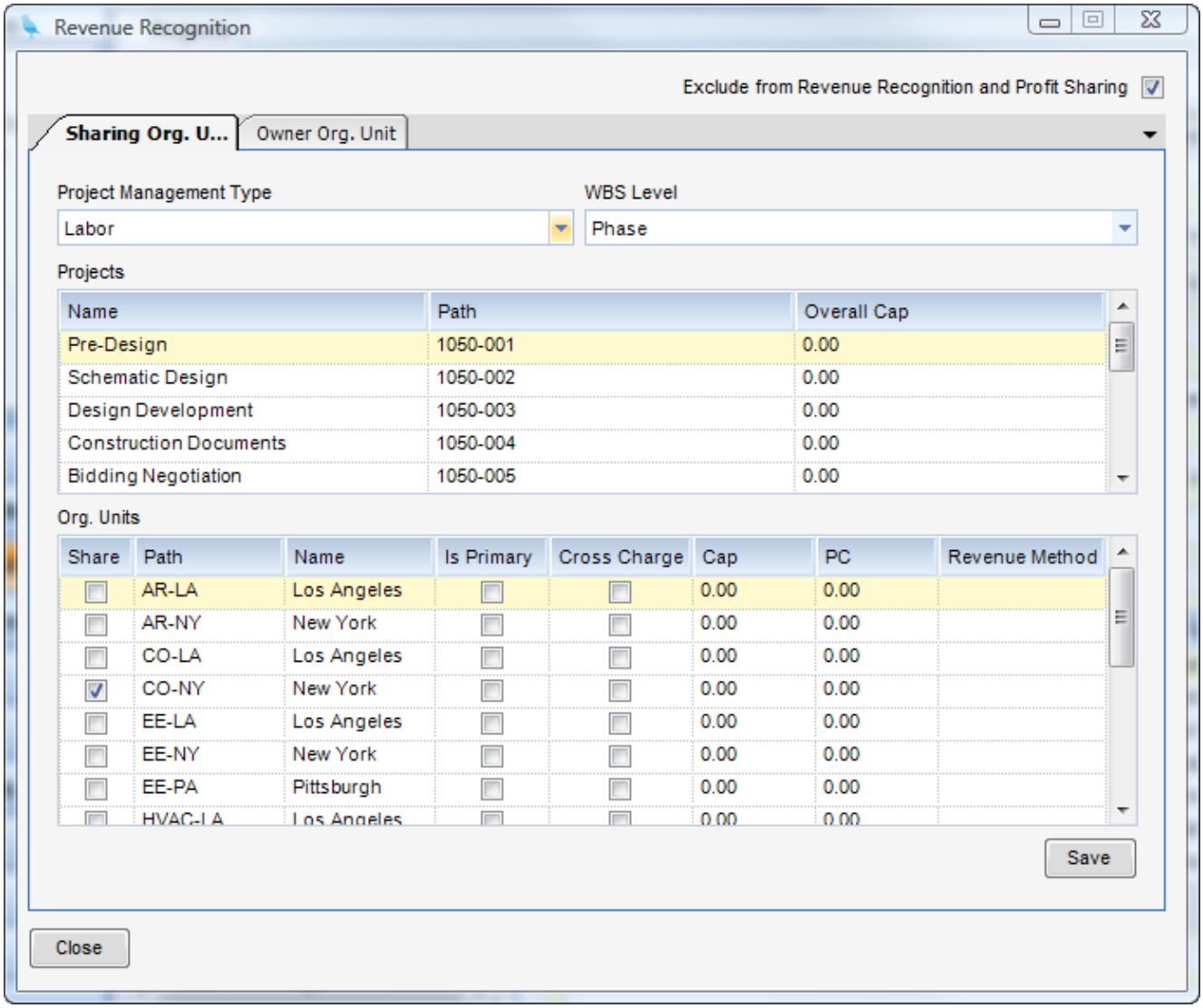
Rules can be established for each PM type (*labor, ODC, OCC,* and *ICC*). Rules can analyze expense transactions at cost or marked up (billable value), and analyze labor at any of the three rates (*pay, job cost,* or *bill*). Values can then be compared to maximums of upsets to prevent over-valuing. The rules can also earn revenue based on user-entered percent completion.

All billing statuses (except for *Never Bill*) are included. *Never Bill* is determined in Global Settings.

When upsets occur, the overage is posted against an upset G/L account. This allows for a separation from the standard unbilled revenue account. You can make this the same as the standard. In other words, you could use one unbilled labor revenue account for both the labor revenue and the upset labor revenue. This technique is also useful regarding expenses. Expense revenue will post by expense code if available. In the case of a cap, you can post the overage to a separate account without randomly penalizing any expense code.

NOTE - Exclude from Revenue Recognition and Profit Sharing (checkbox) - When checked, the project will be ignored in Profit Sharing adjustments (Fig.1).



(Fig.1)

Profit Sharing - ***To understand Profit Sharing, see the Profit Sharing section in this manual.***

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Posting - ***To understand Posting, see the*** **Post Earned Revenue** ***section in this manual.***

Labor Methods

- **Pay rate with no cap** - Transactions are analyzed at pay rate. There is no maximum
- **Job cost rate with no cap** - Transactions are analyzed at job cost rate. There is no maximum
- **Bill rate with no cap** - Transactions are analyzed at bill rate. There is no maximum
- **Pay rate with cap** - Transactions are analyzed at pay rate. They are capped if applicable.
- **Job cost rate with cap** - Transactions are analyzed at job cost rate. They are capped if applicable.
- **Bill rate with cap** - Transactions are analyzed at bill rate. They are capped if applicable.
- **Percent complete** - Transactions are analyzed at a user enter precent complete versus cap.
- **Cap amount** - Revenue is set equal to cap amount.

Expense Methods

- **Cost amount with no cap** - Transactions are analyzed at cost. There is no maximum
- **Bill amount with no cap** - Transactions are analyzed at marked up or billable value. There is no maximum
- **Cost amount with cap** - Transactions are analyzed at cost. They are capped if applicable.
- **Bill amount with cap** - Transactions are analyzed at marked up or billable value. They are capped if applicable.
- **Percent complete -** Transactions are analyzed at a user enter precent complete versus cap.
- **Cap amount** - Revenue is set equal to cap amount.

4.3.7.15.20 Set Expense Markups on a Project

Set Expense Markups

Project Administration>Projects

Overview

How to Apply Overriding Expense Markups and Codes. Expense Multipliers and Expense overrides on a per-project basis are established here. Project Override Expense for ODC (Other Direct Charges) and CNS (Consultant Expense), can be set at any level of the WBS (Work Breakdown Structure). Setting the Markup at lower levels will override higher levels (e.g. Task overrides Phase, Phase overrides Project). You access the Markup Overrides by Right Clicking on the Project Name in the Project Explorer in the Projects Applet. Accordingly, the Markup fields on the Exp/GL tab have been removed.

Step 1 - To administer contractual caps or not-to-exceed amounts and fixed fees, right click on the bill term node in the project tree, and choose *Contract Levels/Caps*. Select *Expense Markups / Codes.*

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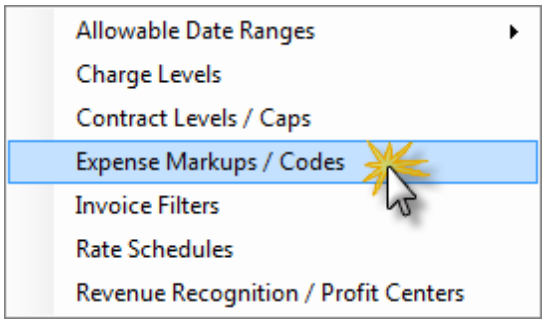
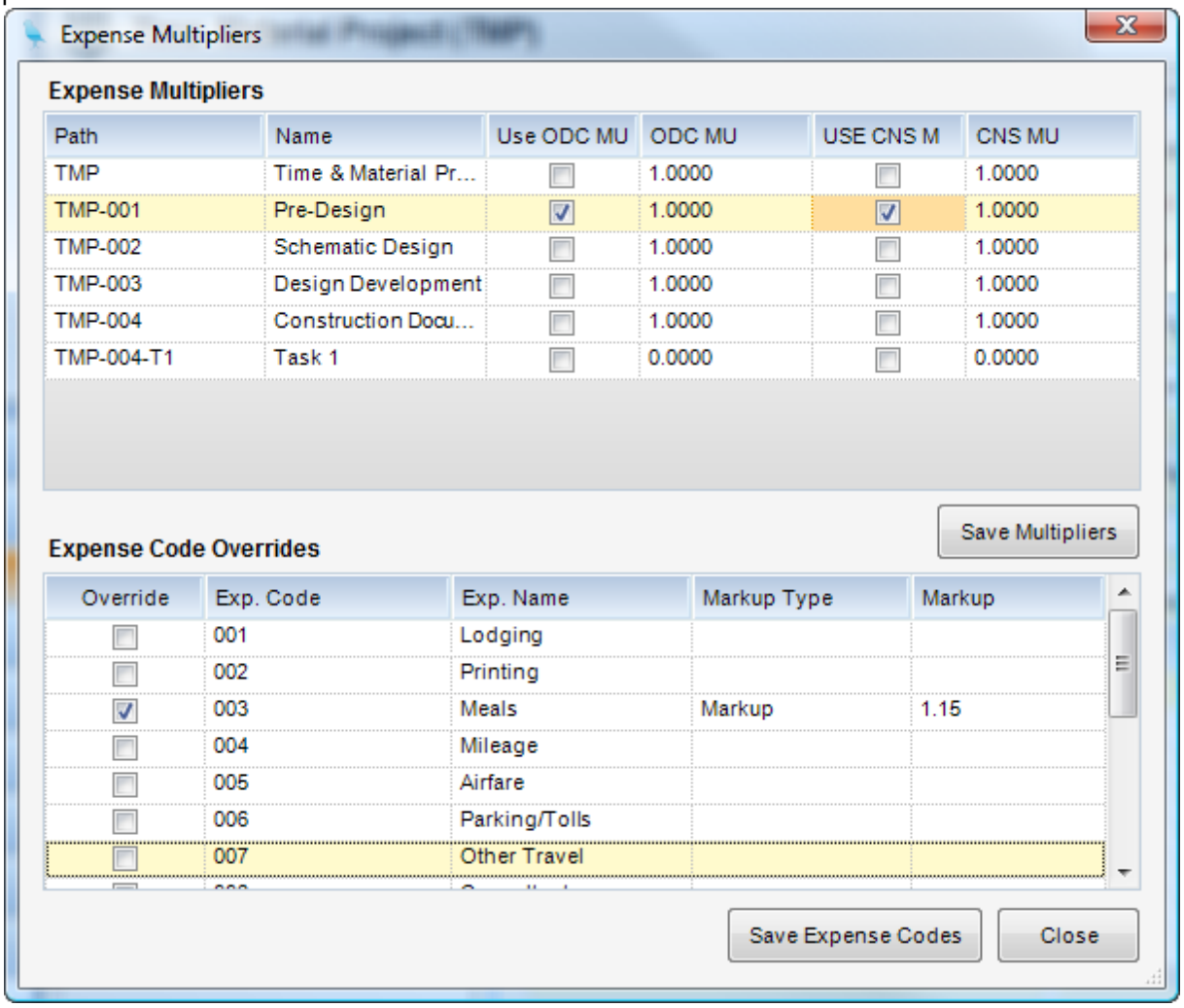


Step 2 - You then select what *Expense Multipliers* or *Expense Code Overrides* you would like to use. When you check the *USE ODC MU (Expense Override)* or the *USE CNS MU (Consultants Override)*, the Expense Codes established in the Project Administration Module/Expense Groups Applet are overridden. When you check in the *Override in the Expense Code Overrides* grid, specific Expense Codes can be overridden in a project on a specific phase.



Step 3 - Click *Save Expense Codes* to set the Multipliers/Overrides.

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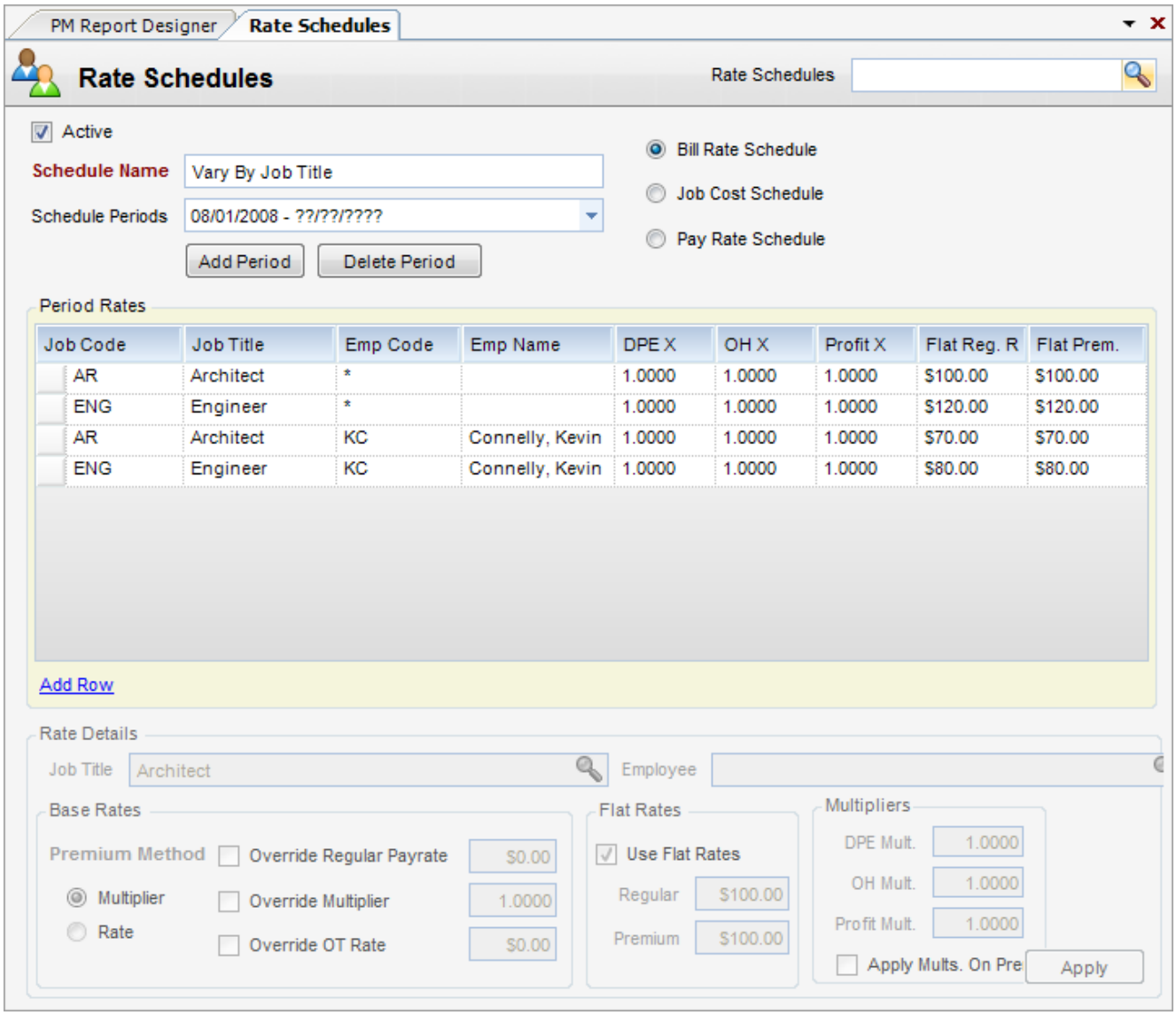
4.3.8 Rate Schedules

Overview

Rate schedules are used to control job cost and bill rate schedules in the application. Once rate schedules are set up, they can then be applied to projects. Rate schedules are date-sensitive to all period changes to schedules.

Note: When time sheets are entered or edited in the system, they automatically pick up rates and store them in the time sheet module, where they are available for reporting. The *Recalculate Rates* utility is used to retroactively apply rates to time entries.

Grid descriptions are listed below



Schedule Name - Name of the Rate Schedule. Must be unique.

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Schedule Periods - Date range where the selected Rate Schedule is active.

> **Add Period -** When you click on this, you can create a new Rate Schedule date range.
> **Delete Period -** When you click this button, the selected Rate Period will be deleted.

Bill Rate Schedule - When selected, the current Rate Schedule is a Bill Rate Schedule.

Job Cost Schedule - When selected, the current Rate Schedule is a Job Cost Schedule.

Pay Rate Schedule - When selected, the current Rate Schedule is a Pay Rate Schedule, however, Pay Rates cannot be multiplier based.

Add Row - When you click on this, the bottom section of this Applet (Rate Details, see below) becomes active so that you can add a new row to the current Rate Schedule.

RATE DETAILS

- **Job Title** - Job Title to be matched; left blank, any job title is a match.
- **Employee** - Employee to match; left blank, any employee is a match.

Base Rates

- **Premium Method Multiplier** - When checked, the *Employee OT Multiplier* is used; if *Override Multiplier* is checked, the multiplier here is used.
- **Premium Method Rate** - When marked, either the *Employee OT rate* is used or if override rate is checked then the rate entered here is used.
- **Override Regular Rate** - When checked, the entered amount will be the regular base rate. Otherwise the employee regular pay rate is used
- **Override Multiplier** - Overtime multiplier if premium method is selected and override multiplier is checked.
- **Override OT Rate** - Overtime multiplier if premium method is selected and override multiplier is checked.

Flat Rates

- **Use Flats Rates** - When checked, flat rates will be used for the job cost or bill rate. Otherwise multipliers will be used.
- **Regular** - Rate for non-premium time.
- **Premium** - Rate for premium time.

Multipliers

- **DPE Mult**.- Direct personal expense multiplier
- **OH Mult.**- Overhead multiplier
- **Profit Mult.**- Profit Multiplier

Apply Mults. On Premium - When checked, the premium portion of overtime is marked up. For Example:

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An Employee gets paid $10/hr straight time and $15/hr OT. The billing multiplier is 3.0.
When apply MU on Premium is true formula on overtime item is $15*3=$45
When apply MU on Premium is false formula on overtime item is ($10*3)+$5=$35

4.3.8.1 How To

4.3.8.1.1 Add a Rate Schedule

Overview

How to add a Rate Schedule.

Step 1 - Add a name by clicking the *New* button located on the toolbar. Then select a schedule type (job cost or bill rate). Enter a Schedule Name, a Start Date (this will be the effective start date of your Rate Schedule.), and click *Create*.

Note - The date range ends in question marks because there is no end date for the schedule.

Step 2 - Start adding rows. To add a row click on the *Add Row* link and then fill out the row details.

Step 3 - When done, click *Apply* to move the row into the grid. If you need to go back and edit a row click on the gray cell at the far left of the row you wish to change.

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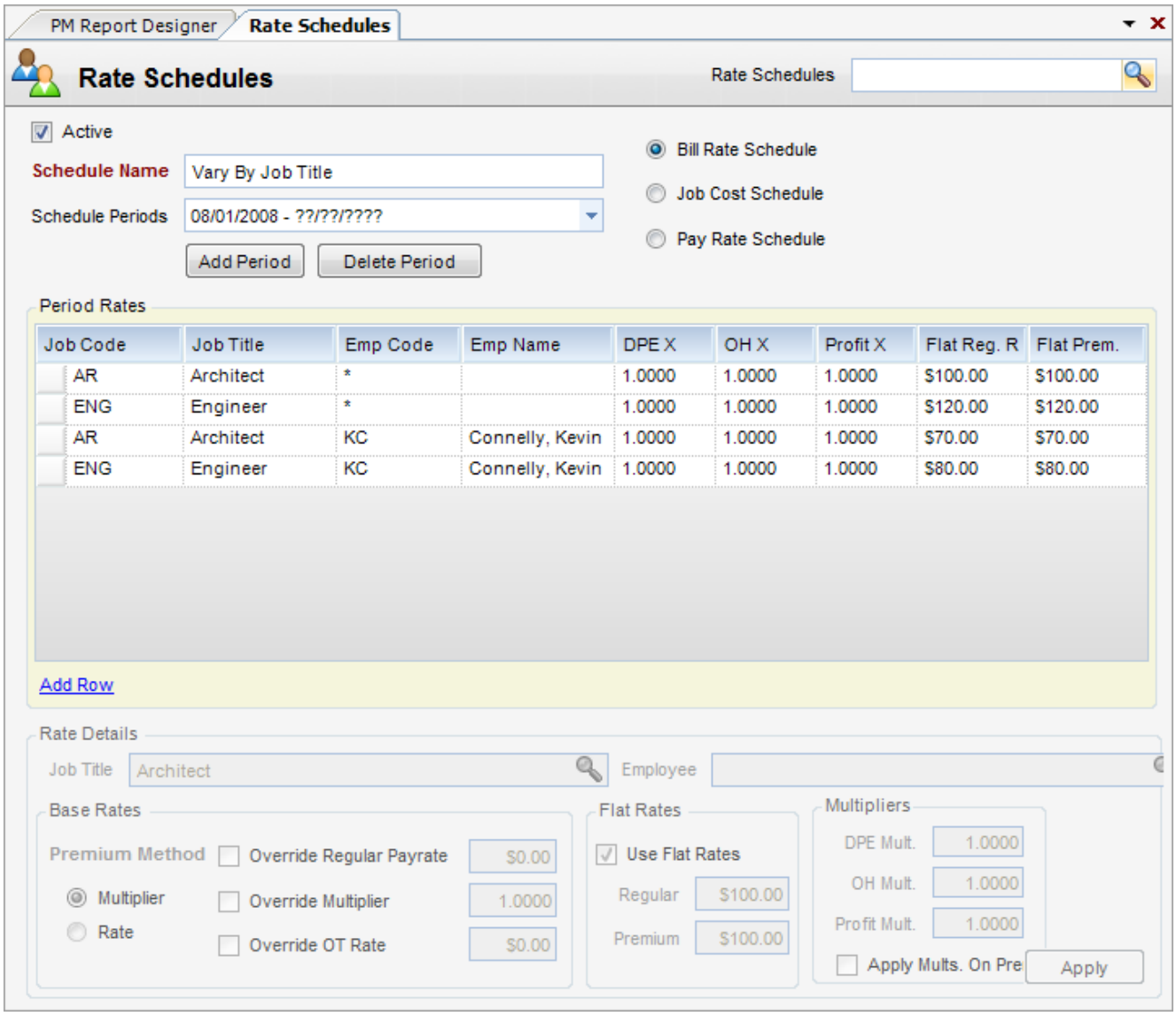

4.3.8.1.2 Copy A Rate Schedule

Overview

How to copy a rate schedule.

Step 1 - Using the Lookup Control, pull up the schedule to be copied. Click the *Copy* button in the toolbar.

Step 2 - When prompted for the name of the new schedule, the schedule type, and the start date, complete the information and click *OK*. The schedule is now copied.

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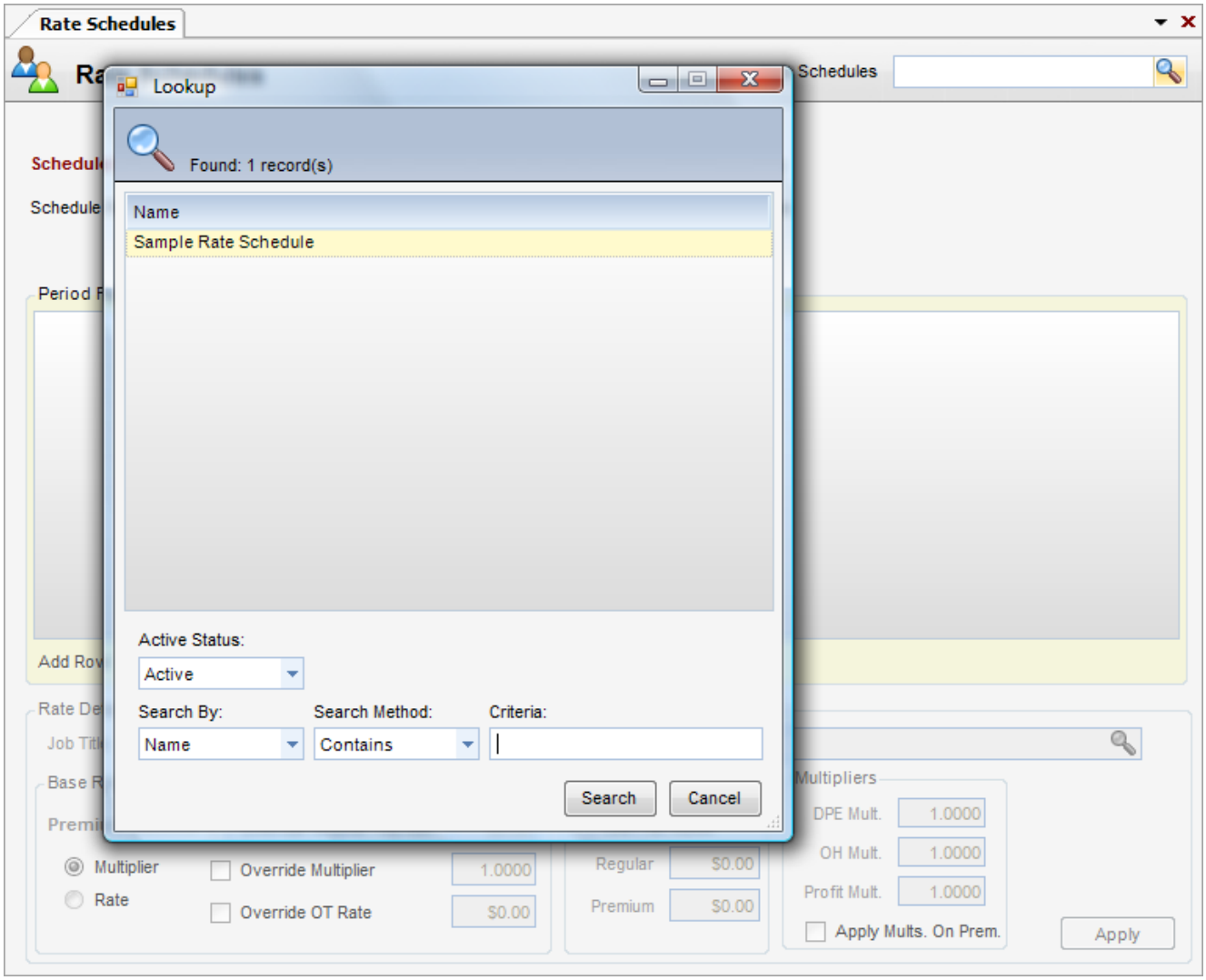

4.3.8.1.3 Use Date Revisioning on a Rate Sechdule

Overview

How to Revise the Date of a Rate Schedule. *InFocus* supports those firms that revise their rate schedules annually with date revisions of rate schedules. Time sheet work dates are compared to the effective date ranges of the schedules when locking in on a rate.

Step 1 - Using the Lookup Control, call up the schedule in question.

Step 2 - Click on *Add Period* and enter a new effective start date. Click *OK*.

Note - You have now added a new date range to the schedule. If you click on the range pull down you will notice that the previous data range now ends one day prior to the current range and that the current range ends in question marks.

All of the schedule rows have been copied from the previous date range. *InFocus* assumes that when you revise a schedule, you want to change the rates, but (most likely) not the lock-in logic. Edit the rows accordingly and click *Save*.

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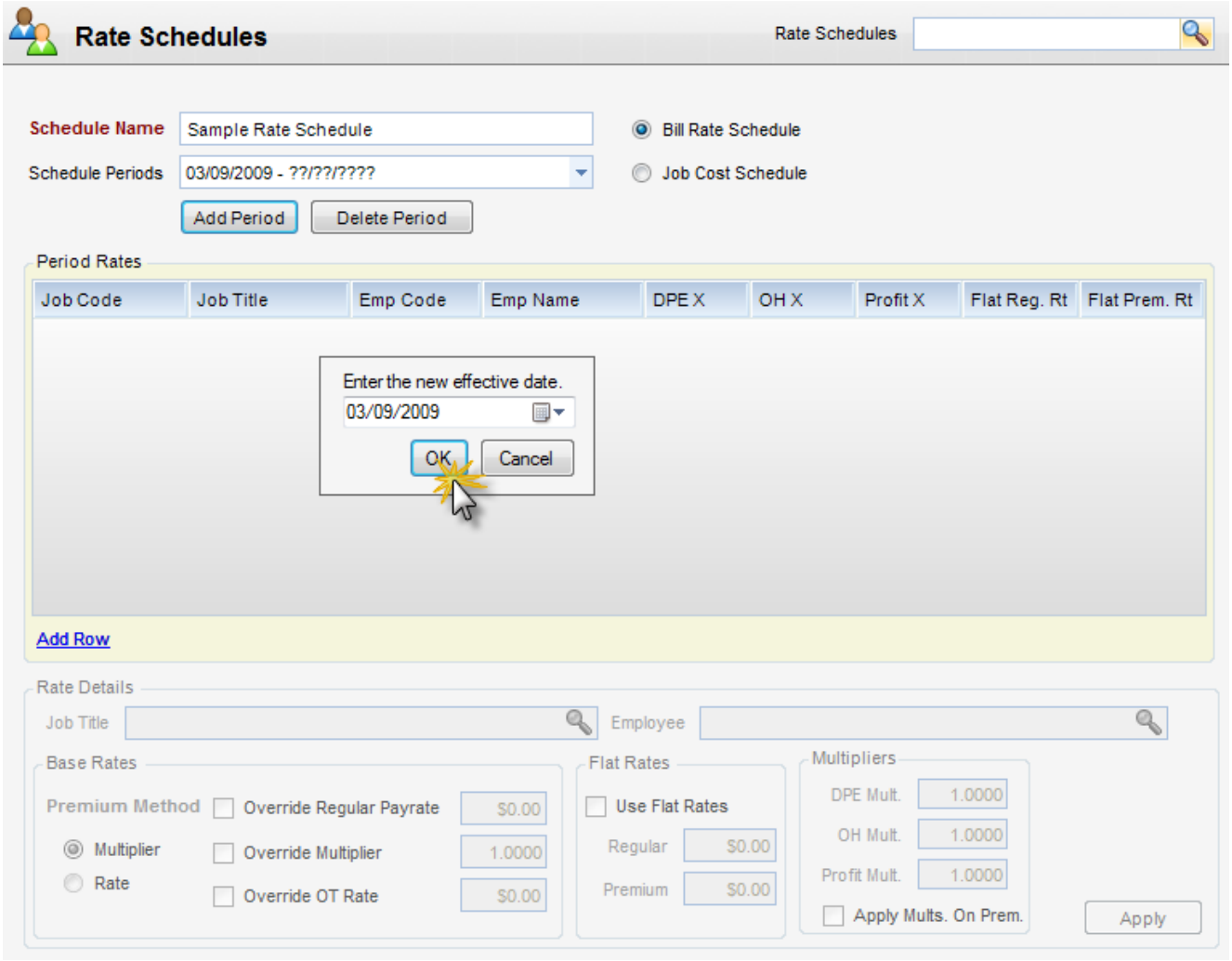

4.3.8.1.4 How Rates Lock-In

Overview

Rates come from three sources in *InFocus—Projects, Schedules,* or the *Employee Setup Record*. Rates are determined by comparing the time sheet line item with the three areas and locking in on a match. When a match is achieved, the corresponding rate(s) are applied to the time sheet line item.

EXAMPLE: In the following scenario we will walk through a match for a Bill Rate (would be the same for Job Cost Rate).

The following scenario illustrates the process of matching for a bill rate. The time sheet line item will have a WBS path of *9801-10-A,* a job title of *Senior Architect* (SAR), an employee *Joe Jones* (JJ), and a work date of *6/1/2007.*

Steps to finding a Bill Rate to "Lock In"

Step 1 - Compare the WBS path on the time sheet item. If that path has the *Use Multipliers* for bill rate set on, then a match has occurred and the bill rate is calculated based on the WBS path multipliers. If no match occurs and there is a rate schedule attached to 9801-10-A, then the system will attempt to find a match using the rate

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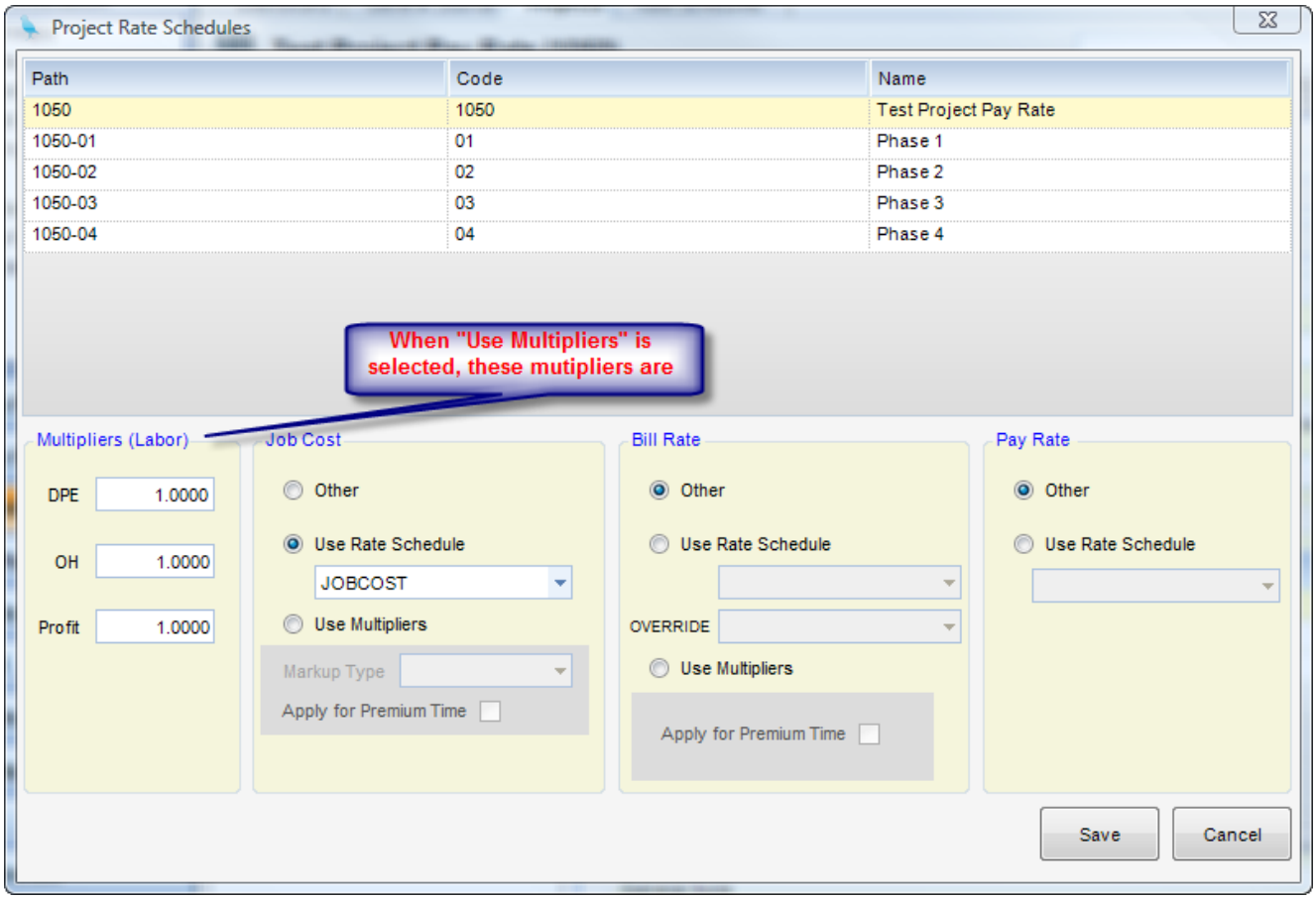
schedule.



(Fig.1)

Step 2 - If no match occurs, and there is a Rate Schedule attached to Project 9801-10-A, then the system will next attempt to find a match using the Rate Schedule **(Fig.2)**.

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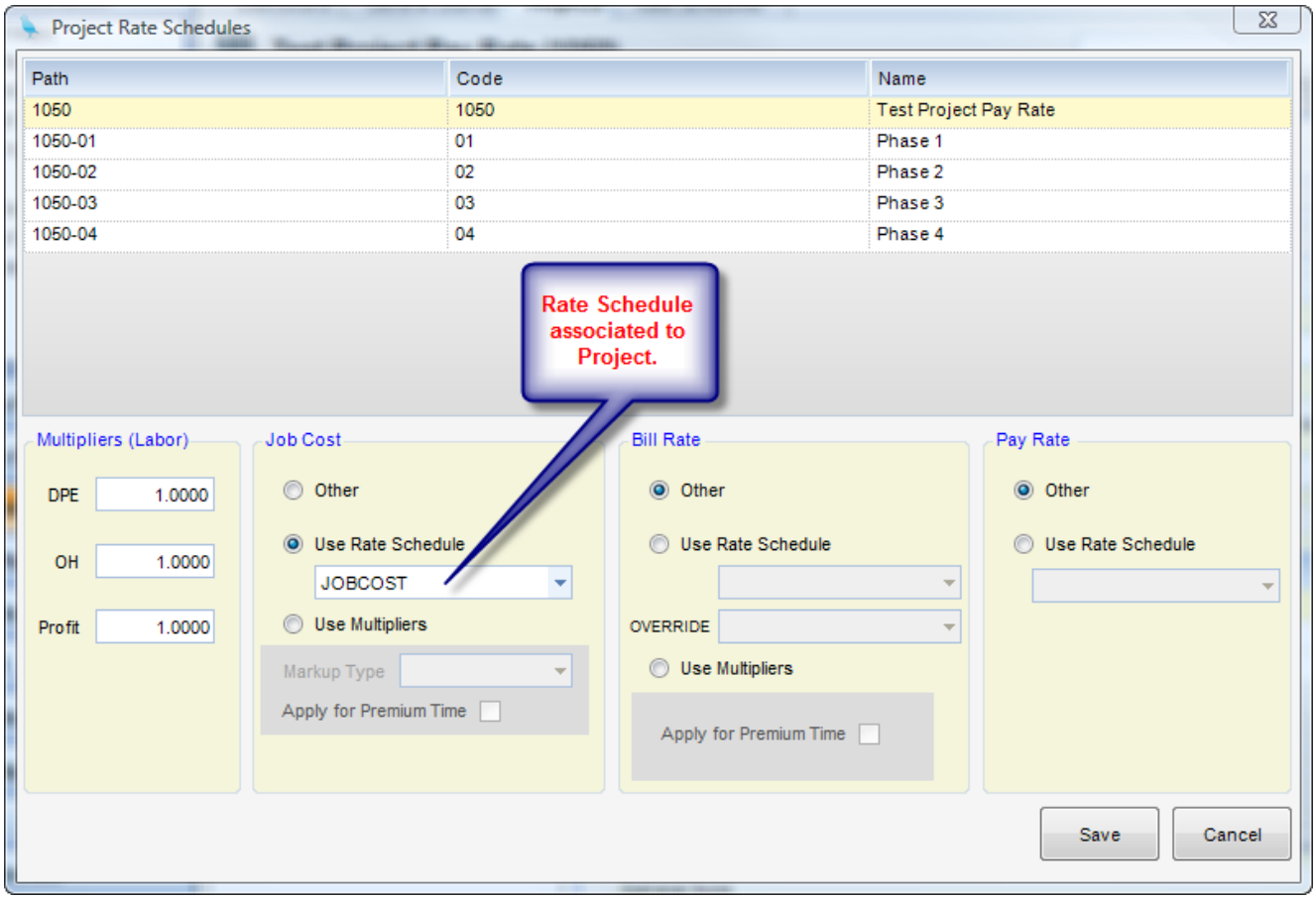

(Fig.2)

FOR YOUR INFORMATION:
Finding matches on the rate schedule works by going through the *most specific match* to the *least specific match* truth table. The table has two columns: *job title* and *employee* (with job title being the more important of the two). The table can be filled out with any combination of job titles and/or employees. The priority - starting with highest priority - is as follows:

Job Title	**Employee**
Matching Job Title	Matching Employee
Matching Job Title	Any employee (blank)
Any job title (blank)	Matching Employee
Any job title (blank)	Any employee (blank)

In our scenario, if a line item in Rate Schedule has an "SAR" in Job Title, a "JJ" in Employee, or a line has both entries blank, a match has occurred.

Remember: Rate Schedules are date sensitive so the schedule will only be looked at if has an effective date range that covers 6/1/2007 in this example.

Step 3 - If no match occurs in the Rate Schedule, the process (Steps 1 & 2) starts all over at the next WBS code up the chain. In this case that is 9801-10. This process starts at the lowest level (Task in this example) and works its way up the WBS to the Phase level, then the Project level.

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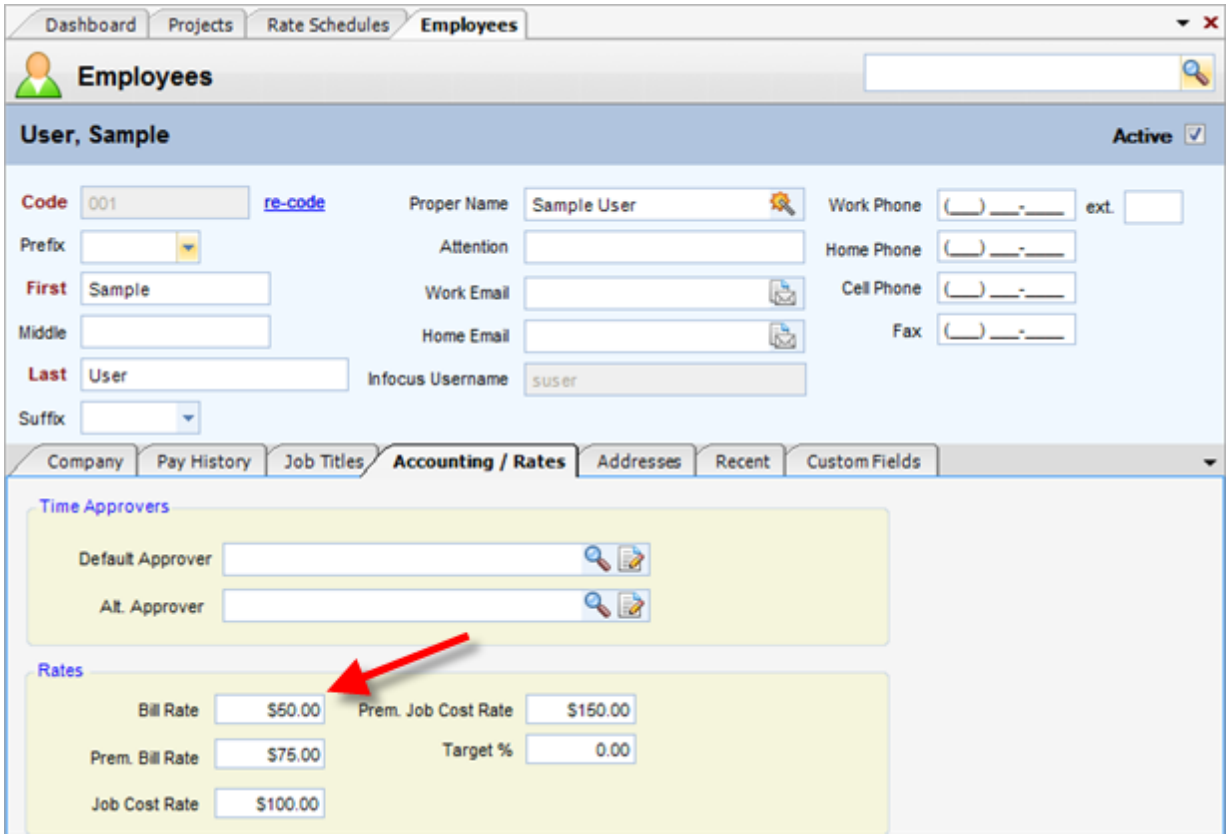
Step 4 - If all levels of the WBS have been exhausted without a match, then the Employee record rate is used **(Fig. 3)**.



(Fig.3)

4.3.9 Recalculate Markups

Overview

The ability to recalculate markups is used when the markup is set on a project or expense code after transactions have already been entered. To recalculate markups, the user must have permission (via the *Permissions* applet in the *Administration* module). This utility allows the user to recalculate the markups on non-labor project cost transactions.

Project Override Expense for ODC (Other Direct Charges) and CNS (Consultant Expense), can be set at any level of the WBS (Work Breakdown Structure). Setting the Markup at lower levels will override higher levels (e.g., task overrides phase, phase overrides project). Access the Markup Overrides by right-clicking on the Project Name in the Project Explorer (in the Projects Applet). Accordingly, the Markup fields on the Exp/GL tab have been removed.

Note: In order to access the Recalculate Markups Applet, you will need to have permission via the Permissions applet, located in the Administration Module.

Grid descriptions are listed below

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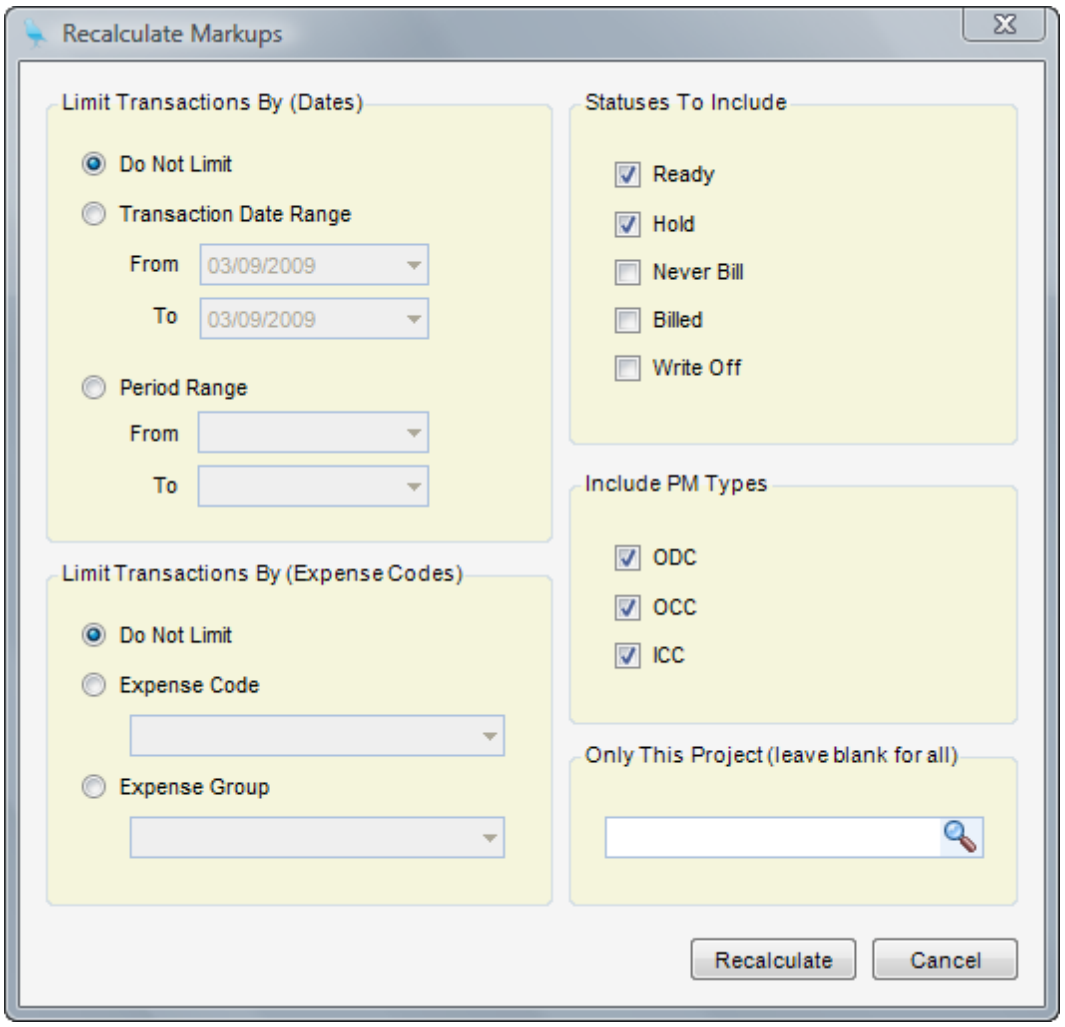

Limit Transactions By (Date) - Choose the dates for which to recalculate the markup rates. Choices are: *Do Not Limit, Transaction Date Range,* or *Period Range.*

Limit Transactions By (Expense Codes) - Choose the expense codes for which to recalculate the markup rates. Choices are: *Do Not Limit, Expense Codes,* or *Expense Group.*

Statuses to Include:
- **Ready** - When checked, time line items with a bill status of *Ready to Bill* will be included.
- **Hold** - When checked, time line items with a bill status of *Hold* will be included.
- **Never Billed** - When checked, time line items with a bill status of *Never Bill* will be included.
- **Billed** - When checked, time line items with a bill status of *Billed* will be included.
- **Write Off** - When checked, time line items with a bill status of *Write Off* will be included.

Include PM Types
- ODC
- OCC
- ICC

Only This Project - Here you can select a specific project for which to recalculate markup or leave blank for all projects.

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4.3.9.1 How To

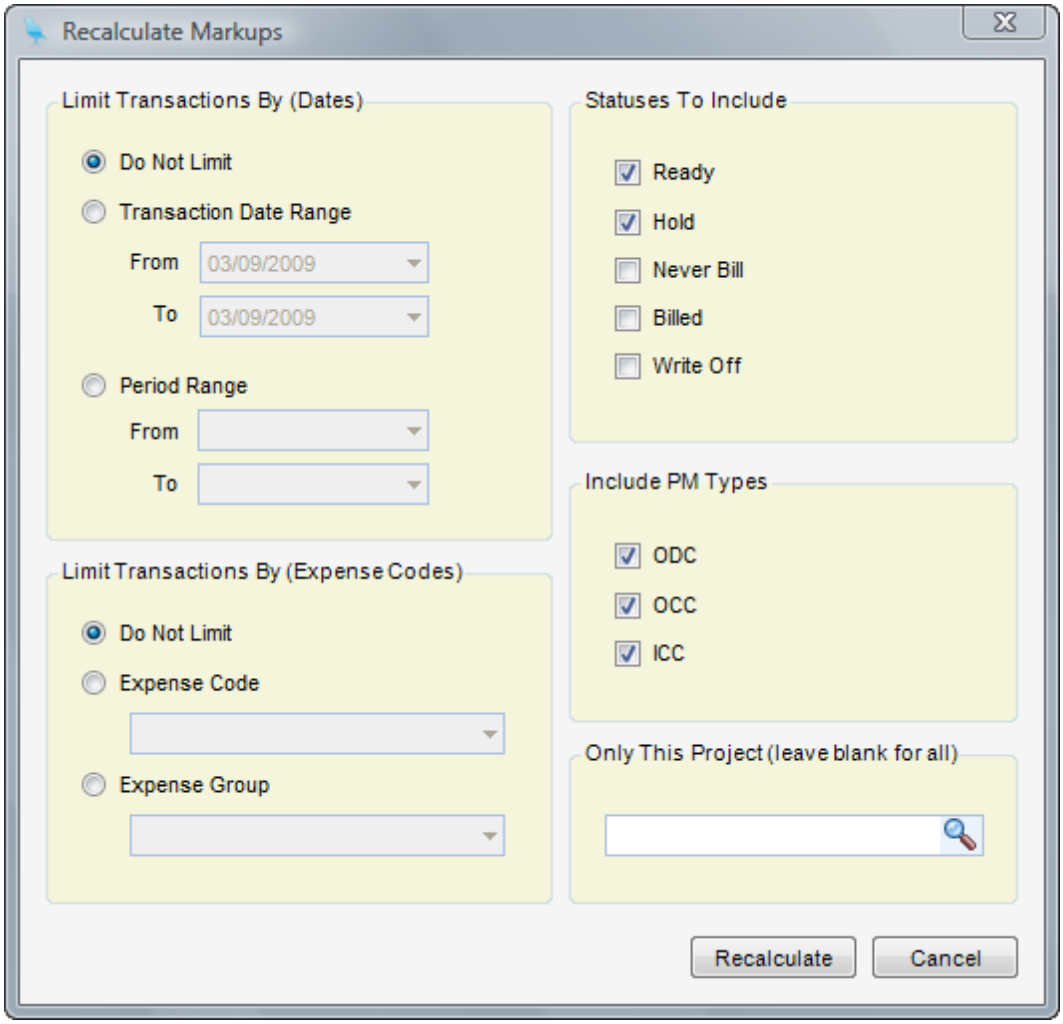
4.3.9.1.1 Recalculate Markups

Overview

How to Recalculate Markups

Step 1 - Click on the *Recalculate Markups* applet. A Recalculate Rates pop-up should appear.

Step 2 - Fill out the box with the appropriate information.



Limit Transactions By (Date) - Choose the dates for which to recalculate the markup rates. Choices are: *Do Not Limit, Transaction Date Range,* or *Period Range.*

Limit Transactions By (Expense Codes) - Choose the expense codes for which to recalculate the markup rates. Choices are: *Do Not Limit, Expense Codes,* or *Expense Group.*

Statuses to Include:

- **Ready** - When checked, time line items with a bill status of *Ready to Bill* will be included.

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- **Hold** - When checked, time line items with a bill status of *Hold* will be included.
- **Never Billed** - When checked, time line items with a bill status of *Never Bill* will be included.
- **Billed** - When checked, time line items with a bill status of *Billed* will be included.
- **Write Off** - When checked, time line items with a bill status of *Write Off* will be included.

Include PM Types
- ODC
- OCC
- ICC

Only This Project - Here you can select a specific project for which to recalculate markup or leave blank for all projects.

Step 3 - Click **Recalculate**

4.3.10 WBS Templates

Overview

Work Breakdown Structure Templates are tree fragments. They can represent either multiple levels of nodes linked together or only one unlinked level. WBS templates are used for fast WBS setups.

Note - WBS codes must be unique with respect to parent node within a template. Since the top level has no parent nodes, all top nodes must be unique among themselves within the template.

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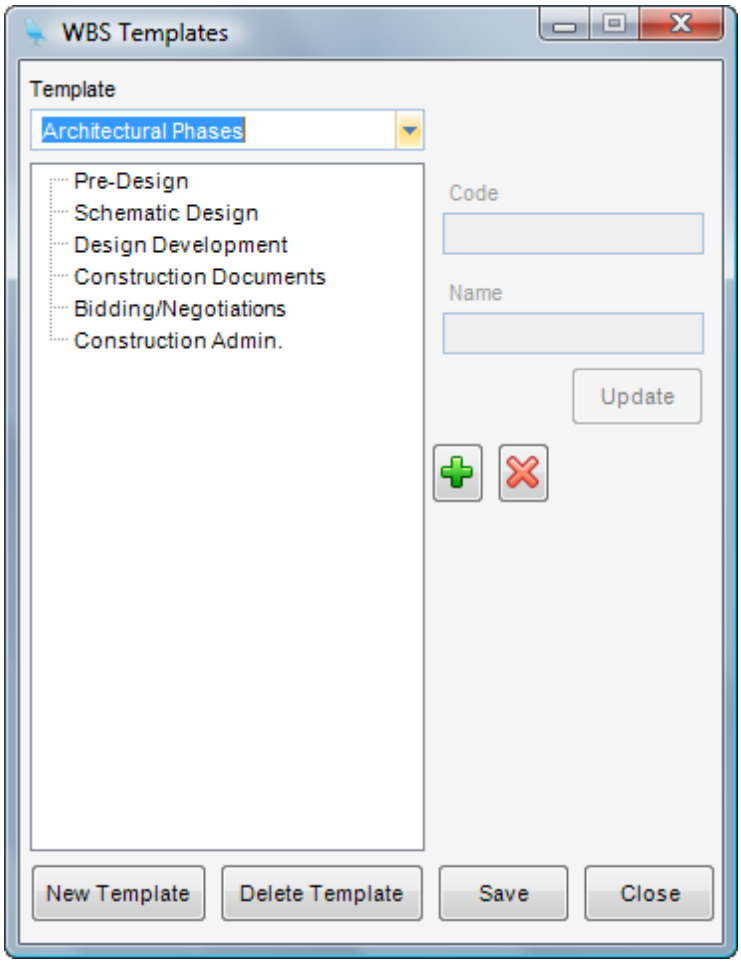

4.3.10.1 How To

4.3.10.1.1 Add a WBS Template

Overview

How to add a WBS template.

Step 1 - Click on the *New Template* button.

Step 2 - Enter a template name in the drop-down list names templates. This must be a unique template name.

Step 3 - In order to save, add at least one node to the template. Right-click on the empty list box below the template name and select *Add Node.* This will add *New Node* to the list. It will then place *NC* in the code file and *New Node* in the name field.

Step 4 - Complete the code field and names with the desired text and click *Update.* The node in the list box now reflects the changes. Press *Save* to commit the changes.

Note - After creating a project or WBS structure, right click on a node and apply a WBS template to that node or all nodes of the same level.

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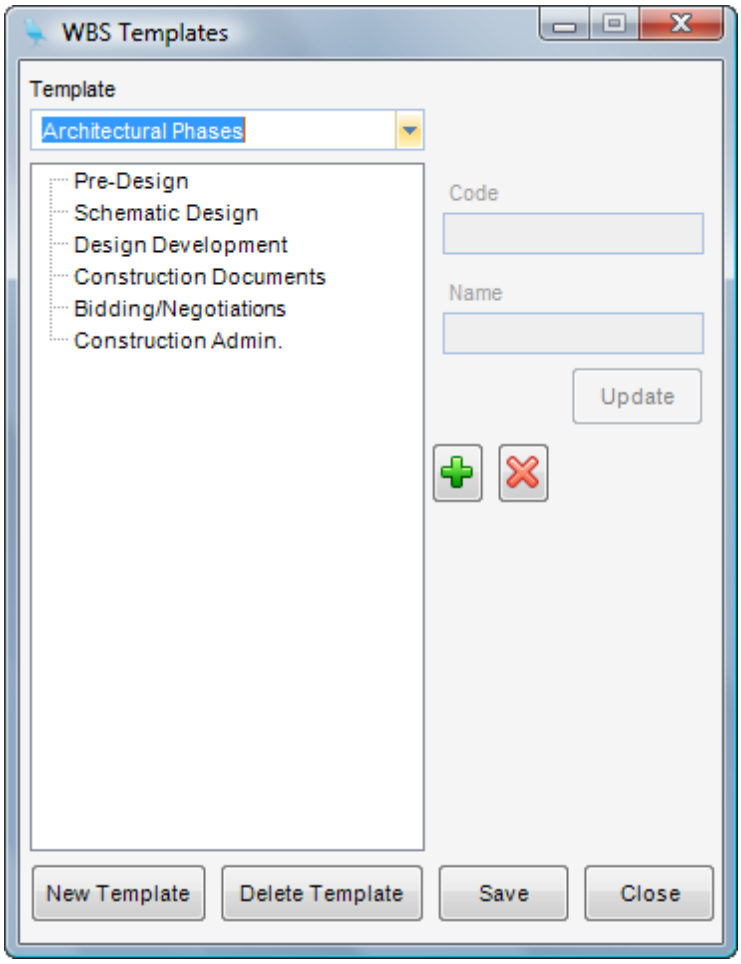

4.3.10.1.2 Edit a WBS Template

Overview

How to edit a WBS template.

Step 1 - Recall the template using the drop down list at the top of the screen.

Step 2- Click on any node in the template tree on the list. This will fill out the code and name fields with the selected node.

Step 3 - Change the text and then click *Update*. The tree will then reflect the changes.

Step 4 - Now click *Save* to commit the changes.

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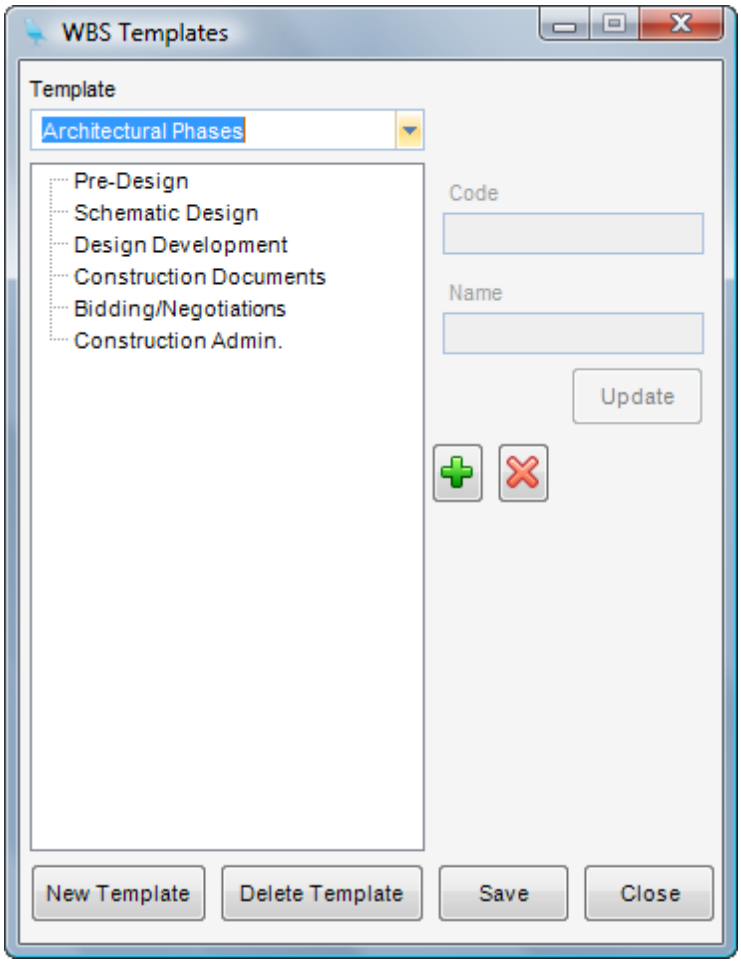

4.3.10.1.3 Add a Child Node

Overview

How to add a child node

Step 1 - To add a child to a node, right-click on the node and then click *Add Node*.

Note: A new node title, *--new node—*, is temporarily added below the selected item. The code field displays *NC*, and the name field displays *–new node--*.

Step 2 - Complete the code and name fields with the desired text and then click *Update.* The tree now reflects the edits.

Step 3 - Click *Save* to commit the changes.

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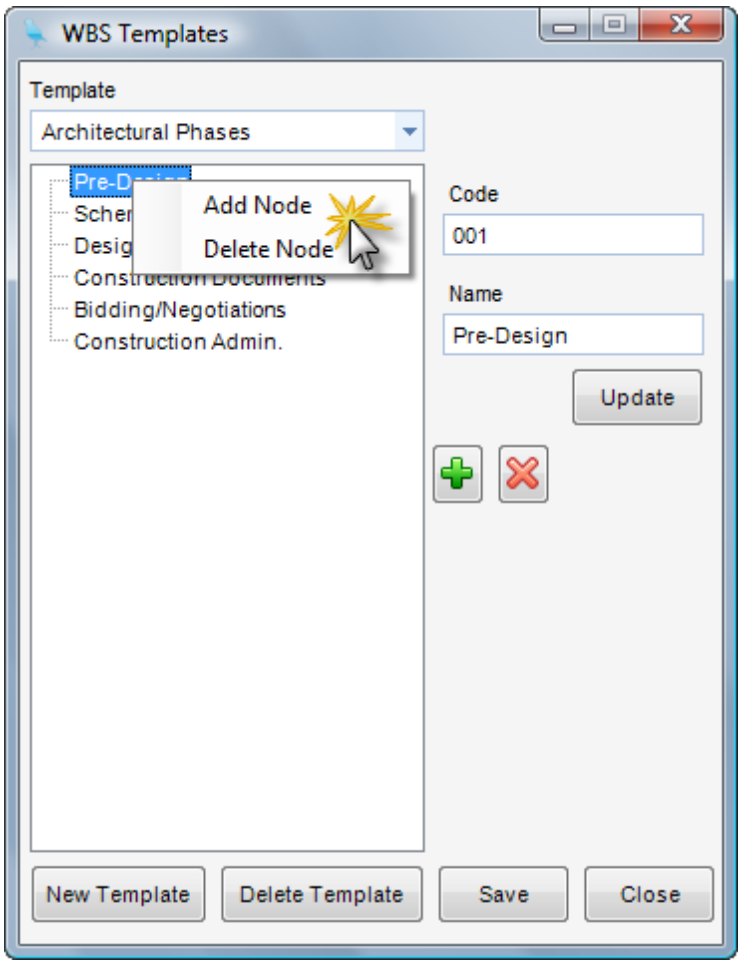

4.3.10.1.4 Delete a Node

Overview

How to Delete a child node.

Step 1 - Right-click on the node from which the child should be deleted. Click *Delete Node*.

Note: The node and ALL of its children are immediately removed from the tree. No save is required.

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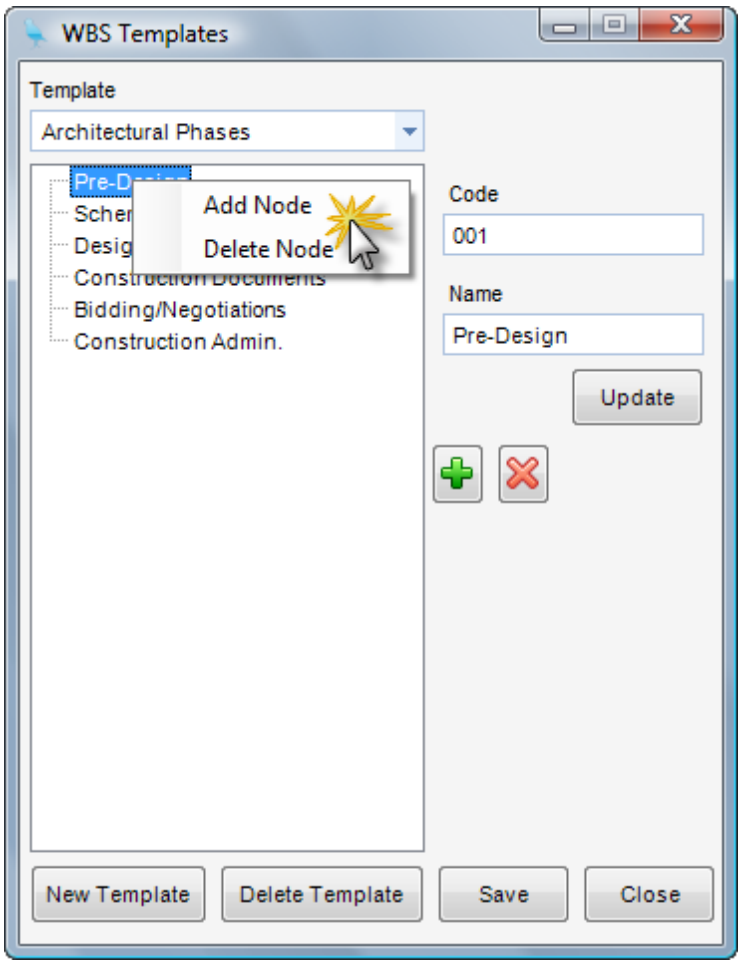

4.4 Project Management

4.4.1 PM Bill Review

Overview

The PM Bill Review (project manager bill review) applet is used by project managers to communicate billing and charging instructions to the project accountant. Only project managers have access to this applet. When the screen is first launched, all active projects assigned to the logged-in project manager will load with their respective unbilled transactions through an *As of Date*.

Note: The As of Date defaults to the End Date of the current invoicing period but can be changed in *Global Settings*.

An instructional video is available in the Blog section of the Clearview web site at www.clearviewsoftware.net

The purpose of PM Bill Review is for project managers to (1) review each of their projects and (2) make comments and instructions for the project accountant. Once all transactions have been reviewed and appropriate entries made, the project manager should mark the project as *Reviewed*. When a project is marked *Reviewed*, the project manager can no longer make changes, unless the project accountant (in the PA Bill Review applet) unflags the project as *Manager Reviewed*. When the project is marked *Reviewed*, it will automatically flag all associated transactions as reviewed. Therefore, when time and expense transfers from other projects are assigned to a

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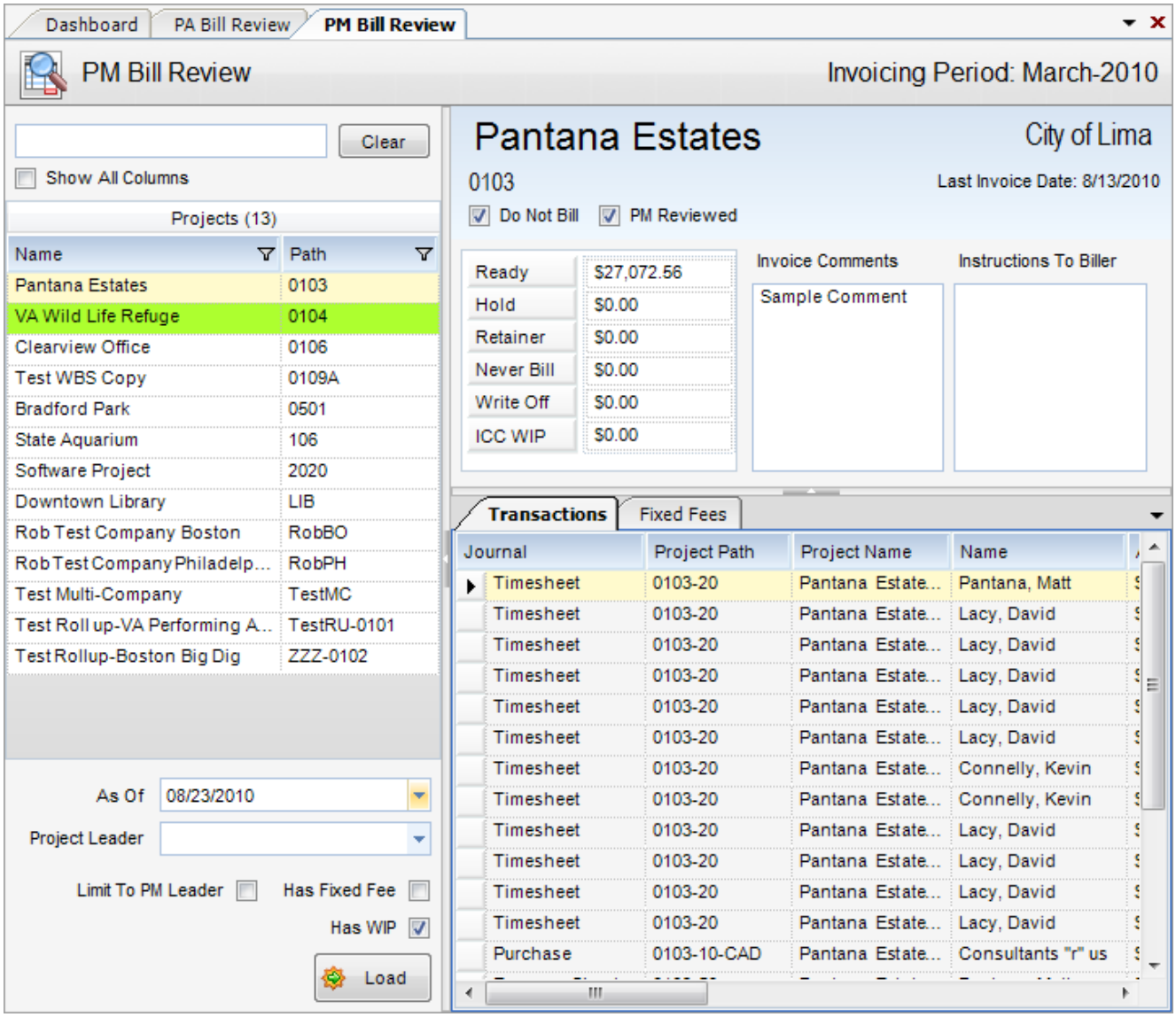
reviewed project, they will appear as *Unreviewed.* This eliminates transactions from bypassing a review process.

Comments can be made both at the project level and the transaction level.

Note: Filters are available in the top panel of the applet to limit the displayed projects by manager and/or accountant.

- A user can filter transactions by an *As of Date*
- A user can limit the display of projects to those that have been reviewed by a manager.
- Limit To PM Leader - When checked (and the Project Leader drop-down is filled out), only projects, where the stated Project Leader is a project manager, will be returned.
- A Has WIP check box will filter out projects with no WIP value.
- A Has Fixed Fee check box will filter out projects with no Fixed Fee value.
- A Quick Filter has been added. This will filter projects whose path begins with the entered characters.

A project can be marked as *Do Not Bill*.



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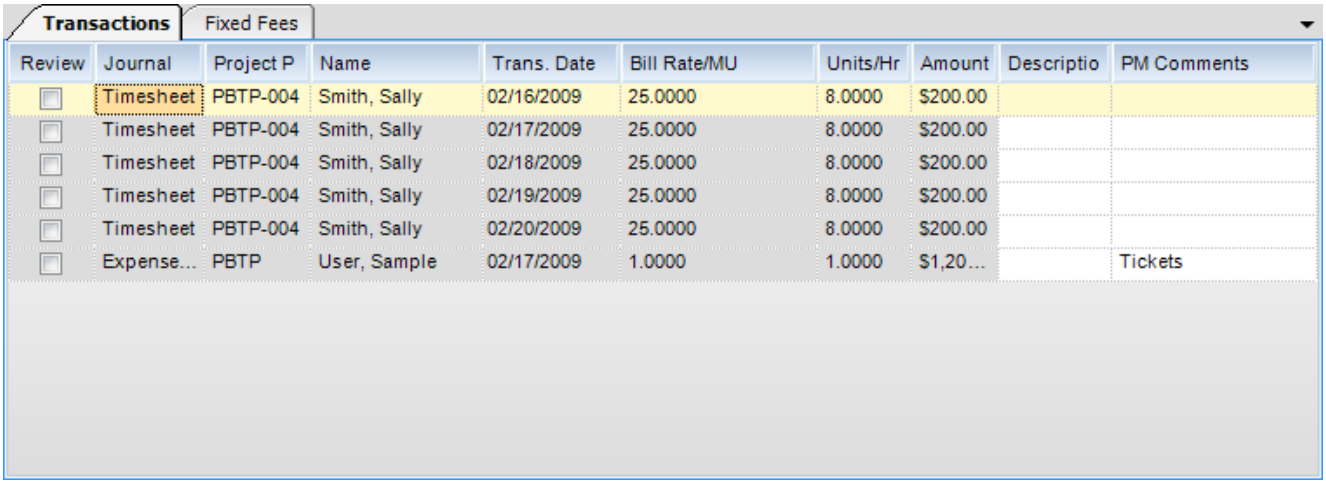
4.4.1.1 Transaction Tab

Overview

When a project has Labor and Expenses associated with it, a Project Manager can review it here. Once all transactions have been reviewed and appropriate entries made, the project manager should mark the project as *Reviewed.*

Note - Comments can be made both at the project level and the transaction level.



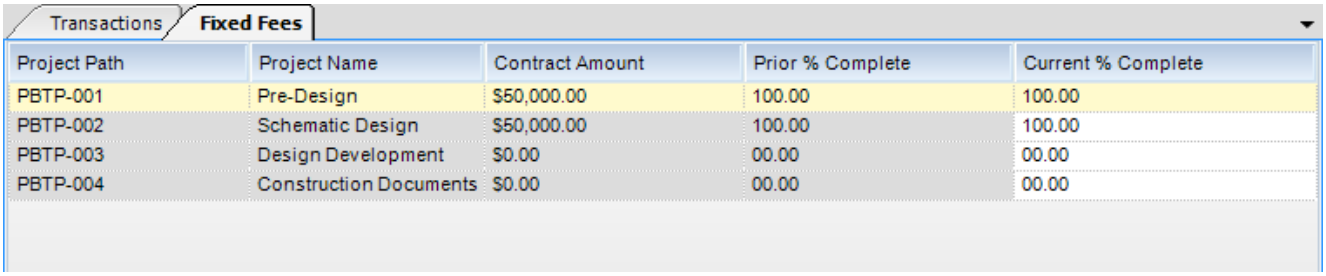
Review	Journal	Project P	Name	Trans. Date	Bill Rate/MU	Units/Hr	Amount	Descriptio	PM Comments
☐	Timesheet	PBTP-004	Smith, Sally	02/16/2009	25.0000	8.0000	$200.00		
☐	Timesheet	PBTP-004	Smith, Sally	02/17/2009	25.0000	8.0000	$200.00		
☐	Timesheet	PBTP-004	Smith, Sally	02/18/2009	25.0000	8.0000	$200.00		
☐	Timesheet	PBTP-004	Smith, Sally	02/19/2009	25.0000	8.0000	$200.00		
☐	Timesheet	PBTP-004	Smith, Sally	02/20/2009	25.0000	8.0000	$200.00		
☐	Expense...	PBTP	User, Sample	02/17/2009	1.0000	1.0000	$1,20...		Tickets

4.4.1.2 Fixed Fee Tab

Overview

When a project has a contract level established, the fixed fee tab will contain all the nodes of the WBS at the contract level, as well as their respective contract amounts and prior percents complete. The project manager can enter the new percent here.

Note - Changes made here still need to pass through project account review to take effect.

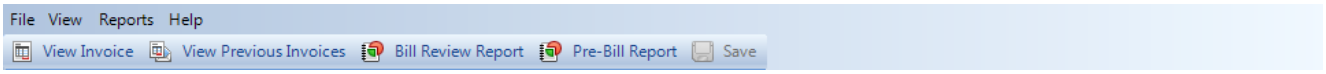


Project Path	Project Name	Contract Amount	Prior % Complete	Current % Complete
PBTP-001	Pre-Design	$50,000.00	100.00	100.00
PBTP-002	Schematic Design	$50,000.00	100.00	100.00
PBTP-003	Design Development	$0.00	00.00	00.00
PBTP-004	Construction Documents	$0.00	00.00	00.00

4.4.1.3 PM Bill Review Toolbar

Overview

The PM Bill Review toolbar gives users with appropriate permission numerous capabilities within the journals of *InFocus*. Below is a list of those capabilities.



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View Invoice - Assuming that an invoice design has been assigned to a project, clicking on this option will display a draft invoice for the project manager's review.

View Previous Invoices - When Document Management is configured. This will bring up a grid that contains .pdf's of all previous invoices that were archived.

Save - This buttons saves changes made to the screen.

Bill Review Report - This button runs the Bill Review Report for the current project.

Pre-Bill Report - This button runs the Pre-Bill Report for the current project.

4.4.2 Project Central

Overview

Project Central a centralized work space for Project Managers. PMs can view multi-project metrics or work with a single project to view project to date figures, set budgets and contracts, schedule resources and perform bill review. Project Central is organized (left to right) by the Navigator and a primary screen with drill in detail that consists of the following tabs: Overview (default tab), Bill Review, Contract, Budget, Schedule, Team, Contacts, Documents, and Addresses. Please note that when selecting multiple projects, only the Overview tab (with corresponding Charts and Detail) is available. The chapters that follow discuss each area of functionality in this powerful new applet (InFocus 2.0 and greater).

4.4.2.1 Getting Started

System Setup

Foundational to Project Central is taking care of a few setup items. Please refer to this white paper to get your system ready.

Key Concepts

InFocus Navigator

By default, Project Central utilizes the InFocus Navigator. The Navigator displays user defined lists from which a project (or multiple projects) can be selected and viewed. To work with a single project, simply double click the project from the list. To view multiple projects, drag the mouse over the desired projects and click *Load Selected Projects*. Please note, multiple projects can also be selected by pressing Ctrl while making selections with the mouse. Once selected, project information is displayed in the Primary screen.

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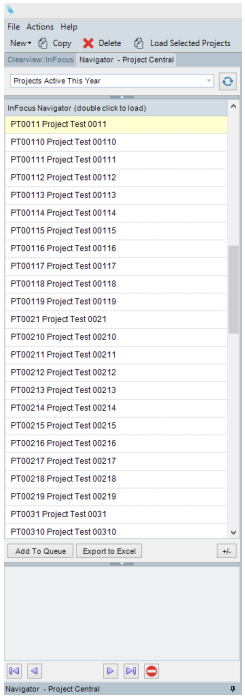


Dynamic Save

For ease of use Project Central does not display a Save button, but instead uses dynamic save to write back changes made to a project plan once the change has been made. This approach streamlines the planning process and creates a dynamic, interactive work space for the Project Manager.

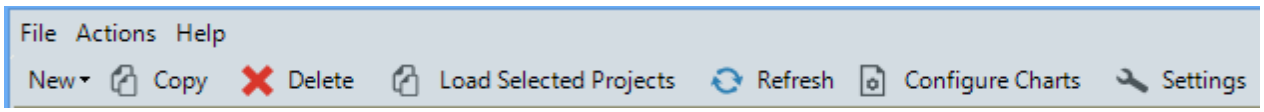
Charts and Chart Packs

Charts bring your Project information to life by giving a clean visual representation of the underlying data. Charts are fully customizable and can be created/modified by clicking *Configure Charts* from the toolbar. A Chart Pack, is simply a group of charts typically meaningful to multiple users.

4.4.2.2 Toolbar

Overview

Below is a description of toolbar functionality in Project Central.



Field Descriptions

Menu Options

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- File>New>Plan - Launches the Project Plan Settings dialogue used to develop a new plan
- File>New>Plan from Template - Launches template selection to be used to develop a new plan

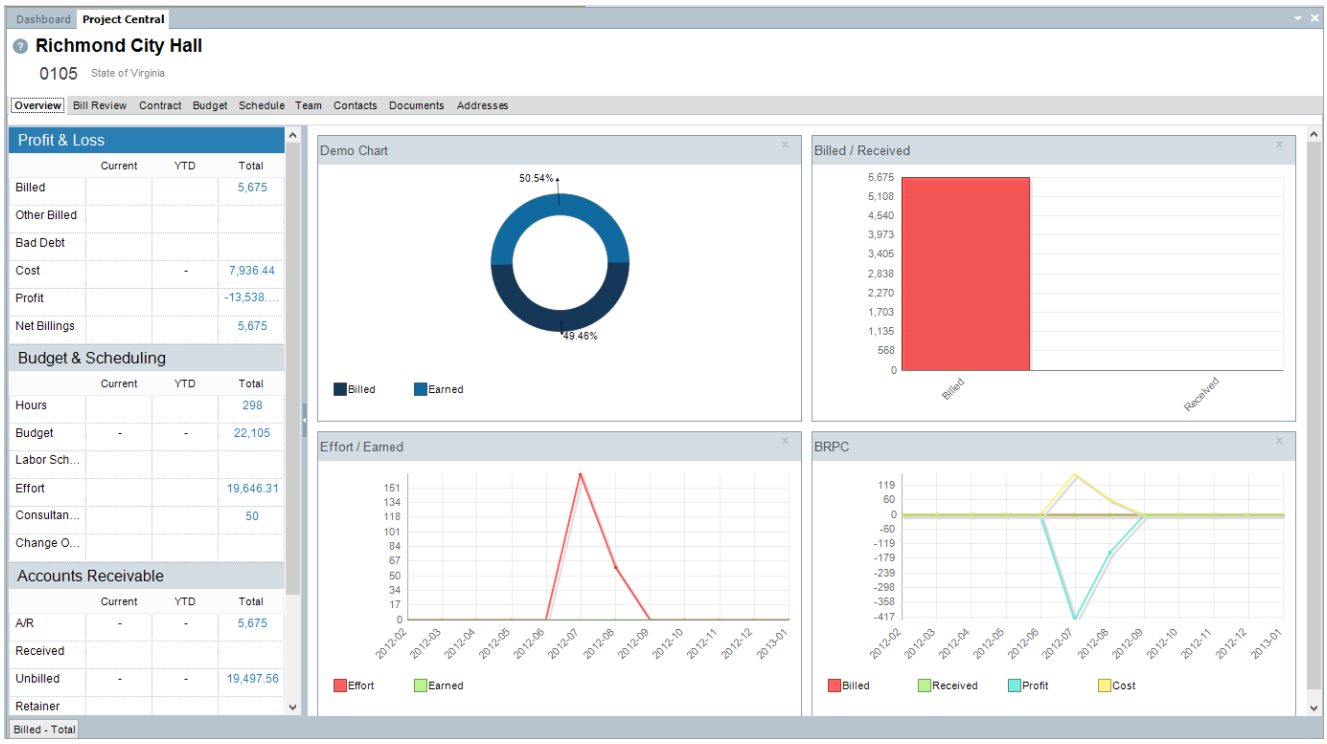
Tool Bar Options

- New - Allows the user to develop a new project plan or new project plan from template
- Copy - Copies the current project and corresponding plan to a new Project Plan
- Delete - Deletes the current project
- Load Selected Projects - Loads the selected projects from the Navigator. Primarily used when selecting multiple projects.
- Refresh - Refreshes the data in the primary screen
- Configure Charts - Launches the Configure Charts Dialogue. This dialogue can be used to *Add Charts* to the current screen, add Chart Packs to the current screen or save the currently displayed Charts as a Chart Pack.
- Settings - Launches the Project Plan Setting dialogue for the selected project.

4.4.2.3 Overview Tab

Overview

This tab displays project to date figures for the select project(s). These figures are displayed in both grid and chart format.



Field Descriptions

Overview Grids

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The grids displayed reflect live project to date (Current, YTD, Total) information. By double clicking any of the grid fields, details are dynamically displayed in the Details screen.

Overview Charts

The fully customizable charts display relevant project to date information helpful to Project Planning and Management.

4.4.2.4 Bill Review Tab

Overview

The Bill Review Tab incorporates a full scale bill review including transaction level adjustments. In addition to inheriting all of the functionality of PM Bill Review, this tab enables PMs to change line item Billing Statuses and Move Project Transactions. These additional features are permission based. Each grid on the Bill Review Tab is dynamic and stores preferred display settings per user.

The purpose of Bill Review is for Project Managers to (1) review and adjust each of their projects and (2) make comments and instructions for the Project Accountant. Once all transactions have been reviewed and appropriate entries made, the Project Manager should mark the project as *Reviewed*. When a project is marked *Reviewed*, the project manager can no longer make changes, unless the Project Accountant (in the PA Bill Review applet) unflags the project as *Manager Reviewed*. When the project is marked *Reviewed*, it will automatically flag all associated transactions as reviewed. Therefore, when time and expense transfers from other projects are assigned to a reviewed project, they will appear as *Unreviewed.* This eliminates transactions from bypassing a review process.

Comments can be made both at the project level and the transaction level.

Field Descriptions

Bill Review Toolbar

- As of - Defaults to the End Date of the current invoicing period but can be changed in *Administration>Global Settings*.
- Reset - Resets changes the As of date to the end date of the current Invoicing G/L Period
- Set Bill Status - Alters the Bill Status of the highlighted transaction(s)
- Invoicing - Launches Current or Previous Invoice reports for the selected project
- Reports - Launches Pre-Bill or Bill Review reports for the select project
- Move Project Transactions - Launches a Projects dialogue box from which the user can select a destination project, moving the highlighted transactions.

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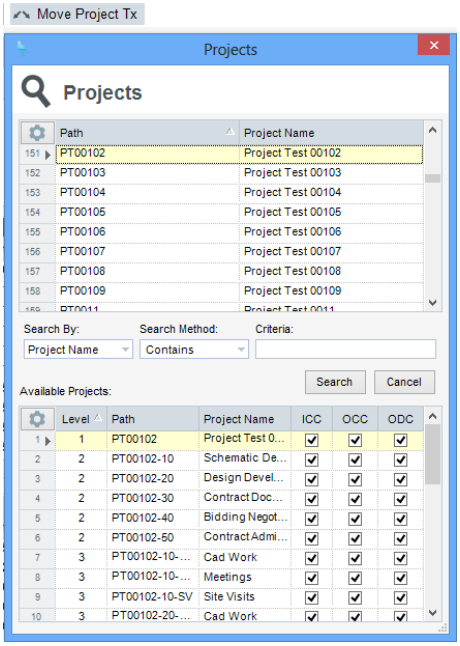

- Reviewed - Indicates the project has been reviewed
- Do Not Bill - Indicates a Do not bill status for the selected project
- Invoice Comments - Project level PM related comments for invoicing
- Instructions To Biller - Project level PM instructions to Project Accountant

Transaction Grids

These dynamic grids reflect project related transactions grouped according to preference (by Bill Status, Journal, Project, Transaction Date). Selecting a transaction line enables line item adjustments. Instructions to Biller can be made for each transaction.

4.4.2.5 Contract Tab

Overview

Contracts (and Budgets if equal to Contracts) are managed from the Contracts tab. Currently only Fixed Fee projects are supported.

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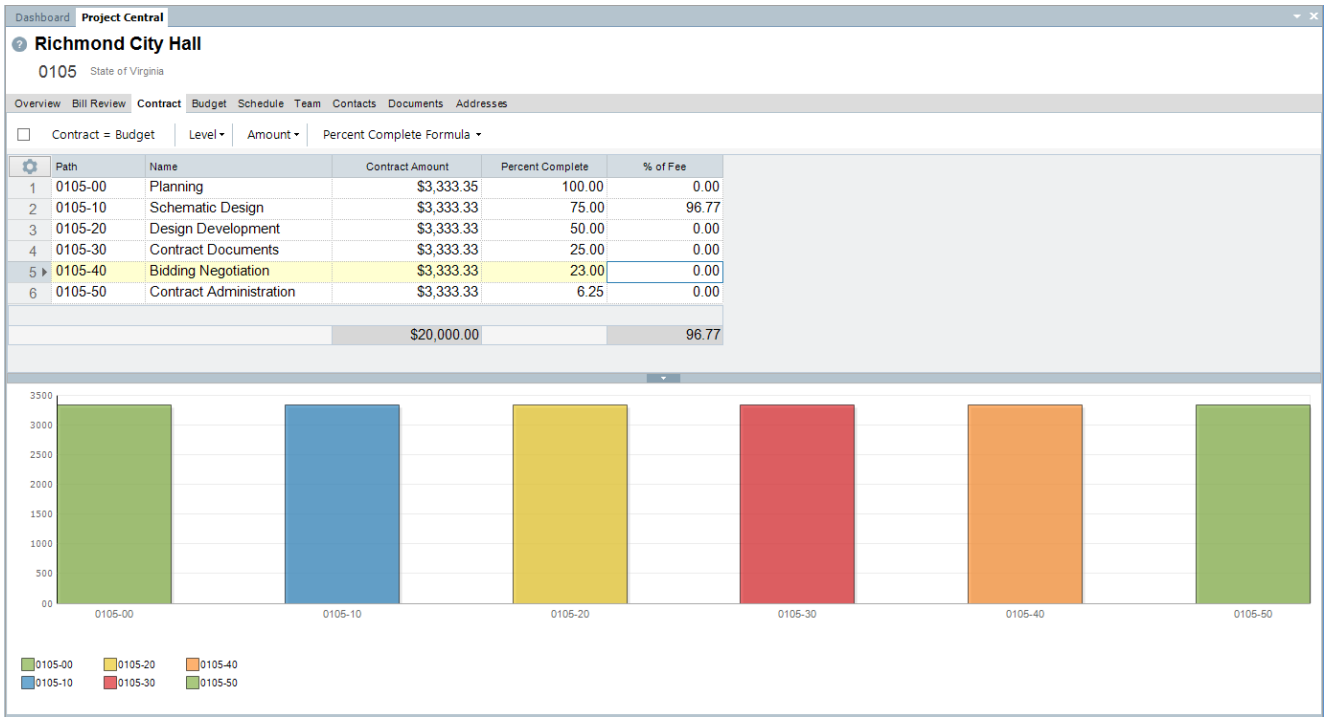

Field Descriptions

Contract Toolbar

- Contract = Budget - Sets the budgets equal to the defined project contracts
- Level - Selects the project level contracts are to be entered at
- Amount - Allows the user to roll up the contract amounts from the defined project budgets
- Percent Complete Formula - Applies user defined percent complete formulas to contract grid. This also represents the percent complete formula for fixed fee invoicing.

Contract Grid

This dynamic grid enables the user to set Contract Amount, Percent Complete and % of Fee for the project selected.

Contract Detail

This chart simply reflects a visual representation of the information in the Contract Grid.

4.4.2.6 Budget Tab

Overview

Budgets are managed from the Budgets tab. PMs can allocate Labor, ODC, OCC and ICC budgets in one dynamic grid for the selected project.

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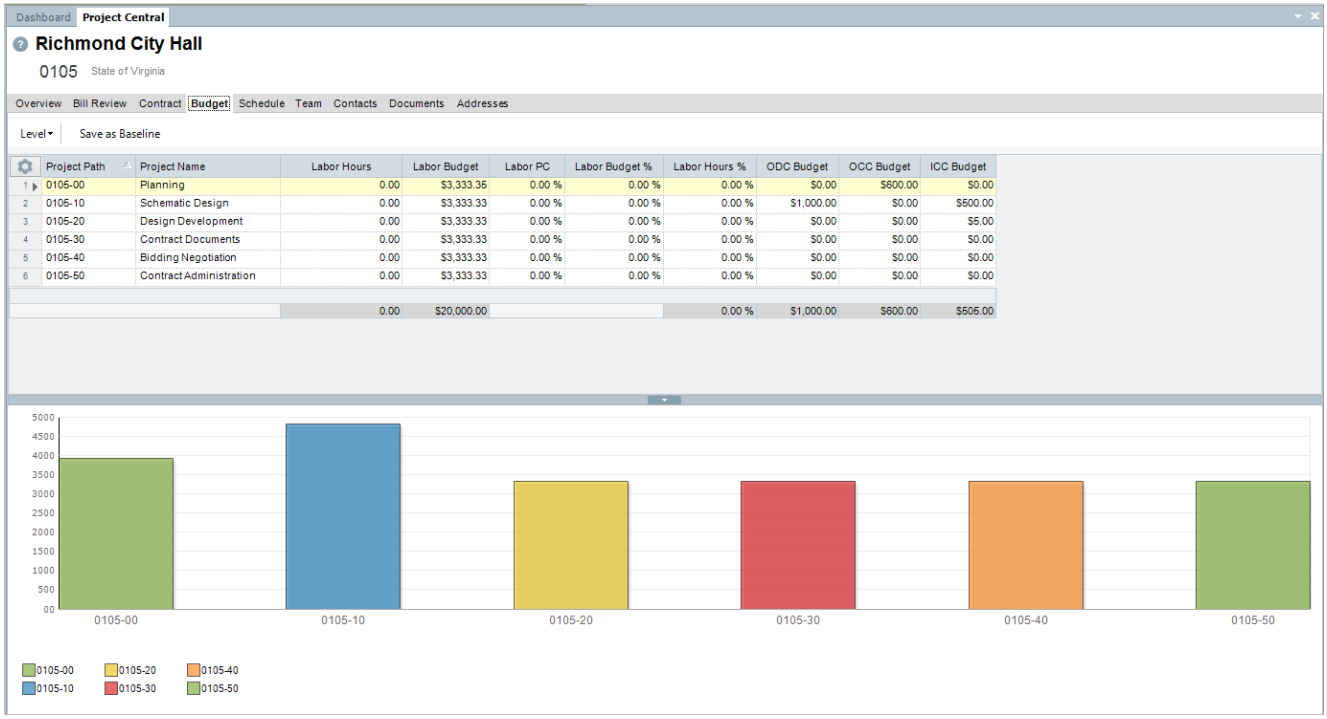

Field Descriptions

Budget Toolbar

- Level - Selects the project level budgets are to be entered at
- Save as Baseline - Saves the defined budget as the Baseline budget for the selected project.

Budget Grid

This dynamic grid enables the user to set Budgets for Labor (Hours, Amounts and Percentages), ODC, OCC and ICC for the selected project.

Contract Detail

This chart simply reflects a visual representation of the information in the Budget Grid.

4.4.2.7 Schedule Tab

Overview

One of the most powerful sections of this applet, the Schedule tab give the Project Manager real time access to Resource allocation and schedules for the selected project.

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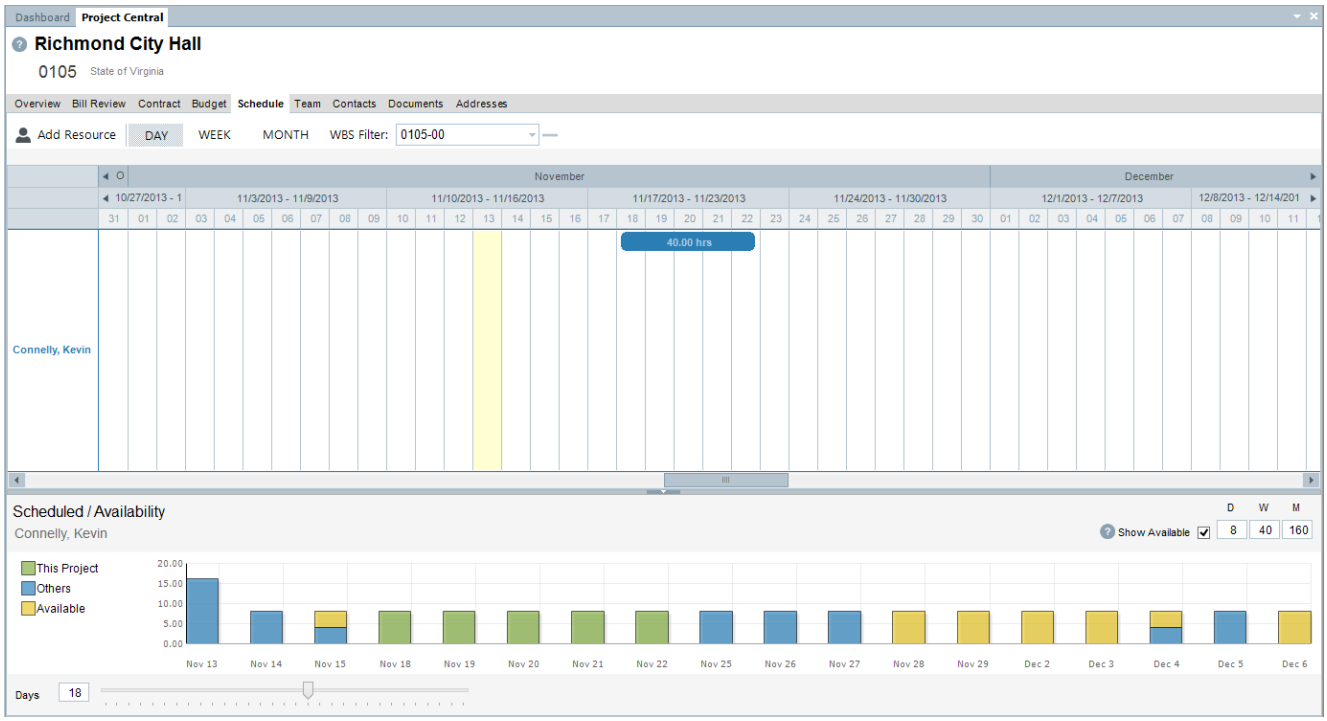

Field Descriptions

Schedule Toolbar

- Add Resource - Launches the Schedule Labor dialogue

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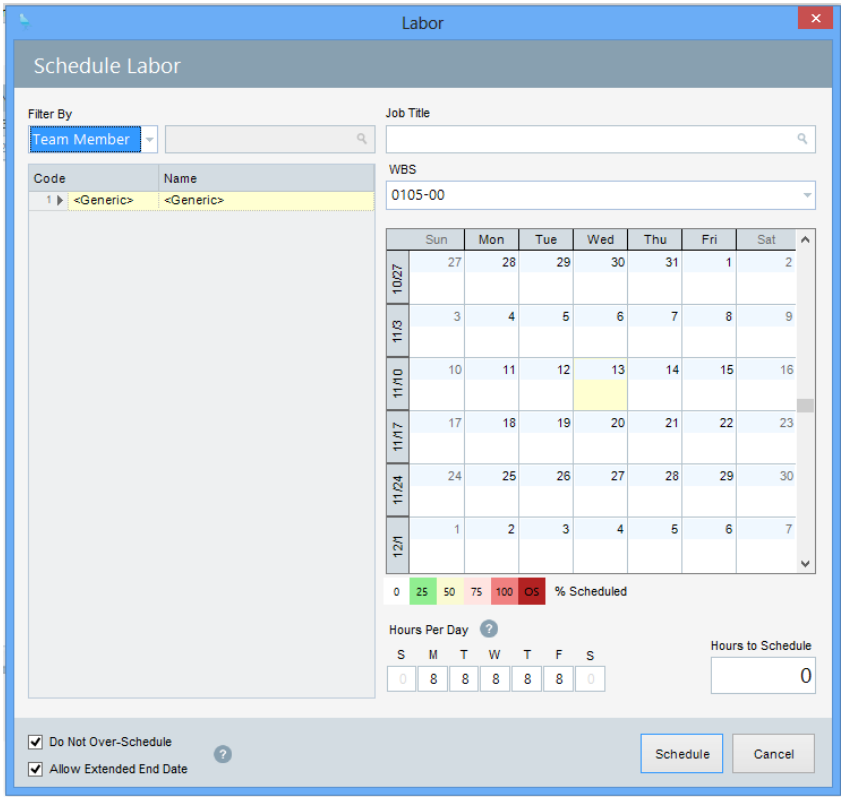

- Day/Week/Month - Groups the Schedule accordingly
- WBS Filter - Filters the Schedule by WBS level

Schedule Interface

Reflects scheduled resources for the selected project. Resources can be reallocated dynamically by moving, increasing or decreasing the allocated time. Clicking the listed employee will display the employee's availability chart below.

Scheduled / Availability Detail

This chart reflects each employees scheduled time based on project allocation.

4.4.2.8 Team Tab

Overview

Project Team members, with associated Job Titles are added from the Team tab.

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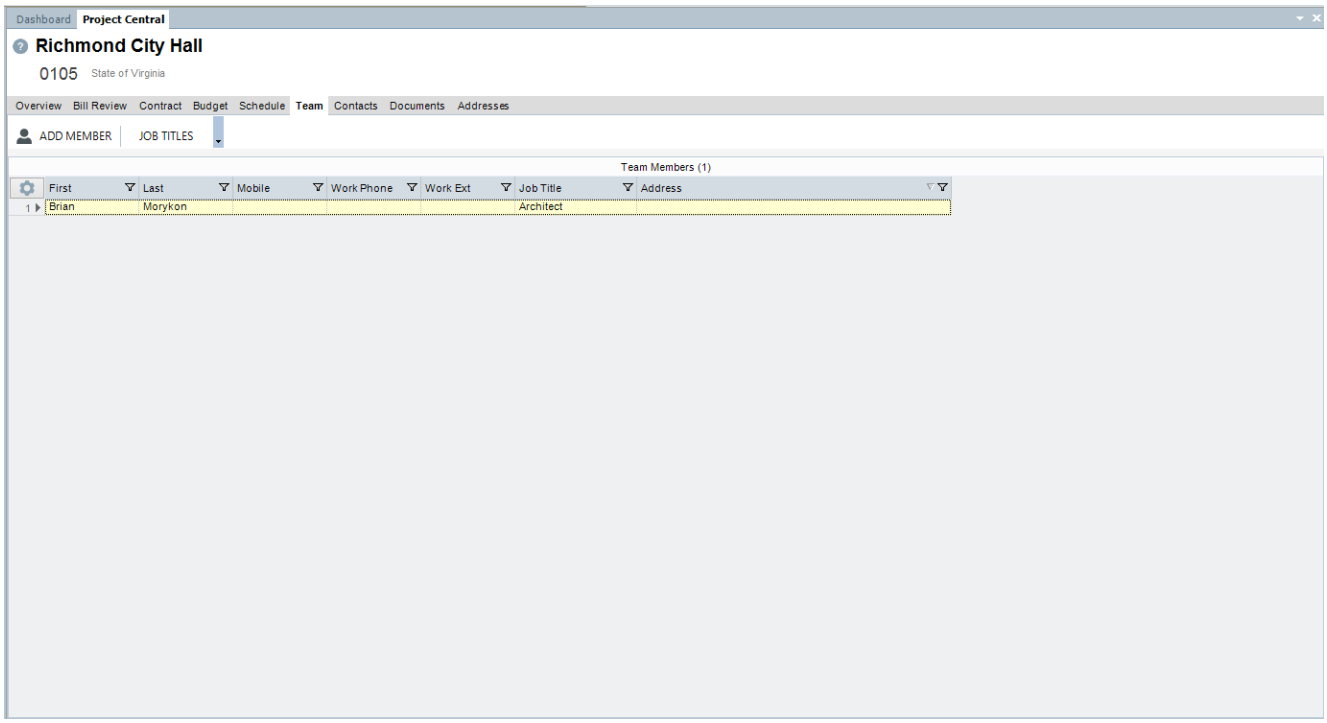

Field Descriptions

Team Toolbar

- Add Member - Launches an Employee lookup from which the user can select the employee to add. Once an employee is selected, the user will have the option to assign an alternative job title for the selected project.
- Job Titles - Launches the alternative job titels dialogue for the highlighted team member in the Team grid below.
- Save as Baseline - Saves the defined budget as the Baseline budget for the selected project.

Team Grid

This dynamic grid displays team member settings for the selected project.

4.4.2.9 Contacts Tab

Overview

Project Contacts are added from the Team tab.

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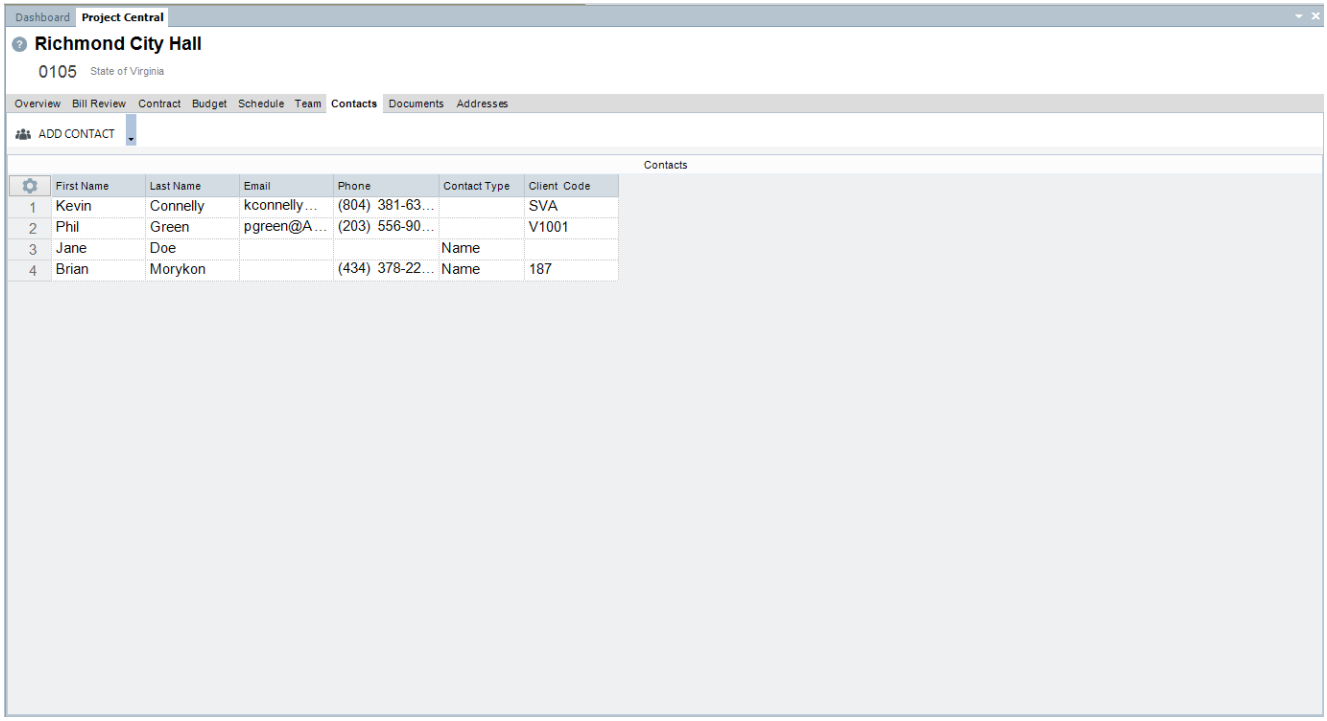

Field Descriptions

Contacts Toolbar

- Add Contact - Launches a Contact lookup from which the user can select the contact to add.

Contact Grid

This dynamic grid displays contacts added to the selected project.

4.4.2.10 Documents Tab

Overview

Project Documents are added via dialogue or Document Drop in the Documents Tab.

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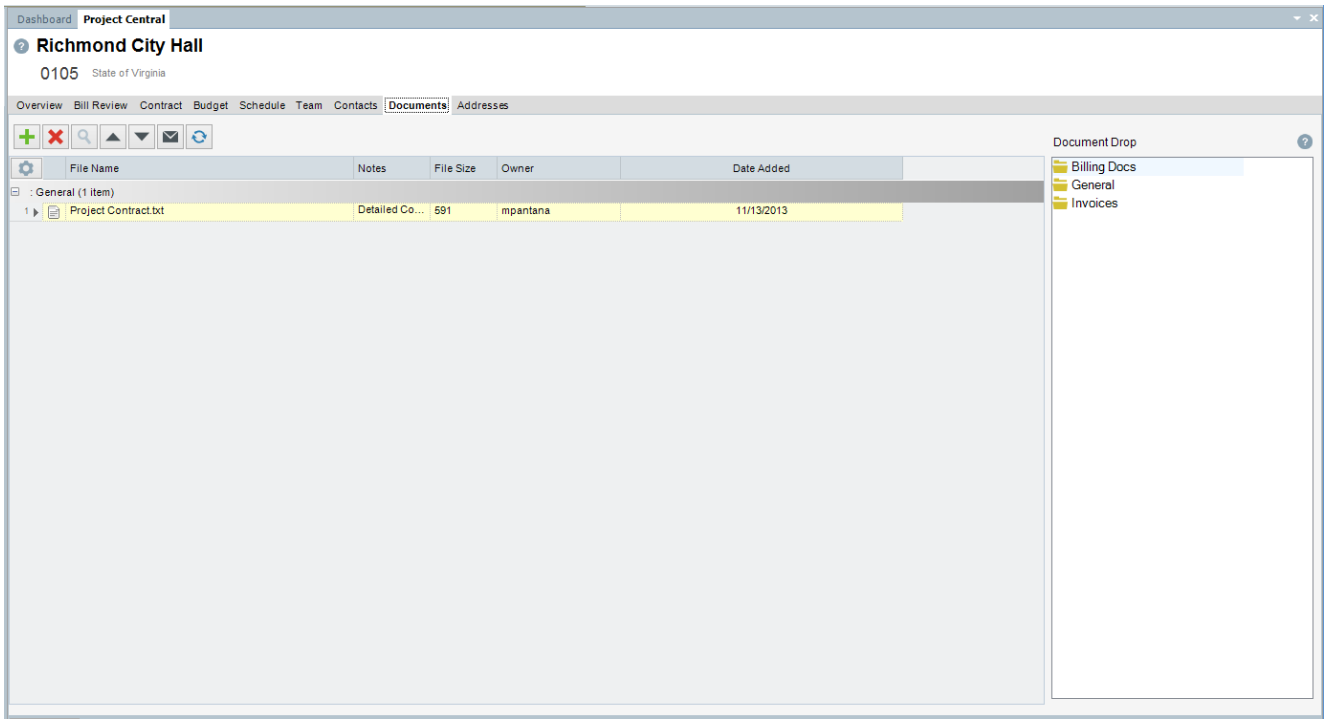

Field Descriptions

Documents Toolbar Buttons

- Add Document - Launches the Document Upload dialogue

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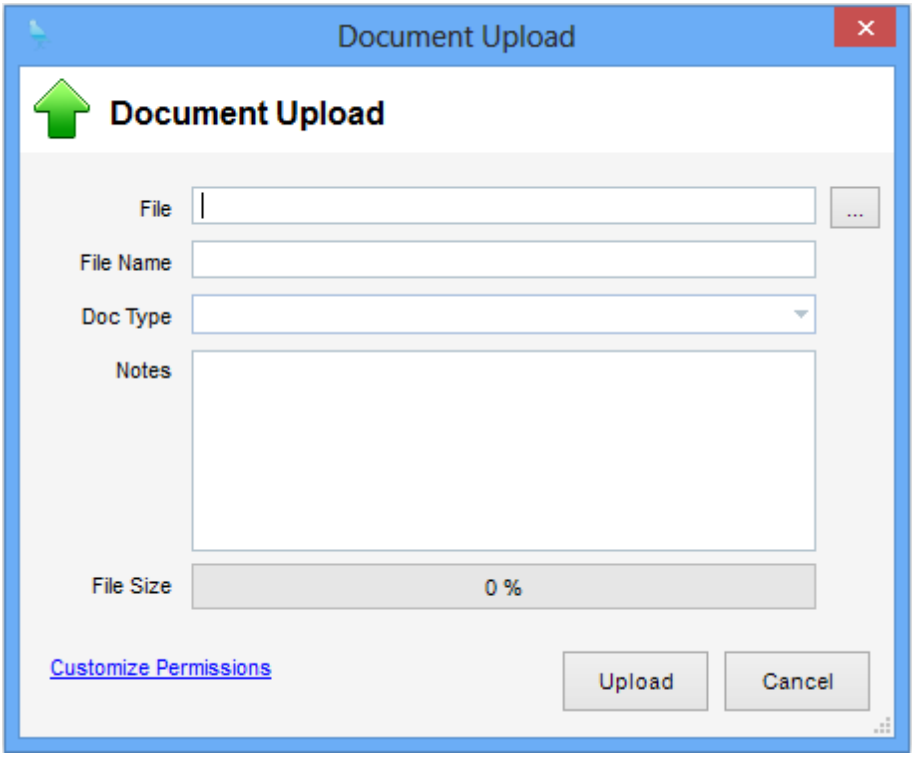

- Delete - Deletes select document
- Search (Magnifing Glass) - Opens the selected document
- Up Arrow - Launches the Document Upload dialogue
- Down Arrow - Begins dialogue to download the selected document
- Envelope - Emails the selected document. Please note, Document Email is configured in *Administration>Global Settings>Document Management* tab.
- Refresh - Refreshes the document grid.

Documents Grid

This dynamic grid displays documents added to the selected project.

Document Drop

Documents can be uploaded via Document Drop by dragging a document from a Windows Explorer (or desktop location) and hovering over the intended document types folder. Drag the document by clicking on the document, holding the mouse click (while dragging the mouse to the InFocus Document Drop) until the intended document type folder is highlighted (a plus sign will display). Releasing the mouse click adds the document to the selected project, categorized under the intended document type.

4.4.2.11 Addresses Tab

Overview

Project Addresses are added from the Addresses tab. Addresses added are dynamically mapped using Google Maps.

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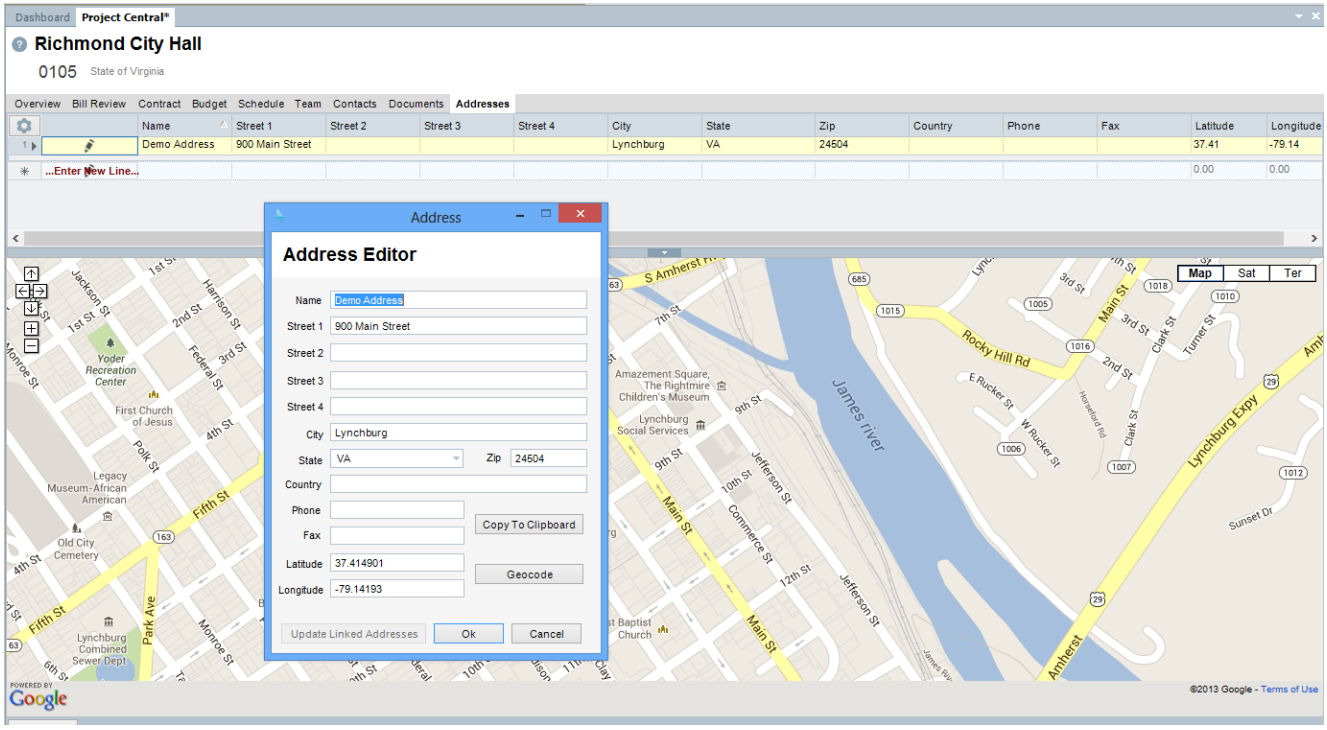

Field Descriptions

Address Grid

This dynamic grid displays addresses added to the selected project. Clicking on the Edit icon launches the Address Editor.

4.4.3 Project Planning

Overview

Project plans are another project with a particular type. Unlike some systems, there is no disconnect between planning and actual projects. The Project Planning applet, allows Project Managers to plan, schedule, and allocate resources to their projects. Typically, projects begin as a "Plan" and then migrate to an "Opportunity" or "Billable" (Projects>General Tab>Contract Type) state. When in the "Planning" and "Opportunity" stages, the Project Manager has complete control of the project plan. WBS nodes can be added and removed, and budgets can be revised. Once the project has been changed to a billable or indirect project, the project manager can no longer alter budgets (unless they have special permission) or WBS nodes. The moment a project is changed to "Billable" or "Indirect" the current budgets are saved as the baseline budget. These can be used in project management reporting for performance analysis. Changes to the budgets at this point must go through the Change Order process. To learn more about Change Orders click here. Moreover, when the project is changed to "Billable" or "Indirect", the Project Manager WBS Lockout can be set in the Projects applet. This restricts the Project Managers ability to add / remove WBS nodes to below the level defined in the lockout. The concept upon the lockout is to give the Project Manager the freedom to alter the WBS structure at a level lower than any that would affect accounting.

Note: All Project Planning entries "Auto-save" once you leave the field. This eliminates having to save individual sections.

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Project Planning Interface

Project Planning is broken into three sections: Project, Allocations and Resource Schedule

- **Project -** The Project section is where the Project Manager creates the WBS structure of the project, Modify Budget Amounts, Create & Approve Change Orders, etc. While the Project Window displays all levels of the WBS (Fig.1) , only the lowest level is available for budget amounts (only when the project type,in the Projects applet, is *Not Billable or Indirect*). The WBS can be modified when the *WBS* button is selected in this window. For details on modifying the WBS click here. The data can be modified when the *Data* button is selected in this window. For more information about the Projects window click here.
- **Allocations** - The Allocations Window is where Project Managers make allocations to the WBS levels of a project. Allocations must be defined at the lowest level of the project. In the initial planning stages of a project, allocations typically represent the initial budget. As the project progresses, the allocations can be altered if desired. Additionally, *Estimates to Complete* can be entered against allocations. In the planning stage, *Estimate to Complete* will default in from the allocations amount. For more information about the Allocations window click here.
- **Resource Schedule** - The Resource Schedule window is where a Project Manager schedule resources against allocations. They may be scheduled against individual vendors or against no particular vendor by using the *General* Vendor name. For more information about the Resource Schedule window click here.

In each section you see buttons that have similar functions.

- **Column Chooser -** By clicking on this button, a window will appear that allows you to choose which columns that you would like to see in your different sections.

- **Refresh -** Refreshes the currently loaded data.

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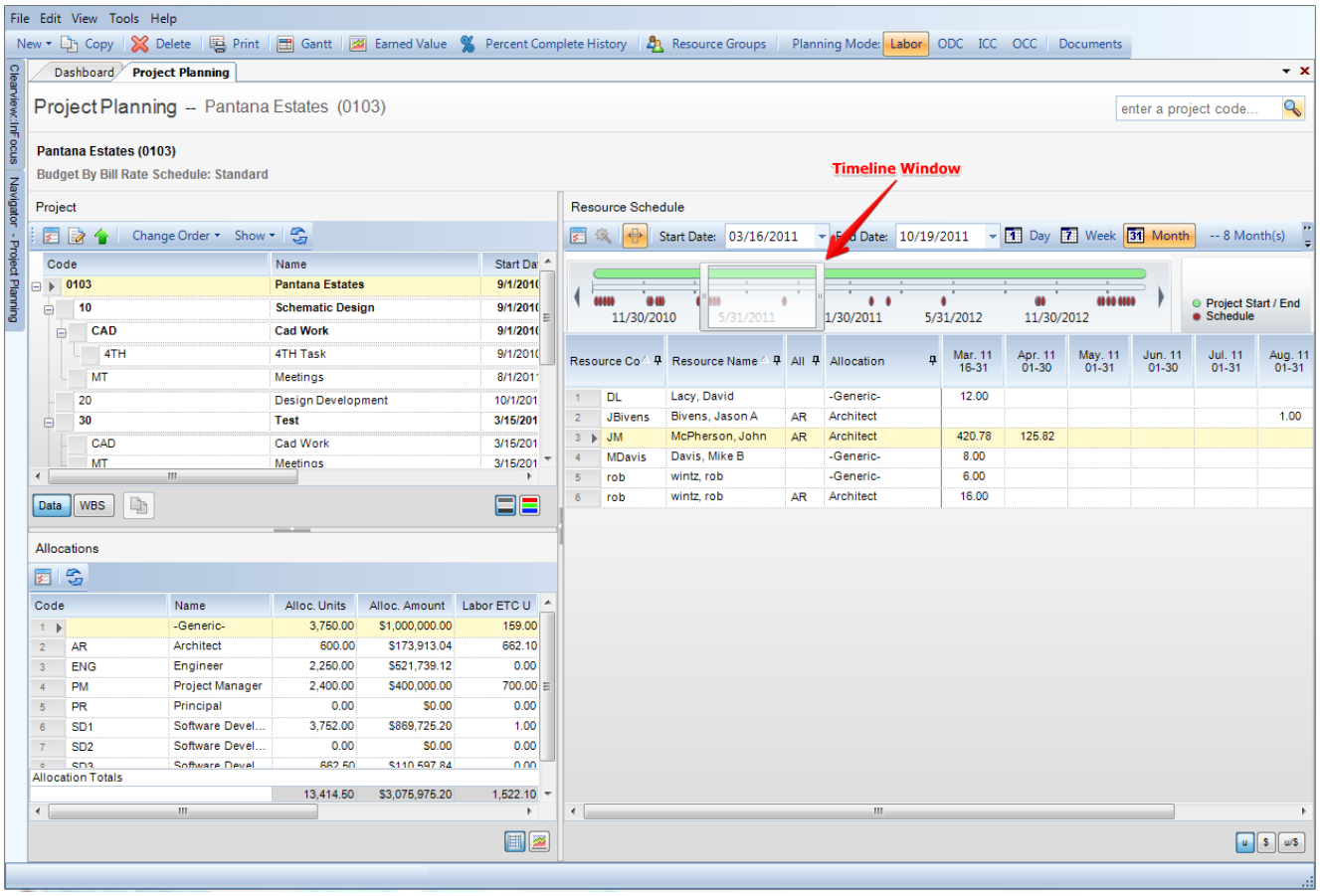
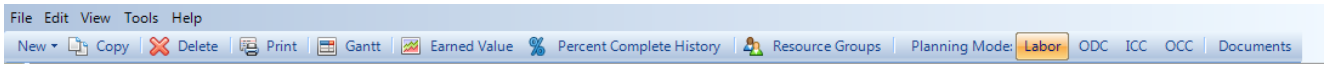


4.4.3.1 Toolbar

Overview

The Project Planning Toolbar gives the user (If given the appropriate permissions) numerous capabilities within the Journals of InFocus. Below is a list of those Capabilities.



File (Top Toolbar)

- **Dashboard -** Opens up the Dashboard applet.
- **New From Template** - With appropriate permissions, you can create a new plan from template.
- **New -** With appropriate permissions, you can create new plans. See New below.
- **Copy** - With appropriate permissions, you can Copy a plan.
- **Delete** - With appropriate permissions, you can Delete a plan.
- **Logout** - Logout of InFocus.
- **Exit** - Leave InFocus

Edit (Top Toolbar)

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- **Preferences** - Click here for details.
- **Copy -** Copies the Current Project Plan

View (Top Toolbar)

- **Options -** When selected, the header showing the Project Name and Rate Schedule show in the header.
- **Project Figures** - Prints the Project Figures Report for the current project.
- **Gantt -** Prints the Gantt chart for the current project.
- **Earned Value -** Gives you the Earned Value Pop-up. For more information on Earned Value click here.

Tools (Top Toolbar)

- **Save as Baseline** - Click this to save the budgeted amounts as the baseline for the project.
- **Recalculate Rates -** Allows you to recalculate rates for Allocations, Scheduled, and ETC.

New

- **Plan -** Creates a new Project Plan.
- **Plan from Template -** Creates a new Project Plan from a WBS Template.

Copy - Copies the Current Project Plan

Delete - Deletes the current plan.

Print - Prints the "Project Planning" report.

Gantt - The Gantt tab displays projects (WBS) dates in an interactive Gantt chart. Go to the Gantt section for details.

Earned Value - Opens up the Earned Value pop-up. To learn more about Earned Value click here.

Percent Complete History - Opens up the Percent Complete History pop-up. The percent complete is a “best guess” value of completion of a particular phase at a specific moment in time. To learn more about Earned Value click here.

Resource Groups - Resource Groups are named groups of employees. The purpose of a resource groups is to limit the list of possible employees to schedule in Project Planning. There's an "Auto-Fill" checkbox that allows for zero hour resources to fill in on the WBS so that you can enter time without having to fill in the resources every time. Once you are done, uncheck auto-fill and the zero hour resources will go away. **Note** - "None" must be selected under "Fill Labor Allocations & Resources By" under Project Plan Settings click here for details..

Planning Mode

Labor Mode - The Labor tab is used to allocate and schedule labor resources. Allocations are done at the job title level. The *Generic* job title can be used to allocate hours and dollars on the WBS to no particular job title. Allocations are always made at the lowest level of the WBS. Clicking on the bottom node of the WBS activates the Labor Allocations Window and allows the user to enter allocations and schedules for the selected WBS.

ICC, ODC, or OCC Mode - Allocations are made at the expense code level. A *Generic* expense is used to allocate units and dollars on the WBS to no particular expense code. Allocations are always made at the lowest level of the WBS. Click on the bottom node of the WBS to activate the ICC, OCC, or ODC window, and

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then enter allocations and schedules for the selected WBS.

4.4.3.1.1 Earned Value

Overview

Earned Value – Earned Value uses three key metrics. Specifically, the budget, the actuals, and the percent complete.

Budget – The budget is the sum of the budgeted dollars for the project over time. This is calculated from the Resource Schedule (Project Planning applet) . Alternatively, if you do not want to build the schedule to determine the budget, you can enter the start and end date with a respective budget amounts at the lowest levels of the project and use the “Spread Budget by WBS Start/End date” option in the EVM popup window.

Actuals – The actuals come from the Timesheets. You can optionally include both un-submitted and un-approved time.

If you enter the budget through the Resource Schedule, you will need to save the baseline to use the values in the Earned Value Screen. Once you have entered both your budget and entered a percent complete history, you can use the new menu option to bring up the EVM screen. See below.

Percent Complete – The percent complete is a “best guess” value of completion of a particular phase at a specific moment in time. While calculating this value has been the subject of many books, in InFocus, you simply enter the determined result in the new “Percent Complete History” screen. This percent complete is then multiplied by the amount budgeted for the respective phase to the same moment in time. For example, if you had a 10 week project that was budgeted at $100,000.00 spread evenly at $10,000.00 per week, and you entered 60% complete at 6 weeks through, your Earned Value would be $60,000.00, and you would be considered “on time”. Below (Fig. 2) is a screen shot of the Percent Complete History screen.

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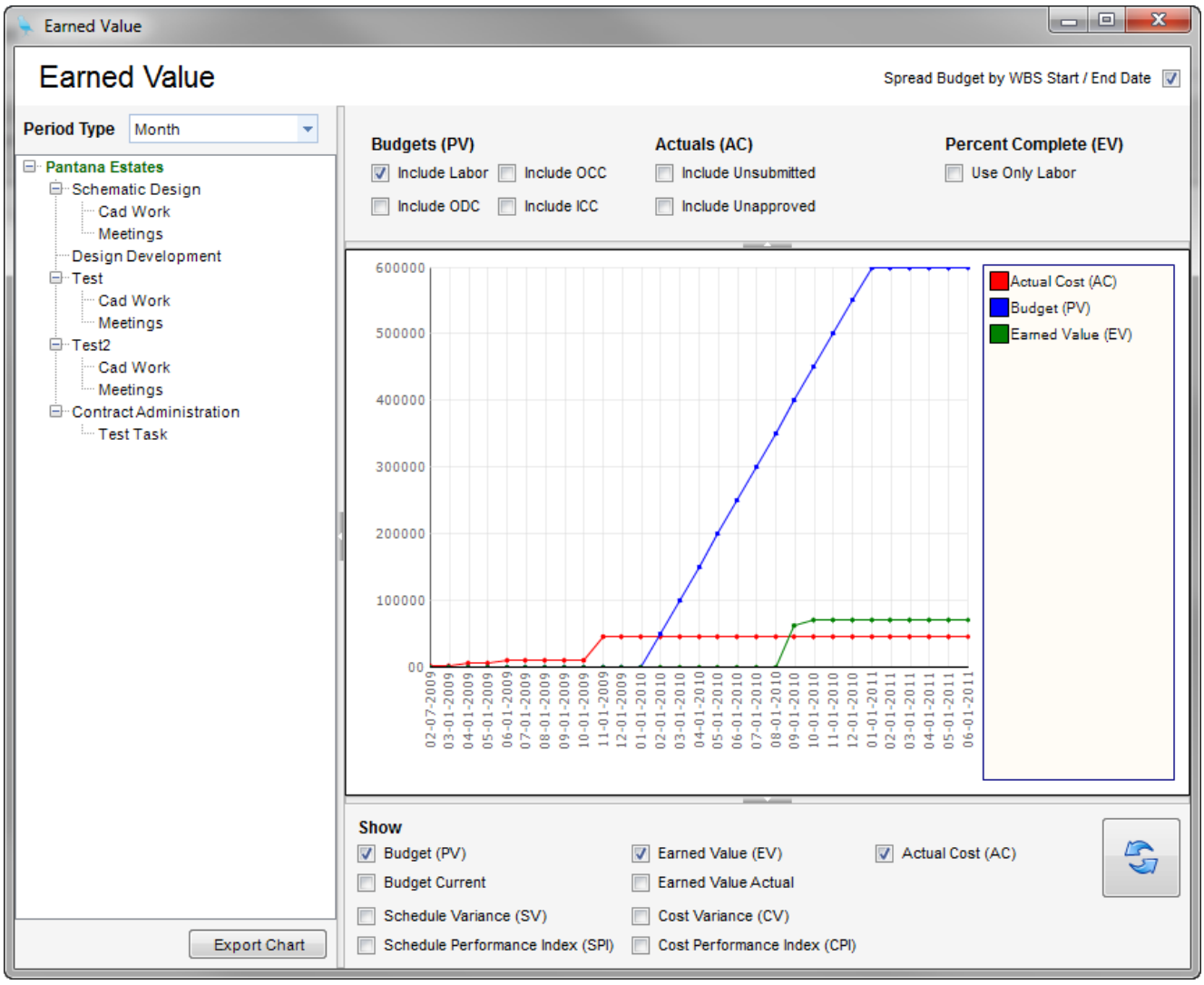

(Fig. 1)

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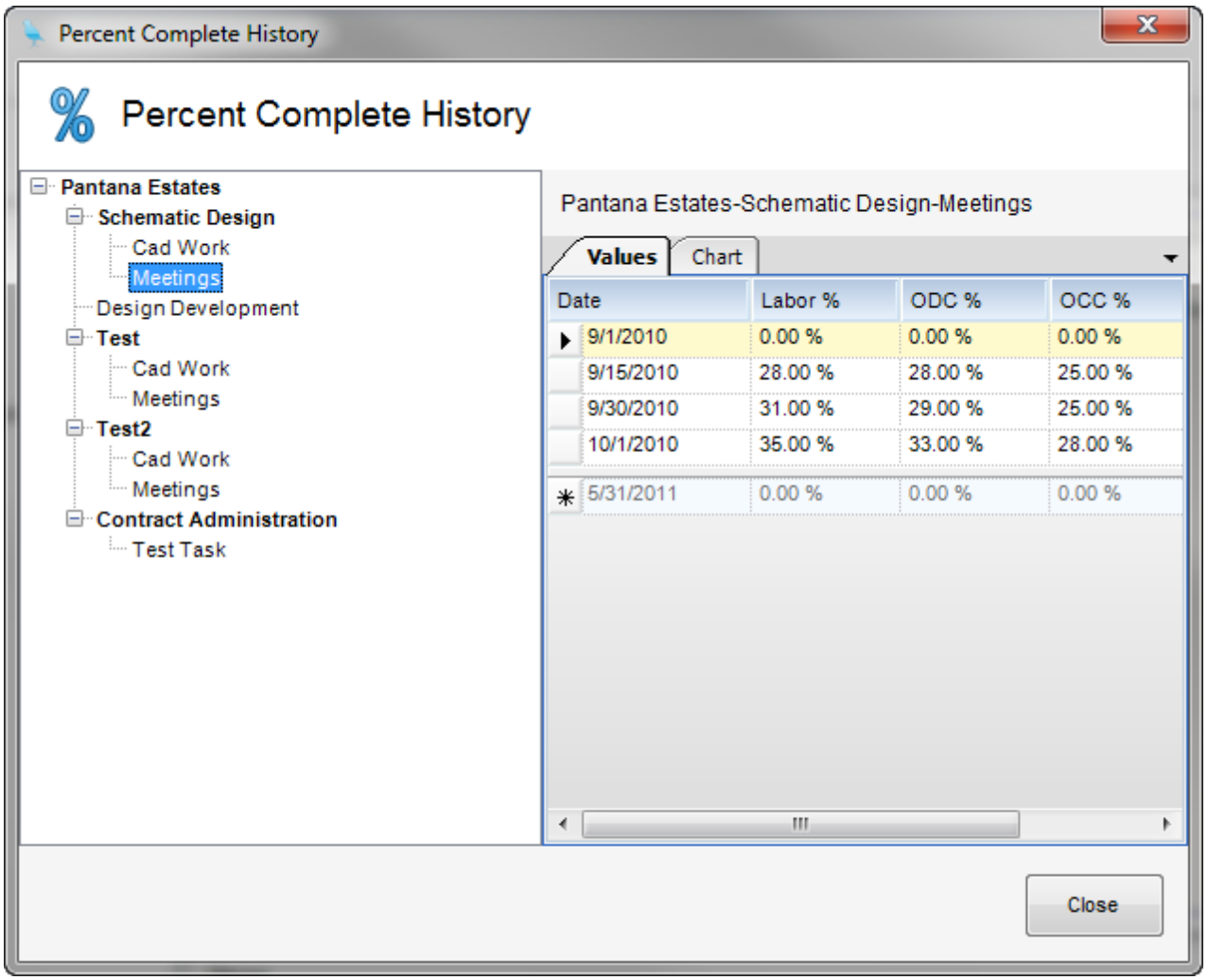

(Fig.2)

4.4.3.1.2 Preferences

Overview

This is where you set the project preferences.

Note - Labor figures can be set to include or exclude unsubmitted and/or unapproved time.

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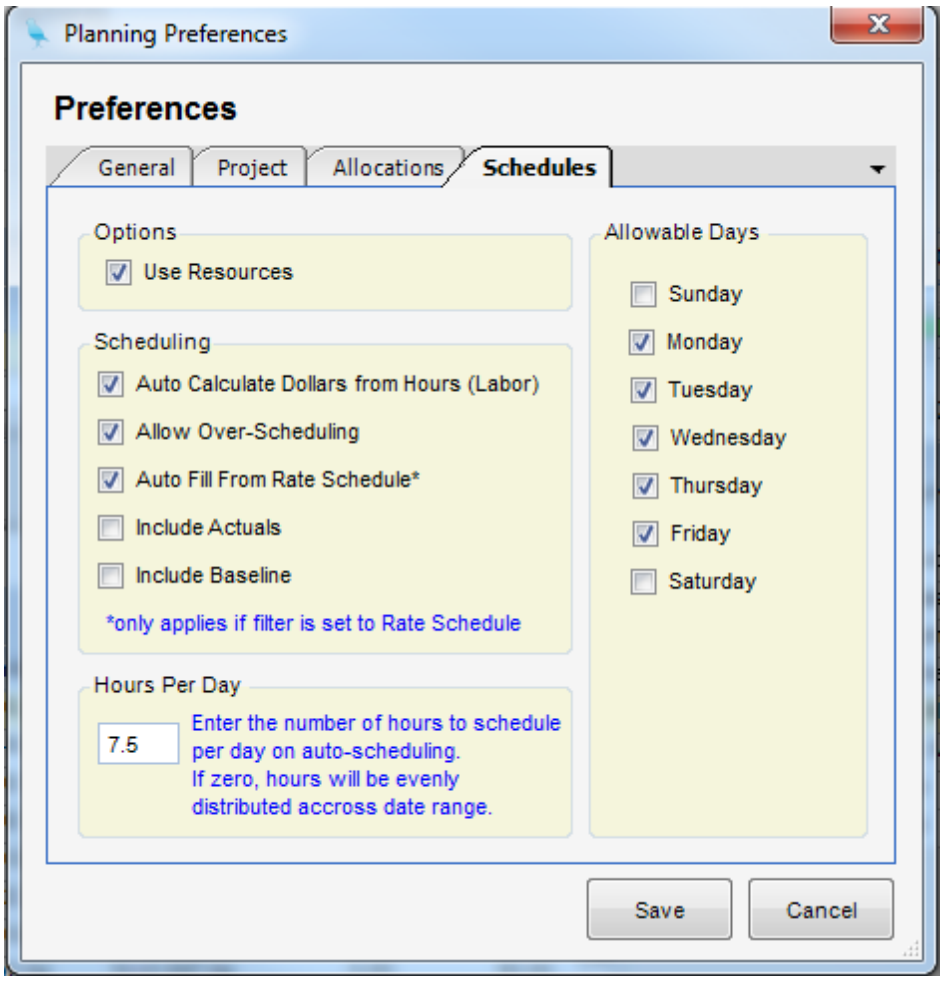

(Fig.1)

Tabs

General

- **Include Unsubmitted Time -** Includes unsubmitted time in actuals
- **Include Unapproved Time -** Includes unapproved time in actuals

Project

- **Show Labor Amount %**
- **Show Labor Hours %**
- **Show ODC Amount %**
- **Show OCC Amount %**
- **Show ICC Amount %**

Allocations

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- **Use Allocations -** When unchecked, the allocations window is hidden.

Schedules (Fig.1)

- **Use Resources -** When unchecked, the resources in the Resource Schedule window is hidden.
- **Auto Calculate Dollars from Hours (Labor)**
- **Allow Roll-over Scheduling**
- **Auto Fill From Rate Schedule -** When "Filter Labor Allocations & Resources By" on the Project Plan Settings is set to Rate Schedule, Zero hour resources fill in to every node. They stay there until this box is unchecked. This prevents you from having to enter the resource every time when creating a plan.
- **Hours Per Day -** Number of hours to schedule per day on auto-scheduling. If zero, hours will be evenly distributed across date range.
- **Allowable Days** - Check off which days of the week can be scheduled

4.4.3.1.3 Gantt

Overview:

The *Gantt Tab* displays projects (WBS) dates in an interactive Gantt chart. There are two types of bars: task bars (blue colored) and summary bars (black colored). The task bars can be moved through click and drag operations. The summary bars will automatically follow the task bars, but cannot be moved with a mouse.

Slide a task by clicking and dragging the entire task bar. This will move any associated schedules. Alter the start and end dates of a task by gripping the left or right edge of the task bar and increasing or decreasing its length.

A dotted vertical line may appear in the chart area. This represents the current date. Task bars that occur before this date will have a red line in their center. Tasks that fall on this line will have a red line up to the current date line.

The Gantt chart can be viewed in units of days, weeks, months, quarters, and years. The unit can be changed by clicking on the unit above the chart.

The Gantt chart also controls *Allow Schedule Dates.* To schedule resources, they must fall within the date boundaries of the Gantt. Dates can be changed manually in the date columns in the grid immediately to the left of the chart.

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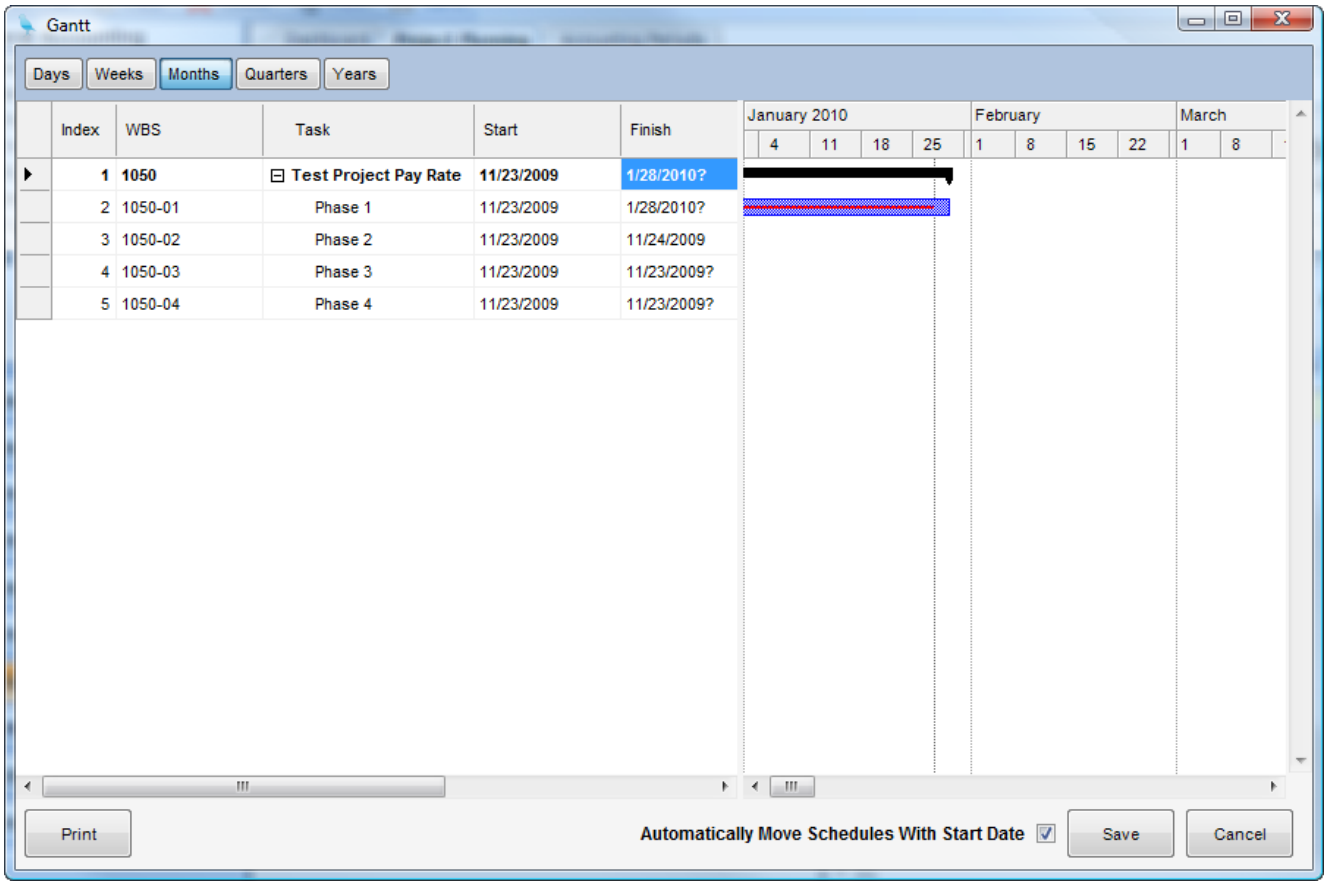

4.4.3.2 Project Window

Overview

The Project Window is where project managers create the WBS structure of the project, make budget changes, etc. While the window displays all levels of the WBS (Fig.1) , only the lowest level is available for budget amounts (only when the project type,in the Projects applet, is *Not Billable or Indirect*). The WBS can be modified when the *WBS* button is selected in this window.. For details on modifying the WBS click here. Data can be modified when the *Data* button is selected in this window.

Note: All Project Planning entries "Auto-save" once you leave the field. This eliminates having to save individual sections.

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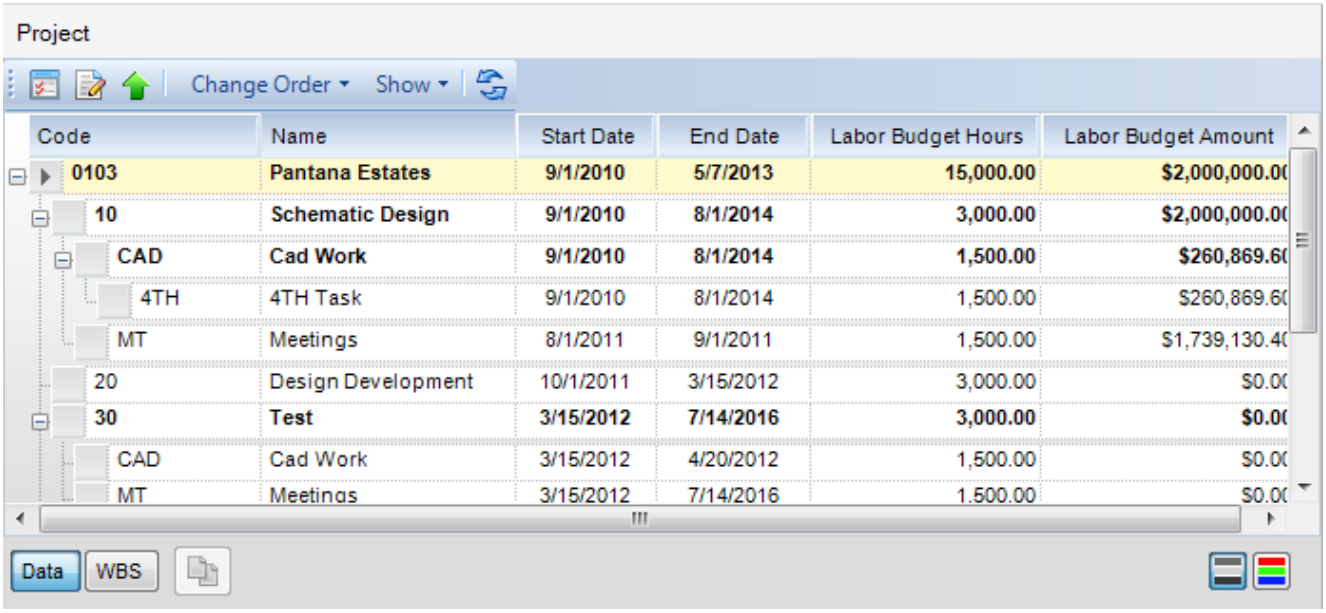

(Fig.1)

Button Descriptions

Column Chooser - By clicking on this button, a window will appear that allows you to select the columns that you would like to see in your *Project* section. See Add Columns for more details.

Edit Project Details Button - By clicking on this button, a window will appear that allows you to edit the Details of the project (ex., Code, Name, Client, etc.). See Project Details for more details.

Roll-ups Button - By clicking on this button, a window will appear that allows you to set roll-up options for the project. See Project Rollups for more details.

Change Order **Change Orders Button -** By clicking on this button, a drop-down will appear that allows you to select between *Request Change Order* or *View Change Orders*. *See* Change Orders for more details.

Show **Show Button -** The show button is a quick way to display any level of the WBS.

- Refresh - Refreshes the currently loaded data.

Data **- Data Button -** By clicking on this button, you are able to modify the data in the Project Grid.

WBS **WBS Button -** By clicking on this button, you are able to modify the WBS in the Project Grid.

Apply WBS Template Button - This button allows you to apply a WBS Template to the current project.

No Color Button - This button changes the grid view to a colorless view.

Color Button - This button changes the grid view to a view with color.

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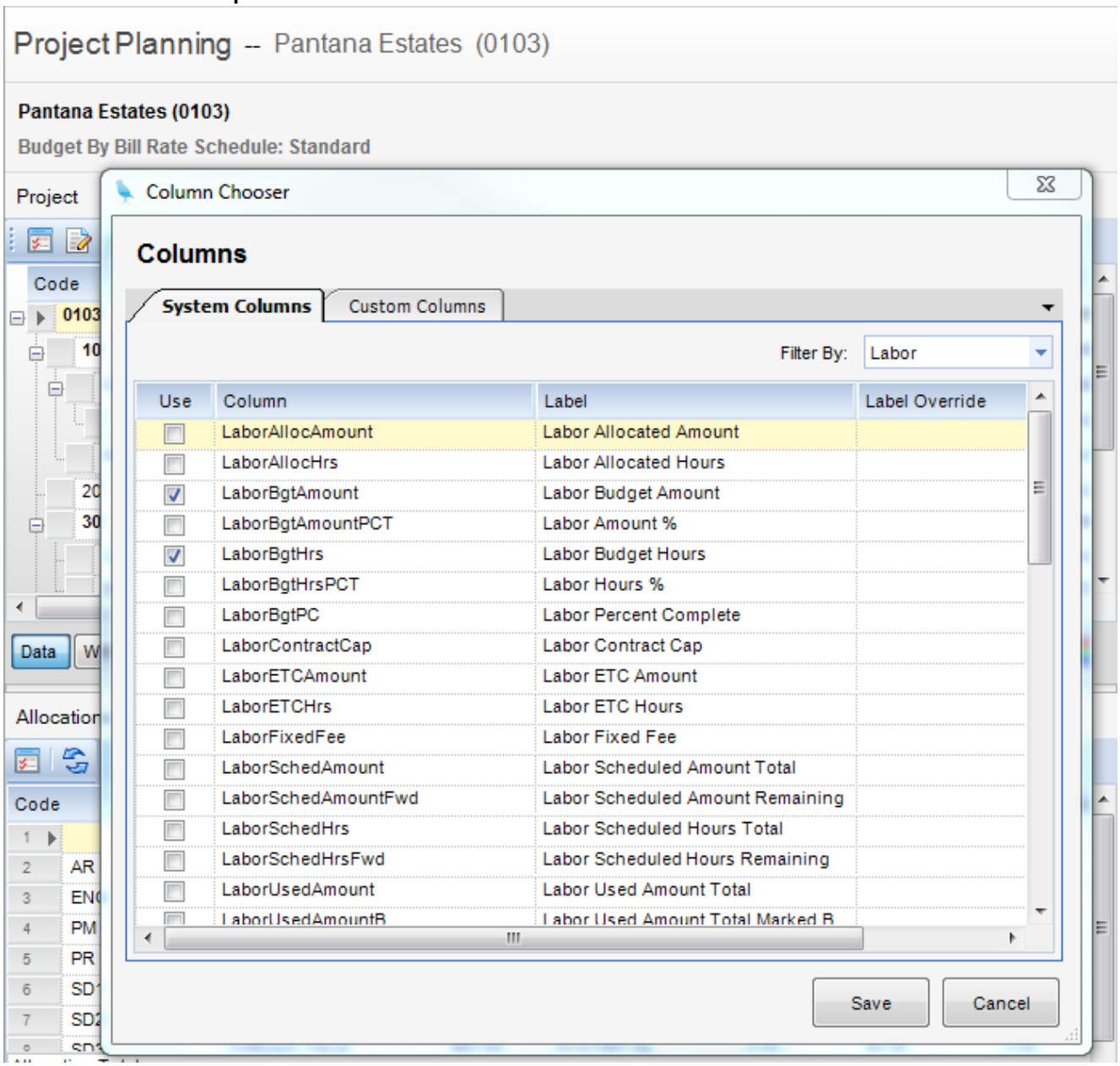
4.4.3.2.1 Column Chooser

Overview

Adding Columns to Project Planning.

To *Add* colums - You can designate what columns appear and create calculated columns. To add columns to this window, First select the Mode you would like to be looking at (Labor, ODC, OCC, or ICC). Then select the *Columns* button (Fig.2) and select the items that you would like displayed from the list.

Columns List & Descriptions Below



(Fig.2)

Labor

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- **Labor Alloc Amount** - Allocated dollars. Read only. Accumulated from resource allocations.
- **Labor Alloc Hours** - Allocated hours. Read only. Accumulated from resource allocations.
- **Labor Bgt. Amount** - Budget dollars. Manually entered or automatically populated from Roll-up.
- **Labor Bgt. Amount PCT** - Percent total of the labor budget amount in relation to its parent node.
- **Labor Bgt. Hours** - Budget hours. Manually entered or automatically populated from Roll-up.
- **Labor Bgt. Hours PCT** - Percent total of the labor budget hours in relation to its parent node.
- **LaborContractCap** - Labor Contract Cap. This amount updates from Budget Amounts when you click on the Rollup Button and select Contract=Budget and choose Cap.
- **Labor Budget PC** - Labor budget percent complete.
- **Labor ETC Amount** - Estimate to complete dollars. Read only. Accumulated from resource allocations.
- **Labor ETC Hours** - Estimate to complete hours. Read only. Accumulated from resource allocations.
- **LaborFixedFee -** Fixed Fee Amount. This amount updates from Budget Amounts when you click on the Rollup Button and select Contract=Budget and choose Fixed Fee.
- **Labor Scheduled Amount -** Labor scheduled amount.
- **Labor Scheduled Amount Forward -** Labor scheduled amount from the *As of Date* forward.
- **Labor Scheduled Hrs -** Labor scheduled hours.
- **Labor Scheduled Hrs Forward -** Labor scheduled hours from the *As of Date* forward.
- **Labor Used Amount** - Used dollars. Read only. Accumulated from project transactions. Calculations are through the specified *As Of Date*. (Additional columns that end in R,H,B,W and N bring back only the amounts with that bill status)
- **Labor Used Amount Prev**- Labor scheduled amount from the *As of Date* backward. (Additional columns that end in R,H,B,W and N bring back only the amounts with that bill status)
- **Labor Used Hours** - Used hours are *Read Only.* Accumulated from project transactions. Calculations are through the specified *As Of Date*. (Additional columns that end in R,H,B,W and N bring back only the hours with that bill status)
- **Labor Used Hours Prev**- Labor scheduled hours from the *As of Date* backward. (Additional columns that end in R,H,B,W and N bring back only the hours with that bill status)

ODC

- **ODC Alloc Amount** - Allocated dollars. Read only. Accumulated from resource allocations.
- **ODC Alloc Units** - Allocated units. Read only. Accumulated from resource allocations.
- **ODC Bgt. Amount** - Budget dollars. Manually entered or automatically populated from Roll-up.
- **ODC Bgt. Amount PCT**- Percent total of the ODC budget Amount in relation to its parent node.
- **ODCContractCap -** Other Direct Charges Cap.
- **ODC ETC Amount** - Estimate to complete dollars. Read only. Accumulated from resource allocations.
- **ODC ETC Units** - Estimate to complete units. Read only. Accumulated from resource allocations.
- **ODC Scheduled Amount -** ODC scheduled amount .
- **ODC Scheduled Amount Fwd -** ODC scheduled amount from the *As of Date* forward.
- **ODC Scheduled Units -** ODC scheduled units.
- **ODC Scheduled Units Forward -** ODC scheduled units from the *As of Date* forward.
- **ODC Used Amount** - Used dollars. Read only. Accumulated from project transactions. Calculations are through the specified *As Of Date*. (Additional columns that end in R,H,B,W and N bring back only the amounts with that bill status)
- **ODC Used Amount Prev -** ODC scheduled amount from the *As of Date* backward. (Additional columns that end in R,H,B,W and N bring back only the amounts with that bill status)
- **ODC Used Units** - Used units. Read only. Accumulated from project transactions. Calculations are through the specified *As Of Date*. (Additional columns that end in R,H,B,W and N bring back only the units with that bill status)
- **ODC Used Units Prev** - ODC scheduled units from the *As of Date* backward. (Additional columns that end in R,H,B,W and N bring back only the units with that bill status)

OCC

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- **OCC Alloc Amount** - Allocated dollars. Read only. Accumulated from resource allocations.
- **OCC Alloc Units** - Allocated units. Read only. Accumulated from resource allocations.
- **OCC Bgt. Amount** - Budget dollars. Manually entered or automatically populated from Roll-up.
- **OCC Bgt. Amount PCT**- Percent total of the OCC budget Amount in relation to its parent node.
- **OCCContractCap -** Outside Consultant Charges Cap.
- **OCC ETC Amount** - Estimate to complete dollars. Read only. Accumulated from resource allocations.
- **OCC ETC Units** - Estimate to complete units. Read only. Accumulated from resource allocations.
- **OCC Scheduled Amount -** OCC scheduled amount.
- **OCC Scheduled Amount Fwd -** OCC scheduled amount from the *As of Date* forward.
- **OCC Scheduled Units -** OCC scheduled units.
- **OCC Scheduled Units Forward -** OCC scheduled units from the *As of Date* forward.
- **OCC Used Amount** - Used dollars. Read only. Accumulated from project transactions. Calculations are through the specified *As Of Date*. (Additional columns that end in R,H,B,W and N bring back only the amounts with that bill status)
- **OCC Used Amount Prev -** OCC scheduled amount from the *As of Date* backward. (Additional columns that end in R,H,B,W and N bring back only the amounts with that bill status)
- **OCC Used Units** - Used units. Read only. Accumulated from project transactions. Calculations are through the specified *As Of Date*. (Additional columns that end in R,H,B,W and N bring back only the units with that bill status)
- **OCC Used Units Prev** - OCC scheduled units from the *As of Date* backward. (Additional columns that end in R,H,B,W and N bring back only the units with that bill status)

ICC

- **ICC Alloc Amount** - Allocated dollars. Read only. Accumulated from resource allocations.
- **ICC Alloc Units** - Allocated units. Read only. Accumulated from resource allocations.
- **ICC Bgt. Amount** - Budget dollars. Manually entered or automatically populated from Roll-up.
- **ICC Bgt. Amount PCT**- Percent total of the ICC budget Amount in relation to its parent node.
- **ICCContractCap -** Inside Consultant Charges Cap.
- **ICC ETC Amount** - Estimate to complete dollars. Read only. Accumulated from resource allocations.
- **ICC ETC Units** - Estimate to complete units. Read only. Accumulated from resource allocations.
- **ICC Scheduled Amount -** OCC scheduled amount.
- **ICC Scheduled Amount Fwd -** ICC scheduled amount from the *As of Date* forward.
- **ICC Scheduled Units -** ICC scheduled units.
- **ICC Scheduled Units Forward -** ICC scheduled units from the *As of Date* forward.
- **ICC Used Amount** - Used dollars. Read only. Accumulated from project transactions. Calculations are through the specified *As Of Date*. (Additional columns that end in R,H,B,W and N bring back only the amounts with that bill status)
- **ICC Used Amount Prev -** ICC scheduled amount from the *As of Date* backward. (Additional columns that end in R,H,B,W and N bring back only the amounts with that bill status)
- **ICC Used Units** - Used units. Read only. Accumulated from project transactions. Calculations are through the specified *As Of Date*. (Additional columns that end in R,H,B,W and N bring back only the units with that bill status)
- **ICC Used Units Prev** - ICC scheduled units from the *As of Date* backward. (Additional columns that end in R,H,B,W and N bring back only the units with that bill status)

4.4.3.2.2 Project Plan Settings

Overview

The Project Details Box is where the main project information is saved and can be changed.

Detail Descriptions below

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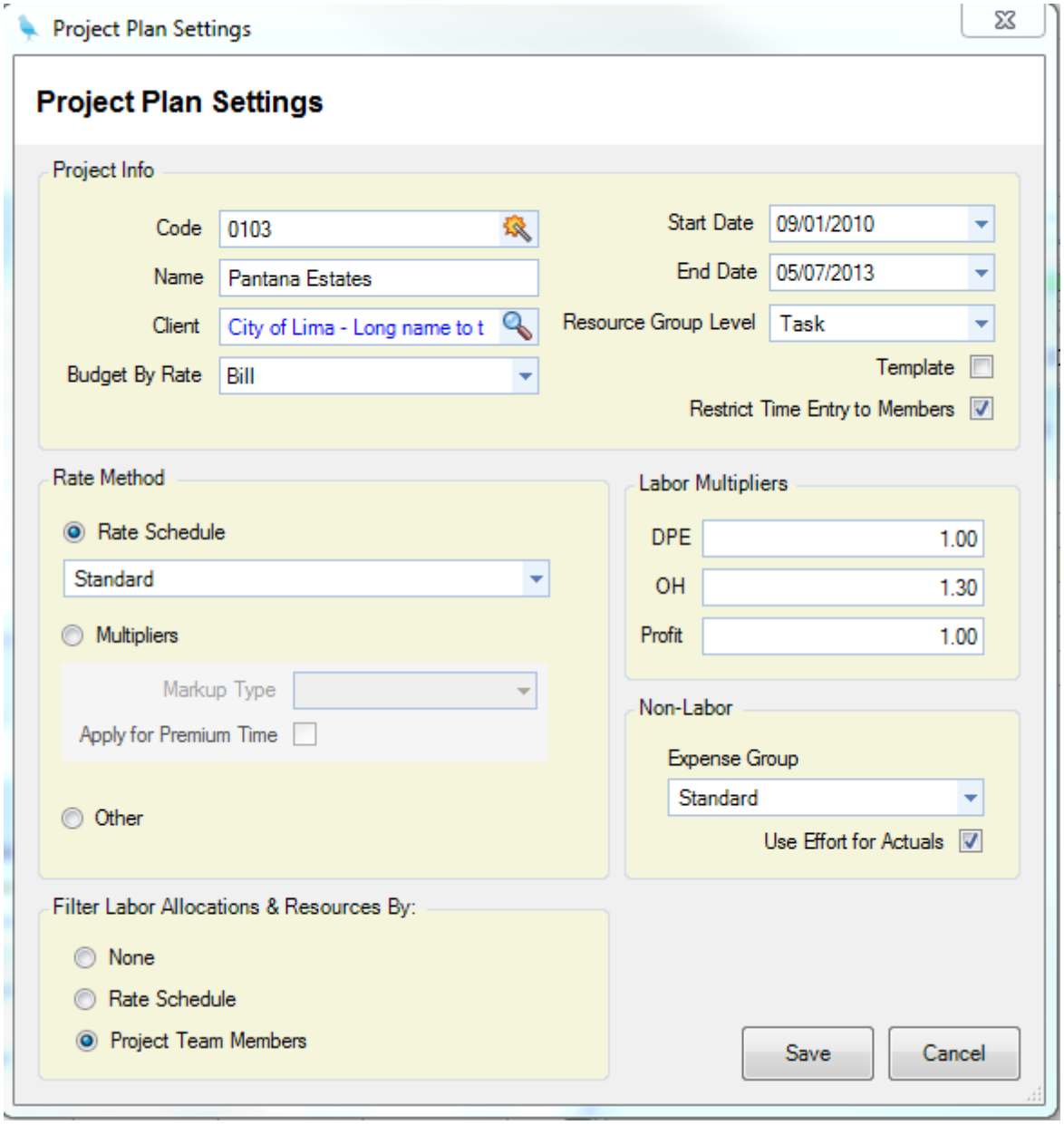

Project Info

- **Code -** Project Code.
- **Name -** Project Name.
- **Client -** Client associated with the project.
- **Budget By Rate -** Rate that you want the plan to budget by. Budget By Rate has three types: labor can be at pay rate, job cost rate or bill rate. The name of this Rate Schedule is displayed on the header of the Project Plan when it is loaded in Project Planning.
- **Start Date -** Start date of the project.
- **End Date -** End date of the project.
- **Template -** When checked, this Project is flagged a a template. When you select New (Toolbar) > Plan From

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Template, you will see this project in the Templates list.

- **Restrict Time Entry to Members -** When checked, time entry is limited to those members associated with the Project > Members Tab.

Rate Method (You can only select one) - Here you select the method in which your figures are calculated in the plan.

- **Rate Schedule -** The rates calculated in the plan are derived from the Rate Schedule that you assign here.

Note - Rate schedules are date sensitive. Make sure that your rate schedule encompasses all of the time periods that you will be scheduling/allocating for.

- **Multipliers -** Rates are calculated by taking the Pay Rate from the Employees file (Pay History Tab) and multiplying it by the multipliers set in the Labor Multipliers box on the right.
- **Other -** Rates default to the employee record to get the Job Cost Rate or the Bill Rate field located in Employees (Accounting/Rates Tab)

Labor Multipliers - Labor Multipliers used when you select "Multipliers" in the Rate Method box.

Filter Labor Allocations & Resources By (You can only select one) - Here you select the availability of your resources in the lookups when entering data in Allocations and Resource Schedules.

- **None** - There is no restriction to the Resource and Allocation that you choose. You may also use them in any combination.

Note - If you are using Resource Group Assignments located on the Toolbar, you must have Other selected here.

- **Rate Schedule -** You are limited to the resources and their assigned Job Title (Allocation) set in the rate schedule. If there is an * in the rate schedule, you will be able to enter any resource or allocation with the corresponding item. For example- in the rate schedule you create a line set to Employee - *, Job Title - Architect. In that scenario you could select any employee with a Job Type of Architect.

Note - If the Rate schedule has a line that is Employee - * Job Title - *, then you would be able to schedule any employee with any job title.

- **Project Team Leaders -** You are limited to the "Team Members" on the Project (Members Tab).

- If the "Restrict Time and Expenses to Team Members" checkbox is checked, you are limited to only employees assigned here and the associated Job Titles. If no Job Title is assigned to the employees on the members tab, InFocus will look at their employee file for job titles available.
- If the "Restrict Time and Expenses to Team Members" checkbox is unchecked, you get the employees on the Members Tab as well as all other employees and their assigned Job titles in Employees (Job Titles Tab). Employees that do not have any assigned Job Titles will not show up in the list.

Expense Group - Expense Group associated with this project. The expense group is used in calculating the amounts.

Note - Expense Groups are date sensitive. Make sure that your expense group encompasses all of the time periods that you will be scheduling/allocating for..

4.4.3.2.3 Project Rollups

Overview

The Project Rollups screen is how values are rolled up in Project Planning.

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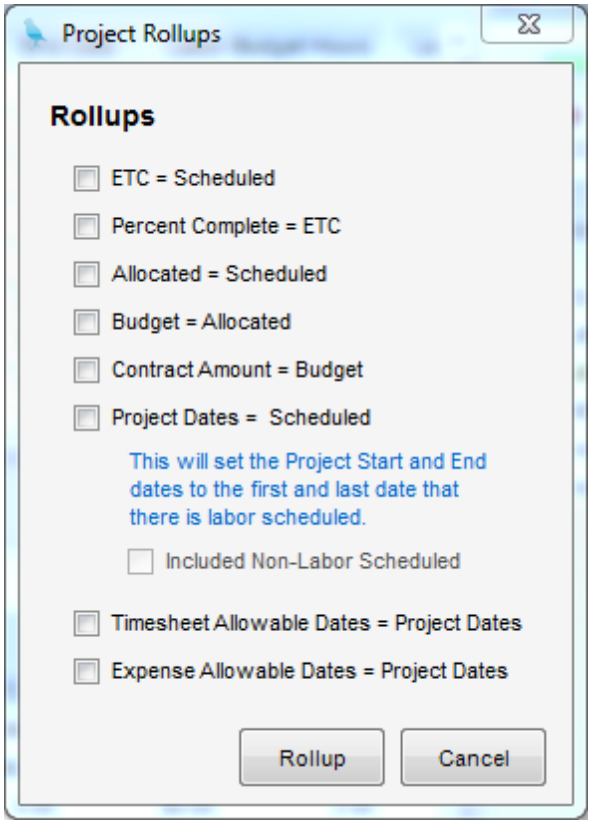

Roll-up Options

- **ETC = Scheduled -** Make *Estimate to Complete* equal to *Schedules*. This takes the existing schedule for allocations looking forward, and updates the ETC amounts of the allocation.
- **Percent Complete = ETC -** Makes *Budgeted Percent* equal to *Estimate to Complete.* This takes the *Estimate to Complete* of the allocations, and compares it to the *Used Amounts* to record the *Percent Complete* at the WBS level.
- **Allocated = Scheduled**
- **Budget = Allocated -** This makes the *Budget Amounts* at the WBS level equal to the *Allocated Amounts* from the associated allocations. This is available only when the project type is *Plan* or *Opportunity.*
- **Contract Amount = Budget -** Sets the Fixed Fee or Labor Cap and the Percent Complete on a project. The level that the contract amounts are set to is done in Projects (Right-Click on Project - Contract Levels and Caps). Here a PA must select the WBS level that the contract levels will be set at.
- **Project Dates = Scheduled -** This will set the Project Start and End dates to the first and last date that there is labor scheduled.
- **Timesheet Allowable Dates** - When checked, the start and end dates on the nodes of the plan become the Allowable Date Ranges for labor on the project.
- **Expense Allowable Dates** - When checked, the start and end dates on the nodes of the plan become the Allowable Date Ranges for expenses on the project.

4.4.3.2.4 Change Orders

Overview

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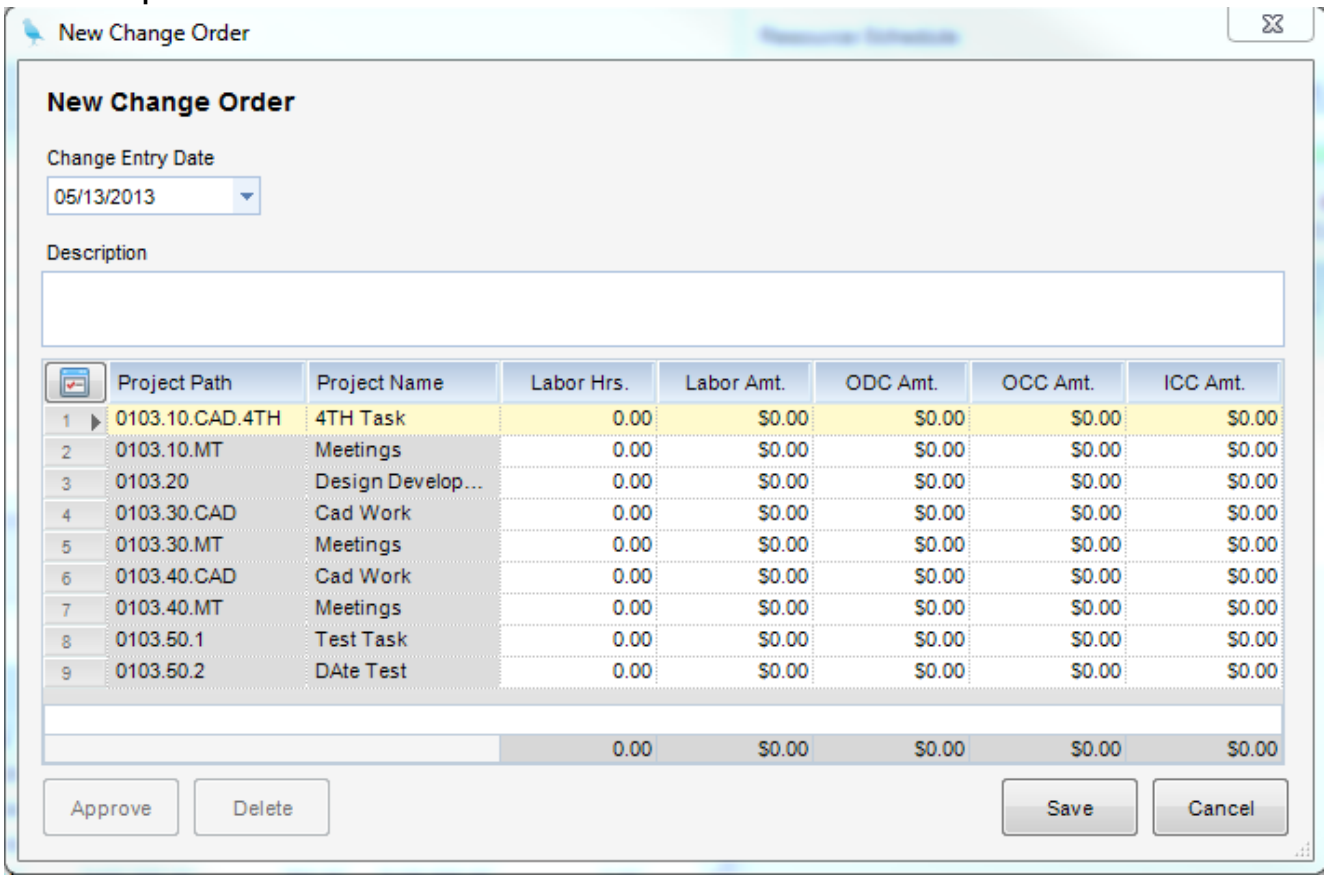
Unless the special permission *Edit Budgets on All Project Types* has been granted, Change Orders are required to modify the budget once a project has advanced to the direct or indirect stage. The Change Order screen allows for the separation of entering and approving change orders. Project Managers can then enter Change Order requests while giving the approval to someone else. A special permission, *Approve Change Orders*, controls the ability to commit change orders. The *Change Order* tab is active only on direct and indirect project types.

Adding a Change Order - To create a change order click on *Request Change Order*, fill out the change order detail, and click *Save*.

Deleting a Change Order - Change Orders can be deleted as long as they have not been approved. To delete a Change Order, select *View Change Orders.* Existing Change Orders with be shown in the grid. Double -click on the Change Order to be deleted. Click *Delete*.

Assuming the user has permissions, a Change Order can be committed by clicking on the *Unapproved Change Order* button in the Existing Change Orders grid, and then clicking the *Approve Change Order* button.

Grid Descriptions Below



Change Entry Date - Change order. Informational only.

Description - Description of change order

Labor Hrs - Labor hours to be added to or subtracted from the existing budget.

Labor Amt. - Labor dollars to be added to or subtracted from the existing budget.

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ODC Amt. - ODC dollars to be added to or subtracted from the existing budget.

OCC Amt. - OCC dollars to be added to or subtracted from the existing budget.

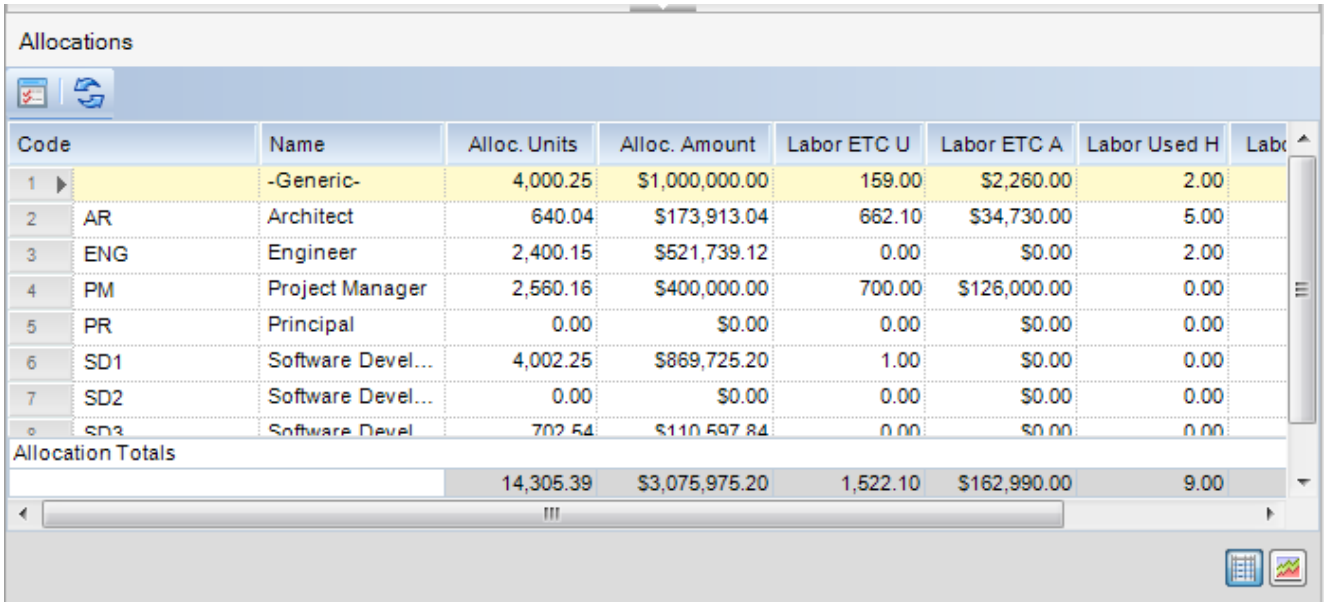
ICC Amt. - ICC dollars to be added to or subtracted from the existing budget.

4.4.3.3 Allocations Window

Overview

The Allocations Window is where project managers make allocations to the WBS levels of a project. Allocations must be defined at the lowest level of the project. In the initial planning stages of a project, allocations typically represent the initial budget. As the project progresses, the allocations can be altered if desired. Additionally, *Estimates to Complete* can be entered against allocations. In the planning stage, *Estimate to Complete* will default in from the allocations amount.

Note: All Project Planning entries "Auto-save" once you leave the field. This eliminates having to save individual sections.



Button Descriptions

Column Chooser - By clicking on this button, a window will appear that allows you to choose which columns that you would like to see in your *Allocations* section. See Add Columns for more details.

- Refresh - Refreshes the currently loaded data.

Grid View - By clicking on this button, the Allocations window will display in the grid view.

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Chart View - By clicking on this button, the Allocations window will display in the chart view.

4.4.3.4 Resource Schedule

Overview

Resource Schedules are entered against allocations. They may be scheduled against individual vendors or against no particular vendor by using the *General* Vendor name.

Note: All Project Planning entries "Auto-save" once you leave the field. This eliminates having to save individual sections.

Schedule Toolbar - The resource schedule window has its own toolbar. Below are descriptions of what each of those items do.

Column Chooser - By clicking on this button, a window will appear that allows you to select the columns that you would like to see in your *Project* section. See *Add Columns* for more details.

% Wizard - By clicking on this button, a window will appear that allows you to schedule an employee by percentage. See Scheduling an Employee by Percentage for more details.

Timeline Button - This button expands/collapses the Timeline.

Start Date - The start Date of the Timeline.

End Date - The End Date of the Timeline.

Data View Mode - Day, Week, Month - The "buckets" of units displayed in the Resource Schedule grid. The timeline displays up to 120 units of the selected Mode (ie. 120 days).

Timeline / Timeline Window - The Timeline has an adjustable “Timeline Window” (Fig.1) that allows you to move and adjust the time frame of the data you are viewing in the schedule window. It also shows you the entire timeline of the project, start to finish. All resources represent a dot on the timeline letting you see if there are any resources scheduled anywhere throughout the life of the project. Both Actuals and Baselines can be shown on the timeline by going to Toolbar > Edit > Preferences > Schedules. There, you can click “Include Actuals” and “Include Baseline”. There is a legend on the right of the timeline. The dots are color coded to allow you to differentiate between schedules, actuals and baseline data.

- **Refresh -** Refreshes the currently loaded data.

By clicking on these buttons, you change what you enter. u = Units (Hours), $ = Dollars, u/$ = Units and Dollars.

Note:

When Scheduling in Labor Mode:

The Labor Mode is used to schedule labor resources. Resource Scheduling is always made at the lowest level of the WBS. Clicking on the bottom node of the WBS, and the appropriate Allocation Job Title activates the Labor Resource Scheduling Window and allows the user to enter schedules for the selected WBS.

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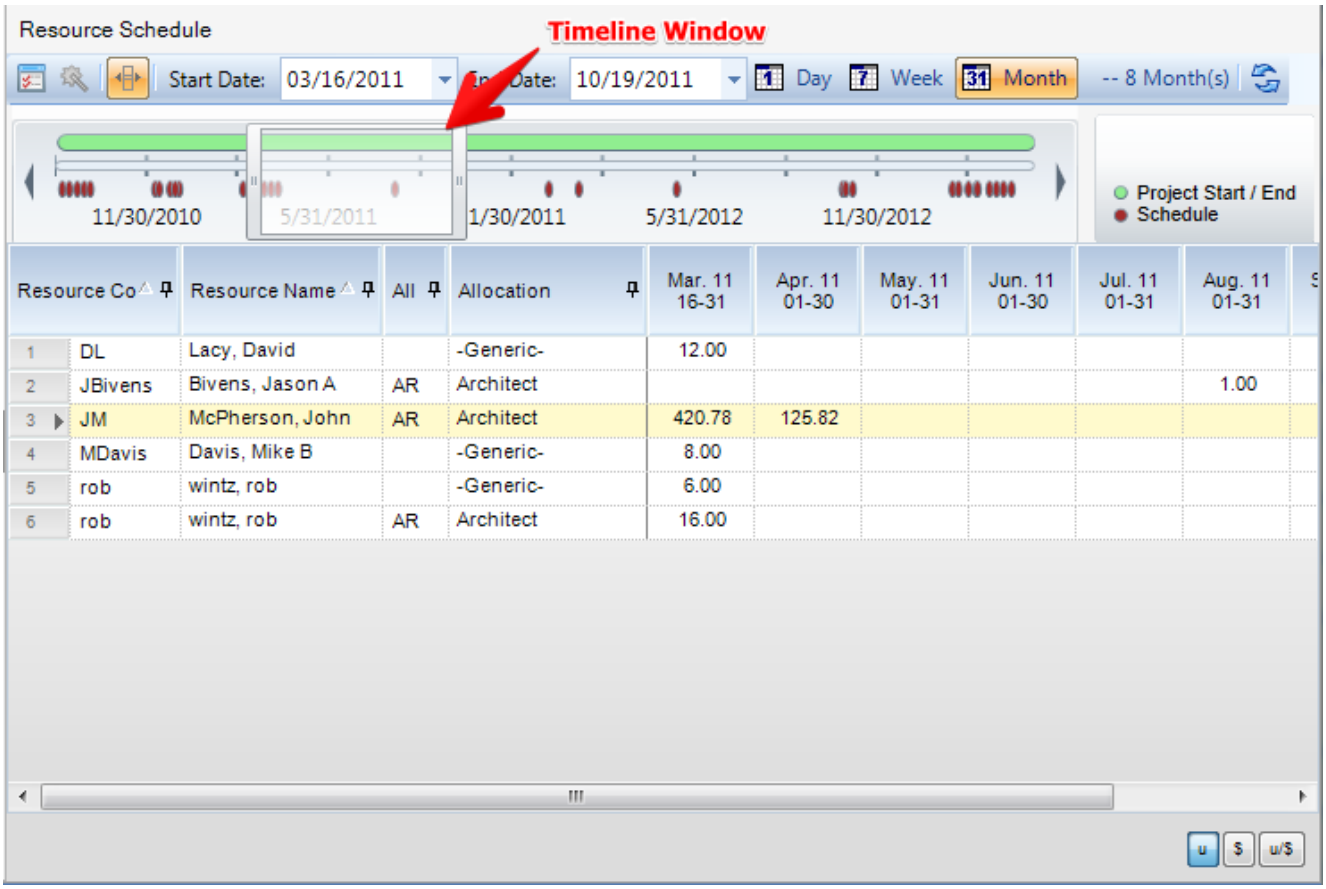
When Scheduling in ICC, ODC, or OCC Mode:

Resource Scheduling is made at the expense code level. Resource Scheduling is always made at the lowest level of the WBS. Click on the bottom node of the WBS, and the appropriate Allocation Job Title to activate the ICC, OCC, or ODC window, and then enter allocations and schedules for the selected WBS.



4.4.3.4.1 Scheduling an Employee by Percentage

Overview

This allows you to schedule an employee throughout the project by a percentage.

Scheduling an Employee by Percentage listed Below

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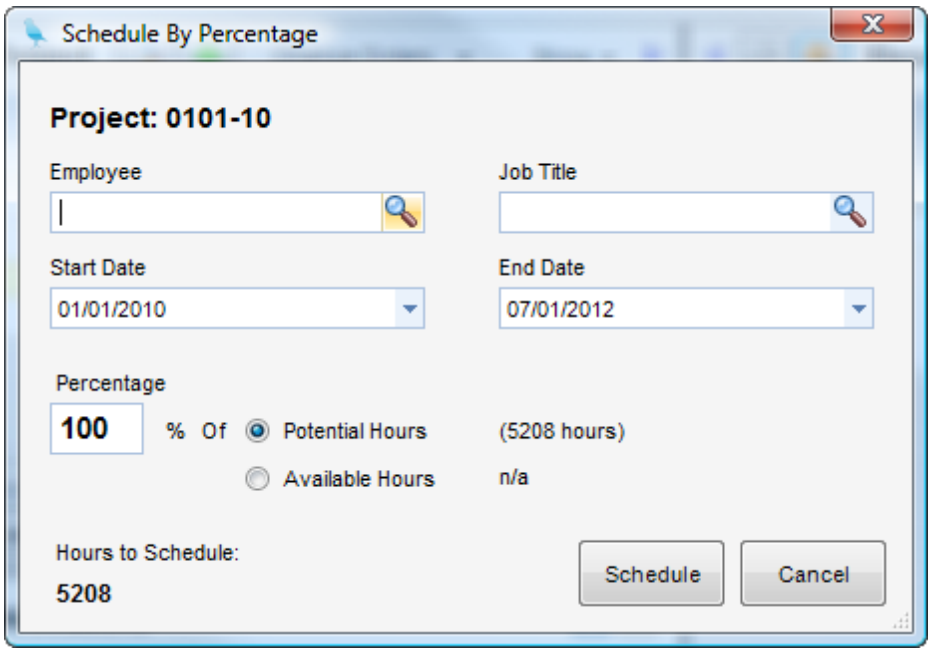

Clicking on *Schedule Employee* will produce a pop-up with the following fields:

Employee - Employee to schedule. Leave blank for generic employee.

Job Title - Job Title to schedule. Leave blank for generic employee.**Total Hours** - Total hours to schedule

Start Date - Start date for schedule

End Date - End date for schedule

Percentage - Percentage of the following:
- **Potential Hours -** Potential hours available on this project. Takes the Hours Per Days (Planning Preferences > Hours Per Day) and multiplies it by the Allowable Days selected there as well.
- **Available Hours -** Actual available hours available for this resource.

4.4.3.5 How To

4.4.3.5.1 Autofill Resources for Scheduling

Overview:

InFocus gives you 2 "Auto-Fill" options to assist you when scheduling your resources on a Project:

1) **Resource Groups Auto Fill -** You can Auto Fill a plan with zero dollar resources from Resource Groups that you have created. For more information on creating Resource Groups click here. To do this, go to Toolbar > Resource Groups. Check “Auto Fill” next to the Resource Group(s) you are using (Fig.1). Once you click "Close" zero hour resources will fill the schedules with zero dollar entries. To remove them, uncheck the "Auto Fill" checkbox and click "Refresh".

Note - "None" must be selected under "Fill Labor Allocations & Resources By" under Project Plan Settings click here for details..

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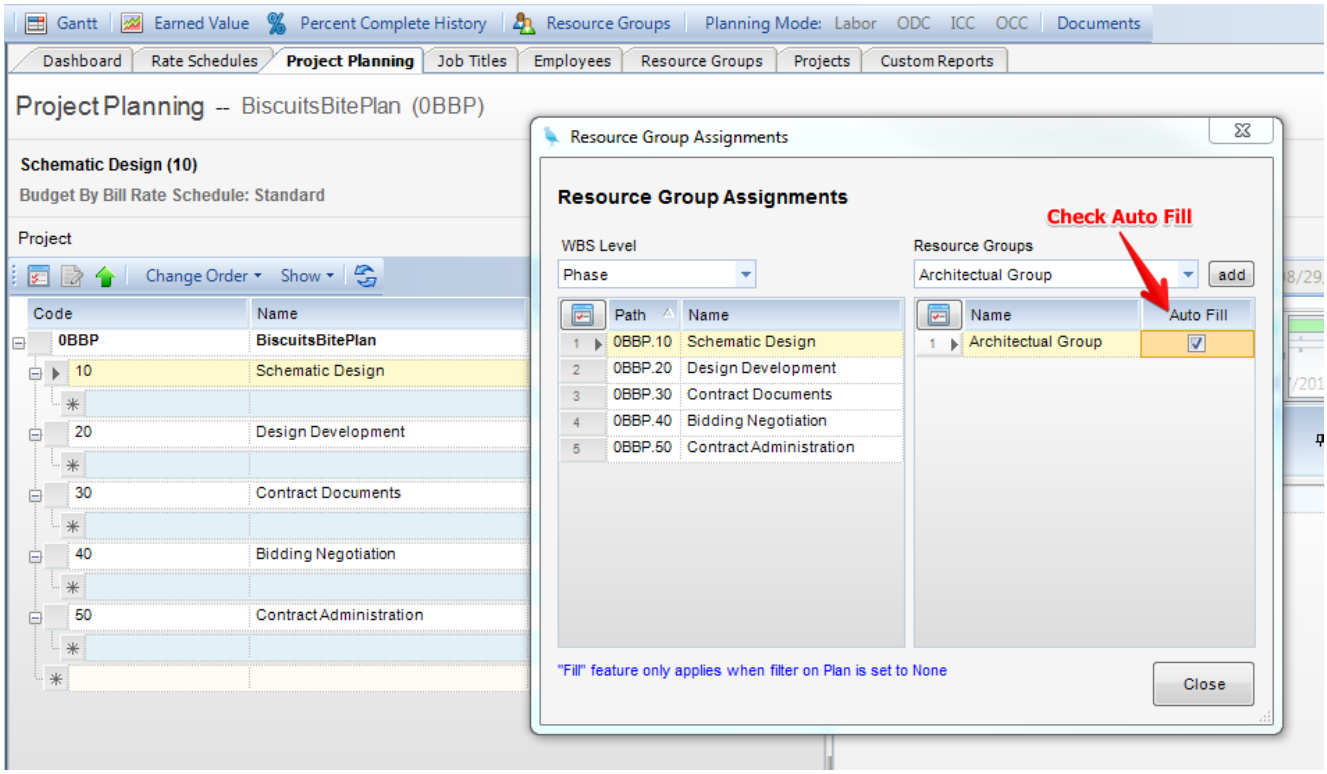

(Fig.1)

2) **Rate Schedule Auto Fill -** You second option is to have zero dollar resources fill into your plan from the assigned Rate Schedule. You will get zero dollar entries just as you see in the Rate Schedule. Any * entries on the Rate Schedule will be displayed as a "Generic" in the Auto Fill. To use this option you must have "Rate Schedule" selected in the Filter Labor Allocations & Resources By section of the Project Plan Settings (Fig. 2) and the Preferences (Toolbar>Edit>Preferences>Schedule Tab) must have "Auto Fill from Rate Schedules" checked (Fig.3).

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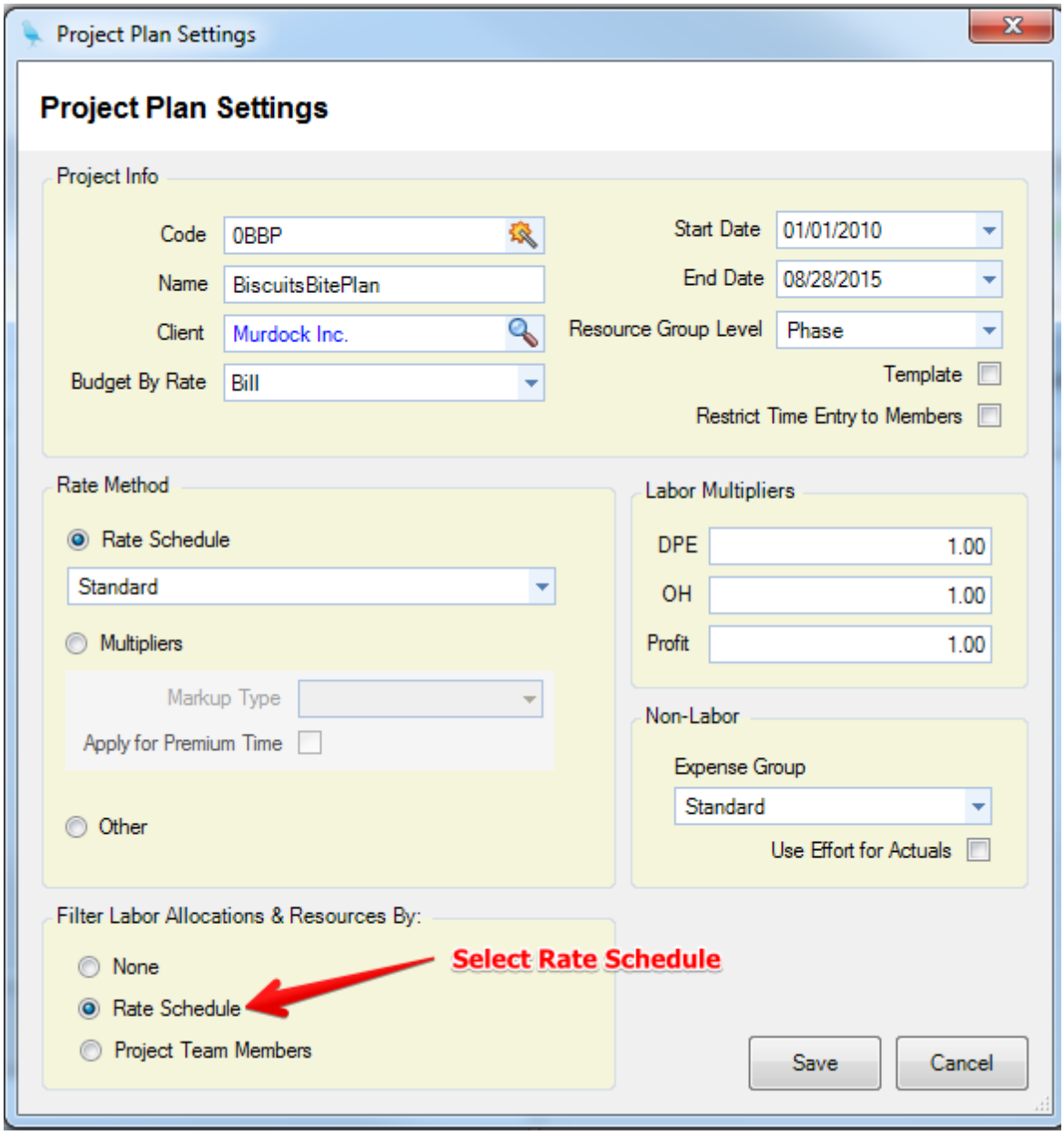

(Fig.2)

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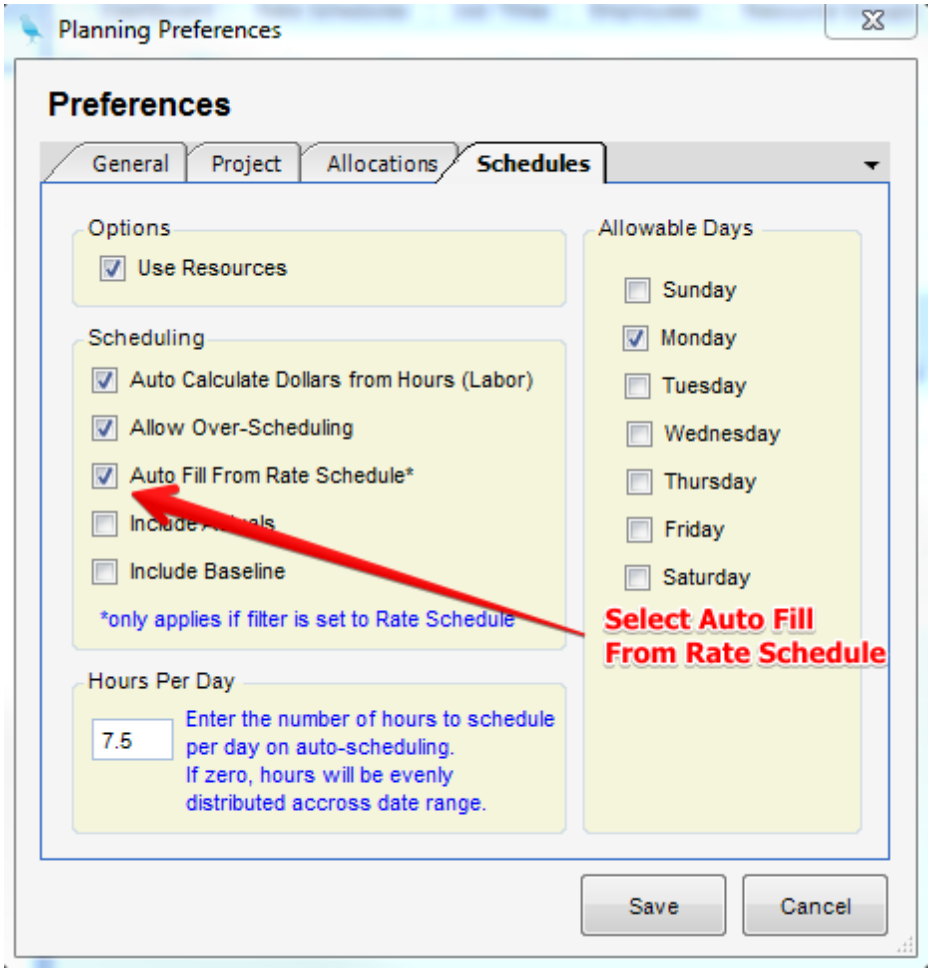

(Fig.3)

4.4.3.5.2 Create a New Plan

Overview

How to Enter a New Project Plan

Step 1 - Click *New Plan* (located in the toolbar). The New Plan dialogue screen will appear.

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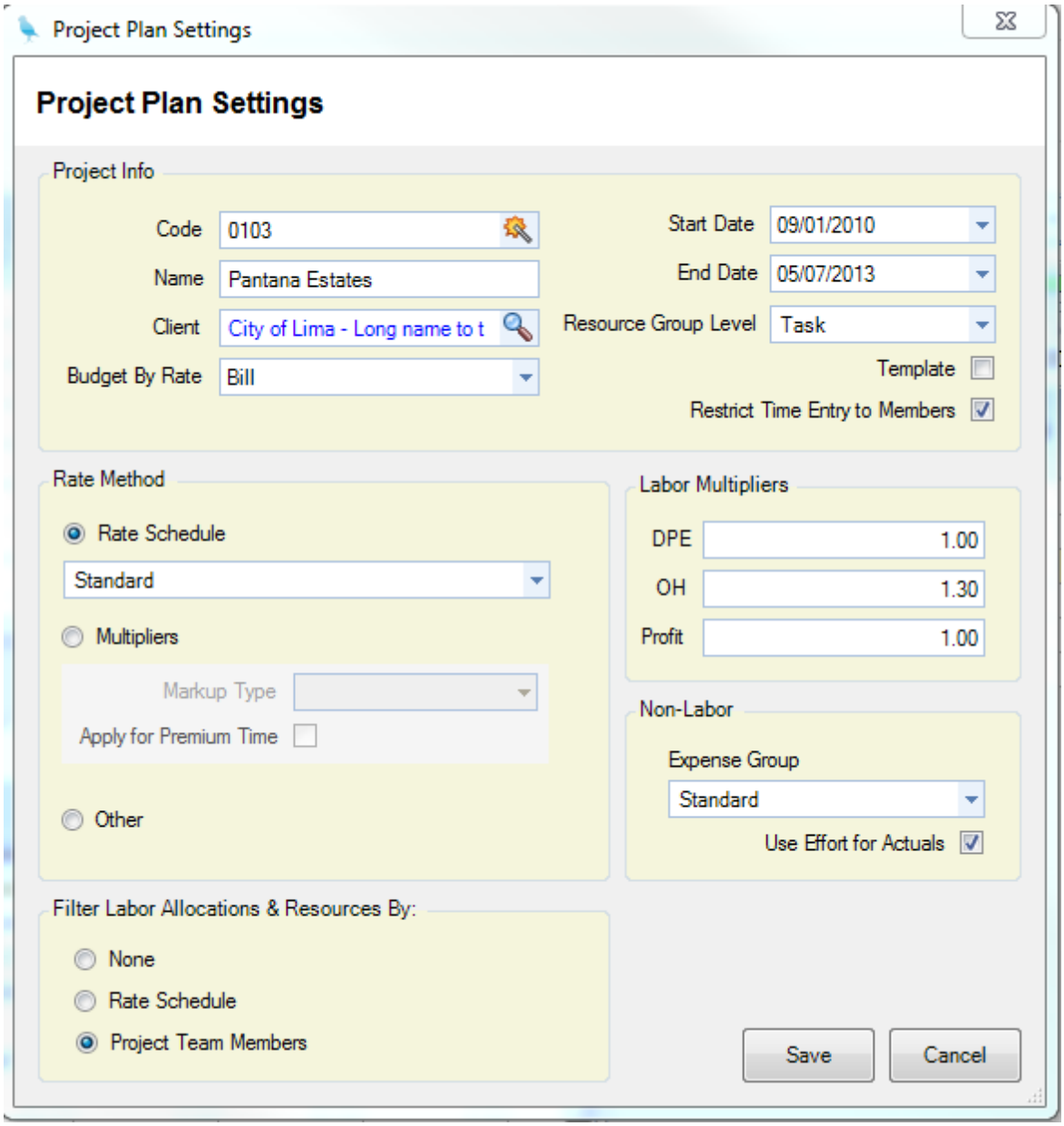

Step 2 - Enter the appropriate information. For details on the Project Plan Settings click here. Click *Save.*

4.4.3.5.3 Modify the WBS of a Plan.

Overview

How to Modify the WBS of a Project Plan by adding, deleting, renaming, and inserting nodes on the WBS. When in the "Planning" and "Opportunity" stages, the Project Manager has complete control of the project plan. WBS nodes can be added and removed, and budgets can be revised. Once the project has been changed to a billable or indirect project, the project manager can no longer alter budgets (unless they have special permission) or WBS nodes. The moment a project is changed to "Billable" or "Indirect" the current budgets are saved as the baseline budget. These can be used in project management reporting for performance analysis. Changes to the budgets at this point must go through the Change Order process. To learn more about Change Orders click here. Moreover, when the project is changed to "Billable" or "Indirect", the Project Manager WBS Lockout can be set in the

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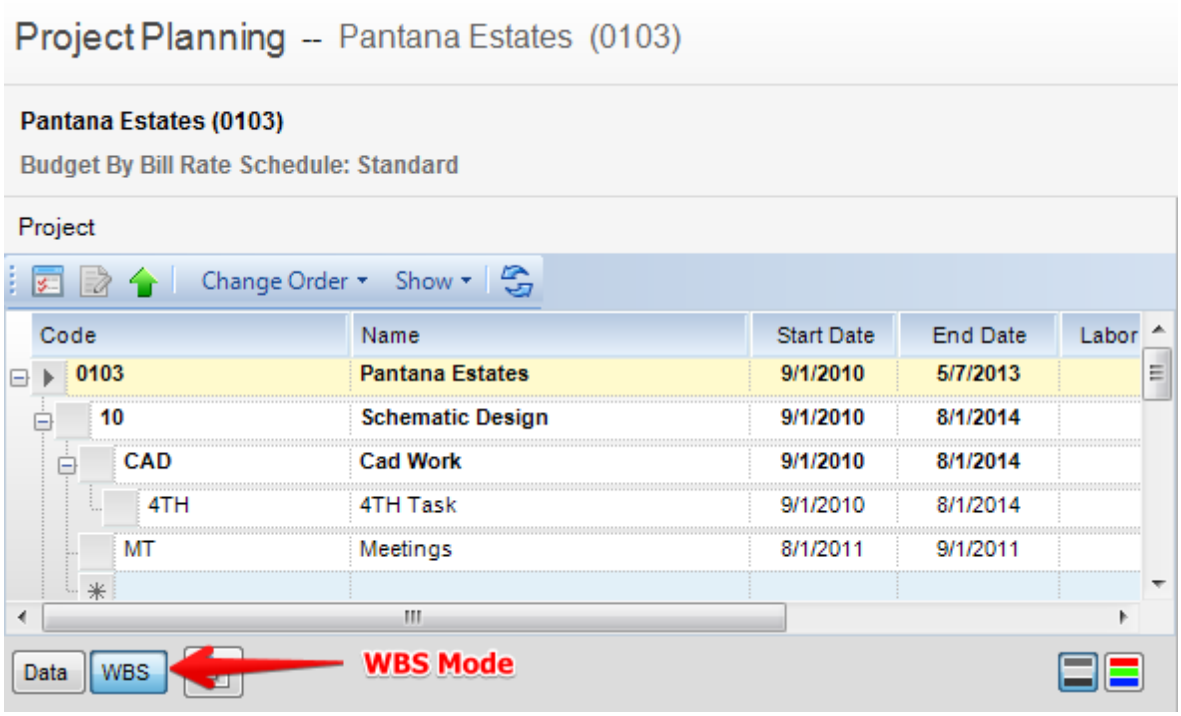
Projects applet. This restricts the Project Managers ability to add / remove WBS nodes to below the level defined in the lockout. The concept upon the lockout is to give the Project Manager the freedom to alter the WBS structure at a level lower than any that would affect accounting.

Step 1 - Click a node on the tree while the Project Window is in WBS mode.



Step 2 - Step 1 - Make the appropriate changes then turn off WBS Mode. The utility "auto-saves" any changes.

While the project has a type *Plan or Opportunity,* the project manager has total control of the WBS structure. Once the project has a type *Direct or Indirect,* the project manager is restricted to WBS structure changes, as designated in project setup.

4.4.3.5.4 Roll Up Figures of a Plan

Overview

How to Roll Up Figures. Figures can be rolled up from schedules to allocations and from allocations to WBS (budgets). The roll-ups can also be done on the entire project of a portion of the WBS.

Step 1 - Right-click on the node where you want the roll-up to occur, then choose *Roll-Up,* and the item you want to roll-up (labor, ODC, OCC or ICC).

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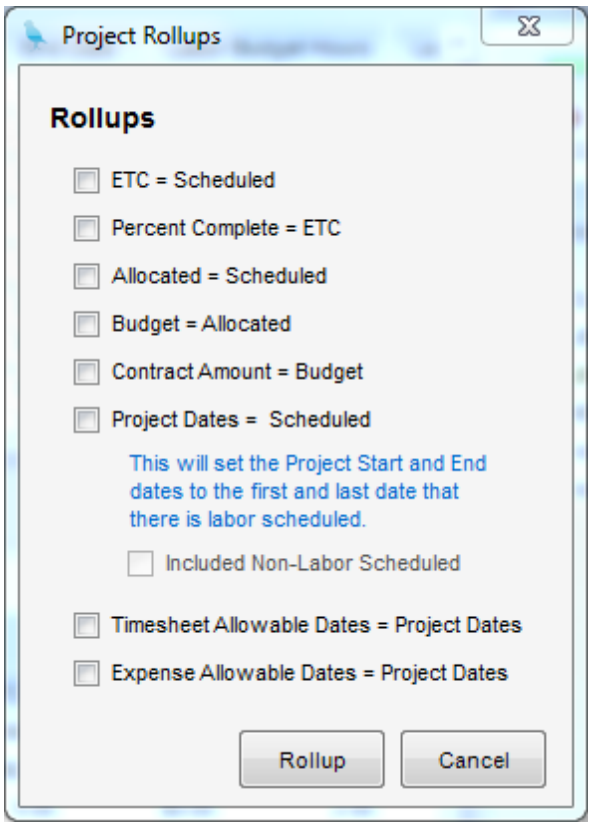

Step 2 - Choose the appropriate options. For details on what each of the selections do, click here.

Step 3 - Click *Rollup.*

4.4.3.5.5 Using the Column Choose

Overview

Adding Columns to Project Planning.

To *Add Columns* - You can designate what columns appear and create calculated columns. To add columns to this window, First select the Mode you would like to be looking at (Labor, ODC, OCC, or ICC). Then select the *Columns* button (Fig.1) and select the items that you would like displayed from the list. For more details on selecting columns click here.

Columns List & Descriptions Below

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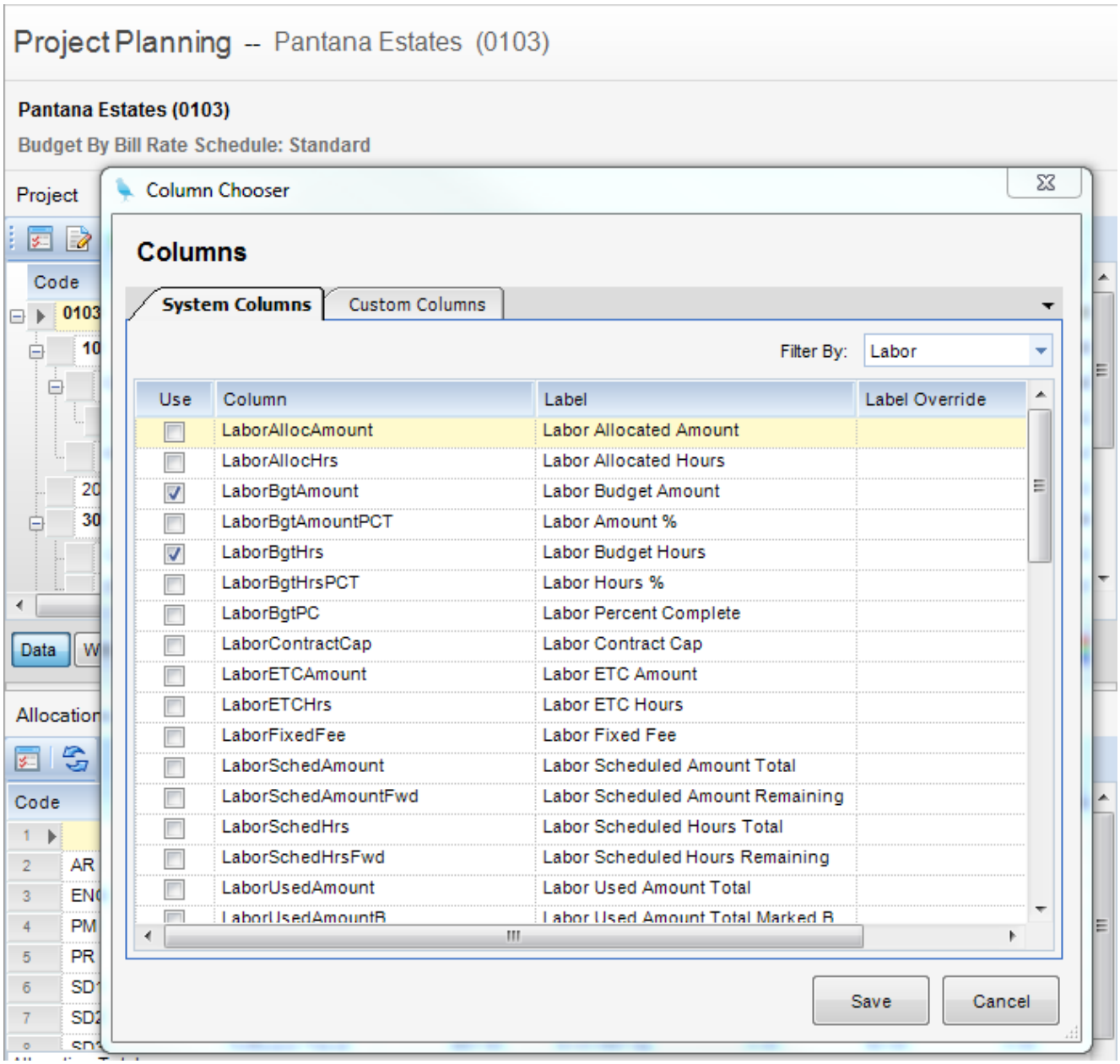

(Fig.1)

.

4.4.3.5.6 Adding Change Orders

Overview

Unless the special permission *Edit Budgets on All Project Types* has been granted, Change Orders are required to modify the budget once a project has advanced to the direct or indirect stage. The Change Order screen allows for the separation of entering and approving change orders. Project Managers can then enter Change Order requests while giving the approval to someone else. A special permission, *Approve Change Orders*, controls the ability to commit change orders. The *Change Order* tab is active only on direct and indirect project types. For more information on Change Orders, click here.

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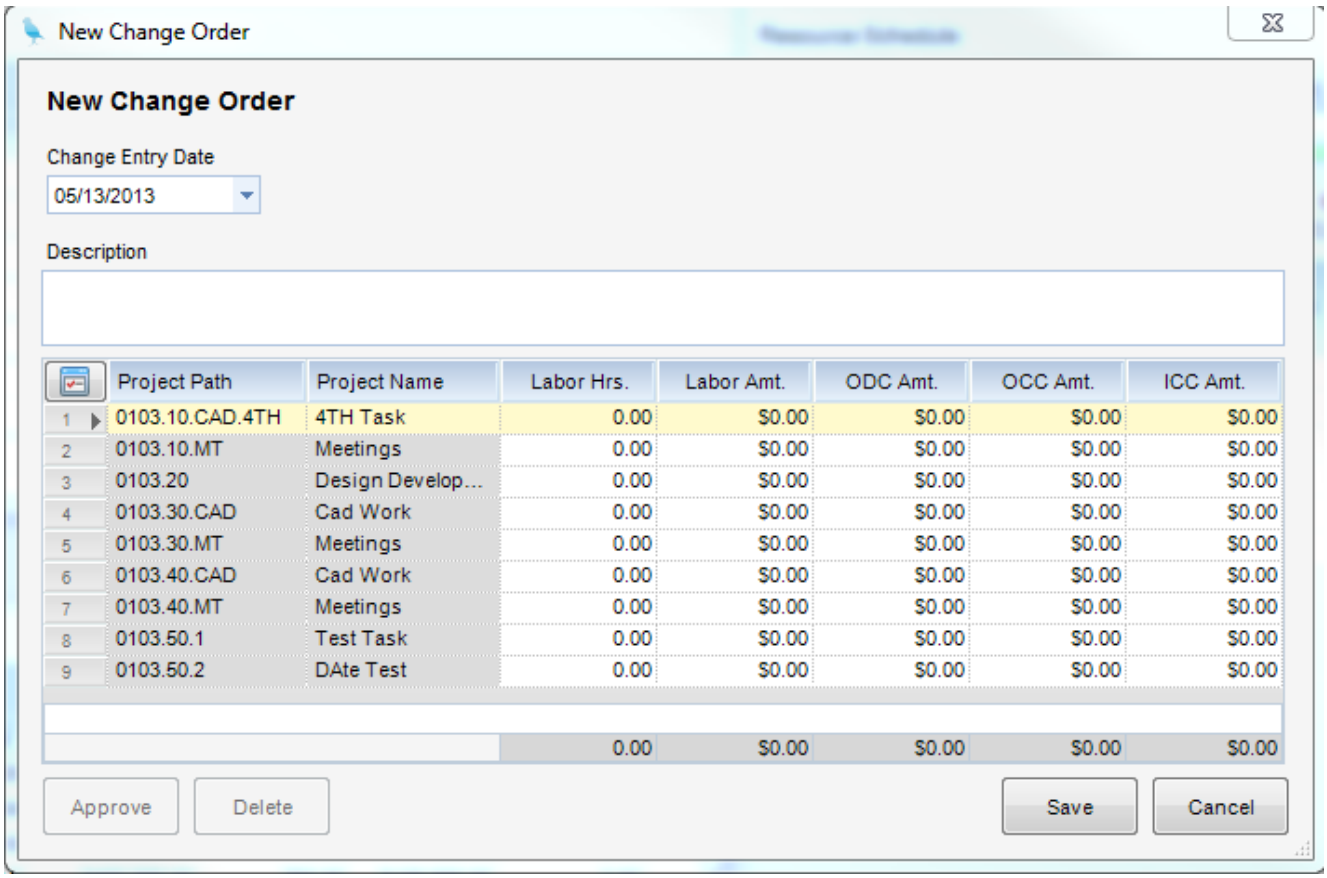
Adding a Change Order - To create a change order click on *Request Change Order*, fill out the change order detail, and click *Save*.

Deleting a Change Order - Change Orders can be deleted as long as they have not been approved. To delete a Change Order, select *View Change Orders*. Existing Change Orders with be shown in the grid. Double -click on the Change Order to be deleted. Click *Delete*.

Assuming the user has permissions, a Change Order can be committed by clicking on the *Unapproved Change Order* button in the Existing Change Orders grid, and then clicking the *Approve Change Order* button.



4.4.3.5.7 Copy and Paste of Schedules & Allocations

Overview

You are able to Copy both Allocations and Resources throughout the WBS of a project or between projects. Simply select the Resources or Allocations and hit Control + C (or right-click and select copy) and the items will be copied. When items are on the clipboard, you will see a message alerting you to the number of items on the clipboard (Fig.1). Once copied, select the destination and hit Control + V (or right-click and select paste). You have the option of right-clicking and selecting copy and paste. In Allocations, you have the option of pasting with $0.

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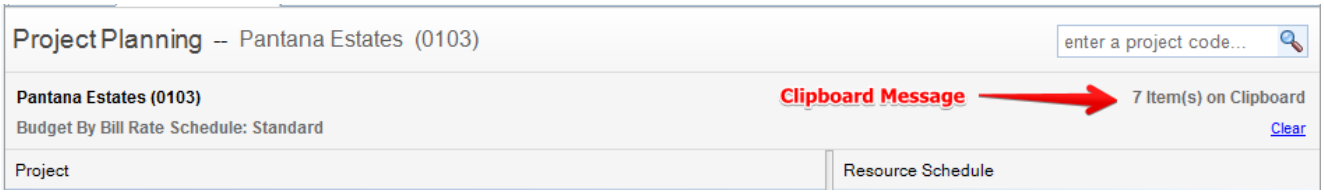

(Fig.1)

4.4.4 Project Queries

Overview

There are four query applets in *InFocus: Client*, *Vendor*, *Project*, and *Employee*. Query tools allow the user to define lists of data based on a user-query definition. The list can then be used to navigate to the individual records within the list or can be exported to Excel.

Create a query by right-clicking in the Query List box (in the upper left hand part of the Query applet screen). The Query Design screen will then open.

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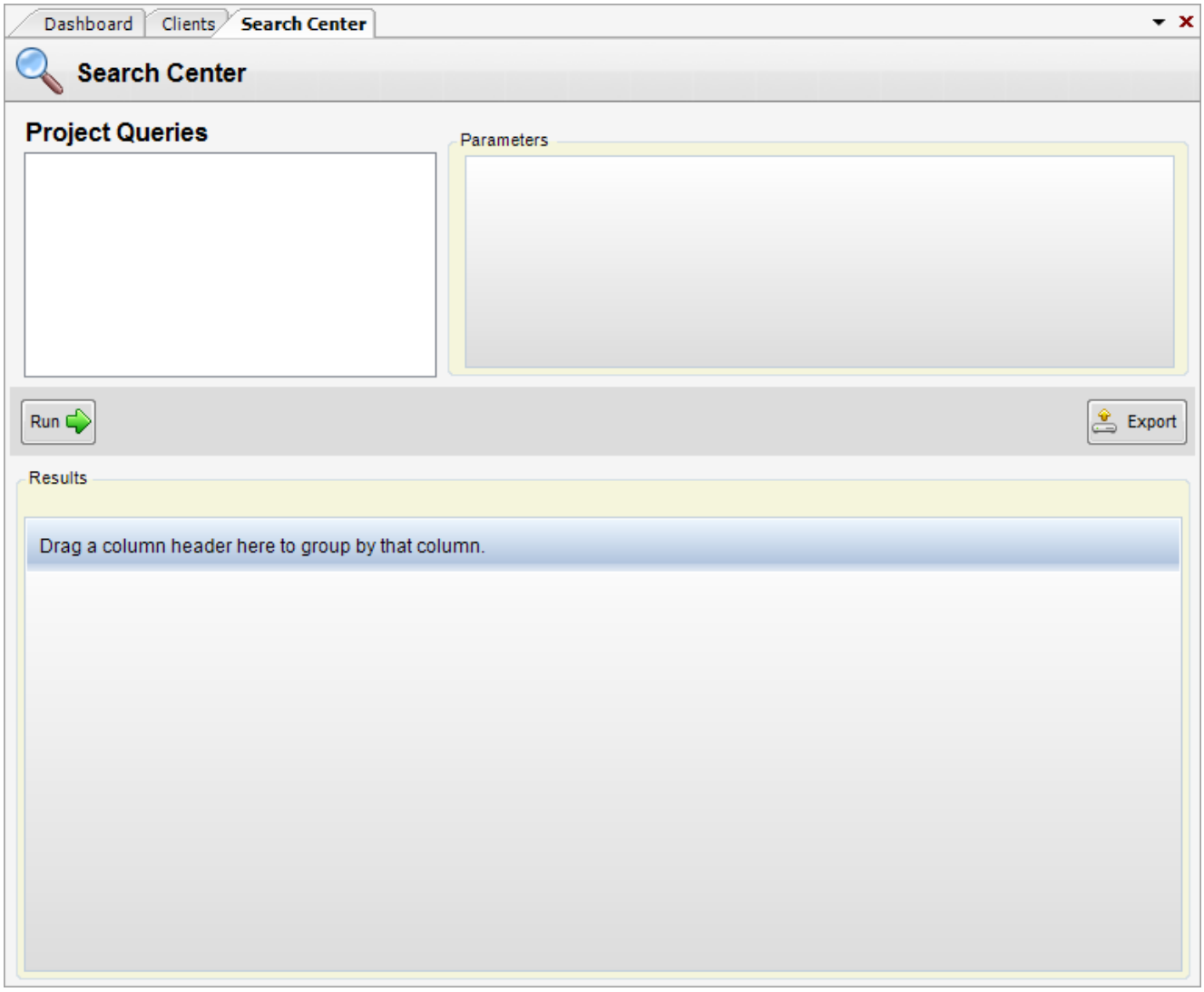

4.4.4.1 Definitions Tab

Overview

The Definition Tab

Name - Name of query as it will appear to user. Must be unique.

Type - There are three types of queries: *Person, Private, and Public*. Personal queries are only visible to the user who designs them. Private queries are available only to users who have permission to view private queries. Public queries are viewable by everyone. The type of query a user is allowed to create depends on permissions.

Use manual filter - When checked, the user can enter a manual filter. This is an advanced option. Manual filters are SQL *Where* clauses.

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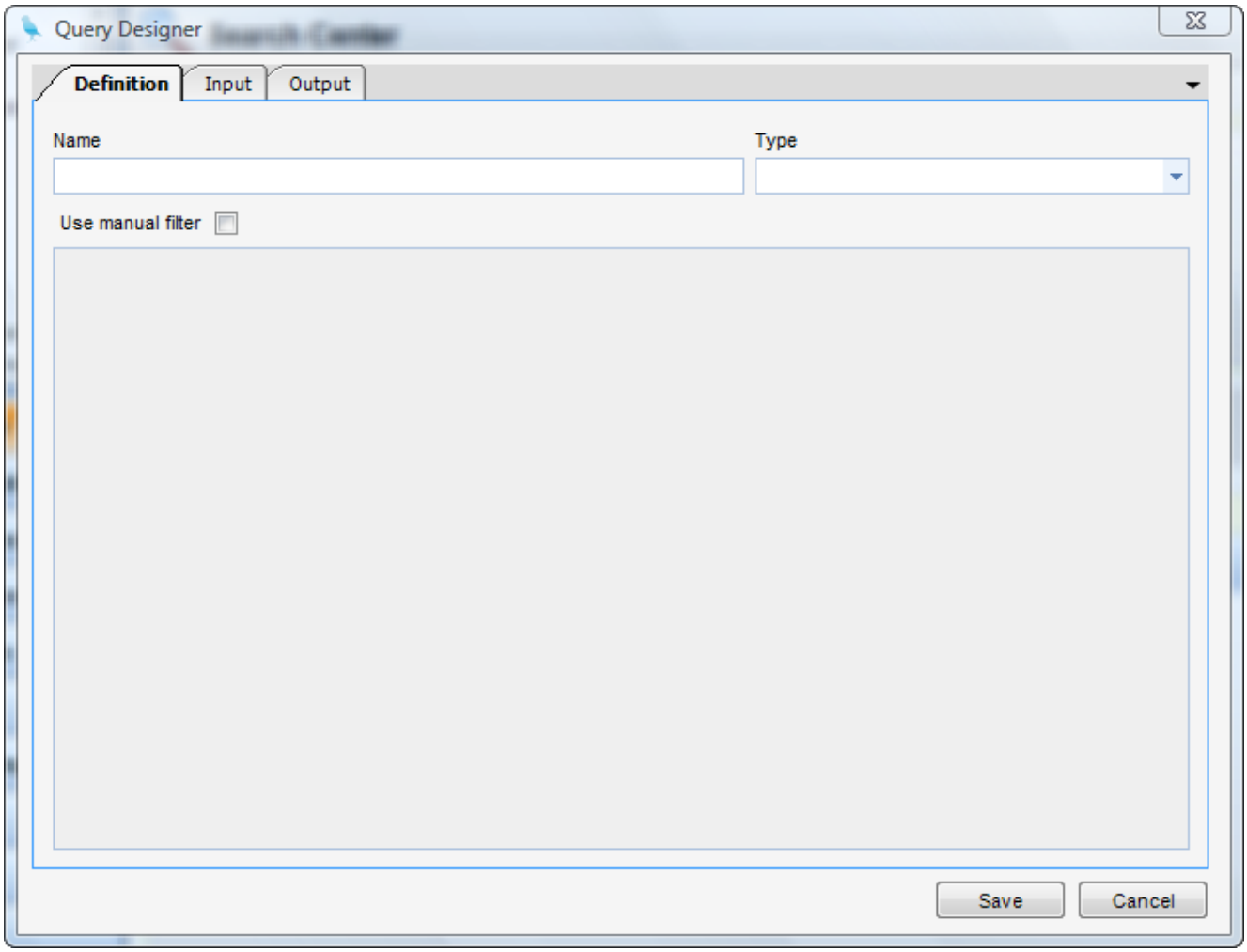

4.4.4.2 Input Tab

Overview

Input parameters and filters for a query can be specified in the Input tab. An input parameter prompts a user for values of fields by which to filter or limit the query. A filter is a predefined limit to the returned data for which the user is not prompted.

Column Descriptions Below

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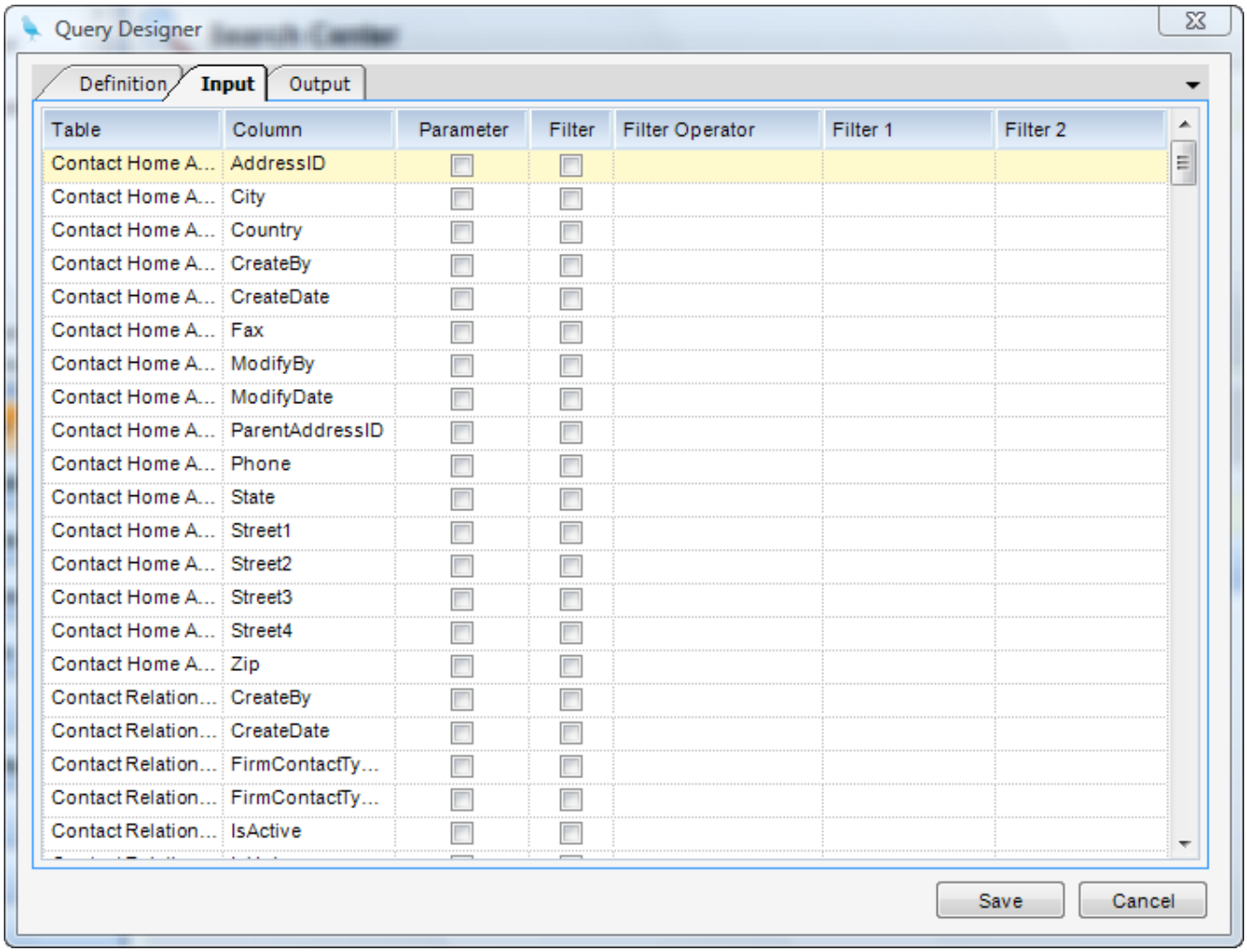

Table - *InFocus* table name. See data dictionary for more information.

Column - *InFocus* column name. See data dictionary for more information.

Parameter - When checked. this column will appear as a prompt.

Filter - When checked, the result set will be filtered by this column using the following three fields to define the filter.

Filter Operator - Choices =, <>, >, <, >=, <=,*Between,* and *Is Not Null. Is Not Null* is synonymous with a blank or empty field.

Filter 1 - Used with all filter operators except *Is Not Null*. This is the value that completes the filter operation (except in the case of the *Between* operator). In the case of the *Between*, this represents the lower range.

Filter 2 - Filter 2 is used only with the *Between* operator. It represents the upper range.

4.4.4.3 Output Tab

Overview

The *Output* tab defines what columns appear in the result set.

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Column Descriptions Below

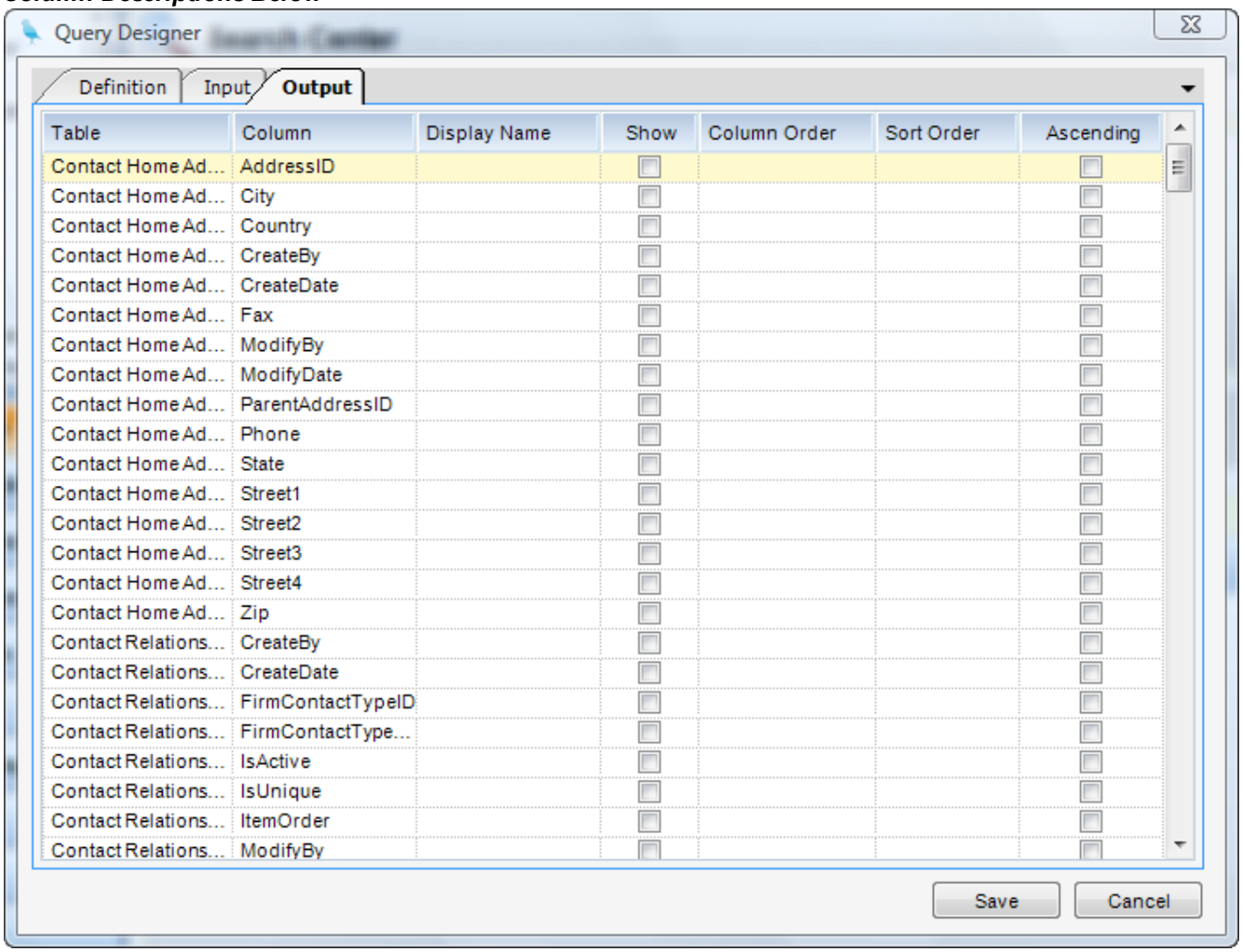

Table - *InFocus* table name. See data dictionary for more information.

Column - *InFocus* column name. See data dictionary for more information.

Display Name - Column name that should be used in result set. If left blank, *InFocus* column name will be used.

Show - When checked, column will appear in result set.

Column Order - Numerical order from left to right where column appears in result set.

Sort Order - Numerical sort precedent for sorting result set. For example, to sort by state then city, put a *1* on the state row, and a *2* on the city row.

Ascending - When checked, data is sorted in ascending order if a sort order ID is specified; otherwise, descending order is used.

4.4.4.4 Toolbar

Overview

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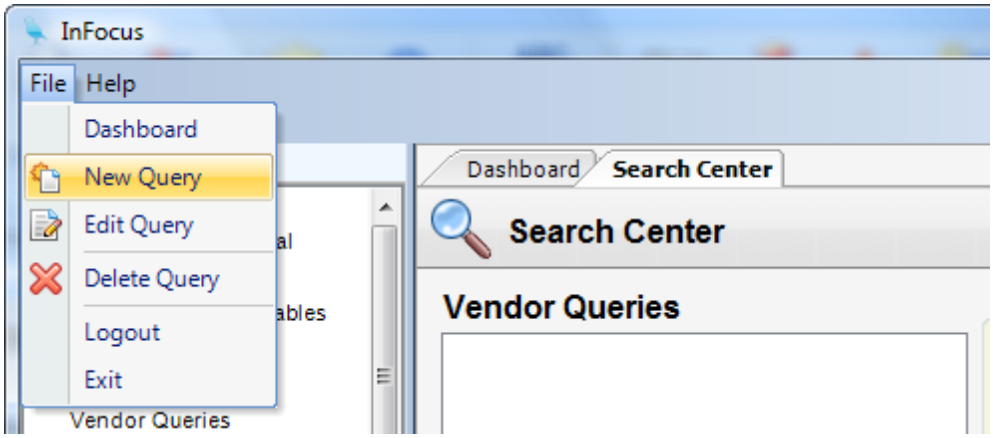
New Query, *Edit Query*, and *Delete Query Functions* are accessed through the Vendor Queries toolbar.



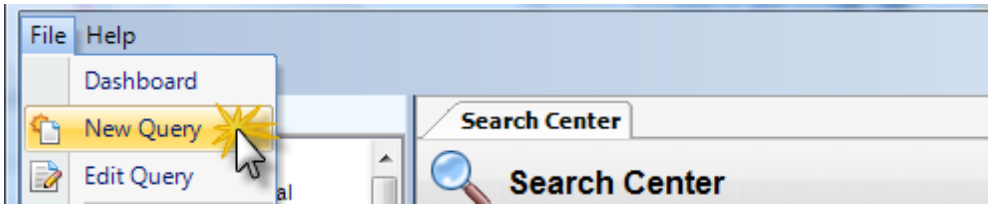
4.4.4.5 How To

4.4.4.5.1 Create a Query

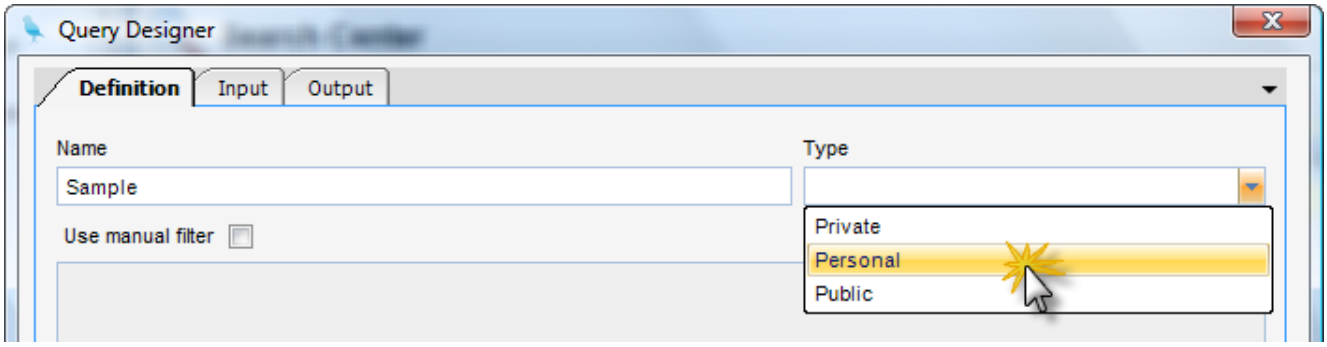
Overview

How to create a query.

Step 1 - Select *New Query* from the toolbar.



Step 2 - Complete the *Definition* tab with the appropriate information.



Step 3 - Choose the appropriate parameters within the *Input* Tab.

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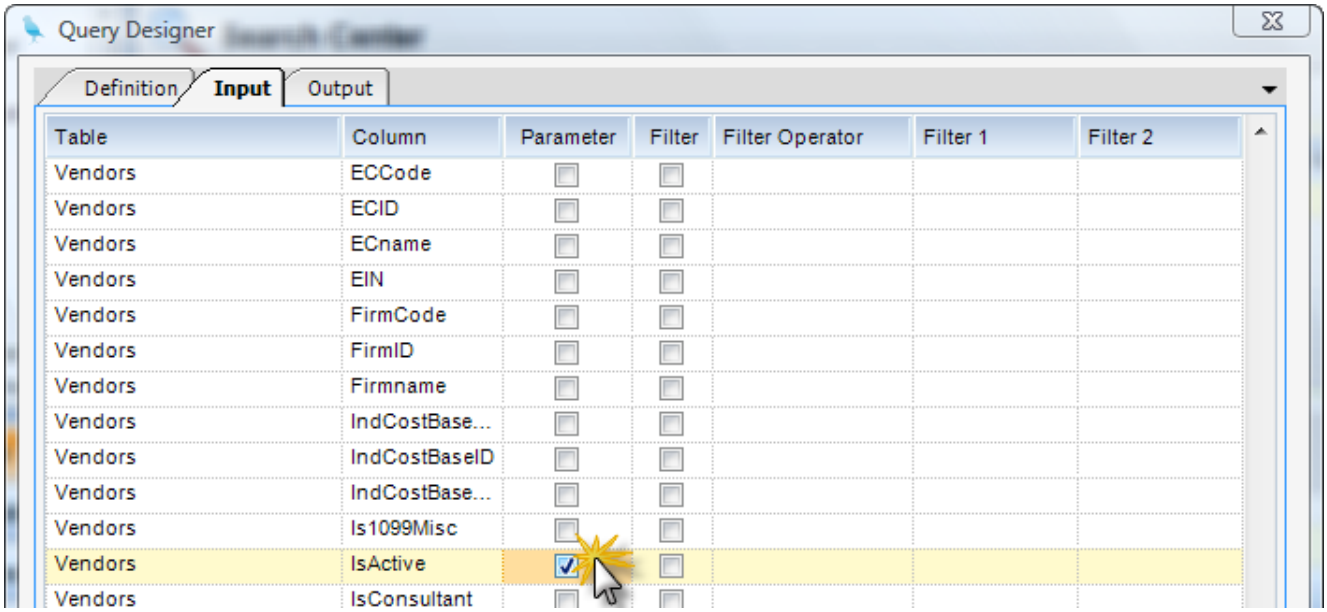
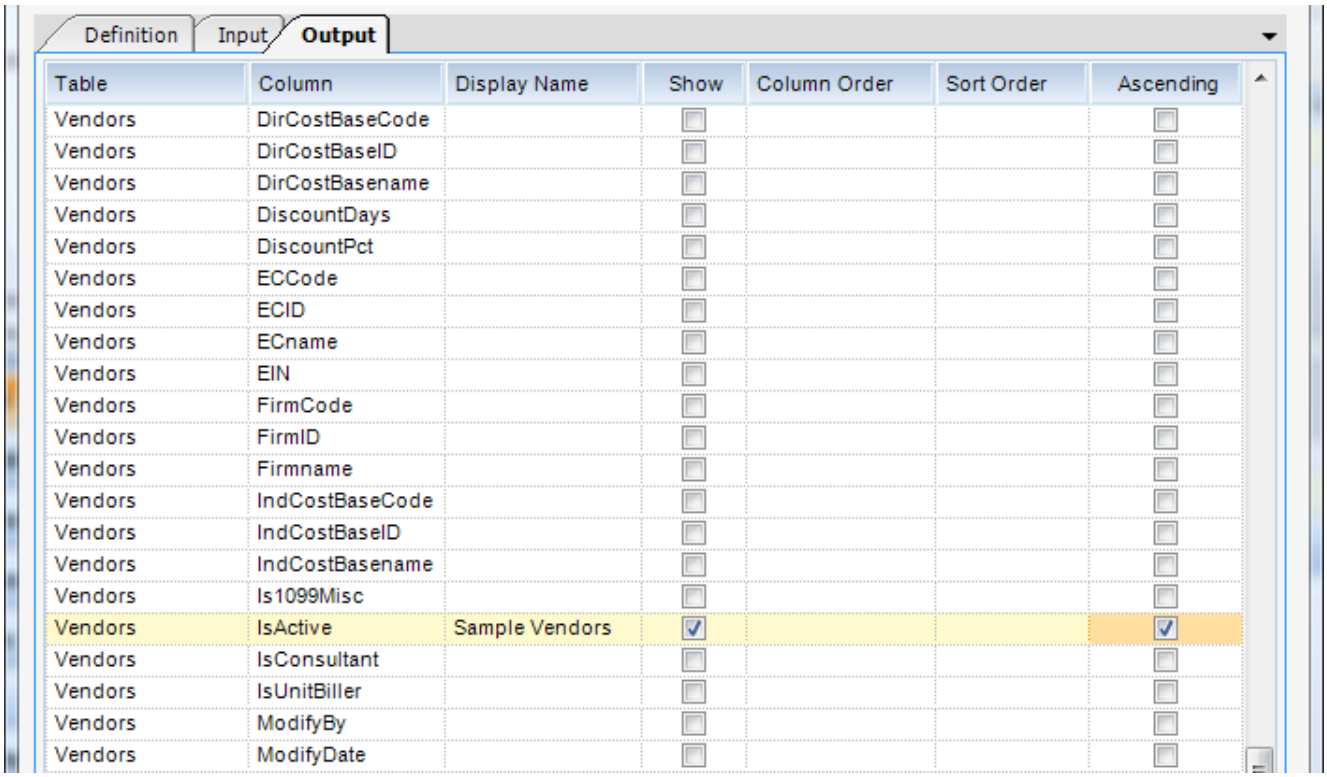


Step 4 - Choose the appropriate parameters within the *Output* Tab.



Step 5 - Click *Save.*

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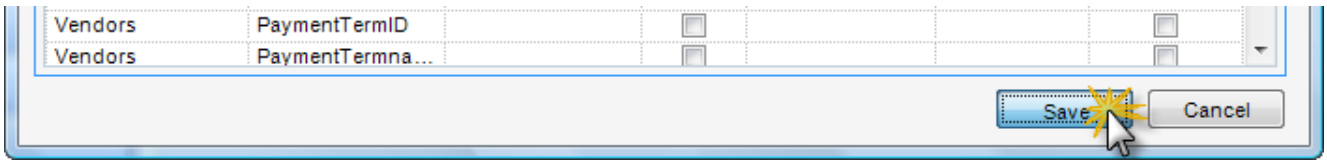
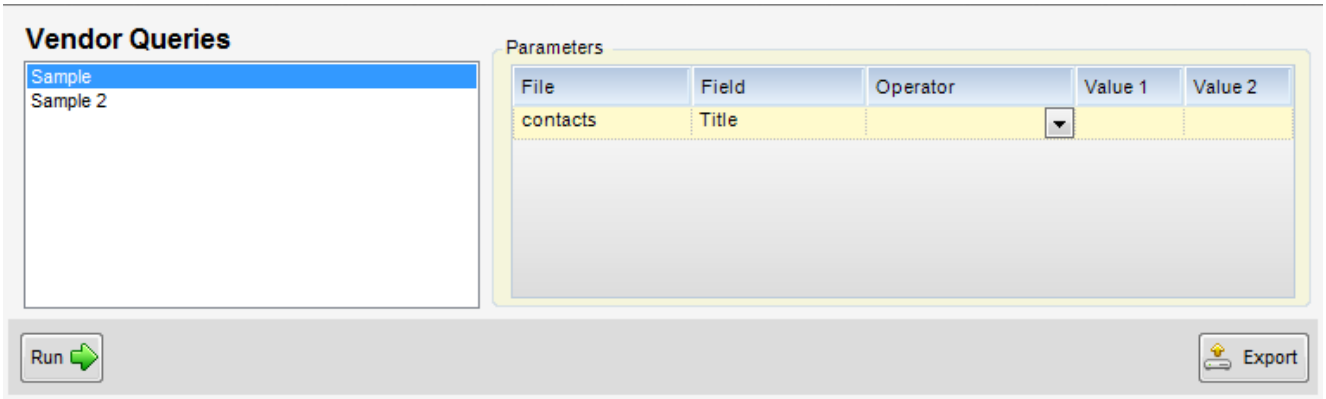


Step 6 - Now your Query will appear in the Query List.



4.4.4.5.2 Run a Query

Overview

How to Run a Query.

In order to run a query, first select it in the Query List. If the query has input parameters defined, prompt lines will appear in the Parameter Grid.

File - InFocus table name. See data dictionary for more information.

Field - InFocus column name. See data dictionary for more information.

Operator - Choices are =, <>, >, <, >=, <=, *Between*, and *Is Not Null. Is Not Null* is synonymous with a blank or empty field.

Value 1 - Used with all filter operators except *Is Not Null.* Value 1 is the value that completes the filter operation (except in the case of the *Between* operator). In the case of the *Between*, Filter 1 represents the lower range.

Value 2 - Value 2 is used only with the *Between* operator. It represents the upper range.

Clicking on the *Run* button will fill in the Results tab, based on the query definition. If the results sets contain any key fields, they will appear like an internet hyperlink (in blue and underlined). Click on one of these to launch the associated master file screen with the associated record filled in. The primary key fields are *Vendor Code, Client Code, Project Path,* and *Employee Code.*

Drag a Result Column to the area above the Results Grid to group the results in hierarchical order.

Clicking on the Export button will bring up a prompt for a filename. This will be the Excel file to which the result set is exported. If the results set was grouped, the grouping will be preserved in the export.

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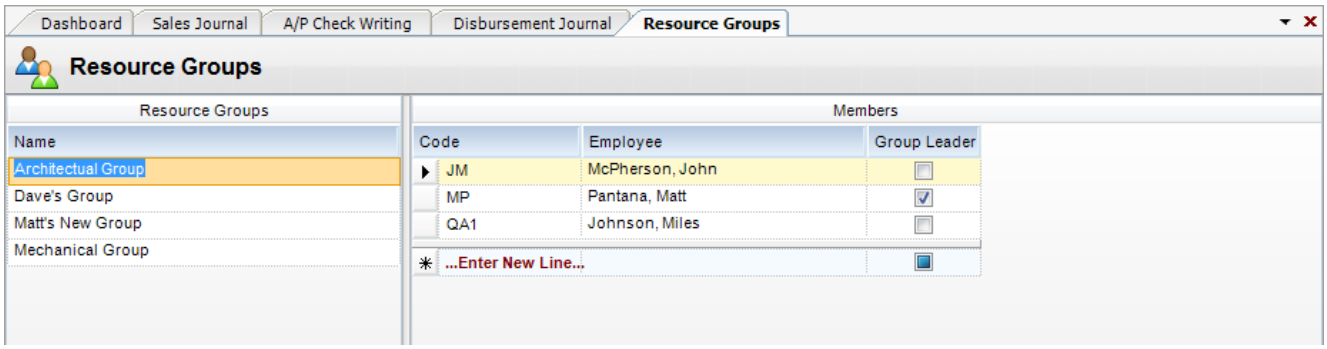
4.4.5 Resource Groups

Overview

Resource Groups are named groups of employees. The purpose of a resource groups is to limit the list of possible employees to schedule in Project Planning.



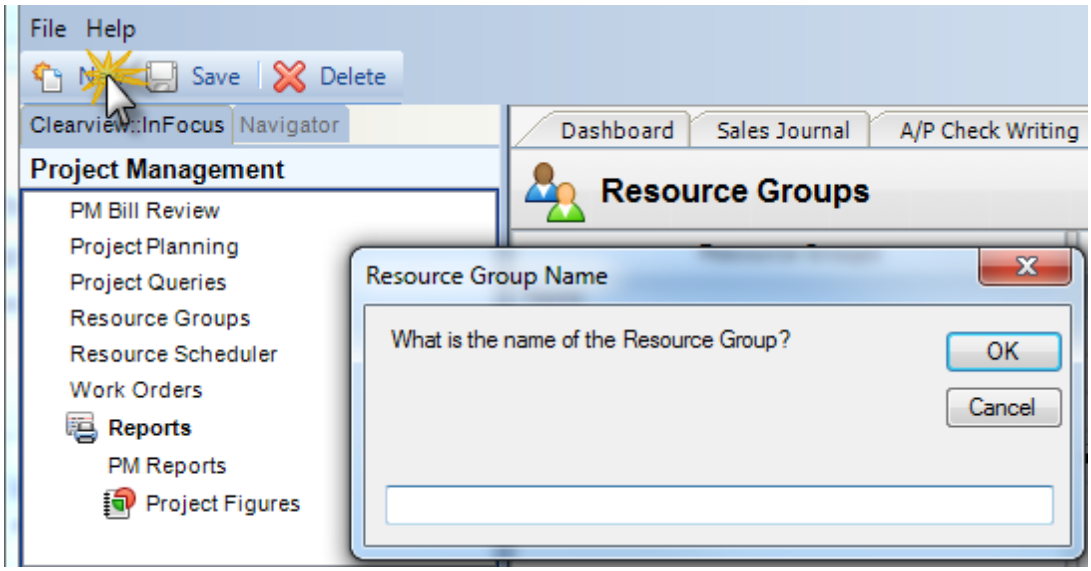
4.4.5.1 Create a Resource Group

Overview

Resource Groups are named groups of employees. The purpose of a resource groups is to limit the list of possible employees to schedule in Project Planning.

How to Create a resource Group:

Step 1 - Click New on the Toolbar and create the Group Name (Fig.1).



(Fig.1)

Step 2 - Select the individual employees that you would like to include in the Resource Group. (Fig.2).

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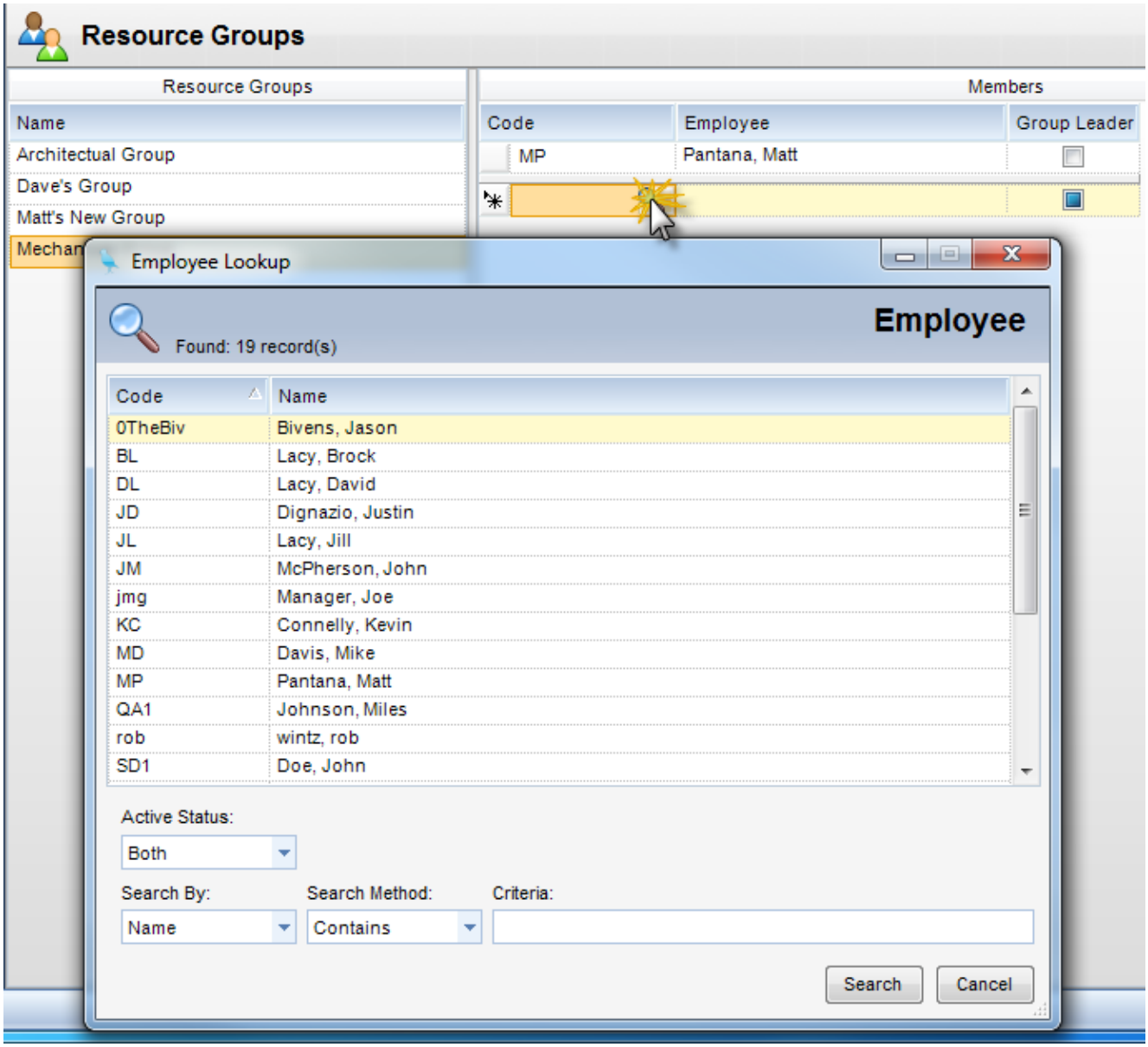

(Fig.2)

Step 3 - Click *Save*.

4.4.6 Resource Scheduler

Overview

The Resource Scheduler gives the Project Manager the ability to schedule employees' time on a project. By using the filters, the PM Manager can schedule *All* or individual employees to certain projects for any given time.

Fields are listed below

(Employees Tab)

(Projects Tab)

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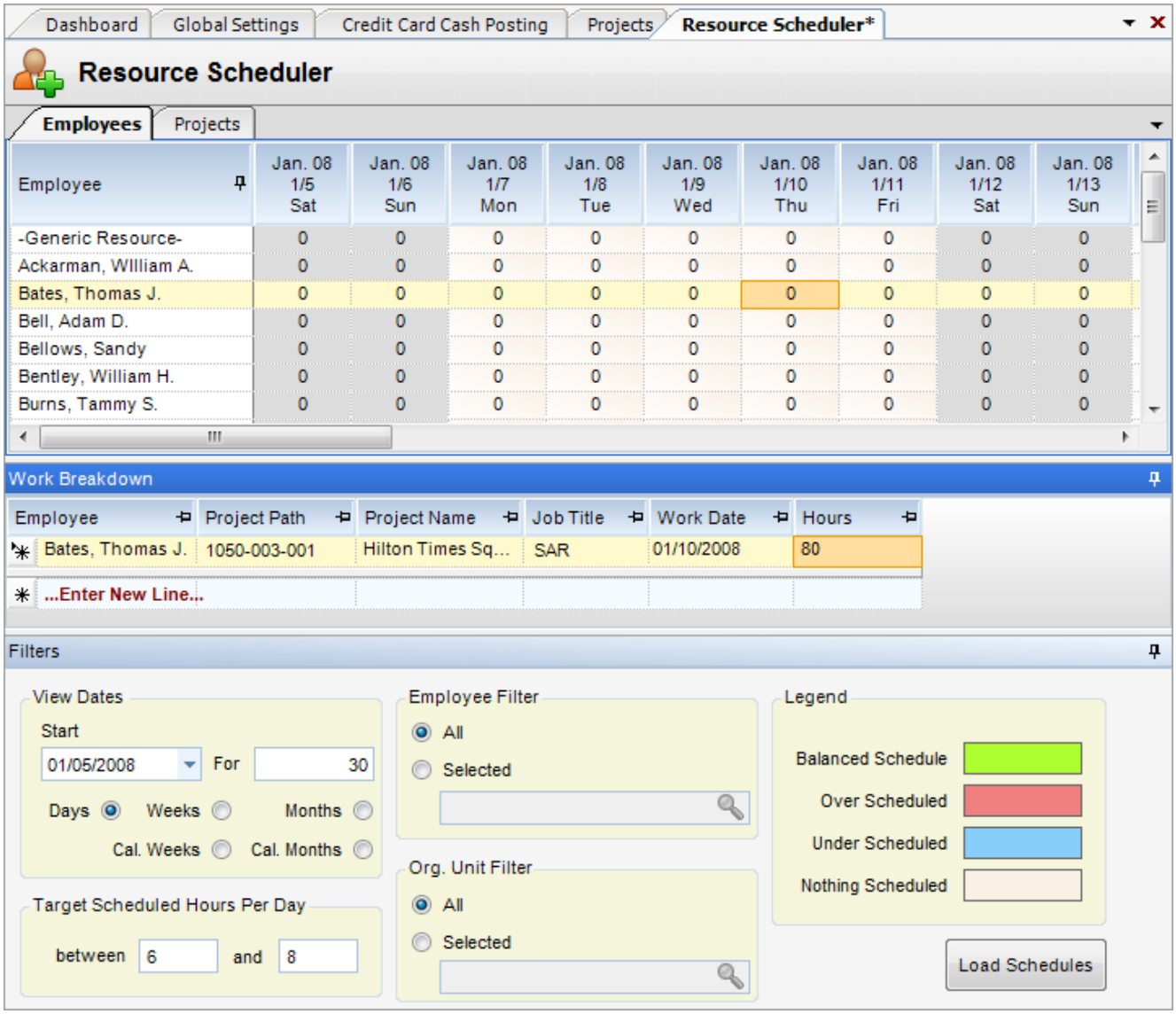

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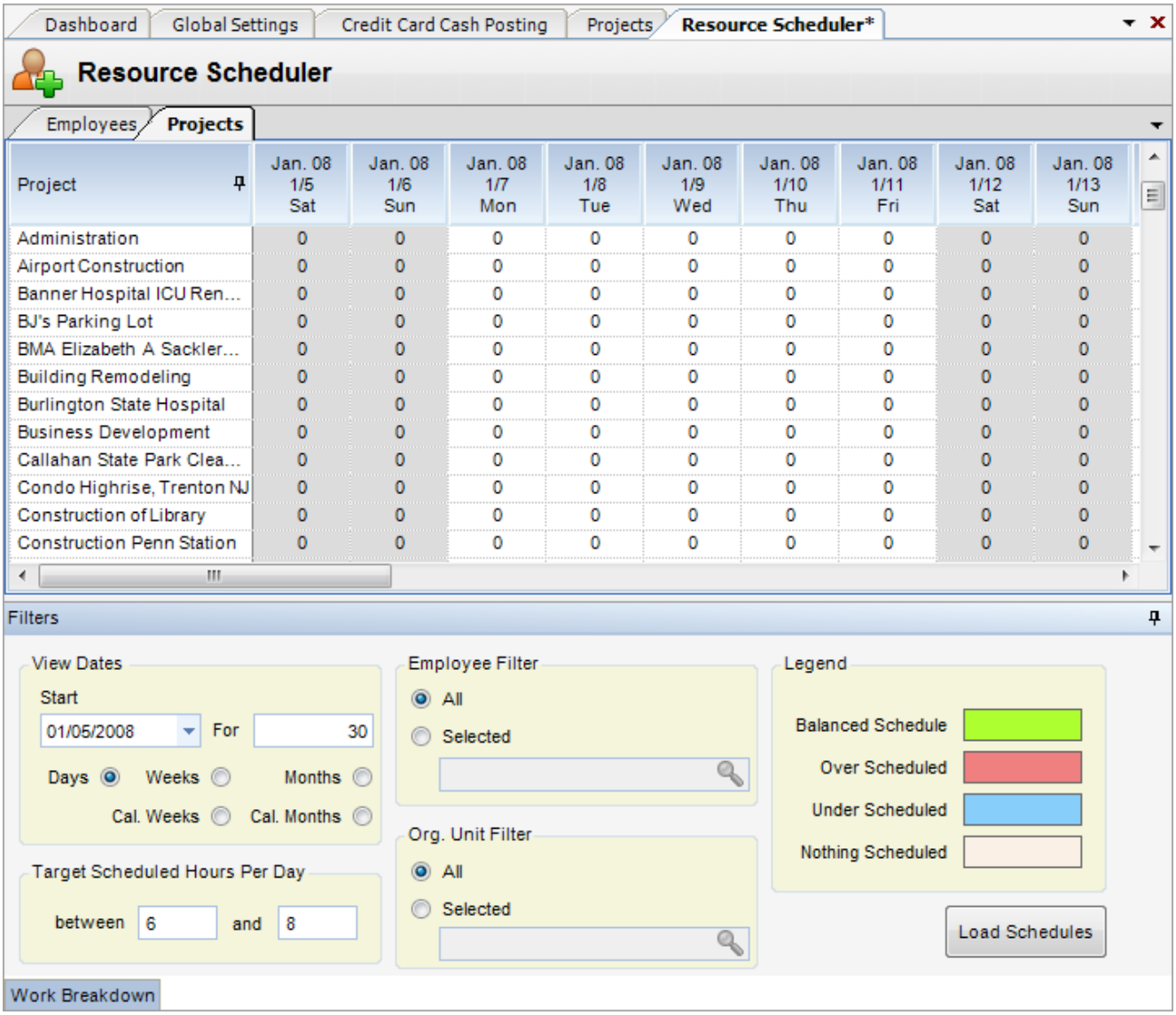

Employee Grid - Lists the employees available for scheduling.

Work Break Down Grid - Shows the *Employee, Project Path, Job Title, Work Date,* and *Hours* assigned to the employee.

Filters *(Expand when you move your cursor over the Filters Button on the bottom right of the grid)*

View Dates

- **Start -** Start date used to schedule resources. Enter the number of time unit to be scheduled and choose the type of time units (weeks, months, etc.).

Target Scheduled Hours Per Days - Range of hours for which to schedule time.

- **Between -** Hours range for which to schedule.

Employee Filter - Allows the user to see all employees or select an individual.

Org. Unit Filter - Allows the user to see all or filter by an Org. Unit.

Legend - Color-coded legend used to show the user if the schedule is properly structured (i.e., balanced, over-

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scheduled, etc.).

Load Schedules Button - Loads filtered data.

4.4.7 Work Orders

Overview

The *InFocus* screen is divided in to two parts.

The left part of the Work Order applet is the Work Order Navigator. It lists the work order for projects of which the user is the project leader. At the top of the list are *Incomplete/Completed* buttons. Clicking these alters the list between completed and incomplete work orders. Work orders are built into the list and grouped by date periods, such as *two weeks old, more than a month, today,* etc.

Work orders in the list employ multiple visual indicators:
- **Red -** Work orders in red indicate that the work order has not been assigned to an employee.
- **Green -** Work orders in green indicate that the work order has been closed by employee.
- **Bold -** Work orders that appear in bold have time entered against them.

The first three columns in the list use icons as indicators.
- **Red Flag -** The red flag icon indicates that the work order has been marked as high priority.
- **Question Mark -** The question mark icon indicates that the work order is actually a request for a quote.
- **Speech Bubble -** The speech bubble indicates that communications exist for the work order. If the bubble icon is grayed out, it indicates that all existing communications have been read.

The right hand portion of the screen serves two purposes. First, it shows a quote (if one exists). Second, it provides a running dialogue between project leaders and the work order assigner.

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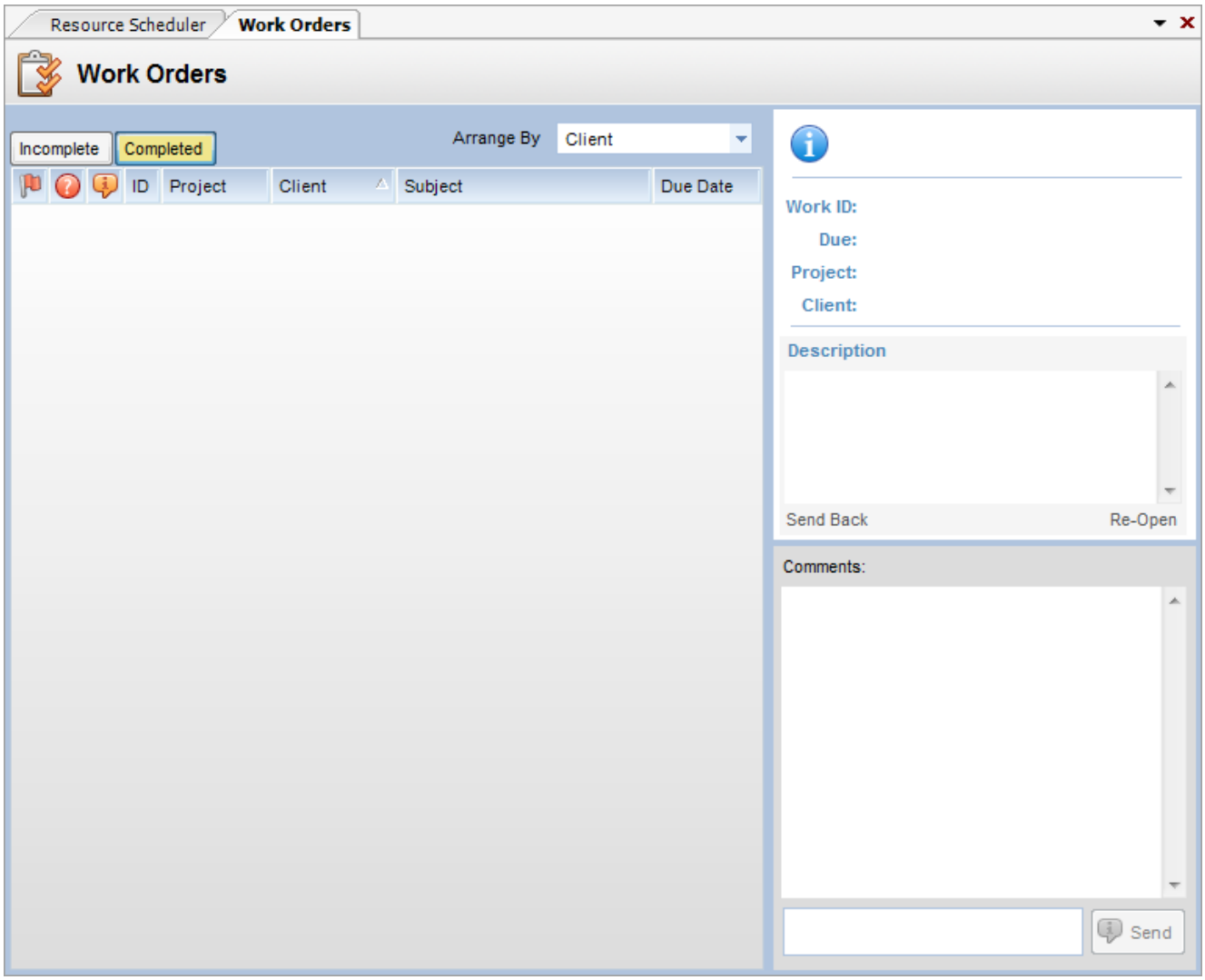

4.4.7.1 Work Order Detail

Overview

The Work Order Detail Screen is where the detail for a work order is entered. It is accessed by clicking on the *New* button in the Work Orders screen, or by double-clicking on a work order in the Navigator List.

Field Descriptions Below

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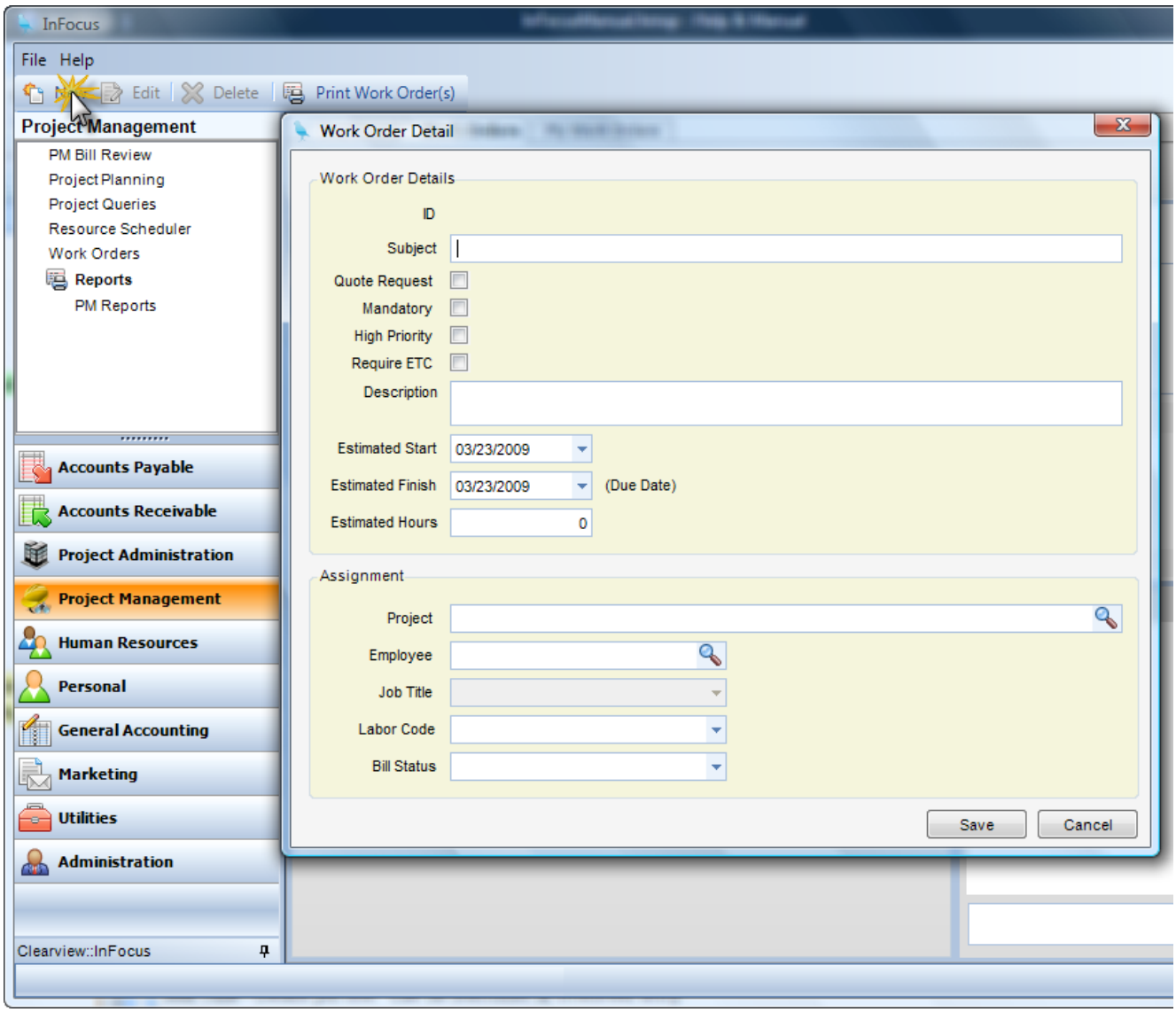

- **ID** - Work order identification number. System generated. Read only.
- **Subject** - Subject line of work order
- **Quote Request** - When checked, the work order is a request for a quote.
- **Mandatory** - When checked, the work order cannot be rejected by the assigned employee.
- **High Priority** - When checked, will display as a high priority in work order list.
- **Require ETC** - When checked, the assigned employees must enter an Estimate to Complete when the work order is referenced in timesheets.
- **Estimated Start** - Estimated start date of work order
- **Estimated Finish** - Estimated completion date of work order
- **Estimated Hours** - Estimate hours required for work order.

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- **Project** - WBS for which the work order is intended.
- **Employee** - Assigned employee.
- **Job Title** - Default job title. Can be overridden at timesheet entry.
- **Labor Code** - Default labor code. Can be overridden at timesheet entry.
- **Bill Status** - Default bill status. Can be overridden as timesheet entry.

4.4.7.2 How To

4.4.7.2.1 Create a New Work Order

Overview

How to create a New Work Order.

Step 1 - Click the *New* button located in the toolbar. A Work Order Detail box will appear.

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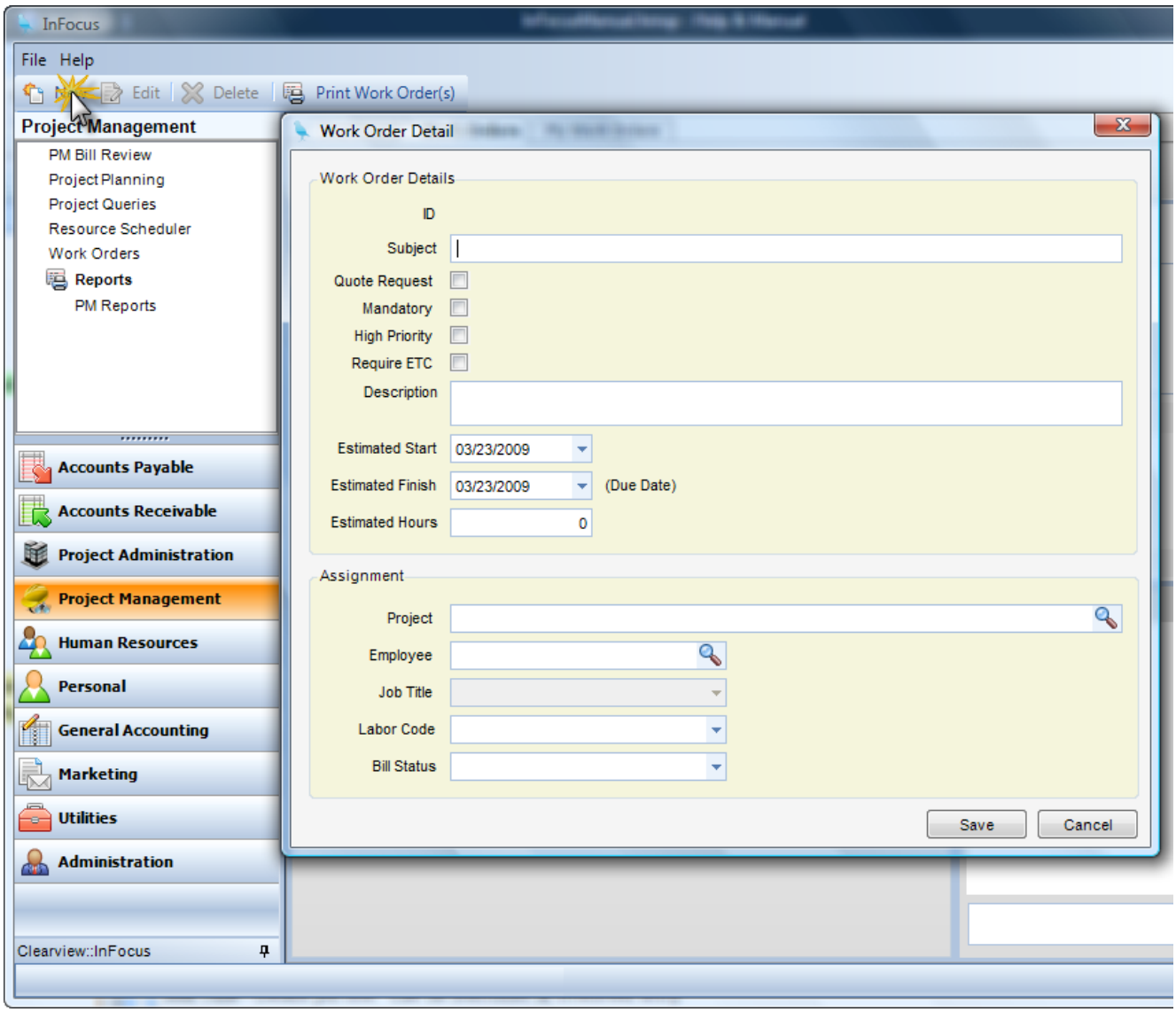

Step 2 - Fill out the appropriate information for the Work Order. Click *Save*. The Work Order will now be in the system.

4.4.8 Reports

4.4.8.1 PM Reports

Overview

There are 22 system PM Reports:

1) **Accounting Summary -** Summarized project metrics by General Ledger account.
2) **Accounting Transactions -** Itemizes project transactions grouped by General Ledger account.
3) **Expense Transactions -** Shows detailed non-labor expense transactions.
4) **Labor Transactions -** Shows detailed timesheet transactions.
5) **Market Analysis -** Summarized project metrics by market sector. When sorted by market sectors, this report will apply the market sector factor as established in the project setup to all metrics.
6) **Project Backlog -** This project calculates backlog (contract, less billed, less WIP). Used only when

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using revenue recognition to create General Ledger entries for WIP per project. For all other cases, use Custom Report Contract Backlog.

7) **Project Budget Analysis (Bill Amount) -** Compares Project Budget Amounts to Project Actuals at the billable rate (effort).
8) **Project Budget Analysis (Cost Amount) -** Compares Project Budget Amounts to Project Actuals at the cost rate. For labor transactions, cost is either pay rate, or job cost rate depending on the the configuration in Global Settings.
9) **Project Cost Detail (Single Period) -** Cost transactions for a single period of time.
10) **Project Cost Detail (Two Periods) -** Cost transactions for two periods of time.
11) **Project History -** Five-section report that includes labor transactions for two periods of time, an ODC section for two periods of time, consultant transactions for two periods of time, budget amounts, and billing amounts (current and inception to date). Cost transactions are at pay rate.
12) **Project History (Job Cost) -** Same as Project History except cost transactions are shown at the job cost rate.
13) **Project Invoices -** Invoices broken down by metric type.
14) **Project Plan -** Budgetary information summarized at the allocation level (Job Title for Labor; Expense Code for Non-Labor) derived from Project Planning.
15) **Project Profit -** Summarized project metrics show project profitability. WIP on this report is calculated using general ledger entries against a WIP account.
16) **Project Profit (Non G/L) -** Summarized project metrics show project profitability. WIP on this report is calculated using transactions with a billing status of R or H.
17) **Resource Schedule -** This report shows scheduled work for a period of time. Its intent is to show upcoming work.
18) **Schedule Analysis (Bill Rate) -** This report compared scheduled Work-to-Date versus Payroll Labor Cost-to-Date. Non-labor items use cost amount.
19) **Schedule Analysis (Job Cost Rate) -** This report compares scheduled Work-to-Date versus Job Cost Labor-to-Date.
20) **Schedule Analysis (Pay Rate) -** This report compared scheduled Work-to-Date versus Job Cost Labor-to-Date. Non-labor items use marked up amount.
21) **Unbilled Charges -** Project cost transactions with a billing status of R or H summarized at the payee level (employee/vendor).
22) **Unbilled Charges (Detail) -** Project cost transactions with a billing status of R or H summarized to the transaction date level.

4.5 Human Resources

4.5.1 Benefit Accrual

Overview

The purpose of Benefit Accrual is to accrue benefits. This means that as time passes, an employee accumulates sick, vacation, PTO time etc. Once the time is accumulated, InFocus tracks the amount of time used for these benefit types. To learn more about this applet, check out the video tutorial on our website (www.clearviewsoftware.net)

- Add a New Employee Button (left of screen) / Add a Manual Benefit Button (right of screen)

- Delete Employee Button (left of screen) / Delete Benefit Transaction Button (right of screen)

- Import Employees Button

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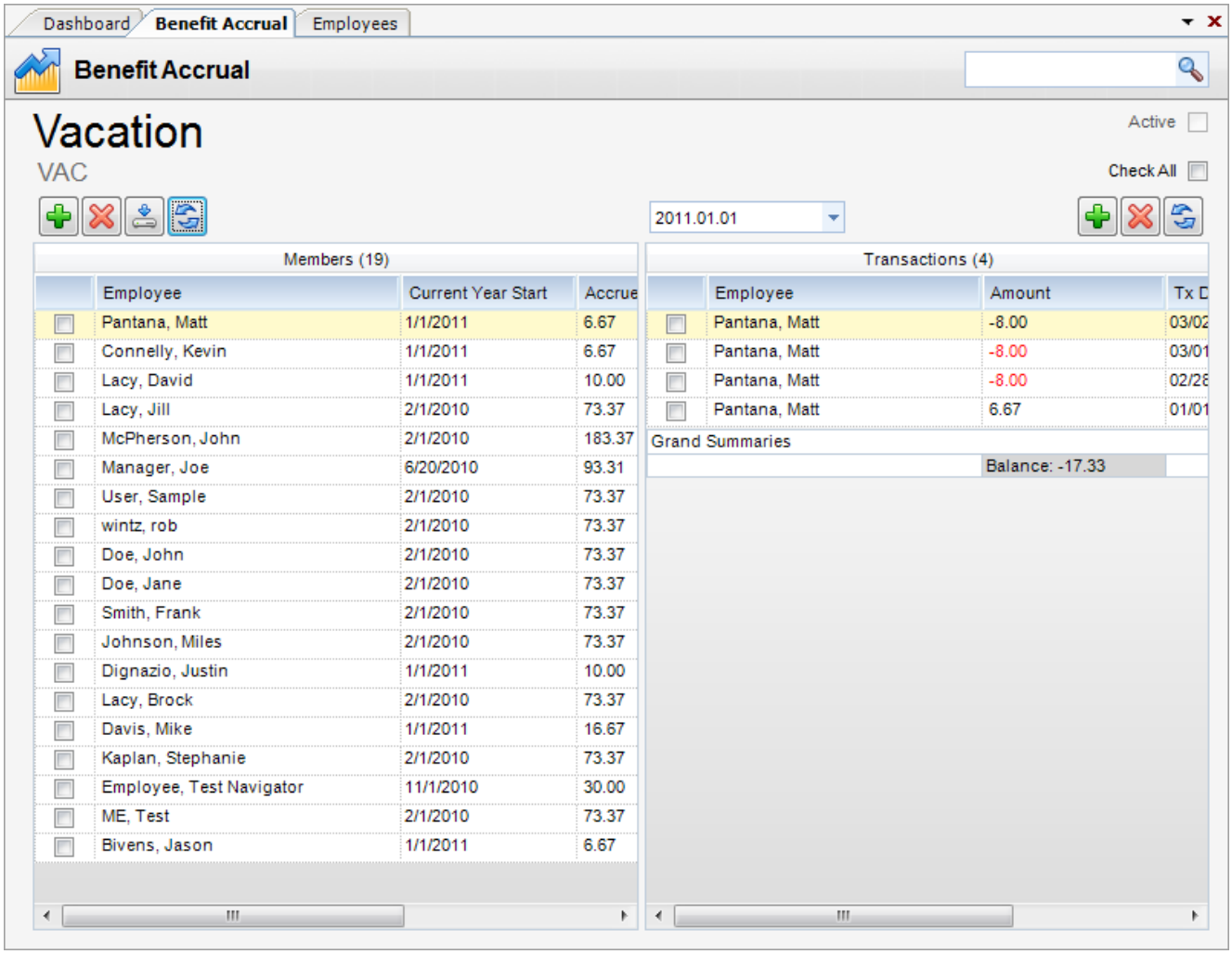

(Fig.1)

4.5.1.1 Accrual Schedule

Overview

The Benefit Schedule allows a user to create a schedule and use it on multiple projects without having to enter the same information multiple times. Also, this allows for a user to establish "tiers". Tiers allow for setting a time frame that includes a certain number of Accrual Hours. Once an employee reaches the next tier, they begin to accrue that level of Accruable time. To learn more about this applet, check out the video tutorial on our website (www.clearviewsoftware.net)

A Benefit Accrual Schedule is optional to use when Benefit Accrual. It is added when you go through the setup of Benefit Accrual By clicking *Accrual Schedule* button on the toolbar (Fig.1). You can also apply a schedule for individual employees. When on the main screen, pull up the indirect projects (If you have imported the employees affected by this accrual, you will see a list of employees). Double-click on the employee (Fig.2) and you will get the pop-up seen in Fig. 3. Make the appropriate selections and click *Save*.

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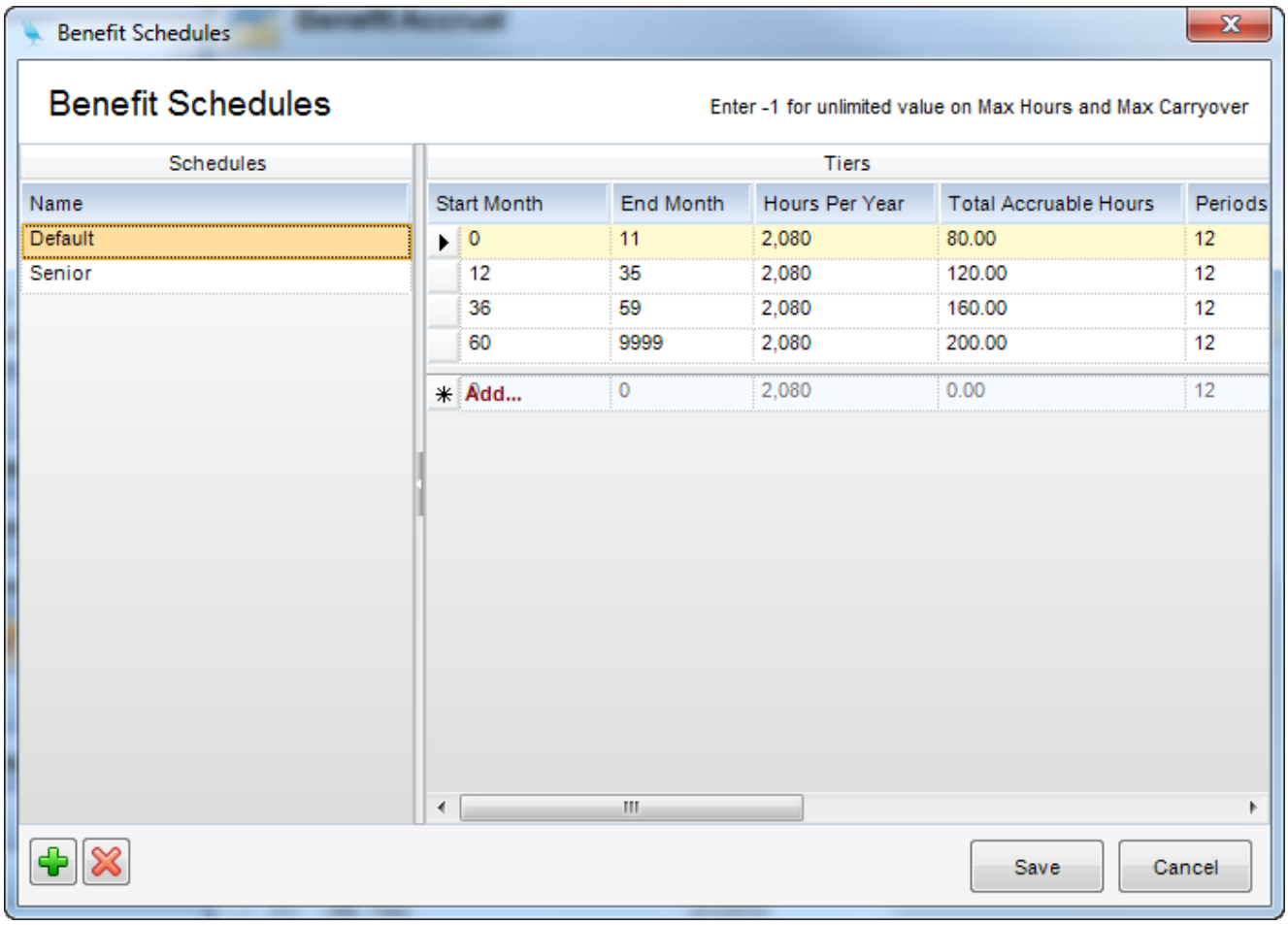
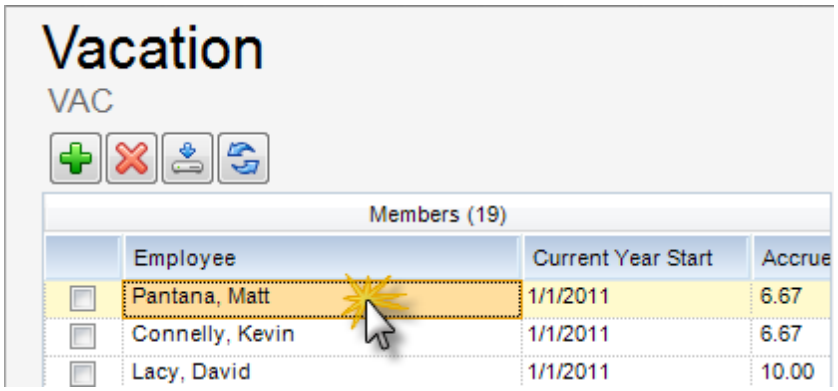


(Fig.1)



(Fig.2)

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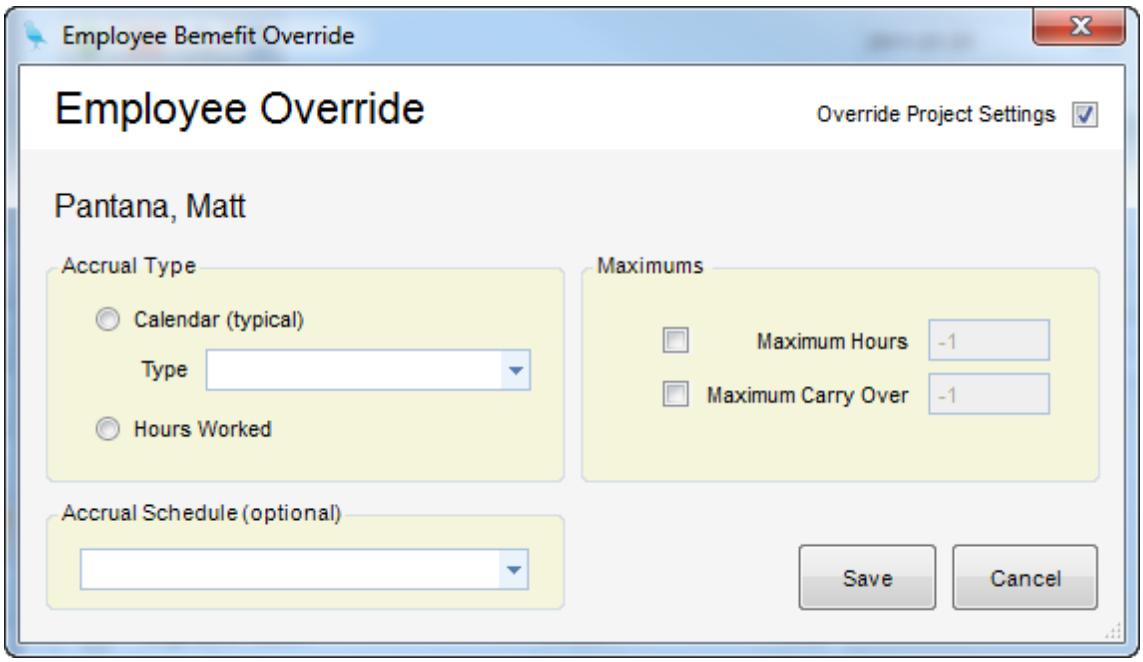
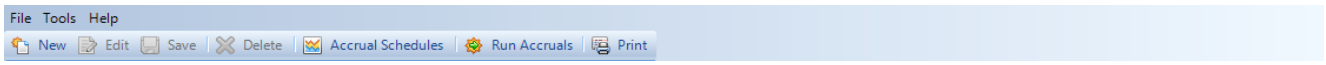


(Fig.3)

4.5.1.2 Toolbar

Overview

The Benefit Accrual toolbar gives the user (if given appropriate permissions) various capabilities within the Benefit Accrual applet. Below is a list of those capabilities.



Buttons

- **New -** Creates a new Benefit Accrual.
- **Edit -** Allows the user to edit the initial setup of the current Benefit Accrual.
- **Save -** Saves the current Benefit Accrual changes that have been entered.
- **Delete** - Deletes the current Benefit Accrual.
- **Accrual Schedules -** Brings up a list of Accrual Schedules,
- **Print -** Prints the loaded projects settings and members. The report is also accessible from Custom Reports.

4.5.1.3 How To

4.5.1.3.1 Run Accruals

Overview

How to run Accruals. To learn more about this applet, check out the video tutorial on our website (www.clearviewsoftware.net)

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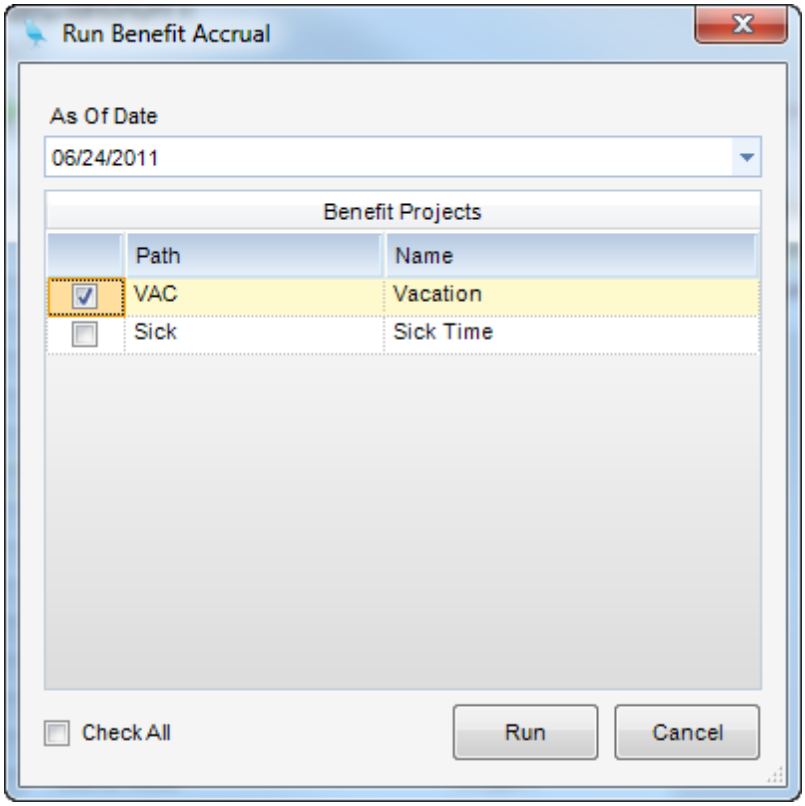
- **Step 1** - Make sure that your indirect projects have been set up appropriately. See "Add a New Project to Benefit Accrual".
- **Step 2** - Click *Run Accruals* located on the toolbar (Fig.1).
- **Step 3** - Select the projects to be accrued.
- **Step 4** - Click *Run.*

(Fig.1)



(Fig.2)

4.5.1.3.2 Add a New Project to Benefit Accrual

Overview

How to add a project to Benefit Accrual. To learn more about this applet, check out the video tutorial on our website (www.clearviewsoftware.net)

- **Step 1** - Click *New* (Click Edit if you would like to make a change to an previously created benefit) on the toolbar located on the toolbar in the Benefit Accrual applet.
- **Step 2** - Select a project for the benefit time to be applied to. In Order to add a project to benefit accrual, the Charge Type of the project must be Indirect.

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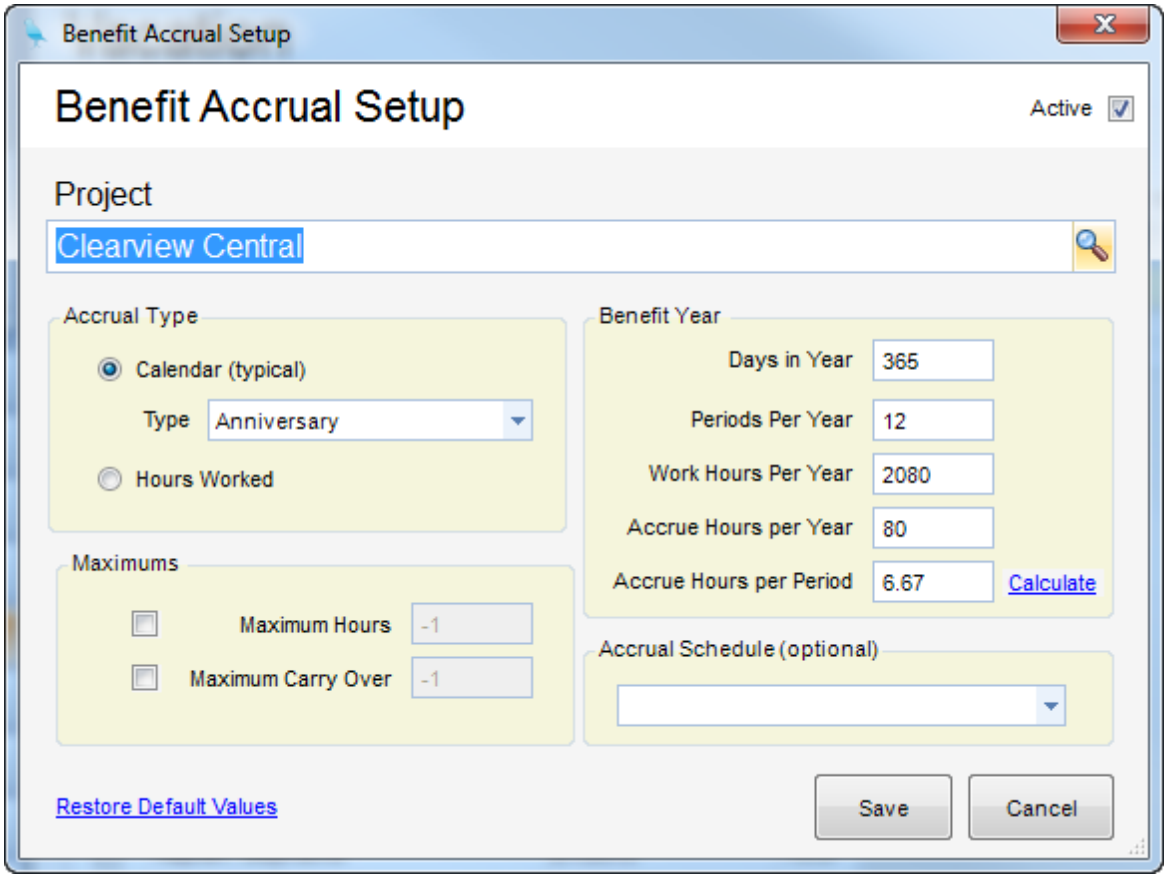
- **Step 3** - Fill out the remaining fields in the pop-up (descriptions below).
- **Step 4** - Click *Save.*



Selection Descriptions

Accrual Type - When an employee is awarded benefit hours. The Accrual types look at the Accrue Date (Hire date if no Accrue Date Entered) to base the accrual on when calculating. These dates are located in the Employees file on the Company tab.

- **Calendar -** Accrues over the course of a year. Options are Anniversary, Calendar, and Fiscal Year.
- **Hours Worked -** Accrues after an employee works a specified number of hours.

Maximums - Specifies the maximum hours that are allowed to be accrued and the maximum number of hours that can be accrued from one year to the next.

Benefit Year - Where you configure the year associate with the accrual.

- **Days in Year -** Number of days in accrual year.
- **Periods Per Year -** Number of periods in accrual year.
- **Work Hours Per Year -** Number of Work hours in accrual year.
- **Accrue Hours Per Year -** Number of accrue hours awarded in accrual year.
- **Accrue Hours Per Period -** Number of accrue hours awarded in period. (Calculation = Accrue Hours Per Year / Periods Per Year)

Accrual Schedule - Where you associate an accrual schedule with the project.

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4.5.2 Diluted Pay Rates

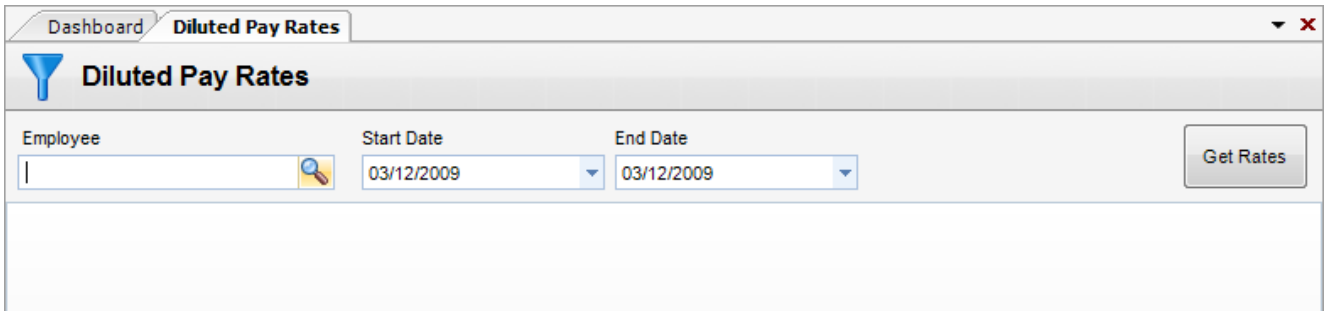
Overview

Diluted pay rates are for salaried people whose salary amount is divided by the number of hours worked in a given pay period. This option can be used in place of the standard average cost rate currently used for pay rate in Infocus. When labor is entered into time sheets, it first uses the average pay rate. After the time sheets for a given period have been submitted and approved, the pay rates utility for that period of time would be run. It will establish diluted pay rates for each day and person within that period. It will also go back and recalculate pay amounts for time sheets for the specified date range.

By default, when you establish a pay rate for a salaried employee (Human Resources / Employees / Job Titles Tab), the average pay rate is used (typically the annual salary divided by 2080 hours).
To recalculate rates for salaried employees with non-overtime time entry, the user can run the Diluted Pay Rates utility after timesheets have been approved. When calculated, the employee salary per period amount is divided by the number of hours worked (excluding overtime), and the resultant rate is then applied to timesheets.

For example, an employee earning $1,000/week would have an average pay rate of $25/hr based on a 40 hour work week. If, in a given work week, the employee worked 50 hours, the diluted pay rate would be $1000/50 or $20/hr.

Field Descriptions Below



Fields

- **Employee -** The lookup control allows the user to pull up an individual employee.
- **Start Date -** The start date of the pay period to which diluted pay rates should be applied.
- **End Date -** The end date of the pay period to which diluted pay rates should be applied.
- **Get Rates -** Applies and displays the diluted pay rate for the date range selected.

Note - This is done after the Calculate Diluted Rates tool is completed in the toolbar.

4.5.2.1 Toolbar

Overview

The Diluted Pay Rates toolbar gives the user (if given appropriate permissions) the capability to calculate diluted pay rates.

Field

- **Calculate Diluted Rates -** By clicking the button, a pop-up will ask for information to calculate diluted pay

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rates. See How to Calculate Diluted Pay Rates to understand more. Diluted pay rates are pay rates calculated for salaried employees over a given pay period. These rates are based on the number of hours for the period.

4.5.2.2 How To

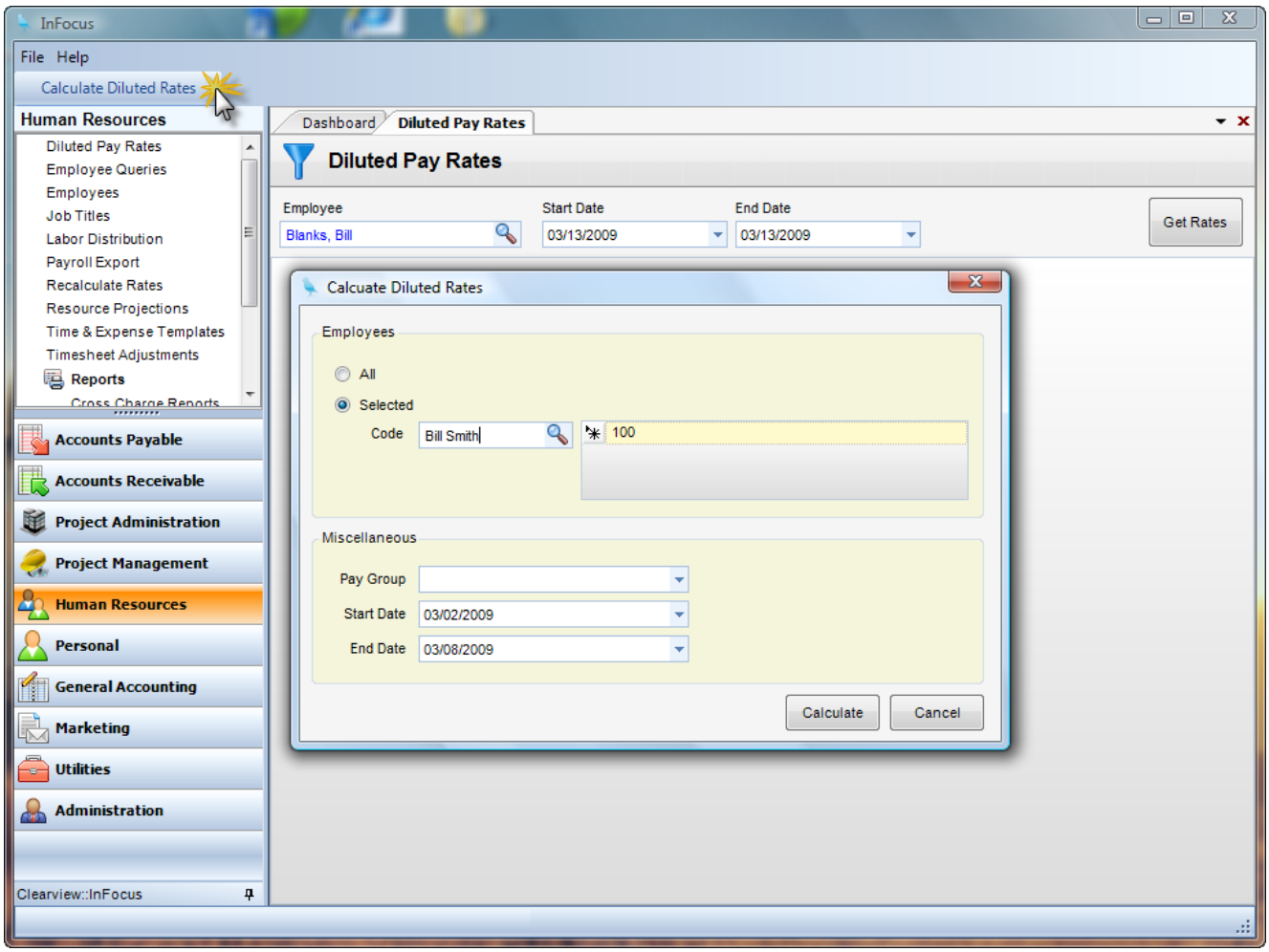
4.5.2.2.1 Calculate Diluted Rates

Overview

How to Calculate Diluted Pay Rates.

Step 1 - To establish a pay rate for a salaried employee (Human Resources / Employees / Job Titles Tab), the average pay rate (usually the annual salary divided by 2080 hours) is used.

Step 2 - In the Diluted Pay Rates applet, click Calculate Diluted Rates (located on the toolbar). Choose All Employees (or a specific employee) and a Date Range. Click Calculate. This will automatically calculate the diluted pay rate for the time period.



Step 3 - To see or override the rates for an individual employee, go to the Diluted Pay Rates applet. Select the employee, choose the date range, and click Get Rates.

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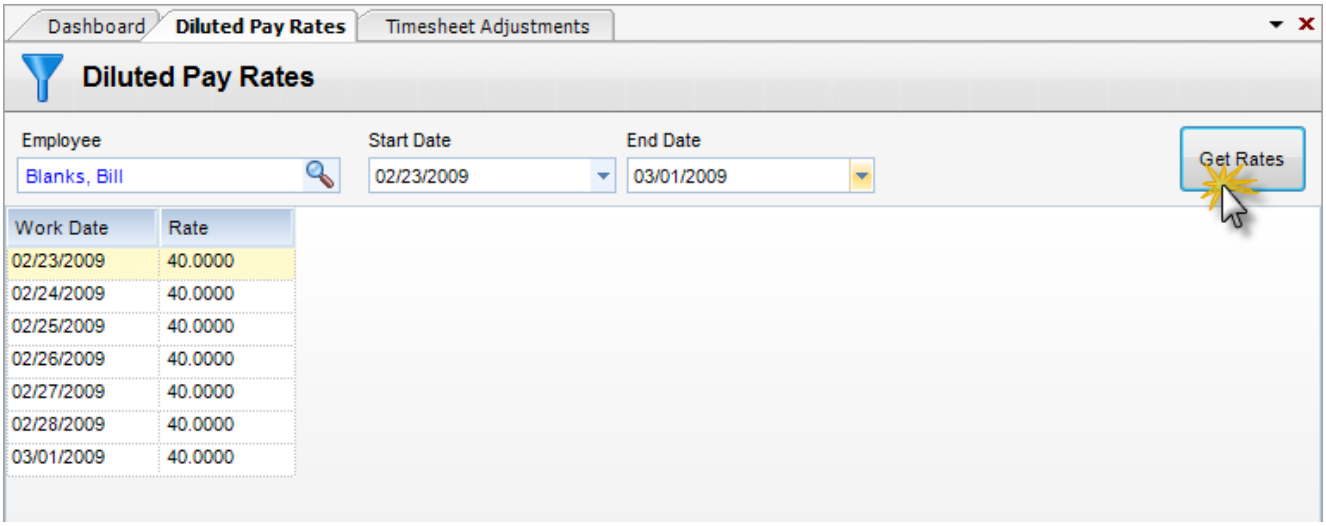

4.5.3 Employee Queries

Overview

There are seven query applets in InFocus: Client, Contacts, Firms, Opportunities, Vendors, Projects, and Employees. The Query tool allows the user to define lists of data, based on a user-query definition. The list can then be used to navigate to the individual records within the list or can be exported to Excel.

To create a query, right-click in the Query List box (located in the upper left part of the Query applet screen). A Query Design screen will appear.

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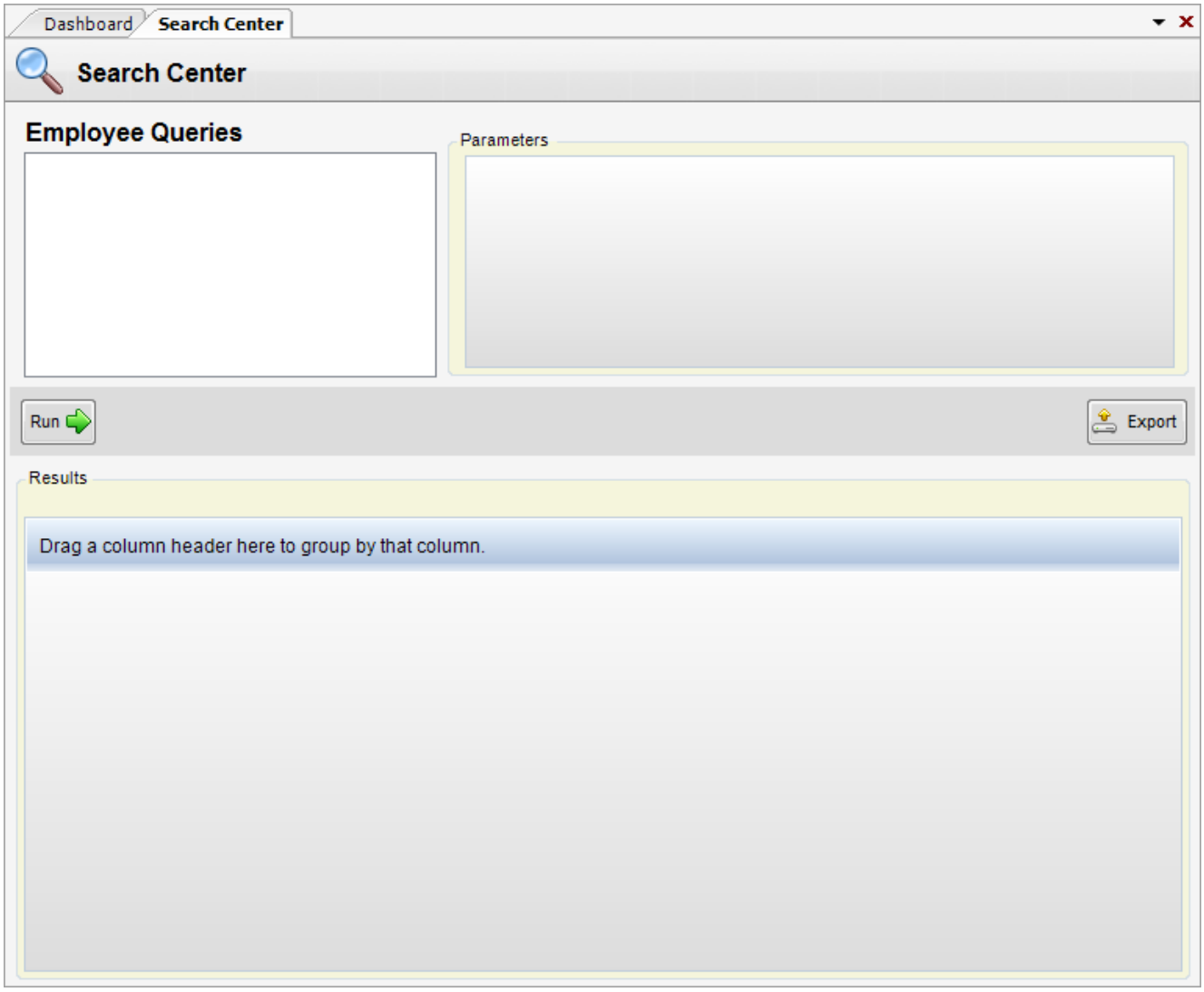

4.5.3.1 Definitions Tab

Overview

The Definition Tab

Name - Name of query as it will appear to user. Must be unique.

Type - Query type. There are three choices; *personal, private* and *public.* Personal queries are visible only to the user who designs them. Private queries are available only to users who have permission to view private queries. Public queries are viewable by everyone. The type of query a user is allowed to create depends on permissions.

Use manual filter - When checked, the user can enter a manual filter. This is an advanced option. Manual filters are *SQL Where* clauses.

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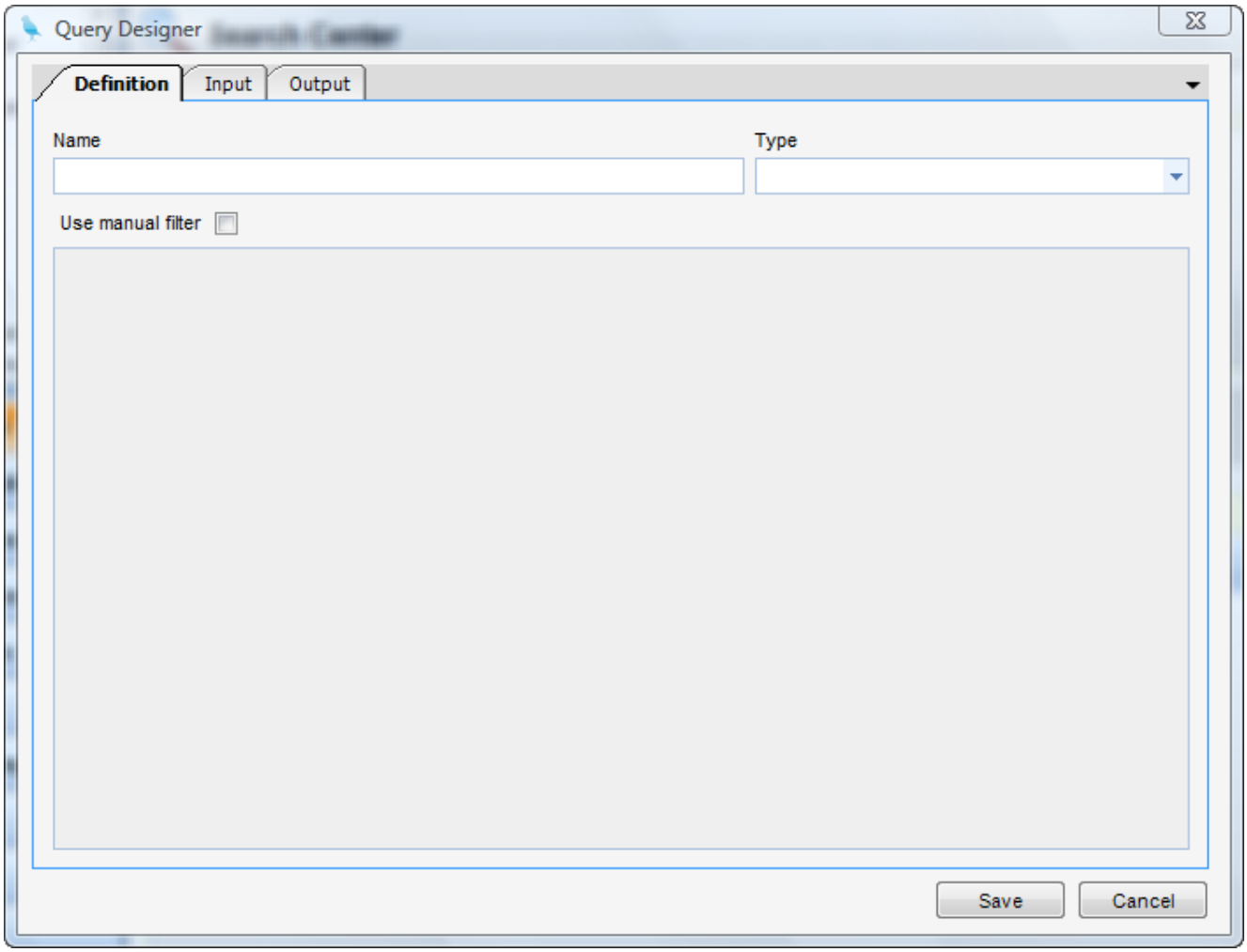

4.5.3.2 Input Tab

Overview

Input parameters and filters for a query are specified in the Input tab. An input parameter prompts a user for values of fields by which to filter or limit the query. A filter is a predefined limit to the returned data for which the user is not prompted.

Column Descriptions Below

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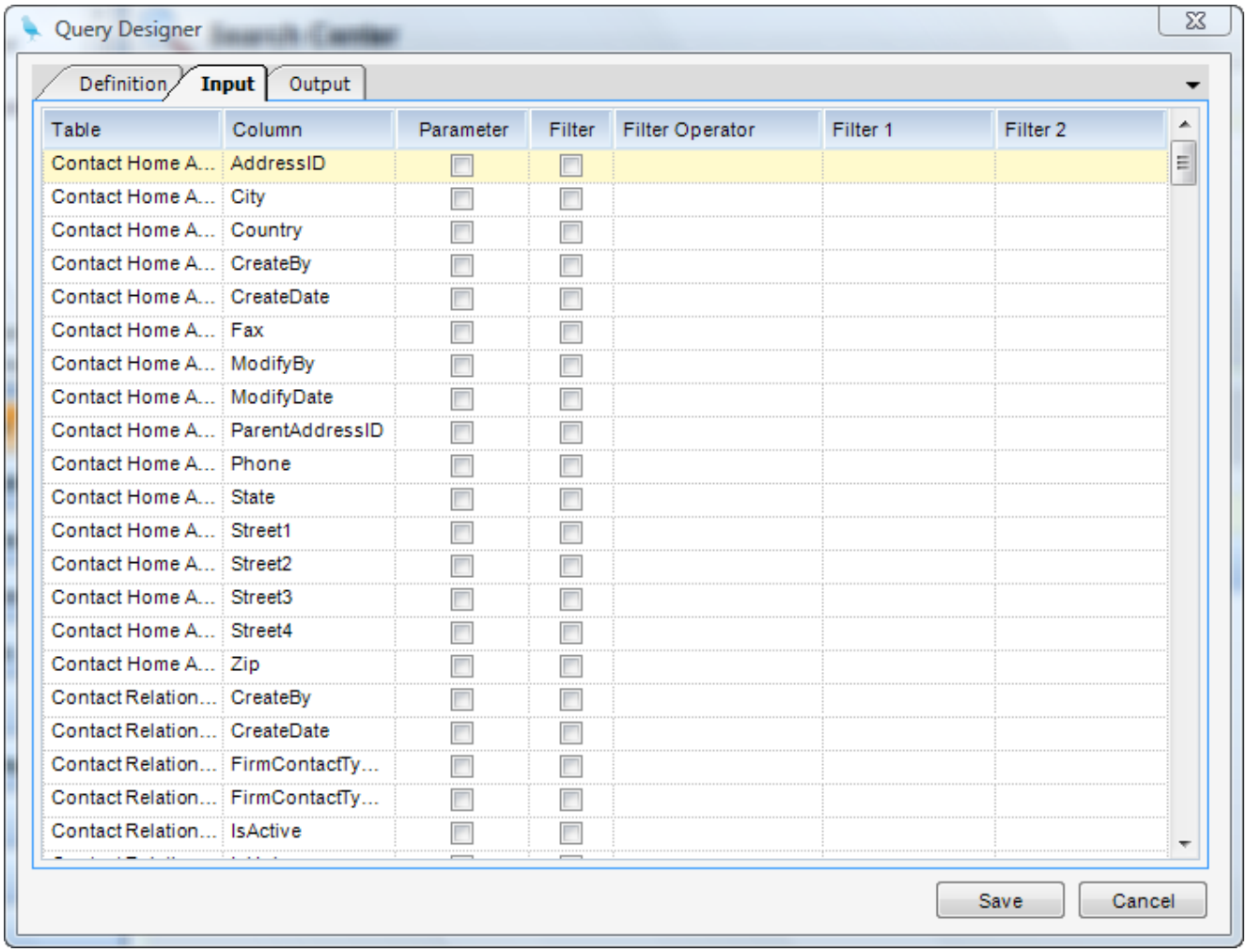

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Parameter - When checked, this column will appear as a prompt.

Filter - When checked, the result set will be filtered by this column using the following three fields to define the filter:

- **Filter Operator** - Choices are =,<>,>,<,>=,<=,*between,* and *is not null*. *Is not null* is synonymous with a blank or empty field.
- **Filter 1** - Used with all filter operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range
- **Filter 2** - Used only with the *between* operator. This represents the upper range.

4.5.3.3 Output Tab

Overview

The Output tab defines what columns appear in the result set.

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Column Descriptions Below

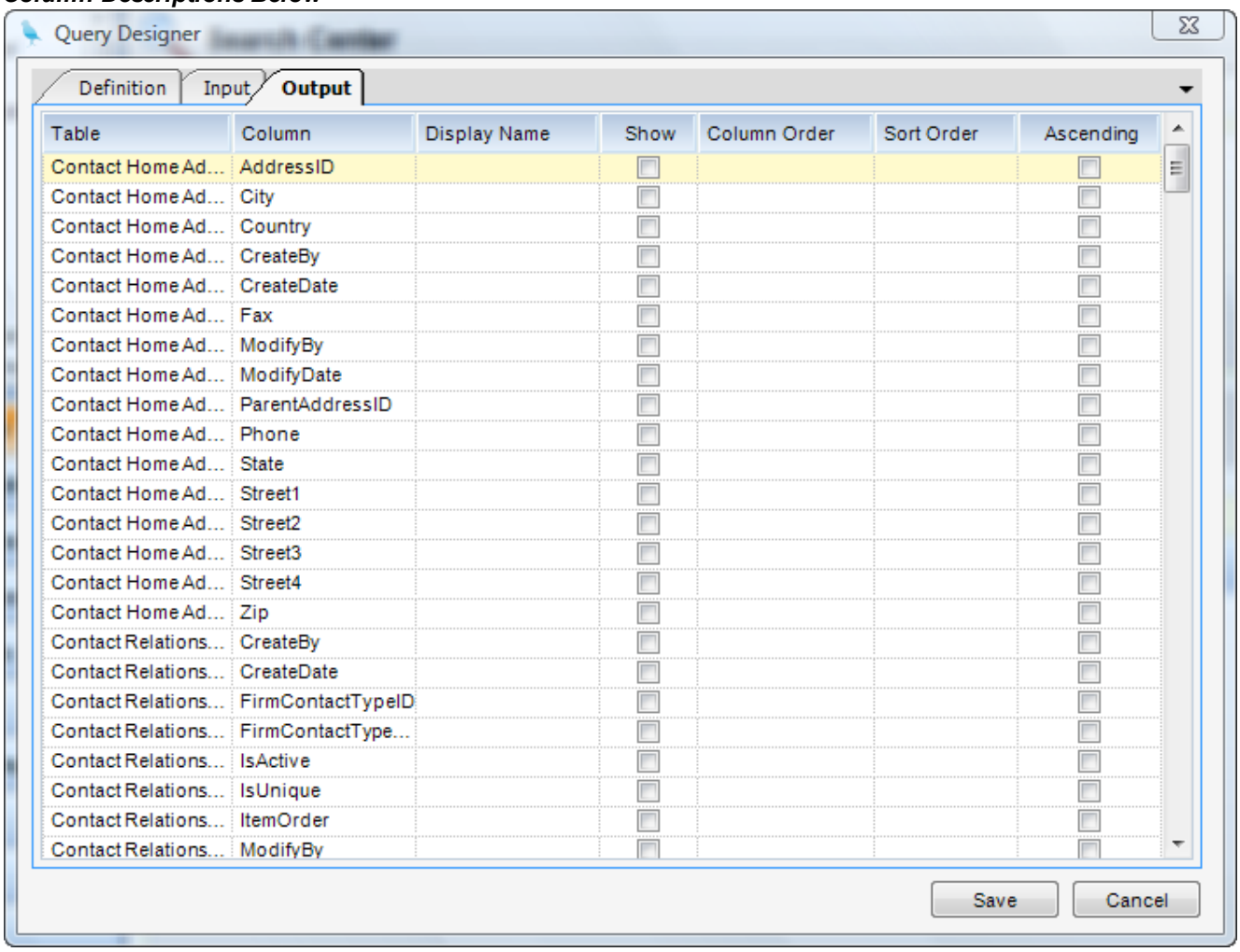

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Display Name - Column name that should be used in result set. If left blank, InFocus column name will be used.

Show - When checked, column will appear in result set.

Column Order - Numerical order from left to right where column appears in result set.

Sort Order - Numerical sort precedent for sorting the result set. For example, to sort by state then city, put a 1 on the State row, and a 2 on the City row.

Ascending - When checked, data is sorted in ascending order (if a sort order ID is specified). Otherwise, descending order is used.

4.5.3.4 Toolbar

Overview

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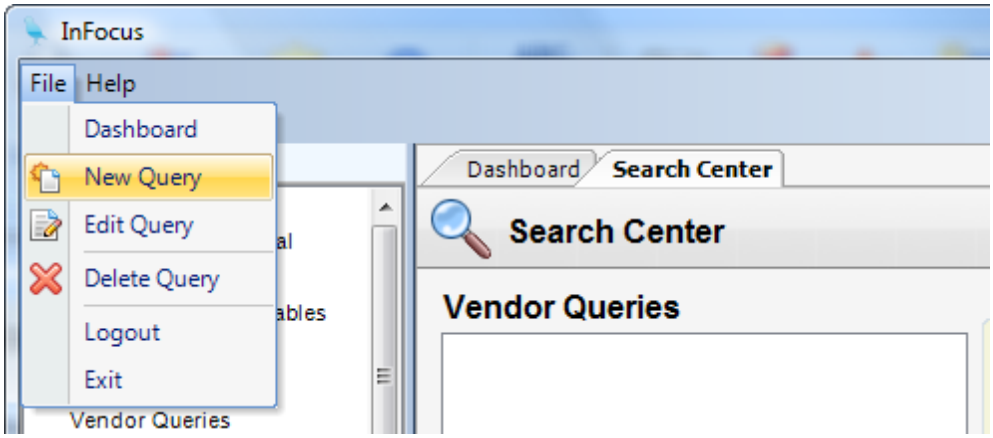
New Query, Edit Query, and Delete Query functions are accessed through the Vendor Queries toolbar.



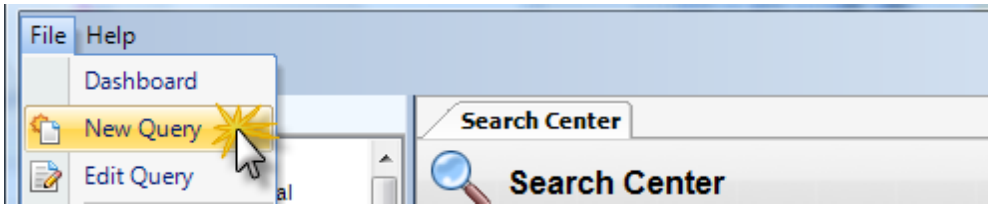
4.5.3.5 How To

4.5.3.5.1 Create a Query

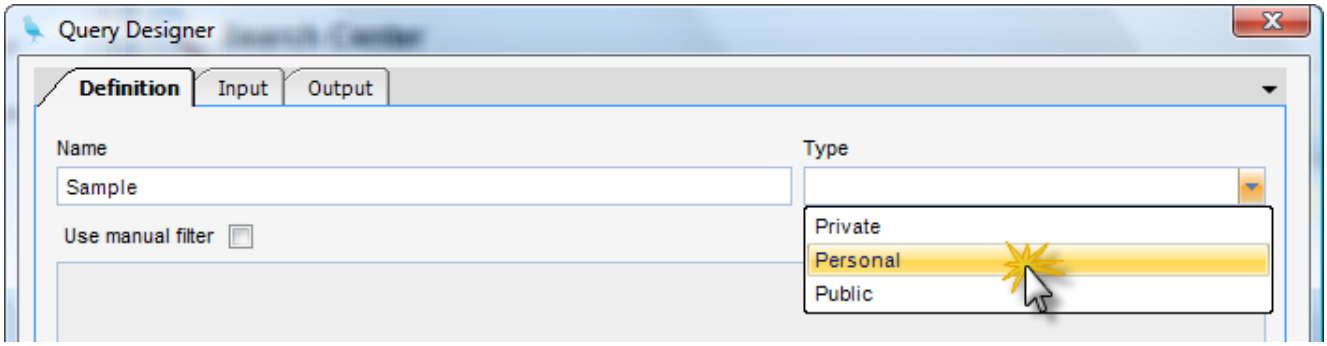
Overview

How to Create a Query.

Step 1 - Select New Query from the toolbar.



Step 2 - Fill out the Definition Tab with the appropriate information.



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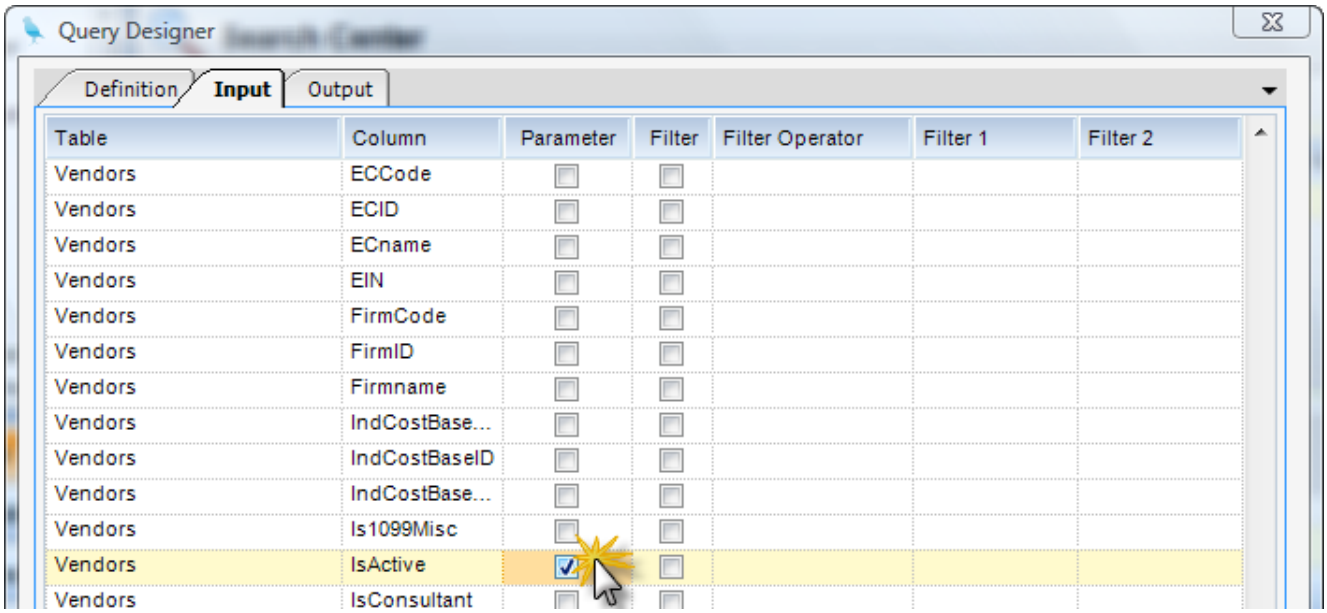
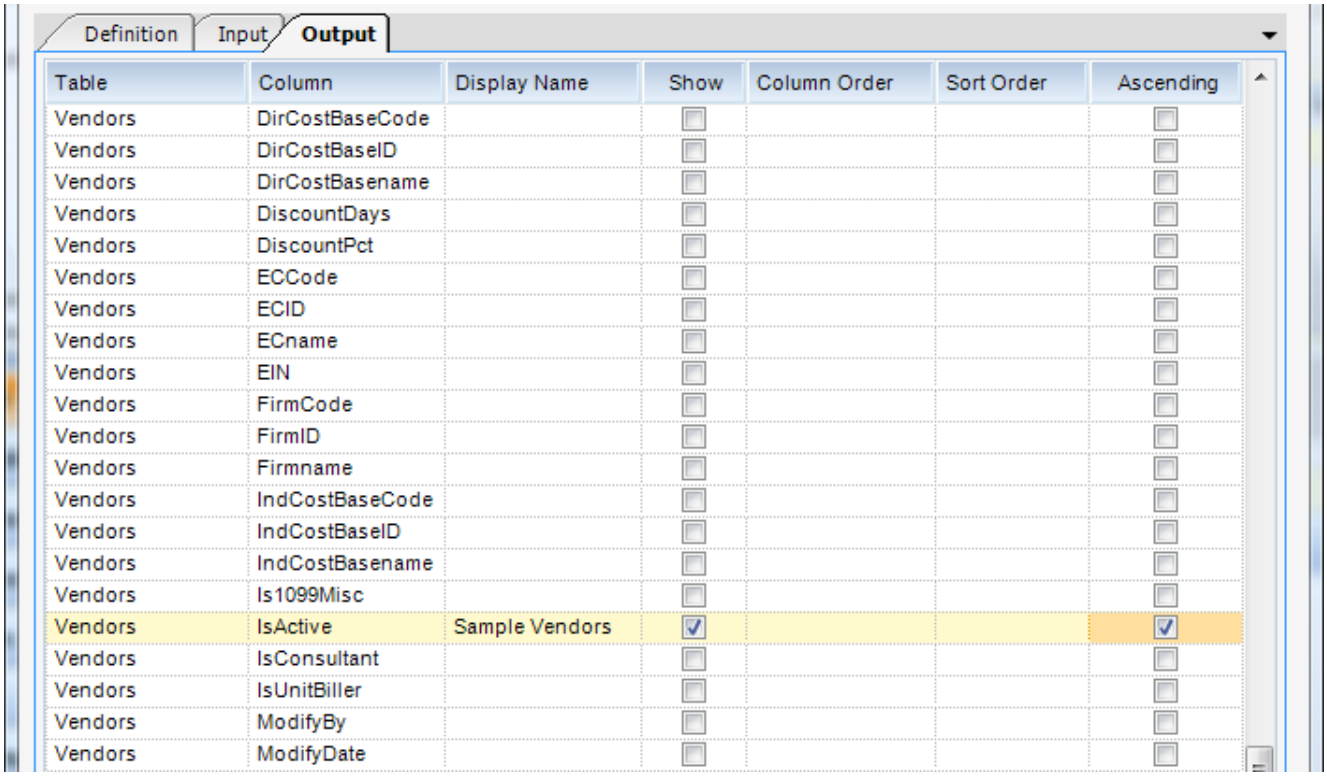
Step 3 - Choose the appropriate parameters within the Input Tab.



Step 4 - Choose the appropriate parameters within the Output Tab.



Step 5 - Click *Save*

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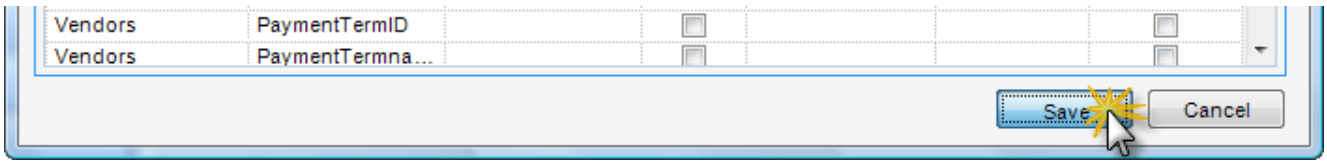
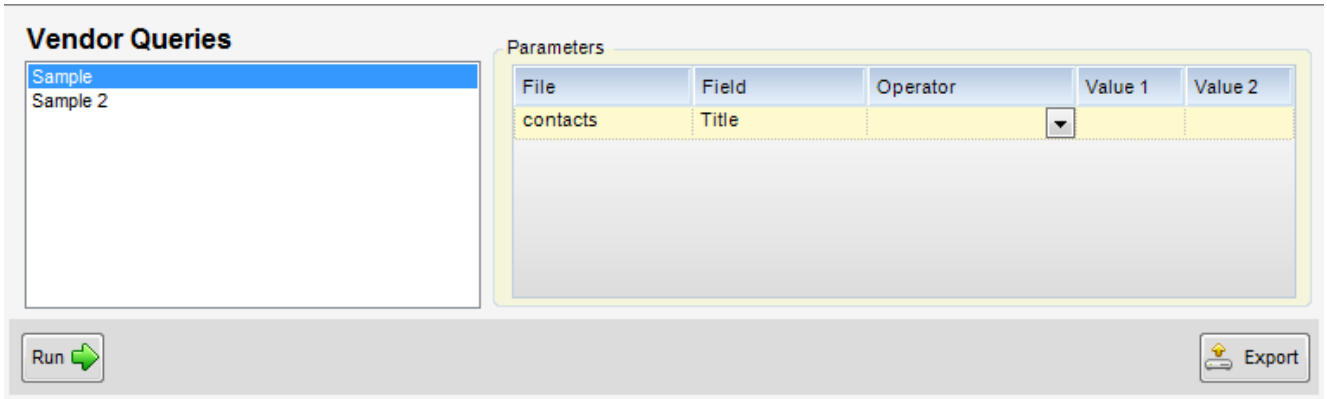


Step 6 - Now your Query will appear in the Query List.



4.5.3.5.2 Run a Query

Overview

How to Run a Query.

To run a query, select it in the Query List. If the query has input parameters defined, prompt lines will appear in the parameter grid.

File - InFocus table name. See data dictionary for more information.

Field - InFocus column name. See data dictionary for more information.

Operator - Choices are =,<>,>,<,>=,<=,*between, is not null. Is not null* is synonymous with a blank or empty field.

Value 1 - Used with all operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range.

Value 2 - Used only with the *between* operator. This represents the upper range.

Clicking on the Run button will cause the Results tab to fill, based on the query definition. If the result sets contain any key fields, they will appear like an internet hyperlink (underlined and in blue). Click on the associated master file screen to launch with the associated record filled in. The primary key fields are Vendor Code, Client Code, Project Path, and Employee Code.

Dragging a result column to the area above the results grid will group the results in a hierarchical manner.

Clicking on the Export button results in a prompt for a filename (the Excel file to which the result set is exported). If the results set was groups, the grouping will be preserved in the export.

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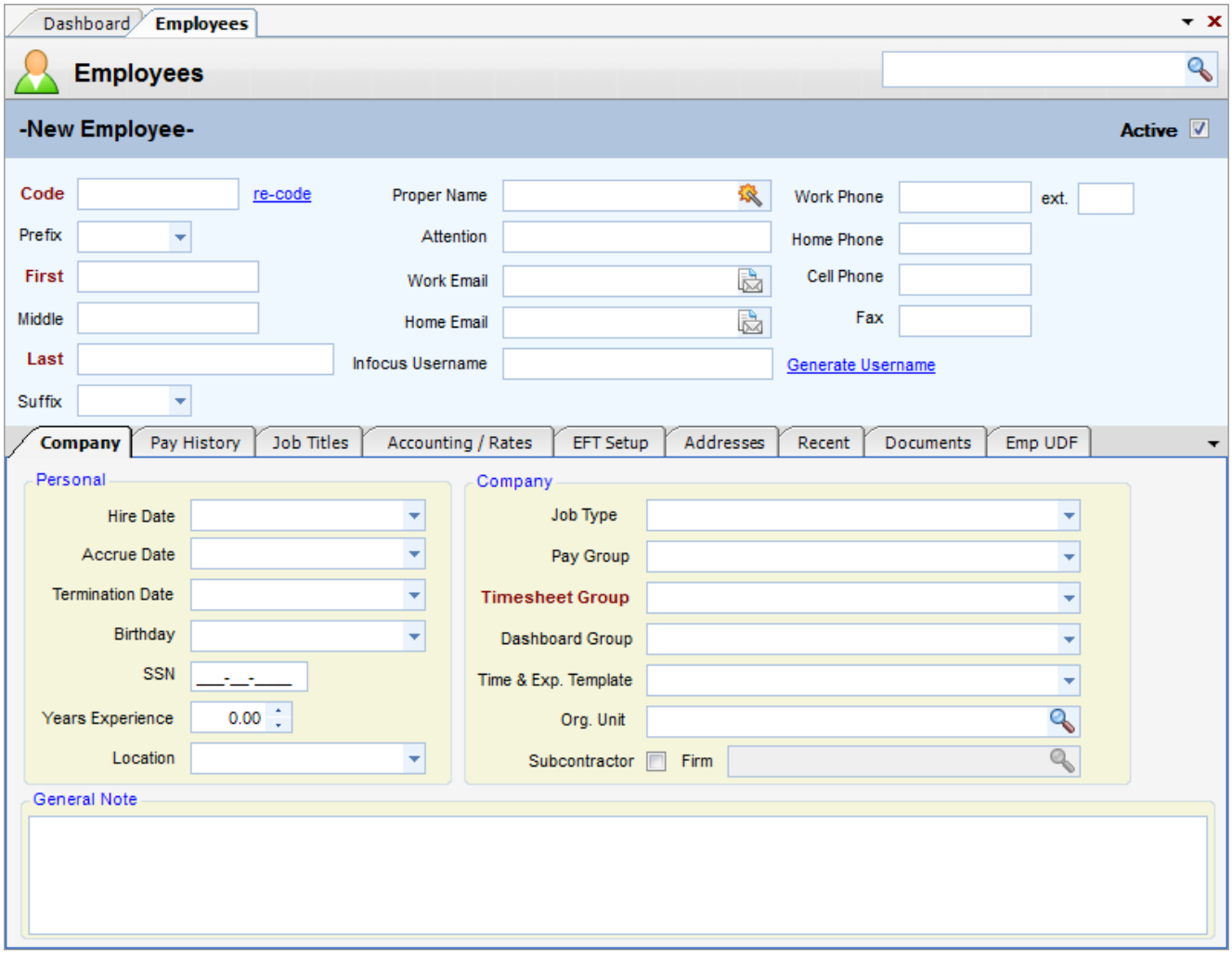
4.5.4 Employees

Overview

Employees and sub-contractors are entered in employee setup. These are the only items against which time sheets can be entered. *InFocus* is licensed based on active employee count (sub- contractors count as employees).



4.5.4.1 Header

Overview

Employees and sub-contractors are entered in employee setup. These are the only items against which time sheets can be entered. *InFocus* is licensed based on active employee count (sub- contractors count as employees).

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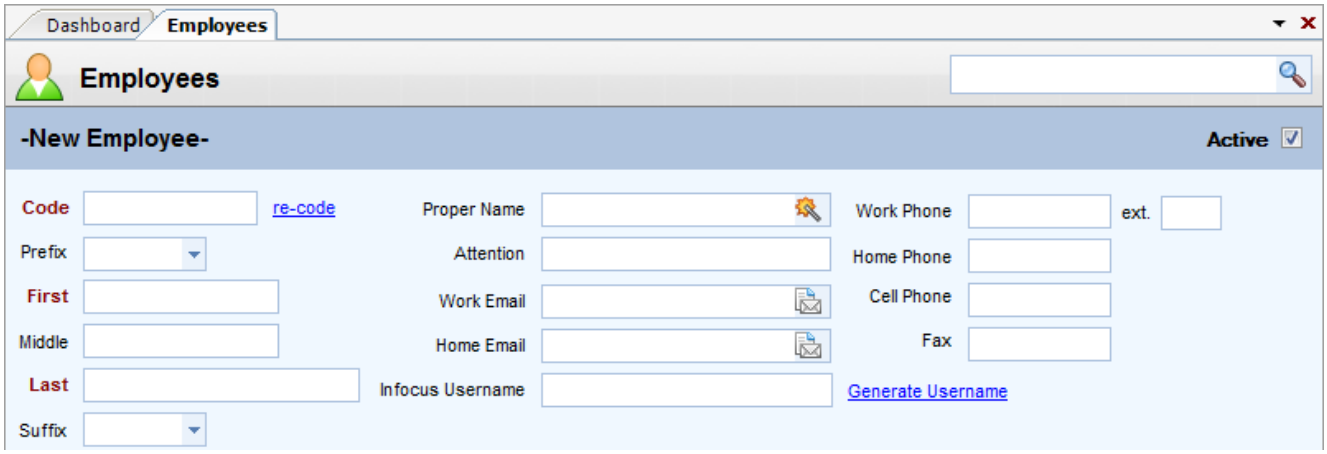

The following information to be filled out is located in the header portion of the Employees Applet. * indicates required fields to save.

- ***Code** - Employee code. Must be unique.
- **Prefix** - Prefix
- ***First** - Employee first name
- **Middle** - Employee middle name
- ***Last** - Employee last name
- **Suffix** - Employee name suffix
- **Proper Name** - Employee proper name.
- **Attention** - Attention line.
- **Work Email** - Work email
- **Home Email** - Home email
- **InFocus User Name** - InFocus login name. Clicking on Generate Username will auto-construct the login name.
- **Work Phone** - Work phone
- **Ext.** - Work extension
- **Home Phone** - Home phone
- **Cell Phone** -Cell phone
- **Fax** - Fax number

Active - Check this box to make this an active employee. This will make the employee available for transactions and assignments.

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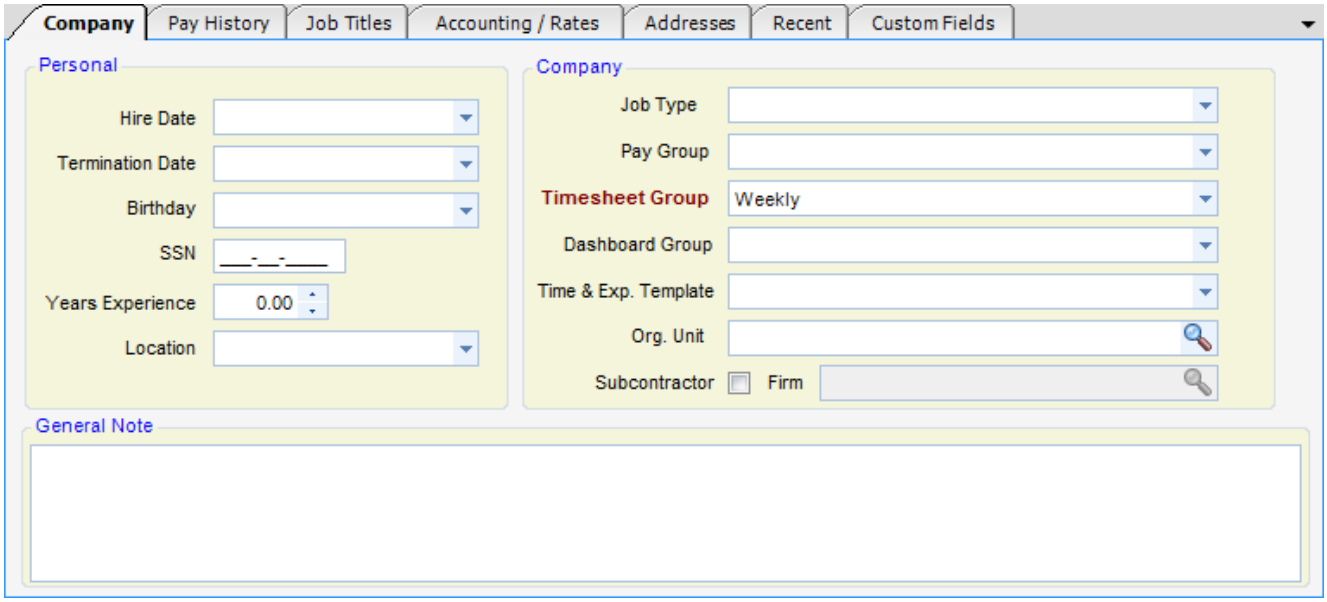
4.5.4.2 Company Tab

Overview

The Company Tab (Field Descriptions Below)



The following information to be filled out is located in the Company Tab of the Employees Applet. * indicates required fields to save.

Personal

- **Hire Date** - Employee hire date. Informational only
- **Termination date** - Employee termination date. Informational only
- **Birthday** - Employee date of birth. Informational only
- **SSN** - Employee social security number. Will print as EIN on 1099 - Misc.
- **Years Experience** - Informational only
- **Location -** Contains the location of the company

Company

- **Job Type** - There are four choices of job types: Principal-in-Charge, Project Manager, and Project Accountant. These give special access rights in various areas of the application. Within the *Projects* applet, Project Accountants can see all projects. Principals-In-Charge can see projects where they are the principal or project manager. Project Managers can see only projects where they are the project manager. Employees with no job type in their employee setup cannot see any projects.
- **Pay Group** - Denotes the Payroll Group to which this employee belongs. Payroll Groups are a user-defined list that allows for multiple runs of the Labor Distribution posting procedure. This is used when a company has multiple payrolls. Payroll Groups are entered through List Management. Once established, employees can be assigned to a group. Pay Groups are an optional feature.

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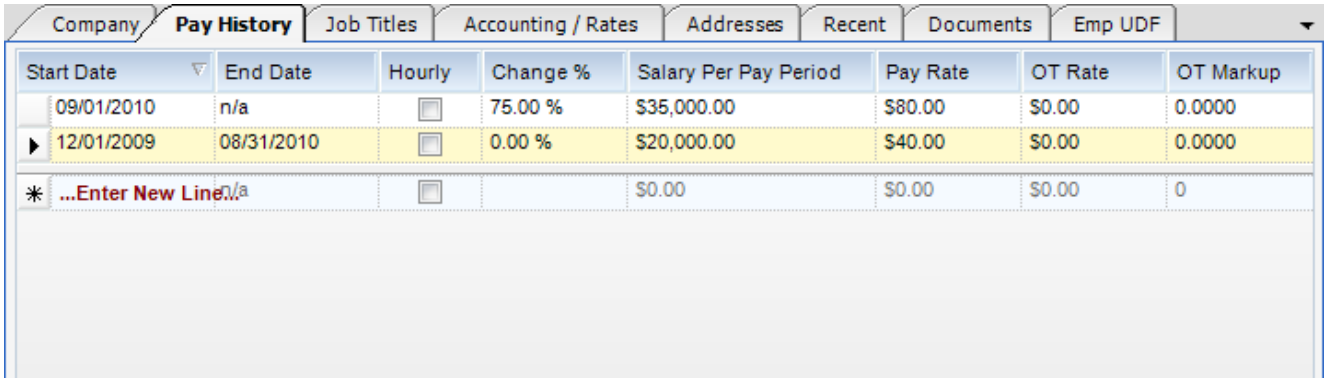
- ***Timesheet Group** - Timesheet Group to which this employee belongs.
- **Dashboard Group** - Dashboard Group to which this employee belongs.
- **Time & Expense Template** - Time and Expense template this employee is using.
- **Org. Unit** - Employee organization unit. Must be a bottom node.
- **Subcontractor** - Flag indicating if this employee is actually a subcontractor.
- **Firm** - Firm with which the subcontractor is associated.
- **General Note** - Text box used for Informational only.

** Denotes that information must be saved for a new employee.*

4.5.4.3 Pay History Tab

Overview

The Pay History tab is a record of the pay rate and salary change history for employees. Their effective date range governs pay rate calculation in timesheet entry. Only one entry can have no end date; i.e., the entry for the most current pay change.



Columns

- **Start Date** - Effect start date of rate change.
- **End Date** - Effect end date of rate change. Can be left blank if current.
- **Hourly** - When checked, indicates this is an hourly employee.
- **Change %** - This represents the calculated pay increase between rows in the pay history grid. The column uses the salary per pay period for its calculation so if you want to see the correct percentage you will need that filled out even on hourly employees. This will not affect any other operations within InFocus.
- **Salary** - Employee's salary per pay period. The Salary Per Pay Period is used for two things 1) Its used in Labor Distribution to Post Variance and 2) to calculate the Diluted Pay Rate.
- **Pay Rate** - For hourly employees, it is the regular pay rate. For salaried employees, this is the average rate based on standard hours.

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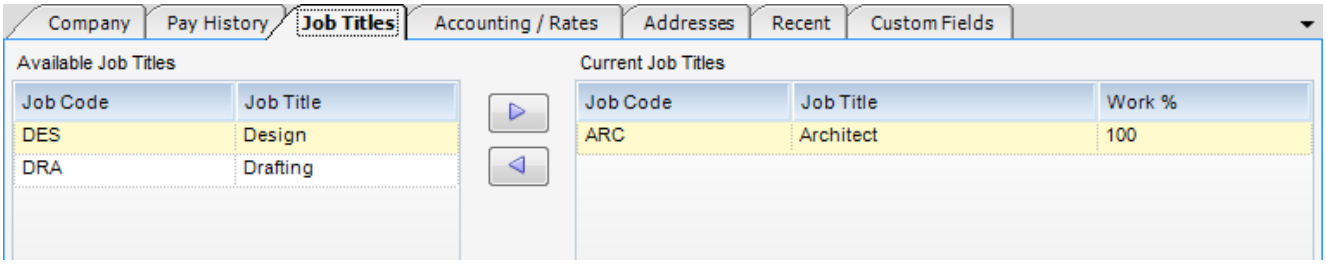
- **OT Rate** - Overtime or premium hourly rate.
- **OT Markup** - Overtime markup. Used only in certain job cost/bill rate calculations.

4.5.4.4 Job Titles Tab

Overview

Employees can be assigned to multiple job titles. When assigning a job title to an employee, enter the percentage of time the employee is expected to perform work under that title. The percentages are used in resource projects and must total 100. The highest percent will default-in during timesheet entry. Job titles can be overridden at the project level.

Note - Job titles are create under the Job Titles applet in the Human Resources module. To create a job title, refer to the Creating Job Titles section of this manual.



4.5.4.5 Account/Rates Tab

Overview

The Accounting/Rates tab (description below) establishes the Bill Rates and Job Cost Rates for an employee. These rates can be overridden by multipliers at the WBS level or by rate schedules.

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The following fields are located in the Accounts/Rates tab of the Employees applet.

Time Approvers

- **Default Approver** - Primary timesheet approver
- **Alt. Approver** - Alternate timesheet approver.

Rates

- **Bill Rate** - Default billing rate. Can be overridden by multipliers at the WBS level or by Rate Schedules.
- **Prem. Bill Rate** - Default premium/overtime bill rate. Can be overridden by multipliers at the WBS level or by Rate Schedules.
- **Job Cost Rate** - Default job cost rate. Can be overridden by multipliers at the WBS level or by Rate Schedules.
- **Prem. Job Cost Rate**. - Default premium/overtime job cost rate. Can be overridden by multipliers at the WBS level or by Rate Schedules.
- **Target %** - Target utilization percentage. This is the anticipated percentage of time an employee is to spend on billable work. Used in time utilization reports.
- ***Can View Pay Rates (in Summary)*** - Initially this will default to unchecked for all employees. That means that all PM Reports, Custom Reports, Standard Reports (except pay history), and My Projects widget will return a zero value when labor cost is involved.
- ***Can View Job Cost Rates (in Summary)*** - Initially this will default to unchecked for all employees. That means that all PM Reports, Custom Reports, Standard Reports (except pay history), and My Projects widget will return a zero value when labor cost is involved

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- **Note**: The Summary check boxes allow for aggregated cost in reports that do not show detail below the WBS level to be viewed. Initially these will default to unchecked for all employees. That means that all PM Reports, Custom Reports, Standard Reports (except pay history), and My Projects widget will return a zero value when labor cost is involved.

If you want all employees to be able to view pay rates in detail scenarios then run the following command in the SQL Query applet;

update employees set canviewpayrate=1

If you want all employees to be able to view job cost rates in detail scenarios then run the following command in the SQL Query applet;

update employees set canviewjcrate=0

If you want all employees to be able to view pay rates in summary scenarios then run the following command in the SQL Query applet;

update employees set canviewpayratesummary=1

If you want all employees to be able to view job cost rates in summary scenarios then run the following command in the SQL Query applet;

update employees set canviewjcratesummary=0

4.5.4.6 Addresses Tab

Overview

Employees can have two addresses: a work address and a home address. The work address can be derived from an office address. Either the work or the home address can be used for employee reimbursement checks.

The following fields are located in the Addresses tab of the Employees applet.

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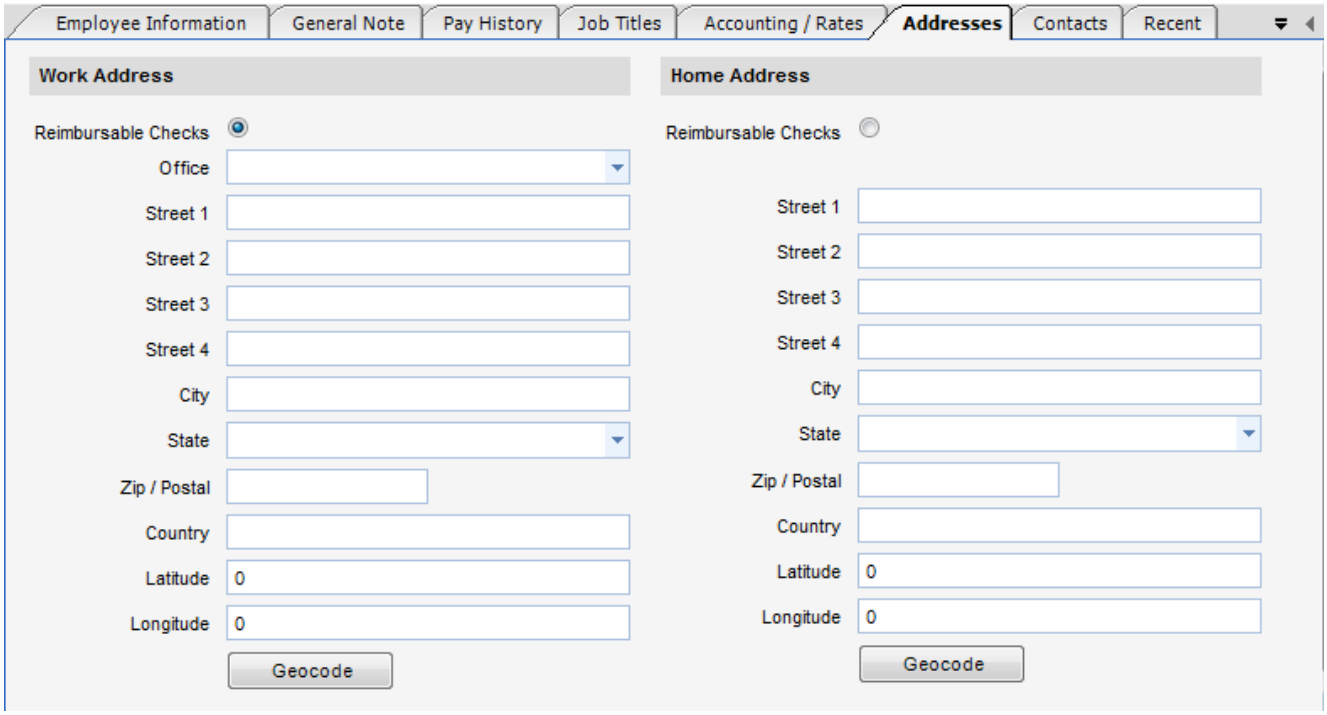

Note: Addresses can be NAMED to categorize the addresses for reuse. Clients with multiple offices can be set up with a particular address for each office, as well as for associate client contacts. If the information of the NAMED address changes, the changes can be cascaded to all associated (linked) addresses, either in entirety, or for only those fields that have value.

Note - All Master Files have Geocode buttons on their addresses that get the Latitude and Longitude of an address. These can be used in queries to develop your own custom map views.

Sometimes addresses have specific uses, as in the case of Bill To, Pay To, and Remit To addresses. These can be either unassociated addresses or linked addresses. They will usually be linked addresses, meaning they must first be entered as a NAMED address prior to referencing them as a Bill To, Pay To, or Remit To.

Addresses have the following fields

- Street 1
- Street 2
- Street 3
- Street 4
- City
- State
- Zip
- Country
- Phone

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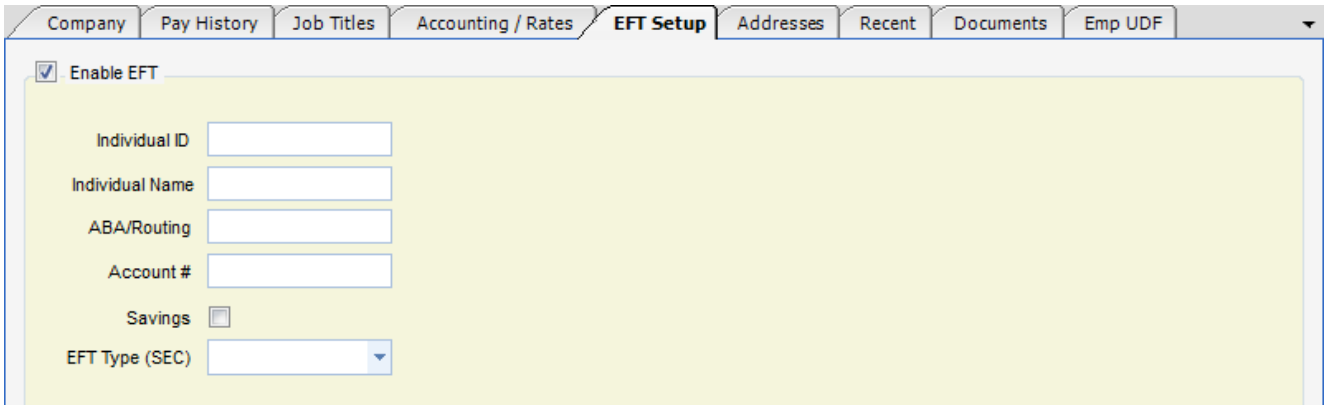
- Fax

4.5.4.7 EFT Setup

Overview

The EFT Setup tab is where you setup the Employee so that they are able to receive an EFT.



The following information is to be filled out if using EFT.

- **Individual ID** - Typically employee SS#.
- **Individual Name** - Employee Name
- **ABA/Routing #** - Employee Account Routing #.
- **Account #** - Employee Account #.
- **Savings** - When checked, flags account as an Savings account. Otherwise considered an Checking account.
- **EFT Type (SEC)** - Standard Entry Class (SEC) Code

4.5.4.8 Recent Tab

Overview

The Recent tab displays the hours worked by a user per project. The Since box allows the user to select the Since date to show the total time entered by a user.

The following fields are located in the Recent tab of the Employees applet.

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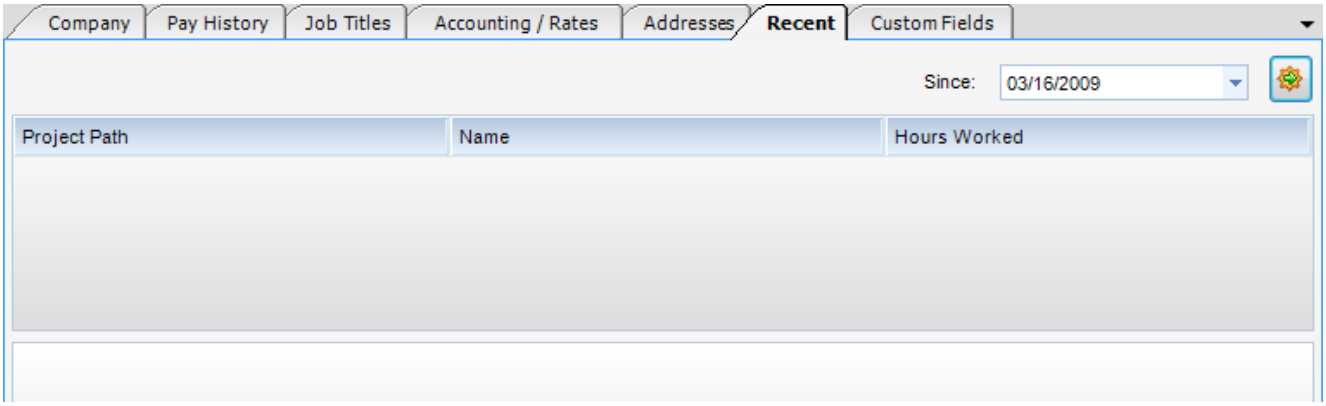
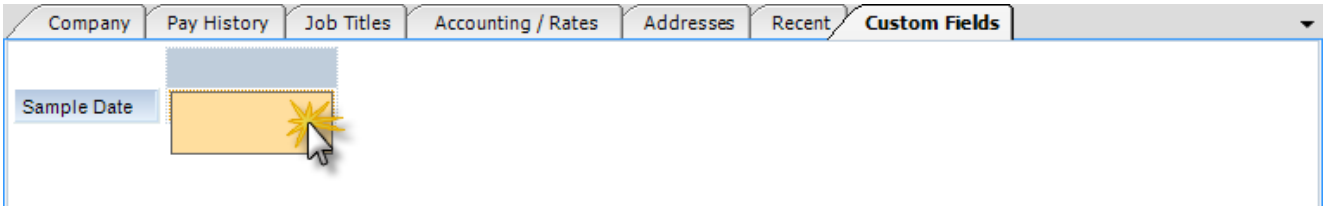


4.5.4.9 Custom Fields Tab

Overview

Employee user-definable fields (UDF's) are accessible in the Custom Fields tab. UDF's can be established by accessing the *UDF Designer* from the toolbar. See User-Defined Fields for further detail.

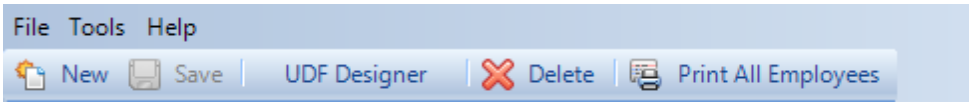
The following fields are located in the Custom Fields tab of the Employees applet.



4.5.4.10 Toolbar

Overview

The Employees toolbar gives the user (if given appropriate permissions) various capabilities within the Projects applet. Below is a list of those capabilities.



Buttons

- **New -** Creates an Employee.
- **Save -** Saves the current Employee Information that has been entered.
- **UDF -** Opens the UDF designer where custom fields are designed. To design a UDF, see the How to Create a UDF section of this manual.
- **Delete** - Deletes the current Employee.
- **Print All Employees -** When clicked, the user is directed to the Employee List Report. Click on Employee List

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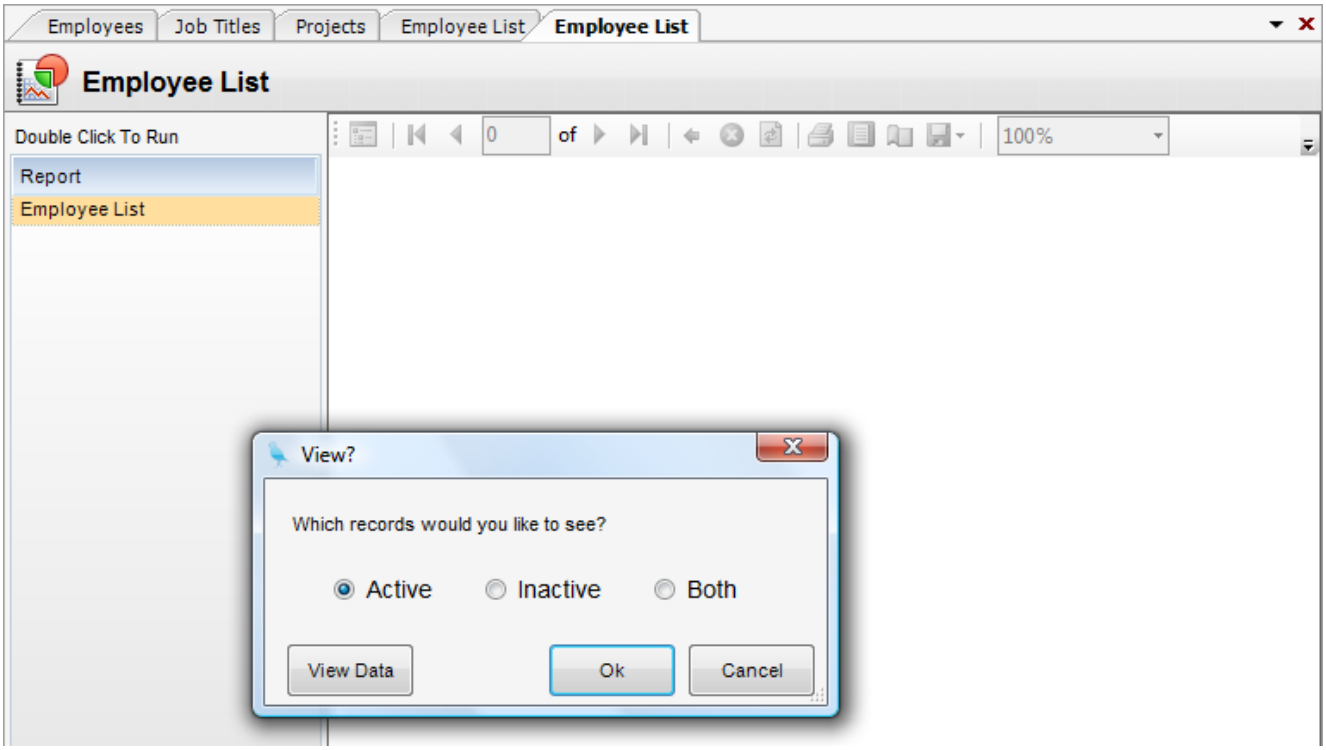
and select from the pop-up box Active, Inactive, or All Employees. After choosing the type of employee, click OK to see a report for the employee(s).



4.5.4.10.1 UDF Designer

Overview

User-defined fields can be created for the following applets in InFocus: Clients, Employees, Vendors, Projects, and Contacts.

Note: While in one of the five setup screens listed above, a UDF Designer button will appear on the toolbar (with proper permissions). You can also access any of the UDF designers from the UDF Designer applet located in the Administration module.

Step 1 - To use a list, first create the UDF list; otherwise, skip to step 2. UDF Lists provide drop-down lists for UDF fields. Lists are non-restrictive in that a user can still enter a value that is not contained in the list. Lists are maintained in the UDF Lists tab of the UDF Designer.

Add/Edit a UDF List

- To add a list, enter a list name in the Lists box and click Add.
- To rename or delete a list, right-click on the list name and choose the appropriate action.
- To add items to a list, first select the list from the list of Lists. Next, add an item in the List Item box and click on Add.
- To rename or delete a list item, right-click on the list item and choose the appropriate action.

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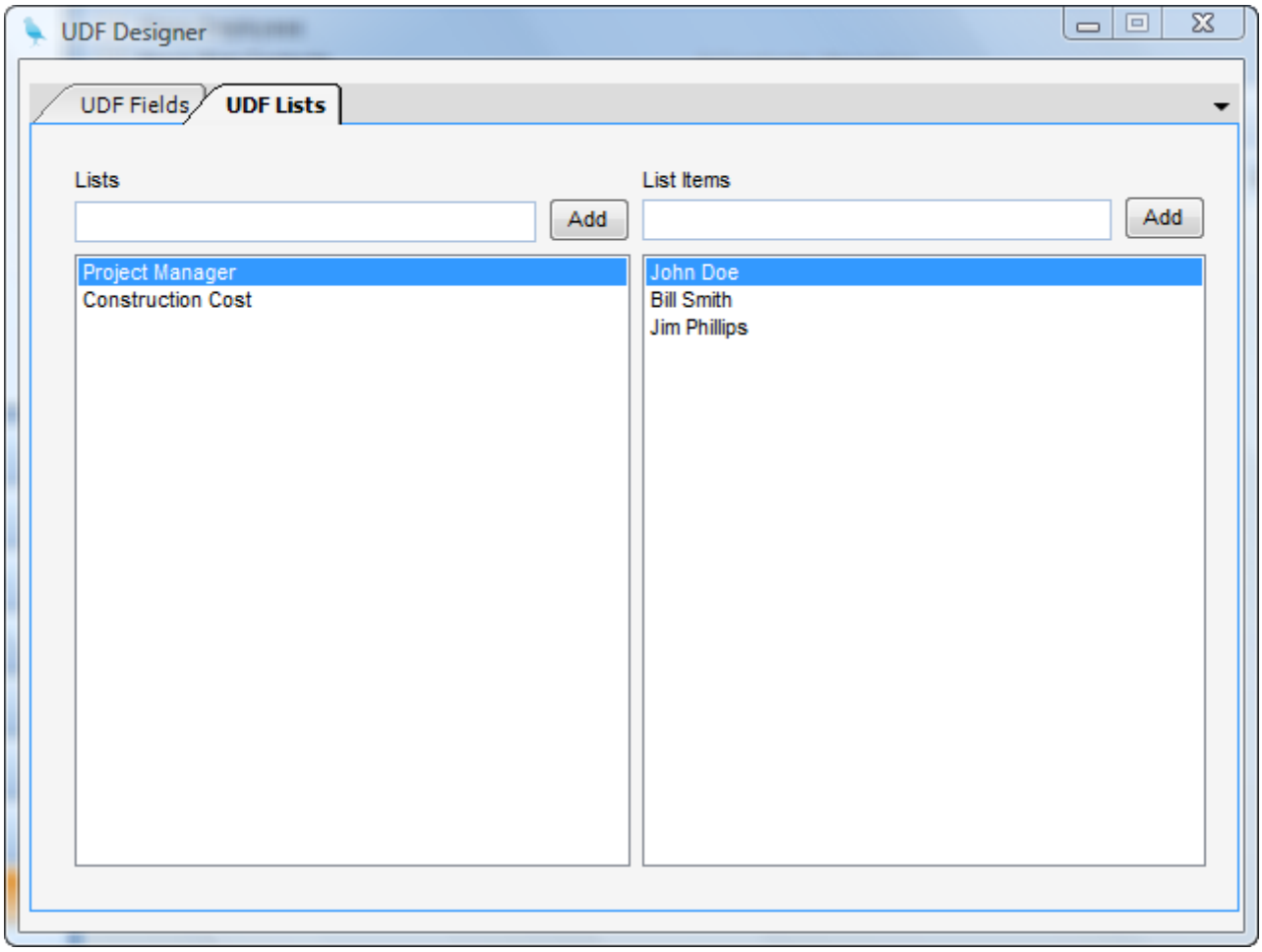

Step 2 - UDF fields can be added, modified, or changed from the UDF Fields tab in the UDF Designer. Fields are added or modified in grid format. To delete a UDF field, highlight the row and hit the Delete key.

Add a UDF Field

Fill out the following fields:

- **Label** - This is the field label that will appear on the form next to the field.
- **Name** - This is the name of the field as it will appear in the associated UDF table in the database. Names cannot include punction marks (including spaces).
- **Data Type** - Type of data that is expected: Character, Integer, Numeric, Boolean (True/False), Date, and Date Time (includes both date and time).
- **Default** - Default value for new records (optional)
- **Min** - Minimum allowed value (optional)
- **Max** - Maximum allowed value (optional)

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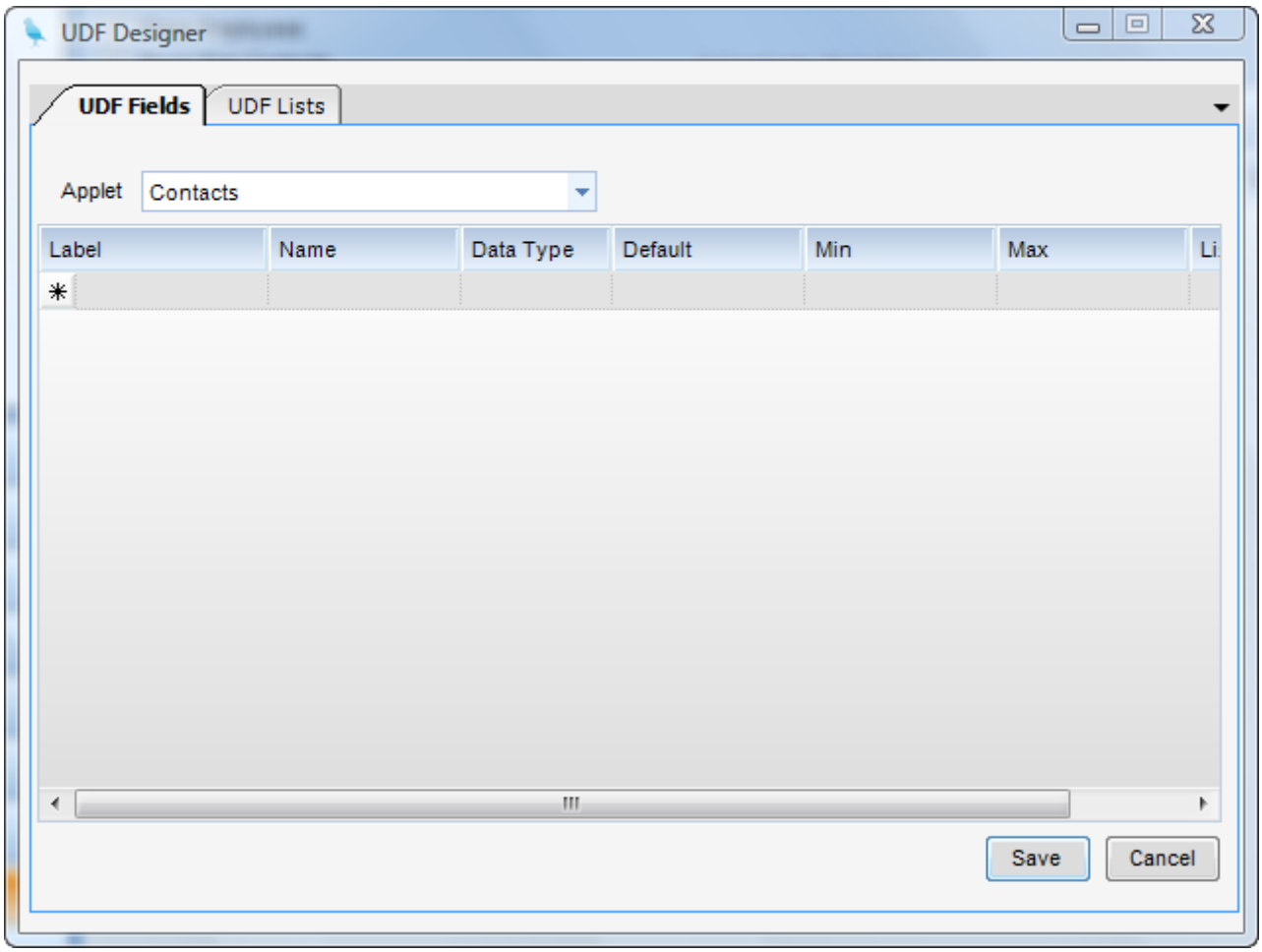
- **List** - UDF List to use for quick entry. This is the list that was created in step 1.



Step 3 - Click **Save** when finished and the Vendor section will be rebuilt to contain the UDF Field.

4.5.4.10.2 Timesheet Groups

Overview

Timesheet Groups provide a mechanism for the preparation of timesheet coverage periods. Timesheet coverage periods refer to the starting and ending dates for a timesheet. InFocus allows for multiple timesheet periods. For instance, one group of employees can put in weekly timesheets while another group puts in biweekly timesheets. It's also possible to have multiple groups putting in weekly time sheets, with each starting on a different day of the week. Weekly, biweekly, and semi-monthly are supported. Any coverage period can be chosen, regardless of the payroll cycle. The support for different cycles allows them to co-exist with already established procedures in the firm. A weekly coverage period is probably the best choice for most companies and is recommended by Clearview.

Once you establish a time sheet group or groups you then assign employees to them.

Each coverage period, a utility is run to initialize the coming period. This utility can override the group settings to allow for daily submissions is desired. It is, however, usually unnecessary, as even non-submitted time can be included in project management reports.

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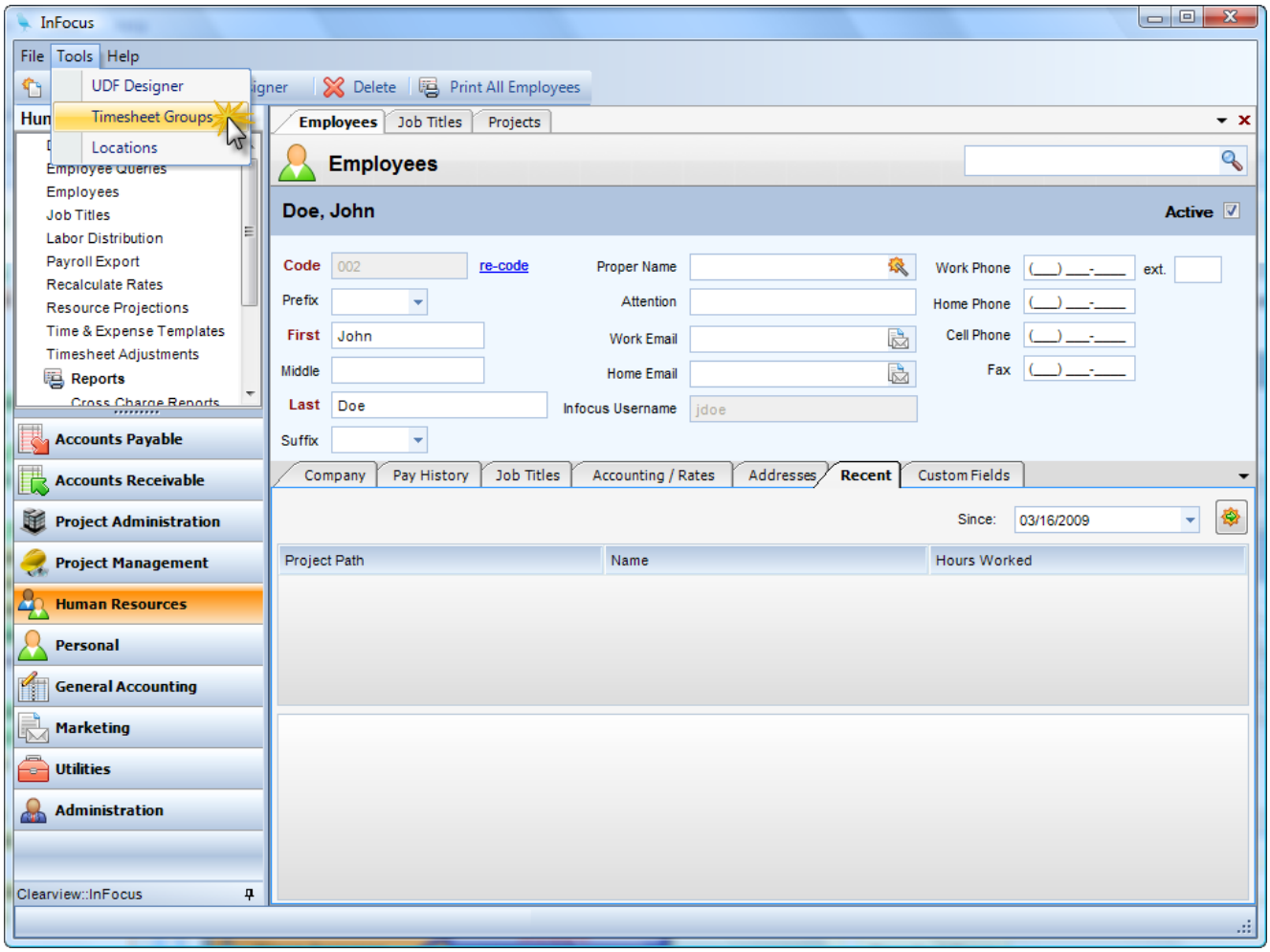

4.5.4.10.3 Locations

Overview

Location box can be brought up by clicking the Locations button (located in the toolbar). The Location pop-up contains the location(s) of the company.

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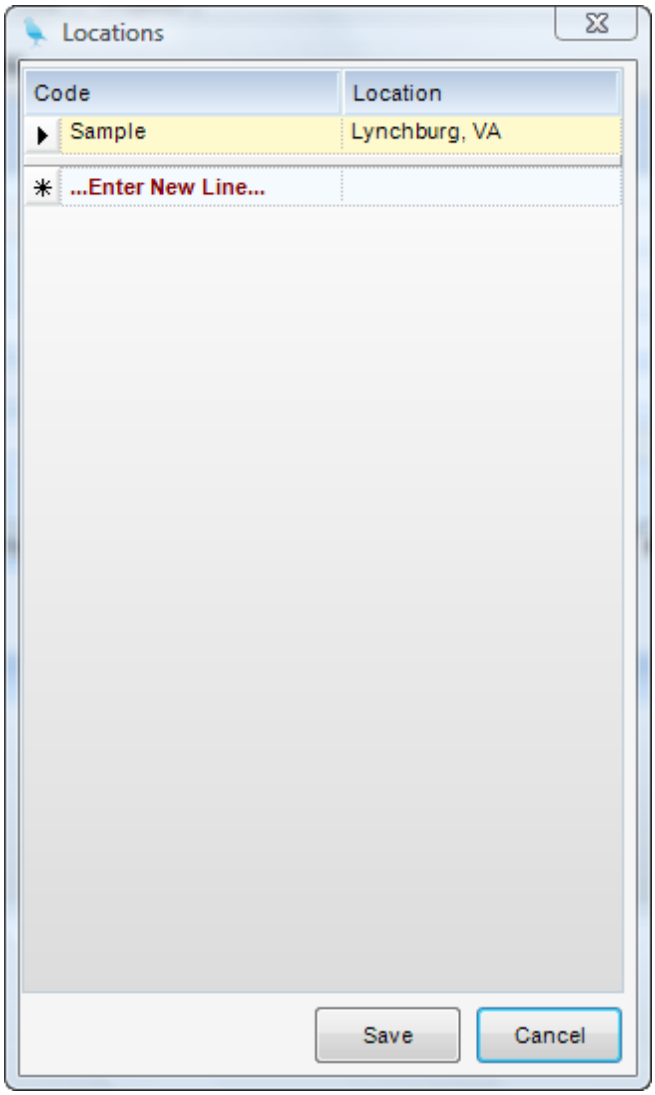


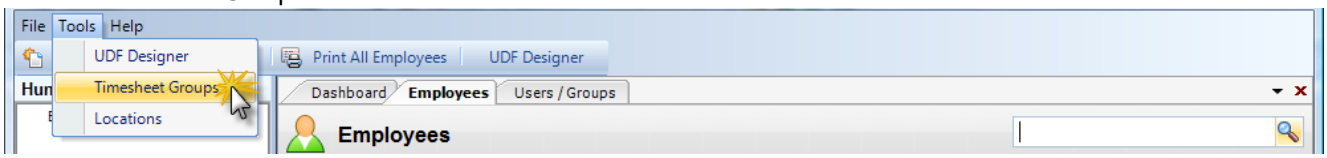
4.5.4.11 How To

4.5.4.11.1 Create Timesheet Groups

Overview

How to Create a Timesheet Group.

Step 1 - Click the Admin button (located on the toolbar). Select Employees, then select Tools from the toolbar; choose Timesheet Group.



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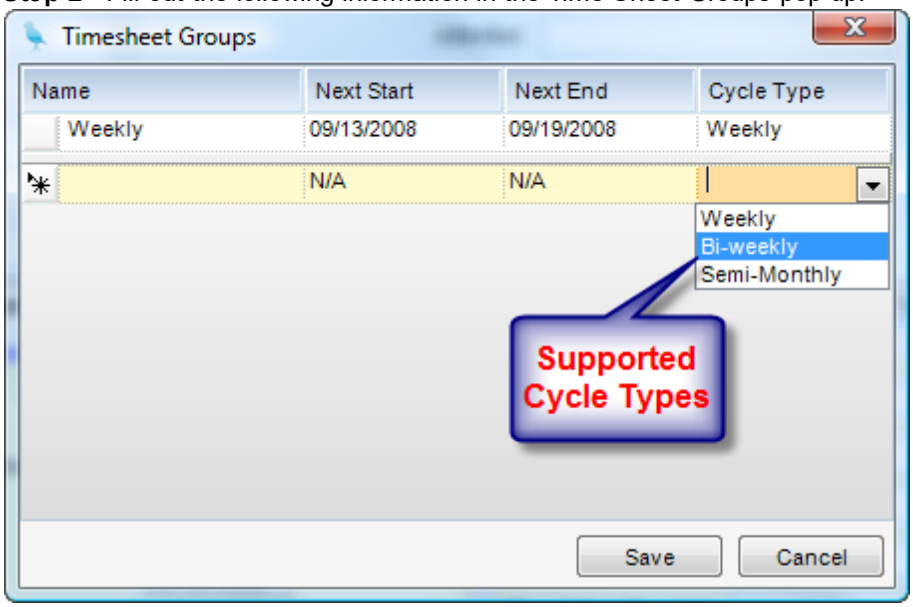
Step 2 - Fill out the following information in the Time Sheet Groups pop-up.



- ***Name*** *- Name of time sheet group.*

- ***Next Start Date*** *- This should be the next coverage start date for the timesheet group. Every time the timesheet group is initialized for a new coverage period, this date will automatically update.*

- ***Next End Date*** *- This should be the next coverage end date for the timesheet group. Every time the timesheet group is initialized for a new coverage period, this date will automatically update.*

- ***Time sheet Cycle*** *- Coverage period. Choices are weekly, biweekly and semi-monthly. Semi- monthly is fixed to be 1st through the 15th for one period and 16th through end of month for the second.*

Step 3 - Click Save to save the newly created Timesheet Group.

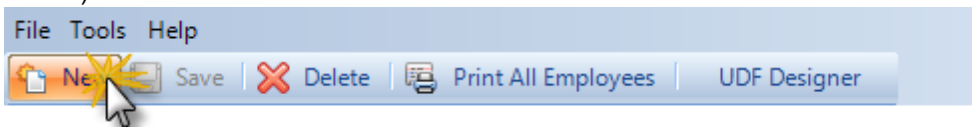
Back to Starting up a new system

4.5.4.11.2 Create An Employee

Overview

How to Create an Employee.

Step 1 - Go to the *Employees* applet in the *Human Resources* module. Click the *New* button (located in the toolbar).



Step 2 - Fill out the appropriate Information for the employee being entered. See the Tab sections under Employees for field descriptions.

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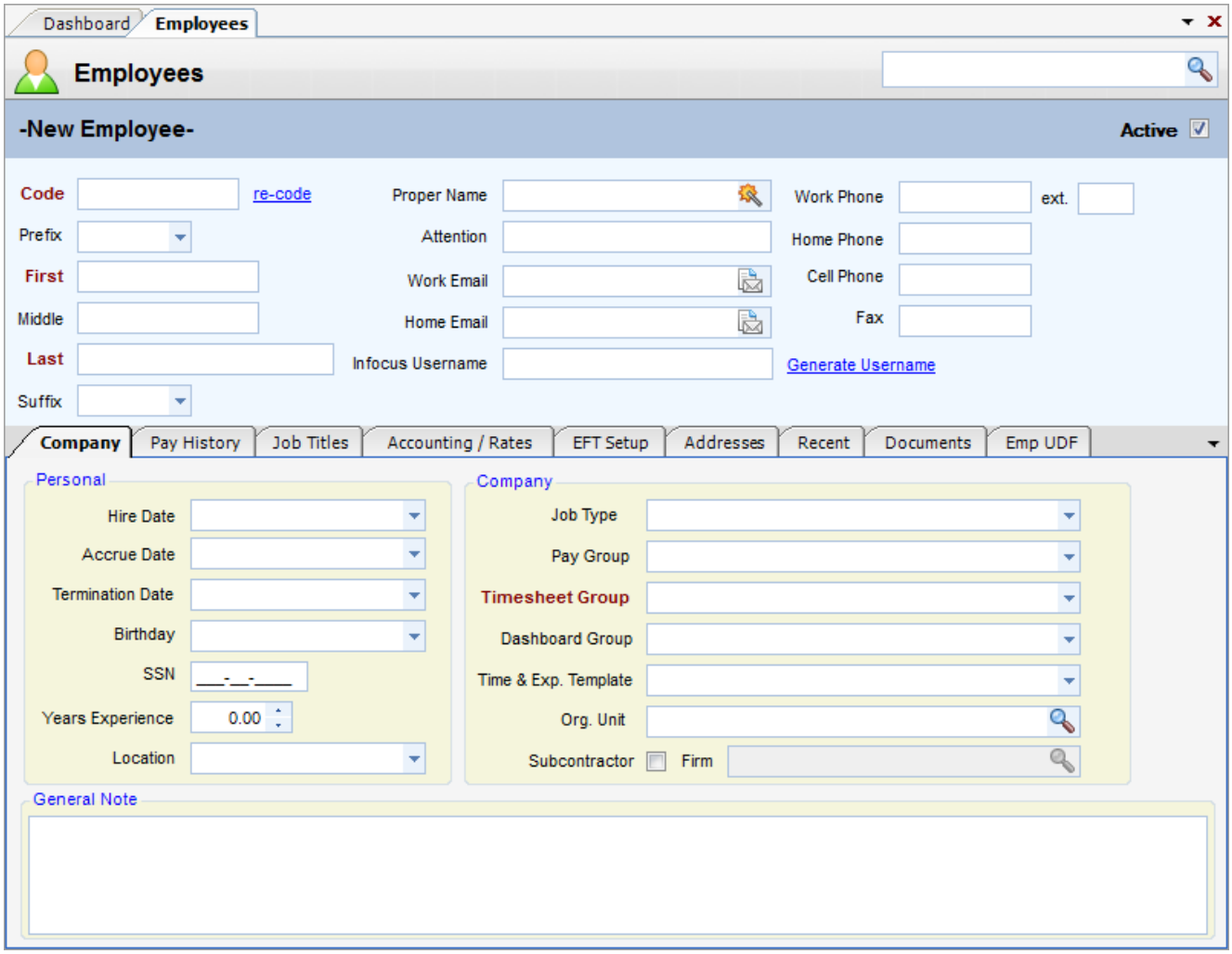
Note: All of the brown bolded text boxes MUST be filled in to save the new employee (illustrated below).



Step 3 - Click *Save*.

Back to Starting up a new system

4.5.5 Holiday Calendar

Overview

The Holiday Calendar allows you to create a list of holidays (Fig.1) that can be “highlighted” on the time sheet (Fig.2). This does not limit time entry. It only makes the header text of the time sheet day blue, and shows you the holiday name when you hover over the header of that time sheet date. Holiday Calendars are associated with an employee through Time Sheet Groups. To manage your Holiday Calendar, go to Human Resources > Holiday Calendar. To assign a Holiday Calendar to a Time Sheet Group, launch the Timesheet Groups screen from Time Sheets. Click here and go to the 5 minute 19 second mark to learn more about the Holiday Calendar.

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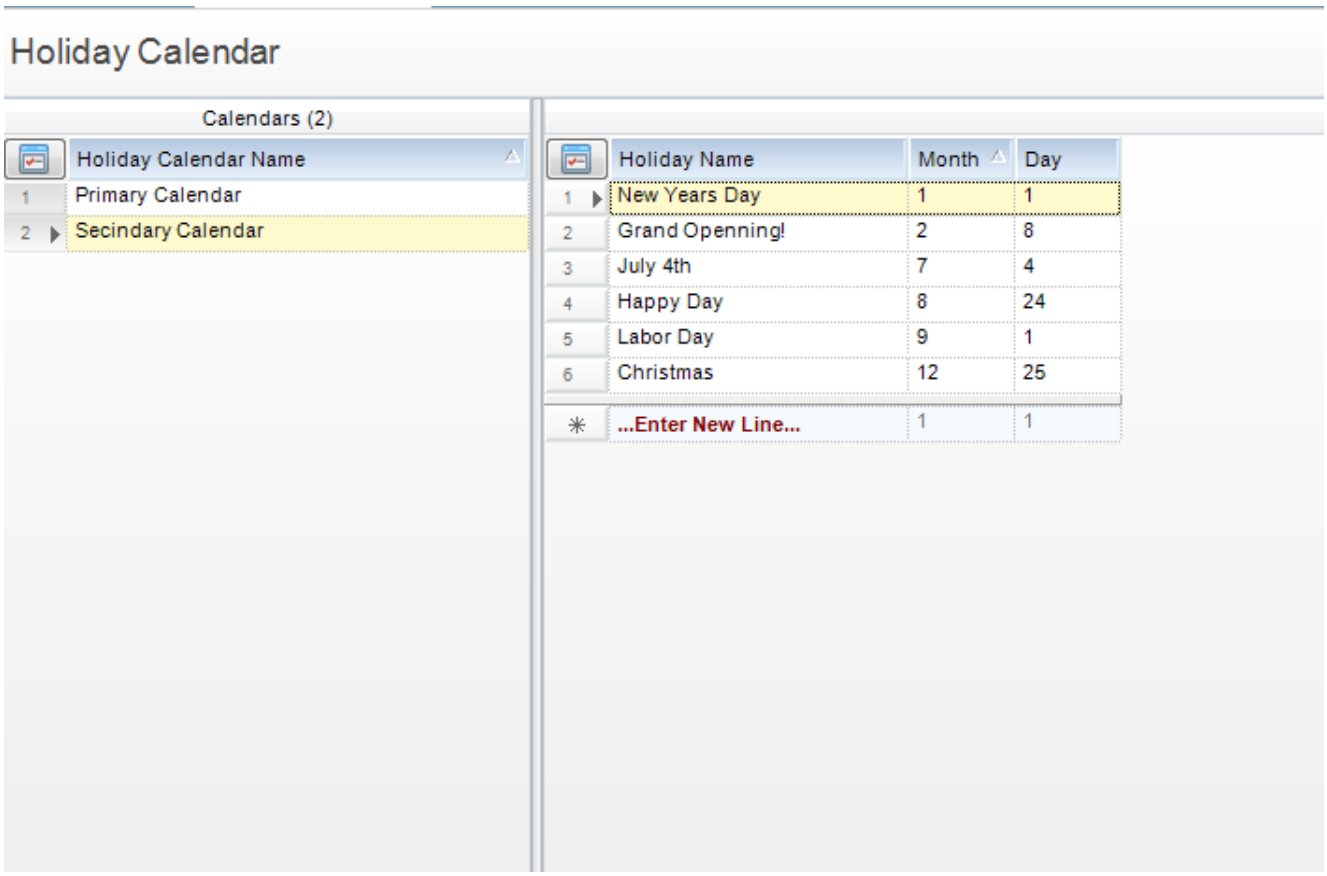
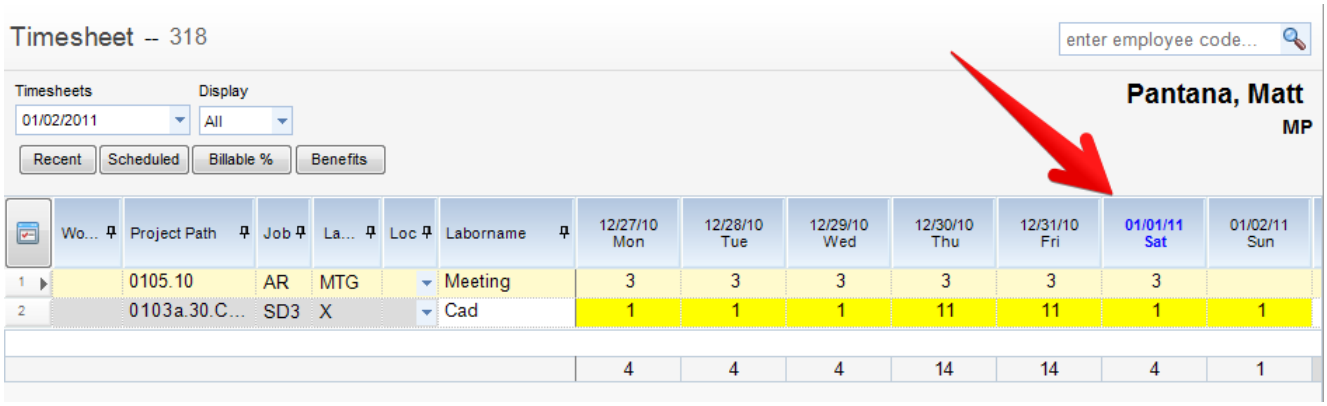


(Fig.1)



(Fig.2)

4.5.6 Job Titles

Overview

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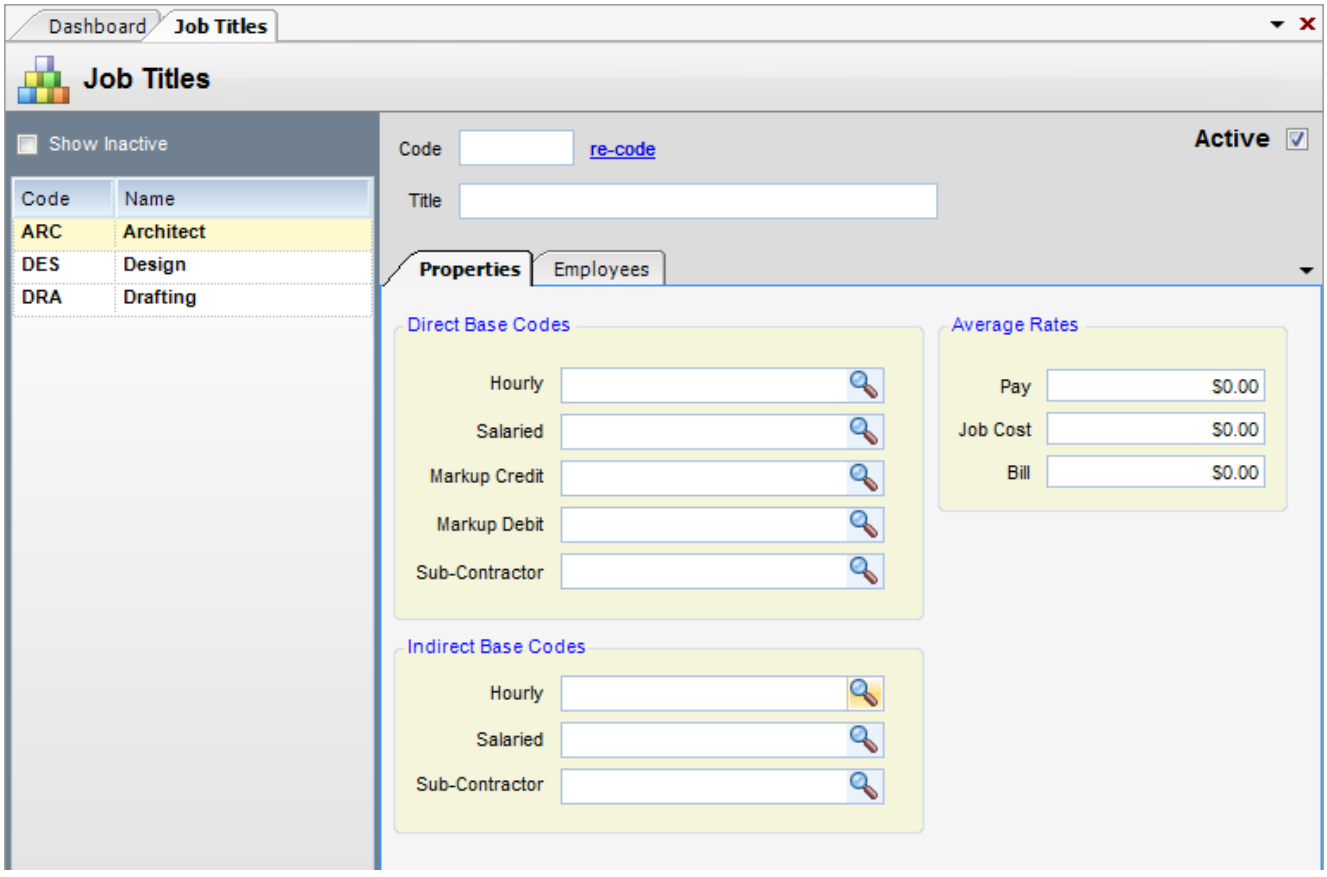
Job titles are created in this applet. Job titles can be established for employees. Examples of job titles are Architect, Senior Mechanical Engineer, Surveyor, Cad Operator, etc.).

Note:

- Employees can be assigned to one or more job titles.
- At the project level, employees can be assigned an override set of job titles.
- Rate Schedules can be set up based on job titles.
- Job titles also can provide the G/L posting accounts for labor distribution. These posting accounts override those in Global Settings.

Fields - The following fields must be completed to create a job title.

- **Code** - Job title code
- **Title** - Job title name
- **Active** - Flag indicating if job title is active.



4.5.6.1 Properties tab

Overview

A List of Properties Assigned to Each Job Title.

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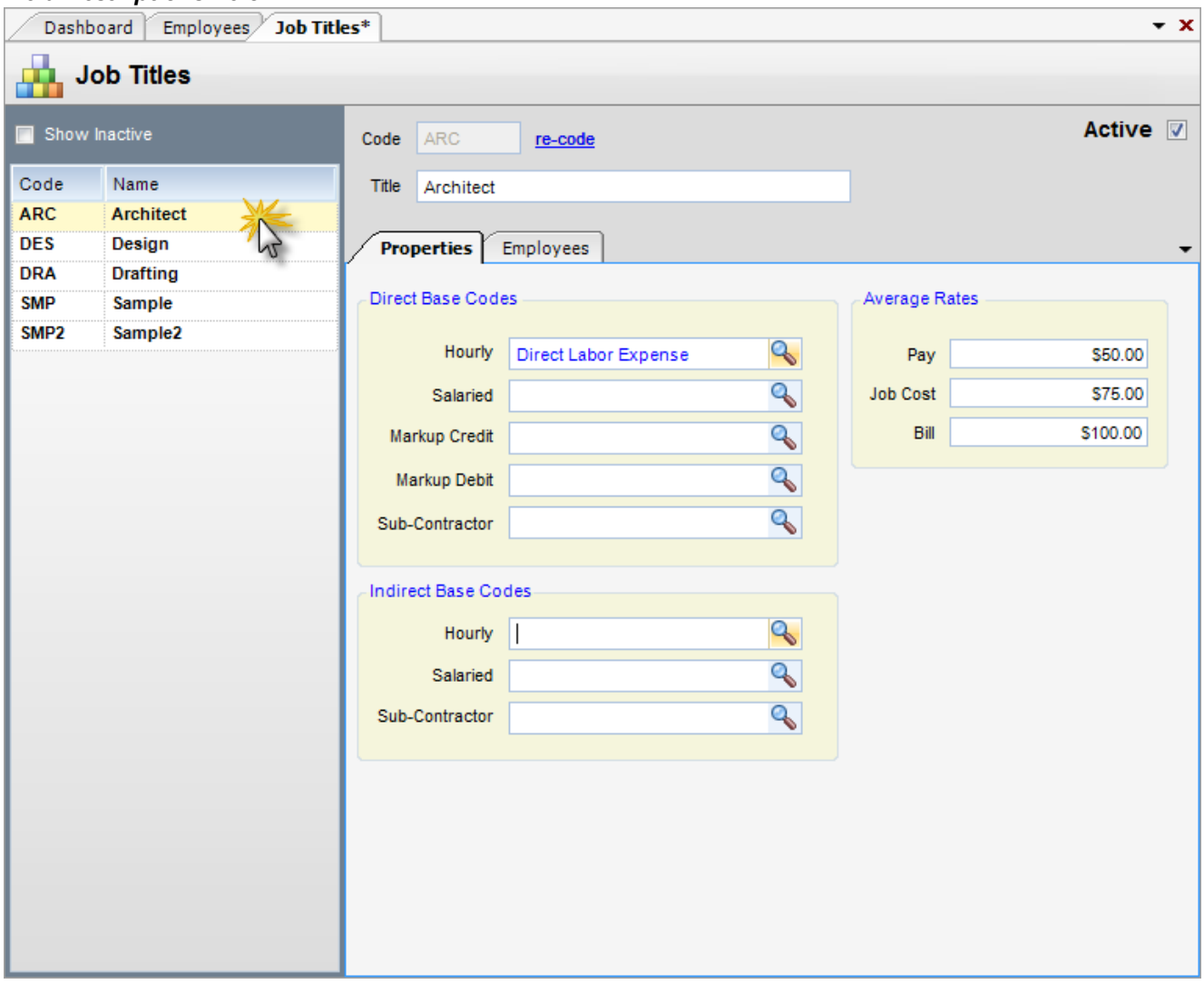
Note: To get the list of employees assigned to this job title, double-click on the Job Title Name.

Field Descriptions Below



Average Pay Rate - Average pay rate is used by project planning for job title budgets when planning budgets are based on pay rate.

Direct Base Codes

- **Hourly** - Direct labor cost base account for non-exempt employees.
- **Salaried** - Direct labor cost base account for salaried employees.
- **Markup Credit** - Direct labor cost base account to offset for the markup portion of direct labor.
- **Markup Debit** - Direct labor cost base account to charge for the markup portion of direct labor.
- **Sub-Contractor** - Direct labor cost base account for subcontractors.

Indirect Base Codes

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- **Hourly** - Indirect labor cost base account for non-exempt employees.
- **Salaried** - Indirect labor cost base account for salaried employees.
- **Sub-Contractor** - Indirect labor cost base account for subcontractors.

Average Rates

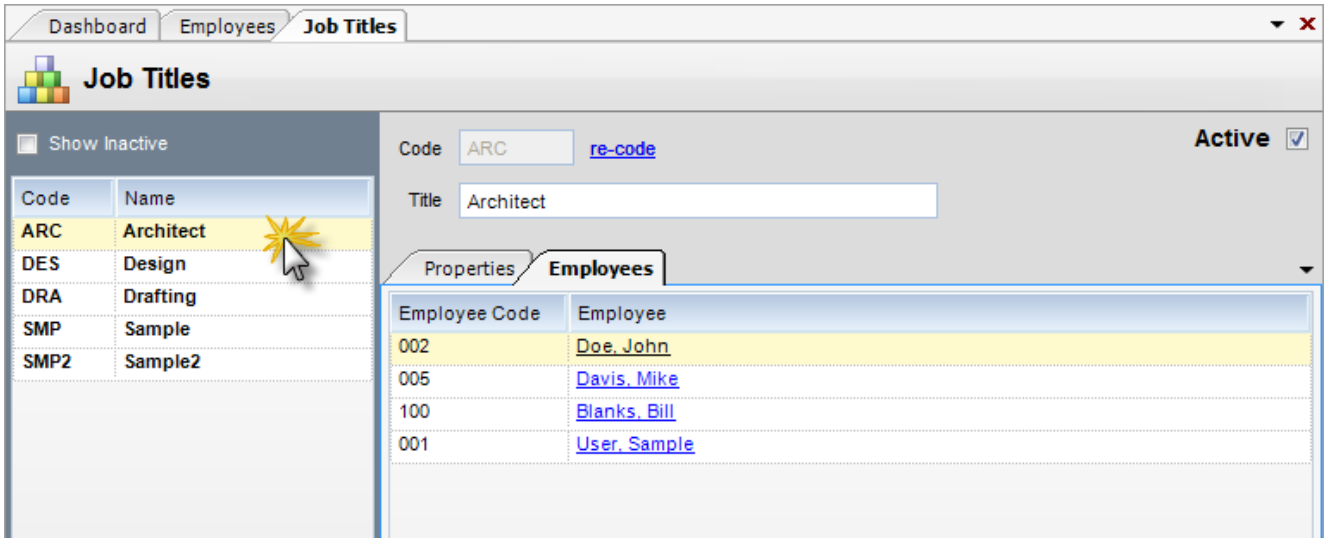
- **Pay** - Average pay rate for job title for use in project budgeting.
- **Job Cost** - Average job cost rate for job title for use in project budgeting.
- **Bill** - Average bill rate for job title for use in project budgeting.

4.5.6.2 Employees Tab

Overview

This tab shows employees that are assigned to this job title.

Note: To get the list of employees assigned to this Job Title, Double-Click on the *Job Title Name*.



4.5.6.3 How To

4.5.6.3.1 Create Job Titles

Overview

How to Create a Job Title:

Step 1 - On the Job Titles tab, complete the Code and Title, then complete the Properties tab.

Step 2 - Click Save on the toolbar.

Step 3 - Assign the job title to an employee (through the *Employees* applet on the *Job Title* tab).

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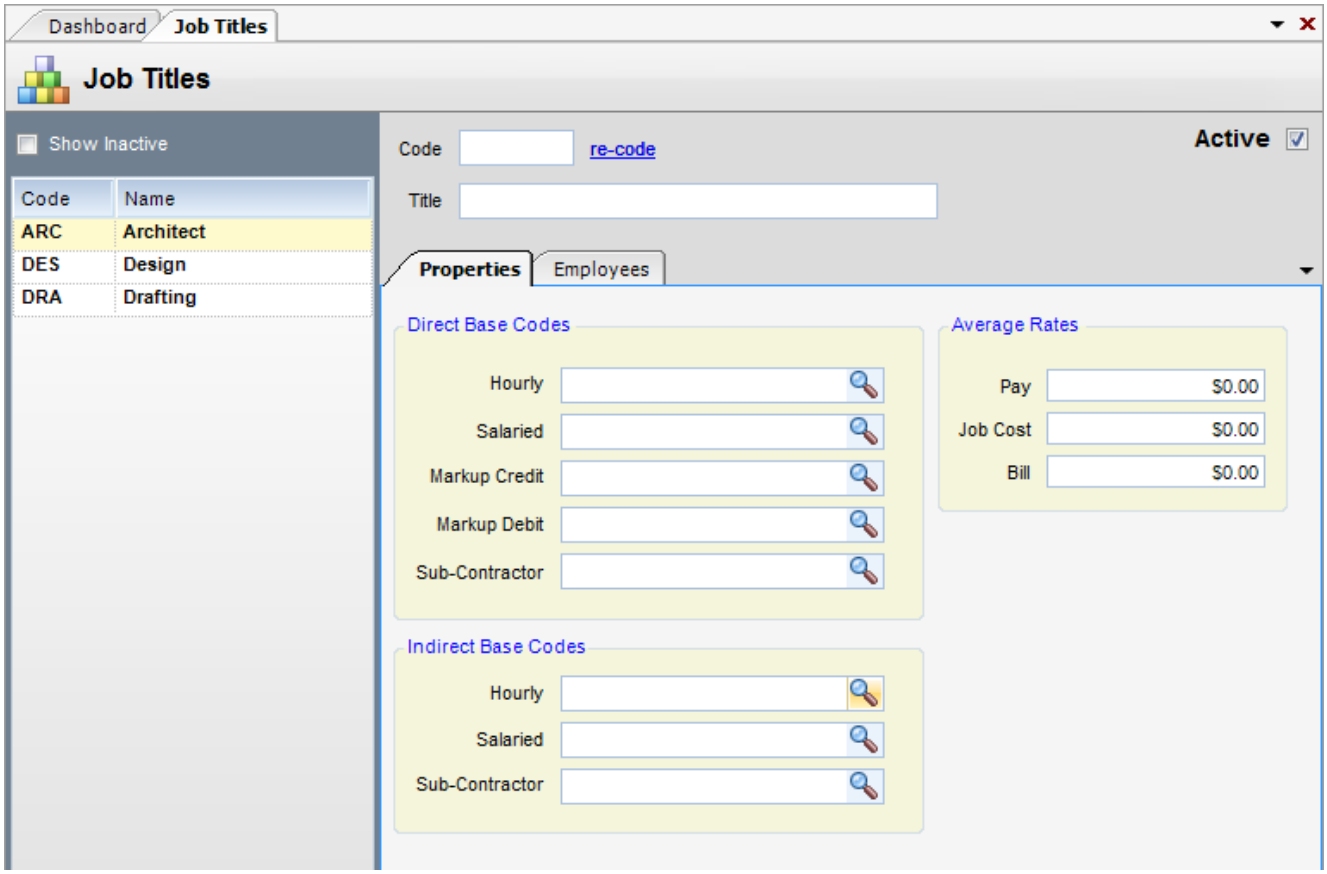

4.5.7 Labor Distribution

Overview

The purpose of labor distribution is to post labor to the General Ledger and mirror payroll. Labor Distribution posts labor figures to the General Ledger based on timesheet entries. The process scans timesheets that have been approved, but not yet processed by this utility. In general, labor is divided between direct and indirect labor cost accounts. Some initial configuration of Labor Distribution is done in Global Settings (Fig.1).

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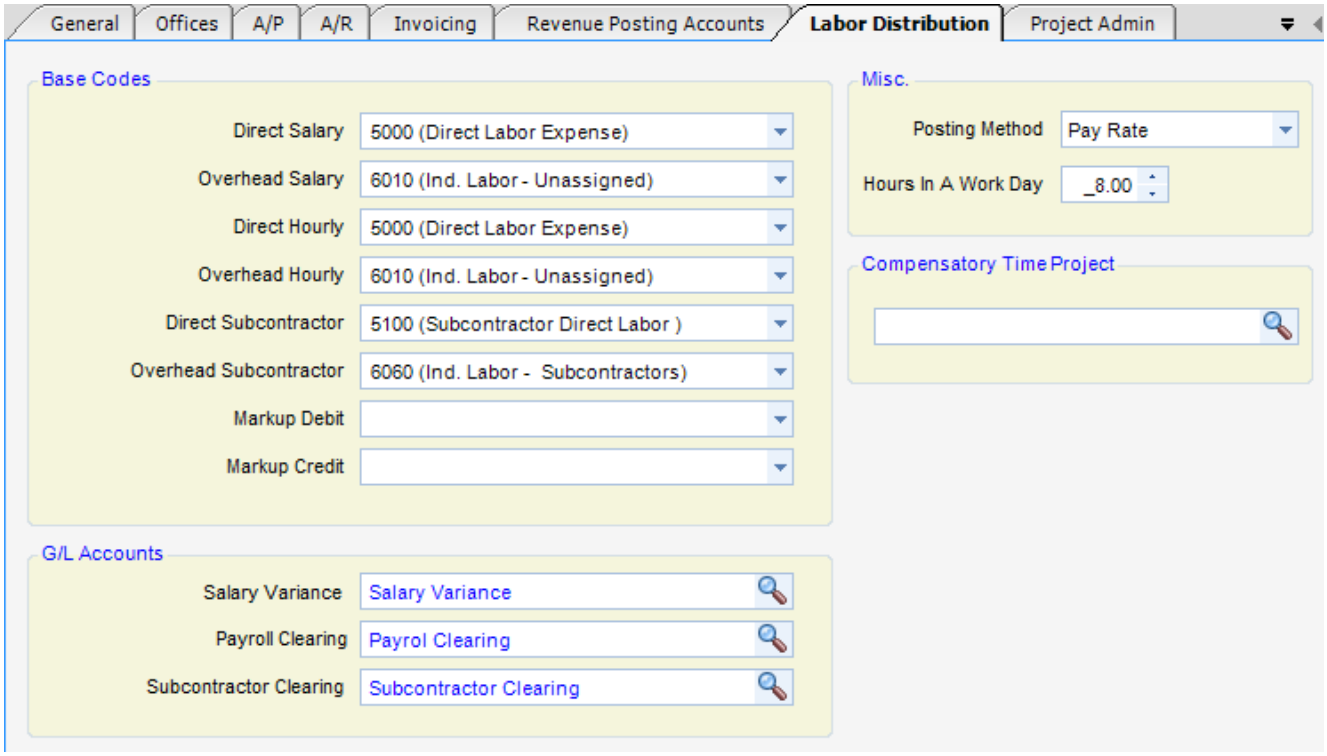

(Fig.1)

There are four Posting Methods to use to calculate the amount to post (Fig.1 Posting Method dropdown located in the Misc. Box):

1) Pay Rate - Labor is calculated at the pay rate value in timesheets.

2) Job Cost Rate - Labor is calculated at the job cost rate value in timesheets.

3) Bill Rate - Labor is calculated at the bill rate value in timesheets.

4) Pay Rate X Multiplier - Labor is calculated at the pay rate value in timesheets and then multiplied by the supplied multiplier when this utility is run.

When using any method except pay rate, you can split the difference between pay rate and the select method into two debit and credit base accounts. This allows the user to transfer an overhead portion in cross-charge scenarios from one organization to another, and maintain visibility of that overhead transfer in the General Ledger.

When run, this utility makes a single entry for the pay period in the General Journal and marks it as a labor distribution entry. It then flags all timesheet entries that were a part of the run with the General Journal transaction ID. Deleting the General Journal transaction will erase the link to timesheets, allowing them to be reprocessed in a future run.

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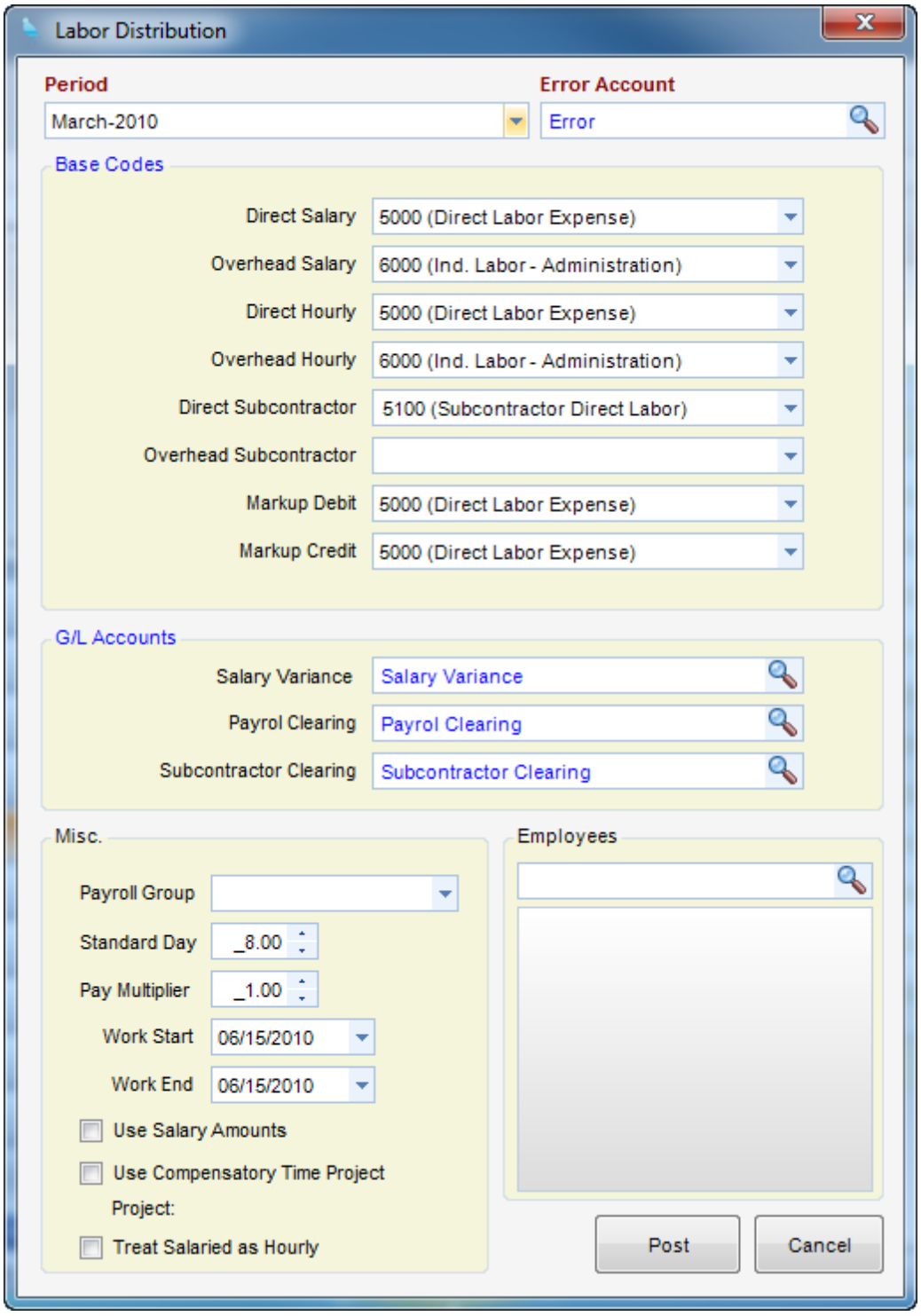

4.5.7.1 How To

4.5.7.1.1 Use G/L Account derivation

Overview

How to Derive the G/L Account. There are two steps to obtaining G/L Accounts in Labor Distribution: 1) obtaining the base code, and then 2) obtaining the org. unit.

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For Base Codes:

- Direct Projects - The base code defaults to the supplied base codes when running the utility, but can be overridden by setting base accounts at the job title. Direct labor is further split between exempt and non-exempt employees and subcontractors.
- Indirect Projects---the base code defaults to the supplied base codes when running the utility, but can be overridden by settings at the job title. In turn, accounts can be set up at the project level to override the previous two locations. This allows for separation of indirect cost to various types, such as admin, vacation, or R&D. Like direct labor, indirect labor can be further split between exempt and non-exempt employees and subcontractors.

For Org. Units - The organization unit is the charge organization from the timesheets. This is usually the same as the employee home organization, but can be another organization in the case of cross-charging. The one exception is the markup credit account. This uses the home organization of the timesheets.

4.5.7.1.2 Use Clearing and Variance Accounts

Overview

The offset of the direct and indirect postings are divided amount clearing and variance accounts.

There are two clearing accounts: Payroll and Sub-contractor. (Fig.1)

- Payroll is the offset for employee time. The payroll clearing account represent the gross payroll burden.
- Sub-contractor is the offset for sub-contractor time. Subcontractors are offset to their own clearing account since they are not part of payroll.

Fig.1

These accounts are called clearing account because they are assumed to be zeroed-out by another entry (i.e. moving money out of the bank and against the clearing account and various payroll deduction accounts.

The Salary Variance (seen in Fig.1) account deals with the variance between a salaried persons average pay rate and what that person actually gets paid. There are two methods for determining variance. These methods are located in the employee pay history table:

- The Standard Day Method - The standard day method allows for change of pay type (hourly or salaried) or salary amount within a pay period. The standard day is based on the average pay rate so the clearing account may not zero out due to rounding. The standard day method can also be used to split time between G/L periods when a payroll transcends two periods. This of course only makes sense in weekly and biweekly payroll and requires running the utility twice.
- The Salary Amounts Method - The salary amount method uses the salary amount and pay type at the start of the pay period only.

Note 1 - When running a semi-monthly or monthly posting, use the Salary Amount Method. When running weekly or biweekly, use either the Salary Amount Method or Standard Day Method.

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Note 2 - The standard day method works as follows. The difference between non-premium time and the standard day is applied to the variance at the average pay rate for week days. The formula is (standard hours-hours worked) x pay rate. For weekends all non-premium time reduces the variance by using the formula (0-hours worked) x pay rate. All days with no time entries use the formula standard hours X pay rate.

An employee must have at least one timesheet line item within the work date range to be processed.

4.5.7.1.3 Use Compensation Time

Overview

Optionally, Labor Distribution can record compensation time to a compensatory project as specified in Global Settings. Compensatory time pertains only to exempt employees. When this option is used, the utility will make timesheet entries for exempt employees to bring their hours to a standard day. For instance, if a standard day is eight hours, and an employee works six hours, then an entry for two hours is made against the compensatory project. If the employee works ten hours one day, a negative two hours is made against the compensatory project. A project management report can be designed to view the totals on this project. Negative balances mean the employee is in the hole.

The variance between Standard Day and Worked Hours is used only on work week days. Weekend hours are booked as negative hours against the compensatory project.
Note - When using Compensatory Time Recording, the salary variance account should ideally go to zero.

4.5.7.1.4 Use Prior Pay Periods

Overview

Every time Labor Distribution is run, any timesheet items that exist prior to the start date (of the pay period) are processed and booked to the General Journal as a separate journal entry. This means that Labor Distribution could generate two entries. Salary variance is not calculated for prior pay period entries.

Note: The purpose of Prior Pay Period Booking is to capture any G/L changes between direct and indirect account that occur when timesheets are moved between projects after the pay period has been processed. These adjustments usually balance to zero (no change in hours or dollars) but if they do not, the variances will be placed in the payroll and subcontractor clearing accounts accordingly.

4.5.7.1.5 Run the Utility

Overview

How to run the Labor Distribution Utility.

Step 1 - Fill out all of the fields with the appropriate information.

Step 2 - After all fields have been completed, click on Post. This procedure may take several minutes.

Note: After clicking on Post, an entry will be made in the General Journal.

Field Descriptions Listed Below

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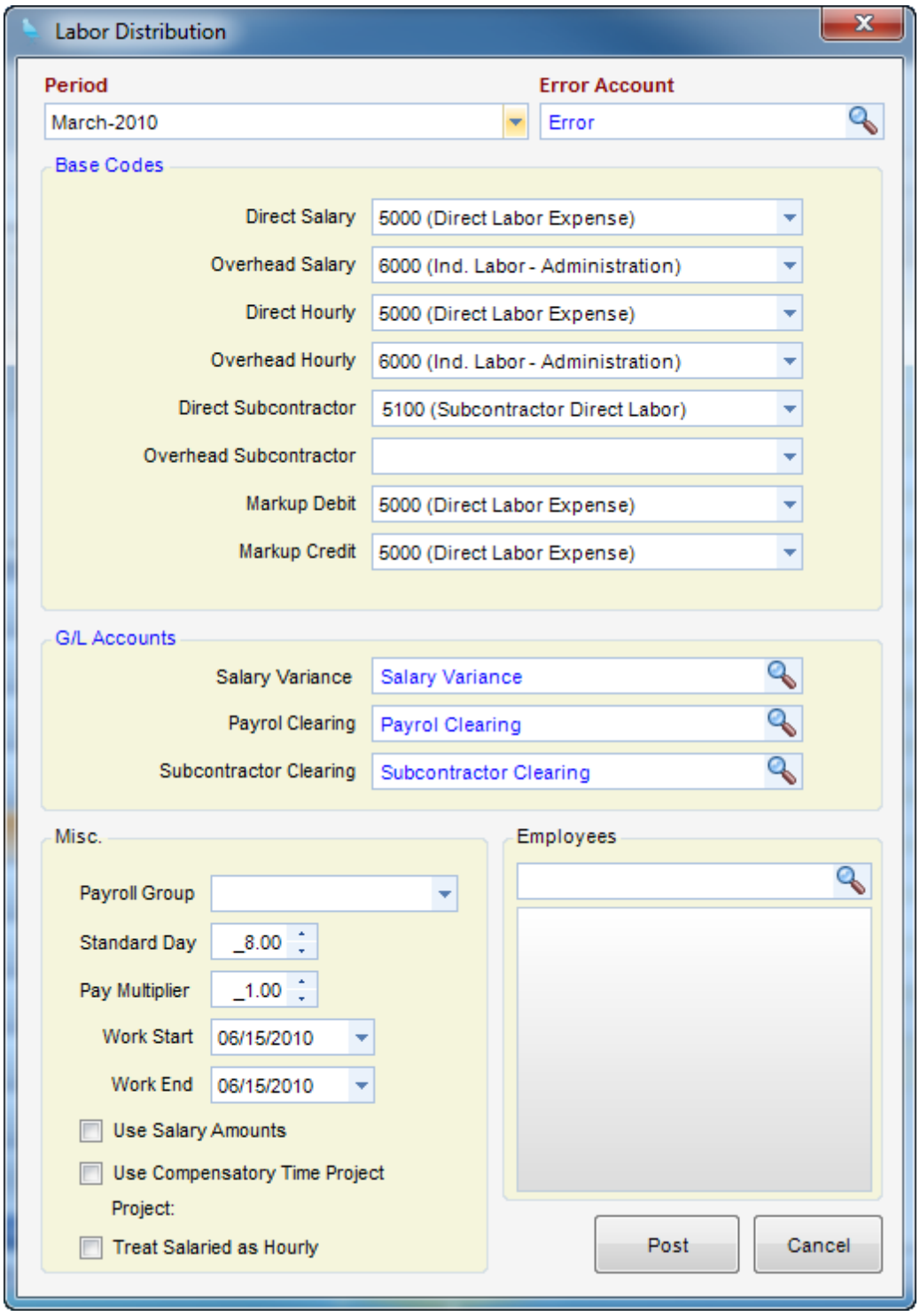

Period - G/L period to which the transaction will be posted.

Error Account - Error G/L account. Used if an account derivation cannot be achieved.

Base Codes

- **Direct Salary** - Default Cost Base Account for direct salary labor.

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- **Overhead Salary** - Default indirect salary labor cost base account.
- **Direct Hourly** - Default direct non-exempt labor cost base account.
- **Overhead Hourly** - Default indirect non-exempt labor cost base account.
- **Direct Subcontractor** - Default direct subcontractor labor cost base account.
- **Overhead Subcontractor** - Default indirect subcontract labor cost base account.
- **Markup Debit** - Default markup debit direct labor cost account.
- **Markup Credit** -Default markup credit direct labor cost account.

G/L Accounts

- **Salary Variance** - Salary variance G/L account.
- **Payroll Clearing** - Payroll clearing G/L account.
- **Subcontractor Clearing** - Subcontractor clearing G/L account.

Misc.

- **Payroll Group** - Filter for payroll group. Leave blank for all.
- **Standard Day** - Standard hours in a day.
- **Pay Multiplier** - Multiplier used when method is Pay Rate x Multiplier; otherwise, irrelevant.
- **Work Start Date** - Timesheet starting work date, (normally the start date of payroll period).
- **Work End Date** - Timesheet ending work date, (normally the end date of payroll period).
- **Use Salary Method** - When checked, employee salary amount are used to capture variance.
- **Use Compensatory Time** - When checked, a compensatory time project, as specified in Global Settings, is used to capture salary variance.

Employees - Optional filter list of employees. Leave blank for all.

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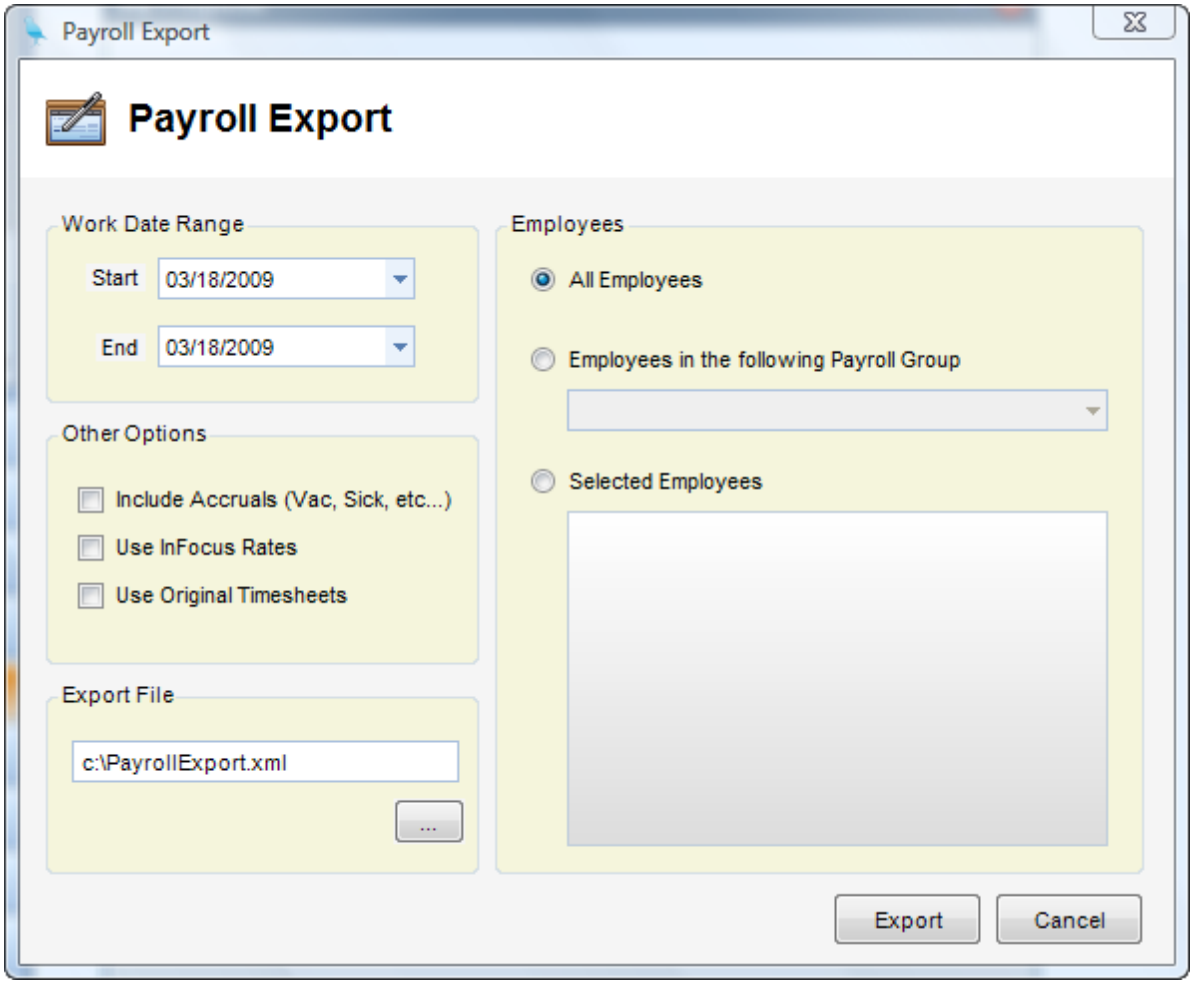
4.5.8 Payroll Export

Overview

The Payroll Export Applet allows a user to export payroll hours to a file that can be uploaded into the Pensoft Payroll Program.



4.5.8.1 Export Payroll

Overview

How to Export Payroll.

Step 1 - Fill out the appropriate information in the *Payroll Export* box.

Field Descriptions Below

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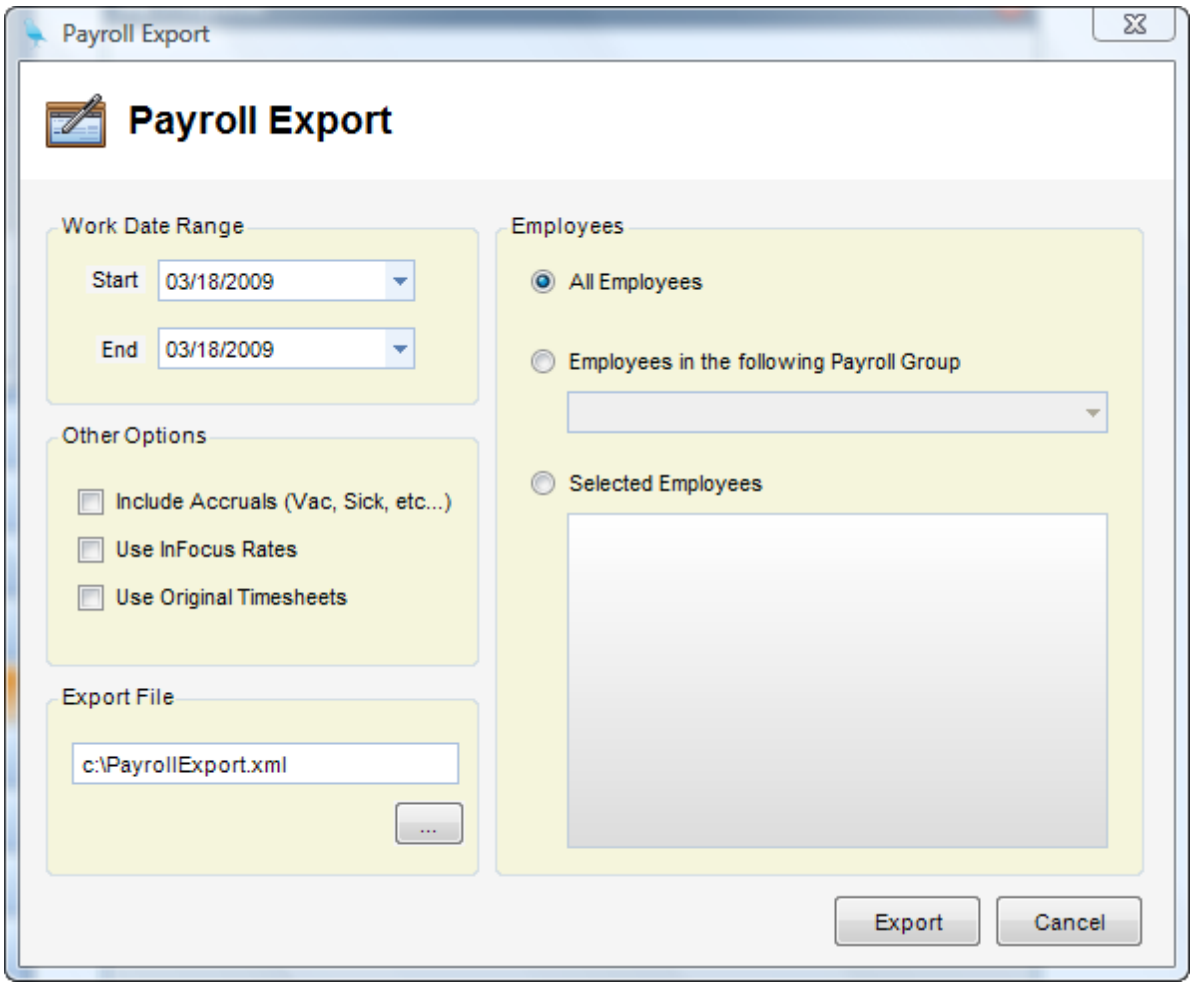

Work Date Range - The range for which the Payroll Export tool will pick up work hours.

Other Options

- **Includes Accruals (Vac, Sick, etc.) -** When checked, the export includes leave times (accruals)
- **Use InFocus Rates -** When checked, the InFocus pay rates override the Pensoft pay rates.
- **Use Original Timesheet -** When checked, uses timesheets prior to making any adjustments. Typically not checked.

Export File - The location of the Export File to be exported.

Employees - The user can select All Employees, Payroll Groups, or Selected Employees to run payroll.

Step 2 - Click Export. A confirmation box will appear.

4.5.9 Recalculate Rates

Overview

The Recalculate Rates Utility is used when rates or a rate schedule is set up after entering time sheets. This is not the preferred method. When time sheets are entered, or edited, in the system, they immediately pick up rates and store them in the time sheet module so that they are available for reporting. If you retroactively want to apply

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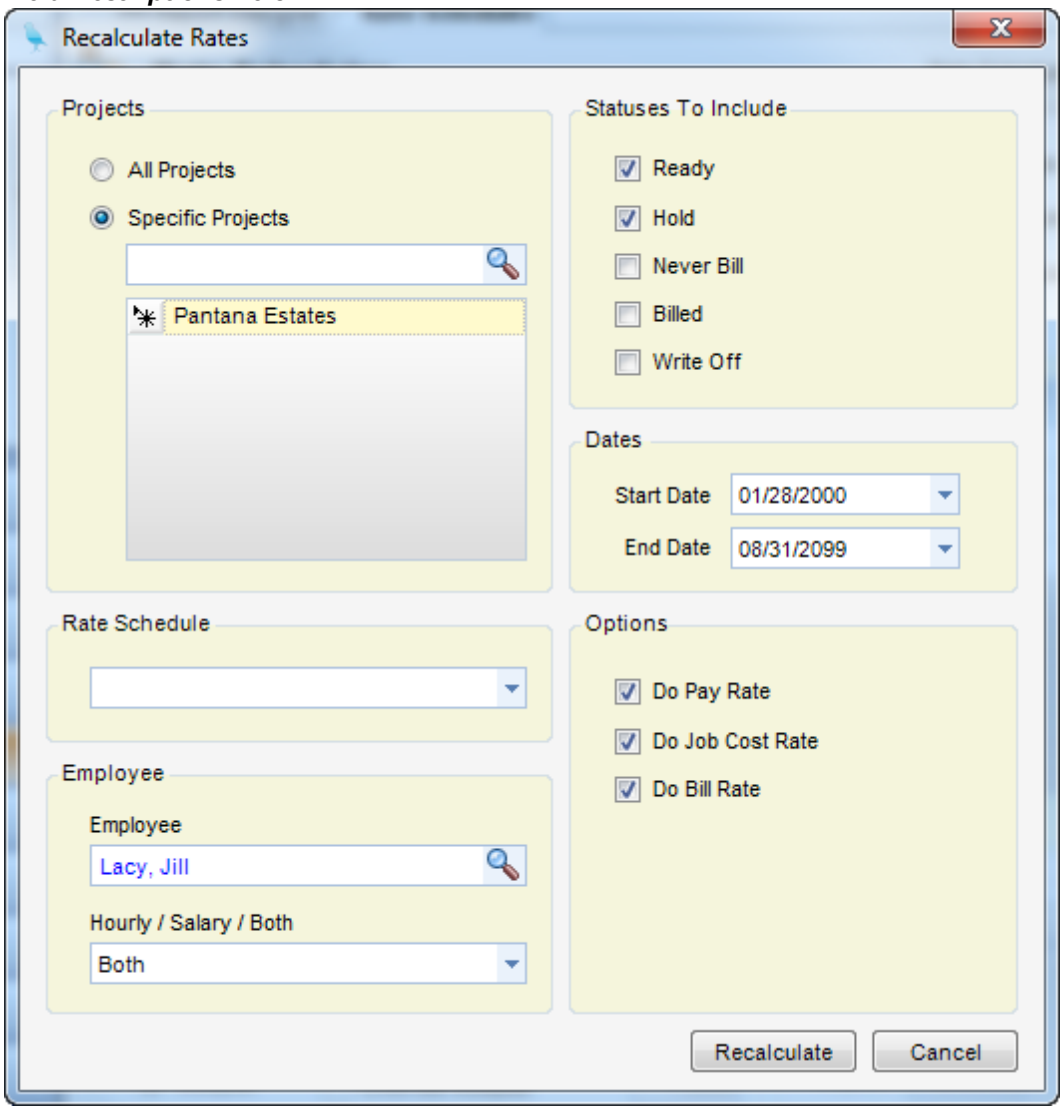
rates to time entries this can be accomplished via the Recalculate Rates utility.

All three types of rates - Pay Rate, Job Cost Rate, and Bill Rate - can be recalculated.

Field Descriptions Below



Projects

- **All Projects** - When checked, timesheet line items are not limited by project charged.
- **Specific Projects** - When checked, timesheet line items are limited by the specific project(s) listed.

Statuses To Include

- **Ready** - When checked, time line items with a bill status of *Ready to Bill* will be included.
- **Hold** - When checked, time line items with a bill status of *Hold* will be included.
- **Never Bill** - When checked, time line items with a bill status of *Never Bill* will be included.

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- **Billed** - When checked, time line items with a bill status of *Billed* will be included.
- **Write Off** - When checked, time line items with a bill status of *Write-off* will be included.

Dates

- **Start Date** - Starting date of work dates to be included.
- **End Date** - Ending date of work dates to be included.

Options

- **Do Pay Rate** - When checked, pay rate is recalculated.
- **Do Job Cost Rate** - When checked, job cost rate is recalculated.
- **Do Bill Rate** - When checked, bill rate is recalculated.
- **Audit Pay Rate** - When checked, audit entries occur for a changed pay amount.
- **Audit Job Cost Rate** - When checked, audit entries occur for a changed job cost amount.
- **Audit Bill Rate** - When checked, audit entries occur for a changed billable amount.

4.5.9.1 How To

4.5.9.1.1 Recalculate Labor Rates

Overview

How to Recalculate Labor Rates

Step 1 - Choose to recalculate rates for All Project or a Specific Project.

Step 2 - Check the boxes with the Statuses to Include (Typically *Ready* and *Hold*) for the line items (transactions) to be included in the recalculation.

Step 3 - Then select a *Start Date* and an *End Date* for the transactions that you would like to include.

Step 4 - Decide what type of rates to calculate - Pay Rate, Job Cost Rate, or Bill Rate - and check the appropriate boxes.

Step 5 - Decide whether or not to leave an audit trail, then check the appropriate boxes. The importance of an audit trail concerns Labor Distribution. An audit trail should be left if the date range covers transactions that have been processed by Labor Distribution, and if that range change could affect distributions.

Step 6 - Click *Recalculate.*

Note: If recalculating bill rates while using Pay Rates or Job Cost Rates for Labor Distribution, audits are unnecessary, as they would have no effect on distributions.

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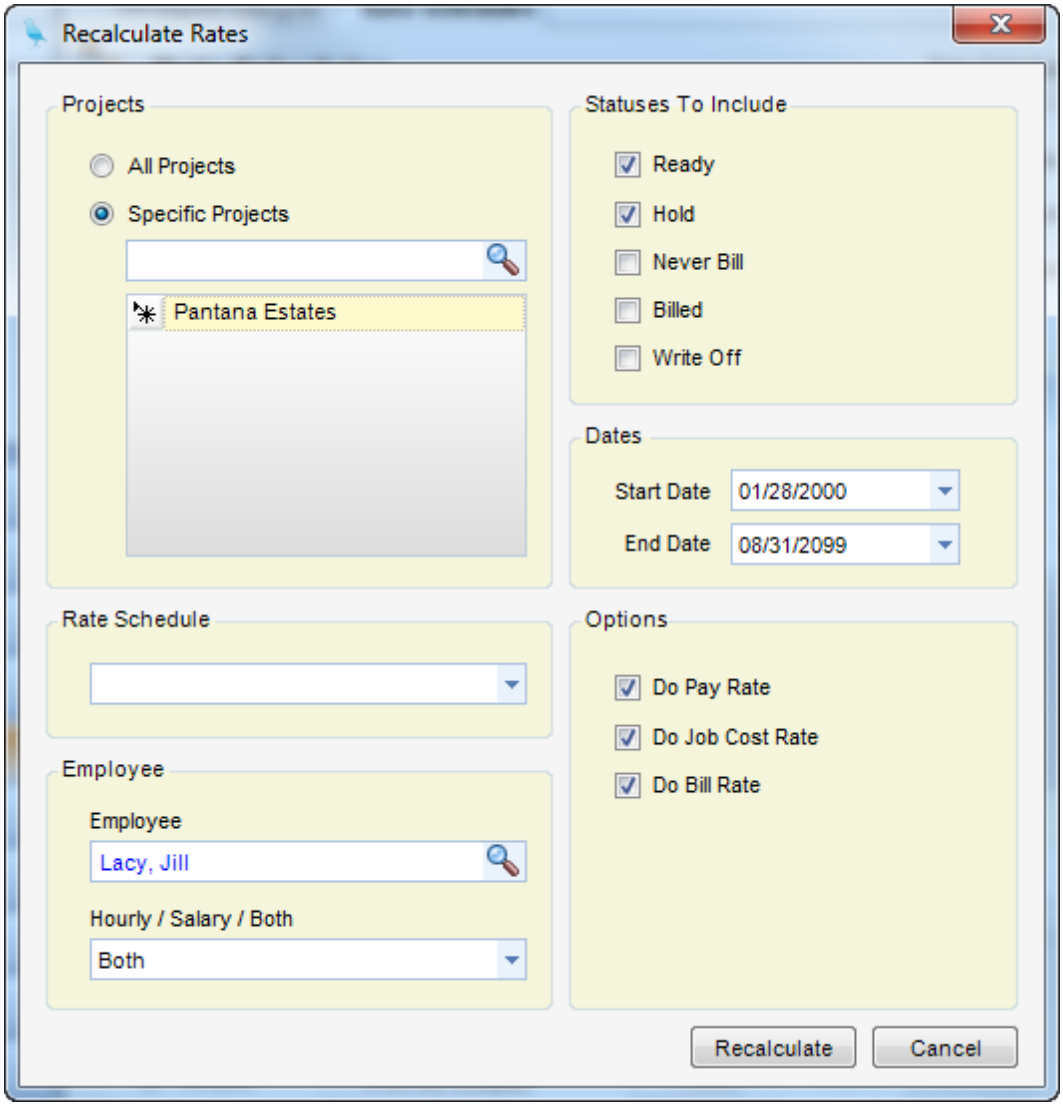
An audit posts a reverse entry of the existing timesheet line item at the old rate and then inserts a new one with the new rate.

Only timesheets that result in a new extended rate amount will be audited.



4.5.10 Resource Projections

Overview

The Resource Projections Utility is used to aggregate and analyze schedule data from project planning. Scheduled hours can be viewed by employee or job title and compared against available hours to show predicted utilization.

Note 1 - Clicking on used columns will cause a drill-down screen to pop up, displaying the distributions of the hours among the scheduled projects (Fig.1).

Note 2 - The toolbar contains an *Export* button that gives the user the ability to export the projections to Excel.

Description Below

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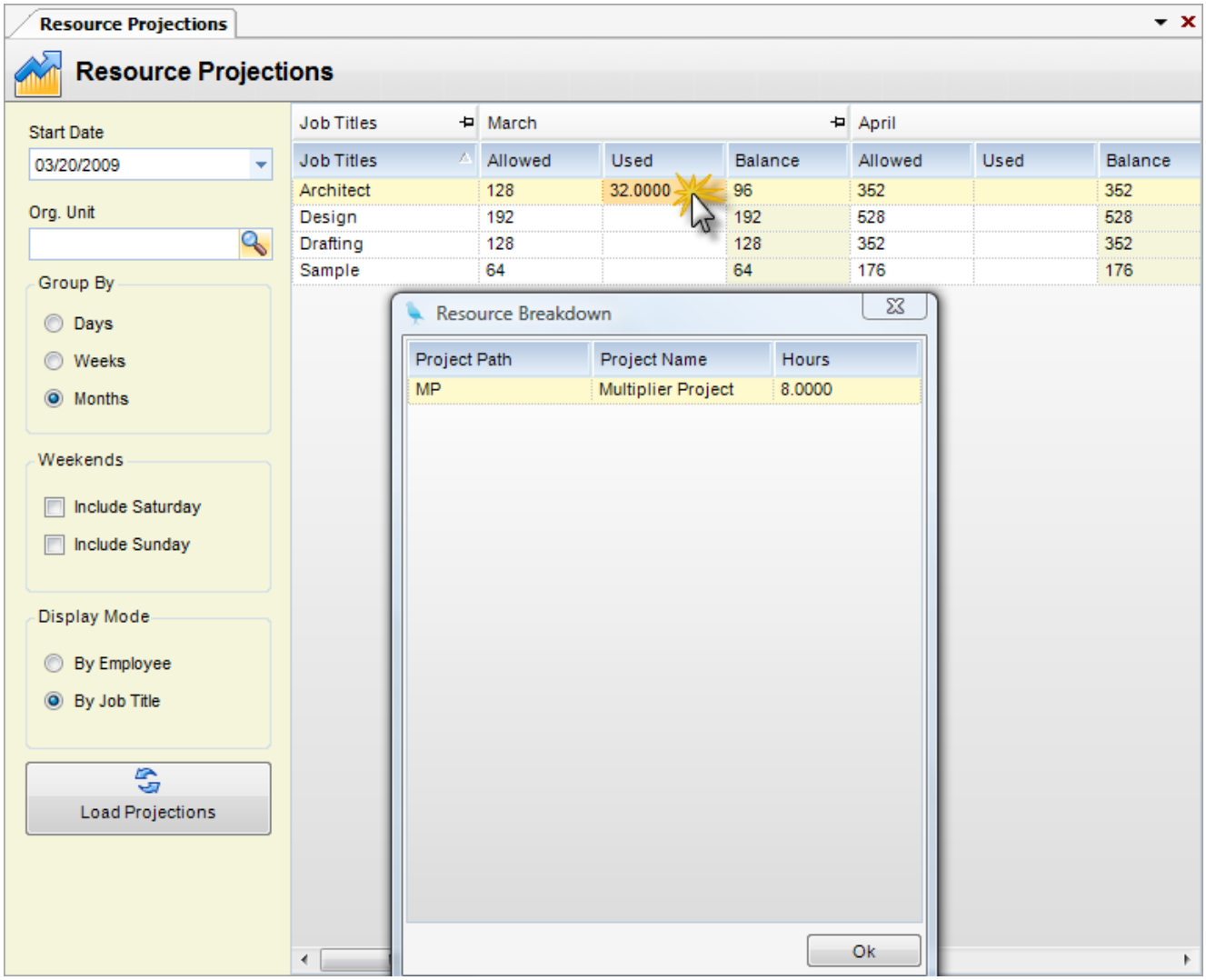

Fig.1

The grid displays figures for:

- **Allowed** - Number of hours employee or job title can work for a given period of time.
- **Used** - Number of hours employee or job title has been scheduled for a given period.
- **Balance** - Allowed Minus *Used*. There is an option under View in the toolbar to hide this column.

The following options and filters are available:

- **Start Date** - Starting date for schedules to evaluate.
- **Org Unit** - Organization unit and its children to include. If left blank, all org units are used.

Group By

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- **Days** - When checked, a scheduled end date of 30 days past the start date will be used. These days will show in the grid.
- **Weeks** - When checked, a scheduled end date of 24 weeks from the start date will be used. These 24 weeks will show in the grid
- **Months** - When checked, a scheduled end date of 12 months from the start date will be used. These 12 months will show in the grid.

Weekends

- **Include Saturday** - When checked, Saturdays will be included.
- **Include Sunday** - When checked, Sundays will be included.

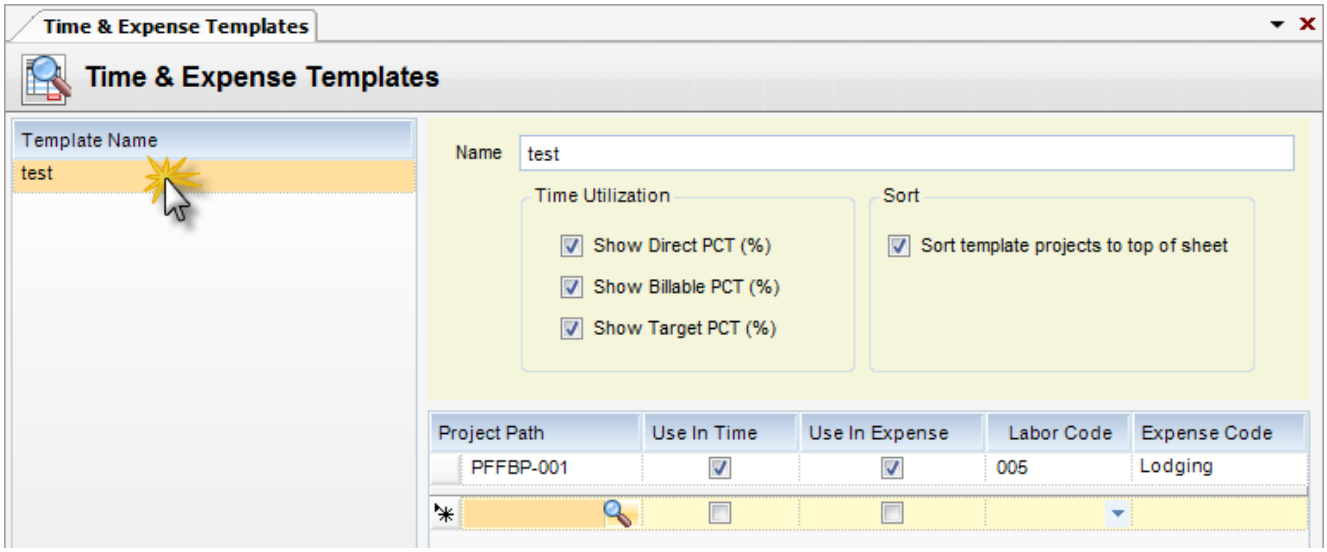
Display Mode

- **By Employee** - When checked, projections are by employee.
- **By Job Title** - When checked, projects are by job title.

4.5.11 Time & Expense Templates

Overview

Time and Expense templates are used to populate time sheets and expense sheets with commonly used projects, such as Admin, Vacation, or Sick. If no hours are put against these projects, the projects from the template will be removed upon submitting a Time or Expense sheet.



4.5.12 Timesheet Adjustments

Overview

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The Timesheet Adjustments Journal is used to make adjustments against an already existing timesheet. New timesheets cannot be entered here. Once a timesheet has been modified, it can no longer be sent back to the manager or owner (timesheet rejection). Timesheet adjustments are most commonly used to move hours between projects. This is usually done by someone in the Accounts Receivable department.

Note: Modifications to the timesheet via timesheet adjustments will not effect the original version of the timesheet.

Giving TA Permissions - While a user can be given rights to make timesheet adjustments, the sum of the adjustments must not alter the original hours and cost worked figures. This can be prevented by not giving the user the standard Edit or Delete rights in Timesheet Adjustments. Instead, grant only Edit Grid permission.

Enabling Full Audit - If Full Audit is enabled in Global Settings, any change to critical data (Project, Home, or Charge Org Unit, Work Hours or the Dollar Amount that is used for Distribution) will result in the system recording an automatic reversing entry and storing your changes as a new item. If not enabled, the prior automatic adjustment will occur only if this line item has already been processed by Labor Distribution.

The normal mode of operation in Timesheet Adjustments is for the user to record only hours when entering time items. The system automatically calculates rates, multipliers, and extended amounts. Any calculated stored information for a line item can be overridden. The system does not, however, make the automatic calculations. The user must change the extended amount if a rate is changed manually.

Field Descriptions Below

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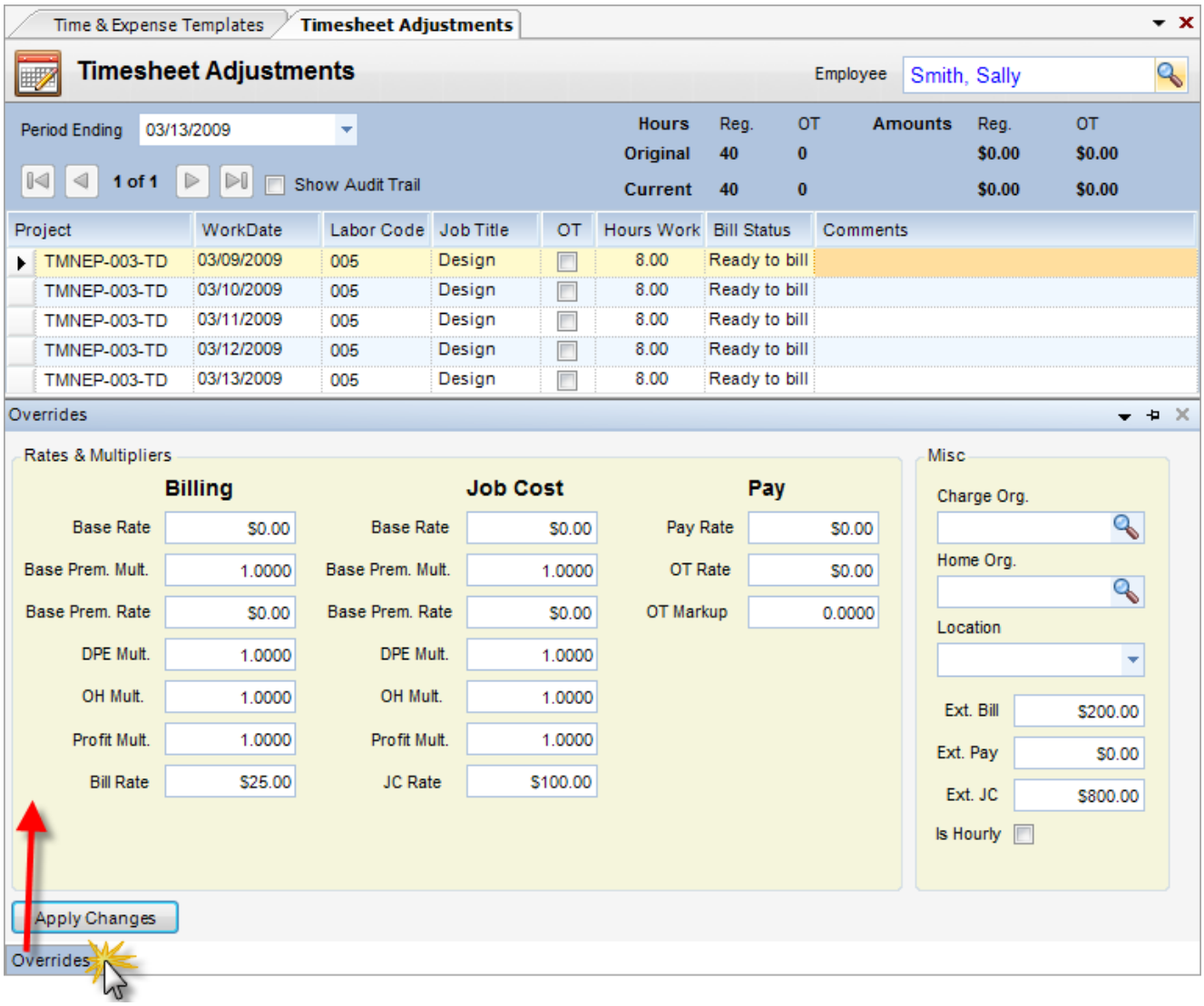

Line Items Grid

- **Period Ending Date -** Drop-down box that displays the period ending dates of Employee Timesheets.
- **Project** - Allowable WBS path for this employee.
- **Work Date** - Must be within timesheet coverage period.
- **Job Title** - Allowable job title for this employee on this project.
- **OT** - When checked, hours are overtime or premium.
- **Hours Work** - Hours worked.
- **Bill Status** - Billing status.
- **Comments** - Comments that can appear on project management reports or invoices.

Overrides - Accessed for any line item by clicking on the *Overrides* button in the lower left hand portion of the

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screen.

- **Billing Base rate** - Base rate used when calculating bill rates.
- **Billing Base Prem. Mult.** - Multiplier applied against base rate for premium time. If changed, it auto-calculates billing base premium rate.
- **Billing Base Prem. Rate** - Base premium rate used for calculating premium bill rate. When changed, it auto-calculates premium multiplier.
- **Billing DPE Mult.** - Direct personal expense multiplier.
- **Billing OH Mult.** - Overhead multiplier.
- **Billing Profit Mult.** - Profit Multiplier.
- **Bill Rate** - Billing Rate
- **Job Cost Base rate** - Base rate used when calculating job cost rates.
- **Job Cost Base Prem. Mult.** - Multiplier applied against base rate for premium time. If changed, it auto-calculates billing base premium rate.
- **Job Cost Base Prem. Rate** - Base premium rate used for calculating premium job cost rate. When changed, it auto-calculates premium multiplier.
- **Job Cost DPE Mult.** - Direct personal expense multiplier.
- **Job Cost OH Mult.** - Overhead multiplier.
- **Job Cost Profit Mult.** - Profit Multiplier.
- **Job Cost Rate** - Job Cost Rate.
- **Pay Rate** - Pay rate.
- **OT Rate** - Overtime rate.
- **OT Markup** - Overtime multiplier.
- **Charge Org**. - Org unit that receives the cost of this line item.
- **Home Org**. - Org. Unit to which employee belonged on this work date.
- **Ext. Bill** - Extended bill amount (usually bill hours x bill rate).
- **Ext. Pay**.- Extended pay amount (usually work hours x pay rate).
- **Ext JC** - Extended job cost amount (usually work hours x job cost rate).
- **Is Hourly** - When checked, indicates that employee was classified non-exempt on this work date.

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4.5.12.1 How To

4.5.12.1.1 Adjust a timesheet

Overview

How to Adjust a Timesheet.

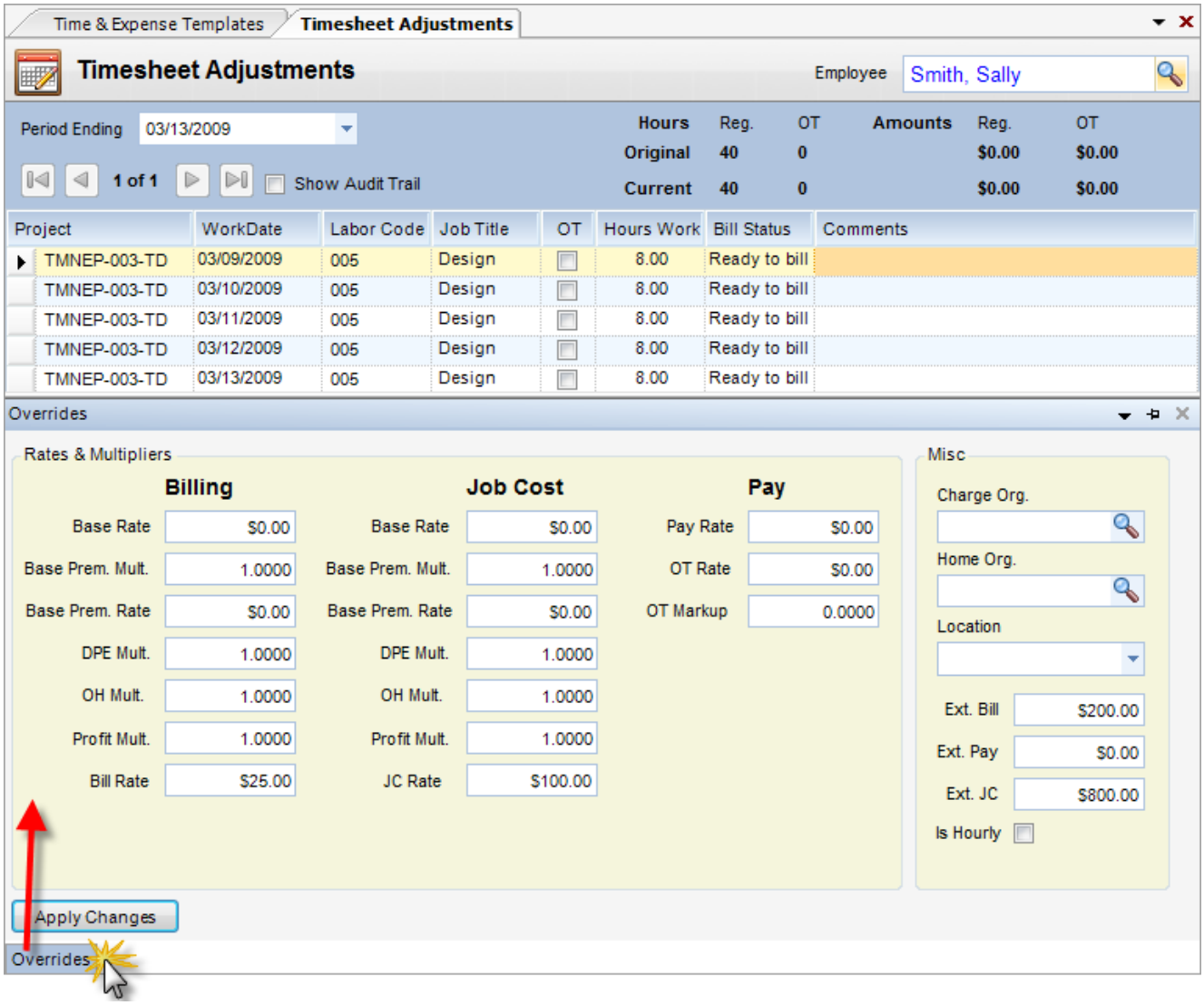
Step 1 - Enter an employee code (or use the lookup) in the top right corner of the screen.

Step 2 - Select a period end date from the drop-down.

Note - When the screen loads, the header section will display Original and Current figures for the total hours and dollars on the timesheet. The figures will be identical at the start. Based on security settings, these figures may still be required to match when all changes are completed.

Step 3 - New lines can now be added, or existing lines can be deleted or edited.

Step 4 - Once all necessary changes have been made, click Save.



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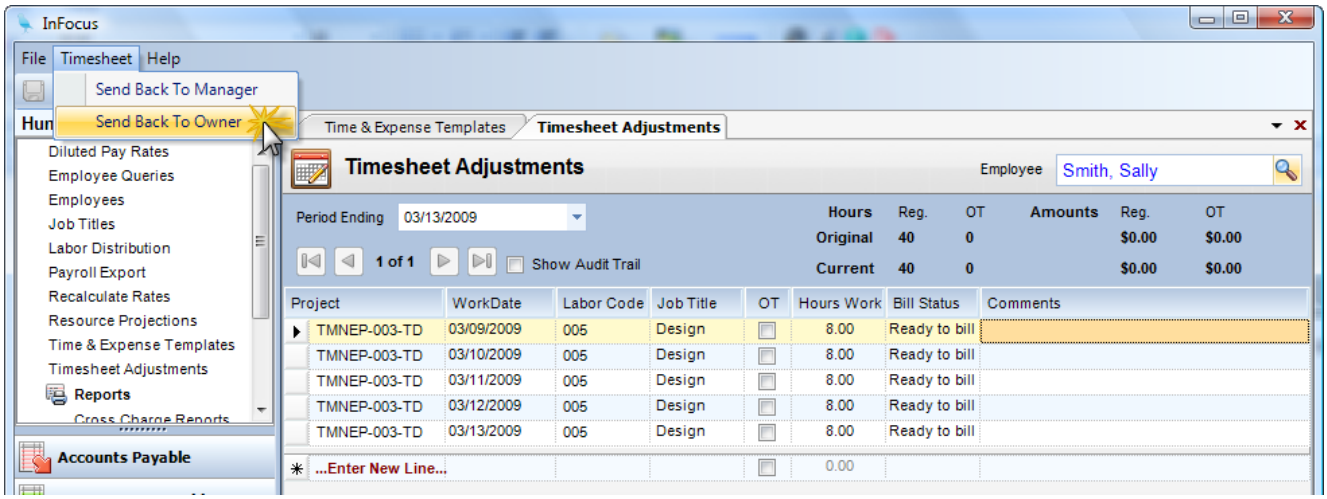
4.5.12.1.2 Reject a Timesheet

Overview

How to Reject a Timesheet. Timesheets can be rejected before they have been modified. A rejected timesheet can be sent back to either the owner of the timesheet (the employee for whom the timesheet exists) or to the owner's manager.

Step 1 - Using the Lookup Control, call up the timesheet that is to be adjusted. This is done by specifying the employee code and period end date (Period Ending Drop-down).

Step 2 - A user can select either the 1) Send Back to Manager or 2) Send Back to Owner option from the timesheet button (located on the toolbar).



4.5.13 Reports

4.5.13.1 Cross Charge Reports

Overview

The *Cross Charge* report allows you to run a report to view cross charging for a Home Org. Cross charging in InFocus means that the organizations that charge to a project, that are not the owning organization and are not an established sharing organization, will have the cost of the charges transferred to the owning organization. Likewise, the owning organization receives all earned revenue for those charges.

Cross Charge Report Criteria

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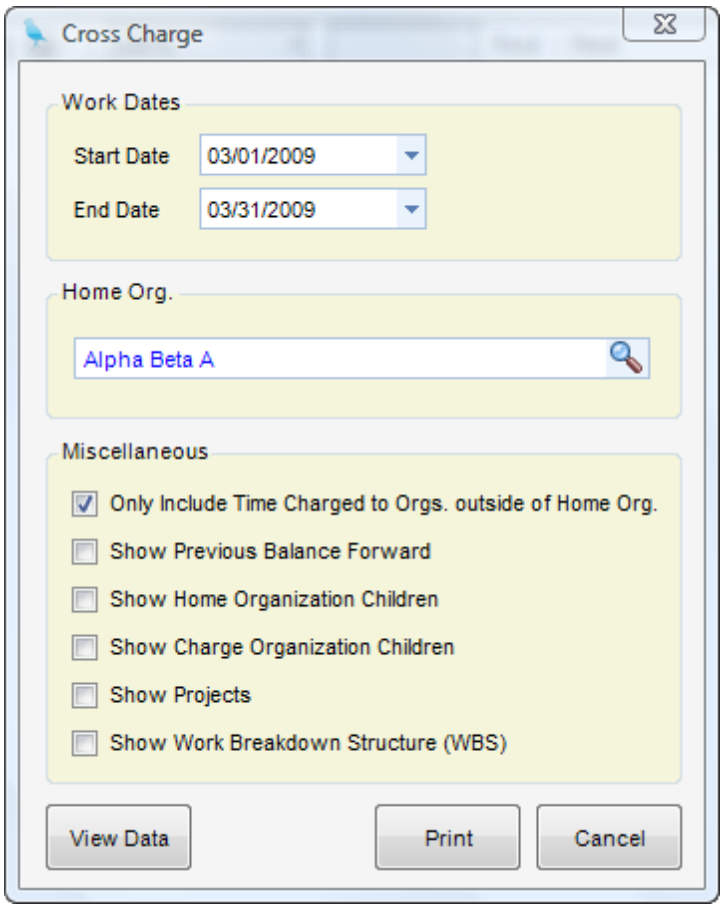

Fig.1

4.5.13.2 Time Transactions (Dollars)

Overview

The Time Transactions (Dollars) Report allows a user to run a report (using the criteria shown in Fig.1), to see the pay amount for an employee on different projects within a specified date range.

Time Transactions Report Criteria

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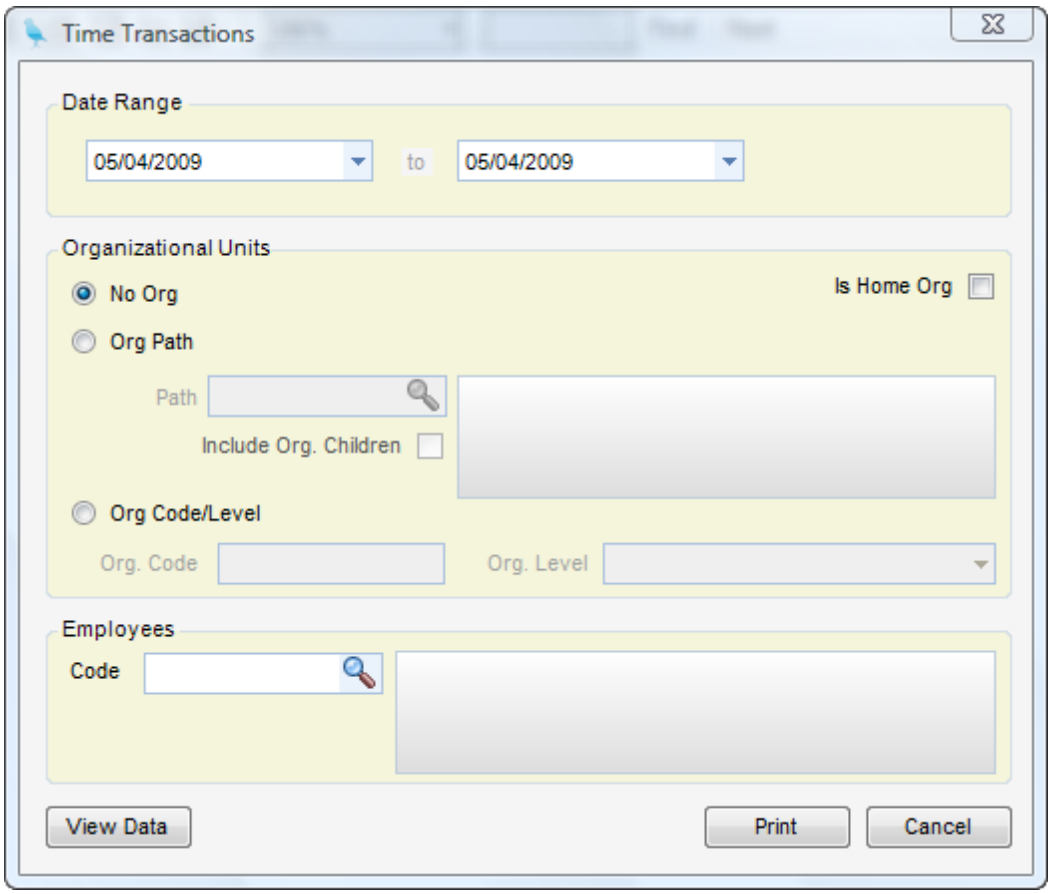

Fig.1

4.5.13.3 Time Transactions (Hours)

Overview

The Time Transactions (Hours) Report allows a user to run a report (using the criteria shown in Fig.1), to see the work hours for an employee on different projects within a specified date range.

Time Transactions Report Criteria

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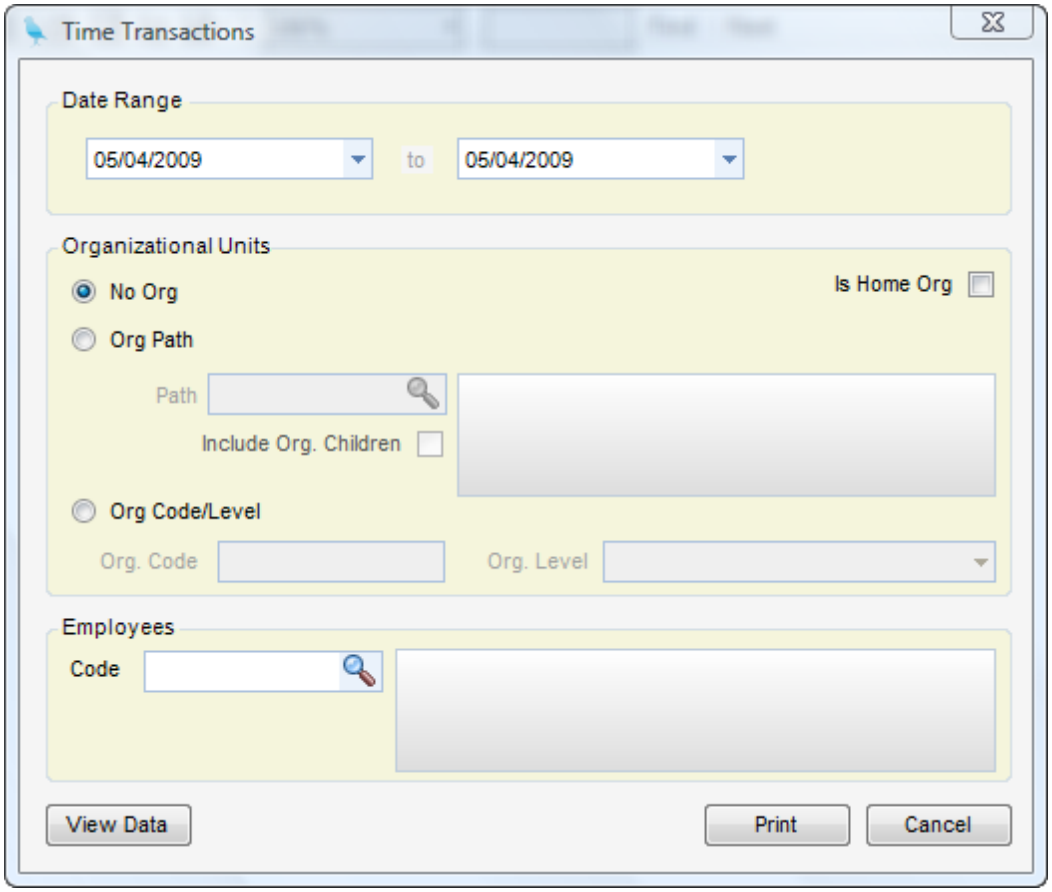

Fig.1

4.5.13.4 Utilitization Reports (Dollars)

Overview

Time Utilization reports are used to analyze how employees spend their time and how profitable they are. There are two categories for utilization reports: H*ours* and *Dollars*. This is done to allow permissions to be set separately for the type of information contained in the report. The Time Utilization (Dollars) Report allows a user to run a report using the criteria shown in Fig.1.

Time Utilization Report Criteria

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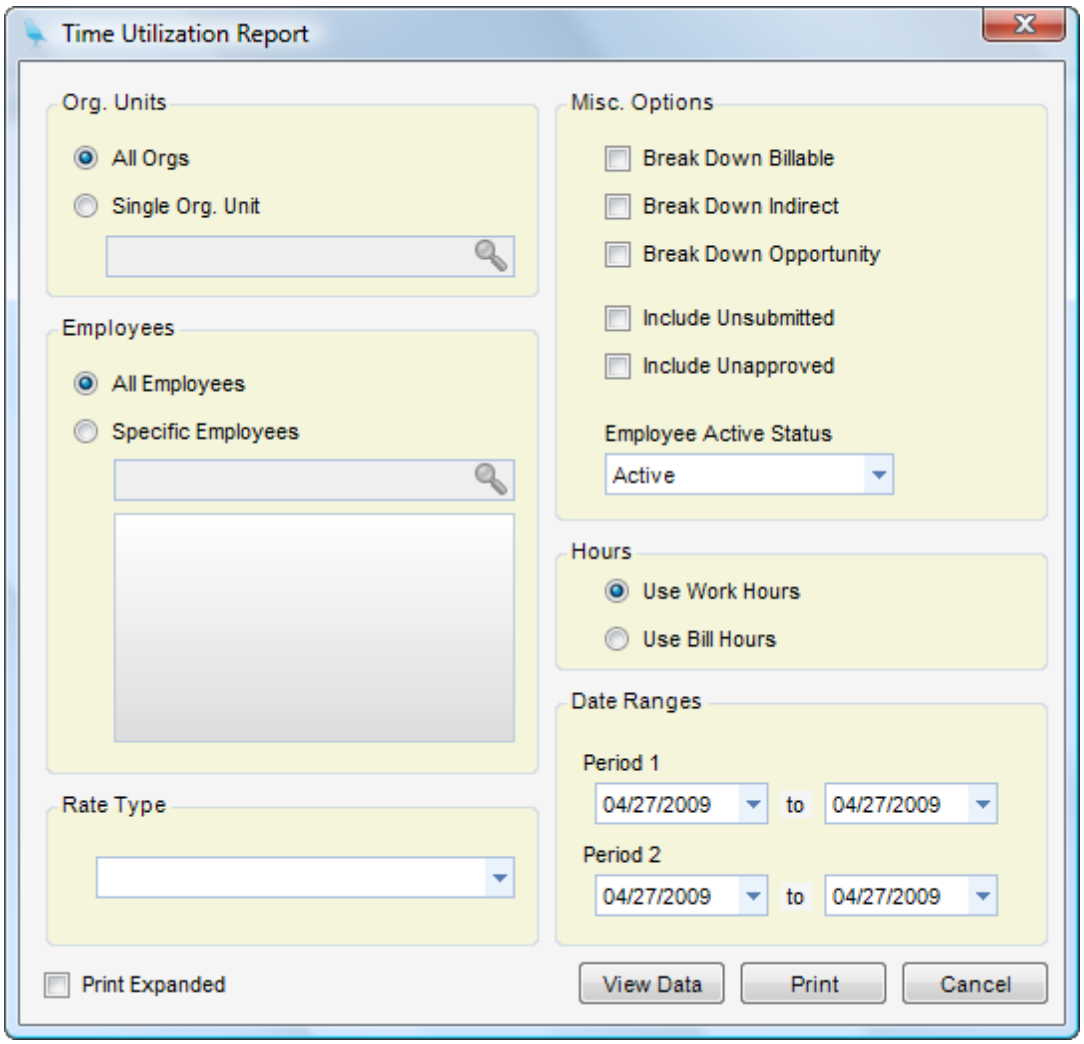

Fig.1

4.5.13.5 Utilitization Reports (Hours)

Overview

Time Utilization reports are used to analyze how employees spend their time and how profitable they are. There are two categories for utilization reports: H*ours* and *Dollars*. This is done to allow permissions to be set separately for the type of information contained in the report. The Time Utilization (Hours) Report allows a user to run a report using the criteria shown in Fig.1.

Time Utilization Report Criteria

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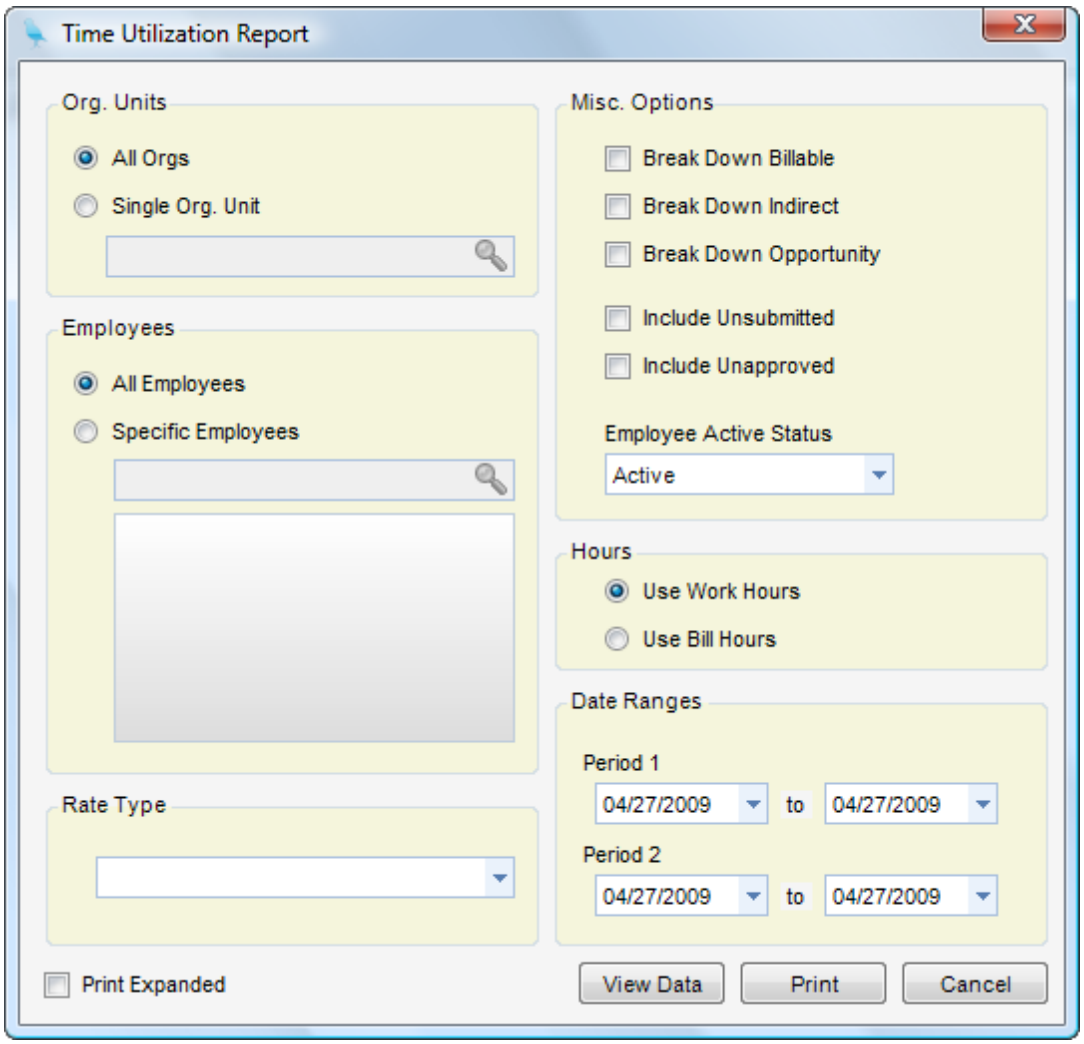

Fig.1

4.6 Personal

4.6.1 Expense Sheets

Overview

Expense Sheets for Employees Entering Job-Related Expenses. There is no period cycle for expense sheets. Multiple expense sheets can be entered within a day, if desired.

Note: Expenses must be entered against a project (billable or otherwise). Optionally, expense codes can be required. When expense codes are used, expense line items will get their G/L accounts from the expense code default cost accounts when they are imported into the employee reimbursable journal.

Like timesheets, expense sheets must be submitted and approved. Unlike timesheets, expenses do not appear on project management reports until they have been imported into the employee reimbursable journal. This is done through the Employee Reimbursables Applet.

Note: There is an option under Tools, *Enable Arrow Key Navigation (Fig.1)*. By enabling Arrow Key Navigation, you can move through the timesheet grid in an Excel like manner. However, you will lose the ability to arrow

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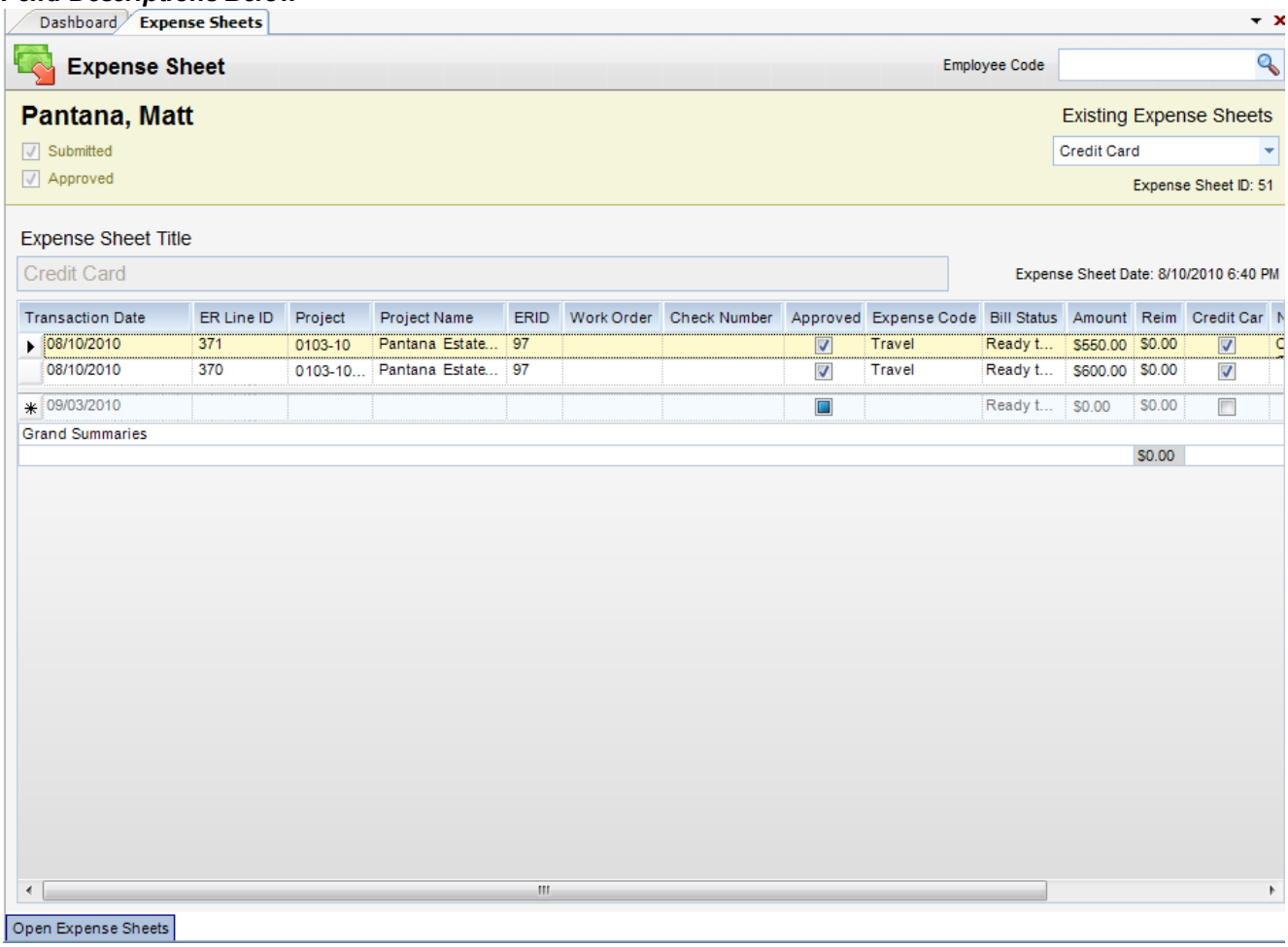
through a particular word or number within a cell.

(Fig.1)

Feild Descriptions Below



Employee Reimbursables Grid

- **Expense Sheet Date -** Create date of the expense sheet.
- **Transaction Date** - Date expense was incurred.
- **Work Order** - Work order to which expense is applied. Will fill out project, if entered.
- **ER Line ID** - Employee Reimbursable Line ID Number.
- **Project** - WBS path.
- **Project Name** - Name of the Project.
- **ERID** - Internal transaction ID

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- **Check Number -** Check number that was disbursed to the employee.
- **Expense Code** - Expense code. Can be required, based on *Global Settings*.
- **Amount** - Expense amount. Quantity and unit rate can be entered by clicking on the notepad item.
- **Reimbursable Amt.** - Defaults to amount. This is the amount that should be reimbursed to the employee.
- **Credit Card** - Flag indicating if charge was made on a company credit card. If checked, reimbursable amount is forced to zero.
- **Bill Status** - Billing status. May not show, based on *Global Settings*.
- **Notes (Internal)** - Internal notes for communication with accounting. Spell check is available to the user when entering expense sheet comments.
- **PM Comment** - Comments that can appear on project management reports and invoices.

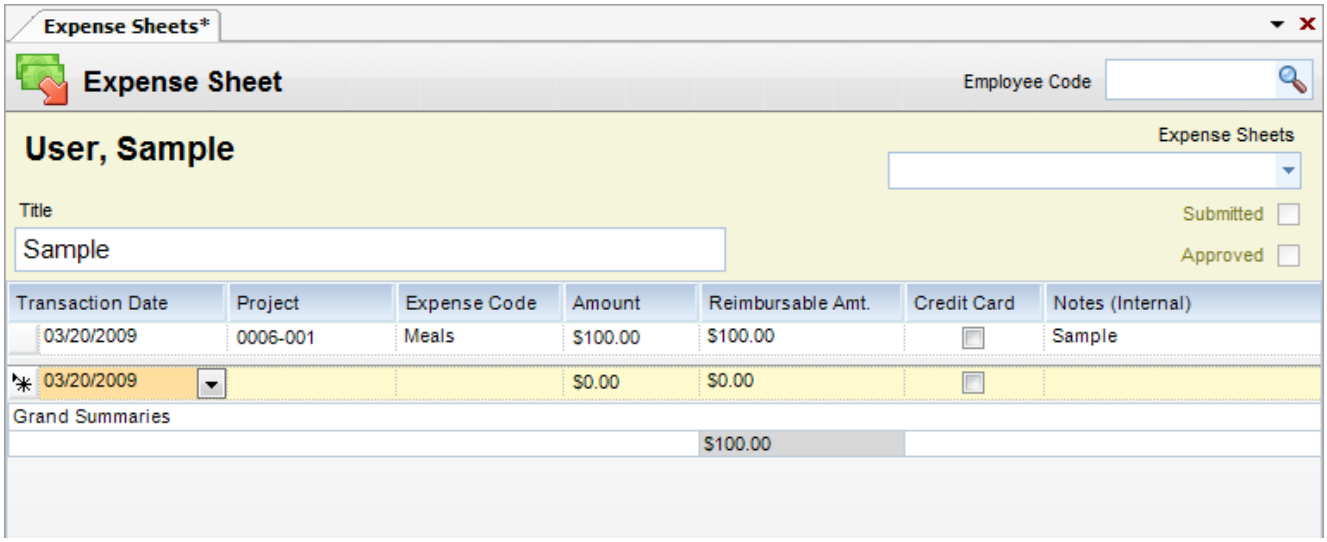
4.6.1.1 How To

4.6.1.1.1 Enter an Expense Sheet

Overview

How to Enter an Expense Sheet. Expense sheets are automatically grouped by a unique ID, as well as the date they were first created.

- **Step 1 -** Click New on the toolbar.
- **Step 2 -** Enter a Title for the expense sheet.
- **Step 3 -** Enter the line items.
- **Step 4 -** Click Save. The expense sheet will be added to the drop-down list.



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4.6.1.1.2 Submit an Expense Sheet

Overview

How to Submit an Expense Sheet.

Step 1 - Recall the sheet to the screen (Fig. 1).

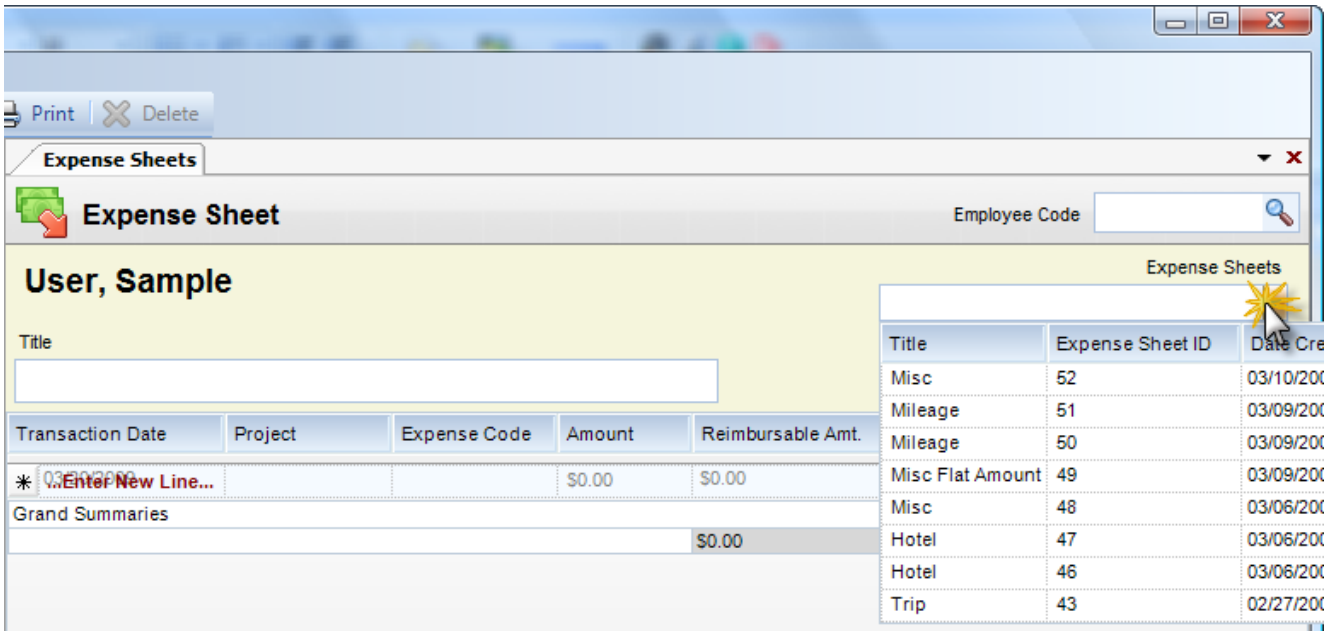

Fig.1

Step 2 - Select Submit from the Expense Sheet option on the toolbar (Fig. 2).

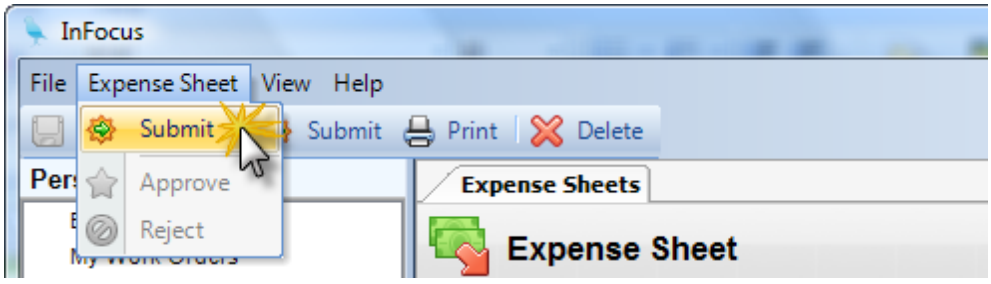

Fig.2

Step 3 - Answer Yes to the warning and the expense sheet will be submitted.

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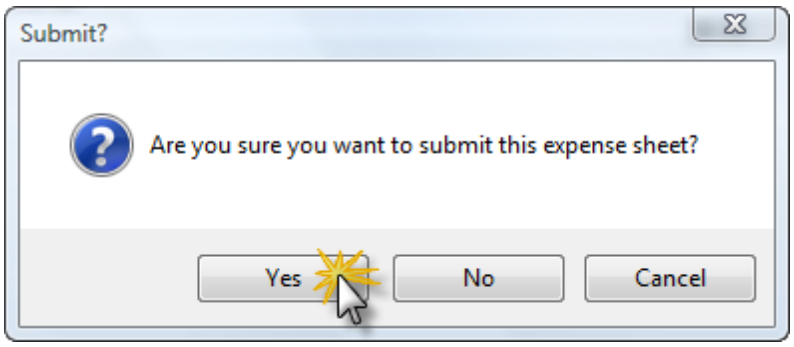
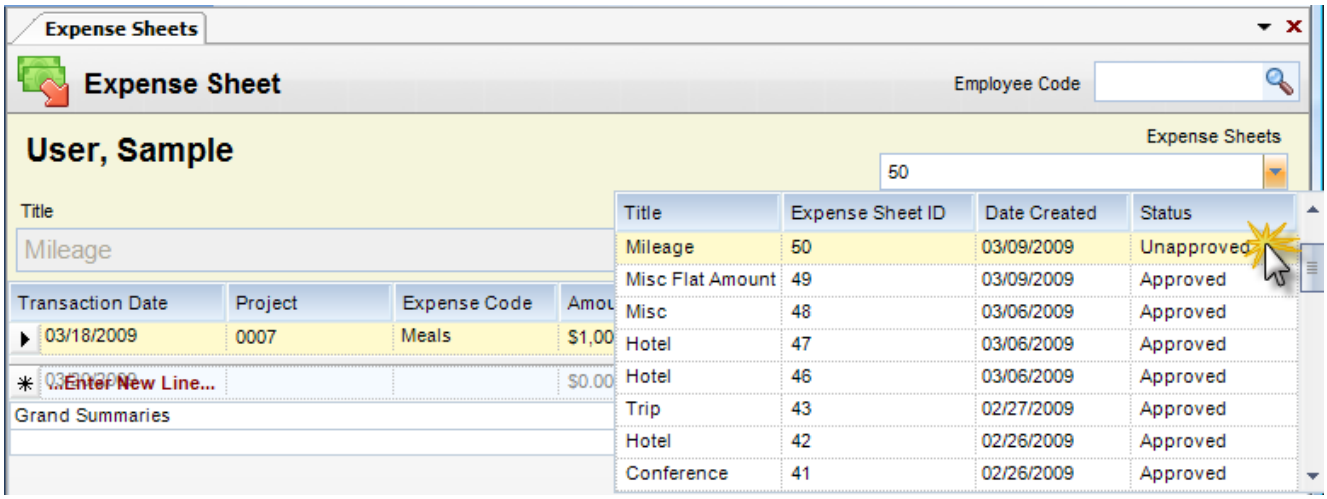


4.6.1.1.3 Use Manager Approval or Rejection of an Expense Sheet

Overview

How to Approve or Reject an Expense Sheet

Step 1 - Recall an unapproved expense sheet to the screen. (Fig 1.)



(Fig 1.)

Step 2 - Click on the Open Expense Sheet button in the lower left corner of the screen. A panel will slide in.

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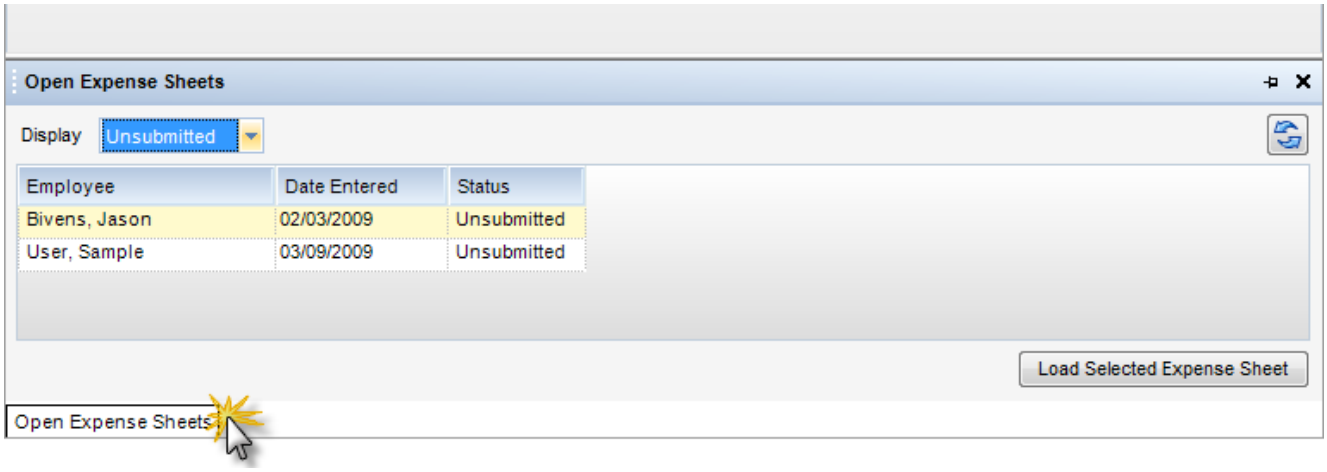
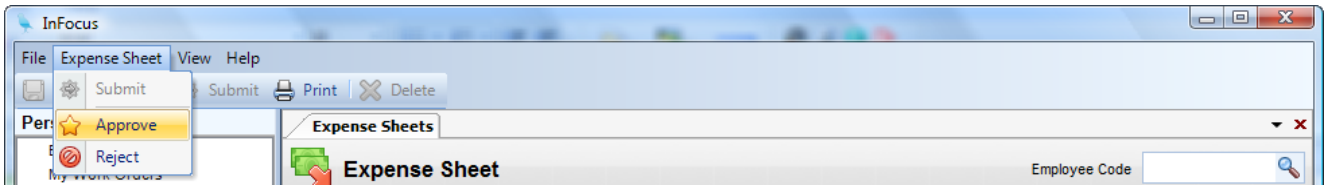


Step 3 - Select Unapproved from the drop-down list labeled Display. Highlight an expense sheet in the list and click on Load Selected Expense Sheet.

Step 4 - Select either Approve or Reject from the Expense Sheet toolbar.



4.6.1.1.4 Delete an Expense Sheet

Overview

How to Delete an Expense Sheet.

Note - A user can delete an expense sheet only while it is in the Unsubmitted state in the Display box.

Step 1 - Recall the Expense Sheet that is to be deleted.

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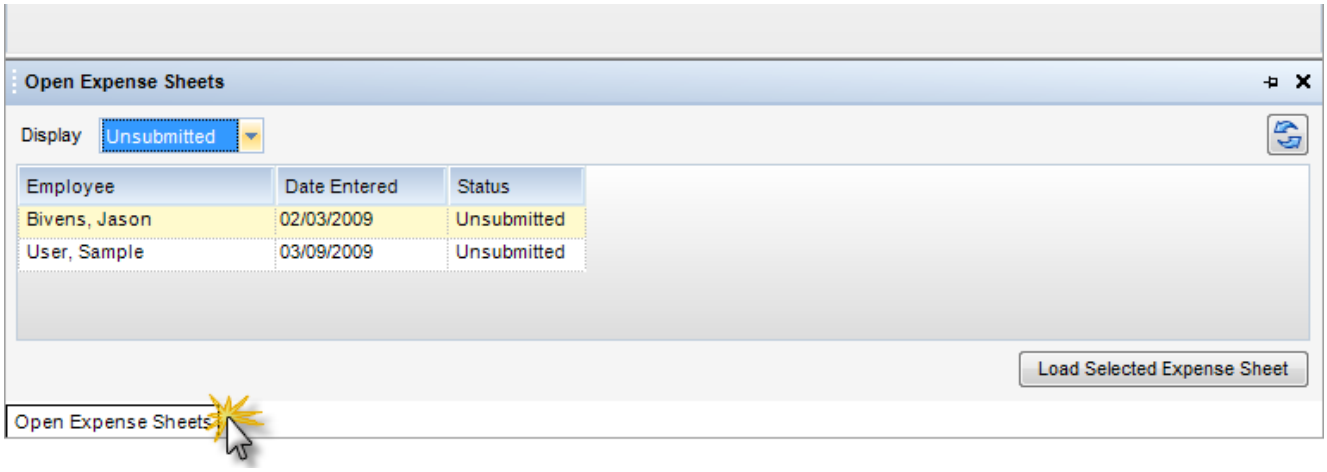
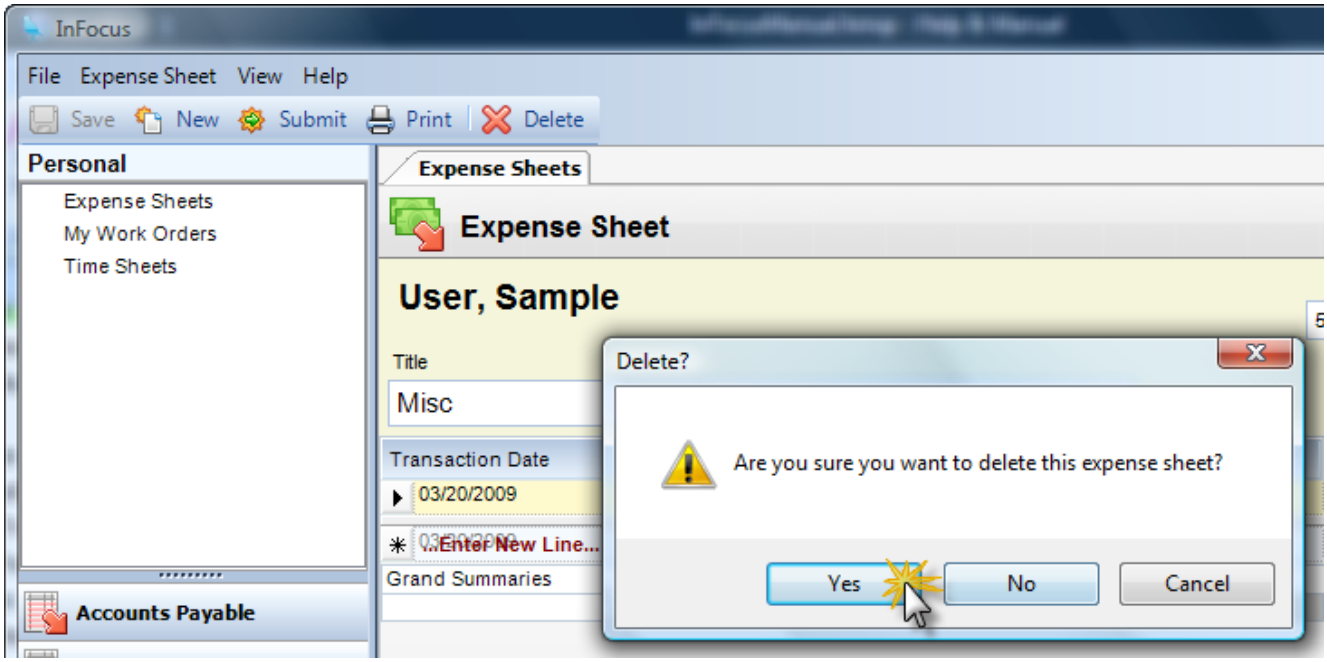


Step 2 - Click Delete in the toolbar and answer Yes to the warning.



4.6.2 My Work Orders

Overview

Work Orders are used by project leaders to communicate with team members. Work Orders are usually an assignment of work to be accomplished, but can also be requests to internal employees for quotes.

Work Orders provide a number of benefits:

- Work Orders allow for time collection without the knowledge of WBS paths. If used extensively, employees do not need to know anything about WBS paths, labor codes, or job titles. This makes time entry far simpler.
- Work Orders also allow project managers to construct project plans that fit the project rather than conforming to some strict generic company-wide coding system.
- Work Orders are proactive when used in place of emails. They alleviate much of the time transfer work that goes

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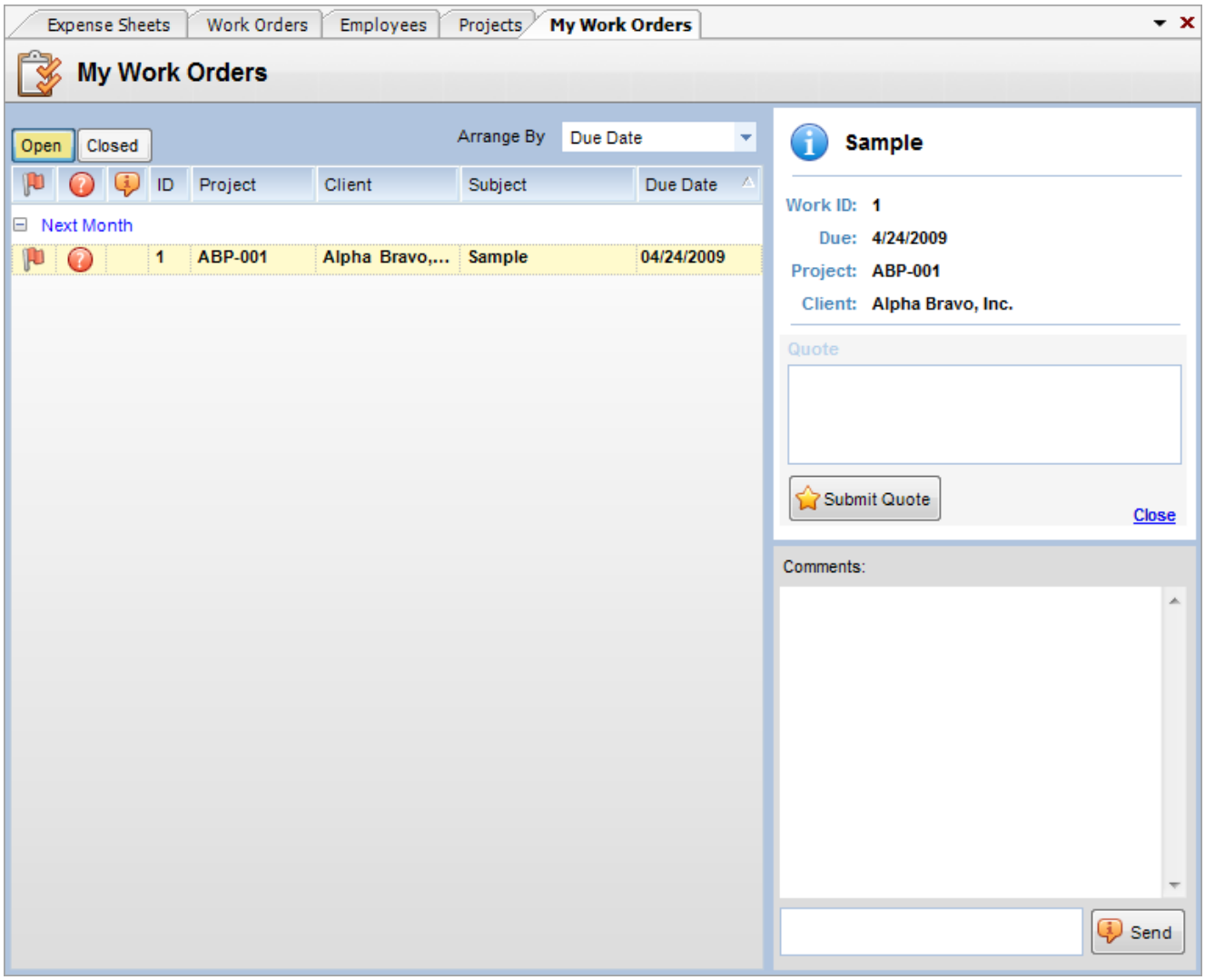
on after time collection.

- Small units of work can be managed without changing the project plan. Work Orders can be set to demand that Estimates to Complete be provided by the employee when citing the work order during timesheet collection.
- Budgets can be assigned to work orders so that the project manager can analyze performance when maintaining the plan.

There are two work order applets:

- **Work Orders -** The Work Orders applet is available only to project leaders and is used to assign work orders to individuals, as well as to track and administer those work orders.
- **My Work Orders -** My Work Orders is used by individuals to keep track of work that has been assigned to them. They can attribute time to work orders, mark work as completed, and carry on recorded communication with the project leaders.



4.6.2.1 Understanding My Work Orders

Overview

How to Understand the My Work Orders Screen. The My Work Orders screen is almost identical to the Work Orders Screen. It contains all the work orders that have been assigned to the user. By default, it shows the Open

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list. This is essentially an Inbox. Use this screen to monitor the list of open work orders, respond to quote requests, reject work order assignments, close work orders, and enter time.

Clicking on an *Open* work order opens up to three options under the Quote text box (in the middle of the right side of the screen). The options are Submit Quote, Reject, and Cancel.

When a request for a Quote type work order is selected, the Quote text box will become enabled, and a Submit Quote button will appear. Fill in the Quote textbox with an estimation of work; then click on the Submit Quote button. The Quote response will be sent back to the project leaders and the work order will be removed from the user's list.

When a work order is selected that is not mandatory, a Reject link button will appear under the Quote textbox. Clicking on this will remove the user's assignment from the work order, and the work order will no longer appear on the user's list.

Whenever an open work order is selected, a Closed link button will appear under the Quote textbox. Clicking on the link will flag the work order as closed and remove it from the user's Open list. Closing a work order is how an assigned employee informs the project leaders that they have completed the work order.

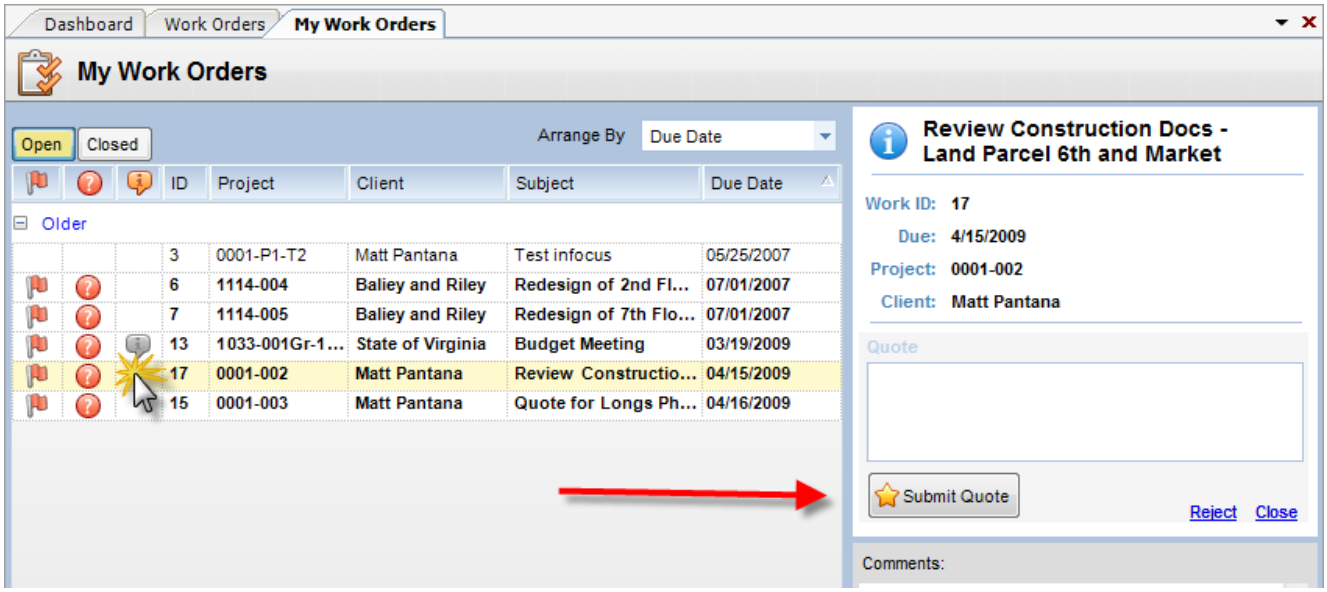

Fig.1

4.6.2.2 How To

4.6.2.2.1 Enter time against a w ork order

Overview

How to Enter Time against a Work Order. While hours can be added against a work order in timesheet entry, there is a more direct way of accomplishing this from the My Work Orders screen.

Step 1 - Select a work order from the grid.

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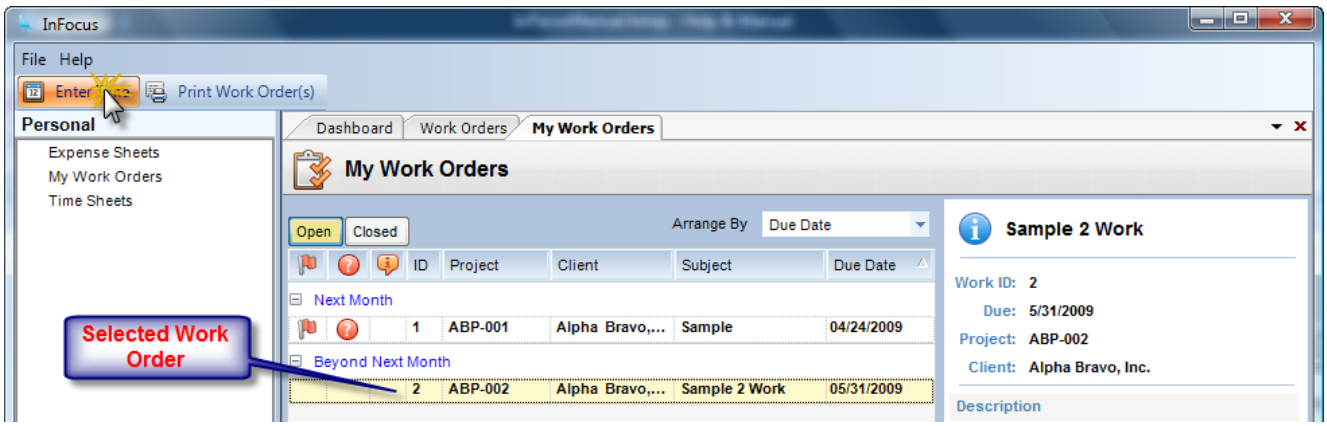
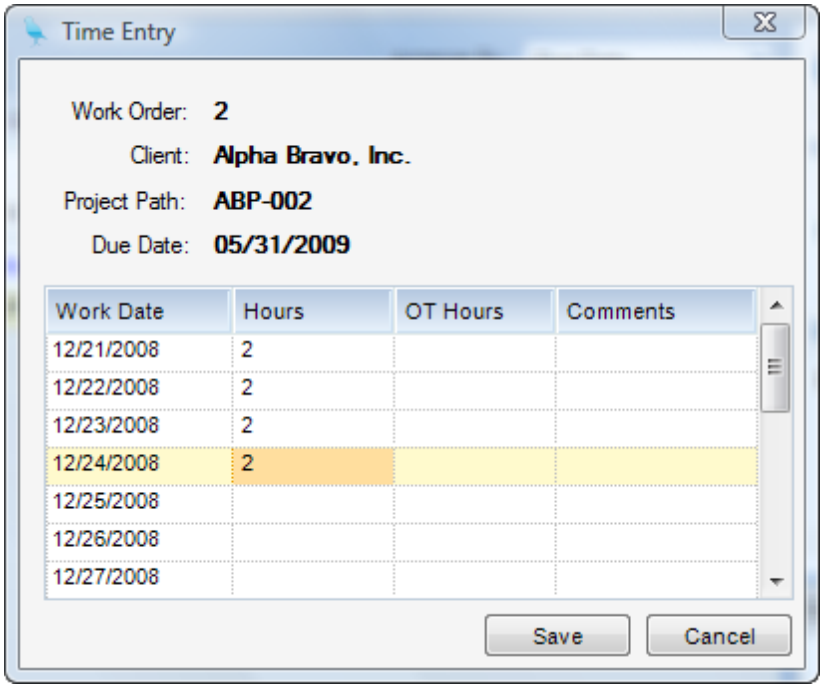


Step 2 - Click on the Enter Time option in the toolbar. A screen will pop up with a grid containing a column with every work date from unsubmitted timesheets. The grid contains three entry columns: Work Hours, Overtime Hours, and Comments. Fill out the appropriate information, and click on Save. These entries will be stored in the user's timesheet.



4.6.2.2.2 Print Out a Work Order

Overview

How to Print a Work Order.

Step 1 - Select the work order(s) to be printed.

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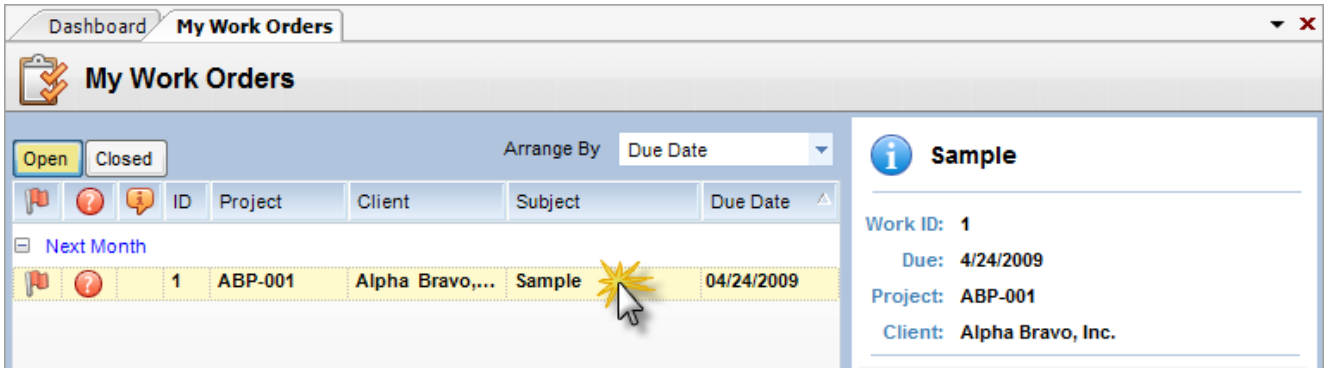
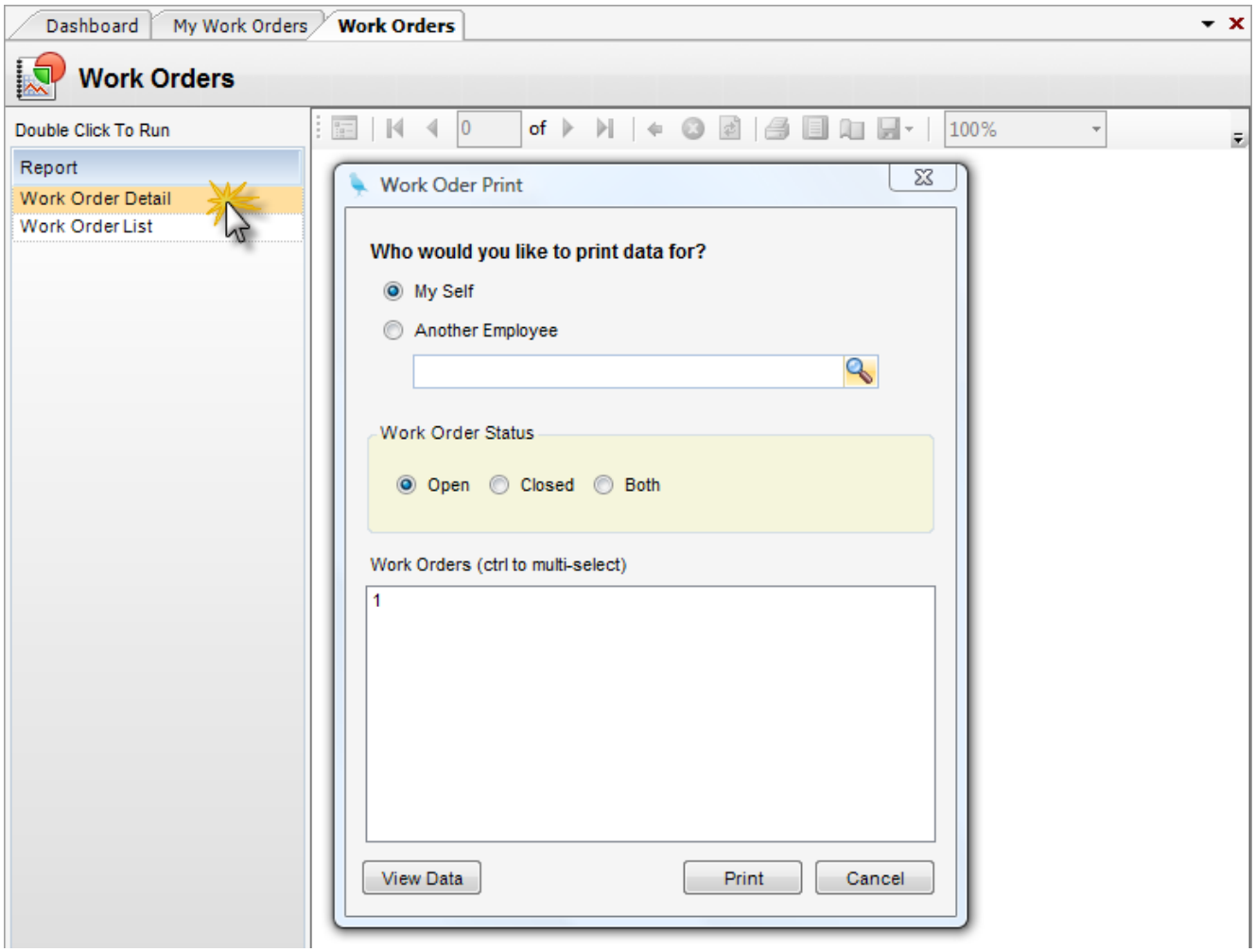


Step 2 - Click Print Work Orders (located on the toolbar).

Step 3 - A Work Orders screen will pop up. Double click the report to be printed. Complete the pop-up screen with Work Order criteria. Click Print.



Step 4 - A printable work order will appear. Click the Print icon.

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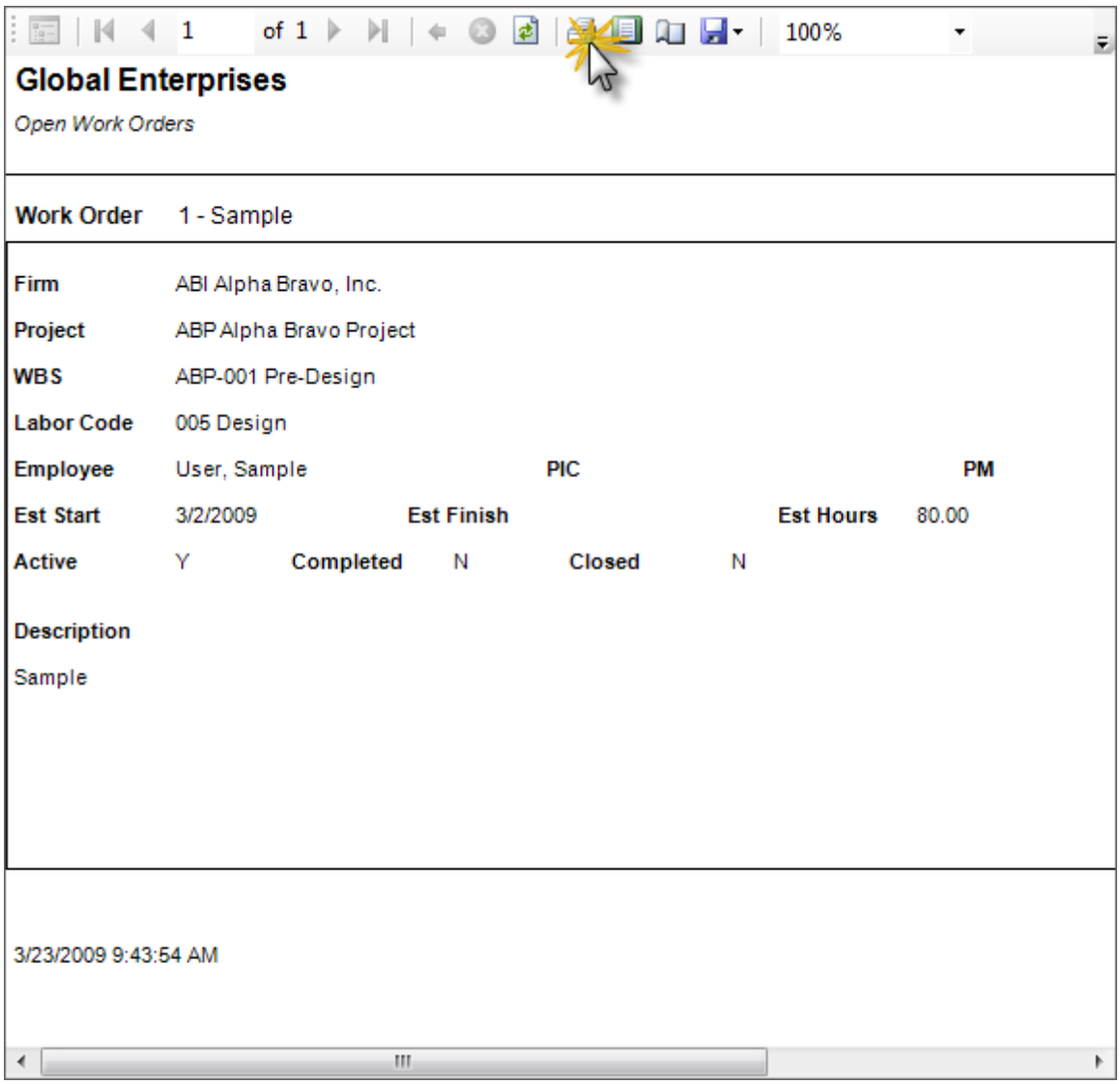

4.6.3 Snippet Manager

Overview

Snippets are standard comments that can be saved for future use. You are able to use system variables (ex. @MYID@ brings back the EMPID of the user) to return dynamic text in a comment. You will now see a blue "Insert Snippet" link in the top right of the Comment box (Fig.1). Click on the link and you will see a list of available Snippets. To manage Snippets, a Snippet Manager (Fig.2) Applet has been added to Personal> Snippet Manager. Click here and go to the 1 minute 24 second mark to learn more about Snippets.

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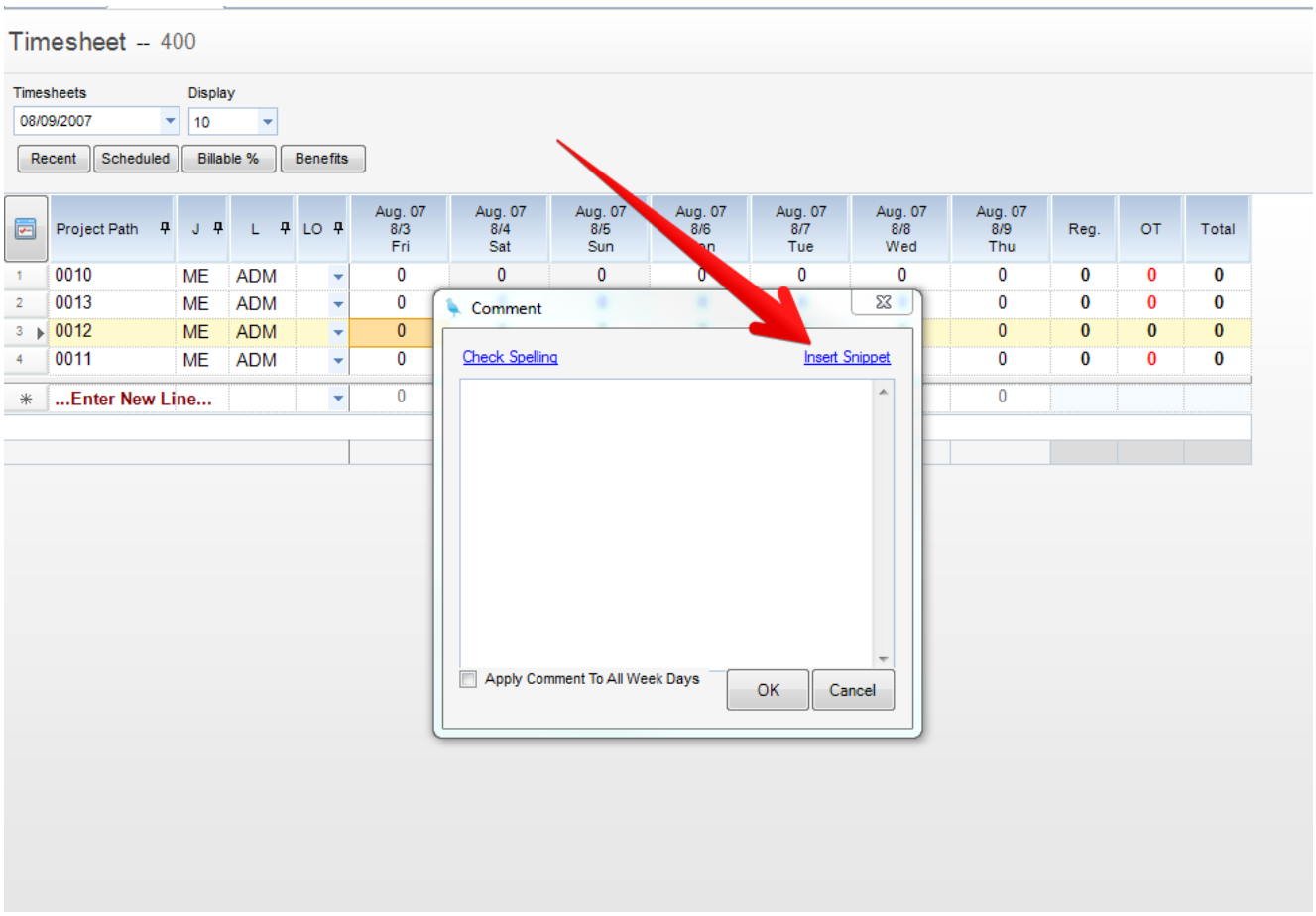

(Fig.1)

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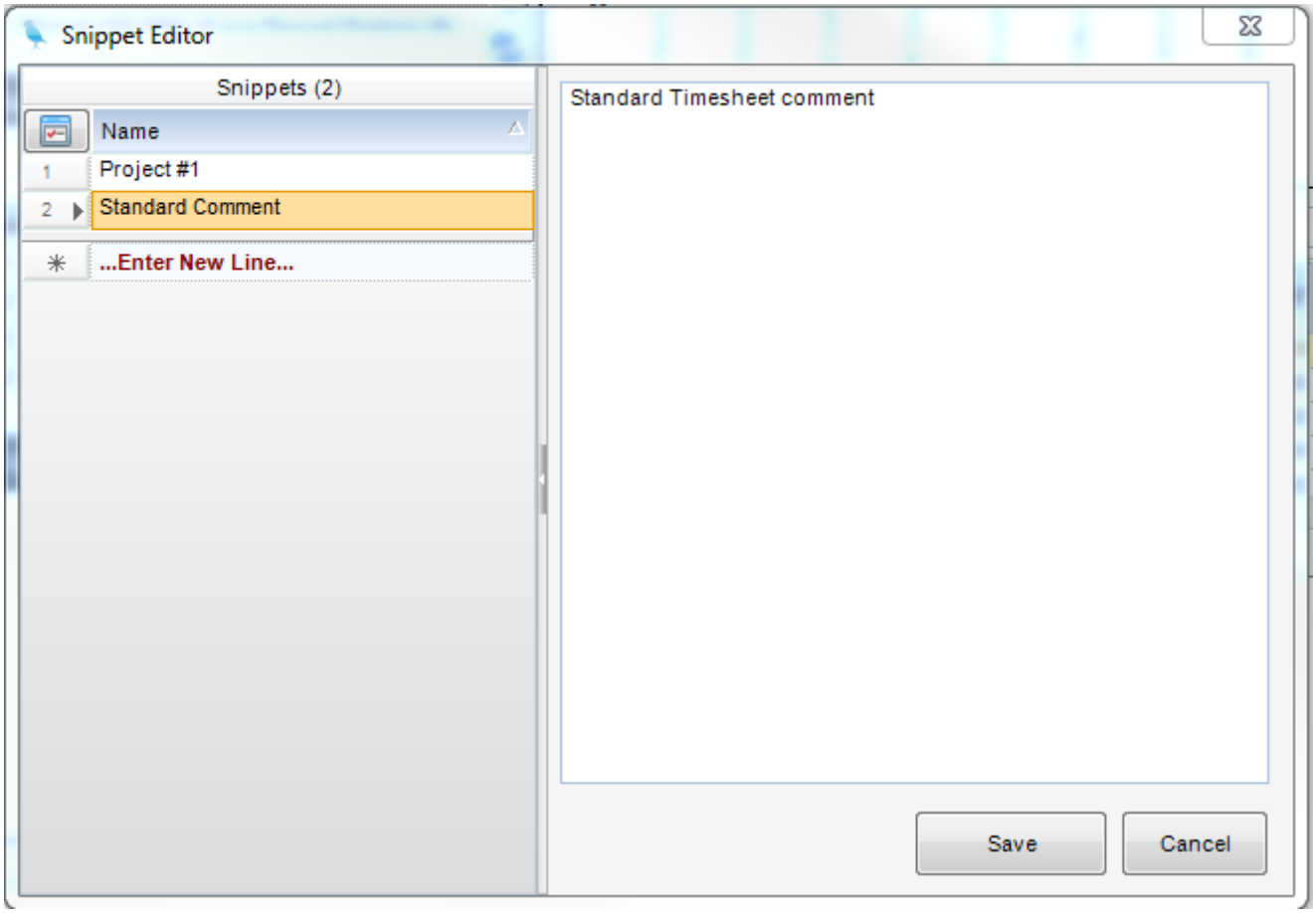

(Fig.2)

4.6.4 Timesheets

Overview

Timesheets are usually entered by employees or sub-contractors. However, timesheet administrators (with special rights) can also enter them.

Timesheets are usually grouped into period coverage dates of one week. Employees are encouraged to enter their time on a daily basis so it will be immediately available in project management reports.

Employees submit their timesheets after completion. Once a timesheet has been submitted, it can no longer be changed until it reaches accounting. The employees' manager (either the timesheet approver or the alternate) can either approve or reject the timesheet. If rejected, the employee can make changes and re-submit. If approved, the timesheet becomes the province of accounting. A timesheet can be rejected by Accounting back to either the approver or the employee. The timesheet can also be adjusted by Accounting (in Timesheet Adjustments). Once adjusted, it can no longer be rejected. The original version of the timesheet, as entered by the employee, is preserved. This will be the only version visible to the employee.

Work Orders is an important concept in Timesheets. Work Orders can be sent to an employee to perform a unit of work. All the detail (WBS Path, Job Title, etc.) necessary to fill out the timesheet line, except for hours and date, has already been imbedded in the Work Order. It frees employees from having to know WBS paths and contractual or billing information.

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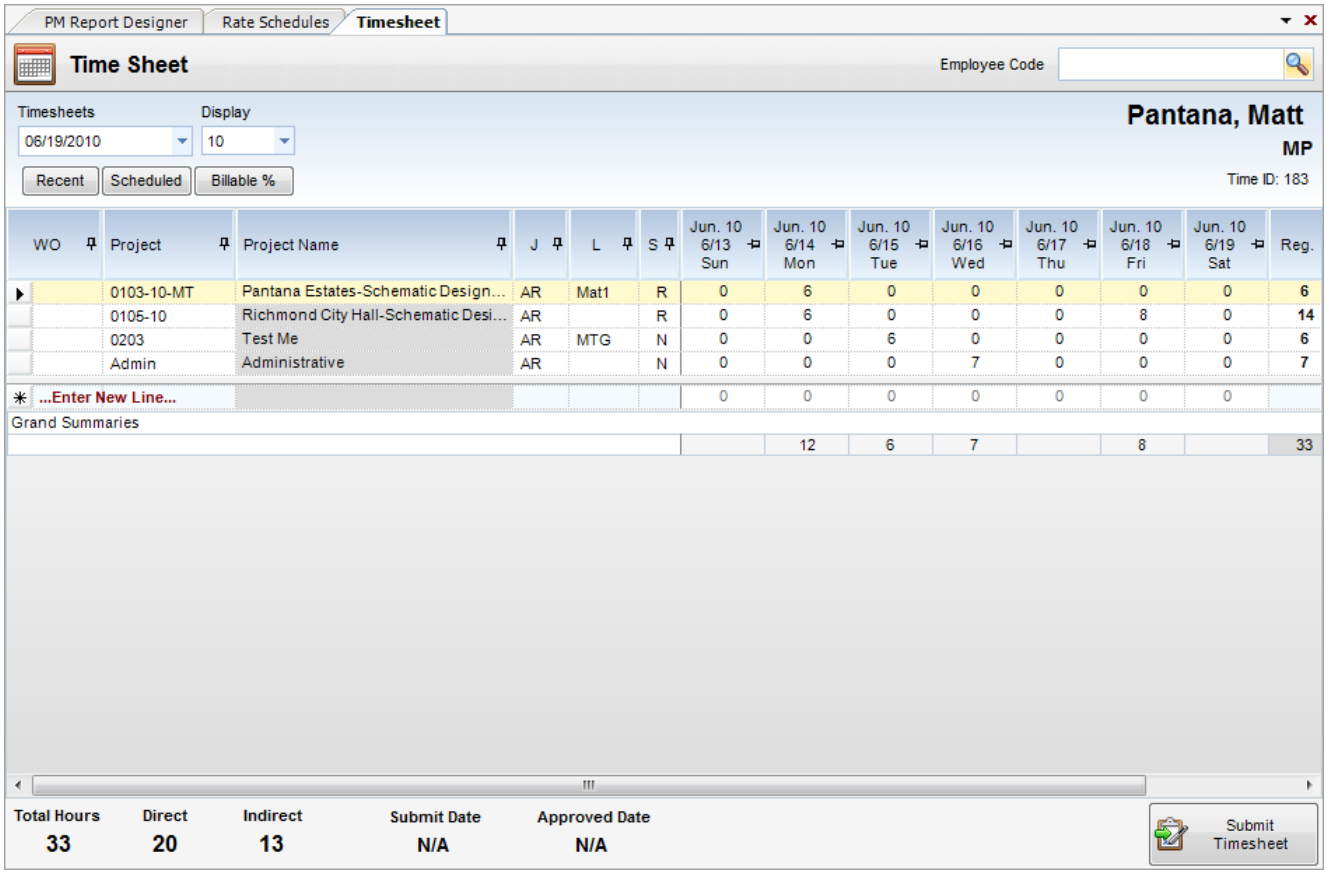
When employees submit timesheets, they may have to enter an Estimate to Complete in hours for WBS paths or work orders cited in the timesheet. An Estimate to Complete is dependent on being allowed in Global Settings, and is then flagged on either the WBS path or the work order.

Hide Zeros Option - You have the ability to hide the zeros in the time sheet window. This is controlled in Global Settings > Time and Expense Tab by selecting the "Show Zero Hours in Time Sheets" checkbox.

Holiday Calendar - The Holiday Calendar allows you to create a list of holidays that can be "highlighted" on the time sheet. This does not limit time entry. It only makes the header text of the time sheet day blue, and shows you the holiday name when you hover over the header of that time sheet date. Holiday Calendars are associated with an employee through Time Sheet Groups. To manage your Holiday Calendar, go to Human Resources > Holiday Calendar. To assign a Holiday Calendar to a Time Sheet Group, launch the Timesheet Groups screen from Time Sheets. Click here and go to the Holiday Calendar section of the manual.

Stopwatch - A Time Sheet Stopwatch allows you to enter time against a project in "real time". To use this feature, you must be on a time sheet that contains the current day. You can start the stopwatch when you begin work by clicking on the stopwatch icon located on the row of the project. Once you have completed your work, click on the stopwatch again and the timer will stop and "book" the time in that cell. The rounding of the time is controlled in Global Settings > Time and Expense. Simply enter the precision of the rounding in minutes in the Time Sheet Timer Rounding box. Click here and to learn more about the Stopwatch.

Fields Listed Below



Timesheet Fields are as follows:

Recent Projects Link - Clicking on this button displays a list of projects on which the employee has recently worked. The employee checks off which projects to apply to the current timesheets. Projects the employee has

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worked on in the last 30 days are considered Recent Projects. By default, projects are sorted in descending order by the last day on which they were worked.

Scheduled Projects Link - Shows a distinct list of scheduled projects based in the supplied data range. You can select projects from this pop-up.

Recent Projects Link - Shows a view of projects recently worked on. You can select projects from this pop-up.

Note when a Work Order is used: When a Work Order is used, the project (WBS) path, the labor code, and the job title will fill out automatically. The project cannot be overridden.

- **Project** - WBS path. Only allowable projects can be used An allowable projects is determined by a project active flag, timesheet allow date entry, profit center membership, and, potentially, a project team membership list. The lookup for this field is split into two sections. The top section is used to select a Bill Terms Node (project). Once selected, the bottom section lists the allowable WBS nodes.
- **J** - Job Title field. Shows the allowable job titles.
- **L** - Labor Code field; shows only if enabled in Global Settings.
- **S** - Bill Status field; shows only if enabled in Global Settings.
- **Days of the Week** - Regular hours (non-overtime) worked for WBS on a given day.
- **Reg** - Total regular hours for line item.
- **OT** - Total overtime hours for line item.
- **Total** - Total hours for line item.

Note 1: Hit the O key to enter Overtime hours. This will bring up the Overtime pop-up. Both regular and overtime hours for the Day cell can be entered here. Checking the Apply to All Work Days box in the pop-up will replicate the entry to all work days. When the pop-up is closed, the regular hours will show in the Day cell, but the overtime hours will be included in the OT total. Any cells that contain overtime will appear with red text if the line is not selected. Alternately, select OT Hours from the View menu on the toolbar to have overtime columns for each day.

Note 2: Entering comments is similar to entering overtime. Strike the C key from any Day cell to bring up the Comments pop-up. Like the OT pop-up, there is a check box to replicate the comment to all week days. When a day cell has a comment, it will have a yellow background color instead of the normal white. Only the yellow will be visible if the line is not selected. Spell check is available to the user when entering time sheet comments.Hover Over Comments.You can also view the time sheet comment by hovering over a cell that includes a comment.

To see the project name in the grid, select Project Name from the View menu in the toolbar.

4.6.4.1 Timesheets Toolbar

Overview

The Timesheets toolbar gives the user (with appropriate permission) various capabilities within the Timesheets applet of InFocus. Those capabilities are as follows:

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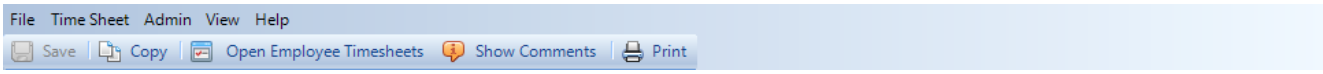


- **Save -** Saves the changes made to the timesheet.
- **Copy -** Allows the user to copy a previously submitted timesheet.
- **Open Employee Timesheets -** Allows the user (with appropriate permissions) to pull up both submitted and unsubmitted timesheets for one or all employees.
- **Show Comments -** Opens the Comments box to show any comments made on the timesheet regarding the project on which the work was submitted.
- **Print -** Clicking Print brings up the Timesheets Report screen. Double click on the Timesheets Report and the timesheets for the given period will be display for printing.

4.6.4.2 How To

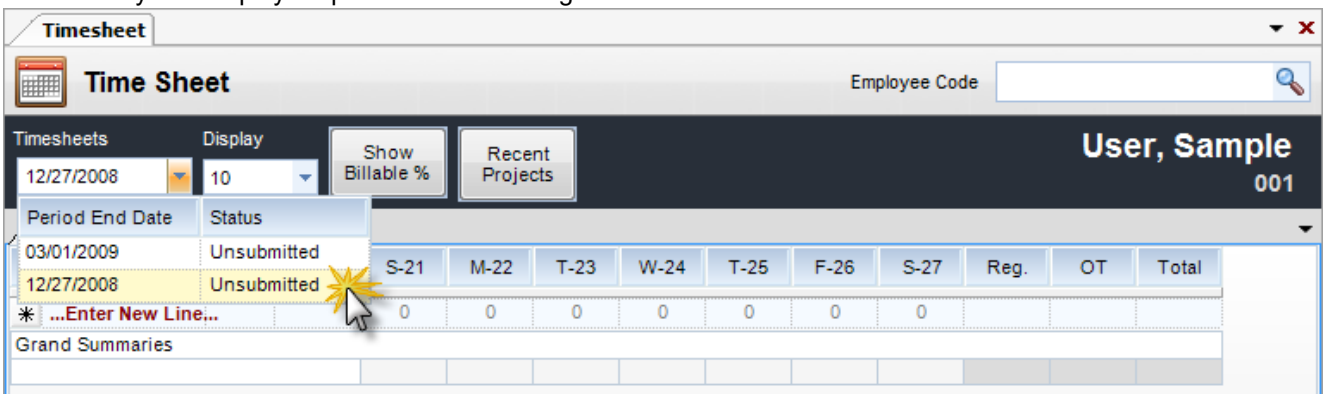
4.6.4.2.1 Enter a Timesheet

Overview

How to Enter a Timesheet.

Note - Upon first entering Timesheets, the screen will open to the user's first or oldest unsubmitted timesheet. If no timesheet opens, there are no unsubmitted timesheets. To enter time for a period where no unsubmitted timesheet exists, contact a timesheet administrator to have one created.

Step 1 - Select the timesheet on which to enter time. Navigate between timesheets by using the Period End drop-down on the upper left some of the screen. The number of period end dates listed in the drop-down box is controlled by the Display drop-down box to the right.



Step 2 - Double click on the timesheet on which to enter time. The timesheet will be pulled up for editing. Add as many rows or lines to the timesheet as needed. Click Save to save all time entered on the timesheet. To remove a row, click to the far left of it and press Delete. The Timesheet Grid will display a column for each day within the timesheet period. The last row of the grid will contain the daily total hours. When the Global Settings to Allow Users to Enter Overtime is flagged, there will be an Overtime column.

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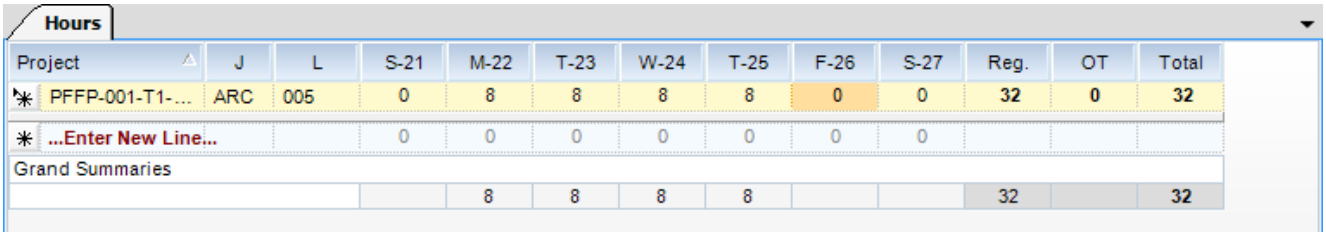

Step 3 - Once all time for the period is correctly entered and the timesheet is ready to review by a manager, click Submit at the bottom of the screen. Once a timesheet is submitted, it can no longer be edited, unless a manager chooses to send it back to the user, thereby re-opening it for editing.

Note: Total Hours for a timesheet will appear as Total Direct and Indirect Hours. The Submit and Approve date will also display here.

4.6.4.2.2 Submit a Timesheet

Overview

How to Submit a Timesheet:

- **Step 1 -** Enter all of the hours on the timesheet and click Save.
- **Step 2 -** Once saved, the Submit button (located under the Timesheet button in the toolbar, or on the bottom right side of the screen) becomes active. When all time for the period has been correctly entered and the timesheet is ready for review by a manager, click Save.

Note: If any *Estimates to Complete* are required, a list will appear where the user can enter an estimate of remaining hours or, optionally, flag the item as complete. Once the timesheet is submitted, it can longer be edited unless rejected by the manager.

At this point, the status will have changed in the Period Ending list box.

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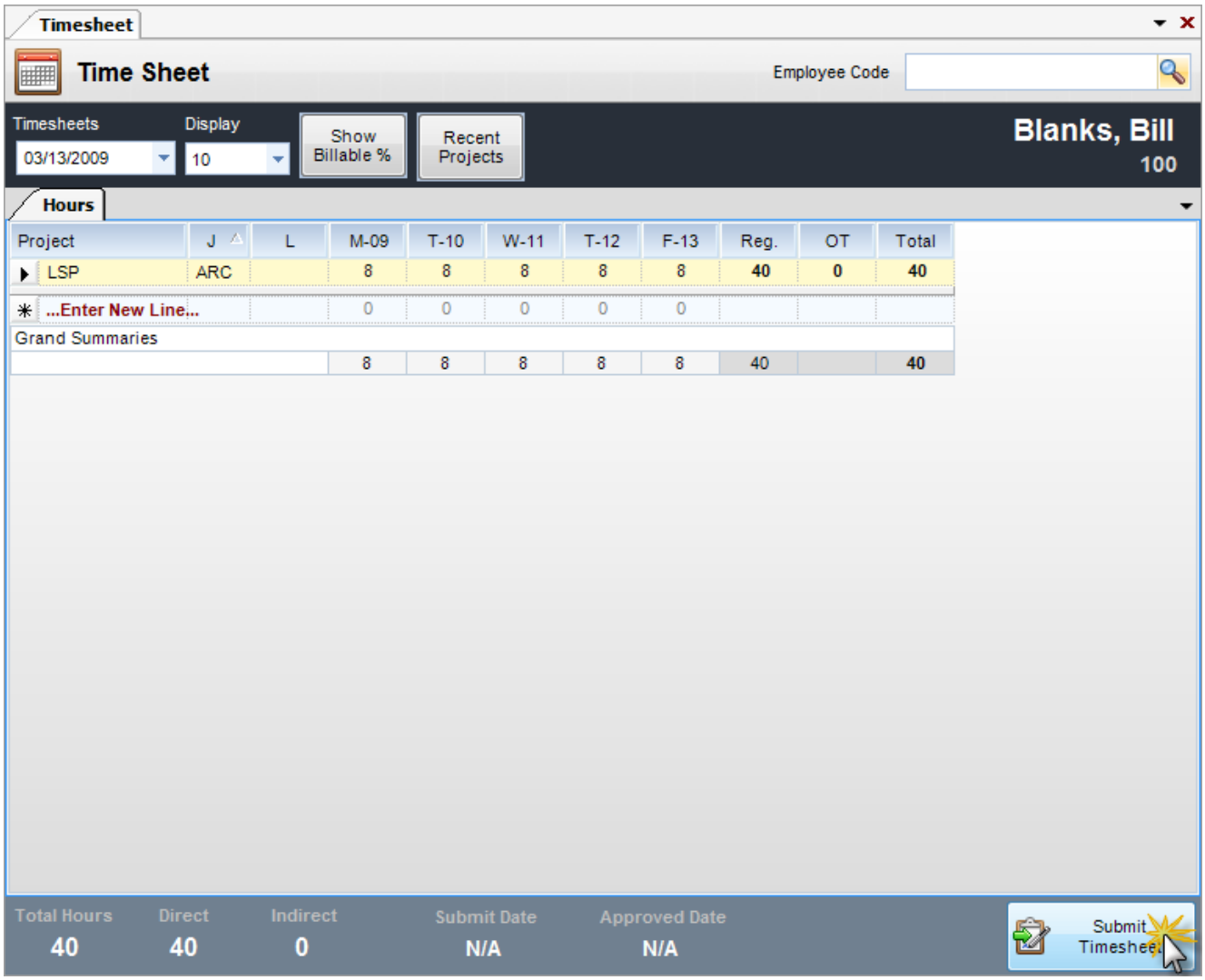

4.6.4.2.3 Use Manager Approval or Rejection of a Timesheet

Overview

How to Approve or Reject a Timesheet

note: Managers (timesheet approver or alternate) are required to approve timesheets.

Step 1 - To find timesheets needing approval, click on the Open Employee Timesheet button on the toolbar.

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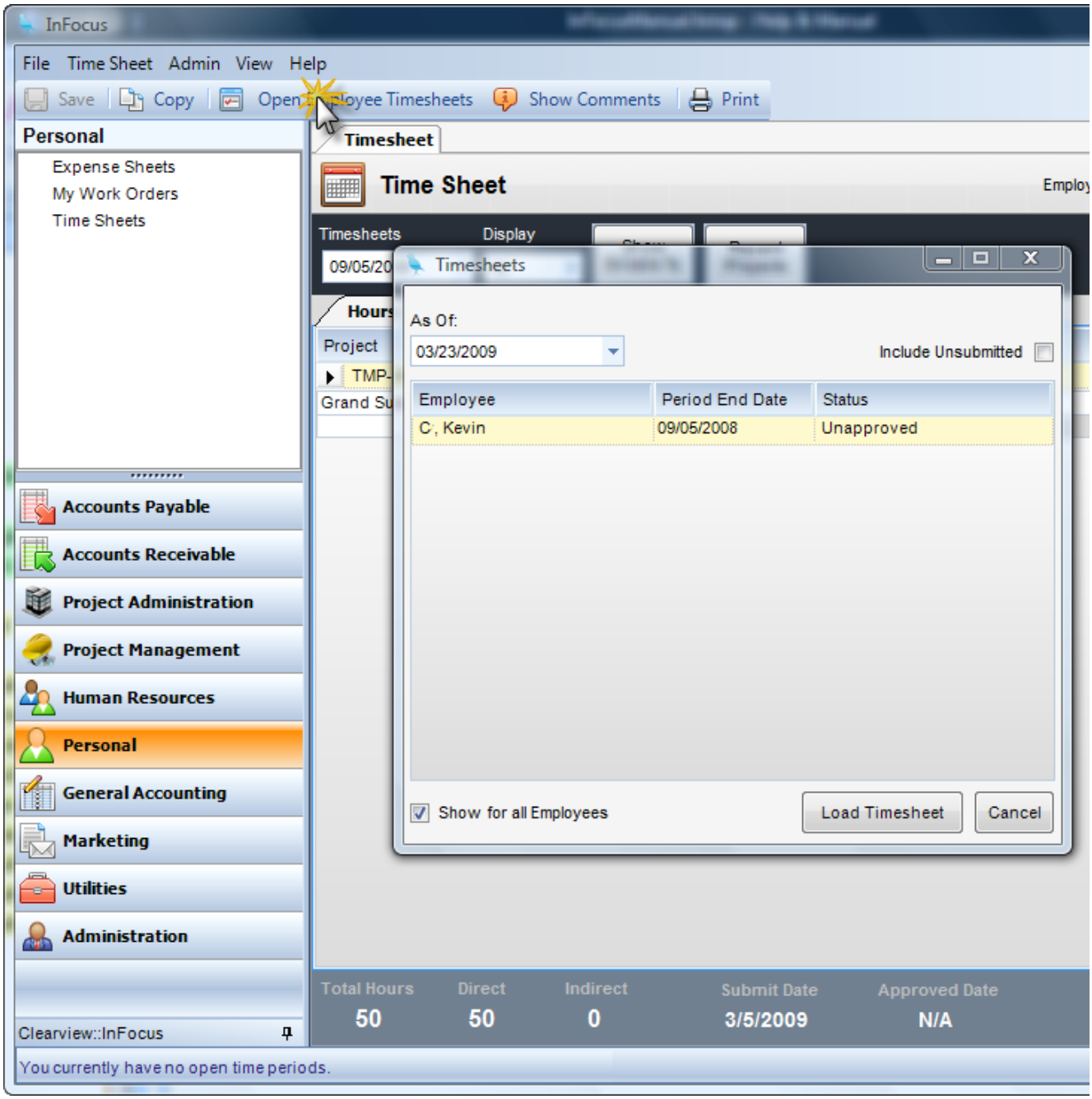

Step 2 - A list of employees and period end dates for timesheets that have not been approved will pop up. Select a timesheet from the pop-up and it will appear on the screen.
Note: There is also an as of date on this pop-up that acts as a filter. This allows you to filter out an on-going week.

Step 3 - After reviewing the timesheet, either approve or reject it (it cannot be edited) by selecting the desired option under the Timesheet button on the toolbar.

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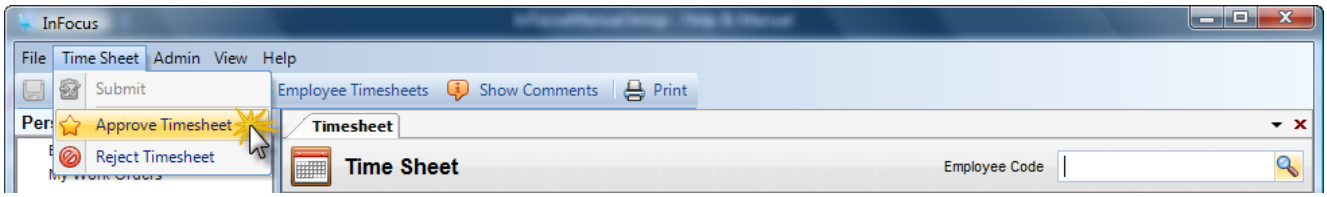
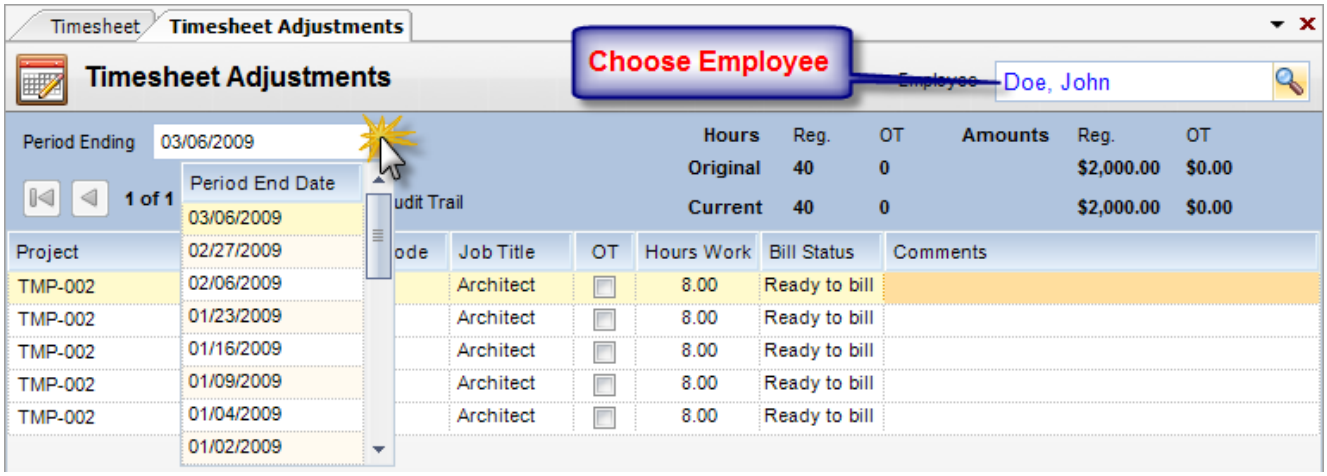


4.6.4.2.4 Use Accounting Rejection of a Timesheet

Overview

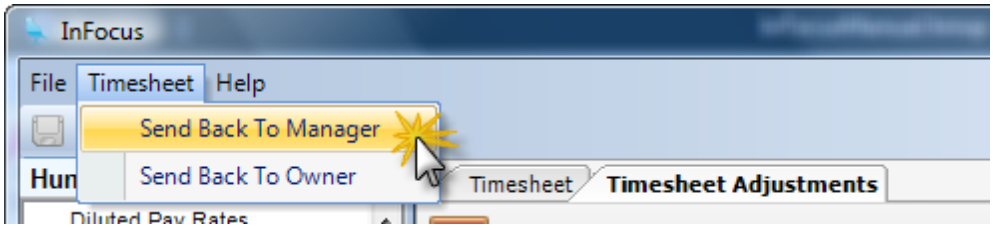
Once a timesheet has received manager approval, it is available to Accounting. Accounting can send it back to the manager or timesheet owner (the employee) from the Timesheets Adjustments applet in General Accounting.

Step 1 - Recall the timesheet to the screen.



Step 2 - Select the appropriate action under the Timesheet button on the toolbar.

Note: This is available only if no changes have been made by Accounting and the timesheet has not been processed by *Labor Distribution.*



4.6.4.2.5 Create a Coverage Period for a group

Overview

How to Create a Coverage Period for a Group. A timesheet administrator can add a coverage period for an individual or for an entire timesheet group. In most cases, the administrator will add by timesheet group.

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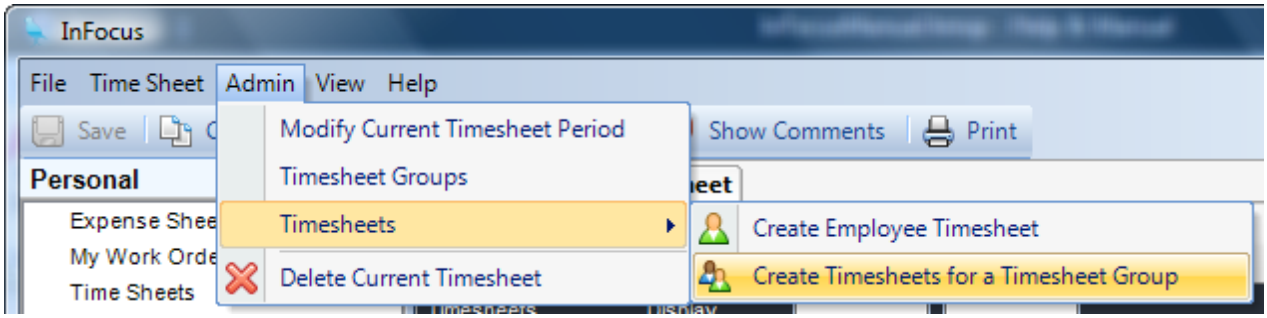
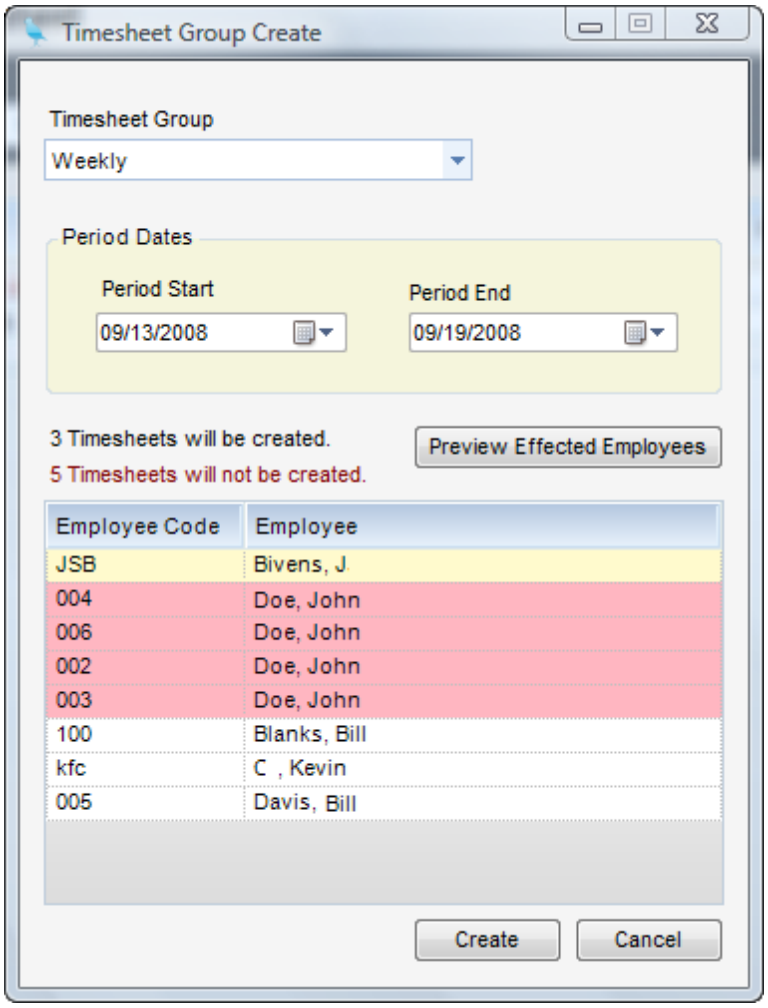
To add to an entire group:

Step 1 - Click the Admin button on the toolbar. Select Timesheet first, and then select Create Timesheet for a Timesheet Group from the toolbar.



Step 2 - A screen will appear requesting a timesheet group. Select a group from the list. InFocus will automatically fill in the next start and end date, but they may be changed. Click Preview Affected Employees.



Step 3 - A List of Affected Employees for the selected group will then be available to preview. Any employees who already have a timesheet for part or all of the date range will be highlighted in red. Click Create to create timesheets for the others.

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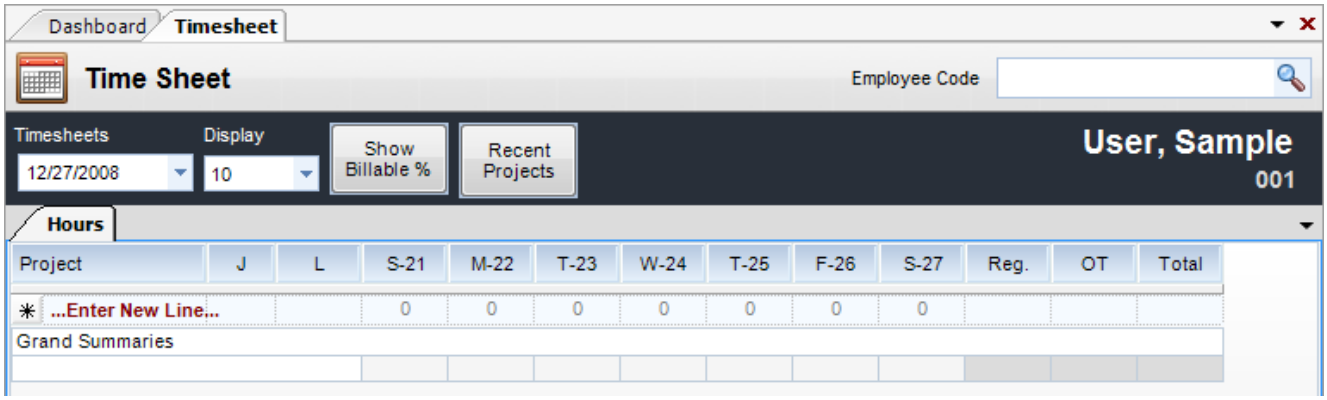
Note: The next time this procedure is run, the date ranges will have incremented appropriately.

4.6.4.2.6 Create a Coverage period for an Individual

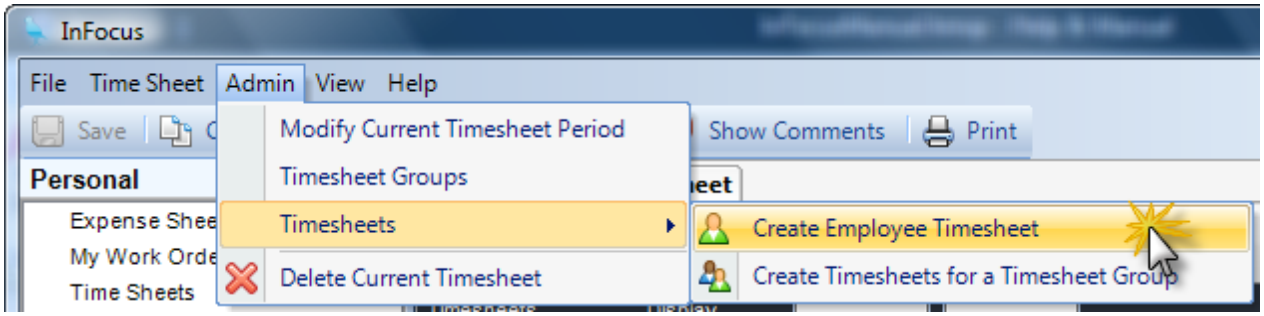
Overview

How to Create a Coverage Period for an Individual. A coverage period is usually added by timesheet group; however, a timesheet administrator can add a coverage period for an individual.

Step 1 - Call the selected employee to the screen by entering his employee code in the upper right corner of *Timesheets*.



Step 2 - Click the Admin button on the toolbar. First select Timesheets, and then select Create Employee Timesheet from the toolbar. The timesheet period that displays may be changed if desired.



Step 3 - Click on *Create* to create the timesheet.

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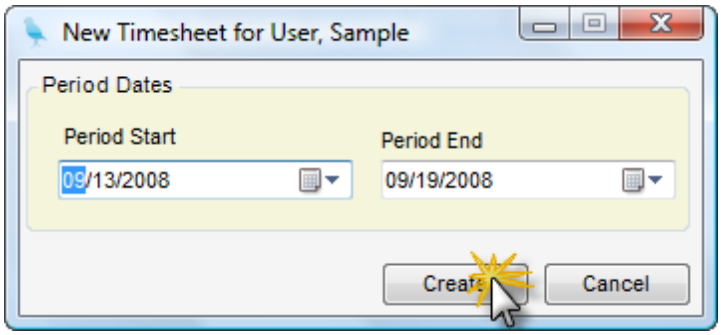
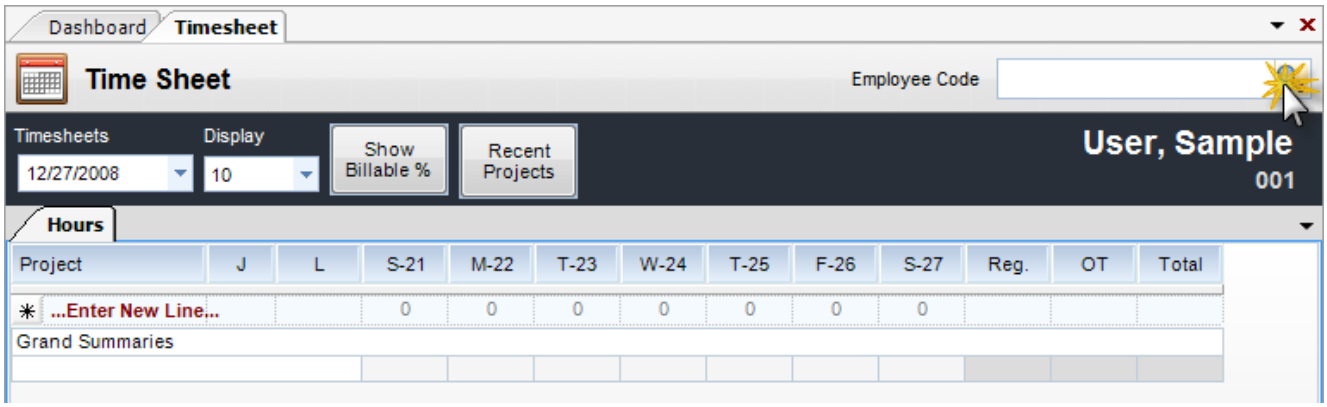


4.6.4.2.7 Modify a Coverage Period

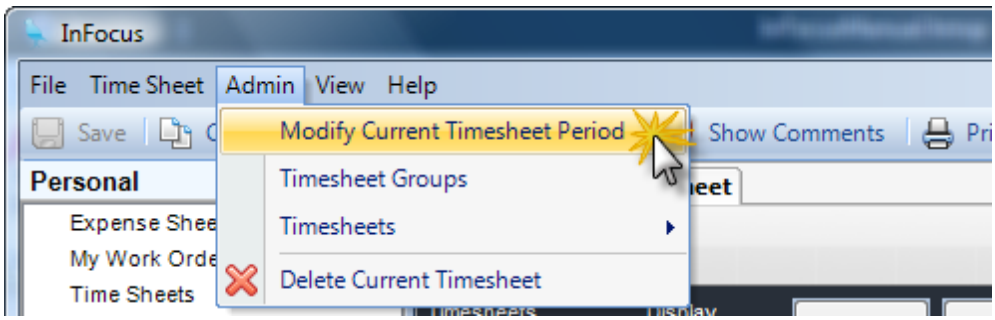
Overview

How to Modify a Coverage Period.

Step 1 - Recall the timesheet to be altered to the screen.



Step 2 - Select Modify Current Timesheet Period from the Admin item on the toolbar.



Step 3 - Complete the Modify Timesheet Period pop-up. The following options are available:

- **Shift Period By Period End date** - When selected, the timesheet is shifted so that it covers the same number of days, but the end date is entered below.
- **Alter Period Start Date** - This changes the period start date to whatever was entered.

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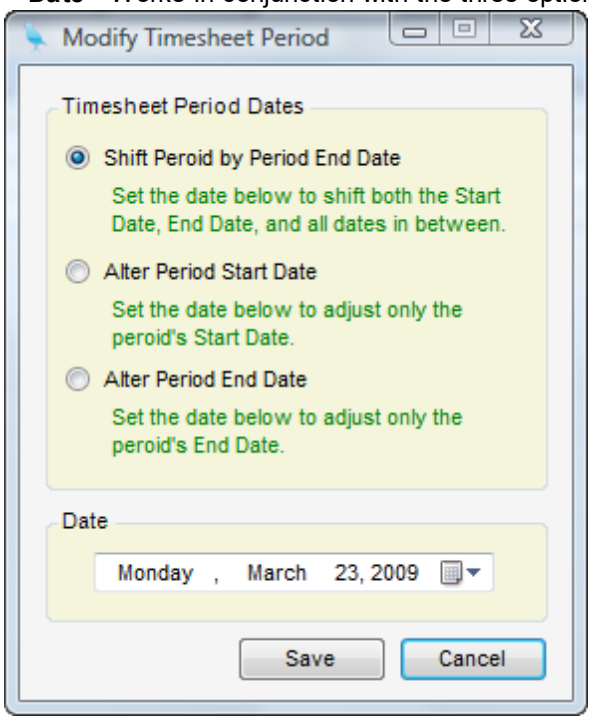
- **Alter Period End Date** - This changes the period end date to whatever was entered.
- **Date** - Works in conjunction with the three options above.



Step 4 - Click Save to modify the timesheet period coverage dates.

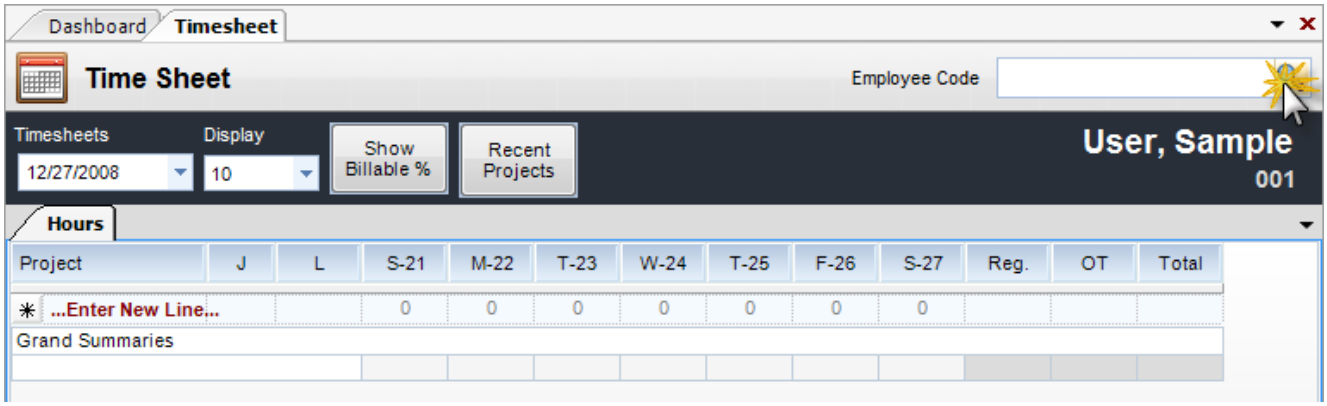
4.6.4.2.8 Delete a Timesheet

Overview

How to Delete a Timesheet.

Note: Only a timesheet administrator can delete a timesheet. Approved timesheets cannot be deleted.

Step 1 - Recall the timesheet to be deleted to the screen.



Step 2 - Select Delete Current Timesheet from the Admin item on the toolbar.

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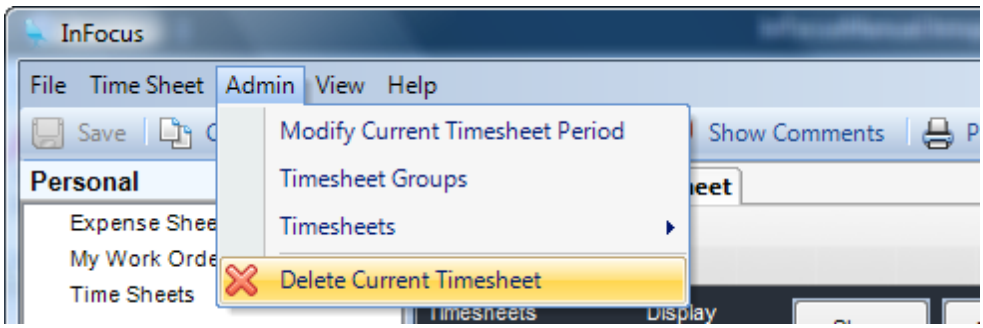
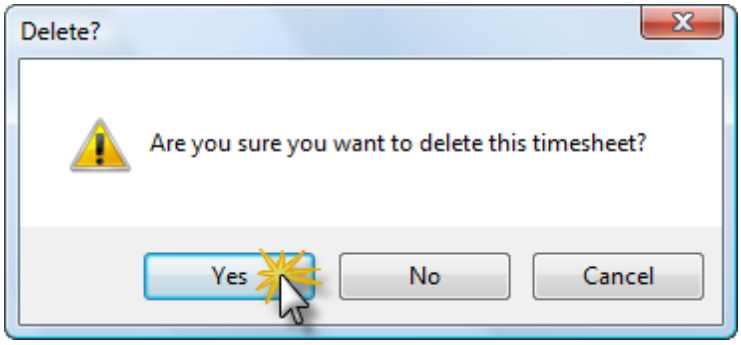


Step 3 - Click Yes to the warning and the timesheet will be deleted.



4.6.4.2.9 Enter a Timesheet for Another User

Overview

How to Enter a Timesheet for Another User. Only a Timesheet Administrator may enter timesheets for another user.

Step 1 - Launching timesheets will enable the employee code field in the top right corner. Enter the employee code for the employee for whom time will be entered.

Step 2 - Follow the steps in Creating a Coverage Period for an Individual. After selecting the period end date, enter data and click Create.

Step 3 - The Timesheet Administrator can now fill out and enter a timesheet for the selected employee.

Note: A timesheet in progress can also be picked up and completed. Use the Timesheets drop-down box for this. The administrator can also submit, approve, or reject any timesheet.

4.6.4.2.10 Copy a Timesheet

Overview

How to Copy a Timesheet.

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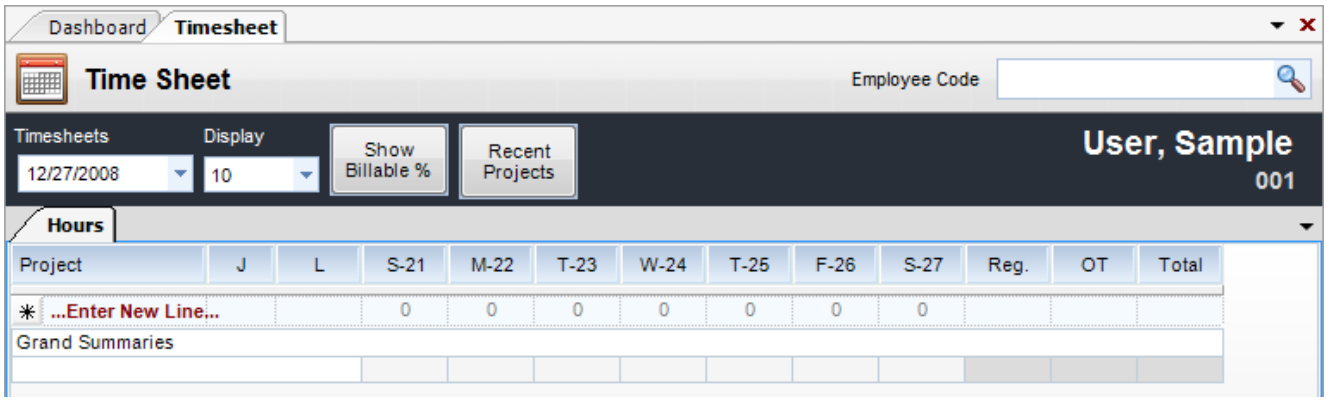
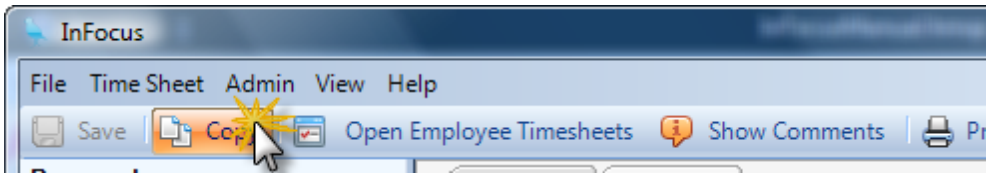
Step 1 - Recall the timesheet to be copied to the screen.

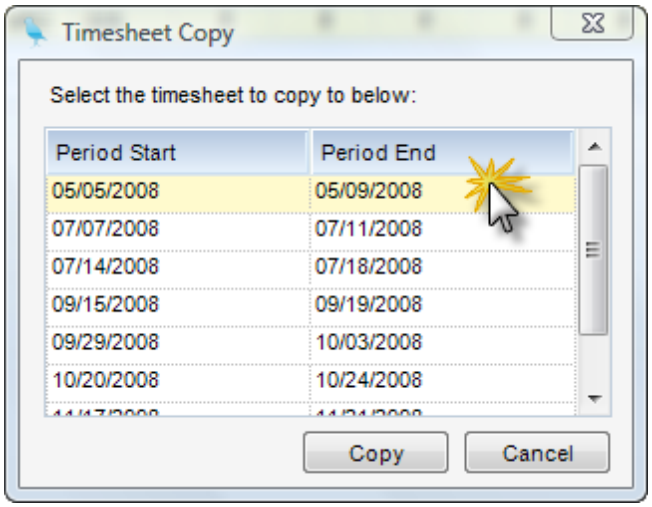


Step 2 - Select Copy from the toolbar to receive a list of unsubmitted timesheets to which you can copy.



Step 3 - Select one of the timesheets and the line items from the timesheet to be copied from will be appended to the target timesheet. Click Copy.

Note: Any projects that are no longer valid (inactive) will not be copied.



4.6.4.2.11 Enter a Comment on a Timesheet

Overview

How to Enter a Comment on a Timesheet

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Step 1 - In any Hours cell in a timesheet, type the letter C as in Comment) A window will open to enter a comment (Fig.2).

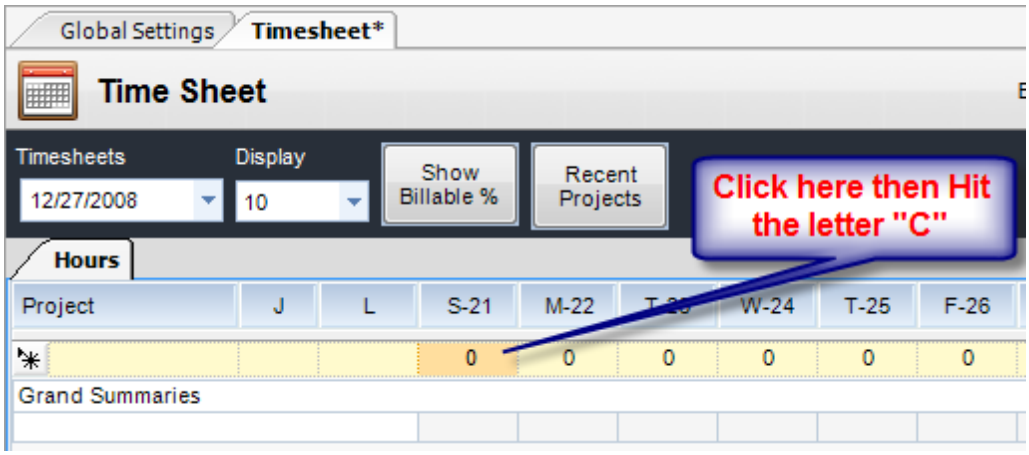

Fig.1

Step 2 - Enter a comment. Before clicking OK, note the check box at the bottom. When selected, it will copy the comment to all week days on that timesheet line. Click Ok when finished.

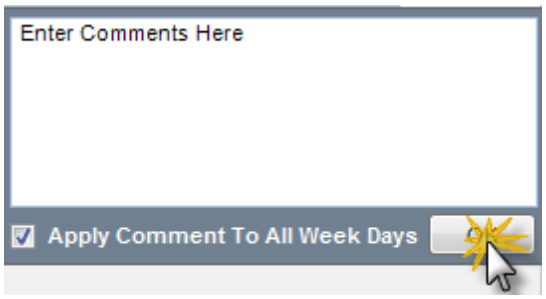

Fig.2

4.6.4.2.12 Enter Overtime on a Timesheet

Overview

How to Enter Overtime on a Timesheet.

Step 1 - Turn on Overtime Entry for the system by checking Allow Users to Edit Timesheet Overtime in the Time & Expense tab of Global Settings (Fig.1). When enabled, type the letter O (as in Overtime) in any Hours cell to bring up the pop-up where regular and overtimes hours can be split and entered separately. (Fig. 2).

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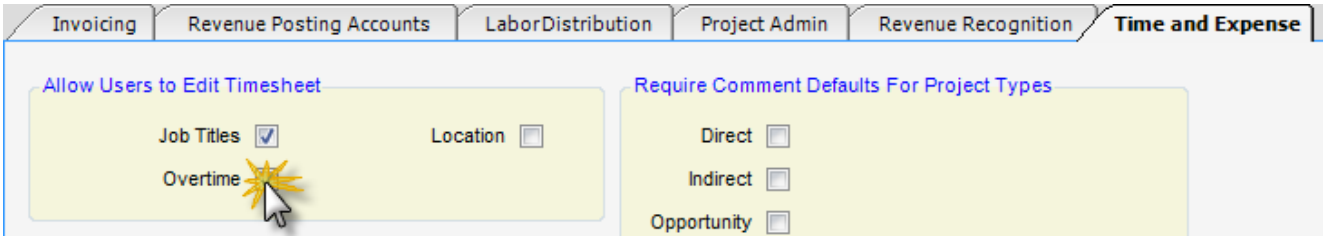

Fig.1

Step 2 - In any Hours cell in a timesheet, type the letter O (as in Overtime). A pop-up windows will then open. (Fig.2).

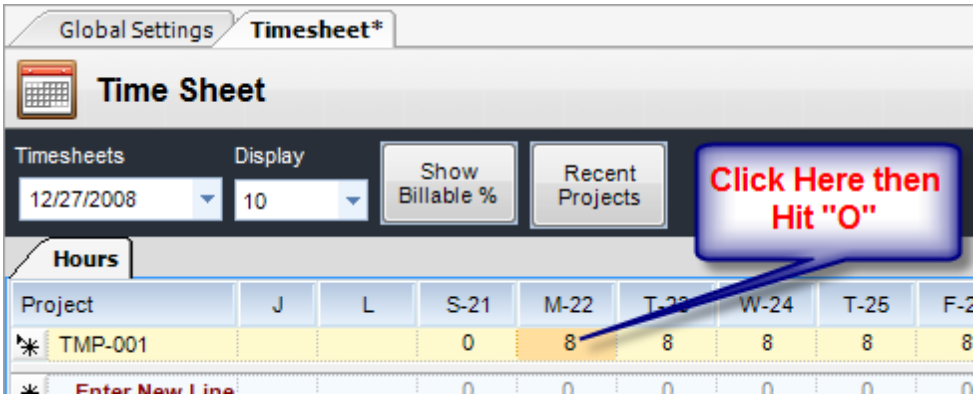

Fig.2

Step 3 - In the pop-up box (Fig.3), type in Reg. Hours and/or OT Hours. Note the check box at the bottom of the pop-up. When selected, InFocus will apply the hours to all week days on that timesheet line item. When finished adding hours, click OK.

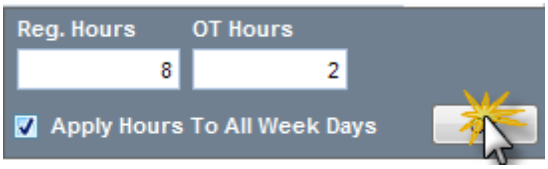

Fig.3

4.7 General Accounting

4.7.1 Accounting Periods

Overview

Accounting Periods (also referred to as G/L periods) need to be established before transactions (other than time sheets) can be entered into the system. InFocus supports the following fiscal years:

- **Calendar 12** - Twelve periods. Start date of year is January 1st. End Date of year is December 31st. Each month is a period.

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- **Non-calendar 12** - Twelve periods. Start date of year is specified by user. Each period begins on the same day of the month.
- **13 Periods** - Each period is 28 days long, starting on a user-specified start date.
- **5 x 4 x 4** - Twelve periods. The first period of each quarter receives five weeks. All other periods receive four weeks.
- **4 x 5 x 4** - Twelve periods. The second period of each quarter receives five weeks. All other periods receive four weeks.
- **4 x 4 x 5** - Twelve periods. The third period of each quarter receives five weeks. All other periods receive four weeks.

A G/L period contains a start and end date with a period code in the following format: YYYY-MM (where YYYY equals the fiscal year, and MM is a number between 01 and 13 (or 12 for 12-period fiscal years). that covers the oldest transaction you plan on putting into the system.

Note: Prior to adding G/L periods, the earliest fiscal year and its start date must be established. This is done through Global Settings on the General tab in the Fiscal Calendar section.

Be sure to choose a year that covers the oldest transaction that will be put into the system.

Field Descriptions Below

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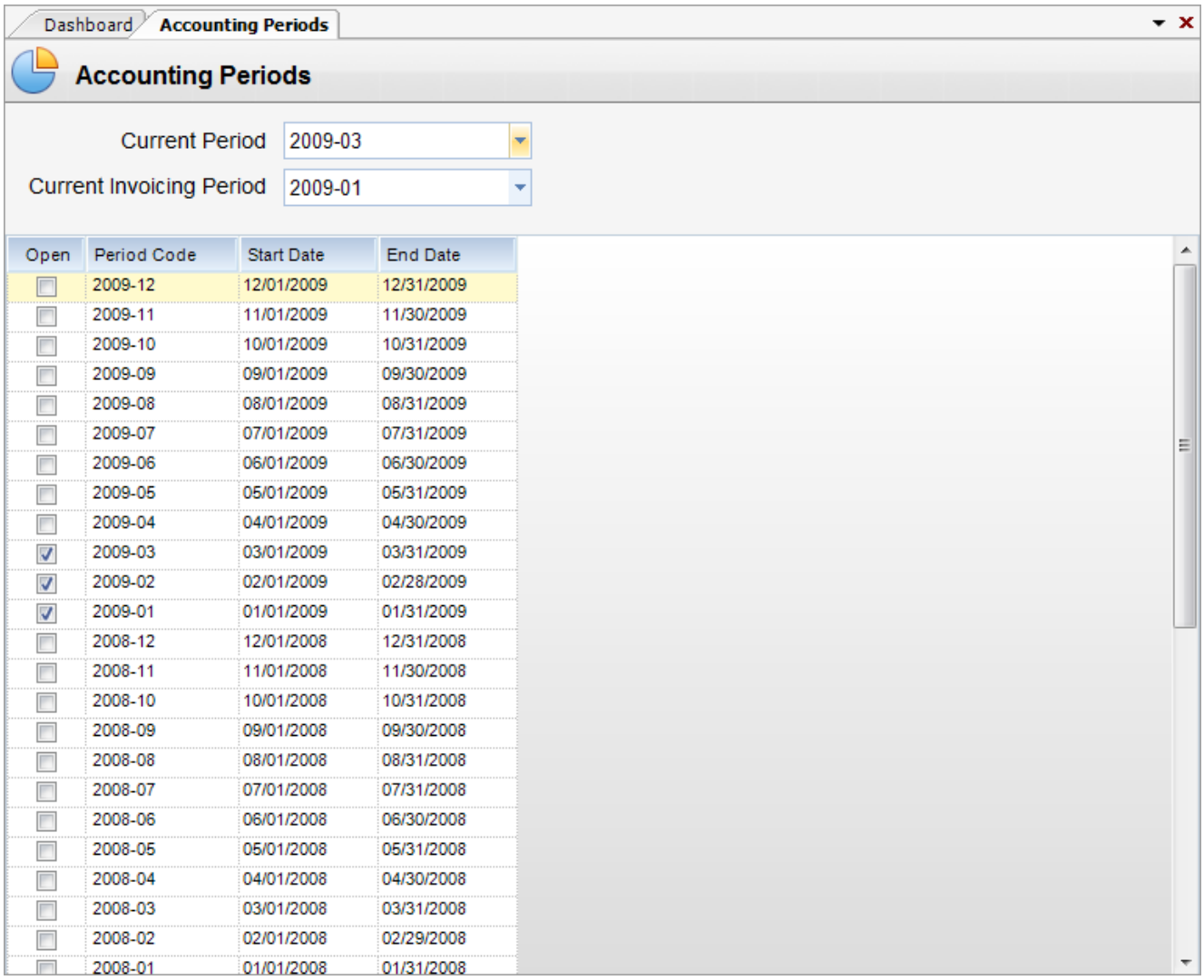

Fields

- **Current Period** - This is the default G/L period. It must be an open period. It acts as the default on new transactions and other procedures where a G/L period is required.
- **Current Invoicing Period** - The default As Of period for client invoicing.
- **Open** - When checked, this period is open for transactions.
- **Period Code** - System-generated. Cannot be changed.
- **Start Date** - System-initialized but can be changed by user. This is the start date of the period.
- **End Date** - System-initialized but can be changed by user. This is the end date of the period.

4.7.1.1 How To

4.7.1.1.1 Create a New Fiscal Year

Overview

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How to Create a New Fiscal Year. G/L Periods are added (or removed) from the system one fiscal year at a time. When adding a fiscal year, the system automatically picks up from the last generated year.

Step 1 - Select *Create New Fiscal Year* from the Periods toolbar item (Fig1).

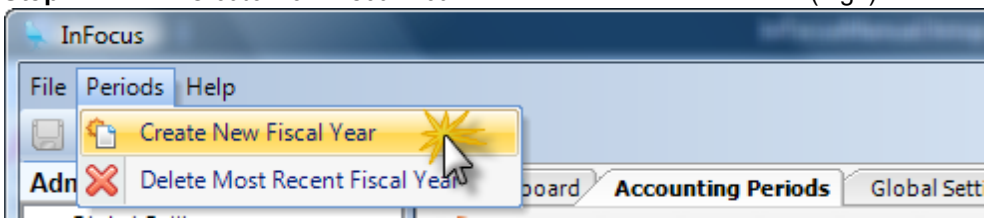

Fig.1

Step 2 - Answer Yes to the warning and the fiscal year periods will be added. (Fig.2).

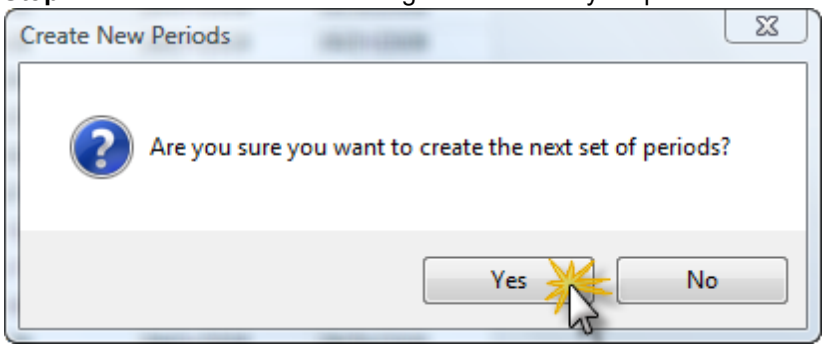

Fig.2

4.7.1.1.2 Remove a Fiscal Year

Overview

How to Remove a Fiscal Year. A fiscal year can be removed as long as no transaction has been entered for a period in that fiscal year.

Step 1 - Select Remove Most Recent Fiscal Year from the Periods tool bar item (Fig.1).

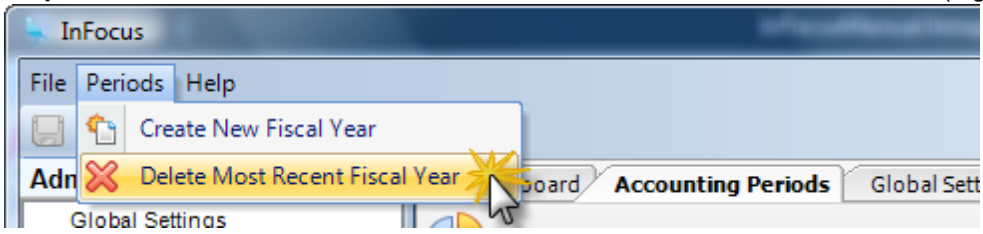

Fig.1

Step 2 - Answer Yes to the warning and the most recent fiscal year will be removed (Fig.2).

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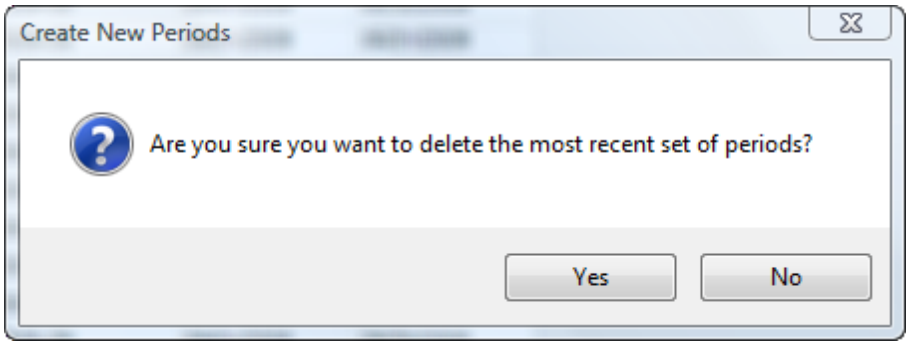

Fig.2

4.7.1.1.3 Modify Periods

Overview

How to modify a G/L period.

Step 1 - All periods in the system appear in the grid. Edit the desired value (Fig.1).

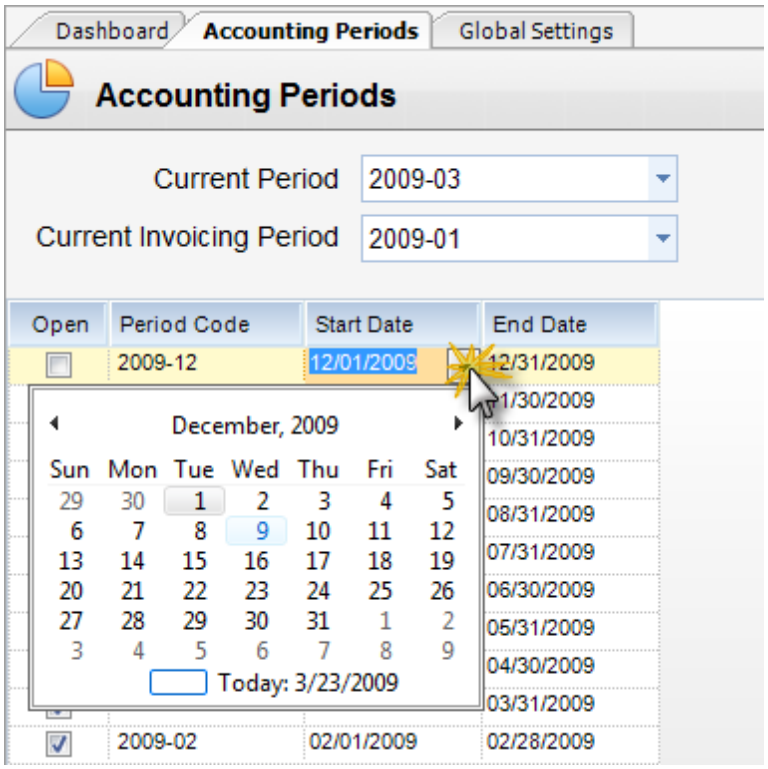

Fig.1

Step 2 - Click *Save (Fig.2).*

Note: The system endures no overlaps in date ranges among periods.

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Fig.2

Fields that can be changed:

- **Current Period** - This is the default G/L period. It must be an open period. It acts as the default on new transactions and other procedures where a G/L period is required.
- **Current Invoicing Period** - This is the default As Of Period for client invoicing.
- **Open** - When checked, this period is open for transactions.
- **Period Code** - System-generated. Cannot be changed.
- **Start Date** - System-initialized but can be changed by user. This is the start date of the period.
- **End Date** - System-initialized but can be changed by user. This is the end date of the period.

4.7.1.1.4 Close a Period

Overview

How to Close a G/L Period.

Step 1 - To close a G/L Period, simply uncheck the Open flag for the period (Fig.1). Even after closing, it can always be reopened.

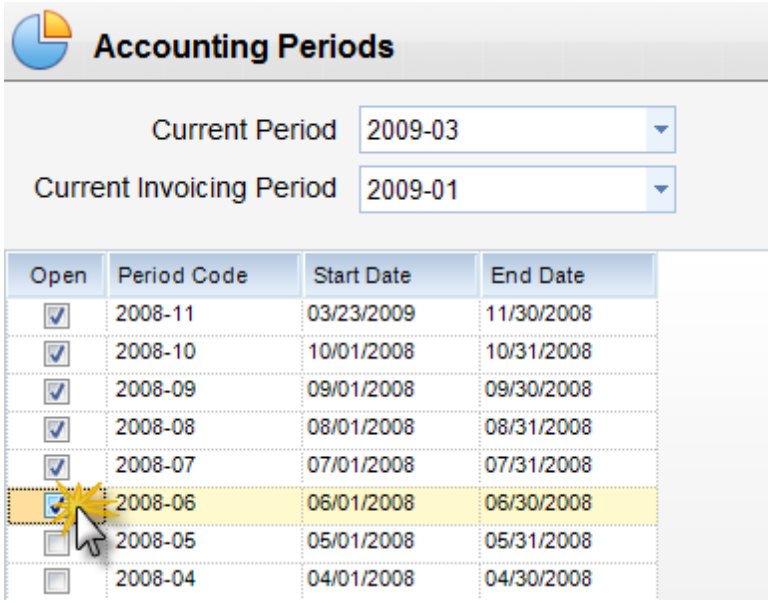

Fig.1

Step 2 - Click *Save* (Fig.2).

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Fig.2

4.7.2 Bank Reconcilliation

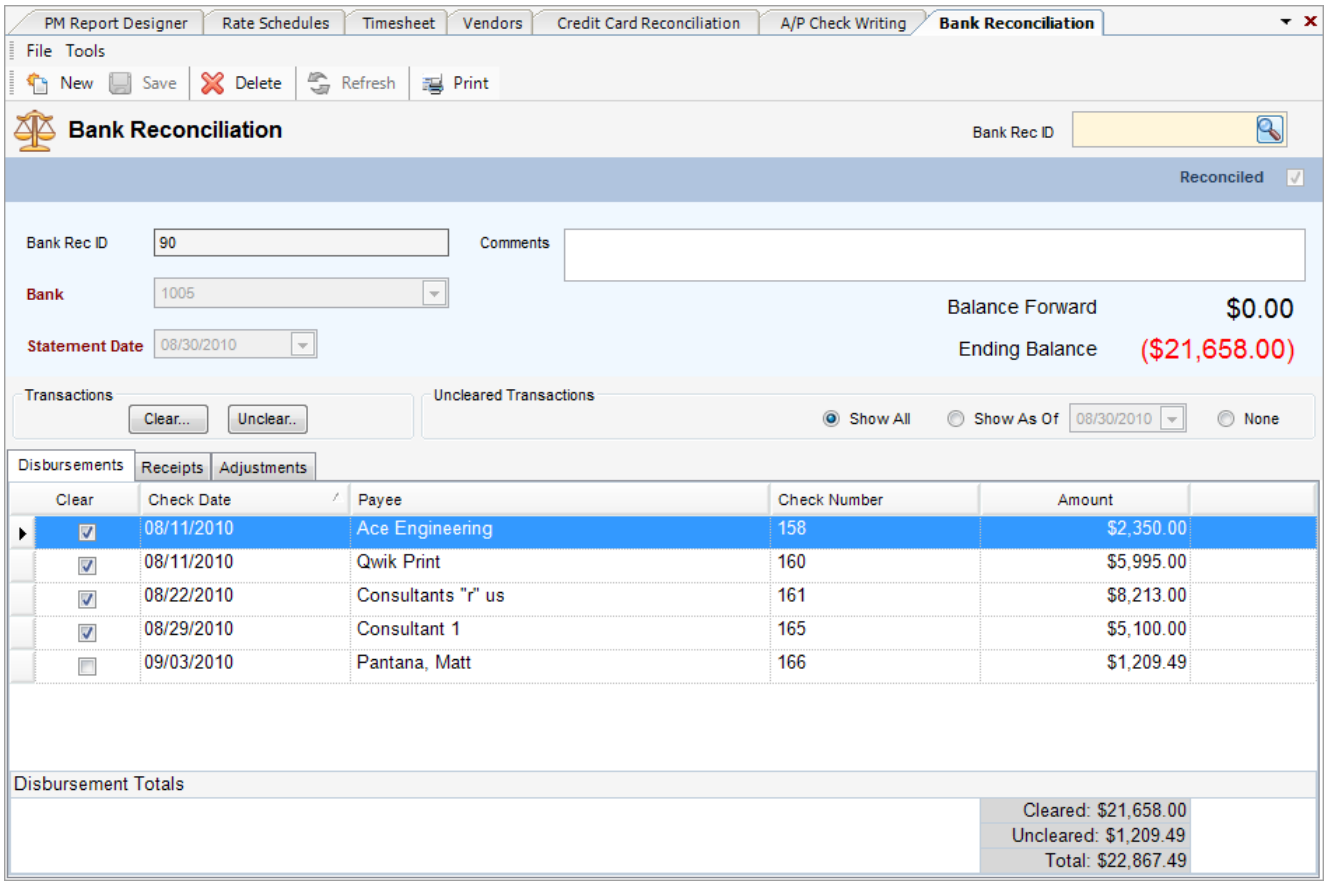
Overview

The Bank Reconciliation applet is used to match a company's Books with its Bank Account. To initialize a bank account for first-time use in this module, enter a balance forward for a given account that represents the total of all cleared transactions that have NOT been entered in the system. The balance forward is entered in the chart of accounts in the new field adjacent to the Next Control Number field. Use the Bank Reconciliation applet to clear items as of the last statement.

Note: A Find feature to search for a check or receipt cleared on another bank rec.

You can hold down the shift key and select multiple rows and then click on Clear or Unclear to flag multiple transactions.

Ctrl-A will clear/unclear all items.



4.7.2.1 Header

Overview

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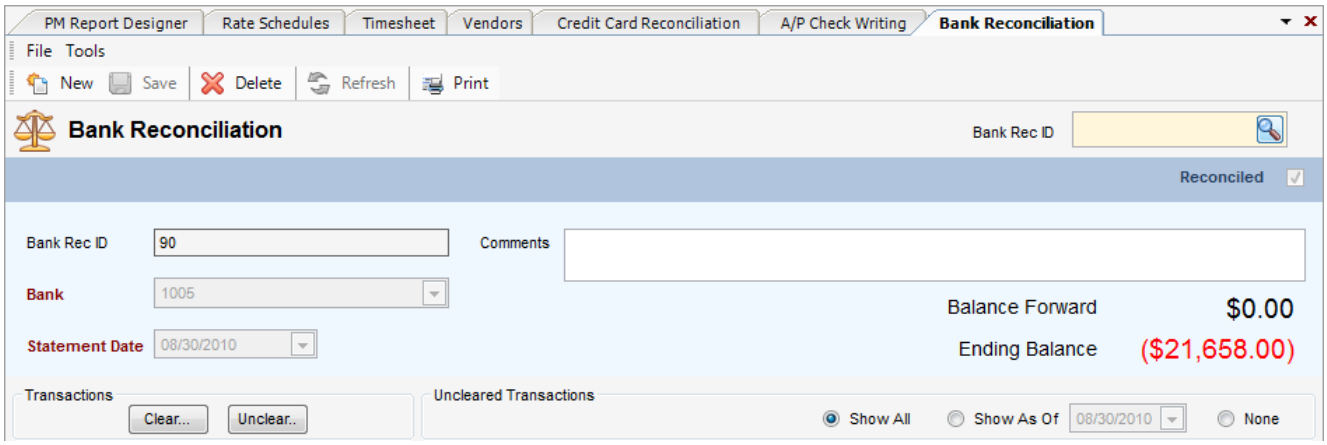
The Bank Reconciliation Header



- **Bank Rec ID -** Current Bank Reconciliation with which the user is working.
- **Bank -** The bank account the user wants to reconcile.
- **Statement Date -** The bank statement date.
- **Comments -** Internal comments.
- **Balance Forward -** Calculated from prior bank statements. This is the ending balance from the previous bank statement.
- **Ending Balance -** The account's balance forward, including all current cleared items. After a Bank Reconciliation, this becomes the new balance forward for the next statement.

Note: The Bank Rec. ending balance should match the Bank Statement's ending balance.

4.7.2.2 Disbursements Tab

Overview

The Disbursements tab displays cleared and uncleared items. A user can select Show All to display all uncleared transactions, or use an As Of date to limit them. By selecting None, uncleared transactions will not be displayed. The Clear Disbursements button clears all items from the Display grid.

Note: A Find feature to search for a check or receipt cleared on another bank rec.

You can hold down the shift key and select multiple rows and then click on Clear or Unclear to flag multiple transactions.

Ctrl-A will clear/unclear all items.

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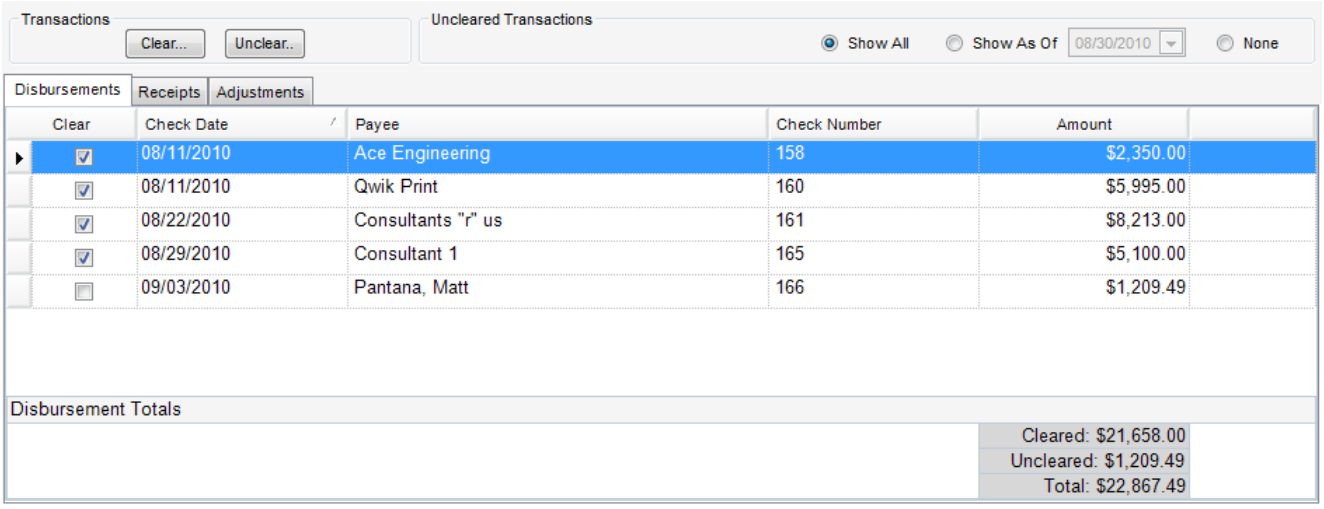


4.7.2.3 Receipts Tab

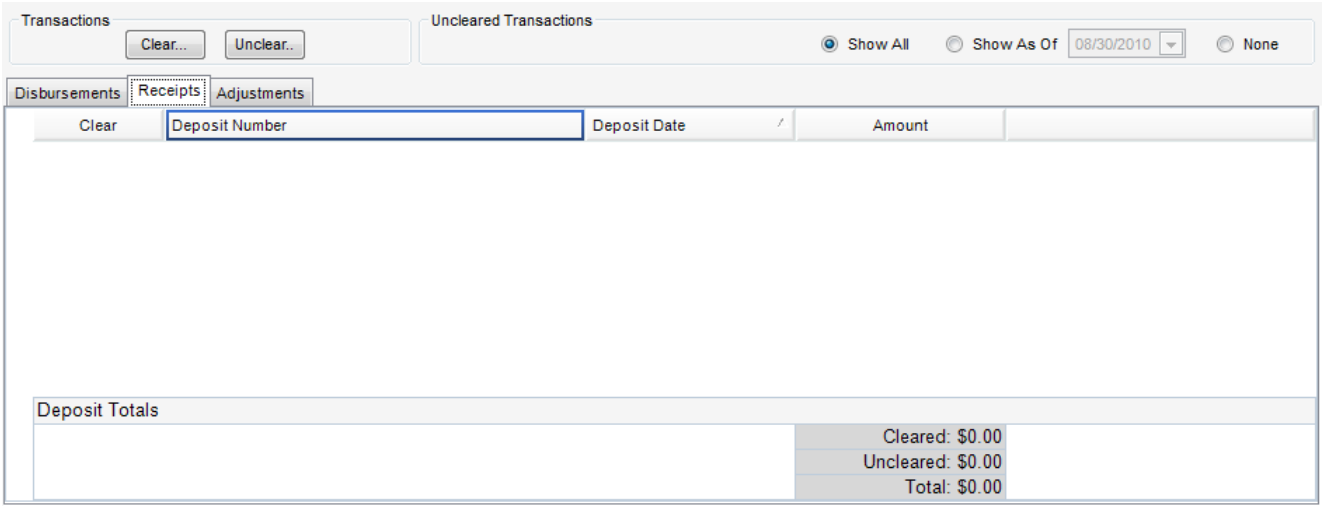
Overview

The Receipts tab displays all cash receipts. The user can select Show All to display all receipts or use an As Of date to limit them. By selecting None, uncleared transactions will not be displayed. The Clear Disbursements button clears all items from the Display grid. The Deposit date is shown for cash receipts.

Note: A Find feature to search for a check or receipt cleared on another bank rec.

You can hold down the shift key and select multiple rows and then click on Clear or Unclear to flag multiple transactions.

Ctrl-A will clear/unclear all items.



4.7.2.4 Adjustments Tab

Overview

The Adjustments tab displays any General Journal entries. The user can select Show All to display all receipts or

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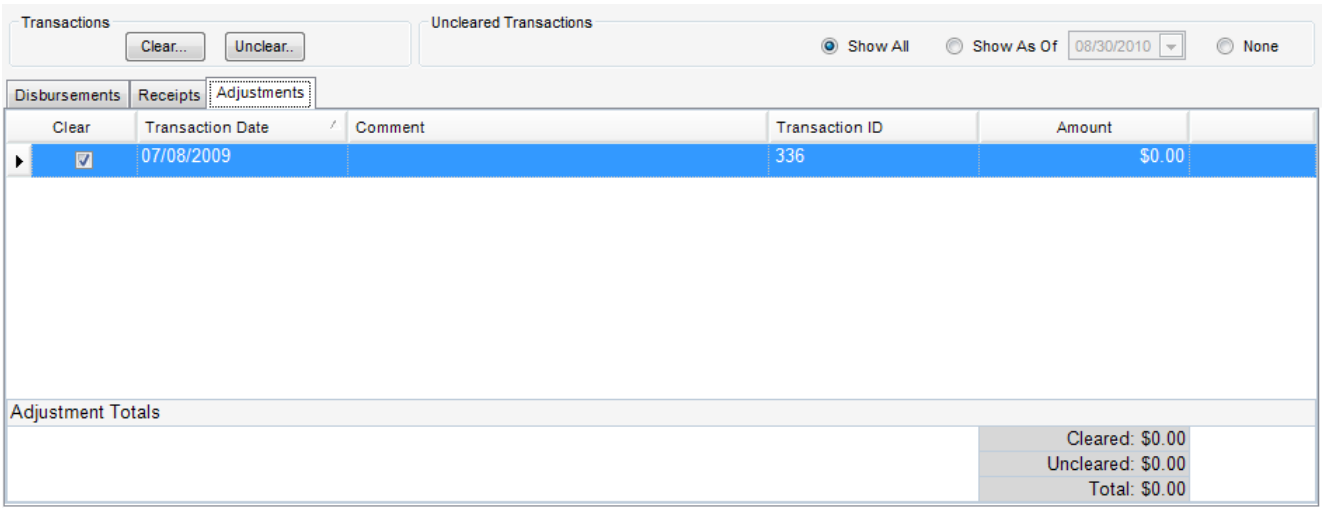
use an As Of date to limit them. By selecting None, uncleared transactions will not be displayed. The Clear Disbursements button clears all items from the Display grid.

Note: A Find feature to search for a check or receipt cleared on another bank rec.

You can hold down the shift key and select multiple rows and then click on Clear or Unclear to flag multiple transactions.

Ctrl-A will clear/unclear all items.



4.7.2.5 How To

4.7.2.5.1 Reconcile Your Account

Overview

How to Reconcile an Account.

Step 1 - Select the Bank Account to be Reconciled (Fig.1).

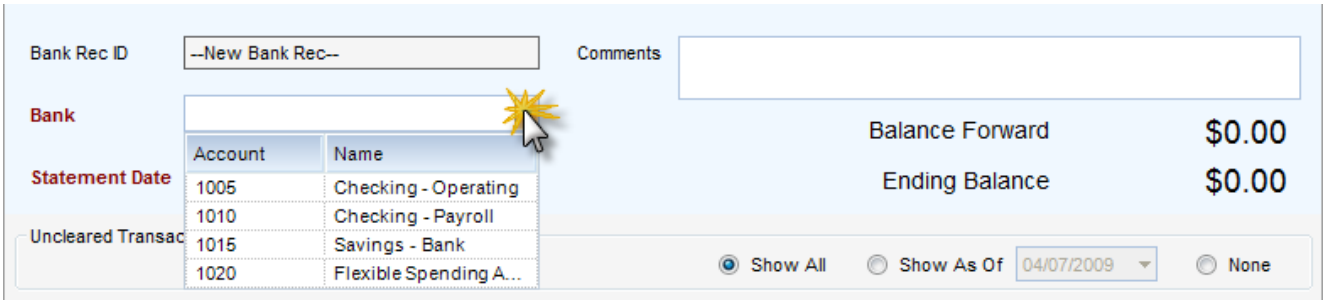


Fig.1

Step 2 - Compare Disbursements, Receipts, and Adjustments to the Bank Statement. Check off the items that have cleared. Ending Balances should be equal to each other (Fig.2).

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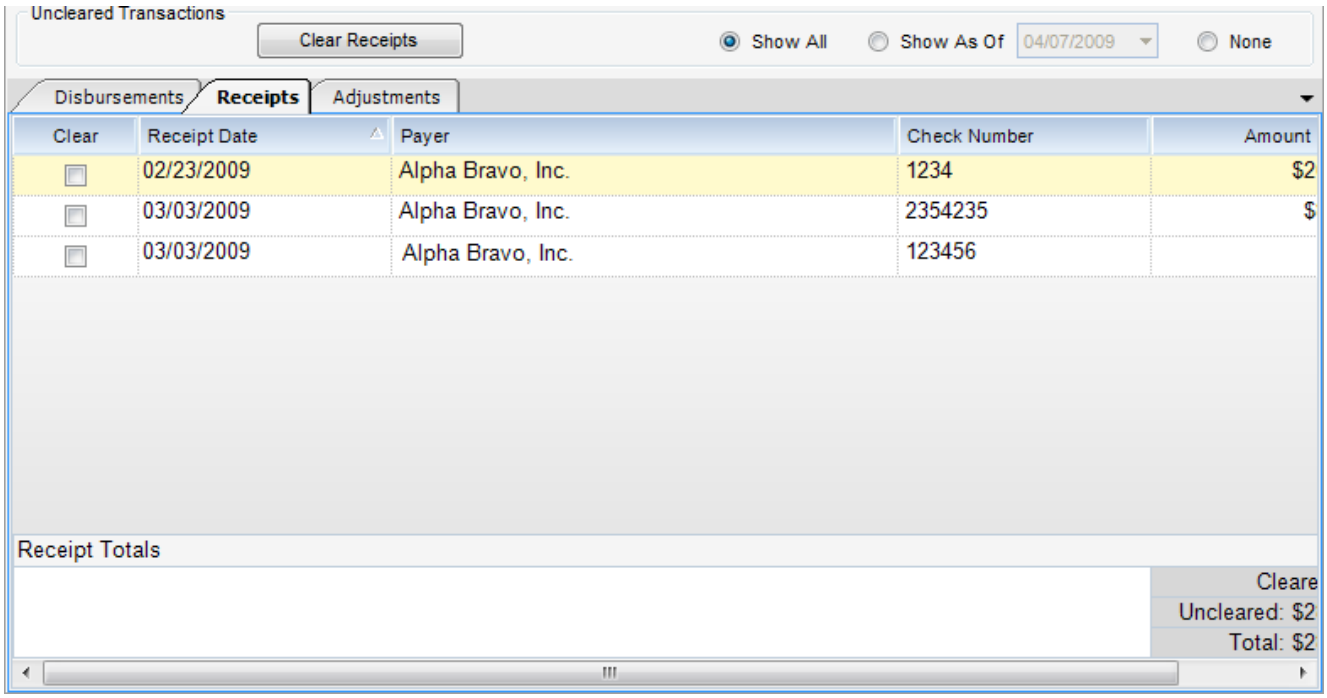

Fig.2

Step 3 - When Ending Balances are equal, check the Reconciled checkbox and click Save (Fig.3).

Fig.3

4.7.2.5.2 First Time doing a Bank Rec.

Question:

This is my first time doing bank statements. I know that we have to set a beginning balance, but I just wanted a second opinion before I completed the bank statement to make sure I didn't forget something.

Answer:

When you start up Bank Rec., you need to create a Bank Rec. prior to the first live one. On that one, clear all transactions that should be cleared. Then, in the chart of accounts, enter a balance forward on the bank account that will change the ending balance of that initial Bank Rec. to be what it should be for your first Bank Rec.

For example: If your first Bank Rec. was to be for December, create a Bank Rec. ending 11/30/2009 and clear all transactions in the system that should be cleared as of that date. Let's say the ending balance of the 11/30/2009 Bank Rec. was 60,000 but in real life you want the balance forward into 12/1/2009 to be 70,000. Make the balance forward in the chart of accounts 10,000.

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4.7.2.5.3 Bank Rec. Balance is off

Question:

The balance in the bank rec. has never been correct. How do I update this field to make it match my 12/31/08 bank statement?

Answer:

There is a balance forward amount in the General Ledger/Chart of Accounts/Account Association tab. Bring up the bank in question. Plug in the variance amount in the Bal Frwd column. This is used for detail that cannot be accounted for.

4.7.3 Chart of Accounts

Overview

The Chart of Accounts is a list of all financial accounts. It includes a unique number for each account that makes it easy to locate a specific account in each ledger. The Chart of Accounts represents the allowable G/L accounts. An allowable G/L account can be comprised of two parts - a base account and possibly an organization path. Base accounts can be attached to any org path or to no org path.

Base accounts also contain properties that interact with project management and accounting processes.

Note: This is where the integration of accounting and project management is established.

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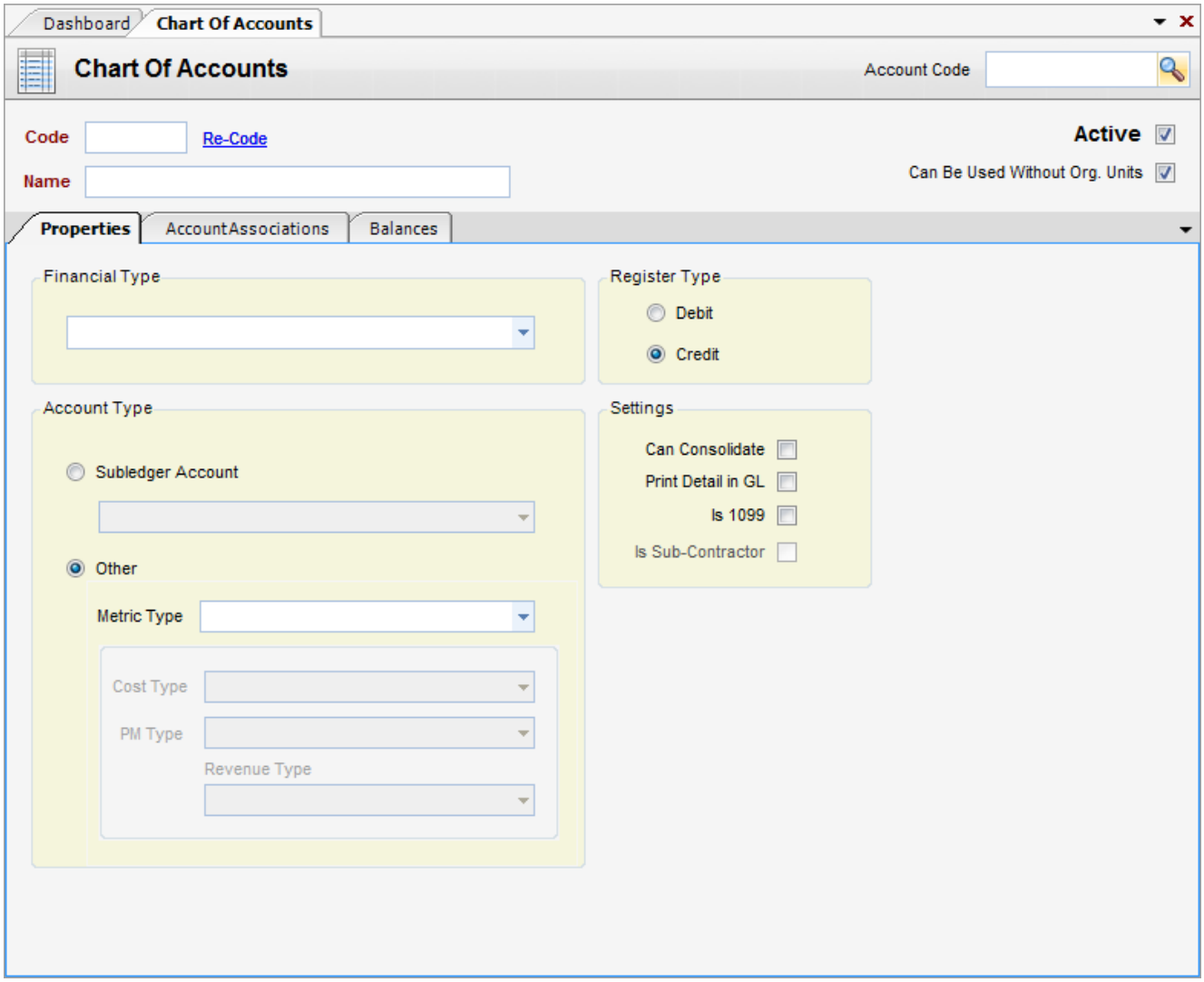

4.7.3.1 Chart of Accounts Header

Overview

The Chart of Accounts Header is the top part of the applet screen that is visible when first going to the Chart of Accounts applet.

Fields

- **Code** - Account base code. A unique number for each account.
- **Re-Code -** The Re-Code link allows the user to change the code for an existing General Ledger account. It prevents the accidental changing of an account code. Clicking on this link will open the account *Code* field, making it editable. To re-code, enter the account's new identification code and click Save. The account code will then be changed here and on all related entries and transactions throughout the system.
- **Name** - Account Name
- **Active** - When checked, base account is active.

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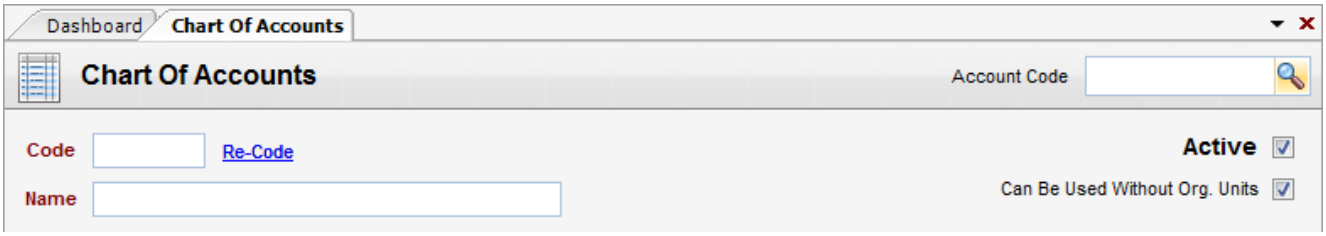
- **Can Be Used without Org. Units** - When checked, the base account does not require an organizational unit to form a valid General Ledger account.



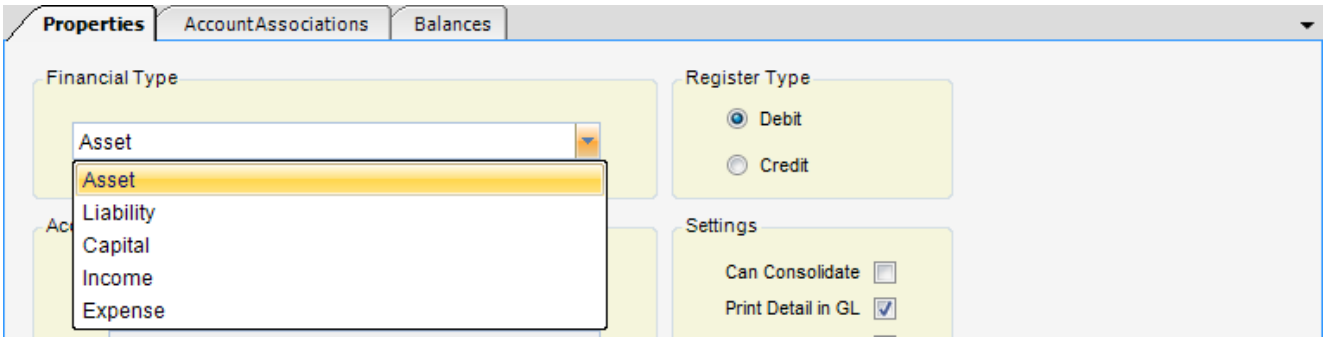
4.7.3.2 Properties Tab

Overview

The Properties Tab. InFocus categorizes project management amounts through the Chart of Accounts. It accomplishes this by using two major properties assigned at the account level. These two properties are *Metrics* and *Project Management Types (PM Types)*. To understand more about the Metrics and PM Types listed below, please refer to the Metrics and PM Types section of this manual.

FINANCIAL TYPE(Fig.1)

- Choices of financial types include Asset, Liability Capital, Income, and Expense.
- Income and Expense accounts will be zeroed-out to Retained Earnings when the EOY (end of year) posting is run.



(Fig.1)

ACCOUNT TYPE

Sub-ledger Account (Fig.2)

Choices of Sub-Ledger types include Bank, Accounts Receivable, Accounts Payable, and Employee Reimbursable.

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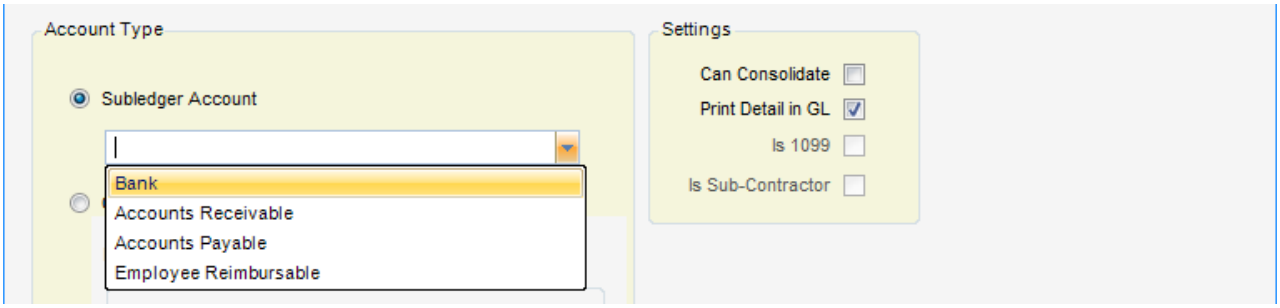
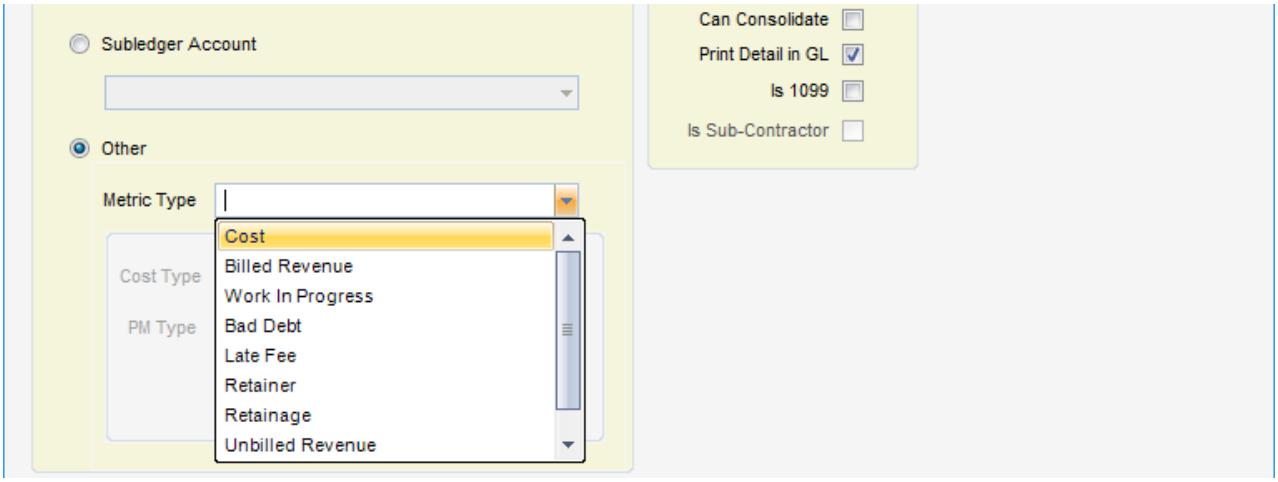


(Fig.2)

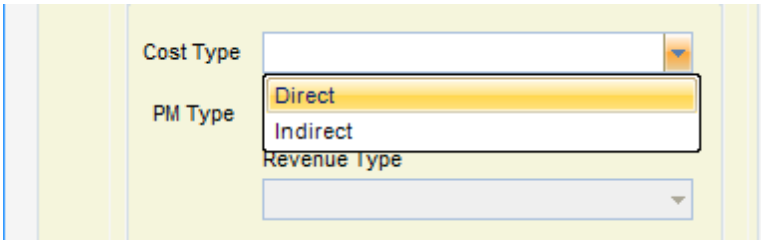
Other - When selected, the account is not a sub-ledger account **(Fig.3).**

Metric Type - Determines what metric type the account represents for project related transactions. Choices are *Cost, Billed Revenue, Work in Progress, Bad Debt, Late Fee, Retainer, Retainage, Unbilled Revenue,* and *Other Revenue.*



(Fig.3)

Cost Type - Cost type is available only when the metric type is cost. Choices include Direct and Indirect. **(Fig.4)**.



(Fig.4)

PM Type - Project Management Type is available when the metric type is one of the following: Cost, Billed, Unbilled, or WIP. Those four metric types are then subdivided into Labor, ODC, OCC, and ICC. **(Fig.5)**.

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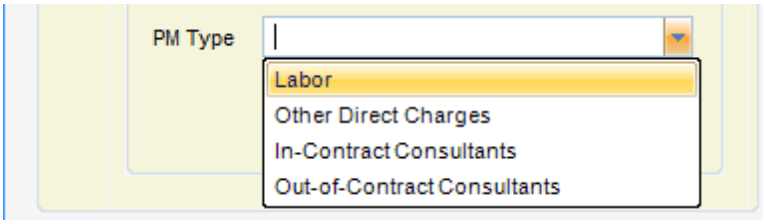
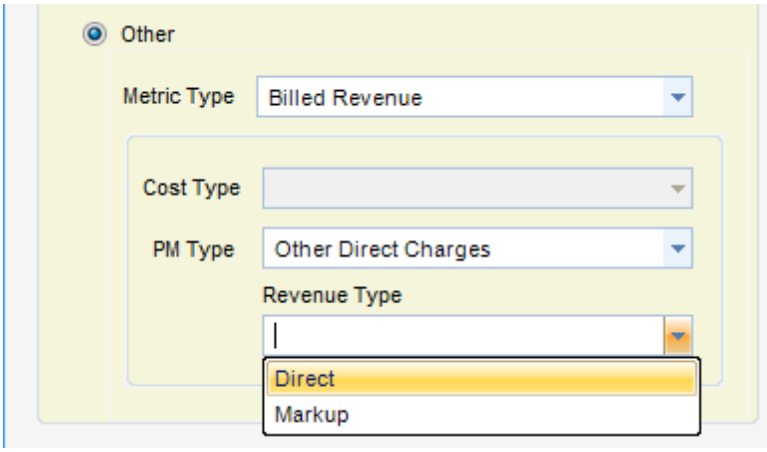
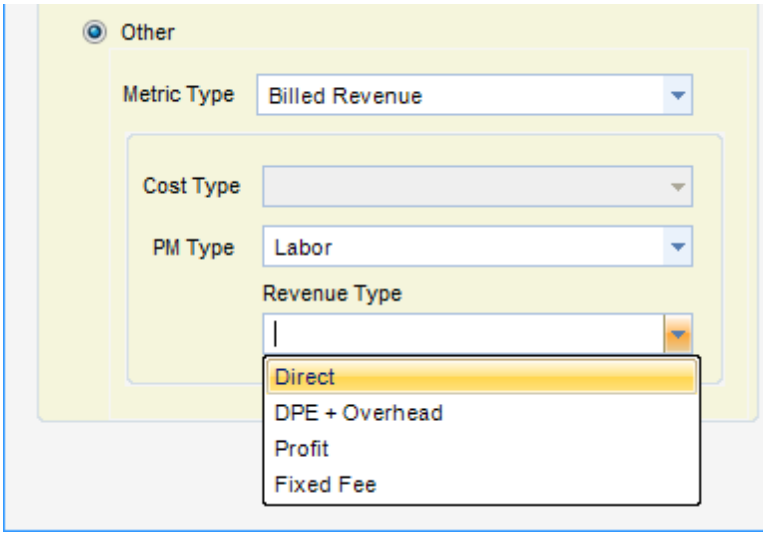


(Fig.5)

Revenue Type - Only available when the metric type is *Billed Revenue.* The Revenue Type splits revenue between its cost component and the marked-up component. Revenue Type is needed to calculate *Billed-to-Date* at some value, other than the marked-up amount, and compare to a capped figure in a *Not-to-Exceed* type invoice. Otherwise, select the first option "Direct". In the case of Non-Labor Revenue, there are two choices: *Direct and Markup* **(Fig.6)**. In the case of Labor Revenue, there are four choices: *Direct, DPE, DPE + Overhead, and Profit* **(Fig.7)**.



(Fig.6)



(Fig.7)

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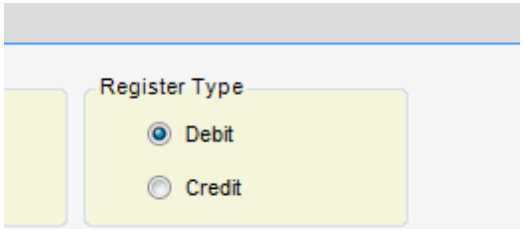
REGISTER TYPE (Fig.8)
The choices are Debit and Credit and the default setting is based on the financial type selected. The Register Type represents the normal balance state of the account. The default is changed only in a few cases, such as a contra account. This Register Type affects only the sign in Financial Statements. InFocus stores debits as positive (+) values and credits as negative (-) values. Setting the Register Type to credit informs *Financial Statements* to reverse the sign.



(Fig.8)

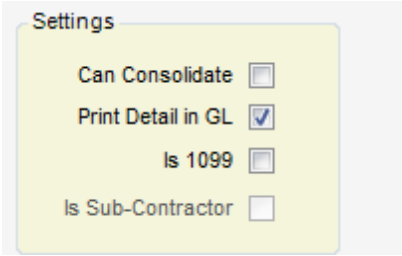
SETTINGS (Fig.9)

Can Consolidate - When checked, the All Org Units for this base account will be merged if Consolidate is chosen when printing a G/L Report.

Print Detail In G/L - When checked, this account will print transaction detail when printing a detailed G/L report.

Is 1099 - Flag indicating whether charges to this account are considered for Form 1099-Misc. This is an optional feature as Form 1099 can be run to consider all payments to a vendor despite this flag.

Is Subcontractor - Indicates that this is a subcontractor cost account. Available only when the metric type is Cost and the PM type is Labor. It is used for labor distributions. Subcontractors different from other consultants because they enter timesheets like an employee.



(Fig.9)

4.7.3.3 Account Associations Tab

Overview

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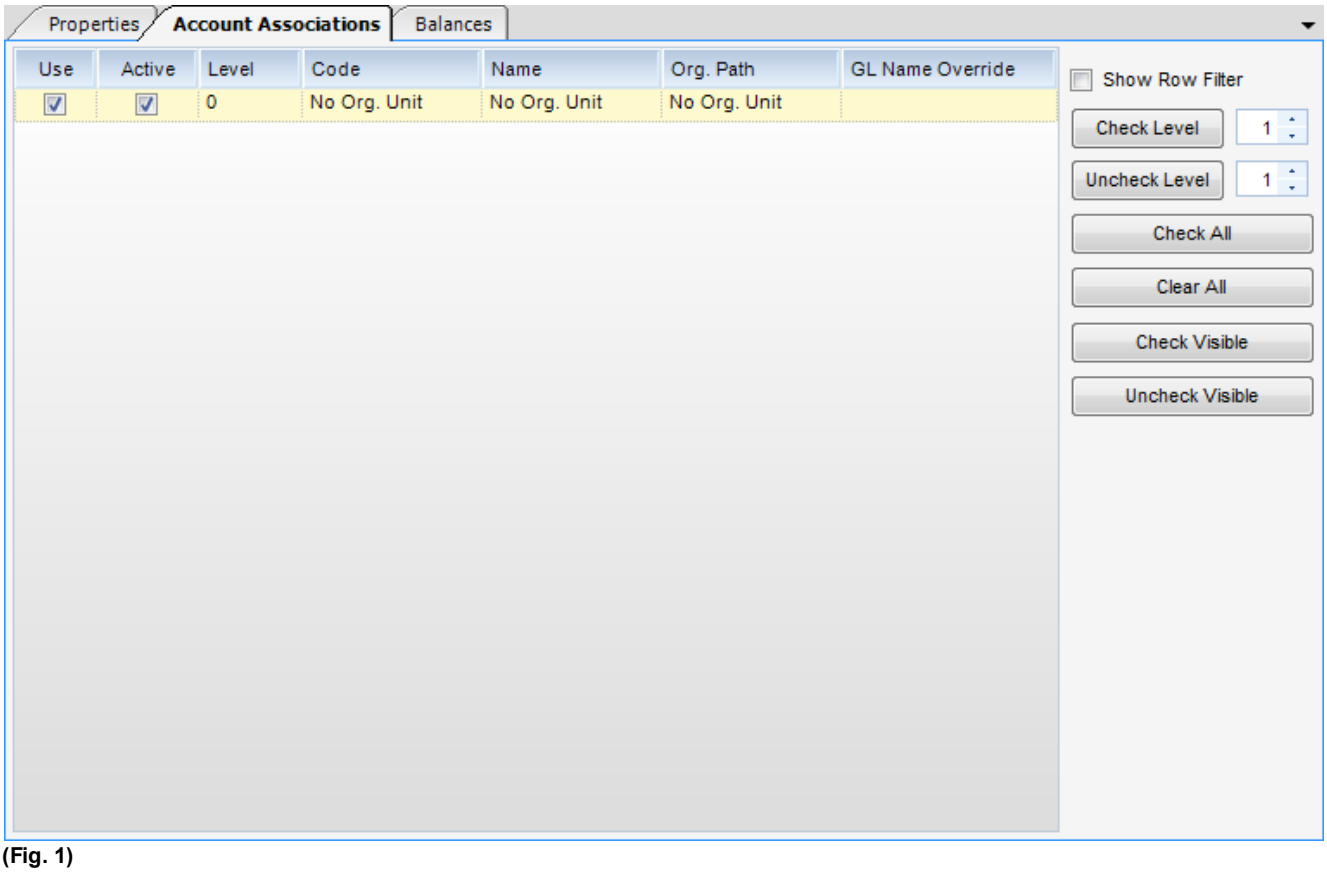
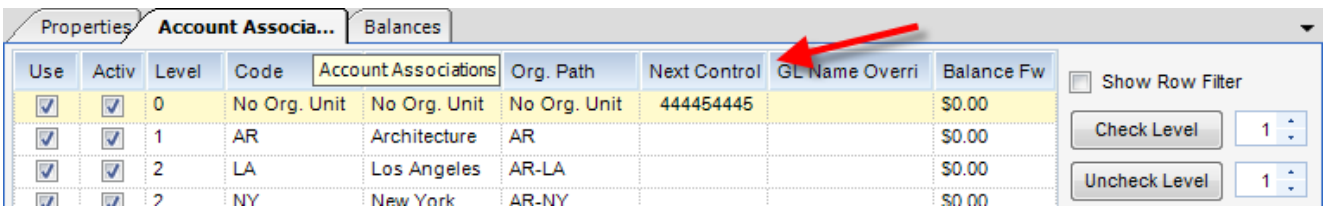
The Accounts Association Tab (Illustrated Below)

- This tab is where associations are made between base accounts and org paths.
- The grid shows every available org path that has been established, plus one row (the top row) to allow for base codes that have no associaton to an org unit.
- A single association can be set by checking the "Use" box next to the desired org. path.
- Multiple rows can be set at once by using the various options at the right of the grid.
- By default, the first row automatically is checked when a new base account is added.
- The G/L name override is used to vary the account name between org paths. It is usually left empty; however, in cases such as a bank account where the user wants to use the same base code for the main bank in two different offices, but display the official name of the bank (e.g., Chase or Chemical), the G/L name override is used.
- A Next Control Number column will appear in the grid in the case of a bank account or A/R account. The next check number or next invoice number (when invoicing by A/R account) will be established here (Fig. 2).



(Fig. 1)



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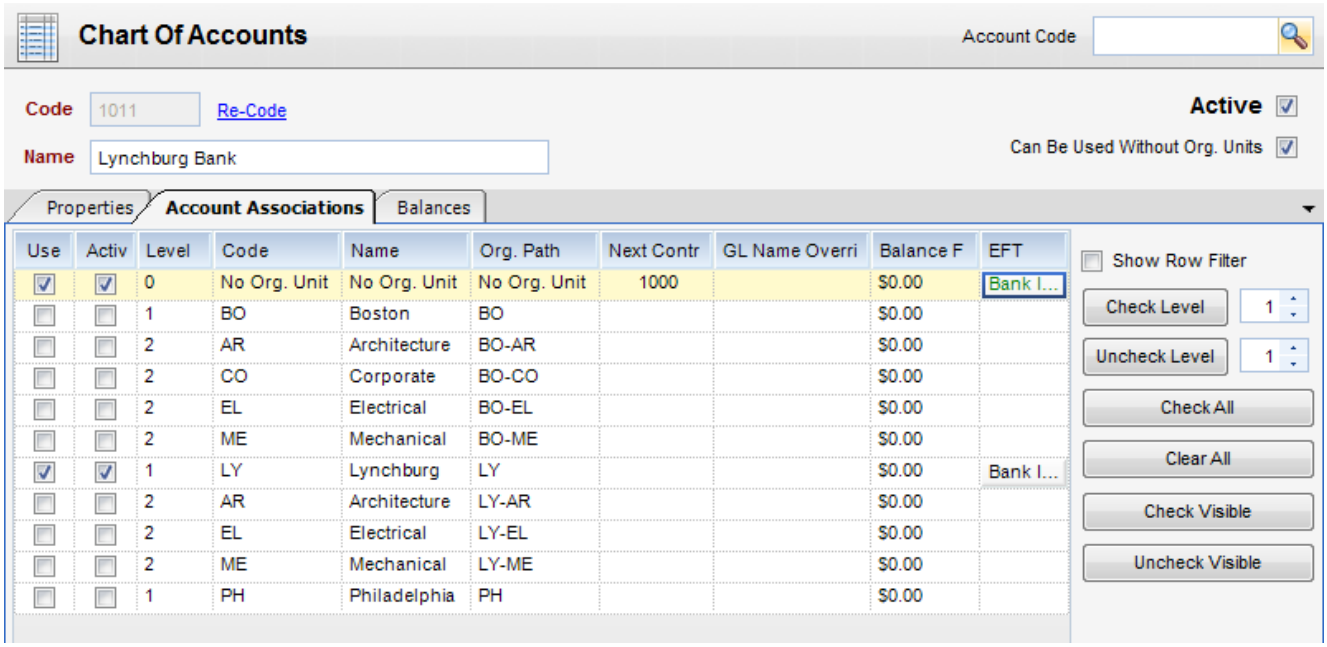
(Fig.2)

4.7.3.3.1 Setup EFT

Overview

The following section shows how to setup EFT on the Accounts Association Tab (Illustrated Below)

- The EFT Column is where you configure the EFT Bank Account (Fig.1). When the Financial Type of the account is Bank, you will get the *Bank Info* button located in the EFT column. The letters appear green when the account is configured and black when it is not.
- When you click on the *Bank Info* button you get the pop-up seen in Fig. 2. Descriptions are below the figures (Fig.2 - Fig. 4)



(Fig. 1)

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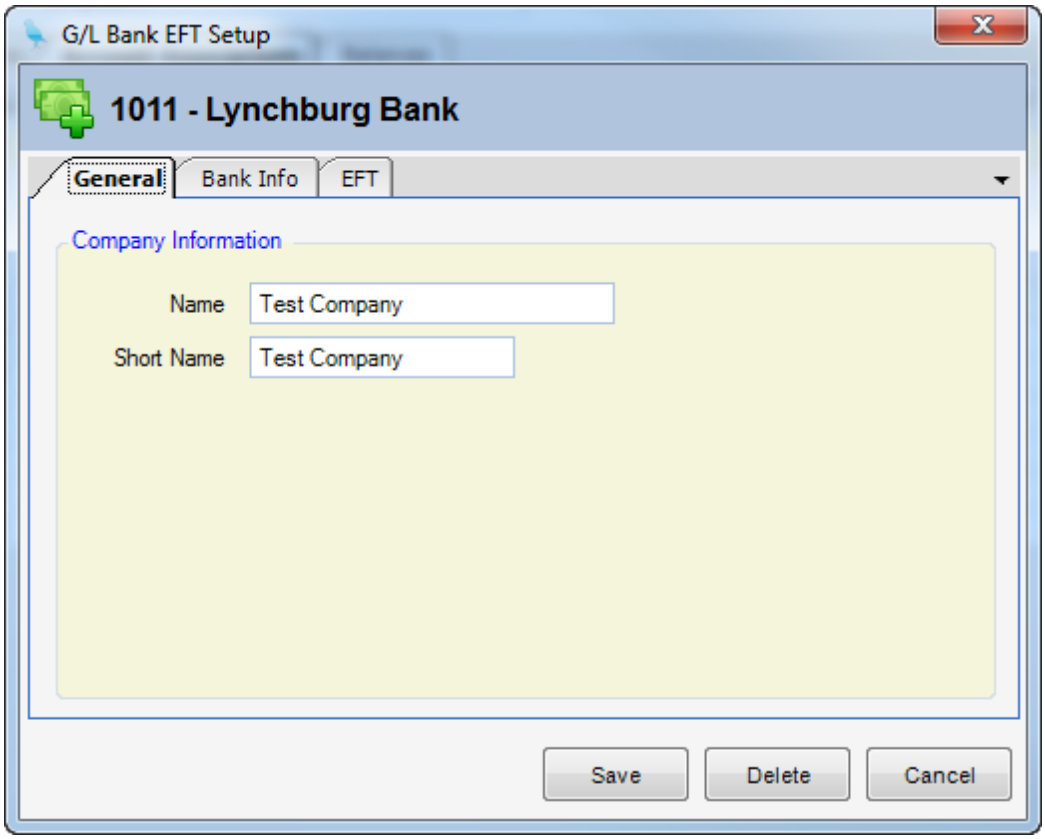

(Fig2)

The following information is to be filled When configuring the Bank.

- **Name** - Company Long Name.
- **Short Name** - Company Short Name

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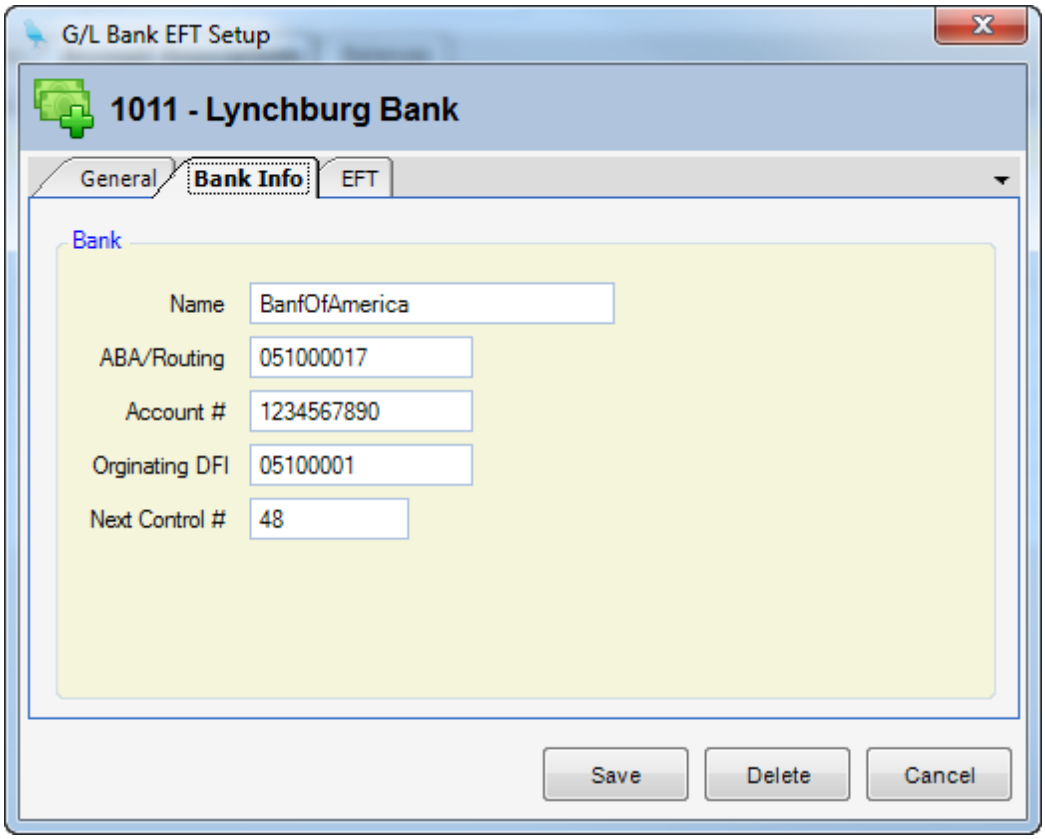

(Fig. 3)

The following information is to be filled out if using EFT.

- **Name** - Name of the Bank.
- **ABA/Routing #** - Bank Account Routing #.
- **Account #** - Bank Account #.
- **Originating DFI** - Typically Companies EIN # (Federal EIN #)
- **Next Control Number** - Starting EFT #

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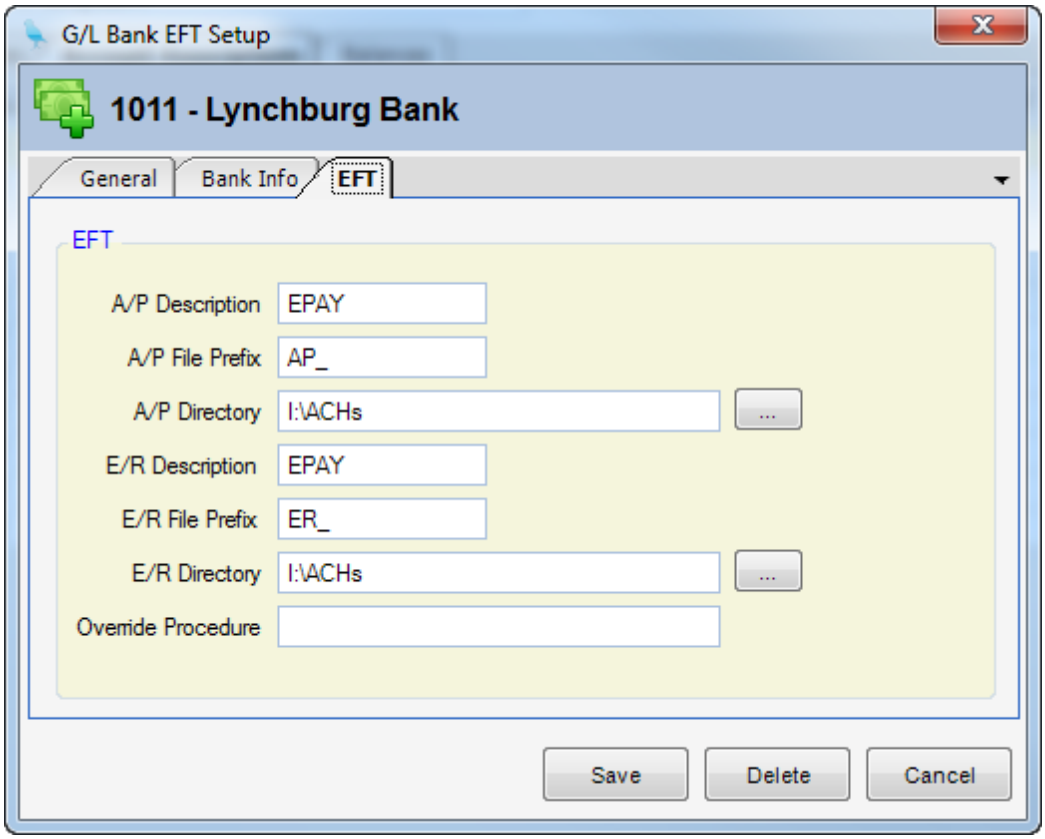

(Fig. 4)

The following information is to be filled out if using EFT.

- **A/P Description** - What vendors see when they receive the EFT on their bank statement.
- **A/P File Prefix** - Starting characters of the file name when saved.
- **A/P Directory** - Location of the file on the local machine when saved.
- **E/R Description** - What Employees see when they receive the EFT on their bank statement.
- **E/R File Prefix** - Starting characters of the file name when saved.
- **E/R Directory** - Location of the file on the local machine when saved.
- **Override Procedure** - EFT Override

4.7.3.4 Balances Tab

Overview

The Balances Tab (Illustrated Below)

- This tab is a quick reference for finding account balances.

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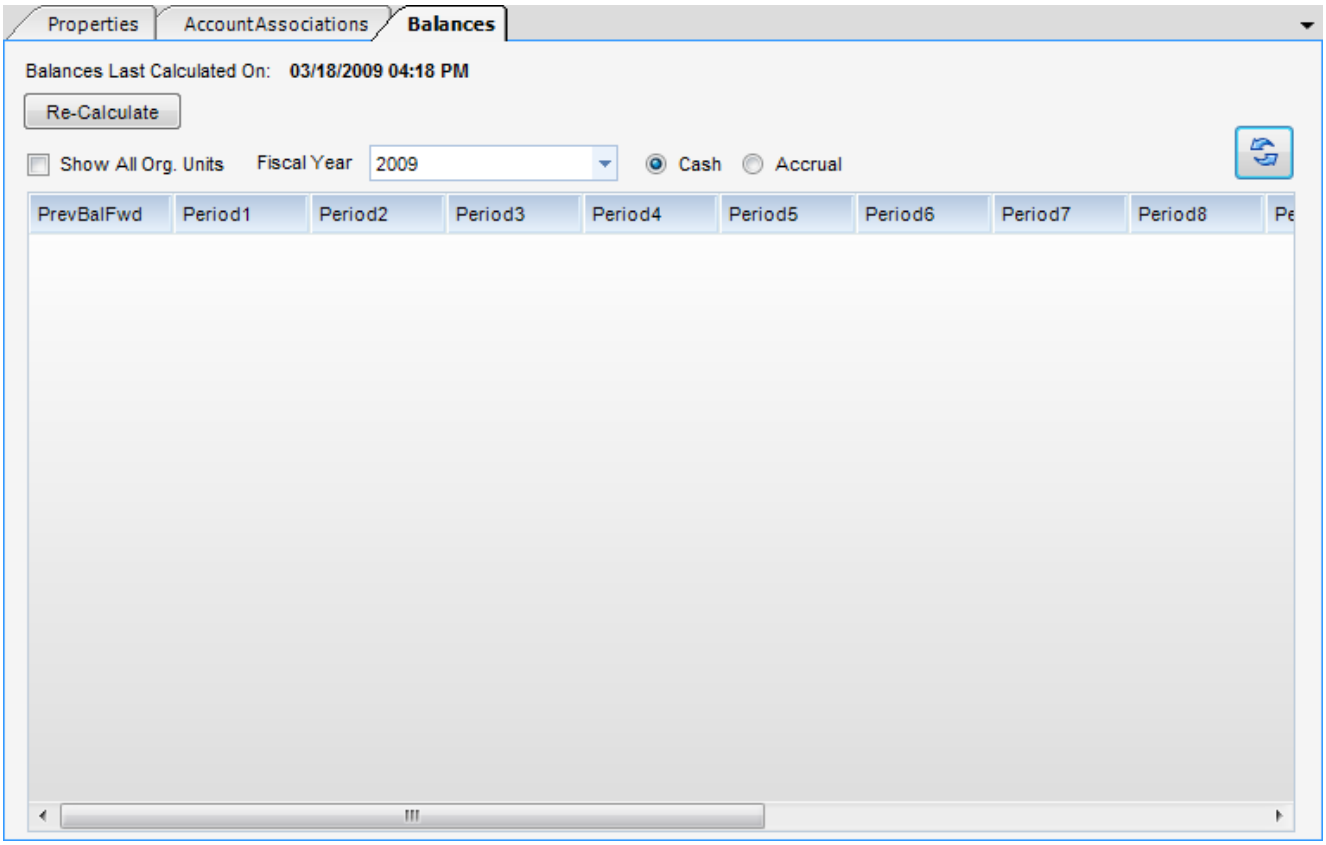
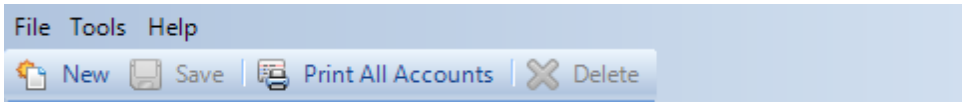
- Balances that are shown are through whatever the last Calculate date on this tab shows.
- Balances are calculated when certain reports are run in InFocus. They can also be manually recalculated here.
- This is informational only and will not affect the system in any way.
- Balances are available in both cash and accrual form and, optionally, can be consolidated.



4.7.3.5 Toolbar

Overview

The Chart of Accounts toolbar gives the user (with appropriate permissions) a number of capabilities. They are as follows:



- **New -** Click *New* to create a new account.
- **Save -** Click *Save* to save any changes made to the current account
- **Print All Accounts -** When clicked, the user is given the option to print a list of the Chart of Accounts (Active, Inactive, or Both).
- **Delete -** Click to D*elete* to delete the current account.

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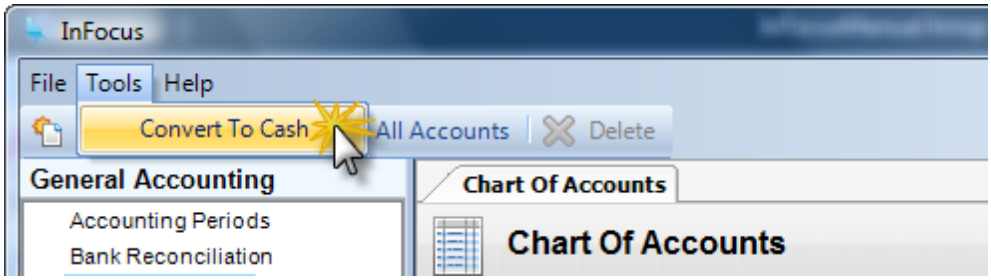
4.7.3.6 How To

4.7.3.6.1 Use Cash Basis Conversion

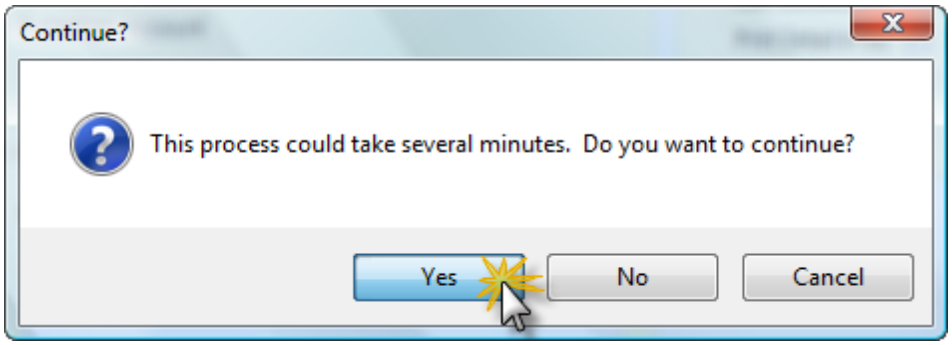
Overview

How to perform a Cash Based Conversion.

Step 1 - In the Chart of Accounts applet, click on Convert to Cash (under the Tools button in the toolbar).



Step 2 - When you are prompted, Click *Yes* to perform the conversion.



What does this do?

- Accounting information can be reported based on accrual and cash figures.
- Accrual figures are automatically kept in real time and require no calculation.
- Cash figures updates are based only on the last time the conversion process from accrual to cash was executed.

Note: Accrual figures are maintained separately and are not impacted by this process. Cash reporting is available for the *General Ledger, Trial Balance, Financial Statements, and three journals (Receipts, Disbursements, and General Journal).*

4.7.3.6.2 Create a new Account

Overview

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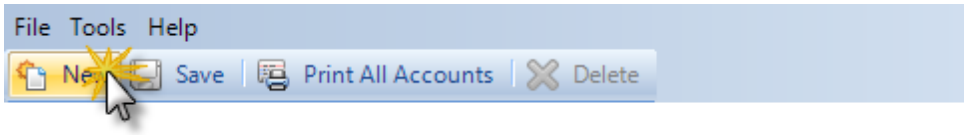
How to add a new account to the Chart of Accounts. Refer to the Chart of Accounts sections in this manual for details.

Step 1 - To start a new account, click New on the toolbar.



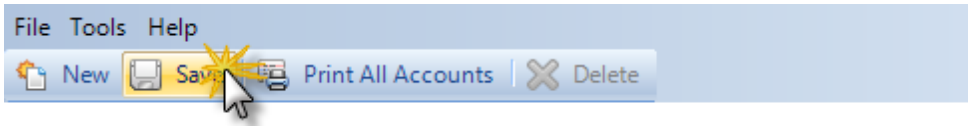
Step 2 - Fill out the Header with the appropriate information.

Step 3 - Fill out the Properties Tab with the appropriate information.

Step 4 - Fill out the Account Associations Tab with the appropriate information.

Step 5 - Fill out the Balances Tab with the appropriate information.

Step 6 - To save the account to the Chart of Accounts, click Save.



4.7.4 Financial Statements

Overview

Three sample financial statements are included in InFocus:

1) Classified Income & Expense

2) Itemized Income & Expense

3) Classified Balance Sheet.

These designs are based on the Chart of Accounts established by Quick Start. Even if Quick Start was not run, the samples may be installed as a reference.

To install them, follow the steps in the *Financial Statements How To* section.

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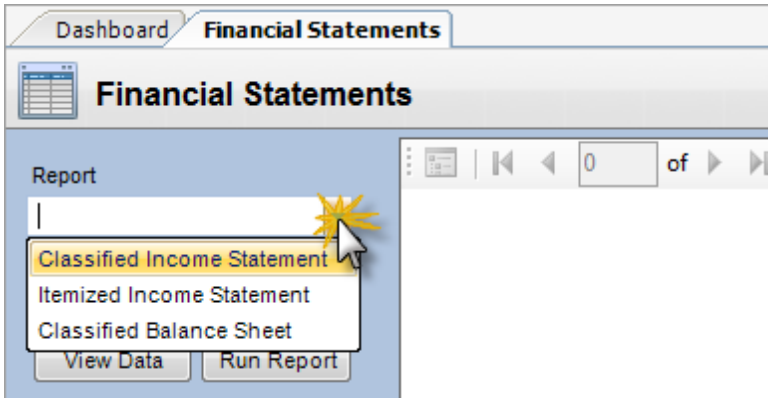


4.7.4.1 How To

4.7.4.1.1 Add Sample Financial Statements_2

Overview

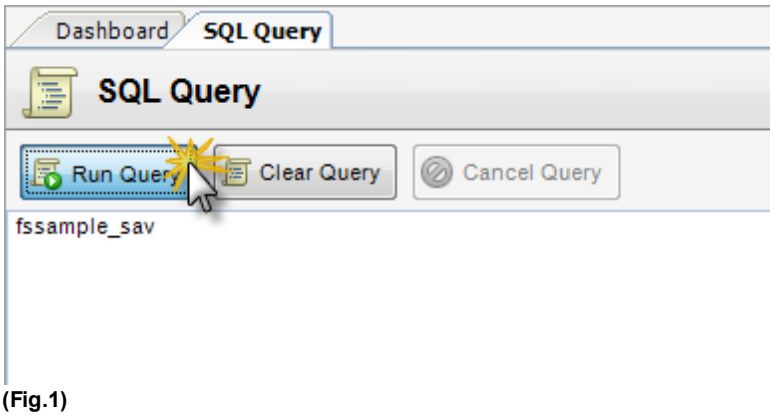
How to add Financial Statements to InFocus.

Three sample financial statements are included in InFocus: Classified Income & Expense, Itemized Income & Expense, and Classified Balance Sheet. These designs are based on the Chart of Accounts established by Quick Start. Even if Quick Start was not run, the samples may be installed as a reference. To install them, follow these steps (Fig.):

Step 1 - Launch the SQL Query applet. This is located in the Utilities module.

Step 2 - In the query box, type **fssample_sav.**

Step 3 - Click on the *Run Query* button. In a few seconds the message *Query Execution Complete* will appear in the upper right corner of the SQL Query screen.



(Fig.1)

The sample financial statements will now appear in the Financial Statements drop-down. (Fig.2).

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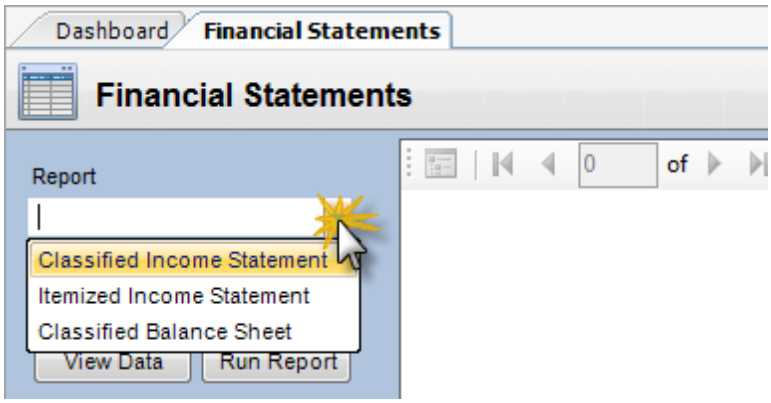


(Fig.2)

4.7.5 GL Budgets

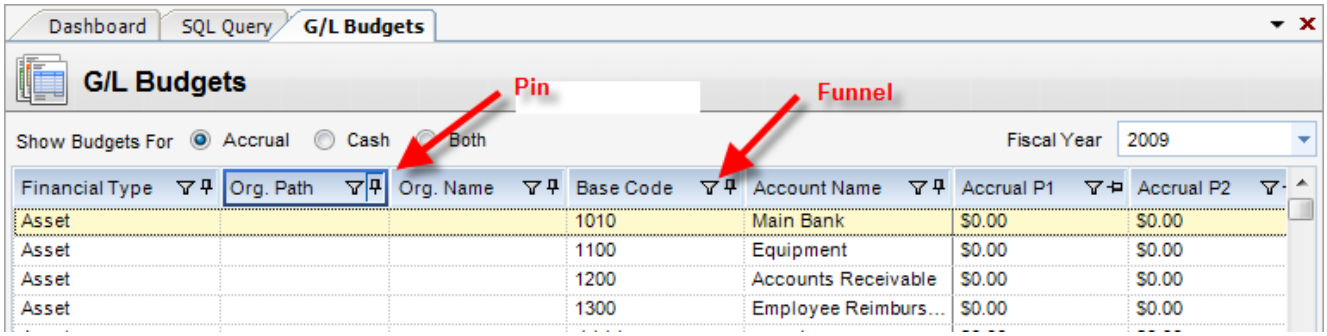
Overview

The G/L Budgets applet allows the user to set budgets for both cash and accrual accounts within the Chart of Accounts for a fiscal year (see below). Budgets can be maintained for any and all General Ledger accounts per accounting period. Budgets for both accrual and cash balances can be entered. Budgets can appear and be part of calculations in financial statements.

Fields

- **Show Budgets For** - Choices are *Accrual, Cash,* or *Both*
- **Fiscal Year** - Designates fiscal year for budgeting.

All columns can be both pinned (column does not scroll) and filtered (only rows with designated column value will show). The push pin in the column header controls pinning and the funnel in the column header controls filtering (Fig1).



(Fig.1)

4.7.5.1 How To

4.7.5.1.1 Copy a Fiscal Year

Overview

How to Copy a Fiscal Year. A user can copy a fiscal year budget or a subset of it, by using the Copy Year feature located in the tool bar (Fig.1).

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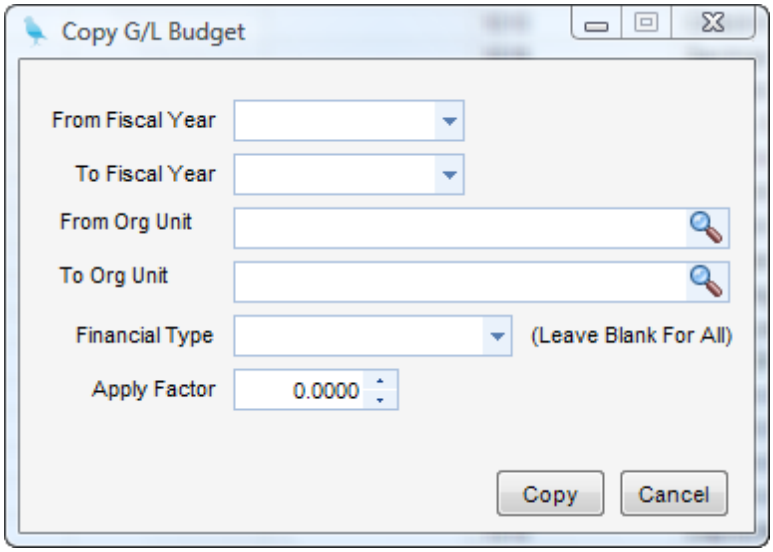
Copy a fiscal year (Follow the steps illustrated below)

Step 1 - Click *Copy* located in the toolbar.

(Fig.1)

Step 2 - Complete the Copy G/L box. Field descriptions are listed below. (Fig.2).



(Fig.2)

- ***From Fiscal Year*** *- Fiscal year from which to copy.*
- ***To Fiscal Year*** *- Fiscal year to copy to*
- ***From Org. Unit*** *- Organizational Unit from which to copy. Leave blank for All Org. Units.*
- ***To Org. Unit*** *- Organization Unit to copy to. Leave blank for All Org. Units.*
- ***Financial Type*** *- Financial type to copy. Leave blank for All.*
- ***Factor*** *- Factor to be applied against budgets. Budgets will be multiplied for this number. For instances, to increase budges across the board by 10%, the factor would be 1.10.*

Step 3 - To copy the fiscal year, click Copy.

4.7.5.1.2 Delete a Fiscal Year

Overview

How to Delete a Fiscal Year. To delete a fiscal year budget, click Delete in the toolbar.

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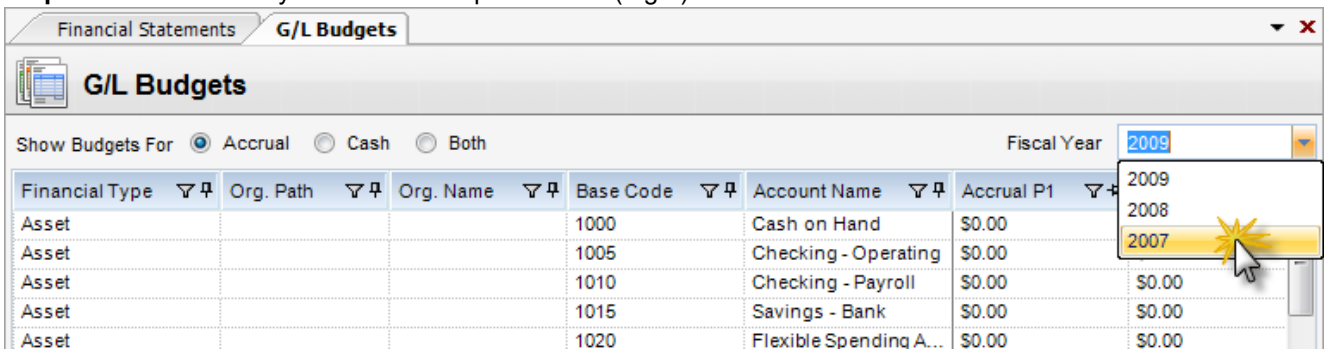
Step 1 - Select a fiscal year from the drop down box (Fig.1).

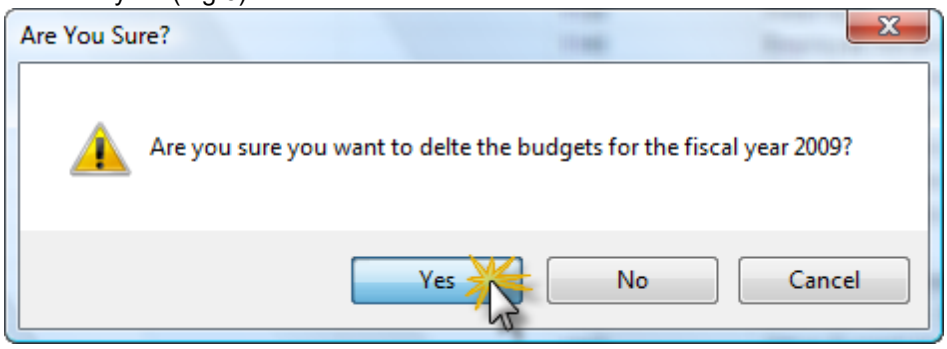


(Fig1.)

Step 2 - Click the *Delete* button located in the Toolbar (Fig.2).

(Fig.2)

Step 3 - You will be prompted *Are you sure you want to delete the budgets for the fiscal year*. Click *Yes* to delete the fiscal year (Fig.3).



(Fig.3)

4.7.5.1.3 Where I can input annual budget amounts?

Question:

Where I can input annual budget amounts?

Answer:

Under General Accounting use the G/L Budgets applet. Budgets are put in per accounting period. If you want to distribute an annual budget evenly across a year's periods right-click on the first period cell of a G/L account and choose allocate. It will ask you for the annual amount to allocate.

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4.7.6 General Journal

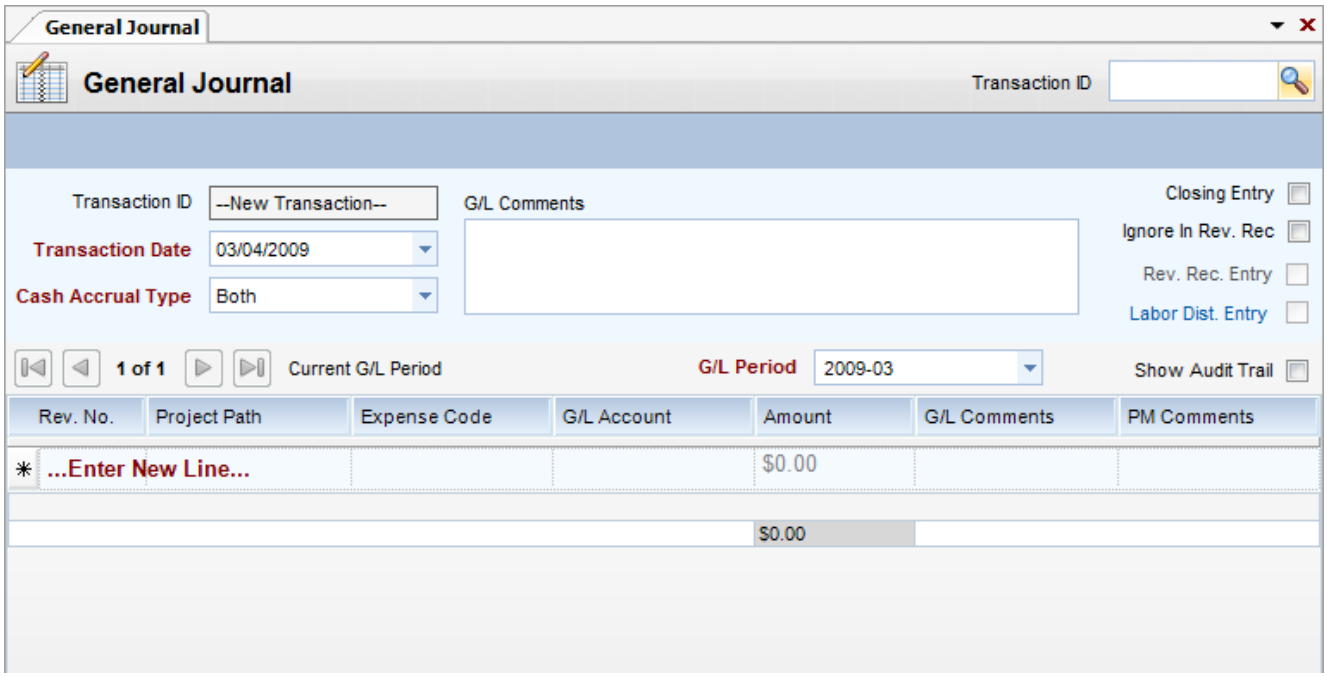
Overview

The General Journal holds both accounting adjustments and special transactions such as *Labor Distributions, Revenue Recognition* and *End of Year (EOY) closings*.

Note: While transactions that affect Project Management Figures can be made, these transactions cannot be part of Invoicing, Accounts Receivable, or Accounts Payable reporting. Project-related transactions can, however, appear on Project Management reports.

The General Journal is the only journal where there is no header control account or amount. Instead, the sum of all line items must zero out. Unlike other journals, no assumption is made about debits and credits. Debits are positive values, while credits are negative values.

Entry rules, as far as type of account and organizational unit, are relaxed in this journal.



4.7.6.1 Header Section

Overview

The Header Section of the General Journal

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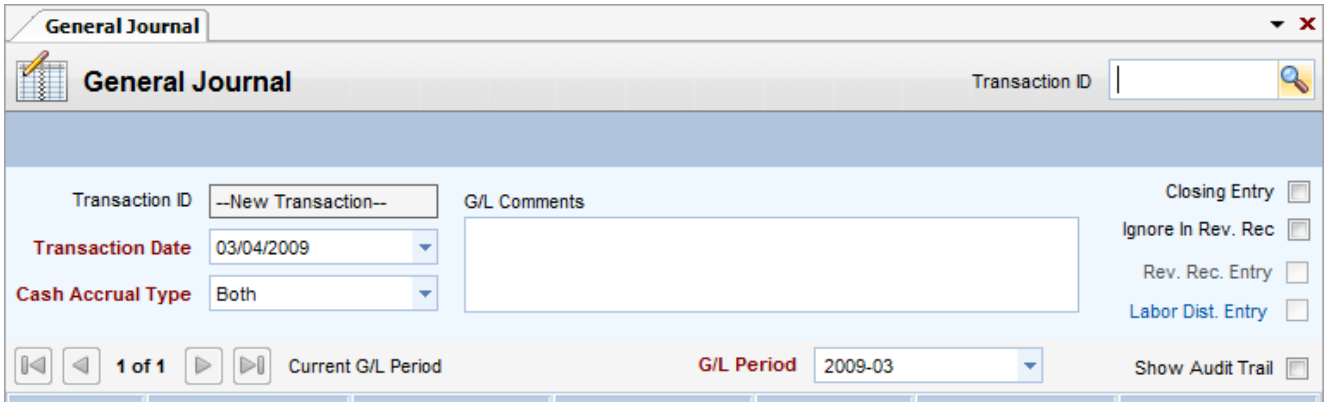

Fields

- **Transaction ID** - Transaction ID is system generated and read only. It uniquely identifies a transaction.
- **Transaction Date** - The Transaction Date is relevant only for Project Management reports, Otherwise, it is informational.
- **Cash Accrual Type** - The three choices are Cash, Accrual, or Both.
- **G/L Comments** - Comments to appear in G/L report. The comments will show on the control side and, if no G/L comment is entered on the line item, will also print on those as well.
- **Closing Entry** - When checked, this entry is considered a Closing Entry. Closing Entries can be excluded on financial statements, if desired (usually done on P & L).
- **Ignore In Rev. Rec.** - Ignore in Revenue Recognition. When this entry is flagged, revenue recognition does not include this transaction in calculations.
- **Rev. Rec. Entry** - When checked, this entry was posted by Revenue Recognition. Revenue Recognition can delete any entries for the current period when run. This flag identifies the entry as a candidate for deletion. This is a read-only field.
- **Labor Dist. Entry** - When checked, this entry was posted by Labor Distribution. Deleting or voiding this transaction will cause all time sheets that were associated with it to an un-posted state. This is a read-only flag. Click on the icon next to the check box to see a breakdown to the employee level of the automated posting.
- **G/L Period** - General ledger period for this transaction or revision to effect. Defaults to current period and only open periods are allowed.

4.7.6.2 Detail Section

Overview

The Detail Section of the General Journal

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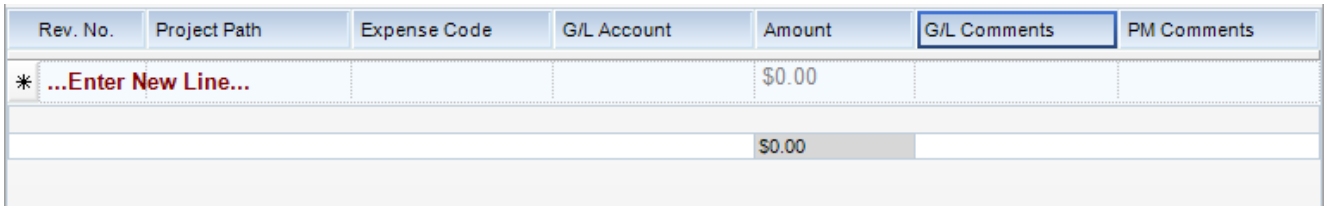


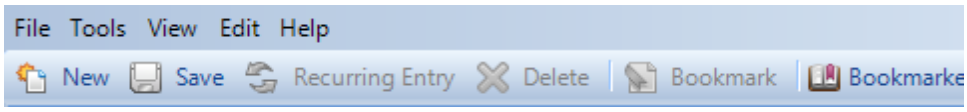
Fields

- **Rev.No. -** The number of the revision of the journal entry. The original entry is 1.
- **Project Path** - WBS path. Optional.
- **Expense Code** - Expense code. Optional
- **G/L Account** - *General Ledger* account.
- **Amount** - Line item amount.
- **G/L Comments** - General ledger comments. Will print on G/L reports in place of comments on header of transactions for this line item.
- **PM Comments** - Project Management comments appear on Project Management reports and invoices. Available only when the payee type is Client and the G/L account is Accounts Receivable.

4.7.6.3 General Journal Toolbar

Overview

The General Journal toolbar gives the user (with appropriate permissions) a number of capabilities within the journals of InFocus. A list of those capabilities follows.



- **New -** Creates a New journal transaction.
- **Save -** Saves the current journal transaction.
- **Recurring Entry -** Allows the user to have an entry that recurs for a given number of cycles.
- **Delete -** Deletes the current journal transaction.
- **Bookmark -** Bookmarks the current journal transaction for future retrieval.
- **Bookmarked** - Shows whether or not the current journal entry has been bookmarked or not.

The Tools Button on the Toolbar gives the user a couple more functions available in the journal.(Described Below)

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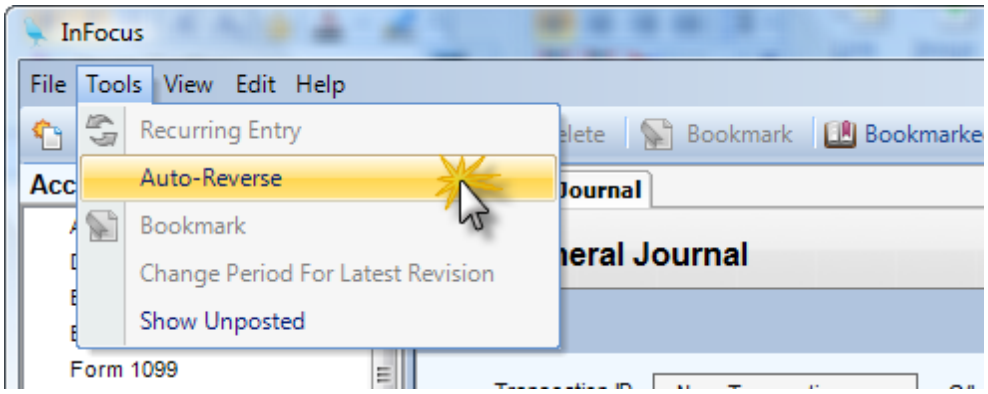
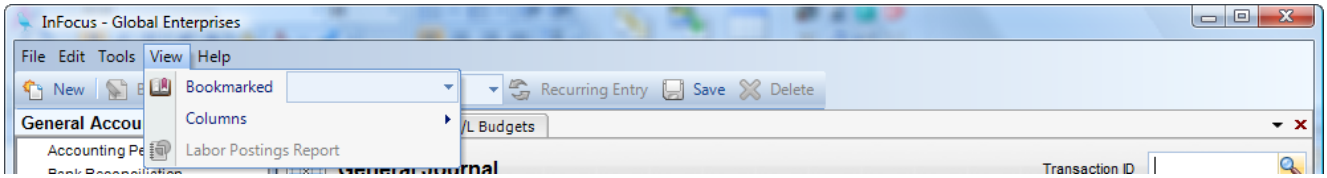


Tools Button Options

- **Recurring Entry -** Allows the user to have an entry that recurs for a given number of cycles.
- **Auto-Reverse -** If you call up a general journal entry and click on this option it will create a new entry that reverses the debits and credits in the period following the current entry.
- **Bookmark -** Bookmarks the current journal transaction for future retrieval.
- **Change Period for Latest Revision -** This will change the G/L Period for all of the line items entered on the current version of the journal entry.
- **Show Unposted -** Shows unposted journal entries for a given G/L period.



View Button Options

- **Bookmarked -** Allows the user to retrieve journal entries that have been selected using the *Bookmark* button..
- **Columns -** Allows the user to change the grid display in the journals.
- **Labor Posting Report -** The option is enabled only when a Labor Distribution entry has been recalled to the screen. The report displays detailed breakdown of what makes up the journal entry.

4.7.6.4 General Journal Report

Overview

The General Journal Report allows you to run different reports against the Disbursement Journal using the following criteria:

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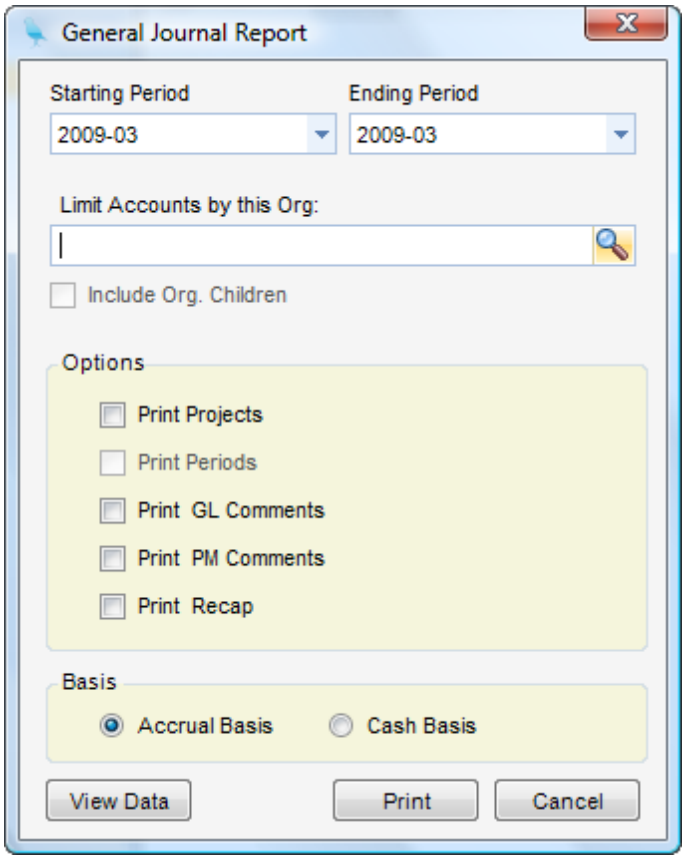

Starting Period - Starting G/L accounting period.

Ending Period - Ending G/L accounting period.

Limit Accounts by this Org. - When entered, only the specified bank account associated with the specified Org. Unit is included.

Include Org. Children - When checked, the Org. Children from the specified Org. Unit are included.

Print Projects - When checked, projects will print.

Print Periods - When checked, the G/L accounting period will print for each transaction. When a transaction spans more than one period the transactions lines are grouped within the appropriate period.

Print G/L Comments - When checked, G/L comments will print.

Print PM Comments - When checked, project management comments will print.

Print Recap - When checked, a summary section showing totals by G/L account will print.

Accrual Basis - When checked, only transactions flagged accrual or both will be included.

Cash Basis - When checked, only transactions flagged cash or both will be included.

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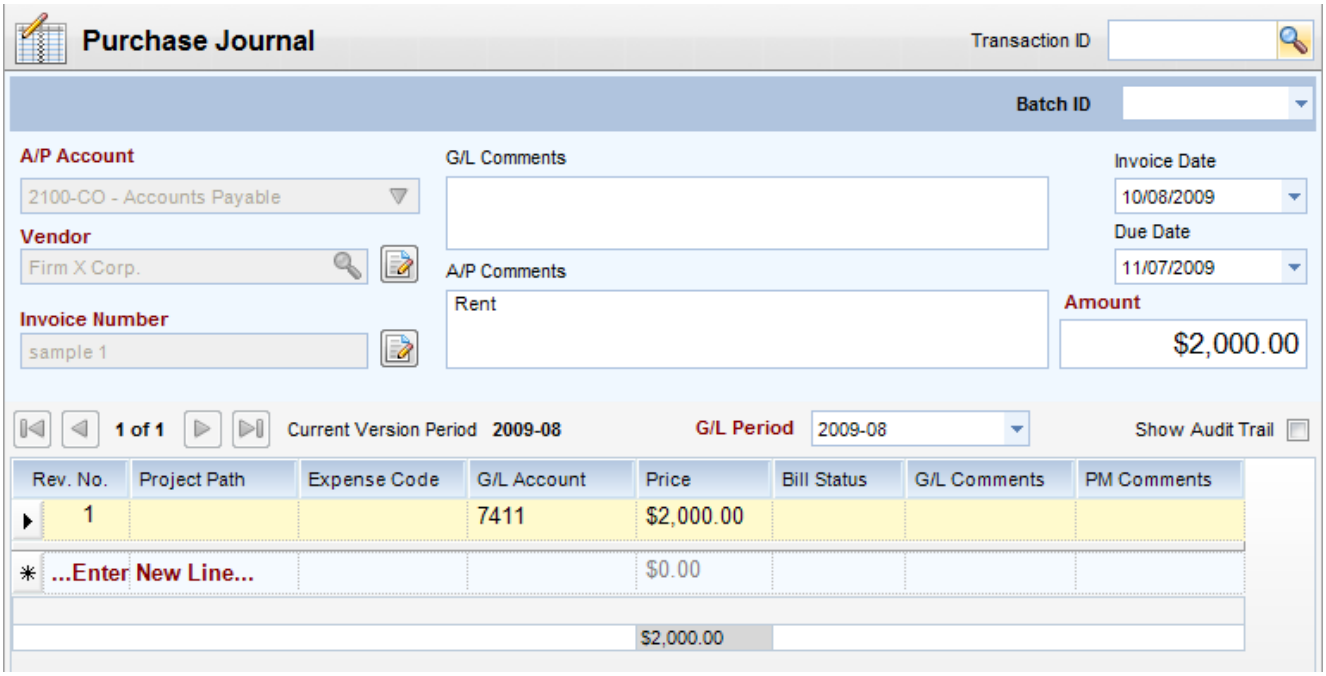
4.7.6.5 How To

4.7.6.5.1 Use Recurring Entries

Overview

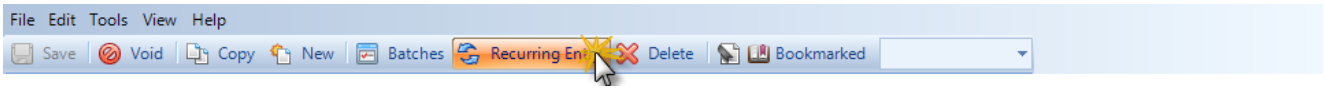
Recurring entries can be made for all journals except the *Employee Reimbursables and Disbursements* journals. Recurring entries are implemented by using a mass copy.

Step 1 - Enter one transaction to make a recurring entry (Fig.1).



(Fig.1)

Step 2 - Click the *Recurring Entry* button to copy a specified number of times, beginning with a specified G/L period (Fig.2).



(Fig.2)

Step 3 - When the option is selected, the user will need to give it three pieces of information (Fig.3).

- **Number of Transactions** - Number of copies
- **G/L Period** - First or starting G/L period for the first copy. Will automatically increment for each subsequent copy
- **Transaction Date** - First transaction date for the first copy. Automatically adds thirty days for each subsequent

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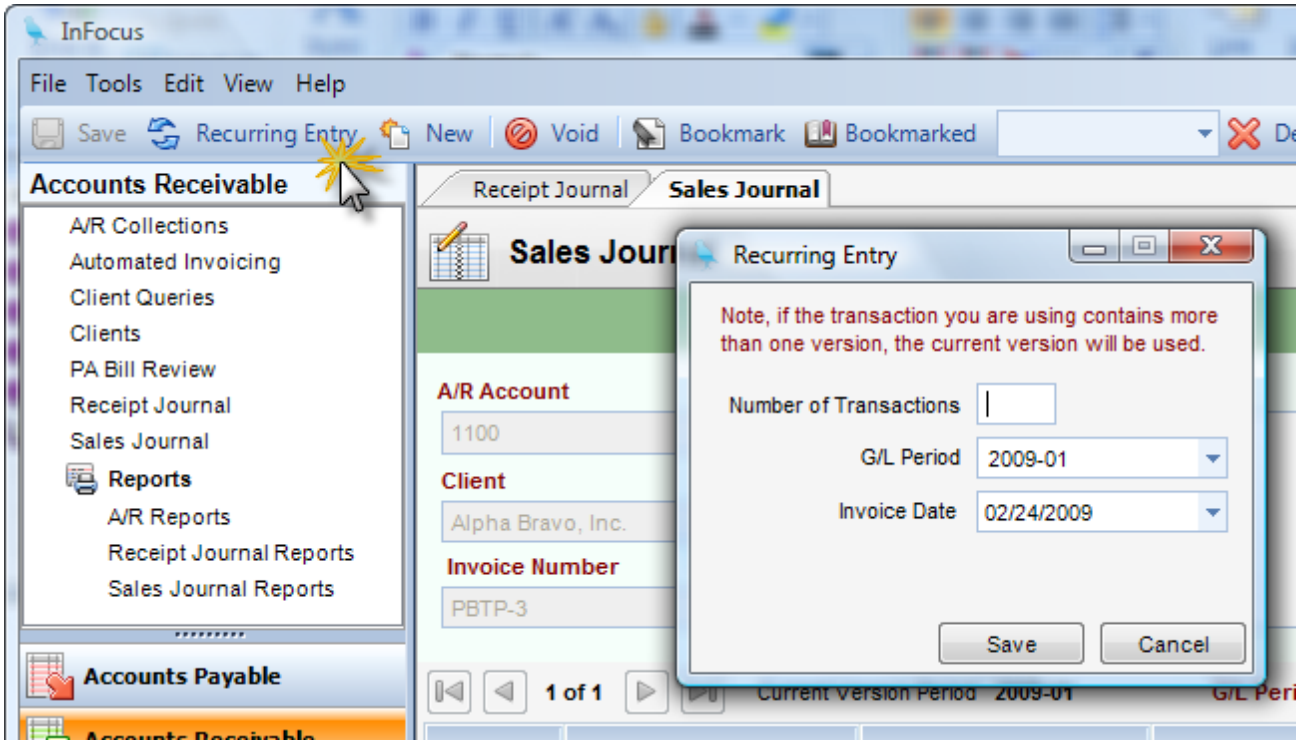
copy.

Note 1 - The user must have the required G/L periods established. They do not have to be open periods.

Note 2 - In the case of Purchases and Sales, the assigned invoice number is the same as the G/L period code. The *Recurring Entry* button is activated when an existing transaction is recalled to the screen. This will be the transaction that is copied.



(Fig.3)

4.7.6.5.2 Delete a Transaction

Overview

How to Delete a Transaction. Save, Delete, and Void operate only on the current revision.

Note - Once all versions are deleted, the transaction is completely eliminated from the system. It can be disabled or enabled by setting the Delete permission on the journal in question.

Step 1 - Recall the transaction to be deleted to the screen.

Step 2 - Select *Delete* from the toolbar.

Step 3 - When the pop-up box appears, confirm the deletion.

Note: Deleting a transaction deletes the current version of the transaction, as if it never happened. All labor, expense, etc. associated with the transaction will be reinstated to the WIP.

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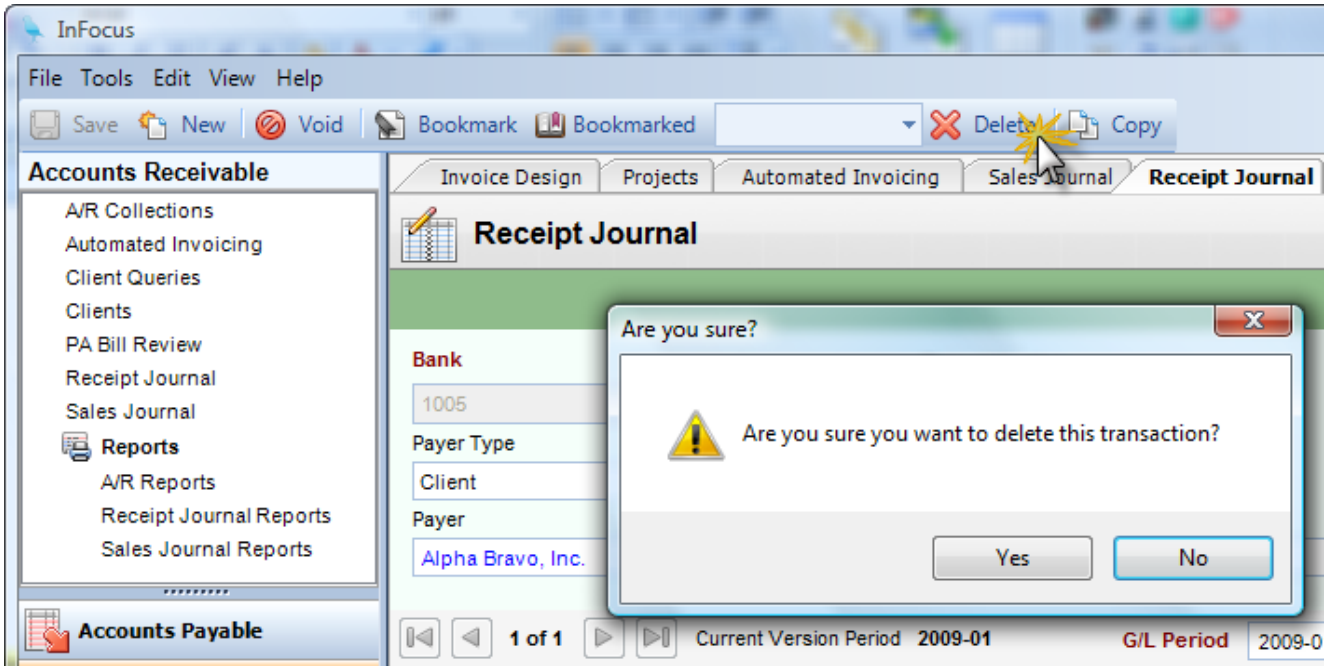


4.7.6.5.3 Bookmark a Transaction

Overview

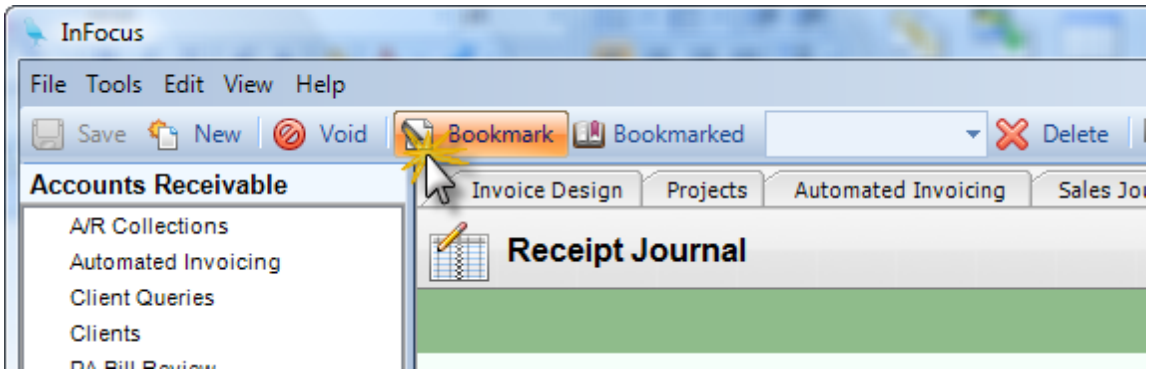
Bookmarking a transaction allows a user find a commonly used transaction quickly. This is useful in copying a transaction as a new transaction.

Two bookmark icons appear in the toolbar of a journal. The one to the left is disabled until a transaction appears on the screen.

Step 1 - To bookmark a transaction, recall a journal entry to the screen.

Step 2 - Click on the Bookmark icon to create a bookmark.

Note - You can then use the right *Bookmarked* icon to obtain a list of selected bookmarks. Selecting an item on the bookmark list recalls the transaction to the screen.



4.7.6.5.4 Change Period For Current Revision

Overview

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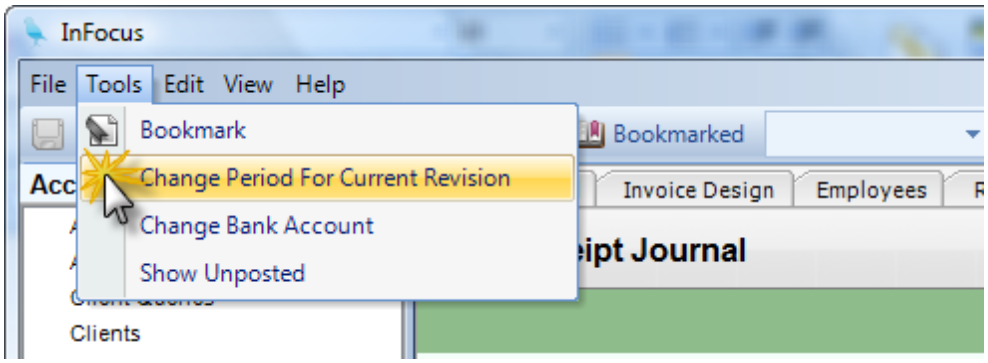
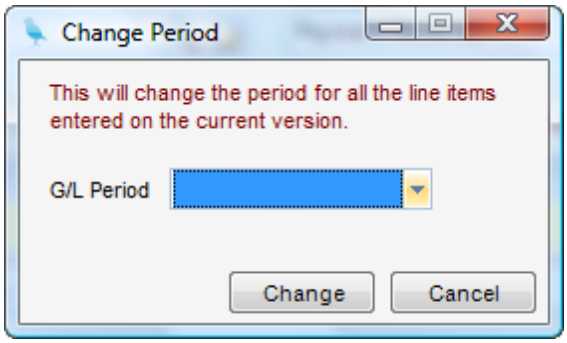
How to Change the Period for a Current Revision. When an entry or series of entries have been made in the wrong period, the transaction may be moved to the correct period without generating any reversing entries.

Note: The user must have special rights to access this function.

Step 1 - To change the period for the current revision, click the Change G/L Period for Latest Revision function (under the Tools button on the toolbar).



Step 2 - Select an open period to move the entry to.



Step 3 - Click *Change*.

4.7.6.5.5 Show Unposted Entries

Overview

How to Show Unposted Journal Entries. This feature is available in all journals except the General Journal.

Step 1 - Select Show Unposted from the Tools option on the toolbar.

Step 2 - When a screen appears requesting the G/L period, select any open period. After selecting the period, the grid will list all unposted transactions.

Step 3 -These transactions can then be posted en masse, if desired.

Note - It is a good idea to check each journals' unposted list prior to closing the books for a period.

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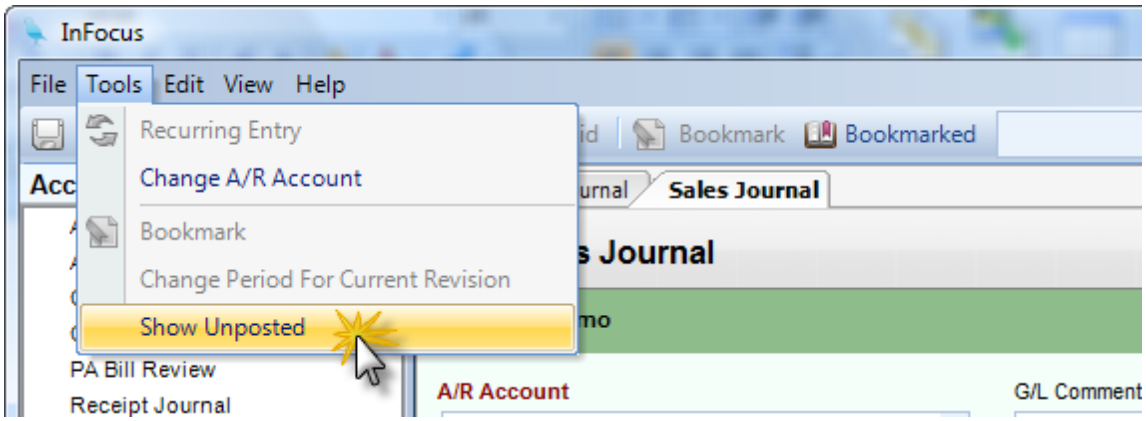

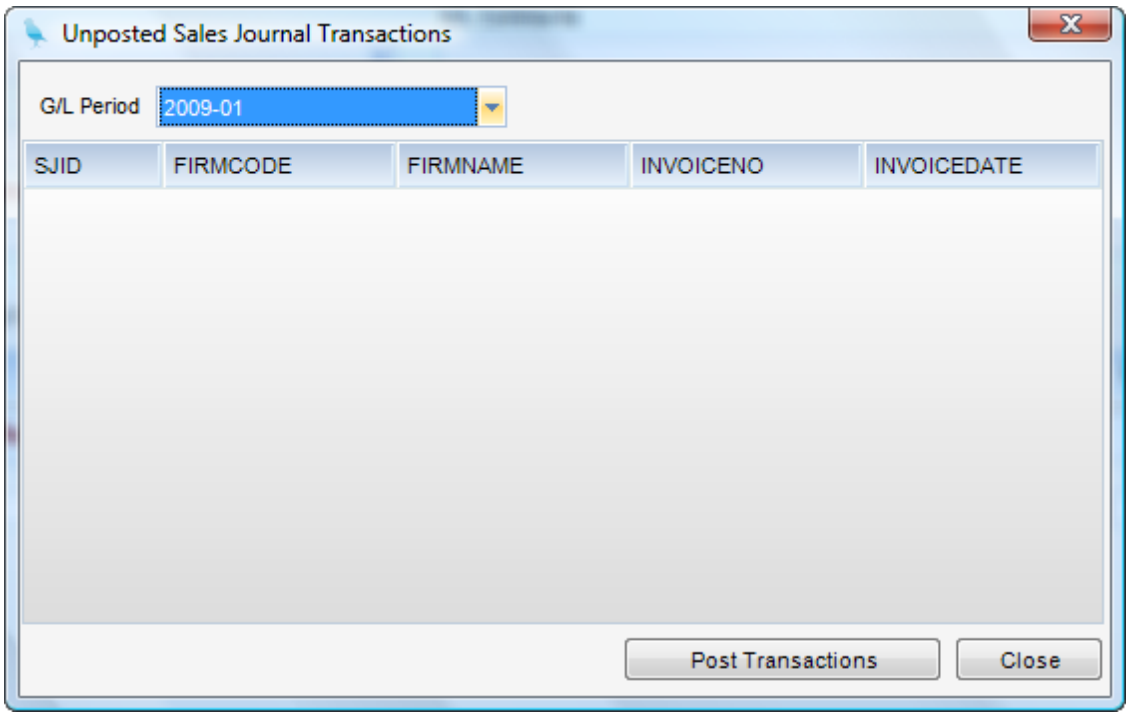

4.7.6.5.6 Change Grid Display

Overview

How to Change the Grid Display in the Journals. Columns and rows can be either added or deleted.

To change the displayed columns and rows:

Step 1 - Choose View from the tool menu and then Columns. A list of columns will appear.

Step 2 - To select a column, place a check mark next to that columns. The information will then be displayed in the grid.

Note - To remove information from a grid, remove the check mark from the column in which the information appears. All of the selectable columns are Read Only, and options may vary between journals.

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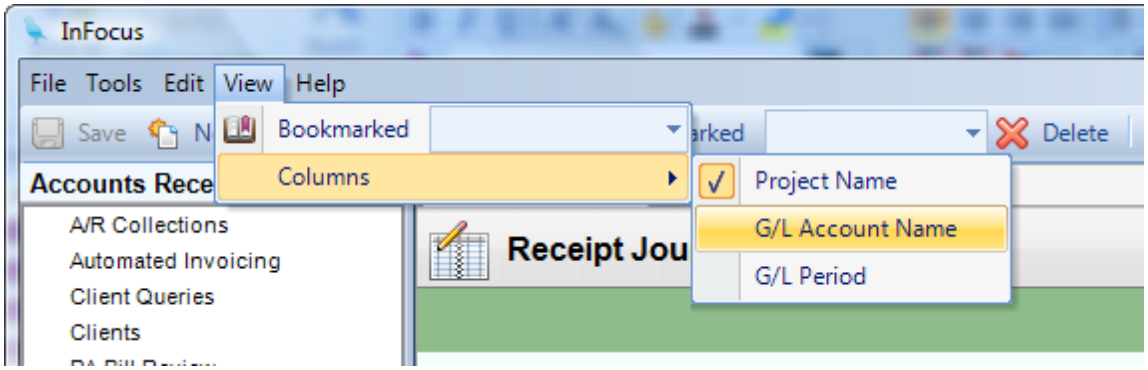
Note 2 - On the header of transaction is a *Show Audit Trail* check box. When checked, all entries including reversing entries will display. It will also include a line for the header section of the transaction. Auto-reversals and header lines will be grayed out and cannot be altered.



4.7.6.5.7 Historical Fixed Fee Billed Not Correct

Question:

I have at least one project here that does not have a correct historic billed fixed fee amount. How do we correct this issue?

Answer:

Make a general journal entry in a prior period. The general journal entry should contain one line that credits the fixed fee revenue account and cites the project, then the second line should debit the fixed fee revenue account (no project is cited). This will adjust the project without changing the G/L balances. Please note, go to the appropriate level of the WBS for the invoice style. In other words, if this is a phase fixed fee project, the general journal line should specify the phase.

4.7.7 Organizational Units

Overview

Organizational Units

Quick Explanation

Characteristics of Organizational Units:

- Org. Units are used to define the management hierarchy of a company. Examples can be offices, disciplines, business markets, multiple companies.
- InFocus supports unlimited levels of org units.
- In a multi-company scenario, the top level must act as a company.
- Employees are assigned to the lowest level.
- Project ownership and sharing can be assigned at any level, but that level must be established database-wide.
- Revenue and Expense can be marked to follow the owner of the project, the employees assigned cost center, or a mixture of the two
- Org. units are integrated with the Chart of Accounts for Cost/Profit Center reporting.
- Org units are exposed in project management reporting to group project metrics (e.g. cost and revenue) by organizational unit within a project.

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More about Org Units

Organizational units represent the corporate structure. They can contain an infinite number of levels, such as Division, Office, Discipline, or Department. While they can also be used for target markets, this is better handled by using the Market Sector feature in InFocus. Employees, G/L base accounts, and projects can be attached to org. units. Employees are assigned only to the lowest level of the org. structure to ensure proper revenue recognition calculations. Projects can be shared among org. units at the specified level established in Global Settings. They can be owned at any level equal to or above the share level. In the case of project charging, allowable org. units include not only the established owner or sharing org. unit, but all of its children as well.

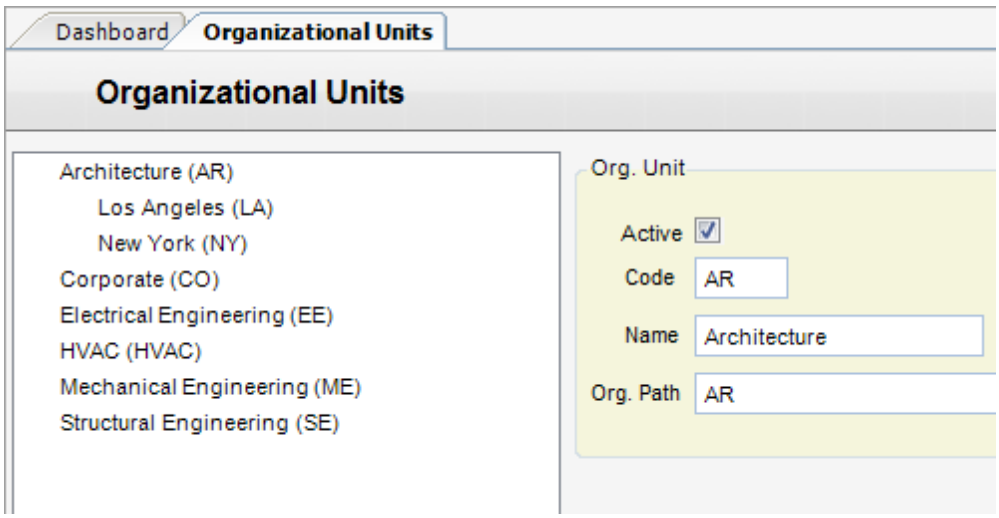
Example - If a project was assigned to office NY (New York), an employee assigned to NY-AR (office NY-Department Architecture) could charge to it.

Organization Units are established in a tree structure, and each level of the tree is assigned a name. Each element on the tree (called a Node) is given a code. The code must be unique with respect to its parent. Since top nodes do not have a node parent, they must be unique with respect to all other top level nodes. The codes are separated by a single character (a delimiter) as specified in *Global Settings.*

Note: While not required, it is best to use the same code for the same thing. For instance, if the structure is office/department, it is best to give similar departments the same code across offices. By doing this they can be rolled together in project management reporting and financial statements.

Example - LA-AR and NY-AR would represent architectural departments in New York and Los Angeles. (Fig. 1)

In general, organization units allow for both profit center reporting and the segmentation of accounting.



(Fig.1)

4.7.7.1 How To

4.7.7.1.1 Add an Org Unit

Overview

Adding an org. unit can be accomplished by choosing one of the following two options:

- **Option 1** Click New from the toolbar. he drop-down gives the choice of New Top Level Org. Unit or New Child Org. Unit. (if there is already an existing org. unit selected). Enter a code and name for the org. unit (Fig. 1).

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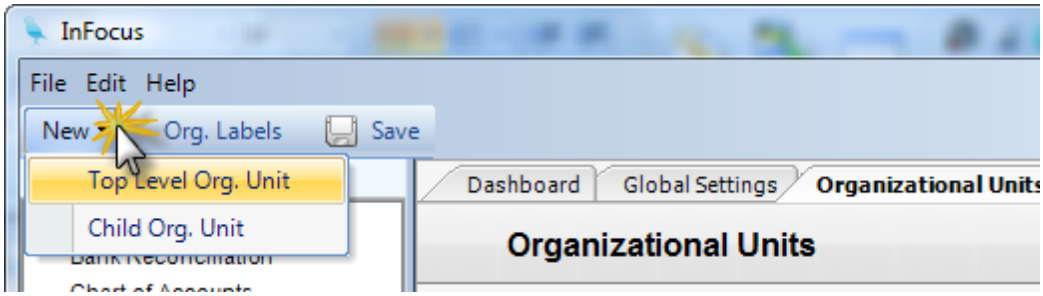
- **Option 2** - Module: Project Administration>Applet: Projects. Check Edit Project Structure box. Right click on an existing node on the organizational tree. When the pop-up box appears. Complete the requested code and name for the org. unit (Fig. 2).

Note: Please note that the path is for display purposes only.



(Fig.1)

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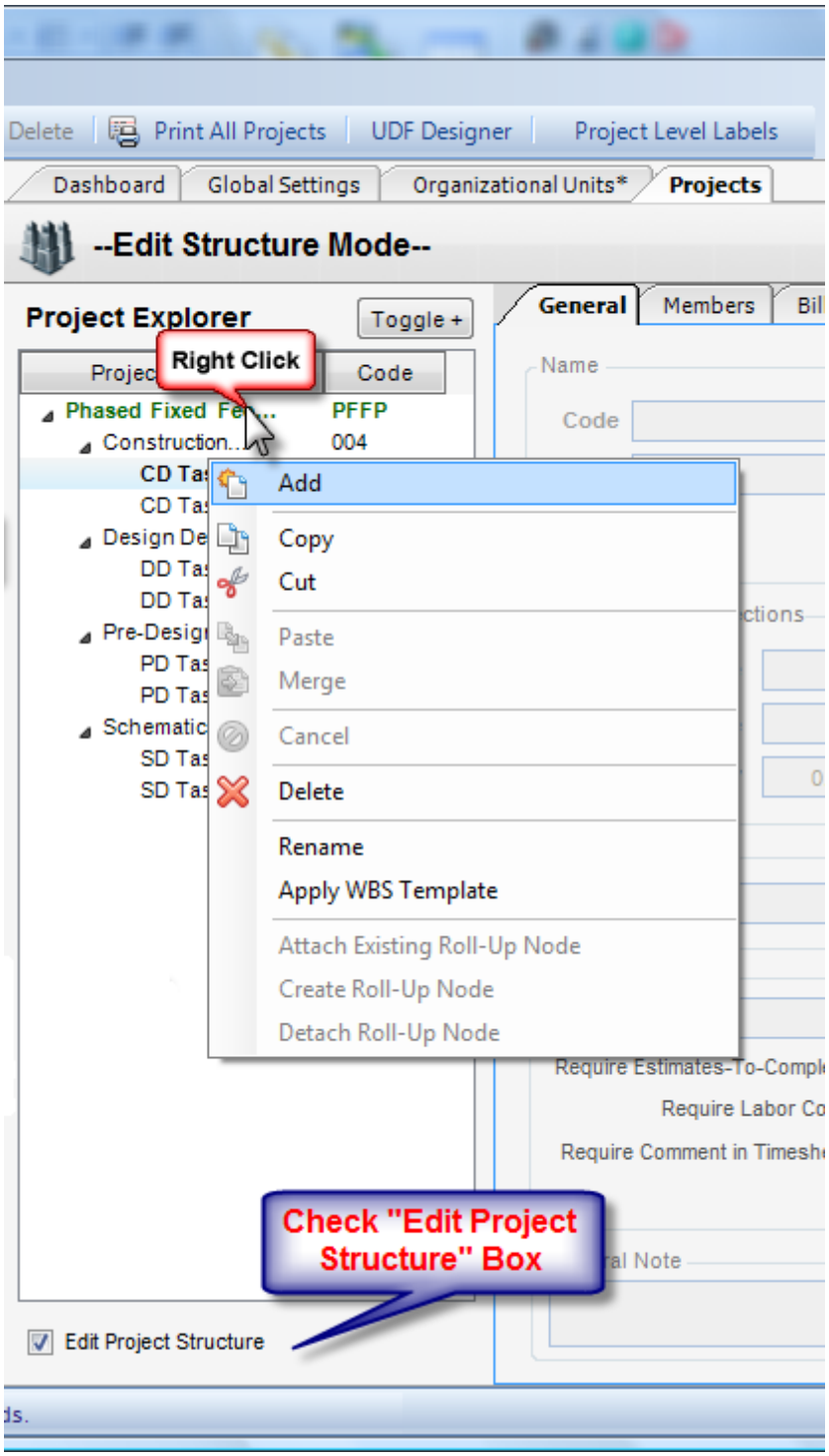

(Fig. 2)

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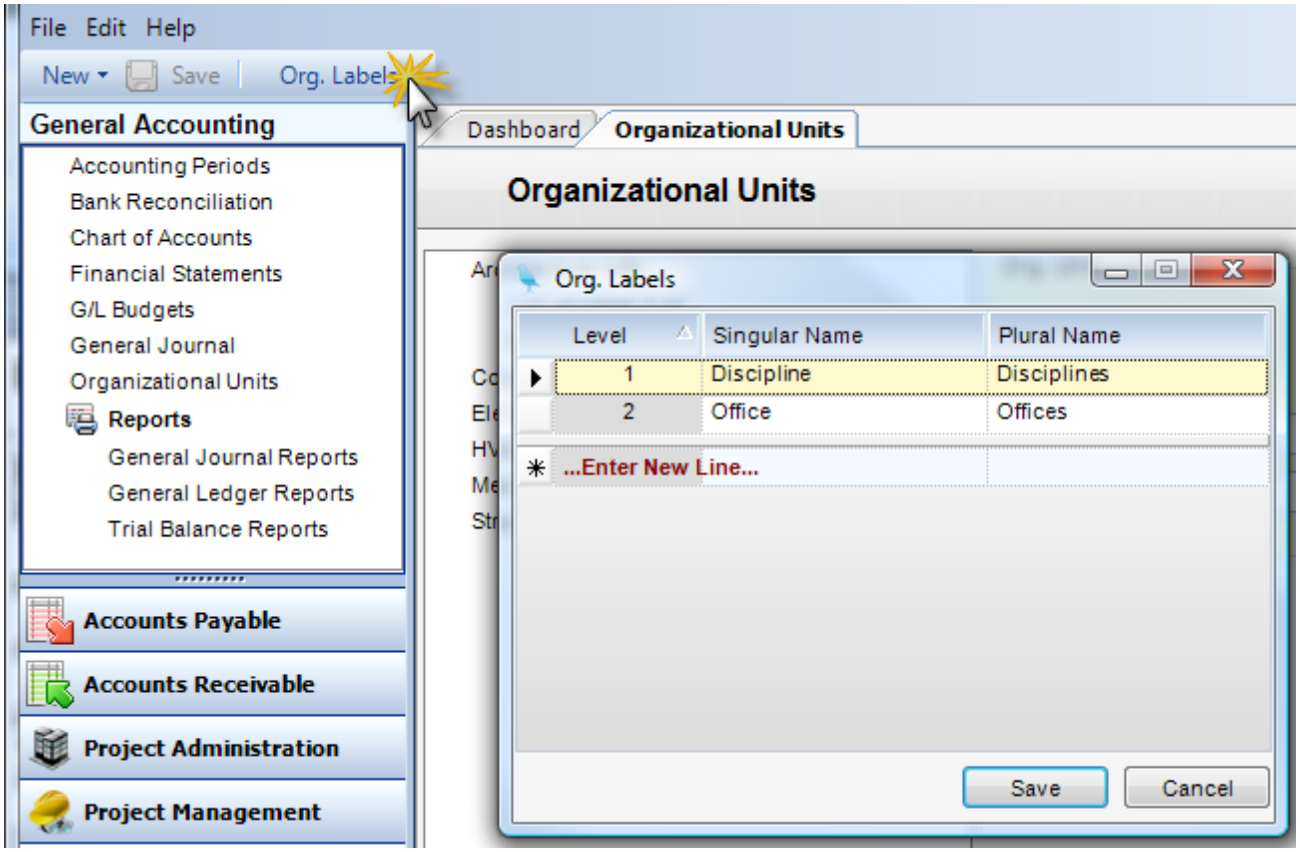
4.7.7.1.2 Establish Org Levels

Overview

In Organization Setup, choose Org. Labels. A grid will appear with three columns—Level, Singular Name, and Plural Name. Complete the grid with the requested information, beginning with Level 1.

Example

Level	*Singular Name*	*Plural Name*
1	*Office*	*Offices*
2	*Department*	*Departments*



4.7.7.1.3 Move, Copy, and Delete an Org Unit

Overview

How to Move, Copy, and Delete an Org. Unit.

Instructions are as follows:

Moving an Org. Unit

- Org. units can be moved by cutting and pasting. Right click on the unit to be moved and then select Cut. Next, right click on the node to which the unit should be moved and select Paste. Note that this moves all children as well.

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Copying an Org. Unit

- Org. units can be copied from one position of the tree to another. This is usually done between nodes on the same level. Right click on the node to be copied, and then right click on the node to be copied to.

- Two options will appear - Paste and Paste with G/L Accounts. Choosing Paste with G/L Accounts will copy all G/L base account references, as well as the org. unit. When pasting the org. code and name may be changed. Note that when copying, all children org. units are also copied.
- A node and all of its children can be promoted to a Level One by pasting onto a blank area of the tree.

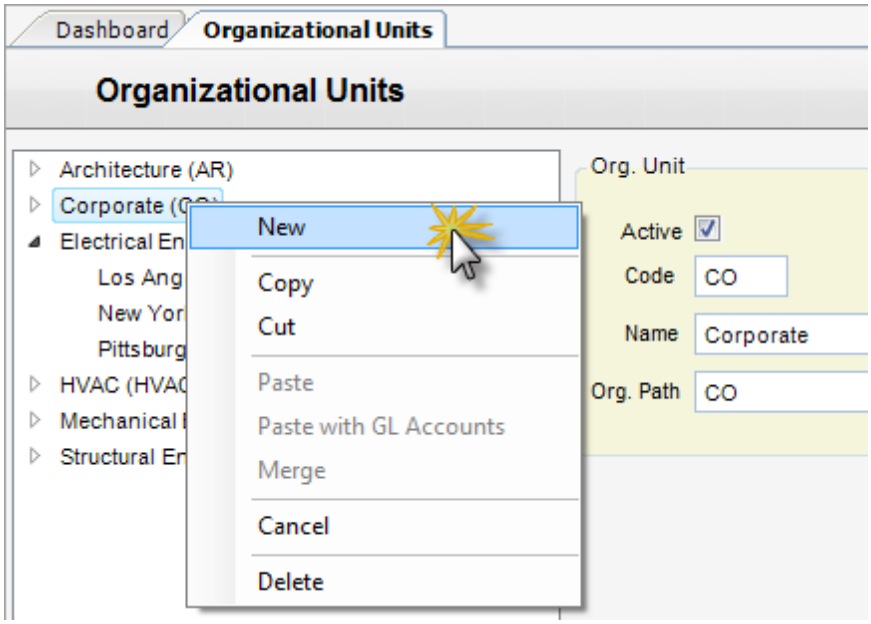
Deleting an Org. Unit

- An org. unit can be deleted by right-clicking on a node and selecting Delete.

- Deleting an org. unit will also delete any child org. units.

- An org. unit may not be deleted if it is referenced in any Labor or G/L transaction. In this case, merge the org. unit with another and then delete the org. unit.

Note: Each of the actions listed above can be accessed through the choice option in the Right Click box.



4.7.8 Reports

Enter topic text here.

4.7.8.1 Balance Sheets

Overview

The Balance Sheet is the summary of a company's financial condition at a specific point in time. This is a pre-designed standard chart of accounts. InFocus summarizes all income and expense accounts into a single line called Current Year Profit (Loss). This report is not designed via the Financial Statement. A balance sheet, or statement of financial position, is a summary of a person's or organization's balances. Assets, liabilities, and ownership equity appear as of a specific date, such as the end of its financial year.

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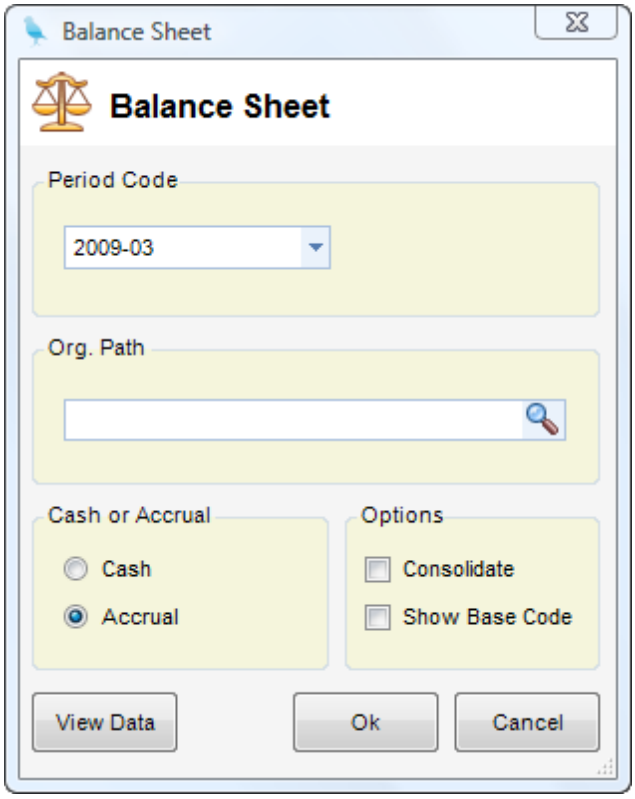
A balance sheet is often described as a snapshot of a company's financial condition. Of the four basic financial statements, the balance sheet is the only statement that applies to a single point in time.

Balance Sheets Report Criteria



4.7.8.2 General Journal Reports

Overview

The General Journal report gives a listing of all of the *General Journal* transactions for the selected criteria.

General Journal Report Criteria

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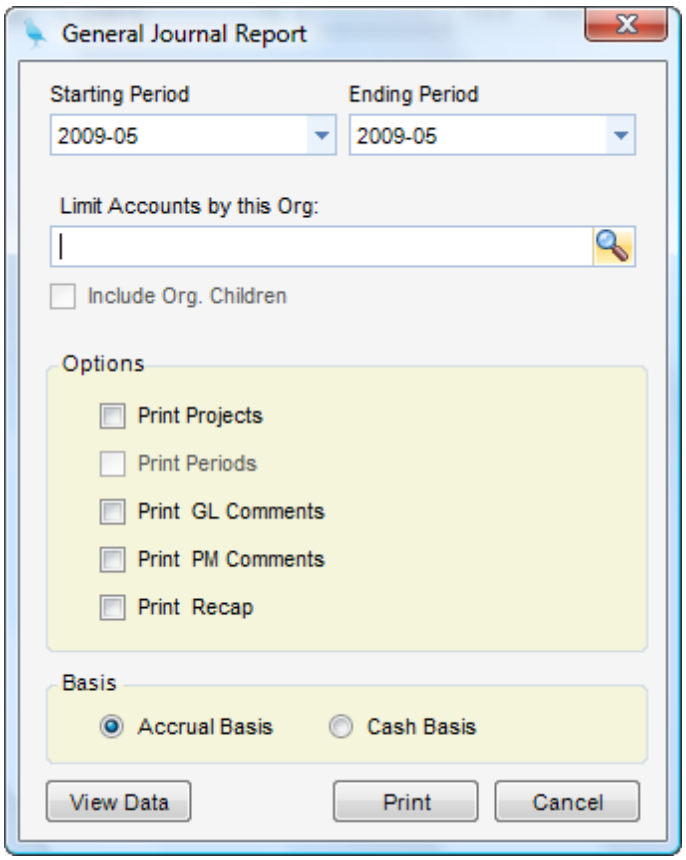

4.7.8.3 General Ledger Reports

Overview

The General Ledger report lists all the sub-ledger transactions for the selected criteria.

General Ledger Report Criteria

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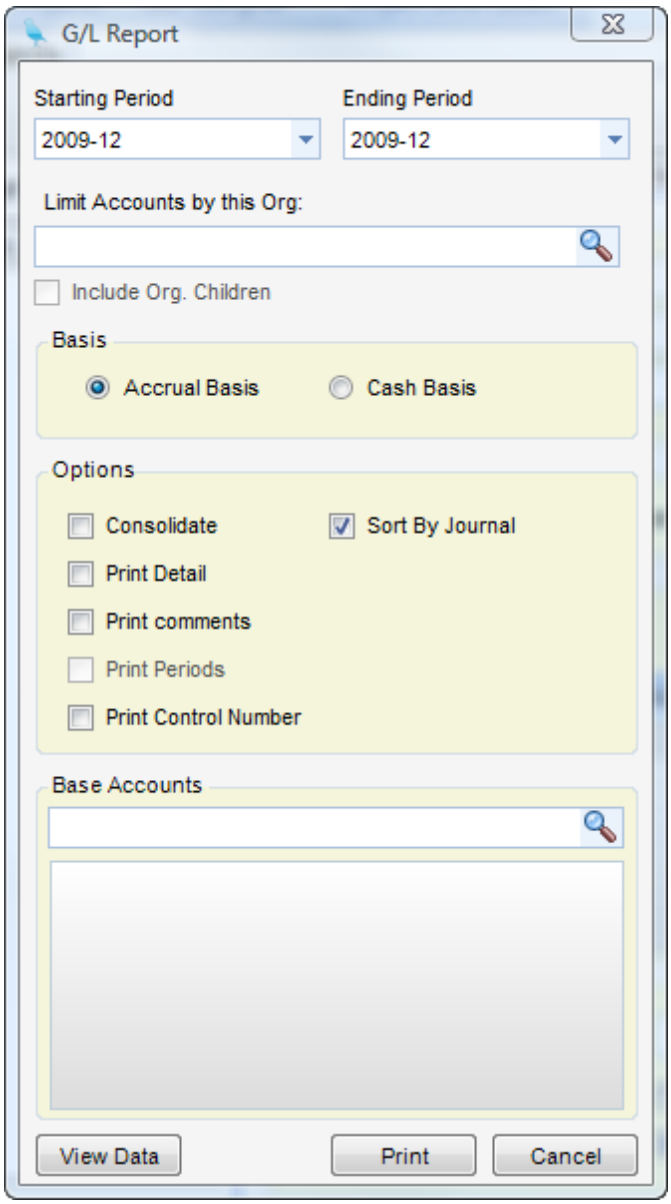

4.7.8.4 Income Statements

Overview

The Income Statement is also called a Profit and Loss Statement (P&L). The purpose of the Income Statement is to show managers and investors whether the company made or lost money during the reported period. Income Statements represent a period of time, whereas the Balance Sheet represents a single moment in time.

Income Statements Report Criteria

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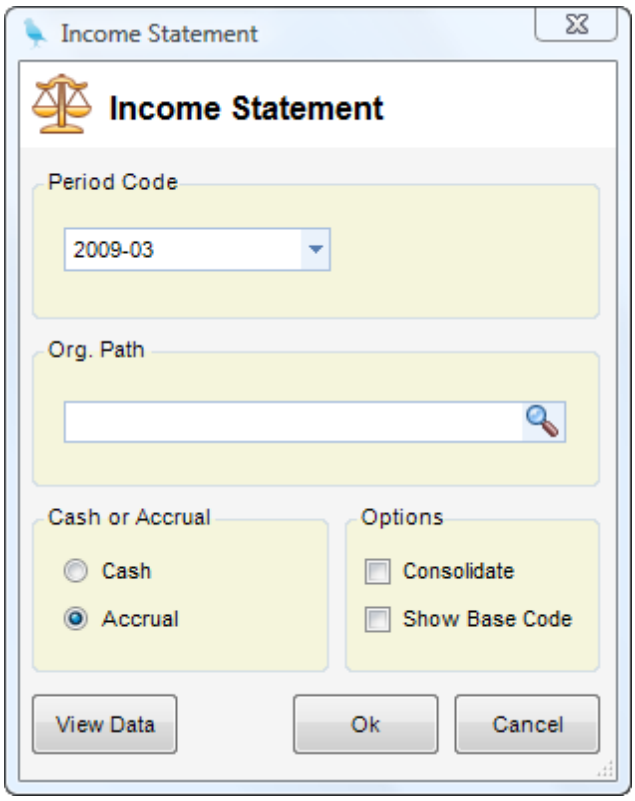

4.7.8.5 Trial Balance Reports

Overview

In accounting, the Trial Balance is a worksheet listing the balances of each ledger account in two columns, namely Debit and Credit, at a certain date. Under the double-entry system, the total of any debits in any transaction must equal the total of any credits. Therefore, the total of the debit side in a Trial Balance should always be equal to the total of the credit side. The Trial Balance thus serves as a tool to detect errors that can result in the totals not being equal. Credits are often represented as a negative, in which case the total of the Trial Balance should be zero.

Trial Balance Report Criteria

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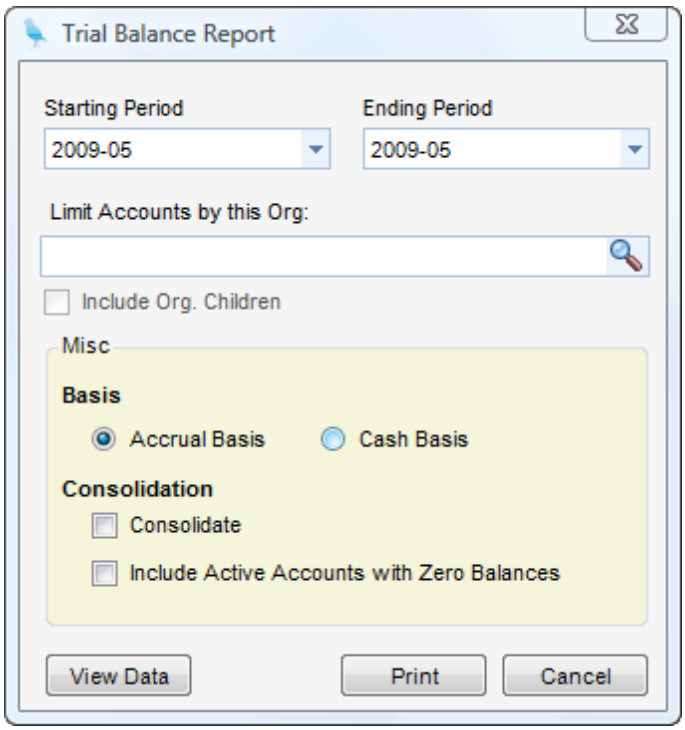

4.8 Marketing

4.8.1 Activities

Overview

Activities are an appointment system. While listed under Marketing, they can be used by anyone in the system (with permissions). Activities can be entered directly into the calendar or when recording notes.

The main navigation for activities is a calendar. The type of calendar (Today, Day, Work Week, Week, or Monthly) can be toggled from the toolbar (Fig.1).

(Fig.1)

A user can view not only his own activities, but those for other employees as well. On the left of the screen are check boxes to determine which activities to view—all activities or those of certain users. A different calendar for each selected owner will appear when Group by Owner is selected (Fig.2).

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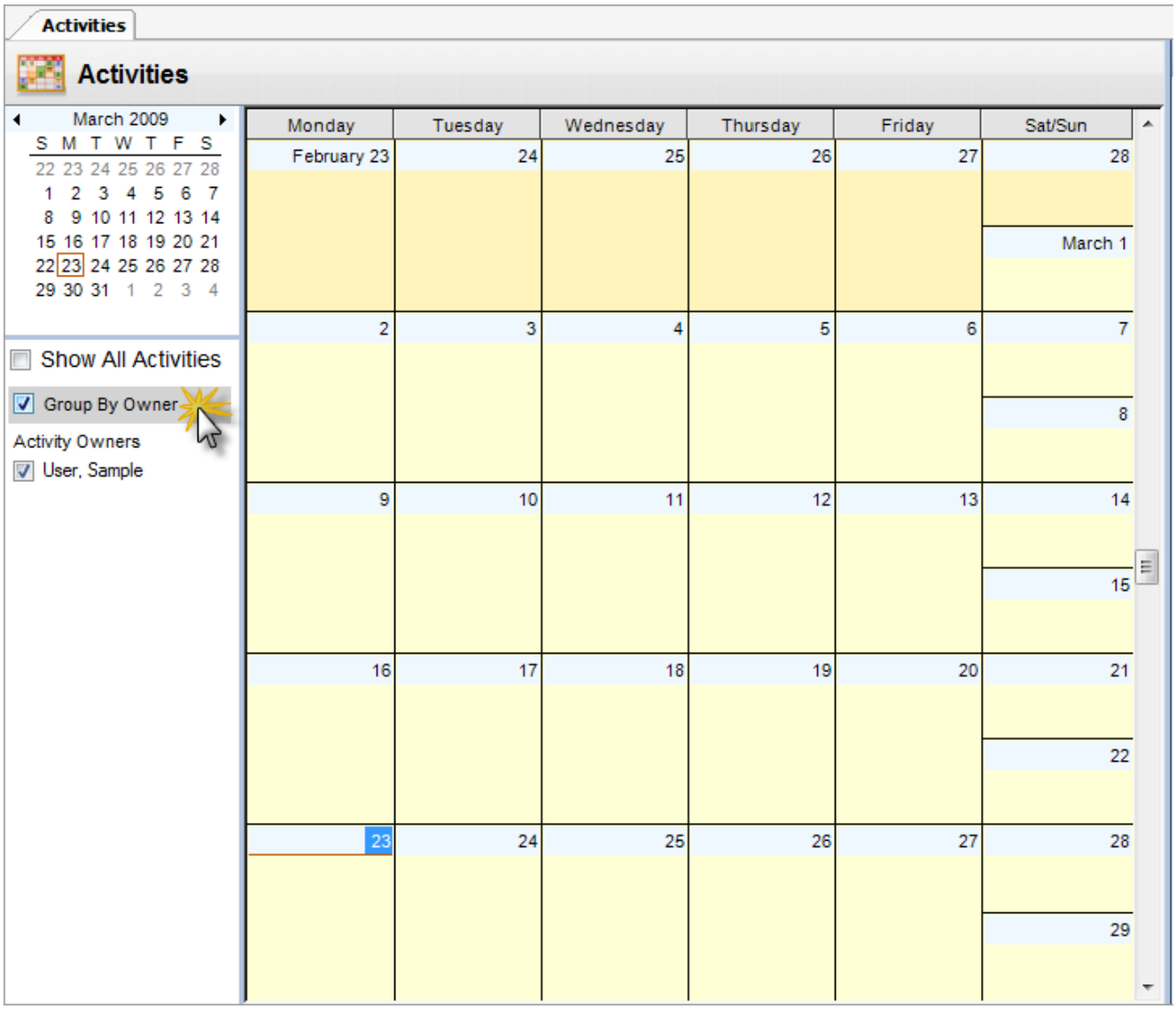

(Fig.2)

4.8.1.1 How To

4.8.1.1.1 Enter an Activity

Overview

How to Enter an Activity.

Step 1 - Double click on the area of the calendar where the activity is to be entered.

Note: Click on an existing entry to edit the activity. Stretch an activity to alter its time coverage, or drag or drop the activity to a new date. To remove the activity, highlight the activity and then hit the Delete key.

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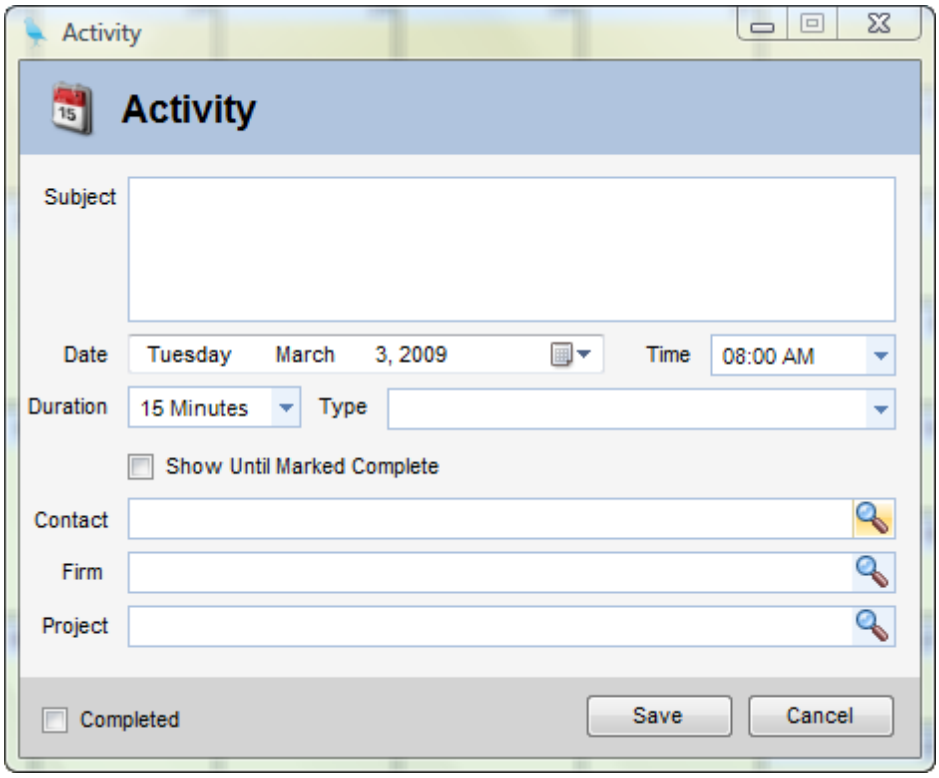
Step 2 - Complete the Activity pop-up (Fig.1).



(Fig.1)

- **Subject** - Activity subject line
- **Date** - Date of activity
- **Time** - Time of activity
- **Duration** - Duration of activity
- **Type** - Type of activity. Use List Management to control available selections.
- **Show Until Marked Complete** - When checked, the activity will appear in the Upcoming Events list until it is marked complete. Otherwise, it will no longer show in the list once the date has expired.
- **Contact** - Contact associated with activity
- **Firm** - Firm associated with activity
- **Project** - Project associated with activity.

Step 3 - Click Save to commit these changes (including deletions).

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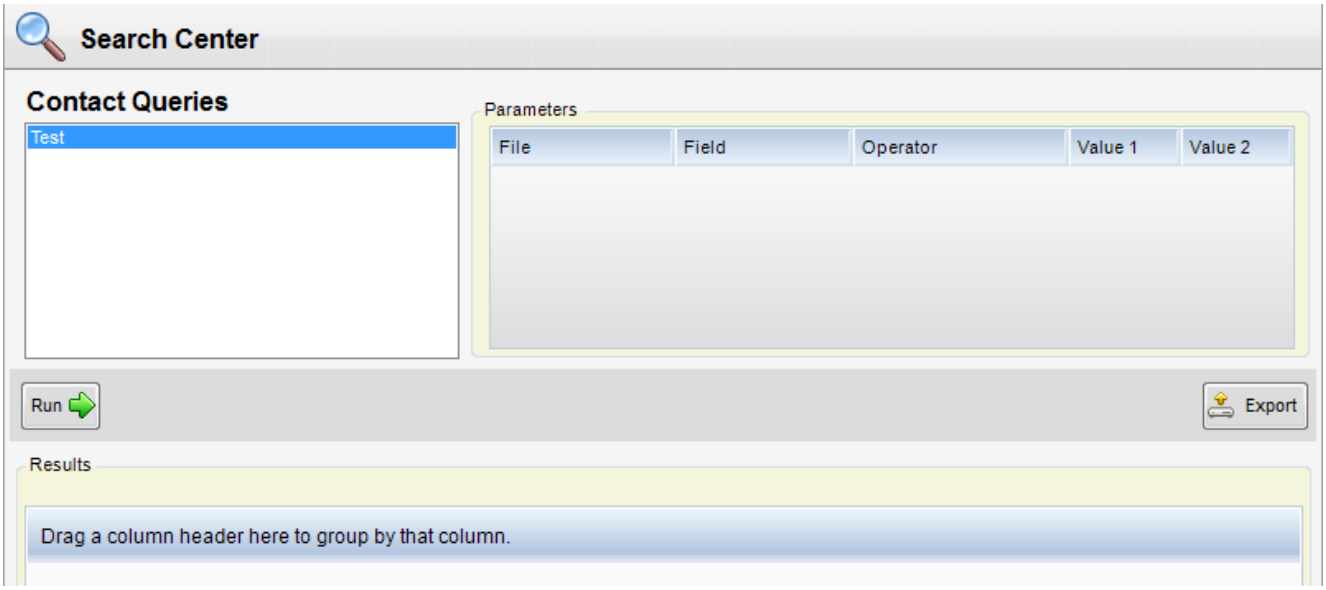
4.8.2 Contact Queries

Overview

There are seven query applets in InFocus: Client, Contacts, Firms, Opprotunities, Vendors, Projects, and Employees. The concept of the query tools is to allow the user to define lists of data based on a user query definition. The list can then be used to navigate to the individual records within the list or can be exported to Excel.

When you create a query you start by right-clicking in the query list box located in the upper left hand part of the Query Applet screen. When you do this, a Query Design screen will pop up.



4.8.2.1 Definition Tab

Overview

The Definition Tab

Name: Name of query as it will appear to user. Must be unique.

Type: Query type. There are three choices: personal, private and public. Personal queries are visible only to the user who designs them. Private queries are only available to users who have permission to view private queries. Public queries are viewable by everyone. The type of query a user is allowed to create depends on permissions.

Use Manual Filter: When checked, the user can enter a manual filter. This is an advanced option. Manual filters are SQL 'Where Clauses'.

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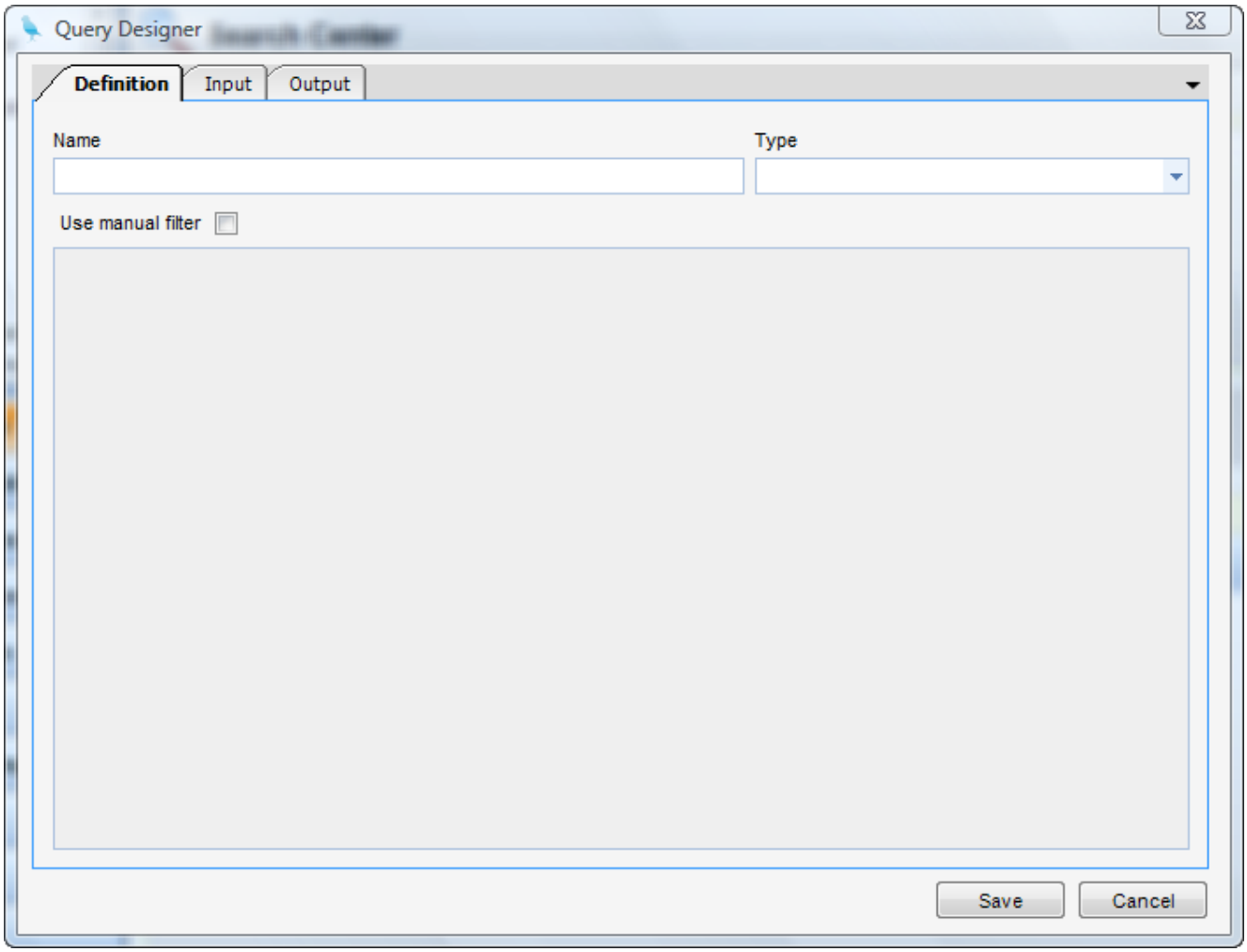

4.8.2.2 Input Tab

Overview

The input tab is where you can specify input parameters and filters for your query. An input parameter prompts a user for values of fields to filter or limit the query by. A filter is a predefined limit to the returned data, for which the user is not prompted.

Column Descriptions Below

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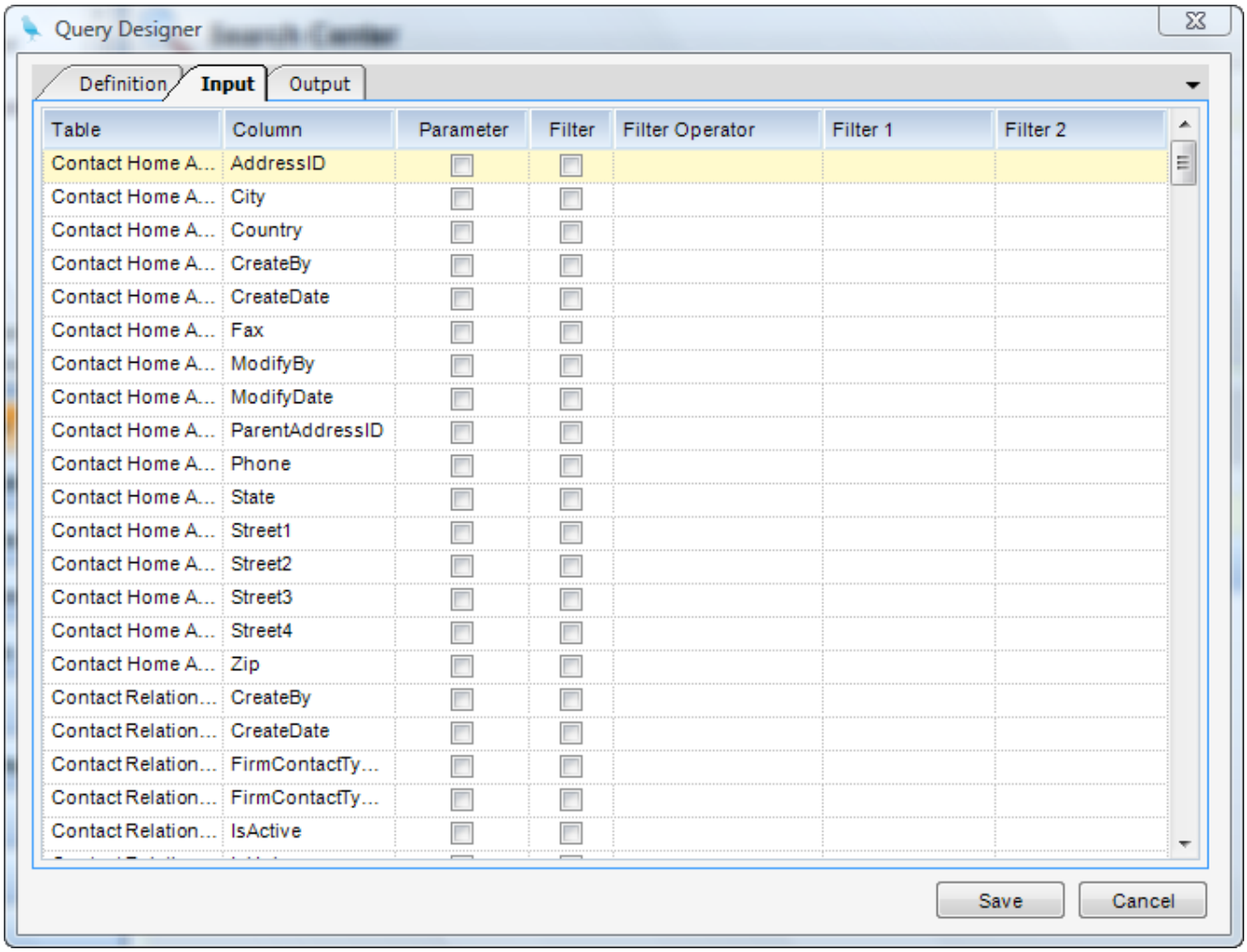

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Parameter - When checked, this column will appear as a prompt.

Filter - When checked, the result set will be filtered by this column using the following three fields to define the filter.

Filter Operator - Choices are =, <>, >, <, >=, <=, *between*, and *is not null*. Is not null is synonymous with a blank or empty field.

Filter 1 - Used with all filter operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range.

Filter 2 - Used only with the *between* operator. This represents the upper range.

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4.8.2.3 Output Tab

Overview

The output tab defines what columns appear in the result set.

Column Descriptions Below

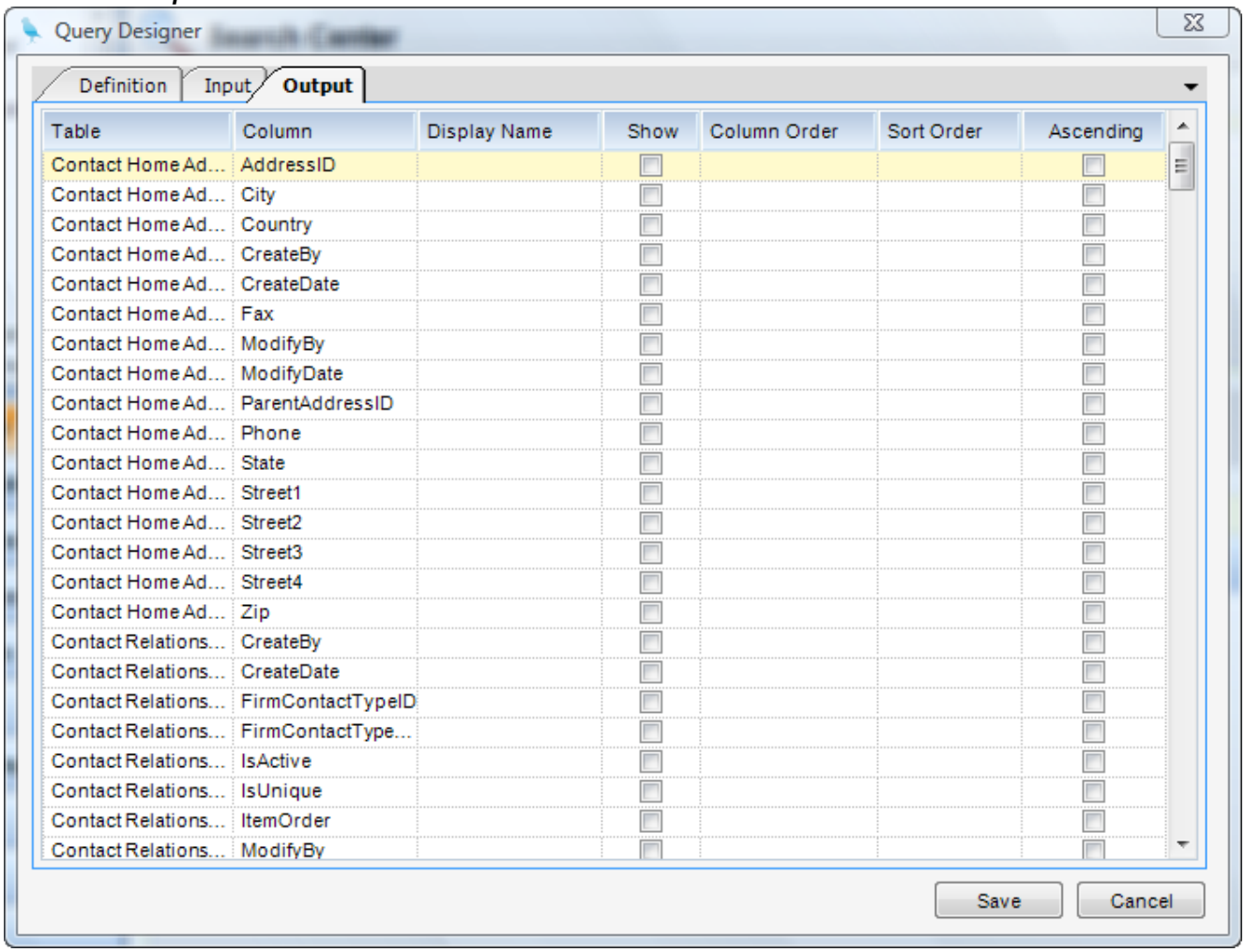

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Display Name - Column name that should be used in result set. If left blank, InFocus column name will be used.

Show - When checked, column will appear in result set.

Column Order - Numerical order from left to right where column appears in result set.

Sort Order - Numerical sort precedent for sorting result set. For example, if you want to sort first by state and then by city, put a 1 on the *state* row and a 2 on the *city* row.

Ascending - When checked, data is sorted in ascending order if a sort order is specified; otherwise, descending order is used.

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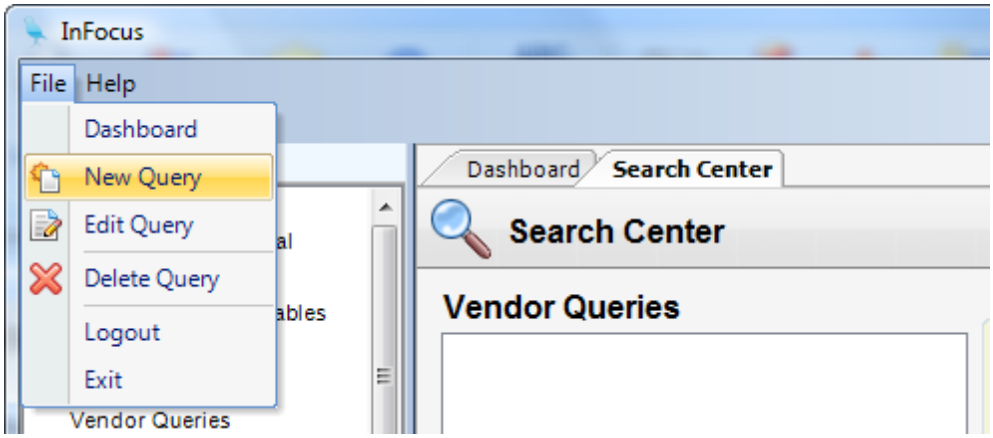
4.8.2.4 Toolbar

Overview

The Vendor Queries toolbar is how you get to the *New Query, Edit Query,* and *Delete Query* functions.



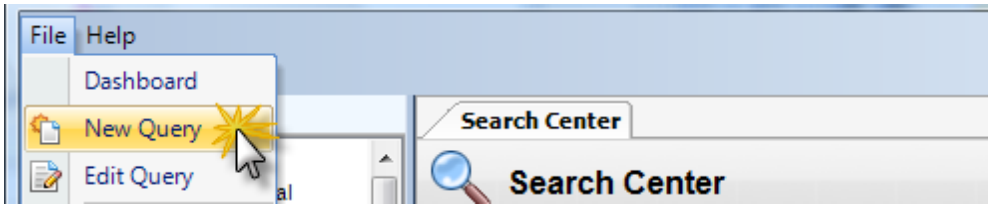
4.8.2.5 How To

4.8.2.5.1 Create a Contacts Query

Overview

How to create a query.

Step 1 - Select *New Query* from the toolbar.



Step 2 - Fill out the *Definition* Tab with the appropriate information.

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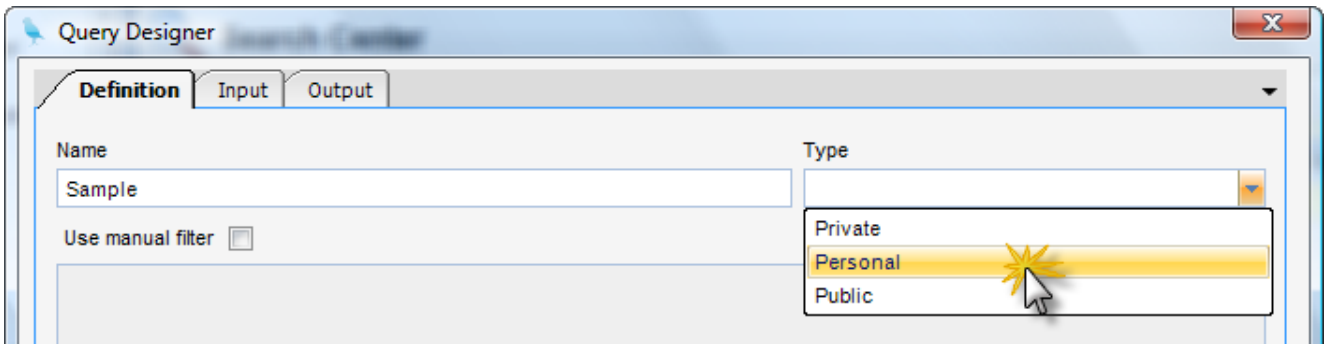
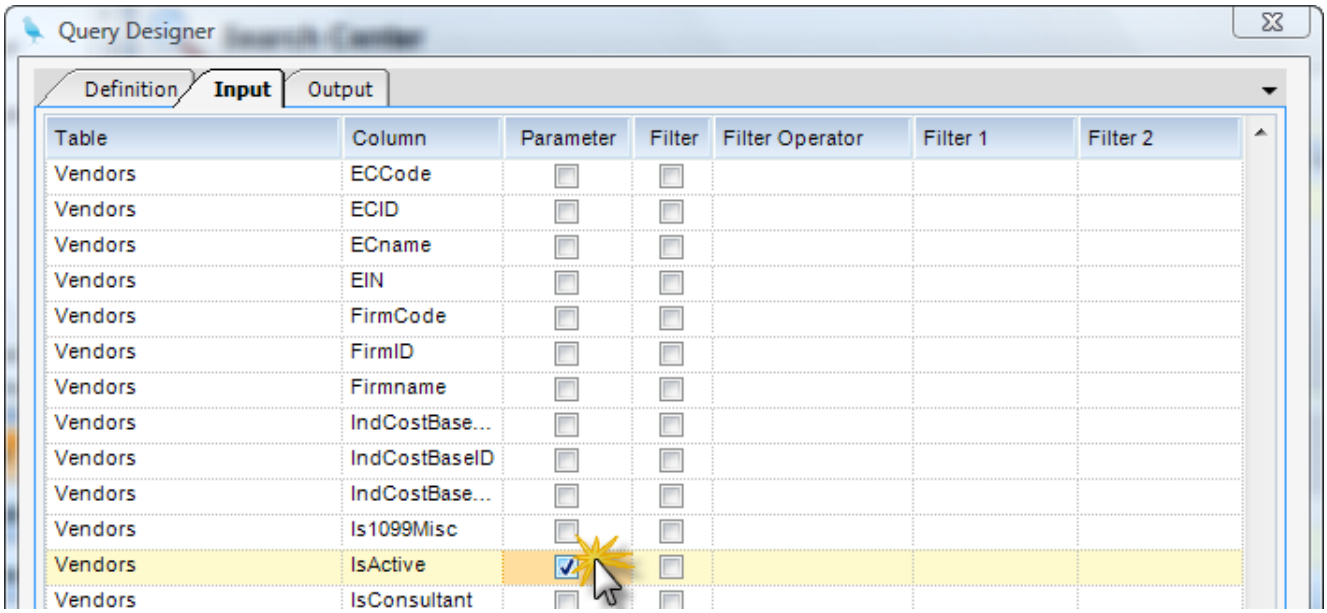


Step 3 - Choose the appropriate parameters within the *Input* Tab.



Step 4 - Choose the appropriate parameters within the *Output* Tab.

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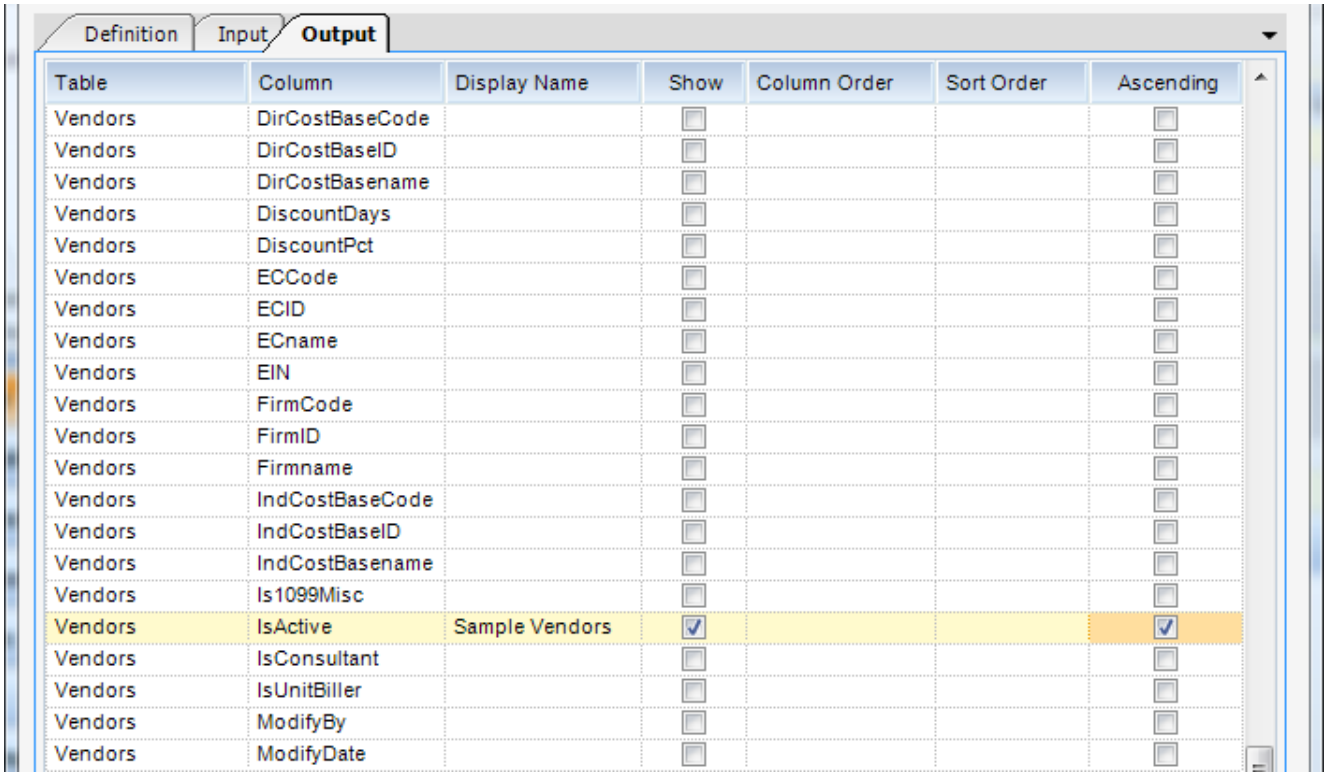
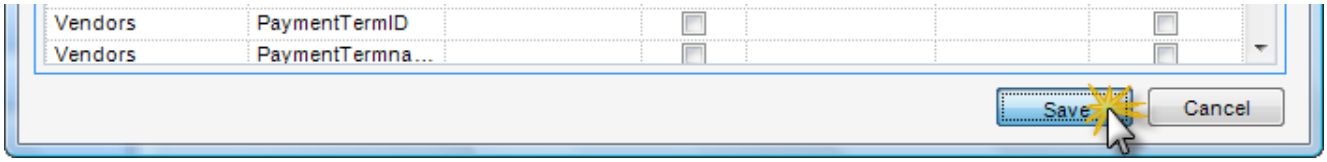
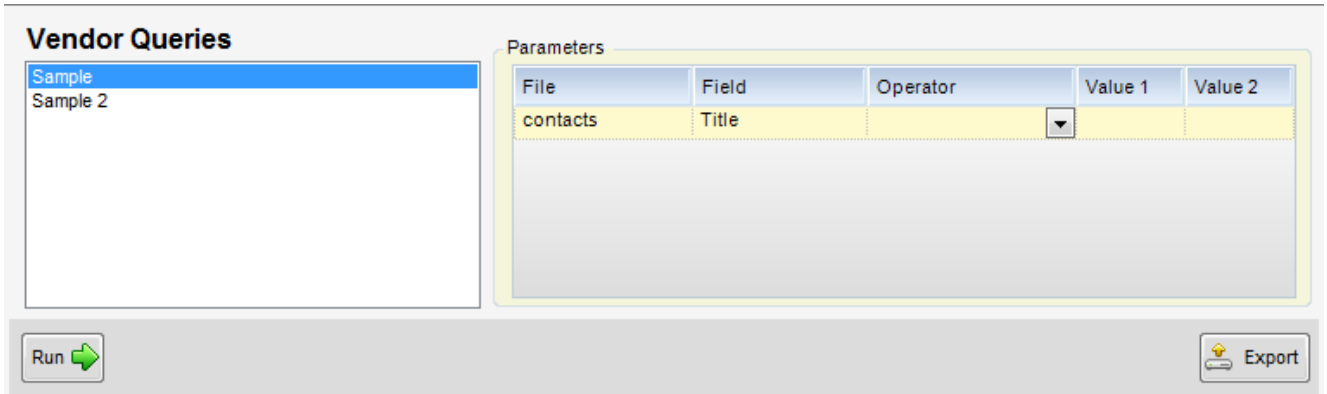


Step 5 - Click **Save**



Step 6 - Now your Query will appear in the Query List.



4.8.2.5.2 Run a Contacts Query

Overview

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How to Run a Query.

In order to run a query, first select it in the *Query List*. If the query has input parameters defined, then prompt lines will appear in the parameter grid.

File - InFocus table name. See Data Dictionary for more information.

Field - InFocus column name. See Data Dictionary for more information.

Operator - Choices are *=, <>, <, >, >=, <=, between,* or *is not null*. *Is not null* is synonymous with a blank or empty field.

Value 1 - Used with all operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range

Value 2 - Used only with the *between* operator; represents the upper range.

When you click on the *Run* button, the results tab will fill based on the query definition. If the result sets contain and key fields they will appear in blue with and underline like an internet hyperlink. When you click on one of these the associated master file screen will launch with the associated record filled in. The primary key fields are vendor code, client code, project path and employee code.

If you drag a result column to the area above the results grid, the results will be grouped in a hierarchical fashion.

When you click on the *Export* button, you will be prompted for a filename. This will be the Excel file to which the result set is exported to. Please note that if you grouped the results set the grouping will be preserved in the export.

4.8.3 Contacts

Overview

Contracts are located in the following Modules: *Project Administration, Human Resources, Accounts Payable, Accounts Receivable, Marketing.* To learn more about this applet, check out the video tutorial on our website (www.clearviewsoftware.net)

Contacts, in general, are people. They can be either employees of the user's company or employees of a firm with which the user does business. Contacts can also be associated with projects, but only contacts for that project's client. Contacts cannot exist for a project that does not already exist for that project's client.

Active Status - Filters your Contacts by their status.

Marketing Lists - A marketing list is a named list of either Contacts, Firms, or Opportunities. Additionally, we've added the ability to customize the columns for Contacts and Opportunities in addition to Firms. To learn more about the changes click here.

Views - "Marketing" Views allow you to save the current Filter settings of the marketing screen that you are on. You can filter to your data quickly and see the information in a way that is most useful to the user. They are available only in Contacts, Firms, and Opportunities. To use Marketing Views, go to one of the three applets and you will see a "Views" drop-down.

Quick Filter - This will filter your Contacts by the entered characters.

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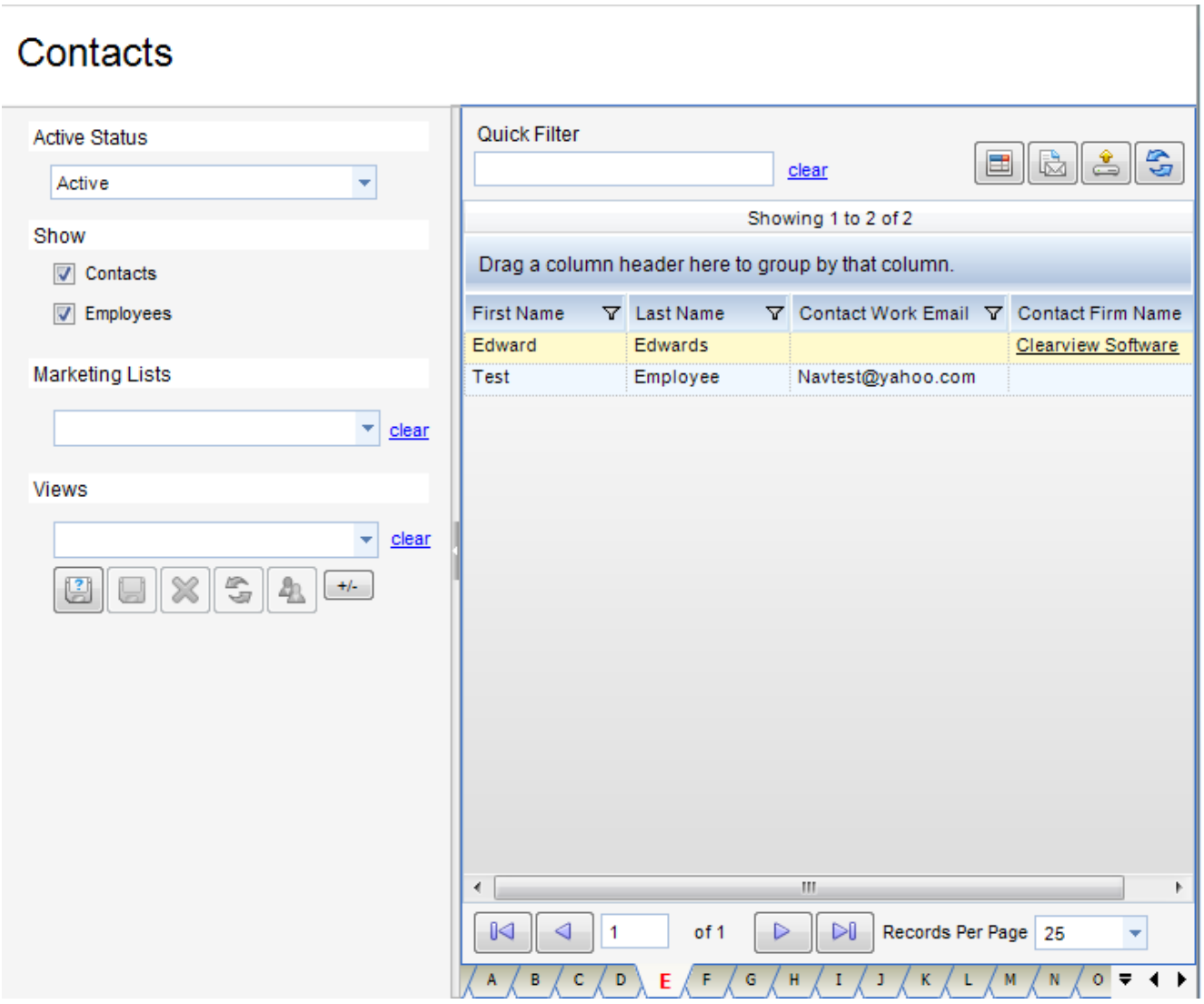
Buttons:

- The Columns Button allows a user to select only those columns you wish to view. A checkbox labeled "Set As Global Default" (Permission) allows that user to set a default view for all users that use this Marketing List.

- The Email button Brings up an email window that allow you to create an email to send to everyone in the Marketing List.

- The Export Button allows the user to export the list to a file.



(Fig.1)

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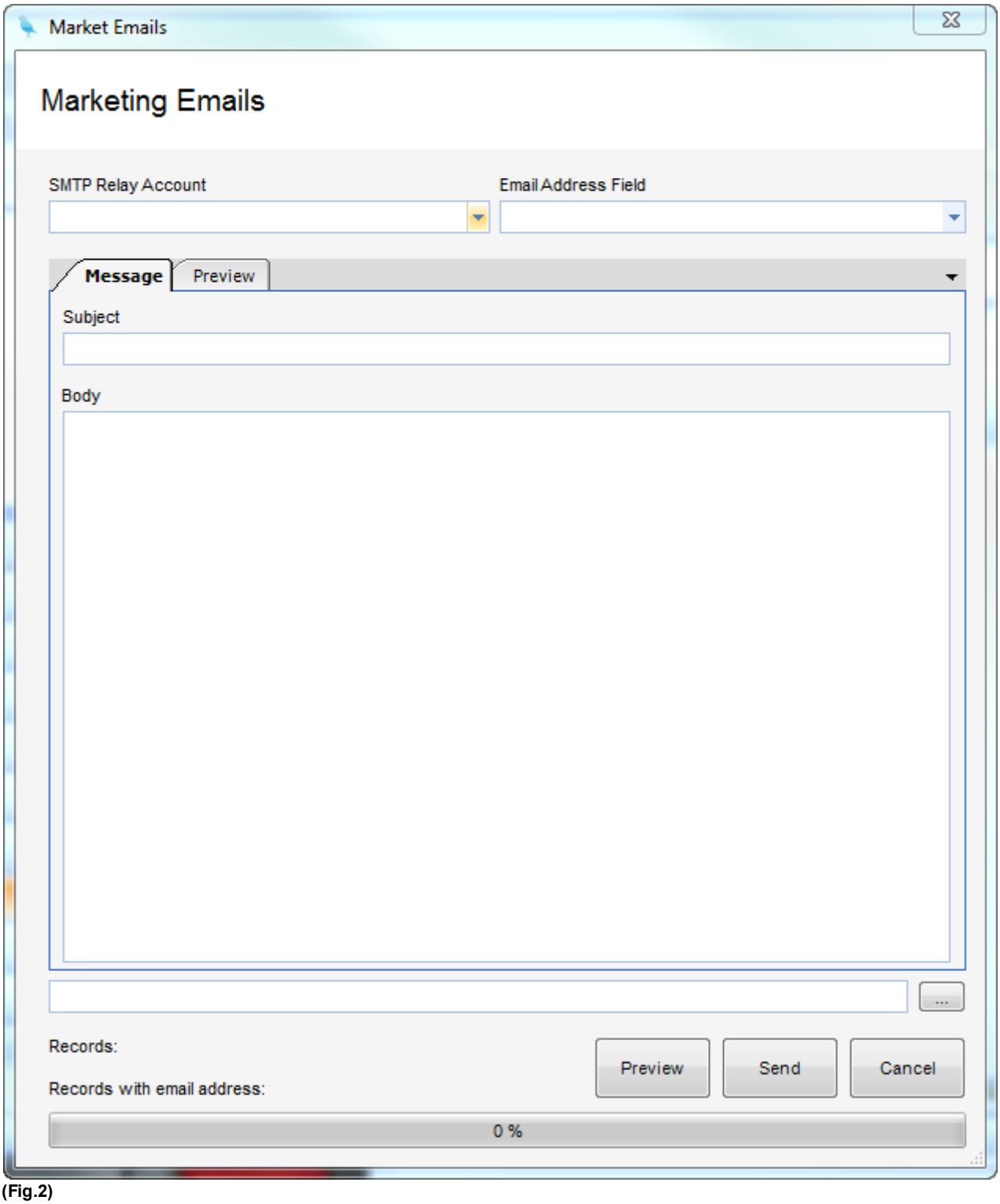

(Fig.2)

4.8.3.1 General tab

Overview

The General Tab (Field Descriptions Below)

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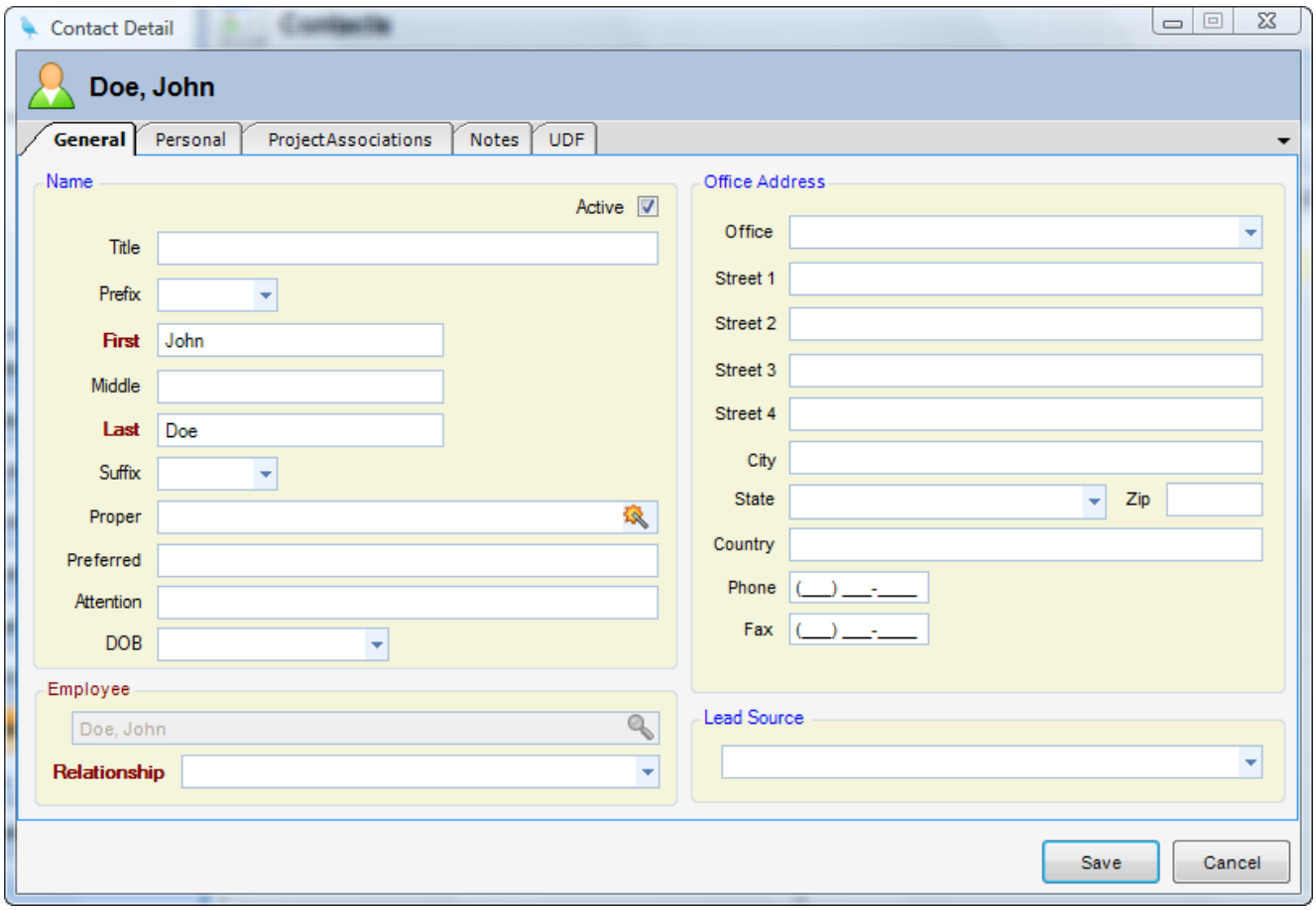

Name

- **Prefix** - Title preceding name, such as Mr., Mrs., or Dr.
- **First Name**
- **Middle Name**
- **Last Name**
- **Suffix** - Title following name, such as Jr., Sr.
- **Proper Name** - All of the above linked together (for example, Mr. John Doe, Sr.). Can be used as an alternate on mailings.
- **Title** - Position held
- **Preferred** - The contact's preferred name, possibly a nickname or middle name.
- **Attn** - Attention line for mailings.
- **DOB** - Date of birth

Office Address

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- **Office** - Named address. Not available for employee contacts.
- **Street 1** - Address line 1
- **Street 2** - Address line 2
- **Street 3** - Address line 3
- **Street 4** - Address line 4
- **City -** City
- **State -** State
- **Zip** - Zip Code
- **Country** - Country
- **Phone** - Telephone number
- **Fax** - Fax number

Lead Source - Name of the source who generated the lead. Lead sources are useful for marketing purposes and, therefore, generally used with firm contacts. Lead sources refer to where this contact was for (for example, a magazine, trade show, etc.). Lead sources are managed using List Management.

4.8.3.2 Personal Tab

Overview

The Personal Tab (Field Descriptions Below)

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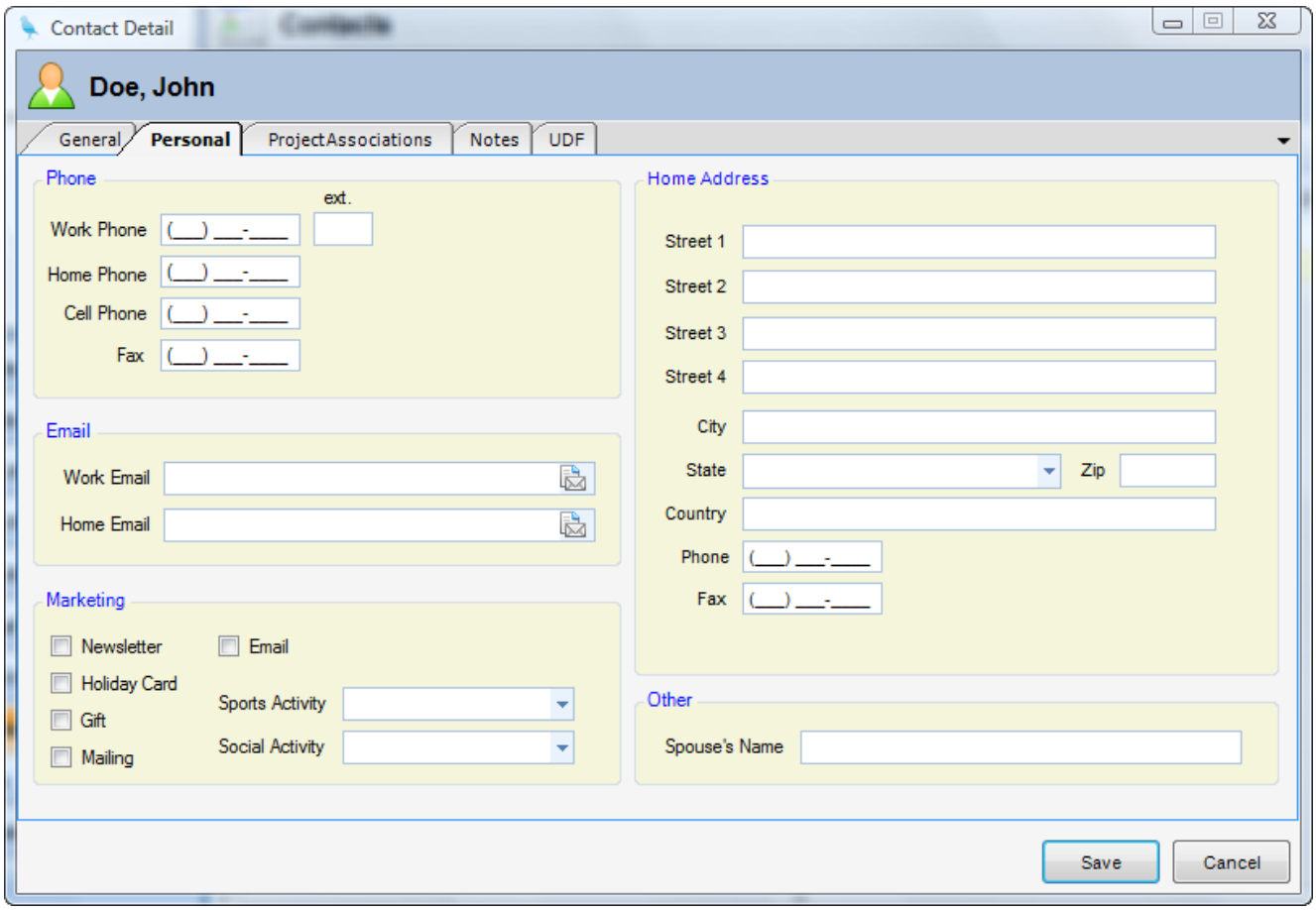

Phone

- **Work Phone** - Work phone
- **Ext.** - Work phone extension
- **Home Phone** - Home telephone number
- **Cell Phone** - Cell phone number
- **Fax** - Fax number

Email

- **Work Email** - Work email address
- **Home Email** - Home email address

Marketing

- **Newsletter** - Receives a newsletter
- **Email** - Receives email marketing pieces
- **Holiday Card** - Receives a holiday card

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- **Gift** - Receives a holiday gift
- **Mailing** - Receives mailed marketing material
- **Sports Activity** - The contact's favorite sports activity. The list of user-definable activities is maintained in List Management.
- **Social Activity** - The contact's favorite social activity. The list of user-definable activities is maintained in List Management.

Home Address

- **Street 1** - Address line 1
- **Street 2** - Address line 2
- **Street 3** - Address line 3
- **Street 4** - Address line 4
- **City -** City
- **State** - State
- **Zip** - Zip code
- **Country** - Country
- **Phone** - Telephone number
- **Fax** - Fax number

Other

- **Spouses Name -** Name of the contact's wife.

4.8.3.3 Project Associations Tab

Overview

The Project Associations Tab (field descriptions below). Project associations provide a means for associating a contact with a particular project. When associating a contact, the user must specify the contact's relationship with the project. Relationship types are referred to as Project Contact Types in List Management.

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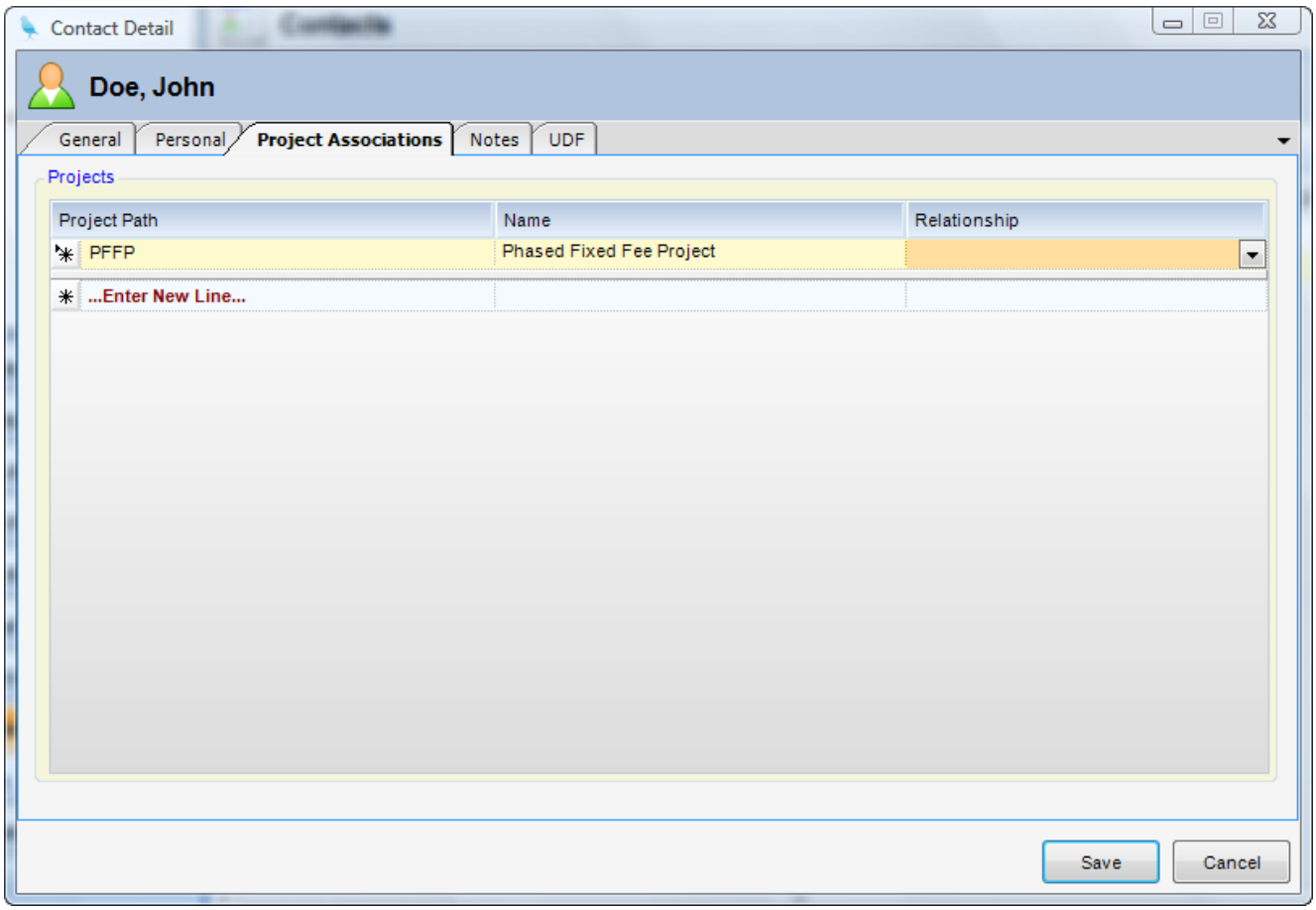

4.8.3.4 Notes Tab

Overview

The Notes Tab (field descriptions below). Notes can be entered against a client, a client contact, or a project (descriptions below). See Notes chapter for further detail.

Note Types is a user-definable list. It is used to classify notes for better management. To maintain Note Types, go to List Management and select Note Types under User Lists.

Create New Note - New firms are entered on the New button on the toolbar.

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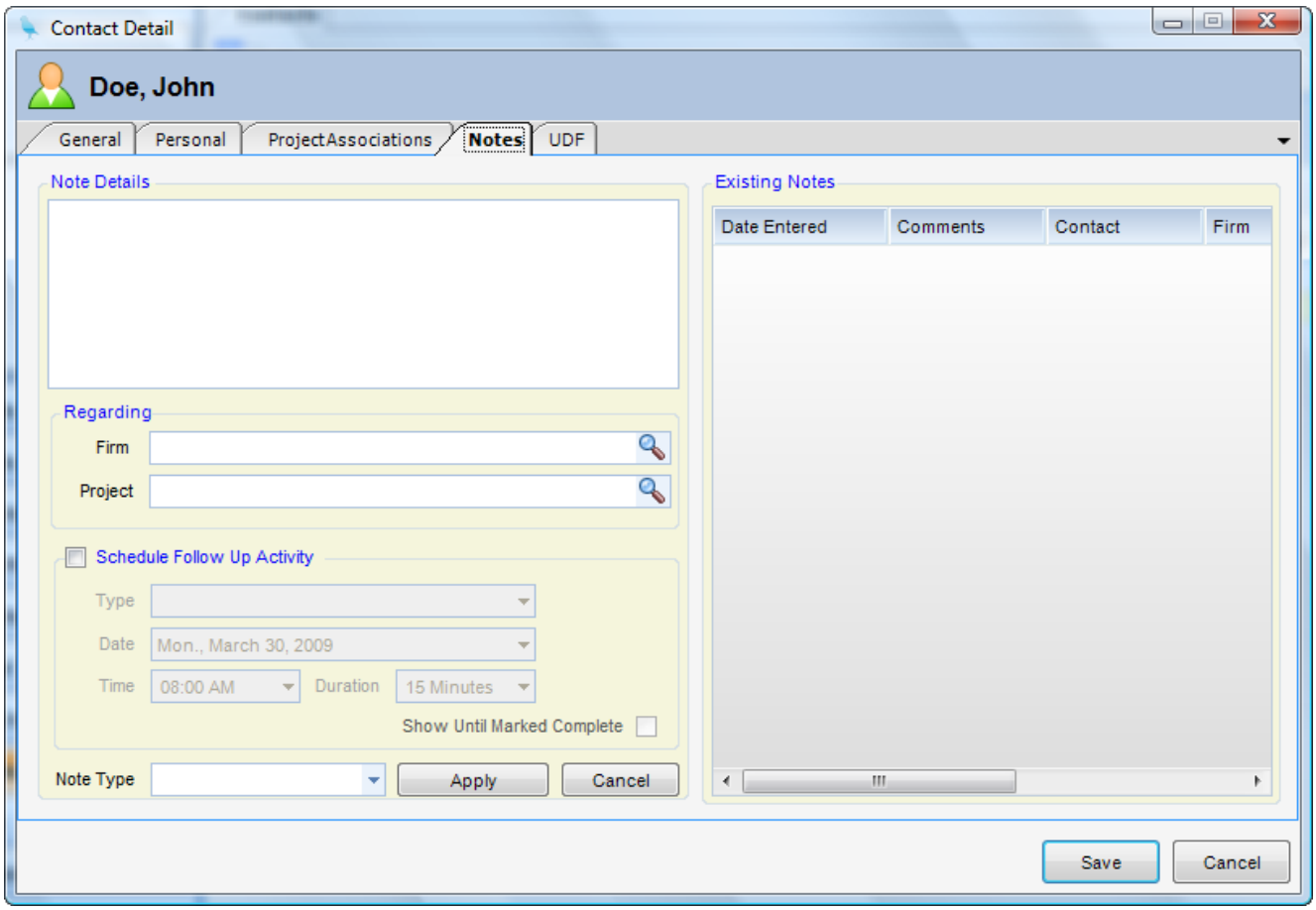

Fields

- **Notes Details Text Box -** Enter message to be displayed here.

Regarding

- **Firm -** Selects the firm for which the current note is intended.
- **Project -** Selects the project that this note regards.

Schedule Follow Up Activity - When checked, this sections becomes active. This gives the user the option of scheduling a follow-up activity. Type, Date, Time, and Duration are selected.

- **Note Type *(Dropdown)* -** Type of Note Posting. (Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices).
- **Date -** Date for scheduled follow-up activity.
- **Time -** Time for which the follow-up activity is scheduled.
- **Duration -** Duration of the scheduled follow-up activity.
- **Apply -** Clicking on Apply posts the note in the Notes grid located at the bottom of the screen.
- **Cancel -** Cancels the current note.

Notes/History and My Notes Tabs - The Notes/History tab and My Notes tab are used for reviewing notes. The My Notes tab filters out all notes, unlike the Note/History tab, filters out all notes where the logged-in user is not the creator of the note.

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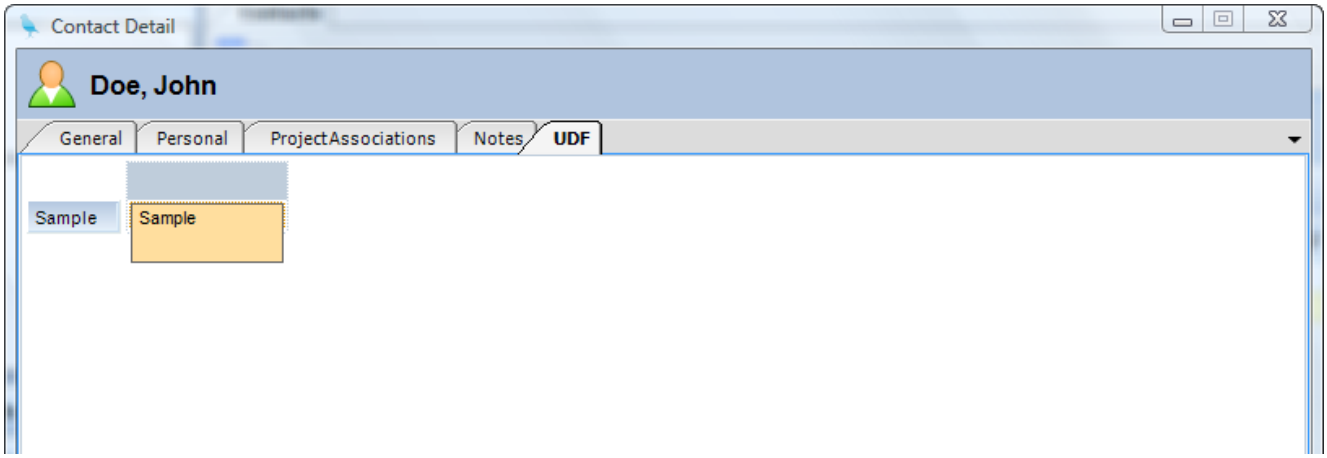
4.8.3.5 UDF Designer

Overview

The UDF Designer Tab (field descriptions below). User-definable fields for Contacts are accessible here. UDF's can be established by accessing the UDF designer located in the Administration module (see UDF fields for further detail).



4.8.4 Firm Queries

Overview

There are seven query applets in InFocus: Client, Contacts, Firms, Opportunities, Vendors, Projects, and Employees. The concept of the query tools is to allow the user to define lists of data based on a user query definition. The list can then be used to navigate to the individual records within the list or can be exported to Excel.

When you create a query you start by right-clicking in the query list box located in the upper left hand part of the Query Applet screen. When you do this, a Query Design screen will pop up.

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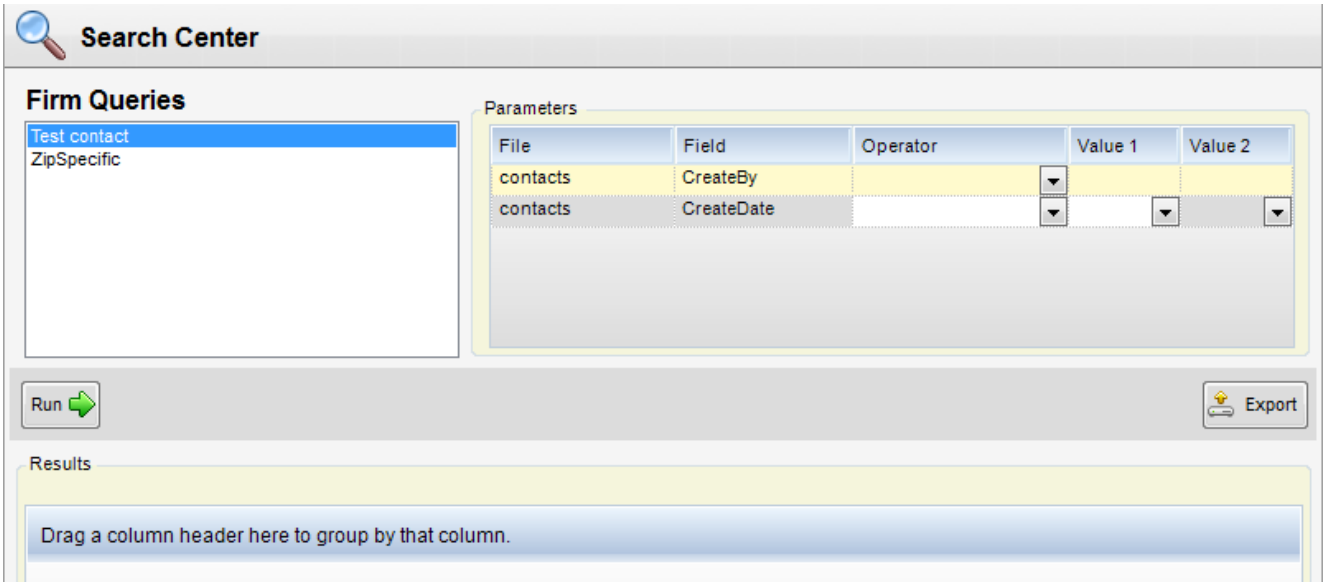

4.8.4.1 Definition Tab

Overview

The Definition Tab

Name - Name of query as it will appear to user. Must be unique.

Type - Query type. There are three choices: personal, private and public. Personal queries are visible only to the user who designs them. Private queries are only available to users who have permission to view private queries. Public queries are viewable by everyone. The type of query a user is allowed to create depends on permissions.

Use Manual Filter - When checked, the user can enter a manual filter. This is an advanced option. Manual filters are SQL 'Where Clauses'.

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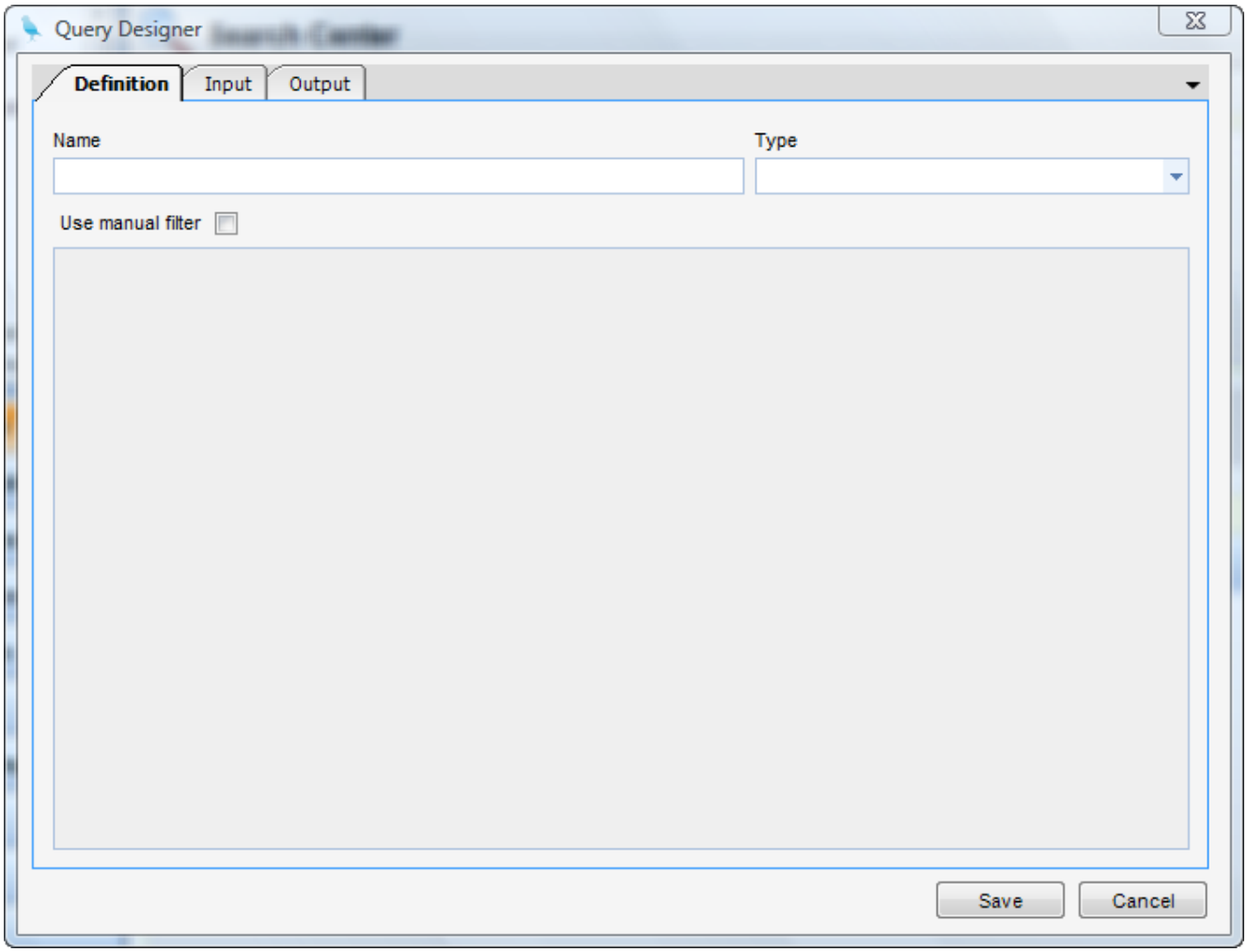

4.8.4.2 Input Tab

Overview

The input tab is where you can specify input parameters and filters for your query. An input parameter prompts a user for values of fields to filter or limit the query by. A filter is a predefined limit to the returned data, for which the user is not prompted.

Column Descriptions Below

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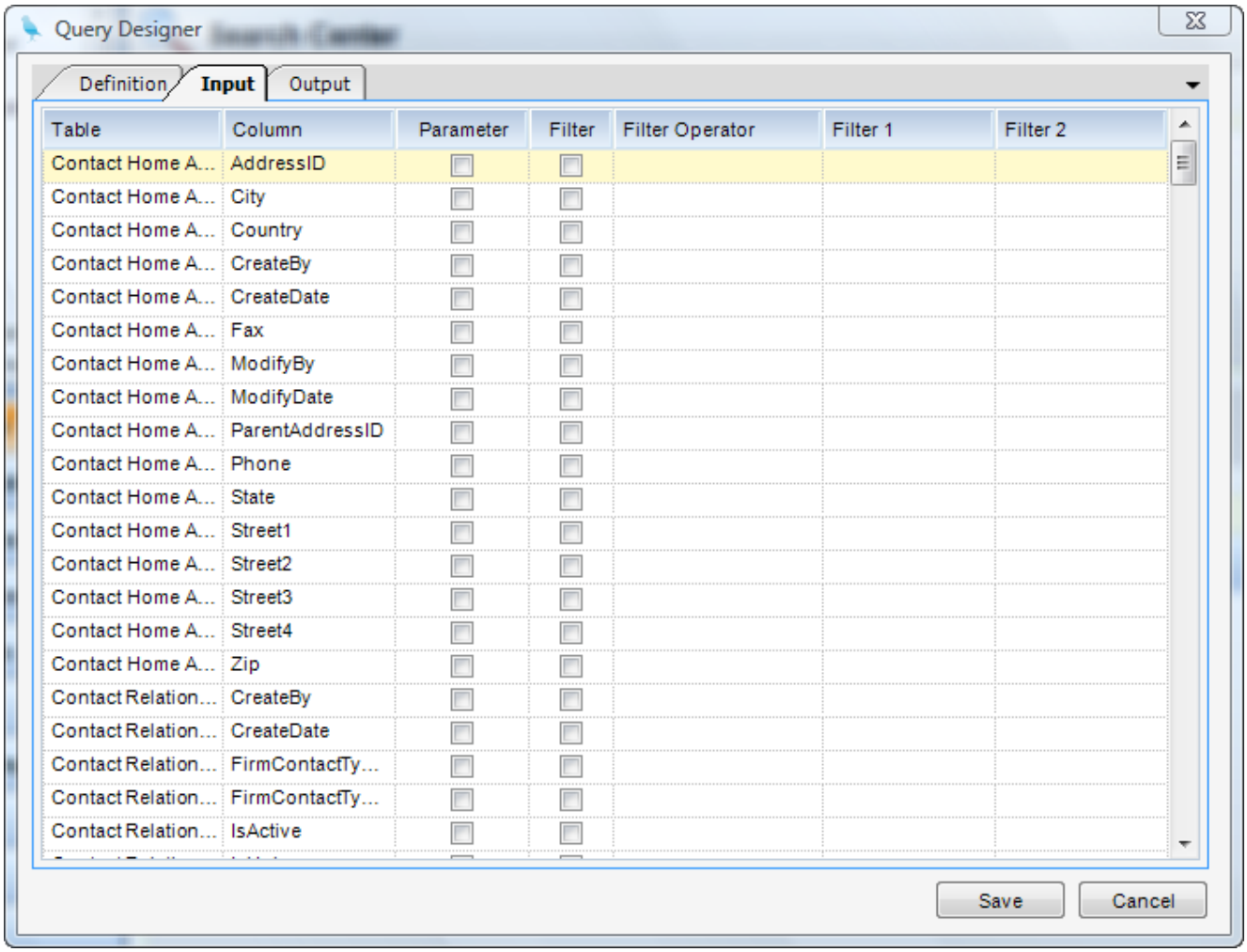

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Parameter - When checked, this column will appear as a prompt.

Filter - When checked, the result set will be filtered by this column using the following three fields to define the filter.

Filter Operator - Choices are =, <>, >, <, >=, <=, *between*, and *is not null*. Is not null is synonymous with a blank or empty field.

Filter 1 - Used with all filter operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range.

Filter 2 - Used only with the *between* operator. This represents the upper range.

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4.8.4.3 Output Tab

Overview

The output tab defines what columns appear in the result set.

Column Descriptions Below

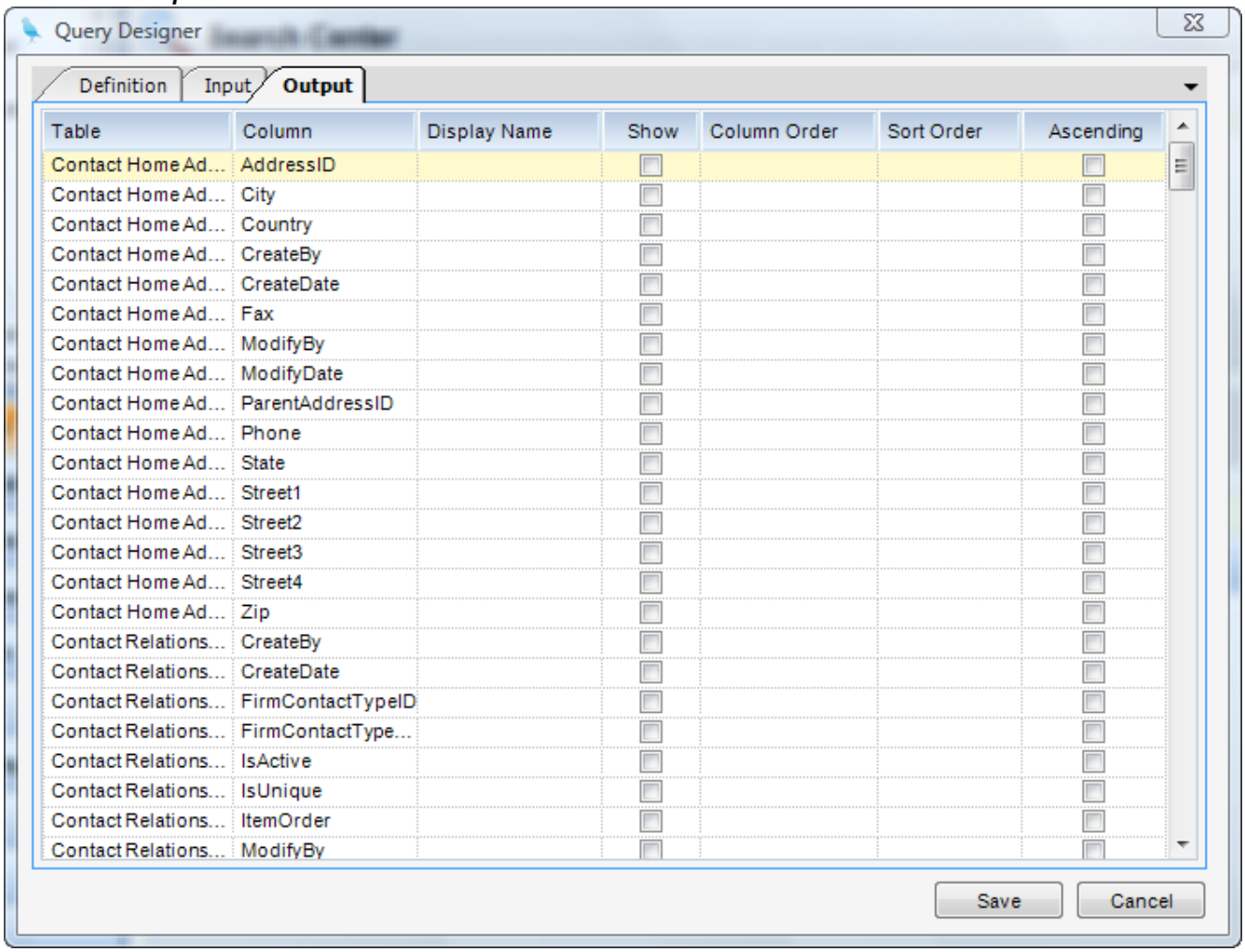

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Display Name - Column name that should be used in result set. If left blank, InFocus column name will be used.

Show - When checked, column will appear in result set.

Column Order - Numerical order from left to right where column appears in result set.

Sort Order - Numerical sort precedent for sorting result set. For example, if you want to sort first by state and then by city, put a 1 on the *state* row and a 2 on the *city* row.

Ascending - When checked, data is sorted in ascending order if a sort order is specified; otherwise, descending order is used.

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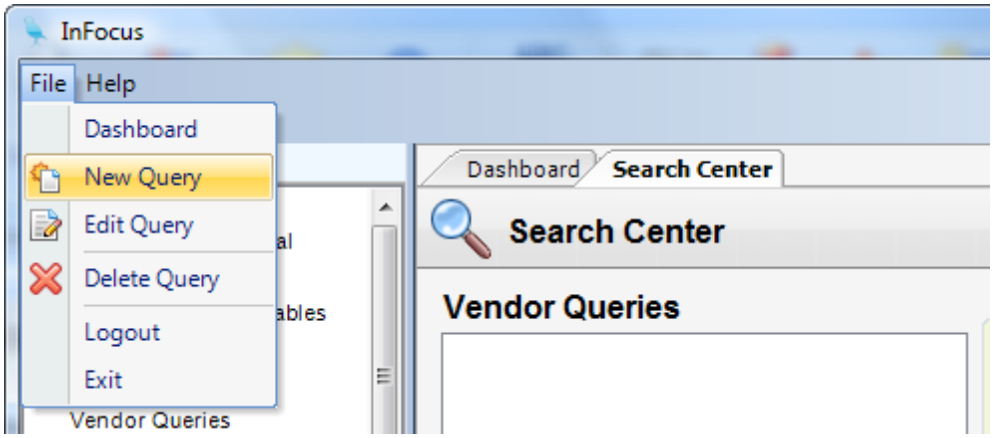
4.8.4.4 Toolbar

Overview

The Vendor Queries toolbar is how you get to the *New Query, Edit Query,* and *Delete Query* functions.



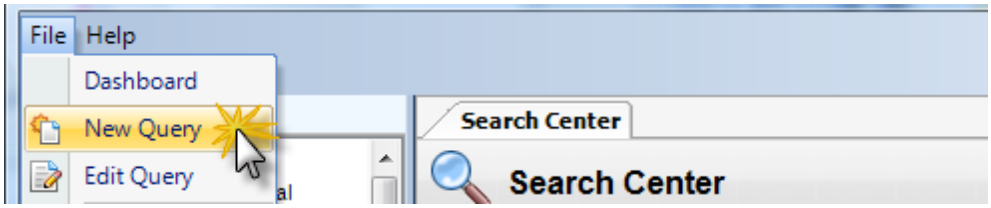
4.8.4.5 How To

4.8.4.5.1 Create a Firms Query

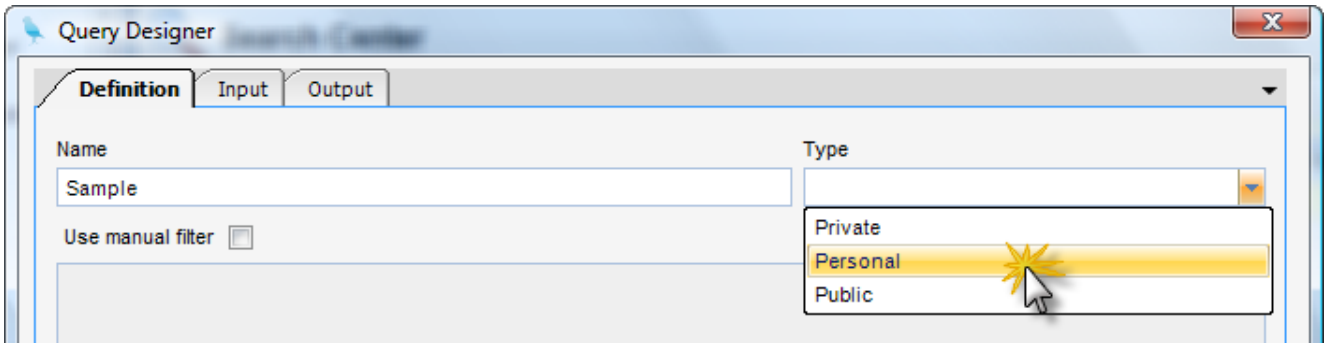
Overview

How to create a query.

Step 1 - Select *New Query* from the toolbar.



Step 2 - Fill out the *Definition* Tab with the appropriate information.



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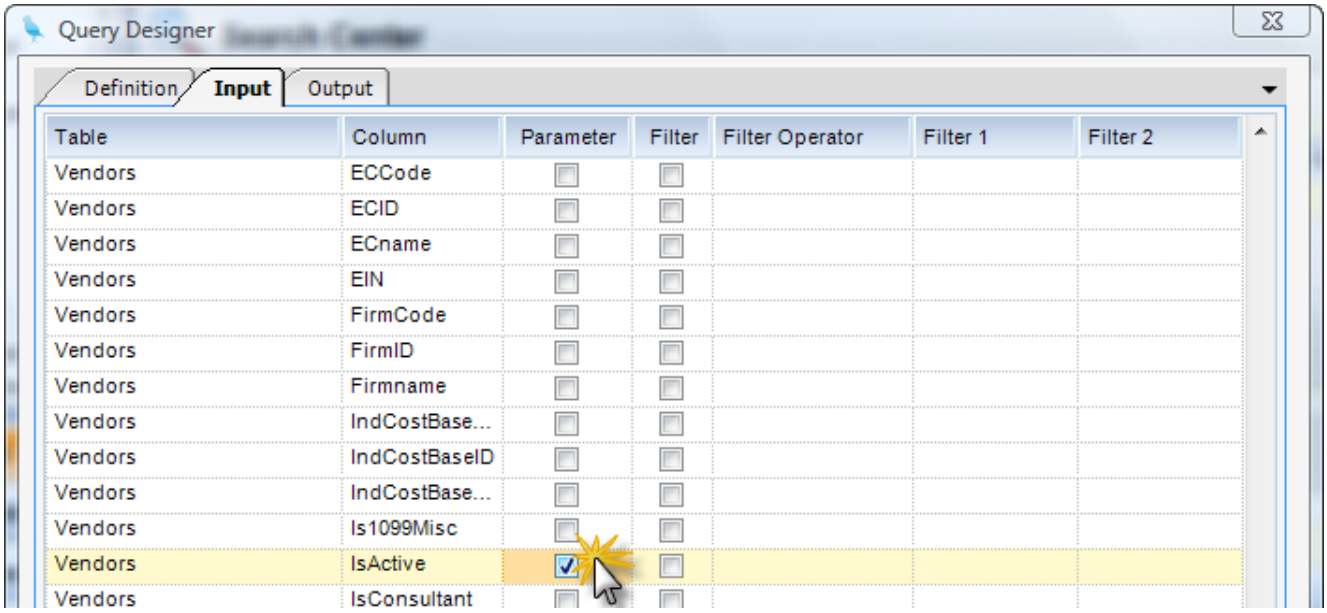
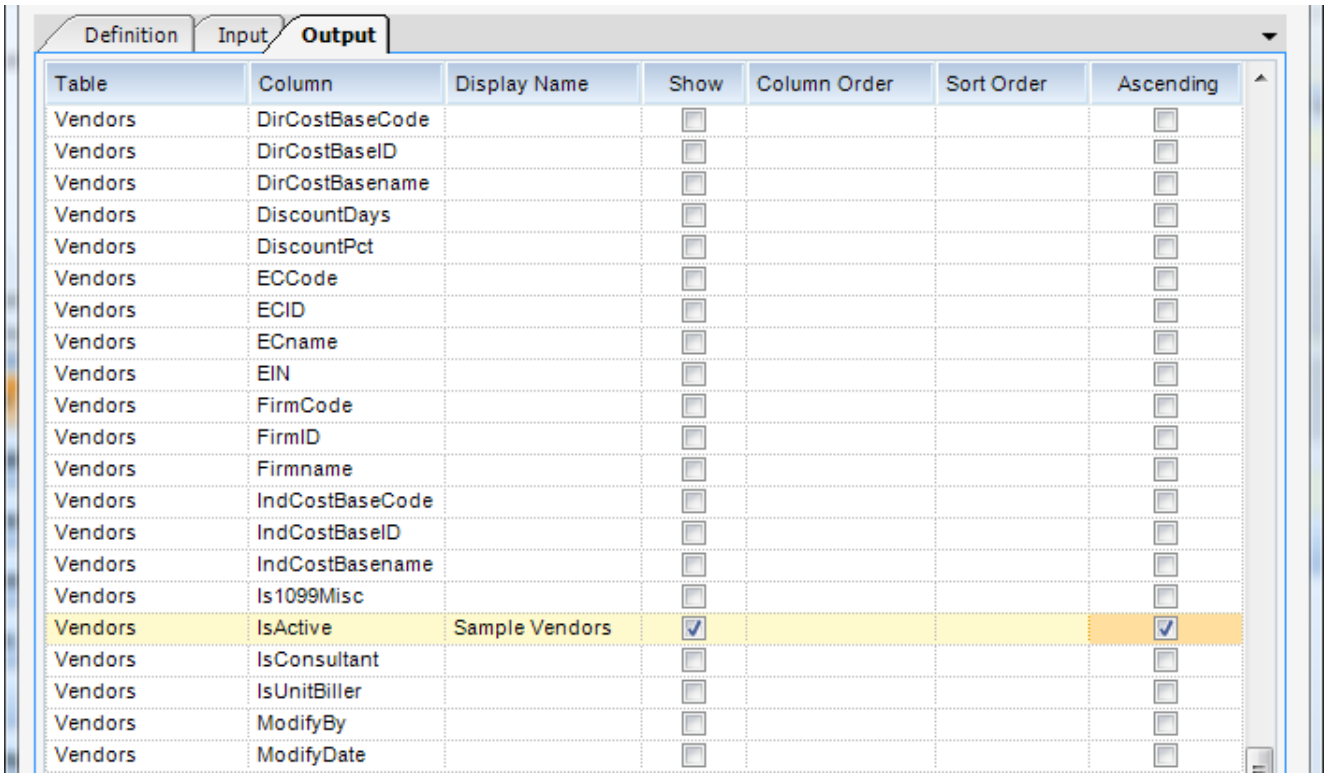
Step 3 - Choose the appropriate parameters within the *Input* Tab.



Step 4 - Choose the appropriate parameters within the *Output* Tab.



Step 5 - Click **Save**

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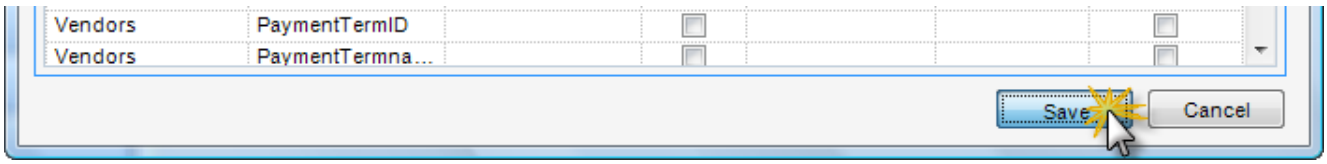
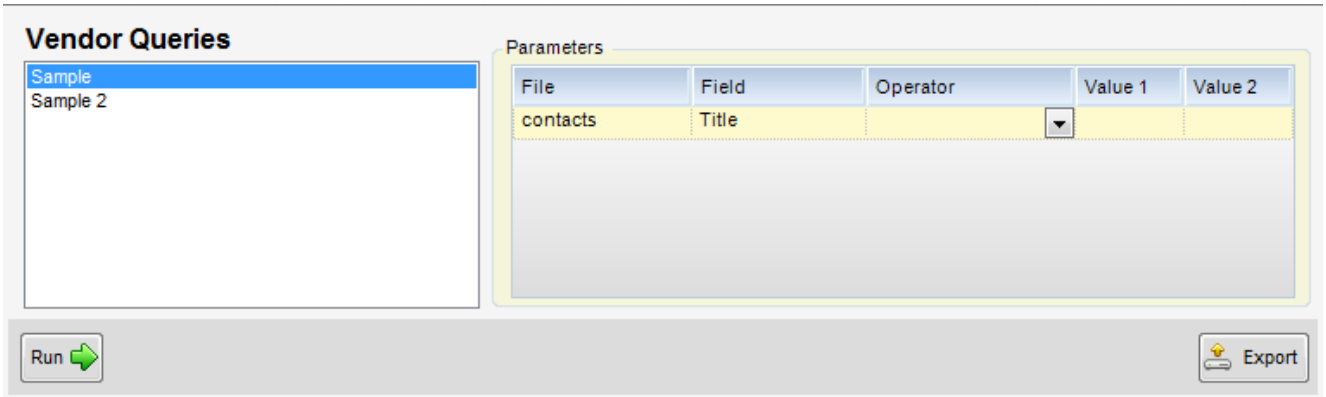


Step 6 - Now your Query will appear in the Query List.



4.8.4.5.2 Run a Firms Query

Overview

How to Run a Query.

In order to run a query, first select it in the *Query List*. If the query has input parameters defined, then prompt lines will appear in the parameter grid.

File - InFocus table name. See Data Dictionary for more information.

Field - InFocus column name. See Data Dictionary for more information.

Operator - Choices are =, <>, <, >, >=, <=, *between,* or *is not null*. *Is not null* is synonymous with a blank or empty field.

Value 1 - Used with all operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range

Value 2 - Used only with the *between* operator; represents the upper range.

When you click on the *Run* button, the results tab will fill based on the query definition. If the result sets contain and key fields they will appear in blue with and underline like an internet hyperlink. When you click on one of these the associated master file screen will launch with the associated record filled in. The primary key fields are vendor code, client code, project path and employee code.

If you drag a result column to the area above the results grid, the results will be grouped in a hierarchical fashion.

When you click on the *Export* button, you will be prompted for a filename. This will be the Excel file to which the result set is exported to. Please note that if you grouped the results set the grouping will be preserved in the export.

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4.8.5 Firms

Overview

Firms are organizations the user has done or would like to have business with. They can be vendors, clients, or prospects. Any entry in Firms is also accessible from the Client and Vendor applets. To learn more about this applet, check out the video tutorial on our website (www.clearviewsoftware.net)

The Firm navigation screen is laid out like a Rolodex with alphabetic tabs representing the first letter of the firm name. An All tab contains all firms.

Active Status - Filters your Contacts by their status.

Marketing Lists - A marketing list is a named list of either Contacts, Firms, or Opportunities. Additionally, we've added the ability to customize the columns for Contacts and Opportunities in addition to Firms. To learn more about the changes click here.

Views - "Marketing" Views allow you to save the current Filter settings of the marketing screen that you are on. You can filter to your data quickly and see the information in a way that is most useful to the user. They are available only in Contacts, Firms, and Opportunities. To use Marketing Views, go to one of the three applets and you will see a "Views" drop-down.

Quick Filter - This will filter your Contacts by the entered characters.

About Firms

- **Customize Firms -** On each tab, one or more columns will show specific data about the firm, such as firm name or main phone. These columns are customizable by the user.
- **View / Edit Contact Information -** Clicking on a firm inside a tab will bring up a detail form for that firm. Data can be viewed or changed, depending on the user's permissions.
- **Create New Firm -** The New Firm button on the toolbar allows the user to enter a new firm.

Note: Only clients and prospects can be added from this form. By default, the system assumes prospect.

Buttons:

- The Columns Button allows a user to select only those columns you wish to view. A checkbox labeled "Set As Global Default" (Permission) allows that user to set a default view for all users that use this Marketing List.

- The Email button Brings up an email window that allow you to create an email to send to everyone in the Marketing List.

- The Export Button allows the user to export the list to a file.

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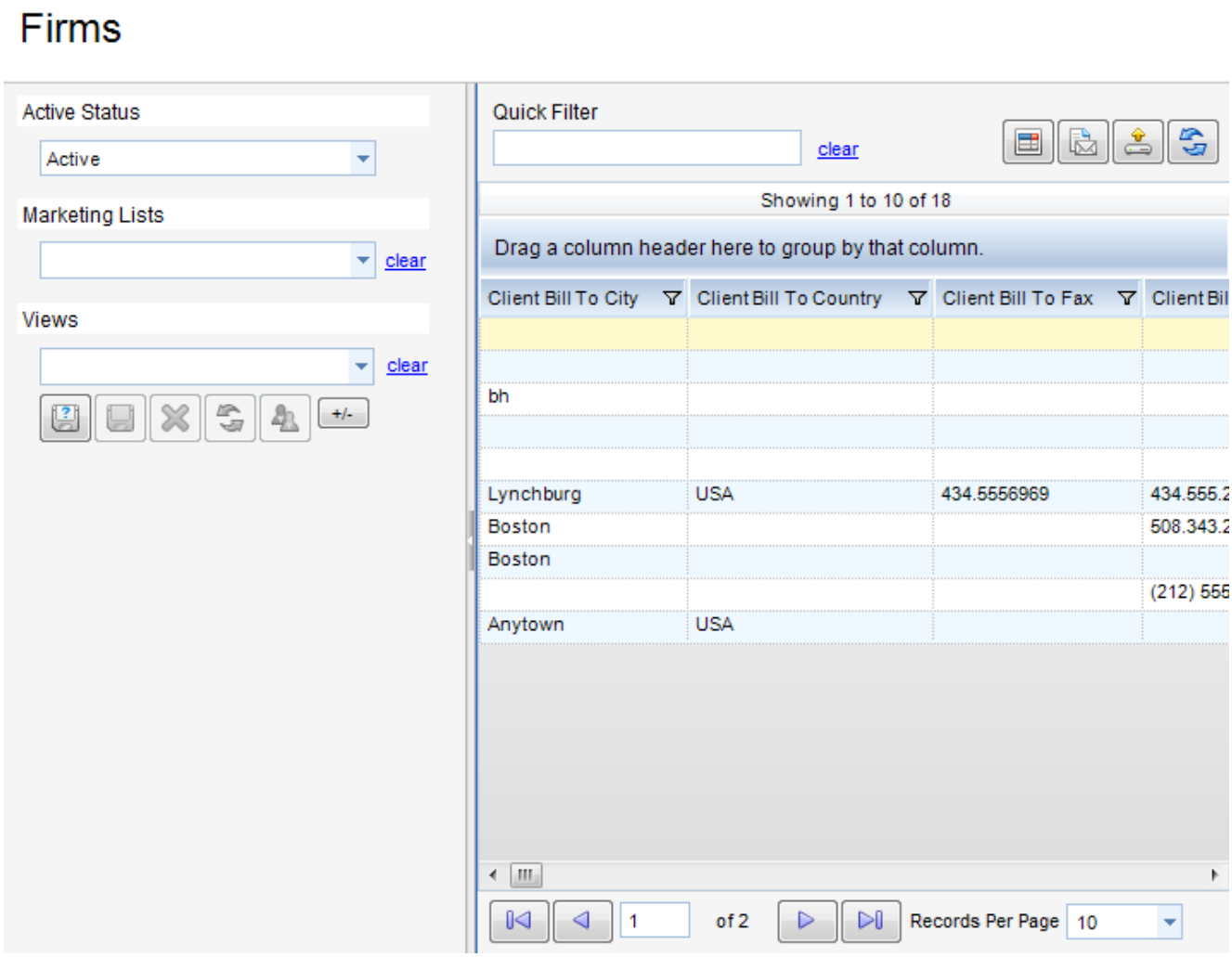

4.8.5.1 General Tab

Overview

Clicking on a field in a Firm row will expose the General Tab.

Field Descriptions Below

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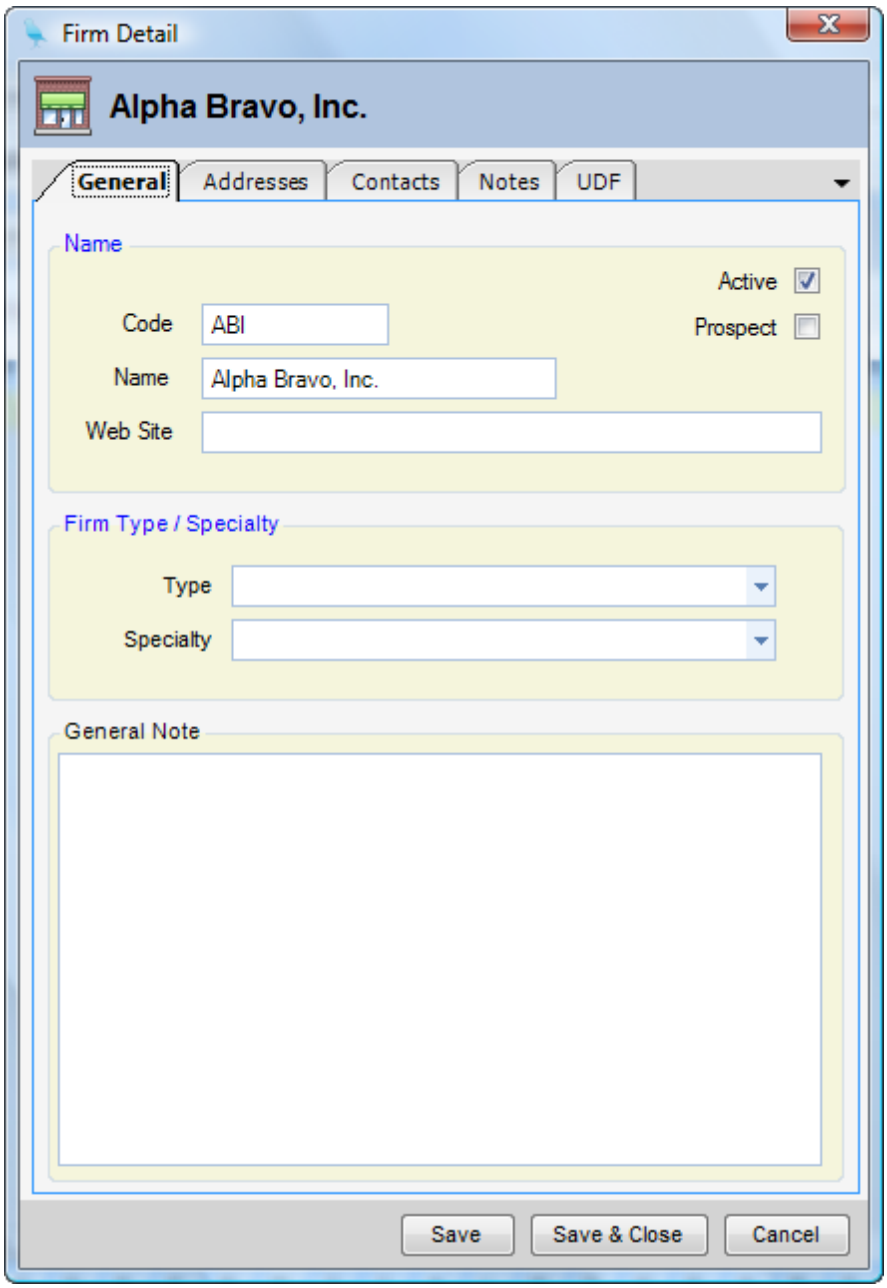

- **Code** - Firm code.
- **Name** - Name of firm.
- **Web Site** - Firm web site.
- **Active** - When checked, this is an active firm.
- **Prospect** - When checked, this firm is a prospect.
- **Firm Type** - Type of firm. This is a user-defined list.
- **Firm Specialty** - Specialty of firm. This is a user-defined list.

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- **General Note -** General comments regarding the Firm are entered here.

4.8.5.2 Addresses Tab

Overview

The Addresses Tab contains the addresses of the selected firm. Clicking on a field in a Firm row will expose the Addresses Tab.

- **Add New Address -** To add a new address, enter the information on the line labeled Enter New Line and click Save.
- **Delete Address -** To delete an address, highlight the address row by clicking on the arrow at the end of the line and click Delete.

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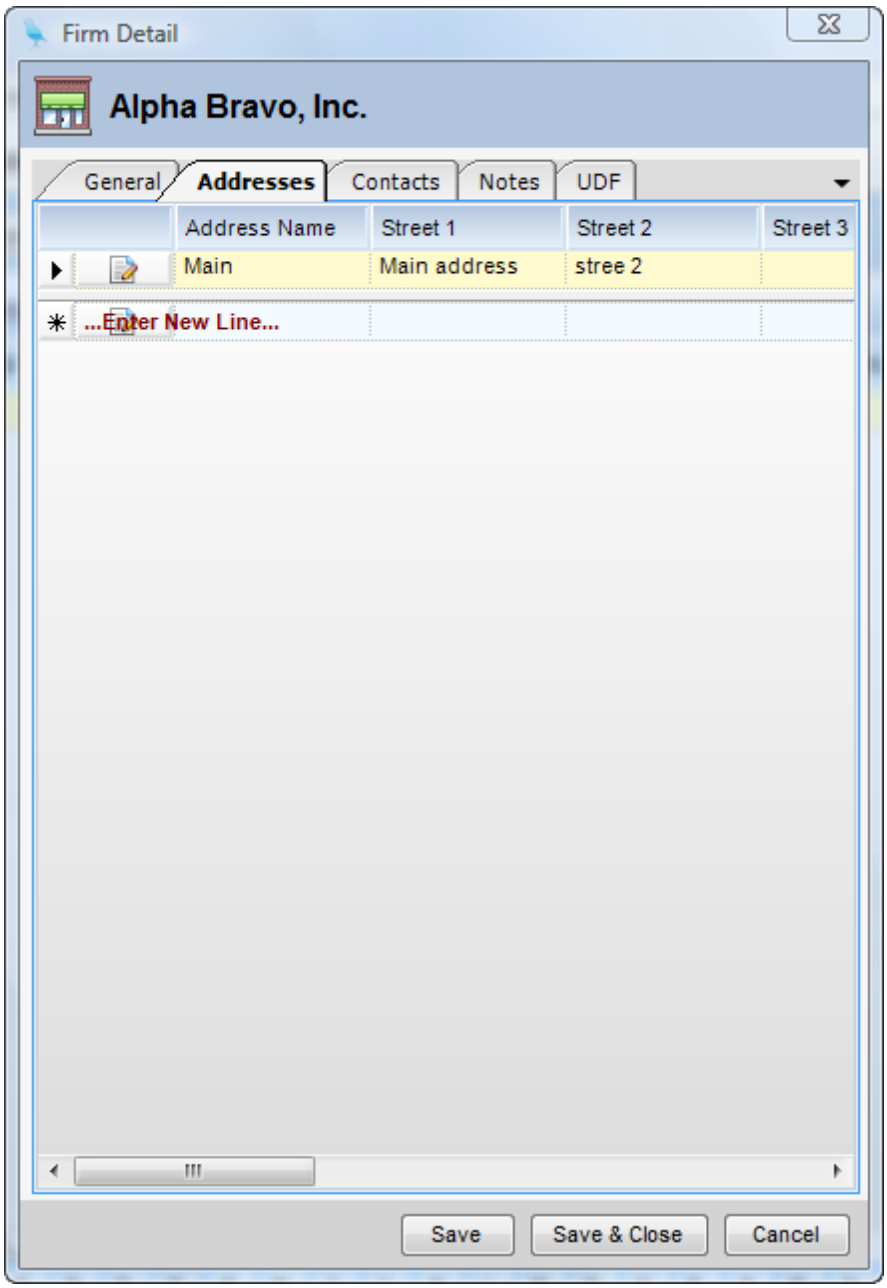

4.8.5.3 Contacts Tab

Overview

The Contacts Tab allows for the entry of contacts. Click on a field in a Firm row to expose the Contacts Tab. (See Contact Setup for further detail.)

- **Add New Contact -** To add a new contact, Click on the **Create Contact** button. Enter the appropriate information and click Save.
- **Delete Contact -** To delete a contact, highlight the contact by first clicking on the arrow at the end of the line

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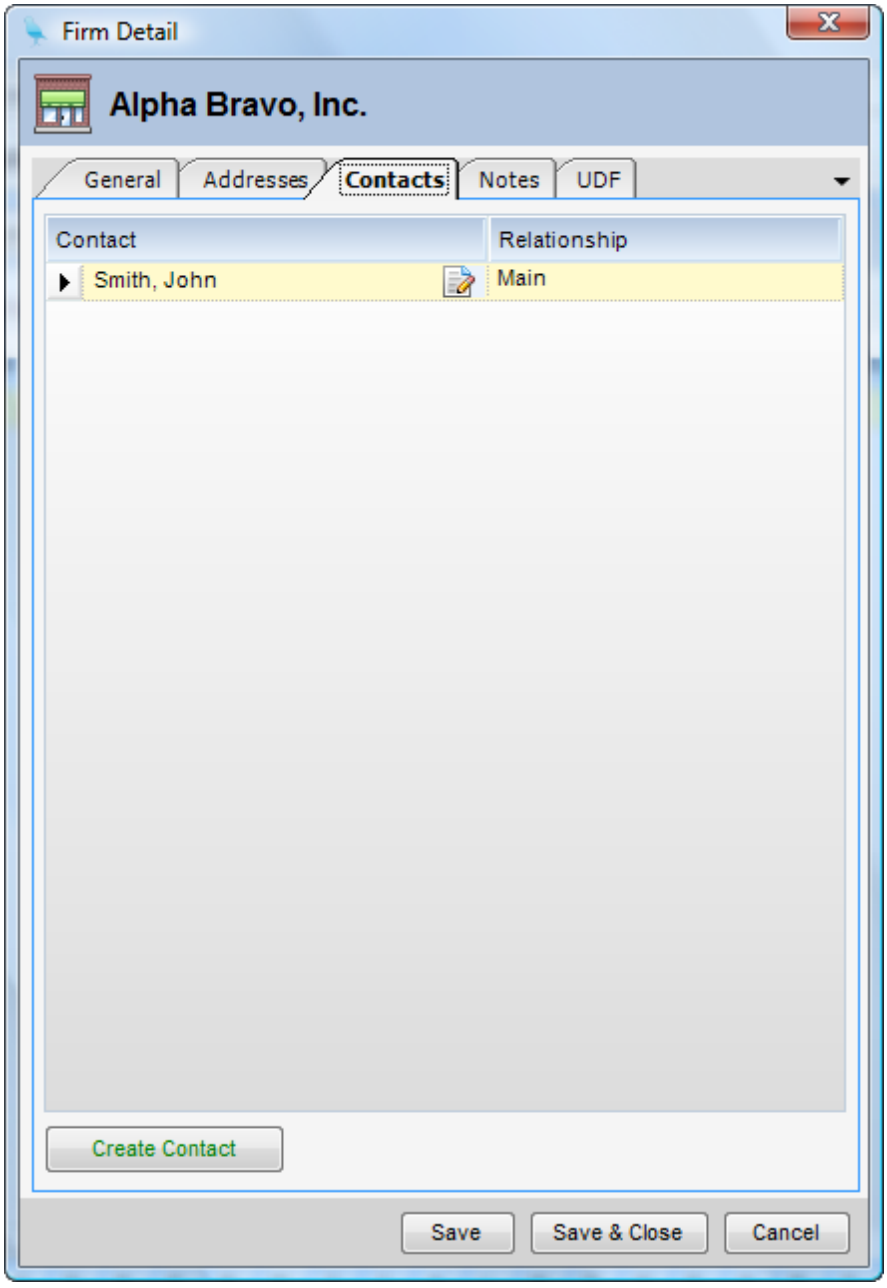
and then clicking Delete.

- **Edit Contact -** To edit a contact, double-click on the paper/pencil icon. Change the information as needed and click Save.



4.8.5.4 Notes Tab

Overview

The Notes Tab is where notes are recorded for firms, contacts, and projects. There is no limit to the number of notes or the length of any note. Notes are stored with a date and timestamp when entered. The creator of the note is recorded, but all users allowed into a particular Notes applet can access all notes, regardless of creator. Activities can also be associated and established with notes. Activities are calendar events.

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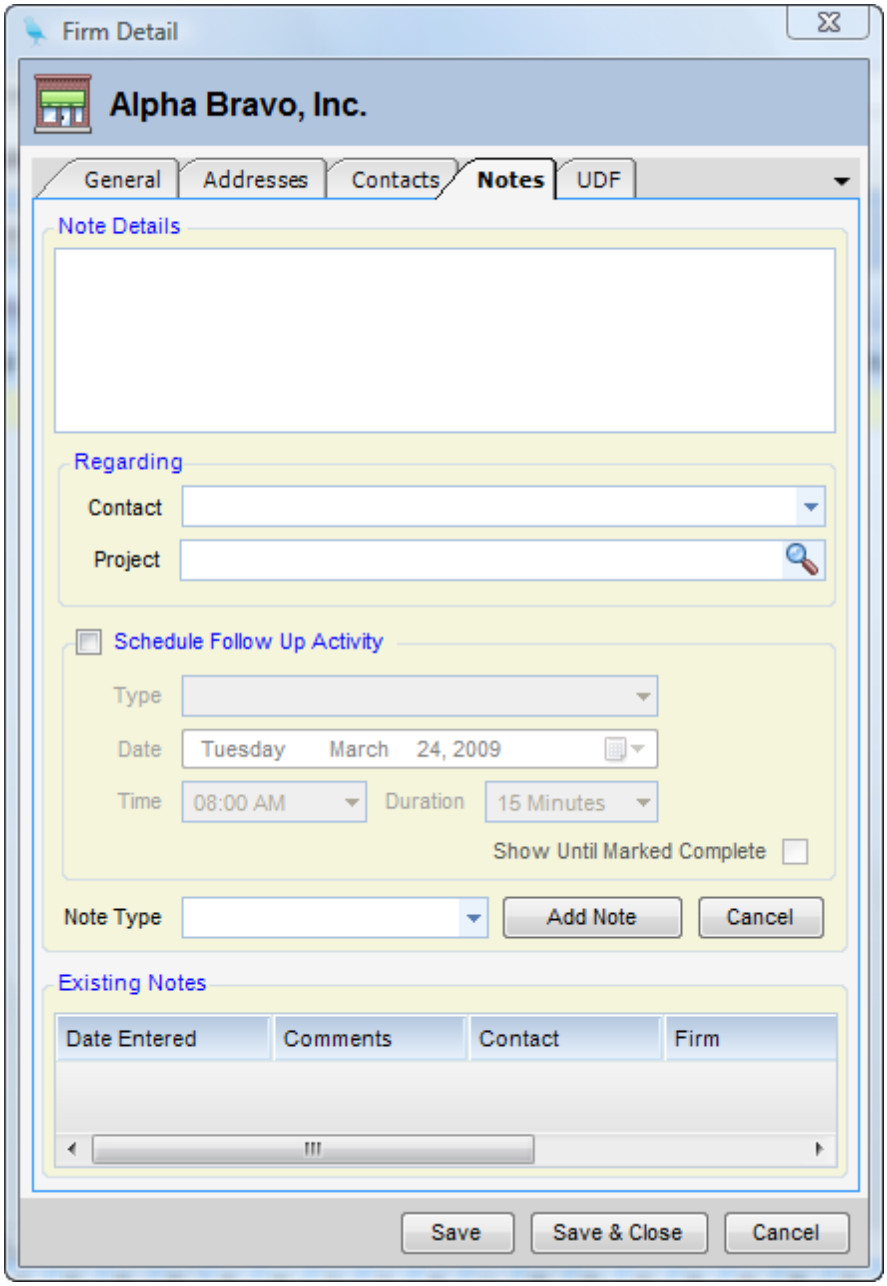
Note: The user must establish at least one activity type in List Management before entering a note. Note types are used to categorize notes. Examples of note types might be Marketing or Customer Support.

Note: As is the case with notes, activity types are used to categorize activities and the user must establish at least one activity type in List Management. Examples of activity types might be Call Back or Appointment.

Field Descriptions Below



Fields

- **Note Detail -** Enter message to be displayed here.

Regarding

- **Contact -** Contact Name

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- **Project -** Project the Note is regarding
- **Schedule Follow Up Activity -** When checked, this section will become active. The user can then schedule a follow-up activity. Type, Date, Time, and Duration are selected.
- **Note Type *(Drop Down)* -** Type of Note Posting (Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices).
- **Show Until Marked Complete** - When checked, the activity remains on the Upcoming Activities List until it is marked complete. If not marked complete, it will come off the list once the date has expired.
- **Add Note -** When the Add Note bar is pressed, the note is posted in the Notes grid at the bottom of the screen.
- **Cancel -** Cancels the current note.
- **Existing Notes *(drop-down)*** - Contains a list of existing notes.

4.8.5.5 UDF Tab

Overview

The UDF Tab. A firm's user-definable fields are accessible here. The firm's EDF's can be established by accessing the UDF Designer located in the Client UDF Designer.

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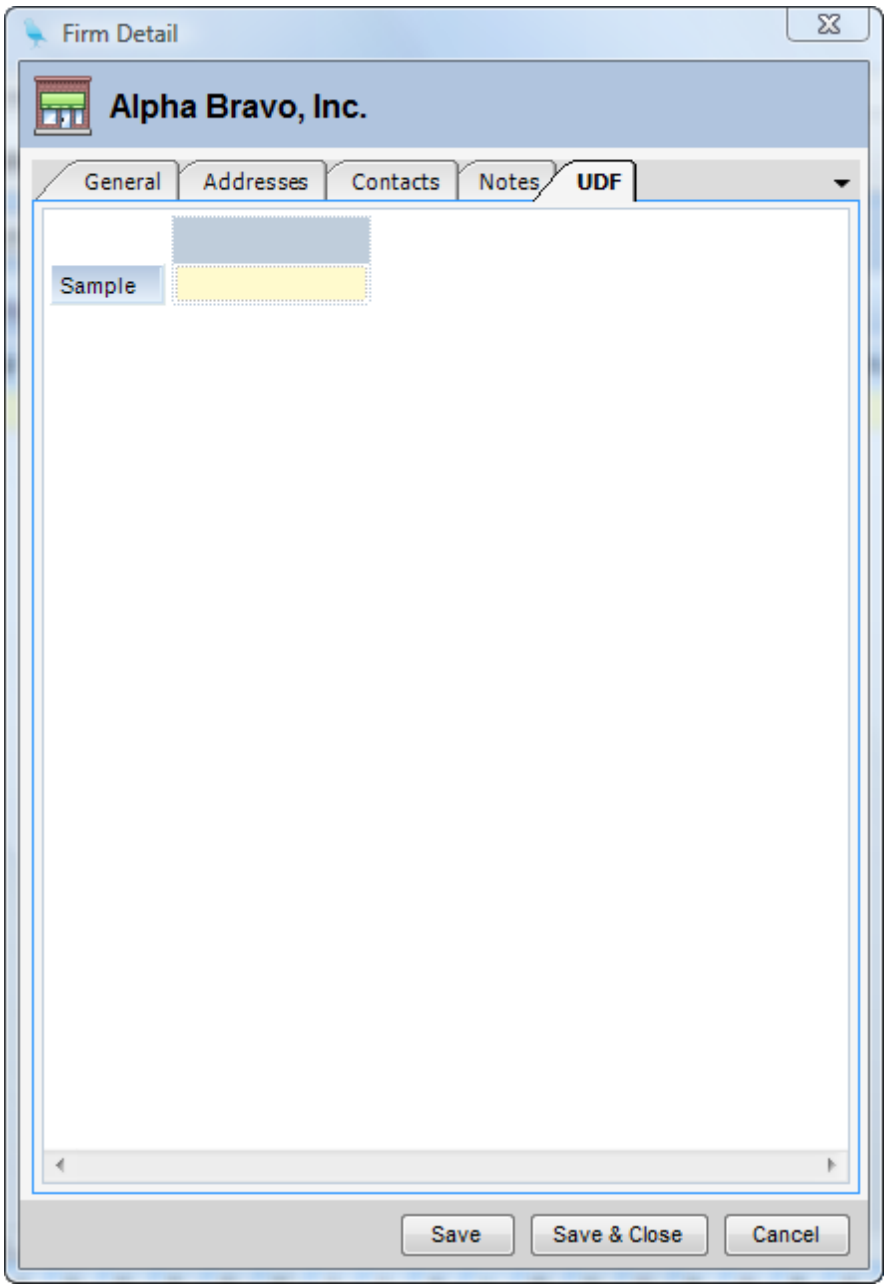

4.8.5.6 How To

4.8.5.6.1 Enter a Note

Overview

How to enter a note.

Step 1 - Enter a note in the large textbox in the top left corner of the Notes Tab (Fig.1).

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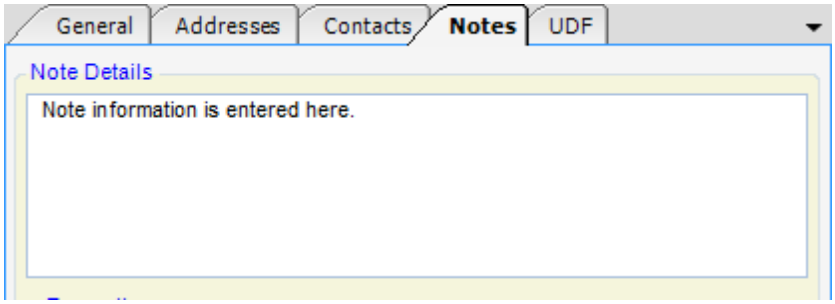
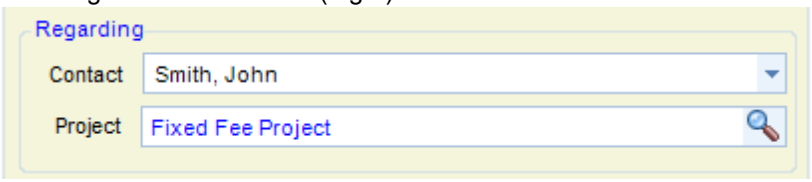


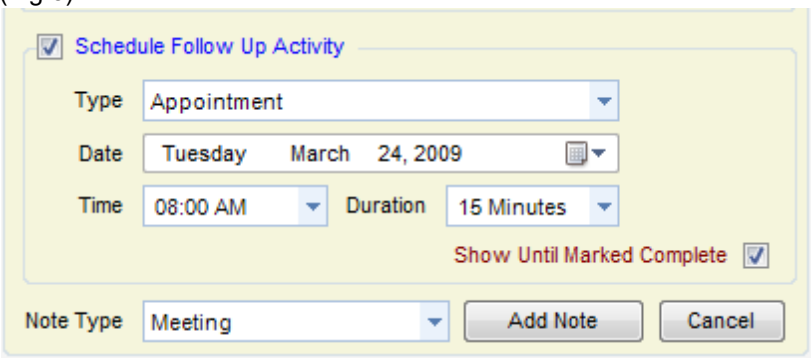
(Fig.1)

Step 2 - Assign the note to a contact, firm, project or combination thereof. This is done by filling out the text field to the right of the note area (Fig.2).



(Fig.2)

Step 3 - (Optional) Schedule an activity to a note. To enter an activity, check the Schedule an Activity checkbox (Fig.3).



(Fig.3)

Step 4 - Click Add Note.

4.8.5.6.2 Customize Display Columns

Overview

How to customize a firm's display columns.

Step 1 - On the main Firms navigation screen, click Customize Display Columns. This will bring up the Column Selector screen (Fig.1).

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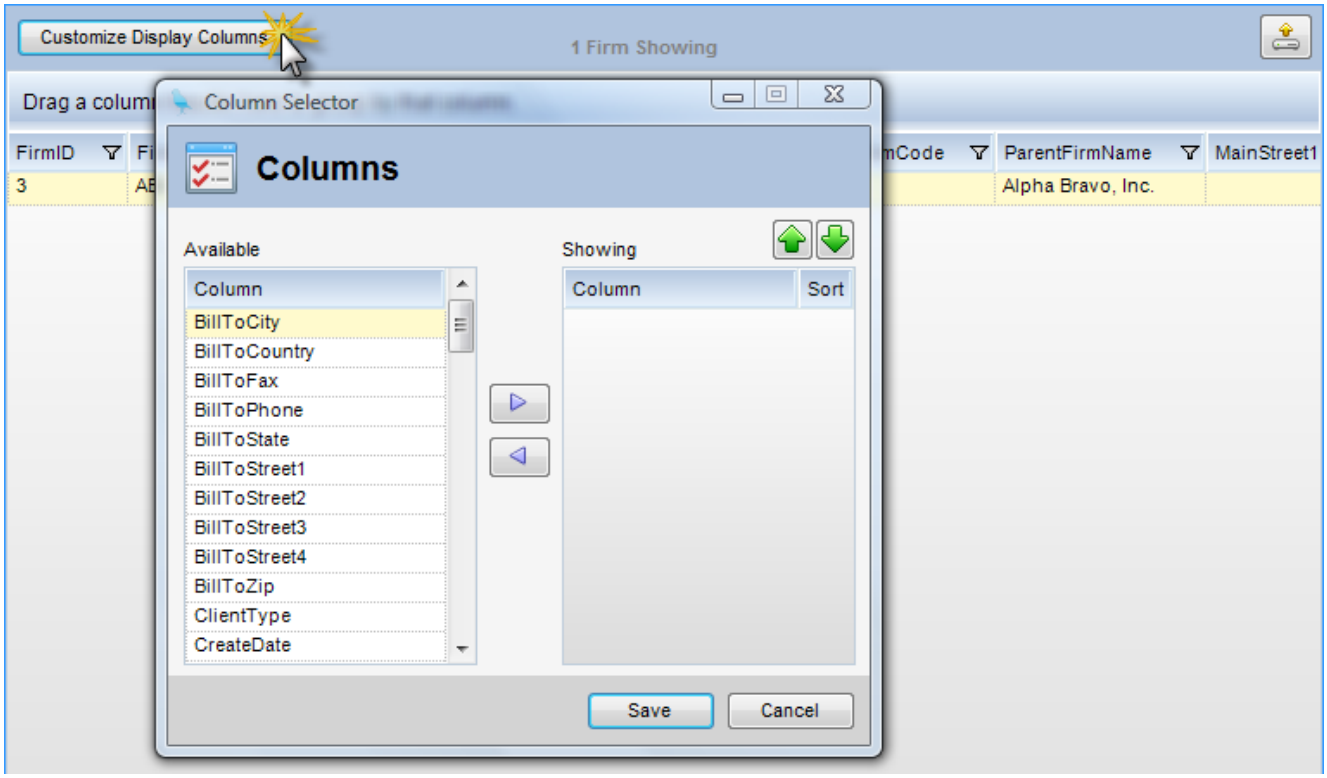

(Fig.1)

Step 2 - The left side of the Columns Selector screen is a list of available columns. These client fields are not currently showing in the Rolodex tabs. Click on a column field, then use the right arrow button to move it into the Showing list (Fig.2).

Note: To remove a Showing column, highlight the column and click on the left arrow button to remove it from the list and return it to the Available columns.

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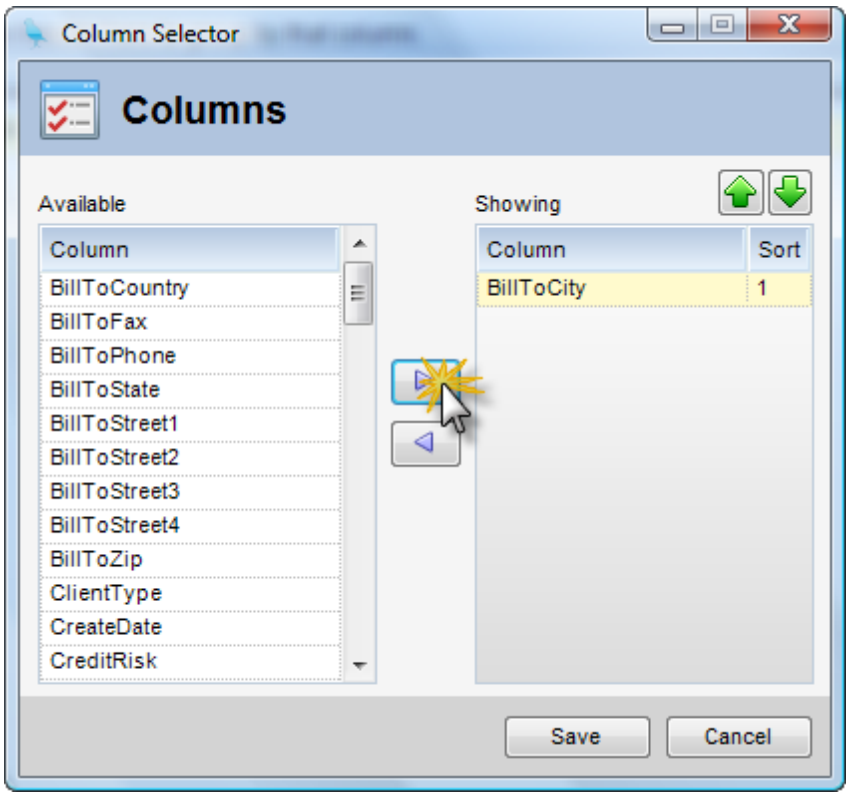

(Fig.2)

Step 3 - Click Save to save all column changes.

4.8.6 Map Viewer

Overview

The Map Viewer incorporates Bing Maps to display queried data. To gain full access to this applet, you need to set up a Bing Maps account. There are some standard queries that come with InFocus to demonstrate the Map Viewers capabilities. To manage the queries go to the Map Qeries applet here.

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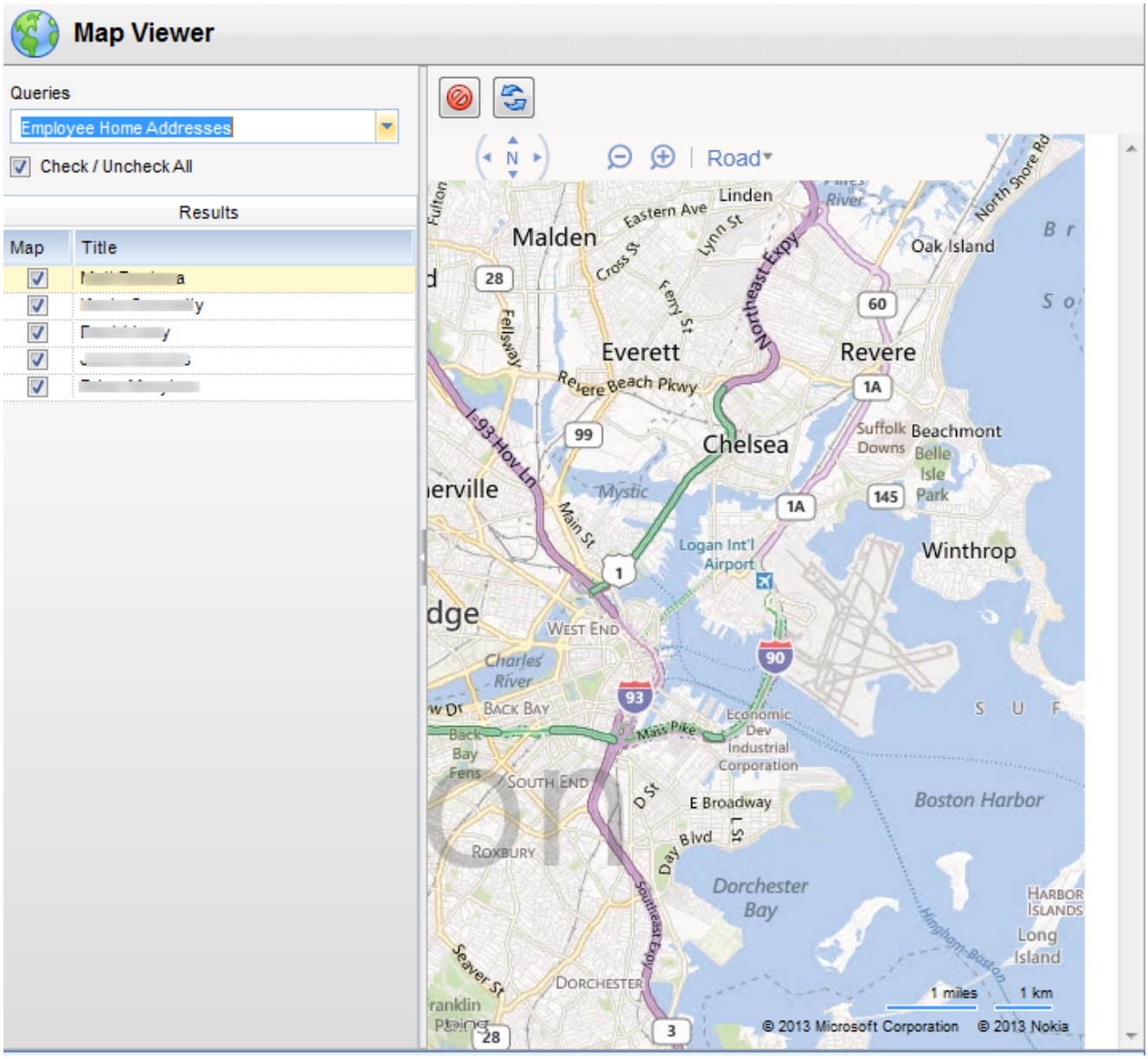

4.8.7 Marketing Lists

Overview

A marketing list is a named list of either Contacts, Firms, or Opportunities. To learn more about this applet, check out the video tutorial on our website (www.clearviewsoftware.net)

Checkboxes:

- **Mine** - Gives only the creator of the list access to the marketing list.
- **Shared** - Gives selected users access to the marketing list.
- **Public** - Gives all users access to the marketing list.

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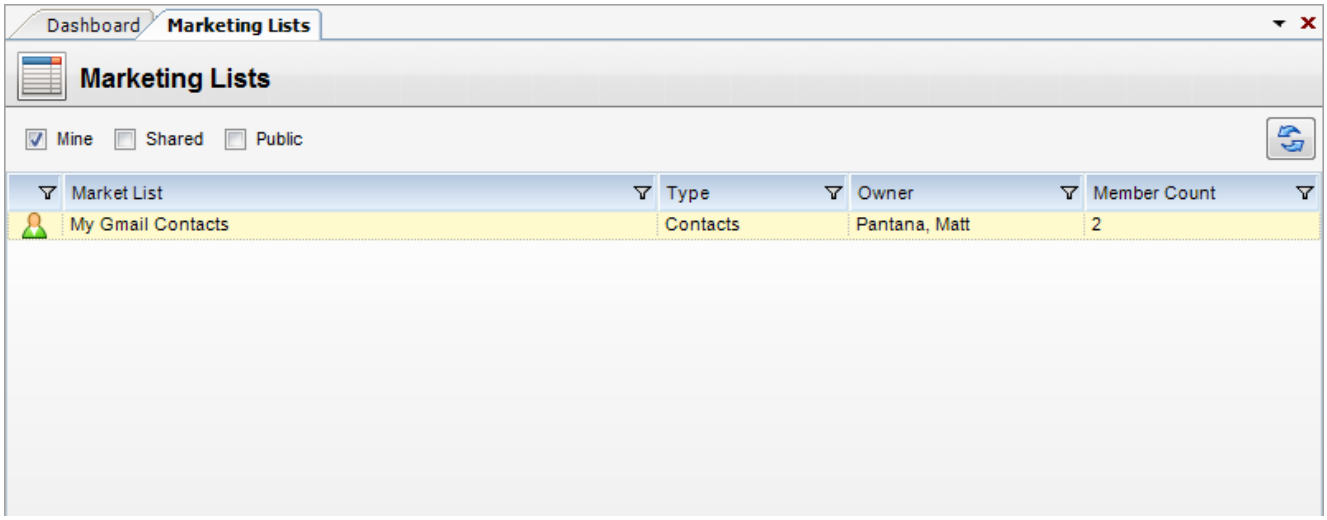
Columns:

- **Market List -** Name of the Market List.
- **Type** - Whether the list is Mine, Shared, or Public.
- **Owner** - User that created the Marketing List.
- **Member Count** - Number of members that are in the Marketing List.



4.8.7.1 Marketing Lists PopUp

Overview

A marketing list is a named list of either Contacts, Firms, or Opportunities. It allows a user to filter their returned results in the Contacts, Firms, or Opportunities applets. Fig. 1 is the pop-up you get when you click *New* or *Edit.* For example, you may have thousands of contacts, however, you may have 50 main contacts that you need to gain access to quickly. A marketing list allows you to create a filter to show only that group of users. In Fig. 1, you see a marketing group that filters all users that have an email that ends with gmail.com (Fig. 2).

- The plus button gives you a list of contacts that you can import to this Marketing List.

- The Marketing List Import Button allows you to create filtering options to import contacts.

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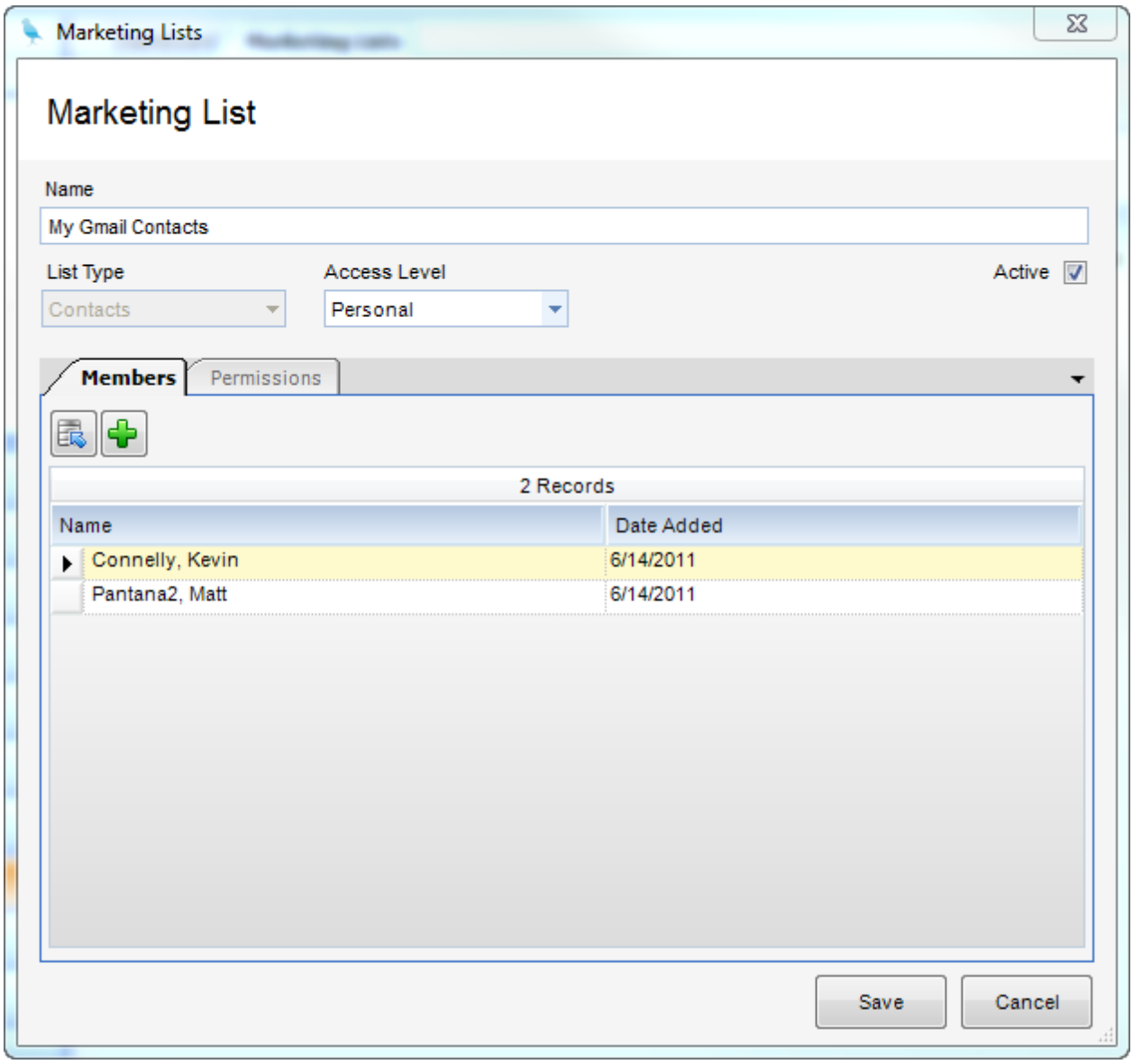

(Fig. 1)

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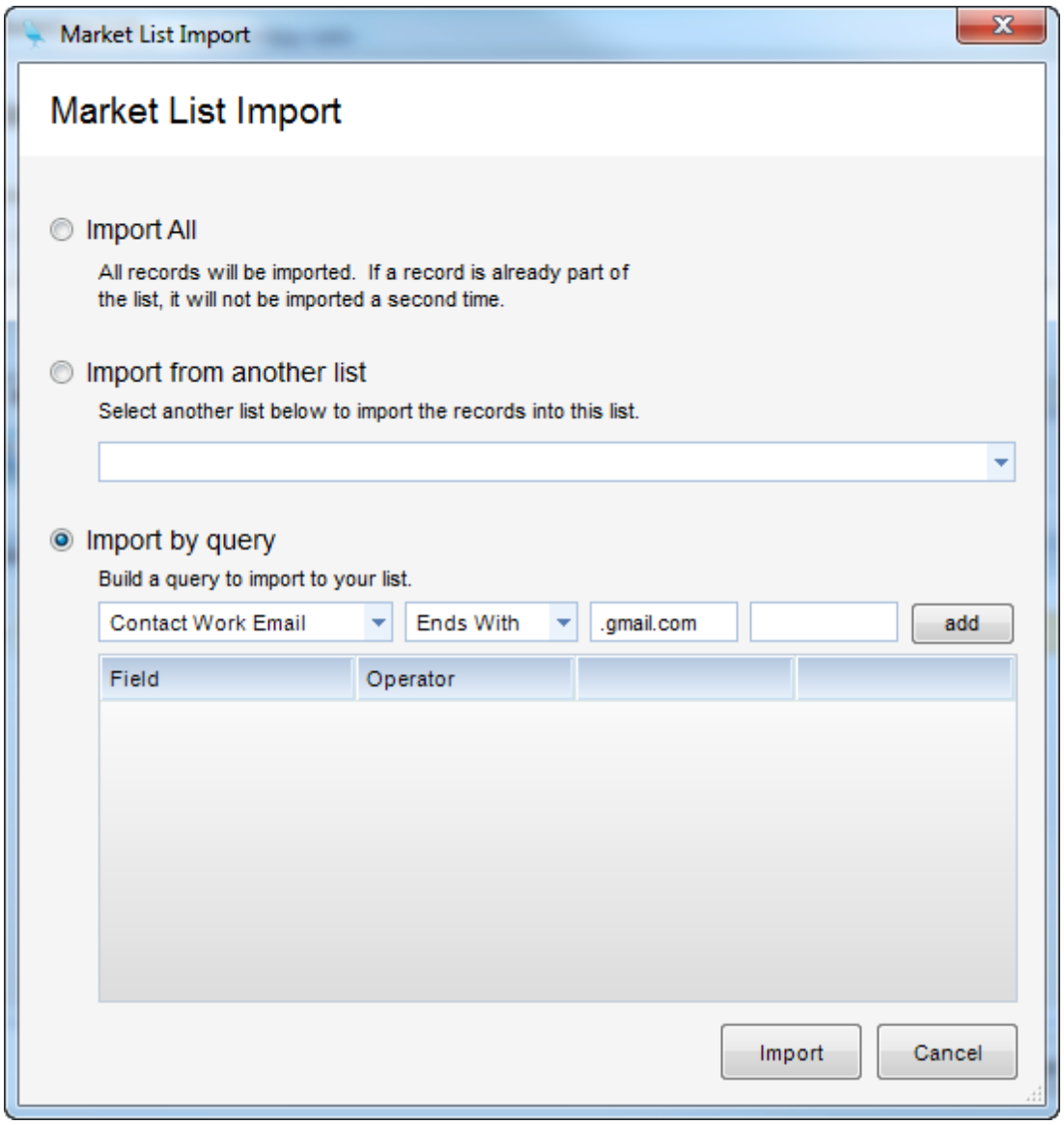

(Fig.2)

4.8.8 Notes

Overview

Notes can be entered against a client or against a client contact or project (description below). See the Notes chapter for further detail.

Note Types are a user-definable list used to classify notes for better management. To maintain them, go to List Management and select Note Types under User Lists.

Create New Note - The New button on the toolbar allows the user to enter a new note.

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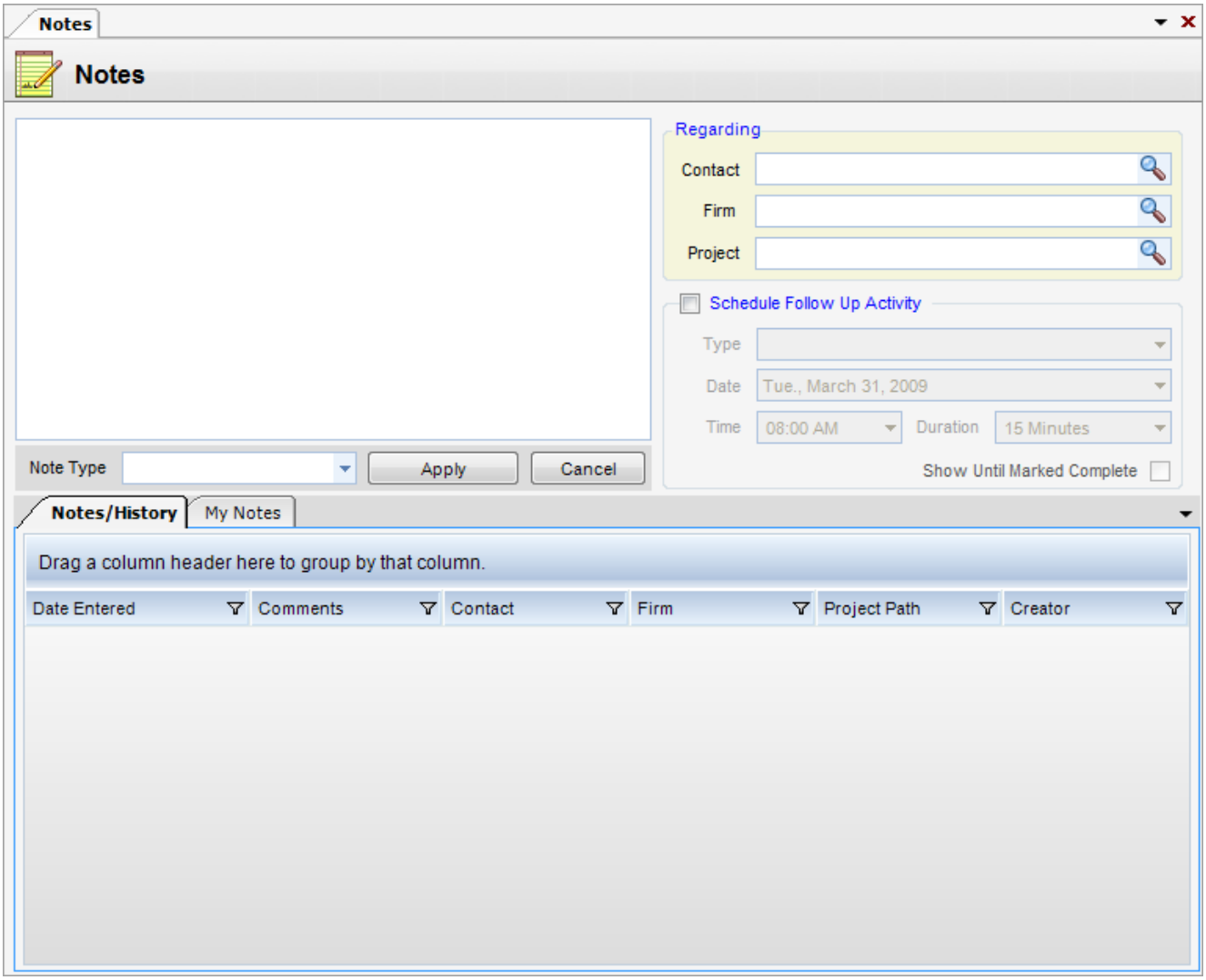

Fields

- **Text Box -** Enter message to be displayed here.

Regarding

- **Contact -** Select a contact for the current note.
- **Firm -** Select the firm for which the note is intended.
- **Project -** Select the project which this note regards.

Schedule Follow Up Activity - When checked, this section will become active, giving the user the option of scheduling a follow-up activity. Type, Date, Time, and Duration are selected.

- **Type *(drop-down)* -** Type Note Posting. Choices include Phone Call, Meeting ,E-Mail, Appointment, Lunch, and Dinner.
- **Date -** Date for scheduled follow-up activity.
- **Time -** Time for which the follow-up activity is scheduled.
- **Duration -** Duration of the scheduled follow-up activity.

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- **Show Until Marked Complete** - When checked, the activity remains on the Upcoming Activities List until marked complete. If not completed, it comes off the Upcoming Activities list once the date has expired.
- **Note Type *(Drop Down)* -** Type of Note Posting. Choices include Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner.
- **Apply -** When the Apply button is pressed, the note is posted in the Notes grid at the bottom of the screen.
- **Cancel -** Cancels the current note.

Notes/History and My Notes Tabs - The Notes/History Tab and the My Notes Tab are used for reviewing notes. The My Notes Tab, unlike the Notes/History Tab, filters out all notes when the logged-in user is not the creator of the note.

4.8.8.1 How To

4.8.8.1.1 Review Notes

Overview

How to review a note.

There are two tabs for reviewing notes:

1) Notes/History Tab

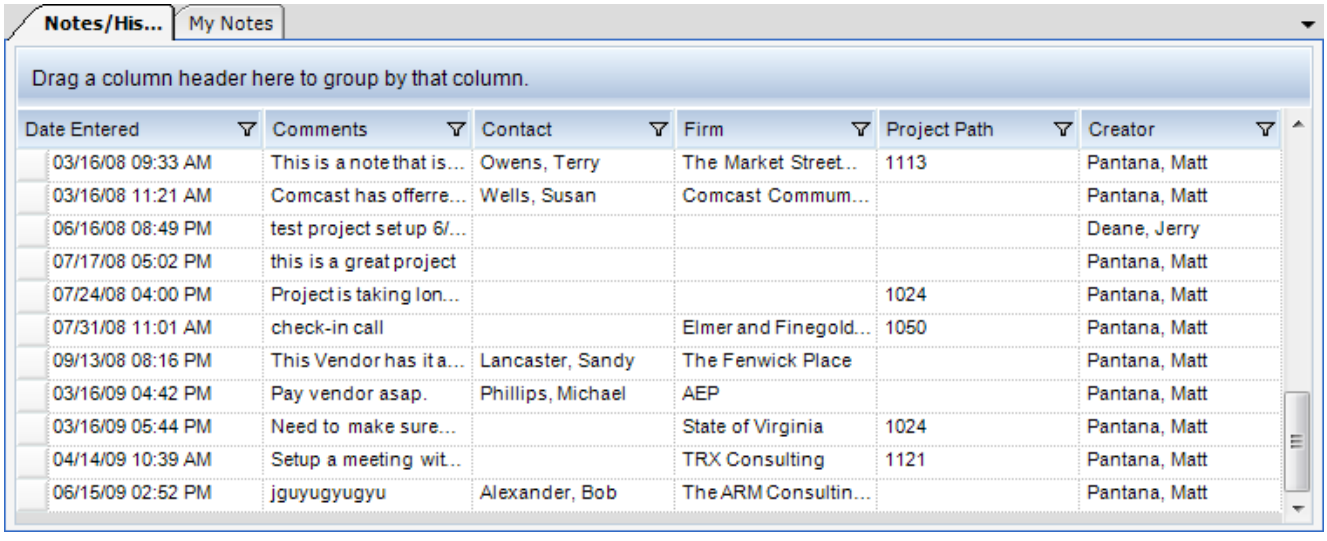
2) My Notes Tab.

The only difference between the two is that the My Notes filter out all notes where the logged in user in not the creator of the note.

Like most other grids, the Notes grid can be sorted an filtered by any of the available columns.

Clicking on a row in the grid will fill out the note detail in the note header (above the grid). Modify the details and resave the note.

To remove a note, highlight it and then click Delete.



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4.8.9 Opportunities

Overview

Opportunities are a specific type of project. Opportunities are typically a marketing effort. To learn more about this applet, check out the video tutorial on our website (www.clearviewsoftware.net)

Active Status - Filters your Contacts by their status.

Marketing Lists - A marketing list is a named list of either Contacts, Firms, or Opportunities. Additionally, we've added the ability to customize the columns for Contacts and Opportunities in addition to Firms. To learn more about the changes click here.

Views - "Marketing" Views allow you to save the current Filter settings of the marketing screen that you are on. You can filter to your data quickly and see the information in a way that is most useful to the user. They are available only in Contacts, Firms, and Opportunities. To use Marketing Views, go to one of the three applets and you will see a "Views" drop-down.

Quick Filter - This will filter your Contacts by the entered characters.

About Opportunities:

- Time and expense can be charged to Opportunities. Opportunities are treated as indirect projects.
- The Opportunity Applet is a streamlined view of Opportunity projects. Opportunities can also be accessed from the main Project Setup Applet.
- The Opportunity Applet exposes certain columns of a project that are relevant to Opportunity projects. For instance, billing/invoice information does not appear because it is not applicable.
- The navigation for the Opportunity applet is a grid. Click on any column header to either sort by that columns or to filter by that column.
- Clicking on a row in the grid will bring up the Opportunity Detail screen for that opportunity.

Buttons:

- The Columns Button allows a user to select only those columns you wish to view. A checkbox labeled "Set As Global Default" (Permission) allows that user to set a default view for all users that use this Marketing List.

- The Email button Brings up an email window that allow you to create an email to send to everyone in the Marketing List.

- The Export Button allows the user to export the list to a file.

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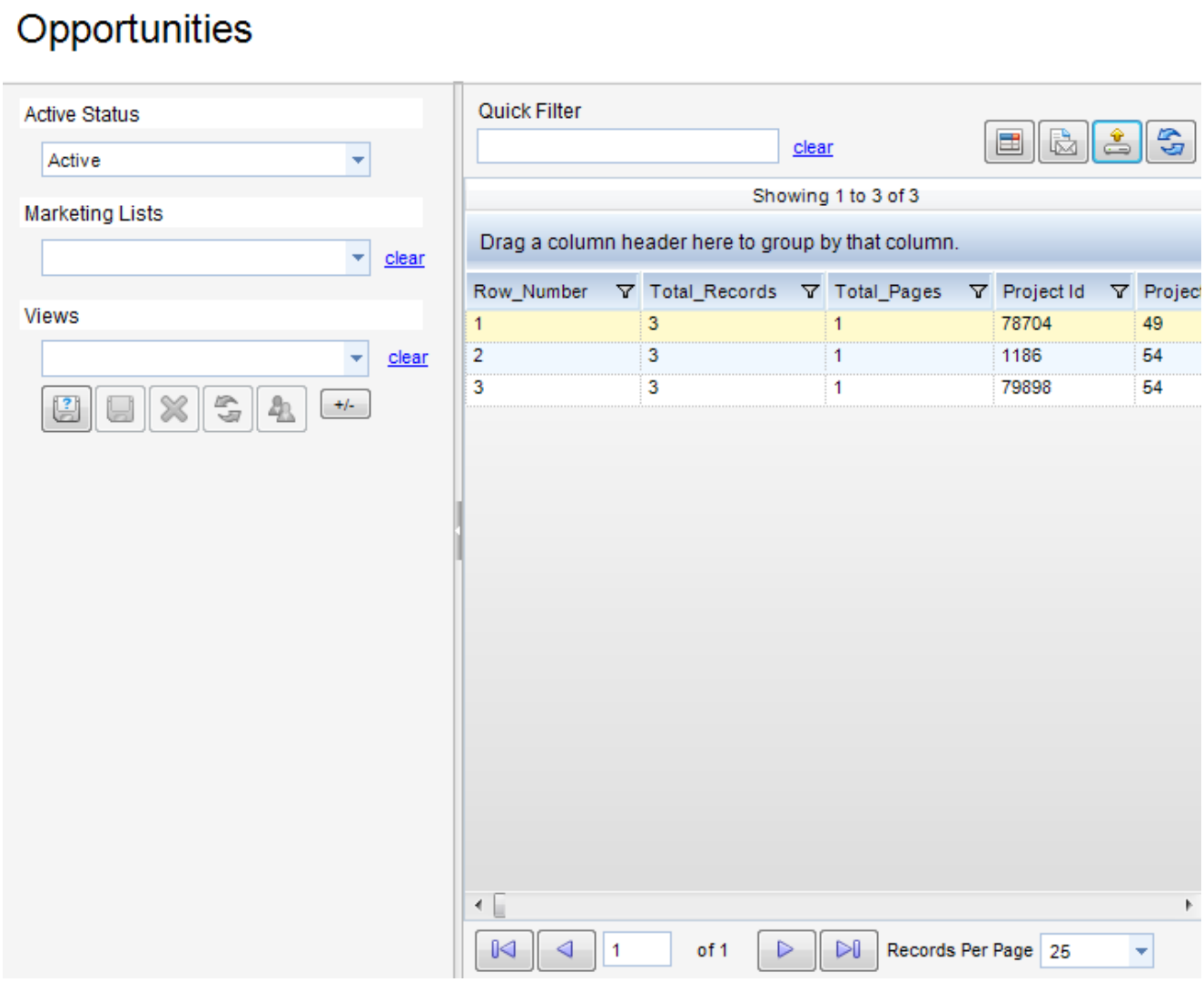

4.8.9.1 General Tab

Overview

The General Tab. To expose the General Tab, double-click on a field in an Opportunity row.

Field Descriptions Below

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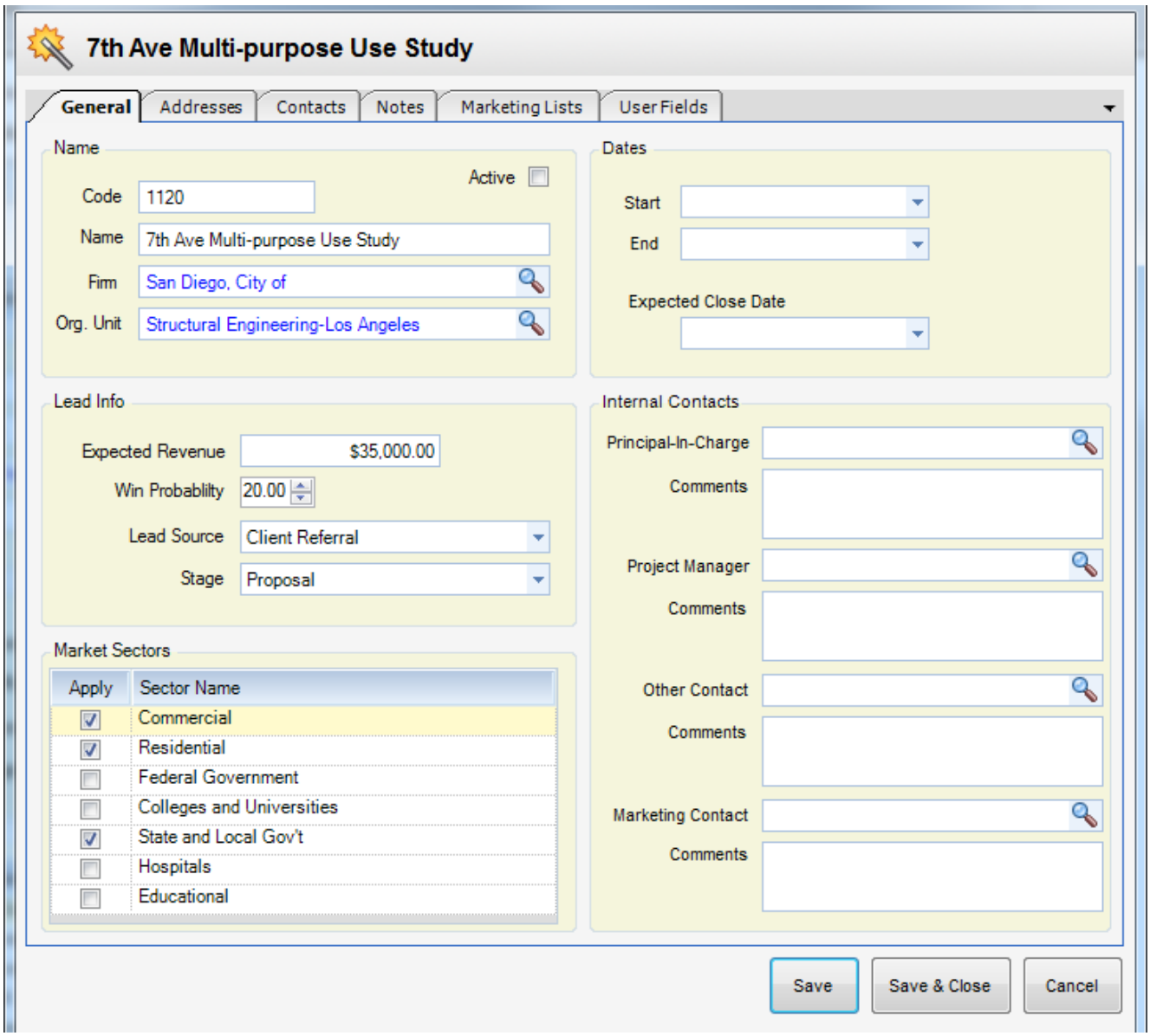

Name

- **Code** - Opportunity (Project) code
- **Name** - Name of Opportunity (Project)
- **Firm -** Firm name
- **Org Unit** - Org unit connected to this opportunity.

Lead Info

- **Expected Revenue** - Expected revenue to be earned from this opportunity.
- **Win Probability** - Probability of winning this opportunity.

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- **Lead Source** - The source of this Opportunity's lead.
- **Stage** - The current stage of the opportunity.
- **Market Sectors -** The market sector for this Opportunity.

4.8.9.2 Addresses Tab

Overview

The Addresses Tab. To expose the Addresses Tab, click on a field in an Opportunity row. This tab contains the addresses of the selected Opportunity.

- **Add New Address -** To add a new address, enter the information on the line labeled Enter New Line and click Save.
- **Delete Address -** To delete an address, highlight the address row by first clicking on the arrow at the end of the line and then clicking Delete.

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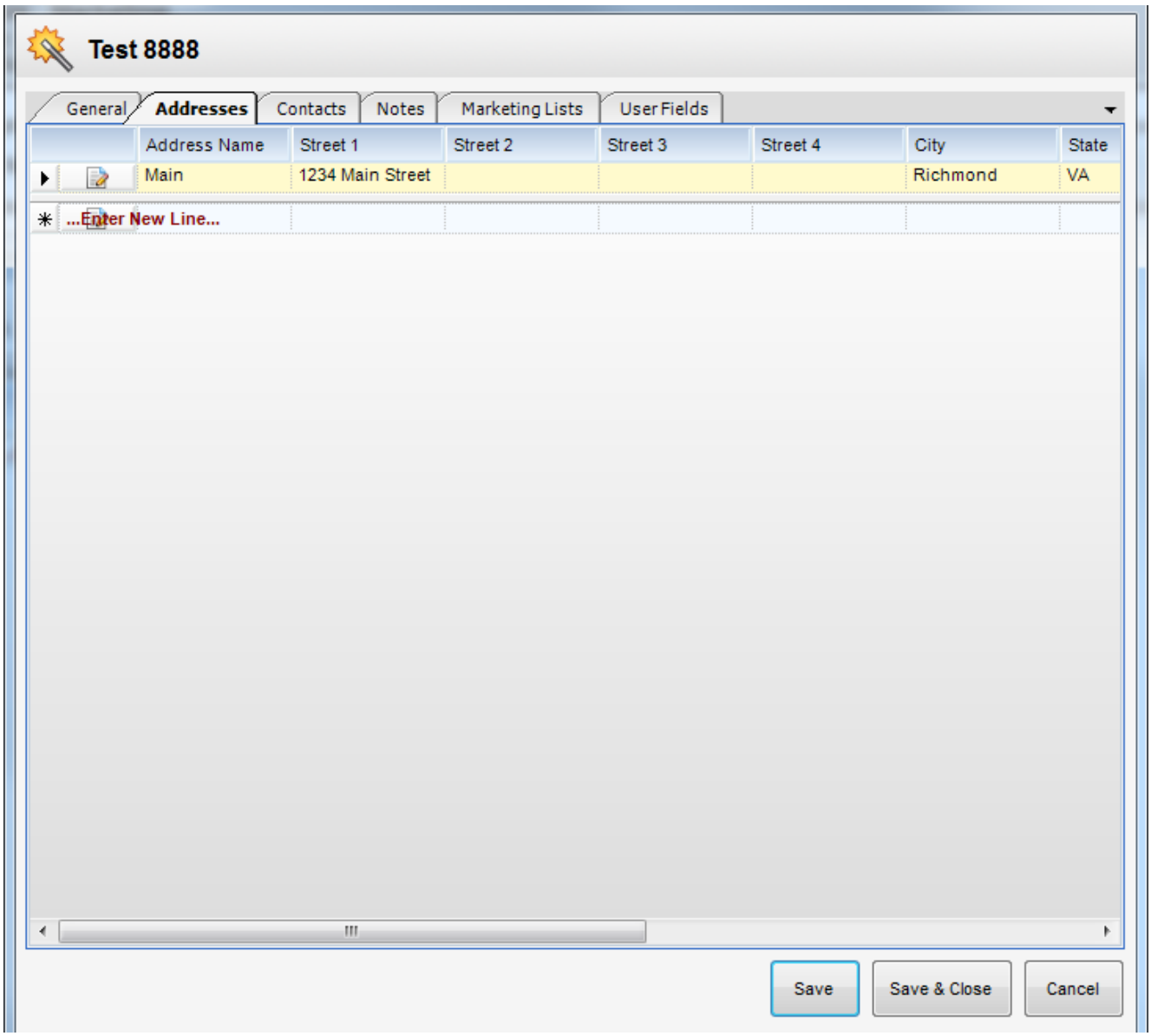

4.8.9.3 Contacts Tab

Overview

The Contacts Tab. To expose the Contacts Tab, click on a field in an Opportunity row. The contacts can then be viewed and edited.

- **Delete Contact -** To delete a contact, highlight the contact by clicking on the arrow at the end of the line and then clicking Delete.
- **Edit Contact -** To edit a Contact, double-click on the paper/pencil icon. Edit the information as needed and click Save.

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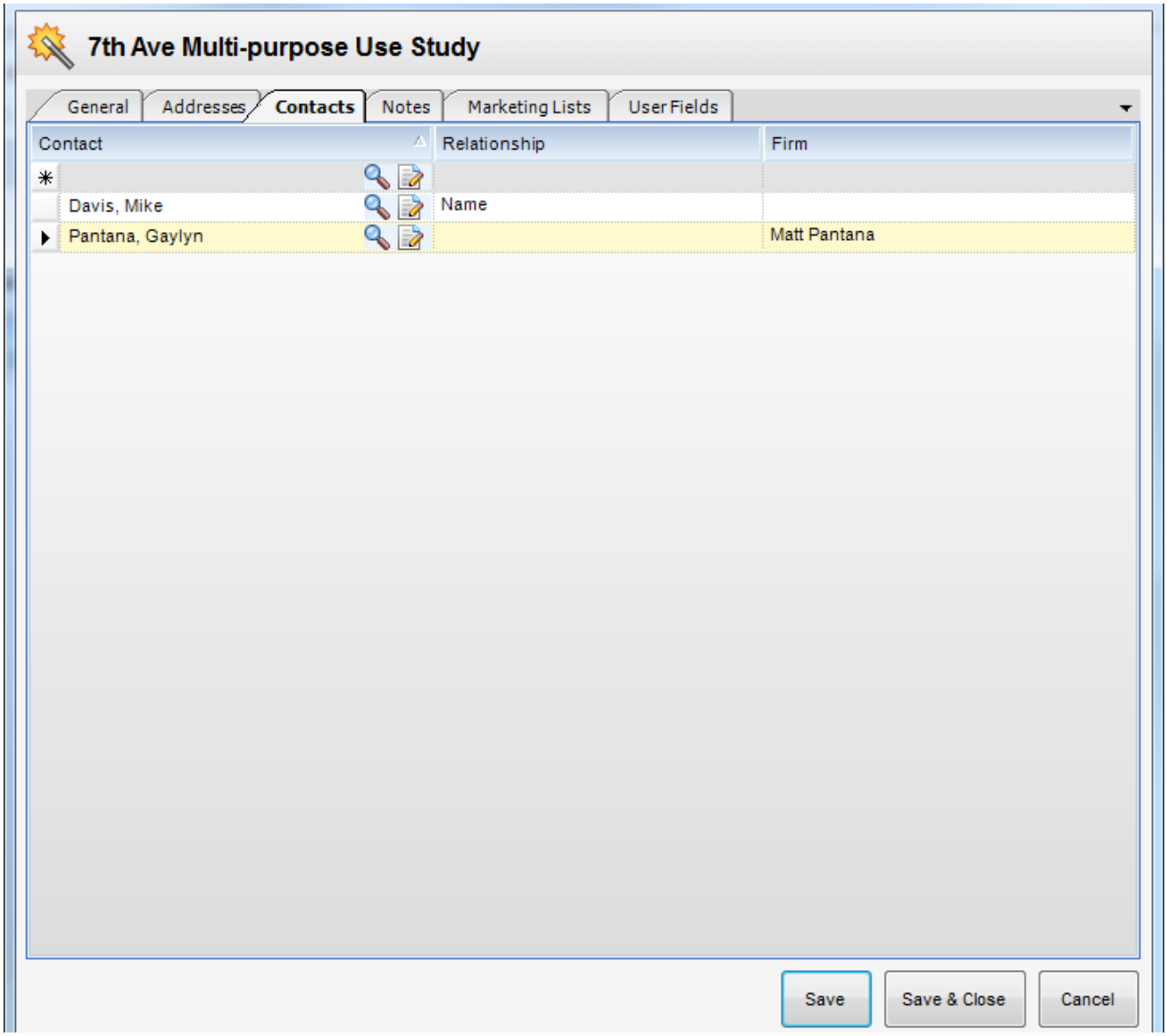

4.8.9.4 UDF Tab

Overview

Project User-Definable Fields are accessible in the UDF Tab. Project UDF's are established by accessing the UDF Designer (located in the Project UDF Designer). The UDF Tab is exposed by clicking in a field on an Opportunity row.

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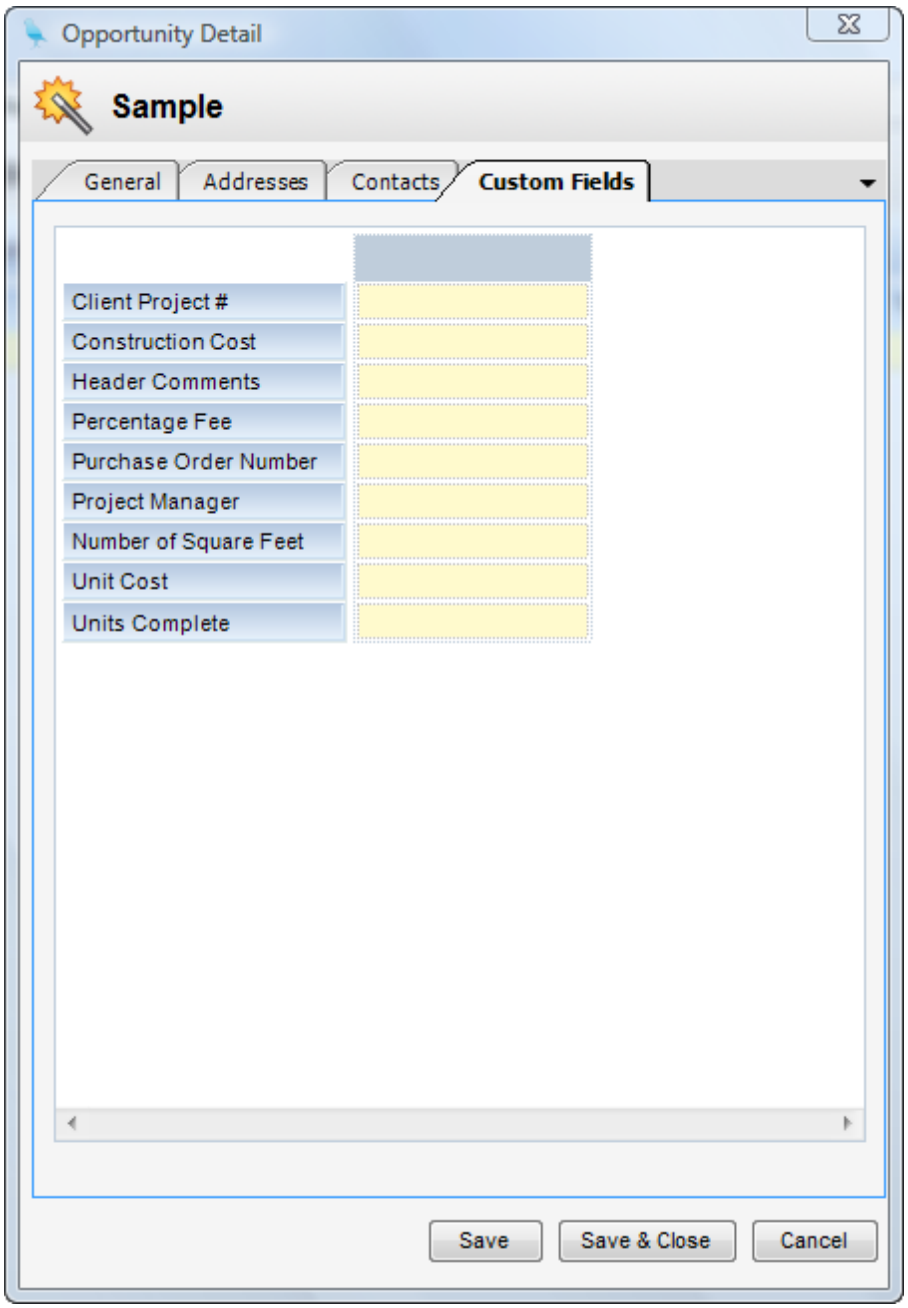

4.8.9.5 How To

4.8.9.5.1 Create a New Opportunity

Overview

How to create a new opportunity.

Step 1 - Click the *New* button located on the toolbar.

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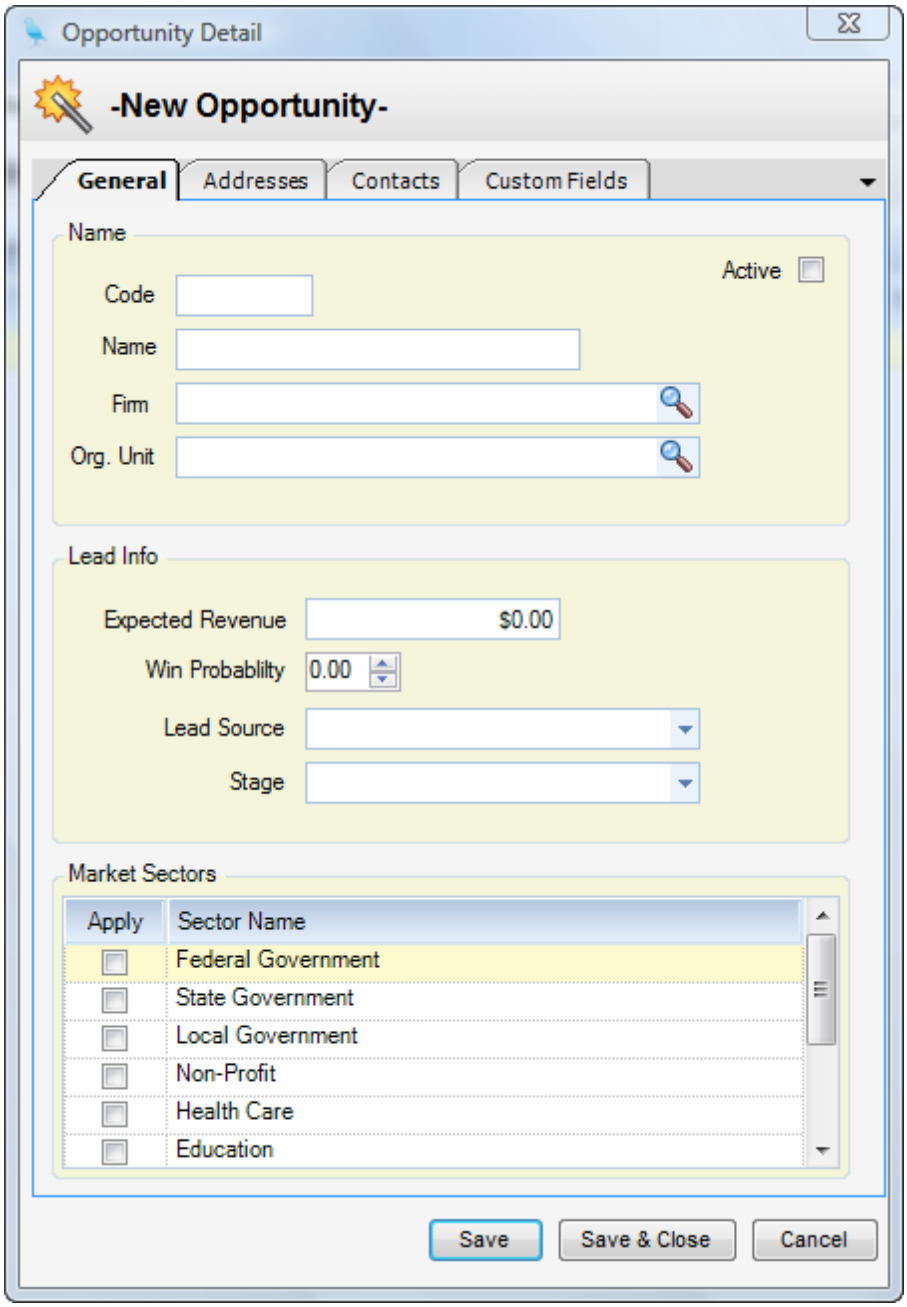
Step 2 - After clicking on the New button, a New Opportunity box will pop up. Fill out the tabs as described in the Opportunities section of this manual.



Step 3 - After completing the tabs, click Save and the opportunity will display in the Opportunities grid.

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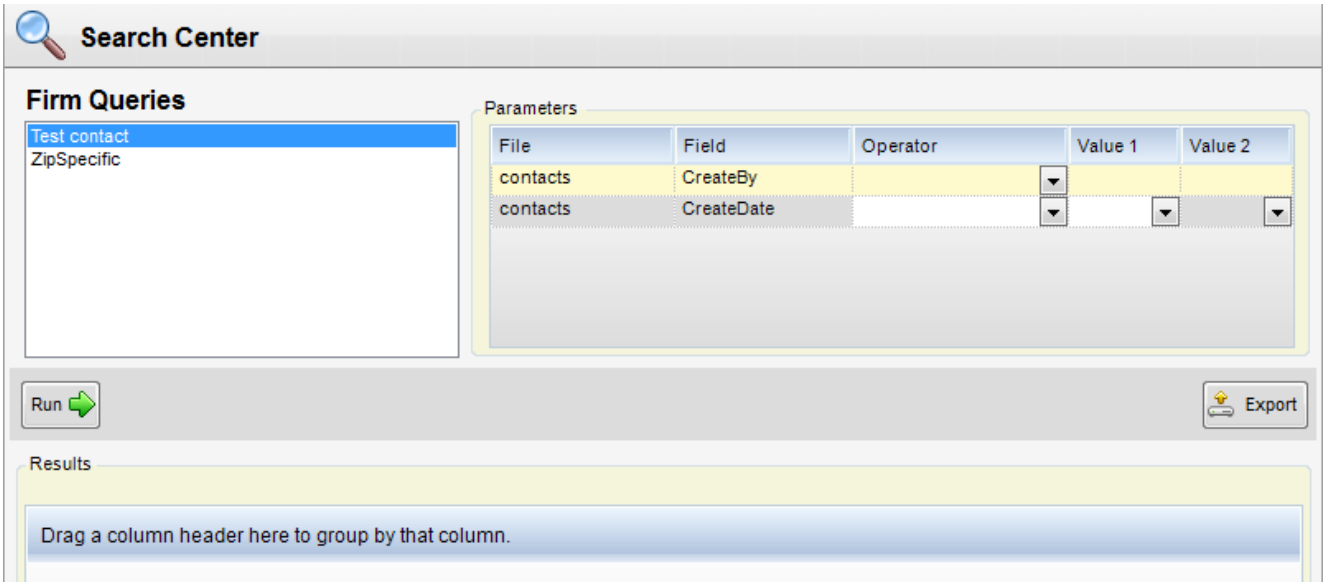
4.8.10 Opportunity Queries

Overview

There are seven query applets in InFocus: Client, Contacts, Firms, Opprotunities, Vendors, Projects, and Employees. The concept of the query tools is to allow the user to define lists of data based on a user query definition. The list can then be used to navigate to the individual records within the list or can be exported to Excel.

When you create a query you start by right-clicking in the query list box located in the upper left hand part of the Query Applet screen. When you do this, a Query Design screen will pop up.



4.8.10.1 Definition Tab

Overview

The Definition Tab

Name - Name of query as it will appear to user. Must be unique.

Type - Query type. There are three choices: personal, private and public. Personal queries are visible only to the user who designs them. Private queries are only available to users who have permission to view private queries. Public queries are viewable by everyone. The type of query a user is allowed to create depends on permissions.

Use Manual Filter - When checked, the user can enter a manual filter. This is an advanced option. Manual filters are SQL 'Where Clauses'.

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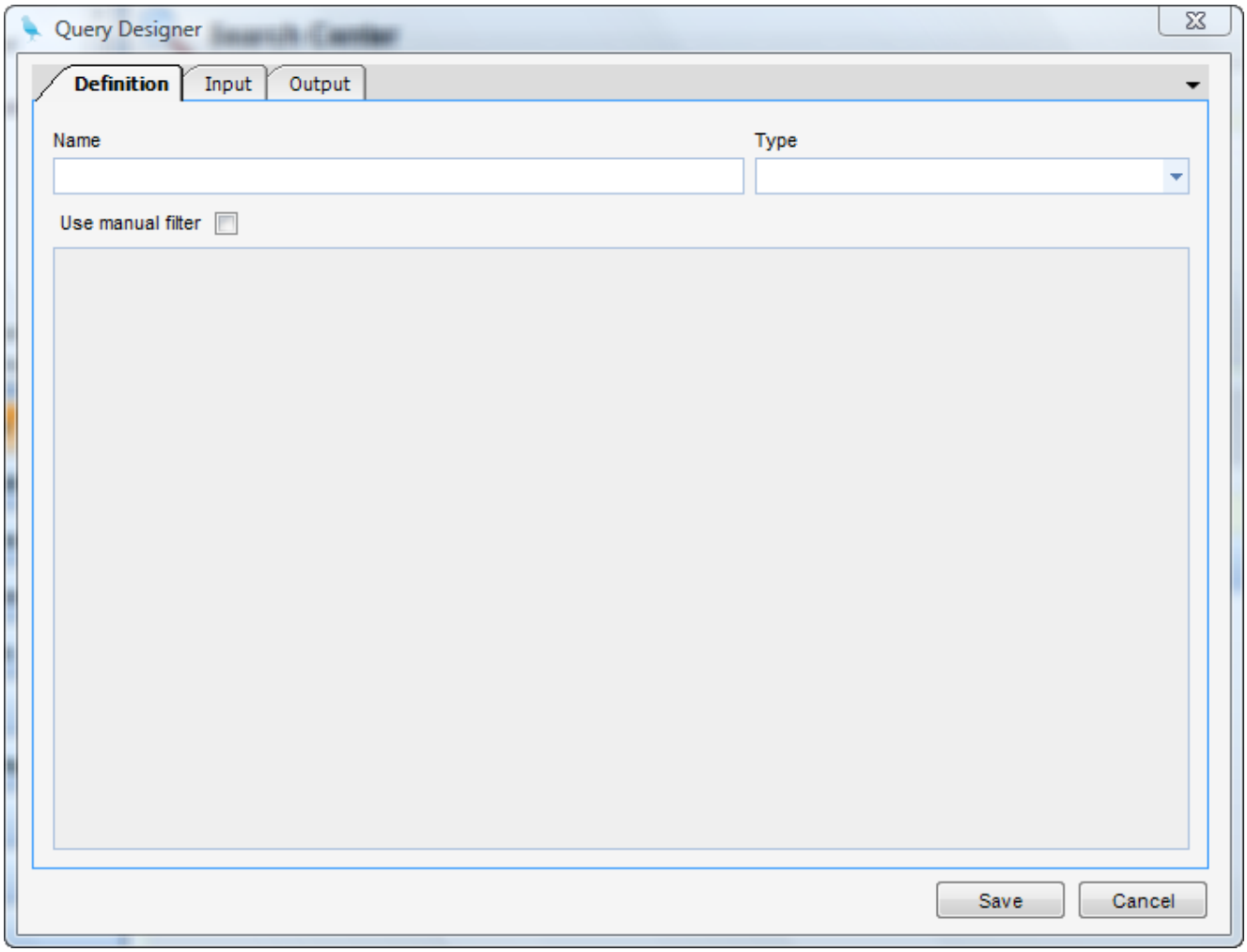

4.8.10.2 Input Tab

Overview

The input tab is where you can specify input parameters and filters for your query. An input parameter prompts a user for values of fields to filter or limit the query by. A filter is a predefined limit to the returned data, for which the user is not prompted.

Column Descriptions Below

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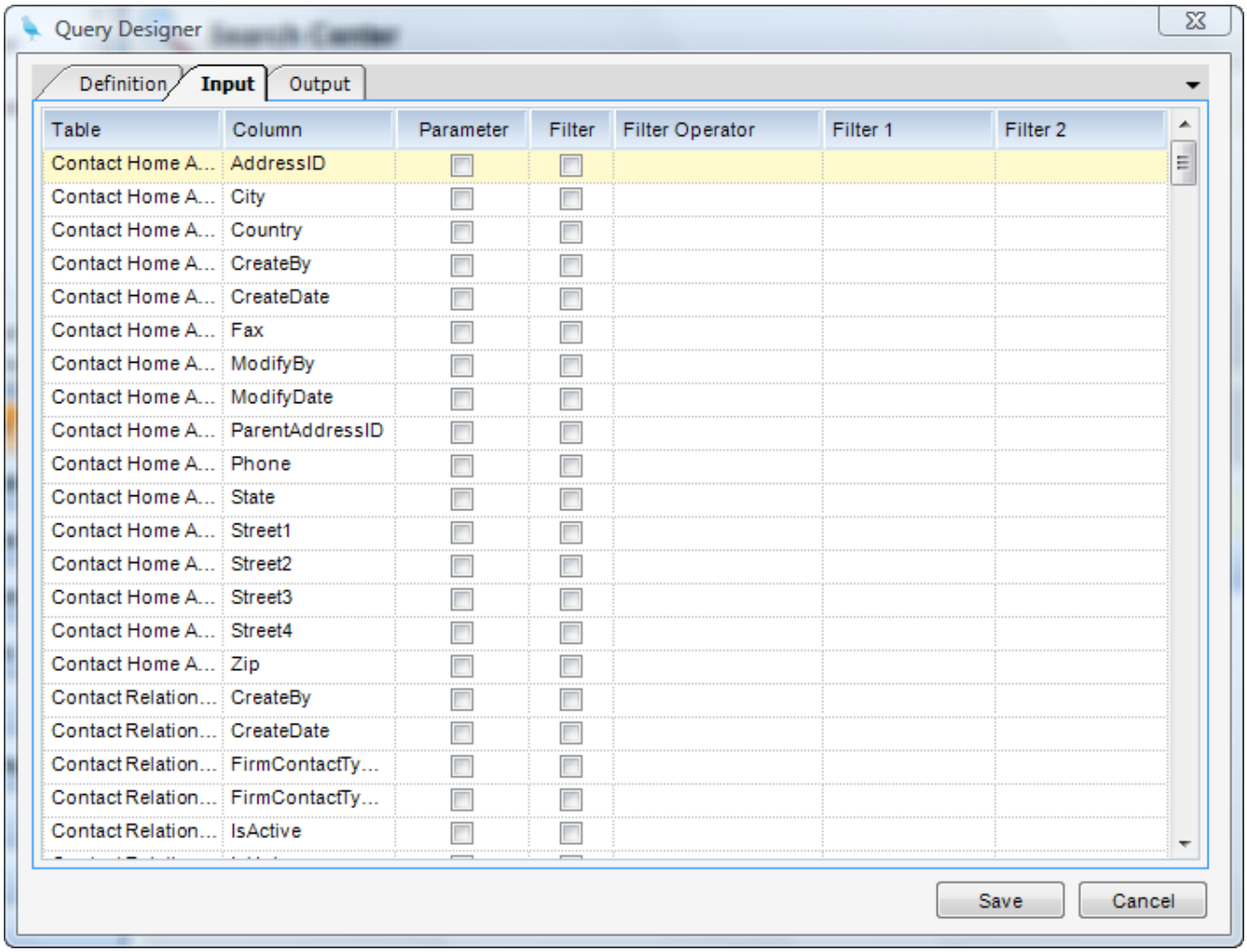

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Parameter - When checked, this column will appear as a prompt.

Filter - When checked, the result set will be filtered by this column using the following three fields to define the filter.

Filter Operator - Choices are =, <>, >, <, >=, <=, *between*, and *is not null*. Is not null is synonymous with a blank or empty field.

Filter 1 - Used with all filter operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range.

Filter 2 - Used only with the *between* operator. This represents the upper range.

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4.8.10.3 Output Tab

Overview

The output tab defines what columns appear in the result set.

Column Descriptions Below

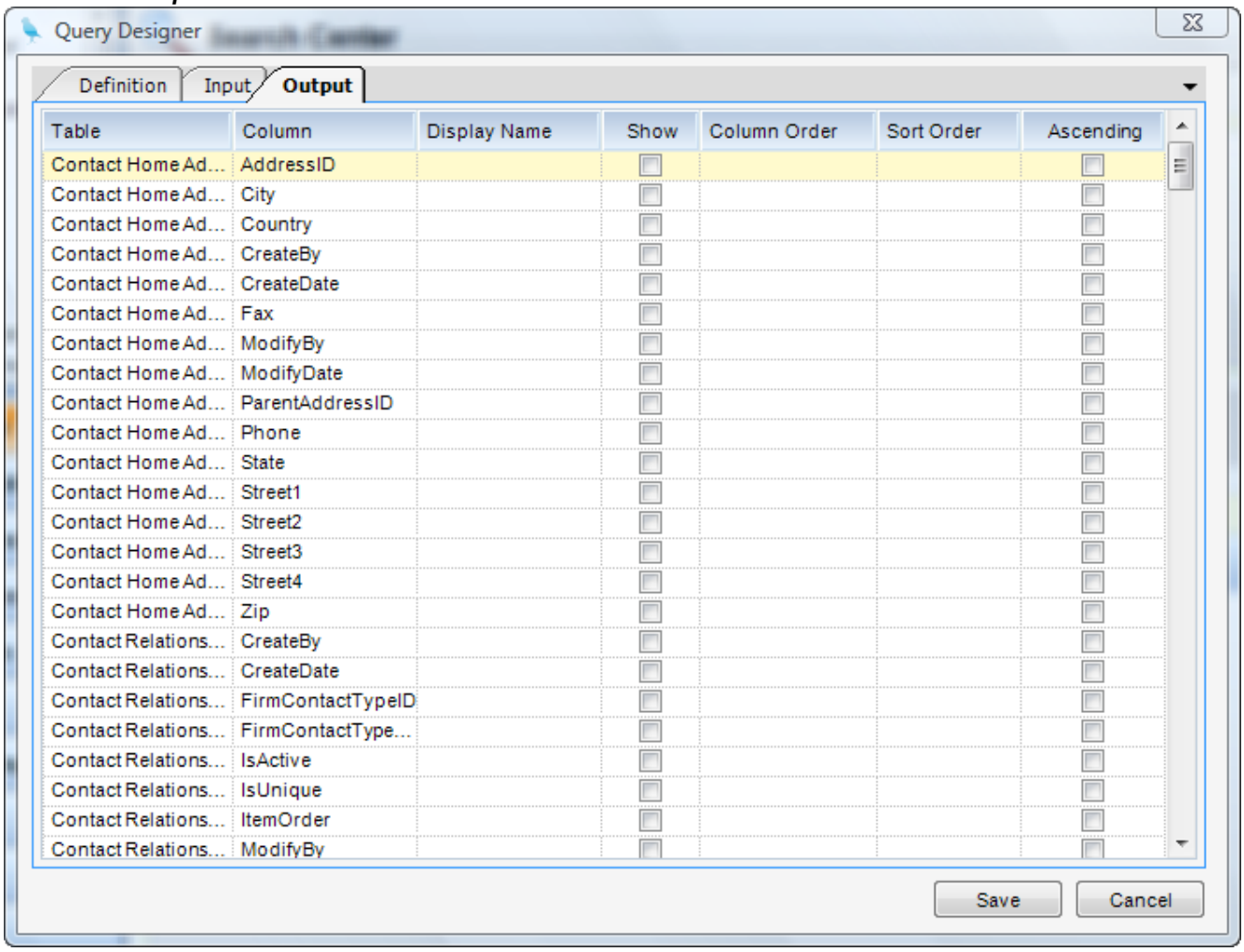

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Display Name - Column name that should be used in result set. If left blank, InFocus column name will be used.

Show - When checked, column will appear in result set.

Column Order - Numerical order from left to right where column appears in result set.

Sort Order - Numerical sort precedent for sorting result set. For example, if you want to sort first by state and then by city, put a 1 on the *state* row and a 2 on the *city* row.

Ascending - When checked, data is sorted in ascending order if a sort order is specified; otherwise, descending order is used.

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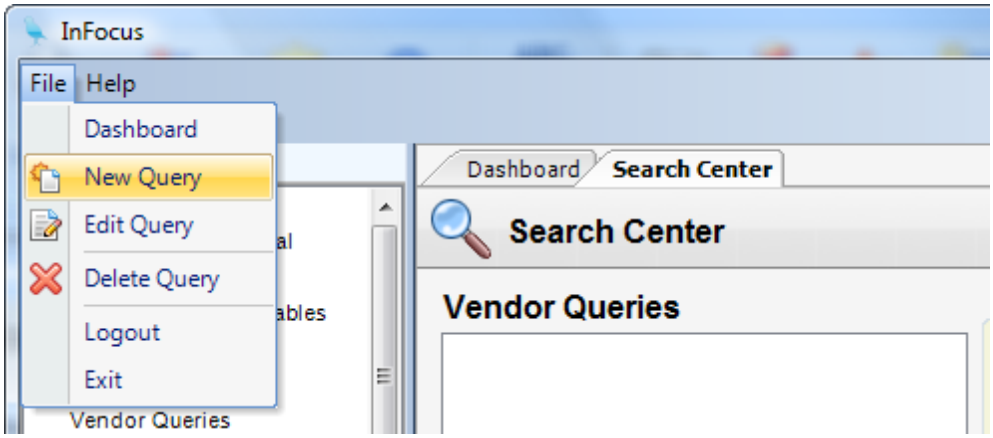
4.8.10.4 Toolbar

Overview

The Vendor Queries toolbar is how you get to the *New Query, Edit Query,* and *Delete Query* functions.



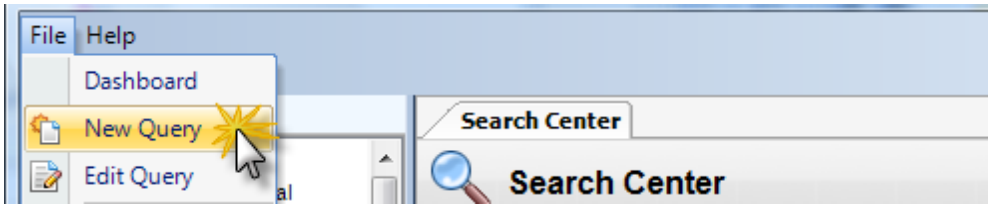
4.8.10.5 How To

4.8.10.5.1 Create a Opportunity Query

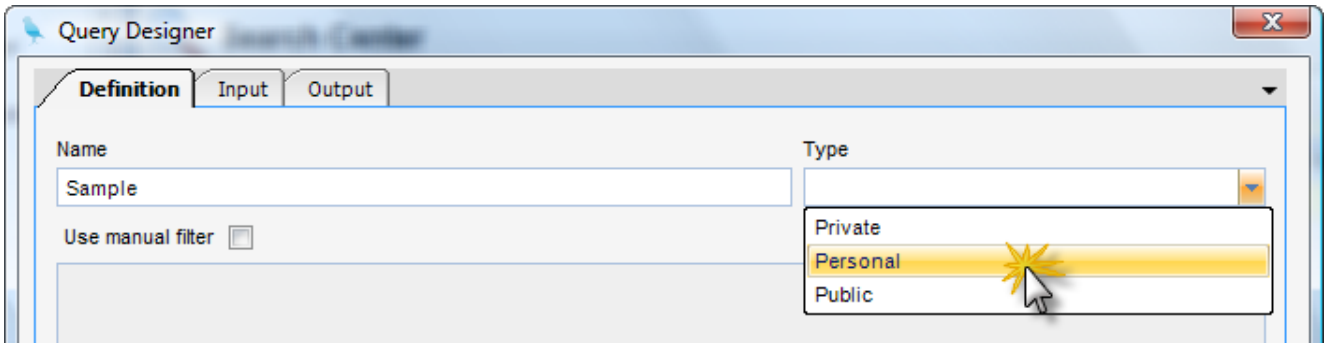
Overview

How to create a query.

Step 1 - Select *New Query* from the toolbar.



Step 2 - Fill out the *Definition* Tab with the appropriate information.



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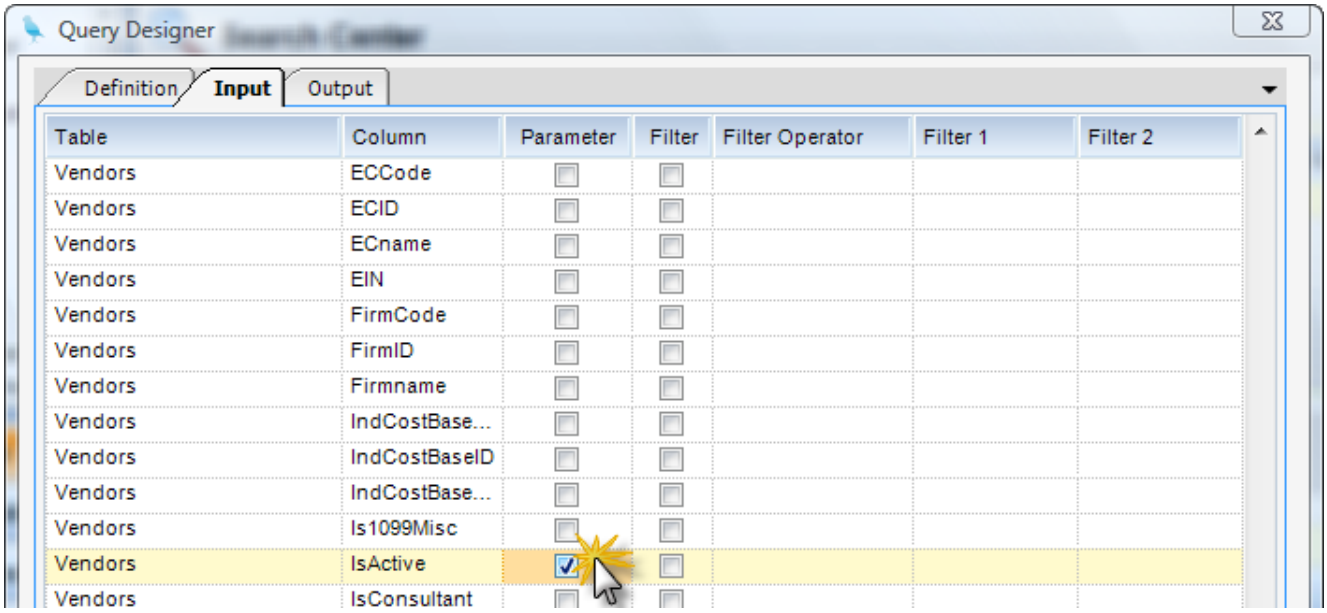
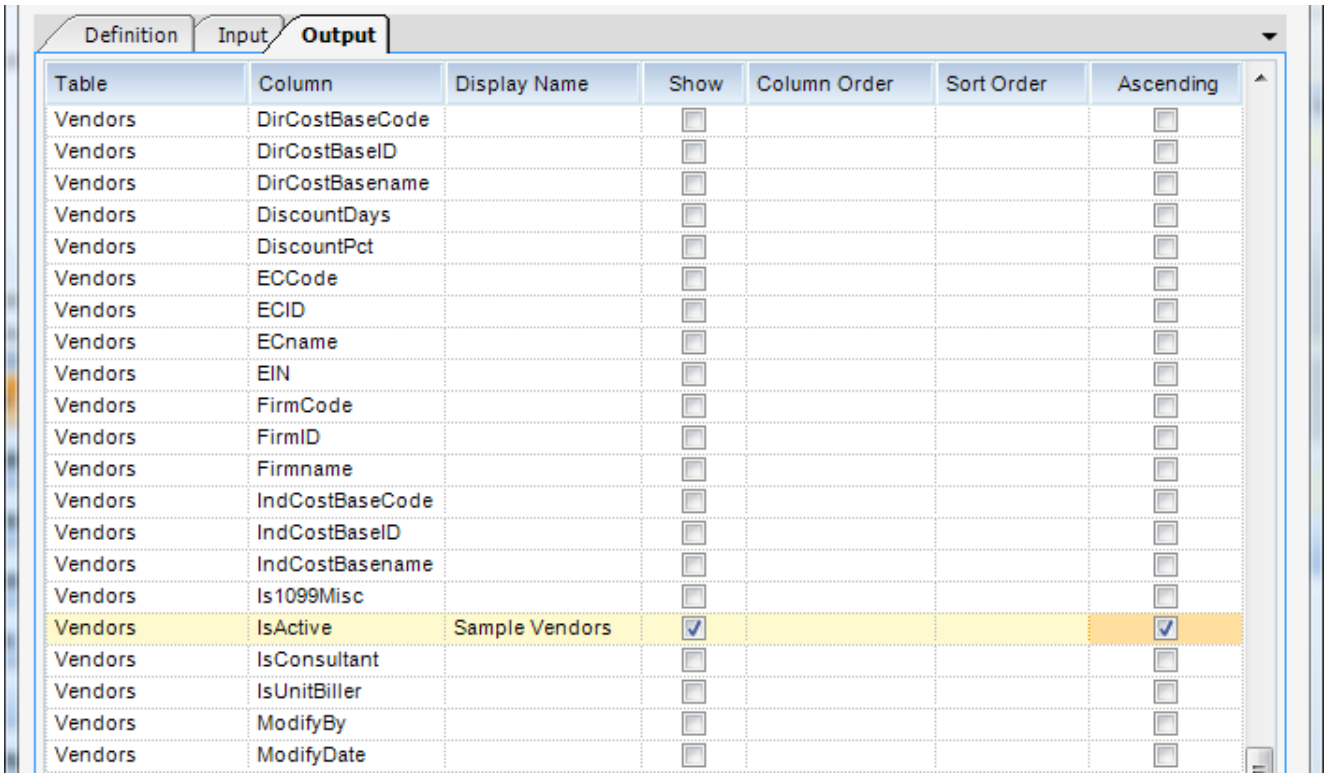
Step 3 - Choose the appropriate parameters within the *Input* Tab.



Step 4 - Choose the appropriate parameters within the *Output* Tab.



Step 5 - Click **Save**

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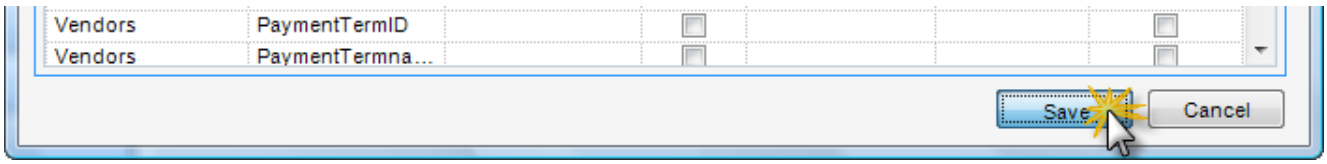
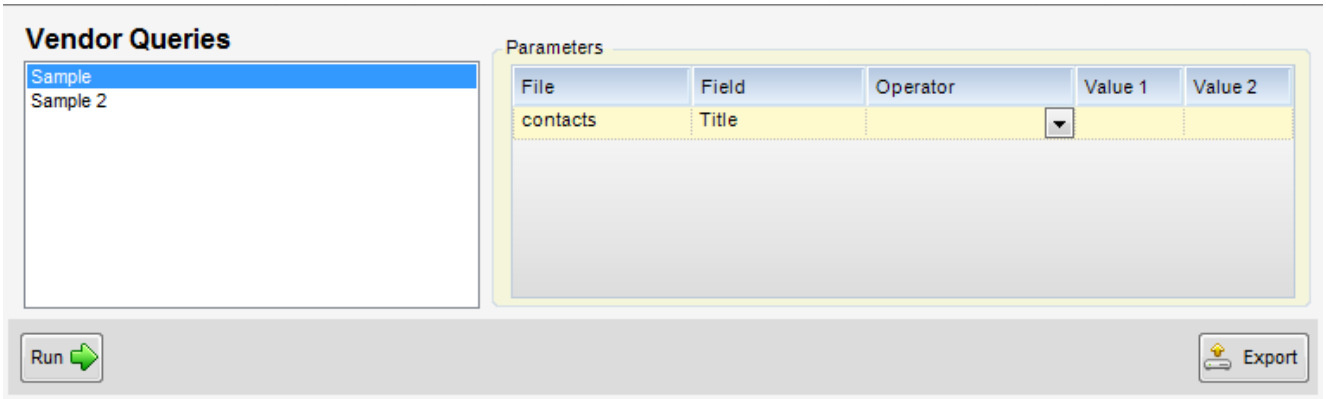


Step 6 - Now your Query will appear in the Query List.



4.8.10.5.2 Run a Opportunity Query

Overview

How to Run a Query.

In order to run a query, first select it in the *Query List*. If the query has input parameters defined, then prompt lines will appear in the parameter grid.

File - InFocus table name. See Data Dictionary for more information.

Field - InFocus column name. See Data Dictionary for more information.

Operator - Choices are =, <>, <, >, >=, <=, *between,* or *is not null*. *Is not null* is synonymous with a blank or empty field.

Value 1 - Used with all operators except *is not null*. This is the value that completes the filter operation (except in the case of the *between* operator). In the case of the *between* this represents the lower range

Value 2 - Used only with the *between* operator; represents the upper range.

When you click on the *Run* button, the results tab will fill based on the query definition. If the result sets contain and key fields they will appear in blue with and underline like an internet hyperlink. When you click on one of these the associated master file screen will launch with the associated record filled in. The primary key fields are vendor code, client code, project path and employee code.

If you drag a result column to the area above the results grid, the results will be grouped in a hierarchical fashion.

When you click on the *Export* button, you will be prompted for a filename. This will be the Excel file to which the result set is exported to. Please note that if you grouped the results set the grouping will be preserved in the export.

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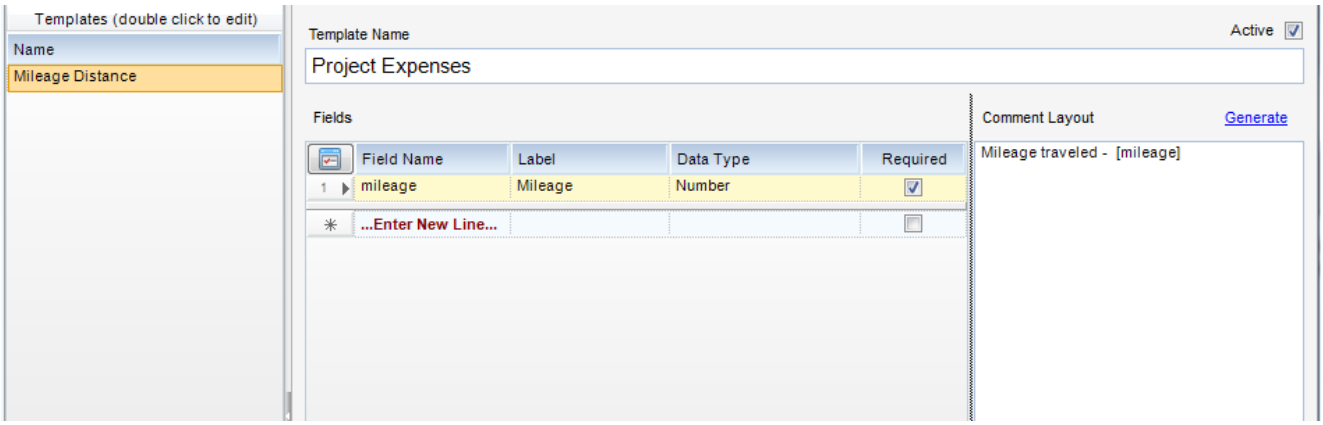
4.9 Utilities

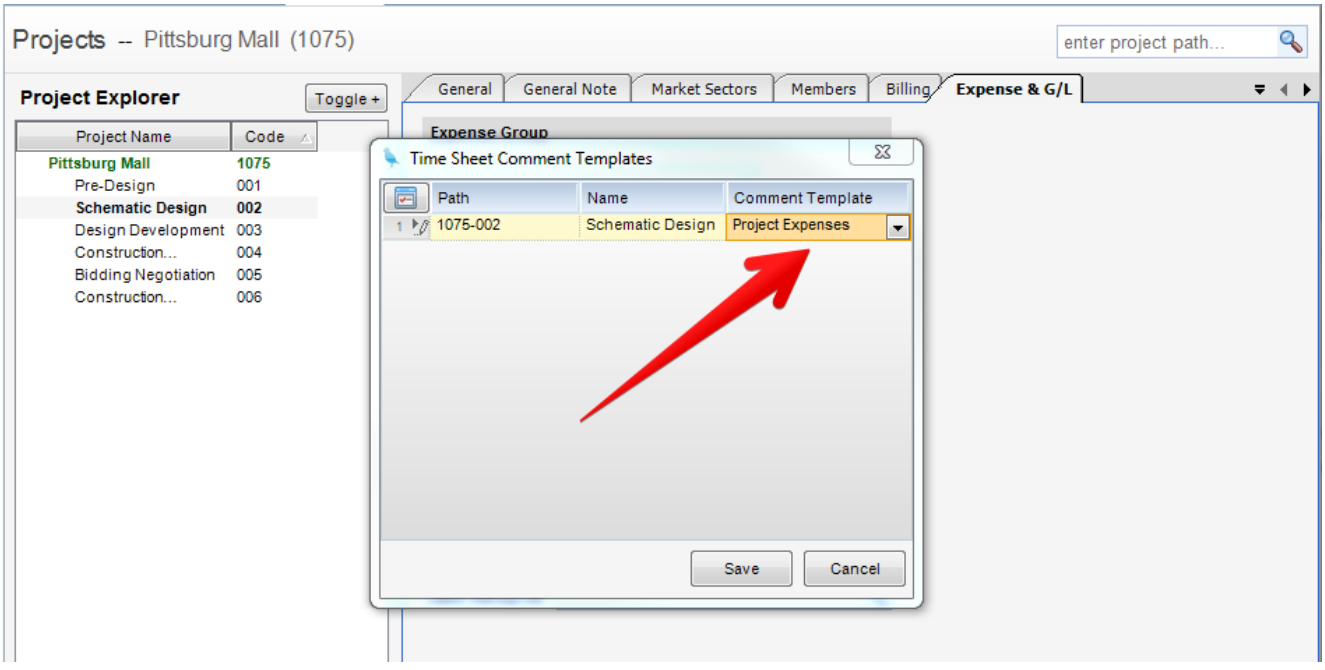
4.9.1 Comment Templates

Overview

Comment Templates allow for the entry of specific data in the Comment box. This can be required either through using Labor Code Groups or associating a level of the WBS in a project with a Comment Template. To do this, right click on the project and select Comment Templates.



(Fig.2)



(Fig.2)

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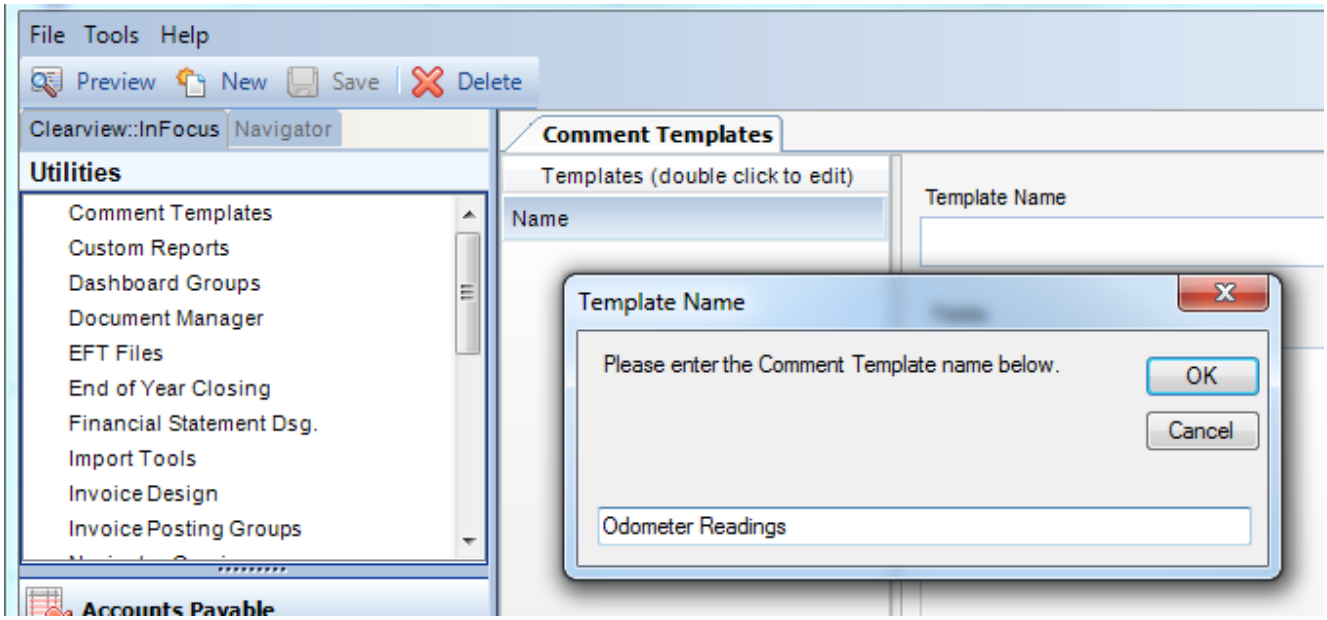
4.9.1.1 How To

4.9.1.1.1 Create a Comment Template

Overview

How to create an expense comment template.

Step 1 - Click **New,** located on the toolbar, name the template and click **OK**. (Fig.1)



(Fig.1)

Step 2 - Next, fill out the columns with the appropriate information (descriptions below) and click **Generate**. (Fig.2) Hit **Save** and the template is created.

- Field Name - This is the internal field that is used to display the entered value in the comment box in the timesheet and PA/PM Bill review. Do not modify this field in the comment layout.
- Label - This is the name of the field that the user will see when the box pops up to enter the information.
- Data Type - This is the data type of the information that is being entered by the employee. Choices are (Number,Short Text, Long Text, Yes/No,Date, Time and Date/Time)
- Required - Determines whether this information is required when entering this type of expense.

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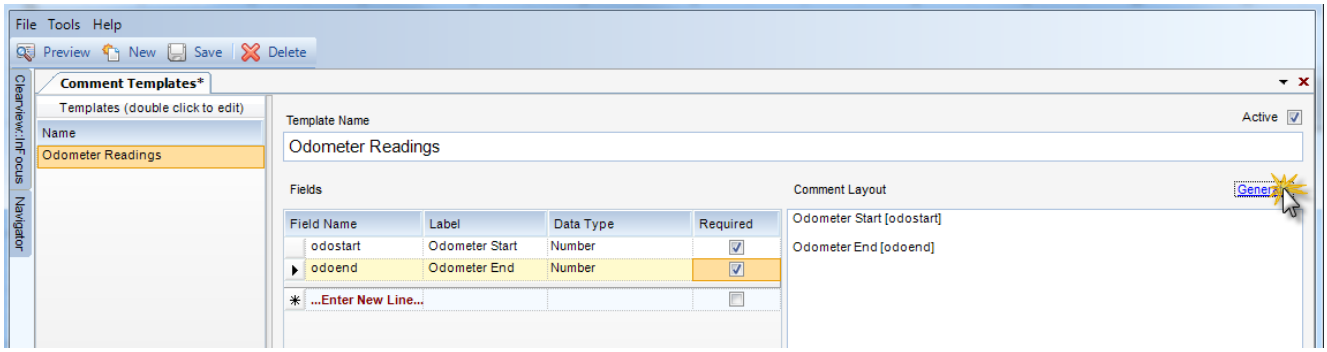
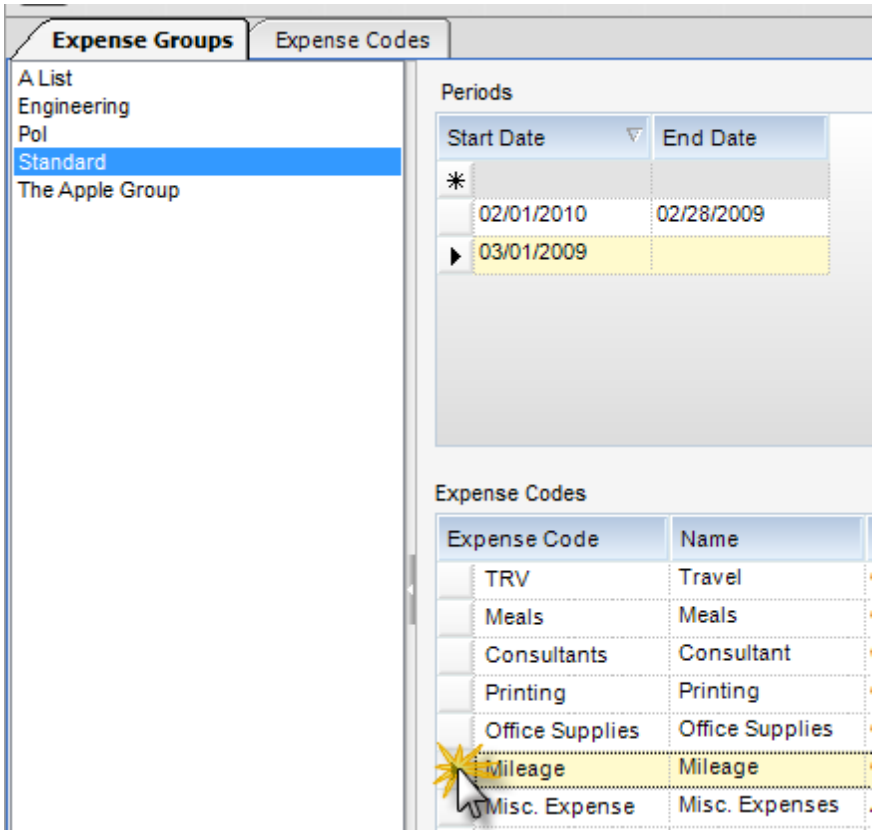


(Fig. 2)

Step 3 - Now go to the Expense Groups applet (Project Administration). Click on the **Expense Codes** tab and select the expense code that will be using the template. (Fig.3)



(Fig.3)

Step 4 - Scroll to the right and find the column named **Comment Template** and select the new template.(Fig. 4) Click **Save.**

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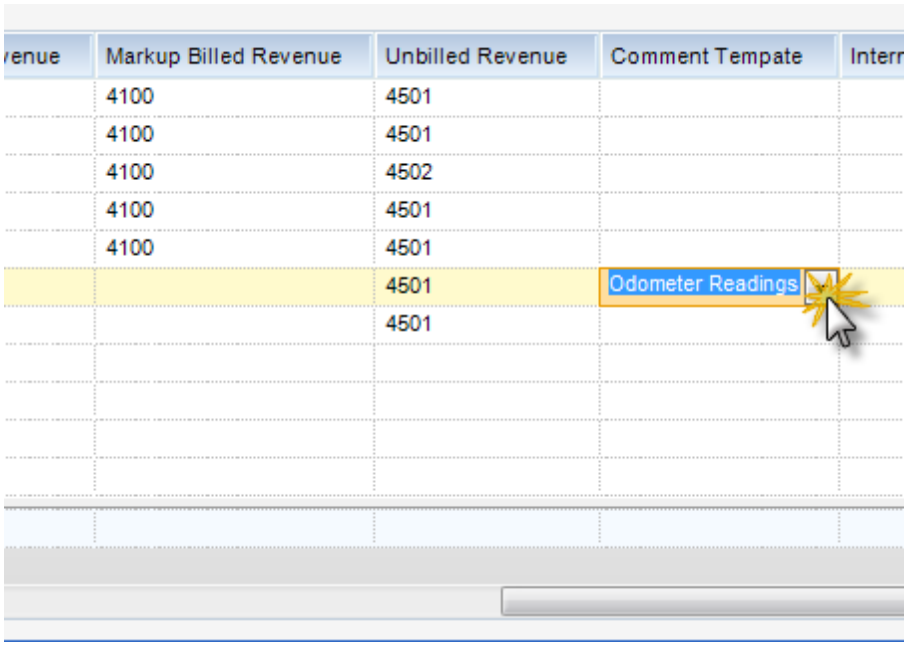
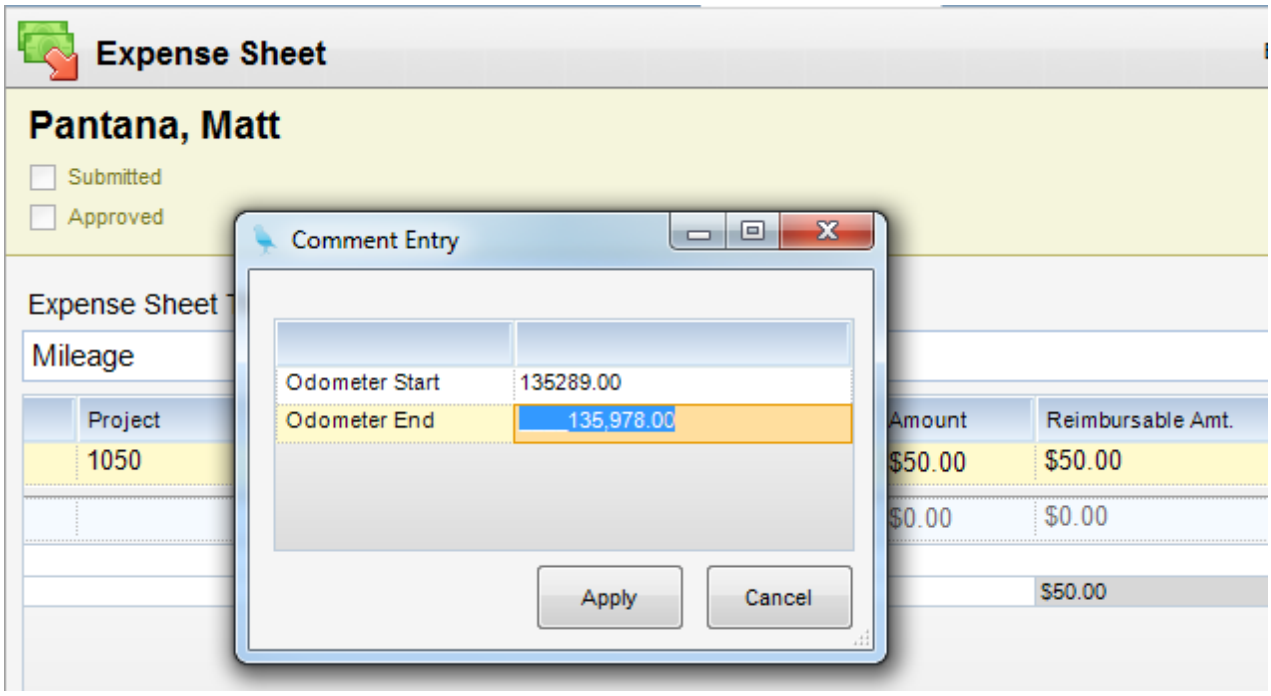


(Fig.4)

Step 5 - Now when an employee goes to enter this expense, they will be prompted to enter the required information. (Fig.5)



(Fig.5)

4.9.2 Custom Reports

Overview

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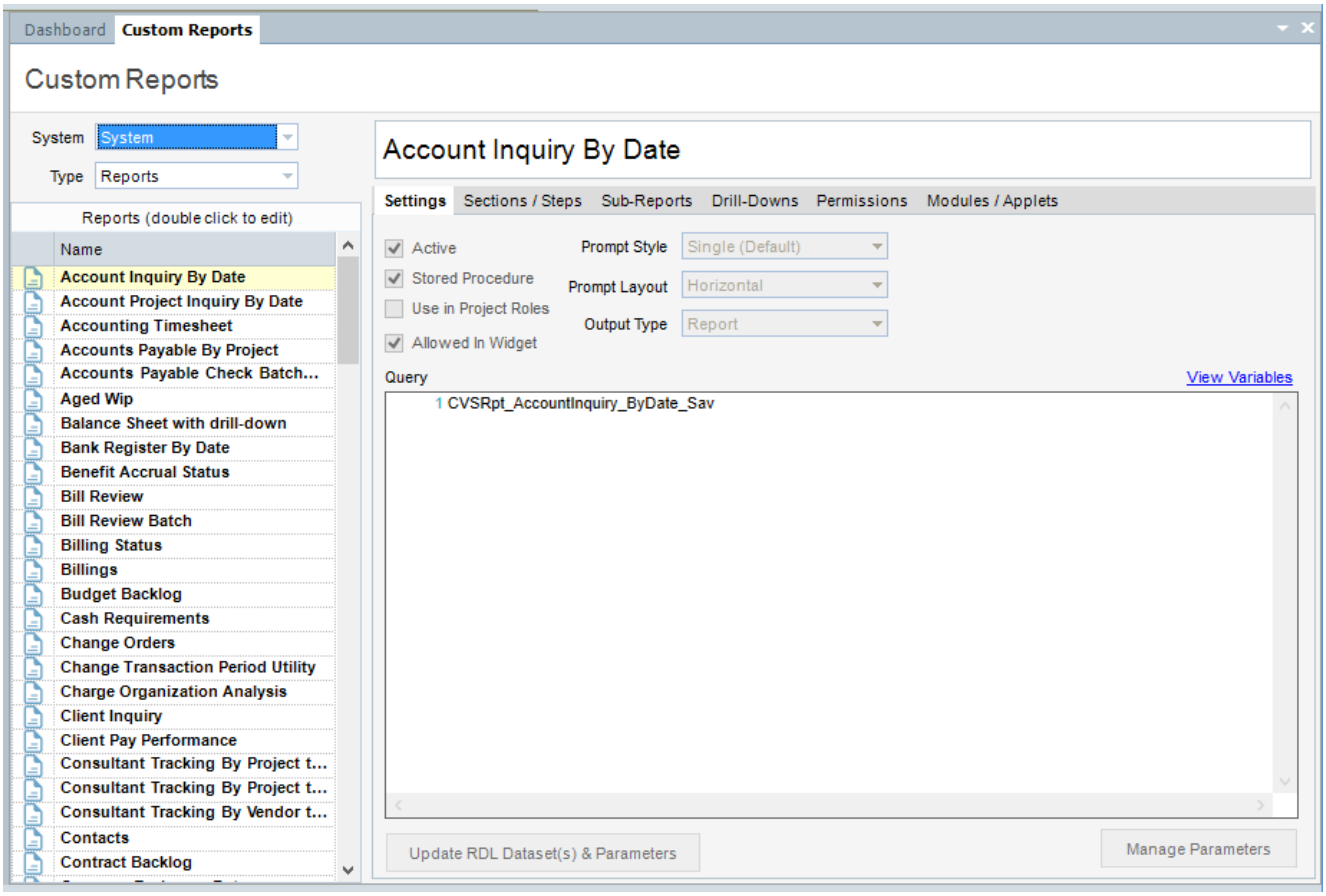
The Custom Reports applet allows the end user to construct Custom Reports (Reports, Data Grids, Actions, Warnings) that will be housed in the application and will appear on the InFocus menus. There are several Custom Reports available out of the box and are designated as System (i.e. Standard custom reports created by Clearview). Please note: Access to this applet is permissions based and knowledge of SQL is required.

Many of the project related custom reports are designed with project leader security.

- Project Accountants can see all projects.
- Principals-In-Charge can see projects where they are the principal or project manager.
- Project Managers can see only projects where they are the project manager.
- Employees with no job type in their employee setup cannot see any projects.

Navigation

On the left of the applet window is a list of reports. Double click on a report type to bring up the report in the *Edit* mode on the right. If it is a system report, it cannot be edited.



4.9.2.1 Toolbar

Overview

Below is a description of toolbar functionality in Custom Reports.

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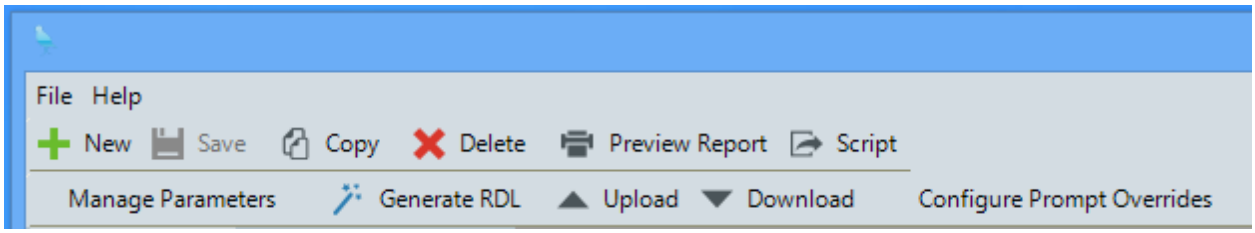

Field Descriptions

Menu Options

- File>New - Focus cursor to define the title of the new Report, Action, Data Grid or Warning.

Tool Bar Options

- New - Focus cursor to define the title of the new Report, Action, Data Grid or Warning.
- Save - Saves the current changes on the Report, Action, Data Grid or Warning
- Copy - Copies the current Report, Action, Data Grid or Warning to a new item.
- Delete - Deletes the current Report, Action, Data Grid or Warning
- Preview Report - Launches the currently selected Report, Action, Data Grid or Warning
- Script - Downloads a script file for the currently selected Report, Action, Data Grid or Warning
- Manage Parameter - Manages the parameters in use for the currently selected Report, Action, Data Grid or Warning
- Generate RDL - Generates a report file (.rdl) for the currently selected Report, Action, Data Grid or Warning
- Upload - Launches the upload .rdl dialogue
- Downloads - Downloads report files for the currently selected Report, Action, Data Grid or Warning
- Configure Prompt Overrides - Launches the Additional options dialogue which allows the user to customize prompt forms

4.9.2.2 Settings Tab

Overview

This tab contains general information related to the selected Custom Report type (Custom Report, Action, Data Grid or Warning).

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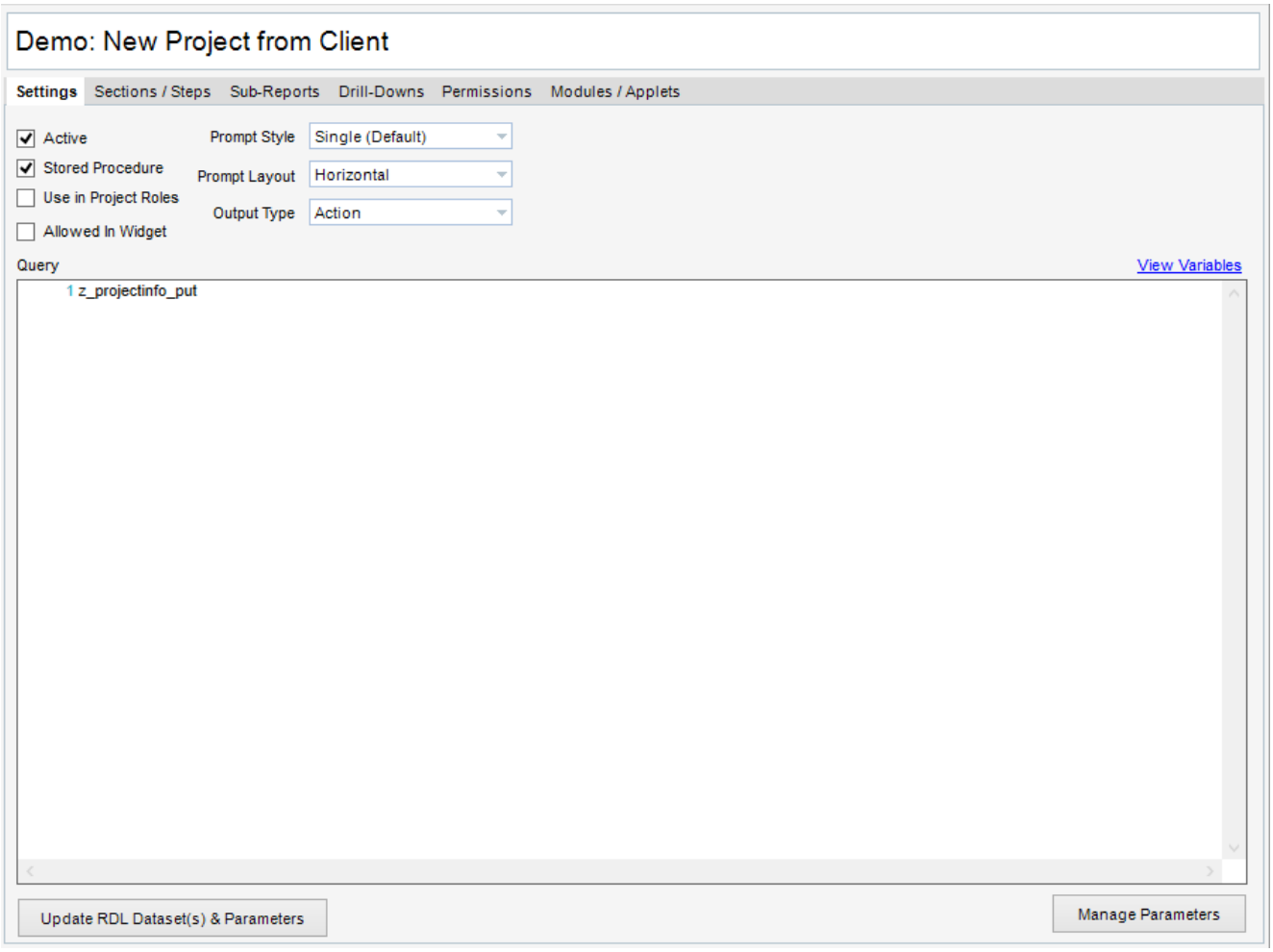

Field Descriptions

- Active - Defines whether the selected item is active (checked)
- Stored Procedure - Indicates that the Query below is a stored procedure
- Use in Project Roles - Displays the Custom Report, Action, Data Grid or Warning in *Administration>Project Roles*
- Allowed in Widget - Allows use of Custom Report, Action, Data Grid or Warning in the Dashboard Report Widget
- Prompt Style - Sets the stye of prompt to be utilized
- Prompt Layout - Sets the layout of the prompt parameters
- Output Type - Defines the output of the selected item
- Query - Contains the defined query to execute
- View Variables - Displays a list of allowed system variables for query writing
- Update RDL Dataset(s) & Parameters - Adds created Parameters to the RDL
- Manage Parameters - Launches the Report Parameters dialogue

4.9.2.3 Sections/Steps

Overview

This tab defines the each step to be displayed by the report prompt. For Single prompt style, only one Section

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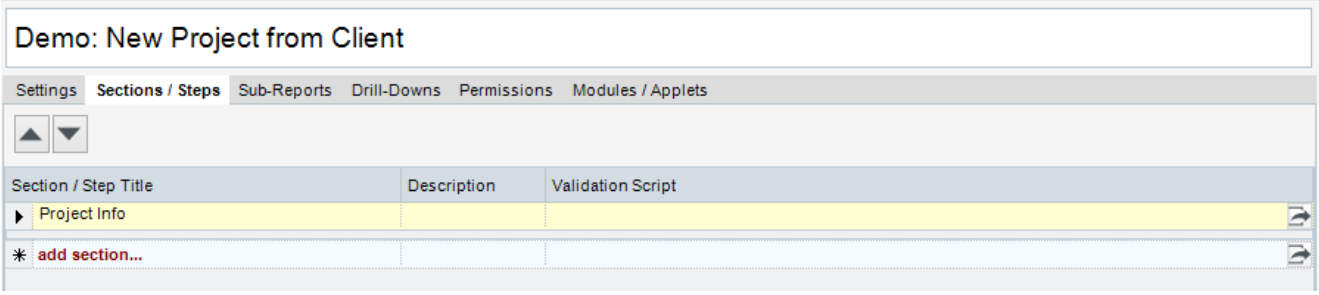
needs to be defined, Tabbed and Wizard styles my require additional sections.



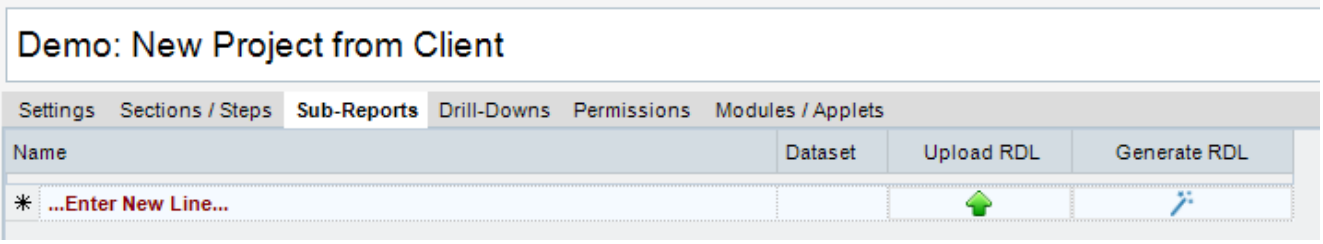
Field Descriptions

- Section / Step Title - Title to be displayed at the top of the prompt
- Description - Description of the section/step
- Validation Script - SQL Validation can be performed at load of each section.

4.9.2.4 Sub-Reports

Overview

Sub reports are added in the Sub Reports tab. A subreport is a control embedded inside the body of a parent report and is rendered inside the parent report that contains it. Both reports are processed and displayed simultaneously.



Field Descriptions

- Name - Title of sub-report
- Dataset - Indicates the data set to utilize in the sub-report.
- Upload RDL - Uploads a report file (.rdl) to be utilized as the sub-report
- Generate RDL - Generates an RDL for the sub-report

4.9.2.5 Drill-Downs

Overview

Drill-Downs define drill through reports housed in your custom Report.

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Field Descriptions

- Name - Title of drill-down
- Query - Store procedure to run for the drill-down
- Upload RDL - Uploads a report file (.rdl) to be utilized as the drill-down
- Generate RDL - Generates and RDL for the drill-down
- Rebuild - Refreshes changes made to the drill-down query

4.9.2.6 Permissions

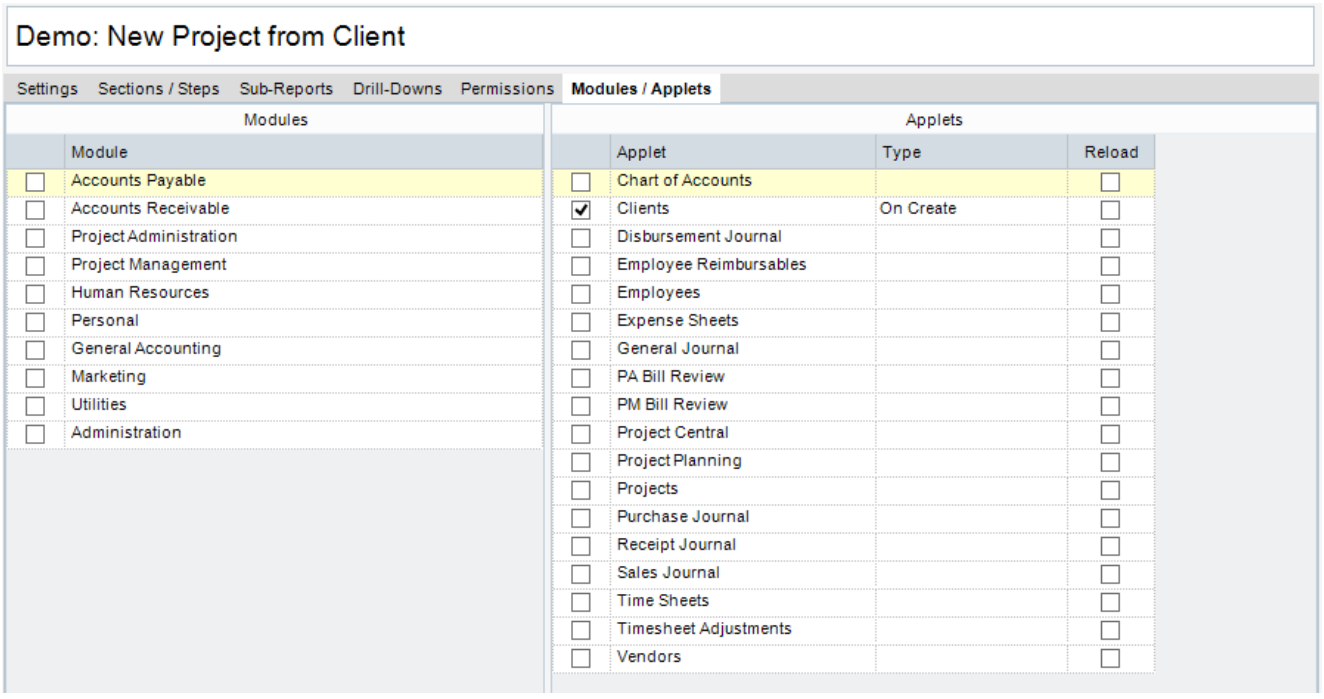
Overview

The Permissions Tab gives a list of Users/Groups that may be granted access to the selected Custom Report type.

4.9.2.7 Modules/Applets

Overview

This tab defines from which Module(s) and/or Applet(s) the selected Custom Report type can be accessed.



Field Descriptions

- Module - Indicates the module from which the custom report type can be accessed
- Applet - Indicates the applet from which the custom report type can be accessed
- Type - Indicates where the custom report type is accessed from within the selected applet (required when

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selecting an applet)
  - Toolbar - Adds a toolbar option for the custom report type
  - On Create - Launches the custom report type on creation of an applet record
  - On Save - Launches the custom report type upon saving an applet record
  - On Delete - Launches the custom report type upon deletion of an applet record
  - On Load - Launches the custom report type upon the successful load of the selected applet
- Reload - Indicates an applet screen reload upon completion of the report type in the selected applet

Please note, specifically for Actions, below is a chart listing support event types:

	ON LOAD	ON CREATE	ON SAVE	ON DELETE	TOOLBAR
CHART OF ACCOUNTS	X	X	X	X	X
CLIENTS	X	X	X	X	X
DISBURSEMENT JOURNAL	X	X	X	X	X
EMPLOYEE REIMBURSABLES	X	X	X	X	X
EMPLOYEES	X	X	X	X	X
EXPENSE SHEETS	X	X	X	X	X
GENERAL JOURNAL	X	X	X	X	X
PA BILL REVIEW	X		X		X
PM BILL REVIEW	X		X		X
PROJECT CENTRAL	\				\
PROJECT PLANNING		X		X	X
PROJECTS	X	X	X	X	X
PURCHASE JOURNAL	X	X	X	X	X
RECEIPT JOURNAL	X	X	X	X	X
SALES JOURNAL	X	X	X	X	X
TIME SHEETS	X		X	X	X
TIMESHEET ADJUSTMENTS	X		X	X	X
VENDORS	X	X	X	X	X

4.9.2.8 Report Types

4.9.2.8.1 Custom Report Descriptions (System)

- **Account Inquiry by Date -** This report allows you to search for transactions by a date range.
- **Accounts Payable Batch Report** – This report prints out the batch selections in A/P check writing (new feature in version 1.38).
- **Accounts Payable By Project -** Similar to the Accounts Payable Report, but includes the project information. This report only works if you are breaking down disbursements to the project level.
- **Accounting Timesheet –** This report is a copy of the Timesheet custom report that prints in personal timesheets. This version runs off the most current version in timesheet adjustments.
- **Account Project Inquiry by Date -** This report shows transactional detail for a single G/L account group by project.
- **Aged WIP -** This report shows unbilled transactions in five aging periods. The aging periods are fixed.
- **Balance Sheet with Drill down** – Standard balance sheet report that now has hyperlinks for drill-down.

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- **Bank Register Report -** This is a data sensitive report providing a running balance of a single bank account. There are four different report styles that sort and group check, deposits and adjustments in different ways. You can optionally select which journals to include. Please note that if you do not select all journals the ending balance will reflect the journals that are included.
- **Bill Review -** The report must be enabled in Global Settings in the A/R tab to enable this feature. This report provides the necessary information for project managers to determine billing.
- **Bill Review Batch -** This report is the same as the Bill Review Report, but can be run in batches.
- **Billing Status -** This report will show cost transactions at the filters based on project leader designation. Employees with the designation of Project Accountant can see all projects.
- **Billings -** This report will show invoices for a given period of time for a given client or all clients based on project leader designation. Employees with the designation of Project Accountant can see all projects.
- **Billings by State** - This report will show invoices for a given period of time by State as listed on the Project Address.
- **Budget Backlog Report** - This custom report is identical to the Contract backlog Report, except it uses WBS budget amounts rather than contract amounts.
- **Cash Requirements Report** – This report allows you to run a payables type report filter by a due date range.
- **Charge Organization Analysis** – This report allows you to do an analysis of the charge org recorded in timesheets versus what the system currently would assign based on project setup rules. This report has an option so you can retroactively update timesheets. This report is useful if you set up the project rules after timesheets have already been entered.
- **Client Pay Performance** – This report shows that average number of days it takes for a client to pay an invoice. You can set a minimum number of invoices required before a client appears on the report.
- **Contract Backlog -** Compares contract amounts to billed revenue plus effort with a billing status of R or H. It automatically filters based on project leader designation. Employees with the designation of Project Accountant can see all projects.
- **Consultant Tracking by Project then Sales Invoice** - Unlike the Pay When Paid report only consultant charges that have been linked to a Sales Journal entry are included. Also, only A/R invoices with links to consultant purchases are included.
- **Consultant Tracking by Project then Vendor** - Unlike the Pay When Paid report only consultant charges that have been linked to a Sales Journal entry are included. Also, only A/R invoices with links to consultant purchases are included.

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- **Consultant Tracking by Vendor then Project** - Unlike the Pay When Paid report only consultant charges that have been linked to a Sales Journal entry are included. Also, only A/R invoices with links to consultant purchases are included.
- **Disbursements by Date -** Similar to the Disbursement Journal Report, but allows the user to search for transactions by a date range.
- **Employee Reimbursables by Date -** Similar to the Employee Reimbursables Journal Report, but allows the user to search for transactions by a date range.
- **Employee Inquiry -** This report is sorted by employee and allows for inquiry of time and expense for a given date range. You can also set filters for an employee, project or labor code.
- **Employee Job Titles** – This report can be run for all active employees or one employee. Additionally this can be run for a single project or a single job title. Sort options include sorting by employee name or job title name. When run for a single project the report uses the project member tab overrides otherwise it uses employee setup information.
- **Expense Code Listing** – This report lists the expense codes set up in the system.
- **Expense Group Assignment** – This report lists what expense groups are assigned to what projects.
- **Expense Group Detail** – This report lists the expense group setup including expense codes and markups.
- **Expense Check Stub -** This report is designed to be run by the employee who receives a check. It will detail what expense sheet items are being paid on a given check. To make this available to all employees first give permissions to a group that includes all employees and then assign the report to appear in the Personal module.
- **Expense Sheet Status Report -** This report is designed to be run by the individual employee. It will give a status report on expense sheets for a given expense sheet creation date. Possible statuses are paid, processed (imported and approved by accounting but not yet paid), declined (rejected by accounting), mgr approved (approved by manager), submitted (by employee), and unsubmitted. To make this available to all employees first give permissions to a group that includes all employees and assign the report to appear in the Personal module.
- **Financial Statement Analysis Report -** This report displays three tables of information. The first table shows what accounts per statement line will be used. The second table shows what accounts are not referenced in the design. The third table shows what lines reference an account more than once.
- **Form 1099 Detail Backup** - This custom report's print options are identical to Form 1099's load options. The report provides a detailed and summarized backup of the 1099's.
- **General Journal by Date -** Similar to the General Journal Report, but allows the user to search for transactions

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by a date range.

- **General Ledger by Date -** This will produce a date sensitive general ledger report.
- **Home Organization Analysis** – This report allows you to an analysis of the home org recorded in timesheets versus what the system currently would assign based on employee setup . This report has an option so you can retroactively update timesheets. This report is useful if you set up the employee org after timesheets have already been entered.
- **Income Statement with Budgets -** This report is similar to the Income Statement with Drill-down Report, however, it also includes budgets that are entered through the G/L Budgets applet under General Accounting.
- **Income Statement with Drill down** – Standard income statement report that now has hyperlinks for drill-down.
- **Job Titles** – Simple list report which can be filtered by status and sorted by Job Code or Title.
- **Labor By Location** – This report sorts labor transactions based on location as entered in timesheets.
- **Labor Code Listing** – This report lists the labor codes set up in the system.
- **Labor Distribution Detail -** This report shows the breakdown for labor distribution entries for a given G/L period range. You are able to specify up to five (5) sorting/grouping levels.
- **Labor Estimates -** This report requires that you have Require Estimates-to-Complete turned on in Projects > General Tab. The report gives you the ETC hours the employee entered upon submittal of their time sheet.
- **My Hours** – This report is meant for access to be given all employees in the company. It allows the employee to list all their hours for any project date range they wish.
- **MC Revaluations Report** - Journal report for MC Revaluations journal used when running Multi-Currency.
- **No Project Reference**: Reports transactions with no project reference for a specified Time Frame, Journal Type(s), Metric(s). Additional filters include G/L Account, Org Unit and G/L Financial Type (Income and Expense or All). This report is useful when trying to tie out Project Profit to the Income Statement. Transactions that do not reference a project can cause variance.
- **Note Search** - This report searches the text of marketing notes.
- **Pay History** – This report shows employee pay history which can be useful when performing employee reviews.
- **Pay When Paid By Project** – This report is similar to consultant tracking with a few notable exceptions besides format. Purchases not linked on a sales journal will appear on the report. There is an okay to pay columns. The okay to pay only applies to linked purchases and is based on monies received. In the case of

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partial payments, the receipts are prorated accordingly. This report also considers the new revenue type in cash receipts when computing consultant dollars received.

- **Pay When Paid By Vendor** – Same as Pay When Paid By Project except sorted by vendor.
- **Pay When Paid By Receipt** – This report operates off of a deposit date range. It requires that purchases be linked to Sales Journal and requires that breakdown receipt by revenue type is used. A unique feature of this report is it can create an A/P check batch based on the report's results.
- **Pay When Paid Reports** – Now supports vendor purchases that cite more than one project. Additionally, inactive projects can be excluded.
- **Project Earnings by Profit Center** – New project summary report that can be grouped by organizational unit. It also can filter based on a common org code at a given level.
- **Project Figures -** Shows As of the Moment project metrics for a given project to all its WBS levels. It automatically filters based on project leader designation. Employees with a designation of Project Accountant can see all projects. By default, this report shows labor cost as zero. To show labor cost, make a copy of the report, then click Manage Parameters. Note the parameters and their details. Next, click on the wand ( ). When prompted that previous parameters will be cleared out, click Yes. All exposed parameters will be visible. Restore the details of the Project Path and Myid parameters. Click Apply after each. Change the prompt type of the Showlaborcost report (at either Pay Rate or Job Cost Rate, depending on the setting of the Calculate Labor Cost option (in the General Tab of Global Settings).
- **The Project Figures** - report is the first report to support a drill-thru design. On this report, any figure, that is cased in blue and has an underline, will render a new detail report. When the Project Figures Report is selected, a blue back-arrow will appear in the Report Viewer tool bar when a drill thru report has been entered. Clicking on the back arrow will navigate back to the master report.The Project Figures report is accessible on the tool bar (View) in the Project Administration module (Projects applet) and the Project Management module (Project Planning applet). A permission under Project Management called View Labor Cost in Project Figures, determines whether a person can see labor costs on this report.
- **Project Metrics for Project Managers -** This is a summary level (project level) report that will display most project metrics. It is using a new SQL view called ev_projectmetrics_nolaborcost to make querying simpler for summary type reports. This view contains no labor cost.
- **Project Overhead Allocation Report -** This report will show current period and year to date overhead allocations by project and org unit.
- **Project Revenue by Type Report** - This new custom report sorts and groups revenue by Project Report Type or Market Sector. Many clients use either the report type or the market sector to identify the professional

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liability classification of a project. In this scenario you can run the report YTD to provide the necessary revenue breakdown. When you run the report you can either view billed or received. If you run the report using received the system uses the cash basis conversion to break down the receipts into its types of revenue (labor, ODC, OCC and ICC). When you run the report by market sector all metrics are factored by the market sector percentage entered on the project setup.

- **Purchases by Date -** Similar to the Purchase Journal Report, but allows the user to search for transactions by a date range.
- **Rate Schedule Assignment** – This report lists what rate schedules are assigned to what projects.
- **Rate Schedule Detail** – This report lists the rate schedule setup including employees and job titles assigned and rates.
- **Receipts by Date -** Similar to the Receipts Journal Report, but allows the user to search for transactions by a date range.
- **Receipts by State** - This report will show receipts for a given period of time by State as listed on the Project Address.
- **Revenue Analysis -** Shows revenue transaction in detail and summarized at the WBS level. It automatically filters based on project leader designation. Employees with the designation of Project Accountant can see all projects.
- **Sales by Date -** Similar to the Sales Journal Report, but allows the user to search for transactions by a date range.
- **Single Transaction Reports -** All Journals have a Print option on the toolbar that prints the current transaction. These reports can print out any version of that transaction and can be printed in Audit Trail mode.
- **Standard Hours –** This report lists employee hours and variance for a date range versus an inputted standard hours. This can be useful in determining who should get overtime.
- **Stored Procedure Code** – This report shows the code that is contained in a stored procedure. Most reports and queries that ship with Infocus use stored procedures. This can be useful if you want to construct your own SQL queries that are based off an existing InFocus report or query.
- **Timesheet -** This can linked to the Personal Timesheet applet and will render a physical timesheet that visually is comparable to the entry screen. This can be enabled by selecting the Custom Timesheet Report option in Global Settings in the Time & Expense tab.
- **Timesheet Batch** – This report is a copy of the Timesheet custom report that prints in personal timesheet. It has been modified to accept a date range and an employee and/or project filter.

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- **Trial Balance with Drill Down** - Displays account balances based on user driven criteria. Includes click in details for debits and credits. This report also includes End of Year Closing click in details.
- **Unbilled Summary by Org Unit -** This report is useful for companies that want to make general ledger entries to capture WIP. The report has an option to post WIP to the general journal. You must have the PM Bill Review special permission Can Override Project leader to post to the general ledger. In order to perform the post you will also need to set up the posting accounts in the Revenue Recognition tab in Global Settings. When you choose to post a messages section will appear at the end of the report. The messages will display the journal entry number if successful otherwise it will display error messages. The auto-reverse feature in the general journal can be used to reset the values to zero in the next period. The report has standard PM Leader restrictions so can be safely used by project managers.
- **Vendor Inquiry Report -** This report displays both A/P and non-A/P transactions per vendor. Options are available to display varying levels of detail such as project, WBS, invoice number and transaction detail. You can also run the report for open invoices only. If you do not supply a vendor code it runs for all vendors.
- **Unapproved Expense Sheets** – This report lists expense sheets that have not been approved.
- **Unapproved Timesheets** – This report lists timesheets that have not been approved.
- **Unprocessed Expense Sheets** – This report lists expense sheets line items that have not been either imported into the employee reimbursable journal or have not been declined.
- **WBS listing** – This report lists the WBS structure for projects.
- **WBS Node Inquiry -** This report returns work hours, cost, effort and revenue for a specified node of a project structure. For example, you can select Phase 001 and the report will return the data for all Phase 001's on all projects. It can be run for a date range or a G/L Period range.

4.9.2.8.2 Action Descriptions (System)

- **Add a Vendor**: Action dialogue to add a new Vendor available from Purchase Journal and Vendor applet toolbars.
- **Add G/L Accounts to New Org Unit**: Inserts G/L Accounts for specified Organizational Unit to defined account types.
- **Auto-create Expense Sheet from Time (Project Level)**: Creates Expense Sheet from Time Sheet at the Project level
- **Auto-create Expense Sheet from Time (WBS Level)**: Creates Expense Sheet from Time Sheet at a specified Project level
- **Bank Transfer Using Disbursement and Receipt**: Completes a bank transfer using the Disbursements/ Receipts Journals

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- **Bank Transfer Using General Journal**: Completes a bank transfer using two General Journal transactions.
- **Change G/L Period (Any Period)**: Changes G/L Period for a specified Journal Transaction.
- **Change G/L Period (Open Periods Only)**: Changes G/L Period for a specified Journal Transaction (only allows open G/L Periods)
- **Change Mileage Rate:** Versions all expense groups with a supplied effective date and updates the unit rate for the supplied expense code.
- **Close Multiple Accounting Years**: Closes accounting years by specified date range and accounting method
- **Compress Time Sheet and Combine Comments**: Creates summarized Time Sheet for specified TimeID
- **Convert Project Fee Type**: Converts fee type from Fixed Fee to Hourly or vice verse for specified Project
- **Copy Projects From Timesheet (Project Level)**: Creates an expense sheet line item(s) for a specified Expense Sheet for the Projects (Bill Terms Level), Bill Statuses, Work Dates of a specified Time Sheet.
- **Copy Projects From Timesheet (WBS Level)**: Creates an expense sheet line item(s) for a specified Expense Sheet for the Projects, Bill Statuses, Work Dates of a specified Time Sheet.
- **Create a Simple PM Report**: Action dialogue to create a PM Report.
- **Deactivate Employee**: Deactivates, resets password, ends pay history, deletes group memberships and clears special rights for specified employee and termination date.
- **Enter a Vendor Invoice**: Action dialogue to create a Vendor Invoice
- **Modify Previous Billed On A Project without Affecting the General Ledger**: Creates General Journal entry to Project with offsetting entry to G/L Account
- **Open an Historical Year**: Creates G/L Period for specified historical Fiscal Year
- **Open New G/L Period**: As titled with relevant parameters.
- **Override Employee Job Title on a Project**: Adds job title override for specified employee/project. Will also update Time Sheets, Bill Rates if specified.
- **Prevent expense sheet from being saved if amount to be reimbursed is different than charge amount**: As titled.
- **Prevent Overtime with less than 40 or 80 hours**: Raises system error during time entry to govern the point at which overtime can be charged.
- **Quick Employee Add**: Action dialogue to add an employee
- **Quick G/L Account Add**: Action dialogue to add a G/L account
- **Quick Project Add**: Action dialogue to add a Project
- **Quick Project Add from Template**: Action dialogue to add a Project from a WBS Template.
- **Quick Vendor Add**: Action dialogue to add a Vendor
- **Refund Retainer**: Action dialogue to refund an existing retainer.
- **Reopen Expense Sheet**: Reopens an unapproved expense sheet.
- **Reopen Time Sheet**: Reopens an unapproved time sheet.
- **Set Start and End Dates for a Level 2 Node**: Establishes expense start and end dates for a specified Project

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Level two. Also updates the parent project expense start and end dates.

- **Test Employee for Allowable Time Entry**: Reports whether or not an employee can charge time to a specified Project node. Also reports charge organization information.
- **Void a Check**: Action dialogue to void a check.

4.9.2.8.3 Data Grids (System)

- **Fiscal Years Not Closed**: Displays unclosed Fiscal Years for specified Cash/Accrual type and Company.
- **Transaction Audit Trail**: Shows a grid style audit trail report for the specified transaction
- **Purchase Payment**: Shows payment info for accrual entry associated with the loaded transaction. This is located in the tool bar under Reports.
- **Sale Payment**: Shows payment info for accrual entry associated with the loaded transaction. This is located in the tool bar under Reports.
- **Employee Reimbursable Payment**: Shows payment info for accrual entry associated with the loaded transaction. This is located in the tool bar under Reports.

4.9.2.8.4 Warnings (System)

- **Warn on deletion of employee reimbursable that has a payment**: Warns user when deleting a Employee Reimbursable entry with an existing payment against it.
- **Warn on deletion of purchase that has a payment**: Warns user when deleting a Purchase entry with an existing payment against it.
- **Warn on deletion of sales that has a receipt**: Warns user when deleting a Sales entry with an existing payment against it.
- **Warn on modification of employee reimbursable that has a payment**: Warns user when editing a Employee Reimbursable entry with an existing payment against it.
- **Warn on modification of purchase that has a payment**: Warns user when editing a Purchase entry with an existing payment against it.
- **Warn on modification of sales that has a receipt applied**: Warns user when editing a Sales entry with an existing payment against it.
- **Warn on Prepayments**: Warns user if payment is being entered for a period prior to the invoiced period.
- **Warn When Project has no Bill Rate**: Warns user if a Bill Rate has not been assigned on the project in use.

4.9.2.9 How To

4.9.2.9.1 Dow nload a Report

Overview

How to Download a Report.

All report layouts are stored in the database. In order to modify a report layout, download it to the local hard disk and modify it using Microsoft Report Designer. Anytime columns in the dataset change, download and re-upload

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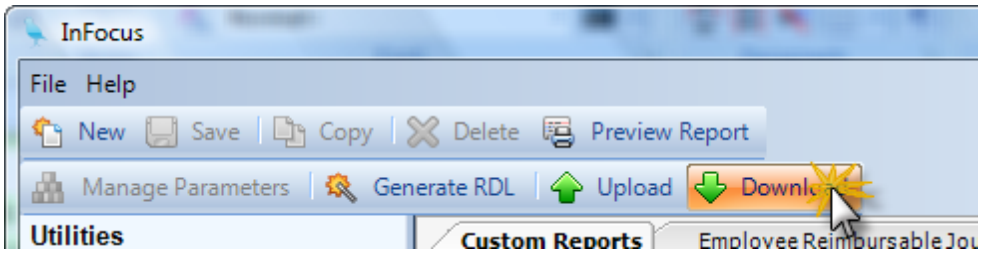
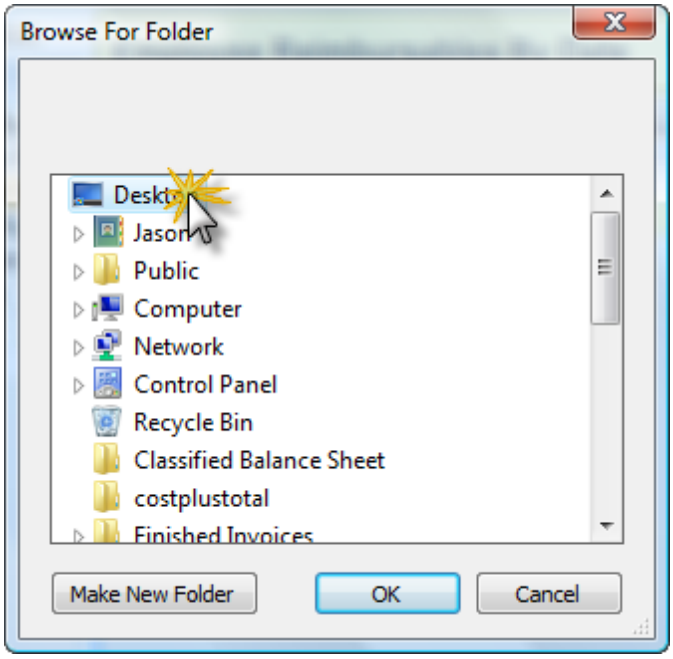
the report.

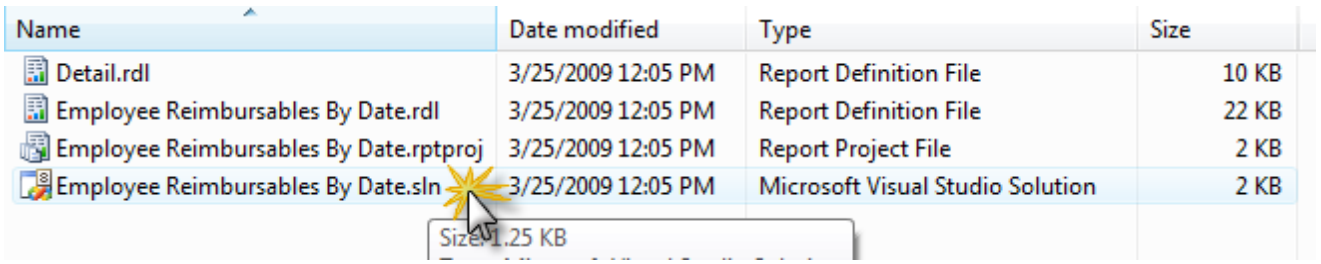
Step 1 - A Folder Navigator will appear when Download is selected (Fig.1).





(Fig.2)

Step 2 - Select the folder to be downloaded to and click OK. Three files will be created in that folder: a solution file (extension sln), a project file (extension rptproj), and the layout file (extension RDL). These are used by the Report Designer (Fig.2).



(Fig.2)

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4.9.2.9.2 Upload a Report

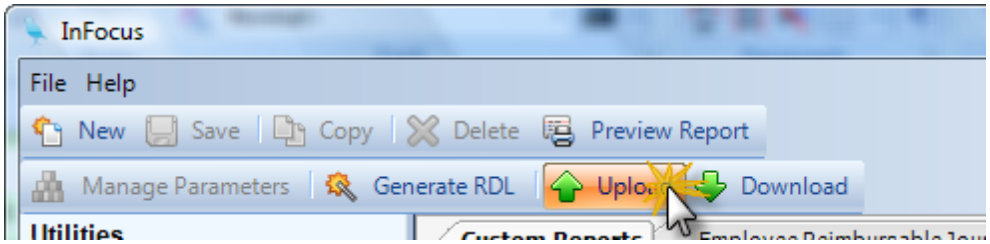
Overview

How to Upload a Report.

Note: System Reports can be downloaded, however, a user cannot upload over a system report. To do this, refer to the *Copy a Layout* tutorial located in the *Custom Report's How To* section.

After modifying a layout, it must be uploaded to the database to be put in use (directions follows).

Step 1 - Click the Upload button. A File Navigator will appear to locate the modified design (RDL extension).



Step 2 - Click on OK to upload the design. Select the folder to be uploaded, then click on OK. The folder has then been uploaded.

Note: If the name of the RDL does not match the name of the report design, a warning will appear. It can be ignored if desired. Its purpose is to prevent accidental uploads into the wrong report.

4.9.2.9.3 Copy a Layout

Overview

How to copy a design

Reports often use similar layouts. To design a report that is similar to another, create the report through the wizard (directions follow).

Step 1 - Select the report to be copied and click on the Copy button in the toolbar. At the prompt, enter a new name and click OK (Fig.1).

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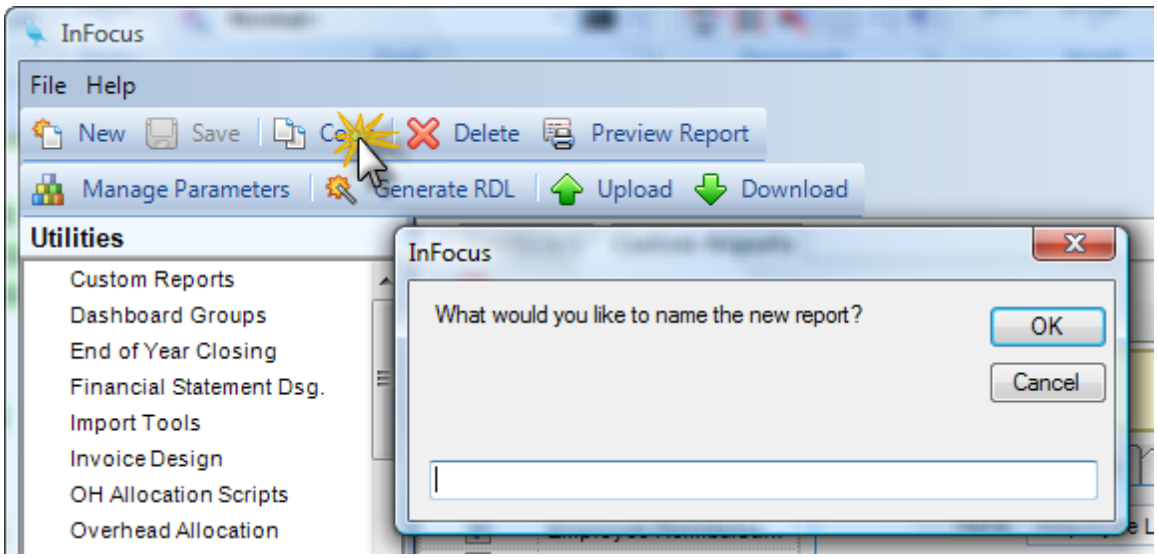
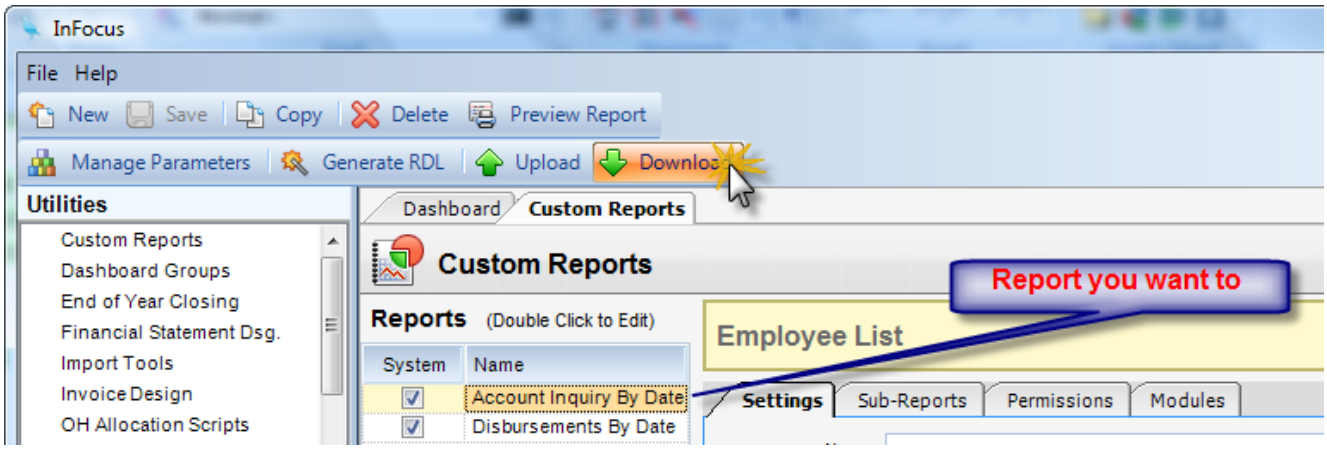


(Fig.1)

Step 2 - Download the report from an existing report that will be altered (Fig.2).



(Fig.2)

Step 3 - Upload the downloaded report to the new design. When this prompts a warning that the name is different, ignore the warning (Fig.3).

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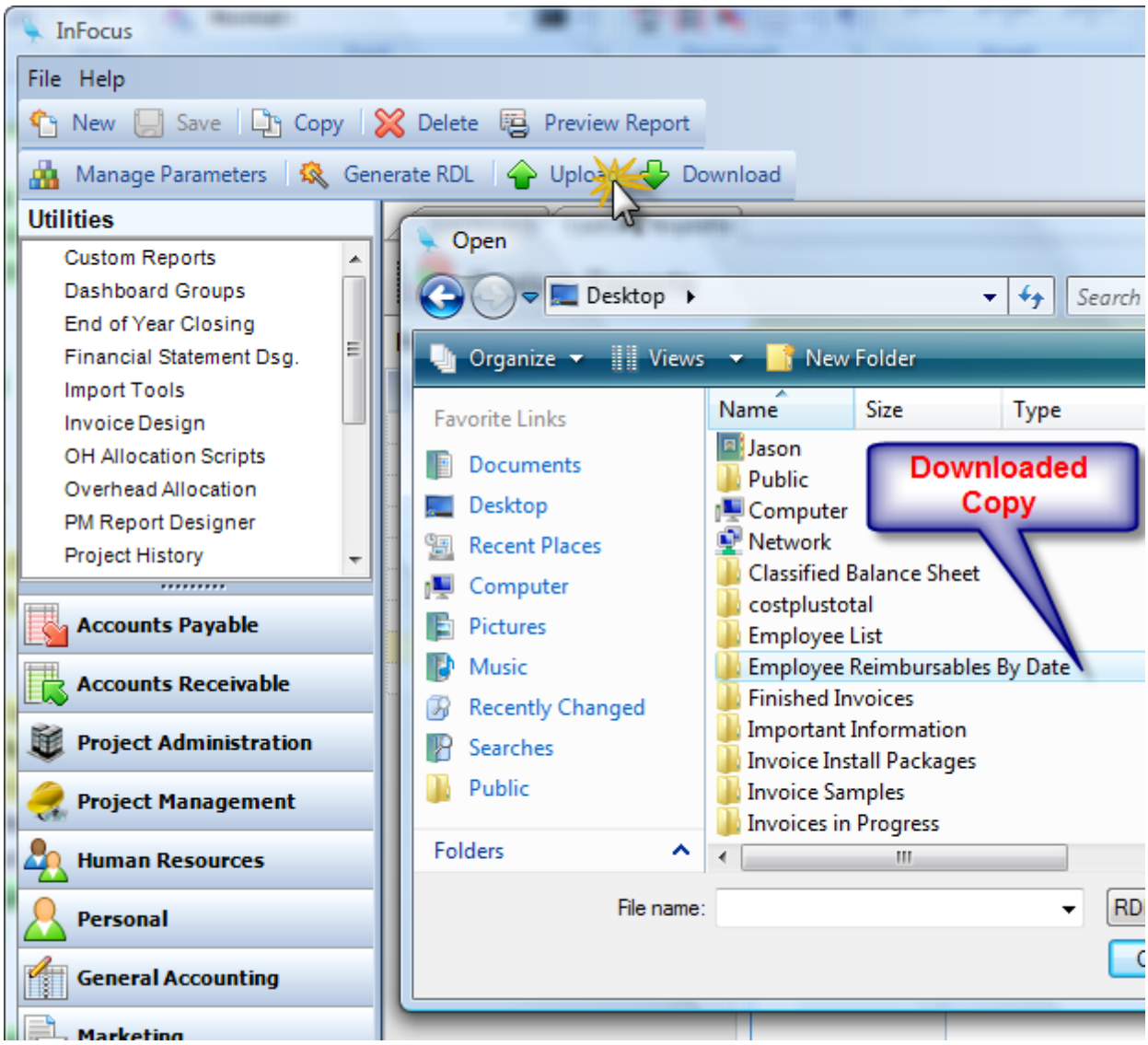

(Fig.3)

Step 4 - Finally, download the new design into the new folder and make the necessary modifications. This is the usual method for creating new standard reports.

4.9.2.9.4 Create a New Custom Report

Overview

How to Create a New Report.

The following example of creating a basic custom report titled Employee List will illustrate how Custom Reports work.

Step 1 - Click the New option.

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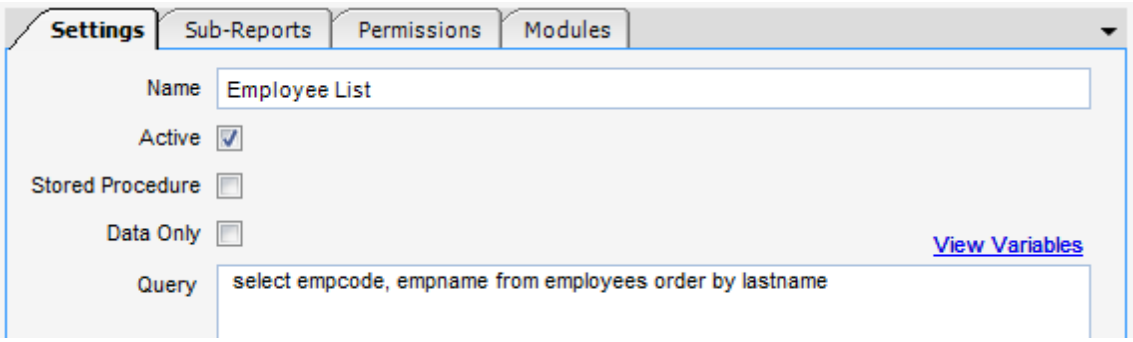
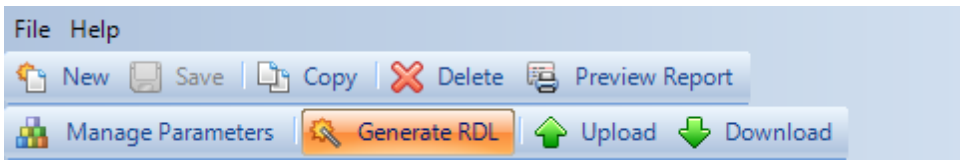
Step 2 - Enter *Employee List* as the Name
Step 3 - Check the Active box.
Step 4 - Leave Stored Procedure and Data Only unchecked.
Step 5 - Enter the following query - "select empcode, empname from employees order by lastname "
Step 6 - Save the report.



(Fig.1)

Step 7 -While the report has been created, it cannot yet be run because there is no report design. Click the Generate RDL on the toolbar (Fig. 2). When the warning appears, click Yes. If a custom design was previously uploaded, overwrite the design by clicking the Generate RDL button.



(Fig.2)

Step 8 - Click the Preview Report to see the generated report.

(Fig.3)

Step 9 - Before anyone can access the report, two more steps must be completed. First, on the Permissions tab, specify which Users and/or Groups will be permitted to run the report (Fig.4).

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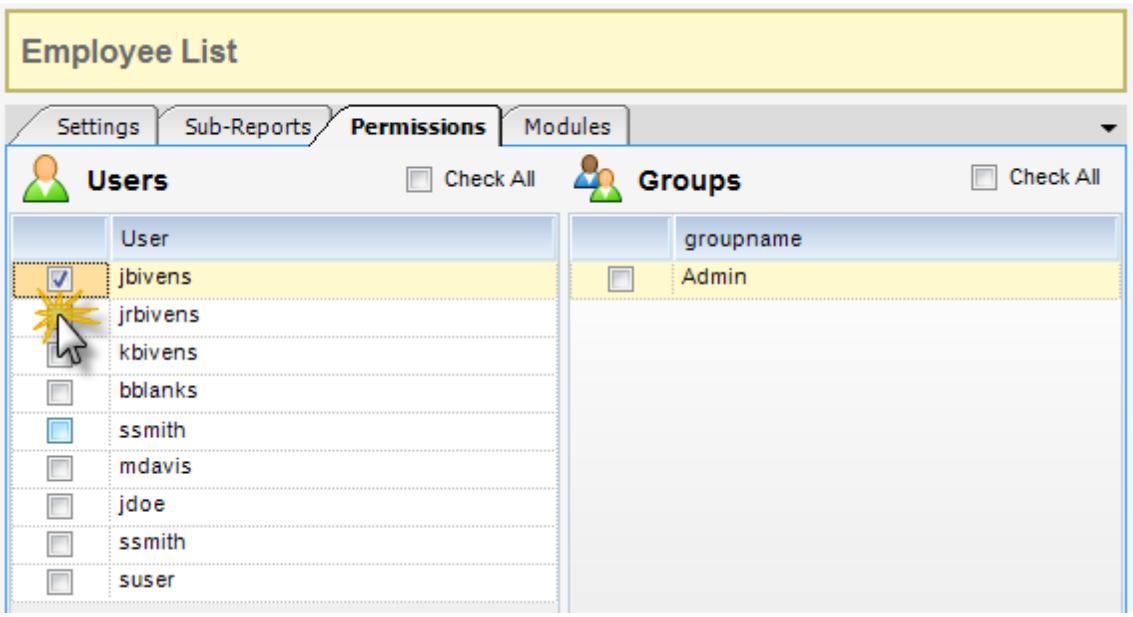
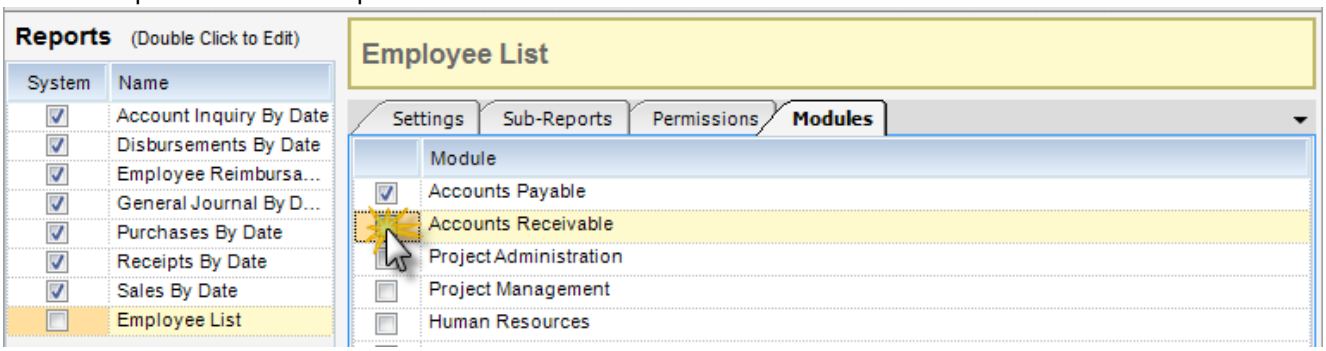


(Fig.4)

Step 10 - After selecting who has access to the report, specify where the report will appear on the menu using the Modules tab (Fig. 5).

Note - a report can be in multiple modules if desired.



(Fig.5)

Step 11 - Log out and then log in again. The new report will now appear in the Reports container in the Human Resources section. Custom reports have an icon on their left (Fig.6).

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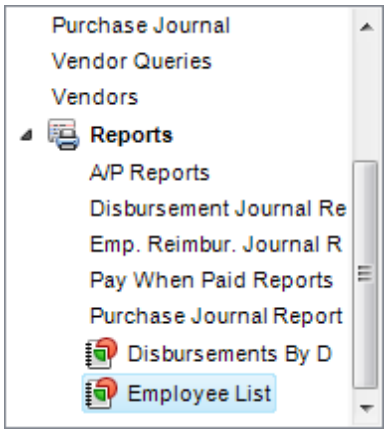

(Fig.6)

4.9.2.9.5 Add Report Parameters to Custom Reports

Overview

How to Add Report Parameters to Custom Reports.

Parameters are a powerful aspect of reports that are necessary to take a report to the next level.

Note: Many of the project related custom reports are designed with project leader security. Project Accountants can see all projects. Principals-In-Charge can see projects where they are the principal or project manager. Project Managers can see only projects where they are the project manager. Employees with no job type in their employee setup cannot see any projects. If you wish to allow a user to see all projects regardless of their job type make a copy of the report. In the copied report click on Manage Report parameters. In the parameter list click on the parameter ^myid^. You will notice that this parameter is marked hidden. Change the default value from @MYID@ to -1.

Step 1 - To access the parameters of the report, click the button **Manage Parameters** (See Fig. 7)

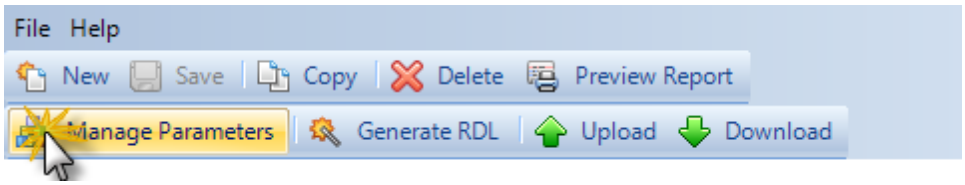

Fig. 7

This will bring up the Manage Parameters window. (See Fig. 8)

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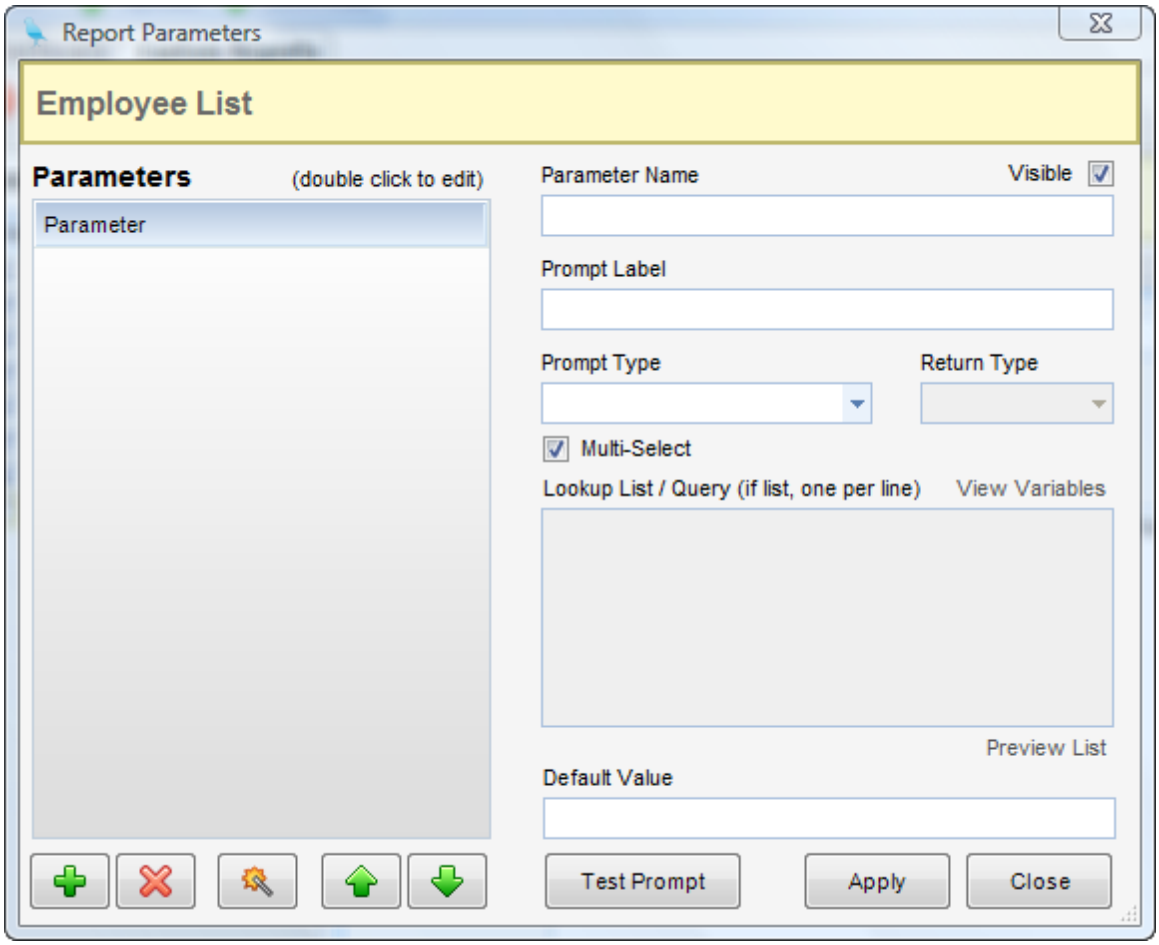

Fig. 8

-Add Parameter - Use this to add a parameter.

- Delete Parameter - Use this to delete the selected parameter

- Auto-Detect Parameters – This will scan the query or stored procedure to find parameters. ***Note: this will erase any already specified parameters.***

- Sort Options. This will order the parameters. Generally, order is not important, except when using cascading parameter lookups.

Parameter Settings

- Visible - If you do not want the user to be able to change the value of a parameter, give it a default value and make it invisible.
- Name - This is the name of the parameter. All parameters must be in the format ^somename^
- Label - This is the text that will appear on the prompting screen.
- Type - This is the data type of the parameter. There are three classes of parameter types.
  1) SQL – these are the standard SQL data types (i.e, int, varchar, datetime, etc…)

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2) InFocus – This allows the user to look up standard InFocus objects, such as employees, projects, vendors, etc. When using InFocus types, specify which property of the object should be returned to the query, such as ID, Code, Path, Name.

3) List – Lists can be either manually written or a sql query. When using the sql query list, the query can return as many fields as you want, but it MUST have at least two, specifically named DisplayText and DisplayValue. DisplayText is what the user will see in the drop down. DisplayValue is the value that is supplied to the query.

If the List/SQL is optional, that means the drop-down is more of an aid than a requirement. The user can type in any value.

- Multi-Select - A list can be specified as multi-selected when the type of parameter is either a List or SQL.
- Lookup / List - Either the manual list or the SQL query for the List/SQL type is located in this textbox.
- Default Value - This allows you to have a parameter contain a default value within the prompt.

Note - Additionally, all parameters are sent to Report Design as Report Parameters. This allows the user to create conditional parameters, such as Show Detail, and then to optionally show or hide items in the report design.

Adding Parameters to the Employee List Report

In this sample report for Creating a New Custom Report, no parameters were specified. To add a parameter named ^*empid*^, give the parameter a default value using a system variable @MYID@, which is the employee ID.

This parameter will be used to limit the result of the query to only those employees for whom the user is the time approver.

Step 2 - Change the query from:

select empcode, empname from employees order by lastname

Change the query to:

select empcode, empname from employees where TimeExpApproverEmpID=^empid^ order by lastname

Click the **Manage Parameters** button.

Use the Auto-Detect button to find the new parameter.

Step 3 - Once found, double click the parameter to look at its settings. (See Fig. 9)

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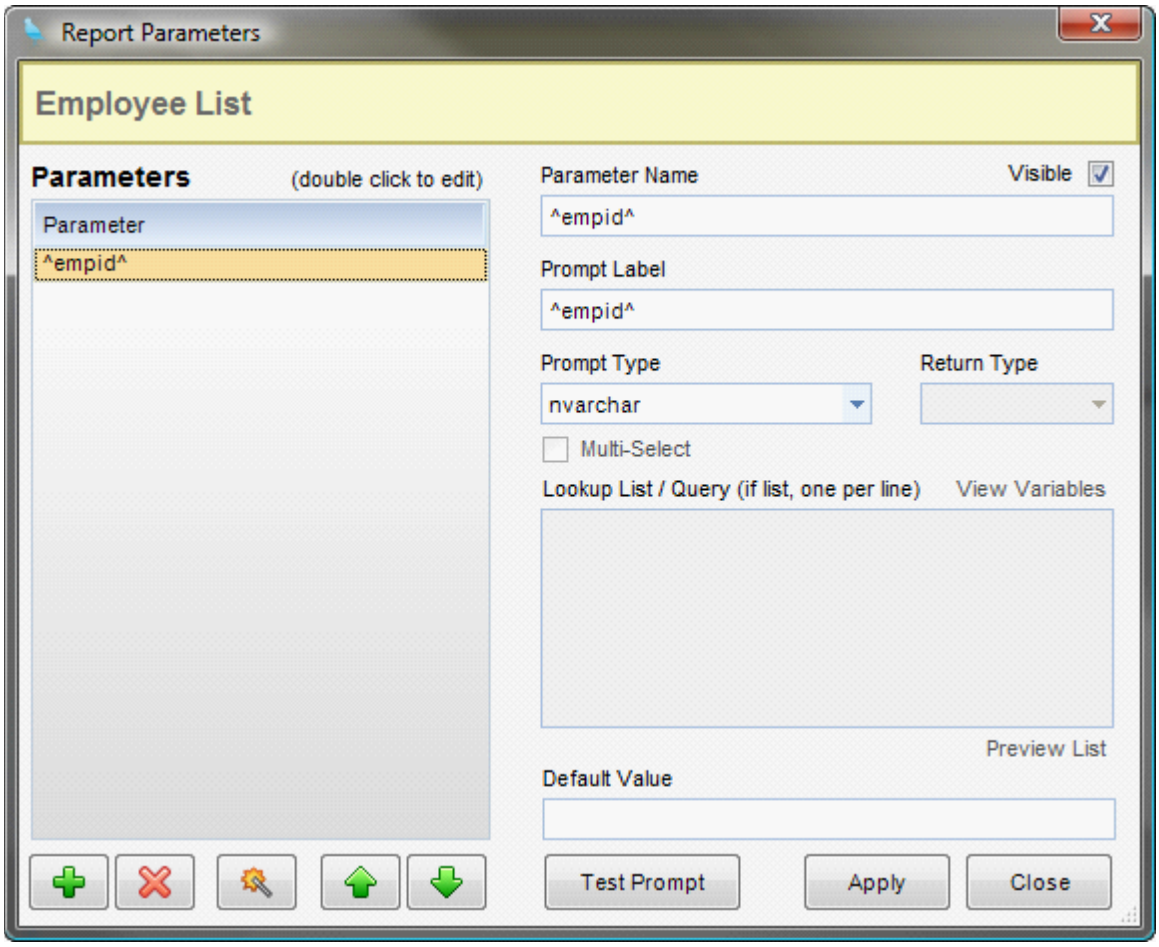

Fig. 9

Change the *Prompt Label* to *"Employee".*
Change the *Prompt Type* to *"Employee"* and the *Return Type* to "*ID".*
Enter *@MYID@* in the *Default Value.*

The screen should now look like Fig. 10

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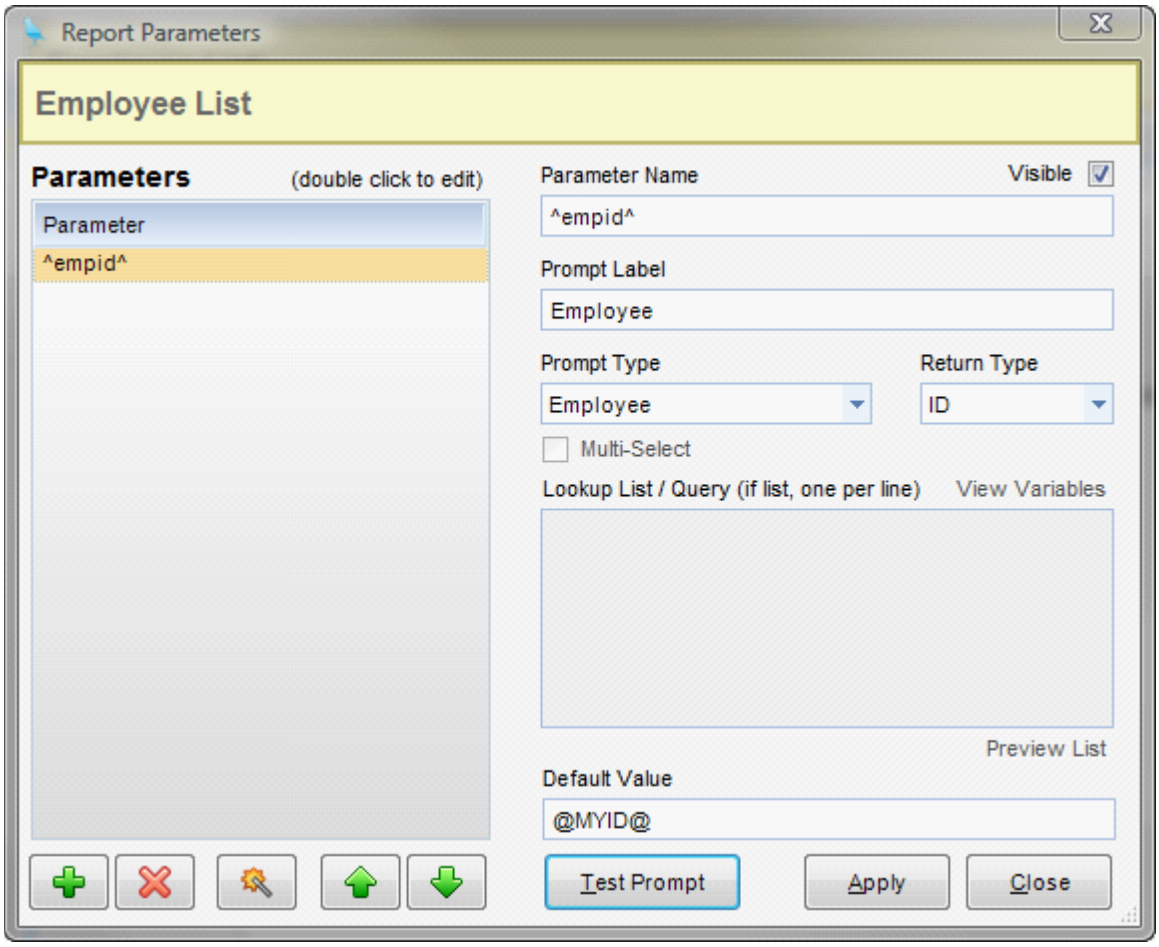

Fig. 10

Click the *Apply* button.

Click the *Close* button.

Step 4 - Now that the query has been changed, the previously generated RDL must be made aware of the new parameter. This can be done in two ways. The first way is to regenerate the report because the design has not been customized. The second way is to use the Update RDL Dataset(s) & Parameters button. For this example, the second method will be used.

Click the **Update RDL Dataset(s) & Parameters** button.

Preview the report.

A prompt will appear with the user's name already filled in.
Note: The name can be changed to look up the employees for anyone. Uncheck the *Visible* option to allow users to see only their own approver list.

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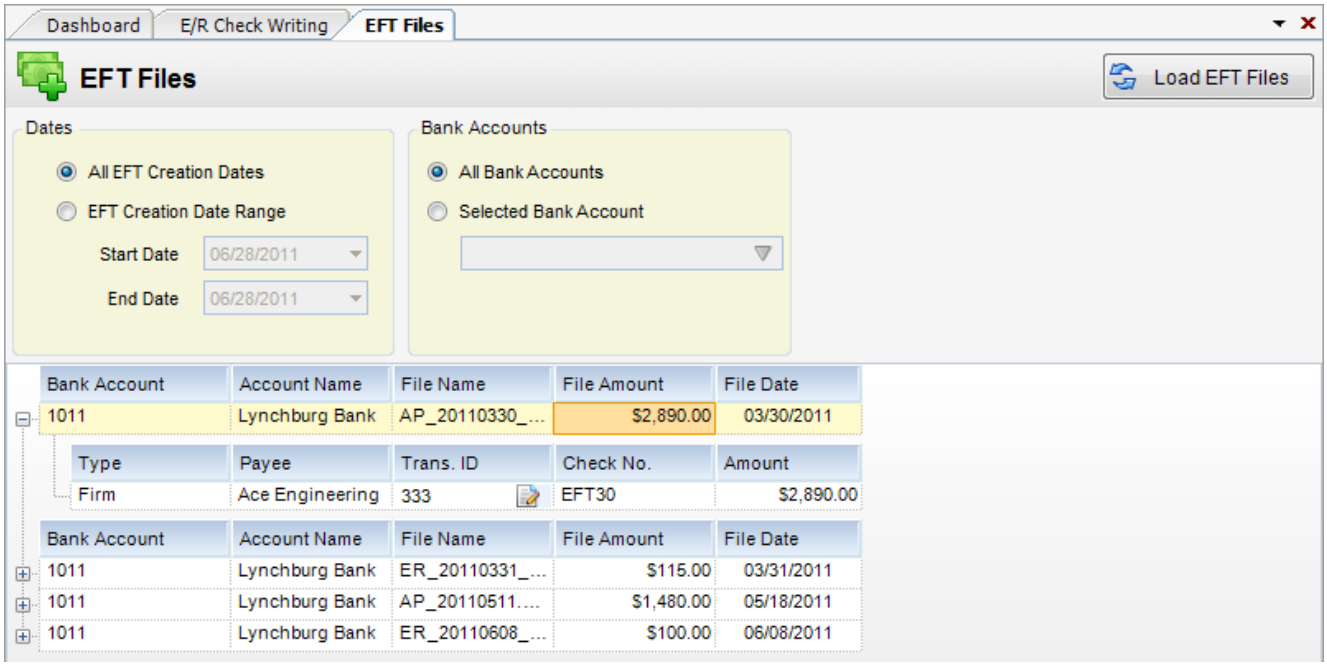
4.9.3 EFT Files

Overview

The EFT Files applet is where you are able to view/edit generated EFT files. In order to see the files here, the EFT must have been generated using A/P or E/R Check writing in InFocus. In the header of this applet, you are able to select Dates and Bank accounts to narrow down the EFTs that you view in the grid in the bottom half of the page. There you can see the Bank Account, Account Name, File Name, File Amount, and the File Date. When you expand the detail line you can view the Type, Payee, Transaction, EFT #, and Amount of the EFT.



4.9.3.1 Editing an EFT

Overview

How to edit an EFT.

Step 1 - Double click on the EFT to be modified (Fig. 1).

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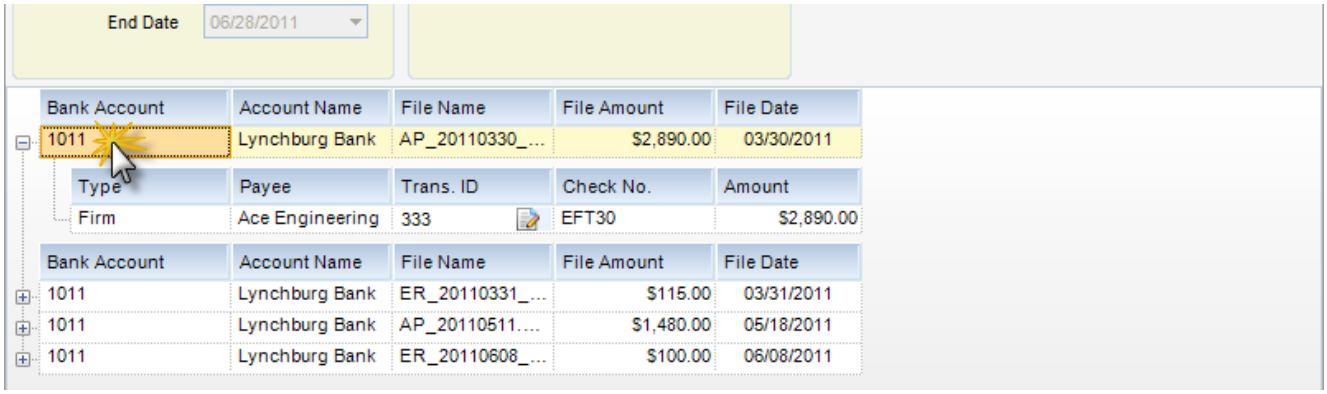
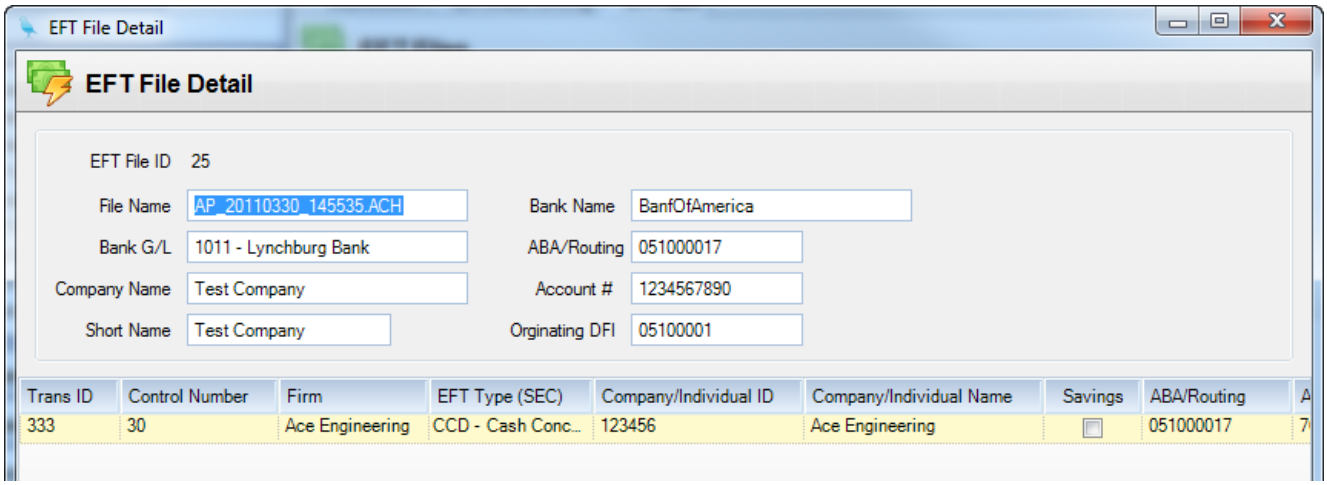


(Fig.1)

Step 2 - The EFT File Detail (Fig.2) will pop up. Here you can make the appropriate changes.



(Fig.2)

Step 3 - Click the Generate File button located on the toolbar (Fig.3).

(Fig.3)

4.9.4 Dashboard Groups

Overview

The Dashboard is the first visible applet after logging-in. It is a customizable applet that is used to display user-defined data. The dashboard contains sub-items called widgets.

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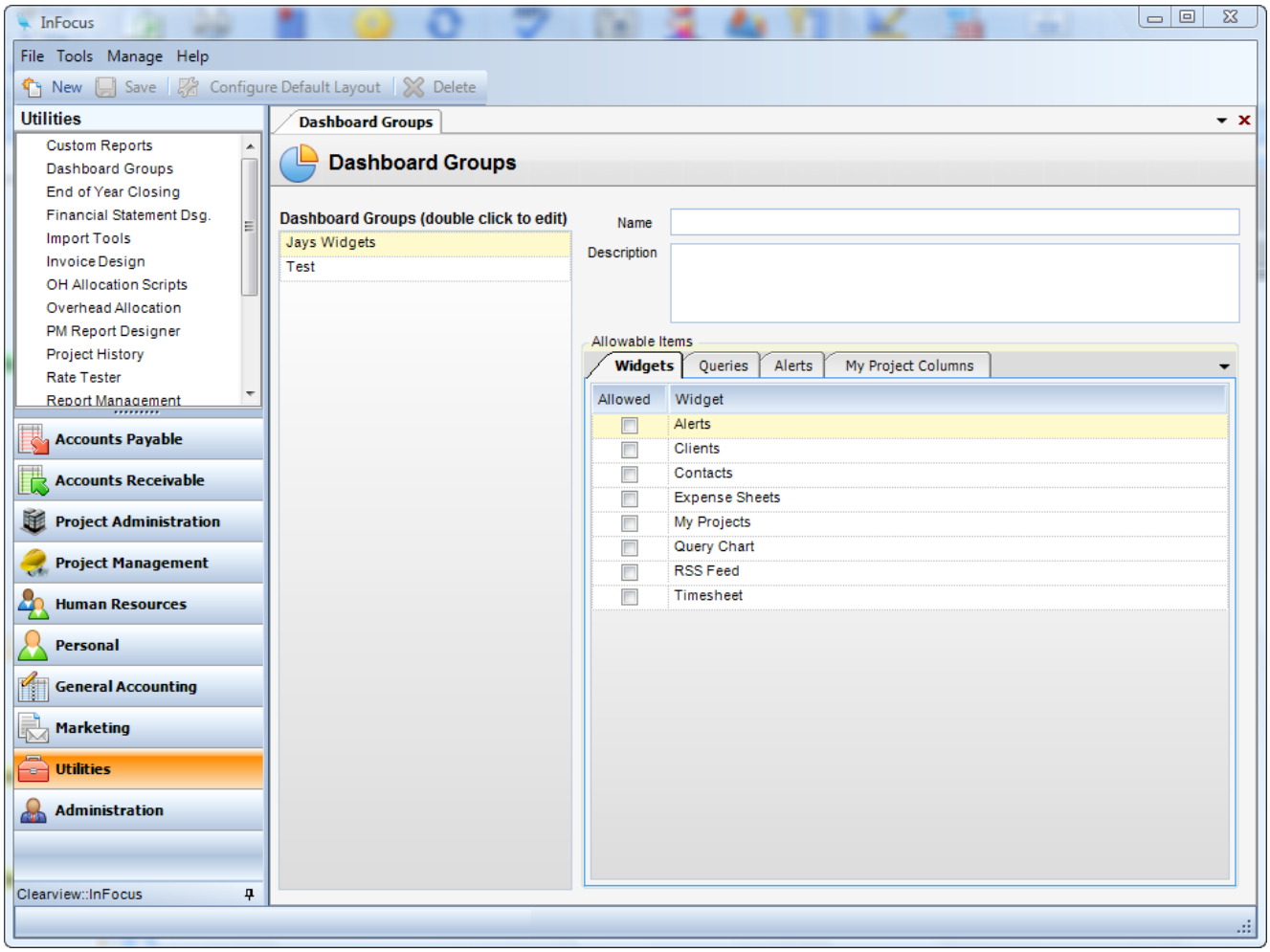
The dashboard and widgets are controlled through the applet “Dashboard Groups” in the Utilities module. Dashboard Groups are used for grouping users into named groups that are allowed access to a particular set of widgets.

Each group has a name, description, allowed widgets, queries, and alerts.
Note: If there are queries or alerts that reveal sensitive information, make sure they are not allowed, except to specific dashboard groups.

Once the Dashboard Group has been given access to a specific set of widgets, the group can be configured with a default layout. When a user who is part of the group logs in, he will see the widgets in his dashboard. When a user is viewing widgets that are part of the default layout for a group, he cannot alter the specific settings of the widget; he can only re-position them and choose whether or not to show them upon login. Alternatively, a user can customize his own dashboard by clicking the “Customize / My Widgets” button on the dashboard toolbar. This will allow him to configure his own dashboard using only the widgets that are allowed to him by his respective dashboard group.

Note: Once the user has customized his view, he will not see the default layout widgets. By removing all of his widgets from his customized layout, he will again receive the dashboard group’s default layout.

A user can be assigned to a particular dashboard group through his employee record on the Employees applet.



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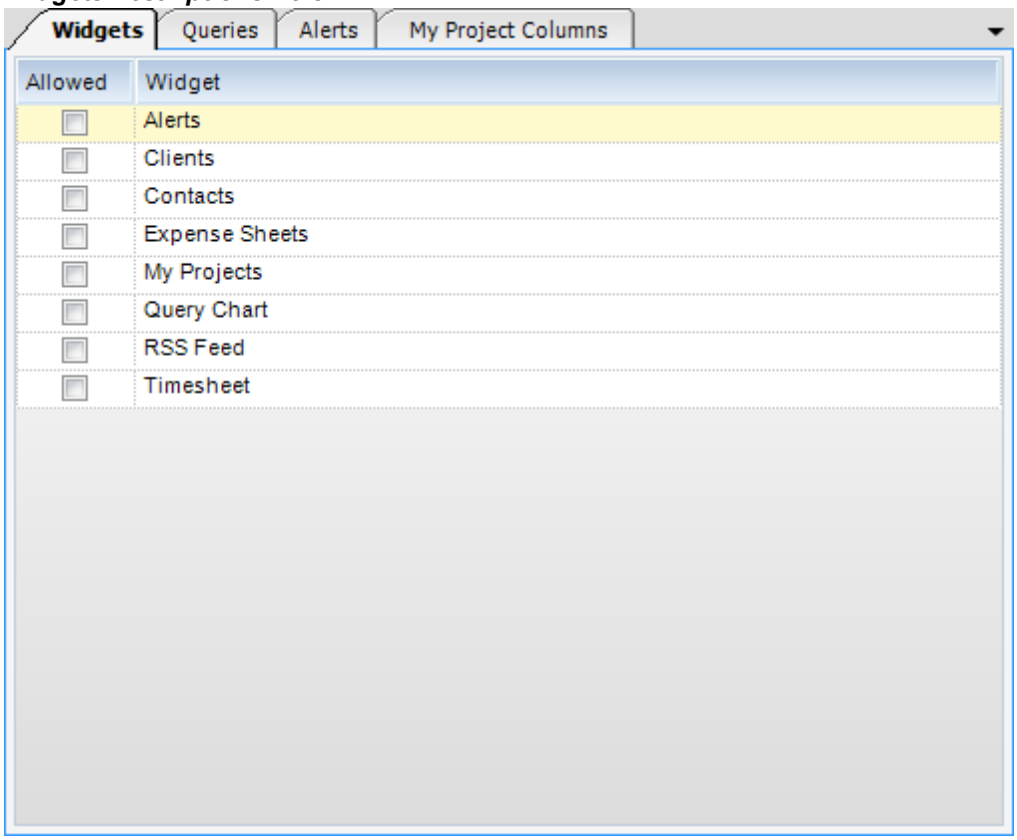
4.9.4.1 Widgets Tab

Overview

A widget is a generic term for the different types of “mini-applets” that can live on the dashboard. Currently there are eight widget types.

Widgets Descriptions Below



1) Alerts - The Alerts widget provides a list of predefined notifications.

2) Clients - Like the Contacts widget, the Clients widget allows a user to look up and add existing clients to a list for quick reference. Double clicking on the client name will bring up a Business Card View, while clicking on the Search button next to the client code will bring up the specific client record.

3) Contacts - The contacts widget allows a user to lookup and add an existing contact to a list for quick reference. Double clicking on first name will bring up a “business card” view, while clicking on the search button will bring up the specific contact record.

Note: If a user does not have permission to view the client’s applet, he will not see the Search button.

4) Expense Sheet - The Expense Sheet widget lists an employee’s expense sheets and color codes them based on current status. Double clicking a particular expense sheet will transfer the user to the Expense Sheet applet, with that expense sheet already loaded.

5) My Projects - The My Projects widget provides Project Managers, Project Accountants, and Principals a high level view of their respective projects. The widget provides a split view with a data grid containing project values and a column chart for easy viewing. Some of the columns can be drilled-down upon for further analysis.

6) Query Chart - The Query Chart widget provides a generic chart interface for predefined queries. Four different

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chart types are supported, including: Pie, Column, Bar, and Line Charts. Depending on the type of chart, the query must return columns in a particular manor.

- ***Pie*** - Shows the size of items that make up a data series proportional to the total of the items in the series. A pie chart always shows a single data series, and is useful for determining which item or items in the series is/ are most significant. The first strong column in the resulting query will be used as the label. The first numeric column in the resulting query will be used for the slice value.
- ***Column*** - Shows the changes in a data series over time or compares multiple items. Types of items are arranged horizontally, while data values are plotted vertically to emphasize variation over time. Each row is drawn separately as a group of vertical columns. These groups are called a series. The first string column is used as the series label. Every numeric column will be displayed in the chart.
- ***Bar Graph-*** Shows the changes in a data series over time or compares multiple items. Types of items are arranged vertically, while data values are plotted horizontally to emphasize variation over time. Each row is drawn separately as a group of vertical columns. These groups are called a series. The first string column is used as the series label. Every numeric column is displayed in the chart.
- ***Line*** **-** Emphasizes the amount of change over a period of time or compares multiple items. Data points are plotted in series, using evenly-spaced intervals and connected with a line to emphasize the relationships between the points. Each row is drawn as a single line (or area) on the chart, with a number of points in the line equal to the count of numeric columns in the data set. Every numeric column is displayed in the chart. The first numeric column encountered in the data is used for the value of the first point, the second column for the second point, and so on.

7) RSS Feed - The RSS Feed widget is used to consume RSS 2.0 or Atom 1.0 feeds. The feeds can be any valid RSS URL. Double clicking one of the items in the feed will navigate the default web browser to the particular article.

8) Timesheet - The timesheet widget offers a summarized view of an employee's most current timesheet with the ability to "jump" to that timesheet for completion or submission.

4.9.4.2 Queries Tab

Overview

The Queries Tab. Queries come in two types—System or Custom. The system queries cannot be changed, but may be copied in order to customize them in some way.

To Create New Queries - From the Dashboard Groups applet toolbar, click Manage Queries. The name of the query, the chart type, and the query itself can be specified there. Refer to the chart types above for direction on query construction.

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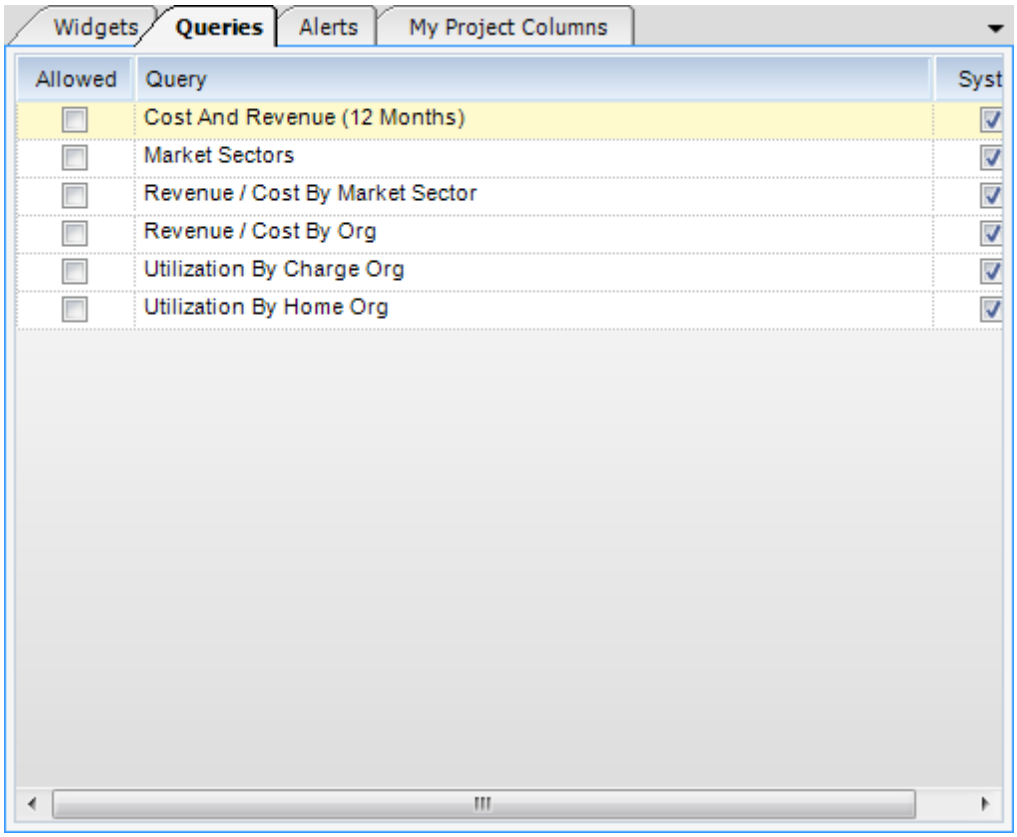

4.9.4.3 Tiles

Overview

Tiles are single metric reports that can have a caption. You have 18 different tiles available to you when you upgrade. To manage Tiles, go to Utilities > Dashboard Groups > Toolbar > Manage > Tiles. Click here and go to the 1 minute 59 second mark to learn more about tiles.

4.9.4.4 Alerts Tab

Overview

The Alert Tab. Like queries, alerts can be either System or Custom.

To Create New Alerts - From the Dashboard Groups applet toolbar, click the Manage Alerts button. The name of the alert and the query itself can be specified from there. The Alerts widget assumes the first column of the resulting set of data is a string that is itself the alert.

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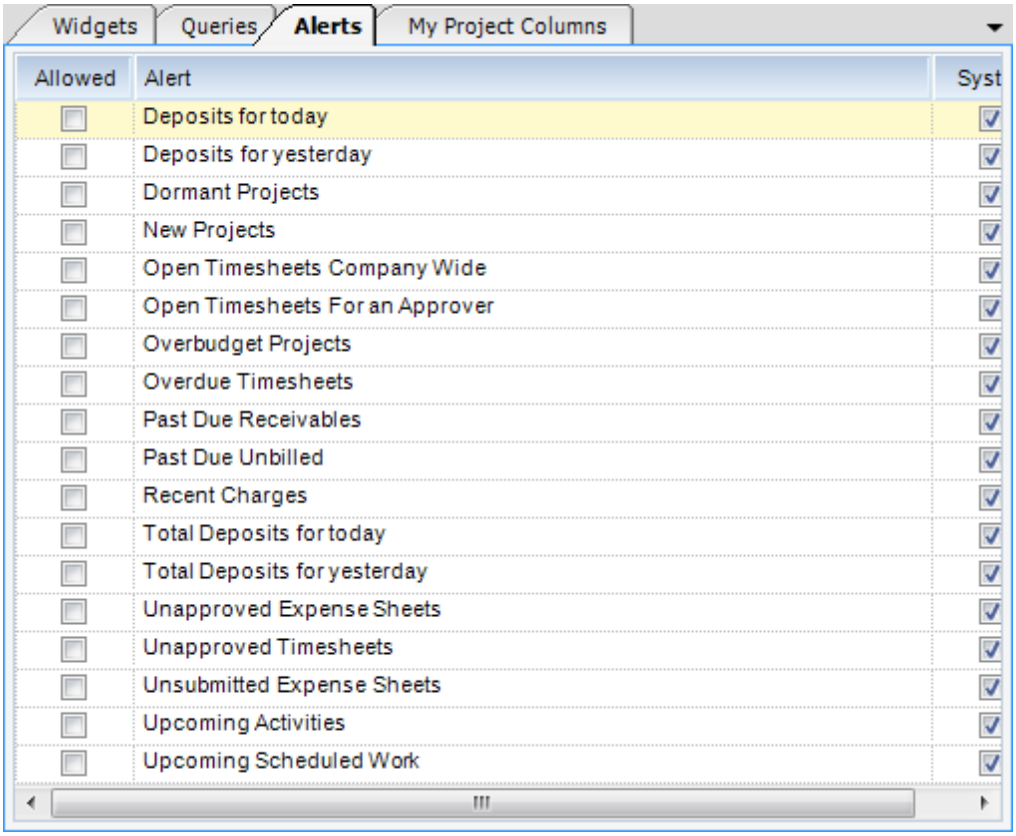

4.9.4.4.1 Alert Descriptions

Overview

Alerts Descriptions

Warn on Use of At Risk - An Alert will be generated if a project is assigned to an At Risk client (any client displaying a stop sign in the Warnings tab in client setup).

My Scheduled Projects for Today - This will alert the logged-in user of all projects he or she is scheduled for on the current day.

Accounts Receivable Balances - This alert will display the as of the moment balance in all A/R general ledger accounts.

Accounts Payable Balances - This alert will display the as of the moment balance in all A/P general ledger accounts.

New Projects Without a Bill Rate Schedule at The top level - This alert will report projects that do not have a bill rate schedule assigned at the project level.

New Receipts for My Projects - The alerts the PM or PIC of new receipts on their projects.

New Sale Invoices for My Projects - The alerts the PM or PIC of new sales on their projects.

New Consultant Invoices for My Projects - The alerts the PM or PIC of new consultant invoices on their projects.

Recent Projects Where I Have Been Added as a Team Member - This alerts the logged in user of projects they have been recently added to as a team member.

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Change Orders Waiting Approval - This Alert displays any Change Orders that are waiting for approval in Project Planning.

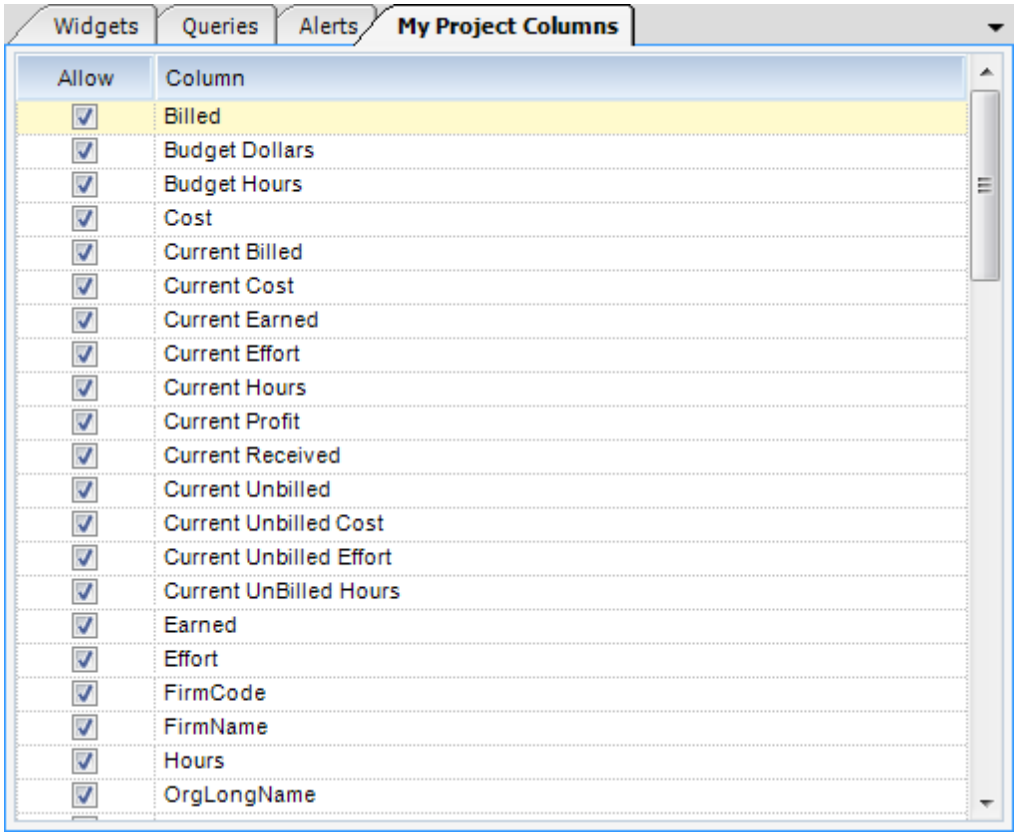
My New Work Orders - This Alert displays new Work Orders created for the user.

My Processed Expense Sheets - This Alert shows the user when a payment has been made for their expenses.

4.9.4.5 My Project Columns Tab

Overview

The My Projects Columns tab provide Project Managers, Project Accountants, and Principals a high level view of their respective projects. The widget provides a split view with a data grid containing project values and a column chart for easy viewing. Some of the columns can be drilled down for further analysis.



4.9.4.6 How To

4.9.4.6.1 Create a Dashboard Group New Query

Overview

How to Create a Dashboard Group New Query.

Note: Variables available for use in queries are listed below the steps.

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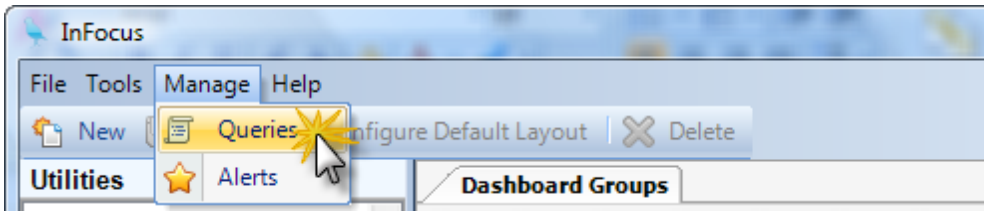
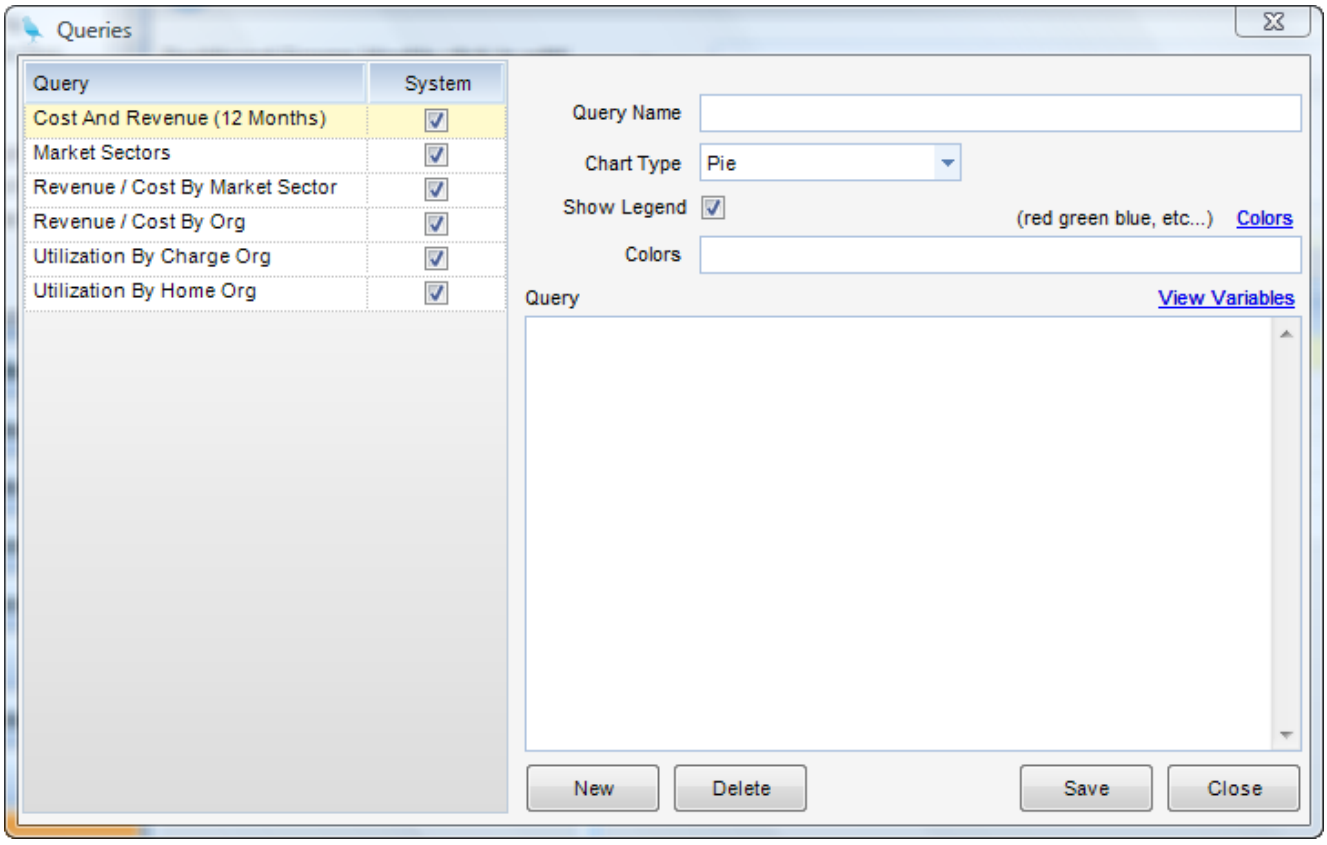
Step 1 - From the Dashboard Groups applet toolbar, click the Manage button; then select Queries.



Step 2 - Specify the name of the query, the chart type, and the query itself. Refer to the chart types located in the Wigets Tab section of this manual.



Step 3 - Click Save.

Variables

Variables are available for use in queries. Currently, the variables include the following:

@MYID@ - The employee id of the logged in user.

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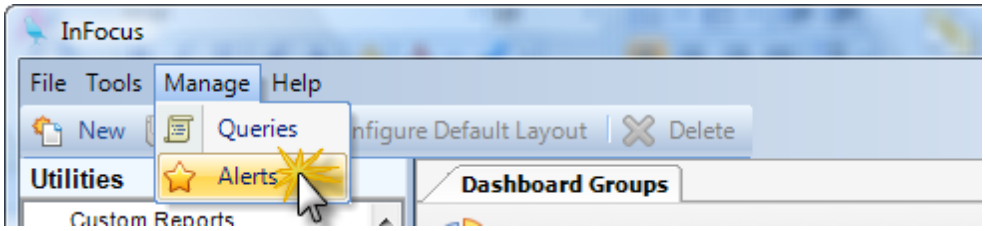
@MYCODE@ - The employee code of the logged in user.
@NOW@ - The current time
@MONTH@ - The current month
@DAY@ - The current day of the month
@YEAR@ - The current year
@DATE@ - The current date
@TIME@ - The current time
@CURRENTPERIODCODE@ - The current G/L period code
@CURRENTPERIODSTART@ - The starting date of the current G/L period
@CURRENTPERIODEND@ - The ending date of the current G/L period
@YEARSTART@ - The beginning of the current year.
@YEAREND@ - The end of the current year.
@MONTHSTART@ - The first of the current month
@MONTHEND@ - The end of the current month

4.9.4.6.2 Create a New Alert

Overview

How to Create a *Alert*.

Step 1 - From the Dashboard Groups applet toolbar, click the *Manage* button then select *Alerts*.



Step 2 - Specify the name of the alert and the query itself. The Alerts widget assumes the first column of the resulting set of data is a string that is itself the alert.

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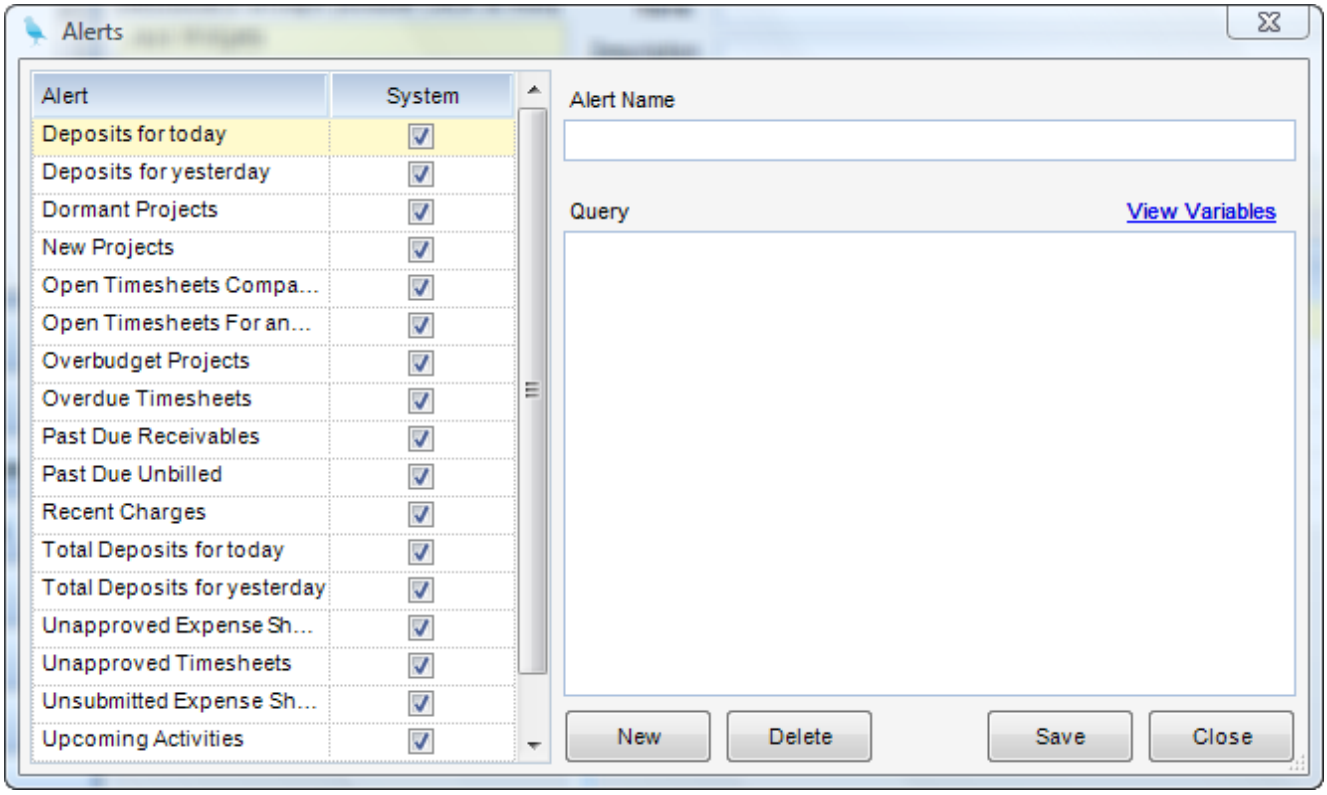

Step 3 - Click *Save*.

4.9.4.6.3 Configure the Default Layout for a Dashboard Group

Overview

How to Configure the Default Query Layout.

The dashboard and widgets are controlled through the Dashboard Groups applet in the Utilities module. Dashboard Groups are used for grouping users into named groups that are allowed access to a particular set of widgets.

Each group has a name, description, allowed widgets, queries, and alerts.

Note: Queries or alerts that reveal sensitive information should be disallowed except to specific dashboard groups.

Once the Dashboard Group has been given access to a specific set of widgets, the group can be configured with a default layout. When a user who is part of the group logs in, he will see the widgets in his dashboard. When a user is viewing widgets that are part of the default layout for a group, he cannot alter the specific settings of the widget; he can only re-position them and choose whether or not to show them upon login. Alternatively, a user can customize his own dashboard by clicking the “Customize / My Widgets” button on the dashboard toolbar. This will allow him to configure his own dashboard using only the widgets that are allowed to him by his respective dashboard group.

Note: Once the user has customized his view, he will not see the default layout widgets. By removing all of his widgets from his customized layout, he will again receive the dashboard group’s default layout.

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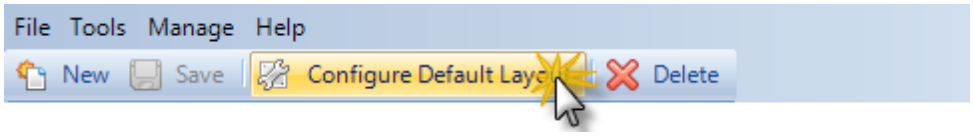
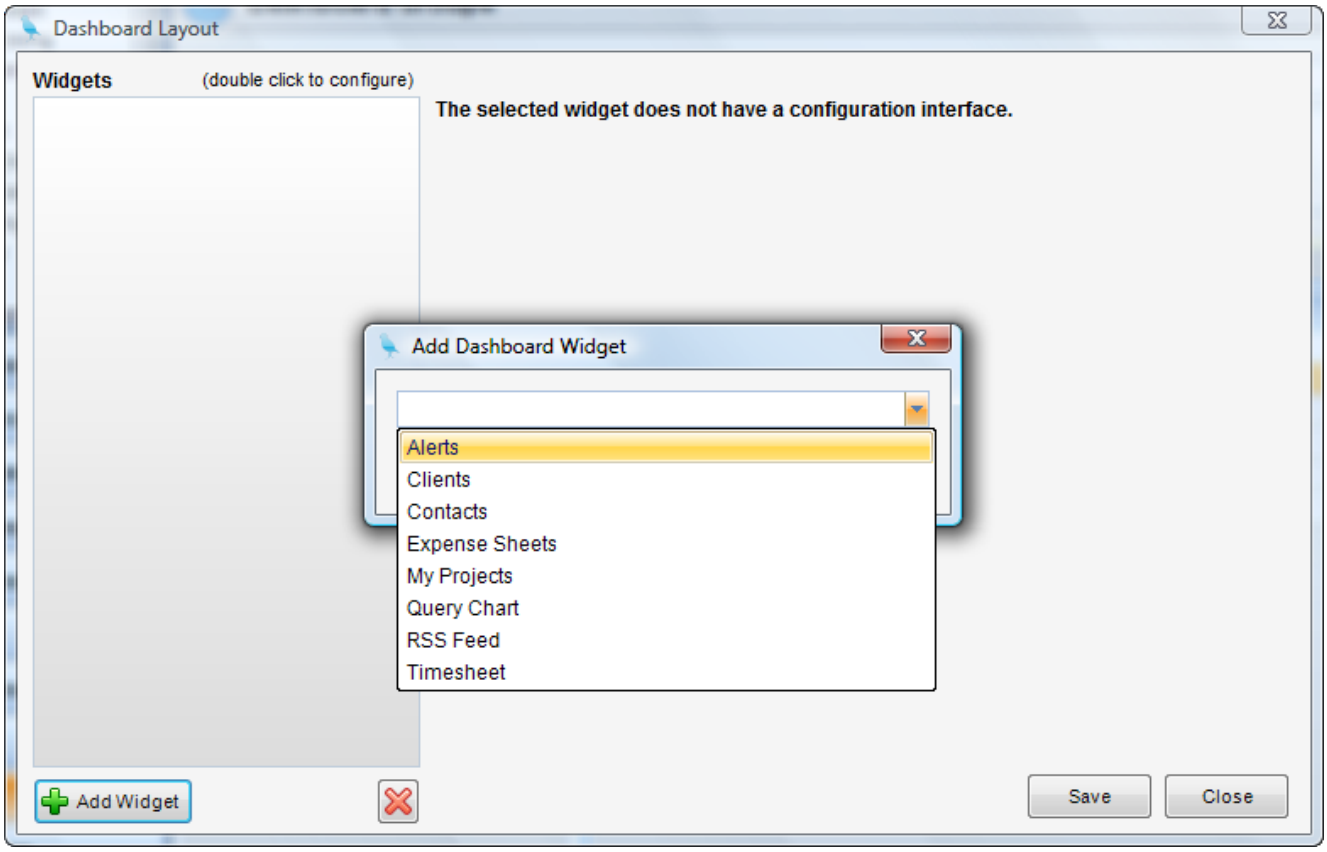
A user can be assigned to a particular dashboard group through his employee record on the Employees applet.

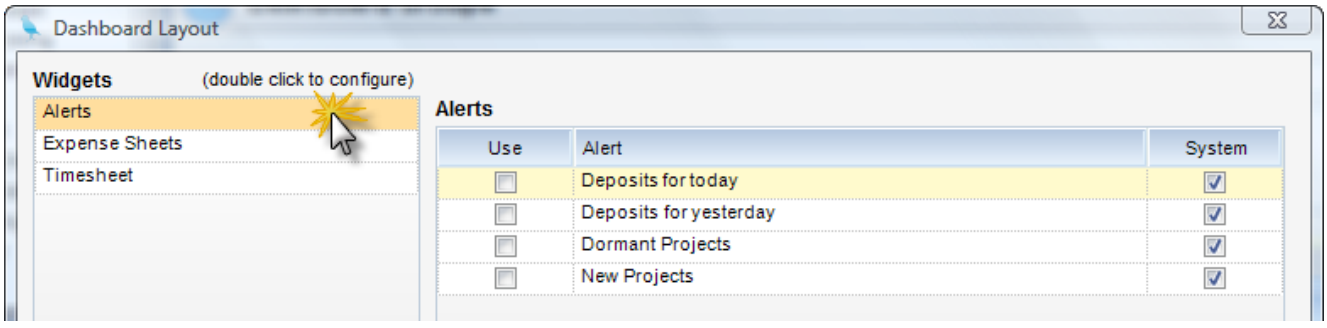
Step 1 - Click the *Configure Default Layout* button located on the toolbar.



Step 2 - The user should select the widgets for his group to view from the Add Dashboard Widget drop-down box.



Step 3 - Double click the widget to be configured further and check the appropriate boxes.



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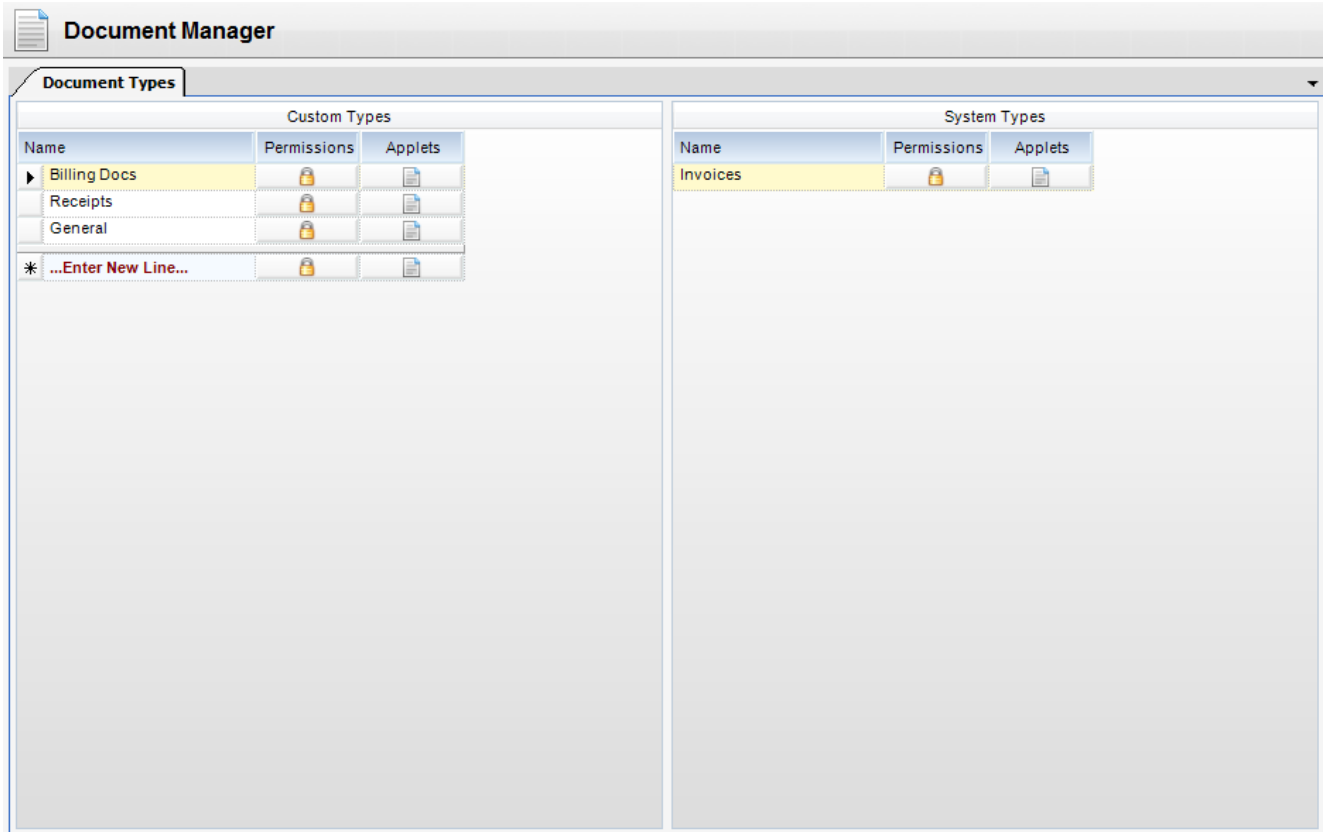
Step 4 - Click Save to complete the creation of the dashboard group.

4.9.5 Document Manager

Overview

The Document Manager tab is where the Document Types, use in Document Management, are greated and managed.



4.9.5.1 Document Types Tab

Overview

The Document Types Tab displays the Document types specified by an end user.

A System Type named Invoices (Fig.1) was created during the configuration process.

Name - Name of the Document Type. ***Note:*** This naming convention is for InFocus storage and security purposes only. For example, Just by naming a Document Type "pdf's" does not limit the folder to accepting only .pdf type files.

Permissions - This is where permissions are assigned to this Document Type.

Applets - This is where you designate the applets that the selected Document Type can be accessed through.

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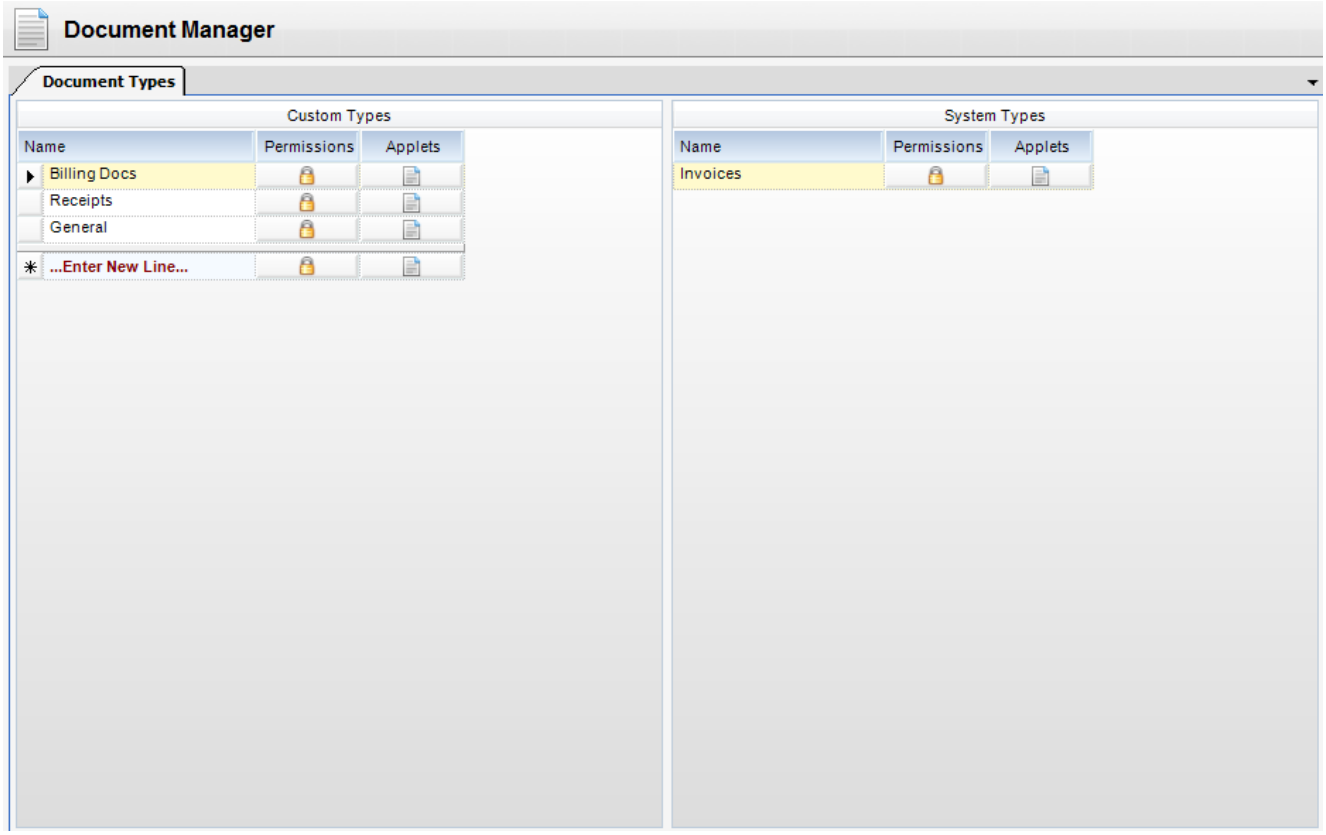

(Fig.1)

(Fig.1)

4.9.5.2 Documents Tab (Applets that use Doc. Mgmt.)

Overview

The Documents tab is the user interface where you are able to add, delete, view, etc. documents. It is typically accessed through a tab (ie., Projects, Clients, etc.) but can also be accessed through a Documents Button (ie., Sales Journal, Receipts Journal, etc.). If you cannot see these tabs or buttons, the Document Management utility is probably turned off. See the Global Settings / Document Management section of this manual for more information about turning Document Management on.

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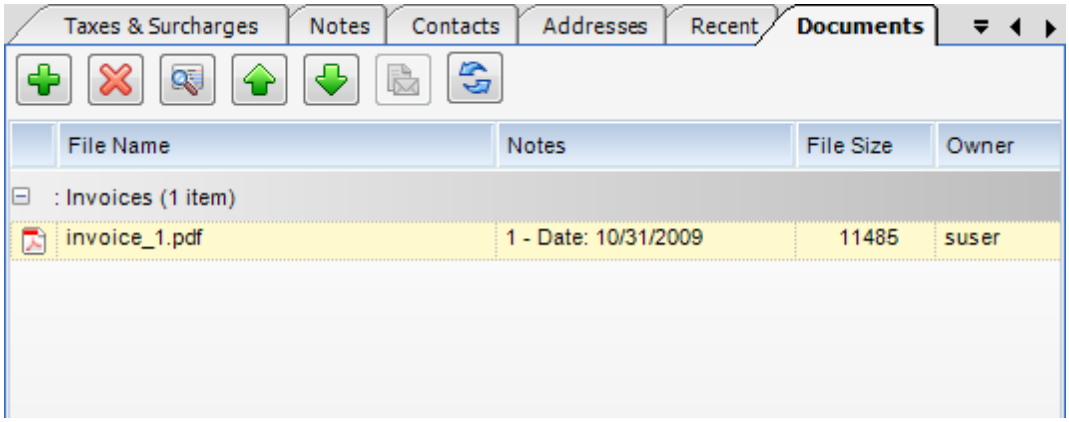


Button Descriptions

Plus Sign - Allows you to Add a document.

X Button - Allows you to Delete a document. **Note:** You must be the owner of the document to delete a file or modify a file.

Magnifying Glass - Allows you to View the document.

Up Arrow - Allows you to modify a report by uploading over top of it. **Note:** You must be the owner of the document to delete a file or modify a file.

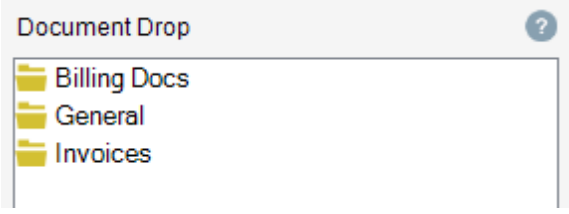
Down Arrow - Allows you to Download the document.

Mail Button - Allows you to email the document. **Note:** Must be configured in Global Settings.

Refresh Button - Allows you to refresh the Documents tab.

Document Drop

InFocus 2.0 and greater supports a new document drop feature whereby documents can be added to configured document type folders by dragging the document to the desired folder. To do so, left mouse click on the document and, while holding the mouse click, drag the document until it hovers over the desired folder then release the mouse click.



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4.9.5.3 How To

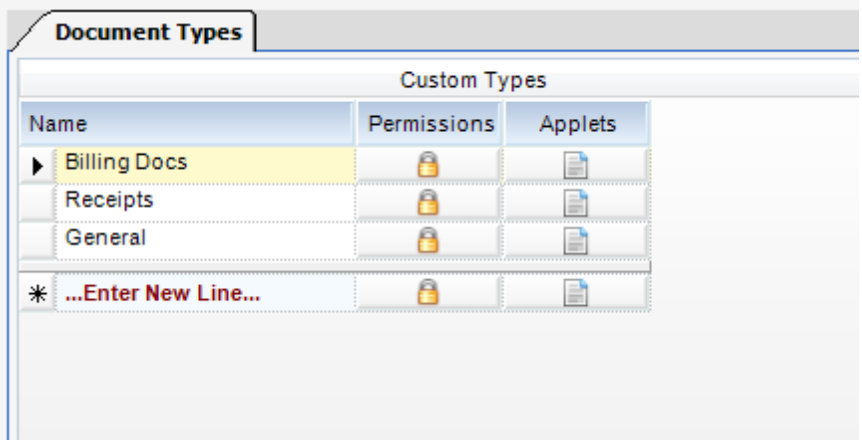
4.9.5.3.1 Create a Document Type

Overview

How to Create a Document Type.

Note: This naming convention is for InFocus storage and security purposes only. For example, Just by naming a Document Type "pdf's" does not limit the folder to accepting only .pdf type files.

Step 1 - First you must create the *Document Type Name* and select the *DefaultRepo* location (Fig.1) and click *Save*.



(Fig.1)

Step 2 - Next, assign the appropriate *Permissions* needed for this Document Type and click *Save* (Fig.2) .

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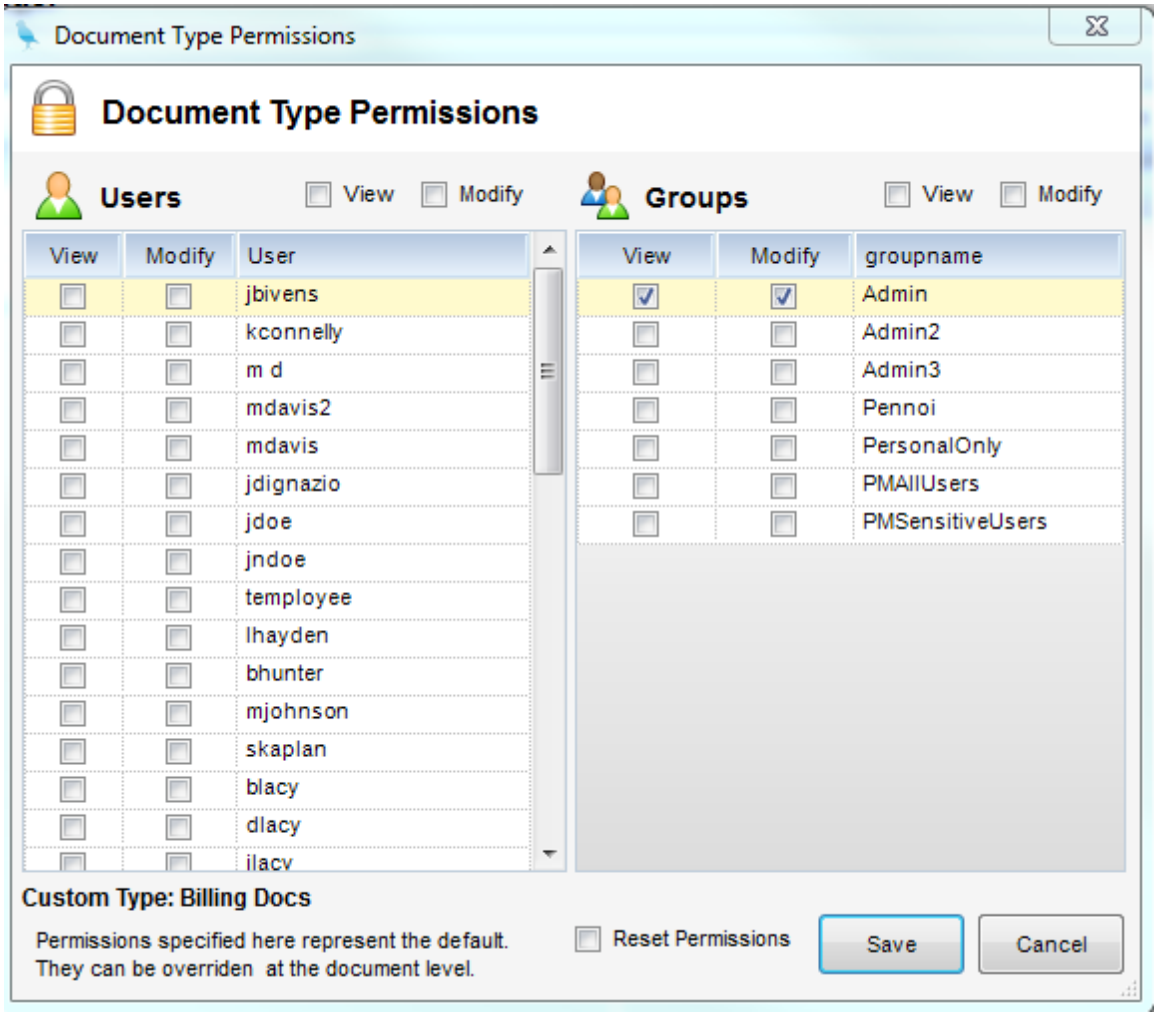

(Fig.2)

Step 3 - Finally, you designate the applets that this repository will be accessible in (Fig.3) and click *Save*.

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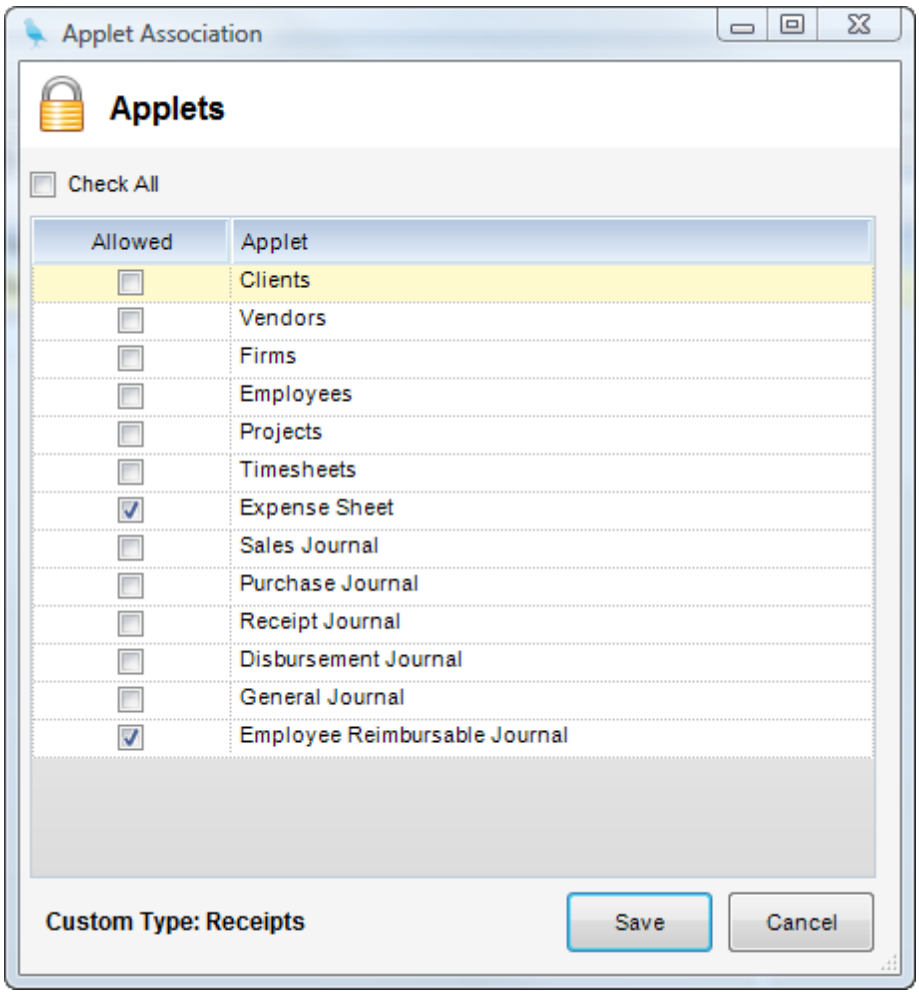

(Fig.3)

4.9.6 End of Year Closing

Overview

End of Year Closing in InFocus is an automated journal entry. The purpose is to take the year-to-date amounts in all income and expense accounts and reverse them into retained earnings. This effectively zeros out the income and expense accounts for a fiscal year.

The journal entry is made to the *General Journal* and is flagged as a closing entry. This allows the entry to be ignored for profit and loss type financial statements. The entry is posted in the last period of the fiscal year in question with a transaction date equal to that periods end date.

For cash base conversion, the utility must be run twice - once for cash and once for accrual.

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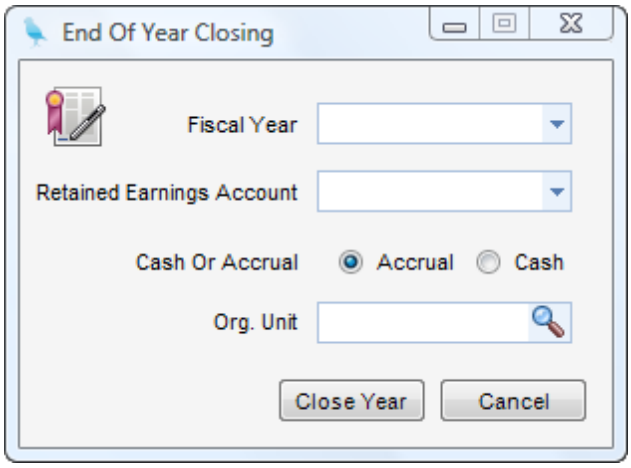

Running the procedure requires the following information:

- **Fiscal Year** - Fiscal year to close
- **Retained Earnings Account** - Offset account for income and expense.
- **Cash Accrual** - Option for closing books for cash or accrual.

This utility can be run as many times as needed for a given year. If all amounts are zero, no entry will be posted.

4.9.7 Exchange Synchronization

Overview

Exchange Contact Synchronization (ECS)

Exchange Contact Synchronization allows for synchronization between InFocus created contacts and personal Exchange contacts. ECS setup requires an additional cost. The availability of ECS will also be limited. If you are interested in using ECS, please contact support.

4.9.8 Financial Statement Designer

Overview

Financial Statement Designer provides for flexible statement generation. Balance Sheets, Profit & Loss (consolidated and by profit center), and other statements can be created here. This allows a group of G/L accounts to be combined to appear on a financial statement design. Any line item can contain up to fifteen columns, so comparatives between periods and/or budgets can be achieved. Financial statements can use accrual or cash figures.

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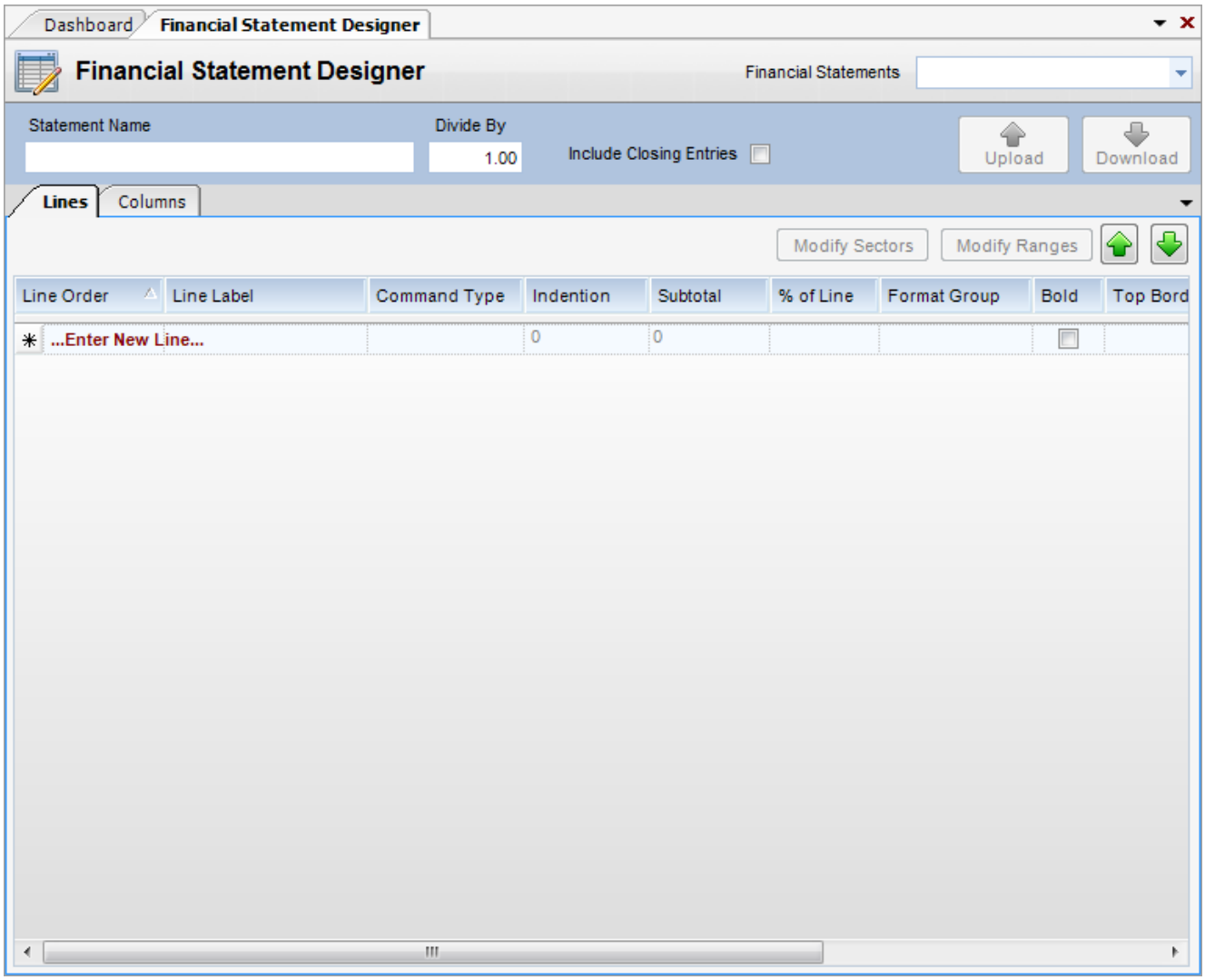
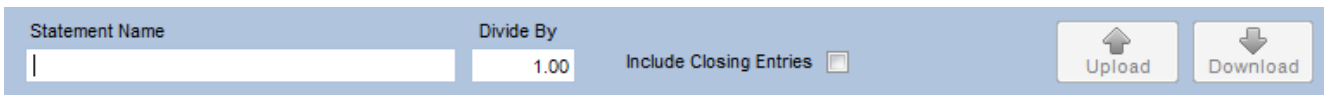


4.9.8.1 Header

Overview

The Header section contains the common data for a design.



Statement Name - Name of the financial statement.

Divide By - Number to divide all figures by.

Include Closing Entries - When checked, closing entries from the *General Journal* are included.

Upload Button - Allows the user to upload custom Financial Statement Designs. See the Upload a Report located in the "How to" section for more information on this topic.

Download Button - Allows the user to download custom Financial Statement Designs. See the Download a

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Report located in the "How to" section for more information on this topic.

4.9.8.2 Lines Tab

Overview

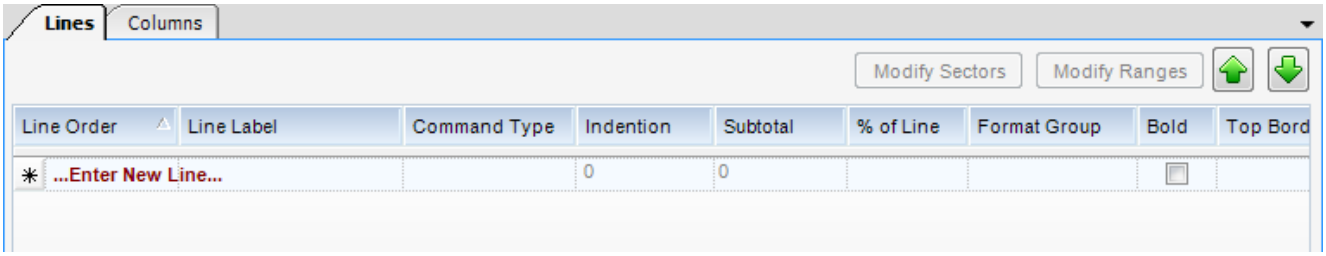
The Lines tab in the designer uses one of four command types:

1) **Text -** Text prints one text line. (Text comes from Line Label Column)

2) **Summarize -** Summarize prints one summarized line. (Summarizes ranges established in the Modify Ranges Button)

3) **Itemize -** Itemize creates one line for every item retrieved from the ranges established in the Modify Ranges Button.

4) **Consolidate -** Consolidates G/L accounts that may have associations to multiple Org. Units.



Descriptions within the Line Grid:

- **Line Order** - Numerical order to print lines. Does not have to be continuous but must be unique within the design
- **Line Label** - Text to print on line; used only on Text and Summarize types.
- **Command Type** - Line type; choices are text, summarize, itemize, and consolidate. Descriptions above.
- **Indentation** - Number of units to indent the line text; size of unit is determined in the report layout.
- **Subtotal** - Subtotal column to print figure. Choices are 1,2 or 3. Each column in the design can be subdivided into three columns.
- **% of line** - Percent of line to compare to (ratio); typically used to show percent, total revenue, or expense. A line that references itself will be 100%.
- **Format Group** - User-definable value that can be used for conditional print operations in the design.
- **Bold** - Flag to indicate line should be bolded.
- **Top Border** - Border to be used on top edge of figures. Typically only used on summarized lines.
- **Right Border** - Border to be used on top right edge of figures. Typically only used on summarized lines.
- **Bottom Border** - Border to be used on bottom edge of figures. Typically only used on summarized lines.

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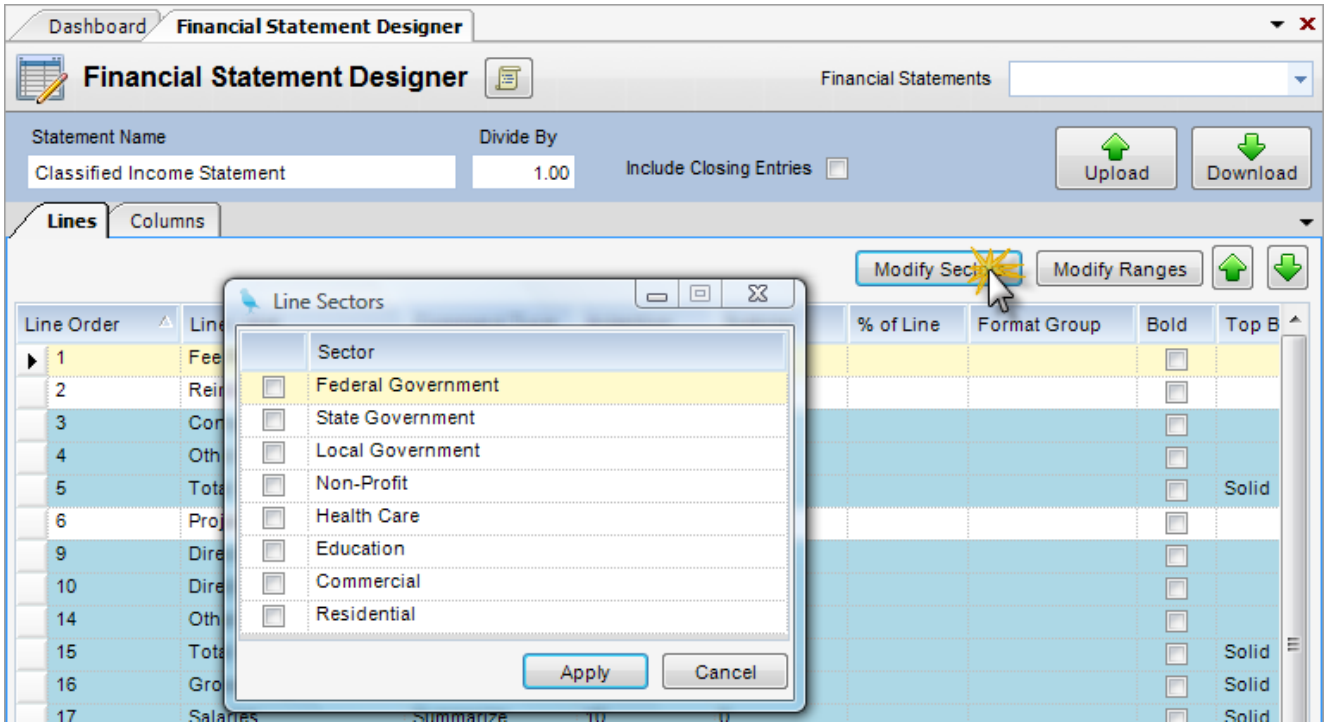
- **Left Border** - Border to be used on left edge of figures. Typically only used on summarized lines.

4.9.8.2.1 Modify Sector Button

Overview

Modify Sector Button. All line types except for Text can have sector filters. Sector filters are used to weight a financial statement (revenue and expense) by market sectors. When projects are set up, they can be assigned to market sectors, each at a certain percentage totaling 100 percent. For instance, a project can be assigned 70% to government and 30 percent to commercial. By using a sector filter, figures in the financial statement are multiplied by the percentage on the project.

One or more market sectors can be included in the filter.



4.9.8.2.2 Modify Ranges Button

Overview

Modify Ranges Button. All line types except for Text can have ranges. Ranges allow for groups of accounts to be included on the line in question. Any line can have an unlimited number of ranges.

Note: A row will appear in the grid as ranges are added or removed. The grid may then be used to navigate between ranges to edit them.

Grid Descriptions Below

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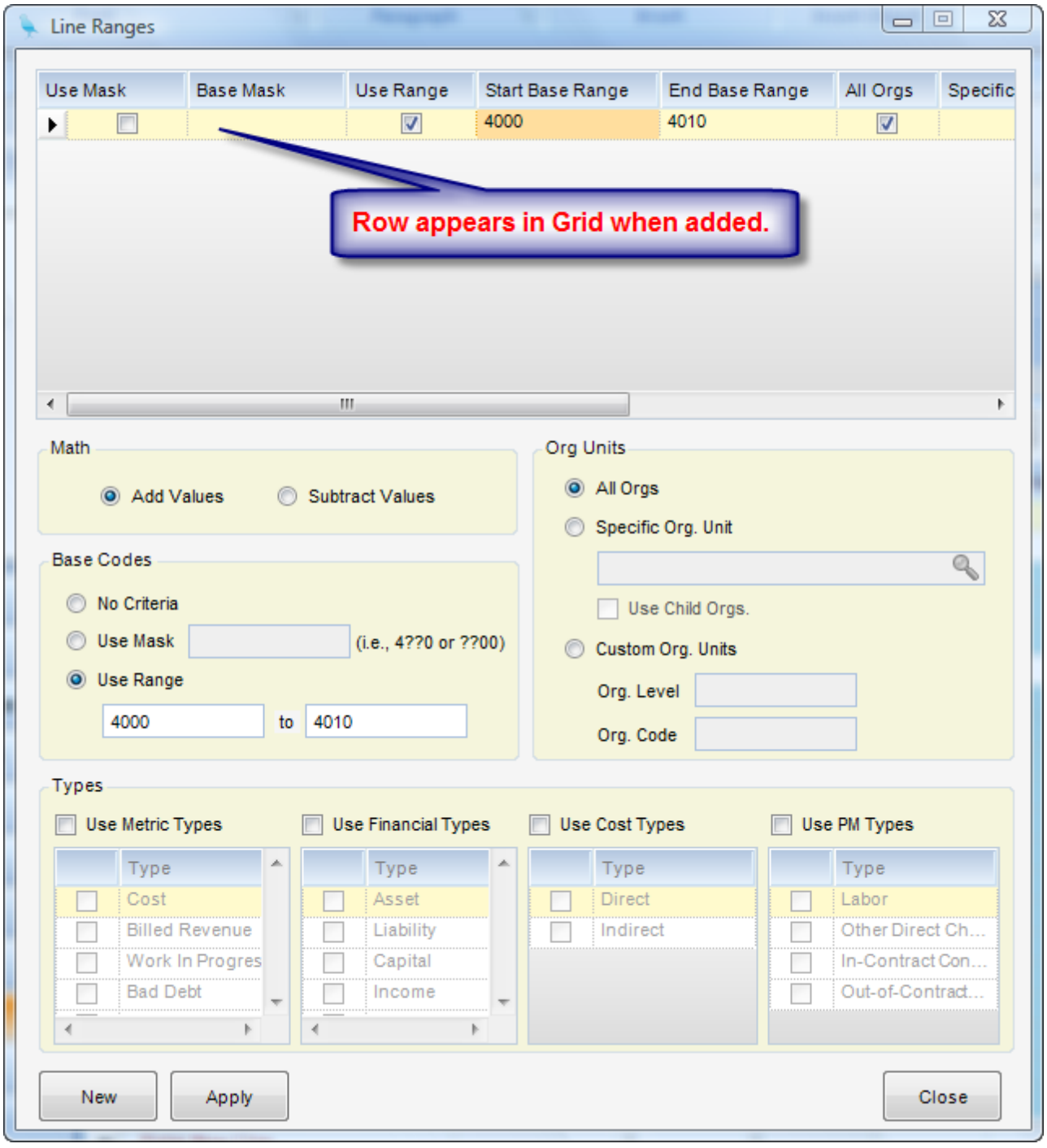

Math

- **Add Values** - When checked, accounts figures are added to this range as a positive.
- **Subtract Values** - When checked, accounts figures are added to this range as a negative.

Base Codes

- **No Criteria** - When selected, no base code ranges are established.

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- **Use Mask** - When selected, a mask is used. A mask works by placing a question mark in one or more positions of the base code. For instance , 40?5, would include all base accounts beginning with 40 and ending with a 5. Question mark means any value can appear in that position.
- **Use Range** - When checked, the range of base codes entered is used.

Org Units

- **All Orgs** - When checked, all org units are included.
- **Specific Org Unit** - When checked, only the supplied org unit is included.
- **Use Child Orgs** - Available only when specific org unit is checked. When checked, children of the specified org unit are also included.
- **Custom Org Units** - When checked, org units can be combined with a like code at a specified level.
- **Org Level** - Org level where the code is found; available only when Custom Org Unit is checked.
- **Org Code** - The code on which to combine; available only when Custom Org Unit is checked.

Types

- **Use Metric Types** - When checked, the list of metric types selected are included.
- **Use Financial Types** - When checked, the list of financial types selected are included.
- **Use Cost types** - When checked, the list of Cost types selected are included.
- **Use PM Types** - When checked, the list of PM types selected are included.

4.9.8.3 Columns Tab

Overview

Columns Tab. Columns can represent account balances or budgets for any given period or for a comparison.

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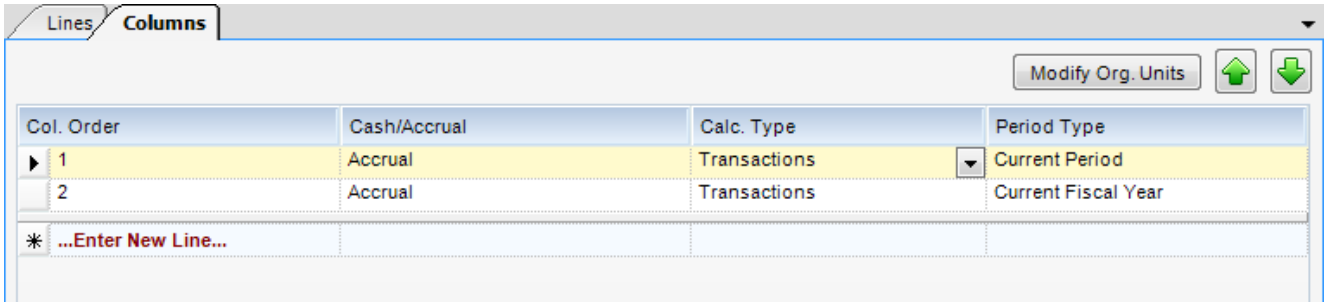

Descriptions within the Columns Grid:

Column Order - Order of column, ranging from 1 through 15 (max).

Cash/Accrual - Specify if Cash or Accrual figures are used.

Calculation Type - Choices are Transaction, Budgets, Variance, Percent Variance, Inverse Variance, and Inverse Percent Variances. (Explanation of Calculation Types below.)
- **Transactions** - Figures represent account balance (actual)
- **Budgets** - Figures represent account budgets
- **Variance** - Budget less actual
- **Percent Variance** - (Budget less actual / budget) x 100
- **Inverse Variance** - Actual less budget
- **Inverse Percent Variance** - (Actual less budget / budget) x 100

Period Type - G/L periods to include. Based on a singular period entered at run time. There are over fifty period types. The name should make their use self evident.

Note: With regards to the *Period Type* selections. The last four types could also be achieved through changing the report layout (RDL). Other comparisons such as this year vs. last year need to be accomplished in the report layout as well.

4.9.8.3.1 Modify Org Units Button

Overview

Click on the Modify Org Units button to view the grid. The org units to be displayed within the Financial Statement Designer can be modified here.

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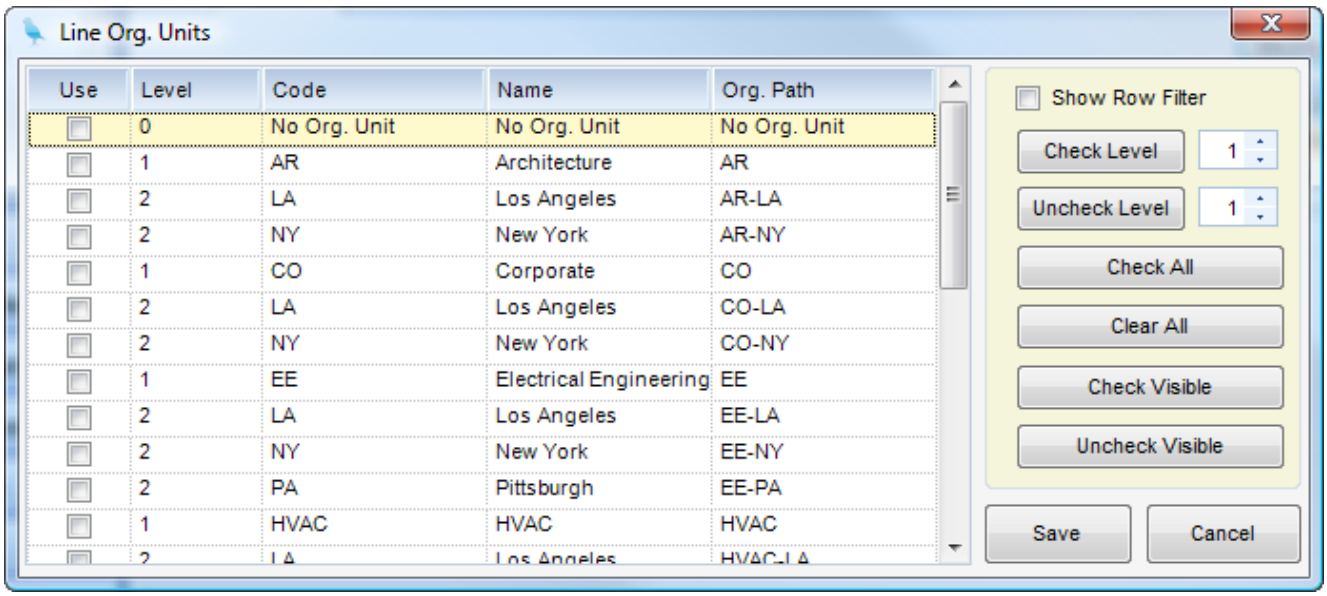

4.9.8.4 Dataset

Overview

Dataset. The RDL design affects the data that will be output to the report layout. While the actual figures and lines that appear vary by design, the columns or fields of the Dataset are always the same. Following is a list of the Dataset available in the Financial Statement designs (RDL File).

Line Type - Command type

Line Text - Text to print on line. This has already been processed to be either the G/L account name or the line text from the design depending on line type.

Line Order - Sort order.

Base Code - Base code. Only relevant on types itemize and consolidate.

Org Path - Org unit path. Only relevant on type itemize.

Org Name - Org Name. Only relevant on type itemize.

Indents - Number of units to indent line text.

Subcol - Subtotal column.

IsBold - True or False; indicates if line should be bolded.

Left Border - Left border style for figures.

Right Border - Right border style for figures.

Top Border - Top border style for figures.

Bottom Border - Bottom border style for figures.

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Format Group - User definable codes to use for conditional formatting.

Col1 thru Col15 - Column one through fifteen calculated figures.

Col1Pct thru Col15Pct - Column one through fifteen calculated percent of lines or rations.

4.9.8.5 How To

4.9.8.5.1 Dow nload a Report

Overview

How to Download a Report.

All report layouts are stored in the database. In order to modify a report layout, download it to the local hard disk and modify it using Microsoft Report Designer. Anytime columns in the dataset change, download and re-upload the report.

Step 1 - Select the report to download and click Download (Fig. 1).

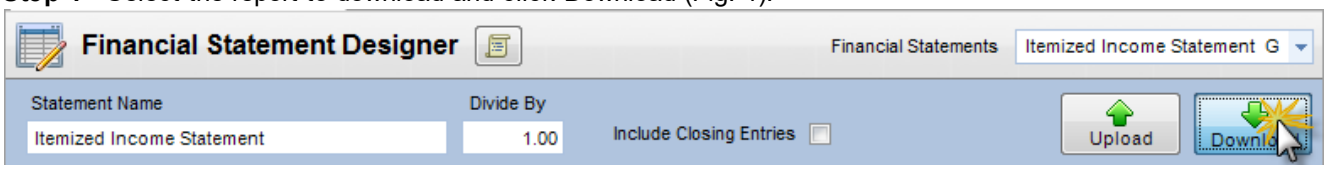

Fig. 1

Step 2 - When the Folder Navigator appears (Fig. 2), select the folder to which the report will be downloaded. Click OK and a folder with the name of the report will be created in the selected location. Inside that folder, three files will be created: a solution file (extension sln), a project file (extension rptproj), and the layout file (extension rdl). These are used by the Report Designer.

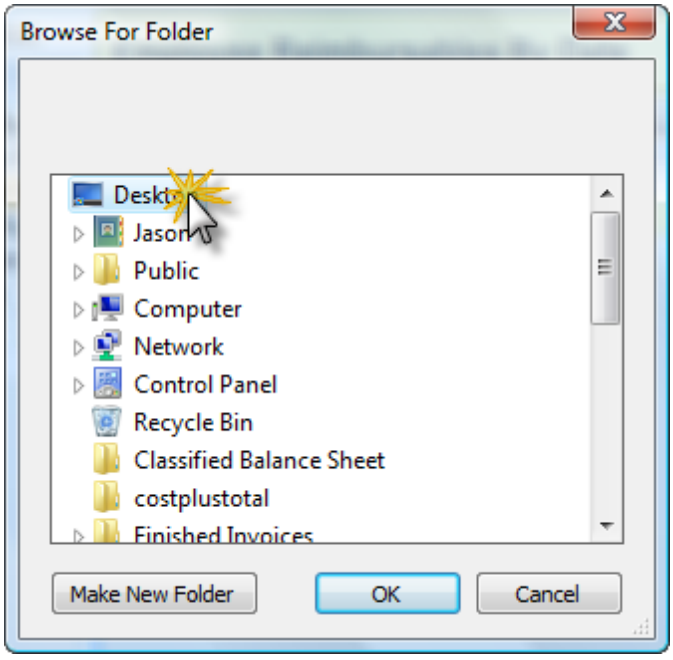

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Fig. 2

4.9.8.5.2 Upload a Report

Overview

How to Upload a Report. After modifying a layout, it must be uploaded to the database to be put in use.

Step 1 - Select the report to be uploaded, then click the Upload button (Fig. 1).

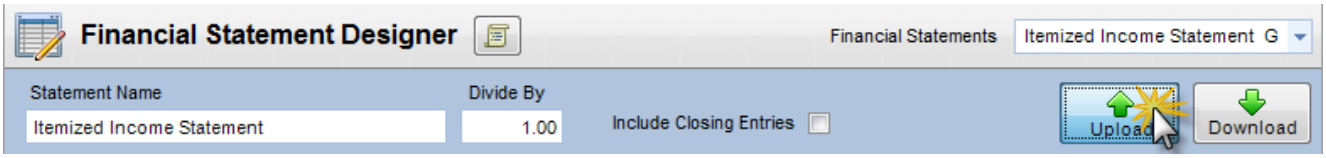

Fig. 1

Step 2 - After clicking the Upload button, a Filer Navigator will appear. Locate the modified design and double click on the .rdl file to be uploaded.

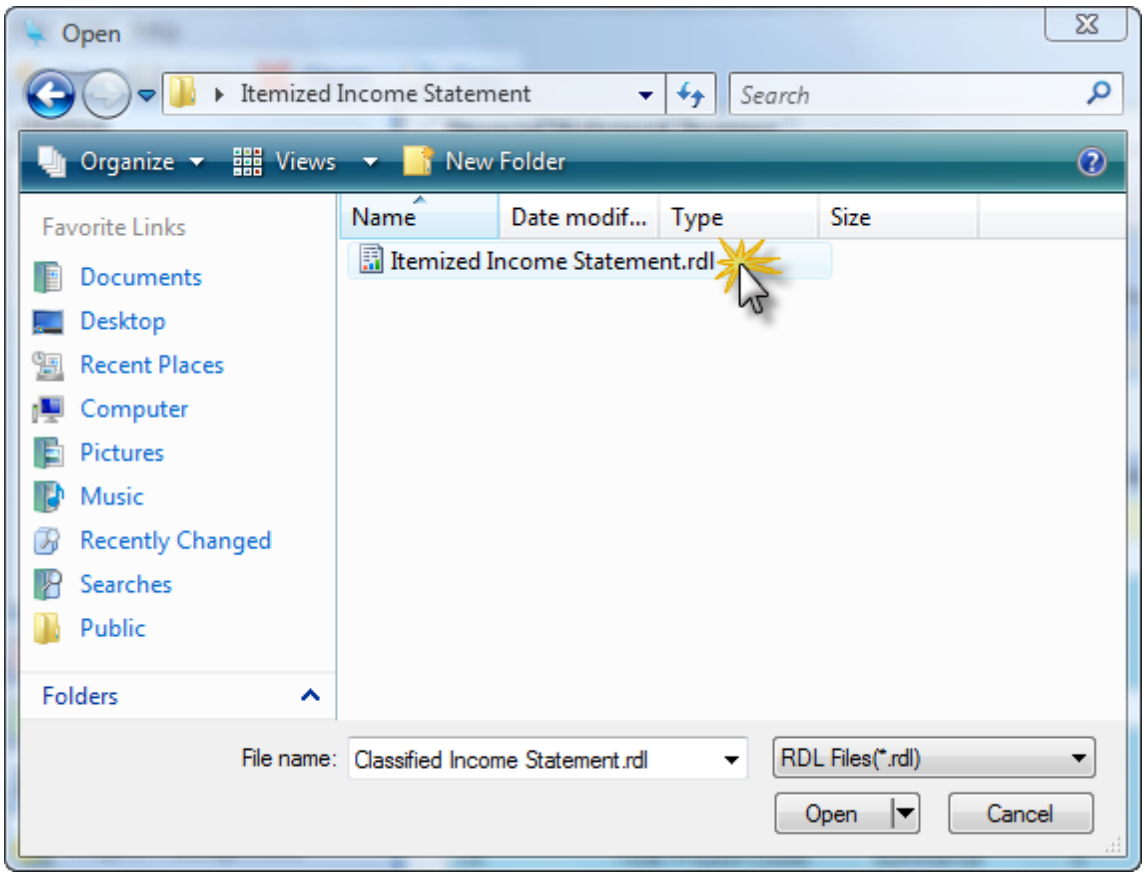

Fig. 2

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Step 2 - Click *OK* once and the design has been uploaded.

Note: A warning will appear if the name of the RDL does not match the name of the report design. The warning may be ignored. Its purpose is to stop accidental uploads into the wrong report.

4.9.8.5.3 Copy a Layout

Overview

How to Copy a Layout.

Often the layouts between reports are very similar. An easy way to design a report that is similar to another is to copy an existing report and modify it.

Step 1 - Select the report to be copied and hit the Copy button located in the toolbar (Fig. 1).

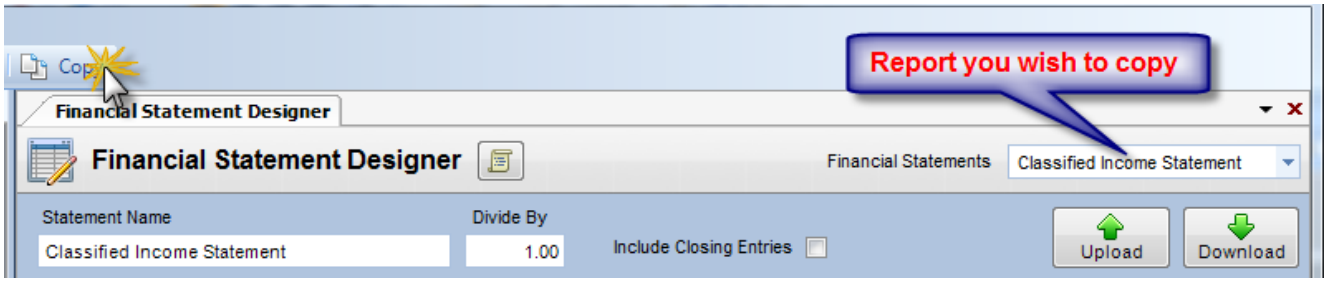

Fig. 1

Step 2 - At the prompt, enter a new name (Fig. 2) and click OK.

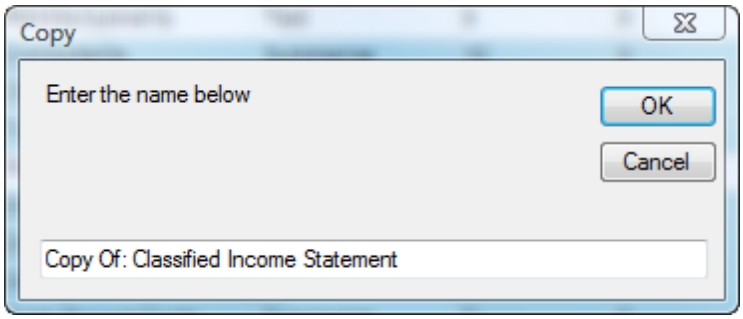

Fig. 2

Step 3 - The new report will now be available in the drop-down box (Fig. 3).

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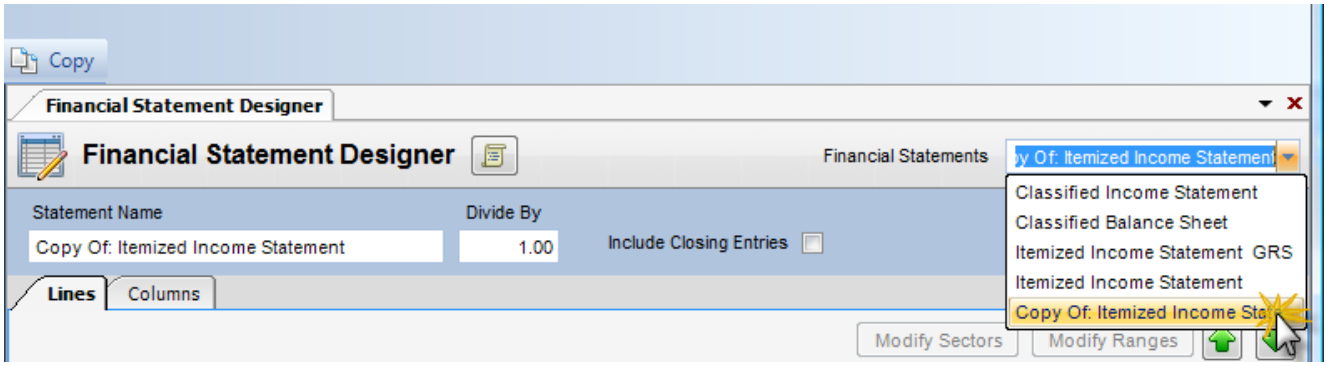


Fig. 3

4.9.8.5.4 Add Sample Financial Statements

Overview

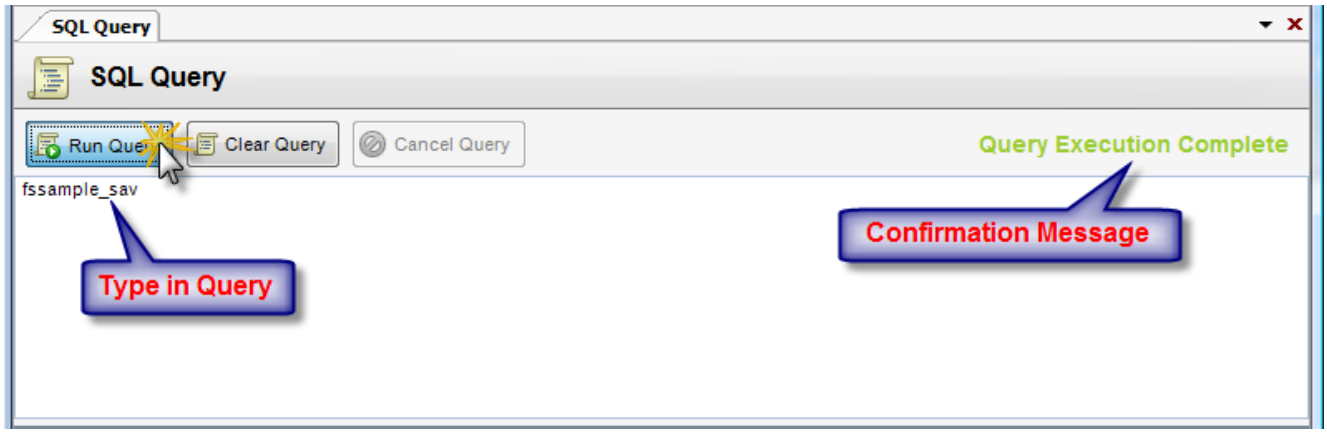
How to Add Sample Financial Statements

Three sample financial statements are included in InFocus: Classified Incomes & Expense, Itemized Income & Expense, and Classified Balance Sheet. These designed are based on the Chart of Accounts established by Quick Start. Even when Quick Start is not run, the samples may be installed as a reference by completing the following steps:

Step 1 - Launch the *SQL Query* applet, located in the *Utilities* module.

Step 2 - In the query box, type **fssample_sav.**

Step 3 - Click Run Query. The Query Execution Complete confirmation will appear in the upper right corner of the SQL Query screen.



Step 4 - Go to the Financial Statements applet. Sample financial statements will appear in the Financial Statements drop-down.

4.9.9 Import Tools

Overview

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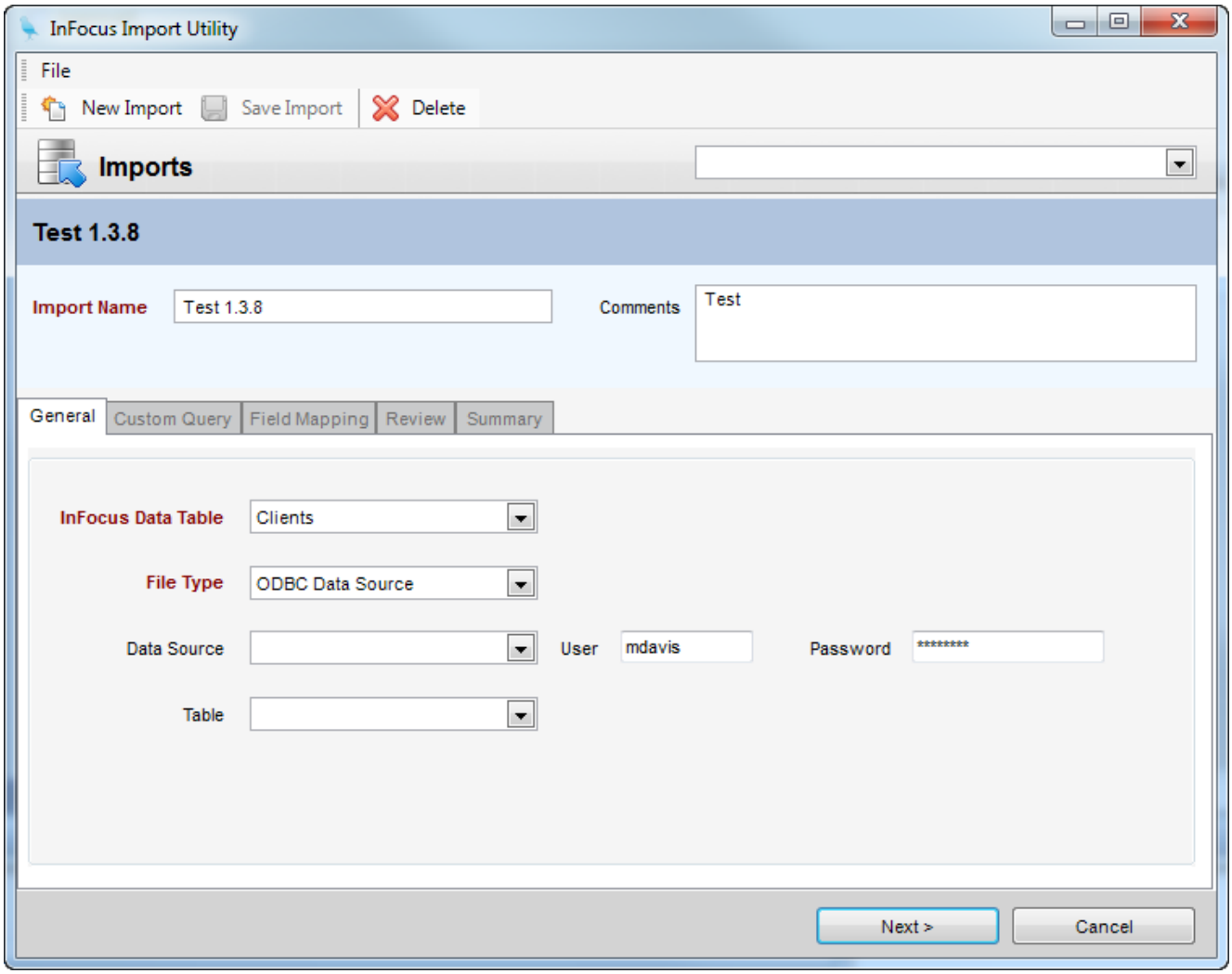
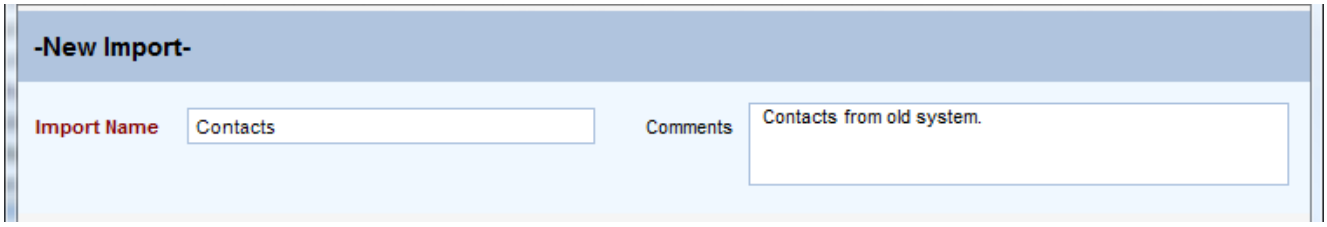
Import tools allow for the import of data from external applications into *InFocus*.



4.9.9.1 Header

Overview

The Header section is where the name for a new import is established.



4.9.9.2 General Tab

Overview

The General Tab is where the Data Table is chosen (available tables are displayed in the drop down), as well as

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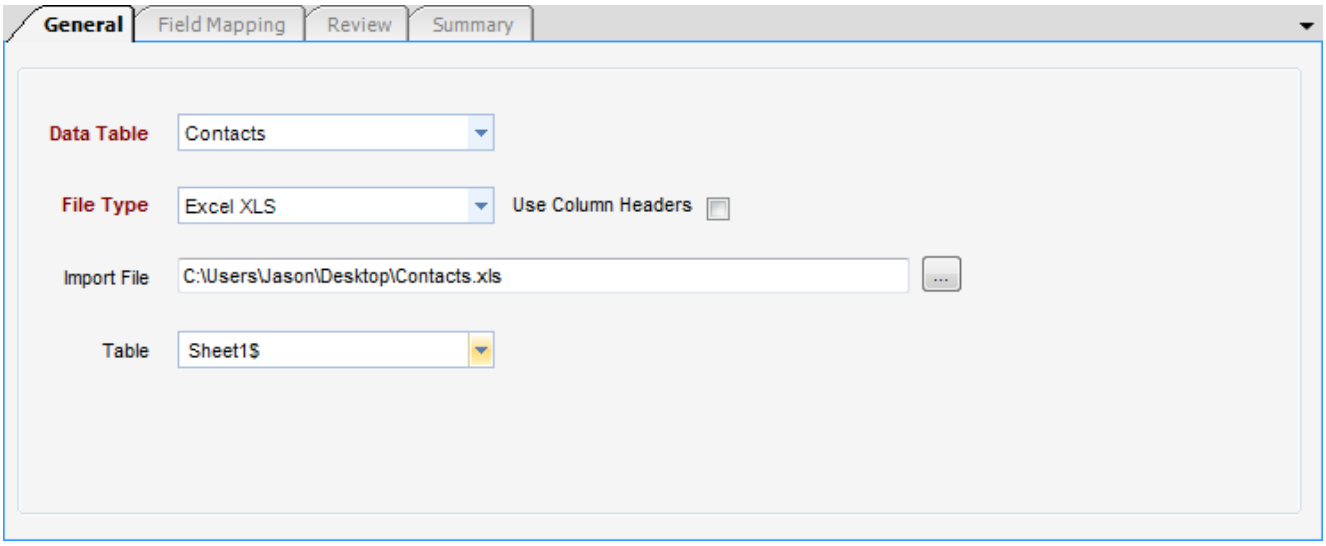
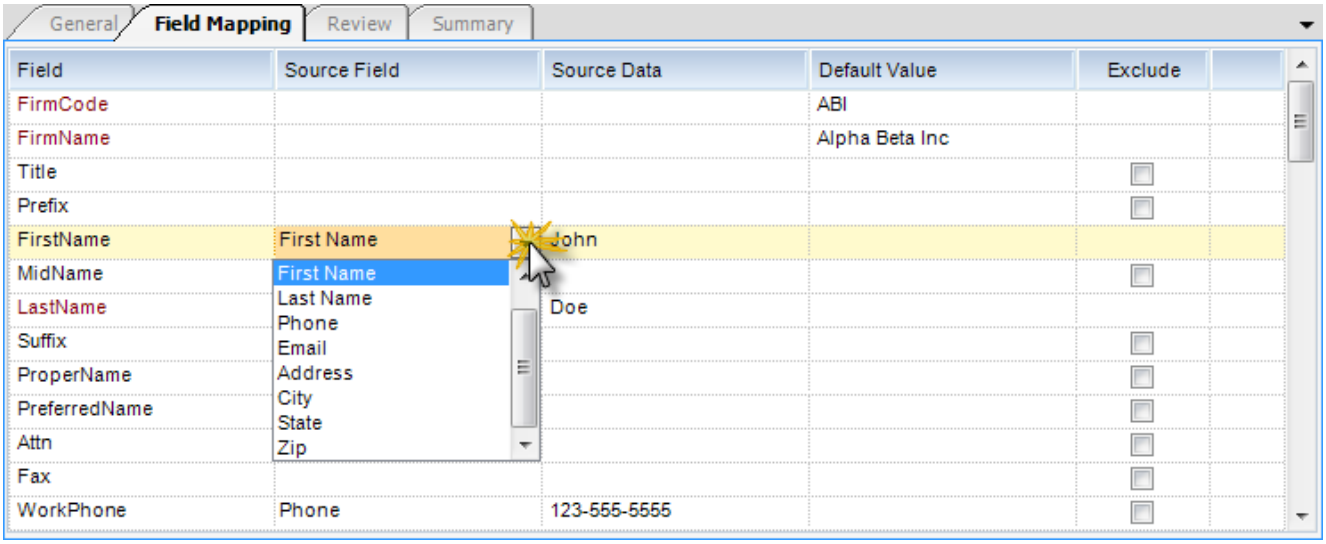
the File Type (Delimited, Excel XLS, Access MDB, or ODBC Datasource) that will be imported.



4.9.9.3 Field Mapping Tab

Overview

Field Mapping Tab. Used to map the fields of the source data to the InFocus fields.



4.9.9.4 Review Tab

Overview

Review Tab. Used to map the fields of the source data to the InFocus fields.

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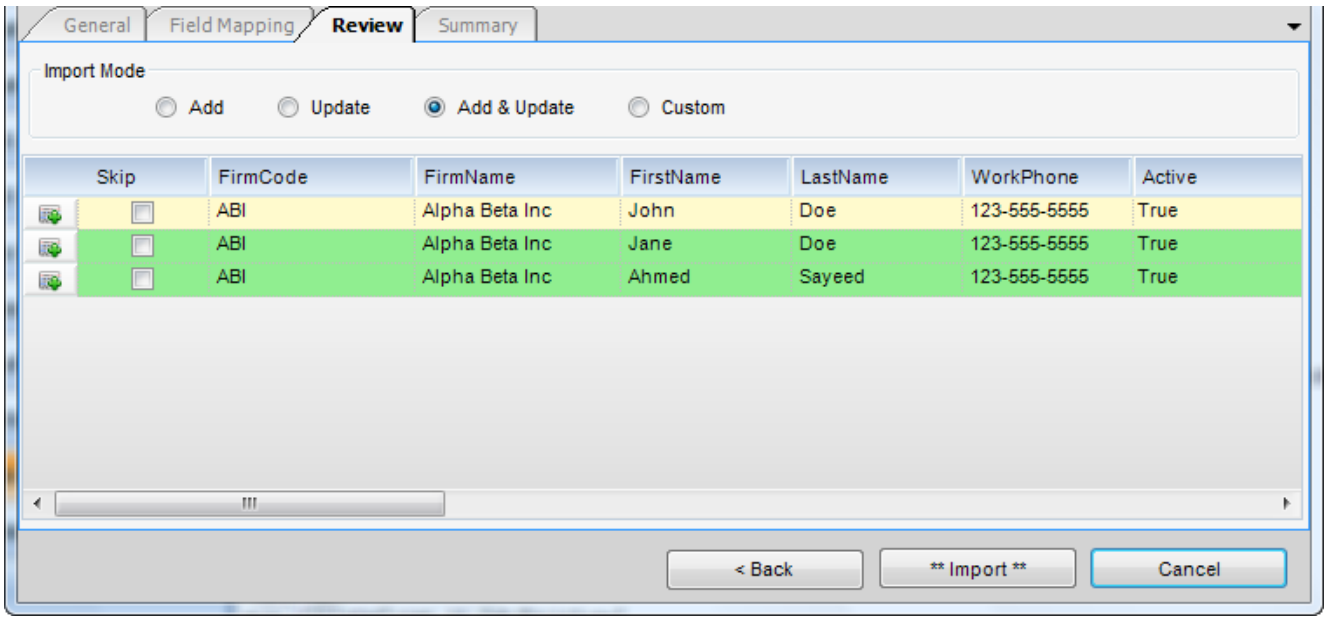
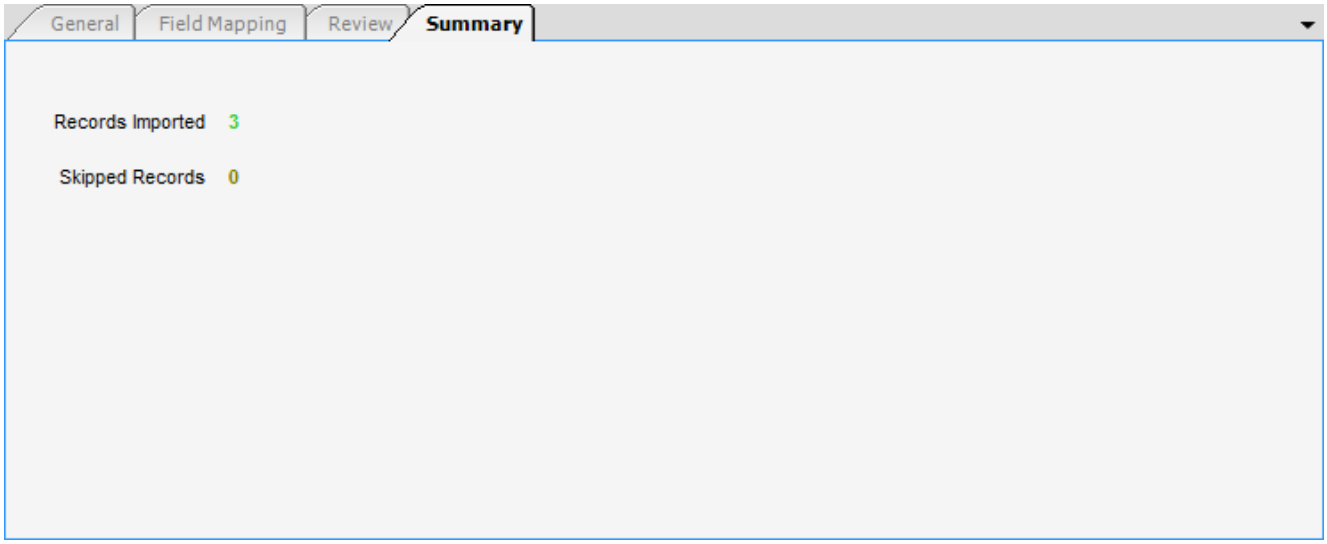


4.9.9.5 Summary Tab

Overview

Summary Tab. Displays the number of records imported and Records skipped when the utility was run. A *Skipped Record* is a record that did not have a match or was designated to be skipped (Review Tab) when the utility was run.



4.9.9.6 How To

4.9.9.6.1 Create a New Import

Overview

How to Create a New Import.

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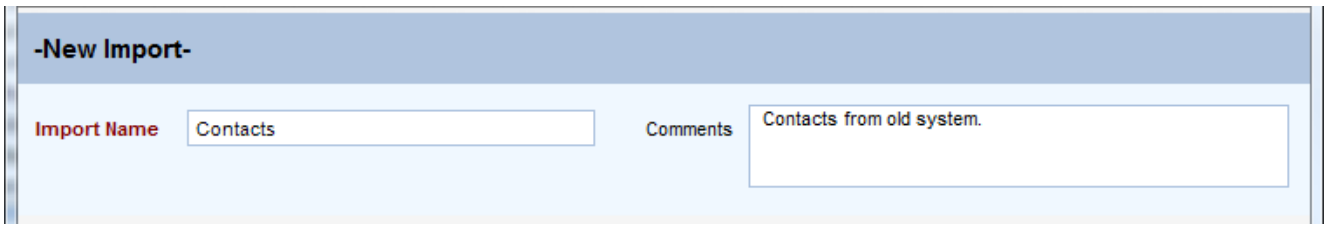
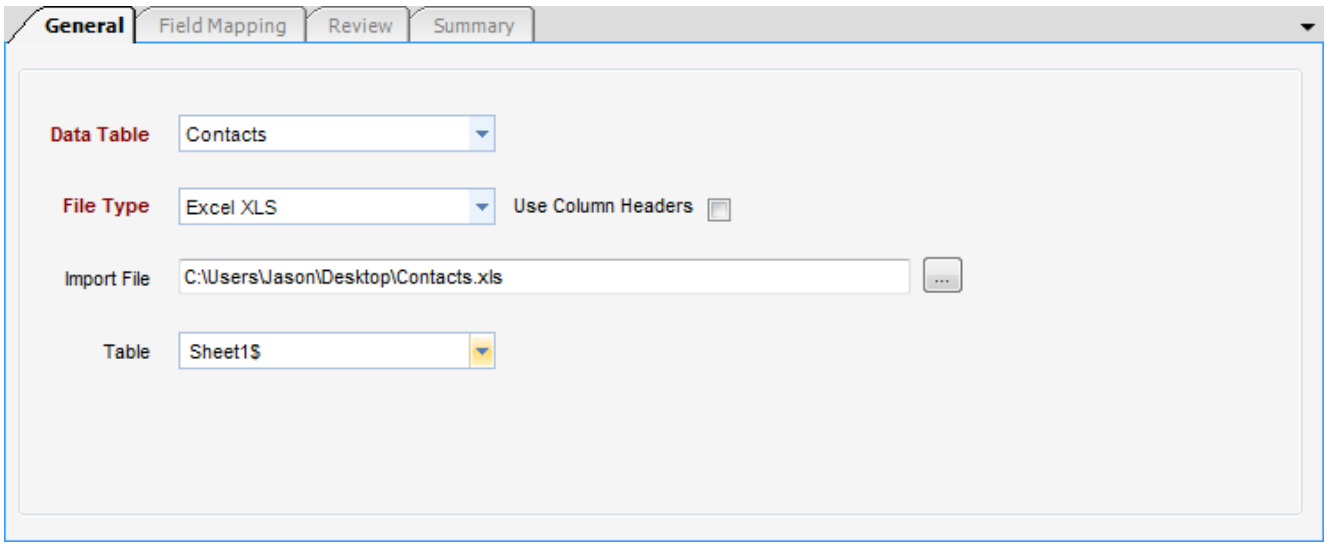
Step 1 - Go to the *Import Utility* applet and click *New Import*.

Step 2 - Fill out the Import Name and Comments sections in the Header.



Step 3 - Select the appropriate information on the General tab and click Next.



Step 4 - Fill out the appropriate information on the Field Mapping tab and click Next.

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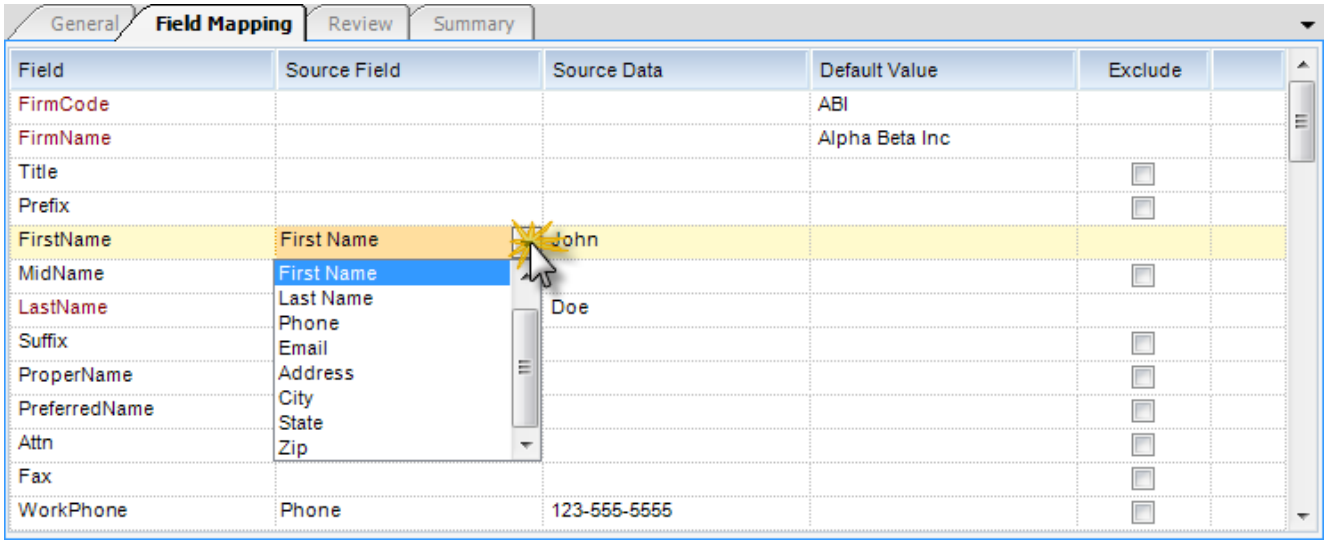
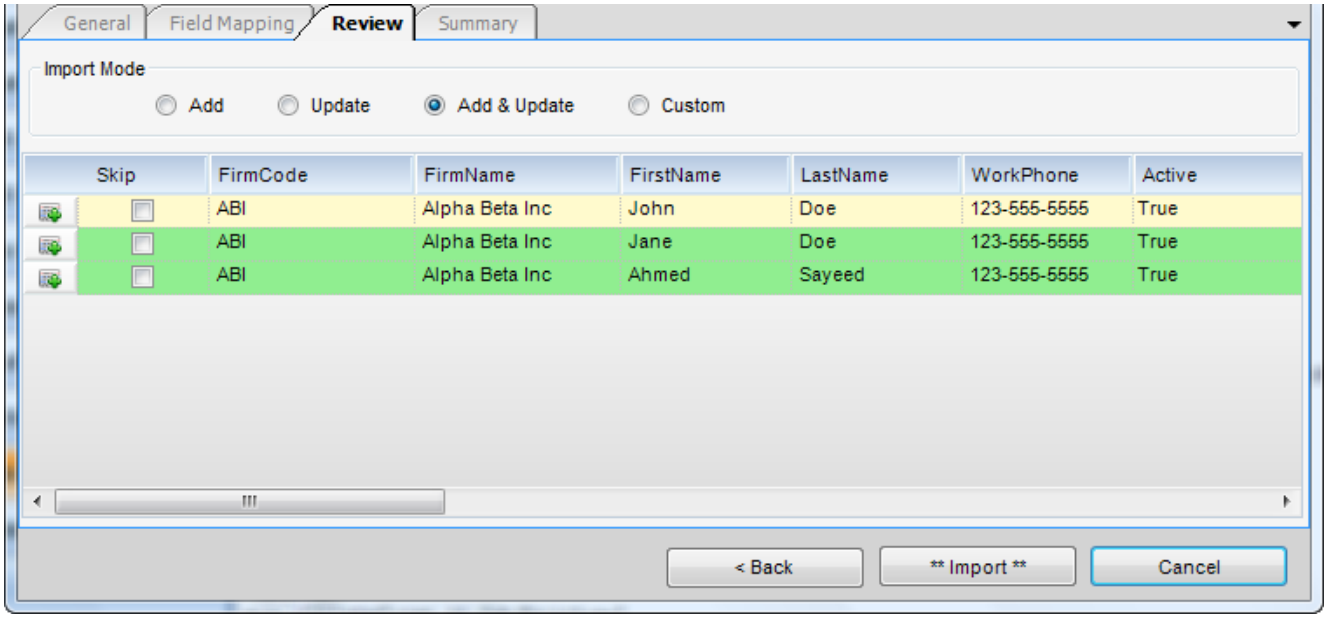


Step 5 - Review the information being imported on the Review tab. If it is correct, click Import.



Step 6 - Clicking Import will direct the user to the Summary tab, which shows the records imported and the records skipped.

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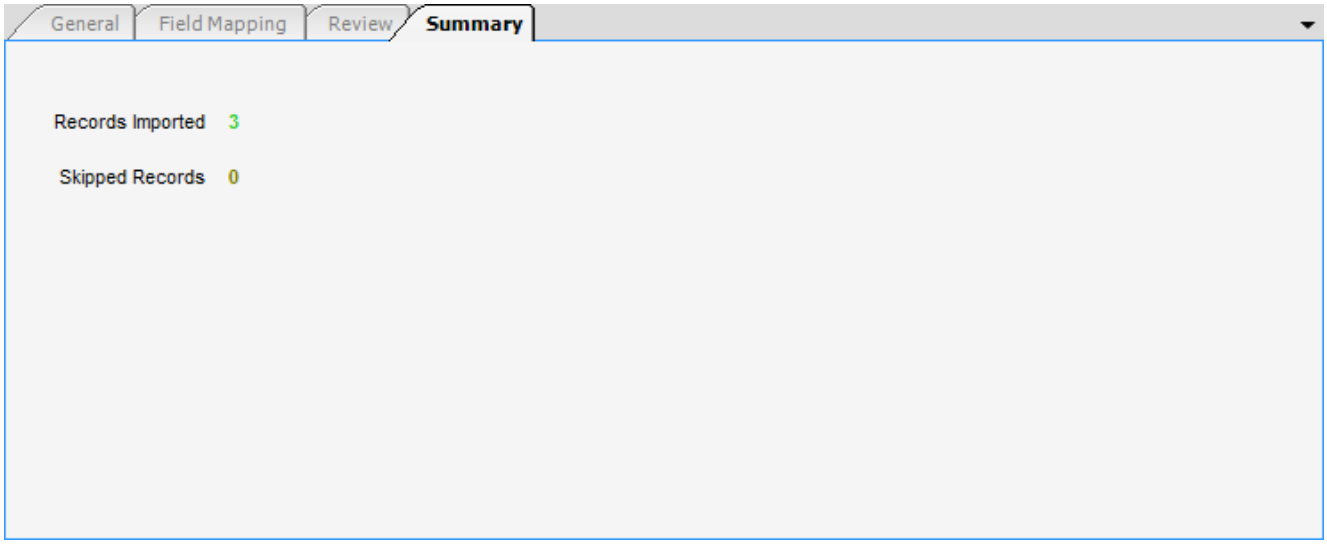

Step 7 - To save the import, click the Save Import button located in the toolbar.

4.9.10 Invoice Design

Overview

The Invoice Design applet is where invoice designs are customized in InFocus. InFocus has a unique "snap together" format that makes it easy to tailor invoices to the invoicing needs of your firm.

- An invoice design is segmented into sections. Each section controls a particular area of an invoice.
- An invoice design can have an unlimited number of sections. All section types, except for the Border, can appear multiple times on an invoice; however, no section design can appear twice.
- Section designs can be reused between invoice designs. For example, one Header section can be used throughout many invoice designs.
- Invoices can be categorized as labor/combined or expense only. This allows for expenses to be invoiced separately.
- Invoice designs are assigned to projects on the Bill Terms node (Project Level).
- One section, the Coversheet, is used to create a summary of multiple projects on the same invoice. This is accomplished by assigning multiple projects to an *Invoice Group (Clients Applet)*. Coversheet designs are in turn assigned to an *Invoice Group.* For more information regarding Invoice Groups, see the Invoice Groups section of this manual located in the *Clients Applet*.
- Each section has both a Layout and Dataset component. Each section has a Dataset that exposes database fields in one or more rows. Some sections, such as Labor, ODC, and OCC, vary the Dataset based on user-selected options (Fig.1). Other sections, such as Header and Summary, have preset Datasets.

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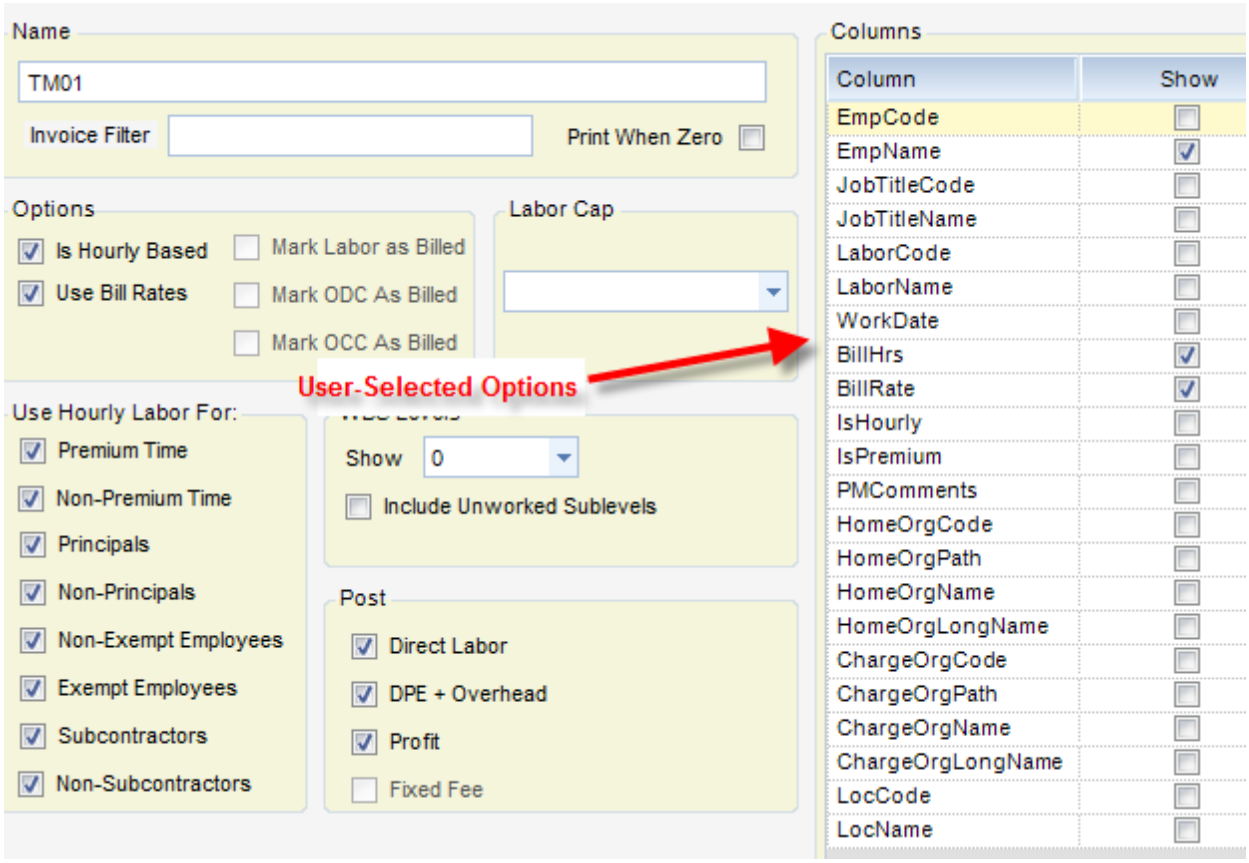

(Fig.1)

Important things to know about Invoice Designs:

- Can be assigned to the project (bill term node)
- Can establish two separate designs for labor and expense in the master design or combine them in one.
- Can have multiple Invoice Header sections, the section used for the beginning of the invoice to hold textual type information, such as Bill-to Address, Project Description, Invoice Date, and Company Logo.
- Can have multiple Labor sections, either hourly based or fixed fee (this includes percent complete).
- Can have multiple ODC (reimbursable) sections.
- Can have multiple OCC (consultant) sections.
- Can have multiple summary sections. Summary sections are typically used to aggregate previous sections together. For instance, a total professional services plus reimbursable expense invoice line item would be an example of a summary section.
- Can have multiple statement sections. Statement sections show previous billing in various formats.
- Can flag sections as Do Not Post to allow backup reports to be generated with the invoice.
- Can restrict sections to use transactions based on the invoice filter.
- Can print one piece of paper or page break on any particular section.
- Can assign a coversheet section to invoice groups to generate a summarized current billing for multiple projects under a single invoice.

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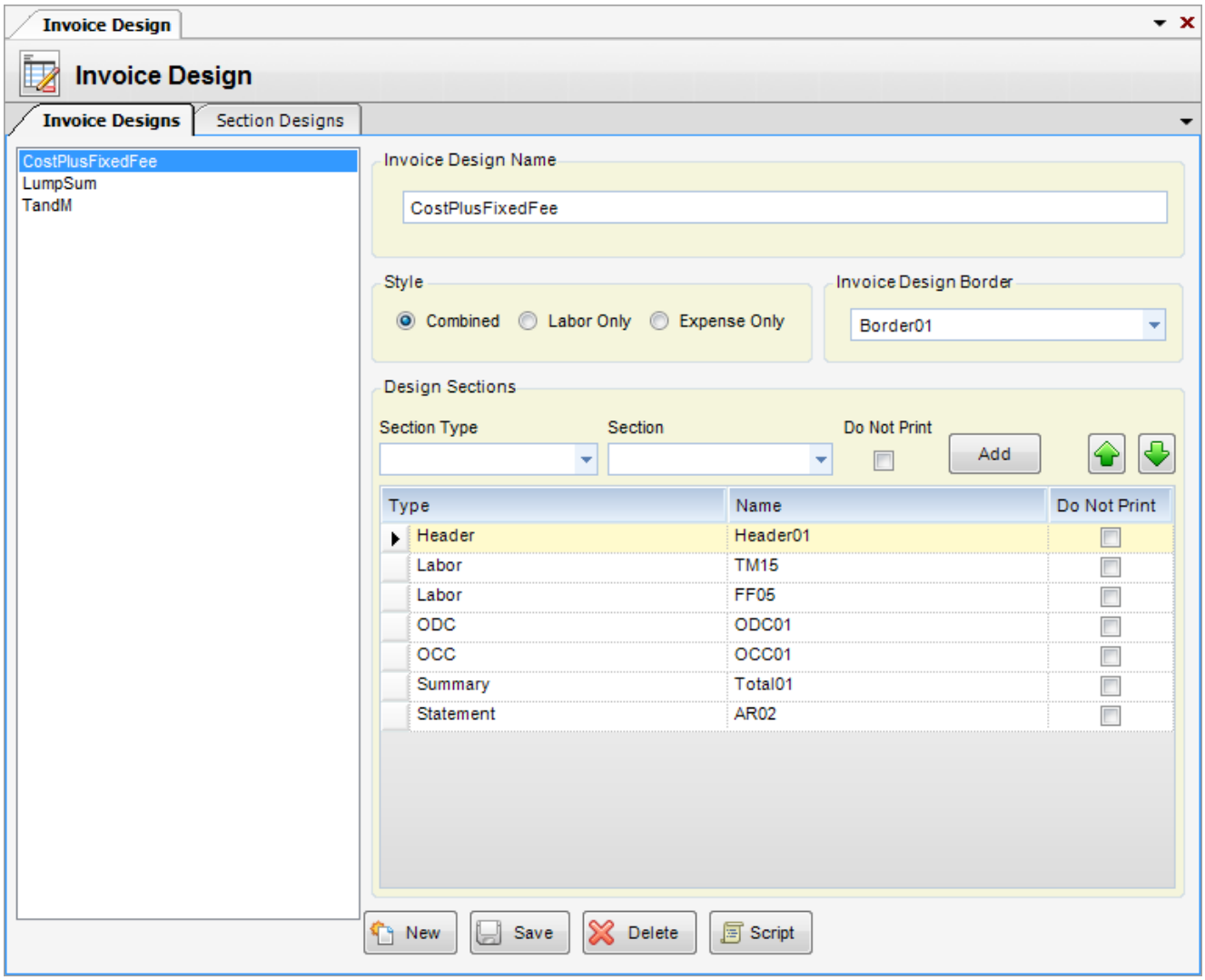

4.9.10.1 Invoice Designs Tab

Overview

The Invoice Design Tab serves many functions within the Invoice Design Applet.

1) The window on the left contains all the "User-Defined" invoice designs that are currently available (for example CostPlusFixedFee in Fig.1). Keep in mind, InFocus has many System designs that are available for use, that are not accessible in this applet.

2) System/section invoice designs can be copied in the Invoice Designs tab. See the How To section of Invoice Design to find out more about copying and creating invoices.

3) Any invoice can be flagged as Labor Only, Expense Only, or Combined.

4) Invoice designs can be altered by using the "Snap Together" feature.

5) Invoice designs are *Deleted*, *Saved*, and *Created* here.

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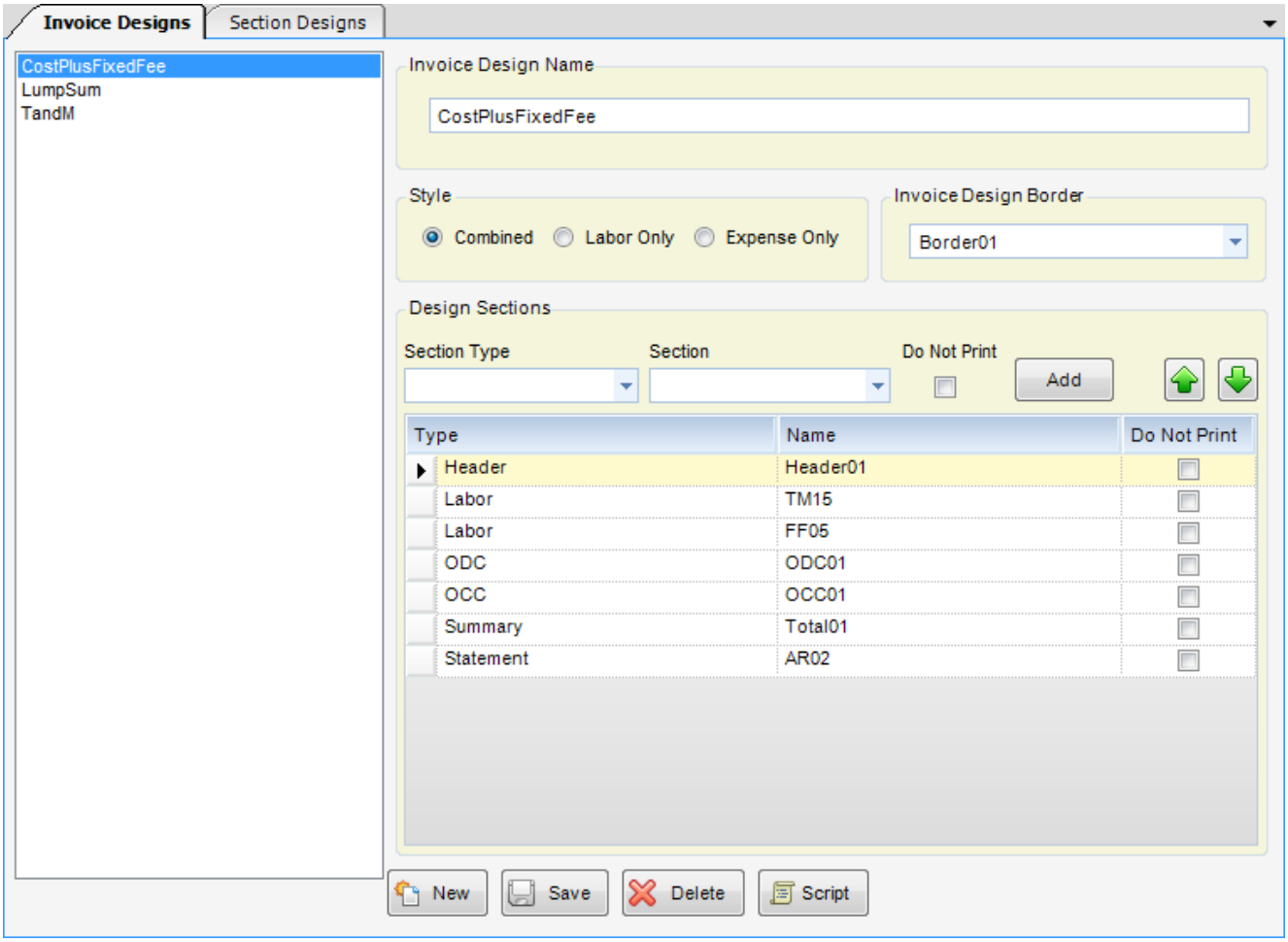
6) The Scripting out of Invoice designs are done here. Scripting is used when you want to move the designs from one database to another.



(Fig.1)

4.9.10.2 Section Designs Tab

Overview

The Section Designs Tab is a tool used in Invoice Design to customize the properties of an invoice section. By using selecting the fields located in the *Columns* section, you can customize what data is brought back in the invoice section's Dataset. Keep in mind, this still requires the user to download and customize the report to see the newly selected fields.

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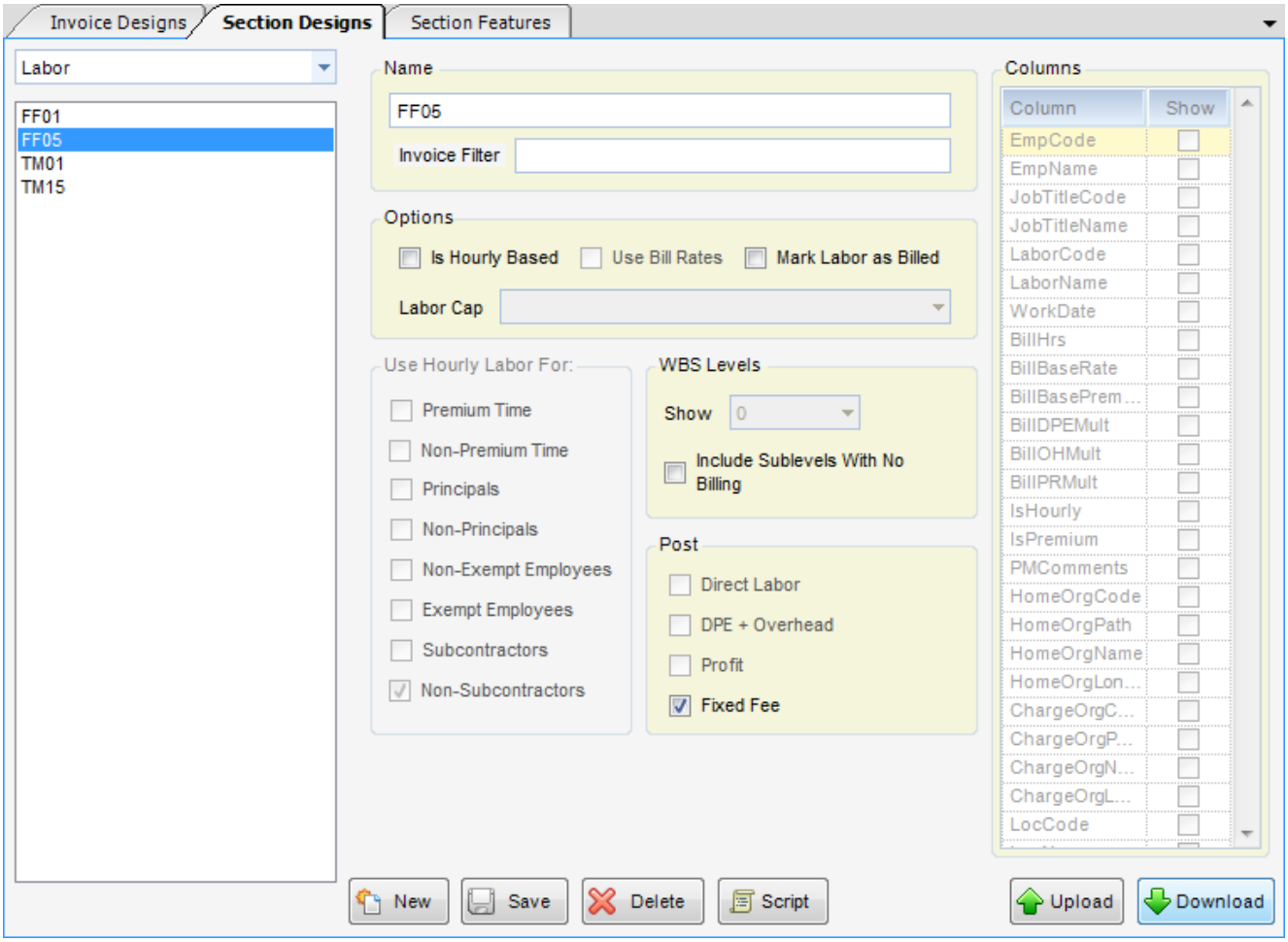

4.9.10.3 Section Features Tab

Overview

The Section Features Tab is a tool used in Invoice Design to determine which section to use in an invoice design. By filtering each column a user can narrow down a section to copy.

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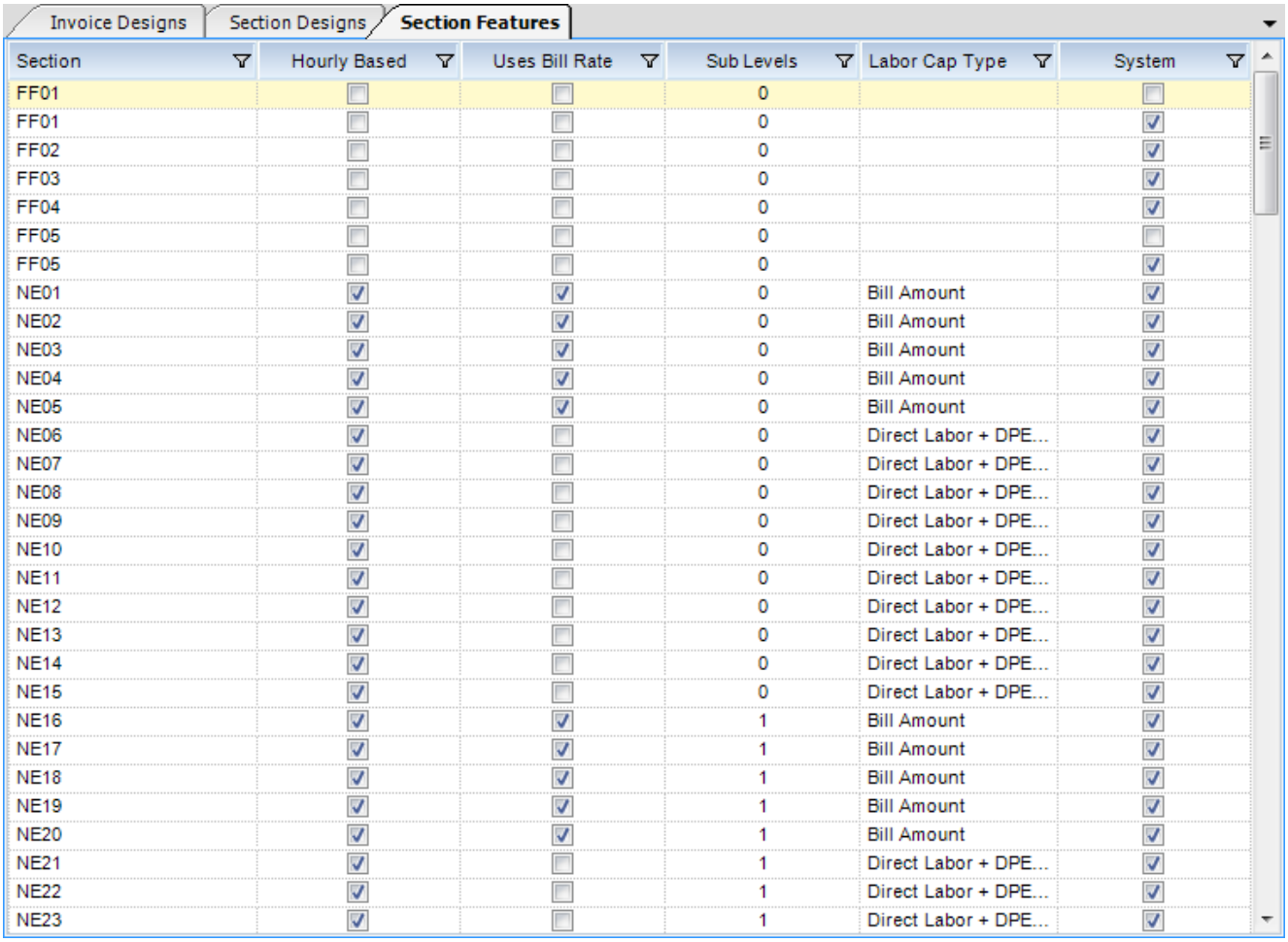


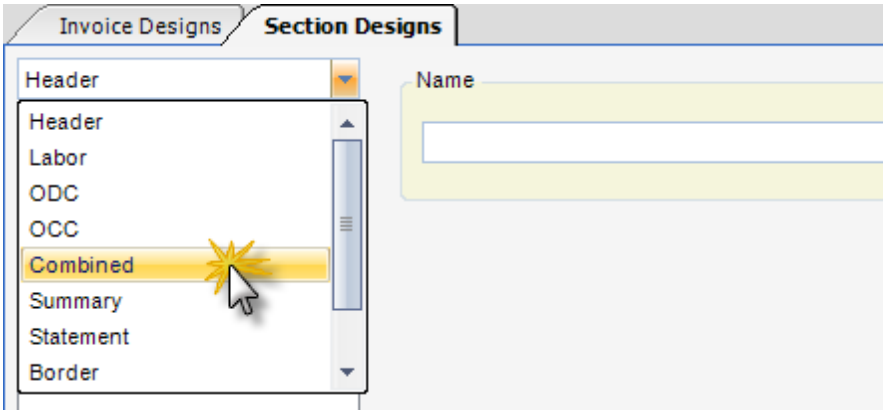
Section	Hourly Based	Uses Bill Rate	Sub Levels	Labor Cap Type	System
FF01	☐	☐	0		☐
FF01	☐	☐	0		☑
FF02	☐	☐	0		☑
FF03	☐	☐	0		☑
FF04	☐	☐	0		☑
FF05	☐	☐	0		☐
FF05	☐	☐	0		☑
NE01	☑	☑	0	Bill Amount	☑
NE02	☑	☑	0	Bill Amount	☑
NE03	☑	☑	0	Bill Amount	☑
NE04	☑	☑	0	Bill Amount	☑
NE05	☑	☑	0	Bill Amount	☑
NE06	☑	☐	0	Direct Labor + DPE...	☑
NE07	☑	☐	0	Direct Labor + DPE...	☑
NE08	☑	☐	0	Direct Labor + DPE...	☑
NE09	☑	☐	0	Direct Labor + DPE...	☑
NE10	☑	☐	0	Direct Labor + DPE...	☑
NE11	☑	☐	0	Direct Labor + DPE...	☑
NE12	☑	☐	0	Direct Labor + DPE...	☑
NE13	☑	☐	0	Direct Labor + DPE...	☑
NE14	☑	☐	0	Direct Labor + DPE...	☑
NE15	☑	☐	0	Direct Labor + DPE...	☑
NE16	☑	☑	1	Bill Amount	☑
NE17	☑	☑	1	Bill Amount	☑
NE18	☑	☑	1	Bill Amount	☑
NE19	☑	☑	1	Bill Amount	☑
NE20	☑	☑	1	Bill Amount	☑
NE21	☑	☐	1	Direct Labor + DPE...	☑
NE22	☑	☐	1	Direct Labor + DPE...	☑
NE23	☑	☐	1	Direct Labor + DPE...	☑

4.9.10.4 Invoice Sections

Overview

Understanding the Section Designs interface.

The Dropdown Box - Click on the drop-down box (Fig.1) to pull up the invoice sections under the following headings: Header, Labor, ODC, OCC,Combined, Summary, Statement, Border, Taxes, and Coversheet.



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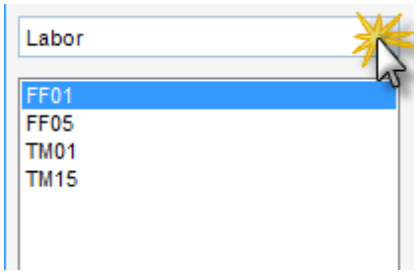
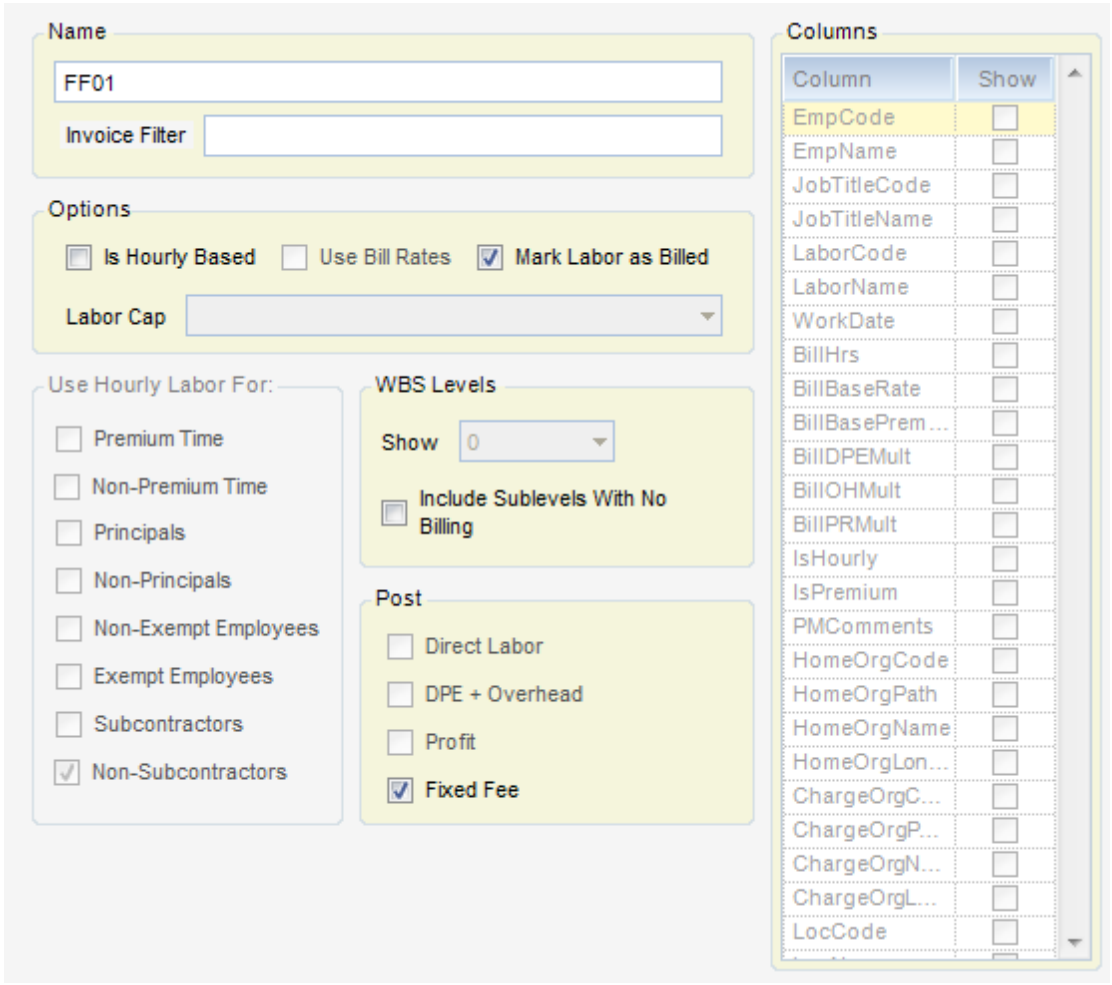
(Fig.1)

The Design Box - Once an invoice section has been selected, a list of available designs will appear.



The Section Details - The panel that displays on the right, allows you to change the properties of the invoice sections. See the *Invoice Sections* sections of this manual for details on those properties.



The Bottom Functions - It is here that Invoice Design changes are saved, designed are deleted, uploaded, and downloaded, and invoice sections are scripted out.

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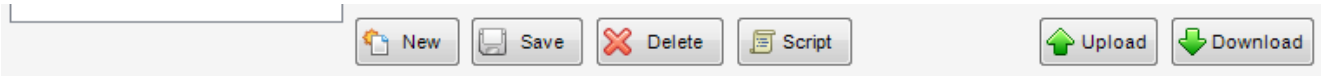
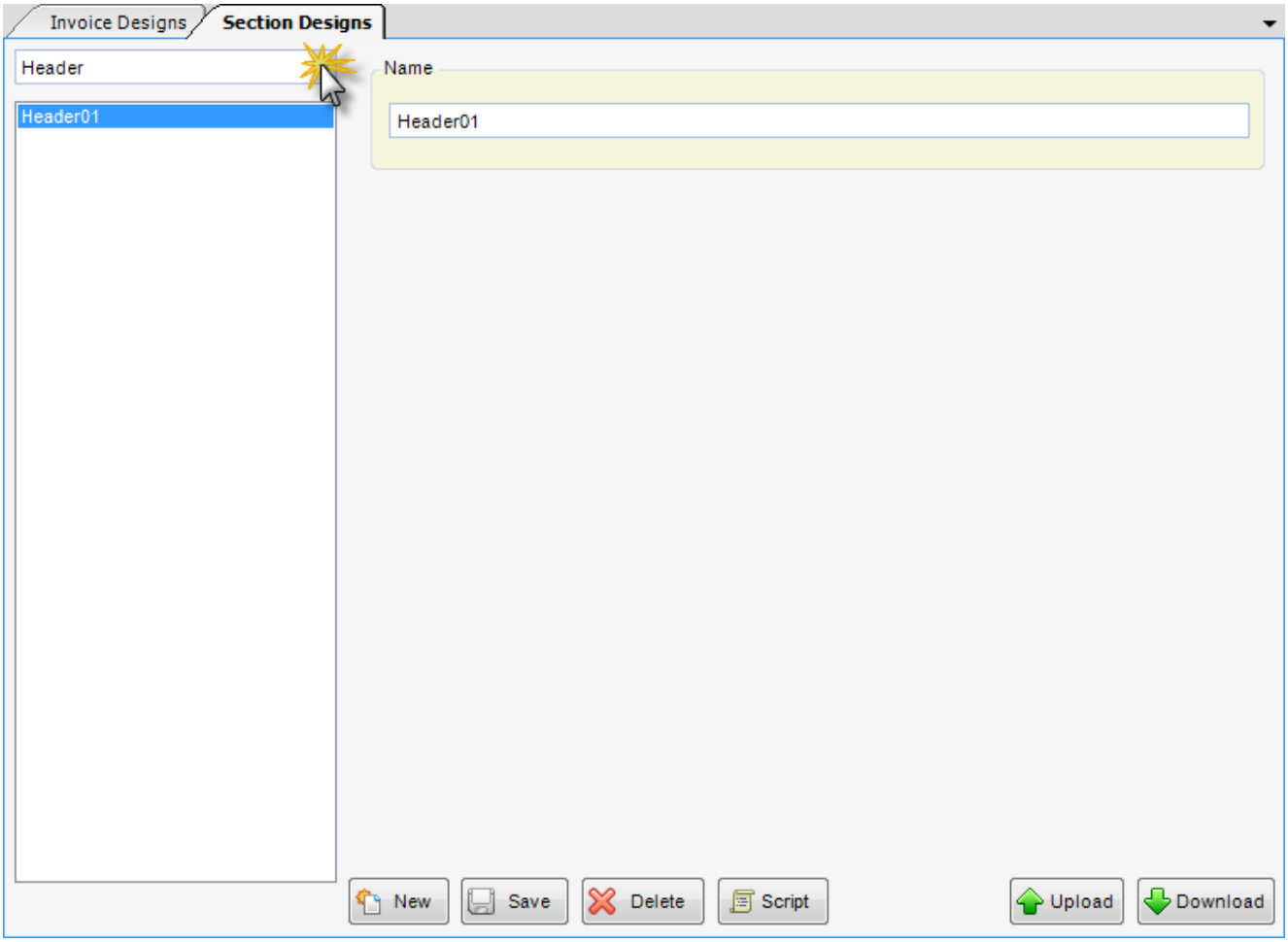


4.9.10.4.1 Header Section

Overview

The Header section is typically the first page of an invoice. Only project-level type data is exposed here. There is nothing more to fill out than the header name.

- The fixed dataset for this section contains exactly one row.
- The dataset will have all fields from the Bill-Terms Project (project facts, print criteria, project UDF's, client UDF's, and bill-to and remit-to addresses).
- If all of a user's invoices have the same first page header, he may have only one header section design in his system.



4.9.10.4.2 Border Section

Overview

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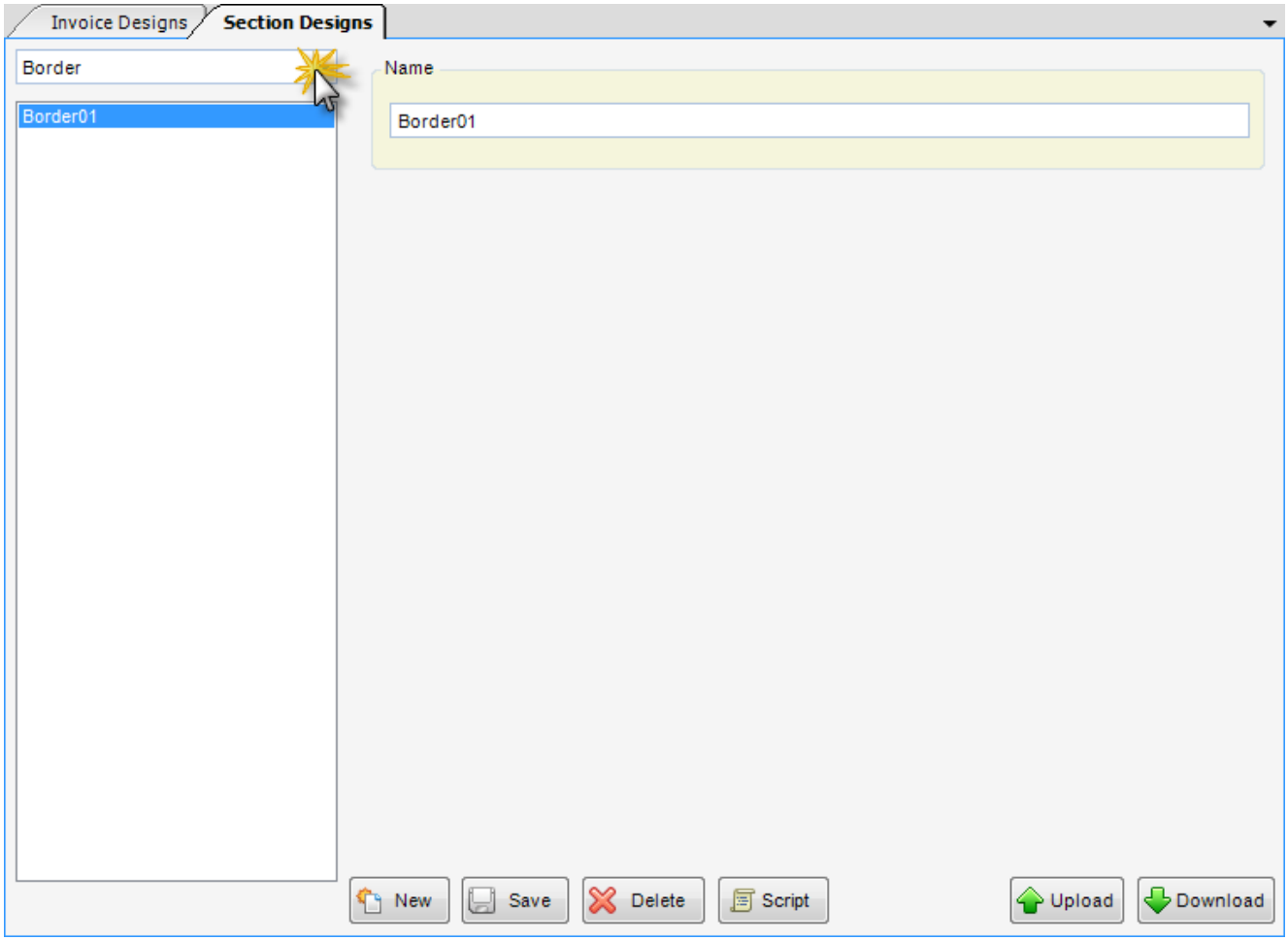
An invoice design can have only one border section. A border controls two things: the footer and the subsequent page header (page headers other than the first page). Only a limited amount of data can appear on a border. Invoice Margins are enforced here. Due to report layout issues these fields are passed as report parameters instead of a dataset.

Like a header, there is nothing to define other than a border name.



4.9.10.4.3 Labor Section

Overview

Labor Sections control both hourly and fixed fee sections of an invoice. There can be as many labor sections as desired. Labor sections usually are set to post values, but there are times when the user will not want to have a section post data. For example, government contracts use a multi-schedule invoice. The agency sometimes requires labor to be listed and summed by discipline (job title) and then listed and summed by phase. This would require two labor sections, but since the designs cover the same timesheets, only one would be posted.

Labor Section Descriptions Listed Below

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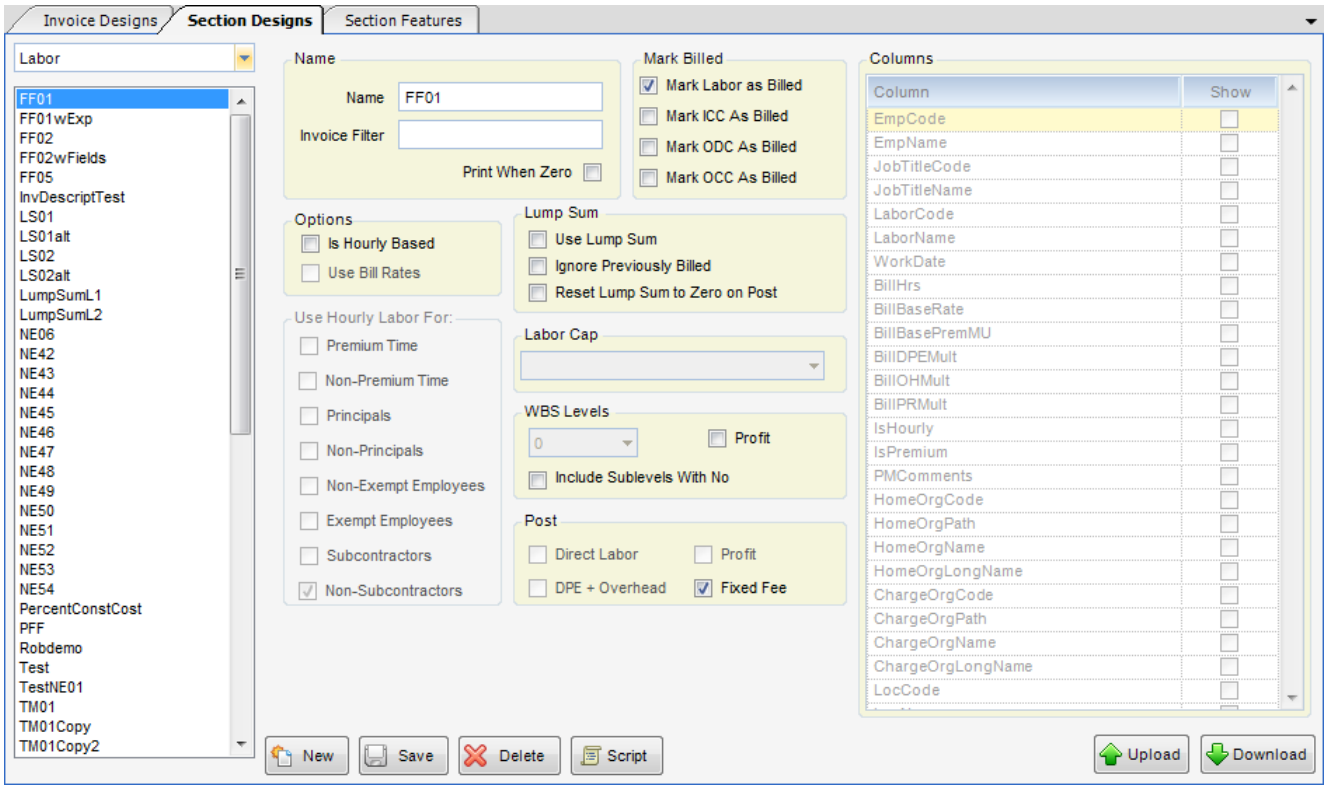

Name - Name of the Labor section.

Invoice Filters - The Invoice Filter variable is set here. This allows for using mixed-style billings on a single project without the need to create a roll-up project or an invoice group. A filter is a user-definable code that can be placed on second level nodes (usually called phases) within a project WBS. Invoice section designs (usually the labor section) can limit the phases to include by this filter. An example of their use might be a phased fixed fee plus additional service. One would place a code, (the letter F for this example) on all phases that are fixed fee and a letter H for all phases that are hourly. To place invoice filters on the phases, right click on the project name in Project Explorer within the Projects applet, then choose Invoice Filters from the right-click menu.

Print When Zero - When checked, the section will print regardless if there is any current amount to be billed.

Options

- **Is Hourly Based** - When checked, the labor section is hourly.
- **Use Bill Rates** - When checked, Bill Rates are used rather than multipliers.
- **Mark Labor as Billed** - Available only when Is Hourly Based is NOT checked. When checked, all labor transactions for the project are flagged as billed.
- **Mark ICC as Billed -** When checked, associated ready to bill ICC charges will be flagged as billed.
- **Mark ODC as Billed -** When checked, associated ready to bill ODC charges will be flagged as billed. This should be used when ODC are not being passed through to your client. Please note that only expense projects nodes with a non-zero fixed fee amount will be flagged.
- **Mark OCC as Billed -** When checked, associated ready to bill OCC charges will be flagged as billed. This should be used when OCC are not being passed through to your client. Please note that only expense projects

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nodes with a non-zero fixed fee amount will be flagged.

- **Labor Cap** - Available only for hourly sections. Specifies what portion of labor is compared to an upset. Leave blank for No Upset. This is where the labor cap is enforced. The options are Bill Amount (When "Use Bill Rates" flag is checked), Direct Labor, Direct Labor + DPE + Overhead, and Direct Labor + DPE + Overhead + Profit (When "Use Bill Rates" flag is unchecked). You can cap the cost or the billable value.

Lump Sum - In order to use this feature, you must use an invoice design whose labor section has been designated to use this field. Two new invoice formats that support lump sum billing have been added. Lump Sum Level 1 works at the project level while Lump Sum Level 2 works at the phase level (e2nd level). The Invoice Design labor section has three new fields:

- Use Lump Sum – When checked, the system will look at the lump sum field value, rather than the percent complete.
- Zero out Lump Sum on Post - When checked, the system will zero out the entered lump sum amount, when the invoice is posted.
- Ignore Previously Billed – When checked, the system will not look at previously billed amounts when calculating the current amount. In normal fixed fee billing, the calculated current amount plus the previously billed is compared to the contract amount to determine the amount to be invoiced. This can be useful for cycle type billings, where a set amount is to be invoiced each month.

Use Hourly Labor For

- **Non-Premium Time** - When checked, regular time is included.
- **Premium Time** - When checked, premium time is included.
- **Exempt Employees** - When checked, exempt employees are included.
- **Principals** - When checked, principals are included.
- **Non-Exempt Employees** - When checked, non-exempt employees are included.
- **Non-Principals** - When checked, non-principals are included.
- **Subcontractors** - When checked, subcontractor are included.

WBS Levels

- **Show** - Number of levels below project level of the WBS to include
- **Include Sublevels with No Billing** - When checked, nodes with no billing info will be included in the dataset.

Post

- **Direct Labor** - Available for hourly sections. When checked, base portion of labor will be posted.
- **DPE + Overhead** - Available for hourly sections. When checked, DPE and overhead of labor will be posted.
- **Profit** - Available for hourly sections. When checked, profit portion of labor will be posted.
- **Fixed Fee** - Available for fixed fee sections. When checked, fixed fee will be posted.

Columns *(Column selection is only available for hourly sections)* - A list of Fields that can be added to the

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Dataset of the labor RDL file.

Note: Checking the box simply adds the field to the Dataset in the RDL file. It does not make the information show up on the section in the invoice. To have the information show up on the invoice, you must download the section, tweak it, and then upload it back into the system.

- **EmpCode** - Employee code
- **EmpName** - Employee name
- **JobTitleCode** - Job Code
- **JobTitleName** - Job Title
- **WorkDate** - Work Date
- **BillHrs** - Bill Hours
- **BillBaseRate** - Base Rate. *Available only when Use Bill Rates is not checked.*
- **BillBasePremMU** - Base Rate Premium Multiplier. *Available only when Use Bill Rates is not checked.*
- **BillDPEMult** - DPE multiplier. *Available only when Use Bill Rates is not checked.*
- **BillOHMult** - Overhead multiplier. *Available only when Use Bill Rates is not checked.*
- **BillPRMult** - Profit multiplier. *Available only when Use Bill Rates is not checked.*
- **BillRate** - Bill Rate; *Available only when Use Bill Rates is checked.*
- **IsHourly** - Flag indicating if time was recorded for an hourly employee.
- **IsPremium** - Flag indicating if line item is premium time.
- **PMComments** - Project management comments from time collection.
- **LineID -** . This allows for line items transactions to not be grouped based on the non-aggregate field chosen. For example if you design was showing payee name and date and you had two line items in purchases with the same payee and date the invoice design would automatically summarize them as one line. By adding this field to the selected columns in the section design the system would then not summarize these.
- **TransID -** This is the internal transaction ID.
- **PEDate -** . This is the timesheet period end date.

4.9.10.4.4 ODC Section

Overview

ODC sections control ODC transactions, but can also include OCC transactions when the Include OCC Charges box is checked.

ODC Field Descriptions are listed below

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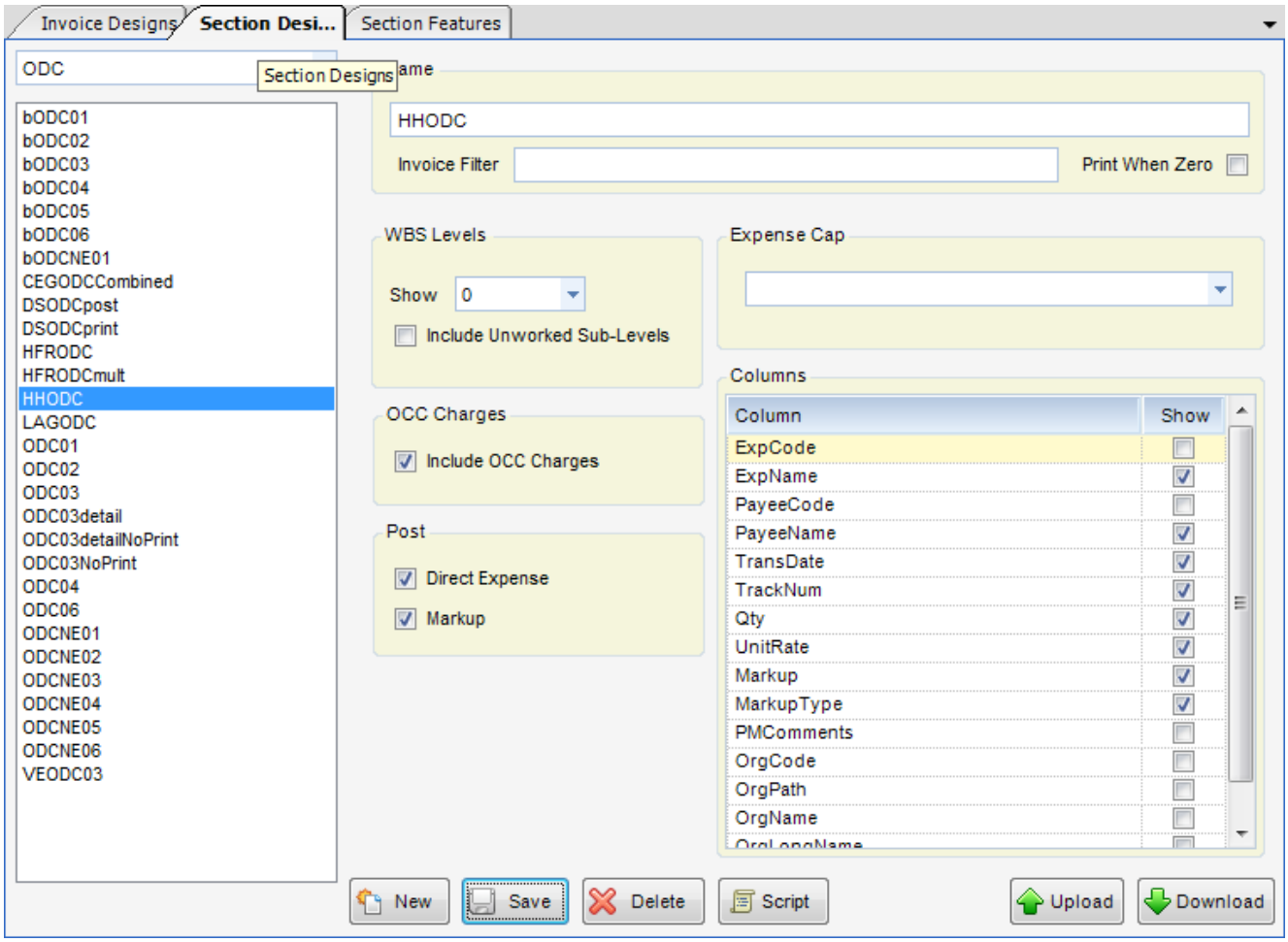

Name - Name of the ODC section.

Invoice Filters - The Invoice Filter variable is set here. This allows for using mixed-style billings on a single project without the need to create a roll-up project or an invoice group. A filter is a user-definable code that can be placed on second level nodes (usually called phases) within a project WBS. Invoice section designs (usually the labor section) can limit the phases to include by this filter. An example of their use might be a phased fixed fee plus additional service. One would place a code, (the letter F for this example) on all phases that are fixed fee and a letter H for all phases that are hourly. To place invoice filters on the phases, right click on the project name in Project Explorer within the Projects applet, then choose Invoice Filters from the right-click menu.

Print When Zero - When checked, the section will print regardless if there is any current amount to be billed.

WBS Levels

- **Show** - Select the levels below project level of the WBs to include.
- **Include Sublevels with No Billing** - When checked, nodes with no billing info will be included in the dataset.
- **Include OCC Charges** - When checked, OCC charges are included in the section.

Post

- **Direct Expense** - When checked, the non-marked up portion of expense will be posted. The cap can be set on the Markup or the Direct Expense.

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- **Markup** - When checked, the marked-up portion of Expense will be posted.

Expense Cap - This is where the expense cap is enforced. The options are Direct Expense and Markup. You can cap the cost or the billable value.

Columns - A list of Fields that can be added to the Dataset of the labor RDL file.

Note: Checking the box simply adds the field to the Dataset in the RDL file. It does not make the information show up on the section in the invoice. To have the information show up on the invoice, you must download the section, tweak it, and then upload it back into the system.

- **ExpCode** - Expense Code
- **ExpName** - Expense name
- **PayeeCode** - Vendor or employee code
- **PayeeName** - Vendor or employee name
- **TransDate** - Transaction date
- **TrackNum** - Vendor invoice number or employee reimbursable journal ID
- **Qty** - Quantity
- **UnitRate** - Unit Rate
- **MarkUp** -Markup. Depending on type, this can be a multiplier, flat amount, or add-on.
- **MarkupType** - Markup Type. Possibilities are markup (multiplier), flat amount or add on.
- **PMComments** - Project management comments.
- **LineID -** . This allows for line items transactions to not be grouped based on the non-aggregate field chosen. For example if you design was showing payee name and date and you had two line items in purchases with the same payee and date the invoice design would automatically summarize them as one line. By adding this field to the selected columns in the section design the system would then not summarize these.
- **TransID -** This is the internal transaction ID.

4.9.10.4.5 OCC Section

Overview

OCC sections are used to print pass through consultant expenses.

ODC Details Listed Below

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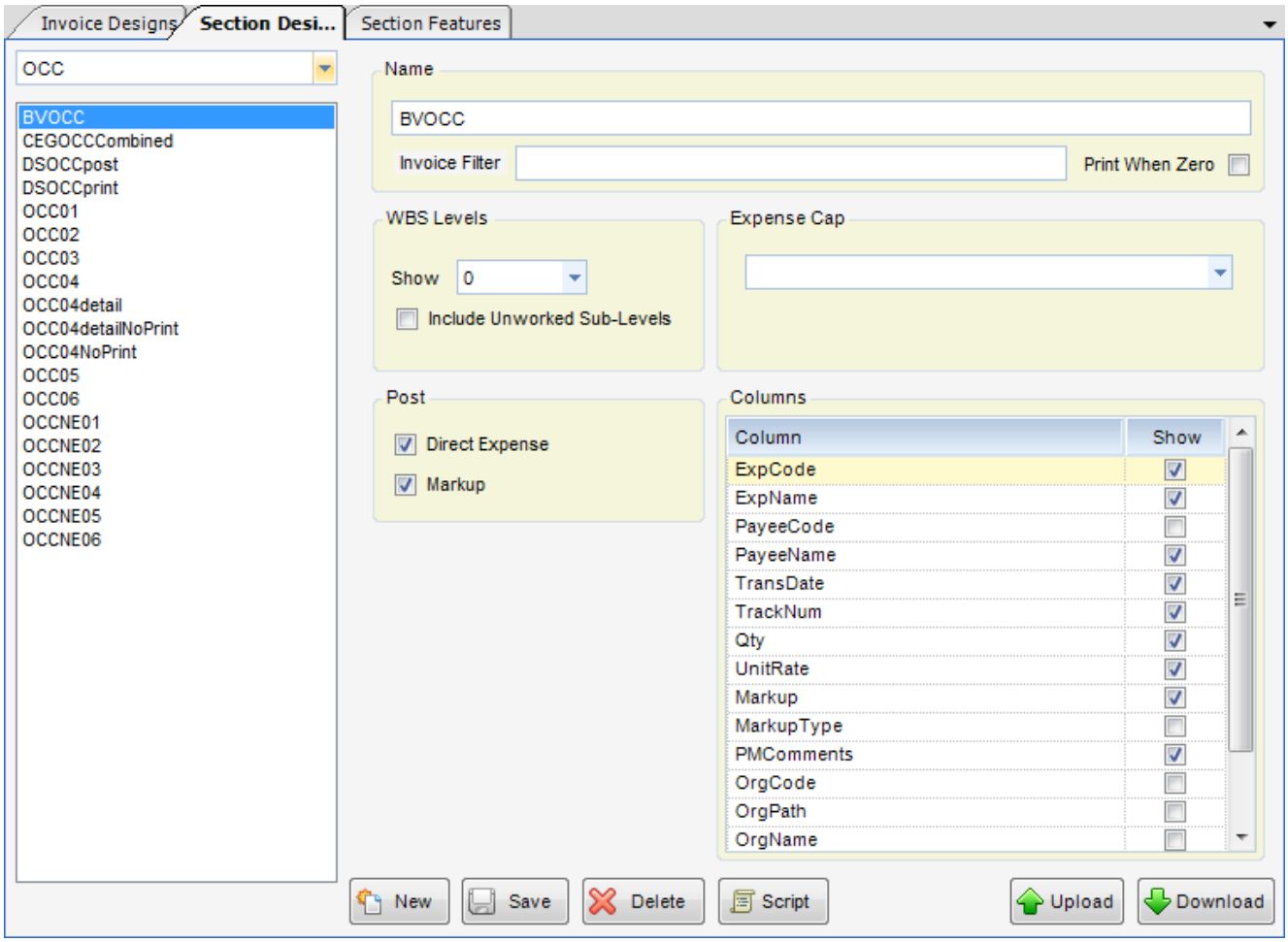

Name - Name of the OCC section.

Invoice Filters - The Invoice Filter variable is set here. This allows for using mixed-style billings on a single project without the need to create a roll-up project or an invoice group. A filter is a user-definable code that can be placed on second level nodes (usually called phases) within a project WBS. Invoice section designs (usually the labor section) can limit the phases to include by this filter. An example of their use might be a phased fixed fee plus additional service. One would place a code, (the letter F for this example) on all phases that are fixed fee and a letter H for all phases that are hourly. To place invoice filters on the phases, right click on the project name in Project Explorer within the Projects applet, then choose Invoice Filters from the right-click menu.

Print When Zero - When checked, the section will print regardless if there is any current amount to be billed.

WBS Levels

- **Show** - Number of levels below project level of the WBS to include.
- **Include Sublevels with No Billing** - When checked, nodes with no billing info will be included in the dataset.

Post

- **Direct Expense** - When checked, the non-marked up portion of expense will be posted.
- **Markup** - When checked, the marked-up portion of expense will be posted.

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Columns - A list of Fields that can be added to the Dataset of the labor RDL file.

Note: Checking the box simply adds the field to the Dataset in the RDL file. It does not make the information show up on the section in the invoice. To have the information show up on the invoice, you must download the section, tweak it, and then upload it back into the system.

- **ExpCode** - Expense Code
- **ExpName** - Expense name
- **PayeeCode** - Vendor or employee code
- **PayeeName** - Vendor or employee name
- **TransDate** - Transaction date
- **TrackNum** - Vendor invoice number or employee reimbursable journal ID.
- **Qty** - Quantity
- **UnitRate** - Unit Rate
- **MarkUp** -Markup; depending on type, this can be a multiplier, flat amount, or add-on.
- **MarkupType** - Markup Type. Possibilities are markup (multiplier), flat amount, or add on.
- **PMComments** - Project management comments.
- **LineID -** . This allows for line items transactions to not be grouped based on the non-aggregate field chosen. For example if you design was showing payee name and date and you had two line items in purchases with the same payee and date the invoice design would automatically summarize them as one line. By adding this field to the selected columns in the section design the system would then not summarize these.
- **TransID -** This is the internal transaction ID.

4.9.10.4.6 Combination Section

Overview

The Combination section allows you to return data from multiple hourly, fixed fee, ODC, and OCC sections. This allows for the grouping of project charges by project level and then by type of expense.

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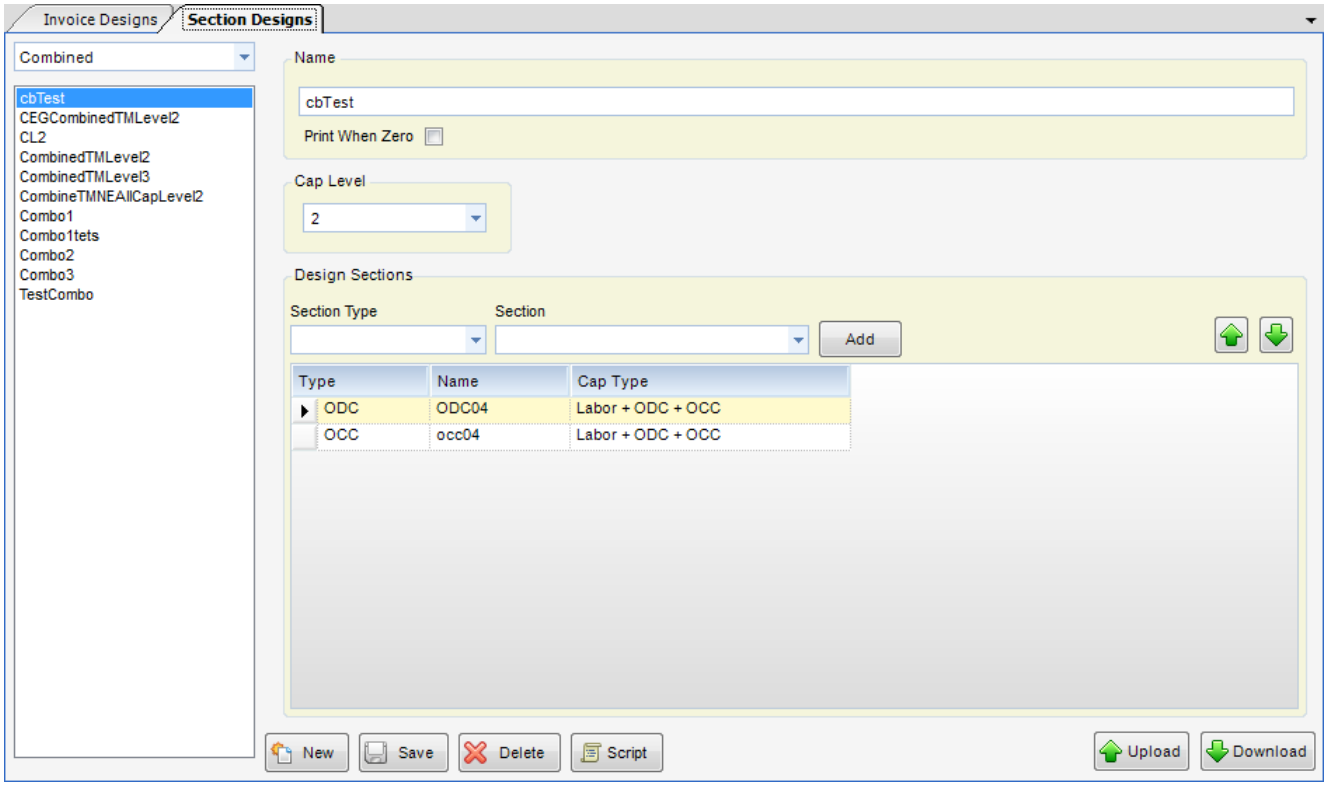

Name - Name of the OCC section.

Print When Zero - When checked, the section will print regardless if there is any current amount to be billed.

Design Sections - This grid works like the main *Invoice Designs Tab*. Select the Labor, ODC, and OCC sections that contain the fields that you would like to include in the Combinations Dataset. Add them to the grid (as seen above), and hit *Save*. Now you can download the combination section and alter the RDL as you would with any other section.

Cap Type - The combined caps allow for combining different pm types (Labor, ODC and OCC) into a single cap for not-to-exceed type invoicing. The system will compared aggregate charged and previously billed against the aggregate cap. Please note that the caps must be setup at the same level for a given project.

4.9.10.4.7 SQL Query

Overview

The SQL Query section allows you to create custom invoice sections that can pull in data from any table that is accessible in the InFocus Database. As you can see in Fig. 1, Queries are pasted into the Query window and you must use the variable ^projectpath^ as the Parameter Variable. InFocus comes with 2 system SQL Query sections Receipts and AllocateICCRevenueByPCT.

Receipts - This section allows for you to display an archived image that has been associated with a transaction being billed (i.e. Scanned .jpg image of a receipt) in an invoice. In order to use this section, you must be using the new HTTP Document Management. Currently the only supported image formats are jpg, jpeg, png, bmp and gif.

AllocateICCRevenueByPct - This query section will allocate ICC Revenue based on the same percent completes used in a fixed fee invoice. For this new SQL section to work it needs to be added to your fixed fee designs and

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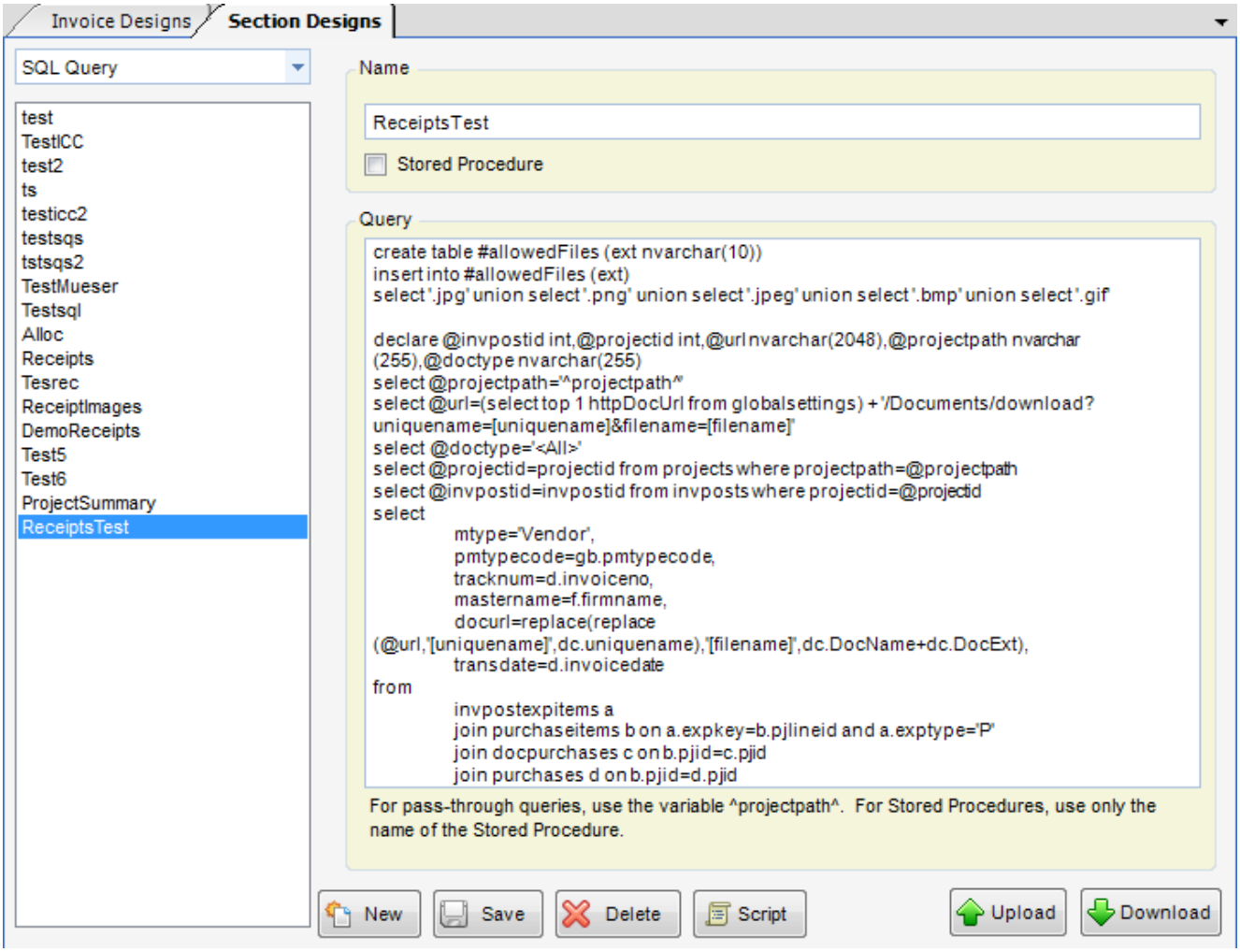
placed anywhere after the fixed fee section with respect to the order of the sections.



4.9.10.4.8 Summary Section

Overview

Summary sections are used as subtotaling areas. They are single-record datasets that contain billing-to-date information, contractual amounts, and running totals.

Summary sections can be used with labor upsets. Sometimes it is preferable to perform an upset in a Summary section rather than in the Labor section. An example is when multiple labor schedules are used. When a cap is used in the Summary section, it overrides the current posting figures.

Summary Sections Details Listed Below

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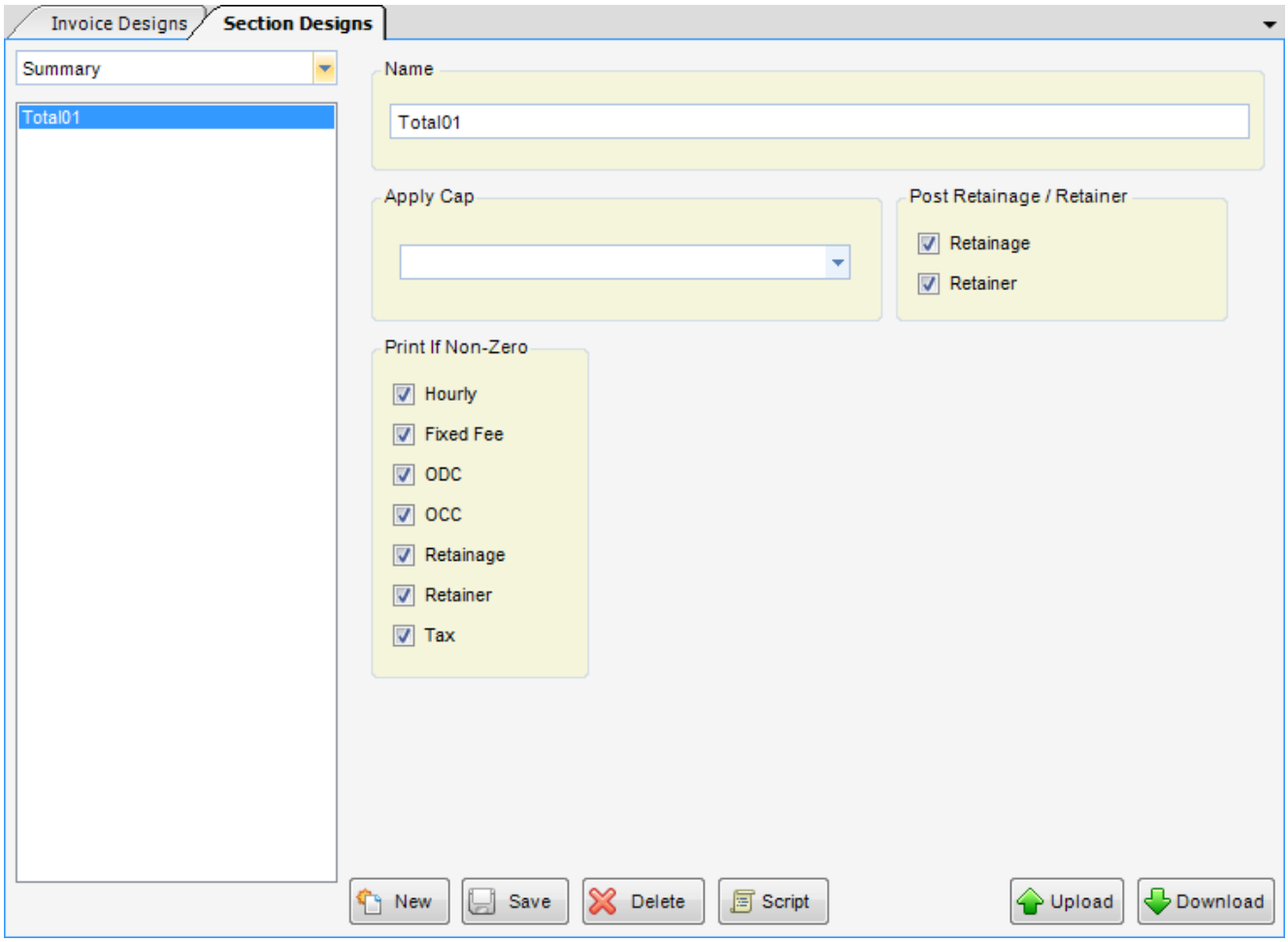

Name - Name of the summary section.

Apply Cap - Labor upset

Post Retainer / Retainage

- **Post Retainage** - When checked, retainage (if any) will be posted.
- **Post Retainer** - When checked, retainer (if any) will be posted.

Print If Non-Zero - Section will print if any of the following checked values are non-zero.

- **Hourly**
- **Fixed Fee**
- **ODC**
- **OCC**
- **Retainage**
- **Retainer**

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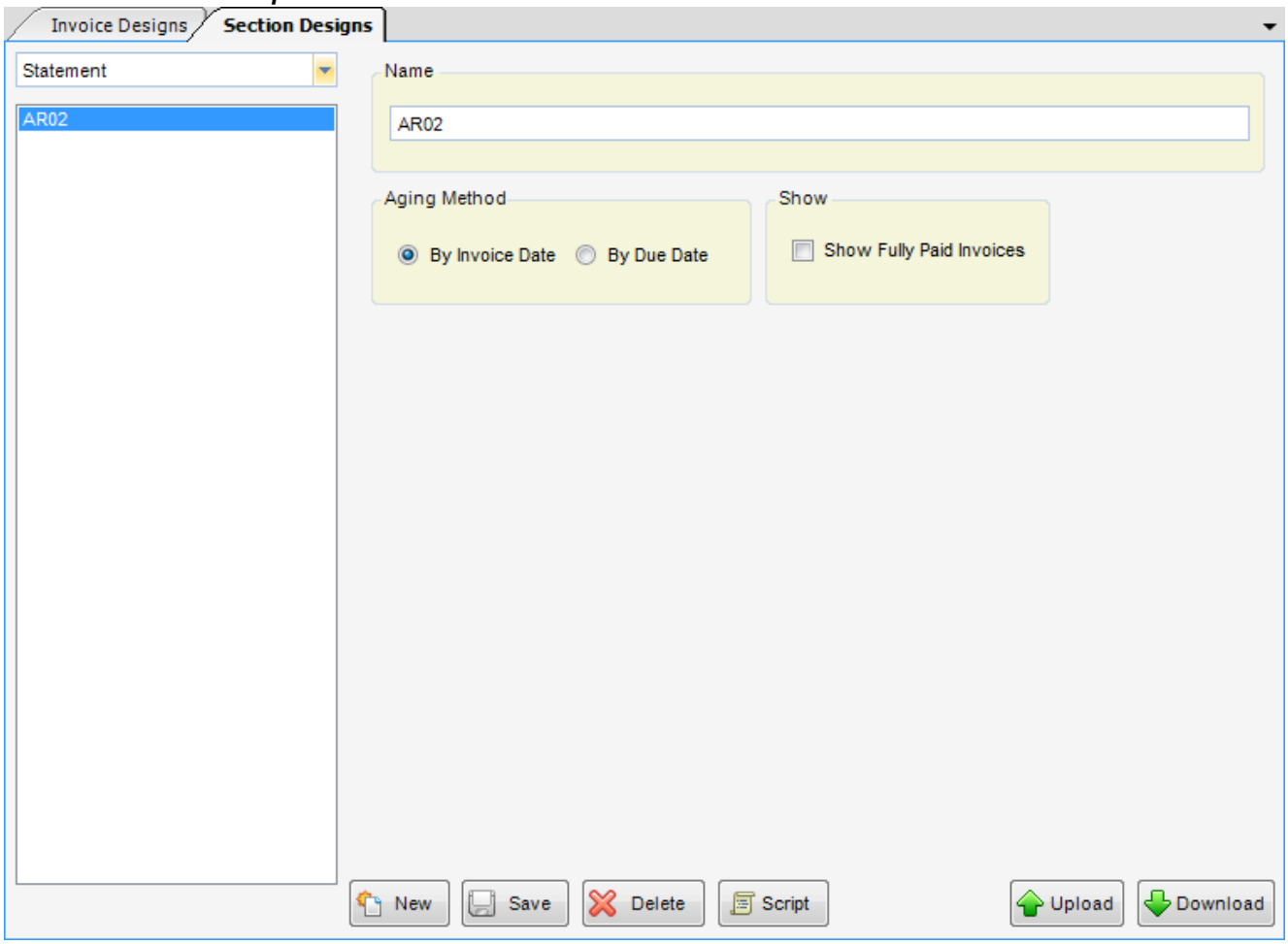
- **Tax**

4.9.10.4.9 Statement Section

Overview

Statements print A/R type statements. The statements are by client not project.

Statement Field Descriptions Listed Below



Name - Name of the summary section.

Aging Method

- **By Invoice Date** - When checked the statement ages by invoice date
- **By Due Date** - When checked the statement ages by due date

Show Fully Paid Invoices - When checked, even fully paid invoices will print.

4.9.10.4.10 Taxes

Overview

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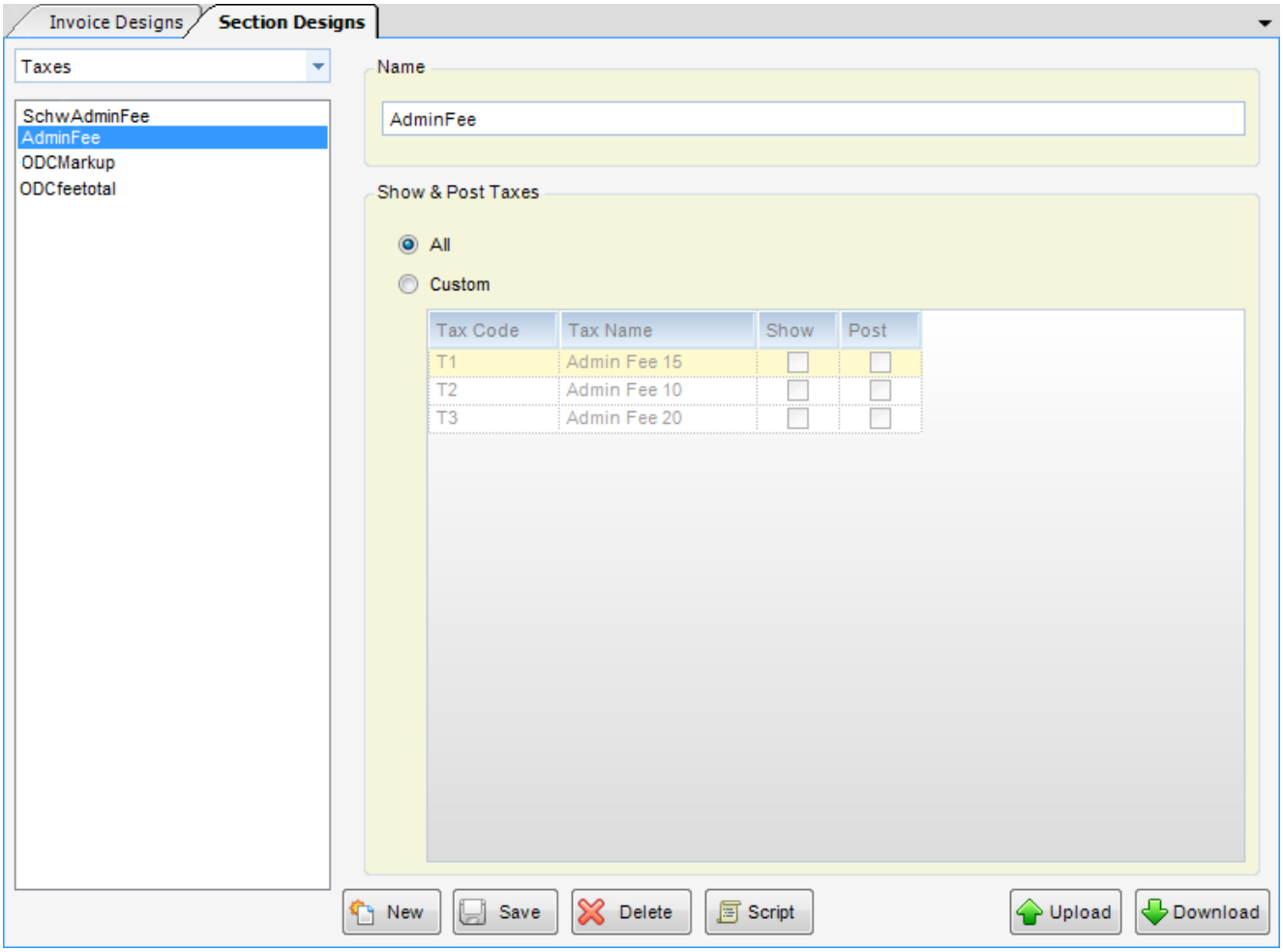
The Taxes section is used to pick up any Taxes/Surcharges when invoicing a project. Taxes are Created in Global Settings under the Taxes/Surcharges Tab.



Name - Name of the summary section.

Show & Post Taxes - Select all or select Custom and choose to Show and/or Post

4.9.10.4.11 Coversheet Section

Overview

Coversheet sections are used to invoice multiple projects on one invoice. The fields exposed to the report writer are predetermined so no options need to be filled out. In general, the fields represent the billing information for the projects that are part of the invoice.

Coversheets are used by first creating an invoice group on a client. You do this by calling up the client in the Clients applet and creating an Invoice Group from the *Tools* option on the tool bar. You then assign a Coversheet design to the invoice.

Finally, Projects are grouped together by assigning them to a common Invoice Group. This is done on the Billing tab in the Project applet.

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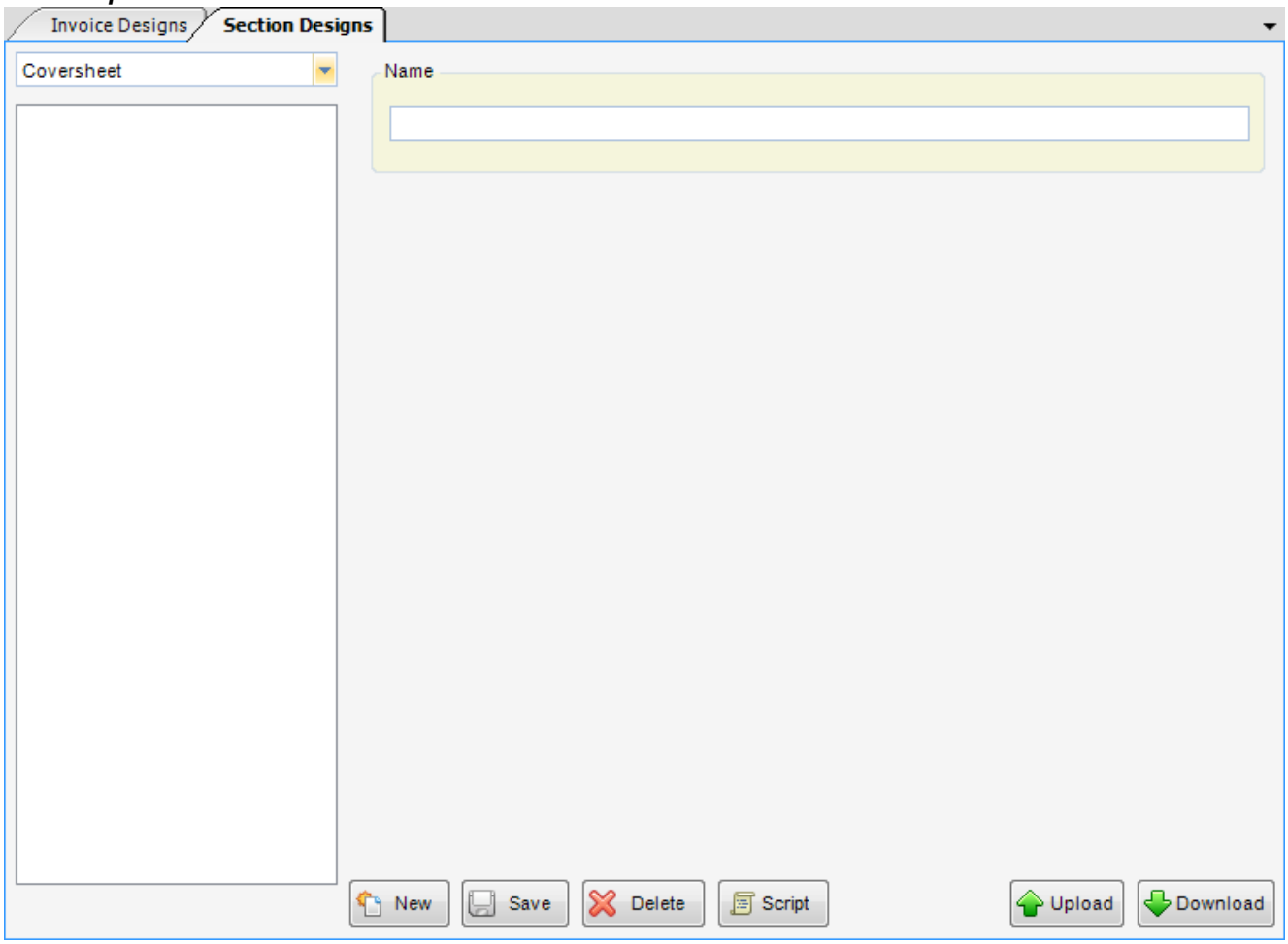
Note: All projects within an invoice group belong to the same client.

Fields exposed in the Coversheet are listed below.



The Fields per Project exposed in coversheets include:

- **projectcode** - Project code.
- **projectpath** - Project path.
- **projectname** - Project name.
- **invoiceno** - Invoice number.
- **currentdirectlabor** - Current billing for direct labor (without markup).
- **currentdpeoh** - Current billing for DPE plus overhead portion.
- **currentprofit** - Current billing for labor profit portion.
- **currentfixedfee** - Current billing for fixed fee.
- **currentdirectodc** - Current billing for ODC (without markup).
- **currentodcmarkup** - Current billing for ODC markup portion.

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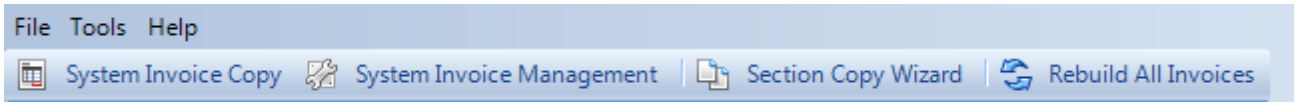
- **currentdirectocc** - Current billing for OCC (without markup).
- **currentoccmarkup** - Current billing for OCC markup portion.
- **currentretainage** - Current billing for retainage.
- **currentretainer** - Current billing for retainer.
- **previousdirectlabor** - Previous billings for direct labor (without markup).
- **previousdpeoh** - Previous billings for DPE plus overhead portion.
- **previousprofit** - Previous billings for labor profit portion.
- **previousfixefee** - Previous billings for fixed fee.
- **previousdirectodc** - Previous billings for ODC (without markup).
- **previousodcmarkup** - Previous billings for ODC markup portion.
- **previousdirectocc** - Previous billings for OCC (without markup).
- **previousoccmarkup** - Previous billings for OCC markup portion.
- **previousretainage** - Previous billings for retainage.
- **previousretainer** - Previous billings for retainer.
- **recvdtodate** - Received to date.
- **currentbilled** - Total current billing.
- **previousbilled** - Total previous billings.

4.9.10.5 Toolbar

Overview

The Invoice toolbar gives the user (with permission) numerous capabilities within the Invoice Design applet. Below is a list of those capabilities.



System Invoice Copy - Located under the Tools button; allows the user to copy a standard invoice design from the system.

System Invoice Management - Gives you the ability to de-activate system invoice designs so they do not show in the list of possible invoices.

Section Copy Wizard - Located under the Tools button; allows the user to copy a specific standard invoice section (for example, Labor, ODC, etc.) from the system.

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Rebuild All Invoices - Useful when user-definable fields are exposed to invoices. In this case, when a user-definable field is added to clients or projects, all invoice designs must be rebuilt.

4.9.10.5.1 Invoice Sections Descriptions

Overview

Here are the descriptions of each section when using the **Section Copy Wizard.** An "X" in the column means that that section includes that field.

Header

Header01 w/ Firm Name

Header02 w/o Firm Name

Labor

	Fixed Fee	ProjName	Contract Amt	Phase Fee	PrevBilled	% Complete	Fee Earned	Prior Billing	Current Fee	Invoice Amount	Notes
FF01			X		X	X				X	No Groupings
FF02		X	X		X	X				X	No Groupings
FF03			X			X	X	X	X		No Groupings
FF04		X		X		X	X	X	X		No Grouping / Designed for PFF
FF05	X		X		X	X				X	No Grouping / Fixed Fee (Name) is Hardcoded in

All NE Invoice Designs are the same as the TM sections but Include a Footer section that includes Previously Billed, Maximum Allowable Services, and Net Professional Services.

		Phase	EmpName	Job Title	Date	Hours	Bill Rate	Bill Base Rate	DPE	OH	Profit	PM Comment	Labor Name	Amount	Notes
TM01	**NE01**		X			X	X							X	No Groupings
TM02	**NE02**		X		X	X	X							X	No Groupings
TM03	**NE03**			X		X	X							X	No Groupings
TM04	**NE04**			X	X	X	X							X	No Groupings
TM05	**NE05**		X		X	X	X					X		X	No Groupings
TM06	**NE06**		X			X		X	X	X	X			X	No Groupings
TM07	**NE07**		X		X	X		X	X	X	X			X	No Groupings
TM08	**NE08**			X		X		X	X	X	X			X	No Groupings
TM09	**NE09**			X	X	X		X	X	X	X			X	No Groupings
TM10	**NE10**		X		X	X		X	X	X	X	X		X	No Groupings
TM11	**NE11**		X			X		X		X				X	No Groupings
TM12	**NE12**		X		X	X		X		X				X	No Groupings
TM13	**NE13**			X		X		X		X				X	No Groupings
TM14	**NE14**			X	X	X		X		X				X	No Groupings
TM15	**NE15**		X		X	X		X		X		X		X	No Groupings
TM16	**NE16**	X	X			X	X							X	Grouping by

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														PorjCode2 & ProjName2 / Sort by Project Code2 & Emp Name
TM17	**NE17**	X	X		X	X	X						X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, Emp Name, Work Date
TM18	**NE18**	X		X		X	X						X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, JobTitleName
TM19	**NE19**	X		X	X	X	X						X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, JobTitleName, Workdate
TM20	**NE20**	X	X		X	X	X					X	X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, EmpName, Workdate
TM21	**NE21**	X	X			X		X	X	X	X		X	Grouping by PorjCode2 & ProjName2 / Sort by Phase & Emp Name
TM22	**NE22**	X	X		X	X		X	X	X	X		X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, Emp Name, Work Date
TM23	**NE23**	X		X		X		X	X	X	X		X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, Emp Name, Work Date
TM24	**NE24**	X		X	X	X		X	X	X	X		X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, JobTitleName, Workdate
TM25	**NE25**	X	X		X	X		X	X	X	X	X	X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, EmpName, Workdate
TM26	**NE26**	X	X			X		X		X			X	Grouping by PorjCode2 & ProjName2 / Sort by Project Code2 & Emp Name
TM27	**NE27**	X	X		X	X		X		X			X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, Emp Name, Work Date
TM28	**NE28**	X		X		X		X		X			X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, JobTitleName

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TM29	**NE29**	X		X	X	X		X		X				X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, JobTitleName, Workdate
TM30	**NE30**	X	X		X	X		X		X		X		X	Grouping by Proj. Code2 & PojName2 / Sort by Proj Code 2, Emp Name, Work Date
TM31	**NE31**		X	X		X	X							X	No Grouping
TM32	**NE32**		X	X		X	X							X	Grouped by JobTileName / Sorted by JT Name , Emp Name
TM33	**NE33**		X			X	X						X	X	No Groupings
TM34	**NE34**		X			X	X						X	X	Grouped by LaborName / Sorted by LaborName, Emp Name
TM35	**NE35**		X	X		X		X	X	X	X			X	No Grouping
TM36	**NE36**		X	X		X		X	X	X	X			X	Grouped by JobtTitleName / Sorted by JTName, Emp Name
TM37	**NE37**		X			X		X	X	X	X		X	X	No Groupings
TM38	**NE38**		X			X		X	X	X	X		X	X	Grouped by LaborName / Sorted by LaborName, Emp Name
TM39	**NE39**		X	X		X		X		X				X	No Grouping
TM40	**NE40**		X	X		X		X		X				X	Grouped by JobTileName / Sorted by JT Name , Emp Name
TM41	**NE41**		X			X		X		X			X	X	No Groupings
TM42	**NE42**		X			X		X		X			X	X	Grouped by LaborName / Sorted by LaborName, Emp Name
TM43	**NE43**	X	X	X		X	X							X	Grouped by PhaseCode2 / Sorted by ProjCode2, EmpName, JTName
TM44	**NE44**	X	X	X		X	X							X	2 Groupings (Group1-ProjCode2/Sort1-ProjCode2)(Group2-JTName/Sort2-JTName,EmpName)
TM45	**NE45**	X	X			X	X						X	X	Grouped by ProjCode2 / Sort by ProjCode2, EmpName, LaborName
TM46	**NE46**	X	X			X	X						X	X	2 Groupings (Group1-ProjCode2/Sort1-ProjCode2)(Group2-LaborName/Sort2-LaborName,EmpNa

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													me)
TM47	**NE47**	X	X	X		X		X	X	X	X		X Grouped by ProjCode2 / Sort by ProjCode2, EmpName, JTName
TM48	**NE48**	X	X	X		X		X	X	X	X		X 2 Groupings (Group1-ProjCode2/Sort1-ProjCode2)(Group2-JTName/Sort2-JTName,EmpName)
TM49	**NE49**	X	X			X		X	X	X	X		X Grouped by PhaseCode2 / Sorted by ProjCode2, EmpName, LaborName
TM50	**NE50**	X	X			X		X	X	X	X		X 2 Groupings (Group1-ProjCode2/Sort1-ProjCode2)(Group2-LaborName/Sort2-LaborName,EmpName)
TM51	**NE51**	X	X	X		X		X		X			X Grouped by ProjCode2 / Sort by ProjCode2, EmpName, JTName
TM52	**NE52**	X	X	X		X		X		X			X 2 Groupings (Group1-ProjCode2/Sort1-ProjCode2)(Group2-JTName/Sort2-JTName,EmpName)
TM53	**NE53**	X	X			X		X		X			X Grouped by ProjCode2 / Sort by ProjCode2, EmpName, LaborName
TM54	**NE54**	X	X			X		X		X			X 2 Groupings (Group1-ProjCode2/Sort1-ProjCode2)(Group2-LaborName/Sort2-LaborName,EmpName)

ODC

	Phase	Invoice #	Unit Rate	Qty	Markup	Amount	Expense	Payee Name	Prev Billed	Max Allowable	Net Reimb	
ODC01		X	X	X	X	X		X - Detail Line				No Groupings
ODC02		X	X	X	X	X	X	X - Detail Line				Group by Expense Name
ODC03						X	X - Detail Line					No Groupings
ODC04	X	X	X	X	X	X		X - Detail Line				Group by Project Code2, Project Name2
ODC05	X	X	X	X	X	X	X	X - Detail Line				GROUP 1 - Group by Project Code2, Project Name2 GROUP 2 - Expense

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ODC06	X					X	X - Detail Line						Name Group by Project Code2, Project Name2
ODCNE01		X	X	X	X	X		X - Detail Line	X	X		X	No Groupings
ODCNE02		X	X	X	X	X	X	X - Detail Line	X	X		X	Group by Expense Name
ODCNE03							X - Detail Line		X	X		X	No Groupings
ODCNE04	X	X	X	X	X	X		X - Detail Line	X	X		X	Group by Project Code2, Project Name2
ODCNE05	X	X	X	X	X	X	X	X - Detail Line	X	X		X	GROUP 1 - Group by Project Code2, Project Name2 GROUP 2 - Expense Name
ODCNE06	X					X	X - Detail Line		X	X		X	Group by Project Code2, Project Name2

OCC

	Phase	Invoice #	Unit Rate	Qty	Mark up	Amount	Exp Name	Payee Name	Prev Billed	Max Allowable	Net Reimb
OCC01		X	X	X	X	X		X			
OCC02		X	X	X	X	X	X	X			
OCC03		X	X	X	X	X	X	X			
OCC04	X	X	X	X	X	X		X			
OCC05	X	X	X	X	X	X	X	X			
OCC06	X					X	X				
OCCNE01		X	X	X	X	X			X	X	X
OCCNE02		X	X	X	X	X	X	X	X	X	X
OCCNE03		X	X	X	X	X	X	X	X	X	X
OCCNE04	X	X	X	X	X	X		X	X	X	X
OCCNE05	X	X	X	X	X	X	X	X	X	X	X
OCCNE06	X					X	X		X	X	X

Summary

	Contract	PrevBilled	Current Billed	Billed to Date	Remaining	
Recap01	X	X	X	X	X	Includes all Metric Types

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Labor Total01	X		Current DirectLabor, DPEOH, & Profit
Total01	X		Typical summary including retainage and retainer

Statement	Project# / Name	Invoice #	Invoice Date	Invoice Amount	Received	Balance	0-30, 31-60	Invoice Sections	
AR01	X	X	X	X	X	X			Client - Project w/ current invoice amount
AR02			X			X	X		Client - 0-30 - grouped by project then invoice no.
AR03	X	X	X			X	X		Client - grouped by project, invoice no., then trans type.
AR04	X					X		X	Client - broken down by metric type.
AR05	X	X	X	X	X	X			Client - project
AR06	X	X	X	X	X	X			same as AR05
AR07	X	X	X	X	X	X	X		**Project Only - 0-30 format
AR08	X	X	X	X	X	X			**Project Only - broken down by metric type

4.9.10.6 How To

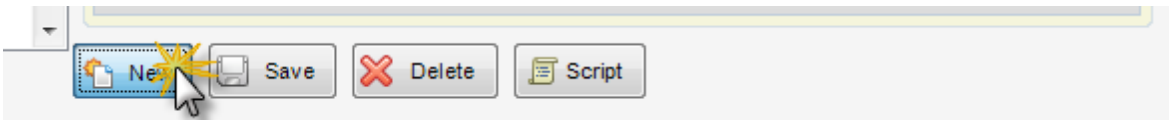
4.9.10.6.1 Create an Invoice

Overview

How to Create an Invoice. Once the sections are designed, they must be put together to form an invoice design. Invoice designs are then assigned to projects. Invoice designs can be labor only, expense only, or combined (both labor and expense). Designs can be created and edited on the Invoice Designs tab.

IMPORTANT: The *Delete* button at the bottom of the screen deletes the Invoice Design, not the sections in the grid. Only use the *Delete* button if you want to remove the Invoice Design from the Invoice Design screen.

Step 1 - Click the *New* button located at the bottom of the Invoice Designs Tab.



Step 2 - Fill out the appropriate information regarding the invoice being created. Details listed below.

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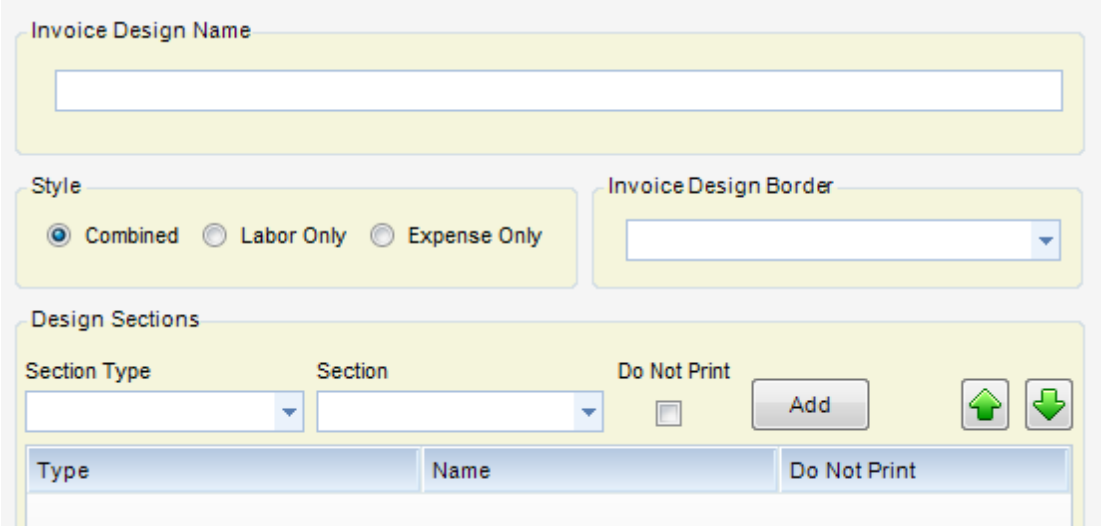

Invoice Design Name - Name of design
Style
- **Combined** - When checked, design for labor and expense.
- **Labor Only** - When checked, design is for labor.
- **Expense Only** - When checked, design is for expense.

Invoice Design Border - Border design invoice will use. Required to save.
Design Sections
- **Section Type** - Type of section to add. All but coversheet and border can be used.
- **Section Name** - Section to add. Filtered by section type.
- **Do Not Print** - When checked the section will not print but can post.
- **Add** - When clicked the design section is added to the list.

Note: You can remove a section from the design by selecting it in the grid and hitting the Delete key on your keyboard.

Step 3 - Add the sections to include in the invoice design (for example, Header, Labor, Summary). This is done by selecting the Section Type and then choose the section. Click Add and the section will show up in the grid. Continue until all sections appear in the grid.

Note: Sections can be rearranged by highlighting the section to be moved and using the two green arrows.

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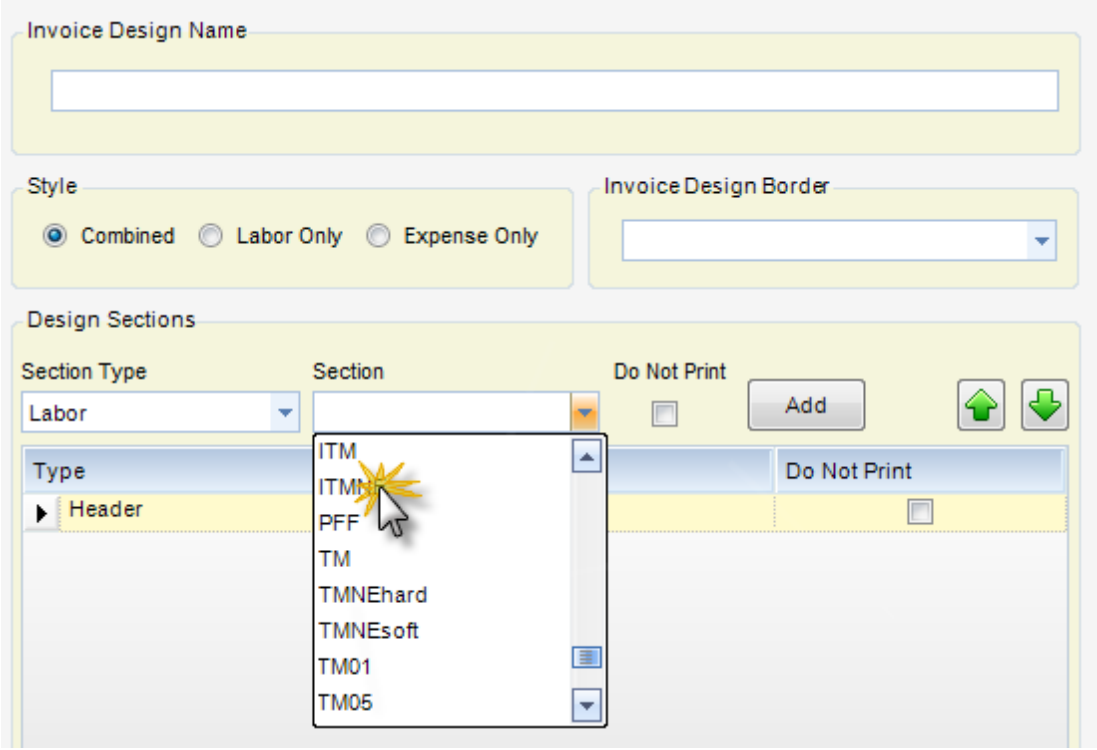
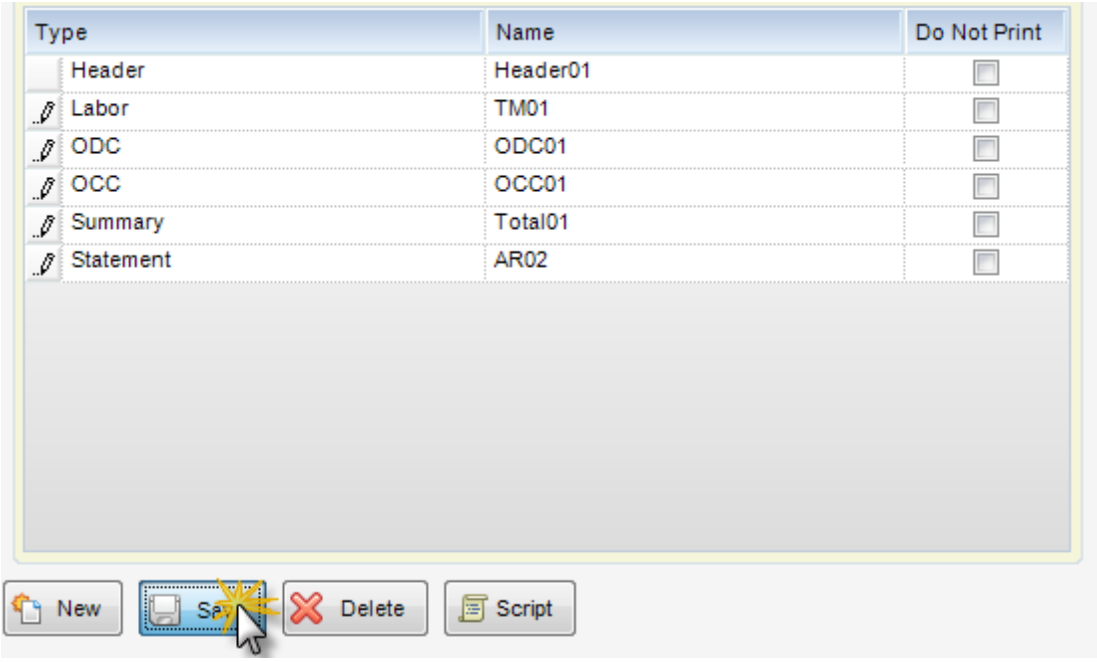


Step 4 - Click *Save*



4.9.10.6.2 Dow nload an Invoice Section

Overview

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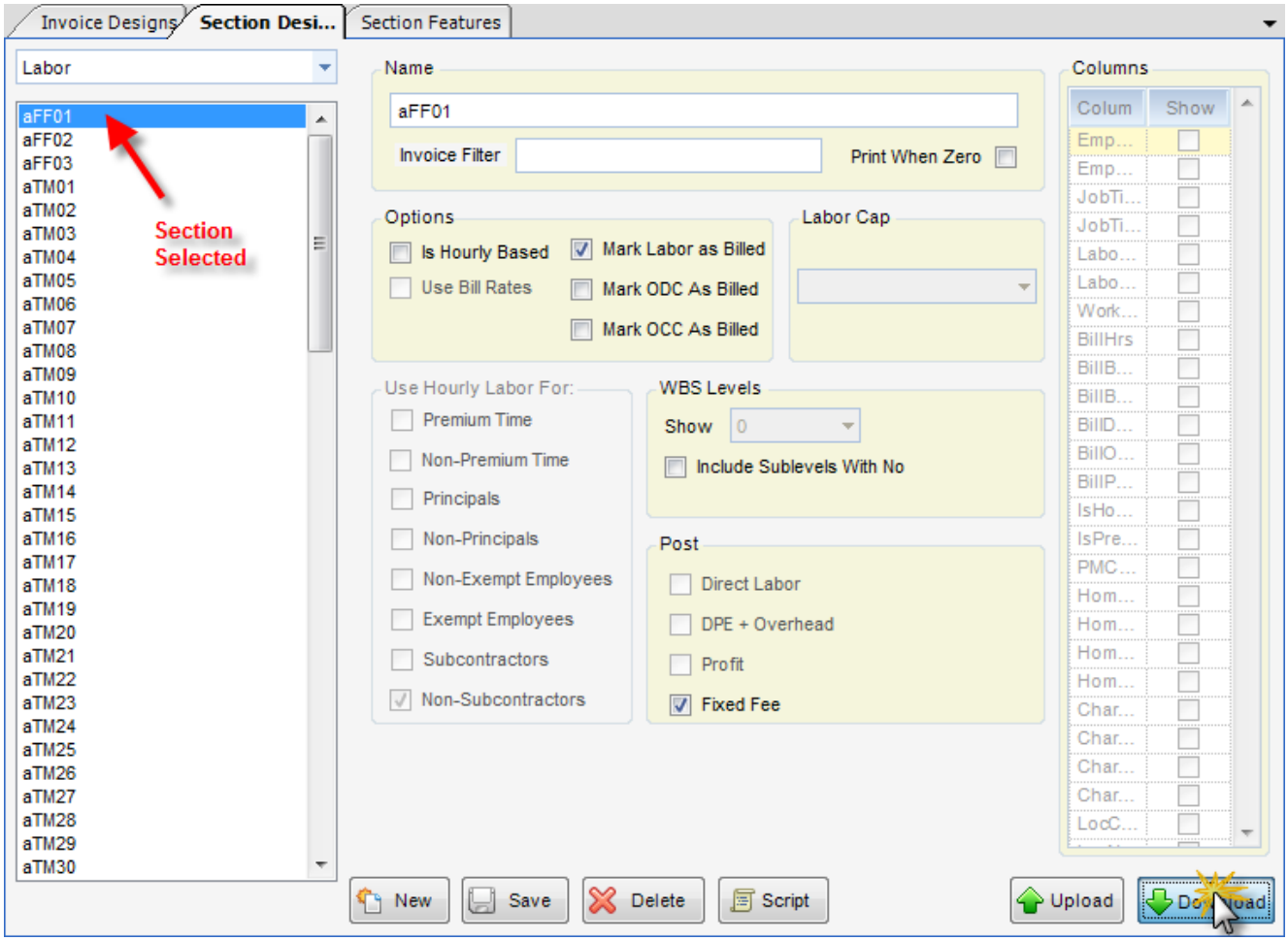
How to Download an Invoice Section.

All report layouts are stored in the database. To modify a report layout, download it to the local hard disk and modify it using Microsoft Report Designer. Any time columns in the dataset change, the report must be downloaded and re-uploaded.

Step 1 - Select the section you wish to download and select *Download* (Fig.1).



(Fig.1)

Step 2 - Select the folder to be downloaded to. Click OK to create the name of the report. Inside that folder, three files will be created: a solution file (extension sin), a project file (extension rptproj), and the layout file (extension RDL). These are used by the Report Designer (Fig.2).

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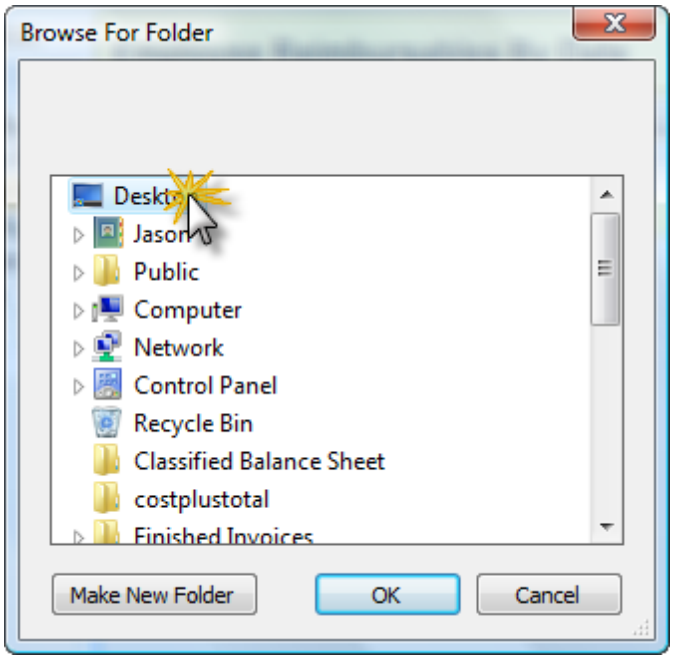

(Fig.2)

4.9.10.6.3 Upload an Invoice Section

Overview

How to Upload an Invoice Section. After modifying a layout you need to upload it to the database to be put in use.

Step 1 - Clicking the Upload button will bring up a File Navigator. Locate the modified design and double click on the file with the RDL extension.

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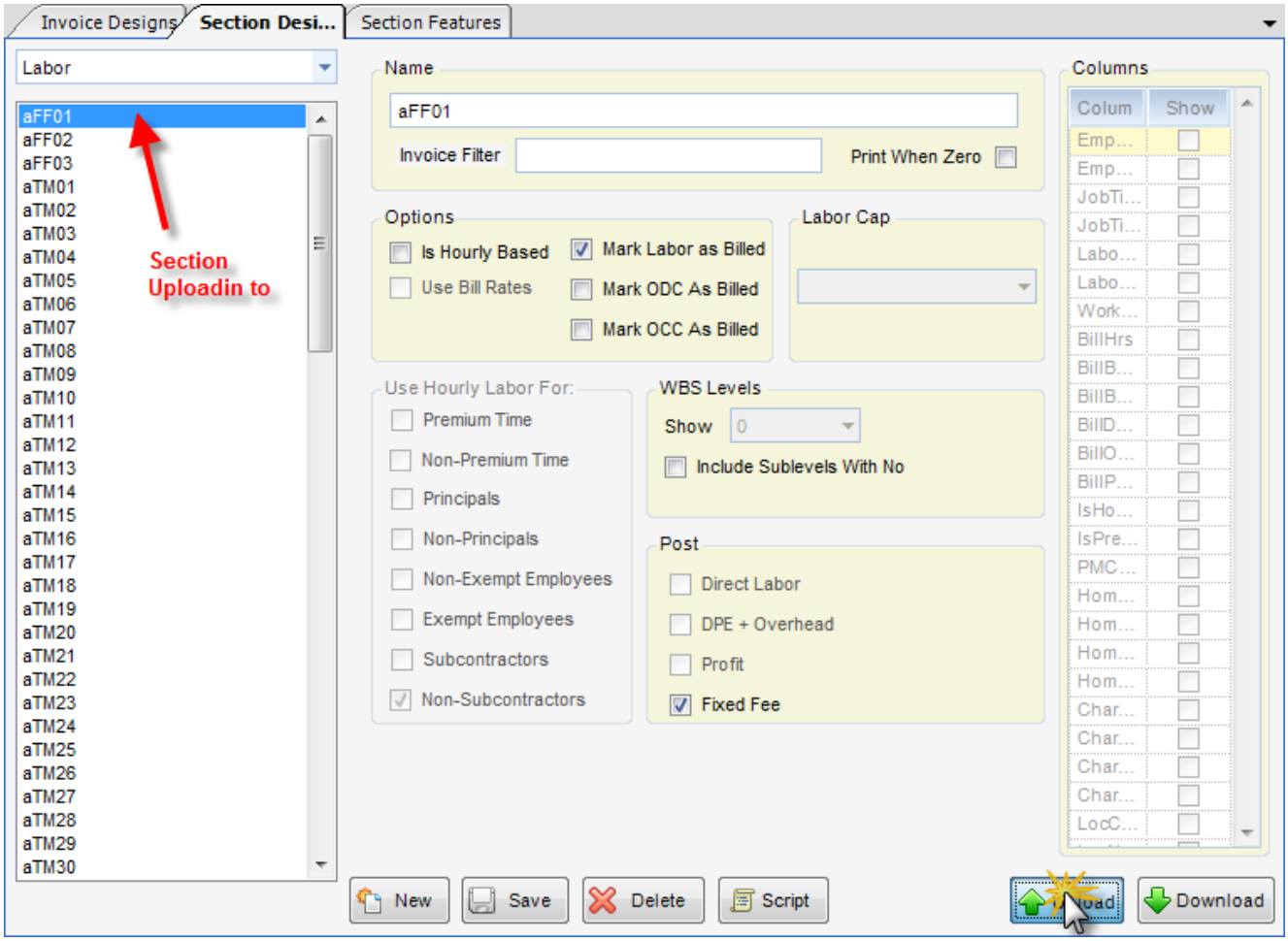

Step 2 - Clicking on OK uploads the design. Select the folder to upload and then click OK to upload the folder.

Note: If the name of the RDL does not match the name of the report design, a warning will appear. The warning may be ignored. Its purpose is to prevent accidental uploads to the wrong report.

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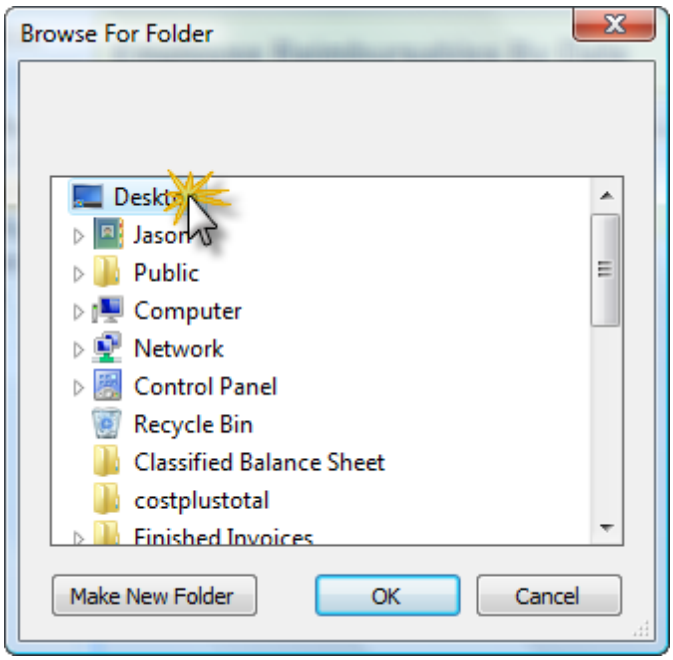


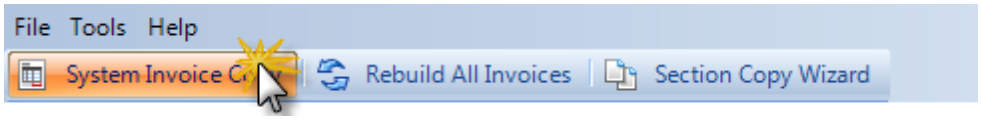
4.9.10.6.4 Copy a System Invoice

Overview

How to Copy a System Invoice.

Layouts between reports can be similar. An easy way to design a report that is similar to another, is to first create the report through the wizard.

Step 1 - In the Invoice Design applet, click System Invoice Copy.



Step 2 - Select the system invoice to copy and hit the Copy button. The invoice will then appear in the Invoice Designs.

Note: When a system report is copied, It shows up as a separate "User-Defined" report in the Main Invoice selection (Projects module/Billing Tab).

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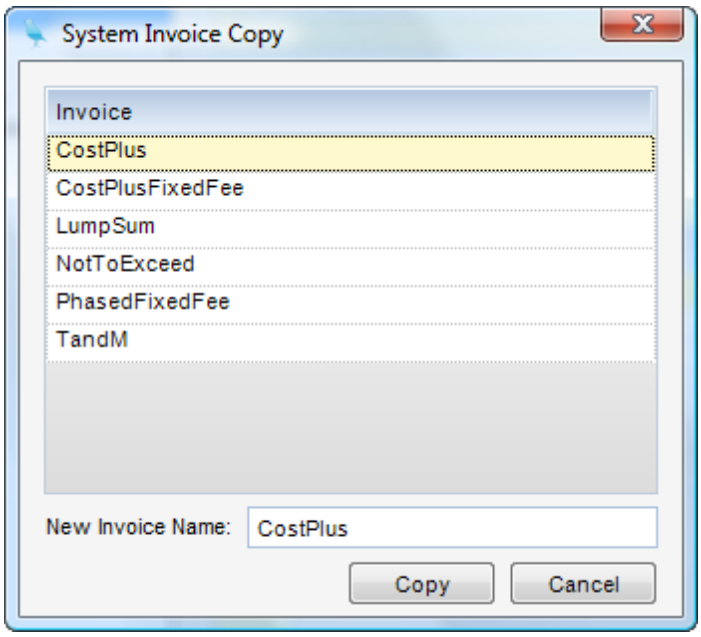


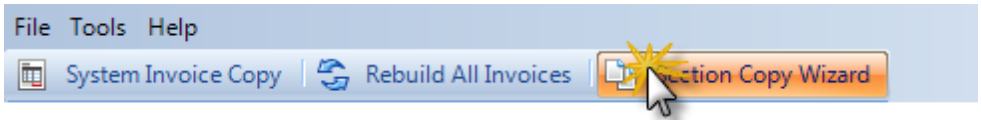
4.9.10.6.5 Copy an Invoice Section

Overview

How to Copy an Invoice Section.

Layouts between reports can be similar. An easy way to design a report that is similar to another, is to first create the report through the wizard.

Step 1 - In the Invoice Design applet, click Section Copy Wizard.



Step 2 - Select the invoice section to copy and enter the new section name. The invoice section will then appear in the Invoice Sections.

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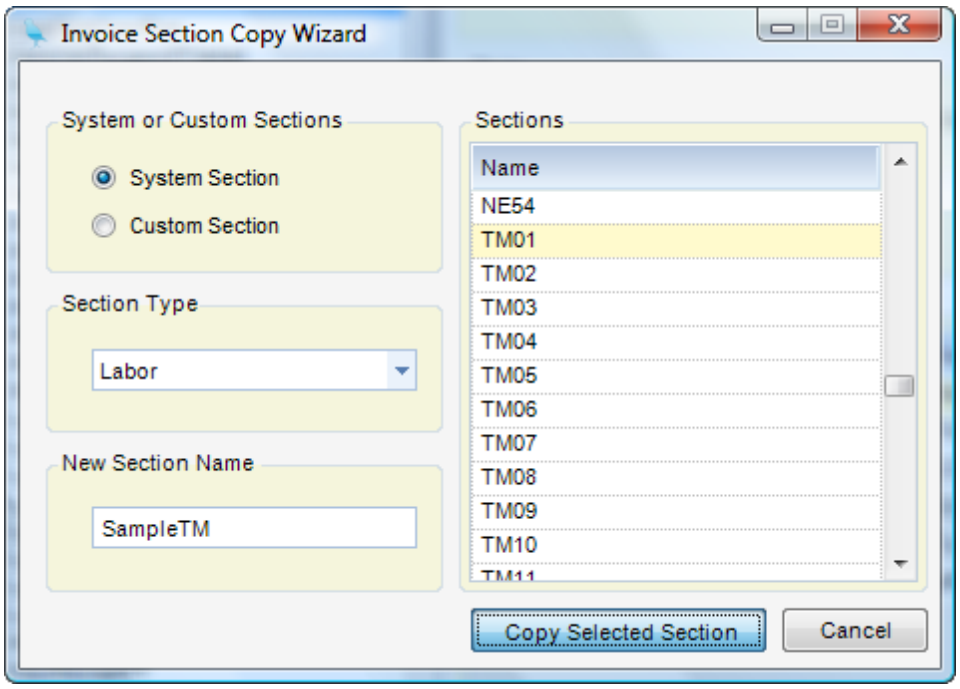

4.9.10.6.6 Use Invoice Filters

Overview

How to Use Invoice Filters.

This feature allows for using mixed-style billings on a single project without the need of creating a roll-up project or an invoice group. A filter is a user-definable code that can be placed on the second-level nodes (phases) within a project WBS. Invoice section designs (usually the Labor section) can limit the phases to include by this filter. An example of their use might be a phased fixed fee plus additional services. In this example, the letter F would be placed on all phases that are Fixed Fee, and the letter H for all phases that are Hourly.

Step 1 - To place invoice filters on the phases, right click on the project name in Project Explorer (within the Projects applet). Nest, choose Invoice Filters from the right-click menu.

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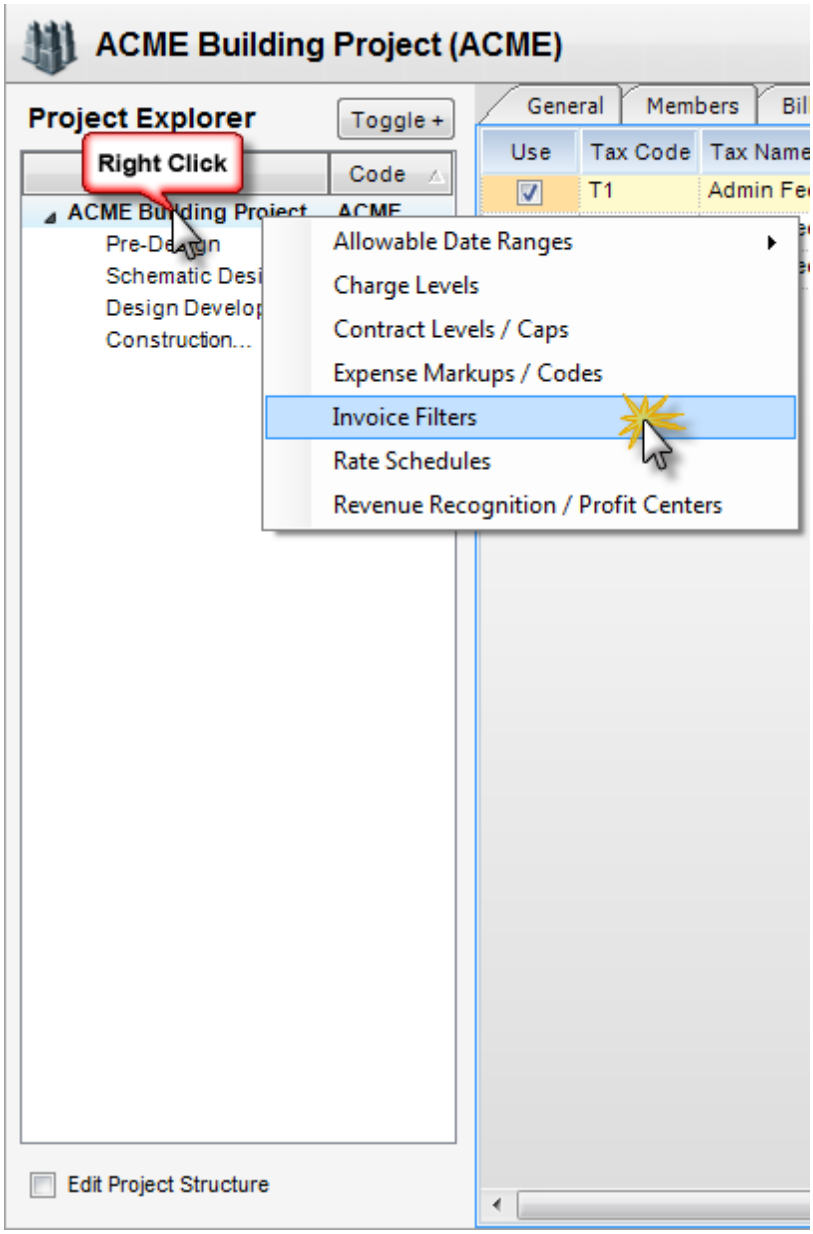

Step 2 - Place the filters in the appropriate places and click Save.

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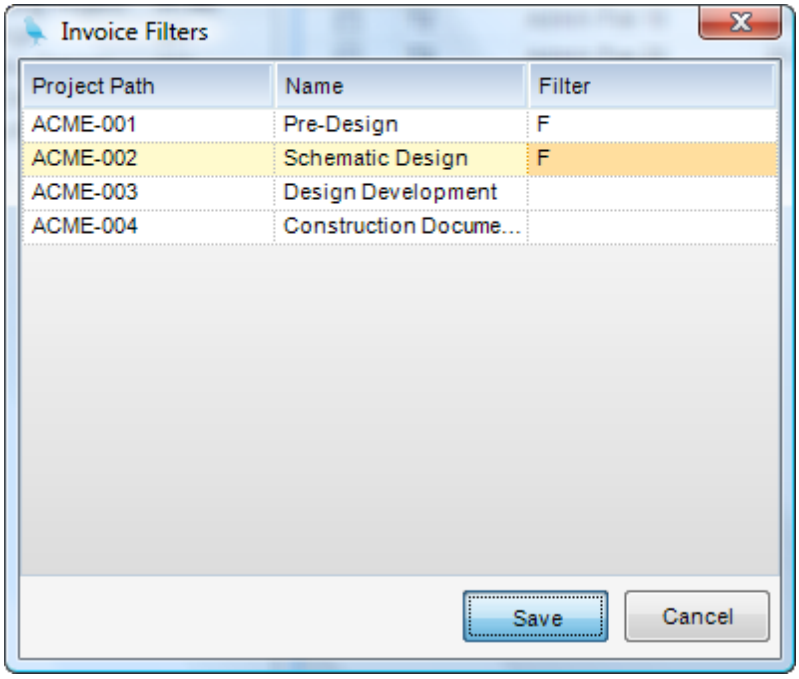
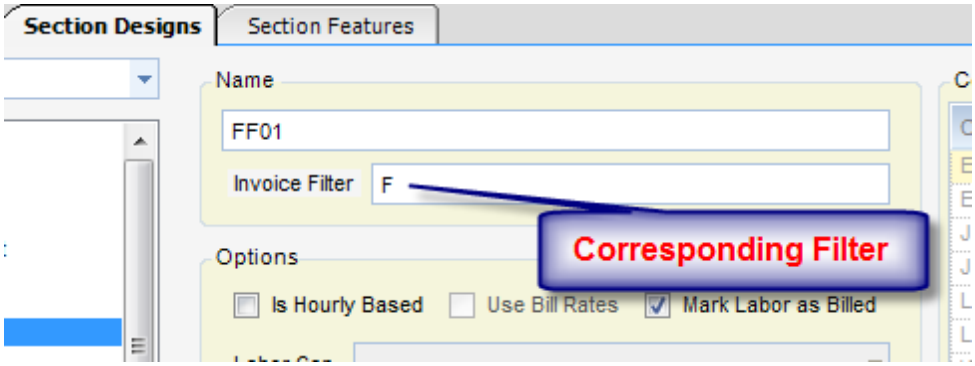


Step 3 - Go to the Utilities module in the Invoice Designs applet. Once there, go to the Sections Design tab and choose the invoice section to filter to pick up the appropriate information. Place the corresponding filter in the Invoice Filter box, and click Save.



4.9.10.6.7 Understand Report Parameters

Overview

All invoice sections expose report parameters. Report parameters are similar to dataset fields in that they can be used in the section design. All sections (except for coversheet) expose the same list of report parameters defined below.

Note: Coversheets use a subset of the list as denoted by an asterisk.

Report Parameters

- **ProjectID** - Project ID of bill term project.

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- **ProjectCode** - Project code of bill term project.
- **ProjectPath** - Project path of bill term project.
- **ProjectName** - Project name of bill term project.
- **ProjectLevel** - Project level of bill term project.
- **ProjectStart** - Project estimated start date. From start date on project *General Tab.*
- **ProjectEnd** - Project estimated end date. From end date on project *General Tab*.
- **FirmName** - Client name *
- **BillToAttn** - Bill to attention line *
- **Street1** - Bill to street address line one *
- **Street2** - Bill to street address line two *
- **Street3** - Bill to street address line three *
- **Street4** - Bill to street address line four *
- **City** - Bill to city *
- **State** - Bill to state *
- **Zip** - Bill to zip code *
- **Phone** - Bill to phone *
- **Fax** - Bill to fax *
- **TrackNum** - Client tracking or p.o.number *
- **PayDays** - Number of days till invoice payment is due *
- **InvDescript** - Invoice description from Invoice Comments field on Project Billing tab.
- **RemitToStreet1** - Remit to street address line one
- **RemitToStreet2** - Remit to street address line two
- **RemitToStreet3** - Remit to street address line three
- **RemitToStreet4** - Remit to street address line four
- **RemitToCity** - Remit to city
- **RemitToState** - Remit to state
- **RemitToZip** - Remit to zip code
- **RemitToAttn** - Remit to attention line

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- **BillingTerm** - Billing term from project bill term type on billing tab *
- **InvoiceNo** - Invoice number *
- **AsOfDate** - Billing as of date *
- **InvoiceDate** - Invoice date *
- **CompanyName** - Licensed company name *

4.9.10.6.8 Understand Invoice Processing

Overview

Understanding Invoice processing

1. Invoices are generated on a bill term by bill term basis.
2. Multiple bill terms can be posted under one invoice number via the use of an invoice group.
3. A project can be invoiced only once with an invoicing run. If two invoices for a project are to be generated within one billing period, the first must be posted prior to generating even the draft for the second.
4. Invoices can be sent to separate A/R accounts.
5. Invoice runs can be filtered by labor only or expense only.
6. Invoice runs can be filtered by project leader.
7. Invoice runs can be filtered by user-defined billing groups established at the Bill Terms Node.

4.9.11 Layout Manager

Overview

The Layout Manager gives you the ability to customize the layout of all master file applets (Clients, Contacts, Employees, Firms, Opportunities, Projects and Vendors). With the Layout Manager, you have the ability to require that additional information be entered before you save, change the order and appearance of any tab (i.e. font color & size, location of sections, etc.) and incorporate UDF's into any tab. Click here to learn more about the Layout Manager. Please note that customized layouts are similar to customized reports in that they are not covered under support agreements.

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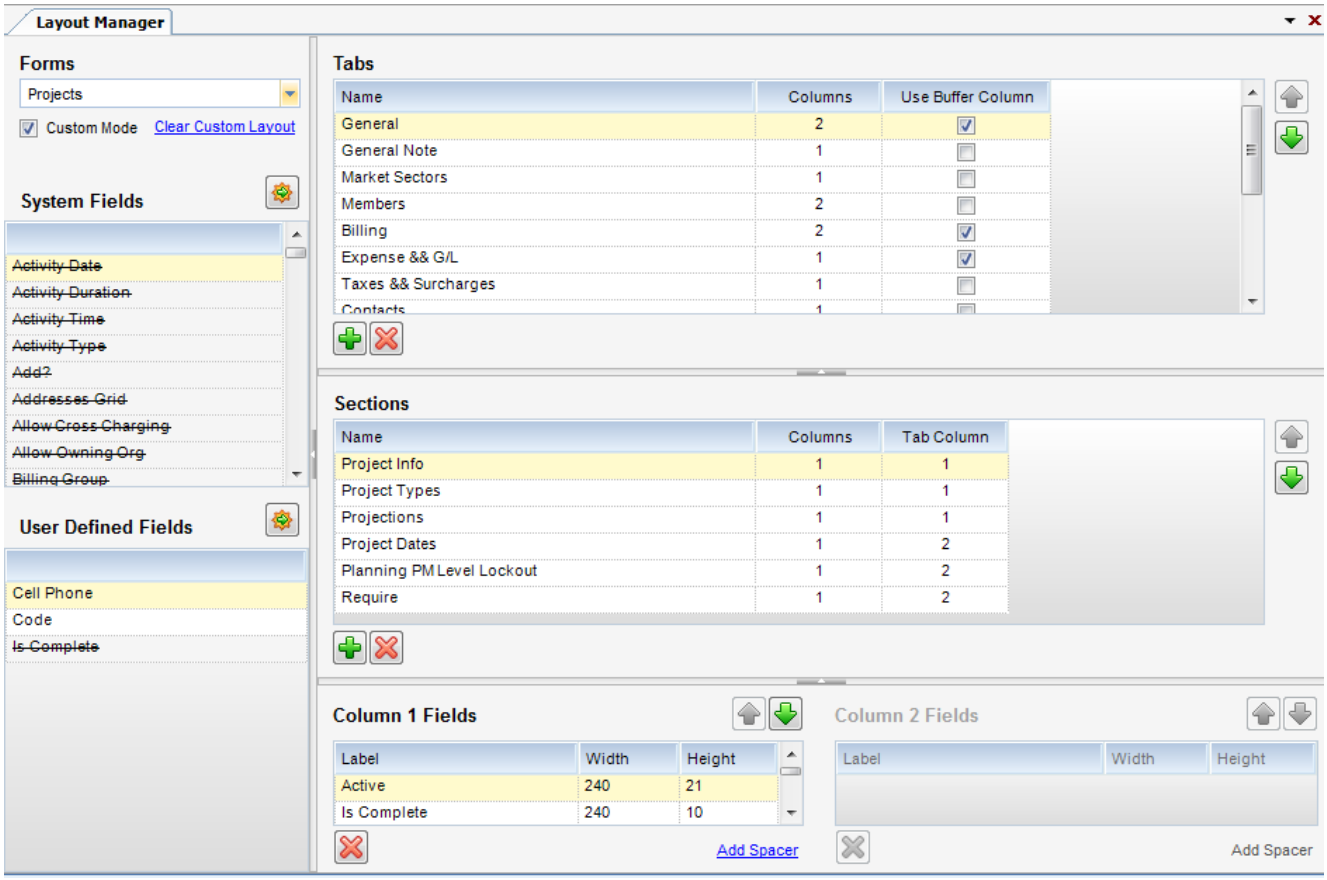

4.9.12 Map Queries

Overview

Map Queries manages the queries used by the Map Viewer. Here you can create custom queries that can be viewed in the Map Viewer. Hover over the Tool tip to see what variables are needed to create a custom map query.
Note - All Master Files have Geocode buttons on their addresses that get the Latitude and Longitude of an address. These can be used in queries to develop your own custom map views.

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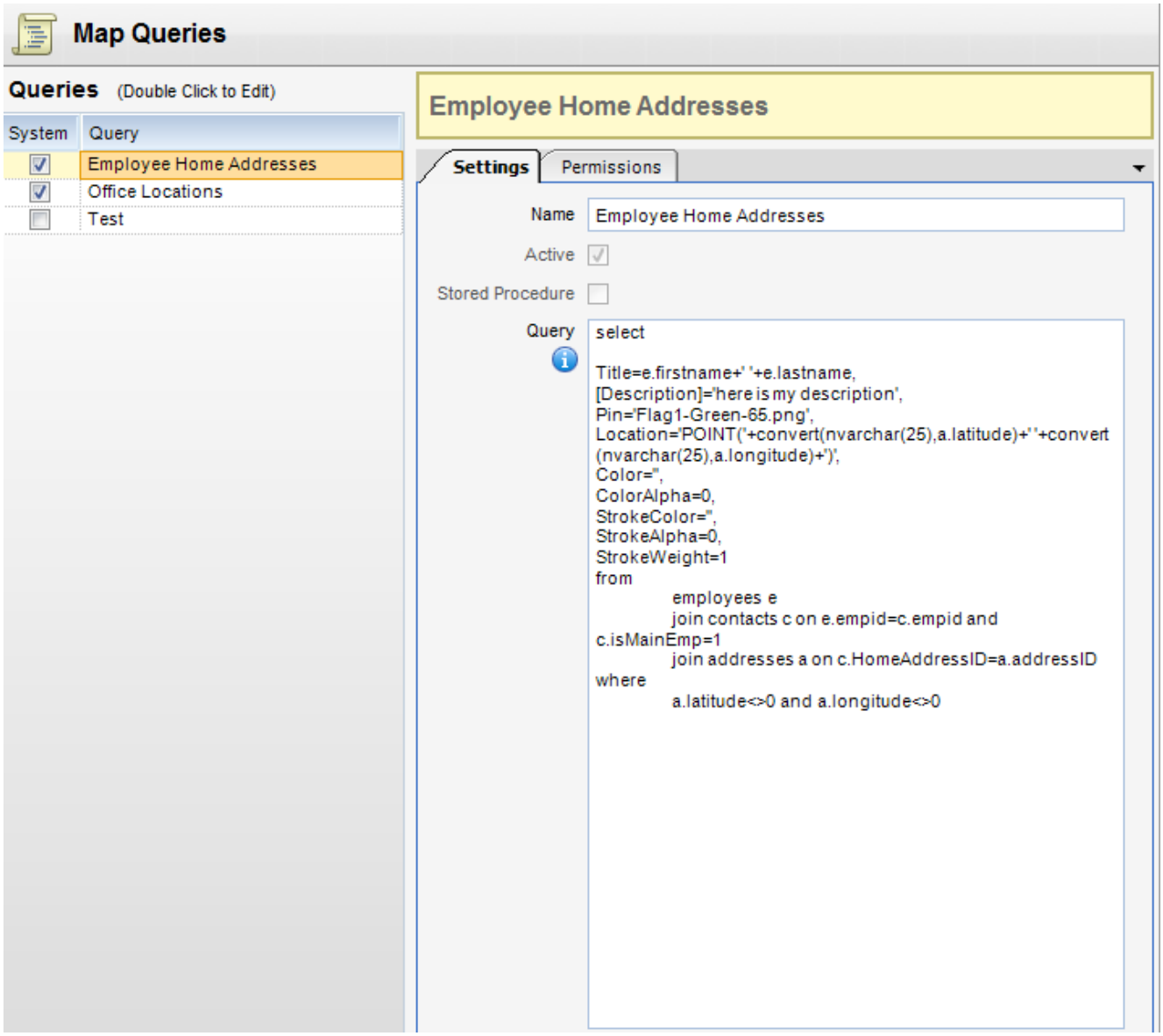

4.9.13 Invoice Posting Groups

Overview

The Invoice posting groups allow you to override the normal G/L posting accounts in automated invoicing. The accounts found on the Posting Accounts tab in Automated Invoicing are the same ones you can set up in an Invoice Posting Group. Once you have set one or more Groups you can then right click on any level of the WBS in Project Explorer (in Project Administration) and select Invoice Posting Groups to assign the group. The system will hunt up the WBS tree (lowest level to top level) to find a G/L account. If none is found it uses the account found in Automated Invoicing. There are two exceptions. First the A/R account will only be looked at on the top level of the WBS. In other words it has no effect on phases and tasks. Secondly, if you are posting to the expense code and the expense code has either a billed revenue or markup revenue account assigned in expense codes or expense groups then that will override any assignment in the posting group.

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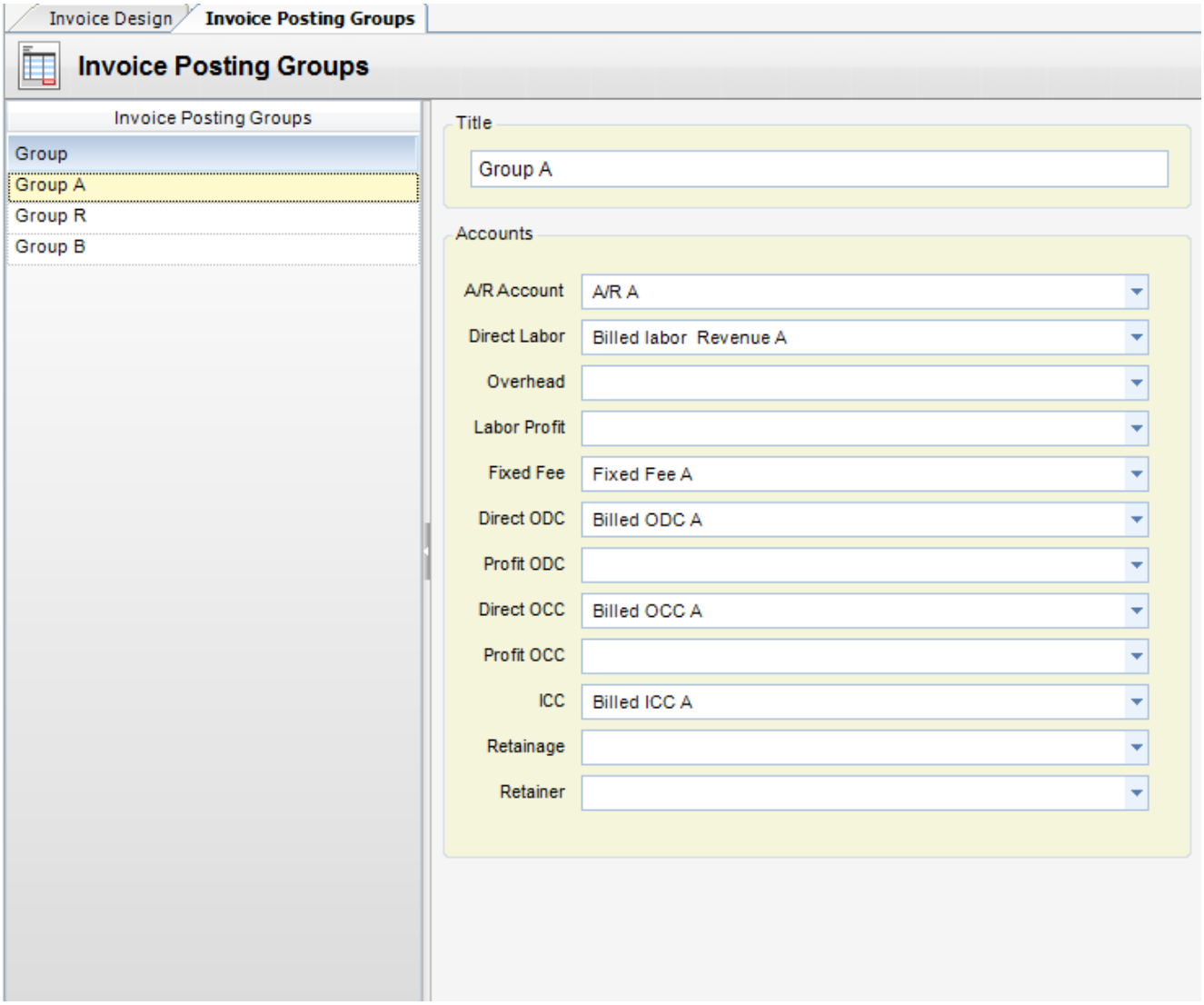

4.9.14 Overhead Allocation

Overview

There are two ways to view overhead on project management reports.

1) Use the Job Cost Rate to include any overhead burden. This allows the user to view figures down to the transaction level (i.e., employee and work date). If the Job Cost Rate is used for other purposes, or if the Rate Calculations do not field the desired effect, use the Overhead Allocation Journal for this purpose.

2) Overhead Allocation can be made only to the bottom nodes of the WBS and to an accounting period. It cannot be applied to an employee or work date. Using this method allows the user to use the specific overhead variables in Project Management Report Design. These are not used in the default shipped reports.

The overhead journal allows for two types of transactions: DPE (direct personal expense) and OH (overhead).

Overhead (or DPE) for a given period is calculated by multiplying the pay rate by an overhead factor and then adding that to all billable projects worked on in the period. This can be done automatically by using the Automate Allocation option in the toolbar. Selecting this option will produce a warning that it will delete all overhead

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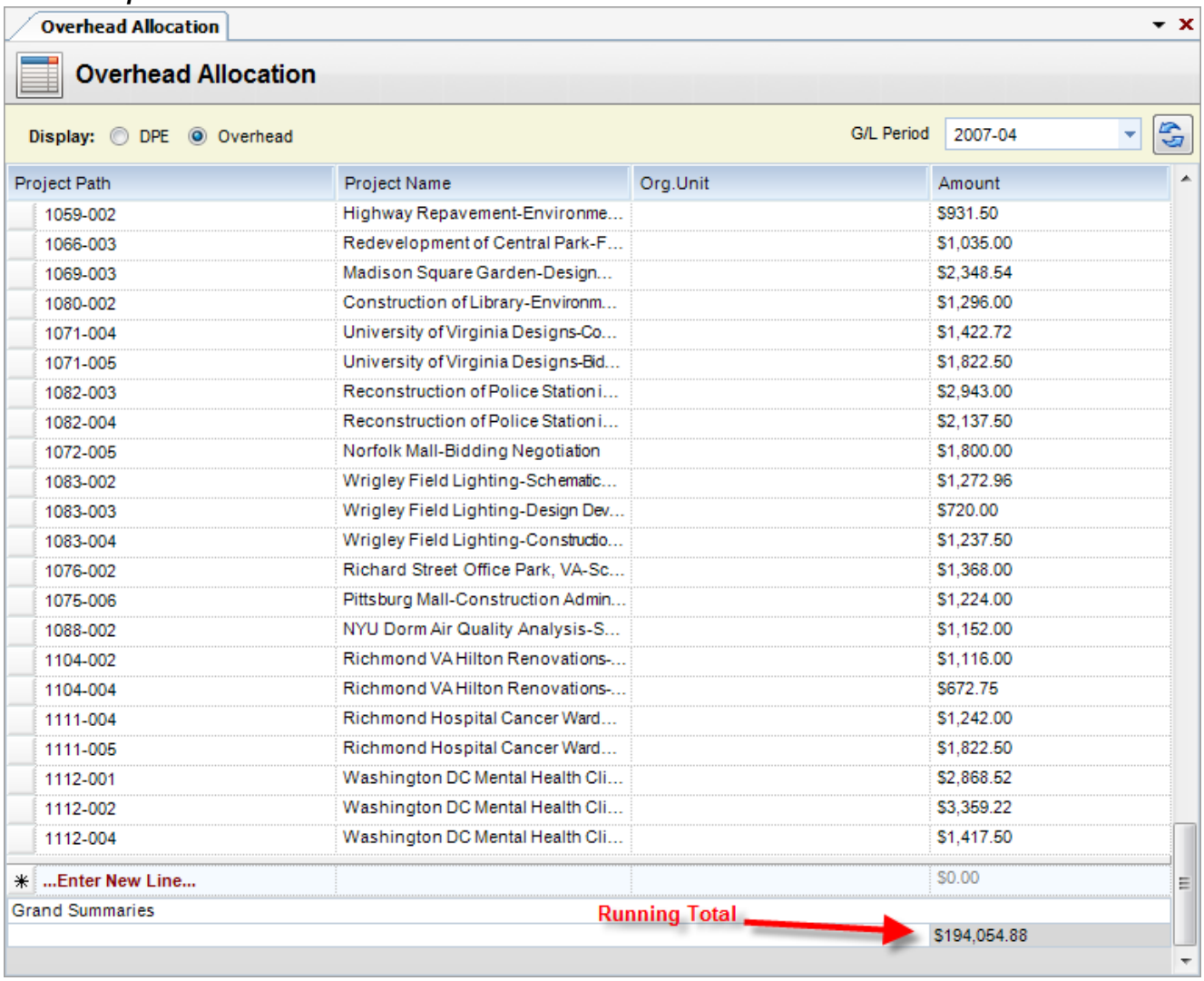
transactions for the given period.

Grid Descriptions Below



The dialogue box will prompt you for the following:

- **DPE** - Select this if the allocation is for DPE.
- **Overhead** - Select this if the allocation is for overhead.
- **G/L Period** - General ledger accounting period to use for posting and labor transaction evaluation.

4.9.14.1 How To

4.9.14.1.1 Use Automated Overhead Allocation

Overview

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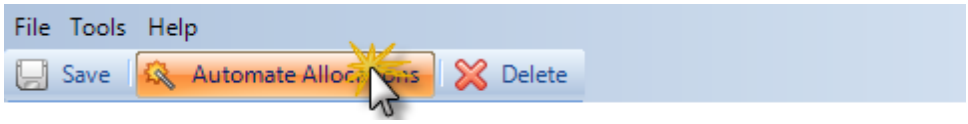
How to use Automated Overhead Allocation.

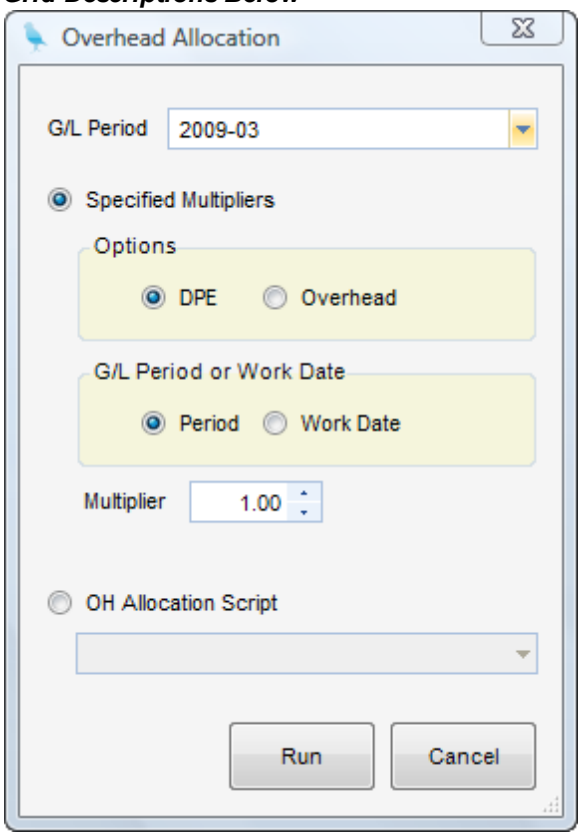
Note: Selecting this option will produce a warning that it will delete all overhead transactions for the given period.

Step 1 - Click the Automate Allocations button located in the toolbar.



Step 2 - Fill out the pop-up grid.

Grid Descriptions Below



G/L Period - General Ledger accounting period to use for posting and labor transaction evaluation.

SPECIFIED MULTIPLIERS

Options

- **DPE** - When checked, this allocation is for DPE.
- **Overhead** - When checked, this allocation is for overhead.

G/L Period or Work Date

- **Period** - When checked, only labor transactions processed by labor distribution for the given period are to be included.

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- **Work Date** - When checked, all labor transactions whose work date falls within the given period are to be included.

Multiplier - Multiplier used when the Overhead Allocation tool is run.

OH Allocation Script - When selected, an OH Allocation Script to run Overhead Allocation can be selected.

Step 3 - Clicking Run will make a transaction for all WBS bottom nodes worked on in the period. These can later be edited, deleted, or added to manually.

4.9.15 PM Report Designer

Overview

Project Management Reports are project-based. Only data related to projects is available. The data are grouped into these five categories:

1) Aggregates - Aggregates are transaction data that CAN be accumulated (summed or totaled). An example is Hours Worked. While all aggregates are numeric, not all numerics are aggregate. Bill Rate is not an aggregate because summing a bill rate is illogical. For a detailed description on the meaning of each aggregates, see the Aggregates section of this manual.
2) Non-Aggregates - Non-aggregates are a transaction data that CANNOT be accumulated. Examples are Employee Name or Invoice Date. For a detailed description on the meaning of each non-aggregate, see the Non-Aggregates section of this manual.
3) Project Fact - All fields that come from the Bill Terms Node (Project) are found here. Client name would be one example.
4) Project - Fields that can be set at any level of the WBS are found here. Labor contract amount is one example.
5) Project UDF - Project user-definable fields.

Up to three periods or data ranges can appear on a report. For instance, Current Hours and Project-to-Date Hours can be viewed. The periods affect the aggregate fields only. They create multiple copies of those fields in the dataset by appending a _1, _2, or _3 to the field name.

There are two types of reports - simple and intermediate.
- Intermediate reports require downloading the report layout, modifying it in Microsoft Report Designer, and then uploading the layout.
- Both Simple and Intermediate designs require selecting columns, configuring report parameter defaults, and setting security.

The reports that come with InFocus are preserved in a separate table from those designed by the user. Shipped reports can be copied into the user's own custom designs.

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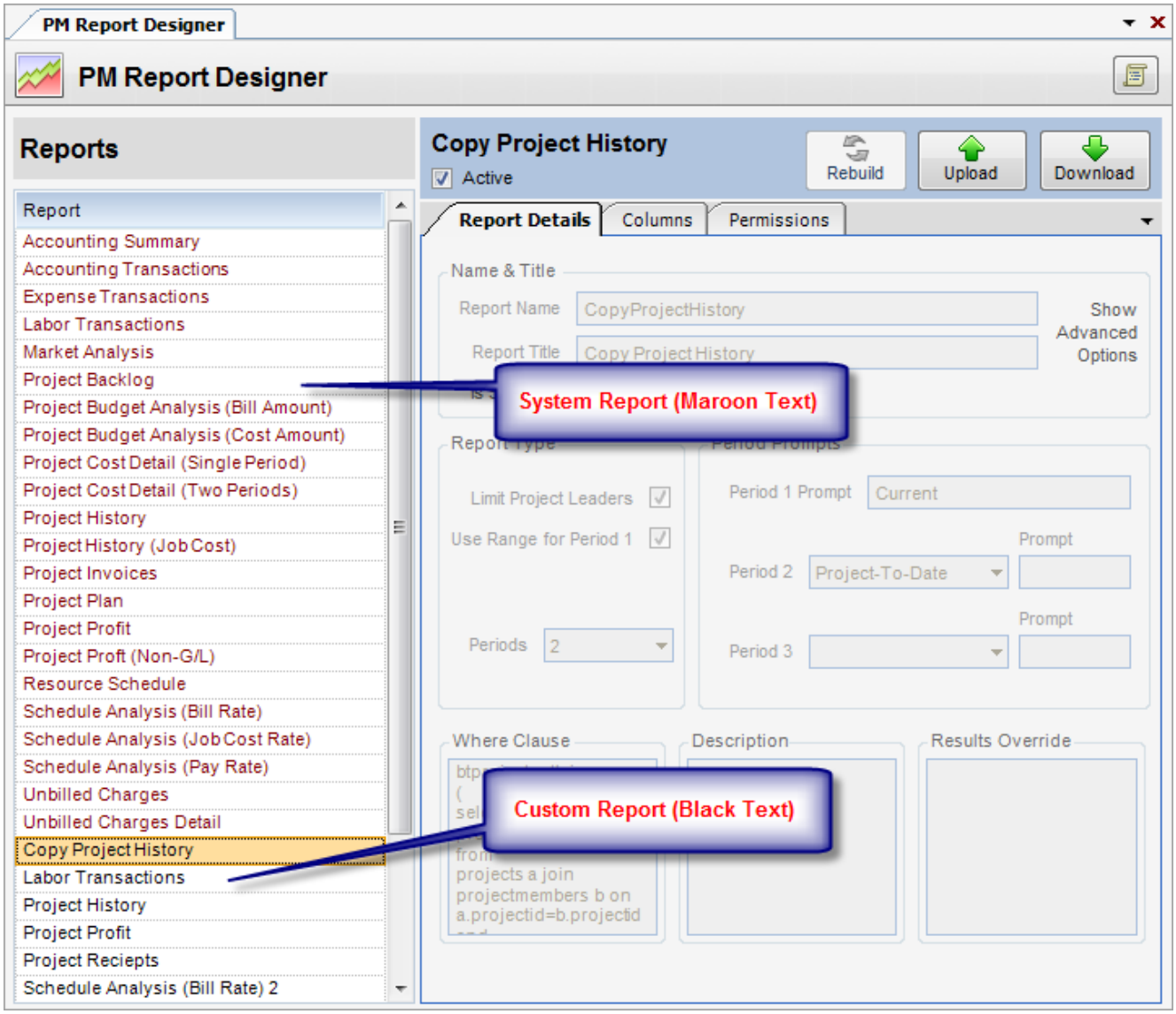

4.9.15.1 PM Report Interface

Overview

This PM Report Designer allows the end user to Use/Construct his own PM Reports that will be housed in the application and appear on the Report List of the PM Reports. Knowledge of SQL is required.

Included with the PM Reports applet are nineteen pre-designed reports. The nineteen reports can be filtered by date range, project date, charge type, sector, report type, and status. Click the Edit Prompts Default button on the toolbar to set defaults. The user must have access to this applet in the permissions module to use this applet. (The Filter screen is shown below; figure 2).

On the Applet window at the left is a list of reports. Double-click a report to bring it up in the edit mode on the right. If it is a system report, it cannot be changed. The details will be grayed out (Fig. 1).

Print Expanded - Project management reports use drill-down and are shown in a collapsed mode. When Print

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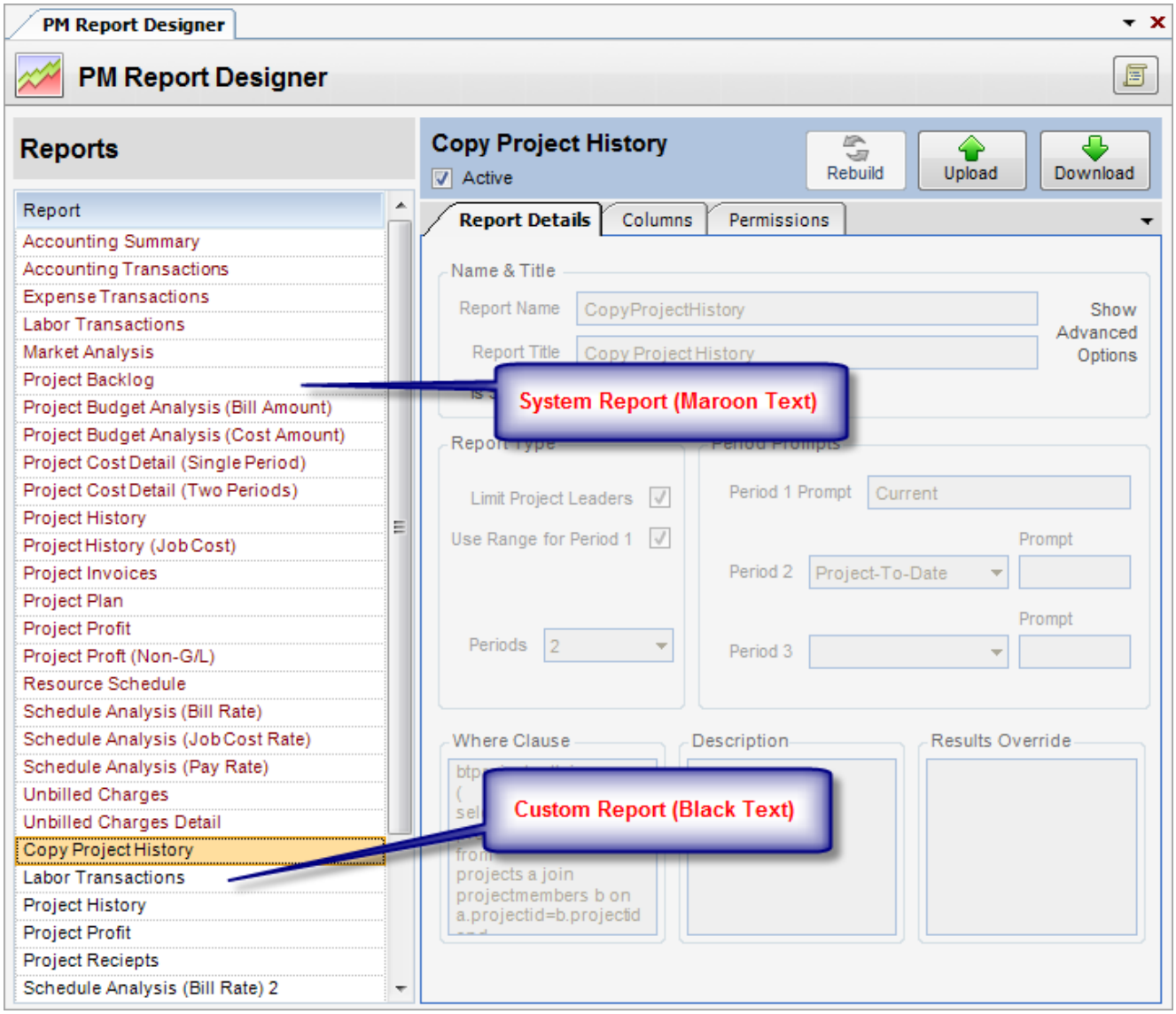
Expanded is checked, all drill-downs are expanded. To see the details in the drill-down in a printed copy, check this option.

To export the raw data of the report to Excel without including headers, footers, and grouping areas (i.e., a two-dimensional listing), click on the View Data button. The data that comprise the report will appear in a grid, which can then be exported.



(Fig.1)

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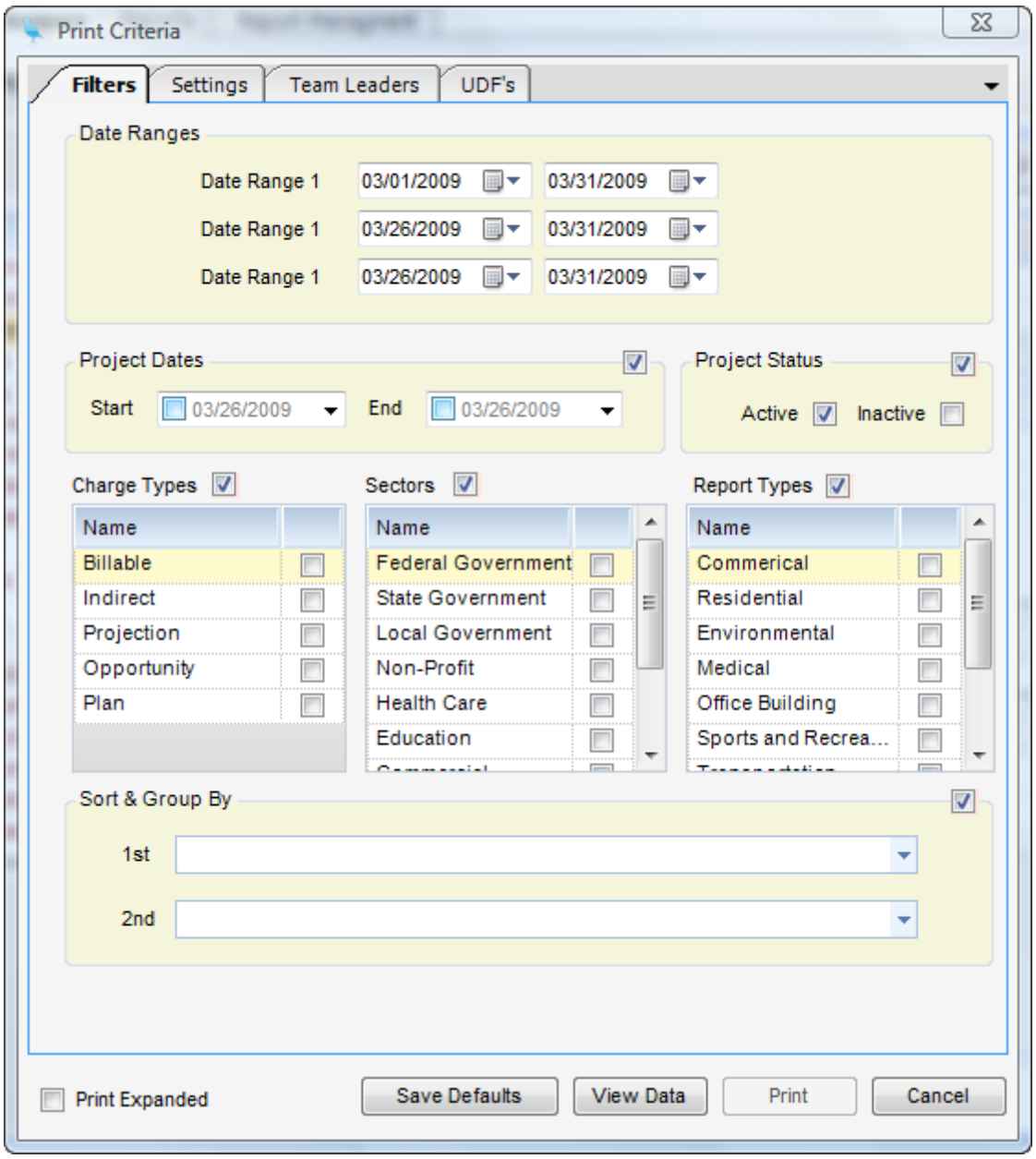

(Fig.2)

4.9.15.2 Report Details Tab

Overview

The Report Details Tab contains the main details of the PM Report.

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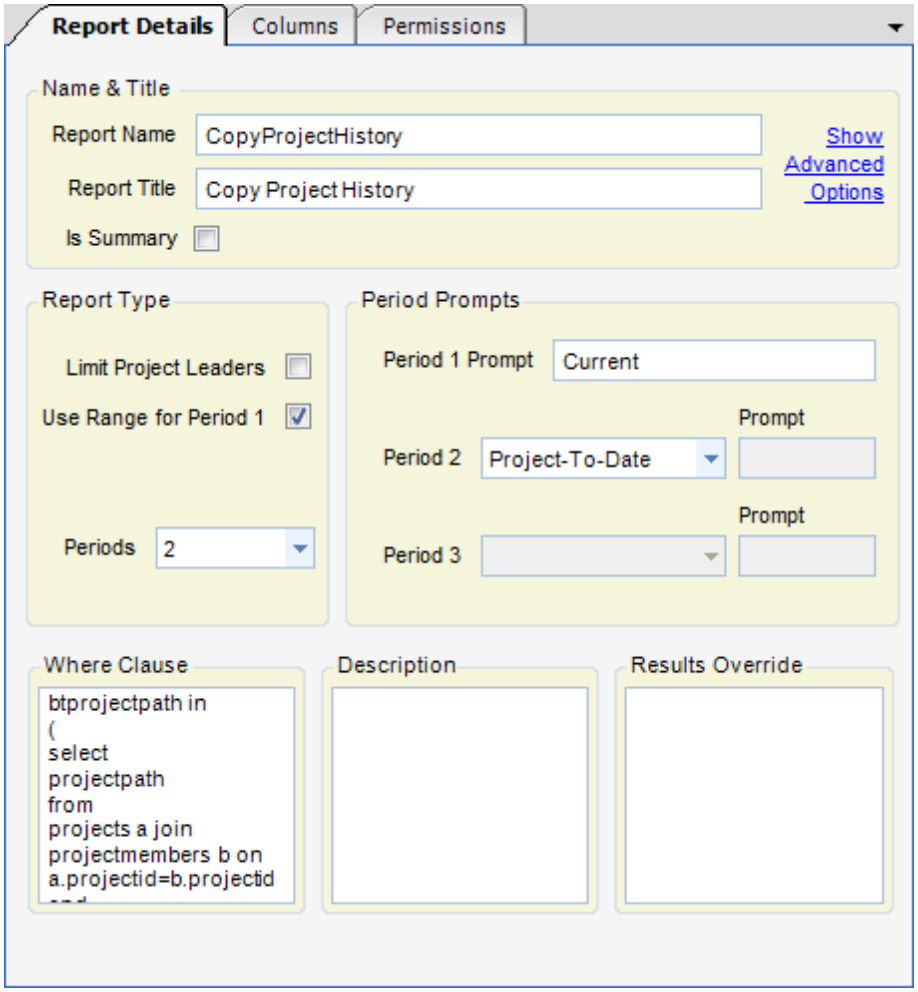

Active - When checked, this is an active report.

Name & Title

- **Report Name** - Name of report (No Spaces Allowed)
- **Report Title** - Title to print on report

Report Type

- **Limit Project Leaders** - When checked, project leaders will see only the projects they are assigned to. This can be overridden for a project leader with the special permission Can Override Limit to Project Leader.
- **Use Range For Period 1** - When checked, period 1 will prompt for a start and end date; otherwise, only an end date is requested.
- **Periods** - Number of periods on report

Period Prompts

- **Period 1 Prompt** - Prompt text for period 1.
- **Period 2** - Type of Period. Choices are Calendar Year-to-Date, Fiscal Year-to-Date, Project-to-date, and

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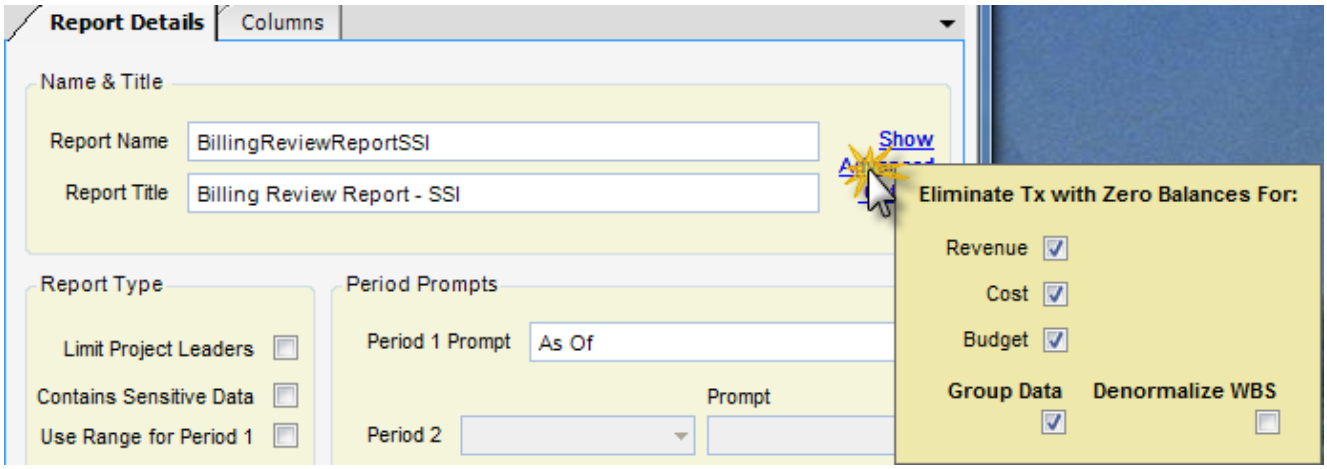
Custom. All but Custom use a Period 1 end date and require no prompt. Custom prompts for a data range.

- **Period 2 Prompt** - Prompt text for period 2.
- **Period 3** - Type of Period. Choices are Calendar Year-to-Date, Fiscal Year-to-Date, Project-to-date, and Custom. All but Custom use a Period 1 end date and require no prompt. Custom prompts for a data range.
- **Period 3 Prompt** - Prompt text for period 3.
- **Description** - Description of report. Informational only.

Show Advanced Options



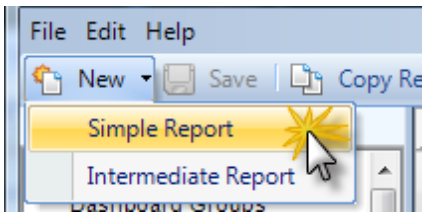
- **Eliminate Tx with Zero Balances For: Revenue, Cost, Budget -** When checked, the report will not print the tax containing zero balance for the selected option.
- **Group Data** - When checked, data is group based on all columns (except aggregates). This is the normal operation. Only uncheck it if you want to see individual records.
- **Denormalize WBS -** When checked, the fields that breakdown the WBS are broken into separate fields. Ex. ProjectPath becomes ProjectPath1 (Project Level), ProjectPath2 (Phase Level), ProjectPath3 (Task Level), and ProjectPath4 (Subtask Level)

4.9.15.3 Layout Tab

Overview

The Layout Tab. This tab is available only for simple reports. Simple reports allow for a fixed number of columns (based on a template) to be defined. The columns are limited to the aggregate columns.

Access simple reports in the toolbar by clicking New in the Toolbar and then choosing Simple Report.



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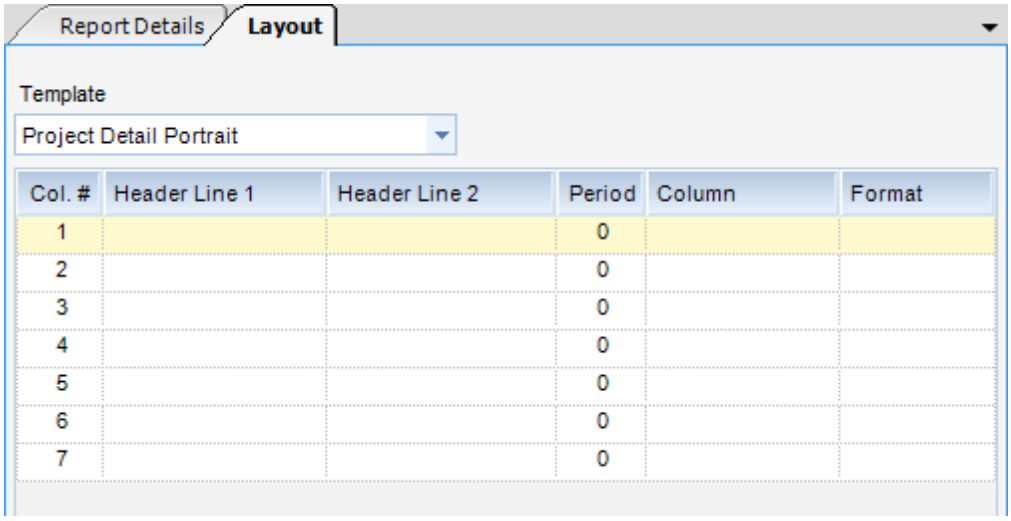


Template - Drop-down list of predefined shipped templates.

Col # - Column number. Order column appears to the left of fixed columns in template.

Header Line 1 - 1st line of column header.

Header Line 2 - 2nd line of column header.

Period - Period version of aggregate column.

Column - Aggregate column.

Format - Print numeric format. Choices determine number of decimal places, whether to print zero figures, and largest number allowed.

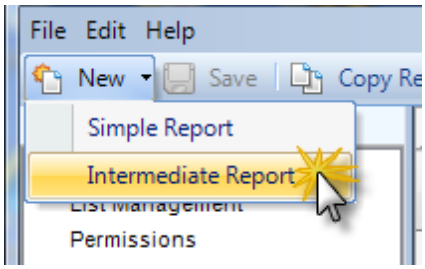
Leaving blank rows between the column definitions will leave blank spacing in the report.

4.9.15.4 Columns Tab

Overview

The Columns tab is visible for intermediate reports. The available fields in the report are specified here. The screen has two lists—available columns and current columns (selected columns).

Access Intermediate Reports in the toolbar by clicking New in the Toolbar and then choosing Intermediate Report.



To include a column - To include a column, highlight it in the Available Columns list and click on the right arrow button.

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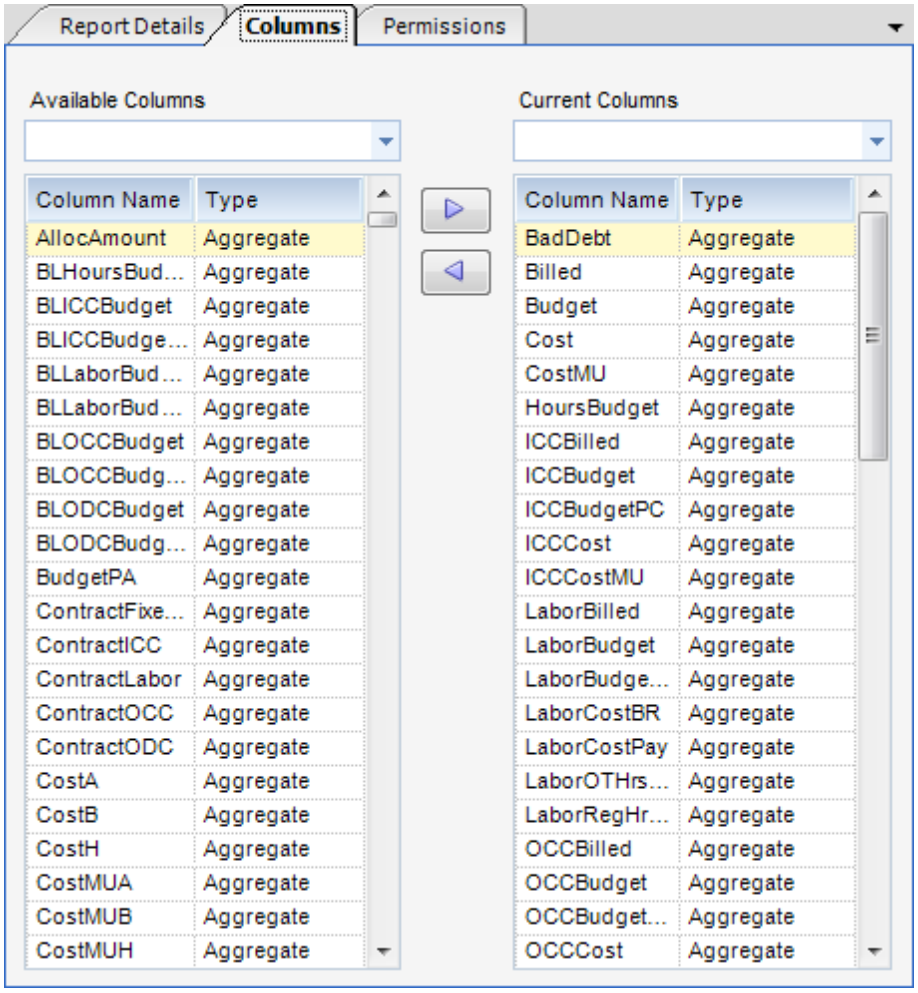
To remove a column - To remove a column, highlight it in the Current Columns list and click on the left arrow button.

Lists can be filtered by the type of field by using the Available Columns and Current Columns dropdown menus. The choices are aggregate, non-aggregate, project, project facts, and UDF (Project UDF's).

The following sections will give a definition of the aggregate and non-aggregate fields. Definitions for the other three types can be found in the online data dictionary.



4.9.15.5 Permissions Tab

Overview

The Permissions Tab gives a list of Users /Groups that may be granted access to the selected PM Reports.

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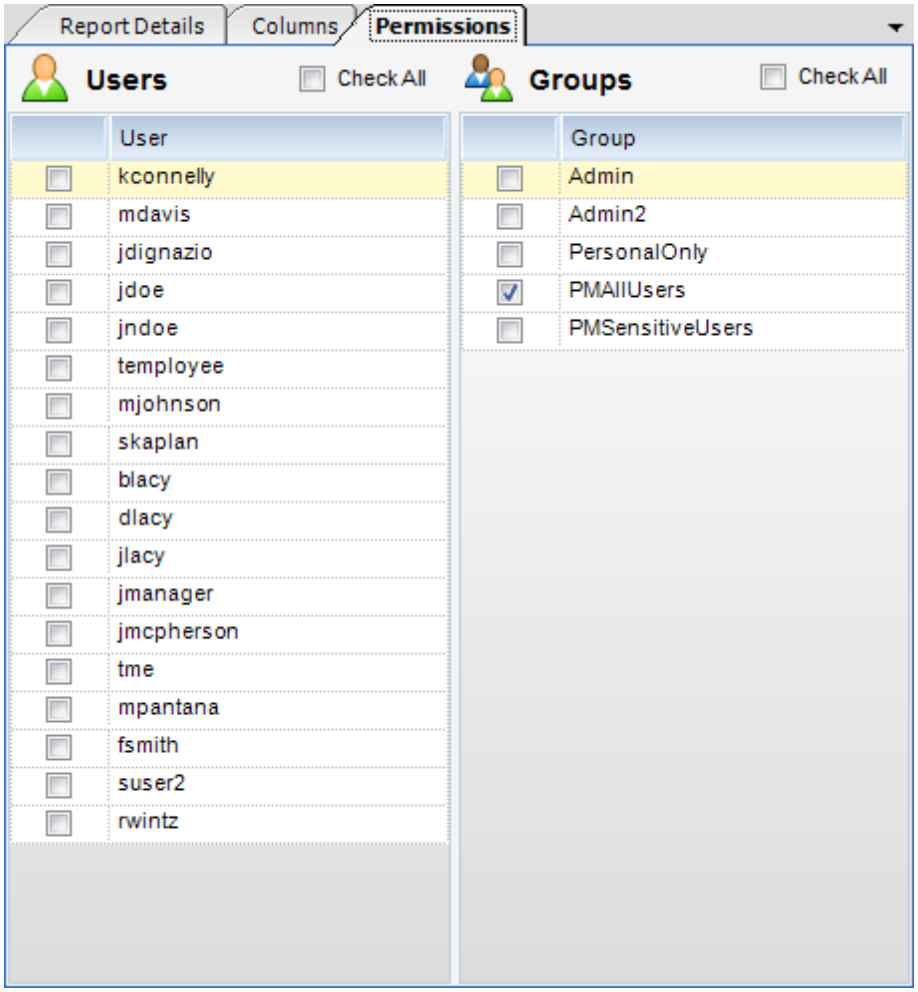

4.9.15.6 Aggregates

Overview

The majority of aggregate fields follow a basic set of syntactical rules with a root word that can have multiple prefixes and suffixes.

Root Words

- **Cost** - Labor and expense cost values from transactions. In the case of labor it can be at pay rate or job cost rate depending on global settings.
- **Billed** - Billed Revenue
- **UnBilled** - Unbilled Revenue
- **Earned** - Earned Revenue. Billed revenue plus unbilled revenue.
- **Wip** - Work In Progress
- **Budget** - Budget dollars

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- **Alloc** - Allocated Dollars

First Prefix - Only used with budget and alloc root words.

- **BL** - Base line.

Second Prefix - Used with all root words

- **Labor** - Project management type is labor
- **ODC** - Project management type is other direct charges
- **OCC** - Project management type is out-of-contract consultants
- **ICC** - In-contract consultants

First Suffix - Used with cost root word.

- **MU** - Marked-up value. For labor, it means bill rate; for expenses, it is the billable value.

Second Suffix - Used with cost root word.

- **Rnd** - Rounded to two decimal places value.

Third Suffix - Used with cost root word.

- **A** - Adjustments. All versions of a cost transaction except its most recent.
- **N** - Transactions with a bill status of *Never Bill*.
- **B** - Transactions with a bill status of *Billed*.
- **R** - Transactions with a bill status of *Ready to Bill*.
- **H** - Transactions with a bill status of *Hold*.
- **W** - Transactions with a bill status of *Writeoff*.

Example. Variations of the root word - cost.
Cost - Cost of all labor and expense transactions. Unrounded
CostRND - Cost of all labor and expense transactions. Rounded
LaborCost - Cost of labor transactions unrounded.
ODCCostMU - Marked up value of ODC transactions
OCCCostMUH - Marked up value of OCC transactions that are on hold.

AllocAmount - Total allocated dollars

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BadDebt - Bad debt

Billed - Total billed revenue

BLHoursBudget - Baseline budgeted hours

BLICCBudget - Baseline ICC budget dollars

BLICCBudgetPA - Baseline ICC budget percent allocated

BLLaborBudget - Baseline labor budget dollars

BLLaborBudgetPA -Baseline labor budget percent allocated

BLOCCBudget - Basline OCC budget dollars

BLOCCBudgetPA - Baseline OCC budget percent allocated

BLODCBudget - Baseline ODC budget dollars

BLODCBudgetPA - Baseline ODC budget percent allocated

Budget - Total budget dollars

BudgetPA - Total budget percent allocated

Cost - Total cost

CostA - Total cost of Non-Current Transactions

CostB - Total cost of Billed Transactions

CostH - Total cost of Hold Transactions

CostMU - Total marked-up Value Cost Transactions

CostMUA - Total marked-up Value of Non-Current Transactions

CostMUB - Total marked-up Value of Billed Transactions

CostMUH - Total marked up value Hold Transactions

CostMUN - Total marked-up value of Never Bill Transactions

CostMUR - Total marked-up value of Ready-to-Bill Transactions

CostMURnd - Total marked-up value of Cost Transactions; rounded

CostMURndA - Total marked-up value of Non-Current Transactions; rounded

CostMURndB - Total marked-up value of Billed Transactions; rounded

CostMURndH - Total marked-up value of Hold Transactions; rounded

CostMURndN -Total marked-up value of Never Bill Transactions; rounded

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CostMURndR - Total marked-up value of Ready-to-Bill Transactions; rounded

CostMURndW - Total marked-up value of Write Off Transactions; rounded

CostMUW - Total marked-up value of Write Off Transactions

CostN - Total cost of Never Bill Transactions

CostR - Total cost of Ready to Bill Transactions

CostRnd - Total Cost; rounded

CostRndA - Total cost of Non-Current Transactions; rounded.

CostRndB - Total cost of Billed Transactions; rounded

CostRndH - Total cost of Hold Transactions; rounded

CostRndN - Total cost of Never Bill Transactions; rounded

CostRndR - Total cost of Ready to Bill Transactions; rounded

CostRndW - Total cost of Write-Off Transaction; rounded

CostW - Total cost of Write-Off Transactions

Earned - Total earned revenue (Billed revenue plus unbilled revenue)

ETCAmount - Estimate-to-complete dollars

HoursBudget - Budget hours

ICCAllocAmount - ICC allocated dollars

ICCAllocQty - ICC allocated units

ICCBilled - ICC billed revenue

ICCBudget - ICC budget dollars

ICCBudgetPA - ICC budget percent allocated

ICCBudgetPC - ICC budget percent complete

ICCCost - ICC total cost

ICCCostA - ICC cost of *Non-Current* transactions

ICCCostB - ICC cost of *Billed Transactions*

ICCCostH - ICC cost of *Hold Transactions*

ICCCostMU - ICC marked up value of *Cost Transactions*

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ICCCostMUA - ICC marked up value of *Non-Current Cost Transactions*

ICCCostMUB - ICC marked up value of *Billed Cost Transactions*

ICCCostMUH - ICC marked up value of *Hold Transactions*

ICCCostMUN - ICC marked up value of *Never Bill Cost Transactions*

ICCCostMUR - ICC marked up value of *Ready to Bill Transactions*

ICCCostMURnd - ICC marked up value of cost transactions. Rounded

ICCCostMURndA - ICC marked up value of *Non-Current Cost Transactions*. Rounded

ICCCostMURndB - ICC marked up value of *Billed Cost Transactions*. Rounded

ICCCostMURndH - ICC marked up value of *Hold Transactions*. Rounded

ICCCostMURndN - ICC marked up value of *Never Bill Cost Transactions*. Rounded

ICCCostMURndR - ICC marked up value of *Ready to Bill Cost Transactions*. Rounded

ICCCostMURndW - ICC marked up value of *Write Off Cost Transactions*. Rounded

ICCCostMUW - ICC marked up value of *Write Off Cost Transactions*

ICCCostN - ICC cost of *Never Bill Transactions*

ICCCostR - ICC cost of *Ready to Bill Transactions*

ICCCostRnd - ICC cost. Rounded

ICCCostRndA - ICC cost of *Non-Current Cost Transactions*. Rounded

ICCCostRndB - ICC cost of *Billed Transactions*. Rounded

ICCCostRndH - ICC cost of *Hold Transactions*. Rounded

ICCCostRndN - ICC cost of *Never Bill Transactions*. Rounded

ICCCostRndR - ICC cost of *Ready to Bill Transactions*. Rounded

ICCCostRndW - ICC cost of *Write Off Transactions*. Rounded

ICCCostW - ICC cost of *Write Off Transactions*.

ICCEarned - ICC earned revenue. Billed revenue plus unbilled revenue

ICCETCAmount - ICC estimate to complete dollars

ICCETCQty - ICC estimate to complete units

ICCQty - ICC units from cost transactions

ICCQtyA - ICC units from *Non-Current Cost Transactions*

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ICCQtyB - ICC units from *Billed Cost Transactions*

ICCQtyH - ICC units from *Hold Cost Transactions*

ICCQtyN - ICC units from *Never Bill Cost Transactions*

ICCQtyR - ICC units from *Ready to Bill Cost Transactions*

ICCQtyW - ICC units from *Write Off Cost Transactions*

ICCUnbilled - ICC unbilled revenue

ICCWip - ICC work in progress

LaborAllocAmount - Labor allocated dollars

LaborAllocHrs - Labor allocated hours

LaborBilled - Labor billed revenue

LaborBilledDirect - Labor billed revenue non-marked up portion

LaborBilledDPEOH - Labor billed revenue DPE plus overhead portion

LaborBilledFixedFee - Labor billed revenue for fixed fee

LaborBilledProfit -Labor billed revenue for profit

LaborBudget - Labor budget dollars

LaborBudgetPA -Labor budget percent allocated

LaborBudgetPC - Labor budget percent complete

LaborCostBR - Labor at the billing rate

LaborCostBRA - Labor at the billing rate for *Non-Current Transactions*

LaborCostBRB - Labor at the billing rate for *Billed Cost Transactions*

LaborCostBRH - Labor at the billing rate for *Hold Transactions*

LaborCostBRN - Labor at the billing rate for *Never Bill Transactions*

LaborCostBRR - Labor at the billing rate for *Ready to Bill Transactions*

LaborCostBRRnd - Labor at the billing rate. Rounded

LaborCostBRRndA - Labor at the billing rate for *Non-Current Transactions*. Rounded

LaborCostBRRndB - Labor at the billing rate for *Billed Transactions*. Rounded

LaborCostBRRndH - Labor at the billing rate for *Hold Transactions*. Rounded

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LaborCostBRRndN - Labor at the billing rate for *Never Bill Transactions*. Rounded

LaborCostBRRndR - Labor at the billing rate for *Ready to Bill Transactions*. Rounded

LaborCostBRRndW - Labor at the billing rate for *Write Off Transactions*. Rounded

LaborCostBRW - Labor at the billing rate for *Write Off Transactions*

LaborCostJC - Labor at the job cost rate for *Non-Current Transactions*

LaborCostJCA - Labor at the job cost rate for *Non-Current Transactions*

LaborCostJCB - Labor at the job cost rate for *Billed Transactions*

LaborCostJCH - Labor at the job cost rate for *Hold Transactions*

LaborCostJCN - Labor at the job cost rate for *Never Bill Transactions*

LaborCostJCR - Labor at the job cost rate for *Ready to Bill Transactions*

LaborCostJCRnd - Labor at the job cost rate. Rounded

LaborCostJCRndA - Labor at the job cost rate for *Non-Current Transactions*. Rounded

LaborCostJCRndB - Labor at the job cost rate for *Billed Transactions*. Rounded

LaborCostJCRndH - Labor at the job cost rate for *Hold Cost Transactions*. Rounded

LaborCostJCRndN - Labor at the job cost rate for *Never Bill Transactions*. Rounded

LaborCostJCRndR - Labor at the job cost rate for *Ready to Bill Transactions*. Rounded

LaborCostJCRndW - Labor at the job cost rate for *Write Off Transactions*. Rounded

LaborCostJCW - Labor at the job cost rate for *Write Off Transactions*

LaborCostPay - Labor at the pay rate

LaborCostPayA - Labor at the pay rate for *Non-Current Transactions*

LaborCostPayB - Labor at the pay rate for *Billed Transactions*

LaborCostPayH - Labor at the pay rate for *Hold Cost Transactions*

LaborCostPayN - Labor at the pay rate for *Never Bill Transactions*

LaborCostPayR - Labor at the pay rate for *Ready to Bill Transactions*

LaborCostPayRnd - Labor at the pay rate. Rounded

LaborCostPayRndA - Labor at the pay rate for *Non-Current Transactions*. Rounded

LaborCostPayRndB - Labor at the pay rate for *Billed Transactions*. Rounded

LaborCostPayRndH - Labor at the pay rate for *Hold Transactions*. Rounded

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LaborCostPayRndN - Labor at the pay rate for *Never Bill Transactions*. Rounded

LaborCostPayRndR - Labor at the pay rate for *Ready to Bill Transactions*. Rounded

LaborCostPayRndW - Labor at the pay rate for *Write Off Transactions*. Rounded

LaborCostPayW - Labor at the pay rate for *Write Off Transactions*

LaborEarned - Labor earned revenue. Billed plus unbilled revenue

LaborETCAmount - Labor estimate to complete dollars

LaborETCHrs - Labor estimate to complete hours

LaborOTHrsBill - Labor overtime hours. Wrote up or down

LaborOTHrsBillA - Labor overtime hours for *Non-Current Transactions*. Written up or down

LaborOTHrsBillB - Labor overtime hours for *Billed Transactions*. Written up or down

LaborOTHrsBillH - Labor overtime hours for *Hold Cost Transactions*. Written up or down

LaborOTHrsBillN - Labor overtime hours for *Never Bill Transactions*. Written up or down

LaborOTHrsBillR - Labor overtime hours for *Ready to Bill Transactions*. Written up or down

LaborOTHrsBillW - Labor overtime hours for *Write Off Transactions*. Written up or down

LaborOTHrsWork - Labor overtime hours actually worked

LaborOTHrsWorkA - Labor overtime hours actually worked for *Non-Current Transactions*

LaborOTHrsWorkB - Labor overtime hours actually worked for *Billed Transactions*

LaborOTHrsWorkH - Labor overtime hours actually worked for *Hold Cost Transactions*

LaborOTHrsWorkN - Labor overtime hours actually worked for *Never Bill Transactions*

LaborOTHrsWorkR - Labor overtime hours actually worked for *Ready to Bill Transactions*

LaborOTHrsWorkW - Labor overtime hours actually worked for *Write Off Transactions*

LaborOverallCap - Overall cap amount as specified on the Project Profit Center Sharing screen.

LaborOwnerCap - Cap amount as specified on the Project Profit Center Owner screen.

LaborOwnerLevel - Project Level where ownership is established. Specified on Project Profit Center Owner screen.

LaborOwnerMethodName - Labor revenue recognition method for project owner.

LaborOwnerPC - Labor revenue recognition percent complete for project owner.

LaborRegHrsBill - Labor non-overtime hours. Written up or down

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LaborRegHrsBillA - Labor non-overtime hours for *Non-Current Transactions*. Written up or down

LaborRegHrsBillB - Labor non-overtime hours for *Billed Transactions*. Written up or down

LaborRegHrsBillH - Labor non-overtime hours for *Hold Cost Transactions*. Written up or down

LaborRegHrsBillN - Labor non-overtime hours for *Never Bill Transactions*. Written up or down

LaborRegHrsBillR - Labor non-overtime hours for *Ready to Bill Transactions*. Written up or down

LaborRegHrsBillW - Labor non-overtime hours for *Write Off Transactions*. Written up or down

LaborRegHrsWork - Labor non-overtime hours actually worked

LaborRegHrsWorkA - Labor non-overtime hours actually worked for *Non-Current Transactions*

LaborRegHrsWorkB - Labor non-overtime hours actually worked for *Billed Transactions*

LaborRegHrsWorkH - Labor non-overtime hours actually worked for *Hold Cost Transactions*

LaborRegHrsWorkN - Labor non-overtime hours actually worked for *Never Bill Transactions*

LaborRegHrsWorkR - Labor non-overtime hours actually worked for *Ready to Bill Transactions*

LaborRegHrsWorkW - Labor non-overtime hours actually worked for *Write Off Transactions*

LaborUnbilled - Labor unbilled revenue

LaborWip - Labor work in progress

LateFee - Late fee revenue

OCCAllocAmount - OCC allocated dollars

OCCAllocQty - OCC allocated units

OCCBilled - OCC billed revenue

OCCBilledDirect - OCC billed revenue not marked up portion

OCCBilledMarkup - OCC billed revenue marked up portion

OCCBudget - OCC budget dollars

OCCBudgetPA - OCC budget percent allocated

OCCBudgetPC - OCC budget percent complete

OCCCost - OCC total cost

OCCCostA - OCC cost of *Non-Current Transactions*

OCCCostB - OCC cost of *Billed Transactions*

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OCCCostH - OCC cost of *Hold Cost Transactions*

OCCCostMU - OCC marked up value of cost transactions

OCCCostMUA - OCC marked up value of *Non-Current Cost Transactions*

OCCCostMUB - OCC marked up value of *Billed Cost Transactions*

OCCCostMUH - OCC marked up value of *Hold Transactions*

OCCCostMUN - OCC marked up value of *Never Bill Transactions*

OCCCostMUR - OCC marked up value of *Ready to Bill Transactions*

OCCCostMURnd - OCC marked up value of cost transactions. Rounded

OCCCostMURndA - OCC marked up value of *Non-Current Cost Transactions*. Rounded

OCCCostMURndB - OCC marked up value of *Billed Cost Transactions*. Rounded

OCCCostMURndH - OCC marked up value of *Hold Transactions*. Rounded

OCCCostMURndN - OCC marked up value of never bill cost transactions. Rounded

OCCCostMURndR - OCC marked up value of *Ready to Bill Transactions*. Rounded

OCCCostMURndW - OCC marked up value of *Write Off Transactions*. Rounded

OCCCostMUW - OCC marked up value of *Write Off Transactions*.

OCCCostN - OCC cost of *Never Bill Transactions*

OCCCostR - OCC cost of *Ready to Bill Transactions*

OCCCostRnd - OCC cost. Rounded

OCCCostRndA - OCC cost of *Non-Current Cost Transactions*. Rounded

OCCCostRndB - OCC cost of *Billed Transactions*. Rounded

OCCCostRndH - OCC cost of *Hold Transactions*. Rounded

OCCCostRndN - OCC cost of *Never Bill Transactions*. Rounded

OCCCostRndR - OCC cost of *Ready to Bill Transactions*. Rounded

OCCCostRndW - OCC cost of *Write Off Transactions*. Rounded

OCCCostW - OCC cost of *Write Off Transactions*

OCCEarned - OCC earned revenue. Billed revenue plus unbilled revenue

OCCETCAmount - OCC estimate to complete dollars.

OCCETCQty - OCC estimate to complete units

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OCCQty - OCC units from cost transactions

OCCQtyA - OCC units from *Non-Current Cost Transactions*

OCCQtyB - OCC units from *Billed Cost Transactions*

OCCQtyH - OCC units from *Hold Cost Transactions*

OCCQtyN - OCC units from *Never Bill Cost Transactions*

OCCQtyR - OCC units from *Ready to Bill Cost Transactions*

OCCQtyW - OCC units from *Write Off Cost Transactions*

OCCUnbilled - OCC unbilled revenue

OCCWip - OCC work in progress

ODCAllocAmount - ODC allocated dollars

ODCAllocQty - ODC allocated units

ODCBilled - ODC billed revenue

ODCBilledDirect - ODC billed revenue not marked up portion

ODCBilledMarkup - ODC billed revenue marked up portion

ODCBudget - ODC budget dollars

ODCBudgetPA - ODC budget percent allocated

ODCBudgetPC - ODC budget percent complete

ODCCost - ODC total cost

ODCCostA - ODC cost of *Non-Current Cost Transactions*

ODCCostB - ODC cost of *Billed Transactions*

ODCCostH - ODC cost of *Hold Transactions*

ODCCostMU - ODC marked up value of cost transactions

ODCCostMUA - ODC marked up value of *Non-Current Cost Transactions*

ODCCostMUB - ODC marked up value of *Billed Cost Transactions*

ODCCostMUH - ODC marked up value of *Hold Transactions*

ODCCostMUN - ODC marked up value of *Never Bill Cost Transactions*

ODCCostMUR - ODC marked up value of *Ready to Bill Transactions*

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ODCCostMURnd - ODC marked up value of cost transactions. Rounded

ODCCostMURndA - ODC marked up value of *Non-Current Cost Transactions*. Rounded

ODCCostMURndB - ODC marked up value of *Billed Cost Transactions*. Rounded

ODCCostMURndH - ODC marked up value of *Hold Transactions*. Rounded

ODCCostMURndN - ODC marked up value of *Never Bill Cost Transactions*. Rounded

ODCCostMURndR - ODC marked up value of *Ready to Bill Cost Transactions*. Rounded

ODCCostMURndW - ODC marked up value of *Write Off Cost Transactions*. Rounded

ODCCostMUW - ODC marked up value of *Write Off Cost Transactions*

ODCCostN - ODC cost of *Never Bill Transactions*

ODCCostR - ODC cost of *Ready to Bill Transactions*

ODCCostRnd - ODC cost. Rounded

ODCCostRndA - ODC cost of *Non-Current Cost Transactions*. Rounded

ODCCostRndB - ODC cost of *Billed Transactions*. Rounded

ODCCostRndH - ODC cost of *Hold Transactions*. Rounded

ODCCostRndN - ODC cost of *Never Bill Cost Transactions*. Rounded

ODCCostRndR - ODC cost of *Ready to Bill Transactions*. Rounded

ODCCostRndW - ODC cost of *Write Off Transactions*. Rounded

ODCCostW - ODC cost of *Write Off Transactions*

ODCEarned - ODC earned revenue. Billed revenue plus unbilled revenue

ODCETCAmount - ODC estimate to complete dollars.

ODCETCQty - ODC estimate to complete units

ODCQty - ODC units from cost transactions

ODCQtyA - ODC units from *Non-Current Cost Transactions*

ODCQtyB - ODC units from *Billed Cost Transactions*

ODCQtyH - ODC units from *Hold Cost Transactions*

ODCQtyN - ODC units from *Never Bill Cost Transactions*

ODCQtyR - ODC units from *Ready to Bill Cost Transactions*

ODCQtyW - ODC units from *Write Off Transactions*

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ODCUnbilled - ODC unbilled revenue

ODCWip - ODC work in progress

ProjectDPE - DPE dollars applied

ProjectOH - Overhead dollars applied

Recvd - Received dollars

Retainage - Retainage revenue

Retainer - Retainer revenue

Unbilled - Unbilled revenue

Wip - Work in progress

4.9.15.7 Non-Aggregates

Overview

Non-aggregates are transaction data that cannot be accumulated. Employee name or invoice date are examples of non-aggregates.

BillDPEMult - DPE multiplier used for bill rate from labor transactions

BillOHMult - Overhead multiplier used for bill rate from labor transactions

BillPrMult - Profit multiplier used for bill rate from labor transactions

BillRate - Bill rate from labor transaction

BillStatus - Bill status from cost transactions. See List Management for possible values

ChargeOrgCode - Charged organization unit code from labor transaction

ChargeOrgLongName - Charged organization unit long name from labor transaction

ChargeOrgName -Charged organization unit name from labor transaction

ChargeOrgPath - Charged organization unit path from labor transaction

ClientCode - Client code assigned to project

ClientName - Client name assigned to project

CostRate - Cost rate from labor transactions. Is either the pay rate or job cost rate, depending on Global Settings

ExpenseCode - Expense code from non-labor transactions

ExpenseName - Expense code name from non-labor transactions

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GLCode - General ledger base account code

GLName - General ledger base account name

HomeOrgCode - Employee home organization unit code from labor transaction

HomeOrgLongName - Employee home organization unit long name from labor transaction

HomeOrgName - Employee home organization unit name from labor transaction

HomeOrgPath - Employee home organization unit path from labor transaction

JCDPEMult - DPE multiplier used for job cost rate from labor transactions

JCOHMult - Overhead multiplier used for job cost rate from labor transactions

JCPrMult - Profit multiplier used for job cost rate from labor transactions

JobCostRate - Job cost rate from labor transactions

JobTitleCode - Job title code from labor transactions

JobTitleName - Job title from labor transactions

LaborCode - Labor code from labor transactions

LaborName - Labor code name from labor transactions

LineID - Transaction line item ID. If selected, every line item, including prior versions and reversals, will appear in dataset. This will prevent any grouping of data

MasterName - Master name. Can be employee, vendor, or client, depending on transaction type

MetricType - Metric type (see List Management for possible values)

OrgCode - Organization unit code assigned to project

OrgLongName - Organization unit long name assigned to project

OrgName - Organization unit name assigned to project

OrgPath - Organization path assigned to project

Periodcode - General Ledger period code

PEDate - Period End Date

PMComments - Project Management comments from transactions

PMTypecode - Project Management type code (see List Management for possible values)

PMTypename - Project Management type name (see List Management for possible values)

PMTypeOrder - Project Management type sort order (see List Management for possible values)

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Principal - Principal assigned to the project

PrjAcct - Project accountant assigned to the project

PrjMgr - Project Manager

Source - Source of transaction; typically, the journal name

TimePEDate - Time Period End Date

TimePSDate - Time Period Start Date

TransCode - Transaction code; key transaction ID that varies by journal. Can be invoice number, check number, etc.

Transdate - Transaction Date; varies by journal. Can be invoice date, check date, work date, etc.

TransID - Transaction ID; system-generated ID that groups the transaction

UnitBill - Unit bill rate for non-labor transactions; cost rate with markup

UnitCost - Unit cost rate for non-labor transactions

UnitMarkup - Unit markup for non-labor transactions; markup can be multiplier, flat amount, or add-on.

4.9.15.8 Edit Prompt Defaults

Overview

Edit Prompt Defaults has three purposes:

1) To set the initial value of a report prompt so when a user runs the report the most common value for a prompt is preset.

2) To disable prompts, that, if changed, would result in an improper meaning to a report design.

3) To avoid confusion of a user changing the value when the prompt has no effect on the report.

How to access the default prompts:

Step 1 - Select the Edit Prompt Defaults option from the main menu.

Step 2 - Complete the Standard Project Management Report parameter form that appears.

Step 3 - Next to most fields (or groups of fields) will be a check box. If the check is removed from a box, it will disable the associated field from the report user while retaining the default value.

4.9.15.9 Filters Tab

Overview

The Filters Tab - On this tab, the filters are selected.

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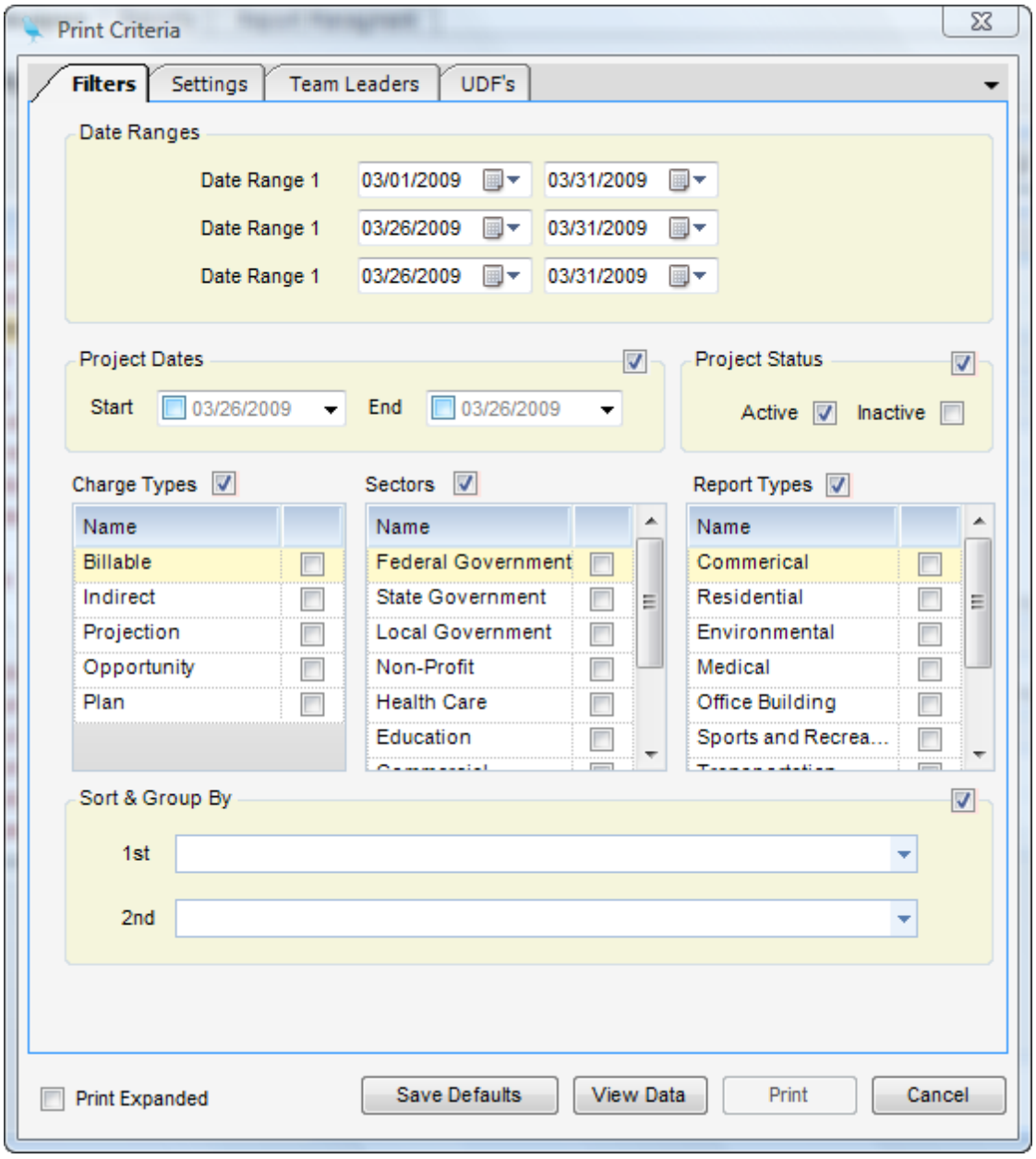
Filter Tab Descriptions Listed Below



Date Ranges - Up to three date periods can be used for a report. Date ranges are controlled by the definition of the report. The date periods can be an as-of date, or a predefined periods, such as project-to-date. The date period labels are also based on the report definition.

Projects Dates

- **Start** - Project start dates work in conjunction with project end dates. When filled out, only projects whose start date is on or after the entered start date and whose end date is one or before the entered end date are included.
- **End** - Project start dates work in conjunction with project end dates. When filled out, only projects whose start date is on or after the entered start date and whose end date is one or before the entered end date are included.

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Project Status

- **Active** - When checked, active projects are included.
- **Inactive** - When checked, inactive projects are included.

Charge Types - If no items are selected, then a filter is not used.

- **Billable** - When checked, billable projects are included.
- **Indirect** - When checked, indirect projects are included.
- **Projection** - When checked, projection projects are included.
- **Opportunity** - When checked, opportunity projects are used.
- **Plan** - When checked, plan projects are used.

Sectors - If no items are selected, then a filter is not used. Otherwise, checked market sectors are included.

Report Types - If no items are selected, then a filter is not used. Otherwise, checked report types are included.

Sort & Group By

- **1st** - First field to sort by. Choices are client code, client name, org path, principal, project manager, project accountant, and org level.
- **2nd** - Second field to sort by. Choices are client code, client name, org path, principal, project manager, project accountant, and org level.
- **Print Expanded -** Project Management reports use drill down and are rendered in a collapsed mode. However, when print expanded is checked, all drill downs are expanded. To view these details in a printed hard copy, check this option.

View Data - To export the raw data of the report to Excel without including headers, footers, and grouping areas (i.e., a two-dimensional listing), click on the View Data button. The data that comprises the report will appear in a grid that can then be exported.

4.9.15.10 Settings Tab

Overview

The Settings Tab

Settings Tab descriptions Below

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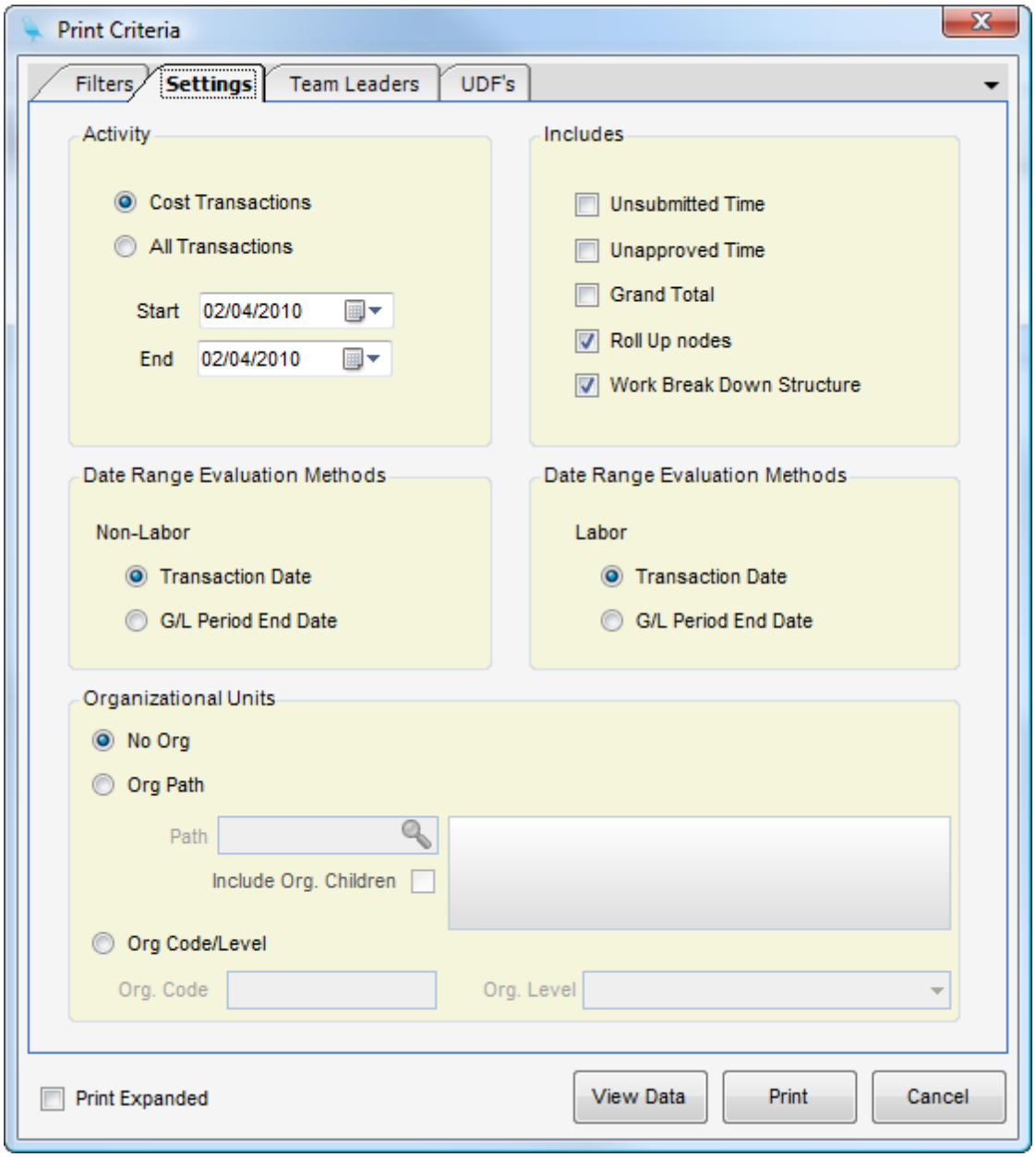

Organizational Units

- **No Org** - When checked projects owning org unit is not used as a filter
- **Org Path** - When entered, projects owned by this org path are included.
- **Include Org Children** - When checked, projects owned by children of the entered org path are included.
- **Org Code/Level** - When checked, projects with the same org code at the same level as that entered in the next two fields are included.
- **Org Code** - Org code to include
- **Org Level** - Org level to include

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Activity

- **Check For Activity** - When checked, only projects with activity as specified in the following options are included.
- **Cost Transactions** - When checked, only cost transactions are evaluated.
- **All Transactions** - When checked, all transactions from all journals are evaluated.
- **Start Date** - Start date for activity checking.
- **End Date** - End date for activity checking.

Includes

- **Unsubmitted Time** - When checked, unsubmitted time is included.
- **Unapproved Time** - When checked, unapproved time is included.
- **Grand Total** - When checked, report grand total will print.
- **Roll Up Nodes** - When checked, project roll-up nodes will print.
- **Work Breakdown Structure** - When checked, project WBS below the bill terms project will print.

Date Range Evaluation Methods Non-Labor

- **Transaction Date** - When checked, the transaction date is used for date range evaluation of non-labor transactions.
- **G/L Period End Date** - When checked, the transaction period end date is used for date range evaluation of labor transactions.

Date Range Evaluation Methods Labor

- **Transaction Date** - When checked the transaction date will be used for date range evaluation of labor transactions.
- **G/L Period End Date** - When checked the transaction period end date will be used for date range evaluation of labor transactions.
- **Print Expanded -** Project Management reports use drill down and are rendered in a collapsed mode. However, when Print Expanded is checked, all drill downs are expanded. To see the details within the drill down areas in a printed hard copy of the report, check this option.

View Data - To export the raw data of the report to Excel without including headers, footers, and grouping areas (i.e., a two-dimensional listing), click on the View Data button to achieve this. The report data will appear in a grid that can then be exported.

4.9.15.11 Team Leaders Tab

Overview

The Team Leaders Tab

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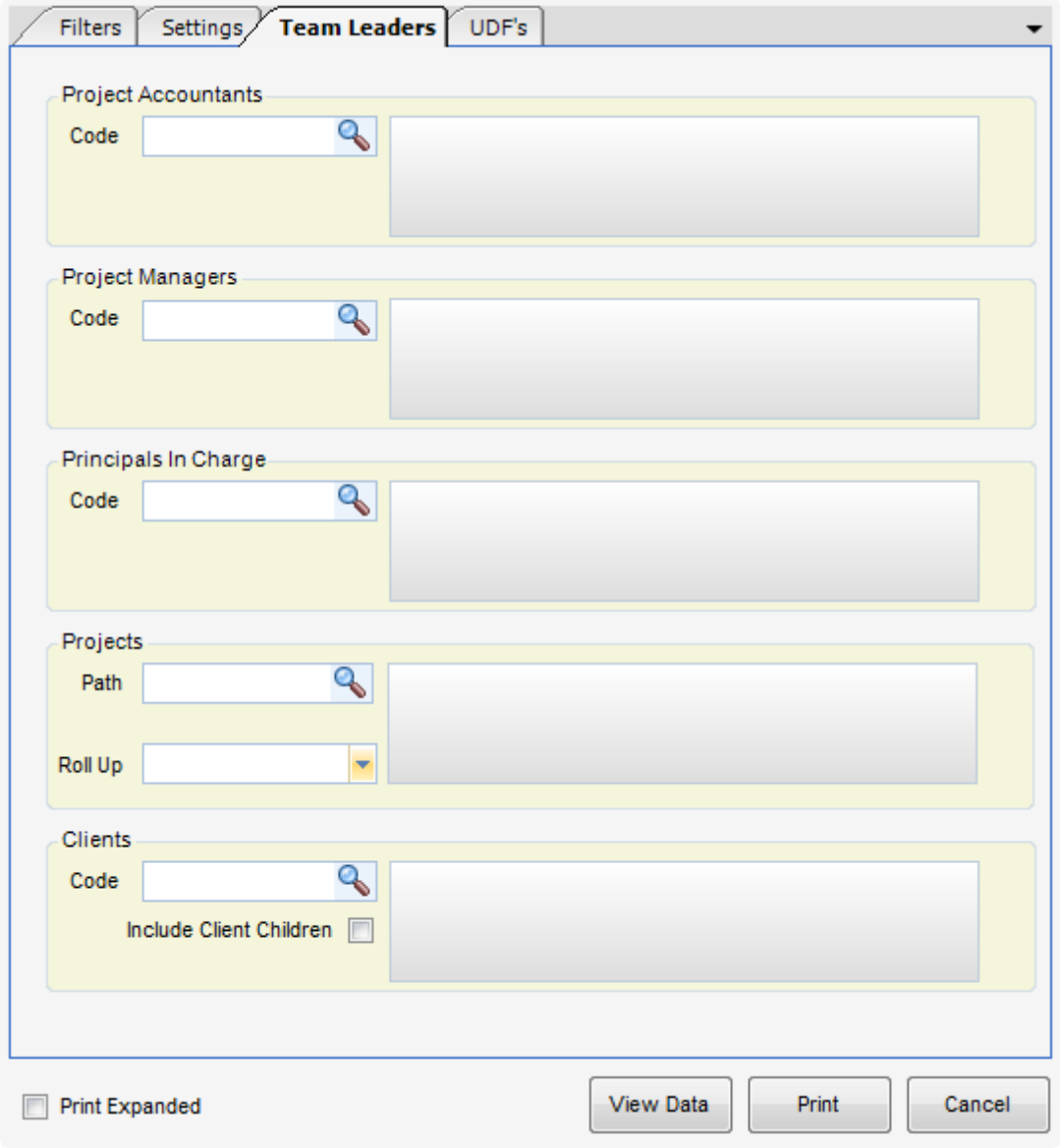
Settings Tab descriptions Below



Project Accountants - Project accountants to include; if empty, filter is not used.

Project Managers - Project managers to include; if empty, filter is not used.

Principals - Project principals to include; if empty, filter is not used.

Projects - Projects to include; if empty, filter is not used. You can also select all projects based on a Roll-up Node.

Clients - Project clients to include; if empty, filer is not used.

Print Expanded - Project Management reports use drill down and are rendered in a collapsed mode. However, when Print Expanded is checked, all drill downs are expanded. To see the details within the drill down areas in a printed hard copy of the report, check this option.

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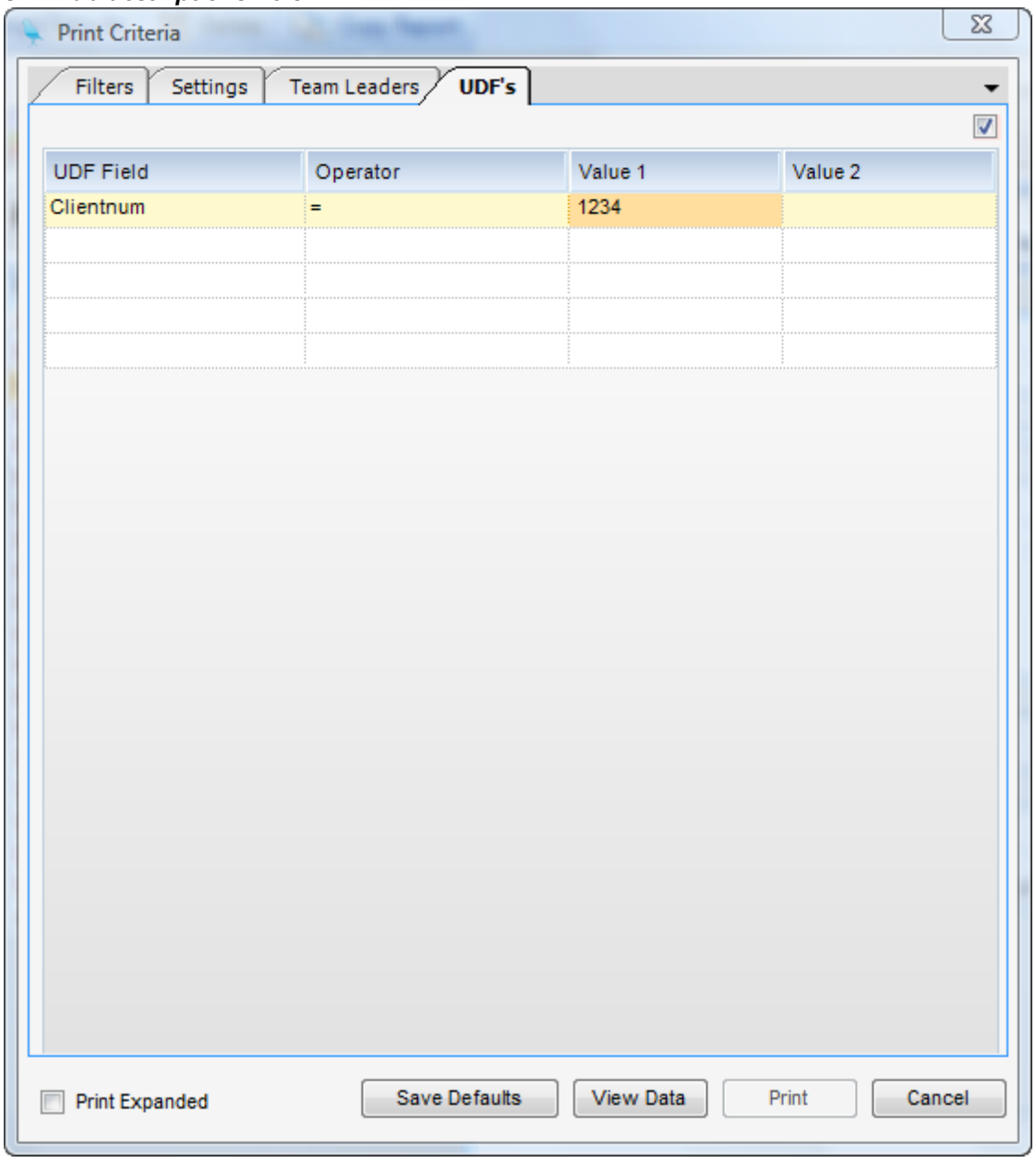
View Data - To export the raw data of the report to Excel without including headers, footers, and grouping areas (i.e., a two-dimensional listing), click on the View Data button to achieve this. The report data will appear in a grid that can then be exported.

4.9.15.12 UDF Tab

Overview

The UDF Tab

UDF Tab descriptions Below



UDF Field - Project UDF field to filter.

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Operator - Filter operator. Choices are >, <, <>, =, >=, <=, between, begins with, contains, ends with, in, not in, is null, is not null.

Value 1 - First Filter Value; not used for is null and is not null. In the case of between operator, it represents the low range.

Value 2 - Second filter value; used only for between operator and is used as the high range.

Print Expanded - The Project Management reports use drill down and are rendered in a collapsed mode. When Print Expanded is checked, all drill downs are expanded. To see the details within the drill down areas in a printed hard copy of the report, check this option.

View Data - To export the raw data of the report to Excel without including headers, footers, and grouping areas (i.e., two-dimensional listing), click on the View Data button. The report data will appear in a grid that can then be exported.

4.9.15.13 How To

4.9.15.13.1 Download a PM Report

Overview

How to Download a report

All report layouts are stored in the database. In order to modify a report layout, download it to the local hard disk and modify it using Microsoft Report Designer. Anytime columns in the dataset change, the report must be downloaded and uploaded again.

Step 1 - Select **Download**. By selecting Download, you will bring up a folder navigator. Select the folder to which to download the report. Clicking OK will create a folder with the name of the report. Inside that folder, three files will be created: a solution file (extension sln), a project fil (extention rptproj), and a layout file (extension RDL). These are used by the Report Designer.

Step 2 - Select the folder to which to download the report. Clicking OK will create a folder with the name of the report. Inside that folder, three files will be created: a solution file (extension sln), a project fil (extention rptproj), and a layout file (extension RDL). These are used by the Report Designer.

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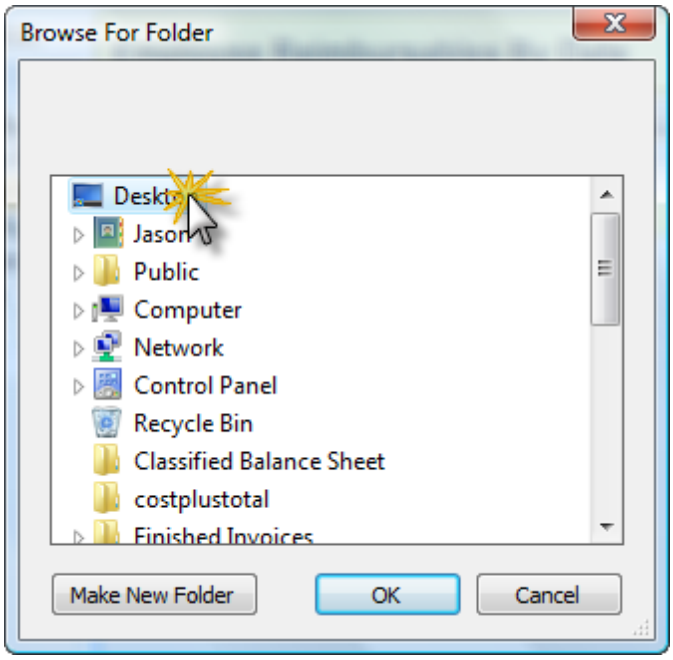
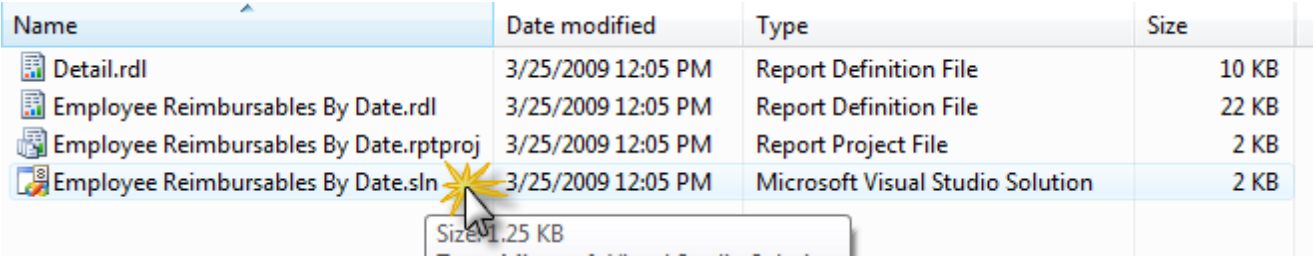




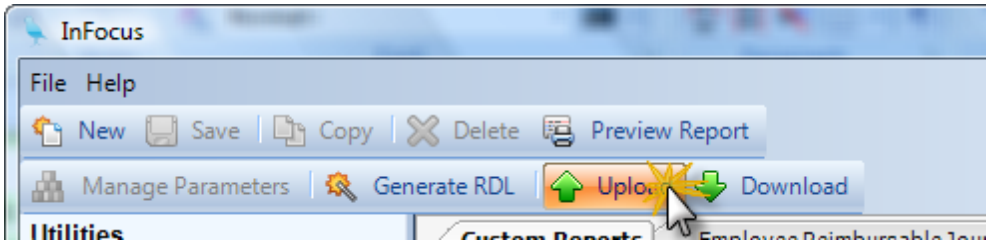
4.9.15.13.2 Upload a PM Report

Overview

How to Upload a PM Report.

After modifying a layout, it must be uploaded into the database to be put in use.

Step 1 - Click the Upload button (fig. 1). Use the File Navigator that appears to locate the modified design (RDL extension). See fig. 2.



(Fig.1)

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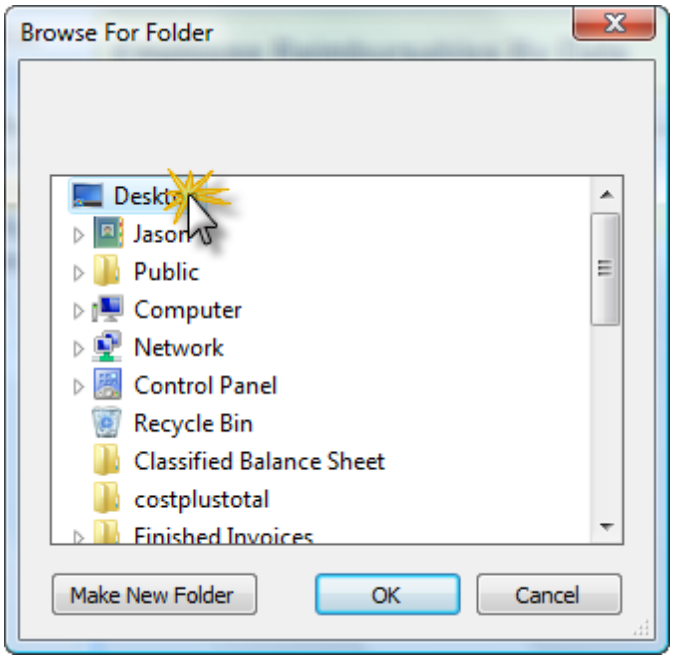

(Fig.2)

Step 2 - Select the folder to upload. Click OK to upload the design. Next, click OK, and the folder has been uploaded.

Note: A warning will appear if the name of the RDL does not match the name of the report design. The warning can be ignored. It is meant to prevent accident uploads into the wrong report.

4.9.15.13.3 Copy a PM Report Layout

Overview

How to Copy a PM Design.

Report layouts are often similar. To design a report that is first similar to another, create the report through the wizard.

Step 1 - Select the report to copy and hit the Copy button in the toolbar. At the prompt, enter a new name and click OK.

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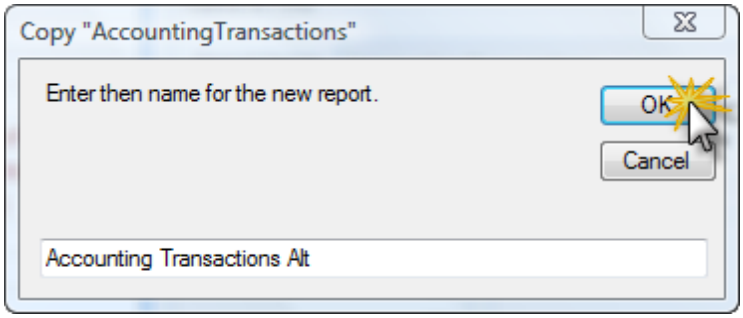
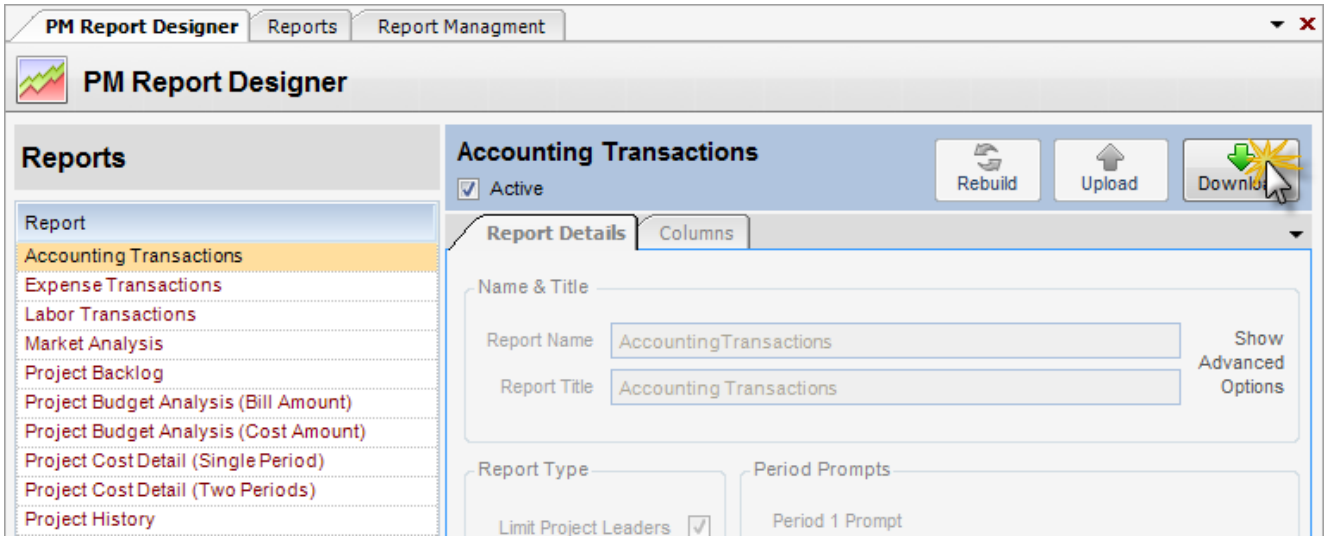


Step 2 - Download an existing report to be altered.



Step 3 - Now upload that report to you new design. Ignore the warning that the name is different.

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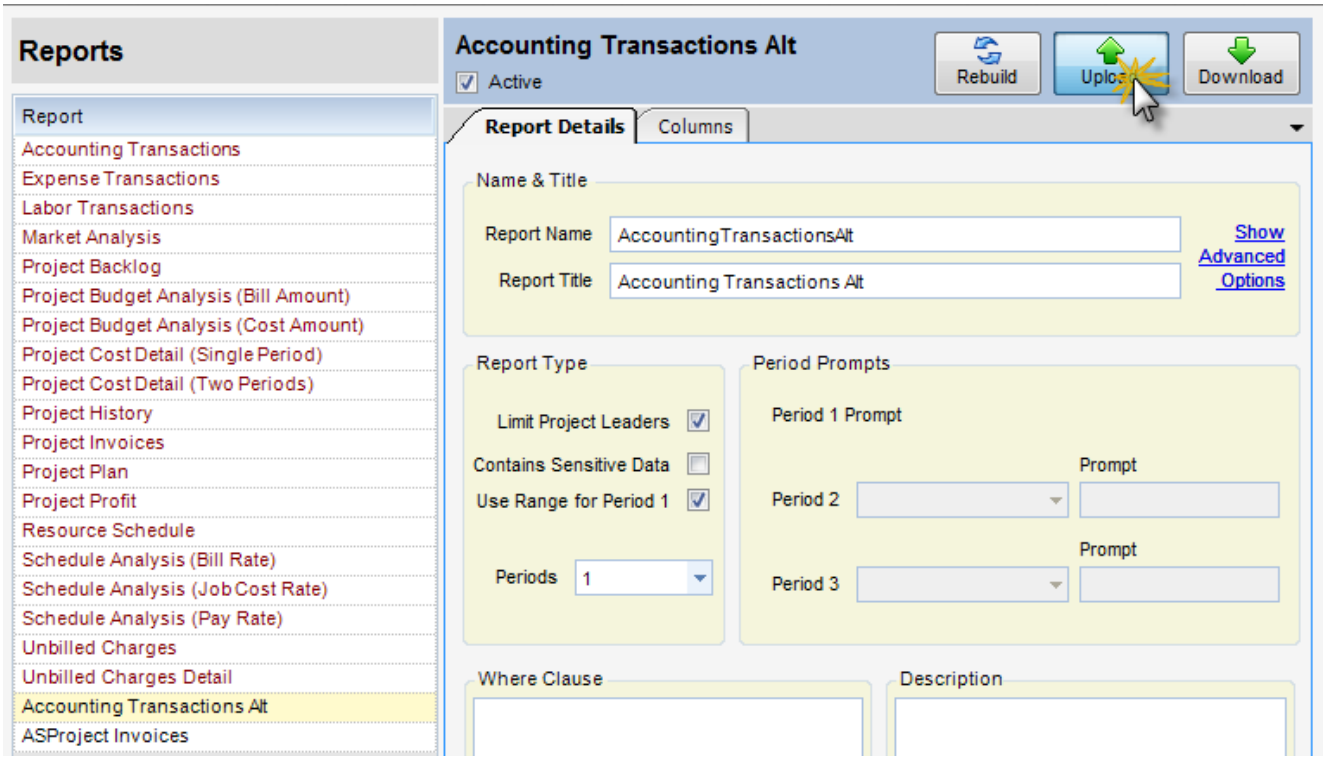

Step 4 - Download the new design into a new folder and make the necessary modifications. This is the way to create new standard reports.

4.9.16 Project History

Overview

Project history is used to enter historical labor against a project. All other metrics can be entered through the accounting journal (typically using the general journal). A special screen is needed for labor since it would be difficult (sometimes impossible) to enter this in timesheet adjustments without going down to the detail level.

Entries in this screen are transferred into the timesheet tables. They are flagged as historical entries so that will not appear in timesheet adjustments, nor can they be invoiced or be part of labor distribution. They will appear on Project Management reports.

Historical labor transactions can be entered, viewed, and deleted through this screen.

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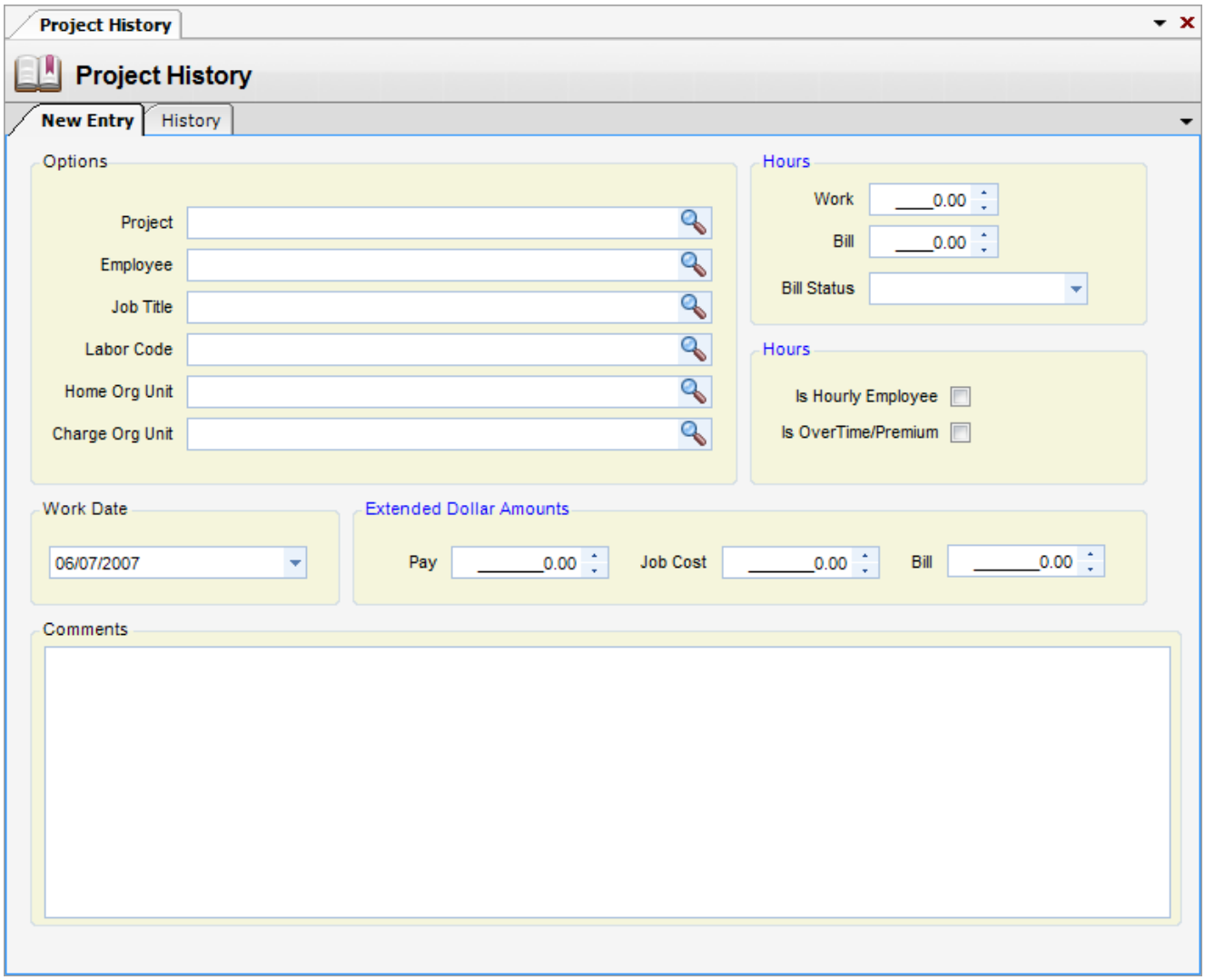

4.9.16.1 New Entry Tab

Overview

New Entry Tab. New historical entries are made on this tab. The amount of detail I up to the user.

Note: Click on Add Entry in the toolbar to post the entry.

New Entry Field Descriptions Below

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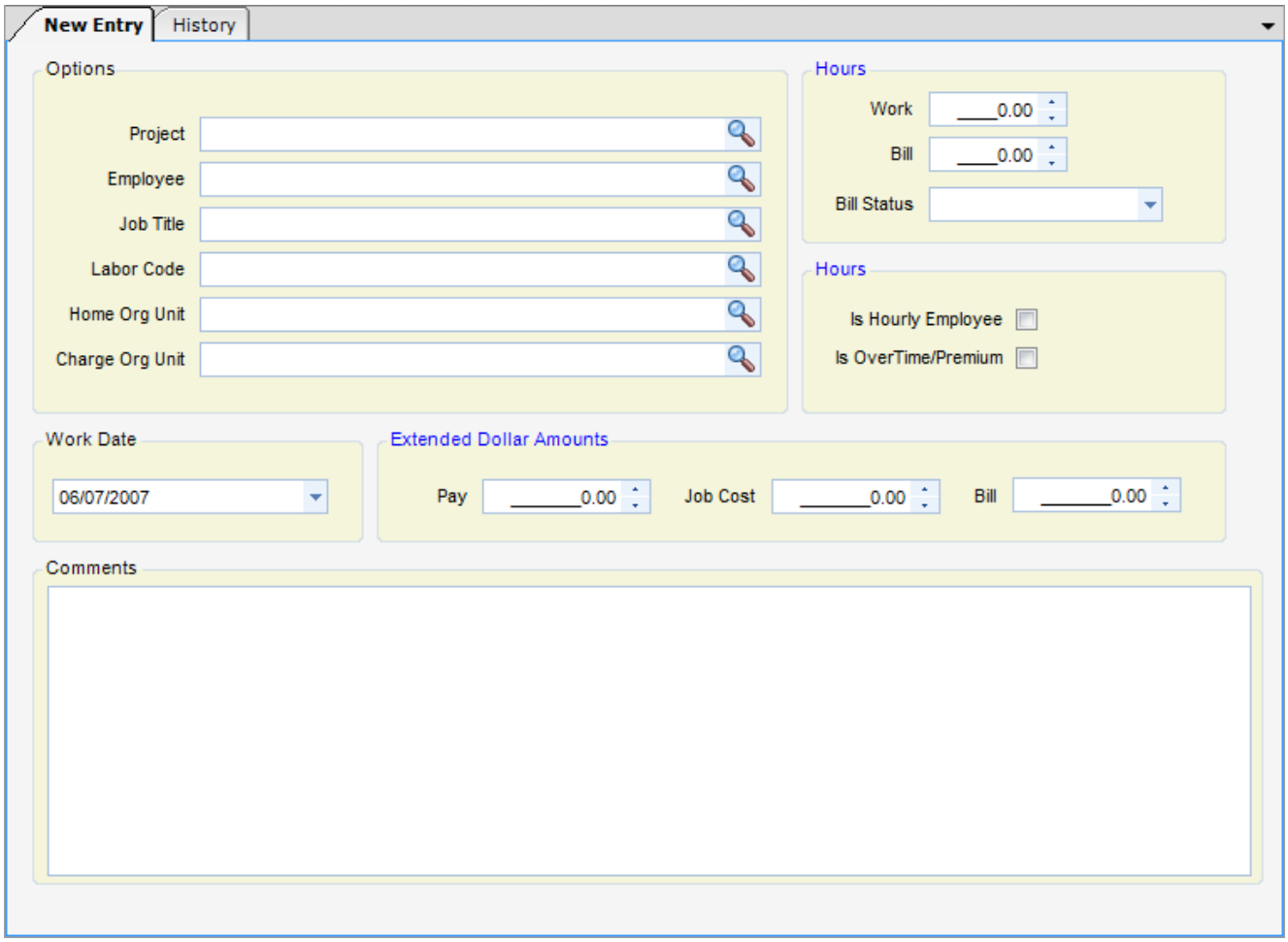

Options

- **Project** - WBS Path; required field.
- **Employee** - Employee. Required. If you do not wish to record to the employee level, then add an inactive employee and name it something like "History".
- **Job Title** - Optional.
- **Home Org Unit** - Optional
- **Charge Org Unit** - Optional
- **Labor Code** - Optional

Hours

- **Work Hours** - Hours worked
- **Bill Hours** - Hours to charge client. Typically same as work hours.
- **Bill Status** - Required
- **Work Date** - Date of work; can be an *As*-of date.

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- **Is Hourly Employee** - When checked, the timesheet entry is flagged as being an hourly employee; optional.
- **Is Overtime/Premium** - When checked, timesheet is flagged as overtime.

Extended Dollar Amounts

- **Pay** - Extended pay amount
- **Job Cost -** Extended job cost amount.
- **Bill -** Extended bill amount
- **Comments** - Comments to appear in Project Management reports.

4.9.16.2 History Tab

Overview

The History tab is used to find already existing historical entries. Entries can be filtered by date, employee, or no filter (all). A list of historical entries appears when a search is run.

The Entries Lists show the employee and the date under which the entries are grouped.

Auto-Fill - Clicking on any entries will fill the transactions grid with that entry's line items.

Delete Line Item - To delete a line item, click on the left-most area of a transaction row and hit delete.

Delete Entire Entry - To delete an entire entry, click on the left-most area of an entry and press delete.

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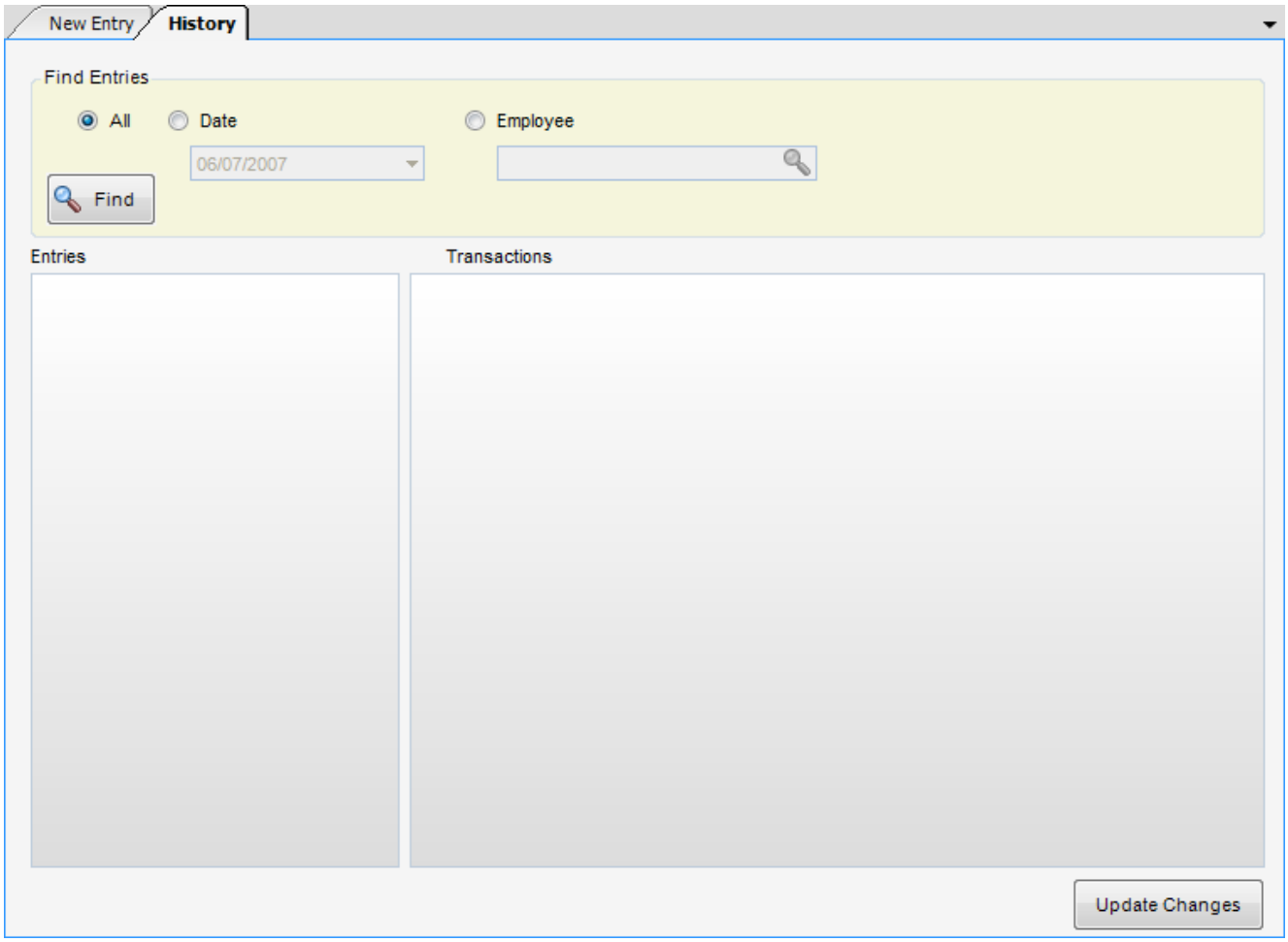

4.9.17 Rate Tester

Overview

The Rate Tester allows the user to test how a rate will be calculated. Enter a project, employee, date, etc., and it will calculate the rates.

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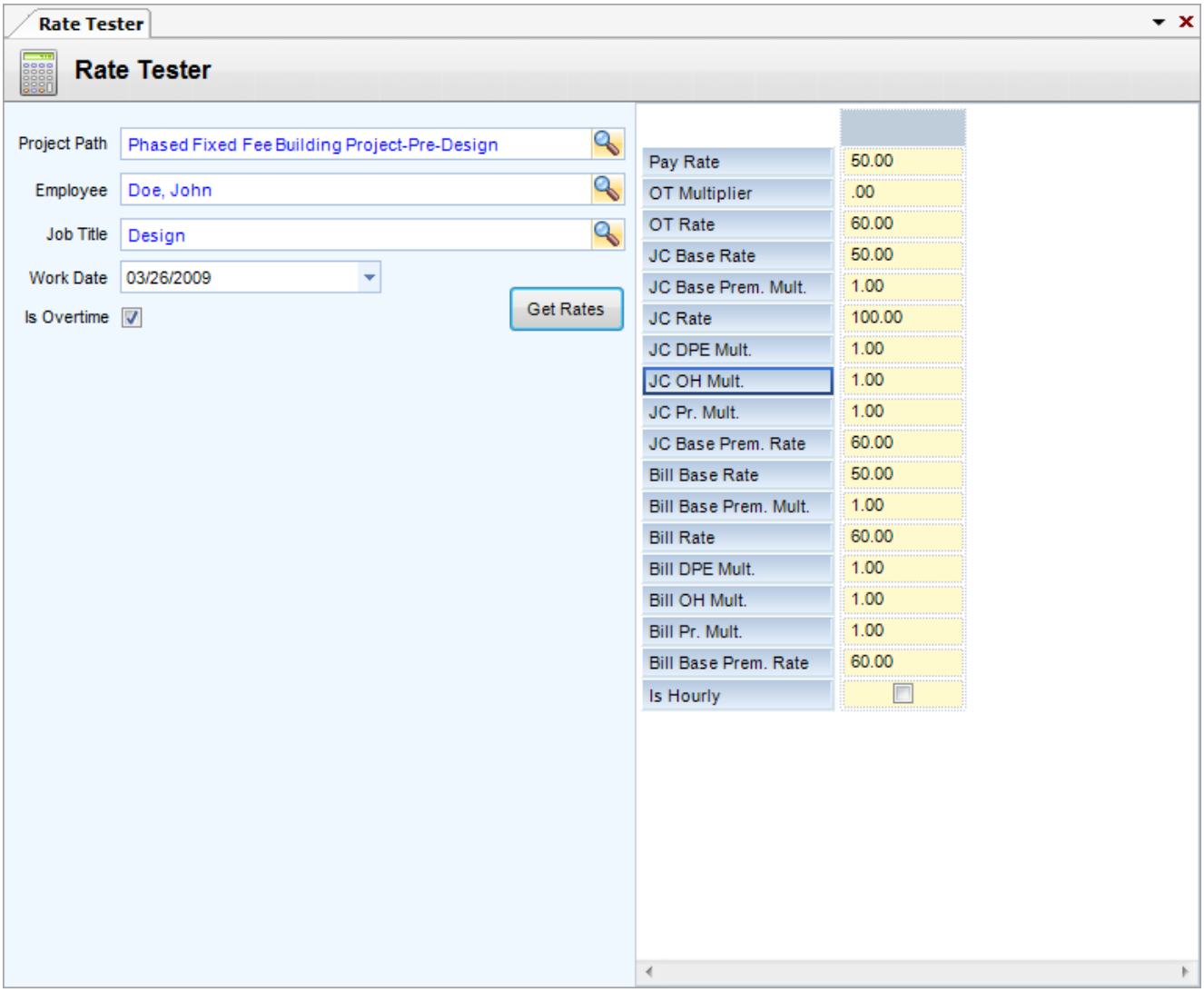

4.9.18 Report Management

Overview

All reports not covered under one of the three specific report designers are called standard reports. Examples of standard reports are Journal reports, General Ledger reports, Utilization reports, Checks, etc.

All standard reports can be copied and modified using the Report Management applet. The original report cannot be modified, but it can be marked as inactive.

To create a custom standard report, first select the report in the Report Management applet using the drop-down list on the upper left part of the form. Each report has at least one report design flagged as System. This is the report design that ships with InFocus. These designs, or a previously made custom design, can be copied. The Copy function is located in the toolbar menu. When clicked, it will prompt for a report name that must be unique.

After copying a report, it can be downloaded to a local disk folder and modified using Microsoft Report Designer. When done, use the Upload function in the Report Management applet to save your design.

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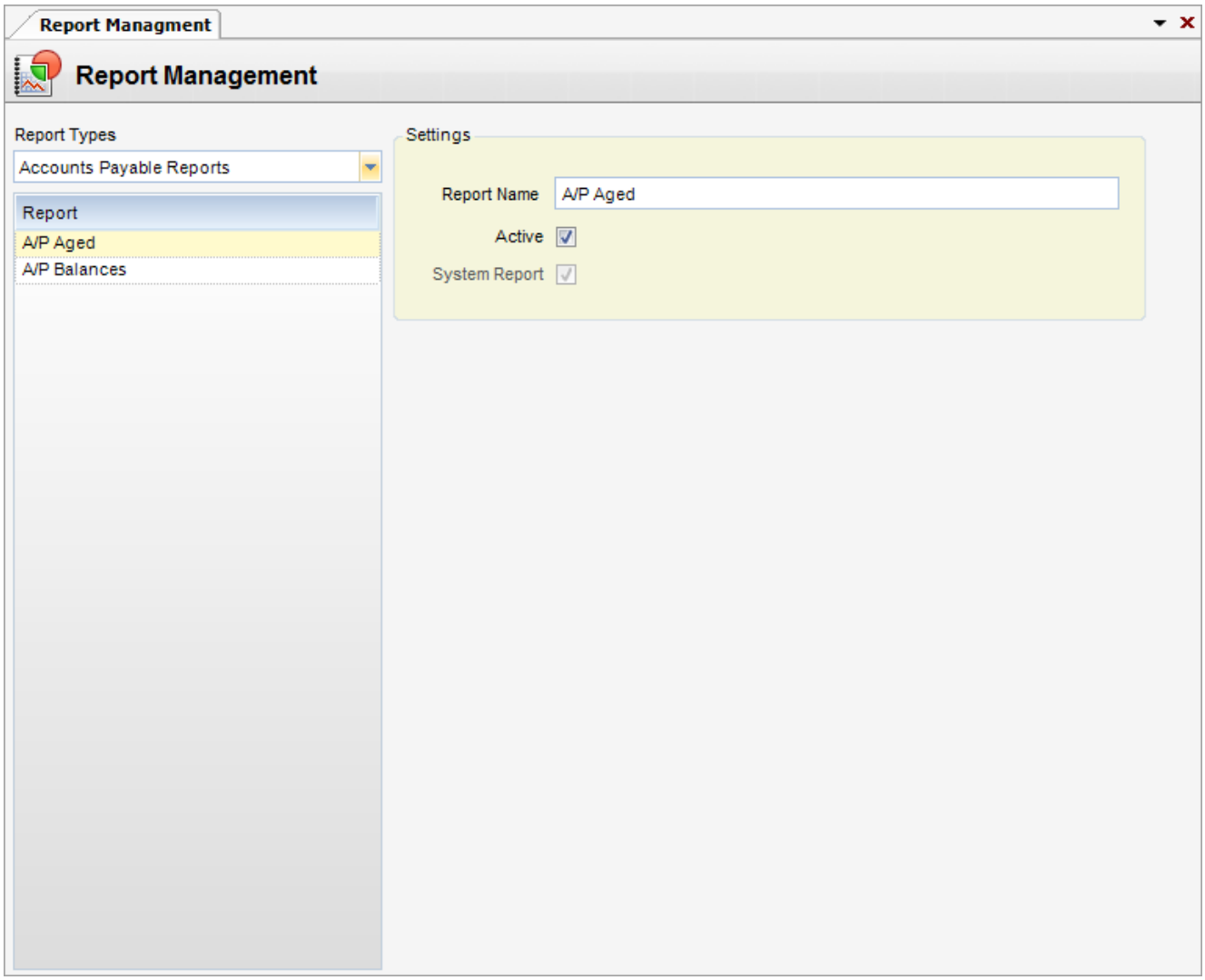
Project Management reports normally use drill-down and are rendered in a collapsed mode. When Print Expanded is checked, however, all drill-downs are expanded. This option should be checked when the user wishes to print a hard copy and view the details within the drill-down areas.

To export the raw data of the report to Excel without including headers, footers, and grouping areas (i.e., a two-dimensional listing), click on the View Data button. The report data will appear in a grid that can then be exported.



4.9.19 SQL Query

Overview

Used to write and run queries against the back end SQL Server. **USE WITH CAUTION !!!**

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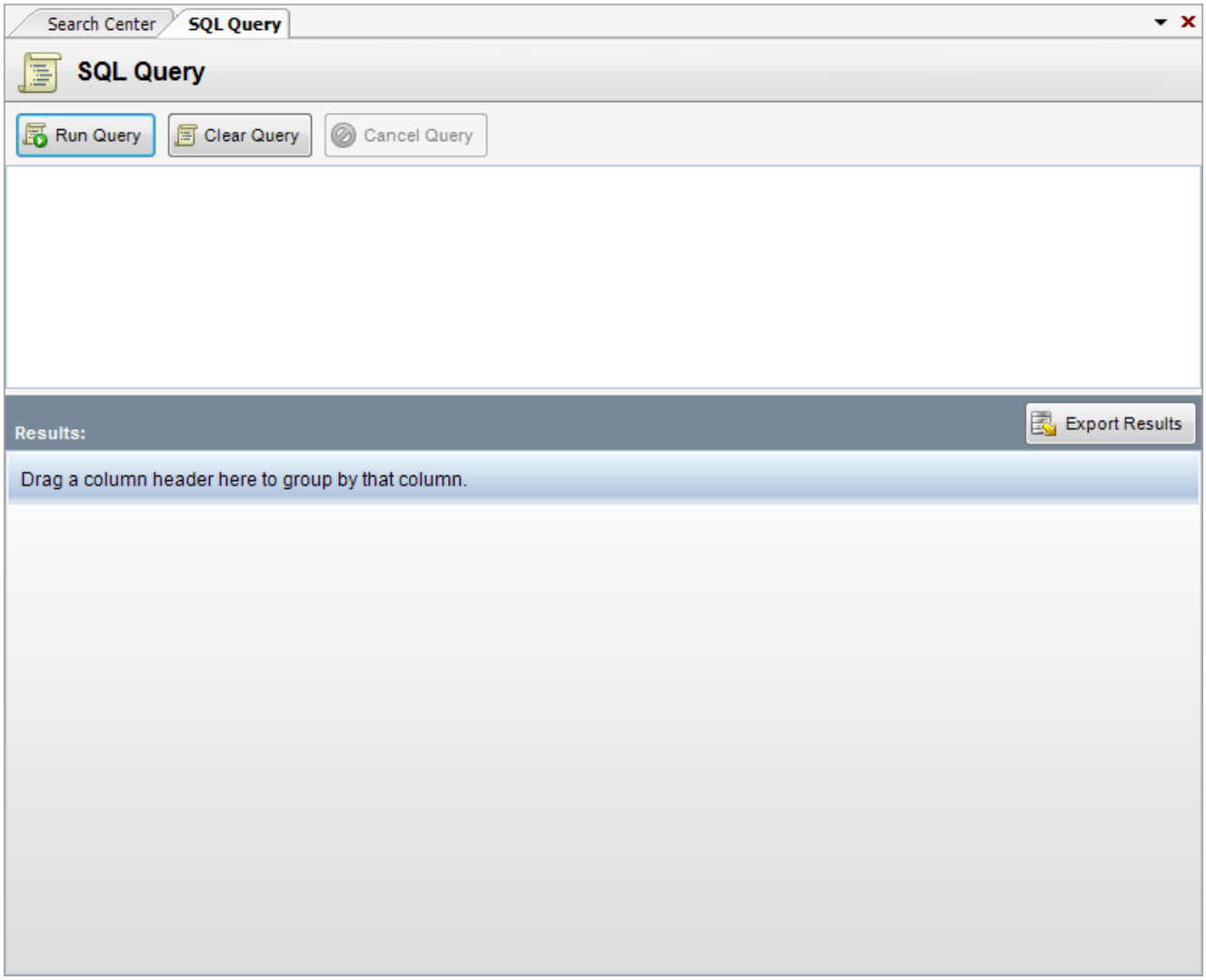

4.9.20 SQL Watcher

Overview

SQL Watcher; used to monitor SQL transactions within the program.

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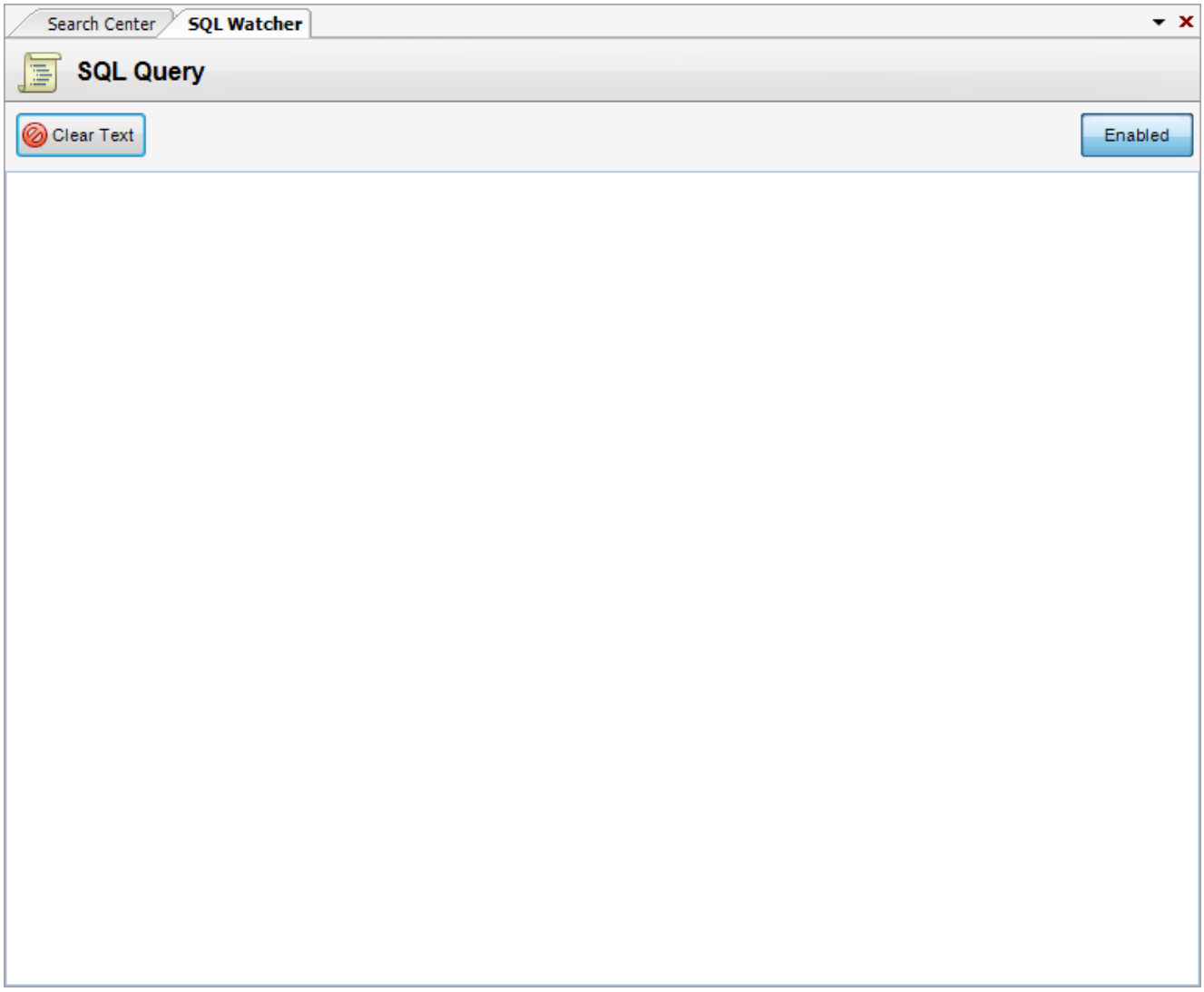

4.9.21 Updates

Overview

The Update applet allows Clearview Software to release minor updates directly to InFocus without the need for a formal release. Click Check for Updates on Login in Global Settings to allow InFocus to check for any available updates. If updates are available, users who have been given access to the Updates applet will be notified. It is also possible to go directly to the Updates applet in the Utilities module to check for updates or rerun particular updates.

To apply these updates, click Apply Selected Updates (located at the bottom of the window).

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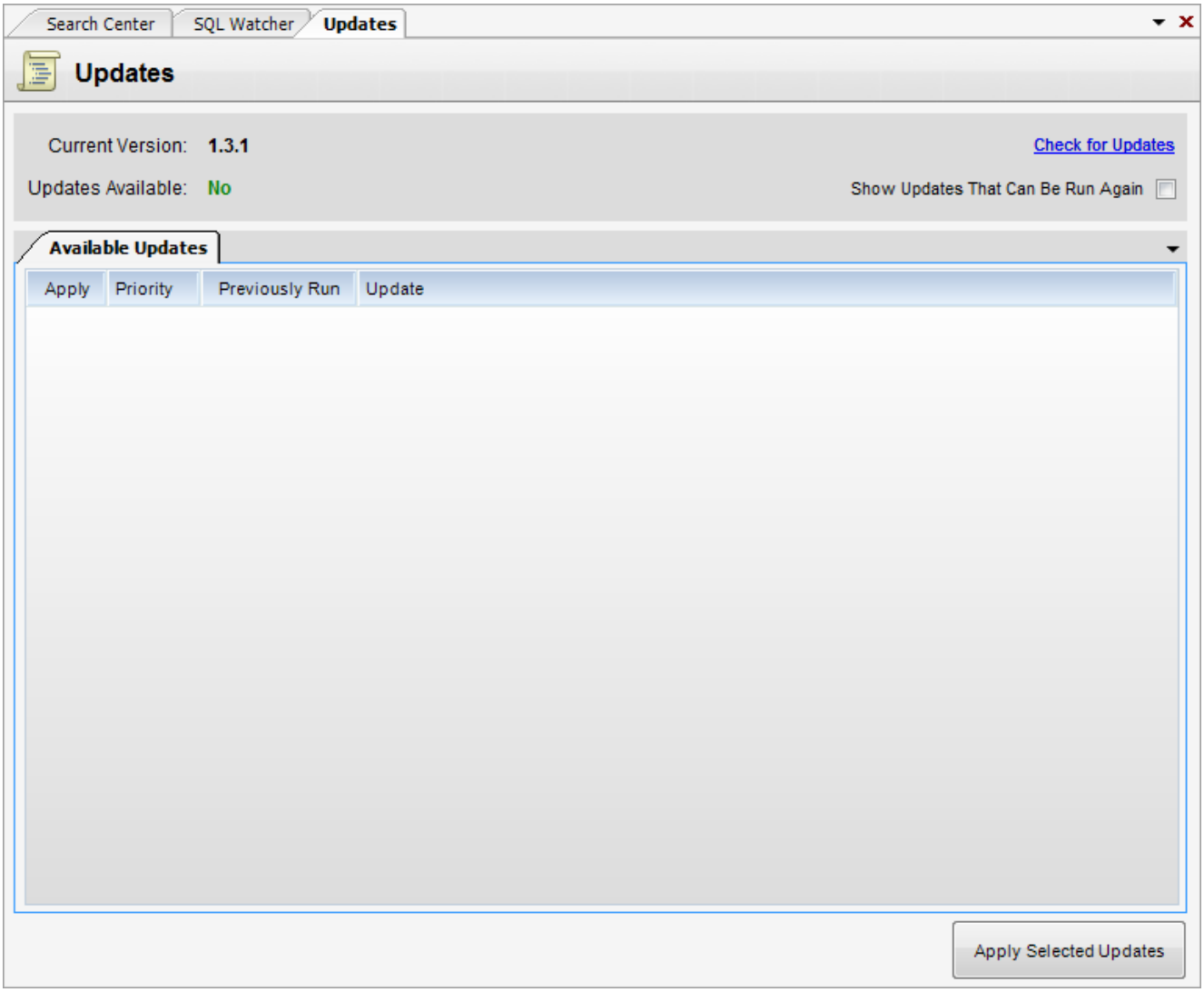

4.9.22 Reports

4.9.22.1 Data Dictionary

Overview

The Data Dictionary report displays descriptions of every table, and column, that comprises the *InFocus* application. The names of the tables and columns in most cases should be self-evident. Running the report requires no parameters.

4.10 Administration

4.10.1 Database Backups

Introduction

Database Backups can be used to take on-demand backups of your self-hosted InFocus database from the InFocus user interface. While convenient for one-time backups, this feature should not replace a company

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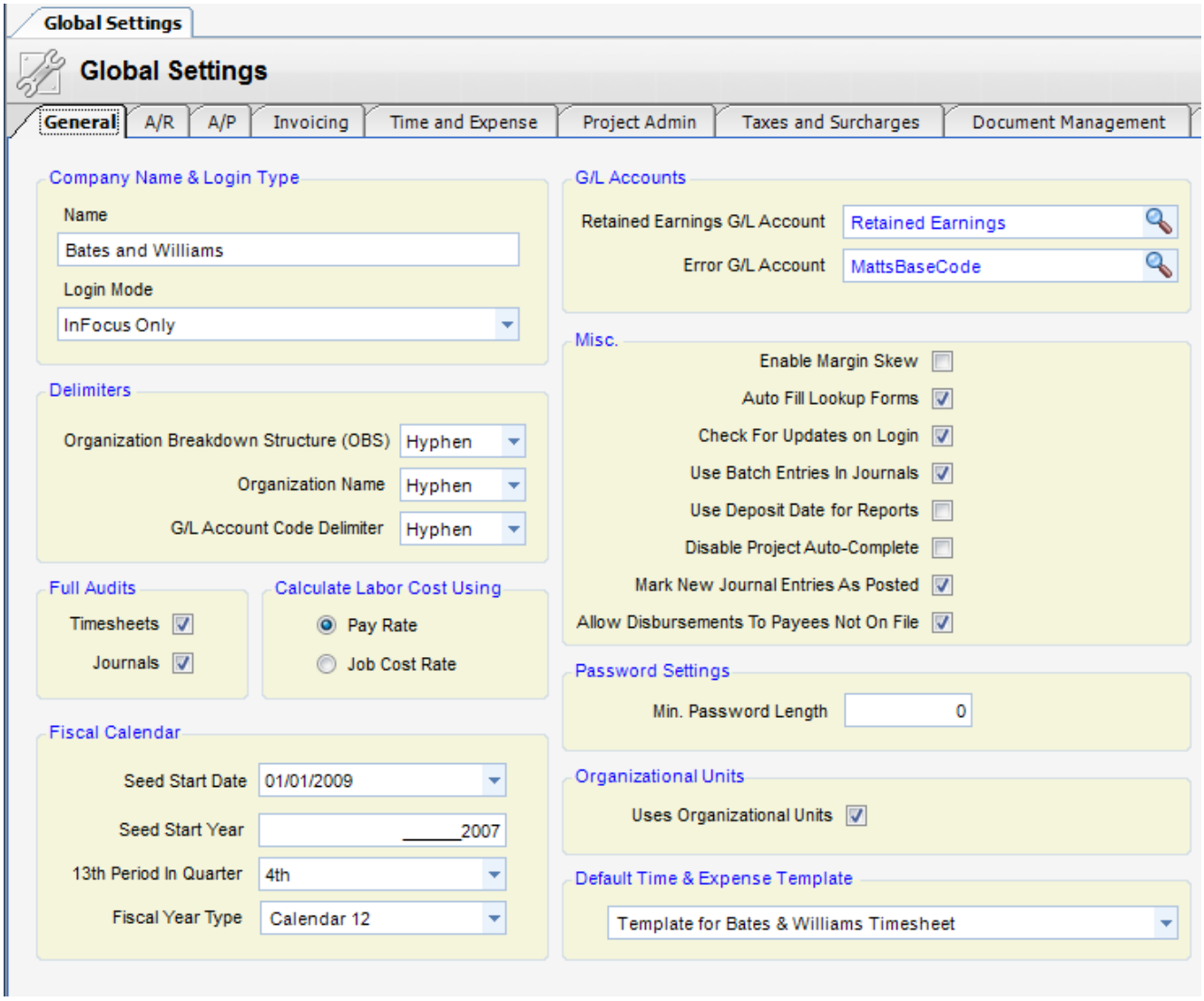
controlled backup plan.

Read more in this Help Center article and/or browse to the 2:52 mark in the video below.

4.10.2 Global Settings

Overview

Global Settings contains all system-wide settings for InFocus. Settings are configuration switches for the application and are typically set during the initial installation of the application. Global Settings can also be set as needed modules are brought into use. Many of the settings can be set up immediately upon installation; however, some settings must be configured after their corresponding module has been initialized, in particular, those settings that act as default values. The following sections of the manual take you through the different tabs within that section.



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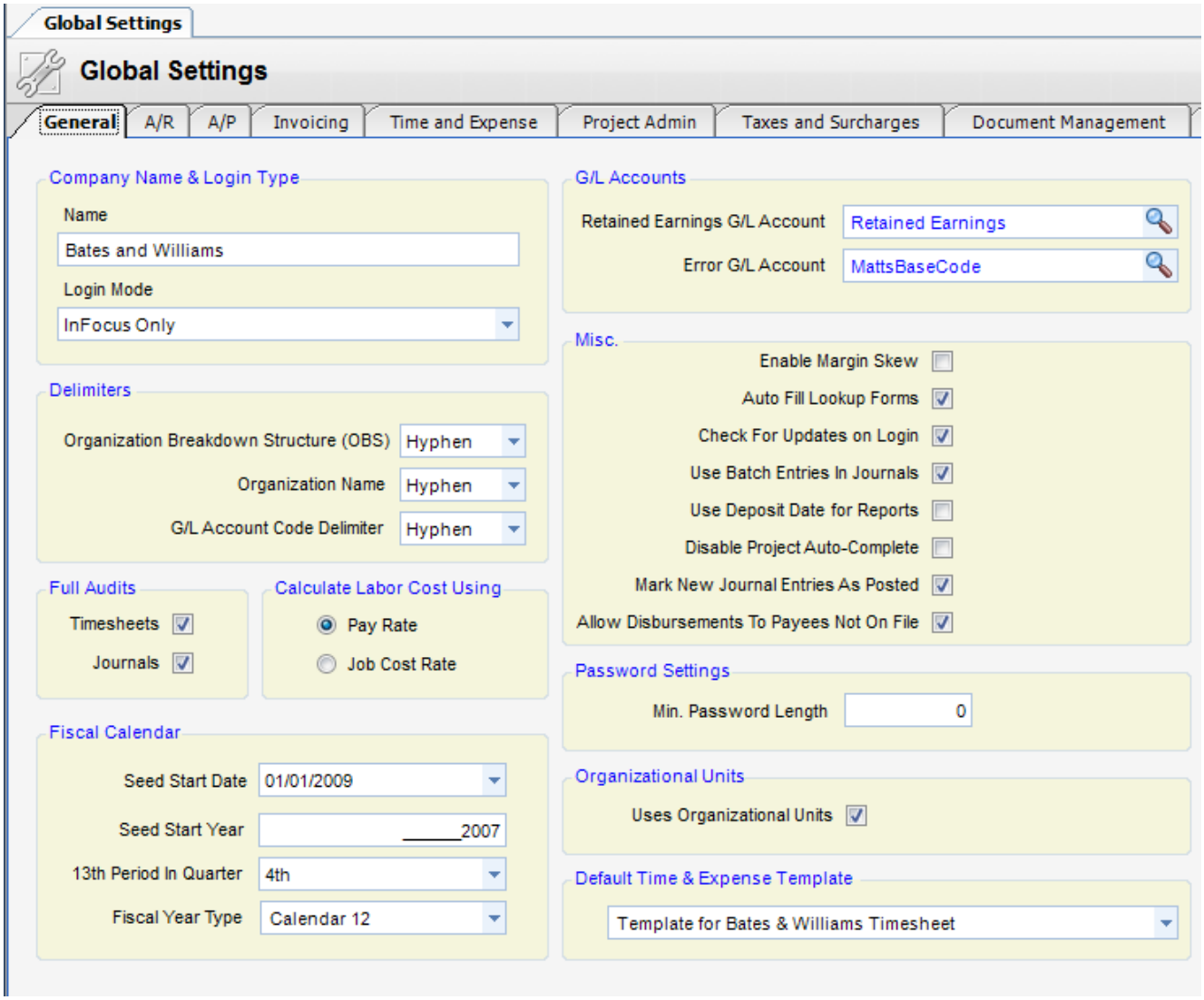
4.10.2.1 General Tab

Overview

General Tab contains miscellaneous settings that do not fall under any major category. (Field Descriptions Below)



Fields

Company Name: The name of the company using InFocus.

Login Mode: You can add a Windows Domain\Username to the User account. Additionally, there is a setting to Global Settings under the General tab to allow for Windows Integrated Login.

The login modes are:

1) InFocus Only – this is the default and is the same as before

2) Windows Only – this requires the Domain\Username be added to the user record. If present, when the login screen comes up, it will look up the InFocus user based on the Windows user when logging in.

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3) Both – If both, you will be able to log in with either login button.

Delimiters

- **Organization Break Down Structure (OBS) -** Character that delimits, or separates, the levels or the organizational breakdown structure. The character chosen as the delimiter cannot be used in any OBS Codes.

Example. In a two-level OBS, where departments exist within offices, there may be an OBS code of NY-AR (where NY is the code for the New York Office and AR is the code for the architectural department, and the hyphen is the delimiter). This is called an OBS Path.

- **Organization Name** - Character that delimits the concatenated OBS name (also known as the long name). The delimiter can appear in the long name.

Example. In a two-level OBS, where departments exist within offices, there may be an OBS long name of New York-Architectural (where New York is the name of the office, architectural is the name of the department, and a hyphen is the delimiter).

- **G/L Account Delimiter** - The character that separates a G/L Base account from an OBS structure. This character is not allowed in the base account code. A G/L base account and an optional OBS path form the G/L Account.

Example. A typical office A/R account may be 1200-NY (where 1200 is the base account for Accounts Receivable, NY is the OBS path, and a hyphen is the delimiter). G/L accounts are always listed with the base account first, followed by an optional OBS path.

Full Audits

- **Time sheets -** When checked, full audits are used in time sheet adjustments. In full audit mode, any change to critical information (project, work date, hours, or pay amount) will result in a background system-generated reversing entry. When not checked, the reversing entry will be made only if the line item in question has already been processed by Labor Distribution in addition to a change in critical information.

- **Journals** - When checked, full audits are used in all Accounting journals. In full audit mode, any change to critical information (project, G/L Account, or amount) will result in a background system-generated reversing entry. When not checked, the reversing entry will occur only if a change in account period has occurred in addition to a change in critical information.

Misc.

- **Auto-Fill Lookups** - Automatically populate lookup forms with default list. When not checked, user optionally enters search criteria first and then clicks on the SEARCH button.

- **Use Batch Entries In Journals** - When checked, batch entry options are available in journal entry.

- **Mark New Entries As posted** - New Entries can be flagged automatically as posted. When checked, the post option is not available in journals.

- **Allow Disbursements to Payees not on File**. - Disbursements can be made to employees, vendors and clients. When this option is checked, disbursements can also be made to user entered payees.

- **Enable Margin Skew** - Certain print drivers render the margins on printed reports incorrectly. When experiences these issues with margins, enable the Margin Skew to fix this.

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- **Check for Updates on Login** - When checked, InFocus will automatically check for updates as a user logs in. If there are available updates, the user will be notified.
- **Use Deposit Dates for Reports -** When checked, InFocus will use the deposit date when running reports.

G/L Accounts

- **Retained Earnings G/L Account** - Account to be used for end-of-year automated posting.
- **Error G/L Account** - Account to be used when an automated process cannot derive a G/L account. A derived account is one where the process asks for a base account and uses relevant employee or project OBS paths to derive a true G/L account. Some processes that include this method are revenue recognition, labor distribution and automated invoicing.

Fiscal Calendar

- **Seed Start Date** - Starting date of earliest fiscal year in system for which to maintain transactions.
- **Seed Start Year** - Year of earliest fiscal year in system to maintain transactions for.
- **13th Period in Quarter** - In the event that a 13-period fiscal year is used, this is the quarter in which the 13th period should appear. This affects only financial statements.
- **Fiscal Year Type** - Type of Fiscal Year. There are various 12- and 13-period options allowed. See the Accounting Periods section in this manual for further instructions.

Password Settings

- **Min password Length** - Minimum number of characters required for a valid login password.

Organizational Units

- **Uses Organizational Units -** When checked, Org units can be used.

Default Time & Expense Template - When selected, a timesheet template will be used when an employee opens his timesheet. See Time and Expense Templates for more information.

4.10.2.2 Offices Tab

Overview

The Office tab allows for company addresses (where the company is the owner of the InFocus software). Office addresses can be used in employee setup and in invoicing for remit-to addresses. When entering an address, the user enters the addresses name (referred to as Address Name). Later, this address can be applied to items such as an employee, by referencing the named address.

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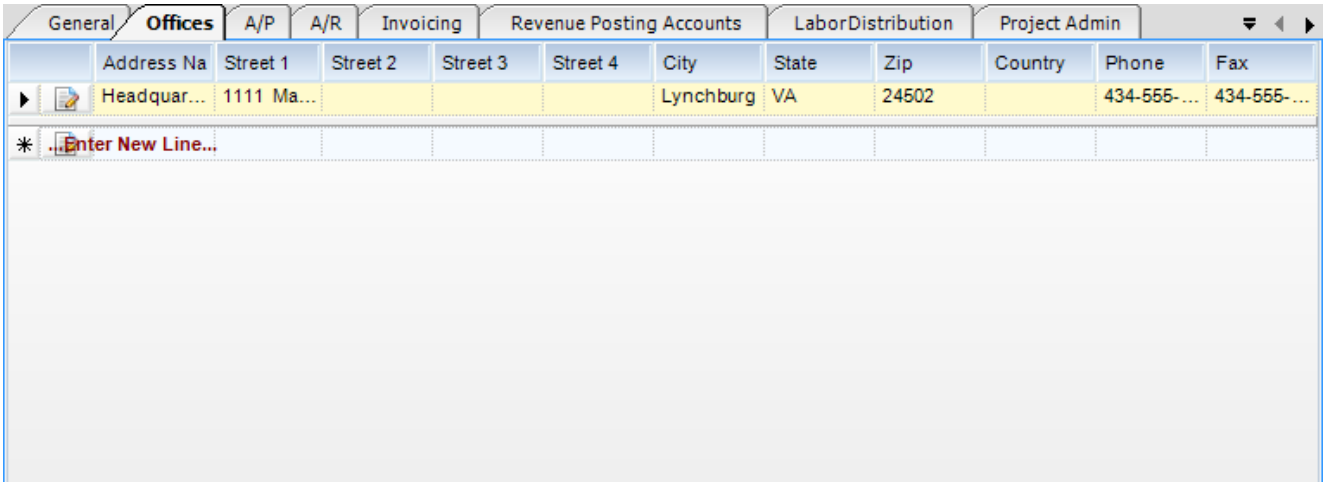

4.10.2.3 Currency Tab

Overview

Currency tab contains settings and information related to System Currency set up. Details can be found in the InFocus Advanced section of this manual.

4.10.2.4 A/R Tab

Overview

The A/R Tab. Settings on this tab relate to the Accounts Receivable module (field descriptions below).

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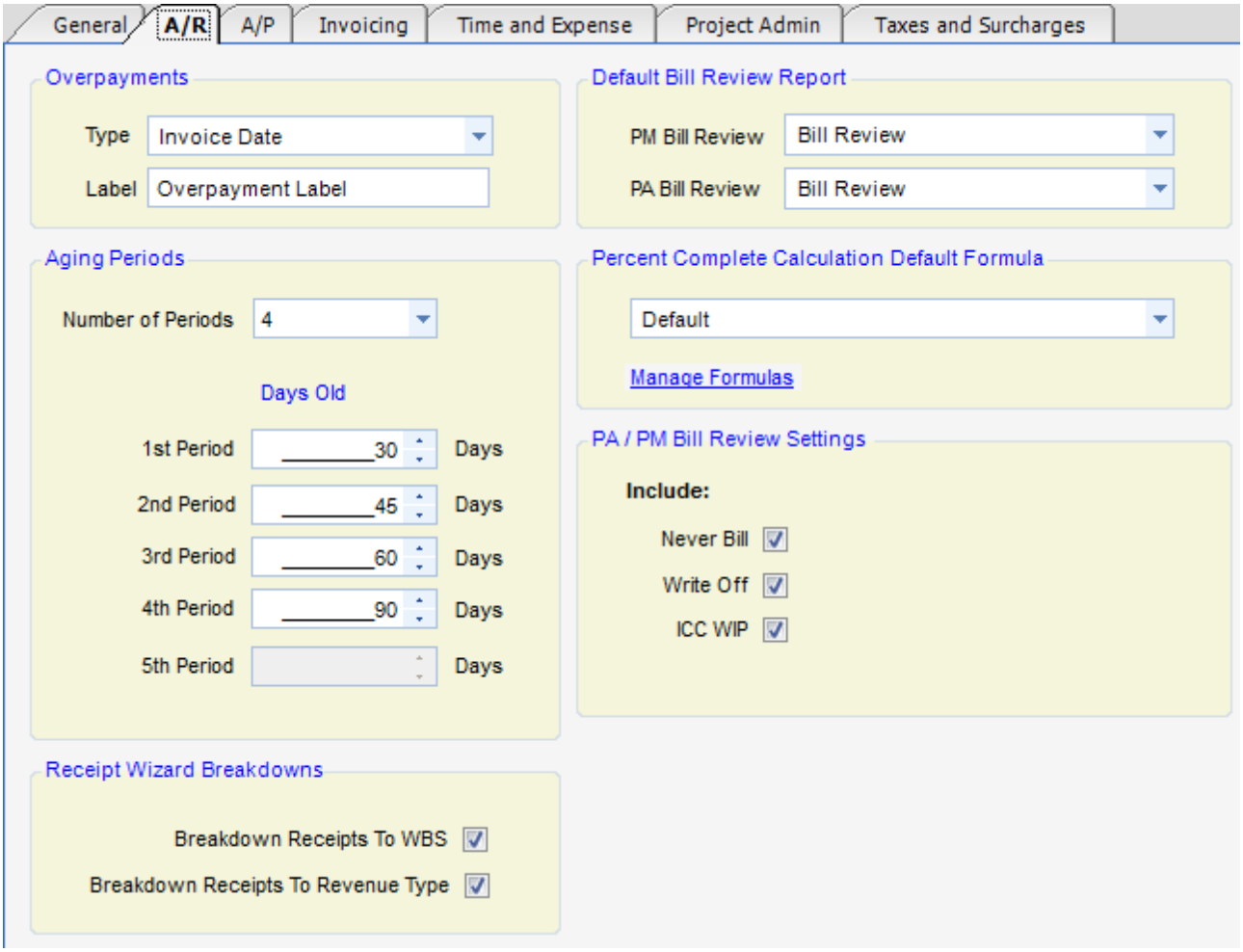

Over payments

- **Type** - Determines how over-payments are aged on Receivable reporting.
- **Label** - Label to print in Receivable reporting for over-payments.

Aging Periods

- **Number of Periods** - Number of aging periods to appear on Receivable reporting. Upt o five periods can be specified. The system automatically adds a final period that is all transactions older than the final period specified.
- **1st Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is automatically zero.
- **2nd Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 1st Period.
- **3rd Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 2nd Period.
- **4th Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one

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day past 3rd Period.

- **5th Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 4th Period.

Receipt Wizard Breakdown

- **Breakdown Receipts to WBS** - Controls whether or not the receipt wizard will break down receipts to levels below the project.
- **Breakdown Receipts to Revenue Type** - Controls whether or not the receipt wizard will break down receipts to the revenue type.

Default Bill Review Report

- **PM Bill Review -** Where a user can select the report to use for the Bill Review Report.
- **PA Bill Review -** Where a user can select the report to use for the Bill Review Report.

Percent Complete Calculation Default Formula

- **Drop-down Box -** Where a user can select the default formula for this tool.
- **Manage Formula -** Where a user can design and manage formulas to use in this tool.

PA/PM Bill Review Settings

This allows for Never Bill, Write-off (W status on a cost transaction), and ICC Charges to appear in PA/PM billing review.

4.10.2.5 A/P Tab

Overview

The A/P Tab. Settings on this tab relate to the Accounts Payable module (field descriptions below).

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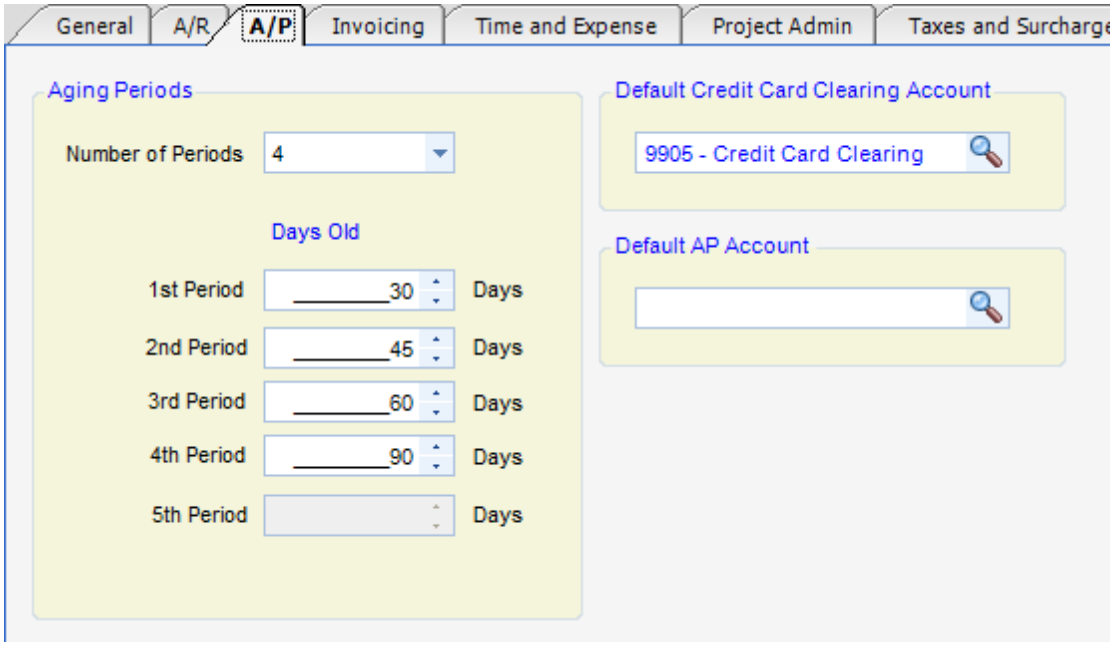

Aging Periods

- **Number of Periods** - Number of aging periods to appear on payables reporting. Up to five periods can be specified. The system automatically adds a final period that is all transactions older than the final period specified.
- **1st Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is automatically zero.
- **2nd Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 1st Period.
- **3rd Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 2nd Period.
- **4th Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 3rd Period.
- **5th Period** - Maximum number of days old for an invoice to fall into this period. The calculated minimum is one day past 4th Period.

Default Credit Card Clearing Account - The default account used when running credit card clearing utility.

Default AP Account - Default AP account when none is specified.

4.10.2.6 Invoicing Tab

Overview

Setting on this tab relate to automated invoicing. (Field Descriptions Below)

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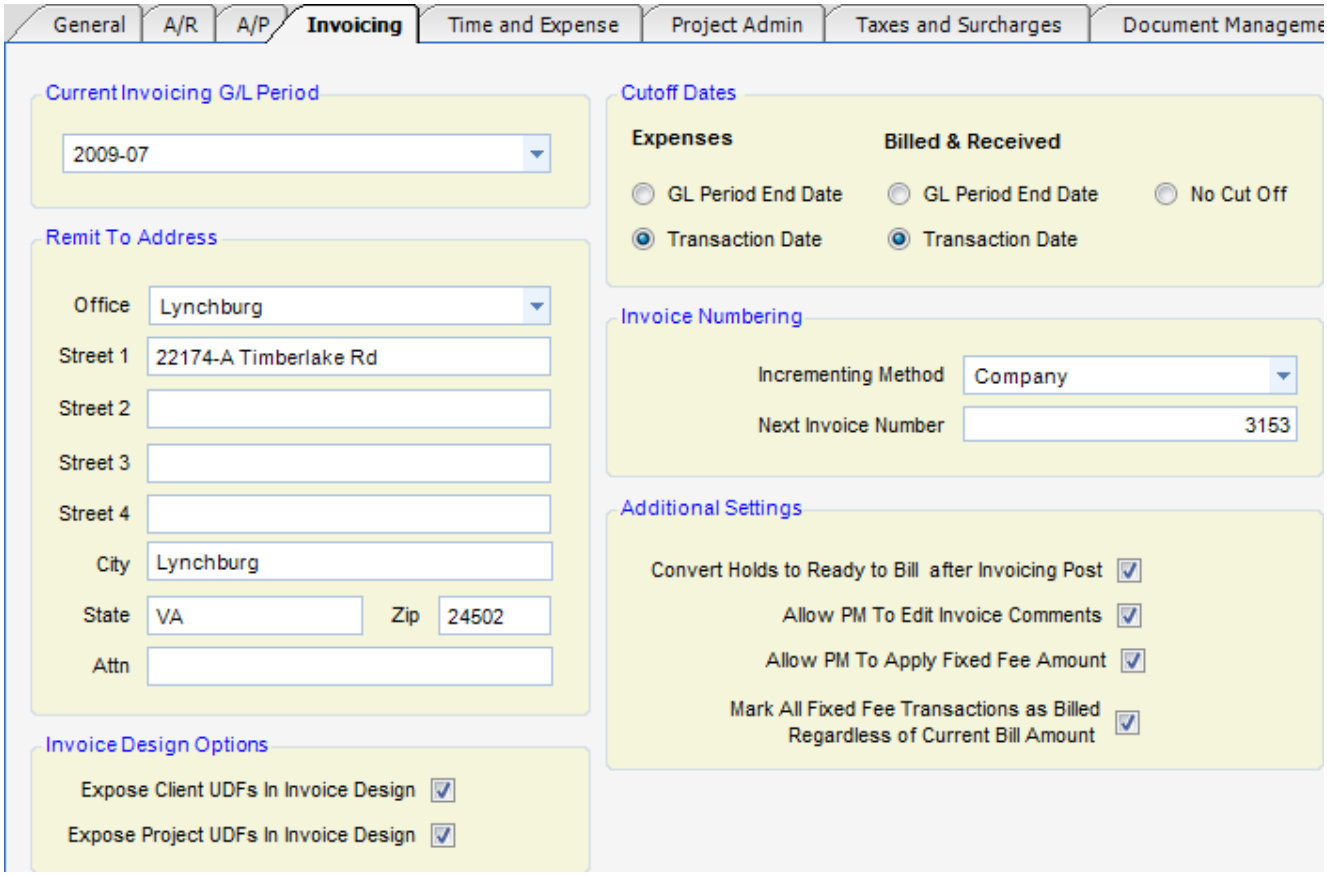

Current Invoicing G/L Period

- **Drop down Box** - Default G/L period used by automated invoicing.

Remit to Address

- **Office** - Named address that comes from the Office tab in Global Settings. The remit-to address can appear in invoices to clients.
- **Street 1** - First address line of *Remit-to.*
- **Street 2** - Second address line of *Remit-to.*
- **Street 3** - Third address line of *Remit-to.*
- **Street 4** - Fourth address line of *Remit-to.*
- **City** - *Remit-to* City
- **State** - *Remit-to* State
- **Zip** - *Remit-to* Address
- **Attn** - *Remit-to* attention.

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Cut Off Dates

- **Expenses**

G/L Period End Date - When selected, all reimbursable transactions through the specified G/L will be included.

Transactions Date - When selected, the transaction date will be compared with the specified as-of date.

- **Billed and Received**

G/L Period End Date - When selected, the billed-to-date and received-to-date calculations will include all transactions through the specified G/L period.

Transaction Date - When selected, the transaction date will be compared with the specified As-of date.

No Cutoff - When selected, billed and received amounts will be calculated, regardless of any transaction cut-off date. This is the preferred method for most clients.

Disb. Journal	-->	Check Date
E/R Journal	-->	Transaction Date
General Journal	-->	Transaction Date
Purchase Journal	-->	Invoice Date
Receipts Journal	-->	Check Date
Sales Journal	-->	Invoice Date
Timesheets	-->	Work Date

Invoice Design Options

- **Expose Client UDFs in Invoice Design -** When checked, client user-definable fields can be used in Invoice Design.
- **Expose Project UDFs in Invoice Design -** When checked, project user-definable fields can be used in Invoice Design.

Invoice Numbering

- **Incrementing Method** - Determines how invoice numbers are incremented in the system. The choices are by Company, A/R account, Client and Project.
- **Next Invoice Group Number** - The next invoice number is used only when the incrementing method is set to PROJECT, and then only when an invoice group is used. Invoice groups allow multiple projects to be combined under one invoice.

Additional Settings

- **Convert "Holds" to "Ready to Bill" after invoicing post -** When checked, all transactions flagged as Hold will be changed to Ready-to-Bill after the invoice has been posted.
- **Allow PM to Edit Invoice Comments -** When checked, the PM can edit the Invoice Comments on a project.
- **Allow PM to Apply Fixed Fee -** When checked, PM changes to fixed fee percentages and ICC current amount will automatically be saved to the project without project accountant approval.
- **Mark All Fixed Fee Transactions as Billed Regardless of Current Bill Amount -** This feature works in conjunction with settings on the Fixed Fee design. Specifically, Invoice Filters, Show Un-worked Levels, and the

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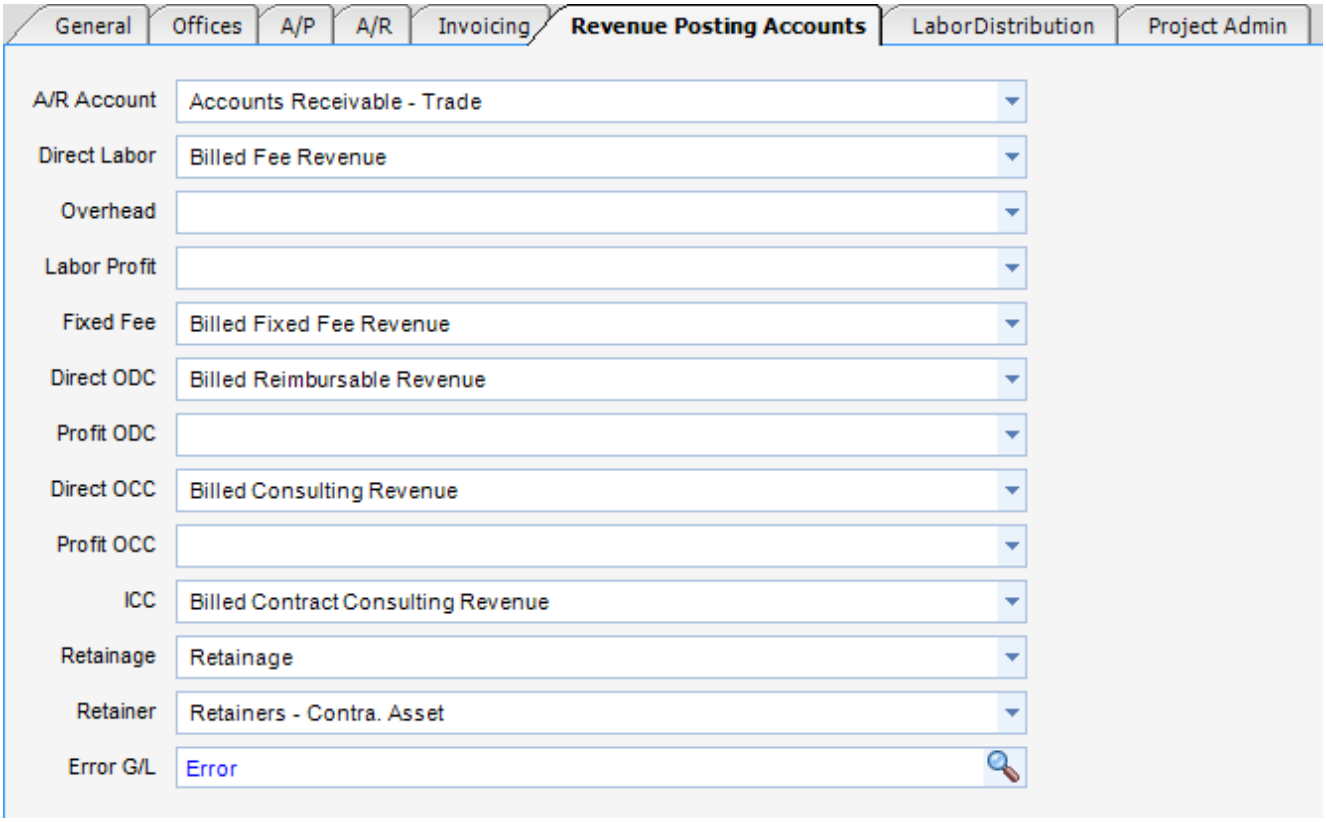
Labor, ODC, OCC and ICC flag-as-billed check boxes.

4.10.2.7 Revenue Posting Accounts

Overview

Revenue Posting Accounts. Settings on this tab relate to Revenue Posting Accounts (field descriptions below).



Revenue Posting Accounts

- **A/R Account** - A/R account to process. Required.
- **Direct Labor** - The base account to which the base amount for hourly labor is posted.
- **Overhead** - Base account to which the DPE plus OH amount for hourly labor is posted. If not supplied, direct labor is used.
- **Labor Profit** - Base account to which the profit portion for hourly labor is posted. If not supplied, direct labor is used.
- **Fixed Fee** - Base account to which fixed fee is posted. If not supplied, direct labor is used.
- **Direct ODC** - Base account to which non-marked up portion of ODC expense is posted.
- **Profit ODC** - Base account to which marked-up portion of ODC expense is posted. If not supplied, direct account is used.

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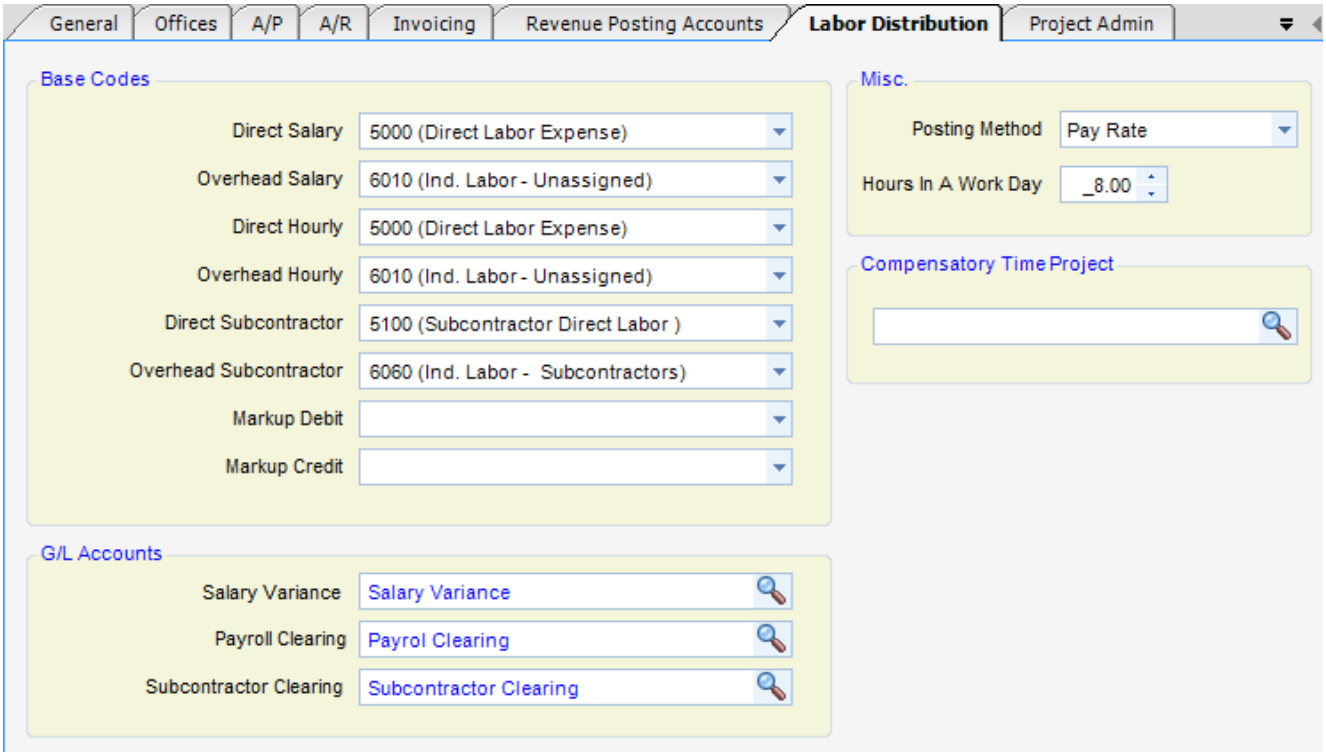
- **Direct OCC** - Base account to which non-marked up portion of OCC expense is posted.
- **Profit OCC** - Base account to which marked-up portion of OCC expense is posted. If not supplied, direct account is used.
- **ICC** - Base account to which ICC portion of fixed fee is posted.
- **Retainage** - Base account to use for retainage.
- **Retainer** - Base account to use for retainers.
- **Error G/L** -G/L account to use when an account derivation cannot be achieved.

4.10.2.8 Labor Distribution Tab

Overview

Labor Distribution Tab. Settings on this tab control Labor Distribution postings (field descriptions below).



Base Codes - These are the default base codes. Some, or all of them can be overridden by base codes at the job title, and those can be overwritten by base codes at the project level.

- **Direct Salary** - Direct Labor base account for salaried employees. It is combined with the charged organization to derive a valid G/L account. The metric type is cost; the cost type is direct; and the project management type is labor. It cannot be flagged as a subcontractor base account.
- **Overhead Salary** - Indirect Labor base account for salaried employees. It is combined with the charged organization to derive a valid G/L account. The metric type is cost; the cost type is indirect; and the project management type is labor. It cannot be flagged as a subcontractor base account.

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- **Direct Hourly** - Indirect Labor base account for non-exempt employees. It is combined with the charged organization to derive a valid G/L account. The metric type is cost; the cost type is indirect; and the project management type is labor. It cannot be flagged as a subcontractor base account.

- **Overhead Hourly** - Indirect Labor base account for non-exempt employees. It is combined with the charged organization to derive a valid G/L account. The metric type is cost; the cost type is indirect; and the project management type is labor. It cannot be flagged as a subcontractor base account.

- **Direct Subcontractor** - Direct Labor base account for subcontractors (timekeepers who are not employees). It is combined with the charged organization to derive a valid G/L account. The metric type is cost; the cost type is direct; and the project management type is labor. It must be flagged as a subcontractor base account.

- **Overhead Subcontractor** - Direct Labor base account for markup portion. It is combined with the charged organization to derive a valid G/L account. The metric type is cost; the cost type is direct; and the project management type is labor. It is used only when a marked-up value (not pay rate) is used.

- **Markup Debit** - Direct Labor base account for markup portion. It is combined with the charged organization to derive a valid G/L account. The metric type is cost; the cost type is direct; and the project management type is labor. It is used only when a marked-up value (not pay rate) is used.

- **Markup Credit** - Direct Labor base account for the offset of the markup portion. It is combined with the employee home organization to derive a valid G/L account. The metric type is cost; the cost type is direct; and the project management type is labor. It cannot be flagged as a subcontractor base account and is used only when a marked-up value (not pay rate) is used.

G/L Accounts

- **Salary Variance** - G/L account to post the difference between an exempt employees salary and their distributed pay rate amount.

- **Payroll Clearing** - Offset or suspense G/L account for direct and indirect labor (non- subcontractor).

- **Subcontractor Clearing** - Offset or suspense G/L account for direct and indirect subcontractor labor.

Misc.

- **Posting Method** - Rate method used for posting labor. There are four choices: pay rate, job cost rate, bill rate, or pay rate time (a supplied multiplier—supplied at run time).

- **Hours In A Work Day** - Standard number of hours in a work day. In Labor Distribution, it is used salary variance calculations, if compensatory time is not booked. It is also used in resource management projections.

Compensatory Time Project

- **Look-up Box -** Project to which compensatory time is posted. When posting compensatory time, salaried variance is washed through a compensatory project.

4.10.2.9 Project Admin Tab

Overview

Settings on this tab affect the setup of Projects. (Field Descriptions Below)

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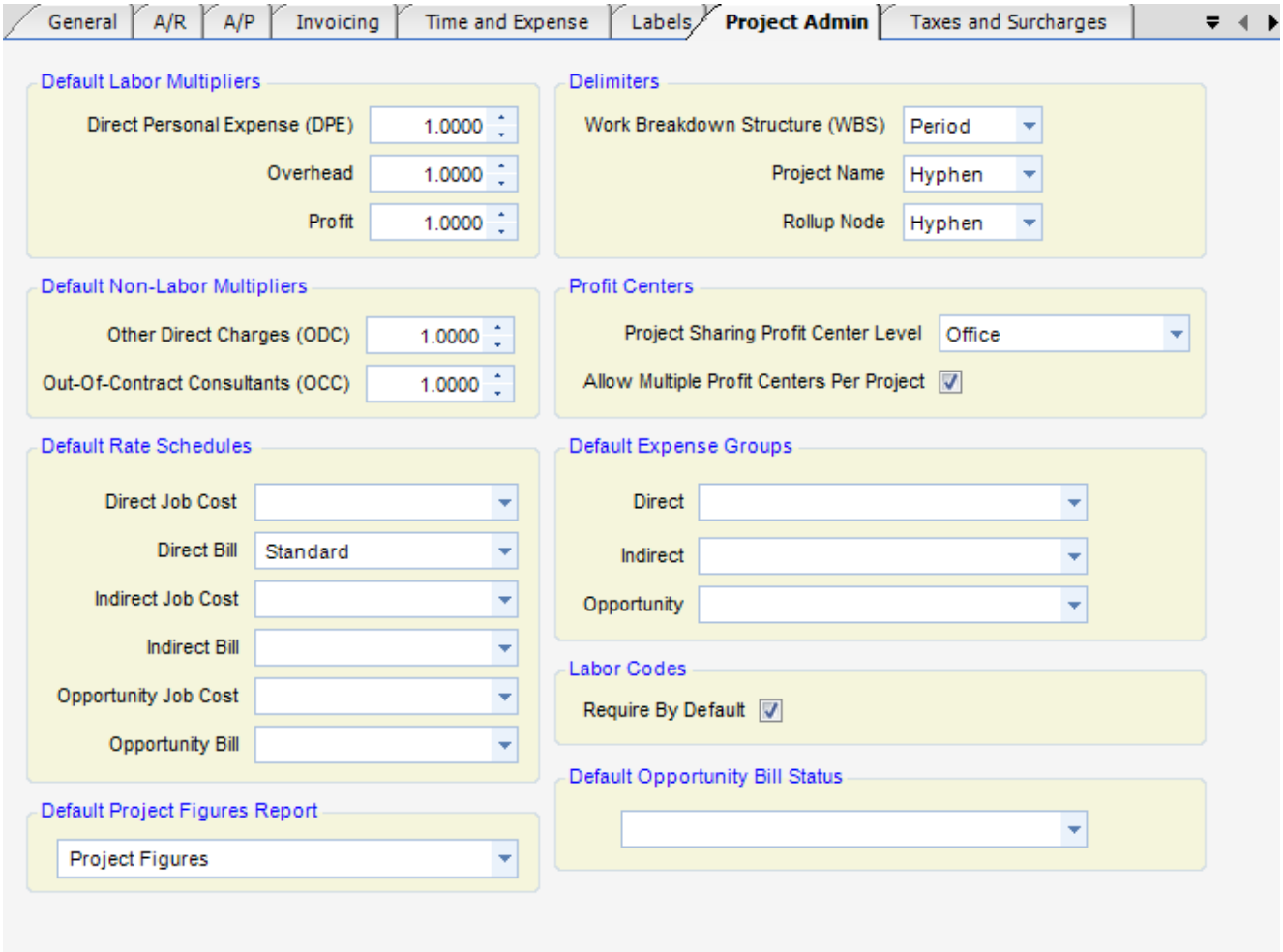

Default Labor Multipliers

- **Direct Personal Expense (DPE)** - Default DPE multiplier for projects.
- **Overhead** - Default overhead multiplier for projects. If only a combined multiplier is used, use this and set DPE and Profit to 1.
- **Profit** - Default profit multiplier for projects.

Direct Non-Labor Multipliers

- **Other Direct Charges (ODC)** - Default ODC multiplier for projects.
- **Out-Of-Contract-Consultants (OCC)** - Default OCC multiplier for projects.

Default Rate Schedules

- **Direct Job Cost** - Default job cost rate schedule for direct projects.
- **Direct Bill** - Default bill rate schedule for direct projects.
- **Indirect Job Cost** - Default job cost rate schedule for indirect projects.

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- **Indirect Bill** - Default bill rate schedule for indirect projects.
- **Opportunity Job Cost** - Default job cost rate schedule for opportunity-type projects.
- **Opportunity Bill** - Default bill rate schedule for opportunity-type projects.

Delimiters

- **Work Breakdown Structure (WBS)** - Character that delimits or separates the codes at different levels of the WBS. It is used for separation between all codes except for the roll-up node of a project. This character cannot be contained in any code.

Example. 9801-10-A would represent project 9801 phase 10 task A with a hyphen used as the delimiter.

- **Project Name** - Character that separates the project names at different levels of the WBS.
- **Rollup Node** - Character that delimits a rollup node from the project node. It can use the same delimiter as the rest of the WBS. It cannot be contained in any code.

Example. 9801.01-10-A would represent rollup 9801 project 01 phase 10 task A with a hyphen used as the WBS delimiter and a period used as the rollup delimiter.

Profit Centers

- **Project Sharing Profit Center Level** - Organization level at which profit sharing can be assigned.

Example - Office or department or division.

- **Allow multiple profit centers per project** - Enables profit sharing between profit centers within a project.

Labor Codes

- **Required by Default Check Box** - When checked, Labor Codes are required by default.

Default Opportunity Bill Status - Here you can select the Default Bill Status for Opportunity projects. These features do not limit the statuses; they simply specify the default value on a new transaction.

4.10.2.10 Revenue Recognition Tab

Overview

Revenue Recognition Tab. Settings on this tab control automated Revenue Recognition postings (field descriptions below).

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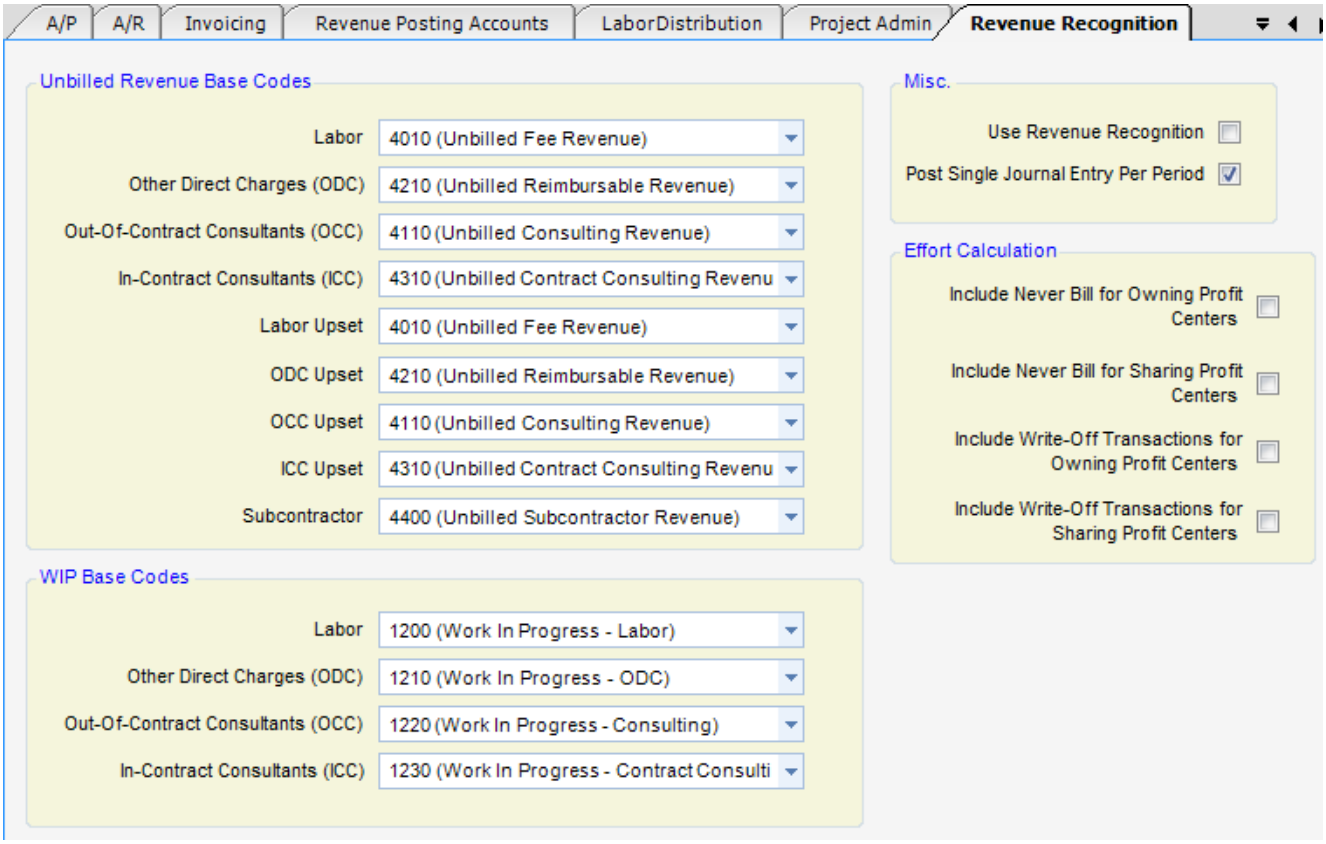

Unbilled Revenue Base Code

- **Labor** - Account for Labor Gross Earned Revenue. Base account must have a metric type of unbilled revenue and a project management type of Labor.
- **Other Direct Charges (ODC)** - Account for ODC Gross Earned Revenue. Base account must have a metric type of unbilled revenue and a project management type of ODC.
- **Out-Of-Contract Consultants (OCC)** - Account for OCC Gross Earned Revenue. Base account must have a metric type of unbilled revenue and a project management type of OCC.
- **In-Contract Consultants (ICC)** - Account for ICC Gross Earned Revenue. Base account must have a metric type of unbilled revenue and a project management type of ICC.
- **Labor Upset** - Account for Labor Overrun Earned Revenue. Base account must have a metric type of unbilled revenue and a project management type of Labor. When a cap is exceeded, this account will be debited for the amount of the overrun.
- **ODC Upset** - Account for ODC Overrun Earned Revenue. Base account must have a metric type of unbilled revenue and a project management type of ODC. When a cap is exceeded, this account will be debited for the amount of the overrun.
- **OCC Upset** - Account for OCC Overrun Earned Revenue. Base account must have a metric type of unbilled revenue and a project management type of OCC. When a cap is exceeded, this account will be debited for the amount of the overrun.

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- **ICC Upset** - Account for ICC Overrun Earned Revenue. Base account must have a metric type of unbilled revenue and a project management type of ICC. When a cap is exceeded, this account will be debited for the amount of the overrun.
- **Subcontractor -** Account for Subcontractors.

WIP Base Codes

- **Labor** - Base account for Labor work-in-progress.
- **Other Direct Charges (ODC)** - Base account for ODC work-in-progress.
- **Out-Of-Contract Consultants (OCC)** - Base account for OCC work-in-progress.
- **In-Contract Consultants (ICC)** - Base account for ICC work-in-progress.

Misc

- **Use Revenue Recognition** - Indicates whether Revenue Recognition screens will be available in the system.
- **Post single journal entry per period** - Flag indicating if only one entry should be used per period for Revenue Recognition postings. When checked, any previous entry in the same accounting period as the current processing period will first be deleted.

Effort Calculation

- **Include Never-Bill Transactions for Owning Profit Centers -** Flag indicating if transactions with a never-bill status should be included in the calculation of effort in Revenue Recognition formulas for owning profit centers.
- **Include Never-Bill Transactions for Sharing Profit Centers** - Flag indicating whether transactions with a never-bill status should be included in the calculation of effort in Revenue Recognitions formulas for owning profit centers.
- **Include Write-Off Transactions for Owning Profit Centers** - Flag indicating if transactions with a write-off status should be included in the calculation of effort in Revenue Recognition formulas for owning profit centers.
- **Include Write-Off Transactions for Sharing Profit Centers** - Flag indicating if transactions with a write-off status should be included in the calculation of effort in Revenue Recognition formulas for sharing profit centers.

4.10.2.11 SMTP Relay Servers

Overview

Stores your SMTP relay servers. These are used for email functionality in the Marketing applets.

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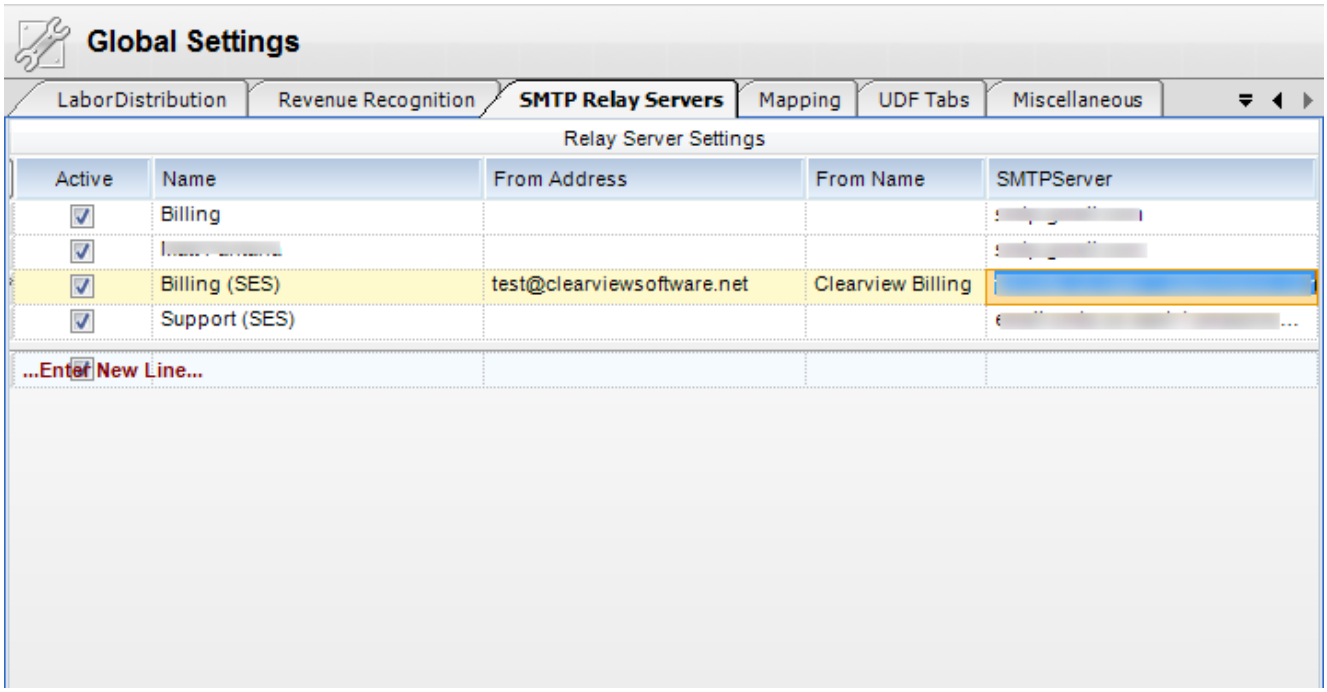

4.10.2.12 Mapping Tab

Overview

This tab holds your Bing Maps API Key and the default settings of the Mapping Applet.

Note - The Map Viewer incorporates Bing Maps to display queried data. To gain full access to this applet, you need to set up a Bing Maps account. There are some standard queries that come with InFocus to demonstrate the Map Viewers capabilities.

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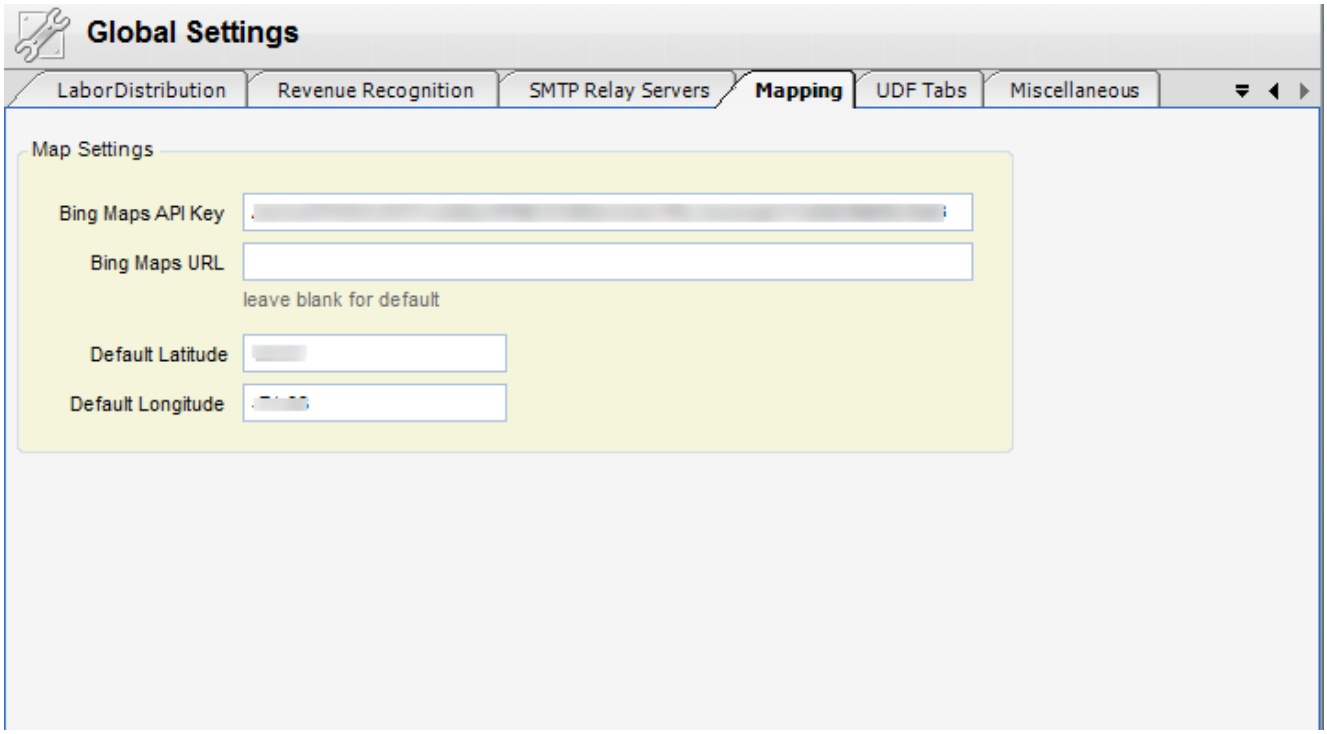

4.10.2.13 Time and Expense Tab

Overview

Time and Expense Tab. Settings on this tab affect personal time and expense entry (field descriptions below).

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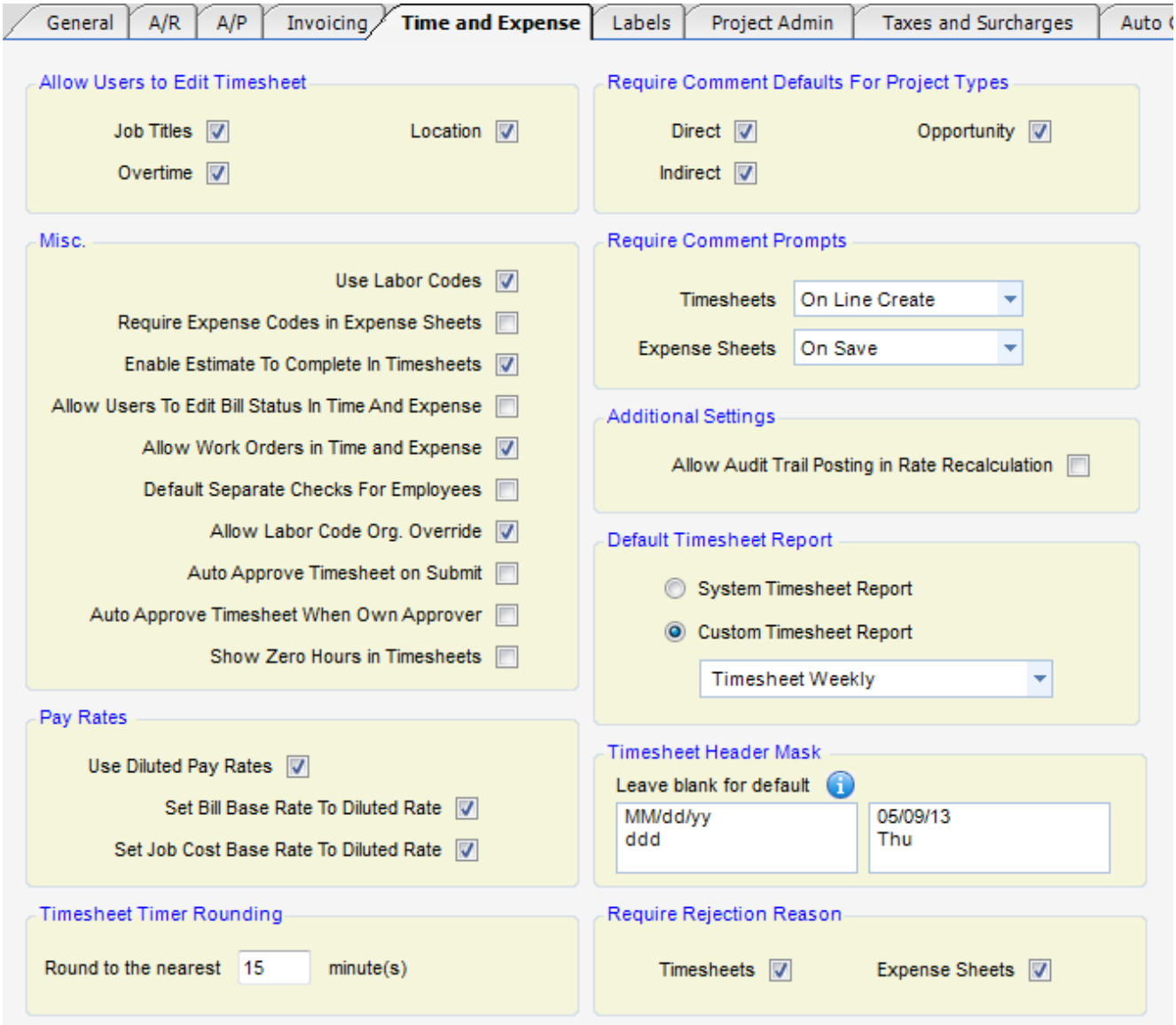

Allow users to Edit Time sheet

- **Job Titles** - When checked, true users can change their job title to an allowable job title.
- **Overtime** - When checked, true users can specify overtime.
- **Location -** When checked, true users can specify location.

Misc.

- **Use Labor Codes** - When checked, labor codes will be accessible in time entry.
- **Require Expense Codes In Expense** - When checked, users must supply an expense code in expense sheet entry. Checking this requires expense groups to be used on all projects.
- **Enable Estimate-to-Complete In Time sheets** - When checked, estimate-to-complete requests can appear

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when a user submits a timesheet. If not checked, no request will occur, whether one was requested via project setup or through a work order.

- **Allow Users to Edit Bill Status In Time and Expense** - When checked, bill status is accessible to users in time and expense entry.
- **Allow Work Orders in Time and Expense** - When checked, work orders are available in time and expense entry.
- **Default Separate Checks For Employees -** When set, will cause a separate check to be issued for each invoice (Employee Reimbursement) for an individual employee, rather than combining multiple invoices on an e-check. Regardless of this setting, the behavior can be overridden when processing E/R checks.
- **Allow Labor Code Org. Override -** Override allows individuals to use labor codes that are assigned to org units other than their home org.
- **Auto Approve Time sheet on Submit -** When this option is checked, the approval process is removed from the system. Submitted timesheets will be flagged automatically as approved.
- **Auto Approve Time sheet When Owner Approver -** When submitting a timesheet where the employee was also listed as an approver, the timesheet would auto-approve.

This check box allows you to optionally prevent auto-approval.

- **Show Zero Hours in Timesheets -** You have the ability to hide or show the zeros in the time sheet window. This is controlled in Global Settings > Time and Expense Tab by selecting the “Show Zero Hours in Time Sheets” checkbox.

Pay Rates

- **Used Diluted Pay Rates -** Enables the diluted pay rates module for use.
- **Set Bill Base Rate To Diluted Rate -** Causes the system to use the diluted rate as the base rate for calculating the bill rate, rather than the average pay rate. Base rates are used in cost plus invoicing.
- **Set Job Cost Base Rate To Diluted Rate -** Causes the system to use the diluted rate as the base rate for calculating the job cost rate, rather than the average pay rate.

Timesheet Timer Rounding

The “Time Sheet Timer Rounding” box controls the time rounding in the new Time Sheet Stopwatch. Here you set the accuracy of the timer in minutes.

Required Comment Defaults For Project Types

- **Direct -** When checked, a user entering a timesheet must enter a PM Comment before he can submit a timesheet on Direct Projects.
- **Indirect -** When checked, a user entering a timesheet must enter a PM Comment before he can submit a timesheet on Indirect Projects.
- **Opportunity -** When checked, a user entering a timesheet must enter a PM Comment before he can submit a timesheet on Opportunity Projects.

Required Comment Prompts

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The “Require Comments Prompts” determines when you are going to require that the Time Sheet and Expense Sheet comment be entered. Options include; On Save, On Submit, or On Line Create (when the user leaves the line).

Additional Settings

- **Allow Audit Trail Posting in Rate Recalculation -** When checked, You get the options to post an audit trail for *Pay Rate, Job Cost Rate,* and *Bill Rate* when you run the Recalculate Rates Utility.

Default Timesheet Report

- System Timesheet Report - Uses system report.

- Custom Timesheet Report - Allows user to select a custom timesheet report.

Timesheet Header Mask - Allows you to optionally set a Timesheet Header Mask. This mask will allow you to customize the header format for the days of a timesheet period. For Example, with the mask "MM/dd/yyyy", the date will appear as 01/05/2012.

Require Rejection Reason

You can require a reason for a rejected Time/Expense Sheet. An optional reason box has been added for rejected Time Sheets and Expense Sheets. Upon rejecting a time/expense sheet, the approver will get a pop-up requiring a reason to be entered for the rejection. When a Time or Expense sheet has been rejected, a red banner will show up in the header of the Employee’s time or expense sheet. When employee clicks on the link, they will see the reason for rejection. The banner goes away when the sheet is re-submitted. Click here and go to the 2 minute 9 second mark to learn more about the Rejection Reason.

4.10.2.14 Labels

Overview

The Labels Tab Allows you to create Overtime Types and Customize Time sheet headers. You are able to customize the column name of the Work Order, Job Title, Bill Status, Labor Code and Location Columns by just filling in the new name on this tab. If you delete the name, it defaults to the original.

You have the option of selecting up to 4 different overtime types. When you add a name to the Overtime label box, it is activated (Fig.1). You can then go to the Employees Applet > Pay History Tab (Fig. 2) and enter the overtime amounts. When more than one Overtime Type is activated, employees will be required to select an Overtime Type when they enter overtime. If you delete the name from the box, the Overtime type will be deactivated. Click here and go to the 3 minute 10 second mark to learn more about the Overtime Types.

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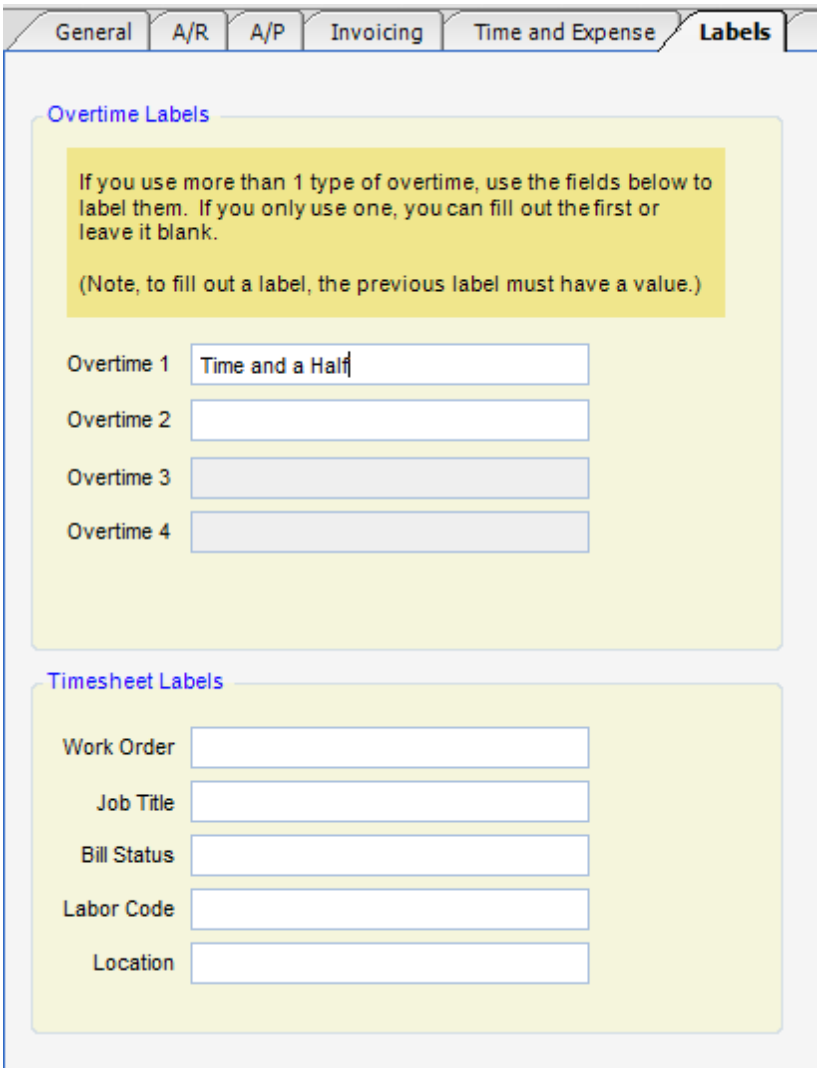

(Fig.1)

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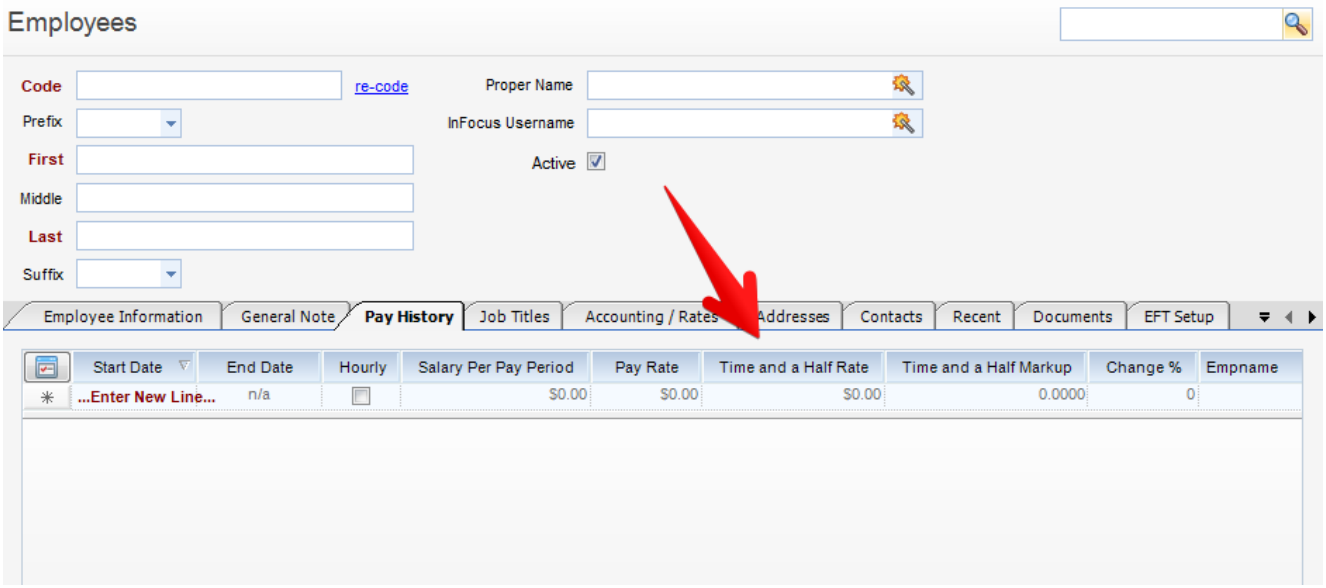
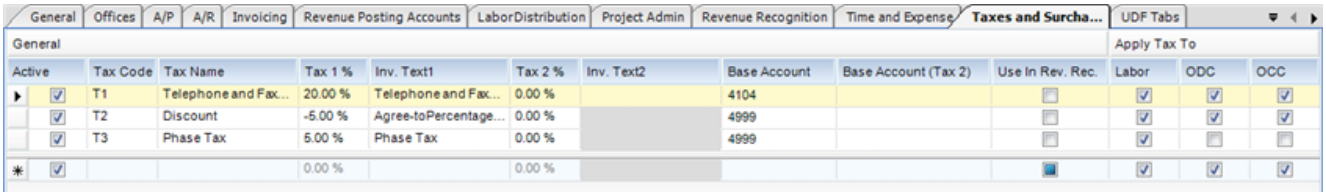


(Fig.2)

4.10.2.15 Taxes and Surcharges Tab

Overview

Taxes and Surcharges Tab. Settings on this tab relate to the Taxes and Surcharges Tab (field descriptions below).



"General" Column

- **Active -** When checked, the tax will appear on the "Taxes and Surcharges" tab in the Projects applet.
- **Tax Code -** Tax code used to differentiate between tax codes.
- **Tax Name -** Tax Name
- **Tax 1 % -** Percentage of 1st tax in the Tax Invoice Section.
- **Invoice Text1 -** Name of 1st Tax as it appears on the invoice.
- **Tax 2 % -** Percentage of 1st tax in the Tax Invoice Section (optional).
- **Invoice Text2 -** Name of 1st Tax as it appears on the invoice (optional).
- **Base Account -** Base account for this tax.

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- **Base Account (Tax 2)** - You can post tax amount 2 to a separate G/L account.
- **Use in Rev. Rec. -** When checked, the tax will be used in the Rev. Rec. feature in *InFocus*.

"Apply Tax To" Column

- **Labor -** When checked, the tax will be applied to the Labor section of the invoice.
- **ODC -** When checked, the tax will be applied to the ODC section of the invoice.
- **OCC -** When checked, the tax will be applied to the OCC section of the invoice.

4.10.2.16 Auto Codes

Overview

Auto-Coding allows InFocus to auto generate codes for Projects, Opportunities, Firms and Employees.
Click here and go to the 3 minute 57 seconds mark to learn more about the Auto Coding Tab in Global Settings.

To enable Auto Coding in Projects, Opportunities, Firms, and Employees check the box in the header of the tab and click *Save.*

Columns
Type - Applet where Code is being generated
Name - Name of Code
Prefix - Text that will appear before any Auto-Generated code. You can use Global Variables to generate these. For example, @YEAR@ will append the current year to the code.
Seed - The starting code for the codes.
Pad Length - The length of the code. For example, with a pad of 4, if the code is 1, Auto-Coding will generate 0001.
Custom - Does the Code require a Custom Query or not..
Custom Query - Enter a custom Query here to generate a custom code.

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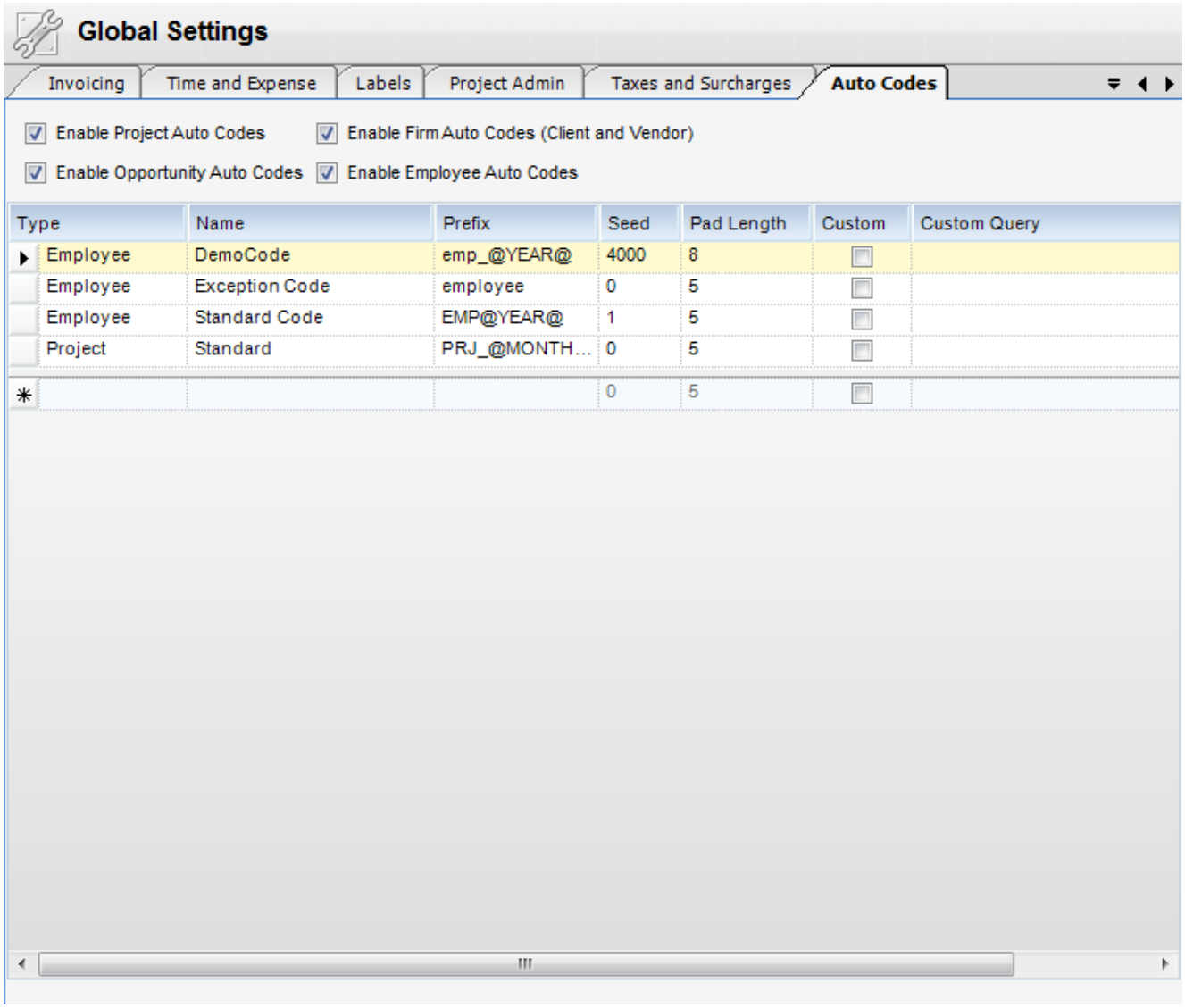

4.10.2.17 Document Management Tab

Overview

Document Management Tab. Settings on this tab deal with the configuration of Document Management in InFocus. Document Management is HTTP. What this means is that documents live in the same installation folder as InFocus (<drive>:\program files\Clearview Software\InFocus\Client**Documents**). When you upgrade to version 1.4.7, a Documents folder is created. This is where all documents will reside. All previously archived documents will need to be moved into this folder. Additionally, you will need to modify the permissions on the folder to allow Read/Write access to the folder. (See this article or a more detailed explanation.)

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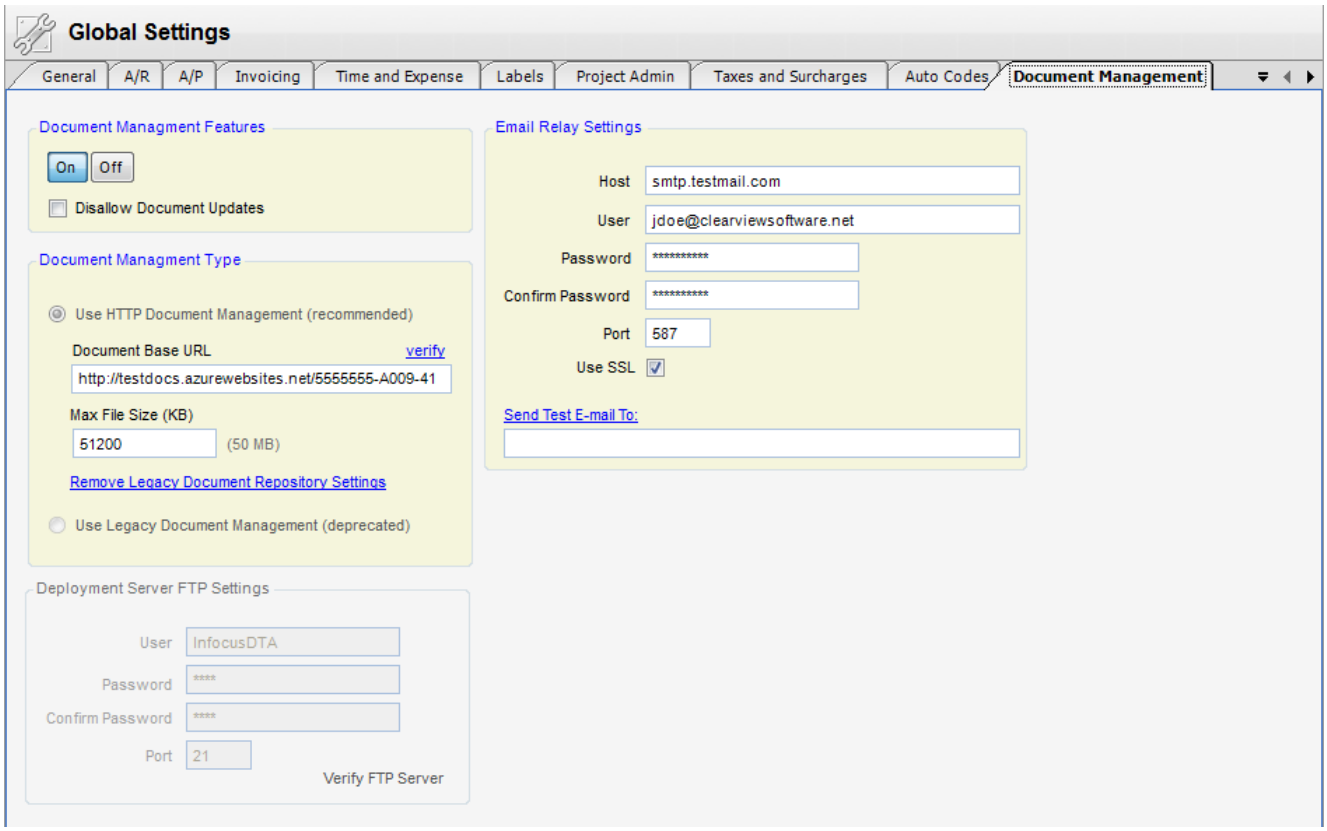

Fields

Document Management Features - The On/Off switch turns Document Management within InFocus Off and On.

- Disallow Document Updates

Document Management Type

- **Document Base URL -** This URL is the URL that you use to launch InFocus (typically http://server_name/infocus).
- **Max File Size (KB)** - This limits the size of the documents to be uploaded.

Deployment Server Ftp Settings (Legacy Doc Management Setup) - These settings are generated by the DTA Config utility when DM is configured.
****Clearview does not configure this way any more. All new Clients must use HTTP Document Management****
Note - Once you select Use HTTP Document Management, you are unable to go back to Legacy Document Management.

- User - InFocus DTA is the default user.
- Password - A default password is generated during setup. To properly change the password, go to your FTP provider and change it. Then change the password here to the corresponding password.
- Confirm Password - Password used to confirm the new password to be entered.
- Port - The port being used by the FTP service to communicate with InFocus.

Email Relay Settings

- Host - SMTP Email Host
- User - Who the email is from (ex. noreply@clearviewsoftware.net)
- Password - Email password
- Confirm Password - Password used to confirm the new password to be entered.

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- Port - SMTP Port
- Use SSL

Send Test E-mail To - This is the email address that will receive messages from the DM utility. A test email will be sent when you click on the highlighted text.

4.10.2.18 Multi-Company Tab

Overview

Multi-Company is used for enhance multi-company support. Multi-company transfers can be achieved through Automated Invoicing. In a multi-company scenario, top level org units are considered companies.

For each journal you can specify how the system handles the attempt of a transaction to reference two or more companies. The settings are Warn, Disallow or Allow.

A link in the Help About screen allows you to change the active company name. When you change the company name you will see the new name you entered in the screen title bar and all reports will now use that name. This setting is relative to the logged in user and does not persist after you log out of Infocus. This means two different users can simultaneously be operating under different company names.

A Use Org Unit for Non-control accounts has been added to all custom journal by date reports. This allows proper filtering in a multi-company scenario.

Enable Intercompany Transfer By Company - For more information about Intercompany Transfers click here.

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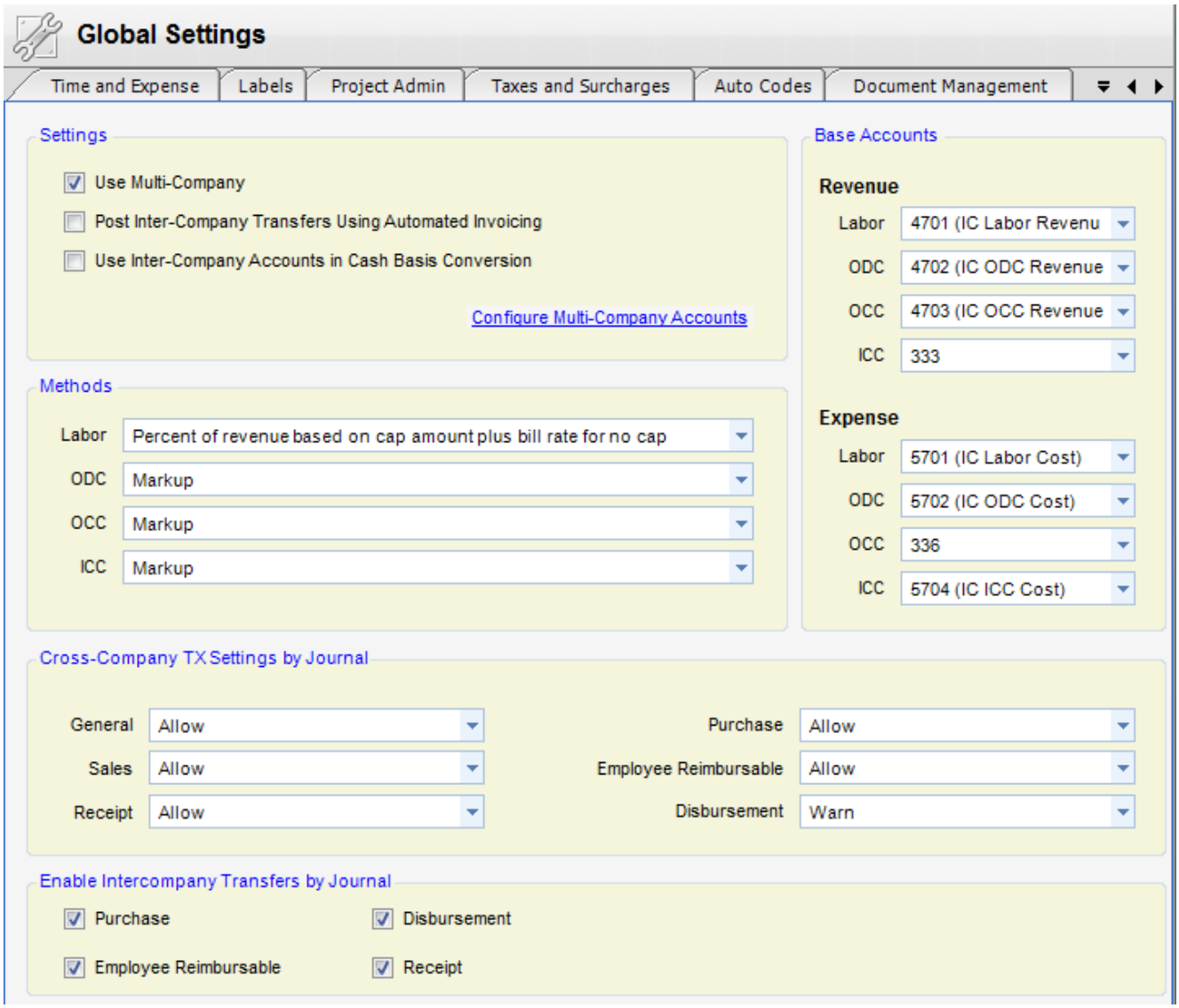

4.10.2.18.1 Intercompany Transfers

Overview

Intercompany Transfers

Automatic Inter-company Transfers have been added to the Purchase, Disbursement, Employee Reimbursable and Receipt Journals, as well as A/P and E/R Check Writing, Labor Distribution, and the Import Expense Sheets utility.

The automatic ICT's (inter-company transfers) are balance sheet line items using the appropriate due-to and due-from accounts as specified in Global Settings on the Multi-Company Tab.

In Global Settings, four check boxes have been added to the Multi-Company tab to enable automatic ICT in the four aforementioned journals.

In each journal, an option to Enable ICT has been added to allow user enable/disable automatic ICT.

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In the four processes (the two check writers, import expense sheets and labor distribution) a Post ICT check box has been added.

In all cases the “Use Multi-Company” option must be enabled in Global Settings.

When the “Enable ICT” is active in a journal, the automated lined entries made by the system are not editable.

The use of G/L accounts with no assigned organization is not supported in automatic ICT. This means all of your G/L accounts involved in a transaction must have an associated org unit.

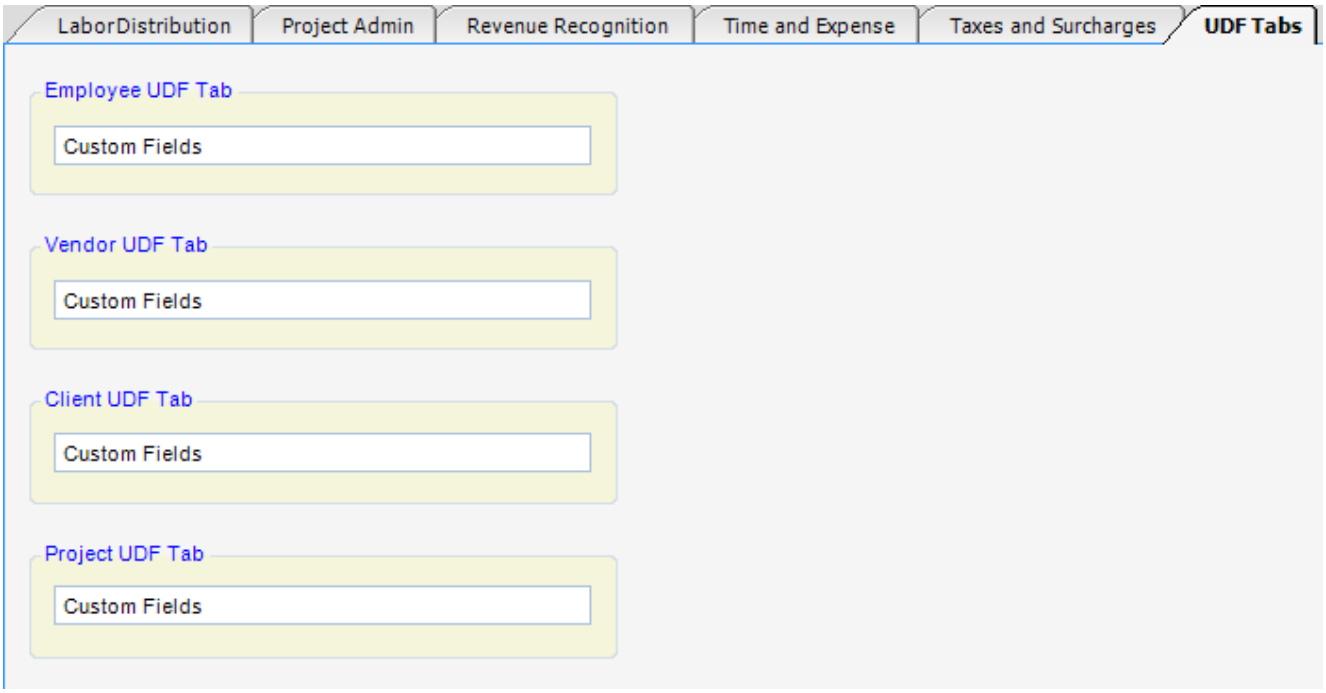
When more than two companies exist, each company must have separate due-to and due-from accounts established in the Global Settings inter-company account settings (matrix). This means that one account appears more than once in the matrix.

Additional setup and training is required to use this feature as well as an associated cost. If you are interested in using ICT, please contact support.

4.10.2.19 UDF Tab

Overview

UDF Tab. Settings on this tab relate to UDF’s - User Defined Fields (field descriptions below).



Employee UDF Tab

- Text Box - Text that should appear in the Employee Setup form for the User Defined Fields tab.

Vendor UDF Tab

- Text Box- Text that should appear in the Vendor Setup form for the User Defined Fields tab.

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Client UDF Tab

- Text Box- Text that should appear in the Client Setup form for the User Defined Fields tab.

Project UDF Tab

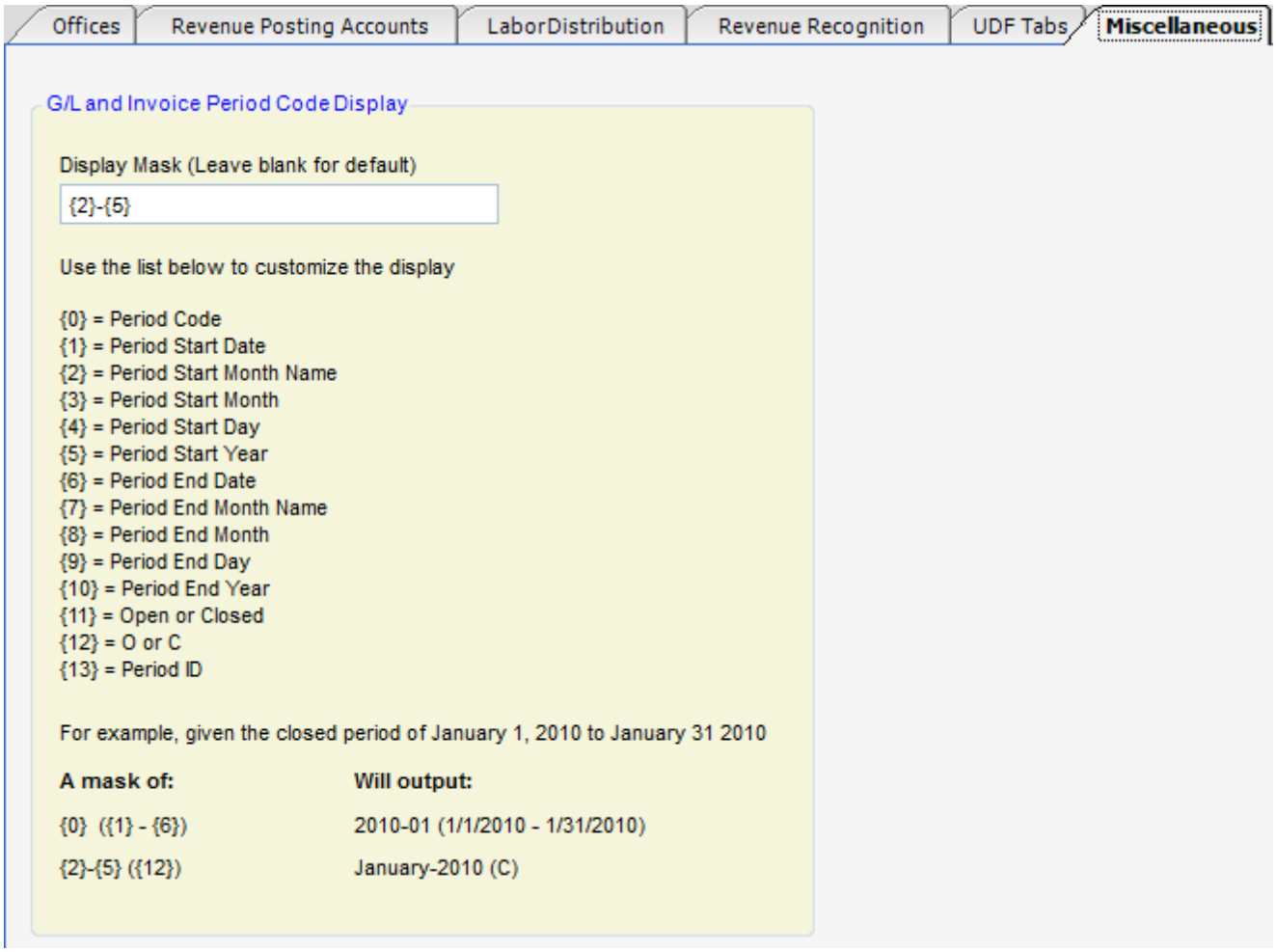
- Text Box - Text that should appear in the Project Setup form for the User Defined Fields tab.

4.10.2.20 Miscellaneous Tab

Overview

This tab contains Miscellaneous settings that do not fall under any of the other tabs.

G/L and Invoice Period Code Display - Allows you to display G/L periods in other formats. This is useful for people whose accounting periods are not the same as the calendar year. Formats are in the tab to aid you in setup.



4.10.3 List Management

Overview

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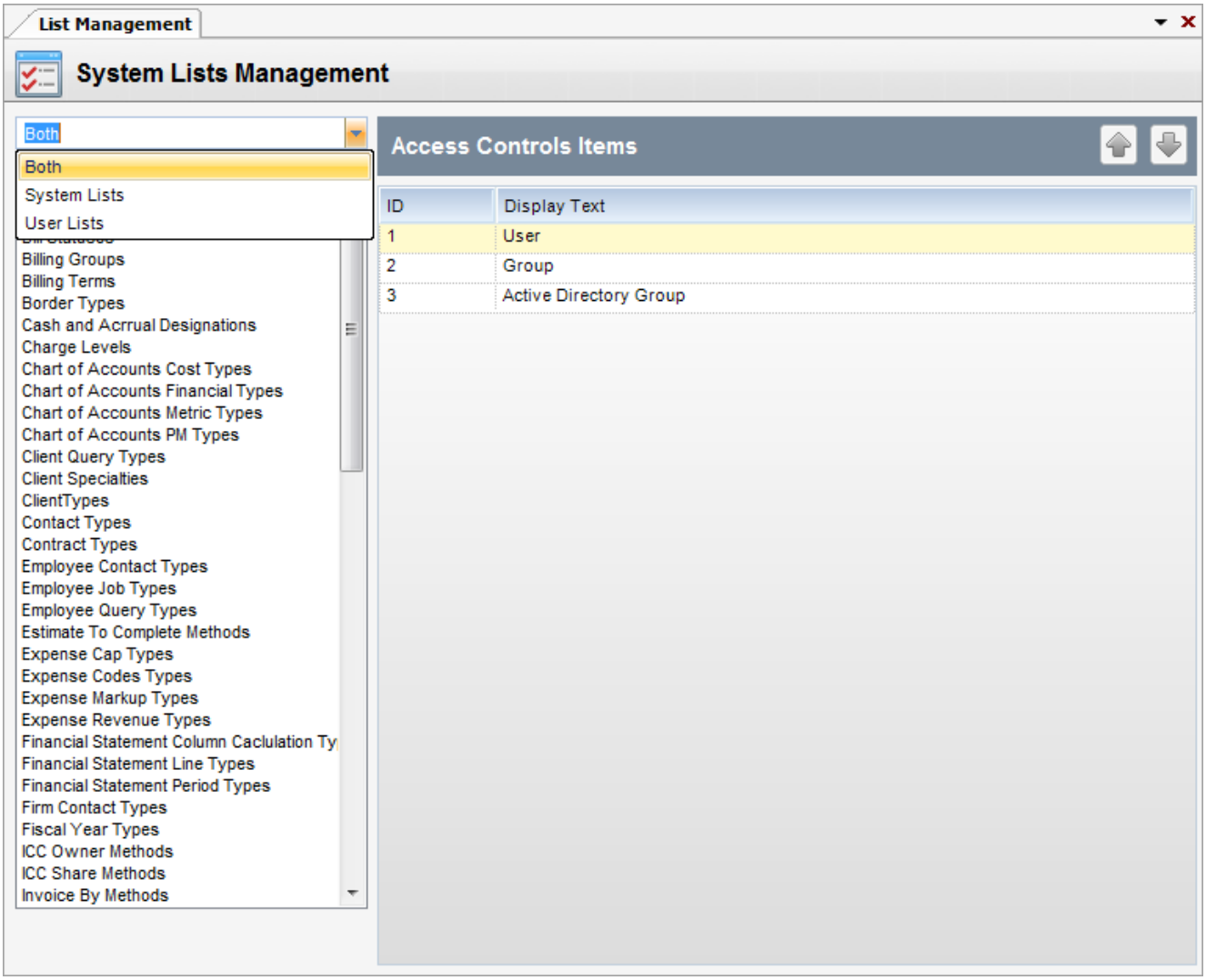
List Management.

Almost every drop-down box in InFocus (or wherever there are more than two selections) contains a list.

Lists can be of two types - System and User.

System lists cannot be added to, edited, or deleted. They are viewable for reference purposes only.

User lists are completely controlled by the user. They can be added to, edited, deleted, and reordered.



4.10.3.1 How To

4.10.3.1.1 Manage User Lists

Overview

How to Manage User Lists. In the left corner of the List Management screen, select User Lists. A list of user lists will appear. Select the user list to change and the grid will fill out with the list items. There are two columns—List ID and Display Text. List ID is system-generated and cannot be changed by the user. Display Text is what appears in the drop-down. This value must be unique with respect to the list.

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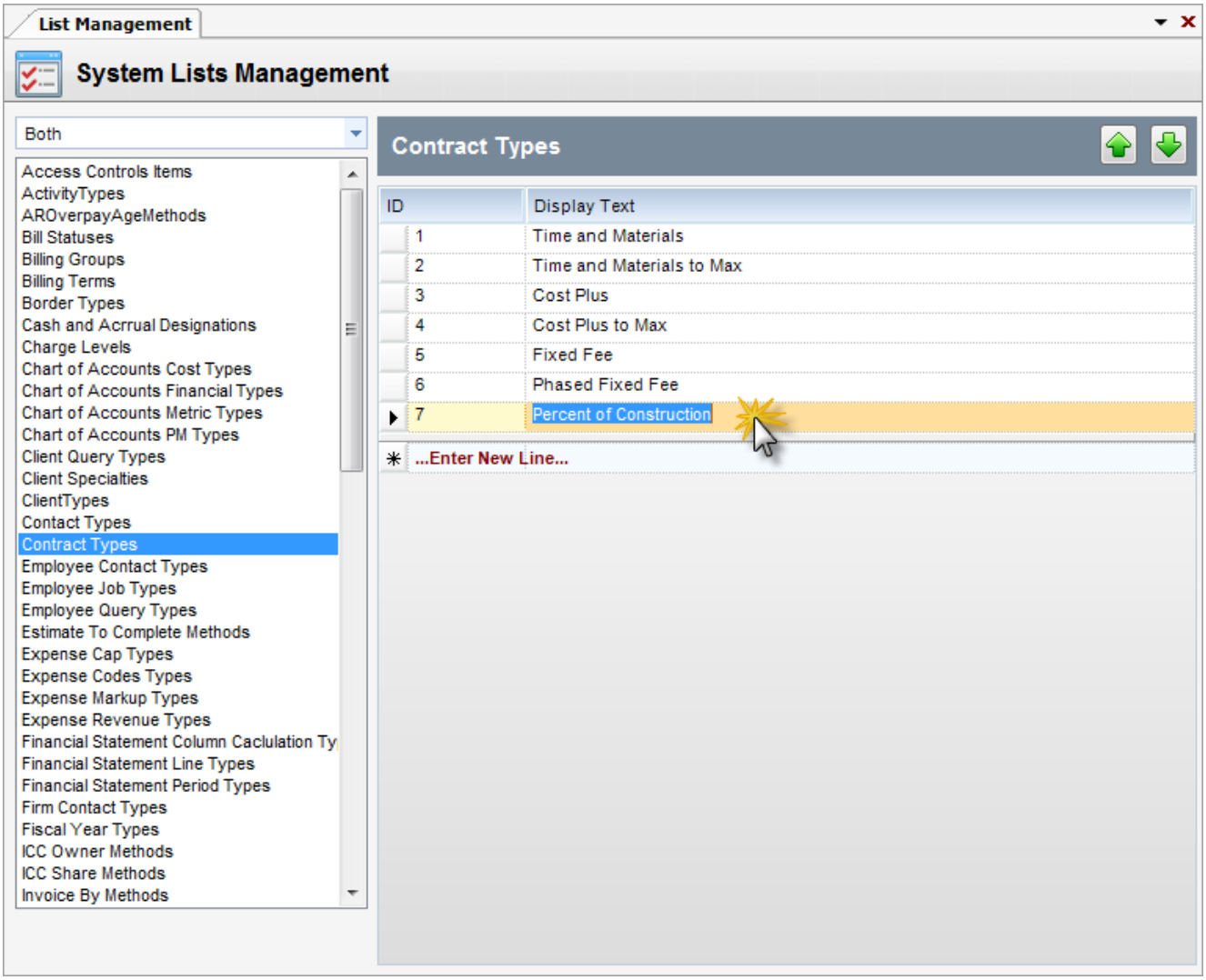
- **To add a row** - Type a value in the display text box on the Enter New Line row. Press Save to save the entries.
- **To delete a row** - Click on the left arrow symbol on the far left of the row to delete, and then hit the Delete button.
- **To edit a row** - Type over the display text.
- **To reorder a row** - Click on the left arrow symbol at the far left of the row to move, and then click on the up or down arrow in the right corner above the grid.

Note: Most user lists are referenced lists. That means, if the text of a list item is changed after other records in the system have been assigned to the changed list item, those records will pick up the new text. The lists that are exceptions are name suffixes, name prefixes, and postal states. A list is non-referenced if it is possible to type in a value in the associated drop-down that is not in the list.



4.10.4 Permissions

Overview

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Permissions. Permissions can be assigned to one of two entities - users or groups. Permissions are additive, meaning a user has permissions assigned directly to him, as well as rights assigned to groups of which the user is a member.

Groups usually are established based on common departmental requirements. For instance, the user may establish an Accounts Receivable group and assign all personnel who perform client billing to that group. When doing so, assign least common denominator rights to that group, since one member of the group is likely a manager and will receive more rights. For that manager, either set up a second group, or give him more rights. A user can belong to as many groups as necessary.

User Permissions are assigned per applet. Applets are the subcategories shown by clicking on the sidebar. For example, clicking Personal, the following applets appear--Expense Sheets, My Work Orders, and Timesheets. Each applet has four basic rights.

- **View** - Gives users permission to view records.
- **Edit** - Gives users permission to modify records.
- **Add** - Gives users permission to add records.
- **Delete** - Gives users permission to delete records.

If no right is selected, the applet does not appear on the Main Menu for that user. If no applets are viewable within a given module. Likewise, if no applets are viewable within a given module, that module will not appear in the Main Menu for that user. Some applets have special rights in addition to the standard four. The right, or permission name, should be indicative of what it controls (see Special Rights for more information).

When an employee is added to the system in Employee Setup, assuming he was given a login name at that time, he will be added automatically as a user.

Permissions can be set quickly for a module or all applets in the system from the General tab in the user and group pop-ups. The mass setting fields are as follows:

- **Set** - This drop-down gives the user a choice of which standard right to set, as well as an All option.
- **For** - This drop-down gives the user a choice of which module to set, as well as an All option.
- **To** - When checked, the rights are enabled, based on the Set and For options. Otherwise, the rights are revoked.

4.10.4.1 Users Main Tab

Overview

Users Main Tab. Users are accessed from the Permissions applet in the Users tab.

- **Add User -** To add a user, add a login to the grid, then associate an employee to that login and click Save.

An employee can be assigned only to a single login.

- **To modify user permissions** just click on the lock icon and the *InFocus Permissions for "username"* box will pop up.

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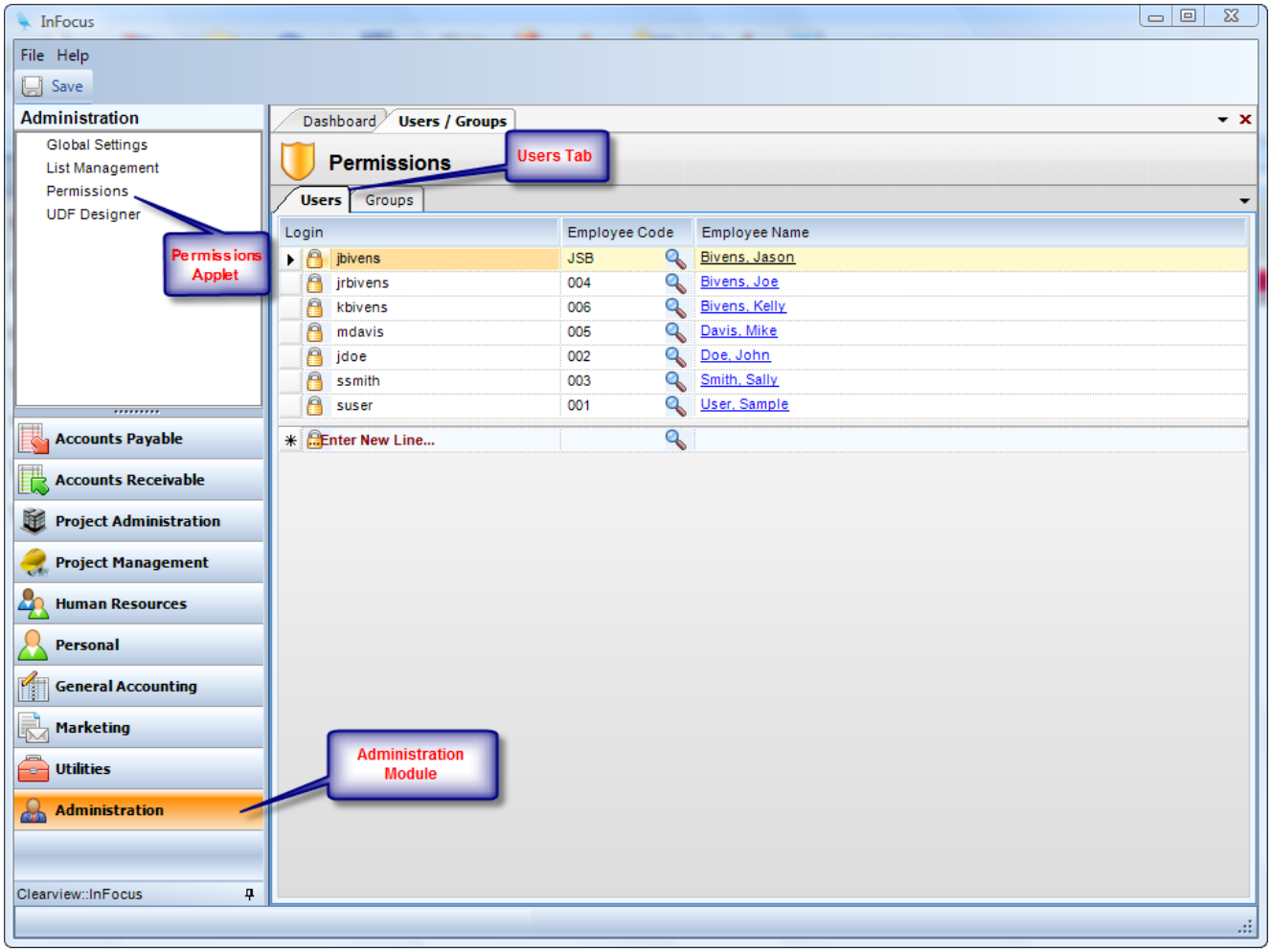
- **To delete user permissions** just click on the black arrow next to the User (group) you would like to delete and hit *Delete*.



4.10.4.1.1 General Tab

Overview

General Tab.

Location - Use the path given in the Users' Overview section of the manual. First, click on the lock. Next, a pop-up box (illustrated below) called InFocus Permissions for User Name will appear (descriptions below).

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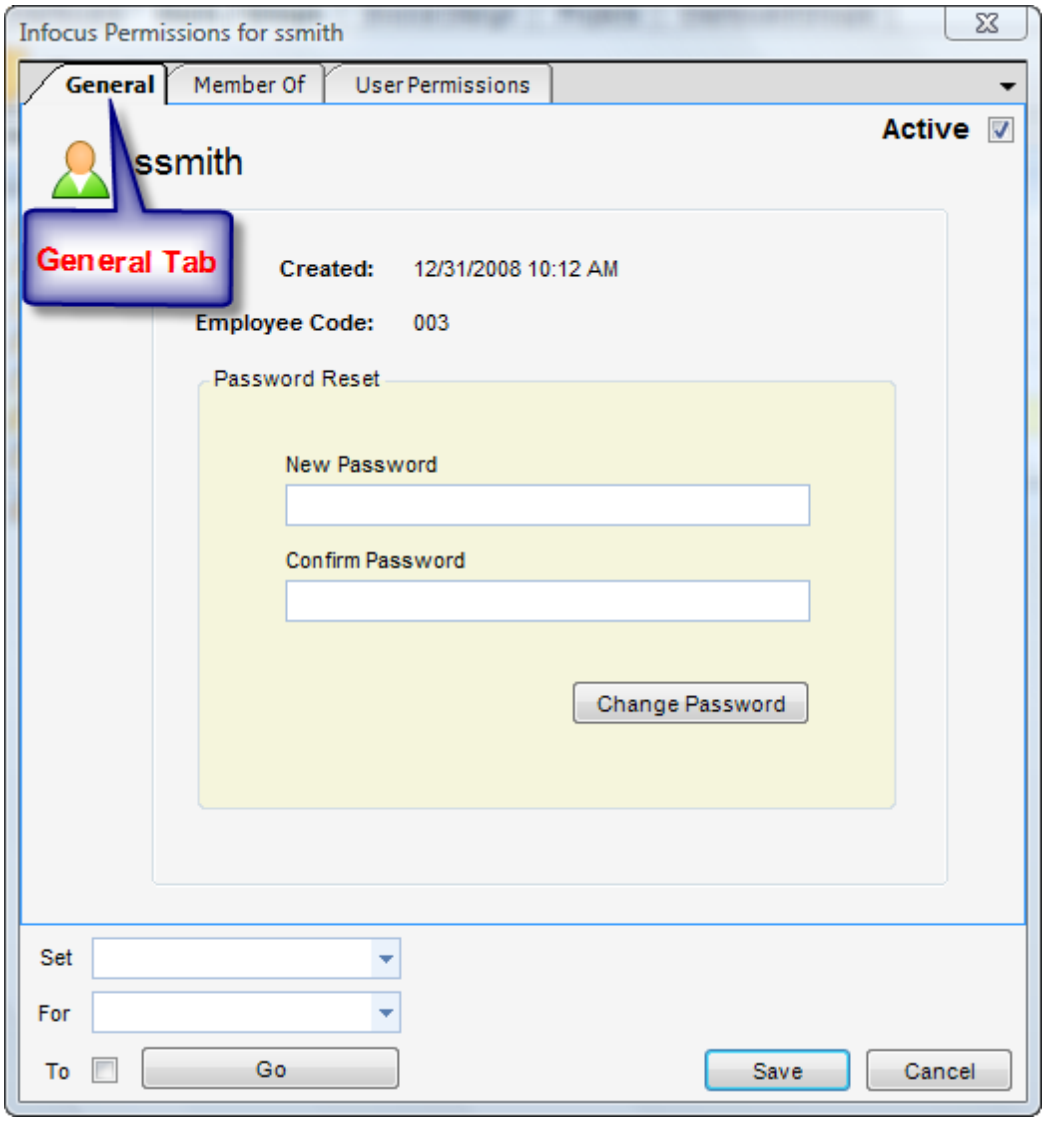

- **Created** - Date and time user account was created. Informational only and cannot be modified.
- **Employee Code** - Employee code assigned to this user account. Informational only and cannot be modified here.
- **Password Reset**

  New Password - New user account password

  Confirm Password - Confirmation of new user account password

Click **Save to save any changes made on this tab.**

4.10.4.1.2 Members Of Tab

Overview

Members Of Tab.

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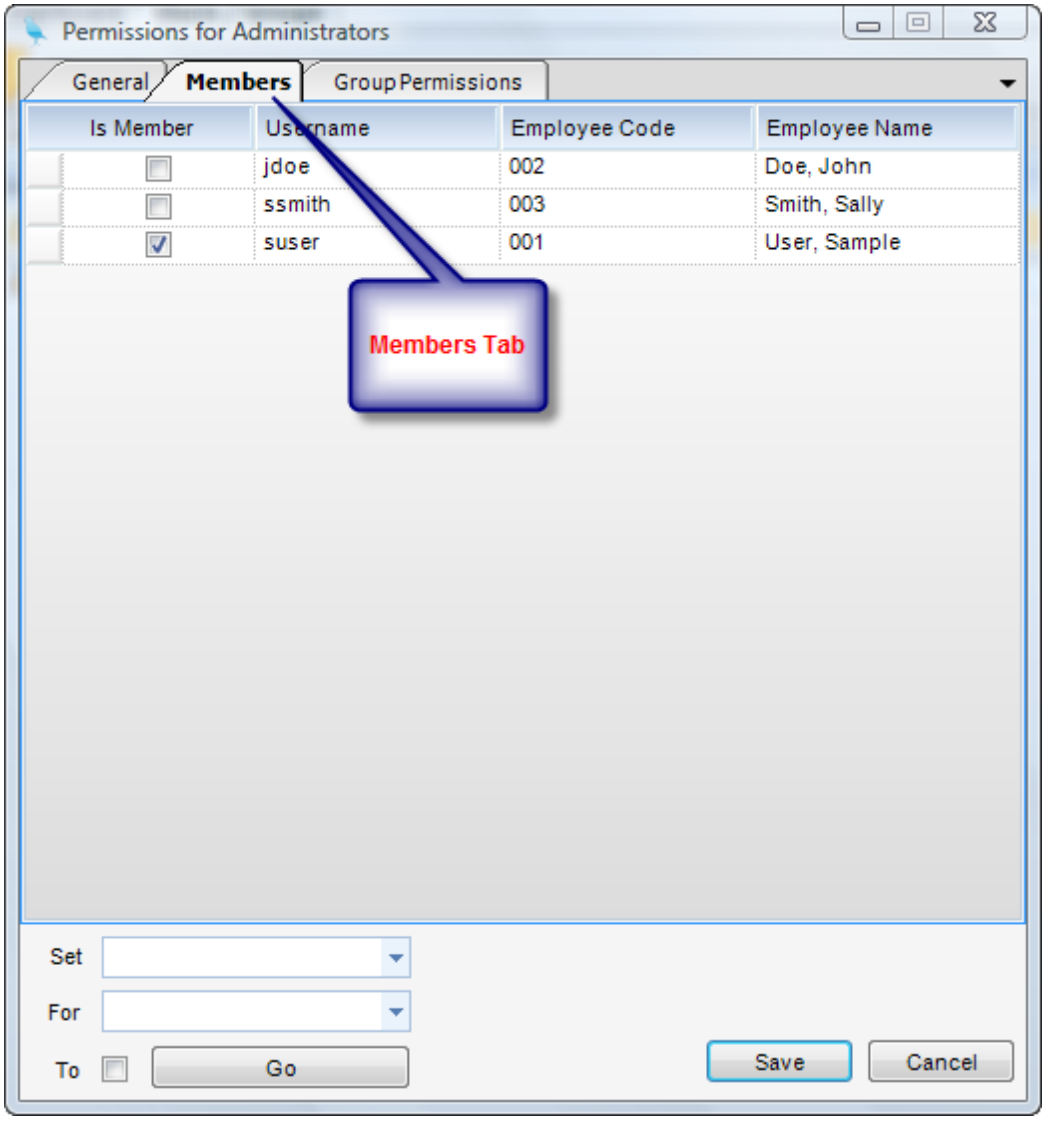
Location - Use the path given in the Users' Overview section of the manual. First, click on the lock. Next, a pop-up box (illustrated below) called InFocus Permissions for "User Name" will appear (descriptions below).



- **Description -** This tab will contain a list of all users setup in the system. Information cannot be modified on this box.
- **Is Member** - When checked, this member is a part of this group.
- Click Save to save any changes.

4.10.4.1.3 User Permissions Tab

Overview

User Permissions Tab. This tab contains permissions for every applet organized by module. Within some applets special rights may exist. To view "Special Rights" go to the Special Rights section of this manual.

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How to assign permissions to a user:

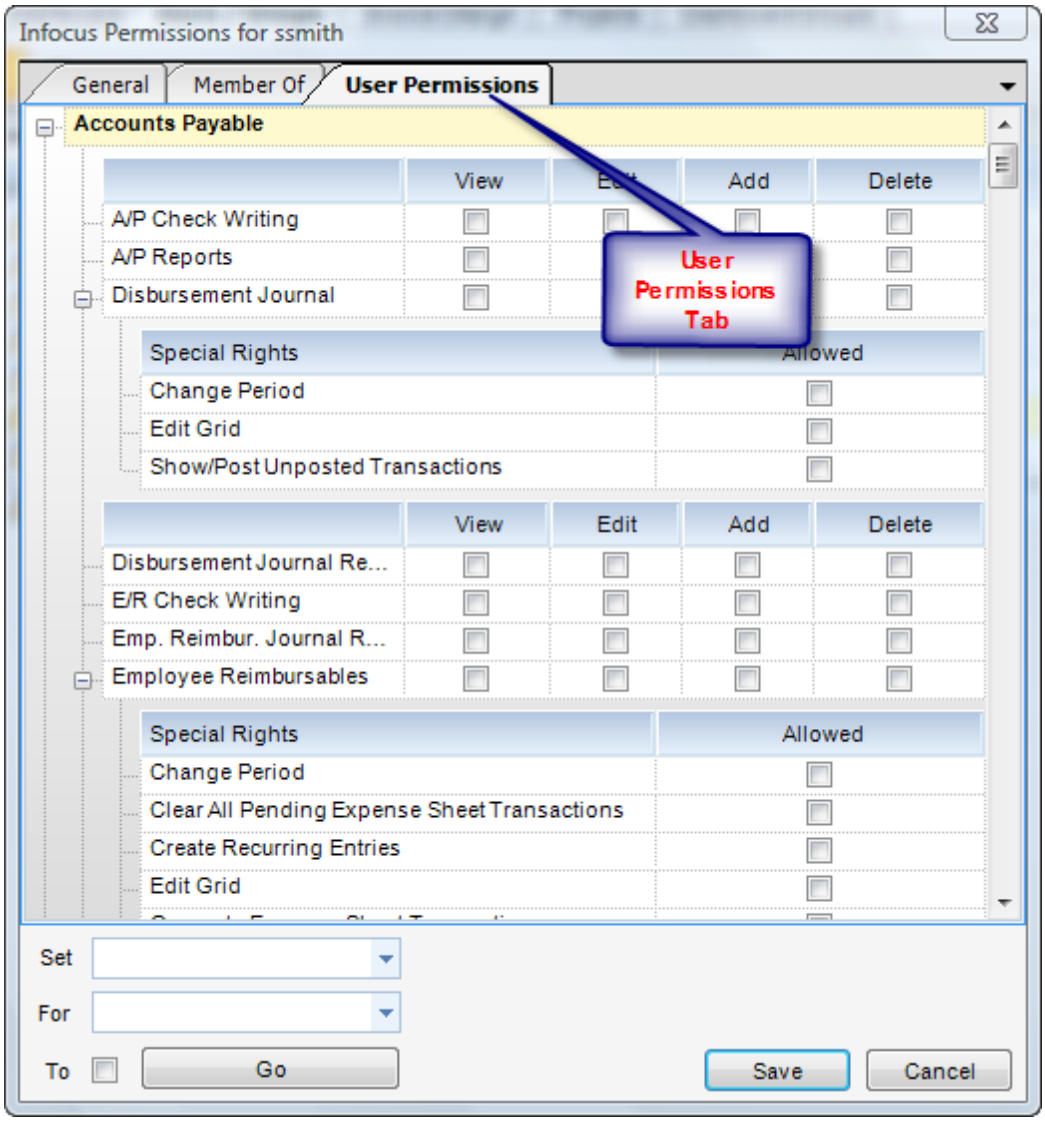
Step 1 - Go to the *Permissions* Applet located in the *Administration Module*. Click on the *User's Tab*.

Step 2 - Click on the Lock located next to the user's name you wish to grant permissions to.

Step 3 - An InFocus Permissions for Username box will pop up. Click on the User Permissions tab.

Step 4 - Simply check off the rights you wish to assign.

Step 5 - Click *Save*.



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4.10.4.1.4 How To

4.10.4.1.4.1 Create Groups and Users_2

Overview

Creating Groups and Users. During initial setup, an Admin group must be created first. The following tutorial shows how to set up an Admin group; however, the same process to create other groups and users will be used.

- Go to the *Permissions* Applet located in the *Administration Module*. Click on the *Groups Tab*. Once there Type "Admin" in the text box under the heading "Group Name" ("Login" for Users setup).
- Then click *Save.*
- To assign permissions to the Admin user, refer to the User Permissions section of this manual. Refer to the Group Permissions section of this manual to assign permissions to a group.

4.10.4.2 Groups Main Tab

Overview

Groups Main Tab. Access Groups from the Permissions applet Group tab.

- **Add group -** To add a group, add a group name to the grid and click Save.
- **Modify groups permissions -** To modify a group's permissions (or its member list), click on the lock icon.
- **Delete groups permissions -** To delete a group's permissions, click on the asterisk next to the group to be deleted, and hit Delete.

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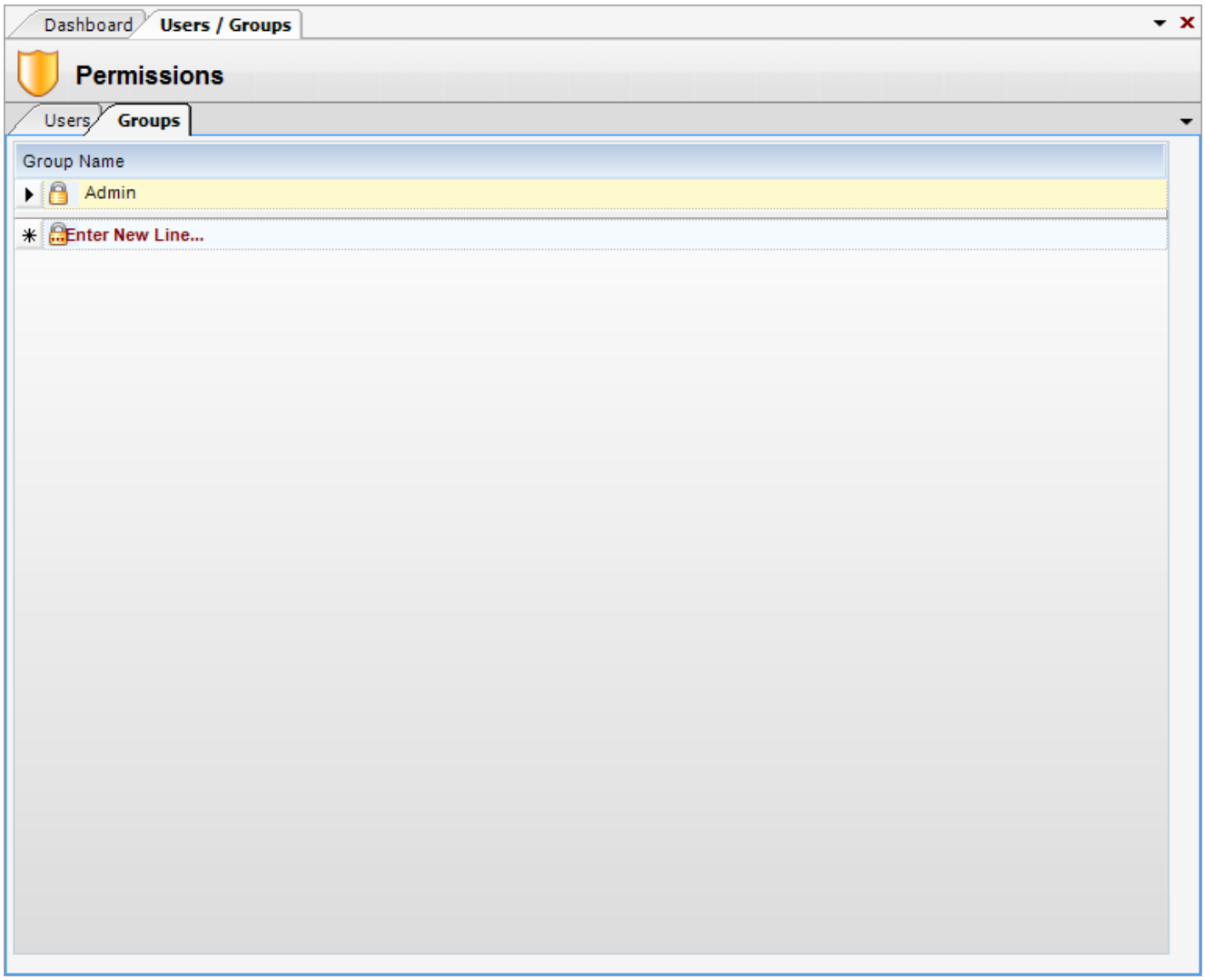

4.10.4.2.1 General Tab

Overview

The General Tab :

- Contains the name of the group. (It can be changed here).
- Date and time that the group was created. Informational only and cannot be modified.
- Click *Save* to save your changes.

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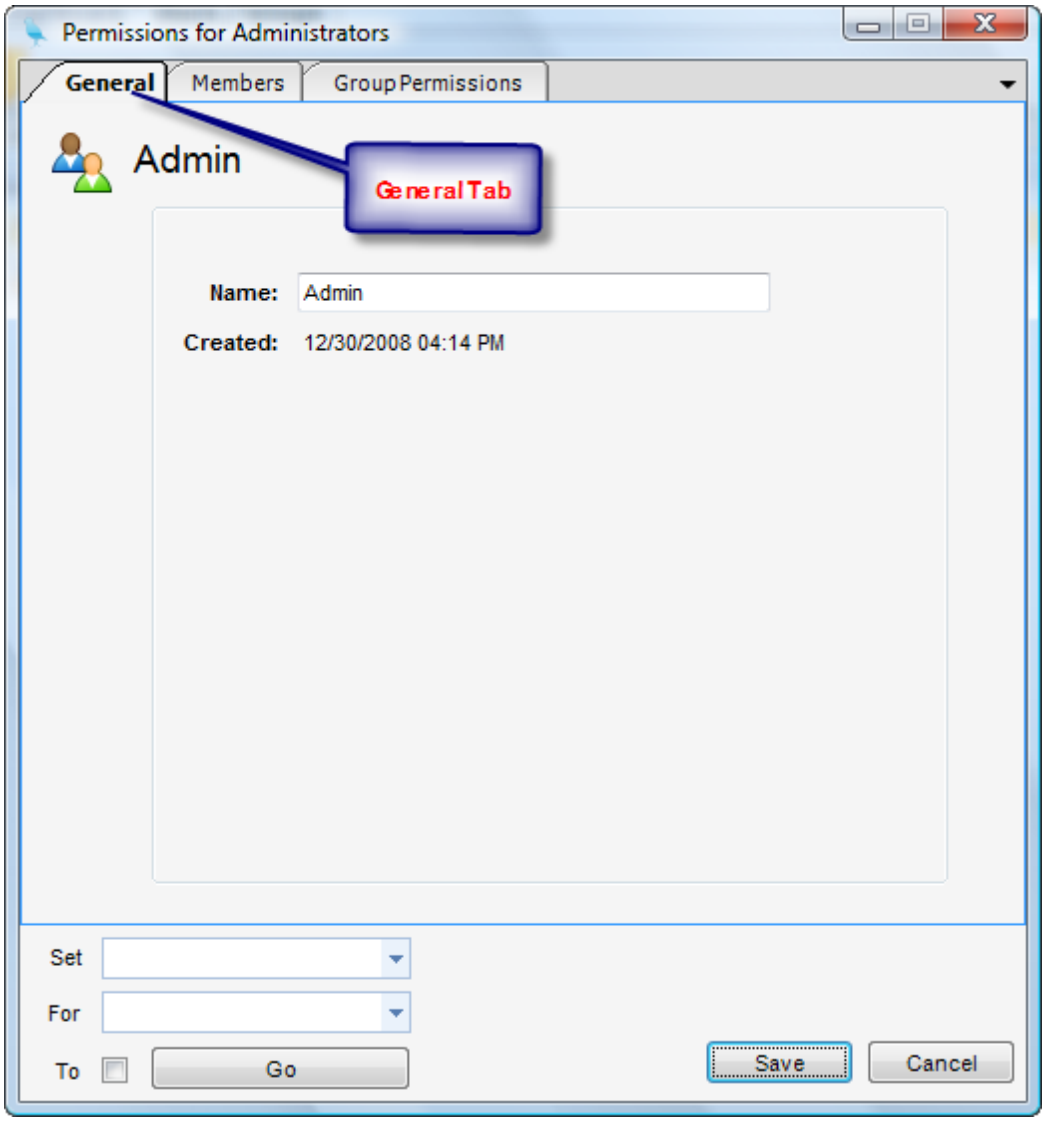

4.10.4.2.2 Members Tab

Overview

The Members Tab. This tab contains a list of all users setup in the system. Information cannot be modified on this box.

Location - How to assign Members to a Group:

Step 1 - Go to the *Permissions* Applet located in the *Administration* Module. Click on the *Groups Tab*.

Step 2 - Click on the Lock located next to the "Admin" group.

Step 3 - A "Permissions for Administrators" box will pop up. Click on the *Members Tab*.

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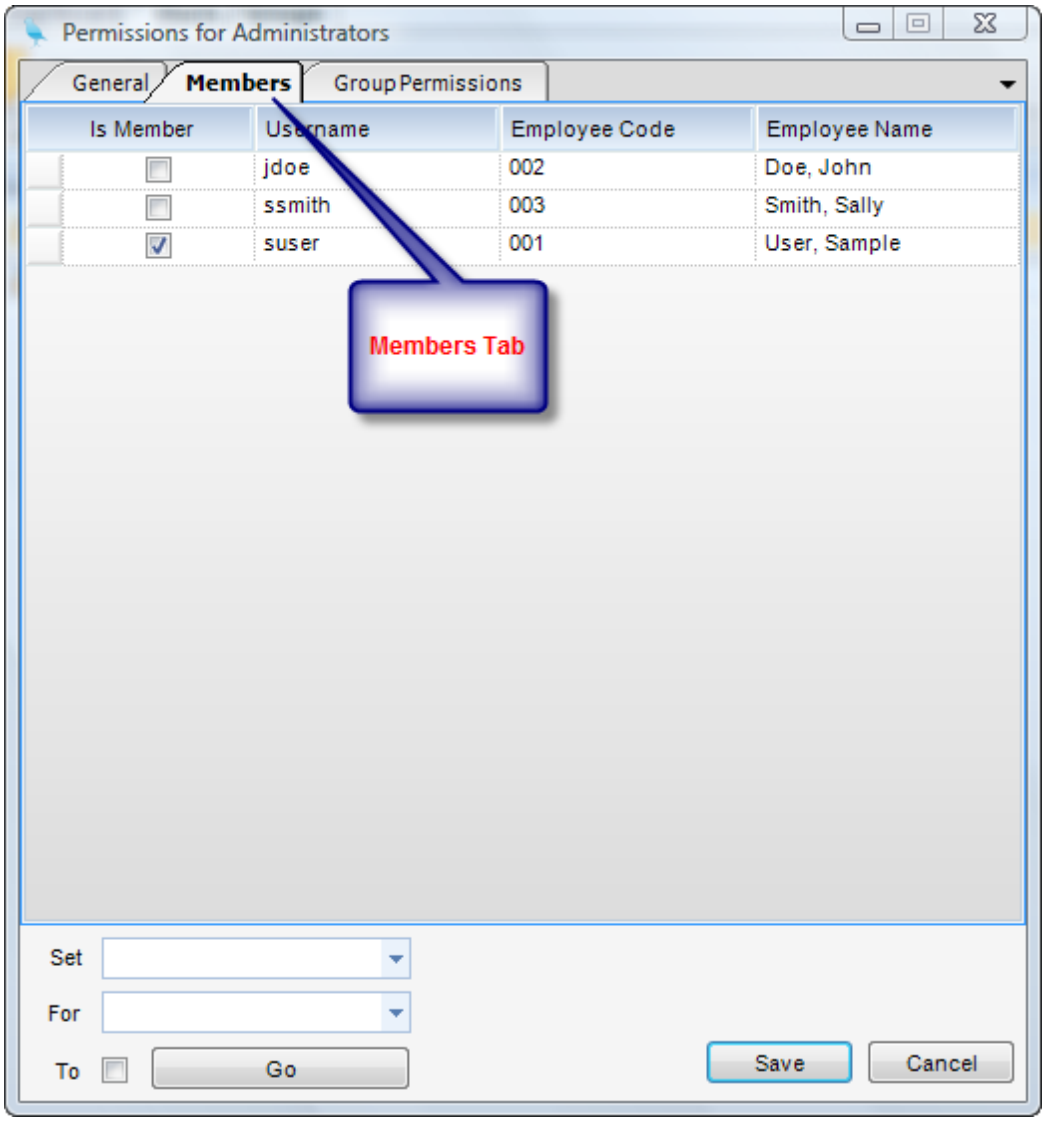
Step 4 - Check the *Is Member* box next to the desired users to be included in the group, and click Save.



Is Member *- When checked, this user is a member of this group.*

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4.10.4.2.3 Group Permissions

Overview

Group Permissions Tab. This tab contains permissions for every applet organized by module. Within some applets special rights may exist. To view "Special Rights" go to the Special Rights section of this manual.

How to assign permissions to a group:

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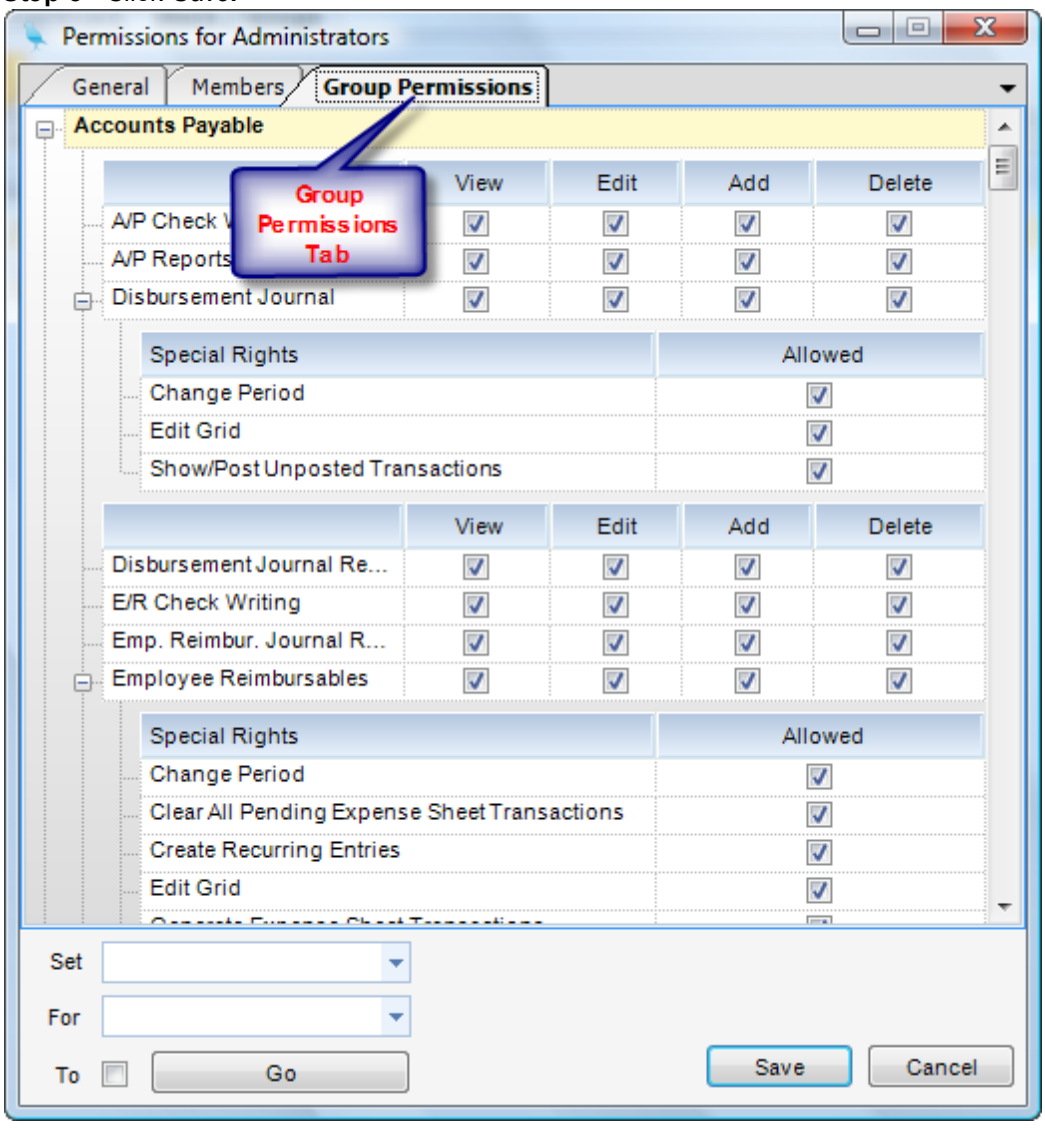
Step 1 - Go to the *Permissions* Applet located in the *Administration* Module. Click on the *Groups Tab*.

Step 2 - Click on the *Lock* located next to the group for which permissions will be granted.

Step 3 - An "Permissions for Administrators" box will pop up. Click on the *Group Permissions Tab*.

Step 4 - Check off the rights you wish to grant.

Step 5 - Click *Save*.



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4.10.4.2.4 How To

4.10.4.2.4.1 Create Groups and Users

Overview

How to Create Groups and Users. During initial setup, an Admin group must be created. The following tutorial illustrates how to set up an Admin group. The same process is used to create other groups.

Step 1 - Go to the **Permissions** applet located in the **Administration** Module. Click on the **Groups Tab.**

Step 2 - Type Admin in the text box under the heading Group Name.

Step 3 - Click *Save*.

Note: Once an employee is created, he will appear in the Users tab of this applet.

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4.10.4.3 Special Rights

Overview

Special Permissions. To assign Special Permissions to both Users and Groups, follow the following steps:

User's Special Rights Location - Use the path given in the Users Overview section of the manual. Next, click on the Lock icon. An InFocus permissions for Username box will pop up. Click the User Permissions tab. The following graphic shows the Users' Permissions pop-up.

Groups Special Rights Location - Next, click on the Lock icon. A Permissions for Administrators box will pop up. Click the Group Permissions tab. The following graphic shows the User's Permissions pop-up, which looks similar to the Group Permissions Box. It is, however, labeled as Permissions for Administrators.

- Certain applets have special rights.
- Special rights are specific permissions that cannot be properly ascertained with the standard Add, Edit, View, and Delete rights.
- Special rights are additive in that they give the user or group more rights.

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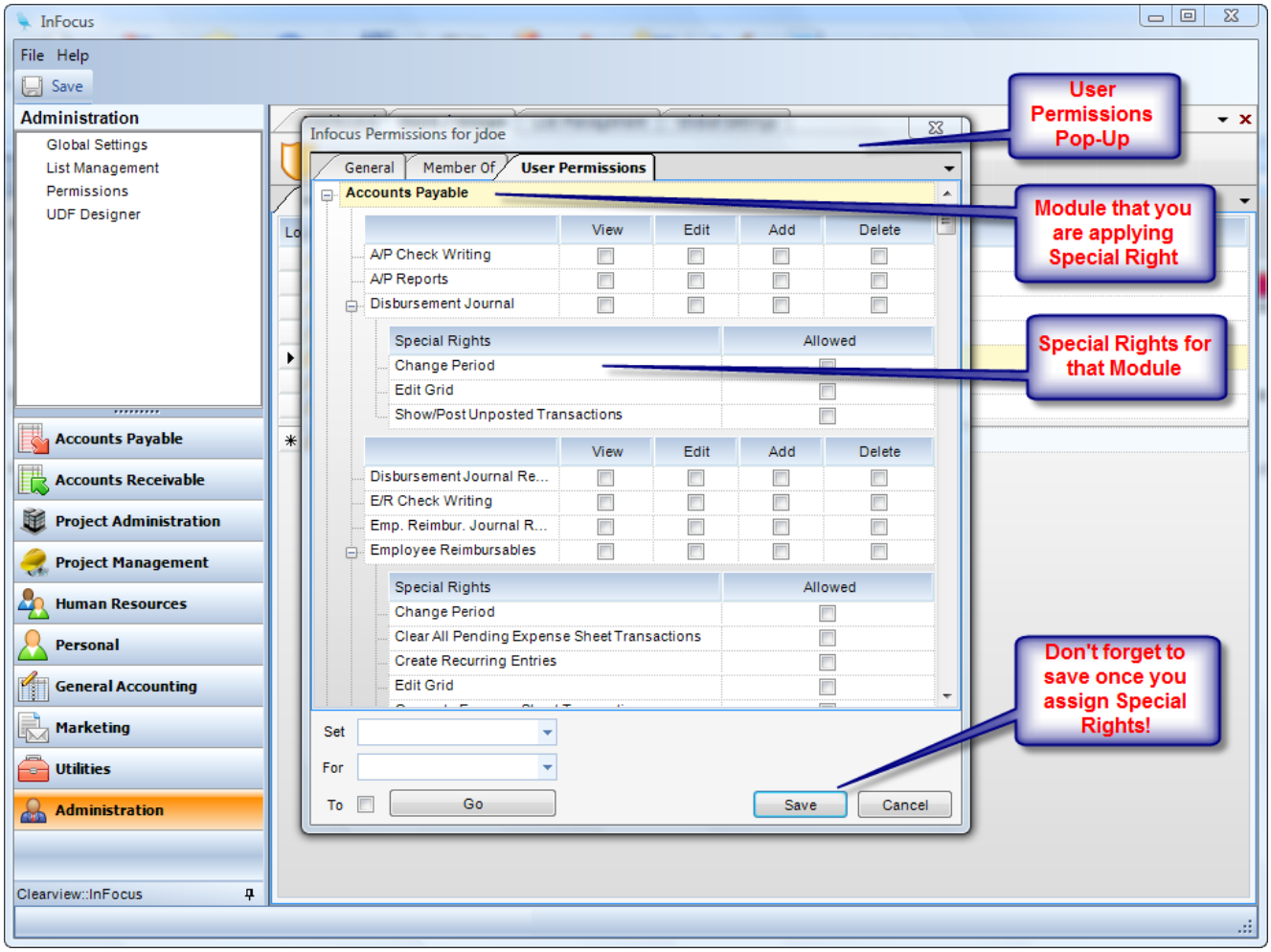

4.10.4.3.1 Disbursements Journal

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions. The following special rights can be granted for the Disbursement Journal applet.

Change Period - When checked, the user can change the period of a transaction without leaving and an trail.

Edit Grid - When checked, the user can edit information in the grid if he does not already have the Standard Edit right checked for the Disbursement journal. Not checking the Standard Edit, but instead checking the Edit Grid right, allows Accounts Receivable personnel to modify transaction line items without affecting the overall balance or header information of the transaction. When the Standard Edit is already checked, the Edit Grid right is of no consequence.

Show/Post Unposted Transactions - When checked, the user can see and post all unposted transactions regardless of user who entered transaction.

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4.10.4.3.2 Employee Reimbursables

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Employee Reimbursable's module.

Change Period - When checked, the user can change the period of a transaction without leaving an audit trail.

Clear All Pending Expense Sheet Transactions - When checked, the user can delete any transactions that have been flagged but not yet posted in the Generate Transactions process.

Create Recurring Entries - When checked, the user can create an entry that is recurring for a given number of cycles.

Edit Grid - When checked, the user can edit information in the grid if he does not already have the Standard Edit right checked for the Employee Reimbursable journal. Not checking the Standard Edit, but instead checking the Edit Grid right, allows Accounts Receivable personnel to modify transaction line items without affecting the overall balance or header information of the transaction. When the Standard Edit is already checked, the Edit Grid right is of no consequence.

Generate Expense Sheet Transactions - When checked, the user can create Employee Reimbursable transactions from expense sheet transactions.

4.10.4.3.3 Purchase Journal

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Purchase Journal applet.

Change Key field - When checked, the user can change the transaction key fields, as well as the vender and invoice number.

Change Period - When checked, the user can change the period of a transaction without leaving an audit trail.

Create Recurring Entries - When checked, the user can create an entry that is recurring for a given number of cycles.

Edit Grid - When checked, the user can edit information in the grid if he does not already have the Standard Edit right checked for the Employee Reimbursable journal. Not checking the Standard Edit, but instead checking the Edit Grid right, allows Accounts Receivable personnel to modify transaction line items without affecting the overall balance or header information of the transaction. When the Standard Edit is already checked, the Edit Grid right is of no consequence.

Show/Post Unposted Transactions - When checked, the user can see and post all unposted transactions regardless of user who entered transaction.

4.10.4.3.4 Vendor Queries

Here is a List and Description of the Special Rights that can be granted for this Module:

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Description:

Special Permissions.The following special rights can be granted for the Vendor Queries applet.

Can View Private Queries - When checked, the user can view queries marked private.

Is Administrator - When checked, the user can create public and private queries.

4.10.4.3.5 Vendors

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Vendors applet.

Edit UDFs - When checked, the user can define user-defined fields.

View Recent - When checked, the user can view recent vendor transactions.

4.10.4.3.6 A/R Collections

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the A/R Collections applet.

Can Override Project Leader - When checked, the user can limit project leaders to projects they are assigned to.

4.10.4.3.7 Automated Invoicing

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Automated Invoicing applet.

Can Clear Invoice Sessions - Invoice sessions are run per user. If a user is running an invoice for a project, he can tie up other users wanting to run the same invoice. When this box is checked, the user can clear invoice sessions that other users are running within the system.

4.10.4.3.8 Client Queries

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Client Queries applet.

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Can View Private Queries - When checked, the user can view queries marked private.

Is Administrator - When checked, the user can create public and private queries.

4.10.4.3.9 Clients

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Clients applet.

Edit UDFs - When checked, the user can define user-defined fields.

View Recent - When checked, the user can view recent client transactions.

4.10.4.3.10 PA Bill Review

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the PA Bill Review applet.

Override Project Accountant Restriction - When checked, the Employee type of Project Accountant is not required.

4.10.4.3.11 Receipts Journal

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Receipts Journal applet.

Change Period - When checked, the user can change the period of a transaction without leaving and audit trail.

Show/Post Unposted Transactions - When checked, the user can see and post all unposted transactions regardless of user who entered transaction.

4.10.4.3.12 Sales Journal

Here is a List and Description of the Special Rights that can be granted for this Module:

Description: Special Permissions.The following special rights can be granted for the Sales Journal applet.

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Change Key field - When checked, the user can change the transaction key fields, as well as the client and invoice number.

Change Period - When checked, the user can change the period of a transaction without leaving an audit trail.

Create Recurring Entries - When checked, the user is allowed to create an entry that is recurring.

Show/Post Unposted Transactions - When checked, the user can see and post all unposted transactions regardless of user who entered transaction.

4.10.4.3.13 Projects

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Projects applet.

Edit UDFs - When checked, the user can define user-defined fields.

Modify Project Level Labels - When checked, the user can change the labels for project levels.

4.10.4.3.14 PM Bill Review

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the PM Bill Review applet.

Can Override Project Leader - When checked, this gives the user the ability to override the project leader.

4.10.4.3.15 PM Reports

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for PM Reports.

Can Override PM leader restriction - When checked, the user can designate (or change) the PM Leader field on any reports where Limit to PM Leader has been set. This right applies only to principals, project managers, and project accountants.

Can View Sensitive Data - When checked, the user can view reports that are marked as containing sensitive data.

4.10.4.3.16 Project Planning

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Project Planning applet.

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Approve Change Orders - When checked, the user can approve change orders.

Edit Budgets on All Projects - When checked, the user can modify budgets on direct and indirect projects without issuing a change order.

Save Baseline - When checked, the user has permission to save a plan as a baseline.

4.10.4.3.17 Project Queries

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Project Queries applet.

Can View Private Queries - When checked, the user can view queries marked private.

Is Administrator - When checked, the user can create public and private queries.

4.10.4.3.18 Work Orders

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Work Orders applet.

Can Print Other Employee Work Orders - Allows the user to print other employee work orders.

4.10.4.3.19 Employee Queries

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Employee Queries applet.

Can View Private Queries - When checked, the user can view queries marked private.

Is Administrator - When checked, the user can create public and private queries.

4.10.4.3.20 Employees

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Employees applet.

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Edit UDFs - When checked, the user can define user-defined fields.

Is Human Resources - When checked, all of the information in the Personal section of the Company tab is visible.

View Pay Rates - Allows the user to view pay rates.

4.10.4.3.21 Timesheet Adjustments

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Timesheet Adjustments applet.

Can Access Overrides - When checked, the user can override system-calculated information such as rates.

Can Modify Original Totals - When checked, the user can modify the timesheet in such a way that the worked hours and pay amount is different than the original version.

Can See Pay Rates - When checked, the user can see pay rates.

Delete version 1 Timesheets - When checked, the user can delete the original version of the timesheet leaving no record of the timesheet.

4.10.4.3.22 Expense Sheets

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Expense Sheets applet.

Expense Sheet Administrator - Gives the user Expense Sheet administrator rights. Expense Sheet administrators can enter expense for other employees. They can create and modify Expense Sheet coverage periods. They can also submit, approve, and reject any expense. In addition, they can navigate to expense sheets from other employees.

4.10.4.3.23 My Work Orders

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the My Work Orders applet.

Can Print Other Employee Work Orders - Allows the user to print other employee work orders.

4.10.4.3.24 Time Sheets

Here is a List and Description of the Special Rights that

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can be granted for this Module:

Special Permissions.The following special rights can be granted for the Timesheets applet.

Timesheet Administrator - When checked, Time Sheet administrators can enter time sheets for other employees. They can create and modify time sheet coverage period. They can also submit, approve, and reject any time sheet. In addition, they can navigate to time sheets from the Employee Setup Recent tab.

4.10.4.3.25 Bank Reconciliation

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Bank Reconciliation applet.

Can Modify Reconciled Statements - Gives the user the ability to reconcile statements.

4.10.4.3.26 Chart Of Accounts

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Chart of Accounts applet.

Execute Cash Conversion - When checked, the user can run Convert-to-Cash procedure.

4.10.4.3.27 General Journal

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the General Journal applet.

Change Period - When checked, the user can change the period of a transaction without leaving an audit trail.

Create Recurring Entries - When checked, the user is allowed to create an entry that is recurring.

Show/Post Unposted Transactions - When checked, the user can see and post all unposted transactions regardless of user who entered transaction.

4.10.4.3.28 Organizational Units

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Organizational Units applet.

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Modify Org. Labels - When checked, the user can change the labels for organizational levels.

4.10.4.3.29 Contacts

Here is a List and Description of the Special Rights that can be granted for this Module:

Description: Special Permissions.The following special rights can be granted for the Contacts applet.

Edit UDFs - When checked, the user can define user-defined fields.

4.10.4.3.30 Rate Tester

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Rate Tester applet.

View Pay Rates - Allows the user to view pay rates when using the Rate Tester.

4.10.4.3.31 Report Management

Here is a List and Description of the Special Rights that can be granted for this Module:

Special Permissions.The following special rights can be granted for the Report Management applet.

The special rights listed here give design rights to the various reports in the system. These reports do not not include reports designed under the specialty designers: invoices, project management reports, and financial statements. When checked, the Users and Groups are given design permissions to the following reports:

- A/P Check
- A/P Check Labels
- A/P Long Stubs
- Accounts Payable Reports
- Accounts Receivable Reports
- Data Dictionary
- Disbursement Journal Reports
- E/R Check
- E/R Check Labels
- E/R Long Stubs
- Employee Reimbursable Journal Reports
- Expense Sheet
- Form 1099
- Form 1099 Labels
- General Journal Reports
- General Ledger Reports
- Invoice Labels
- Manual Check

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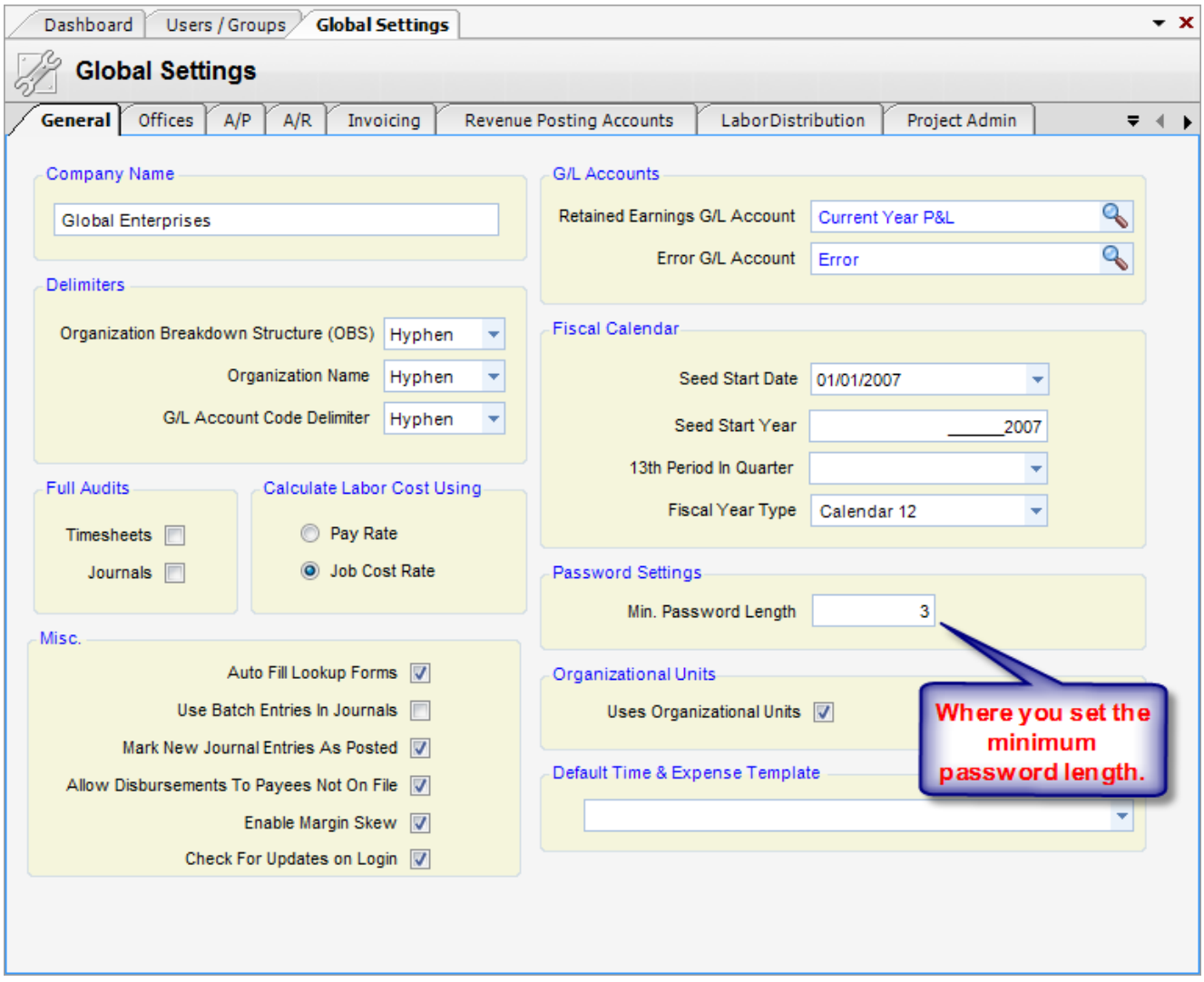
- Pay When Paid Reports
- Purchase Journal Reports
- Receipt Journal Reports
- Sales Journal Reports
- Time sheet
- Time Utilization Reports
- Trial Balance

4.10.4.4 Passwords

Overview

The password section of this manual will show you how to set, change, and reset a password for both a User and an Administrator.

- Passwords are assigned to the administrator account and all the user accounts.
- Users are prompted for a password at the login screen.
- The required length of a password in characters can be set by following the path listed at the top of this page. (Illustrated Below)



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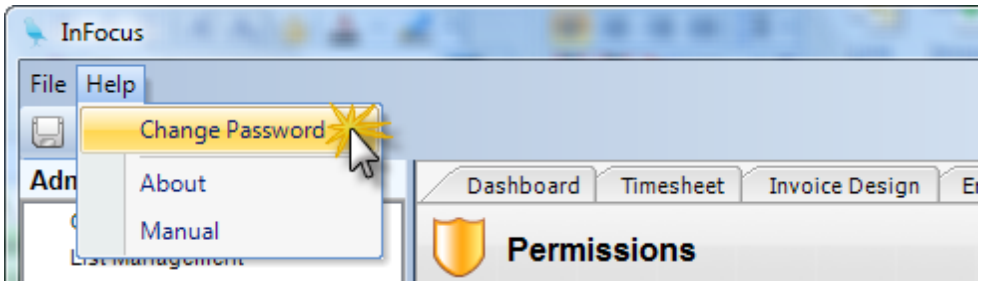
4.10.4.4.1 How To

4.10.4.4.1.1 Change Passwords

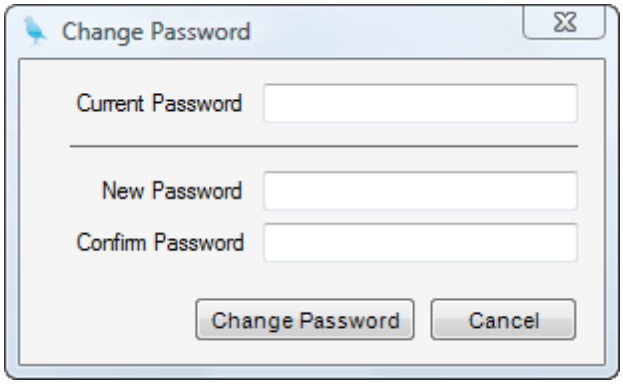
Overview

How to Change a User Password. This section shows how to change the password for a logged in user.

Step 1 - Select *Change Password* from the Help menu located on the main tool bar.



Step 2 - Enter the new password located on the Change Password pop-up box. Enter the current password and then the new password.



Step 3 - Click **Change Password.**

Note: If the current password is unknown, reset the password to blank.

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4.10.4.4.1.2 Reset a User Password

Overview

How to Reset the Password for a User. If a user forgets his password. It can be reset to some new value.

Step 1 - After launching the applet, the Permissions form will appear on the screen.

Step 2 - Find the user on the Users tab. Click on the Lock icon and a Permissions form will pop up for the existing user (illustrated below).

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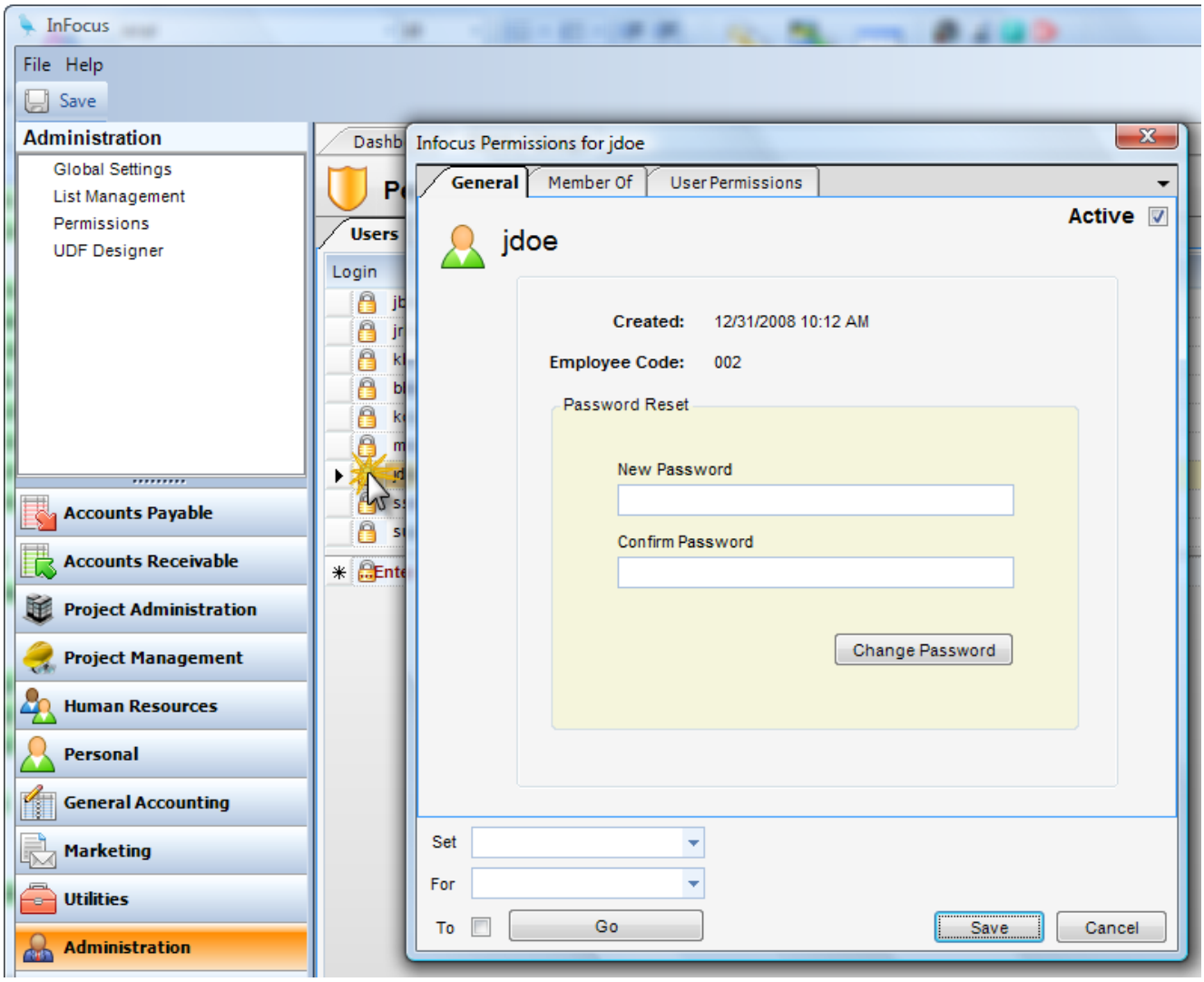
Step 3 - On the front tab, change the User's password and click Save.



4.10.4.4.1.3 Reset the Admin Passw ord

Overview

If the administrator's password is lost, contact Clearview Software for instructions on resetting the password.

Contact Clearview Software via email at support@clearviewsoftware.net or call the support line at (804-361-6300).

4.10.5 Project Roles

Overview

The Project Roles applet allows you give other members of the same project access similar to the standard Project Roles (Project Manager, Principal-in-Charge, and Project Accountant). For Example, you may want to have two members of a project have Project Manager Rights. You can do this by going to Project > Members > Team Members. When you assign members, you can assign a "Role" to a member that has the same access as a Project Leader. Project Roles are created under Administration > List Management and are managed in

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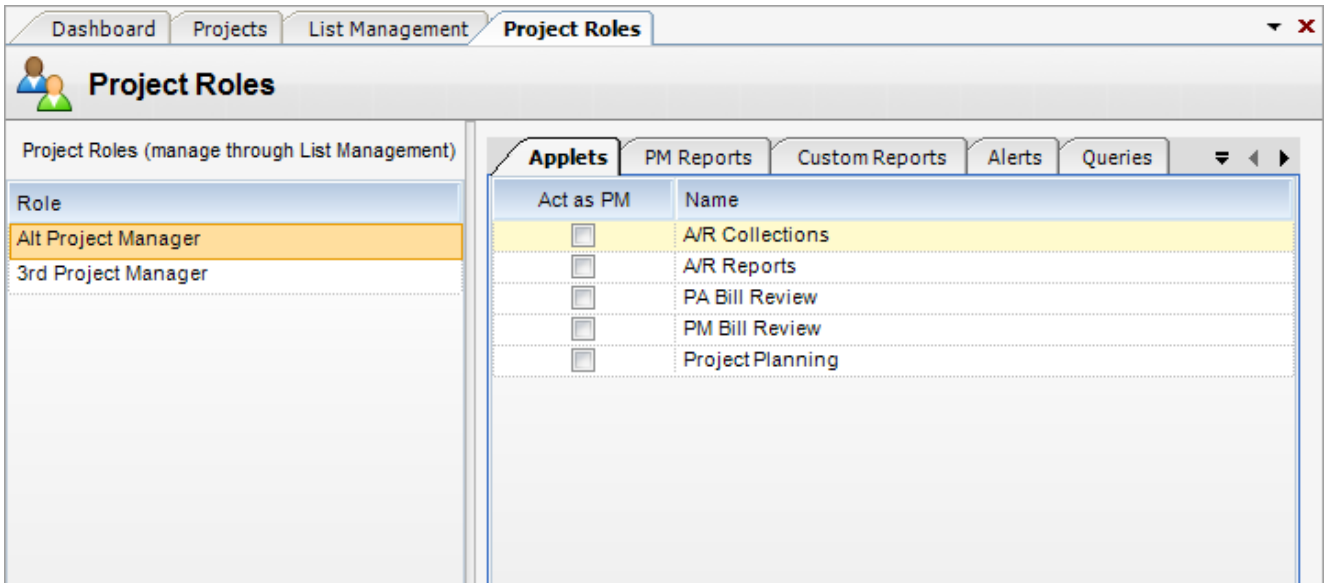
Administration > Project Roles.



4.10.5.1 How to

4.10.5.1.1 Create a Project Role

Overview

The following steps will take you through the creation of a Project Role. You will also learn how to assign it to a project.

Step 1 - First, go to *Global Settings / List Management*. In the list, select *Project Roles*. If this is your first time doing this, there will be nothing in the list. Enter the name of the Project Role(s) that you want. The ID will fill in itself. (Fig.1) Click *Save.*

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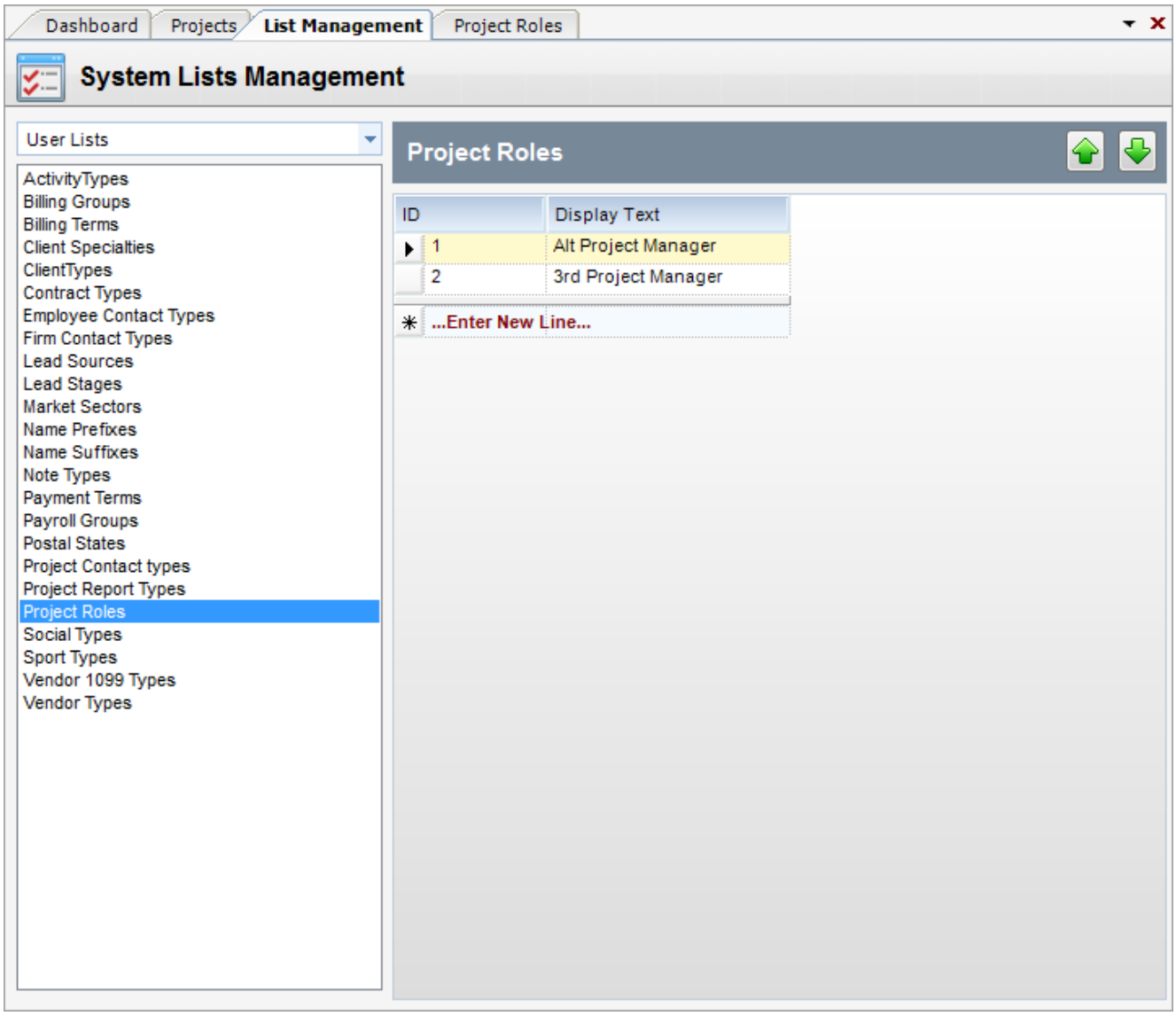

(Fig.1)

Step 2 - Next, go to *Global Settings / Project Roles*. (Fig.2) In the column name **Role**, you will see the names of the project roles that you created. On the right, you see five tabs named Applet, PM Reports, Custom Reports, Alerts, and Queries. Go to each of these tabs and grant permissions for the user with this Project Role to have access to. When you are done checking the boxes, click *Save.*

Note: In order for Custom Reports to show up on the Custom Reports tab, they must have the *Use in Project Roles* checkbox checked. (Fig.3)

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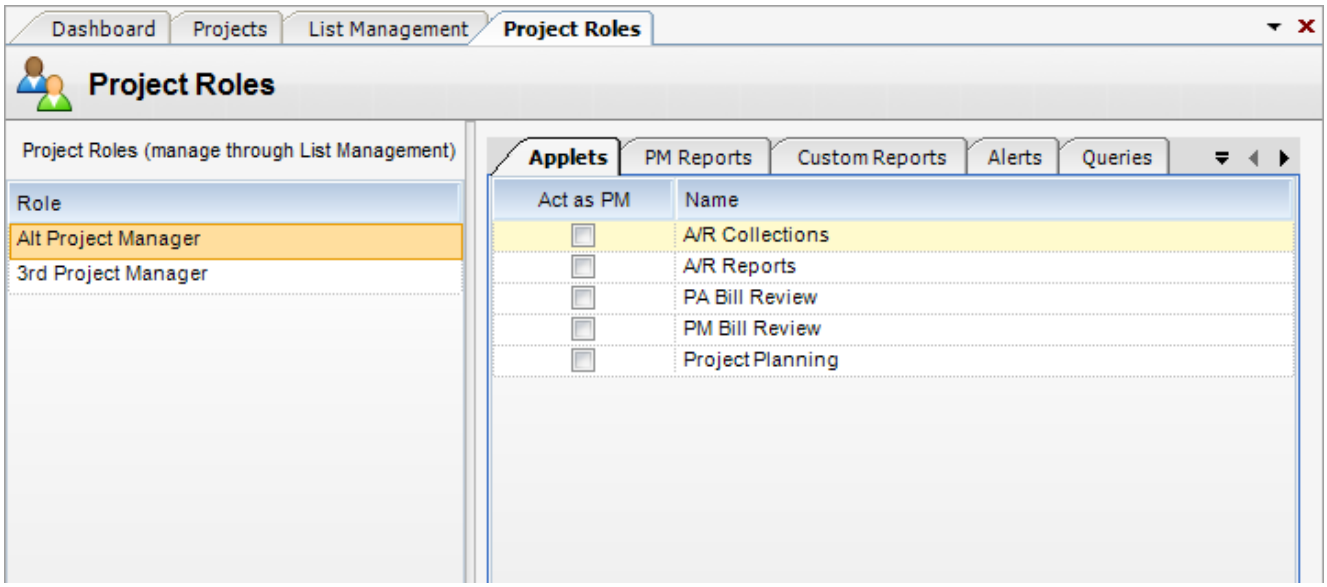
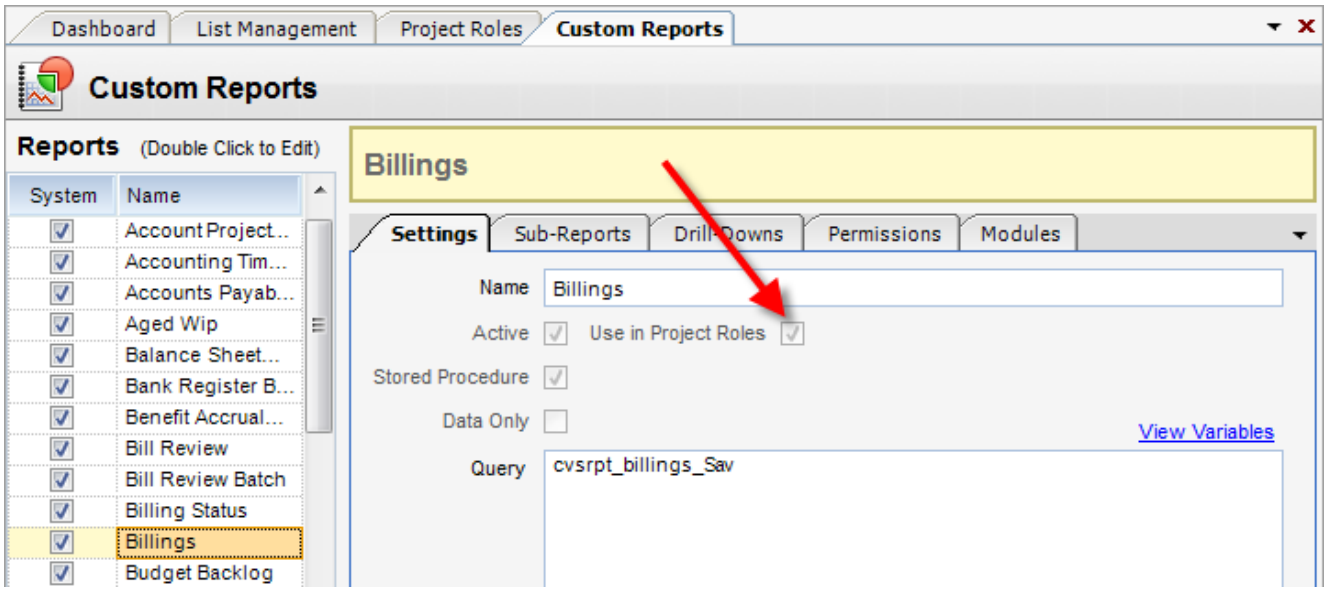


(Fig.2)



(Fig.3)

Step 3 - Finally, go to *Project Administration / Projects / Members Tab. (Fig.4)* Add the Employee that you would like to have this Project Role in the *Team Members* box. Next to the employee select the Project Role in the column named *Roles*. Click *Save.*

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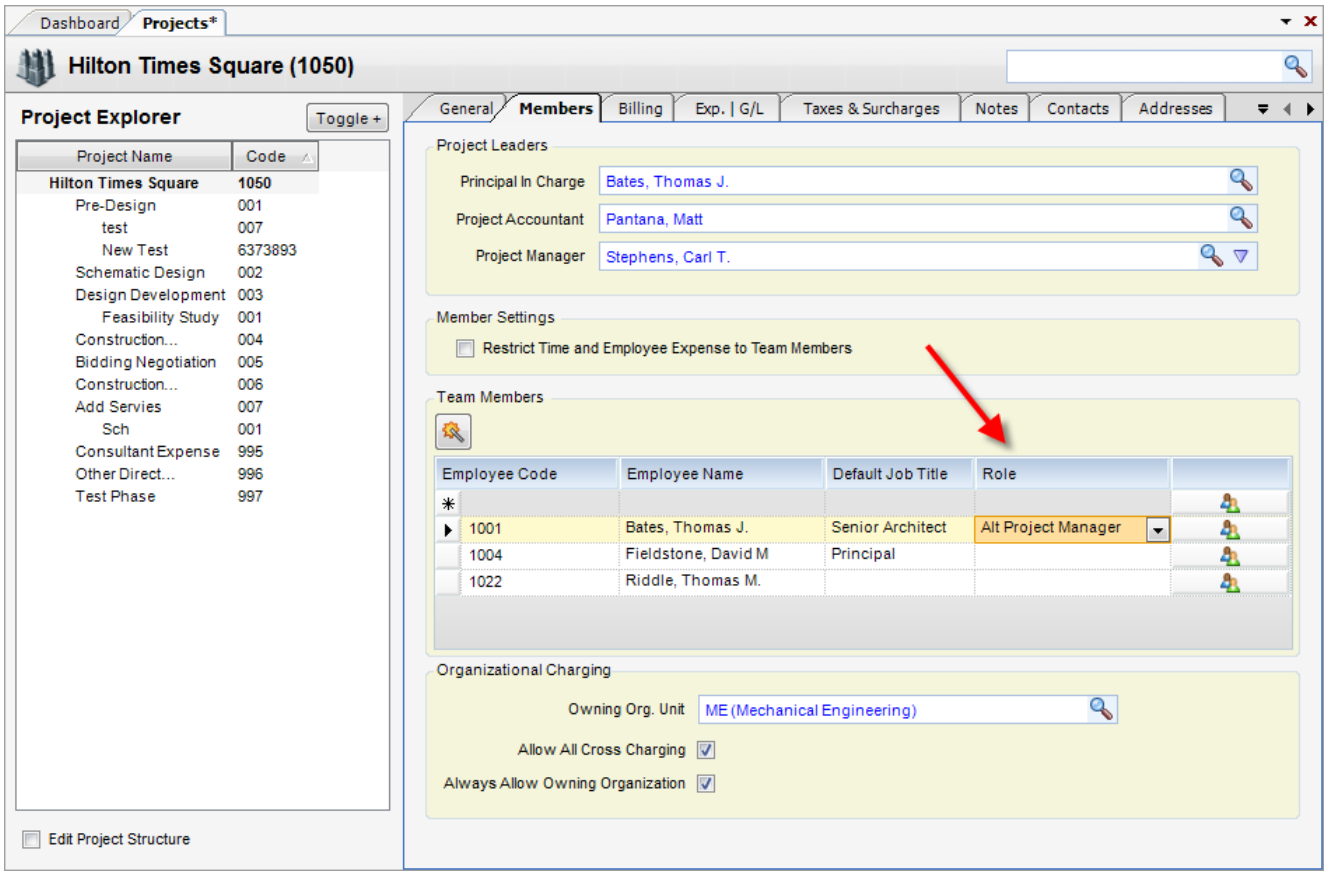
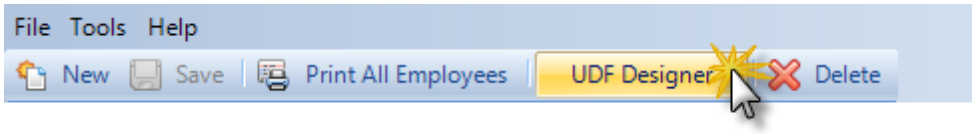


4.10.6 UDF Designer

Overview

User-definable fields can be created for the following applets in InFocus: Clients, Employees, Vendors, Projects, and Contacts.

Note: In any of the above five setup screens, a UDF Designer button will appear on the toolbar, assuming the user has the proper permissions. In addition, any of the UDF designers can be accessed from the UDF Designer applet, located in the Administration module.



Clicking on the UDF Designer button will bring up the following pop up window.

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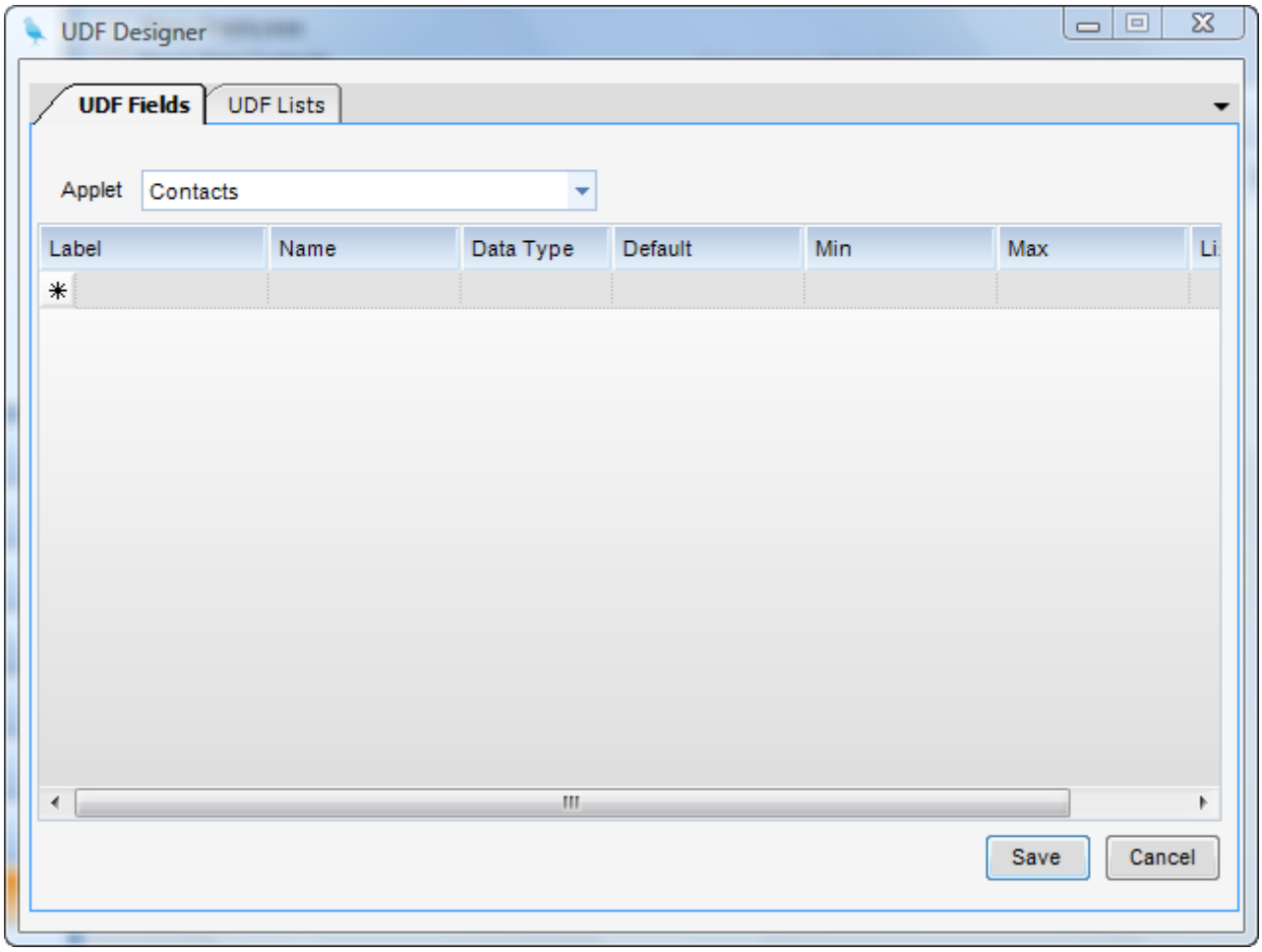

4.10.6.1 UDF Fields Tab

Overview

In the UDF Fields tab, a user can add, modify, or delete a UDF.

Clicking the UDF Designer button (located on the toolbar) will bring up the following pop-up window:

Field Descriptions Below

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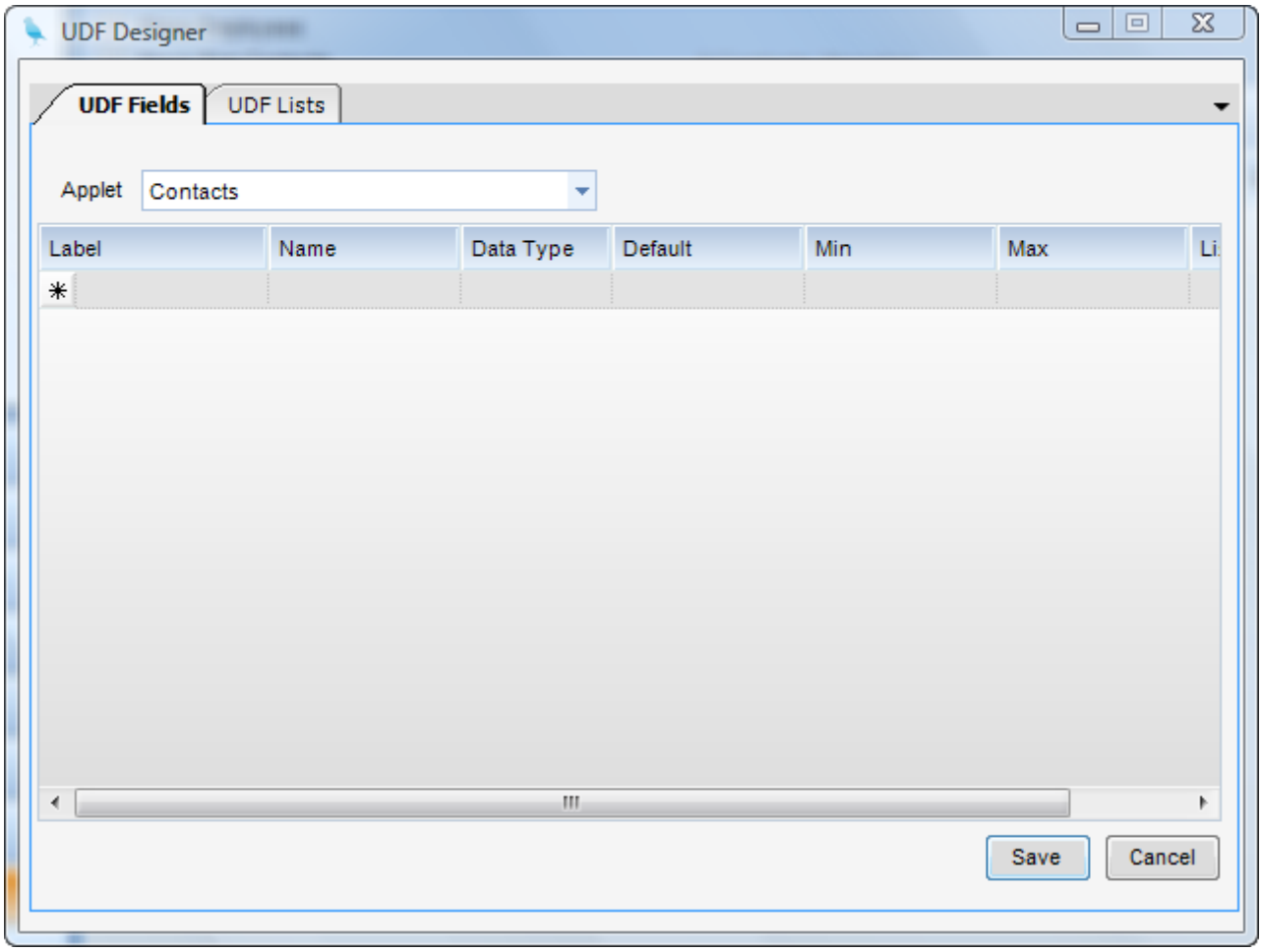

Label - This is the field label that will appear on the form next to the field.

Validation Script - A field has been added to the UDFs called Validation Script. The purpose of this field is to validate the value entered into the UDF field via SQL script. The script can use two variables: ^udfvalue^ (the value being validated) and ^keyid^ (the primary key of the record holding the udf)

The SQL script must return at least three values:
1) reterr (>=0 equals no error, <0 equals error)
2) retmsg (the error message if reterr <0)
3) retvalue (this can either be the same as the value passed in or it can be a new value. In either case, whatever is returned will be the value in the UDF field.

Name - This is the name of the field as it will appear in the associated UDF table in the database. Names cannot include punctuation marks (including spaces).

Data Type - Type of data that is expected. Choices include Character (text), Integer, Numeric, Boolean (true/false), Date, and Date Time (includes both date and time).

Default - Default value for new records (optional).

Min - Minimum allowed value (optional).

Max - Maximum allowed value (optional).

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List - UDF List to use for quick entry.

Save - This button will save the UDF and rebuild all of the invoice designs to include the UDF fields.

4.10.6.2 UDF Lists Tab

Overview

UDF Lists provide drop down lists for UDF fields. Lists are not restrictive in that a user can still enter a value that is not contained in the list.

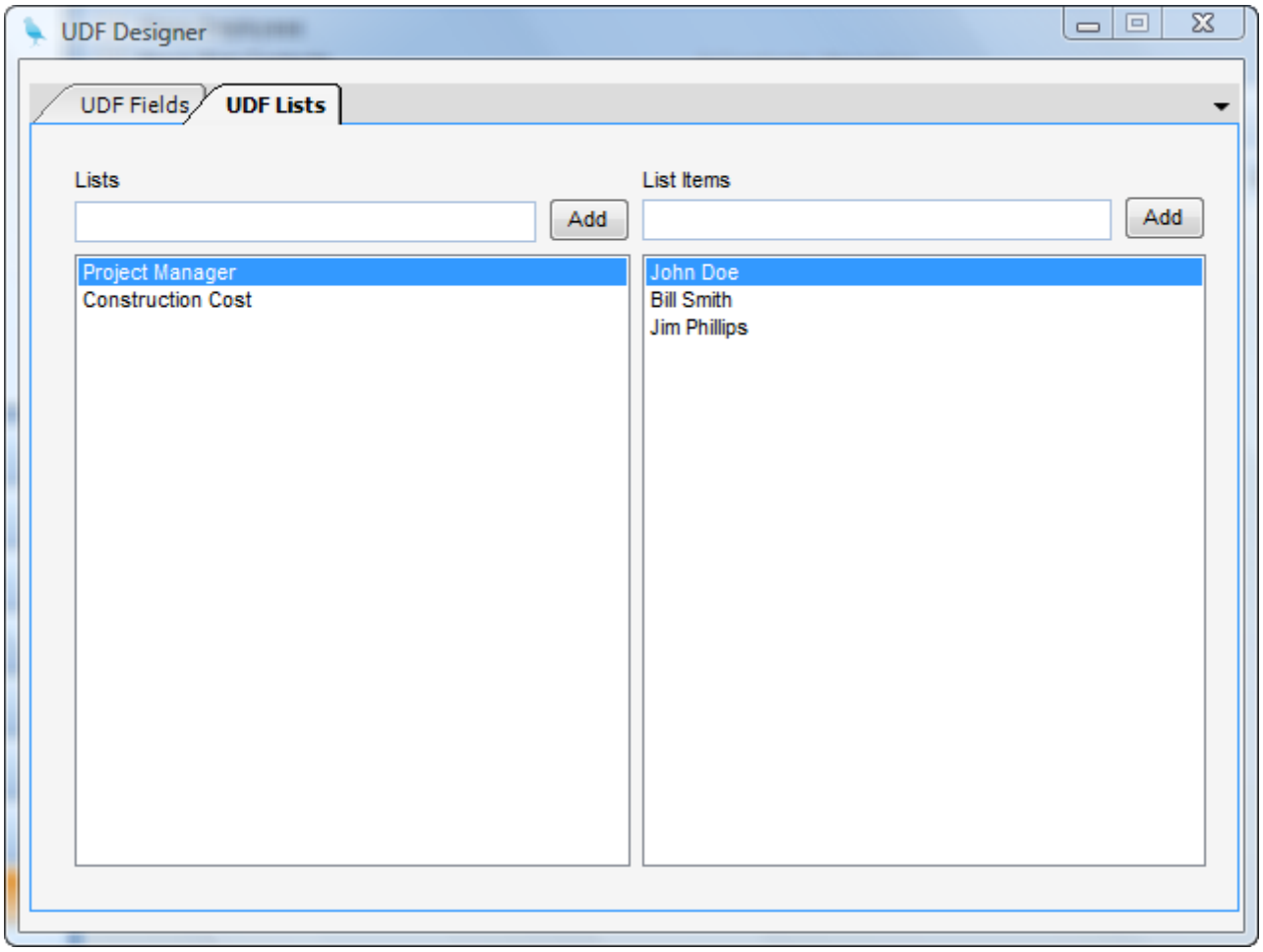
Lists are maintained in the UDF Lists tab of the UDF Designer.

To Add a List - Enter a list name in the Lists box, and click Add.

To Rename or Delete a List - Right click on the list name, and choose the appropriate action.

To Add Items to a List - Select the list from the List of Lists. Next, add an item in the List Item box, and click on Add.

To Rename or Delete a List Item - Right click on the list item and choose the appropriate action.



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4.10.6.3 How To

4.10.6.3.1 Create an UDF

Overview

User-definable fields can be created for the following applets in InFocus: Clients, Employees, Vendors, Projects, and Contacts.

Note: When ever you are in one of these five setup screens a "UDF Designer" button will appear on the tool bar assuming you have proper permissions. You can also access any of the UDF designers from the UDF Designer applet located in the Administration module.

Step 1 - When using a list, first create the UDF List. Otherwise, skip to Step 2. UDF Lists provide drop-down lists for UDF fields. Lists are not restriction; a user can still enter a value that is not contained in the list. Lists are maintained in the UDF Lists tab of the UDF Designer.

Add/Edit a UDF List

To Add a List - Enter a list name in the Lists box, and click Add.

To Rename or Delete a List - Right click on the list name, and choose the appropriate action.

To Add Items to a List - Select the list from the List of Lists. Next, add an item in the List Item box, and click on Add.

To Rename or Delete a List Item - Right click on the list item and choose the appropriate action.

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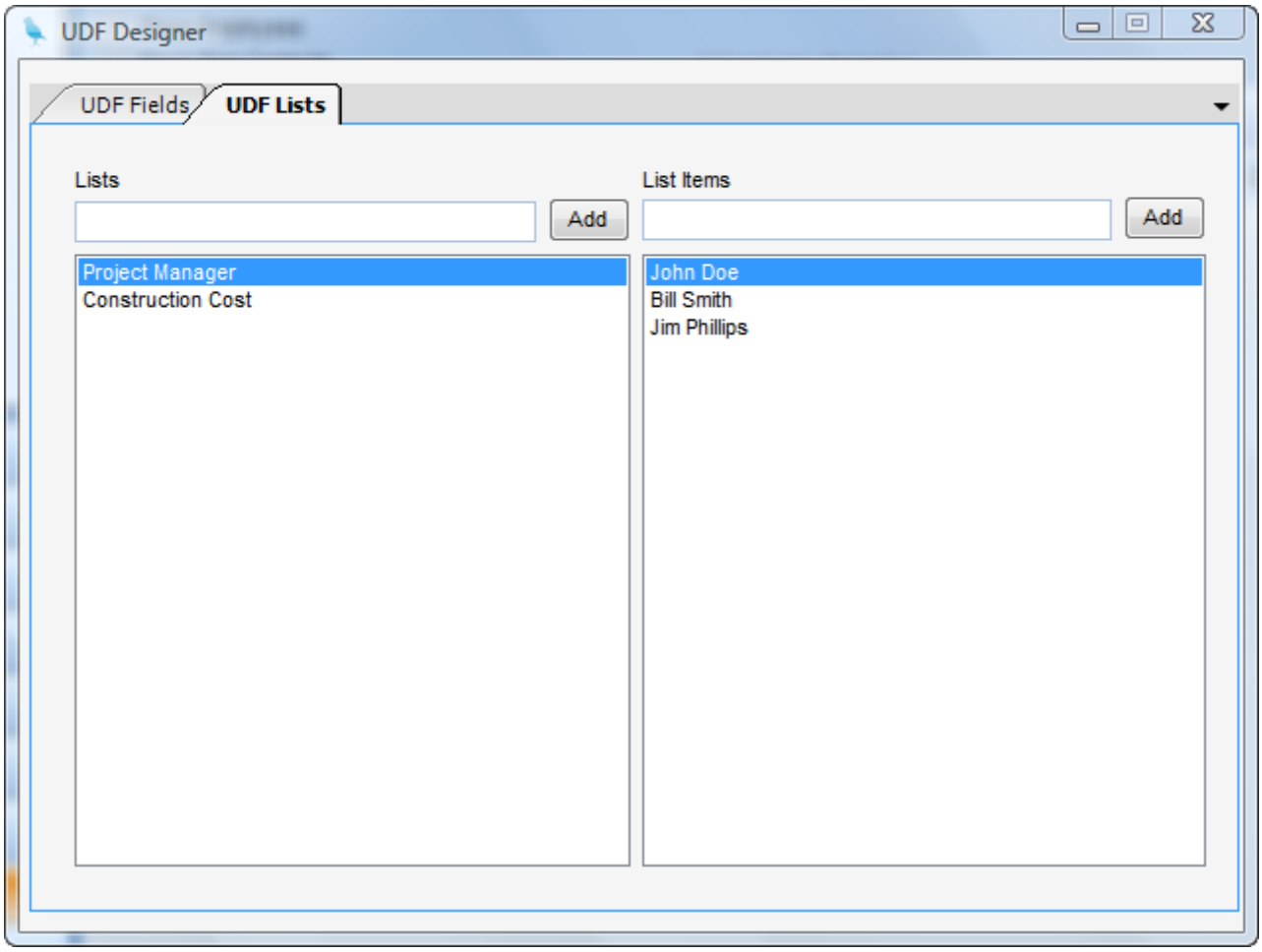

Step 2 - UDF fields can be added, modified, and changed from the UDF Fields tab in the UDF Designer. UDF fields can be added or modified in a grid format. To delete a UDF field, highlight the row and click *Delete*.

Add a UDF Field

Fill out the following fields:

Label - This is the field label that will appear on the form next to the field.

Name - This is the name of the field as it will appear in the associated UDF table in the database. Names cannot include punctuation marks (including spaces).

Data Type - Type of data that is expected. Choices include Character (text), Integer, Numeric, Boolean (true/false), Date, and Date Time (includes both date and time).

Default - Default value for new records (optional).

Min - Minimum allowed value (optional).

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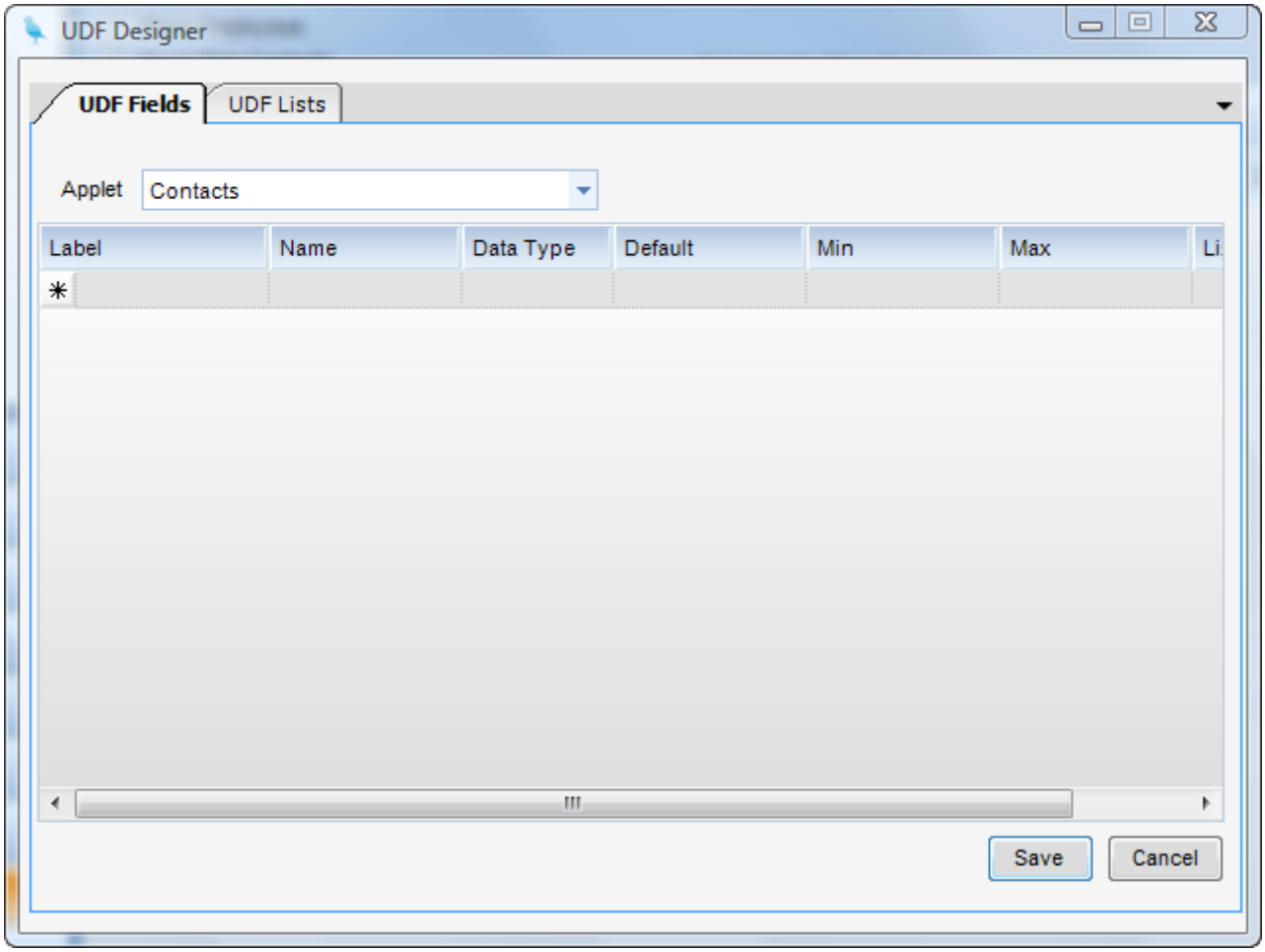
Max - Maximum allowed value (optional).

List - UDF List to use for quick entry.



Step 3 - Click *Save* when finished and the Vendor section will be rebuilt to contain the UDF Field.

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5 InFocus Tutorials

5.1 Tutorials by Module

5.1.1 Accounts Payable

Accounts Payable

- How to Write an AP Check.
- How to Copy a Transaction
- How to Delete a Transaction
- How to Bookmark a Transaction
- How to Void a Transaction
- How to Change Period For Current Revision
- How to Use Batch Entries
- How to Show Unposted Entries
- How to Change the Grid Display
- How to Print a Manual Check
- How to Write an E/R Check
- How to Convert Expense Sheets To Journal Entries
- How to Create Recurring Entries
- How to Fill out the 1099 Form
- How to Change A/P Account
- How to Creating a Vendor Query
- How to Run a Vendor Query
- How to Create a Vendor UDF

5.1.2 Accounts Receivable

Accounts Receivable

- How to Use the A/R Collections Utility
- How to Generating an Invoice
- How to Run a Client Query
- How to Create a Client Query
- How to Use the UDF Designer
- How to Adding/Removing a Client
- How to Add/Remove a Contact
- How to Create an Invoice Group
- How to Make Adjustments to PA Bill Review
- How to View an Invoice from PA Bill Review
- How to Copy a Transaction
- How to Delete a Transaction
- How to Bookmark a Transaction
- How to Void a Transaction
- How to Change Period For Current Revision
- How to Use Batch Entries
- How to Show Unposted Entries
- How to Change the Grid Display
- How to Change A/R Account
- How to Set the Bill Status for a Project
- How to Enter Next Invoice Number.
- How to Archive an Invoice.

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5.1.3 Project Administration

Project Administration

- How to Add a New Expense Group
- How to Add a New Expense Code
- How to Add a New Labor Code
- How to Create a Project
- How to Establish Charge Levels
- Understand Revenue Recognition / Profit Centers
- How to Set Contract Caps and Fixed Fees
- How to Allowable Date Ranges for Time & Expense
- How to Applying Rate Schedules
- How to Use Profit Centers
- How to Adding Roll-up Nodes
- How to Remove a Project from a Roll-up Node
- How to Attach a Project to an Existing a Roll-up Node
- How to Create a Project from a Template
- How to Create a Template From an existing project
- How to Apply a WBS Template
- How to Rename or Recode a Node
- How to Remove a Node
- How to Assign Alternate Job Titles
- How to Create and use a Tax/Surcharge
- How to Create a UDF
- How to Add/Edit an Address
- How to Add a Rate Schedule
- How to Copy a Rate Schedule
- How to Revise the Date of a Rate Schedule
- How Rates Lock in
- How to Add a WBS Template
- How to Add a Child Node
- How to Delete a Child Node
- How to Recalculate Markups
- How to set Expense Markups on a specific project

5.1.4 Project Management

Project Management

- How to Enter a New Project Plan
- How to Modify the WBS of a Project
- How to Roll-up Figures
- How to Adding Columns to Project Planning.
- How to Adding Change Orders
- How to Create a Project Query
- How to Run a Project Query
- How to Create a New Work Order

5.1.5 Human Resources

Human Resources

- How to Calculate Diluted Rates
- How to Create an Employee Query
- How to Run an Employee Query
- How to Create an Employee
- How to Create Timesheet Groups
- How to Create Job Title

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- Understanding G/L Account derivation
- Understanding Clearing and Variance Accounts
- Understanding Compensation Time
- Understanding Prior Pay Periods
- How to Run the Labor Distribution Utility
- How to Export Payroll
- How to Recalculate Labor Rates
- How to Adjust a Timesheet
- How to Reject a Timesheet

5.1.6 Personal

Personal

- How to Enter an Expense Sheet
- How to Submit an Expense Sheet
- How to Approve or Reject a Expense as a Manager
- How to Delete an Expense Sheet
- How to Entering Time Against a Work Order
- How to Print Out a Work Order
- How to Enter an Timesheet
- How to Submit an Timesheet
- How to Approve or Reject a Timesheet as a Manager
- How to Approve or Reject a Timesheet as an Accountant
- How to Create a Coverage Period for an Individual
- How to Create a Coverage Period for a Group
- How to Modify a Coverage Period
- How to Delete an Timesheet
- How to Entering Timesheet for another user
- How to Copy a Timesheet
- How to Enter a Comment on a Timesheet
- How to Enter Overtime on a Timesheet

5.1.7 General Accounting

General Accounting

- How to Create a New Fiscal Year
- How to Remove a Fiscal Year
- How to Modify Accounting Periods
- How to Close an Accounting Period
- How to Reconcile an Account
- How to Create a New Account in the Chart of Accounts
- How to Run a Cash Based Conversion
- How to Copy a Fiscal Year
- How to Delete a Fiscal Year
- How to Enter Recurring Entries
- How to Delete a Transaction
- How to Bookmark a Transaction
- How to Change Period for Current Revision
- How to Unposted Entries
- How to Change Grid Display
- How to Add an Org Unit
- How to Establish Org Levels
- How to Move, Copy, or Delete an Org Unit

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5.1.8 Marketing

Marketing

- How to Enter an Activity
- How to Enter a Note
- How to Customize the Display Columns in the Firms Applet
- How to Review Notes
- How to Create a New Opportunity

5.1.9 Utilities

Utilities

- How to Download a Custom Report
- How to Upload a Custom Report
- How to Copy a Custom Report Layout
- How to Create a New Custom Report
- How to Add Report Parameters to Custom Reports
- How to Create a New Dashboard Query
- How to Create a New Dashboard Alert
- How to Configure the Default Layout for a Dashboard Group
- How to Create an Invoice
- How to Download a Invoice Section
- How to Upload an Invoice Section
- How to Copy a System Invoice
- How to Copy an Invoice Section
- How to Use Invoice Filters
- Understanding Report Parameters
- Understanding Invoice Processing
- How to Download a Financial Statement
- How to Upload a Financial Statement
- How to Copy a Financial Statement
- How to Add sample Financial Statements
- How to Create a New Import
- How to Create a Simple PM Report
- How to Download a PM Report
- How to Upload a PM Report
- How to Copy a PM Report Layout
- How to Use the End of Year Closing Utility
- How to Use Automated Overhead Allocation
- How to Use the Rate tester
- How to Apply InFocus Updates

5.1.10 Administration

Administration

- How to Manage User Lists
- How to Create Groups and Users
- How to Change User Password
- How to Reset User Password
- How to Reset the Administrative Password
- How to Create a UDF
- How to Grant User Permissions
- How to Grant Group Permissions
- How to Assign Members to a Group
- How to Create a Project Role

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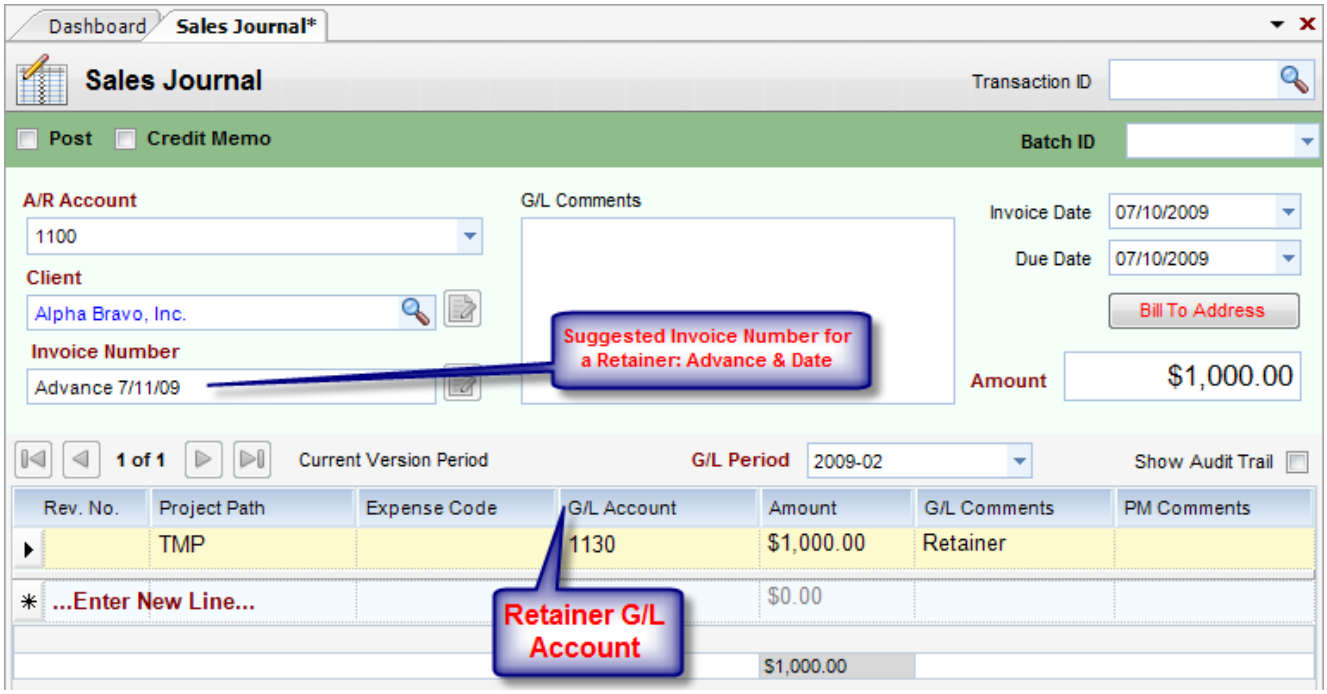
5.2 Common Accounting Tutorials

5.2.1 Applying/Posting a Retainer

Description: How to Post a Retainer. A retainer fee is a fixed amount of money that a client agrees to pay, in advance, to secure services. Below are the steps to entering a retainer in InFocus.

Note: All system invoices support Retainers and Retainage. If you have a custom invoice design, make sure that is supports Retainers and Retainage.

Step 1 - You have to enter a manual invoice. Once you receive the retainer, you will make two journal entries. First, go to the **Sales Journal** and enter the appropriate information in the **Header** and **Detail** sections. Click **Save.** *This entry creates the retainer in the system and associates it with a client / projects. In a sales journal, the A/R portion is entered in the header and the retainer as a line item.*
Note: The G/L Account is a retainer account (Fig. 1) and the suggested Invoice Number is "Advance & Date" so that an invoice number is not taken up by the retainer.



(Fig. 1)

Step 2 - Immediately enter a cash receipts journal as follows: Go to the **Receipts Journal** and enter the appropriate information in the **Header** section.
Note: This entry records the cash and clears out the receivable (invoice number used above must be reference in the transaction line.
The net effect is an increase in cash balance and recording of a retainer as a credit. In a cash receipt, the cash is entered in the header and the retainer as a line item.

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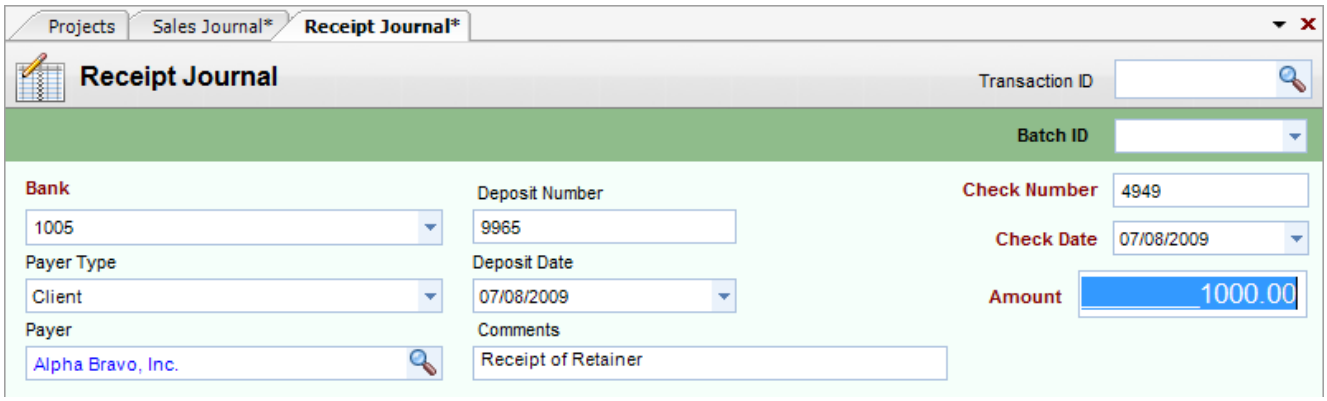
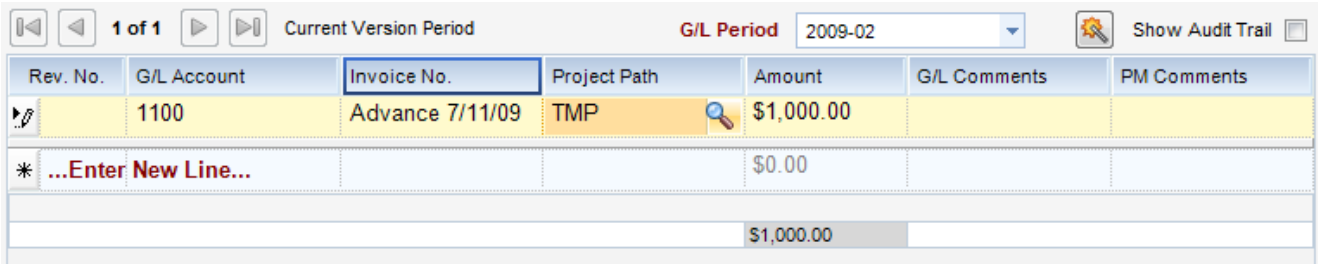


Note: Step 3 has two options: Manual entry or Client Invoice Wizard

Step 3 - *Option 1 (Manually)* - Now move down to the **Detail** section of the **Receipts Journal** and enter the appropriate information. Click **Save.**



OR

Step 3 - *Option 2 (Client Invoice Wizard)* - Now move down to the **Detail** section of the **Receipts Journal** and click on the **Wand** icon . This will open the **Client Invoice Wizard.** Select the appropriate **A/R Account** and **Invoice Number**. Choose *Spread* or *Pay Off*.

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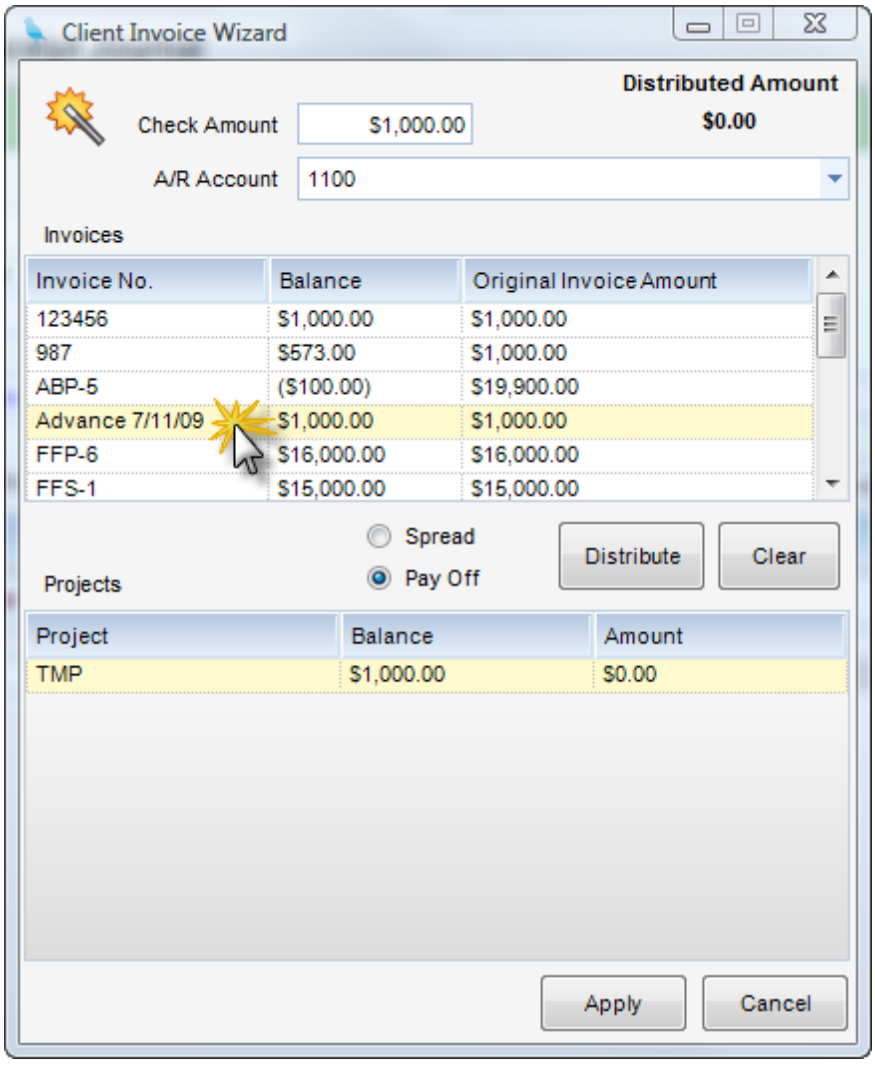
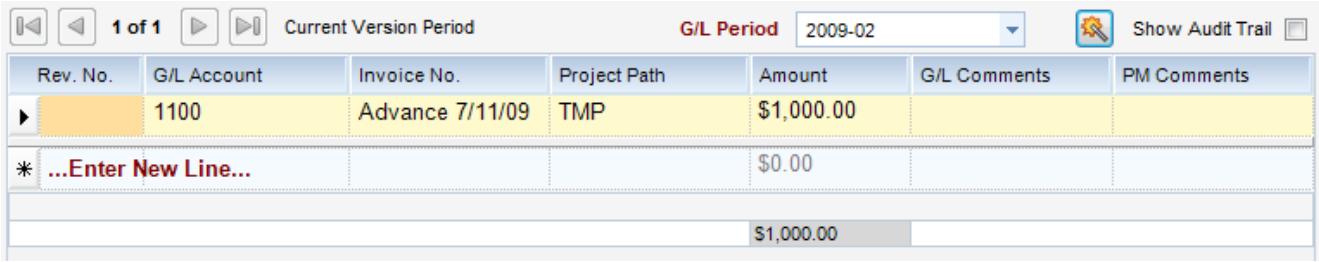


Click **Apply** and the information will fill in the **Detail** section of the **Receipts Journal**. Click **Save.**



Note: Steps 4-6 are done when you are ready to apply the retainer to the project (This may not be the same time that steps 1-3 are completed).

The system will create the appropriate sales journal to apply a retainer if automated invoicing is used to post.

Step 4 - Go to the **Project Administration Module.** Choose the **Projects Applet.** Pull up the Project to which you would like to post the retainer. Click on the **Billing tab. (Fig.2)**

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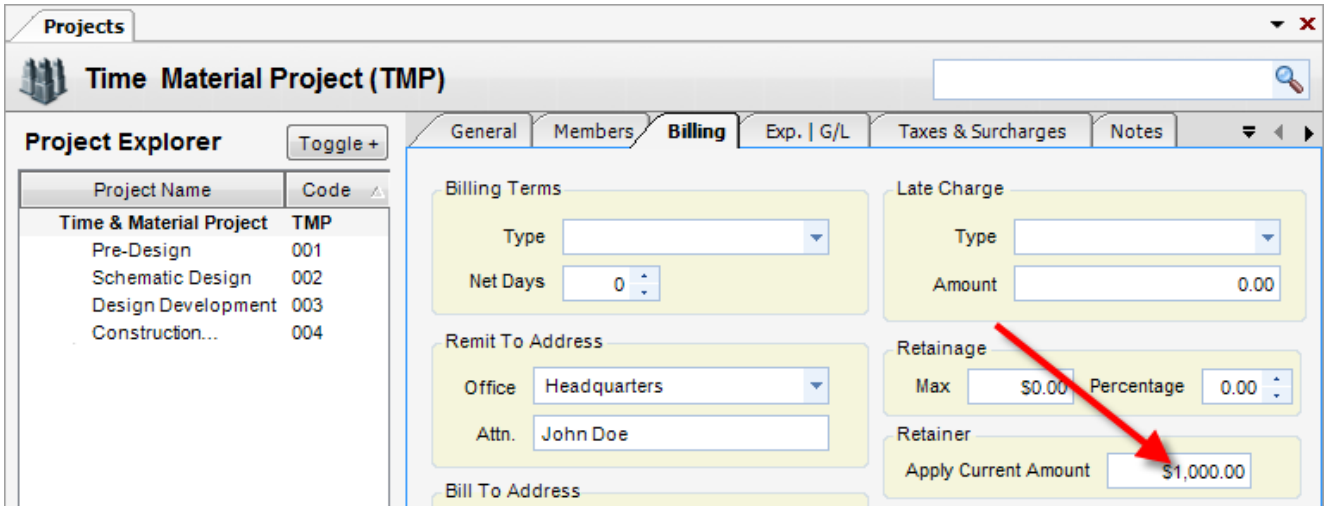
Step 5 - Enter the Retainer amount you wish to apply (Does not have to be all at one time) and click **Save**.



(FIG.2)

Step 6 - Now go to the **Accounts Receivable Module/Automated Invoicing**. Pull up the Project the retainer was applied to (see step 5) and click **Run.**

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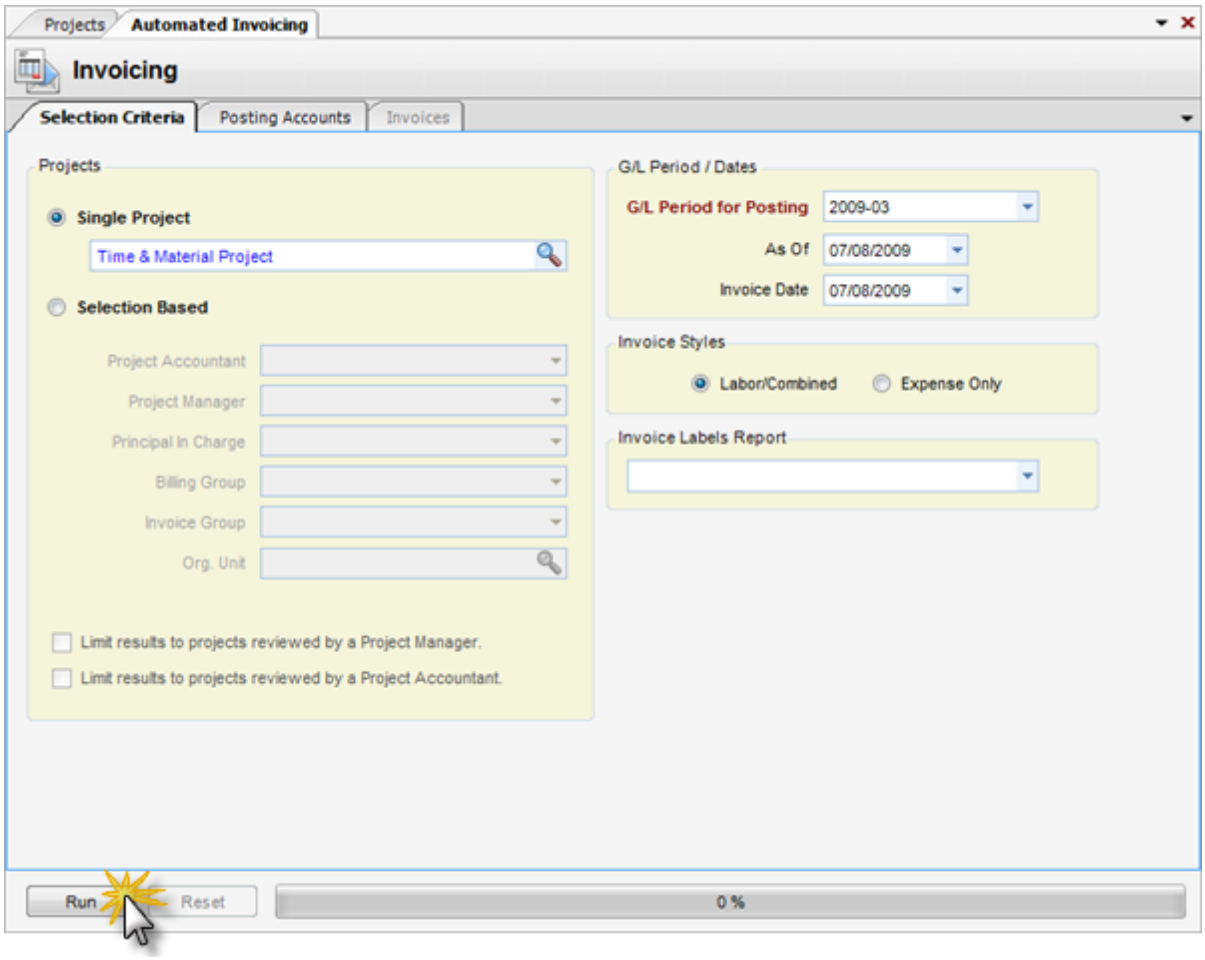
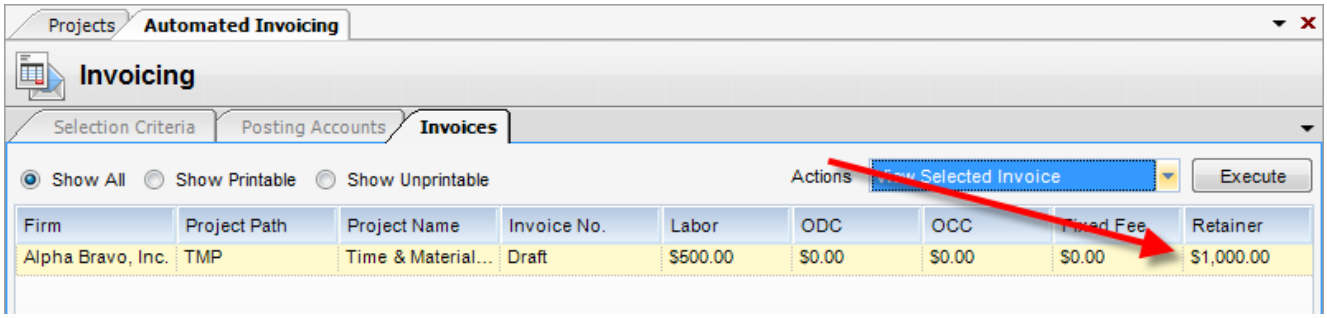


Step 7 - The retainer has now been applied and appears on the Invoicing tab under the Retainer column.



Step 8 - To post the retainer, click the **Actions** dropdown box. Select **Assign Selected Invoices** to assign them an invoice number. Then, select **Post Selected Invoices** to post them to the Sales Journal.

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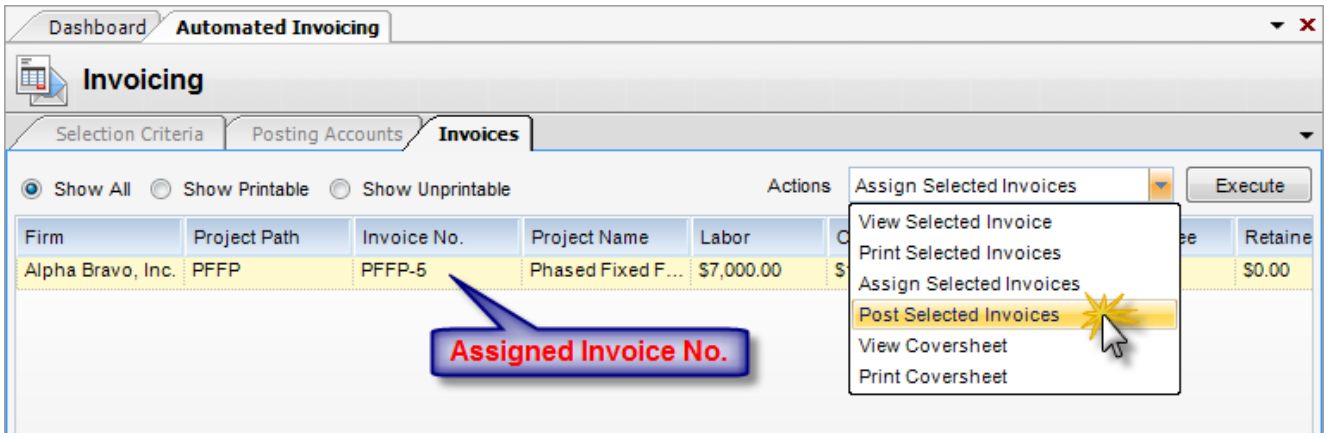
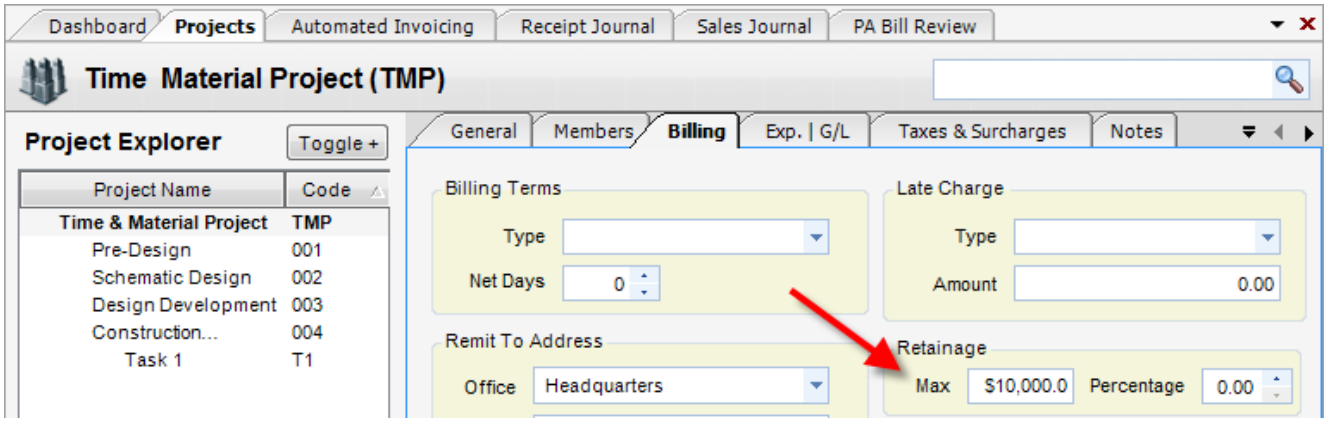


5.2.2 Applying Retainage to a Project

Description: How to apply Retainage to a project. Retainage is the portion of the payment due that is withheld until final inspection and acceptance of the work completed.

Note: All system invoices support Retainers and Retainage. If you have a custom invoice design, make sure that is supports Retainers and Retainage.

Step 1 - Go to the **Project Administration Module.** Choose the **Projects Applet.** Pull up the Project to which you would like to apply the retainage. Click on the **Billing tab. (Fig.1)**



(Fig. 1)

Step 2 - Enter the total amount of the retainage to be withheld throughout the billing cycle when invoicing (Typically 5% of Labor). Click **Save.**

Note: Steps 3-7 are done when you are ready to apply the retainage to the project (This may not be the same time that steps 1-2 are completed).

Step 3 - Go to the **Project Administration Module.** Choose the **Projects Applet.** Pull up the Project to which you would like to apply the retainage. Click on the **Billing tab.** Enter the Retainage Percentage you wish to apply (Typically 5%) and click **Save**. **(Fig.2)**

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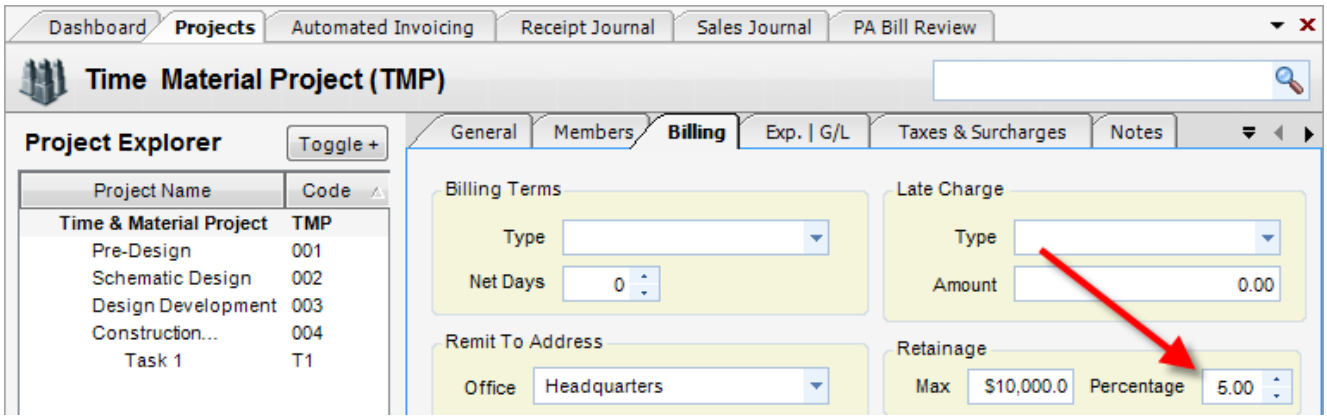
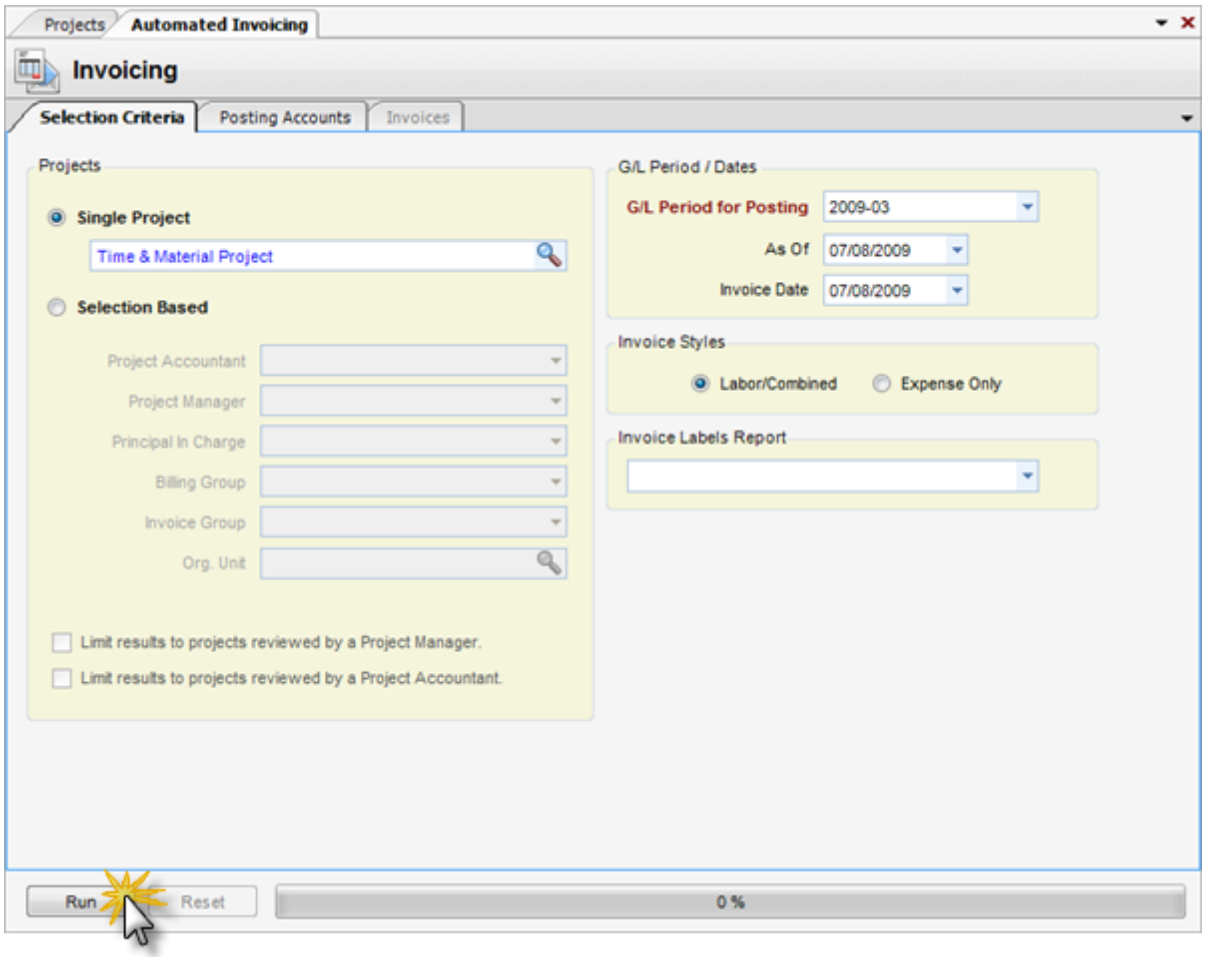


(Fig. 2)

Step 4 - Now go to the **Accounts Receivable Module/Automated Invoicing**. Pull up the Project the retainage was applied to (see step 3) and click **Run. (Fig. 3)**



(Fig. 3)

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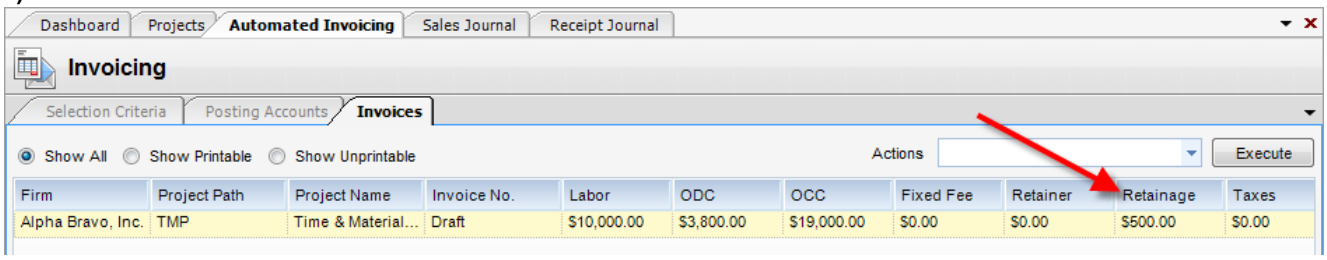
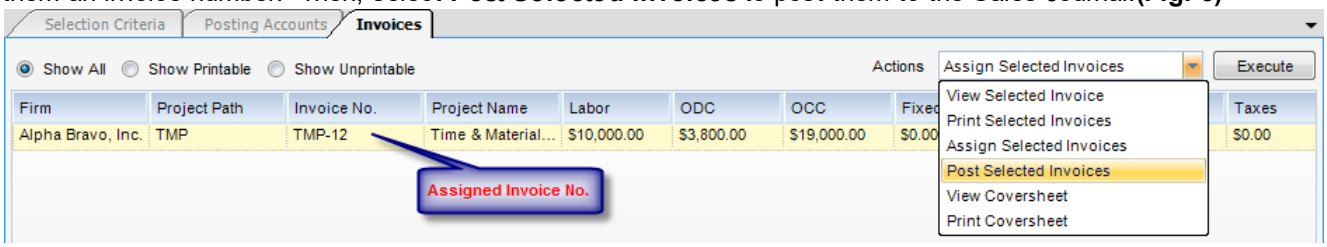
Step 5 - The retainage has now been applied and appears on the Invoicing tab under the Retainage column. **(Fig. 4)**



(Fig. 4)

Step 6 - To post the retainage, click the **Actions** dropdown box. Select **Assign Selected Invoices** to assign them an invoice number. Then, select **Post Selected Invoices** to post them to the Sales Journal.**(Fig. 5)**



(Fig. 5)

Step 7 - If you pull up the transaction in the **Sales Journal** , you will see that the retainage portion of the invoice has been applied applied to a retainage G/L account for future invoicing. **(Fig. 6)**

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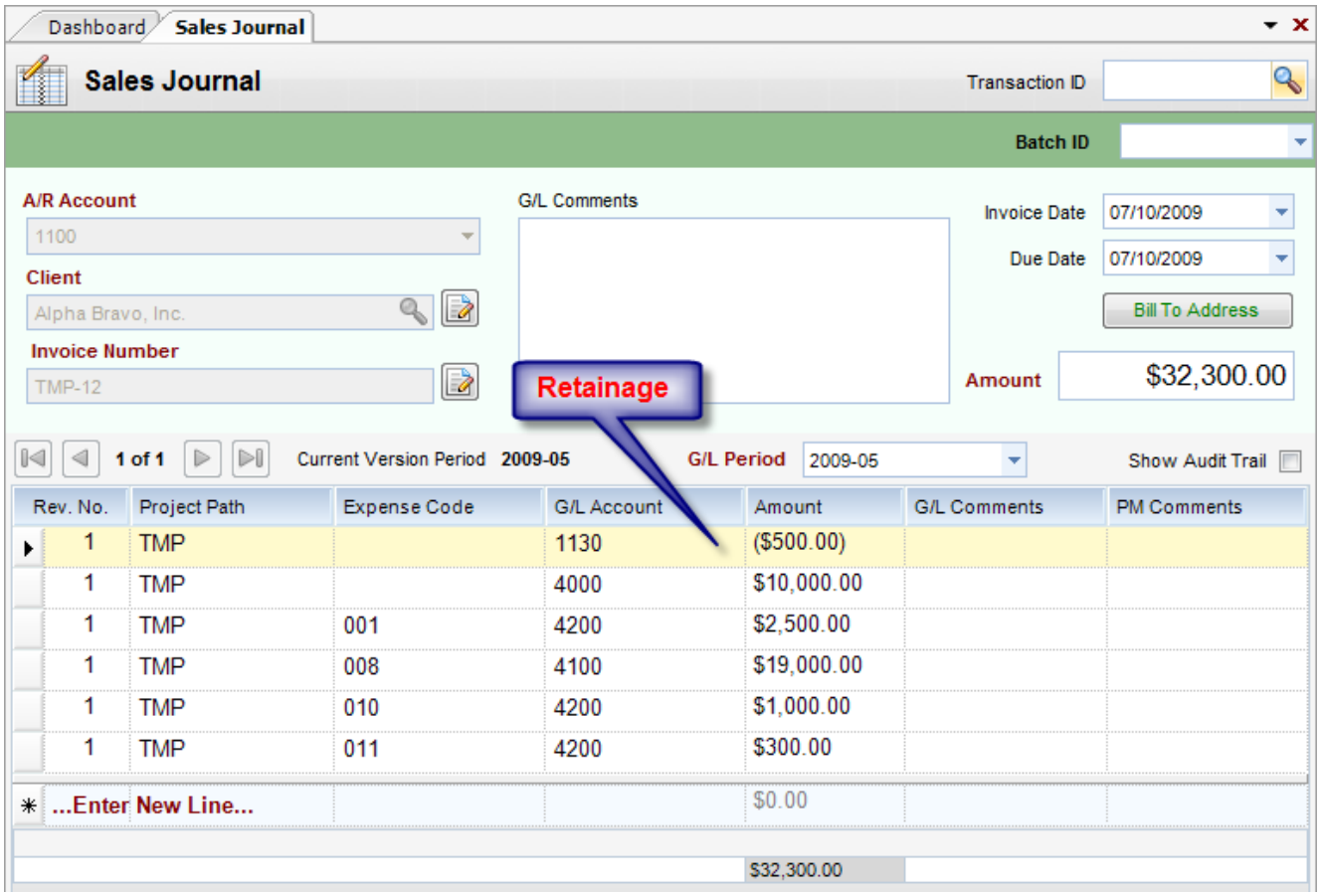

(Fig. 6)

5.2.3 How Dates are Analyzed in Automated Invoicing and PA Bill Review

Description: How dates are analyzed in **1.** Automated Invoicing and **2.** PA Bill Review. Under **Use G/L Period End Date For,** there are two check boxes, one that determines what transactions show up in invoicing, and another that determines what date to use when calculating Billed and Received To Date figures.

1. AUTOMATED INVOICING - In **Automated Invoicing,** dates are analyzed differently depending on the **Global Settings, Invoicing tab. (Fig. 1)**

When the **Expense Transactions To Include** box:

Is Checked (Fig.1) - The G/L period that the "As-Of" date falls in is used as the cut-off. It then compares that period to the period the transaction was posted in.

Is Not Checked - The "As-Of" date specifically is used as the cut-off.

Purchase Journal = Invoice Date
Disbursement Journal = Check Date
Employee Reimbursable Journal = Transaction Date (per line)

When the **Billed and Received To Date Calculations** box:

Is Checked (Fig.1) - The G/L period that the "As-Of" date falls in is used as the cut-off. It then compares that period to the period the transaction was posted in.

Is Not Checked - The Invoice Date specified is used as the cut-off. It is then compared to previous invoice dates.

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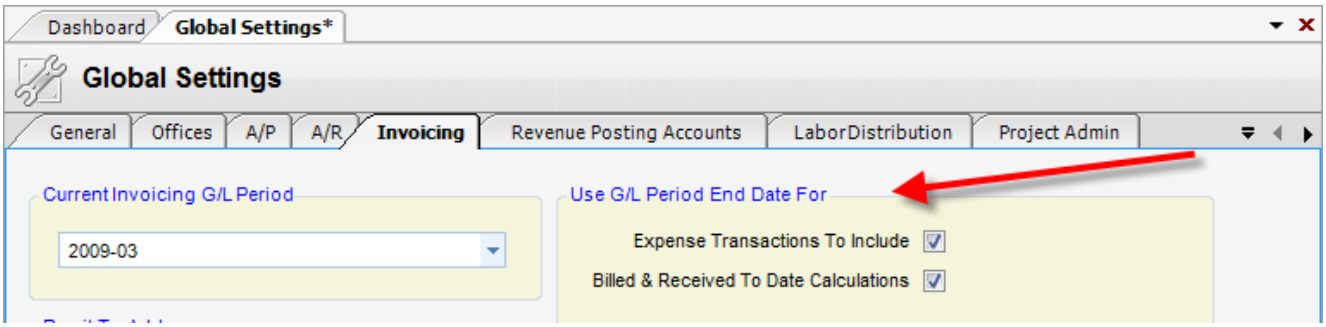

(Fig.1)

2. PA BILL REVIEW - In **PA Bill Review,** dates are analyzed in a similar way to **Automated Invoicing.**

When the **Expense Transactions To Include** box:

Is Checked (Fig. 1): The G/L period that the "As-Of" date falls in is used as the cut-off. It then compares that period to the period the transaction was posted in.

Is Not Checked: The "As-Of" date specifically is used as the cut-off.

5.2.4 Expense Code Markups (Heirarchy of Processing)

Description: Understanding the Hierarchy of Processing with Expense Code Mark-ups.

1 - Hierarchy of Processing is where InFocus looks when processing transactions with mark-ups.

A - PROJECT (EXPENSE CODE OVERRIDES) (Fig.1)- First, InFocus looks at the **Expense Code Overrides**. These are created in the **Project Administration Module/Projects Applet.** Right-click on the project and select **Expense Markups / Codes.** Look at the bottom grid. Project Expense Code Overrides are placed on specific Expense Codes at a specific WBS level. ***Why you would use this method:*** *If you want to have the same expense code have different multipliers throughout a project (ex., Phase 1 has a Markup of 1.2 for lodging and Phase 2 has a Markup of 1.3 for lodging)*

B - PROJECT (EXPENSE MULTIPLIERS) (Fig.1)- Next, InFocus looks at **Expense Multipliers**. These are created in the **Project Administration Module/Projects Applet.** Right-click on the project and select **Expense Markups / Codes.** Look at the top grid. This is where you establish Expense Multipliers on a per Project basis. For instructions on how to use them, see the How to set Expense Markups/Codes section of this manual. ***Why you would use this method:*** *If you want to have all expense codes to have the same multipliers throughout a project (ex., Phase 1 has a Markup of 1.2, any expense entered against Phase 1 will have a Markup of 1.2)*

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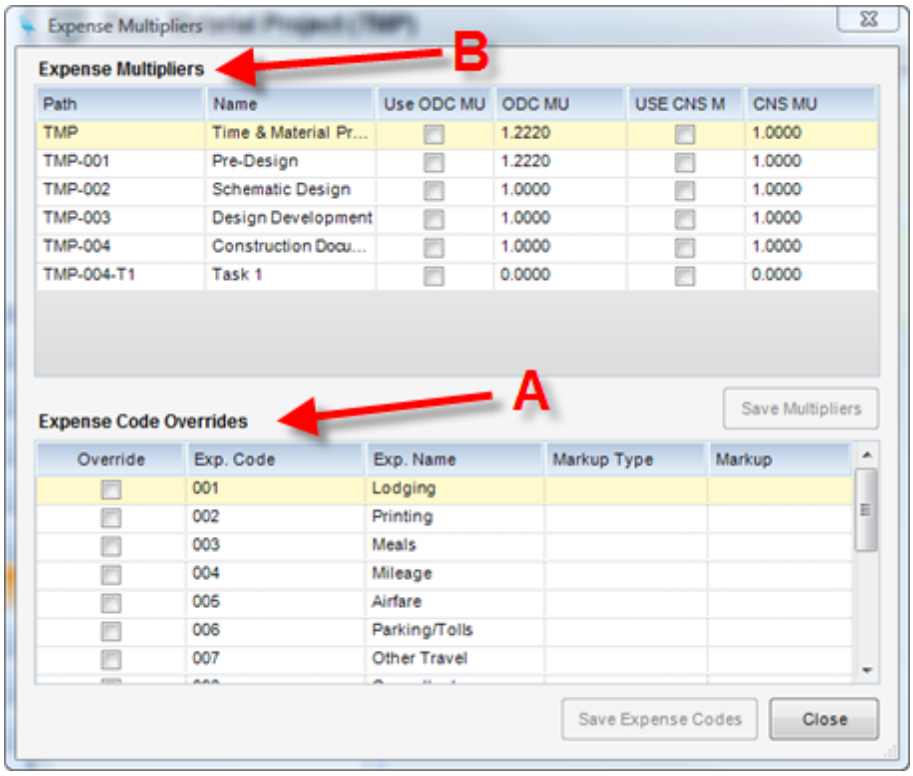

(Fig.1)

C - EXPENSE CODE (Fig.2) - If no multipliers are set at the project level, InFocus then looks at the Expense Groups set in the **Project Administration Module/Expense Groups Applet.** ***Why you would use this method:*** *If you want to define an Expense Group that you can use for multiple projects.*

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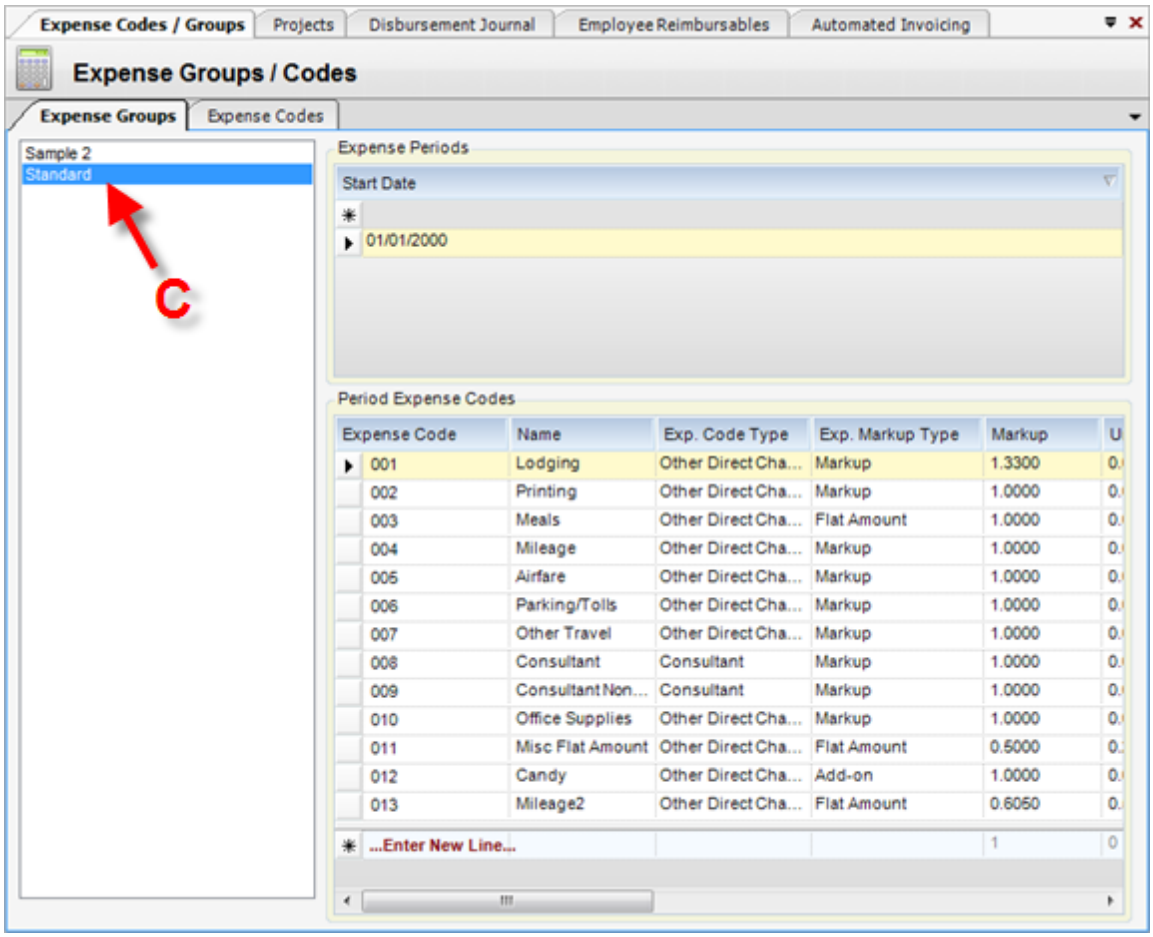

(Fig. 2)

D - PROJECT (EXPENSE MULTIPLIERS) - If no Expense Groups are set in the **Project Administration Module/Expense Groups Applet,** InFocus defaults back to the Expense Multipliers within the project **(Step B)**.

NOTE: Expense Multipliers can be changed in PA Bill Review (see below).

Changing Expense Multipliers in PA Bill Review - Expense Code Mark-ups can be made on a specific transaction in **PA Bill Review.** This is done by clicking on the **Paper & Pencil** icon at the far left of a transaction. **(Fig.3).** Just make adjustment in **Mark-up Amount** and click **Save.** ***Why you would use this method:*** *If you want to change the Markup for individual transactions.*

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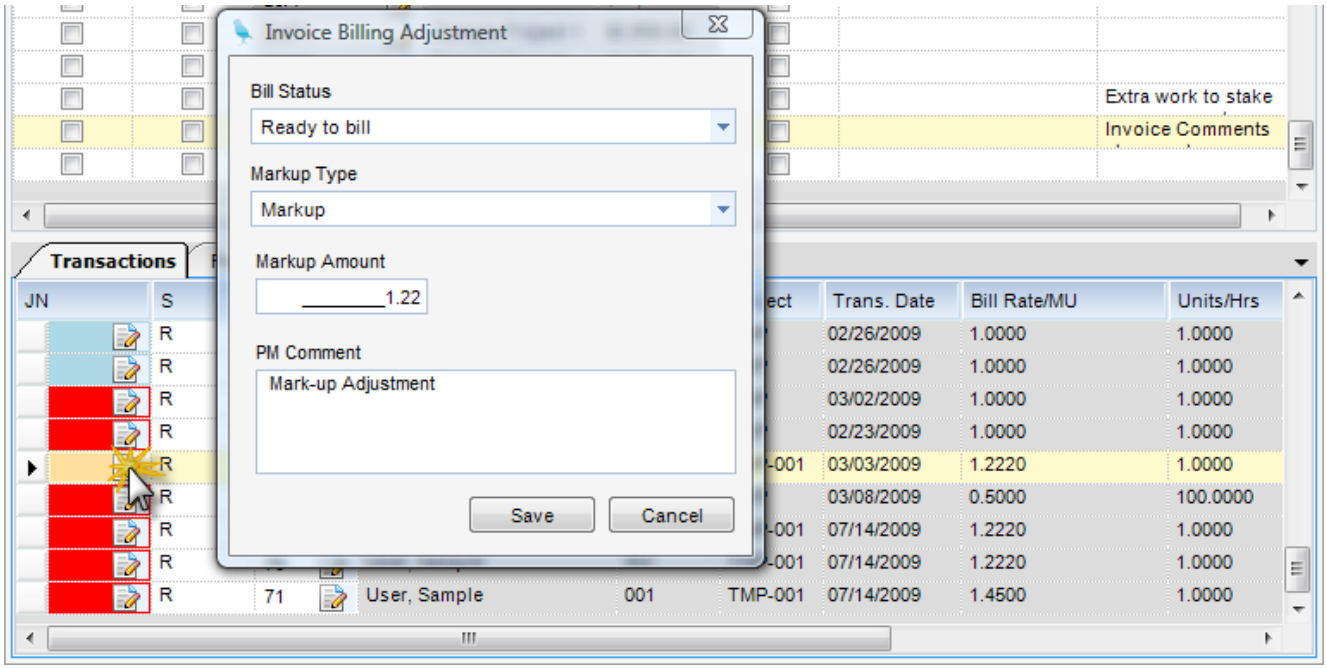

(Fig. 3)

5.2.5 How Labor Rates Lock-In

Description - Rates can come from one of three places in InFocus (Projects, Rate Schedules, or the Employee setup record). The basic method is comparing the time sheet line item with these three areas, and locking in on a match. When a match is achieved, the corresponding rate(s) are applied to the time sheet line item.

EXAMPLE: In the following scenario we will walk through a match for a Bill Rate (would be the same for Job Cost Rate).

Timesheet Line Items:
- ***Project*** - WBS path of 9801-10-A)
- ***Job Title*** - Senior Architect (SAR)
- ***Employee*** - Joe Jones (JJ)
- ***Work Date*** (6/1/2007)

Steps to finding a Bill Rate to "Lock In"

Step 1 - The first item that is compared is the WBS path (Project) on the time sheet item. If that path (Project) has the "Use Multipliers" for Bill Rate set on, then a match has occurred and the Bill Rate is calculated based on the WBS path (Project) multipliers. **(Fig.1)** For instructions on how to use Project Multipliers, see the Applying Rate Schedules section of this manual.

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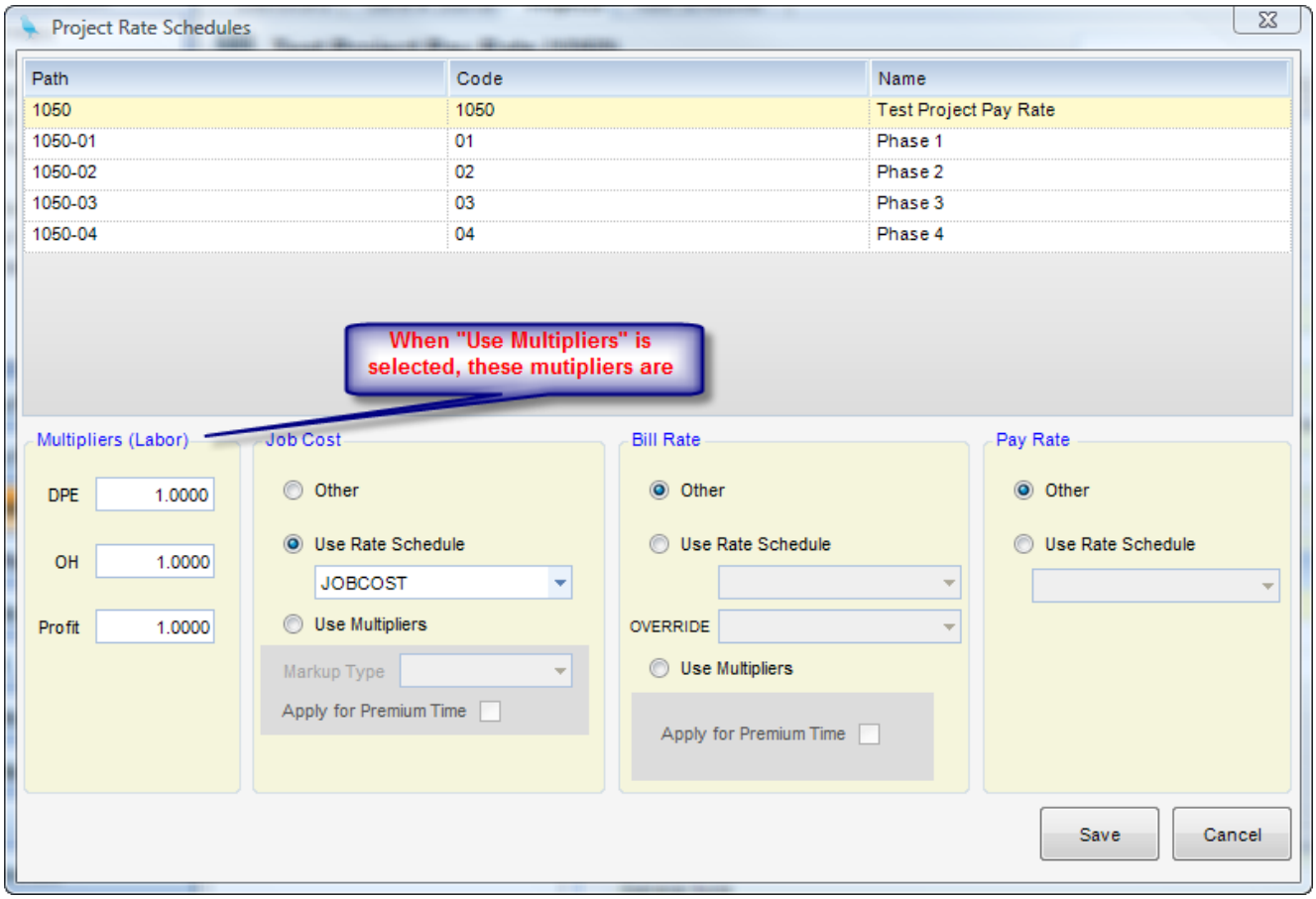

(Fig.1)

Step 2 - If no match occurs, and there is a Rate Schedule attached to Project 9801-10-A, then the system will next attempt to find a match using the Rate Schedule **(Fig.2)**.

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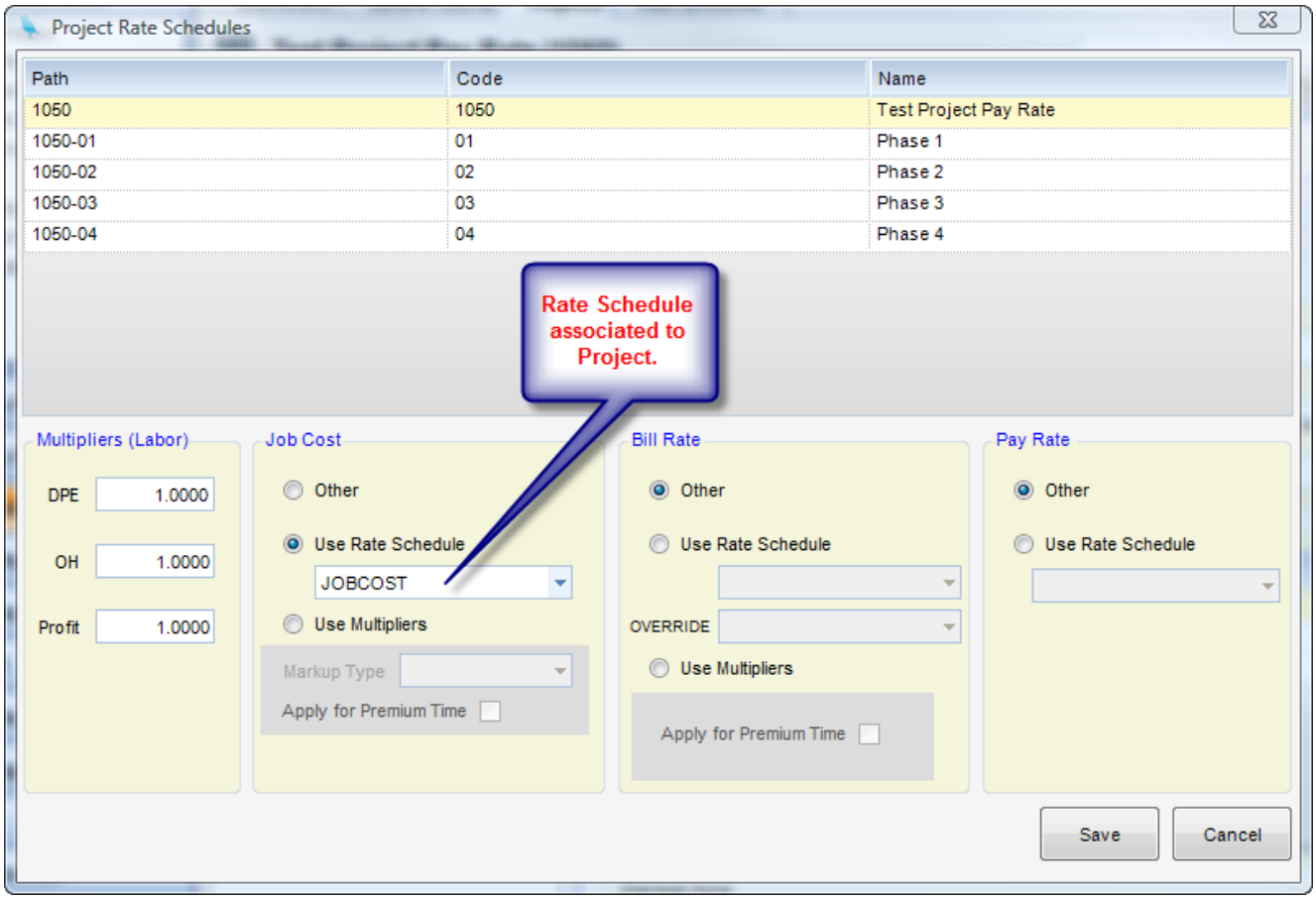

(Fig.2)

FOR YOUR INFORMATION:
Finding matches on the Rate Schedule works by going through a "most specific match" to "the least specific match" truth table. The table has two columns, Job Title and Employee, where Job Title is more important. The table can be filled out with any combination of job titles and or employees. The priority starting with highest priority is as follows:

Job Title	**Employee**
Matching Job Title	Matching Employee
Matching Job Title	Any employee (blank)
Any job title (blank)	Matching Employee
Any job title (blank)	Any employee (blank)

In our scenario, if a line item in Rate Schedule has an "SAR" in Job Title, a "JJ" in Employee, or a line has both entries blank, a match has occurred.

Remember: Rate Schedules are date sensitive so the schedule will only be looked at if has an effective date range that covers 6/1/2007 in this example.

Step 3 - If no match occurs in the Rate Schedule, the process (Steps 1 & 2) starts all over at the next WBS code up the chain. In this case that is 9801-10. This process starts at the lowest level (Task in this example) and works its way up the WBS to the Phase level, then the Project level.

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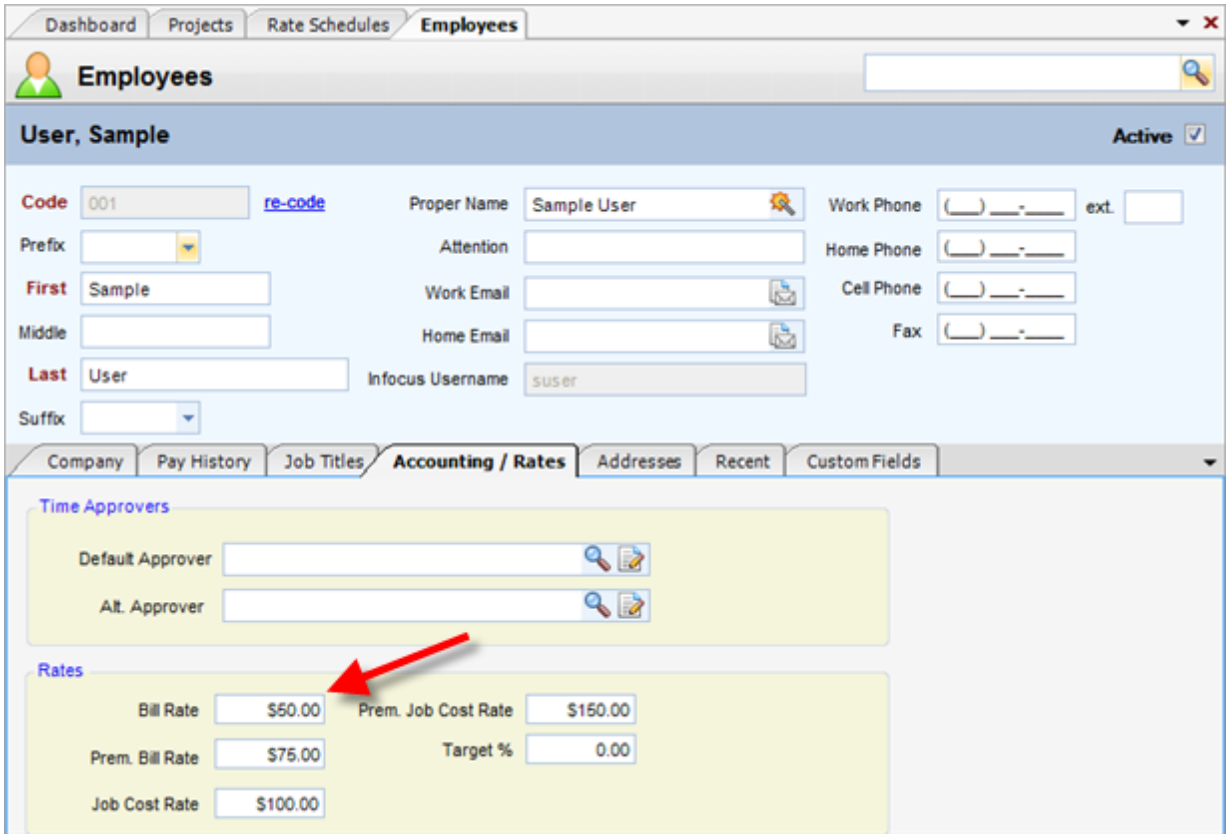
Step 4 - If all levels of the WBS have been exhausted without a match, then the Employee record rate is used **(Fig. 3)**.



(Fig.3)

5.2.6 Write off a Bad Debt

Description: Here are the steps to writing off a client invoice.

Step 1 - In the Sales Journal applet, (Accounts Receivable) recall the invoice to be written-off. (Fig.1)

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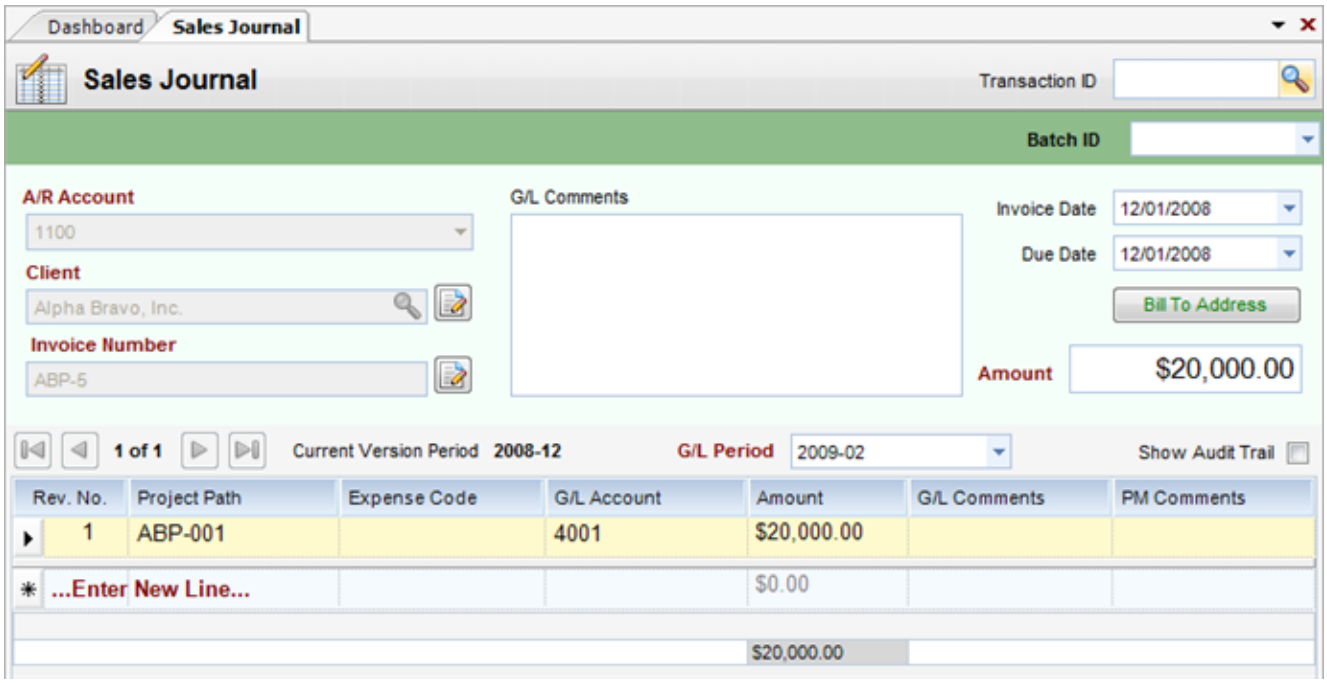
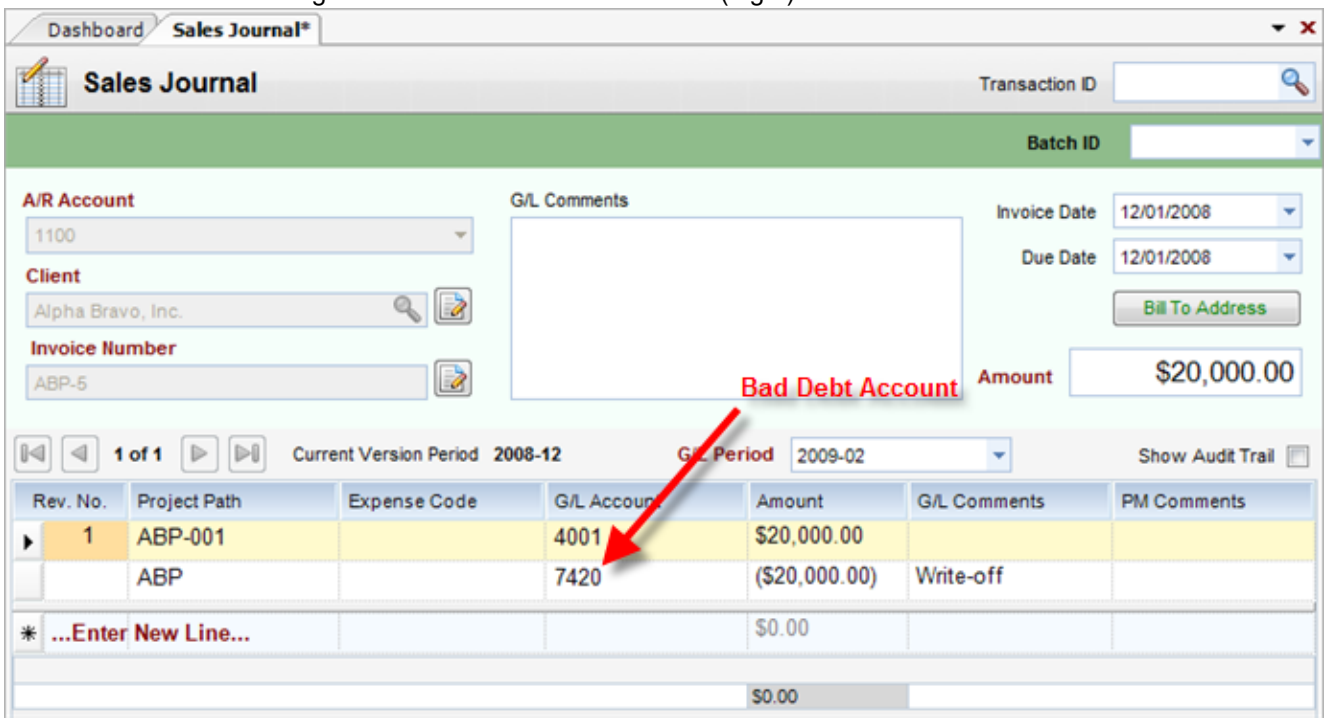


(Fig.1)

Step 2 - Add a line in the distribution grid for a negative value of the invoice amount. Make sure that the G/L Account the invoice is being moved to is a Bad Debt account. (Fig.2)



(Fig.2)

Step 3 - ***A.*** Change the invoice amount in the top section to zero. ***B.*** Then change the accounting period to the desired period that you want the write off to occur and click *Save*. (Fig.3)

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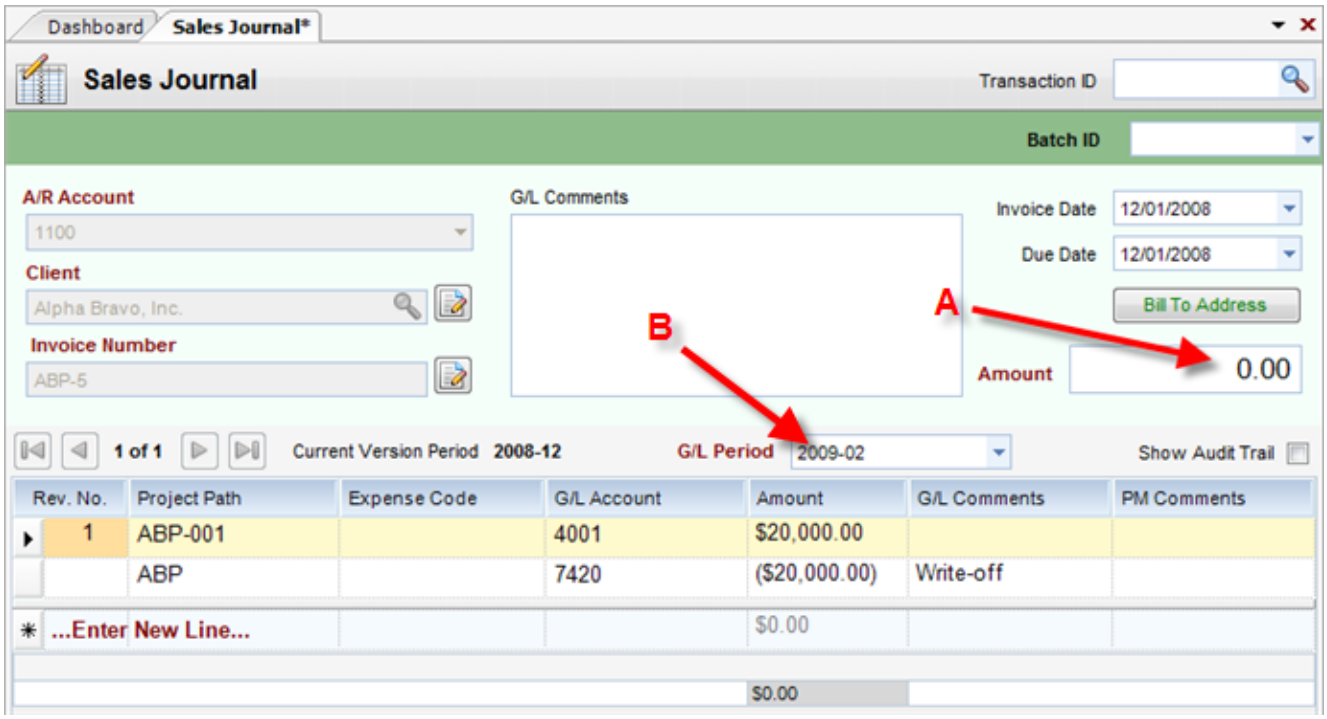


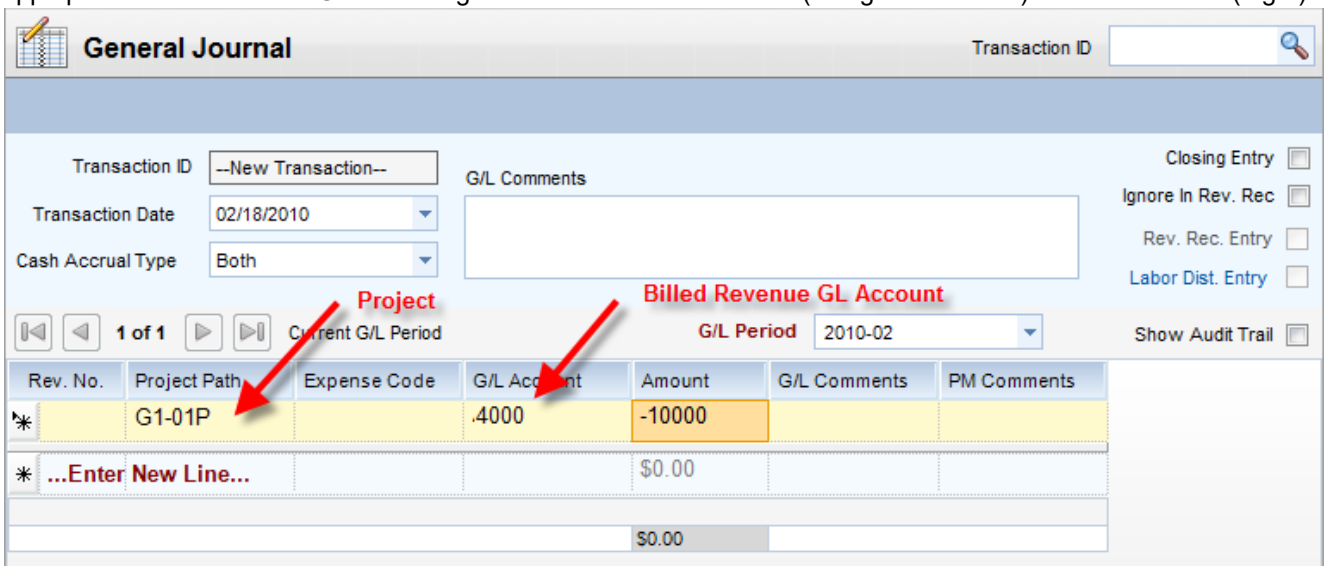
(Fig.3)

5.2.7 Change Billed to Date w/o affecting A/R or the GL

Description: How to change the Billed to Date without affecting the A/R or G/L.

Note: When making an entry in the General Journal a credit increases revenue while a debit decreases revenue

Step 1 - Enter a two line entry in the General Journal. The first line would go against 1) a project and 2) an appropriate Billed Revenue General Ledger account for either a credit (a negative amount) or debit amount. (Fig.1)



(Fig.1)

Step 2 - The next line would go against the same Billed Revenue account for the reverse amount but no project

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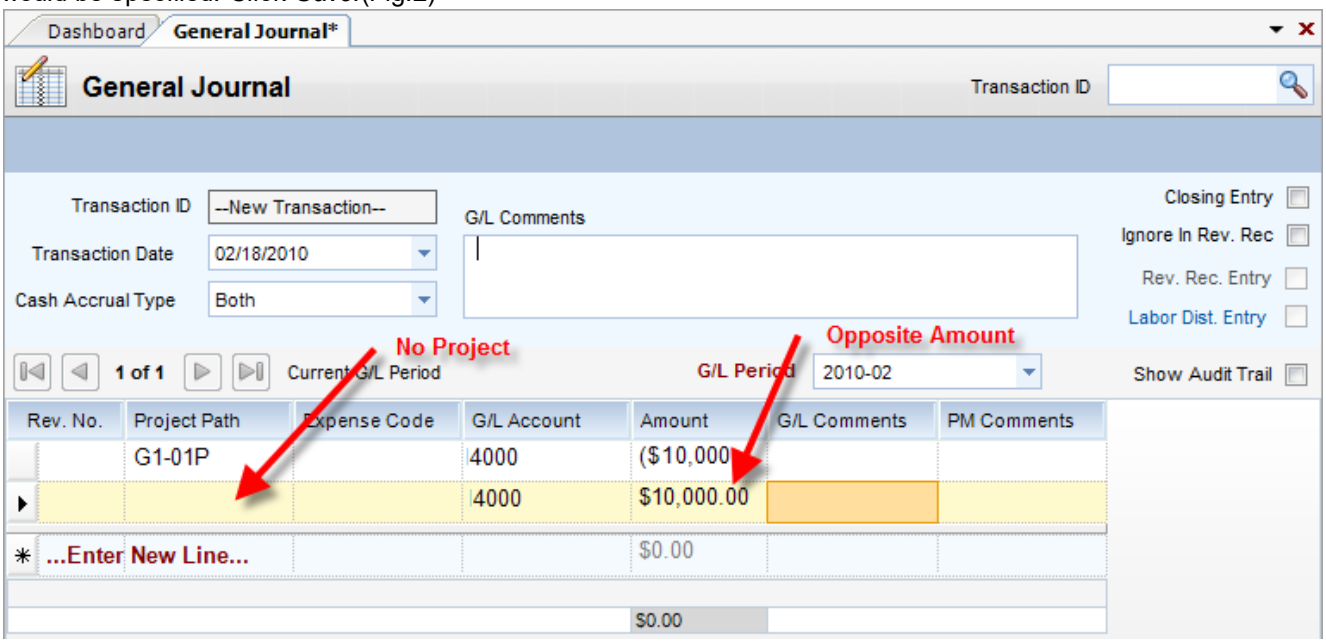
would be specified. Click *Save.*(Fig.2)

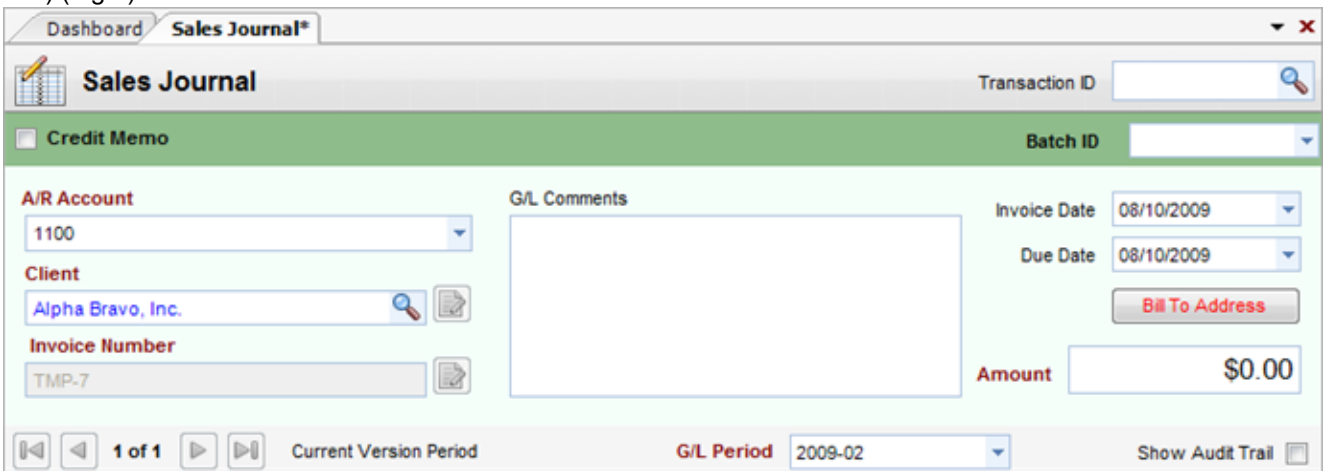


(Fig.2)

5.2.8 Issue a Credit Invoice

Description: How to issue a credit invoice.

Step 1 - In the Sale Journal, fill out the header with the appropriate information (A/R Account, Client, Invoice No., etc.) (Fig.1)



(Fig.1)

Step 2 - In the Detail section, select the project and the proper G/L Account to which you would like to issue the credit. Next, select the appropriate G/L Period and input a negative transaction. Make sure that the *Amount* totals the negative amount and check the *Credit Memo* checkbox. Click *Save.* (Fig.2)

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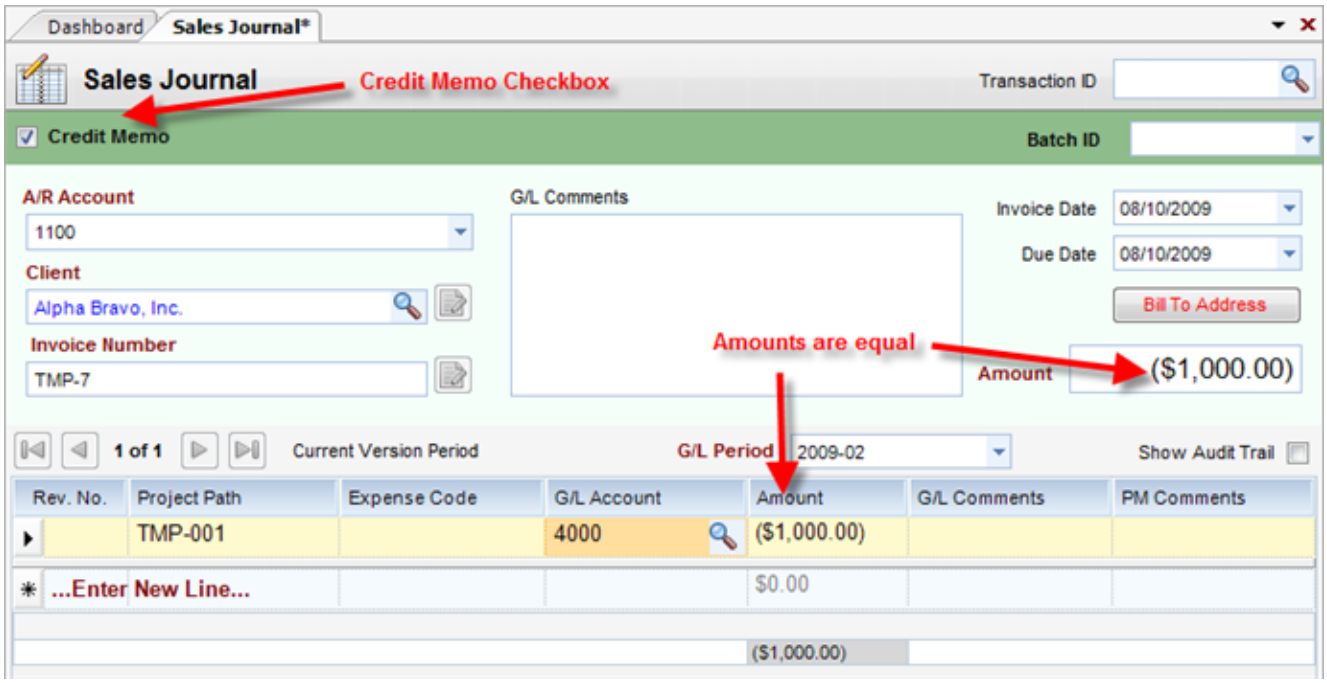
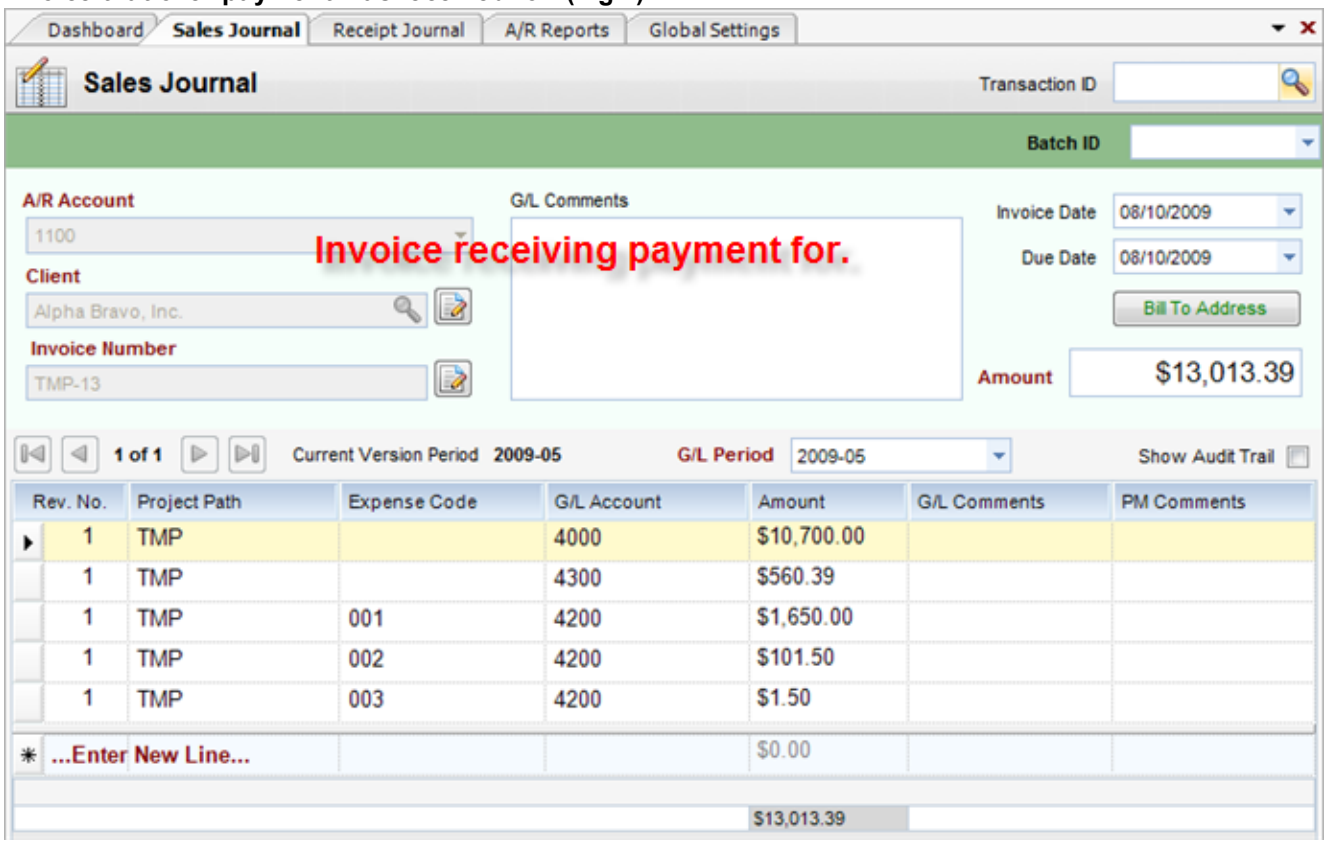


(Fig.2)

5.2.9 Apply Over-Payments

Description: How to post an over-payment.

Invoice that over-payment was received for. (Fig.1)



(Fig.1)

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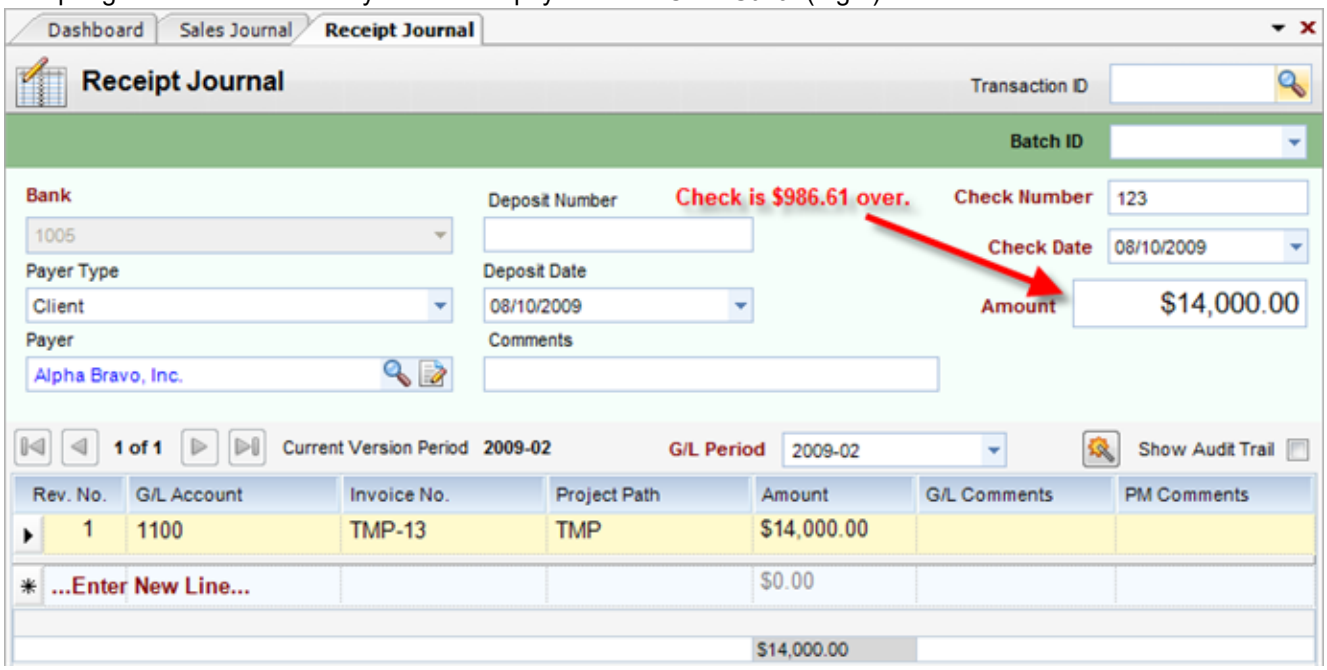
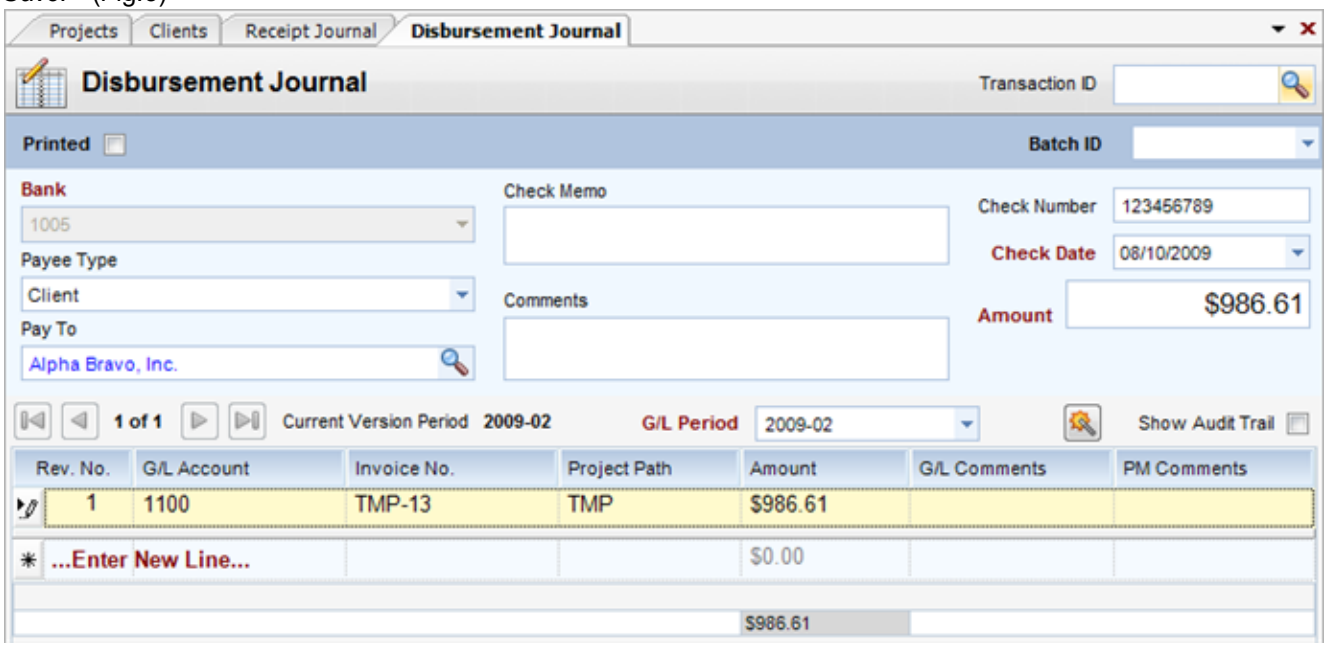
Step 1 - Once you have received payment (Including the over-payment), go to the *Receipts Journal* and create a receipt against the invoice that you received payment for. Click *Save.* (Fig.2)



(Fig.2)

Step 2 - To return the over-payment, go to the *Disbursements Journal* and create a disbursement entry going against the Client, A/R account, and Invoice. In the Detail section, fill out the appropriate information and click *Save.* (Fig.3)



(Fig.3)

Step 3 - Finally, to write the check, go to the Disbursement Journal and pull up the transaction. Then, click on the *Tools* Button and select *Print Check*.(Fig.4) Fill in Address (if needed). The user will then be directed to the

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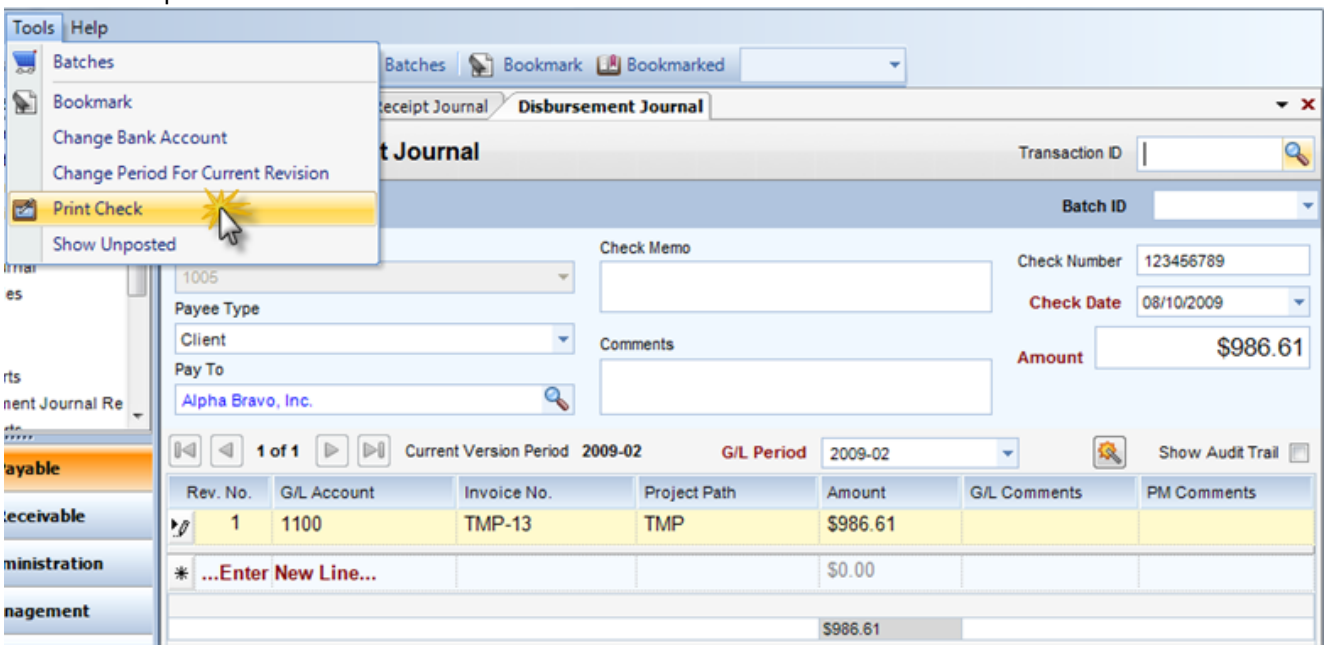
Manual Check report. Double Click on *Manual Check* in the reports column. InFocus will then run the report. The user can now print the manual check.

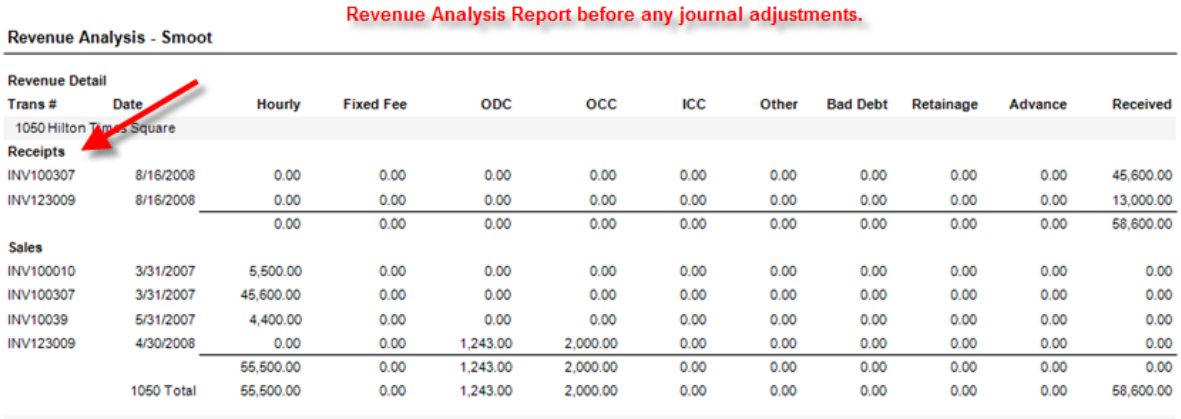


(Fig.4)

5.2.10 Manually Setting Up Historical Amounts (Received to Date)

Description: How to manually set up historical amounts (Received to Date).

Using the *Revenue Analysis Report,* we will monitor this change. First we look at the report before the change. (Fig.1)



(Fig.1)

Step 1 - To begin setting up historical amounts (Received to Date), first, go to the *Receipts Journal* and create an entry for the historical amount. Fill in the appropriate *Header* information, and create a *Detail* line for each *Project* you wish to change. Select the *Billed Labor* G/L Account that you need to go against and enter the amount you wish to add (positive amount). Once all of the projects that you wish to change have been entered, create a final *Detail* line that goes against an *Error* Account. This should be an offsetting entry (negative amount to zero-out the total transaction amount). Finally, make sure that the *Amount* at the top-right is set at $0.00. Click *Save.* **(Fig.2)**

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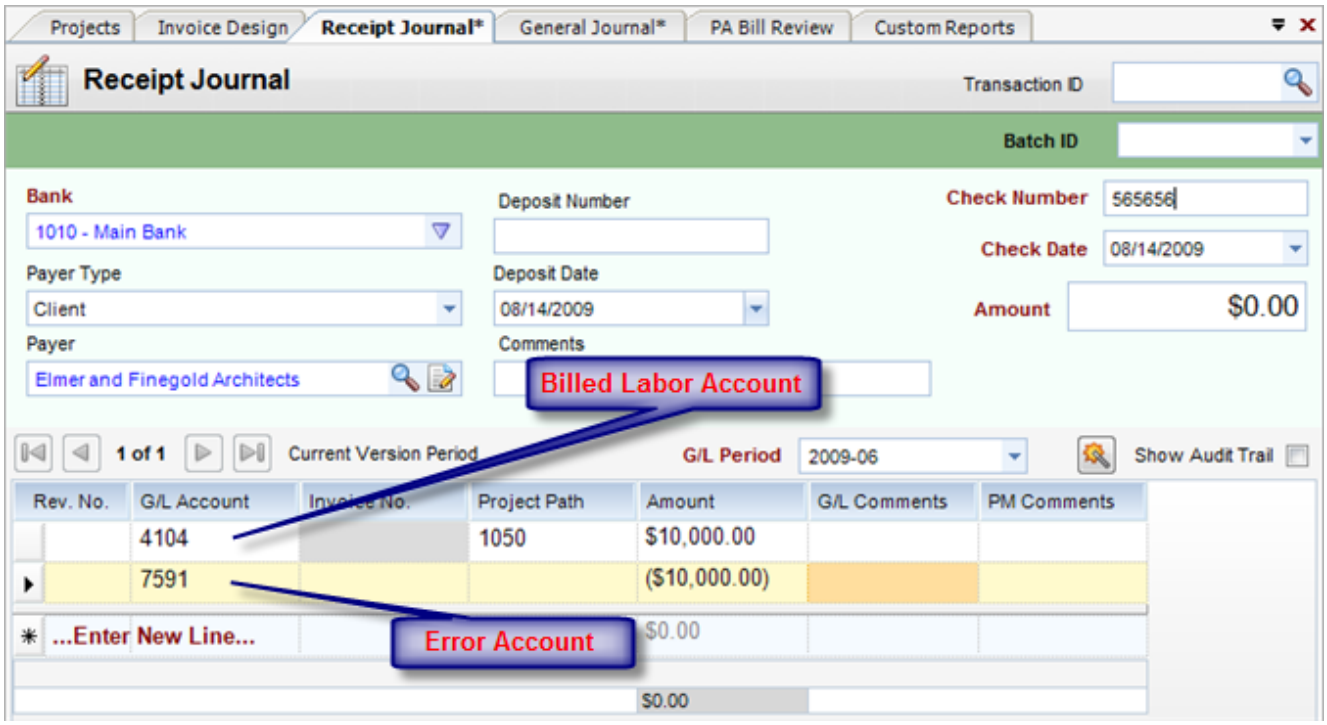
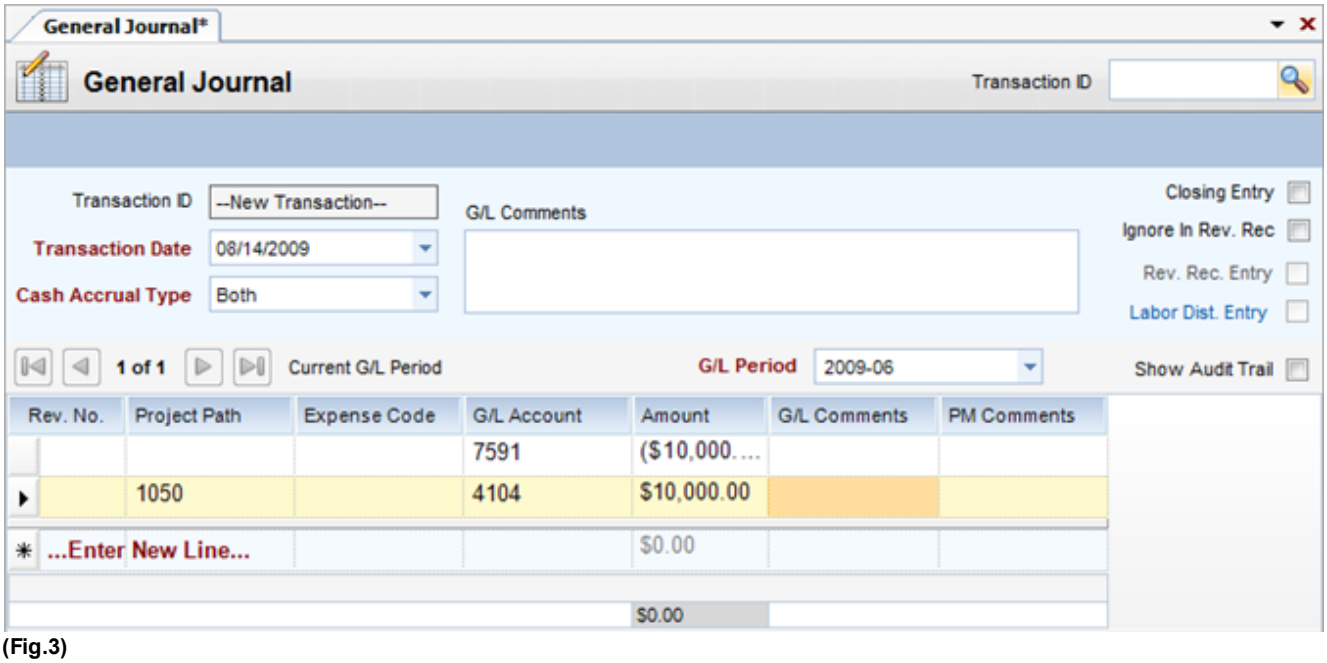


(Fig.2)

Step 2 - Next, go to the *General Journal* and create another entry for the historical amount. Start by creating a *Detail* line that goes against the *Error* Account (same one used in Fig.2). This should be the offsetting entry (negative amount to zero-out the total transaction amount) that you used in the first journal entry (Fig.2). Then, create a *Detail* line for each *Project* you used in the first journal entry (Fig.2). Select the same *Billed Labor* G/L Account and enter the amount(s) you wish to add (positive amount from first entry). Once all of the projects that you wish to change have been entered click *Save.* **(Fig.3)**



(Fig.3)

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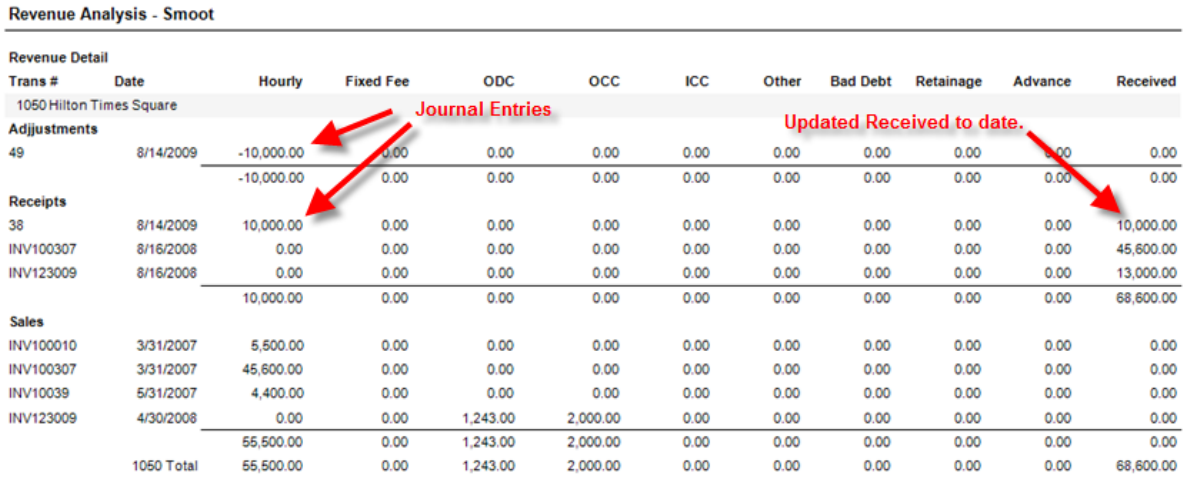
Looking at the *Revenue Analysis Report* - Looking at the report, we see that the Historic Amount (Received to Date) has been changed to reflect the new amount. **(Fig.4)**



Revenue Analysis - Smoot

Revenue Detail

Trans #	Date	Hourly	Fixed Fee	ODC	OCC	ICC	Other	Bad Debt	Retainage	Advance	Received
1050 Hilton Times Square											
Adjjustments											
49	8/14/2009	-10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		-10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Receipts											
38	8/14/2009	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
INV100307	8/16/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,600.00
INV123009	8/16/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,000.00
		10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,600.00
Sales											
INV100010	3/31/2007	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INV100307	3/31/2007	45,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INV10039	5/31/2007	4,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INV123009	4/30/2008	0.00	0.00	1,243.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
		55,500.00	0.00	1,243.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
	1050 Total	55,500.00	0.00	1,243.00	2,000.00	0.00	0.00	0.00	0.00	0.00	68,600.00

5.2.11 Write off an Expense

Description: How to write off an expense.

Write Off Expense

I needed to just write off an expense on a billed invoice. Is the best way to just go into the Sales journal and delete the entry and then fix the total amount billed?

Answer:

The best way is to call up the entry in sales journal and then change the amount on top and add one line with a negative amount going against a bad debt account to balance the entry.

5.2.12 Cancel transaction in another month

Description: How to cancel a transaction that is in another month.

Question: I wrote a check in May and I want to void it in June. I don't want the reports I printed at the end of May to be changed. How do I do this?

Answer: Call up the check in question. Change the period in the drop down in the header section to the June period. Make all dollar amounts zero and hit save.

5.2.13 Enter an Electronic Transfer

Description: How to enter an electronic transfer.

Do you enter a electronic transfer the same way as a check except in the check number cell I obviously wouldn't have a check number?

You enter an EFT either through a pair of receipt and disbursement entries or through a pair of general journal

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entries. The key is to run it through a suspense account. The reason is that bank recs clear transactions, not line items. So you never want to hit two banks on one transaction.

5.2.14 Transfer Funds Between Banks

Description: How to transfer funds between bank accounts.

Question:

We often write checks to transfer funds between banks. Should this be posted as cash Receipts of Disbursements Journal?

Answer:

Most clients create a journal entry to move cash, however, in this case you may want to hit a clearing account so you can enter both the receipt and the disbursement. This way you will see it in bank rec.

5.2.15 In-House Expenses (Determining How to Handle)

Description: In-house charges such as prints, faxes, and phone calls can be entered in one of three journals in *InFocus*; *Disbursements, Purchases,* and *Employee Reimbursables*.

Where you enter them is based on the following decisions:

Purchase journal
- Requires a vendor to be created for the in-house expenses.
- Will appear only in accrual financial reporting.
- Distribution first asks for project so the G/L account can default in.
- Must be entered by accounting staff.
- All line items will use the invoiced date of the transaction for the transaction date.

Disbursements
- Does not require a vendor to be established.
- Appears on both cash and accrual financial reports.
- Distribution first asks for the G/L account so it does not default in.
- Must be entered by accounting staff.
- All line items will use the check date of the transaction for the transaction date.

Employee Reimbursables
- Requires an employee to be set up if the data is not being entered in expense sheets.
- Will appear only in accrual financial reporting.
- Distribution first asks for project so the G/L account will default in.
- Can be entered by individual if included in expense sheets.
- Each line item can have its own transaction date.

5.2.15.1 Entering In-House Expenses

Description: How to Handle In-House Expenses.

In each of the cases discussed in the *Determining How To Handle In-House Expenses* section of the manual, you are basically entering a zero dollar transaction.

For example, if you entered internal prints in the purchase journal you would create a zero dollar transaction

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against and in-house vendor. You would then enter line items against various transactions. There are two methods:

- Zero cost against projects and general ledger
- Cost against general ledger and projects

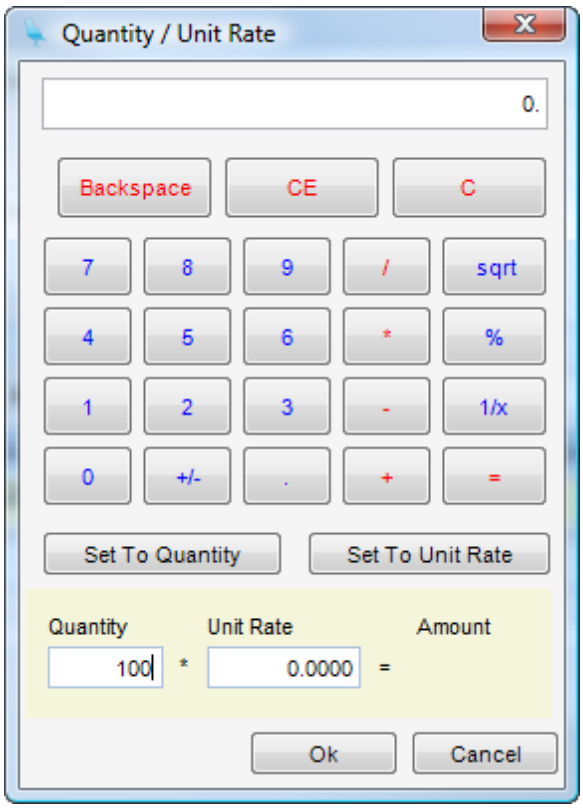
Method #1

In this method you would establish expense codes with a flat billing amount with a zero cost rate (Fig.1). You would then simply enter the quantity of prints (Fig.3). The extended amount would be zero (Fig.3).

Period Expense Codes

Expense Code	Name	Exp. Code Type	Exp. Markup Type	Markup	Unit Rate	Bill Status	Direct Cost
TRV	Travel	Other Direct Cha...	Markup	1.1000	0.0000	Never bill	5201
Meals	Meals	Other Direct Cha...	Markup	1.1000	0.0000	Ready to bill	5202
Consultants	Consultant	Consultant	Markup	1.1000	0.0000	Ready to bill	5300
Printing	Printing	Other Direct Cha...	Markup	1.1000	0.0000	Ready to bill	5200
Office Supplies	Office Supplies	Other Direct Cha...	Markup	1.1000	0.0000	Ready to bill	5202
Mileage	Mileage	Other Direct Cha...	Flat Amount	1.0000	0.5850	Ready to bill	5201
Misc. Expense	Misc. Expenses	Any Type	Markup	1.1000	0.0000	Ready to bill	5202
Parking	Parking	Other Direct Cha...	Markup	1.0500	0.0000	Ready to bill	5201
Prints	Prints & Copies	Other Direct Cha...	Markup	1.0000	0.7500	Ready to bill	5202
Lab Fees	Lab Test	Other Direct Ch	Flat Amount	55.0000	0.00	Ready to bill	5202
Hotel	Hotel	Other Direct Cha...	Markup	1.1000	0.0000	Never bill	
InHouse	InHouse Prints	Other Direct Cha...	Flat Amount	1.0000	0.0000	Ready to bill	

(Fig.1)



(Fig.2)

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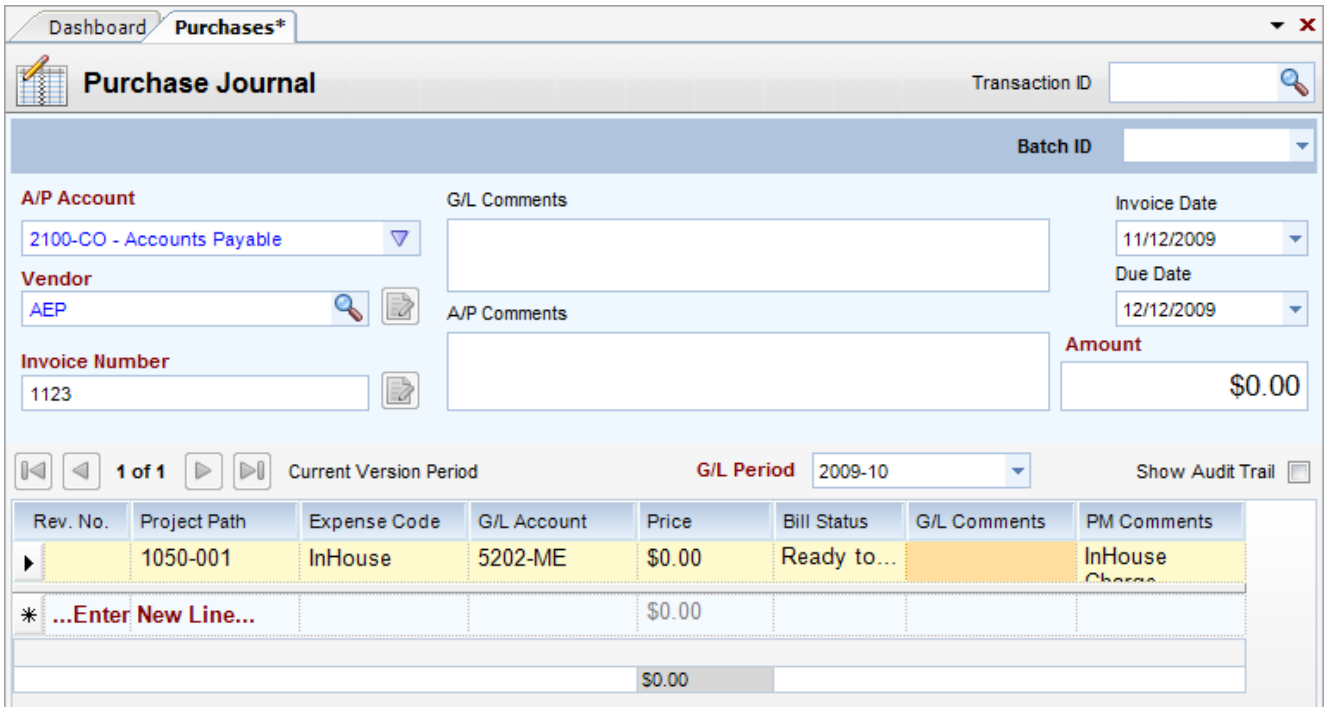

(Fig.3)

Method #2

In this method you would enter a quantity and some estimated unit rate. The extended cost amount would be the quantity times the unit rate (Fig.4).
After charging all the required projects you would then enter a negative amount for the running total against an overhead G/L account (Fig.5).

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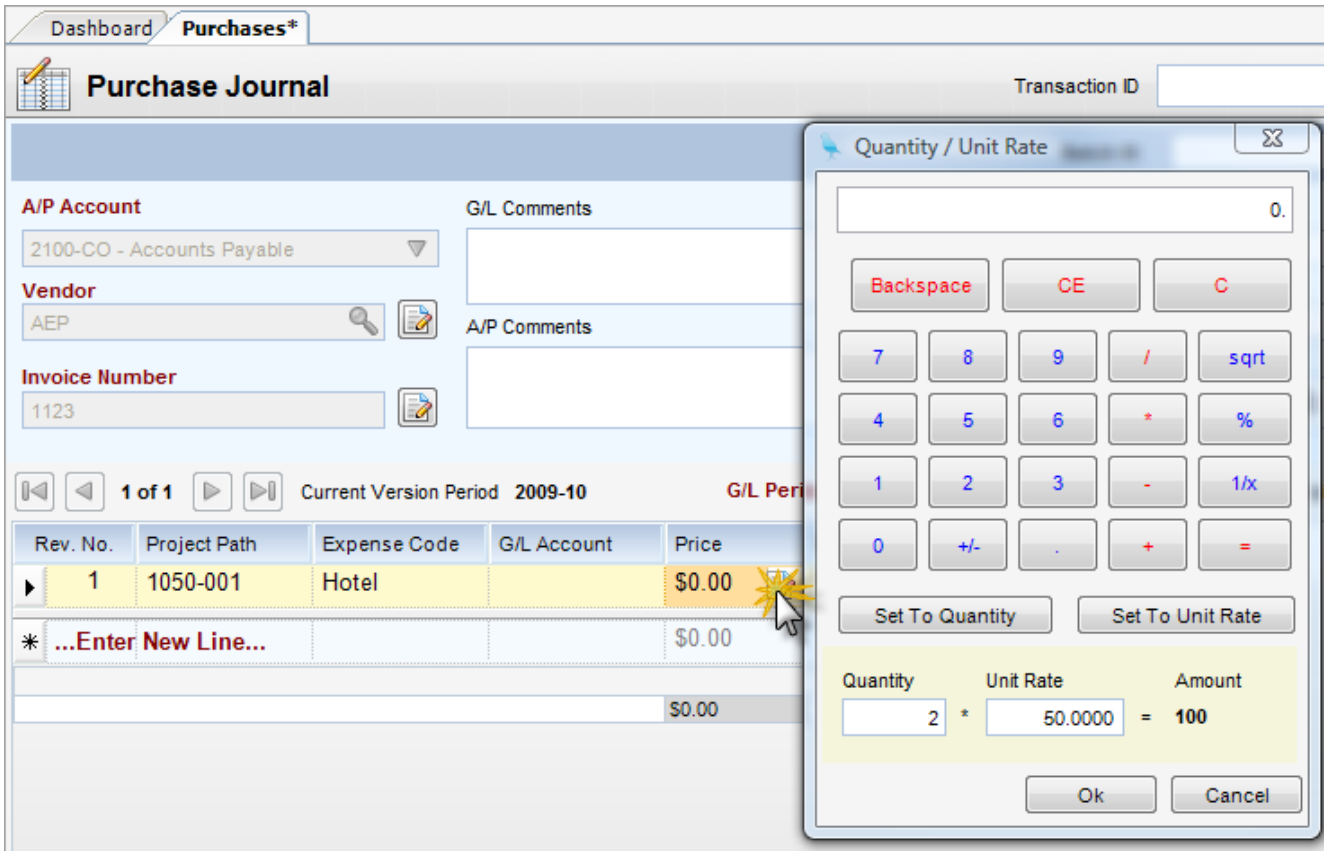
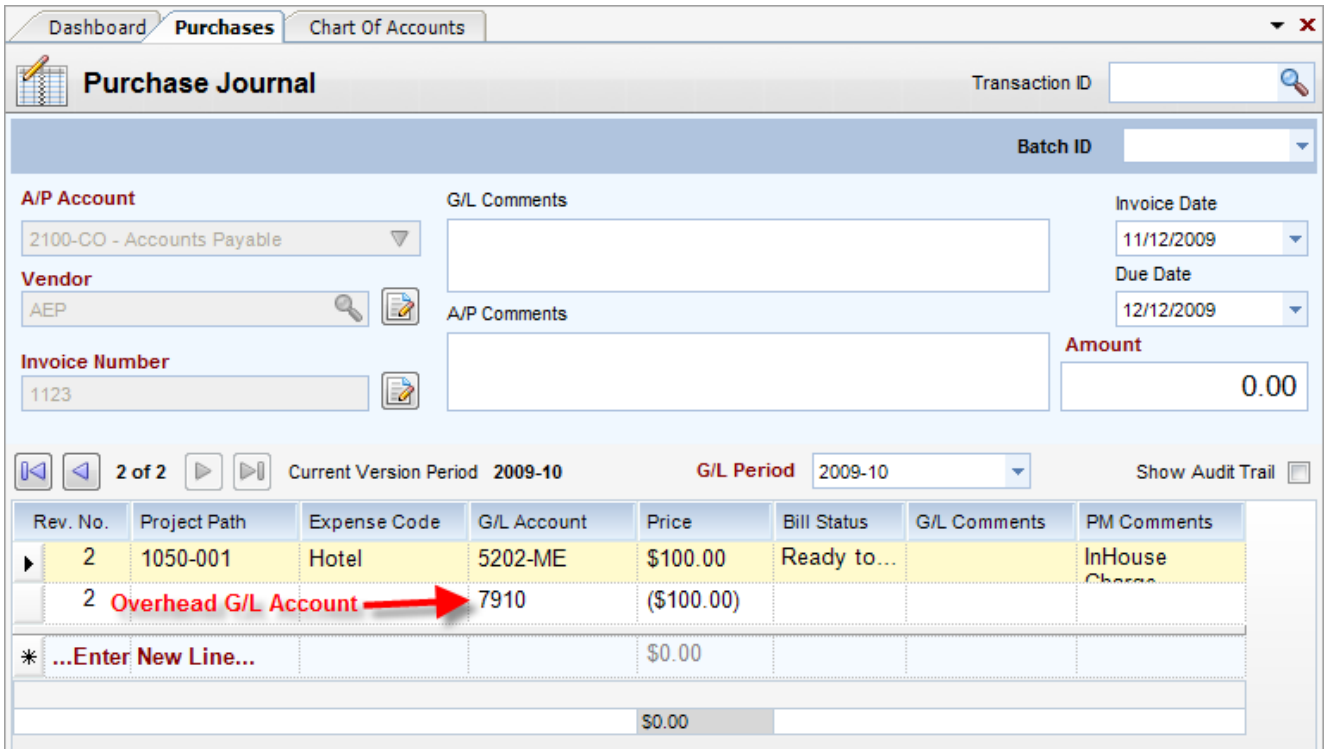


(Fig.4)



(Fig.5)

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5.3 Reporting Overview

Journal Reports - The journal reports provide a listing for transactions entered within the respective journal. Typically these are printed once a month.

General Ledger Report - The General Ledger Report groups transactions by G/L Account. Within the account, transactions are grouped by journal of entry.

Trial Balance Report - Trial balance report summarizes G/L account balances.

Financial Statements - The output of the financial statement is dependent on the design. The only information required to run a financial statement is the statement name and the accounting period for which the statement should be run. All columns in the financial report use this as the relative accounting period.

Time Utilization Reports - Time utilization reports are used to analyze how employees spend their time and how profitable they are. There are two categories for utilization reports: hours and dollars. This is done to allow permissions to be set separately for the type of information contained in the report.

Project Management Reports - All project management reports use the same interface. However, based on the report definitions, some report parameters may be disabled or already filled out.

A/R Reports - See the A/R Reports section of this manual for more information.

A/P Reports - See the A/P Reports section of this manual for more information.

Pay When Paid Reports - The Pay-When-Paid Report is used to determine when to pay consultants. Suggested payment is determined by analyzing on which A/R invoice a consultant expense was charged out, and whether monies have been received for that invoice.

Data Dictionary - The Data Dictionary Report displays descriptions of every table and column that comprise the InFocus application. The names of the tables and columns, in most cases, should be self-evident. Running the report requires no parameters.

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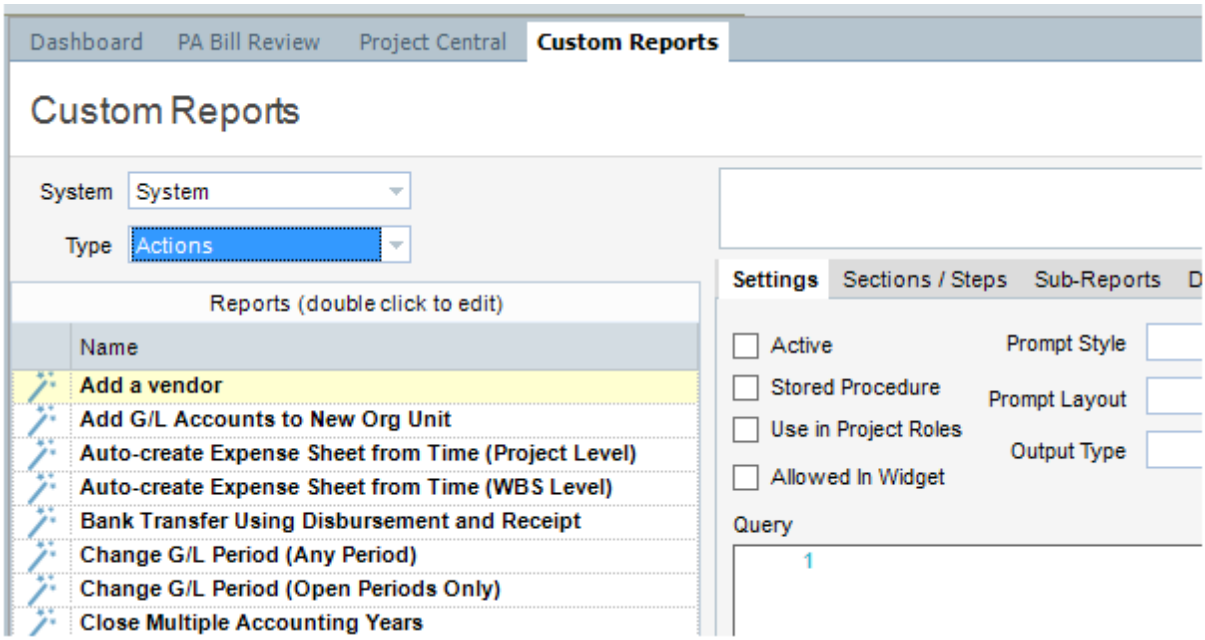
6 InFocus Advanced

6.1 Actions

Overview

Actions take the power of custom reports and unlocks it to do just about anything. You can use actions to interact with third-party systems or automate complex workflows. There are also hooks throughout the system that allow you to trigger an action when almost anything–clients, vendors, projects–is created or updated.



Because Actions are so powerful it's easier explained through examples. Here are a few of the endless ways you could use Actions:

- **Interact with a third-party system.** For example, trigger an export to a project information management system whenever a project is created, or pull in information from a web-based time-tracking app.
- **Simplify multi-step processes.** For example, InFocus 2 comes with a "Refund Retainer" action. Run it, specify who and how much and you're done. Use one of the many built-in Actions or create your own and then put it on your Dashboard for quick access.
- **Add warning prompts for specific business rules.** For example, "this timesheet isn't over 40 hours, are you sure you want to submit it with overtime?"

Actions are SQL-based, so there is an immense amount of flexibility and power. Take them and run with them, or book someone on our team to write one for your firm.

For more on Custom Report Actions please refer to the Custom Reports section of this manual.

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6.1.1 Getting Started

Key Concepts

Return Types

Actions trigger system responses to a defined list of Return Types. An Action can return zero or more return type result sets. If more than one return type is returned, the system will respond to each item in the order returned. Below is a listing of each Return Type, the response it triggers and allowable fields (data types, and field descriptions) to call.

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Return Type	Description	Fields	Data Types	Field Description	Additional Information
Message	Displays a message box on the screen	reterr	numeric	Greater than 0=Success, Less than 0=Error	
		retmsg	nvarchar	The message to display on sreen	
Applet	Opens an InFocus Applet	appletname	nvarchar	The name of the applet to open	Chart of Accounts

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6.2 Data Views

Every SQL table in the InFocus database is also represented by a SQL view. A SQL view is a stored query that appears in other applications as a table. This can simplify user queries since many of the standard joining between tables as already been completed.

InFocus provides two classes of SQL views for end users to use for queries—standard views and extended views. Standard view names are the same as the table name, but with a prefix of SV. Standard views contain all the columns of their table counterpart, as well as all code and title fields from related tables. For instance, querying timesheet items (holds timesheet line items), columns such as projected, jtid, etc. would appear. These are key fields relating to the projects and job titles tables. In standard view, code and title fields from the related table would be joined. The standard view also contains projectcode, projectname, projectpath, projectlongname, jtcode, and jtname.

The second view class is Extended Views. These have a name beginning with EV_. Extended views are useful views created by InFocus.

EV_ProjectTransactions - Gathers project related transactions. Field compliment is same as aggregate and non-aggregate in project management report designer.

EV_Marketing - Marketing contact information

EV_Wip - Work-in-progress data.

6.3 Master File Queries

Overview

Modules: Accounts Receivable, Project Administration, Accounts Payable, Human Resources

Description: InFocus has four query applets: Client, Vendor, Project, and Employee. The concept of the query tools is to allow the user to define lists of data based on a user query definition. The list can then be used to navigate to the individual records within the list, or can be exported to Excel.

To create a query, start by right-clicking in the query list box (located in the upper left corner of the Query applet screen. This is the Query Design screen.

6.3.1 Definition Tab

Name - Name of query as it will appear to user. Must be unique.

Modules Found In: Accounts Receivable, Project Administration, Accounts Payable, Human Resources

Type - Query type. There are three choices: Personal, Private, and Public. Personal queries are visible only to the user who designs them. Private queries are available only to users who have permission to view private queries. Public queries are viewable by everyone. The type of query a user can create depends on his permissions.

Use manual filter - When checked, the user can enter a manual filter. This is an advanced option. Manual filters are SQL where clauses.

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6.3.2 Input Tab

Description: Input parameters and filters for a query can be specified in the Input tab. An input parameter prompts a user for values of fields by which to filter or limit the query. A filter is a predefined limit to the returned data for which the user is not prompted.

Modules Found In: Accounts Receivable, Project Administration, Accounts Payable, Human Resources

Table - InFocus table name. See data dictionary for more information.

Column - InFocus column name. See data dictionary for more information.

Parameter - When checked, this column will appear as a prompt,

Filter - When checked, the result set will be filtered by this column, using the following three fields to define the filter:

Filter Operator - Choices are =,<>, >, <, >=, <=, between, and is not null. Is not null is synonymous with a blank or empty field.

Filter 1 - Used with all filter operators except is not null. This is the value that completes the filter operation (except in the case of the between operator). In the case of the between, this represents the lower range.

Filter 2 - Used only with the *between* operator. This represents the upper range.

6.3.3 Output Tab

Description: The output tab defines what columns appear in the result set.

Modules Found In: Accounts Receivable, Project Administration, Accounts Payable, Human Resources

Table - InFocus table name. See data dictionary for more information.

Column - Column name to use in the result set. If left blank, InFocus column name is used.

Display Name - Column name that should be used in result set. If left blank InFocus column name will be used.

Show - When checked column will appear in result set.

Column Order - Numerical order (from left to right) where the column appears in the result set.

Sort Order - Numerical sort precedent for sorting result set. For example, to sort by state then city, put a 1 on the state row, and a 2 on the city row.

Ascending - When checked, data is sorted in ascending order if a sort order ID is specified; otherwise, descending order is used.

6.3.4 Running a query

Description: In order to run a query, first select it from the query list. If the query has input parameters defined, prompt lines will appear in the parameter grid.

Modules Found In: Accounts Receivable, Project Administration, Accounts Payable, Human Resources

File - InFocus table name. See data dictionary for more information.

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Field - InFocus column name. See data dictionary for more information.

Operator - Choices are =,<>, >, <, >=, <=, between, and is not null. Is not null is synonymous with a blank or empty field.

Value 1 - Used with all operators except is not null. This is the value that completes the filter operation (except in the case of the between operator). In the case of the between, this represents the lower range.

Value 2 - Used only with the *between* operator. This represents the upper range.

Click on the Run button to fill the Results tab based on the query definition. If the result sets contain any key fields, they will appear in blue with an underline (like an internet hyperlink). By clicking on one of these, the associated master file screen will launch, with the associated record filled in. The primary key fields are vendor code, client code, project path, and employee code.

Dragging a Result column to the area above the Results grid will group the results in a hierarchical style.

Clicking on the Export button will prompt the user for a filename. This will be the Excel file to which the result set is exported. Note: If the results set was grouped, the grouping will be preserved in the export.

6.4 Multi-Currency

Overview

InFocus 2.0 is now currency aware and supports a multiple currency environment whereby a company can operate across multiple currencies. InFocus Multi-Currency (IMC) is configured in four primary modules: *Administration*, *General Accounting, Human Resources* and *Project Administration*. The sections that follow contain an in depth discussion of IMC configuration and utilization. Please note, for current clients wishing to convert to IMC please contact Clearview Support as there are initial procedures that must be followed for accurate setup.

6.4.1 Getting Started

Terms

The following terms are used throughout the manual and are foundational to understanding InFocus Multi-Currency.

InFocus Mulit-Currency (IMC) – Refers to the multi-currency feature available in InFocus. This feature allows a system to operate across multiple currencies. Throughout the manual this is referred to as *IMC*.

Currency Code – International three character monetary code. For example, USD for U.S. Dollars.

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Base Currency – All systems will have one base currency which is considered the base system operating currency. Systems not operating in IMC will default to a base currency of USD (U.S. Dollars). Exchange rates for cost and effort is based on system tables and is the rate of exchange from the transactional currency (defined below). The base currency is the currency used for purposes of consolidation. Accounting transaction debits and credits must equal for this currency. Exchange rates for cost and effort is based on system tables and is the rate of exchange from the transactional currency (defined below).

Company Currency – This is utilized when multiple companies or legal entities reside within a single database and those companies operate under differing currencies. This is designated at the first level of organizational units and defines the operating currency of that org. Accounting transaction debits and credits must equal for this currency. Exchange rates for cost and effort is based on system tables and is the rate of exchange from the transactional currency (defined below).

Transactional Currency – This is the real world currency of a given transaction. It is from this currency that monies are translated based on system configured rates of exchange. Transactional currency is derived from the sub-ledger account used on the transaction. For instance, if entering a Purchase Journal, using an AP account assigned a currency of USD, the transactional currency (or currency environment) for the transaction would be USD. As such, transactional currency is set at the sub-ledger account level. Accounting transaction debits and credits must equal for this currency. The existing monetary fields (prior to version 2.0) represent the transactional currency.

Project Currency – The currency used in project administration and project planning and is defined on the project. Project management reports can also optionally print using this currency. Accounting transaction debits and credits *do not* need to equal for this currency. Exchange rates for cost and effort can be overridden at the project level. Please note that project budget amounts are always entered in the Project Currency.

Invoicing Currency – The real world (or transactional) currency for the sales journal and is defined on the project. While multiple currencies can be represented on a single invoice, the Invoicing Currency is the real world currency for a given client invoice transaction. Time and expense journals will hold an invoicing currency at the transactional level. This value can be either the transactional currency (defined by the time sheet employee or sub-ledger respectively) or the project invoice currency. An exchange rate of exactly 1.0 dictates that the invoice currency designation on the transaction is set to the project invoicing currency.

Evaluation Date – The date used in the evaluation of exchange rates for a given transaction. This is represented in each InFocus journal by a date field titled "*MC Effective Date".*

Precision – Defines columns to the right of the decimal place for a given currency.

Units – This is the smallest unit in a given hard currency. For example, one (for one cent) would be the setting for USD. Units are assigned singular and plural labels for major and minor units. For example, "dollar" and "dollars" (or "cent" and "cents") would be the singular and plural labels respectively for the major and minor units in USD.

Triangulation – For purposes of currency conversion, triangulation is the means by which a currency can be converted to another currency in the absence of globally defined exchange rate. A triangulating currency acts as an interim currency between the two, otherwise relationally undefined, currencies.

Reciprocal – This method, often referred to as the inverse method, is used to define the inverse rate of exchange between two currencies.

Key Concepts

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Supported Currencies

InFocus aligns with Microsoft's supported currencies. A full list can be found here.

Currency Pairs

Currency Pairs establishes the exchange relationship between two given currencies. This relationship is defined by an exchange rate as of a given start date and is configured in *General Accounting>Multi-Currency*. Additionally, the currency pair can act as an inverse partner (optional). For example, if a USD to Euro pair was setup with an inverse relationship, a pair defining Euro to USD would not be needed (and in fact would be not allowed). Inverse pairs use the reciprocal of the stated multiplier when converting in the reverse direction. A pair can also cite a triangulation currency. A triangulation is used when no direct exchange rate between currencies exist. For instance, if an exchange rate from Yen to Euro did not exist but exchanges between Yen and USD and USD to Euro did exist then a Yen to Euro pair could be entered that triangulated via USD.

Exchange Rates

Exchange rates are the vehicle by which monies in one currency are converted to another. InFocus supports Currency based and project-specific Project and/or Invoice exchange rate configuration where the Currency rate acts as a general system rate and the Project and/or Invoice rate acts as a project-specific rate override. Currency exchange rates, configured in *General Accounting>Multi-Currency*, can be set manually or imported from a system defined third party source. Both triangulation and inverse methods are supported. Project and/or Invoice exchange rates, configured in *Project Administration>Projects*, only affect the designated project and invoicing currencies. Configured exchange rates can be refreshed as needed.

Exchange Dates and Multipliers

Defined currency pairs include an effective start date for each exchange rate. This start date is utilized by the system to establish the proper exchange multiplier (rate) based on the evaluation date recorded on the transaction. InFocus compares the evaluation date to the currency pair that represents the transactional currency of a given transaction and returns the multiplier of the most recently precedent start date. In the event no exchange rate is found the system uses a multiplier of one (1.0) and colors the transaction currency-related columns red.

Evaluation Date Methods

In IMC, each journal includes a date field titled "*MC Effective Date"* which represents the evaluation date used to derive the transaction exchange rate, as described above. InFocus supports four methods for determining the default evaluation date:

1. Current Accounting Period start date
2. Current Accounting Period end date
3. Transaction Date
4. Today's date (system date)

The default method is set per journal in *Administration>Global Settings.*

Multi-Company

In a Multi-Company environment, all companies within a single database must consolidate to one currency- the Base Currency (defined above). Though each company may operate from a different *company currency*, only one

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currency can be defined when running a consolidated financial statement encompassing both companies. Accounting debits must equal credits for each company currency represented.

MC Revaluations

A new journal has been added to host multi-currency revaluations. Transactions in this journal are marked as realized or unrealized gains and losses. Any revaluation transaction has only two G/L accounts: the sub-ledger account that is being revalued; and the offsetting gains and losses account. Transactional lines include the gain or loss, and can optionally identify the project. A positive value represents a gain while a negative value a loss. This journal does not utilize a debits verses credits approach as a recorded positive value will act as a debit against the sub-ledger (Balance Sheet) account while simultaneously acting as a credit to the gains and losses (P&L) account. While this journal is used by automated system utilities with pre-posting reports to generate realized and unrealized gains and losses, manual entry in this journal is also supported.

Reporting and Automation

Accounting Reports

The following reports have been upsized to support printing in Base, Company and Transactional currencies.

- General Ledger (optionally include realized and/or gains and losses)
- Trial Balance
- Financial Statements
- Journal Reports

Project Management Reports

Reports designed in the PM Report Designer support Base, Project, and Invoicing currencies. The user can now filter PM reports by designated currency. For example, a report could be filtered to show results only for projects where the Project currency is set to U.S. Dollars (see below). Please note, the underlying report compiler has been modified to support multi-currency. This new compiler can be utilized by checking *"Use 2.0+ Data Format"* in *Utilities>PM Report Designer* under Show Advanced Options.

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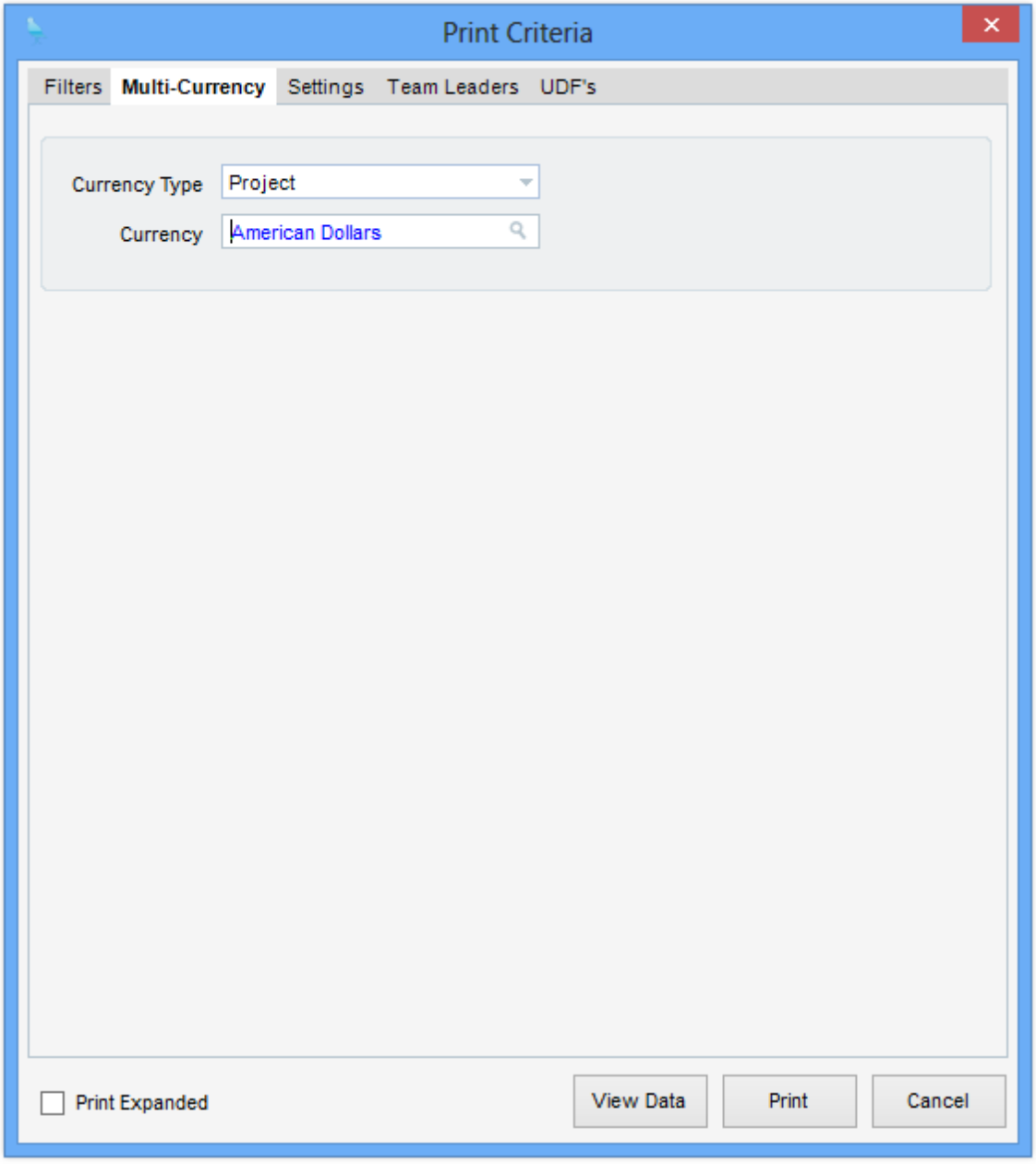

Custom Reports

The following report has been added to the InFocus system Custom Reports list to support FASB reporting requirements for consolidated balance sheets converting multiple currencies.

- MC Consolidated Balance Sheet (FASB)

Automated Accounting Processes

The following processes have been updated to support InFocus Multi-Currency.

- Labor Distribution
- A/P Check Writing

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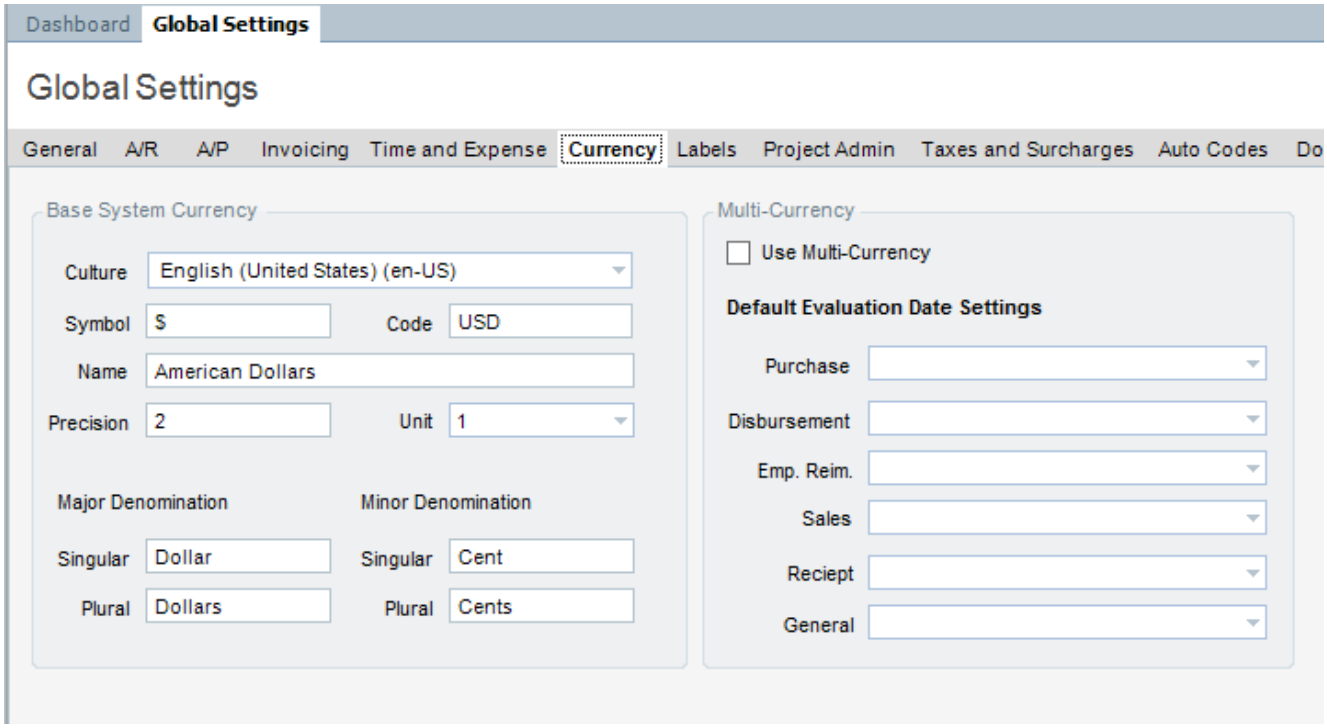
- A/R Check Writing
- Import of Expense Sheets
- Convert To Cash
- Automated Invoicing

6.4.2 Administration

Global Settings

The root setup of IMC is completed in *Administration>Global Settings* applet from the *Currency* tab. Therein Base System Currency and Multi-Currency functionality is defined.



Base System Currency

This defines the base currency InFocus operates from. All systems will have one base currency. This is the currency that all companies within a single database will consolidate to. Although this setting defaults to the U.S. Dollar (USD), it can be customized to reflect any given company's base operating currency.

- Culture - Configures the base culture the business is operating in and drives system report formats.
- Symbol - Represents the system wide currency symbol.
- Code - International three character monetary code. This important setting drives the import of system exchange rates.
- Name - Required Field containing the selected culture's currency name.
- Precision - Defines columns to the right of the decimal place and drives system rounding. Example: Precision 2 rounds to the nearest hundredth (5.248 = 5.25).
- Unit - Represents the smallest unit in the selected currency. Example: For U.S. Dollars, 1 represents the Penny (the system will round to the nearest penny).
- Major Denomination - Defines the singular and plural cases for check printing. For example, USD major labels are "dollar" and "dollars".
- Minor Denomination - Defines the singular and plural cases for check printing. For example, USD minor labels

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are "cent" and "cents".

Multi-Currency

This section is only defined when the system should operate across multiple currencies. The configurations herein define the dates that drive configured exchange rates for sub ledger journals.

- Use Multi-Currency - Sets the system to operate across multiple currencies.
- Default Evaluation Date Settings
  - Transaction Date - Journal based MC Effective date
  - Period End Date - End date of the G/L Period of the transaction
  - Period Start Date - Start date of the G/L Period of the transaction
  - Today's Date - The system date of the transaction

6.4.3 General Accounting

Multi-Currency

If operating across multiple currencies, each currency must be configured in *General Accounting>Multi-Currency*. This configuration is completed on the Currencies and Currency Pairs tabs.

Currencies

The grid below holds the following general information for each currency defined. Double click the line to launch the Currency utility as described below.

- Active - Indicates that the currency is active
- Base - Indicates the system base currency
- Currency Symbol - Assigns the associated currency symbol
- Currency Code - Currency code used to drive the currency exchange rate
- Currency Name - Indicates the associated currency name

Currency Utility

This utility is used to define or edit detailed system settings for new or existing currencies respectively.

- Base Currency - Checked if designated as the Base System Currency in *Administration>Global Settings>Currencies* tab.
- Active - Indicates system status of the selected currency
- Culture - Configures the base culture the business is operating in and drives system report formats.
- Symbol - Represents the system wide currency symbol.
- Code - International three character monetary code. This important setting drives the import of system exchange rates.
- Name - Required Field containing the selected culture's currency name.
- Precision - Defines columns to the right of the decimal place and drives system rounding. Example: Precision 2 rounds to the nearest hundredth (5.248 = 5.25).
- Unit - Represents the smallest unit in the selected currency. Example: For USD, 1 represents the Penny (the system will round to the nearest penny).
- Major Denomination - Defines the singular and plural cases for check printing. For example, USD major labels are "dollar" and "dollars".
- Minor Denomination - Defines the singular and plural cases for check printing. For example, USD minor labels are "cent" and "cents".

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Currency Pairs

This tab defines the exchange relationship between currencies and contains the Currency Rates set up tool. Exchange rates can be altered on a daily basis. Both triangulation and inverse (reciprocal) exchanges are supported.

- From - The originating currency in the exchange.
- To - The destination currency in the exchange.
- Triangulating Currency - The interim currency in the exchange if required. A triangulation is used when no direct exchange rate exists between currencies. For instance, if an exchange from Yens to Euros did not exist but Yen to USD and USD to Euro exchanges did exist, the currency pair for Yens to Euros could be defined, triangulated via USD. Please note to utilize a triangulating currency, there must be accompanying currency pairs to define the exchange relationship between the From and Triangulating currency and the Triangulating and To currencies.
- Use Reciprocal - Indicates the defined exchanges relationship can be utilized inversely.
- Rates - Launches the Currency Rates set up tool (defined below).

Currency Rates Utility

This utility defines the rate to use for the selected currency pair- notice the selected pair is displayed at the top of the utility. Current and Historical rates can be set manually or imported directly from openexchangerates.org and can then be tested for a given Amount/As of Date. An exchange rate must be defined for each exchange relationship in the Currency Pairs grid.

- Amount - Originating currency amount to test. Test functionality only.
- As of Date - Date by which to test the rate exchange. Test functionality only.
- Start Date - Effective date of defined exchange rate
- Rate - Exchange rate to be applied to the exchange relationship
- Current Rate - When selected, imported rates will be based on currently designated rates
- Historic Rate - When selected, imported rates will be based on the selected Historic Rate Date.

Organizational Units

Company currency can be defined on a level one organizational unit in *General Accounting>Organizational Units*. This configuration is only necessary when operating in a multi-company environment where an individual company currency differs from the Base System Currency.

Chart of Accounts

In IMC, each sub-ledger type account must be assigned an operating currency in *General Accounting>Chart of Accounts*. The designated currency defines transactional currency where the account is used.

MC Revaluations

A new journal has been added to host multi-currency revaluations. Transactions in this journal are marked as

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realized or unrealized gains and losses. Any revaluation transaction has only two G/L accounts: the sub-ledger account that is being revalued; and the offsetting gains and losses account. Transactional lines include the gain or loss, and can optionally identify the project. A positive value represents a gain while a negative value a loss. This journal does not utilize a debits verses credits approach as a recorded positive value will act as a debit against the sub-ledger (Balance Sheet) account while simultaneously acting as a credit to the gains and losses (P&L) account. While this journal is used by automated system utilities with pre-posting reports to generate realized and unrealized gains and losses, manual entry in this journal is also supported.

- Manual - Marked if entering the transaction manually
- Balance Sheet Account - Sub-ledger account being revalued
- Profit / Loss Account - Offsetting Gains and Losses account
- GL Period - G/L posting period for the revaluation
- Evaluation Date - Date used in evaluating the exchange rate
- Realized - Indicates a realized or unrealized (unchecked) gain and loss.
- GL Comments (header) - General notes for the revaluation.
- Base Amount - Amount in Base System Currency
- Company Amount - Amount in Company Currency
- Project - Specifies the project (optional)
- GL Comments (detail) - General notes for the line item

Recalculate Exchange Rates

This utility is an extremely powerful, but important tool that allows the user to recalculate exchange rates historically. Typically this is used to recast rates of exchange for previously undefined exchange rates.

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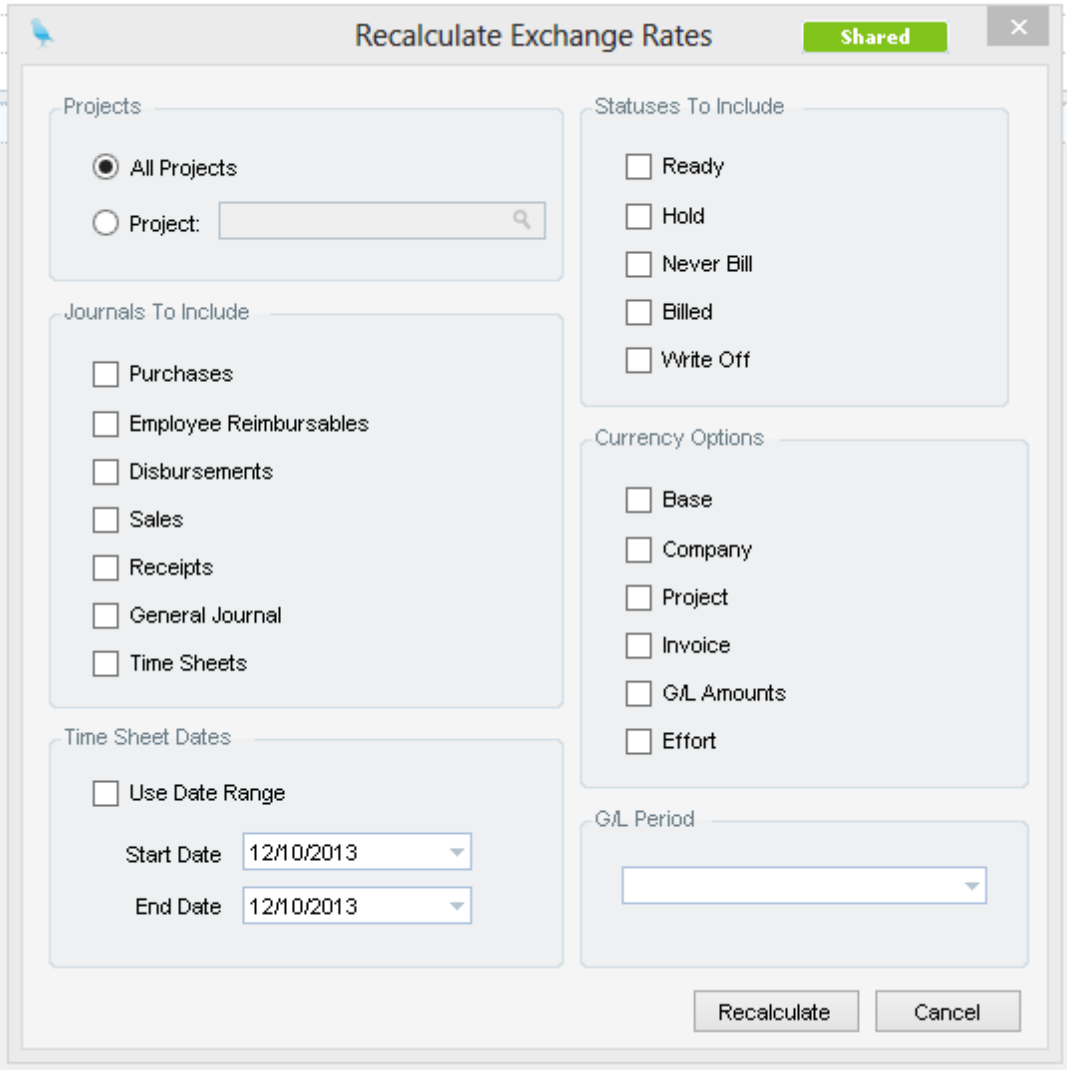

- Projects - Defines the projects to include in the range of recalculation
- Journals - Defines the journals to include in the range of recalculation
- Time Sheet Dates - Defines the optional date range to utilize for Time Sheet recalculation.
- Statuses to Include - Defines the bill statuses to include in the range of recalculation
- Currency Options - Defines the currency amounts to include in the recalculation
- G/L Period - Defines the G/L Period to recalculate. Please note only single periods are supported.

6.4.4 Project Administration

Projects

In IMC, projects must be assigned designations for both Project and Invoicing Currency and can optionally include Project specific currency and exchange rate overrides. This configuration is completed on the Multi-Currency tab in *Project Administration>Projects*. These settings impact how the project and invoicing amount currencies are determined on a given transaction. For instance, when a Purchase Journal (USD) is entered against a project and a Currency override exists on the project for the specified Purchase Journal evaluation date and transactional currency, the defined rate override(s) will be used for the project and/or invoice currency amounts respectively. If this match is not found, these amounts will be determined using the currency exchange relationship defined between the transactional currency (Purchase Journal) and main project currency.

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Settings

This section holds the Project and Invoicing currency designations. Note the designated currencies must be configured in *General Accounting>Multi Currency*.

- Project Currency - The currency used in project administration and project planning for the selected project. Project Management reports can optionally print using this currency for the selected project.
- Invoice Currency - The transactional, real world currency used in invoicing (Sales Journal) for the selected project- used for project contracts and invoicing.
- Project Equals Invoice Currency - Indicates that the Project currency will always equal the Invoice currency and disables the ability to set Project currency and exchange rate overrides.
- Separate Exchange Rates - Allows currency and exchange rate overrides for both Labor and Non-Labor

Currencies

This section defines the project specific currency and exchange rate overrides for the previously designated Project and Invoicing currencies. The available overrides are derived from the defined exchange relationships (General Accounting>Multi-Currency) and only affect project and invoicing currencies for the selected project.

- Use - Indicates the ability to utilize the specified currency
- % Button - Sets the exchange rate override.

Rate Tester

This utility provides an evaluation of the rate exchange between the specified originating currency and the destination Invoice and Project currencies accounting for configured overrides.

- Currency - Originating currency to test.
- Amount - Originating currency amount to test.
- As of Date - Date by which to test the rate exchange.
- Invoice Labor - Converted destination Invoice currency amount for Labor.
- Invoice Non-Labor - Converted destination Invoice currency amount for Non-Labor.
- Project Labor - Converted destination Project currency amount for Labor.
- Project Non-Labor - Converted destination Project currency amount for Non-Labor.

Expense Codes

If utilizing IMC, a currency must be designated on each Expense Code in *Project Administration>Expense Codes*. This assignment governs the currency environment the code can be utilized in. Though the currency defaults to the Base System Currency, an expense code can be assigned any system-defined currency. Please note, each expense code's currency can also be overridden when adding the expense code to an Expense Group in *Project Administration>Expense Groups*. For instance, if there is an expense code TRAV for travel, an expense group could hold multiple TRAV expense codes with different currencies.

- Currency - Represents the transactional currency in which the expense code is utilized. For example, if entering a Purchase Journal using an AP Account (USD) only Expense Codes of similar currency would be available to the transaction.

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Rate Schedules

If utilizing IMC, a currency must be designated for each Rate in a Rate Schedule. This assignment governs the transactional currency the rate can be utilized in. Though the currency defaults to the Base System Currency, a Rate can be assigned any system-defined currency. This set up is completed from the Rate Editor in *Project Administration>Rate Schedules*.

Rate Editor

- Currency - Represents the transactional currency in which the rate is utilized. For example, if entering a Time Sheet (U.S. Dollars) only Rates of similar currency would be used in bill, cost or pay rate evaluation.

6.4.5 Human Resources

Employees

All employees must be assigned a currency (or currencies) in *Human Resources>Employees>Pay History* tab. This configuration defines the transactional currency for employee time sheets.

Pay History

Each pay history period must have a designated currency. This designation drives the transactional currency of the employee's time sheets within the defined date range of the pay history period. Employees may optionally be assigned multiple pay histories to support additional currencies, however, time frames cannot overlap.

- Currency - Designated currency utilized by the selected employee pay history. This designation determines the transactional currency of the employee's time sheets and (therefore) the evaluation of available Rate Schedule rates for time entered.

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