



**InFocus User Manual -
Current (v2016)**

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InFocus User Manual - Current (v2016)

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1 Getting Started

Overview

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!

Getting Started

- Includes an overview on InFocus core functionality, navigation and technical specs.

InFocus Foundations

- Provides a walk-through of the InFocus User Interface (UI) and discusses key InFocus concepts and Terminology.

InFocus Setup

- Walks through the setup of InFocus from the ground up.

InFocus Modules and Applets

- Provides a comprehensive, detailed description of each area within InFOcus.

InFocus System Reports

- Provides a description of each report that comes shipped with InFocus.

InFocus Tutorials

- Provides a step-by-step guide to standard processes used in InFocus.

InFocus Advanced

- Provides a guide to advanced processes used in InFocus.

1.1 InFocus Overview

InFocus Core Features

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

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 represents 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.

Getting Started Tutorials

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

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. Below are the major features of the UI.

General Navigation

InFocus utilizes a *Module>Applet* approach where the Module represents the area of core functionality and the Applet the on-screen activities. For purposes of this manual, InFocus locations are referenced as follows (for example): *Project Management>Project Central*. InFocus navigates from left to right: When selecting a Module>Applet, InFocus displays the interactive contents (Tabs, Buttons, Grids, etc) of the selected applet. The InFocus main screen additionally supports Split Tab making it easy for users to cross reference work or view applet information side by side.

2.1.2 Standard Toolbar Options

Overview

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.

Toolbar Options

- File - Give the following options:
 - Dashboard - Brings up the Dashboard. [More on Dashboards](#).
 - New - Creates a new record.
 - Save - Saves current changes to the record.
 - Delete - Deletes the currently loaded record.
 - Logout - Logs the user out of InFocus.
 - Exit - Closes out of InFocus completely.

- Help - Gives the following options:
 - Change Password - Allows the currently logged in user to change their password.
 - About - Displays current InFocus application information
 - Manual - Opens a web version of the InFocus User Manual.
 - Support - Opens the following options:
 - Clearview Support - Launches Clearview Support.

- Personal Support Key - Launches Clearview Support, bypassing login with a generated user support key
- Webex - Launches Clearview Support remote assistance via WebEx

- New - Creates a new record.
- Save - Saves the currently loaded record.
- Delete - Deletes the currently loaded record.
- UDF Designer - Brings up the UDF Designer. [More on User Defined Fields.](#)
- Print All "Applet Name" - When clicked, the user is directed to the *Applet List* report. Each of the Master File Applets have a "List Report" that gives you a quick printout of the data.

2.1.3 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

- Pressing "Enter" or "Tabbing Out" - Throughout InFocus, each lookup object has unique lookup properties (i.e., code, path, etc.). If you type in the unique record identifier (e.g., 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.
- 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).
- 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.
- 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.

- *Journal Searching* - InFocus Journals offer some great search options listed below. Quickly pull up recent transactions or search on key information.
 - a. F3 - Pressing F3 from the lookup box brings back the 10 most recent transactions within the Journal.
 - b. Key Search fields - Start typing in the Journal lookup box and InFocus will return a filtered list of results according to the key search fields below:
 - i. Sales - Sales Transaction ID and Invoice Number
 - ii. Receipts - Receipts Transaction ID, Check Number and Sales Invoice Number
 - iii. Purchases - Purchase Transaction ID and Invoice Number
 - iv. Disbursements - Disbursements Transaction ID, Check Number and Purchases Invoice Number

2.1.4 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. For a list of available queries, [click here](#)

**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](#)

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.

References

2.1.5 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.

- [Arrow Key Navigation](#) - Easily navigate through cells using your arrow keys
- [Type to Edit](#) - To edit the cell of a grid, simply start typing in editable cells
- [Link Throughs](#) - All Journal Grids and many other system grids display link throughs to corresponding applets. For example: link directly to the Projects applet from the Sales Journal detail. The selected project will load with the applet. This can be accessed by the hot key combination Ctrl+L
- [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 relevant to the grid displayed.
- [Row Numbers](#)
- [Grid Export](#) - All dynamic grids can be exported to multiple formats by using the hot key combination: Ctrl +Shift+E.

Grid Functions

Description - 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.

Filtering

By clicking on the funnel located in the column header, you are able to narrow down your results.

References

The following tutorial details grid functionality and customization.

Base Grids

2.1.6 Keyboard Shortcuts

Overview

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.

Keyboard Shortcut Descriptions

- **Ctrl + Tab**: Toggles between open Applets and Navigator options
- **Ctrl + L**: Auto-clicks a cell's drill through link when the cell is highlighted
- **Ctrl + Shift + E**: Exports the content of a grid (multiple formats supported)
- **Ctrl + W**: Exports the content of a grid to Microsoft Word
- **Ctrl + P**: Exports the content of a grid to Print View
- **Ctrl + N, R, B, W or H**: Sets the Bill Status of a highlighted row(s) respectively in the PA Bill Review Applet.
Note, you can highlight multiple rows by either holding your cursor down and dragging or using Shift+Click.
Below is each command with corresponding Bill Status.
 - Ctrl + N = Never Bill
 - Ctrl + R = Ready to Bill
 - Ctrl + B = Billed
 - Ctrl + W = Write Off
 - Ctrl + H = Hold
- **Delete** (Grids): Deletes a highlighted Grid row(s). Note, you can highlight multiple rows by either holding your cursor down and dragging or using Shift+Click.
- **F2**: Copy/Pastes grid rows. F2 will copy the content of a highlighted grid row and paste (insert) it into a new row.

Likewise, if a new row is highlighted, F2 will copy the previous row to the new row.

- **F3:** Displays the the 10 most recent transactions from a Journal Lookup box. From any Journal Lookup, pressing F3 will bring back a list of the 10 most recent transactions
- **F4:** Auto-searches from the Lookup based on the entered search text. For instance, from the Sales Journal Lookup, typing “10” and pressing F4 will display Invoice Numbers and Transaction ID's that contain “10”.

2.2 Key Concepts and Terms

2.2.1 Glossary

Overview

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

Key Terms

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.

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.

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

Overview

InFocus uses a parent/child system to represent the levels of hierarchy within an Organization Unit.

Key Concept

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. [More on Organizational Units](#)

Organizational Units

- ▲ Boston (BO)
 - Architecture (AR)
 - Corporate (CO)
 - Electrical (EL)
 - Mechanical (ME)
- ▲ Los Angeles (LA)
 - Architecture (AR)
 - Corporate (CO)
 - Electrical (EL)
 - Mechanical (ME)

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 Types (PM Types). [More on Chart of Accounts](#)

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

Overview

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).

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

Overview

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.

- [More on Rollup Nodes](#)
-

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

- 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

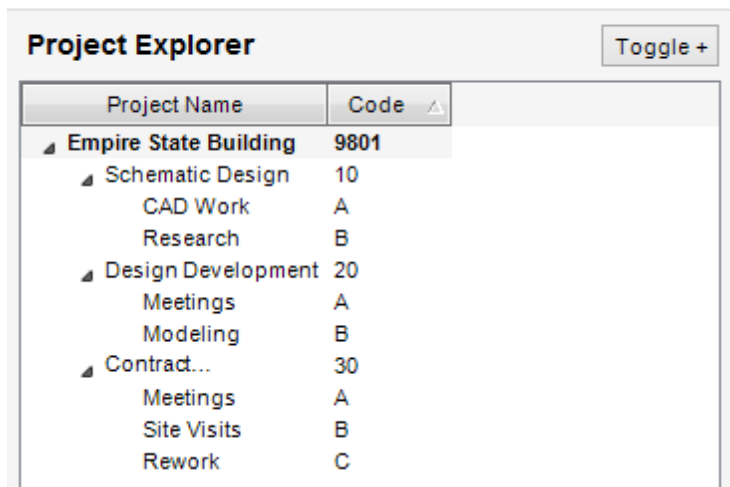
2.2.6 Project WBS Structure

Overview

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.

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.

Projects -- Empire State Building (9801)



The screenshot shows a 'Project Explorer' window with a 'Toggle +' button. The main area displays a tree structure with two columns: 'Project Name' and 'Code'. The tree is expanded to show the following hierarchy:

Project Name	Code
Empire State Building	9801
Schematic Design	10
CAD Work	A
Research	B
Design Development	20
Meetings	A
Modeling	B
Contract...	30
Meetings	A
Site Visits	B
Rework	C

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 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 known 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. [More on Batch Entry](#)

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>General Tab>Full Audits Section](#), 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,

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)

[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 it 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

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

Overview

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

[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](#)

Checks processed 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.

A/R 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.

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>Toolbar](#)

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

[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

Overview

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, jrcode and jrname.

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.

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.

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.

2.2.11 Common Tools/Processes

2.2.11.1 Batch Entries

Overview

Batches allow the user to manually input transactions into the system and check them against the *Batch Amount (Total)*. Once all transactions are entered, the user can then post them in the *Batch*.

Key Concepts & Settings

- Batch entry must be enabled by checking Use Batch Entries in Journals in [Administration>Global Settings>General Tab](#).
- When enabled, a Batch ID is visible in the top-right of supporting journals. There you can assign/edit the batch associated with the transaction.
- Batch entries are available in all journals except for the General Journal (General Accounting>General Journal)
- Batches can be created via Menu>Tools>Batches or by clicking Batches from the toolbar.

[More on working with Batches](#)

Field Descriptions

Batches Header

- Batch Count - Number of Transactions in the Batch that is being added.
- Batch Amount - Dollar amount that is to be used in the Batch.
- Add Batch - Adds Batch to the Batched Grid.

Batches Top Grid

- Select - Select the batch for approval. By clicking "Close Selected Batches", you are Posting the entries.
- Batch ID - When you click Save, the system will then add a batch to the list with a unique batch ID.

Note - When you add transactions, you can enter a Batch ID. All subsequent new entries will then default to that Batch ID.

- Transaction Count - The Batch Count that was entered before the Batch was added to the list.
- Entered Count - The number of the transaction associated with the Batch. They are added by selecting the Batch ID in the top-right of the journal and clicking Save.
- Batch Amount - The Batch Amount that was entered before the Batch was added to the list.
- Entered Amount - The Amount of the transaction associated with the Batch. They are added by selecting the Batch ID in the top-right of the journal and clicking Save.

Batches Bottom Grid

- Firm Code - The Code of the Firm associated with the transaction.
- Firm Name - The Name of the Firm associated with the transaction.
- Invoice No. - The Invoice/Check No. associated with the transaction.
- Invoice Date - The Invoice/Check Date associated with the transaction.
- Amount - The Amount associated with the transaction.

2.2.11.2 Bookmarks

Overview

Bookmarking a transaction helps a user find a commonly used transaction quickly. It is useful in copying a transaction as a new transaction.

Key Concepts

- Bookmarks are available in all journals.
- 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.

- Bookmark Button - When selected, this button "Bookmarks" the transaction that is currently pulled up in the journal.
- Bookmarked Button - When selected, this drop-down selects the "Bookmarked" transaction.

2.2.11.3 Passwords

Overview

Password management is key to securing InFocus. Each InFocus user has the ability to change their password at any time via **Help>Change Password** from all screens. Additionally, InFocus admins can fully manage user passwords by establishing company policies related to strength and expiration, setting user passwords and pushing out required resets.

Best Practices

Our recommended best practice is to establish a global company policy for passwords. This will streamline the general management of passwords and how often users must change them.

Once established, the admin can then explicitly set passwords and force a reset for new users or as otherwise needed.

Password Management

Admins

From an administrative perspective, passwords are managed via the Administration Module.

Establish a password policy

1. Browse to [AD>Global Settings>General Tab>Password Settings Section](#).
2. In the Password Settings area, configure the following options
 - Min. Password Length - Sets the minimum character length for passwords
 - Password Expire Days - When set, InFocus will prompt users to change their password according to the configured value
 - Require Number - When checked, user passwords must include a number
 - Require Special Character - When checked, user passwords must include a special character
 - Require Lower Case Letter - When checked, user passwords must include a lower case letter
 - Require Upper Case Letter - When checked, user passwords must include an upper case letter

Managing User Passwords

1. Browse to [AD>Permissions](#)
2. Clicking the user lockbox
3. Complete the password dialogue
4. Click Save

Password Reset

1. Browse to [AD>Permissions](#)
2. Check the Require Reset box for the appropriate user(s)

Upon next login (whether through InFocus Desktop or Mobile) the user will be prompted to reset their password.

Users

Description - InFocus users can change their password at anytime via the following methods.

InFocus Desktop

1. Browse to Help>Change Password
2. Complete the dialogue. If no password has been given, leave the current password field blank.
3. Click Save

InFocus Mobile

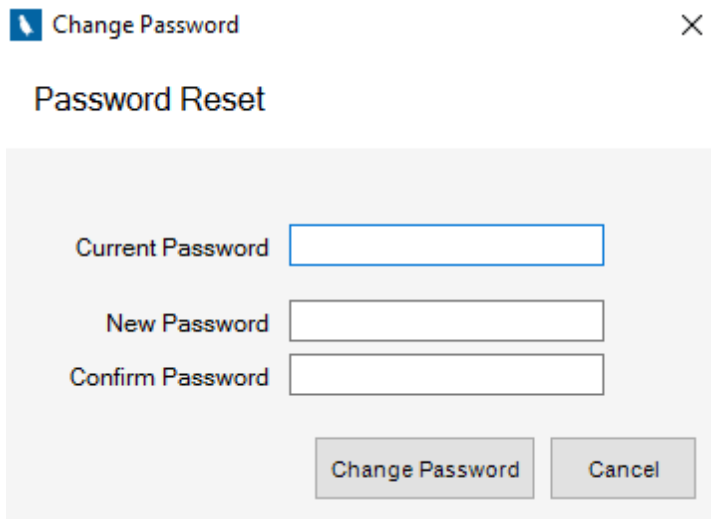
1. Browse to your InFocus Launch URL
2. Click Login to InFocus Mobile below the InFocus Launch button
3. Login to InFocus Mobile
4. Click Reset Password
5. Complete the dialogue. If no password has been given, leave the current password field blank.
6. Click Save

2.2.11.3.1 How To

2.2.11.3.1.1 Change Passwords

InFocus users can change their password at anytime via the following methods.

InFocus Desktop



Change Password

×

Password Reset

Current Password

New Password

Confirm Password

Change Password Cancel

1. Browse to Help>Change Password
2. Complete the dialogue. If no password has been given, leave the current password field blank.
3. Click Save

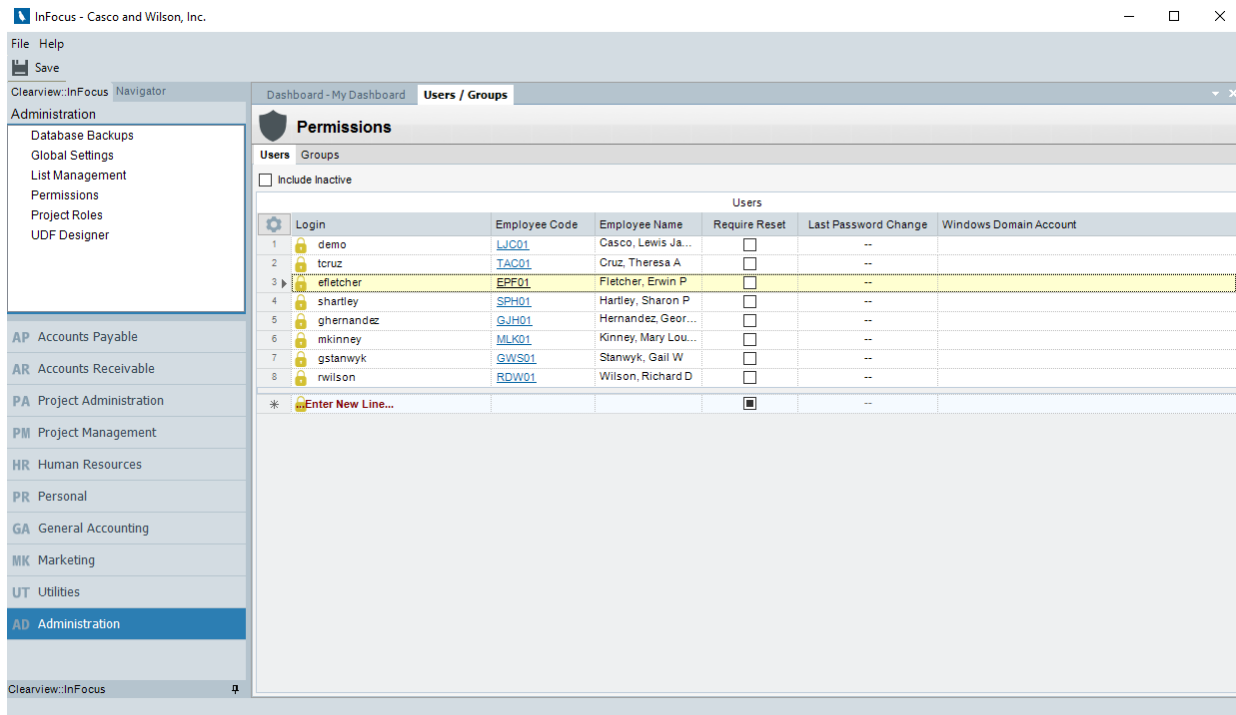
InFocus Mobile

1. Browse to your InFocus Launch URL
2. Click Login to InFocus Mobile below the InFocus Launch button
3. Login to InFocus Mobile
4. Click Reset Password
5. Complete the dialogue. If no password has been given, leave the current password field blank.
6. Click Save

[Back to Starting up a new system](#)

2.2.11.3.1.2 Reset a User Password

From an administrative perspective, passwords are managed via the Administration Module. To reset a user's password, please complete the following:



1. Browse to AD>Permissions
2. Clicking the user lockbox
3. Complete the password dialogue
4. Click Save

2.2.11.3.1.3 Reset the Admin Password

Overview

If the administrator's password is lost, contact Clearview Software via support@clearviewsoftware.net or 804-361-6300 for instructions on resetting the password.

2.2.11.4 Recurring Entries

Overview

Recurring Entries allow you to create journal entries that occur multiple times over a time frame.

Key Concepts

- Recurring entries can be made for all journals except Employee Reimbursable, Receipts and Cash Disbursements. Recurring entries are implemented by using a mass copy operation.
- To make a recurring entry, you must first enter one transaction. After entering a transaction, click on the "Recurring Entry" button located on the toolbar to copy a specified number of times, beginning with a specified

G/L period.

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

Field Descriptions

- 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.

2.2.11.5 Queries Applets

Overview

There are seven query applets in InFocus: Client, Contacts, Firms, Opportunities, Vendors, Projects, and Employees.

Key Concepts

- The concept of the query tools is to allow the user to define lists of data based on a user query definition without having to necessarily know how to write SQL code to get results.
- The list can then be used to navigate to the individual records within the list or can be exported to Excel.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- New Query - This brings up the Query Designer which allows you to create a reusable query. This action can also be called by Right-Clicking in the Queries Window.
- Edit Query - This brings up the Query Designer which allows you to edit the selected query. This action can also be called by Right-Clicking in the Queries Window.

- Delete Query - This brings up the Query Designer which allows you to delete the selected query. This action can also be called by Right-Clicking in the Queries Window.

Field Descriptions

Queries Window

- Queries Window - This window contains all of the queries that have been created within the Queries Applet.

Parameters Window

Description - The Parameters window displays the Parameters selected on the Input Tab. Here you are able to filter the data using the selected Field, choosing an Operator (>,<=, etc.) and adding a Value 1 and/or Value 2 value. When you click **Run**, the data returned in the Results window will be filtered.

- File - The table name that the selected field is retrieved from.
- Field - The Column Name of the field that is retrieved.
- Operator - The comparison method that is used to compare the Field to the Returned Data. Examples are >,<=, etc. This is used to filter the Results list.
- Value 1 - The first value that is used to compare the Field to the Returned Data. It is used in conjunction with the Operator to filter the Result list.
- Value 2 - The second value that is used to compare the Field to the Returned Data when using the Between Operator. It is used in conjunction with the Operator to filter the Result list. This acts as the second value in the range.

Results Window

Description - The Results Grid gives you the results of the Parameters entered in the Parameters Grid and the selections made on the Query Designer. The columns are dependent upon the selections made on the Output tab in the Query Designer. [More on the Query Designer](#)

Running a Query

- 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.

Overview

The Query Designer pop-up allows you to create named queries that allow you to bring back data specific to the applet that it references.

Field Descriptions

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'.

Input Tab

Description - 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. The Parameters selected here display in the Parameters Window grid on the main queries screen.

- 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.

Output Tab

Description - The output tab defines what columns appear in the Results Window on the main queries screen.

- 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.

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 Program* section 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.

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.

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, 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 Administration>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 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 Administration>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.

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.

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 project's 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.

4 InFocus Modules and Applets

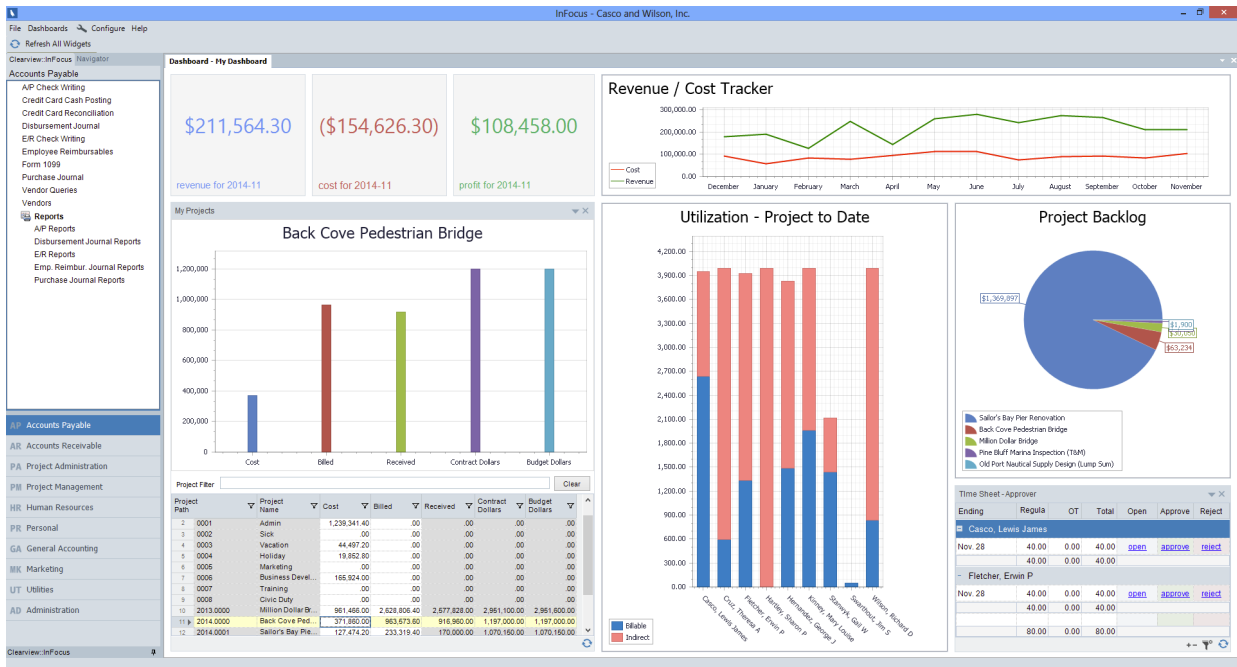
The following chapters are arranged in the order that they appear in the InFocus program, starting from the top of the Modules and working downward. Within each Module you have the Applet sections that are described. Within each Applet section, there is an explanation of each Tab and/or Toolbar that 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 Dashboard

4.1.1 My Dashboard

Overview

The first applet loaded when logging into InFocus is the Dashboard. The Dashboard is a fully customizable and dynamic set of Widgets that gives real-time access to the most important aspects of your work in InFocus. The Widgets available to a user's Dashboard is governed by the Dashboard Group the user is assigned to. Once available Widgets have been assigned to a Dashboard the user can then order and size the Widgets to create a layout meaningful and helpful to them. Multiple Dashboards can be configured per user.



Field Descriptions

Toolbar Options

File

- Dashboard - Quick link back to the Dashboard
- Logout - Logs the current user out of InFocus
- Exit - Exits the application

Dashboards

Displays a list of all available Dashboards for the logged in user. The user can easily switch between Dashboards by selecting the Dashboard from the list or using Ctrl+Shift+Number where the number represents the number assigned to the Dashboard in the list. Example: Ctrl+Shift+1 loads the 01 - Dashboard.

Configure

- Dashboards - Launches the Dashboard Layout dialogue through which available Widgets can be added and configured or removed. Available widgets are determined by the governing Dashboard Group the user is assigned to.
- Widgets View - Use this option to hide and/or show Widgets available to the currently loaded Dashboard
- Save Current Layout - This saves the current layout of the loaded dashboard. If administering the "Default" dashboard for a Dashboard Group, this option saves the layout for that dashboard and affects all user instances of it.
- Reset Layout - This reverts the loaded dashboard back to the most recently saved layout of that dashboard

Help (see [InFocus UI Basics](#) for descriptions)

Refresh All Widgets

Refreshes widgets on the currently loaded dashboard.

4.2 Accounts Payable

4.2.1 A/P Check Writing

Overview

Accounts Payable Checks are written from this applet. Checks processed from A/P check Writing are generated from the Vendor Invoices that are entered manually into the Purchase Journal. [More on the Purchase Journal](#)

Key Concepts

- The checks themselves are posted to the Disbursements Journal. [More on the Disbursement Journal](#)
- Out of the box, InFocus checks use the Deluxe / Nebs DLM102 Check Stock Layout. Other check stocks are available in the InFocus Marketplace.
- Custom Check stock can be developed for a fee. Please inquire through InFocus Support.

4.2.1.1 A/P Check Writing 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.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

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

4.2.1.2 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.

Field Descriptions

Accounts

- Bank Account - The bank account to which checks will be posted. [More on Chart of Accounts](#)
- 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](#). The Edit button next to the check number allows a user 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 on the Account Associations tab (EFT column) in [General Accounting>Chart of Accounts](#). [More on EFTs](#)

Settings

- G/L Period - The G/L period to which checks are posted. [More on G/L Periods](#)
- 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. [More on A/P Check Reports](#)
- Label Report - Report design used to print check labels [More on A/P 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. [More on A/P Long Stub Reports](#)
- EFT Report - Report design to be used to print the EFT check. [More on A/P EFT Reports](#)
- 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.

4.2.1.3 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

- Pay/Unpay All - When selected, All items in the grid below are selected/unselected.
- Pay - When selected, a check will be printed for his vendor.
- Separate Check - When checked, a separate check will be printed for each invoice for this vendor. Defaults to 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.
- EFT - When selected, check will be processed as an EFT.

Invoice Grid

- Pay/Unpay All - When selected, All items in the grid below are selected/unselected.
- Pay - When selected, a check will be printed for this vendor.
- A/P Account - Accounts Payable Account from the Purchase Journal.
- Firm - Vendor name. Read only.
- Invoice No. - Invoice number. Read only.
- Invoice Date - Invoice Date. Read only.
- Due Date - Due Date from the Purchase Journal.
- 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.

4.2.1.4 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.

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. This Memo can be pulled from the Check Memo box at [Vendors>General Tab](#)
- Check Number - 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 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.

4.2.2 Credit Card Cash Posting

Overview

This utility creates automated cash basis General Journal entry for credit card charges.

Key Concepts

- Employees can enter Credit Card expenses into their Expense Sheets, which are then imported into the Employee Reimbursables Journal. Expense Checks are then cut to the employees which upon posting, creates a Disbursement Journal entry. Credit Card expenses do not get checks, therefore, do not end up having a Disbursement Journal entry made for them. The Disbursement Journal is used when performing Cash and Accrual financial reporting.
- To recognize Credit Card expenses in Cash and Accrual Reporting, the Credit Card Cash Posting utility creates a General Journal entry (flagged as 'Both') that "posts" credit card entries. General Journal entries flagged as 'Both' will have no adverse effect in the system.
- The ability to mark the entry as 'Cash' is there because many companies run their books on both cash and accrual. They may operate on an accrual basis, but report taxes on a cash basis. This is why the General Journal gives you the choice to mark an entry as Cash, Accrual or Both. For instance, a bank balance should be the same whether it is on cash basis or accrual basis. Therefore, General Journal entries effecting the bank account should be marked both. Year end closings, however would be either cash only or accrual only. That is why when running the system on both cash and accrual basis you close the year twice; once for cash and once on accrual.
- To use this utility, you need to enable the "Separate Credit Card Charges on Expense Sheet Import" option located at [Global Settings>A/P Tab>Credit Cards and Cash Basis Section](#). 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 Credit Card and one that is not.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Post - When selected, all items marked as Post are included in the General Journal Entry that is created. [More on the General Journal](#)

4.2.2.1 Credit Card Cash Posting Detail

Overview

This Credit Card Cash Posting Detail window is where you enter the selection criteria in preparation to create the automated cash basis general journal entry for credit card charges.

Field Descriptions

E/R Account

- E/R Account - Employee Reimbursable Account that was used during the Import of Expenses to the E/R Journal. [More on Expense Sheet Import](#)

Credit Card Clearing Account

- Credit Card Clearing Account - G/L Account that is used to clear Credit Card transactions. [More on G/L Accounts](#)

Header Section

- Summarize to G/L on Post - When selected, similar G/L Accounts are combined in the General Journal entry that is created.
- Include Unreconciled Transactions - When selected, Items that are not marked as *Reconciled* during Credit Card Reconciliation, are brought into the CCC Posting grid to be included in the posting. [More on Credit Card Reconciliation](#)
- Load Transactions - When selected, all transactions that can be included in the current CCC Posting session fill into the grid.
- G/L Period - G/L Period that the posting will be recognized in.
- Select All - When selected, all of the items in the grid will be flagged to Post.
- Select By Clearing ID - The look-up allows you to select a group of transactions by Credit Card Reconciliation IN number. [More on Credit Card Reconciliation](#)
- Show All Versions - When selected, all versions of the transactions will show in the grid.

Grid Section

- Post - When selected, the item will be included in the posting.
- CC Header ID - If the item was a part of a Credit Card Reconciliation, the Header ID number will show here.
- Employee Code - Code of the Employee that entered the expense.
- Employee Name - Proper Name of the Employee that entered the expense.
- Project Path - Path of the project that the expense was entered against.
- Project Name - Name of the project that the expense was entered against.
- Transaction Date - Date of the expense that was entered.
- G/L Code - G/L Code of the Expense that was entered.
- G/L Name - G/L Name of the Expense that was entered.

- Qty - Quantity of the Expense that was entered.
- Unit Rate - Unit Rate of the Expense that was entered.
- Amount - Amount of the Expense that was entered.
- Cleared Amount - If the item was a part of a Credit Card Reconciliation, the Amount that was cleared.
- Original - If checked, the transaction is the original.
- ER ID - The Employee Reimbursable Journal ID number. [More on the Employee Reimbursable Journal](#)
- ER Line ID - The Line number that the transaction represents in the Employee Reimbursable Journal transaction.
- Exp. Line ID - The Line number that the transaction represents in the Expense Sheet transaction.
- Internal Comments - Text from the G/L Comment on the line item in the Employee Reimbursable Journal transaction.
- ES ID - The Expense Sheet ID number. [More on the Expense Sheet](#)
- ES Create Date - The date that the Expense Sheet was created.

4.2.3 Credit Card Reconciliation

Overview

The Credit Card Reconciliation applet is used to reconcile company credit card charges that have been entered via Expense Sheets (and Imported to the E/R Journal) and have been marked as Credit Card.

Key Concepts

- Double-click on a contact inside the grid to bring up the "Contact Detail" pop-up. Data can be viewed or changed, depending on the user's permissions.
- Within the "Contact Detail" pop-up, there are multiple tabs that show specific data about the contact, such as name or main phone.
- Only contacts and employees can be added from this form.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Edit - Additional Edit options
 - Clearing Account - Allows you to change the Credit Card Clearing G/L Account that is used.
 - Credit Card Reconciliation Report - Runs the *Credit Card Reconciliation Report*. [More on the Credit Card Reconciliation Report](#)
-

References

Please browse to the following Video to see the Credit Card Reconciliation at work.

CC Reconciliation

4.2.3.1 Purchase Look-up Window

Overview

The Purchase Look-up window is where you pull up Vendors that may have Credit Card charges against them.

Key Concepts

- Purchase Journal entries that go against the selected Firm shows up here. [More on the Purchase Journal](#)
- Double-Click to load the invoice.

Field Descriptions

Firm

- Look-up - The look-up gives you a list of Clients and Vendors that may have Credit Card charges against them, for example, MasterCard.

Invoices

- Invoice No. - The Purchase Journal Invoice Number.
- Date - Date of the Invoice.
- Amount - Amount of the Invoice

Additional Field Descriptions

Column Chooser (Sprocket icon)

- Firm Code - Code of Firm associated with the Invoice.
- Firm Name - Name of Firm associated with the Invoice.
- Transaction ID - Internal ID number of the Invoice.
- Due Date - Due Date of the Invoice

4.2.3.2 Credit Card Rec Header/Footer

Overview

The Credit Card Reconciliation Header / Footer of Credit Card Reconciliation contains important information about the current session.

Key Concepts

- Purchase Journal entries that go against the selected Firm populate the header info. [More on the Purchase Journal](#)

Field Descriptions

Header

- Firm Name (no label) - The Firm Name is the top item that displays in the Header.
- Invoice No. - Invoice Number of the selected Purchase Journal.
- Purchase ID - Internal ID number of the selected Purchase Journal.
- Clearing Date - Clearing Date of the Credit Card Reconciliation session.
- Clearing Amount - Clearing Amount of the Credit Card Reconciliation session.
- Comment - Internal Comments
- Cut-Off - Cut-off date for transactions that show in the Charges grid.
- Reconciled - When checked, the Credit Card Reconciliation session is considered to be Reconciled.

Footer

- Cleared Charges - Total of charges flagged as *Cleared* in the current session. [More on Charges](#)
- Missing Charges - Total of charges added to the Missing Charges Tab. [More on Missing Charges](#)
- Total Charges - Cleared plus Missing Charges
- Balance - Clearing Amount minus Total Charges

4.2.3.3 Charges Tab

Overview

The Charges Tab is where you clear charges that were entered by Employees against the Vendors that were marked as Credit Card transactions.

Key Concepts

- The footer amounts will auto-calculate with the totals.

Field Descriptions

- Cleared - When selected, the item is considered to be cleared and is part of the current session.
- Employee Code - Code of the Employee who entered the Expense.
- Employee Name - Name of the Employee who entered the Expense.
- Project Path - Project that the Expense was entered against.
- Exp. Amount - Amount of the Expense.
- CC Amount - Amount of the Expense to be used in the current session (Fills when the *Cleared* box is selected).

4.2.3.4 Missing Charges Tab

Overview

The Missing Charges Tab is where you add missing charges that were made by Employees but were not entered through an Expense Sheet.

Key Concepts

- The Missing Charges footer amount will auto-calculate when saved.

Field Descriptions

- Employee Code - Code of the Employee who entered the Expense.
- Employee Name - Name of the Employee who entered the Expense.
- Description - Description of the Missing Charge.
- Amount - Amount of the Missing Charge.

4.2.3.5 Employee Totals

Overview

The Employee Totals section displays all charges that are part of the current Credit Card Reconciliation session (Cleared & Missing charges)

Field Descriptions

- Employee - Name of the Employee who entered the Expense.
- Amount - Amount of the Charge.

4.2.4 Disbursement Journal

Overview

The Disbursements Journal is where all outgoing checks are entered.

Key Concepts

- Entries here, are generated in two ways:
 - They are automatically generated through the Check Writing applets (A/P and E/R)
 - They are entered manually through the Disbursement Journal interface and Printed using the Manual Check option on the Toolbar.
- 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 negative (a credit).

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

Menu Bar

- File - Additional options under the File button.
 - Void - Voids the current Journal Transaction.
- View - Additional options under the View button.
 - Bookmarked - Allows you to select Bookmarked Transactions. [More on Bookmarks](#)
- Tools - Additional options under the Tools button.
 - Auto-balancing - Allows user to enable auto-balance for journal entry. Available types of Auto Balance include:
 - Off - Disables this functionality
 - Top Down - Distributes the remaining Header Amount listed into each new line item.
 - Bottom Up - Enters the sum of the line items into the Journal Header Amount
 - New Entry On Save - If On is selected, a new Journal Entry screen will load when saving another Journal Entry. Otherwise the saved Journal Entry remains loaded on the screen.
 - Change Period for Current Revision - This will change the G/L period for the current journal revision
 - Change Bank Account - Allows the user to change the Bank account for the current journal entry
 - Show Unposted - Shows unposted journal entries for a given G/L period
 - Print Check - Prints a check for the currently loaded Journal Transaction. [Report Management>Manual Check](#)
 - Bookmark - Bookmarks the journal entry for future retrieval. [More on Bookmarks](#)
 - 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. [More on Batch Entries](#)

Toolbar Options

- New - Creates a new journal transaction
- Copy - Copies the current journal transaction to the journal
- Save - Saves the current journal transaction
- Void - Voids the current Journal Transaction
- Delete - Deletes the current journal transaction
- 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. [More on Batch Entries](#)
- Bookmark - Bookmarks the current journal transaction. [More on Bookmarks](#)
- Bookmarked - Displays a list of Bookmarked transactions for quick reference
- Documents - Opens the Document Management pop-up. There you are able to upload, view, modify and delete archived documents.
- Print - Prints the Journal Single Transaction Report

4.2.4.1 Disbursement Header

Overview

The Disbursement Journal 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.

Key Concepts

- 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 negative (a credit).

Field Descriptions

** Indicates a required field

- Transaction ID - The unique identification number of this transaction. This displays in the header next to "Disbursement Journal".
- Printed - Signifies that a Manual Check has been printed for this transaction.
- Batch ID - The Batch ID that the selected transaction is a part of. [More on Batch Entries](#)
- ** Bank - Bank account
- Payee Type - Can be a vendor, employee, or client. If allowed by [Global Settings>General Tab>Misc. Section>Allow Disbursements to Payees Not on File](#), 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 entered here will appear on face of check in memo area, conversely when text is entered in the Check Memo line in A/P and E/R Check Writing will be displayed here.
- 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.
- Amount - Amount of check. Must match to the Amount total in the Detail section.
- 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 the check.
- G/L Period - General ledger period for this transaction or revision to affect. Defaults to current period and only open periods are allowed. The Default Current Period is set at [General Accounting>Accounting Periods>Current Period](#)
- Batch ID - Number of the batch that you are working with. Batched are enabled at [Global Settings>General Tab>Misc. Section>Use Batch Entries in Journals](#)

4.2.4.2 Disbursement Detail

Overview

The Disbursement Journal Detail section displays the detail of how the checks were distributed.

Key Concepts

- The Detail Section gives the detail of how the checks were distributed.
- 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

- 1 of ? - This shows the version of the journal entry that you are currently viewing. This is enabled by checking "Journals" at [Global Settings>General Tab>Full Audits](#).
- Current Version Period - The GL Period that the current version of the transaction falls in. A "Change Period for Current Revision" option is located under Tools in the toolbar, allows you to change the current period.
- 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. This also displays the Create By, Create Date, Modify By and Modify Date of the transaction.
- Rev. No. - The number of the revision of the Journal entry. The original entry is 1.
- SJID - Sales Journal ID number if the Disbursement is linked to a Sales Journal (Client Invoice).
- Sales Invoice No. - Sales Journal Invoice Number if the Disbursement is linked to a Sales Journal (Client Invoice).
- 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. [More on Chart of Accounts](#)
- G/L Account Name - Displays the GL Account Name in the detail section. This is optionally shown through the Column Chooser.
- Invoice No. - Used only when G/L account is either Accounts Payable or Accounts Receivable.
- 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 Column Chooser.
- 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 of the line item in the detail section. This is optionally shown through the Column Chooser. [More on Accounting Periods](#)
- 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.

4.2.5 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.

Key Concepts

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

4.2.5.1 E/R Check Writing 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.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

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

4.2.5.2 Selections Tab

Overview

The Selection Tab displays the settings that determine which invoices are to be processed. Checks that are processed from E/R Check Writing are generated from the Employee Reimbursables Journal that may have been imported from Expense sheets. The checks themselves are then posted into the Disbursement Journal.

Field Descriptions

Accounts

- Bank Account - The bank account to which checks will be posted. [More on Chart of Accounts](#)
- Void Check Account - G/L Account to use as offset for void 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 - 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](#). The Edit button next to the check number allows a user 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 on the Account Associations tab (EFT column) in [General Accounting>Chart of Accounts](#). [More on EFTs](#)

Settings

- G/L Period - The G/L period to which checks are posted. [More on G/L Periods](#)
- Check Date - Date of checks
- Default "Pay" to Selected - When checked, defaults to pay the selected reimbursement.

Date Range

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

Employees

- All - When checked, open reimbursement for all employees will be included.
- Specific - When checked, open reimbursement for the specified employees will be selected.
- EFT Type - When selected, open reimbursement for the specified EFT Type 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. [More on E/R Check Reports](#)
- Label Report - Report design used to print check labels. [More on E/R Label Reports](#)
- 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. [More on E/R Label Reports](#)

- EFT Report - Report design to be used to print the EFT check. [More on E/R EFT Reports](#)
- 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.

4.2.5.3 Results Tab

Overview

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

Field Descriptions

Employees Grid

- Pay - When checked, the selected check(s) will be processed for printing.
- 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.
- EFT - When selected, check will be processed as an EFT.

Reimbursement Grid

- Pay - When checked, the selected check(s) will be processed for printing.
- E/R Account - Employee Reimbursable Account from the Employee Reimbursable Journal.
- 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.
- Amount Due - Amount due on invoice. Read Only.
- Amount Applied - Amount to pay employee for this reimbursement.

4.2.5.4 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 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.

Key Concepts

- 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.

Field Descriptions

Check Queue Columns

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

Check Queue 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.

4.2.6 Employee Reimbursables

Overview

The Employee Reimbursables Journal is where employee reimbursements are entered.

Key Concepts

- Entries here, are generated in two ways:
 - They are automatically generated through the Import Expense Sheets Utility located in the Toolbar. [More on Importing Expenses](#)
 - They are entered manually through the Employee Reimbursables Journal interface.
- 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).

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

Menu Bar

- File - Additional options under the File button.
 - Void - Voids the current Journal Transaction.
- View - Additional options under the View button.
 - Bookmarked - Allows you to select Bookmarked Transactions. [More on Bookmarks](#)
- Tools - Additional options under the Tools button.
 - Auto-balancing - Allows user to enable auto-balance for journal entry. Available types of Auto Balance include:
 - Off - Disables this functionality
 - Top Down - Distributes the remaining Header Amount listed into each new line item.
 - Bottom Up - Enters the sum of the line items into the Journal Header Amount
 - New Entry On Save - If On is selected, a new Journal Entry screen will load when saving another Journal Entry. Otherwise the saved Journal Entry remains loaded on the screen.
 - 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

- Change E/R Account - Allows the user to change the E/R account for the current journal entry
- Import Expense Sheets - Launches a dialogue to evaluate and post a range of Expense Sheets. [More on Importing Expense Sheets](#)
- Clear All Pending Expense Sheet Transactions - Will clear out all of the pending expense sheet transactions from the grid.
- Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles
- Bookmark - Bookmarks the journal entry for future retrieval. [More on Bookmarks](#)
- Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles. [More on Recurring Entries](#)
- 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. [More on Batch Entries](#)

Toolbar Options

- New - Creates a new journal transaction
- Save - Saves the current journal transaction
- Copy - Copies the current journal transaction to the journal
- Void - Voids the current Journal Transaction
- Delete - Deletes the current journal transaction.
- Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles. [More on Recurring Entries](#)
- 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. [More on Batch Entries](#)
- Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles
- Bookmark - Bookmarks the current journal transaction. [More on Bookmarks](#)
- Bookmarked - Displays a list of Bookmarked transactions for quick reference
- Documents - Opens the Document Management pop-up. There you are able to upload, view, modify and delete archived documents.
- Print - Prints the Journal Single Transaction Report

4.2.6.1 Employee Reimbursables Header

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.

Key Concepts

- 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).

Field Descriptions

** Indicates a required field

- Transaction ID - The unique identification number of this transaction. This displays in the header next to "Employee Reimbursables".
- Batch ID - The Batch ID that the selected transaction is a part of. [More on Batch Entries](#)
- ** E/R Account - Employee reimbursable sub-ledger account.
- Employee - The employee for whom the transaction is intended.
- E/R Comment - Internal E/R Comment.
- 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.
- Amount - Amount of check. Must match to the Amount total in the Detail section.
- Invoice Date - Date of the check.
- G/L Period - General ledger period for this transaction or revision to affect. Defaults to current period and only open periods are allowed. The Default Current Period is set at [General Accounting>Accounting Periods>Current Period](#)
- Batch ID - Number of the batch that you are working with. Batched are enabled at [Global Settings>General Tab>Misc. Section>Use Batch Entries in Journals](#)

4.2.6.2 Employee Reimbursables Detail

Overview

The Employee Reimbursables Detail section displays the detail of how the reimbursements were distributed.

Key Concepts

- 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

- 1 of ? - This shows the version of the journal entry that you are currently viewing. This is enabled by checking "Journals" at [Global Settings>General Tab>Full Audits](#).
- Current Version Period - The GL Period that the current version of the transaction falls in. A "Change Period for Current Revision" option is located under Tools in the toolbar, allows you to change the current period.
- 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. This also displays the Create By, Create Date, Modify By and Modify Date of the transaction.
- 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 if the Disbursement is linked to a Sales Journal (Client Invoice).
- Expense Code - Defaults in from vendor setup if also setup on project (Optional). [More on Expense Codes](#)
- 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. [More on Chart of Accounts](#)
- GL Account Name - Displays the GL Account Name in the detail section. This is optionally shown through the Column Chooser.
- GL Period - Displays the GL Period in the detail section. This is optionally shown through the Column Chooser. [More on Accounting Periods](#)
- Transaction Date - Date of reimbursement line item
- Project Name - Displays the Project Name in the detail section. This is optionally shown through the Column Chooser.
- Sales Invoice No. - Sales Journal Invoice Number.
- Qty - Quantity. This is optionally shown through the Column Chooser by selecting "Quantity and Rate". When selected, the "Amount" column becomes Read Only and calculates off of the Qty and Unite Rate columns.
- Unit rate - Unit cost rate. This is optionally shown through the Column Chooser by selecting "Quantity and Rate". When selected, the "Amount" column becomes Read Only and calculates off of the Qty and Unite Rate columns.
- Amount - Extended amount. Read only. Sum of qty X unit rate.
- Ext. Bill Amount - Amount of Employee Reimbursable including the markup.
- Bill Status - Name of the Transaction Status.
- Bill Status Code - Code of the Transaction 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.

4.2.6.3 Expense Sheet Import

Overview

The Expense Sheet Import allows you to Approve/Reject Expense Sheets and import them into the Employee Reimbursables Journal so that you can issue the checks to the employees. [More on Expense Sheets](#)

Field Descriptions

Pop-up Buttons

- Load Expense Sheets - When clicked, this takes you to the Expenses Tab.
- Accept All - When on the Expenses Tab, this button will mark all of the items in the Grid as "Accepted".
- Post Expense Sheets to E/R - When selected, all transactions in the Expenses grid will be Posted to the Employee Reimbursables Journal. You will then be prompted for the G/L period and invoice date.
- Reset - Resets the selections.
- Cancel - Cancels the Import process.

Search Criteria Tab

Filters

Description - This tab allows the user to filter available expense sheets and establish posting accounts.

Note - 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.

- All Employees - When selected, all employee expense sheets will be analyzed.
- Single Employee - When selected, only the selected employee's expense sheets will be analyzed.
- Transaction Cut-Off Date - When selected, only transactions As-of the selected date will appear in the Expenses Grid.
- Org. Unit Path - When filled out, only employees belong to this org unit, or one of its child org units will be analyzed.

Accounts

- E/R - The Base Account must have a Subledger setting of "Employee Reimbursable". [More on Chart of Accounts](#)
- Direct ODC - The Base Account must have a Metric Type of "Cost, Cost Type of "Direct" and PM Type of Other

Direct Charges.

- Direct OCC - The Base Account must have a Metric Type of "Cost, Cost Type of "Direct" and PM Type of Out of Contract Consultants.
- ICC - The Base Account must have a Metric Type of "Cost, Cost Type of "Direct" and PM Type of In Contract Consultants.
- Indirect Exp. - The Base Account must have a Metric Type of "Cost, Cost Type of "Indirect" and PM Type of Other Direct Charges.
- Indirect CNS. -The Base Account must have a Metric Type of "Cost, Cost Type of "Indirect" and PM Type of Out of Contract Consultants.
- Error Account - Error G/L account. Used when a G/L account cannot be derived.
- 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.

Search Criteria Tab

Description - This Tab displays all unprocessed expense sheet line items. Here you flag which line items should be processed. allows you to approve, reject and ignore expense sheets.

- Action - A drop-down list of possible actions for the respective row. The actions are as follows:
 - 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.
- Emp. Name - The name of the employee that submitted the expense.
- Transaction Date - The Expense Sheet Transaction Date.
- Charge Amount - Amount of the Expense. This includes Company Credit Card Charges that are not paid to the employee.
- Reimbur. Amount - Amount to be reimbursed to the employee.
- Credit Card - Company Credit Card Amount. This is indicated by checking the Credit Card check-box in the expense sheet.
- Exp. Code - Expense Code of the Expense. [More on Expense Codes](#)

4.2.7 Form 1099

Overview

Form 1099 can be sent to vendors and employees. The system will fill out the forms automatically.

Key Concepts

- 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.

4.2.7.1 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.

Additional Toolbar Options

- File - Additional File options
 - Load 1099 Recipients - Launches the Form 1099 Loading Criteria Dialogue. [More on 1099 Loading Criteria](#)
- Load 1099 Recipients - Launches the Form 1099 Loading Criteria Dialogue. [More on 1099 Loading Criteria](#)
- Print 1099's - Launches [Print Criteria dialogue box](#) for printing 1099's that subsequently runs the *Form 1099 Report*. [More on the Form 1099 Report](#).
- Print Labels - Launches report dialogue to print mailing labels to send 1099 forms
- Save - Saves the current session. This session can be reloaded by clicking Load 1099 Recipients and checking "Use Previously Saved Values" in that dialogue.

4.2.7.2 Form 1099 Loading Criteria

Overview

Complete this dialogue to load in Vendors and/or Employees for 1099 processing. [More on Filling out the 1099](#)

Field Descriptions

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

- No Vendors - When checked, no vendors are selected.
- All Vendors - When checked, all vendors are selected.
- Types of Vendors - When selected, vendors with a selected 1099 Type ([Vendors>Settings Tab>Vendor Types>1099](#)). The 1099 list is managed under [Administration>List Management>Vendor 1099 Types](#).
- Selected Vendors - A user is able to select individual vendors here.

Employees

- No Employees - When checked, no Employees are selected.
- All Employees - When checked, all employees are selected.
- Selected Employees - If *All Employees* is not checked, you can select individual employees here.

Buttons/Check boxes

- Use Previously Saved Values - When checked, values from the previously saved session will be loaded
- Load - Loads the selections
- Cancel - Cancels and closes the dialogue

4.2.7.3 Form 1099 Print

Overview

How to use the 1099 form.

Field Descriptions

Address

- Address drop-down - Lists your company addresses set in [Global Settings>Offices Tab](#)
- Payer Name - Typically your Company Name
- Payer ID Number - Your Federal EIN.

Note - If you are not using windowed envelopes, you can print labels by selecting 1099 labels from the toolbar.

4.2.8 Purchase Journal

Overview

The Purchase Journal is where vendor invoices are entered. This is often referred to as the Vendor Invoice Journal.

Key Concepts

- 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).
- The journal reports provide a listing for transactions entered within the respective journal. Typically, these are printed once a month.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

Menu Bar

- File - Additional options under the File button.
 - Void - Voids the current Journal Transaction.
- View - Additional options under the View button.
 - Bookmarked - Allows you to select Bookmarked Transactions. [More on Bookmarks](#)
- Tools - Additional options under the Tools button.
 - Auto-balancing - Allows user to enable auto-balance for journal entry. Available types of Auto Balance include:
 - Off - Disables this functionality
 - Top Down - Distributes the remaining Header Amount listed into each new line item.
 - Bottom Up - Enters the sum of the line items into the Journal Header Amount
 - New Entry On Save - If On is selected, a new Journal Entry screen will load when saving another Journal Entry. Otherwise the saved Journal Entry remains loaded on the screen.
 - Change A/P Account - Allows the user to change the A/P account for the current journal entry.
 - 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.
 - Bookmark - Bookmarks the journal entry for future retrieval. [More on Bookmarks](#)
 - 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. [More on Batch Entries](#)

- Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles. [More on Recurring Entries](#)

Toolbar Options

- New - Creates a new journal transaction
- Save - Saves the current journal transaction
- Copy - Copies the current journal transaction to the journal
- Void - Voids the current Journal Transaction
- Delete - Deletes the current journal transaction
- 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. [More on Batch Entries](#)
- Bookmark - Bookmarks the current journal transaction. [More on Bookmarks](#)
- Bookmarked - Displays a list of Bookmarked transactions for quick reference
- Documents - Opens the Document Management pop-up. There you are able to upload, view, modify and delete archived documents.
- Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles. [More on Recurring Entries](#)
- Print - Prints the Journal Single Transaction Report

4.2.8.1 Purchase 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.

Key Concepts

- 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).
- There are three key fields that uniquely identify a vendor invoice:
 - The Accounts Payable account
 - The Vendor
 - The Invoice Number

- 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.

Field Descriptions

** Indicates a required field

- Transaction ID - The unique identification number of this transaction. This displays in the header next to "Purchase Journal".
- Batch ID - The Batch ID that the selected transaction is a part of. [More on Batch Entries](#)
- ** A/P Account - Accounts Payable G/L account. This is the control account. It must have a sub-ledger type of 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.
- A/P Comments - Appears on Accounts Payable report.
- 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.
- Amount - Amount of check. Must match to the Amount total in the Detail section.
- Amount Status - Status of the amount invoiced, statuses include: Paid, Unpaid or Partial. You can view the associated transaction by clicking the status. The break out list contains additional links to the actual disbursements.
- Invoice Date - Vendor invoice date.
- Due Date - Automatically calculated by adding net days from the vendor setup to the invoice date. That is set at [Accounts Payable>Vendors>General Tab>Payment Terms](#). The Due Date can be overridden here.
- G/L Period - General ledger period for this transaction or revision to affect. Defaults to current period and only open periods are allowed. The Default Current Period is set at [General Accounting>Accounting Periods>Current Period](#)
- Batch ID - Number of the batch that you are working with. Batched are enabled at [Global Settings>General Tab>Misc. Section>Use Batch Entries in Journals](#).

4.2.8.2 Purchase Detail

Overview

The Purchase Detail section displays the detail of how the purchase is distributed to G/L accounts and WBS paths.

Key Concepts

- 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

Standard Columns

- 1 of ? - This shows the version of the journal entry that you are currently viewing. This is enabled by checking "Journals" at [Global Settings>General Tab>Full Audits](#).
- Current Version Period - The GL Period that the current version of the transaction falls in. A "Change Period for Current Revision" option is located under Tools in the toolbar, allows you to change the current period.
- 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. This also displays the Create By, Create Date, Modify By and Modify Date of the transaction.
- Rev. No. - The number of the revision of the Journal entry. The original entry is 1.
- Project Path - Project the transaction is being entered against (Optional).
- Expense Code - Defaults in from vendor setup if it is also setup on the entered project (Optional). [More on Expense Codes](#)
- 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.
- Amount - Extended cost amount. Must be the same amount as the "Amount" box in the Header.
- 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.

Additional Columns

Description - The following are additional columns that can be displayed through the column chooser.

- PJLineID - Internal ID of the line item.
- Do Not Recalc - This flags the transaction to be excluded from Recalculation processes. [More on Recalculating Markups](#)
- Expense Markup (Markup) - Markup amount associated with the Expense Code. [More on Expense Codes](#)
- Expense Markup Type - Type of markup associated with the Expense Code.
- Exp. Code Name - Name of the Expense Code.
- G/L Period - Displays the G/L Period in the detail section. [More on Accounting Periods](#)

- Period ID - G/L Period internal system ID
- Qty - Quantity. Available when entering a transaction on a Vendor flagged as Unit Biller at [Accounts Payable>Vendors>General Tab](#)
- Unit rate - Unit cost rate. Available when entering a transaction on a Vendor flagged at [Accounts Payable>Vendors>General Tab](#)
- Account Name - Name of the G/L Account. [More on Chart of Accounts](#)
- Bill Status Code - Billing status code
- Create By - User that entered the transaction line item.
- Create Date - Date the transaction line item was created
- Modify By - Indicates the last user to modify the line item
- Modify Date - Date the line item was modified
- Ext Bill Amount - Billing extension of the line item.
- Is G/L - Flag indicating if entry is to be considered as part of general ledger. Only set to zero by project management opening entries.
- Project ID - Internal ID of the project associated with the line item
- Project Name - Project Name of the project associated with the line item
- Sales Invoice No. - Sales Journal Invoice Number.
- SJID - Internal ID of the associated Sales Journal ID

4.2.9 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. [More on the Query Applets](#)

4.2.10 Vendors

Overview

A vendor is a person or business that supplies goods or services to a company. Generally, when the vendor delivers the goods or services it will also send an invoice to the company.

Key Concepts

- Like Clients, Vendors are considered 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.

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

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Print All Vendors - Runs the Vendors *List Report*. [More on the Vendor List Report](#)

4.2.10.1 Vendors Header

Overview

Vendors are Firms that do work for you. You typically receive invoices from them. 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.

Field Descriptions

Below are field descriptions for the Employee Header section.

** Indicates a required field

- ** Code - Entered Vendor Identification Code; each vendor 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.
- ** Name - Vendor Name.
- Active - When checked, designates this as an active vendor and available for transactions and assignments
- Web Site - Vendors 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.

- Consultant - When checked, the vendor is flagged as a consultant. It is necessary when using pay when paid reports and it can also be used to filter results in other reports like the *Vendor Inquiry*. This has no effect on the Labor Distribution process.

4.2.10.2 General Tab

Overview

The General Tabs holds key information for each Vendor.

Field Descriptions

Below are field descriptions for the General tab.

General

- EIN - Employer Identification Number
- Default Exp Code - Default expense code when the Vendor is used in a Journal entry.
- Check Memo - Memo to be written on the checks for this vendor.

Options

- 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

- Payment Term - Vendor payment terms. Informational only. A User Defined Field. The Type list is managed under [Administration>List Management>Payment Terms](#).
- 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.
- Percentage - Percentage to apply against invoice amount to calculate discount.

Default Base Code

- Direct - Default G/L base account for direct charges
- Indirect - Default G/L base account for indirect charges

Pay To

- Attention - Pay To Attention.
- Office - Drop-down list of Addresses that are located on the Addresses Tab
- 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
- State - State
- Country - Country
- Phone - Telephone number
- Fax - Fax number

4.2.10.3 Settings Tab

Overview

The Settings Tabs holds key information for each Vendor.

Field Descriptions

Below are field descriptions for the Settings tab.

Alternate 1099 Name

- 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. The Standard list is managed under [Administration>List Management>Vendor Types](#).
- 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 1099 list is managed under [Administration>List Management>Vendor 1099 Types](#).

EFT Setup

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

- Enable EFT - When checked, the EFT Setup will allow you to enter Vendor EFT information.
- Company ID - Typically Federal EIN #.

- Company Name - "Doing Business As" Name
- ABA/Routing # - Company Account Routing #.
- 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

4.2.10.4 Addresses Tab

Overview

The Addresses Tab contains the addresses of the selected firm.

Field Descriptions

Below are field descriptions for the Addresses Tab.

- Name - 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
- State - State
- Country - Country
- Phone - Telephone number
- Fax - Fax number
- Latitude - Latitude of Address
- Longitude - Longitude of Address
- Copy to Clipboard - Copies address to the clipboard of the local workstation. (Only seen in Address Editor)
- Geocode - When clicked, the Latitude and Longitude are filled in with the location of the Main Address. This can be used in the Map Viewer applet. [More on the Map Viewer](#). (Only seen in Address Editor)

Note 1: Clicking on a the pencil icon will bring up an Address Editor that will make data entry easier.

Note 2: 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*.

4.2.10.5 Contacts Tab

Overview

The Contacts Tab associates a Contact with a particular Firm.

Field Descriptions

Below are field descriptions for the Contacts Tab.

**** Indicates a required field when adding to the list**

- Add New Contact - Brings up the Contact Detail page that allows you to create a New Contact.
- ** Contact - Name of the Contact associated with the Firm.
- ** Relationship - The contact's relationship with the Project. A User Defined Field. The Relationship list is managed under [Administration>List Management>Firm Contact Types](#).
- Title - Title of the Contact.
- Work Phone
- Cell Phone
- Home Phone

4.2.10.6 Recent Tab

Overview

The Recent tab shows transactions that go against the firm that is currently pulled up. Users can link over to the specific journals if they are granted the appropriate permissions. [More on Permissions](#)

Field Descriptions

Below are field descriptions for the Recent Tab.

Include

- Sales Journal - Displays all Sales Journal transactions that have an Invoice date that falls on or after the Transaction Since Date.
- Receipts - Displays all Receipt Journal transactions that have an Check date that falls on or after the Transaction Since Date.
- Purchase Journal - Displays all Purchase Journal transactions that have an Invoice date that falls on or after the Transaction Since Date.
- Disbursements - Displays all Disbursement Journal transactions that have an Check date that falls on or after the Transaction Since Date.

Transactions Since

- Date - The Transaction Since Date filters the Recent Transactions Grid. It displays only transactions whose transaction date falls on or above the selected date.
- Arrow Button - Loads the Recent Transaction window.
- Export to Excel - Exports the items in the Recent Transaction window to an Excel file.

Note - The grid includes the Transaction ID, Transaction Date, Invoice Number, Check Number, Comments, Transaction Type, and Amount.

4.2.10.7 AP History Tab

Overview

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

Field Descriptions

Below are field descriptions for the A/P History Tab.

Options

- Open Only - Shows only open items against the selected Vendor.
- Combine Accounts - Removes the A/P Account from the grid to group together items.

Note - The grid includes the Transaction ID, Journal, A/P Account, Invoice No., Invoice Date, Due Date, Check No., Check Date, Amount, Days Old, Invoice Balance and Comments.

4.2.10.8 Notes Tab

Overview

Notes can be entered against a Contacts, Firms, and Projects (including Opportunities). [More on Notes](#)

Field Descriptions

Below are field descriptions for the Notes Tab.

**** Indicates a required field**

Note Details

- Comment - Body of the Note
- Note Type - Type of Note Posting (ex. Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices). A User Defined Field. The Note Type list is managed under [Administration>List Management>Note Types](#)
- Contact - Contact associated with the note.
- Project - Project associated with the note.

Add a follow-up Activity?

- Add - Create a a follow-up activity that appears on the Activity Calendar. [More on Activities](#)
- Require Complete - When checked, the follow-up activity shows up on the Activity calendar until it is marked complete.
- Type - Type of Activity. A User Defined Field. The Activity Type list is managed under [Administration>List Management>Activity Types](#)
- Date - Date of follow-up Activity.
- Time - Time of follow-up Activity.
- Duration - Duration of follow-up Activity.

Existing Notes

- Notes associated with the Contacts, Firms, or Projects that have been created. Double-click on them to bring into focus.

4.2.10.9 Custom Fields (UDF) Tab

Overview

User-definable fields (UDFs) can be created for Clients, Employees, Vendors, Projects, Project Level2 and Contacts. [More on User Defined Fields](#).

4.2.10.10 Documents Tab

Overview

Documents tab allows you to upload, view, modify and delete archived documents in relation to the loaded record. Uploaded documents and related information will be listed in the grid. [More on Document Management](#)

4.3 Accounts Receivable

4.3.1 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.

Key Concepts

- Like other grids in InFocus the collection grid can be filtered and sorted by each column using the column filters (funnel).
- 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.

Field Descriptions

Header

- Load Collections - When selected, the grid will display all outstanding A/R that meet the selected criteria.

Dates

- As Of Period - Period used to cut off the outstanding invoices.
- Aging Date - Date used to determine the *Age (Days Old)* of an invoice.

Age By

- Invoice Date - When selected, the Invoice Date is used in conjunction with the *Aging Date* to determine the Age of an invoice.
- Due Date - When selected, the Due Date is used in conjunction with the *Aging Date* to determine the Age of an invoice.

Clients

- All Clients - When selected, the A/R Collections grid will show all outstanding A/R.
- Selected Client - When a client is selected, the A/R Collections grid will show only outstanding A/R for that client.

A/R Accounts

- All A/R Accounts - When selected, the A/R Collections grid will show all outstanding A/R.
- Selected A/R Account - When an A/R Account is selected, the A/R Collections grid will show only outstanding A/R for that A/R Account.

Project Leaders

- Project Manager - When a Project Manager is selected, the A/R Collections grid will show only outstanding A/R for projects that have the specified Employee as a Project Manager.
- Project Accountant - When a Project Accountant is selected, the A/R Collections grid will show only outstanding A/R for projects that have the specified Employee as a Project Accountant.
- Principal In Charge - When a Principal In Charge is selected, the A/R Collections grid will show only outstanding A/R for projects that have the specified Employee as a Principal In Charge.

A/R Collections Grid

- Pencil icon - When selected, the user is redirected to the transaction that the line item represents. This feature is available at both levels of the hierarchy.
- Code - Firm code
- Firm - Firm name
- Age - Days old
- Projects - Project that invoice is associated with
- Contact - Name entered in Bill To Attention line in the Client file located at [Clients>General Tab](#).
- Phone - Client phone number
- Invoice No. - Invoice number

- Invoice Date - Invoice Date.
- 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.

4.3.2 Automated Invoicing

Overview

Automated invoices streamlines the billing process.

Key Concepts

- Only projects with assigned invoice designs can print. Invoice Designs are assigned to a project at [Projects>Billing Tab](#) under *Invoicing*.
- Invoices are printed and posted into the Sales Journal based on user-entered criteria. [More on the Sales Journal](#)
- 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.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Clear all Invoice Sessions - When selected, the 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* 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*.

4.3.2.1 Selection Criteria Tab

Overview

The Selection Criteria Tab allows you to select options which limit the projects for which you wish to print invoices.

Field Descriptions

Projects

Single Project

- Single Project - When checked, the entered project is the only project that will be selected for invoicing.

Selection Based

Description - 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. Billing groups are 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. A User Defined Field. The Billing Group list is managed under [Administration>List Management>Billing Groups](#).
- Invoice Group - When entered, only projects assigned to this invoice group will be selected. The Invoice Group allows for Projects to be invoiced as one invoice. When used, cover sheets can be designed to summarize individual project billings. [More on Invoice Groups](#)
- Limit Results to Project Reviewed by a Project Manager - When checked, only projects that have been 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.
- Review Period - The G/L Period used by the PM or PA to Limit Results to Project Reviewed.

G/L Period Dates

- G/L Period For Posting - G/L Period invoices will be posted to. This is defaulted in by the *Invoicing Period* selected in [General Accounting>Accounting Periods](#)
- 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>Invoicing Tab>Cutoff Dates](#).
- Invoice Date - Invoice Date to apply to invoices. This will be the Invoice Date in the Sales Journal. [More on Sales Journal](#)

Invoice Styles

Description - Invoice Styles looks at the Style of a custom invoice set at [Utilities>Invoice Design>Invoice Designs Tab>Style Section](#) to determine what to invoice.

- Labor/Combined - When selected, only invoice designs with a Style of with Labor Only or Combined will be selected.
- Expense Only - When selected, only invoice designs with a Style of with Expense Only or Combined will be selected.

Invoice Labels Report

- Invoice Labels Report - Mailing label report design to use. These are printed from the top-right of the [Automated Invoicing>Invoices Tab](#). Simply click on the Print Labels button when you are on that tab during an invoicing session.

Sort By

- 1st - When selected, the Invoices grid will sort the returned invoices 1st by the selection.
- 2nd - When selected, the Invoices grid will sort the returned invoices by the 1st selection, then by the 2nd selection.

4.3.2.2 Posting Accounts Tab

Overview

The Posting Accounts Tab is where you specify the G/L posting accounts in automated invoicing.

Field Descriptions

Posting Accounts

- 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.

4.3.2.3 Invoices Tab

Overview

After completing *Selection Criteria* and *Posting Accounts*. A grid of all projects that meet the specified criteria will appear. 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 mass. Seven actions can be performed against each individual invoice. These actions are listed below.

Field Descriptions

Actions

- 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.
- Print Assigned - This action sends the Assigned 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 - When selected, you get the Invoice Archival pop-up. This action will archive the checked invoices. [More on the Invoice Archival pop-up](#)
- Archive Assigned - When selected, you get the Invoice Archival pop-up. This action will archive the invoices that have been assigned an invoice number. [More on the Invoice Archival pop-up](#)

Note - In order to Archive an invoice, you must have Posted it so that it has an SJID number.

- Email Posted - Emails posted invoices to designated recipients. Recipients are designated in [Clients>Billing Tab](#) or [Projects>Billing Tab](#) (email override)
- View Active (Coversheet) - View coversheet (if any) for selected invoice. [More on Invoice Groups](#)

Automated Invoicing Header

- 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.
- Print Labels - When selected, you are able to print label for the current invoicing session.
- Hide Posted - By checking this box, you will hide all invoices that have been posted.

Automated Invoicing Grid

- Firm - Client associated with the project being invoiced.
- Project Path - Path of Project being invoiced.
- Project Name - Name of Project being invoiced.
- Invoice No. - Invoice number. When an invoice number has not been assigned, this will display *Draft*.
- Labor - The total amount of Labor transactions to be billed on the selected invoice.
- ODC - The total amount of ODC (Other Direct Charge) transactions to be billed on the selected invoice.
- OCC - The total amount of OCC (Out of Contract Consultant) transactions to be billed on the selected invoice.
- Fixed Fee - The total amount of Fixed Fees (or Lump Sums) to be billed on the selected invoice.
- Retainer - The total Retainer amount being applied to the selected invoice.
- Retainage - The total Retainage amount being applied to the selected invoice.
- Taxes - The total amount of Taxes being applied to the selected invoice.
- SJID - Once you Post, this fills in with the SJID (Sales Journal Identification number).

4.3.2.4 Invoice Archival Pop-up

Overview

The Invoice Archival pop-up contains many of the settings that you will use when archiving invoices. Document Management configuration is managed at [Global Settings>Document Management](#).

Field Descriptions

Invoice Naming

- Name Pattern - When using the archiving functionality of invoicing, you have the option of customizing your naming pattern when naming the archived invoice. The default naming convention is fixed to Invoice_XXX, where XXX represents the Sales Journal ID. You can replace the variables with the following however you wish. For example: Project for Acme Architects with and invoice number following pattern: INV-

@ProjectName@_@InvoiceNo@ The variable options are:

- @InvoiceNo@ - Invoice Number
- @SJID@ - Sales Journal ID number
- @ProjectPath@ - Project Path
- @ProjectID@ - Project Internal Identification number
- @ProjectName@ - Project Name

Invoice Naming

- Archive to Document Management -When selected, the invoices will be archived to the location specified when Document Management was configured. 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.
- Archive to Destination - When selected, you are able to archive to a user-selected directory location.

4.3.3 Client 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. [More on the Query Applets](#)

4.3.4 Clients

Overview

A client is a person or business that receives professional services from a company. Generally, when the client

receives goods and/or professional services it will also receive an invoice.

Key Concepts

- Like Vendors, Clients (and Prospects) are 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.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Print All Clients - Runs the *Client List Report*. [More on the Client List Report](#)

4.3.4.1 Clients Header

Overview

Clients are Firms that you are doing work for. Clients are required for billable projects. You typically will be sending them an invoice (AR).

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

Field Descriptions

Below are field descriptions for the Employee Header section.

** Indicates a required field

- **** Code** - User-entered Client Identification Code. Each Client 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.

- **** Name** - Client Name.
- **Active** - When checked, designates that this is an active client and available for transactions and assignments.
- **Web Site** - Clients 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.
- **Prospect** - When checked, designates this is a prospect, rather than a billable client.

4.3.4.2 General Tab

Overview

The General Tabs holds key information for each Client.

Field Descriptions

Below are field descriptions for the Employee Information tab.

Bill To

Note - This is the *Bill-To Address*. The *Bill-To Address* can print on invoices, statements, and Accounts Receivable reports. It can be overridden on the project at [Project Administration>Projects>Billing Tab>Bill-To Address](#).

- **Attention** - Bill-To Attention. Can be selected from a list of contacts or typed in manually.
- **Office** - Drop-down list of Addresses that are located on the Addresses Tab
- **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
- **State** - State
- **Country** - Country
- **Phone** - Telephone number
- **Fax** - Fax number

Client Type / Specialty

- Type - Type of Client. A User Defined Field. The Type list is managed under [Administration>List Management>Client Types](#).
- Specialty - The specialty area of the client. A User Defined Field. The Specialty list is managed under [Administration>List Management>Client Specialties](#).

Internal Contacts

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

4.3.4.3 Addresses Tab

Overview

The Addresses Tab contains the addresses of the selected firm.

Field Descriptions

Below are field descriptions for the Addresses Tab.

- Name - 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
- State - State
- Country - Country
- Phone - Telephone number

- Fax - Fax number
- Latitude - Latitude of Address
- Longitude - Longitude of Address
- Copy to Clipboard - Copies address to the clipboard of the local workstation. (Only seen in Address Editor)
- Geocode - When clicked, the Latitude and Longitude are filled in with the location of the Main Address. This can be used in the Map Viewer applet. [More on the Map Viewer](#). (Only seen in Address Editor)

Note 1: Clicking on a the pencil icon will bring up an Address Editor that will make data entry easier.

Note 2: 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*.

4.3.4.4 Billing Tab

Overview

The Addresses Tab contains the addresses of the selected firm.

Field Descriptions

Below are field descriptions for the Addresses Tab.

Main Email

- Email Address - Main email address of the client.

Payment Terms

- Type - Payment Type. A User Defined Field. The Type list is managed under [Administration>List Management>Billing Terms](#). This information can be overridden on the project.
- Net Days - When a sales journal entry is made, this value is added to the invoice date to determine the due date. This information can be overridden on the project.

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.

Invoicing / PO

- Next Inv. Number - Next Invoice Number is active when invoice incrementing in Global Settings is set to "By Client". The Global Setting is located at [Administration>Global Settings>Invoicing Tab>Invoice Numbering](#).
- Client PO Number - Client Purchase Order Number. Available in Invoice Design.

4.3.4.5 Contacts Tab

Overview

The Contacts Tab associates a Contact with a particular Firm.

Field Descriptions

Below are field descriptions for the Contacts Tab.

**** Indicates a required field when adding to the list**

- Add New Contact - Brings up the Contact Detail page that allows you to create a New Contact.
- ** Contact - Name of the Contact associated with the Firm.
- ** Relationship - The contact's relationship with the Project. A User Defined Field. The Relationship list is managed under [Administration>List Management>Firm Contact Types](#).
- Title - Title of the Contact.
- Work Phone
- Cell Phone
- Home Phone

4.3.4.6 Projects Tab

Overview

The Projects Tab displays the association of the Client with Billable, Indirect and Plan Projects.

Field Descriptions

Below are field descriptions for the General Tab.

- ** Project Path - Unique Path of the Project associated with the Contact.
- Name - Name of the Project associated with the Contact.
- Charge Type - Charge Type of the Project. The charge type is configured in [Project Administration>Projects>General Tab](#).

4.3.4.7 Opportunities Tab

Overview

The Projects Tab displays the association of the Client with Opportunity Projects.

Field Descriptions

Below are field descriptions for the General Tab.

- ** Project Path - Unique Path of the Project associated with the Contact.
- Name - Name of the Project associated with the Contact.

4.3.4.8 Recent Tab

Overview

The Recent tab shows transactions that go against the firm that is currently pulled up. Users can link over to the specific journals if they are granted the appropriate permissions. [More on Permissions](#)

Field Descriptions

Below are field descriptions for the Recent Tab.

Include

- Sales Journal - Displays all Sales Journal transactions that have an Invoice date that falls on or after the Transaction Since Date.
- Receipts - Displays all Receipt Journal transactions that have an Check date that falls on or after the Transaction Since Date.
- Purchase Journal - Displays all Purchase Journal transactions that have an Invoice date that falls on or after the Transaction Since Date.

- Disbursements - Displays all Disbursement Journal transactions that have an Check date that falls on or after the Transaction Since Date.

Transactions Since

- Date - The Transaction Since Date filters the Recent Transactions Grid. It displays only transactions whose transaction date falls on or above the selected date.
- Arrow Button - Loads the Recent Transaction window.
- Export to Excel - Exports the items in the Recent Transaction window to an Excel file.

Note - The grid includes the Transaction ID, Transaction Date, Invoice Number, Check Number, Comments, Transaction Type, and Amount.

4.3.4.9 AR History Tab

Overview

The AR History Tab is used for quick look-up of accounts receivable transactions.

Field Descriptions

Below are field descriptions for the A/P History Tab.

Options

- Open Only - Shows only invoices with a non-zero balance.
- Combine Accounts - When 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.

Note - The grid includes the Transaction ID, Journal, A/P Account, Invoice No., Invoice Date, Due Date, Check No., Check Date, Amount, Days Old, Invoice Balance and Comments.

4.3.4.10 Notes Tab

Overview

Notes can be entered against a Contacts, Firms, and Projects (including Opportunities). [More on Notes](#)

Field Descriptions

Below are field descriptions for the Notes Tab.

**** Indicates a required field**

Note Details

- Comment - Body of the Note
- Note Type - Type of Note Posting (ex. Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices). A User Defined Field. The Note Type list is managed under [Administration>List Management>Note Types](#)
- Contact - Contact associated with the note.
- Project - Project associated with the note.

Add a follow-up Activity?

- Add - Create a a follow-up activity that appears on the Activity Calendar. [More on Activities](#)
- Require Complete - When checked, the follow-up activity shows up on the Activity calendar until it is marked complete.
- Type - Type of Activity. A User Defined Field. The Activity Type list is managed under [Administration>List Management>Activity Types](#)
- Date - Date of follow-up Activity.
- Time - Time of follow-up Activity.
- Duration - Duration of follow-up Activity.

Existing Notes

- Notes associated with the Contacts, Firms, or Projects that have been created. Double-click on them to bring into focus.

4.3.4.11 Warnings Tab

Overview

The Warning 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.

Field Descriptions

Below are field descriptions for the Warnings Tab.

Warning Type

- 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.
- Warning Comments - Used to record other warnings not listed.

4.3.4.12 Documents Tab

Overview

Documents tab allows you to upload, view, modify and delete archived documents in relation to the loaded record. Uploaded documents and related information will be listed in the grid. [More on Document Management](#)

4.3.4.13 Custom Fields (UDF) Tab

Overview

User-definable fields (UDFs) can be created for Clients, Employees, Vendors, Projects, Project Level2 and Contacts. [More on User Defined Fields.](#)

4.3.4.14 Invoice Groups

Overview

Invoice groups allow for billing more than one project on a single invoice. Each project still has its own invoice design. A coversheet is used to summarize the invoices.

Key Concepts

- Invoice Groups are established on the client record. They are accessed from the toolbar **Accounts Receivable>Clients>Tools (Toolbar)>Invoice Groups.**
- They allow for multiple Projects (Bill Terms Node) from a common client to be invoiced under a single invoice number.
- Each project uses its 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.

Field Descriptions

Below are field descriptions for the Invoice Group pop-up.

Name

- Name - Name of Invoice Group. This appears in the "Name" grid on the left after you save.
- Tracking No. - This is the "Next invoice number" for this billing group. **Note:** Only used when invoice incrementing is set to "Project".
- Description - User-entered description.

Remit To Address

- Office - Company office as established in global settings
- Attn. - Attention that shows on the Coversheet when invoicing.

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

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

4.3.5 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.

Key Concepts

- Only project accountants can access this applet, unless the logged-in user has the special permission *Can Override Project Accountant Restriction*. [More on Permissions](#)
- The project accountant typically uses this applet after the project managers have reviewed their projects through

PM Bill Review. More on 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.
- 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.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- View - Additional View options
 - Columns - Additional columns that can be displayed on the Transactions Tab.
 - Job Code - Job Title Code. [More on Job Titles](#)
 - Job Name - Job Title Name.
- Reports
 - View Invoice - Takes the user to Automated Invoicing where they can view the invoice. [More on Automated Invoicing](#)
 - Bill Review Report - When selected, the system Bill Review Report is rendered. This report is managed at [Global Settings>A/R Tab](#).
 - Pre-Bill Report - When selected, the system Pre-Bill Review Report is rendered.
- View Invoice - Takes the user to Automated Invoicing where they can view the invoice. [More on Automated Invoicing](#)
- Bill Review Report - When selected, the system Bill Review Report is rendered. This report is managed at [Global Settings>A/R Tab](#). [More on the Bill Review Report](#)
- Pre-Bill Report - When selected, the system Pre-Bill Review Report is rendered. [More on the Prebill Report](#)
- Set Bill Status - Changes the Bill Status of the Transactions. To use, you must first select the transactions that you would like to change the status of. Then click the button and select the status.
- Move Project Tx - Moves Transactions from the current project to a new destination project.. To use, you must first select the transactions that you would like to move. Then click the button and select the destination. [More on Move Project Transactions](#)

4.3.5.1 PA Bill Review Header

Overview

The Header section shows important Project and Billing information .

Field Descriptions

Header

- Current Invoicing period set in Accounting Periods. [More on Accounting Periods](#)
- Project Name - Name of the Project. You are able to click on this to "link over" to the projects applet.

Note - If you hover over the (?) icon next to the name, you will see important project information.

- Project Code - Code of the Project.

Note - If you click on the (!) icon next to the code, you will get a Project Note Pop-up. This will save on the General Note tab on the project located at [Projects>General Note Tab](#).

- Client - Client Name located in the top-right of the header.
- Last Invoice Date - Date of the last invoice (Sales Journal) against the selected project.
- Do Not Bill - Informational Only. Used to flag the project as Do Not Bill.
- PM Reviewed - Marked by the PM. Used to inform the Project Accountant that the project has been reviewed.
- Reviewed - Used by the Project Accountant to mark project as reviewed.

Status Box

- Ready - Displays the total amount of transactions As of the given date that have a status of Ready to Bill.
- Hold - Displays the total amount of transactions As of the given date that have a status of Hold.
- Retainer Balance - Remaining balance of the retainer. [More on Retainers](#)
- Current Retainer - The current retainer that will be applied in the next billing cycle. This can be added here.
- Never Bill - Displays the total amount of transactions As of the given date that have a status of Never Bill. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- Write-off - Displays the total amount of transactions As of the given date that have a status of Write-off. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- ICC WIP - Displays the total amount of transactions As of the given date that are considered ICC WIP. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- Rate Schedule - Displays the Rate Schedule associated with the project. [More on Rate Schedules](#)
- Invoice Comments - These are comments that will show up on the invoice header of the system invoice designs.

This can also be modified on the project at [Projects>Billing Tab>Invoice Comments](#)

- Instructions to Biller - These are internal notes intended for the Project Accountant. As the invoicing period is changed, the comments are saved, however, they are blank for the new period.

4.3.5.2 Filter Window

Overview

The filter window is available to assist in narrowing down your search.

Field Descriptions

Filter Window (Grid)

- Path - Project Path
- Name - Project Name

Filter Window (Bottom)

- Quick Filter (Text Box) - A Quick Filter is at the top of the panel. This will filter projects whose path begins with the entered characters.
- As of Date - Used as a cut-off date to limit the transactions that you are reviewing.
- Project Leader - Depending on the selection in the *Limit To* drop-down, projects that have the selected leader as the Leader type will be returned.
- Limit To - 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.
- Show Only PM Reviewed - When checked, only projects that have the PM Reviewed check-box checked will be returned.
- Has Fixed Fee - When checked, only projects that have Fixed Fee values will be returned.
- Has WIP - When checked, only projects that have WIP values will be returned.
- Load - When selected, all projects that match the filter criteria will fill into the Filter Window.

Additional Field Descriptions (Column Chooser)

Filter Window Grid

- Client - Client associated with the Project.
- WIP - Total WIP
- PA Reviewed - Check-box that displays the PA Reviewed status.
- PM Reviewed - Check-box that displays the PM Reviewed status.
- Do Not Bill - Check-box that displays the Do Not Bill status.
- Retainer - Retainer Amount
- Last Invoice Date - Date of the last invoice (Sales Journal) against the selected project.

4.3.5.3 Transactions Tab

Overview

The *Transactions* tab is used by project accountants to perform time and expense modifications on a project-by-project basis prior to invoicing.

Key Concepts

- When all adjustments have been made, the project should be marked as reviewed. This helps the project accountant know what has been completed.
- To see Transactions for a specific project, click on the project in the Filter Window.
- When selected, the Transactions Tab displays the transactions entered against the project.
- The PA can then make bill and journal adjustments.
- Columns in the detail grid can be dragged to change order.

Field Descriptions

Arrange By

- Arrange By - The drop-down allows you to select different ways in which you would like to see the Transaction detail grouped. The options are Journal, Project Path, Bill Status, Transaction Date and None.

Transactions Grid

- JN - Journal. By clicking on the pencil icon, you get the Invoice Billing Adjustment pop-up. This allows you to modify individual transactions. [More on the Invoice Billing Pop-up](#)
- **Note** - When changes are made here, no audit trail entry is made.
- ID - Identification number of the transaction. By clicking on the pencil icon, you get redirected to the location of the transaction (ie. Time sheet Adjustments or Journal).
- S - Bill Status. This shows the Bill Status of the transaction.
- Project Path - Project Path of the transaction.
- Name - Name of the Project Manager assigned to the project.
- Labor/Exp. Code - Displays the Labor Code for Labor and Expense Code for Expenses. [More on Labor Codes](#)
[More on Expense Codes](#)
- Transaction Date - Date of the Transaction.
- Bill Rate/MU - Displays the Bill Rate for Labor and the Marked Up rate for Expenses.
- Units/Hrs - Displays the Hours for Labor and Units for Expenses.
- Amount - Amount of the Transaction
- Time/Expense Comments - Displays the PM Comments entered on the transaction.
- Instructions To Biller - These are internal notes intended for the Project Accountant. As the invoicing period is changed, the comments are saved, however, they are blank for the new period.
- ICC Amount - ICC Effort Amount. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- Never Bill - Never Bill Amount. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- Writeoff - Writeoff Amount. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)

Additional Field Descriptions (Column Chooser)

Transactions Grid

- Project Name - Name of the Project
- Project Long Name - Name of the project including the concatenation of the lower nodes of the project.
- Job Code - Job Title Code - [More on Job Titles](#)
- Job Name - Job Title Name
- Labor/Exp. Name - Displays the Labor Name for Labor and Expense Name for Expenses
- OT - Overtime

4.3.5.4 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.

Key Concepts

- To see Fixed Fee items for a specific project, click on the project in the Filter Window.
- Columns in the detail grid can be dragged to change order.

Field Descriptions

PC Formula

- Percent Complete Formula - The drop-down contains predefined formulas managed in [Global Settings>A/R Tab>Percent Complete Calculation Default Formula](#)
- Calculate All - When selected, 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.
- Allow Percent Complete Below Previous Value - When Unchecked, the check box will prevent the calculated percent complete from going below the previously recorded percent complete.

Fixed Fees Grid

- Project Path - Project Path
- Project Name - Project Name
- Contract Amount - This is the amount entered in the *Contract Levels / Caps* within the project being viewed.
- Effort - This is total effort to date.
- Billed - This is Fixed Fee + ICC Billed Revenue.
- BTD% - Billed to Date Percentage
- Current Amt. - 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.
- ICC Contract Amount - ICC Contract amount entered in the *Contract Levels / Caps* within the project being viewed
- Lump Sum - Current Lump Sum amount to be billed.
- Calc PC - Runs the PC Formula on the individual line item.
- Fixed Fee Notes - Internal notes associated with the Fixed Fee.
- Invoice Description - Invoice Description notes associated with the contract level of the project.

Additional Field Descriptions (Column Chooser)

Fixed fees Grid

- Project Long Name - Name of the project including the concatenation of the lower nodes of the project.
- Labor Budget - Labor Budget amount entered through Project Planning. [More on Project Planning Budgets](#)
- ODC Budget - Other Direct Charges Budget amount entered through Project Planning.
- ICC Budget - In Contract Consultants Budget amount entered through Project Planning.
- OCC Budget - Out of Contract Consultants Budget amount entered through Project Planning.
- Total Budget - All Budget amounts entered through Project Planning.
- Labor Effort - Labor Effort against the contract level.
- ODC Effort - Other Direct Charges Effort against the contract level.
- ICC Effort - In Contract Consultants Effort against the contract level.
- OCC Effort - Out of Contract Consultants Effort against the contract level.
- Labor Contract - Labor Contact Cap.
- ODC Contract - Other Direct Charges Contact Cap.
- OCC Contract - Out of Contract Consultants Contact Cap.
- Fixed Fee Billed - Fixed Fee Billed Revenue.
- Labor Billed - Labor Billed Revenue.
- ODC Billed - Other Direct Charges Billed Revenue.
- ICC Billed - In Contract Consultants Billed Revenue.
- OCC Billed - Out of Contract Consultants Billed Revenue.
- Labor WIP - Labor Work in Progress.
- ODC WIP - Other Direct Charges Work in Progress.
- ICC WIP - In Contract Consultants Work in Progress.
- OCC WIP - Out of Contract Consultants Work in Progress.
- Total WIP - Total Work in Progress.

4.3.5.5 Invoice Billing Adjustment pop-up

Overview

The Invoice Billing Adjustment pop-up allows you to modify individual transactions in PA Bill Review. There are different options for labor and non-labor transactions.

Field Descriptions

Labor Transactions

- Bill Status - Bill Status of the Transaction
- Job Title - Job Title of the Transaction. [More on Job Titles](#)
- Bill Hrs - Bill Hours of the Transaction
- Labor Code - Labor Code of the Transaction. [More on Labor Codes](#)
- Location - Location of the Transaction. [More on Locations](#)
- PM Comment - Comment
- Base Regular Rate - Regular Pay rate
- Premium Multiplier - Overtime multiplier
- Premium Rate - Overtime rate
- Bill Rate - Bill (Effort) rate
- Bill DPE Multiplier - Direct Personal Expense Multiplier
- Bill Overhead Multiplier - Overhead Multiplier
- Bill Profit Multiplier - Profit Multiplier
- Re-Calc Rates - When selected, the transaction will recalculate on Save to adjust rates. When un-checked, you are able to specify the rates that you would like the transaction to reflect.

Non-Labor Transactions

- Bill Status - Bill Status of the Transaction
- Markup Type - Markup Type of the Expense. Options are Markup, Flat Amount and Add-on. [More on Expense Types](#)
- Markup Amount - Markup Amount of the Expense
- PM Comments - Comment

4.3.6 Receipt Journal

Overview

The Cash Receipts Journal is where all incoming checks or payments are entered.

Key Concepts

- 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).

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

Menu Bar

- File - Additional options under the File button.
 - Void - Voids the current Journal Transaction.
- View - Additional options under the View button.
 - Bookmarked - Allows you to select Bookmarked Transactions. [More on Bookmarks](#)
- Tools - Additional options under the Tools button.
 - Auto-balancing - Allows user to enable auto-balance for journal entry. Available types of Auto Balance include:
 - Off - Disables this functionality
 - Top Down - Distributes the remaining Header Amount listed into each new line item.
 - Bottom Up - Enters the sum of the line items into the Journal Header Amount
 - New Entry On Save - If On is selected, a new Journal Entry screen will load when saving another Journal Entry. Otherwise the saved Journal Entry remains loaded on the screen.
 - 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. [More on the Retainer Wizard](#)
 - 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.
 - Change Bank Account - Allows the user to change the Bank account for the current journal entry.
 - Bookmark - Bookmarks the journal entry for future retrieval. [More on Bookmarks](#)
 - 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. [More on Batch Entries](#)
 - 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.

Toolbar Options

- New - Creates a new journal transaction
- Save - Saves the current journal transaction
- Copy - Copies the current journal transaction to the journal
- Void - Voids the current Journal Transaction
- Delete - Deletes the current journal transaction
- 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. [More on Batch Entries](#)
- Bookmark - Bookmarks the current journal transaction. [More on Bookmarks](#)
- Bookmarked - Displays a list of Bookmarked transactions for quick reference.
- 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.
- Documents - Opens the Document Management pop-up. There you are able to upload, view, modify and delete archived documents.
- Print - Prints the Journal Single Transaction Report

4.3.6.1 Receipt Header

Overview

The Receipt Journal Header contains all common data for a receipt transaction. It contains the bank account and transaction amount, and is referred to as the control side.

Key Concepts

- The Receipt 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).

Field Descriptions

- Transaction ID - The unique identification number of this transaction. This displays in the header next to "Receipt Journal".

- Batch ID - The Batch ID that the selected transaction is a part of. [More on Batch Entries](#)
- Bank - Bank G/L account
- Payee Type - Can be a vendor, employee, or client. If allowed by [Global Settings>General Tab>Misc. Section>Allow Disbursements to Payees Not on File](#), then a payee not on file can be added here.
- Payer - Check Payer.
- 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.
- Amount - Amount of check or payment.
- Check Number - Check number. If not a check, then some identifying notation.
- Check Date - Date of check
- 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.
- Wizard Icon - When checked, the you get the Client Invoice Wizard that allows you to distribute a receipt. [More on the Client Invoice Wizard](#)

4.3.6.2 Receipt Detail

Overview

The Receipt Journal Detail section displays the detail of how the receipt is distributed to G/L accounts and WBS paths.

Key Concepts

- 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

- 1 of ? - This shows the version of the journal entry that you are currently viewing. This is enabled by checking "Journals" at [Global Settings>General Tab>Full Audits](#).
- Current Version Period - The GL Period that the current version of the transaction falls in. A "Change Period for Current Revision" option is located under Tools in the toolbar, allows you to change the current period.
- 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. This also displays the Create By, Create Date, Modify By and Modify Date of the transaction.

- 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 the Column Chooser.
- 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. This is optionally shown through the Column Chooser.

Note: To enter cash receipts to any level of the WBS you must check the "Breakdown Receipts To WBS" check-box in [Global Settings>A/R Tab>Receipt Wizard Breakdown Section](#)

- Project Name - Displays the Project Name in the detail section. This is optionally shown through the Column Chooser.
- G/L Period - Displays the GL Period in the detail section. This is optionally shown through the Column Chooser.
- Amount - Must be the same amount as the "Amount" box in the Header.
- 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.

Note: To enter use Revenue Types in the Receipt Journal you must check the "Breakdown Receipts To Revenue Type" check-box in [Global Settings>A/R Tab>Receipt Wizard Breakdown Section](#)

- 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.

4.3.6.3 Retainer Wizard

Overview

The Retainer Wizard is a quick and easy way to enter and post an advanced payment.

Key Concepts

- When you use the Wizard, both a Sales and Receipt Journal entry are created.
- When you finally want to apply the retainer, just add it to the "Current Retainer" box in PA Bill Review. [More on](#)

[PA Bill Review](#)

- You can view this video to see the Retainer Wizard in use - [More on Retainer Wizard](#)

Field Descriptions

- Bank - Bank Account used in the Header of the Receipt when creating the journal entry.
- A/R Account - A/R Account used in the Header of the Sales Journal when creating the entry.
- Retainer Account - The Retainer Account used in the Detail of the Sales Journal when creating the entry.
- Client - Client used when creating both transactions.
- Project - Project used when creating both transactions.
- Invoice Number - The invoice number populates the following areas:
 - Receipt Journal - Invoice No. in the detail section.
 - Sales Journal - Invoice Number in the Header section.
- Comments - This comment populates the G/L Comments/Comments box in both transactions.
- Check Number - The Check Number populates the "Check Number" box located in the Header of the Receipt Journal.
- Check/Invoice Date - The Check/Invoice Date populates the following:
 - Receipt Journal - "Check Date" located in the Header of the Receipt Journal.
 - Sales Journal - "Invoice Date" located in the Header of the Sales Journal.
- Deposit Date - The Deposit Date populates the "Check Date" located in the Header of the Receipt Journal.
- Deposit Number - The Deposit Number populates the "Check Number" located in the Header of the Receipt Journal.
- G/L Period - This G/L Period populates the G/L Period in both transactions.
- Amount - This Amount populates the Amount in both transactions.

4.3.6.4 Client Invoice Wizard

Overview

The Client Invoice Wizard is a quick and easy way to distribute a payment.

Field Descriptions

Header

- Check Amount - Amount of the received check that is going to be applied.
- Distributed Amount - Running calculation of the Amounts entered in the Projects grid. Read Only.
- A/R Account - A/R Account in the Header of the invoices that will populate the window.
- Include Closed Invoices - When checked, closed invoices using the same AR account for the same Payer will display.
- Spread - When selected, the wizard will attempt to spread the amount across the available invoices.
- Pay off - When selected, the wizard will attempt to pay off the selected invoice.

Invoices

- Invoice No. - Invoice Number of the Sales Journal.
- Invoice Date - Invoice Date of the Sales Journal.
- Balance - Unpaid Balance of the Invoice.
- Original Invoice Amount - The original invoice amount before any payments were applied.

Projects

- Project Path - Project that is to be paid on the Invoice.
- Invoice Date - Invoice Date of the Sales Journal.
- Balance - Unpaid Balance of the Invoice.
- Amount - Amount to be applied to the invoice.
- Rev. 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.

4.3.7 Sales Journal

Overview

The Sales Journal is where client invoices are entered.

Key Concepts

- 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. [More on Automated Invoicing](#)
- 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).

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

Menu Bar

- File - Additional options under the File button.
 - Void - Voids the current Journal Transaction.
- View - Additional options under the View button.
 - Bookmarked - Allows you to select Bookmarked Transactions. [More on Bookmarks](#)
- Tools - Additional options under the Tools button.
 - Auto-balancing - Allows user to enable auto-balance for journal entry. Available types of Auto Balance include:
 - Off - Disables this functionality
 - Top Down - Distributes the remaining Header Amount listed into each new line item.
 - Bottom Up - Enters the sum of the line items into the Journal Header Amount
 - Change A/R Account - Allows the user to change the Accounts Receivable account for the current journal entry.
 - New Entry On Save - If On is selected, a new Journal Entry screen will load when saving another Journal Entry. Otherwise the saved Journal Entry remains loaded on the screen.
 - Linked Transactions - When selected, a pop-up will display showing all of the transactions that are linked to the Sales Journal that is selected. The bottom left of the pop-up has a Print icon. [Report Management> Linked Transaction Report](#)
 - Print Icon runs the *Linked Transactions Report*. [More on the Linked Transactions Report](#)
 - 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. [More on Batch Entries](#)

- 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.
- Bookmark - Bookmarks the journal entry for future retrieval. [More on Bookmarks](#)
- Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles. [More on Recurring Entries](#)

Toolbar Options

- New - Creates a new journal transaction
- Save - Saves the current journal transaction
- Copy - Copies the current journal transaction to the journal
- Void - Voids the current Journal Transaction
- Delete - Deletes the current journal transaction.
 - Recurring Entry - Allows the user to have an entry that is recurring for a given number of cycles. [More on Recurring Entries](#)
- 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. [More on Batch Entries](#)
- Bookmark - Bookmarks the current journal transaction. [More on Bookmarks](#)
- Bookmarked - Displays a list of Bookmarked transactions for quick reference.
- Print - Prints the Journal Single Transaction Report.

4.3.7.1 Sales Header

Overview

The Sales Journal Header section is referred to as the control side. It contains the common data for a client invoice, A/R Account and Transaction Amount.

Key Concepts

- 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).
- There are three key fields that uniquely identify a client invoice.
 - The Accounts Receivable Account

- The Client
- The Invoice Number
- 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.

Field Descriptions

- Transaction ID - The unique identification number of this transaction. This displays in the header next to "Sales Journal".
- Batch ID - The Batch ID that the selected transaction is a part of. [More on Batch Entries](#)
- ** 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). [More on Chart of Accounts](#)
- ** Client - Client for this transaction. Once saved, you need special permission to change. [More on Clients](#)
- ** Invoice Number - Client invoice number. Once saved, you need special permission to change.
- 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 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, it will also print on those as well.
- Amount - Amount of invoice. Must balance to the line entries in the detail section.
- Amount Status - Status of the amount invoiced, statuses include: Paid, Unpaid or Partial. You can view the associated transaction by clicking the status. The break out list contains additional links to the actual receipts.
- Invoice Date - Client invoice date.
- Due Date - Automatically calculated by adding net days from the client setup to the invoice date. This is set at [Accounts Receivable>Clients>Billing Tab>Payment Terms Section](#). The Due Date can be overridden here.
- As Of Date - The As of Date that was use when running Automated Invoicing. [More on Automated Invoicing](#)

4.3.7.2 Sales Detail

Overview

The Sales Journal Detail section displays the detail of how the client invoice is distributed to G/L accounts and WBS paths.

Key Concepts

- 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

- 1 of ? - This shows the version of the journal entry that you are currently viewing. This is enabled by checking "Journals" at [Global Settings>General Tab>Full Audits](#).
- Current Version Period - The GL Period that the current version of the transaction falls in. A "Change Period for Current Revision" option is located under Tools in the toolbar, allows you to change the current period.
- 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. This also displays the Create By, Create Date, Modify By and Modify Date of the transaction.
- Rev. No. - The number of the revision of the Journal entry. The original entry is 1.
- Project Path - Project the line item is being entered against. Optional. [More on Projects](#)
- Expense Code - Displays the Expense Code of the transaction. Optional. [More on Expense Codes](#)
- G/L Account - Limited to billed and unbilled revenue, WIP, retainage, retainer, bad debt, and late charge accounts. [More on Chart of Accounts](#)
- Amount - Line item amount. The total must equal the Amount in the Header.
- 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.

Additional Columns

- Account Name - Name of the G/L Account
- Exp. Code Name - Name of the Expense Code
- G/L Org Name - Name of the Organizational Unit associated with the G/L Account used on the line item
- G/L Period - Period code
- Is G/L - Flag indicating if entry is to be considered as part of general ledger. Only set to zero by project management opening entries.
- Project Code - Code of the project the line item is being entered against. While Project Path shows the full WBS path (e.g. 2014000-001), Project Code displays only the code of the assigned WBS node (e.g. 001).
- Project ID - Internal ID of the project associated with the line item
- Project Name - Project Name of the project associated with the line item
- SJID - Internal Sales Journal ID
- SJLineID - Internal ID of the line item

4.3.8 Set Bill Status

Overview

This Set Bill Status Utility allows the user to change the bill status for selected or multiple projects within a date range.

Field Descriptions

Projects

- All Projects - When selected, the status of the transactions that match the given criteria will be changed for all projects.
- Selected Projects - When selected, the status of the transactions that match the given criteria will be changed for the selected projects.

Dates

- Transaction Start Date - The date selected will be used as the beginning date to filter out transactions.
- Transaction End Date - The date selected will be used as the ending date to filter out transactions.

Bill Status

- From Status - The status selected will be used as the status to be changed from on transactions.
- To Status - The status selected will be used as the status to change the transactions to.

Journals

- Disbursements - When selected, transactions from the Disbursements Journal will be included when determining which statuses to change.
- Employee Reimbursables - When selected, transactions from the Employee Reimbursables Journal will be included when determining which statuses to change.
- Purchases - When selected, transactions from the Purchase Journal will be included when determining which statuses to change.
- Timesheets - When selected, transactions from the Timesheets will be included when determining which statuses to change.

Additional Settings

- Exclude Billed Transactions Already Associated with an Invoice - When selected, any transaction that has a status of Billed and is linked to a Sales Journal will not be modified by the utility.

4.4 Project Administration

4.4.1 Expense Codes

Overview

Expense Codes/Groups allow for the categorization of expenses for transaction entry, project reporting and invoicing. Examples are *Prints, Travel, Meals, etc.* They allow for varied markup per category.

Key Concepts

- 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 1 - 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.

Note 2 - 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*.

Field Descriptions

Expense Codes Grid

- Show in Expense Sheet - When checked, the expense will be a selectable option in an employee expense sheet during 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.
- Currency - Enabled with Multi-Currency Setup. 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. For complete instructions on setting up a Multi-Currency environment, go here: [More on Multi-Currency](#)

- 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.
- 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 - Bill status that defaults into a transaction when this Expense Code is used.
- Direct Cost - This is the default G/L base account for direct expense.
- Overhead - This is the default G/L base account for indirect expense.
- Direct Bill Revenue - This is the default G/L base account for expense billed revenue direct portion.
- Markup Billed Revenue - This is the default G/L base account for expense billed revenue markup portion.
- Unbilled Revenue - This is the default G/L base account for expense unbilled revenue.
- Comment Template - This is where you assign a comment template to the expense code. The template will display when the user clicks on the PM Comments box in the Expense Sheet. [More on Comment Templates](#)
- Comment Required - When checked, the expense code is requires that a PM Comment be added when this expense is added to an expense sheet.
- Internal Comment Template - This is where you assign a comment template to the expense code. The template will display when the user clicks on the Notes (Internal) box in the Expense Sheet. This comment is for internal purposes only. [More on Comment Templates](#)
- Internal Comment Required - When checked, the expense code is requires that a Note be added when this expense is added to an expense sheet.
- Non-Reimbursable - When checked, the expense codes is flagged as non-reimbursable for expense sheets.

4.4.2 Expense Groups

Overview

Once Expense Codes are created, they can then be added to Expense Groups. An Expense Code can belong to many groups. In turn groups are applied to projects. Groups also have effect dates (Periods) allowing for the revision of markups/rates on perhaps an annual basis. Basically, To apply an Expense Code Group to a project, an Expense Code Group drop-down is available at [Project Administration>Projects>Expense & GL Tab](#).

Field Descriptions

Periods

- Start Date - This is the start date of the selected Expense Group.
- End Date - This is the end date of the selected Expense Group. If it is blank, there is no end date for the Expense Group. This date fills in when a new period is added to the Expense Group.

Expense Codes

- Expense Code - This is the expense code. It must already exist to be applied to a group.

Note - Selecting a code will fill out the rest of the grid. You can, however, override these values here.

- Name - Expense Name
- Currency - Enabled with Multi-Currency Setup. 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. For complete instructions on setting up a Multi-Currency environment, go here: [More on Multi-Currency](#)
- 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. 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 - Bill status that defaults into a transaction when this Expense Code is used.
- Direct Cost - This is the default G/L base account for direct expense.
- Overhead - This is the default G/L base account for indirect expense.
- Direct Bill Revenue - This is the default G/L base account for expense billed revenue direct portion.
- Markup Billed Revenue - This is the default G/L base account for expense billed revenue markup portion
- Unbilled Revenue - This is the default G/L base account for expense unbilled revenue.
- Comment Template - This is where you assign a comment template to the expense code. The template will display when the user clicks on the PM Comments box in the Expense Sheet. [More on Comment Templates](#)
- Comment Required - When checked, the expense code is requires that a PM Comment be added when this expense is added to an expense sheet.
- Internal Comment Template - This is where you assign a comment template to the expense code. The template will display when the user clicks on the Notes (Internal) box in the Expense Sheet. This comment is for internal purposes only. [More on Comment Templates](#)
- Internal Comment Required - When checked, the expense code is requires that a Note be added when this expense is added to an expense sheet.
- Non-Reimbursable - When checked, the expense codes is flagged as non-reimbursable for expense sheets.

4.4.3 Labor Codes

Overview

Labor Codes are used to designate the "work" that an employee is doing. Labor codes can be subtotals in *Project Management* reports. They are not exposed in billing, nor do they have budgets. Similar to Expense Groups, they are put into groups that are used to classify the work done on a project. An employee is able to enter a Labor Code on the time Sheet. Examples of Labor Codes include site time, meetings, phone calls, etc.

Key Concepts

- Users can be given the ability to use Labor Codes in their time sheets at [Global Settings>Time and Expense Tab>Misc>Use Labor Codes](#).

- Labor Codes are not part of the WBS.
- Labor Codes are entered in time sheets.
- Labor Codes can be used to group or identify Labor on PM Reports.
- Labor Codes can be used to group or identify labor on T&M type invoices.
- Labor Codes can be used to identify taxable items.
- Labor Codes cannot vary rate schedules by labor code.
- Labor Codes 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.

Field Descriptions

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.
- Comment Required - This requires that the employee enter a PM Comment on the time sheet when this Labor Code is used.

4.4.4 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 associated with them that can require the entry of specified information before a time sheet can be submitted. To apply a Labor Code Group to a project, a Labor Code Group drop-down is available at [Project Administration>Projects>Expense & GL Tab](#).

Field Descriptions

Labor Code Group

- Labor Code Group - The name of the Labor Code Group.

Labor Codes Grid

- Code - Labor code
- Name - Labor name
- Comment Template - This is where you assign a comment template to the Labor Code. The template will display when the user clicks on the PM Comments box in the Time Sheet. [More on Comment Templates](#)
- Comment Required - This requires that the employee enter a PM Comment on the time sheet when this Labor Code is used.

4.4.5 Move Project Transactions

Overview

The Move Project Transactions utility allows the mass movement of project transactions from one project node to another project node.

Key Concepts

- Project Administration will allow the mass move of projects 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.
- 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.

Field Descriptions

Projects

- 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.

Audit Trail

- Current Version Only - 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 Types

- Time Sheets - Filters out Time Sheet transactions
- Expenses - Filters out Expense transactions
- Sales - Filters out Sales Journal transactions
- Adjustments - Filters out General Journal transactions

4.4.6 Post Earned Revenue

Overview

The Post Earned Revenue (Revenue Recognition) utility is used to recognize Unbilled Revenue and WIP on the General Ledger.

Key Concepts

- Revenue Recognition is activated at [Global Settings>Revenue Recognition](#) by selecting "Use Revenue Recognition"
- When the utility is run, an entry is made to the *General Journal* posting revenue against Unbilled Revenue and WIP accounts. [More on the General Journal](#)
- The entry is recorded to the appropriate WBS level and Expense Code, if any. These entries are marked as coming from revenue recognition. [More on Expense Codes](#)

- 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. This is located at [Global Settings>Revenue Recognition](#) by selecting "Post Single Journal Entry Per Period"
- A user can exclude projects from participating in revenue recognition by flagging them in the project setup profit center section. [More on Project Setup](#)
- A user can also make revenue adjustments in the *General Journal* and flag them to be excluded from revenue calculations by selecting "Ignore In Rev. Rec.". [More on the General Journal Header](#)

Field Descriptions

Period

- Period - General ledger period. Used as cutoff for transactions and for posting. [More on Accounting Periods](#)

Error Account

- Error Account - General ledger account to use if an account cannot be derived. [More on GL Accounts](#)

Unbilled Revenue Base Codes

- Labor - Unbilled labor revenue base account (non subcontractor)
- Other Direct Charges (ODC) - Unbilled ODC revenue base account
- Out-of-Contract Consultants (OCC) - Unbilled OCC revenue base account
- In-Contract Consultants (ICC) - Unbilled ICC revenue
- Labor Upset - Unbilled labor revenue upset base account
- 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
- Other Direct Charges (ODC) - Work-in-progress ODC base account
- Out-of-Contract Consultants (OCC) - Work-in-progress OCC base account
- In-Contract Consultants (ICC) - Work-in-progress ICC base account

4.4.7 Profit Sharing

Overview

This utility is primarily meant for companies with multiple profit centers (aka [Organizational Units](#)) that would recognize revenue as billed. Typically, this utility would be run once a month after billing has been completed.

[More on Profit Sharing](#)

Field Descriptions

Period

- Period - General ledger period. Used as cutoff for transactions and for posting. [More on Accounting Periods](#)

As of

- As of - As of Date. Used as cutoff for transactions and for posting.

Error Account

- Error Account - General ledger account to use if an account cannot be derived. [More on GL Accounts](#)

Billed Revenue Base Codes

- Labor - Labor Billed revenue base account
- Overhead - Overhead revenue base account
- Labor Profit - Labor Profit revenue base account
- Direct ODC - Direct ODC base account
- Profit ODC - Profit ODC base account
- Direct OCC - Direct OCC base account
- Profit OCC - Profit OCC base account
- ICC - ICC base account

4.4.8 Projects

Overview

Projects are used to manage jobs throughout **InFocus**.

Key Concepts

- 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. [More on WBS Templates](#)

4.4.8.1 Projects 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.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

- View
 - Project Figures - Launches the Project Figures report for the currently loaded record.
- Tools - Lists advanced options
 - Project Members Wizard - Opens a pop-up that walks you through setting up your team members on a project. [More on the Project Team Members Wizard](#).
 - Project Level Labels - Opens a pop-up containing an editable list of Project Level Labels. [More on Project Level Labels](#)
- Project Level Labels - Opens a pop-up containing an editable list of Project Level Labels. [More on Project Level Labels](#).
- Project Plan - Opens up the Project Planning applet with the currently loaded project loaded.
- Print All Projects - Runs the Project *List Report*. [More on the Project List Report](#)

4.4.8.2 General Tab

Overview

The General Tab contains information that lays the groundwork for a new project.

Field Descriptions

Below are field descriptions for the General Tab.

** Indicates a required field

Project Info

- Active -When checked, the project is active. Once a project is inactive it cannot receive charges.
- ** Code - Project (Node) Code. Must be unique (Unless you are using a Rollup Node. [More on Rollup Nodes](#))
- ** Name - Project (Node) Name.
- ** Charge Type - Determines the type of project. There are five types of projects in InFocus. The choice affects the chargeable nature of the project.
 - Billable Projects - Projects that can be invoiced and require a client.
 - Indirect Projects - Projects that are overhead projects. They can be charged to but, never invoiced.
 - Projection - A projection cannot receive charges. Projections are used to record estimated revenue for future endeavors. Projects can always change their type.
 - 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.
 - Plan - Plans cannot receive charges. Plans only exist for the purpose of project planning.
- ** Client - Client for whom this project is for.
- 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.

Project Types

- Contract Type - Contract Types 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. A User Defined Field. The Contract Type list is managed under [Administration>List Management>Contract Types](#).

Note - Contract Types do not limit the project to that contract type.

- Report Type - Report types are reporting groups that can act as filters when printing project management reports. A User Defined Field. The Report Type list is managed under [Administration>List Management>Project Report Types](#).

Projections

- Expected Revenue - The expected revenue from this project. This can appear on project management reports, but is otherwise informational only.

- Win Probability - Probability of winning the contract. This can appear on project management reports, but is otherwise informational only.

Project Dates

- Project Start - 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.
- Project End - 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.

Planning PM Level Lockout

- 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.

Note - This feature allows for the division of WBS control between accountants and project managers.

Require

- Labor Code - When checked, employees will be required to provide a Labor Code. [More on Labor Codes](#)
- Expense Comments - When checked employees, will be required to provide an comment in the PM Comments field when their expense sheets are saved.
- Timesheet Comments - When checked employees, will be required to provide an comment in the PM Comments field when their time sheets sheets are saved.
- 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).

4.4.8.3 General Note Tab

Overview

The General Note Tab is used to store general notes regarding the project.

4.4.8.4 Market Sectors Tab

Overview

The term Market Sector is typically used to describe a part of the economy. It can be a set of businesses that are buying and selling similar goods and services that are in direct competition with one another. 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 sector. Financial statements can use these percentages. Also, project management reports can be printed by market sector.

Field Descriptions

Below are field descriptions for the Market Sectors Tab.

- Apply - Selects the Market Sector(s) to be used on the current project.
- Sector Name - Name of the Market Sector. A User Defined Field. The Market Sector list is managed under [Administration>List Management>Market Sectors](#).
- % - Designates the percentage of the project's cost and revenue that should be assigned to a particular market sector.

4.4.8.5 Members Tab

Overview

The Members Tab establishes Project Leaders, Team Members, and Organizational Charging of a project.

Field Descriptions

Below are field descriptions for the Members Tab.

Project Leaders

- Principal In Charge - The Principal that owns this project. Acts as a filter in *Project Management* reporting. Also allows permission for the creation of work orders.
- 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.
- 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.

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.

Organizational Charging

- Owing Org Unit. - The Owing 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. [More on Organizational Units](#)

Note - The Owing Org Unit is especially significant in revenue recognition and automated invoicing.

Organizational Charging Settings

- 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 Owing Organization - When checked, the owning organization is always permitted to charge to this WBS, regardless of sharing organization settings.

Team Members

- Team Members - Team members are assigned for three reasons:
 - a. To restrict charging to a project.
 - b. For informational purposes.
 - c. 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.

Below are field descriptions for the Team Members Grid

- Employee Code - Code of the Employee associated with the Project.
- Employee Name - Name of the Employee associated with the Project.
- Default Job Title - Default Job Title given to the employee on this project by using the Icon (3 people) described below. [More on Job Titles](#)
- Role - Project Role of the Employee. A User Defined Field. The Project Role list is managed under [Administration>List Management>Project Roles](#). [More on Project Roles](#)
- Icon (3 people) - Allows a user to override the Employees default Job Title. You can also establish a list of Job Titles available to the employee when entering time.

4.4.8.6 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

Below are field descriptions for the Billing Tab.

Billing Terms

- Term Type - Billing (Payment) terms of this project. Informational only. A User Defined Field. The Term Type list is managed under [Administration>List Management>Billing Terms](#).
- Net Days - Number of days added to the Invoice Date (Sales Journal) to calculate the Due Date (Sales Journal).

Remit-To-Address

- Office - Company office, set up at [Administration>Global Settings>Offices Tab](#), where payments should be sent. Appears on system invoice designs as the Remit to Address.
- Attention - Attention line for remit to address. Appears on system invoice designs as the Attention item.

Retainage

- Description - A portion of the agreed upon contract that is deliberately withheld until the work is substantially complete to assure that the client will satisfy its obligations and complete a construction project.
- Max - Maximum amount of retainage to be withheld.
- Percentage - Percentage of labor revenue to withhold as retainage.

Retainage Inclusions

- Hourly - Labor charged against this project is included in the retainage amount.
- Fixed Fee - Fixed Fee Billings against this project are included in the retainage amount.
- OCC - Out of Contract Consulting (Sub-consultant charges) against this project is included in the retainage amount.
- ODC - Other Direct Charges (Expense) charges against this project is included in the retainage amount.

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

- Billing Group - Billing groups are 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. A User Defined Field. The Billing Group list is managed under [Administration>List Management>Billing Groups](#).

Invoicing

- Invoice Email - Billing email address associated with the Project. Will be the email used if the emailing functionality in Automated Invoicing is enabled. [More on setting up emailing within InFocus](#)
- Main Invoice - Main invoice design assigned to the Project.
Note - When "Separate Expense Invoice" is checked, this label of this box changes to "Labor Invoice". At that point an Invoice design must have the Style attribute of "Labor Only" selected, on the Invoice Design, for the invoice design to show in this drop-down. [More on Invoice Designs](#)
- Separate Expense Invoice - When checked, the Expense Invoice cell will activate. This will allow for a project to run an invoice for expenses separately from invoices that include labor and Fixed Fees.
- Expense Invoice - Invoice designs must have the Style attribute of "Expense Only" selected, on the Invoice Design, for the invoice design to show in this drop-down. [More on Invoice Designs](#)
- Next Inv. Number - Next Invoice Number is active when invoice incrementing in Global Settings is set to "By Project". The Global Setting is located at [Administration>Global Settings>Invoicing Tab>Invoice Numbering](#).
- Invoice Group - The Invoice Group allows for Projects to be invoiced as one invoice. When used, cover sheets can be designed to summarize individual project billings. [More on Invoice Groups](#)
- PO Number - When filled out this will override the client PO Number in invoicing.

Late Charge

- Description - 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 - Designates the type of Late charge to be calculated. Choices are "Percentage of Balance Due" and "Flat Amount".
- Amount - The amount of late charge to be added or percentage to calculate. Depends on the "Type" selected.

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.
- Use Custom Bill-To Drop-down - After selecting *Use Custom Bill-To*, select dropdown 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.

Custom Bill-To Address

- Attention - Bill-To Attention. You can type in a custom or use the look-up to select from Firm 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 / Postal - Zip Code
- Country - Country

Invoice Comments

- Invoice Comments - Text that can optionally appear on an invoice, typically on the first page invoice header section. This text will appear and can be edited in the "Invoice Comments" located in the header of PA Bill Review. [More on PA Bill Review](#)

4.4.8.7 Multi-Currency Tab

Overview

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. For complete instructions go here: [More on Multi-Currency](#)

Field Descriptions

Settings

Description - This section holds the Project and Invoicing currency designations. Note the designated currencies must be configured in [General Accounting>Multi Currency](#).

- Invoice Currency - The transactional, real world currency used in invoicing (Sales Journal) for the selected project- used for project contracts and invoicing.
- 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.
- 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

Description - 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

Description - 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.

4.4.8.8 Exp. | G/L Tab

Overview

Defines expense and labor controls for the loaded project.

Field Descriptions

Below are field descriptions for the Billing Tab.

Expense Group

- Expense Group Drop-down - Predefined group of Expense Codes that are able to be used with this project. [More on Expense Groups](#)

Labor Code Group

- Labor Code Group Drop-down - Predefined group of Labor Codes that are able to be used with this project. [More on Labor Groups](#)

Pensoft Payroll Export Code

- Pensoft Payroll Export Code Drop-down - Leave code for accrued leave time (Vacation, sick, etc.). [More on Payroll Export](#)

Labor Distribution Base Codes

- Note - Not used on billable projects. [More on Labor Distribution](#)
- 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
- 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.

4.4.8.9 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. Taxes and Surcharges are established in [Administration>Global Settings>Taxes and Surcharges Tab](#).

Field Descriptions

Below are field descriptions for the Taxes and Surcharges Tab.

- Use - When checked, the tax will be used in the selected project.
- Tax Code - Code of the tax.
- Tax Name - Name of the tax.
- Tax 1 % - Percentage of the first Tax/Surcharge applied to this project. Used in the first tax field in the Invoice Design.
- Inv. Text 1 - Text that shows up on the invoice next to the first tax/surcharge.
- Tax 2 % - Percentage of the second Tax/Surcharge applied to this project. Used in the second tax field in the Invoice Design.
- Inv. Text 2 - Text that shows up on the invoice next to the second tax/surcharge.
- WBS level - The WBS level in which the Tax/Surcharge is enforced.
- Exclusions - In the *Exclusions* column, click the icon and a pop up will appear. You will see the 3 following sections. Checking the box next to the item will exclude it from the tax.
 - Project Exclusions - Checking the box next to any Project Path that you want to exclude the tax from.
 - Labor Code Exclusions - Checking the box next to any Labor Code that you want to exclude the tax from. In order for this to work, users must be entering Labor Codes on their time sheets. [More on Labor Codes](#)
 - Expense Code Exclusions - Checking the box next to any Expense Code that you want to exclude the tax from. In order for this to work, users must be entering Expense Codes on Expenses, Purchases and Disbursements that are passed to billing. [More on Expense Codes](#)

4.4.8.10 Contacts Tab

Overview

The Contacts Tab associates an Project with a particular Contact.

Field Descriptions

Below are field descriptions for the Contacts Tab.

**** Indicates a required field when adding to the list.**

- ** Contact - Name of the Contact associated with the Opportunity.
- ** Relationship - The Opportunities's relationship with the Contact. A User Defined Field. The Relationship list is managed under [Administration>List Management>Project Contact Types](#)

4.4.8.11 Addresses Tab

Overview

The Addresses Tab contains the addresses of the selected Project.

Field Descriptions

Below are field descriptions for the Addresses Tab.

- Name - 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
- State - State
- Country - Country
- Phone - Telephone number
- Fax - Fax number
- Latitude - Latitude of Address
- Longitude - Longitude of Address
- Copy to Clipboard - Copies address to the clipboard of the local workstation. (Only seen in Address Editor)
- Geocode - When clicked, the Latitude and Longitude are filled in with the location of the Main Address. This can be used in the Map Viewer applet. [More on the Map Viewer](#). (Only seen in Address Editor)

Note 1: Clicking on a the pencil icon will bring up an Address Editor that will make data entry easier.

Note 2: 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*.

4.4.8.12 Documents Tab

Overview

Documents tab allows you to upload, view, modify and delete archived documents in relation to the loaded record. Uploaded documents and related information will be listed in the grid. [More on Document Management](#)

4.4.8.13 Recent Tab

Overview

The Recent tab shows transactions that go against the Project that is currently pulled up. Users can link over to the specific journals if they are granted the appropriate permissions. [More on Permissions](#)

Field Descriptions

Below are field descriptions for the Recent Tab.

Include

- Sales Journal - Displays all Sales Journal transactions that have an Invoice date that falls on or after the Transaction Since Date.
- Purchase Journal - Displays all Purchase Journal transactions that have an Invoice date that falls on or after the Transaction Since Date.
- Employee Reimbursables - Displays all Purchase Journal transactions that have an Invoice date that falls on or after the Transaction Since Date.
- Receipts - Displays all Receipt Journal transactions that have an Check date that falls on or after the Transaction Since Date.
- Disbursements - Displays all Disbursement Journal transactions that have an Check date that falls on or after the Transaction Since Date.
- Adjustments - Displays all General Journal transactions that have an Transaction date that falls on or after the Transaction Since Date.
- Timesheets - Displays all Time sheet transactions that have an Work date that falls on or after the Transaction

Since Date.

Transactions Since

- Date - The Transaction Since Date filters the Recent Transactions Grid. It displays only transactions whose transaction date falls on or above the selected date.
- Arrow Button - Loads the Recent Transaction window.
- Export to Excel - Exports the items in the Recent Transaction window to an Excel file.

Note - The grid includes the Transaction ID, Transaction Date, Invoice Number, Check Number, Comments, Transaction Type, and Amount.

4.4.8.14 Notes Tab

Overview

Notes can be entered against a Contacts, Firms, and Projects (including Opportunities). [More on Notes](#)

Field Descriptions

Below are field descriptions for the Notes Tab.

**** Indicates a required field**

Note Details

- Comment - Body of the Note
- Note Type - Type of Note Posting (ex. Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices). A User Defined Field. The Note Type list is managed under [Administration>List Management>Note Types](#)

Add a follow-up Activity?

- Add - Create a follow-up activity that appears on the Activity Calendar. [More on Activities](#)
- Require Complete - When checked, the follow-up activity shows up on the Activity calendar until it is marked complete.
- Type - Type of Activity. A User Defined Field. The Activity Type list is managed under [Administration>List Management>Activity Types](#)
- Date - Date of follow-up Activity.
- Time - Time of follow-up Activity.
- Duration - Duration of follow-up Activity.

Existing Notes

- Notes associated with the Contacts, Firms, or Projects that have been created. Double-click on them to bring into focus.

4.4.8.15 Custom Fields (UDF) Tab

Overview

User-definable fields (UDFs) can be created for Clients, Employees, Vendors, Projects, Project Level2 and Contacts. [More on User Defined Fields.](#)

4.4.8.16 Right-Click on Project Top Level

Overview

Right clicking on the Project Name (Top Level of WBS) in the **Project Explorer Window** gives you a number of options. This sections deals with the options that you get when the "Edit Project Structure" box at the bottom left of the **Project Explorer** is **UNCHECKED**.

Options

Below are field descriptions for the pop-up.

Allowable Date Ranges

- Description - Allowable Date Ranges are used to limit time and expense entry date ranges to a project. 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.
- Timesheet Entry - The Employee will not be able to enter a Time Sheet against this project if the time sheet falls outside of the date range.
- Expenses - The Employee will not be able to enter an Expense Sheet against this project if the time sheet falls outside of the date range.

Charge Levels

- Description - Charge levels control to what level ICC (In Contract Consultants), OCC (Out of Contract Consultants), and ODC (Other Direct Charges) can be applied. No level needs to be established for time charges since they always occur at the bottom node. Options are taken from the Project Level Labels. More on [Project Level Labels](#)
- ICC Charge Level - Level in which ICC (In Contract Consultants) charges can be applied.

- OCC Charge Level - Level in which OCC (Out of Contract Consultants) charges can be applied.
- ODC Charge Level - Level in which ODC (Other Direct Charges) charges can be applied.

Contract Levels / Caps

- Description - This is where you establish Contract Caps (Labor, ODC and OCC), Fixed Fees, Lump Sums, and ICC portions.
- Project Management Type Drop-down - The options are Labor, ODC and OCC. This navigates you through the different PM Types to establish contract amounts.
- WBS Level - This establishes the level of the WBS (Work Breakdown Structure) that you want your contracts amounts to reside.
 - Note** - Labor PM Type Contract amounts **MUST** reside at the same level of the WBS. If you change levels and click Save, all data on the previous level will be deleted.
- Construction Fee - Total amount of the Construction Project
- Fee % - Percent of the Construction Project that the Total Fees of this project represent.
- Total Fee - Total Fees of this project represent
- Set Contract Amounts Equal to Budgets - By clicking this button you are given the option to update the Caps or Fees to match the Budgets set in Project Planning. [More on Project Planning Budgets](#)

PM Type Labor (Grid)

- Path - Project Path
- Name - Project Name
- CAP - Labor Cap to be applied. Depending on the setup of the invoice design, the Labor Cap can prevent the project from billing Labor over this amount (aka Hard Cap).
- Fixed Fee - Fixed Fee amount. This amount is used in both Percent Complete and Lump Sum Billing. In both cases, the total contract amount for the node should be put here.
- % Complete - This is the Percent Complete of the node. This can also be set from Project Accountant Bill Review.
- Lump Sum - This is the Lump sum portion of the Fixed Fee that is to be billed until it reached the Fixed Fee amount. 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 (2nd level).
- ICC FF Portion - Dollar amount of fixed fee that should be attributed to ICC for the entire WBS node.
- ICC Current FF - Dollar amount of fixed fee that should be applied to ICC on next invoice.
- % of Fee - Looks at the "Total Fee" located in the "Percent of Construction" box and uses the % to come up with the Fixed Fee amount for that node.

- Fixed Fee Notes - General Notes about the node can be stored here. These are accessible in PA & PM Bill Review.

PM Type Non-Labor (Grid)

- Path - Project Path
- Name - Project Name
- CAP - ODC or OCC Cap to be applied. Depending on the setup of the invoice design, the Cap can prevent the project from billing non-labor transactions over this amount (aka Hard Cap).

Default Bill Status

- Description - This allows you to set the default bill status for transactions that go against this project. These features do not limit the statuses; they simply specify the default value on a new transaction.

Expense Markups/Codes

- Description - 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).

Invoice Description

- Description - Users can enter general invoice description comments here.

Invoice Filters

- Description - 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. [More on Invoice Filters](#)

Invoice Posting Groups

- Description - This gives you an option to assign Invoice Posting Groups that override the default posing groups set in Automated Invoicing. [More on Invoice Posting Groups](#)

Rate Schedules

- Description - Rate Schedules drive the rates for labor entered against the project. Rates Schedules can be established here for Bill Rate, Job Cost Rates and/or Pay Rates. Rate schedules can be applied to any or all

nodes of the WBS. Children nodes override parents nodes. [More on Rate Schedules](#)

Revenue Recognition/Profit Centers

- Description - Revenue Recognition is used to meet the GAAP principles of recognizing revenue in the same accounting period in which the expense was incurred. [More on Revenue Recognition / Profit Centers](#)

Time Sheet Comment Templates

- Description - Comment Templates allow for the entry of specific data in the Comment box. Comment Templates for time sheets can be added to all levels of the WBS. [More on Comment Templates](#)

Labor Code Groups

- Description - Labor Codes are used to designate the "work" that an employee is doing. Labor Code groups can be added to all levels of the WBS. [More on Labor Codes](#)

4.4.8.17 Right-Click on Project Sublevel

Overview

Right clicking on a sublevel Project Name (Lower Level of WBS) in the **Project Explorer Window** gives you a number of options. This sections deals with the options that you get when the "Edit Project Structure" box at the bottom left of the **Project Explorer** is **UNCHECKED**.

Options

Below are field descriptions for the pop-up.

Allowable Date Ranges

- Description - Allowable Date Ranges are used to limit time and expense entry date ranges to a project. 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.
- Timesheet Entry - The Employee will not be able to enter a Time Sheet against this project if the time sheet falls outside of the date range.
- Expenses - The Employee will not be able to enter an Expense Sheet against this project if the time sheet falls outside of the date range.

Default Bill Status

- Description - This allows you to set the default bill status for transactions that go against this project. These

features do not limit the statuses; they simply specify the default value on a new transaction.

Invoice Description

- Description - Users can enter general invoice description comments here.

Sublevel UDFs

- Description - User-definable fields (UDFs) that are associated with the lower nodes of a project can be created here. In addition, the data entry for those fields happens here as well. [More on User Defined Fields.](#)

Time Sheet Comment Templates

- Description - Comment Templates allow for the entry of specific data in the Comment box. Comment Templates for time sheets can be added to all levels of the WBS. [More on Comment Templates](#)

Labor Code Groups

- Description - Labor Codes are used to designate the "work" that an employee is doing. Labor Code groups can be added to all levels of the WBS. [More on Labor Codes](#)

4.4.8.18 Right-Click on Project (In Edit Project Structure Mode)

Overview

Right clicking on the Project Name in the **Project Explorer Window** gives you a number of options. This sections deals with the options that you get when the "Edit Project Structure" box at the bottom left of the **Project Explorer IS CHECKED**.

Field Descriptions

Below are field descriptions for the pop-up.

- Add - Here you may *Add* a section of the project structure. **Note** - This will add a child to the level of the WBS that you have selected. For example, if you click on the project name, this will create a phase.
- Copy - Here you may *Copy* a section of the project structure.
- Cut - Here you may *Cut* a section of the project structure.
- Paste - Once you have cut or copied a part of the project, you can paste it to another section of the project.

Note - This will past as a child to the level of the WBS that you have selected. For example, if you click on the project name, this will create a phase.

- Cancel - This will cancel the current action.
- Delete - This will delete the section of the project that has been selected.
- Rename - This will allow the user to rename the section of the project that has been selected.
- Apply WBS Template - This allows you to apply a WBS template to the current project. [More on WBS Templates](#)
- Attach Existing Roll-up - Only when you right-click on top level. This allows you to apply an existing roll-up to the current project. [More on Rollup Nodes](#)
- Create Roll-up Node - Only when you right-click on top level. This allows you to create a new roll-up to attach to the current project.
- Detach Roll-up Node - Only when you right-click on top level. This allows you to remove the roll-up that is attached to the current project.

4.4.8.19 Project Members Wizard

Overview

The Project Team Members wizard helps you build your team for a selected group of projects.

Options

Below are field options for the Project Team Members Wizard pop-up.

Employees Tab

- Description - Allows you to select the employees that you would like to be on the team for the selected projects.
- Check All - Checks the Apply box for all employees in the grid.
- Apply - When checked, the member will be added to the team.
- Code - Employee Code.
- Name - Employee Name.
- Status - Employee Status
- Action - Action to be taken when the wizard is run. Options are Add/Modify and Remove
- Default Job Title - What the Default Job Title will be for the employee after the wizard is run. [More on Job Titles](#)
- Project Role - What the Project Role will be for the employee after the wizard is run. [More on Project Roles](#)

Filters Tab

- Description - Allows you to filter the list of projects that you are creating teams for.
- Apply members to all projects - Selecting this option applies the Employees selected from the Employees Tab to all Opportunity and Billable Projects
- Apply members to projects by filter - Selecting this option applies the Employees selected from the Employees Tab to the list of projects created from the filters. Here is a list of the filters given:
 - Client - Allows you to filter by a specific Client. [More on Clients](#)
 - Status - Allows you to filter by Project Status. Options are Active and Inactive.
 - Charge Type - Allows you to filter by Project Charge Type. Options are Billable and Opportunity.
 - Rate Schedule - Allows you to filter by a specific Rate Schedule a Client. [More on Rate Schedules](#)
 - Project Manager - Allows you to filter by a specific Project Manager.
 - Report Type - Allows you to filter by a specific Report Type assigned to the project ([Project Administration>Projects>General Tab](#)).
 - Contract Type - Allows you to filter by a specific Contract Type assigned to the project ([Project Administration>Projects>General Tab](#)).

4.4.8.20 Project Level Labels

Overview

Project level labels are used to assign a familiar name to each level of the WBS.

Field Descriptions

Below are field descriptions for the Project Level Labels pop-up.

- Level - Project Level. One is the first level.
- Singular Name - Singular form of level name.
- Plural Name - Plural form of level name.

4.4.8.21 Revenue Recognition / Profit Centers

Overview

This section gives a description of the Revenue Recognition / Profit Centers option when you right click on the project. [More on Revenue Recognition Profit Centers](#)

Field Descriptions

Below are field descriptions for the Revenue Recognition pop-up that you get when you right-click on the project.

[More on Right-Clicking on the Project](#)

Header

- Exclude from Revenue Recognition and Profit Sharing check-box - When checked, the project will be ignored in Profit Sharing adjustments.

Sharing Org. Units Tab

Project Management Type

- Project Management Type drop-down - Profit Center Sharing Levels are established for the four PM types (*Labor, ODC, OCC, and ICC*).

WBS Level

- WBS Level drop-down (selected with a PM Type) - 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.

Projects Grid

- Path - Path of current project at the level of the selected WBS.
- Name - Name of current project at the level of the selected WBS.
- Overall Cap - 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 Units Grid

- Share - When checked, this organization can share in the project.
- Path - Path of Organizational Unit.
- Name - Name of Organizational Unit.
- Is 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.
- 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. Below is a list of the Methods that can be

selected.

Owning Org. Units Tab

Project Management Type

- Project Management Type drop-down - Profit Center Sharing Levels are established for the four PM types (*Labor, ODC, OCC, and ICC*).

WBS Level

- WBS Level drop-down (selected with a PM Type) - 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.

Revenue Methods

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 percent 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 percent complete versus cap.
- Cap amount - Revenue is set equal to cap amount.

4.4.8.22 Roll-up Node

Overview

This section discusses the concept of a Roll-up Node. [More on Project Nodes](#)

Key Concepts

- Roll-up Nodes exists only at level 1.
- Roll-up nodes allow multiple Bill Terms Nodes (Projects) to be connected together for the purpose of summarization in Project Management reports.
- Roll-up Nodes can contain no other attributes other than a code and a name
- Roll-up Nodes 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. This is set at [Global Settings>project Admin Tab>Delimiters Section](#).
- 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.

4.4.9 Rate Schedules

Overview

Rate schedules can be used to control Pay Rate, Job Cost and Bill Rates on individual projects. If Rate Schedules are not used the rates are pulled from the Pay Histories Tab (Pay Rate) and the Accounting / Rates Tab (Bill and Job Cost Rates) in the Employee file. [More on Employees](#). Once rate schedules are set up, they can then be applied to Projects ([Where to apply Project](#)).

Key Concepts

- InFocus supports those firms that revise their rate schedules annually with date revisions of rate schedules. Time sheet work dates are compared to the Schedule Period ranges of the Rate Schedules when locking in on a rate.
- 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.
- If the Rate schedule is changed after time sheet have been submitted, the time sheets **DO NOT** recognize the new rate. The Recalculate Rates utility is used to retroactively apply rates to time entries. More on [Recalculate Rates](#)
- Rate schedules are date-sensitive to all period changes to schedules.
- If there is not a match when InFocus looks at the Rate Schedule, the rates are pulled from the Employee File. [More on Employees](#)

Field Descriptions

Name

- Name - Name of the Rate Schedule. Must be unique.
- Schedule Type - Type of Rate the Schedule controls.
 - 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.

Schedule Period

- Schedule Period - Date range where the selected Rate Schedule is active. By clicking the look-up, you can see all of the periods associated with the Rate Schedule.
- Add Period - When you click on this, the user can create a new period to the current Rate Schedule.
- Delete Period - When you click this button, the user can delete the current period from the current Rate Schedule.

Rate Schedules Grid

- Description - The Rate Schedule Grid shows you all of the line items that make up the Rate Schedule. To add a line item click "Add Rate". To Edit a line, double-click on the line that you wish to edit.
- Job Code - Job Title Code. This line looks for the specific Job Title. if left blank (* represents blank), any employee is a match. [More on Job Titles](#)
- Job Title - Job Title Name
- Emp Code - Employee Code. This line looks for the specific Employee. if left blank (* represents blank), any employee is a match.
- Emp Name - Employee Name.
- Currency Name - Enabled with Multi-Currency Setup. 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. For complete instructions on setting up a Multi-Currency environment, go here: [More on Multi-Currency](#)
- DPE X - The DPE (Direct Personal Expense) Multiplier is applied to this row of the Rate Schedule. The Pay Rate from the Employee File (Unless the Pay Rate is overridden on the Rate Editor) is multiplied by the DPE multiplier to get a rate when a number is placed here. [More on the Rate Editor](#)
- OH X - The OH (Overhead) Multiplier is applied to this row of the Rate Schedule. The Pay Rate from the Employee File (Unless the Pay Rate is overridden on the Rate Editor) is multiplied by the DPE multiplier then by the OH multiplier to get a rate when a number is placed here. [More on the Rate Editor](#)
- Profit X - The Profit Multiplier is applied to this row of the Rate Schedule. The Pay Rate from the Employee File

(Unless the Pay Rate is overridden on the Rate Editor) is multiplied by the DPE multiplier then by the OH multiplier, then by the Profit multiplier to get a rate when a number is placed here. [More on the Rate Editor](#)

- Flat Reg. Rate - Displays the overriding Regular Rate when "Use Flat Rates" is checked in the Rate Editor. [More on the Rate Editor](#)
- Flat Prem. Rate - Displays the overriding Premium Rate when "Use Flat Rates" is checked in the Rate Editor. [More on the Rate Editor](#)
- Add Rate - When you click on this, you will get the Rate Editor pop-up that will allow you to add a new line to the Rate Schedule. [More on the Rate Editor](#)

4.4.9.1 Rate Editor

Overview

The Rate Editor allows you to Edit and Add line items to a Rate Schedule.

Key Concepts

- By leaving Employee blank means that any employee will be a match on the row.
- By leaving Job Title blank means that any Job Title will be a match on the row.
- By leaving both Employee and Job Title blank means that all time entries will match if there are no other matches. Typically, a final row will be added with both blank that will catch all of the non-matching time sheet entries. If this row is not added, then the Employee file is used to get this number.

Field Descriptions

Employee / Job Title

- Employee - Employee to match; left blank, any employee is a match.
- Job Title - Job Title to be matched; left blank, any job title is a match.

Use Flat Rates

- Use Flats Rates - When checked, the rates in this section will be used as a Flat Rate ignoring the multipliers. When unchecked, multipliers will be used.
- Regular - Overriding Flat Rate for regular time.
- Premium - Overriding Flat Rate for premium time (Overtime).

Multipliers

- DPE - Multiplier that represents the Direct Personal Expense when calculating the rate.
- OH - Multiplier that represents the Overhead when calculating the rate.
- Profit - Multiplier that represents the Profit when calculating the rate.

- Apply Multipliers on Premium Portion - When checked, the premium portion of overtime is marked up.
 - For Example, 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 \times 3 = \45 . When apply MU on Premium is false formula on overtime item is $(\$10 \times 3) + \$5 = \$35$

Base Rates (Regular and Premium)

- Override Regular Rate - When checked, the entered in the "Pay Rate" field will be used as the Pay Rate. Otherwise the employee regular Pay Rate is used from the Employee File.
- Pay Rate - Pay Rate to be used when "Override Regular Rate" is checked.
- Override Premium Multipliers - When selected, the OT Multipliers selected below the button are used.
- Override Premium Rates - When selected, the Employee Premium (Overtime) rates selected below the button are used.
- OT1, OT2, OT3 and OT4 - Overtime typed that are enabled in [Global Settings at Administration>Global Settings>Labels Tab](#)

4.4.10 Recalculate Markups

Overview

The Recalculate Markups utility allows the user to recalculate the markups on non-labor project cost transactions. 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).

Key Concepts

- 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. [More on Project Setup](#)

Note: In order to access the Recalculate Markups Applet, you will need to have permission via the Permissions

applet, located in the Administration Module.

Field Descriptions

Limit Transactions By (Dates)

- Do Not Limit - Does not limit the recalculation by a date range
- Transaction Date Range - Allows for the user to select a transaction date range to filter the transactions to be recalculated.
- Period Range - Allows for the user to select a period range to filter the transactions to be recalculated.

Limit Transactions By (Expense Codes)

- Do Not Limit - Does not limit the recalculation by a date range
- Expense Codes - Allows for the user to select an Expense Code to filter the transactions to be recalculated.
- Expense Group - Allows for the user to select an Expense Group to filter the transactions to be recalculated.

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 - When checked, the recalculation includes expenses that are Other Direct Charges.
- OCC - When checked, the recalculation includes expenses that are Out of Contract Consultants.
- ICC - When checked, the recalculation includes expenses that are In Contract Consultants.

Only This Project (leave blank for all)

Lookup - Here you can select a specific project for which to recalculate markup or leave blank for all projects.

4.4.11 WBS Templates

Overview

WBS Templates allow you to create a project structure that is used often and apply it to multiple projects. 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.

Note - 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.

Field Descriptions

Template Window

- Template - This column contains the name of the WBS Templates. To create a WBS Template, click "New". Once saved, the name will appear in this column.

Template Grid

- Template - Name of the WBS Template.
- Toggle - Expands and collapses the WBS tree in the grid.
- Code - Name of the WBS node. Top level nodes must be unique among themselves within the template.
- Name - Name of the WBS node.

4.5 Project Management

4.5.1 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.

Key Concepts

- 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 un-billed transactions through an *As of Date*.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- View - Additional View options
 - Columns - Additional columns that can be displayed on the Transactions Tab. PM
 - Job Code - Job Title Code. [More on Job Titles](#)
 - Job Name - Job Title Name.
- Reports
 - View Invoice - Takes the user to Automated Invoicing where they can view the invoice. [More on Automated Invoicing](#)
 - Bill Review Report - When selected, the system Bill Review Report is rendered. This report is managed at [Global Settings>A/R Tab](#).
 - Pre-Bill Report - When selected, the system Pre-Bill Review Report is rendered.
- View Invoice - Renders the invoice to be reviewed.
- Bill Review Report - When selected, the system Bill Review Report is rendered. This report is managed at [Global Settings>A/R Tab](#).
- Pre-Bill Report - When selected, the system Pre-Bill Review Report is rendered.
- Set Bill Status - Changes the Bill Status of the Transactions. To use, you must first select the transactions that you would like to change the status of. Then click the button and select the status.
- Move Project Tx - Moves Transactions from the current project to a new destination project.. To use, you must first select the transactions that you would like to move. Then click the button and select the destination. [More on Move Project Transactions](#)

Overview

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 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*.

4.5.1.1 Header Section

Overview

The Header section shows important Project and Billing information .

Field Descriptions

Header

- Current Invoicing period set in Accounting Periods. [More on Accounting Periods](#)
- Project Name - Name of the Project. You are able to click on this to "link over" to the projects applet.

Note - If you hover over the (?) icon next to the name, you will see important project information.

- Project Code - Code of the Project.

Note - If you click on the (!) icon next to the code, you will get a Project Note Pop-up. This will save on the General Note tab on the project located at [Projects>General Note Tab](#).

- Client - Client Name located in the top-right of the header.
- Last Invoice Date - Date of the last invoice (Sales Journal) against the selected project.
- Do Not Bill - Informational Only. Used to flag the project as Do Not Bill.
- PM Reviewed - Marked by the PM. Used to inform the Project Accountant that the project has been reviewed.

Status Box

- Ready - Displays the total amount of transactions As of the given date that have a status of Ready to Bill.
- Hold - Displays the total amount of transactions As of the given date that have a status of Hold.
- Retainer Balance - Remaining balance of the retainer. [More on Retainers](#)
- Current Retainer - The current retainer that will be applied in the next billing cycle. This can be added here.
- Never Bill - Displays the total amount of transactions As of the given date that have a status of Never Bill. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- Write-off - Displays the total amount of transactions As of the given date that have a status of Write-off. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- ICC WIP - Displays the total amount of transactions As of the given date that are considered ICC WIP. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- Rate Schedule - Displays the Rate Schedule associated with the project. [More on Rate Schedules](#)
- Invoice Comments - These are comments that will show up on the invoice header of the system invoice designs. This can also be modified on the project at [Projects>Billing Tab>Invoice Comments](#)
- Instructions to Biller - These are internal notes intended for the Project Accountant. As the invoicing period is changed, the comments are saved, however, they are blank for the new period.

4.5.1.2 Filter Window

Overview

The filter window is available to assist in narrowing down your search.

Field Descriptions

Filter Window (Grid)

- Path - Project Path
- Name - Project Name

Filter Window (Bottom)

- Quick Filter (Text Box) - A Quick Filter is at the top of the panel. This will filter projects whose path begins with the entered characters.
- As of Date - Used as a cut-off date to limit the transactions that you are reviewing.
- Project Leader - Depending on the selection in the *Limit To* drop-down, projects that have the selected leader as the Leader type will be returned. The Project Manager will be auto-filled into this look-up upon entry.
- Limit To - 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.
- Has Fixed Fee - When checked, only projects that have Fixed Fee values will be returned.
- Has WIP - When checked, only projects that have WIP values will be returned.
- Load - When selected, all projects that match the filter criteria will fill into the Filter Window.

Additional Field Descriptions (Column Chooser)

Filter Window Grid

- Client - Client associated with the Project.
- WIP - Total WIP
- PA Reviewed - Check-box that displays the PA Reviewed status.
- PM Reviewed - Check-box that displays the PM Reviewed status.
- Do Not Bill - Check-box that displays the Do Not Bill status.
- Retainer - Retainer Amount
- Last Invoice Date - Date of the last invoice (Sales Journal) against the selected project.

4.5.1.3 Transaction Tab

Overview

The *Transactions* tab is used by project managers to review time and expense on a project-by-project basis prior to approving for invoicing.

Key Concepts

- 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*.

- To see Transactions for a specific project, click on the project in the Filter Window.
- When selected, the Transactions Tab displays the transactions entered against the project.
- Comments can be made both at the project level and the transaction level.
- Columns in the detail grid can be dragged to change order.

Field Descriptions

Arrange By

- Arrange By - The drop-down allows you to select different ways in which you would like to see the Transaction detail grouped. The options are Journal, Project Path, Bill Status, Transaction Date and None.

Transactions Grid

- Journal - Journal of the transaction.
- Name - Name of the Project Manager assigned to the project.
- S - Bill Status. This shows the Bill Status of the transaction.
- Labor/Exp. Code - Displays the Labor Code for Labor and Expense Code for Expenses. [More on Labor Codes](#)
[More on Expense Codes](#)
- Project Path - Project Path of the transaction.
- Transaction Date - Date of the Transaction.
- Bill Rate/MU - Displays the Bill Rate for Labor and the Marked Up rate for Expenses.
- Units/Hrs - Displays the Hours for Labor and Units for Expenses.
- Amount - Amount of the Transaction
- Time/Expense Comments - Displays the PM Comments entered on the transaction.
- Instructions To Biller - These are internal notes intended for the Project Accountant. As the invoicing period is changed, the comments are saved, however, they are blank for the new period.
- ICC Amount - ICC Effort Amount. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- Never Bill - Never Bill Amount. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)
- Writeoff - Writeoff Amount. [Enabled at Global Settings>A/R Tab>PA/PM Bill Review Settings](#)

Additional Field Descriptions (Column Chooser)

Transactions Grid

- Project Name - Name of the Project

- Project Long Name - Name of the project including the concatenation of the lower nodes of the project.
- Job Code - Job Title Code - [More on Job Titles](#)
- Job Name - Job Title Name
- Labor/Exp. Name - Displays the Labor Name for Labor and Expense Name for Expenses
- OT - Overtime

4.5.1.4 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. 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.

Key Concepts

- To see Fixed Fee items for a specific project, click on the project in the Filter Window.
- Columns in the detail grid can be dragged to change order.

Field Descriptions

PC Formula

- Percent Complete Formula - The drop-down contains predefined formulas managed in [Global Settings>A/R Tab>Percent Complete Calculation Default Formula](#)
- Calculate All - When selected, 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.
- Allow Percent Complete Below Previous Value - When Unchecked, the check box will prevent the calculated percent complete from going below the previously recorded percent complete.

Fixed Fees Grid

- Project Path - Project Path
- Project Name - Project Name
- Contract Amount - This is the amount entered in the *Contract Levels / Caps* within the project being viewed.

- Effort - This is total effort to date.
- Billed - This is Fixed Fee + ICC Billed Revenue.
- BTD% - Billed to Date Percentage
- Current Amt. - 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.
- ICC Contract Amount - ICC Contract amount entered in the *Contract Levels / Caps* within the project being viewed
- Lump Sum - Current Lump Sum amount to be billed.
- Calc PC - Runs the PC Formula on the individual line item.
- Fixed Fee Notes - Internal notes associated with the Fixed Fee.
- Invoice Description - Invoice Description notes associated with the contract level of the project.

Additional Field Descriptions (Column Chooser)

Fixed fees Grid

- Project Long Name - Name of the project including the concatenation of the lower nodes of the project.
- Labor Budget - Labor Budget amount entered through Project Planning. [More on Project Planning Budgets](#)
- ODC Budget - Other Direct Charges Budget amount entered through Project Planning.
- ICC Budget - In Contract Consultants Budget amount entered through Project Planning.
- OCC Budget - Out of Contract Consultants Budget amount entered through Project Planning.
- Total Budget - All Budget amounts entered through Project Planning.
- Labor Effort - Labor Effort against the contract level.
- ODC Effort - Other Direct Charges Effort against the contract level.
- ICC Effort - In Contract Consultants Effort against the contract level.
- OCC Effort - Out of Contract Consultants Effort against the contract level.
- Labor Contract - Labor Contract Cap.
- ODC Contract - Other Direct Charges Contact Cap.
- OCC Contract - Out of Contract Consultants Contact Cap.
- Fixed Fee Billed - Fixed Fee Billed Revenue.
- Labor Billed - Labor Billed Revenue.
- ODC Billed - Other Direct Charges Billed Revenue.
- ICC Billed - In Contract Consultants Billed Revenue.

- OCC Billed - Out of Contract Consultants Billed Revenue.
- Labor WIP - Labor Work in Progress.
- ODC WIP - Other Direct Charges Work in Progress.
- ICC WIP - In Contract Consultants Work in Progress.
- OCC WIP - Out of Contract Consultants Work in Progress.
- Total WIP - Total Work in Progress.

4.5.2 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).

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following option in the toolbar:

Menu Options

- File>New
 - Plan - Launches the Project Plan Settings dialogue used to develop a new plan
 - Plan from Template - Launches template selection to be used to develop a new plan
- Reports
 - Project Figures - Launches the Project Figures report for the currently loaded project. Available only when viewing single projects.
- New
 - Plan - Launches the Project Plan Settings dialogue used to develop a new plan
 - Plan from Template - Launches template selection to be used to develop a new plan
- Settings
 - Launches the Project Plan Setting dialogue for the selected project. [More on Project Plan Details](#)
- 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.
- Fields and Formulas - Launches the Fields and Formulas Dialogue where the user can define Field Permissions for the Overview Tab and Formula Fields for use on the Overview Tab.

4.5.2.1 Getting Started

Overview

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

Loading Projects

- 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.
- In addition to using the Navigator, the user can load single projects at a time by using the dedicated Project Lookup. Once selected, project information is displayed in the Primary screen. [More on Lookups](#).

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.

4.5.2.2 Overview Tab

Overview

The Overview 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

- 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.
- If you double-click on any blue figure and the Detail section will populate with the detail that makes up the figure.

Overview Charts

- The fully customizable charts display relevant project to date information helpful to Project Planning and Management.

Detail Grids

- The Detail grid contains the detail that makes up figure that was double clicked in the Overview grid.

4.5.2.3 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.
- 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

Transactions Grid

- Journal - Journal of the transaction.
- Name - Name of the Project Manager assigned to the project.
- S - Bill Status. This shows the Bill Status of the transaction.
- Labor/Exp. Code - Displays the Labor Code for Labor and Expense Code for Expenses. [More on Labor Codes](#)
[More on Expense Codes](#)
- Project Path - Project Path of the transaction.
- Transaction Date - Date of the Transaction.
- Amount - Amount of the Transaction
- Instructions To Biller - These are internal notes intended for the Project Accountant. As the invoicing period is changed, the comments are saved, however, they are blank for the new period.

4.5.2.4 Contract Tab

Overview

Contracts (and Budgets if equal to Contracts) are managed from the Contracts tab. Currently only Fixed Fee

projects are supported.

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

- Path - Path of the Project
- Name - Name of the Project
- Project Long Name - Name of the project including the concatenation of the lower nodes of the project.
- Cap - Labor Cap Amount.
- Contract Amount - Fixed Fee Amount on Project
- Percent Complete - Percent Complete that is adjusted for billing.
- % of Fee - Percentage the fee is of the total fee.
- BTD % - Bill to Date percentage.

Contract Detail

This chart simply reflects a visual representation of the information in the Contract Grid.

4.5.2.5 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.

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. Many of the fields are displayed through the column chooser.

Contract Detail

This chart simply reflects a visual representation of the information in the Budget Grid.

4.5.2.6 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.

Field Descriptions

Schedule Toolbar

- Add Resource - Launches the Schedule Labor dialogue
- 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.

4.5.2.7 Team Tab

Overview

Project Team members, with associated Job Titles are added from the Team tab.

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 titles 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.

4.5.2.8 Contacts Tab

Overview

Project Contacts are added from the Team tab. [More on Contacts](#)

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.

4.5.2.9 Documents Tab

Overview

Project Documents are added via dialogue or Document Drop in the Documents Tab. [More about Documents Tab](#)

Field Descriptions

Documents Toolbar Buttons

- Add Document - Launches the Document Upload dialogue
- Delete - Deletes select document
- Search (Magnifying 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.

4.5.2.10 Addresses Tab

Overview

Project Addresses are added from the Addresses tab. Addresses added are dynamically mapped using Google Maps.

Field Descriptions

Address Grid

This dynamic grid displays addresses added to the selected project. Clicking on the Edit icon launches the Address Editor.

4.5.3 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. [More on Change Orders](#). 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.

Key Concepts

- All Project Planning entries "Auto-save" once you leave the field. This eliminates having to save individual sections.
- 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, 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. [More on Modifying the WBS of a Project Plan](#). The data can be modified when the *Data* button is selected in this window. [More on the Project section](#).
 - 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. [More on the Allocation Section](#).
 - 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. [More on the Resource Schedule Section](#).
- You are able to schedule in different modes:
 - 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.
 - Non-Labor (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.

4.5.3.1 Project Planning 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.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- File - Additional File options
 - New
 - New From Template - With appropriate permissions, you can create a new plan from template.
- Edit - Additional Edit options
 - Preferences - When selected, the Planning Preferences window appears. [More on Planning Preference](#)
- View - Additional View options
 - 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. [More on the Gantt Chart](#)
 - Earned Value - Gives you the Earned Value Pop-up. [More on Earned Value](#)
- Tools - Additional Tools options
 - 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.

- New From Template - With appropriate permissions, you can create a new plan from template.
- Print - Runs the *Project Planning Report*. [More on the Project Planning Report](#)
- Gantt - Prints the Gantt chart for the current project. [More on the Gantt Chart](#)
- Earned Value - Gives you the Earned Value Pop-up. [More on Earned Value](#)
- 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. [More on Percent Complete History](#)
- Resource Groups - Brings up the Resource Groups Pop-up. [More on Resource Groups](#)
- Planning Mode - Controls the PM Type of the information that is viewed in Planning. Options are Labor, ODC, OCC and ICC
 - 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 then enter allocations and schedules for the selected WBS.

4.5.3.2 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. [More on Modifying the WBS of a Plan](#). Data can be modified when the *Data* button is selected in this window.

Key Concepts

- All Project Planning entries "Auto-save" once you leave the field. This eliminates having to save individual sections.

Field Descriptions

Button Descriptions (Top of Grid)

- Pencil icon (Project Plan Settings) button - By clicking on this button, a window will appear that allows you to edit the settings of the project (ex., Code, Name, Client, etc.). [More on Project Plan Settings](#)
- Green Arrow icon (Project Roll-ups) Button - By clicking on this button, a window will appear that allows you to set roll-up options for the project. [More on Project Rollups](#)
- 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*. [More on Change Orders](#)
- Show Button - The show button is a quick way to display any level of the WBS.
- Refresh - Refreshes the currently loaded data.
- Sprocket icon (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. For a description of the available columns follow this link: [More on Column Chooser Columns](#)

Button Descriptions (Bottom of Grid)

- Data Button - By clicking on this button, you are able to modify the data in the Project Grid.
- WBS Button - By clicking on this button, you are able to modify the WBS in the Project Grid.
- Papers icon (Apply WBS Template) Button - This button allows you to apply a WBS Template to the current project.
- Greyscale Bars Button - This button changes the grid view to a colorless view.
- Color Bars Button - This button changes the grid view to a view with color.

Project Grid

- Code - Code of the Project Level
- Name - Name of the Project Level
- Start Date - Project Start Date for the Project Level.
- End Date - Project End Date for the Project Level.
- Labor Budget Hours - Budgeted Hours. Must be entered at the lowest node of the project.
- Labor Budget Amount - Budgeted Dollars. Must be entered at the lowest node of the project.
- For a description of the other available columns through the Column Chooser, follow this link: [More on Column Chooser Columns](#)

4.5.3.3 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.

Key Concepts

- All Project Planning entries "Auto-save" once you leave the field. This eliminates having to save individual sections.

Field Descriptions

Button Descriptions (Top of Grid)

- Refresh - Refreshes the currently loaded data.
- Sprocket icon (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. For a description of the available columns follow this link: [More on Column Chooser Columns](#)

Button Descriptions (Bottom of Grid)

- Grid icon (Grid View) Button - By clicking on this button, the Allocations window will display in the grid view.
- Chart icon (Chart View) Button - By clicking on this button, the Allocations window will display in the chart view.

Allocations Grid

- Code - Code of the Project Level
- Name - Name of the Project Level
- Alloc. Units - Allocated Units (Hours for labor / Units for non-labor).
- Alloc. Amount - Allocated Dollars
- ETC Units - Estimate to Complete Units (Hours for labor / Units for non-labor).
- ETC Amount - Estimate to Complete Dollars
- Rate - Displays the Labor Rate for Labor and the Cost or Marked Up rate for Expenses. This is driven by the "Budget By Rate" located in the Project Plan Settings. [More on Project Plan Settings](#)
- % of Budget - Percentage of Budget that the Allocation represents. When filled out, the allocation will look at the Budget Amount from the Project grid to calculate the figures.
- For a description of the other available columns through the Column Chooser, follow this link: [More on Column Chooser Columns](#)

4.5.3.4 Resource Schedule Window

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.

Key Concepts

- All Project Planning entries "Auto-save" once you leave the field. This eliminates having to save individual sections.
- Timeline / Timeline Window - The Timeline has an adjustable "Timeline Window" 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 Planning Preferences and selecting *Include Actuals* and *Include Baseline*. [More on Planning Preferences](#)
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.
- An Auto Schedule utility is available on a "per row" basis. Simply hold down the Control key, Left-click on the desired cells and release the control key. The Auto Schedule utility will then pop-up. [More on the Auto Schedule Utility](#)

Field Descriptions

Button Descriptions (Top of Grid)

- Refresh - Refreshes the currently loaded data.
- Wand icon (Schedule By Percentage Wizard) - By clicking on this button, a window will appear that allows you to schedule an employee by percentage. [More on Scheduling By Percentage](#)
- Clock icon (Timeline Button) - This button expands/collapses the Timeline.
- Lock icon - When selected, the timeline is locked to the Start and End Dates.
- Start Date - The start Date of the Timeline.
- End Date - The End Date of the Timeline.
- Day, Week, Month (Data View Mode) - Controls the "buckets" of units displayed in the Resource Schedule grid.

Note - The timeline displays up to 120 units of the selected Mode (i.e. 120 days).

- Window Range - Displays the date range of the adjustable timeline window.

- Sprocket icon (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. For a description of the available columns follow this link: [More on Column Chooser Columns](#)

Button Descriptions (Bottom of Grid)

- +/- - The expander button expands and collapses the items in the Resource Schedule grid.
- u (Units / Hours) - By clicking on this button, you are viewing Units in the Resource Schedule window.
- \$ (Dollars) - By clicking on this button, you are viewing Dollars in the Resource Schedule window.
- u/\$ (Units & Dollars) - By clicking on this button, you are viewing both Units and Dollars in the Resource Schedule window.

Resource Schedule Grid

- Resource Code - Code of the Resource. In Labor Mode, that is the Employee Code. In Non-Labor Mode, that is the Vendor Code. [More on Employees](#) [More on Vendors](#)
- Resource Name - Name of the Resource. In Labor Mode, that is the Employee Name. In Non-Labor Mode, that is the Vendor Name.
- Allocation Code - Code of the Allocation. In Labor Mode, that is the Job Title Code. In Non-Labor Mode, that is the Expense Code. [More on Job Titles](#) [More on Expense Codes](#)
- Allocation Name - Name of the Allocation. In Labor Mode, that is the Job Title Name. In Non-Labor Mode, that is the Expense Name.
- Date Columns - Number of hours the employee has been scheduled for the specified time frame.
- Date Columns - Number of hours the employee has been scheduled for the specified time frame.
- For a description of the other available columns through the Column Chooser, follow this link: [More on Column Chooser Columns](#)

4.5.3.5 Column Chooser

Overview

The Column Chooser contains any additional columns that may not be displayed in the default layout of a grid. In

this section is a description of additional columns available in Project Planning.

Field Descriptions

Project Grid

Labor

- 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 Roll up 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 Roll up 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 (Other Direct Charges)

- 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 (Out of Contract Consultants)

- 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 (In Contract Consultants)

- 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)

4.5.3.6 Project Rollups

Overview

The Project Rollups pop-up allows the user to roll-up in figures throughout Project Planning.

Field Descriptions

Rollups

- 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 - This makes the *Allocated Amounts* at the WBS level equal to the *Scheduled Amounts* from the associated schedules.
- 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.
 - Include Non-Labor Scheduled - When checked, the update will include non-labor items as well.
- Timesheet Allowable Dates = Project Dates - When checked, the start and end dates on the nodes of the plan become the *Allowable Date Ranges* for Labor on the project. [More on Project Setup](#)
- Expense Allowable Dates = Project Dates - When checked, the start and end dates on the nodes of the plan become the *Allowable Date Ranges* for Expenses on the project. [More on Project Setup](#)

4.5.3.7 Change Orders

Overview

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.

Key Concepts

- 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.
- 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.
- 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 will 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.

Field Descriptions

New Change Order (Header)

- Change Entry Date - Change order. Informational only.
- Description - Description of change order

New Change Order (Grid)

- Project Path - Path of the Project.
- Project Name - Name of the Project.
- 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.
- 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.

4.5.3.8 Project Plan Settings

Overview

The Project Details Box is where the main project information is saved and can be changed.

Field Descriptions

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.
- Resource Group Level - Level that the Resource Group will be applied at. [More on Resource Groups](#)
- Template - When checked, this Project is flagged as a template. When you select New (Toolbar) > Plan From 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

Description - Rate Method (You can only select one) - Here you select the method in which your figures are calculated in the plan.

- Other - Rates default to the employee record to get the Job Cost Rate or the Bill Rate field located in [Employees>Accounting/Rates Tab](#).
- Rate Schedule - The rates calculated in the plan are derived from the Rate Schedule that you assign here. [More on Rate Schedules](#)

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>Pay History Tab](#) and multiplying it by the multipliers set in the Labor Multipliers box on the right.
 - Apply for Premium Time - When checked, the multipliers will be applied to Overtime transactions.

Labor Multipliers

Description - Labor Multipliers used when you select "Multipliers" in the Rate Method box.

- DPE - Multiplier that represents the Direct Personal Expense when calculating the rate.
- OH - Multiplier that represents the Overhead when calculating the rate.
- Profit - Multiplier that represents the Profit when calculating the rate.

Filter Labor Allocations & Resources By

Description - (You can only select one) Here you select the availability of your resources in the look-ups 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" check-box 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" check-box 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.

Non-Labor

- Expense Group - Expense Group associated with this project. The expense group is used in calculating the amounts.
 - Use Effort for Actuals - When selected, non-labor transactions at the Marked-up rate will be used to calculate actuals.

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..

4.5.3.9 Gantt

Overview

Project Planning's Gantt chart allows you to plan project tasks, order of work and gives you both detailed and summarized feedback on the impact of scheduled items. Launched from the toolbar in Project Planning, projects and related schedules are displayed in an interactive Gantt chart.

Additionally, Gantt chart can control the time frame in which you can schedule resources in Project Planning. 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.

Field Descriptions

Gantt View Options

- The Gantt chart can be viewed in units of Days, Weeks, Months, Quarters or Years. Change the view by clicking the corresponding button. When viewing in Days or Weeks, the current date is highlighted on the chart.

Gantt Grid

Description - The WBS Grid displays the project structure and associated planning. Each node can be scheduled and ordered using the fields contained in the grid.

- Index - Index of the project node, primarily used for assigning predecessors (see below).
- WBS - Project Path (read only)
- Name - Project Name (read only)
- Duration - Increase or decrease the amount of time allotted to a project node in increments of days or weeks (based on the selected view option). This updates associated Finish dates and Gantt Bars. Project Level duration is summarized and reflected in the number of planned days- start to finish.
- Start - Planned start date
- Finish - Planned end date
- Predecessors - Indicated by the Index number, predecessors allows you to control, for instance, the schedules for a list of tasks underneath a project phase. Using a predecessor, you can effectively lock the schedules of a WBS together- rescheduling the predecessor has a ripple effect on the schedules of the linked nodes. The nature of the relationship between a predecessor task and a successor task determines the type of task

dependency to use. This relationship can be defined by typing the following codes into the Predecessors column prefixed by the Index ID (e.g. 2FS):

- FS (Finish-to-Start): Task A must finish before Task B can start. This is very commonly used and the default dependency created if only an Index ID is entered into the Predecessors column.
- SS (Start-to-Start): Task B can't start until Task A starts. Task B can begin any time after Task A begins. This method can be beneficial as it can help reduce the overall duration of the project as it allows for task overlap.
- FF (Finish-to-Finish): Task B can't finish until Task A is done. They don't have to end at the same time- Task B can end any time after Task A ends. Similar to SS, FF dependencies can also reduce the overall duration of a project.
- SF (Start-to-Finish): Task B cannot finish until the start of Task A. This is a VERY RARE scenario of Task in any type of Project.

Chart

Description - The chart is reactive to the view options and the WBS Grid settings and displays two types of bars: Gantt bars and a Summary bar.

- Gantt Bars - Gantt bars (blue) reflect the settings of the associated project node listed in the WBS chart. Gantt Bars can be moved by editing the WBS chart or by clicking and dragging the gantt bar. This will adjust any associated schedules. You can alter the duration (and subsequently start and end dates) of a task by gripping the left or right edge of the gantt bar and increasing or decreasing its length.
- Summary Bar - The summary bar shows a running total of the time represented by all scheduled tasks. While gantt bars can be edited, the Summary bar is read only.

Other Options

- Print - Launches print preview for content of the Gantt Chart and WBS Grid
- Automatically move Schedules with Start Date - When checked, Start Dates are impacted when sliding Gantt Bars
- Save - Saves Gantt information
- Save & Close - Saves Gantt information and closes the Gantt window
- Close - Closes the Gantt window without saving

Tutorial

1. Select a View Option
2. Schedule the WBS beginning with Start dates
3. Add Finish dates by increasing/decreasing Duration or adding a static Finish date

4. Use Predecessors (description below) to link WBS nodes together for ordered/hierarchical scheduling
5. Adjust schedules using the WBS Grid or by dragging the Gantt Bars displayed on the Gantt Chart

4.5.3.10 Planning Preferences

Overview

This is where the project preferences are set. These are set for all projects in project planning.

Field Descriptions

General Tab

- Include Unsubmitted Time - Includes unsubmitted time in actuals
- Include Unapproved Time - Includes unapproved time in actuals

Project Tab

- Show Labor Amount %
- Show Labor Hours %
- Show ODC Amount %
- Show OCC Amount %
- Show ICC Amount %

Allocations Tab

- Use Allocations - When unchecked, the allocations window is hidden.

Schedules Tab

Options

- Use Resources - When unchecked, the resources in the Resource Schedule window is hidden.

Scheduling

- Auto Calculate Dollars from Hours (Labor) - When checked, Dollars will be calculated by comparing the Hours to the rate in the rate schedule.
- Allow Over Scheduling - When checked, you will be allowed to over-schedule resources.
- 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.

- Include Actuals - When checked, Actual figures will be displayed in the Resource Schedule section on the Project Planning screen.
- Include Baseline - When checked, Baseline figures will be displayed in the Resource Schedule section on the Project Planning screen. You must run the Save as Baseline feature located on the toolbar for these figures to populate.

Hours Per day

- Hours Per Day text-box- Number of hours to schedule per day on auto-scheduling. If zero, hours will be evenly distributed across date range.

Allowable Days

- Allowable Days - Check off which days of the week can be included when scheduling.

4.5.3.11 Earned Value

Overview

Earned Value is an approach where you monitor the project plan (budget), actual work, and percent completed value to see if a project is on track. Earned Value shows how much of the budget and time should have been spent, considering the amount of work done so far.

Key Concepts

- 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 pop up window.
- Actuals – The actuals come from the Timesheets. You can optionally include both unsubmitted and unapproved time.

Field Descriptions

Header

- Spread Budgets by WBS Start / End Dates - When checked, the budgets are spread throughout the chart using the start and end dates on the project WBS.
- Period Type - Time increment that you would like the Earned Value chart to display in. Options are Day, Week, Two Week, Four Week, Thirty Day, Month and Year.
- Name - Left window displays the Project Name for easy navigation.

Budgets (PV) - Planned Value

- Include Labor - When checked, Labor Budgets will be included in the Planned Value (PV) figures.
- Include ODC - When checked, ODC Budgets will be included in the Planned Value (PV) figures.
- Include OCC - When checked, OCC Budgets will be included in the Planned Value (PV) figures.
- Include ICC - When checked, ICC Budgets will be included in the Planned Value (PV) figures.

Actuals (AC) - Actual Cost

- Include Unsubmitted - When checked, unsubmitted time will be included in the Actual Cost (AC) figures.
- Include Unapproved - When checked, Unapproved time will be included in the Actual Cost (AC) figures.

Percent Complete (EV) - Earned Value

- Use Only Labor - When checked, only labor will be used when calculating the Earned Value (EV) figures.

Show

Description - When checked, the following items will show in the Earned Value grid.

- Budget (PV)
- Budget Current
- Scheduled Variance (SV)
- Scheduled Performance Index (SPI)
- Earned Value (EV)
- Earned Value Actual
- Cost Variance (CV)
- Cost Performance Index (CPI)
- Actual Cost (AC)

4.5.3.12 Scheduling By Percentage

Overview

This utility allows you to schedule an employee throughout the project by different percentage calculation methods.

Key Concepts

- Clicking on the Wand icon located in the Resource Schedule section will bring up this utility.

Field Descriptions

Header

- Project - The window displays the project path of the selected row in the Project window.
- Employee - Employee to schedule. Leave blank for generic employee. [More on Employees](#)
- Job Title - Job Title to schedule. Leave blank for generic employee. Total Hours - Total hours to schedule. [More on Job Titles](#)
- Start Date - Start date to schedule.
- End Date - End date to schedule.
- Percentage - Percentage of the following:
 - Text-box - Enter the percentage of the hours that you would like to schedule. The amounts are displayed to the right of both selections.
 - 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.
- Hours to Schedule - Read only. Displays the amount of hours that are about to be scheduled.

4.5.3.13 Percent Complete History

Overview

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.

Key Concepts

- 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. [More on the Earned Value](#)

Field Descriptions

Header

- Project - The window displays the project path of the selected row in the Project window.

Values Tab

- Date - Date the Percent Complete is recognized.
- Percent Complete (Labor %, ODC %, OCC %, ICC %) – 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”.

Chart Tab

Description - The Chart is a visual representation of the Percent Complete History values.

4.5.3.14 Resource Schedule Auto Schedule

Overview

The Auto Schedule utility is an easy way to schedule a single resource over selected time slots.

Field Descriptions

- Resource - Name of the Resource. Generic is used if none is selected.
- Allocation - Name of Allocation. Generic is used if none is selected.
- Start Date - Start Date of the selected cells.
- End Date - End Date of the selected cells.
- Total Days - Total days that have been selected.
- Schedulable Days within Weeks - Number of days within the weeks that can be scheduled on. This is affected by the *Allowable Days* checked on the Planning Preferences. [More on Planning Preferences](#)
- Calculator - Tool that assists in calculating the hours and amount.

Options

- A - Automatic Assignment. Automatically assigns the Hours/Units and Amount to each schedulable day in the range.
- M - Manual Assignment. Manually assigns the Hours/Units and Amount to the days in the range. This is

affected by the *Allowable Days* checked on the Planning Preferences. [More on Planning Preferences](#)

- %B - Percentage of Budget - Enter a percentage of the Budgeted amount to assigns the Hours/Units and Amount to each schedulable days in the range. Enter 25 for 25%.
- %A - Percentage of Allocation - Enter a percentage of the Allocated amount to assigns the Hours/Units and Amount to each schedulable days in the range. Enter 25 for 25%.

4.5.4 Project 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. [More on the Query Applets](#)

4.5.5 Resource Groups

Overview

Resource Groups are named groups of employees used to make data entry in Project Planning easier.

Key Concepts

- 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.
- "None" must be selected under "Fill Labor Allocations & Resources By" under Project Plan Settings for this functionality to work. [More on Project Plan Settings](#)

Field Descriptions

Resource Groups Grid

- Name - This column contains the name of the Resource Group. To create a Resource Group, click "New". Once saved, the name will appear in this column.

Members Grid

- Employee Code - Employee Code selected.

- Employee - Employee Name.
- Job Title - Job Title to be selected with the Employee.
- Group Leader - Employee designated as the leader of the group. Informational Only

4.5.6 Resource Scheduler

Overview

The Resource Scheduler gives the Project Manager the ability to schedule employees' time on a project.

Key Concepts

- By using the filters, the PM Manager can schedule *All* or individual employees to certain projects for any given time.
- When viewing the Employees Tab, the grid displays in colors to give you a "Heat Map" to warn you about over scheduling. A Legend is at the bottom of the applet.

4.5.6.1 Resource Scheduler Detail

Overview

The Resource Scheduler screen has 3 windows; a top (Employee & Project Tabs), a middle (WBS Tab) and a bottom (Filters Tab). The top displays the summary of hours scheduled, the middle shows the detail and the bottom displays the filter options.

Note - You can left-click and hold on the blue header strip on the WBS & Filter sections of the window to "undock" them. To return them to their original locations, simply double-click on the blue header strip.

Field Descriptions

Employees Grid (top grid)

- Employee - Name of the employee.
- Date Columns - Number of hours the employee has been scheduled for the specified time frame.

Projects Grid (top grid)

- Project - Name of the Project.
- Project Code - Code of the Project.
- Date Columns - Number of hours the project has been scheduled for the specified time frame.

Work Breakdown Grid (middle grid)

Description - When you click on a cell containing a number on either of the top grids, the Work Breakdown grid will display the detail of that number.

- Project - Path of the Project.
- Project Name - Long Name of the Project.
- Employee Code - Code of the Employee
- Employee Name - Name of the Employee.
- Job Title Code - Code of the Job Title. [More on Job Titles](#)
- Job Title Name - Name of the Job Title.
- Hours - Total of the hours for the line item.

Filters Grid

View Dates

- Start Date - Starting date for schedules to evaluate.
- For - Number of *Date View* units that the top grid will look forward.
- Date View - Block of time that the top grid will look forward. Options are Days, Weeks Months Calendar Weeks and Calendar Months.
- Hours Per Day Between - Allows you to specify the number of hours that can be scheduled per day.
- Group Detail - When checked, the Work Breakdown section groups the line items by removing the Transaction Date.
- Planning Preferences - When selected, the Project planning preferences screen will appear. [More on Planning Preferences](#)

Employee Info

- Employee - When selected, only information for the specific Employee is displayed.
- Job Title - When selected, only information for the specific Job Title is displayed.
- Home Org - When selected, only information for the specific Home Org is displayed. This is set at

[Employees>Employee Information. More on Org Units](#)

- Always Show Generic - When selected, the Employees Grid will show all of the Generic hours at the top of the grid.

Project Info

- Charge Type - When selected, only project information for the specific Charge Type is displayed.
- Status - When selected, only project information with the specific Status is displayed.
- Client - When selected, only information for the specific Client is displayed.
- Org. - When selected, only information for the specific Home Org is displayed. This is set at [Projects>Members Tab](#). Organization unit and its children to include. If left blank, all org units are used. [More on Org Units](#)

Project Leaders

- Project Manager - When selected, only information for the specific Project Manager is displayed.
- Project Accountant - When selected, only information for the specific Project Accountant is displayed.
- Principal In Charge - When selected, only information for the specific Principal In Charge is displayed.

Project UDFs

- UDF Field - Drop-down includes any Project UDFs. [More on User Defined Fields](#)
- 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. 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.
 - And/Or - Gives you the option of filtering using an And statement or an Or statement.

Legend

- Legend - Color-coded legend used to show the user if the schedule is properly structured (i.e., balanced, over-scheduled, etc.).

4.5.7 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.

Note - The Work Orders applet is available only to Project Leaders (Project Managers, Principals In Charge and Project Accountants) and is used to assign work orders to individuals, as well as to track and administer those work orders.

Key Concepts

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 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 time sheet collection.
- Budgets can be assigned to work orders so that the project manager can analyze performance when maintaining the plan.

Field Descriptions

Work Order Navigator (Left Window)

- Description - 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.
- Incomplete - When selected, the grid only shows Work Orders that have not been completed.
- Completed - When selected, the grid only shows Work Orders that have been completed. A Work Order is Completed by clicking the "Complete" link located under the Description window.
- 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.
- Question Mark - The question mark icon indicates that the work order is actually a request for a quote. This is activated by checking the "Quote Request" box in the Work Order Detail. [More on Work Order Detail](#)
- Red Flag - The red flag icon indicates that the work order has been marked as high priority. This is activated by checking the "High Priority" box in the Work Order Detail. [More on Work Order Detail](#)
- ID - The Unique Identifier of the Work Order.
- Client - Client that the Work Order is in reference to. [More on Work Order Detail](#)
- Project - Project Path of the Project that the Work Order is in reference to. [More on Work Order Detail](#)
- Subject - This is pulled from the "Subject" box in the Work Order Detail. [More on Work Order Detail](#)
- Employee - The Employee that the Work Order is in reference to. [More on Work Order Detail](#)
- Due Date - Estimated Finish Date of the Work Order. [More on Work Order Detail](#)

Work Order Navigator (Left Window - 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.

Work Order Window (Right Window)

- Description - 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.
- Work ID - Work Order ID Number.
- Due Date - Estimated Finish Date of the Work Order. [More on Work Order Detail](#)
- Project - Project Path of the Project that the Work Order is in reference to. [More on Work Order Detail](#)
- Client - Client that the Work Order is in reference to. [More on Work Order Detail](#)
- Description/Quote - When "Quote Request" box is checked, the comment box is labeled "Quote" and a quote can be added. When "Quote Request" box is un-checked, the comment box is labeled "Description" and a description can be added. Both are stored so that you can go between the two.
- Send Back Link - Allows the Project Leader to send back the Work Order to a client who has closed a Work Order.
- Complete Link - Closes the Work Order.

Comments (Right Window)

- Comments - Allows the Project Leaders to have conversations with the Employee assigned to the Work Orders.

4.5.7.1 Work Orders Toolbar

Overview

The Work Orders Toolbar gives the user (if given the appropriate permissions) numerous capabilities within the Projects applet. Below is a list of those capabilities.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Print Work Order(s) - This prints the *Work Order Detail OR Work Order Report*. [More on the Work Order Detail OR](#)

[Work Order Reports](#)**4.5.7.2 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

Work Order Details

- Subject - A summary of what the Work Order is for.
- Description - A detailed description of what the Work Order is for.
- Estimated Start - Estimated start date of work order
- Estimated Finish - Estimated completion date of work order
- Estimated Hours - Estimate hours required for 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 time sheets.

Assignment

- Project - Project WBS for which the work order is intended. [More on Projects](#)
- Employee - Assigned employee. [More on Employees](#)
- Job Title - Default job title. Can be overridden at time sheet entry. [More on Job Titles](#)
- Labor Code - Default labor code. Can be overridden at time sheet entry. [More on Labor Codes](#)
- Bill Status - Default bill status. Can be overridden as time sheet entry.

4.6 Human Resources

4.6.1 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.

Key Concepts

- Once the time is accumulated, InFocus tracks the amount of time used for these benefit types.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- File - Additional File Options
 - New - Creates a new Benefit Accrual. [More on Benefeit Accrual Setup](#)
 - Edit - Allows the user to edit the initial setup of the current Benefit Accrual. [More on Benefeit Accrual Setup](#)
- Tools - Additional Tools Options
 - Accrual Schedules - Brings up a list of Accrual Schedules. [More on Accrual Schedules](#)
- New - Creates a new Benefit Accrual. [More on Benefeit Accrual Setup](#)
- Edit - Allows the user to edit the initial setup of the current Benefit Accrual. [More on Benefeit Accrual Setup](#)
- Accrual Schedules - Brings up a list of Accrual Schedules. [More on Accrual Schedules](#)
- Run Accruals - When selected, you are able to run your accruals for multiple projects "As of" a specified Date.
- Print - Prints the loaded projects settings and members. The report is also accessible from Custom Reports.

4.6.1.1 Benefit Accrual Detail

Overview

The Benefit Accrual detail is where you manage employees and their accruals.

Field Descriptions

Header

- Project Name - Name of the Accrual Project.
- Project Code - Code of the Accrual Project.
- Active - Status of the Accrual Project.

- Check All - Selects all of the items in the grid directly below it.
- (+) Add Button
 - Left of Screen - Adds a New Employee to the Members Grid.
 - Right of Screen - Adds a Manual Benefit Entry to the Transactions Grid. Requires a Transaction Date, Transaction Amount and a Comment.
- (x) - Delete Button
 - Left of Screen - Deletes the selected Employee.
 - Right of Screen - Deletes the selected Benefit Transaction Button
- Import Button (arrow pointing into a square) - When selected, all active employees are imported into the Members grid.
- Refresh - Refreshes the grids.
- (rec circle with white line) - Deletes the Last Accrual Run

Members grid

- Check-box - When checked, the Employee is selected for the actions above.
- Employee - Employee Proper Name.
- Accrued YTD - Accrued hours for the year to date.
- Used YTD - Used hours for the year to date. These are calculated from time sheets that go against the accrual project.
- Current Year Start - The start date for the accrual project for the current year.
- Balance - Accrued minus Used
- Delete - When selected, the line will be deleted.

Transactions grid

- Check-box - When checked, the Employee is selected for the actions above.
- Employee - Employee Proper Name.
- Amount - Amount of the line item.
- Tx Date - Transaction Date.
- Type - Transaction Type
- Comment - Internal Comments
- Delete - When selected, the line will be deleted.

4.6.1.2 Benefit Accrual Setup

Overview

The Benefit Accrual Setup window is where the initial options are selected when configuring a benefit project.

Key Concepts

- Before you can create a Benefit Project, you must first create an Indirect Project that will represent the Benefit it represents (ie. Vacation, Sick, etc.) [More on Projects](#)

Field Descriptions

Header

- Active - Status of the Benefit Project
- Use Accrue Date for Schedule Placement -
- Project - Benefit Project

Accrual Type

Description - - 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>Employee Information Tab](#).

- Calendar - Accrues over the course of a year.
 - Type - The calendar type used for the accrual. Options are Anniversary, Calendar, and Fiscal Year.
- Hours Worked - Accrues after an employee works a specified number of hours.

Maximums

- Maximum Hours - When selected, you specify the maximum hours that are allowed to be accrued. and the
- Maximum Carry Over - When selected, you specify the maximum number of hours that can be accrued from one year to the next.
- Project Exclusions - This option allows you to exclude specific projects from this type of accrual. This addresses some of the recent laws passed in California that deal with accruals.

Benefit Year

Description - 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

- Accrual Schedule - You can optionally associate an accrual schedule with the project. [More on Accrual Schedules](#)

4.6.1.3 Accrual Schedule

Overview

Accrual Schedules allow you to create more detailed accrual schedules than the standard setup.

Key Concepts

- The Accrual 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.
- A Benefit Accrual Schedule is optional to use when Benefit Accrual. [More on Benefit Accrual Setup](#)
- 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 name and you will get the Employee Benefit Override pop-up. [More on Benefit Accrual Employee Benefit Override](#)

Field Descriptions

Schedules Window

- Name - Name of the Accrual Schedule. To add a new Schedule, click the green (+) at the bottom of the pop-up.

Tiers Window

- Start Month - From the initial accrual run, the number of months that pass for the accrual to start in the specific tier.
- End Month - From the initial accrual run, the number of months that pass for the accrual to end in the specific tier.
- Hours Per Year - Number of Work hours in accrual year.
- Total Accruable Hours - Total number of accruable hours for the tier.
- Periods Per Year - Number of periods in accrual year.
- Accrue Per Period - Number of accrue hours awarded in period. (Calculation = Accrue Hours Per Year / Periods Per Year)
- Hours Per Period - Number of Work hours in Period.
- Max Hours - Maximum number of hours that can be accrued for the tier.
- Max Carryover - Maximum number of hours that can be carried over to another tier.

Footer

- Green (+) - When clicked, you are able to create a new Accrual Schedule.
- Red (x) - When clicked, you are able to delete the selected Accrual Schedule.

4.6.1.4 Benefit Accrual Employee Benefit Override

Overview

The Benefit Accrual Employee Benefit Override gives you the ability to override accruals on an individual basis.

Key Concepts

- The override is accessed by double-clicking on the Employee name in the Benefit Accrual detail grid.

Field Descriptions

Header

- Override Project Settings - When selected, the pop-up will activate, allowing you to override the accrual settings.
- Name - Name of the Employee.

Accrual Type

- Calendar - Accrues over the course of a year.
 - Type - The calendar type used for the accrual. Options are Anniversary, Calendar, and Fiscal Year.
- Hours Worked - Accrues after an employee works a specified number of hours.

Accrual Schedule (optional)

- Calendar - You can optionally associate an accrual schedule with the project. [More on Accrual Schedules](#)

Maximums

- Maximum Hours - When selected, you specify the maximum hours that are allowed to be accrued. and the
- Maximum Carry Over - When selected, you specify the maximum number of hours that can be accrued from one year to the next.

4.6.2 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.

Key Concepts

- To enable Diluted Pay Rates you must first go to [Global Settings>Time and Expense Tab](#) and select Use Diluted Pay Rates. This will give you access to the Diluted Pay Rates applet.
- 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 time sheets 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 time sheets.

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.

Additional Toolbar Options

The Diluted Pay Rates toolbar gives the user (if given appropriate permissions) the capability to calculate diluted pay rates.

- Calculate Diluted Rates - By clicking the button, a pop-up will ask for information to calculate diluted pay rates. [More on the Calculate Diluted Pay Rates pop-up](#). 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.

4.6.2.1 Calculate Diluted Rates Pop-up

Overview

The Calculate Diluted Rates Pop-up utility is how you calculate diluted rates.

Field Descriptions

Employees

- All - When selected, all employees that meet the filter criteria will be included in the calculation.
- Selected - When selected, the specified employees that meet the filter criteria will be included in the calculation.

Miscellaneous

- Pay Group - When selected, all employees assigned to a specific Pay Group ([Employees>Employee Information Tab](#)) will be selected when running the Labor Distribution Utility. Payroll Groups are managed through [Administration>List Management>Payroll Groups](#)
- 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.
- Calculate button - Applies and displays the diluted pay rate for the date range selected.

Steps to Calculating Diluted Rates

How to Calculate Diluted Pay Rates.

Step 1 - To establish a pay rate for a salaried employee ([Employees>Pay History 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*.

4.6.3 Employee 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. [More on the Query Applets](#)

4.6.4 Employees

Overview

The Employees applet is where all Employees and Subcontractors are managed.

Key Concepts

- Since time sheets are entered per employee, you'll need an employee record for each person in your firm who enters time (this can include sub-contractors).

Employees and Licensing

- InFocus licensing is based on the number of active employees you may need to adjust your licenses as you add new employees. Should your active employee count exceed your license count, you'll receive a message at login.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Print All Employees - Runs the *Employee List Report*. [More on the Employee List Report](#)

4.6.4.1 Employees Header

Overview

The Employees Applet is organized by header information and detailed tabs. The Employees header contains many of the fundamental fields involved in employee setup.

Field Descriptions

Below are field descriptions for the Employee Header section.

**** Indicates a required field**

- ** Code - Employee code- must be unique
- Prefix - A title that can be added before the employees name. The Prefix list is managed under [Administration>List Management>Name Prefixes](#).
- ** First - Employee first name
- Middle - Employee middle name
- ** Last - Employee last name
- Suffix - A title that can be added to the end of the employees name. The Suffix list is managed under [Administration>List Management>Name Suffixes](#).
- Proper Name - The concatenation of the First, Middle and Last names entered. This is generated when you click the wand icon located in the text box.
- InFocus User Name - This is the name that the user will use to login to InFocus. Clicking on Generate User name will auto-construct the login name.
- Active - Check this box to make this an active employee. This will make the employee available for transactions and assignments.

4.6.4.2 Employee Information Tab

Overview

The Employee Information Tabs holds key information for each employee.

Field Descriptions

Below are field descriptions for the Employee Information tab.

**** Indicates a required field**

Contact Information

- Attention - Attention line
- Work Email - Work email address
- Home Email - Home email address
- Mobile Phone - Cell phone number
- Work Phone - Work phone number
- Work Extension - Work extension

- Home Phone - Home phone number
- Fax - Fax number

Personal Information

- Hire Date - Employee hire date. Informational only. The Hire Date can have an affect on Benefit Accrual (See Accrue Date).
- Accrue Date - Anniversary date for benefit accrual. When running Benefit Accrual, the Accrual types look at the Accrue Date (Hire date if no Accrue Date Entered) to base the accrual on when calculating.
- Birthday - Employee date of birth. Informational only
- Termination Date - Employee termination date. Informational only
- SSN - Employee social security number. Prints as EIN on 1099 - Misc.
- Years Experience - Informational only

Company Information

- Location - Locations are used to classify time sheets. They are typically used to identify where the actual work was done. Locations are configured via the **Locations** button from the toolbar.
- Job Type - There are three choices of job types: Principal-in-Charge, Project Manager, and Project Accountant. These give special access rights in various areas of the application. Below is a breakdown of special rights per job type for Project reporting and for working in applets like **Projects** and **Project Central**:
 - Project Accountants - Can see all projects
 - Principals-In-Charge - Can see projects where they are the Principal-In-Charge 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 managed through [Administration>List Management>Payroll Groups](#). Once established, employees can be assigned to a group. Pay Groups are an optional feature.
- ** Timesheet Group - The Time sheet Group in which the employee is a member. The Timesheet Group is used to create time sheets for a group of employees. To learn more bout Timesheet Groups. [More on Timesheet Groups](#)
- Dashboard Group - The Dashboard Group in which the employee is a member. The Dashboard Group populates the main Dashboard that a user first sees when they login to InFocus. To learn more about Dashboard Groups. [More on Dashboard Groups](#)
- Time & Expense Template - The Time and Expense template that will auto-fill the employees time sheet. To learn more about Time & Expense Template. [More on Time & Expense Templates](#)

- Org. Unit - The Organization Unit that the employee is a member of. To learn more about Organizational Units [More on Org Units](#). In order to see this field, you must have the "Uses Organizational Units" check-box checked in [Administration>Global Settings>General Tab](#). The assigned Org. Unit must be at the bottom node.
- Subcontractor - Flag indicating if this employee is a subcontractor. The only effect that this check-box has is when using Labor Distribution. If an employee is checked as a Subcontractor, the utility will split the Subcontractor labor from the direct labor.
- Firm - Firm with which the subcontractor is associated. This field is activated when the Subcontractor box is checked.

Custom Grid Columns

- Can Manage Public Custom Columns - When checked, the employee can manage public custom columns used in various dynamic grids throughout InFocus. Custom Columns are created by clicking the gear icon in the upper left hand corner of dynamic grids.

4.6.4.3 General Note Tab

Overview

The General Note tab is used for internal notes that are specific to the employee.

4.6.4.4 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 time sheet entry. Only one entry can have no end date; i.e., the entry for the most current pay change.

Field Descriptions

Below are field descriptions for the Employees Pay History tab.

- Start Date - Effective start date of the pay information for that row.
- End Date - Effective end date of the pay information for that row. Leave blank for the current pay information.
- Currency - Enabled with Multi-Currency Setup. 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. For complete instructions on setting up a Multi-Currency environment, go here: [More on Multi-Currency](#)
- Hourly - When checked, indicates this is an hourly employee.
- Salary Per Pay Period - Employee's salary per pay period is used for two things:
 1. Used in Labor Distribution to post variance
 2. Used 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.

- OT Rate (Overtime 1) - Overtime or premium hourly rate. To change the Label, go to [Administration>Global Settings>Labels Tab](#). When the Overtime 1 label is filled out an additional column will appear on the Pay Histories tab for the OT Rate with the Label Name as a prefix to "Rate"
- OT Markup (Overtime 1) - Overtime markup. Used only in certain job cost/bill rate calculations. When the Overtime 1 label is filled out an additional column will appear on the Pay Histories tab for the OT Markup with the Label Name as a prefix to "Markup".

Additional Overtime Types - You are able to enable up to 4 overtime types. To enable additional overtime types, go to [Administration>Global Settings>Labels Tab](#) and type in a label name next to the Overtime number.

- Overtime 2
 - OT Rate - When the Overtime 2 label is filled out an additional column will appear on the Pay Histories tab for the OT Rate with the Label Name as a prefix to "Rate"
 - OT Markup -When the Overtime 2 label is filled out an additional column will appear on the Pay Histories tab for the OT Markup with the Label Name as a prefix to "Markup".
- Overtime 3
 - OT Rate - When the Overtime 3 label is filled out an additional column will appear on the Pay Histories tab for the OT Rate with the Label Name as a prefix to "Rate"
 - OT Markup -When the Overtime 3 label is filled out an additional column will appear on the Pay Histories tab for the OT Markup with the Label Name as a prefix to "Markup".
- Overtime 4
 - OT Rate - When the Overtime 4 label is filled out an additional column will appear on the Pay Histories tab for the OT Rate with the Label Name as a prefix to "Rate"
 - OT Markup -When the Overtime 4 label is filled out an additional column will appear on the Pay Histories tab for the OT Markup with the Label Name as a prefix to "Markup".
- 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.

4.6.4.5 Job Titles Tab

Overview

A Job Title describes the position held (or Hat worn) by an employee. Depending on the job, a Job Title can describe the job responsibilities, the level of the job, or both. Job Titles can have Rates associated with them and can be used in setting up Rate Schedules for specific Projects. Examples of Job Titles are Architect, Senior Mechanical Engineer, Surveyor, Cad Operator, etc.

Job Titles are assigned to employees via the Job Titles tab. Here, you can assign a single or multiple job titles. Employee job titles are weighted by percentage based the amount of time that employee is expected to work under the given title. The total percentage must equal 100%. Employee job titles can be overridden during Project setup.

Job Titles are created and managed in the Job Titles applet. To learn more about Job Titles [More on Job Titles](#).

How are they used?

Job Titles are primarily used by time sheets and can impact an employee's bill rate when used in conjunction with a Rate Schedule. When entering time, the assigned job title with the highest percentage will default in. That said,

an employee can select any of their assigned job titles when entering time.

Resource Projections utilize assigned Job Titles and their percentages. To learn more about Resource Projections [More on Resource Projections](#).

Field Descriptions

Below are field descriptions for the Employees Job Titles tab.

- Available Job Titles - Job Titles are created and managed in the Job Titles applet. To learn more about Job Titles [More on Job Titles](#).
- Navigation Arrows - Moves a selected job title from the "Available Job Titles" column to the "Current Job Titles" column (and vice versa).
- Current Job Titles - List of Job Titles assigned to the employee.

Note: The total percentage must equal 100%.

4.6.4.6 Account/Rates Tab

Overview

The Accounting/Rates tab establishes the Bill Rates and Job Cost Rates for an employee. If no Rate Schedule is established on a project, this is where the Job Cost and Bill Rate numbers are captured.

Note: Bill Rates, Job Cost Rates and even Pay Rates can be overridden on a per project basis. Multipliers or Rate Schedules can be applied at any WBS level. To learn more about applying rates on per project basis. [More on Applying Rate Schedules](#)

Field Descriptions

Below are field descriptions for the Employees Accounting / Rates tab.

Time / Expense Approvers capabilities

- Default Approver - Primary time sheet approver for this employee.
- Alternate Approver - Alternate time sheet approver for this employee.

Additional Time Approvers

- Lists employees who can also approve time for the loaded employee

Additional Expense Approvers

- Lists employees who can also approve expense sheets for the loaded employee

Company Credit Card

- Card Number - Company credit card number

Rates

- Bill Rate - Default billing rate. Can be overridden by multipliers at the WBS level or by Rate Schedules.
- Premium (Overtime) 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.
- Premium (Overtime) Job Cost Rate. - Default premium/overtime job cost rate. Can be overridden by multipliers at the WBS level or by Rate Schedules.
- Target PCT - Target utilization percentage. This is the anticipated percentage of time an employee is to spend on billable work. Used in time utilization reports.

Rate Options

Pay and/or Job Cost Rate information is sensitive and while permissions govern the types of reports a user can run, these employee-specific rate settings govern the kind of information employees can see when running various reports in InFocus (e.g. PM Reports, Custom Reports- except Pay History, Standard Reports and My Projects widget).

While defaulted to unchecked, employees can be given access to view each type of rate (Pay and Job Cost) either in detail or in summary. In Summary check boxes allow for aggregated cost in reports that do not show detail below the WBS level to be viewed. If left unchecked, reports will return a zero when labor cost is involved.

- Can View Pay Rate - When checked, employees can see labor cost in report details
- Can View Pay Rates in Summary - When checked, employees can see labor cost in report summaries
- Can View Job Cost Rate - When checked, employees can see labor cost in report details. This setting defaults to unchecked. Note, this setting does not impact the Pay History report found in UT>Custom Reports.
- Can View Job Cost Rates (in Summary) - When checked, employees can see labor cost in report summaries. This setting defaults to unchecked. **Note:** this setting does not impact the Pay History report found in

UT>Custom Reports.

4.6.4.7 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. To select which address is used, click on the radio button labeled "Reimbursable Checks" located above the address of your choice and click "Save".

General Address Notes

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.

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.

Field Descriptions

The following fields are located in the Addresses tab of the Employees applet.

Work Address

- Reimbursable Checks - If selected, this will be the default address for Employee Reimbursement checks made out to this employee.
- Office - A NAMED office address can be selected to pre-fill the employee work address. The named office addresses are configured via [Administration>Global Settings>Offices Tab](#)
- Street 1
- Street 2
- Street 3

- Street 4
- City
- State - State has an optional drop-down list of states.. The States list is managed under [Administration>List Management>Postal States](#).
- Zip / Postal
- Country
- Latitude - Generated by the **Geocode** button.
- Longitude - Generated by the **Geocode** button.
- Geocode - Click this button to fill in the Latitude and Longitude values

Home Address

- Reimbursable Checks - If selected, this will be the default address for Employee Reimbursement checks made out to this employee.
- Street 1
- Street 2
- Street 3
- Street 4
- City
- State - State has an optional drop-down list of states.. The States list is managed under [Administration>List Management>Postal States](#).
- Zip / Postal
- Country
- Latitude - Generated by the **Geocode** button.
- Longitude - Generated by the **Geocode** button.
- Geocode - Click this button to fill in the Latitude and Longitude values

4.6.4.8 Contacts Tab

Overview

Each employee can have associated contacts. An example of using contacts related to an employee would be using it for emergency contact information.

Contacts are added to an employee by clicking the Add New Contact button. Once added, contact information will be listed here.

Field Descriptions

- Add New Contact button - Launches the Contact Detail pop-up, pre-configured with the employee association.
 - Required Fields
 - First - The First Name of the new contact.
 - Last - The Last Name of the new contact.
 - Firm/Employee - Employee associated with this contact (Auto-filled)
 - Relationship Type - A Relationship Type is required to specify the relation to the employee (ex. wife, husband, etc.) The Relationship Type list is managed under [Administration>List Management>Employee Contact Types](#).
- For descriptions follow this link: [More on Contacts](#)
- Contact Grid - Lists the details of associated contacts

4.6.4.9 Recent Tab

Overview

Recent Tab displays the hours worked by an employee for each project. This is a simple way for managers to review employee hours worked. Simply set a "Since" date and click the arrow button to display hours.

The top grid is a summary section that displays a total of hours for the project selected. When you click on the project, you will see the detail of the hours worked in the bottom grid. With the appropriate permissions, you can click on the Project Path or Timesheet ID to navigate to those locations.

Field Descriptions

Summary

- Project Path - Project
- Name - Project Name
- Hours Worked - Total hours worked since the selected "Since" date

Detail

- Timesheet ID - Internal ID of the time sheet that holds the hours. Click to view the time sheet record.
- Work Date - Date of the hours worked
- Work Hours - Hours worked
- Job Title - Job Title used on the time record
- Comments - Timesheet comments

4.6.4.10 Documents Tab

Overview

Documents tab allows you to upload, view, modify and delete archived documents in relation to the loaded record. Uploaded documents and related information will be listed in the grid. [More on Document Management](#)

4.6.4.11 EFT Setup Tab

Overview

The EFT Tab holds the employee configurations for EFT (Electronic Funds Transfer).

About EFT with InFocus

Electronic Funds Transfer or EFT is a method of transferring money from one bank account to another. InFocus saves this EFT bank information from the sender and receiver into a file that has to be uploaded to your bank separately. The bank then uses the EFT information to make the money transfer. InFocus supports Automated Clearing House (ACH) transactions which are a common type of EFT.

Field Descriptions

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

Settings

- Enable EFT - Check this box to enable EFT for this employee
- Individual ID - Federal EIN of employee
- Individual Name - Employee name
- ABA / Routing - Employee's bank routing number
- EFT Account # - Employees' bank account number
- Savings Account - Check this box if it is a saving's account. Otherwise considered a checking account.
- EFT Type (SEC) - Standard Entry Class code is how the EFT is classified to the bank. The supported EFT types are PPD (Prearranged Payments and Deposit), CCD (Cash Concentration or Disbursement) and CTX (Corporate Trade Exchange). Typically the PPD (Prearranged Payments and Deposit) type is used for company bank accounts.

4.6.4.12 Custom Fields (UDF) Tab

Overview

User-definable fields (UDFs) can be created for Clients, Employees, Vendors, Projects, Project Level2 and Contacts. [More on User Defined Fields.](#)

4.6.4.13 Timesheet Groups

Overview

Timesheet Groups provide a mechanism for the preparation of time sheet coverage periods. Time sheet coverage periods refer to the starting and ending dates for a time sheet. InFocus allows for multiple time sheet periods. For instance, one group of employees can put in weekly time sheets while another group puts in biweekly time sheets. 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.

To access Timesheet Groups, on the toolbar click **Tools>Timesheet Groups**. When you get the pop-up, you are able to Add, Edit and Delete Timesheet Groups.

Field Descriptions

Below are field descriptions for the Timesheet Groups pop-up.

- Name - Name of the Timesheet Group
- Next Start - This should be the next coverage start date for the Timesheet Group. Every time the group is initialized for a new coverage period, this date will automatically update.

- Next End - This should be the next coverage end date for the Timesheet Group. Every time the group is initialized for a new coverage period, this date will automatically update.
- Cycle Type - Coverage period. Choices are Weekly, Bi-weekly, Semi-Monthly and Daily.
 - Semi-monthly is fixed to be 1st through the 15th for one period and 16th through end of month for the second.
- Holiday Calendar - The Holiday Calendar that is associated with the Timesheet Group. The holiday calendar highlights holidays on the time sheet in blue and optionally fills in the hours. [More on the Holiday Calendar](#)

4.6.4.14 Locations

Overview

Locations are used to classify time sheets. They are typically used to identify where the actual work was done. The Location check-box must be selected in [Global Settings>Time and Expense Tab](#) in order to use this feature.

Key Concepts

- Users can be given the ability to use Locations in their time sheets at [Global Settings>Time and Expense Tab>Allow Users to Edit Timesheet section](#).
- In many cases, Locations are used for Workers Compensation Insurance. For example, if an employee is in the Field, they are more likely to get injured than when they are in the office.

Field Descriptions

Below are field descriptions for the Locations pop-up.

- Code - The Location Code. This must be unique
- Location - The Location Name. The name of the location (ex.Field, Office, etc.).
- Active - When checked, the location is active and can be selected in time sheets.

4.6.5 Holiday Calendar

Overview

The Holiday Calendar allows you to create a list of holidays that can be “highlighted” on the time sheet.

Key Concepts

- The Holiday Calendar does not limit time entry on days specified in the calendar.
- Holiday Calendars can be used to pre-fill time sheets with a specified holiday project and hours.
- This does not limit time entered on a particularly configured holiday, but simply indicates the holiday and prefills (optionally) configured project and hours.
- When setting up Holiday Calendars, it's worth noting that they can span multiple years (by leaving the year blank). This means that you can have one ongoing Holiday Calendar which can be assigned to one (or multiple) Timesheet Groups. If you prefer to establish one Holiday Calendar per year, you can also configure the system this way.

Field Descriptions

Holiday Calendar Grid

- Holiday Calendar Name - This column contains the name of the Holiday Calendar. To create a Holiday Calendar, click "New". Once saved, the name will appear in this column.

Holiday Dates Grid

- Holiday Project - Project to which holiday time should be charged.
- Hours - Pre-filled hours for the specified days.
- Holiday Name - Name of the holiday.
- Month - Number of the month (e.g. January = 1).
- Day - Day of the month.
- Year - Year. If no year is specified, the date will be applied to all years.

4.6.6 Job Titles

Overview

A Job Title describes the position held (or Hat worn) by an employee. Depending on the job, a Job Title can describe the job responsibilities, the level of the job, or both. Job Titles can have Rates associated with them and can be used in setting up Rate Schedules for specific Projects. Examples of Job Titles are Architect, Senior Mechanical Engineer, Surveyor, Cad Operator, etc.

Key Concepts

- Users can be given the ability to use Job Titles in their timesheets at [Global Settings>Time and Expense Tab>Allow Users to Edit Timesheet section](#).
- 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.

Field Descriptions

Job Titles Window Grid

- Job Titles Window - This window contains the Code and Name of all Job Titles in the system. To create a Job Title, click "New" fill out the information and click "Save". Once saved, the name will appear in this window.
- Show Inactive Check-box - When checked, the list of Job Titles includes those that have the Active box unchecked.
- Code - Job title Code. Must be unique.
- re-code - Allows you to change the code of the Job Title.
- Name - Job title Name.
- Active - When checked, the Job Title is flagged as Active and can be used in time sheets.

4.6.6.1 Properties tab

Overview

The Properties Tab is where you manage the Default Base Codes and Rates associated with Job Titles.

Field Descriptions

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

- 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 planning.

Note - Average pay rate is used by project planning for job title budgets when planning budgets are based on pay rate.

- 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.

4.6.6.2 Employees Tab

Overview

The Employees Tab shows employees that are assigned to this job title.

Field Descriptions

Employees Grid

- Employee Code - Code of the Employee.
- Employee - Proper Name of the Employee

4.6.7 Labor Distribution

Overview

The Labor Distribution Pop-up contains the settings that will be used when you run the utility. [More on Labor Distribution](#)

Field Descriptions

Header & Footer

- Period - G/L period to which the transactions will be posted.
- Error Account - Error G/L account. Used if an account derivation cannot be achieved.
- Post button - After clicking on Post, an entry will be made in the General Journal.

Settings Tab (Misc. & Employees)

- Payroll Group - When selected, all employees assigned to a specific Pay Group ([Employees>Employee Information Tab](#)) will be selected when running the Labor Distribution Utility. Payroll Groups are managed

through [Administration>List Management>Payroll Groups](#)

- 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 Amounts - 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. [More on Compensatory Time](#)
- Treat Salaried as Hourly - When checked, Salaried employees are treated in the same manner that Hourly employees are. See Notes 1&2 below
- Employees - Optional filter list of employees. Leave blank for all.

Note 1 - In most scenarios *Use Salary Amounts* is checked and *Treat Salaried as hourly* is unchecked. Unchecking *Use Salary Amounts* is only done if you want to split a single labor distribution into two postings because the payroll transcends two G/P periods. Rarely, does anyone want to do that. Checking *Treat Salaried as hourly* is only done when 1) running diluted rates ([More on Diluted Pay Rates](#)) and 2) you prefer to have zero variance rather than payroll clearing exactly equaling gross pay. Again rarely does anyone want to do this.

Note 2 - If you do not have *Use Salary Amounts* checked then the system calculates salary variance on a per day basis based on the standard hours entered in this screen. For instance, if the standard hours is 8 and a salaried employee works 9 hours then one hour goes to variance.

Accounts Tab

Base Codes

- Direct Salary - Default Cost Base Account for direct salary labor.
- 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

Description - The offset of the direct and indirect postings are divided amount clearing and variance accounts. [More on Clearing and Variance Accounts](#)

- Salary Variance - Salary variance G/L account.
- Payroll Clearing - Payroll clearing G/L account.
- Subcontractor Clearing - Subcontractor clearing G/L account.

4.6.8 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.

Field Descriptions

Work Date Ranges

- Start - Start Date for which the Payroll Export tool will pick up work hours.
- End - End Date 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 time sheets prior to making any adjustments. Typically not checked.
- Include Salary Hours - When checked, Salary hours will be included in the export file.

Export File

- Export File - The location of the Export File to be exported.

Employees

- All - When selected, all employees will be selected when running the Labor Distribution Utility.
- Employees in the following Payroll Group - When selected, all employees assigned to a specific Pay Group ([Employees>Employee Information Tab](#)) will be selected when running the Labor Distribution Utility. Payroll Groups are managed through [Administration>List Management>Payroll Groups](#)

- Selected Employees - When selected, the specified employees will be selected when running the Labor Distribution Utility.

4.6.9 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.

Key Concepts

- 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 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

Projects

- All Projects - When checked, time sheet line items are not limited by project charged.
- Specific Projects - When checked, time sheet line items are limited by the specific project(s) listed.

Rate Schedule

- Rate Schedule - When selected, the rate schedule will be used to recalculate the rates when the utility is run. If left blank, the utility will use the rate schedule setup on the Project (preferred). If not rate schedule is set up on the project, the rates will be pulled from the employee file.

Employee

- Employee - When an employee is selected, they will be the only person who's rates will be recalculated. When left blank, all employees who fall into the selection criteria will be recalculated.
- Hourly/Salary/Both - When selected, only employees of that type will be recalculated.

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.
- 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.

Note - The following options only display when "Allow Audit Trail Posting in Rate Recalculation" located at [Global Settings>Time and Expense Tab>Additional Settings](#) is checked.

- 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.

4.6.10 Resource Projections

Overview

The Resource Projections Utility is used to aggregate and analyze schedule data from project planning.

Key Concepts

- Scheduled hours can be viewed by employee or job title and compared against available hours to show predicted utilization. Hours are scheduled through Project Planning. [More on Project Planning](#)
- Clicking on *Used* columns will cause a drill-down screen to pop up, displaying the distributions of the hours among the scheduled projects.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- View - Additional View options
 - Balance Column - When selected, a Balance column appears in the Resource Projections grid.
- Export - The *Export* button gives the user the ability to export the projections to Excel.

4.6.10.1 Resource Projections Detail

Overview

The Resource Projection screen has 2 windows; a top and a bottom. The top displays the detail and the bottom displays the filter options.

Note - You can left-click and hold on the blue header strip on the Filter section of the window to "un-dock" the filter section. To return it to its original location, simply double-click on the blue header strip on the Filter section.

Field Descriptions

Resource Projections Grid (top grid)

- Employee - Name of the employee.
- 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.

Filters Grid

View Dates

- Start Date - Starting date for schedules to evaluate.
- For - Number of *Date View* units that the top grid will look forward.
- Date View - Block of time that the top grid will look forward. Options are Days, Weeks Months Calendar Weeks and Calendar Months.
- Include Saturday - When selected, Saturdays are included when retrieving the numbers.
- Include Sunday - When selected, Sundays are included when retrieving the numbers.
- By Employee - When checked, projections are by employee.
- By Job Title - When checked, projects are by job title.

Employee Info

- Employee - When selected, only information for the specific Employee is displayed.

- Job Title - When selected, only information for the specific Job Title is displayed.
- Home Org - When selected, only information for the specific Home Org is displayed. This is set at [Employees>Employee Information](#). [More on Org Units](#)

Project Info

- Charge Type - When selected, only project information for the specific Charge Type is displayed.
- Status - When selected, only project information with the specific Status is displayed.
- Client - When selected, only information for the specific Client is displayed.
- Org. - When selected, only information for the specific Home Org is displayed. This is set at [Projects>Members Tab](#). Organization unit and its children to include. If left blank, all org units are used. [More on Org Units](#)

Project Leaders

- Project Manager - When selected, only information for the specific Project Manager is displayed.
- Project Accountant - When selected, only information for the specific Project Accountant is displayed.
- Principal In Charge - When selected, only information for the specific Principal In Charge is displayed.

Project UDFs

- UDF Field - Drop-down includes any Project UDFs. [More on User Defined Fields](#)
- 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. 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.
 - And/Or - Gives you the option of filtering using an And statement or an Or statement.

4.6.11 Time & Expense Templates

Overview

Time and Expense templates are used to auto fill time 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. Time & Expense Templates template are assigned in [Human Resources>Employees>Employee Information Tab](#).

Field Descriptions

Template Name Grid

- Template Name - This column contains the name of the Template Name. To create a Template Name, click "New". Once saved, the name will appear in this column.

- Name - This text box contains the name of the selected Time & Expense Template. The name can be edited here.

Time Utilization

- Show Direct PCT(%) - When selected, Current Direct, Month Direct and Year Direct are displayed in the "% Billable" pop-up located on the toolbar in time sheets.
- Show Billable PCT(%) - When selected, Current Billable, Month Billable and Year Billable are displayed in the "% Billable" pop-up located on the toolbar in time sheets.
- Show Target PCT(%) - When selected Target % is displayed in the "% Billable" pop-up located on the toolbar in time sheets. The Target % is established at [Human Resources>Employees>Accounting Rates Tab](#)

Sort

- Sort template projects to top of sheet - When checked, the projects specified in the Time & Expense Template will be sorted to the top of the Time and/or Expense Sheet.

Time & Expense Templates Grid Grid

- Path - Path of Project.
- Use in Time - When checked, the Project will auto fill in the time sheet.
- Use in Expense - When checked, the Project will auto fill in the expense sheet.
- Labor Code - When a Labor Code is selected, the Labor Code will auto fill. [More on Labor Codes](#)
- Expense Code - When an Expense Code is selected, the Expense Code will auto fill. [More on Expense Codes](#)

4.6.12 Timesheet Adjustments

Overview

The Time sheet Adjustments Journal is used to make adjustments against an already existing time sheet. New time sheets cannot be entered here.

Key Concepts

- Once a time sheet has been modified, it can no longer be sent back to the manager or owner (time sheet rejection).
- Time sheet 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 time sheet via time sheet adjustments will not effect the original version of the time sheet.

- **Giving TA Permissions** - While a user can be given rights to make time sheet 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 Time sheet Adjustments. Instead, grant only Edit Grid permission.

- **Enabling Full Audit**

- Enabled - If Full Audit is enabled in [Global Settings>General Tab>Full Audits](#), 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.
 - Disabled - 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 Time sheet 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.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Time sheet - Additional Time sheet options.
 - Send Back to Manager - When selected, the time sheet is marked as Unapproved so that the Time sheet Approver can make additional changes in the Time sheets applet.
 - Send Back to Owner - When selected, the time sheet is marked as Unapproved so that the Employee can make additional changes in the Time sheets applet.

Note - If a time sheet is marked as Billed, these options will be deactivated.

- View - Additional View Options
 - Project Name - When selected, the Project Name will display in the Time sheet Adjustments grid.
 - SJID - When selected, the SJID (Sales Journal Unique Identifier) will display in the Time sheet Adjustments grid.
 - Sales Invoice No. - When selected, the Sales Invoice No. will display in the Time sheet Adjustments grid.
- Print Original - When clicked, the Time sheet Report will print displaying the original time sheet.

4.6.12.1 Timesheet Adjustments Detail

Overview

The Time sheet Adjustments Detail grid displays the detail of any Submitted & Approved Time sheet. In Time sheet Adjustment, a time sheet can be modified and have different versions.

Field Descriptions

Header

- Employee - Employee of the time sheet that is being displayed.
- Period Ending - Period Ending date of the time sheet that is being displayed.

- 1 of ? - This shows the version of the time sheet entry that you are currently viewing. This is enabled by checking "Journals" at [Global Settings>General Tab>Full Audits](#).
- Show Audit Trail - When checked, all entries (including reversing entries) will display. Auto-reversals and header lines will be grayed out and cannot be altered. This also displays the Create By, Create Date, Modify By and Modify Date of the transaction.

Hours

- Original Reg. & OT - The numbers displayed here show the regular and overtime hours of the original time sheet.
- Current Reg. & OT - The numbers displayed here show the regular and overtime hours of the current time sheet if any additional versions exist.

Amounts

- Original Reg. & OT - The numbers displayed here show the regular and overtime amounts of the original time sheet.
- Current Reg. & OT - The numbers displayed here show the regular and overtime amounts of the current time sheet if any additional versions exist.

Time Sheet Adjustments Grid

- Project - The Project Path of the allowable WBS path for this employee.
- Project Name - The Project Name of the allowable WBS path for this employee.
- Work Date - Must be within time sheet coverage period.
- Labor Code - Labor Code associated with the time sheet. [More on Labor Codes](#)
- Job Title - Allowable job title for this employee on this project. [More on Job Titles](#)
- 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.
- Location - Location associated with the time sheet. [More on Locations](#)

Overrides Tab

Description - Accessed for any line item by clicking on the *Overrides* button in the lower left hand portion of the screen.

Billing

- Base rate - Base rate used when calculating bill rates.
- Base Prem. Mult. - Multiplier applied against base rate for premium time. If changed, it auto-calculates billing base premium rate.
- Base Prem. Rate - Base premium rate used for calculating premium bill rate. When changed, it auto-calculates

premium multiplier.

- DPE Mult. - Direct personal expense multiplier.
- OH Mult. - Overhead multiplier.
- Profit Mult. - Profit Multiplier.
- Bill Rate - Billing Rate

Job Cost

- Base rate - Base rate used when calculating job cost rates.
- Base Prem. Mult. - Multiplier applied against base rate for premium time. If changed, it auto-calculates billing base premium rate.
- Base Prem. Rate - Base premium rate used for calculating premium job cost rate. When changed, it auto-calculates premium multiplier.
- DPE Mult. - Direct personal expense multiplier.
- OH Mult. - Overhead multiplier.
- Profit Mult. - Profit Multiplier.
- JC - Job Cost Rate.

Pay Rate

- Pay Rate - Pay rate.
- OT Rate - Overtime rate.
- OT Markup - Overtime multiplier.

Misc

- 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.

4.7 Personal

4.7.1 Expense Sheets

Overview

Similar to time entry, Expense Sheets are core to capturing Expense with InFocus. Employees can quickly enter project expenses and capture markups and reimbursable amounts as applicable. While timesheets are entered for periods of time, Expense Sheets do not carry the same requirement. Multiple expense sheets could be entered within a day, if desired.

Note - Expense sheet entry is also available for web/mobile via [InFocus Mobile](#).

Expense Sheet Workflow

Expense Sheet Created

Description - Employees can create their own expense sheets via Personal>Expense Sheets by clicking New from the toolbar or the Create New Expense Sheet link when opening the applet. Expense sheet administrators can also create expense sheets on behalf of employees.

Expense Sheet Entered & Submitted

Description - Expense sheets, while typically entered by each employee, can optionally be entered on behalf of an employee by an expense sheet administrator.

Best Practices

- Enter expenses on a daily basis
- Projects must be associated with each expense
- Use Document Manager to attach receipts to the expense sheet
- Utilize Expense Codes to govern/automate mark up and expense/revenue tracking. Expense Codes, optionally required for entry, provide automated controls per expense line, including- but not limited to:
 - Markup and/or Unit Rate
 - Default comments via comment templates
 - Reimbursable vs Non-Reimbursable settings
 - G/L Account assignment at the point of import the Employee Reimbursable Journal
 - Bill Status
- Save your expense sheet while entering
- Ensure your expense sheet is complete before submitting. Once submitted, you cannot make edits unless enabled by your expense sheet approver.

Expense Review

Description - Submitting your expense, notifies your approver for review. If approved, your expense sheet is sent to Accounting for billing and/or reimbursement via [Employee Reimbursables](#). If rejected, you'll receive your expense sheet back for edits. Once approved, expense sheets can be imported to [Employee Reimbursables](#) and subsequently reimbursed and/or billed. Expenses do not appear on project management reports until they have been imported into the Employee Reimbursable journal.

Expense Sheets Tutorials

Creating Expense Sheets

1. Browse to Personal>Expense Sheets
2. Click New from the toolbar or click the Create New Expense Sheet when opening the applet

Entering Expenses

1. Browse to Personal>Expense Sheets
2. Select the Expense Sheet for which you wish to enter your expenses. This can be accessed via the drop down to the right of the Expense Sheet label or by navigating Expense Sheets with the arrows to the left.
3. Enter your expenses, considering the following:

Selecting a Project

Description - Projects are required for each expense item and are specified via the Project Path. Simply begin typing the path (ex. 20140000-001) and InFocus will dynamically search for a match. You can also click the magnifying glass to search and select a project.

Expense Codes

Description - Utilize Expense Codes to govern automate mark up and expense/revenue tracking. Expense Codes, optionally required for entry, provide automated controls per expense line, including- but not limited to:

- Markup and/or Unit Rate
- Default comments via comment templates
- Reimbursable vs Non-Reimbursable settings
- G/L Account assignment at the point of import the Employee Reimbursable Journal
- Bill Status

Credit Cards

Description - Each expense line has an option for Credit Card. Check only if using a company credit card *and* no reimbursement is required. Checking this box forces a zero dollar Reimbursement amount. If you're entering a line item that requires reimbursement, leave this check box unchecked.

Notes & Comments

Description - Comments can be added on a per-entry basis via Notes and PM Comments. While Notes are internal, PM Comments are used in project reporting and appear on invoices. If you use boiler-plate comments for certain types of time, you can create a Snippet for quick reference via the Snippets button on the toolbar. Reuse your snippets by clicking the button and inserting the previously created snippet.

Receipts

Description - Receipts can be attached via the Documents button on the toolbar.

4. Save your expense sheet by clicking Save from the toolbar

5. If needed, you can delete rows by highlighting the row (click the far left number column) and click Delete.
6. Submit the expense sheet by clicking Submit. Expense sheets can also be submitted via the Expense Sheet Menu option. Once submitted, the expense sheet status will reflect the submission. If approved, the status will be updated to Approved. If rejected, the status will reflect Rejected and include a reason for rejection.

Approving/Rejecting Time

1. Browse to Personal>Expense Sheets
 2. Enter the employee's code in the lookup (upper right hand corner of the applet)
 3. Select the Expense Sheet to review by using navigation arrows, the navigation drop down or the Open Expense Sheets tab located at the bottom of the screen. Note: Open Expense Sheets tab can be filtered to give you a pick list of unapproved expense sheets.
 4. Click Approve or Reject as appropriate (this can also be done via Menu>Expense Sheet). If rejecting, provide instructions for the employee as appropriate.
-

Expense Sheet Field Descriptions

Description - Below is a discussion of Expense Sheet Field Descriptions.

Expense Sheet Toolbar

Description - The Expense Sheet toolbar gives the user (with appropriate permission) various capabilities within the Expense Sheet applet of InFocus. Those capabilities are as follows:

Menu Options

- Tools>Enable Arrow Key Navigation - Allows the grid to be navigated with arrow keys. This also disables moving the cursor with the arrow keys when in a cell.
- Tools>Reset Declined Lines - Resets expense lines with a declined status
- Tools>Copy - Copies the loaded expense sheet to a new, specified expense sheet
- Expense Sheet>Submit - Submits the loaded expense sheet
- Timesheet>Approve - Approves the loaded expense sheet
- Timesheet>Reject - Rejects the loaded expense sheet. You'll be prompted for a rejection reason if required via Administration>Global Settings>Time and Expense tab.

Toolbar Options

- New - Creates a new expense sheet. You'll be prompted for a name.
- Edit - Edits the name of the loaded expense sheet

- Copy - Copies the loaded expense sheet to a new, specified expense sheet
- Save - Saves the state of the loaded expense sheet
- Delete - Deletes the loaded expense sheet
- Check Spelling - Checks the spelling of the comments being edited (Notes or PM Comments)
- Snippets - Launches the snippets dialogue for entering/adding common comments to the highlighted cell
- Print - Runs the Timesheet report for the loaded expense sheet
- Documents - Use this to load documents to your expense sheet

Expense Sheet Navigation & Statuses

- Expense Sheet ID label - Internal ID of the expense sheet record
- Employee Lookup - Used by administrators to load a expense sheet for review or entry on behalf of an employee
- Left/Right Arrows - Use these arrows to browse expense sheet
- Down Arrow - Click to browse expense sheet via a drop down list. Load a expense sheet from the list by double clicking.
- Submit - Click to submit your expense sheet
- Approve - Visible by expense sheet approvers once the expense sheet has been submitted, Click to Approve the expense sheet.
- Reject - Visible by expense sheet approvers once the expense sheet has been submitted, Click to Reject the expense sheet.
- Employee Label - Reflects the employee associated with the loaded expense sheet
- Status Label - Reflects the current status of the expense sheet: Unsubmitted, Submitted, Approved, Rejected
- Rejection Reason - If a expense sheet has been rejected, the status will reflect accordingly and the rejection reason will be displayed.

Expense Sheet Grid

Grid Fields

Description - The expense sheet entry grid displays fields available to enter as a part of your expense sheet. Additional fields can be added/removed from the detail using the column chooser (gear icon) in the upper left of the detail grid. All fields can be reordered in the grid.

Below is a list of available grid and standard fields listed alphabetically.

- Amount - Expense amount
- Expense Code** - Expense code to associate with the transaction. When selected, the expense code will govern/automate mark up and expense/revenue tracking for the transaction.
- Project - Project the transaction is being entered against. Only allowable projects can be used. An allowable

projects is determined by a Project Active Flag, Expense 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.

- Reimbursable Amt. - Defaulting to the value entered in the Amount field, this is the amount to be reimbursed to the employee.
- Transaction Date - Date expense was incurred

Note - Some fields listed below are only available if allowed via Administration>Global Settings>Time & Expense tab.

Standard Column Fields

Description - Fields can be selected using the column chooser (gear icon) in the upper left of the detail grid.

- Approved - Checked if approved (read only)
- Check Number - Check Number of the Disbursement associated with the expense
- Credit Card - Check only if using a company credit card *and* no reimbursement is required. Checking this box forces a zero dollar Reimbursement amount. If you're entering a line item that requires reimbursement, leave this check box unchecked.
- Declined - Checked if declined (read only)
- Project Name - Project Name of the project associated with the line item
- Quantity and Rate
 - QTY - Quantity
 - Unit Rate - Rate to apply to the QTY (e.g. If QTY = 2 and Unit Rate = 5.00 then Amount = 10.00)
- Notes (Internal) - Internal notes for communication with accounting
- PM Comments - Comments that can appear on project management reports and invoices
- ERID - Employee Reimbursable internal ID associated with the expense line
- ER Line ID - Employee Reimbursable Line internal ID associated with the expense line
- Bill Status** - Bill Status of the expense record
- Work Order** - Work Order expense is being entered against. When a Work Order is used, the project (WBS) path will fill out automatically. The project cannot be overridden.

Note - Some fields listed below are only available if allowed via Administration>Global Settings>Time & Expense tab.

Expense Sheet Totals

Description - Expense Sheet Totals gives you at-a-glance information for the expense sheet, including a summary column, details for the highlighted cell and an Open Expense Sheet dialogue.

Open Expense Sheets

Description - Launch this dialogue by clicking or hovering with your mouse over the tab. This pane can be pinned to the bottom of the expense sheet applet by clicking the pin icon in the upper right hand corner of the opened tab.

- Display drop down - Select to display expense sheets with the following statuses: Unsubmitted, Unapproved or Both
- Display list - Reflects all expense sheets with the selected status.
- Refresh Button - Refreshes the list
- Load Selected Expense Sheet - Click to load the highlighted expense sheet in the Display list

4.7.1.1 Expense Sheet Toolbar

Overview

The Expense Sheets toolbar gives the user (if given appropriate permissions) various capabilities within the Expense Sheets applet. Below is a list of those capabilities.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

- Expense Sheet - Lists advanced options
 - Submit - Submits the Expense Sheet that is pulled up.
 - Approve - Approves the Expense Sheet that is pulled up.
 - Reject - Rejects the Expense Sheet that is pulled up.
- Tools
 - Enable Arrow Key Navigation - When selected, arrow key navigation is enabled.
 - Reset Declined Lines - When selected, any lines that were rejected in the Expense Sheet Import are reset.
- Check Spelling - When selected, the Spelling window pops up.
- Snippets - When selected, the snippet editor comes up. [More on Snippets](#)
- Print - Runs the *Expense Sheet Report* against the Expense Sheet that is loaded. [More on the Expense Sheet Report](#)

4.7.1.2 Expense Sheet Header

Overview

The Expense Sheet Header is where you can see and navigate Expense Sheets.

Field Descriptions

- Expense Sheet ID label - Internal ID of the expense sheet record
- Employee Lookup - Used by administrators to load a expense sheet for review or entry on behalf of an employee
- Left/Right Arrows - Use these arrows to browse expense sheet
- Down Arrow - Click to browse expense sheet via a drop down list. Load a expense sheet from the list by double clicking.
- Submit - Click to submit your expense sheet
- Approve - Visible by expense sheet approvers once the expense sheet has been submitted, Click to Approve the expense sheet.
- Reject - Visible by expense sheet approvers once the expense sheet has been submitted, Click to Reject the expense sheet.
- Employee Label - Reflects the employee associated with the loaded expense sheet
- Status Label - Reflects the current status of the expense sheet: Unsubmitted, Submitted, Approved, Rejected
- Rejection Reason - If a expense sheet has been rejected, the status will reflect accordingly and the rejection reason will be displayed.

4.7.1.3 Expense Sheet Detail

Overview

The expense sheet entry grid displays fields available to enter as a part of your expense sheet. Additional fields can be added/removed from the detail using the column chooser (gear icon) in the upper left of the detail grid. All fields can be reordered in the grid.

Field Descriptions

- Transaction Date - Date expense was incurred
- Project Path - Project the transaction is being entered against. Only allowable projects can be used. An allowable projects is determined by a Project Active Flag, Expense Allow Date Entry, Profit Center. [More on Projects](#)
- Expense Code** - Expense code to associate with the transaction. When selected, the expense code will govern/automate mark up and expense/revenue tracking for the transaction. [More on Expense Codes](#)
- Amount - Expense amount
- Reimbursable Amt. - Defaulting to the value entered in the Amount field, this is the amount to be reimbursed to the employee.

- Credit Card - Check only if using a company credit card *and* no reimbursement is required. Checking this box forces a zero dollar Reimbursement amount. If you're entering a line item that requires reimbursement, leave this check box unchecked.
- Approved - Checked if approved (read only)
- 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.
- Declined - Checked if declined (read only)
- Notes (Internal) - Internal notes for communication with accounting
- PM Comments - Comments that can appear on project management reports and invoices
- ERID - Employee Reimbursable internal ID associated with the expense line

Additional Columns

Description - Fields can be selected using the column chooser (gear icon) in the upper left of the detail grid.

- Check Number - Check Number of the Disbursement associated with the expense
- Project Name - Project Name of the project associated with the line item
- Quantity and Rate
 - QTY - Quantity
 - Unit Rate - Rate to apply to the QTY (e.g. If QTY = 2 and Unit Rate = 5.00 then Amount = 10.00)
- ER Line ID - Employee Reimbursable Line internal ID associated with the expense line
- Bill Status** - Bill Status of the expense record
- Work Order** - Work Order expense is being entered against. When a Work Order is used, the project (WBS) path will fill out automatically. The project cannot be overridden.

4.7.2 My Work Orders

Overview

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.

[More on Work Orders](#)

Key Concepts

- The My Work Orders screen contains all the work orders that have been assigned to the user. By default, it shows the Open 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.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Print Work Order(s) - This prints the *Work Order Detail OR Work Order Report*. [More on the Work Order Detail OR Work Order Reports](#)

Field Descriptions

Work Order Navigator (Left Window)

- Description - 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.*
- Open - When selected, the grid only shows Work Orders that are open.
- Closed - When selected, the grid only shows Work Orders that are closed.
- 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.
- Question Mark - The question mark icon indicates that the work order is actually a request for a quote. This is activated by checking the "Quote Request" box in the Work Order Detail. [More on Work Order Detail](#)

- Red Flag - The red flag icon indicates that the work order has been marked as high priority. This is activated by checking the "High Priority" box in the Work Order Detail. [More on Work Order Detail](#)
- ID - The Unique Identifier of the Work Order.
- Project - Project Path of the Project that the Work Order is in reference to. [More on Work Order Detail](#)
- Client - Client that the Work Order is in reference to. [More on Work Order Detail](#)
- Subject - This is pulled from the "Subject" box in the Work Order Detail. [More on Work Order Detail](#)
- Due Date - Estimated Finish Date of the Work Order. [More on Work Order Detail](#)

Work Order Navigator (Left Window - 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.

Work Order Window (Right Window)

- Description - 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.
- Work ID - Work Order ID Number.
- Due Date - Estimated Finish Date of the Work Order. [More on Work Order Detail](#)
- Project - Project Path of the Project that the Work Order is in reference to. [More on Work Order Detail](#)
- Client - Client that the Work Order is in reference to. [More on Work Order Detail](#)
- Description/Quote - When "Quote Request" box is checked, the comment box is labeled "Quote" and a quote can be added. When "Quote Request" box is un-checked, the comment box is labeled "Description" and a description can be added. Both are stored so that you can go between the two.
- Reject - Allows the employee to reject the Work Order. This un-assigns them from the Employee field in the Work Order Detail. [More on Work Order Detail](#)
- Close - Signals the Project Leader that the work have been closed.

Comments (Right Window)

- Comments - Allows the Project Leaders to have conversations with the Employee assigned to the Work Orders.

4.7.3 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.

Field Descriptions

Snippets Grid

- Name - This column contains the name of the Snippets. To create a Snippets, simply type in a new line and click *Save*. Once saved, the name will appear in this column.
- Snippet Editor - This text box contains the text of the selected Snippet. The text can be edited here.

4.7.4 Time Sheets

Overview

Time entry is a core process in InFocus. Entered by each employee and/or consultant, timesheets have a direct impact on project reporting and utilization. The Timesheets applet gives you the tools you need to record time quickly and accurately.

Note - Time entry is also available for web/mobile via [InFocus Mobile](#).

Timesheet Workflow

Timesheet Created

Description - Timesheets are created by your timesheet admin based on a Weekly, Bi-Weekly, Semi-Monthly or Monthly time cycle. Timesheets are generally created for a [Timesheet Group](#). Alternatively, you can create a timesheet for a single employee (typically used when hiring a new employee mid-time cycle, for example).

Timesheet Entered & Submitted

Description - Once created, you'll enter and submit time via Personal>Timesheets. Time, while typically entered by each employee and/or consultant, can optionally be entered on behalf of an employee and/or consultant by a timesheet administrator.

Best Practices

- Enter your time on a daily basis. This will ensure your time impacts project reporting and planning as close to

real-time as possible.

- Save your timesheet while entering
- Use helpful tools like Add Recent Projects, Add Scheduled Projects, Timer, etc
- Ensure your timesheet is complete before submitting. Once submitted, you cannot make edits unless enabled by your timesheet approver.

Other Considerations

- Work Orders - When utilizing this feature, work orders can be assigned to an employee and include much of the info (Project Path, Job Title, etc.) necessary to fill out the timesheet line, except for hours and date. This frees employees from having to know Project Paths and contractual or billing information.
- Estimate to Complete - When using this feature, employees must enter an estimate to complete before submitting timesheets that contain hours against Projects or Work Orders flagged with this requirement. Enable this feature via Administration>Global Settings>Time & Expense tab.

Timesheet Review

Description - Submitting your time, notifies your time approver for review. If approved, your timesheet is sent to Accounting for billing. If rejected, you'll receive your timesheet back for edits. Once approved, timesheets can be reviewed and adjusted for billing. Completed via Human Resources>Timesheet Adjustments, Accounting has full control over the recorded time to adjust as needed for the final bill.

Administrative Note

Description - Upon timesheet approval, InFocus takes a snapshot of the original timesheet. This means that when viewing the approved timesheet in the Timesheets applet, the originally approved time is displayed- regardless of adjustments made for billing.

After the appropriate adjustments, time is billed.

Timesheet Tutorials

Creating Timesheets

Description - Timesheets can be created for a Timesheet Group or for an individual Employee.

Create a Timesheet for a Group

1. Browse to Personal>Timesheets
2. Select Admin>Timesheets>Create Timesheets for a Timesheet Group
3. From the dialogue that appears, select the Timesheet Group and set the Periods. Note: You can optionally add

pre-filled Holiday Hours to the timesheet based on a Holiday Calendar. Holiday calendars are managed via Human Resources>Holiday Calendar and assigned to timesheet groups via Personal>Timesheets>Admin Menu>Timesheet Groups.

4. Click Preview affected Employees to ensure all intended employees will have a timesheet created
5. Click Create. A timesheet will be created for each employee listed in Preview list.

Create a Timesheet for an Employee

1. Browse to Personal>Timesheets
 2. Load the Employee you wish to create a timesheet for via the Employee Lookup
 3. Select Admin>Timesheets>Create Employee Timesheet
 4. From the dialogue that appears, select the Start and End Dates for the timesheet.
 5. Click Create. A timesheet will be created for the loaded employee.
-

Entering Time

1. Browse to Personal>Timesheets
2. Select the period for which you wish to enter time. This can be accessed via the drop down to the right of the Period label or by navigating timesheets with the arrows to the left.
3. Enter your time. In short, your timesheet consists of the hours you worked on specified projects. Hours can be further defined by Job Title and Comments (and optionally by Labor Code, Location, Bill Status and/or Work Order).

Selecting a Project

Description - Projects are specified via the Project Path. Simply begin typing the path (ex. 20140000-001) and InFocus will dynamically search for a match. You can also click the magnifying glass to search or select a recently used or scheduled project by clicking Add Recent Projects or Add Scheduled Projects.

Comments

Description - Comments are added on a per-entry basis via the Comments box beneath the timesheet grid or by typing "c" while in the timesheet grid. Once entered, you can apply the comment to all entries for the specified project for the timesheet by clicking Apply Hours to Weekdays, found below the timesheet grid or via the Comments dialogue (launched by typing "c" from the timesheet grid). Entries with comments are highlighted yellow in the timesheet grid. If you use boiler-plate comments for certain types of time, you can create a snippet for quick reference via the snippets link below the comments box. Reuse your snippets by clicking the link and

inserting the previously created snippet. All comments for your timesheet can be viewed by clicking Show Comments from the toolbar or by hovering over the cell in the timesheet grid.

Overtime

Description - Overtime is designated as a part of the total time entered on a given project/day. For example, if you worked 8 hours on a given project and 2 of the hours were considered Overtime, you would enter the 10 hours in the timesheet grid and then designate the break out via the Regular and Overtime boxes below the timesheet grid or via the Overtime Entry dialogue, launched by typing "o" from the timesheet grid. Saving the entry publishes the breakout: 8 hours on the day and 2 hours to the Overtime column for the week.

Apply Hours/Comments to Weekdays

Description - This link is found below the timesheet grid and in the Comments and Overtime Entry dialogues. When checked, InFocus will apply your comment and/or hours to each day in the week for the entered Project.

4. Save your timesheet as you enter by clicking Save from the toolbar
5. If needed, you can delete rows by highlighting the row (click the far left number column) and click Delete.
6. Submit the timesheet by clicking Submit. Timesheets can also be submitted via the Timesheet Menu option.

Once submitted, the timesheet status will reflect the submission. If approved, the status will be updated to Approved. If rejected, the status will reflect Rejected and include a reason for rejection.

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

Approving/Rejecting Time

1. Browse to Personal>Timesheets
2. Click Open Employee Timesheets from the Toolbar and select the timesheet you wish to review
3. Click Approve or Reject as appropriate (this can also be done via the Timesheet Menu). If rejecting, provide instructions for the employee as appropriate- the instructions will appear on the user's timesheet for their review/correction.

Timesheet Field Descriptions

Description - Below is a discussion of Timesheet Field Descriptions.

Timesheet Toolbar

Description - The Timesheets toolbar gives the user (with appropriate permission) various capabilities within the Timesheets applet of InFocus. Those capabilities are as follows:

Menu Options

- Timesheet>Submit - Submits the loaded timesheet
- Timesheet>Approve - Approves the loaded timesheet
- Timesheet>Reject - Rejects the loaded timesheet. You'll be prompted for a rejection reason if required via Administration>Global Settings>Time and Expense tab.
- Admin>Modify Current Timesheet Period - Launches a dialogue where the period can be altered by shifting the entire time entry period based on an anchor date, or altering the Start Date or End Date only.
- Admin>Timesheet Groups - Launches a dialogue for managing Timesheet Groups. To learn more about Timesheet Groups [click here](#).
- Admin>Timesheets - Allows you to create a timesheet for an individual Employee or for a Timesheet Group
- Admin>Delete Current Timesheet - Deletes the loaded timesheet
- View>Billable Percentage - Shows the billable percentage
- View>Missing Timesheets - Shows employees who haven't submitted their time for a specified Period End Date.
- View>Benefits - Displays a summary of benefits for the loaded employee
- Tools>Compress Timesheet Lines - Merges timesheet lines that contain like information (Projects+Labor code +Bill Status+Job Titles+Work Date+Work Order+PM Comments+Location+Comment Templates+Overtime Type)

Toolbar Options

- Save - Saves the currently loaded timesheet record
- Copy - Copies the currently loaded timesheet record and pastes to another timesheet specified via the Timesheet Copy. Copies can optionally include Hours and Comments. You can only paste to previously created Timesheets.
- Show Comments - Shows a listing of all comments entered on the loaded timesheet. Once clicked, this button will read Hide Comments (click to hide the comments pane).
- Print - Runs the Timesheet report for the loaded timesheet
- Documents - Use this to load documents to your timesheet
- Timer - Adds a Timer column to the Timesheet Grid. Clicking the timer column for a specified project's row starts the timer. Clicking the running timer again, stops the timer and fills in the time value for the day.
- % Billable - See View>Billable Percentage above
- Benefits - See View>Benefits above
- Open Employee Timesheet - Provides you with a list of Employee timesheets to load for timesheet review and/or entry

Timesheet Navigation & Statuses

- Timesheet ID label - Internal ID of the timesheet record
- Employee Lookup - Used by administrators to load a timesheet for review or entry on behalf of an employee
- Left/Right Arrows - Use these arrows to browse timesheets
- Timesheet Dates - Indicates the Start and End dates of the loaded timesheet.
- Down Arrow - Click to browse timesheets via a drop down list. Load a timesheet from the list by double clicking.
- Submit - Click to submit your timesheet
- Approve - Visible by timesheet approvers once the Timesheet has been submitted, Click to Approve the timesheet.
- Reject - Visible by timesheet approvers once the Timesheet has been submitted, Click to Reject the timesheet.
- Add Recent Projects - 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 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.
- Add Scheduled Projects - Displays a distinct list of scheduled projects based in the supplied date range. The employee checks off which projects to apply to the current timesheets.
- Employee Label - Reflects the employee associated with the loaded timesheet
- Status Label - Reflects the current status of the timesheet: Unsubmitted, Submitted, Approved, Rejected
- Rejection Reason - If a timesheet has been rejected, the status will reflect accordingly and the rejection reason will be displayed.

Timesheet Grid

Grid Fields

Description - The timesheet entry grid displays fields available to enter as a part of your timesheet. Additional fields can be added/removed from the detail using the column chooser (gear icon) in the upper left of the detail grid. All fields can be reordered in the grid. The timesheet grid, specifically, allows you to pin a column (much like freezing a column in Excel). To do so, click the Pin icon contained in the column header. Below is a list of available grid and standard fields listed alphabetically.

- Days of the Week Columns - Regular hours (non-overtime) worked for the Project on a given day
- J (Job Title) - Job Title associated with the time record. List shows the allowable Job Titles for selection based on associated Rate Schedules, Project Membership and/or Employee Job titles.
- L (Labor Code)** - Labor Code associated with the time record
- LOC (Location)** - Location of the time record
- OT - Total overtime hours for line item
- Project Path - Project the transaction is being entered against. 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.

- Reg - Total regular hours for line item
- S (Bill Status)** - Bill Status of the time record
- Total - Total hours for line item
- Work Order** - Work Order time is being entered against. 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.

Note - some fields listed below are only available if allowed via Administration>Global Settings>Time & Expense tab.

Standard Column Fields

DescriptionFields can be selected using the column chooser (gear icon) in the upper left of the detail grid

- Client Code - Client Code associated with the line items (via the Project)
- Client Name - Client Name associated with the line items (via the Project)
- Labor Name** - Labor Name associated with the line item (via the Labor Code)
- Location Code** - Location Code associated with the line item (via the Location selection)
- Location Name** - Location Name associated with the line item (via the Location selection)
- OT Hours** - Adding this adds an OT entry column for each day in the timesheet
- Project Name - Project Name of the project associated with the line item

Note - Please note, some fields listed below are only available if allowed via Administration>Global Settings>Time & Expense tab.

Timesheet Totals

Description - Timesheet Totals gives you at-a-glance information for the timesheet, including a summarized column, details for the highlighted cell and a timesheet summary.

Timesheet Details

- Date Label - Reflects the date of the highlighted cell
- Project Path Label - Reflects the project path of the highlighted cell
- Comments Box - View and/or Edits comments for the highlighted cell
- Snippets - Launches the snippets dialogue for entering/adding common comments to the highlighted cell
- Regular - View and/or Edit the Regular Hours associated with the highlighted cell
- Overtime - View and/or Edit the Overtime Hours associated with the highlighted cell

- Apply Hours to Weekdays - Copies the hours from the highlighted cell and pastes them into all weekdays in that row

Timesheet Summary

Description - Timesheet Summary gives you at-a-glance summary for the loaded timesheet.

- Submitted Label - Date of submission
- Approved Label - Date of approval
- Direct Hours - Hours entered against billable projects
- Indirect Hours - Hours entered against non-billable projects
- Total Hours - Total direct and indirect hours

4.7.4.1 Time Sheets Toolbar

Overview

The Time Sheets toolbar gives the user (if given appropriate permissions) various capabilities within the Time Sheets applet. Below is a list of those capabilities.

Additional Toolbar Options

- Time Sheet - Lists advanced options
 - Submit - Submits the Time Sheet that is pulled up.
 - Approve - Approves the Time Sheet that is pulled up.
 - Reject - Rejects the Time Sheet that is pulled up.
- Tools
 - Enable Arrow Key Navigation - When selected, arrow key navigation is enabled.
 - Reset Declined Lines - When selected, any lines that were rejected in the Expense Sheet Import are reset.
- Admin - Contains Administrative options
 - Modify Current Timesheet Period - When selected, you are able to modify the Timesheet period of the time sheet that is pulled up.
 - Timesheet Groups - Opens the Timesheet Groups pop-up. [More on Timesheet Groups](#)
 - Timesheets
 - Create Employee Timesheet - Creates a timesheet for the Employee that is pulled up. Timesheet period must be available.
 - Create Timesheets for a Timesheet Group - Creates timesheets for the all of the Employees in a specified Timesheet Group. [More on Timesheet Groups](#)
- View
 - Billable Percentages - Shows the percentage of the billable hours for the employee.
 - Missing Timesheets - Displays employees that have not submitted timesheets as of a specified date.
 - Benefits - Shows the available benefits for the employee.

- Delete Current Timesheet - Deletes the timesheet that is pulled up.
- Check Spelling - When selected, the Spelling window pops up.
- Snippets - When selected, the snippet editor comes up. [More on Snippets](#)
- Show Comments - Shows a listing of all comments entered on the loaded timesheet. Once clicked, this button will read Hide Comments (click to hide the comments pane).
- Print - Runs the *Time Sheet Report* against the Time Sheet that is loaded. [More on the Time Sheet Report](#)
- Timer - Adds a Timer column to the Timesheet Grid. Clicking the timer column for a specified project's row starts the timer. Clicking the running timer again, stops the timer and fills in the time value for the day.
- % Billable - Shows the percentage of the billable hours for the employee.
- Benefits - Shows the available benefits for the employee.
- Open Employee Timesheet - Provides you with a list of Employee timesheets to load for timesheet review and/or entry

4.7.4.2 Time Sheet Header

Overview

The Time Sheet Header is where you can see and navigate Time Sheets.

Field Descriptions

- Timesheet ID label - Internal ID of the timesheet record
- Employee Lookup - Used by administrators to load a timesheet for review or entry on behalf of an employee
- Left/Right Arrows - Use these arrows to browse timesheets
- Timesheet Dates - Indicates the Start and End dates of the loaded timesheet.
- Down Arrow - Click to browse timesheets via a drop down list. Load a timesheet from the list by double clicking.
- Submit - Click to submit your timesheet
- Approve - Visible by timesheet approvers once the Timesheet has been submitted, Click to Approve the timesheet.
- Reject - Visible by timesheet approvers once the Timesheet has been submitted, Click to Reject the timesheet.
- Add Recent Projects - 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 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.
- Add Scheduled Projects - Displays a distinct list of scheduled projects based in the supplied date range. The employee checks off which projects to apply to the current timesheets.
- Employee Label - Reflects the employee associated with the loaded timesheet
- Status Label - Reflects the current status of the timesheet: Unsubmitted, Submitted, Approved, Rejected
- Rejection Reason - If a timesheet has been rejected, the status will reflect accordingly and the rejection reason

will be displayed.

4.7.4.3 Time Sheet Detail

Overview

The expense sheet entry grid displays fields available to enter as a part of your expense sheet. Additional fields can be added/removed from the detail using the column chooser (gear icon) in the upper left of the detail grid. All fields can be reordered in the grid.

Field Descriptions

Description - The timesheet entry grid displays fields available to enter as a part of your timesheet. Additional fields can be added/removed from the detail using the column chooser (gear icon) in the upper left of the detail grid. All fields can be reordered in the grid. The timesheet grid, specifically, allows you to pin a column (much like freezing a column in Excel). To do so, click the Pin icon contained in the column header. Below is a list of available grid and standard fields listed alphabetically.

- Project Path - Project the transaction is being entered against. 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. [More on Projects](#)
- Project Name - Project Name of the project associated with the line item
- J (Job Title) - Job Title associated with the time record. List shows the allowable Job Titles for selection based on associated Rate Schedules, Project Membership and/or Employee Job titles. [More on Job Titles](#)
- L (Labor Code)** - Labor Code associated with the time record. [More on Labor Codes](#)
- LOC (Location)** - Location of the time record. [More on Locations](#)
- Days of the Week Columns - Regular hours (non-overtime) worked for the Project on a given day.
- Reg - Total regular hours for line item
- OT - Total overtime hours for line item. Users can be given the ability to use Overtime in their time sheets at [Global Settings>Time and Expense Tab>Allow Users to Edit Timesheet section](#). Overtime Types are also available. [More on Overtime Types](#)

Note - The overtime pop-up is triggered by clicking "o" on the keyboard.

- S (Bill Status) - Bill Status of the time record. Users can be given the ability to modify Status in their time sheets at [Global Settings>Time and Expense Tab>Misc>Allow Users to Edit Bill Status in Time and Expense](#)
- Total - Total hours for line item
- Work Order** - Work Order time is being entered against. 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. [More on Work Orders](#)

Additional Columns

Description - Fields can be selected using the column chooser (gear icon) in the upper left of the detail grid.

- Client Code - Client Code associated with the line items (via the Project). [More on Clients](#)
- Client Name - Client Name associated with the line items (via the Project)
- Labor Name** - Labor Name associated with the line item (via the Labor Code). [More on Labor Codes](#)
- Location Code** - Location Code associated with the line item (via the Location selection). [More on Locations](#)
- Location Name** - Location Name associated with the line item (via the Location selection)
- OT Hours** - Adding this adds an OT entry column for each day in the timesheet. Users can be given the ability to use Overtime in their time sheets at [Global Settings>Time and Expense Tab>Allow Users to Edit Timesheet section](#).

4.8 General Accounting

4.8.1 Accounting Periods

Overview

Accounting Periods (G/L periods) need to be established before non-labor transactions can be entered into the system.

Key Concepts

- Prior to adding G/L periods, the Seed Start Year (earliest fiscal year) and Seed Start Date must be established.

This is done through [Global Settings>General Tab](#) in the Fiscal Calendar section.

Note - Be sure to choose a year that covers the oldest transaction that will be put into the system.

- InFocus supports the following Fiscal Year Types. This is assigned through [Global Settings>General Tab](#) in the Fiscal Calendar section.
 - Calendar 12 - Twelve periods. Start date of year is January 1st. End Date of year is December 31st. Each month is a period.
 - 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.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following option in the toolbar:

Periods

- Create New Fiscal Year - When selected, this will create a new Fiscal Year. If it is your first time running this, InFocus will use the Seed Start Year and Seed Start Date to create the first year. Those are set at [Global Settings>General Tab](#) in the Fiscal Calendar section.
- Delete Most Recent Fiscal Year - When selected, this will delete the most recent fiscal year.

Field Descriptions

- Current Period - This is the default G/L period. It must be an open period in the All Periods Grid. 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.

All Periods Grid

- 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.

4.8.2 Bank Reconciliation

Overview

The Bank Reconciliation applet is used to match a company's Books with its Bank Account. [More on Bank Reconciliation](#)

Key Concepts

- 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. [More on Chart of Account Associations](#)
- The Bank Rec. ending balance should match the Bank Statement's ending balance.
- Use the Bank Reconciliation applet to clear items as of the last statement.
- For ease of use, you can hold down the shift key and select multiple rows and then click on Clear or Unclear to flag multiple transactions. Also, clicking Control + A will clear/unclear all items.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Tools - Here are additional options under the "Tools" drop-down
 - Show Adjustment Detail - When selected, any details in the Adjustments section will display.
 - Change Statement Date - When selected, you are prompted to enter a new Statement Date for the current Bank Reconciliation.
 - Bank Balance Forward - Here a user enters the balance forward for a given account that represents the total of all cleared transactions that have NOT been entered in the system.
 - Find Checks in Bank Recs - When selected, a pop-up appears that will allow a user to search for checks cleared on another bank rec.
 - Find Deposits in Bank Recs - When selected, a pop-up appears that will allow a user to search for deposits cleared on another bank rec.
- Refresh - Refreshes the current Bank Rec. session.
- Print - Runs the *Bank Reconciliation Report* on the current Bank Rec. session. [More on the Bank Reconciliation Report](#)

4.8.2.1 Bank Reconciliation Header

Overview

The Header of Bank Reconciliation contains important information that pertains to the Bank Rec session that is pulled up.

Field Descriptions

Bank

- Bank - The bank account the user wants to reconcile. [More on Chart of Accounts](#)

Statement Date

- Statement Date - The bank statement date.
- Bank Rec ID - Current Bank Reconciliation with which the user is working.

Comments

- 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.

Transactions

- Cleared - When selected, only items that have been flagged as *Cleared* will show in the grids.
- Uncleared - When selected, only items that have NOT been flagged as *Cleared* will show in the grids.

Uncleared Transactions

- Show All - When selected, all uncleared transaction will show in the grids, ignoring the dates.
- Show As Of - When selected, all uncleared transaction will show in the grids, *As Of* the selected date.
- None - When selected, no uncleared transaction will show in the grids.

Transaction Totals

Description - The Transaction Totals, located on the right, give the user the running totals of Bank Rec. Transactions

- Cleared - The running total of items that have been flagged as *Cleared*.
- Uncleared - The running total of items that have NOT been flagged as *Cleared*.
- Total - The total of both the Cleared and Uncleared items.

4.8.2.2 Disbursements Tab

Overview

The Disbursements tab displays cleared and uncleared Disbursement 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. [More on Disbursements](#)

Key Concepts

- A Find feature to search for a check or receipt cleared on another bank rec. [More on Bank Rec Toolbar Options](#)
- 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.

Field Descriptions

- Clear - When selected, the item is marked as *Cleared* in the current Bank Rec session.
- Check Date - Date of the check.
- Payee - Check payee (any vendor, employee, client, or payee not on file).
- Check Number - Check number.
- Amount - Amount of check.

4.8.2.3 Receipts Tab

Overview

The Receipts tab displays cleared and uncleared 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.

[More on Cash Receipts](#)

Key Concepts

- A Find feature to search for a check or receipt cleared on another bank rec. [More on Bank Rec Toolbar Options](#)
- 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.

Field Descriptions

- Clear - When selected, the item is marked as Cleared in the current Bank Rec session.
- Deposit Number - Deposit Number of the Receipt entry.
- Deposit Date - Deposit Date of the Receipt entry.
- Payer - Check payer of the Check.
- Check Number - Check number.
- Amount - Amount of check.

4.8.2.4 Adjustments Tab

Overview

The Adjustments tab displays any General Journal entries. 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. [More on Adjustments](#)

Key Concepts

- A Find feature to search for a check or receipt cleared on another bank rec. [More on Bank Rec Toolbar Options](#)
- 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.

Field Descriptions

- Clear - When selected, the item is marked as Cleared in the current Bank Rec session.
- Transaction Date - Date of the Adjustment entry.
- Comment - Comment of the Adjustment entry.
- Transaction ID - ID Number of the Adjustment entry.
- Amount - Amount of check.

4.8.3 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.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Print All Accounts - Runs the *Chart of Accounts List Report*. [More on the Chart of Accounts Report](#)

4.8.3.1 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.

Field Descriptions

- 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 Base Name
- Active - When checked, base account is active.
- Can Be Used without Org. Units - When checked, the base account does not require an organizational unit to form a valid General Ledger account.

4.8.3.2 Properties Tab

Overview

The Properties Tab manages the Properties of the G/L Accounts. 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.

Field Descriptions

Financial Type

- Drop-down - Choices of financial types include Asset, Liability Capital, Income, and Expense.

Note - Income and Expense accounts will be zeroed-out to Retained Earnings when the [EOY \(end of year\)](#) posting is run.

Account Type

- Sub-ledger Account - Choices include Bank, Accounts Receivable, Accounts Payable, and Employee Reimbursable.
- Other - When selected, the account is not a sub-ledger account

- 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*.
- Cost Type - Cost type is available only when the metric type is cost. Choices include Direct and Indirect.
- 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.
- 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*. In the case of Labor Revenue, there are four choices: *Direct*, *DPE*, *DPE + Overhead*, and *Profit*.

Register Type

Register Type (radio button) - 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.

Settings

- 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 time sheets like an employee.

4.8.3.3 Account Associations Tab

Overview

The Account Associations Tab manages the 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 association to an org unit.

EFT can also be configured here. [More on EFT Setup](#)

Field Descriptions

Account Associations Grid

- Use - When checked, the account is associated with the 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.
- Active - When checked, the Org. Path is Active.
- Level - Denotes the level in the Org. Unit tree. [More on Organizational Units](#)
- Code - Code of the Org. Unit
- Name - Name of the Org. Unit
- Org. Path - Path of the Org. Unit. [More on the Org Structure](#)
- Currency - Enabled with Multi-Currency Setup. The designated currency defines transactional currency where the account is used. 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. For complete instructions on setting up a Multi-Currency environment, go here: [More on Multi-Currency](#)
- GL Name Override - This 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.
- Next Control Number - 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. This will show when the Incrementing Method is set to "A/R Account" in Global Settings at [Administration>Global Settings>Invoicing Tab](#).
- EFT - When the Financial Type of the account is Bank, you will get this column and the *Bank Info* button. [More on setting up EFT in the Chart of Accounts](#)

Selection Options (At top right)

- Show Row Filter - enables the column row filters.
- Check Level - Checks all org paths with the Level specified at the right.
- Uncheck Level - Unchecks all org paths with the Level specified at the right.
- Check All - Checks all org paths.
- Clear All - Unchecks all org paths.
- Check Visible - Checks only those org paths that are visible.
- Uncheck Visible - Unchecks only those org paths that are visible.

4.8.3.4 Balances Tab

Overview

The Balances Tab is a quick reference for finding account balances.

Field Descriptions

- Recalculated - G/L Balances are calculated when certain reports are run in InFocus. They can be manually recalculated here. Balances that are shown are through whatever the last Calculate date on this tab shows
- Show all Org. Units - When un-checked, the G/L Budgets are consolidated.
- Fiscal Year - Drop-down where you select the fiscal year of the G/L Budgets.
- Cash / Accrual (radio button) - Balances are available in both cash and accrual depending on this selection.
- Refresh icon - Refreshes the G/L Budgets.

G/L Balances Grid

- Prev. Bal. Fwd. - Shows the prior Balance Forward amount from the Previous Fiscal Year.
- Period (# columns) - Show the Balances for the specified period within the selected Fiscal Year.
- New Bal. Fwd. - Shows the ending Balance Forward amount for the Current Fiscal Year.

4.8.3.5 Convert to Cash (Cash Based Conversion)

Overview

When running reports on a "Cash Basis" you must first run the Convert to Cash Utility. The Convert to Cash utility populates the Cash Based Journals (Receipts, Disbursements, and General Journal.) at the point of running it.

Key Concepts

- Description - By running the Convert to Cash utility, you are able to do the following:
 - 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)*.

4.8.3.6 EFT Setup

Overview

This section displays EFT information on the Accounts Association Tab when the Financial Type of the account is Bank. [More on EFTs](#)

Key Concepts

- When the Financial Type of the account is Bank, you will get this column and the *Bank Info* button.
- The EFT Column is where you configure the EFT Bank Account.
- 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 containing the fields below.

Field Descriptions

General Tab

- Name - Company Long Name.
- Short Name - Company Short Name

Bank Info Tab

- Name - Bank name.
- ABA/Routing - Bank routing number
- Account # - Bank account number
- Company ID - typically the company EIN number

- Next Control # - EFT Number
- Balanced Batches- Check this to ensure batch debit and credit amounts are equal.

EFT Tab

- 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.
- Extension - Extension of the A/P file.
- 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.
- Extension - Extension of the E/R file.
- E/R Directory - Location of the file on the local machine when saved.
- Override Procedure - EFT Override

4.8.4 Financial Statements

Overview

The Financial Statements applet allows you to run reports that have been created using the Financial Statement

Designer. [More on the Financial Statement Designer](#)

Key Concepts

- Three sample financial statements are included in InFocus:
 - Classified Income & Expense
 - Itemized Income & Expense
 - 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:

- Step 1 - Launch the SQL Query applet. This is located in the Utilities module. [More on the SQL Query applet](#)
- 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. Once that is done, the above Financial Statements will appear in the drop-down.

4.8.5 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.

Note - 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.

Field Descriptions

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

4.8.6 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*.

Key Concepts

- 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.

4.8.6.1 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.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- View
 - 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. When selected the *Labor Distribution Report* is run. [More on the Labor Distribution Report](#)

4.8.6.2 General Journal Header

Overview

The General Journal header section contains all common data for an Adjustment transaction.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Field Descriptions

- Transaction ID - The unique identification number of this transaction. This displays in the header next to "General Journal".
- 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). [More on End of Year Closing](#)
- Ignore In Rev. Rec. - Ignore in Revenue Recognition. When this entry is flagged, revenue recognition does not include this transaction in calculations. [More on Revenue Recognition](#)
- 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. [More on Revenue Recognition](#)
- 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. [More on Labor Distribution](#)
- G/L Period - General ledger period for this transaction or revision to effect. Defaults to current period and only open periods are allowed.

4.8.6.3 General Journal Detail

Overview

The General Journal Detail section displays the detail of how the journal is distributed.

Field Descriptions

Default Columns

- 1 of ? - This shows the version of the journal entry that you are currently viewing. This is enabled by checking "Journals" at [Global Settings>General Tab>Full Audits](#).
- Current GL Period - The GL Period that the current version of the transaction falls in. A "Change Period for

Current Revision" option is located under Tools in the toolbar, allows you to change the current period.

- 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. This also displays the Create By, Create Date, Modify By and Modify Date of the transaction.
- GJLineID - Unique Line id of the General Journal entry.
- 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). [More on Expense Codes](#)
- G/L Account - General Ledger account. [More on G/L Accounts](#)
- 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.

Optional Columns

- Project Name
- Expense Code Name
- G/L Period
- Debits & Credits - When selected, the Amount column disappears and is replaced with a Credit column and a Debit column.
- Create By
- Create Date
- Modify By
- Modify Date

4.8.7 MC Revaluations

Overview

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. For complete instructions go here: [More on Multi-Currency](#)

Key Concepts

- This journal does not utilize a debits versus 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.

Field Descriptions

- 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.

MC Revaluations Grid

- 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

4.8.8 Multi-Currency

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. For complete instructions go here: [More on Multi-Currency](#)

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- New Currency - When selected, the Currency pop-up comes up so that you can enter a currency. [More on the Currency Utility](#)
- Edit Currency - When selected, the Currency pop-up comes up with the selected currency so that you can edit the currency. [More on the Currency Utility](#)
- Save - Saves the current changes.
- Delete Currency - Deletes the selected Currency.
- Refresh - Refreshes the applet.
- Rate Tester - Brings up the Rate Tester. [More on the Rate Tester](#)

4.8.8.1 Multi-Currency Detail

Overview

Multi-Currency detail gives the Field description of the Multi-Currency Applet.

Field Descriptions

Currencies Tab

Description - 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 Pairs Tab

Description - 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 Utility* set up tool (defined below).

Currency Utility (Toolbar)

Description - 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".

Rate Tester Utility (Toolbar)

Description - This utility is used to test currency conversion rates.

- From Currency - Source currency to convert from.
- To Currency - Destination currency to convert to.
- Amount - Amount to convert.
- As of - As of date to convert from.

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.

4.8.9 Organizational Units

Overview

InFocus uses a Parent/Child system to represent the levels of hierarchy within an organization. They are referred to as Organizational Units (aka Profit Centers). Org Units are classified by [Org Labels](#) and can represent entities such as: Office, Department, Division, etc. To learn more about Organizational Units follow this link: [More on Understanding Organizational Units](#)

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Org Labels - When selected, the Org Labels pop-up is displayed. [More on Org Labels](#)

4.8.9.1 Organizational Units Detail

Overview

The Org Units applet is where you manage Organizational Units. This sections gives the detail of the Organization Units applet.

Field Descriptions

- Window - The Organizational Units window displays the Org. Tree. Click on any level of the Org Tree to populate the fields on the right.

Org. Unit

- Active - When selected, the Org. Unit is active for use.
- Code - Org. Unit Code.
- Name - Org Unit Name.
- Org Path - Org Unit Path. This is the concatenation of the parent and child.
- Currency - Currency used by the Org. Unit. Company currency can be defined on a Level One Organizational Unit ONLY. This configuration is only necessary when operating in a Multi-Company environment where an individual company currency differs from the Base System Currency. For complete instructions on setting up a Multi-Currency environment, go here: [More on Multi-Currency](#)

4.8.9.2 Org Labels

Overview

Organizational units represent the corporate structure. Here you manage the Labels that classify that structure. They can contain an infinite number of levels, such as Division, Office, Discipline, or Department.

Field Descriptions

Below are field descriptions for the Or. Labels pop-up.

- Level - Org Level. One is the first level.
- Singular Name - Singular form of level name.
- Plural Name - Plural form of level name.

4.9 Marketing

4.9.1 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.

Key Concepts

- 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

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- File - Additional button(s) on the File drop-down
 - New Activity - When clicked, the Activity pop-up displays, allowing you to create a new Activity.
- View - Additional button(s) on the View drop-down
 - Day - Switches the Activity screen to Day mode.
 - Work Week - Switches the Activity screen to Work Week mode.
 - Week - Switches the Activity screen to Week mode.
 - Month - Switches the Activity screen to Month mode.
- New Activity - When clicked, the Activity pop-up displays, allowing you to create a new Activity.
- Refresh - Refreshes the Calendar to update screen.
- Day - Switches the Activity screen to Day mode.
- Work Week - Switches the Activity screen to Work Week mode.
- Week - Switches the Activity screen to Week mode.
- Month - Switches the Activity screen to Month mode.

Field Descriptions

Activities (Left Sidebar)

- Small Calendars - Display the current month and the next month. You can click on a date to quickly navigate to that time frame.
- Show All Activities check-box - When checked, the calendar will show all activities, including those marked complete.
- Group By Owner - When checked, A different calendar for each selected owner will appear.

- Activity Owners - When checked, you will see the activities of the selected users.

Calendar

- Activity Calendar - Double click on the desired time frame to bring up the Activity Editor. [More on the Activity Editor](#)

Activities (Right Sidebar)

- Upcoming Activities - This window displays all upcoming Activities. If you check the box next to the activity, the Activity will be marked complete.
- Recently Expired - This window displays all Activities that have passed their Activity Date. If you check the box next to the activity, the Activity will be marked complete.
- Recently Completed - This window displays all Activities that recently been marked as complete. If you uncheck the box next to the activity, the Activity will be reactivated.

4.9.1.1 Activity Editor

Overview

The Activity Editor allows you to enter/edit Activities.

Field Descriptions

- Subject - Activity subject line
- Date - Date of the scheduled activity
- Time - Time of the scheduled activity
- Duration - Duration of the scheduled activity
- Type - Type of Activity. A User Defined Field. The Activity Type list is managed under [Administration>List Management>Activity Types](#)
- 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
 - Work Phone - Work Phone of selected Contact
 - Cell Phone - Cell Phone of selected Contact
 - Home Phone - Home Phone of selected Contact
 - Fax - Fax of selected Contact
 - Work Email - Work Email of selected Contact
 - Home Email - Home Email of selected Contact
- Firm - Firm associated with the scheduled activity

- Project - Project associated with the scheduled activity.
- Completed - Marks the Activity as Complete. If "Show Until Marked Complete" flag is checked, the Activity will no longer show on the calendar.

4.9.2 Contact 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. [More on the Query Applets](#)

4.9.3 Contacts

Overview

Contracts are located in the following Modules: *Project Administration, Human Resources, Accounts Payable, Accounts Receivable, Marketing.*

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.

The Marketing navigation screens are laid out like a Rolodex with alphabetic tabs representing the first letter in the name of the marketing item. An All tab contains all of the marketing items.

Key Concepts

- Double-click on a contact inside the grid to bring up the "Contact Detail" pop-up. Data can be viewed or changed, depending on the user's permissions.
- Within the "Contact Detail" pop-up, there are multiple tabs that show specific data about the contact, such as name or main phone.
- Only contacts and employees can be added from this form.

Field Descriptions

Active Status

- Active Status - Filters your Contacts by their status (Active, Inactive or Both).

Show

- Contacts (check-box) - When checked, the display grid will include all Contacts.

- Employees (check-box) - When checked, the display grid will include all Employees.

Marketing Lists

- Marketing Lists - A marketing list is a list of Contacts, Firms, or Opportunities that are created in [Marketing>Marketing Lists](#). A Marketing List is used to filter the grid on the right. When a Marketing list is selected, the grid will display only the Contacts that were imported into the Marketing list. [More on Marketing Lists](#)

Views

- Views - Views allow you to filter your grid even further. Views allow you to save the current Filter settings (Funnel icons at the top of each column) of the marketing screen. What that means is that you can use the different column filters to display your data just right in the grid, and save it as a View.

Note - Views are available only available in Contacts, Firms, and Opportunities.

Quick Filter

- Quick Filter - A real time filter that reduces the list of Contacts as you type into the cell.
- Clear - Clears out the contents of the Quick Filter

Buttons (top-right of grid)

- Columns (paper icon) - Displays a "Column Selector" pop-up that allows the user to select only those columns they wish to view. In the pop-up, there is a check box labeled "Set As Global Default" (granted by a Permission) that allows that user to set a default view for all users that use this Marketing List.
- Email (envelope icon) - Displays an email pop-up that allow you to create an email to send to everyone within the Marketing List. [More on Marketing Emails](#)
- Export (arrow icon) - Allows the user to export the list to a file.
- Refresh - Refreshes the data in the grid.

Contacts Grid

- The grid displays all of the recorded information for each contact as a single row.
- Double-Click on a row to bring up the Contact Detail.
- The Column Selector allows users to select only those columns that they wish to view.
- The header of each column gives the name of the data field.
- A Funnel icon at the top of each column represents a filter. By clicking on the filter, the user is able to filter down the grid to only the information that they would like to view.

4.9.3.1 Contacts Toolbar

Overview

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

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

- Tools - Lists advanced options
 - Clear Cache Files - The Contacts cache is used to store files temporarily to shorten data access time, reduce latency and improve input/output. The Clear Cache button clears empties out the cache.
 - Send Email - When clicked, InFocus looks at the Personal Tab of the Contact to see if they have a Work Email or Home Email. If they do, then InFocus will prompt you to open up the default email service on the users workstation.
 - Merge Records - When clicked a Merge Email pop-up will open and allow for you to select 2 Contacts to merge. [More on Merging Contacts](#)
- Send Email - Sends an email from the default email service on the workstation
- Merge Records - Will bring up the Merge Contacts utility. [More on the Merge Contacts Utility](#)
- UDF Designer - Brings up the UDF Designer. [More on User Defined Fields.](#)

4.9.3.2 General Tab

Overview

The General Tab contains many of the fundamental fields involved in contact setup.

Field Descriptions

Below are field descriptions for the General Tab.

**** Indicates a required field**

Name

- Active - Check this box to make this an active contact.
- Prefix - A title that can be added before the employees name. A User Defined Field. The Prefix list is managed under [Administration>List Management>Name Prefixes.](#)
- ** First - Employee first name
- Middle - Employee middle name
- ** Last - Employee last name
- Suffix - A title that can be added to the end of the employees name. A User Defined Field. The Suffix list is managed under [Administration>List Management>Name Suffixes.](#)

- DOB - Date of Birth
- Title - Position held
- Preferred Name - The contact's preferred name, possibly a nickname or middle name.
- Proper Name - All of the above linked together (for example, Mr. John Doe, Sr.). Can be used as an alternate on mailings.
- Attention - Attention line for mailings.
- Spouse - Name of Spouse.

Firm / Employee Association

- ** Firm/Employee - Firm or Employee associated with this contact.
- ** Relationship Type - A title that can be added before the employees name. A User Defined Field. The Relationship Type list is managed under [Administration>List Management>Firm Contact Types](#).

Office Address

- Office Address - 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
- Phone - Telephone number
- City - City
- State - State
- Zip/Postal - Zip Code
- Country - Country
- Fax - Fax number

4.9.3.3 Personal Tab

Overview

The Personal Tab contains personal information specific to the selected Contact.

Field Descriptions

Below are field descriptions for the Personal Tab.

Email & Phone

- Work Phone - Work phone
- Work Ext. - Work phone extension
- Home Phone - Home telephone number
- Mobile Phone - Mobile phone number
- Fax - Fax number
- Work Email - Work email address associated with the Firm. The Marketing Email functionality uses this email if configured correctly. [More on Marketing Emails](#)
- Home Email - Home email address associated with the Firm. The Marketing Email functionality uses this email if configured correctly. [More on Marketing Emails](#)

Home Address

- Street 1 - Address line 1
- Street 2 - Address line 2
- Street 3 - Address line 3
- Street 4 - Address line 4
- Phone - Telephone number
- City - City
- State - State
- Zip/Postal - Zip code
- Country - Country
- Phone - Telephone number
- Fax - Fax number

4.9.3.4 Marketing Tab

Overview

The Marketing Tab contains marketing information specific to the selected Contact.

Field Descriptions

Below are field descriptions for the Marketing Tab.

Email Subscriptions

- **Gift** - Receives a holiday gift
- **Email** - Receives email marketing pieces
- **Mailing** - Receives mailed marketing material
- **Work Phone** - Work phone
- **Newsletter** - Receives a newsletter
- **Holiday Card** - Receives a holiday card

Lead Source

- **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.). A User Defined Field. The Lead Source list is managed under [Administration>List Management>Lead Sources](#).

Interests

- **Social Activity** - The contact's favorite social activity. A User Defined Field. The Social Activity list is managed under [Administration>List Management>Social Types](#)
- **Sports Activity** - The contact's favorite sports activity. A User Defined Field. The Sport Activity list is managed under [Administration>List Management>Sport Types](#).
- **Gift** - The type of gift the contact should receive. A User Defined Field. The Gift Type list is managed under [Administration>List Management>Gift Types](#).
- **Event** - The type of event the contact should be invited to. A User Defined Field. The Event Type list is managed under [Administration>List Management>Event Types](#).

4.9.3.5 Project Associations Tab

Overview

The Project Associations Tab associates a contact with a particular project.

Field Descriptions

Below are field descriptions for the General Tab.

**** Indicates a required field when adding to the list**

Name

- **** Project Path** - Unique Path of the Project associated with the Contact.
- **Name** - Name of the Project associated with the Contact.

- ** Relationship - The contact's relationship with the Project. A User Defined Field. The Relationship list is managed under [Administration>List Management>Project Contact Types](#)

4.9.3.6 Employee Associations Tab

Overview

The Employee Associations Tab associates a contact with a particular Employee.

Field Descriptions

Below are field descriptions for the General Tab.

**** Indicates a required field when adding to the list**

Name

- ** Employee - Name of the Employee associated with the Contact.
- ** Relationship - The contact's relationship with the Employee. A User Defined Field. The Relationship list is managed under [Administration>List Management>Contact Employee Types](#)

4.9.3.7 Notes Tab

Overview

Notes can be entered against a Contacts, Firms, and Projects (including Opportunities). [More on Notes](#)

Field Descriptions

Below are field descriptions for the Notes Tab.

**** Indicates a required field**

Note Details

- Comment - Body of the Note
- Note Type - Type of Note Posting (ex. Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices). A User Defined Field. The Note Type list is managed under [Administration>List Management>Contact Note Types](#)
- Firm - Firm associated with the note.
- Project - Project associated with the note.

Add a follow-up Activity?

- Add - Create a a follow-up activity that appears on the Activity Calendar. [More on Activities](#)
- Require Complete - When checked, the follow-up activity shows up on the Activity calendar until it is marked complete.
- Type - Type of Activity. A User Defined Field. The Activity Type list is managed under [Administration>List Management>Activity Types](#)
- Date - Date of follow-up Activity.
- Time - Time of follow-up Activity.
- Duration - Duration of follow-up Activity.

Existing Notes

- Notes associated with the Contacts, Firms, or Projects that have been created. Double-click on them to bring into focus.

4.9.3.8 System Info Tab

• Overview

The System Info gives you useful read-only information about the selected Contact.

Field Descriptions

Below are field descriptions for the System Info Tab.

Record Details

- Contact ID: Internal ID number of the selected Contact.
- Created By - The creator of the selected Contact.
- Create Date - The date that the selected Contact was created.
- Modified By - The last person to modify data on the selected Contact.
- Modify Date - The last date that the selected Contact was modified.

4.9.3.9 Custom Fields (UDF) Tab

Overview

User-definable fields (UDFs) can be created for Clients, Employees, Vendors, Projects, Project Level2 and Contacts. [More on User Defined Fields.](#)

4.9.3.10 Merge Contacts

Overview

The Merge Contacts utility is used to merge two contacts into one contact.

Key Concepts

- Two contacts are selected, a Master Contact and a Merge Contact. Next, the different data items are selected and the contact is then merged into one contact.

Note: Even though employees display in this applet, they cannot be merged.

Column Descriptions

Below are descriptions for the Items located on the Merge Contacts pop-up.

- Master Contact - The Primary contact that will become the only contact after the merge.
- Merge Contact - The Secondary contact that will be merged into the Master Contact.
- <-> button - Switches the selected Master and Merge Contacts.
- Grid Groups - The grid columns are grouped into the following classifications (Personal, Email, Firm Association, Office Address, Home Address, Lead Source, Marketing)
- Field Column - Name of the Field
- Checkbox (left) - Selected Master Contact fields. If checked, the data will be retained from the Master Contact and the Merge Contact data will be deleted.
- Checkbox (right) - Selected Merge Contact fields. If checked, the data will be retained from the Merge Contact and the Master Contact data will be deleted.
- "Select fields with data. If both have data, use Master record" link - Selects all fields that have data. In the case of both Contacts having data, the Master Contacts data will be used.
- Preview - Shows you which fields are going to be merged.
- Merge - By pressing merge, the 2 records become one and any data not selected is deleted.
- Cancel - Cancels the Merge

4.9.3.11 Marketing Emails

Overview

Marketing Emails a user to create an email within the Marketing applets and send them to everyone in the Marketing List. [More on Marketing Lists](#)

Keys to Setup

- A valid email addresses must be associated with any Employee, Contact, Firm or Opportunity that is intended to receive the email. The Valid email must be entered in the Main Email, Work Email or Home Email associated field located in the "Detail" pop-up of the Marketing applet.
- The SMTP needs to be setup correctly for this option to function. [More on setting up SMTP and emailing within InFocus](#)
- SMTP should be configured by an internal IT person. This is not handled by Clearview.

Field Descriptions

- SMTP Relay Account - SMTP Accounts that are configured in [Global Settings>SMTP Relay Servers](#).
- Email Address Field - This is the email address that you would like to send the email to. Typical selections may be:
 - Contact Home Email (Contacts)
 - Contact Work Email (Contacts)
 - Main Email (Firms & Opportunities)

Message Tab

- Subject - This will be the Subject of the email that is sent.
- Body - This will be the Body of the email that is sent.
- [...] button - This allows for a file to be attached to the email.
- Preview button - Displays a preview of what the email will look like (Preview Tab)
- Send button - Sends the email.
- Cancel - Cancels the email

Preview Tab

- Displays a preview of what the email will look like

4.9.4 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. [More on the Query Applets](#)

4.9.5 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. The Marketing navigation screens are laid out like a Rolodex with alphabetic tabs representing the first letter in the name of the marketing item. An All tab contains all of the marketing items.

Key Concepts

- Double-click on a firm inside the grid to bring up the "Firm Detail" pop-up. Data can be viewed or changed, depending on the user's permissions.
- Within the "Firm Detail" there are multiple tabs that show specific data about the firm, such as firm name or main phone.
- Only clients and prospects can be added from this form. By default, the system assumes prospect.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Field Descriptions

Active Status

- Active Status - Filters your Firms by their status (Active, Inactive or Both).

Marketing Lists

- Marketing Lists - A marketing list is a list of Contacts, Firms, or Opportunities that are created in [Marketing>Marketing Lists](#). A Marketing List is used to filter the grid on the right. When a Marketing list is

selected, the grid will display only the Firms that were imported into the Marketing list. [More on Marketing Lists](#)

Views

- Views - Views allow you to filter your grid even further. Views allow you to save the current Filter settings (Funnel icons at the top of each column) of the marketing screen. What that means is that you can use the different column filters to display your data just right in the grid, and save it as a View.

Note - Views are available only available in Contacts, Firms, and Opportunities.

Quick Filter

- Quick Filter - A real time filter that reduces the list of Firms as you type into the cell.
- Clear - Clears out the contents of the Quick Filter

Buttons (top-right of grid)

- Columns (paper icon) - Displays a "Column Selector" pop-up that allows the user to select only those columns they wish to view. In the pop-up, there is a check box labeled "Set As Global Default" (granted by a Permission) that allows that user to set a default view for all users that use this Marketing List.
- Email (envelope icon) - Displays an email pop-up that allow you to create an email to send to everyone within the Marketing List. [More on Marketing Emails](#)
- Export (arrow icon) - Allows the user to export the list to a file.
- Refresh - Refreshes the data in the grid.

Firms Grid

- The grid displays all of the recorded information for each firm as a single row.
- The Column Selector allows users to select only those columns that they wish to view.
- The header of each column gives the name of the data field.
- A Funnel icon at the top of each column represents a filter. By clicking on the filter, the user is able to filter down the grid to only the information that they would like to view.

4.9.5.1 General Tab

Overview

The General Tab contains many of the fundamental fields involved in firm setup.

Field Descriptions

Below are field descriptions for the General Tab.

** Indicates a required field

Name

- Active - Check this box to make this an active firm.
- Prospect - When checked, designates this is a prospect, rather than a billable client.
- ** Code - Unique Code of the Firm.
- ** Name - Name of the Firm.
- Website - Website of the Firm.
- Main Email - Main Email to be associated with the Firm. The Marketing Email functionality uses this email if configured correctly. [More on Marketing Emails](#)

Firm Type / Specialty

- ** Type - Type of Firm. A User Defined Field. The Firm Type list is managed under [Administration>List Management>Client Types](#).
- ** Specialty - Specialty of Firm. A User Defined Field. The Specialty list is managed under [Administration>List Management>Client Specialties](#).

General Note

- The General Note is used for internal notes that are specific to the Firm.

Internal Contacts

- Internal Contacts are internal contacts that are associated with the Firm.
- Main Contact - Contact that is classified as the Main Internal Contact.
- Comments - Internal notes that are specific to Main Contact.
- Sales Contact - Contact that is classified as the Sales Contact.
- Comments - Internal notes that are specific to Sales Contact.
- Marketing Contact - Contact that is classified as the Marketing Contact.
- Comments - Internal notes that are specific to Marketing Contact.
- Other Contact - Contact that is classified as an Other Contact.
- Comments - Internal notes that are specific an Other Contact.

4.9.5.2 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.

Field Descriptions

Below are field descriptions for the Addresses Tab.

Main Address

- Street 1 - Address line 1
- Street 2 - Address line 2
- Street 3 - Address line 3
- Street 4 - Address line 4
- Phone - Telephone number
- Fax - Fax number
- City - City
- State - State
- Zip/Postal - Zip Code
- Country - Country
- Geocode - When clicked, the Latitude and Longitude are filled in with the location of the Main Address. This can be used in the Map Viewer applet. [More on the Map Viewer](#).
- Latitude - Latitude of Address
- Longitude - Longitude of Address

Additional Addresses

- Additional addresses that you would like to associate with the Firm can be entered here. The data entered is the same as above.
- Pencil icon - Opens up a pop-up box that asks for the same information above.

4.9.5.3 Contacts Tab

Overview

The Contacts Tab associates a Firm with a particular Contact.

Field Descriptions

Below are field descriptions for the Contacts Tab.

**** Indicates a required field when adding to the list**

- Create Contact - Brings up the Contact Detail page that allows you to create a New Contact.
- ** Contact - Name of the Contact associated with the Firm.
- ** Relationship - The contact's relationship with the Firm. A User Defined Field. The Relationship list is managed under [Administration>List Management>Firm Contact Types](#)

4.9.5.4 Projects Tab

Overview

The Projects Tab displays associations of a Firm with a particular project.

Field Descriptions

Below are field descriptions for the Projects Tab.

Name

- Project Path - Unique Path of the Project associated with the Firm.
- Name - Name of the Project associated with the Firm.
- Project Type - Charge Type of the Project. The charge type is configured in [Project Administration>Projects>General Tab](#).
- Stage - Marketing Stage that the Opportunity is currently at. A User Defined Field. The Stage list is managed under [Administration>List Management>Lead Stages](#).

4.9.5.5 Marketing Lists Tab

Overview

The Marketing Lists Tab shows you a list of Marketing Lists that are that have a "List Type" of Opportunity. You must also have the appropriate "Access Level" access. [More on Marketing Lists](#)

Field Descriptions

Below are field descriptions for the Marketing Lists Tab.

- Quick Filter - A real time filter that reduces the list of Opportunities as you type into the cell.
- Clear - Clears out the contents of the Quick Filter.
- Check All - Selects all of the available Marketing Lists in the Grid.
- Check-box - Checked if a member of the Marketing List.

- Name - Name of the Marketing List.
- Date Added - Date that the Opportunity Project was added to the Marketing List.

4.9.5.6 Notes Tab

Overview

Notes can be entered against a Contacts, Firms, and Projects (including Opportunities). [More on Notes](#)

Field Descriptions

Below are field descriptions for the Notes Tab.

**** Indicates a required field**

Note Details

- Comment - Body of the Note
- Note Type - Type of Note Posting (ex. Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices). A User Defined Field. The Note Type list is managed under [Administration>List Management>Contact Note Types](#)
- Contact - Contact associated with the note.
- Project - Project associated with the note.

Add a follow-up Activity?

- Add - Create a a follow-up activity that appears on the Activity Calendar. [More on Activities](#)
- Require Complete - When checked, the follow-up activity shows up on the Activity calendar until it is marked complete.
- Type - Type of Activity. A User Defined Field. The Activity Type list is managed under [Administration>List Management>Activity Types](#)
- Date - Date of follow-up Activity.
- Time - Time of follow-up Activity.
- Duration - Duration of follow-up Activity.

Existing Notes

- Notes associated with the Contacts, Firms, or Projects that have been created. Double-click on them to bring into focus.

4.9.5.7 Documents Tab

Overview

Documents tab allows you to upload, view, modify and delete archived documents in relation to the loaded record. Uploaded documents and related information will be listed in the grid. [More on Document Management](#)

4.9.5.8 System Info Tab

Overview

The System Info gives you useful read-only information about the selected Firm.

Field Descriptions

Below are field descriptions for the System Info Tab.

Record Details

- Firm ID: Internal ID number of the selected Firm.
- Created By - The creator of the selected Firm.
- Create Date - The date that the selected Firm was created.
- Modified By - The last person to modify data on the selected Firm.
- Modify Date - The last date that the selected Firm was modified.

4.9.5.9 Custom Fields (UDF) Tab

Overview

User-definable fields (UDFs) can be created for Clients, Employees, Vendors, Projects, Project Level2 and Contacts. [More on User Defined Fields.](#)

4.9.6 Map Viewer

Overview

The Map Viewer is where you are able to view queried data using Bing Maps.

Key Concepts

- 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. The account information is managed in [Global Settings>Mapping Tab](#)
- There are some standard queries that come with InFocus to demonstrate the Map Viewers capabilities. [More on Map Queries](#)

Field Descriptions

Map Viewer Window

- Queries Drop-down - Displays the current query in use. If you look in the drop-down, you will see a list of all available Map Queries. [More on Map Queries](#)
- Check/Uncheck All - Checks or Unchecks all of the items in the Results Grid.
- Quick Filter - Filters the items in the Results Grid.

Results Window

- Description - Displays the results of the query selected in the Queries Drop-down.

4.9.7 Marketing Lists

Overview

A marketing list is a named list of either Contacts, Firms, or Opportunities.

Field Descriptions

Header

- 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.

Marketing List Grid

- Icon - Icon that represents the access type of the Marketing List. Access types are Personal, Shared, or Public.
- Market List - Name of the Market List.
- Type - .Applet that the Marketing list is accessible.
- Owner - User that created the Marketing List.
- Member Count - Number of members that are in the Marketing List.

4.9.7.1 Marketing Lists Editor

Overview

The Marketing List Editor allows you to create/edit Marketing Lists. 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. 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.

Field Descriptions

Header

- Name - Name of the Marketing List
- List Type - The applet that the Marketing List is used in.
- Access Level - The access type of the Marketing List. Access types are Personal, Shared, or Public.
- Active - When checked, the Marketing List is Active.

Members Tab

- Description - The Members Tab is where you build the list of users who have access to the Marketing List.
- Arrow Button (Import) - The Marketing List Import Button allows you to create filtering options to import contacts. The options are:
 - Import All - All records (users) will be imported. If a record is already a part of a list, it will not be imported a second time.
 - Import from another List - By selecting an existing list, you can bring over the same list of records.
 - Import by Query - By using the selection options, you can build a query that will import the records.
- Plus Sign Button - The plus button gives you a list of contacts that you can import to this Marketing List.

Permissions Tab

- Description - When the Access Level is "Shared", you are able to set permissions that grant access to certain Users/Groups. [More on Permissions](#)

4.9.8 Notes

Overview

Notes can be entered against a Contacts, Firms, and Projects (including Opportunities).

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Print - Prints the comments in the Notes window

Field Descriptions

Note Window (Top Window)

- Description - The notes window contains the running notes conversation.

Note - Hover over a comment to Edit, View or delete a specific item.

Note Window (Bottom)

- Description - In this window you are able to compose or edit a note.

Regarding

- Contact - Contact associated with the note. [More on Contacts](#)
- Firm - Firm associated with the note. [More on Firms](#)
- Project - Project associated with the note. [More on Projects](#)

Schedule Follow Up Activity

- Type - Type of Note Posting (ex. Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices). A User Defined Field. The Type list is managed under [Administration>List Management>Activity Types](#)
- Date - Date of follow-up Activity.
- Time - Time of follow-up Activity.
- Duration - Duration of follow-up Activity.
- 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. More on Activities [Activities](#)
- Drop-down - Type of Note Posting (ex. Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices). A User Defined Field. The Note Type list is managed under [Administration>List Management>Note Types](#)

4.9.9 Opportunities

Overview

Opportunities are a specific type of project. Opportunities are typically a marketing effort.

The Marketing navigation screens are laid out like a Rolodex with alphabetic tabs representing the first letter in the name of the marketing item. An All tab contains all of the marketing items.

Key Concepts

- Double-click on a opportunity inside the grid to bring up the "Opportunity Detail" pop-up. Data can be viewed or changed, depending on the user's permissions.
- Within the "Opportunity Detail" pop-up, there are multiple tabs that show specific data about the opportunity, such as name or main phone.
- Only Opportunities and employees can be added from this form.
- 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.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Field Descriptions

Active Status

- Active Status - Filters your Opportunities by their status (Active, Inactive or Both).

Marketing Lists

- Marketing Lists - A marketing list is a list of Contacts, Firms, or Opportunities that are created in [Marketing>Marketing Lists](#). A Marketing List is used to filter the grid on the right. When a Marketing list is selected, the grid will display only the Opportunities that were imported into the Marketing list. [More on Marketing Lists](#)

Views

- Views - Views allow you to filter your grid even further. Views allow you to save the current Filter settings (Funnel icons at the top of each column) of the marketing screen. What that means is that you can use the different column filters to display your data just right in the grid, and save it as a View.

Note - Views are available only available in Contacts, Firms, and Opportunities.

Quick Filter

- Quick Filter - A real time filter that reduces the list of Opportunities as you type into the cell.
- Clear - Clears out the contents of the Quick Filter

Buttons (top-right of grid)

- Columns (paper icon) - Displays a "Column Selector" pop-up that allows the user to select only those columns they wish to view. In the pop-up, there is a check box labeled "Set As Global Default" (granted by a Permission) that allows that user to set a default view for all users that use this Marketing List.
- Email (envelope icon) - Displays an email pop-up that allow you to create an email to send to everyone within the Marketing List. [More on Marketing Emails](#)
- Export (arrow icon) - Allows the user to export the list to a file.
- Refresh - Refreshes the data in the grid.

Opportunities Grid

- The grid displays all of the recorded information for each Opportunity as a single row.
- Double-Click on a row to bring up the Opportunity Detail.
- The Column Selector allows users to select only those columns that they wish to view.
- The header of each column gives the name of the data field.
- A Funnel icon at the top of each column represents a filter. By clicking on the filter, the user is able to filter down the grid to only the information that they would like to view.

4.9.9.1 General Tab

Overview

The General Tab contains many of the fundamental fields involved in the setup of Opportunities.

Field Descriptions

Below are field descriptions for the General Tab.

**** Indicates a required field**

Name

- Active - Check this box to make this an active firm.
- ** Code - Unique Code of the Firm.

- ** Name - Name of the Firm.
- ** Firm - Firm assigned to this Opportunity.
- Org. Unit - Organizational Unit assigned to project. [More on Organizational Units](#)

Opportunity Info

- Stage - Marketing Stage that the Opportunity is currently at. A User Defined Field. The Stage list is managed under [Administration>List Management>Lead Stages](#).
- Lead Source - Lead Source of the Opportunity. A User Defined Field. The Lead Source list is managed under [Administration>List Management>Lead Sources](#).

Opportunity Dates

- Start - Anticipated Start Date of the Opportunity.
- End - Anticipated End Date of the Opportunity.
- Proposal Due - Estimated Due Date of the Proposal.
- Expected Close - Estimated Close Date.

Market Sectors

- Market Sectors associated with the Opportunity. [More on Market Sectors](#)

4.9.9.2 Internal Contacts Tab

Overview

The Internal Contacts Tab contains internal contacts associated with the Firm.

Field Descriptions

Below are field descriptions for the Internal Contacts Tab.

Internal Employee Contacts

- Internal Contacts are internal contacts that are associated with the Firm.
- Principal - Contact that is classified as the Principal in Charge Contact.
- Comments - Internal notes that are specific to Main Contact.
- Project Manager - Contact that is classified as the Project Manager Contact.
- Comments - Internal notes that are specific to Sales Contact.
- Marketing Contact - Contact that is classified as the Marketing Contact.
- Comments - Internal notes that are specific to Marketing Contact.
- Other Contact - Contact that is classified as an Other Contact.
- Comments - Internal notes that are specific an Other Contact.

4.9.9.3 Comment Tab

Overview

The Comment tab is used for internal comments that are specific to the Opportunities.

4.9.9.4 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.

Field Descriptions

Below are field descriptions for the Addresses Tab.

Main Address

- Name - 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
- State - State
- Country - Country
- Phone - Telephone number
- Fax - Fax number
- Latitude - Latitude of Address
- Longitude - Longitude of Address
- Copy to Clipboard - Copies address to the clipboard of the local workstation.
- Geocode - When clicked, the Latitude and Longitude are filled in with the location of the Main Address. This can be used in the Map Viewer applet. [More on the Map Viewer](#).

4.9.9.5 Contacts Tab

Overview

The Contacts Tab associates an Opportunity with a particular Contact.

Field Descriptions

Below are field descriptions for the Contacts Tab.

**** Indicates a required field when adding to the list.**

- ** Contact - Name of the Contact associated with the Opportunity.
- ** Relationship - The Opportunities's relationship with the Contact. A User Defined Field. The Relationship list is managed under [Administration>List Management>Project Contact Types](#)

4.9.9.6 Marketing Lists Tab

Overview

The Marketing Lists Tab shows you a list of Marketing Lists that are that have a "List Type" of Opportunity. You must also have the appropriate "Access Level" access. [More on Marketing Lists](#)

Field Descriptions

Below are field descriptions for the Marketing Lists Tab.

- Quick Filter - A real time filter that reduces the list of Opportunities as you type into the cell.
- Clear - Clears out the contents of the Quick Filter.
- Check All - Selects all of the available Marketing Lists in the Grid.
- Check-box - Checked if a member of the Marketing List.
- Name - Name of the Marketing List.
- Date Added - Date that the Opportunity Project was added to the Marketing List.

4.9.9.7 Notes Tabs

Overview

Notes can be entered against a Contacts, Firms, and Projects (including Opportunities). [More on Notes](#)

Field Descriptions

Below are field descriptions for the Notes Tab.

**** Indicates a required field**

Note Details

- Comment - Body of the Note
- Note Type - Type of Note Posting (ex. Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices). A User Defined Field. The Note Type list is managed under [Administration>List Management>Contact Note Types](#)
- Firm - Firm associated with the note.
- Contact - Contact associated with the note.

Add a follow-up Activity?

- Add - Create a a follow-up activity that appears on the Activity Calendar. [More on Activities](#)
- Require Complete - When checked, the follow-up activity shows up on the Activity calendar until it is marked complete.
- Type - Type of Activity. A User Defined Field. The Activity Type list is managed under [Administration>List Management>Activity Types](#)
- Date - Date of follow-up Activity.
- Time - Time of follow-up Activity.
- Duration - Duration of follow-up Activity.

Existing Notes

- Notes associated with the Contacts, Firms, or Projects that have been created. Double-click on them to bring into focus.

4.9.9.8 System Info Tab

Overview

The System Info gives you useful read-only information about the selected Opportunity Project.

Field Descriptions

Below are field descriptions for the System Info Tab.

Record Details

- Record ID: Internal ID number of the selected Opportunity Project.
- Created By - The creator of the selected Opportunity Project.
- Create Date - The date that the selected Opportunity Project was created.
- Modified By - The last person to modify data on the selected Opportunity Project.

- Modify Date - The last date that the selected Opportunity Project was modified.

4.9.9.9 Custom Fields (UDF) Tab

Overview

User-definable fields (UDFs) can be created for Clients, Employees, Vendors, Projects, Project Level2 and Contacts. [More on User Defined Fields.](#)

4.9.10 Opportunity 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. [More on the Query Applets](#)

4.10 Utilities

4.10.1 Comment Templates

Overview

The Comment Templates applet allows you to create and manage comment templates that can be used on time and expense sheets. The Comment Template allow for the entry of specific data in the Comment box. This can be required either through using Labor Code Groups, Expense Code Groups or associating a level of the WBS of a project with a Comment Template. [More on Adding Comment Templates to Projects.](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Preview - This allows you to see the prompt that the user will see when they go to enter data for the selected Comment Template.

Field Descriptions

Comment Templates Window

- Name - This column contains the name of the Comment Templates. To create a Comment Template, click "New". Once saved, the name will appear in this column.

- Template Name - Name of the Comment Template. Name can be edited here.
- Active - When checked, the Comment Template is active for use.

Comment Template Grid

- Field Name - User Defined Field Name.
- Label that will show in the pop-up when the user is prompted to enter data.
- Data Type - Data Type of the field that is to be entered by the user.
- Required - When checked, this Comment Template will require an answer for the field.

Comment Layout

- Comment Layout - The layout of the comment when it is displayed in the PM Comments box.
- Generate - Generates the comment layout.

Note - A Comment Template must have a Comment Layout before you hit "Save", so click the Generate link before saving.

4.10.2 Custom Reports

Overview

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.

Key Concepts

- You can find a description of system Custom Reports in the InFocus System Reports chapter of this manual. [More on InFocus System Custom Reports](#)
- 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.
- Access to these reports are granted through the Permissions Tab in Custom Reports, they are granted on the

Permissions Tab. [More on the Permissions Tab](#)

- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it.
- There is a Help Center article that talks about these reports. To view that, follow this link: [More on Custom Reports](#)

Note - Knowledge of using the Microsoft BIDS tool is required. All customizations NOT completed by a Clearview technician are NOT supported by Clearview Support.

Customizing a Custom Report

- To create a custom *Custom Report*, first select the report in the Custom Report applet using the list on the left part of the form. These designs, or a previously made custom reports, can be copied.
- The Copy function is located in the toolbar menu, click *Copy*.
- When clicked, it will prompt for a report name that must be unique. Add the name and click *OK*.
- After copying a report, it can be downloaded (*Download* button located on the toolbar) 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. [More on Uploading a report](#)

4.10.2.1 Custom Reports Toolbar

Overview

Below is a description of toolbar functionality in Custom Reports.

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
- Refresh - Refreshes the applet
- Launch Report Builder - Launches [InFocus Report Builder](#)
- Edit Section Images/Settings - Launches a dialogue where the user can edit images and settings used on custom reports. [More info](#)

4.10.2.2 Settings Tab

Overview

This tab contains general information related to the selected Custom Report type (Custom Report, Action, Data Grid or Warning).

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 style 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

4.10.2.3 Sections/Steps Tab

Overview

This tab defines the each step to be displayed by the report prompt. For Single prompt style, only one Section 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.

4.10.2.4 Sub-Reports Tab

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

4.10.2.5 Drill-Downs Tab

Overview

Drill-Downs define drill through reports housed in your custom Report.

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

4.10.2.6 Permissions Tab

Overview

The Permissions Tab gives a list of Users/Groups that may be granted access to the selected Custom Report type. The concept is similar to system Permissions. [More on Permissions](#)

4.10.2.7 Modules/Applets Tab

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 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

4.10.2.8 Report Builder

Overview

ReportBuilder is a stand alone report building application which launches from within Utilities>Custom Reports or directly from Utilities>ReportBuilder (if permissions are granted). Like other custom reports, reports created through ReportBuilder are housed and displayed in InFocus and governed by designated permissions.

Reports designed in ReportBuilder inherit the same set of user/role based permissions that govern InFocus reporting.

Navigation

ReportBuilder is easily navigated and walks the user through each element in the report design process. Generally speaking, the elements of report design include the compilation of Data and the organization of that data by means of Design.

4.10.2.8.1 Datasets

Overview

Datasets is the first step in selecting the information for the report being built. Each dataset represents a range of related data. Descriptions are provided for each dataset.

4.10.2.8.2 Fields

Overview

Select the fields to be used on the report. Fields available to the chosen dataset are listed on the left and can be searched by scrolling or typing. Selecting a field displays its definition at the bottom of the screen.

Field Descriptions

Fields

- Lists available fields contained in the selected Dataset
- Search by scrolling, opening/closing categories or typing
- Select fields using one of the following methods
 - Double-Click
 - Single Click + Arrow Button
 - Mouse Highlight + Arrow Button (multiple selections)
 - Ctrl + Click + Arrow Button (multiple selections)
- Field Descriptions are displayed below the container when the field is highlighted

Selected Fields

- Lists the Fields selected for the report in the *default* order they will appear on the report.

Buttons

- Right Button: Moves fields to Selected Fields container
- Left Button: Moves fields from Selected Fields container
- Up and Down Arrows: Used to reorder fields in the Selected Fields Container

4.10.2.8.3 Calculated Fields

Overview

Create calculated fields by naming, configuring and building the supporting expressions.

Field Descriptions

Header

- Use Calculated Fields: Enables features of the screen when checked
- Field Name: Label to be displayed on the report
- Data Type: This governs the typing validation and initial formatting of the returned value from the Field Expression
 - Yes/No
 - Date
 - Whole Number
 - Number
 - Text
- Auto-Sum: When checked, ReportBuilder will include the calculated field in group footers
- Delete (icon): Removes the calculated field from the report

Field Expression

- Container where the field expression can be entered
- Operands available to the expression
- Fields available for use in the expression

4.10.2.8.4 Sorts

Overview

Determine the sorting rules (if any) to apply the report. Fields are selected from a drop down list and then configured appropriately.

Field Descriptions

- Field Name: Field to be sorted on
- Descending: When checked, the report will be sorted in Descending order. Report sorting defaults to Ascending (1,2,3; A,B,C).
- Sort Order: Defines the order in which fields will be sorted when multiple fields are in use. For example: Sort by Project (Sort Order=1), then by Employee (Sort Order=2)
- Delete (icon): Removes the sort from the report

4.10.2.8.5 Filters & Prompts

Overview

ReportBuilder supports two methods of filtering data: Explicit Filters and User Prompts. Each method can be applied here. Fields are selected from a drop down list and configured appropriately. Select the field and operand by which to filter. Explicit filters will be applied when a Value is provided for evaluation. A User Prompt is created in the absence of a Value.

Field Descriptions

- Field: Field to be filtered.
- Label: Label to display on the report if creating a prompt
- ?: Operand to be used in the filter
- Value: Value to apply for explicit filters. Leave blank to create a User Prompt
- Require: When checked, a value will be required at run-time (User Prompts only)
- Delete (icon): Removes the filter/prompt from the report

4.10.2.8.6 Template

Overview

Choose a Template. Templates are the starting place of Report Design in ReportBuilder and are easy to choose. Scroll through the list of available templates and choose the one that best meets the needs of the report.

Field Descriptions

- Template Images: Reflect a preview of the template
- Use This Template: Click to select the template
- Load a custom template: Clicking this link opens a file upload dialogue. Select the .RDL you wish to utilize and click Open.

4.10.2.8.7 Settings

Overview

Configure the selected template by customizing the Template Options and uploading an Image for "With Logo" templates.

Field Descriptions

Template Options

- Report Title Settings
 - Report Text: Text to display in the title of the report. This is the text displayed at the top of the report.
 - Show Title: When unchecked, the report title will be hidden
 - Title Forecolor: Defines the color of the title text **Example**
 - Title Backcolor: Defines the color of the title text background **Example**
 - Title Align: Sets the alignment of the title on the report
 - Title Format: Sets the format of the title using standard .NET formatting [Read More](#)
 - Title Font Family: Sets the title font
 - Title Font Size: Sets the title font size
 - Bold Report Title: When checked, title text appears bold
- Subtitle Settings
 - Subtitle Name: Text to display in the subtitle of the report. This is the text displayed under the title.
 - Show Subtitle: When unchecked, the report subtitle will be hidden
 - Subtitle Forecolor: Defines the color of the subtitle text **Example**
 - Subtitle Backcolor: Defines the color of the subtitle text background **Example**
 - Subtitle Align: Sets the alignment of the subtitle on the report
 - Subtitle Format: Sets the format of the subtitle
 - Subtitle Font Family: Sets the subtitle font
 - Subtitle Font Size: Sets the subtitle font size
 - Bold Subtitle: When checked, subtitle text appears bold
- Header/Footer Settings
 - Repeat Page Header: When checked, the report header will be displayed on each page of the report
 - Page Number Top: When checked, the page number will be displayed at the top of each page in the report
 - Page Number Bottom: When checked, the page number will be displayed at the bottom of each page in the report
 - Page Number format: Sets the format of the page numbers
 - Page Number Align: Sets the alignment of the page number on the report
 - Execution Time Top: When checked, the run-time stamp of the report will be displayed at the top of the report
 - Execution Time Bottom: When checked, the run-time stamp of the report will be displayed at the bottom of the report
 - Execution Time Format: Sets the format of the execution run-time stamp

- Execution Time Align: Sets the alignment of the run-time stamp on the report
- Line Settings
 - Show Header Top Line: When checked, a horizontal line will be displayed in the report header above the report title
 - Show Header Middle Line: When checked, a horizontal line will be displayed in the report header between the title and subtitle
 - Show Header Bottom Line: When checked, a horizontal line will be displayed in the report header beneath the subtitle
 - Show Footer Line: When checked, a horizontal line will be displayed at the top of the report footer
 - Line Width: Sets the width of the header and/or footer lines
 - Line Color: Sets the color of the header and/or footer lines
- Logo
 - Use Rectangle Logo: When checked, the report will use the image uploaded as the rectangle logo placeholder
 - Use Square Logo: When checked, the report will use the image uploaded as the square logo placeholder
 - Logo Align: Sets the alignment of the logo on the report

Images

- Logo Placeholder (Square): Upload a square logo by clicking the ellipsis (...), selecting a supported file and clicking open
- Logo Placeholder (Rectangle): Upload a rectangular logo by clicking the ellipsis (...), selecting a supported file and clicking open

4.10.2.8.8 Groups

Overview

Report Groupings. Determine the grouping rules (if any) to apply the report. Fields are selected from a drop down list and configured appropriately.

Field Descriptions

- Field: Field to be grouped by
- Sort Descending: When checked, the group will be sorted in Descending order. Group sorting defaults to Ascending (1,2,3; A,B,C).
- Show Header: When checked, the group header will be displayed. This typically reflects the value of the field being grouped by.
- Show Footer: When checked, the group footer will be displayed. This typically reflects the total value of the items within the group.
- Show Map: When checked, Group will have associated navigation when the report is rendered in InFocus.
- Delete (icon): Removes the group from the report

4.10.2.8.9 Table Layout

Overview

Table Designer is used to define the attributes of the table displayed on the report. The table contains the data reflected by the report and can be formatted to present that data in a meaningful way.

Field Descriptions

Table Designer

- Section T: This is the Title section of the table and is defined by configurations made in Templates and Settings
- Section H: This is the Header section of the table and is defined by configurations made in Settings. Header labels can be edited.
- Section gh: This is the Group Header section of the table and is defined by configurations made in Groups. The table will display one gh section per group in use (gh0, gh1, gh2, etc). Group Headers can be edited.
- Section D: This is the Detail section of the table and is defined by configurations made in Datasets, Fields and Calculated Fields. Detail fields can be edited.
- Section gf: This is the Group Footer section of the table and is defined by configurations made in Groups. The table will display one gf section per group in use (gf0, gf1, gf2, etc). Group Footers can be edited.
- Section F: This is the Footer section of the table and is defined by configurations made in Settings. Footer values can be edited.
- Add:
 - Row Below: Adds a new row below the selected row in the Table Designer
 - Row Above: Adds a new row above the selected row in the Table Designer
 - Column: Adds a new column to the table
- Remove:
 - Row: Removes the row of the selected row or field in the Table Designer
 - Column: Removes the column of the selected field in the Table Designer

Preview Sample Report

- Preview Sample Report: This button launches a report viewer that displays a mock-up of the report as defined by all steps in ReportBuilder including the Table Designer. Data displayed on the preview is generated sample data.

Cell Styling

Description - The following options are applied to the selected cell in the Table Designer.

- Alignment: Sets the alignment of the value within the cell (Left, Center or Right)
- Font Size: Sets the font size of the value within the cell
- Font Family: Sets the font of the value within the cell
- Font: When checked, sets the font weight and/or style of the value within the cell
- Format Code: Sets the format of the value within the cell
- Foreground: Sets the color of the text within the cell
- Background: Sets the background color of the cell
- Top Border: Sets the weight and color of the top border line of the cell. A weight of "0" denotes a transparent (hidden) line.
- Right Border: Sets the weight and color of the right border line of the cell. A weight of "0" denotes a transparent (hidden) line.
- Bottom Border: Sets the weight and color of the bottom border line of the cell. A weight of "0" denotes a transparent (hidden) line.
- Left Border: Sets the weight and color of the left border line of the cell. A weight of "0" denotes a transparent (hidden) line.
- Apply Settings to All Cell on Row: Applies the configured setting for each cell in the row of the selected cell in the Table Designer

Row Settings

Description - The following options are applied to the selected row in the Table Designer.

- Merge all Cells on Row: Creates one cell from all the cells in a given row and clears all values contained by the cells in that row. The merged cell can then be reassigned a value selection.
- Row Height: Sets the row height of the selected row
- Row Hidden Expression: Row visibility expression. Ex: =iif(fields!column.Value>0,True,False)

Table & Group Options

- Table Sections
 - Show Header: When unchecked, the header section (Section H) is hidden and values are cleared
 - Show Detail Rows: When unchecked, the detail section (Section D) is hidden and values are cleared
 - Show Footer: When unchecked, the footer section (Section F) is hidden and values are cleared
- Table Repeating
 - Repeat Header: When checked, the header section (Section H) is displayed on each page of the report
 - Repeat Footer: When checked, the footer section (Section F) is displayed on each page of the report
- Column Sizing
 - Auto Size: When checked, the columns will be automatically sized by the maximum length of the value(s) it

contains

- Group Sections
 - Show Header: When unchecked, the group header selection is hidden and values are cleared
 - Show Footer: When unchecked, the group footer selection is hidden and values are cleared
- Group Left Indentation: Sets the indentation of the selected group
- Group Repeating
 - Repeat Header: When checked, the selected group header is displayed on each page of the report
 - Repeat Footer: When checked, the selected group footer is displayed on each page of the report
- Page Breaking
 - Page Break After Grouping: When checked, a page break is inserted on the report after the selected group
- Designer Actions
 - Reset Table Layout: Clears all modifications made to the Table Designer. The user is prompted for verification.
 - Copy Report Definition to Clipboard: This copies the report JSON and XML to the clipboard
 - Copy Report RDL to Clipboard: This copies the report XML to the clipboard

4.10.2.8.10 Finish

Overview

Finish Your Report. Name the report and install it to InFocus. Reports are imported to Custom Reports via an InFocus Exchange Import Code. Import Codes are unique to the report being created. When Saving and Installing a report to InFocus, please ensure InFocus is open and that the Custom Reports applet is launched.

Field Descriptions

- Report Name: Name of the Report to be displayed in the Custom Reports list
- Save and Install in InFocus: Launches the InFocus Exchange Import dialogue and generates a unique code for the report or iteration thereof
- Generate a Separate Install Code: Note: This will not be used by the general user. This option should only be used when sharing a created report outside of the user's deployment of InFocus. If using, this option generates a separate install code which can be used to allow others to have their own copy of the report. When clicked, the install code will be displayed below. This code can be copied to the clipboard and shared.
 - Make Installation Code Single Use: When checked, the install code will only be able to be used once, by one party.
 - Install Code Copy Button: Copies the install code to your clipboard
- Show InFocus Exchange Install Code: When clicked, this link shows or hides the InFocus Exchange Install Code, Install Code Copy Button and "Make Installation Code Single Use" checkbox

- New Report: Creates a new report
- Feedback: Launches a dialogue through which you can provide feedback to Clearview regarding ReportBuilder

4.10.2.8.11 Save & Install

Overview

ReportBuilder reports are imported into InFocus via the InFocus Exchange Item Import dialogue. This allows the user to conduct one-click imports to InFocus. The dialogue displays the Import Code and Name/Type of report. To complete the import, simply click Start Import. The report scripts will be downloaded to InFocus where the report can then be configured with Module/Applet availability and User/Group permissions.

4.10.3 Dashboard Groups

Overview

The starting place in InFocus is your Dashboard- it is the first thing you see when logging in and can serve as a launch pad for your work in InFocus. View at-a-glance illustrative Charts, run Reports- even Approve Time and Expense. What's more: You can have multiple Dashboards so you can keep related information together in one place. The Widgets available to a user's Dashboard are governed by the Dashboard Group.

Key Concepts

- Part of the Utilities module, Dashboard Groups define user access to Widgets and the information they contain. Employees are assigned a Dashboard Group which thereby governs what they can view and customize on their personal Dashboard.
- Once the Dashboard Group has been given access to a specific set of Widgets, the group can be configured with predefined Dashboards. These Dashboards are made available to users who are a part of the group. When such a user logs in they will see the "Default" Dashboard defined by the Dashboard Group.
- When a user is viewing Widgets that are part of the "Default" Dashboard for a group, they cannot alter the specific settings of the Widget; they can only organize them on the Dashboard and choose whether or not to show them upon login. Alternatively, a user can customize/create other Dashboards by clicking *Configure>Dashboards* from the Toolbar on the Dashboard applet. This will allow them to configure and personalize their own Dashboards- using only the Widgets that are allowed to them by their respective Dashboard Group.

Note: If there are queries or alerts that reveal sensitive information, make sure they are not allowed, except to specific Dashboard Groups.

Field Descriptions

Dashboard Groups Window

- Dashboard Groups - This column contains the name of the Dashboard Groups. To create a Dashboard Groups,

click "New". Once saved, the name will appear in this column.

- Name - Name of the Dashboard Groups. Name can be edited here.
- Description - Internal description that describes the Dashboard Group.

Allowable Items Grids

- Description - The Allowable Items grids allow you to select what items are available to the Dashboard Group. Not all of the items have to be displayed on a Dashboard. The following sections discuss the different Tabs within the Allowable Items grid. [More on Dashboards](#)

4.10.3.1 Dashboard Groups Toolbar

Overview

The Org Unit toolbar gives the user (if given appropriate permissions) various capabilities within the Organizational Units applet. Below is a list of those capabilities.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Manage - This brings up a pop-up that allows you to manage the following items:
 - Chart Queries - When selected, a pop-up will display all system and custom Chart Queries. Here you are able to manage query charts.
 - Alerts - When selected, a pop-up will display all system and custom Alerts. Here you are able to manage Alerts.
 - Tiles - When selected, a pop-up will display all system and custom Tiles. Here you are able to manage Tiles.
 - Gridgets - When selected, a pop-up will display all system and custom Gridgets. Here you are able to manage Gridgets.

4.10.3.2 Widgets Tab

Overview

The Widgets tab grants access to all Widgets on a Dashboard Group.

Key Concepts

- Dashboards are comprised by "mini-applets" called Widgets. Widgets are allowed to a Dashboard Group via the Widget tab and thereby define the information available to users via the Dashboard applet.
- If "Allowed" is not checked next to the Widget on this Tab, the Dashboard Group will NOT have access to the Widget even if it is checked on the Widget tab.

Field Descriptions

- Check All - When selected, all of the Widgets in the grid will be set to "Allowed".
- Icon Column - The icon column displays the icon that represents the item type.
- Allowed - When checked, the item will be available for use when designing a Dashboard Group.
- Widget - List of Widgets that are available for use. The options are:
 - Activities - Provide the ability to load a user's (or another specified user's) Activities. [More on Activities](#)
 - Alerts - The Alerts widget provides a list of predefined notifications (aka Alerts). [More on Alerts](#)
 - Clients - Allows the 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. [More on Clients](#)
 - Contacts - The contacts widget allows a user to look up 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. [More on Contacts](#)
 - 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. More on Expense Sheets [Expense Sheets](#)
 - Gridget - Provides the ability to utilize Data Grid Charts. Gridgets allow users to interact with data in an Excel-like, editable grid and enables interactive reporting with drill-through. Gridgets can be used to drive other Dashboard charts, work flows and other processes. [More on Gridgets](#)
 - 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. [More on Projects](#)
 - Query Chart - The Query Chart widget provides a generic chart interface for predefined queries. Twelve different chart types are supported, including: Area, Bar, Column, Doughnut, Funnel, Line, Pie, Point, Spline, Stacked

Area, Stacked Bar, Stacked Column. Depending on the type of chart, the query must return columns in a particular manor. [More on Query Charts](#)

- Area - Similar to a Line or Plot chart, the Area chart type is used to show cumulative totals over a period of time. The area between the axis and the line is filled with color. This makes it especially helpful to compare multiple sets of data and the relationships between them.
- 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.
- 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.
- Doughnut - Similar to the Pie Chat, this shows the size of items that make up a data series proportional to the total of the items in the series.
- Funnel - Shows the size of the percentage of a given series in comparison to the total value being compared. Each series is stacked and ordered proportionally.
- 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.
- 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.
- Point - Similar to the Line Chart, the Point chart emphasizes the amount of change over a period of time or compares multiple items. The main difference visually is that the Point chart only plots the points of the numeric columns in the data set- with no lines connecting the points in the series.
- Spline - Similar to the Line Chart the Spline chart emphasizes the amount of change over a period of time or compares multiple items. The main difference visually is that the Spline chart strikes a curved line between each point in the series.
- Stacked Area - This chart is identical to the Area chart (described above) except that the fill colors do not intersect when comparing multiple series- they are stacked, one on top of the other. This can be helpful in clearly seeing the variance when comparing multiple series.

- Stacked Bar - This chart is identical to the Bar chart (described above) except that the series data is combined into a single bar per vertical type. This can be helpful in seeing variance when comparing multiple series.
- Stacked Column - This chart is identical to the Column chart (described above) except that the data series are combined into a single column per horizontal type. This can be helpful in seeing variance when comparing multiple series.
- Reports - The reports widget allows you to launch reports from the Dashboard.
- 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.
- Tiles - The Tile widget provides a predefined list of numeric outputs. Examples include: Active Employees, Bank Balance and Revenue this Period.
- Timesheet - The time sheet widget offers a summarized view of an employee's most current time sheet with the ability to "jump" to that time sheet for completion or submission.

4.10.3.3 Queries Tab

Overview

Queries are utilized by the Query Chart Widget and come in two types- System or Custom. The system queries cannot be changed, but may be copied in order to customize in some way.

Key Concepts

- To Create New Queries click **Manage>Chart** Queries from the toolbar. The name of the query, the chart type, and the query itself can be specified there.

Field Descriptions

- Check All - When selected, all of the Queries in the grid will be set to "Allowed".
- Allowed - When checked, the item will be available for use when designing a Dashboard Group.
- Query - List of Queries that are available for use.
- System - When checked, the item is a system item. When unchecked, it is a custom item.

4.10.3.4 Alerts Tab

Overview

The Alerts widget provides a list of predefined notifications (aka Alerts). Alerts are utilized by the Alerts Widget and come in two types- System or Custom. The system Alerts cannot be changed, but may be copied in order to customize in some way.

Key Concepts

- To Create New Alerts click Manage>Alerts from the toolbar. The name of the Alert, and the query itself can be specified there. The Alerts widget assumes the first column of the resulting set of data is a string that is itself the alert.

Field Descriptions

- Check All - When selected, all of the Alert in the grid will be set to "Allowed".
- Allowed - When checked, the item will be available for use when designing a Dashboard Group.
- Alert - List of Alerts that are available for use.
- System - When checked, the item is a system item. When unchecked, it is a custom item.

Alerts Descriptions

Below is a description of a sampling of Alerts system alerts:

- 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.
- 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.

4.10.3.5 Tiles Tab

Overview

The Tile widget provides a predefined list of numeric outputs. Examples include: Active Employees, Bank Balance and Revenue this Period. Tiles are utilized by the Tiles Widget and come in two types- System or Custom. The system Tiles cannot be changed, but may be copied in order to customize in some way.

Key Concepts

- To Create New Alerts click Manage>Tiles from the toolbar. The name of the Tile, and the query itself can be specified there.

Field Descriptions

- Check All - When selected, all of the Alert in the grid will be set to "Allowed".
- Allowed - When checked, the item will be available for use when designing a Dashboard Group.
- Tile - List of Tiles that are available for use.
- System - When checked, the item is a system item. When unchecked, it is a custom item.

4.10.3.6 Gridsets Tab

Overview

Gridsets provide the ability to utilize Data Grid Charts on the Dashboard.

Key Concepts

- To Create New Gridsets click Manage>Gridsets from the toolbar. The name of the Gridset, and the query/ additional options can be specified there.
- Gridsets allow users to interact with data in an Excel-like, editable grid and enables interactive reporting with

drill-through.

- Gridgets can be used to drive other Dashboard charts, work flows and other processes. [More on Gridgets](#)

Field Descriptions

- Check All - When selected, all of the Gidget in the grid will be set to "Allowed".
- Allowed - When checked, the item will be available for use when designing a Dashboard Group.
- Gidget - List of Gidget that are available for use.
- System - When checked, the item is a system item. When unchecked, it is a custom item.

Gidget Descriptions

Below is a description of a sampling of system Gridgets:

- Clients-Active - Displays a dynamic list of active Clients and can be filtered by Client Code or Name. Double clicking in either the Code or Name fields launches the Client applet and loads the selected Client record.
- Employees-Active - Displays a dynamic list of active Employees and can be filtered by Employee Code or Name. Double clicking in either the Code or Name fields launches the Employee applet and loads the selected Employee record.
- Expense Sheet-Approver - Displays a list of all submitted but unapproved Expense Sheets for employees where the logged in user is the Time/Expense Approver- default or alternate. Double clicking the listed Expense Sheet loads the detail in the *Expense Sheet - Approver Detail* Gidget. Other options include:
 - Open - Opens the listed Expense Sheet in the Expense Sheets Applet
 - Approve - Approves the selected Expense Sheet
 - Reject - Prompts for a rejection reason and, if given, Rejects the selected Expense Sheet
- Expense Sheet-Approver Detail - This is a dynamic child of the *Expense Sheet - Approver* Gidget and displays the detail for the currently selected row.
- Projects-Recent - This displays Project information for projects added to InFocus within the past week. Other options include:
 - Edit - Launches a prompt which allows the user to quickly update project information from the Dashboard.
 - View - Launches the selected Project in the Projects applet
 - Plan - Launches the selected Project in Project Planning
 - Central - Launches the selected Project in Project Central
- Time Sheet-Approver - Displays a list of all submitted but unapproved Time Sheets for employees where the logged in user is the Time/Expense Approver- default or alternate. Double clicking the listed Time Sheet loads the detail in the *Time Sheet - Approver Detail* Gidget. Other options include:
 - Open - Opens the listed Time Sheet in the Timesheets Applet
 - Approve - Approves the selected Time Sheet

- Reject - Prompts for a rejection reason and, if given, Rejects the selected Time Sheet
- Time Sheet-Approver Detail - This is a dynamic child of the *Time Sheet - Approver* Gidget and displays the detail for the currently selected row.
- Trial Balance-Summary - Clicking the Refresh button on this Gidget launches a dialogue that allows the user to run a Trial Balance summary for a specified date range. Filter options include:
 - Org Unit
 - Consolidated
 - Accrual or Cash Basis
 - Include End of Year entries
- Trial Balance-Detail - This is a dynamic child of the *Trial Balance - Summary* Gidget and displays the detail of the selected account. Additionally, this Gidget includes clickable links to the Journal line items displayed on the grid.
- Utilization by Org-Summary - Clicking the Refresh button on this Gidget launches a dialogue that returns Utilization information grouped by Organizational Unit. Filter options include:
 - Start Date - Starting work date as compared to time sheets
 - End Date - Starting work date as compared to time sheets
 - Method - Work hours or bill hours as store in time sheets
 - Group By - Level of org structure
 - Exclude Holidays - Exclude time entries on date in holiday calendar
 - Exclude Benefit Projects - Exclude time entries against projects set up in benefit accrual

Note - Gidget results are based off of employee home org. stored in time sheet that is derived from employee setup at time of time sheet entry. Exclude options exclude those hours from both actual and goal amounts

- Summary Grid Columns include:
 - Org Path
 - Org Name
 - Goal % - Target Pct from employee set up
 - Actual % - Total hours against direct projects divided by total hours
 - Direct - Total hours against projects with a charge type of billable
 - Total - Total, hours regardless of project charge type
 - Goal Amount - Weeks day (Monday thru Friday) multiplied by standard hours from Global Settings
 - multiplied by target PCT. Only weekdays with hours entered are included
 - Goal Variance - Direct less goal amount
- Utilization by Org-Detail - This is a dynamic child of the *Utilization by Org - Summary* Gidget and displays the detail of the selected row- by Employee.

4.10.3.7 My Project Columns Tab

Overview

The My Project Columns 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 for further analysis. The columns available to this Widget are defined here on the My Project Columns Tab.

Field Descriptions

- Check All - When selected, all of the Gidget in the grid will be set to "Allowed".
- Allowed - When checked, the item will be available for use when designing a Dashboard Group.
- Column - List of Columns that are available for use.

4.10.4 Document Manager

Overview

The Document Manager tab is where the Document Types, use in Document Management, are created and managed.

4.10.4.1 Document Types Tab

Overview

The Document Types Tab displays the Document types specified by an end user.

Key Concepts

- A System Type named *Invoices* was created during the configuration process.

Note - If there are queries or alerts that reveal sensitive information, make sure they are not allowed, except to specific Dashboard Groups.

Field Descriptions

- 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 "pdfs" does not limit the folder to accepting only .pdf type files.
- Default Repo. - Default Repository name.
- Allow Repo. Override - When selected, the repository location can be manually selected by the user upon upload.
- 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.

4.10.4.2 Documents Tab

Overview

Documents tab allows you to upload, view, modify and delete archived documents in relation to the loaded record. Uploaded documents and related information will be listed in the grid.

Field Descriptions

Buttons

- Add (+) - Launches document upload dialogue
- Delete (x) - Deletes the selected document
- Magnifying Glass - Displays information related to the selected document
- Up Arrow - Launches document upload dialogue
- Down Arrow - Launches document download dialogue
- Envelope - Launches document email dialogue
- Refresh - Refreshes the view

Document Drop

Allows you to drag and drop documents into InFocus

Document List

- File Name - File name

- Notes - Notes added during document upload
- File Size - Size of the file (kb)
- Owner - User name of the employee who uploaded the document
- Date Added - Date the document was uploaded

4.10.5 EFT Files

Overview

The EFT Files applet is where you are able to view/edit generated EFT files.

Key Concepts

- In order to see the files here, the EFT must have been generated using A/P or E/R Check writing in InFocus.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Preview - This allows you to see the prompt that the user will see when they go to enter data for the selected Comment Template.

Field Descriptions

Dates

- All EFT Creation Dates - You will see all EFTs in the grid on the bottom half of the page.
- EFT Creation Date Range -You are to select a Date Range to filter the EFTs in the grid on the bottom half of the page.

Bank Accounts

- All Bank Accounts - You will see all EFTs in the grid on the bottom half of the page.
- EFT Creation Date Range -You are to select a Bank Account to filter the EFTs in the grid on the bottom half of the page.

Bottom Grid

Description - In this grid you will see the list of EFTs. When you expand the detail line you can view the Type, Payee, Transaction, EFT #, and Amount of the EFT.

- Bank Account,
- Account Name
- File Name
- File Amount
- File Date

4.10.6 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.

Key Concepts

- 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. [More on Cash Basis Conversion](#)
- This utility can be run as many times as needed for a given year. If all amounts are zero, no entry will be posted.
- For complete instructions on End of Year processes follow this link: [More on End of Year Processes](#)

Field Descriptions

- 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.
- Org. Unit - Organizational Unit that the EOY closing is being run for. [More on Organizational Units](#)

4.10.7 Exchange Synchronization

Overview

Exchange Contact Synchronization

This utility is part of the setup for Microsoft Exchange Sync (MES). If you are interested in using MES, please contact Clearview Support.

Important: Detailed Setup Requirements can be found [here](#).

Field Descriptions

Settings/Subscribers

- Service Account: Exchange Service Account used for MES
- Account Password: Service Account password
- Exchange EWS URL (Specify): Exchange Web Service URL
- Polling Interval: Interval the system is polled for changes
- Enable (Employees): Flag to allow selected employees to subscribe to MES

4.10.8 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.

Key Concepts

- You can find a description of system Financial Statements in the InFocus System Reports chapter of this manual. [More on InFocus Financial Reports](#)
- 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 by following the steps below.
- To install them, follow these steps:
 - Step 1 - Launch the SQL Query applet. This is located in the Utilities module. [More on the SQL Query applet](#)
 - 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. Once that is done, the above Financial Statements will appear in the drop-down.

4.10.8.1 Financial Statement Designer Header

Overview

The Header section contains the common data for a design.

Field Descriptions

- 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 Report](#) located in the "How to" section for more information on this topic.
- Rebuild - Rebuilds the Dataset of the Financial Statement.
- Modify Sectors - Allows you to select Market Sectors for the line selected. A User Defined Field. The Market Sector list is managed under [Administration>List Management>Market Sectors](#). It is assigned on the Project at [Projects>Market Sectors](#). [More on Modifying Sectors](#)
- Modify Ranges - When selected, the Line Ranges screen comes up that allows you to filter the lines. [More on Modifying Ranges](#)

4.10.8.2 Lines Tab

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.

Key Concepts

- The Lines tab in the designer uses one of four command types:
 - Text - Text prints one text line. (Text comes from Line Label Column)
 - Summarize - Summarize prints one summarized line. (Summarizes ranges established in the [Modify Ranges Button](#))
 - Itemize - Itemize creates one line for every item retrieved from the ranges established in the [Modify Ranges Button](#).
 - Consolidate - Consolidates G/L accounts that may have associations to multiple Org. Units.

Field Descriptions

- 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.
- Left Border - Border to be used on left edge of figures. Typically only used on summarized lines.

4.10.8.2.1 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.

4.10.8.2.2 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.

Key Concepts

- 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.

Field Descriptions

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.
- 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.

4.10.8.3 Columns Tab

Overview

Columns Tab. Columns can represent account balances or budgets for any given period or for a comparison.

Field Descriptions

- 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 - $(\text{Budget less actual} / \text{budget}) \times 100$
 - Inverse Variance - Actual less budget
 - Inverse Percent Variance - $(\text{Actual less budget} / \text{budget}) \times 100$
- 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.

4.10.8.3.1 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. [More on Org Units](#)

4.10.8.4 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).

Field Descriptions

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.

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 ratios.

4.10.9 Import Tools

Overview

Import Tools is a powerful applet that can be used to import data from external sources to InFocus. Please note: This is considered a part of the Advanced User Toolkit and should be used carefully as it writes directly to your InFocus database.

Key Concepts

- **Best Practice** - In that Import Tools writes directly to your InFocus database, it's a best practice to run test imports in a Sandbox prior to running on production.
- **Microsoft.ACE.OLEDB** - Import Tools leverage Microsoft data access technologies. In short, the architecture of the local workstation's Microsoft Office products must match the architecture (32-bit vs 64-bit) of the local instance of Windows. More on this...
- **Permissions** - Permissions to Import Tools is granted via [Administration>Permissions](#). Please note, permissions to Import Tools circumvents permissions to the applets used for import. So, while a user may not have access to the Clients applet, they could Add and/or Update Client records via Import Tools.
- For a detailed description of import tools, follow this link: [More on Import Tools](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- File - Additional File options
 - Reset Import - Resets the import settings.
- Script - Scripts the selected import.
- Test Import - Runs a test of the import and displays the results on a pop-up.

4.10.9.1 Import Tools Header

Overview

The Header section is where the name for a new import is established and the Table to be used during the import.

Field Descriptions

- Import Name - User definable name of the import.
- InFocus Data Table - The drop-down contains a list of all applets that can be imported to.
- Comments - Internal Comments.

4.10.9.2 General Tab

Overview

The General Tab is where the Data Table is chosen (available tables are displayed in the drop down), as well as

the File Type (Delimited, Excel XLS, Access MDB, or ODBC Datasource) that will be imported.

Field Descriptions

- File Type - Data Source that is being used for the import. there are 4 options:
 - Delimited - VBScript
 - Excel (xls & xlsx) - VBScript
 - Access (MDB & AccDB) - Access SQL
 - ODBC - Contingent upon the driver. (ex. MS SQL = T-SQL, Oracle = Oracle SQL)
- Use Column Headers - Use with Delimited & Excel Data Sources. When selected, the header row of the source data will be brought in as a record.
- Delimiter - Use with Delimited Data Source. When using the Delimited import, this represents the delimiter that is used on the source data to separate the records for import.
- Import File - Used with Delimited, Excel and Access Data Sources. The location of the file to be imported.
- Table - Used with Excel & Access Data Sources. The name of the table that is being used as the source data.
- Data Source - Used with ODBC Data Source. Source of the data.
- User - Username to access the Data Source.
- Password - Password to access the Data Source.

4.10.9.3 Custom Query Tab

Overview

Custom Query tab is used to shape source data being used in the import.

Key Concepts

- By default, when reading the data from your source, Import Tools is effectively reading: `select * from [your data source]`. Using Custom Query, you can customize the return set that gets pushed to Field Mappings.
- In short, Import Tools passes your query to Microsoft.ACE.OLEDB.12.0 which then communicates to the source. The syntax used in the query is dependent upon the File Type (Data Source) configured on the General

Tab. Typically

- Delimited - VBScript
- Excel - VBScript
- Access - Access SQL
- ODBC - Contingent upon the driver. (ex. MS SQL = T-SQL, Oracle = Oracle SQL)

Field Descriptions

- Query Window - Custom Query is entered here. Knowledge of SQL is required.
- Test Query - Returns a test result of the SQL Query.

4.10.9.4 Field Mapping Tab

Overview

Field Mapping Tab. Used to map the fields of the source data to the appropriate InFocus Field.

Key Concepts

- Fields listed reflect the supported fields for import
- Fields in red are required. Note, the InFocus Data Table may have additional requirements. (e.g. Sales Journal requires a project on entries using Revenue accounts).
- Default Values may be added in the absence of a source field.
- Columns can be excluded from the import

Field Descriptions

- Source Field - Field from the source document that will be brought over to InFocus.
- InFocus Field - Destination InFocus field that the Source Field will be imported to.
- InFocus Field Description - Description of the InFocus Field. This is used to assist when trying to determine which field to use.

- Default Value - Optional. Default value of field.
- Exclude - When checked, the item is excluded from the import.

4.10.9.5 Review Tab

Overview

Review Tab. Used to map the fields of the source data to the InFocus fields.

Field Descriptions

Import Mode

- Add - Adds new records to the database
- Update - Only updates existing records
- Add & Update - Adds new records or updates existing records
- Custom - Custom mode allows you to edit the import grid and gives you the ability to skip records as appropriate.

Import Grid

- Skip - When selected, the item will be skipped when the import is executed.

4.10.9.6 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.

Field Descriptions

- Records Imported - The number of records imported .
- Skipped Records - The number of records skipped.

4.10.10 Invoice Design

Overview

The Invoice Design applet is where Invoice Designs are customized in InFocus.

Key Concepts

- An invoice is composed of 2 parts, the UI (InFocus) and the RDL (Microsoft Business Intelligence Studio). A typical customization request is to add a logo to an invoice design. Here is an article that walks you through that process, introducing you to the concept of the UI and RDL in a hands on way. [More on Adding a Logo to an Invoice](#)
- InFocus comes with 13 system invoice designs that are available in the Main Invoice Dropdown located at [Projects>Billing Tab](#). If you want to alter a system invoice design, you must use the *System Invoice Design Copy* button located on the toolbar. This will bring a copy of the selected invoice design into the Invoice Design section. [More on the Invoice Design Tab](#)
- 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. The sections are managed on the Section Designs Tab. [More on the Section Design Tab](#)
- 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. The number of sections that are on an invoice and the order of those sections are managed on the Invoice Design Tab. [More on the Invoice Design Tab](#)
- Section designs can be reused between multiple 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. The Style is controlled on the Invoice Designs Tab. [More on the Invoice Design Tab](#)
- Invoice designs are assigned to projects on the Bill Terms node (Project Level) at [Projects>Billing Tab](#).
- 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*. [More on Invoice Groups](#)
- 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.

- Other sections, such as Header and Summary, have preset Datasets.
- 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. More on Invoice Filters

4.10.10.1 Invoice Design Toolbar

Overview

The Invoice toolbar gives the user (with permission) numerous capabilities within the Invoice Design applet. Below is a list of those capabilities.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- System Invoice Copy - Located under the Tools button; allows the user to copy a standard invoice design from the system so that it can be modified.
- System Invoice Management - Gives you the ability to deactivate system invoice designs so they do not show in the list of possible invoices when you click the *Main Invoice* drop-down at [Projects>Billing Tab](#)
- 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. For a description on what the sections display follow this link: [More on Invoice Descriptions](#)
- Rebuild All Invoices - This is used when fields are added to an invoice and need to be added to the RDL (Invoice Report). Typically this is done 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. To allow Project and Client UDFs you must first enable them at [Global Settings>Invoicing Tab](#). [More on User Defined Fields](#).
- Edit Section Images / Settings - Reports and Invoice Designs installed from InFocus Marketplace or written with ReportBuilder can be easily customized using the Edit Section Images / Settings option from the toolbar in reporting and Invoice Design applets. The tutorials below will walk you through how to add a company logo and how to make a simple edit to the settings of your invoice design/custom report. [More on Editing Section](#)

[Images / Settings](#)

4.10.10.2 Invoice Designs Tab

Overview

The Invoice Design Tab serves many functions within the Invoice Design Applet. Invoice designs are *Deleted*, *Saved*, and *Created* here.

Key Concepts

- The window on the left contains all the "Custom" invoice designs that are currently available. Remember, System Invoice Designs are not accessible. To modify one, you must use the *System Invoice Copy* button located on the toolbar.
- There are many System Sections that can be copied and added to an invoice design. To access those use the *Section Copy Wizard* button located on the toolbar. For descriptions on what each section contains, follow this link: [More on Invoice Section Descriptions](#)
- Invoice designs can be altered by using the "Snap Together" feature in the Design Sections grid described below.
- The Scripting out (Copying) of Invoice designs are done here by using the *Script* button located at the bottom of the applet. Scripting is used when you want to copy or move the designs from one database to another.

Field Descriptions

Invoice Design Name

- Text Box - This text box contains the name of the invoice design. The invoice name can be edited here.

Invoice Design Border

- Drop-down - This drop-down contains the Border of the selected invoice design. Only one Border can be a part of an invoice. The Border section controls invoice attributes like Margins and Header items that repeat on every page (ie. Page Numbers).

Style

- Combined - When selected, the invoice design is flagged as a Combined invoice. An invoice design with this selected will show up in the Main Invoice drop-down located at [Projects>Billing Tab>Invoicing Section](#).

- Labor Only - When selected, the invoice design is flagged as a Labor invoice. An invoice design with this selected will show up in the Labor Invoice drop-down located at [Projects>Billing Tab>Invoicing Section](#). In order to see this option, the Separate Expense Invoice check-box must be checked.
- Expense Only - When selected, the invoice design is flagged as a Expense invoice. An invoice design with this selected will show up in the Labor Invoice drop-down located at [Projects>Billing Tab>Invoicing Section](#). In order to see this option, the Separate Expense Invoice check-box must be checked.

Invoice Posting Action

- Drop-down - An invoice posting action allows for an action to be called after the posting action in Automate Invoicing.

Design Sections Header

Description - The Section Design grids is where you assemble your invoice design. No customization is don here, you simply select the sections that you would like to use and Add them to the design. Once you have added them, you can use the up and down arrows to put them in the right order. After that, click save and the design has been assembled. Specific Customization is done in the Section Designs Tab. [More on the Section Designs Tab](#)

- Section Type - This drop-down displays the Section Type that you want to drop into the design. Options are Header, Labor, ODC, OCC, Combined, SQL Query, Summary Statement and Taxes.
- Section - This drop-down displays the available sections and are dependent on the selection from the *Section Type* drop-down. In order for an item to show in the drop-down, it must exist in the Section Designs Tab. An item displays on the Section Design tab either by copying or creating a new section. [More on the Section Designs Tab](#)
- Do Not Print - When checked, the section will not print on the rendered invoice.
- Add - When clicked, the section selected from the *Section* drop-down will be added to the *Design Sections* grid.
- Up button - Moves the highlighted section up in the *Design Sections* grid.
- Down button - Moves the highlighted section down in the *Design Sections* grid.

Note - To Delete an item from this grid, click on the left side of the item and click the delete key on your Keyboard. DO NOT click Delete at the bottom of the applet. This will delete the whole invoice design and associated project links.

Design Sections Grid

- Type - The type of section added. This is from the *Section Type* drop-down.
- Name - The Name of section added. This is from the *Section* drop-down.
- Do Not Print - When checked, the section will not print on the rendered invoice.

Design Sections Buttons (bottom)

- New - Click to start a new invoice design.
- Save - Saves the current progress of the invoice.
- Delete - This will delete the whole invoice design and associated project links. DO NOT click this button to remove items from the Design Sections grid.
- Script - Scripting is used when you want to copy or move the designs from one database to another.

4.10.10.3 Section Designs Tab

Overview

The Section Designs Tab is where you customize the properties of an invoice section.

Key Concepts

- By 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.
- A typical customization request is to add a logo to an invoice design. Here is an article that walks you through that process, introducing you to other customization concepts during the process. [More on Adding a Logo to an Invoice](#)

Field Descriptions

Invoice Design Name

- Drop-down - The drop-down displays the available custom invoice sections. The options are: Header, Labor, ODC, OCC, Combined, Summary, Statement, Border, Taxes, and Coversheet.
- Design Box (Below the Drop-down) - Once a type has been selected, all available custom sections will display here. In order for an item to show here, you either have to Copy a System Invoice, Copy a Section Design or create from New.
- Section Details - Depending on the section type selected on the drop-down, you will get different details. See the following Invoice Sections of this manual for details on those properties.

Design Sections Buttons (bottom)

- New - Click to start a new invoice section.
- Save - Saves the current progress of the invoice section.
- Delete - This will delete the whole invoice section.
- Script - Scripting is used when you want to copy or move the section from one database to another.
- Upload - Uploads the RDL back into the system.

Note - This overwrites the old design and cannot be undone.

- Download - Downloads a copy of the RDL to a specified location.

4.10.10.3.1 Header Section

Overview

The Header section is typically the first page of an invoice. Only project-level type data is exposed here.

Key Concepts

- An Invoice 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.
- 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.

Field Descriptions

Name

- Textbox - The name of the Header section can be edited here. Must be unique.

4.10.10.3.2 Labor Section

Overview

An invoice design can have multiple Labor sections, either hourly based or fixed fee (this includes percent complete).

Key Concepts

- Labor Sections control both hourly and fixed fee (or Lump Sum) 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. If you want a section to NOT post, simply uncheck the boxes located in the Post section of an Invoice Section.

Field Descriptions

Name

- Textbox - The name of the Labor section can be edited here. Must be unique.
- Invoice Filter - The Invoice Filter variable is set here. [More on Invoice Filters](#)
- Print When Zero - When checked, the section will print regardless if there are any current amounts to be billed.

Mark Billed

- 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 nodes with a non-zero fixed fee amount will be flagged.

Options

- Is Hourly Based - When checked, the labor section is an hourly section. When unchecked, the section is either Fixed Fee or Lump sum (depending on the *Use Lump Sum* flag).
- Use Bill Rates - When checked, Bill Rates are used rather than multipliers. Note in the field descriptions that some fields are shown/hidden depending on this check-box.

Lump Sum

- Use Lump Sum – When checked, the system will look at the lump sum field value, rather than the percent complete.

Note - Lump sum is a way to bill a lump fee instead of a Percent Complete of fee. 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).

- 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.
- Reset Lump Sum to Zero on Post - When checked, the system will zero out the entered lump sum amount, when the invoice is posted.

Use Hourly Labor For

- Premium Time - When checked, premium time (Overtime) is included.
- Non-Premium Time - When checked, regular time is included.
- Principals - When checked, principals are included. This looks at the Job Type of Principal In Charge located at [Employees>Employee Information Tab>Company Information>Job Type](#)
- Non-Principals - When checked, non-principals are included. This looks at the Job Type of Principal In Charge located at [Employees>Employee Information Tab>Company Information>Job Type](#)
- Non-Exempt Employees - When checked, non-exempt employees are included. Employees are considered exempt if the Hourly check-box IS selected in [Employees>Pay History Tab](#).
- Exempt Employees - When checked, exempt employees are included. Employees are considered exempt if the Hourly check-box IS NOT selected in [Employees>Pay History Tab](#).
- Subcontractors - When checked, subcontractor are included. This looks at the Subcontractor flag located at [Employees>Employee Information Tab>Company Information>Subcontractor](#)
- Non-Subcontractors - When checked, subcontractor are included.

Labor Cap

Description - Available only for hourly sections. Specifies what portion of labor is compared to an upset. Leave blank for No Upset.

- Drop-down - 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.

WBS Levels

- Show - Number of levels below project level of the WBS to include.

Note - This is the level of the WBS that the Labor will be posted in the Sales Journal Entry. So in reporting, if you are posting to the top level (0), your billings will be recognized at the top level.

- Include Sublevels with No Billing - When checked, nodes with no billing info will be included in the Dataset. Typically this is used on Fixed Fee and Not to Exceed invoice designs.

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 Grid

Description - The Columns grid is only available for hourly sections. A list of Fields that can be added to the Dataset of the labor RDL file. 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. [More on Employees](#)
- EmpName - Employee name
- JobTitleCode - Job Title Code. [More on Job Titles](#)
- JobTitleName - Job Title Name
- LaborCode - Labor Code. [More on Labor Codes](#)
- Labor Name - Labor Name
- WorkDate - Work Date
- BillHrs - Bill Hours
- BillRate - Bill Rate; *Available only when Use Bill Rates is checked.*
- 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.*
- IsHourly - Flag indicating if time was recorded for an hourly employee.
- IsPremium - Flag indicating if line item is premium (Overtime) time.
- PMComments - Project management comments from time collection.
- Home Org Code - The Code of the Org. Unit that the Employee is assigned to at [Employees>Employee Information Tab>Company Information>Org. Unit](#). [More on Org Units](#)

- Home Org Path - The Path of the Org. Unit that the Employee is assigned to.
- Home Org Name - The Name of the Org. Unit that the Employee is assigned to.
- Home Org Long Name - The Long Name of the Org. Unit that the Employee is assigned to. The Long Name contains a concatenation of the Parent Org.
- Charge Org Code - The Code of the Org. Unit that the Project that the employee is putting time against. This is assigned at [Projects>Members Tab>Organizational Charging](#)
- Charge Org Path - The Path of the Org. Unit that the Project that the employee is putting time against.
- Charge Org Name - The Name of the Org. Unit that the Project that the employee is putting time against.
- Charge Org Long Name - The Long Name of the Org. Unit that the Project that the employee is putting time against. The Long Name contains a concatenation of the Parent Org.
- Location Code - Location Code. [More on Locations](#)
- Location Name - Location Name.
- PEDate - . This is the timesheet period end date.
- 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 transaction ID of the Journal that the transaction comes from. A prefix containing the first letter of the journal is attached to the returned field.

4.10.10.3.3 ODC Section

Overview

ODC sections control ODC transactions, but can also include OCC transactions when the Include OCC Charges box is checked. An invoice design can have multiple ODC (reimbursable) sections.

Field Descriptions

Name

- Textbox - The name of the ODC section can be edited here. Must be unique.
- Invoice Filter - The Invoice Filter variable is set here. [More on Invoice Filters](#)
- Print When Zero - When checked, the section will print regardless if there are any current amounts to be billed.

WBS Level

- Show - Number of levels below project level of the WBS to include.

Note - This is the level of the WBS that the ODC will be posted in the Sales Journal Entry. So in reporting, if you are posting to the top level (0), your billings will be recognized at the top level.

- Include Unworked Sub-Levels - When checked, nodes with no billing info will be included in the Dataset. Typically this is used in Not to Exceed invoice designs.

Expense Cap

- Drop-down - This is where the expense cap is enforced. The options are Direct Expense and Markup. You can cap the cost or the billable value.

OCC Charges

- Include OCC Charges - When checked, OCC charges are included in the section. This means that that the OCC will be posted in the Sales Journal Entry as ODCs. If you want them separate in the Sales Journal, this box should remain unchecked.

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.
- Markup - When checked, the marked-up portion of Expense will be posted.

Columns

Description - 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. [More on Expense Codes](#)
- ExpName - Expense name
- PayeeCode - Vendor or employee code. [More on Vendors](#)
- 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.

- Org Code - The Code of the Org. Unit of the Project that the Expense is Against. This is assigned at [Projects>Members Tab>Organizational Charging](#)
- Org Path - The Path of the Org. Unit of the Project that the Expense is Against.
- Org Name - The Name of the Org. Unit of the Project that the Expense is Against.
- Org Long Name - The Long Name of the Org. Unit of the Project that the Expense is Against. The Long Name contains a concatenation of the Parent Org.
- 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.
- GLBaseCode - Code of the Base Code assigned to the Expense.
- GLBaseName - Name of the Base Code assigned to the Expense.

4.10.10.3.4 OCC Section

Overview

OCC sections control OCC transactions that pass through to the invoice. An invoice design can have multiple OCC (Out of Contract Consultant) sections.

Field Descriptions

Name

- Textbox - The name of the OCC section can be edited here. Must be unique.
- Invoice Filter - The Invoice Filter variable is set here. [More on Invoice Filters](#)
- Print When Zero - When checked, the section will print regardless if there are any current amounts to be billed.

WBS Level

- Show - Number of levels below project level of the WBS to include.

Note - This is the level of the WBS that the OCC will be posted in the Sales Journal Entry. So in reporting, if you are posting to the top level (0), your billings will be recognized at the top level.

- Include Unworked Sub-Levels - When checked, nodes with no billing info will be included in the Dataset. Typically this is used in Not to Exceed invoice designs.

Expense Cap

- Drop-down - This is where the expense cap is enforced. The options are Direct Expense and Markup. You can cap the cost or the billable value.

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.
- Markup - When checked, the marked-up portion of Expense will be posted.

Columns

Description - 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. [More on Expense Codes](#)
- ExpName - Expense name
- PayeeCode - Vendor or employee code. [More on Vendors](#)
- 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.
- Org Code - The Code of the Org. Unit of the Project that the Expense is Against. This is assigned at [Projects>Members Tab>Organizational Charging](#)
- Org Path - The Path of the Org. Unit of the Project that the Expense is Against.
- Org Name - The Name of the Org. Unit of the Project that the Expense is Against.
- Org Long Name - The Long Name of the Org. Unit of the Project that the Expense is Against. The Long Name contains a concatenation of the Parent Org.
- 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.
- GLBaseCode - Code of the Base Code assigned to the Expense.
- GLBaseName - Name of the Base Code assigned to the Expense.

4.10.10.3.5 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.

Key Concepts

- The Sections dropped into the Design Sections grid populate the Dataset. Even though you may see the field in the Dataset of the RDL, that item will not be returned until you go to the respective section and check that box.
- If you want to use the data in a SQL Query section, the data populates the Temp_Invoice_Combined table.

Field Descriptions

Name

- Textbox - The name of the Combination section can be edited here. Must be unique.
- Print When Zero - When checked, the section will print regardless if there is any current amount to be billed.

Cap Level

- Drop-down - The level that the Combined Cap is set at

Note - The Contract Levels must be set at this level on Labor, ODC and OCC to use this cap. [More on Contact Levels/ Caps](#). Also, all of the underlying sections must have the WBS Level set to the same level as this number.

Design Sections Header

Description - 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.

- Section Type - This drop-down displays the Section Type that you want to drop into the design. Options are

Header, Labor, ODC, OCC, Combined, SQL Query, Summary Statement and Taxes.

- Section - This drop-down displays the available sections and are dependent on the selection from the *Section Type* drop-down. In order for an item to show in the drop-down, it must exist in the Section Designs Tab. An item displays on the Section Design tab either by copying or creating a new section.
- Add - When clicked, the section selected from the *Section* drop-down will be added to the *Design Sections* grid.
- Up button - Moves the highlighted section up in the *Design Sections* grid.
- Down button - Moves the highlighted section down in the *Design Sections* grid.

Design Sections Grid

- Type - The type of section added. This is from the *Section Type* drop-down.
- Name - The Name of section added. This is from the *Section* drop-down.
- 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 compare 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.

4.10.10.3.6 SQL Query Section

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.

Key Concepts

- 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 AllocateICCRvenueByPCT.
 - 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.
 - AllocateICCRvenueByPct - 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 placed anywhere after the fixed fee section with respect to the order of the sections.

Field Descriptions

Name

- Textbox - The name of the Combination section can be edited here. Must be unique.
- Stored Procedure - When checked, a stored procedure is placed into the SQL Query Window. When unchecked, the query must be written in the Query window.

Query

- Query Window - Custom SQL Code is added here. Knowledge of SQL is required.

4.10.10.3.7 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.

Key Concepts

- Invoice Designs 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.
- 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.

Field Descriptions

Name

- Textbox - The name of the Header section can be edited here. Must be unique.

Apply Cap

Description - Controls the Labor upset. Remove any caps from Labor, ODC or OCC sections if you are applying a cap here. All caps here are applied at the top level of the project.

- None - No Cap is applied.
- Separate - Separate Caps are applied. Options are:
 - Labor - 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.
 - ODC - This is where the expense cap is enforced. The options are Direct Expense and Markup. You can cap the cost or the billable value.
 - OCC - This is where the expense cap is enforced. The options are Direct Expense and Markup. You can cap the cost or the billable value.
- Combined - A combination cap is applied here.

Post Retainer / Retainage

- Post Retainage - When checked, retainage (if any) will be posted.
- Post Retainer - When checked, retainer (if any) will be posted.

Recalculate Amounts using Project Multipliers

- DPE / OH - If a DPE/OH Multiplier is on the Project Rate Schedule Setup>Multipliers Section, the transaction cost will be multiplied with that to determine effort. [More on Project Setup](#)
- Profit - If a DPE/OH Multiplier is on the Project Rate Schedule Setup>Multipliers Section, the transaction cost will be multiplied with that to determine effort.
- ODC Markup - If an Overriding multiplier is on the Project Setup>Expense Markups / Codes, the transaction cost will be multiplied with that to determine effort. [More on Project Setup](#)
- OCC Markup - If an Overriding multiplier is on the Project Setup>Expense Markups / Codes, the transaction cost will be multiplied with that to determine effort.

Note - Used for resolving Rounding Issues when multipliers are being applied at the project level.

Print If Non-Zero

Description - Section will print if any of the following checked values are non-zero.

- Hourly
- Fixed Fee
- ODC
- OCC

- Retainage
- Retainer
- Tax

4.10.10.3.8 Statement Section

Overview

Statements print A/R type statements. The statements are by client not project.

Key Concepts

- An Invoice can have multiple Invoice Statement 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.
- 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).

Field Descriptions

Name

- Textbox - The name of the Header section can be edited here. Must be unique.

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

Show Fully Paid Invoices check-box - When checked, even fully paid invoices will print.

4.10.10.3.9 Border Section

Overview

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).

Key Concepts

- 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.

Field Descriptions

Name

- Textbox - The name of the Border section can be edited here. Must be unique.

4.10.10.3.10 Taxes Section

Overview

The Taxes section is used to pick up any Taxes/Surcharges when invoicing a project.

Key Concepts

- Taxes are created and managed in Global Settings under the [Taxes/Surcharges Tab](#).
- Taxes are enabled on the [Project>Taxes & Surcharges Tab](#).

Field Descriptions

Name

- Textbox - The name of the Border section can be edited here. Must be unique.

Show & Post Taxes

- All - When checked, any tax selected on the project is used.
- Custom - When selected, any combination of the taxes selected in the grid can be used in combination with the

tax selected on the project.

- Tax Code - Code of the Tax.
- Tax Name - Name of the Tax.
- Show - Show the tax only.
- Post - Post the tax only.

4.10.10.3.11 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.

Key Concepts

- Coversheets are used by utilizing Invoice Groups. [More on Invoice Groups](#)

Note: All projects within an invoice group belong to the same client.

Field Descriptions

Name

- Textbox - The name of the Header section can be edited here. Must be unique.

4.10.10.3.12 Invoice Filters

Overview

Invoice Filters give InFocus the ability to support mixed-style billings on a single project without the need of creating a roll-up project or an invoice group.

Key Concepts

- A filter is a user-definable code that is used to denote which billing style will be used on a specific phase of a project. 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.

- Invoice Filters can only be set at the second-level of a projects WBS. That means that in a Task (Level 3) billing scenario, all of the children of the phase must bill in the same manner (ie. TandM, Fixed Fee, etc.)
- Invoice section designs (Labor, ODC and OCC) can use a filter.
- Invoice filters must be set in two places:
 - On the project Setup> Invoice Filters section. [More on Invoice Filters](#)
 - In the Invoice Section Design (Labor, ODC or OCC section). [More on Section Designs](#)

How to use Invoice Filters:

- Go to [Project Administration> Projects>Right](#) click on the project name in Project Explorer (within the Projects applet) and choose *Invoice Filters*. Place the filters in the appropriate places and click Save.
- 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.

4.10.10.3.13 Invoice Sections Descriptions

Overview

Here are the descriptions of each section when using the *Section Copy Wizard*. An "X" in the column means that section includes that field.

Key Concepts

- Use the list below to determine what System Sections are available.

Header

r

Header w/ Firm

r01 Name

Header w/o Firm

r02 Name

Labor

	<u>Fixed Fee</u>	<u>ProjN</u>	<u>Contr</u>	<u>Phase</u>	<u>PrevB</u>	<u>%</u>	<u>Fee Earned</u>	<u>Prior Curre</u>	<u>Invoice</u>	<u>Notes</u>
	<u>ame</u>	<u>act</u>	<u>Fee</u>	<u>illed</u>	<u>Co</u>		<u>Billin</u>	<u>nt Fee</u>	<u>Amount</u>	
		<u>Amt</u>			<u>mpl</u>		<u>g</u>			
					<u>ete</u>					
FF01			X		X	X			X	No Groupings
FF02	X		X		X	X			X	No Groupings
FF03			X			X	X	X		No Groupings
FF04	X			X		X	X	X		No Grouping / Designed for PFF
FF05	X		X		X	X			X	No Grouping / Fixed Fee (Name) is Hard coded 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	Emp	Job	Date	Hou	Bill	Bill	DPE	OH	Profi	PM	Labor	Amo	Notes
		ame	Title		rs	Rate	Base			t	Comme	Name	unt	
							Rate				nt			
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 ProjCode2 & 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 ProjCode2 & 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

TM24	NE24	X		X	X	X		X	X	X	X		Date
													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 ProjCode2 & 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
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 JobTitleName / 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 JobTitleName / Sorted by JT Name , Emp Name

TM41	NE41				X					X	X	No Groupings
TM42	NE42				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	Grouped by ProjCode2 / Sort by ProjCode2, EmpName, LaborName
TM46	NE46	X	X				X	X			X	2 Groupings (Group1- ProjCode2/Sort1- ProjCode2)(Group2- LaborName/Sort2- LaborName,EmpName)
TM47	NE47	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	2 Groupings (Group1- ProjCode2/Sort1- ProjCode2)(Group2- JTName/Sort2- JTName,EmpName)
TM49	NE49	X	X				X	X	X	X	X	Grouped by PhaseCode2 / Sorted by ProjCode2, EmpName, LaborName
TM50	NE50	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	Grouped by ProjCode2 / Sort by ProjCode2, EmpName, JTName
TM52	NE52	X	X	X			X	X			X	2 Groupings (Group1- ProjCode2/Sort1- ProjCode2)(Group2- JTName/Sort2- JTName,EmpName)
TM53	NE53	X	X				X	X			X	Grouped by ProjCode2 / Sort by ProjCode2, EmpName, LaborName

TM54	NE54	X	X			X	X	X		X	X	2 Groupings (Group1- ProjCode2/Sort1- ProjCode2)(Group2- LaborName/Sort2- LaborName,EmpName)
------	------	---	---	--	--	---	---	---	--	---	---	--

ODC

	<u>Phase</u>	<u>Invoice #</u>	<u>Unit Rate</u>	<u>Qty</u>	<u>Mark up</u>	<u>Amount</u>	<u>Expense Name</u>	<u>Payee Name</u>	<u>Prev Billed</u>	<u>Max Allowable</u>	<u>Net Reimb</u>
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 Name
ODC06	X					X	X - Detail Line				Group by Project Code2, Project Name2
ODCN E01		X	X	X	X	X		X - Detail Line	X	X	X No Groupings
ODCN E02		X	X	X	X	X	X	X - Detail Line	X	X	X Group by Expense Name
ODCN E03							X - Detail Line		X	X	X No Groupings
ODCN E04	X	X	X	X	X	X		X - Detail Line	X	X	X Group by Project Code2, Project Name2
ODCN E05	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
ODCN E06	X					X	X - Detail Line		X	X	X Group by Project Code2, Project Name2

OCC

	<u>Phase</u>	<u>Invoice #</u>	<u>Unit Rate</u>	<u>Qty</u>	<u>Mark up</u>	<u>Amount</u>	<u>Expense Name</u>	<u>Payee Name</u>	<u>Prev Billed</u>	<u>Max Allowable</u>	<u>Net Reimb</u>
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			
OCCN E01		X	X	X	X	X			X	X	X
OCCN E02		X	X	X	X	X	X	X	X	X	X
OCCN E03		X	X	X	X	X	X	X	X	X	X
OCCN E04	X	X	X	X	X	X		X	X	X	X
OCCN E05	X	X	X	X	X	X	X	X	X	X	X
OCCN E06	X						X	X	X	X	X

Summary

	<u>Contract</u>	<u>Prev</u>	<u>B</u>	<u>Curre</u>	<u>Billed</u>	<u>Rema</u>	
		<u>iled</u>	<u>nt</u>	<u>nt</u>	<u>to</u>	<u>ining</u>	
			<u>Billed</u>	<u>Date</u>			
Recap 01	X	X	X	X	X		Includes all Metric Types
Labor Total01			X				Current Direct Labor, DPE,OH, & Profit
Total01			X				Typical summary including retainage and retainer

Statement

	<u>Project#</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Recei</u>	<u>Bala</u>	<u>0-</u>	<u>Invoice</u>	
	<u>/ Name</u>	<u>e #</u>	<u>e</u>	<u>e</u>	<u>ved</u>	<u>nce</u>	<u>30,</u>	<u>Section</u>	
			<u>Date</u>	<u>Amou</u>			<u>31-</u>	<u>ns</u>	
				<u>nt</u>			<u>60</u>		
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 same as AR05
AR06	X	X	X	X	X	X			
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

4.10.10.4 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. The funnel at the top of the columns can be used to filter the list.

Field Descriptions

- Section - The name of the Section that can be copied from the Section Copy Wizard. More on [Invoice Section Descriptions](#)
- Hourly Based - When checked, the section is an Hourly Section. When unchecked, it is a Fixed Fee or Lump Sum.
- Use Bill Rate - Hourly Based Only. When checked, the section uses Bill Rates for its labor effort. When unchecked, it uses Cost numbers with multipliers.
- Sublevels - Denotes the level of the WBS the section displays. 0=Project, 1=Phase, 2=Task
- Labor Cap Type - Denotes sections that enforce a labor cap.

4.10.11 Invoice Posting Groups

Overview

The Invoice posting groups allow you to override the normal G/L posting accounts in automated invoicing located at [Accounts Receivable>Automated Invoicing>Posting Tab](#).

Key Concepts

- 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 of the Project ([More on Editing Project Settings](#)) 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.

- 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.
- 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.

Field Descriptions

Invoice Posting Groups Window

- Name - This column contains the name of Invoice Posting Groups that exist in the system.

Title

- Title - This column contains the name of Invoice Posting Groups that is selected. You can edit the title here.

Accounts

- 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.

4.10.12 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).

Key Concepts

- 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.
- For more information on using the Layout Manager, follow this link: [More on Working with the Layout Manager](#).

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Copy System Form - When selected, the Layout fills the selected Form with the default layout of the specified applet.

4.10.12.1 Layout Manager Detail

Overview

The Layout Manager detail gives you the ability to customize the layout of all master file applets (Clients, Contacts, Employees, Firms, Opportunities, Projects and Vendors).

Field Descriptions

Side Window

- Forms - Drop-down contains the applets that can be modified through the Layout Manager. Options are Clients, Contacts, Employees, Firms, Opportunities, Projects and Vendors.
- Custom Mode - When selected, the applet in the Forms drop-down is in a Custom Mode. That means that you are not seeing the default layout in that applet.
- System Fields - List of fields available in the specified applet.

Tabs Window

Description - The items in this grid list the Tabs available in the applet. You can Add/Delete a Tab by clicking on the green (+) or red (x). Double click on the row to change the any of the following fields.

- Name - Name of the Tab.

- Columns - Number of columns on the tab.
- Use Buffer Column - When checked, a space is added between multiple columns.

Sections Window

Description - The items in this grid list the sections within a Tab. You can Add/Delete a Section by clicking on the green (+) or red (x). Double click on the row to change the any of the following fields.

- Name - Section Name
- Columns - Number of columns in the section.
- Tab Column - Number of columns within the Tab.

Additional Columns when you double click on the row

- Hide Header - When selected, the header will not display.
- Hide Label Column - When selected, the Label will not display.
- Font Name - Font Family used in the Section.
- Font Size - Font Size used in the Section.
- Bold - When selected, the text is bold.
- Forecolor - Forecolor of section.
- Backcolor - Backcolor of section.

Column 1 & 2 Fields Window

Description - The Columns in this grid list the the items that will be in the section. These are the data entry pieces. You can Add/Delete a Section by clicking on the green (+) or red (x). Double click on the row to change the any of the following fields.


- Label - Label of the item
- Width - Width of the item
- Height - Height of the item

Additional Columns when you double click on the row

- Format String - Format of the data returned from the item
- Required - When checked, the item must be filled out in order to Save.
- Show Label - When checked, the label will display next to the item.
- Fill - Check if you would like your field to expand to fit the content in the field. Fields can expand to fill the space within the boundaries of their section.
- Space Row - when checked, it adds space above the field in the section. This is similar to inserting a row in Excel.
- Section Column - Select the section column to display the field in
- Size - Configure the size of the field (in pixels)

4.10.13 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.

Key Concepts

- 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.

4.10.14 Marketplace Purchases

Overview

InFocus Marketplace makes it easy to extend the functionality of InFocus. Reports, Invoice Designs, Dashboard Widgets and Actions are all made readily available to download. The Marketplace Purchases applet is where you manage items that are Purchased through the Marketplace.

Key Concepts

- For a complete explanation of Marketplace Purchases applet and its configuration, read this article: [More on Marketplace Purchases](#)
- For field descriptions of the applet, follow this link: [More on Marketplace Purchases](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Refresh - Clicking refreshes the applet. This also checks for new installs or updates from the Marketplace.
- Install / Update - Installs and Updates purchased items

4.10.14.1 Marketplace Purchases Detail

Overview

The Benefit Accrual detail is where you manage employees and their accruals.

Field Descriptions

Header

- InFocus Marketplace link - Launches a browser and directs to InFocus Marketplace
- Install Now link - When selected, all items in the grid are installed.

Filter Options (listed on the left)

Description - Select to filter the purchased items displayed

- Installed - Filters all items that have been purchased and installed in the current system.
- Not Installed - Filters all items that have been purchased but not installed in the current system.
- Updates Available - Filters all items that have an update available.

Marketplace Items

Description - Select to filter the purchased items by their Marketplace classification.

- Action - Filters all Action.
- Bundles - Filters all actions Bundles.
- Widgets - Filters all actions Widgets.
- Invoices - Filters all actions Invoices.
- Reports - Filters all actions Reports.
- Custom - Filters all actions Custom Work.

Purchased Items Grid

- Status - Instal/Update status
- Name - Item Name
- Extension Type - Types include Reports, Invoices, Widgets, Actions, Bundles
- Category - Item category from the Marketplace
- Versions - InFocus-Item Version associated with the item
- Purchase Date - Date of original purchase
- Manage - Opens the item for management in it's native applet.
 - Custom Reports - [Utilities>Custom Reports](#)
 - PM Reports - [Utilities>PM Report Designer](#)
 - Report Management Reports - [Utilities>Report Management](#)
 - Invoices - [Utilities>Invoice Design](#)

- Widgets - [Utilities>Dashboard Groups](#)
- Actions - [Utilities>Custom Reports](#)

4.10.15 Navigator Queries

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.

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

Field Description

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.

Queries

Chart Of Accounts

- Active By Code
- Active By Cost Type
- Active By Financial Type
- Active By Metric Type
- Active By Name
- Active By Org Unit
- Active By PM Type
- Active By Revenue Type

- Active Others
- By Code
- By Name
- By Register Type
- By Subledger
- Inactive By Code
- Inactive By Financial Type
- Inactive By Name
- Inactive Others

Clients

- Active By Code
- Active By Name
- Active By Specialty
- Active By type
- By Code
- By Main Contact
- By Marketing Contact
- By Name
- By Sales Contact
- Inactive By Code
- Inactive By Name
- Inactive By Specialty
- Inactive By Type
- Open A/R
- Warnings

Disbursement Journal

- Book Marks
- By Bank Account, Check No
- By Payee
- By Payee Last 2 Weeks
- By Payee Last 6 Periods
- By Project
- By Project Last 2 Weeks
- By Project Last 6 Periods
- By Sales Invoice
- Cleared By Bank Rec Date
- Cleared By Check Number
- Error Suspense
- Last 2 Weeks
- Last 6 Periods
- This Period
- Unbilled By Payee, Check Number
- Unbilled By Payee, Project
- Unbilled By Project, Payee
- Uncleared By Check Number
- Zero Dollar Checks

Employee Reimbursables

- Book Marks
- By Employee
- By Employee Last 2 Weeks

- By Employee Last 6 Periods
- By Project
- By Project Last 2 Weeks
- By Project Last 6 Periods
- By Sales Invoice
- Emp Reim Open By Invoice Date
- Error Suspense
- Last 2 Weeks
- Last 6 Periods
- Open By Employee
- This Period
- Unbilled By Employee, Invoice Date
- Unbilled By Employee, Project
- Unbilled By Project, Employee

Employees

- Active By Code
- Active By Dashboard Group
- Active By Job Title
- Active By Job Type
- Active By Manager
- Active By Name
- Active By Org Unit
- Active By Payroll Group
- Active By Timesheet Group
- Birthdays
- By Anniversary Month
- By Code
- By Name
- Inactive By Code
- Inactive By Job Type
- Inactive By Manager
- Inactive By Name
- Inactive By Org Unit
- Last Review
- Open E/R

Expense Sheets

- My Expensesheets By Check No.
- My Expensesheets By Date
- My Expensesheets By Project Code
- My Expensesheets By Project Name
- My Unpaid Expensesheets
- Open By Approver
- Open By Date
- Open By Employee
- Unapproved Where I Am The Alt Approver
- Unapproved Where I Am The Approver
- Unpaid By Employee

General Journal

- Bank Adjustments
- Book Marks

- By Period
- Credit Card Cash Basis
- End of Year Closings
- Error Suspense
- Invalid Bank Transfers
- Labor Distributions
- Last 2 Weeks
- Last 6 Periods
- Rev Rec/Profit Sharing
- This Period

Project Central

- Active Projects
- Active Rollup Projects
- All Billable Projects
- By Client
- By Contract Type
- By Market
- By Org Unit
- By Principal
- By Project Accountant
- By Project Manager
- By Rate Schedule
- By Report Type
- Consultant charged in last 5 days
- Dormant Projects
- Inactive Opportunities
- Inactive Projects
- Labor charged in last 5 days
- Open A/R
- Opportunities
- Opportunities By Stage
- Overbudget Projects
- Overdue by 45 Days or More
- Plan Templates
- Project Plans
- Projects Active This Year
- Projects with Backlog
- Projects with WIP
- Scheduled in next 5 days
- Unapproved Change Orders
- Unapproved Expense Sheets
- Unapproved Time

Project Planning

- Active By Billing Group
- Active By Client
- Active By Code
- Active By Contract Type
- Active By Expense Group
- Active By Invoice Design
- Active By Invoice Group
- Active By Market

- Active By Name
- Active By Org Unit
- Active By PIC
- Active By Prj Acct
- Active By Prj Mgr
- Active By Rate Schedule
- Active By Report Type
- Active Fixed Fee Projects
- Active Indirect
- Active Opportunities By Code
- Active Opportunities By Name
- Active Plans
- Active Projects With WIP
- Active With No Bill Rate Schedule
- By Code
- By Name
- Inactive By Prj Mgr
- Inactive By Client
- Inactive By Code
- Inactive By Contract Type
- Inactive By Market
- Inactive By Name
- Inactive By Org Unit
- Inactive By PIC
- Inactive By Prj Acct
- Inactive By Report type
- Inactive Indirect
- Inactive Opportunities By Code
- Inactive Opportunities By Name
- Inactive Plans
- My Active Projects
- My Inactive Projects
- Open A/R
- Plan Templates
- Scheduled in next 5 days
- Unapproved Change Orders
- Unapproved Time

Projects

- Active By Billing Group
- Active By Client
- Active By Code
- Active By Contract Type
- Active By Expense Group
- Active By Invoice Design
- Active By Invoice Group
- Active By Market
- Active By Name
- Active By Org Unit
- Active By PIC
- Active By Prj Acct
- Active By Prj Mgr
- Active By Rate Schedule
- Active By Report Type

- Active Fixed Fee Projects
- Active Indirect
- Active Opportunities By Code
- Active Opportunities By Name
- Active Plans
- Active Projects With WIP
- Active With No Bill Rate Schedule
- By Code
- By Name
- Inactive By Prj Mgr
- Inactive By Client
- Inactive By Code
- Inactive By Contract Type
- Inactive By Market
- Inactive By Name
- Inactive By Org Unit
- Inactive By PIC
- Inactive By Prj Acct
- Inactive By Report type
- Inactive Indirect
- Inactive Opportunities By Code
- Inactive Opportunities By Name
- Inactive Plans
- My Active Projects
- My Inactive Projects
- Open A/R
- Projects Active This Year
- Unapproved Change Orders
- Unapproved Time

Purchase Journal

- Book Marks
- By Project
- By Project Last 2 Week
- By Project Last 6 Periods
- By Sales Invoice
- By Vendor
- By Vendor Last 2 Weeks
- By Vendor Last 6 Periods
- Error Suspense
- Last 2 Weeks
- Last 6 Periods
- Open By Due Date
- Open By Vendor
- This Period
- Unbilled By Project, Vendor
- Unbilled By Vendor, Invoice
- Unbilled By Vendor, Project

Receipt Journal

- Book Marks
- By Bank Account, Deposit Date
- By Payer

- By Payer Last 2 Weeks
- By Payer Last 6 Periods
- By Project
- By Project Last 2 Weeks
- By Project last 6 Weeks
- Cleared By Bank Rec Date
- Cleared By Deposit Date
- Error Suspense
- Last 2 Weeks
- Last 6 Periods
- This Period
- Uncleared By Check Date

Sales Journal

- Book Marks
- By Client
- By Client Last 2 Weeks
- By Client Last 6 Periods
- By Project
- By Project Last 2 Weeks
- By Project Last 6 Periods
- Credit Memos
- Error Suspense
- Last 2 Weeks
- Last 6 Periods
- Open By Clients
- Open By Due Date
- This Invoicing Period
- This Period
- Zero Dollar Invoices

Time Sheet

- My Timesheets By P/E Date
- My Timesheets By Project Code
- My Timesheets By Project Name
- Open By Approver
- Open By Employee
- Open By P/E Date
- Unapproved Where I Am The Alt Approver
- Unapproved Where I Am The Approver

Timesheet Adjustments

- By Employee
- By Employee Last 12 Weeks
- By P/E Date
- By P/E Date Last 12 Weeks
- By Project, Employee
- By Project, P/E Date
- By Sales Invoice
- Unbilled By Project, Employee
- Unbilled By Project, P/E Date
- Unprocessed Time

Vendors

- Active By 1099 Type
- Active By Code
- Active By Name
- Active By Type
- By Code
- By Name
- Inactive By 1099 Type
- Inactive By Code
- Inactive By Name
- Inactive By Type
- Open A/P

4.10.16 OH Allocation Scripts

Overview

The OH Scripts applet is where you can Optionally build the scripts that will be run when using the Overhead Allocation utility. [More on Overhead Allocation](#)

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Script - When selected, you get a are prompt to enter a New Script.
- Print Script Results - Runs the *OH Scripts Report*. [More on the OH Scripts Report](#)

Field Descriptions

Name

- Name - Name of the Overhead Allocation Script. Double-click on it to bring it into focus.

Header

- Script Name - Name of the Overhead Allocation Script. It can be edited here.
- Calculation Type - Calculation Type that will be used by the Allocation Script. Options are Single Period, Multi-Period and Balance Forward.
- Variance Account - Account that the Variance will be posted to when the utility is run.

Settings

- Calc. Labor From Timesheet - When checked, the Labor amounts will be calculated from Timesheet transactions when the Allocation Script is run.
- Clear Previous OH Allocation - When checked, the previous Overhead Allocation will be deleted when the Allocation Script is run.
- Is DPE - When checked, the script is used to calculate DPE.
- Only Use timesheets processed by labor distribution - When checked, only timesheets processed by Labor Distribution utility will be used by the script. [More on Labor Distribution](#)
- Use Work Dates - When checked, the Work Dates will be used when the Allocation Script is run.

Script Steps

- Description - Double click to bring into focus. Line items here are entered through the *Step Properties* when you click *Add Step* at the bottom of the grid. [More on Step Properties](#)

4.10.16.1 Step Properties

Overview

The *Step Properties* appears when you click *Add Step* at the bottom of the OH Allocation Scripts>Script Steps grid. [More on OH Allocation Scripts](#)

Field Descriptions

Header

- Step Number - Step Number that the script will be run in the Overhead Allocation Script.
- Description - Description of the Script.
- Method - Method to be calculated by the script. Options are Direct Labor and Total Labor.
- From G/L Account - Source G/L Account
- To Base Account - Destination G/L Account
- Apply to Projects - When checked, the step will apply to the projects.

Source Tab

Org Units

- Org Units - When selected, the Org unit is used as a source Org Unit in the Script Step. [More on Org Units](#)

Accounts

- Accounts - When selected, the Accounts selected are used as a source Account in the Script Step. [More on GL Accounts](#)
- All Indirect - When selected, all indirect Accounts will be used as a source Account in the Script Step.
- Lines - Lines to be called in the script
 - Line No - Order that the line will be calculated when the Script Step is run.
 - Org. Path - Org Path that the line will be calculated when the Script Step is run.

Target Tab

- Use - When selected, the Org Unit is considered a target for the Script Step
- Include Children - When selected, the children of the Organizational Unit are included in the Script Step.
- Org Path - Path of the Organizational Unit.

4.10.17 Overhead Allocation

Overview

The Overhead Allocation applet manages how overhead is viewed. This is an Advanced feature offered by InFocus. It is recommended that you contact support to schedule a consultation before you implement this feature.

Toolbar

The InFocus Toolbar is dynamically built in accordance with the active applet on the screen. [More on Toolbar Options](#)

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Automate Allocations - When clicked, the Overhead Allocation Editor appears. [More on the Overhead Allocation Pop-up](#)

Field Descriptions

Display

- DPE - Select this if the allocation is for DPE.
- Overhead - Select this if the allocation is for overhead.

G/L Period

- G/L Period - General ledger accounting period to use for posting and labor transaction evaluation.

Overhead Allocation Grid

- Project Path - Path of Project to be included in Allocation when it is run.
- Project Path - Path of Project to be included in Allocation when it is run.
- Project Name - Name of Project to be included in Allocation when it is run.

4.10.17.1 Overhead Allocation Pop-up

Overview

The Overhead Allocations Editor is where you manage your Overhead Allocations.

Note - 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.

Field Descriptions

G/L Period

- 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.
- 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.

[More on OH Allocation Scripts](#)

4.10.18 PM Report Designer

Overview

Project Management Reports are project-based reports.

Key Concepts

- You can find a description of system PM Reports in the InFocus System Reports chapter of this manual. [More on InFocus PM Reports](#)
- The Original PM report cannot be modified, however, if you would like to customize the report, you can do so by copying the system version of the report make changes through the Microsoft Business Intelligence Development Studio. A link to the tool is located on the support site [here](#).
- 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.
- Only data related to projects is available. The data are grouped into these five categories:
 - Aggregates - Aggregates are transaction data that CAN be accumulated (summed or totaled). An example is Hours Worked. While all aggregates are numeric, not all numeric's are aggregate. Bill Rate is not an aggregate because summing a bill rate is illogical. [More on Aggregates](#)
 - Non-Aggregates - Non-aggregates are a transaction data that CANNOT be accumulated. Examples are Employee Name or Invoice Date. [More on Non-Aggregates](#)
 - Project Fact - All fields that come from the Bill Terms Node (Project) are found here. Client name would be one example.
 - Project - Fields that can be set at any level of the WBS are found here. Labor contract amount is one example.
 - 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.

- Here is a video that takes a deeper look into running InFocus reports: [More on Running InFocus Reports.](#)

Customizing a Project Management Report

- To create a custom PM report, first select the report in the PM Report Designer applet using the list on the left part of the screen.
- The Copy function is located in the toolbar menu, click *Copy*.
- When clicked, it will prompt for a report name that must be unique. Add the name and click *OK*.
- After copying a report, it can be downloaded (*Download* button located on the toolbar) to a local disk folder and modified using Microsoft Report Designer.

Note - Knowledge of using the Microsoft BIDS tool is required. All customizations NOT completed by a Clearview technician are NOT supported by Clearview Support.

- When done, use the Upload function in the Report Management applet to save your design. [More on Uploading a report](#)

4.10.18.1 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.

Key Concepts

- 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.
- 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.
- Print Expanded - Project management reports use drill-down and are shown in a collapsed mode. When Print 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.

4.10.18.2 Report Details Tab

Overview

The Report Details Tab contains the main details of the PM Report.

Field Descriptions

- 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
- Is Summary - When checked, Employees with the "Is Summary" rate access ([Employees>Accounting Rates Tab](#)) can see those rates on the 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. As you select a number, fields in the Period Prompts section are activated.

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 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.
- Where Clause - A SQL Where Clause can be added here. Knowledge of SQL is required.

- Description - Description of report. Informational only.
- Results Override - Additional SQL can be added here to extend the data returned. The PM Report designer returns a table named #results. The table can be joined against in this window. Knowledge of SQL is required.

Show Advanced Options

- Eliminate Tx with Zero Balances For - When checked, the report will not return transactions containing zero balance for the following types:
 - Revenue
 - Cost
 - Budget
- 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)
- Use v1.5.0+ Date Format - If you are running a version of InFocus that is greater than version 1.5.0, this box should be checked.

4.10.18.3 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.

Key Concepts

- Access simple reports in the toolbar by clicking New in the Toolbar and then choosing Simple Report.

Field Descriptions

- 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.

4.10.18.4 Columns Tab

Overview

The Columns tab is visible for intermediate reports. The available fields in the report are specified here.

Key Concepts

- Access Intermediate Reports in the toolbar by clicking New in the Toolbar and then choosing Intermediate Report.
- The screen has two lists:
 - Available Columns
 - Current Columns
- To include a column - To include a column, highlight it in the Available Columns list and click on the right arrow button.
- 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.

4.10.18.5 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. Understanding the syntax of the fields is key. Review the Key Concept on how to find what the fields represent.

Key Concepts

- 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
 - 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.
- Examples - 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.

Field Descriptions

- AllocAmount - Total allocated dollars
- 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 - Baseline 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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

- 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
- 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

4.10.18.6 Non-Aggregates

Overview

Non-aggregates are transaction data that cannot be accumulated. Employee name or invoice date are examples of non-aggregates.

Field Descriptions

- 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
- 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
- JCPPrMult - 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)
- 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.

4.10.18.7 Permissions Tab

Overview

The Permissions Tab gives a list of Users /Groups that may be granted access to the selected PM Reports. The

concept is the same as system Permissions. [More on Permissions](#)

4.10.18.8 Multi-Currency Tab

Overview

Reports designed in the PM Report Designer support Base, Project, and Invoicing currencies. The user can 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.

Field Descriptions

- Currency Type -
- Currency -

4.10.18.9 Filters Tab

Overview

The PM Reports Filters Tab - On this tab, general filters are selected.

Field Descriptions

- 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.

Project Status

- Active - When checked, active projects are included.
- Inactive - When checked, inactive projects are included.

Charge Types

- 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

Market Sectors - If no items are selected, then a filter is not used. Otherwise, checked market sectors are included. Name of the Market Sector. A User Defined Field. The Market Sector list is managed under [Administration>List Management>Market Sectors](#).

Report Types

- Report Type - Report types are reporting groups that can act as filters when printing project management reports. A User Defined Field. The Report Type list is managed under [Administration>List Management>Project Report Types](#).

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.

Footer

- 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.

- Print - Renders the PM Report.
- Cancel - Cancels the action.

4.10.18.1(Settings Tab

Overview

The PM Reports Settings Tab - On this tab, additional filters are selected.

Field Descriptions

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.

Organizational Units

- No Org - When checked projects owning org unit is not used as a filter. [More on Org Units](#)
- 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

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.

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.

Footer

- 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.
- Print - Renders the PM Report.
- Cancel - Cancels the action.

4.10.18.1 Team Leaders Tab

Overview

The PM Reports Team Leaders Tab. On this tab, team leader filters are selected.

Field Descriptions

Project Accountants

Description - Project accountants to include; if empty, filter is not used.

Project Managers

Description - Project managers to include; if empty, filter is not used.

Principals

Description - Project principals to include; if empty, filter is not used.

Projects

Description - Projects to include; if empty, filter is not used. You can also select all projects based on a Roll-up Node.

Clients

Description - Project clients to include; if empty, filter is not used.

Footer

- 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.
- Print - Renders the PM Report.
- Cancel - Cancels the action.

4.10.18.12UDF Tab

Overview

The PM Reports Team Leaders Tab. On this tab, team leader filters are selected.

Field Descriptions

- UDF Field - Drop-down includes any Project UDFs. [More on User Defined Fields](#)
- 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. 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.

Footer

- 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.
- Print - Renders the PM Report.
- Cancel - Cancels the action.

4.10.18.1: Edit Prompt Defaults Button

Overview

The Edit Prompt Defaults option allows you to modify the PM Report prompt.

Key Concepts

- Edit Prompt Defaults has three purposes:
 - 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.
 - To disable prompts, that, if changed, would result in an improper meaning to a report design.
 - 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.

4.10.19 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.

Key Concepts

- Entries in this screen are transferred into the time sheet tables.
- They are flagged as historical entries so that will not appear in time sheet 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.

Additional Toolbar Options

Aside from the standard toolbar options this applet has the following options:

- Add Entry - When selected, an entry is made if the correct fields are filled out.

4.10.19.1 New Entry Tab

Overview

New Entry Tab. New historical entries are made on this tab. The amount of detail I up to the user.

Key Concepts

- Click on *Add Entry* in the toolbar to post the entry.

Field Descriptions

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 worked
- Bill - Hours to charge client. Typically same as work hours.
- Bill Status - Bill Status of transaction. Options are Never Bill, Write-off and Billed. Required
- 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.

Work Date

- Work Date - Date of work. can be an As-of date.

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.

4.10.19.2 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.

Field Descriptions

Find Entries

- All - When selected, all historical entries will appear in the Entries grid.
- Date - When selected, any transactions that match the specified date will appear in the Entries grid.
- Employee - When selected, any transactions that match the specified Employee will appear in the Entries grid.

Entries Grid

- Employee - The Employee proper name.
- Period End - Transaction date of the historical entry.

Transactions Grid

- Project Path - Project Path of the entry.
- Project Name - Project Name of the entry.
- Work - Hours worked
- Bill - Hours to charge client. Typically same as work hours.

4.10.20 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.

Field Descriptions

Filters Window

- Project Path - Project Path that is being analyzed.
- Employee - Employee that is being analyzed.
- Job Title - Job Title that is being analyzed.
- Work Date - Work Date that is being analyzed
- Is Overtime - When selected, the OT Type box is enabled to change the Overtime type being analyzed.
- OT Type - The Overtime type being analyzed. [More on Overtime Types](#)
- Get Rates button - Runs the Utility.

Results Window

- Pay Rate - Pay Rate
- OT Multiplier - Overtime multiplier
- OT Rate - Overtime rate
- JC Base Rate - Base rate used when calculating job cost rates.
- JC Base Prem. Mult. - Multiplier applied against base rate for premium time. If changed, it auto-calculates Job Cost base premium rate.
- JC Rate - Job Cost Rate
- JC DPE Mult. - Direct personal expense multiplier.
- JC OH Mult. - Overhead multiplier.
- JC Profit Mult. - Profit Multiplier.
- JC Base Prem. Rate - Base premium rate used for calculating premium job cost rate. When changed, it auto-calculates premium multiplier.
- Bill Base rate - Base rate used when calculating bill rates.
- Bill Base Prem. Mult. - Multiplier applied against base rate for premium time. If changed, it auto-calculates billing base premium rate.
- Bill Rate - Billing Rate
- Bill DPE Mult. - Direct personal expense multiplier.
- Bill OH Mult. - Overhead multiplier.
- Bill Profit Mult. - Profit Multiplier.
- Bill Base Prem. Rate - Base premium rate used for calculating premium bill rate. When changed, it auto-calculates premium multiplier.
- Is Hourly - When checked, indicates that employee was classified non-exempt on this work date.

4.10.21 Report Management

Overview

All reports not covered under one of the three specific report designers are called standard reports. Examples of standard reports are A/R, A/P, The Journal reports, General Ledger reports, Utilization reports, Checks, etc.

Key Concepts

- You can find a description of system Report Management Reports in the InFocus System Reports chapter of this manual. [More on InFocus Report Management Reports](#)
- The Original report cannot be modified, however, if you would like to customize the report, you can do so by copying the system version of the report make changes through the Microsoft Business Intelligence Development Studio. A link to the tool is located on the support site [here](#).
- 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.
- Here is a video that takes a deeper look into running InFocus reports: [More on Running InFocus Reports](#).

Note - Knowledge of using the Microsoft BIDS tool is required. All customizations NOT completed by a Clearview technician are NOT supported by Clearview Support.

Customizing a Report Management Report

- 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. These designs, or a previously made custom design, can be copied.
- The Copy function is located in the toolbar menu, click *Copy*.
- When clicked, it will prompt for a report name that must be unique. Add the name and click *OK*.
- After copying a report, it can be downloaded (*Download* button located on the toolbar) 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. [More on Uploading a report](#)

4.10.23 SQL Query

Overview

Used to write and run queries against the back end SQL Server. **USE WITH CAUTION !!!**

4.10.24 SQL Watcher

Overview

SQL Watcher; used to monitor SQL transactions within the program.

4.10.25 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).

4.11 Administration

4.11.1 Database Backups

Overview

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 controlled backup plan.

Read more in this Help Center [article](#) and/or browse to the 2:52 mark in the video below.

4.11.2 Global Settings

Overview

Global Settings contains all system-wide settings for InFocus.

Key Concepts

- 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.

4.11.2.1 General Tab

Overview

General Tab contains miscellaneous settings that do not fall under any major category.

Field Descriptions

Company Name & Login Type

- Company Name - The name of the company using InFocus. This will show up on My system reports and invoice designs.
- Login Mode - InFocus supports 3 login modes. [More on InFocus Login Modes](#)
 - InFocus Only – this is the default. Requires the user to login with just the InFocus user name and password.
 - 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.
 - Both – If both, you will be able to log in with either login button.

Delimiters

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

- 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. For 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. For 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. For 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

Description - Full audits store a Version of journals and time sheets when enabled. If unchecked, no audit trail of transaction changes will be stored. It is recommended that this be enabled.

- Timesheets - 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.

Calculate Labor Cost Using

- Pay Rate - When selected, the Pay Rate will be used when calculating cost in many different areas throughout the system. Some examples are Project Figures Report, PM Reports and Project Central.
- Job Cost - When selected, the Job Cost Rate will be used when calculating cost in many different areas throughout the system. Some examples are Project Figures Report, PM Reports and Project Central.

Fiscal Calendars

- Seed Start Date - Starting date of earliest fiscal year in system for which to maintain transactions. [More on Accounting Periods](#)
- 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.

Look up Settings

- Max. Recent Results - This setting allows you to limit the number of returned results in the system look ups.

G/L Accounts

- Retained Earnings G/L Account - Account to be used for end-of-year automated posting. [More on G/L Accounts](#)
- 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.

Misc.

- 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.
- Auto-Fill Look ups - Automatically populate look up forms with default list. When not checked, user optionally enters search criteria first and then clicks on the SEARCH button.
- 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 Batch Entries In Journals - When checked, batch entry options are available in journal entry.
- Use Deposit Dates for Reports - When checked, InFocus will use the deposit date instead of the check date when running many system reports.
- Disable Project Auto-Complete - When selected, the Auto-fill option in the Project Path entry cells will be turned off in the journals and time sheets.
- 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.

Password Settings

- Min password Length - Minimum number of characters required for a valid login password.
- Password Expire Days - If a number is entered here, all passwords will expire if the specified number of days have passed since the last time the password was changed by the user.
- Require Number - Requires a number be in a password when it is created.
- Require Special Character - Requires a special character (i.e. @,*,^ etc.) be in a password when it is created.
- Require Lower Case Letter - Requires a lower case letter be in a password when it is created.
- Require Upper Case Letter - Requires an upper case letter be in a password when it is created.

Organizational Units

- Uses Organizational Units - When checked, Org units can be used and all related fields will display throughout the system. [More on Org. Units](#)

User Session Tracking

- Enable Sessions - When checked, The User Sessions applet will be enabled. This tracks the user sessions to see who is logged in. [More on User Sessions](#)
- Enable Session Detail - When checked, The detail portion of the User Sessions applet will be enabled. This tracks the number of times an applet opens and closes.
- Cycle - This is the session check-in frequency in seconds. The default is 60seconds.

4.11.2.2 A/R Tab

Overview

The A/R Tab. Settings on this tab relate mostly to the Accounts Receivable processes.

Field Descriptions

Overpayments

- Type - Determines how over-payments are aged on Receivable reporting. Options are "Keep in Current", "Last Check Date" and "Invoice Date".
- Label - Label to print in Accounts Receivable reporting for over-payments.

Aging Periods

- Number of Periods - Number of aging periods to appear on Accounts Receivable 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.

Receipt Wizard Breakdowns

- Breakdown Receipts to WBS - Controls whether or not the receipt wizard will break down receipts to levels below the project (top node) level.
- Breakdown Receipts to Revenue Type - Controls whether or not the receipt wizard will break down receipts to the revenue type. Revenue Types include the following:
 - F - Fixed Fee
 - L - Labor
 - O - Other Direct Charges
 - C - Out of Contract Consultants
 - I - In Contract Consultants
 - R - Retainer
 - G - Retainage
 - B - Bad Debt

Default Bill Review Report

- PM Bill Review - Selects the default Bill Review Report that is accessed by clicking "Bill Review Report" on the toolbar in PA Bill Review.
- PA Bill Review - Selects the default Bill Review Report that is accessed by clicking "Bill Review Report" on the toolbar in PM Bill Review.

Percent Complete Calculation Default Formula

- Drop-down Box - Gives you a list of Percent Complete Formulas that have been created using the "Manage Formulas" link.
- Manage Formula - When clicked, you will get the "Percent Complete Formulas" pop-up. The Percent Complete Calculation Formula box allows you to define formulas that can be used to calculate Percent Complete numbers in PA Bill review. The available columns are listed in the "Available Fields" column. A sample formula is provided in the pop-up, but note that column names need to be enclosed with []. An example of a formula for calculating the percent complete based on labor effort is: $[LaborEffort]/[LaborFixedFee]$

PA/PM Bill Review Settings

- Never Bill - When selected, Never Bill (N) charges will appear in PA/PM billing review. They will also show up in the system Bill Review reports.
- Write Off - When selected, Write Off (W) charges will appear in PA/PM billing review. They will also show up in the system Bill Review reports.
- ICC WIP - When selected, ICC WIP charges will appear in PA/PM billing review. They will also show up in the system Bill Review reports.

4.11.2.3 A/P Tab

Overview

The A/P Tab. Settings on this tab relate mostly to the Accounts Payable processes.

Field Descriptions

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

- Default Credit Card Clearing Account - The default account used when running credit card clearing utility.

Default AP Account

- Default AP Account - Default AP account when none is specified.

Credit Cards and Cash Basis

- Summarize Disbursements to Invoice Level for Cash Basis Conversion - When checked, the Disbursement numbers will be summarized to the same level as the Invoice when the Cash Basis Conversion tool is run. [More on Cash Basis Conversions](#)
- Separate Credit Card Charges on Expense Sheet Import - When checked, credit card charges will appear as separate line items on the ER Journal entry made after the Expense Sheet Import is used in the Employee Reimbursables Journal. [More on the ER Journal Toolbar options](#)

4.11.2.4 Invoicing Tab

Overview

The settings on this tab relate to the automated invoicing process.

Field Descriptions

Current Invoicing G/L Period

- Drop down Box - Default G/L period used by automated invoicing.

Invoicing Design Options

- Expose Client UDFs in Invoice Design - When checked, client user-definable fields can be used in Invoice Design. [More on User Defined Fields](#)
- 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.

Invoice Email

- SMTP Relay Account - The SMTP Account that will be used to send emails using Automated Invoicing. [More on SMTP Setup](#)
- Subject - The subject of the email that will be sent using Automated Invoicing. [More on Emailing from Automated Invoicing](#)
- Body - The body of the email that will be sent using Automated Invoicing.

Cutoff Dates

- Expenses - What date will be used as a cutoff when looking at expenses in invoicing.
 - 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 - What date will be used as a cutoff when looking at billed and received numbers in invoicing.
 - 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.
 - Disbursements Journal --> Check Date
 - E/R Journal --> Transaction Date
 - General Journal --> Transaction Date
 - Purchase Journal--> Invoice Date
 - Receipts Journal--> Check Date
 - Sales Journal --> Invoice Date
 - Time sheets --> Work Date

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 Labor, ODC, OCC and ICC flag-as-billed check boxes.

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.

4.11.2.5 Time and Expense Tab

Overview

The the items on the Time and Expense Tab can affect personal time and expense entry.

Field Descriptions

Allow users to Edit Time sheets

- Job Titles - When checked, users can change their job title to an allowable job title. [More on Job Titles](#)
- Overtime - When checked, true users can specify overtime on time sheets.
- Location - When checked, users can specify a location on time sheets. [More on Locations](#)

Misc.

- Use Labor Codes - When checked, labor codes will be accessible in time entry. [More on Labor Codes](#)
- 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. [More on Expense Codes](#)
- Enable Estimate-to-Complete In Time sheets - When checked, estimate-to-complete requests can appear 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. [More on Work Orders](#)
- 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. [More on Labor Codes](#)
- Auto Approve Timesheet on Submit - When this option is checked, the approval process is removed from the system. Submitted time sheets will be flagged automatically as approved.
- Auto Approve Time / Exp. Sheet When Owner Approver - When submitting a time or expense sheet, where the employee was also listed as an approver, the time or expense sheet would auto-approve. This check box allows you to optionally prevent auto-approval.
- Show Zero Hours in Time sheets - 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” check box.

- Auto-Compress Mobile Time Sheet On Save - Checking this box will compress multiple entries with similar attributes (e.g. Project, Labor Code, Job Title) into one entry line for time entries made via InFocus Mobile.

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

- Round to the nearest ??minute(s) - This controls the time rounding in the time sheet Stopwatch. Here you set the accuracy of the timer in minutes.

Default Time & Expense Template

- Default Time & Expense Template - When selected, this will be the default Time & Expense template assigned to newly created employees. [More on Time & Expense Templates](#)

Required Comment Defaults For Project Types

- Direct - When checked, a user entering a time sheet must enter a PM Comment before he can submit a time sheet on Direct Projects.
- Indirect - When checked, a user entering a time sheet must enter a PM Comment before he can submit a time sheet on Indirect Projects.
- Opportunity - When checked, a user entering a time sheet must enter a PM Comment before he can submit a time sheet on Opportunity Projects.

Required Comment Prompts

- Timesheets - The “Require Comments Prompts” determines when you are going to require that the Time Sheet comment be entered. Options include; On Save, On Submit, or On Line Create (when the user leaves the line).
- Expense Sheets - The “Require Comments Prompts” determines when you are going to require that the 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 the Time Sheet report located under Report Management.
- Custom Timesheet Report - Allows user to select a custom time sheet 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

- Timesheets - You can require a reason for a rejected Time Sheet. An optional reason box has been added for rejected Time Sheets. Upon rejecting a time sheet, the approver will get a pop-up requiring a reason to be entered for the rejection. When a Time sheet has been rejected, a red banner will show up in the header of the Employee's time sheet. The banner goes away when the sheet is re-submitted.
- Expense Sheets - You can require a reason for a rejected Expense Sheet. An optional reason box has been added for rejected Expense Sheets. Upon rejecting a expense sheet, the approver will get a pop-up requiring a reason to be entered for the rejection. When a Expense sheet has been rejected, a red banner will show up in the header of the Employee's expense sheet. The banner goes away when the sheet is re-submitted.

Timesheet Adjustment Hours Precision

- Drop-down - The drop-down sets the precision for hours Timesheet Adjustments. [More on Timesheet Adjustments](#)

4.11.2.6 Currency Tab

Overview

The root setup of Multi-Currency is completed here. Here the Base System Currency and Multi-Currency functionality is defined.

Key Concepts

- Complete MultiCurrency Setup is located at this link: [More on Multi-Currency](#)

Field Descriptions

Base System Currency

Description - 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
 - Singular - Defines the singular cases for check printing. For example, USD major labels are "dollar".
 - Plural - Defines the plural cases for check printing. For example, USD major labels are "dollars".
- Minor Denomination -
 - Singular - Defines the singular cases for check printing. For example, USD minor labels are "cent" .
 - Plural - Defines the plural cases for check printing. For example, USD minor labels are "cents".

Multi-Currency

Description - 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 - When checked, this enables the system to operate across multiple currencies.
- Default Evaluation Date Settings - Here you select which date will be used when evaluating currency in the Purchase, Disbursement, E/R, Sales, Receipt and General Journals.
 - 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

4.11.2.7 Labels Tab

Overview

The Labels Tab allows you to enable Overtime Types and customize selected column headers in the time sheet.

Field Descriptions

Overtime Labels

Description - 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. You can then go to the [Employees>Pay History Tab](#) and enter the overtime rates. When more than one Overtime Type is activated, the employees will be required to select an Overtime Type when they enter overtime in a time sheet. If you delete the name from the box, the Overtime type will be deactivated.

- Overtime 1 - When a label is entered in this box the Overtime 1 type is activated.
- Overtime 2 - When a label is entered in this box the Overtime 2 type is activated.
- Overtime 3 - When a label is entered in this box the Overtime 3 type is activated.
- Overtime 4 - When a label is entered in this box the Overtime 4 type is activated.

Timesheet Labels

Description - In Time Sheets, 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.

- Work Order - When a label is entered here, the Work Orders column will display the label instead of the default name. [More on Work Orders](#)
- Job Title - When a label is entered here, the Job Title column will display the label instead of the default name. [More on Job Titles](#)
- Bill Status - When a label is entered here, the Bill Status column will display the label instead of the default name.
- Labor Code - When a label is entered here, the Labor Code column will display the label instead of the default name. [More on Labor Codes](#)
- Location - When a label is entered here, the Location column will display the label instead of the default name. [More on Locations](#)

4.11.2.8 Project Admin Tab

Overview

The Project Administration Tab is where you configure default settings that will assist with project setup.

Field Descriptions

Default Labor Multipliers

Description - Multipliers that are entered here will be the default labor multipliers in the Rate Schedules section on any projects that are created in the Projects applet. [More on where the Multipliers \(in Rate Schedules\) is set on the Project](#)

- 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

Description - Multipliers that are entered here will be the default non-labor multipliers in the Expense Markups/Codes section on any projects that are created in the Projects applet. [More on where the Multipliers \(in Expense Markups/Codes\) is set on the Project](#)

- Other Direct Charges (ODC) - Default ODC multiplier for projects.
- Out-Of-Contract-Consultants (OCC) - Default OCC multiplier for projects.

Default Rate Schedules

Description - The Rate Schedules entered here will be the default Rate Schedule in the Rate Schedules section on any projects that are created in the Projects applet. [More on where the Multipliers \(in Rate Schedules\) is set on the Project](#)

- Direct Job Cost - Default job cost rate schedule for Direct (Billable) projects.
- Direct Bill - Default bill rate schedule for Direct (Billable) projects.
- Indirect Job Cost - Default job cost rate schedule for Indirect projects.
- Indirect Bill - Default bill rate schedule for Indirect projects.
- Opportunity Job Cost - Default job cost rate schedule for Opportunity projects.
- Opportunity Bill - Default bill rate schedule for Opportunity projects.

Default Project Figures Report

- Drop-down - Selects the default Project Figures Report to run for Projects

Project Central Default Overhead Calculation Method

- Drop-down - Defines the default calculation method in Project Central for Overhead, according to one of the following options. [More on Project Central](#)

- Job Cost less Pay - Calculates Overhead using Job Cost minus Pay
- Overhead Allocation - Utilizes per project Overhead Allocation amounts defined in [Utilities>Overhead Allocation](#)
- None

Delimiters

- Description - Delimiters are characters that delimit or separate 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.
- Work Breakdown Structure (WBS) - Delimiter that will be used to separate the Work Breakdown Structure in the project.
 - For example, 9801-10-A would represent Project 9801 / Phase 10 / Task A with a hyphen used as the delimiter. The hyphen between the 10 and the A is the WBS delimiter.
- Project Name - Character that separates the project names at different levels of the WBS.
 - For example, 9801-10-A would represent Project 9801 / Phase 10 / Task A with a hyphen used as the delimiter. The hyphen between the 9801 and the 10 is the Project Name delimiter.
- Roll up Node - Character that delimits a roll up node from the project node. It can use the same delimiter as the rest of the WBS. It cannot be contained in any code.
 - For example, RU:9801-10-A would represent Roll up node RU / Project 9801 / Phase 10 / Task A with a colon used as the delimiter. The colon between the RU and the 9801 is the Roll up Node delimiter.

Profit Centers

- Project Sharing Profit Center Level - Organization level at which profit sharing can be assigned. Example - Office, Department or Division. When you have the Project Sharing Profit Center set to the lowest node this will enable you to set the Project's owning Org at any level. Please note that this will allow both Billable and Indirect projects to carry an owning org at any level. [More on Profit Sharing](#)
- Allow multiple profit centers per project - Enables profit sharing between profit centers within a project.

Default Expense Groups

- Description - The Expense Groups entered here will be the default Expense Groups on the [Expense & G/L Tab](#) on any projects that are created in the Projects applet. [More on Expense Groups](#)
- Direct - Defines the default Expense Group for Direct Projects
- Indirect - Defines the default Expense Group for Indirect Projects
- Opportunity - Defines the default Expense Group for Opportunity Projects

Labor Codes

- Required by Default Check Box - When checked, Labor Codes are required by default on Projects that are

created. [More on Labor Codes](#)

Default Opportunity Bill Status

- Drop-down - You are able to 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.

4.11.2.9 Taxes and Surcharges Tab

Overview

The Taxes and Surcharges Tab control the settings that relate to applying taxes and surcharges to an invoice.

Field Descriptions

Taxes and Surcharges Grid

General Section

- 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.
- 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" Section

- 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 Other Direct Charges (ODC) section of the invoice.
- OCC - When checked, the tax will be applied to the Out of Contract Consultants (OCC) section of the invoice.

4.11.2.10 Auto Codes Tab

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.

Field Descriptions

Auto Codes Header

- Enable Project Auto Codes - When checked, the auto code feature will be available in the Projects applet. [More on Projects](#)
- Enable Opportunity Auto Codes - When checked, the auto code feature will be available in the Opportunities applet. [More on Opportunities](#)
- Enable Firm Auto Codes (Client and Vendor) - When checked, the auto code feature will be available in both the Client and Vendor applets. [More on Clients](#) [More on Vendors](#)
- Enable Employee Auto Codes - When checked, the auto code feature will be available in the Employees applet. [More on Employees](#)

Auto Codes Grid

- Type - The 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. [More available Global Variables](#)
- Seed - The first code that will be used.
- 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 - When checked, the Code will require a custom query.
- Custom Query - A custom query can be entered here to generate a custom code.

4.11.2.11 Document Management Tab

Overview

The Document Management Tab controls the settings that deal with the configuration of Document Management.

Key Concepts

- Document Management is HTTP. What this means is that documents live in the same installation folder as InFocus (<drive>:\program files\Cleaview Software\InFocus\Client\Documents). When you upgrade to version 1.4.7 or greater, 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.)

Field Descriptions

Document Management Features

- On/Off buttons - The On/Off buttons are used to enable and disable on Document Management.
- Disallow Document Updates - When checked, users are unable to upload changes to documents that have been added.

Document Management Type

- Use HTTP Document Management (recommended)

Note - Once you select "Use HTTP Document Management", you are unable to go back to "Legacy Document Management".

- Document Base URL - This URL is the URL that you use to launch InFocus (typically http://server_name/infocus).
- "Verify" link - Verifies a connection with the Document Base URL.
- Max File Size (KB) - This limits the size of the documents to be uploaded.
- "Remove Legacy Document Repository Settings" link - Used after moving from the old Document Management setup to the HTTP Document Management setup. This removes the old repository settings.
- Use Legacy Document Management (depricated). ****Clearview does not configure this way any more. All new Clients must use HTTP Document Management****

Deployment Server FTP Settings

Description - These settings are generated by the DTA Config utility when Document Management is configured.

- 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 will be delivered from (ex. noreply@clearviewsoftware.net)
- Password - Email password
- Confirm Password - Password used to confirm the new password to be entered.
- Port - SMTP Port
- Use SSL / TLS
- "Send Test E-mail To" link - A test email will be sent when you enter a valid email address and click on the link.

4.11.2.12 Multi-Company_Tab

Overview

Multi-Company (Inter Company Transfers aka. ICT) is used for advanced multi-company support. [More on Multi-Company Setup](#)

Note - 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.

Field Descriptions

Settings

- Use Multi-Company - When checked, the Multi-Company feature is enabled and all related fields are available.
- Post Inter-Company Transfers Using Automated Invoicing -

Methods

- Labor - Method to be used when calculating Labor.
- ODC (Other Direct Charges) - Method to be used when calculating Other Direct Charges.
- OCC (Out of Contract Consultants) - Method to be used when calculating Out of Contract Consulting charges.
- ICC (In Contract Consultants) - Method to be used when calculating In Contract Consulting charges.

Cross-Company TX Settings by Journal

Description - For each journal you can specify how the system handles the attempt of a transaction to reference two or more companies. The Drop-down options are Allow, Disallow and Warn.

- General - Specifies how the system will handle this in the General Journal.
- Sales - Specifies how the system will handle this in the Sales Journal.
- Receipt - Specifies how the system will handle this in the Receipt Journal.
- Purchase - Specifies how the system will handle this in the Purchase Journal.
- Employee Reimbursable - Specifies how the system will handle this in the Employee Reimbursable Journal.
- Disbursement - Specifies how the system will handle this in the Disbursement Journal.

Enable Inter-company Transfers by Journal

- Purchase - When checked, the inter-company transfer option is turned on in the Purchase Journal.
- Employee Reimbursable - When checked, the inter-company transfer option is turned on in the Employee Reimbursable Journal.

- Disbursement - When checked, the inter-company transfer option is turned on in the Disbursement Journal.
- Receipt - When checked, the inter-company transfer option is turned on in the Receipt Journal.

Base Accounts

Revenue

Description - Here you select the Revenue Base Accounts to be used for Multi-Company

- Labor - Select the Labor Revenue Base Account.
- ODC (Other Direct Charges) - Select the ODC Revenue Base Account.
- OCC (Out of Contract Consultants) - Select the OCC Revenue Base Account.
- ICC (In Contract Consultants) - Select the ICC Revenue Base Account.

Expense

Description - Here you select the Expense Base Accounts to be used for Multi-Company

- Labor - Select the Labor Expense Base Account.
- ODC (Other Direct Charges) - Select the ODC Expense Base Account.
- OCC (Out of Contract Consultants) - Select the OCC Expense Base Account.
- ICC (In Contract Consultants) - Select the ICC Expense Base Account.

4.11.2.13 Offices Tab

Overview

The Office tab allow is where the address of the company using InFocus.

Key Concepts

- 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.
- 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*.

Field Descriptions

Offices Grid

- Pencil icon - When clicked, the Address Editor pop-up appears for easy data entry.
- Name - 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
- State - State
- Country - Country
- Phone - Telephone number
- Fax - Fax number
- Latitude - Latitude of Address
- Longitude - Longitude of Address
- Copy to Clipboard - Copies address to the clipboard of the local workstation. (Only seen in Address Editor)
- Geocode - When clicked, the Latitude and Longitude are filled in with the location of the Main Address. This can be used in the Map Viewer applet. [More on the Map Viewer](#). (Only seen in Address Editor)

4.11.2.14 Revenue Posting Accounts Tab

Overview

The Revenue Posting Accounts Tab controls the default Revenue Posting Accounts used in Automated Invoicing. These accounts can be overridden in [Automated Invoicing>Posting Tab](#) and when using Invoice Posting Groups. [More on Invoice Posting Groups](#)

Field Descriptions

- 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.
- 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.

4.11.2.15 Labor Distribution Tab

Overview

The Labor Distribution Tab manages the settings that control Labor Distribution postings. [More on Labor Distribution](#)

Key Concepts

- 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 time sheet entries.
- The process scans time sheets that have been approved, but not yet processed by this utility. In general, labor is divided between direct and indirect labor cost accounts.

Field Descriptions

Base Codes

Description - These are the default base codes that will fill into the Labor Distribution utility. [More on the Labor Distribution Utility](#). They can be overridden by base codes on the job title, and those can be overwritten by base codes at the project level. [More on Job Titles](#)

- 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.

- 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.

Base Codes

- 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 Posting Methods to use to calculate the amount to post:
 - Pay Rate - Labor is calculated at the pay rate value in timesheets.
 - Job Cost Rate - Labor is calculated at the job cost rate value in timesheets.
 - Bill Rate - Labor is calculated at the bill rate value in timesheets.
 - Pay Rate X Supplied Multiplier - Labor is calculated at the pay rate value in timesheets and then multiplied by the supplied multiplier when this utility is run.

Note - 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.

- 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.

4.11.2.16 Revenue Recognition Tab

Overview

The Revenue Recognition Tab controls the initial settings of automated Revenue Recognition postings.

Key Concepts

- Revenue recognition is 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.
- Rules can be established for each PM type (Labor, ODC, OCC, and ICC) on a project. 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. [More on Revenue Recognition Project Setup](#)
- All billing statuses (except for Never Bill) are included.
- 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.

Field Descriptions

Unbilled Revenue Base Codes

- 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.
- 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.

4.11.2.17 SMTP Relay Servers Tab

Overview

The SMTP Relay Servers is where most SMTP relay information is stored for use in emailing. The only exception is with Document Management [Read more on Configuring InFocus for Emailing](#)

Field Descriptions

SMTP Relay Servers Grid

- Active - When checked, the SMTP server is active and can be used in the emailing processes.
- Is Public - When checked, the SMTP server is accessible in the application by users who have been granted Permissions to those applets. [More on Permissions](#)
- Name - User defined name of the SMTP Server.
- From Address - Email address that any email sent from this SMTP Server will be from.
- From Name - Name in the email that any email sent from this SMTP Server will be from.
- SMTP Server - Email Server information.
- User ID - User ID used to access the SMTP Server
- Password - Password used to access the SMTP Server
- Port - Port that the SMTP Server is using.
- SSL/TLS - Is SSL or TL are required by the email service provider, check this box.

4.11.2.18 Mapping Tab

Overview

The Mapping Tab holds the Bing Maps API Key that is required to use the Map Viewer. It also contains the default settings for the Map Viewer 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.

Field Descriptions

Map Settings

- Bing Maps Key - Bing Maps API Key. This is obtained by setting up a Bing Maps account.
- Bing Maps URL - The Bing Maps URL if you would like to override the default. Default is used if left blank.
- Default Latitude - The Latitude that the map will default to when the Map Viewer is launched.
- Default Longitude - The Longitude that the map will default to when the Map Viewer is launched.

4.11.2.19 UDF Tab

Overview

The UDF Tab controls the label that is viewed on the Tab in the different applets.

Field Descriptions

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.

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.

4.11.2.20 Miscellaneous Tab

Overview

This tab contains Miscellaneous settings that do not fall under any of the other tabs.

Field Descriptions

G/L and Invoice Period Code Display

- Text Box - 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.

4.11.3 List Management

Overview

List Management is where lists within InFocus reside and are managed. Nearly every drop-down box in InFocus (or wherever there are more than two selections) contains a list.

Key Concepts

- 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.

Field Descriptions

System Lists Management Window

- Drop-down - The drop-down allows you to filter the list of Lists. Options are System, User and Both.
- Window - Displays the List Names

System Lists Management Grid

- ID - Unique Identifier generated by InFocus after saving.

- Display Text - Text the user will see when they click on the list.
- Code (not on all items) - Code of item. Must be unique.
- Unique (not on all items) - Flags the item in the list as unique.

4.11.3.1 List Management User Lists

Overview

There are different lists that are used throughout **InFocus**. There are 2 types of Lists; System and User. User Lists can be changed at any time. Below you will see a description of each User list with sample detail Items.

Note - If the "Quickstart" scripts were run on your system, you may have the items below.

Key Concepts

- 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 Non-Referenced lists 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.
- User lists are completely controlled by the user. They can be added to, edited, deleted, and reordered.

Field Descriptions

Activity Types

Description - The Activity Types list is used in both Activities and Notes throughout the system. You can supply an Activity Type when creating a follow-up activity. To find the Activity Types list go to

[Marketing>Activities>Activity \(double-click on Calendar Time slot\)](#) OR got to the Notes Tab in the [Clients](#), [Vendors](#) or [Projects](#) applets.

- Detail Item 1: Phone Calls
- Detail Item 2: Email
- Detail Item 3: Appointment
- Detail Item 4: Service Issue

Billing Groups

Description - The Billing Group list is typically used to group projects together by Billing Type. This list can be used as a grouping tool when invoicing. Projects that have been assigned the same Billing Group can be invoiced

at the same time. To find the Billing Groups list go to [Project Administration>Projects>Billing Tab>Billing Group Section](#).

- Detail Item 1: 1st Week
- Detail Item 2: 2nd Week
- Detail Item 3: 3rd Week
- Detail Item 4: 4th Week

Billing Term

Description - The Billing Terms list used in both the Client and Project applets. This is a list of terms of payment. The list is for display purposes only, and can be configured to display on an invoice. To find the Billing Groups list go to [Project Administration>Projects>Billing Tab>Billing Terms Section](#) OR go to [Accounts Receivable>Clients>Billing Tab>Payment Terms Section](#).

- Detail Item 1: Net 30
- Detail Item 2: C.O.D.

Client Specialties

Description - The Client Specialties list used in the Clients applet. This is a list of specialty areas of your clients. The list is for display purposes only, and can be configured to display on an invoice. To find the Client Specialties list go to [Accounts Receivable>Clients>General Tab>Client Type / Specialty Section](#).

- Detail Item 1: Transportation
- Detail Item 2: Graphic Design
- Detail Item 3: Graphic Design
- Detail Item 4: Architecture
- Detail Item 5: Engineering
- Detail Item 6: Geotechnical Engineers
- Detail Item 7: Environmental Engineers
- Detail Item 8: Electrical Engineers

Client Types

Description - The Client Types list used in the Clients applet. This is a list of the types of clients that you may work with. The list is for display purposes only, and can be configured to display on an invoice. The list is for display purposes only. To find the Client Types list go to [Accounts Receivable>Clients>General Tab>Client Type / Specialty Section](#).

- Detail Item 1: Federal Government
- Detail Item 2: State Government
- Detail Item 3: Local Government

- Detail Item 4: Non-Profit
- Detail Item 5: Health Care
- Detail Item 6: Education
- Detail Item 7: Commercial
- Detail Item 8: Residential

Contact Employee Type

Description - The list of Contact Employee Types is typically used to classify the Relationship Type the contact represents at their Firm. To find the Contact Employee Type list go to [Marketing>Contacts>Contact Detail \(double-click on the contact\)>Employee Associations Tab>Relationship Column](#).

- Detail Item 1: Billing
- Detail Item 2: Human Resources
- Detail Item 3: Marketing

Contract Type

Description - The list of Contract Types used to classify the Billing Type of your project. It is typically used for internal classification and does not control the actual Billing Terms of a project. The list is for display purposes only. To find the Contract Type list go to [Project Administration>Projects>General Tab>Project Types Section](#).

- Detail Item 1: Time and Materials
- Detail Item 2: Time and Materials to Max
- Detail Item 3: Cost Plus
- Detail Item 4: Cost Plus to Max
- Detail Item 5: Fixed Fee
- Detail Item 6: Phased Fixed Fee
- Detail Item 7: Percent of Construction

Employee Contact Type

Description - The list of Employee Contact Type is used to classify the relationship between the Employee and the Contact. It is typically used for internal classification and is assigned when you add a Contact through the Employees applet. To find the Employee Contact Type list go to [Human Resources>Employees>Contacts Tab>Contact Detail \(double-click on the contact\)>General Tab>Firm/Associations Section>Relationship Type](#).

- Detail Item 1: Friend
- Detail Item 2: Associate
- Detail Item 3: Former Co-worker
- Detail Item 4: Relative
- Detail Item 5: Business Associate

- Detail Item 6: Fellow Board Member

Event Types

Description - The Event Types list is used to specify an Event Type when creating a Contact. To find the Event Types list go to [Marketing>Contacts>Contact Detail\(double-click on the contact\)>Marketing Tab>Interests Section](#).

- Detail Item 1: Conference
- Detail Item 2: Seminar
- Detail Item 3: Meeting
- Detail Item 4: Trade Show

Firm Contact Type

Description - The list of Firm Contact Type is used to classify the relationship between the Firm and the Contact. It is typically used for internal classification and is assigned when you add a Contact through the Firms applet. To find the Firm Contact Type list go to [Marketing>Firms>Contact Detail \(double-click on firm\)>General Tab>Relationship Type](#).

- Detail Item 1: Project Manager
- Detail Item 2: Lead Engineer
- Detail Item 3: Principal
- Detail Item 4: Accounting

Gift Types

Description - The Gift Types list is used to specify a Gift Type when creating a Contact. To find the Gift Types list go to [Marketing>Contacts>Marketing Tab](#).

- Detail Item 1: Memorial
- Detail Item 2: Honorary
- Detail Item 3: Retirement
- Detail Item 4: Maternity

Lead Sources

Description - The Lead Sources list is used to classify the source of a Lead when creating a Contact or Opportunity. To find the Lead Sources list go to [Marketing>Contacts>Marketing Tab](#) OR go to [Marketing>Opportunities>General Tab>Opportunity Info Section](#).

- Detail Item 1: Mailing
- Detail Item 2: Advertising
- Detail Item 3: Trade Show

- Detail Item 4: Personal Contact
- Detail Item 5: Client Referral
- Detail Item 6: Associations

Lead Stages

Description - The Lead Stages list is typically used to designate the stage of a Lead when creating a Contact. To find the Lead Stages list go to [Marketing>Opportunities>General Tab>Opportunity Info Section](#).

- Detail Item 1: Lead
- Detail Item 2: Proposal
- Detail Item 3: Pending
- Detail Item 4: Short Listed
- Detail Item 5: Won
- Detail Item 6: Lost

Market Sectors

Description - The Market Sectors list is typically used to designate the percentage of a Market Sector that a Project or Opportunity represents. To find the Market Sectors list go to [Marketing>Opportunities>General Tab>Markets Sectors Section](#) OR [Project Administration>Projects>Market Sectors](#).

- Detail Item 1: Federal Government
- Detail Item 2: State Government
- Detail Item 3: Local Government
- Detail Item 4: Non-Profit
- Detail Item 5: Health Care
- Detail Item 6: Education
- Detail Item 7: Commercial
- Detail Item 8: Residential

Name Prefixes

Description - The Prefixes that are used when creating Names throughout InFocus.

- Detail Item 1: Mr.
- Detail Item 2: Ms.
- Detail Item 3: Mrs.
- Detail Item 4: Miss
- Detail Item 5: Dr.
- Detail Item 6: Col.
- Detail Item 7: Gen.

Name Suffixes

Description - The Suffixes that are used when creating Names throughout InFocus.

- Detail Item 1: Jr.
- Detail Item 2: Sr.
- Detail Item 3: III
- Detail Item 4: AIA
- Detail Item 5: PE
- Detail Item 6: CPA
- Detail Item 7: CFA
- Detail Item 8: PhD

Note Types

Description - The Note Types list is used when creating Notes throughout the system. You can supply a Note Type when creating a Note. To find the Note Types list go to the Notes Tab in the [Clients](#), [Vendors](#) or [Projects](#) applets.

- Detail Item 1: Phone Calls
- Detail Item 2: Meeting
- Detail Item 3: e-mail
- Detail Item 4: Appointment
- Detail Item 5: Lunch
- Detail Item 6: Dinner

Payment Terms

Description - The Payment Terms for vendors as they are set up. To find the Payment Terms list go to [Accounts Payable>Vendors>General Tab>Payment Terms Section](#).

- Detail Item 1: 15 Days
- Detail Item 2: 30 Days
- Detail Item 3: 45 Days
- Detail Item 4: 60 Days
- Detail Item 5: Next
- Detail Item 6: Hold
- Detail Item 7: PWP

Payroll Groups

Description - The Payroll Groups are used to group together employees when running the Payroll export. To find the Payroll Groups list go to [Human Resources>Employees>Employee Information Tab>Company Information Section](#).

- Detail Item 1: Weekly
- Detail Item 2: Bi-Weekly
- Detail Item 3: Semi-Monthly
- Detail Item 4: Monthly

Postal States

Description - The Postal States are used when creating Addresses. The Postal States lists are used in Addresses throughout InFocus.

- Detail Items: The 50 US States

Project Contact Types

Description - The list of Project Contact Types is used to classify the relationship between the Project and the Contact. It is typically used for internal classification and is assigned when you add a Contact through the Projects applet. To find the Project Contact Types list go to [Project Administration>Projects>Contacts Tab>Contact Detail \(double-click on Contact\)>Relationship Column](#).

- Detail Item 1: Project Manager
- Detail Item 2: Lead Engineer
- Detail Item 3: Principal
- Detail Item 4: Accounting

Project Report Types

Description - The Project Report Types list is typically used to group projects together by a user defined Report Type. To find the Project Report Types list go to [Project Administration>Projects>General Tab>Project Types Section](#).

- Detail Item 1: Commercial
- Detail Item 2: Residential
- Detail Item 3: Environmental
- Detail Item 4: Medical
- Detail Item 5: Office Building
- Detail Item 6: Sports and Recreation
- Detail Item 7: Transportation
- Detail Item 8: Government

Project Roles

Description - The Project Roles list is typically used to grant Project Manager access using the Project Roles Applet. To find the Project Roles list go to [Administration>Project Roles](#).

- Detail Item 1: Alternate Project Manager
- Detail Item 2: Project Team Lead
- Detail Item 3: Junior Project Manager

Social Types

Description - The Social Types list is used to specify a Social Event Type when creating a Contact. To find the Social Types list go to [Marketing>Contacts>Contact Detail\(double-click on the contact\)>Marketing Tab>Interests Section](#).

- Detail Item 1: Dancing
- Detail Item 2: Wine Tasting
- Detail Item 3: Bridge

Sport Types

Description - The Sport Types list is used to specify a Sport Type when creating a Contact. To find the Sport Types list go to [Marketing>Contacts>Contact Detail\(double-click on the contact\)>Marketing Tab>Interests Section](#).

- Detail Item 1: Baseball
- Detail Item 2: Basketball
- Detail Item 3: Soccer
- Detail Item 4: Football
- Detail Item 5: Tennis
- Detail Item 6: Golf

Vendor 1099 Types

Description - The Vendor 1099 Types list is used to specify a specific group of Vendors as a 1099 Type. This allows you to load the specific group when running 1099-MISC forms through InFocus. To find the Vendor 1099 Types list go to [Accounts Payable>Vendors>Settings Tab>Vendor Types Section>1099 drop-down](#).

- Detail Item 1: Rent
- Detail Item 2: Non-Employee
- Detail Item 3: Compensation

Vendor Types

Description - The Vendor Types list is used to specify a specific group of Vendors as a user defined Vendor Type.

To find the Vendor Types list go to [Accounts Payable>Vendors>Settings Tab>Vendor Types Section>Standard drop-down](#).

- Detail Item 1: Trade
- Detail Item 2: Non-Trade
- Detail Item 3: Subcontractor

4.11.4 Permissions

Overview

Permissions are used to control access for both Users and Groups in InFocus

Key Concepts

- 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).

4.11.4.1 Users Tab

Overview

The Users Tab displays the list of users that have been created. Here you can create users and manage both password settings and Domain Accounts.

Key Concepts

- 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.
- You can add a user by entering a new login here, then associate an employee to that login and click Save.

Field Descriptions

- Include Inactive - When selected, the list includes Users that have been flagged as Inactive. This is done through the Employees applet or the InFocus Permissions Editor. [More on Employees](#)
- Lock icon - When clicked, the InFocus Permissions Editor is opened. [More on the InFocus Permissions Editor](#)
- Login - This is the login name that the user will access **InFocus** with.
- Employee Code - Employee Code of the employee associated with the Login.
- Employee Name - Employee Name of the employee associated with the Login.
- Require Reset - When checked, the employee is required to reset their password once the number of days specified in Global Settings have passed in comparison to the Last Password Change date. [More on Passwords](#)
- Last Password Change - Date used to determine when an employee is required to change their password.
- Windows Domain Account - Required when Windows Mode or Both is selected as the Login Type in [Global Settings>General Tab](#).
- Enter New Line - Type in a User Name here, fill out the additional info and click Save I to add a new User.

4.11.4.2 Groups Tab

Overview

The Groups Tab displays the list of Groups that have been created. Group Permissions are created to restrict

access throughout **InFocus** to a Group of users.

Key Concepts

- Permissions are additive, meaning a user has permissions assigned directly to them, 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.
- In a typical setup, you want to use Group Permissions only. Group Permissions are easier to manage than individual user permissions.

Field Descriptions

- Lock icon - When clicked, the InFocus Permissions Editor is opened. [More on the InFocus Permissions Editor](#)
- Group Name - Name of the Permission Group.
- Enter New Line - Type in a Group Name here and click Save I to add a new Group.

4.11.4.3 Permission Editor (Pop-up)

Overview

When you click on the Lock icon next to either the Login or the Group Name, you will bring up the InFocus Permissions Editor. Here you can manage your Permissions.

4.11.4.3.1 General Tab

Overview

The General Tab displays when the User/Group was created. In User mode, the General Tab allows you to manage User Status and Passwords. In Group Mode, you are able to edit the Group Name.

Field Descriptions

User Mode (When you click the lock icon on the User Tab)

- 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. [More on Employees](#)
- Password Reset - This is where a user can change their password.
 - New Password - New user account password
 - Confirm Password - Confirmation of new user account password
 - Change Password - Commits the password change

Note - Click *Save* to save any changes made on this tab.

Group Mode (When you click the lock icon on the Group Tab)

- Name - Contains the name of the group. (It can be changed here).
- Created - Date and time that the group was created. Informational only and cannot be modified.

Note - Click *Save* to save any changes made on this tab.

4.11.4.3.2 Members (of) Tab

Overview

The Members (of) Tab displays what members are in a User/Group. In User mode, the *Member of Tab* displays the Groups that the user is a member of. In Group Mode, the *Members Tab* displays the Users that are included in the Group.

Field Descriptions

User Mode (When you click the lock icon on the User Tab)

- Member - When checked, the User is a member of the selected Group.
- Group - The name of the group. (It can be selected here).

Note - Click *Save* to save any changes made on this tab.

Group Mode (When you click the lock icon on the Group Tab)

- Is Member - When checked, the User is a member of the selected Group.
- Username - The Username of the Employee. [More on Employees](#)
- Employee Code - The Code of the Employee.

- Employee Name - The Proper Name of the Employee.


Note - Click *Save* to save any changes made on this 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*.

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.

Overview

Members Of 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).

- **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.

4.11.4.3.3 User/Group Permissions Tab

Overview

The User Permissions Tab contains permissions for every applet organized by module.

Key Concept

- Depending on whether you access this tab through Users or Groups, it will be named accordingly; User Permissions from the Users Tab and Group Permissions from the Groups Tab.

Field Descriptions

Columns

- View - When checked, a User can View the item.
- Edit - When checked, a User can Edit an existing item.
- Add - When checked, a User can Add a new item.
- Delete - When checked, a User can Delete an existing item.
- Special Rights - Within some applets special rights may exist. To view "Special Rights" go to the [Special Rights](#) section of this manual.

Set... For... To...

Description - 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.

Note - Click **Save** to save any changes made on this tab.

4.11.4.3.4 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.

4.11.4.3.4.1 A/R Collections

Overview

Here are Special Rights that can be granted.

Field Descriptions

- **Can Override Project Leader** - When checked, the user can limit project leaders to projects they are assigned to.

4.11.4.3.4.2 Disbursements Journal

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Change Period - When checked, the user can change the period of a transaction without leaving an audit 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.

4.11.4.3.4.3 Employee Reimbursables

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.4 Purchase Journal

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.5 Vendor Queries

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.6 Vendors

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Edit UDFs - When checked, the user can define user-defined fields.
- View Recent - When checked, the user can view recent vendor transactions.

4.11.4.3.4.7 Automated Invoicing

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.8 Client Queries

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.9 Clients

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Edit UDFs - When checked, the user can define user-defined fields.
- View Recent - When checked, the user can view recent client transactions.

4.11.4.3.4.10 PA Bill Review

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Override Project Accountant Restriction - When checked, the Employee type of Project Accountant is not required.

4.11.4.3.4.11 Receipts Journal

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.12 Sales Journal

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.13 Projects

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.14 Project Central

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Addresses - Can Modify - Allows the user to modify the Address Tab
- Bill Review - Can Change Bill Status - Allows user to change the bill status on transactions listed on the Bill Review Tab
- Bill Review - Can Move Transactions - Allows user to move transactions listed on the Bill Review Tab
- Budget - Save as Baseline - Allows the user to save Budgets to baseline budget on the Budgets Tab
- Can Manage Fields and Formulas - Allows the user to manage Fields and Formulas on the Overview Tab
- Contacts - Can Modify - Allows the user to make modifications on the Contact Tab
- Contract - Can set amount - Allows the user to set contract amounts on the Contract Tab
- Contract - Can Set Contract=Budget - Allows the user to set contracts equal to budgets from the Contract Tab
- Contract - Can Set Level - Allows the user to set contract levels on the Contract Tab
- Contract - Can Set Percent Complete - Allows the user to set percent complete amounts on the Contract Tab
- Team Members - Can Modify - Allows the user to modify team members

4.11.4.3.4.15 Dashboard Groups

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Can set Default Layout - Allows the user to configure a default layout for a Dashboard Group

4.11.4.3.4.16 PM Bill Review

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Can Override Project Leader - When checked, this gives the user the ability to override the project leader.

4.11.4.3.4.17 PM Reports

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.18 Project Planning

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.19 Project Queries

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.20 Work Orders

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Can Print Other Employee Work Orders - Allows the user to print other employee work orders.

4.11.4.3.4.21 Employee Queries

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.22 Employees

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.23 Timesheet Adjustments

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.24 Expense Sheets

Overview

Here are Special Rights that can be granted.

Field Descriptions

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.

4.11.4.3.4.25 My Work Orders

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Can Print Other Employee Work Orders - Allows the user to print other employee work orders.

4.11.4.3.4.26 Time Sheets

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.27 Bank Reconciliation

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Can Modify Reconciled Statements - Gives the user the ability to reconcile statements.

4.11.4.3.4.28 Chart Of Accounts

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Execute Cash Conversion - When checked, the user can run Convert-to-Cash procedure.

4.11.4.3.4.29 General Journal

Overview

Here are Special Rights that can be granted.

Field Descriptions

- 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.

4.11.4.3.4.30 Organizational Units

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Modify Org. Labels - When checked, the user can change the labels for organizational levels.

4.11.4.3.4.31 Contacts

Overview

Here are Special Rights that can be granted.

Field Descriptions

- Edit UDFs - When checked, the user can define user-defined fields.

4.11.4.3.4.32 Rate Tester

Overview

Here are Special Rights that can be granted.

Field Descriptions

- View Pay Rates - Allows the user to view pay rates when using the Rate Tester.

4.11.4.3.4.33 Report Management

Overview

The special rights listed here give design rights to the various reports in the system. These reports do 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:

Field Descriptions

- 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
- Pay When Paid Reports
- Purchase Journal Reports
- Receipt Journal Reports
- Sales Journal Reports
- Time sheet
- Time Utilization Reports
- Trial Balance

4.11.5 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).

Key Concepts

- 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 first created under [Administration>List Management](#) and are managed in the Project Roles applet.

Field Descriptions

Role Window

- Role - Displays all Project roles that have been created in List Management. [More on List Management](#)

Applets Tab

- Description - This Tab allows you to grant PM access to the different applets throughout the system.
- Act as PM - When checked, anyone assigned to this Role will have Project Manager access to this item.
- Name - Name of the Applet that PM access is granted to.

PM Reports Tab

- Description - This Tab allows you to grant PM access to the different PM Reports throughout the system.
- Act as PM - When checked, anyone assigned to this Role will have Project Manager access to this item.
- Name - Name of the PM Reports that PM access is granted to.

Custom Reports Tab

- Description - This Tab allows you to grant PM access to the different Custom Reports throughout the system.

Note - Custom reports MUST have the "Use in Project Roles" check-box checked in order for them to appear in this list.

- Act as PM - When checked, anyone assigned to this Role will have Project Manager access to this item.
- Name - Name of the Custom Reports that PM access is granted to.

Alerts Tab

- Description - This Tab allows you to grant PM access to the different Alerts throughout the system.
- Act as PM - When checked, anyone assigned to this Role will have Project Manager access to this item.
- Name - Name of the Alerts that PM access is granted to.

Queries Tab

- Description - This Tab allows you to grant PM access to the different Queries throughout the system.
- Act as PM - When checked, anyone assigned to this Role will have Project Manager access to this item.
- Name - Name of the Queries that PM access is granted to.

Widgets Tab

- Description - This Tab allows you to grant PM access to the different Widgets throughout the system.
- Act as PM - When checked, anyone assigned to this Role will have Project Manager access to this item.
- Name - Name of the Widgets that PM access is granted to.

4.11.6 UDF Designer

Overview

User-definable fields (UDFs) can be created for Clients, Employees, Vendors, Projects, Project Level2 and Contacts. UDFs are used to create important information that you would like to collect and associate with one of the previously listed applets.

A UDFs Designer allows you to create UDFs that will be used in the Clients, Employees, Vendors, Projects, Project Level2 and Contacts applets. You can access the UDFs Designer in 2 places:

- 1) A dedicated applet located at Administration>UDFs Designer.
- 2) On the toolbar in the Clients, Employees, Vendors, Projects and Contacts applets, there is a toolbar button labeled UDFs Designer. When you click on the UDFs Designer in the specific applet, the focus of the designer will be on the UDF for that specific location.

To see a list of the UDFs that have been created, go to the respective applets and click on the "Custom Fields" Tab. The label of the "Custom Fields" Tab can be changed at [Administration>Global Settings>UDF Tabs](#). UDFs can also be used in conjunction with the Layout Manager to incorporate them into the main tabs of the applets.

Note: Project Level2 UDFs are accessed by right-clicking on the WBS node of the project and selecting "Sub Level UDFs". There you can Create, Edit and Enter data into them. Project Level2 UDFs are not available on the Custom Tabs nor are they available in the Layout Manager.

Field Descriptions

The following fields are located on the UDFs pop-up.

- 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: Character, Integer, Numeric, Boolean (True/False), Date, Date Time (includes both date and time), Long Text, Bill Status, Client, Employee, Expense Code, G/L Base Code, Labor Code, Org Unit, Project and Vendor.
 - **Note:** Bill Status, Client, Employee, Expense Code, G/L Base Code, Labor Code, Org Unit, Project and Vendors all give you selections from the respective areas when selected. For example, if you use a Data Type of Employee, the UDF will be a look-up containing the list of Employees.
- 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. UDF Lists must be created before you create a UDF. To see UDF lists, look at the top of the UDF pop-up. You will see a tab labeled UDF Lists.
- 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:
 - reterr (>=0 equals no error, <0 equals error)
 - retmsg (the error message if reterr <0)
 - 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.
- Display Format - Display Format controls the output format of the UDF. Here is a list of a few built in formats that can format data. Just put the number and the brackets (ex. {1}) in the column and hit save. The result will show the ID.
 - {1} - ID
 - {2} - Code
 - {3} - Name Path
 - {4} - LongName
 - Date, Currency and Numeric formats are supported.

4.11.6.1 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 for UDFs are managed here.

Key Concepts

- UDF Lists need to be created before any UDF that will be using a List.

Field Descriptions

System Lists Management Window

- Lists Text Box - The Lists Text Box is used to create a list. Enter a list name in the Lists box, and click Add. That will create the Named List. You will still need to go to the "Static List" or "SQL List" on the right to populate the list.
- Static List - The Static List allows you to enter the options that you would like to see in the drop-down. For example, If the UDF was named State, your Static List could be ME, NC, VA, etc.
- SQL List - The SQL List allows you to enter a query that will return the selections in the UDF List. For example, If you wanted a list of States from the List Management list, you could use the following SQL Query:

```
Select
    DisplayText=StateName,
    DisplayValue=StateCode
From
    PostalStates
```

Note - You must alias the fields that you want to use with DisplayText (What you see in the drop-down) and DisplayValue as you see above.

- Preview - Allows you to see what the returned fields will look like in the query.

4.11.6.2 UDF Fields Tab

Overview

The UDF is where all UDFs are managed.

Field Descriptions

- 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).

- Max - Maximum allowed value (optional).
- List - UDF List to use for quick entry. [More on UDF Lists](#)
- 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)
 - ^keyid^ (the primary key of the record holding the udf)
 - The SQL script must return at least three values:
 - reterr (>=0 equals no error, <0 equals error)
 - retmsg (the error message if reterr <0)
 - 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.
- Display Format - Display Format controls the output format of the UDF. Here is a list of a few built in formats that can format data. Just put the number and the brackets (ex. {1}) in the column and hit save. The result will show the ID.
 - {1} - ID
 - {2} - Code
 - {3} - Name Path
 - {4} - LongName
 - Date, Currency and Numeric formats are supported.

4.11.7 User Sessions

Overview

User Sessions allow InFocus administrators to view login history and associated activity for users in InFocus. While, this feature is most useful for determining who's logged in at a given time, the applet can be configured to allow further insight to a user's session history and per-session events. [More on User Sessions](#)

Setup

Description - By default, permissions to this applet are not allowed. Please ensure the following configurations to deploy this applet.

Permissions

Description - Check the appropriate permissions via Administration>Permissions. As a best practice, these administrative features should only be allowed to those in an administrator group.

Global Settings

Description - Once permissions have been granted, please review and configure the following Global Settings as appropriate via Administration>Global Settings>General Tab.

Field Definitions

- Enable Sessions - Enables the Session History pane which reflects a login history for a selected user
 - Enable Session Detail - Enables the Session Events pane which reflects the events of a selected session
 - Cycle - Sets the Auto-Refresh cycle time frame in seconds (e.g. 60 = Applet refreshes each minute).
-

Tutorial

Description - Administrators with appropriate configuration, can view an event-level history of an InFocus User.

- Browse to Administration>User Sessions. At a minimum, the Users pane will display each users login status and last check-in.
 - To view the Session History for the listed User: Select a User from the list by clicking the row. The selected user's Session History will be displayed.
 - To view the events of a given session: Select the Session in the Session History Tab. The events of that session will display in the Session Events tab.
-

User Session Field Definitions

User Sessions Toolbar

- Refresh - Clicking this refreshes the applet
- Purge Inactive Session History - Click to remove the history of inactive users listed in the Users Pane. Purged History cannot be rebuilt.
- Session Tracking Enabled label - Reflects Global Settings configuration Enable Sessions (described above)
- Session Events Enabled label - Reflects Global Settings configuration Enable Session Detail (described above)

Users Pane

Grid Fields

Description - Below is a list of required fields in alphabetical order. Additional fields can be added/removed from the detail using the column chooser (gear icon) in the upper left of the detail grid. All fields can be reordered in the grid.

- Logged In - Reflects the user's logged in status
- User Name - User Name

Standard Column Fields

Description - Fields can be selected using the column chooser (gear icon) in the upper left of the detail grid.

- Active Sessions - Number of active sessions for the user. While typically this will be 1, users can be logged into multiple InFocus sessions at once.
- Code - InFocus Employee Code associated with the user
- IPAddr - IP Address associated with the user session
- Last Check In - Last reported check for all user sessions
- Last Seen - Difference between the last reported check in and the current date/time
- Machine Name - Computer name associated with the user session
- Name - InFocus Employee Name associated with the user
- OSVer - Version of operating system for the computer associated with the user session
- Session Last Report - Date of last session report
- Session Start - Date the session started

Session History Pane

Description - Below is a list of required fields in alphabetical order. Additional fields can be added/removed from the detail using the column chooser (gear icon) in the upper left of the detail grid. All fields can be reordered in the grid.

Grid Fields

- Active - Reflects if the selected user's session is active
- Session ID - Internal ID counter of the user's session history
- Start (UTC) - Start time of the session

Standard Column Fields

Description - Fields can be selected using the column chooser (gear icon) in the upper left of the detail grid.

- Computer - Computer name associated with the session
- IP - IP Address associated with the session
- Is Active - Reflects if the selected user's session is active
- Last Report (UTC) - Last reported check in for the individual session
- OS Version - Version of operating system for the computer associated with the session
- Session Code - Unique code for the session

Session Events Pane

Description - Below is a list of required fields in alphabetical order. All fields can be reordered in the grid.

Grid Fields

- Applet - InFocus applet associated with the event
- Event type - Event reported
 - Load - Applet load

-
- Open - InFocus Opened
 - Close - InFocus Closed
 - Date - Date stamp of the event

5 InFocus System Reports

Overview

InFocus comes with many reports embedded in the application. The following chapters show you how to find those reports and gives a brief explanation of the reports. Don't see what you want, visit the [Clearview Marketplace](#).

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.

Note - For more information about Custom Reports, see the [Custom Reports](#) section of this manual.

Project Management Reports

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

Note - For more information about PM Reports, see the [PM Report Designer](#) section of this manual.

Report Management 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.

Note - For more information about Standard Reports, see the [Report Management](#) 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.

Note - For more information about Financial Statements, see the [Financial Statement Designer](#) section of this manual.

5.1 Custom Reports

Overview

Custom Reports are miscellaneous reports that can be used throughout the system. Custom Reports reside in InFocus at [Utilities>Custom Reports](#).

Key Concepts

- Here is a video that takes a deeper look into running InFocus reports: [More on Running InFocus Reports](#).
- If you do not see what you want you can search the [InFocus Marketplace](#) or Submit a Custom Work Request through the Request Custom Work button at the [Clearview Support Website](#).

5.1.1 Custom Report Descriptions (System)

Overview

Here are the system Custom Reports with a brief description.

Report Descriptions

- 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 Time sheet – This report is a copy of the Timesheet custom report that prints in personal time sheets. This version runs off the most current version in time sheet 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.
- 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 time sheets versus what the system currently would assign based on project setup rules. This report has an option so you can retroactively update time sheets. This report is useful if you set up the project rules after time sheets 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.
- **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 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 time sheets versus what the system currently would assign based on employee setup . This report has an option so you

can retroactively update time sheets. This report is useful if you set up the employee org after time sheets 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 time sheets.
- 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 submitting 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 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 My id parameters. Click Apply after each. Change the prompt type of the Show labor cost 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 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 be 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.
- 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.

5.1.2 Action Descriptions (System)

Overview

Here are the system Actions

Report Descriptions

- 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

- 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 versa 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

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.

5.1.3 Data Grids (System)

Overview

Here are the system Data Grids.

Report Descriptions

- 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.

5.1.4 Warnings (System)

Overview

Here are the system Warnings.

Report Descriptions

- 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.

5.2 Project Management Reports

Overview

Project Management Reports are project-based reports. PM Reports reside in InFocus at [Utilities>PM Report Designer](#).

Key Concepts

- Here is a video that takes a deeper look into running InFocus reports: [More on Running InFocus Reports](#).
- If you do not see what you want you can search the [InFocus Marketplace](#) or Submit a Custom Work Request through the Request Custom Work button at the [Clearview Support Website](#).

5.2.1 PM Reports

Overview

The PM Reports allow you to look at Project Management information. These reports are run (consumed) at Project Management>PM Reports. By clicking on PM Reports, you will be redirected to the PM Reports drop-down where you can select the report to run.

Key Concepts

- PM Reports are classified as Project Management Management reports, therefore reside at [Utilities>PM Report Designer](#).
- Access to these reports are granted through the Permissions Tab in the PM Report Designer, they are granted

on the Permissions Tab. [More on the Permissions Tab](#)

- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Project Management Report](#)
- There is a Help Center article that talks about these reports. To view that, follow this link: [More on PM Reports](#)

Report Descriptions

- Accounting Summary - Summarized project metrics by General Ledger account.
- Accounting Transactions - Itemizes project transactions grouped by General Ledger account.
- Expense Transactions - Shows detailed non-labor expense transactions.
- Labor Transactions - Shows detailed timesheet transactions.
- 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.
- Project Backlog - This project calculates backlog (contract, less billed, less WIP). Used only when using revenue recognition to create General Ledger entries for WIP per project. For all other cases, use Custom Report Contract Backlog.
- Project Budget Analysis (Bill Amount) - Compares Project Budget Amounts to Project Actuals at the billable rate (effort).
- 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 configuration in Global Settings.
- Project Cost Detail (Single Period) - Cost transactions for a single period of time.
- Project Cost Detail (Two Periods) - Cost transactions for two periods of time.
- 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.
- Project History (Job Cost) - Same as Project History except cost transactions are shown at the job cost rate.
- Project Invoices - Invoices broken down by metric type.
- Project Plan - Budgetary information summarized at the allocation level (Job Title for Labor; Expense Code for Non-Labor) derived from Project Planning.
- Project Profit - Summarized project metrics show project profitability. WIP on this report is calculated using general ledger entries against a WIP account.
- 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.
- Resource Schedule - This report shows scheduled work for a period of time. Its intent is to show upcoming work.

- Schedule Analysis (Bill Rate) - This report compared scheduled Work-to-Date versus Payroll Labor Cost-to-Date. Non-labor items use cost amount.
- Schedule Analysis (Job Cost Rate) - This report compares scheduled Work-to-Date versus Job Cost Labor-to-Date.
- Schedule Analysis (Pay Rate) - This report compared scheduled Work-to-Date versus Job Cost Labor-to-Date. Non-labor items use marked up amount.
- Unbilled Charges - Project cost transactions with a billing status of R or H summarized at the payee level (employee/vendor).
- Unbilled Charges (Detail) - Project cost transactions with a billing status of R or H summarized to the transaction date level.

5.3 Report Management Reports

Overview

All reports not covered under one of the three specific report designers are called standard reports. Report Management reside in InFocus at [Utilities>Report Management](#).

Key Concepts

- Here is a video that takes a deeper look into running InFocus reports: [More on Running InFocus Reports](#).
- If you do not see what you want you can search the [InFocus Marketplace](#) or Submit a Custom Work Request through the Request Custom Work button at the [Clearview Support Website](#).

5.3.1 A/P Reports

5.3.1.1 AP Reports

Overview

The A/P Reports allow you to look at Accounts Payable information. These reports are ran (consumed) at Accounts Payable>Reports. By clicking on A/P Reports, you will be redirected to the A/P Reports drop-down where you can select the report to run.

Key Concepts

- A/P Reports are classified as Report Management reports, therefore reside at [Utilities>Report Management](#).

- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)
- There is a Help Center article that talks about these reports. To view that, follow this link: [More on A/P Reports](#)

Report Descriptions

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

5.3.1.2 Disbursement Journal Report

Overview

The *Disbursement Journal Report* allows you to run different reports against the Disbursement Journal using the criteria below. This reports is ran (consumed) at Accounts Payable>Reports. By clicking on Disbursement Journal Reports, you will be redirected to the Disbursement Journal Reports drop-down where you can select the report to run.

Key Concepts

- The Disbursement Journal Report is classified as an Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)
- There is a Help Center article that talks about this report. To view that, follow this link: [More on the Disbursement Journal Report](#)

Filter Criteria

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

5.3.1.3 ER Reports

Overview

The E/R Reports allow you to look at Employee Reimbursable information. These reports are ran (consumed) at Accounts Payable>Reports. By clicking on E/R Reports, you will be redirected to the E/R Reports drop-down where you can select the report to run.

Key Concepts

- E/R Reports are classified as Report Management reports, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)
- There is a Help Center article that talks about these reports. To view that, follow this link: [More on E/R Reports](#)

Report Descriptions

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

5.3.1.4 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 criteria below. This reports is ran (consumed) at Accounts Payable>Reports. By clicking on Employee Reimbursable Journal Reports, you will be redirected to the Employee Reimbursable Journal Reports drop-down where you can select the report to run.

Key Concepts

- The Employee Reimbursable Report is classified as an Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)
- There is a Help Center article that talks about this reports. To view that, follow this link: [More on the Employee Reimbursable Journal Report](#)

Filter Criteria

- Starting Period - Starting G/L accounting period
- Ending Period - Ending G/L accounting period
- All E/R Accounts - When checked, all Employee Reimbursable 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.
- Print Recap - When checked, a summary section showing totals by G/L account will print.

5.3.1.5 Purchase Journal Report

Overview

The *Purchase Journal Report* allows you to run different reports against the Purchase Journal using the criteria below. This reports is ran (consumed) at Accounts Payable>Reports. By clicking on Purchase Journal Reports, you will be redirected to the Purchase Journal Reports drop-down where you can select the report to run.

Key Concepts

- The Purchase Journal Report is classified as an Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)
- There is a Help Center article that talks about this report. To view that, follow this link: [More on the Purchase Journal Report](#)

Filter 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.
- 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.

5.3.2 A/R Reports

5.3.2.1 A/R Reports

Overview

The A/R Reports allow you to look at Accounts Receivable Information.

Key Concepts

- A/R Reports are classified as Report Management reports, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)
- 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.

Report Descriptions

- A/R Aged - The A/R Aged Report shows you all of the aged balances for any Client and A/R Account. Age is shown by using user-defined aging periods that can be adjusted in *Global Settings* on the A/R tab.
- A/R Aged By Project - Similar to the standard A/R aged but the report does not show or group by client.
- 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.
- A/R Balances By Project - Similar to the standard A/R Balances Report but the report does not show or group by client.

- 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*.
- 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.
- A/R Register - This report is a cross between the A/R Balance and A/R Aged reports.
- A/R Register by Project - This report is the same as the A/R Register report, but sorted by Project.
- Statement of Accounts - Statement that shows the client a detailed summary of what they owe.
- Statement of Accounts Labels - This report produces mailing labels for statements.

5.3.2.2 Receipt Journal Report

Overview

The *Receipt Journal Report* allows you to run different reports against the *Receipt Journal* using the following criteria. This reports is ran (consumed) at Accounts Receivable>Reports. By clicking on Receipt Journal Reports, you will be redirected to the Receipt Journal Reports drop-down where you can select the report to run.

Key Concepts

- The Receipt Journal Report is classified as an Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

Filter Criteria

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

5.3.2.3 Sales Journal Report

Overview

The *Sales Journal Report* allows you to run different reports against the *Sales Journal* using the following criteria. This reports is ran (consumed) at Accounts Receivable>Reports. By clicking on Sales Journal Reports, you will be redirected to the Sales Journal Reports drop-down where you can select the report to run.

Key Concepts

- The Sales Journal Report is classified as an Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

Filter 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.

5.3.2.4 Linked Transactions

Overview

Linked Transactions is a report of all the linked items in a Sales Journal entry.

Key Concepts

- This reports is run (consumed) at [Accounts Receivable>Sales Journal>Tools \(toolbar\)>Linked Transactions](#). On the pop-up, you will see a Printer icon in the bottom left. This will run the report. You must first have a Sales Journal transaction pulled up.
- The Linked Transactions Report is classified as an Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

5.3.2.5 Pre-Bill Report

Overview

This standard report will print the billing instructions entered by the project manager.

Key Concepts

- This reports is run (consumed) at [Accounts Receivable>PA Bill Review>Prebill \(toolbar\)](#).

- When the *Reviewed* button is checked in *PA or PM Bill review*, the report column labeled *Reviewed By* will change to *Marked Reviewed*, 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.
- The Pre-Bill Report is classified as an Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

5.3.3 Human Resources Reports

5.3.3.1 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.

Key Concepts

- The Cross Charge Report is classified as Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

5.3.3.2 Time Transactions (Dollars)

Overview

The Time Transactions (Dollars) Report allows a user to run a report, to see the pay amount for an employee on

different projects within a specified date range.

Key Concepts

- The Time Transactions (Dollars) Report is classified as Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

5.3.3.3 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.

Key Concepts

- The Time Transactions (Hours) Report is classified as Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

5.3.3.4 Utilization Reports (Dollars)

Overview

Time Utilization (Dollars) Report is used to analyze how profitable employees 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.

Key Concepts

- There are two types of utilization report: *Hours* and *Dollars*. This is done to allow permissions to be set separately for the type of information contained in the report.
- Time Utilization (Dollars) Report is classified as Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

5.3.3.5 Utilization Reports (Hours)

Overview

Time Utilization (Hours) Report is used to analyze how employees spend their time. 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.

Key Concepts

- There are two types of utilization report: *Hours* and *Dollars*. This is done to allow permissions to be set separately for the type of information contained in the report.
- Time Utilization (Hours) Report is classified as Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

5.3.4 General Accounting Reports

Enter topic text here.

5.3.4.1 Balance Sheets

Overview

The Balance Sheet is the summary of a company's financial condition at a specific point in time. 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. 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.

Key Concepts

- This report uses 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 Designer. [More on the Financial Statement Designer](#)
- The Balance Sheet Report is classified as Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)
- There is a Help Center article that discusses a scenario when there is a "Variance in totals between the Balance Sheet and the Income Statement". To view that article, follow this link: [More on Variance Between Balance Sheet and Income Statement](#)

5.3.4.2 General Journal Report

Overview

The *General Journal Report* allows you to run different reports against the *General Journal* using the following criteria.

Key Concepts

- The General Journal Report is classified as an Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

Filter Criteria

- 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.

5.3.4.3 General Ledger Reports

Overview

The General Ledger report lists all the sub-ledger transactions for the selected criteria.

Key Concepts

- The General Ledger Report is classified as an Report Management report, therefore reside at [Utilities>Report](#)

[Management.](#)

- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab.

[More on Permissions](#)

- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it.

[More on Customizing a Report Management Report](#)

5.3.4.4 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.

Key Concepts

- This report is not designed via the Financial Statement Designer. [More on the Financial Statement Designer](#)
- This report is not designed via the Financial Statement Designer. [More on the Financial Statement Designer](#)
- The Income Statement Report is classified as Report Management report, therefore reside at [Utilities>Report Management](#).
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)
- There is a Help Center article that discusses a scenario when there is a "Variance in totals between the Balance Sheet and the Income Statement". To view that article, follow this link: [More on Variance Between Balance Sheet and Income Statement](#)

5.3.4.5 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.

Key Concepts

- The Trial Balance Report is classified as an Report Management report, therefore reside at [Utilities>Report Management](#).
- This report is not designed via the Financial Statement Designer. [More on the Financial Statement Designer](#)
- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

5.3.5 Utilities Reports

5.3.5.1 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.

Key Concepts

- The Data Dictionary Report is classified as Report Management reports, therefore reside at [Utilities>Report Management](#).

- Access to these reports are granted through Permission, they are granted on the User/Group Permissions Tab. [More on Permissions](#)
- You are unable to modify the Original version of a report, however, you are able to copy a report and modify it. [More on Customizing a Report Management Report](#)

5.3.6 Miscellaneous Report Management Reports

Overview

The Miscellaneous Report Management Reports section contains a description of all Miscellaneous Report Management reports not mentioned in the previous sections.

Report Descriptions

A/P Check

Description - The following can be selected as the Check Report on the *Selections Tab* in A/P Check Writing.

[More on A/P Check Writing](#)

- A/P Check - System A/P Check Stock.
- A/P Check Notes - System A/P Check Stock including the A/P Comments from the Purchase Journal. [More on the Purchase Journal](#)
- A/P DLM-102 - System A/P Check Stock. The default check layouts in InFocus are designed to work with check style DLM102 from a national stationery company called NEBS. You can purchase them online direct from [NEBS](#).
- A/P DLM-102 Notes - System A/P Check Stock including the A/P Comments from the Purchase Journal. The default check layouts in InFocus are designed to work with check style DLM102 from a national stationery company called NEBS. You can purchase them online direct from [NEBS](#).

A/P Check Labels

Description - The following can be selected as the Label Report on the *Selections Tab* in A/P Check Writing. [More on A/P Check Writing](#)

- A/P Check Labels - Labels that can be printed on Address Labels to affix to an envelope for mailing.

A/P EFT

Description - The following can be selected as the EFT Report on the *Selections Tab* in A/P Check Writing. [More on A/P Check Writing](#)

- A/P EFT - EFT Transaction report

A/P Long Stub

Description - When the check count exceeds the "Max. Number of Invs." on the [Selections Tab](#), the Long Stub can be printed on the [Post Tab](#) to accompany the check with detail. The following can be selected as the Long Stub Report on the *Selections Tab* in A/P Check Writing. [More on A/P Check Writing](#)

- A/P Long Stub - Check Long Stub.
- A/P Long Stub Notes - Check Long Stub containing the A/P Comments from the Purchase Journal.

Bank Reconciliation

- Bank Reconciliation - The Bank Rec Report can be launched from the toolbar of Bank Reconciliation applet. It displays information on Selected Bank Account Reconciliation sessions. [More on the Bank Reconciliation Toolbar](#)

Chart of Accounts List

- Chart of Accounts List - The Chart of Accounts List Report can be launched from the toolbar of the Chart of Accounts applet. It gives you the option to print a list of Active, Inactive or Both types of Chart of Accounts. [More on the Chart of Accounts Toolbar](#)

Client List

- Client List - The Client List Report can be launched from the toolbar of the Clients applet. It gives you the option

to print a list of Active, Inactive or Both types of Clients. [More on the Clients Toolbar](#)

Credit Card Reconciliation

- Credit Card Reconciliation - The Credit Card Reconciliation Report can be launched from the toolbar of Credit Card Reconciliation applet. It displays Credit Card Reconciliation information from selected filter criteria. [More on the Credit Card Reconciliation Toolbar](#)

CCRec

E/R Check

Description - The following can be selected as the Check Report on the *Selections Tab* in E/R Check Writing. [More on E/R Check Writing](#)

- E/R Check - System E/R Check Stock.
- E/R Check Notes - System E/R Check Stock including the E/R Comments from the Purchase Journal. [More on the Employee Reimbursable Journal](#)
- E/R DLM-102 - System E/R Check Stock. The default check layouts in InFocus are designed to work with check style DLM102 from a national stationery company called NEBS. You can purchase them online direct from [NEBS](#).
- E/R DLM-102 Notes - System E/R Check Stock including the E/R Comments from the Purchase Journal. The default check layouts in InFocus are designed to work with check style DLM102 from a national stationery company called NEBS. You can purchase them online direct from [NEBS](#).

E/R Check Labels

Description - The following can be selected as the Label Report on the *Selections Tab* in E/R Check Writing. [More on E/R Check Writing](#)

- E/R Check Labels - Labels that can be printed on Address Labels to affix to an envelope for mailing.

E/R EFT

- Description - The following can be selected as the EFT Report on the *Selections Tab* in E/R Check Writing. [More on E/R Check Writing](#)
- E/R EFT - EFT Transaction report

E/R Long Stub

Description - When the check count exceeds the "Max. Number of Invs." on the [Selections Tab](#), the Long Stub can be printed on the [Post Tab](#) to accompany the check with detail. The following can be selected as the Long Stub Report on the *Selections Tab* in E/R Check Writing. [More on E/R Check Writing](#)

- E/R Long Stub - Check Long Stub.
- E/R Long Stub Notes - Check Long Stub containing the E/R Comments from the Purchase Journal.

Employee List

- Employee List - The Employee List Report can be launched from the toolbar of the Employees applet. It gives you the option to print a list of Active, Inactive or Both types of Employee. [More on the Employees Toolbar](#)

Expense Sheet

- Expense Sheet - The Expense Sheet Report can be launched from the toolbar of the Expense Sheet applet. It gives you a print out of the current Expense Sheet [More on the Expense Sheet Toolbar](#)

Form 1099

- Form 1099 - The Form 1099 Report can be launched from the toolbar of the Form 1099 applet. It gives you a print out of the current 1099 session. [More on the Form 1099 Toolbar](#)

Form 1099 Labels

- Form 1099 Labels - The Form 1099 Labels Report can be launched from the toolbar of the Form 1099 applet. It gives you Labels that can be printed on Address Labels to affix to an envelope for mailing. [More on the Form 1099 Toolbar](#)

Invoice Labels

- Invoice Labels - Labels that can be printed on Address Labels to affix to an envelope for mailing. To show up on the Labels report, the invoices must be Posted.

Labor Postings

- Labor Distribution - If you call up a labor distribution transact in the General Journal it will be available under the View menu option on the toolbar. [More on The General Journal Toolbar](#)

Linked Transactions

- Linked Transactions - The Linked Transaction Report displays all transactions that are linked to the Sales Journal. The Linked Transactions Report can be launched from the Linked Transactions pop-up that is run from the toolbar of the Sales Journal applet. [More on the Linked Transaction Menu Option](#)

Manual Check

Description - The following can be selected as the Check Report on the [Disbursement Journal>Toolbar](#). [More on the Disbursement Journal](#)

- Manual Check - Manual Check Stock.
- Manual DLM-102 - System Manual Check Stock. The default check layouts in InFocus are designed to work with check style DLM102 from a national stationery company called NEBS. You can purchase them online direct from [NEBS](#).

OH Script Results

- OH Script Results - The OH Script Results Report can be launched from the toolbar of the OH Allocation Scripts applet. It gives you the results of the scripts run through Overhead Allocation. [More on Overhead Allocation Scripts.](#)

Project List

- Project List - The Project List Report can be launched from the toolbar of the Project applet. It gives you the option to print a list of Active, Inactive or Both types of Projects. [More on the Projects Toolbar](#)

Project Planning

- Project Planning - The Project Planning Report can be launched from the toolbar of the Project Planning applet. It gives you a print out of the current Project. You can optional adjust the Date Ranges and view Baseline numbers on this report. [More on the Project Planning Toolbar](#)

Time Sheet

- Time Sheet - The Time Sheet Report can be launched from the toolbar of the Time Sheet applet. It gives you a print out of the current Time Sheet. [More on the Time Sheet Toolbar](#)

Vendor List

- Vendor List - The Vendor List Report can be launched from the toolbar of the Vendor applet. It gives you the option to print a list of Active, Inactive or Both types of Vendors. [More on the Vendors Toolbar](#)

Work Order Reports

- Work Order Detail - The Work Order Detail Report can be launched from the toolbar of the Work Orders or My Work Orders applets. It gives you the option to print Your Personal Work Orders or Work Orders for an individual. You can also filter by open and or closed Work Orders. [More on the Work Orders Toolbar \(Project Management>Work Orders\)](#) [More on the Work Orders Toolbar \(Personal>My Work Orders\)](#)
- Work Order List - The Work Order Report can be launched from the toolbar of the Work Orders or My Work Orders applets. It gives you the option to print Your Personal Work Orders or Work Orders for an individual. You can also filter by open and or closed Work Orders. [More on the Work Orders Toolbar \(Project Management>Work Orders\)](#) [More on the Work Orders Toolbar \(Personal>My Work Orders\)](#)

5.4 Financial Statements

Overview

The Financial Statements referenced in this section of the manual reside in InFocus at [Utilities>Financial Statement Designer](#).

Key Concepts

- If you do not see what you want you can search the [InFocus Marketplace](#) or Submit a Custom Work Request through the Request Custom Work button at the [Clearview Support Website](#).

5.4.1 Financial Statement Designer Statements

Overview

The Financial Statements applet allows you to run reports that have been created using the Financial Statement Designer. [More on the Financial Statement Designer](#)

Key Concepts

- 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 by following the steps below.

- To install them, follow these steps:
 - Step 1 - Launch the SQL Query applet. This is located in the Utilities module. [More on the SQL Query applet](#)
 - 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. Once that is done, the above Financial Statements will appear in the drop-down.

Report Descriptions

- Classified Income & Expense - The Income Statement is also called a Profit and Loss Statement (P&L). The purpose of the Classified Income & Expense Statement is to show managers and investors whether the company made or lost money during the reported period in a summarized format.
- Itemized Income & Expense - The Income Statement is also called a Profit and Loss Statement (P&L). The purpose of the Classified Income & Expense Statement is to show managers and investors whether the company made or lost money during the reported period in an itemized format.
- Classified Balance Sheet - The Balance Sheet is the summary of a company's financial condition at a specific point in time. 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. A balance sheet is often described as a snapshot of a company's financial condition.

6 InFocus Tutorials

6.1 Tutorials by Module

6.1.6 Human Resources

6.1.6 Human Resources

6.1.6 Human Resources

6.1.6 Human Resources

6.1.6 Human Resources

6.1.6 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](#)
- 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](#)

6.1.8 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](#)

6.1.8.1 Accounting Periods How To

6.1.8.1.1 Create a New Fiscal Year

Overview

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

Step 2 - Answer Yes to the warning and the fiscal year periods will be added.

6.1.8.1.2 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.

Step 2 - Answer Yes to the warning and the most recent fiscal year will be removed.

6.1.8.1.3 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.

Step 2 - Click *Save*.

Note: The system endures no overlaps in date ranges among periods.

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.

6.1.8.1.4 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. Even after closing, it can always be reopened.

Step 2 - Click Save

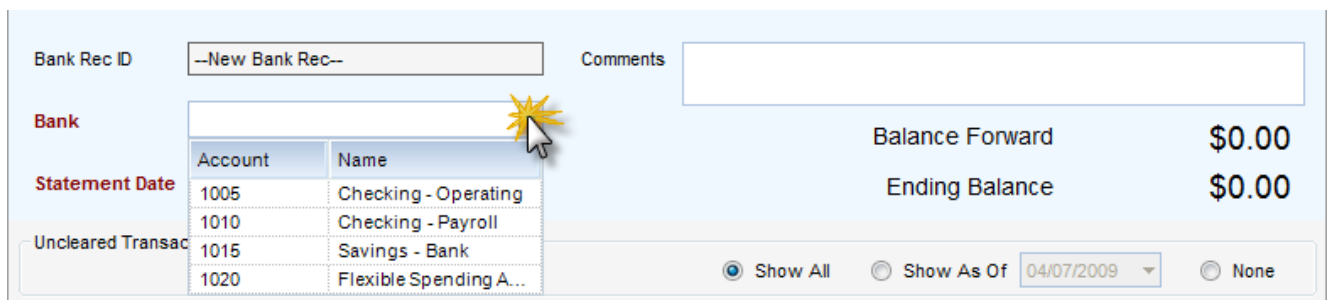
6.1.8.2 Bank Rec How To

6.1.8.2.1 Reconcile Your Account

Overview

How to Reconcile an Account.

Step 1 - Select the Bank Account to be Reconciled (Fig.1).



The screenshot shows the 'Bank Rec' form. At the top, there is a 'Bank Rec ID' field with a dropdown menu currently showing '--New Bank Rec--'. To the right is a 'Comments' text area. Below the ID field is a 'Bank' dropdown menu, which is open, showing a list of accounts. A mouse cursor is pointing at the top of this list. The list has two columns: 'Account' and 'Name'. The accounts listed are: 1005 (Checking - Operating), 1010 (Checking - Payroll), 1015 (Savings - Bank), and 1020 (Flexible Spending A...). To the right of the account list, there are two summary rows: 'Balance Forward' and 'Ending Balance', both showing a value of '\$0.00'. At the bottom of the form, there is an 'Uncleared Transac' field and a 'Show' section with three radio buttons: 'Show All' (selected), 'Show As Of' (with a date dropdown set to '04/07/2009'), and 'None'.

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).

Uncleared Transactions

Clear Receipts

Show All Show As Of 04/07/2009 None

Disbursements Receipts Adjustments

Clear	Receipt Date	Payer	Check Number	Amount
<input type="checkbox"/>	02/23/2009	Alpha Bravo, Inc.	1234	\$2
<input type="checkbox"/>	03/03/2009	Alpha Bravo, Inc.	2354235	\$
<input type="checkbox"/>	03/03/2009	Alpha Bravo, Inc.	123456	

Receipt Totals

	Clear
	Uncleared: \$2
	Total: \$2

Fig.2

Step 3 - When Ending Balances are equal, check the Reconciled checkbox and click Save (Fig.3).



Fig.3

6.1.8.2.2 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.

6.1.8.2.3 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 Fwd column. This is used for detail that cannot be accounted for.

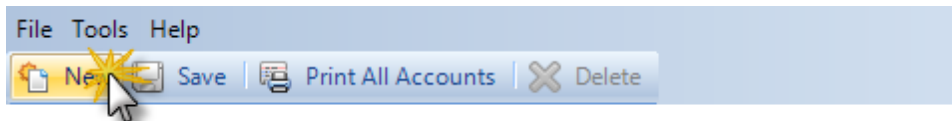
6.1.8.3 Chart of Accounts How To

6.1.8.3.1 Create a new Account

Overview

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.



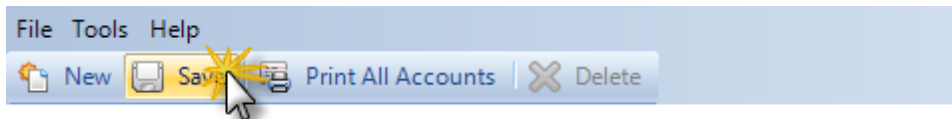
Step 2 - Fill out the [Header](#) with the appropriate information.

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.



6.1.8.4 Financial Statements How To

6.1.8.4.1 Add Sample Financial Statements_2

Overview

How to add Financial Statements to InFocus.

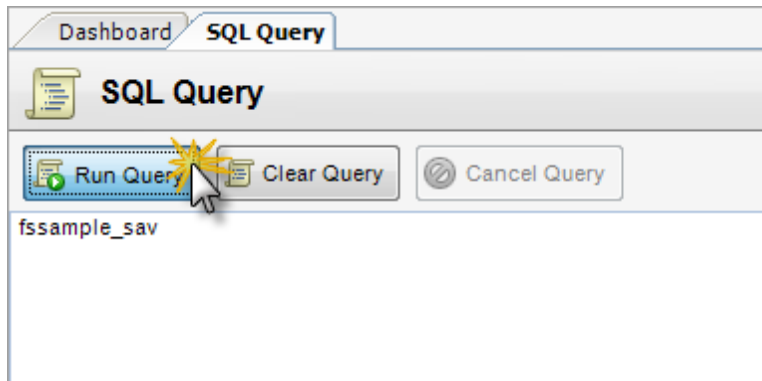
Three sample financial statements are included in InFocus: Classified Income & Expense, Itemized Income & Expense, and Classified Balance Sheet. These designs are based on the Chart of Accounts established by Quick

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.

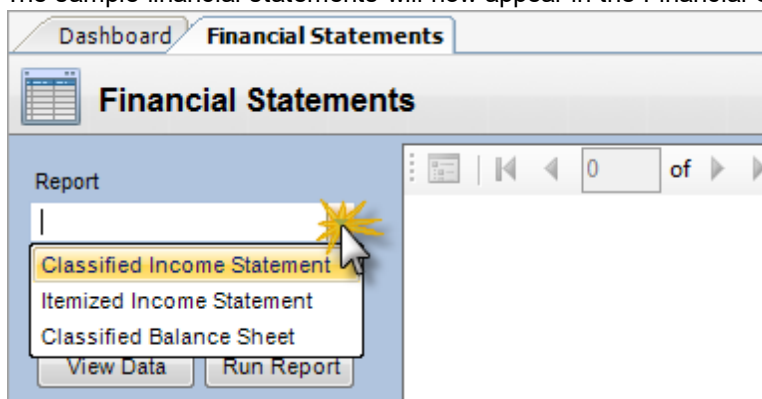
Step 2 - In the query box, type **fssample_sav**.

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).



(Fig.2)

6.1.8.5 GL Budgets How To

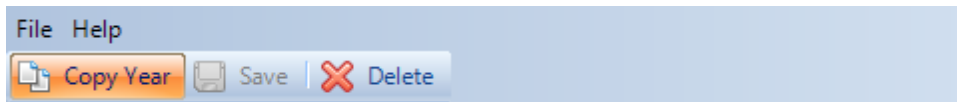
6.1.8.5.1 Copy a Fiscal Year

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).

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).

 A screenshot of a dialog box titled 'Copy G/L Budget'. It contains several input fields: 'From Fiscal Year' and 'To Fiscal Year' are dropdown menus; 'From Org Unit' and 'To Org Unit' are text boxes with search icons; 'Financial Type' is a dropdown menu with the text '(Leave Blank For All)' next to it; and 'Apply Factor' is a numeric spinner box set to '0.0000'. At the bottom right, there are 'Copy' and 'Cancel' buttons.

(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.

6.1.8.5.2 Delete a Fiscal Year

Overview

How to Delete a Fiscal Year. To delete a fiscal year budget, click Delete in the toolbar.

Step 1 - Select a fiscal year from the drop down box (Fig.1).

Financial Statements **G/L Budgets**

G/L Budgets

Show Budgets For Accrual Cash Both Fiscal Year 2009

Financial Type	Org. Path	Org. Name	Base Code	Account Name	Accrual P1	
Asset			1000	Cash on Hand	\$0.00	2009
Asset			1005	Checking - Operating	\$0.00	2008
Asset			1010	Checking - Payroll	\$0.00	2007
Asset			1015	Savings - Bank	\$0.00	\$0.00
Asset			1020	Flexible Spending A...	\$0.00	\$0.00

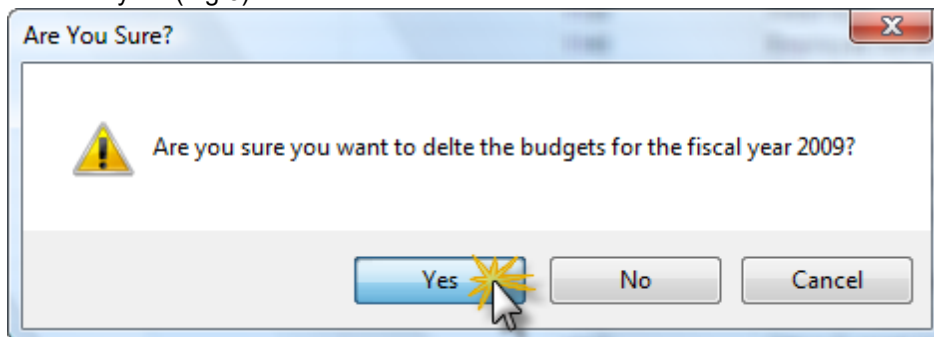
(Fig1.)

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)

6.1.8.5.3 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.

6.1.8.6 General Journal How To

6.1.8.6.1 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.

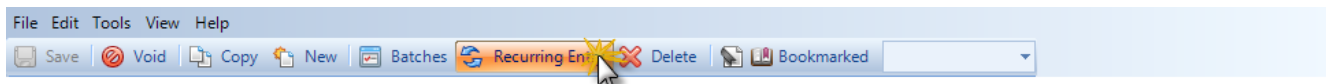
Step 1 - Enter one transaction to make a recurring entry (Fig.1).

The screenshot shows the 'Purchase Journal' entry form. The 'A/P Account' is '2100-CO - Accounts Payable', the 'Vendor' is 'Firm X Corp.', and the 'Invoice Number' is 'sample 1'. The 'G/L Comments' field contains 'Rent'. The 'Amount' is '\$2,000.00'. The 'G/L Period' is '2009-08'. The table below shows the transaction details:

Rev. No.	Project Path	Expense Code	G/L Account	Price	Bill Status	G/L Comments	PM Comments
1			7411	\$2,000.00			
* ...Enter New Line...				\$0.00			
				\$2,000.00			

(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)

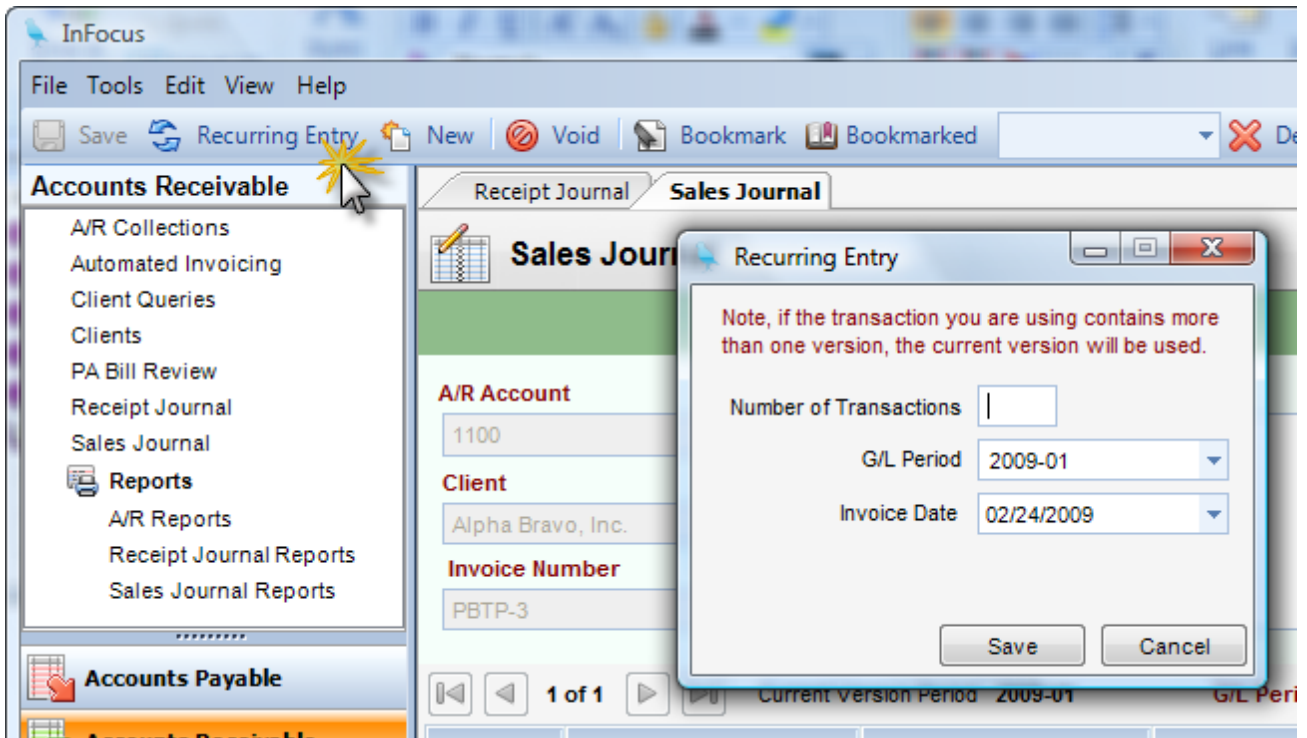
Step 3 - When the option is selected, the user will need to give it three pieces of information (Fig.3).

- **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

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)

6.1.8.6.2 Delete a Transaction

Overview

How to Delete a Transaction. Save, Delete, and Void operate only on the current revision.

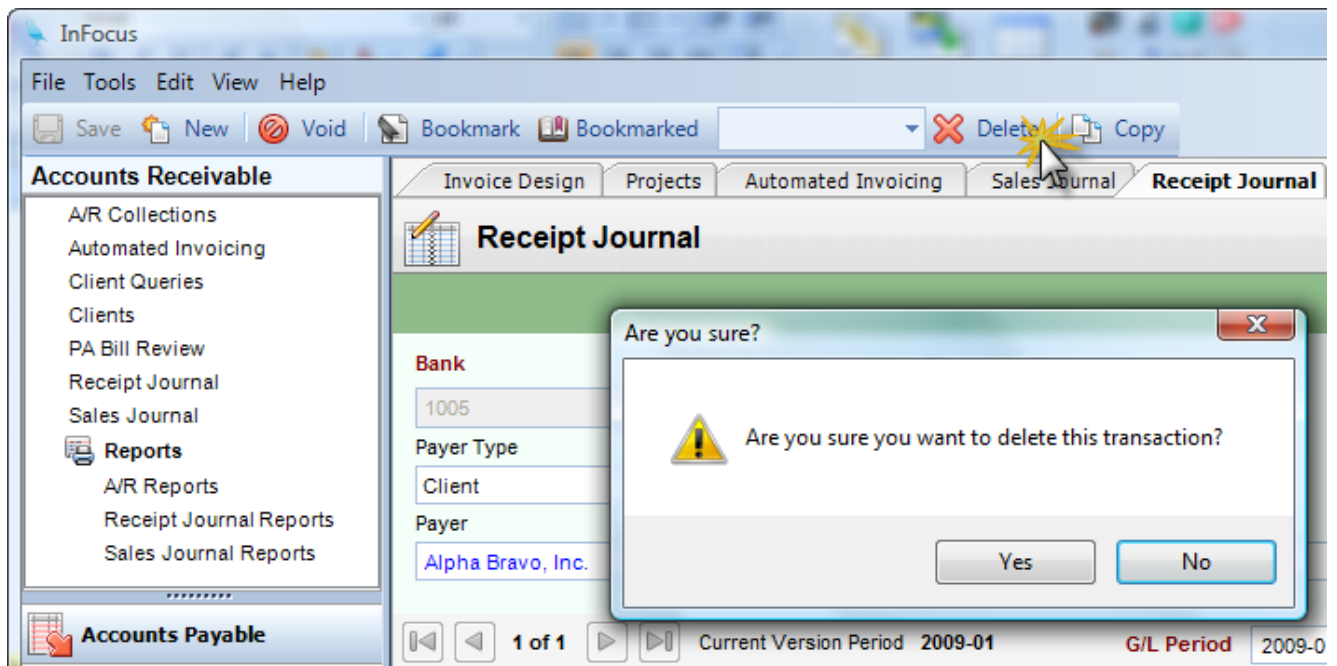
Note - Once all versions are deleted, the transaction is completely eliminated from the system. It can be disabled or enabled by setting the Delete permission on the journal in question.

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.



6.1.8.6.3 Bookmark a Transaction

Overview

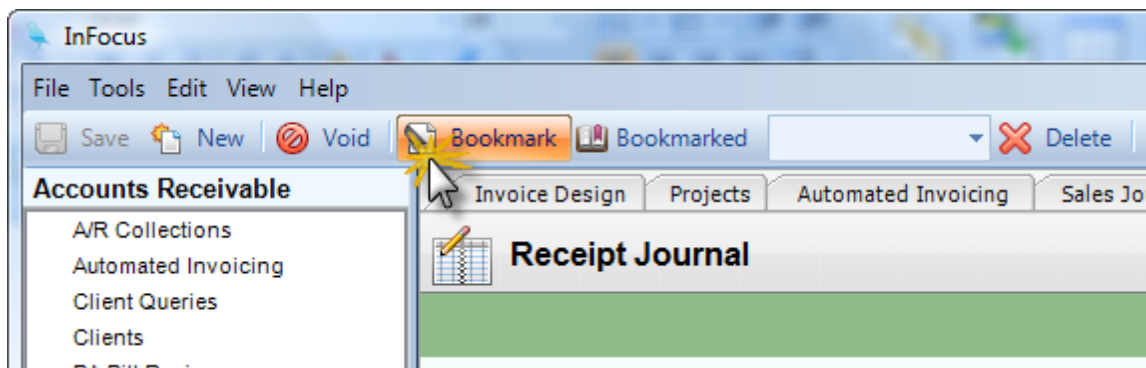
Bookmarking a transaction allows a user find a commonly used transaction quickly. This is useful in copying a transaction as a new transaction.

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.



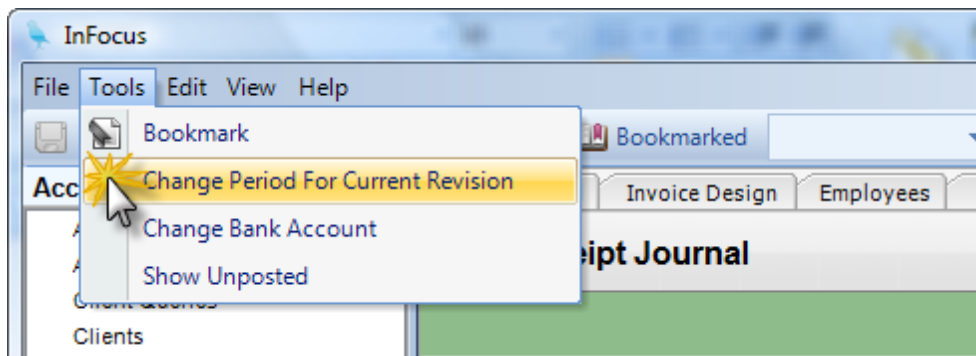
6.1.8.6.4 Change Period For Current Revision

Overview

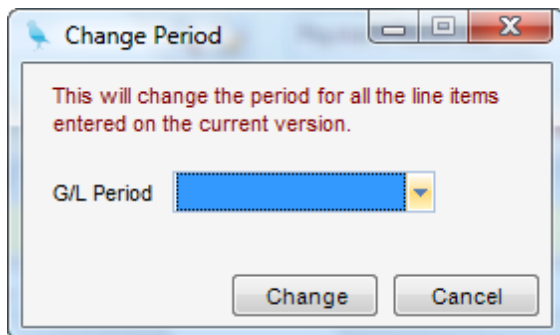
How to Change the Period for a Current Revision. When an entry or series of entries have been made in the wrong period, the transaction may be moved to the correct period without generating any reversing entries.

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*.

6.1.8.6.5 Show Unposted Entries

Overview

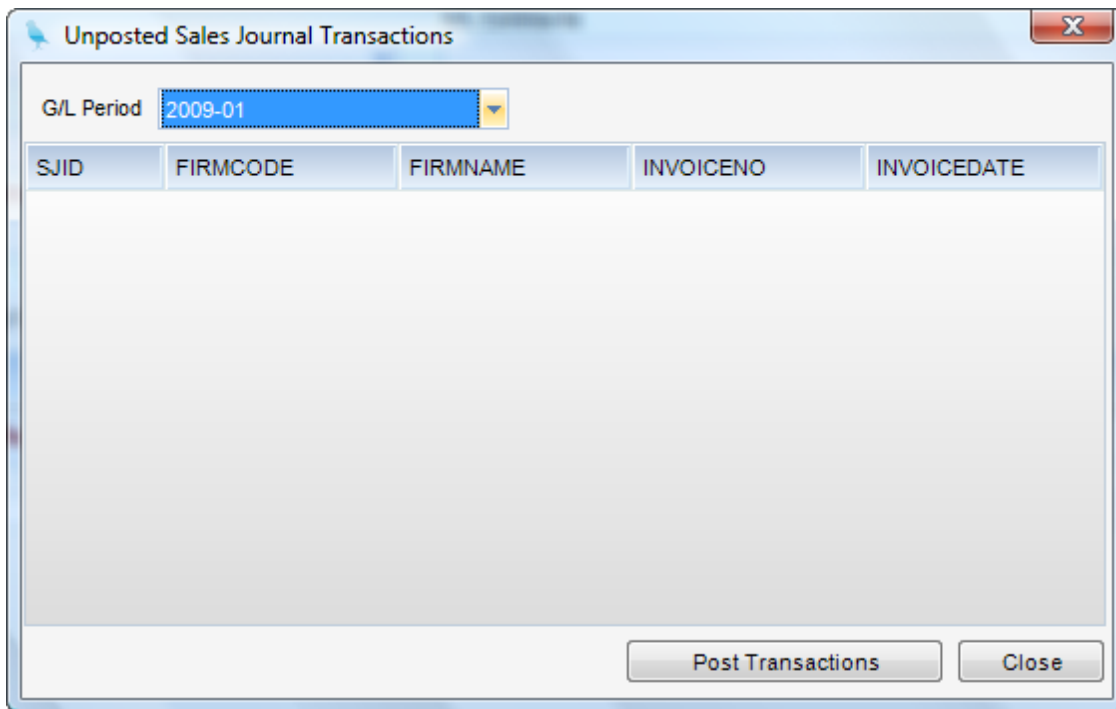
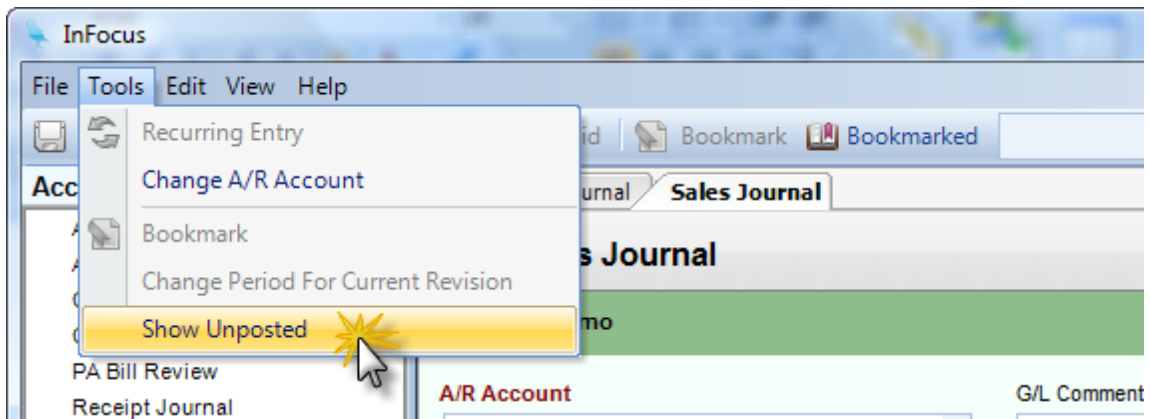
How to Show Unposted Journal Entries. This feature is available in all journals except the General Journal.

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.



6.1.8.6.6 Change Grid Display

Overview

How to Change the Grid Display in the Journals. Columns and rows can be either added or deleted.

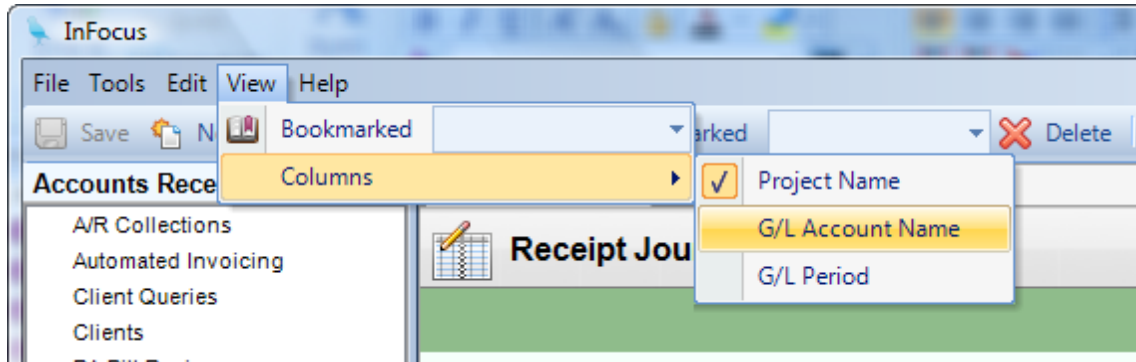
To change the displayed columns and rows:

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.

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.



6.1.8.6.7 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 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.

6.1.8.7 Org Units How To

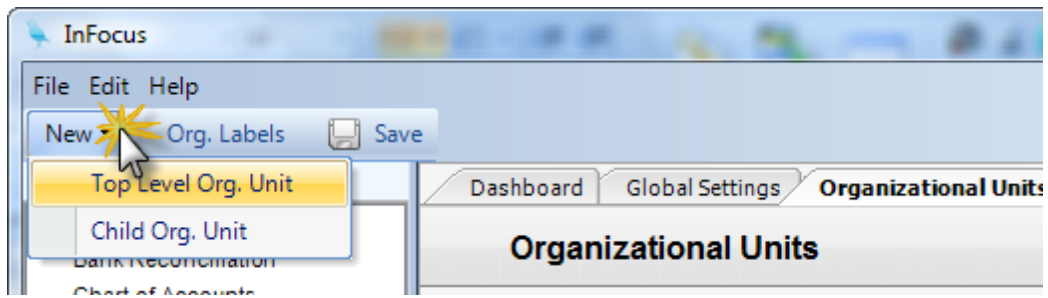
6.1.8.7.1 Add an Org Unit

Overview

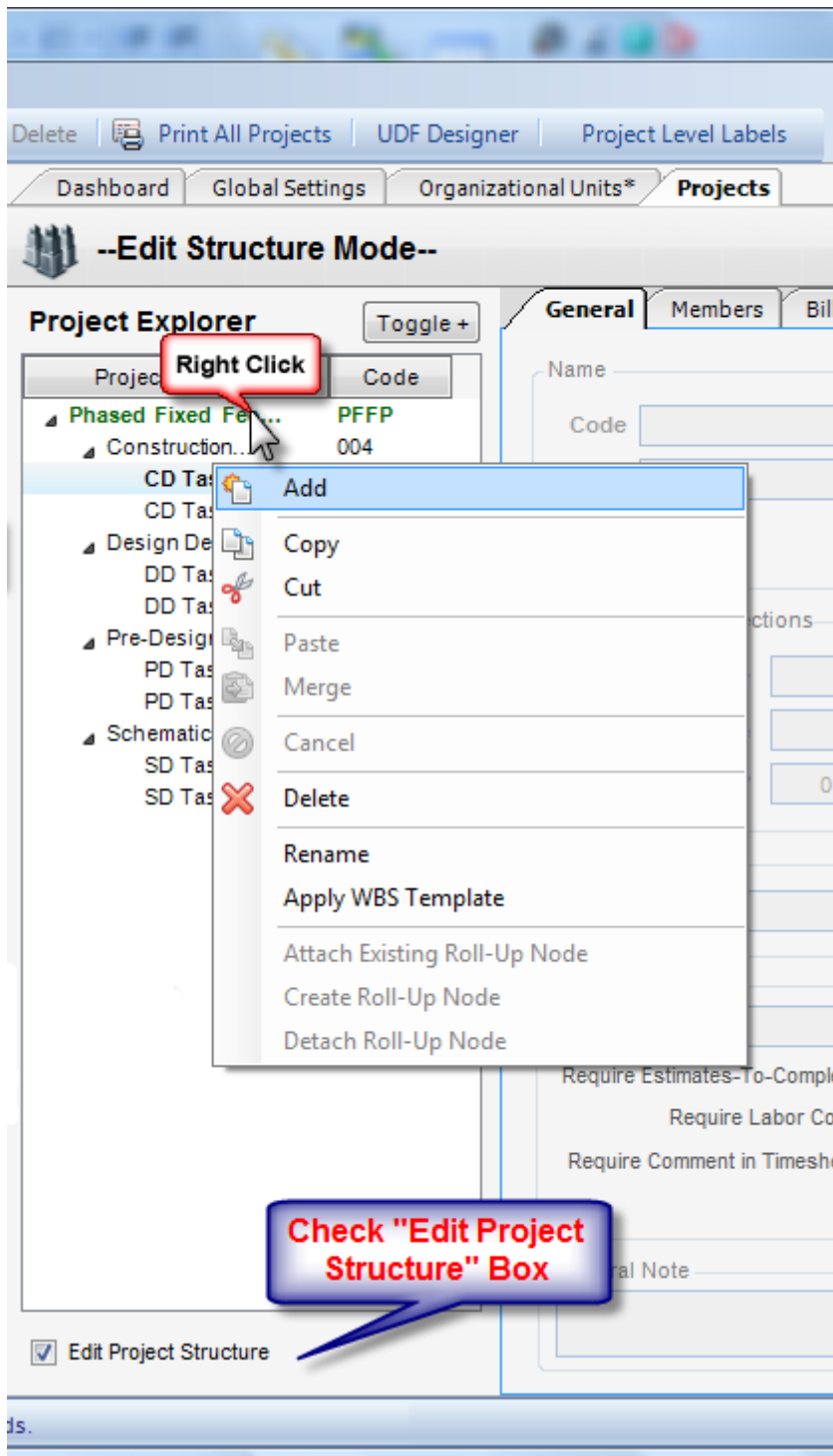
Adding an org. unit can be accomplished by choosing one of the following two options:

- **Option 1** Click New from the toolbar. The 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).
- **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)



(Fig. 2)

6.1.8.7.2 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

<i>Level</i>	<i>Singular Name</i>	<i>Plural Name</i>
1	Office	Offices
2	Department	Departments

6.1.8.7.3 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.

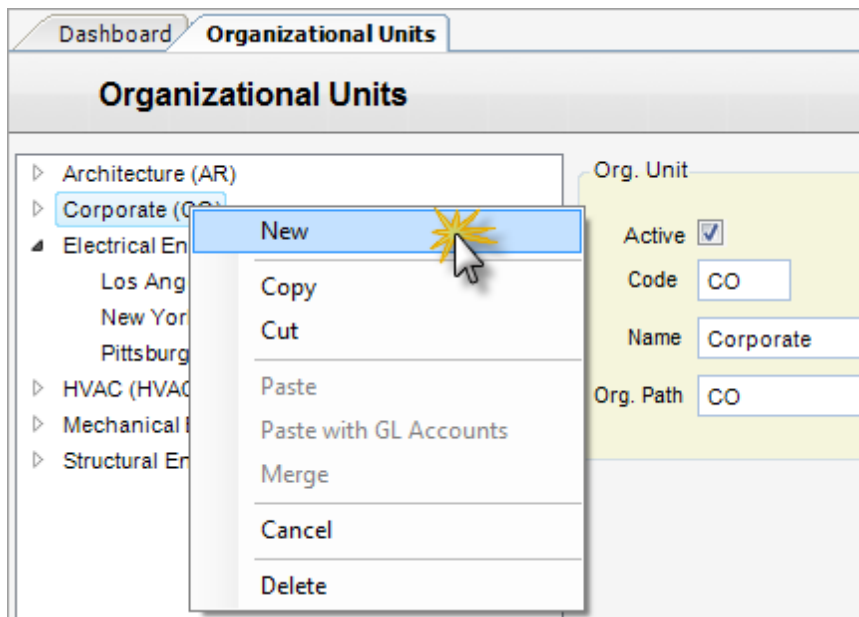
Copying an Org. Unit

- 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.



6.1.9 Marketing

Marketing

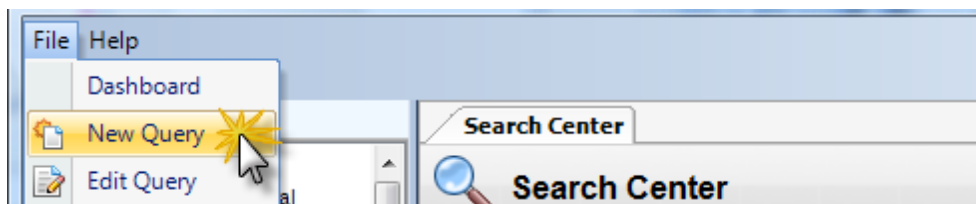
- How to [Enter an Activity](#)
- How to [Enter a Note](#)
- How to [Customize the Display Columns in the Firms Applet](#)
- How to [Review Notes](#)
- How to [Create a New Opportunity](#)

6.1.9.1 Create a Opportunity Query

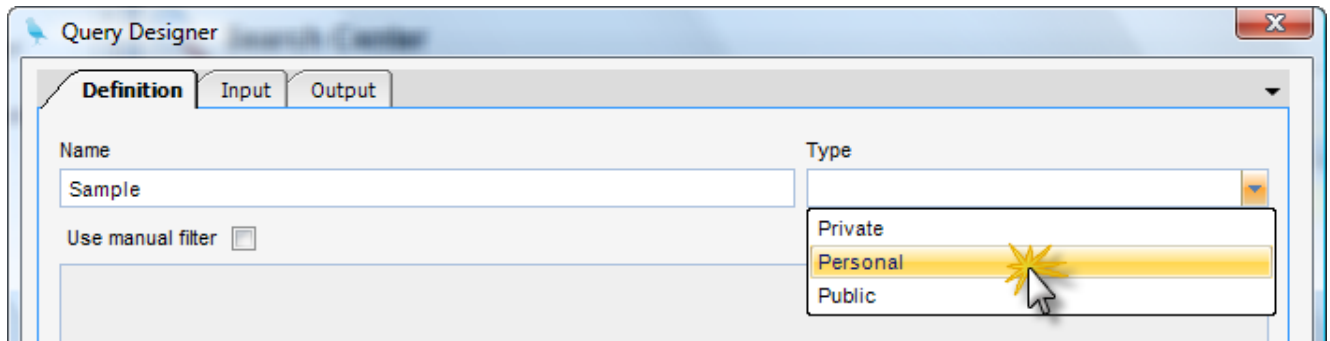
Overview

How to create a query.

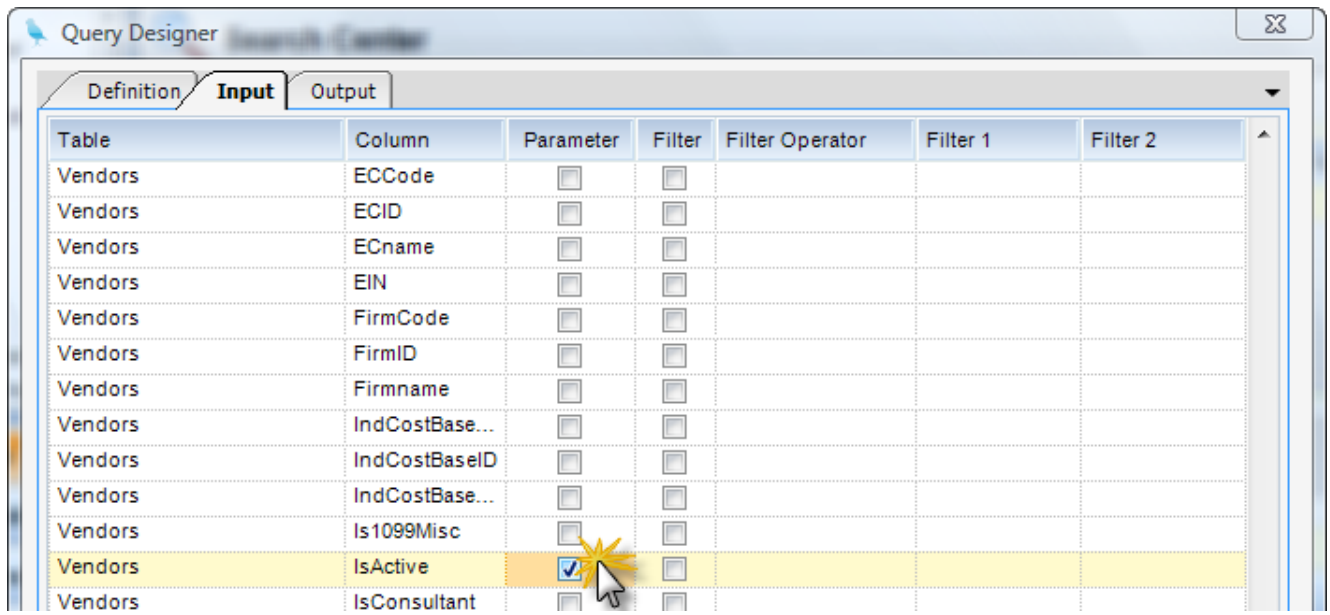
Step 1 - Select *New Query* from the toolbar.



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



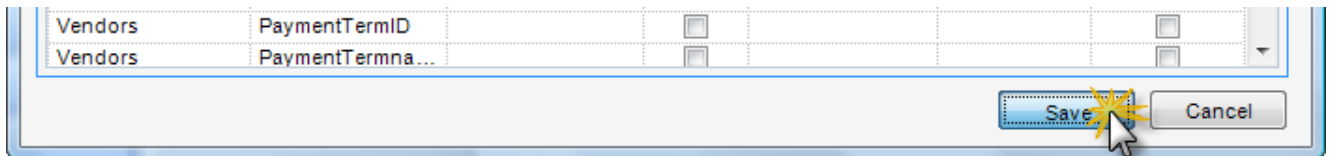
Step 3 - Choose the appropriate parameters within the *Input* Tab.



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

Table	Column	Display Name	Show	Column Order	Sort Order	Ascending
Vendors	DirCostBaseCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DirCostBaseID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DirCostBasename		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DiscountDays		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DiscountPct		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ECCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ECID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ECname		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	EIN		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	FirmCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	FirmID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	Firmname		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IndCostBaseCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IndCostBaseID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IndCostBasename		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	Is1099Misc		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IsActive	Sample Vendors	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Vendors	IsConsultant		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IsUnitBiller		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ModifyBy		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ModifyDate		<input type="checkbox"/>			<input type="checkbox"/>

Step 5 - Click Save



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

Vendor Queries

Sample
Sample 2

Parameters

File	Field	Operator	Value 1	Value 2
contacts	Title			

Run Export

6.1.9.2 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.

6.1.9.3 Create a New Opportunity

Overview

How to create a new opportunity.

Step 1 - Click the *New* button located on the toolbar.



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.

Opportunity Detail

-New Opportunity-

General | Addresses | Contacts | Custom Fields

Name

Code Active

Name

Firm

Org. Unit

Lead Info

Expected Revenue

Win Probability

Lead Source

Stage

Market Sectors

Apply	Sector Name
<input type="checkbox"/>	Federal Government
<input type="checkbox"/>	State Government
<input type="checkbox"/>	Local Government
<input type="checkbox"/>	Non-Profit
<input type="checkbox"/>	Health Care
<input type="checkbox"/>	Education

Save Save & Close Cancel

Step 3 - After completing the tabs, click Save and the opportunity will display in the Opportunities grid.

6.1.9.4 Review Notes

Overview

How to review a note.

There are two tabs for reviewing notes:

- 1) Notes/History Tab

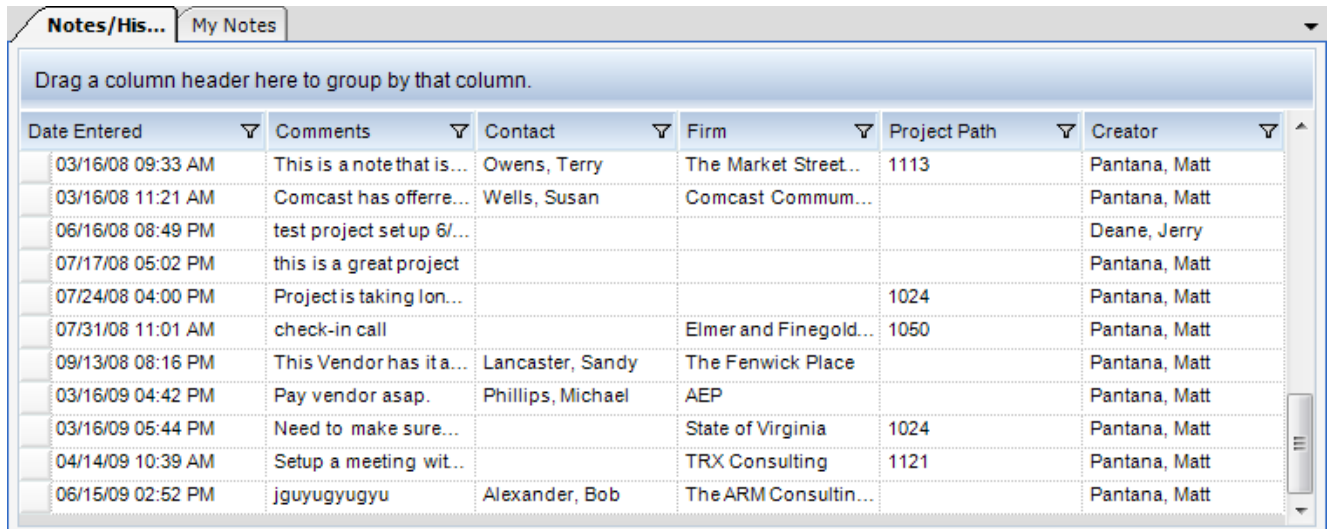
2) My Notes Tab.

The only difference between the two is that the My Notes filter out all notes where the logged in user is not the creator of the note.

Like most other grids, the Notes grid can be sorted and 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 re-save the note.

To remove a note, highlight it and then click Delete.



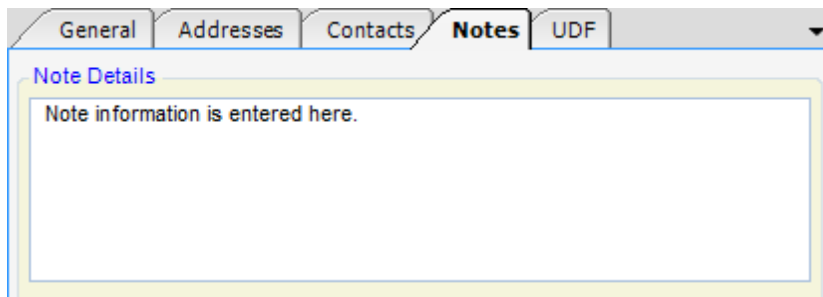
Date Entered	Comments	Contact	Firm	Project Path	Creator
03/16/08 09:33 AM	This is a note that is...	Owens, Terry	The Market Street..	1113	Pantana, Matt
03/16/08 11:21 AM	Comcast has offerre...	Wells, Susan	Comcast Commum...		Pantana, Matt
06/16/08 08:49 PM	test project set up 6/...				Deane, Jerry
07/17/08 05:02 PM	this is a great project				Pantana, Matt
07/24/08 04:00 PM	Project is taking lon...			1024	Pantana, Matt
07/31/08 11:01 AM	check-in call		Elmer and Finegold...	1050	Pantana, Matt
09/13/08 08:16 PM	This Vendor has it a...	Lancaster, Sandy	The Fenwick Place		Pantana, Matt
03/16/09 04:42 PM	Pay vendor asap.	Phillips, Michael	AEP		Pantana, Matt
03/16/09 05:44 PM	Need to make sure...		State of Virginia	1024	Pantana, Matt
04/14/09 10:39 AM	Setup a meeting wit..		TRX Consulting	1121	Pantana, Matt
06/15/09 02:52 PM	jguyugyugyu	Alexander, Bob	The ARM Consultin...		Pantana, Matt

6.1.9.5 Enter a Note

Overview

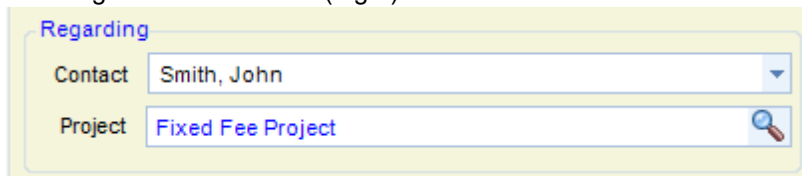
How to enter a note.

Step 1 - Enter a note in the large text box in the top left corner of the Notes Tab (Fig.1).



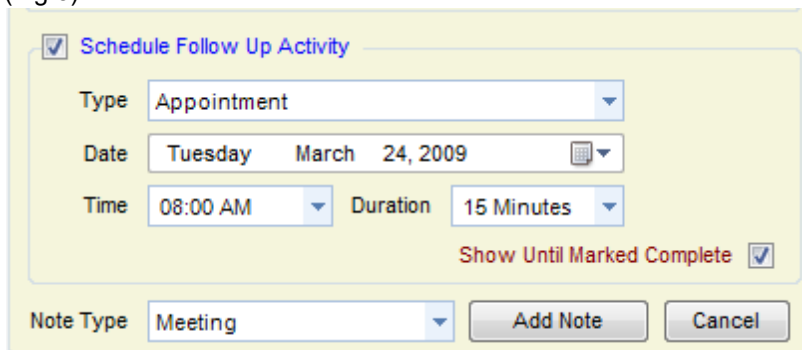
(Fig.1)

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)

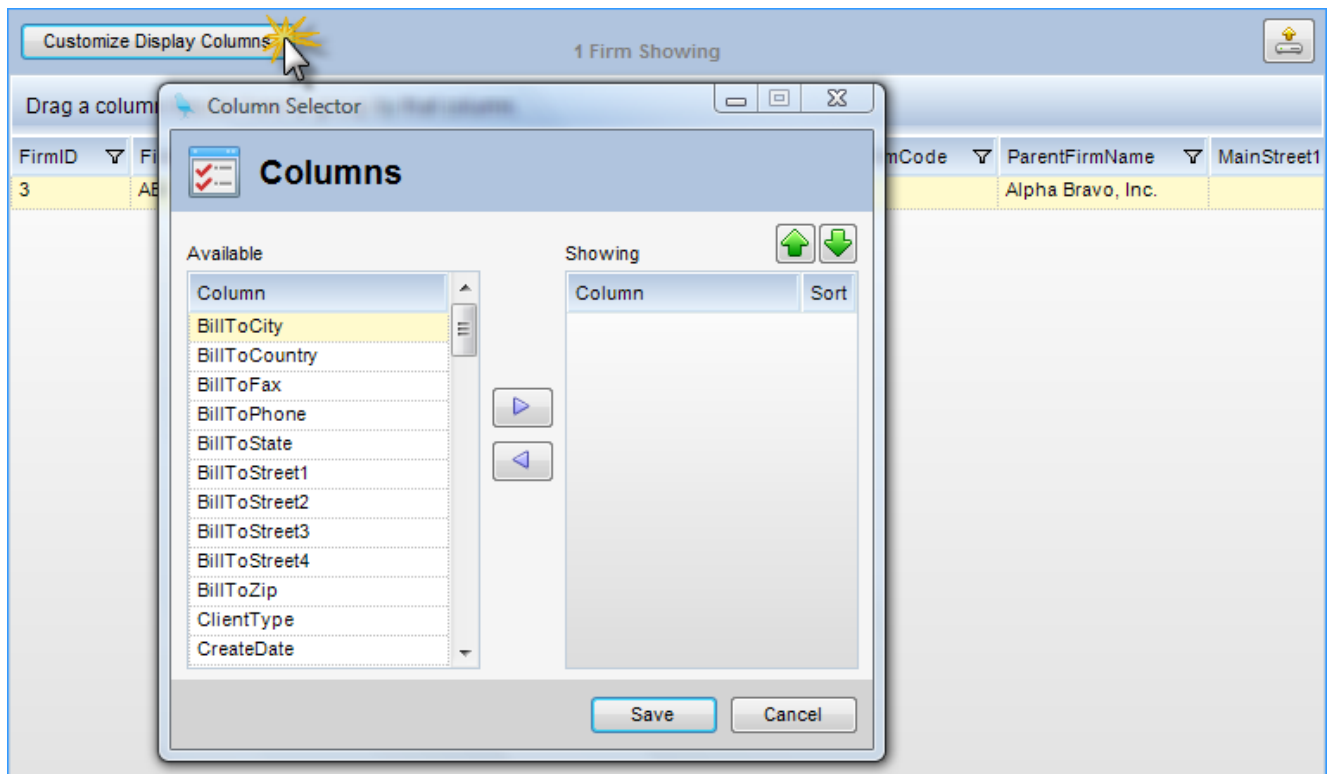
Step 4 - Click Add Note.

6.1.9.6 Customize Display Columns

Overview

How to customize a firm's display columns.

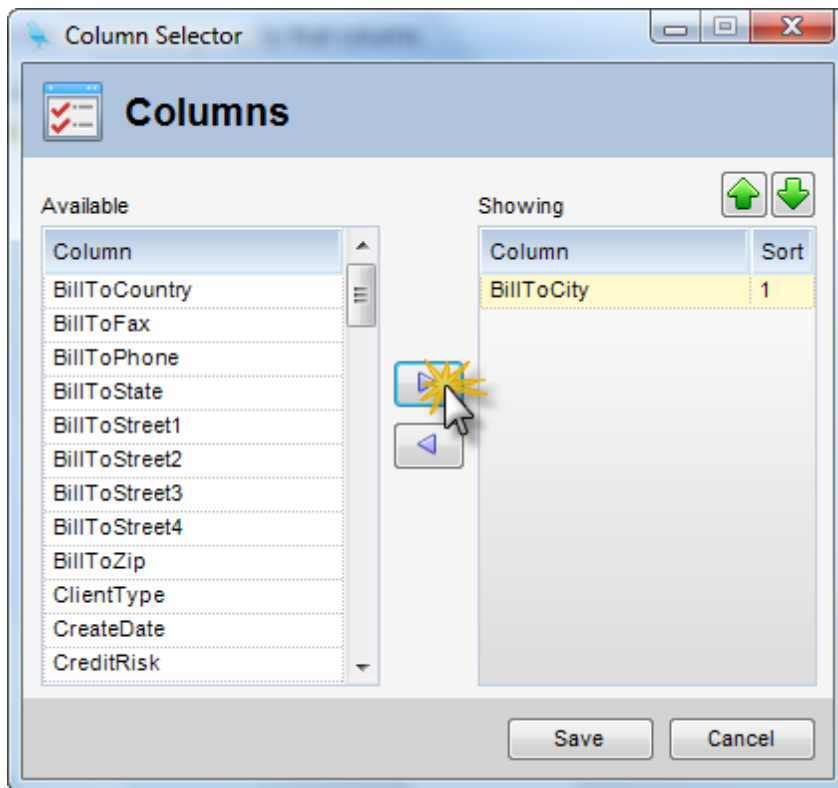
Step 1 - On the main Firms navigation screen, click Customize Display Columns. This will bring up the Column Selector screen (Fig.1).



(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.



(Fig.2)

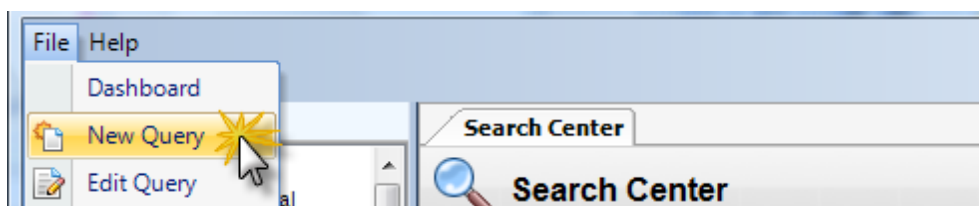
Step 3 - Click Save to save all column changes.

6.1.9.7 Create a Firms Query

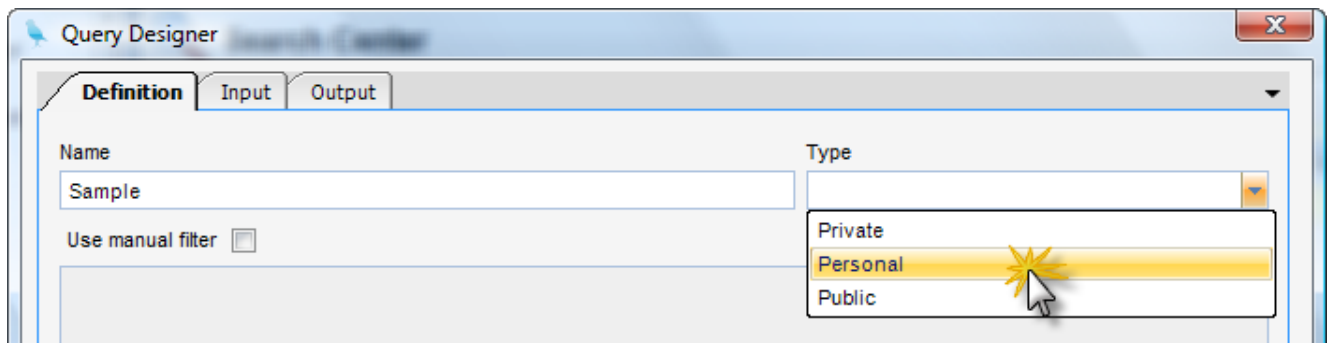
Overview

How to create a query.

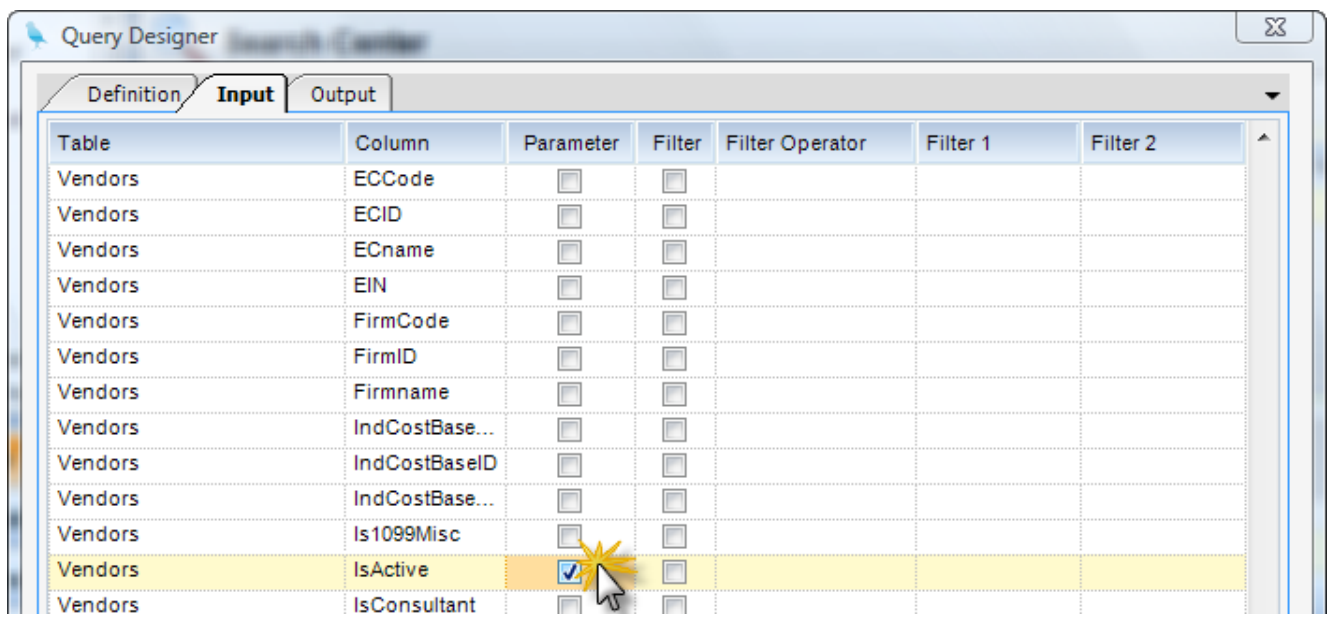
Step 1 - Select *New Query* from the toolbar.



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



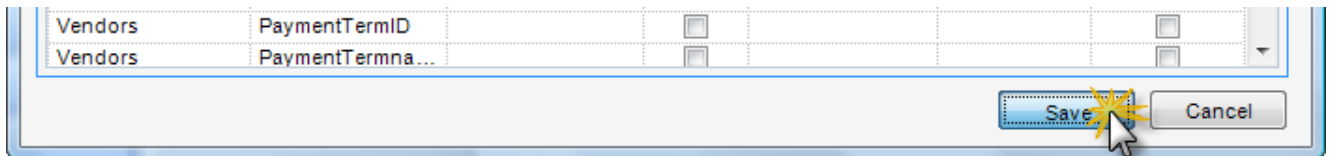
Step 3 - Choose the appropriate parameters within the *Input* Tab.



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

Table	Column	Display Name	Show	Column Order	Sort Order	Ascending
Vendors	DirCostBaseCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DirCostBaseID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DirCostBasename		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DiscountDays		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DiscountPct		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ECCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ECID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ECname		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	EIN		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	FirmCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	FirmID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	Firmname		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IndCostBaseCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IndCostBaseID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IndCostBasename		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	Is1099Misc		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IsActive	Sample Vendors	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Vendors	IsConsultant		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IsUnitBiller		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ModifyBy		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ModifyDate		<input type="checkbox"/>			<input type="checkbox"/>

Step 5 - Click Save



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

Vendor Queries

Sample
Sample 2

Parameters

File	Field	Operator	Value 1	Value 2
contacts	Title			

Run
Export

6.1.9.8 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.

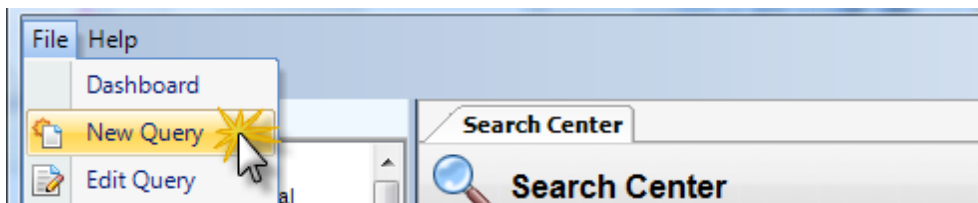
When you click on the *Export* button, you will be prompted for a filename. This will be the Excel file to which the result set is exported to. Please note that if you grouped the results set the grouping will be preserved in the export.

6.1.9.9 Create a Contacts Query

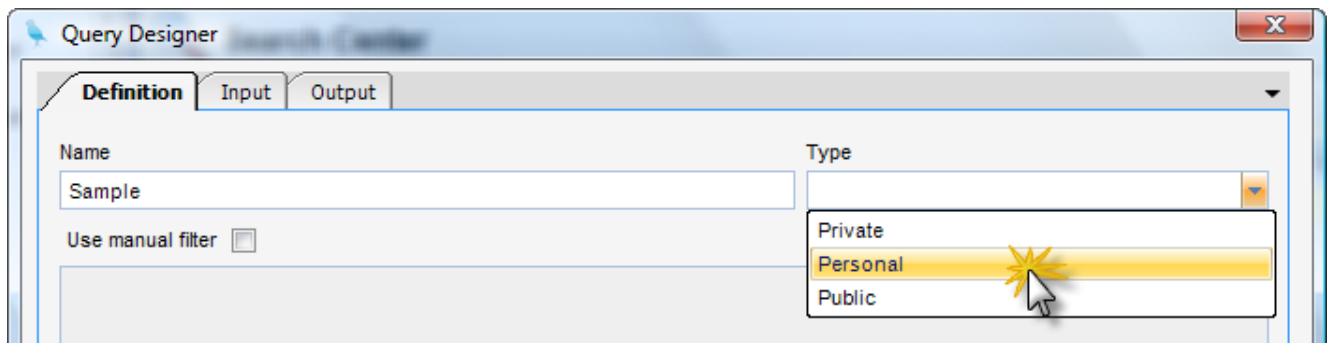
Overview

How to create a query.

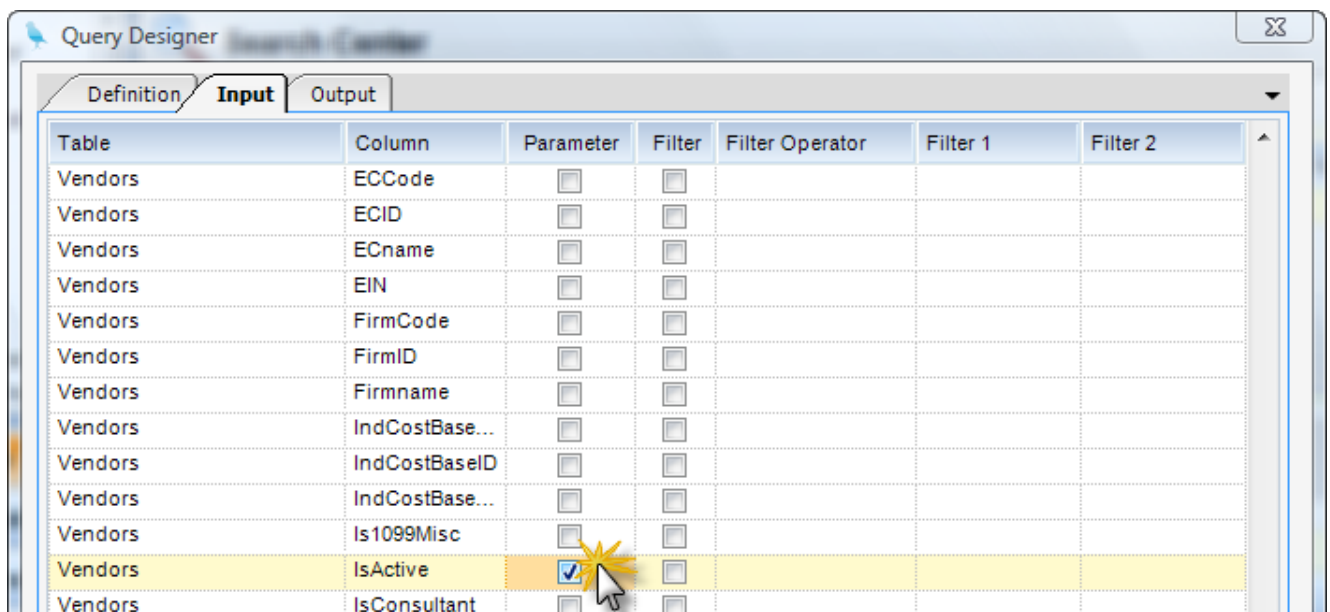
Step 1 - Select *New Query* from the toolbar.



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



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



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

Table	Column	Display Name	Show	Column Order	Sort Order	Ascending
Vendors	DirCostBaseCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DirCostBaseID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DirCostBasename		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DiscountDays		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	DiscountPct		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ECCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ECID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ECname		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	EIN		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	FirmCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	FirmID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	Firmname		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IndCostBaseCode		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IndCostBaseID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IndCostBasename		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	Is1099Misc		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IsActive	Sample Vendors	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Vendors	IsConsultant		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	IsUnitBiller		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ModifyBy		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	ModifyDate		<input type="checkbox"/>			<input type="checkbox"/>

Step 5 - Click Save

Vendors	PaymentTermID		<input type="checkbox"/>			<input type="checkbox"/>
Vendors	PaymentTermna...		<input type="checkbox"/>			<input type="checkbox"/>

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

Vendor Queries		Parameters				
Sample		File	Field	Operator	Value 1	Value 2
Sample 2		contacts	Title			

6.1.9.10 Run a Contacts 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.

6.1.9.11 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.

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).

6.1.10 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 [Setup a Dashboard Group](#)
- How to [Manage Infosets for Dashboard Widgets](#)
- 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](#)

6.1.10.1 Download a PM Report

Overview

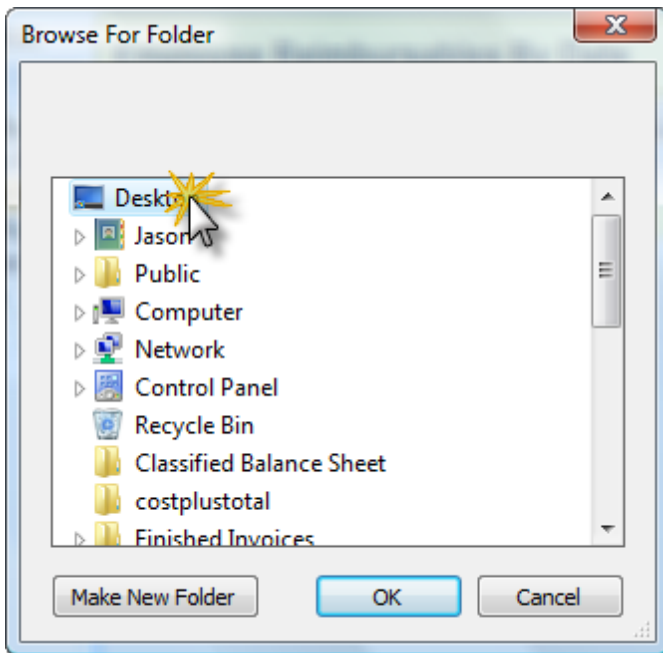
How to Download a report

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 file (extension 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 file (extension rptproj), and a layout file (extension RDL). These are used by the Report Designer.



Name	Date modified	Type	Size
Detail.rdl	3/25/2009 12:05 PM	Report Definition File	10 KB
Employee Reimbursables By Date.rdl	3/25/2009 12:05 PM	Report Definition File	22 KB
Employee Reimbursables By Date.rptproj	3/25/2009 12:05 PM	Report Project File	2 KB
Employee Reimbursables By Date.sln	3/25/2009 12:05 PM	Microsoft Visual Studio Solution	2 KB

6.1.10.2 Upload a PM Report

Overview

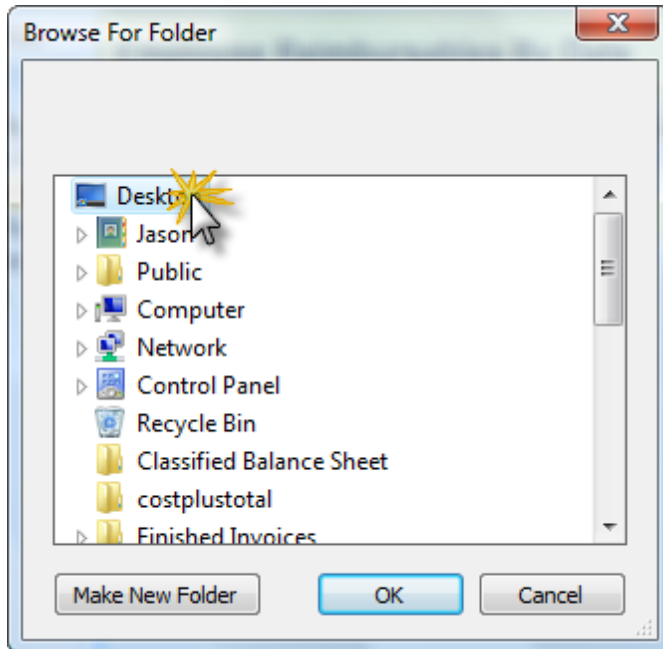
How to Upload a PM Report.

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)



(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.

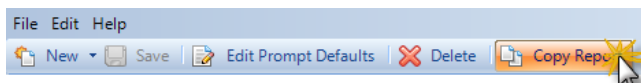
6.1.10.3 Copy a PM Report Layout

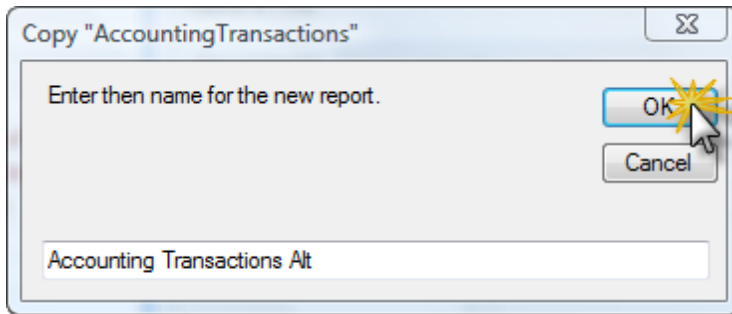
Overview

How to Copy a PM Design.

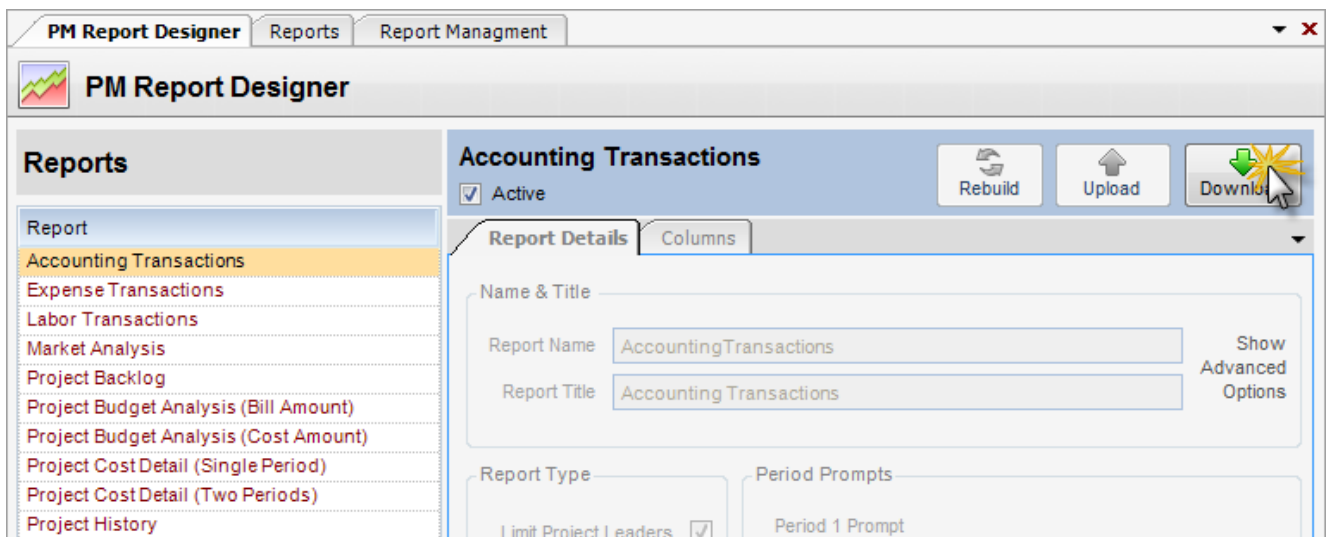
Report layouts are often similar. To design a report that is first similar to another, create the report through the wizard.

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.





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.

Reports

- Accounting Transactions
- Expense Transactions
- Labor Transactions
- Market Analysis
- Project Backlog
- Project Budget Analysis (Bill Amount)
- Project Budget Analysis (Cost Amount)
- Project Cost Detail (Single Period)
- Project Cost Detail (Two Periods)
- Project History
- Project Invoices
- Project Plan
- Project Profit
- Resource Schedule
- Schedule Analysis (Bill Rate)
- Schedule Analysis (Job Cost Rate)
- Schedule Analysis (Pay Rate)
- Unbilled Charges
- Unbilled Charges Detail
- Accounting Transactions Alt**
- ASProject Invoices

Accounting Transactions Alt

Active

Rebuild Upload Download

Report Details Columns

Name & Title

Report Name: AccountingTransactionsAlt [Show Advanced Options](#)

Report Title: Accounting Transactions Alt

Report Type

Limit Project Leaders

Contains Sensitive Data

Use Range for Period 1

Periods: 1

Period Prompts

Period 1 Prompt

Period 2: [] Prompt

Period 3: [] Prompt

Where Clause

Description

Step 4 - Download the new design into a new folder and make the necessary modifications. This is the way to create new standard reports.

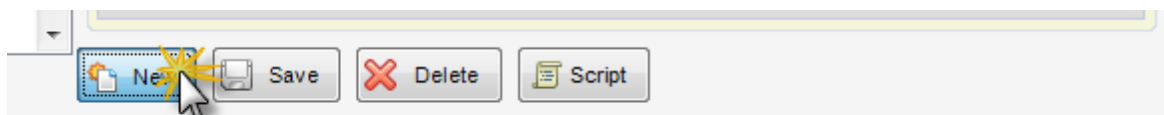
6.1.10.4 Create an Invoice

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.

The screenshot shows a web-based configuration interface for an invoice design. At the top is a text input field labeled 'Invoice Design Name'. Below this is a 'Style' section with three radio buttons: 'Combined' (selected), 'Labor Only', and 'Expense Only'. To the right is a dropdown menu labeled 'Invoice Design Border'. The main section is 'Design Sections', which contains a table for adding sections. The table has columns for 'Section Type', 'Section', 'Do Not Print', and 'Add'. Below the table is a grid with columns for 'Type', 'Name', and 'Do Not Print'.

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.

Invoice Design Name

Style: Combined Labor Only Expense Only

Invoice Design Border

Design Sections

Section Type: Labor

Section: ITM

Do Not Print:

Add

Type	Section	Do Not Print
Header		<input type="checkbox"/>

Step 4 - Click Save

Type	Name	Do Not Print
Header	Header01	<input type="checkbox"/>
Labor	TM01	<input type="checkbox"/>
ODC	ODC01	<input type="checkbox"/>
OCC	OCC01	<input type="checkbox"/>
Summary	Total01	<input type="checkbox"/>
Statement	AR02	<input type="checkbox"/>

New Save Delete Script

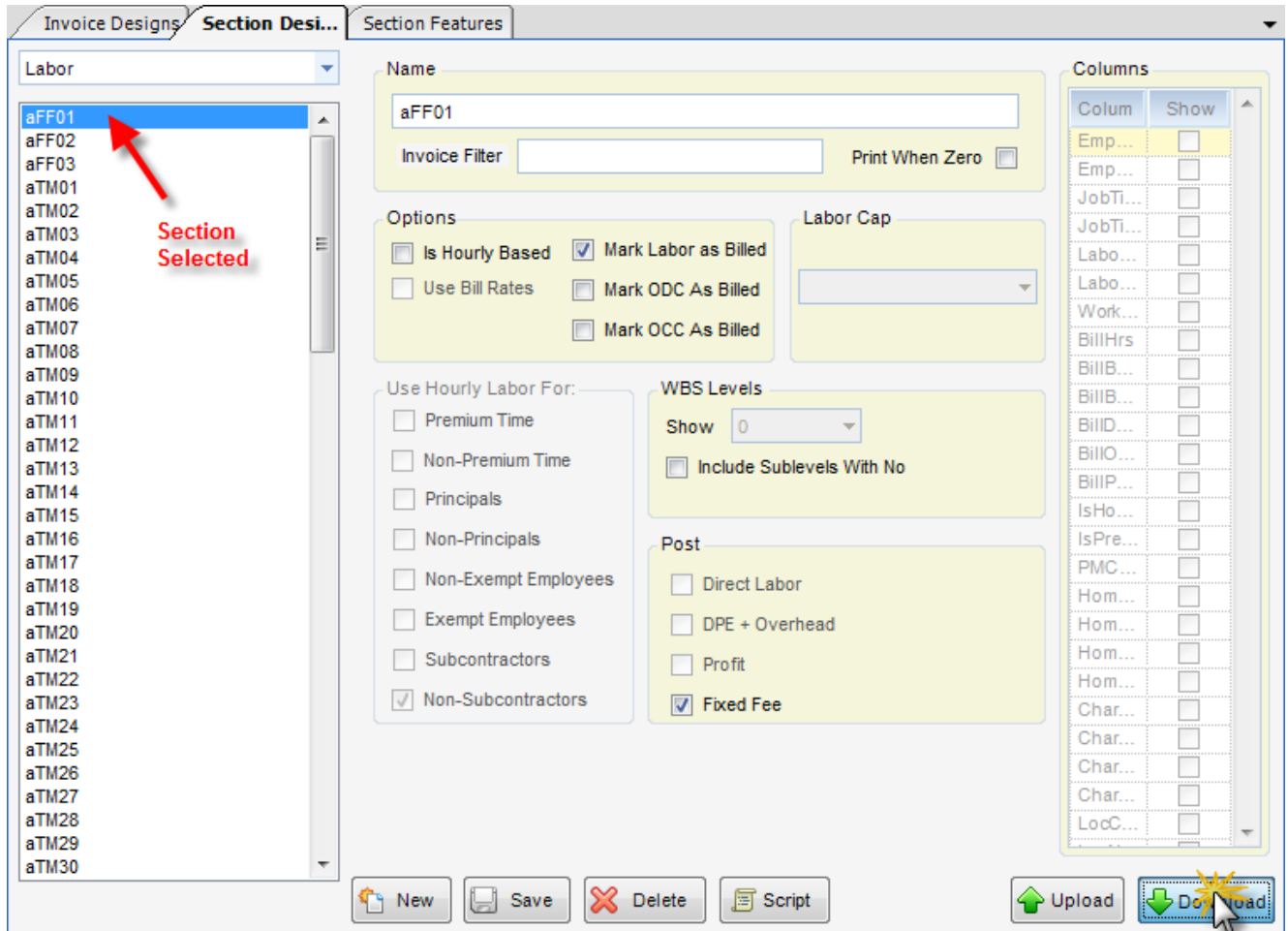
6.1.10.5 Download an Invoice Section

Overview

How to Download an Invoice Section.

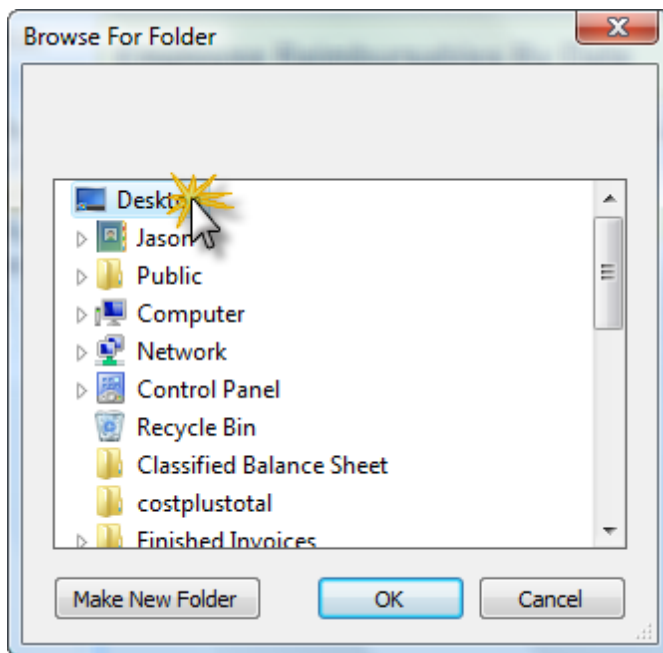
All report layouts are stored in the database. To modify a report layout, download it to the local hard disk and modify it using Microsoft Report Designer. Any time columns in the dataset change, the report must be downloaded and re-uploaded.

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).



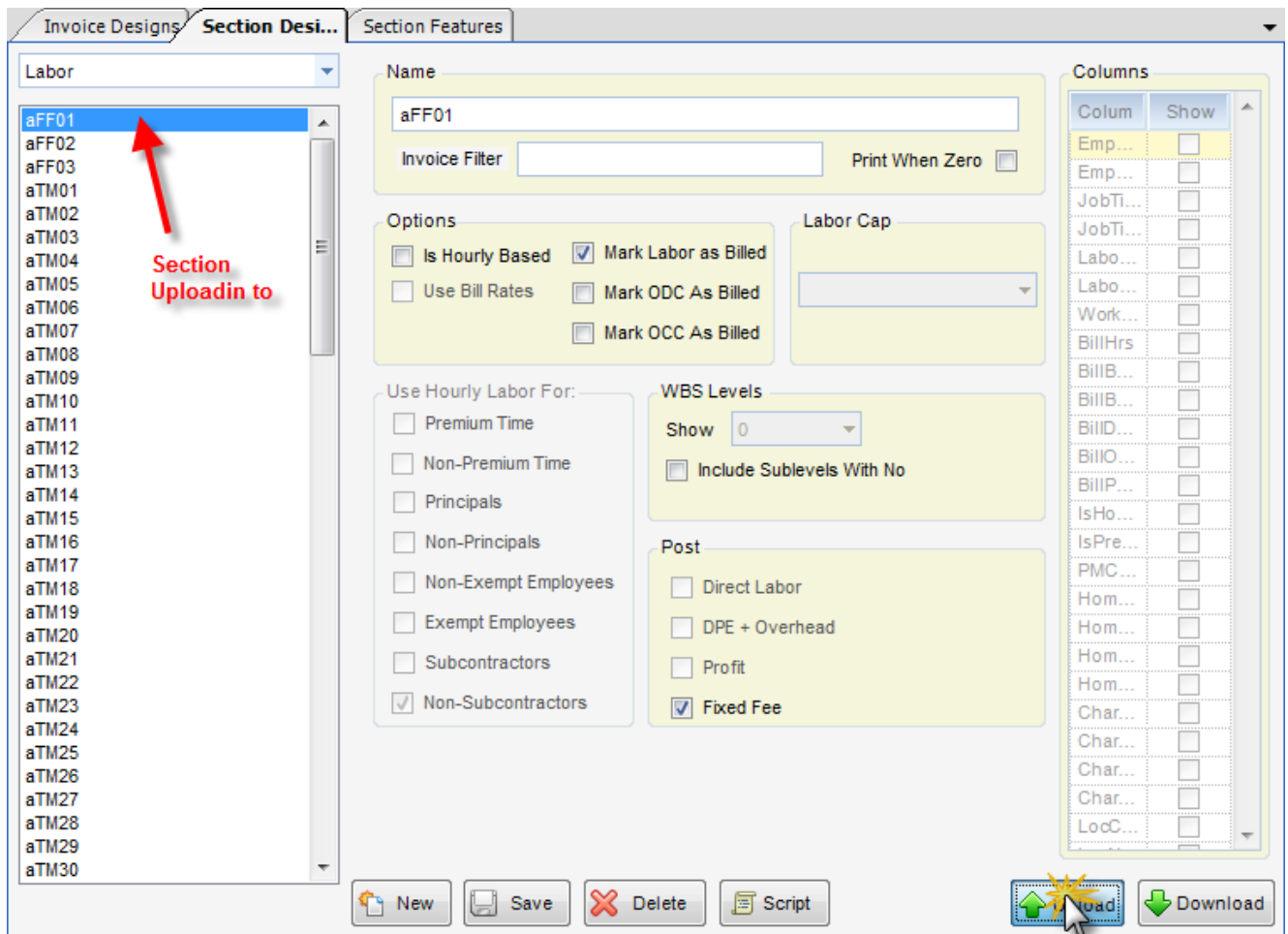
(Fig.2)

6.1.10.6 Upload an Invoice Section

Overview

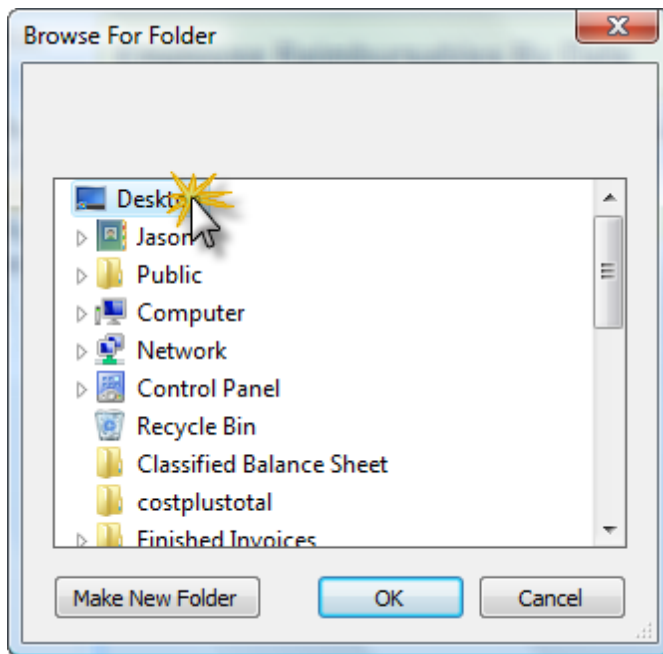
How to Upload an Invoice Section. After modifying a layout you need to upload it to the database to be put in use.

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.



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.



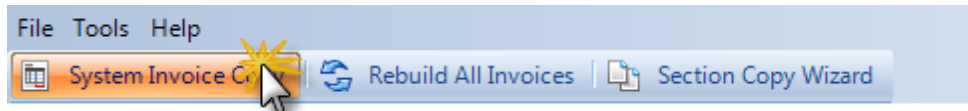
6.1.10.7 Copy a System Invoice

Overview

How to Copy a System Invoice.

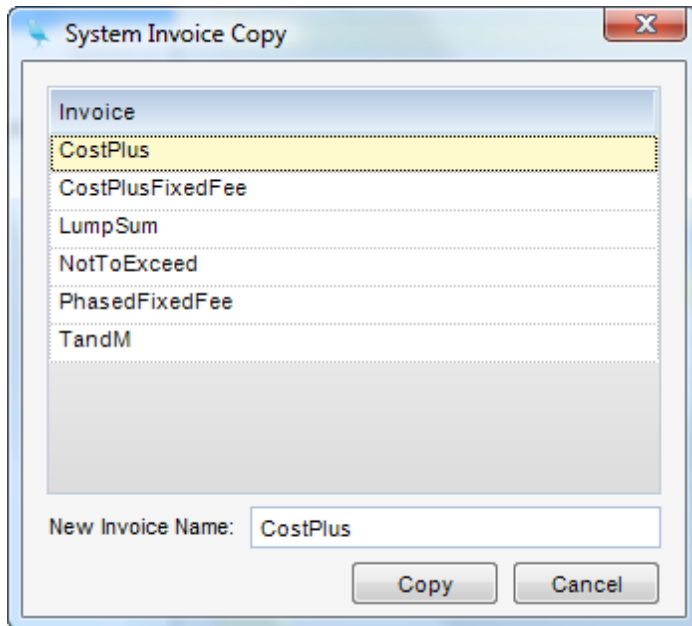
Layouts between reports can be similar. An easy way to design a report that is similar to another, is to first create the report through the wizard.

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).



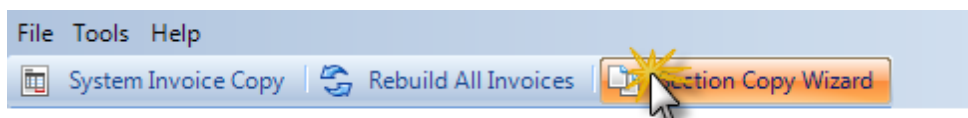
6.1.10.8 Copy an Invoice Section

Overview

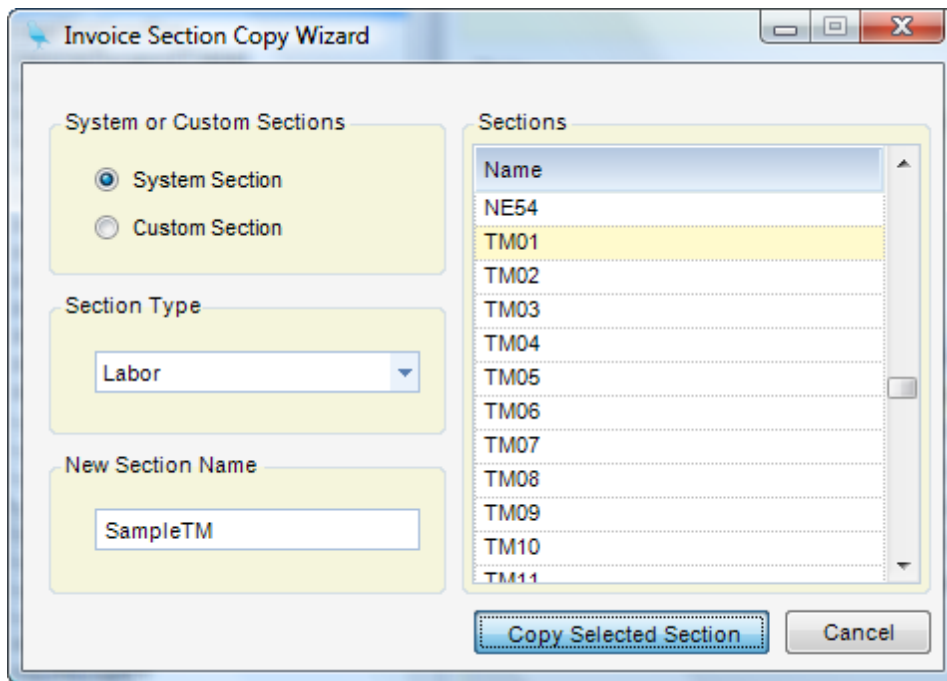
How to Copy an Invoice Section.

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.



6.1.10.9 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.
- **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 PO 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
- **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 *

6.1.10.10 Understand Invoice Processing

Overview

Understanding Invoice processing

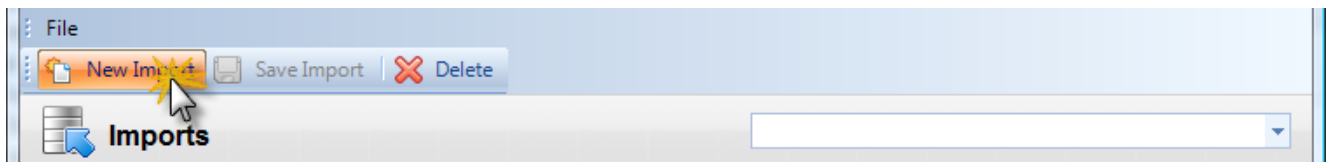
1. Invoices are generated on a bill term by bill term basis.
2. Multiple bill terms can be posted under one invoice number via the use of an invoice group.
3. A project can be invoiced only once with an invoicing run. If two invoices for a project are to be generated within one billing period, the first 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.

6.1.10.11 Create a New Import

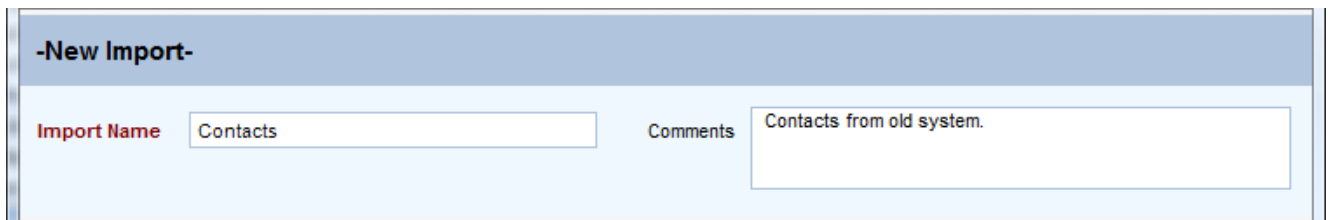
Overview

How to Create a New Import.

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.

A screenshot of a form titled '-New Import-'. It has two input fields: 'Import Name' with the value 'Contacts' and 'Comments' with the value 'Contacts from old system.'.

Step 3 - Select the appropriate information on the General tab and click Next.

General | Field Mapping | Review | Summary

Data Table: Contacts

File Type: Excel XLS Use Column Headers

Import File: C:\Users\Jason\Desktop\Contacts.xls

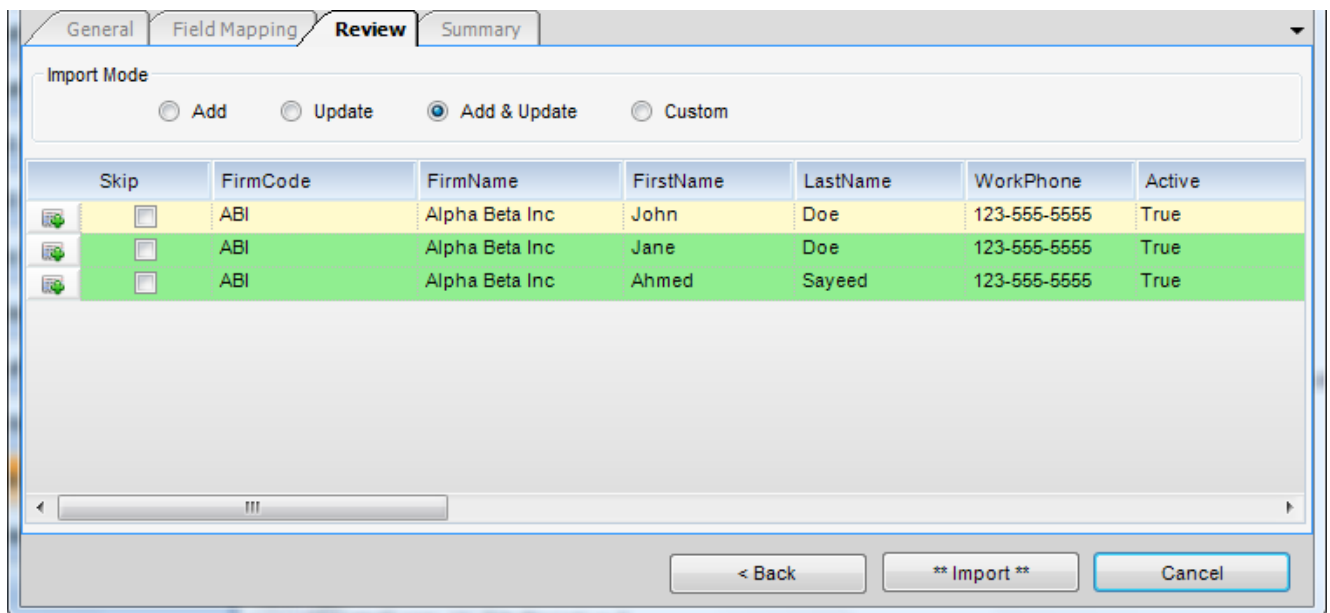
Table: Sheet1\$

Step 4 - Fill out the appropriate information on the Field Mapping tab and click Next.

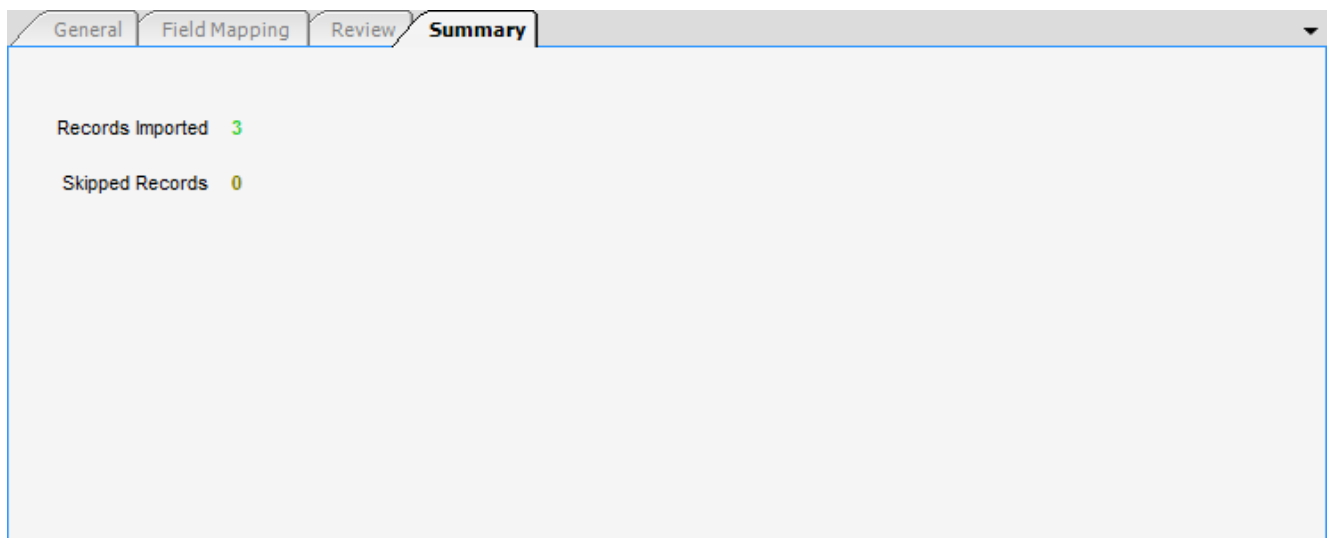
General | **Field Mapping** | Review | Summary

Field	Source Field	Source Data	Default Value	Exclude
FirmCode			ABI	
FirmName			Alpha Beta Inc	
Title				<input type="checkbox"/>
Prefix				<input type="checkbox"/>
FirstName	First Name	John		<input type="checkbox"/>
MidName	First Name			<input type="checkbox"/>
LastName	Last Name	Doe		<input type="checkbox"/>
Suffix	Phone			<input type="checkbox"/>
ProperName	Email			<input type="checkbox"/>
PreferredName	Address			<input type="checkbox"/>
Attn	City			<input type="checkbox"/>
Fax	State			<input type="checkbox"/>
WorkPhone	Zip			<input type="checkbox"/>
	Phone	123-555-5555		<input type="checkbox"/>

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.



Step 7 - To save the import, click the Save Import button located in the toolbar.



6.1.10.12 Download 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).

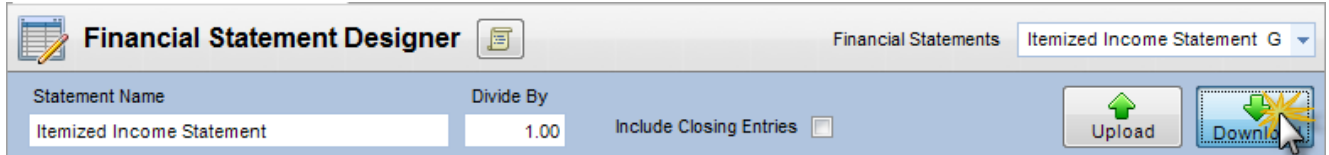


Fig. 1

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 sin), a project file (extension rptproj), and the layout file (extension rdl). These are used by the Report Designer.

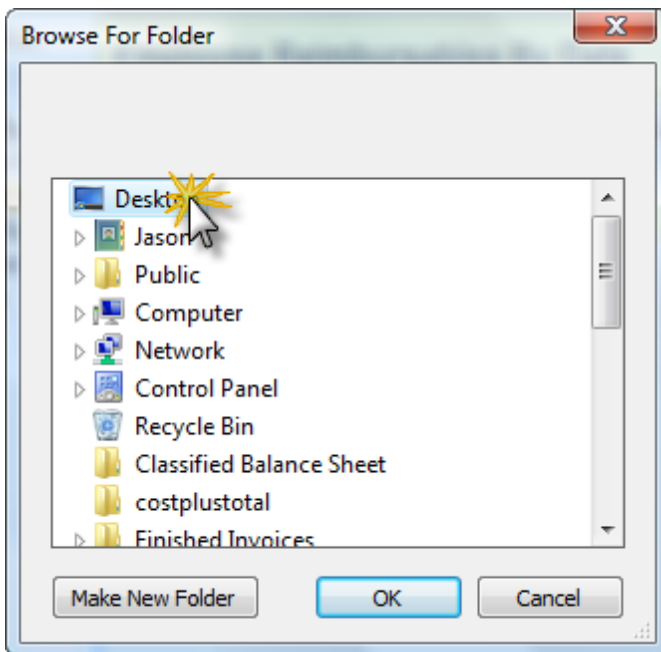


Fig. 2

6.1.10.13 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).

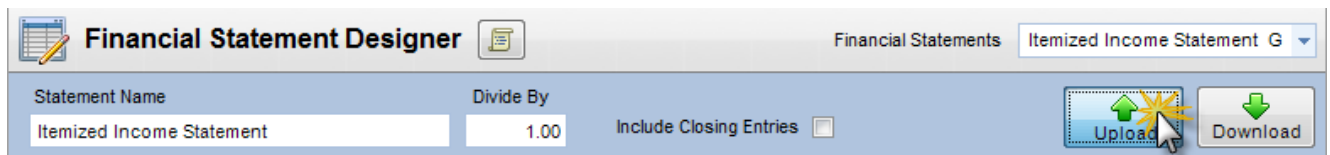


Fig. 1

Step 2 - After clicking the Upload button, a File Navigator will appear. Locate the modified design and double click on the .rdl file to be uploaded.

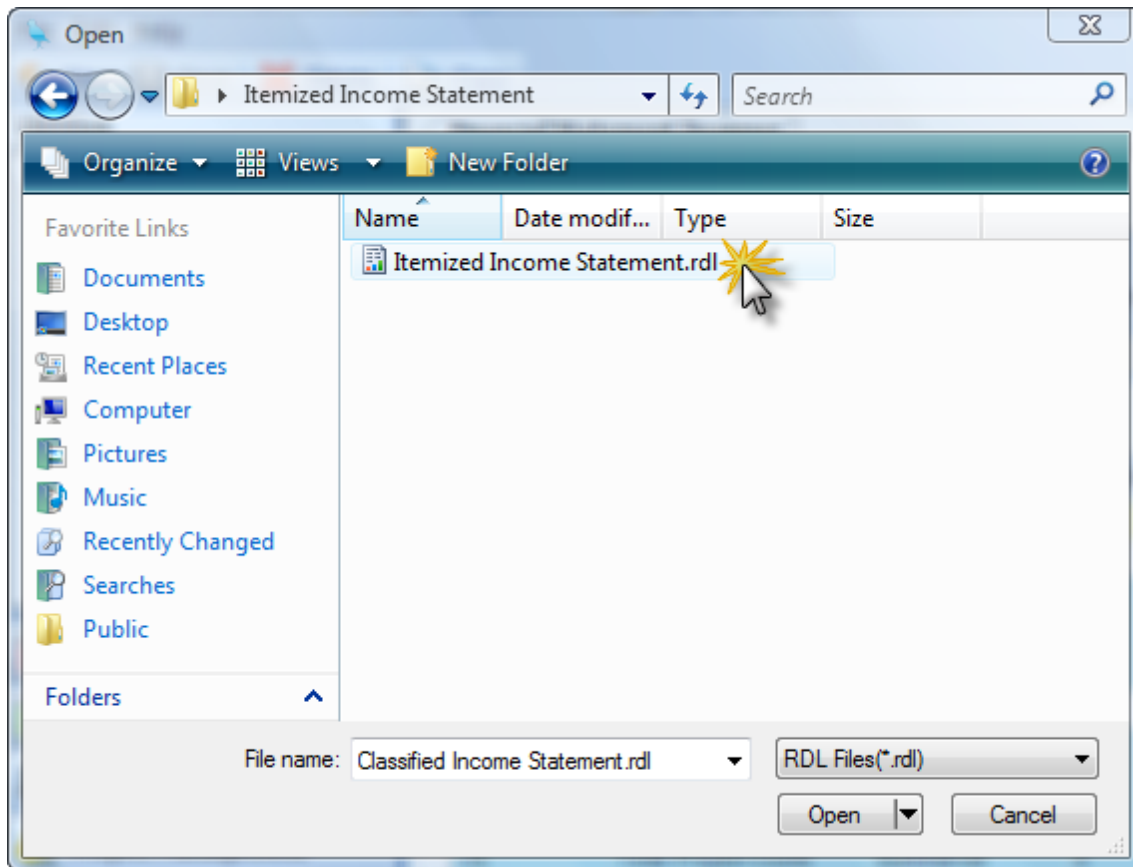


Fig. 2

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.

6.1.10.14 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).

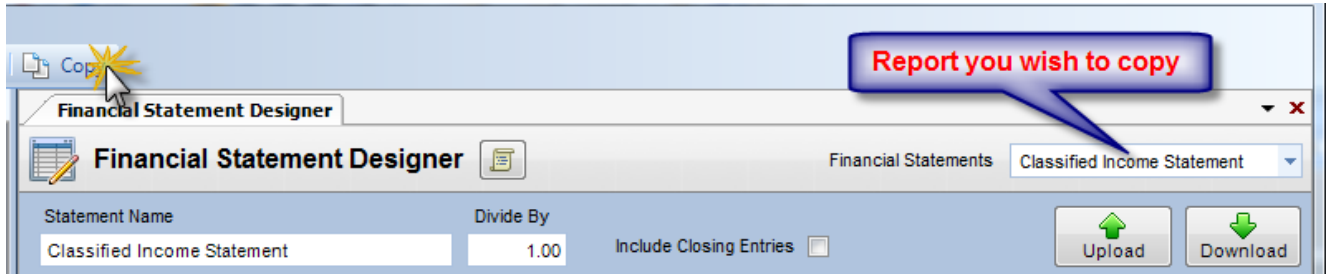


Fig. 1

Step 2 - At the prompt, enter a new name (Fig. 2) and click OK.

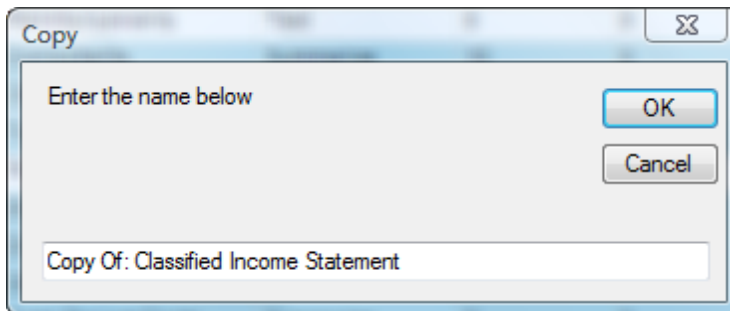


Fig. 2

Step 3 - The new report will now be available in the drop-down box (Fig. 3).

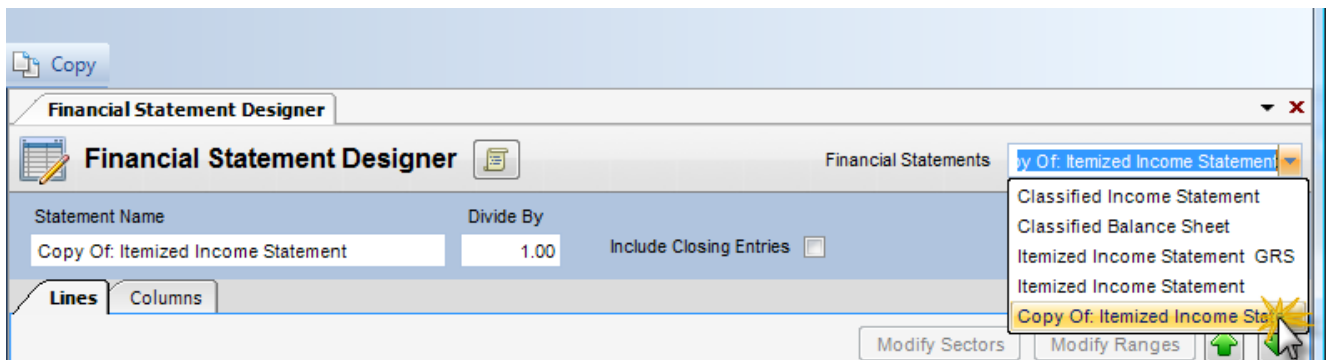


Fig. 3

6.1.10.15 Add Sample Financial Statements

Overview

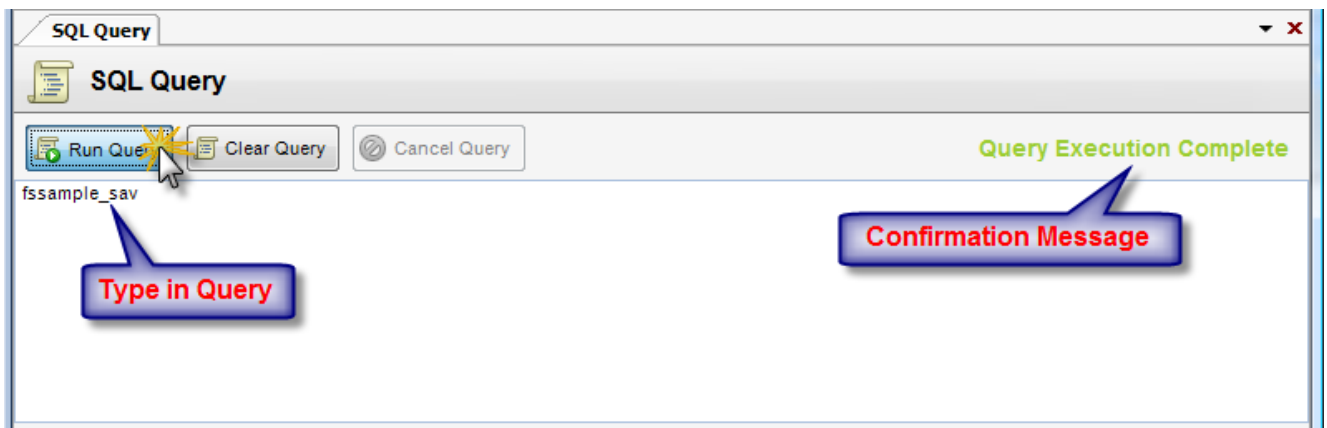
How to Add Sample Financial Statements

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.

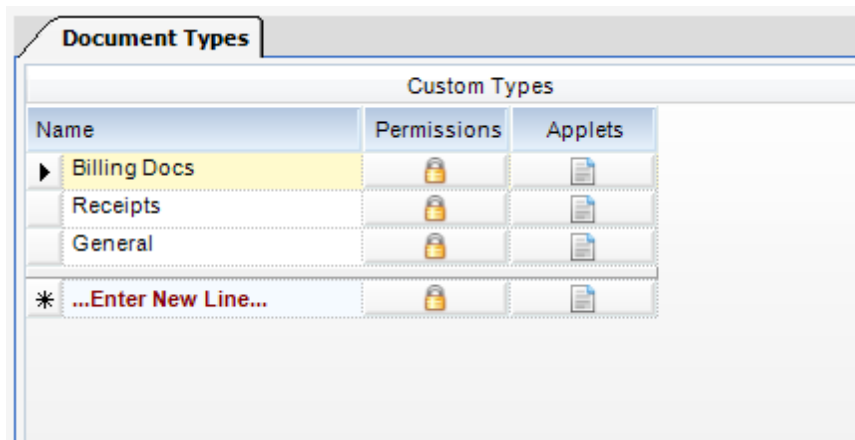
6.1.10.16 Create a Document Type

Overview

How to Create a Document Type.

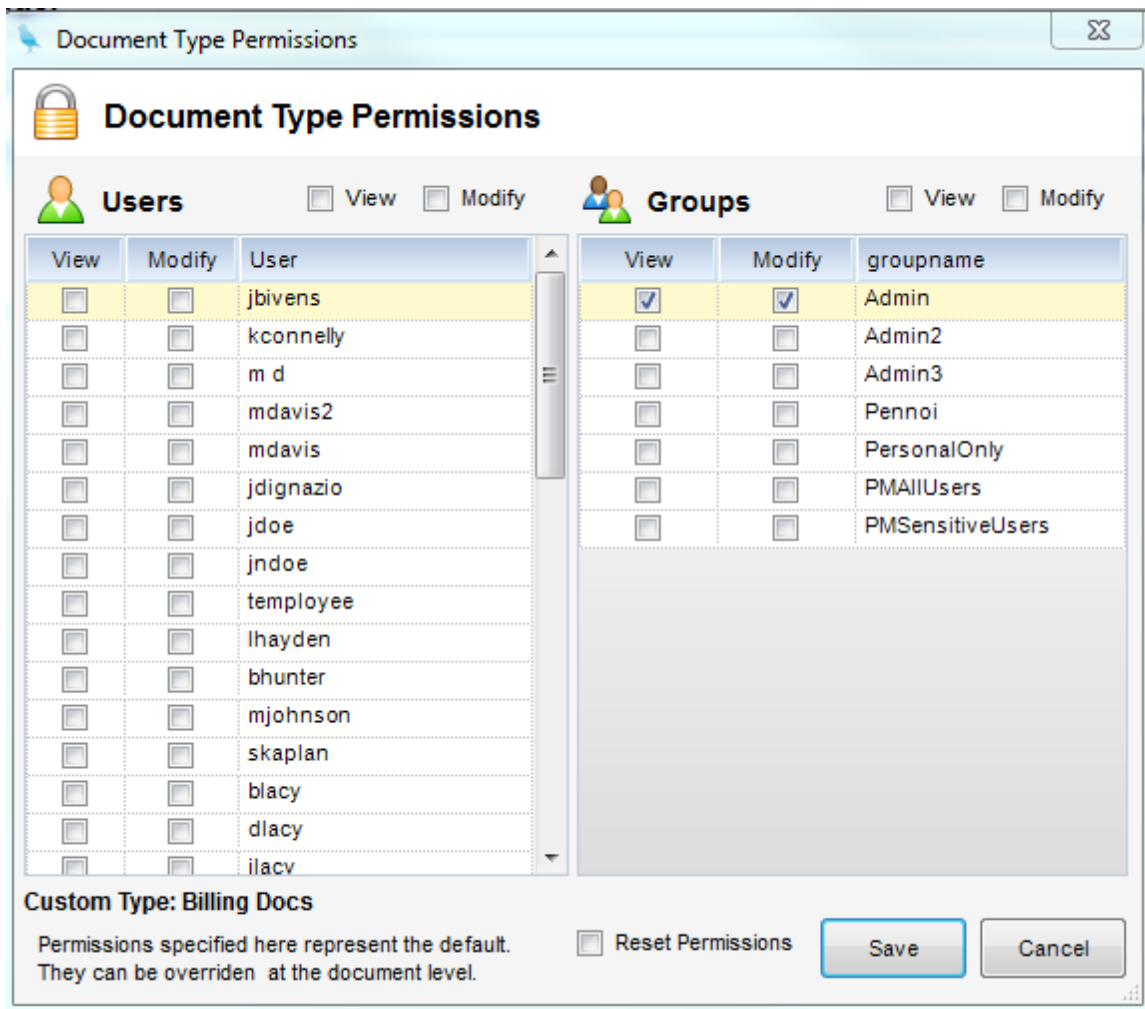
Note: This naming convention is for InFocus storage and security purposes only. For example, Just by naming a Document Type "pdfs" does not limit the folder to accepting only .pdf type files.

Step 1 - First you must create the *Document Type Name* and select the *DefaultRepo* location (Fig.1) and click *Save*.



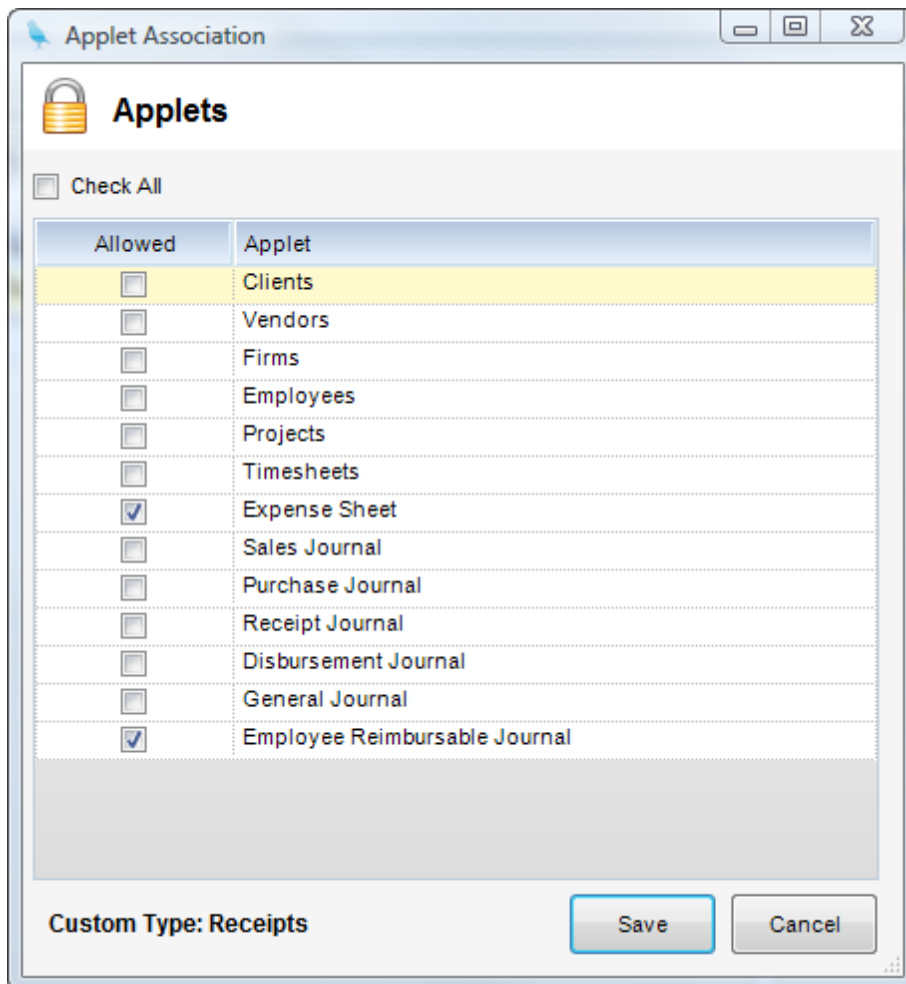
(Fig.1)

Step 2 - Next, assign the appropriate *Permissions* needed for this Document Type and click *Save* (Fig.2) .



(Fig.2)

Step 3 - Finally, you designate the applets that this repository will be accessible in (Fig.3) and click *Save*.



(Fig.3)

6.1.10.19 Editing an EFT

Overview

How to edit an EFT.

Step 1 - Double click on the EFT to be modified (Fig. 1).

Step 2 - The EFT File Detail (Fig.2) will pop up. Here you can make the appropriate changes.

Step 3 - Click the Generate File button located on the toolbar (Fig.3).

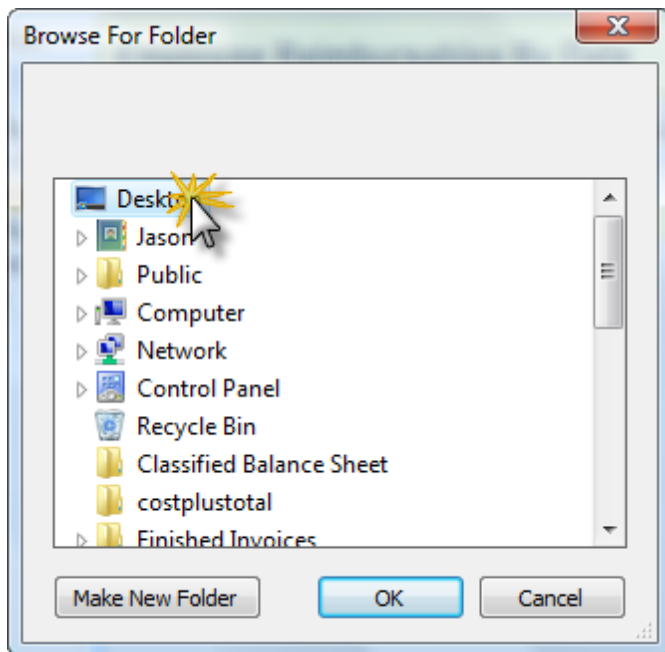
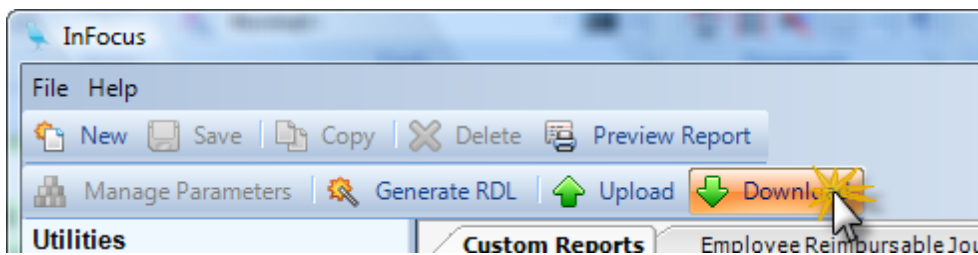
6.1.10.20 Download a Report

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 - 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).

Name	Date modified	Type	Size
Detail.rdl	3/25/2009 12:05 PM	Report Definition File	10 KB
Employee Reimbursables By Date.rdl	3/25/2009 12:05 PM	Report Definition File	22 KB
Employee Reimbursables By Date.rptproj	3/25/2009 12:05 PM	Report Project File	2 KB
Employee Reimbursables By Date.sln	3/25/2009 12:05 PM	Microsoft Visual Studio Solution	2 KB

(Fig.2)

6.1.10.21 Upload a Report

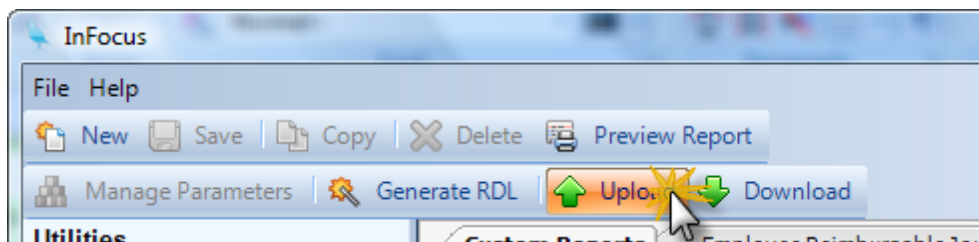
Overview

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.

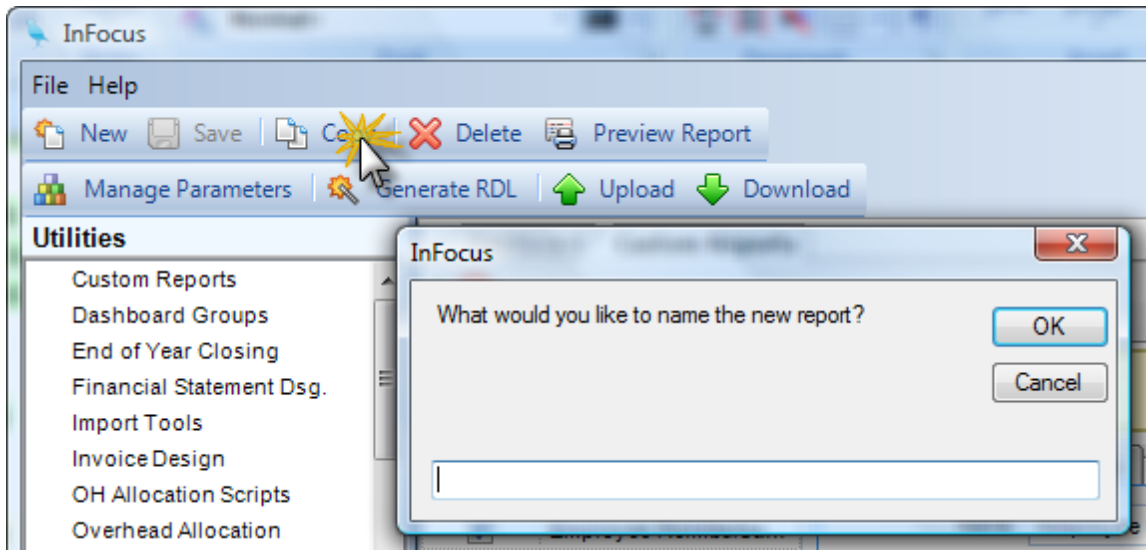
6.1.10.22 Copy a Layout

Overview

How to copy a design

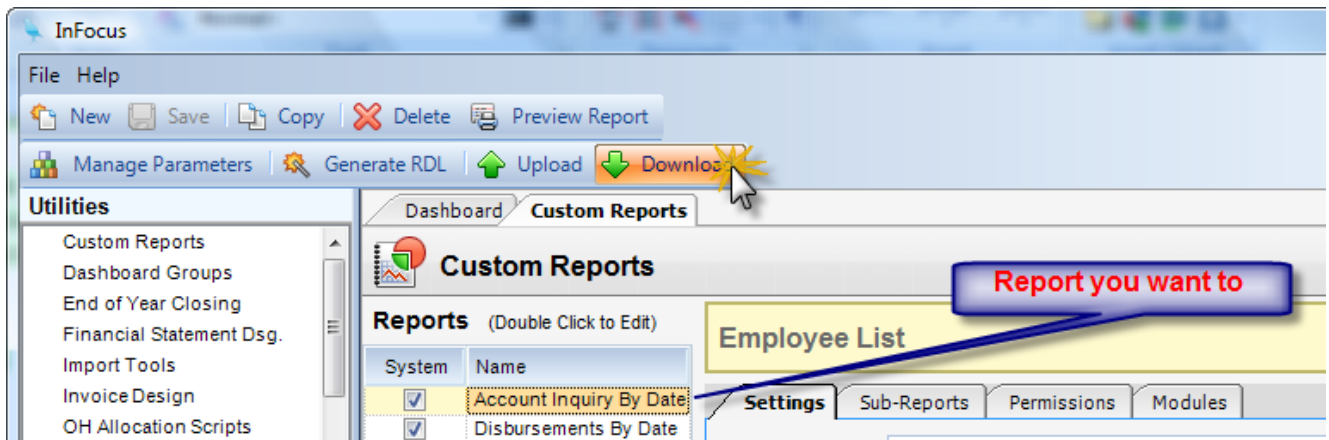
Reports often use similar layouts. To design a report that is similar to another, create the report through the wizard (directions follow).

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).



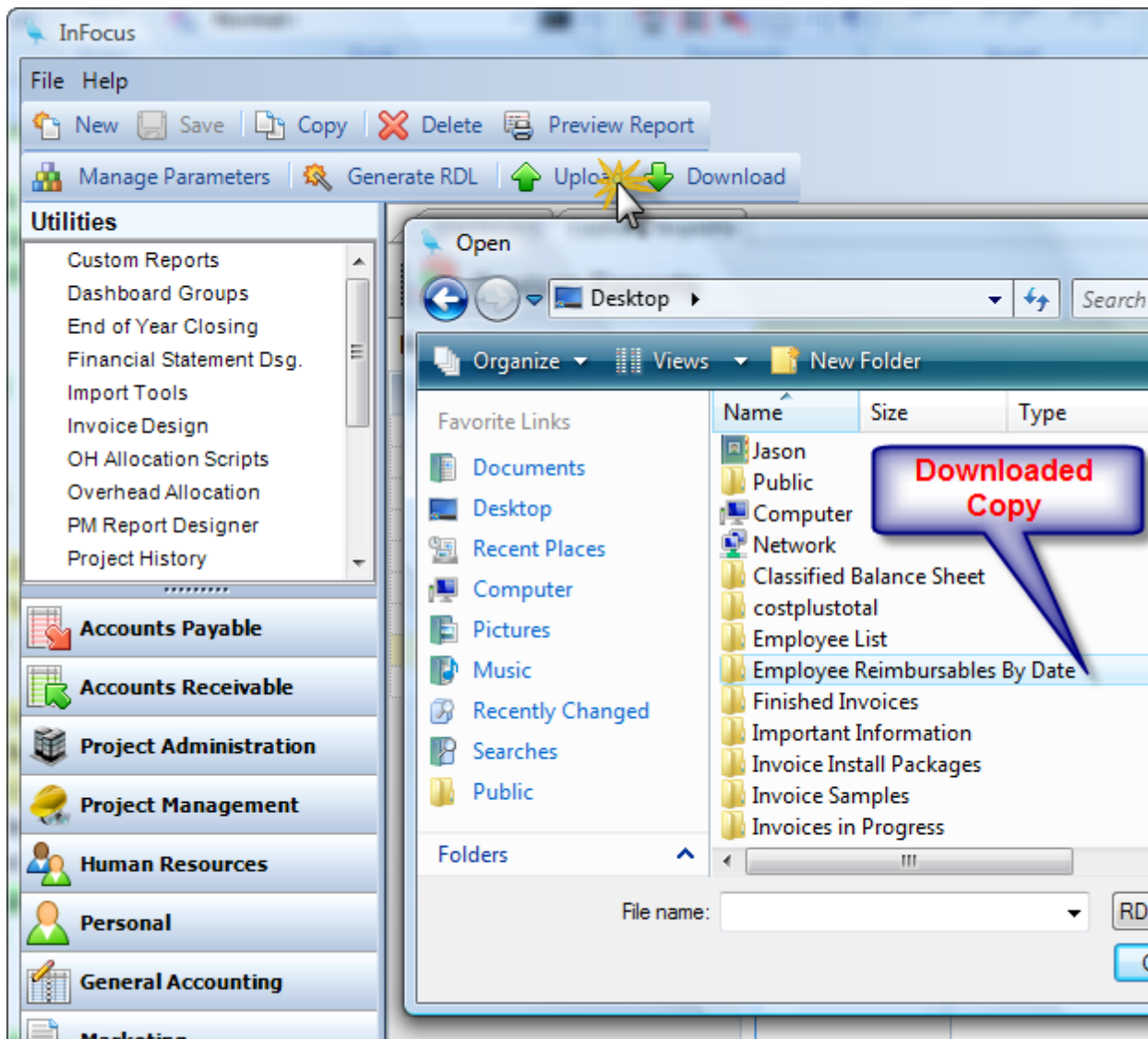
(Fig.1)

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).



(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.

6.1.10.23 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.

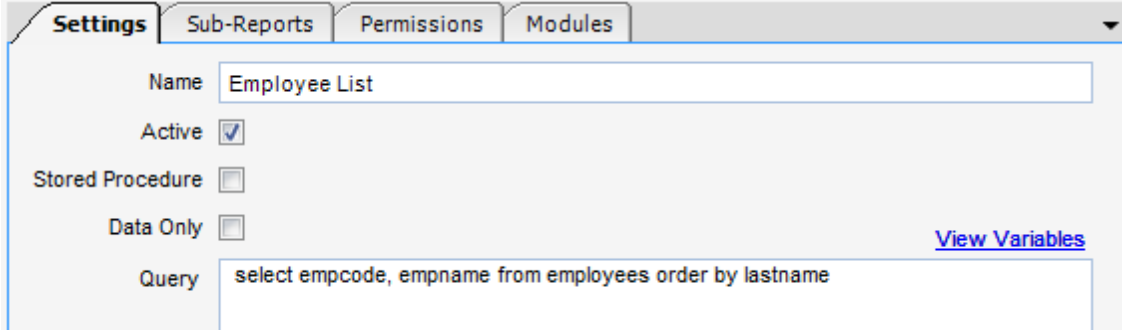
Step 2 - Enter *Employee List* as the Name

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.



The screenshot shows a 'Settings' window with the following fields and options:

- Name: Employee List
- Active:
- Stored Procedure:
- Data Only:
- Query: select empcode, empname from employees order by lastname
- View Variables: [View Variables](#)

(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.



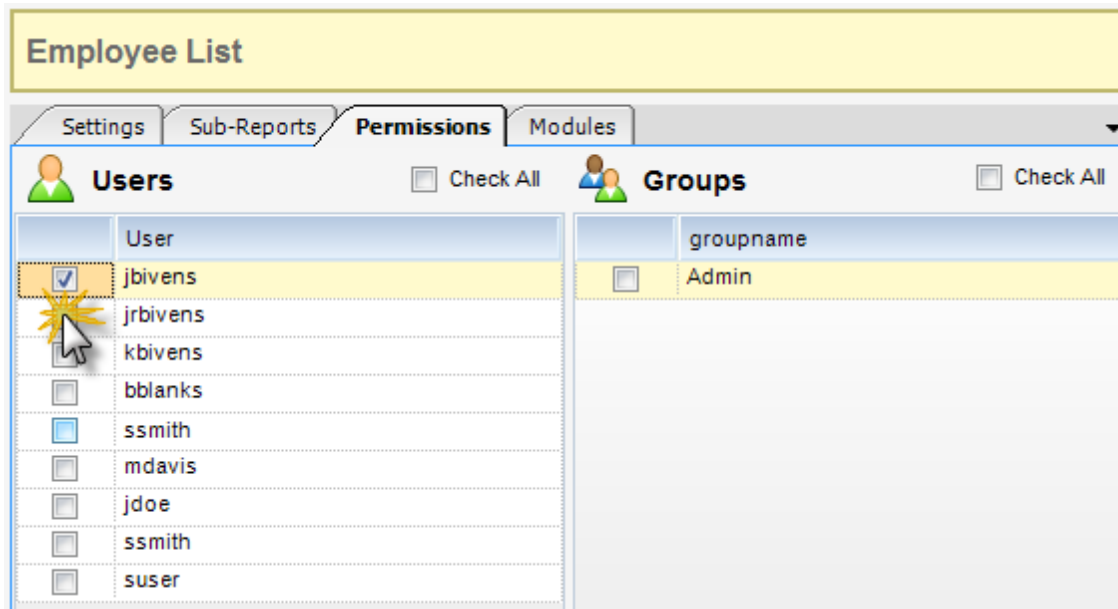
(Fig.2)

Step 8 - Click the Preview Report to see the generated report.



(Fig.3)

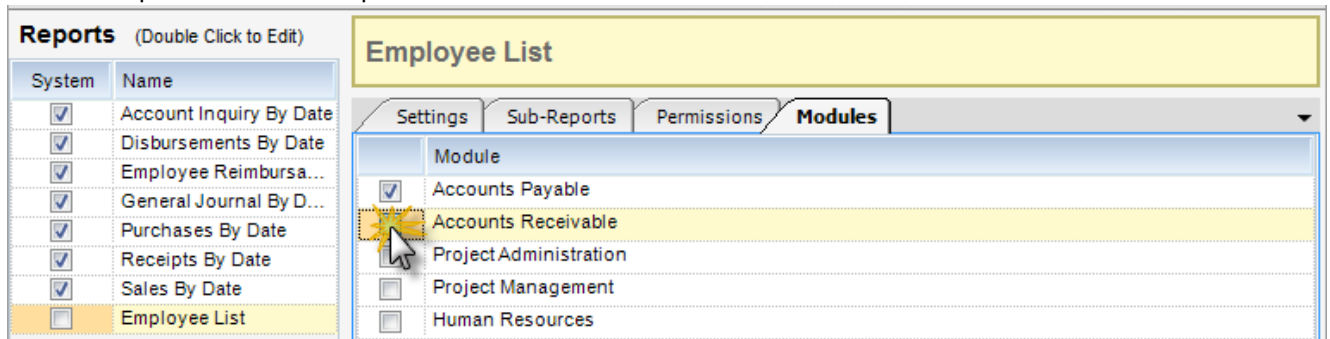
Step 9 - Before anyone can access the report, two more steps must be completed. First, on the Permissions tab, specify which Users and/or Groups will be permitted to run the report (Fig.4).



(Fig.4)

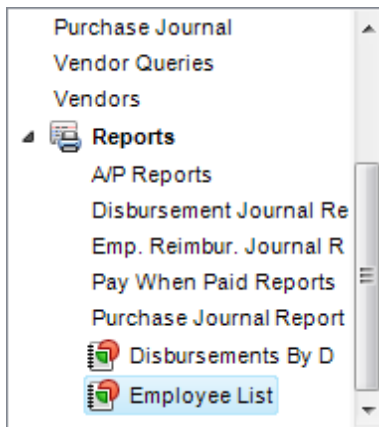
Step 10 - After selecting who has access to the report, specify where the report will appear on the menu using the Modules tab (Fig. 5).

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).



(Fig.6)

6.1.10.24 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)

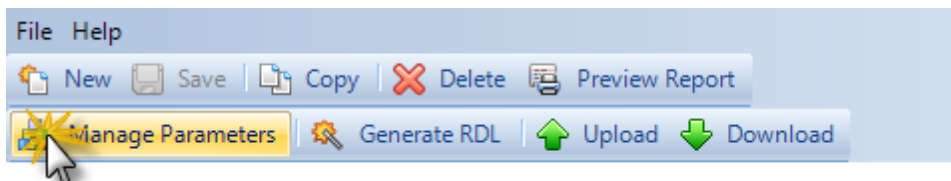


Fig. 7

This will bring up the Manage Parameters window. (See Fig. 8)

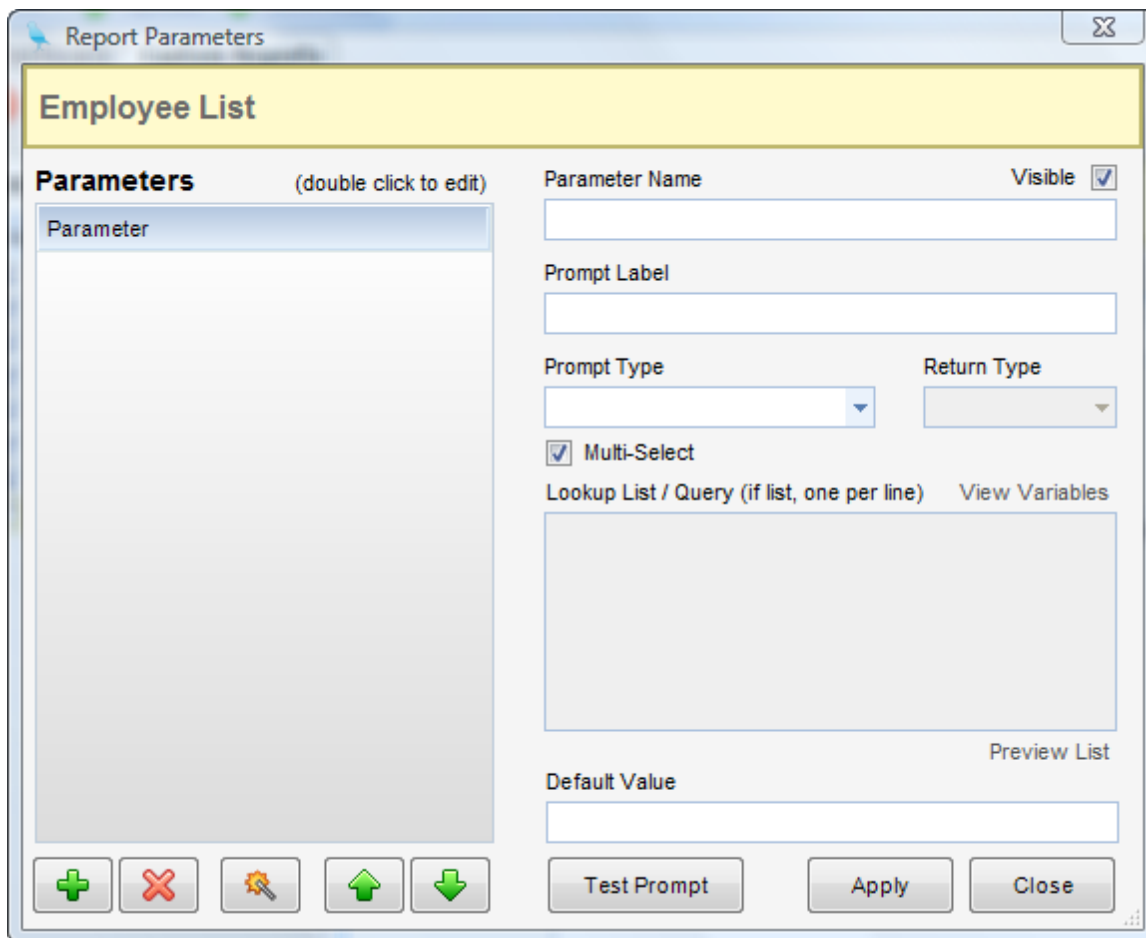


Fig. 8



-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...)

- 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)

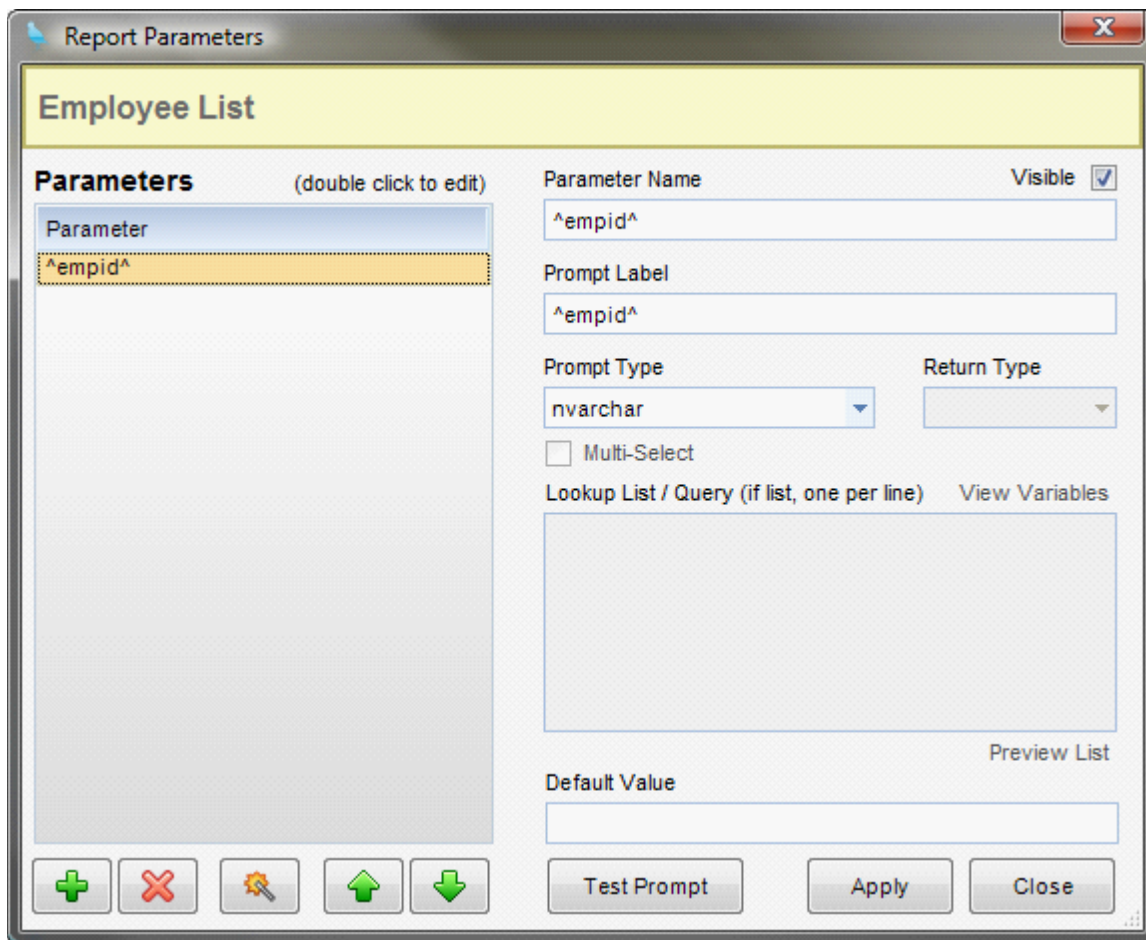


Fig. 9

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

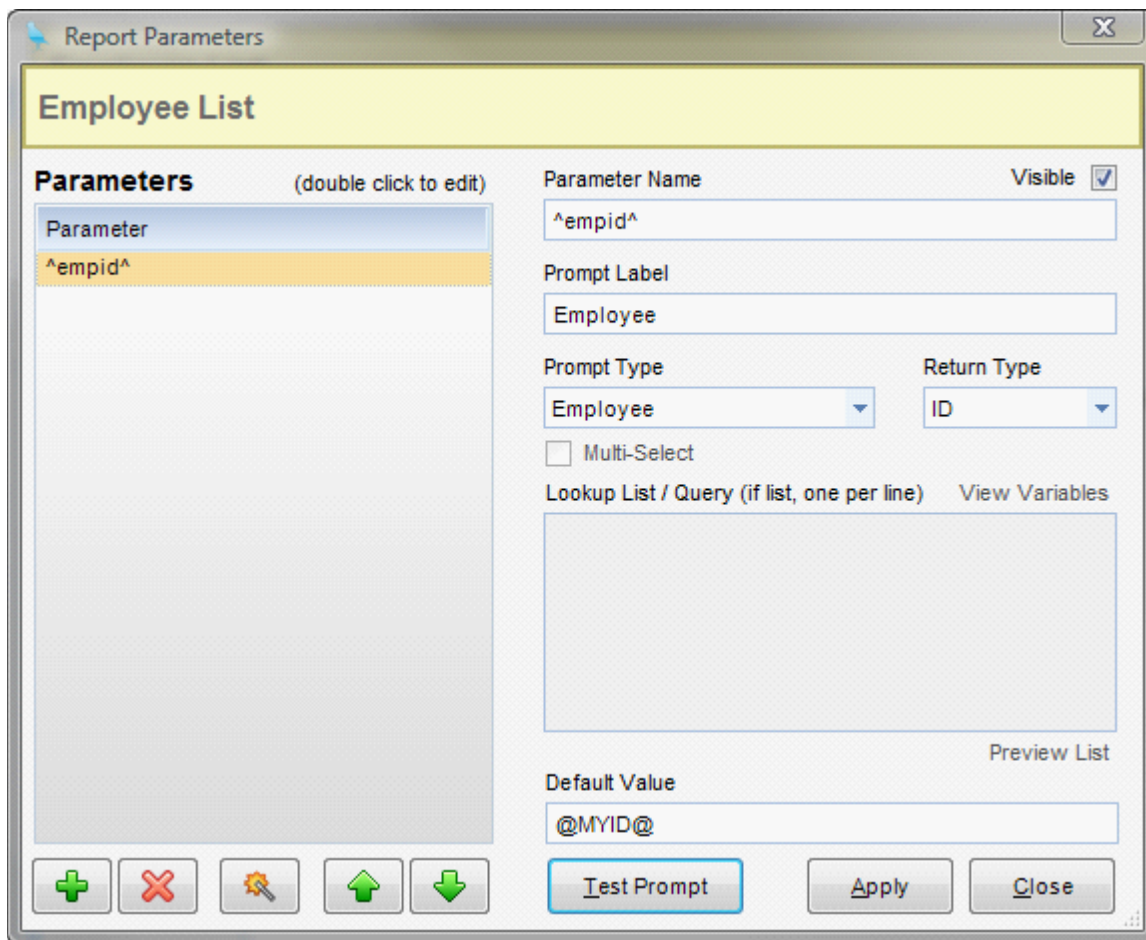


Fig. 10

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.

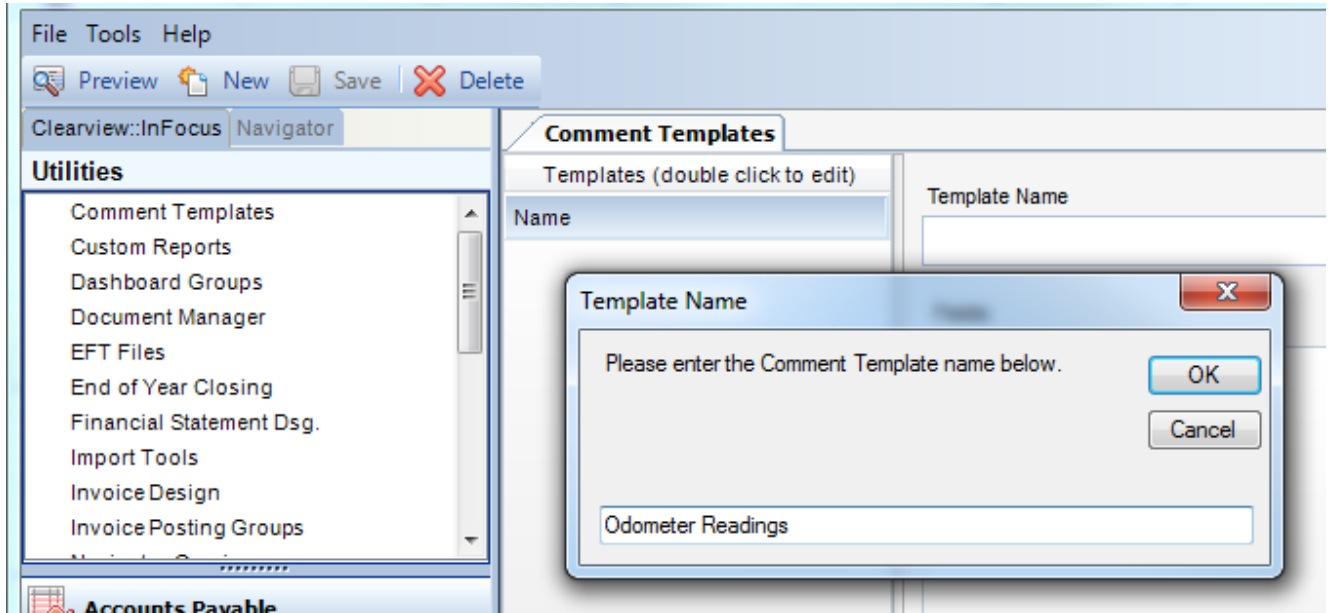
Note: The name can be changed to look up the employees for anyone. Uncheck the *Visible* option to allow users to see only their own approver list.

6.1.10.25 Create a Comment Template

Overview

How to create an expense comment template.

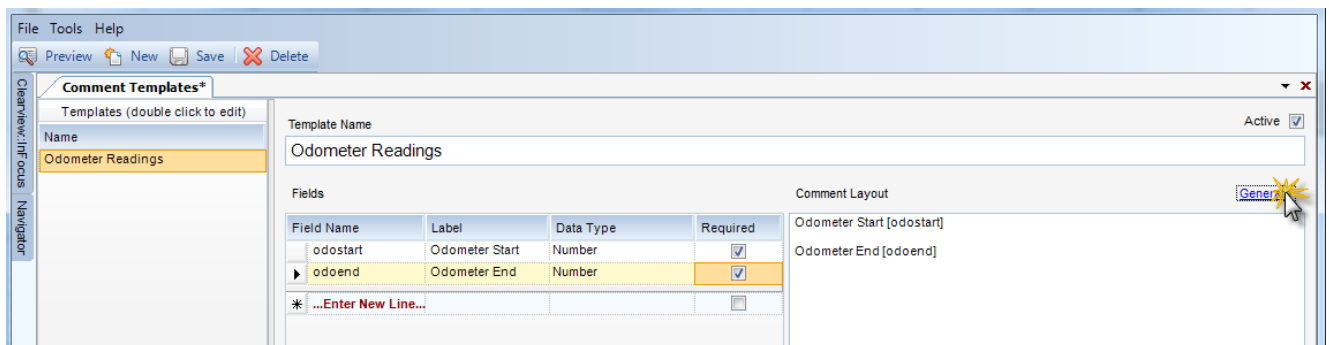
Step 1 - Click **New**, located on the toolbar, name the template and click **OK**. (Fig.1)



(Fig.1)

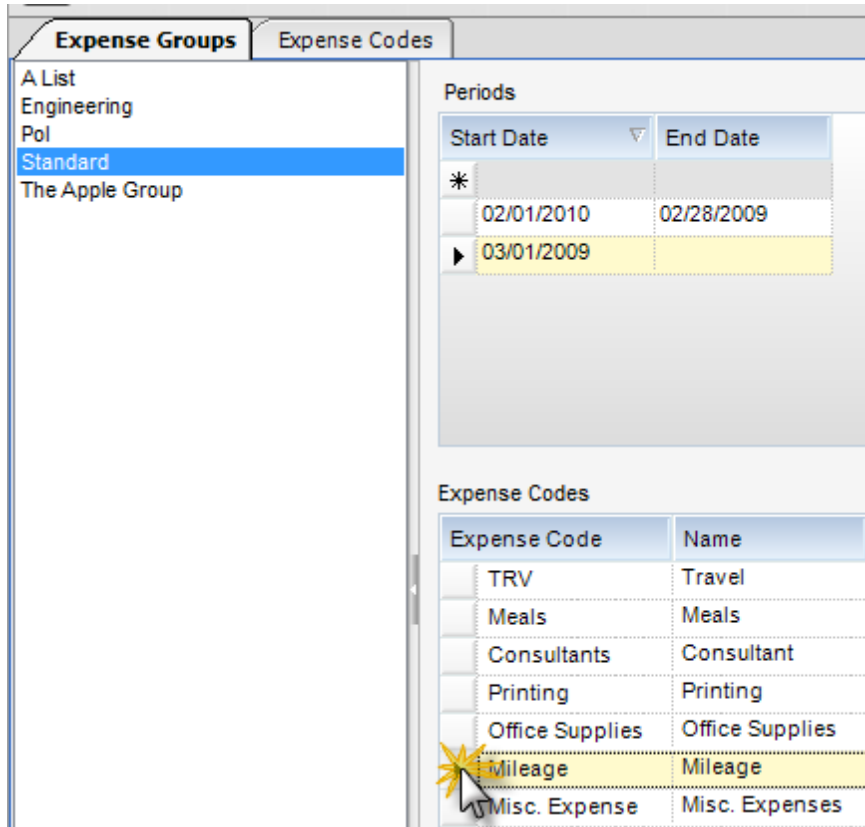
Step 2 - Next, fill out the columns with the appropriate information (descriptions below) and click **Generate**. (Fig.2) Hit **Save** and the template is created.

- **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.



(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**.

Revenue	Markup Billed Revenue	Unbilled Revenue	Comment Template	Interrupt
	4100	4501		
	4100	4501		
	4100	4502		
	4100	4501		
	4100	4501		
		4501	Odometer Readings	
		4501		

(Fig.4)

Step 5 - Now when an employee goes to enter this expense, they will be prompted to enter the required information. (Fig.5)

Expense Sheet

Pantana, Matt

Submitted
 Approved

Expense Sheet

Mileage

Project	Amount	Reimbursable Amt.
1050	\$50.00	\$50.00
	\$0.00	\$0.00
		\$50.00

Comment Entry

Odometer Start	135289.00
Odometer End	135,978.00

(Fig.5)

6.1.11 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](#)

6.1.11.1 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.

[Back to Starting up a new system](#)

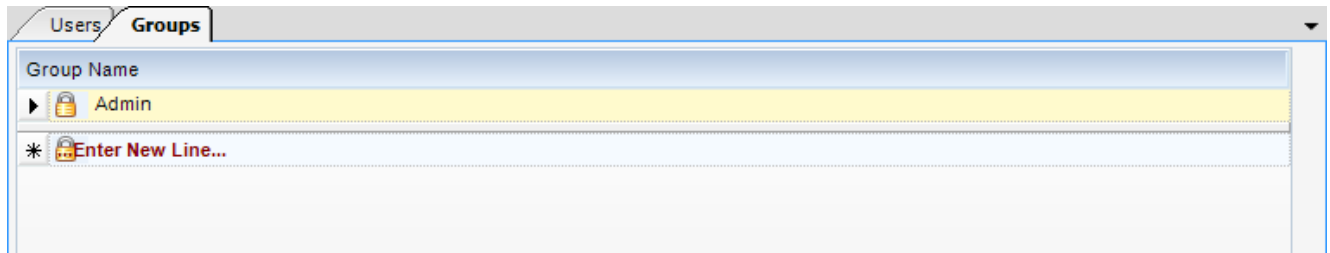
6.1.11.2 Create Groups and Users_2

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.



6.1.11.3 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.

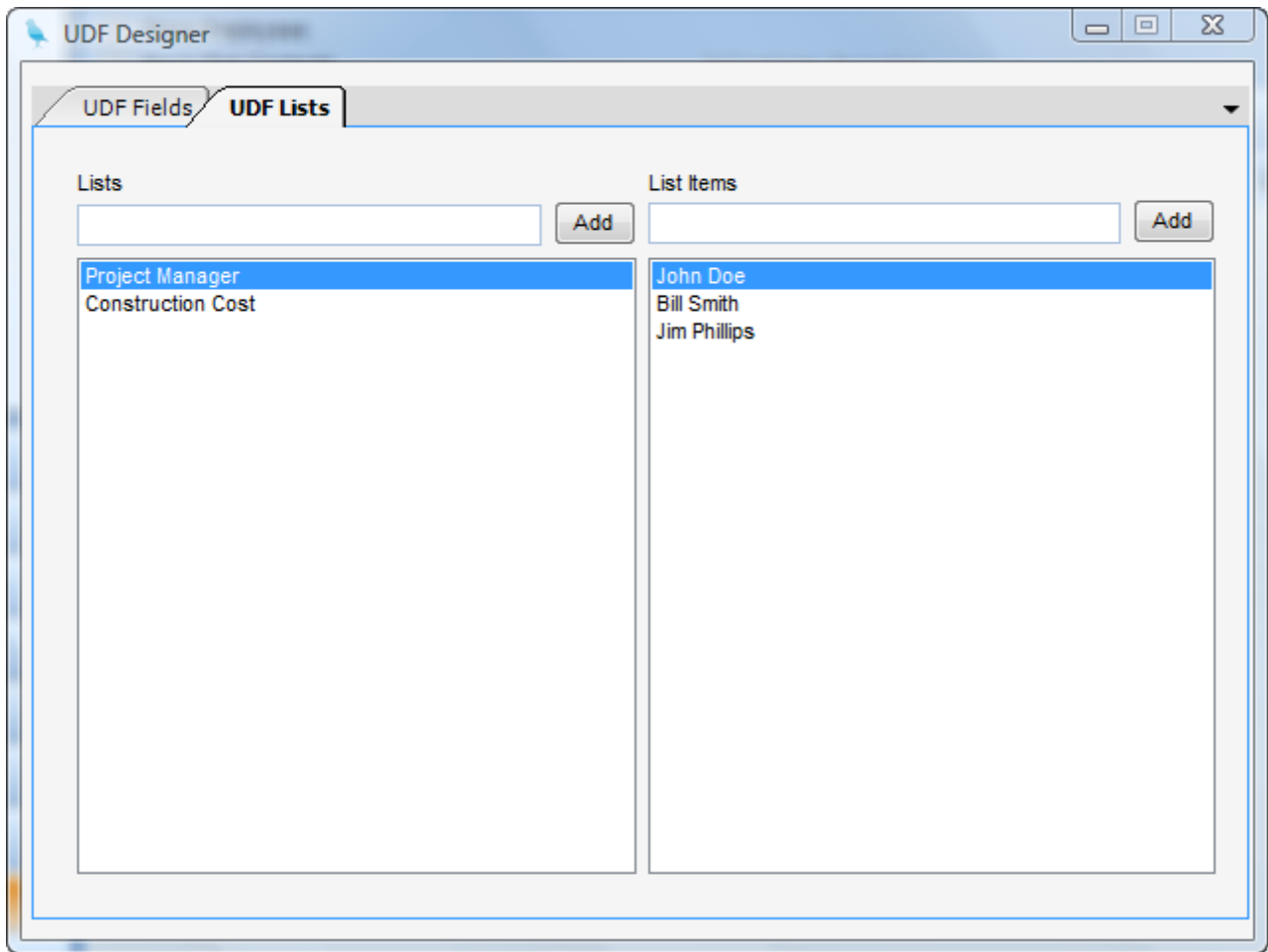
Add/Edit a UDF List

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.



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).

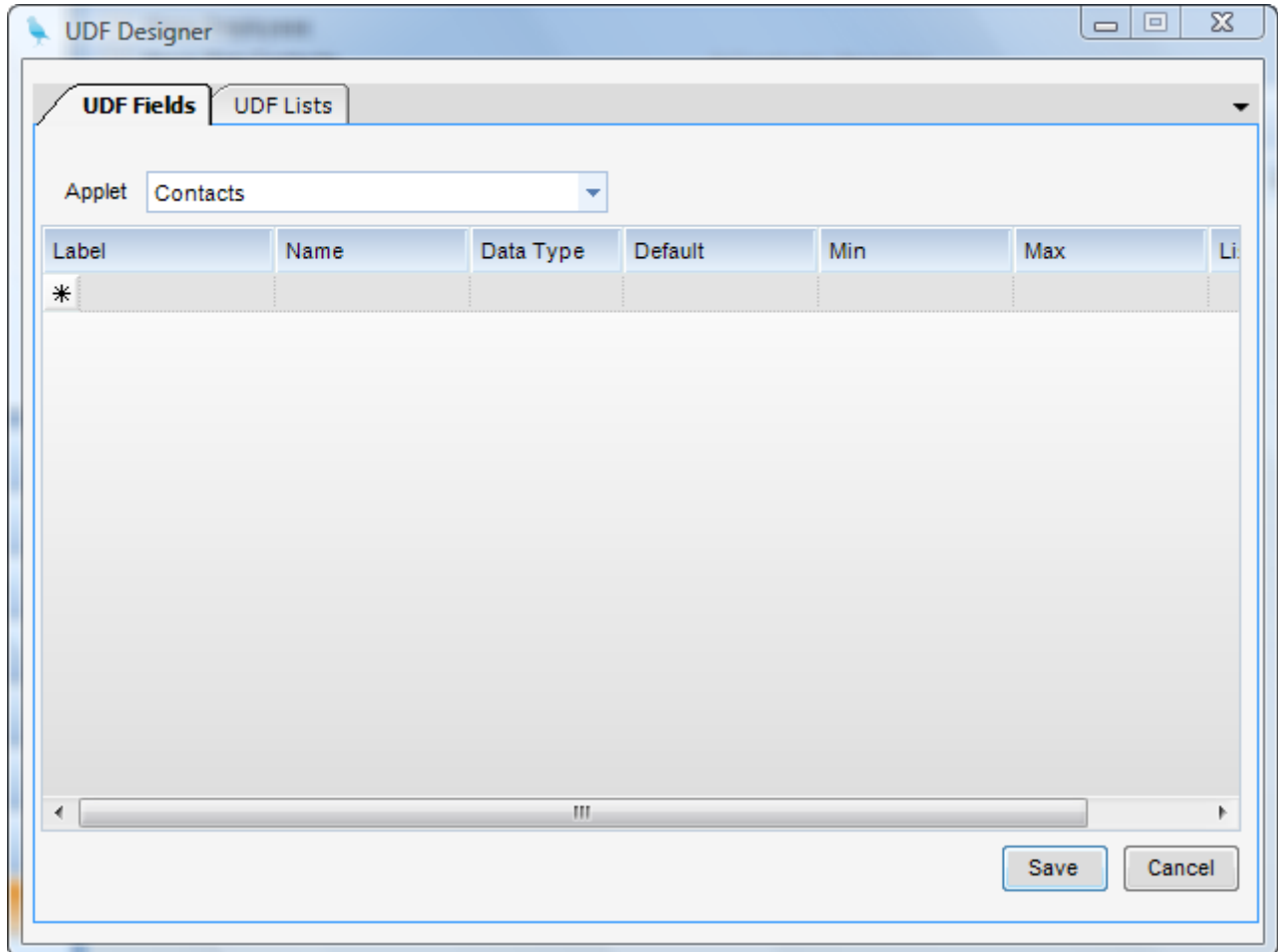
Data Type - Type of data that is expected. Choices include Character (text), Integer, Numeric, Boolean (true/false), Date, and Date Time (includes both date and time).

Default - Default value for new records (optional).

Min - Minimum allowed value (optional).

Max - Maximum allowed value (optional).

List - UDF List to use for quick entry.



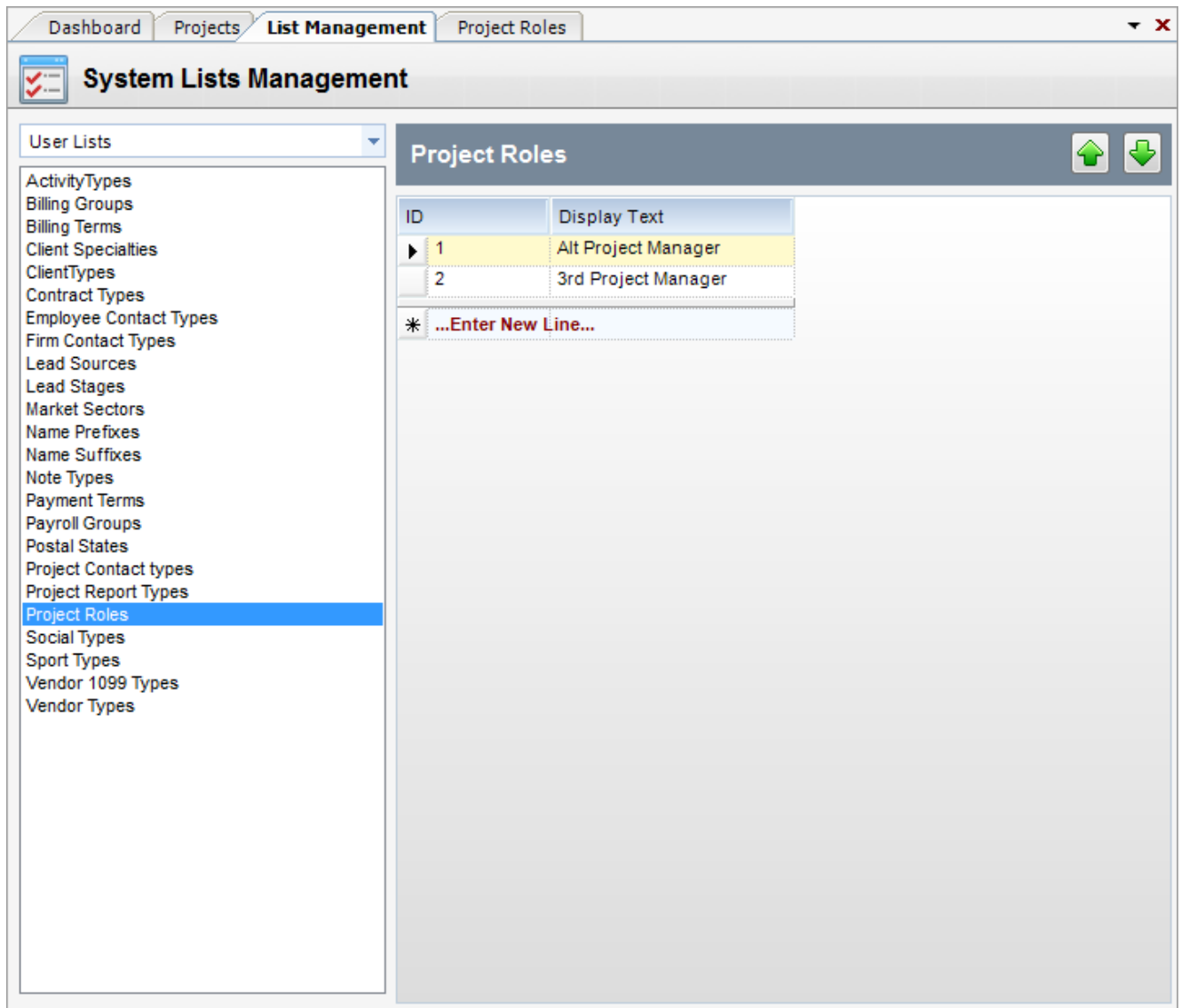
Step 3 - Click *Save* when finished and the Vendor section will be rebuilt to contain the UDF Field.

6.1.11.4 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.

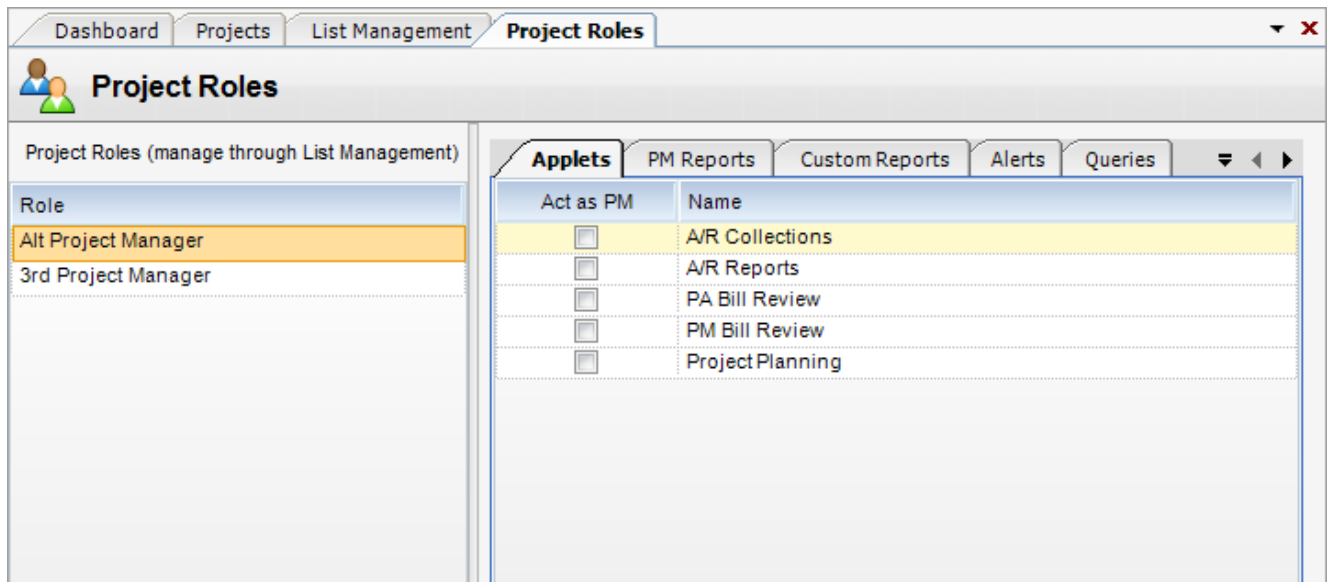
Step 1 - First, go to *Global Settings / List Management*. In the list, select *Project Roles*. If this is your first time doing this, there will be nothing in the list. Enter the name of the Project Role(s) that you want. The ID will fill in itself. (Fig.1) Click *Save*.



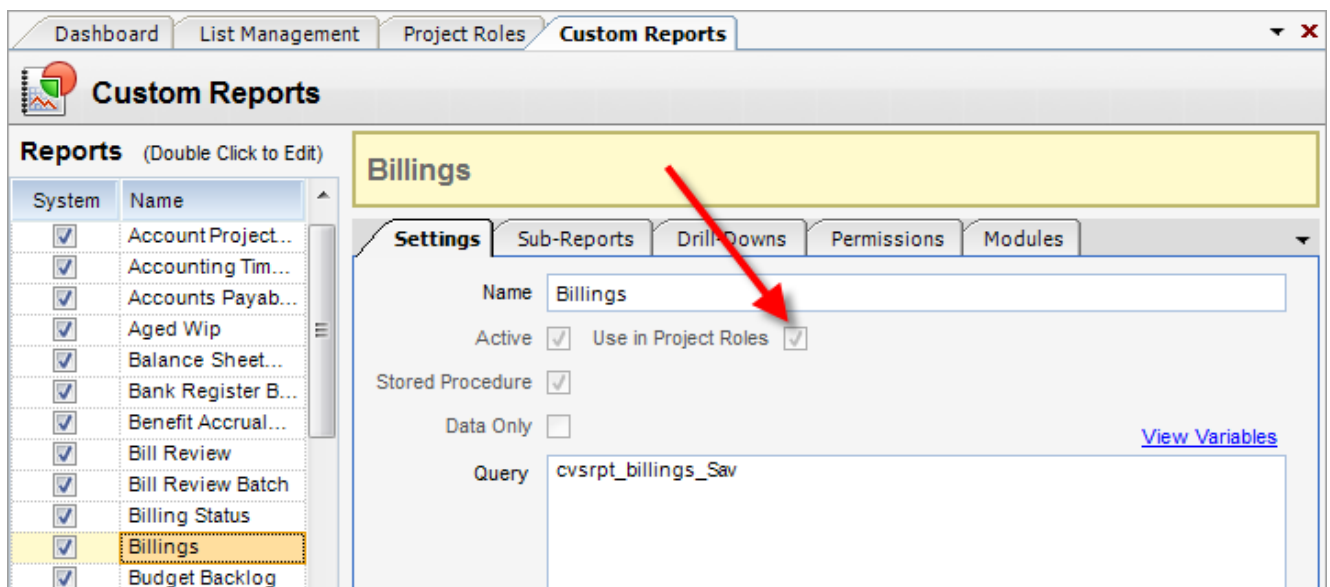
(Fig.1)

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)



(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*.

Project Explorer

Project Name	Code
Hilton Times Square	1050
Pre-Design	001
test	007
New Test	6373893
Schematic Design	002
Design Development	003
Feasibility Study	001
Construction...	004
Bidding Negotiation	005
Construction...	006
Add Servies	007
Sch	001
Consultant Expense	995
Other Direct...	996
Test Phase	997

Project Leaders

Principal In Charge: Bates, Thomas J.

Project Accountant: Pantana, Matt

Project Manager: Stephens, Carl T.

Member Settings

Restrict Time and Employee Expense to Team Members

Team Members

Employee Code	Employee Name	Default Job Title	Role
*			
▶ 1001	Bates, Thomas J.	Senior Architect	Alt Project Manager
1004	Fieldstone, David M	Principal	
1022	Riddle, Thomas M.		

Organizational Charging

Owning Org. Unit: ME (Mechanical Engineering)

Allow All Cross Charging

Always Allow Owning Organization

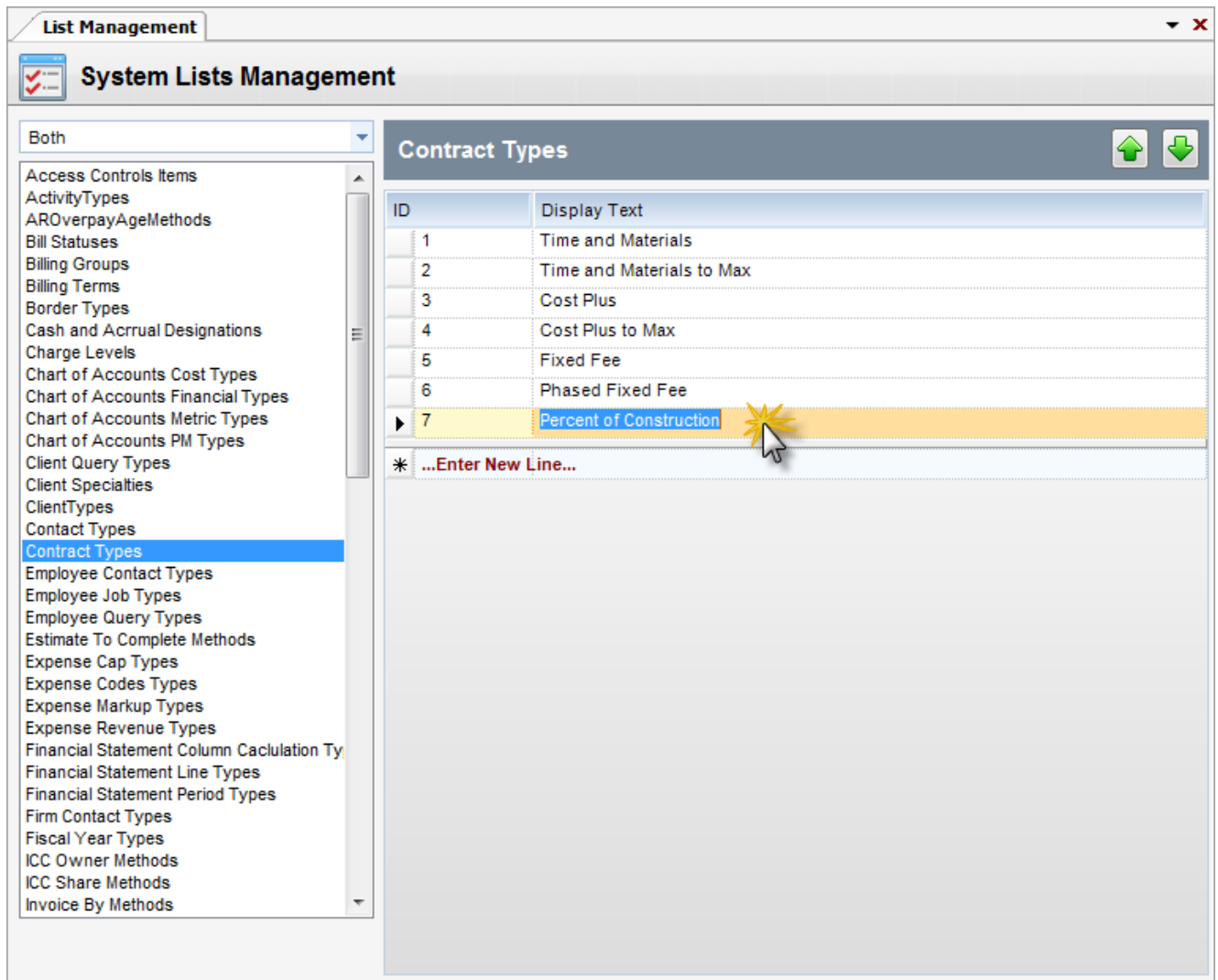
6.1.11.5 Manage User Lists

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.

- **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.



6.2 Common Accounting Tutorials

6.2.1 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 it 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.

Dashboard **Sales Journal***

Sales Journal Transaction ID

Post Credit Memo Batch ID

A/R Account 1100 **G/L Comments**

Client Alpha Bravo, Inc. Invoice Date 07/10/2009

Invoice Number Advance 7/11/09 Due Date 07/10/2009

Amount \$1,000.00

1 of 1 Current Version Period G/L Period 2009-02 Show Audit Trail

Rev. No.	Project Path	Expense Code	G/L Account	Amount	G/L Comments	PM Comments
	TMP		1130	\$1,000.00	Retainer	
* ...Enter New Line...				\$0.00		
				\$1,000.00		

(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.

Projects **Sales Journal*** **Receipt Journal***

Receipt Journal Transaction ID

Batch ID

Bank 1005 **Deposit Number** 9965 **Check Number** 4949

Payer Type Client **Deposit Date** 07/08/2009 **Check Date** 07/08/2009

Payer Alpha Bravo, Inc. **Amount** 1000.00

Comments Receipt of Retainer

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**.


Rev. No.	G/L Account	Invoice No.	Project Path	Amount	G/L Comments	PM Comments
	1100	Advance 7/11/09	TMP	\$1,000.00		
* ...Enter New Line...				\$0.00		
				\$1,000.00		

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*.

Client Invoice Wizard


 Check Amount
Distributed Amount
\$0.00

A/R Account

Invoices

Invoice No.	Balance	Original Invoice Amount
123456	\$1,000.00	\$1,000.00
987	\$573.00	\$1,000.00
ABP-5	(\$100.00)	\$19,900.00
Advance 7/11/09	\$1,000.00	\$1,000.00
FFP-6	\$16,000.00	\$16,000.00
FFS-1	\$15,000.00	\$15,000.00

Spread
 Pay Off

Projects

Project	Balance	Amount
TMP	\$1,000.00	\$0.00

Click **Apply** and the information will fill in the **Detail** section of the **Receipts Journal**. Click **Save**.

Rev. No.	G/L Account	Invoice No.	Project Path	Amount	G/L Comments	PM Comments
	1100	Advance 7/11/09	TMP	\$1,000.00		
* ...Enter New Line...				\$0.00		
				\$1,000.00		

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)

Step 5 - Enter the Retainer amount you wish to apply (Does not have to be all at one time) and click **Save**.

The screenshot shows the 'Projects' applet with the 'Time Material Project (TMP)' selected. The 'Billing' tab is active, displaying various fields for configuration. A red arrow points to the 'Apply Current Amount' field under the 'Retainer' section, which is set to '\$1,000.00'.

Project Name	Code
Time & Material Project	TMP
Pre-Design	001
Schematic Design	002
Design Development	003
Construction...	004

Billing Terms
 Type: [Dropdown]
 Net Days: 0

Late Charge
 Type: [Dropdown]
 Amount: 0.00

Remit To Address
 Office: Headquarters
 Attn: John Doe

Retainage
 Max: \$0.00 Percentage: 0.00

Retainer
 Apply Current Amount: \$1,000.00

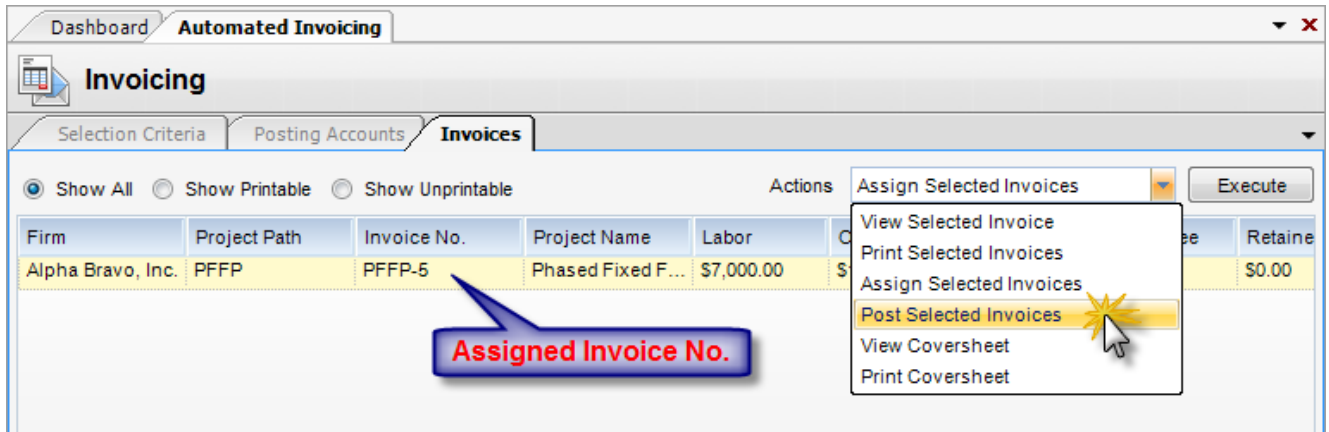
(FIG.2)

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**.

Step 7 - The retainer has now been applied and appears on the Invoicing tab under the Retainer column.

Firm	Project Path	Project Name	Invoice No.	Labor	ODC	OCC	Fixed Fee	Retainer
Alpha Bravo, Inc.	TMP	Time & Material...	Draft	\$500.00	\$0.00	\$0.00	\$0.00	\$1,000.00

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.

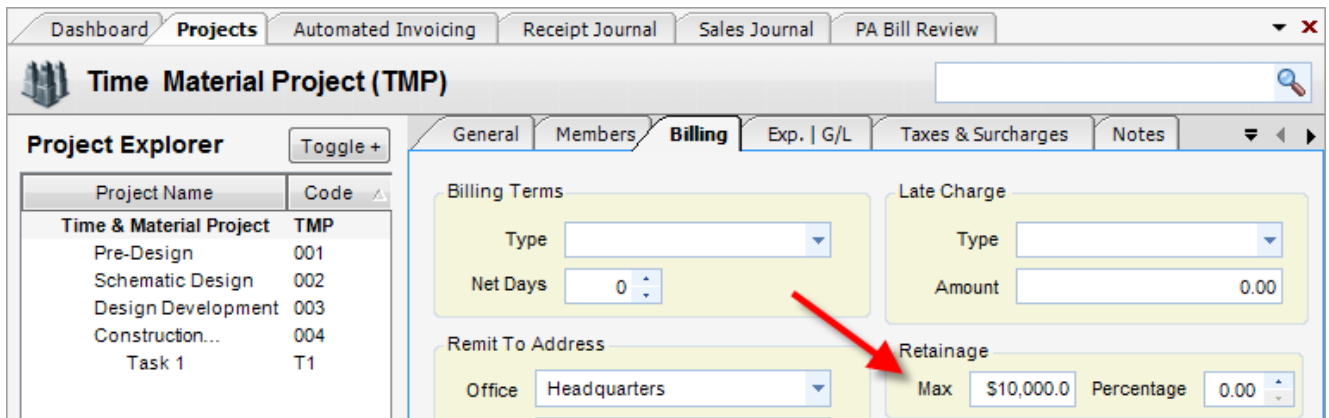


6.2.2 Applying Retainage to a Project

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 it 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)

Dashboard Projects Automated Invoicing Receipt Journal Sales Journal PA Bill Review

Time Material Project (TMP)

Project Explorer

Project Name	Code
Time & Material Project	TMP
Pre-Design	001
Schematic Design	002
Design Development	003
Construction...	004
Task 1	T1

General Members **Billing** Exp. | G/L Taxes & Surcharges Notes

Billing Terms: Type [dropdown], Net Days [0]

Late Charge: Type [dropdown], Amount [0.00]

Remit To Address: Office [Headquarters]

Retainage: Max \$10,000.0, Percentage [5.00]

(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)

Projects Automated Invoicing

Invoicing

Selection Criteria Posting Accounts Invoices

Projects

Single Project

Time & Material Project

Selection Based

Project Accountant [dropdown]
Project Manager [dropdown]
Principal In Charge [dropdown]
Billing Group [dropdown]
Invoice Group [dropdown]
Org. Unit [dropdown]

Limit results to projects reviewed by a Project Manager.
 Limit results to projects reviewed by a Project Accountant.

G/L Period / Dates

G/L Period for Posting: 2009-03
As Of: 07/08/2009
Invoice Date: 07/08/2009

Invoice Styles

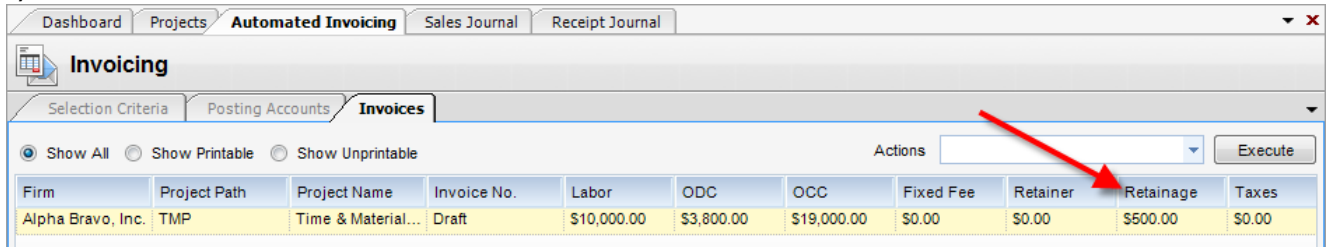
Labor/Combined Expense Only

Invoice Labels Report [dropdown]

Run 0%

(Fig. 3)

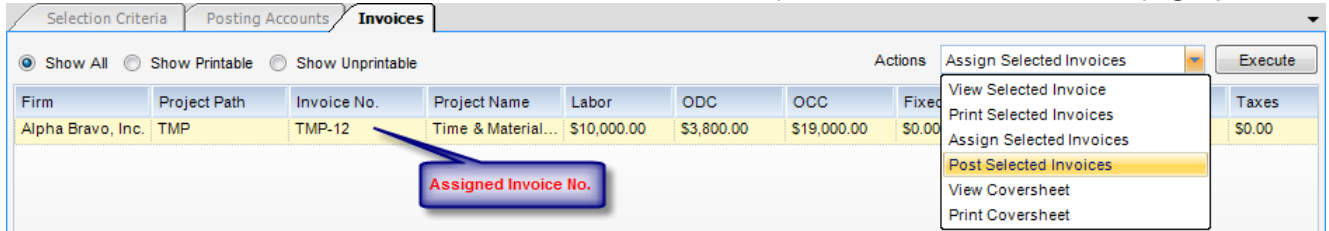
Step 5 - The retainage has now been applied and appears on the Invoicing tab under the Retainage column. (Fig. 4)



Firm	Project Path	Project Name	Invoice No.	Labor	ODC	OCC	Fixed Fee	Retainer	Retainage	Taxes
Alpha Bravo, Inc.	TMP	Time & Material...	Draft	\$10,000.00	\$3,800.00	\$19,000.00	\$0.00	\$0.00	\$500.00	\$0.00

(Fig. 4)

Step 6 - To post the retainage, click the **Actions** drop-down 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)



Firm	Project Path	Invoice No.	Project Name	Labor	ODC	OCC	Fixed	Taxes
Alpha Bravo, Inc.	TMP	TMP-12	Time & Material...	\$10,000.00	\$3,800.00	\$19,000.00	\$0.00	\$0.00

(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 to a retainage G/L account for future invoicing. (Fig. 6)

Rev. No.	Project Path	Expense Code	G/L Account	Amount	G/L Comments	PM Comments
1	TMP		1130	(\$500.00)		
1	TMP		4000	\$10,000.00		
1	TMP	001	4200	\$2,500.00		
1	TMP	008	4100	\$19,000.00		
1	TMP	010	4200	\$1,000.00		
1	TMP	011	4200	\$300.00		
* ...Enter New Line...				\$0.00		
				\$32,300.00		

(Fig. 6)

6.2.3 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

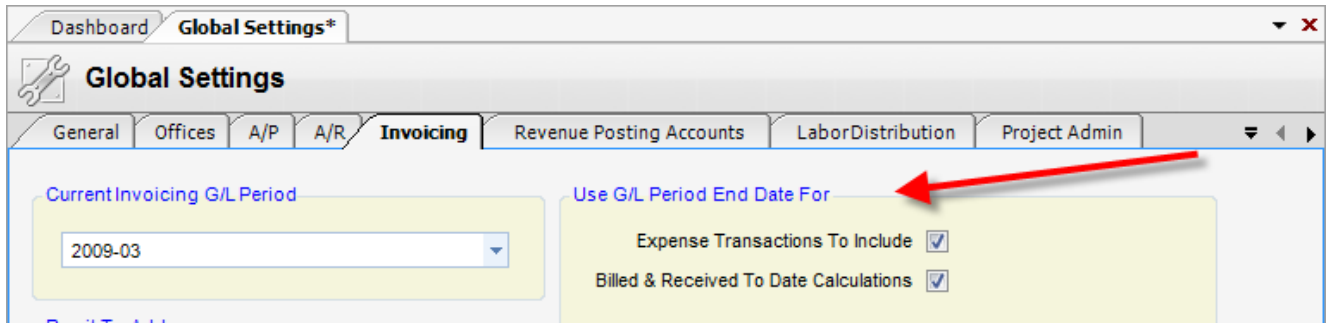
Disbursement Journal = Check Date

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.



(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.

6.2.4 Expense Code Markups (Hierarchy of Processing)

Description: Understanding the Hierarchy of Processing with Expense Code Mark-ups.

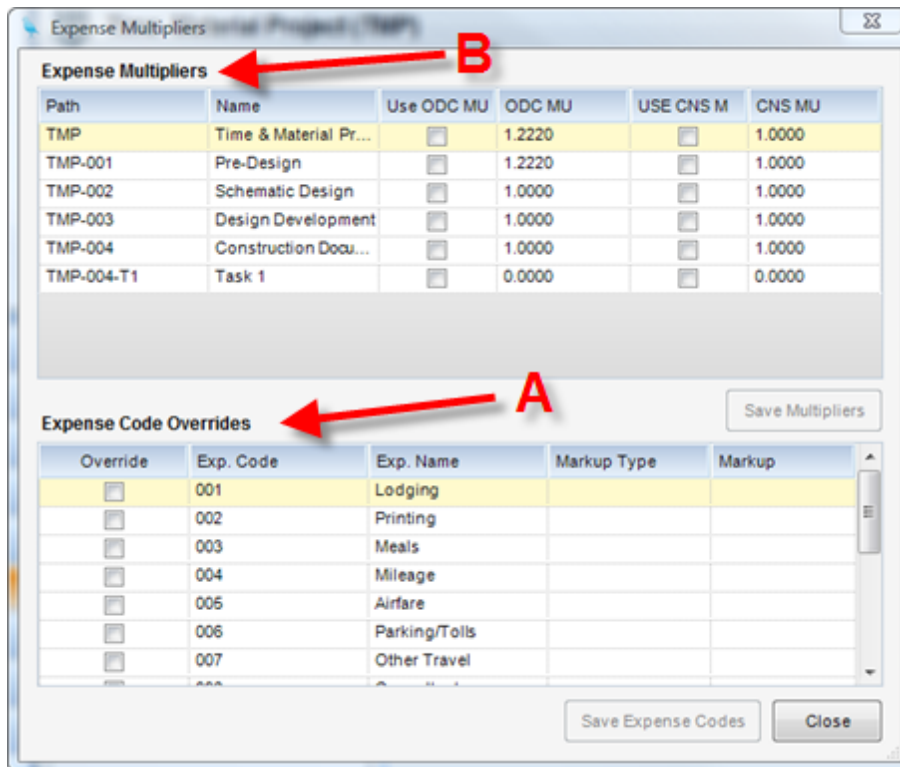
1 - Hierarchy of Processing is where InFocus looks when processing transactions with mark-ups.

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)*

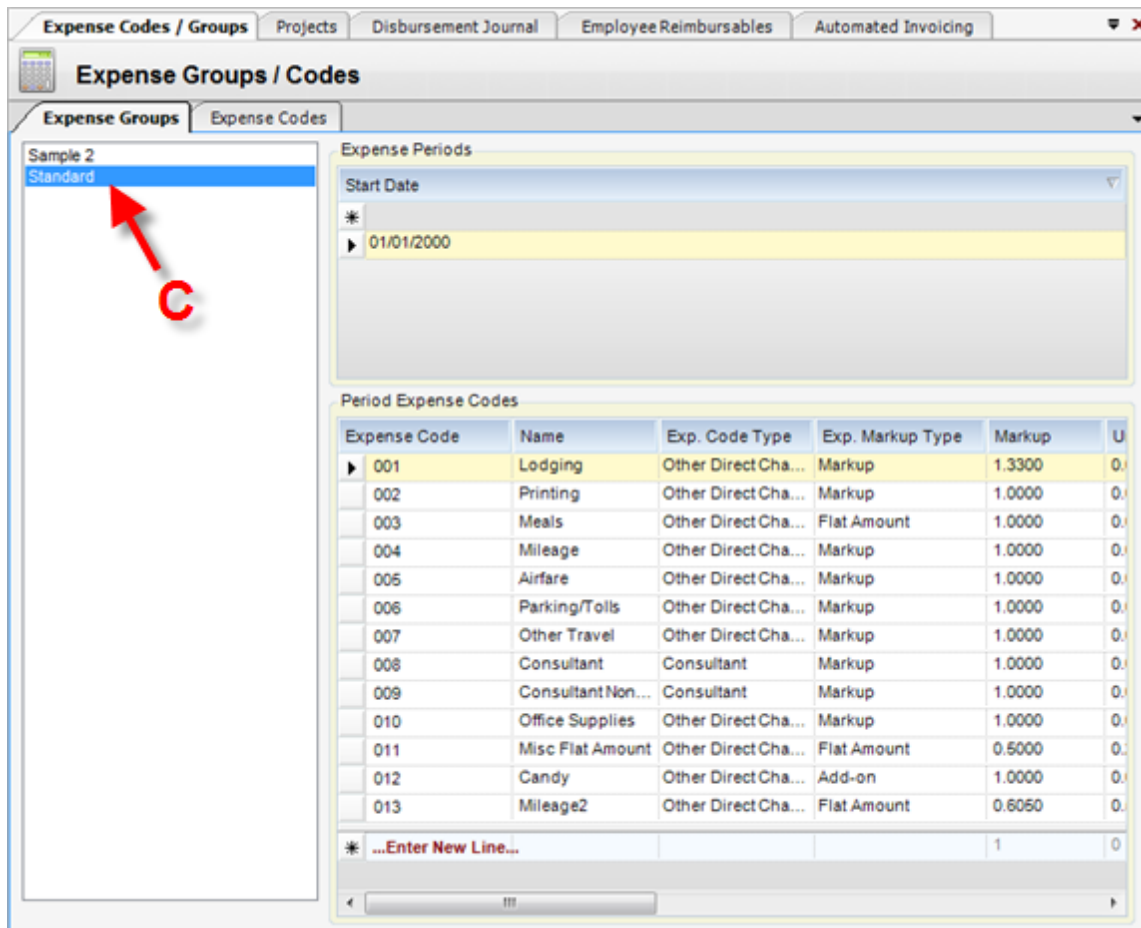
B - PROJECT (EXPENSE MULTIPLIERS) (Fig.1)- Next, InFocus looks at **Expense Multipliers**. These are created in the **Project Administration Module/Projects Applet**. Right-click on the project and select **Expense Markups / Codes**. Look at the top grid. This is where you establish Expense Multipliers on a per Project basis. For instructions on how to use them, see the How to set [Expense Markups/Codes](#).

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)*



(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.

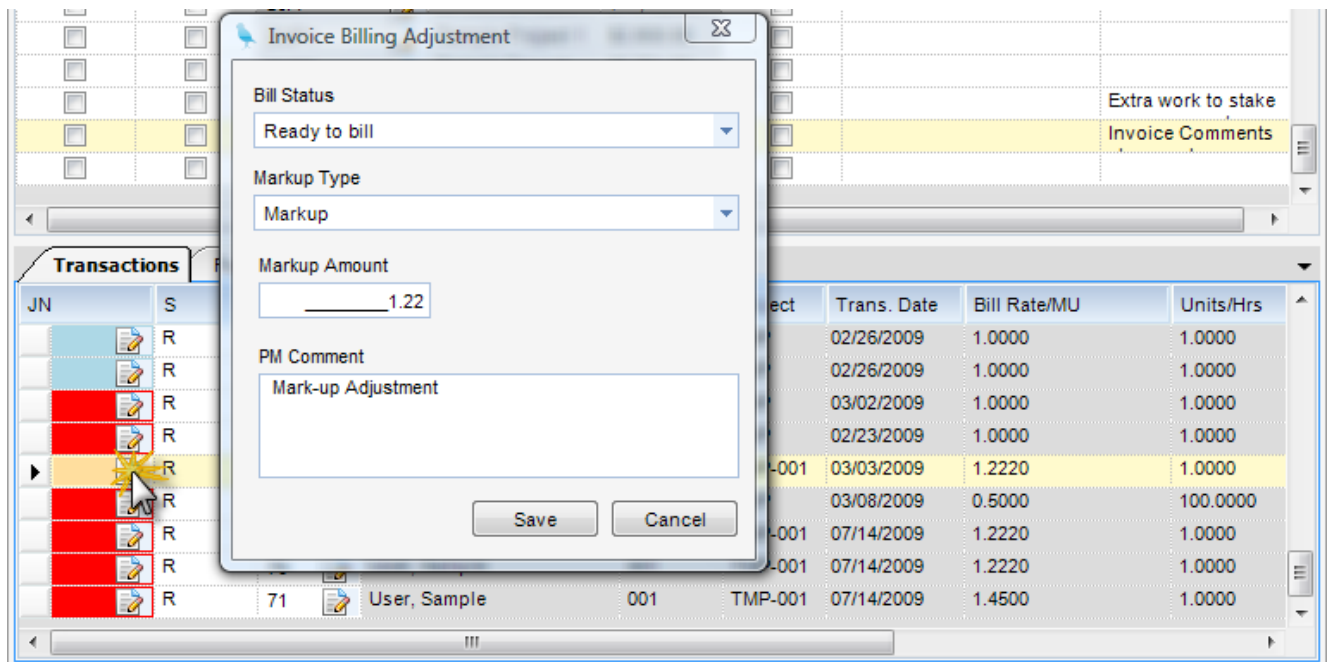


(Fig. 2)

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.



(Fig. 3)

6.2.5 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 [How to Apply a Rate Schedule](#).

Project Rate Schedules

Path	Code	Name
1050	1050	Test Project Pay Rate
1050-01	01	Phase 1
1050-02	02	Phase 2
1050-03	03	Phase 3
1050-04	04	Phase 4

When "Use Multipliers" is selected, these mutipliers are

Multipliers (Labor)

DPE

OH

Profit

Job Cost

Other

Use Rate Schedule

JOB COST

Use Multipliers

Markup Type

Apply for Premium Time

Bill Rate

Other

Use Rate Schedule

OVERRIDE

Use Multipliers

Apply for Premium Time

Pay Rate

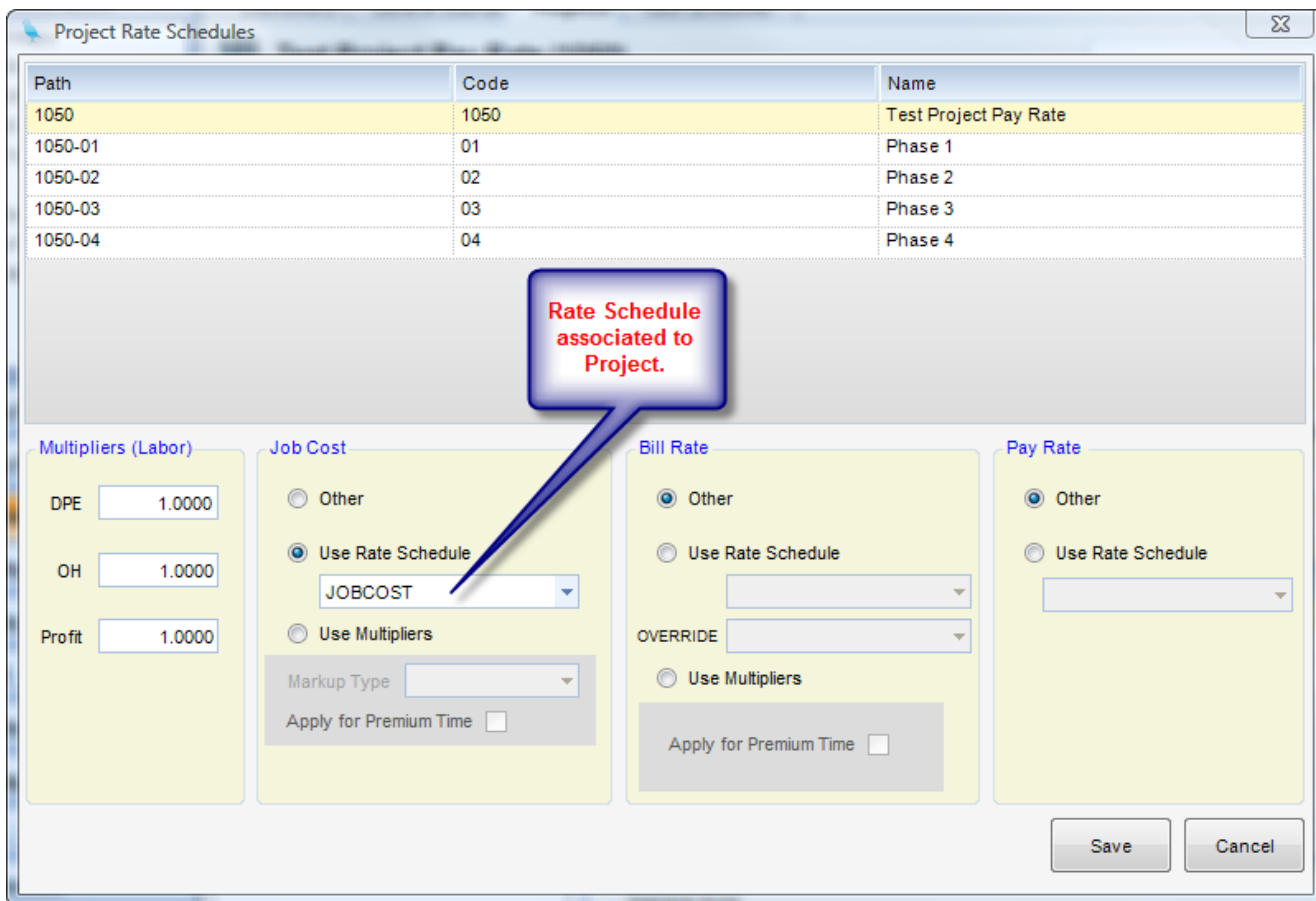
Other

Use Rate Schedule

Save Cancel

(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).



(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.

Step 4 - If all levels of the WBS have been exhausted without a match, then the Employee record rate is used (Fig. 3).

The screenshot shows the 'Employees' form with the 'Accounting / Rates' tab selected. The form is for a user named 'Sample User'. The 'Rates' section contains the following fields:

Field	Value
Bill Rate	\$50.00
Prem. Job Cost Rate	\$150.00
Prem. Bill Rate	\$75.00
Target %	0.00
Job Cost Rate	\$100.00

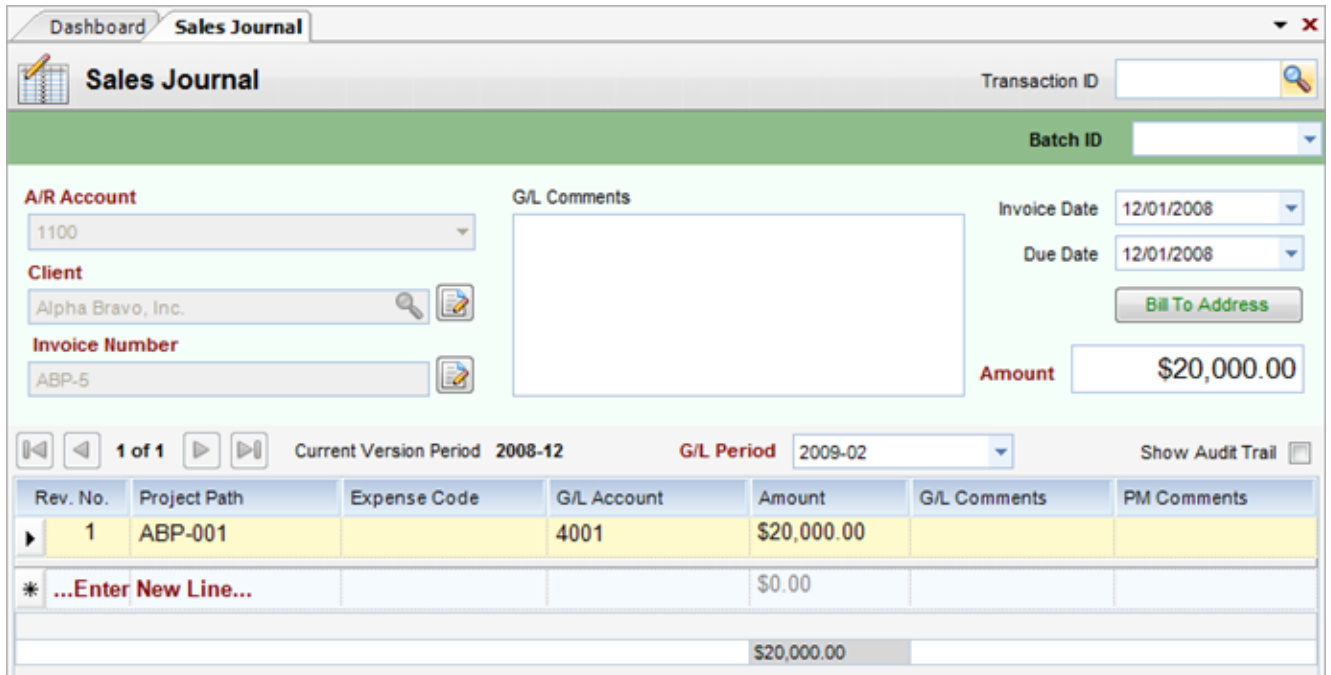
A red arrow points to the 'Bill Rate' field.

(Fig.3)

6.2.6 Write off a Bad Debt

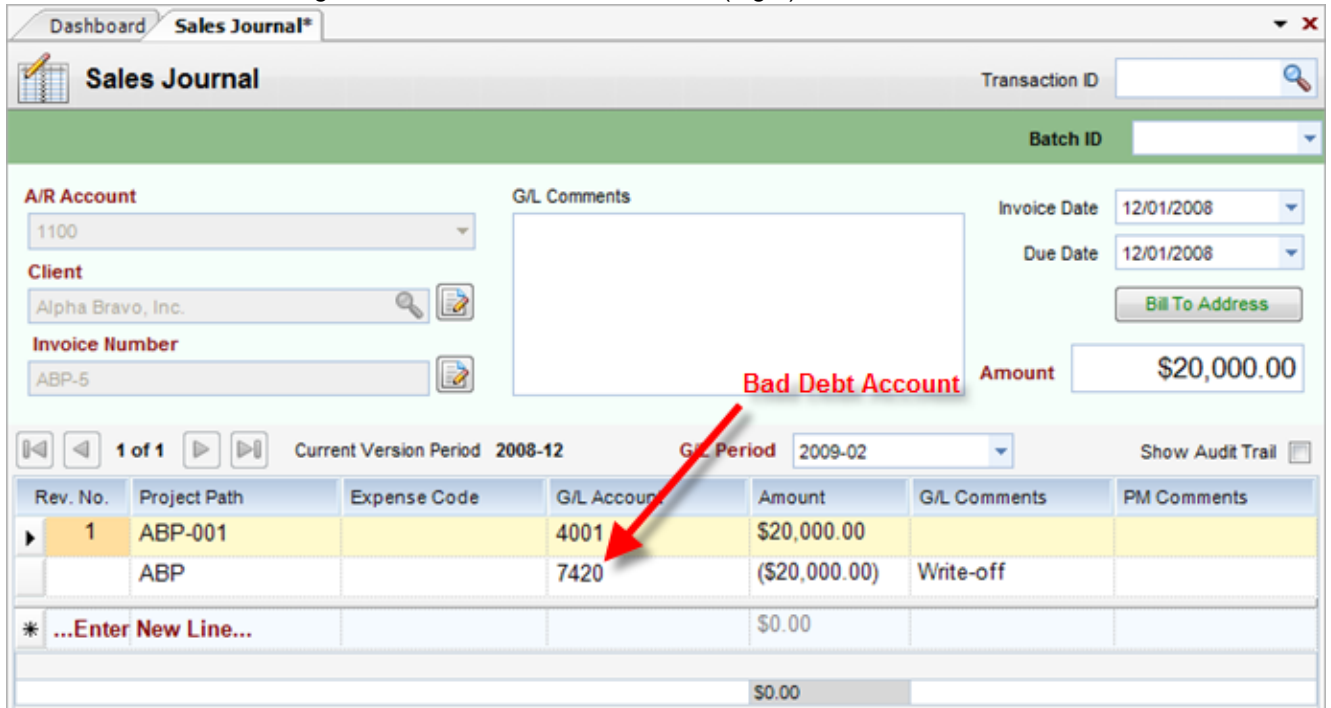
Description: Here are the steps to writing off a client invoice.

Step 1 - In the Sales Journal applet, (Accounts Receivable) recall the invoice to be written-off. (Fig.1)



(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)

Dashboard Sales Journal*

Sales Journal Transaction ID

Batch ID

A/R Account 1100

Client Alpha Bravo, Inc.

Invoice Number ABP-5

G/L Comments

Invoice Date 12/01/2008

Due Date 12/01/2008

Amount 0.00

1 of 1 Current Version Period 2008-12 G/L Period 2009-02 Show Audit Trail

Rev. No.	Project Path	Expense Code	G/L Account	Amount	G/L Comments	PM Comments
1	ABP-001		4001	\$20,000.00		
	ABP		7420	(\$20,000.00)	Write-off	
* ...Enter New Line...				\$0.00		
				\$0.00		

(Fig.3)

6.2.7 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)

General Journal Transaction ID

Transaction ID --New Transaction--

Transaction Date 02/18/2010

Cash Accrual Type Both

G/L Comments

Closing Entry

Ignore in Rev. Rec

Rev. Rec. Entry

Labor Dist. Entry

1 of 1 Current G/L Period G/L Period 2010-02 Show Audit Trail

Rev. No.	Project Path	Expense Code	G/L Account	Amount	G/L Comments	PM Comments
*	G1-01P		.4000	-10000		
* ...Enter New Line...				\$0.00		
				\$0.00		

(Fig.1)

Step 2 - The next line would go against the same Billed Revenue account for the reverse amount but no project

would be specified. Click Save.(Fig.2)

The screenshot shows the 'General Journal' window. At the top, there are navigation buttons and a search icon. Below that, there are input fields for Transaction ID (set to '--New Transaction--'), Transaction Date (02/18/2010), and Cash Accrual Type (Both). A large text area for G/L Comments is present. On the right side, there are checkboxes for 'Closing Entry', 'Ignore In Rev. Rec.', 'Rev. Rec. Entry', 'Labor Dist. Entry', and 'Show Audit Trail'. Below these are navigation controls and a 'Current G/L Period' dropdown set to '2010-02'. The main table has columns: Rev. No., Project Path, Expense Code, G/L Account, Amount, G/L Comments, and PM Comments. A red arrow points to the 'Project Path' field with the text 'No Project'. Another red arrow points to the 'Amount' field, which contains '\$10,000.00', with the text 'Opposite Amount'. Below the table is a row for entering a new line with a total amount of '\$0.00'.

Rev. No.	Project Path	Expense Code	G/L Account	Amount	G/L Comments	PM Comments
	G1-01P		4000	(\$10,000)		
			4000	\$10,000.00		
* ...Enter New Line...				\$0.00		
				\$0.00		

(Fig.2)

6.2.8 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)

The screenshot shows the 'Sales Journal' window. At the top, there are navigation buttons and a search icon. Below that, there are input fields for A/R Account (1100), Client (Alpha Bravo, Inc.), and Invoice Number (TMP-7). A large text area for G/L Comments is present. On the right side, there are input fields for Invoice Date (08/10/2009) and Due Date (08/10/2009), a 'Bill To Address' button, and an 'Amount' field set to '\$0.00'. Below these are navigation controls and a 'Current Version Period' dropdown set to '2009-02'. There is also a 'Show Audit Trail' checkbox.

(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)

Sales Journal Credit Memo Checkbox

Credit Memo

A/R Account: 1100
 Client: Alpha Bravo, Inc.
 Invoice Number: TMP-7

G/L Comments: [Empty]

Invoice Date: 08/10/2009
 Due Date: 08/10/2009
 Bill To Address

Amount: **(\$1,000.00)**

Amounts are equal

1 of 1 Current Version Period G/L Period 2009-02 Show Audit Trail

Rev. No.	Project Path	Expense Code	G/L Account	Amount	G/L Comments	PM Comments
	TMP-001		4000	(\$1,000.00)		
* ...Enter New Line...				\$0.00		
				(\$1,000.00)		

(Fig.2)

6.2.9 Apply Over-Payments

Description: How to post an over-payment.

Invoice that over-payment was received for. (Fig.1)

Sales Journal

A/R Account: 1100
 Client: Alpha Bravo, Inc.
 Invoice Number: TMP-13

G/L Comments: [Empty]

Invoice Date: 08/10/2009
 Due Date: 08/10/2009
 Bill To Address

Amount: **\$13,013.39**

Invoice receiving payment for.

1 of 1 Current Version Period 2009-05 G/L Period 2009-05 Show Audit Trail

Rev. No.	Project Path	Expense Code	G/L Account	Amount	G/L Comments	PM Comments
1	TMP		4000	\$10,700.00		
1	TMP		4300	\$560.39		
1	TMP	001	4200	\$1,650.00		
1	TMP	002	4200	\$101.50		
1	TMP	003	4200	\$1.50		
* ...Enter New Line...				\$0.00		
				\$13,013.39		

(Fig.1)

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)

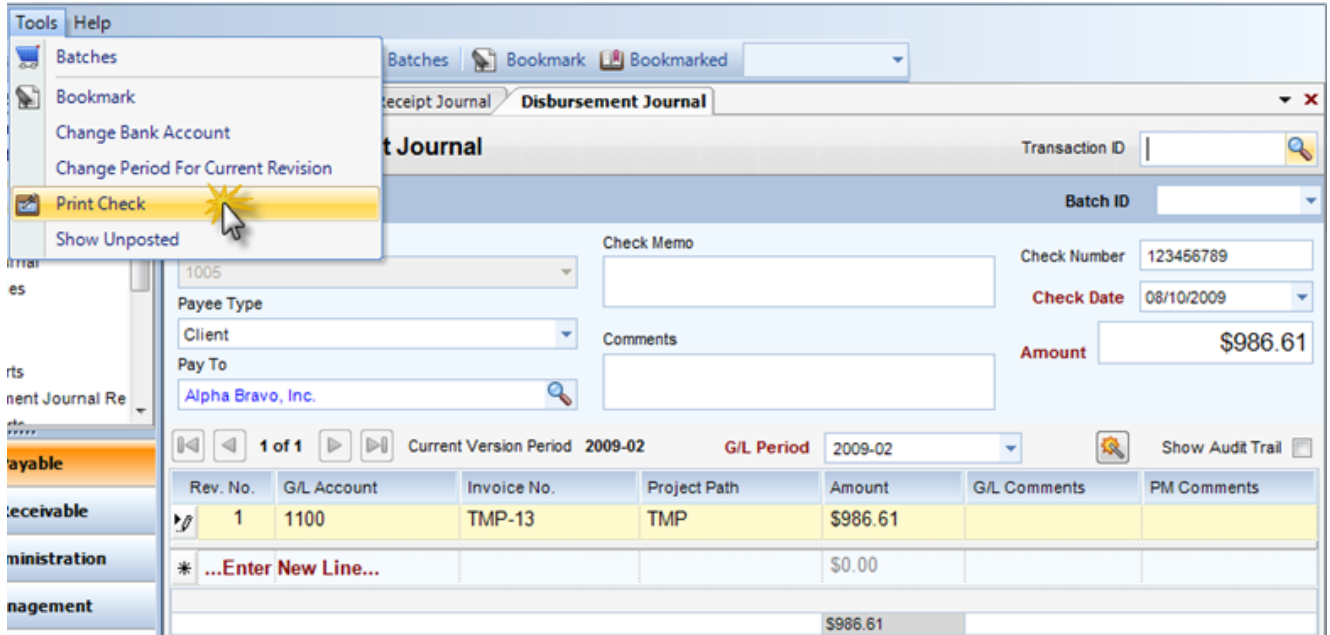
(Fig.2)

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

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)

6.2.10 Manually Setting Up Historical Amounts (Received to Date)

Description: How to manually set up historical amounts (Received to Date).

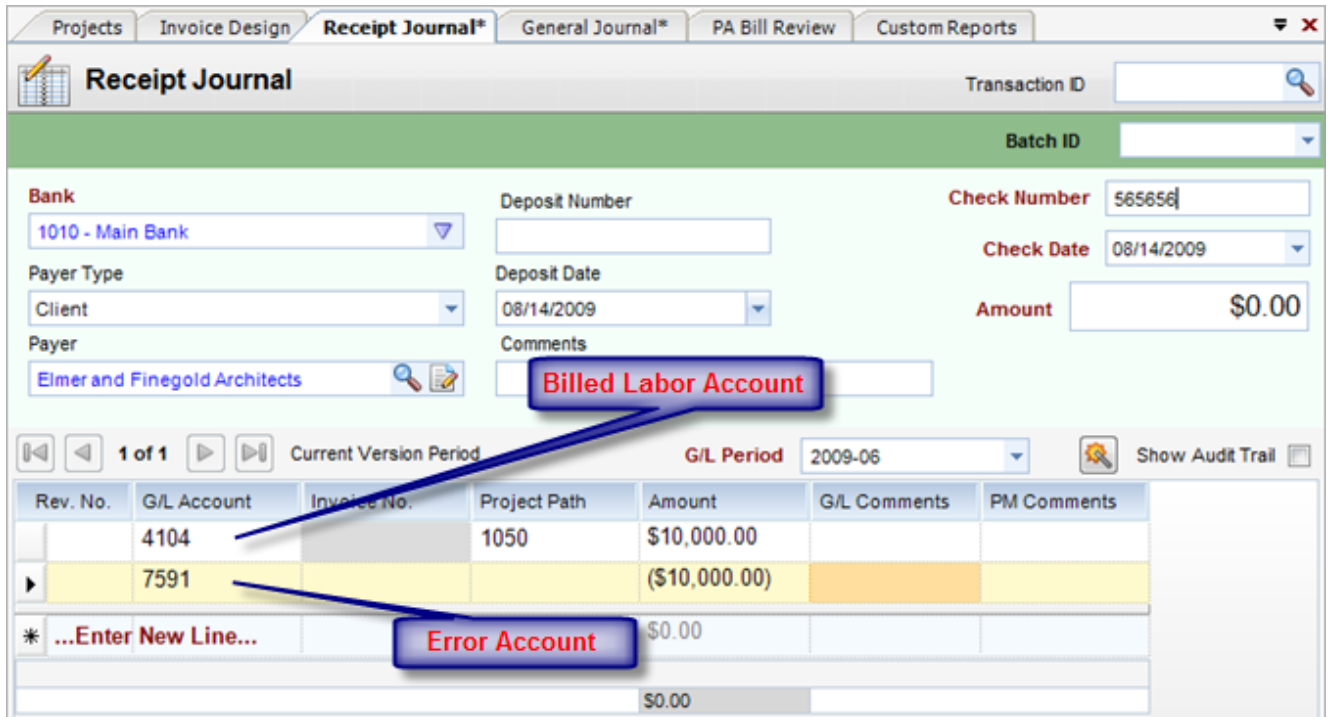
Using the *Revenue Analysis Report*, we will monitor this change. First we look at the report before the change. (Fig.1)

Revenue Analysis Report before any journal adjustments.

Revenue Analysis - Smoot											
Revenue Detail											
Trans #	Date	Hourly	Fixed Fee	ODC	OCC	ICC	Other	Bad Debt	Retainage	Advance	Received
1050 Hilton Times Square											
Receipts											
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
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,600.00
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	58,600.00

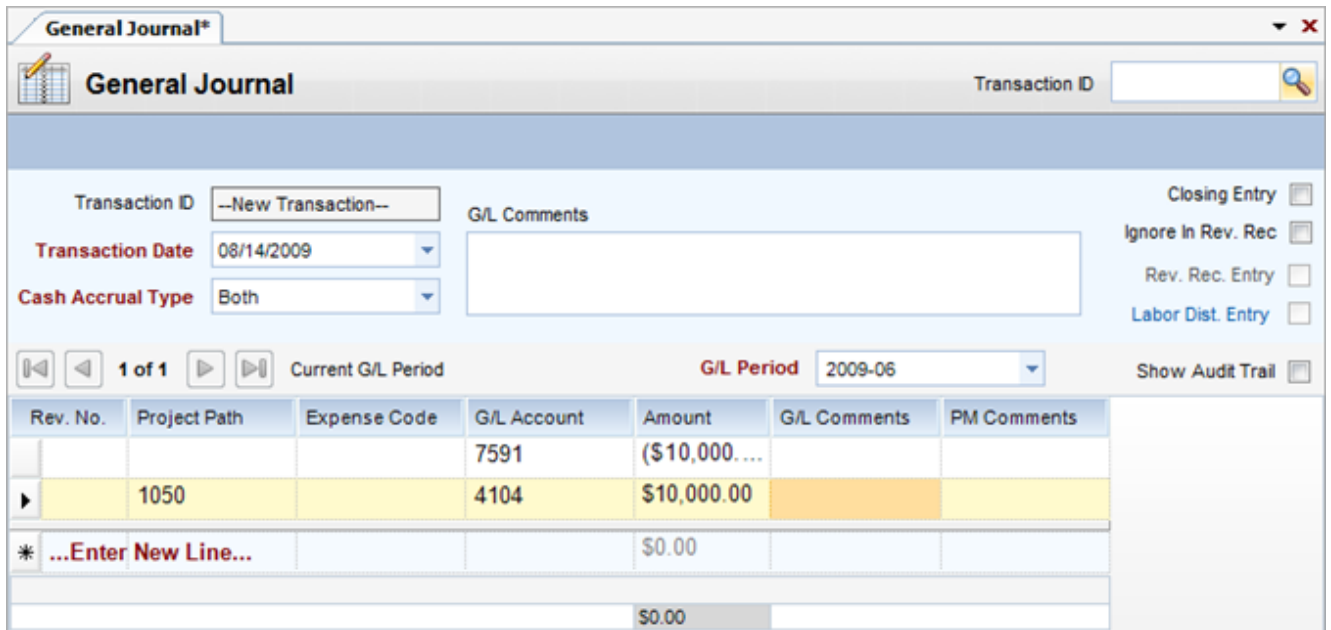
(Fig.1)

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)



(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)

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											
Adjustments											
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

Note: Red arrows in the original image point to the 'Fixed Fee' and 'Received' columns for adjustment 49, and the 'Advance' column for receipt 38. Red text labels 'Journal Entries' and 'Updated Received to date.' are also present.

6.2.11 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.

6.2.12 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.

6.2.13 Enter an Electronic Transfer

Description: How to enter an electronic transfer.

Do you enter an 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

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.

6.2.14 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.

6.2.15 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.

6.2.15.1 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

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)

Quantity / Unit Rate

0.

Backspace
CE
C

7	8	9	/	sqrt
4	5	6	*	%
1	2	3	-	1/x
0	+/-	.	+	=

Set To Quantity
Set To Unit Rate

Quantity	*	Unit Rate	=	
100		0.0000		

Ok
Cancel

(Fig.2)

Dashboard **Purchases***

Purchase Journal Transaction ID

Batch ID

A/P Account 2100-CO - Accounts Payable

Vendor AEP

Invoice Number 1123

G/L Comments

A/P Comments

Invoice Date 11/12/2009

Due Date 12/12/2009

Amount \$0.00

1 of 1 Current Version Period **G/L Period** 2009-10 Show Audit Trail

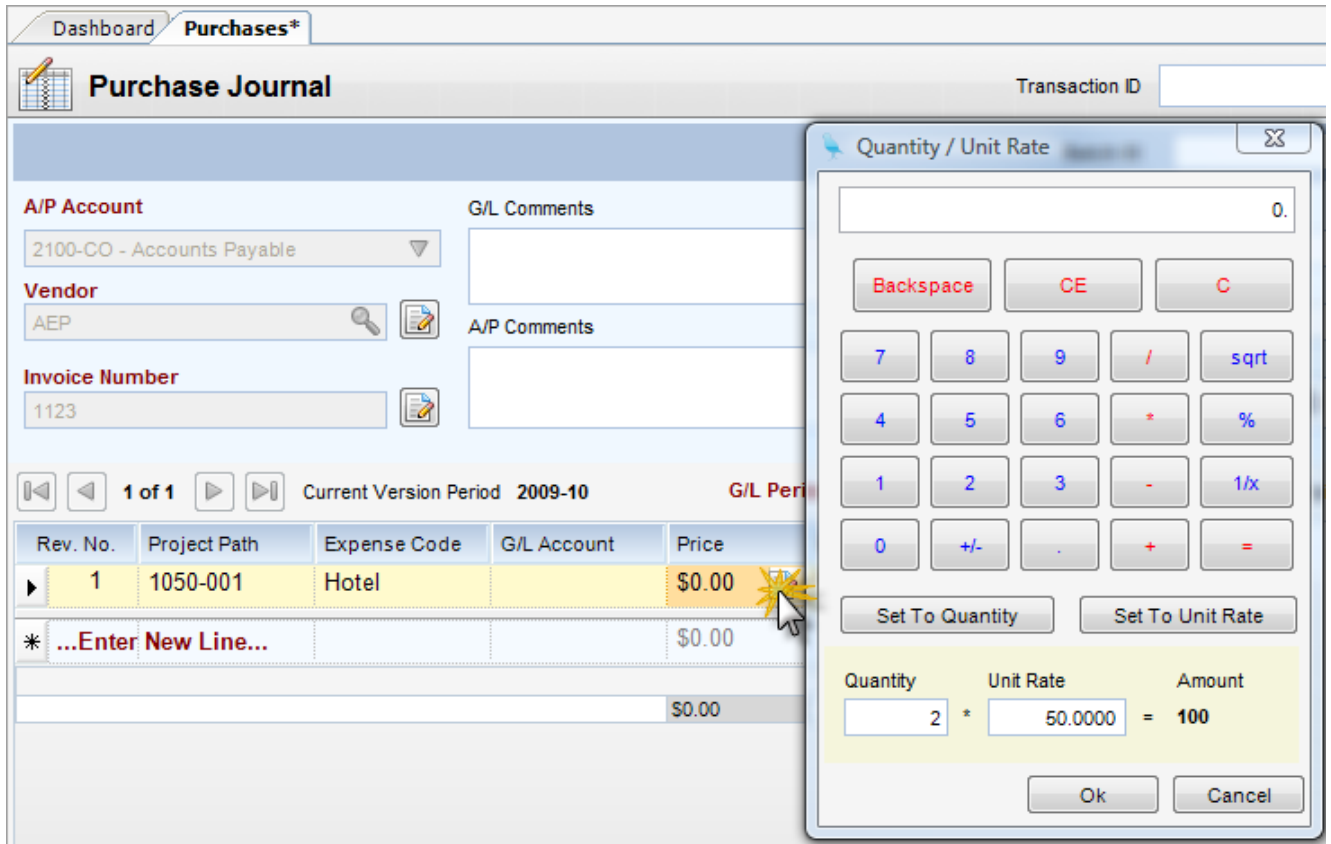
Rev. No.	Project Path	Expense Code	G/L Account	Price	Bill Status	G/L Comments	PM Comments
	1050-001	InHouse	5202-ME	\$0.00	Ready to...		InHouse Charge
*	...Enter New Line...			\$0.00			
				\$0.00			

(Fig.3)

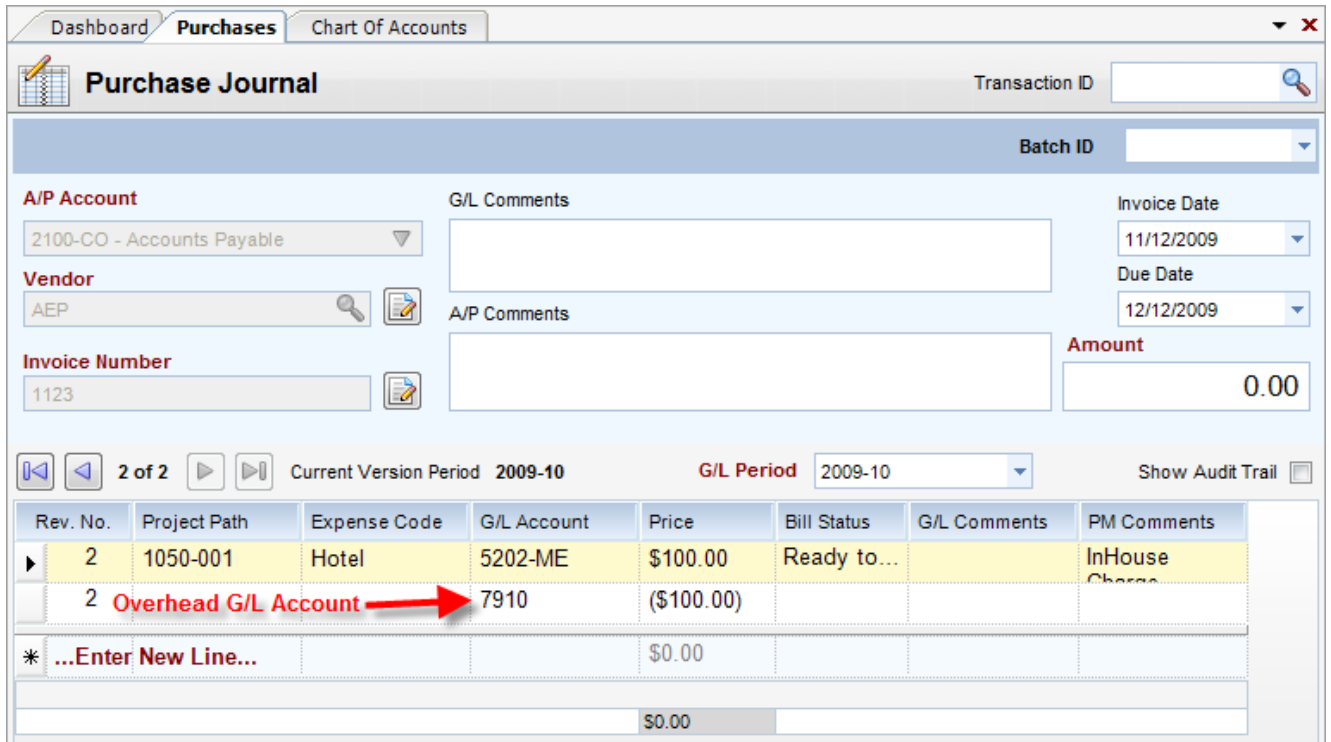
Method #2

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).



(Fig.4)



(Fig.5)

7 InFocus Advanced

7.1 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.

Key Concepts

Note - 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 time sheet 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.

7.1.1 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.

Return Type	Description	Fields	Data Types	Field Description	Additional Information
<i>Message</i>	Displays a message box on the screen	reterr	numeric	Greater than 0=Success, Less than 0=Error	
		retmsg	nvarchar	The message to display on screen	
<i>Applet</i>	Opens an InFocus Applet	appletname	nvarchar	The name of the applet to open	Chart of Accounts, Clients, Disbursement Journal, Employee Reimbursables, Employees, General Journal, Projects, Project Planning, Purchase Journal, Receipt Journal, Sales Journal, Time Sheet, Vendors, Expense Sheets, Timesheet Adjustments
		keyid	int	The ID of the record to load in the respective applet	
<i>DocID</i>	Downloads a document from Document Manager	docid	int	The ID of the document record to download	Please note, this return type bypasses defined permissions set on the document(s).
<i>Web Call</i>	Makes a call to the web	BrowserWidth	int	If opening a browser, this sets the width	
		BrowserHeight	int	If opening a browser, this sets the width	
		Content	nvarchar	The override data to post to the	

Return Type	Description	Fields	Data Types	Field Description	Additional Information
				weburll	
		ContentType	nvarchar	The content type header (default is application/x-www-form-urlencoded)	
		Debug	bit	When true, the response will be added to the InFocus SQL Watcher	
		FilePath	nvarchar	For uploading files. If set, this will automatically set the method to post and the contenttype to multipart/form-data	
		Format	nvarchar	Format to utilize in the web call	Allowed formats are: FORM, JSON, or XML (default is FORM)
		IncludeParams	bit	When true, the parameters from the Action will be posted in the format specified	
		IsDocManagement	bit	When true, and a file is being uploaded, it will also post the necessary fields for the listening Document Management service	
		Method	nvarchar	Method to utilize in the web call	For example: GET, POST, PUT,HEAD, etc. The default is GET
		OpenURL	nvarchar	Opens a browser	

Return Type	Description	Fields	Data Types	Field Description	Additional Information
				to the specified URL	
		ParamQuerystring	bit	If true, the included parameters will be appended to the URL as a query string	
		Password	nvarchar	The password for basic authentication	
		ResponseProcedure	nvarchar	If specified, the web response is passed to the procedure specified in a variable called @response nvarchar(max)	
		ShowResponse	bit	If true, the response will be shown in a browser window	
		URL	nvarchar	The URL to be called	
		UseBasicAuth	bit	If true, the basic authentication header will be added.	Username and Password must be present
		Username	nvarchar	The username for basic authentication	
		Delay	int	number in milliseconds to wait after processing (good for pausing if making a lot of calls to the same URL)	
<i>Action</i>		CVSReportID	int	Launches the system "action" / "report"	

Return Type	Description	Fields	Data Types	Field Description	Additional Information
		CUSReportID	int	Launches the custom "action" / "report"	
		ShowDialog	bit	If true, and DefaultParams are passed in, it will still show the dialog.	
		ToFile	bit	If true, the output will be saved to file	
		Filename	nvarchar	The full path to the file to save	
		ToDocMgt	bit	if true, the file will be saved to document mgt	
		DocAppId	int	The Document Applet Type ID (from table DocAppletTypes)	
		doc_KeyId	int	The relative doc type	
		doc_<AppletName>	int	Additional columns in the format doc_appletName (from the table DocAppletTypes without the space) where the value is the key. For example, doc_salesjournal with value 1 would associate the document to the Sales Journal SJID 1	
		ToEmail	bit	if true, the same fields for email can be supplied. Filename can be comma separated	

Return Type	Description	Fields	Data Types	Field Description	Additional Information
		param_name	string	param_ precedes the name of the parameter to pass into the action being run. for example param_projectpath would pass the value in that column into the ^projectpath^ parameter in the action being run.	
		[CUS CVS] DocTypeId	int	the primary document type (folder)	
<i>Email</i>					
		RecipEmail	string	the comma separated list of "To's"	
		CC, BCC, Subject, Body	string	normal email fields	
		FromAddress, FromName	string	the from info	
		SmtServer	string	Optional (defaults to GS)	
		SmtUser	string	Optional (defaults to GS)	
		SmtPass	string	Optional (defaults to GS)	
		SmtPort	int	Optional (defaults to GS)	
		UseSSL	bit	Optional (defaults to GS)	
		DocId	int	If supplied, emails the document	
		Filename	string	comma separated list of file path's to attach	

Return Type	Description	Fields	Data Types	Field Description	Additional Information
<i>Power shell</i>	Runs powershell script				
		\$infocus	object	The powershell parameter that gets passed in from InFocus	
		.RetErr	int	Return Number, negative is an error	
		.RetMsg	string	Return Message	
		.Db	SqlConnection	SqlConnection (unopened) pointing to InFocus Database	
		.Tx	SqlTransaction	SqlTransaction if in a transaction pipeline	
		.Error	Exception	Internal Exception	
		.Username	string (readonly)	The current InFocus Username	
		.UserId	int (readonly)	The current InFocus User Id	
		.EmpId	int (readonly)	The current InFocus Employee Id	
		.EmpCode	string (readonly)	The current InFocus Employee Code	
		.EmpName	string (readonly)	The Current InFocus Employee Name	
		.KeyId	int	The primary key of the current record (if applicable)	
		.AppletName	string	The name of the executing applet (if applicable)	

projectlongname, jtcode, and jtname.

- Extended Views 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.

7.3 Labor Distribution

Overview

The purpose of labor distribution is to post labor to the General Ledger and mirror payroll.

Key Concepts

- When labor distribution is run, the Owing Org. (Profit Center) will receive the labor cost transferred to it. If Labor Distribution is run at a rate other than pay rate, the difference between that rate and pay rate will be debited against the Owing Org. of the project and credited against the Home Org. of the employee for employees outside of the Owing Org Unit.
- Labor Distribution posts labor figures to the General Ledger based on time sheet entries. The process scans time sheets 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 required in [Global Settings>Labor Distribution Tab](#)
- 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 time sheet entries that were a part of the run with the General Journal transaction ID. Deleting the General Journal transaction will erase the link to time sheets, allowing them to be reprocessed in a future run.
- By running Labor Distribution, you are associating the included time transactions with a G/L Period. If you are attempting to run Project Management Reports by G/L Period, you must be running this utility.
- Every time Labor Distribution is run, any time sheet 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.

7.3.1 Using Compensation Time

Overview

Optionally, Labor Distribution can record compensation time to a compensatory project.

Key Concepts

- The compensatory project is specified in [Global Settings>Labor Distribution Tab](#) .
- 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.

7.3.2 Clearing and Variance Accounts

Overview

The offset of the direct and indirect postings are divided amount clearing and variance accounts

Key Concepts

- 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.
- 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.

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 time sheet line item within the work date range to be processed.

7.3.3 Use G/L Account derivation

Overview

This section describes how Labor Distribution derives a G/L Account.

Key Concepts

- There are two steps to obtaining G/L Accounts in Labor Distribution: 1) obtaining the base code, and then 2) obtaining the org. unit.
 - 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 time sheets.
 - 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 time sheets.

7.4 Multi-Company Tab

Overview

Multi-Company (Inter Company Transfers aka. ICT) is used for advanced multi-company support.

Note - 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.

Key Concepts

- Multi-Company is Enabled in [Global Settings>Multi-Company Tab](#).
- Multi-company transfers can be achieved through Automated Invoicing.
- When using Multi-Company, top level org units are considered companies.
- 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.
- 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.

- 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.

7.5 Multi-Currency

Overview

InFocus 2.0 and greater is 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.

7.5.1 Getting Started

Terms

The following terms are used throughout the manual and are foundational to understanding InFocus Multi-Currency.

InFocus Multi-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.

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

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>Currency Tab](#).

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 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 up-sized 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.

Print Criteria

Filters Multi-Currency Settings Team Leaders UDF's

Currency Type Project

Currency American Dollars

Print Expanded

View Data Print Cancel

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

- A/R Check Writing
- Import of Expense Sheets
- Convert To Cash
- Automated Invoicing

7.5.2 Administration

Global Settings

The root setup of IMC is completed in [Administration>Global Settings>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 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

7.5.3 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>Currency 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".

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> Account Associations Tab](#). 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 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.

- 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.

7.5.4 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 at [Project Administration>Projects>Multi-Currency Tab](#). 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.

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.

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.

7.5.5 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.

7.6 Organizational Units

Overview

InFocus uses a Parent/Child system to represent the levels of hierarchy within an organization. They are referred to as Organizational Units (aka Profit Centers). Org Units are classified by [Org Labels](#) and can represent entities such as: Office, Department, Division, etc.

Key Concepts

- The Organization Units applet is where Org. Units (Profit Centers) are managed and ran. [More on the Organizational Units applet](#)

- 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. [More on Multi-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.

Additional Information

- 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. [More on Revenue Recognition](#)
- Projects can be shared among org. units at the specified level established in [Global Settings>Project Admin Tab>Profit Centers](#). 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.

7.7 Overhead Allocation

Overview

The Overhead Allocation applet manages how overhead is viewed. This is an Advanced feature offered by InFocus. It is recommended that you contact support to schedule a consultation before you implement this feature.

Key Concepts

- The Overhead Allocation applet is where the Allocation scripts are managed and ran. [More on the Overhead Allocation applet](#)
- There are two ways to view overhead on project management reports.
 - 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.
 - 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 transactions for the given period.

7.8 Profit Sharing

Overview

Profit Sharing or Profit Center Sharing is accomplished by assigning Organizational Units (aka Profit Centers) 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>Project Admin Tab>Profit Centers Section](#) . 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. [More on Organizational Units \(aka Org Units\)](#)

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 (Org. Unit) 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 Owing Profit Center that receives any under-runs or absorbs any over-runs. The owner level cannot exist below the sharing level. [More on Revenue Recognition](#)

Key Concepts

- The Profit Sharing applet is where the Profit Sharing is managed. [More on the Profit Sharing applet](#)
- 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.
 - *Fixed Fee and Not-To-Exceed* type projects all over-run and under-run will be attributed to the owning profit center.
- 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. [More on Project Setup](#)
 - 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*. [More on Profit Centers \(aka Org Units\)](#)

- All profit centers established at each node can have revenue methods set for the four PM types. In [Global Settings>Project Admin Tab>Profit Centers](#), 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.

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.

7.9 Revenue Recognition

Overview

Revenue Recognition is used to recognize Unbilled Revenue and WIP on the General Ledger. This utility serves two purposes: 1) it posts Earned Revenue and 2) it performs Profit Sharing within projects.

Key Concepts

- There is Post Earned Revenue Utility that is used to do this. [More on the Posting Earned Revenue Utility](#)
- Revenue recognition is to used to meet the GAAP principle of recognizing revenue in the same accounting period that the expense was incurred.
- When the 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.

- 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>Revenue Recognition Tab](#).
- When upsets occur, the overage is posted against an upset G/L account set on the [Global Settings>Revenue Recognition Tab](#). 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.