

HansaWorld Enterprise

Integrated Accounting, CRM
and ERP System for
Macintosh, Windows, Linux,
PocketPC 2002 and AIX

Job Costing and Time Billing

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Preface

The HansaWorld Enterprise range of products contains a number of powerful accounting, CRM and ERP systems for the Windows, Macintosh, Linux, PocketPC 2002 and AIX environments.

The programs are designed to make administration and accounting as easy and fast as possible. They are similar in operation regardless of platform. In the specific areas where there are significant differences, these are described and illustrated in full. In all other cases illustrations are taken from the Windows XP version.

This manual covers Hansa's Job Costing module. Prior to reading it, you should already be familiar with Hansa's Work Area (its modules, registers, windows, menus and buttons, covered in the 'Introduction to HansaWorld Enterprise' manual) and the Customer and Item registers (described in the 'Customers and Suppliers' and 'Items and Pricing' manuals respectively). You should also be familiar with the Sales Ledger module.

Text in square brackets - [Save], [Cancel] - refers to buttons on screen.

Information in this document is subject to change without notice and does not represent a commitment on the part of HansaWorld. The Software described in this document is a sophisticated information management system. Features are liable to alteration without notice. This documentation is not intended as a de facto representation of the system, but as an overview of its facilities. It cannot be exhaustive in all respects. Whilst effort is made to ensure the accuracy of the information published concerning the features and use of HansaWorld software, it is still possible that certain functions mentioned may not be fully implemented, may not be available under certain circumstances, or may possibly relate to a future release of the software. Errors and omissions excepted. HansaWorld accepts no contingent liabilities. All HansaWorld software related transactions are subject to HansaWorld's Conditions of Sale and Software Licence Agreement. All rights reserved.

How these manuals are organised

Introduction to HansaWorld Enterprise

Introduction	Installing HansaWorld Enterprise, the basic ideas
Work Area	Basic elements of HansaWorld Enterprise: modules, registers, windows, menus, functions, buttons
Accounting Principles	About the place of HansaWorld Enterprise in your business, integration between ledgers, objects
Starting Work	Entering opening balances

Manuals for each Module

Assets	Asset accounting, calculation of depreciation using user-definable depreciation models, revaluation
Cash Book	Inward and outward cash transactions, receipts and payments
Consolidation	Multi-company reporting, subsidiaries and daughter companies
Contracts	Periodic invoicing and repeat billing, contract renewals, contract quotations, contracts from invoices
CRM	Time management using daily or monthly calendar formats. Contact and customer history. Customer letters and mailshots. Target time. Employee Time Statistics
Currency	Multi-currency in all modules
Customers and Suppliers	Customers and suppliers, customer categories and reports
Expenses	Payments to and from employees
Items and Pricing	Products and services, pricing
Job Costing	Project management. Recording time, expenses and purchases. Instalments. Pricing by consultant, project, task and time of day. Budgets and quotations
Mail	Internal mail, external mail (email), conferences, off-line local mail, chat
Nominal Ledger	Transactions, simulations, budgets and revised budgets. Error correction. Account reconciliation. Transaction templates. Flexible management and financial reports with multi-dimensional analysis and drill-down to transaction level
Production	Multi-level assemblies from components
Purchase Ledger	Purchase invoices, payments and payment suggestions, creditor reports, prepayments, accruals, acceptance
Purchase Orders	Purchase orders, goods receipts and purchase pricing
Quotations	Sending quotations, call backs, pipeline management, opportunity forecasting and conversion ratio reporting
Sales Ledger	Invoices, receipts, debtor reports and documents, deposits and prepayments, accruals
Sales Orders	Orders and deliveries. Invoices from orders
Service Orders	Management of service stock, invoicing of repairs, warranties
Stock	Deliveries, goods receipts and stock movements, batch and serial number tracking, multi-location stock management
System Module	Settings and parameters. System-wide usage

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HansaWorld Enterprise Job Costing

The Job Costing Module

Hansa's Job Costing module is designed primarily for companies in service industries, whose turnover is based mainly on the labour of their employees. Such companies often invoice their work by the hour, the day or the week. In many cases, goods and materials are also supplied and charged to Customers. Pricing arrangements can vary considerably from, for example, a set price for a complete Project to varying hourly charges per individual employee, per task and per Customer. A job costing and time billing system must be flexible enough to handle all possible combinations in an easy and helpful manner.

The need for a job costing and time billing system starts to become apparent even in small companies as soon as the task of project administration begins to gain in sophistication. It is often said that when small consulting companies grow beyond 20 to 30 consultants they have reached a threshold. From that moment, further expansion requires more than one full-time manager for sales and administration, and profitability is often affected. By simplifying project administration, Hansa allows this threshold to be pushed upwards.

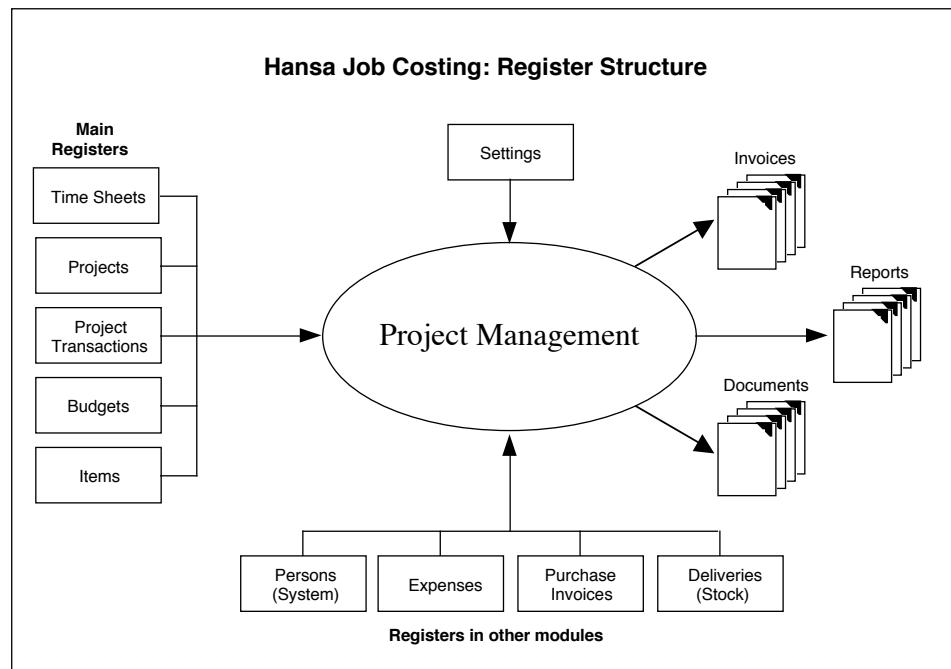
In a business in a service industry, the utilisation of the employees' time is vital for the success of the company. A non-billed hour is lost and can never be recovered. The key to profitability is the constant and systematic administration of Projects, hours worked and billing: the aim of any time billing system must be to aid companies to be more efficient in these areas. But each business has its own ideas about charging and monitoring Projects and employees. Hansa therefore has a number of very flexible reports that can give managers the information they require.

Hansa's Job Costing module is designed to allow each employee to maintain their own Time Sheets, preferably filling them in on a daily basis. These Time Sheets are monitored by managers, and need to be approved before they can be invoiced, perhaps on a weekly basis. Errors can be corrected and reversals made before the Invoices are raised. There is full control over invoicing, and Time Sheets are fully editable until they have been approved.

The main function of this module is to accumulate information about the time worked and the materials or services provided for a certain project, task, assignment, client or job. Once this information has been gathered, it can be compared to budget, monitored, adjusted and, in most cases, invoiced. The module thus focuses on income, not on costs. The cost side of each transaction is normally handled in the Nominal Ledger by using cost centre or Object accounting.

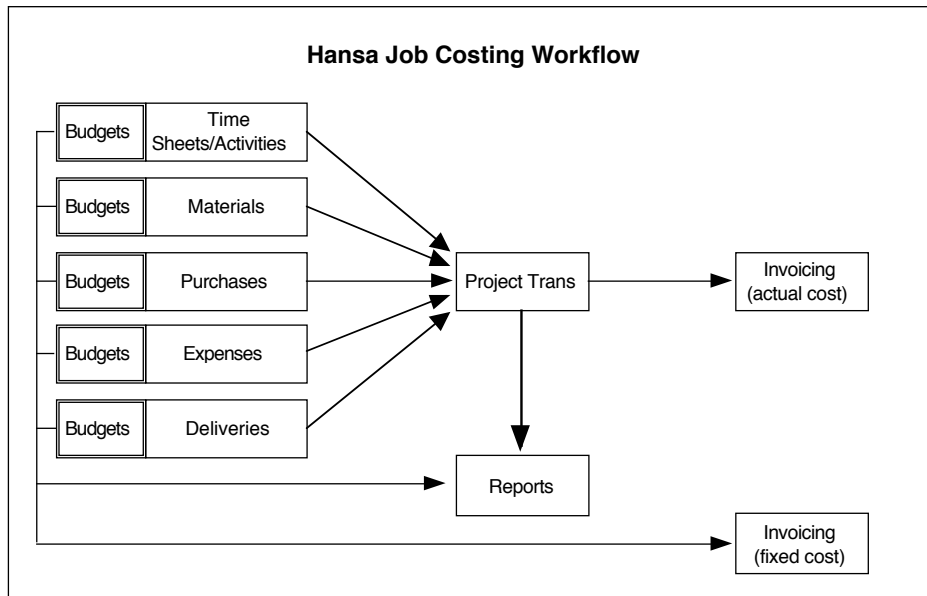
Hansa's Job Costing module is integrated with the rest of the system. Invoices for services and Projects are passed to Hansa's Sales Ledger module, where they are treated as normal Invoices. The Sales Ledger module is in turn integrated with the Nominal Ledger.

Hansa Job Costing interacts with several other Hansa modules. The following diagram illustrates the registers in the module, together with the other registers involved in the project management process. To the left are the five registers of the Job Costing module. At the bottom are the registers in other modules that interact with Job Costing, and that provide information required for efficient project management. There are also a number of settings that can influence the behaviour of the module.



When the module is in use, Projects and Budgets are defined in their respective registers. Time Sheets and/or Activities are then entered, recording the work that has been carried out. This information, together with that concerning chargeable items (expenses, goods and materials, internal resource uses and stock outtakes, recorded in the appropriate register), is transferred to the Project Transaction register automatically. This records each chargeable item separately, specifying in detail how quantities and prices are to be invoiced and charged to each Project.

This process is illustrated in the following diagram—



Project Transactions are fully editable before the invoicing process. Draft Invoices based on the edited Project Transactions are then produced. These are saved in the Invoice register in the Sales Ledger module. They can be edited before they are approved.

These Invoices precisely reflect the work carried out in completion of a Project. In some circumstances, invoicing based on actual costs in this way will not be appropriate. Instead, a fixed cost invoicing method will be preferred. This can be accommodated by entering the fixed costs in the Project Budget register. The invoicing routine will automatically detect whether an Invoice should contain actual or fixed costs.

Reports regarding employees and time records are available, as well as several reports showing the status of Projects. When printed to screen, the reports have some unique drill-down facilities that make analysis and control fast and easy.

Example

In this example, we trace the steps used in administering a Project from initial registration through to invoicing. In Hansa, the term “Project” is virtually interchangeable with “Job”: it refers to an undertaking requiring the completion of a number of tasks. For example, a particular Project might be

the installation of a multi-room stereo system. In addition to the installation of the cabling, remote control system and speakers, tasks required by this Project might include surveying the building, ascertaining the requirements of the Customer and possibly producing a report.

Before the Project can be entered, the information in a number of other registers should be considered.

Persons	A record should be entered to this register for each member of personnel carrying out chargeable work. The Person register is in the System module.
Items	In addition to the goods and materials supplied, records should be entered to this register for each type of chargeable work (e.g. consultancy, installation, training). These should be entered as Service Items.
Item Groups	If any Items fall into logical groupings, this can be organised using Item Groups. Item Groups are defined using a register available in both the Job Costing module and in the Sales Ledger.

Entering a Project

Now, the new Project can be registered in the Project register. The example Project is for the supply and installation of a multi-room stereo system. The equipment will be supplied from stock and the cabling installation will take two days.

Project: Inspect

Operations New Duplicate Cancel Save

Project: 15 Mother: Class:

Description: Installation of multi-room stereo system

Members:

Terms Down Payments Time & Purchases Stock & Materials Invoicing Text

Cust.: 008 Name: The American Dream Inc

Contact: Mrs Williamson Salesman: JNW

Objects: Sales Group:

Text:

Pr. Leader: FF Name: Francoise French

Start Date: 29/11/2004 End Date: ☐ Do Not Invoice

Status

- ☒ Active
- ☐ No More Transactions
- ☐ Finished


Project Type

- ☒ Invoiceable
- ☐ Internal
- ☐ Other

Quotations and Budgets

The Quotation register can be used to issue a quotation to the Customer and to keep a record of what was originally quoted. When the Quotation is accepted by the Customer, it can be linked to the resulting Project. Meanwhile, the Project Budget register can be used to keep a record of the labour and the Items that you estimate will be required to complete the Project. This is normally done by the project leader. This information can be copied from the Quotation. A Budget record can influence the invoicing of the Project and can later be used for comparison purposes, to test the efficiency of the quoting process. In this example, we will only use the Project Budget register.

Project Budget: Inspect

Operations  New Duplicate Cancel Save

Project: 15 Description: Installation of multi-room stereo system
 Customer: 008 Name: The American Dream Inc
 Trans Date:

Invoicing Items Text

Invoice Time: ☒ Actual ☐ As Budgeted
 Invoice Stocked Items: ☒ Actual ☐ As Budgeted
 Invoice Material: ☐ Actual ☒ As Budgeted
 Invoice Purchases: ☒ Actual ☐ As Budgeted

Item	Person	Qty	Comment	Price	%	Sum	Inv. No.
1 T008	NB	4	Site Survey	30.00	0.00	120.00	
2 T007	NB	16	Cabling Installation	30.00	0.00	480.00	
3 T011	NB	100	Mileage	0.50	0.00	50.00	
4 10112		1	Stereo System	1,999.00	0.00	1,999.00	
5 10104		6	Loudspeakers	17.00	0.00	102.00	
6 10120		50	Speaker Cabling (per metre)	10.00	0.00	500.00	
7							
8							
9							
10							
11							
12							
13							
14							

Sum Time: 600.00 Sum Stocked: 2,499.00 Budget Markup:
 Sum Materials: 50.00 Sum Purchases: 102.00 Total Sum: 3,251.00

The Project Budget screen shows that different types of Items can be treated in different ways.

The first two Items in the illustration were entered in the Item register as Service Items and therefore are treated as time spent. The sum of such Items is shown in the Sum Time field towards the bottom left of the screen. This figure will be treated as an estimate: from the two Invoice Time choices above the left-hand side of the grid, the Actual option has been selected. This means that Invoices will be created for the work actually carried out, not for the budgeted amount. So, when the work is carried out, the total shown here in the Budget record can be exceeded if necessary when invoicing.

The third Item in the illustration is a Plain Item. Each Plain Item can be treated as a Material or as a Purchase: this is determined using the Treat Item as Material on Project check box on the 'Pricing' card of the Item screen. The Plain Item in the example is a Material, so its total value is shown in the Sum Material field. This figure will be treated as a fixed amount that must be used when invoicing (from the two Invoice Material choices, the As Budgeted option has been chosen). This Item and amount will be included in the first Invoice to be raised for the Project.

The remaining Items (the stereo system, speakers and cable) are Stocked Items. Their total value is shown in the Sum Stocked field. Again, this figure will be treated as an estimate: from the two Invoice Stocked Items choices above the grid, the Actual option has been selected.

Time Recording

Activities

When work on the Project starts, two methods are available by which time can be recorded: Activities and Time Sheets. Activities might be the preferred method where the employees carrying out the work are required to record their own time. They can do this quickly and easily by clicking the [Calendar] or [Tasks] buttons in the Master Control panel and then the [New Activity] or [New Task] button respectively.

Activity: Inspect

Operations New Duplicate Cancel Save

Text: Completed Site Survey as required

Type: SURV ☒ Done

Time	Task Type	Symbol	Customer	Project	Service	Text	Persons	User values
Start Time: 12:16:00			Start Date: 29/11/2004					
End Time: 16:16:00			End Date: 29/11/2004					
Cost (Time): 04:00:00								

Task Type

☐ Calendar ☒ Time ☐ Profile ☐ Don't Show

☒ To Do

☐ Timed To Do

Symbol

☐ Call ☐ Meeting ☐ Deskwork ☒ Other

Customer: 008

Name: The American Dream Inc

Contact: Mrs Williamson

Phone: 00 1 651 987 6542

Result: OK

Hansa contains a number of tools to ensure the entering of such Activities is as fast and as error-free as possible. These are the Activity Classes and Activity Types settings, both of which can be found in the CRM module. When entering an Activity, it should be classified by specifying an Activity Type in the Type field in the Header. Each Activity Type should represent a

specific job or task (e.g. cabling, training, analysis). In our example company, separate Activity Types have been entered to represent each Service Item (i.e. each type of work). Each Activity Type record has an Item Number specified—

Activity Type: Inspect

Code: SURV Class: LP Item: T008

Comment: Site Survey work

Buttons: New, Duplicate, Cancel, Save

This means that when the Activity Type is entered to an Activity, the Item Number is brought in automatically to the Item field on the 'Project' card of the Activity, thus ensuring that the correct Item is always used. Only Service Items should be used here.

Each Activity Type can in turn belong to an Activity Class. In many cases, you may only need a single Activity Class to represent all your time recording Activity Types. All Activity Classes used with time recording should have their Create Project Transaction box checked, and the choice of Calendar options should be Time. (Project Transactions will not be created from Profile or Don't Show Activities.) Activity Classes can also be set to force users to enter a Project and a Time whenever Activity Types belonging to the Class are used in an Activity. This ensures that Projects and Time are always entered.

Activity Class: Inspect

Code: LP Calendar Colour: Red

Comment: Labour (Projects)

Force Entry of

- ☒ Project
- ☐ Customer
- ☒ Activity Result
- ☒ Time
- ☐ Service Order

Calendar

- ☒ Time
- ☐ Profile
- ☐ Don't Show

Employee Time Statistics

- ☒ Paid
- ☐ Unpaid
- ☒ Work
- ☐ Absence
- ☐ Exclude From Time Statistics

☒ Create Project Transaction


☐ Create Worksheet Transaction


☐ Force Selected Entry only for Selected Calendar Type

☐ Do not allow Activities in the same Time Range

Once you have specified an appropriate Activity Type and entered the Start and End Time of the work carried out (on the 'Time' card), move to the 'Project' card. Here you can allocate the Activity to the Project (and to specify an Item if one was not brought in with the Activity Type)—

Activity: Inspect

Operations  New Duplicate Cancel Save

Text: Completed Site Survey as required 

Type: SURV ☒ Done

Time Task Type Symbol Customer Project Service Text Persons User values

Project: 15 **Inv. Item:** T008

Resources:

Serial No.: **Item:**

Service Order: **Inv. Item:** T008

	Code	Text
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

When the Activity shown above is marked as Done and saved, the following Project Transaction is created. This will later be used by the routine that creates Invoices for Projects.

Project Transaction: Inspect

Operations New Duplicate Cancel Save

Project: 15 Item: T008
 Employee: NB Item Group:
 Ser. No.: 4227 Date: 29/11/2004
 Inv. After: Inv. Date:
 Invoice: ☒ Separate Inv. Row
 Objects:
 Comment: Completed Site Survey as required

Register
☐ Time Sheet
☐ Purchase Invoice
☐ Expenses
☐ Delivery
☒ Activity
☐ Returned Goods
☐ Stock Depreciations

Item Type
☒ Service
☐ Purchase
☐ Stocked Item
☐ Material

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
4.00	4.00	30.00	0.00		120.00	6.00	96.00

The Registered and Invoice Quantities (i.e. number of hours) are taken from the Cost (Time) field of the Activity. This is calculated from the Start and End Times. The Comment is taken from the Text of the Activity. For details about how the Price is calculated, please refer to the 'Terminology, Pricing and Costs' section below on page 29.

Time Sheets

Time spent on a Project can also be recorded in the Time Sheet register. How an individual Time Sheet record is entered can vary depending on what suits your organisation. Hansa can handle for example one Time Sheet per Project, one per Person per Project or one per week. There is a lot of flexibility. In this example, we show the Time Sheet for the first day's work—

Time Sheet: Inspect

Operations New Duplicate Cancel Save

No.: 75 Reg Date: 1/12/2004

Text: Cabling Installation: 1st Day

	Date	Empl.	Proj.	Item	Qty	Description
1	1/12/2004	NB	15	T007	8	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

OK Sum Time: 8.00 Sum Material: User: NB

Since Item T007 is a Service Item, its total is shown in the Sum Time field.

When the Time Sheet is approved by checking the OK box and then saved, separate records are created in the Project Transaction register for each Time Sheet row. The records in this register will later be used by the routine that creates Invoices for Projects.

Project Transaction: Update

Operations New Duplicate Cancel Save

Project: 15 Item: T007
 Employee: NB Item Group:
 Ser. No.: 75 Date: 1/12/2004
 Inv. After: Inv. Date:
 Invoice: ☒ Separate Inv. Row
 Objects:
 Comment:

Register

- ☒ Time Sheet
- ☐ Purchase Invoice
- ☐ Expenses
- ☐ Delivery
- ☐ Activity
- ☐ Returned Goods
- ☐ Stock Depreciations

Item Type

- ☒ Service
- ☐ Purchase
- ☐ Stocked Item
- ☐ Material

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
8.00	8.00	30.00	0.00		240.00	6.00	192.00

How Hourly Rates are Calculated

In both cases (Time Sheets and Activities), the hourly rate for time (i.e. for Service Items) to be charged to the Customer is shown in the Price field of the resulting Project Transaction. For details about how it is calculated, please refer to the 'Terminology, Pricing and Costs' section on page 29.

Expenses and Purchases

The employee puts in a claim for the travel expenses incurred in visiting the Customer's premises. This is entered in the Expenses module and allocated to the Project using the fields on flip B of the grid area—

Expense: Inspect

Operations New Duplicate Cancel Save

No.: 8008 Exp.Date: 29/11/2004 Trans.Date: 1/12/2004
 Person: NB Name: Neil Brooker
 Signer: Currency: GBP

Cost **Currency**

	A/C	Objects	Short.	Desc.	Amount Incl VAT	Item	Qty	Proj	V-Cd
1	245			Cost of Expenses	14.69	T011	50	15	S
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

☒ OK No. of Documents: VAT: 2.19 TOTAL: 14.69

Again, when the Expense record is approved by checking the OK box and then saved, a record is created in the Project Transaction register. If the Item concerned has a Markup % specified on its 'Pricing' card, this will be used to calculate the amount to be invoiced. In the example illustrated, an Expense record for 12.50 (14.69 including VAT) will be charged out at 25.00 because the Markup % of Item T011 is 100%. The Item's Markup is shown as a negative Discount in the Project Transaction (the Project Transaction's Markup field is intended for changing the charge out rate manually).

Project Transaction: Inspect

Operations New Duplicate Cancel Save

Project: 15 Item: T011
 Employee: NB Item Group:
 Ser. No.: 8008 Date: 1/12/2004
 Inv. After: Inv. Date:
 Invoice: ☒ Separate Inv. Row
 Objects:
 Comment: Mileage

Register

- ☐ Time Sheet
- ☐ Purchase Invoice
- ☒ Expenses
- ☐ Delivery
- ☐ Activity
- ☐ Returned Goods
- ☐ Stock Depreciations

Item Type

- ☐ Service
- ☐ Purchase
- ☐ Stocked Item
- ☒ Material



Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
50.00	50.00	0.25	-100.00		25.00	0.25	12.50

In a similar manner, Purchases can immediately be registered against the Project using the Project field on flip B of the 'Costs' card of the Purchase Invoice screen. Again, as soon as the Purchase Invoice is approved and saved, a record is created in the Project Transaction register for the Item. This feature might be used to register courier charges against a Project, for example. Again, the Markup % of the Item in question will be used to calculate the amount to be invoiced to the Customer.

Supply of Stocked Items

As well as the cabling installation, the example Project requires the supply of a stereo system, speakers and cabling. These were listed in the Project Budget record and are Stocked Items. They should be issued to the Customer from a Sales Order so that stock levels can be adjusted correctly. The Order can be created from the Project Budget record by selecting 'Create Sales Order' from the Operations menu. Depending on how the Project Item Handling setting has been configured, all the Stocked Items in the Project Budget record are transferred to the Sales Order. Plain and Service Items are not transferred—

Order: Inspect

Operations   New Duplicate Cancel Save

No.: 301 Name: The American Dream Inc
 Customer: 008 ☐ Closed ☐ Reserved

Date **Items** **Currency** **Del Terms** **Inv. Address** **Del. Address**



Date: 2/12/2004 Planned Del.: _____ Desp. Date: _____
 Pay. Terms: 30 Salesman: JNW Despatch Time: _____
 Our Ref.: _____ Attn: Mrs Williamson
 Object: _____ Cust. Ord. No.: _____


Item	Qty	Description	Unit Price	%	Sum
1 10112	1	Stereo System	1,999.00		1,999.00
2 10104	6	Loudspeakers	17.00		102.00
3 10120	50	Speaker Cabling (per metre)	10.00		500.00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Total GP: 1,147.00 Freight: _____ VAT: _____ Sub-Total: 2,601.00
 Currency: GBP GP %: 44.1 Base: 2,601.00 TOTAL: 2,601.00

The Project Code appears in the Project field on the 'Del Terms' card of the Sales Order. This means that Deliveries can be issued in the normal way (using the 'Delivery' function on the Operations menu of the Order screen), but Invoices cannot be produced from the Order screen. Instead, they are raised from the Job Costing module as described in the next section. The Items delivered are shown below—

Delivery: Inspect

Operations   New Duplicate Cancel Save

Del. No.: 960147 Del. Mode: Class: 
 Order No.: 301 Objects: Address:
 Del. Date: 2/12/2004 Location: Sorting:
 Cust. No.: 008 Name: The American Dream Inc.
☐ Tel. Message ☐ Use Invoice Address



Items Address Packaging Freight

	Item	Description	Ordered	Avail.	Del. Qty
1	10112	Stereo System	1	3	1
2	10104	Loudspeakers	6	15	6
3	10120	Speaker Cabling (per metre)	50	77	50
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

☒ OK Del. Qty: 57.00 Comment:

When the Delivery is approved and saved, separate records are created in the Project Transaction register for each row of the Delivery. The Price will be taken from the Sales Order, while the Cost will be the average FIFO value from the Delivery, multiplied by the Quantity.

Project Transaction: Inspect

Operations   New Duplicate Cancel Save

Project: 15 Item: 10104 Register
 Employee: Item Group: ☐ Time Sheet
 Ser. No.: 960147 Date: 2/12/2004 ☐ Purchase Invoice
 Inv. After: Inv. Date: ☒ Expenses
 Invoice: ☒ Separate Inv. Row ☐ Delivery
 Objects: ☐ Activity
 Comment: ☐ Returned Goods
 ☐ Stock Depreciations
 Item Type
 ☐ Service
 ☐ Purchase
 ☒ Stocked Item
 ☐ Material

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
6.00	6.00	17.00			102.00	8.00	54.00

Invoicing

The Job Costing module offers two invoicing methods for use with Projects. These can be used exclusively or in combination. The first method will commonly be used where an overall cost has been set for a Project that is to be charged using either a single Invoice or instalments. This is controlled using the 'Down Payments' card of the Project screen or from the Project Budget register. The second method will usually be used where Projects are to be charged on a *pro rata* basis. This is controlled using the Project Transaction register.

In our example, it has been determined that small opening and closing payments will be invoiced separately and that most of the work will be charged as it is carried out. Therefore, a combination of invoicing methods will be used.

The opening and closing payments are entered to the 'Down Payments' card of the Project record—

Project: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

Project: 15 Mother: Class:

Description: Installation of multi-room stereo system

Members:

Terms Down Payments Time & Purchases Stock & Materials Invoicing Text



On Account Invoices Only

	Date	Inv.No.	Sum	Sign	Comment	Type
1	29/11/2004		200		1st Down Payment	-
2	29/12/2004		200		2nd Down Payment	-
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

To create the Invoice for the opening payment, select 'Create Down Payment Invoice' from the Operations menu. This will create an unapproved Invoice in the Invoice register. The value of the Invoice thus created will depend on

the date the function is run and on the Dates of the opening and closing payments. In the example, running the function at any time during May 2003 will result in an Invoice for the first down payment (as shown below). Running it again during June 2003 will produce an Invoice for the second down payment. But, had the function been run in June for the first time, both down payments would have been included in the Invoice.

Invoice: Inspect

Operations   New Duplicate Cancel Save

No.: 970174 Name: The American Dream Inc
Customer: 008

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date: 29/11/2004 Our Ref.: Francoise French Salesman: JNW
Pay. Terms: 30 Attn.: Mrs Williamson
Due Date: 29/12/2004 Object:
Trans. Date: 29/11/2004 Official Ser. No.:

Item	Qty	Description	Unit Price	%	Sum
1		Project: 15			
2		Installation of multi-room stereo system			
3		Mrs Williamson			
4					
5					
6		Down Payment 1st Down Payment		200.00 770	2
7					
8					
9					
10					
11					
12					
13					

Currency: GBP Freight: VAT: 0.00 Sub-Total: 200.00
☐ OK Ext. Tax: 0.00 Base: 200.00 TOTAL: 200.00

It is now time to create an Invoice for the work that has been carried out on the Project so far. This includes the site survey, one day's work installing cabling, a travel claim and the delivery of the stereo equipment. This Invoice can be created using the 'Create Project Invoices' Maintenance function or using the 'Create Invoice' function on the Operations menu of the Project Budget screen—

Invoice: Inspect

Operations

No.: 970175 Name: The American Dream Inc
 Customer: 008

Terms **Items** **Currency** **Delivery** **Identifiers** **Inv. Address** **Del. Address**

Inv. Date: 4/12/2004 Our Ref.: Francoise French Salesman: JNW
 Pay. Terms: 30 Attn.: Mrs Williamson
 Due Date: 3/1/2005 Object:
 Trans. Date: 4/12/2004 Official Ser. No.:

Item	Qty	Description	Unit Price	%	Sum
1		Project: 15			
2					
3		Installation of multi-room stereo system			
4					
5					
6	T007	Cabling Installation			240.00
7	T008	Site Survey, Completed Site Survey as required			120.00
8	T011	Neil Brooker			50.00
9	10104	Loudspeakers			102.00
10	10112	Stereo System			1,999.00
11	10120	Speaker Cabling (per metre)			500.00
12		Down Payment Downpay Invoiced			-200.00 199 2
13					

Currency: GBP Freight: VAT: 0.00 Sub-Total: 2,811.00
☐ OK Ext. Tax: 0.00 Base: 2,811.00 TOTAL: 2,811.00

Note that the first down payment has been treated as a deposit and has therefore been deducted from this Invoice. Note also that the travel claim, Item T011, has been invoiced in full, although only half of it has so far been entered to the Expense register. This is because, in the Budget record for this Project, it was determined that Materials are to be invoiced as a fixed amount, the amount in the Budget record. This was done by choosing the As Budgeted option from the two Invoice Material choices.

Further Invoices can be issued at any time using this function: any intervening down payments will be deducted as before.

Terminology, Pricing and Costs

Terminology

The following terminology is used in this manual and in the Job Costing module—

Time

Items that are Service Items are classified as ‘time’ in the Job Costing module. You might have several Service Items representing different types of work (e.g. initial analysis, installation and training), which might be charged out at different rates.

Time spent working on a Project can be registered using Time Sheets and Activities (when the work has been carried out by your own staff) and using Purchase Invoices and Expenses (when the work has been sub-contracted).

Time cannot be registered against Projects using Sales Orders.

Materials and Purchases

Items that are Plain Items can be treated either as ‘materials’ or as ‘purchases’ in the Job Costing module. This distinction is made on the ‘Pricing’ card of each Item, using the Treat Item as Material on Project check box. Typically, materials and purchases will include the miscellaneous products and services needed to complete Projects, such as mileage, paper, and postage or delivery.

Materials and purchases can be registered against Projects using Time Sheets (providing the Allow Plain Items on Time Sheets box in the Project Item Handling setting has been checked) and using Purchase Invoices and Expenses. Activities cannot be used for this purpose.

The difference between materials and purchases is that, subject to the Project Item Handling setting, purchases can be included in Sales and Purchase Orders created from the Project Budget screen and materials cannot.

Stocked Items

If it is necessary to supply Stocked Items as part of a Project, you must do so by entering a Sales Order and

issuing a Delivery from that. This ensures that the stock levels are adjusted accordingly and that any necessary cost accounting transactions are registered in the Nominal Ledger. The Sales Order should be connected to the Project using the Project Number on the 'Del Terms' card. If the Customer returns a Stocked Item, this should be dealt with in the usual way, using the Returned Goods register.

Note: if you want to be able supply Stocked Items as part of a Project, switch on the Stocked Items Only On Sales Orders option in the Project Item Handling setting.

Structured Items Structured Items are treated as Stocked Items in the Job Costing module, so the comments above apply.

Pricing and Costs

Time, Purchases and Materials from Time Sheets and Activities

Hansa has a powerful and flexible system for calculating the rates at which Service Items (time) and Plain Items (purchases and materials) are charged to Customers. This system is used on the following occasions—

- when you enter a Project Budget or Quotation. The result of the calculation appears in the Price field after the Item and Person have been specified.
- when you approve a Time Sheet. This will cause a Project Transaction to be created. The result of the calculation will appear in the Price field of this Project Transaction.

Note: if you want to be able to use Plain Items in Time Sheets, check the Allow Plain Items on Time Sheets box in the Project Item Handling setting. Some implications are discussed in the next section, 'Time, Purchases and Materials from Purchase Invoices and Expenses'.

- when you mark as Done an Activity with an appropriate Activity Class (i.e. one whose Create Project Transaction box is checked). This will cause a Project Transaction to be created. The result of the calculation will appear in the Price field of this Project Transaction.

Note: only Service Items can be used in Activities. Any Task Type can be used, but the Calendar option must be Time.

Prices for time, purchases and materials in Project Budgets and Quotations, Time Sheets and Activities are calculated using the following structure. Point 1 does not apply when entering Project Budgets.

1. If a Budget has been entered for the Project that includes the Item/Person combination used on the Time Sheet, Activity or Quotation, the rate is taken from there.
2. If there is a record in the Customer Discount setting for the Customer in question in which a special Unit Price for the Item has been entered, this Unit Price will be used. If the row for the Item in the Customer Discount setting contains both a Unit Price and a percentage discount, the Customer will be charged the Unit Price less the percentage discount.

If the row only contains a percentage discount, the price will be set using one of the points 3-9 below, and the percentage discount will be applied to that figure.

3. If the Person belongs to a Job Group, the hourly rate is taken from the record in the Job Group/Item Prices setting representing the Job Group in question.
4. If there is no such record in the Job Group/Item Prices setting and the Person belongs to a Job Group, the hourly rate is taken from the record in the Item/Job Group Prices setting representing the Item in question.
5. If there is no such record in the Item/Job Group Prices setting or the Person does not belong to a Job Group, but the Customer has a Price List specified on the 'Pricing' card, the rate is taken from the record in the Price or Quantity Dependent Price register (depending on the type of Price List) for the Item/Price List combination in question.
6. If the Customer does not have a Price List, but it belongs to a Customer Category that does, then again the rate is taken from the record in the Price or Quantity Dependent Price register (depending on the type of Price List) for the Item/Price List combination in question.
7. If the Customer does not belong to a Category, or its Category has no Price List, the hourly rate is taken from the Base Price on the 'Pricing' card of the Item record.
8. In the case of Service Items (i.e. time) only, if the Item record has no Base Price, the hourly rate is taken from the Price per Hour field on the 'Job Costing' card of the Person record.

9. In all other cases, the following figure is used—

$$\text{Item Cost Price} + (\text{Cost Price} \times \text{Markup } \%) + \text{Extra Cost} - (\text{total so far} \times \text{Bonus } \%)$$

Cost prices are calculated as follows—

- For time in Project Budgets and Quotations, Time Sheets and Activities, the cost is the hourly cost of the Person, taken from the Cost per Hour field on the 'Job Costing' card of the Person record. If this is blank, the figure is taken from the Service Item Cost Price field on the 'Service' card of the Project Settings setting.
- For purchases and materials in Project Budgets and Quotations, Time Sheets and Activities, the cost is the Cost Price of the Item.

Using the Pricing Structure: Time and Time Sheets/Activities

It is likely that your staff will use Time Sheets and Activities to register the work they have carried out (i.e. to record time). Depending on your requirements, you can use the pricing system to charge this work to your customers as follows—

- If you have a fixed hourly rate for a particular kind of work irrespective of the Person carrying it out and irrespective of the Customer, use Item Base Prices. Enter a separate Item for each kind of work.
- If you have a fixed hourly rate for a particular kind of work irrespective of the Person carrying it out, but one that varies depending on the Customer, use the Customer Discount setting (Unit Price field) or Price Lists. Enter a separate Item for each kind of work, and make sure each one is represented in the Customer Discount setting or in the Price or Quantity Dependent Price register (depending on the type of Price List). If you use Price Lists, each Customer should belong to a Customer Category with the correct Price List, or you can specify Price Lists for each Customer individually.
- If you have different hourly rates depending on the seniority or qualification of the employee carrying out the work (for example, in a solicitors' practice, there might be one rate for partners, one for consultants and one for assistant solicitors), use Item/Job Group Prices or Job Group/Item Prices. In this example, there will be three Job Groups. Item/Job Group Prices or Job Group/Item Prices can also be used where the hourly rates change depending on the department carrying out the work.

- If you have different hourly rates for each individual member of staff, set these rates in the Person register.
- If you are using any of the standard methods described above, you can offer a discount or uplift to a particular Customer by entering a percentage discount in the Customer Discount setting.

Using the Pricing Structure: Purchases/Materials and Time Sheets

Purchases and Materials will usually be charged to the Customer at the same rate, irrespective of who carried out the work. So, if you are registering them using Time Sheets, the most appropriate pricing method will usually be Item Base Prices, the Customer Discount setting (Unit Price field) or Price Lists.

If you want to be able to use Plain Items in Time Sheets, check the Allow Plain Items on Time Sheets box in the Project Item Handling setting. Plain Items cannot be used in Activities.

Overtime

You can use Time Classes to include special pricing rates such as overtime in the pricing structure.

If you need the pricing structure to take different rates into account, you should enter a Time Class for each rate (e.g. standard rates, evening rates, weekend rates, holiday rates, and so on), together with relevant Time Billing Price Formulae and Time Billing Price Lists. Please refer to the section below on page 72 describing these settings for details about how to do this.

Once you have done this, add the Time Classes in to the pricing structure. The way this is done varies depending on which element of the pricing structure you are using to price time.

Customer Discounts

If you are using the Customer Discount setting, you should have for each Item separate rows with each Time Class. For example, you might have standard, evening, weekend and holiday rates for each type of work—

Customer Discount: Inspect

Customer: 009 Name: Giacomelli SPA

	Project Item	Unit Price	%	Time Class
1	T003	55.00		STD
2	T003	82.50		EVE
3	T003	110.00		WEND
4	T003	165.00		HOLI
5	T004	110.00		STD
6	T004	165.00		EVE
7	T004	220.00		WEND
8	T004	330.00		HOLI
9				
10				
11				

When you enter a Time Sheet, specify the Time Class on flip C—

Time Sheet: Inspect

No.: 79 Reg Date: 29/11/2004

Text:

	Date	Empl.	Proj.	Item	Qty	Time Class
1	29/11/2004	JM	13	T003	8	STD
2	29/11/2004	JM	13	T003	2	EVE
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

☒ OK
 Sum Time: 10.00
 Sum Material:
 User: JM

When the Time Sheet is approved, the price in the resulting Project Transaction(s) will be taken from the Customer Discount row for the Item/Time Class combination. In this example, the Customer will be charged 8 hours @ 55.00 each, and 2 hours @ 82.50 each.

When Time Classes are used with Customer Discounts, the Price Formula of the Time Class is ignored, but its Cost Formula is applied to the Cost per Hour of the Person or the Service Item Cost Price from the Project Settings setting (Service Items) or the Cost Price of the Item (Plain Items). This means any gross profit calculations will take into account overtime or other special rates paid to the employee carrying out the work. In the case of Plain Items, these must belong to an Item Group listed in the appropriate Time Billing Price List record if the Cost is to be modified in this way.

Item/Job Group Prices

You can use Time Classes in the Item/Job Group Prices setting in a similar manner to the Customer Discounts setting described above. You should have for each Job Group separate rows for each Time Class —

The screenshot shows a software window titled "Item/Job Group Price: Inspect". At the top, there are fields for "Item: T003" and "Description: Report Writing". Below these fields is a table titled "Price List". The table has columns for "Job Group", "Time Class", and six numerical columns labeled 1 through 6. The rows are numbered 1 through 23 on the left. The data in the table is as follows:

	Job Group	Time Class	1	2	3	4	5	6
1	JUN	STD	15	14	20			
2	JUN	EVE	22.5	21	30			
3	JUN	WEND	30	28	40			
4	JUN	HOLI	45	42	60			
5	SEN	STD	30	28	40			
6	SEN	EVE	45	42	60			
7	SEN	WEND	60	56	80			
8	SEN	HOLI	90	84	120			
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

When you enter a Time Sheet, specify the Time Class on flip C. The price in the resulting Project Transaction(s) will be taken from the Item/Job Group Price row for the Job Group/Time Class combination, in the same way as illustrated for Customer Discounts above.

Again as described for Customer Discounts, the Price Formula of the Time Class is ignored, but its Cost Formula is applied to the Cost per Hour of the Person or the Service Item Cost Price from the Project Settings setting (Service Items) or the Cost Price of the Item (Plain Items), thus ensuring gross profit calculations are correct.

Job Group/Item Prices

You can use Time Classes in the Job Group/Item Prices setting in the same manner as in the Item/Job Group Prices setting described above.

Price Lists, Base Prices, Persons

If you are using Price Lists, Items' Base Prices or Persons' Prices per Hour to calculate your hourly rates, simply specify the Time Class on flip C of each Time Sheet row. The rate charged to the Customer will be calculated by applying the Price Formula of the Time Class to the basic price in the appropriate Price, Item or Person record.

The screenshot displays three overlapping windows from a job costing software application:

- Item: Inspect** (Background): Shows details for item T004, Group DT, Description Management Const, and a Base Price of 110.00.
- Time Billing Price Formula: Inspect** (Middle): Shows settings for Code 150, Description 150%, and a 150% adjustment.
- Time Billing Price List: Inspect** (Foreground): Shows a list of 22 rows. Row 1 is populated with Item Group DT, Price Formula 150, and Cost Formula 150.

	Item Group	Price Formula	Cost Formula
1	DT	150	150
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

In the example illustrated above, hourly rates are taken from the Items' Base Prices. Evening work is to be charged out at 150% of the normal rate. The Price Formula specified in the Time Billing Price List determines that the 50% uplift for evening work will be applied to all Items belonging to the "DT" Item Group. One such Item is T004, whose Base Price (normal hourly rate) is 110.00. When this Item is used in a Time Sheet together with the "EVE" Time Class on flip C, it will be charged out at $110 * 150\% = 165.00$. The cost is also increased to 150% of the standard cost (determined by the Cost Formula in the Time Billing Price List), so any gross profit calculations will take into account overtime or other special rates paid to the employee carrying out the work.

Note how the Price and Cost Formulae in the Time Billing Price Lists are applied to Item Groups, not Items. So, if you are using Price Lists or Items' Base Prices to calculate hourly rates, make sure that all Items that are to be

used in Time Sheets belong to an Item Group mentioned in the relevant Time Billing Price List.



Project Budgets

The Time Class field on flip C of each Project Budget row serves two purposes —

- i. it helps determine the figure in the Price field on flip A; and
- ii. in the case of Project Budgets only, it determines which row will be used in pricing calculations.

When entering Project Budgets, the pricing is usually calculated using points 2-9 of the pricing structure described above. For example, the following Project Budget record is entered, using the same Item T004 shown in the previous illustration—

Project Budget: Update

Operations   New Duplicate Cancel Save

Project: 16 Description: Installation of Network
 Customer: 009 Name: Giacomelli SPA
 Trans Date:

Invoicing Items Text



Invoice Time: ☒ Actual ☐ As Budgeted
 Invoice Stocked Items: ☒ Actual ☐ As Budgeted
 Invoice Material: ☒ Actual ☐ As Budgeted
 Invoice Purchases: ☒ Actual ☐ As Budgeted

	Item	Person	Qty	Comment	Price	%	Sum	Inv. No.
1	T004	JM	1	Management Consultancy	110.00	0.00	110.00	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Sum Time: 110.00 Sum Stocked: Budget Markup: Total Sum: 110.00
 Sum Materials: Sum Purchases:

In this example, the Price has been taken from the Base Price of the Item (point 7 in the pricing structure). If the “EVE” Time Class is specified on flip C of the Budget, the Price Formula from that Time Class is applied to the flip A Price ($110 * 150\% = 165.00$)—

Project Budget: Update

Operations   New Duplicate Cancel Save

Project: 16 Description: Installation of Network
 Customer: 009 Name: Giacomelli SPA
 Trans Date:

Invoicing Items Text

Invoice Time: ☒ Actual ☐ As Budgeted
 Invoice Stocked Items: ☒ Actual ☐ As Budgeted
 Invoice Material: ☒ Actual ☐ As Budgeted
 Invoice Purchases: ☒ Actual ☐ As Budgeted

Item	Person	Qty	Comment	Price	%	Sum	Inv. No.
1 T004	JM	1	Management Consultancy	165.00	0.00	165.00	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Sum Time: 165.00 Sum Stocked: Budget Markup:
 Sum Materials: Sum Purchases: Total Sum: 165.00

So the Time Class has helped determine the figure in the Price field on flip A. For this to happen, the Item must belong to an Item Group listed in the appropriate Time Billing Price List record. You can, of course, change this figure if necessary.

You should complete the Budget record by entering separate rows for each Item/Person/Time Class combination that you are likely to use (the nature of Budgets means you should not enter rows for the combinations that you will not use)—

Project Budget: Update

Operations New Duplicate Cancel Save

Project: 16 Description: Installation of Network
 Customer: 009 Name: Giacomelli SPA
 Trans Date: Invoicing Items Text

☒ Actual ☐ As Budgeted
 ☒ Actual ☐ As Budgeted
 ☒ Actual ☐ As Budgeted
 ☒ Actual ☐ As Budgeted

Item	Person	Qty	Comment	Price	%	Sum	Inv. No.
1	T004	JM	1 Management Consultancy	110.00	0.00	110.00	
2	T004	JM	1 Management Consultancy	165.00	0.00	165.00	
3	T004	JM	1 Management Consultancy	220.00	0.00	220.00	
4	T004	JM	1 Management Consultancy	330.00	0.00	330.00	
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Sum Time: 825.00 Sum Stocked: Budget Markup:
 Sum Materials: Sum Purchases: Total Sum: 825.00

In the pricing structure described earlier in this section, the Project Budget is given top priority. When creating Project Transactions for a particular Project/Item/Person combination, the price in the Project Budget will be used, overriding all prices elsewhere in the system. When you enter a Time Sheet, specify the Time Class on flip C. The price will be taken from the Budget row for the Item/Person/Time Class combination, in the same manner as that illustrated for Customer Discounts above.

Time, Purchases and Materials from Purchase Invoices and Expenses

The pricing structure described above is only used for Service Items (time) and Plain Items (purchases and materials) in Project Budgets, Quotations and Time Sheets, and for Service Items in Activities. Service and Plain Items can also be registered against Projects using Purchase Invoices and Expenses. In

these cases, the structure is not used. Instead, the price charged to the Customer can be calculated using one of two methods—

1. by adding the Markup % of the Item to the Purchase Invoice or Expense amount.
2. by adding the Markup % of the Item to its Base Price.

To use the first method, ensure Project Item Pricing in the Project Item Handling setting is switched off. To use the second method, switch this option on.

In the case of time, you will probably use Purchase Invoices when you need to register work that has been sub-contracted. Under the first method, this work will be charged to the Customer at the rate charged to your company, plus a margin. Under the second method, this work will be charged to the Customer at a standard rate that is independent of the rate charged to you by the sub-contractor.

In the case of materials and purchases, prices will be calculated in two different ways, depending on whether they were registered using Time Sheets, or using Purchase Invoices and Expense records. For this reason, it is recommended that you use one method or the other consistently, whichever is the more appropriate to your circumstances. To help with this aim of consistency, you can prevent the use of materials and purchases in Time Sheets by switching off the Allow Plain Items on Time Sheets box in the Project Item Handling setting.

The cost of Plain and Service Items where the originating record is a Purchase Invoice or an Expenses record can be the unit cost as calculated from the originating record, or it can be the Cost Price of the Item, taken from the 'Costs' card of the Item record. The choice is dependent on the Use Item Cost Price from Purch. Inv/Expenses check box in the Project Settings setting.

Stocked Items

You can register Stocked Items against Projects in one of two ways: on the sales side through Sales Orders and Deliveries; or on the purchase side through Purchase Orders and Invoices.

On the sales side, Stocked Items are charged to the Customer according to the prices set in the Sales Order. Usually, you will have created the Sales Order from a Project Budget record that contains the prices agreed with the Customer. Otherwise, if you enter the record directly to the Sales Order register, pricing will be taken from the current Price List for the Customer or

from the Item register. The unit cost for gross margin and other calculations will be the average unit FIFO value from the Delivery.

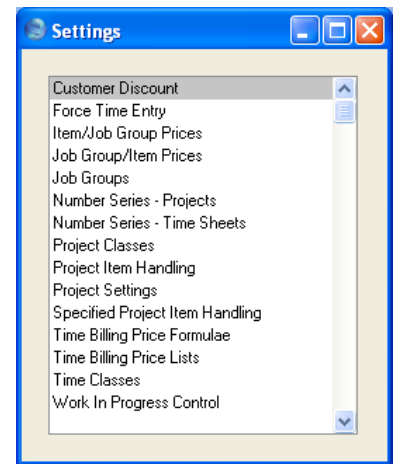
On the purchase side, the price charged to the Customer is calculated either by adding the Markup % of the Item to the Purchase Invoice or Expense amount or by adding the Markup % of the Item to its Base Price (depending on the Project Item Pricing options in the Project Item Handling setting). The cost can be the unit cost as calculated from the originating record, or it can be the Cost Price of the Item, taken from the 'Costs' card of the Item record. The choice is dependent on the Use Item Cost Price from Purch. Inv/Expenses check box in the Project Settings setting.

To avoid the risk of registering Stocked Items against Projects twice (once from the purchase side and later from the sales side), the Project Item Handling setting requires a choice to be made as to whether the sales or the purchase side is to be used. Stocked Items can be included on Sales or Purchase Orders that have been related to Projects, or both. If you choose the Both option, be aware of the risk of registering Stocked Items against a Project twice. If you choose to allow Stocked Items on Sales Orders only, you will still be able to include them on Purchase Invoices entered manually without related Purchase Orders, so in this case take care when registering Purchase Invoices against Projects.

Settings

Introduction

The Job Costing module has the following settings—



Many of these settings are concerned with the calculation of the rates at which Service Items (time) and Plain Items (purchases and materials) are charged to Customers. This calculation occurs when Project Budgets are entered and when Time Sheets and Activities are approved.

For full details about how charge-out rates are calculated, please refer to the ‘Terminology, Pricing and Costs’ section above on page 29.

Customer Discount

You should use this setting when you have a special pricing agreement with a particular Customer for time (and for materials and purchases when entered through Time Sheets). This agreement might be for a special price or a discount on a standard price. For each Customer, Item for Item, you can enter the relevant price or a percentage discount.

Special prices or discounts entered here apply to Service and Plain Items included in Project Budgets and in Project Transactions created from Time Sheets and Activities.

The 'Customer Discounts: Browse' window lists the pricing agreements that have already been entered: to enter a new record, click the [New] button in the Button Bar. The 'Customer Discount: New' window appears: enter the details as appropriate and click [Save] to save the new record.

	Project Item	Unit Price	%	Time Class
1	T003	55.00		STD
2	T003	82.50		EVE
3	T003	110.00		WEND
4	T003	165.00		HOLI
5	T004	110.00		STD
6	T004	165.00		EVE
7	T004	220.00		WEND
8	T004	330.00		HOLI
9				
10				
11				

Customer**Paste Special**

Customers in Customer register

Enter the Customer Number for the Customer who is to receive discount. The Customer's Name will be entered in the field to the right when you press Return.

Only one Customer Discount record can be entered for a particular Customer.

Project Item**Paste Special**

Item register

Use this column to specify the Items on which the Customer is to receive an agreed Unit price or discount. You can allocate up to 99 Items per Customer. Items entered here should be specified as Plain or Service Items on the 'Pricing' card of the Item screen (i.e. time, purchases and materials can be entered here).

Unit Price, %

For each Item you can choose whether your Customer is to receive a special price or a discount percentage.

Unit Price

Here you can enter a fixed price for the Item. When the Item is used in a Project Budget, Time Sheet or Activity in the name of this particular Customer, this price will replace ALL other prices for the Item in the system.

%

Instead of a fixed price you can nominate a discount percentage the Customer will enjoy for the Item. The discount percentage is applied to the price no matter how it is chosen (see the 'Terminology, Pricing and Costs' section above on page 29 for details).

Enter a positive figure to apply a discount or a negative figure to apply an uplift.

If the Unit Price and % fields in a particular row both contain values, the Customer will be charged the Unit Price less the percentage discount.

Time Class**Paste Special**

Time Classes setting, Job Costing module

If you have different charge out rates for various kinds of work (e.g. standard rate, evening rate, etc.) and are managing them using Time Classes, enter the appropriate Time Class here. As shown in the illustration, for each Item you should enter separate rows with each Time Class. When you enter a Time Sheet and specify a Time Class on flip C, the price in the resulting Project Transaction(s) will be taken from the Customer Discount row for the Item/Time Class combination.

Force Time Entry

This setting allows you to implement a monitoring system to ensure that members of staff enter daily Time Sheets or Activities to record the time they have spent working on Projects. Under this system, each time a Person logs in to the system it will check that at least one Time Activity or Time Sheet has been entered for that Person every day. If there is a period when that Person has not recorded any Activities or Time Sheets, and that period begins more than a specified number of days ago, an automated Mail will be sent to the Person's manager, alerting them to the situation.

For example, you specify that a manager is to be notified whenever a Person is late with their time recording by seven days or more. Lateness is calculated using this formula—

Log In Date - Date of Last Activity or Time Sheet - 1

An employee entered their last Time Activity or Time Sheet on April 13th. When the employee logs in on April 15th, they will be told that their calendar is one day late (the formula allows a grace period of one day) and that their

manager will be informed in six days' time. The next day when they log in again, they will be told that their calendar is two days late and that their manager will be informed in five days' time. Eventually, if the employee fails to register any more Activities or Time Sheets, when they log in on April 21st they will be told their calendar is seven days late, and a Mail will be sent to their manager. They will then continue to get this message, and their manager will continue to get Mails, each time they log in until they enter a new Time Activity or Time Sheet. The employee may continue to get messages when they log on, depending on the date of the new Time Activity or Time Sheet.

To implement this system, follow these steps—

1. Use the Force Time Entry setting in the Job Costing module to define how you want the system to work. Here you will specify whether you want Time Sheets or Activities to be monitored, the number of days late each Person's time recording is allowed to be before their manager is notified, and the text of the Mail that will be sent to the manager each time a Person is late with their time recording.
2. In the Person register in the System module, use the 'Time Entry' card to specify the employees whose time recording is to be monitored, and to name the manager who is to be notified when a Person is late with their time recording.
3. Make sure that all employees being monitored and all managers have Mailboxes. Mails notifying managers that employees are late with their time recording cannot be sent if either party does not have a Mailbox. Mailboxes are described in the 'Mail' manual.

Steps 1 and 2 are now described in detail.

The Force Time Entry Setting

Open the 'Settings' list by clicking the [Settings] button in the Master Control panel or by selecting 'Settings' from the File menu. Double-click 'Force Time Entry' in the list. The 'Force Time Entry: Inspect' window is displayed, where you can define how the monitoring system is to work. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

Start Date**Paste Special**

Choose date

Specify here the date when the system is to start monitoring Activities or Time Sheets. You must enter a date here if you want to use this feature.

Days

Specify here how many days late each Person needs to be with their time recording before a notification Mail will be sent to their manager. You must enter a number here if you want to use this feature.

Std. Text**Paste Special**

Standard Text register, CRM module

Specify here the Code of a record in the Standard Text register in the CRM module. This record will contain the text that will appear in the Mails sent to managers whenever employees fall behind with their time recording.

Type

Use these options to choose whether you want to monitor Time Sheets or Activities.

If you choose the Activity option, a Person logging in will be issued with a warning if their most recent Time Activity (i.e. an Activity whose Calendar Type is Time) is two or more days old. This Activity need not be assigned to a Project and need not be Done. Therefore, you can use this option if you want to make sure Time Activities of all kinds are entered: monitoring is not restricted to Activities representing work on Projects.

If you choose the Time Sheet option, it is recommended that employees enter their own Time Sheets. A Person logging in will be issued with a warning if the most recent Time Sheet that they have entered to the system is

two or more days old. A Person will therefore be issued with a warning if someone else has entered their Time Sheets on their behalf.

The Person Register - ‘Time Entry’ card

Once you have completed the Force Time Entry setting as described above, you should switch the feature on in the Person records of all employees whose work is to be monitored. Change to the System module, open the Person register and go to the ‘Time Entry’ card of each Person record.

Access	Serial Nos	Bonus	Job Costing	Web	Time Entry	Date and Numbers
Superior: FF		<input checked="" type="checkbox"/> Force Entry of Time				
Creation Date:						

Superior	Paste Special	Person register, System module
		Specify here the manager who is to be notified if the Person falls behind with their time recording. The manager should have their own record in the Person register, and should also have a Mailbox.

Force Entry of Activities

Check this box if the Person is one whose work is to be monitored. Each time this Person logs in to the system, it will check that their time recording is up to date.

Creation Date

This field records the date the Person record was created. It cannot be changed. The system will start checking for Activities or Time Sheets from this date onwards.

For example, if the Start Date in the Force Time Entry setting is January 1st and a Person record is created on February 1st, Hansa will only check this Person’s time recording from February 1st. If the Person logs in on February 3rd, they will receive a warning that their calendar is one day late, not 32 days late.

If this field is empty (this will be the case for Person records created in Hansa versions earlier than 4.1), the Start Date in the Force Time Entry setting will be used instead.

Monitoring of time recording will begin the next time the Person logs in.

Item/Job Group Prices, Job Group/Item Prices

These two settings allow you to charge separate rates for each department or type of work. For example, if you have a single record in your Item register for labour, you can use one of these settings to charge different labour rates depending on the department carrying out the work.

These two settings are used to calculate prices for Service Items on Time Sheets and Project Budgets. Prices entered in either setting will take priority over those entered to the Item or Person registers and will be subject to any percentage discount entered in the Customer Discount setting. Any absolute prices in the Customer Discount setting will override what has been entered here. In the unlikely event that you have records in both of these settings, Job Group/Item Prices will take priority over Item/Job Group Prices.

In operation, these two settings are very similar. In essence, they provide different methods of organising the same information. The difference between them is as follows—

Item/Job Group Prices

You should enter a separate record to this setting for each Item that you will be using on Time Sheets or Project Budgets that does not have a fixed price. In each record, you should list the rates charged for the Item by each Job Group.

Job Group/Item Prices

You should enter a separate record to this setting for each Job Group, in which you should list the rates charged by that Job Group for each Item.

Item/Job Group Prices

When you double-click 'Item/Job Group Prices' in the 'Settings' list in the Job Costing module, the 'Item/Job Group Prices: Browse' window opens, listing the Items for which pricing structures have already been entered. To enter a new record, click the [New] button in the Button Bar. The 'Item/Job Group Price: New' window appears: enter the details as appropriate and click [Save] to save the new record.

Item/Job Group Price: Inspect

Item: T007 Description: Cabling Installation

	Job Group	Time Class	1	2	3	4	5	6
1	JUN		15	14	20			
2	SEN		30	28	40			
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

Enter the Item Number for the Item whose pricing structure is being defined, using 'Paste Special' if necessary. The Item must be a Plain Item (a purchase or material) or a Service Item (time). The Item's Name will be entered in the field to the right when you press Return. You can only enter one record for a particular Item.

The grid allows you to set different prices for the Item, for different Job Groups. The columns represent Price Lists. You should define Price Lists numbered 1 to 6 in the Price Lists setting in the Sales Ledger and then allocate them to each Customer individually or via Customer Categories.

For example, referring to the illustration above, Customers with Price List 2 will be charged 14.00 per hour for work carried out by members of the "JUN" Job Group and 28.00 per hour for work carried out by members of the "SEN" Job Group.

The Price List 1 column will be used for Customers with no Price List or Category, those whose Category has no Price List and those whose Price List is not numbered 1 to 6.

Use the Time Class column if you have different charge out rates for various kinds of work (e.g. standard rate, evening rate, etc.) and are managing them

using Time Classes. As shown in the illustration below, for each Job Group you should enter separate rows with each Time Class. When you enter a Time Sheet and specify a Time Class on flip C, the price in the resulting Project Transaction(s) will be taken from the Item/Job Group Price row for the Job Group/Time Class combination.

		Price List						
	Job Group	Time Class	1	2	3	4	5	6
1	JUN	STD	15	14	20			
2	JUN	EVE	22.5	21	30			
3	JUN	WEND	30	28	40			
4	JUN	HOLI	45	42	60			
5	SEN	STD	30	28	40			
6	SEN	EVE	45	42	60			
7	SEN	WEND	60	56	80			
8	SEN	HOLI	90	84	120			
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

Job Group/Item Prices

When you double-click 'Job Group/Item Prices' in the 'Settings' list in the Job Costing module, the 'Job Group/Item Prices: Browse' window opens, listing the Job Groups for which pricing structures have already been entered. To enter a new record, click the [New] button in the Button Bar. The 'Job Group/Item Price: New' window appears: enter the details as appropriate and click [Save] to save the new record.

Job Group/Item Price: Inspect

Job Group: JUN Description: Junior Consultants

	Item	Time Class	1	2	3	4	5	6
1	T003			55	50	60		
2	T004			110	100	120		
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

Enter the Job Group whose pricing structure is being defined, using 'Paste Special' if necessary. The Job Group's Name will be entered in the field to the right when you press Return. You can only enter one record for a particular Job Group.

Use the grid to list the various Items (i.e. types or work) offered by the Job Group. The columns represent Price Lists. You should define Price Lists numbered 1 to 6 in the Price Lists setting in the Sales Ledger and then allocate them to each Customer individually or via Customer Categories.

For example, referring to the illustration above, Customers with Price List 2 will be charged 50.00 per hour for Item T003 and 100.00 per hour for Item T004 when the work is carried out by a member of the JUN Job Group.

The Price List 1 column will be used for Customers with no Price List or Category, those whose Category has no Price List and those whose Price List is not numbered 1 to 6.

Use the Time Class column if you have different charge out rates for various kinds of work (e.g. standard rate, evening rate, etc.) and are managing them using Time Classes. As shown in the illustration below, for each Item you

should enter separate rows with each Time Class. When you enter a Time Sheet and specify a Time Class on flip C, the price in the resulting Project Transaction(s) will be taken from the Job Group/Item Price row for the Item/Time Class combination.

Job Group/Item Price: Inspect

Job Group: JUN Description: Junior Consultants

New Duplicate Cancel Save

		Price List					
Item	Time Class	1	2	3	4	5	6
1	T003	STD	55	50	60		
2	T003	EVE	82.5	75	90		
3	T003	WEND	110	100	120		
4	T003	HOLI	165	150	180		
5	T004	STD	110	100	120		
6	T004	EVE	165	150	190		
7	T004	HOLI	220	200	240		
8	T004	HOLI	330	300	360		
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

Job Groups

You can divide members of personnel into Job Groups. This, in combination with the Item/Job Group Prices and Job Group/Item settings described above on page Item/Job Group Prices, allows you to set hourly labour rates for the Job Groups to which each Person belongs.

	Short Code	Item	Comment
1	CON	T004	Normal consulting
2			
3			
4			
5			
6			
7			
8			
9			
10			

Code The code can have a maximum of 5 characters.

Name Enter a name for the Job Group.

Only Short Codes Allowed

Some companies can have several different types of time which are chargeable to Customers at different rates. Examples might be consultancy, programming services or installation. These should be set up as separate records in the Item register. One possible use for Job Groups might then be to divide up the company's employees according to the work they do. If so, you can ensure that no Time Sheets or Activities are entered in the names of members of this Job Group that refer to other Items (i.e. to work which those employees do not do). To use this feature, switch this check box on and list the allowable Items in the grid below.

Short Code, Item Members of a Job Group can give their own personal short codes to the Items that represent their work. This is useful if you have several thousand records in your Item register, of which only two or three represent work likely to be carried out by members of this Job Group. So, to

save time in locating Items when filling in Time Sheets and Activities, each Job Group can create their own codes for the Items they use.

Use this grid to allocate these short codes to each Item. When entering Time Sheets and Activities for members of this Job Group, either the short code or the Item Code can be used.

For example, referring to the example shown in the illustration above, you can enter either the short code “CON” or the full Item Code (“T004”) in Time Sheets and Activities for members of this Job Group. If you enter “CON”, Hansa will replace it with the correct Item Code.

If the Only Short Codes Allowed option (described above) is on, only those Items listed in the grid can be used in Time Sheets and Activities for members of this Job Group. This applies to both time and materials.

Take care that your short codes do not accidentally duplicate Item Codes, Alternative Codes or Bar Codes.

Number Series - Projects

Use this setting to define the number sequences for Projects in a similar manner to that described below.

Number Series - Time Sheets

Each Time Sheet has its own unique identifying number, based on a sequential series. When you enter a new Time Sheet, the next number in the series is used. If required, you can have a number of such sequences running concurrently, perhaps representing different years or different departments.

Use this setting to define these sequences, or Number Series. The different series should not overlap. If you do not enter any Number Series, Time Sheet Numbers will start at 1 and continue consecutively.

When you enter a Time Sheet, the next number in the first Number Series entered to this setting will be used as a default; change to the next number in any other Number Series using ‘Paste Special’.

When you double-click 'Number Series - Time Sheets' in the 'Settings' list, the following window appears—

No.	From	To	From	To	Comment	N/L
1	1	999	1/1/2004	31/12/2004	London Office	GenTrans
2	10000	10999	1/1/2004	31/12/2004	Manchester	GenTrans
3	1000	1999	1/1/2005	31/12/2005	London Office	GenTrans
4	11000	11999	1/1/2005	31/12/2005	Manchester	GenTrans
5						
6						
7						
8						
9						
10						
11						

Enter each new Number Series on the first blank line and, when finished, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

The N/L field common to all Number Series settings is not used in this instance.

Project Classes

It is possible to group Projects into Project Classes. You can then create Invoices for all Projects that are members of a particular Class, and reports can provide analysis by Class.

When you open the setting, the 'Project Classes: Inspect' window is shown. To enter a new Project Class, click in the first blank line. Click [Save] in the Button Bar to save changes. To close the window without saving changes, use the close box.

Any Object specified for a Project Class will be brought in to all Projects assigned to that Class. Only one Object can be specified for a particular Class. If you are using the Project Code the same as Object Code option in the Project Settings setting, you should not assign any Objects to your Project Classes, because in that case each Project requires a unique Object.

	Code	Object	Comment
1	CON		Consultancy
2	ADV		Advertising Campaign
3			
4			
5			
6			
7			
8			
9			

If you want to ensure every Project is assigned to a Project Class, switch on the Demand Project Class option in the Project Settings setting.

Project Item Handling

Use this setting to control how Items of different Types are treated in the Job Costing module. The choices made here can be overridden for an individual Item/Project combination using the Specified Project Item Handling setting (described below on page 70).

When you open the setting, the 'Project Item Handling: Inspect' window is shown. Change the options as required and then click the [Save] button in the Button Bar to save changes and close the window. Use the close box if you do not want to save changes.

Project Item Handling: Inspect

Save

Stocked Items only on

☒ Sales Orders
☐ Purchase Orders
☐ Both (be very careful)

Allow Plain Items on

☐ Sales Orders
☐ Purchase Orders
☒ Time Sheets

Project Item Pricing

☒ Off
☐ On

Stocked Items only on

Use these options to choose whether you would like to be able to include Stocked Items on Sales or Purchase Orders that have been related to Projects (i.e. that have a Project Number on their 'Del Terms' and 'Terms' cards respectively), or both. This will apply to Structured Items as well.

For example, you choose to be able to include Stocked Items on Sales Orders that have been related to Projects. If you try to include a Stocked Item on a Purchase Order that has a Project Number, the error message 'Item not allowed due to Project Item Handling' will appear when you try to save the Purchase Order.

If you choose the Both option, you should take care when registering Stocked Items against Projects because there will be a risk of registering them twice: once from the Sales Order and once from the Purchase Invoice resulting from the Purchase Order. If you need to raise a Purchase Order for a Stocked Item that is to be supplied as part of a Project, either the Sales Order or the Purchase Order should carry the Project Number, but not both. One can be created from the Project Budget record using the 'Create Sales Order' or 'Create Purchase Order' function, the other should be entered directly to the Sales or Purchase Order register as appropriate.

A factor influencing the decision about whether Stocked Items should be allowed on Sales or Purchase Orders will be that the two methods calculate the prices charged to the Customer for Stocked Items in different ways. When a Project Transaction is created from a Sales Order, the Price is taken from the Sales Order, which in turn is the Price in the appropriate Price List or the Base Price of the Item. When a Project Transaction is created from a Purchase Invoice, the Price is taken from the Purchase Invoice amount plus the Item Markup %.

These options also influence the 'Create Purchase Order' and 'Create Sales Order' Operations menu functions on the Project Budget screen. If you choose to be able to include Stocked Items on Sales Orders, the 'Create Sales Order' function will transfer Stocked Items from the Project Budget to the Sales Order. The 'Create Purchase

Order' function will not transfer Stocked Items from the Project Budget to the Purchase Order. This situation will be reversed if you choose to be able to include Stocked Items on Purchase Orders. This aspect of the Project Item Handling setting is not overridden by the Specified Project Item Handling setting.

Allow Plain Items on

Service Items can be used in Time Sheets and on Sales or Purchase Orders that have been related to Projects (i.e. that have a Project Number on their 'Del Terms' and 'Terms' cards respectively). Stocked Items can also be included in Sales or Purchase Orders depending on the choice made using the options above. You can also choose to be able to use Plain Items (purchases and materials) in Sales Orders, Purchase Orders and/or Time Sheets by checking these boxes. Plain Items cannot be used in Activities.

These options also influence the 'Create Purchase Order' and 'Create Sales Order' Operations menu functions on the Project Budget screen. If you choose to be able to include Plain Items on Sales Orders, the 'Create Sales Order' function will transfer purchases (i.e. Plain Items whose Treat Item as Material on Project box is off) from the Project Budget to the Sales Order. Similarly, if you choose to be able to include Plain Items on Purchase Orders, the 'Create Purchase Order' function will transfer purchases from the Project Budget to the Purchase Order. This aspect of the Project Item Handling setting is not overridden by the Specified Project Item Handling setting.

Project Item Pricing

Stocked, Service and Plain Items can be registered against Projects using Purchase Invoices and Expenses. In these cases, the price charged to the Customer can be calculated using one of two methods—

1. by adding the Markup % of the Item to the Purchase Invoice or Expense amount.
2. by adding the Markup % of the Item to its Base Price.

To use the first method, ensure Project Item Pricing is switched off. To use the second method, switch this option on. Please refer to the 'Terminology, Pricing and Costs' section above on page 29 for full details.

Project Settings

The 'Terms' Card of this setting contains some miscellaneous options controlling the behaviour of various aspects of the Project screen. The remaining five cards allow you to define the appearance of the Invoices that will be created using the 'Create Project Invoices' function. These cards are used to define defaults, many of which can be overridden for individual Projects using the 'Time & Purchases', 'Stock & Materials' and 'Invoicing' cards of the Project screen.

Header

Project Description

This text is used to prefix the Project Number if that is shown on Invoices. To show the Project Number on Invoices, select the Project Code option ('On Invoice' card below).

Item Down Payment**Paste Special**

Item register

Select an Item to use when a Down Payment Invoice is issued. This will determine the Credit Account and VAT Code used on such Invoices. The Description of this Item will be the default text for the Down Payment Invoice.

Default Service Unit**Paste Special**

Units setting, Sales Ledger

If all your Service Items are sold using the same Unit (e.g. Hours or Minutes), you can specify that Unit here to save the work of entering it into each Service Item individually. The Unit specified here will be used for all Service Items in all transactions (e.g. Orders and Invoices), and it will override any Unit specified for an individual Service Item.

Terms Card**Demand Project Class**

Use this option if you want every Project to be assigned to a Project Class.

Project Code the same as Object Code

Use this option if you want each Project to be assigned an Object whose Object Code is the same as the Project Code. This means that all Projects will have to be assigned an Object, and that only one Object can be assigned to each Project.

If you are using this option, you can only use a particular Object with one Project, so you will need to create a new Object for each new Project. You can easily do this from the Project screen using the 'Create Object' function on the Operations menu. This will allow you to carry out Project-by-Project cost and revenue analysis in Nominal Ledger reports.

Do not enter any Objects in the Project Classes setting if you are using this option.

Check Objects according to Project Class

Use this option if you want to make sure that the Object(s) entered on a Project is the same as that entered in its Project Class.

Use Item Cost Price from Purch. Invs/Expenses

When creating Project Transactions from Purchase Invoices and Expense records, the Cost of the Project Transaction can be taken from the Purchase Invoice/Expense record or from the 'Costs' card of the Item. Use this option if you would like the Cost to come from the Item record. This affects how the gross profit is calculated, and applies to time, purchases and materials.

Note that if this check box is on, the Cost of the Project Transaction will be zero if an Item with no Cost Price is used.

Credit Notes update Project Transactions

Invoices from Project Transactions are created using the 'Create Project Invoices' Maintenance function. Invoices will only be created once from each Project Transaction: if a Project Transaction has an Invoice Number, this will prevent further Invoices being created.

When you issue a Credit Note against a Project Invoice, you might want to raise another Invoice for the relevant Project Transactions at a later date. To do this, you must remove the Invoice Number from each Project Transaction. You can do this manually or have it done automatically.

Check this box to have this task carried out automatically. The Invoice Number will be removed from all relevant Project Transactions when you approve and save the Credit Note, not when you save it for the first time. In the case of partial Credit Notes, the Invoice Number will be removed from all Project Transactions on the original Invoice, not just those on the partial Credit Note.

Allow one Quotation per Project only

Usually there is no limit to the number of Quotations that can be entered for a particular Project. Use this

option if you would like there to be a limit of one Quotation per Project.

Service Card

Project Settings: Inspect

Save

Project Description: Project

Item Down Payment: DPAYMENT

Default Service Unit: HRS

Terms Service Purchases Stocked Items Materials On Invoice

Service Item Cost Price: 45.00

Time Description: Time

Invoice Time

- ☐ One Row Total
- ☐ By Groups
- ☐ By Items
- ☒ By Transactions
- ☐ By Items/Person

Budget Time

- ☒ Actual
- ☐ As Budgeted

Service Item Cost Price

When creating Project Transactions from Time Sheets and Activities for time (i.e. Service Items), the unit Cost will be the hourly cost of the Person, taken from Cost per Hour field on the 'Job Costing' card of the Person record. If this is blank, the figure is taken from this field, irrespective of the Person carrying out the work.

Time Description If you are using the One Row Total option for Invoice Time (below), all invoiceable recorded time will be summarised together on a single Invoice row. Specify here the text that is to appear in this Invoice row.

Invoice Times This set of options allows you to control how time is to be shown on Invoices. The option selected here is a default: you can override it for a particular Project using the 'Time & Purchases' card of the Project screen. Remember that Items representing time are entered to the Item register as Service Items.

If the Separate Inv. Row option has been switched on in a particular Project Transaction, that will override the

option chosen here. This will happen by default in Project Transactions created from Activities and Time Sheets if the Time Sheets/Activities: Separate Inv Row option ('On Invoice' card of this setting and 'Invoicing' card of the Project) is on, and in Project Transactions created from Purchase Invoices and Expense records if the Purch. Invs/Expenses: Separate Inv Row option is on.

- One Row Total** All time will be added together and shown on a single line on Invoices. The text for this line will be taken from the Time Description field above.
- By Groups** If you have several Items representing various kinds of time and these Items belong to different Item Groups, this option will show a single line total for each Item Group on Invoices. The name of the Item Group is used as the text for this line.
- By Items** A single-line total will be shown for each Item, with the Item Name as text. The Objects on flip B of this Invoice row will be taken from the Item record (and from flip D of the Project Budget record if the Invoice Time option in the Project Budget has been set to As Budgeted).
- By Transactions** Invoices will itemise the time spent. The Invoice text will show the Item Name and the Comment from the Project Transaction, which is taken from the Description of the appropriate Time Sheet row. The Objects on flip B of each Invoice row will be taken from the Item and Person records (and from flip D of the Project Budget record if the Invoice Time option in the Project Budget has been set to As Budgeted).
- By Items/Person** A single-line total will be shown for each Item/Person combination, showing how much each Person has worked on the Project. The Invoice text will show the Item Name and the name of the Person. The Objects on flip B of the Invoice row will be taken from the Item and Person records.

Note that the Objects shown on the 'Terms' card of a Project Invoice will be taken from the 'Invoicing' card of the originating Project. The Objects shown on each

Invoice row (flip B) will always be determined as described above, even if you are using the Time Sheets/Activities: Separate Inv Row or Purch. Invs/Expenses: Separate Inv Row option (as appropriate). They are not taken from Project Transactions. Therefore, if you are using Objects, you should choose an Invoice Times option even if you are also using the Separate Inv Row options.

Budget Time

Use these options to choose which of the Invoice Time options will be chosen by default when creating new records in the Project Budget and Quotation registers. Please refer to the section describing the Project Budget register below on page 106 for descriptions of the two options.

Purchases Card

Purchase Description

If you are using the One Row Total option for Invoice Purchases (below), all invoiceable purchases will be summarised together on a single Invoice row. Specify here the text that is to appear in this Invoice row.

Invoice Purchases These options work in the same manner as the Invoice Times options described above, but refer to purchases. Again, the option selected here is a default: you can

override it for a particular Project using the 'Time & Purchases' card of the Project screen.

If the Separate Inv. Row option has been switched on in a particular Project Transaction, that will override the option chosen here. This will happen by default in Project Transactions created from Time Sheets if the Time Sheets/Activities: Separate Inv Row option ('On Invoice' card of this setting and 'Invoicing' card of the Project) is on, and in Project Transactions created from Purchase Invoices and Expense records if the Purch. Invs/Expenses: Separate Inv Row option is on.

Budget Purchase Use these options to choose which of the Invoice Purchases options will be chosen by default when creating new records in the Project Budget and Quotation registers. Please refer to the section describing the Project Budget register below on page 106 for descriptions of the two options.

Stocked Items Card

The screenshot shows the 'Project Settings: Inspect' window with the 'Stocked Items' tab selected. The window has a blue title bar and standard window controls. Below the title bar is a 'Save' button. The main area contains the following fields and options:

- Project Description:** Project
- Item Down Payment:** DPAYMENT
- Default Service Unit:** HRS
- Tabs:** Terms, Service, Purchases, **Stocked Items**, Materials, On Invoice
- Stocked Items Description:** Stocked Items supplied
- Invoice Stocked Items:**
 - ☐ One Row Total
 - ☐ By Groups
 - ☐ By Items
 - ☒ By Transactions
- Budget Stocked:**
 - ☒ Actual
 - ☐ As Budgeted

Stocked Items Description

If you are using the One Row Total option for Invoice Stocked Items (below), all invoiceable Stocked Items will be summarised together on a single Invoice row. Specify here the text that is to appear in this Invoice row.

Invoice Stocked Items

These options work in the same manner as the Invoice Times options described above, but refer to Stocked Items. Again, the option selected here is a default: you can override it for a particular Project using the 'Stock & Materials' card of the Project screen.

If the Separate Inv. Row option has been switched on in a particular Project Transaction representing a Stocked Item, that will override the option chosen here.

Budget Stocked Use these options to choose which of the Invoice Stocked Items options will be chosen by default when creating new records in the Project Budget and Quotation register. Please refer to the section describing the Project Budget register below on page 106 for descriptions of the two options.

Materials Card

The screenshot shows the 'Project Settings: Inspect' window with the 'Materials' tab selected. The window has a title bar with standard Windows controls and a 'Save' button in the top right. Below the title bar, there are three input fields: 'Project Description:' with a text box containing 'Project:', 'Item Down Payment:' with a dropdown menu showing 'DPAYMENT', and 'Default Service Unit:' with a dropdown menu showing 'HRS'. Below these fields is a tabbed interface with six tabs: 'Terms', 'Service', 'Purchases', 'Stocked Items', 'Materials' (which is active and highlighted in blue), and 'On Invoice'. Under the 'Materials' tab, there is a 'Material Description:' label followed by a text box containing 'Project materials'. Below this, there are two groups of radio button options. The first group is titled 'Invoice Materials' and includes five options: 'One Row Total', 'By Groups', 'By Items', 'By Transactions' (which is selected with a green dot), and 'By Items/Person'. The second group is titled 'Budget Material' and includes two options: 'Actual' (selected with a green dot) and 'As Budgeted'.

Material Description

If you are using the One Row Total option for Invoice Material (below), all invoiceable materials will be summarised together on a single Invoice row. Specify here the text that is to appear in this Invoice row.

Invoice Material These options work in the same manner as the Invoice Times options described above, but refer to materials. Again, the option selected here is a default: you can override it for a particular Project using the 'Stock & Materials' card of the Project screen.

If the Separate Inv. Row option has been switched on in a particular Project Transaction, that will override the option chosen here. This will happen by default in Project Transactions created from Time Sheets if the Time Sheets/Activities: Separate Inv Row option ('On Invoice' card of this setting and 'Invoicing' card of the Project) is on, and in Project Transactions created from Purchase Invoices and Expense records if the Purch. Invs/Expenses: Separate Inv Row option is on.

Budget Material Use these options to choose which of the Invoice Material options will be chosen by default when creating new records in the Project Budget and Quotation registers. Please refer to the section describing the Project Budget register below on page 106 for descriptions of the two options.

On Invoice Card

Project Settings: Inspect

Save

Project Description: Project

Item Down Payment: DPAYMENT

Default Service Unit: HRS

Terms **Service** **Purchases** **Stocked Items** **Materials** **On Invoice**

- ☒ Time Sheets/Activities: Separate Inv. Row
- ☒ Purch. Invs/Expenses: Separate Inv. Row
- ☒ Project Code
- ☒ Project Description
- ☒ Project Text
- ☒ Contact
- ☐ Include Average Price on Time
- ☐ Include Quantity on Time
- ☐ Include Average Price on Purchase
- ☐ Include Quantity on Purchase

Time Sheets/Activities: Separate Inv Row

If this option is on, the Separate Inv. Rows box will be checked by default in all Project Transactions created from Time Sheets (for time, purchases and materials) and from Activities (for time). This effectively means that each such Project Transaction will be shown in its own line on the Invoice (i.e. they will be itemised on Invoices). This will override whichever Invoice Times option ('Service' card of this setting), Invoice Purchases setting ('Purchases' card) or Invoice Material option ('Materials' card) you have chosen.

You can override this option in an individual Project using the check box on the 'Invoicing' card of the Project screen.

Purch Invs/Expenses: Separate Inv Row

This option is similar to Time Sheets/Activities: Separate Inv. Rows above, but applies to Project Transactions created from Purchase Invoices and Expense records (for time, purchases and materials).

Project Code, Project Text, Project Description, Contact

Check these boxes as appropriate if you would like the Project Code, Project Text, Project Description and Contact to be printed on Project Invoices.

If you choose the Project Code option, it will be shown on Invoices preceded by the text entered to the Project Description field in the header of this setting.

You can override any or all of these options in an individual Project using the check boxes on the 'Invoicing' card of the Project screen.

Include Average Price on Time

Switch this option on if you wish to show a unit price for time Items on Project Invoices. Often, a calculated average unit price will be shown. This will happen, for example, if several Persons with varying charge-out rates have worked on the Project, and you have chosen One Row Total in the Invoice Times set of options.

Include Quantity on Time

Switch this option on if you wish to show a quantity (i.e. number of hours) for time Items on Project Invoices.

Include Average Price on Purchase, Include Quantity on Purchase

These options work in the same manner as the two described immediately above, but refer to purchases and materials.

Again, all four of these options are defaults: you can override them in a particular Project using the 'Invoicing' card of the Project screen.

Specified Project Item Handling

Use this setting to control how Items of different Types are treated in the Job Costing module. The choices made here are for an individual Project/Item combination and override those made in the Project Item Handling setting (described above on page 57).

When you open the setting, the 'Specified Project Item Handling: Browse' window is shown, listing the Projects and Items for which records have already been entered. To enter a new record, click the [New] button in the Button Bar. The 'Specified Project Item Handling: New' window appears: enter the details as appropriate and click [Save] to save the new record. You can only enter a single record for each Item/Project combination.

Specified Project Item Handling: Inspect

Item: T002
Project: 1

Stocked Items only on

☐ Sales Orders
☐ Purchase Orders
☒ Both (be very careful)

Allow Plain Items on

☐ Sales Orders
☐ Purchase Orders
☒ Time Sheets

Project Item Pricing

☒ Off
☐ On

The example record illustrated above might be entered if the use of Plain Items in Time Sheets has been prevented in the Project Item Handling. It allows the use of a particular Plain Item (T002) in Time Sheets relating to a particular Project (1). Also, Item T002 cannot be used in Sales and Purchase Orders related to the same Project. If the Item field is left blank, all Plain Items could be used in Time Sheets relating to that Project. If the Project field is left blank, Item T002 could be used in Time Sheets relating to any Project. Because the Item used is a Plain Item, the Stocked Items Only On options are not used.

This second example might be used if the Project Item Handling setting allows the use of Stocked Items in Purchase Orders related to Projects. Item 10101 is a Stocked Item, and this record allows its use in Sales Orders related to Project 1 (and prevents its use in Purchase Orders). Again, if the Item field is left blank, all Stocked Items could be used in Sales Orders relating to that Project. If the Project field is left blank, Item 10101 could be used in Sales Orders relating to any Project. Because the Item used is a Stocked Item, the Allow Plain Items On options are not used.

Because only a single record can be entered for each Item/Project combination, if the Item field is left blank in a particular record, that record must cater for the handling of both Stocked and Plain Items for a particular Project.

The final set of options, Project Item Pricing, control the pricing of Stocked, Service and Plain Items when they are registered against Projects using Purchase Invoices and Expenses. The option chosen will only apply to the Item specified in the Item field above. If the Item field is empty, these

options will be ignored and the Project Item Pricing behaviour will be determined by the Project Item Handling setting.

The 'Create Purchase Order' and 'Create Sales Order' Operations menu functions on the Project Budget screen do not take account of this setting. They take their cue from the Project Item Handling setting only.

Time Billing Price Formulae, Time Billing Price Lists, Time Classes

If your business has various charge-out rates for the same work (e.g. standard rates, evening rates, weekend rates, holiday rates, and so on), you should use these settings to manage this multiple-rate structure.

If you are using a multiple-rate structure, it will be as part of an overall pricing structure, applied to Service (time) and Plain (purchase and materials) Items registered against Projects using Time Sheets. In this section, the steps required to build a multiple-rate structure are described. For details about how it fits in with the overall pricing structure, please refer to the 'Terminology, Pricing and Costs' section above on page 29.

In planning such a price structure, follow these steps—

1. The multiple-rate structure works at an Item Group level, not an Item level. Therefore, make sure that all Service and Plain Items that will be used in Time Sheets and which can be charged out at different rates belong to Item Groups.
2. Define Time Classes using the Time Classes setting. These represent the various rates. In our example, we will have four Time Classes, one each for standard, evening, weekend and holiday rates.
3. Define Price Formulae using the Time Billing Price Formulae setting: these are the formulae by which the different rates are calculated. In our example, we will need four Time Billing Price Formula records: one for the standard rate, one for the evening rate (standard rate plus 50%), one for the weekend rate (standard rate plus 100%) and one for the holiday rate (standard rate plus 200%).
4. Finally, enter one Time Billing Price List for each Time Class. These link the Time Classes with the Items, specifying how the basic sales and cost prices are to be modified in each situation.

Below, steps 2-4 are described in detail.

Time Classes

You should enter as many Time Classes as you have different charge-out rates. For example, you might have different time Classes for standard, evening, weekend and holiday rates.

To define a new Time Class, first move into the Job Costing module using the Modules menu. Then click [Settings] in the Master Control panel or select 'Settings' from the File menu. Double-click 'Time Classes' in the resulting list and click [New]. Once entered, click [Save] to save the record.

Complete the Code and Description as appropriate. The Description is shown in the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Time Class easy for all users.

The remaining fields and check boxes are used for information only: they are not used to control when the Time Class might be used. The Start and End Times are not used in the Job Costing module, but instead are used by the Activities, Period report in the CRM module. Please refer to the description of this report in the 'CRM' manual for details.

Time Billing Price Formulae

These are the formulae that are used to calculate the different rates used by the various Time Classes. When a Time Sheet is saved, the standard price is first calculated using the pricing structure described above in the 'Terminology, Pricing and Costs' section on page 29. Then, the correct Price Formula for the Time Class is applied, resulting in an uplift or discount as appropriate. A separate Formula is also applied to the Cost Price (e.g. to reflect the overtime rates paid to employees), so be sure to enter sufficient Formulae to cater for all circumstances.

To define a new Price Formula, first move into the Job Costing module using the Modules menu. Then click [Settings] in the Master Control panel or select 'Settings' from the File menu. Double-click 'Time Billing Price Formulae' in the resulting list and click [New]. When the new record is complete, click [Save] to save it.

Code	Enter a code by which the Price Formula can be identified.
Name	Specify a name for the Formula.
% Adjustment	Enter the value that will be used to calculate the price. This is a percentage figure: enter "110" to add 10% to the base price, "90" to deduct 10%.
Add 1	Add or deduct a fixed amount. If used in combination with the field above, the addition or deduction will take place after the percentage adjustment.
Round Off	<p>Paste Special Choices of possible entries</p> <p>Specify here the number of decimal places you wish to be used in the calculation.</p>
Add 2	Add another fixed amount after the rounding process.

Time Billing Price Lists

Once Time Classes and Time Billing Price Formulae have been entered as described above, the two can be united in the Time Billing Price List. This is used to apply the appropriate Price and Cost Formulae to Items belonging to specified Item Groups.

As a simple example of a Time Billing Price List in use, an Item belonging to the "DT" Item Group is entered in a Time Sheet, and the "EVE" Time Class is entered on flip C. When the Time Sheet is approved and saved, the usual sales price of the Item is calculated using the pricing structure described in

the ‘Terminology, Pricing and Costs’ section above on page 29. Then, the single Time Billing Price List record featuring the “EVE” Time Class (illustrated below) is found. The Price and Cost Formulae both stipulate that the usual sales price of all Items in the “DT” Item Group are to be increased by 50%.

	Item Group	Price Formula	Cost Formula
1	DT	150	150
2	SERV	180	180
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

Code

Enter a unique identifying code here.

Time Class

Paste Special

Time Classes setting, Job Costing module

Description

Specify here the Time Class that will use this Time Billing Price List. You should enter one Price List for each Time Class: if you enter more than one, only the first will be used and the others will be ignored.

Name the Price List here.

Use the grid to list the Item Groups that can have their sales and cost prices changed by the Price List, and the formulae used to effect those changes.

Item Group	Paste Special	Item Group register, Sales Ledger/Job Costing module
		Specify here the Item Group whose Items are to have their sales and cost prices modified using the Price and Cost Formulae specified in the fields to the right. Leave this field blank if you want the Formulae to be applied to Items that do not belong to an Item Group.
Price Formula	Paste Special	Time Billing Price Formulae setting, Job Costing module
		Specify here the code of a Time Billing Price Formula, defined as described in the previous section. It is used to calculate sales prices for this Time Class. Note that, in a particular Price List, different Item Groups can have their prices calculated using different Formulae.
Cost Formula	Paste Special	Time Billing Price Formulae setting, Job Costing module
		Specify here the code of a Time Billing Price Formula, defined as described in the previous section. It is used to calculate cost prices for this Time Class.

When entering Time Billing Price Lists, the following points should be borne in mind—

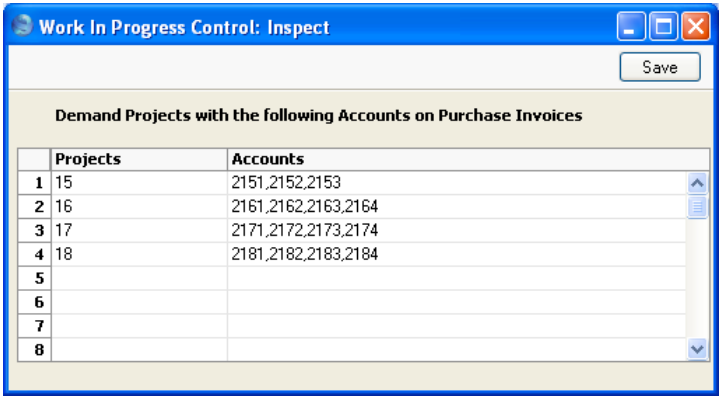
1. Time Billing Price Lists work at an Item Group level, not an Item level. If you use an Item that does not belong to an Item Group in a Time Sheet together with a Time Class, the Time Class will usually have no effect. The same is true if the Item belongs to an Item Group not listed in the Time Billing Price List. The only exception is if you have entered rows in your Time Billing Price Lists where the Item Group field is blank.
2. Providing point 1 above is satisfied, the Cost Formula will always be applied to the normal cost price (the normal cost price is the Cost Price of the Item in the case of Plain Items, and the Cost per Hour of the Person carrying out the work or the Service Item Cost Price from the Project Settings setting in the case of Service Items). However, the Price Formula is only applied to the normal sales price if that is the Base Price of the Item or the Price per Hour of the Person carrying out the work or if it is determined by the Price List of the Customer or Customer Category. The Price Formula is not applied if normal sales price is taken from the Customer Discount or Item/Job Group Prices settings.

Please refer to the ‘Terminology, Pricing and Costs’ section above on page 29 for more details about how the normal sales price is calculated.

Work in Progress Control

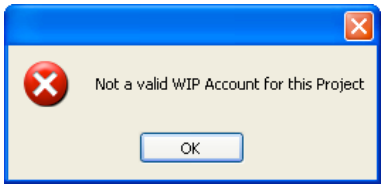
This setting allows you to link certain Purchase Accounts to particular Projects. These links are enforced when entering Purchase Invoices and Expenses related to Projects.

When you open the setting, the ‘Work in Progress: Inspect’ window is shown. To link Accounts with a new Project, click in the left-hand field in the first blank line. Enter the Project Number, using the ‘Paste Special’ function if necessary to ensure that it is correct. In the Accounts field, enter the Account Numbers that can be used with the Project, separated by commas. Again, ‘Paste Special’ can be used if necessary. If you need to use ‘Paste Special’ to enter several Accounts, type the comma before opening the ‘Paste Special’ list. This will cause Hansa to add the next Account to those already entered. Otherwise, the previous Account will be overwritten. Click [Save] in the Button Bar to save changes. To close the window without saving changes, use the close box.

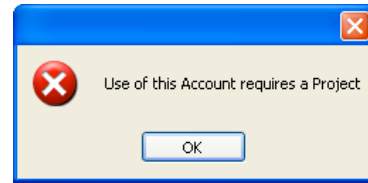


	Projects	Accounts
1	15	2151,2152,2153
2	16	2161,2162,2163,2164
3	17	2171,2172,2173,2174
4	18	2181,2182,2183,2184
5		
6		
7		
8		

In the example illustrated above, when entering Purchase Invoices and Expense records related to Project 15, the only Purchase Accounts that can be used are 2151, 2152 and 2153. Accounts 2161, 2162, 2163 and 2164 can be used in relation to Project 16, and so on. No Account other than those listed can be used with a particular Project. If an attempt is made to use a different Purchase Account, the following error message appears—



If an attempt is made to use one of these Accounts without reference to a Project, the following error message appears—

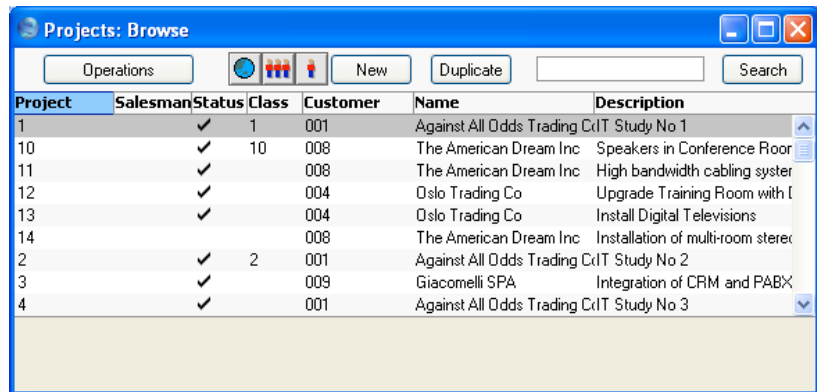


The Project Register

This register is where you define the Projects you will be working with. Projects must be entered here before you can start registering time, materials and purchases against them. The Project register can also be used to create down payment (deposit) Invoices for each Project.

In the Job Costing module, select 'Projects' from the Registers menu, or click the [Projects] button in the Master Control panel.

The 'Projects: Browse' window is opened, showing Projects already entered.



Project	Salesman	Status	Class	Customer	Name	Description
1		✓	1	001	Against All Odds Trading C/I T Study No 1	
10		✓	10	008	The American Dream Inc	Speakers in Conference Room
11		✓		008	The American Dream Inc	High bandwidth cabling system
12		✓		004	Oslo Trading Co	Upgrade Training Room with I
13		✓		004	Oslo Trading Co	Install Digital Televisions
14		✓		008	The American Dream Inc	Installation of multi-room stereo
2		✓	2	001	Against All Odds Trading C/I T Study No 2	
3		✓		009	Giacomelli SPA	Integration of CRM and PABX
4		✓		001	Against All Odds Trading C/I T Study No 3	

The Status column is blank for Active Projects or shows "✓" for Finished Projects and "-" for Projects for which no more Project Transactions can be created. This Status can be set for each Project using the options on the 'Terms' card of the Project screen.

As in all browse windows you may sort the list by clicking on the column headings. To reverse any sort, simply click once again on the column heading. You can also scroll the list with the scroll bars. Finally, you can search for a record by entering a keyword in the field at the bottom left corner. Hansa will search for the first record matching the keyword in the column that has been used to determine the sort order.

To enter a new Project, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight a Project similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Project: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Project.

Since the amount of information stored about each Project will not fit on a single screen, the Project window has been divided into six cards. At the top of each is the header. This contains the Project Number, Description, Salesman and Class. There are six named buttons ('tabs') in the header.

By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Project you are working with.

Header

Project

Paste Special

Select from another Number Series

Each Project must be assigned a unique Project Number by which it can be identified. You can use up to 20 alphanumeric characters. When you create a new

Project, Hansa will enter the next unused number from the first number sequence entered in the Number Series - Projects setting. You may change this number, but not to one that has already been used. In multi-user systems, the next unused number will not be allocated until the Project is saved for the first time.

Mother**Paste Special**

Project register, Job Costing module

You should use this field if the current Project is part of a larger plan or scheme. For example, if the overall plan is to move office, various sub-projects might be installing the network cabling, installing a telephone system and moving the stock to the new warehouse or stock room. In this situation, you should first enter a record in the Project register for the overall plan (moving office). This is known as the “Mother” Project. Then you should enter separate records for each of the sub-projects, quoting the Mother Project in this field.

When including a Mother Project in the GP, Projects, Projects List, Project Profit/Loss and Project Status reports, you can choose to have its sub-projects included or excluded in the calculations.

Invoicing should be carried out at the sub-project level. Work carried out on a sub-project will not be included in an Invoice created for its Mother Project.

The Mother Project cannot be a Finished Project. A Mother Project cannot be marked as Finished until all its sub-projects have been Finished.

Class**Paste Special**

Project Classes setting, Job Costing module

Enter the Project Class for the Project (if any). Project Classes permit the analysis of Projects for reporting or prioritising. Any Objects attached to the Project Class will be brought in to the field on the ‘Terms’ card.

When you use the ‘Create Project Invoices’ Maintenance function to create Invoices in batches from Project Transactions, you can do so for Projects belonging to a particular Class.

	This field must contain a value if the Demand Project Class option is on in the Project Settings setting.	
Description	A short description of the Project.	
Members	Please refer to the ‘Projects and Resource Planning’ section below on page 92 for details of this field.	
Terms Card		
Cust.	Paste Special	Customers in Customer register
	Enter the Customer Number or use the ‘Paste Special’ function. When you press Return, the Customer’s name will be entered to the field to the right.	
Name	The Customer Name is entered by Hansa after you have specified a Customer Number.	
Contact	Paste Special	Contact Persons setting, Sales Ledger
	The name of the person in the client firm that is in charge of the Project.	
Salesman	Paste Special	Person register, System module
	Enter here the initials of the Salesperson in overall charge of this Project. The Project Leader field (described below) can be used to record the Person responsible for the day-to-day work required to complete the Project.	
	This field is also used by the Limited Access module: please refer to the description of the Sales Group field (below) for details.	
Objects	Paste Special	Object register, Nominal Ledger/System module
	Used as default in	Time Sheets, Invoices
	Enter an Object (or several Objects, separated by commas) for your internal accounting if necessary. If you have specified a Project Class that has Object(s) attached, these will be entered to this field automatically (in addition to any Objects that are already there). The Objects will be transferred to all Invoices raised for this Project (shown on the ‘Terms’ card of the Invoice screen).	

If any Objects have been specified for the Customer, they will not be copied here, but they will be copied to the 'Terms' card of any Invoices.

The Objects on the 'Terms' card of any Invoices will be assigned to the credit posting to the Sales Account(s), the debit posting to the Cost Account (if cost accounting is being used), and the debit posting to the Debtor Account (if you are using the Objects on Debtor Account option in the Account Usage S/L setting).

This field must contain a value if you are using the Project Code the same as Object Code option in the Project Settings setting. In this case, only one Object can be assigned to the Project. This will allow you to carry out Project-by-Project cost and revenue analysis in Nominal Ledger reports. You can easily create an Object with the appropriate Object Code using the 'Create Object' function on the Operations menu.

If you are using the Check Objects according to Project Class option in the Project Settings setting, the Objects entered here must be the same as those in the Project Class. In this case, no extra Objects can be assigned to the Project.

Sales Group

Paste Special

Sales Groups setting, System module

Default taken from

Salesman

The Sales Group is brought in from the Person record after you have entered a Salesman. If the Limited Access module is present, this field can be used to prevent a user from seeing all Projects in the 'Projects: Browse' and Project 'Paste Special' windows by restricting their view to their own Projects or to those of their Sales Group.

Please refer to the section describing the Person register in the 'System Module' manual for full details of the Limited Access module.

Text

Enter up to three lines of text to describe the Project. This text can appear on Invoices and other documents.

Pr. Leader	Paste Special	Person register, System module
		The member of your firm in charge of the Project. Once you have entered their initials here, their name will appear in the field to the right.
Name		The Project Leader's name is entered by Hansa after you have specified their initials.
Start Date	Paste Special	Choose date
		The date that work started on the Project.
End Date	Paste Special	Choose date
		The date work finished on the Project. Note that you will still be able to create Project Transactions for the Project: to prevent this, mark the Project as No More Transactions or Finished (below).
Do Not Invoice		Check this box if you do not want Invoices to be created for this Project by the 'Create Project Invoices' function. Project Transactions will still be created for such Projects, so analysis of time, materials and purchases is still possible.
		Note that this option does not prevent the raising of Down Payment Invoices from the 'Down Payments' card of the Project screen. So, if the Project is to be invoiced strictly on an instalment basis irrespective of the time spent or materials used, you should check this box.
Status		Use these options to show the current status of the Project.
Active		Use this option for Projects in progress. Such Projects are marked with a blank in the Status column in the 'Projects: Browse' window. Only Active Projects will appear in the Projects 'Paste Special' list opened from other registers or from report or document specification windows.
	No More Transactions	
		Check this box when work on the Project has finished. You will no longer be able to create Project Transactions for the Project. The 'Create Project Invoices' Maintenance function will still create Invoices for any existing Project

Transactions that are not invoiced at the time the Project is changed to this status. Such Projects are marked with a “-” in the ‘Projects: Browse’ window, and are usually counted as Active for reporting purposes.

Finished

When this box is checked, the Project will no longer be shown in the Project Invoicing report and, if the default settings are used, in the Project Status, Project List and GP, Project reports. Again, the ‘Create Project Invoices’ Maintenance function will still create Invoices for any existing Project Transactions that are not invoiced at the time the Project is marked as Finished. Finished Projects are marked with a “√” in the ‘Projects: Browse’ window.

Marking a Project as Finished will also remove it from the Resource Planner: please refer to the ‘Projects and Resource Planning’ section below on page 92 for details.

A Mother Project cannot be marked as Finished until all its sub-projects have been Finished.

Project Type

Three Project Types are offered. The Employee Statistics report provides analysis of the time spent working on Projects of each Type.

Invoiceable

Normal Customer Projects.

Internal

The ‘Create Project Invoices’ function will raise Invoices for internal Projects, a feature which will be useful for internal accounting purposes between departments. If you do not wish Invoices to be raised for internal Projects, switch on the Do Not Invoice check box above.

Other

Use this Type for Projects that do not belong to the other two categories.

Down Payments Card


Two schemes are available for the invoicing of Projects. Invoices can be raised which strictly reflect time spent and materials used, or a Project can be given an overall fixed price that is then invoiced. This card is used to raise Invoices in cases where the second method is being used.

You can raise a single Invoice for the full Project amount, or you can do so in instalments. Alternatively, if you are intending to use the first invoicing scheme, you can raise an Invoice for a deposit that will later be deducted from the first time/material Invoice.

To raise a single Invoice for the full Project amount or for a deposit, enter that amount on the first line of the grid, together with the earliest date on which the Invoice can be raised. If the Project will be invoiced in instalments, enter each instalment to the grid with appropriate amounts and dates as shown in the illustration below. Then, use 'Create Down Payment Invoice' on the Operations menu to create an unapproved Invoice in the Invoice register. Alternatively, if you want to create Down Payment Invoices for several Projects at once, use the 'Create Project Invoices' Maintenance function and choose the Create Down Payment Invoices option.

If you are intending to raise a single Invoice for the full Project amount or will be using an instalment scheme, it is recommended that you use the Do Not Invoice option on the 'Terms' card. This will prevent unwanted Invoices being created from Project Transactions. If you are using this screen just to issue an initial deposit Invoice, the Do Not Invoice option should be off, so that future Invoices for time, materials and purchases can be raised when necessary.

Project: Inspect

Operations  New Duplicate Cancel Save

Project: 15 Mother: Class:

Description: Installation of multi-room stereo system

Members:

Terms Down Payments Time & Purchases Stock & Materials Invoicing Text

On Account Invoices Only

	Date	Inv.No.	Sum	Sign	Comment	Type
1	29/11/2004		200		1st Down Payment	-
2	29/12/2004		200		2nd Down Payment	-
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Date	Paste Special	Choose date
		Specify here the earliest date that the deposit Invoice can be raised.
		If you are invoicing a Project in instalments, use this field to control when the instalment Invoices are created. When you run the 'Create Down Payment Invoice' Operations menu function, the new Invoice will be made up from those previously uninvoiced rows of the grid whose Date is earlier than the current date. For example, referring to the illustration above, if the function is run on 12/5/2003, an Invoice for 200.00 + VAT will be created, but if the function is run for the first time on 12/6/2003, an Invoice for 400.00 will be created. This allows you to plan the instalment amounts in advance.
		The Invoice Date of any Invoices raised will be the date the 'Create Down Payment Invoice' function is run.
Inv. No		The Invoice Number is placed here once the Invoice has been created.
Sum		Enter the amount to be invoiced (excluding VAT).
Sign	Paste Special	Person register, System module
		The initials of the Person issuing the Invoice are placed here when the Invoice is created.
Comment		Any comment entered here will be included on the Down Payment Invoice. The default is the Description of the Down Payment Item specified in the Project Settings setting.
Type	Paste Special	Choices of possible entries
		You can use this field to prevent the raising of an Invoice for this row. This might be necessary if an Invoice had already been raised in the Sales Ledger for a deposit before the Project was entered. If this is the case, choose "Already Invoiced" from the 'Paste Special' list. To have an Invoice raised by the 'Create Down Payment Invoice' function as described above, leave the field with its default value of "-".

Crediting a Down Payment Invoice

If it is necessary to issue a Credit Note against a Down Payment Invoice, follow these steps—

1. Create a new record in the Invoice register in the Sales Ledger. Do not copy the Down Payment Invoice.
2. After entering the Customer, change the Payment Term to one that is of the type “Credit Note”.
3. In the first row of the specification area, a crediting message appears. Enter the number of the Invoice to be credited, using ‘Paste Special’ if necessary to bring up a list of open (unpaid) Invoices.
4. Enter the Invoice text, amount to be credited, Sales Account and VAT Code.
5. Enter the Project Number on the ‘Identifiers’ card, using ‘Paste Special’ if necessary. If you cannot enter a Project Number, it will be because the Payment Term you selected in step 2 is not of the type “Credit Note”.
6. Check everything and approve the Invoice.
7. Open the Project register, find the Project, and go to the ‘Down Payments’ card. Add a new row to the grid and specify the Date, Amount (negative figure), Signature and Comment (e.g. reason for the Credit Note). Change the Type to “Already Invoiced”.

Invalidating a Down Payment Invoice

If it is necessary to invalidate a Down Payment Invoice, this can be done in the usual way (by selecting ‘Invalidate’ from the Record menu). In the Project, the Invoice Number will automatically be removed from the relevant row of the grid on the ‘Down Payments’ card. This means you can change the row if necessary and then issue another Down Payment Invoice.

Time & Purchases, Stock & Materials and Invoicing Cards

These cards are used to control the appearance of Invoices created from Project Transactions for this Project. By default, the options chosen on these cards are determined by the Project Settings setting.

Time & Purchases and Stock & Materials Cards

Project: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

Project: 15 Mother: Class:

Description: Installation of multi-room stereo system

Members:

Terms Down Payments **Time & Purchases** Stock & Materials Invoicing Text

Invoice Times

- ☐ One Row Total
- ☐ By Groups
- ☐ By Items
- ☒ By Transactions
- ☐ By Items/Person

Invoice Purchases

- ☐ One Row Total
- ☐ By Groups
- ☐ By Items
- ☒ By Transactions
- ☐ By Items/Person

Invoice Stocked Items

- ☐ One Row Total
- ☐ By Groups
- ☐ By Items
- ☒ By Transactions

Invoice Materials

- ☐ One Row Total
- ☐ By Groups
- ☐ By Items
- ☒ By Transactions
- ☐ By Items/Person

Invoice Times, Purchases, Stocked Items, Material

These sets of options allow you to control separately how time, purchases, Stocked Items and materials are to be shown on Invoices for the Project, and also determine the Objects to be included in those Invoices. As a default, in each case the option selected is the equivalent one chosen in the Project Settings setting. Please refer to the section above on page 60 describing that setting for a description of each option.

If the Separate Inv. Row option has been switched on in a particular Project Transaction, that will override the option chosen here. This will happen by default if you

are using the Time Sheets/Activities: Separate Inv. Row option (for Project Transactions created from Time Sheets and Activities) or the Purch. Invs/Expenses: Separate Inv. Row option (for those created from Purchase Invoices and Expense records). These options are set on the 'Invoicing' card.

Invoicing Card

Project: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

Project: 15 Mother: Class:

Description: Installation of multi-room stereo system

Members:

Terms Down Payments Time & Purchases Stock & Materials **Invoicing** Text

Put On Invoice

- ☒ Time Sheets/Activities: Separate Inv. Row
- ☒ Purch. Invs/Expenses: Separate Inv. Row
- ☒ Project Code
- ☒ Project Description
- ☒ Project Text
- ☒ Contact
- ☐ Include Average Price on Time
- ☐ Include Quantity on Time
- ☐ Include Average Price on Purchase
- ☐ Include Quantity on Purchase

First Invoice Date:

E-mail:

Language:

Put On Invoice

This selection controls the text shown on Invoices for the Project. The Project Code and Project Description are entered in the header of the Project record, while the Project Text and Contact are entered on the 'Terms' card. Any or all of these can be made to appear on Invoices using these check boxes.

If you choose the Project Code option, it will be shown on Invoices preceded by the text entered to the Project Description field in the header of the Project Settings setting.

Defaults for the other six options in this section are taken from the Project Settings setting. Please refer to the section above on page 68 describing this setting for full details of these options.

First Invoice Date	Paste Special	Choose date
		Enter here the earliest date on which this Project can be invoiced. This applies only to Invoices created from Project Transactions by the 'Create Project Invoices' function. Down Payment Invoices have their own date control on the 'Down Payments' card.
		There are two circumstances in which you can override this date, although you can only substitute a later date. You can apply an Invoice After Date to an individual Project Transaction, and to a particular Item/Person combination in the Budget record for the Project.
E-mail		When a Customer is entered on the 'Terms' card, their email address will be copied here from the 'Contact' card of their Customer record.
Language	Paste Special	Languages setting, System module
	Default taken from	Customer
		The Language Code determines the text to be transferred from various registers and settings, for example the Item Name, text for Payment Terms, the selection of document forms etc. Leave the field blank to use the base Language.
		You can also use the Language to determine the Form that will be used when you print the Project, and the printer that will be used to print it. This can include sending the document to a fax machine, if your hardware can support this feature. Do this in the 'Define Document' window for the Project document, as described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. You can change the Language before printing the Project, to ensure it is printed on the correct printer or fax machine.

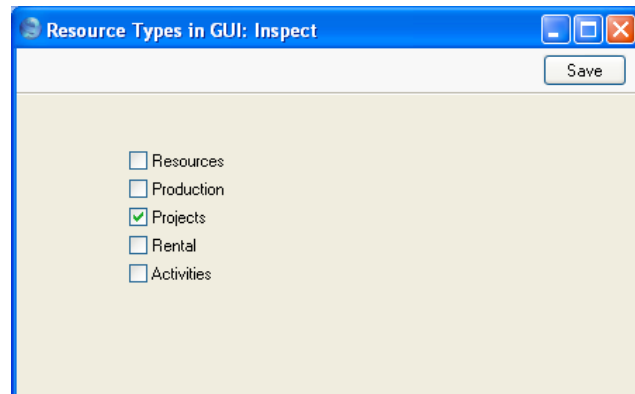
Text Card

This card contains 10 lines of text that you can use to record additional information about a Project. This text can be printed on the Project document, for example as instructions to a service technician.

Projects and Resource Planning



If you have the Resource Planning module, you can use it to help schedule work on Projects and assign that work to members of staff. Follow these steps—


1. Using the Resource Types in GUI setting in the Resource Planning module, choose to display Projects in the Resource Planner.



2. When you are planning and scheduling a Project, enter the members of personnel that you would like to work on the Project in the Members field in the Project header.

Project: Inspect

Operations   New Duplicate Cancel Save

Project: 15 Mother: Class: 

Description: Installation of multi-room stereo system

Members: FF,NB,ND

Terms Down Payments Time & Purchases Stock & Materials Invoicing Text

Cust.: 008 Name: The American Dream Inc

Contact: Mrs Williamson Salesman: JNW

Objects: Sales Group:

Text:

Pr. Leader: FF Name: Francoise French

Start Date: 29/11/2004 End Date: ☐ Do Not Invoice

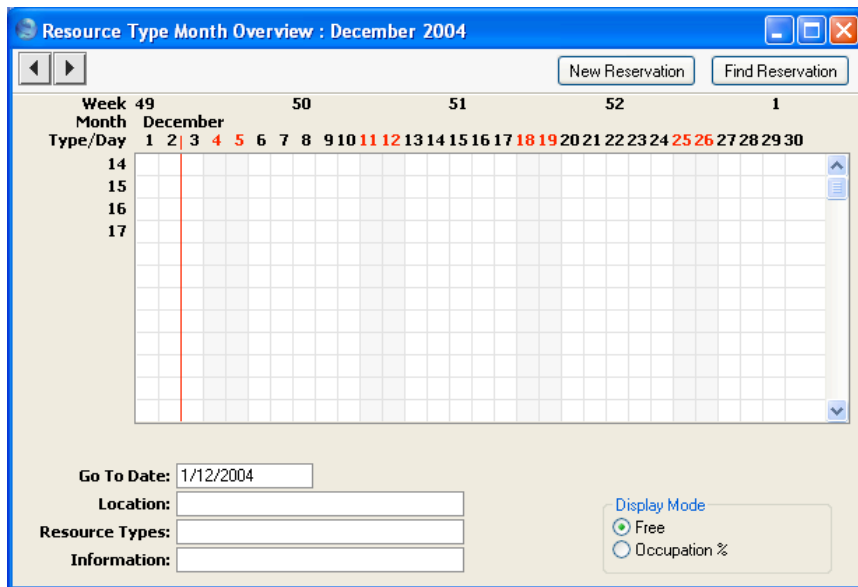
Status: ☒ Active ☐ No More Transactions ☐ Finished

Project Type: ☒ Invoiceable ☐ Internal ☐ Other

- Open the Resource Planner by clicking the [Resources] button in the Master Control panel—



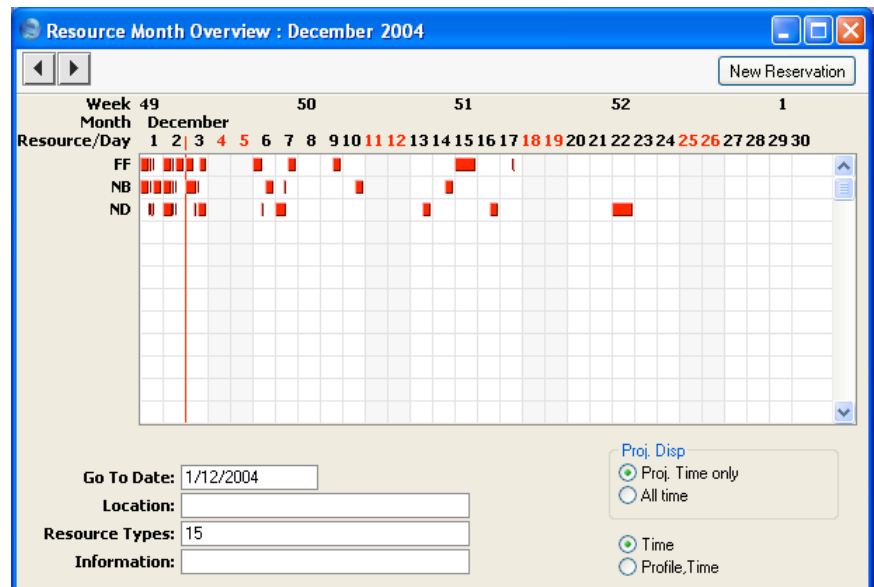
The 'Resource Type Month Overview' window opens, with open Projects listed in a column down the left-hand side of the window. These are Projects that have not been marked as Finished.



In the example illustrated above, 14, 15, 16 and 17 are all open Projects.

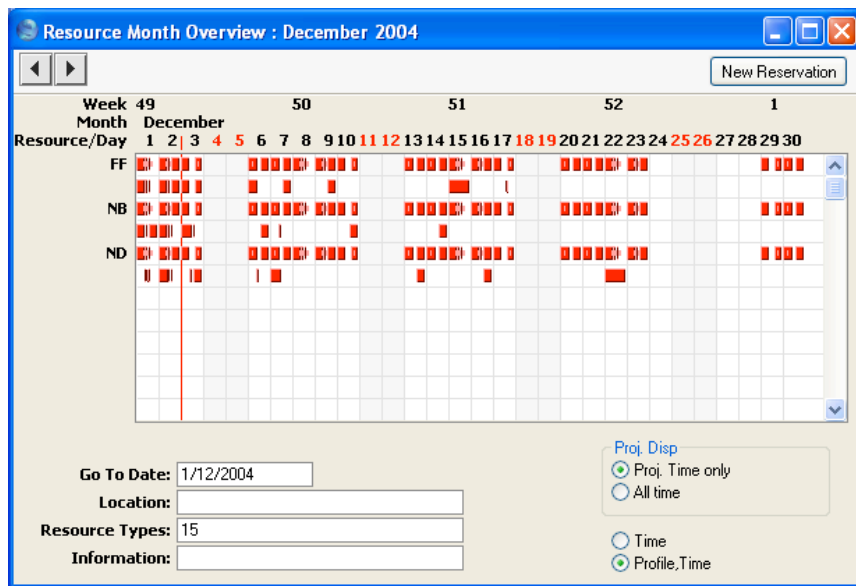
If you are using more than one of the options in the Resource Types in GUI setting, the column down the left-hand side of the window will include records of different kinds. For example, if you are using the Resources and Projects options in the Resource Types in GUI setting, the column down the left-hand side of the window will list Projects and Resources. Therefore it is recommended that you use Project Numbers that make it easy for all users to distinguish Projects from Resources in this window.

4. To schedule work on a Project, double-click the Project Number. The 'Resource Month Overview' window opens. The column down the left-hand side of the window lists the Project's Members, and the grid shows each Member's Activities. This window makes it easy to see when each Member is busy and when they are available for work. The current date (December 3rd in the illustration) is marked with red line. Weekends are shaded, with dates in red.

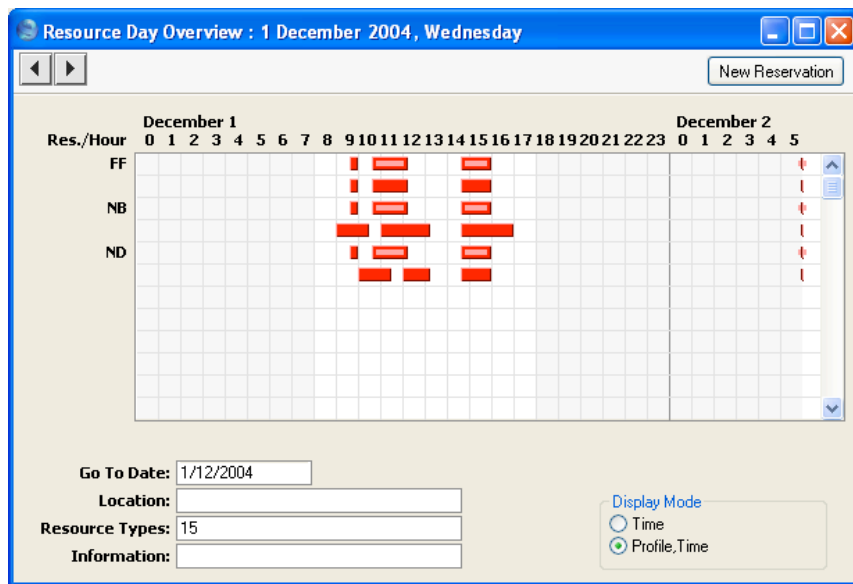


- To change the month shown, use the 'Next' and 'Previous' functions on the Record menu or the equivalent buttons on the left of the Button Bar. To jump to a different date, enter the date in the Go To Date field under the grid.
- If you change the Members in the Project, you will need to redraw the 'Resource Month Overview' window so that it shows the new Members. To do this, select 'Next' and then 'Previous' from the Record menu or use the equivalent buttons on the left of the Button Bar.
- To list the Members of a different Project, enter the Project Number in the Resource Types field under the grid.
- To open the Calendar of a Member, double-click their initials. The Calendar is described in the 'CRM' module.
- The Activities for each day are represented by coloured bars. These are solid for Time Activities and hollow for Profile Activities. Double-click any coloured bar to open the Activity, or click once for its Text to appear in the Information field. The colours are determined by the Activity Class of each Activity. Calendar and To Do Activities are shown, but not Timed To Do Activities.
- By default, only Time Activities are shown. To show Profile Activities as well, use the Profile, Time option in the bottom right-hand corner.

Two rows of Activities are shown for each Person: the first row shows Profile Activities and the second row shows Time Activities.

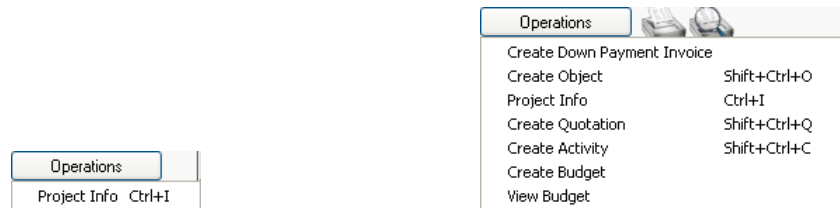


- Double-click on a date above the grid to open the 'Resource Day Overview'. This shows a single day's Activities—



5. Once you have seen when each Person is available for work, you can book them to work on the Project by opening the Project and selecting 'Create Activity' from the Operations menu. This function is described below on page 102. Alternatively, double-click on an Activity in the Resource Planner and duplicate it. This method will not bring the Project Number in automatically so remember to specify it on the 'Project' card of the new Activity. As you create new Activities, they will be added to the Resource Planner automatically.

Operations Menu



The Operations menus for Projects are shown above. On the left is that for the 'Projects: Browse' window: highlight a single Project record in the list before selecting the function. On the right is that for the 'Project: New' and 'Project: Inspect' windows.

Project Info

This function produces a Project Invoicing report (Detailed version) for the current Project, including both the "Inv. Trans." and the "Invoice" sections. This report is described in full in the 'Reports' section below on page 179.

When the Project Invoicing report is produced using this function, it features two additional sections. One lists the Invoices that have already been raised for the Project, and the other lists any Activities that are related to the Project.

These additional report sections have Hansa's Drill-down feature. Click on the Invoice Number of any Invoice in the report to open that Invoice record, or click on the Date of any Activity in the report to open that Activity record.

Create Down Payment Invoice

Use this function to raise Down Payment Invoices. Down Payment Invoices can be used for two purposes: they can be raised if you have received a deposit against a Project or if you wish to ask for one; and they can be used in cases where a Project has been given an overall price which is to be invoiced in instalments.

Before you can use the function, you should define the down payment amount or instalment structure on the 'Down Payments' card of the Project screen. Please refer to the section above on page 85 describing this card for full details.

When you select the function, an unapproved Invoice is created containing a reference to the Project to which it belongs and the amount. You must save the Project using the [Save] button before you can use the function.

Invoice: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

No.: 970174 Name: The American Dream Inc
 Customer: 008

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date: 29/11/2004 Our Ref.: Francoise French Salesman: JNW
 Pay. Terms: 30 Attn.: Mrs Williamson
 Due Date: 29/12/2004 Object:
 Trans. Date: 29/11/2004 Official Ser. No.:

Item	Qty	Description	Unit Price	%	Sum
1		Project: 15			
2		Installation of multi-room stereo system			
3		Mrs Williamson			
4					
5					
6		Down Payment 1st Down Payment			200.00 770 2
7					
8					
9					
10					
11					
12					
13					

Currency: GBP Freight: VAT: 0.00 Sub-Total: 200.00
☐ OK Ext. Tax: 0.00 Base: 200.00 TOTAL: 200.00



The text describing the down payment ("1st Down Payment" in the illustration) is taken from the Comment field on the 'Down Payments' card of the Project. It can be changed if necessary.

The Down Payment Invoice is treated just as any other Invoice—it has to be approved before it can be sent to the Customer and before any Nominal Ledger Transactions are created. Proceed as if it were a standard Invoice and as described in the ‘Sales Ledger’ manual.

When you approve the Down Payment Invoice, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction is created, crediting the Account shown in the first row of the Invoice. The default for this Account is the Sales Account of the Down Payment Item (or of its Item Group) specified in the Project Settings setting. If this is blank, or if no Item has been specified, the appropriate Sales Account for the Zone of the Customer is used, as specified on the ‘Sales’ card of the Account Usage S/L setting in the Sales Ledger. If you wish to use a special Debt Account to hold the value of Down Payments until the final Invoice is issued, use the Sales Account of the Down Payment Item for this purpose. This has been done in the illustrations, using Account 770. When the next Invoice is issued, the resulting Nominal Ledger Transaction will in effect debit the same Account with the down payment amount (by crediting it with a negative amount). The VAT Code in the Down Payment Invoice is also taken from the Down Payment Item (or of its Item Group) specified in the Project Settings setting or from the ‘Sales’ card of the Account Usage S/L setting.

When you raise the first Invoice for the Project from Project Transactions (i.e. for work carried out, using the ‘Create Project Invoices’ Maintenance function), this will contain a reference to the Down Payment, which will be shown as a deduction from the total, as shown below. If the sum of the Project Transactions is less than the Down Payment, a zero Invoice will be created and the remainder of the Down Payment will be deducted from the next Invoice.

Invoice: Inspect

Operations   New Duplicate Cancel Save

No.: 970175 Name: The American Dream Inc
 Customer: 008

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date: 4/12/2004 Our Ref.: Francoise French Salesman: JNW/
 Pay. Terms: 30 Attn.: Mrs Williamson
 Due Date: 3/1/2005 Object:
 Trans. Date: 4/12/2004 Official Ser. No.:

Item	Qty	Description	Unit Price	%	Sum
1		Project 15			
2					
3		Installation of multi-room stereo system			
4					
5					
6	T007	Cabling Installation			240.00
7	T008	Site Survey, Completed Site Survey as required			120.00
8	T011	Neil Brooker			50.00
9	T0104	Loudspeakers			102.00
10	T0112	Stereo System			1,999.00
11	T0120	Speaker Cabling (per metre)			500.00
12		Down Payment Downpay Invoiced			-200.00 199 2
13					

Currency: GBP Freight: VAT: 0.00 Sub-Total: 2,811.00
☐ OK Ext. Tax: 0.00 Base: 2,811.00 TOTAL: 2,811.00

The reference to the Down Payment has the text “Downpay Invoiced”: this will be included on the printed Invoice and can be changed if necessary.

If the function does not create a Down Payment Invoice when expected, the probable causes are—

1. The grid on the ‘Down Payments’ card of the Project screen is empty, or all rows have dates that are later than the current date.
2. There is no valid record in the Number Series - Invoices setting (in the Sales Ledger). This might be a fault in the setting itself, or it might be because the default Invoice Number on the ‘Ser Nos’ card of the current user’s Person record or in the Number Series Default setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If a change is made to the ‘Ser Nos’ card of the Person record, you will need to quit Hansa and restart for it to take effect.
3. The Project has not been saved.

If you want to raise Down Payment Invoices for several Projects at once, use the 'Create Project Invoices' Maintenance function and choose the Create Down Payment Invoices option.

Please refer to the section above on page 85 describing the 'Down Payments' card of the Project screen for details about raising Credit Notes against Down Payment Invoices.

Create Object

You can use this function to create a record in the Object register (in the System module and Nominal Ledger). By default, the Object Code will be the same as the Project Code and the Object Name will be the same as the Project Description. It can be useful to create a new Object dedicated to a particular Project so that its costs and revenue can easily be analysed in the Nominal Ledger. This function will be especially useful if you are using the Project Code the same as Object Code option in the Project Settings setting.

When the function is selected, the following screen appears, by which a new Object can be created—

A new record is opened in a window entitled 'Object: New'. This means that it has not yet been saved. After amendment if necessary, save the record in the Object register by clicking the [Save] button in the Button Bar. Alternatively, if you no longer require the Object, click [Cancel]. In either case, you will be returned to the Project window. The Object Code of the new Object will be added to the Objects listed in the field on the 'Terms' card.

The Project does not have to be saved before creating an Object.

Please refer to the 'System Module' manual for a full description of Objects.

Create Quotation

To create a Quotation from a Project, select 'Create Quotation' from the Operations menu. The Project does not have to be saved before the Quotation can be created. There is no limit to the number of Quotations that can be entered for a particular Project unless you are using the Allow one Quotation per Project only option in the Project Settings setting.

The Quotation is opened in a new window entitled 'Quotation: New'. This means that it has not yet been saved. After amendment if necessary, save the record in the Quotation register by clicking the [Save] button in the Button Bar. Alternatively, if you no longer require the Quotation, click [Cancel].

The Project Number, Customer Number and Name, Objects and Salesman are copied from the Project, and the Date of the Quotation is set to the current date.

To close the screen and return to the Project, click the close box. You will be asked if you would like to save any changes that you may have made.

Create Activity

You can use this function to create records in the Activity register in the System module. This can be useful for Project managers who like to use the Activity register and Task Manager to schedule work on Projects, and to record time spent working on the Project. No default Activity Type will be offered. The Task Type of the new Activities will be Calendar, and the Symbol will be Other.

When you select the function, the following screen appears, by which a new Activity record can be created—

Activity: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

Text: Installation of multi-room stereo system

Type: [] Done

Time | Task Type | Symbol | Customer | Project | Service | Text | Persons | User values

Start Time: [] **Start Date:** 29/11/2004

End Time: [] **End Date:** []

Cost (Time): 00:00:00

Task Type

☒ Calendar
☐ To Do
☐ Timed To Do

Calendar

☐ Time
☐ Profile
☒ Don't Show

Symbol

☐ Call
☐ Meeting
☐ Deskwork
☒ Other

Customer: 008

Name: The American Dream Inc

Contact: Mrs Williamson

Phone: 00 1 651 987 6542

Result: []

A new record is opened in a window entitled 'Activity: Inspect'. This means that it has already been saved, and is being opened for checking. The Start Date of the Activity will be the Start Date of the Project, and its End Date will also be copied from the Project. The Person of the Activity will be the current user, and the initials of the Project Leader will appear in the Cc field. The Project Description is copied to the Text field in the header of the Activity. After amendment if necessary, save the record in the Activity register by clicking the [Save] button in the Button Bar and close it using the close box. Alternatively, if you no longer require the Activity, remove it using the 'Delete' function on the Record menu. In either case, you will be returned to the Project window.

The Project and the Activity will remain connected to each other through the Attachments facility. This allows you to open the Project quickly and easily when reviewing the Activity, or to open the Activity from the Project. When viewing the Activity or Project, click the button with the paper clip image to open a list of attachments. Then double-click an item in this list to open it.

The Project must be saved before you can create an Activity.

Please refer to the 'CRM' manual for full details of the 'Activity: Inspect' window.

Create Budget

To create a Project Budget record from a Project, select 'Create Budget' from the Operations menu. The Project must be saved before the Budget can be created. Only one Budget record can be entered for a particular Project: if a Budget record already exists, the function will have no effect.

The Budget is opened in a new window entitled 'Project Budget: New'. This means that it has not yet been saved. After amendment if necessary, save the record in the Project Budget register by clicking the [Save] button in the Button Bar. Alternatively, if you no longer require the Budget, click [Cancel].

The Project Number, Customer Number and Name, Objects, Project Leader and Salesman are copied from the Project, and the Transaction Date of the Budget is set to the current date.

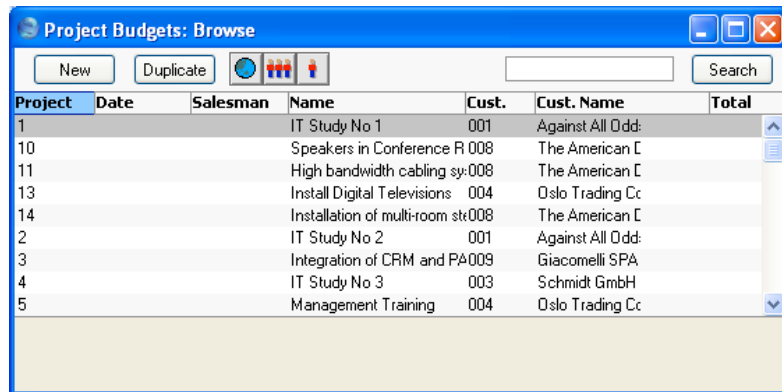
To close the screen and return to the Project, click the close box. You will be asked if you would like to save any changes that you may have made.

View Budget

Once a Project Budget record has been created for a particular Project, selecting this function will open the Budget in a new window.

The Project Budget Register

This register allows you to set a budget for each Project. It is possible to plan the time each employee will spend working on Projects and the Items that will be supplied. The information can be used to control the invoicing of Projects and in reports to check that they are running according to plan.




The screenshot shows a software window titled "Project Budgets: Browse". It contains a table with the following columns: Project, Date, Salesman, Name, Cust., Cust. Name, and Total. The table lists several project budget entries. The window also features buttons for "New", "Duplicate", and "Search", along with a small icon bar.

Project	Date	Salesman	Name	Cust.	Cust. Name	Total
1			IT Study No 1	001	Against All Odd:	
10			Speakers in Conference R 008		The American C	
11			High bandwidth cabling sy:008		The American C	
13			Install Digital Televisions	004	Oslo Trading Cc	
14			Installation of multi-room st	008	The American C	
2			IT Study No 2	001	Against All Odd:	
3			Integration of CRM and P	009	Giacomelli SPA	
4			IT Study No 3	003	Schmidt GmbH	
5			Management Training	004	Oslo Trading Cc	

The Project Budget register contains one record per Project. These records are shown in the 'Budgets: Browse' window, which is shown when you click the [P.Budgets] button in the Master Control panel or select 'P.Budgets' from the Registers menu. Double-click on a row to open a record, or click [New] to create a new one. You can also create Project Budget records from Projects and Quotations, using the 'Create Budget' and 'Create Project Budget' Operations menu functions respectively.

Project Budget: Inspect

Operations  New Duplicate Cancel Save

Project: 15 Description: Installation of multi-room stereo system
 Customer: 008 Name: The American Dream Inc
 Trans Date:

Invoicing Items Text

Invoice Time: ☒ Actual ☐ As Budgeted
 Invoice Stocked Items: ☒ Actual ☐ As Budgeted
 Invoice Material: ☐ Actual ☒ As Budgeted
 Invoice Purchases: ☒ Actual ☐ As Budgeted

	Item	Person	Qty	Comment	Price	%	Sum	Inv. No.
1	T008	NB	4	Site Survey	30.00	0.00	120.00	
2	T007	NB	16	Cabling Installation	30.00	0.00	480.00	
3	T011	NB	100	Mileage	0.50	0.00	50.00	
4	10112		1	Stereo System	1,999.00	0.00	1,999.00	
5	10104		6	Loudspeakers	17.00	0.00	102.00	
6	10120		50	Speaker Cabling (per metre)	10.00	0.00	500.00	
7								
8								
9								
10								
11								
12								
13								
14								

Sum Time: 600.00 Sum Stocked: 2,499.00 Budget Markup:
 Sum Materials: 50.00 Sum Purchases: 102.00 Total Sum: 3,251.00

Header**Project****Paste Special**

Project register, Job Costing module

The number of the Project for which you are budgeting. Only one Budget record can be entered for each Project.

After you have entered a Project Number, the Description and Customer Number and Name are brought in to the fields below, and the Salesman, Sales Group, Project Leader and Language are brought in to the fields on the 'Text' card.

Desc.

The Project Description is entered by Hansa after the Project Number has been specified.

Customer, Name

The Customer Number and Name are entered by Hansa after the Project Number has been specified.

Trans. Date**Paste Special**

Choose date

If you enter a date, it will be used as the Invoice Date in any Invoices created by the 'Create Invoice' Operations menu function.

Invoicing Card**Invoice Time**

These options relate to time only. They are used to control how the budgeted amounts for time will affect invoicing.

Use these options to set an overall attribute for the Project Budget (i.e. all rows featuring time Items will be affected). To make an exception for a particular row, use the Type field on flip C for the row in question.

Actual

Select this option to signify that any time Items entered in the grid are estimates, to be used for comparison purposes only. When Invoices are produced using the 'Create Project Invoices' Maintenance function, the Customer will be charged for the actual time spent, taken from Project Transactions.

As Budgeted

Select this option to signify that the prices of any time Items entered in the grid are fixed. A single Invoice will then be created for all appropriate rows by the 'Create Project Invoices' function. The Customer will be charged these fixed amounts (taking any down payment into account), regardless of the times logged in Time Sheets and Activities.

If you want to invoice different rows at different times, this can be done using the Inv After field on flip C.

Note that when using this option, all possible Item/Person combinations must be listed. For example, if only one Person is budgeted to work on a Project and a Time Sheet is entered for a second Person, no separate Invoice will be raised for that time.

Time Sheets and Activities should still be entered, to record the work actually carried out. The resulting Project Transactions will allow you to

analyse the actual cost of the work carried out, and to compare the actual value of the work with the As Budgeted figures in the Project Budget grid (i.e. the amount charged to the Customer). You can do this using the Spent/Total comparison in the Project Status report.

When the Project Budget record is first created, you can choose which option is selected as a default. Do this using the Budget Time options on the 'Service' card of the Project Settings setting.

Invoice Stocked Items

These options work in the same manner as those described above, but refer to Stocked and Structured Items. You can set a default choice on the 'Stocked Items' card of the Project Settings setting.

Invoice Material These options work in the same manner as those described above, but refer to materials. You can set a default choice on the 'Materials' card of the Project Settings setting.

Invoice Purchases These options work in the same manner as those described above, but refer to purchases. You can set a default choice on the 'Purchases' card of the Project Settings setting.

Items Card

This card allows you to budget very precisely the resources required to complete the Project. For example, you could simply have a single line representing the amount of labour required, or you could break this figure down to show the estimated contributions of each member of staff that will be working on the Project.

If you have used the grid in such a way as to group Items of a similar type together (e.g. time or materials), you can use the 'Subtotal' function on the Operations menu to show subtotals for each group of Items. Insert a new row in the grid, ensure the cursor is somewhere in the new row and select 'Subtotal' from the Operations menu. A subtotal is placed in the Sum field, the sum of the previous rows. If there is already a row showing a subtotal, only the Items below that row are included in the new subtotal. These subtotals can be shown in documentation printed from the Project Budget.

Flip A

Item	Paste Special	Item register
	Enter the Item Number, Alternative Code or Bar Code of each Item to be supplied as part of the Project.	
	In the case of time, purchases and materials (Service and Plain Items), these will be priced using the system described in the 'Terminology, Pricing and Costs' section above on page 29.	
Person	Paste Special	Person register, System module
	Select the Person that will be carrying out the work. It is not necessary to specify a Person so you can simply budget an overall number of hours or quantity of material for the Project.	
	Alternatively, if it is likely that several members of staff will be working on the Project, enter several rows with the same Item, but different Persons and Prices. This allows work to be charged out at the correct rate for the Person. If the Person field is blank in one of the rows, its Price will be used if work is carried out by a Person not otherwise included in the Budget.	
Qty	The estimated number of hours to be worked or the quantity of Items to be supplied.	
Comment	The Item Name is placed here once an Item Number has been entered.	
Price	The unit price for the Item. This price will be used when creating Project Transactions from Time Sheets for this Project/Item/Person combination, overriding all prices elsewhere in the system. This allows you to agree a special rate with the Customer for this Project.	
	In the case of time, purchases and materials (Service and Plain Items), pricing is calculated using the system described in the 'Terminology, Pricing and Costs' section above on page 29.	
	If the Customer has a Price List specified on their 'Pricing' card or belongs to a Customer Category with a Price List, Stocked Items are priced according to that Price List. Otherwise, the Base Price of the Item is used.	

%	<p>In the case of Service and Plain Items, a discount percentage will be entered here from the record in the Customer Discount setting for the Customer/Item combination in question. A discount percentage can also be brought in if a Discount Matrix that includes this Item has been allocated to the Customer. In this case, the percentage will be determined by the Item Number and Quantity. You can change it to an <i>adhoc</i> rate if necessary. Discount Matrices are fully described in the 'Items and Pricing' manual.</p> <p>You can also enter a percentage manually. A negative percentage will effect a price uplift.</p> <p>Any percentage entered here will be used when creating Project Transactions from Time Sheets and Activities for this Project/Item/Person combination, overriding the Customer Discount setting.</p>
Sum	The total budget for the row, after discount and after any Markup (specified on flip B).
Inv No	<p>In cases where the invoicing option appropriate for the type of Item has been set to As Budgeted, when an Invoice is raised for that amount using the 'Create Project Invoices' function, the Invoice Number will be shown here. The Invoice Date will be shown on flip D.</p> <p>If a Credit Note has been raised against the Invoice shown in this field and you want to create another Invoice, you must remove the Invoice Number from here first.</p>
<i>Flip B</i>	
Markup	<p>Enter an amount to be added to the total price, or enter a percentage in the form "10%" to calculate a 10% markup. A negative figure can be entered to effect a discount.</p> <p>The Markup will be applied after the Price has been multiplied by the Quantity and after any discount percentage has been applied.</p> <p>If you enter a Budget Markup in the Footer, this will be copied to the Markup field in every row.</p>

Cost The unit cost of the Item. For Stocked and Plain Items, this is the Cost Price of the Item, taken from the 'Costs' card of the Item record. For Service Items (time), it is the hourly cost of the Person, taken from Cost per Hour field on the 'Job Costing' card of the Person record or, if this is blank, from the Service Item Cost Price field on the 'Service' card of the Project Settings setting.

GP The budgeted gross profit of this row.

Flip C

Time Class **Paste Special** Time Classes setting, Job Costing module

Use this field if you have different charge out rates for various kinds of work (e.g. standard rate, evening rate, etc) and are managing them using Time Classes. For each Person/Item combination you should enter separate rows for each Time Class that you are likely to use on the Project. This has two effects—

1. The Price Formula from the Time Class is applied to the Price on flip A, providing the Item belongs to an Item Group listed in the appropriate Time Billing Price List record.
2. When you enter a Time Sheet and specify a Time Class on flip C, the price in the resulting Project Transaction(s) will be taken from the Budget row for the Item/Person/Time Class combination.

Please refer to the 'Terminology, Pricing and Costs' section above on page 29 for more information on Time Classes.

Type	Paste Special	Choices of possible entries
		<p>This is the Budget Type for the row. It is used where an overall attribute for the Project Budget has been set using the Invoice Time, Invoice Stocked Items, Invoice Material and Invoice Purchases options on the 'Invoicing' card and you wish to make an exception for this row. 'Paste Special' offers four options: -, As Budgeted, Internal and Running. These are used as follows—</p>
-		Use this when the row is to comply with the overall attribute for the Project Budget set using the Invoice Time, Invoice Stocked Items, Invoice Material or Invoice Purchases option (as appropriate).
Running		Use this when the Invoice Time, Invoice Stocked Items, Invoice Material or Invoice Purchases option (as appropriate) has been set to As Budgeted, but this row is to be Actual (i.e. it is to be treated as an estimate and Invoices are to be created from Project Transactions).
As Budgeted		Use this when the Invoice Time, Invoice Stocked Items, Invoice Material or Invoice Purchases option (as appropriate) has been set to Actual, but this row is to be a fixed amount (i.e. the budgeted amount is also the amount to be invoiced).
Internal		Use this option when the Item/Person combination in this row is not to be invoiced.
Inv After	Paste Special	<p>Choose date</p> <p>Enter the earliest date on which this Item/Person combination can be invoiced. If you specify a date that is earlier than the First Invoice Date on the 'Invoicing' card of the Project, it will be ignored.</p> <p>In cases where the Invoice Time, Invoice Stocked Items, Invoice Material or Invoice Purchases option (whichever is appropriate) has been set to As Budgeted, this field can be used to control when the 'Create Project Invoices' function will raise the Invoice for this row.</p>

Flip D

Objects	Paste Special	Object register, Nominal Ledger/System module
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Default taken from	Item
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The Objects from the Item record will be appear here by default. In cases where the invoicing option appropriate for the type of Item has been set to As Budgeted, and providing suitable options have been chosen on the 'Time & Purchases' and 'Stock & Materials' cards of the Project (By Items or By Transactions), these Objects will be copied to flip B of the Invoice created from this row.

Inv Date	In cases where the invoicing option appropriate for the type of Item has been set to As Budgeted, when an Invoice is raised for that amount using the 'Create Project Invoices' function, the Invoice Date will be shown here.
-----------------	--

Flip E

GM	The gross margin for this row, expressed as a percentage of the Price.
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Footer

Sum Time	This field shows the total value of time (i.e. Service Items) in this Project Budget. It is updated automatically.
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Sum Materials	This field shows the total value of materials (i.e. Plain Items whose Treat Item as Material on Project box is checked) in this Project Budget. It is updated automatically.
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Sum Stocked	This field shows the total value of Stocked and Structured Items in this Project Budget. It is updated automatically.
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Sum Purchases	This field shows the total value of purchases (i.e. Plain Items whose Treat Item as Material on Project box is not checked) in this Project Budget. It is updated automatically.
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Budget Markup	Enter an amount to be added to the total price of all rows, or enter a percentage in the form "10%" to calculate a 10% markup. A negative figure can be entered to effect a discount. The Budget Markup can be
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overwritten for an individual Budget row using the Markup field on flip B.

This overall Markup will be applied after each Price has been multiplied by the Quantity and after any discount percentage has been applied.

The Budget Markup will not be included in any rows added after it has been specified, but this can be remedied by re-typing.

Total Sum

This field shows the total value of this Project Budget. It is updated automatically.

Text Card

Text

Ten lines of text are available which you can use perhaps to note any special comments about this Project and how the Budget was calculated.

Leader

Paste Special Person register, System module

Default taken from Project

The member of your firm in charge of the Project.

Salesman

Paste Special Person register, System module

Default taken from Project

The Salesman of the Project appears here.

This field is used by the Limited Access module: please refer to the description of the Sales Group field below for details.

Sales Group

Paste Special Sales Groups setting, System module

Default taken from Project or Salesman

The Sales Group is brought in from the Person record after you have entered a Salesman. If the Limited Access module is present, this field can be used to prevent a user from seeing all Projects in the 'Project Budgets: Browse' window by restricting their view to their own Project Budgets or to those of their Sales Group.

Please refer to the section describing the Person register in the 'System Module' manual for full details of the Limited Access module.

Language**Paste Special**

Languages setting, System module

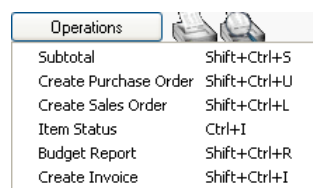
Default taken from Project

The Language Code determines the text to be transferred from various registers and settings, for example the Item Name, text for Payment Terms, the selection of document forms etc. Leave the field blank to use the base Language.

You can also use the Language to determine the Form that will be used when you print the Project Budget, and the printer that will be used to print it. This can include sending the document to a fax machine, if your hardware can support this feature. Do this in the 'Define Document' window for the Project Budget document, as described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. You can change the Language before printing the Project Budget, to ensure it is printed on the correct printer or fax machine.

Operations Menu

When a Project Budget record is open in a record window, the Operations menu is available. The menu has five commands.



Subtotal

Use this function to include price subtotals in Project Budgets. Place the cursor anywhere in a row in the grid on the 'Items' card, ensure the cursor is somewhere in the row and select this function from the Operations menu. A special "Subtotal" row is inserted in the grid below the row containing the cursor. A subtotal is placed in the Sum field in this new row, the sum of the previous rows. In the field to the left of the Sum you can type some explanatory text, which will be shown on the Project Budget when it is printed. If there is already a row showing a subtotal, only the Items below that row are included in the new subtotal.

Create Purchase Order

Use this function to create a Purchase Order for any Stocked Items and/or purchases listed in the Project Budget.

For the function to create a Purchase Order successfully, the following conditions must be met—

1. All changes to the Project Budget must be saved (use the [Save] button).
2. There must be at least one Stocked Item or purchase in the Project Budget, and the Project Item Handling setting must be configured so that these are to be transferred to Purchase Orders.
3. Finally, the function will not create a Purchase Order if there is no valid record in the Number Series - Purchase Orders setting (in the Purchase Orders module). This problem will usually occur at the beginning of a new year.

The function creates a single Purchase Order on which all valid Items from the Project Budget are included. This is opened in a new window, entitled 'Purchase Order: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

The Purchase Order will contain the following Items—

- All Stocked Items in the Project Budget will be included in the Purchase Order if you are using the Stocked Items Only On Purchase Orders or the Both options in the Project Item Handling setting.
- All purchases in the Project Budget will be included in the Purchase Order if you are using the Allow Plain Items On Purchase Orders option in the Project Item Handling setting.

The order quantity for these Items will be taken from the Project Budget: no attempt is made to reconcile demand with stock levels. The Cost Price is taken from the 'Costs' card of the Item record. The Objects are taken from the Project Budget.

The Purchase Order is related to the Project using the field on the 'Terms' card, while each Item is also related to the Project using the field on flip C.

Because no reference is made to the Purchase Item register, the Purchase Order is generated with no Supplier details. You should therefore specify a Supplier before you print and approve the Purchase Order. In the case of a Purchase Order with several Items, it may be that you should source these Items from different Suppliers. If so, it is recommended that you copy the Purchase Order originally created by the function an appropriate number of

times (using the [Duplicate] button in the Button Bar) and remove Items as necessary from the copies and finally from the original. The action of duplicating will ensure that the links with the Project are preserved in all such Purchase Orders.

You can print the Purchase Orders thus created individually using the Printer icon or as a group using the 'Documents' function in the Purchase Orders module.

There is no restriction on the number of Purchase Orders that you can create from a single Project Budget record. If the function does not create a Purchase Order, the probable causes are —

1. There is no valid record in the Number Series - Purchase Orders setting (in the Purchase Orders module). This problem will usually occur at the beginning of a new year.
2. There are no Stocked Items or purchases in the Project Budget, or the Project Item Handling setting has been configured so that these are not to be transferred to Purchase Orders.
3. The Project Budget was not saved when the attempt to create a Purchase Order was made.
4. The Project Budget belongs to a Project that has been marked as Finished or No More Transactions.

To close the screen and return to the Project Budget, click the close box. You will be asked if you want to save any changes.

For full descriptions of the Purchase Order screen and of printing and approving Purchase Orders, please refer to the 'Purchase Orders' manual.

Create Sales Order

To create an Order from a Project Budget, select 'Create Sales Order' from the Operations menu. All changes to the Project Budget must be saved using the [Save] button before the Order can be created.

A new record is created in the Order register (in the Sales Orders module). It is opened in a new window entitled 'Order: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Virtually all the information entered for the Project Budget is transferred to the appropriate fields of the Order, reducing the typing load and minimising the risk of error. This is useful where you have used a Project Budget to plan precisely the Items (especially Stocked Items) that are to be supplied to

complete a Project, and where special pricing has been agreed for those Items.

The Order will contain the following Items—

- All Stocked Items in the Project Budget will be included in the Order if you are using the Stocked Items Only On Sales Orders or the Both options in the Project Item Handling setting.
- All purchases in the Project Budget will be included in the Order if you are using the Allow Plain Items On Sales Orders option in the Project Item Handling setting.

The order quantity, pricing and Objects for these Items will be taken from the Project Budget.

The Project Number will be shown on the 'Del Terms' card of the Order. This means that the Items can be delivered from the Order in the usual way (adjusting stock levels where appropriate) but that they must be invoiced using the 'Create Project Invoices' Maintenance function.

There is no restriction on the number of Orders that can be created from a single Project Budget record. If the function does not create an Order, the probable causes are—

1. There is no valid record in the Number Series - Sales Orders setting (in the Sales Orders module). This might be a fault in the setting itself, or it might be because the default Order Number on the 'Ser Nos' card of the current user's Person record or in the Number Series Default setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If a change is made to the 'Ser Nos' card of the Person record, you will need to quit Hansa and restart for it to take effect.
2. There are no Stocked Items or purchases in the Project Budget, or the Project Item Handling setting has been configured so that these are not to be transferred to Sales Orders.
3. The Project Budget was not saved when the attempt to create a Sales Order was made.
4. The Project Budget belongs to a Project that has been marked as Finished or No More Transactions.

For a full description of the screen, please refer to the 'Sales Orders' manual.

To close the screen, click the close box. You will be asked if you would like to save any changes that you may have made.

Item Status

This function provides instant feedback for the Item shown in the Budget row containing the cursor or highlighted in the 'Paste Special' window listing Items, showing in a new window the quantity in stock, the quantity on order and the quantity shippable.

Please refer to the 'Items and Pricing' manual for full details.

Budget Report

This function produces a report summarising all aspects of the current Project Budget.

Create Invoice

This function allows you to run the 'Create Project Invoices' Maintenance function for an individual Project. Please refer to the description of this function below on page 154 for full details. Note that when you run this function, an Invoice will be created but it will not be opened for checking and approval.

The Quotation Register

In many cases, it will be normal practice to use a Quotation record to estimate the costs and revenues of a Project, to plan the work to be carried out and to issue a Quotation or Project Confirmation document to the Customer. Once the Quotation has been accepted by the Customer, you should copy its contents to a Project Budget record using the 'Create Project Budget' Operations menu function. No further changes should be made to the Quotation, so that the details of what was quoted to the Customer are retained. Any further changes should be made in the Project Budget record. Once work on the Project has started, you should use the Budget record to control its invoicing and in reports to check that work is running according to plan. There is no limit to the number of Quotations that can be entered for a particular Project (unless you are using the Allow one Quotation per Project only option in the Project Settings setting), but a Project can only have one Project Budget.



You can create a Quotation from a Project using the 'Create Quotation' function on the Operations menu of the Project screen. Alternatively, you can enter a Quotation first and create the Project from it later (perhaps only once the Quotation has been accepted) using the 'Create Project' Operations menu function. This second procedure has two advantages—

1. The Project register will not be filled with records relating to Rejected Quotations; and
2. It prevents the accidental creation of a Project Budget record before a Quotation has been accepted. A Project Budget record cannot be created from a Quotation that has not been linked to a Project.

Existing Quotation records are shown in the 'Quotations: Browse' window, which is shown when you click the [Quotations] button in the Master Control panel or select 'Quotations' from the Registers menu. Double-click on a row to open a record, or click [New] to create a new one.

This register is also to be found in the Quotations module. Only the features of this register relating to Job Costing are described below. For a full description of this register, please refer to the 'Quotations' manual.

Quotation: Inspect

Operations   New Duplicate Cancel Save

No.: 7010 Name: The American Dream Inc
 Customer: 008 Project: 15 ☐ Closed

Date **Items** **Currency** **Del** **Inv. Address** **Del. Address** **Job Costing**

Date: 29/10/2004 Valid Until: 1/12/2004
 Pay. Terms: 30 Make Contact: 1/12/2004
 Our Ref.: Decision Date: 27/11/2004
 Attn: Mrs Williamson Probability: 100.0
 Salesman: JNW Quotation Class: Priority:

Status
☐ Open
☒ Accepted
☐ Rejected

Item	Qty	Description	Unit Price	%	Sum
1	T008	4 Site Survey	30.00	0.0	120.00
2	T007	16 Cabling Installation	30.00	0.0	480.00
3	T011	100 Mileage	0.50	0.0	50.00
4	T0112	1 Stereo System	1,999.00		1,999.00
5	T0104	6 Loudspeakers	17.00		102.00
6	T0120	50 Speaker Cabling (per metre)	10.00		500.00
7					
8					
9					
10					
11					

Total GP: 897.00 VAT: Sub-Total: 3,251.00
 Currency: GBP GP %: 27.6 Base: 3,251.00 TOTAL: 3,251.00

Header**Project****Paste Special**

Project register, Job Costing module

Enter a Project Number here to connect the Quotation to a specific Project. The Customer Number and Name, Objects and Salesman will be brought in from the Project, and the radio button options on the 'Job Costing' card will be set as determined on the 'Service', 'Purchases', 'Stocked Items' and 'Materials' cards of the Project Settings setting.

A Quotation must be linked to a Project immediately, before any Items are specified. You can create a Project from the Quotation using the 'Create Project' Operations menu function. Linking a Quotation to a Project ensures that pricing, especially of time, will be correct as it will implement the Job Costing pricing structure described in the 'Pricing and Terminology' section above on page 29. This pricing structure is not used in and may not be



appropriate for Quotations that are not related to Projects.

The 'Create Project Budget' Operations menu function will not create a Project Budget from a Quotation whose Project field is empty.

There is no limit to the number of Quotations that can be entered for a particular Project unless you are using the Allow one Quotation per Project only option in the Project Settings setting.

Items Card

Quotation: Inspect

Operations   New Duplicate Cancel Save

No.: 7010 Name: The American Dream Inc
 Customer: 008 Project: 15 ☐ Closed

	Date	Items	Currency	Del	Inv. Address	Del. Address	Job Costing		
Item	Qty	Person	Group	Time Class	Markup	Type	Inv. After	Inv. Date	Inv. No.
1	T008	4 NB				-			
2	T007	16 NB				-			
3	T011	100 NB				-			
4	10112	1				-			
5	10104	6				-			
6	10120	50				-			
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Total GP: 897.00 VAT: Base: 3,251.00 Sub-Total: 3,251.00
 Currency: GBP GP %: 27.6 TOTAL: 3,251.00

Flip F

Person, Time Class, Markup, Type, Inv. After

These fields together with those on the 'Job Costing' card will be used to calculate the value of the Project to be quoted to the Customer. Information entered to these fields will be copied to the corresponding fields in any

Project Budget record created using the ‘Create Project Budget’ Operations menu function. Please refer to the section above on page 107 describing the ‘Items’ card of the Project Budget register for descriptions of these fields.

In the case of the Markup field, if you enter an overall Markup on the ‘Job Costing’ card, this will be copied to the Markup field in every row.



Make sure you specify a Project in the header of a Quotation before using the fields on flip F. If you do not do so, the Person and Time Class fields on flip F will not affect the pricing of time.

Del Card

Comment If a Project is created from the Quotation using the ‘Create Project’ Operations menu function, this Comment will be copied to the Description field of the Project.

Job Costing Card

Date	Items	Currency	Del	Inv. Address	Del. Address	Job Costing
Markup: <input type="text"/>						
Invoice Time <input checked="" type="radio"/> Actual <input type="radio"/> As Quoted		Invoice Stocked Items <input checked="" type="radio"/> Actual <input type="radio"/> As Quoted		Invoice Material <input type="radio"/> Actual <input checked="" type="radio"/> As Quoted		Invoice Purchases <input checked="" type="radio"/> Actual <input type="radio"/> As Quoted
Time: <input type="text" value="600.00"/>	Stocked: <input type="text" value="2,601.00"/>	Materials: <input type="text" value="50.00"/>	Purchases: <input type="text"/>			

Markup Enter an amount to be added to the total price of all rows, or enter a percentage in the form “10%” to calculate a 10% markup. A negative figure can be entered to effect a discount. The Markup can be overwritten for an individual Quotation row using the Markup field on flip F.

This overall Markup will be applied after each Price has been multiplied by the Quantity and after any discount percentage has been applied.

This overall Markup will not be included in any rows added after it has been specified, but this can be remedied by re-typing.

Invoice Time, Invoice Stocked Items, Invoice Materials, Invoice Purchases

These sets of options are used to determine how Items of the various types will eventually be invoiced to the Customer. They are essentially defaults: in the Quotation these options do not directly affect the invoicing process, but they will once they have been copied to a Project Budget record by the 'Create Project Budget' Operations menu function.

Please refer to the section above on page 106 describing the 'Invoicing' card of the Project Budget register for descriptions of each set of options.

When the Quotation is first created, you can choose which option is selected as a default. Do this using the Budget options on the 'Service', 'Purchases', 'Stocked Items' and 'Materials' cards of the Project Settings setting.

Time	This field shows the total value of time (i.e. Service Items) listed on the 'Items' card of this Quotation. It is updated automatically.
Stocked	This field shows the total value of Stocked Items listed on the 'Items' card of this Quotation. It is updated automatically.
Materials	This field shows the total value of materials (i.e. Plain Items whose Treat Item as Material on Project box is checked) listed on the 'Items' card of this Quotation. It is updated automatically.
Purchases	This field shows the total value of purchases (i.e. Plain Items whose Treat Item as Material on Project box is not checked) listed on the 'Items' card of this Quotation. It is updated automatically.

Operations Menu

When a Quotation record is open in a record window, the Operations menu is available. Only those commands relating to Job Costing are described below: for details of the other commands, please refer to the 'Quotations' manual.

Operations	
Order	Ctrl+G
Item Status	Ctrl+I
Invoice	Shift+Ctrl+F
Subtotal	Shift+Ctrl+U
Create Activity	Shift+Ctrl+C
Create E-Mail	Shift+Ctrl+M
Recalculate Weight and Volume	
Recalculate Discount	
Update Currency Price List Items	
Create Project	
Create Project Budget	
Add Hidden Line	
Quotation Status	

Create Project

Use this function to create a Project from the Quotation. Ensure all changes to the Quotation have been saved and then select this function. A new Project will be created, containing Customer details from the Quotation. The Description of the Project will be taken from the Comment field on the 'Del' card of the Quotation.

The new Project will be opened in a window entitled 'Project: Inspect. This means that it has been created and saved, and is being opened for checking. After amendment if necessary, save it by clicking the [Save] button in the Button Bar and close it using the close box. Alternatively, if you no longer require the Project, select 'Delete' from the Record menu.

If a Project has already been created from the Quotation, selecting this function will cause the Project to be opened in a new window.

Create Project Budget

Use this function to create a Project Budget record from the Quotation. It will be an exact copy of the Quotation, reducing typing load and reducing the risk of error. This is especially useful where you have used a Quotation to plan precisely the Items (especially Stocked Items) that are to be supplied to complete a Project, and where special pricing has been agreed for those Items. If any of the Quotation rows already have an Invoice Number on flip F, it will be transferred to the Budget, so the rows are not invoiced again.

The new Project Budget will be opened in a window entitled 'Project Budget: New'. This means that it has not yet been saved. Once you have checked that

it is correct and, if necessary, made any amendments, save it by clicking the [Save] button in the Button Bar and close it using the close box. Alternatively, if you no longer require the Project Budget, click [Cancel]. In either case, you will be returned to the Quotation window.

If the function does not create a Project Budget record when expected, the probable causes are—

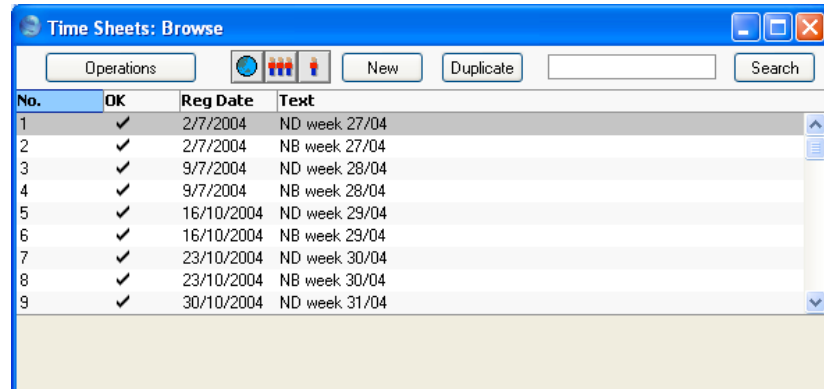
1. A Project Budget record for the Project already exists.
2. The Quotation has been marked as Rejected or Closed.
3. The Project field in the Quotation header is empty.
4. The Quotation has not been saved.

The Time Sheet Register

This register contains all the Time Sheets registered in the system. These record the time spent and materials used in fulfilling each Project.

In the Job Costing module, select 'Time Sheets' from the Registers menu, or click the [Time Sheets] button in the Master Control panel.

The 'Time Sheets: Browse' window is opened, showing Time Sheets already entered. As is usual in Hansa, you can change the sort order by clicking on a column heading. You can also enter a search value in the box in the top right-hand corner of the window, and search for a single record.




No.	OK	Reg Date	Text
1	✓	2/7/2004	ND week 27/04
2	✓	2/7/2004	NB week 27/04
3	✓	9/7/2004	ND week 28/04
4	✓	9/7/2004	NB week 28/04
5	✓	16/10/2004	ND week 29/04
6	✓	16/10/2004	NB week 29/04
7	✓	23/10/2004	ND week 30/04
8	✓	23/10/2004	NB week 30/04
9	✓	30/10/2004	ND week 31/04

To enter a new Time Sheet, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight a Time Sheet similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Time Sheet: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Time Sheet. In the case of the duplicate, the Registration Date of the new record will be the current date, not the date of the original Time Sheet.

Time Sheet: Inspect

Operations 

New Duplicate Cancel Save

No.: 28 Reg Date: 1/10/2004

Text: NB week 40/04

	Date	Empl.	Proj.	Item	Qty	Description
1	27/9/2004	NB	12	T002	8	
2	28/9/2004	NB	12	T002	7	
3	29/9/2004	NB	12	T002	11	
4	30/9/2004	NB	12	T002	5	
5	1/10/2004	NB	12	T002	4	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

☐ OK Sum Time: 35.00 Sum Material: User: NB

Time Sheets can be entered in the manner that most suits your requirements. In the illustration above, a Time Sheet record has been entered which represents a week's work of a single employee. As it happens, that employee worked on a single Project throughout that week. There is no need to restrict a Time Sheet record to a single Person, Project or even time period unless you are using the Force Time Entry feature to monitor the entering of Time Sheets. In this case, it is recommended that each Person enter their own Time Sheets, and that they do so regularly enough to satisfy your monitoring regime. This feature is described above on page 45.

No.

Paste Special

Select from another Number Series

The number of the Time Sheet: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Time Sheets setting. You may change this number, but not to one that has already been used. In multi-user systems, the next unused number will not be allocated until the Time Sheet is saved.

Reg. Date**Paste Special**

Choose date

The registration date for this Time Sheet. Hansa enters the current date as a default.

Text

A description of the contents of the Time Sheet.

As you enter information in the table, indicate on each row the Date, Person, Project, Item and Quantity. To make data entry faster, Hansa will copy the data from the row above if you leave a field blank and press the Enter or Return key. Use the Tab key if you wish to leave the field blank.

The Time Sheet matrix is divided into five horizontal flips. When you click a flip tab (marked A-E), the two or three right-hand columns of the grid are replaced.

*Flip A***Date****Paste Special**

Choose date

The date when the work was carried out or the material supplied.

Empl.**Paste Special**

Person register, System module

Enter the initials of the employee that carried out the work.

If any Objects have been assigned to the employee (on the 'Bonus' card of their Person record), they will be brought in to the Objects field on flip B of the Time Sheet automatically.

The employee's name will be shown on flip D.

Proj.**Paste Special**

Project register, Job Costing module

The Code of the Project to which the time or material is to be charged.

If an employee works on particular Projects at any one time, you can ensure that no other Projects can be entered here. To do this, list the allowed Projects in the

grid on the 'Job Costing' card of the appropriate Person record (in the System module) and switch on the Allow Short Codes Only check box. This also has the effect that you can now enter either a Project Code or its short code to this field.

If any Objects have been assigned to the Project (on the 'Terms' card of the Project screen), they will be brought in to the Objects field on flip B of the Time Sheet automatically.

The Project Name will be shown on flip D.

Item

Paste Special

Item register

The Item Code for the time. Usually only Service Items (time) can be used here. If you want to be able to use Plain Items (materials and purchases) as well, make this choice in the Project Item Handling or Specified Project Item Handling settings.

When Project Transactions are created from this Time Sheet, the price of each Item will be calculated using the pricing scheme described in the 'Terminology, Pricing and Costs' section above on page 29.

Stocked items are not allowed here: these should be entered to an Order that is linked to the Project using the field on the 'Del Terms' card of the Order screen. Purchased items should be entered through the Purchase Ledger, and Expense items should be entered through the Expenses module.

If you have several different types of time that are chargeable at different rates, such as consultancy, programming services or installation, these should be set up as separate records in the Item register. If an employee can only provide certain kinds of work, you can ensure that only the appropriate Items can be entered here. To do this, assign each employee to a Job Group using the field on the 'Job Costing' card of the appropriate Person record. In each Job Group record, list the allowed Items in the grid and switch on the Only Short Codes Allowed check box. This also has the effect that you can now enter either an Item Code or its short code to this field. This applies to both time and materials.

If any Objects have been assigned to the Item (on the 'Pricing' card of the Item screen), they will be brought in to the Objects field on flip B of the Time Sheet automatically.

The Item Name will be shown on flip D.

Qty

The number of hours worked or the quantity of materials supplied.

Description

Any comment entered here will be transferred to the Comment field of the Project Transaction.

*Flip B***Objects****Paste Special**

Object register, Nominal
Ledger/System module

Default taken from

Project, Item and Person

Used as default in

Project Transactions

You can assign up to 20 Objects, separated by commas, to this Time Sheet row and all transactions generated from it. You might define separate Objects to represent different Projects, departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.

Any Objects specified for the Project and Item will be copied here as a default, as will any Objects specified in the Person record for the employee entered on flip A. All Objects will be transferred to the Project Transaction.

Objects are shown here for information only. Any changes should not be made here but in the Project, Item or Person records as appropriate before entering the Time Sheet. For details about the Objects that will be included in Invoices for a Project, please refer to the description of the 'Service' card of the Project Settings setting above on page 63.

*Flip C***Time Class****Paste Special**

Time Classes setting, Job
Costing module

Use this field if you have different charge out rates for various kinds of work and are managing them using Time Classes. Enter the Time Class (e.g. standard rate,

evening rate, etc.) used on this occasion. This will determine the price in the resulting Project Transaction and therefore the rate to be charged to the Customer.

Please refer to the 'Terminology, Pricing and Costs' section above on page 29 for more information on Time Classes.

Flip D

Project Name	The Project Name will appear here once you have entered a Project Number on flip A.
Employee Name	The Employee Name will appear here once you have entered their initials on flip A.
Item Name	The Item Name will appear here once you have entered an Item Number on flip A.

Flip E

Extra Comment 1, Extra Comment 2

Use these fields to record any further comments about the work carried out. These comments will be transferred to the second and third Comment fields of the Project Transaction.

Footer

OK	<p>Checking this box approves the Time Sheet. When the Time Sheet is next saved, Project Transaction records will be created (one for each Time Sheet row). These will be used by the 'Create Project Invoices' Maintenance function to create Invoices for the time spent and materials used.</p> <p>An approved Time Sheet record cannot be changed or deleted, except through the use of the 'Correction Mark' function on the Operations menu. However, the Project Transaction records can be altered before the Invoice has been created.</p> <p>References in this manual to approved Time Sheets are to Time Sheets whose OK check box has been switched on.</p>
Sum Time	This shows the total hours for the Time Sheet, calculated by adding the Quantities of all Service Items.

Sum Material	This shows the total purchases and materials for the Time Sheet, calculated by adding the Quantities of all Plain Items.	
User	Paste Special	Person register, System module
	Default taken from	Person on first Time Sheet row
	<p>The employee's initials from the first row of the Time Sheet are copied here automatically. You can change to another Person's initials if necessary. If the Limited Access module is present, this field can be used to prevent a user from seeing all Time Sheets in the 'Time Sheets: Browse' window by restricting their view to their own Time Sheets or to those of their Sales Group.</p> <p>Please refer to the section describing the Person register in the 'System Module' manual for full details of the Limited Access module.</p>	

Creating Project Transactions (Checking and Approving Time Sheets)

Once you have entered a Time Sheet, you should check it before approval, to ensure that it accurately reflects the hard copy time sheet submitted by the employee or project manager. Normally, this task will be carried out by an appointed manager.

When you approve and save a Time Sheet, an appropriate number of records will be created in the Project Transaction register (one for each row in the Time Sheet). These Project Transaction records are the mechanism by which Invoices will later be created for time spent and materials used.

There are two ways to approve a Time Sheet—

1. With the Time Sheet on screen, click the OK check box.
2. Select a Time Sheet by clicking on it in the 'Time Sheets: Browse' window, and select 'OK' on the Operations menu. By holding down the Shift key you can highlight a batch of Time Sheets to approve at a single stroke using this method.

Correcting Time Sheets

When you approve and save a Time Sheet, an appropriate number of records will be created in the Project Transaction register. Because of this, you will no longer be able to change the Time Sheet record simply by editing its

fields. But, if it becomes apparent that the Time Sheet contains an error, a method is available whereby the mistake can be corrected.

Open the Time Sheet record in question and select 'Correction Mark' from the Operations menu. This will add a row to the Time Sheet where you enter your initials. Select the faulty row by clicking the number in the left hand margin, and press the Backspace key. A red line is drawn through the row, indicating it has been cancelled. Then, add a new row with the correct details. Save the Time Sheet, and the corresponding Project Transaction will be corrected.

Time Sheet: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

No.: 76 Reg Date: 2/12/2004

Text: Cabling installation: 2nd day

	Date	Empl.	Proj.	Item	Qty	Description
1	2/12/2004	NB	15	T007	4	
2	Signature	FF				
3	2/12/2004	NB	15	T007	8	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

OK Sum Time: 8.00 Sum Material: User: NB

Corrections can only be made when the Project Transaction has not been invoiced.

Operations Menu

Operations

OK Ctrl+G

Operations

Correction Mark

The Operations menus for Time Sheets are shown above. On the left is that for the 'Time Sheets: Browse' window: highlight one or more Time Sheet

records (hold down the Shift key while clicking) in the list before selecting the function. On the right is that for the 'Time Sheet: New' and 'Time Sheet: Inspect' windows.

OK

This command is available on the Operations menu only from the 'Time Sheets: Browse' window. It permits the approving of a Time Sheet and is therefore the equivalent of checking the OK box in a Time Sheet record. You can also select several Time Sheets (hold down the Shift key to select a range of Time Sheets in the list) and approve them all at once. Remember that this action causes Project Transactions to be created for each Time Sheet in the selection and that therefore once it has been carried out you will no longer be able to modify those Time Sheet records.

Correction Mark

This function is available when viewing a single Time Sheet record. Please refer to the section entitled 'Correcting Time Sheets' above on page 132 for full details.

The Project Transaction Register

The Project Transaction register is the mechanism by which Invoices are created for time, materials, purchased items and expenses. All records in this register are created automatically when you approve records in the Time Sheet, Purchase Invoice and Expense registers, when you mark as Done Activities belonging to an appropriate Activity Class (i.e. one whose Create Project Transaction box is checked) and when you approve Deliveries and Returned Goods issued from Sales Orders with Projects shown on their 'Del Terms' cards. Project Transactions can also be created when you approve Stock Depreciation records. One Project Transaction record is created for each row in the originating record. You can change some of the fields in a Project Transaction record, but you cannot delete such records, or add them manually.

The Job Costing module has a Maintenance function, 'Create Project Invoices'. This function searches for uninvoiced Project Transactions and creates unapproved Invoices from them.

If you credit an Invoice created from a Project Transaction, it may be necessary to raise a new Invoice. You can do this the next time you run the 'Create Project Invoices' function, if you have removed the Invoice Number from the Project Transaction record. Be very careful with this feature, since it is possible to duplicate Invoices! If you are using the Credit Notes Update Project Transactions option in the Project Settings setting, the Invoice Number will be removed from the appropriate Project Transactions automatically when Credit Notes are approved. Again, take care when using this option in the case of partial Credit Notes, because the Invoice Number will be removed from all Project Transactions on the original Invoice, not just those credited.

Note that Project Transactions are always created, even for work carried out on Projects whose Do Not Invoice check box is turned on. This allows detailed analysis on such work to be included in reports. The 'Create Project Invoices' function will ignore these Transactions.

Open the Project Transaction register by clicking the [Project Trans.] button in the Master Control panel or by selecting 'Project Trans' from the Registers menu. The 'Project Transactions: Browse' window opens, showing Project Transactions already entered.

Project Transactions: Browse

New Duplicate Search

Project	Item	Person	Date	Inv.After	Name
1	10104	JNW	30/6/2004		
1	10111	JNW	30/6/2004		
1	T001	JNW	6/10/2004		
1	10104	JNW	6/10/2004		
1	T001	JNW	30/6/2004		
1	T001	TM	30/6/2004		
1	10109		4/2/2004		
1	FREIGHT	JNW	5/9/2004		
10	T001	JNW	6/10/2004		

Double-click on a record in the list to view it. Remember that only certain fields can be changed, and that you cannot enter new records directly. They must be generated from the Time Sheet, Purchase Invoice, Expense, Activity, Delivery, Stock Depreciation and Returned Goods registers.

Project Transaction: Update

Operations New Duplicate Cancel Save

Project: 15 Item: T007
Employee: NB Item Group:
Ser. No.: 75 Date: 1/12/2004
Inv. After: Inv.Date:
Invoice: ☒ Separate Inv. Row
Objects:
Comment:

Register
☒ Time Sheet
☐ Purchase Invoice
☐ Expenses
☐ Delivery
☐ Activity
☐ Returned Goods
☐ Stock Depreciations

Item Type
☒ Service
☐ Purchase
☐ Stocked Item
☐ Material

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
8.00	8.00	30.00	0.00		240.00	6.00	192.00

Project The number of the Project (from the Time Sheet row, Activity, Purchase Invoice, Stock Depreciation or Expenses record or from the Sales Order from which the Delivery or Returned Goods record was created). This field cannot be changed.

Item Item Number. Origin as above. This field cannot be changed.

Employee	The Employee's initials from the Time Sheet row, Activity or Expenses record. This field cannot be changed.
Item Group	If the Item belongs to an Item Group, it is shown here. The Employee Statistics report can be used to provide Item Group analysis. This field should not be changed.
Ser No.	The serial number of the originating record (a Time Sheet, Activity, Delivery, Purchase Invoice or an Expenses or Returned Goods record). This field cannot be changed.
Date	The transaction date. This field cannot be changed.
Inv. After	<p>If it is necessary to delay the invoicing of this Project Transaction, enter the earliest date on which it can be invoiced here.</p> <p>If the Project has a First Invoice Date specified on its 'Invoicing' card, no Project Transactions will be invoiced until that date, which will not be shown here. If you enter a date here that is earlier than the Project's First Invoice Date, it will be ignored. You can enter a later date, to further delay the invoicing of this Project Transaction only.</p> <p>If the Project Transaction is for an Item/Person combination that has been given an Invoice After Date in the Budget record for the Project, again, no Invoice will be raised until that date. Entering a date here will further delay invoicing.</p>
Inv. Date	When an Invoice is raised from this Project Transaction, its Date will be shown here.
Invoice	<p>When an Invoice is raised from this Project Transaction, its Invoice Number will be entered here. This will prevent it being invoiced again.</p> <p>If a Credit Note has been raised against a Project Invoice and you want to create another Invoice for the relevant Project Transactions, you must remove the Invoice Number from each Project Transaction. You can do this manually or have it done automatically.</p> <p>This task will be carried out automatically if you have checked the Credit Notes update Project Transactions box in the Project Settings setting. The Invoice Number</p>

will be removed from all relevant Project Transactions when the Credit Note is approved, not when it is saved for the first time. In the case of partial Credit Notes, the Invoice Number will be removed from all Project Transactions on the original Invoice, not just those on the partial Credit Note.

Separate Inv Row If this check box is on, this Project Transaction will be given a separate Invoice row, irrespective of the chosen Invoice Time, Invoice Purchase or Invoice Material (as appropriate) option on the 'Time & Purchases' and 'Stock & Materials' cards of the Project.

Hansa will set this check box depending on the Time Sheets/Activities: Separate Inv. Row or Purch. Invs/Expenses: Separate Inv. Row option (as appropriate) on the 'Invoicing' card of the Project (itself determined by the Project Settings setting). Change it as needed.

Objects Objects are shown here for information only. Any changes should not be made here but in the Project, Item or Person records as appropriate before creating the Project Transaction. For details about the Objects that will be included in Invoices for a Project, please refer to the description of the 'Service' card of the Project Settings setting above on page 63.

Comment In Project Transactions generated from Time Sheets, any text in the Description, Extra Comment 1 and Extra Comment 2 fields of the corresponding Time Sheet row will be entered here. When the originating record is a Purchase Invoice or an Expenses record, the Cost Account name will appear here. When the originating record is an Activity, the contents of the Text field of the Activity will be shown.

Register This shows the origin of the Project Transaction: Time Sheet, Purchase Invoice, Expenses record, Delivery, Returned Goods record or Activity.

Item Type This shows the type of the transaction: service (i.e. time), purchase, Stocked Item or material.

Reg. Qty The number of hours worked or the number of Items supplied is taken from the Quantity field of the originating Time Sheet, Purchase Invoice, Delivery,

Returned Goods or Expenses record or from the Cost (Time) field of the originating Activity. This field cannot be changed here. If it is incorrect, return to the originating Time Sheet and change it as described in the 'Correcting Time Sheets' section above on page 132.

Inv. Qty

The quantity to be invoiced: Hansa will assume that this is to be the same as the Registered Quantity. This can be changed as required, but such changes will not be copied back to the originating record. If you want this to happen (i.e. you want the employee's statistics to include the change), you must modify the Time Sheet as described in the 'Correcting Time Sheets' section above.

The 'Project Transactions' report can be used to analyse Project Transactions where the Invoiceable Quantity is different to the Registered Quantity.

Price

The unit price to be charged to the Customer of the item or time before any discount or markup.

For purchases and expenses, this is can be taken from the originating Purchase Invoice or Expenses record (in which case it will be calculated by dividing the Invoice or Expense Amount by the Quantity), or it can be the Base Price of the Item. This is dependent on the Project Item Pricing options in the Project Item Handling setting.

For time, purchases and materials where the originating record is a Time Sheet, and for time where the originating record is an Activity, the unit price is calculated using the rules described in the 'Terminology, Pricing and Costs' section above on page 29.

For Stocked Items, the unit price is taken from the Sales Order from which the originating Delivery or Returned Goods record was issued.

Any pricing default can be modified here for this Project Transaction only.

Disc %

A discount percentage for time and materials will be entered by Hansa from the appropriate Project Budget or Customer Discount record. You can also enter a percentage figure manually. Enter a negative percentage to effect a price uplift.

Note that the discount is applied to the unit price, before it is multiplied by the invoiceable quantity.

In the case of purchases and expenses where the originating record is a Purchase Invoice or Expense record, the Markup taken from the Markup % on the 'Pricing' card of the Item record is shown as a negative percentage discount.

The percentage entered here can act as a discount, margin factor or markup. This is controlled using the Discount Options setting in the System module: again, please refer to the 'System Module' manual for details.

A discount does affect the employee's statistics.

Markup

Enter an amount to be added to the total price, or enter a percentage in the form "10%" to calculate a 10% markup. A negative figure can be entered to effect a discount.

Note that a Markup is applied after the unit price has been multiplied by the invoiceable quantity.

In the case of purchases and expenses, the Markup taken from the Markup % on the 'Pricing' card of the Item record is not shown here but in the Discount % field (above). This is because the Markup of the Project Transaction is intended for use when it is necessary to intervene to change the charge-out rate: the 'Project Transactions' report can be used to analyse such interventions.

A change here does not affect the employee's statistics.

Sum

The amount to be invoiced, taking any discount and Markup into account.

Cost

The unit cost of the Item or time, which is used to calculate the gross profit (below).

For Plain and Service Items (time, materials and purchases), where the originating record is a Purchase Invoice or an Expenses record, this can be the unit cost as calculated from the originating record, or it can be the Cost Price of the Item, taken from the 'Costs' card of the Item record. The choice is dependent on the Use Item Cost Price from Purch. Inv/Expenses check box in the Project Settings setting.

For purchases and materials where the originating record is a Time Sheet, it is the Cost Price of the Item.

For time, it is the hourly cost of the Person, taken from the Cost per Hour field on the 'Job Costing' card of the Person record. If this is blank, the figure is taken from the Service Item Cost Price field on the 'Service' card of the Project Settings setting.

For Stocked Items, it is the average unit FIFO value from the Delivery.

For Structured Items, it is the Cost Price of the Item.

GP

The gross profit of this Transaction.

Creating Project Transactions

Time Sheets

Project Transactions are created when you approve and then save Time Sheets. This process is described in the section entitled 'Creating Project Transactions (Checking and Approving Time Sheets)' above on page 132.

Activities

A Project Transaction can be created when you mark an Activity and save it. For this to happen, the Activity must be assigned an Activity Type which itself belongs to an Activity Class whose Create Project Transaction box is checked. Once the appropriate Activity Types and Activity Classes have been defined, it becomes easy for users to register their own time using the Calendar or Task Manager.

Enter the Activity in the usual fashion. You can enter the Time directly to the Cost (Time) field, or you can enter Start and End Times and it will then be calculated automatically. You can choose any Task Type, but the Calendar Type must be Time.

Activity: Inspect [Icons] [New] [Duplicate] [Cancel] [Save]

Text: Completed Site Survey as required

Type: SURV [Done]

Time	Task Type	Symbol	Customer	Project	Service	Text	Persons	User values
Start Time: 12:16:00			Start Date: 29/11/2004					
End Time: 16:16:00			End Date: 29/11/2004					
Cost (Time): 04:00:00								

Task Type

☐ Calendar

☒ To Do

☐ Timed To Do

Calendar

☒ Time

☐ Profile

☐ Don't Show

Symbol

☐ Call

☐ Meeting

☐ Deskwork

☒ Other

Customer: 008

Name: The American Dream Inc


Contact: Mrs Williamson

Phone: 00 1 651 987 6542

Result: OK

Once you have chosen an Activity Type and entered a Cost (Time), change to the 'Project' card to specify the Project and to enter an Item representing the type of work carried out. This must be a Service Item. To help with this process, you can set up your Activity Types so that when one is entered to an Activity the appropriate Item is brought in automatically.

Activity: Inspect

Operations  New Duplicate Cancel Save


Text: Completed Site Survey as required

Type: SURV ☒ Done

Time	Task Type	Symbol	Customer	Project	Service	Text	Persons	User values
Project: 15 Inv. Item: T008 Resources: Serial No.: Item: Service Order: Inv. Item: T008								
Code	Text							
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

When you mark the Activity as Done and save it, a separate Project Transaction will be created. This can then be viewed from the Project Transaction register—

Project Transaction: Inspect

Operations  New Duplicate Cancel Save

Project: 15 **Item:** T008

Employee: NB **Item Group:**
Ser. No.: 4227 **Date:** 29/11/2004

Inv. After: **Inv. Date:**
Invoice: ☒ Separate Inv. Row

Objects:
Comment: Completed Site Survey as required

Register

- ☐ Time Sheet
- ☐ Purchase Invoice
- ☐ Expenses
- ☐ Delivery
- ☒ Activity
- ☐ Returned Goods
- ☐ Stock Depreciations

Item Type

- ☒ Service
- ☐ Purchase
- ☐ Stocked Item
- ☐ Material

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
4.00	4.00	30.00	0.00		120.00	6.00	96.00

The Registered and Invoice Quantities are taken from the Cost (Time) field of the Activity, and the Price is calculated using the formula described in the 'Terminology, Pricing and Costs' section above on page 29.

If you invalidate the originating Activity, the Project Transaction will be deleted. You will not be able to invalidate the Activity if the Project Transaction has already been invoiced.

Deliveries (Project Transactions for Stocked Items)

You can register Stocked Items supplied to a Customer as part of a Project automatically from the Sales Order and Delivery registers. When entering the Sales Order, specify the Project on the 'Del Terms' card. Issue the Delivery in the usual fashion. When you approve and save it, a separate Project Transaction will be created for each row on the Delivery. These can then be viewed from the Project Transaction register—

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
6.00	6.00	17.00			102.00	8.00	54.00

The Registered and Invoice Quantities are taken from the Delivery, the Price is taken from the Sales Order and the Cost Price is the average unit FIFO value from the Delivery.

You should not use the Automatic delivery for Service and Plain Items option in the Stock Settings setting if you will be creating Project Transactions from Sales Orders. If this option is on, Service and Plain Items on Sales Orders will not be transferred to Deliveries and therefore Project Transactions for those Items will not be created.

If the Customer returns a Stocked Item that has been supplied as part of a Project, you can deal with this in the usual way by creating a Returned Goods record from the Sales Order. Because the Sales Order has a Project Number

on its 'Del Terms' card, a Project Transaction will be created when the Returned Goods record is approved. This will have a negative quantity, so the Invoice will be correct. The Cost Price in the Project Transaction will be the same as the Unit Price in the Returned Goods record.

Occasionally, it might be necessary to attach an Order to a Project after Deliveries have been made. When this happens, first enter the Project Number to the 'Del Terms' card of the Order, and then find out the relevant Delivery Numbers. Project Transactions can be created from these Deliveries retrospectively using the 'Create Project Transactions from Deliveries' Maintenance function. You will not be able to do this if the Order has already been invoiced: in this case, you will not be able to enter the Project Number on the 'Del Terms' card. This avoids the risk of invoicing twice.

Stock Depreciation records

In some cases, you may need to supply Stocked Items to a Customer as part of a Project without going through the process of creating a Sales Order and Delivery. This may be the case if the only Stocked Item being supplied is a consumable item such as cabling. If so, you can use the Stock Depreciation register instead. Enter a Stock Depreciation record and specify the Project in the header. When the record is approved and saved in the usual way, a separate Project Transaction will be created for each row. These can then be viewed from the Project Transaction register—

Project Transaction: Inspect

Operations New Duplicate Cancel Save

Project: 16 Item: 10120
 Employee: Item Group: 1
 Ser. No.: 41 Date: 30/11/2004
 Inv. After: Inv. Date: ☒ Separate Inv. Row
 Invoice:
 Objects:
 Comment:

Register

- ☐ Time Sheet
- ☐ Purchase Invoice
- ☐ Expenses
- ☐ Delivery
- ☐ Activity
- ☐ Returned Goods
- ☒ Stock Depreciations

Item Type

- ☐ Service
- ☐ Purchase
- ☒ Stocked Item
- ☐ Material

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
25.00	25.00	10.00			250.00	5.00	125.00

The Registered and Invoice Quantities are taken from the Stock Depreciation record, and the Price and Cost are taken from the Item record.

Purchases and Expenses

Purchases from Suppliers can be registered against Projects automatically from the Purchase Invoice register. This means that you need not register a Purchase twice. In a similar fashion, Expenses can also be registered against Projects from the Expenses register.

Enter the Purchase Invoice in the usual fashion. Then, click flip B and specify an Item, Quantity and Project for each item on the Purchase that needs to be registered against a Project.

Purchase Invoice: Inspect

Operations New Duplicate Cancel Save

No.: 960078 Inv.Date: 30/11/2004 Trans.Date: 30/11/2004

Supplier: 503 Name: UK Trading Company Ltd

TOTAL: 45.00 Hold Amt: Sup.Inv.No.: Signers:

VAT: 6.70

Terms Costs Currency Identifiers Other

Pay Term: 30 ☐ Hold Due Date: 30/12/2004

Cash Discount: ☐ Prel. Book Discount Date:

Reference: ☐ Supp. Info on Trans. Cred.:

	A/C	Objects	Description	Amount	Item	Qty	Project	V-Cd	
1	742		Stock Purchased	38.30	10107	1	16	S	A
2									B
3									C
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

☒ OK Currency: GBP Calc VAT: 6.70

Approve the Purchase Invoice and save it. A separate Project Transaction will be created for each row with entries in the fields on flip B. These records can then be viewed from the Project Transaction register—

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
1.00	1.00	38.30	-30.00		49.79	38.30	11.49

Note how the information entered to the Purchase Invoice row has been transferred to the Project Transaction: Project, Item and Quantity. In this case, the Price (i.e. the unit price) has been calculated from the Amount and Quantity, but instead it could also be the Base Price from the appropriate Item record. This is controlled using the Project Item Pricing options in the Project Item Handling setting. The Cost (i.e. per unit) has also been calculated from the Purchase Invoice row, but it could have been taken from the 'Costs' card of the Item record. This is controlled using the Use Item Cost Price for Purchases option in the Project Settings setting. The Markup % field from the 'Pricing' card of the Item record is shown as a negative Discount.

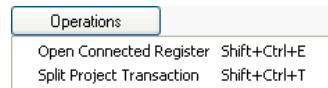
Flip B of the Expenses window can be used in the same fashion to register Expenses against Projects.

If you invalidate the originating Purchase Invoice or Expense record, the Project Transaction will be deleted. You will not be able to invalidate the Purchase Invoice or Expense record if the Project Transaction has already been invoiced.

Creating Invoices

Invoices are raised from Project Transactions using the 'Create Project Invoices' Maintenance function. This function is fully described below on page 154.

Operations Menu



The Operations menu shown above is available from the 'Project Transaction: Inspect' window.

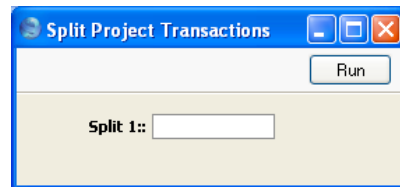
Open Connected Register

Each Project Transaction is generated by approving and saving a record in another register. Selecting this function will open that originating record in a new window.

Split Project Transaction

You can use this function to divide a Project Transaction into two.

Open the Project Transaction that is to be divided and select this function from the Operations menu. The following window appears—



Use the single field to specify how the Project Transaction is to be divided. For example, if you want the Project Transaction to be reduced to 1/5 of its original value with the remaining 4/5 transferred to a new record, enter "5". If you want the Project Transaction to be reduced to 1/4 of its original value, enter "4", and so on. When you click the [Run] button, the Registered and Invoiceable Quantities will be reduced to the specified fraction of the original figure. You will need to close and re-open the Project Transaction to see the change. The remaining quantity will be transferred to a new Project Transaction, created for the purpose.

The Project Transaction must be saved before you can use this function. Project Transactions that have already been invoiced cannot be divided.

The Item Register

This register is fully described in the 'Items and Pricing' manual.

All products or services offered by your company should be entered in this register. This includes all Items that are time based, such as labour and consultancy, which should be entered as Service Items —

Item: Inspect

Operations New Duplicate Cancel Save

No.: T003 Group:

Description: Report Writing

☐ Closed

Pricing Stock Costs Recipe A/C Varieties Texts

Unit:

Base Price: 55.00

Base Price Change: 30/11/2004

Price Factor:

Item Formula:

Markup %:

Bonus %:

Objects:

Classification:

Item Type

☐ Plain

☐ Stocked Item

☐ Structured Item

☒ Service

☐ Treat Item as Material on Project

Materials and purchases (non-time Items which can be registered against Projects from Time Sheets) should be entered as Plain Items. Only Plain and Service Items can be used in Time Sheets, and only Service Items can be used in Activities.

Plain Items can be treated either as materials or as purchases. This distinction is made on the 'Pricing' card of the Item screen, using the Treat Item as Material on Project check box. The difference between materials and purchases is that, subject to the Project Item Handling setting, purchases can be included in Sales and Purchase Orders created from the Project Budget screen and materials cannot.

When entering Items that you anticipate will be registered against Projects using Purchase Invoices or Expense records, refer to the Markup % field on the 'Pricing' card. In these situations, this field will be used to calculate how much the Customer is to be charged for such Items. The Markup will be added to the Purchase Invoice or Expense amount or to the Item's Base Price, depending on the Project Item Pricing options in the Project Item Handling setting.

The Item Group Register

Please refer to the 'Items and Pricing' manual for full details of this register.

The Customer Register

Please refer to the 'Customers and Suppliers' manual for full details of this register.

The Person Register

All members of personnel likely to work on Projects should be entered to the Person register, found in the System module.

As far as the Job Costing module is concerned, special attention should be paid to the 'Job Costing' card—

Person: Inspect

Signature: FF ☐ Closed

Name: Francoise French

Access Serial Nos Bonus **Job Costing** Web Time Entry Date and Numbers

Job Group: SEN

Job Descr.: ☐ Allow Short Codes only

Cost per Hour: 50.00

Price per Hour: 85.00

	Short Code	Project	Comment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Job Group

Paste Special

Job Groups setting, Job Costing module

You can allocate each person to a Job Group. You can then use the Item/Job Group Prices or Job Group/Items setting to set the prices of Service Items (i.e. time) so that all members of a particular Job Group will have the same charge-out rate.

Job Descr.

A short job description or title.

Cost per Hour	The cost per hour to your company of the employee. Used for gross profit calculations.
Price per Hour	The price charged per hour for this employee. For details about how it fits in with the overall pricing structure, please refer to the 'Terminology, Pricing and Costs' section above on page 29.

Allow Short Codes only

If this Person only works on certain Projects at a time, you can ensure that no Time Sheets or Activities are entered which refer to other Projects. To use this feature, switch this check box on and list the allowable Projects in the grid below.

Short Codes/Projects

A Person can give their own personal short codes to the Projects in which they are involved.

Use this grid to allocate these short codes to each Project. When this Person enters Time Sheets or Activities (or Time Sheets and Activities are entered on their behalf), either the short code or the Project Code can be used. Once a Project is complete a particular short code can be transferred to a new Project.

If the Short Codes Only option (described above) is on, only those Projects listed in the grid can be used in Time Sheets and Activities for this Person.

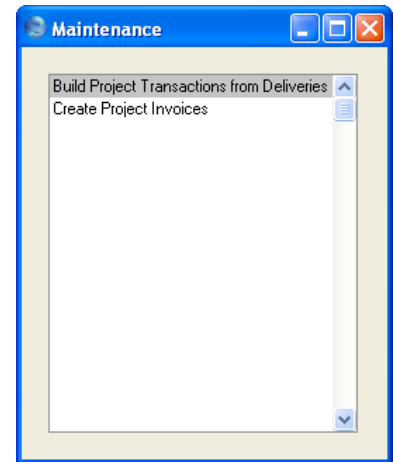
Take care that your short codes do not accidentally duplicate Project Codes.

The 'Time Entry' card of the Person record also has a bearing on Job Costing. Please refer to the section describing the Force Time Entry setting above on page 45 for details.

Maintenance

Introduction

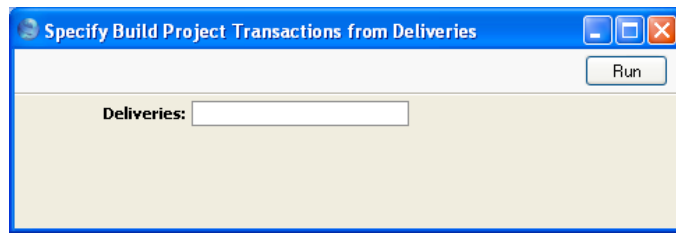
Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are two such functions available in the Job Costing module. To use them, select 'Maintenance' from the File menu. The following window appears—



Double-click the chosen option. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Build Project Transactions from Deliveries

If you need to attach an Order to a Project after Deliveries have been made, you can use this function to create Project Transactions from these Deliveries retrospectively. First, enter the Project Number to the 'Del Terms' card of the Order, find out the relevant Delivery Numbers and then select this function.



Enter the Delivery Number or range of Delivery Numbers and press the [Run] button in the Button Bar. New Project Transactions will be created for each Delivery row.

No Project Transactions will be created from Deliveries that have not been approved. The function will not create duplicate Project Transactions. You cannot use this function for Orders that have already been invoiced, as it is not possible to enter a Project Number to the 'Del Terms' card of such an Order. This avoids the risk of invoicing twice.

Create Project Invoices

Use this function to create Invoices for Projects. It finds all invoiceable records in the Project Transaction register (i.e. those without an Invoice Number) and creates appropriate Invoices, which are saved in an unapproved state. A Project can be invoiced several times: each new Invoice includes all Project Transactions created since the last Invoice for the Project was raised.

The function takes into account how the Invoice Time, Invoice Material, Invoice Purchases and Invoice Stocked Items options have been set in the Budget record related to each Project. It will create an Invoice for any Budget rows set to As Budgeted, and all Project Transactions relating to that Project Item will be ignored.

It is possible to control the creation of Invoices in great detail. Individual Project Transactions or a whole Project can be held until a certain date, while there is the option of grouping different Projects for the same Customer together on the same Invoice. Project Transactions of various kinds can be listed individually or grouped together with a single total figure: this is controlled using the options on the 'Time & Purchases' and 'Stock & Materials' cards of each Project record. The text to be printed on Invoices is specified on the 'Terms' card of the Project and in the Project Settings setting.

You can approve all Invoices thus created in a single step, by highlighting them in the 'Invoices: Browse' window and selecting 'OK' from the Operations menu. Remember that if you wish to change any of the Invoices,

you must do so before they are approved. Any such changes are NOT reported back to the originating Project Transaction. You can also print the Invoices in a single batch, using the 'Documents' function on the File menu or the [Documents] button in the Master Control panel having first selected 'Sales Ledger' from the Modules menu. Approving and printing are covered in more detail in the 'Sales Ledger' manual.

Selecting the 'Create Project Invoices' function brings up the following dialogue box —

Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
		Enter a Customer Number to restrict the Invoice creation process to a particular Customer's Projects only.
Project	Paste Special	Project register, Job Costing module
		Enter a Project Number to create an Invoice for a particular Project only.
Class	Paste Special	Project Classes setting, Job Costing module
		Enter a Project Class to create Invoices for Projects belonging to a particular Class.
Project Leader	Paste Special	Person register, System module
		Enter a Person's initials to create Invoices for Projects where that Person is the Project Leader.

Registrations until

Paste Special

Choose date

Enter a date to exclude from the process Project Transaction records with a later date.

Invoice Date

Paste Special

Choose date

Specify the Invoice Date here.

Comment

Any text entered here will be entered on a separate row on each Invoice raised.

Group Invoicing

Check this box to group all Projects for a particular Customer together on a single Invoice.

All Sales Order Rows

This option controls how Items from Deliveries appear on Invoices. If the option is on, the Items are listed individually together with their Item Name. If it is off, they are again listed individually, but with text simply showing the Order Number.

Skip Down Payments

Usually, if a Down Payment Invoice has been raised for a Project, its value will be deducted from the first Invoice created using this function. If the sum of the Project Transactions is less than the down payment, a zero Invoice will be created and the remainder of the down payment will be deducted from the next Invoice.

If you don't want to deduct down payment amounts from the Invoice totals in this way, check this box.

Down Payments are only deducted from the Invoice value when you have chosen to Create Project Invoices using the options towards the bottom right of the specification window.

Add Cost Price from Trans.

Check this box if you would like Cost Prices to be copied from the Project Transactions to flip C of the Invoices. This will enable the Gross Profit field on flip C of each Invoice row to contain a figure as well. If this box is not checked, all Cost Price and Gross Profit fields in the new Invoices will be blank.

Add Info about Activities

If you are invoicing Project Transactions created from Activities, this option will list the dates and times of those Activities in the Invoices.

Create

Use these options to specify how the Invoices are to be created.

Project Invoices Invoices will be created from Project Transactions and Project Budget records as described at the beginning of the description of this function and in the example at the beginning of this manual.

Down Payment Invoices

Invoices will be created following the instructions on the 'Down Payments' card of the selected Projects. Please refer to the sections describing the 'Down Payments' card of the Project screen and the 'Create Down Payment Invoice' Operations menu function above on pages 85 and 98 respectively for full details.

Click [Run] to run the function. It may take a few moments, depending on the number of Invoices to be created. The appropriate Invoice Number will be copied back to each Project Transaction or Project Budget row as appropriate. When the function has finished, you will be returned to the 'Maintenance' list window.

If you click [Run] without entering a Customer or Project Number, Invoices will be raised for all Projects that have invoiceable Transactions.

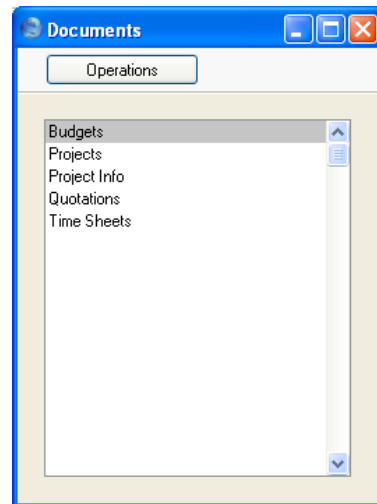
If you want to create an Invoice for a single Project, you can do so using this function, or you can use the 'Create Invoice' function on the Operations menu of the Project Budget screen. The result will be the same and the comments in this section apply to both methods. The Operations menu function will create Project Invoices only (not Down Payment Invoices), and it behaves as though the five check boxes in the specification window are switched off. The Invoice Date of these Invoices will be the same as the Project Budget date.

Documents

Introduction

The 'Documents' function permits the printing in batches of particular documents or Forms. It is selected using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

On selecting the function, the window illustrated below appears, listing the documents that can be printed from the Job Costing module. Each item in the list ("Document") will be printed using a different Form.



To print a document, follow this procedure—

1. Highlight the appropriate item in the list.
2. Using the Operations menu, determine the print destination of the documents. The default is to print to the chosen printer. Other options available are the Print Queue (see the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual for full details of this feature) or Fax (if your hardware can support this feature).
3. Double-click the document name or press the Enter key. A specification window will then appear, where you can determine the information that is to be included in the printed documents (e.g. which Time Sheets are to

be printed). The specification window for each document is described in detail below.

4. Click [Run] to print the documents.
5. Close the 'Documents' window using the close box.

To determine which Form is printed by each option in the 'Documents' list window, follow this procedure—

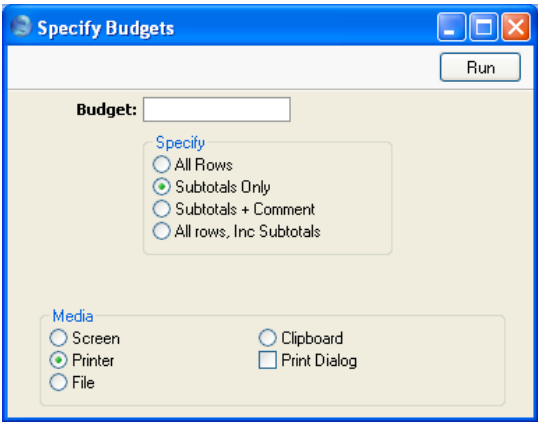
1. For each option, design a Form using the Form register in the System module. This process is fully described in the 'System Module' manual.
2. Change to the Job Costing module and open the 'Documents' list window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight each item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to each document and is fully described in the 'Documents' section of the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual.
4. For each document, the 'Define Document' function only needs to be used once. After this has been done, Form selection will be automatic.

The selection process for each document is described below. In all cases, leave all the fields in the specification window blank if documents for all the records in the database are to be printed. If it is necessary to restrict the number of documents printed, use the fields as described.

Where specified below, it is often possible to report on a selection range, such as a range of Time Sheets. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Time Sheets 001 to 010, enter "001:010" in the Time Sheet Number field.

Budgets

Use this document when you need to print the Budget details for a particular Project or range of Projects. You can also print the document by clicking on the Printer icon when viewing a Budget record, or print it to screen by clicking the Preview icon.



Budget

Range Reporting Alpha

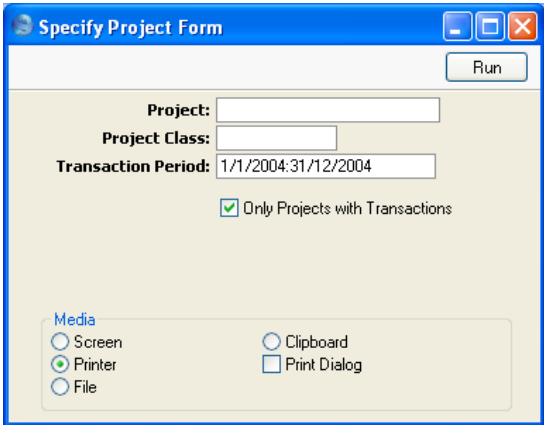
Enter a Project Number (or range of Project Numbers) for which Budgets are to be printed.

Specify

These options control how much detail from each Project Budget record is to be printed. Subtotals are rows inserted into Project Budget records using the ‘Subtotal’ command on the Operations menu.

Projects

Use this document when you need to produce a full print out of a Project or range of Projects, including all Project Transactions and invoicing details.



Project	Paste Special	Project register, Job Costing module
	Range Reporting	Alpha If necessary, enter here the Project Number of the Project (or range of Projects) for which you wish to have documents printed.
Project Class	Paste Special	Project Classes setting, Job Costing module
		Enter a Project Class to print documents for all Projects in that Class.
Transaction Period		
	Paste Special	Reporting Periods setting, System module
		Enter a report period. Documents will only be printed for Projects for which there is at least one Project Transaction whose date falls in the report period. The field is ignored if the check box below is off.
Only Projects with Transactions		
		Check this box if you only wish to print documents for Projects for which Project Transactions exist.

When designing the Form to be used when printing Projects, some special fields are available to provide comparisons between a Project and its Budget, and between the revenue raised by a Project and its costs. In some cases, the Field Argument can be used to specify what is to be printed. These fields are—

Fieldname	Field Arg	Prints
Budget for Project	blank	Total Sum from Budget record (time + material + stocked + other)
	1	Total quantity from Budget record (time + material + stocked + other)
Cost for Project		Total Costs from Project Transactions (time + material + stocked + other), both invoiced and uninvoiced
Difference with Budget	blank	Total Sum from Budget record less Total Sum from Project Transactions, both invoiced and uninvoiced
	1	Total quantity from Budget record less total quantity from Project Transactions
Difference with Cost		Total Sum from Project Transactions less Total Costs from Project Transactions (i.e. total gross profit from Project Transactions)
Invoiceable for Project	blank	Total Sum from uninvoiced Project Transactions
	1	Total quantity from uninvoiced Project Transactions
Invoiced for Project	blank	Total Sum from invoiced Project Transactions
	1	Total quantity from invoiced Project Transactions

For example, a Project has these two Project Transactions—

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
2.00	2.00	55.00	0.00		110.00	45.00	20.00

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
8.00	8.00	55.00	0.00		440.00	45.00	80.00

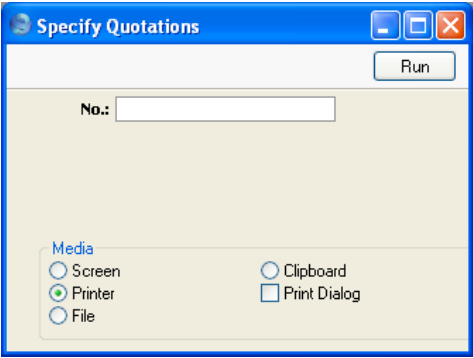
Neither has been invoiced yet, so the Invoiceable for Project field will show 550.00 if the Field Argument is blank and 10.00 if the Field Argument is 1.

Project Info

This option behaves in the same manner as ‘Projects’ already described. It provides a means of printing Projects using an alternative Form design (usually a simpler one because the Project Info Form cannot include calculated fields such as those showing invoiced and invoiceable amounts). You can also print this document by clicking on the Printer icon when viewing a Project, or print it to screen by clicking the Preview icon.

Quotations

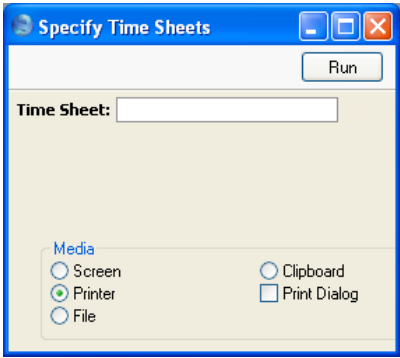
Use this document when you need to print a Quotation or range of Quotations. You can also print the document by clicking on the Printer icon when viewing a Quotation record, or print it to screen by clicking the Preview icon.



No.	Range Reporting	Numeric
Enter a Quotation Number (or range of Quotation Numbers) for which documents are to be printed.		

Time Sheets

Use this document when you need to produce a printed record of a particular Time Sheet or range of Time Sheets. You can also print the document by clicking on the Printer icon when viewing a Time Sheet record, or print it to screen by clicking the Preview icon.



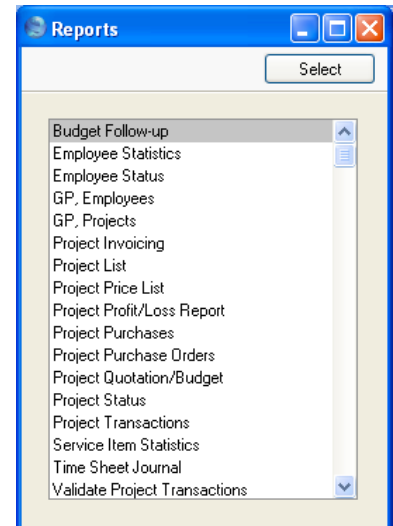
Time Sheet	Range Reporting	Numeric
Enter the identification number (or range of numbers) of the Time Sheets to be printed.		

Reports

Introduction

As with all modules, to print a report in the Job Costing module, select 'Reports' from the File menu or click [Reports] in the Master Control panel. The keyboard shortcut Ctrl-R or ⌘-R can also be used. Then, double-click the appropriate item in the list.

The Job Costing module features the following reports —



A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the records in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

Where specified below, it is often possible to report on a selection range, such as a range of Projects. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Projects 001 to 010, enter "001:010" in the Project Number field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can initially print to screen and subsequently send the report to a printer using the Printer icon. Alternatively, you can print to a text file, which can be used by any word processor or spreadsheet for further analysis.

Once you have entered the reporting criteria and have chosen a print destination, click [Run].

With a report in the active window, the 'Recalculate' command on the Operations menu can be used to update the report after making alterations to background data. The 'Reopen Report Specification' command on the same menu can be used to update the report using different reporting criteria.

Budget Follow-up

Using information taken from the Project Transaction register, this report compares the value and cost of the work done on each Project with the amount budgeted in the Project Budget register.

For each Project, the report shows the total invoiceable value, cost and margin, and the total budgeted value and gross profit. These figures can be per Project or for each Item.

The figure for total invoiceable value will depend on the invoicing options on the 'Invoicing' card of the relevant Project Budget record. If these options are set to Actual, the total invoiceable value will be calculated from Project Transactions. If these options are set to As Budgeted, the total invoiceable value will be taken from the appropriate Project Budget row. The cost figure will be calculated from Project Transactions, and the margin will be the difference between the invoiceable value and the cost.

When printed to screen, this report has Hansa's drill-down feature. Click on any Project Number in the report to open the Project.

Period**Paste Special**

Reporting Periods setting,
System module

The report period.

If you use the Only Transactions in Period option (below), only Project Transactions whose Date falls within this period will be included in the report. Also, only Project Budget rows whose Invoice After Date falls within this period (and those without an Invoice After Date) will be included in the report.

If you are not using the Only Transactions in Period option, all Project Transactions and all Project Budget rows will be included in the report.

Project**Paste Special**

Project register, Job Costing
module

Range Reporting

Alpha

Enter a Project Number or leave blank to show all Projects.

Item**Paste Special**

Item register

Enter an Item Number to restrict the report to a single Item, perhaps one representing a particular type of work.

Function	These options can be used to control the level of detail shown in the report.
Overview	This option contains total figures for each Project.
Per Item	Within each Project, this option displays subtotals for each Item used or budgeted.
Include	Choose whether invoiced and/or uninvoiced Project Transactions are to be included in the report. At least one of the options must be selected, or the report will only show budgeted figures.
Only Transactions in period	Check this box if you want to restrict the report to a particular period, as described for the Period field above.

Employee Statistics

This report analyses the work carried out by each member of staff. It is a list of Project Transactions from the report period, sorted by Person, and showing the number of hours worked on Projects of each type (Invoiceable, Internal and Other).

Specify Employee Statistics

Run

Employee:

Project:

Item:

Item Group:

Customer:

Display Group:

Period: 1/1/2004:31/12/2004

Function

☒ Detailed

☐ Overview

☐ Per Item

☐ Per Project

☐ Per Item Group

Specify

☐ Incl. Plain Items

☐ Show Plain and Service subtotals

☐ Show Invoiced

☐ Incl. Prices

Registers

☒ Time Sheets

☒ Activities

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☒ Print Dialog

Employee	Paste Special	Person register, System module
	Range Reporting	Alpha
	Enter a Person's initials to produce a report showing the work of a single employee.	
Project	Paste Special	Project register, Job Costing register
		Enter a Project Number to analyse who has worked on that Project.
Item	Paste Special	Item register
		Enter an Item Number to restrict the report to a single Item, perhaps one that represents a particular type of work. The Item must be a Service Item or, if you select the Incl. Plain Items option (below), a Plain Item.
Item Group	Paste Special	Item Group register, Sales Ledger/Job Costing module
	Range Reporting	Alpha
		Enter an Item Group to restrict the report to Items belonging to that Group.
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
	Enter a Customer Number to analyse who has worked on Projects for that Customer.	
Display Group	Range Reporting	Alpha
		Enter a Display Group to produce a report showing the work of the employees belonging to that Display Group.
Period	Paste Special	Reporting Periods setting, System module
		The report period.
Function	Use these options to control the level of detail shown in the report.	
	Detailed	This option lists all Project Transactions for each employee, sorted by employee, date and Item Number.

Overview	<p>The report will contain one row per Person, with five columns. The first three columns show how many hours the Person spent working on Invoiceable, Internal and Other Projects respectively. The fourth column shows the total of the first three columns, and the fifth shows the percentage that is chargeable. This chargeable figure includes both invoiced work and work that is to be invoiced.</p> <p>The figures in the first three columns are calculated by adding together the Registered Quantities of the Project Transactions entered in the Person's name. By default, only Project Transactions for time (i.e. Service Items) are used in the calculation. If the Incl. Plain Items option (below) is chosen, Project Transactions for Plain Items) are included as well.</p>
Per Item	The report shows for each employee the number of hours per Item.
Per Project	The report shows for each employee the number of hours per Project.
Per Item Group	The report shows for each employee the number of hours per Item Group. As in the Overview, separate figures are provided for hours spent on Invoiceable, Internal and Other Projects. The percentage of each Item Group total that is chargeable is also shown.
Specify	Use these options to include extra detail in the report.
Incl. Plain Items	<p>By default, the report only lists Project Transactions that feature Service Items (i.e. time). Check this box if you want Project Transactions featuring Plain Items (i.e. Purchases and Materials) to be listed as well.</p> <p>If you use this option, time (from Service Items) and quantity (from Plain Items) will be added together and shown as a single figure in the column headed 'Hours'. Select the Show Plain and Service Subtotals option below if you want separate total time and quantity figures.</p>

Show Plain and Service subtotals

This option provides separate subtotals for Plain and Service Items per employee. You can use it together with the Incl. Plain Items option above.

You can only use this option in the Detailed version of the report.

Show Invoiced

This option includes a figure for total Invoiced Quantity in the report. You can only use this option in the Overview.

Incl. Prices

The default setting for this report is to provide analysis by quantity only (registered quantity, not invoiced quantity). Check this box to show the Sums from each Project Transaction as well.

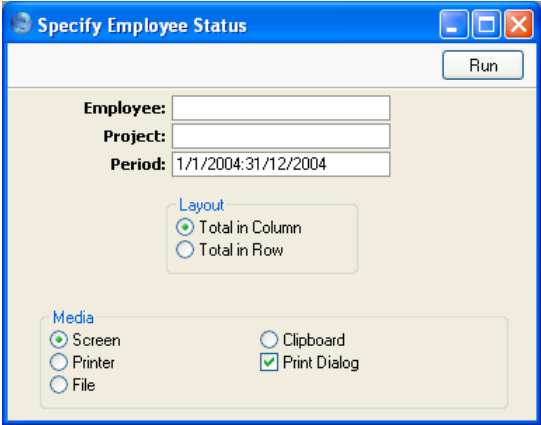
This option has no effect when used with the Overview.

Registers

Use these options to specify whether Project Transactions created from Time Sheets or Activities or both are to be included in the report.

Employee Status

While you can use the Employee Statistics report (above) to compare the ratio of chargeable to internal work for each employee (measured in hours), you can use this report to compare invoiceable with invoiced work (measured by sales value). The invoiceable and invoiced figures are broken down to show time, materials (Plain Items entered through Time Sheets) and Expenses. Purchases entered through Purchase Invoices and Stocked Items entered through Sales Orders/Deliveries are not shown as these cannot be attributed to employees.



The image shows a Windows-style dialog box titled "Specify Employee Status". It has a blue title bar with standard window controls (minimize, maximize, close) and a "Run" button in the top right corner. The main area is light beige and contains three input fields: "Employee:" (empty), "Project:" (empty), and "Period:" (containing "1/1/2004:31/12/2004"). Below these fields are two sections: "Layout" and "Media". The "Layout" section has two radio buttons: "Total in Column" (selected) and "Total in Row". The "Media" section has four radio buttons: "Screen" (selected), "Printer", "Clipboard", and "Print Dialog" (checked).

Employee	Paste Special	Person register, System module
	Range Reporting	Alpha
	Enter a Person's initials to produce a report showing the work of a single employee.	
Project	Paste Special	Project register, Job Costing register
		Enter a Project Number to analyse who has worked on that Project.
Period	Paste Special	Reporting Periods setting, System module
		The report period.

Layout

The two formats available for this report are illustrated below—

Total in Column

Employee Status				
Operations		Search		
Employee Status Radio Import/Export Ltd		Hansa, Print date: 30/11/2004 01:08 Period 1/1/2004 : 31/12/2004 All Employees		
Employee		Invoiceable	Invoiced	Total
Jean Marais				
	Time	550.00	0.00	550.00
	Material	0.00	0.00	0.00
	Expenses	0.00	0.00	0.00
Neil Brooker	Stocked Items	0.00	0.00	0.00
	Time	240.00	360.00	600.00
	Material	0.00	25.00	25.00
	Expenses	0.00	25.00	25.00
Total	Stocked Items	0.00	0.00	0.00
	Time	790.00	360.00	1,150.00
	Material	0.00	25.00	25.00
	Expenses	0.00	25.00	25.00
DB Transactions			54	
Seconds			1.32	

Total in Row

Employee Status					
Operations		Search			
Employee Status Radio Import/Export Ltd		Hansa, Print date: 30/11/2004 01:08 Period 1/1/2004 : 31/12/2004 All Employees			
Employee		Time	Material	Expenses	Stocked Items
Jean Marais					
	Invoiceable	550.00	0.00	0.00	0.00
	Invoiced	0.00	0.00	0.00	0.00
Neil Brooker	Total	550.00	0.00	0.00	0.00
	Invoiceable	240.00	0.00	0.00	0.00
	Invoiced	360.00	25.00	25.00	0.00
Total	Total	600.00	25.00	25.00	0.00
	Invoiceable	790.00	0.00	0.00	0.00
	Invoiced	360.00	25.00	25.00	0.00
DB Transactions		1,150.00	25.00	25.00	0.00
Seconds				54	
				0.76	

GP, Employees

This report calculates the gross profit per Employee. This is calculated using sales prices taken from Project Transactions or, where appropriate and if the relevant option is chosen, from Project Budgets that have been marked as As Budgeted. In all cases, cost prices are taken from Project Transactions.

Specify GP, Employees

Run

Employee:

Project:

Item:

Item Group:

Period: 1/1/2004:31/12/2004

Specify

☒ All

☐ Invoiced

☐ Invoiceable

Diff

☒ %

☐ Amount

☐ Cost

Function

☒ Overview

☐ Per Item

☐ Per Item group

Include

☒ Only P.Transaction

☐ Fixed cost budgets for all proj.

☐ Fixed cost budgets if proj. finished

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☒ Print Dialog

Employee	Paste Special	Person register, System module
	Range Reporting	Alpha
Project	Enter a Person's initials to produce a report showing the work of a single employee.	
	Paste Special	Project register, Job Costing register
	Range Reporting	Alpha
Enter a Project Number to analyse who has worked on that Project.		

Item	Paste Special	Item register
	Range Reporting	Alpha
	Enter an Item Number to restrict the report to a single Item, perhaps one that represents a particular type of work. The Item must be a Service Item.	
Item Group	Paste Special	Item Group register, Sales Ledger/Job Costing module
	Range Reporting	Alpha
	Enter an Item Group to restrict the report to Items belonging to that Group.	
Period	Paste Special	Reporting Periods setting, System module
	The report period.	
Specify	Use these options to choose how the figures in the report will be calculated.	
All	All Project Transactions will be used in the calculations.	
Invoiced	Only those Project Transactions that have been invoiced will be included in the calculations.	
Invoiceable	Only those Project Transactions that have not been invoiced will be included in the calculations. For this purpose, an invoiceable Project Transaction is one that does not have an Invoice Number (i.e. it can be related to a Project marked Do Not Invoice).	
Diff	Use these options to specify how the gross profit figures are to be displayed in the report.	
%	This report shows the gross profit as an amount and as a percentage.	
Amount	This report shows the gross profit as an amount and also shows the cost.	
Cost	This report shows the cost and the gross profit as an amount.	

Function	Use these options to control the level of detail to be shown in the report.
Overview	<p>The report will contain one row per Person, with three columns. The first column shows the chargeable value of the work carried out by the Person. This chargeable figure includes both invoiced work and work that is to be invoiced. The second and third columns will vary depending on the Diff options (above).</p> <p>The figure in the first column is calculated by adding together the Sums of the Project Transactions entered in the Person's name. Only Project Transactions for time (i.e. Service Items) are used in the calculation.</p>
Per Item	The report shows for each employee the chargeable, cost and profit figures per Item.
Per Item group	The report shows for each employee the chargeable, cost and profit figures per Item Group.
Include	Use these options to specify whether the sales prices are to be calculated using the Project Transaction or Project Budget registers. Costs are always calculated using Project Transactions.
Only P.Transaction	<p>If this option is selected, the sales value of the work carried out by each employee will be calculated by adding together the relevant Project Transactions.</p>
Fixed cost budgets for all proj.	<p>The report will depend on the Invoice Time option on the 'Invoicing' card of the relevant Project Budget record. If this option is set to As Budgeted and there is a Project Budget row for a particular Project/Person/Item combination, the sales value will be taken from there. If there is no such row, or if the Invoice Time option is set to Actual, the sales value will be calculated by adding together all Project Transactions for the Project/Person/Item combination from the report</p>

period. Therefore, this is the option that most closely matches how the Project will be invoiced.

Fixed cost budgets if proj. finished

If a Project is marked as Active or No More Transactions, the sales value of the work carried out by each employee will be calculated by adding together the relevant Project Transactions.

If the Project is marked as Finished, the figures will be calculated in the same way as the second option above.

GP, Projects

This report calculates the gross profit per Project. The Detailed option shows separate gross profit figures for time, purchases, materials and Order items. The gross profit is calculated using sales prices taken from Project Transactions or, where appropriate, from Project Budgets that have been marked as As Budgeted. In all cases, cost prices are taken from Project Transactions.

When printed to screen, this report has Hansa's drill-down feature. Click on any Project Number in the report to open the Project.

Specify GP, Projects

Run

Project:
 Project Leader:
 Customer:
 Class:
 Item Group:

Specify

☒ Invoiced
☒ Invoiceable
☒ Active Projects
☐ Finished Projects

Function

☐ Overview
☒ Detailed

Media

☒ Screen
☐ Printer
☐ File
☐ Clipboard
☒ Print Dialog

Sorting

☒ Project
☐ Pr. Leader
☐ Customer
☐ Pr. Class

☐ Include Sub-projects

Project	Paste Special	Project register, Job Costing module
	Range Reporting	Alpha Enter a Project Number or leave blank to show all Projects.
Project Leader	Paste Special	Person register, System module Enter a Person's initials to report on all Projects where that person is recorded as Project Leader.
	Paste Special	Customers in Customer register
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha Enter a Customer Number to produce a report showing all Projects carried out for that Customer.
Class	Paste Special	Project Classes setting, Job Costing module Enter a Project Class to restrict the report to Projects of that Class.
	Paste Special	Item Group register, Sales Ledger/Job Costing module Enter an Item Group to restrict the report to Items belonging to that Group.
Item Group	Paste Special	Item Group register, Sales Ledger/Job Costing module Enter an Item Group to restrict the report to Items belonging to that Group.
	Specify	Check the boxes to include Projects of different Statuses. At least one of the first two options and at least one of the second two options must be selected, or a blank report will be produced.
	Invoiced	Project Transactions that have been invoiced will be included in the calculations.
	Invoiceable	Project Transactions that have not been invoiced will be included in the calculations. For this purpose, an invoiceable Project Transaction is one that does not have an Invoice Number (i.e. it can be related to a Project marked Do Not Invoice).
	Active Projects	Projects that have been marked as Active or No More Transactions (using the options on the 'Terms' card of the Project screen) will be shown.

Finished Projects	Projects that have been marked as Finished will be shown.
Function	Use these options to control the level of detail shown in the report.
Overview	This option shows an overall gross profit figure for each Project.
Detailed	Shows separate gross profit figures for time, purchases, materials and Order items as well as an overall figure.
Sorting	Use these options to determine the order in which the Projects will be listed in the report.
Include Sub-projects	

Mother Projects and sub-projects can be used when there is an overall plan or scheme that consists of several smaller jobs. For example, if the overall plan (the Mother Project) is to move office, various sub-projects might be installing the network cabling, installing a telephone system and moving the stock to the new warehouse or stock room.

Check this box if you would like the gross profit figure for a Mother Project to be calculated from Project Transactions registered both for itself and for all its sub-projects. If you do not check this box, the gross profit figure for the Mother will be calculated from Project Transactions registered for itself only. The sub-projects will be listed separately in the report, assuming they meet the other reporting criteria.

Project Invoicing

This report lists Projects for which there has been a shortfall in invoicing. This might be because no Invoice has yet been issued for the Project, or because some work has been carried out since the last Invoice was raised. The report also shows whether any down payments have become due for invoicing.

You can also produce this report by opening an individual Project and then selecting 'Project Info' from the Operations menu. In this case, the report produced is the Detailed version, and both the "Inv. Trans." and "Invoice" sections are included. In this case only, the report has two additional sections:

one listing the Invoices that have already been raised for the Project, and the other listing any Activities that are related to the Project.

These additional sections have Hansa's Drill-down feature. Click on the Invoice Number of any Invoice in the report to open that Invoice record, or click on the Date of any Activity in the report to open that Activity record.

Project

Paste Special

Project register, Job Costing module

Range Reporting

Alpha

Enter a Project Number, or leave blank to select all Projects. Projects whose invoicing is up to date and those marked as Finished will not be shown.

Project Leader

Paste Special

Person register, System module

Enter a Person's initials to report on all Projects where that person is recorded as Project Leader.

Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
		Enter a Customer Number to restrict the report to Projects for that Customer.
Objects	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object Code to restrict the report to Project Transactions with that Object. If you enter a number of Objects separated by commas, only those Project Transactions featuring all the Objects listed will be shown.
		The report can contain two sections named “Inv Trans” and “Invoices” (described below). If an Object is specified here, it will only affect the Inv. Trans section of the report.
Class	Paste Special	Project Classes setting, Job Costing module
		Enter a Project Class to restrict the report to Projects of that Class.
Registrations until		
	Paste Special	Choose date
		Project Transactions whose date falls after the date entered here will not be shown in the report.
Functions		Two separate sections are available for inclusion in the report. Specify here whether one or both sections are to be shown. Examples are shown in the section below entitled ‘Examples’.
Inv. Trans.		This section of the report shows analysis based on Project Transactions that have not yet been invoiced. If you have entered an Object Code in the Object field above, the report will only list the Project Transactions with that Object.
Invoices		This section of the report shows on a row-by-row basis what would be included on any Invoice created at the time the report was produced.

Selecting the Detailed option (described below) has no effect on this part of the report.

Any Object Code entered in the Object field above will be ignored in this section of the report. The simulated Invoice will include all uninvoiced Project Transactions, irrespective of Object.

Function	Use these options to control the level of detail shown in the report. Examples are shown in the section below entitled 'Examples'.
Overview	This option shows a summary for each Item in the Project. For example, all Project Transactions representing a particular form of labour are added together and a single total figure is shown.
Overview per Employee	This option shows a summary for each Item/Person combination in the Project. For example, total figures are shown for time spent by each member of staff.
Detailed	This option lists the individual Project Transactions for each Project. This option can be further customised using the Not for Overview options described below.
Sorting	Use these options to determine the order in which the Projects will be listed in the report.
Not for Overview	These are additional options available for determining what is to be shown in the Detailed version of the report.
No Item Name	Shows the Item Number used in each Project Transaction.
Item Name and Comment	The default option: shows the Item Number and Name used in each Project Transaction.
Date and Comment	Shows the date of each Project Transaction, as well as the Item Number and Name used.
Show Trans. Numbers	

Shows the number of the record (Time Sheet, Activity, Purchase Invoice, Expenses record, Delivery or Returned Goods record) from which each Project Transaction was created, as well as the Item Number used.

Include Price

Shows the unit price (i.e. in the case of time, the hourly rate) used in each Project Transaction. If this option is off, only the total (quantity x rate) is shown.

Invoiceable Projects Only

Check this box to exclude Projects marked as Do Not Invoice from the report. Projects whose Type is Internal or Other will be included in the report if their Do Not Invoice box is not checked.

Show Item Name from Budget

In the first section of the report (that summarising Project Transactions that have not yet been invoiced), any Budget items without corresponding Project Transactions are shown separately. By default, the Description is the Item Name from the Item register, with the Person's initials added as a suffix (e.g. "Time, FF"). If you have changed the Item Name in a particular Project Budget record and would like this change to be shown in the report, select this option.

Include Finished Projects

Check this box to include Projects marked as Finished the report.



Examples

Overview

Illustrated below is an example of the Project Invoicing report printed to screen with the Overview option chosen. The top section of the report summarises the Project Transactions that have not yet been invoiced: this is shown if the Inv. Trans. option has been selected. The section has three subdivisions showing Items representing time, purchases (including materials) and Stocked Items delivered from Sales Orders against the Project.

For each Item, a single line is shown with a total amount to be invoiced. The amount budgeted for each Item is also shown.

Project Invoicing

Operations   Search

Project Invoicing **Hansa, Print date: 30/11/2004 03:17**
Radio Import/Export Ltd **Projects 1 IT Study No 1**
All Customers
Overview

Invoiceable

Project:	1	IT Study No 1
Customer:	001	Against All Odds Trading Co
Per Leader:	FF	Francoise French

Item	Description	Sum	Budget
<u>SERV1</u>	Site Survey	222.00	
<u>T001</u>	Project Management	612.00	
<u>T002</u>	Analysis	5,135.00	<u>1,625.00</u>
<u>T003</u>	Report Writing	385.00	
	Total Time	6,354.00	1,625.00
<u>DEL</u>	Delivery	15.00	
	Total Material	15.00	0.00
<u>10101</u>	Transistor Radio	15.00	
	Total Orders	15.00	0.00
	Project Total	6,384.00	1,625.00
	Invoiced		3,842.70
	Total Registered for Report	6,384.00	1,625.00
DB Transactions			265

Clicking on an Item Number opens a second window listing the Project Transactions featuring that Item. This is shown below. In addition (not shown), clicking on an underlined Budget figure opens the appropriate Budget record.

Project Invoicing Hansa, Print date: 30/11/2004 02:57

Operations Search

Project Invoicing
Radio Import/Export Ltd

Invoiceable

Project: 1 IT Study No 1
Customer: 001 Against All Odds Trading Co
Per Leader: FF Francoise French

Item	Empl.	Qty	Description	Price	%	Sum	Budget
T002	FF	11	Analysis	65.00	0.0	715.00	1,625.00 7/10/2004
T002	FF	5	Analysis	65.00	0.0	325.00	8/10/2002
T002	FF	4	Analysis	65.00	0.0	260.00	9/10/2004
T002	FF	8	Analysis	65.00	0.0	520.00	
							19/10/2004
T002	FF	7	Analysis	65.00	0.0	455.00	20/10/2004
T002	FF	11	Analysis	65.00	0.0	715.00	21/10/2004
T002	FF	5	Analysis	65.00	0.0	325.00	22/10/2004
T002	FF	4	Analysis	65.00	0.0	260.00	23/10/2004
T002	NB	8	Analysis	65.00	0.0	520.00	19/10/2004
T002	NB	8	Analysis	65.00	0.0	520.00	20/10/2004
T002	NB	8	Analysis	65.00	0.0	520.00	21/10/2004
						5,135.00	1,625.00

A further level of drill down is available from this list: click on an item Number or employee initials to open a Project Transaction—

Project Transaction: Inspect

Operations New Duplicate Cancel Save

Project: 1 Item: T002
Employee: FF Item Group:
Ser. No.: 2 Date: 19/10/2004
Inv. After: Inv.Date:
Invoice: ☐ Separate Inv. Row
Objects:
Comment:

Register

- ☒ Time Sheet
- ☐ Purchase Invoice
- ☐ Expenses
- ☐ Delivery
- ☐ Activity
- ☐ Returned Goods
- ☐ Stock Depreciations

Item Type

- ☒ Service
- ☐ Purchase
- ☐ Stocked Item
- ☐ Material

Reg. Qty	Inv. Qty	Price	Disc %	Markup	Sum	Cost	GP
8.00	8.00	65.00	0.00		520.00	50.00	120.00

If necessary, the Project Transaction can now be changed (e.g. a Discount or Markup could be added). After saving, use the 'Recalculate' function on the Operations menu of the reports on the level above to have the changes included. This provides an extremely convenient and simple method to make final adjustments to Projects before invoicing.

The second part of the Project Invoicing report, shown if the Invoice option has been selected, shows the contents of an Invoice, were one to be raised at the time of producing the report. This includes deductions for down payments that have already been invoiced. Each line in this section of the report represents a row as it would appear on the Invoice, following the rules set on the 'Time & Purchases' and 'Stock & Materials' cards of the Project register. In this example, all four invoicing options are set to "by Items", so a single total invoiceable figure is shown for each Item—

The screenshot shows a software window titled 'Project Invoicing'. It has a menu bar with 'Operations' and a search bar. The main content area displays an invoice for 'Radio Import/Export Ltd'. The invoice details include Project: 1, Customer: 001, and Per Leader: FF. The invoice items are listed with their descriptions and amounts. The totals section shows a sum of 6,384.00, VAT of 1,117.20, and a total of 7,501.20. The summary section shows a sum time of 6,354.00, a sum purchase of 30.00, a budget of 1,625.00, and an invoiced amount of 3,842.70. The DB Transactions section shows 314 transactions and 1.36 seconds.



Project Invoicing		Hansa, Print date: 30/11/2004 03:16	
Radio Import/Export Ltd		Projects 1 IT Study No 1	
		All Customers	
		Overview	
Invoice			
Project:	1	IT Study No 1	
Customer:	001	Against All Odds Trading Co	
Per Leader:	FF	Francoise French	
SERV1	Site Survey	222.00	1
T001	Project Management	612.00	1
T002	Analysis	5,135.00	1
T003	Report Writing	385.00	1
DEL	Delivery	15.00	1
10101	Transistor Radio	15.00	1
Sum		6,384.00	
VAT		1,117.20	
Total		7,501.20	
Sum Time:	6,354.00	Budget	1,625.00
Sum Purchase:	30.00	Invoiced	3,842.70
		Downpay Invoiceable	0.00
		Downpay Invoiced	0.00
DB Transactions		314	
Seconds		1.36	

Below this section are totals for the Project and for the report as a whole.

Detailed

Choosing to use the Detailed option affects the first section of the report only (the Inv. Trans. section). All Project Transactions for each Item are shown individually.

Project Invoicing

Operations  

Project Invoicing Hansa, Print date: 6/12/2004 10:11
Radio Import/Export Ltd Projects 1 IT Study No 1
All Customers
Detailed

Invoiceable

Project: 1 IT Study No 1
 Customer: 001 Against All Odds Trading Co
 Per Leader: FF Francoise French

Item	Empl.	Qty	Description	Price	%	Sum	Budget
SERV1	ML	6	Site Survey	37.00	0.0	222.00	
T001	FF	8	Project Management	76.50	0.0	612.00	
T002	FF	11	Analysis	65.00	0.0	715.00	1,625.00
T002	FF	5	Analysis	65.00	0.0	325.00	
T002	FF	4	Analysis	65.00	0.0	260.00	
T002	FF	8	Analysis	65.00	0.0	520.00	
T002	FF	7	Analysis	65.00	0.0	455.00	
T002	FF	11	Analysis	65.00	0.0	715.00	
T002	FF	5	Analysis	65.00	0.0	325.00	
T002	FF	4	Analysis	65.00	0.0	260.00	
T002	NB	8	Analysis	65.00	0.0	520.00	
T002	NB	8	Analysis	65.00	0.0	520.00	
T002	NB	8	Analysis	65.00	0.0	520.00	
T003	FF	7	Report Writing	55.00	0.0	385.00	
Total Time						6,354.00	1,625.00
DEL		1	Delivery	15.00		15.00	
Total Material						15.00	0.00
10101		1	Transistor Radio	15.00		15.00	
Total Orders						15.00	0.00
Project Total						6,384.00	1,625.00
Invoiced							3,842.70
Downpay Invoiceable							0.00
Downpay Invoiced							0.00
Total Registered for Report						6,384.00	1,625.00
DB Transactions							275
Seconds							2.37

Click on an Item Number, employee initials or Description to open the appropriate Project Transaction and on a Budget figure to open a Project Budget record.

Project List

This is a simple listing of Projects, showing the name of the Customer and the Start and End Dates.

When printed to screen, this report has Hansa’s drill-down feature. Click on any Project Number in the report to open the Project.

The 'Specify Project List' dialog box is a standard Windows-style window with a blue title bar. It contains several input fields and groups of radio buttons and checkboxes. The fields are for 'Project:', 'Project Leader:', 'Customer:', 'Class:', and 'Salesman:'. The 'Function' group has three radio buttons: 'Detailed', 'Overview' (selected), and 'Overview with Name'. The 'Project Status' group has two checkboxes: 'Active Projects' (checked) and 'Finished Projects'. The 'Project Type' group has three checkboxes: 'Invoiceable' (checked), 'Internal' (checked), and 'Other' (checked). The 'Sorting' group has five radio buttons: 'Project' (selected), 'Customer', 'Project Name', 'Customer Name', and 'Project Leader'. There is an 'Include Sub-projects' checkbox which is unchecked. The 'Media' group has five radio buttons: 'Screen' (selected), 'Printer', 'File', 'Clipboard', and 'Print Dialog' (checked). A 'Run' button is located in the top right corner of the dialog box.

Project	Paste Special	Project register, Job Costing module
	Range Reporting	Alpha
		Enter a Project Number or leave blank to select all Projects.
Project Leader	Paste Special	Person register, System module
		Enter a Person’s initials to report on all Projects where that person is recorded as Project Leader.

Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
		Enter a Customer Number to produce a report showing all Projects carried out for that Customer.
Class	Paste Special	Project Classes setting, Job Costing module
		Enter a Project Class to restrict the report to Projects of that Class.
Salesman	Paste Special	Person register, System module
		Enter a Person's initials to report on all Projects where that person is recorded as Salesman.
Function		These options control the level of detail shown in the report.
	Detailed	In addition to the information shown in the Overview (below), this option shows the Contact Name and totals for time, materials, purchases and Stocked Items from the Project Budget. Any Down Payment Invoices are also listed.
	Overview	For each Project, this option shows the Project Number and description, Project Leader, Customer Number and Start and End Dates.
	Overview with Name	
		This option is the same as the Overview, except that the Customer Name is printed in place of the Start and End Dates.
Sorting		Use these options to determine the order in which the Projects will be listed in the report.
Project Status		Check the boxes to include Projects of different Statuses. At least one of these options must be selected, or a blank report will be produced.
	Active Projects	Use this option to include in the report only those Projects that have been marked as Active or No More Transactions (using the options on the 'Terms' card of the Project screen).
	Finished Projects	Use this option to include in the report only those Projects that have been marked as Finished.

Project Type Check the boxes to include Projects of different Types. At least one of these options must be selected, or a blank report will be produced.

Include Sub-projects

Mother Projects and sub-projects can be used when there is an overall plan or scheme that consists of several smaller jobs. For example, if the overall plan (the Mother Project) is to move office, various sub-projects might be installing the network cabling, installing a telephone system and moving the stock to the new warehouse or stock room.

Check this box if you would like the Project Budget figures for a Mother Project (shown in the Detailed version of the report) to be calculated from its own Project Budget record and from the Project Budgets of all its sub-projects. If you do not check this box, the Budget figures for the Mother will be calculated from its own Project Budget only. The sub-projects will be listed separately in the report, assuming they meet the other reporting criteria.

Project Price List

This report is a Price List for a particular Project.

For Service and Plain Items, the prices shown are calculated broadly following the rules described in the 'Terminology, Pricing and Costs' section above on page 29 ('Time, Purchases and Materials from Time Sheets and Activities' sub-section). The exception is that prices specific to a particular Person are not shown, so prices will not be taken from Project Budget rows where a Person has been specified, from the Item/Job Group Prices setting or from the Person register.

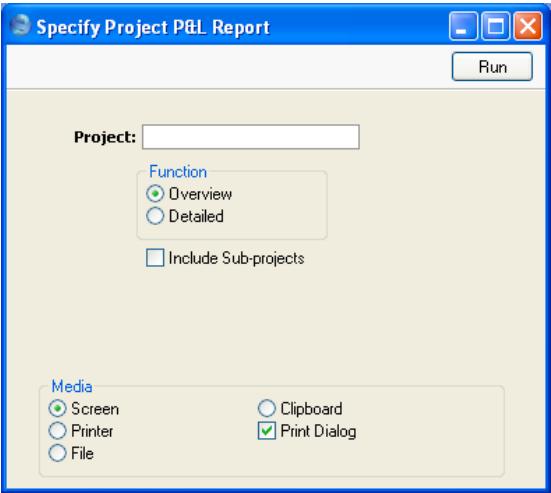
For Stocked Items, the prices are taken from the Project Budget, the Price or Quantity Dependent Price register or from the Item record.

Project	Paste Special	Project register
	Enter the single Project for which prices are to be printed in the report. You must specify a Project otherwise the report will be empty.	
Time Class	Paste Special	Time Classes setting, Job Costing module
	Use this field to apply a Time Class to the standard prices and to print the results. For example, you might need to print a price list for evening or weekend work.	
	If you specify a Time Class here, the calculation will find the Time Billing Price List record for that Time Class. It will then go through the list of Item Groups in that record, applying the appropriate Time Billing Price Formula to the standard price. Any Items not in an Item Group in the list will be shown at the standard price.	
Item	Paste Special	Item register
	Range Reporting	Alpha
	Specify the Item or range of Items that is to be shown in the report.	
Item Group	Paste Special	Item Group register, Sales Ledger/Job Costing module
	Enter an Item Group to restrict the report to Items belonging to that Group.	

Sorting	Use these options to choose the order in which the Items will be listed in the report.
Services only	Check this box if you only want Service Items to be listed in the report.

Project Profit/Loss Report

This report summarises the total income, costs and gross profit of each Project, calculated from Project Transactions. These figures are compared with budgeted income and costs.



Project	Paste Special	Project register
	Range Reporting	Alpha
		Specify here the Projects that are to be covered by the report. This field must contain an entry, otherwise the report will be blank.
Function		Use these options to control the level of detail shown in the report.
Overview		This version of the report contains three lines for each Project: total income, total costs and gross profit. Each of these rows contains actual and budgeted figures, and the difference between the two expressed as a percentage.
Detailed		This uses a similar format to the Overview, but has separate figures for each Item used.

Include Sub-projects

Mother Projects and sub-projects can be used when there is an overall plan or scheme that consists of several smaller jobs. For example, if the overall plan (the Mother Project) is to move office, various sub-projects might be installing the network cabling, installing a telephone system and moving the stock to the new warehouse or stock room.

Check this box if you would like the income, costs and gross profit figures for a Mother Project to be calculated from Project Transactions registered both for itself and for all its sub-projects. If you do not check this box, the figures for the Mother will be calculated from Project Transactions registered for itself only. The sub-projects will be listed separately in the report, assuming they meet the other reporting criteria.

Project Purchases

This report lists the records in the Project Transaction register where the originating record is an Expense record or a Purchase Invoice.

When printed to screen, this report has Hansa's drill-down feature. Click on any Purchase Invoice Number in the report to open the Invoice and on any Expense Number to open the Expense record. Clicking anywhere else will open the appropriate Project Transaction.

Specify Project Purchases

Run

Period: 1/1/2004:31/12/2004

Supplier:

Project:

Item:

Specify

☒ Invoiceable

☒ Invoiced

Specify

☒ Purchase Invoices

☒ Expenses

Media

☒ Screen

☐ Printer

☐ File

☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		The report period. Project Transactions whose date falls within this period will be included in the report.
Supplier	Paste Special	Suppliers in Customer register
		Enter a Supplier Number to restrict the report to Items purchased from a particular Supplier.
Project	Paste Special	Project register, Job Costing module
		Enter a Project Number to list Items purchased to satisfy a single Project.
Item	Paste Special	Item register
		Enter an Item Number to see the Projects for which a particular Item has been purchased.
Specify		Uninvoiced and/or invoiced Project Transactions can be shown in the report. Select the options as required. At least one of these options must be selected, or a blank report will be produced.
Specify		Project Transactions resulting from Purchase Invoices and/or from Expense records can be shown in the report. Select the options as required. At least one of these options must be selected, or a blank report will be produced.

Project Purchase Orders

This report analyses the use of purchases (Plain Items whose Treat Item as Material on Projects check box is turned off) and Stocked Items in Projects. For each such Item used in a Project, it compares the quantities in the Project Budget, in Purchase Orders and Purchase Invoices, and on Sales Invoices. It can therefore be used to check that the invoicing of such Items is up-to-date.

Period	Paste Special	Reporting Periods setting, System module
		Purchase Orders, Purchase Invoices and Sales Invoices that fall within the period entered here will be included in the report calculations.
Project	Paste Special	Project register, Job Costing module
	Range Reporting	Alpha
		Specify here the Projects that are to be covered by the report.
Item	Paste Special	Item register
		If you want to analyse the use of a particular Item, enter its Item Number here. It should be a Stocked Item or a purchase.
Function		Use these options to control the level of detail shown in the report.
Overview		This version of the report contains a single line for each Project, showing the total quantities of all purchases and Stocked Items used in the related Project Budget record, in Purchase Orders and in Purchase and Sales Invoices.
Detailed		This uses a similar format to the Overview, but has separate figures for each Item used.

Specify Use these options to choose whether amounts or quantities are to be shown in the report.

Project Quotation/Budget

This report has three options: it can be a list of Project Budget records, a list of Quotation records or a comparison between the two.

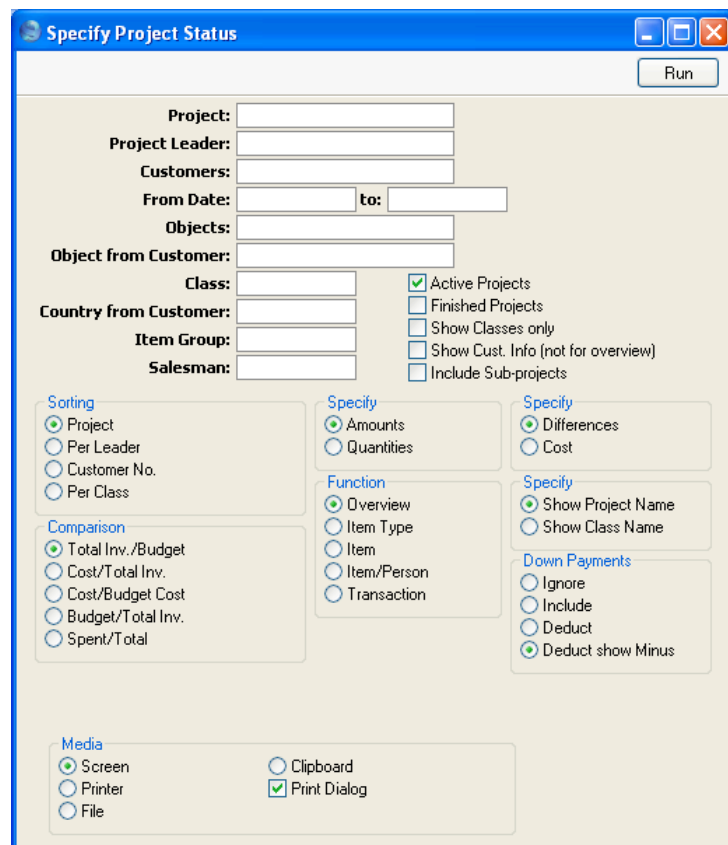
Period	Paste Special	Reporting Periods setting, System module
		The report period: Project Budgets or Quotations whose Transaction Dates fall within this period will be included in the report. Budgets and Quotations whose Transaction Dates are blank will also be included.
Project	Paste Special	Project register, Job Costing module
	Range Reporting	Alpha
		Specify here the Projects whose Budgets or Quotations are to be covered by the report.
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
		Specify here the Customers whose Budgets or Quotations are to be included in the report. This relates

		to the Customers specified in the Budget or Quotation records themselves, not those in the parent Projects.
Class	Paste Special	Project Classes setting, Job Costing module
		If you enter a Project Class, all Projects belonging to that Class will have their Budgets or Quotations included in the report.
Object	Paste Special	Object register, System module
		If you enter an Object, all Projects with that Object will have their Budgets or Quotations included in the report. If you enter a number of Objects separated by commas, only those Projects featuring all the Objects listed will be included in the report calculation.
Function		Use these options to control the level of detail shown in the report.
	Overview	This version of the report contains a single line for each Project Budget or Quotation, showing the total quantity, sales value, cost and gross profit.
	Detailed	This uses a similar format to the Overview, but has separate figures for each Budget or Quotation row. It also has subtotals for time, purchases, materials and Stocked Items.
	Comparison	This version of the report compares Budget and Quotation sales values on an Item-by-Item basis.
Specify		If you are producing an Overview or Detailed report, use these options to choose whether Project Budgets or Quotations are to be listed.

Project Status

This report lists Projects, showing for each the amounts invoiced and to be invoiced and, depending on the options selected, the cost of the Project or the amount budgeted. The Invoiced total shown in the report is calculated by adding together invoiced Project Transactions.

When printed to screen, this report has Hansa's drill-down feature. Click on any Project Number or amount in the report to open the Project and on any Budget amount to open the Project Budget record.



Specify Project Status

Run

Project:

Project Leader:

Customers:

From Date: to:

Objects:

Object from Customer:

Class:

Country from Customer:

Item Group:

Salesman:

☒ Active Projects
☐ Finished Projects
☐ Show Classes only
☐ Show Cust. Info (not for overview)
☐ Include Sub-projects

Sorting
☒ Project
☐ Per Leader
☐ Customer No.
☐ Per Class

Comparison
☒ Total Inv./Budget
☐ Cost/Total Inv.
☐ Cost/Budget Cost
☐ Budget/Total Inv.
☐ Spent/Total

Specify
☒ Amounts
☐ Quantities

Function
☒ Overview
☐ Item Type
☐ Item
☐ Item/Person
☐ Transaction

Specify
☒ Differences
☐ Cost

Specify
☒ Show Project Name
☐ Show Class Name

Down Payments
☐ Ignore
☐ Include
☐ Deduct
☒ Deduct show Minus

Media
☒ Screen
☐ Printer
☐ File
☐ Clipboard
☒ Print Dialog

Project	Paste Special	Project register, Job Costing module
	Range Reporting	Alpha
		Enter a Project Number, or leave blank to select all Projects.
Project Leader	Paste Special	Person register, System module
		Enter a Person's initials to report on all Projects where that person is recorded as Project Leader.
Customer	Paste Special	Customers in Customer register
	Range Reporting	Alpha
		Enter a Customer Number to restrict the report to Projects for that Customer.

From Date, to	Paste Special	Choose date
		The calculation of the amounts invoiced and to be invoiced can be taken from Invoices and Project Transactions of a certain period. These two fields are used to define this period: enter a start and/or end date as appropriate.
Objects	Paste Special	Object register, System module
		Specify an Object to list only those Projects that have at least one Project Transaction featuring that Object in the report. If you enter a number of Objects separated by commas, only those Projects with Project Transactions featuring all the Objects listed will be shown.
Object from Customer		
	Paste Special	Object register, System module
		To restrict the report to Customers with a particular Object, enter the Object's Code here.
Class	Paste Special	Project Classes setting, Job Costing module
		Enter a Project Class to restrict the report to Projects of that Class.
Country from Customer		
	Paste Special	Countries setting, System module
		To restrict the report to Customers in a particular Country, enter the Country Code here.
Active Projects		Use this option to include in the report only those Projects that have been marked as Active or No More Transactions (using the options on the 'Terms' card of the Project screen).
Finished Projects		Use this option to include in the report only those Projects that have been marked as Finished.
Show Classes Only		
		You can only use this option if you have also chosen to sort the report by Class. Instead of listing Projects individually, it gives figures for each Project Class.

Show Cust. Info (not for overview)

Choose this option if you would like the Customer Number and Name to be shown for each Project. This option is not used with the Overview.

Include Sub-projects

Mother Projects and sub-projects can be used when there is an overall plan or scheme that consists of several smaller jobs. For example, if the overall plan (the Mother Project) is to move office, various sub-projects might be installing the network cabling, installing a telephone system and moving the stock to the new warehouse or stock room.

Check this box if you would like the figures for a Mother Project to be calculated from Project Transactions registered both for itself and for all its sub-projects. If you do not check this box, the figures for the Mother will be calculated from Project Transactions registered for itself only. The sub-projects will be listed separately in the report, assuming they meet the other reporting criteria.

Sorting

These options are used to determine the order in which the Projects will be listed in the report.

Specify Amounts, Quantities

Use these options to determine whether amounts or quantities are to be shown in the report. If the Quantities option is selected, in the Overview (described below), quantities for time spent (i.e. hours) are added to quantities for purchases, materials and Sales Orders (i.e. number supplied) to produce a single figure.

Comparison

The report can compare the following figures—

Budget

The total sales value is calculated from invoiced and invoiceable Project Transactions and compared with the Project Budget. The Difference total shows Budget-Invoiced-Invoiceable.

Cost

The total sales value is calculated from invoiced and invoiceable Project Transactions and compared with the total cost, also calculated from

Project Transactions. The Difference total shows Invoiced+Invoiceable-Cost.

Cost/Budget Cost This option compares the total cost, calculated from Project Transactions, with the costs entered in the Project Budget. The Difference total shows Project Budget Cost-Project Transaction Cost.

Budget/Total Inv. This is similar to the Budget option above, except that the comparison is reversed. So, the Difference total shows Invoiced+Invoiceable-Budget.

Spent/Total This option can be used when there is a Project Budget, one or more of whose invoicing options has been set to As Budgeted. In this case, the Customer will be invoiced the As Budgeted figure. The report compares the As Budgeted figure with the value of the work actually carried out (represented by the Project Transactions). The Difference total shows Invoiced+Invoiceable-As Budgeted.

Down Payments can be included in the invoiced and invoiceable figures in various ways: see the description of the Down Payments options below for details.

Function These options control the level of detail to be included in the report.

Overview This option displays a single line per Project including amounts to be invoiced and invoiced to date. These are compared with budgeted amounts or costs incurred.

Item Type This option displays four lines per Project: one each for time, purchases, materials and Sales Orders.

Item This option shows a total for each Item used for each Project.

Item/Person For each Item used, this option provides a person-by-person analysis, thus showing the contribution each member of staff has made to each Project.

Transaction This option lists all Project Transactions for each Project individually.

Specify Show Project Name, Show Class Name

Use these options to specify whether the Project Name or the Project Class Name is to be shown next to each Project Number. These options apply to the Overview only: the Project Name is always used in the other versions of the report.

Down Payments In calculating the total sales value of a Project from invoiced and invoiceable Project Transactions, Down Payments can be handled in various ways.

Irrespective of the option chosen here, Down Payments will not be included in the report if you have chosen to show Quantities in the report (using the Specify option above).

Ignore

Down Payments are not shown in the report. The total sales value of the Project is calculated from invoiced and invoiceable Project Transactions only.

This option can be used for Projects where Down Payments are not being used.

Include

Down Payments are included in the report. The total sales value for the Project is calculated as follows. First, an invoiceable total is calculated from uninvoiced Project Transactions and uninvoiced Down Payments. The calculation assumes the Down Payments will be invoiced first.

For example, let us say there is an uninvoiced Down Payment for 10.00 and an uninvoiced Project Transaction for 18.48. The Down Payment will be invoiced first, so the invoiceable total will be—

	10.00	Down Payment amount (1st Invoice)	
+	18.48	Project Transaction (2nd Invoice)	
-	10.00	Down Payment amount	
=	18.48	Total	

In other words, the invoiceable total will be the Project Transaction total or the Down Payment total, whichever is the greater.

Second, an invoiced total is calculated from invoiced Project Transactions and invoiced Down Payments, using the same method. If you have entered dates in the From and To fields above, a Down Payment will only be included if its Transaction Date falls within this period.

The uninvoiced and invoiced totals are then added together to produce a total sales value for the Project.

This option can be used for Projects where Project Transactions are not being used (i.e. where invoicing is determined by Down Payments only).

Deduct

This option is similar to the Include option described above: the invoiced total is calculated in the same way. However, in calculating the invoiceable total, invoiced Down Payments are deducted from uninvoiced Project Transactions.

For example, let us say there is an uninvoiced Down Payment for 10.00, an invoiced Down Payment for 5.00 and an uninvoiced Project Transaction for 18.48. The value of the Project Transaction is first reduced to 13.48 by subtracting the invoiced Down Payment (18.48 - 5.00). The remainder of the calculation is the same as for the Include option above—

	10.00	Down Payment amount (1st Invoice)	
+	13.48	Project Transaction (2nd Invoice)	
-	10.00	Down Payment amount	
=	13.48	Total	

Again, the invoiceable total will be the invoiceable Project Transaction total (less invoiced Down Payments) or the invoiceable Down Payment total, whichever is the greater.

The invoiceable Project Transaction total (less invoiced Down Payments) will be set to zero if the value of invoiced Down Payments is greater than the value of uninvoiced Project Transactions. To illustrate this, let us repeat the example above,

with the exception that the invoiced Down Payment is valued at 20.00. The value of the Project Transaction is first reduced to -1.52 by subtracting the invoiced Down Payment (18.48 - 20.00) and is therefore set to zero. The remainder of the calculation is as follows—

	10.00	Down Payment amount (1st Invoice)	
+	0.00	Project Transaction (2nd Invoice)	
-	10.00	Down Payment amount	
=	10.00	Total	

The uninvoiced and invoiced totals are then added together to produce a total sales value for the Project.

This option can be used for Projects where Project Transactions and Down Payments are both used, especially when Down Payment Invoices have already been raised and Project Transactions have not yet been invoiced.

Deduct show Minus

This option is similar to the Deduct option described above: the invoiced total is calculated in the same way. As with the Deduct option, in calculating the invoiceable total, invoiced Down Payments are deducted from uninvoiced Project Transactions, but this time, if a negative figure is the result, it will not be set to zero. Also, invoiceable Down Payments are ignored.

For example, let us say there is an uninvoiced Down Payment for 10.00, an invoiced Down Payment for 5.00 and an uninvoiced Project Transaction for 18.48. The uninvoiced total is simply calculated to be 13.48 by subtracting the invoiced Down Payment (18.48 - 5.00). The invoiceable Down Payment is ignored. If the invoiced Down Payment is valued at 20.00, the uninvoiced total will be -1.52 (18.48 - 20.00).

The uninvoiced and invoiced totals are then added together to produce a total sales value for the Project.

This option can be used for Projects where Project Transactions and Down Payments are both used, especially when Down Payment Invoices have already been raised and Project Transactions have not yet been invoiced. In this circumstance, if the invoiceable total for a Project is negative, it indicates that a Down Payment Invoice has been issued and that insufficient work (represented by invoiceable Project Transactions) has been carried out to cover the value of that Down Payment.

Project Transactions

This report is a list of Project Transactions.

Specify Project Transactions [Run]

Period: 1/1/2004:31/12/2004
Project:
Item:
Person:
Objects:
Inv. After from:
to:

Function
☒ Overview
☐ Detailed

Type
☒ Time Sheets
☒ Purchase Invoices
☒ Expenses
☐ Deliveries
☒ Activities
☐ Returned Goods
☐ Stock Depreciations

Sorting
☒ Project
☐ Item
☐ Person

Status
☒ Not Invoiced
☒ Invoiced
☐ Service Items only

Media
☒ Screen
☐ Printer
☐ File
☐ Clipboard
☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		The report period. Only Project Transactions whose Date falls within the report period will be shown.
Project	Paste Special	Project register, Job Costing register
	Range Reporting	Alpha
		Enter a Project Number, or range of Project Numbers, to list Project Transactions belonging to those Projects.
Item	Paste Special	Item register
	Range Reporting	Alpha
		This field can be used to list Project Transactions featuring particular Items only.
Person	Paste Special	Person register, System module
	Range Reporting	Alpha
		Enter a Person's initials to analyse their work during the report period.
Objects	Paste Special	Object register, System module
		Specify an Object to list only those Project Transactions featuring that Object in the report. If you enter a number of Objects separated by commas, only those Project Transactions featuring all the Objects listed will be shown.
Inv. after from, To	Paste Special	Choose date
		If you use the Inv. After field to delay the invoicing of Project Transactions, enter a start and/or end date to these fields to produce a list of Project Transactions that are to be invoiced in a particular period.
Function		These options control the level of detail shown in the report.
Overview		The Overview is a simple list, showing for each Project Transaction the Item Number, Date, Person, Serial Number of the originating record (e.g. Time Sheet Number or Purchase Invoice

Number), Unit Price, Quantity, Markup and Total Price.

Detailed	This option shows every piece of information held in each Project Transaction record in the report selection.
Sorting	The report can be sorted by Project, Person or Item. Subtotals are provided for the sort option chosen (e.g. for each Project or each Person).
Type	Project Transactions raised from Time Sheets, Purchase Invoices, Expense records, Deliveries, Activities, Returned Goods records and/or Stock Depreciation records can be shown in the report. Select the options as required. At least one of these options must be selected, or a blank report will be produced.
Status	Uninvoiced and/or invoiced Project Transactions can be shown in the report. Select the options as required. At least one of these options must be selected, or a blank report will be produced.
Service Items only	Select this option if you only want to list Project Transactions for Service Items (time).

Service Item Statistics

This report compares how much time has been spent carrying out work of various kinds. It is a list of Service Items (Time) showing for each one the number of hours worked during the report period (Registered and Invoiceable), the total Invoiceable and/or Invoiced Amount, the Cost and the Gross Profit (as an amount and as a percentage). This information is taken from the Project Transactions that fall in the report period.

Specify Service Item Statistics

Run

Employee:

Project:

Item:

Item Group:

Customer:

Object:

Period: 1/1/2004:31/12/2004

Show

Invoiced

Invoiceable

Both

Media

Screen

Printer

File

Clipboard

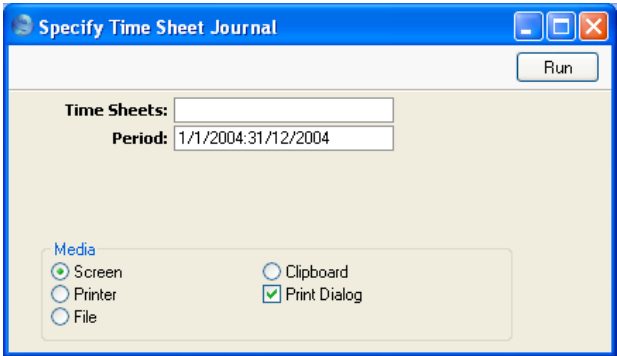
Print Dialog

Employee	Paste Special	Person register, System module
		Enter a Person's initials to analyse the different types of work they have carried out during the report period.
Project	Paste Special	Project register, Job Costing register
		Enter a Project Number, or range of Project Numbers, to show the different types of work carried out on those Projects.
Item	Paste Special	Item register
	Range Reporting	Alpha
		Enter an Item Number to restrict the report to a single Item, perhaps one that represents a particular type of work. The Item must be a Service Item.

Item Group	Paste Special	Item Group register, Sales Ledger/Job Costing module
		Enter an Item Group to restrict the report to Items belonging to that Group.
Customer	Paste Special	Customers in Customer register
		If you specify a Customer, the report will show the different types of work carried out on all Projects entered in the Customer's name.
Object	Paste Special	Object register, System module
		Specify an Object to include in the calculations only those Project Transactions featuring that Object. If you enter a number of Objects separated by commas, only those Project Transactions featuring all the Objects listed will be included.
Period	Paste Special	Reporting Periods setting, System module
		The report period. Only Project Transactions whose Date falls within the report period will be included in the calculations.
Specify		Use these options to choose how the figures in the report will be calculated.
Invoiced		Only those Project Transactions that have been invoiced will be included in the calculations.
Invoiceable		Only those Project Transactions that have not been invoiced will be included in the calculations. For this purpose, an invoiceable Project Transaction is one that does not have an Invoice Number (i.e. it can be related to a Project marked Do Not Invoice).
All		All Project Transactions will be used in the calculations.

Time Sheet Journal

The Time Sheet Journal is a list of Time Sheets, showing the Time Sheet Number and Date, and listing the Items.



Time Sheets	Range Reporting	Numeric
	Specify the range of Time Sheets to be shown in the report. Use a colon (:) to separate the first and last number.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end date of the period whose Time Sheets are to be shown in the report. The first record in the Reporting Periods setting is used as a default.	

Validate Project Transactions

You can use this report to check that all subsystem records (Time Sheets, Purchase Invoices, Expenses, Deliveries and Activities) with a Project Number have corresponding Project Transactions, and that all Project Transactions have corresponding subsystem records.

Specify Validate Project Transactions

Run

Period: 1/1/2004:31/12/2004

Project:

Test if

☐ Project Transaction exists

☐ Subsystem record exists

Check Transactions from

☐ Time Sheets

☐ Purchase Invoices

☐ Expenses

☐ Deliveries

☐ Activities

Media

☒ Screen

☐ Printer

☐ File

☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		The report period.
Project	Paste Special	Project register, Job Costing module
		Enter a Project Number to check the Project Transactions for that Project. If this field is blank, Project Transactions from all Projects will be checked.
Test if		The report can include one or both of these two sections, as follows—

Project Transaction exists

The report will find subsystem records entered during the report period in which the Project Number entered above has been quoted. It will then check that a corresponding Project Transaction exists. If there is no such Project Transaction, the subsystem record will be listed in the report.

Subsystem record exists

The report will find Project Transactions belonging to the Project entered above whose Date falls within the report period. It will then check that a corresponding subsystem record

exists. If there is no such record, the subsystem register and transaction number will be listed in the report, taken from the Project Transaction.

At least one of these options must be selected, otherwise the report will be empty.

Check Transactions from

Use these options to choose which subsystem register(s) are to be checked.

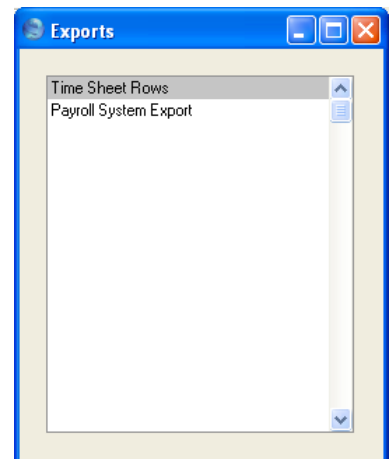
At least one of these options must be selected, otherwise the report will be empty.

Exports

Introduction

The 'Exports' function provides for the exporting of certain information to tab-delimited text files from where it can be incorporated in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, it can be imported into other Hansa databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. Remember that Reports can also be printed to disk, so most of the information that is stored in Hansa is available to other applications via the medium of the text file.

The function is selected using the 'Exports' item on the File menu or by clicking the [Exports] button in the Master Control panel. On selecting the function, the window illustrated below appears. This lists the two Exports that can be produced from the Job Costing module. Double-click one item in the list: a specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.



Time Sheet Rows

This command exports Time Sheet rows.

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period. A Time Sheet's rows will be exported if its Registered Date falls in the report period, irrespective of the Date entered on the rows themselves.
No.	Range Reporting	Numeric
		Enter the Number (or range of Numbers) of the Time Sheets whose rows are to be exported.
Only Service Items		Check this box if you only wish to export rows representing time (i.e. to exclude materials).
Status		Choose to include rows from approved and/or unapproved Time Sheets in the export. At least one of these options must be chosen for any information to be exported.

Press [Run] to start the export. When it has finished, close the 'Export' window using the close box.

Payroll System Export

This function exports Time Sheets in a format suitable for importing to Hultdt & Lillevik Payroll programs in Norway. Please refer to your local Hansa representative for full details.

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