

Accounting Tools



Welcome to ComputerEase

This manual is designed to walk you through basic functions

*This manual will be a useful tool as you explore
ComputerEase desktop software.*

*If you have upgraded from a previous version of the software,
please be sure to reference our "What's New" Manual.*

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Part IX QTool

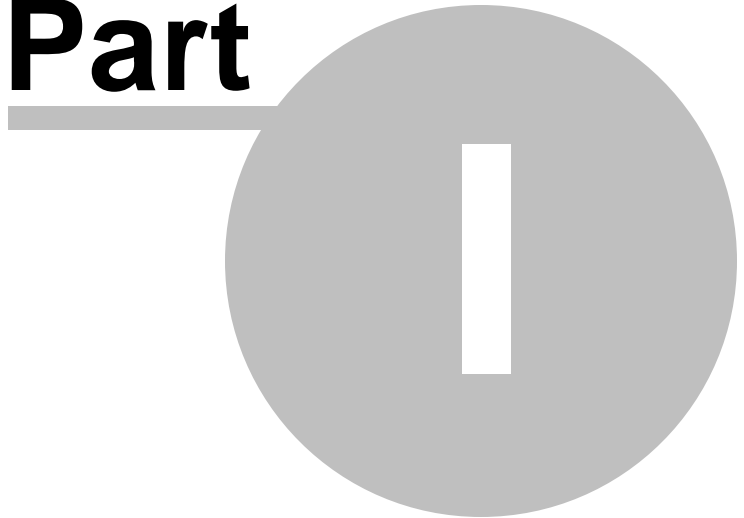
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System Setup

Part



1 System Setup

1.1 Installation & Updates

ComputerEase Software is continually improving and expanding its features and we take pride in the perpetual development of our software products. It is important, therefore, to stay current with the software so that your company is able to enjoy the benefits of the latest technology that ComputerEase offers.

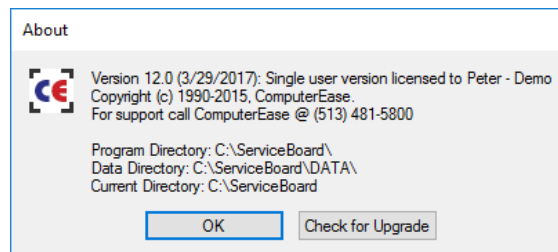
If the need should arise for you to call ComputerEase support, please have the version and release date of your software readily available.

New versions include major enhancements and additions to the software program. In between versions ComputerEase constantly offers new releases, which are updates to the current version. These releases contain smaller enhancements and necessary adjustments to the program, and are easily installed online.

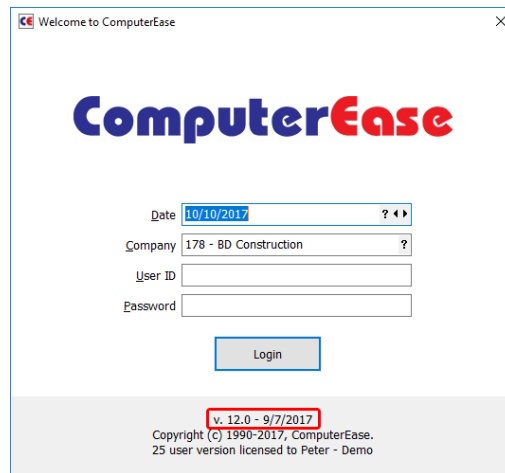
1.1.1 Viewing Your Version Information Box

As mentioned, you will need to supply the version and release date of the software you are using whenever you call ComputerEase support.

To access this information, log into ComputerEase and select **Help** on the toolbar at the top of the main menu, then select **About**. The information box will display the version and release date of your software. In addition, this box will display the number of users your software is licensed for and the location of your program and data files. The **Program Directory** is the location of the local client installation; **Network Installed From** is the location of the main directory on your server; **Data Directory** is the location of your data folder. If **Network Installed From** is listed in your information box, the file path listed there is the location of your main ComputerEase directory. If **Network Installed From** is not listed in your information box, then the file path listed in **Program Directory** is the location of your main ComputerEase directory.



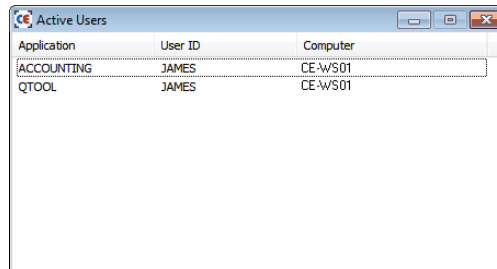
The version and release date of the software can also be viewed from the login screen.



1.1.2 Upgrading ComputerEase

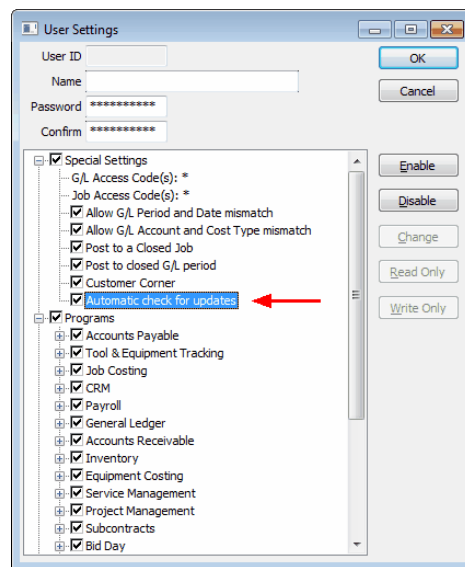
It is very important that prior to running any ComputerEase updates, you make sure that you have a current backup and that all ComputerEase users have logged out of ComputerEase! It is always advisable to make sure you have the latest printer drivers from the manufacturer's website.

ComputerEase provides an easy way to determine how many users are logged into ComputerEase and from which computer they are logged in. To access this information, log into ComputerEase and select **File** on the toolbar at the top of the main menu, then select **Active Users**. The information box will show any users logged in and what computer they are using to log in.



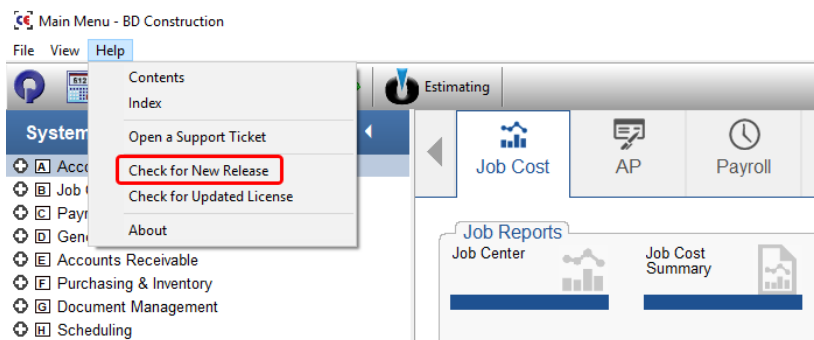
1.1.3 Checking for Updates

Depending on your user permission, ComputerEase may notify you when an update is available. In PW MAINT, select the checkbox next to "Automatic check for updates":



If you do not have your permissions configured for notification of updates, ComputerEase offers a direct and simple way to check for new releases for your version of the software. This procedure should be performed on a regular basis (at least once per month) to be sure you are always running the latest software release.

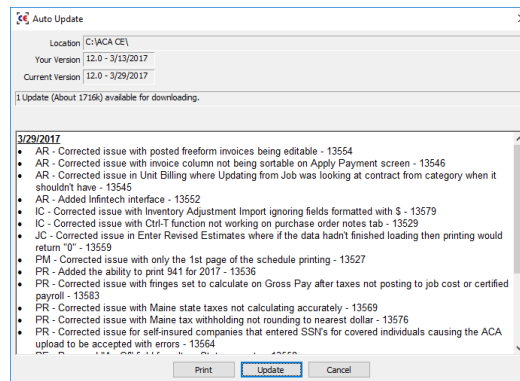
Log onto ComputerEase and select **Help** from the toolbar at the top of the main menu, then select **Check for New Release**. This will instruct the system to check the ComputerEase website for the latest release of the software.



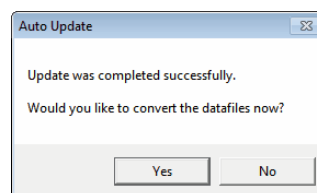
1.1.4 Installing Updates

Note: If there is an update available you will need to have everyone log out of ComputerEase including yourself; you should only see the Auto Update information box open on your workstation.

The information box will notify you if there are any updates available. Click the **Update** button to proceed with updates. Note that you may also view and print the changes contained in the update.



When prompted to Convert Data Files choose the **Yes** button.



1.2 How Do I Allow My Staff to Access ComputerEase

1.2.1 Installing ComputerEase on a Workstation

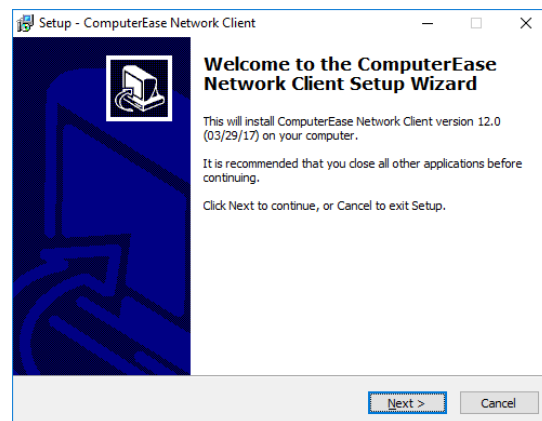
Once you have installed ComputerEase on your server, you may want your employees to access the software from their workstations. Follow these procedures to allow individual workstations to access ComputerEase and to control the information that your employees will have access to in the ComputerEase program.

For your users to access ComputerEase, you will need to perform a "net install" (client installation) on each workstation. You may then create an icon on each desktop for quick access. A "net install" will install the program files directly onto each workstation; however, the data files will remain on the server so that information that is updated and saved in ComputerEase is shared with all users. When a version or release update is installed on the server, it will update each workstation copy automatically the next time that workstation logs into ComputerEase. You may access ComputerEase from any workstation on which it installed, but the number of users you purchased from your ComputerEase Dealer will determine how many users may be logged into ComputerEase at one time.

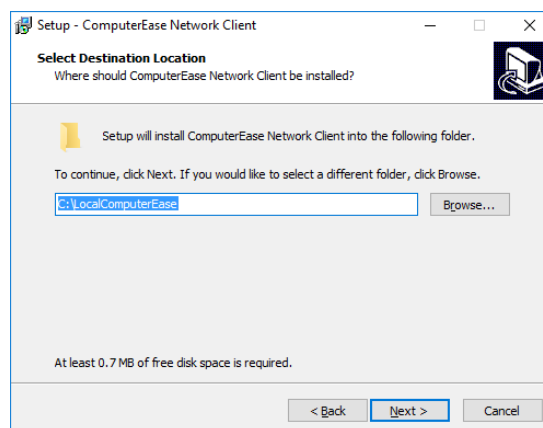
To perform the "net install" on a workstation you will need to have access to your server from the workstation. Using Windows Explorer, browse to the ComputerEase directory on your server. Find the file called "netinsta.exe" (depending on your Windows settings, the "exe" may not be displayed; in this case look for the Application file) and double-click on it.

Name	Date modified	Type	Size
meeting minutes	4/11/2010 3:50 PM	Microsoft Office ...	35 KB
menudict	7/6/2010 1:53 PM	DAT File	61 KB
menudict.idx	7/6/2010 1:53 PM	IDX File	2 KB
mm	9/29/2009 2:03 PM	Compiled HTML ...	8,989 KB
mm	7/6/2010 1:51 PM	Application	52 KB
mmr	7/6/2010 1:43 PM	Application	36 KB
netinsta	2/11/2010 5:00 PM	DAT File	1 KB
netinsta.dll	7/6/2010 1:43 PM	Application extens...	5 KB
netinsta	7/6/2010 1:43 PM	Application	52 KB
oc60.dll	7/6/2010 1:41 PM	Application extens...	636 KB
packing list	2/11/2010 5:00 PM	Microsoft Office ...	33 KB
past due	2/11/2010 5:00 PM	Microsoft Office ...	34 KB
patchw32.dll	2/11/2010 5:00 PM	Application extens...	193 KB
pdf3sa_sm	2/11/2010 5:00 PM	Application	7,946 KB
pmmodule.dll	7/6/2010 1:54 PM	Application extens...	596 KB
printdic	7/6/2010 1:44 PM	Application	20 KB
printers	7/6/2010 1:44 PM	DAT File	3 KB
printers.idx	7/6/2010 1:44 PM	IDX File	2 KB
pmmodule.dll	7/6/2010 1:54 PM	Application extens...	2,208 KB
prmpdict	7/6/2010 1:42 PM	DAT File	23 KB
prmpdict.idx	7/6/2010 1:42 PM	IDX File	8 KB
progress waiver	2/11/2010 5:00 PM	Microsoft Office ...	26 KB
punch list	2/11/2010 5:00 PM	Microsoft Office ...	32 KB
pw	7/6/2010 1:42 PM	DAT File	42 KB
pxclib40.dll	2/11/2010 5:01 PM	Application extens...	882 KB

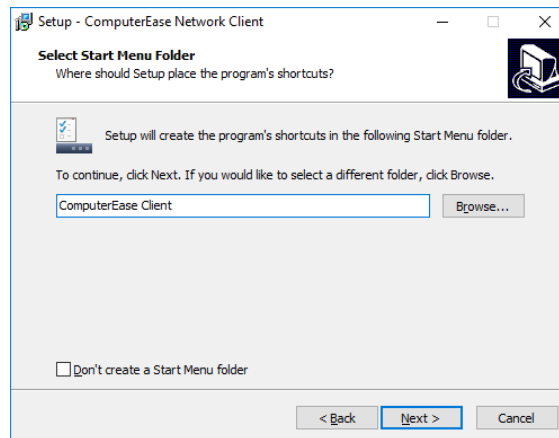
Please read the Welcome Screen. When you are finished, select **Next** to continue.



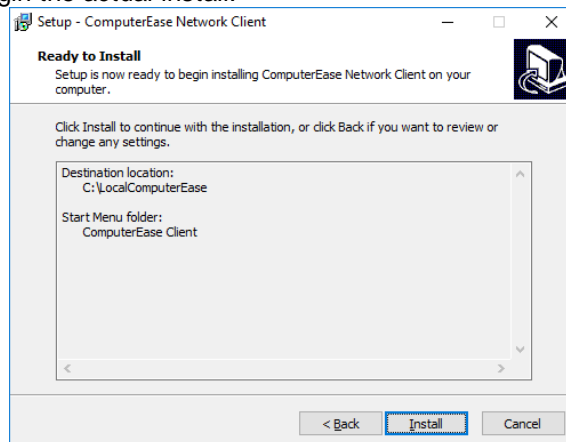
You will now install the software on your workstation. You will need to select the appropriate Destination Folder. If you do not want to install ComputerEase in the default location, indicate where ComputerEase is installed by selecting **Browse** and choosing the appropriate drive and directory. When finished, select **Next** to continue.



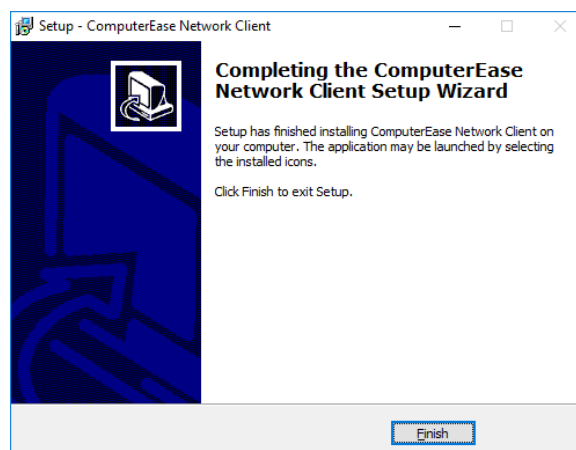
Select the Start Menu location to install the program shortcuts. By default, the Start Menu location will be the ComputerEase Client folder. If you wish to change this, click browse and select a different folder. Check the box "Don't create a Start Menu folder" if you do not wish to create a Start Menu folder. Select **Next** to continue the installation.



Verify that the Destination location and License location are correct. If you need to make any changes, select back. If not, select **Install** to begin the actual install.



You will receive a message letting you know when the installation is complete.



Click on **Finish** to finalize the installation.

1.2.2 Creating a ComputerEase Icon

To easily access ComputerEase, you may create a ComputerEase icon on your desktop.

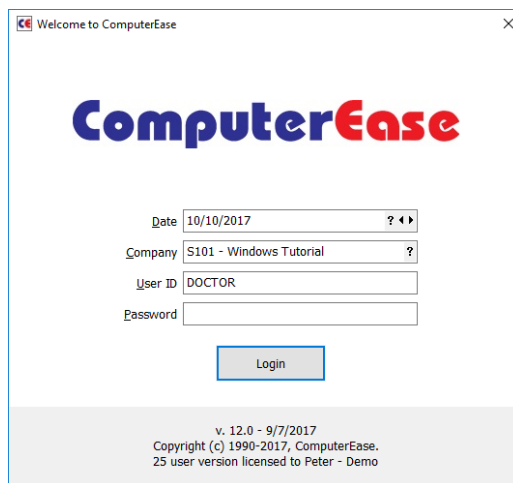
Select **Start** on your Windows taskbar and then **Programs**; select **ComputerEase Client**. Right-click on **ComputerEase Accounting**. From the menu select **Send To** and choose **Desktop**. The ComputerEase icon will now appear on your desktop. Double-click on this icon to open the ComputerEase logon screen.

Note: The default company that appears on the logon screen is company 0. If you would like to change this, follow these instructions.

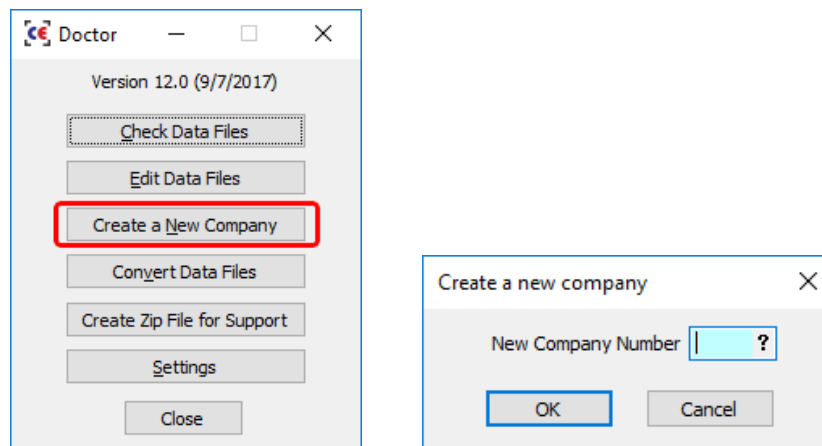
Right click on the ComputerEase icon on your desktop. Select the **Properties** option. Make sure you are on the **Shortcut** tab. Move your cursor to the end of the **Target** information line and put a space after the last character displayed. Type `cmpr=* (* indicates the company number that you would like the logon screen to default to when you select the ComputerEase icon)`. Select **Apply** then **OK**.

1.3 Creating a Company

Open the ComputerEase Logon screen. Select the an existing company in the **Company** field. In the **User ID** field, enter the word DOCTOR. Enter your password for DOCTOR and select **Login**.



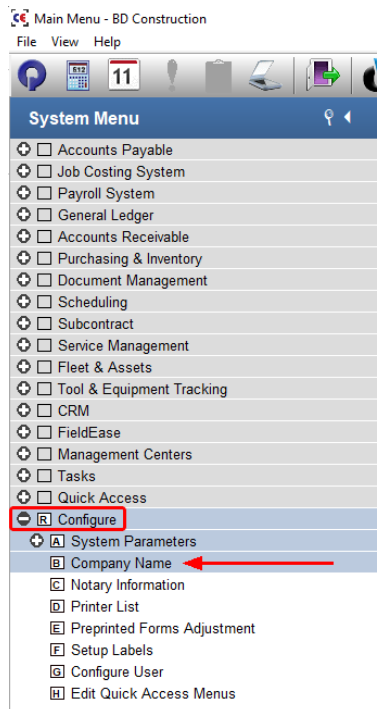
Select **Create a New Company** from the menu and type a number you want to assign to your company. Click **OK**.



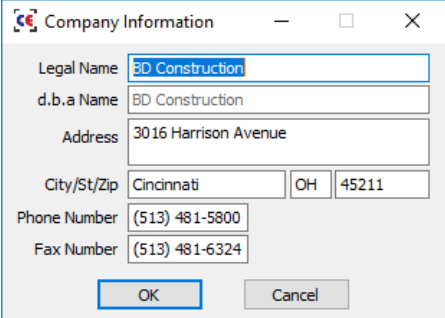
Note: If you select a number that has already been assigned to a company, you will receive a message telling you that company already exists. You will be required to enter a unique company number in order to continue.

You will see a message letting you know the company is being created. Once this message disappears, you will be brought back to the Doctor menu. Select **Close** and you will return to the ComputerEase logon screen. Press **F2** or click ? in the Company field and you will see your company's number appear on the list of options. Select your company and leave the User ID and Password fields blank, and click OK.

Select **Configure/Company Name** from the System Menu.



Enter your company information. Note that this is the default information that will print on external forms when they print (invoices, purchase orders, etc). When you are finished, select **OK**.




A screenshot of a 'Company Information' dialog box. The dialog has a title bar with a logo and the text 'Company Information'. It contains several text input fields: 'Legal Name' (containing 'BD Construction'), 'd.b.a Name' (containing 'BD Construction'), 'Address' (containing '3016 Harrison Avenue'), 'City/St/Zip' (containing 'Cincinnati', 'OH', and '45211'), 'Phone Number' (containing '(513) 481-5800'), and 'Fax Number' (containing '(513) 481-6324'). At the bottom are 'OK' and 'Cancel' buttons.

Legal Name	BD Construction		
d.b.a Name	BD Construction		
Address	3016 Harrison Avenue		
City/St/Zip	Cincinnati	OH	45211
Phone Number	(513) 481-5800		
Fax Number	(513) 481-6324		

Note: Your Company Name will display in the top right of your screen in Classic Menu and in the bottom left of your screen in Workflow Menu once you have logged off and then logged back in.

1.3.1 Configuring and Editing Users

Open the ComputerEase Logon screen.



Welcome to ComputerEase

ComputerEase

Date: 10/10/2017 ? < >

Company: S101 - Windows Tutorial ?

User ID: PW MAINT

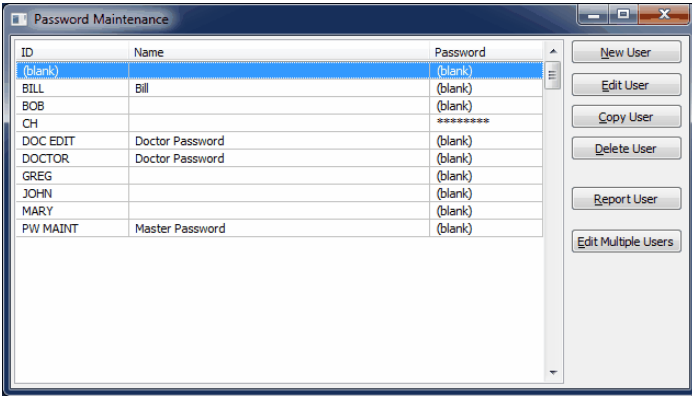
Password:

Login

v. 12.0 - 9/7/2017
Copyright (c) 1990-2017, ComputerEase.
25 user version licensed to Peter - Demo

In the **Company** field, select the company that for which you will be creating users.

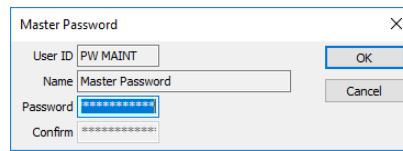
Type "PW MAINT" (as displayed above) in the **User ID** field and enter the password for PW MAINT for the company selected (if this is your first time to create users in this company, the default password is blank). Select **OK**.



ID	Name	Password
(blank)		(blank)
BILL	Bill	(blank)
BOB		(blank)
CH		*****
DOC EDIT	Doctor Password	(blank)
DOCTOR	Doctor Password	(blank)
GREG		(blank)
JOHN		(blank)
MARY		(blank)
PW MAINT	Master Password	(blank)

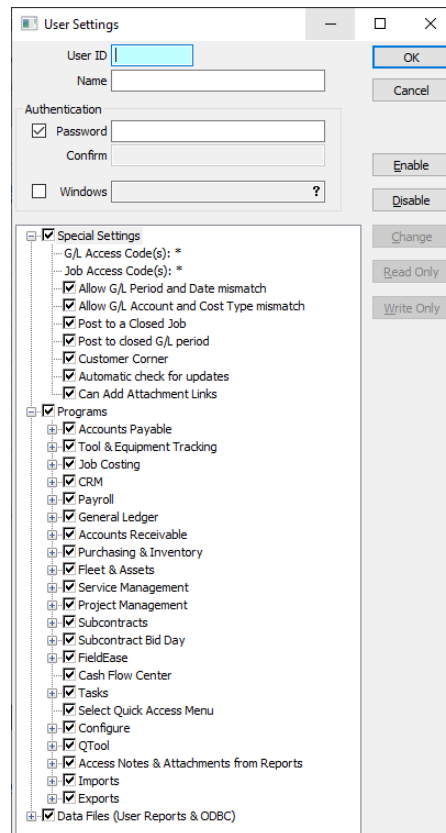
Buttons: New User, Edit User, Copy User, Delete User, Report User, Edit Multiple Users

The Password Maintenance screen will show the list of users that have already been created. Some User IDs are predefined in the software. **DOC EDIT** (previous versions only) and **DOCTOR** are utility programs. These programs should only be executed with the help of a ComputerEase support technician or when instructed to do so in this manual. You may select the option to **Remove User** after you have finished setting up Users with Passwords for all of your companies. You will be required to add a password to the **PW MAINT** user before proceeding further. To do so, highlight that user and click **Edit User**. Then add a password and confirm the password.



A dialog box titled "Master Password" with a close button (X) in the top right corner. It contains four input fields: "User ID" with the text "PW MAINT", "Name" with the text "Master Password", "Password" with ten asterisks, and "Confirm" with ten asterisks. There are "OK" and "Cancel" buttons on the right side.

To begin setting up Users, select **New User**.



A dialog box titled "User Settings" with standard window controls (minimize, maximize, close) in the top right. It contains several sections:

- User ID**: A text field with a light blue background.
- Name**: A text field.
- Authentication**: A section with a checked "Password" checkbox and an empty text field, and an unchecked "Windows" checkbox with a question mark icon.
- Special Settings**: A section with a checked checkbox and a list of settings:
 - G/L Access Code(s): *
 - Job Access Code(s): *
 - Allow G/L Period and Date mismatch
 - Allow G/L Account and Cost Type mismatch
 - Post to a Closed Job
 - Post to closed G/L period
 - Customer Corner
 - Automatic check for updates
 - Can Add Attachment Links
- Programs**: A section with a checked checkbox and a list of programs:
 - Accounts Payable
 - Tool & Equipment Tracking
 - Job Costing
 - CRM
 - Payroll
 - General Ledger
 - Accounts Receivable
 - Purchasing & Inventory
 - Fleet & Assets
 - Service Management
 - Project Management
 - Subcontracts
 - Subcontract Bid Day
 - FieldEase
 - Cash Flow Center
 - Tasks
 - Select Quick Access Menu
 - Configure
 - QTool
 - Access Notes & Attachments from Reports
 - Imports
 - Exports
 - Data Files (User Reports & ODBC)

 On the right side of the dialog, there are buttons: "OK", "Cancel", "Enable", "Disable", "Change", "Read Only", and "Write Only".

User ID - Enter the User ID you want to create. This will be the ID that is entered by the user when they log into ComputerEase.

Name - Enter the full name of this user.

Authentication - You can choose to use a password that must be entered for this user when logging into ComputerEase, Windows Active Directory authentication, or both. Note that if you choose to use both, ComputerEase will first attempt to authenticate you using the Windows active directory and then using a password if the Windows authentication fails.

Password - Enter a password for this user to log into ComputerEase using your user ID and password. The password may be up to ten (30) alphanumeric characters; this is case-sensitive. If you press **Enter** without typing a password, the password to logon with that User ID will not be blank, so make sure to enter a password. If this user will use CE Live reporting in FieldEase, you will have to enter a password for this user.

Confirm - Enter the same password that was entered in the Password field above.

Windows - If you want to use the Windows active directory to authenticate this user when logging into ComputerEase, choose the Windows user who will use this account. Note that this is compatible with ODBC reporting, but not CE Live reporting in FieldEase.

In the bottom section of the screen you will select which features of ComputerEase this user will be able to access. You may either click in the box for the module you want the user to access or you can highlight the option and select **Enable**. Notice that either option places a check mark in the box next to that option. Select the **+** sign next to any item for which it is available to view more detailed options for that item. This is how you will restrict certain sections of a module. Once you have expanded a module, you may select the **-** to condense it back to the original list.

There are three main sections in the User ID access section.

Special Settings - Expand to see the following options.

G/L Access Code - This is a code that can be used in the software to restrict access to certain General Ledger accounts. If you are using G/L access codes, they will be assigned when you create your chart of accounts. You may want to leave this field blank for now, which will prohibit this user from accessing any General Ledger accounts, or you may highlight the field and select **Change**. In the Access Code field that displays type * and then **OK**. This will allow the user to have access to any General Ledger account that is created.

Job Access Code - This is a code that can be used in the software to restrict access to certain Jobs. If you are using Job access codes, they will be assigned when you create your jobs. You may want to leave this field blank for now, which will prohibit this user from accessing any Jobs, or you may highlight the field and select **Change**. In the Access Code field that displays type * and then **OK**. This will allow the user to have access to any Jobs that are created.

Allow G/L Period and Date mismatch - You may restrict your users from posting items in ComputerEase if the date of the transaction does not correspond to the G/L period to which they are posting the transaction. If you leave this field unselected, and the user attempts to post to a different period they will receive a warning with a red X and be prohibited from posting the transaction. If you select this field the warning will be a yellow yield sign that will allow them to continue and post once they have cleared the warning.

Allow G/L Account and Cost Type mismatch - You may restrict your users from posting items in ComputerEase if the account number they are attempting to post to does not correspond to the cost type they have selected for the transaction, as defined in the Job Costing System Parameters; see **Configuring the Job Cost Parameters** for more information. If you leave this field unselected, and the user attempts to post to an account number that does not correspond to that cost type's validation mask, they will see a warning with a red X that will restrict them from posting. If you select this field the warning will be a yellow yield sign that will allow them to continue and post once they have cleared the warning.

Post to a Closed Job - You may restrict users from posting to a Job once you have changed the **Status** of the job to **Closed**. If you leave this field unselected the user will see a warning with a red X that will restrict them from posting. If you select this field the warning will be a yellow yield sign that will allow them to continue and post once they have cleared the warning.

Post to a closed G/L period - You may restrict users from posting to a G/L period once it has been closed in the General Ledger module. If you leave this field unselected the user will see a warning with a red X that will restrict them from posting. If you select this field the warning will be a yellow yield sign that will allow them to continue and post once they have cleared the warning, as long as the G/L period to which they are posting falls within the range defined in your General Ledger System Parameters; see **Configuring the General Ledger Parameters** for more information.

Customer Corner - You may restrict users from accessing the Customer Corner. If enabled the user will see the Customer Corner icon on the toolbar.

Open a Support Ticket - You may restrict users from being able to open support tickets from within ComputerEase. If enabled the user will see the Open a Support Ticket icon on the toolbar.

Automatic check for updates - You may restrict users from automatically being notified when updates are available. If enabled the user will be notified through an alert when they login as well as through the Reminders icon that an update(s) is available.

Can Add Attachment Links - You may restrict users from being able to add links on the attachments tabs throughout ComputerEase. If enabled the Add Link button will be enabled on any of the attachment tabs the user has access to.

Programs - Expand to see available items to which you may allow or disallow access. If you have questions about specific item choices please contact your ComputerEase Dealer for more clarification. Keep in mind that each QTool report has a separate permission, so you will want to review the QTool reports you give this user access to carefully.

Data Files (User Reports & ODBC) - Expand to see available items to which you may allow or disallow access. The items in this section may be enabled for **Read Only** or **Write Only** access. If the user has access to a module you should at minimum give Read Only access to the Module here also. This will prevent security errors when the User attempts to pull reports in that module.

When you have finished assigning access for this user, click **OK** and you will return to the Password Maintenance screen showing a list of users that have been created.

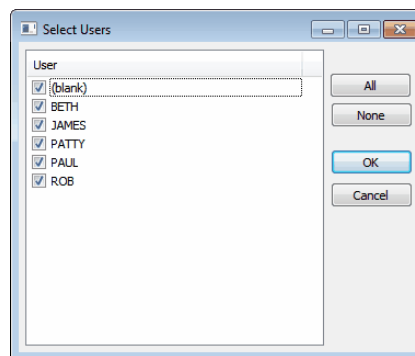
To view a report of a User's permissions select **Report User**. This will give you a detailed report of permissions per user.

```

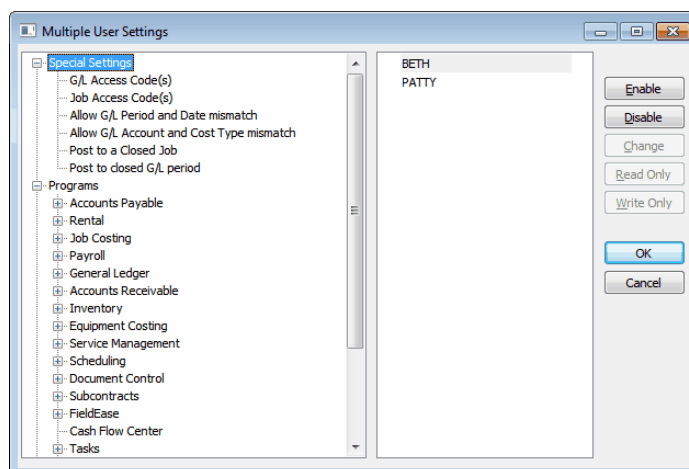
PW631-.txt - Notepad
File Edit Format View Help
--: Special Settings
|   "": G/L Access Code(s):
|   "": Job Access Code(s):
|   y: Allow G/L Period and Date mismatch
|   y: Allow G/L Account and Cost Type mismatch
|   y: Post to a Closed Job
|   y: Post to closed G/L period
|   y: Customer Corner
|   y: Open a Support Ticket
|   y: Automatic check for updates
|   n: Can Add Attachment Links
--: Programs
|   --: Accounts Payable
|   |   y: Enter a new invoice
|   |   y: Edit an invoice
|   |   y: Edit an invoice from approval screen
|   |   y: Enter/Edit Invoices for Vendor "0"
|   |   y: Edit an Invoice with payments
|   |   y: Invoice more than ordered on PO
|   |   n: Invoice more than subcontract amount
|   |   n: Allow payments that exceed subcontract balance
|   |   y: Invoice Approval (My Groups)
|   |   y: Invoice Approval (All Groups)
|   |   y: Invoice Register
|   |   y: Clear Invoice Register
|   |   y: Enter Committed Costs
|   |   y: Void an Invoice
|   |   y: Pay Invoices
|   |   y: Process Comdata Payments
|   |   y: Check Register
|   |   y: Void a Check
|   |   y: Outstanding Check Report
|   |   y: Reports
|   |   |   y: Open Invoice Report
|   |   |   y: Paid Invoice Report
|   |   |   y: Open/Paid reports ignore job access code
|   |   |   y: Cash Flow Report
|   |   |   y: Invoice Inquiry
|   |   |   y: Committed Cost Report
|   |   |   y: Work on 1099s

```

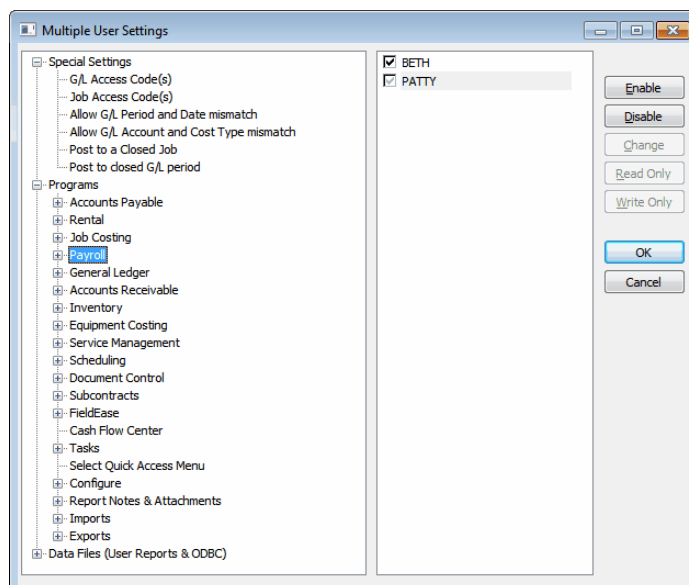
To edit multiple users at one time select **Edit Multiple Users**.



Select the User(s) you would like to edit and then **OK**.



As you select the module on the right the users that have permission to the selection will appear if they have access to that particular item.



You may copy permissions from an existing user to a new user by highlighting the user whose permissions you would like to copy. Select **Copy User** and type the new user's information in the fields that display.

1.3.2 Assigning User Defaults

Default printers and other default options may be assigned to each user in ComputerEase. When a user logs into ComputerEase, certain selections such as reporting options will be passed along for that user, allowing the user to save time when printing reports or simply accessing the system.

Select **Configure > Configure User**.

The screenshot shows the 'User Information: BILL' dialog box. It is divided into two main panels. The left panel includes fields for 'Plain Paper Printer', 'Checks Printer', and 'Forms Printer', each with a question mark icon. Below these are 'Menu Style' (set to 'Workflow') and 'Dispatch Board Style' (set to 'Standard'). There is a 'Quick Access Menu' field with a question mark. A 'Simulate Green Bar Paper' section has checkboxes for 'Printed Reports', 'Displayed Reports', and 'E-Mailed Reports', along with a 'Height (in rows)' dropdown set to '3'. A 'Displayed Reports' section has checkboxes for 'Show Title', 'Show Notes', and 'Show Attachments'. At the bottom of the left panel is a 'View MS Word Reports As' dropdown set to 'Print Layout'. The right panel has a 'Clipboard' section with 'Save MS Word Reports As' set to 'Both'. Below that is a 'Spell Check' section with a checked 'Use Microsoft Word' checkbox. The 'Notifications' section has an 'Email Address' field and checked checkboxes for 'Routing' and 'To-Do'. At the bottom are 'OK' and 'Cancel' buttons.

Plain Paper Printer - Select the default printer for this user to print plain paper reports.

Checks Printer - Select the default printer for this user to print checks.

Forms Printer - Select the default printer for this user to print on any pre-printed forms.

Menu Style - Choose **Workflow** or **Classic**, depending on which menu style you prefer.

Dispatch Board Style - Choose **Standard** or **Classic**, depending on which menu style you prefer.

Quick Access Menu - Select a Quick Access Menu for this User. There are five pre-defined quick access menus in ComputerEase: **Controller, Estimating, President, Purchasing, and Superintendent**. If none of these have the selections you require, see the "Setting up Quick Access Menu" section of the manual for further information.

Simulate Green Bar Paper – Check the appropriate box if you would like your printed, displayed, or emailed reports to simulate green bar paper. The green bar simulation will display horizontal lines across the report to make it easier to follow a line of information across the page. Choose the height in rows for each green bar if simulating green bar paper.

Displayed Reports - Check the appropriate boxes if you would like to display the title, links for notes and/or attachments by default when displaying reports.

View MS Word Reports As - The selection you make here will determine the format that will be used for any Microsoft Word formats that you choose to display on your screen.

Print Layout - This selection will display any Word forms in Word's Print Layout view. This view allows for easy on-screen editing.

Print Preview - This selection will display any Word forms in Word's Print Preview view. This view does not allow editing.

PDF File - This selection will display any Word forms in a pdf format. The pdf format does not allow editing without appropriate software.

Clipboard/Save MS Word Reports As - When saving documents using Microsoft Word formats to the clipboard, choose whether the reports will be saved as PDF files, Word files or both (which will result in both a Word and PDF copy of each document to be saved).

Spell Check - Check here if you would like to use Microsoft Word's built-in spell check feature for spell check rather than ComputerEase's. You must have Microsoft Word installed to use this feature.

Notifications - Check this box if you would like to receive routing or to-do notification emails and enter your email address.

Routing - Check here to receive notifications of invoice routing approvals that are due.

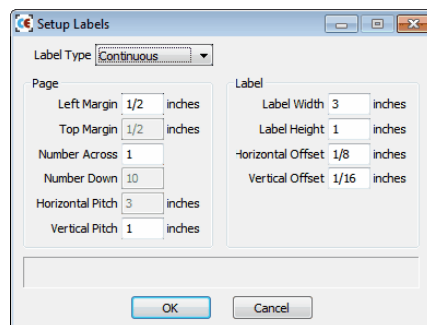
To-Do - Check here to receive notifications of to-do items that are due.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

1.4 Configuring Labels

You can print mailing labels for vendors from Accounts Payable, for customers from Accounts Receivable or for employees from Payroll. Prior to using one of these programs to print labels, however, you will need to configure your labels so that ComputerEase will know how your label sheets are laid out; the same program configures labels for Accounts Payable, Accounts Receivable and Payroll, so you only need to configure them once.

Select **Configure > Setup Labels**.



Note: By placing your cursor in any field you will see a description of that field in the empty box at the bottom of the screen.

Label Type – Choose the label type, Continuous (Dot Matrix printers) or Cut Sheet (Laser or InkJet printers).

Left Margin – Enter the distance from the left edge of the paper to the first label.

Top Margin - Enter the distance from the top of the paper to the first label.

Number Across – Enter the number of labels in each row on your label sheet.

Number Down – Enter the number of labels in each column on your label sheet.

Horizontal Pitch – Enter the distance from the left edge of one label to the left edge of the one in the next column.

Vertical Pitch - Enter the distance from the top edge of one label to the top edge of the one below.

Label Width – Enter the width of your labels.

Label Height - Enter the height of your labels.

Horizontal Offset - Enter the distance from the left edge of each label to where the first character should be printed; this sets the left margin on each label.

Vertical Offset - Enter the distance from the top edge of a label to where the first row should be printed; this sets the top margin of each label.

When you are finished, click on OK to save your information or Cancel to leave the screen without saving your changes.

1.5 Configuring System Parameters

The first step in setting up your company is configuring the parameters for each module. The parameters define certain default layouts, entries and/or permissions within each module.

1.5.1 Configuring the General Ledger Parameters

The General Ledger parameters must be set up before attempting to set up any of the other parameters. ComputerEase requires two Retained Earnings accounts, one for the current year's earnings and one for earnings in all prior years. The Current Retained Earnings account tracks the current year's profit and loss. At the end of the fiscal year, when the last period is closed, the amount in the Current Retained Earnings account is automatically moved to the Prior Retained Earnings account. This allows you to tie current retained earnings to the amount on the Profit and Loss Report.

Select **Configure > System Parameters > General Ledger Parameters**.

General Tab

The screenshot shows the 'Setup - GL' window with the 'General' tab selected. The 'Data Files' tab is also visible. The fields are as follows:

- Account Number Format: 12345.123
- Current Retained Earnings Account: (empty)
- Prior Retained Earnings Account: (empty)
- Suspense Account: (empty)
- Period Configuration: 12 Month (dropdown)
- Current Year begins: ? (dropdown)
- Current Period: 0 (text box)
- Allow postings to previous: 6 periods ☒ previous years
- Allow postings to future: 6 periods

Buttons at the bottom: < Back, Next >, Save, Cancel.

Account Number Format - Enter the format for your General Ledger account numbers. The format you enter will be the actual length of your General Ledger numbers. The number may be up to nine characters long. A period may be included in the number and will indicate that you want to departmentalize your General Ledger. If you have questions regarding departments in ComputerEase please contact your Dealer for clarification.

Current Retained Earnings Account - Enter the account number for the current year's earnings. This account will be updated at the closing of each month.

Prior Retained Earnings Account - Enter the account number for the prior years' earnings. The amount in the Current Retained Earnings account will post to this account when you close your fiscal year.

Suspense Account - Enter the account number you will use as a Suspense account. This account is used in the event that ComputerEase cannot find an offsetting account when you post to the General Ledger.

Period Configuration - If the period configuration for your company is anything other than 12 periods, please contact your ComputerEase Dealer for help setting this up.

Current Year begins - Enter the first day of your current fiscal year; if your fiscal year is the calendar year, this will be 01/01 of the current year.

Current Period - Enter the number of the current period of your fiscal year. For example, if your fiscal year begins in January and today's date is in October, then the current period is 10. If your fiscal year begins in April and today's date is in October, then the current period is 7. This field will automatically default to the current period based on the date of the system. If necessary, change it and verify that it is correct by checking the dates that appear to the right of the field.

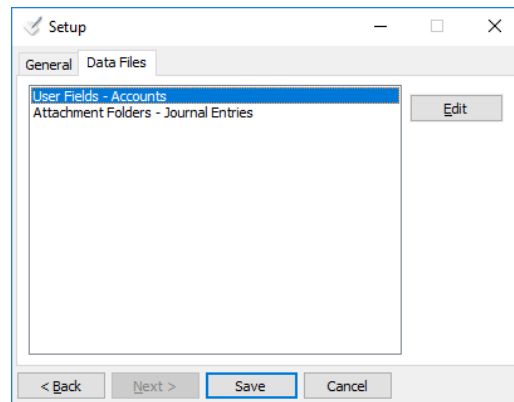
Allow postings to previous periods - Enter the number of periods prior to the current period to which you would like to allow a user (with permission to post to closed G/L periods) to make postings. This field prevents users from posting to prior closed periods. For example, if the current open period is September and this field is set to "6" a user with permission to post to closed periods would be able to post to the previous March but no earlier. This field may be changed at any time.

Previous years - Check this field to allow postings to previous years. If this field is unchecked, no user may make postings to prior fiscal years regardless of how many previous periods you have allowed postings to in the previous field.

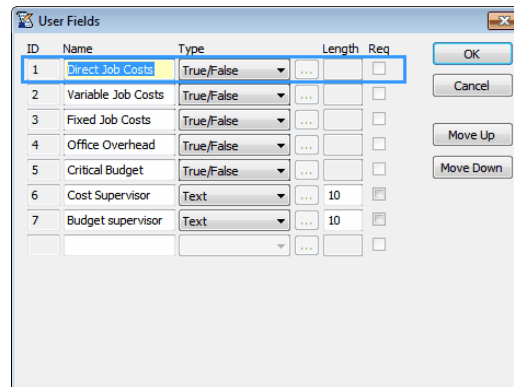
Allow postings to future periods - Enter the number of periods beyond the current period to which you would like to allow a user to make postings. If you do not close your G/L periods in a timely fashion, it will be important to allow for future postings here. This field may be changed at any time.

Note: Once you have entered the **Account Number Format**, and the **Current Year Begins** and saved this screen, they may not be changed without the assistance of your ComputerEase Support Department.

Data Files Tab



User Fields - This is where you will create user defined fields for your General Ledger Accounts. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit your user fields, highlight this option and click on **Edit**.



Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for accounts will require that an entry is made into that user field for each G/L account.

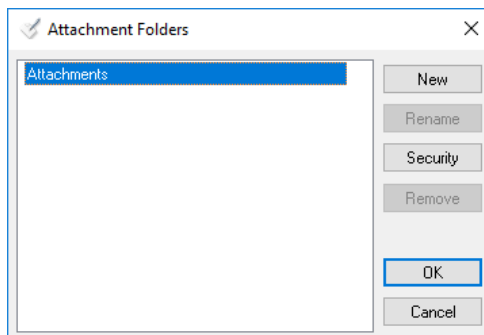
Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. General Ledger will now appear on your ComputerEase Main Menu.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to Journal Entries or General Ledger Accounts.



New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. Accounts Payable will now appear on your ComputerEase Main Menu.

Note: Before configuring any other parameters, you will need to set up your Chart of Accounts. For instructions on how to set up accounts in ComputerEase, please refer to General Ledger section of this manual.

1.5.2 Configuring the Accounts Payable Parameters

In the Accounts Payable parameters, you will identify the default General Ledger accounts that will be used when posting Accounts Payable to the General Ledger as well as checking account information that will be used for bank reconciliation and printing Accounts Payable and Payroll checks.

Select **Configure > System Parameters > Accounts Payable Parameters**.

General Tab

The screenshot shows a 'Setup' dialog box with three tabs: 'General', 'Check Printing', and 'Data Files'. The 'General' tab is active. It contains the following fields and options:

- G/L Accounts:** A group box containing five text fields, each followed by a question mark icon:
 - Accounts Payable
 - Discount
 - Retention
 - Workers Comp
 - Sales Tax
- G/L Description:** A group box containing two radio buttons:
 - ☐ from Voucher
 - ☒ from Distribution
- Next Voucher Number:** A text field containing the number '1'.
- Checkboxes:** A group of five unchecked checkboxes:
 - Direct Pay
 - Must Enter Invoice Number
 - Must Enter Invoice Description
 - Multiple Departments
 - Automatically Invoice All Receipts

At the bottom of the dialog box are four buttons: '< Back', 'Next >', 'Save', and 'Cancel'.

Accounts Payable - Enter the Accounts Payable liability account.

Discount - Enter the General Ledger account you will use to post finance discounts that are taken when paying a vendor's invoice. For example, if a vendor offers you 2% if paid in ten days and you accept the discount when you issue the check, the account entered in this field is automatically credited. If this option does not apply to your company, you may enter your suspense account.

Retention - Enter the General Ledger account you want to credit during voucher entry when retention is withheld from a subcontractor. If this option does not apply to your company, you may enter your suspense account.

Workers Comp - Enter the General Ledger account you want to credit during voucher entry when you choose to withhold an amount from a subcontractor's payment because they cannot prove they have Workers Comp Insurance. If this option is not applicable to your company, you may enter your Suspense account.

Sales Tax - Enter the General Ledger account you want to credit when taxable invoices are entered if you pay use tax directly to the State. If this option does not apply to your company, you may enter your suspense account.

G/L Description - Select whether you want for the description for a voucher that is recorded in the General Ledger history to come from the voucher or distribution. Selecting **from Voucher** will use the description on the voucher. Selecting **from Distribution** will use each individual description added to the detail line items of the Voucher Distribution.

Next Voucher Number - Enter the next number you would like ComputerEase to use when numbering your vouchers. ComputerEase will automatically assign voucher numbers as new vouchers are entered, and the system will begin with the number entered in this field. Normally, this field is only entered during the initial parameter configuration.

Direct Pay - Check here if you are a Direct Pay Agent and have been authorized to pay sales tax at the time of use rather than to pay sales tax at the time of purchase. The system will then prompt you for Sales Tax Codes during voucher entry.

Must Enter Invoice Number - Check here if you want to require users to enter an invoice number when entering invoices in Accounts Payable. If you want to be able to skip the invoice number field on invoices, leave this field unchecked. ComputerEase uses the vendor and invoice number to determine if an invoice has been entered previously.

Must Enter Invoice Description - Check here if you want to require users to enter an invoice description when entering invoices in Accounts Payable.

Must Manually Enter Invoice Date - Check here if you want to require users to manually enter an invoice date when entering invoices in Accounts Payable (otherwise it will default to the login date for the user).

Multiple Departments – Check here if you want to have more than one department.

Automatically Invoice All Receipts - Check here if you want to automatically invoice all receipts on purchase orders. If you do not check here, then you will have to manually enter quantities received when invoicing purchase orders.

Check Printing Tab

The screenshot shows the 'Setup' window with the 'Check Printing' tab selected. The 'Default Checking Accounts' section has 'Accounts Payable' and 'Payroll' fields, both with question mark icons. The 'Sorting' section has 'Sort Checks By' set to 'Vendor Number' and 'Sort Invoices By' set to 'Voucher Number'. The 'Print Account Number' is set to 'Under signature'. The 'Lien Waiver Height' is set to '66'. The 'Send Waivers to' and 'Send ACH Waivers to' are both set to 'Printer'. The 'Print Transmittal sheet for ACH payments' checkbox is checked. The 'Extra Transmittal sheet', 'Print Voucher Description on Check Stub', 'Enable Comdata Payment Processing', and 'Enable Create-A-Check' checkboxes are unchecked. The 'Enable Avidxchange' checkbox is checked. The 'Avidxchange Folder' is set to 'C:\ComputerEase\Test\DA1'. The 'Next >' button is highlighted.

Accounts Payable/Payroll (Default Checking Accounts) – Enter the code for the checking account to which you want to default your Accounts Payable and Payroll checking accounts when making payments in these modules (see the Accounts Payable chapter for details on setting up checking accounts).

Sort Checks By - Select whether you want to print Accounts Payable checks by vendor number or by vendor name.

Sort Invoices By - Select whether you want to list Invoices by Invoice Number or Voucher Number on your check stubs.

Print Account Number - Select the location on your checks where you would like your account number to print for the vendor's reference when applicable.

Lien Waiver Height - Enter the number of lines to use to print lien waivers. Most printers use 6 lines per inch. If your form is the standard 8½ x 11, you would enter 66 in this field (11 x 6).

Send Waivers to - Select whether to print lien releases to your Plain Paper Printer when processing payments or to the Clipboard for review prior to printing. If you enable Comdata payment processing, you will have the opportunity to choose how Comdata payment lien releases are treated when setting up your Comdata Checking Account.

Send ACH Waivers to - Select whether to print lien releases to your Plain Paper Printer when processing ACH payments or to the Clipboard for review prior to printing.

Print Transmittal sheet for ACH payments - Check here if you want to print a plain paper copy of each check stub after all checks are printed for ACH payments.

Extra Transmittal sheet - Check here if you want to print a plain paper copy of each check stub after all checks are printed. If you do not want to print an additional copy of the check stub on plain paper, leave this field unchecked. A transmittal sheet will print after all checks are printed for any checks for which the payment detail does not fit onto the check stub regardless of this selection.

Print Voucher Description on Check Stub - Check here if you want the system to automatically print the description line of the Accounts Payable invoice on the check stub when a check is printed for that invoice.

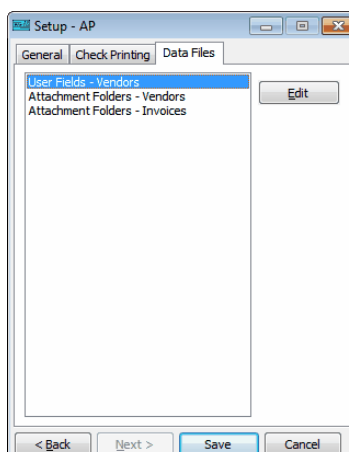
Enable Comdata Payment Processing - Check here if you want to use Comdata payment processing in Accounts Payable.

Enable Create-A-Check - Check here if you want to use Create-A-Check to print A/P checks.

Enable Avidxchange - Check here if you want to use AvidXchange for paying A/P invoices.

Avidxchange Folder - Enter the destination folder that you want AvidXchange files to be saved to if you do not want to use the default AvidXchange folder. The default folder will display in light gray.

Data Files Tab



User Fields - This is where you will create user defined fields for your Accounts Payable vendors. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight this field and click on **Edit**.

ID	Name	Type	Length	Req
	Contact Name	Text	30	<input checked="" type="checkbox"/>
	Contact Direct Num	Phone Number		<input checked="" type="checkbox"/>
	Signed Contract?	Yes/No		<input checked="" type="checkbox"/>
				<input type="checkbox"/>

Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for vendors will require that an entry is made into that user field for each vendor.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your vendor or invoice files.

New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. Accounts Payable will now appear on your ComputerEase Main Menu.

1.5.3 Configuring the Job Costing Parameters

When configuring the Job Costing parameters, you will create and configure cost types. Each detail entry in the Job Cost Detail file must have a cost type associated with it. ComputerEase is pre-loaded with five standard cost types: Labor, Overtime Labor, Burden, Fringes, and Material. You may define up to 11 additional cost types (such as Subcontractors, Equipment, or Other, etc). Cost types allow you to examine where your company's money is going in greater detail by running reports that show either a subtotal by cost type or a total of all cost types depending on the report and the job type. They also allow you to balance your Job Cost to your Profit and Loss with greater ease.

Select **Configure > System Parameters > Job Costing Parameters**.

Cost Types Tab

ID	Code	Description	Default Account	Validation Mask	Overhead ID
1	L	Labor	?	500.0	9
2	P	Overtime Labor	?	500.0	9
3	B	Burden	?	512.0	
4	F	Fringes	?	513.0	
5	M	Material	?	501.0	
6	S	Subcontractor	?	503.0	
7	E	Equipment	?	506.0	
8	O	Fuel Oil	?	515.0	
9	A	Additional Costs	?	514.0	
10	R	Rental of Equipment	?	516.0	

Code - Enter a single alpha-numeric character abbreviation for a cost type you would like to create on the sixth line (the first five cost types may not be removed).

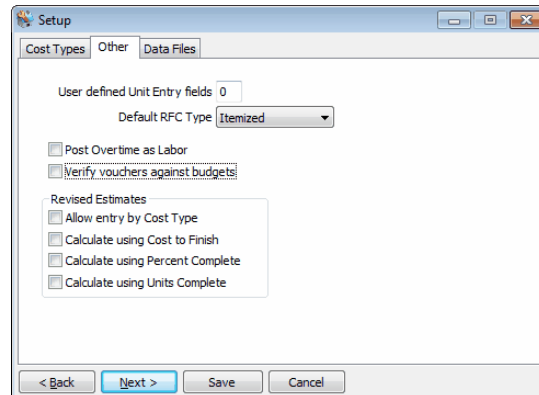
Description - Enter a description that you want to use for this cost type.

Default Account - Enter the General Ledger account you want to be primarily used when posting to this cost type. If your company will be setting up departments in job costing, you may want to leave this column blank.

Validation Mask - Enter a General Ledger account number or a partial account number if you want to specify a group of accounts. For example, if you want to specify all General Ledger accounts whose account numbers start with "51", type "51" in this field. This field controls this account(s) throughout the system so that any posting made to this account(s) will affect Job Costing. You may also use * (asterisk) as a wildcard.

Overhead ID - Enter the ID number of the cost type to which you would like to allocate a specific percentage of this cost type's actual cost. For example, if you would like to add a percentage of this cost type's actual cost to Burden, you would enter "3" in this field. The actual percentage amount is job specific and is entered during job setup.

General Tab



User defined Unit Entry fields – This field indicates how many user defined fields you have created to track unique units when entering units complete. This can be from 0-3.

Default RFC Type - Choose whether you want your RFCs (Requests for Change or Change Orders to default to "Itemized" or "Non-itemized" when creating them.

Post Overtime as Labor - Check this field if you want to post Overtime Labor as regular Labor. If you want Overtime Labor to print as a separate cost type in order to track Overtime Labor separately, leave this field unchecked.

Verify vouchers against budgets - Check here if you want to verify vouchers against the budgets entered in Job Costing. If this field is checked, a warning message will appear during voucher entry whenever you exceed the budget of a cost category. At that time, you will be able to continue entering the voucher or choose to stop the entry process.

Revised Estimates

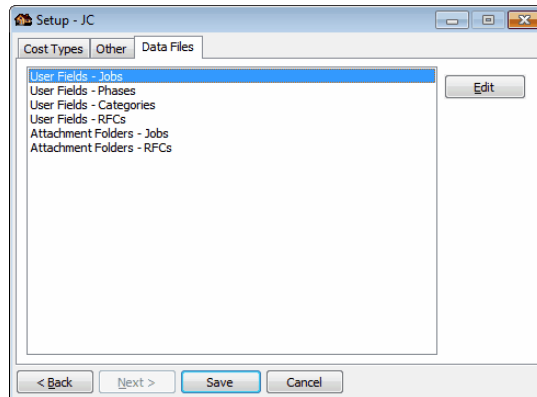
Allow Revised Estimates by Cost Type - Check here if you would like to be able to revise budgets using cost type detail. If this option is selected, you will be able to enter budget revisions by cost type, and ComputerEase will total the revisions by cost code for your reports.

Calculate using Cost to Finish - Check here to use "Cost to Finish" in "Enter Units Complete" when determining percent complete for revised estimates and projected cost (this affects reports including the Percent Complete Report, WIP reports, and Job Center).

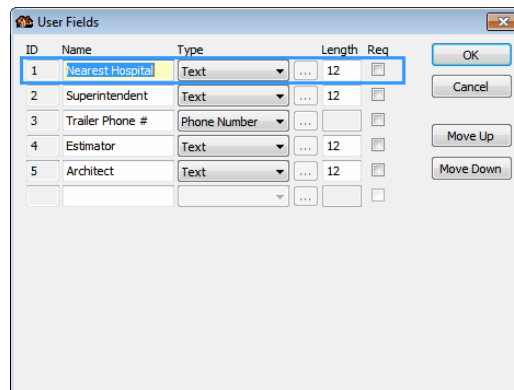
Calculate using Percent Complete - Check here to use "Percent Complete" in "Enter Units Complete" when determining percent complete for revised estimates and projected cost (this affects reports including the Percent Complete Report, WIP reports, and Job Center).

Calculate using Units Complete - Check here to use "Units Complete" in "Enter Units Complete" when determining percent complete for revised estimates and projected cost (this affects reports including the Percent Complete Report, WIP reports, and Job Center).

Data Files Tab



User Fields - This is where you will create user defined fields for your Jobs, Phases, Categories and/or RFCs. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields for any of these options, highlight the user field selection of your choice and click on **Edit**.



Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

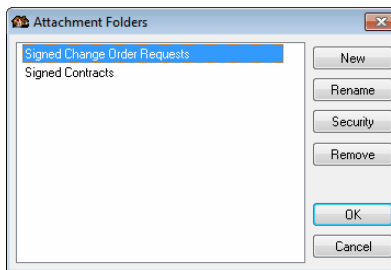
Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for jobs will require that an entry is made into that user field for each job.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your Job or RFC files.



New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each field above, click **Save** or press **F10** to save the information and close the screen. Job Costing System will now appear on your ComputerEase Main Menu.

1.5.4 Configuring the Payroll Parameters

The Payroll parameters must be set up before you may process payroll in ComputerEase. In the payroll parameters, you will identify the accounts to which your payroll liabilities will be posted. You will also make the default selections that are to be used when entering payroll.

Select **Configure > System Parameters > Payroll Parameters**.

General Tab

The screenshot shows the 'Payroll Parameters' dialog box with the 'General' tab selected. The fields and their values are as follows:

- Company State: ?
- Company Locality: ?
- Non Salaried Automatic Weekly Overtime: No
- Non Salaried Automatic Daily Overtime: ☐ above 8 hours
- Automatic Overtime Rate: Average
- Adjust Salaried Pay Rates: ☒
- Salaried Automatic Overtime: ☐
- Send Job Cost to another Company: ☐ Company:
- Send Estimated Burden as Actual: ☐ plus 0 %
- Enable Direct Deposit: ☒
- Use Old FieldEase Exports for Handheld: ☐
- Expire Accrued Sick Hours: ☐ each January
- Expire Accrued Vacation Hours: ☐ each January
- Federal Paid Leave Accrual Type: Sick Hours
- Federal Paid Leave Accrual Rate: per hour
- Employee Hub Enabled: ☐ Send Automatically

At the bottom are buttons for '< Back', 'Next >', 'OK', and 'Cancel'.

Company State – Enter the state where the company main office is located.

Company Locality – Enter the local taxing authority for your company's main office location.

Non Salaried Automatic Weekly Overtime - Select Yes if you ComputerEase to automatically treat any hours over forty as overtime for non-salaried employees. You can also select Hourly Pay Only to count only hourly pay towards the forty hours per week or Unit Pay Only to count only unit pay towards the forty hours per week. Select No if you don't want ComputerEase to treat any hours over forty as overtime for non-salaried employees.

Note: If you are required to submit a Certified Payroll Report, you may want to discuss the effect that using this option will have on your payroll with your ComputerEase trainer.

Non Salaried Automatic Daily Overtime – Check this field if you would like ComputerEase to automatically regard a specified number of hours above the standard daily work day as overtime.

Note: If you are required to submit a Certified Payroll Report, you may want to discuss the effect that using this option will have on your payroll with your ComputerEase trainer.

Automatic Overtime Rate - Choose **Average** to proportion overtime worked across all jobs for the week and use the weighted average pay rate for the overtime rate; choose **In use during OT** to apply overtime only to the job(s) worked after overtime is reached for the week and to use only the rates in use during overtime for the overtime rate; or choose **Average/Applied to OT** to use the weighted average rate for the overtime rate but apply overtime only to the jobs worked after overtime is reached.

Adjust Salaried Pay Rates - Check this field if you would like ComputerEase to adjust salaried hourly pay rates so that salaried employees are always paid their salary regardless of the number of hours per pay period they work.

Salaried Automatic Overtime - Check this field if you would like ComputerEase to automatically regard any hours over 40 per week as overtime for salaried employees. The overtime amount is distributed proportionally across all jobs worked by an employee.

Note: If you are required to submit a Certified Payroll Report, you may want to discuss the effect that using this option will have on your payroll with your ComputerEase trainer.

Send Job Cost to another Company - When using ComputerEase for multiple companies, some contractors consolidate payroll to a single company within the group. To do this, check this field and then press **F2** in the field to the right; select the company you want to send the job cost to from the list.

Send Estimated Burden as Actual - Check this box to post estimated burden as actual cost when sending your payroll job cost to another company. You may also enter an additional percentage of labor cost to post as actual cost in the **Plus** field. For example, entering 10% here will post an additional 10% of labor cost as burden in the company where your payroll is posted.

Enable Direct Deposit - Check this box to allow the use of direct deposit in payroll. Once your payroll checking account is set up for direct deposit, you will be able to export your payroll direct deposit file to transmit to your bank.

Use Old FieldEase Exports for Handheld - For any users still using the handheld (tablet) version of FieldEase, this option should be checked so that any files exported to FieldEase will be in the appropriate format.

Expire Accrued Sick Hours - Select this and the Month that you would like to expired unused sick hours.

Expire Accrued Vacation Hours - Select this and the Month that you would like to expire unused vacation hours.

Federal Paid Leave Accrual Type - Select the accrual type (sick or vacation) to use when accruing leave for federal jobs.

Federal Paid Leave Accrual Rate per Hour - Enter the accrual rate per hour to use for federal jobs. Employees who do not accrue leave at a rate higher than this rate will accrue leave if it is indicated that the job is a federal leave job.

Employee Hub Enabled - Check here to enable the employee hub for this company and then select to send items automatically, manually or ask after posting.

Time Entry Tab

The screenshot shows the 'Payroll Parameters' dialog box with the 'Time Entry' tab selected. The dialog has four tabs: 'Pay Periods', 'Shop Clock', 'Data Files', and 'Accounts'. The 'Time Entry' tab contains the following settings:

- Split 40 hour Entries:** A dropdown menu set to 'Ask'.
- Default Labor Distribution Entry:** A dropdown menu set to 'Item'.
- Date/Time required for Nonsalaried:** A dropdown menu set to 'No'.
- Categories Must Have Labor Budget:** A checked checkbox.
- Ask Start/End Time:** An unchecked checkbox.

At the bottom of the dialog are four buttons: '< Back', 'Next >', 'OK', and 'Cancel'.

Split 40 hour Entries - Select whether you want to split 40 hour entries when entering payroll. You may choose to have the system **always** split the entry, **never** split the entry or **ask** you each time prior to splitting the entry.

Default Labor Distribution Entry - Enter the Payroll entry screen you want ComputerEase to use by default. You may choose between **Item** (allows you to enter one detailed labor line at a time), **Week** (allows you to enter time for an entire week, which is very helpful if your employees work on the same job, phase, and category for long periods of time), **Grid** (allows a "crew" style of entry designed to look like a company master time sheet) or **None** (defaults to the main Payroll entry screen where you can select the Item, Week or Grid option on an individual employee basis).

Date/Time required for Nonsalaried - Select whether date and time (if applicable) entries must be entered when entering time.

Categories Must Have Labor Budget - Checking this box will not allow categories without budgets to be used for labor postings.

Ask Start/End Time - Check this box if you want the option to enter the employee starting and ending times during payroll entry and automatically have ComputerEase calculate the hours for you.

Checks Tab

Print S.S.N. on Register - Choose "Yes" to print each employee's entire social security or tax identification number on the payroll register, "No" to leave the entire number off the register, or "Last 4 Digits" to print only the last four digits of each employee's social security or tax identification number on the register.

Check Type - Choose the check type you will be using: 7" Continuous, 11" Normal, or 11" Transmittal saver. The Transmittal saver option will print information on each check stub in a different format in order to avoid printing an additional transmittal sheet with deduction detail.

Sort Checks by - Choose to print checks in order by **Emp Number**, **Last Name**, **Dept/Emp Number**, **Dept/Last Name**, **Last Job/Emp Num**, **Last Job/Last Name**, **Location/Emp Num** or **Location/Last Name**.

Show Remaining Vacation Time - Select **Yes (All)** to show remaining vacation hours on employees' check stubs even if they have used more hours than they have accrued, **Yes (No Negatives)** to show remaining vacation hours on employees' check stubs only if their balance is non-negative, or **No** to leave remaining vacation hours off of employees' check stubs entirely.

Show Vacation Time Changes - Select **Added+Expired** to show earned plus expired vacation hours on employees' check stubs each pay period, **Prev+Added+Expired+Used** to show previous balance, earned, expired and used vacation hours each pay period, or **No** leave this information off of employees' check stubs.

Show Remaining Sick Time - Select **Yes (All)** to show remaining sick hours on employees' check stubs even if they have used more hours than they have accrued, **Yes (No Negatives)** to show remaining sick hours on employees' check stubs only if their balance is non-negative, or **No** to leave remaining sick hours off of employees' check stubs entirely.

Show Sick Time Changes - Select **Added+Expired** to show earned plus expired sick hours on employees' check stubs each pay period, **Prev+Added+Expired+Used** to show previous balance, earned, expired and used sick hours each pay period, or **No** leave this information off of employees' check stubs.

Print S.S.N. on Check Stub - Select **Yes** to print employees' entire social security number on check stubs, **Last 4 Digits** to only print employees' last four social security number digits on check stubs or **No** to leave employees' social security numbers off of check stubs entirely.

Certified Fringe Rate on Check Stub – Check here if you want the certified fringe rate to show on the employee's check stub.

Show Salaried Hours on Check Stub - Select this if your salary employees typically work more than 40 hours and you would like for the amount of hours they actually worked to appear on the check stub.

Print void checks on plain paper - If your company will be using the direct deposit feature and you would like to have direct deposit checks print on plain paper instead of check stock, select this option, along with the type (Normal or Transmittal Saver).

Enable Emailed Direct Deposit Stubs - Check here to allow emailing of direct deposit check stubs to employees (stubs will be emailed in a password-protected file); you will also need to select whether to **Send Automatically**, **Send Manually** or **Ask after Posting**.

Email Subject - If emailing direct deposit stubs, enter the default email subject line.

Auto Body Email - If emailing direct deposit stubs, enter the default email body text.

Print Stub when Emailed - If emailing direct deposit stubs, check this box to also allow printing of the check stub.

Default Email Attachment Folder - If emailing direct deposit stubs and you want to send attachments from within a specific folder, you can **Browse** to that folder here. Alternatively, when emailing check stubs, you can choose an attachment to send with stubs at the time of mailing. If you **Send Automatically** when posting payroll, then you would want to choose a folder here and then place any files you want to send to employees in that folder each pay period since check stubs are sent immediately on posting and you will not have the opportunity to add an attachment manually at that time.

Print Vacation as PTO - Check here to use the verbiage "PTO" in lieu of "Vacation" on printed checks.

After Posting Checks - These choices will determine how labor and tax overrides entered in labor distribution will be treated automatically once checks are posted.

Choose to **Clear Labor Distribution** or **Zero Labor Distribution** after checks are printed. Clearing the labor distribution will clear distribution for all non-salaried individuals once checks are posted. Zeroing the labor distribution will zero out non-salaried hours but leave the distribution intact until the distribution is manually cleared.

Choose to **Clear Tax Overrides** or **Keep Tax Overrides** after checks are printed. Clearing tax overrides will remove all tax overrides entered for all non-salaried individuals once checks are posted. Keeping tax overrides will keep tax overrides entered in place for all employees regardless of whether labor distribution is cleared or zeroed until the distribution is manually cleared.

Accounts Tab

Payroll Parameters

General Time Entry Checks Accounts Pay Periods Data Files

Cash ?

Federal Tax ?

Advance EIC Offset ?

F.I.C.A. Withheld ?

Employer F.I.C.A. Match ?

FUTA Liability ?

SUTA Liability ?

Workers' Comp. Ins. Liability ?

General Liability Ins. Liability ?

Overtime Account OT Portion Only

< Back Next > OK Cancel

Cash - Enter the Cash account that you want to credit for the net amount of all payroll checks. If you are using a separate checking account for payroll, the account entered in this field will be the same as the payroll account established in the Accounts Payable Checking Account section.

Federal Tax - Enter the Liability account to be credited for Federal Withholding Tax when posting payroll.

Advance EIC Offset - Enter the Liability account to be credited for the total Advance EIC Offset when posting payroll. If this option does not apply to your company, you may enter your suspense account.

F.I.C.A. Withheld - Enter the Liability account to be credited with the employees portion of FICA and Medicare when posting payroll.

Employer F.I.C.A. Match - Enter the Liability account to be credited with the employer's portion of FICA and Medicare when posting payroll.

FUTA Liability - Enter the Liability account to be credited with Federal Unemployment Tax when posting Payroll.

SUTA Liability - Enter the Liability account to be credited with State Unemployment Tax when posting Payroll. You will have an opportunity to choose a different liability account per state, if applicable, when setting up individual states.

Workers' Comp. Ins. Liability - Enter the Liability account to be credited with Workers' Compensation premium when posting Payroll.

General Liability Ins. Liability - Enter the Liability account to be credited with General Liability premium when posting Payroll. If this option does not apply to your company, you may enter your suspense account.

Overtime Account - Choose whether you want the **OT Portion Only** or **Entire Amount** of overtime wages to post to the account for overtime when posting wages. If **OT Portion Only** is selected, then the regular portion of the wages will post to the account selected for regular wages (see [Department Maintenance](#) ²⁸⁸ for assistance with setting the default accounts for wages).

Pay Periods Tab

The screenshot shows the 'Payroll Parameters' dialog box with the 'Pay Periods' tab selected. The 'Payroll Week Ends on' dropdown is set to 'Sat'. The 'Weekly' section is active, showing 'Check is Dated' as '6 days later (Fri)'. The 'Bi-Weekly' section has 'Next Pay Period Ends' and 'Next Check is Dated' both set to '?'. The 'Semi-Monthly' section has 'Pay Period Ends on the' and 'Check is Dated on the' both set to empty fields. The 'Monthly' section has 'Pay Period Ends on the' and 'Check is Dated on the' both set to empty fields. The 'Next >' button is highlighted.

Pay Period Ends on - Choose the day of the week on which you pay period ends. This entry is required.

Weekly - Enter the day of the week for which your checks are dated in the **Check is Dated** field. This field applies to employees who are paid weekly.

Bi-Weekly - Enter the date of the last work day of your next pay period in the **Next Pay Period Ends** and the date of your next check in the **Next Check is Dated** field. These fields apply to employees who are paid bi-weekly.

Semi-Monthly - Enter the day of the month of your last work day for each of your two monthly pay periods if you pay any employees twice a month in the **Pay Period Ends on the...and** fields and the days of the month for which those checks are dated in the **Check is Dated on the...and fields**. These fields apply to employees who are paid semi-monthly.

Monthly - Enter the day of the last work day of your month in the **Pay Period Ends on the** field and the day of the month for which your checks are dated in the **Check is Dated on the** field. These fields apply to employees who are paid monthly.

Shop Clock Tab

Note: You will only see this tab if you have purchased the Shop Clock module.

The screenshot shows the 'Payroll Parameters' dialog box with the 'Shop Clock' tab selected. The 'Time Entry' sub-tab is also active. The following settings are visible:

- Record Seconds:** ☒
- Workday Begin Time:** 08:00
- Inactivity Timeout (Seconds):** 60
- Default Phase:** (empty text box)
- Default Category:** (empty text box)
- Default Equipment:** (empty text box)
- Default Equipment Code:** (empty text box)
- Allow Class:** ☒
- Allow Dept:** ☒
- Require Dept for Non-Job:** ☐
- Require Equip for Oper:** ☐
- Magnify Time Entry Screen x:** 2.0

At the bottom, there are buttons for '< Back', 'Next >', 'OK', and 'Cancel'.

Record Seconds - Check this box if you want to record seconds on time entry instead of just hours and minutes.

Workday Begin Time - Enter the time that your workday begins.

Inactivity Timeout (Seconds) - Enter the number of seconds after which the **Time Entry** screen will reset if an entry is not completed.

Default Phase - Enter the default phase to be used when making a time entry for job time.

Default Category - Enter the default category to be used when making a time entry for job time.

Default Equipment - Enter the default equipment to be used when making a time entry for an employee who is an equipment operator.

Default Equipment Code - Enter the default equipment cost code to be used when making a time entry for an employee who is an equipment operator.

Allow Class - Check this box to allow the user to enter a worker class when making a time entry.

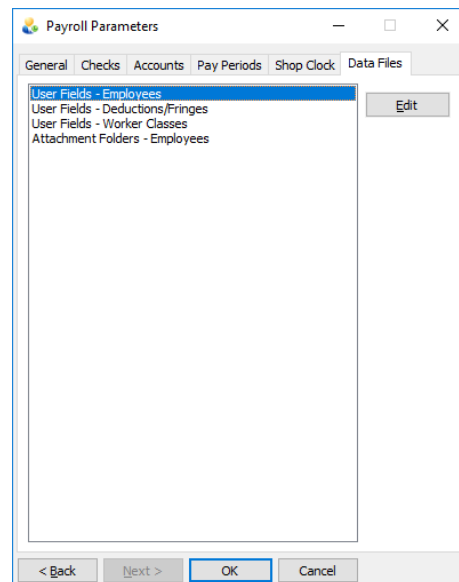
Allow Dept - Check this box to allow the user to enter a payroll department when making a time entry.

Require Dept for Non-Job - Check this box to require the user to enter a payroll department when making a time entry for non-job time entries.

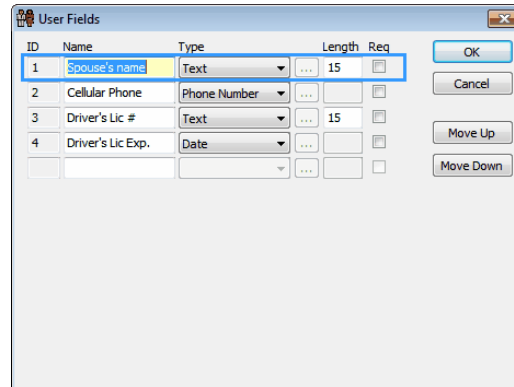
Require Equip for Oper - Check this box to require the user to select equipment when making a time entry if that user is selected as an equipment operator.

Magnify Time Entry Screen x - Select the magnification for the time entry screen (useful when this module is used on a smaller tablet device); the default is 3.0.

Data Files Tab



User Fields - This is where you will create user defined fields for your Employees, Deductions/Fringes and/or Worker Classes. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight this field and click on **Edit**.



Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

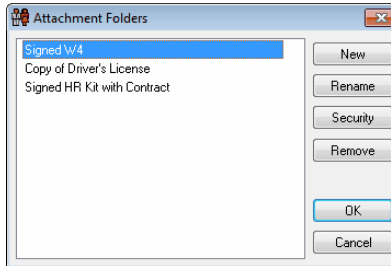
Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for employees will require that an entry is made into that user field for each employee.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your employee files.



New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. Payroll System (as well as Time Collection if you have purchased that module) will now appear on your ComputerEase Main Menu.

1.5.5 Configuring the Accounts Receivable Parameters

When configuring the Accounts Receivable parameters, you will identify the General Ledger numbers to be used when posting from Accounts Receivable. In addition, you will set up your company's finance charge policies, the monthly interest charge for past due accounts, the minimum finance charge and the grace period before the charge is levied.

Select **Configure > System Parameters > Accounts Receivable Parameters**.

General Tab

Accounts Receivable - Enter the Asset account you want to debit when a sales invoice is posted.

Sales - Enter the General Ledger account you want to credit when a sales invoice is posted. This account may be changed during invoice entry.

Discount - Enter the General Ledger account you want credit with discounts that are deducted from an invoice when the invoice is paid within a specified time. If this option does not apply to your company, you may enter your suspense account.

Sales Tax - Enter the General Ledger account you want credit with the sales due when a sales invoice is posted. If this option does not apply to your company, you may enter your suspense account.

Freight - Enter the General Ledger account you want to credit if an invoice includes a freight charge. If this option does not apply to your company, you may enter your suspense account.

Other - Enter the General Ledger account you want to credit if the invoice includes other charges to the customer besides those listed above. If this option does not apply to your company, you may enter your suspense account.

Cash - Enter the Cash account to debit when you apply payments or post cash to open invoices in the Accounts Receivable module.

Retention - Enter the General Ledger account you want to debit for retention that is to be withheld. If this option does not apply to your company, you may enter your suspense account.

Finance Charges - Enter the General Ledger account you want to be credited when you compute finance charges in the Accounts Receivable module. If this option does not apply to your company, you may enter your suspense account.

Next Invoice Number - Enter the number to use for your next invoice if an invoice number is not manually assigned.

Min days for "Day xx Terms" - Enter the minimum number of days for terms. For example, if you enter "30" in this field and enter an invoice on July 31 with terms set to be paid on the fifth day of the month, that invoice will be due not on August 5, but on September 5 since August 5 is less than 30 days from the date of the invoice.

Default payment acct type - Choose whether you want the manually-entered account for cash payments to be a "Holding" account or a "Deposit" account by default. A deposit account is where the money is posted and kept even after the payment is applied to an invoice while a holding account is where the money is posted until it is applied, at which time it is transferred to the normal default cash account defined here or in your A/R Department (if applicable). This is only the default account type; it may be manually changed when entering a payment account. Also note that it is not necessary to enter an account manually, as payments will default to your cash account defined here or in your A/R Departments.

Multiple Departments - Check this field if you want to have multiple Accounts Receivable departments.

Different Customer can use Same Invoice Number – Do not check this box if you want each and every accounts receivable invoice to have it's own unique invoice number.

Allow Reverse Payments - Check this box to enable the reverse box in Apply Payments, which will allow you to reverse any entry (a reversed payment will add the amount of the payment to the invoice rather than subtract it, for example).

Use Balance Forward instead of Open Item – The system is set to use open items when applying payments. This allows you to apply cash payments to individual invoices. If you need to be able to use a balance forward approach, which tracks the total of all open invoices and does not break out individual invoices or payments (not recommended) please discuss with your ComputerEase dealer or trainer.

Annual Percent - Enter the percentage to use when calculating late payment charges for past due invoices.

Minimum Charge - Enter a minimum late fee amount you want to charge to a customer if invoices are late. Use of this field will help prevent late charges invoices of negligible amounts.

Ignore Charges under - Enter the amount for which late charges will be ignored. For example, if you enter \$1.00 in this field, any late fee that is less than \$1.00 will not be charged.

Grace Period (days) - Enter the period of days you will allow to elapse before calculating a finance charge.

Freeform Invoices Tab

Hide Unit Cost - Check this box to hide item unit cost when adding items to your freeform invoices.

Hide Sales Account - Check this box to hide the sales account when adding items to your freeform invoices.

Hide Taxable Prompt - Check this box to hide the checkbox to mark an item taxable or nontaxable when adding items to your freeform invoices.

Can Edit Name/Address – Select whether or not you want to be able to edit a customer's name and/or address on an invoice.

COD Warning - Select whether or not you want to be notified during Freeform Invoice entry when a customer does not have credit terms.

Credit Limit Warning - Select whether or not you want to be notified during Freeform Invoice entry when a customer has reached their credit limit.

Inactive Customer Warning - Select whether or not you want to be notified during Freeform Invoice entry when a customer is inactive.

Labor Items Update G/L – Select whether or not you want to have Labor items update the G/L when they are added to a freeform invoice.

Default Notes - Select a note to appear automatically at the bottom of Freeform Invoices. This selection may be changed during Freeform Invoice entry; however, you may select a default note on this screen. To create a new note, click **?** or press **F2** in this field and a list of notes that already have been created will display. Click **Maintenance** and select **New**. You may now enter a description of the note and the note itself.

Default Item Qty - Select 0 or 1 here. This will be the default quantity when adding items to your freeform invoices.

Default Item Taxable - Select whether or not you want your items to be taxable by default when entering freeform invoices.

Post Multiple G/L Period - Select the default posting option to use when posting rental invoices. Choose **Automatic** if you would like ComputerEase to post the invoices to the G/L period that corresponds to the invoice date, **Manual** if you would like to manually choose the G/L period to which your invoices will be posted, or **Blank** if you would like to choose between the other two choices each time you post invoices.

Preprinted Form Prints - Select **Ship Via** or **Job Number** to print on preprinted freeform invoices.

Auto Email Body - Enter the text to use in the body of all emailed freeform invoices by default.

Quoting Tab

Next Quote Number - Enter the number to use for your next quote if an invoice number is not manually assigned.

Valid for - Enter the default number of days for which you want quotes to be valid. The number of days selected in this field will print on the quote and may be overwritten during Quote Entry.

Keep Invoiced Quotes for - Enter the number of days for which you would like to keep invoiced quotes when you **Delete Expired/Invoices Quotes**.

Keep Expired Quotes for - Enter the number of days for which you would like to keep expired quotes when you **Delete Expired/Invoices Quotes**.

Default Format - Select the format you would like to use when printing quotes if no selection is made at the time the quote is created and/or printed.

Default Item Qty - Select 0 or 1 here. This will be the default quantity when adding items to your quotes.

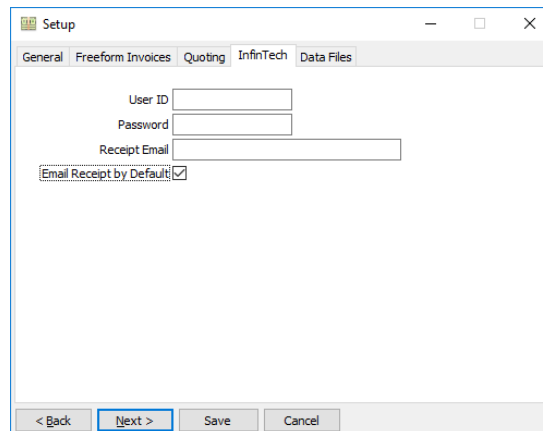
Default Item Taxable - Select whether or not you want your items to be taxable by default when entering quotes.

Invoice reduces inventory - Check this box to reduce items from your inventory count when invoicing a quote.

Auto Email Body - Enter the text to use in the body of all emailed quote by default.

InfinTech Tab

Note: You will only see this tab if you are using InfinTech for payment processing and have had the interface activated in your license file.

The image shows a screenshot of a software setup window titled "Setup". It has five tabs: "General", "Freeform Invoices", "Quoting", "Infintech", and "Data Files". The "Infintech" tab is currently selected. Inside the window, there are three text input fields labeled "User ID", "Password", and "Receipt Email". Below these fields is a checkbox labeled "Email Receipt by Default" which is checked. At the bottom of the window, there are four buttons: "< Back", "Next >", "Save", and "Cancel". The "Next >" button is highlighted with a blue border.

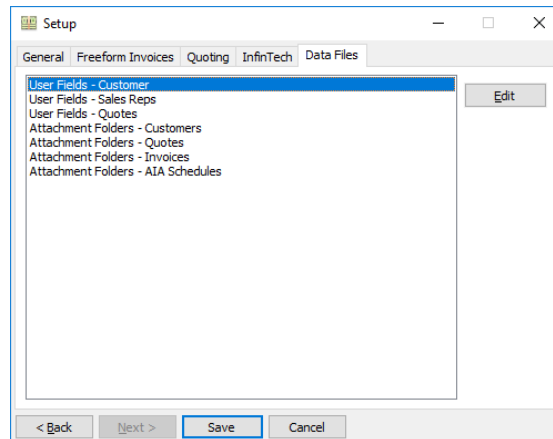
User ID - Enter the User ID that was assigned to you by Infintech.

Password - Enter the Password that was assigned to you by Infintech.

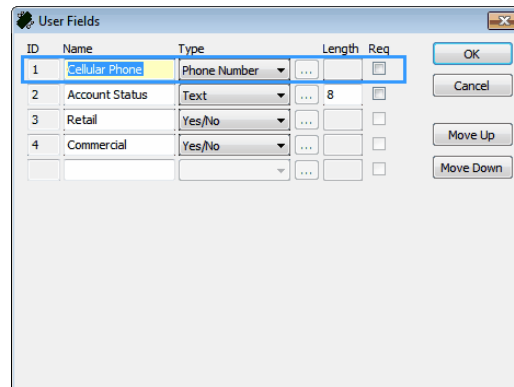
Receipt Email - Enter the Receipt Email for the email at your company that you would like to receive a receipt when a payment has been processed.

Email Receipt by Default - Enable this option if you would like the address entered in Receipt Email to automatically receive a receipt when a payment has been processed.

Data Files Tab



User Fields - This is where you will create user defined fields for your Customers, Sales Reps and/or Quotes. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight the user field selection of your choice and click on **Edit**.



Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

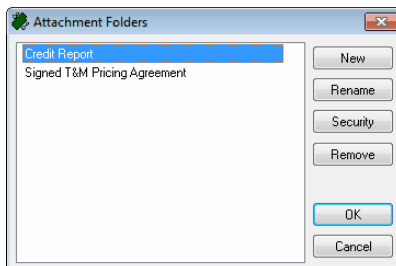
Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for customers will require that an entry is made into that user field for each customer.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your customer, quote, invoices and/or AIA Schedules files.



New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. Accounts Receivable will now appear on your ComputerEase Main Menu.

1.5.6 Configuring the Purchasing & Inventory Parameters

When configuring the Purchasing & Inventory Parameters, you will identify the General Ledger numbers to be used when posting from Purchasing & Inventory. In addition, you will indicate whether your company has multiple inventory locations and what location is to be considered the central inventory stocking location and choose options for using purchase orders.

Select **Configure > System Parameters > Purchasing & Inventory Parameters**.

Settings Tab

Purchasing & Inventory Parameters

Settings | POs | J/C Cost of Sales | Data Files

Misc

Multiple Location ☒

Main Location: CENTRAL ?

Direct Pay ☒

Auto adjust avg cost %: 25

Adjustment Cost Type: M - Material

Lookup 1 Label: Lookup 1

Lookup 2 Label: Lookup 2

Detailed Posting Report ☒

Separate Intangible Lookup ☐

Accounts

Inventory	5100.00	?
Non-Inventory	5100.00	?
Non J/C Cost of Sales	5100.00	?
Direct Pay/Usage Tax	2300.00	?
Lost Inventory	1300.00	?
Scrapped Inventory	1300.00	?
Other Adjustments	1300.00	?
Rent Contra Acct	8330.00	?

Barcodes

Enable Barcode Generation ☒

Use Item # as Barcode ☐

Auto Assign in Item Maint ☒

Generate Leading Zeros ☒

Number of Digits: 5

Next Barcode #: 8

Pull Lists

Next Packing List Number: 1

Print Packing List ☒

Print Adjustment Register ☒

< Back | Next > | Save | Cancel

Multiple Location - Check this box if your company has multiple inventory locations.

Main Location - Enter the name you want to use for your central inventory location.

Direct Pay - Check this field if you are a Direct Pay Agent and have been authorized to pay sales tax at the time of use rather than to pay sales tax at the time of purchase. The system will then prompt you for Sales Tax Codes during voucher entry.

Auto Adjust avg cost % - Enter the percentage above your maximum cost or below your minimum cost that your average cost will be allowed to adjust automatically. This helps prevent large swings in average cost if a cost is miskeyed somewhere.

Adjustment Cost Type - Select the cost type you want to use when posting inventory adjustments. By default, inventory adjustments are posted as "Material" adjustments.

Lookup 1/2 Label - Enter labels for your **Lookup** fields when entering items. This allows you to have user-defined fields to aid you when looking up inventory items.

Detailed Posting Report - Check this box if you would like to print a detailed report of your postings to the General Ledger when posting from Inventory Control to the General Ledger. This will provide a list of all items included in the posting for your review.

Separate Intangible Lookup - Check this box if you want "Intangible" items to be displayed on a separate tab in your inventory item lookup. If this box is not checked, both Intangible and other items will be combined onto one tab. This option can be helpful for users who add Intangible items to their inventory item database to aid in invoicing.

Next Packing List Number - Enter the number to use for your next packing list.

Print Packing List - Check this box to print a packing list when fulfilling your pull lists from vendors.

Print Adjustment Register - Check this box to print an adjustment register when fulfilling your pull lists from inventory.

Inventory - Enter the Inventory Asset account to be credited or debited with an item's value when adjusting inventory quantities.

Non-Inventory - Enter the G/L account to be used by default when posting a transaction for which there is no item in your inventory database.

Non J/C Cost Of Sales - Enter the G/L account to be used as a default account when adjusting sales items.

Direct Pay/Usage Tax - Enter the G/L account to be used as a default account for sales or use tax.

Lost Inventory - Enter the General Ledger account to be used as a default account when adjusting for lost items.

Scrapped Inventory - Enter the General Ledger account to be used as a default account when adjusting for destroyed items.

Other Adjustments - Enter the General Ledger account to be used as a default account when making adjustments.

Rent Contra Acct - Enter the G/L account to credit when posting internal or other rental billings.

Enable Barcode Generation - Check this box to use the option to generate barcodes for your items.

Use Item # as Barcode - Check this box to use the item number as the barcode ID.

Auto Assign in Item Maint - Check this box to automatically assign barcodes when creating items.

Generate Leading Zeros - Check this box to generate leading zeros in your barcode ID numbers.

Number of Digits - Enter the length (number of characters) to use for your barcode ID numbers if using the option to generate leading zeros.

Next Barcode # - Enter the next barcode number to use.

PO's Tab

Next P.O. Number - Enter the number to use for your next purchase order if a number is not manually assigned.

Default PO Format - Select the format you would like to use when printing purchase orders if no selection is made at the time the purchase order is created printed.

Ship PO to Job - Select **Yes** to change the ship-to address to the job address for purchase orders for jobs, **Ask** to be prompted to change the ship-to address at the time the purchase order is entered or **No** to never automatically change the ship-to address for job purchase orders.

New POs are - Select **Approved** to default all new purchase orders to approved status or **Unapproved** to default new purchase orders to unapproved status.

Unapproved PO Watermark - Enter any text that you would like to appear as a watermark (background image) on your unapproved PO's.

Default Item Qty - Select 0 or 1 here. This will be the default quantity when adding items to your purchase orders.

Print Lot Item Qty As - This is how you would like your lot quantities to print on purchase orders; enter "1" or "Lot" or something similar.

Print Commas in Lot Unit Prices - Select whether you would like commas to print on purchase orders in the unit prices for your lot purchases.

Default Item Taxable - Select whether or not you want your items to be taxable by default when entering purchase orders.

Interface to A/P - Check this box if you want the Inventory Control module to interface with Accounts Payable. By selecting **Yes**, you will be able to enter receipts through Accounts Payable when you select the related purchase order.

Track Waivers for POs - Check this box to track lien waivers for purchase orders.

Use Item Billing Phase/Cat - Check this box to use the item billing phase and/or category (if it exists for the PO job) for the item distribution when entering purchase orders. Once a purchase order is assigned to a default cost code, if an item entered for that purchase order has a billing phase and/or category assigned and that phase/category exists for the job to which the purchase order is assigned, then that item will be distributed to the purchase order's default job, but the item phase/category.

Buyer is current User ID - Check this box to have the "Buyer" field on purchase orders default to the User ID of the user currently logged on when entering the PO.

Receipts update vendor prices - Check this box if you want prices entered when receiving items to update prices listed in vendor pricing.

Ship Via Choices - You can manually add shipping choices here that will be available selections when creating a PO.

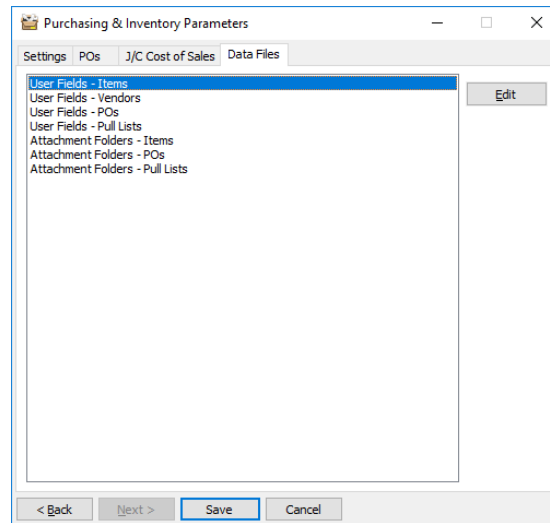
J/C Cost of Sales Tab

Cost Type	Account
L - Labor	500.0 ?
P - Overtime Labor	500.0 ?
B - Burden	512.0 ?
F - Fringes	513.0 ?
M - Material	501.0 ?
S - Subcontractor	503.0 ?
E - Equipment	506.0 ?
O - Fuel Oil	515.0 ?
A - Additional Costs	514.0 ?
R - Rental of Equipment	516.0 ?

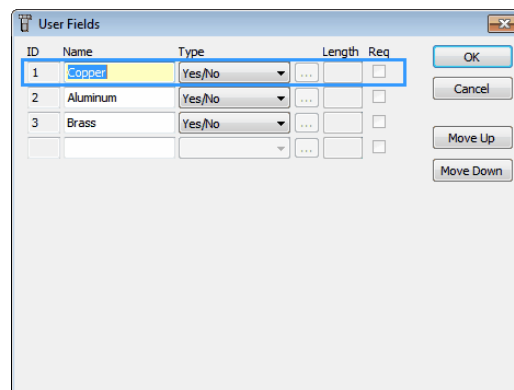
< Back Next > Save Cancel

In the **Account** column, enter the appropriate Cost accounts you want to use for each cost type listed when inventory is moved between your inventory location and a job.

Data Files Tab



User Fields - This is where you will create user defined fields for your Items, Vendors, POs and/or Pull Lists (note that the User Fields for Vendors may be created or edited in the Accounts Payable Parameters as well as here). A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight the user field selection of your choice and click on **Edit**.



Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

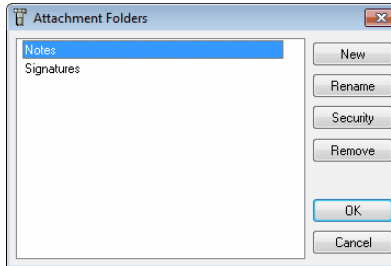
Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for items will require that an entry is made into that user field for each inventory item.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your inventory item files, your purchase orders or your pull lists.



New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

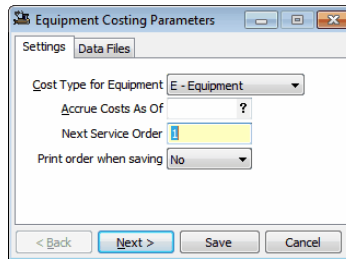
Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. Purchasing & Inventory will now appear on your ComputerEase Main Menu.

1.5.7 Configuring the Fleet & Assets Parameters

When configuring the Fleet & Assets parameters, you will identify the cost type to which equipment costing will be posted as well as the date after which costs will be accrued (for accrual-type costs). Accruing equipment costs is used for depreciation, interest expense and other related items.

Select **Configure > System Parameters > Fleet & Assets Parameters**.

Settings Tab



The screenshot shows the 'Settings' tab of the 'Equipment Costing Parameters' dialog box. It contains the following fields:

- Cost Type for Equipment:** A dropdown menu with 'E - Equipment' selected.
- Accrue Costs As Of:** A date field with a question mark icon.
- Next Service Order:** A text input field with the value '1'.
- Print order when saving:** A dropdown menu with 'No' selected.

At the bottom are buttons for '< Back', 'Next >', 'Save', and 'Cancel'.

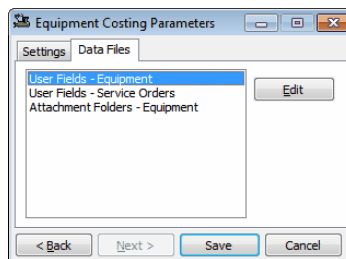
Cost Type for Equipment - Enter the cost code to be used in Job Costing.

Accrue Costs As Of - Enter the date from which accrual-type costs will accrue. This date will be used by the system to begin accruing equipment costs that are set to Hourly or Monthly.

Next Service Order - Enter the number to use for your next equipment service order.

Print Order when saving - Select **Yes** to automatically print your service work orders when they are saved or **No** if you do not want them to automatically be printed.

Data Files Tab

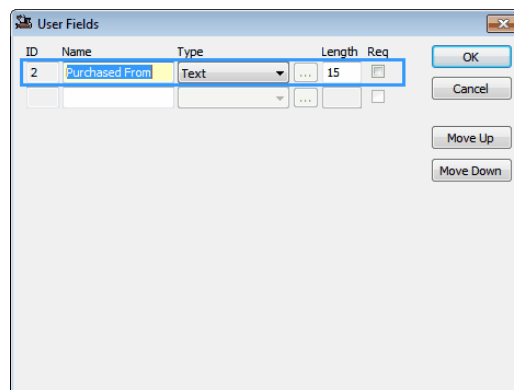


The screenshot shows the 'Data Files' tab of the 'Equipment Costing Parameters' dialog box. It contains a list of user-defined fields:

- User Fields - Equipment
- User Fields - Service Orders
- Attachment Folders - Equipment

An 'Edit' button is located to the right of the list. At the bottom are buttons for '< Back', 'Next >', 'Save', and 'Cancel'.

User Fields - This is where you will create user defined fields for your Equipment and/or Service Orders. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight the user field selection of your choice and click on **Edit**.



The screenshot shows the 'User Fields' dialog box with a table of user-defined fields:

ID	Name	Type	Length	Req
2	Purchased From	Text	15	<input checked="" type="checkbox"/>
				<input type="checkbox"/>

Buttons on the right include 'OK', 'Cancel', 'Move Up', and 'Move Down'.

Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

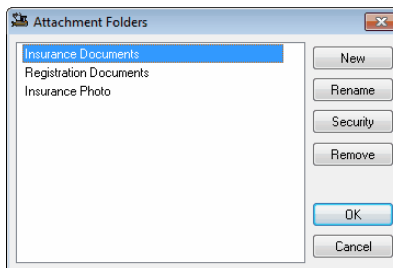
Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for service orders will require that an entry is made into that user field for each service order.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your equipment files.



New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. Fleet & Assets will now appear on your ComputerEase Main Menu.

1.5.8 Configuring the Service Management Parameters

When configuring the Service Management parameters, you will make the selections to use when entering, scheduling and invoicing work orders.

Select **Configure > System Parameters > Service Management Parameters**.

General Tab

The screenshot shows the 'Service Management Parameters' dialog box with the 'General' tab selected. The dialog has five tabs: General, Order Entry, Enter Work, Invoicing, and Data Files. The General tab contains the following settings:

- Default Billing Address for new sites: Customer (dropdown)
- Interface to Payroll: ☒
- Post labor to J/C (Instead of from P/R): ☐
- Email Tech when ticket exported: ☒
- Export Site Attachments to FieldEase: ☒
- Export W/O Attachments to FieldEase: ☒
- Export Site History Report to FieldEase: Yes - Without Costs (dropdown)
- Export Completed W/O Report to FieldEase: Yes - Without Costs (dropdown)
- Post Actual Costs from Payroll: Yes (dropdown)

At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Save', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

Default Billing Address for new sites - Choose whether you want the billing address for new sites to use the **Customer** or **Site** address by default.

Interface to Payroll – Check this box if you want to be able to import payroll hours from service management directly into payroll.

Post labor to J/C (Instead of from P/R) - Check this box if you want labor cost to post to job cost when billing is posted; if you select this option you will NOT want to select the option above since it could result in double-posting of payroll cost.

Email Tech when ticket exported - Check this box to send an email to the email address in the record of the tech when a work order is exported to them in FieldEase.

Export Site Attachments to FieldEase - Check this box to send any attachments in the "ToFieldEase" folder in Site Maintenance with work orders sent to FieldEase.

Export W/O Attachments to FieldEase - Check this box to send any attachments in the "ToFieldEase" folder in Work Order with work orders sent to FieldEase.

Export Site History Report to FieldEase - If you want to send the Site History report for a site with work orders sent to FieldEase, choose **Yes - With Costs** or **Yes - Without Costs**; choose **No** if you do not want to send this report to your techs with their work orders.

Export Completed W/O Report to FieldEase - If you want to send the Completed Work Order report for a site with work orders sent to FieldEase, choose **Yes - With Costs** or **Yes - Without Costs**; choose **No** if you do not want to send this report to your techs with their work orders.

Post Actual Costs from Payroll - Click here if you would like your actual payroll cost to post to the corresponding work ticket the labor distribution entry in payroll is tied to.

Order Entry Tab

The screenshot shows the 'Service Management Parameters' dialog box with the 'Order Entry' tab selected. The dialog has five tabs: General, Order Entry, Enter Work, Invoicing, and Data Files. The 'Order Entry' tab contains the following settings:

- Next Contract Number: [Text Input Field]
- Customer Hold Warning: [Verify] (dropdown)
- Customer Inactive Warning: [Stop] (dropdown)
- Print Work Tickets: [Ask] (dropdown)
- Default Tech: [(none)] (dropdown) with a question mark icon
- Warn if Contract Expired: ☒
- Warn if Open Orders: ☒
- Show Aging On Order: ☒
- Prompt for Requested Time: ☒
- Prompt for Promised Time: ☒
- Quick Entry Uses Customer Num.: ☒
- Enable Work Order Equipment: ☒

At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Save', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

Next Contract Number - Enter the number to use for your next contract if it is not manually assigned.

Customer Hold Warning - Select the option that indicates the type of notification you want to receive when entering a Work Order for a customer put on hold. Choose **Verify** to be given the choice of yes or no to continue or choose **Stop** to prevent the Work Ticket from being entered.

Customer Inactive Warning - Select the option that indicates the type of notification you want to receive when you enter a Work Ticket for a customer that is inactive. Select **Ignore** if you do not want a warning to appear. Choose **Verify** to be given the choice of yes or no to continue or choose **Stop** to prevent the Work Ticket from being entered.

Print Work Tickets - Select **Yes** if you want to always print Work Tickets after saving each Work Order that is entered. If you select **Ask**, you will be given the choice to print or not after each Work Order is entered. If you want to return to the ComputerEase Main Menu after entering a Work Order, select **No**.

Default Tech - Enter the service technician you to automatically assign all new work orders to, or you can leave this blank to manually assign a tech or leave unassigned.

Warn if Contract Expired – Check the box if you want to receive a warning when entering a Work Ticket for a customer that has an expired service contract.

Warn if Open Orders – Check the box if you want to receive a warning when entering a Work Ticket for a customer that has other open Work Orders.

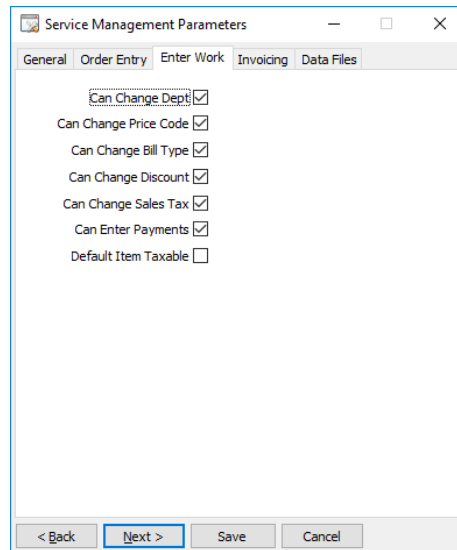
Show Aging on Order – Check the box if you want to have the customer's balance with any amount past due displayed on the Work Order entry screen.

Prompt for Requested Time/Promised Time – Check the respective box if you want to be able to enter a time requested and a time promised for new work orders.

Quick Entry Uses Customer Num. – Check the box if you want the **Quick Entry** feature to automatically use the customer code to create a new site using the identical code during Work Order entry. If you do not want to use this feature, leave the box empty.

Enable Work Order Equipment - Check this box if you would like to use site equipment when entering work orders.

Enter Work Tab



The screenshot shows a window titled "Service Management Parameters" with five tabs: General, Order Entry, Enter Work, Invoicing, and Data Files. The "Enter Work" tab is selected. It contains a list of seven checkboxes, all of which are checked except for "Default Item Taxable". At the bottom of the window are four buttons: "< Back", "Next >", "Save", and "Cancel".

Parameter	Checked
Can Change Dept	<input checked="" type="checkbox"/>
Can Change Price Code	<input checked="" type="checkbox"/>
Can Change Bill Type	<input checked="" type="checkbox"/>
Can Change Discount	<input checked="" type="checkbox"/>
Can Change Sales Tax	<input checked="" type="checkbox"/>
Can Enter Payments	<input checked="" type="checkbox"/>
Default Item Taxable	<input type="checkbox"/>

Can Change Dept - Check this box if you want to be able to change the Accounts Receivable department to which an invoice will be posted while entering work on a work ticket.

Can Change Price Code - Check this box if you want to be able to change the inventory item price code that will apply to items entered while entering work on a work ticket.

Can Change Bill Type - Check this box if you want to be able to change the bill type that will be used for billing while entering work on a work ticket.

Can Change Discount - Check this box if you want to be able to change the discount percentage that will be given on an invoice while entering work on a work ticket.

Can Change Sales Tax - Check this box if you want to be able to change the sales tax code that will apply to the invoice while entering work on a work ticket.

Can Enter Payments - Check this box if you want to be able to enter payments received while entering work on a work ticket; any payments entered will post against the invoice once it is created.

Default Item Taxable - Select whether or not you want your items to be taxable by default when entering work from a work ticket.

Invoicing Tab

The screenshot shows the 'Service Management Parameters' dialog box with the 'Invoicing' tab selected. The dialog has four tabs: 'General', 'Order Entry', 'Enter Work', and 'Invoicing'. The 'Invoicing' tab contains the following fields and controls:

- Ticket Numbers are: **Computer Assigned** (dropdown)
- Next Work Ticket Number:
- Next Contract Invoice Number:
- Next Service Invoice Number:
- Service Invoice Shows: **Both** (dropdown)
- Immediate Order Invoicing: **Ask** (dropdown)
- Default Grouping Level: **Work Order** (dropdown)
- Default Sales Account: ?
- Default Invoice Notes: ?
- Optional Checkbox Text:
- Reqd for Billing?: ☐
- Check 1: ☐
- Check 2: ☐
- Check 3: ☐
- Check 4: ☐
- Check 5: ☐
- Check 6: ☐

At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Save', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

Ticket Numbers are - You may select **Computer Assigned** to have ComputerEase automatically assign work ticket numbers or you may select **Manually Assigned** to indicate that the user will assign work ticket numbers.

Next Work Ticket Number - Enter the number to use for your next work ticket. This option is only available if you selected **Computer Assigned** in the previous step.

Next Contract Invoice Number - Enter the number to use for your next contract invoice.

Next Service Invoice Number - Enter the number to use for your next service invoice.

Service Invoice Shows - Select the option that indicates if you want work order invoices to show your work order **Description**, **Resolution**, **Both** or **None**.

Immediate Order Invoicing - Select **Yes** if you want to invoice immediately after Entering Work from a Work Ticket. If you select **Ask**, you will be given the choice to invoice immediately or not after each Work Order is entered. If you want to run the work order proof report and then invoice as a separate step select **No**.

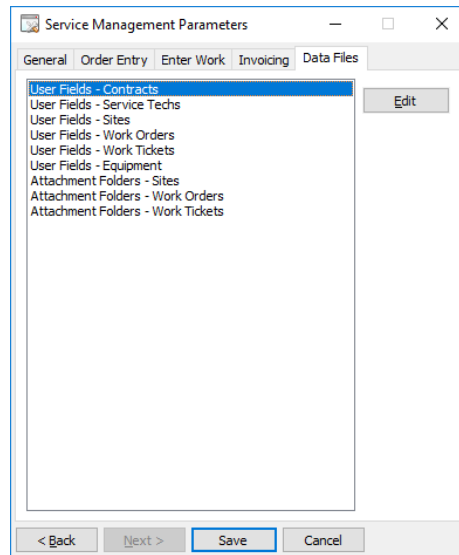
Default Grouping Level – Select **Work Order** if you want to group all work tickets from the same work order on one invoice provided you did not enter different invoice numbers for different work tickets. If you want to group all work tickets from the same customer on one invoice, provided you did not enter different invoice numbers, tax localities or cost codes, select **Customer**. Or select **Site** if you want to group all work tickets from the same site on one invoice, provided you did not enter different invoice numbers, tax localities or cost codes.

Default Sales Account - Enter the default G/L account to credit for service invoices.

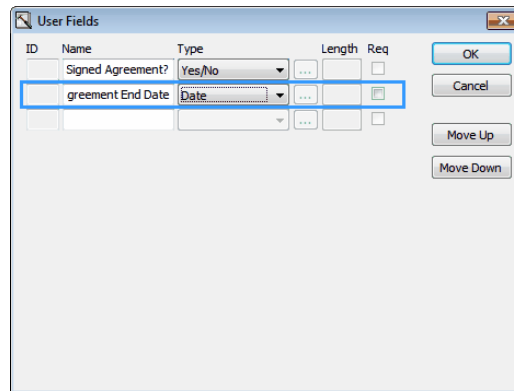
Default Invoice Notes - Select a note to appear automatically at the bottom of service invoices. To create a new note, click **?** or press **F2** in this field and a list of notes that already have been created will display. Click **Maintenance** and select **New**. You may now enter a description of the note and the note itself. These notes are commonly used to show Business License numbers on the invoice or to thank the customer for their patronage. If you do not want to have a note print on your Service Invoices, erase any selection that appears in this field, leaving the field blank.

Check 1...6 - Enter **Optional Checkbox Text** you would like to use for up to six optional checkboxes you would like to add to the Work Order Management Center. These can be merely informational, used for tracking yes/no information about work orders, or if you check the **Reqd for Billing?** box then the box must be checked before the work order can be billed.

Data Files Tab



User Fields - This is where you will create user defined fields for your Contracts, Service Techs, Sites, Work Orders, Work Tickets and/or Equipment. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight the user field selection of your choice and click on **Edit**.



Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

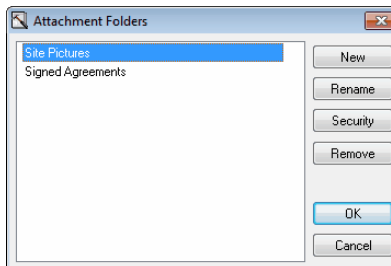
Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for contracts will require that an entry is made into that user field for each contract.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your sites, work orders or work tickets.



New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. Service Management will now appear on your ComputerEase Main Menu.

1.5.9 Configuring the Tool & Equipment Tracking Parameters

When configuring the Tool & Equipment Tracking parameters, you will make the selections to use when entering and processing rental orders.

Select **Configure > System Parameters > Tool & Equipment Tracking**.

The screenshot shows the 'Tool & Equipment Tracking Parameters' dialog box with the 'Main' tab selected. The 'Data Files' tab is also visible. The 'Main' tab contains the following fields and options:

- Next Order Number: [Text Field]
- Next Invoice Number: [Text Field]
- Rental Ticket Format: [Text Field]
- Invoice Format: [Text Field]
- Credit Format: [Text Field]
- Default Location: [Text Field]
- Default Category: [Text Field]
- Cost Type: [Dropdown Menu, set to 'R']
- Default Order Type: [Dropdown Menu]
- Post Multiple G/L Period: [Dropdown Menu, set to 'Automatic']
- Generate New Order Number Immediately: ☐
- Invoice Print Required Before Update: ☐
- Use Separate Rental Invoice Numbers: ☐
- Allow Rental Qty's to go Negative: ☐
- Allow Rental of Inventory: ☐
- Show Qty Available in Item Lookup: ☐
- Show Only Available Items in Lookup: ☐
- Charge Rent on Saturdays: ☐
- Charge Rent on Sundays: ☐
- Bill to Internal Jobs at Cost: ☐
- Sort New Returns by Item: ☐
- Allow Out/Return Dates Earlier Than Last Billing: ☐
- Use Alternate (Barcode) Lookups: ☐

The 'Data Files' tab contains the following fields and options:

- Equipment: ☐ Allow Rental of Equipment
- Use Equipment Home Locations: ☐
- Default Equip Home: [Text Field]
- Equip Rate % of Replacement Cost: ☐
- Default Daily Rate %: [Text Field, set to 0.00000]
- Use Home Loc & Cost Type for GL Post: ☐
- Hold Returned Equipment for Check-in: ☐
- Sort Transfers by Equipment ID: ☐
- Rental of Inventory Items as Equipment: ☐

At the bottom of the dialog box are buttons for '< Back', 'Next >', 'Save', and 'Cancel'.

Next Order Number – Enter the next sequential number you want assigned to the next rental order entered.

Next Invoice Number – Enter the next sequential number you want assigned to the next rental invoice created.

Rental Ticket Format - Choose the default format to use when printing rental tickets.

Invoice Format - Choose the default format to use when printing invoices.

Credit Format - Choose the default format to use when printing credit invoices.

Default Location – Select the default inventory location to use for rental orders.

Default Category - Select the default category to use for Internal/Job rental orders.

Cost Type - Select the cost type to use when posting rental cost to the job costing system.

Default Order Type - Select the default order type from the drop-down menu. Choose **Customer** if most of your rental orders are rentals to customers, **Internal/Job** if most of your rental orders are to track equipment/tool usage in job costing, or **Other** if most of your rental orders are to track equipment/tool moves other than to jobs.

Post Multiple G/L Period - Select the default posting option to use when posting rental invoices. Choose **Automatic** if you would like ComputerEase to post the invoices to the G/L period that corresponds to the invoice date, **Manual** if you would like to manually choose the G/L period to which your invoices will be posted, or **Blank** if you would like to choose between the other two choices each time you post invoices.

Generate New Order Number Immediately – Select this option if you want the system to automatically generate an order number as soon as the **Enter a New Rental Order** menu option is selected.

Invoice print Required Before Update – Select this option if you want the system to require that an invoice be printed before it can be posted.

Use Separate Rental Invoice Numbers - Select this box if you want to use a numbering sequence for rental invoices that is separate from your other invoices generated in A/R.

Allow Rental Qtys to go Negative - Select this option if you want to be able to add items to your rental orders even if doing so would cause your on-hand quantity of that item to become negative.

Allow Rental of Inventory - Select this option to allow rental of items listed in your Inventory Control database.

Show Qty Available in Item Lookup - Select this option to view the quantity available of each item in the lookup window when adding items to your rental orders.

Show Only Available Items in Lookup - Select this option to restrict the items listed in your lookup window to only those items that have an on-hand quantity greater than zero when adding items to your rental orders.

Charge Rent on Saturdays - Select this option to charge your daily rental rate on Saturdays.

Charge Rent on Sundays - Select this option to charge your daily rental rate on Sundays.

Bill to Internal Jobs at Cost - Select this option to post cost against your job when the rental order is posted to a job. If this option is not selected, no cost will be added to your job when the billing is posted.

Sort New Returns by Item - Select this option to sort items listed on a new return ticket alphanumerically rather than in the order in which they were rented out.

Allow Out/Return Dates Earlier Than Last Billing - Select this option to allow users to enter new rental tickets with either an out or return date that is prior to the date of the last billing.

Use Alternate (Barcode) Lookups - This is for future use.

Allow Rental of Equipment - Select this option to allow rental of items listed in your Equipment Costing database.

Use Equipment Home Locations - Select this option to use equipment home locations in lieu of Inventory Control locations for your equipment.

Default Equip Home - Select the default home location to use for rental orders.

Equip Rate % of Replacement Cost - Select this option to set your equipment charges as a percentage of the replacement cost listed for that item.

Default Daily Rate % - If the option to set the equipment rate as a percentage of the replacement cost of that item is selected, entering a percentage here will allow you to globally set or adjust the equipment rates for all equipment items.

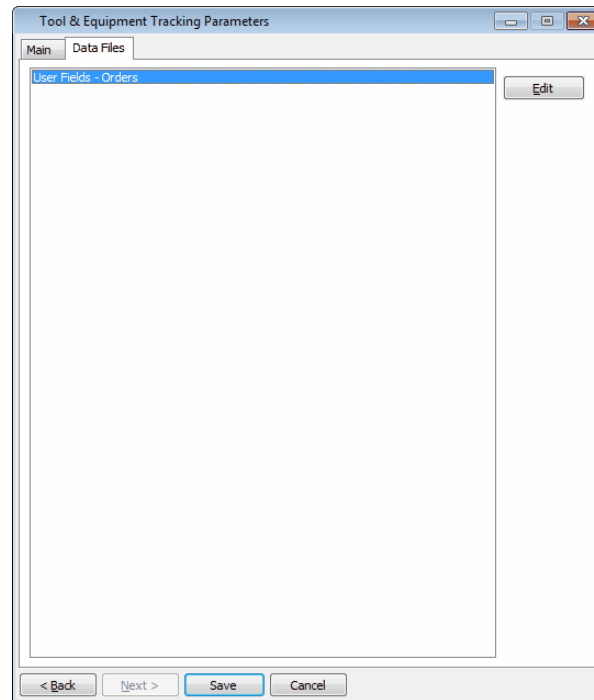
Use Home Loc & Cost Type for GL Post - Select this option to use the G/L account listed as your default account for the cost type chosen for rental postings and the G/L account listed in your equipment home location when posting your billings to the G/L. If you do not select this option, your inventory location rental contra account will be used in lieu of the equipment home location account.

Note: If you do not have a default account identified for your rental posting cost type in either your Job Costing Parameters or (if applicable) your Job Department Maintenance, your rental billings will not post to the G/L.

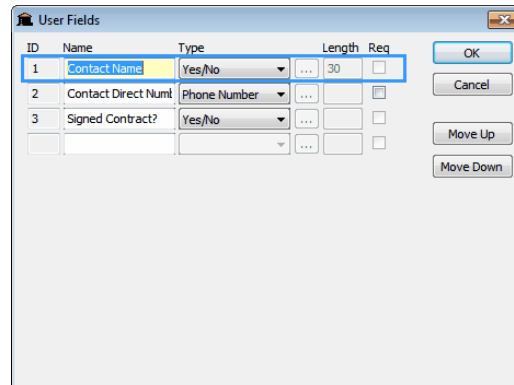
Hold Returned Equipment for Check-In - Select this option if, when items are returned from rental orders, you want to enter them into the equipment check-in process rather than make them immediately available for rental on another order.

Sort Transfers by Equipment ID - Select this option to sort items listed on the rental transfer screen alphanumerically rather than in the order in which they were rented out.

Data Files Tab



User Fields - This is where you will create user defined fields for your Orders. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight the user field selection of your choice and click on **Edit**.



Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for subcontracts will require that an entry is made into that user field for each subcontract.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

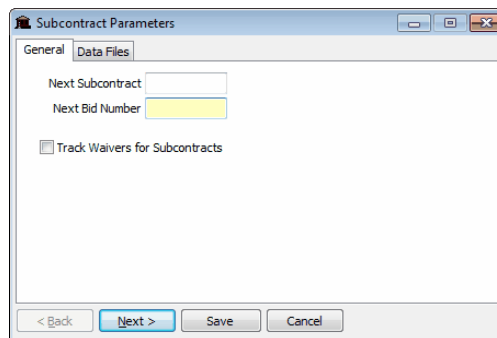
Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes. You are now ready to use your Tool & Equipment Tracking module in ComputerEase.

1.5.10 Configuring the Subcontract Parameters

When configuring the Subcontract parameters, you will choose your next subcontract and bid numbers, as well as choose whether you want to use the lien waiver tracking program.

Select **Configure > System Parameters > Subcontract Parameters**.

General Tab

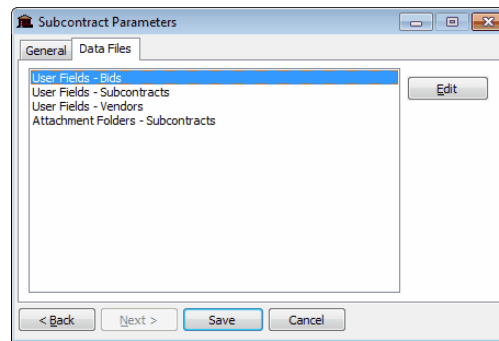
The screenshot shows a window titled "Subcontract Parameters" with two tabs: "General" and "Data Files". The "General" tab is active. It contains two text input fields: "Next Subcontract" and "Next Bid Number". Below these fields is a checkbox labeled "Track Waivers for Subcontracts". At the bottom of the window are four buttons: "< Back", "Next >", "Save", and "Cancel".

Next Subcontract – Enter the number you would like to assign to your next subcontract if a subcontract number is not manually assigned to it.

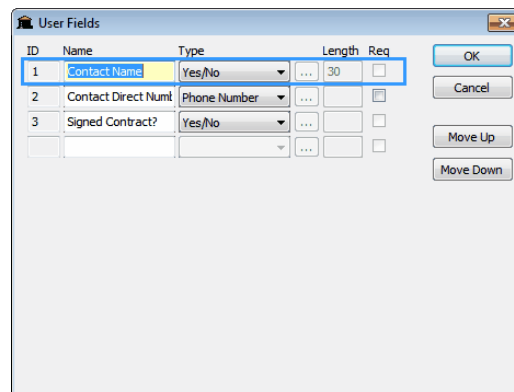
Next Bid Number – Enter the number you would like to assign to your next bid if a bid number is not manually assigned to it.

Track Waivers for Subcontracts - Select this option to use the lien waiver tracking option for Subcontracts entered in the Subcontract module.

Data Files Tab



User Fields - This is where you will create user defined fields for your Bids, Subcontracts and/or Vendors (note that the User Fields for Vendors may be created or edited in the Accounts Payable Parameters as well as here). A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight the user field selection of your choice and click on **Edit**.



Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

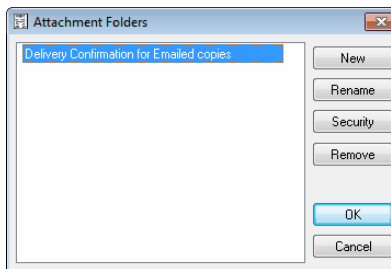
Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for subcontracts will require that an entry is made into that user field for each subcontract.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your subcontracts.



New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

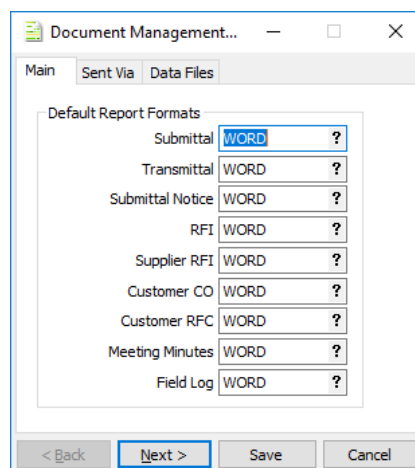
Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. You are now ready to use your Subcontract and/or Subcontract Bid Day modules in ComputerEase.

1.5.11 Configuring the Document Management Parameters

When configuring the Document Management parameters, you will indicate the report Format for the different documents in the Document Management section of the Project Management Module.

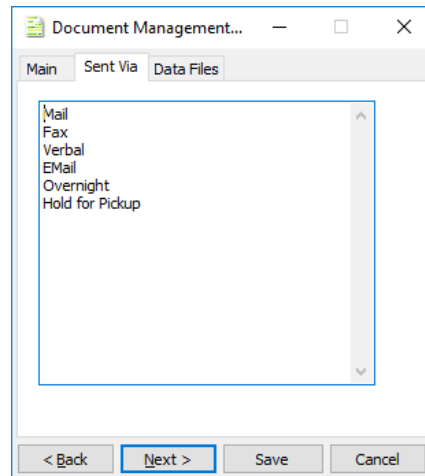
Select **Configure > System Parameters > Document Management Parameters**.

Main Tab



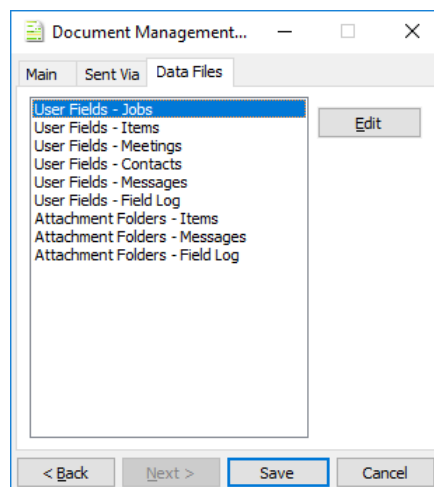
Choose the default report format for each document type. If no format selection is made when that document is printed, this is the format that will be used by default. If no selections are made here, the system report will be used.

Sent Via Tab

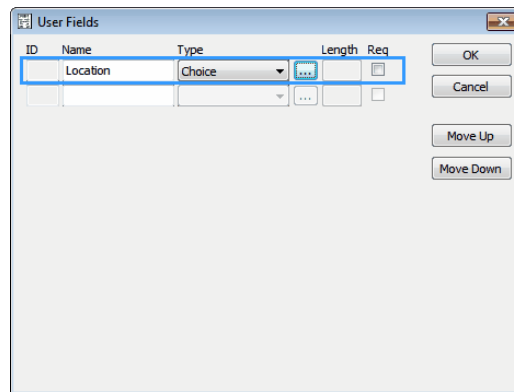


List the options that you would like to have appear in your drop-down selection when entering messages in Document Control. Note that these will simply be the default choices available; you may still manually enter a different option for each message.

Data Files Tab



User Fields - This is where you will create user defined fields for your Jobs, Items, Meetings, Contacts, Messages and/or Field Logs. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight the user field selection of your choice and click on **Edit**.



Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

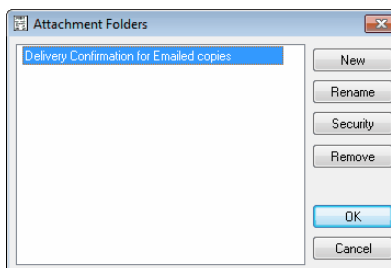
Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save a the relevant item into your database without entering a value for this field. For example, a required user field for contacts will require that an entry is made into that user field for each contact.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your drawing, message or daily log files.



New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

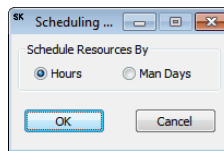
Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. You are now ready to use the Document Management tools in ComputerEase.

1.5.12 Configuring the Scheduling Parameters

When configuring the Scheduling parameters, you will indicate to either Schedule Resources by Hours or Man Days.

Select **Configure > System Parameters > Scheduling Parameters**.



Schedule Resources By - Choose to schedule resources by Hours or by Man Days.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes. You are now ready to use your Scheduling Module in ComputerEase.

1.5.13 Configuring CRM Parameters

The CRM Parameters need to be configured to determine how you would like to number your items and whether you want to sync your contacts in the CRM module with your contacts in the Job Costing > Project Management module. You can also enable Email notifications and sync contacts and tasks with Outlook.

Select **Configure > System Parameters > CRM Parameters**.

Main Tab

Auto Number Company - Check here if you want new companies entered to be automatically numbered by ComputerEase. If you choose this option, enter the first number you want to use in the **Next Company Number** field.

Auto Number Contact - Check here if you want new contacts entered to be automatically numbered by ComputerEase. If you choose this option, enter the first number you want to use in the **Next Contact Number** field.

Auto Number Opportunity - Check here if you want new opportunities entered to be automatically numbered by ComputerEase. If you choose this option, enter the first number you want to use in the **Next Opportunity Number** field.

Auto Sync with Job Contacts - Check here to automatically sync changes to contacts in CRM with changes to contacts in the Job Costing/Project Management module.

Sync Companies with Customers - Check here to automatically sync CRM companies with customers in the rest of the ComputerEase system.

Sync Companies with Vendors - Check here to automatically sync CRM companies with vendors in the rest of the ComputerEase system.

Multiple Companies/Opportunity - Check here if you want to allow multiple companies to be added to an opportunity.

Documents - This is where you can select your default task type and document formats and locations for Company, Contact and Opportunity documents.

Company - Under "Task Type" select the default task type for the task that will be created when you create Company documents and the default format for your Company documents; then select the Attachment folder where your Company documents should be saved.

Contact - Under "Task Type" select the default task type for the task that will be created when you create Contact documents and the default format for your Contact documents; then select the Attachment folder where your Contact documents should be saved.

Opportunity - Under "Task Type" select the default task type for the task that will be created when you create Opportunity documents and the default format for your Opportunity documents; then select the Attachment folder where your Opportunity documents should be saved.

The following options control how tasks are created; you can use the options here to ensure that new tasks created in CRM are created uniformly when different users are creating them. Note that it is not required to choose any option as a default, but only one of the three can be selected as the default option. One task type must also be selected: Company, Contact or Opportunity.

Allow Company Tasks - Check here if you want to allow users to create tasks that are assigned to companies; then check **Default** if you want all new tasks created to be assigned to companies by default.

Allow Contact Tasks - Check here if you want to allow users to create tasks that are assigned to contacts; then check **Default** if you want all new tasks created to be assigned to contacts by default.

Allow Opportunity Tasks - Check here if you want to allow users to create tasks that are assigned to opportunities; then check **Default** if you want all new tasks created to be assigned to opportunities by default.

Assign Opportunities to Companies - Choose whether you want to disallow users the ability to assign opportunities to a company by selecting **Disabled**, whether you want to allow them the option to assign opportunities to a company by selecting **Optional**, or whether you want to require them to assign opportunities to a company by selecting **Required**.

Assign Opportunities to Contacts - Choose whether you want to disallow users the ability to assign opportunities to a contact by selecting **Disabled**, whether you want to allow them the option to assign opportunities to a contact by selecting **Optional**, or whether you want to require them to assign opportunities to a contact by selecting **Required**.

Email Notifications Tab

CRM Parameters

General | **Email Notifications** | Data Files

Enable Auto Email Notifications ☒

Opportunities

From / Return Address

From Name

Subject Prefix

Include Description in Subject ☐

Tasks

From / Return Address

From Name

Subject Prefix

Include Description in Subject ☐

< Back | **Next >** | Save | Cancel

Enable Auto Email Notifications - Check here if you want to enable automatic email notifications in CRM. The SMTP settings configured in [Configuring SMTP Server Settings](#) will be used by ComputerEase to send notifications.

Opportunities

From/Return Address - Enter the email address you want to display as the return address in the opportunity emails sent.

From Name - Enter the name you want to display as the "from name" in any opportunity emails sent.

Subject Prefix - Enter any subject prefix you would like to include in all opportunity emails sent, such as "You have a new opportunity".

Include Description in Subject - Check here if you would like to include the opportunity description to be included in the subject of the email sent for any opportunity emails.

Tasks

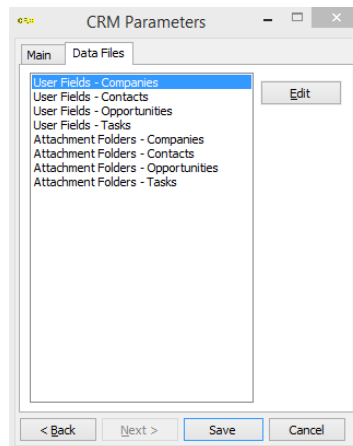
From/Return Address - Enter the email address you want to display as the return address in the task emails sent.

From Name - Enter the name you want to display as the "from name" in any task emails sent.

Subject Prefix - Enter any subject prefix you would like to include in all task emails sent, such as "You have a new task".

Include Description in Subject - Check here if you would like to include the task description to be included in the subject of the email sent for any task emails.

Data Files Tab



User Fields - This is where you will create user-defined fields for your Companies, Contacts, Opportunities, and/or Tasks. A user-defined field is an additional field you create to log information that will be available in various Qtool reports, Word Templates and/or Excel Templates, or is just used for informational purposes. To create or edit user fields, highlight the user field selection of your choice and click on **Edit**.

ID	Name	Type	Length	Req
1	Employee Count	Text	5	<input type="checkbox"/>
2	Rewards Program G	Yes/No		<input type="checkbox"/>

Name - Enter the name of the field you would like to create here.

Type - Select the type of field from the drop down. Your choices are **Choice**, **Date**, **Number**, **Phone Number**, **Text**, **True/False** and **Yes/No**.

... - Select this box to enter the choices that will be available to the user if the field type is **Choice**.

Length - This field must be assigned a value if your user field type is either **Text** or **Number**. This will restrict the length of entries for this user field to the number of characters entered here.

Req - Check this box if this is to be a required field for all entries of the relevant type. If this box is checked, a user may not save the relevant item into your database without entering a value for this field. For example, a required user field for contacts will require that an entry is made into that user field for each contact.

Move Up - Highlight a field that you want to move up in the list and click on this box in order to change the order in which your user fields appear.

Move Down - Highlight a field that you want to move down in the list and click on this box in order to change the order in which your user fields appear.

Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Attachment Folders - Here you will create any attachment folders you want to use for organizing files you attach to your Company, Contact, Opportunity and/or Task files.

New - Click here to create a new attachment folder.

Rename - Click here to rename an existing folder.

Security - Click here to set security for a folder on your server. This will allow you to restrict access to this folder to only certain Windows users or user groups.

Remove - Click here to remove the attachment folder.

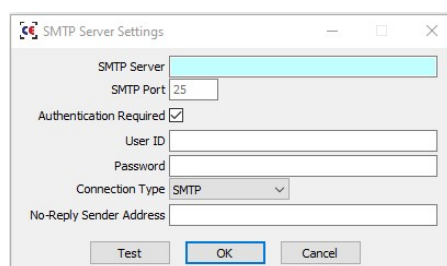
Click on **OK** to save your changes and close the screen, or **Cancel** to exit the screen without saving changes.

Once you have entered the correct information in each of the tabs and fields above, click **Save** or press **F10** to save the information and close the screen. You are now ready to use your CRM module in ComputerEase.

1.6 Configuring SMTP Server Settings

The SMTP Server Settings need to be configured to allow for scheduled emails to be sent from ComputerEase using CE Live.

To configure your email sending method, go to **Configure > SMTP Server Settings** on the system menu.



SMTP Server - Enter your SMTP server address.

SMTP Port - Enter the port used by your SMTP server; contact your mail provider if you are unsure which port to use.

Authentication Required - Check here if your SMTP server requires authentication.

User ID - If your SMTP server requires authentication, enter the user ID to use for authentication.

Password - If your SMTP server requires authentication, enter the password to use for authentication.

Connection Type - Choose SMTP, SSL or TLS; contact your mail provider if you are unsure which type of connection to choose.

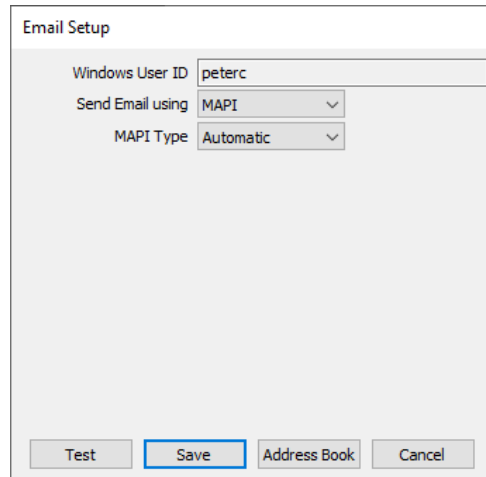
No Reply Sender Address - Enter the email address to use as the sender's address for no-reply emails.

Click **Test** to send a test email, **Save** to save your settings, or **Cancel** to exit.

1.7 Configure Sending Email

By default, ComputerEase uses a MAPI (Messaging Application Programming Interface) architecture to become email messaging enabled. MAPI allows ComputerEase to communicate with the local email client on the workstation. If you are using an email client that doesn't support MAPI, or a webmail client, ComputerEase provides the ability to change the method of sending on-demand emails such as reports.

To configure your email sending method, go to **Configure > Configure Sending Email** on the system menu.



The 'Email Setup' dialog box is shown with the following fields and options:

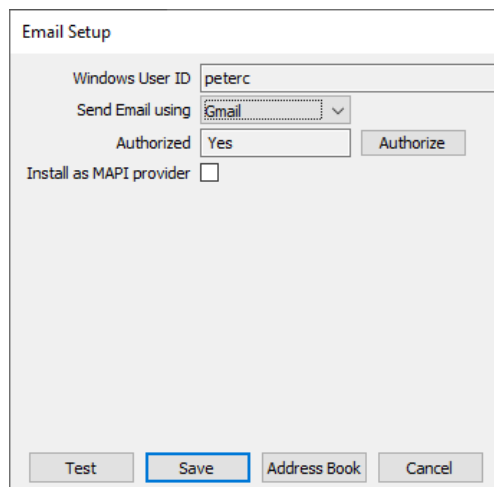
- Windows User ID:
- Send Email using: (dropdown arrow)
- MAPI Type: (dropdown arrow)
- Buttons at the bottom: Test, Save (highlighted with a blue border), Address Book, Cancel

Windows User ID - The Windows User ID you are logged in with will display here.

Send Email using - Choose the method to use when sending email from Disabled, Gmail, MAPI, Outlook.com or SMTP. The fields available will change depending on your selection here.

Disabled - Select to disable emailing out of ComputerEase.

Gmail - Select to use your Gmail account for sending emails.



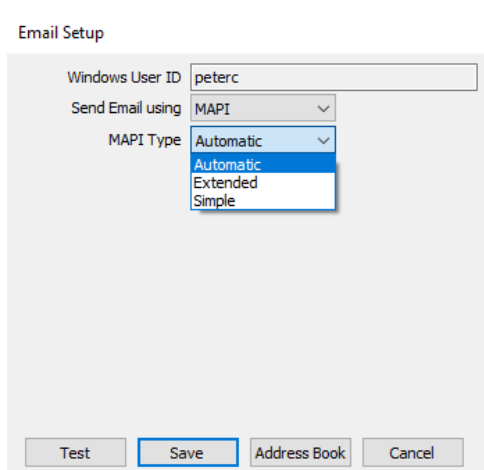
The 'Email Setup' dialog box is shown with the following fields and options:

- Windows User ID:
- Send Email using: (dropdown arrow)
- Authorized: (dropdown arrow) and
- Install as MAPI provider: ☐
- Buttons at the bottom: Test, Save (highlighted with a blue border), Address Book, Cancel

Authorized - If you use Gmail, you will need to authorize your account. Once the authorization is complete, the Authorized field will change from No to Yes.

Install as MAPI provider - Check here to to install Gmail as a MAPI provider.

MAPI - Choose this option to use your MAPI-compliant email client to send emails from ComputerEase.

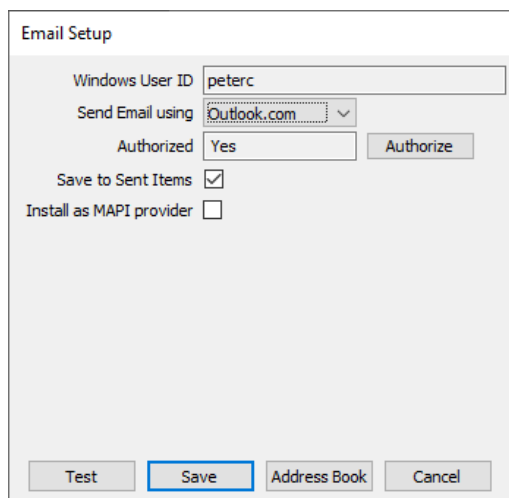


The 'Email Setup' dialog box is shown with the following settings:

- Windows User ID: peterc
- Send Email using: MAPI (selected in a dropdown menu)
- MAPI Type: Automatic (selected in a dropdown menu, with 'Automatic', 'Extended', and 'Simple' as options)
- Buttons at the bottom: Test, Save (highlighted with a blue border), Address Book, and Cancel.

MAPI Type - Choose Automatic, Extended or Simple. If you do not know whether your email client uses Extended or Simple MAPI, choose Automatic for ComputerEase to detect which type to use. Extended MAPI utilizes the full suite of options available via MAPI, whereas Simple MAPI utilizes a smaller set of options.

Outlook.com - Select if you use Outlook.com for sending emails.



The 'Email Setup' dialog box is shown with the following settings:

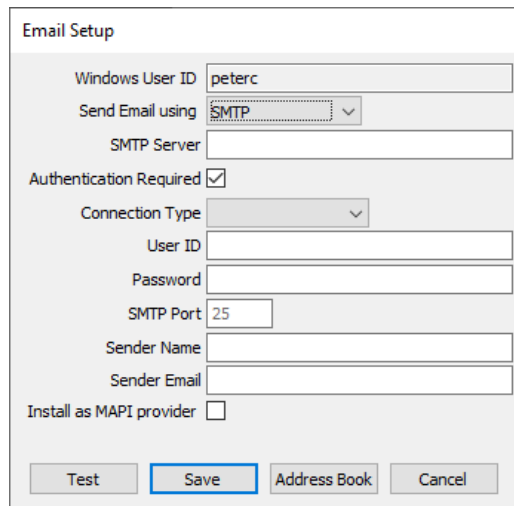
- Windows User ID: peterc
- Send Email using: Outlook.com (selected in a dropdown menu)
- Authorized: Yes (selected in a dropdown menu, with an 'Authorize' button next to it)
- Save to Sent Items: ☒
- Install as MAPI provider: ☐
- Buttons at the bottom: Test, Save (highlighted with a blue border), Address Book, and Cancel.

Authorized - If you use Outlook.com, you will need to authorize your account. Once the authorization is complete, the Authorized field will change from No to Yes.

Save to Sent Items - Check this box to save emails sent out of ComputerEase in your Outlook.com sent items folder.

Install as MAPI Provider - Check here to to install Outlook.com as a MAPI provider.

SMTP - Select if you use smtp for sending emails.

The image shows a 'Email Setup' dialog box with the following fields and controls: 'Windows User ID' with text 'peterc'; 'Send Email using' with a dropdown menu showing 'SMTP'; 'SMTP Server' with an empty text box; 'Authentication Required' with a checked checkbox; 'Connection Type' with a dropdown menu; 'User ID' with an empty text box; 'Password' with an empty text box; 'SMTP Port' with text '25'; 'Sender Name' with an empty text box; 'Sender Email' with an empty text box; and 'Install as MAPI provider' with an unchecked checkbox. At the bottom are four buttons: 'Test', 'Save' (highlighted with a blue border), 'Address Book', and 'Cancel'.

SMTP Server - Enter your SMTP Sever address here.

Authentication Required - Check this box to require authentication to access your SMTP server.

Connection Type - Select the SMTP Connection Type (Unencrypted, SSL, or TLS) if authentication is required.

User ID - Enter your User ID for your SMTP Server if authentication is required.

Password - Enter your Password for your SMTP Server if authentication is required.

SMTP Port - Enter your SMTP port here.

Sender Name - Enter the sender name you want to display on sent emails.

Sender Email - Enter the email address to use as the sender email address on sent emails.

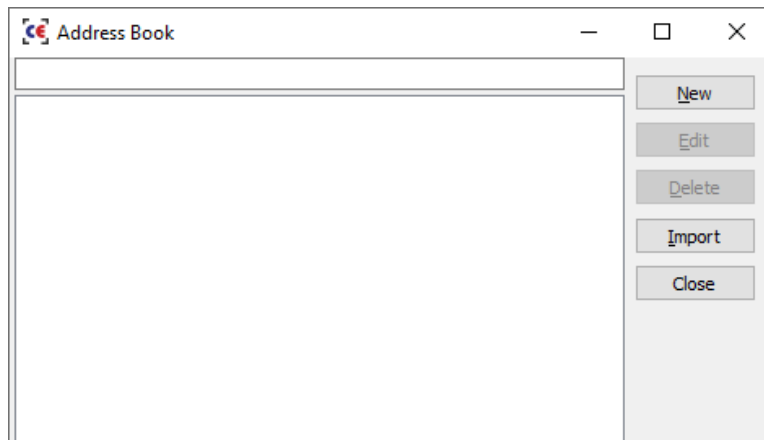
Install as MAPI provider - Check here to to install your smtp account as a MAPI provider.

Click **Test** to send a test email, **Save** to save your settings, **Address Book** to access the built in address book or **Cancel** to exit.

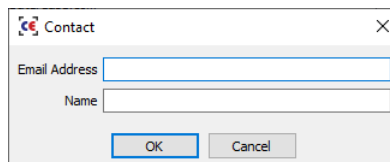
Note: Any questions regarding the appropriate email send option, settings, etc. should be directed to your email provider or internal/outourced I.T.

Using the Address Book

To access the built in address book, click Address Book from the main Email Setup window.



New - Click here to add a new email address to the address book. Enter Email Address and Name (name is not required). Click OK to save or Cancel to exit without saving.



Edit - Click here to modify the Email Address and/or Name. Click OK to save or Cancel to exit without saving.

Delete - Select the email address you would like to delete and click Delete to remove it from the Address Book.

Import - The Import function will only be visible if Outlook.com or Gmail are selected in the Send Email using field of the main Email Setup screen. You can choose to import from Outlook.com or Gmail (depending on which was selected for Send Email using) or from a .csv file when the Import option is selected. If importing from a .csv file, the file must have a header row and the email address column header must have the word "email" in it.

Close - Click Close to exit the Address Book.

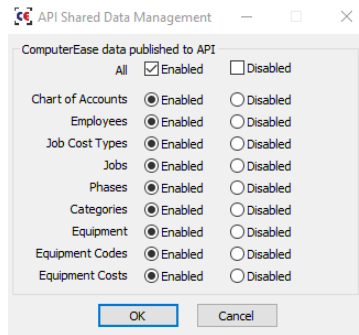
1.8 API Management

The ComputerEase API is a powerful tool that allows real-time access to your ComputerEase data files. In order to utilize the ComputerEase API, you must have installed and be running CE Live.

1.8.1 API Shared Data Management

When utilizing the API, you have the ability to determine what data is shared to the API. You may determine that only certain tables are necessary depending on your use of the API. This is where you will both enable or disable the API sync and select which tables to sync to the API.

Select **Configure > API Management > API Shared Data Management**.



All - Check **Enabled** to all access to the API. This will enable API syncing of all tables. To disable syncing of individual tables, disable one by one using the radio buttons below. To disable syncing of all tables, check **Disabled**.

Chart of Accounts - **Enable** or **Disable** syncing of your chart of accounts using the radio buttons.

Employees - **Enable** or **Disable** syncing of your employees using the radio buttons.

Job Cost Types - **Enable** or **Disable** syncing of your cost types using the radio buttons.

Jobs - **Enable** or **Disable** syncing of your jobs using the radio buttons. If you are using ExpenseEase and want your users to enter cost codes for expenses, you will need to enable syncing of jobs.

Phases - **Enable** or **Disable** syncing of your phases using the radio buttons. If you are using ExpenseEase and want your users to enter cost codes for expenses, you will need to enable syncing of phases.

Categories - **Enable** or **Disable** syncing of your categories using the radio buttons. If you are using ExpenseEase and want your users to enter cost codes for expenses, you will need to enable syncing of categories.

Equipment - **Enable** or **Disable** syncing of your equipment using the radio buttons.

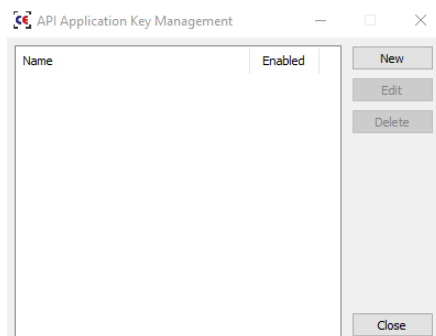
Equipment Codes - **Enable** or **Disable** syncing of your equipment codes using the radio buttons.

Equipment Costs - **Enable** or **Disable** syncing of your equipment costs using the radio buttons.

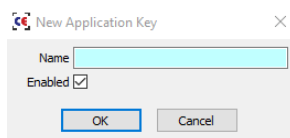
1.8.2 API Application Key Management

Any third-party applications that require access to the ComputerEase API will require an API Key. This is where you will manage all third party keys.

Select **Configure > API Management > API Application Key Management**.

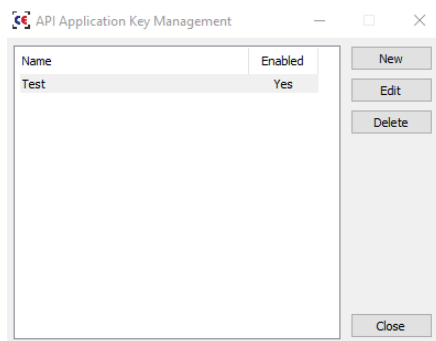


New - Click here to add a new key.

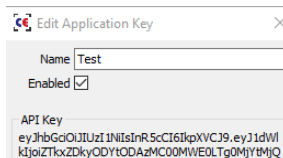


Name - Enter a name to help you remember who/what entity is using this application key.

Enabled - Leave this box checked to allow the user of this key access to the API. If you ever want to disable access in the future you will need to uncheck this box.



Edit - Once you have created a new application key, you can select and click here to edit it. Your application key will be displayed in the window.



Delete - If you no longer want to use an application key, you can select it and click here to permanently delete it.

Click **Close** to leave the screen.

1.8.3 Viewing API Sync Status

You may want periodically to check the status of your system's latest sync with the API. This feature allows you to see when your last sync began, ended, how much data was synced, added, updated, deleted, and how many errors were encountered.

Select **Configure > API Management > View API Sync Status**.

Last Sync Started	Tue Sep 28 13:08:41 2021
Last Sync Ended	Tue Sep 28 13:08:45 2021
Rows Verified	11
Rows Added	0
Rows Updated	0
Rows Deleted	0
Error Count	1
<button>Close</button>	

Last Sync Started - Date and time that the last sync with the API began.

Last Sync Ended - Date and time that the last sync with the API completed. Depending on your network speed, data size and other factors, the sync could take more or less time than shown here.

Rows Verified - This is the number of rows of data verified; all data previously uploaded that remain unchanged.

Rows Added - This is the number of records added; for example, if you added a job since you last synced.

Rows Updated - This is the number of records updated; for example, if you made a change to a job name after it was previously synced.

Rows Deleted - This is the number of records deleted; for example, if you deleted a job or a category from a job after it was previously synced.

Error Count - The number of errors encountered; this could be due to an error in your data or on the server. You should review your log file and contact support for assistance with any errors you see.

Click **Close** to leave the screen.

1.9 How Do I Navigate Through ComputerEase?

1.9.1 Navigating Through ComputerEase

The first priority of ComputerEase Software, Inc. in developing its products has always been ease of use. Not only is the system easy to learn and understand, but ComputerEase also has some additional tools to make navigating through the software faster and more effortless. This section is intended to familiarize you with several of these tools.

ComputerEase offers certain tools that may be used at any point in the software to make navigation easier and faster. Menu icons allow you to access other programs quickly, function keys allow you to perform various tasks with just the tap of a button on your keyboard, Quick Access menus and our state-of-art Workflow Menu allow you to customize your ComputerEase experience. In addition, lookup menus are available throughout the system allow you to select entries from a selected list of options when you are entering information.


1.9.2 Using Menu Icons

Across the top of your ComputerEase screen, there are several icons, each with its own function. Below is a listing of each icon and the process each performs when you click on the icon.



Launches Qtool, a program used for customizing and creating your own reports in a spreadsheet format using ComputerEase data.



Launches the calculator. If you open the calculator from any numeric field in ComputerEase (by right-clicking and choosing the Calculator option), you may click on the  icon to populate the field with the result of the calculation.



Launches the calendar.



Launches the scanner.



Logs you out of ComputerEase and launches the login screen. This is useful when switching between companies or changing the login date.



Launches the interface between ComputerEase and Tra-Ser/Epic.



Launches the clipboard. Any reports printed to the Clipboard will remain there for review until your session has ended.



Launches the To Do List. Here you may schedule tasks for yourself or for any other users.



Launches any open reminders. If there are any open scheduled tasks in your To Do List, this icon will be active.

Note: The icons below may or may not appear depending on your user permissions and other factors.



Launches the Deltek Advocate Program website where you can refer a friend and get rewards.



Launches the Customer Corner website and directs you to Product Tours.



Launches the Customer Corner website and directs you to Training Classes.



Launches the Customer Corner website.

1.9.3 Using Function & Shortcut Keys

ComputerEase allows you to maneuver through the software with both mouse and keyboard commands. Below is a chart showing the most commonly used keys in ComputerEase along with their function in the software. Not all of these functions will work in all areas of ComputerEase; this is a master list. You may want to have a copy of this page somewhere near your keyboard, as you will use these keys often as you navigate through ComputerEase. For your convenience, a copy of this chart may also be found in your ComputerEase Workbook.

F1 - Displays detailed help about the selected field

F2 - Displays a list of the selected field's contents or choices; displays a calendar if the selected field is a date field; activates search in the Workflow menu list

F3 - Copies the last entry made into that field type into the current entry field

F4 - Expands a drop-down menu

F7 - Activates spell check in any free-text field

F9 - Activates an arrow button where an arrow is available to generate a new item number

F10 - Exits and saves information

Ctrl-T - Adds a date/time stamp to most notes fields in the system that are on a notes tab

Space Bar - Toggles a check box

Esc - Exits without saving information

Tab - Advances to the next field

Shift + Tab - Returns to the previous field

Alt + Delete - Deletes the entire row

The "DEFAULT" Code

In many database maintenance areas of ComputerEase, you may enter the word **DEFAULT** to allow you to make default settings that will take effect for each new item of that type you create. For example, if you enter **DEFAULT** into Vendor Maintenance in Accounts Payable, the selections you enter there will be defaulted every time you create a new vendor. This feature is available under Accounts Payable in Vendor Maintenance; under Job Costing in Create/Edit a Job; under Payroll in Employee Maintenance; under Accounts Receivable in Customer Maintenance and Sales Rep Maintenance; under Inventory Control in Inventory Maintenance; under Equipment Costing in Equipment Maintenance and Edit Equipment Codes; and under Service Management in Site Maintenance, Work on Service People, and Work on Bill Types.

Spell Check

Spell check can be used in any free-text field (any text field that allows you to enter a string of text such as name, address, notes and description fields). To activate spell check, simply place your cursor in the field you want to check and click the **F7** key on your keyboard.

1.9.4 Using Lookup Menus

When you are in certain data entry fields in ComputerEase, you can press **F2** to display a Lookup Menu of options. For example, pressing **F2** in the Vendor field will display your list of vendors. There are then several ways to search for the correct entry from that list. You may choose to search by name or number code, simply by clicking on the appropriate tab. When searching by name, the list is given alphabetically by the name of the vendor. As you enter characters in the **Beginning with** field, the list will adjust to show only those options that begin with the characters you have entered. You may enter characters in the **Row Contains**, by hitting tab, or clicking in the **Row Contains** field, and the list will adjust to show only those options that contain the characters you have entered. You may also check or uncheck the Only Active Vendors box to show only active vendors if checked or all vendors, active and inactive if unchecked (Only Active boxes are checked by default). When searching by number code, the process is the same; however, the list is given alphabetically by code. In addition, you may click the **Maintenance** button to create a new vendor to add to the list. Lookup Menus may be used throughout ComputerEase to lookup a variety of information.

The example below demonstrates how to use the lookup menu function for a vendor.

Number	Name	Address	City	State	Zip
A1	New Vendor				
A2	A2 Group	12 Main St	Cincinnati	OH	1111
AARTUR	Aaron Turner	5787 West Sunrise Blvd	Plantation	FL	33313
ACE	ACE Hardware	65 Main Street	Winthrop	MA	02152
ADONEL	Adonel Grading Company	2101 NW 110th Avenue	Cincinnati	OH	45211
AEROTEK	Aerrotek Engineering & Testing	2392 Mill Street	Clarence Center	NY	14032
AMECUT	American Cutting & Drilling	2920 NW 22nd Terrace	Pompano Beach	FL	33069
ANCELE	Anchor Electric	6860 SW 81st Street	Miami	FL	33143
ANIXTER	Anixter International	2301 Patriot Blvd	Glenview	IL	60026
ARCHITEC	Architectural Alliance	3000 Transit Road	Buffalo	NY	14221
ATLANTIC	Atlantic Plywood Corp	PO Box 83291	Woburn	MA	01813
ATTICA	Attica Lumber Co Inc.	PO Box 118	Attica	NY	14011
BABCOCK	Babcock Lumber				
BARB	Barbrito Concrete	123 Man of War Blvd.	Lexington	KY	41244
BESWAY	Bestway Plumbing, Inc.	5840 Dewey Street	Hollywood	FL	33023
COMMAS	Commercial Masonry Corp.	23 Aldrin Road	Plymouth	MA	02360

Number | Name

Beginning with: ☐ Only Active Vendors

Row Contains:

OK Maintenance Cancel

Because the **Number** tab is active, the vendors are listed in alphabetical order by vendor number with vendor "A1" listed first. Notice that when the **Name** tab is selected and activated, the listing changes.

Name	Number	Address	City	State	Zip
A2 Group	A2	12 Main St	Cincinnati	OH	1111
Aaron Turner	AARTUR	5787 West Sunrise Blvd	Plantation	FL	33313
ACE Hardware	ACE	65 Main Street	Winthrop	MA	02152
Adonel Grading Company	ADONEL	2101 NW 110th Avenue	Cincinnati	OH	45211
Aerrotek Engineering & Testing	AEROTEK	2392 Mill Street	Clarence Center	NY	14032
American Cutting & Drilling	AMECUT	2920 NW 22nd Terrace	Pompano Beach	FL	33069
Anchor Electric	ANCELE	6860 SW 81st Street	Miami	FL	33143
Anixter International	ANIXTER	2301 Patriot Blvd	Glenview	IL	60026
Architectural Alliance	ARCHITEC	3000 Transit Road	Buffalo	NY	14221
Atlantic Plywood Corp	ATLANTIC	PO Box 83291	Woburn	MA	01813
Attica Lumber Co Inc.	ATTICA	PO Box 118	Attica	NY	14011
Babcock Lumber	BABCOCK				
Barbrito Concrete	BARB	123 Man of War Blvd.	Lexington	KY	41244
Bestway Plumbing, Inc.	BESWAY	5840 Dewey Street	Hollywood	FL	33023
Commercial Masonry Corp.	COMMAS	23 Aldrin Road	Plymouth	MA	02360
Connectronics	CONNECT	234 33rd Street Drive SE	Cedar Rapids	IA	52403

Number | Name

Beginning with: ☐ Only Active Vendors

Row Contains:

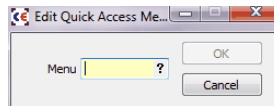
OK Maintenance Cancel

The first vendor listed is now vendor "A2 Group" since the vendors are now listed in alphabetical order by vendor name.

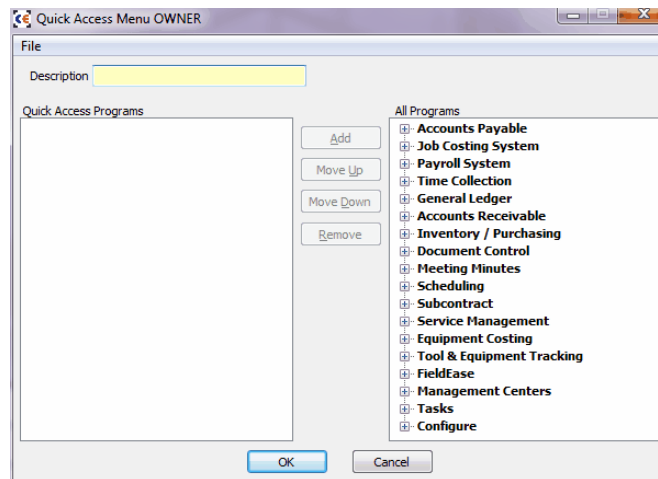
1.9.5 Using Quick Access Menus

ComputerEase has several pre-configured Quick Access menus that have pre-set menu choices designed for quick access to menu items based on job roles. You can also create your own Quick Access menus if none of the pre-configured ones has exactly the menu choices that work best for you. When you log into ComputerEase, the Quick Access menu assigned to you under "Configure User" will generate a user-defined menu based on the menu items it contains.

To create a user-defined Quick Access menu, from the Main Menu, Click on **Configure > Edit Quick Access Menu**.



Menu - Enter the code you want to use for this quick access menu. This is an alphanumeric code up to 10 characters. Press **OK** to create a new menu.



Description - Enter a longer description of the quick access menu.

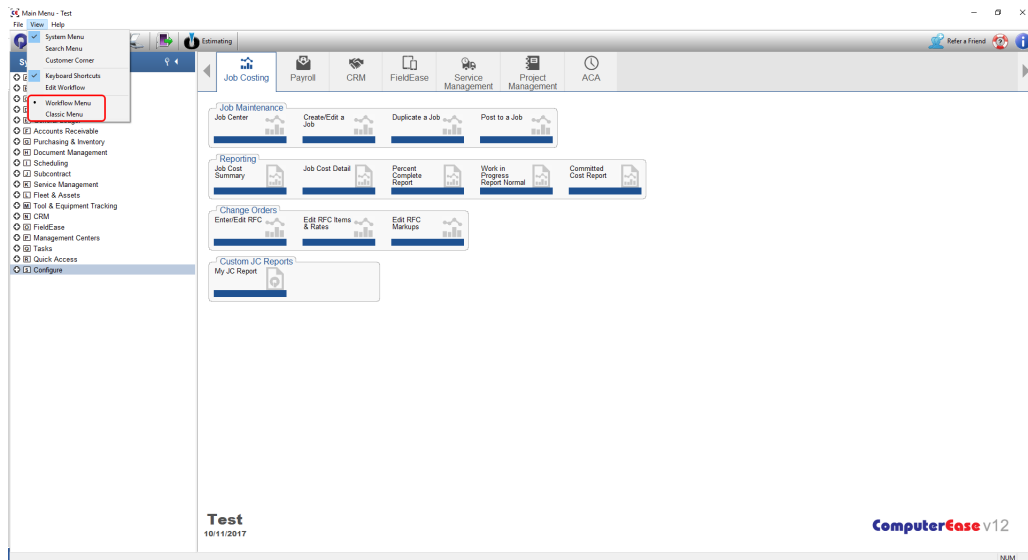
Quick Access Programs - Highlight programs on the right under All Programs that you would like to be available on your Quick Access menu and click **Add**. You can expand each item with a plus sign next to it or add an entire module or section. Once you have added items, you can highlight them and click on **Move Up** and **Move Down** to reorganize your Quick Access menu. If you want to remove an item, highlight it and click **Remove**.

When you are finished configuring your Quick Access menu, click **OK** to save. Once you assign it to your user ID under "Configure User", this menu will generate upon login.

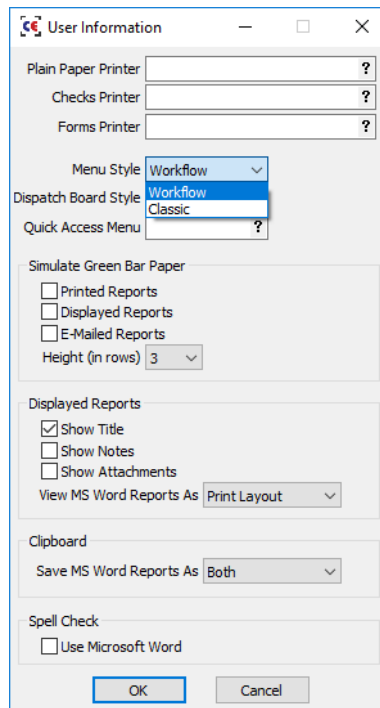
1.9.6 Selecting a Menu Option

ComputerEase has two menu options: the Classic Menu and the Workflow Menu. The default menu view is now the Workflow Menu, but each user can easily select the menu option that you prefer, and you can change your selection at any time.

To change your menu view, click on **View** (in the menu bar in the upper left corner of the Main Menu), then choose either **Classic Menu** or **Workflow Menu**.



You can also change your selection under **Configure > Configure User**. Select the menu option of your choice under "Menu Style".



For more information on configuring and working with the Workflow Menu, please refer to [Configuring the Workflow Menu](#)⁹⁴.

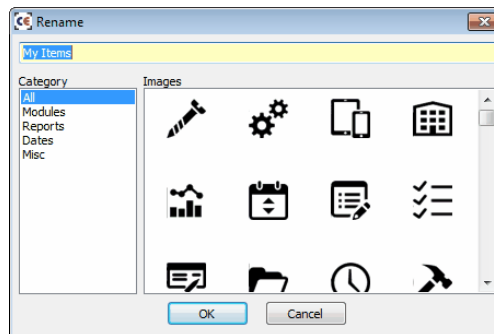
1.9.7 Configuring the Workflow Menu

The Workflow menu is designed to allow you to group the items you use together into groupings according to the way you work. You group items onto one or more tabs and within those tabs, you can arrange items free-style or into more organized groupings.

To get started, you have one tab. You can rename that tab or change the icon associated with that tab by right-clicking on it and selecting **Edit** or by selecting **View** from the menu bar, then **Edit Workflow**. This will display the workflow toolbar (the active buttons will depend on what item you are working with at that time; only applicable buttons will be active).



- Click here to rename your tab or change the icon associated with it.



- Click here to undo the previous action.



- Click here to redo the previous action (only active if you have previously undone an action).



- Click here to add a new tab.



- Click here to delete a tab (you cannot delete the last remaining tab).

To add items to a tab, simply drag and drop them from your System Menu list on the left side of the screen. You can drag individual programs or reports or entire sections or modules (for example, you can drag "Accounts Payable" or simply "Enter a New Invoice"); the choice is yours. If you choose to add an expandable section, then when you select it on your tab, it will give you a sub-menu so you can select which item you want to select from that menu. As you add items, you can rename them by right-clicking on the item or using the workflow toolbar.



- Click here to rename an item.



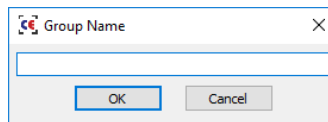
- Click here to remove an item from a tab.

Tip: When searching the menu on the left for items, you can click on the magnifying glass next to "System Menu" or click **F2** on your keyboard to open up the search feature for the System Menu list. Start typing for the item you are searching for and the search feature will find any and all items that match your search string. For example, if you type "Invoice", all items with "Invoice" in the name will display. This will aid you in finding items to add to your tabs.

To group items together, either right-click and choose Edit or select View, then Edit Workflow. Drag your cursor around any items you want to group together; you will see an outline of a box. Once you do this, you will see the group option become available in the workflow toolbar.



- Click here to create and name your group.



- Click here to rename a group.



- Click here to delete a group (does not delete group contents).



- Click here to Export workflow. This option will prompt you to save the workflow as an xml file to a specified location that can be imported by other users.



- Click here to Import workflow. This option will prompt you to browse out to a saved workflow xml file that can be imported.



- Click here to save and close the **Edit Workflow** window.

1.10 How Do I Safely Practice with My Company in ComputerEase?

1.10.1 Practicing with Your Practice Company

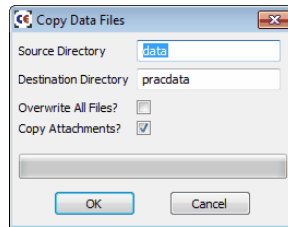
From time to time you may want to test a procedure or process with your company's data and view the results before you actually input it into your live data in ComputerEase. This section will walk you through how to copy your live data into a "practice" company. You may copy your data into the practice version of your company at any time.

1.10.2 Copying Live Data into the Practice Company

As mentioned in the introduction, you may copy your company's live data into the practice company at any time. However, keep in mind that when you "copy live to practice" you are copying your current live data into the practice directory and all files will be overwritten. Any data that you previously entered in the practice company will be replaced and lost, and anyone who is in the middle of testing a function or feature in the practice company at the time you copy your data will lose that data. Also note that everyone must be logged out of both your live company and your practice company when the copying task is performed.

Using Windows Explorer, browse to the directory in which ComputerEase is installed on your server (if you are unsure of the location, see [Viewing Your Version Information Box](#) ² for instructions on finding it).

Browse to the **CopyData.exe** file and double-click on it to execute it.

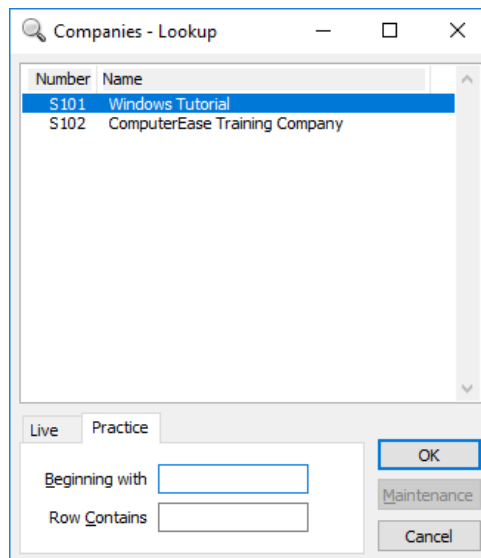


Check the box to **Overwrite All Files** (not checking this box will result in a prompt asking you if you want to replace files that exist) and/or **Copy Attachments** (not checking this box will result in attachments not being copied into practice, which can save space if attachments are not necessary in practice) and leave your Source and Destination Directories set to the defaults and select **OK** to copy your data from the live directory to the practice directory. A status bar will track the progress of the procedure. Once the procedure is complete, the window will disappear.

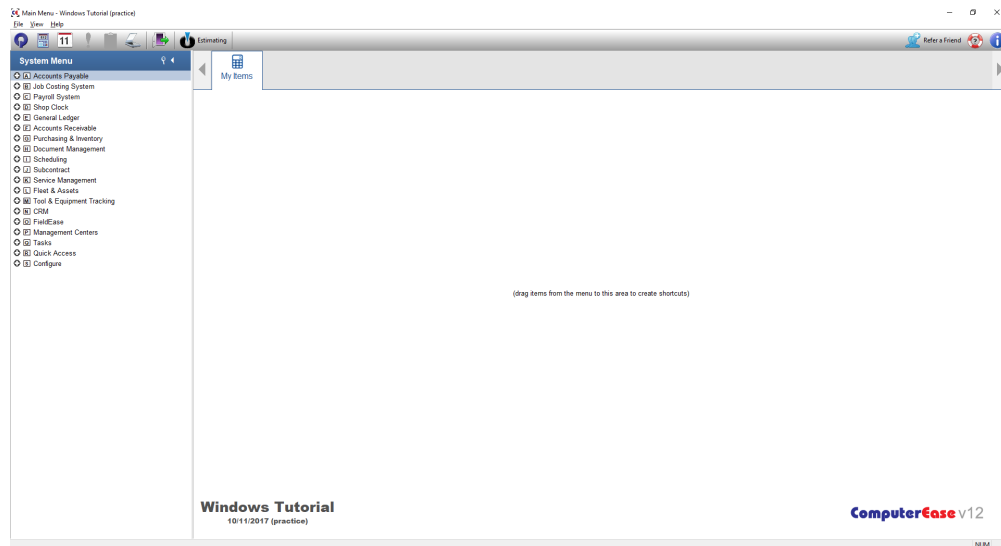
1.10.3 Using the Practice Company

To log into the practice company, double-click on your ComputerEase icon and the ComputerEase login screen will appear.

Click **?** or press **F2** in the **Company** field and you will see the selection list. After you have copied live data to the practice directory, you will see a new tab at the bottom of the screen entitled Practice. Click on this tab and your practice company or companies will be shown.



Select this company and click on **OK**. Note that the company number is simply your company number preceded by a "P". If your company is normally company "0" the practice company is "P0". Log in using the same credentials you use in your live data. Notice that the word "(practice)" appears next to the log in date directly beneath the company name on the main menu.



Note: All users and permissions are copied from the live company to the practice company. You will have the same access in your practice data that you have in your live data.

1.11 How Do I Use User Fields In ComputerEase?

There are numerous places in ComputerEase where user-defined fields are available for your use. In each of these places, you have the opportunity to create up to 99 fields of your choosing to enter data. Your user fields are set up in your system parameters. For instructions on setting up user-defined fields, see the appropriate section under [Configuring System Parameters](#) ¹⁹¹.

Anywhere that you have the ability to create user-defined fields, you will see a new tab in the entry screen called **User Fields** only if you have created at least one user-defined field for that item type under the appropriate system parameters.

User-defined fields are available for the following entry screens:

Accounts Payable	Subcontract/Subcontract Bid Day
Vendors	Bids
Job Costing	Subcontracts
Jobs	Vendors
Phases	Service Management
Categories	Equipment
RFCs	Contracts
Payroll	Service Techs
Employees	Sites
Deductions/Fringes	Work Orders
Worker Classes	Work Tickets
General Ledger	Document Management
Accounts	Field Log
Accounts Receivable	Items
Customers	Messages
Sales Reps	Meetings
Quotes	Contacts
Fleet & Assets	CRM
Equipment	Tasks
Service Orders	Companies
Purchasing & Inventory	Contacts
Items	Opportunities
Vendors	Tool & Equipment Tracking
POs	Orders
Pull Lists	

To edit or make entries for any user-defined field you have selected, simply access the entry screen and select the **User Fields** tab. Then, fill in any or all user fields available.

1.12 How Do I Work With Attachments In ComputerEase?

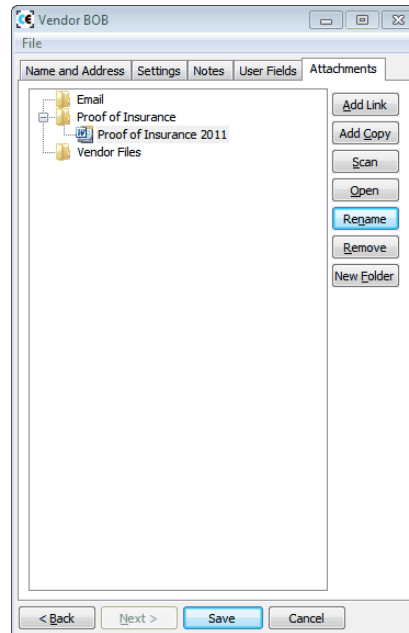
There are numerous places in ComputerEase where attachment folders are available for your use. In each of these places, you have the opportunity to create up to as many attachment folders as you want to attach and link files. Your attachment folders are set up in your system parameters. For instructions on setting up attachment folders, see the appropriate section under [Configuring System Parameters](#) ^[19].

Anywhere that you have the ability to create attachment folders, you will see a new tab in the entry screen called **Attachments** (or a button linking you to the attachment screen) only if you have created at least one attachment folder for that item type under the appropriate system parameters.

Attachment folders are available for the following entry screens:

Accounts Payable**Vendors****Invoices****Job Costing****Jobs****RFCs****Payroll****Employees****General Ledger****Journal Entries****General Ledger Accounts****Accounts Receivable****Customers****Quotes****Invoices****AIA Schedules****Purchasing & Inventory****Items****POs****Pull Lists****Fleet & Assets****Equipment****Service Management****Contracts****Sites****Work Orders****Work Tickets****Document Management****Items****Messages****Field Log****CRM****Companies****Contacts****Opportunities****Tasks****Subcontracts****Subcontracts**

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the selected file. The attachment tab for Vendors is pictured below; however all attachment tabs have the same options available.



Add Link - Click on this button to browse to and select a file to add to the selected file. Note that this will only save a link to the file. If the file path is not available for any reason, the document will not be available from within ComputerEase.

Add Copy - Click on this button to browse to and select a file to add to the selected file. This will add a copy of the document to the ComputerEase directory on the server. Should the original file become unavailable for any reason, the document will be available from within ComputerEase.

Scan - Click here to display available scanner devices that are installed on the workstation you are using and allow you to scan a document into the attachment tab.

Open - Click here to open a file, document, or a scanned document that is already saved in the attachment tab.

Rename - Click here to rename an existing file already saved.

Remove - Click here to remove the attachment from the attachment tab.

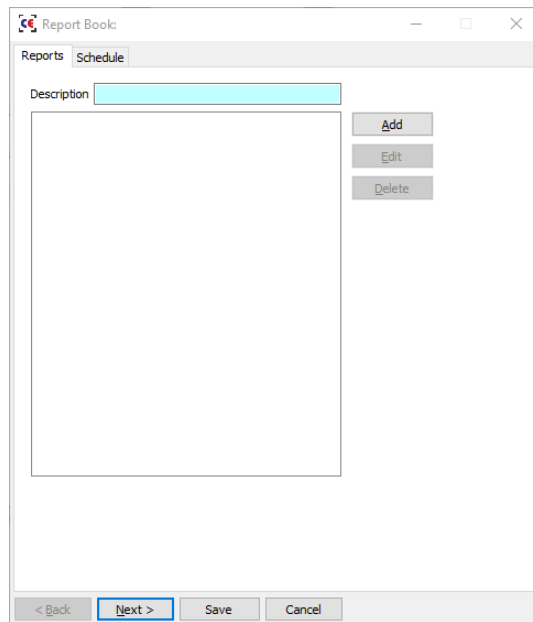
New Folder - Click here to add a new folder to the attachment tab for the selected item only. Note that any folders created here and not in the system parameters will apply for the active item only; to add a new folder for all items, you must add the folder through the system parameters.

Note: You may use the Windows Drag & Drop feature to add files to the selected files. Using the **Ctrl** key while doing so will save the file into your ComputerEase directory (similar to using the "Add Copy" button). If the Ctrl key is not used, only a link to the document is saved (similar to using the "Add Link" button).

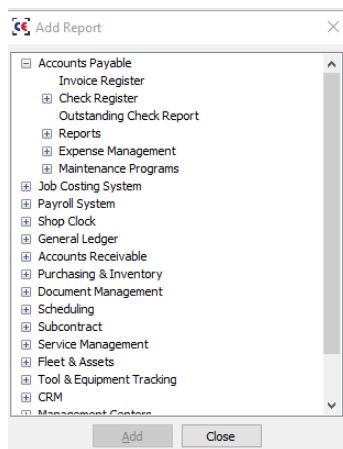
1.13 Using Report Books

Report books allow you to create a task that includes one or more reports to be printed or emailed readily from one central location.

Select **Tasks > Work on Report Books**.



Enter a description for your report book and click **Add** to add a new report.



Choose a report to add to your report book. The prompts allow you to condition the report, with the added feature that you can write formulas for date and/or period prompts.

Invoice Register

View

Vouchers ((first) ? To (last) ?

Vendors ((first) ? To (last) ?

Periods

To

Dates ((first) ? To (last) ?

Posting Status All

Detail or Summary Detail

Entered by ?

OK Cancel

Anywhere you see the pencil icon, click to write a formula, such as LAST PERIOD to run the report as of the last open period each time it is run, or FIRST MONDAY of LAST MONTH. There is helper text to assist you with writing your formulas.

Once you have selected the report(s) to add to the report book, click on **Schedule** if you want to schedule the reports to be run and emailed periodically.

Report Book: Schedule

Reports Schedule

☒ Enabled

Email To ☐ Myself

Email Subject Scheduled Reports

From Name

From Email Addr

Message

Start Date 7/9/2021 ?

End Date (none) ?

Time of Day 12:00 am

Frequency Weekly

Every 1 week(s)

Days M T W T F

Next Scheduled Date 7/9/2021

Previous Scheduled Run (never)

< Back Next > Save Cancel

Enabled - Check here to enable emailing of reports on a schedule.

Email To - Check the box to send a copy to yourself and/or add an email address to send the reports to on the schedule below.

Email Subject - Enter the subject to use for the emailed reports.

From Name - Enter the name to use as the sender's address when emailing this report book.

From Email Addr - Enter the email address to use as the sender's address when emailing this report book.

Message - Enter any text to include in the email body when emailing this report book.

Start Date - Enter the date to start emailing this report book.

End Date - Enter the end date (optional) to stop emailing this report book.

Time of Day - Enter the time of day to email this report book.

Frequency - Choose how often to email this report book; you can send it Daily, Weekly, Monthly, or Yearly. Depending on your selection, use the **Every** field to change the frequency.

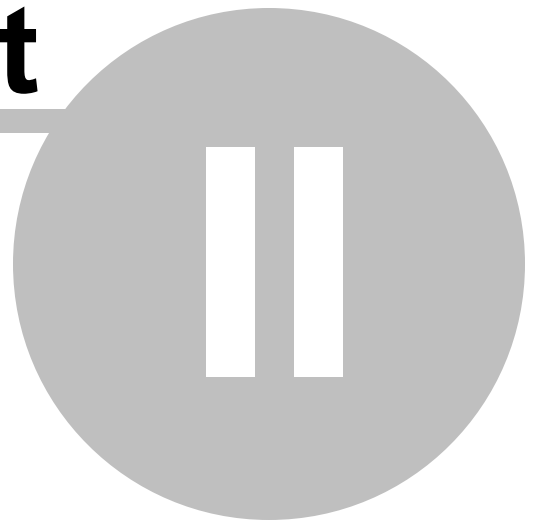
Days - Choose which days to try to send this report book; this allows you to select only weekdays or a specific day.

Next Scheduled Date - This is the next date this report book will be emailed.

Previous Scheduled Run - This is the last date for this report book to be emailed.

Accounts Payable

Part



2 **Accounts Payable**

Accounts Payable is one of the base modules of ComputerEase. This section is designed to familiarize you with the basics of how this module works and the tools and information this module offers you.

In Accounts Payable, you will generate many of the actual costs that are ultimately posted to Job Costing and the General Ledger. The main tasks performed in Accounts Payable include invoice entry, invoice tracking & approval, check writing, generating lien waivers and handling reoccurring payables.

2.1 **What Is the Accounts Payable Module?**

2.1.1 **Other Modules and Accounts Payable**

ComputerEase is an integrated system. This means the various modules in ComputerEase can "talk" to each other. The advantages of this are numerous; for example, a voucher is entered one time in Accounts Payable and it will be posted into the General Ledger and, if applicable, to the Job Costing, Fleet & Assets and/or Purchasing & Inventory modules. Essentially, if the first entry is correct, you are guaranteed that all subsequent postings will be correct.

ComputerEase may be "initiated" in any order you desire, however, keep in mind that since ComputerEase is integrated, you may wish to create your chart of accounts in General Ledger and at least one job in Job Cost prior to bringing the Accounts Payable module completely live.

2.1.2 Features in Accounts Payable

The Accounts Payable module contains a number of tools you will use to manage your vendor payments.

Some of these features are:

- Posting directly to Job Cost. This keeps job detail costs up to date.
- Posting directly to General Ledger. This helps insure that each month your General Ledger will balance, giving you an accurate representation of your financial status.
- 1099s may be produced, the information accumulating during the regular process of running Accounts Payable.
- Ability to send vouchers electronically within the system for approval to various users based on invoice routing criteria.
- Voucher history is kept, enabling you to study past bills and payments by vendor or job.
- Vouchers may be edited, even after they have been posted to Job Cost and General Ledger and, on a limited basis, after they have been paid.
- Vouchers may be posted to previous financial periods.
- Vouchers may be assigned to a department.
- Any voucher may be paid in part or whole.
- Retention may be withheld on any invoice by percentage or dollar amount.
- Direct Pay sales tax is completely tracked and reported by invoice.
- Checks and vouchers may be voided - even after they have been posted into the Job Cost and General Ledger.
- Outstanding checks are tracked and reported.
- A variety of reports that allow you to track your payables as of right now, or as of a date in the past.
- Automatic Invoice Routing based on user definable conditions.

2.1.3 Reports in Accounts Payable

Reports you will find in Accounts Payable include:

- Check Register
- Invoice Register
- Outstanding Check Report
- Open Invoice Report by Vendor
- Open Invoice Report by Job
- Paid Invoice Report by Vendor
- Paid Invoice Report by Job
- Cash Flow Report
- Invoice Inquiry
- Committed Cost Report
- 1099s
- State Tax Withheld Report
- 1099 Report
- Subcontractor Reports
- Vendor Invoice Inquiry
- Discount Report
- Aging Report by Vendor
- Aging Report by Vendor/Job
- Aging Report by Job
- Open PO's and Subcontracts
- Expired W/C Certificates Report
- Expired G/L Certificates Report
- A/P Expenses by G/L Account

2.2 Accounts Payable Vendors

2.2.1 Vendor Numbers

Each of your vendors must be assigned a vendor number. When you print reports in ComputerEase, they print in order by vendor number. You should give some thought to the manner in which you assign numbers. Two things to take into consideration when developing a numbering scheme are making it easy for the operator to enter and/or find the code and leaving room for future growth.

This number may contain up to eight alphanumeric characters. This allows you to apply meaningful numbers to your vendors. Below are a few examples:

Utilizing Alpha Only

Vendor No: HUGHES
Vendor No: HUGHEQ

Vendor Name: Hughes Supply
Vendor Name: Hughes Equipment

Utilizing Alpha Numeric

Vendor No: HUG100
Vendor No: HUG125

Vendor Name: Hughes Supply
Vendor Name: Hughes Equipment

2.2.2 How Do I Set Up Vendors in ComputerEase?

Before you can start entering payables into ComputerEase, you must create your vendor master files. It is a good idea to first read "Vendor Numbers" in the beginning of this section before you start building the vendors. Once you have a numbering scheme for identifying your vendors it is a good idea to have them all numbered and the vital information ready before entering them into the system. The Vendor "number" may be alphanumeric and is a maximum of 8 characters long.

Select **Accounts Payable > Maintenance Programs > Vendor Maintenance**.

Vendor Number - Enter the alphanumeric code (up to eight characters) you want to assign to the new vendor and click on **OK**.

Name and Address Tab

Number - Vendor number displays here. This field is not editable.

Name - This is a 30-character alphanumeric field. This name will print on A/P checks and printed/displayed reports. If you want to print a name longer than 30 characters on the vendor's checks, use the **Check Name** field in the **Remit To** section.

Account # - This optional field is the account number the vendor has assigned to you. Any information entered here may be printed on the checks sent to this vendor, depending upon your selections in the A/P Parameters.

Address - This field contains 2 lines that are 30 characters per line. This address prints on reports and purchase orders.

City - Enter the city.

Tip: If you enter a valid US zip code into the "City" field and press your **Tab** key, ComputerEase will automatically fill in the correct city, state and zip code.

State - Enter the 2-character state postal abbreviation.

Zip - Enter the zip code.

Phone Number - Enter the vendor's phone number.

Fax - Enter the vendor's fax number.

Email - Enter the email address of this vendor. If you select the stamped envelope icon after information is entered in this field ComputerEase will open a new email message to this address.

Web - Enter this vendor's website address. If you select the arrow icon after information is entered in this field ComputerEase will open an internet window to this website.

Remit To - Select this check box if your remittance to this vendor will be mailed to a location other than their physical address and enter the remittance **Check Name** (up to 60 characters), **Address**, **City**, **State**, and **Zip**.

Send Remittance Email - Check here to email payment remittances to this vendor and enter the vendor's email address; used when paying a vendor electronically (such as ACH).

Settings Tab

The screenshot shows the 'Vendor 15-001' window with the 'Settings' tab selected. The window has a menu bar with 'File' and a toolbar with 'Notes', 'User Fields', and 'Attachments'. Below the menu bar are tabs for 'Name and Address', 'Settings', and 'Add'l Settings'. The 'Settings' tab is active, displaying various fields for vendor configuration:

- Status:** Active (dropdown)
- Type:** Supplier (dropdown)
- Sub Type(s):** ? (text field)
- Department:** (text field)
- Tax ID:** (text field)
- Cost Type:** M - Material (dropdown)
- G/L Account:** ? (text field)
- Lien Waivers:** ? (text field)
- Payables Routing:** ? (text field)
- Check Limit:** No Limit (dropdown) and ☐ Payments on Hold
- Payment Terms:** 0 days (dropdown)
- Discount %:** 0.00 (text field)
- Terms:** 0 days (dropdown)
- Retention %:** 0.00 (text field)
- Workers Comp %:** 0.00 (text field) after ? (text field)
- State Withholding:** (none) (dropdown)
- Warning Date:** ? (text field)
- Warning Message:** (text field)
- A/P Notes:** (text field)

At the bottom of the window are buttons for '< Back', 'Next >', 'Save', and 'Cancel'.

Status – This field has two options, active and inactive. Active means this vendor is an active vendor and you may purchase from them and receive invoices from them. Inactive means that you are no longer using this vendor. If a vendor is marked as inactive you will not be able to charge invoices against this vendor. Inactive does not delete the vendor it just prevents future detail from being posted to their account.

Type -This field is where you designate the type of vendor: Supplier, Subcontractor or Other. This setting does not effect how the costs are posted to the job; it is used primarily for selection of vouchers for payment and report filtering/sorting.

Sub Type(s) – This optional field is where you can add your own descriptions for the types of work your subcontractors perform. These are created in Subcontract Type Maintenance.

Department - This is a required field if you are using A/P departments.

Tax ID - This optional field is where you record the vendor's Fed ID No. or their Social Security Number. This will be printed on their 1099.

Cost Type - This optional field is for the default cost type that will be chosen during voucher entry when vouchers for this vendor are distributed to jobs. If this vendor is not for job costing purposes, you may blank this field out using the delete key.

G/L Account – This optional field is for the default General Ledger Cost of Sales or Operating expense account that will be chosen when entering invoices for this vendor.

Lien Waivers - This optional field tells ComputerEase which, if any, lien waiver to use as the default for this vendor during check printing.

Payables Routing - This optional field allows you to choose a default routing group to which all vouchers entered for this vendor will be routed.

Check Limit -This optional field is used to limit the amount of a check that can be written to this vendor. This is an optional field; you do not have to designate a check limit. At any time you can select "Payments on Hold" and any open invoices will not be available to pay.

Payment Terms – These fields are used to calculated the due date for each voucher entered for this vendor. There are four different options:

Days - Entering a number (xx) in the first field and selecting this option from the drop-down will use a due date xx days after the invoice date for all vouchers entered for this vendor.

Of the month - Entering a number (xx) in the first field and selecting this option from the drop-down will use a due date that falls on the xxth of the month that occurs. For xx of 10, an invoice dated 04/01 will be due 04/10 and an invoice dated 04/11 will be due 05/10.

Of the next month - Entering a number (xx) in the first field and selecting this option from the drop-down will use a due date that falls on the xxth of the next month that occurs. For xx of 10, an invoice dated 04/01 will be due 05/10 and an invoice dated 04/30 will be due 05/10.

Of the 2nd month - Entering a number (xx) in the first field and selecting this option from the drop-down will use a due date that falls on the xxth of the second month that occurs. For xx of 10, an invoice dated 04/01 will be due 06/10 and an invoice dated 04/30 will be due 06/10.

Discount % – This field is for the discount percentage allowed by this vendor if any. If the vendor normally specifies an amount of discount rather than a percentage, leave this field blank. While entering the vendor's invoice, you will be given an opportunity to enter the flat amount.

Discount Terms - These fields are where you enter in the discount terms. These fields work the same as "Payment Terms."

Retention % – This field is for the percentage of retention to withhold, if any. If you enter the retention percentage in this field the system will automatically calculate your retention when entering the vendor's invoice. If the vendor allows for a specified amount, not a percentage, you can enter the flat amount during voucher entry.

Workers Comp % – This field is for the percentage you wish to withhold from the vendor's payment if their Worker's Comp date on file has passed.

After – This field is for the date to be used to begin automatic deductions from the vendor's payments. This should be the date the vendor's workers compensation policy expires. If you do not track workers comp for this vendor press the delete key to clear the field. Leaving a date in this field will prompt a warning message when entering new vouchers if the date is prior to the invoice date. This field is also used to generate the Expired W/C Certificates Report.

State Withholding - Select the State Withholding Code for the vendor to withhold tax on payments to this vendor, if applicable.

Warning Date – Enter a date that the vendor's general liability insurance will expire. This field is used to generate the Expired G/L Certificates Report.

Warning Message – This field allows you to enter up to a 30-character alphanumeric warning message. This warning will appear if the invoice date is after the date in the "Warning Date" field directly above. An example for how to use this would be to track the vendors General Liability expiration date.

A/P Notes -The notes section is 2 lines of 30 characters. These notes will display when you are entering the vendor's invoice in voucher entry. It is used for reminding the operator of special conditions concerning this vendor.

Add'l Settings Tab

Print 1099 - Select this check box if this vendor will be receiving a 1099 from you at year end.

Name - This will default to the vendor name entered on the "Name and Address" tab. If a different name should be printed on the vendor's 1099, enter it here.

Address - If the vendor has a "Remit To" Address, select from the drop-down which address will be used when printing the 1099.

Box - Select the appropriate box from the 1099 where payments to this vendor will be categorized. Each will have its own column on the 1099 report if you have had payments to vendors included in the selection.

Pay via Comdata - If the vendor is to receive payments via the Comdata system, check this box and enter the vendor's unique Comdata ID email address.

Pay via ACH - If the vendor is to receive payments via ACH, check this box and enter the information below.

Routing Number - Enter the vendor's bank routing number (9 digits).

Account Number - Enter the vendor's bank account number.

Account Type - Select the appropriate account type (Checking or Savings) for the vendor's account. Check the **Prenote** box if you would like to send a prenote file for this vendor to test the ACH information entered.

Memo Format - If you decide to include addenda records in your ACH file (which will be used to give the vendor more information about the payment being made), choose the format of that addenda file from the options listed.

Custom - Enter your own **Memo** formula in the field below.

None - No addenda records will be created for this vendor's payments.

X12 One Payment per Account - Standard format that includes the account number and amount; choose this option if you want one record per vendor when paying multiple vouchers to the same vendor in one payment.

X12 One Payment per Account - Standard format that includes the invoice number and amount; choose this option if you want one record per voucher when paying multiple vouchers to the same vendor in one payment.

Memo - Enter a format for the memo/addenda records for payments to this vendor. You should find out from your vendor if they require specific information in the addenda records when receiving ACH payments. The variables available to use are [account], [invoice], and [amount]. Any other text will print exactly as entered. For example, RMR*IV*[account]*[invoice]*[amount] for a vendor whose account number is 1234 with an invoice number of 5678 in the amount of 1.99 would read: RMR*IV*1234*5678*199

Note: If you enable a vendor for Comdata payments, you cannot enable them for ACH payments and vice-versa.

One Invoice per Check – This option, if set to "Yes" will automatically produce a different check/payment for each individual voucher selected for payment for this vendor. If this is set to "No" then one check will print for all vouchers being paid for this vendor.

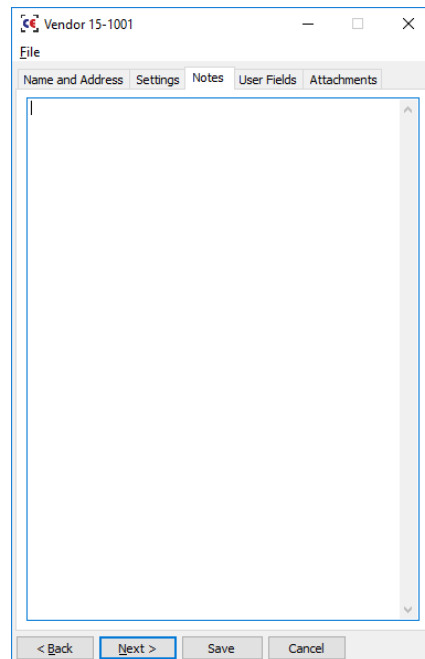
Invoice Requires PO or Subcontract - This option, if set to "Yes" will automatically alert you that any invoice entered for this vendor will require that a purchase order or subcontract have been issued.

Pay via Nvoicepay - If the vendor is to receive payments via the Nvoicepay system, check this box.

Default Payment Type - Choose the default payment type for this vendor; choose Checks, ACH or Comdata, depending on how you typically pay this vendor. You will have a chance to change the payment source when paying invoices on a per-payment or per-invoice basis if necessary.

Notes Tab

The notes tab allows you to enter notes concerning this vendor. These notes are for your use only and may be viewed from displayed reports.

The screenshot shows a software window titled "Vendor 15-1001". Below the title bar is a tabbed interface with five tabs: "File", "Name and Address", "Settings", "Notes", and "User Fields". The "File" tab is currently selected. The main area of the window is a large, empty text box with a vertical scrollbar on the right side. At the bottom of the window, there are four buttons: "< Back", "Next >", "Save", and "Cancel". The "Next >" button is highlighted with a blue border.

User Fields Tab

The user fields tab allows you to enter information into the user defined fields for vendors that were setup in the Parameters for Accounts Payable. This tab only appears if you have created at least one user field under **Configure > System Parameters > Accounts Payable Parameters**.

Attachments Tab

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the vendor file. This tab only appears if you have created at least one vendor attachment folder under **Configure > System Parameters > Accounts Payable Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

2.2.3 Deleting a Vendor

Note: You can only delete a vendor once you purge their history, or if they were never used as a vendor.

Select **Accounts Payable > Maintenance Programs > Vendor Maintenance** and enter or choose the vendor number desired.

Select **File** in the upper left corner of the screen and select **Delete this vendor**.

The screenshot shows a window titled "Vendor ACME - Acme Furnace". The "File" menu is open, and "Delete this vendor" is highlighted. The window contains the following fields and options:

- Name:** Acme Furnace
- Company Address:**
 - Address:** 503 Ridgeview Drive
 - City/St/Zip:** Cincinnati OH 4511
- ☐ **Remit To:**
 - Address:** [Empty field]
 - City/St/Zip:** [Empty field]
- ☐ **Print 1099:**
 - Name:** Acme Furnace
 - Address:** Company Address (dropdown)
 - Box:** Nonemployee compensation (dropdown)
- Phone:** [Empty field]
- Fax:** [Empty field]
- E-Mail:** [Empty field]
- Web:** [Empty field]

At the bottom of the window are buttons: "< Back", "Next >", "Save", and "Cancel".

2.2.4 Running the Vendor Master List

The Vendor Master List is a list of all the vendors you have entered into the system. The information displayed on the vendor master list differs depending on whether it was printed in detail or summary.

Select **Accounts Payable > Maintenance Programs > Vendor Master List**.

Select **Detail** or **Summary**

Detail – This menu selection instructs the system to print out a detailed listing of vendors that includes vendor number, name, address, phone and fax numbers, check limit, terms, ID number, G/L account, status, retention percentage and total purchases and payments.

Vendor Type - Chose to print the report for Suppliers, Subcontractors, Other vendors, or All vendors.

Vendor...To - These fields are used to limit the report to one vendor or a range of vendors.

Status - Choose to print the report for Active, Inactive or All vendors.

Send Report To - Select Display, Printer, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click OK and the report will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

Format - Select Normal for the system report or you may select an Excel format if you have created one.

Summary – This menu selection instructs the system to only print vendor number, name and phone number.

Vendor Type - Chose to print the report for Suppliers, Subcontractors, Other vendors, or All vendors.

Vendor... To - These fields are for limiting the report to an individual or range of vendors.

Status - Choose to print the report for Active, Inactive or All vendors.

Send Report To - Select Display, Printer, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

2.3 Working With Invoices In Accounts Payable

2.3.1 Entering Invoices

Select **Accounts Payable > Enter a New Invoice**.

Vendor Number - The first field is the Vendor field. Type in the vendor code and press **Enter**. If you do not know the correct code press the **F2** key or **?** for a complete listing of existing vendors.

Tip: If the vendor does not exist and you do not wish to create a new vendor, then use vendor number zero (0). Vendor number zero will bring up a small window containing fields for Name and Address. At that point, enter in the name and complete address of this vendor and press **F10**. ComputerEase will then use this name and address when printing the corresponding check. Make sure to enter the vendor's name in the description box to be referenced later in the General Ledger and Job Cost.

Tip: The **F3** key is a repeat key. For example, you have two vouchers to enter for the same vendor, enter the first voucher and save it. Now when you are prompted for the next voucher, press **F3** to automatically bring in the previous vendor code. This works for all fields during voucher entry and can save you time.

PO/Subcontract – If you generated a Purchase Order, Committed Cost, a Purchase Order linked to a Work Order or a Subcontract click on the ? or select **F2** to associate this invoice to the appropriate previously generated cost. Once you have selected the corresponding activity you will be prompted to enter necessary information in regards to the purchase order, committed costs or subcontract.

A lot purchase order will require receipt/invoicing by dollar amount:

PO 265

File Item

Receipt Date ?

Item & Description	On Order	Received	Invoiced	Unit Price	Extended	Taxable
Lots of good stuff	1	0	0	500.00	0.00	<input checked="" type="checkbox"/>

OK Cancel

Receive All Invoice All Invoice None Import

☐ Cancel Remaining Balances

Sales Tax Code ?

Item Total	0.00
Calculated Sales Tax	0.00
Actual Sales Tax	0.00
Invoice Total	0.00

A regular purchase order will require receipt/invoicing for each item by quantity received/invoiced:

PO 1000

File Item

Receipt Date ?

Item & Description	On Order	Received	Invoiced	Unit Price	Extended	Taxable
200: B.P.S. 3 Pole, 480V 1200	0	0	0	8.75	0.00	<input checked="" type="checkbox"/>
CON 1: 10 foot length 1" Conduit	0	0	0	13.50	0.00	<input checked="" type="checkbox"/>
CON 1/2: 10 Foot Length 1/2 Condu	0	0	0	8.25	0.00	<input checked="" type="checkbox"/>
CON 3/4: 10 Foot Length 3/4 Condu	0	0	0	9.75	0.00	<input checked="" type="checkbox"/>
EMT 1/2 2#12: EMT 1/2 2#12	50	50	50	1.75	87.50	<input checked="" type="checkbox"/>
EMT 1/2 3#12: EMT 1/2 3#12	50	50	50	2.50	125.00	<input checked="" type="checkbox"/>
EMT 3/4 5#12: EMT 3/4 5#12	50	50	50	1.15	57.50	<input checked="" type="checkbox"/>

OK Cancel

Receive All Invoice All Invoice None Import

☐ Cancel Remaining Balances

Sales Tax Code CINCI ?

Item Total	270.00
Calculated Sales Tax	18.23
Actual Sales Tax	18.23
Invoice Total	288.23

A subcontract will require invoicing by line item, tracking the amount left to bill per line item:

Subcontract Info

RFC	Change Order	Item	Unbilled Units	Unbilled Amount	Bill Units	Unit Price	Bill Amount
		.140 - Concrete - Driveway	0	1,500.00	0	0.00	750.00
		.150 - Concrete - Exterior	0	1,500.00	0	0.00	750.00
		.170 - Concrete - Foundation	0	0.00	0	0.00	0.00
		.180 - Concrete - Footer	0	0.00	0	0.00	0.00
		.190 - Concrete - Other	0	500.00	0	0.00	0.00
		.320 - Foundation	0	2,250.00	0	0.00	1,750.00

OK Cancel Invoice All Invoice None 5,750.00 3,250.00

And a committed cost keeps track of the total commitment entered and invoiced at the bottom of the invoice entry screen:

New Invoice

Invoice Reports Job Notes

Vendor: ACE ? ACE Hardware
65 Main Street
Winthrop, MA 02152

PO/Subcontract: 15-002 ? Edit

Invoice Number:

Invoice Amount:

Status: Pay

Invoice Date: 10/12/2017 ?

Department: ?

Description:

Post To: Oct, 2017

Route To:

Print on stub: ☐

Due Date: 11/11/2017 ?

Waivers:

Percent	of	Amount	Account	Valid Thru
Discount: 0.00	0.00	0.00	6100.00	10/12/2017
Retention: 0.00	0.00	0.00	2001.00 ?	
Workers Comp: 0.00	0.00	0.00	2280.00	Expires

Cost Code	Cost Type	Account	Amount	Direct Pay	Equipment	Code	Service Order
304.03.003000	M -	5100.00 ?	0.00		?		

Committed Cost

Job Material: 1,750.00

Invoiced: 0.00

1,750.00

0.00

OK Cancel

NUM

Invoice Number - This field is for the invoice number the vendor has assigned. This can be an optional field in ComputerEase; however if the invoice number is left blank, ComputerEase has no way of stopping duplicate entry of this invoice or double payment. When you enter an invoice number, ComputerEase checks to see if you have entered this invoice for this vendor before. If you have previously entered this invoice number for this vendor, ComputerEase will reject entry of it a second time.

Invoice Amount - Is the gross amount of the voucher before any discounts, retention, or workers compensation deductions. **Use a Negative amount to indicate the invoice is a credit.**

Status Options:

Pay - Will allow you to pay this voucher at a later time.

Hold - Will not allow this invoice to be paid until the voucher status has been edited from this status.

Immediate Pay - Allows you to print a check immediately after saving the voucher.

Batch Pay - Puts the invoice into a payment batch that will allow you to pay multiple invoices at once upon exiting the invoice entry screen.

Description - This field is completely optional, but can be quite useful when tracking down vouchers and checks. This description displays and prints on most A/P, G/L and J/C reports, giving you an easy way to identify a voucher. After entering a description and pressing **Enter**, you will see field that asks if you would like to print this description on the Check Stub, press the **space bar** or click on the check box to print this description on the check stub.

Invoice Date - By default, this field contains the current ComputerEase log-in date. The date entered here is used in combination with the vendor's payment terms to calculate the due date. Press **Enter** if you wish to leave this field as the date displayed or simply type in a different date. Pressing the plus or minus key will change the date by one day.

Post To - This field defaults to the posting period that corresponds to the month of the invoice date. This field is the financial period you wish to post the invoice to.

Due Date - This field will calculate the correct due date using the terms entered in the vendor master file and the invoice date. If no terms are set in vendor master file this date will be the same as the invoice date. If you are using vendor zero, the default is net 0.

Department - This field defaults to the department entered in the vendor's maintenance file. If this invoice belongs to another department, you have the ability to change it.

Route To - This feature allows you select from a pre-determined group/person to route this invoice to. See 'Invoice Approval' for setting up invoice routing. You may manually select to route an invoice to more than one group/person.

Waivers - This field allows you to enter lien waivers received for the lien waiver tracking program (part of the Subcontract module).

Discount Percent - This is the percentage of discount setup in the vendor master file. If this is not the correct percentage simply type in the correct percentage for this voucher.

Percent Of - This field defaults to the gross invoice amount entered earlier. If you need to take the discount only on a portion of the voucher simply type in the correct dollar amount for the discount to calculate.

Discount Amount – This field shows the dollar amount of the actual discount. If you entered a discount percentage, this amount will calculate automatically for you. You can also override the percentage by simply typing in the correct dollar amount of the discount to be withheld. If you enter a dollar amount here it will calculate a percentage amount and place it under the Discount Percent column.

Discount Account – This field defaults to the discount account established in the Accounts Payable parameters. This account can be changed at time of voucher entry if necessary.

Valid Thru - This field contains the default date which the voucher must be paid by for the discount to be applicable. This date can also be changed manually. This date is calculated on the information setup in the Vendor Master File. If you are using vendor zero, the default is the day of the invoice. Note: This date can be overridden during printing of checks to force the discount if necessary.

Retention Percent – This is the percentage of retention setup in the Vendor Master File. If this is not the correct percentage simply type in the correct percentage for this voucher.

Retention Amount – This field defaults to the retention amount calculated from the retention percentage. You can manually enter a dollar amount for the retention. If you enter a number here, ComputerEase will calculate a percentage amount and place it under the Retention Percent column.

Retention G/L Account - This field defaults to the retention account established in the Accounts Payable parameters. This account can be overridden at time during voucher entry if necessary.

Workers Comp Percent - In some situations, you may be required to pay a subcontractors' workers compensation insurance. If this is the case, you may also wish to deduct this amount from some or all of the subcontractor's vouchers. This field contains the percentage amount of workers comp to be withheld for this voucher. If there is no workers comp or the workers comp is expressed as a dollar figure, press **Enter**, leaving this field at zero.

Workers Comp Amount – This field allows you to fill in a specific dollar amount to be withheld from the voucher. If you enter a number here, ComputerEase will calculate a percentage amount and place it under the Workers Comp Percent column.

Workers Comp G/L Account - This field defaults to the worker's comp account established in the Accounts Payable parameters. This account can be overridden at time during voucher entry if necessary.

Expires - This field will contain a date based on the information in the vendor's Master File Record. This date should be the date you need to begin withholding workers compensation deductions for a subcontractor. If the voucher is paid after this date shown, the workers comp amount shown in the Workers Comp Amount field will be withheld from the check. This date can be manually overridden. Also this date will provide a warning message if worker compensation certificate of insurance has expired.

State Withholding - If the selected Vendor has a State Withholding Code, this field will be active (will default to the Code in Vendor Maintenance but can be overridden). If no State Withholding Code is assigned, this field will be grayed out.

Tip: Discount, Retention, & Workers Comp options are initially controlled by the defaults set in the Vendor's Master file. If you need to access one of these options and it is grayed-out, select Invoice in the upper left corner of the menu and select the needed option or you may edit your vendor maintenance and change the default.

Note: With the "header" information of the voucher entered you will now need to expense the gross amount of the invoice. If your job costing has departments the order of the following fields will vary slightly.

Account Number - Enter the General Ledger expense account where you wish to expense the invoice. If you have defined a default General Ledger account in this vendor's master file, this account number will automatically appear in this field. If you wish to change the account shown or if there is no account shown, type in a valid General Ledger account number.

Amount - Enter the amount to be expensed to this General Ledger Account. If you need to expense this invoice to multiple General Ledger accounts or Cost Codes, you will be given additional lines to continue expensing the invoice until it is expensed in full. At the bottom of the screen you will see a number in parentheses; this is the amount you still need to distribute before ComputerEase will allow you to save this voucher.

Cost Code - This field contains the job, phase, and/or category where you wish to expense the invoice in the Job Costing module. This entry must be in the format *Job#, Job#.Category#* or *Job#.Phase#.Category#* depending upon the type of job.

Type - This field is available only for distributions that have a valid job, phase, and/or category in the Cost Code field. The type displayed here will be the default cost type defined in this vendor's master file. If you wish to change this cost type, type in the letter of the new type and press **Enter**.

Note: When job costing the invoice, the type should correspond to the General Ledger account assigned to that cost type in Job Cost Parameters. If it does not you may have difficulties balancing the General Ledger to the Job Cost detail. Password maintenance has an option that never allows this to go out of balance by not allowing the operator to save an invoice where the cost type and General Ledger account are mismatched.

Direct Pay - If you have enabled the direct pay option in Accounts Payable parameters, you will see a field named Direct Pay. Select the appropriate code you need to use to calculate the tax to be accrued for this distribution line.

Equipment Code - If you have the Equipment Costing Module, enter the appropriate Equipment Code if this invoice is equipment related.

Equipment Cost Code - If you have the Equipment Costing Module and this voucher is for a piece of equipment, you must also enter an Equipment Cost Code. These codes are company and equipment specific, press **F2** key for a list of possible codes. For further details see the section in the manual on Equipment Costing.

Service Order - If you have enabled the Service Order feature within Equipment Costing, you can select the service order associated with this cost for the specific piece of equipment.

Pressing **F9** or clicking on the **down arrow** to the right of the Equipment Cost Code will bring up addition information about the line of distribution you are entering:

Account	Amount	Cost Code	Cost Type	Direct Pay	Equipment	Code	Service Order
?	0.00		?		?		
Description		Date	?	Qty	Hrs		
2nd Party							

Description - This is a description line specific for this line of distribution for the Accounts Payable Invoice. If this line of the invoice is distributed to a job, this description will appear in the detail of job costing. If in the Accounts Payable Parameters the "G/L Description" from option is set to "Distribution," then this description will flow to the General Ledger also.

Date - This date overrides the invoice date if the distribution is assigned to a job.

Qty - This is the quantity of units that this distribution will complete on the job. This is the field that you will utilize if you have set your job up to update units via A/P and I/C.

Hours – This is the number of hours associated with this line of entry. This information will appear in job costing detail if a cost code is assigned to the line of distribution.

2nd Party – This is the vendor code or name for the second party if this portion of the invoice is to be paid via two-party check.

Repeat steps until all expenses associated with this voucher have been recorded. You must expense the entire amount of the invoice.

Adding Attachments to an Invoice

You have the ability to add various attachments to your vouchers. These attachments may be viewed from displayed reports or during the invoice approval process.

Click on **Attachments** in the upper right-hand corner of your 'Enter a New Invoice' screen. The Attachments screen will appear.

For instructions on adding attachments, refer [How Do I Work With Attachments In ComputerEase](#) .

Adding Notes to an Invoice

You have the ability to add notes to your vouchers. These attachments may be viewed and/or edited from displayed reports.

Click on **Notes** in the upper right-hand corner of your 'Enter a New Invoice' screen. The Notes screen will appear. Type any notes and click **OK** to save.

When you have completed the data entry for this A/P invoice you may hit **F10** or **OK** in the lower right hand corner of the screen. This will save the invoice and indicate in the lower left corner of the screen the voucher number ComputerEase has assigned to this invoice.

2.3.2 Editing an Invoice

Another feature in ComputerEase is its ability to edit an invoice after it has been posted to Job Costing and the General Ledger. You may also edit, on a limited basis, invoices that have been paid. ComputerEase will make all adjusting entries to Job Costing immediate upon saving the edited voucher. The General Ledger will be updated the next time you post Accounts Payable to the General Ledger.

Select **Accounts Payable > Edit an Invoice**.

Voucher Number - Select the voucher number to edit the original invoice. If you do not remember the voucher number, click on the vendor tab in the display screen. The **Beginning with** field will search by vendor code and the **Containing** field will search by invoice number.

Number	Vendor	Invoice	Description
1	AMECUT	659	
2	JDEERE	69850	
3	JDEERE	658	
4	JDEERE	698590352	
5	JDEERE	32552	
6	JDEERE	98650	
7	JDEERE	45820	
8	JDEERE	74520	
9	ADONEL	324589	
10	TAYMADE	568	
11	PRAIR	12354	
12	PRAIR	45890	
13	ANCELE	6570	
14	PRAIR	123456	
15	PRAIR	654321	
16	ADONEL	1	

Once you have selected the voucher you want to edit, the original invoice entry screen will appear. If the invoice has not been paid, you may edit any field. If the invoice has already been paid, you will receive a warning message and only fields that do not affect the posted payment may be edited.

Note: By clicking on the **Edit** button, while in the "Edit an Invoice" screen you are able to edit the quantities and dollar amounts that you previously received against the purchase order. Be careful not confuse this with editing of a purchase order. You can Edit a Purchase Order from this screen by selecting **Invoice** in the top left hand corner of the screen and then **Edit a PO**.

2.3.3 Running the Invoice Register

Once you have entered a voucher(s) into ComputerEase, a variety of reports may be printed and displayed. The most basic of all voucher reports is the Invoice Register. This report is a list of all vouchers entered into the system since the last time you ran the **Clear Invoice Register** program. The Invoice Register is always printed out in voucher number order and contains general invoice information. However, the invoice register does not contain any information regarding invoice status or aging. That information is contained in reports under the Accounts Payable Reports menu.

Select **Accounts Payable > Invoice Register**.

Voucher...To - These fields are used to filter this report by voucher.

Vendor...To - These fields are used to filter this report by vendor.

Department...To - Only if you are using departments in your Accounts Payable; these fields are used to filter departments for this report.

Period...To - These fields are used to filter this report by General Ledger period.

Date...To - These fields are used to filter the report by date.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Detail or Summary - This field defaults to Detail. A Detail report will print all the items listed at the beginning of this section. A Summary report will not list the distributions of the voucher (the General Ledger Accounts, any job costing information, or the direct pay information).

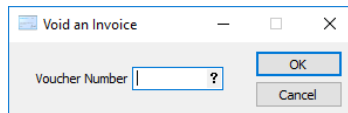
Entered by - Enter the user ID if you wish to filter the Invoice Register by the user who entered the voucher.

2.3.4 Voiding an Invoice

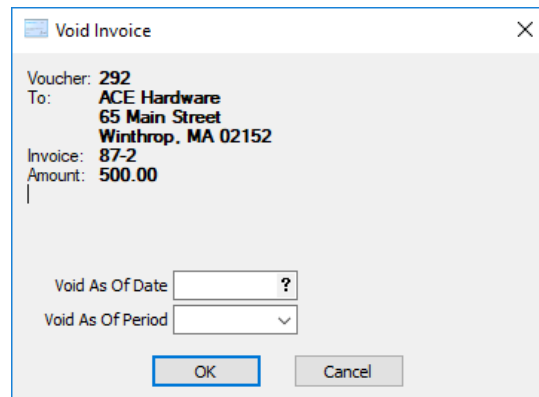
This menu selection allows you to void an unpaid invoice that has been previously entered in ComputerEase. This function actually reverses the invoice and all corresponding data associated with it, including Job Cost and General Ledger detail. The Job Cost portion will be reflected immediately, while the General Ledger portion will not take effect until the next time Accounts Payable is posted to the General Ledger. You can also void an invoice when you are in the Edit an Invoice screen by selecting Invoice in the top left hand corner of the screen and then Void this invoice.

Note: You cannot void an invoice that has had any payments made against it. If an invoice with payments applied against it needs to be voided, you can enter a credit memo to apply against the balance or you must first void the check(s) associated with the payments using the "Void a Check" program and then come back to this menu selection to void the invoice.

Select **Accounts Payable > Void an Invoice**.

A small dialog box titled "Void an Invoice" with a close button (X) in the top right corner. It contains a text field labeled "Voucher Number" followed by a question mark icon. To the right of the text field are two buttons: "OK" and "Cancel".

Voucher Number - Enter or choose the voucher number to void and click **OK**.

A larger dialog box titled "Void Invoice" with a close button (X) in the top right corner. It displays the following information: "Voucher: 292", "To: ACE Hardware", "65 Main Street", "Winthrop, MA 02152", "Invoice: 87-2", and "Amount: 500.00". Below this information are two fields: "Void As Of Date" with a question mark icon and "Void As Of Period" with a dropdown arrow. At the bottom are "OK" and "Cancel" buttons.

Void As Of Date - Enter the date to which you would like to void the invoice. This may be on or after the original invoice date, but may not be before it.

Void As Of Period - Enter the general ledger period to which you would like to void the invoice. This may be on or after the period to which you posted the original invoice, but may not be before it.

The date and period you enter here will be used for the reversal postings in both Job Cost and the General Ledger, and when pulling Open and Paid Invoice reports using the **As of** prompts.

2.4 Working With Payments In Accounts Payable

2.4.1 Paying Invoices

This menu selection allows you to select specific invoices for payment previously posted through Accounts Payable. There are multiple ways of selecting invoices for payment, such as by vendor, job, due date, discount date or a combination of the various selection fields. You may, for instance, pay only those invoices due before the end of the month on a particular job. This flexibility allows you to quickly select and pay particular invoices without having to weed through all your open invoices. In addition, each invoice may be paid in full or partially paid.

To Select Invoices

Select **Accounts Payable > Pay Invoices**.

Take Discount - Select All or Due by. This field is used to indicate what discounts you wish to take. Use All if you wish to take all discounts regardless if the discount date has passed. Use Due by if you wish to take only the discounts earned by the discount date selected.

Pay Retention - This field defaults to "No." If you do not wish to pay any retention at this time, leave this selection; if you wish to pay any outstanding retention, select "Yes" from the menu, or hit the Y key in this field.

Vendor...To - This field is helpful if you need to select vouchers for payment by vendor. You can select vouchers for one particular vendor, a range of vendors or all vendors.

Department...To - This field is helpful if you wish to select only a range of certain vendor departments to pay invoices from.

Vendor Type - This field allows you to select vouchers based on the type of vendor. You have four choices for this field, All, Other, Suppliers or Subcontractors. The vendor type is selected for vendors in their vendor master file. Use your mouse for making the appropriate selection.

Allow Checks - Check this box to select vendors who do not have ACH or Comdata payment enabled.

Allow ACH Payments - Check this box to select vendors who have ACH payment enabled.

Allow Comdata Payments - Check this box to select vendors who have Comdata payment enabled.

Job - This field allows you to select vouchers by Job; type in the correct job code or use **F2** or hit the ? to choose a job.

Vouchers...To - This field will allow you to select an individual voucher or range of vouchers. Simply type in the voucher number you want to select use the lookup features to choose a voucher number.

Due by - This field is used to select vouchers due by a chosen date.

Discount Date...To - These two fields are the lower and upper Discount Dates you wish to use to select vouchers. The first field is for the earliest discount date you want to use during voucher selection; the second is for the latest date.

After making the correct selections for the above fields, select **OK** and all the corresponding vouchers will be display on the screen.

Hint: You can right-click in the toolbar to select which fields are visible in this screen and drag them into the order you prefer. Clicking on any of the column headings will sort your invoices by that column. Using any of the selection criteria above will cause the invoice selection to default all invoices to "Pay." Using none of the criteria will cause the invoice selection to default all invoices to "Don't Pay."

Invoice Selection

	Vendor	Invoice	Inv Amount	Voucher	PO	Vendor Name	Job	Pay	Inv Date	Discount	Type	Due Date	Retention
<input checked="" type="checkbox"/>	AFFORDAB	12335	287.25	469		Affordable Fasteners of KY	13-202	287.25	5/30/2017	0.00	M	6/29/2017	0.00
<input checked="" type="checkbox"/>	AFFORDAB	119-2	1,973.00	472	HOME/119	Affordable Fasteners of KY	HOME	1,775.70	6/9/2017	0.00	S	7/9/2017	197.30
<input checked="" type="checkbox"/>	AFFORDAB	134	196.00	536		Affordable Fasteners of KY	CONTRACT	196.00	5/14/2018	0.00	M	6/13/2018	0.00
<input checked="" type="checkbox"/>	AFFORDAB		176.07	564	1096	Affordable Fasteners of KY	(various)	176.07	8/17/2018	0.00	M	9/16/2018	0.00
<input checked="" type="checkbox"/>	AFFORDAB	378246	180.25	590	1108	Affordable Fasteners of KY	(various)	180.25	8/10/2019	0.00	M	8/25/2019	0.00
<input checked="" type="checkbox"/>	AFFORDAB	378249	1.00	591	1109	Affordable Fasteners of KY	100	1.00	9/10/2019	0.00	M	9/25/2019	0.00
<input checked="" type="checkbox"/>	AFFORDAB	1110	1.00	592	1110	Affordable Fasteners of KY	100	1.00	9/10/2019	0.00	M	9/25/2019	0.00
<input checked="" type="checkbox"/>	AFFORDAB	1035SUB	1.00	593	1035	Affordable Fasteners of KY	100	1.00	9/10/2019	0.00	E	9/25/2019	0.00
<input checked="" type="checkbox"/>	AFFORDAB	1115	3,000.00	596	1115	Affordable Fasteners of KY	13-101	2,940.00	10/31/2019	60.00	M	11/30/2019	0.00
<input checked="" type="checkbox"/>	AFFORDAB	1118	10,000.00	597	1118	Affordable Fasteners of KY	13-101	9,810.00	10/31/2019	190.00	M	11/30/2019	0.00
<input checked="" type="checkbox"/>	AFFORDAB	1115a	3,000.00	598	1115	Affordable Fasteners of KY	13-101	3,000.00	10/31/2019	0.00	M	11/30/2019	0.00
<input checked="" type="checkbox"/>	AFFORDAB	1116	52.07	599	1116	Affordable Fasteners of KY	13-101	46.16	9/26/2019	0.70	M	12/11/2019	5.21
<input checked="" type="checkbox"/>	AFFORDAB	11	1.00	614		Affordable Fasteners of KY	100	1.00	2/3/2020	0.00	M	3/4/2020	0.00
<input checked="" type="checkbox"/>	AFFORDAB	1096-1	166.61	623	1096	Affordable Fasteners of KY	(various)	166.61	5/21/2020	0.00	M	6/20/2020	0.00
<input checked="" type="checkbox"/>	AUDREY	1016	126.21	419	1016	Audrey Systems, Inc.	CONTRACT	126.21	6/29/2016	0.00	E	7/29/2016	0.00
<input checked="" type="checkbox"/>	AUDREY	1024-1	1,800.00	497	1024	Audrey Systems, Inc.	HOME	1,800.00	11/1/2017	0.00	S	12/1/2017	0.00
<input checked="" type="checkbox"/>	AUDREY	1024-2	1,200.00	498	1024	Audrey Systems, Inc.	HOME	1,200.00	11/1/2017	0.00	S	12/1/2017	0.00
<input checked="" type="checkbox"/>	AUDREY	1024-3	2,400.00	499	1024	Audrey Systems, Inc.	HOME	2,400.00	11/1/2017	0.00	S	12/1/2017	0.00
<input checked="" type="checkbox"/>	AUDREY		847.00	530	1072	Audrey Systems, Inc.		847.00	2/28/2018	0.00		3/30/2018	0.00
<input checked="" type="checkbox"/>	AUDREY		847.00	531	1072	Audrey Systems, Inc.		847.00	4/30/2018	0.00		5/30/2018	0.00
<input checked="" type="checkbox"/>	AUDREY	1072	9,220.00	618	1072	Audrey Systems, Inc.		9,220.00	3/4/2020	0.00		4/3/2020	0.00
<input checked="" type="checkbox"/>	AUDREY	1034	221.00	619	1034	Audrey Systems, Inc.	15096	221.00	3/4/2020	0.00	S	4/3/2020	0.00
<input checked="" type="checkbox"/>	BARB	11-home	4,890.00	578	THOME11	Barborito Concrete	HOME	4,312.98	4/12/2019	88.02	E	5/12/2019	489.00
<input checked="" type="checkbox"/>	BARB	1124	110.00	612	1124	Barborito Concrete	100	110.00	1/16/2020	0.00	M	2/15/2020	0.00
<input checked="" type="checkbox"/>	BARB		135.00	617	1142	Barborito Concrete		132.30	2/18/2020	2.70		3/19/2020	0.00

Ordered By: Vendor Total Selected 39,798.53

Pay (Y) Don't Pay (N) Partial Pay Pay Source 2 Party Check Select All Select None Show Subtotals OK Cancel

From this screen you can decide which vouchers to pay/partial pay from the selected list. Use your mouse/arrow keys to highlight the first voucher that you want to pay/partial pay. Once the individual voucher is highlighted you have several selections at the right of the screen, they are as follows:

Pay (Y) – This selection will select the voucher for payment.

Don't Pay (N) – This selection will not select voucher for payment, it will remain in open vouchers for later payment.

Partial Pay – This selection will allow you to partially pay a voucher.

Pay Source – This selection will allow you to change the payment source.

2 Party Check - Will allow 1 check to be written with 2 vendor names printed on it.

Select All – This selection will allow you to select all items for payment.

Select None – This selection will allow you to deselect all items selected for payment.

Show Subtotals – When sorted by job or by vendor, this will allow you to view subtotals by job or by vendor.

Partial Pay

Each line of distribution for the voucher may have a partial payment made. These fields determine how much that payment will be.

From the Invoice Selection main menu select **Partial Pay**.

Cost Code	Amount Open	Apply		Retention	Pay Retention
390.01.001000	100.00	100.00	Gross	5.00	0.00
		100.00	Gross		0.00

Apply – This is the amount you wish to pay.

Gross or Net – This indicates if the Apply amount is the amount prior to any retention (Gross) or after retention is withheld (Net).

Pay Retention – If there has been any retention withheld from previous payments you can designate how much of that you wish to be included in this payment.

Create a 2 Party Check

From the Invoice Selection main menu select **2 Party Check**.

Select the additional vendor that you want as a second party on the check or simply key in a name if the second party is not a vendor from your vendor master files.

Pay Selected Invoices

Pay Invoices	
Invoices Selected	1
Checks Required	1
ACH Payments	0
Comdata Payments	0
Gross Payment	500.00
Discount	0.00
Retention	0.00
Workers Comp	0.00
State Tax	0.00
Net Payment	500.00
Net from Checking	500.00
Net from ACH	0.00
Net from Comdata	0.00

Buttons on the right side of the window:

- Select more Invoices
- Adjust Selected Invoices
- Select Lien Waivers
- Preview Payments
- Print / Post Payments

On the left hand side of the screen you will see a few items that may be helpful to you before your checks are printed. The items you see will vary depending upon whether you utilize Comdata for electronic payment.

Invoices Selected – The number of invoices currently selected for payment.

Checks Required – The number of checks that are required for the selected invoices.

Comdata Payments - The number of Comdata payments that will be processed.

Gross Payment – The total gross dollar amount of all the invoices you have selected for payment.

Discount – The total dollar amount of all discounts you will receive on selected invoices.

Retention – The total amount of retention set aside for the invoices you have selected.

Workers Comp - The amount of workers' comp withheld from selected invoices due to expired policies and withholding amounts entered by invoice.

State Tax - Total amount of State Tax withheld for the selected invoices if applicable.

Net Payment – Total amount you will be paying from all sources, including ACH and Comdata payments.

Net from Checking – Total amount you will be paying by check.

Net from ACH – Total amount you will be paying via ACH.

Net from Comdata – Total amount you will be paying via Comdata.

On the right side of the screen there are several options to choose from to help you correct any errors, preview your work, and to print your Accounts Payable checks.

Select more Invoices – This option is for adding additional vouchers to the selected list for payment. If you need to select more vouchers use this option and repeat above steps until your selection list is completed.

Adjust selected Invoices - This option will allow you to see a list of the vouchers that are currently selected for payment. From this list, you may individually select or deselect vouchers or select certain vouchers for partial payment. Once you select this option, all the vouchers that are currently selected will be listed on your screen.

Select Lien Waivers – This option allows you to select which lien waiver will print per check/voucher. This will default to the setting in the vendor master file and can be overridden.

Preview Checks - This option allows you to proof your selections for payments. This report can be printed or displayed. When you select to preview checks, you will be presented with a screen showing each check that will be printed. Use this report/display for final approval of your checks prior to printing.

Print/Post Checks - This option is for printing the checks. Selecting this option will bring you to the Check Printing Screen.

Print/Post Checks

Post To - This field contains the G/L period to which this check will be posted. This will default to the current G/L period and year. Choose the correct G/L period and year for this batch of checks if the default is incorrect.

Checking Account - This field defaults to the checking account setup for Accounts Payable in **Configure > System Parameters > Accounts Payable Parameters**. If you have multiple checking accounts and need to switch to a different account, click your mouse on the question mark and select the correct account off the displayed list.

Cash Account - This field contains the default General Ledger number for the checking account you selected previously. If this number is incorrect enter the correct G/L number.

Note: Changing the checking account should change the general ledger account. Only if you wish to post this batch of checks to some account other than the checking account's default account should you change this account number here.

Next Check Number - ComputerEase keeps track of your check numbers for each checking account you set up. The default check number is usually correct. However, since some checks are voided without being used and others used for manual checks, occasionally you will need to enter the correct check number into this field.

Date of Check - This field defaults to your current log-in date. If you need a check dated with a different date you may change it here.

Print Checks – Choose Printer, Create-A-Check, AvidXchange or No.

Allow Comdata Payments – This option only appears if you pay vendors via Comdata. Check this box if you want to pay your vendors who accept Comdata payments via Comdata. If you want to issue them a live check instead, uncheck this box.

Allow ACH Payments – Check this box if you want to pay your vendors who accept ACH payments via ACH. If you want to issue them a live check instead, uncheck this box.

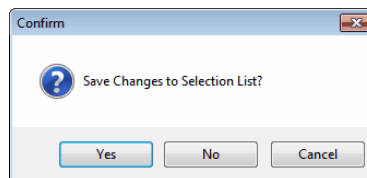
Check Printer – This field will default to the printer you have setup under **Configure > Configure User** for check printing. If this is not the correct printer, use the **F2** key to bring up a menu with a list of printers from which to choose.

Report Printer – This field will default to the printer you have set up under **Configure > Configure User** for plain paper printer. If this is not the correct printer, use the **F2** key to bring up a menu with a list of printers from which to choose.

Note: If these two fields are set to the same printer, you may see a message while checks are printing to "Remove checks from printer and place plain paper in printer." After you have removed Checks and placed in plain paper click OK which will prevent you from printing your reports/transmittal sheets on your checks.

When all fields have been answered, click **OK** and ComputerEase will ask you to verify that the data is correct, click **Yes** to continue or **No** to exit. When you choose **Yes** ComputerEase will begin printing your checks and (if applicable) transmittal sheets you will see a prompt asking if it is OK to post the checks. Do not answer until all checks are printed; if checks printed with no errors click on **OK** to post. If there was an error click on **No** and you will be prompted for which checks to mark as voided/destroyed during printing.

Note: If you click **Cancel** on the Pay Invoices screen, then on the red **X** in the upper right corner of the invoice selection screen before you print the checks, you will see the following message.

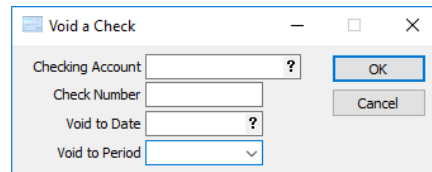


If you choose **Yes** here, the selection list will be saved for you to edit and/or print checks at a later time.

2.4.2 Voiding a Check

This menu selection allows you to void a check in the A/P system. Voiding a check will reverse postings this check generated in both Accounts Payable and the General Ledger and reopen the voucher to be edited, voided, or paid again with another check. If the check was not entered into the system (printed on check by mistake, etc) you still have the ability to void the check.

Select **Accounts Payable > Void a Check**.



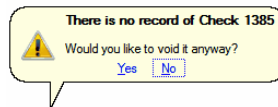
Checking Account – Enter the checking account from which the check was written.

Check Number – Enter the check number you wish to void.

Void To Date – This field will default to the current log-in date. You may void the check to any date that falls on or after the original check date. This date is used when viewing Open and Paid Invoice Reports using the **As of** prompt.

Void to Period - This field will default to the General Ledger period corresponding to the entry in **Void to Date**. You may void the check to any period on or after the period in which the check was originally posted. This date is used when viewing Open and Paid Invoice Reports using the **As of Period** prompt.

If the check has not been recorded in ComputerEase you will receive the following message.



If you would like to mark the check void in ComputerEase for more accurate record-keeping, click on **Yes** or the **Y** on your keyboard.

2.4.2.1 Running the Check Register

Once you have entered a check into ComputerEase, a variety of reports may be printed. The check report is a simple list of all your checks entered into the system since the last time you ran the **Clear Check Register** program. The list may be printed for a hard copy or simply displayed on the screen. The check register is always printed in check number order, but may also be grouped by Cash Account. The check register contains general check information.

Select **Check Register > by Check** or **by Cash Account**.

The same screen will appear regardless of which option you choose. The only difference between the reports is that the report **by Cash Account** will group your checks by the cash account from which they were written.

Show – Select Current Register for all checks that have not been cleared using the Clear Check Register menu selection. Select All Checks for every check that has been written to the checking account.

Checking Account - This field will default to your Accounts Payable checking account that you designated under **Configure > System Parameters > Accounts Payable Parameters**. If this is not the checking account that you wish to view simply choose the correct checking account by hitting **F2** or the **?** and selecting the correct account from the displayed list. If you clear the checking account listed, you will be able to print checks from all of your checking accounts on one check register.

Check Number...To - These fields are used to filter the report by check number.

Vendor...To - These fields are used to filter the report by vendor.

Period...To - These fields are used to filter the report by General Ledger period.

Date...To - These fields are used to filter the report by date.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Click **OK** to print the report or **Cancel** to exit the screen without printing the report.

2.4.3 Outstanding Check Report

This menu selection prints or displays all outstanding checks that you have not reconciled for an individual checking account or for all accounts in ComputerEase. This report is printed in check number sequence in ascending order and contains a very basic listing of checks outstanding.

Select **Accounts Payable > Outstanding Check Report**.

The screenshot shows the 'Outstanding Check Report' dialog box. It has a 'View' tab and a 'Defaults' tab. Under 'Defaults', there are fields for 'Checking Account' (set to '(all)'), 'Checks' (set to '(first)'), 'To' (set to '(last)'), 'Dates' (set to '(first)'), 'To' (set to '(last)'), 'Send Report To' (set to 'Display'), and 'Printer' (with a 'Setup' button next to it). At the bottom are 'OK' and 'Cancel' buttons.

Checking Account - This field will default to the Accounts Payable checking account that you designated under **Configure > System Parameters > Accounts Payable Parameters**. You may choose another account or remove the default entry to view all checking accounts.

Check Number...To - These fields are used to filter the report by check number.

Date...To - These fields are used to filter the report by date.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

2.4.4 Processing Comdata Payments

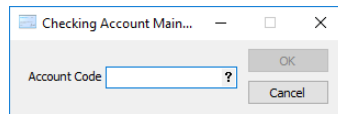
ComputerEase allows the use of a special checking account type to process payments through Comdata's payment processing service. With a few simple steps in ComputerEase, your Comdata processing will be ready to go.

Select **Configure > System Parameters > Accounts Payable Parameters** and click on the **Check Printing** tab. Make sure that the **Enable Comdata Payment Processing** option is checked.

The screenshot shows the 'Setup' dialog box with the 'Check Printing' tab selected. It has three tabs: 'General', 'Check Printing', and 'Data Files'. Under 'Default Checking Accounts', there are fields for 'Accounts Payable' and 'Payroll', both with '?' buttons. Under 'Sorting', there are dropdowns for 'Sort Checks By' (set to 'Vendor Number') and 'Sort Invoices By' (set to 'Voucher Number'). Under 'Print Account Number', there is a dropdown set to 'Above Sum Of'. There is a 'Lien Waiver Height' field set to '66'. Under 'Send Waivers to', there is a dropdown set to 'Printer'. Under 'Send ACH Waivers to', there is a dropdown set to 'Clipboard'. There are several checkboxes: 'Print Transmittal sheet for ACH payments', 'Extra Transmittal sheet', 'Print Voucher Description on Check Stub', 'Enable Comdata Payment Processing' (checked), 'Enable Create-A-Check', 'Enable Avidxchange', and 'Enable Nvoicepay Payment Processing'. At the bottom, there is an 'Avidxchange Folder' field set to 'C:\' with a '?' button. At the very bottom are '< Back', 'Next >', 'Save', and 'Cancel' buttons.

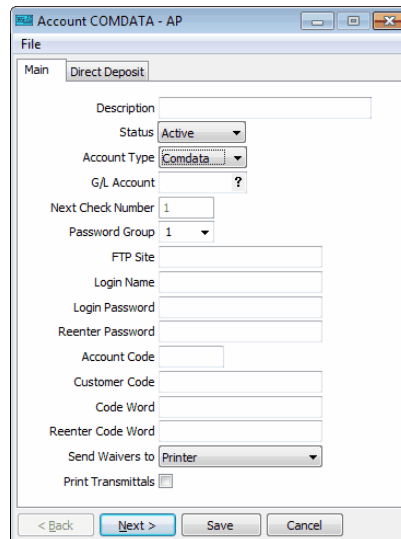
You must have a special checking account set up through which to process your Comdata payments.

Select **Accounts Payable > Maintenance Programs > Checking Account Maintenance**.


 A small dialog box titled "Checking Account Main...". It contains a text field labeled "Account Code" followed by a question mark icon. To the right of the text field are two buttons: "OK" and "Cancel".

Account Code - Either select an existing account from the drop down menu or enter your new code and select **OK** and then **Yes** to create.

Only the **Main** tab will be used for a Comdata checking account.


 A window titled "Account COMDATA - AP" with a menu bar containing "File". Below the menu bar are two tabs: "Main" (selected) and "Direct Deposit". The "Main" tab contains the following fields and controls:

- Description: Text field
- Status: Dropdown menu with "Active" selected
- Account Type: Dropdown menu with "Comdata" selected
- G/L Account: Text field with a question mark icon
- Next Check Number: Text field with "1" entered
- Password Group: Dropdown menu with "1" selected
- FTP Site: Text field
- Login Name: Text field
- Login Password: Text field
- Reenter Password: Text field
- Account Code: Text field
- Customer Code: Text field
- Code Word: Text field
- Reenter Code Word: Text field
- Send Waivers to: Dropdown menu with "Printer" selected
- Print Transmittals: Check box (unchecked)

 At the bottom of the window are four buttons: "< Back", "Next >", "Save", and "Cancel".

Description - Enter a description for the account.

Account Type - Choose "Comdata" since this account will be used for Comdata payment processing.

G/L Account - Select or enter the account in your general ledger that corresponds to this account.

Next Check Number - Enter the first/next check number to be used; this will keep track as payments are made in the system.

Password Group - Select password group 1-8. This allows you to control which users have access to this account.

Payment Method - Enter payment method for payments made from this account. This defaults to "Chk" but you can enter up to 3 characters (EFT, ACH, etc). This makes account reconciliation easier; this code is displayed in GL detail reports and in the account reconciliation screen.

FTP Site - Enter the ftp site supplied by Comdata.

Login Name - Enter your Comdata website login name.

Login Password - Enter your Comdata login password.

Reenter Password - Re-enter your Comdata password for verification.

Account Code - Enter your Comdata account code.

Customer Code - Enter your Comdata customer code.

Code Word - Enter your Comdata code word.

Reenter Code Word - Re-enter your Comdata code word for verification.

Send Waivers to - Choose Printer or Clipboard to determine whether lien releases for payments processed using Comdata will be printed to your Plain Paper Printer or sent to the clipboard.

Print Transmittals - Check this box to print transmittals for all Comdata payments after your check run so you will have a record from ComputerEase of Comdata payments processed.

Click **Save** to save the account.

Vendors who are able to receive payments through Comdata must be identified as such in Vendor Maintenance.

Select **Accounts Payable > Maintenance Programs > Vendor Maintenance** and select a vendor. Click on the **Settings** tab and make sure the option to **Pay via Comdata** is checked and the vendor's email address to receive payment notification is entered.

Vendor ACE - ACE Hardware

File

Name and Address Settings Notes User Fields Attachments

Status: Active Sub Type(s): ?

Type: Supplier

Department: ?

Tax ID: ?

Account #: ?

Cost Type: M - Material

G/L Account: ?

Lien Waivers: ?

Payables Routing: ?

Check Limit: No Limit Payments on Hold: ?

Pay via Comdata: ☒ Email: email@email.com

Payment Terms: 0 days

Discount %: 0.00 Terms: 0 days

Retention %: 0.00

Workers Comp %: 0.00 after ?

Warning Date: ?

Warning Message: ?

A/P Notes: ?

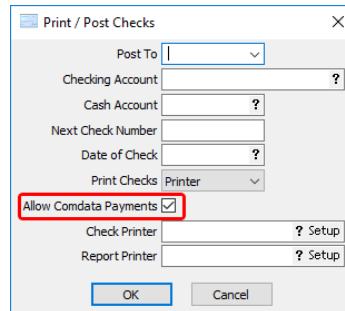
☐ One Invoice per Check

☐ Invoice Requires PO or Subcontract

< Back Next > Save Cancel

Make payments as you normally would. Select **Accounts Payable > Pay Invoices** and select invoices for payment. You may process regular paper checks in the same batch with Comdata payments. Any vendors without the **Pay via Comdata** option selected will receive a regular check. If the **Allow Comdata Payments** option is selected, any vendors set up to **Pay via Comdata** will receive their payment via Comdata once your payments are uploaded. If this option is not selected, all vendors selected to receive payment at this time will receive a paper check, regardless of the setting in their vendor maintenance.

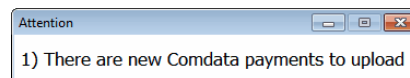
Note: Even if you are exclusively processing Comdata payments, do not choose your Comdata account for the checking account. Simply choose your normal A/P checking account here. A Comdata account is not a valid entry for the **Checking Account** when paying invoices.



The 'Print / Post Checks' dialog box contains the following fields and controls:

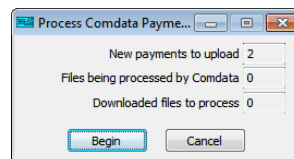
- Post To:** A dropdown menu.
- Checking Account:** A text field with a question mark icon.
- Cash Account:** A text field with a question mark icon.
- Next Check Number:** A text field.
- Date of Check:** A text field with a question mark icon.
- Print Checks:** A dropdown menu.
- Printer:** A dropdown menu.
- Allow Comdata Payments:** A checked checkbox, highlighted with a red rectangle.
- Check Printer:** A text field with a question mark icon and a 'Setup' link.
- Report Printer:** A text field with a question mark icon and a 'Setup' link.
- Buttons:** 'OK' and 'Cancel' at the bottom.

Once your payments are posted, you may upload your payments to Comdata for processing at your convenience. Until those payments are processed, you will receive a reminder telling you that you have payments to upload.



The 'Attention' dialog box displays the message: "1) There are new Comdata payments to upload".

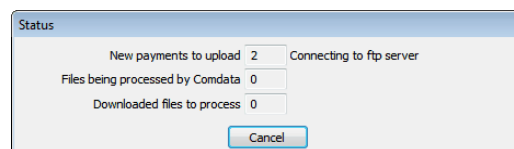
Select **Accounts Payable > Process Comdata Payments**. Click on **Begin** and your payments will be uploaded to Comdata for processing.



The 'Process Comdata Payments' dialog box shows the following status:

- New payments to upload:** 2
- Files being processed by Comdata:** 0
- Downloaded files to process:** 0
- Buttons:** 'Begin' and 'Cancel' at the bottom.

Once you choose **Begin**, the ftp server designated in your Comdata checking account setup will be contacted and payments will be uploaded. You will see a status window that updates as the server is contacted, the connection is made and the file is processed.



The 'Status' dialog box displays the following information:

- New payments to upload:** 2
- Files being processed by Comdata:** 0
- Downloaded files to process:** 0
- Connecting to ftp server:** A status indicator.
- Buttons:** 'Cancel' at the bottom.

Once your payments are uploaded, you will begin seeing a reminder to check the status of your Comdata payments after 30 minutes if you have not yet processed the notification sent by Comdata informing you of the status of your payments. Once you receive this notification from Comdata, the status of your payments (whether they were processed or denied) will be processed by ComputerEase. Any payments not processed for any reason will be voided in ComputerEase so that the invoice can be paid via some other method or via Comdata after any necessary corrections are made.

2.4.5 Processing Nvoicepay Payments

ComputerEase allows the use of a special checking account type to process payments through Nvoicepay's payment processing service. With a few simple steps in ComputerEase, your Nvoicepay processing will be ready to go.

Select **Configure > System Parameters > Accounts Payable Parameters** and click on the **Check Printing** tab. Make sure that the **Enable Nvoicepay Payment Processing** option is checked.

You must have a special checking account set up through which to process your Nvoicepay payments.

Select **Accounts Payable > Maintenance Programs > Checking Account Maintenance**.

Account Code - Either select an existing account from the drop down menu or enter your new code and select **OK** and then **Yes** to create.

Only the **Main** tab will be used for a Nvoicepay checking account.

Account NVOICEPAY

File

Main ACH Settings Direct Deposit Email

Description

Status Active

Account Type Nvoicepay

G/L Account ?

Next Check Number 1

Password Group 1

Payment Method Chk

Customer Name

Identity Server

API Server

Port

Account ID

Location ID

Client ID

Client Secret

Re-enter Client Secret

Send Waivers to Printer

Print Transmittals

< Back Next > Save Cancel

Description - Enter a description for the account.

Status - Choose **Active** for an account currently in use.

Account Type - Choose "Nvoicepay" since this account will be used for Nvoicepay payment processing.

G/L Account - Select or enter the account in your general ledger that corresponds to this account.

Next Check Number - Enter the first/next check number to be used; this will keep track as payments are made in the system.

Password Group - Select password group 1-8. This allows you to control which users have access to this account.

Payment Method - Enter payment method for payments made from this account. This defaults to "Chk" but you can enter up to 3 characters (EFT, ACH, etc). This makes account reconciliation easier; this code is displayed in GL detail reports and in the account reconciliation screen.

Customer Name - Enter your customer name supplied by Nvoicepay.

Identity Server - Enter your Nvoicepay identity server address/url (default should be identity.nvoicepay.com).

API Server - Enter your Nvoicepay API server address/url (default should be api.nvoicepay.com/customer).

Port - Enter your Nvoicepay port number supplied by Nvoicepay (default should be 443).

Account ID - Enter your Nvoicepay account ID; this field is optional.

Location ID - Enter your Nvoicepay location ID; this field is optional.

Client ID - Enter your Nvoicepay client ID.

Client Secret - Enter your Nvoicepay client secret.

Reenter Client Secret - Re-enter your Nvoicepay client secret for verification.

Send Waivers to - Choose Printer or Clipboard to determine whether lien releases for payments processed using Nvoicepay will be printed to your Plain Paper Printer or sent to the clipboard.

Print Transmittals - Check this box to print transmittals for all Nvoicepay payments after your check run so you will have a record from ComputerEase of Nvoicepay payments processed.

Click **Save** to save the account.

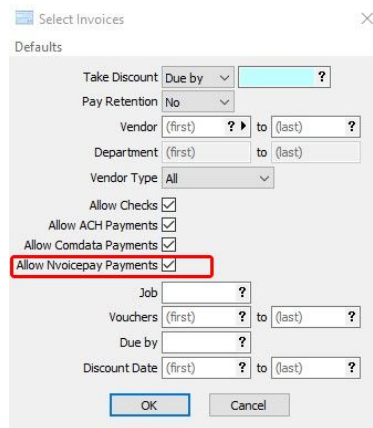
Vendors who are able to receive payments through Nvoicepay must be identified as such in Vendor Maintenance.

Select **Accounts Payable > Maintenance Programs > Vendor Maintenance** and select a vendor. Click on the **Add'l Settings** tab and make sure the option to **Pay via Nvoicepay** is checked.

The screenshot shows the 'Vendor VENDOR' window with the 'Add'l Settings' tab selected. The window has a menu bar with 'File' and a toolbar with '< Back', 'Next >', 'Save', and 'Cancel'. The 'Add'l Settings' tab contains several sections:

- Print 1099**: A checkbox is unchecked. Below it are fields for 'Name', 'Address' (set to 'Company Address'), and 'Box' (set to 'Nonemployee compensation').
- Pay via Comdata**: A checkbox is unchecked. Below it is an 'Email' field with an icon to its right.
- Pay via ACH**: A checkbox is unchecked. Below it are fields for 'Routing Number', 'Account Number', 'SEC Code' (set to 'PPD'), 'Account Type' (set to 'Prenote'), 'Memo Format' (set to 'None'), and 'Memo'.
- Other Options**: Three unchecked checkboxes: 'One Invoice per Check', 'Invoice Requires PO or Subcontract', and 'Pay via Nvoicepay'.
- Default Payment Type**: A dropdown menu set to 'Check'.

Make payments as you normally would. Select **Accounts Payable > Pay Invoices** and select invoices for payment. You may process regular paper checks in the same batch with Nvoicepay payments. Any vendors without the **Pay via Nvoicepay** option selected will receive a regular check. If the **Allow Nvoicepay Payments** option is selected, any vendors set up to **Pay via Nvoicepay** will receive their payment via Nvoicepay once your payments are uploaded. If this option is not selected, all vendors selected to receive payment at this time will receive a paper check, regardless of the setting in their vendor maintenance.



The screenshot shows the 'Select Invoices' dialog box with the following fields and options:

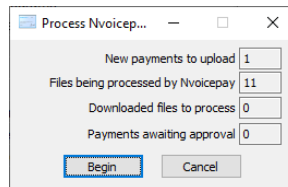
- Defaults**
 - Take Discount: Due by [?]
 - Pay Retention: No
 - Vendor: (first) [?] to (last) [?]
 - Department: (first) [?] to (last) [?]
 - Vendor Type: All
- ☒ Allow Checks
- ☒ Allow ACH Payments
- ☒ Allow Comdata Payments
- ☒ Allow Nvoicepay Payments (highlighted with a red rectangle)
- Job: [?]
- Vouchers: (first) [?] to (last) [?]
- Due by: [?]
- Discount Date: (first) [?] to (last) [?]

Buttons: OK, Cancel

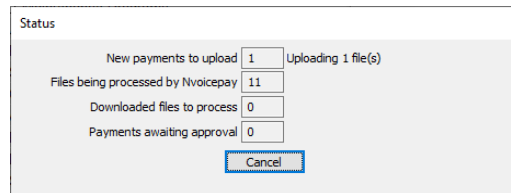
Once your payments are posted, you may upload your payments to Nvoicepay for processing at your convenience. Until those payments are processed, you will receive a reminder telling you that you have payments to upload.



Select **Accounts Payable > Process Nvoicepay Payments**. Click on **Begin** and your payments will be uploaded to Nvoicepay for processing.



Once you choose Begin, the server designated in your Nvoicepay checking account setup will be contacted and payments will be uploaded. You will see a status window that updates as the server is contacted, the connection is made and the file is processed.



Once your payments are uploaded, you will begin seeing a reminder to check the status of your Nvoicepay payments after 30 minutes if you have not yet processed the notification sent by Nvoicepay informing you of the status of your payments. Once you receive this notification from Nvoicepay, the status of your payments (whether they were processed or denied) will be processed by ComputerEase. Any payments not processed for any reason will be voided in ComputerEase so that the invoice can be paid via some other method or via Nvoicepay after any necessary corrections are made.

2.4.6 Processing ACH Payments

If you pay any of your vendors via ACH, this is where you will come to export your ACH and prenote files and to clear your prenote indicators for multiple vendors at once.

2.4.6.1 Exporting ACH Payments

If you have set up a checking account for ACH Payments, you can export those payments to a file that you can upload to your bank for processing after posting your payments.

Select **Accounts Payable > Process ACH Payments > Export ACH File**.

Checking Account - Choose the checking account from which made your ACH payments; the account must be set up for ACH payments. For more information, see [Checking Account Maintenance](#) ¹⁹⁶.

Payment Type - Choose "New Batch" if you have not previously exported the payments or "Previous Batch" if you have previously exported the payments and need to re-export them for any reason.

Batch Number - This will default produce a new number for "New" payments. For "Previous" payments, please select the payment batch you want to export.

Once you have made your selections, select **OK** to select the payments to include in your ACH file.

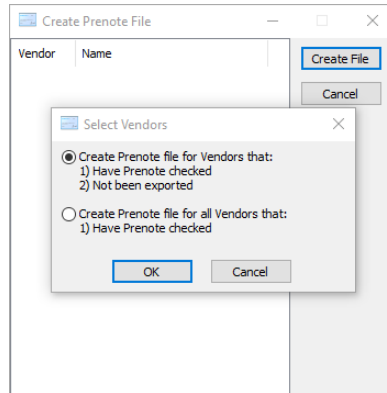
Any ACH payments made from the account selected for the date selected will be selected to be included in the file by default. Uncheck any items you do not want to include for any reason and select **Export** to create your ACH batch file. The file will be generated in your Clipboard.

Tip: You can rename your ACH file in your clipboard by selecting it and pressing F2 on your keyboard, then renaming your file.

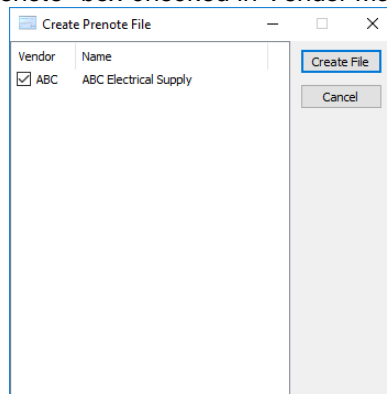
2.4.6.2 Creating Prenote Files

You may be required to create a prenote file to test your ACH file or a vendor's banking information prior to paying a vendor(s) via ACH.

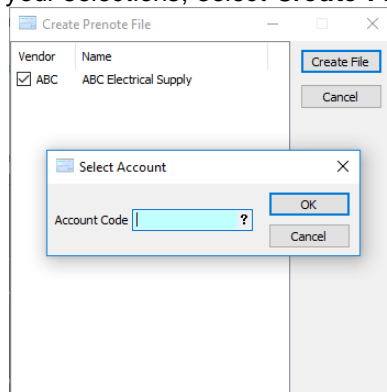
Select **Accounts Payable > Process ACH Payments > Create Prenote File**.



Choose the first option to create a prenote file for all vendors with the "Prenote" box checked in Vendor Maintenance for whom you have not previously exported an ACH prenote file. Choose the second option to create a prenote file for all vendors with the "Prenote" box checked in Vendor Maintenance.



Any vendors matching your selection will be selected by default. You can uncheck any vendors you do not want to include in the file. Once you have made your selections, select **Create File** to create a prenote file.

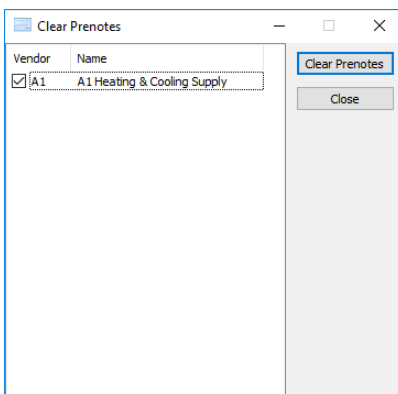


Account Code - Choose the checking account to use to generate the prenote file and select **OK**. The file will be generated in your Clipboard.

2.4.6.3 Clearing Prenotes

Once you have uploaded your prenote file to your financial institution and confirmed that you are ready to pay your vendor(s) via ACH, you will need to clear the Prenote indicator from your vendor file(s). You can do this individually in Vendor Maintenance (see [How Do I Set Up Vendors in ComputerEase?](#)¹⁰⁸) or using the menu option for multiple vendors at once.

Select **Accounts Payable > Process ACH Payments > Clear Prenotes**.



Any vendors for which the "Prenote" box is checked in Vendor Maintenance will be selected by default. You can uncheck any vendors for which you do not want to clear the prenote indicator. Once you have made your selections, select **Clear Prenotes** to clear the prenote indicator(s).

2.5 Invoice Approval































Note: For help and information on setting up Invoice Approval, please see [Invoice Routing Maintenance](#)¹⁸⁷.

Within accounts payable you can set your own criteria to allow authorization for payment of invoices to be approved by various groups/users. Once the Groups have been established and the routing criteria set up, you will utilize this feature to approve the invoices/vouchers that are assigned to you.

2.5.1 My Groups Invoice Approval

Select **Accounts Payable > Invoice Approval > My Groups**.

Note: You may right-click in the toolbar to select which fields are visible in this screen and the drag-and-drop the fields to change the order. For this sample, all available fields have been made visible.

My Groups																			X
Status	Group	Age	Vendor	PO/Sub	Inv #	Due Date	Amount	Job #	Vouc...	Inv Date	Job Name	Inv Description	A	Cost Code	Period	Direct Pay			
 Pending	PETER	>1y	ACE - ACE Hardware	183	12345	5/17/14	1,250.00	6	209	4/17/14	Verizon Utility Line	materials for verizon job		(various)	Apr, 2014				
 Pending	PETER	>1y	ACE - ACE Hardware	184	12929	6/1/14	5,000.00	RITEAID1	210	5/2/14	Rite Aid Store 1200	misc items for rite-aid projec		RITEAID1.15.400	May, 2014				
 Pending	PETER	>1y	BARB - Barborito Concrete	172	1721	8/8/14	3,100.00	RITEAID1	215	7/9/14	Rite Aid Store 1200			(various)	Jul, 2014				
 Pending	PETER	>1y	AARTUR - Aaron Turner		1234	2/11/16	150.00	09-3	219	1/27/16	Sample Fireproofing Estimate		Y	09-3.007	Jan, 2016				
 Pending	PETER	>1y	ANCELE - Anchor Electric		123456789	2/25/16	100.00	09-3	220	1/27/16	Sample Fireproofing Estimate	test attachments	Y	09-3.007	Jan, 2016				
 Pending	PETER	>1y	ANCELE - Anchor Electric		34562	2/25/16	6,000.00	09 02-037R	221	1/27/16	John Smith - Renovation	name attachment test	Y	09 02-037R.1.3	Jan, 2016				
 Pending	PETER	>1y	ANCELE - Anchor Electric		382928	2/25/16	4,000.00	09 01-035R	222	1/27/16	John Rogers - Mitigation	TEST 4	Y	09 01-035R.1.1	Jan, 2016				
 Pending	PETER	>1y	ATLANTIC - Atlantic Plywood...		382947	1/27/16	750.00	09 01-035R	223	1/27/16	John Rogers - Mitigation	TEST SPACING	Y	09 01-035R.1.1	Jan, 2016				
 Pending	PETER	>1y	ANCELE - Anchor Electric		937393	2/25/16	200.00	09-3	224	1/27/16	Sample Fireproofing Estimate	test	Y	09-3.007	Jan, 2016				
 Pending	PETER	>1y	ARCHITEC - Architectural All...		47392	1/28/16	4,500.00	9	225	1/28/16	BWV Sample	test	Y	9.006.003000	Jan, 2016				
 Pending	PETER	>1y	DELBIG - Delta Big Apple Tol...		382034	2/10/16	6,987.00	09-040	226	1/28/16	Coler Demo Estimate	test	Y	09-040.007	Jan, 2016				
 Pending	PETER	>1y	BESWAY - Bestway Plumbing...		3268449	2/10/16	3,527.00	7	227	1/28/16	Jones Addition	test	Y	7.10	Jan, 2016				
 Pending	PETER	>1y	ATTICA - Attica Lumber Co L...		483232	1/28/16	500.00	09 02-037R	228	1/28/16	John Smith - Renovation	test	Y	09 02-037R.2.6	Jan, 2016				
 Pending	PETER	>1y	A2 - A2 Group		472929	2/9/16	500.00	09-3	231	2/9/16	Sample Fireproofing Estimate	test	Y	09-3.007	Feb, 2016				
 Pending	PETER	>1y	ACE - ACE Hardware		4729473	3/11/16	6,574.32	09 02-038M	232	2/10/16	Sue Smith - Mitigation Work	New invoice for ACE	Y	09 02-038M.1.3	Feb, 2016				
 Pending	PETER	>1y	ACE - ACE Hardware		12345678	4/13/16	21,000.00	SCHEDULE	234	3/14/16	Test Schedule	Test est cost	Y	SCHEDULE.1.1	Mar, 2016				
 Pending	PETER	>1y	AMECUT - American Cutting ...		35434	4/15/16	10,000.00	SCHEDULE2	235	3/17/16	Test Schedule	Schedule 2 invoice	Y	SCHEDULE2.1.1	Mar, 2016				
 Pending	PETER	>1y	ANCELE - Anchor Electric		8675309	9/25/16	1,000.00	09 02-037R	253	9/14/16	John Smith - Renovation	Test Notes	Y	09 02-037R.2.2	Sep, 2016				
 Pending	PETER	>1y	BARB - Barborito Concrete	169		2/5/14	33,000.00	RITEAID1	205	1/6/14	Rite Aid Store 1200	asphalt for rite-aid		RITEAID1.2.450	Jan, 2014				
 Pending	PETER	>1y	ACE - ACE Hardware		38478324	11/2/16	1,400.00	09 02-038M	255	10/3/16	Sue Smith - Mitigation Work	Test Attachments	Y	09 02-038M.1.4	Oct, 2016				
 Pending	PETER	343d	BARB - Barborito Concrete		37303	2/27/16	500.00	09 02-038M	229	1/28/16	Sue Smith - Mitigation Work	test	Y	09 02-038M.2.2	Jan, 2016				
 Pending	PM	343d	AMECUT - American Cutting ...		987654321	3/15/16	1,200.00	9	230	2/4/16	BWV Sample	test invoice approval in FE	Y	9.015.024000	Feb, 2016				
 Pending	PETER	213d	ACE - ACE Hardware		24-3245	4/13/17	5,000.00	09 02-037R	266	3/14/17	John Smith - Renovation	Test attachments in CE Live	Y	09 02-037R.2.2	Mar, 2017				
 Pending	PETER	204d	ACE - ACE Hardware		65746	4/22/17	999.99	09 02-037R	267	3/23/17	John Smith - Renovation	Test Attachments	Y	09 02-037R.2.2	Mar, 2017				
 Pending	PETER	204d	ACE - ACE Hardware		6574645654	4/22/17	8,999.99	10	268	3/23/17	BWV Sample	test 2	Y	10.016.003000	Mar, 2017				
 Pending	PETER	204d	ARCHITEC - Architectural All...		5946456	3/23/17	555.55	9	269	3/23/17	BWV Sample	test 3	Y	9.008.022000	Mar, 2017				
 Pending	PETER	170d	ATLANTIC - Atlantic Plywood...		324324	4/26/17	5,500.00	09-040	271	4/26/17	Coler Demo Estimate	test attachments	Y	09-040.007	Apr, 2017				
 Pending	PETER	71d	ADDONEL - Adonel Grading C...		9875	9/11/17	1,000.00		283	8/2/17		Test Attachment	Y		Aug, 2017				
 Pending	PETER	71d	ADDONEL - Adonel Grading C...		9988	9/11/17	1,000.00		284	8/2/17		test attachment	Y		Aug, 2017				
 Pending	PETER	71d	ACE - ACE Hardware		9182	9/2/17	555.00		285	8/3/17		test attachment	Y		Aug, 2017				
																	Details...	Close	

Status - Status can be pending, rejected, waiting.

Group - The name of the group (may be one or more ComputerEase users) who needs to authorize the invoice/voucher.

Age - Shows how long the invoice has been in the system awaiting approval.

Vendor - The vendor who sent the invoice; both vendor number and name are displayed.

PO/Sub - Purchase order number or Subcontract number associated (if applicable).

Inv # - Invoice number assigned by the vendor.

Due Date - Due date entered.

Amount - Amount of the invoice.

Job # - Job against which the invoice was posted. If invoice was expensed to more than one job, "(various)" will display.

Voucher - Voucher number assigned by ComputerEase

Inv Date - Invoice Date entered.

Job Name - Job name against which the invoice was posted.

Inv Description - If a description was entered for the invoice, it will display here.

A - If the invoice has attachments, "Y" will display here; otherwise, the field will be empty.

Cost Code - Cost Code against which the invoice was posted.

Period - Period to which the invoice was posted.

Direct Pay - If you have Direct Pay enabled, the Sales Tax Code associated with the invoice will display here.

Details - Click on the 'Details...' button to see further information.

Cost Code / Type	Account	Amount	Equipment
HOME.230 / M	501.0	2,750.00	

Routing Notes - Listed here you will find any notes that have been attached as the invoice has moved through the routing process. You will be able to see the date & time the notes were entered, which approval group and user entered the notes and any notes they entered.

Attachments - If your company is utilizing scanning capabilities, they can scan the actual invoice in at time of entry and as the invoice goes through the routing process each user may view the scanned copy of the invoice.

Invoice - This section is going to reflect the information that was entered during the invoice entry process.

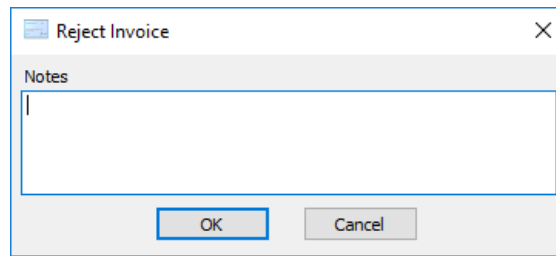
Approve - When viewing the details of an invoice that is awaiting your approval, this button is active. When you click on **Approve** you will have the chance to forward the invoice to another group/user as well as make any notes about the invoice.

Forward To: [] ?

Notes: []

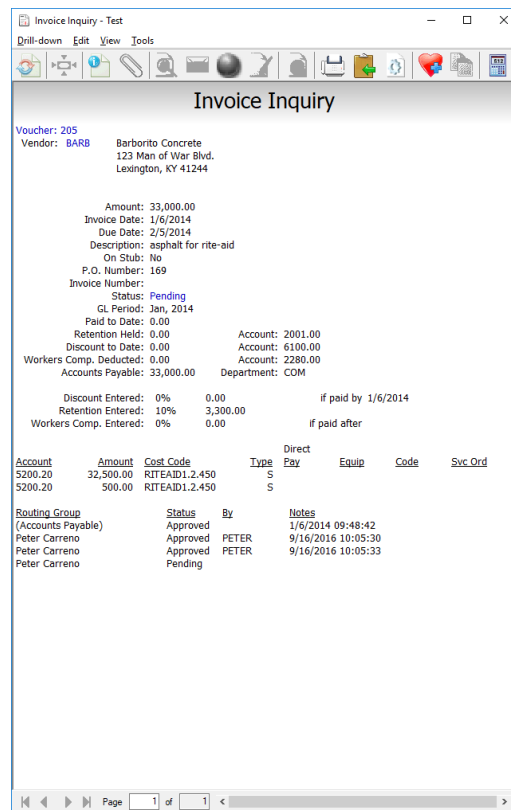
OK Cancel

Reject - When viewing the details of an invoice that is awaiting your approval, this button is available. When you click on the **Reject** you will have the chance to make notes about the invoice and/or the reason for the rejection.



A dialog box titled "Reject Invoice" with a close button (X) in the top right corner. Below the title bar is a text area labeled "Notes" with a vertical cursor. At the bottom are "OK" and "Cancel" buttons.

Inquiry - Clicking on the **Inquiry** button will retrieve the Invoice Inquiry report, which includes a detailed log of all steps of the invoice approval process.



Invoice Inquiry - Test

Drill-down Edit View Tools

Invoice Inquiry

Voucher: 205
Vendor: BARB Barborito Concrete
123 Man of War Blvd.
Lexington, KY 41244

Amount: 33,000.00
Invoice Date: 1/6/2014
Due Date: 2/5/2014
Description: asphalt for rite-aid
On Stub: No
P.O. Number: 169
Invoice Number:
Status: Pending
GL Period: Jan, 2014
Paid to Date: 0.00
Retention Held: 0.00
Discount to Date: 0.00
Workers Comp. Deducted: 0.00
Accounts Payable: 33,000.00
Department: COM

Account: 2001.00
Account: 6100.00
Account: 2280.00

Discount Entered: 0% 0.00 if paid by 1/6/2014
Retention Entered: 10% 3,300.00
Workers Comp. Entered: 0% 0.00 if paid after

Account	Amount	Cost Code	Type	Pay	Equip	Code	Svc Ord
5200.20	32,500.00	RITEAID1.2.450		S			
5200.20	500.00	RITEAID1.2.450		S			

Routing Group	Status	By	Notes
(Accounts Payable)	Approved		1/6/2014 09:48:42
Peter Carreno	Approved	PETER	9/16/2016 10:05:30
Peter Carreno	Approved	PETER	9/16/2016 10:05:33
Peter Carreno	Pending		

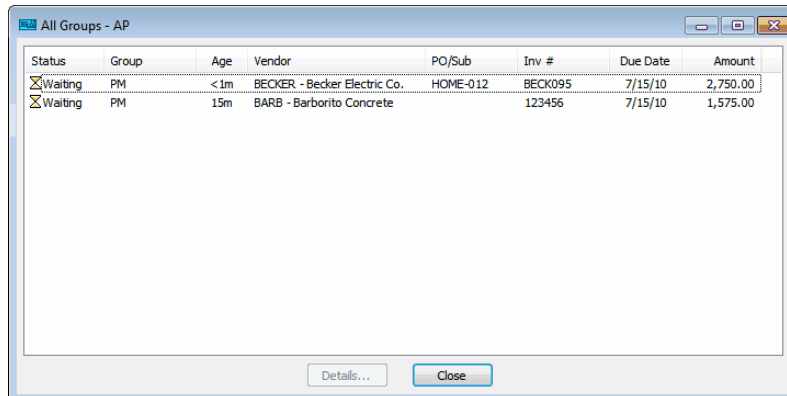
Page 1 of 1

Edit Invoice - Selecting the **Edit Invoice** button will open the **Edit an Invoice** window.

2.5.2 All Groups Invoice Approval

Select **Accounts Payable > Invoice Approval > All Groups**.

This screen will show you invoices awaiting either your approval or all groups approval. You may obtain details on the items listed but you may not approve an invoice for another user.



The screenshot shows a window titled "All Groups - AP" with a table of invoices. The table has columns for Status, Group, Age, Vendor, PO/Sub, Inv #, Due Date, and Amount. There are two rows of data, both with a status of "Waiting".

Status	Group	Age	Vendor	PO/Sub	Inv #	Due Date	Amount
Waiting	PM	<1m	BECKER - Becker Electric Co.	HOME-012	BECK095	7/15/10	2,750.00
Waiting	PM	15m	BARB - Barborito Concrete		123456	7/15/10	1,575.00

The status for any invoices that are awaiting someone else's approval is listed as "Waiting." Those that are for your approval are listed as "Pending."

For further breakdown of the options and how to obtain details with regards to the invoices, please refer to My Groups Invoice Approval.

2.6 ExpenseEase

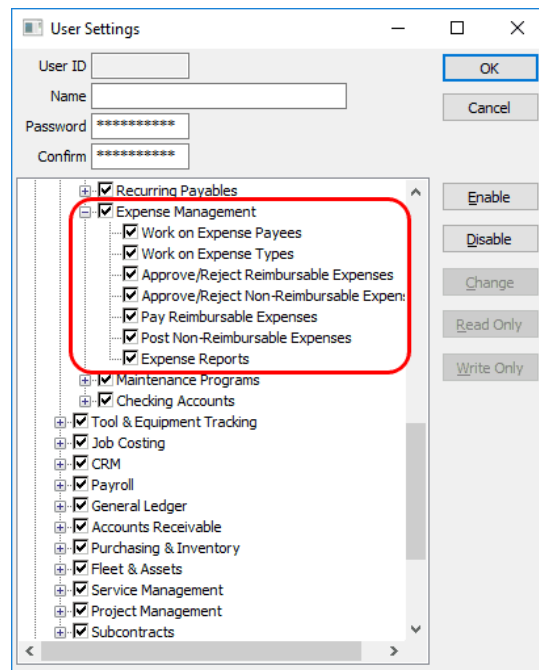
ExpenseEase is a mobile app that allows users in the field to easily enter expenses for reimbursement or payment without having to come into the office. These expenses are submitted to ComputerEase via our secure API. For more information on ExpenseEase, please contact your ComputerEase sales representative.

2.6.1 Setting up ExpenseEase in ComputerEase

2.6.1.1 PW MAINT Options

The ComputerEase Administrator has the ability to set several user specific permissions for Expense Reimbursements in ComputerEase using the PW MAINT login.

From within the PW MAINT **User Settings** screen, select **Programs > Accounts Payable > Expense Management**.



Work on Expense Payees - When enabled, the user will have access to create/edit/invite payees to the ExpenseEase app.

Work on Expense Types - When enabled, the user will have access to edit Expense Types.

Approve/Reject Reimbursable Expenses - When disabled, the user will be able to view reimbursable expenses but not approve or reject them.

Approve/Reject Non-Reimbursable Expenses - When disabled, the user will be able to view non-reimbursable expenses but not approve or reject them.

Pay Reimbursable Expenses - When disabled, the user will be able to view/approve/reject reimbursable expenses, but not pay them.

Post Non-Reimbursable Expenses - When disabled, the user will be able to view/approve/reject non-reimbursable expenses, but not post them.

Expense Reports - When enabled, the user will have access to reports within Expense Management.

From within the PW MAINT **User Settings** screen, select **Programs > Configure**.

API Management - When enabled, the user will have access to API Shared Data Management.

View API Sync Status - When enabled, the user will have access to View API Sync Status.

2.6.1.2 Work on Payees

Payees are the users that will use ExpenseEase to record expenses. To enter/edit Payees, from the System Menu select **Accounts Payable > Expense Management > Work on Payees**.

Name	Email	Status
Allen, John	expenseease1@gmail.com	Active
j, p	fieldeasedev@gmail.com	Active
Smith, Steve	steves@general.com	Not Invited

Name - Last Name, First Name of payee

Email - Email address of payee

Status - Status will update to Active (payee received and verified invite), Inactive (payee has been deactivated and cannot enter expenses), Not Invited (payee has been created but invite has not been sent) or Not Verified (invite sent but payee has not verified)

New Payee - Select New Payee to create a new Payee

Email - Enter the Email address of the payee. This is the email where the payee will receive the invitation so ensure that it is a valid email.

First Name - Enter the First Name of the payee.

Last Name - Enter the Last Name of the payee.

Address - Enter the address of the payee.

City/St/Zip - Enter the City, State and Zip of the payee.

Cards - Use this section to record any cards/payment methods used by this payee to pay for non-reimbursable expenses.

Description - Description of card for non-reimbursable expenses (up to 12 alphanumeric characters).

G/L Account - Select the G/L Account to which non-reimbursable expenses for this card will post (required field if Description is entered).

Click **OK** to save or **Cancel** to exit.

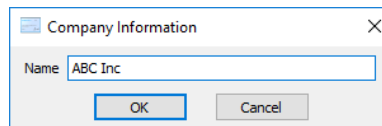
Note: If the email entered here was previously entered in another ComputerEase company, the Payee will be added to the summary screen and the status will update from the other company.

Edit Payee - Select Edit Payee to modify any of the existing payee information.

Invite Payee - Select a payee that is Not Invited and click Invite and change the status to Not Verified while awaiting payee verification.

Deactivate Payee - Select a payee that is not Inactive and click here to deactivate a payee and change their status to Inactive.

Edit Company - Enter the company name you want to display in ExpenseEase if it is different than the default ComputerEase display name.



2.6.1.3 Work on Types

To add/edit expense types, from the System Menu select **Accounts Payable > Expense Management > Work on Types**.

Name	G/L Account	Cost Code	Type
Fuel	8060.00	01.01	O
Lodging	8060.00		O
Material	5100.00		M
Meals	8060.00		O
Mileage	8100.00		O
Misc	8600.00		O
Transportation	8100.00		O

Name - Expense Type Name. The seven available Expense Types are Fuel, Lodging, Material, Meals, Mileage, Misc. and Transportation.

G/L Account - Displays the default G/L Account for the Expense Type if applicable.

Cost Code - Displays the default Phase/Category or Category for the Expense Type if applicable.

Type - Displays the default cost type (material, labor, etc.) for the Expense Type if applicable.

Edit - Select Edit to edit the available defaults for the highlighted Expense Type.

Description - Displays the description of the Expense Type.

Default Account - Enter the default G/L Account for this expense type. This field is optional.

Default Phase - Enter the default phase number for this expense type. This field is optional.

Default Category - Enter the default category number for this expense type. This field is optional.

Default Cost Type - Choose the default cost type for this expense type.

Click **OK** to save or **Cancel** to exit.

2.6.2 Managing Expenses in ComputerEase

2.6.2.1 Work on Reimbursable Expenses

Work on Reimbursable Expenses is where reimbursable expenses are approved, rejected and paid. To access the Work on Reimbursable Expenses screen, from the System Menu select **Accounts Payable > Expense Management > Work on Reimbursable Expenses**.

<input checked="" type="checkbox"/>	Name	Date	Amount	Merchant	Expense Type	Cost Code	G/L
<input checked="" type="checkbox"/>	Carrero, Peter	12/11/2017	4.97	Uber	Transport...		

Name - Payee name displayed as last name, first name.

Date - Date of the expense.

Amount - Amount of the expense.

R - Y if receipt is available for the expense; otherwise N.

Merchant - Merchant Name for the expense.

Expense Type - Expense type.

Cost Code - Cost code of the expense, if applicable.

G/L - G/L account for the expense, if applicable.

To select which expenses you want to review, choose the expense type.

Open - Select to view all open expenses (expenses that have not been approved, rejected or paid).

Approved - Select to view all expenses that have been approved, but not yet paid.

Rejected - Select to view all expenses that have been rejected.

Refresh - Click here to sync with the app and populate any expenses that may have been submitted since the screen was initially opened.

To Approve Expenses

To approve any expense(s) for payment, choose the expense(s) you want to approve and click **Approve**.

Expense

Name: Carreno, Peter

Amount: 161.63

Date: 12/12/2017

Merchant: Lowes

Type: Material

Description:

Cost Code / Type: 07-23.220 ?

Account: 8060.00 ?

Employee Expense

Buttons: Approve, Skip, Cancel

Receipt image: A receipt from Lowes dated 12/12/2017 for 161.63.

Name - The Payee Last Name, First Name will display here. Name cannot be edited.

Amount - Amount of the expense. Amount cannot be edited.

Date - Date of the expense. Date cannot be edited.

Merchant - Merchant name for the expense. Merchant cannot be edited.

Type - Expense type. Type cannot be edited.

Description - Description of the expense. Description cannot be edited.

Cost Code/Type - The cost code and cost type for the expense, if applicable.

Account - G/L account for the expense (the account description will show below the account number). The G/L Account may default based on Type settings. This is a required field.

Note: If a receipt image is attached to the expense, it will be visible on the right side of the screen.

Click **Approve** to approve and save the expense. Click Skip to exit the expense (if approving in a batch, this will take you to the next expense and leave the current expense in open status). Click Cancel to exit without saving.

To Reject Expenses

To reject any expense(s) and bar it from payment, choose the expense(s) you want to reject and click **Reject**.

Expense

Name: Carreno, Peter

Amount: 17.00

Date: 12/12/2017

Merchant: Tuckers Burgers

Type: Meals

Description: dinner

Cost Code / Type: ?

Account: 8060.00 ?

Employee Expense

To 'Reject' an expense a Reason is required.
The Reason is visible to the submitter of the expense.

Reason: Restaurant not on approved list

Buttons: Reject, Skip, Cancel

Name - The Payee Last Name, First Name will display here. Name cannot be edited.

Amount - Amount of the expense. Amount cannot be edited.

Date - Date of the expense. Date cannot be edited.

Merchant - Merchant name for the expense. Merchant cannot be edited.

Type - Expense type. Type cannot be edited.

Description - Description of the expense. Description cannot be edited.

Cost Code/Type - The cost code and cost type for the expense, if applicable.

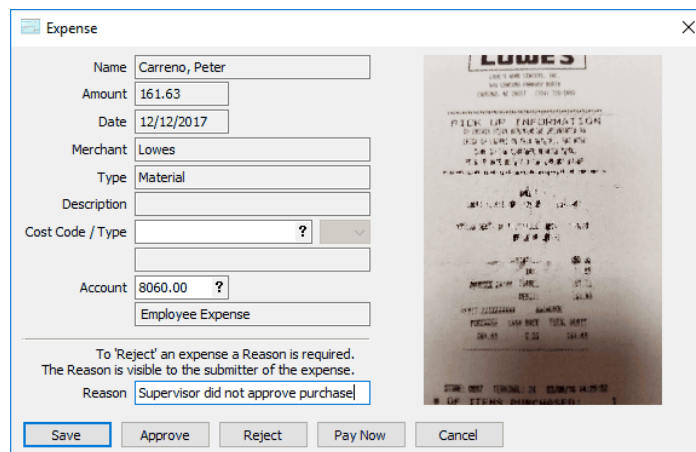
Account - G/L account for the expense (the account description will show below the account number). The G/L Account may default based on Type settings. This is a required field.

Note: If a receipt image is attached to the expense, it will be visible on the right side of the screen.

Reason - A reason is required when rejecting expenses.

Click **Reject** to reject and save the expense. Click **Skip** to exit the expense (if approving in a batch, this will take you to the next expense and leave the current expense in open status). Click **Cancel** to exit without saving.

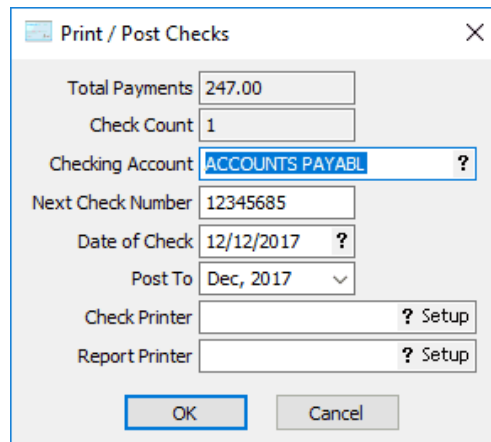
You can also edit any expense by double-clicking it to open and review, approve, reject or pay any expense.



Fill in the appropriate fields & click the appropriate button to save, approve, reject or pay the expense.

To Pay Expenses

You can pay approved expenses by choose the expense(s) you want to pay and clicking **Pay**.



The 'Print / Post Checks' dialog box contains the following fields and controls:

- Total Payments:** Text box with value 247.00
- Check Count:** Text box with value 1
- Checking Account:** Text box with value ACCOUNTS PAYABL and a question mark icon to its right.
- Next Check Number:** Text box with value 12345685
- Date of Check:** Text box with value 12/12/2017 and a question mark icon to its right.
- Post To:** Dropdown menu with value Dec, 2017
- Check Printer:** Text box with a question mark icon and a 'Setup' link to its right.
- Report Printer:** Text box with a question mark icon and a 'Setup' link to its right.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Total Payments - The total amount of payments you will make.

Check Count - The number of checks that will be required for payments.

Checking Account - This field defaults to the checking account setup for Accounts Payable in **Configure > System Parameters > Accounts Payable Parameters**. If you have multiple checking accounts and need to switch to a different account, click your mouse on the question mark and select the correct account off the displayed list.

Next Check Number - ComputerEase keeps track of your check numbers for each checking account you set up. The default check number is usually correct. However, since some checks are voided without being used and others used for manual checks, occasionally you will need to enter the correct check number into this field.

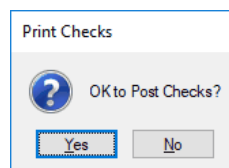
Date of Check - This field defaults to your current log-in date. If you need a check dated with a different date you may change it here.

Post To - This field contains the G/L period to which checks will be posted. This will default to the current G/L period and year. Choose the correct G/L period and year for this batch of checks if the default is incorrect.

Check Printer - This field will default to the printer you have setup under **Configure > Configure User** for check printing. If this is not the correct printer, use the **F2** key to bring up a menu with a list of printers from which to choose.

Report Printer - This field will default to the printer you have set up under **Configure > Configure User** for plain paper printer. If this is not the correct printer, use the **F2** key to bring up a menu with a list of printers from which to choose.

Select **OK** to print or **Cancel** to exit without saving.



The 'Print Checks' dialog box contains the following elements:

- Title:** 'Print Checks' at the top.
- Icon:** A question mark icon in a blue circle.
- Text:** 'OK to Post Checks?' next to the icon.
- Buttons:** 'Yes' and 'No' buttons at the bottom.

Select **Yes** to post checks or **No** to exit without posting.

Note: Once an expense is posted, it will post to the G/L and post to Job Costing if applicable.

2.6.2.2 Work on Non-Reimbursable Expenses

Work on Reimbursable Expenses is where reimbursable expenses are approved, rejected and paid. To access the Work on Non-Reimbursable Expenses screen, from the System Menu select **Accounts Payable > Expense Management > Work on Non-Reimbursable Expenses**.

Card	Name	Date	Amount	R	Merchant	Expense Type	Cost Code	G/L
Visa 1234	Ease, Expense	2/5/2018	41.40	Y	Speedway	Fuel		8060.00

Card - The card used for paying the expense.

Name - Payee name displayed as last name, first name.

Date - Date of the expense.

Amount - Amount of the expense.

R - Y if receipt is available for the expense; otherwise N.

Merchant - Merchant Name for the expense.

Expense Type - Expense type.

Cost Code - Cost code of the expense, if applicable.

G/L - G/L account for the expense, if applicable.

To select which expenses you want to review, choose the expense type.

Open - Select to view all open expenses (expenses that have not been approved, rejected or paid).

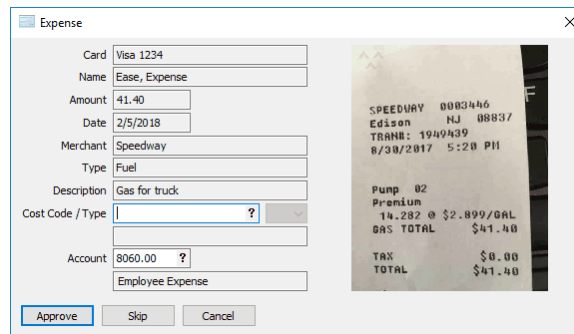
Approved - Select to view all expenses that have been approved, but not yet paid.

Rejected - Select to view all expenses that have been rejected.

Refresh - Click here to sync with the app and populate any expenses that may have been submitted since the screen was initially opened.

To Approve Expenses

To approve any expense(s) for posting, choose the expense(s) you want to approve and click **Approve**.



The screenshot shows the 'Expense' entry form. On the left, there are input fields for Card (Visa 1234), Name (Ease, Expense), Amount (41.40), Date (2/5/2018), Merchant (Speedway), Type (Fuel), Description (Gas for truck), Cost Code / Type (a dropdown menu with a question mark), and Account (8060.00 with a question mark, and Employee Expense below it). On the right, there is a receipt image from Speedway. At the bottom, there are three buttons: Approve, Skip, and Cancel.

Card - The card used to pay for the expense. Card cannot be edited.

Name - The Payee Last Name, First Name will display here. Name cannot be edited.

Amount - Amount of the expense. Amount cannot be edited.

Date - Date of the expense. Date cannot be edited.

Merchant - Merchant name for the expense. Merchant cannot be edited.

Type - Expense type. Type cannot be edited.

Description - Description of the expense. Description cannot be edited.

Cost Code/Type - The cost code and cost type for the expense, if applicable.

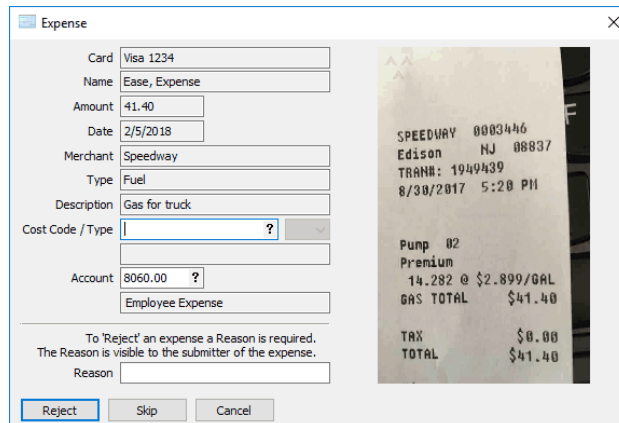
Account - G/L account for the expense (the account description will show below the account number). The G/L Account may default based on Type settings. This is a required field.

Note: If a receipt image is attached to the expense, it will be visible on the right side of the screen.

Click **Approve** to approve and save the expense. Click Skip to exit the expense (if approving in a batch, this will take you to the next expense and leave the current expense in open status). Click Cancel to exit without saving.

To Reject Expenses

To reject any expense(s) and bar it from payment, choose the expense(s) you want to reject and click **Reject**.



This screenshot is identical to the previous one, but with an additional 'Reason' field at the bottom. The 'Reason' field is a text box with the placeholder text 'To 'Reject' an expense a Reason is required. The Reason is visible to the submitter of the expense.' Below this field are three buttons: Reject, Skip, and Cancel.

Card - The card used to pay for the expense. Card cannot be edited.

Name - The Payee Last Name, First Name will display here. Name cannot be edited.

Amount - Amount of the expense. Amount cannot be edited.

Date - Date of the expense. Date cannot be edited.

Merchant - Merchant name for the expense. Merchant cannot be edited.

Type - Expense type. Type cannot be edited.

Description - Description of the expense. Description cannot be edited.

Cost Code/Type - The cost code and cost type for the expense, if applicable.

Account - G/L account for the expense (the account description will show below the account number). The G/L Account may default based on Type settings. This is a required field.

Reason - A reason is required when rejecting expenses.

Note: If a receipt image is attached to the expense, it will be visible on the right side of the screen.

Click **Reject** to reject and save the expense. Click Skip to exit the expense (if approving in a batch, this will take you to the next expense and leave the current expense in open status). Click Cancel to exit without saving.

You can also edit any expense by double-clicking it to open and review, approve, reject or pay any expense.

The screenshot shows an 'Expense' form with the following fields and values:

- Card: Visa 1234
- Name: Ease, Expense
- Amount: 41.40
- Date: 2/5/2018
- Merchant: Speedway
- Type: Fuel
- Description: Gas for truck
- Cost Code / Type: [Empty] ?
- Account: 8060.00 ?
- Employee Expense
- Reason: [Empty]

Buttons at the bottom: Save, Approve, Reject, Cancel.

Receipt image on the right:

```

SPEEDWAY 0003446
Edison NJ 08837
TRAN: 1949439
8/30/2017 5:20 PM

Pump 02
Premium
14.282 @ $2.899/GAL
GAS TOTAL $41.40

TAX $0.00
TOTAL $41.40
  
```

Fill in the appropriate fields & click the appropriate button to save, approve, or reject the expense.

To Post Expenses

You can post approved expenses by choose the expense(s) you want to post and clicking **Post**.

The screenshot shows a 'Post Expenses' form with the following fields and values:

- Total Expenses: 41.40
- Post to Date: 2/5/2018 ?
- Post To Period: Feb, 2018
- Report Printer: PDF-XCHANGE 3.0 ? Setup

Buttons at the bottom: OK, Cancel.

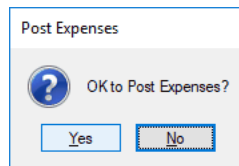
Total Expenses - The total amount of expenses you will post.

Post to Date - This field defaults to your current log-in date. If you want to change the posting date you may change it here.

Post To Period - This field contains the G/L period to which these expenses will be posted. This will default to the current G/L period and year. Choose the correct G/L period and year for this batch of expenses if the default is incorrect.

Report Printer – This field will default to the printer you have set up under **Configure > Configure User** for plain paper printer. If this is not the correct printer, use the **F2** key to bring up a menu with a list of printers from which to choose.

Select **OK** to post or **Cancel** to exit without saving.

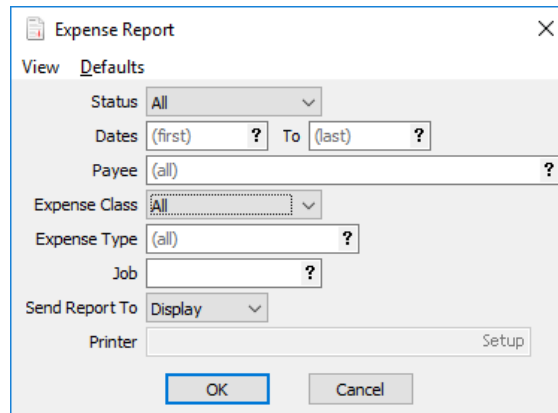


Select **Yes** to post expenses or **No** to exit without posting.

2.6.3 Expense Reports in ComputerEase

2.6.3.1 Expense Report

The Expense Report allows users to view a history of expenses that have been submitted by app users. To access the Expense Report, from the System Menu select **Accounts Payable > Expense Management > Expense Report**.



The image shows a screenshot of the 'Expense Report' dialog box. It has a title bar with a close button (X). Below the title bar is a tabbed interface with 'View' and 'Defaults' tabs. The 'Defaults' tab is active. The dialog contains several input fields: 'Status' (a dropdown menu set to 'All'), 'Dates' (two text boxes labeled '(first)' and '(last)' separated by 'To', each with a question mark icon), 'Payee' (a text box with '(all)' and a question mark icon), 'Expense Class' (a dropdown menu set to 'All'), 'Expense Type' (a text box with '(all)' and a question mark icon), 'Job' (a text box with a question mark icon), 'Send Report To' (a dropdown menu set to 'Display'), and 'Printer' (a text box with a 'Setup' button to its right). At the bottom are 'OK' and 'Cancel' buttons.

Status - Select All to run the report for all expenses statuses (All, Open, Approved, Paid, Approved+Paid or Rejected).

Dates - Leave the date fields blank to view report for all dates or enter a date range.

Payee - Leave blank to view report for all payees, or select a payee.

Expense Class - Choose whether you want to view the report for Reimbursable or Non-Reimbursable or All expenses.

Expense Type - Leave blank to run for all types or choose the expense type for which to view the report.

Job - Leave blank to view expenses for all jobs or select a specific job.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Printer - This will default to the printer you have selected as your **Plain Paper Printer** under **Configure > Configure User**. You may press the **F2** key or **?** to choose a different printer.

Click **OK** to run the report or **Cancel** to exit.

2.7 Using the Other Features in Accounts Payable

2.7.1 Entering Committed Costs

A committed cost is a cost that is an anticipated cost, or a cost you know will be incurred in the future but you have not been invoiced for to date. These costs will show as committed cost on your Job Cost reports and as you receive invoices against the committed cost(s) you will reduce the committed cost and increase the actual cost (i.e. material).

Committed costs may be entered into the system in two ways. The first way is using Purchase Orders through the Inventory Control module and/or using Subcontracts in the Subcontract module. If you do not have the Purchasing & Inventory or Subcontract modules, but you still wish to use committed cost, you should enter them through the Accounts Payable **Enter Committed Costs** program.

Select **Accounts Payable > Enter Committed Costs**.

P.O. Number	Description	Cost Code	Amount
		?	

P.O. Number - Committed costs are driven by purchase order numbers. P.O. numbers are used to cross-reference which voucher is related to which committed cost. Enter a P.O. number for this committed cost.

Description - This field is for a description of this committed cost. The description appears on the Job Cost reports, the A/P Committed Cost report and the Posting report.

Cost Code - This field is for the job, phase and/or category that you against which you wish to post the committed cost.

Amount - This field is where you enter the dollar amount of the committed cost you want to post to this cost code.

2.7.2 How Do I Use Reports in Accounts Payable?

Follow these procedures to run and analyze ComputerEase Accounts Payable reports.

Below is a listing of ComputerEase reports that may be found in the Accounts Payable module. These reports provide you with a wide range of information, from a simple listing of vendors to more complex invoice reporting. In addition to these reports, your company may purchase customized reports for your system. Contact your local dealer for more information. If your company has purchased custom reports, you may access those reports by choosing Accounts Payable from the ComputerEase Main Menu and selecting User Reports. The reports listed below are all included in the Accounts Payable module:

- Check Register
- Invoice Register
- Outstanding Check Report
- Open Invoice Report by Vendor
- Open Invoice Report by Job
- Paid Invoice Report by Vendor
- Paid Invoice Report by Job
- Cash Flow Report
- Invoice Inquiry
- Committed Cost Report
- 1099s
- State Tax Withheld Report
- 1099 Report
- Subcontractor Reports
- Vendor Invoice Inquiry
- Discount Report
- Aging Report by Vendor
- Aging Report by Vendor/Job
- Aging Report by Job
- Open POs and Subcontracts
- Expired W/C Certificates Report
- Expired G/L Certificates Report
- A/P Expenses by G/L Account

You might not use all of the reports in Accounts Payable. However, all of these reports may be accessed in the Accounts Payable module and each of them may be printed as a hard copy, displayed on your computer screen for a quick reference, printed to a pdf in the clipboard for later viewing or emailed. Many reports are date sensitive, allowing you to run the report for only certain date ranges.

Running Reports

Most of the reports listed above may be accessed by selecting Accounts Payable from the ComputerEase Main Menu and choosing Reports. Click on Open Invoice Report, Paid Invoice Report, Print 1099's, Subcontractor Report, or Aging Report to display a sub-menu for these reports. When you have selected the report you wish to run, that report's informational screen will display. Below is an explanation of fields you will most commonly find on these screens. Which fields are displayed on a report's informational screen will vary by report, and not all fields listed below will apply to all reports.

Vendor Type - Select Supplier, Subcontractor, Other or All.

Vendor...To - These fields are used to filter the report by vendor. Leaving this field blank will run the report for all vendors. Choosing a vendor in only the first field will include only information for vendors whose vendor numbers occur at or after that vendor numerically/alphabetically. Choosing a vendor only the last field will include only information for vendors whose vendor numbers occur at or prior to that vendor number numerically/alphabetically.

Invoice Date...To - These fields are used to filter the report by invoice date. Leaving this field blank will run the report for all invoices regardless of invoice date.

Due Date...To - These fields are used to filter the report by due date. Leaving both fields blank will run the report for all due dates.

Discount Date...To - These fields are used to filter the report by discount date. Leaving both fields blank will run the report for all discount dates.

As of - This field is used to print or display the report as of a specific date. This option will give you a picture back in time. For example, if the date is 4/15 and you need to see what vouchers were actually open as of 12/31 of the prior year, you will enter 12/31 into this field. This can be very helpful in balancing Accounts Payable to the General Ledger.

As of Period - This field is used to print or display the report as of a specific General Ledger period. This option will also give you a picture back in time.

Sort By - This field allows you to sort the report by Voucher Number or Invoice Number.

Detail, Summary or Totals - This field allows you to dictate how much information will be given on the report. You have three choices: Detail, Summary and Totals. A Detailed report will show each open voucher for each vendor. The Summary report will show the total values by vendor. The Totals will show one line item with only a total for the report.

Include Non-Job Invoices - This prompt allows you to add vouchers not related to jobs to your reports when run by job. Any non-job invoices would be grouped together on the report under the job (None).

Include Unpaid Invoices - This prompt allows you to include unpaid invoices on your Paid Invoice Reports. If you wish to include unpaid invoices on this report select "Yes" with your mouse.

Aging Date - Enter in the date that you would like to use for your analysis. The aging date works like the **As of** date in other reports.

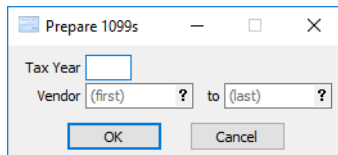
Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

2.7.3 Issuing the 1099

ComputerEase allows you to issue your 1099-MISC, 1099-NEC or 1099-INT based upon payments to vendors.

2.7.3.1 Prepare 1099s

Select **Accounts Payable > Reports > Print 1099s > Prepare 1099s**.



Tax Year - Enter the year for which you would like to prepare your 1099s.

Vendor... To - Select one vendor or a range of vendors, or leave these fields blank to prepare 1099s for all vendors.

After you select **OK** the system will prepare 1099s and display a notification telling you how vendors were processed.

2.7.3.2 Editing 1099s

Select **Accounts Payable > Reports > Print 1099s > Edit 1099s**.

Year - Select the year for which you need to edit 1099 information.

Vendor - Select the vendor for whom you need to edit 1099 information.

Form 1099- Choose whether you want to edit information for the 1099-MISC, 1099-NEC or 1099-INT. The fields available for editing depend on the form selected.

1099-MISC

Print 1099 - Select "Default," "Yes" or "No" from the drop-down. "Default" will defer to the selection in **Vendor Maintenance** in the **Print 1099** field. You can override that selection without changing it by changing the selection here.

Rents, Royalties, Other income, Gross proceeds paid to attorney - Payments made to this vendor will be placed into the field selected in the **Box** field in **Vendor Maintenance**.

Federal tax withheld, Fishing boat proceeds, Medical payments, Substitute payments, Crop insurance proceeds, Excess golden parachute, State Tax withheld, State Income - You may manually enter any amounts in these fields (State Income will populate automatically if a State Withholding Code is assigned to the vendor in Vendor Maintenance).

Direct sales > \$5000 for resale - Check this box to indicate direct sales for resale on the 1099 form.

State/Payer's state no. - Enter the state or local tax number if any state or local tax payments were made on behalf of the vendor.

1099-INT

Print 1099 - Select "Default," "Yes" or "No" from the drop-down. "Default" will defer to the selection in **Vendor Maintenance** in the **Print 1099** field. You can override that selection without changing it by changing the selection here.

Interest income, Federal tax withheld, Tax-exempt interest, State Tax withheld - You may manually enter any amounts in these fields.

State/Payer's state no. - Enter the state or local tax number if any state or local tax interest payments were made on behalf of the vendor.

1099-NEC

Print 1099 - Select "Default," "Yes" or "No" from the drop-down. "Default" will defer to the selection in **Vendor Maintenance** in the **Print 1099** field. You can override that selection without changing it by changing the selection here.

Nonemployee compensation, Federal tax withheld, State Tax withheld, State Income - You may manually enter any amounts in these fields (State Income will populate automatically if a State Withholding Code is assigned to the vendor in Vendor Maintenance).

State/Payer's state no. - Enter the state or local tax number if any state or local tax interest payments were made on behalf of the vendor.

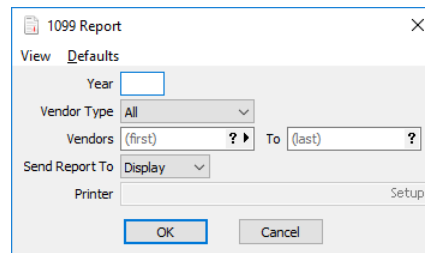
After you have made the appropriate entries/selections, click on **OK** to save the changes. Your changes will be used when printing the 1099s as long as you do not prepare your 1099s again.

Note: This only edits the 1099 printing. The vendor information and payment information history will not be changed through this process.

2.7.3.3 Printing the 1099 Report

This report allows you to see all compensation paid to all vendors sorted by those who require a 1099 and those who do not. Once the report is generated you will receive a listing stating how many do require a 1099 and how many do not along with a count for each.

Select **Accounts Payable > Reports > Print 1099s > Print 1099 Report**.

The image shows a dialog box titled "1099 Report" with a close button (X) in the top right corner. Inside the dialog, there are several fields and buttons. At the top, there are tabs for "View" and "Defaults". Below the tabs, there is a "Year" field with a text input box. Underneath that is a "Vendor Type" dropdown menu currently set to "All". Below the dropdown are two "Vendors" fields: the first is labeled "(first)" and the second is labeled "(last)", both with question mark icons and arrows. To the right of these fields is a "To" label. Below the vendors fields is a "Send Report To" dropdown menu currently set to "Display". At the bottom, there is a "Printer" field with a "Setup" button to its right. At the very bottom of the dialog are "OK" and "Cancel" buttons.

Year - Enter the year for which you wish to view the report.

Vendor Type - Select Supplier, Subcontractor, Other or All.

Vendor - These fields are used to filter this report by vendor.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

2.7.3.4 Printing the 1099

Once you have edited and generated the 1099 report you are now ready to print the actual 1099s.

Select **Accounts Payable > Reports > Print 1099s > Print 1099s**.

Year - Enter the year for which you wish to print 1099s.

For Form 1099- - Choose which version of the 1099 you want to print and load the appropriate form into your printer.

Vendor...To - These fields are used to filter your 1099s by vendor.

Federal ID - Your company's federal ID; if entered into your Federal Tax Table in the Payroll Module it will automatically fill.

Truncate SSNs - If you have entered a SSN for the Tax ID for the vendor, select Yes if you would like to display only the last 4-digits of the SSN or No if you would like to display the entire SSN.

Printer - This will default to the printer you have selected as your **Forms Printer** under **Configure > Configure User**. You may press the **F2** key or **?** to choose a different printer.

2.7.3.5 Printing the 1096

Once you have edited and generated the 1099 files, you will be able to print onto your 1096 form.

Select **Accounts Payable > Reports > Print 1099s > Print 1096**.

The screenshot shows a 'Form 1096' dialog box with the following fields and values:

- Year: 2020
- For Form 1099-: MISC
- Format: Form 1096
- Name of person to contact: (empty)
- Telephone number: (empty)
- Fax number: (empty)
- Email address: (empty)
- Preaddressed Form: Yes
- Federal ID: (empty)
- Send Report To: Display
- Printer: (empty)

Buttons: OK, Cancel, Setup

Year - Enter the year for which you wish to print 1099s.

For Form 1099- - Choose which version of the 1099 you want to print your 1096 to summarize; one 1096 form is required per type of 1099.

Name of person to contact- Enter the name of the person to contact at your company with questions about the return.

Telephone number - Enter the phone number of the person to contact at your company with questions about the return; this will default from your Company Information.

Fax number - Enter the fax number of the person to contact at your company with questions about the return; this will default from your Company Information.

Email address - Enter the email address of the person to contact at your company with questions about the return.

Preaddressed form - Choose "Yes" if you have a preaddressed form; this will prevent your company information from printing on the form.

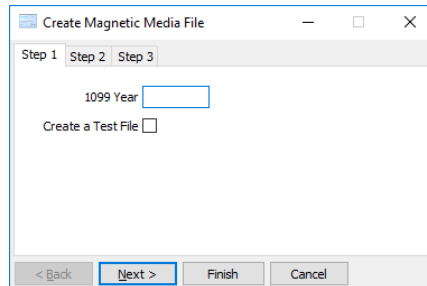
Federal ID - Your company's federal ID; if entered into your Federal Tax Table in the Payroll Module it will automatically fill.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

2.7.3.6 Magnetic Media File

Select **Accounts Payable > Reports > Print 1099s > Magnetic Media File > Create Magnetic Media File**.

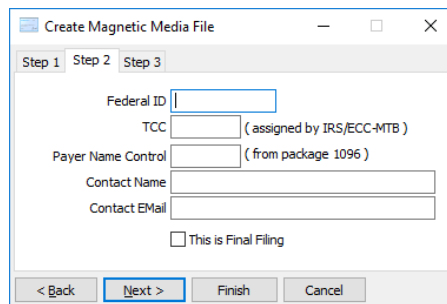
Step 1



1099 Year - Enter the year for which you wish to create your 1099 file.

Create a Test File - Check this option to create a test file.

Step 2



Federal ID - Your company's federal ID; if entered into your Federal Tax Table in the Payroll Module it will automatically fill.

TCC - Enter the Transmitter Control Code that has been assigned to you.

Payer Name Control - Enter the Payer Name Control assigned to you.

Contact Name - Enter the name of the person who is the contact at your company.

Contact E-Mail - Enter the e-mail address for the contact listed in the field above.

This is a Final Filing - Select this box if this is the final year for which you will be filing 1099s.

Step 3

This information is for viewing purposes, and will only have information in it if this is a revised mag media file.

Previously Accepted 1099s - Displays how many 1099s have previously been exported and marked "Accepted."

New 1099s - Displays how many 1099 records are about to be exported.

Save As - The location where the exported file will be saved, as well as the file name. If 1099s are about to be exported, you will have the opportunity to change this location and/or file name.

Corrected 1099s - Displays how many 1099s have been changed/corrected since the last export.

Save As - The location where the exported file for corrected 1099s will be saved, as well as the file name. If corrected 1099s are about to be exported, you will have the opportunity to change this location and/or file name.

2.7.3.7 Updating Filing Status

Select **Accounts Payable > Reports > Print 1099s > Magnetic Media File > Update Filing Status**.

Year	Type	Status
2010	Original 1099s	Unknown
2010	Corrected 1099s	Unknown

Status - Update the status for any original and/or corrected 1099s that have been exported. Choose "Accepted" or "Rejected/Not Sent" to update the file status. Once a file is marked "Accepted" any changes to any of the records contained in that file will result in a corrected 1099 record when the file is exported again.

2.7.3.8 Payments by Locality

ComputerEase offers the ability to print view your payments to vendors by payroll locality.

Select **Accounts Payable > Reports > Print 1099s > Payments by Locality Report**.

Check Date...To - These fields are used to filter this report by check date.

Local...To - These fields are used to filter this report by payroll locality.

Vendor Type - Select "Supplier," "Subcontractor," "Other" or "All."

Vendor...To - These fields are used to filter this report by vendor.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

2.7.3.9 Deleting 1099s

Select **Accounts Payable > Reports > Print 1099s > Delete old 1099s**.

Delete 1099 Information prior to - Enter the last year for which you would like to keep your 1099 data. The system will delete any prior years' 1099 data. Note that the information is deleted from the 1099 files only and no invoice or payment records are lost. The 1099s for a year for which you have deleted old 1099 information may be re-prepared.

2.7.4 Working With Recurring Payables

The Recurring Payables feature in ComputerEase allows you create vouchers on a recurring basis, either weekly, monthly, or at any other interval you select. Once you have set up your recurring payables, you can "post" those payables at intervals of your choice; vouchers will automatically be entered into Accounts Payable for each recurring payable due. These vouchers may then be edited or paid whenever you choose.

2.7.4.1 Entering Recurring Payables

Select **Accounts Payable > Work on Recurring Payables > Enter Recurring Payables**.

Select **Add** to allow you to add a recurring payable.

Vendor - Enter the vendor number or press the F2 key for a selection list.

P.O. Number - This field is used for informational purposes only and may be referenced when looking up the payable or when paying it. This will also print on the check.

Invoice Number - Enter an associated invoice number for this payable. If you do not enter an invoice number the invoice date will be used for an invoice number.

Description - This description displays and prints on the majority of the systems reports. It is also useful for General Ledger cross-reference and it is optional to include it on the check or check stub.

Amount - This is the gross amount of the voucher before any discounts.

Starting Invoice Date - Enter the date that you wish to begin invoicing this payable.

Next Invoice Date - Enter the next date that you want the invoice to be generated for.

Repeat Every - Enter the number of days, weeks or months after which you wish the invoice to repeat.

Final Invoice Date - Enter the date that you want this recurring payable to discontinue.

Days Until Due - This field is used to tell the system how many days after the invoice date the voucher/invoice is due for payment.

Discount Percent - Enter the discount percentage allowed for this voucher/invoice.

Discount Amount - Enter the amount of the discount if it is given as a flat amount rather than a percentage.

Days Discount Valid - This is where you enter the number of days a discount is valid after the invoice date.

Account - This field is where you tell the system where to post this cost in the G/L. You can have multiple distributions per recurring payable.

Amount - Enter the General Ledger expense account where you wish to expense the invoice.

Cost Code - This field contains the job, phase, and/or category where you wish to expense the invoice in the Job Costing module. This entry must be in the format Job#, Job#.Category# or Job#.Phase#.Category# depending upon the type of job.

Cost Type - This field is available only for distributions that have a valid job, phase, and/or category in the Cost Code field. The type displayed here will be the default cost type defined in this vendor's master file. If you wish to change this cost type, type in the letter of the new type and press Enter.

Direct Pay - Select the direct pay code associated to the recurring payable.

Equipment - If applicable, select the piece of equipment against which you wish to expense this recurring payable.

Code - If applicable, select the equipment service code against which you wish to expense this recurring payable.

2.7.4.2 Posting Recurring Payables

Select **Accounts Payable > Work on Recurring Payables > Post Recurring Payables**.

Vendor	Description	Next Date	Post
MAID	Weekly Cleaning Service	5/4/2010	<input checked="" type="checkbox"/>

Post Payables thru – This field defaults to the month/day/year that you are logged onto the software. This is how the system selects which recurring payables to post. Some recurring payables previously entered may not be due until the future.

Type – Choose either "Preliminary" or "Final.". The preliminary report is a proof report. This report will show you what invoices will be created once you do post. The "Final" report will print a report for your records listing which invoices were created, with Invoice Number, Invoice Date, Description (if any), Due Date, Discount Date and Discount Amount for each invoice. Choosing "Final" will also create the invoices; they will be available in your open payables for editing and/or payment.

G/L Period – Choose either "Automatic" or "Manual." Choosing "Automatic" posts each invoice to the General Ledger period corresponding to the invoice date. Choosing "Manual" causes a new field to appear in which you must choose the General Ledger period to which the invoices will all be posted.

Printer – This will default to the printer you have selected as your "Plain Paper Printer" under **Configure > Configure User**. You may press the **F2** key or **?** to choose a different printer.

A list of open recurring payables will be displayed at the bottom of the screen. You have the option to leave them all selected, or you can select only the ones that you wish to post at this time.

Once you have set all the fields to their desired settings click on **OK** to produce the report and post the vouchers.

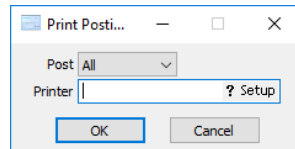
2.7.5 Posting to the General Ledger

The Post to General Ledger feature in ComputerEase allows you to print a posting report and update the General Ledger.

2.7.5.1 Print Posting Report

This menu selection prints a posting report showing all unposted invoices and/or checks that will be posted when the Update General Ledger is run.

Select **Accounts Payable > Maintenance Programs > Post to General Ledger > Print Posting Report**.



Post - Select one of the following options:

All - This will post all unposted Invoices and Checks.

Invoices - This will post all unposted Invoices.

Checks - This will post all unposted Checks.

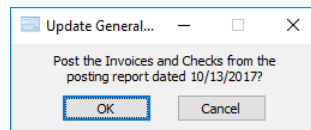
Printer – This will default to the printer you have selected as your **Plain Paper Printer** under **Configure > Configure User**. You may press the **F2** key or **?** to choose a different printer.

Once printed, confirm that the data is correct.

2.7.5.2 Update General Ledger

This menu selection is used to update the General Ledger after the Posting Report has been printed.

Select **Accounts Payable > Maintenance Programs > Post to General Ledger > Update General Ledger**.



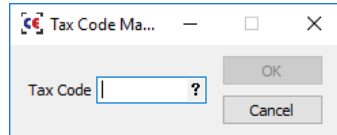
Click on **OK** to post items to the General Ledger. If you choose **Cancel** here, your Accounts Payable entries will not be posted to the General Ledger at this time.

2.7.6 Working on Direct Pay/Sales Tax

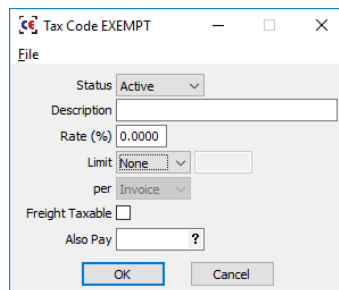
The Direct Pay program is for those companies that pay sales/use tax directly to the state. This feature is turned on under **Configure > System Parameters > Accounts Payable Parameters**. After activating this option, when you enter invoices into the system, there will be a **Direct Pay** field for you to enter sales tax codes into. This code can be for a county, state or any other taxing authority.

2.7.6.1 Create/Edit Tax Codes

Select **Accounts Payable > Maintenance Programs > Work on Direct Pay > Tax Code Maintenance**.



Tax Code - Select an existing code from the drop down menu or enter your new code and select **OK**, and then **Yes** to create.



Status – This field has two options, "Active" and "Inactive." "Active" is for any tax codes that are currently in use in your system. "Inactive" is for tax codes no longer in use.

Description – This field is where you enter the description/name for the tax code.

Rate – This field is where you enter the percentage that should be used for this tax code.

Limit – This field defines whether there is a cut off or starting point for this sales tax. Your options are:

None – All dollars posted to this sales tax code are taxable.

Up To – Only dollar amounts up to a specified amount are taxable.

After – Only dollar amounts greater than a specified amount are taxable.

Between – Only dollar amounts within a range specified are taxable.

Per - This field specifies whether the limit entered above is per Invoice or per Item.

Freight Taxable – This field identifies if freight is taxable (for sales only).

Also Pay – This field is used to identify another tax code that is to be used whenever this code is used.

2.7.6.2 Tax Code List

This program prints/displays the tax codes that you have entered into the system.

Select **Accounts Payable > Maintenance Programs > Work on Direct Pay > Tax Code List**.

Tax Code...To - These fields are used to filter this report by tax code.

Status – This field has two options, "Active" and "Inactive." "Active" is for any tax codes that are currently in use in your system. "Inactive" is for tax codes no longer in use.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

2.7.6.3 Printing the Sales Tax Report

This report will generate the total purchases and taxes owed per tax code for all invoices/vouchers entered into the system.

Select **Accounts Payable > Maintenance Programs > Work on Direct Pay > Sales Tax Report by Code or by Job**.

Job...To - These fields are only displayed if **By Job** was selected. It is used to filter the report by Job.

Tax Code...To - These fields are used to filter the report by tax code.

Dates based on - Select Posting Date or Invoice Date; it is important to be consistent each month with the choice you make here.

Period...To - These fields are used to filter the report by General Ledger period.

Date... To – These fields are used to filter the report by date.

Detail or Summary – Choose "Detail" to see each invoice for the selections made above, along with totals; choose "Summary" to see totals only for each job and/or tax code.

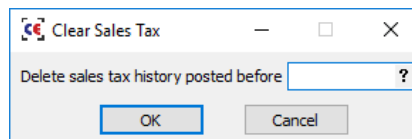
Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

2.7.6.4 Clearing Sales Tax

This program will allow you to purge details from the Sales Tax History.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy of your sales tax report prior to clearing the sales tax. Once purged, these are your only options for retrieving this information.

Select **Accounts Payable > Maintenance Programs > Work on Direct Pay > Clear Sales Tax**.



Delete Sales Tax History posted before - Enter the date through which you would like to delete sales tax history and choose **OK**. Those sales tax postings made on or before the date specified will be permanently purged from your data.

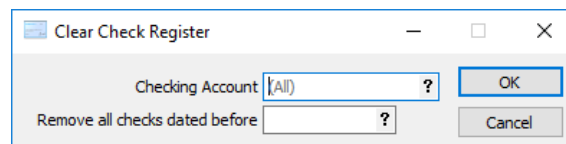
2.7.7 Purging Data In Accounts Payable

2.7.7.1 Clearing the Check Register

This program will allow you to purge details from the Check Register.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy prior to clearing the check register. Once you have purged your checks and other related information, these will be your only options for retrieving this information.

Select **Accounts Payable > Maintenance Programs > Clear Check Register**.



Checking Account - Select the account desired or leave the field empty to select all accounts.

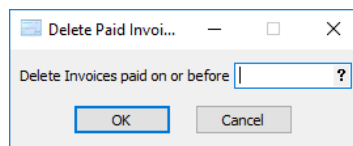
Remove All Checks Dated Before - Enter the first date for which you wish to keep check information. All prior information will be deleted.

2.7.7.2 Deleting Paid Invoices

This program will delete invoices that have been paid prior to the date you specify. The invoice must have a zero balance, the invoice register and check register must be cleared and the check pertaining to the invoice must be reconciled through the bank reconciliation program before an invoice may be deleted. If you wish to keep a permanent record of paid invoices, please print all reports prior to deleting any information and/or make a backup. Once deleted, these will be your only opportunities to review the deleted data.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy of all relevant reports prior to deleting your paid invoices. Once you have purged your invoices and other related information, these will be your only options for retrieving this information.

Select **Accounts Payable > Maintenance Programs > Delete Paid Invoices**.



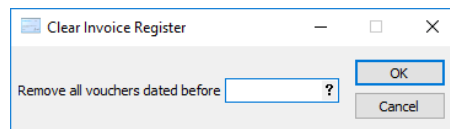
Delete Invoices paid on or before - Enter the date through which you would like to delete invoices and choose **OK**. Those invoices paid on or before the date specified will be permanently purged from your data.

2.7.7.3 Clearing the Invoice Register

This program will allow you to purge detail from the Invoice Register. This does not affect other reports such as the Open and Paid Invoice Reports.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy prior to clearing the invoice register. Once purged, these are your only options for retrieving this information.

Select **Accounts Payable > Clear Invoice Register**.



Remove all vouchers dated before - Enter the last date for which you would like to keep invoices **OK**. Any vouchers with an invoice date prior to the dated entered will be purged. For example, if you want to clear all vouchers from 2015 and before, you should enter 01/01/2016.

Once the date has been entered, you will receive a message asking if you've entered the correct date and printed the Invoice Register. If you have not printed the register to hard copy, click **No** and exit the program. If you have printed the register, click on **Yes** to continue and the Invoice Register will be cleared.

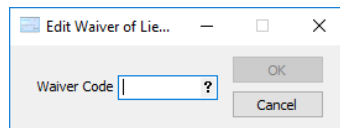
2.7.8 Using Lien Waivers

Occasionally, you may require a Waiver Of Lien for suppliers or subcontractors on a certain job. ComputerEase will automatically keep track of when a lien waiver should be printed for a vendor. These lien waivers are printed immediately after the A/P checks. This only occurs if the job is set to print lien waivers and the vendor has a lien waiver selected in their master file. You also have an opportunity to select lien waivers when printing checks, or to print waivers after checks have been posted.

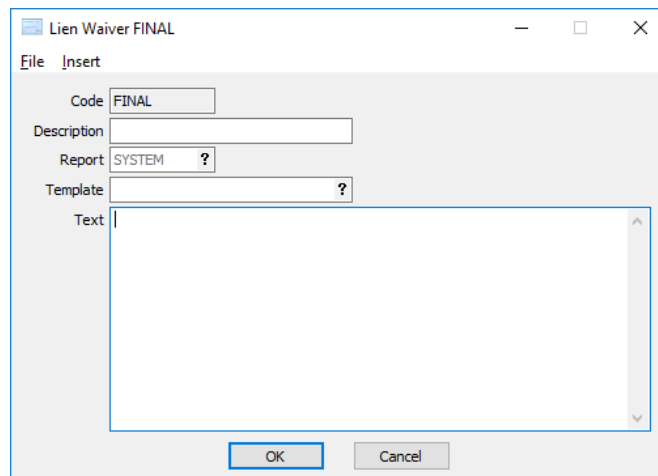
2.7.8.1 Creating Lien Waiver Formats

ComputerEase comes with default lien waivers. However, since the lien waiver is a legal document, the wording supplied might not always be acceptable in all areas and/or for all vendors. Therefore, ComputerEase has the built-in capability to edit the wording of the waivers and what job and vendor information appears on the waiver.

Select **Accounts Payable > Maintenance Programs > Edit Waiver of Lien text.**



Waiver Code - Select the code to edit, or you can create a new one.



Description - Enter a brief description for your use when choosing which lien waiver to print.

Report - Choose "System" or "Word" depending on which format your want to use. The system report uses text in the **Text** box below. The Word report uses a Microsoft Word template, which you may customize.

Template - If your choose "Word" for the report, specify the Word template from your ComputerEase directory that is to be used when printing this lien waiver.

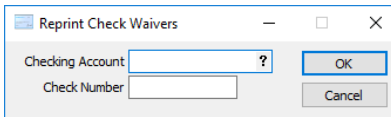
Text - If you choose a "System" report, enter the text of your lien waiver. Also while your cursor is in the Text box, you can select Insert from the top left and insert additional fields as many times as needed. You can also use ComputerEase's default text by selecting **File, Load Default Text** then either **Supplier** or **Subcontractor**.

Once you have completed your editing, select **OK** to save your changes.

2.7.8.2 Reprinting Lien Waivers

You have the ability to reprint a lien waiver for any check, even a check for which you did not originally print a waiver. If you need to print a lien waiver for a check after the check has been posted, use the "Reprint Check Waivers" menu option.

Select **Accounts Payable > Maintenance Programs > Reprint Check Waivers.**

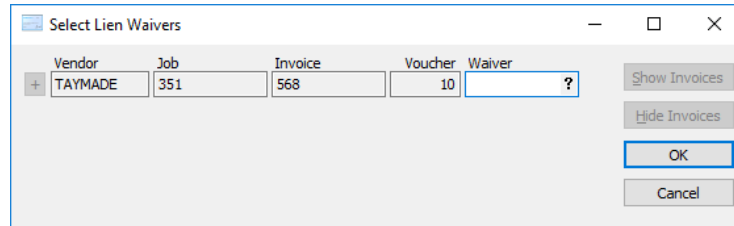


A dialog box titled "Reprint Check Waivers" with a close button (X) in the top right corner. It contains two input fields: "Checking Account" with a dropdown arrow and a question mark, and "Check Number" with a text box. There are "OK" and "Cancel" buttons at the bottom right.

Checking Account - Choose the checking account from which the check was written.

Check Number - Enter the check number for which you want to print a lien waiver.

Once you click **OK** a screen will appear listing all invoices paid using the check number you entered above.



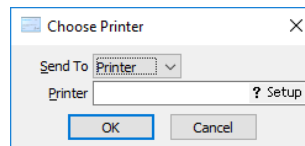
A dialog box titled "Select Lien Waivers" with a close button (X) in the top right corner. It contains a table with the following data:

Vendor	Job	Invoice	Voucher	Waiver
TAYMADE	351	568	10	?

Below the table are buttons for "Show Invoices", "Hide Invoices", "OK", and "Cancel".

Waiver - If you have a preselected lien waiver for the vendor and the job is set to print lien waivers, the lien waiver format to use will default here. If not, or if you need to use a different format, choose the format to use for each invoice.

Once you have selected your lien waiver format for any invoice for which you want to print a waiver, click **OK** to print the waivers.



A dialog box titled "Choose Printer" with a close button (X) in the top right corner. It contains a "Send To" dropdown menu with "Printer" selected, and a "Printer" text box with a question mark and a "Setup" button next to it. There are "OK" and "Cancel" buttons at the bottom.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with your waiver(s). If you are printing the waiver, select the appropriate printer in the next field. Click **OK** and the waiver will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

2.7.9 Printing Labels

You have the ability to print mailing labels for some or all of your vendors directly from ComputerEase. First you must configure your labels according to your label type. Once you have configured your labels, you can print as often as you want.

2.7.9.1 Setting Up Labels

Prior to printing labels, you will need to configure your labels so that ComputerEase will know how your label sheets are laid out; the same program configures labels for Accounts Payable, Accounts Receivable and Payroll, so you only need to configure them once.

Select **Configure > Setup Labels**.

The 'Setup Labels' dialog box is shown with the following settings:

Section	Field	Value	Unit
Page	Label Type	Cut Sheet	
	Left Margin	1/2	inches
	Top Margin	1/2	inches
	Number Across	3	
	Number Down	10	
	Horizontal Pitch	3	inches
Label	Label Width	3	inches
	Label Height	1	inches
	Horizontal Offset	1/8	inches
	Vertical Offset	1/16	inches

Note: By placing your cursor in any field you will see a description of that field in the empty box at the bottom of the screen.

Label Type – Choose the label type, Continuous (Dot Matrix printers) or Cut Sheet (Laser or InkJet printers).

Left Margin – Enter the distance from the left edge of the paper to the first label.

Top Margin - Enter the distance from the top of the paper to the first label.

Number Across – Enter the number of labels in each row on your label sheet.

Number Down – Enter the number of labels in each column on your label sheet.

Horizontal Pitch – Enter the distance from the left edge of one label to the left edge of the one in the next column.

Vertical Pitch - Enter the distance from the top edge of one label to the top edge of the one below.

Label Width – Enter the width of your labels.

Label Height - Enter the height of your labels.

Horizontal Offset - Enter the distance from the left edge of each label to where the first character should be printed; this sets the left margin on each label.

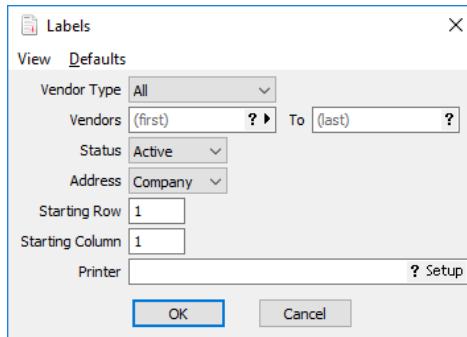
Vertical Offset - Enter the distance from the top edge of a label to where the first row should be printed; this sets the top margin of each label.

When you are finished, click on OK to save your information or Cancel to leave the screen without saving your changes.

2.7.9.2 Printing Labels

Once you have set your label format, you can use this function to print mailing labels for some or all of your vendors.

Select **Accounts Payable > Reports > Print Labels**.

A screenshot of a 'Labels' dialog box. It has a title bar with a close button. Below the title bar are two tabs: 'View' and 'Defaults'. The 'View' tab is selected. Inside the dialog, there are several fields: 'Vendor Type' is a dropdown menu set to 'All'; 'Vendors' is a text box containing '(first)' followed by a right-pointing arrow and a question mark; 'To' is a text box containing '(last)' followed by a question mark; 'Status' is a dropdown menu set to 'Active'; 'Address' is a dropdown menu set to 'Company'; 'Starting Row' is a text box containing '1'; 'Starting Column' is a text box containing '1'; and 'Printer' is a text box followed by a right-pointing arrow and a question mark, with a 'Setup' button next to it. At the bottom are 'OK' and 'Cancel' buttons.

Vendor Type - Choose to print labels for Suppliers, Subcontractors, Other vendors or All vendors.

Vendor...To - Choose a vendor or range of vendors for which to print labels, or leave blank to print for all vendors that meet other criteria.

Status - Choose to print labels for Active vendors, Inactive vendors or All vendors.

Address - Choose to use the Company address for all vendors or the Remit to address, when available, when printing labels.

Starting Row - Enter the row at which to start printing labels or leave at the default of "1" to start printing in the first label space.

Starting Column - Enter the column at which to start printing labels or leave at the default of "1" to start printing in the first label space.

Printer - Choose the printer that holds your label sheets.

Once you have made your selections, select **OK** and your label sheets will print.

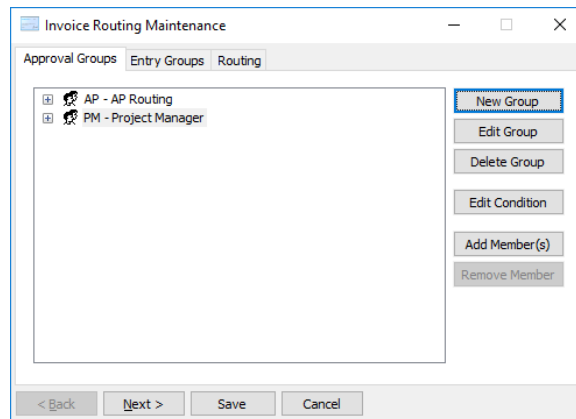
2.7.10 Invoice Routing Maintenance

Invoice routing allows you to direct invoices to one or more individuals for approval prior to paying. It is important to note that once an invoice is routed, it must be approved before it will be available for payment.

2.7.10.1 Creating a New Group

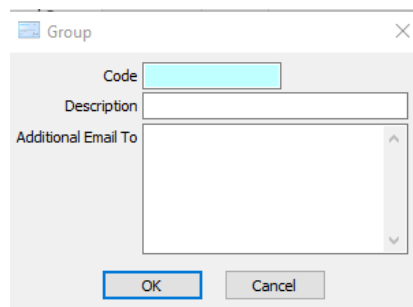
When setting up your routing criteria you must first create groups. A "group" may have one or more persons as members.

Select **Maintenance Programs > Invoice Routing Maintenance**.



To Create a New Group

Click on the **New Group** button.

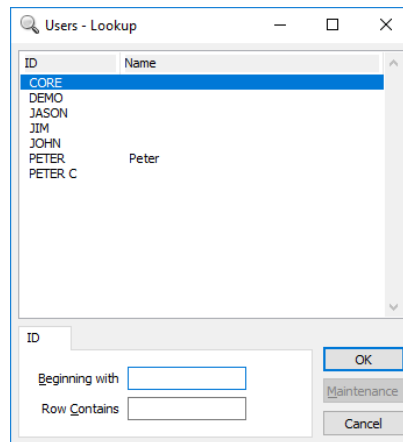


Code - Enter a code of up to eight characters to identify the group.

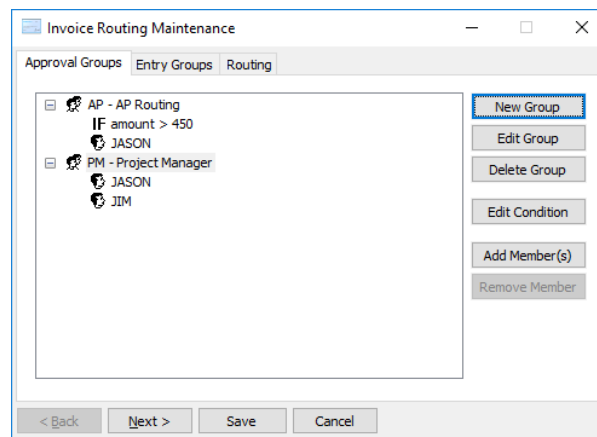
Description - Enter a description of the group.

Additional Email To - Enter any additional email addresses that should receive emails when this user is notified of pending approvals separated by semicolons.

After you click **OK** you will have the opportunity to add one or more members to this group.

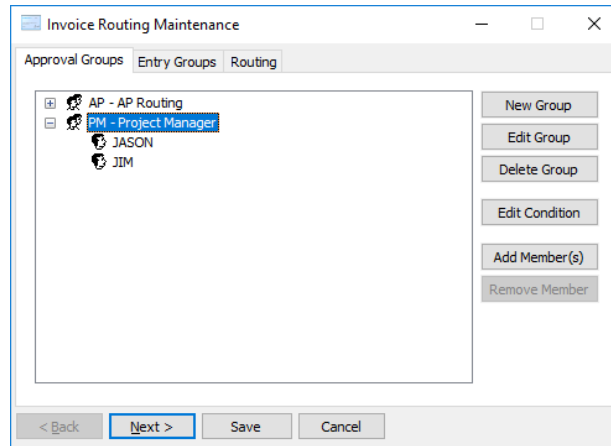


This screen lists all of the ComputerEase users for your company. Highlight the user you wish to add to the group and click **OK**. Repeat this as many times as necessary to build the list of users that you want to include in the group. Remember that when an invoice is routed to a group, any one of the members of that group may approve the invoice. Once all users are selected, click **Close** to exit the screen and you will see your Group on the Invoice Routing Maintenance screen.



2.7.10.2 Editing Groups/Add & Remove Members

To edit an existing Group, highlight the Group on the Inventory Routing Maintenance screen.



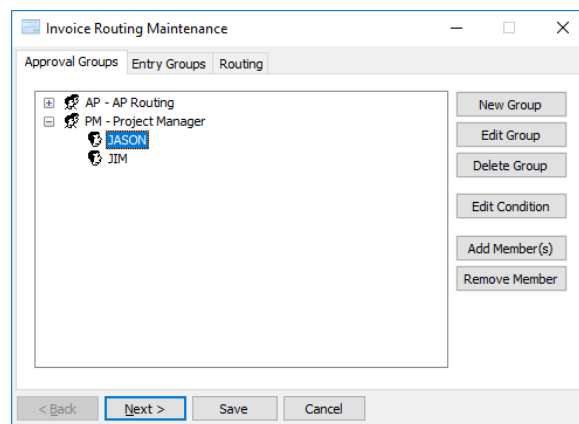
Select the **Edit Group** button.

You may edit the "Description" and/or additional email addresses of the group but you can not change the "code." If you wish to change the code name you must select **Delete Group** and start over.

Add/Remove Members - To add or remove users, highlight the Group on the Inventory Routing Maintenance screen.

If you want to add members, select the **Add Members** button and the listing of ComputerEase Users will appear.

If you are wanting to remove a member, highlight the members name and the **Remove Member** button will become available.



2.7.10.3 Adding Conditions to your Groups

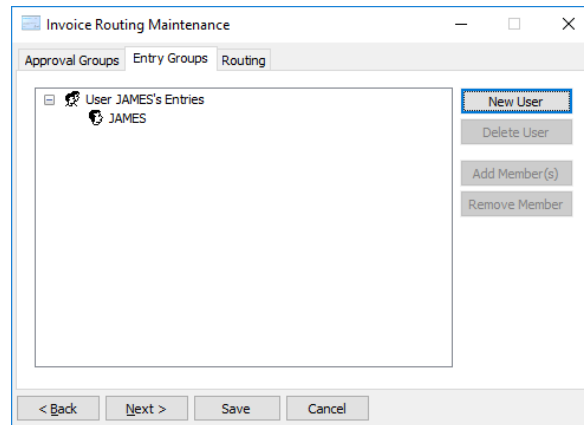
To add conditions for routing invoices to a group, highlight the group for which you would like to set a condition and select the **Edit Conditions** button.

To select your criteria double-click on any of the items in the **Available Fields** block. Use the examples in the **Examples** block to help you set up your criteria.

In the above example, any job-costed invoice over \$999 will be routed to the group in question. Once you click **OK** the condition will appear on the Invoice Routing Maintenance Screen.

2.7.10.4 Entry Groups

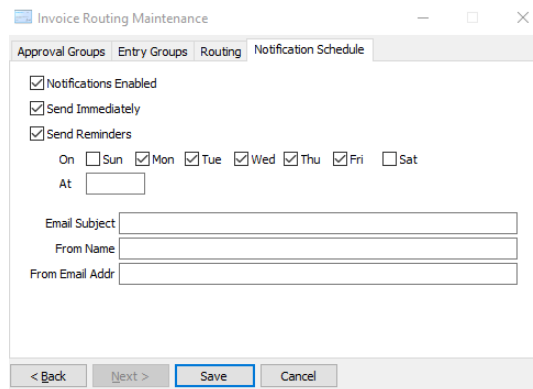
Entry Groups allow you to submit the invoices back to the original person(s) who entered the invoice into the software. This will allow the accounts payable person to know the status of the invoice and when it has been cleared for payment.



The screenshot shows the 'Invoice Routing Maintenance' window with the 'Entry Groups' tab selected. The main area displays a list of users under the heading 'User JAMES's Entries', with 'JAMES' listed below it. To the right of the list are four buttons: 'New User' (highlighted with a blue border), 'Delete User', 'Add Member(s)', and 'Remove Member'. At the bottom of the window are four buttons: '< Back', 'Next >', 'Save', and 'Cancel'.

2.7.10.5 Notification schedule

This is where you create the schedule used by ComputerEase when sending notifications to users who have approvals outstanding.



The screenshot shows the 'Invoice Routing Maintenance' window with the 'Notification Schedule' tab selected. The window contains several checkboxes: 'Notifications Enabled' (checked), 'Send Immediately' (checked), and 'Send Reminders' (checked). Below these are radio buttons for 'On' (Sun, Mon, Tue, Wed, Thu, Fri, Sat) with 'Mon' through 'Fri' checked. There is an 'At' field with a dropdown arrow. Below these are three text input fields: 'Email Subject', 'From Name', and 'From Email Addr'. At the bottom are four buttons: '< Back', 'Next >', 'Save' (highlighted with a blue border), and 'Cancel'.

Notifications Enabled - Check here to enable notification emails. Users who have an email address and the option to receive routing notifications enabled will receive emails letting them know when they have invoice approvals to complete.

Send Immediately - Check here to send a notification soon after a user has an invoice routing to him/her for approval.

Send Reminders - Check here to send reminder emails to users using the schedule below.

On - Check the box(es) for the day(s) you want to send notification emails.

At - Enter a time to send routing notification emails. As long as the machine on which your CE Live resides is active at that time and CE Live is running, emails will be sent at this time.

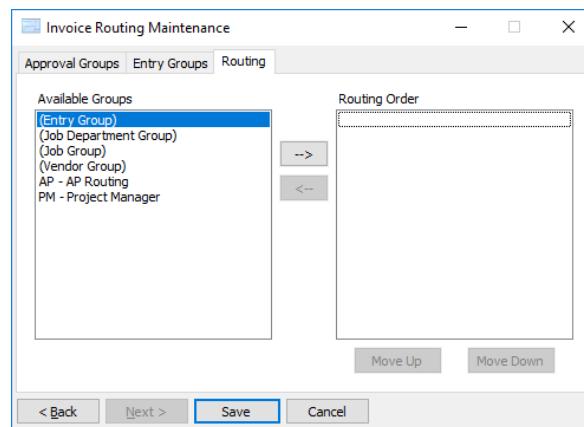
Email Subject - Enter the email subject to use in notification emails.

From Name - Enter the name to use as the sender's name in notification emails.

From Email Address - Enter the email address to use as the sender's address in notification emails.

2.7.10.6 Routing the Invoices

Once you established one or more groups, select the **Routing** tab.



Under the **Available Groups** are all of the Groups that you have created along with certain system defaults. If you do not move the Group from under the **Available Groups** to the **Routing Order** no invoice/voucher will be automatically routed to that group regardless of what conditions you have set. Moving the groups to the Routing Order side will ensure that each invoice will be compared against the conditions/criteria for that group and be sent to the appropriate group.

The system default of **Job Group** must be under the Routing Order if you wish for all invoices for a job to be routed to the group identified in the **Payables Routing** field in **Job Maintenance**.

The screenshot shows a software window titled "Job 300 - Ohio Educational". It contains a form with various fields for job maintenance. The "Payables Routing" field is highlighted with a red rectangular box. Other visible fields include Customer (SFEFCU), Job Name (Ohio Educational), Address, City/St/Zip, Status (Active), Sales Tax Code, Direct Pay Code, PO Sales Tax Code, T&M Billing Code (DEFAULT), Billing Notes, RFC Rates, RFC Markups, Billing Group, E/C Billing Rates, Pay Items, Lien Waivers, Lock Budgets, Warn if Over Budget, Price Code, Bar Code, Sales Account (4000.00), Next Subcontract, A/R Retention, and Sub Retention.

The system default of **Job Department Group** must be under the Routing Order if you wish for all invoices for a job to be routed to the group identified in the **Payables Routing** field in **Job Department Maintenance**.

The screenshot shows a software window titled "Department NEW". It contains a form for department maintenance. The "Payables Routing" field is highlighted with a red rectangular box. Other visible fields include Description (Ohio Jobs), Payroll Department, Default Inventory Location, Inventory Department, and a table of Cost Types with Default Accounts and Validation Masks.

Cost Type	Default Account	Validation Mask
L Labor	?	**** **
P Overtime Labor	?	**** **
B Burden	?	**** **
F Fringes	?	**** **
M Material	?	**** **
S Subcontractor	?	**** **
E Equipment	?	**** **
O Other	?	**** **
R Rental	?	**** **
V Overtime	?	**** **
Z Overhead	?	**** **

The system default of **Vendor Group** must be under the Routing Order if you wish for all invoices for a job to be routed to the group identified in the **Payables Routing** field in the **Vendor Maintenance Settings** tab.

The screenshot shows the 'Vendor NEW' window with the 'Settings' tab selected. The 'Payables Routing' field is highlighted with a red box. Other fields include Status (Active), Type (Supplier), Department (?), Tax ID, Account #, Cost Type (M - Material), G/L Account (5100.00), Lien Waivers (?), Check Limit (No Limit), Payments on Hold, Pay via Comdata, Email, Payment Terms (0 days), Discount % (0.00), Terms (0 days), Retention % (0.00), Workers Comp % (0.00 after ?), Warning Date (?), Warning Message, A/P Notes, and checkboxes for 'One Invoice per Check' and 'Invoice Requires PO or Subcontract'.

If no groups are specified in the **Routing Order**, invoices may still be manually routed at time of entry.

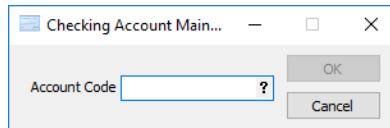
The screenshot shows the 'New Invoice' window. The 'Route To' field in the 'Department' section is highlighted with a red box. Other fields include Vendor (?), PO/Subcontract (?), Invoice Number, Invoice Amount, Status (Pay), Invoice Date (10/13/2017), Post To (Oct, 2017), Due Date (10/13/2017), Description, Print on stub, Waivers, and a table for Discount, Retention, and Workers Comp. The bottom section includes Cost Code, Cost Type, Account, Amount, Direct Pay, Equipment, Code, and Service Order.

The screenshot shows the 'Route To' dialog box. It has a 'Route To' field with 'AP' entered, a 'Notes' text area, and 'OK' and 'Cancel' buttons.

2.7.11 Checking Account Maintenance

You will need to set up a checking account for any account you will use to write checks from in either the Accounts Payable or Payroll modules.

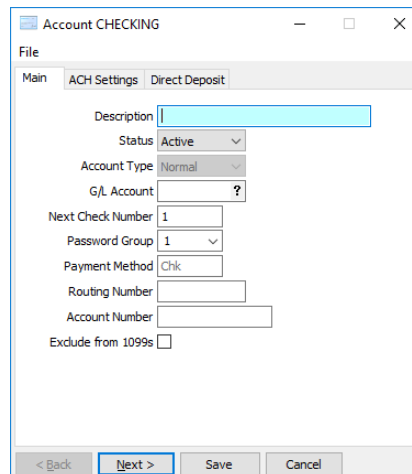
Select **Accounts Payable > Maintenance Programs > Checking Account Maintenance**.



A small dialog box titled "Checking Account Main...". It contains a text field labeled "Account Code" followed by a question mark icon. To the right of the text field are two buttons: "OK" and "Cancel".

Account Code - Either select an existing account from the drop down menu or enter your new code and select **OK** and then **Yes** to create.

Main Tab



A larger dialog box titled "Account CHECKING". It has a menu bar with "File" and a tabbed interface with "Main", "ACH Settings", and "Direct Deposit". The "Main" tab is active. Fields include: "Description" (text field), "Status" (dropdown menu with "Active" selected), "Account Type" (dropdown menu with "Normal" selected), "G/L Account" (text field with a question mark icon), "Next Check Number" (text field with "1" entered), "Password Group" (dropdown menu with "1" selected), "Payment Method" (text field with "Chk" entered), "Routing Number" (text field), "Account Number" (text field), and "Exclude from 1099s" (checkbox). At the bottom are buttons: "< Back", "Next >", "Save", and "Cancel".

Description - Enter a description for the account.

Status - This field has two options, active and inactive. Active means this account is an active account and you use this account to make purchases. Inactive means that you are no longer using this account. If an account is marked as inactive you will not be able to use it to make payments. Inactive does not delete the account; it just prevents future detail from being posted to it.

Account Type - Choose "Normal", "Comdata" or "Nvoicepay". The Comdata account type should only be selected if you are to use this account to process payments using the Comdata system (see [Processing Comdata Payments](#)¹³⁵ for more information) and the Nvoicepay account type should only be selected if you are to use this account to process payments using the Nvoicepay system (see [Processing Nvoicepay Payments](#)¹³⁹ for more information).

G/L Account - Select or enter the account in your general ledger that corresponds to this checking account.

Next Check Number - Enter the first/next check number to be used; this will keep track as checks are used in the system.

Payment Method - Enter payment method for payments made from this account. This defaults to "Chk" but you can enter up to 3 characters (EFT, ACH, etc). This makes account reconciliation easier; this code is displayed in GL detail reports and in the account reconciliation screen.

Password Group - Select password group 1-8. This allows you to control which users have access to this account.

Routing Number - Enter your bank routing number.

Account Number - Enter your account number.

Exclude from 1099s - Check this box if payments made using this account are not to be included in 1099 payment totals. This option should be used if this account represents a credit card, since credit card payments are reported separately using form 1099-K.

Data must be entered on the **Direct Deposit** tab if this account is to be used for direct deposit in the Payroll module. For your convenience, instructions on this setup are included both here and in the Payroll Chapter of this manual.

ACH Settings Tab

Note: Information entered into the following fields is usually supplied by your financial institution. A general description of each field is given here for guidance; please contact your financial institution if you are unsure of any of the required information.

Destination routing # - Enter your financial institution's routing number.

Destination Name - Enter your financial institution's name or the name given to you by your financial institution if using a third party provider.

File ID Modifier - Enter the file ID modifier specified by your financial institution.

ODFI Routing # - Enter the ODFI routing number for your financial institution or third party provider.

Use Offsetting Account - Check this box and enter an account number if your financial institution requires a balanced batch file.

Origin Code # - Enter the origin code designated by your financial institution.

Origin Name - Enter origin name designated by your financial institution.

Company ID - Enter your company ID as it appears in your financial institution's records.

Company Name - Enter your company's name, as it appears in your financial institution's records.

Discretionary Data - Enter any discretionary data required by your financial institution.

Use Header Record - Check this box and enter the header information your financial institution requires if they require an additional header record in the file.

Record Separator - Choose either "None" or "<CR><LF>" depending on whether your financial institution requires a separator between records.

Direct Deposit Tab

Note: Information entered into the following fields is usually supplied by your financial institution. A general description of each field is given here for guidance; please contact your financial institution if you are unsure of any of the required information.

The screenshot shows a software window titled "Account CHECKING" with a "Direct Deposit" tab selected. The form contains the following fields and controls:

- Direct Deposit Type: NACHA (dropdown menu)
- Destination Routing #: (text input)
- Destination Name: (text input)
- File ID Modifier: (text input)
- ODFI Routing #: (text input)
- Use Offsetting Account: ☒ (checkbox)
- Origin Code #: (text input)
- Origin Name: (text input)
- Company ID: (text input)
- Company Name: TE Testing (text input, highlighted in blue)
- Discretionary Data: (text input)
- Use Header Record: ☐ (checkbox)
- Record Separator: None (dropdown menu)

At the bottom of the window are four buttons: "< Back", "Next >", "Save", and "Cancel".

Export Type - Select either "NACHA" or "ASCII" depending on your financial institution's specifications; "ComputerEase" is for use only by the ComputerEase Payroll Service.

Destination routing # - Enter your financial institution's routing number.

Destination Name - Enter your financial institution's name or the name given to you by your financial institution if using a third party provider.

File ID Modifier - Enter the file ID modifier specified by your financial institution.

ODFI Routing # - Enter the ODFI routing number for your financial institution or third party provider.

Use Offsetting Account - Check this box and enter an account number if your financial institution requires a balanced batch file.

Origin Code # - Enter the origin code designated by your financial institution.

Origin Name - Enter origin name designated by your financial institution.

Company ID - Enter your company ID as it appears in your financial institution's records.

Company Name - Enter your company's name, as it appears in your financial institution's records.

Discretionary Data - Enter any discretionary data required by your financial institution.

Use Header Record - Check this box and enter the header information your financial institution requires if they require an additional header record in the file.

Record Separator - Choose either "None" or "<CR><LF>" depending on whether your financial institution requires a separator between records.

2.7.12 Department Maintenance

The Accounts Payable Module allows you to set up different departments in order to better manage your payables. In order to have the option of setting up departments you must first activate the **Multiple Departments** option in the **Accounts Payable Parameters**.

The screenshot shows the 'Setup' dialog box with the 'General' tab selected. The 'G/L Accounts' section contains a table with the following values:

G/L Accounts	Value	?
Accounts Payable	2000.00	?
Discount	6100.00	?
Retention	2001.00	?
Workers Comp	2280.00	?
Sales Tax	2220.00	?

The 'G/L Description' section has two radio buttons: 'from Voucher' (selected) and 'from Distribution'.

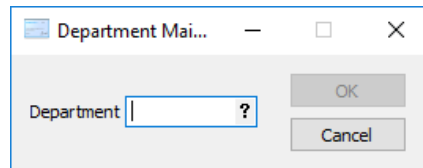
The 'Next Voucher Number' is set to 293.

The 'Multiple Departments' checkbox is checked and highlighted with a red box. Other checkboxes include 'Direct Pay' (checked), 'Must Enter Invoice Number' (unchecked), 'Must Enter Invoice Description' (unchecked), and 'Automatically Invoice All Receipts' (checked).

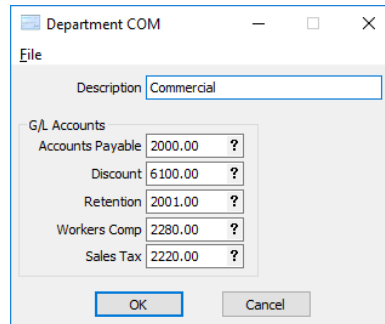
At the bottom, there are buttons for '< Back', 'Next >', 'Save', and 'Cancel'.

Note: If you already have invoices entered into your payables and want to begin utilizing departments in Accounts Payable, it is important to know that upon checking this box the system will ask you for a specific name of a department to which all existing invoices will be assigned. You will then need to create each department and edit the specific vouchers if you wish to assign them to an alternate department.

Select **Accounts Payable > Maintenance Programs > Department Maintenance**.

A screenshot of a Windows-style dialog box titled "Department Mai...". It contains a text field labeled "Department" with a question mark icon to its right. Below the text field are two buttons: "OK" and "Cancel".

Department - Select an existing code from the lookup menu or enter your new code and select **OK**, and then **Yes** to create.

A screenshot of a Windows-style dialog box titled "Department COM". It has a "File" section with a "Description" field containing the text "Commercial". Below this is a section titled "G/L Accounts" containing a table of G/L accounts with their corresponding values and question mark icons. At the bottom are "OK" and "Cancel" buttons.

G/L Accounts		
Accounts Payable	2000.00	?
Discount	6100.00	?
Retention	2001.00	?
Workers Comp	2280.00	?
Sales Tax	2220.00	?

Description - Enter a description for your department.

Accounts Payable - Select the corresponding G/L account to which your payables for this department will be credited.

Discount - Select the corresponding G/L account to which discounts for this department will be credited when they are taken. If none, you may opt for your suspense account.

Retention - Select the corresponding G/L account to which retention for this department will be credited. If none, you may opt for your suspense account.

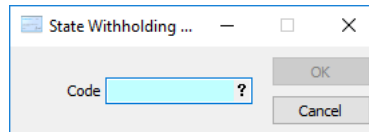
Workers Comp - Select the corresponding G/L account to which workers compensation withheld from payments for this department will be credited. If none, you may opt for your suspense account.

Sales Tax - Select the corresponding G/L account to which direct pay tax accrued will be credited. If none, you may opt for your suspense account.

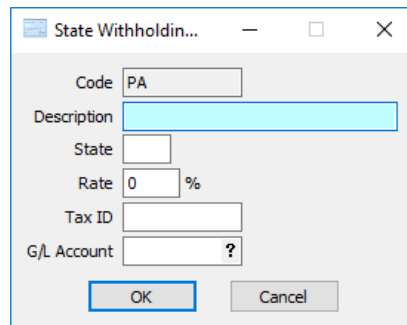
When you are finished, click on **OK** to save your information or **Cancel** to leave the screen without saving your data.

2.7.13 State Withholding Maintenance

State Withholding Maintenance allows you to set up State Withholding Codes for states that require income tax to be withheld on non-employee compensation. The code can be tied to a vendor in Vendor Maintenance and will be activated on the Enter/Edit Invoice screens if applicable. Select **Accounts Payable > Maintenance Programs > State Withholding Maintenance**.



Code - Select an existing code from the lookup menu or enter your new code and select **OK**, and then **Yes** to create.



Code - Displays Code entered on first screen (not editable).

Description - Enter a description for the code.

State - Enter the two character state abbreviation for which the code applies.

Rate - Enter the Rate of income tax to be withheld for the code.

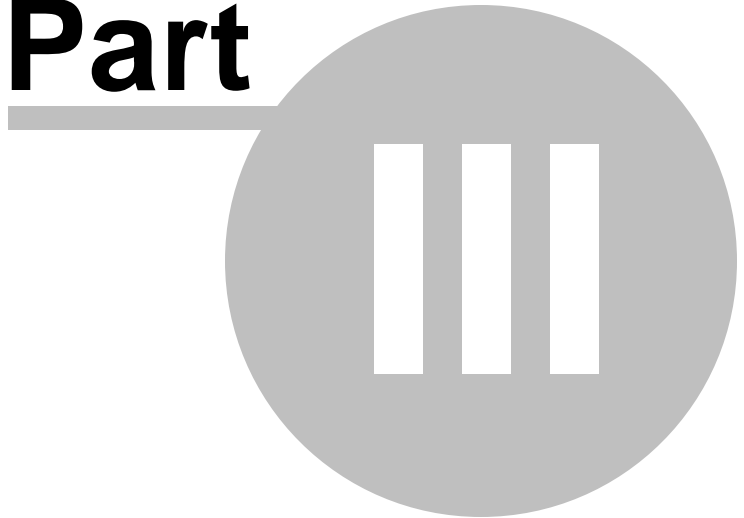
Tax ID - Enter the Tax ID for the State.

G/L Account - Select the corresponding G/L account to which the income tax will accrue.

When you are finished, click on **OK** to save your information or **Cancel** to leave the screen without saving your data.

Job Costing

Part



3 Job Costing

The Job Costing System module, along with the General Ledger module, is the central point of ComputerEase software. Accounts Payable, Accounts Receivable, Payroll, Equipment Costing, Service Management, Rental and Inventory Control all post information directly to this module, making ComputerEase an integrated system that is easy to understand and ensuring the accuracy and timeliness of information. This section is designed to familiarize you with the basics of how this module works and the tools and information this module offers you.

Every module in ComputerEase revolves around the General Ledger and the Job Costing System. Each module posts its information directly into the General Ledger and the Job Costing System which are, in turn, fully integrated with each other. This allows your system to remain in balance while information is updated in multiple areas of ComputerEase with only a one-time entry of data. For example, when you enter vouchers, print payroll checks or enter job related data into other modules, these postings will update the appropriate elements of job costing automatically. ComputerEase's method for structuring jobs, provides great flexibility in setting up your jobs and gathering valuable cost breakdown information. In addition, ComputerEase allows you to work with multiple companies at the same time and permits each company to have different ways of job costing and billing.

3.1 What is the Job Costing System Module?

3.1.1 Benefits of the Job Costing System

The Job Costing System in ComputerEase offers a wide range of features and reports that are designed to allow you to access important and pertinent information, that is both accurate and analytical in nature, as quickly and easily as possible. Accessing these features and reports is the topic of the following sections in this chapter.

3.1.2 The Job Costing System

The Job Costing System module, along with the General Ledger module, is the central point of ComputerEase software. Accounts Payable, Accounts Receivable, Payroll, Fleet & Assets, Subcontract, Service Management, Tool & Equipment Tracking and Purchasing & Inventory all post information directly to this module, making ComputerEase an integrated system that is easy to understand and ensuring the accuracy and timeliness of information. This section is designed to familiarize you with the basics of how this module works and the tools and information this module offers you.

Every module in ComputerEase revolves around the General Ledger and the Job Costing System. Each module posts its information directly into the General Ledger and the Job Costing System which are, in turn, fully integrated with one other. This allows your system to remain in balance while information is updated in multiple areas of ComputerEase with only a one-time entry of data. For example, when you enter vouchers, print payroll checks or enter job related data into other modules, these postings will update the appropriate elements of job costing automatically. ComputerEase's method for structuring jobs provides great flexibility in setting up your jobs and gathering valuable cost breakdown information. In addition, ComputerEase allows you to work with multiple companies at the same time and permits each company to have different ways of job costing and billing. So, for example, you may set up one company that has all time and material jobs while a second company is set up as a union company.

3.1.3 Features in the Job Costing Systems

Features you will find in the Job Costing System:

- Reporting of labor burden costs that allows you to see even the "invisible" costs that are associated with doing business but cannot always be applied directly to the job.
- Complete unit cost entry, tracking, and reporting.
- Reporting that is broken down into multiple levels of detail or is summarized, depending on your preference.
- The ability to "batch print" any number of reports or the same report repetitively.
- Cost codes that can be customized to your needs and preferences.
- A balancing program that makes balancing Job Costing with the General Ledger effortless.
- The ability to create a "master job" used for duplicating when certain jobs have the same categories and phases, saving you from re-entering the same phases and categories each time you enter a job.
- Fully comprehensive reporting of Contract and Time & Materials Jobs that includes cash flow, unit costing, percentage complete, and projection reports.
- Full integration with Accounts Payable, Accounts Receivable, Payroll, Tool & Equipment Tracking, Service Management, Fleet & Assets, Subcontract and Purchasing & Inventory modules.
- Separate tracking of multiple companies simultaneously.
- Sophisticated look-up functions that offer you several ways to easily search for and find a single Job, Phase or Category.
- Ability to display, print or email all reports.
- Drill down features allowing you to find more detail about a particular entry with the click of your mouse.
- Ability to apply Overhead by each cost type (i.e., material, subcontract, equipment) in total or individually.
- Direct posting of Time & Material Jobs to Invoicing from Job Cost Detail.
- The Job Center, a comprehensive one-screen view of the status of a job, complete with drill down features allowing you to quickly see more information.

3.2 How are Jobs Structured in ComputerEase?

3.2.1 The Structure of Jobs in ComputerEase

One of the unique things about ComputerEase software is its structuring of jobs. This unique job structure method enables the software to provide you with valuable, detailed cost information that would not be possible otherwise. Keep in mind that ComputerEase is very flexible and its structuring will accommodate any contractor. This section will teach you how this structure works and how you can setup a coding scheme for your company's jobs.

3.2.2 Understanding Jobs, Phases, Categories and Cost Types

The basic structure of the job number, the cost code, is shown below. Notice that the system uses a period to separate each level of the cost code. It is important to remember that when you are entering a job code in ComputerEase, you will enter the code as follows:

100.A.10 - Below is a breakdown and explanation of the individual levels of the cost code as shown here.

100 - The first field represents the JOB level and may be up to ten characters long. You may use just 1 or all 10 characters that are available. The characters may be alphabetical or numerical or a combination of both. Some contractors use an alphabetical scheme for easier identification. Some use an already existing scheme that involves a number and an alphabetical character.

A - The second field represents the PHASE level and may be up to four characters long. The characters may be alphabetical or numerical or a combination of both. The phase is a separate level of breakdown for a job. You may want to use this level for CSI division numbers, tracking major phases of a job, or for certain billing structures such as the AIA schedule of values. You do not have to use a phase level in the job structure. However, it can be important for tracking billings on a job. The PHASE level is where we would enter the SELL price for the contract.

10 - The third field represents the CATEGORY level and may be up to six characters long. The characters may be alphabetical or numerical or a combination of both. The category level stores the detailed estimated budget amounts. A job must have at least one category for cost posting purposes unless the Time and Material selection is made.

Cost Type - The COST TYPE is a sub-classification of the category level that further breaks down costs into labor, material, subcontractor, etc. There are 5 pre-set cost types and you may add up to an additional 11 custom cost types.

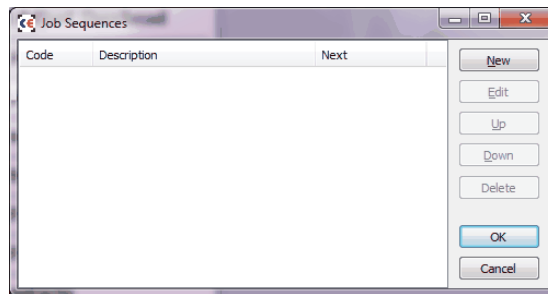
3.3 How Do I Set Up and Work with My Jobs in ComputerEase?

Now that you have a basic understanding of how to structure jobs in ComputerEase, you are ready to begin setting up your jobs in the Job Costing System. Follow these procedures to create and delete jobs, post to jobs, enter Change Orders and more. This section walks you through all sub-menu items of the **Job Maintenance** option on the Job Costing System menu.

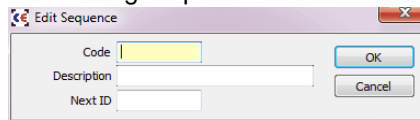
3.3.1 Creating Job Sequences

You may want ComputerEase to automatically number your jobs for you. If so, you will need to create at least one job numbering sequence.

Select **Job Costing System > Job Maintenance > Create/Edit Job Sequences**.



New - Click here to add a new job numbering sequence.



Code - Enter a code or ID for this job numbering sequence, up to 8 alphanumeric characters.

Description - Enter a description of this job numbering sequence.

Next ID - Enter the next number job number you want to use for this job numbering sequence. When you are finished, press **OK** to save.

Edit - Highlight a numbering sequence you want to make changes to and click here to edit a job numbering sequence.

Up - Highlight a sequence and click here to move it higher on the list. Job sequences will be listed in the order listed here when you create a job and are asked to choose the job sequence to which the job belongs.

Down - Highlight a sequence and click here to move it lower on the list. Job sequences will be listed in the order listed here when you create a job and are asked to choose the job sequence to which the job belongs.

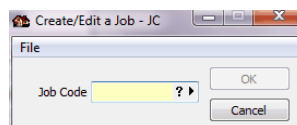
Delete - Highlight a numbering sequence you want to remove to and click here to delete a job numbering sequence.

When you have finished maintaining your job numbering sequences, click **OK** to save or **Cancel** to exit the screen without saving any changes.

3.3.2 Create/Edit a Job

Jobs are created in several steps, but all of those steps are consolidated into the **Create/Edit a Job** function. The first step is to create and set up a job including the customer, job location and other information that will speed processing and ensure accuracy as this information is automatically used in other modules such as Payroll and Accounts Payable. You will then add phases and/or categories to a job. Finally, you will add additional information for project management, such as the list of contacts for the job, notes, and attachments.

Select **Job Costing System > Job Maintenance > Create/Edit a Job**.



At the prompt, enter the code you would like to use for this job in the **Job Code** field or, if you are using automatic job numbering, press the arrow immediately to the right of the question mark or F9 on your keyboard to generate the next job number. If you have multiple job numbering sequences, choose the job sequence to use to number this job. Then press **OK** and answer **Yes** when prompted to create the job.

Main Tab

Customer – Type in the customer code and press Enter. If you do not know the correct code press the F2 key or ? for a complete listing of existing customers. The customer entered in this field will be used as the default customer when entering Invoices.

Job Name - Use this field to enter the name of the job. The job name entered in this field will print on invoices and will appear in the lookup menu for jobs throughout the system.

Street/City/State/Zip - These fields allow you to enter the physical address of the job site. You may also click Job in the upper left corner of this screen to fill the address with the customer's address information that was entered in Accounts Receivable or choose a site from Service Management from which to copy an address.

Note: You can also copy the customer or a site address into these fields by selecting **File** in the upper left corner, then **Copy Customer Address** or **Copy Site Address**.

Status - Select Active, Inactive, Closed, or Master Job for this job's status. ComputerEase allows you to use this field to filter reports. Ordinarily, this field is set to Inactive once a job has been completed but some costs may still need to be posted to the job. With the job set as Inactive you will be warned about the job's status when posting cost to the job. Once you are certain all of the costs have been posted to the job you should set the job status to Closed. Note within ComputerEase user permission settings (Password Maintenance) there is a setting to allow or restrict posting to a closed job. This setting can be used to prevent any postings to a job that has a status of Closed. A Master Job is a template that is duplicated when creating a new job. A master job does not show up on job cost reports, and you are not allowed to post any cost to a master job.

PO Number - Use this field to enter the Purchase Order number the customer issued for this job. This field will print on your A/R invoices for the customer's reference.

Class - In this field enter a class code to organize jobs into groups. The code can be up to 8 alpha/numeric characters. The class field is used primarily for filtering reports. For example, you may want to classify jobs as commercial, residential and service. You could then run reports for only residential jobs or only service jobs. Another option is to use a project manager or estimator code in this field.

Department - Enter the department you want to use for this job. If your company is departmentalized, the job department indicates the General Ledger accounts to be used for your cost types when posting from Accounts Payable, Payroll or Inventory. Creating departments is discussed in greater detail later in this chapter.

Date Open - Use this field to enter the date on which the job was started or another date you want to track. If Project Management will be utilized to schedule the tasks of the job, this field is used for the starting date of the job on the schedule. This field is optional.

Date Due - In this field enter the date the job is to be completed in accordance with the contract or the date the job was closed, or another date you want to track. If Project Management will be utilized to schedule the tasks of the job, this field will be utilized for the date that the project must be completed. This field is optional.

Access Code - This field allows you to create/enter an access code; An access code is used to restrict access to jobs among users who have access to the Job Costing System module. It is a form of security in addition to the regular password protection system in ComputerEase. This field is optional.

Sales Account - In this field enter the Sales account to be used during billing for this job. If none is selected the system will default to the sales account listed in the AR Parameter settings. This field is optional.

Payables Routing - You can assign a user group from within the invoice routing to designate that any accounts payable invoice generated against this job will be routed to a specific user id for approval. This field is optional.

Next Subcontract - This field allows you to designate what you want the next subcontract number to default to when generating a subcontract for this job. If you elect not to designate a contract number the system will default to the next available subcontract number. This field is optional.

A/R Retention - If a set percentage of the billing is to be held as retention, enter that percentage here. This percentage will flow to A/R when billing this job, and you have the option to change or enter it in A/R at the time of billing. This field is optional.

Sub Retention - If you want to hold a set percentage of all subcontractor billings on this job as retention, enter that percentage here. You have the option when creating the subcontract to change or override this percentage when creating subcontracts or entering their invoices. This field is optional.

Price Code - Select the inventory price code to use when transferring items to this job from Inventory Control. "(default)" will default to the price code identified for the customer to whom the job is assigned, which price codes 1-6 will default to the appropriate price identified for each item and "Cost" will a billable rate of item cost. See the Inventory Control chapter of the "Management Tools" manual for more information on price codes.

Bar Code - Enter a bar code for this job; this is used by bar code scanning applications to identify transactions.

Sales Tax Code – Use this field to enter the appropriate sales tax code, if needed, to charge sales tax on invoices generated on this job. The code entered in this field will be the default sales tax code when entering invoices in the Accounts Receivable module. This field is optional

Direct Pay Code - This field allows you to enter the appropriate Sales Tax code for the area in which this job is located. This field will not appear if the Direct Pay field was not selected in the Accounts Payable Parameters. The code entered in this field will be the default Sales Tax code when entering Vouchers in the Accounts Payable module. This field is optional.

PO Sales Tax Code – This field allows you to enter the appropriate Sales Tax Code for sales tax to be charged on purchase orders written for this job. The code entered in this field will be the default sales tax code when entering purchases orders in the Inventory Control module. This field is optional.

T&M Billing Code – Enter the billing code here to be used if this is a Time & Material job. The codes will be explained later under edit T&M Billing Codes. This field is optional.

Billing Notes – This is an optional field that can be used to enter information about billing this job. Enter information that you would like printed for invoicing on the Billing Proof Report. These comments are useful as invoice reminders for such things as special rates and discounts.

RFC Rates - Select the item & rates that you want to apply when creating itemized change orders for this job. This field is optional.

RFC Markups - Select the markup that you want applied to your itemized change orders for this job. This field is optional.

Next RFC Number - This field allows you to designate what you want the next RFC number to default to when generating an RFC.

Billing Group – If this job is to be billed using Cyclical Billing, select the AR Billing Group to which this job belongs. Cyclical Billing keeps track of what costs have and have not been billed on an ongoing basis. Detail cost information is then posted to invoices automatically. For additional information, see "Chapter 5: Accounts Receivable" in this manual.

E/C Billing Rates - Select the equipment billing rates to be used when determining the billable rates for equipment usage on this job, if applicable. If no selection is made, the default rates set for each piece of equipment will be used.

Pay Items – Check this box if you would like ComputerEase to adjust the estimated units of a specified job, phase and category, without changing the "cost per unit" amounts, in order to compensate for under-budgeted units. If the box is unchecked, no adjustments will be made to the original budget.

Lien Waivers – Check this box if you want ComputerEase to automatically produce Lien Waivers after printing checks for Accounts Payable invoices for this job. You must also have a Lien Waiver selected in the vendor's maintenance file in order for the lien waivers to print automatically. If only one of these two steps is done, no waivers will print automatically.

Minimum - Enter the minimum check value for which you want to print a lien waiver.

Lock Budgets- Check this box to lock the budget once it is entered. Only users with password setting to unlock budget will be able to change the original budget.

Warn if Over Budget - Choose Pos, Subcontracts, Both, or No. Depending on your choice here, you will receive a warning if the dollar value of your PO or subcontract exceeds the budget for that cost code. Select No to bypass any over-budget warnings for purchase orders or subcontracts.

Cost Types Tab

Cost Type	Markup %	Overhead Percent	Overhead Percent Unposted Payroll	Overhead per Hour	Taxable
Inventory					
L - Labor					<input type="checkbox"/>
P - Overtime Labor					
B - Burden					
F - Fringes					
M - Material					<input type="checkbox"/>
S - Subcontractor					<input type="checkbox"/>
E - Equipment					<input type="checkbox"/>
O - Fuel Oil					<input type="checkbox"/>
A - Additional Costs					<input type="checkbox"/>
R - Rental					<input type="checkbox"/>

Markup % - This Column allows you to enter the percentage of markup you want to charge for each cost type listed when billing a Time and Material job in Accounts Receivable. The Time and Material Detail Report in the Job Costing System module should be run prior to billing in order to verify that all markups are correct.

Overhead Percent - Use this field to enter the amount of Overhead you would like to post to this job based on the relevant cost type. Overhead refers to such indirect costs as rent, telephone charges and general costs of operation. By default, overhead is only set to calculate as a percentage of labor cost, but this can be changed when setting up the Job Costing Parameters. See "Configuring the Job Costing Parameters" in "Chapter 1: System Setup" or contact your dealer support team for assistance setting this up. If you enter 10% in this field, then ten percent of your labor cost will be added to your job cost reports as overhead cost.

Overhead Percent Unposted Payroll - This field allows you to enter the amount of Overhead you would like to post to this job based on payroll that has been entered but not yet posted (see Labor Overhead above).

Overhead per Hour - Use this field to enter the amount of Overhead you would like to post to this job per labor hour. Overhead refers to such indirect costs as rent, telephone charges and general costs of operation. If you enter \$10 in this field, then an additional \$10 of overhead cost will be posted to this job for every hour of labor posted to this job.

Taxable – Check each cost type for which sales tax is to be calculated during the billing process.

Payroll Tab

First Payroll - Enter or choose the date of the first payroll that will be run for this job. Prevailing Wage reporting periods will be calculated based on the date entered here.

Payroll State - Enter or choose the state where this job site is located. This will be the state for which taxes will be calculated and withheld from the employees' paychecks when they work on this job.

Payroll Locality - Enter or choose the locality for which you will be withholding local taxes from your employees' paychecks when they work on this job.

EEOC District - Enter or choose the EEOC District for this job if this job requires you to print EEOC Reports.

Workers Comp - Enter or choose a worker's compensation code if the same worker's comp rate will apply for all work done on this job. The first field is to be used for worker's compensation codes and the second field is to be used for general liability codes. You may enter just a worker's compensation code, just a general liability code, both or neither here. These codes are set up in the Payroll module. Please see Chapter 6 for more information.

Note: Remember that any workers comp code(s) entered here will override those set in payroll per employee when payroll is entered and processed.

Billing Rates - Enter or choose the billing rate associated to this job.

Certified Payroll Settings - Enter or choose the Certified Payroll Settings that will apply to this job if you will be required to pay a prevailing wage on this job or produce a Certified Wage Report for work done on this job.

Work Location - Select Job or Shop in this field to indicate where work will be performed for this job. The selection made in this field will be the default selection in the Location field of the Labor Distribution screen in the Payroll module. The Location field controls how local taxes are calculated in Payroll as well as the information that is reported on Certified Payroll Reports (see "Chapter 6: Payroll" or contact your dealer support team for additional information).

Payroll Overrides - Enter or choose the Payroll Override code that will apply to this job. Payroll Overrides allow you to substitute one worker class for another or assign worker's comp codes based on worker class for a job.

Detailed Payroll Postings – Check this box if you would like ComputerEase to show each employee's name, hours, pay rate and total pay listed individually on Job Cost Reports. If you do not check this box, only total hours and total cost will show on these reports. You may change this selection at anytime; since this feature controls the level of detail that actually posts to job cost when the payroll is posted, the setting will not change entries that were previously posted.

Accrue Actual Burden – Check this box if you want to have ComputerEase post the actual cost of FICA, Medicare, Federal and State Unemployment, and Worker's Compensation to this job along with labor cost. This can your job cost reports more accurate since all payroll costs are attributed directly to the job. However, since this creates actual burden records within the Job Costing System, entries cannot easily be corrected if a percentage in any of the contributing numbers is miscalculated. If you do not want to post these costs, leave the field unchecked.

Federal Paid Leave Job – Check this box if you want to have ComputerEase accrue leave for the type (sick/vacation) selected in your Payroll Parameters for federal jobs at the rate entered for the "Federal Paid Leave Accrual Rate per Hour" for this job. If employees working on this job already accrue leave for the accrual type you have chosen for federal leave at a rate higher than your federal leave rate, then no additional leave will accrue for work on this job, per federal guidelines.

Job and Shop Local - Enter the union local whose members will be working at the job site and at the shop. If your company is non-union, you will not see these fields.

Contract - Enter the union contract this that covers work done on this job if your union has multiple contracts. This field is optional. If your company is non-union, you will not see these fields.

Note: The Phases & Categories Tab is covered in the next section (see [Adding Phases & Categories to a Job](#)²¹⁶ for more information). For now, we will skip that tab.

Document Management Tab

The Document Management tab allows for additional information to be available when doing correspondence for your job. This information will default in the Project Management Module in the Document Management Section. The contacts in this section are created in the Project Management module; the contact list is independent of your vendor and customer databases in Accounts Payable and Accounts Receivable.

Contact - Select the Contact for this job.

Owner - Select the Owner for this job.

Contractor - Select the Contractor for this job.

Engineer - Select the Engineer for this job.

Architect - Select the Architect for this job.

Manager - Select the Manager for this job.

Submit To - Select the Submit To for this job.

Return To - Select the Return To for this job.

Report Formats - Select the Report Format for this job if you have custom templates that are to be used specifically for this job.

Submittal Quantity - Enter the default number of copies for Submittals for this job.

Supplier Quantity - Enter the default number of copies for the Submittal Requests for this job.

Default Days to Respond - Enter the default number of days to respond for all correspondence for this job.

Auto Number RFIs - This field allows you to designate what you want the next RFI number to default to when entering RFIs for this job. Check the box if you want to designate the RFI numbering scheme for this job and enter the number you want to assign to the next RFI generated for this job. If you elect not to designate a number the system will default to the next available non-job-specific RFI number.

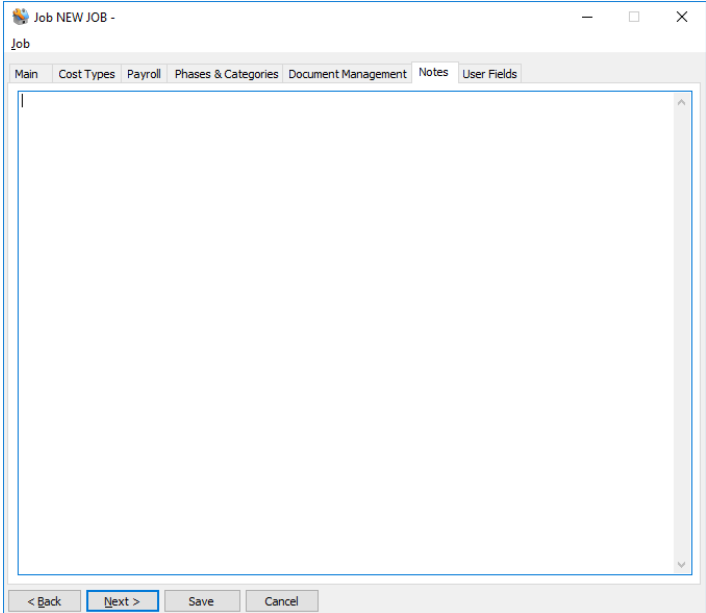
Auto Number Submittals - This field allows you to designate what you want the next submittal number to default to when entering submittals for this job. Check the box if you want to designate the submittal numbering scheme for this job and enter the number you want to assign to the next submittal generated for this job. If you elect not to designate a number the system will default to the next available non-job-specific submittal number.

Auto Number Transmittals - This field allows you to designate what you want the next transmittal number to default to when entering transmittals for this job. Check the box if you want to designate the transmittal numbering scheme for this job and enter the number you want to assign to the next transmittal generated for this job. If you elect not to designate a number the system will default to the next available non-job-specific transmittal number.

Common Contacts - This section is used to list multiple contacts for the job that will be used. Click on the Add button and then select the Common Contacts for this job. The common contact list is useful when selecting contacts to include in meetings or to copy on documents in the Project Management module. Additionally, adding your project contacts here will enable you to print a full job contact list for your reference.

Notes Tab

Enter notes concerning this job. These notes are for your use only and may be viewed from displayed reports.

A screenshot of a software window titled "Job NEW JOB -". The window has a tabbed interface with tabs labeled "Main", "Cost Types", "Payroll", "Phases & Categories", "Document Management", "Notes", and "User Fields". The "Notes" tab is currently selected, showing a large, empty text area for entering notes. At the bottom of the window, there are four buttons: "< Back", "Next >", "Save", and "Cancel". The "Next >" button is highlighted with a blue border.

User Fields Tab

The user fields tab allows you to enter information into the user defined fields for jobs that were setup in the Parameters for Job Costing. This tab only appears if you have created at least one user field under **Configure > System Parameters > Job Costing Parameters**.

Attachments Tab

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the job file. This tab only appears if you have created at least one job attachment folder under **Configure > System Parameters > Job Costing Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

3.3.3 Adding Phases & Categories to a Job

Phases & Categories Tab

You are now ready to add phases and categories to the job, if they are needed. Once a job has been created, phases and categories must be added unless the job is going to be a T&M job. If a job is to be a "Multi-Phase" job, at least one phase will need to be created for that job. If a job is to be a "No Phase" job, only categories need to be created for that job. If there is a possibility that you will need phases on the project, you may want to add them now. Once you have set this portion of your job up and posted cost to your job, you will be unable to change the "type" of job (from "No Phase" to "Multi-Phase" for instance).

The screenshot shows the 'Job NEW JOB -' window with the 'Phases & Categories' tab selected. The window is divided into two main sections: 'Phase' and 'Category'. Each section has a table with columns for 'Contract' and 'Budget'. Below these sections are checkboxes for 'Time & Material' and 'Contract by Category', followed by input fields for 'Contract Amount' and 'Budget Amount'. At the bottom are buttons for '< Back', 'Next >', 'Save', and 'Cancel'.

Time & Material - Check this box if the job is a Time & Material job, with no phases and categories, no budgets and no contract values. If this box is checked, this job will not appear on your Work In Progress reports and instead will appear on your Time & Material reports.

Contract by Category - Check this box to enter the contract amount by category; if this box is unchecked, then for jobs with phases the contract amount must be entered by phase and for jobs with categories the contract amount must be entered in the **Contract Amount** field below.

Contract Amount - If you have one or more phases for the job or if you are entering the contract amount by category, the value in this field will be automatically calculated by ComputerEase by adding together the amounts entered into the **Contract Amount** field for each phase or category. If you do not have phases on the job or did not check the option to enter the contract amount by category, enter the contract amount for your job here.

Budget Amount - The value in this field will be automatically calculated by ComputerEase by adding together the amounts entered into the **Est Cost** column for each category. The difference between the **Contract Amount** and the **Budget Amount** is your original Estimated Profit.

Phase Section

Double-click on **(add phase)** to add a phase to your job.

Main Tab

The screenshot shows a software window titled "New Phase - Job 100". It has three tabs: "Main", "Overhead", and "User Fields". The "Main" tab is active. The form contains the following fields and values:

- Phase Code: 100
- Description: (empty text box)
- Contract Amount: 0.00
- Retention Percent: 0.00
- Sequence: 500
- Date Open: ?
- Department: from job ?
- Location: from job ?
- Payroll Overrides: ?
- Bar Code: (empty text box)
- Status: Open (dropdown menu)

At the bottom of the window are four buttons: "< Back", "Next >", "Save", and "Cancel".

Phase Code - Enter the phase code for the phase you are creating. A phase code may be up to 4 alphanumeric characters long.

Phase Description - Enter a description for the phase you are creating.

Contract Amount - Enter the amount you will be billing the customer for the work performed in this phase of the job unless you are entering the contract amount by category (in which case this field will not be editable and will be automatically calculated once you enter categories for this phase). ComputerEase will add together the contract amounts for all phases in a job and calculate a total amount to be billed for the job.

Retention Percent - Enter the amount of retention (as a percentage) that is to be withheld when billing against this specific phase. This entry will override the entry made for the job on the "Main" Tab in **Create/Edit a Job**.

Sequence Number - Enter the sequential order where you want this phase to print on Job Costing reports. Entering a "1" in this field will direct the system to print this phase first. If two phases have the same sequence number, the system will print them alphabetically or numerically in order based on their phase codes. This field is optional and leaving this field set to the default will direct the system to print phases in order based on their codes.

Date Open - Enter the date work on this phase is to begin or any other date you want to track. If Project Management will be utilized to schedule the tasks of the job, this field is used for the starting date of the activity corresponding to this phase on the schedule. This field is optional.

Department - Enter the department you want to use for this phase of the job. If your company is departmentalized, the job department indicates the General Ledger accounts to be used for your cost types when posting from Accounts Payable, Payroll or Inventory. Creating departments is discussed in greater detail later in this chapter.

Location - Enter or choose a Payroll Location for this phase of the job. Payroll locations are used when different parts of the job are in different state or local tax districts and when workers from different union locals are used for work on different parts of the job. Any entry here will override the payroll state and locality and other information chosen on the "Payroll" Tab in **Create/Edit a Job**.

Payroll Overrides - Enter or choose the Payroll Override code that will apply to this phase of the job. Payroll Overrides allow you to substitute one worker class for another or assign worker's comp codes based on worker class for a job. Any entry here will override the payroll override code chosen for the job on the "Payroll" Tab in **Create/Edit a Job**.

Bar Code - Enter a bar code for this phase; this is used by bar code scanning applications to identify transactions.

Status - Choose **Open** (the default status) or **Closed**. Once a phase is closed, all categories belonging to that phase are assumed to be closed as well. If a user is not allowed to post to a closed job, then that user will not be allowed to post to closed phases on an open job. Users with permission to post to closed jobs will still receive a warning that a phase is closed when attempting to post to a closed phase.

Overhead Tab

Any rate that is entered here on the phase level will override any rate that was set up on the Cost Types Tab in **Create/Edit a Job**.

Cost Type	Overhead Percent	Overhead Percent Unposted Payroll	Overhead per Hour
L - Labor	from job	from job	from job
P - Overtime Labor	from job	from job	from job

Overhead Percent - Use this field to enter the amount of Overhead you would like to post to this job based on the relevant cost type. Overhead refers to such indirect costs as rent, telephone charges and general costs of operation. By default, overhead is only set to calculate as a percentage of labor cost, but this can be changed when setting up the Job Costing Parameters. See "Configuring the Job Costing Parameters" in "Chapter 1: System Setup" or contact your dealer support team for assistance setting this up. If you enter 10% in this field, then ten percent of your labor cost will be added to your job cost reports as overhead cost.

Overhead Percent Unposted Payroll - This field allows you to enter the amount of Overhead you would like to post to this job based on payroll that has been entered but not yet posted (see **Labor Overhead** above).

Overhead per Hour - Use this field to enter the amount of Overhead you would like to post to this job per labor hour. Overhead refers to such indirect costs as rent, telephone charges and general costs of operation. If you enter \$10 in this field, then an additional \$10 of overhead cost will be posted to this job for every hour of labor posted to this job.

User Fields Tab

The user fields tab allows you to enter information into the user defined fields for phases that were setup in the Parameters for Job Costing. This tab only appears if you have created at least one user field for phases under **Configure > System Parameters > Job Costing Parameters**.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

Categories Section

Double-click on **(add category)** to add a category to your job. If you have more than one phase, you will click once on the phase you want to add the category to before double-clicking on **(add category)**.

Main Tab

	Est Hours	Rate	Est Cost	w/Overhead	Unit Cost
Labor					
Overtime Labor					
Burden					
Fringes					
Material					
Subcontract					
Equipment					
Fuel/Oil					
Additional Costs					
Rental of Equipment					
			0.00		0.0000

Category Code - Enter the category code for the phase you are creating. A category code may be up to 6 alphanumeric characters long.

Description - Enter a description for the category you are creating.

Units Budgeted - Enter the number of units that will be tracked for this category. This field is required if you want to use Unit Cost reports.

Updated by – Choose how your percentage complete for this category is to be updated in Job Cost. Select **Unit Entry** if you want to manually update units complete through the "Enter Units Complete" program on the Job Costing System menu. Select **Payroll** if you want units complete to be updated automatically by the system based on units entered in and posted from the Payroll module. Finally, select **A/P & I/C** to update units complete automatically based on information entered in the Accounts Payable and Inventory Control modules.

Unit of Measure - Enter a text description of the units you entered in the previous step. For example, you might enter square feet, hours, each, etc.

Contract Amount - If you checked the option to enter the contract amount for the job by category, enter the amount you will be billing the customer for this category here. ComputerEase will add together the contract amounts for all categories in a job and calculate a total amount to be billed for the job.

Worker's Comp Codes - Enter or choose a worker's compensation code if the same worker's comp rate will apply for all work done on this category of the job. The first field is to be used for worker's compensation codes and the second field is to be used for general liability codes. You may enter just a worker's compensation code, just a general liability code, both or neither here. These codes are set up in the Payroll module. Please see Chapter 6 for more information.

Department - Enter the department you want to use for this category of the job. If your company is departmentalized, the job department indicates the General Ledger accounts to be used for your cost types when posting from Accounts Payable, Payroll or Inventory. Creating departments is discussed in greater detail later in this chapter.

Bar Code - Enter a bar code for this category; this is used by bar code scanning applications to identify transactions.

Location - Enter or choose a Payroll Location for this category of the job. Payroll locations are used when different parts of the job are in different state or local tax districts and when workers from different union locals are used for work on different parts of the job. Any entry here will override the payroll state and locality and other information chosen on the Payroll Tab in **Create/Edit a Job**.

Start Date - Enter the date work on this category is to begin or any other date you want to track. If Project Management will be utilized to schedule the tasks of the job, this field is used for the starting date of the activity corresponding to this category on the schedule. This field is optional.

Duration - Enter the number of days from the start date that this category will take to complete. If Project Management will be utilized to schedule the tasks of the job, this field is used to determine the ending date of the activity corresponding to this category on the schedule. This field is optional.

Sequence - Enter the sequential order where you want this category to print on Job Costing reports. Entering a "1" in this field will direct the system to print this category first. If two categories have the same sequence number, the system will print them alphabetically or numerically in order based on their category codes. This field is optional and leaving this field set to the default will direct the system to print the categories in order based on their codes.

Work Location - Select **Job** or **Shop** in this field to indicate where work will be performed for this category of the job. The selection made in this field will be the default selection in the **Location** field of the Labor Distribution screen in the Payroll module. The **Location** field controls how local taxes are calculated in Payroll as well as the information that is reported on Certified Payroll Reports (see "Chapter 6: Payroll" or contact your dealer support team for additional information). Any selection made here will override the selection made for the job on the Payroll Tab in **Create/Edit a Job**.

Payroll Overrides - Enter or choose the Payroll Override code that will apply to this category of the job. Payroll Overrides allow you to substitute one worker class for another or assign worker's comp codes based on worker class for a job. Any entry here will override the payroll override code chosen for the job on the Payroll Tab in **Create/Edit a Job**.

Status - Choose **Open** (the default status) or **Closed**. If a user is not allowed to post to a closed job, then that user will not be allowed to post to closed categories on an open job. Users with permission to post to closed jobs will still receive a warning that a category is closed when attempting to post to a closed category.

The bottom half of this screen involves entering budget amounts for each cost type that was set up in the Job Costing Parameters. Enter the appropriate information in each column for each cost type listed. The columns are explained below.

Est Hours - Enter the number of hours you estimate it will take to complete this category for each cost type that applies. If you do not know the estimated number of hours but you do know the hourly rate and estimated total cost, you may leave this field blank and ComputerEase will calculate this field automatically based on the hourly rate and total cost. This field is typically only used for labor-type cost types.

Rate - Enter the average rate of cost per hour for each cost type that applies. If you do not know the rate of cost but you do know the estimated hours and total cost, you may leave this field blank and ComputerEase will calculate this field automatically based on the estimated hours and total cost. This field is typically only used for labor-type cost types.

Est Cost - This column is automatically calculated by ComputerEase if you have entered estimated hours and rate above. If you change the amount in this column, the estimated hours column will be changed to match the new total. If you have not entered both estimated hours and a rate, enter the estimated total cost for each cost type in this column.

w/Overhead - This column is automatically calculated by ComputerEase if you entered a percentage of actual cost to be included as overhead on the job Cost Types Tab of this job and/or phase. That percentage is added to the budgeted amount and the sum is shown in this column. This field is for your review only and cannot be manually edited.

Unit Cost - This column is automatically calculated by ComputerEase if you entered an amount in the **Units Budgeted** field above. The amount in this column is based on the total cost divided by the number of units budgeted. If you change this field ComputerEase will automatically adjust the estimated hours and total cost to match this new cost per unit.

Note: Depending on how you set up other portions of the job, this screen will differ slightly in appearance. If you selected not to Accrue Actual Burden, the columns will be skipped for this cost type. If a percentage was entered on either the job or phase level of this job, this percent will be multiplied by the total cost of labor to automatically calculate Burden on this screen.

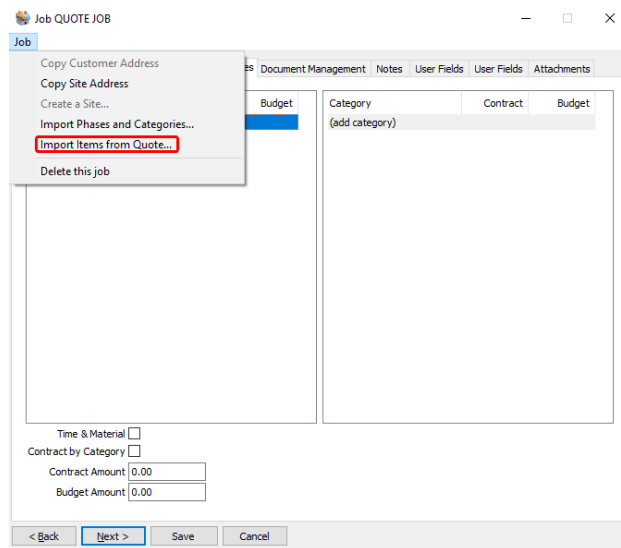
User Fields Tab

The user fields tab allows you to enter information into the user defined fields for categories that were setup in the Parameters for Job Costing. This tab only appears if you have created at least one user field for categories under **Configure > System Parameters > Job Costing Parameters**.

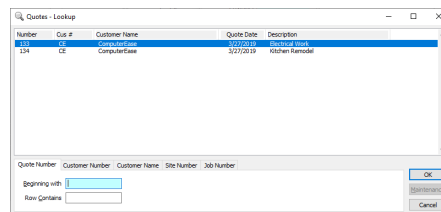
Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

Importing Items from a Quote

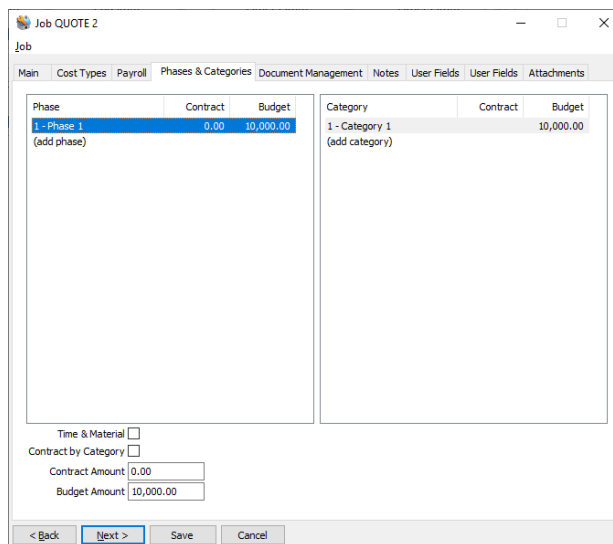
A/R Quotes tied to a Master Job can be distributed to a cost code and imported into a job. To import items from a quote, select **Job** in the upper left corner and select **Import Items from Quote**. This option is only available if there are no existing phases and/or categories on the job.



Select the quote you wish to import and click OK to import or Cancel to exit without importing. Only quotes tied to a Master Job or that have not been imported onto another job previously will show on the Quotes - Lookup screen.



Once imported, The phases and/or categories that had items mapped to them will populate, along with the budget information.



Note: You can also import phases and categories from a file. To import a file, click on **File** in the upper left corner and select **Import Phases and Categories**. Contact your ComputerEase support team for assistance with importing files.

The screenshot shows the 'Job QUOTE JOB' window. A dropdown menu is open under the 'Job' tab, listing several options: 'Copy Customer Address', 'Copy Site Address', 'Create a Site...', 'Import Phases and Categories...' (highlighted with a red box), 'Import Items from Quote...', and 'Delete this job'. The main window has tabs for 'Document Management', 'Notes', 'User Fields', 'User Fields', and 'Attachments'. Below the tabs, there are sections for 'Budget', 'Category (add category)', 'Contract', and 'Budget'. At the bottom, there are checkboxes for 'Time & Material' and 'Contract by Category', and input fields for 'Contract Amount' and 'Budget Amount', both showing '0.00'. Navigation buttons at the bottom include '< Back', 'Next >', 'Save', and 'Cancel'.

3.3.4 Duplicating a Job

Many contractors have jobs that are similar to other jobs of they either have or have had. These jobs may have the same phases, categories and even budget amounts. You can save time recreating the same data over and over by duplicating a job (most commonly a "Master Job" but any job can be duplicated) in ComputerEase. The option to "Duplicate A Job" does most of the work for you, as it will copy a job with all its phases and categories from one job code to another. This option will also allow you to pick and choose which items you want copied. The detailed cost records, however, are not copied.

Select **Job Costing System > Job Maintenance > Duplicate a Job**.

The screenshot shows the 'Duplicate a Job - JC' dialog box. It has two input fields: 'Existing Job' and 'New Job', each followed by a question mark icon. There are 'OK' and 'Cancel' buttons at the bottom right.

Existing Job - Enter or choose the job you would like to copy.

New Job - Enter the code you would like to use for this job in the **New Job** field or, if you are using automatic job numbering, press the arrow immediately to the right of the question mark or F9 on your keyboard to generate the next job number. If you have multiple job numbering sequences, choose the job sequence to use to number this job.

Click **OK** and click on **Yes** when prompted to create the job if you have not already created it. Make any necessary adjustments or changes to the Main, Cost Types, and Payroll Tabs. To choose the cost codes you want to copy, choose the **Phases & Categories** tab.

Phase	Contract	Budget
<input checked="" type="checkbox"/> A - First Floor	165,000.00	144,062.50
<input checked="" type="checkbox"/> B - Phase 2 (add phase)	54,000.00	13,312.50

Category	Contract	Budget
<input checked="" type="checkbox"/> 10 - Framing	100,000.00	
<input checked="" type="checkbox"/> 20 - Plumbing	17,500.00	
<input checked="" type="checkbox"/> 30 - Painting	12,500.00	
<input checked="" type="checkbox"/> 40 - Stored Materials (add category)	14,062.50	

☐ Time & Material
☐ Contract by Category
 Contract Amount: 219,000.00
 Budget Amount: 157,375.00

< Back Next > Save Cancel

If you are creating your new job for the first time using the "Duplicate a Job" function, all of the phases and categories from the original job from which you are copying will be listed with the box to the left checked. Uncheck any phase or category you do NOT want to copy to the new job. If you had previously created the job you are copying to, any phases or categories that do not already exist on your new job will be listed with the box to the left unchecked. You will have to manually check the boxes next to any phase or category that you DO want to copy to the new job. When you are finished, click **Save** to create the job. Note that you can right-click and choose **Select All** or **Select None** to save time when checking and unchecking phases and categories, and unchecking a phase de-selects all categories belonging to it, just as checking a phase selects all categories belonging to it.

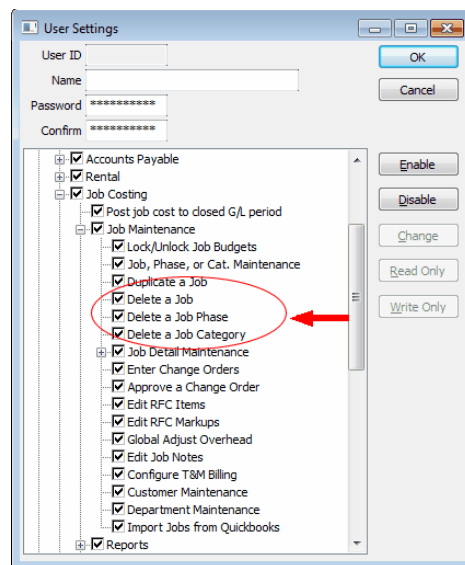
QUICK TIP: To save time when entering jobs, create a master job (with the "Status" set to "Master Job") to use only for copying. Create a generic job; fill in only the fields that are standard for the majority of jobs in your company; add any standard phases, categories and budgets. You may then copy this template using "Duplicate a Job" whenever you need to set up a new job. You will only need to fill in the fields that are specific to each job and edit phases, categories and budgets only as needed.

3.3.5 Removing a Job and Its Components

Occasionally, it may become necessary to remove a category or phase from a job or even to delete the entire job (along with all of its phases and categories) from the system.

Note: These procedures should be completed only with great caution and forethought as a substantial amount of work will be necessary to restore a job and its details once it has been removed from the system. The procedures that follow explain how to delete an entire job from the system or how to delete only a phase or category from a job.

Tip: If you do not want a user to have the ability to delete a job, phase or category turn off those permissions at the Password Maintenance screen.



3.3.5.1 Deleting a Job

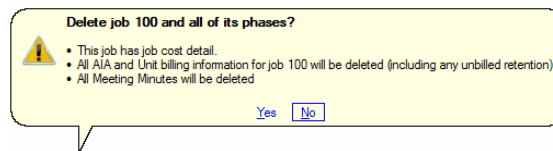
Removing a job from ComputerEase should be done with great caution. Once a job has been deleted, the only way to retrieve that job and its detail is to restore a backup that was made prior to removing it from the system. This means you will also have to restore data from the other modules that are affected. This may require that a substantial amount of information be re-entered into ComputerEase. Before deleting a job, review these key points:

- The job cannot be retrieved without a great deal of time-consuming work once it has been deleted.
- A backup of the data is **critical** before deleting a job.
- All pertinent Job Cost reports **should** be generated for future reference before deleting a job.
- Deleting a job also removes that job's phases, categories and all associated detail. This information will no longer be accessible.

Select **Job Costing System > Job Maintenance > Create/Edit a Job** and enter or choose the job number desired.

Select **Job** in the upper left corner of the screen and select **Delete this job**.

If there is any detail posted against the job, a warning will tell you if this job has cost and or billings against it; you must confirm that you want to delete the job and that all detail will be deleted.



Click **Yes** to delete the job along with all associated detail or **No** to cancel the deletion.

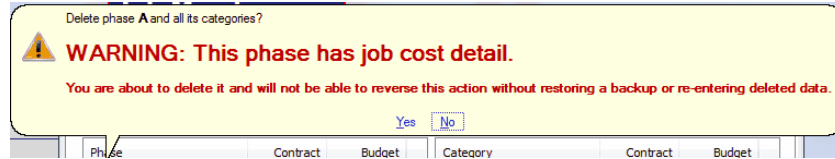
3.3.5.2 Deleting a Phase

From time to time, it may become necessary to remove a phase from a multiphase job. Once a phase has been deleted, the only way to retrieve that phase and its detail is to restore a backup that was made prior to removing it from the system. This means you will also have to restore data from the other modules that are affected. This may require that a substantial amount of information be re-entered into ComputerEase. Before deleting a phase, review these key points:

- The phase cannot be retrieved without a great deal of time-consuming work once it has been deleted.
- A backup of the data is **critical** before deleting a phase.
- All pertinent Job Cost reports **should** be generated for future reference before deleting a phase.
- Deleting a phase also removes that phase's categories and all associated detail. This information will no longer be accessible.

Select **Job Costing System > Job Maintenance > Create/Edit a Job** and enter or choose the job number desired.

On the **Phases & Categories** tab, highlight the category you want to delete. Click on the **Delete** key on your keyboard. If there is any detail posted against the phase, a warning will tell you if this phase has cost posted against it; you must confirm that you want to delete the phase and all of its categories and that all detail will be deleted along with the phase.



Click **Yes** to delete the phase along with all associated detail or **No** to cancel the deletion.

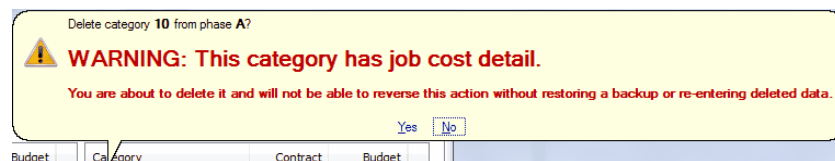
3.3.5.3 Deleting a Category

Occasionally, it may become necessary to delete a category from a job or phase. Once a category has been deleted, the only way to retrieve that category and its detail is to restore a backup that was made prior to removing it from the system. This means you will also have to restore data from the other modules that are affected. This may require that a substantial amount of information be re-entered into ComputerEase. Before deleting a category, review these key points:

- The category cannot be retrieved without a great deal of time-consuming work once it has been deleted.
- A backup of the data is **critical** before deleting a category.
- All pertinent Job Cost reports **should** be generated for future reference before deleting a category.
- Deleting a category also removes category's associated detail. This information will no longer be accessible.

Select **Job Costing System > Job Maintenance > Create/Edit a Job** and enter or choose the job number desired.

On the **Phases & Categories** tab, highlight the category you want to delete. Click on the **Delete** key on your keyboard. If there is any detail posted against the category, a warning will tell you if this category has cost posted against it; you must confirm that you want to delete the category and that all detail will be deleted along with the category.



Click **Yes** to delete the category along with all associated detail or **No** to cancel the deletion.

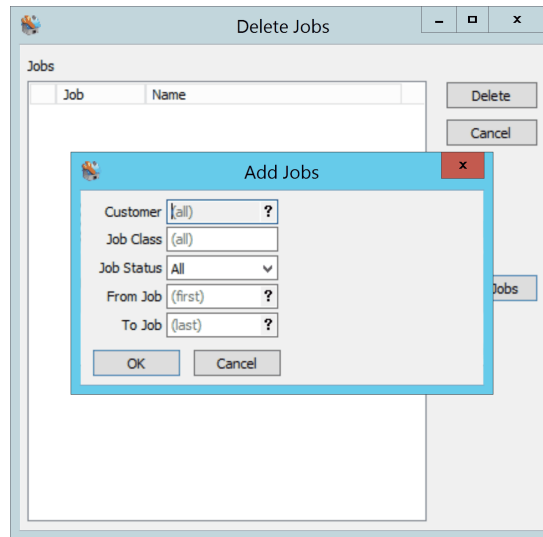
3.3.5.4 Deleting Multiple Jobs

Occasionally, you may want to purge your database of multiple jobs. This feature allows you to delete multiple jobs from one place without having to access each job individually. This feature should be used with great caution, as **once a job is deleted, it cannot be restored without restoring a full backup**. Please ensure that you are aware of the following points before using this feature:

- The job cannot be retrieved without a great deal of time-consuming work once it has been deleted.

- A backup of the data is critical before deleting a job.
- All pertinent Job Cost reports should be generated for future reference before deleting a job.
- Deleting a job also removes that job's phases, categories and all associated detail. This information will no longer be accessible.

Select **Job Costing System > Job Maintenance > Delete Jobs**



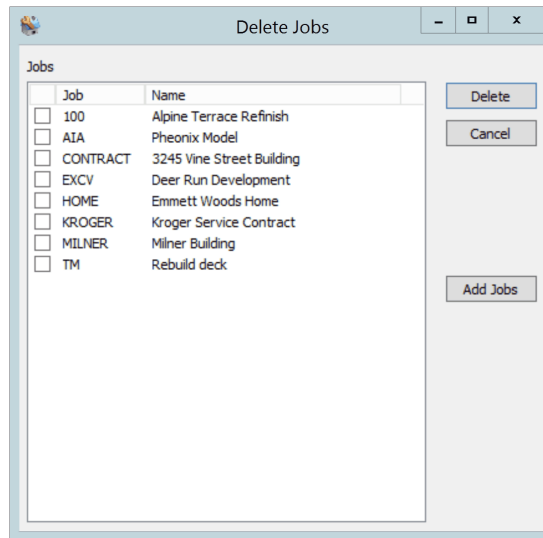
Customer - Choose a customer to select only jobs for that customer or leave blank to select jobs for all customers.

Job Class - Enter a job class or leave blank to select jobs for all classes.

Job Status - Choose "All" to include all Active and Inactive jobs, "Active" to include only Active jobs or "Inactive" to include only Inactive jobs.

From Job - Enter or choose a beginning job or leave blank to leave beginning of job range open-ended.

To Job - Enter or choose an ending job or leave blank to leave ending of job range open-ended.



On the left side of the screen, the job(s) that you selected will be listed. A check mark appears next to each job that will be deleted if you check it and choose "Delete." Check any items you want to delete at this time. You will receive any relevant warnings as you select each job, including any that will prevent you from deleting the job (unbilled retention, unposted labor, unbilled AIA/Unit invoicing, for example).

Delete - Once you have chosen the jobs you want to delete, click here to delete the selected jobs. This may take time, as all associated job records will be deleted as well.

3.3.6 Job Detail Maintenance

3.3.6.1 Posting to a Job

Occasionally, the situation may arise when you need to manually post job detail to a specific job. For example, if your company chose not to purchase the ComputerEase Payroll module, labor cost entries that would normally be posted from this module will need to be manually posted to the Job Costing System.

Select **Job Costing System > Job Maintenance > Job Detail Maintenance > Post to a Job**.

Cost Code - In this field enter the job code of the job, phase (if applicable) and category you want to make this posting to.

Cost Type - Use this field to select the appropriate cost type for this posting from the list of cost types that were defined in the Job Costing parameter (see "Configuring The Job Costing Parameter" in "Chapter 1: System Setup"). In addition to the pre-defined cost types, there are four other choices in this field: Units Completed (used to post completed units to a job), Billed (used to record and post an invoice to a job), and Notes (used to enter notes on a job) The fields on the remainder of this entry screen will change according to the selection you make in this field. Each field is explained below and indicates the options for which that field applies.

P.O. Number - This field allows you to enter the purchase order number for this detail entry if applicable. This field is optional.

Invoice Number - In this field enter the invoice number for this detail entry if applicable. This field is optional.

Date - Use this field to enter the date the action of this detail entry occurred. This field automatically defaults to the current date; however, the date may be changed if necessary.

Posting Date - In this field you will enter the date this transaction should have been posted to Job Cost and/or the General Ledger. This field automatically defaults to the current date; however, the date may be changed if necessary. When correcting a previous entry, attempt to use the same posting date as the original. Although this is not mandatory, it will assist in future balancing.

Description - This field allows you to enter up to a two-line text description of this detail posting. It is highly recommended that a description be entered to reference the posting. The description entered in this field will show on the Job Cost Detail Report.

Who - This field gives you the ability to enter the name of the employee or vendor that you want to have ComputerEase reference.

Billing Cycle - This field allows you to 'mark' the item with a specific billing cycle if you have already billed for it through the Cyclical Billing program.

Hours - Use this field to enter the total number of hours involved in this detail entry, if applicable.

Rate - In this field enter the pay rate associated, if applicable.

Amount - Enter the dollar amount associated to this posting.

Amount to Burden - (Labor & Overtime Labor) This field allows you to enter the amount you want to calculate burden on. This field automatically defaults to the amount in the "Cost" field, however, if you do not want to calculate burden on the entire labor amount, you may change this amount accordingly.

Quantity - Use this field to enter the appropriate quantity (i.e. units, etc) for this detail entry, if applicable.

Bill Qty - Enter the number that you want the 'Bill at' rate to apply to, if applicable

Bill at (each) - Use this field to enter the amount you want to charge your customer for each item in this entry. This field will be multiplied by the "Bill Quantity" (for Labor and Overtime Labor) to calculate the total amount a customer will be charged. This field is primarily used for postings made to Time & Material jobs.

G/L Period - This field is used to enter the General Ledger period that you would like to post this entry to. This field should correspond with the date entered in the "Posting Date" field. This field automatically defaults to the current "open" General Ledger period; however, you may change this period to make a prior or future period adjustment. Make sure to verify the month AND year in this field.

Update G/L – Check this box if you want the job cost posting to affect the general ledger.

Debit Account - In this field enter the General Ledger account you want to debit for this transaction. This is not a required field; however, leaving this field blank may cause Job Cost not to balance with the General Ledger.

Credit Account - Use this field to enter the General Ledger account you want to credit for this transaction. This is not a required field; however, leaving this field blank may cause Job Cost not to balance with the General Ledger.

When you have completed all fields, click **OK** and the entry will appear behind the entry box on the main screen. You may now enter another entry, if necessary. When you have finished making entries, press **Cancel** on the entry screen. The entries will be shown and several new buttons will appear at the bottom of the screen.



Add - Click to add another detail entry.

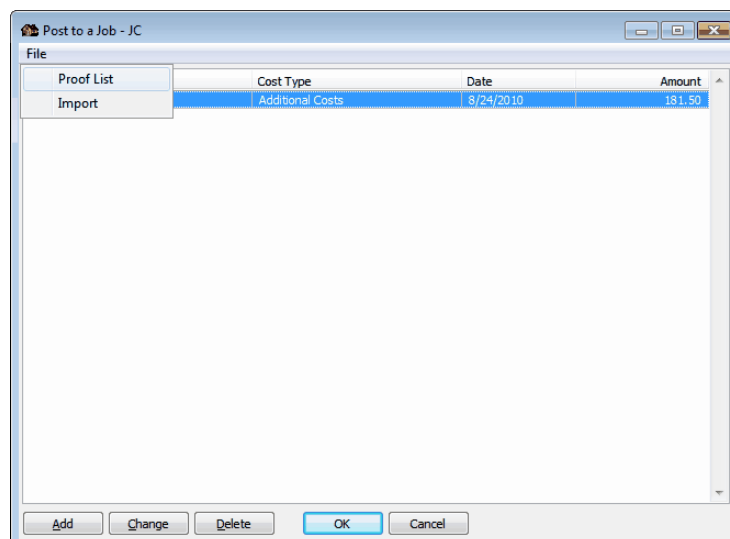
Change - Click to make changes to the highlighted entry above. You may make changes to any entry here until you have saved and posted the entries.

Delete - Click to delete the highlighted entry above and prevent it from posting.

OK – Click OK to post the entries to Job Costing and the General Ledger (if applicable). You will be prompted to print a "Posting Register" of all of the entries made at this time.

Cancel - Click to leave the screen without saving your entries.

Note: Clicking on File in the upper left corner will display additional options.



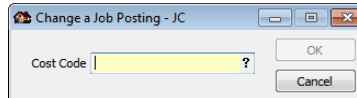
Proof List - Click to print or display a proof listing of all of the entries you are about to post. Use this report to review your entries for accuracy.

Import – Click here to import job detail entries from a file. Please contact your ComputerEase Dealer support team for assistance with importing files.

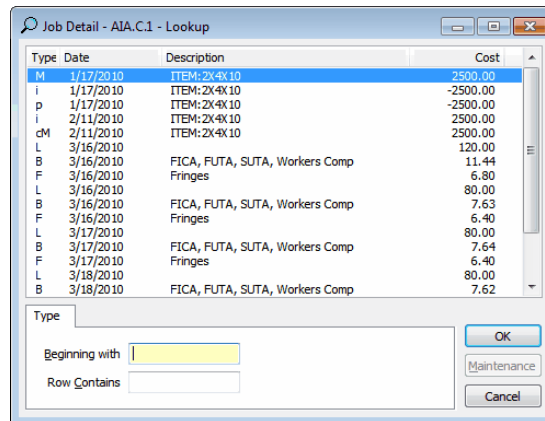
3.3.6.2 Changing a Job Posting

For those times when you may need to change an item that was posted to a job or you need to remove the posting entirely from a job you can **Change a Job Posting**. It is strongly advised that you use this option only after careful consideration; this option changes the entry in the Job Costing System only and not in any other modules. So if the entry was made from Accounts Payable, your Accounts Payable reports by Job may no longer match your Job Costing reports if this feature is used.

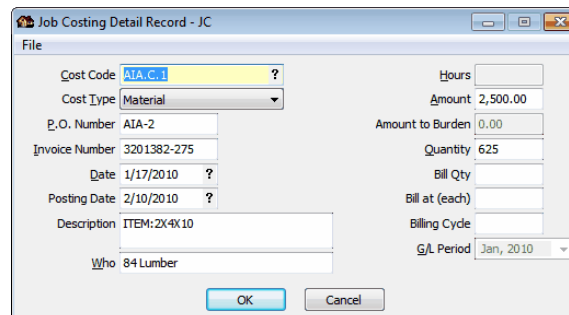
Select **Job Costing System > Job Maintenance > Job Detail Maintenance > Change a Job Posting**.



Enter or choose the cost code containing the job posting you would like to edit. Note that if your job has categories, you will need to select a category to change a cost posting; billing-type posting may be posted to any level of the job, so you will need to choose carefully.



Search/retrieve the record that is associated to the job posting that you want to change. Highlight that record and select **OK**.



Make the necessary changes to the existing record and click **OK** to save the changes.

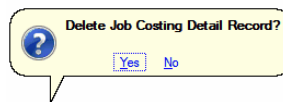
3.3.6.3 Deleting a Job Posting

On occasion, it may become necessary to delete a detail entry that has been posted to a job. Follow these procedures to delete a previously posted Job Cost detail entry.

Select **Job Costing System > Job Maintenance > Job Detail Maintenance > Change a Job Posting**.

Choose the detail line that you want to delete, and select **OK**. Select **File** in the upper left corner and then **Delete This Record**.

You will see a message asking you to confirm the deletion. To continue, select **Yes** or select **No** to cancel without deleting the record.



3.3.6.4 Running the Job Posting Report

The Job Posting Report shows all detail entries that have been manually posted to a job. Although a Posting Register is automatically printed each time you post a detail entry, the Job Posting Report prints all entries that have been made since the last time the report was cleared, and it includes changes and deletions made through the "Change a Job Posting" menu option.

Select **Job Costing System > Job Maintenance > Job Detail Maintenance > Posting Report**.

Cost Code - Enter or choose the cost code for which you would like to view manual postings. If you leave this field blank, all job postings since the last time this report was cleared will be included.

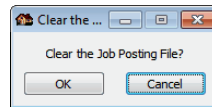
Dates...to - Enter the date range for which you want to view postings or leave blank to view all.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

3.3.6.5 Clearing the Job Posting Report

From time to time, you may want to clear the Job Posting Report. Doing so will erase all detail records of all manually posted entries from the Job Posting Report. Before clearing this report, make sure you have a hard copy of these postings as there is no way to retrieve the record of them without restoring a backup.

Select **Job Costing System > Job Maintenance > Job Detail Maintenance > Clear the Posting Report**.



The system will prompt you for your approval to clear the job posting file. Select **OK** to clear the posting file or **Cancel** to exit without clearing the report.

3.3.7 Entering a Request for Change (RFC)

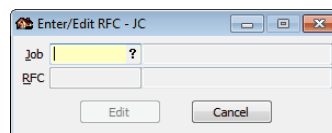
Many times during the course of a job, the contract amount and/or the budget may need to be changed. In most situations, these changes will need to be tracked in some detail. An audit trail is often needed to show each Change Order along with its date, description and amount. This information may be entered into ComputerEase as a Change Order and the contract and budget amounts will be updated on Job Cost reports.

ComputerEase gives you the option to create either a standard change order that will track the changes and amounts associated or to create an itemized change order that will allow you to enter your detailed costs and apply markups to generate the contract change.

3.3.7.1 Non-Itemized RFC

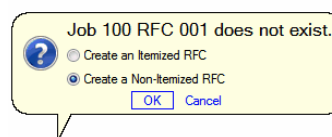
To create a non-itemized (or standard) RFC follow the outline below.

Select **Job Costing System > Job Maintenance > Enter/Edit RFC**.



Job - Enter or choose the job for which you are entering this Change Order.

RFC - Enter the number of the change order request and click **Edit**. If you want to edit an existing RFC, you may click on the ? to see a list of existing RFCs. If this is a new RFC, you will have the option to create an Itemized RFC or a Non-itemized RFC. You may default this selection to either option in **Configure > System Parameters > Job Costing Parameters**. Make sure you have selected the second option, "Create a Non-Itemized RFC" and click **OK** to create the RFC.



Info Tab

Date - Enter the posting date for this RFC/Change Order. This field automatically defaults to the current date; however, the date may be changed if necessary.

Description - Enter a description for this RFC/Change Order.

Respond By - Enter the date by which you want to have a response for the RFC/Change Order approval, if applicable.

Type - Select either **Customer** or **Internal** depending on whether this RFC/Change Order was requested by the customer or originated within your company.

Probability % - Enter a % between 0-100% (system will default to 100%). This is the percentage of the Contract amount for the RFC that will be used when the Work in Progress (WIP) report is run with the "Prorate by Probability" option selected for the Include Pending RFC's filter.

Events

New Event - Click here to choose the status of the RFC/Change Order. Note that the "Approved" status turns the RFC into a Change Order for reporting purposes. The list of statuses is below.

Initiated
Prepared
Verbal(Us)
Verbal(Customer)
Signed(Us)
Signed(Customer)
Approved
Denied
Sent

Change - Highlight an existing event and click here to change that event.

Delete - Highlight an existing event and click here to remove that event.

Cost Code Tab

New Cost Code - Click here to enter a new budget or contract change. Note that once you have entered a cost code and the associated information, you may highlight that item and click on **Change** to make a change to the entry or **Delete** to delete the entry.

Cost Code - Enter or choose the cost code to which you would like to apply the contract and/or budget change. If you want to enter only a contract change, it is not necessary to choose a category here. If you want to enter a change to your budget and the job has categories, you must choose a category here.

	Budget Hours	Rate	Budget Amount	w/Overhead
Labor				
Overtime Labor				
Burden				
Fringes				
Material				
Subcontractor				
Equipment				
Fuel Oil				
Additional Costs				
Rental				

Contract Change - Enter the amount that will be added/deducted from your contract.

Units Change - If using units in your job costing, enter the number of units that will be added/deducted to your work.

Calculate Budgets - This button becomes available when an entry is made for "Units Change." Clicking here will use the original estimated unit cost for the category to calculate the change to your budget.

Cost Types - Enter the change to your budget for each cost type.

When you have entered the information, click **OK** to save your information or **Cancel** to leave the screen without saving your changes.

Tip: To import budgets from a file, click on **File**, then **Import Budgets** in the upper left corner of the RFC entry screen.

Subcontracts Tab

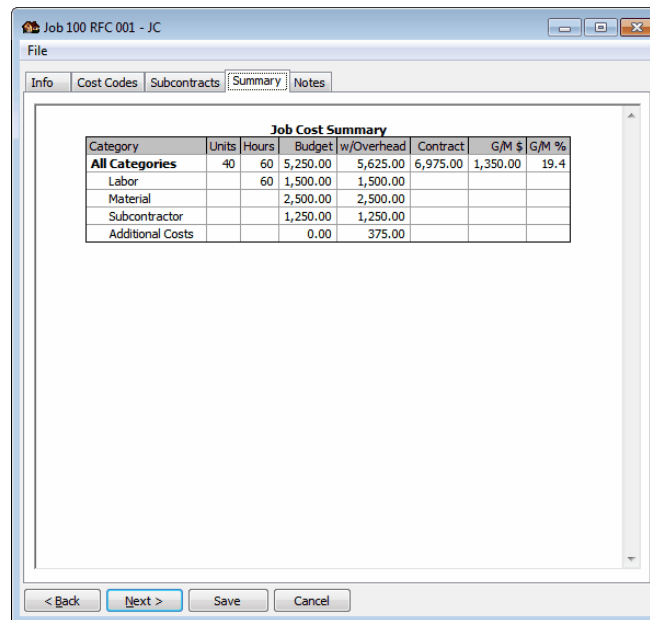
The screenshot shows a software window titled "Job 100 RFC 001 - JC". It features a menu bar with "File", "Info", "Cost Codes", "Subcontracts", "Summary", and "Notes". The "Subcontracts" tab is selected, revealing a table with the following headers: "Subcontract", "Vendor", "Description", "Amount", and "Status". The table body is currently empty. Below the table, there are three buttons: "New Subcontract", "New Change Order", and "Change". At the bottom of the window, there are four buttons: "< Back", "Next >", "Save", and "Cancel".

New Subcontract - Click to enter a new subcontract agreement that is associated with this Owner RFC. This will take you to the same subcontract entry screen that can be accessed from the Subcontract Main Menu. Please see the "Subcontract" chapter of your "Management Tools" manual for further information on entering subcontracts.

New Change Order - Click to enter a new change order against an existing subcontract agreement. This will take you to the same subcontract change order entry screen that can be accessed from the Subcontract Main Menu. Please see the "Subcontract" chapter of your "Management Tools" manual for further information on entering subcontracts.

Summary Tab

The summary tab will summarize the total budget and contract change entered on the "Cost Codes" tab. If your change order affects multiple cost codes, this gives you the opportunity to see the overall effect on your job cost totals, as well as the proposed change order's profitability.



Job 100 RFC 001 - JC

File

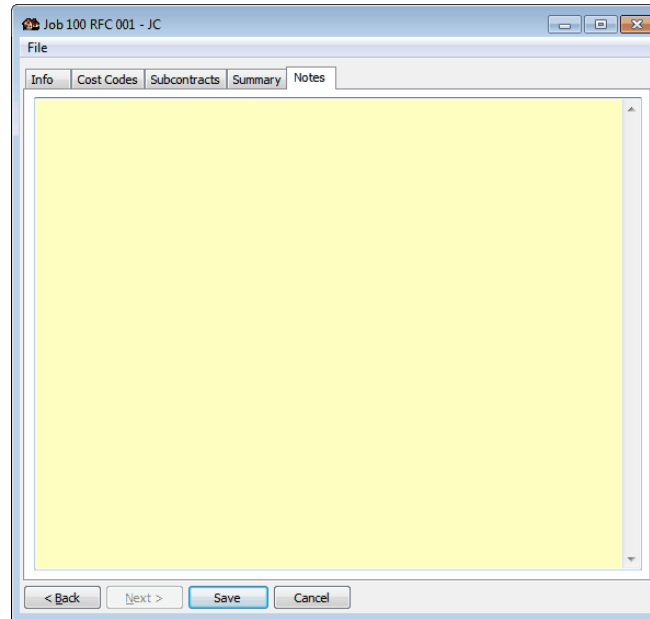
Info Cost Codes Subcontracts **Summary** Notes

Category	Units	Hours	Budget	w/Overhead	Contract	G/M \$	G/M %
All Categories	40	60	5,250.00	5,625.00	6,975.00	1,350.00	19.4
Labor		60	1,500.00	1,500.00			
Material			2,500.00	2,500.00			
Subcontractor			1,250.00	1,250.00			
Additional Costs			0.00	375.00			

< Back Next > Save Cancel

Notes Tab

Enter any notes concerning this change order request. These notes are available from displayed reports and your Owner Change Order forms.



User Fields Tab

The User Fields tab allows you to enter information into the user defined fields for RFCs that were setup in the Parameters for Job Costing. This tab only appears if you have created at least one user field under **Configure > System Parameters > Job Costing Parameters**.

Attachments Tab

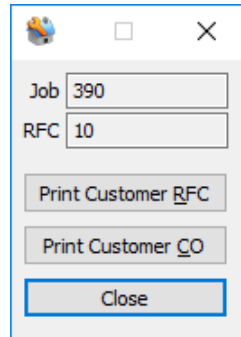
The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the RFC file. This tab only appears if you have created at least one RFC attachment folder under **Configure > System Parameters > Job Costing Parameters**.

The AutoEmail folder on the attachments tab is used to add attachments that you want to automatically attach when the change order is emailed.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

After saving, you will have the option to print a copy of the RFC/CO.



The screenshot shows a small, light gray dialog box with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the dialog, there are two text input fields. The first is labeled 'Job' and contains the value '390'. The second is labeled 'RFC' and contains the value '10'. Below these fields are three buttons: 'Print Customer RFC', 'Print Customer CO', and 'Close'. The 'Close' button is highlighted with a blue border.

Job - The Job Code associated with the RFC is displayed here.

RFC - The RFC number to be printed is displayed here.

Print Customer RFC - Choose this option to print the Customer Copy by RFC Number.

Print Customer CO - Choose this option to print the Customer Copy by CO Number (this option will be disabled if the RFC has not been approved and given a CO number).

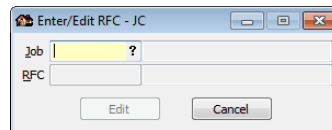
Close - Choose this option to close without printing.

3.3.7.2 Itemized RFC

To create an Itemized RFC follow the outline below.

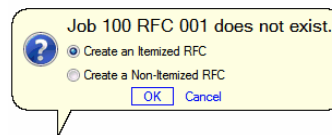
Note: In order to use itemized RFCs it may be necessary that you have previously set up RFC Items, RFC Rates and/or RFC Markups. Please see [Edit RFC Items & Rates](#) ²⁵⁶ and [Edit RFC Markups](#) ²⁵⁹ for more information.

Select **Job Costing System > Job Maintenance > Enter/Edit RFC**.



Job - Enter or choose the job for which you are entering this Change Order.

RFC - Enter the number of the change order request and click Edit. If you want to edit an existing RFC, you may click on the ? to see a list of existing RFCs. If this is a new RFC, you will be have the option to create an Itemized RFC or a Non-itemized RFC. You may default this selection to either option in **Configure > System Parameters > Job Costing Parameters**. Make sure you have selected the second option, "Create a Non-Itemized RFC" and click **OK** to create the RFC.



Info Tab

Job HOME RFC 0001

File

Info Items Summary Notes User Fields Attachments

Date ?

Description

Respond By ?

Type Customer

Probability % 100

Rates ?

Material Tax 0 %

Markups Edit

Events

Event

New Event

Change

Delete

< Back Next > Save Cancel

Date - Enter the posting date for this RFC/Change Order. This field automatically defaults to the current date; however, the date may be changed if necessary.

Description - Enter a description for this RFC/Change Order.

Respond By - Enter the date by which you want to have a response for the RFC/Change Order approval, if applicable.

Type - Select either **Customer** or **Internal** depending on whether this RFC/Change Order was requested by the customer or originated within your company.

Probability - Enter the probability that the RFC will be approved; this is used to prorate the impact of the RFC on reports that include pending change orders.

Rates - Enter or choose the rate code that will apply to this RFC/Change Order.

Material Tax - Enter the material tax rate that will be paid on your material costs, if applicable.

Markups - Enter or choose the markup rates that will apply to this RFC/Change Order.

Events

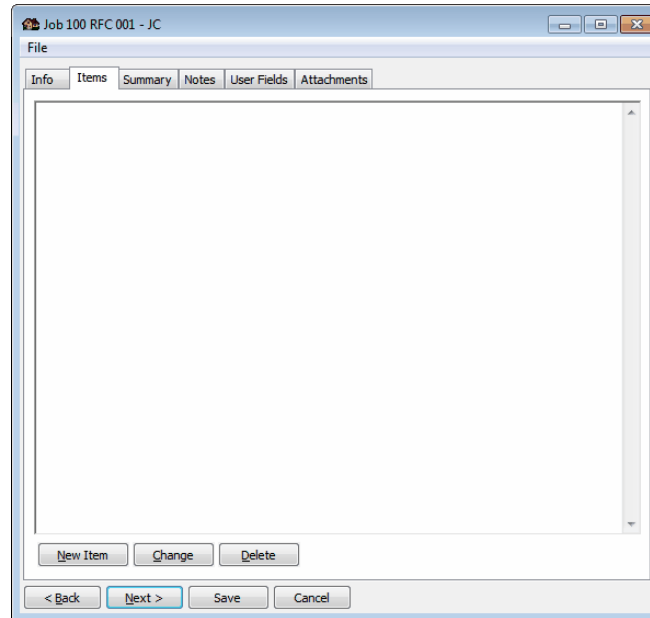
New Event - Click here to choose the status of the RFC/Change Order. Note that the "Approved" status turns the RFC into a Change Order for reporting purposes. The list of statuses is below.

- Initiated
- Prepared
- Verbal(Us)
- Verbal(Customer)
- Signed(Us)
- Signed(Customer)
- Approved
- Denied
- Sent

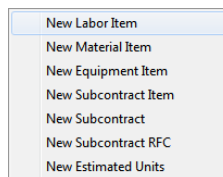
Change - Highlight an existing event and click here to change that event.

Delete - Highlight an existing event and click here to remove that event.

Cost Code Tab



New Item - Click here to choose the item type for the change you are about to enter and follow the prompts to enter your change.



When you have entered the information, click **OK** to save your information or **Cancel** to leave the screen without saving your changes.

Summary Tab

The summary tab will summarize the total change entered on the "Items" tab. If your change order affects multiple cost codes, this gives you the opportunity to see the overall effect on your job cost totals, as well as the proposed change order's profitability.

The screenshot shows a software window titled "Job 100 RFC 001 - JC" with a menu bar (File) and a tabbed interface (Info, Items, Summary, Notes, User Fields, Attachments). The "Summary" tab is active, displaying two tables.

RFC Summary

Description	Amount
Material	1,036.00
Subcontracts	1,850.00
Total Cost	2,886.00
Overhead	533.91
Profit	512.99
Contract Amount	3,932.90

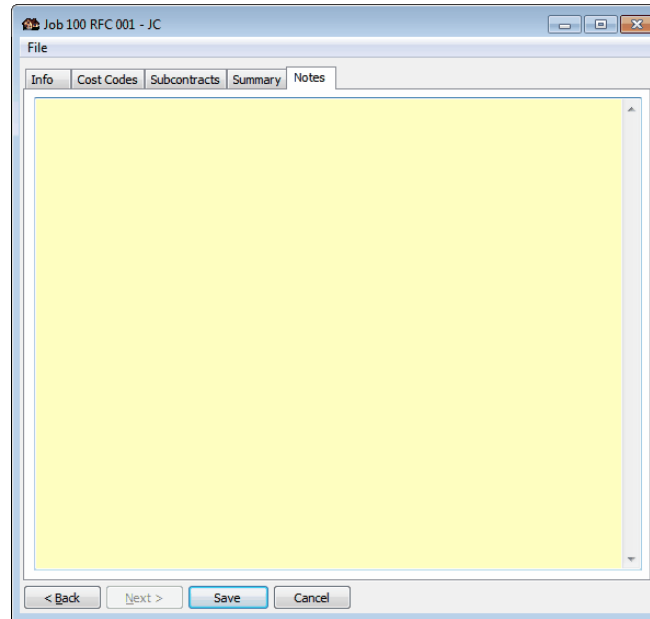
Job Cost Summary

Category	Units	Hours	Budget	w/Overhead	Contract	G/M \$	G/M %
All Categories	0	0	2,886.00	2,886.00	3,932.90	1,046.90	26.6
Material			1,036.00	1,036.00			
Subcontractor			1,850.00	1,850.00			
100.A.20	0	0	2,005.40	2,005.40	2,732.86	727.46	26.6
Material			155.40	155.40			
Subcontractor			1,850.00	1,850.00			
100.B.60	0	0	880.60	880.60	1,200.04	319.44	26.6
Material			880.60	880.60			

At the bottom of the window are buttons: "< Back", "Next >", "Save", and "Cancel".

Notes Tab

Enter any notes concerning this change order request. These notes are available from displayed reports and your Owner Change Order forms.



User Fields Tab

The User Fields tab allows you to enter information into the user defined fields for RFCs that were setup in the Parameters for Job Costing. This tab only appears if you have created at least one user field under **Configure > System Parameters > Job Costing Parameters**.

Attachments Tab

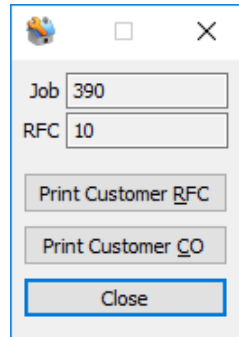
The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the RFC file. This tab only appears if you have created at least one RFC attachment folder under **Configure > System Parameters > Job Costing Parameters**.

The AutoEmail folder on the attachments tab is used to add attachments that you want to automatically attach when the change order is emailed.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

After saving, you will have the option to print a copy of the RFC/CO.



A screenshot of a software dialog box. At the top, there is a title bar with a small icon, a maximize button, and a close button. Below the title bar, there are two input fields: 'Job' with the value '390' and 'RFC' with the value '10'. Below these fields are three buttons: 'Print Customer RFC', 'Print Customer CO', and 'Close'. The 'Close' button is highlighted with a blue border.

Job - The Job Code associated with the RFC is displayed here.

RFC - The RFC number to be printed is displayed here.

Print Customer RFC - Choose this option to print the Customer Copy by RFC Number.

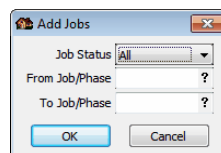
Print Customer CO - Choose this option to print the Customer Copy by CO Number (this option will be disabled if the RFC has not been approved and given a CO number).

Close - Choose this option to close without printing.

3.3.8 Using Global Adjust Overhead

Occasionally, it may be necessary to adjust the overhead percentage or overhead hourly rate for certain jobs. The Global Adjust Overhead program allows you to set the overhead percentage or rate for multiple jobs and phases at one time. For example, if overhead was entered as 15% of labor for jobs, but other information indicates that it needs to be set at 18%, Global Adjust Overhead will make the changes for all jobs, a range of jobs, or selected jobs that meet a certain criteria. The adjustment may also be applied to a specific phase within a job or to all phases in a job. The adjustment may be applied starting with when the beginning cost was posted to the job or for a specific date range. This function is convenient for year-end, when you need to adjust the burden percentage and/or burden hour rate to match the actual overhead/indirect cost. By adjusting the jobs actual burden, you are able to gain a more accurate picture of the profitability for each job.

Select **Job Costing System > Job Maintenance > Global Adjust Overhead**.



A screenshot of a software dialog box titled 'Add Jobs'. It has a title bar with a small icon, a maximize button, and a close button. Below the title bar, there is a 'Job Status' dropdown menu with 'All' selected. Below that are two input fields: 'From Job/Phase' and 'To Job/Phase', both containing a question mark. At the bottom are two buttons: 'OK' and 'Cancel'.

Job Status - Choose "All" to include all Active and Inactive jobs, "Active" to include only Active jobs or "Inactive" to include only Inactive jobs.

From Job/Phase - Enter or choose a beginning job and/or phase or leave blank to leave beginning of range open-ended.

To Job/Phase - Enter or choose an ending job and/or phase or leave blank to leave ending of range open-ended.

Note: If you leave the from/to blank all jobs with the status you chose will appear.

On the left side of the screen, the job(s) that you selected will be listed. You may click on the + symbol to expand the list to show phases and overhead elements or click on the - symbol to condense the list to show only the job(s). A check mark appears next to each job, phase and overhead element that will be updated by this overhead change. Uncheck any items you do not want to update at this time.

Effective From - Enter the beginning date if you want to adjust the overhead as of a specific date. This feature is used when a job spans multiple quarters and/or years, and the overhead percentage is to be adjusted only for costs within a specific date range. If this field is left blank, the adjustment will be applied to all costs prior to any applicable ending date.

Effective To - Enter the ending date if you want to adjust the overhead through a specific date. This feature is used when a job spans multiple quarters and/or years, and the overhead percentage is to be adjusted only for costs within a specific date range. If this field is left blank, the adjustment will be applied to all costs after any applicable beginning date.

Overhead - Enter the new rates to apply in the appropriate field(s).

Add Jobs - Click this button to add other jobs for which the overhead adjustments will apply.

When you have finished making your entries, click **OK** to apply the changes or **Cancel** to leave the screen without saving your changes.

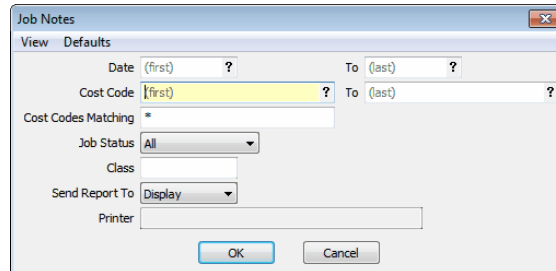
3.3.9 Using Job Notes

Job Notes can be stored in ComputerEase by job, by phase and/or by category. Each note includes the date it was entered and a brief description to allow it to be easily sorted and located. Job Notes may be viewed separately or within many reports in Job Costing.

3.3.9.1 Viewing Notes

You may view all notes entered for a particular job or set of jobs in a report format.

Select **Job Costing System > Job Maintenance > Job Notes > View Notes**.



Date...To - These fields are used to filter the report by date.

Cost Code...To - Select the job and/or cost code or job and/or cost code range for which you would like to review notes.

Cost Codes Matching - Use wildcards and cost code numbers to filter the report to include only those cost codes that meet the specified format.

Job Status - Choose "All" to include all Active, Inactive and Closed jobs, "Active" to include only Active jobs, "Inactive" to include only Inactive jobs, "Closed" to include only Inactive jobs, "Active+Inactive" to include only Active and Inactive jobs or "Inactive+Closed" to include only Inactive and Closed jobs in the your report.

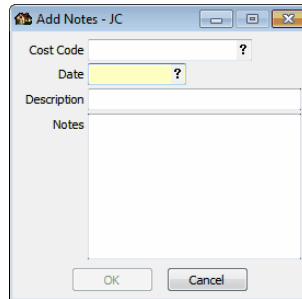
Class - Enter a class (you can include wildcards in this field) to filter the report by class.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

3.3.9.2 Adding Notes

Job Notes may be added to any job, phase, and/or category set up in ComputerEase.

Select **Job Costing System > Job Maintenance > Job Notes > Add Notes**.



Cost Code - Enter the cost code to which the notes apply.

Date - Enter the date for which the notes will apply.

Description - Enter a brief description of the notes.

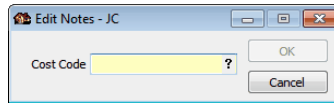
Notes - Enter your detailed notes here.

When you are finished with your entry, click **OK** to save your entry or **Cancel** to leave the screen without saving your notes.

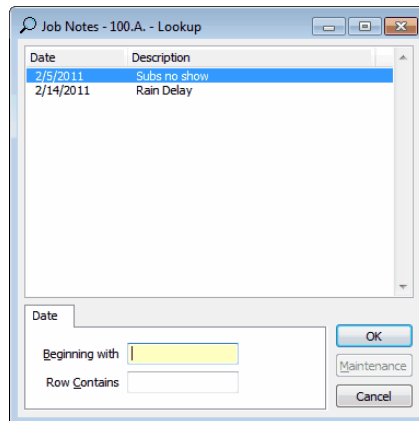
3.3.9.3 Editing Notes

Previously entered Job Notes may be edited should you need to make any changes.

Select **Job Costing System > Job Maintenance > Job Notes > Edit Notes**.



Cost Code - Enter or choose the cost code to which the notes you want to edit are posted.



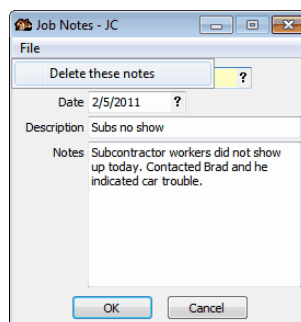
Select the note you want to edit and change any information within that note. When you have made your changes, click **OK** to save those changes or **Cancel** to exit without saving changes.

3.3.9.4 Deleting Notes

On occasion, it may become necessary to delete notes that were previously posted to a job.

Select **Job Costing System > Job Maintenance > Job Notes > Edit Notes**. Enter the cost code and select the notes you want to delete and click **OK** to edit.

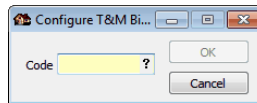
Select **File** in the upper left corner of the screen and select **Delete these Notes**.



3.3.10 Configuring T&M Billing

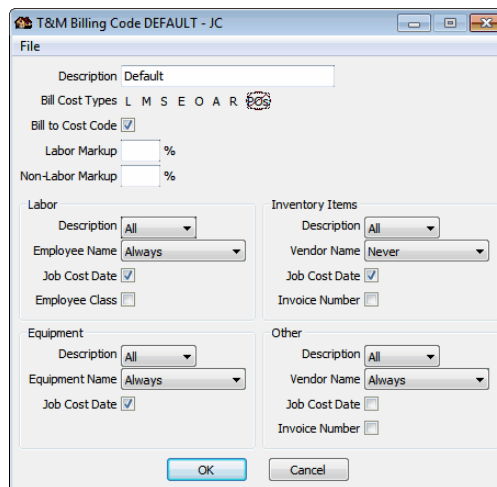
ComputerEase offers the option to allow you to customize what information appears on your Freeform Invoices when using the Cyclical Billing method to bill. You may create multiple Freeform Invoice formats.

Select **Job Costing System > Job Maintenance > Configure T&M Billing**.



Code - Enter or choose the code you would like to use for this billing format. If this is a new code, you will be prompted to create this billing code.

Note: The system automatically has one format stored called "Default." You may use this format and customize it as needed if you do not want to create a new format.



Description - Enter a description for this billing format.

Bill Cost Types – Click on the cost types you **DO NOT** want to be billable on this format. For example, materials may be billable but other costs may not be.

Bill to Cost Code - Check this box if you would like for the items that you are billing (through Cyclical billing) to be automatically distributed on the to the appropriate cost code on the Summary Tab of the Freeform Invoice.

Labor Markup - If you want ComputerEase to "mark up" prices entered in Freeform invoicing when billing, enter the percentage you would like to have added for "Labor" items; "Labor" items are any items in your Inventory Control Item database with a Billing Class of "Labor"; see the Inventory Control chapter of your Management Tools Manual for more information.

Non-Labor Markup - If you want ComputerEase to "mark up" prices entered in Freeform invoicing when billing, enter the percentage you would like to have added for "Non-Labor" items; "Non-Labor" items are any items in your Inventory Control Item database with a Billing Class other than "Labor" or any items entered without an Item Number; see the Inventory Control chapter of your Management Tools Manual for more information.

Labor

Description - Select **All** if you want to use the entire description entered in Labor Distribution entry in your invoice detail, select **First Line** if you want to only include the first line of that description or select **None** if you do not want to include any of that description in your invoice detail.

Employee Name - Select **Always** if you want to always include the employee name in your invoice detail, select **Never** if you never want to include the employee name or select **Only if nothing else** if you want to include the employee name in your invoice detail only when there is nothing else to include.

Job Cost Date - Check this box if you want to include the job cost date in your invoice detail or uncheck if you do not want to have this included.

Employee Class - Check this box if you want to include the employee class for in your invoice detail or uncheck if you do not want to have this included.

Equipment

Description - Select **All** if you want to include the entire description entered in Equipment Costing in your invoice detail, select **First Line** if you want to only include the first line of the description or select **None** if you do not want to include any of that description in your invoice detail.

Equipment Name - Select **Always** if you want to always include the equipment name in your invoice detail, select **Never** to never include the equipment name **Only if nothing else** if you want to include the equipment name in your invoice detail only when there is nothing else to use.

Job Cost Date - Check this box if you want to include the job cost date in your invoice detail or uncheck if you do not want to have this included.

Inventory Items

Description - Select **All** if you want to include the entire description entered in the Inventory master file in your invoice detail, select **First Line** if you want to have only the first line of that description included or select **None** if you do not want to include any of that description in your invoice detail.

Vendor Name - Select **Always** if you want to always include the vendor name in your invoice detail, select **Never** if you never want to include the vendor name or select **Only if nothing else** if you want to include the vendor name in your invoice detail only when there is nothing else to include.

Job Cost Date - Check this box if you want to include the job cost date in your invoice detail or uncheck if you do not want to have this included.

Invoice Number - Check this box if you want to include the invoice number in your invoice detail or uncheck if you do not want to have this included.

Other

Description - Select **All** if you want to include the entire description entered in the job cost detail of other billable items in your invoice detail, select **First Line** if you want to have only the first line of that description included or select **None** if you do not want to include any of that description in your invoice detail.

Vendor Name - Select **Always** if you want to always include the vendor name in your invoice detail, select **Never** if you never want to include the vendor name or select **Only if nothing else** if you want to include the vendor name in your invoice detail when there is nothing else to include.

Job Cost Date – Check this box if you want to include the job cost date in your invoice detail or uncheck if you do not want to have this included.

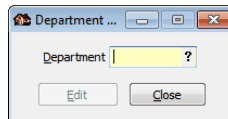
Invoice Number – Check this box if you want to include the invoice number in your invoice detail or uncheck if you do not want to have this included.

Click on **OK** to save your changes or **Cancel** to leave the screen without saving changes.

3.3.11 Create/Edit Departments

The Department Maintenance option allows you to assign General Ledger accounts to each cost type that has been defined in the Job Costing Parameters. It also allows you to select default payroll and inventory departments to each department and to select a payable routing group to assign to a department. Once a department has been set up, you may then attach it to a job. This department will then be used automatically when posting Accounts Payable, Inventory and Payroll.

Select **Job Costing System > Job Maintenance > Department Maintenance**.



Department - Enter or choose a department code. If the code does not already exist you will be prompted to create the department.

Cost Type	Default Account	Validation Mask
L Labor	?	**** **
P Overtime Labor	?	**** **
B Burden	?	**** **
F Fringes	?	**** **
M Material	?	**** **
S Subcontractor	?	**** **
E Equipment	?	**** **
T Inside Equipment	?	**** **
Z Construction Material	?	**** **
X Miscellaneous Exp	?	**** **
R Rental	?	**** **
O Other	?	**** **

Description - Enter a description for this department.

Payroll Department - Enter or choose the Payroll Department you want to associate to this job department, if applicable. Payroll departments are created in the Payroll module (see the Payroll Chapter of this manual for more information).

Default Inventory Location - Enter or choose the default inventory location you want to associate to this job department, if applicable. Inventory departments are created in the Inventory Control module (see the Inventory Control Chapter of the "Management Tools" manual for more information). This will default the inventory location for all pull lists created for jobs associated with this job department.

Inventory Department - Enter or choose the Inventory Department you want to associate to this job department, if applicable. Inventory departments are created in the Inventory Control module (see the Inventory Control Chapter of the "Management Tools" manual for more information). This will be used when completing inventory adjustments to and from jobs associated with this job department.

Default Account - Select or choose the default account to be used for each cost type for jobs in this department, if applicable. This field is optional.

Validation Mask - Enter a General Ledger account number or a partial account number if you want to specify a group of accounts. For example, if you want to specify all General Ledger accounts whose account numbers start with "51", type "51" in this field. This field controls this account(s) throughout the system so that any posting made to this account(s) will affect Job Costing. You may also use * (asterisk) as a wildcard.

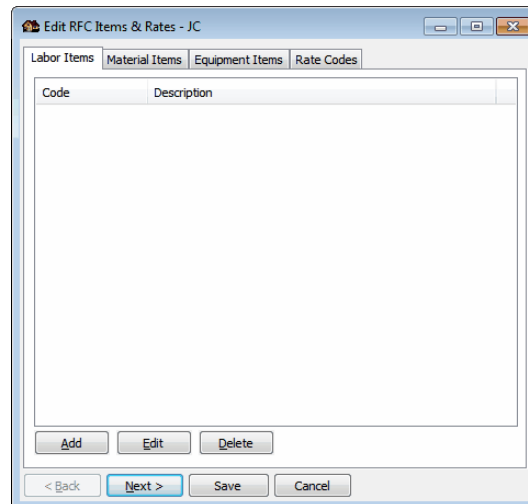
When you are finished, click on **OK** to save your changes or **Cancel** to leave the screen without saving changes.

3.3.12 Edit RFC Items & Rates

This is where you will create your items and rates to use when creating Itemized RFCs. Once you have your items and rate set up to various codes these codes can then be assigned at the job level so that when an itemized RFC is created it will automatically populate with the correct rates.

Select **Job Costing System > Job Maintenance > Edit RFC Items & Rates**.

You will see the same three options on all four tabs.



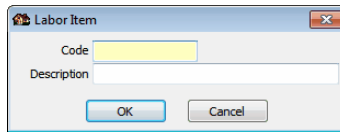
Add - Click here to add an item to the appropriate tab.

Edit - Click here to edit a highlighted item on the appropriate tab.

Delete - Click here the remove a highlighted item from the appropriate tab.

Labor Items Tab

Click on **Add** to create a new labor item.



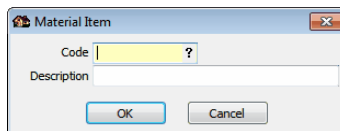
A dialog box titled "Labor Item" with a close button (X) in the top right corner. It contains two text input fields: "Code" and "Description". Below the fields are two buttons: "OK" and "Cancel".

Code - Enter a name for the labor code.

Description - Enter a description of the labor code.

Material Items Tab

Click on **Add** to create a new material item.



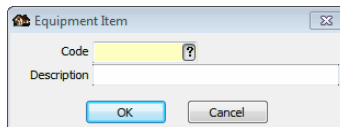
A dialog box titled "Material Item" with a close button (X) in the top right corner. It contains two text input fields: "Code" and "Description". The "Code" field has a dropdown arrow and a question mark icon. Below the fields are two buttons: "OK" and "Cancel".

Code - Enter or choose an item from your inventory list.

Description - The inventory item's description will default here; you may change it for this purpose.

Equipment Items Tab

Click on **Add** to create a new equipment item.



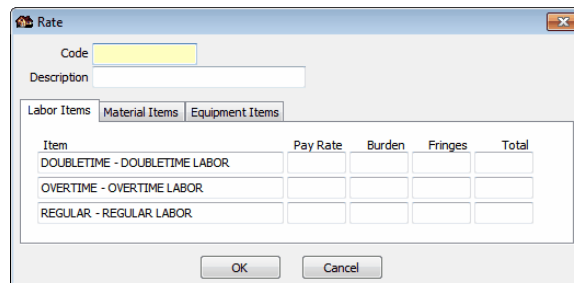
A dialog box titled "Equipment Item" with a close button (X) in the top right corner. It contains two text input fields: "Code" and "Description". The "Code" field has a dropdown arrow and a question mark icon. Below the fields are two buttons: "OK" and "Cancel".

Code - Enter or choose an item from your equipment list.

Description - The equipment item's description will default here; you may change it for this purpose.

Rate Codes Tab

Click on **Add** to create a new rate code.



A dialog box titled "Rate" with a close button (X) in the top right corner. It contains two text input fields: "Code" and "Description". Below these fields are three tabs: "Labor Items", "Material Items", and "Equipment Items". The "Labor Items" tab is selected, showing a table with the following data:

Item	Pay Rate	Burden	Fringes	Total
DOUBLETIME - DOUBLETIME LABOR				
OVERTIME - OVERTIME LABOR				
REGULAR - REGULAR LABOR				

Below the table are two buttons: "OK" and "Cancel".

Code - Enter a name for the rate code.

Description - Enter a description of the rate code.

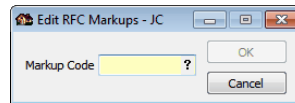
On each tab (Labor, Material and/or Equipment) you will see any items you have created. For each item, enter the costs that will be used for this rate code. For Labor Items, you may enter your cost in more detail (Pay Rate, Burden, Fringes and Total) or just enter total cost.

When you have finished creating your items and/or rate codes click **OK** to save or **Cancel** to leave the screen without saving changes.

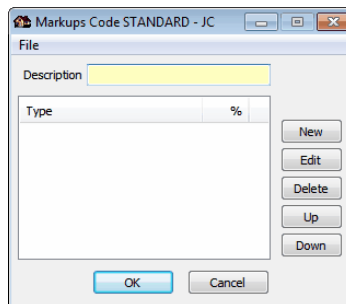
3.3.13 Edit RFC Markups

RFC markups allow you to mark up the rates that you entered when you created your Rate Code(s). These markups will be used by ComputerEase to calculate total contract change when entering an RFC. Markups may be either percentage-based or flat-rate, or a combination of the two (percentage plus a flat rate).

Select **Job Costing System > Job Maintenance > Edit RFC Items & Rates**.



Markup Code - Enter or choose a markup code. If the code does not already exist you will be prompted to create the Markup Code.



Description - Enter a description of the markup code.

New - Click here to add a new markup.

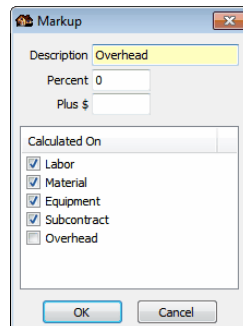
Edit - Click here to make changes to a highlighted markup.

Delete - Click here to remove a highlighted markup.

Up - Click here to move a markup up in order to apply it before another markup(s).

Down - Click here to move a markup down in order to apply it after another markup(s).

Click on **New** to add a new markup.



Description - Enter a description for this markup.

Percent - Enter the percentage by which to mark up your costs.

Plus - Enter a flat amount by which to mark up your costs.

Calculated On - Select the items to which the markup percentage should be applied. Note that you may uncheck any items which should not be marked up.

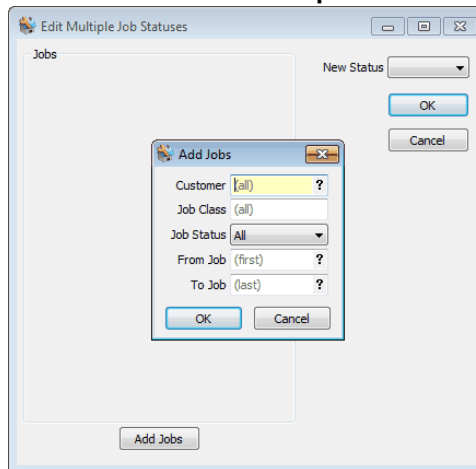
Tip: You may have more than one markup "layered" on another. For instance, you can have a markup for "Overhead" and one for "Profit." You can apply each markup to any or all other markups.

When you have finished entering your markups, click **OK** to save your entries or **Cancel** to leave the screen without saving changes.

3.3.14 Changing Multiple Job Statuses

Periodically (at the end of the fiscal year and/or after closing your fiscal year, for example), you may want to change the status of multiple jobs at one time. While you can individually edit each job and change the status, you can use the Edit Multiple Job Statuses feature to change the status of multiple jobs at once.

Select **Job Costing System > Job Maintenance > Edit Multiple Job Statuses**.



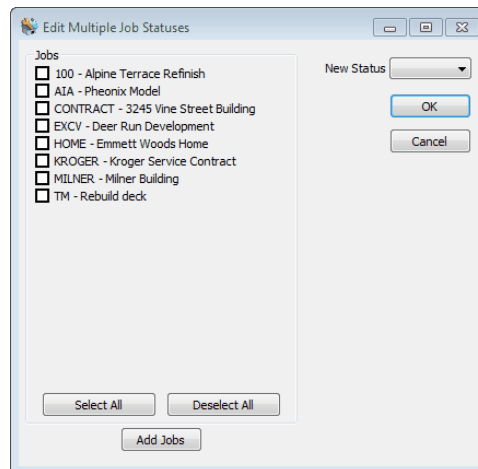
Customer - Choose a customer to select only jobs for that customer or leave blank to select jobs for all customers.

Job Class - Enter a job class or leave blank to select jobs for all classes.

Job Status - Choose "All" to include all Active and Inactive jobs, "Active" to include only Active jobs or "Inactive" to include only Inactive jobs.

From Job - Enter or choose a beginning job or leave blank to leave beginning of job range open-ended.

To Job - Enter or choose an ending job or leave blank to leave ending of job range open-ended.



On the left side of the screen, the job(s) that you selected will be listed. A check mark appears next to each job that will be updated by this status change. Uncheck any items you do not want to update at this time. You can click on **Select All** to select all jobs listed or **Deselect All** to deselect all jobs listed and individually select jobs.

New Status - Choose whether you want to set selected jobs to "Active", "Inactive" or "Closed".

Once you have made your selections, select **OK** to change the status of selected jobs to the selected **New Status**.

3.4 How Do I Use Reports in the Job Costing System?

3.4.1 Using Reports in the Job Costing System

The primary function of the Job Costing System module is to track the status of your jobs. Now that you have set up jobs, entered budgets and posted detail cost transactions, follow these procedures to run and analyze ComputerEase Job Cost reports.

Below is a listing of ComputerEase reports that may be found in the Job Costing System module. These reports provide you with a wide range of information, from a simple listing of jobs to percentage complete and unit cost reporting. In addition to these reports, your company may purchase customized reports for your system. Contact your local dealer for more information. If your company has purchased custom reports, you may access those reports by choosing **Job Costing System** from the ComputerEase Main Menu and selecting **User Reports**. The reports listed below are all included in the Job Costing System module:

- Job Cost Summary
- Job Cost Category Totals with & without Breakdown
- Percent Complete Report
- Labor Analysis
- Cyclical Billing Report (Detail or Summary)
- Change Order Reports by RFC or CO Number
- Unit Cost Report with & without Breakdown
- Unit Productivity Report
- Job Status Detail & Summary Reports
- Contract Billing Reports with Costs (Detail & Summary)
- Job Notes
- Job Budget Worksheet
- Field Report Worksheet
- Job Overhead Rates
- Profit Variance Report
- Job Cost Phase Totals with & without Breakdown
- Job Cost Detail
- Work In Progress (Normal, with Period Costs, with Cash Flow)
- Time and Material Report (Detail or Summary)
- Committed Cost Report
- Change Order - Customer Copy by RFC or CO Number
- Billing and Profit Unit Report
- Weekly Progress Report
- Job Activity Report
- Contract Billing Reports without Costs (Detail & Summary)
- Revenue Recognition Report
- Job Bid Worksheet
- Job Setup Report
- Job List
- Field Estimate Report

You may not use all of the reports in Job Costing. Several of them are useful only when utilizing certain features within the Job Costing System module. However, all of these reports may be accessed in the Job Costing System module and each of them may be printed for a hard copy, displayed on your computer screen for a quick reference or emailed. Many reports are date sensitive, allowing you to run the report for only certain date ranges. For certain reports, you also have the opportunity to run the report showing only specified cost types.

3.4.2 Using the Job Center

The Job Center is a unique ComputerEase tool that allows for a quick view of all detail on a job. From the Job Center, you may view summary and detail information about a job and update or change information for that job. More detailed information may be viewed simply by double-clicking on blue "drill down" text.

Select **Job Costing System > Job Center**.

Period...To - These fields are used to filter this report by General Ledger period.

Date...To - These fields are used to filter the report by date.

Cost Types - Select which cost types you would like to include in data and reports in the Job Center.

Note: If you only want to include one cost type double-click on that cost type and the rest of the cost types will be marked out.

Job...To - Select the job or job range you would like to see.

Job Status - Choose "All" to include all Active, Inactive and Closed jobs, "Active" to include only Active jobs, "Inactive" to include only Inactive jobs, "Closed" to include only Inactive jobs, "Active+Inactive" to include only Active and Inactive jobs or "Inactive+Closed" to include only Inactive and Closed jobs in the Job Center.

Class - Enter a class (you can include wildcards in this field) to filter the Job Center by class.

Job Type - Choose "Non-T&M" to include only jobs that are not marked for Time & Material, "T&M" to include only jobs that are marked for Time & Material or "All" to include both types of jobs in the Job Center.

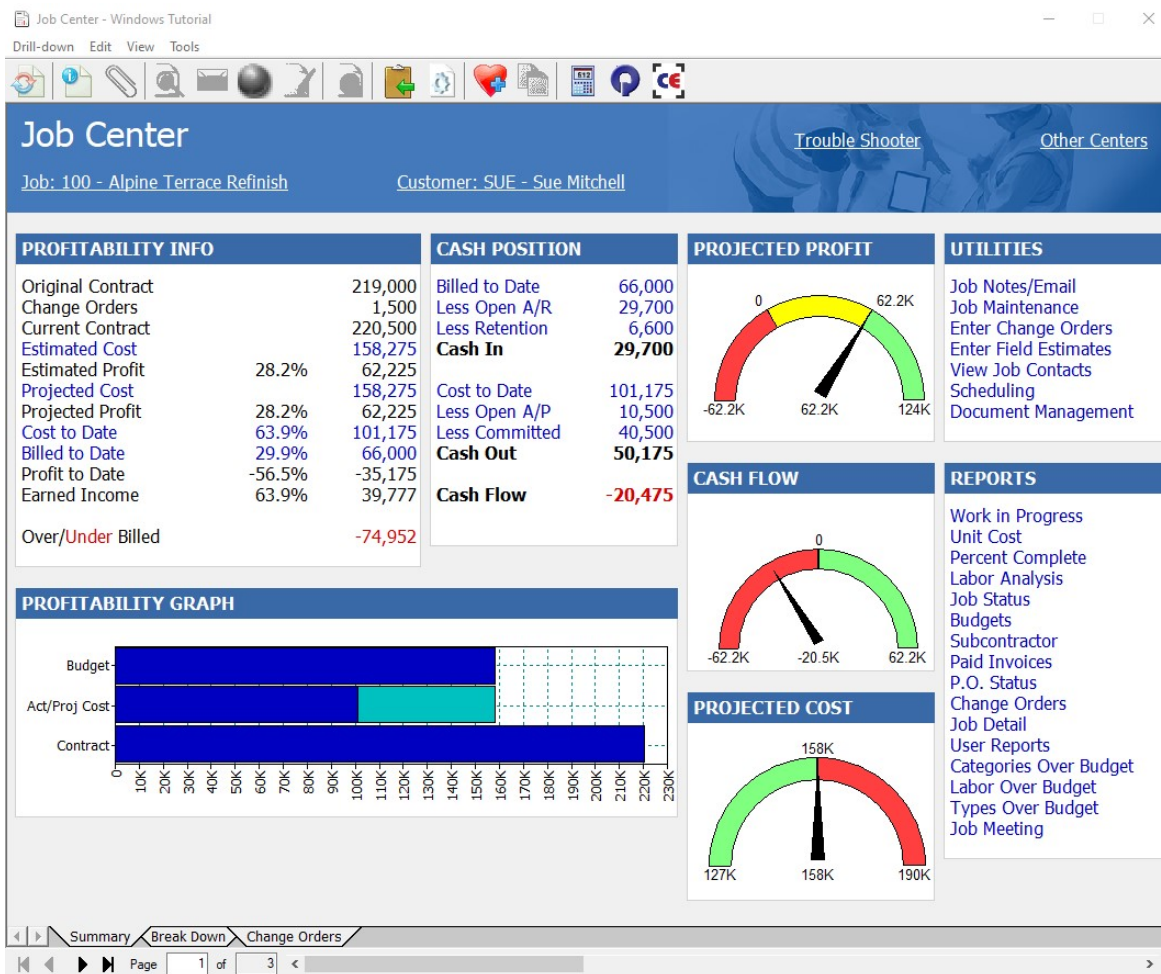
Only Report Items with Activity - Select "Yes" to only report items with activity or "No" to include all cost codes regardless of whether there is actual detail posted to them.

Include Unposted Payroll - Select "Yes" to include any payroll entered but not yet posted in labor totals or "No" to include only posted payroll.

Include Pending RFCs - Select "Yes" to include pending change orders in your totals or "No" to only include approved change orders.

Include Unposted Progress Billings - Select "Yes" to include progress (AIA or Unit) billings entered but not yet posted in billing totals or "No" to only include posted billings.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.



Profitability Info - This section displays all profitability information for this job including contract amount, change orders, estimated and projected costs and cost to date. Double-click on any blue text to view a more detailed breakdown of that line of information. A graph is provided at the bottom of this section to show Actual Cost in relation to Budgeted Costs and Contract amount.

Cash Position - This section shows the cash flow for this job using billings to date and cost to date. Double-click on any blue text to view a more detailed breakdown of that line of information.

Projected Profit - This section presents projected profit, projected cost and cash flow as needle graphs.

Utilities - Double-click on the options listed in this section to access some of the features of ComputerEase Job Costing System module without leaving the Job Center.

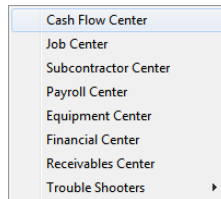
Reports - This section lists a number of reports for this job that may be easily accessed simply by double-clicking on the report name.

If the Job Center was created by choosing just one job, there might be additional tabs at the bottom of the Job Center screen. Each tab displays a different feature of the Job Center for the specified job. If the Job Center was created by choosing more than one job, the information on these tabs will be included in the "Analysis" section.

Break Down - Click on this tab to view totals for each of the various cost types for this job.

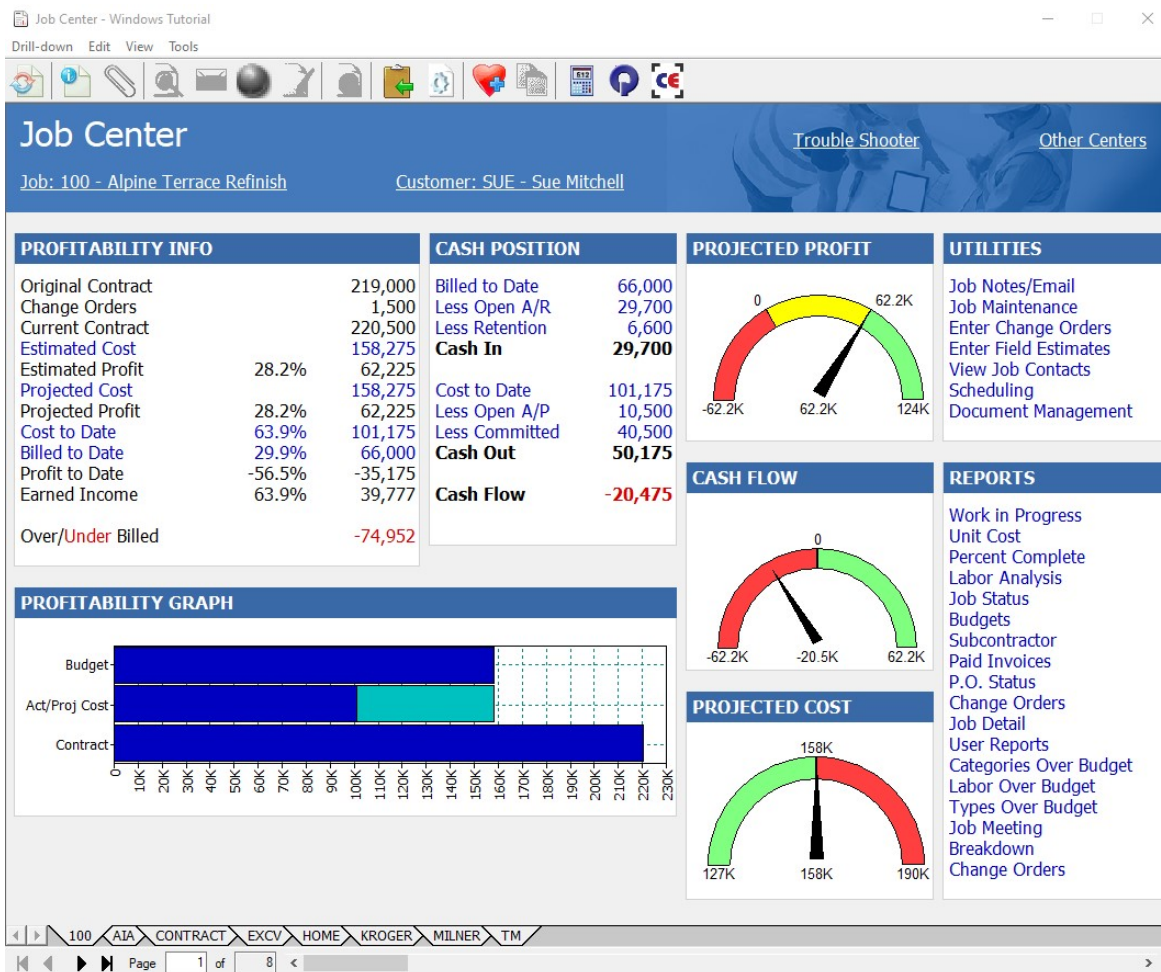
Change Orders - This tab will display the date, type, status and detail of each Change Order entered for this job.

Tip: Click on the Management Centers in the upper right of the screen for a pop-up list of other centers and trouble shooters that you can navigate to.



Job Center Calculations

It is helpful to understand how the numbers in the "Profitability Info" section are derived.



Original Contract - From Job Maintenance.

Change Orders - From approved Change Orders (or pending if you opted to include them in your totals).

Current Contract - Original Contract + Change Orders.

Estimated Cost - From Job Maintenance.

Estimated Profit dollar amount - Current Contract - Estimated Cost.

Estimated Profit % amount - Estimated profit dollar amount/Current Contract.

Projected Cost - Cost to Date - Projected Cost Remaining (from % Complete Report).

Projected Profit - Current Contract - Projected Cost.

Cost to Date - From Job Cost Postings.

Billed to Date - From Job Cost Postings.

Profit to date dollar amount - Billed to Date - Cost to Date.

Profit to date % amount - Profit to Date dollar amount/Projected Profit Dollar amount.

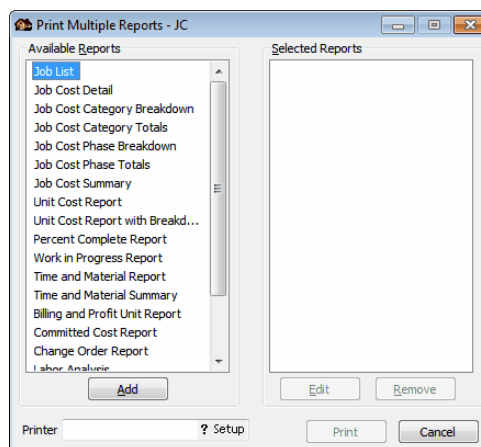
Earned income - Billed to Date - Cost to Date +/- Over/Under Billed Amount.

Over/Under Billed - % of Cost to Date x Current Contract - Billed to Date.

3.4.3 Printing Multiple Reports

The most important benefit of the Job Costing System module is the ability to produce reports that show where you stand on a particular job. In many cases, this entails printing several different reports that show different details about your jobs. ComputerEase allows you to avoid the tedious process of printing reports one at a time by offering the "Print Multiple Reports" feature. This feature allows you to select multiple copies of the same report or a number of different reports, each with different dates, jobs, and cost code options selected, and print them in one "batch" session. This option is available to be used with all reports except the Job Detail Posting Report.

Select **Job Costing System > Print Multiple Reports**.



Click on the report you want to run under Available Reports. You will see the normal prompts for that report; make your selections and click **OK**. The report will be added to the "Selected Reports" section. Click on **Add** to add another report to the list, **Edit** to change the printing parameters on the highlighted report, or **Remove** to remove the highlighted report from the list. When you have finished with your selections, click **Print** to print the list of reports in one "batch" or **Cancel** to exit the screen without saving any information. Note that the "Printer" will default the default plain paper printer for your user ID; you may change it before printing your reports.

3.5 How Do I Use Other Features in the Job Costing System?

In addition to maintaining your jobs and change orders and viewing reports, there are several other features you might want to use in the Job Costing System. Follow the instructions below to utilize these features.

3.5.1 Entering Units Complete

If your company tracks units in job costing, you will need to enter the units as they are used. Entering completed units provides you with more accurate Percentage Complete reports and more precise projections of final cost. Units should be entered as often as possible, since they can often be early indicators of a job cost overrun.

Select **Job Costing System > Enter Units Complete**.

Cost Code - Enter or choose the job or cost code you want to update. Note that you may select an entire job or just one phase and/or category of a job.

As Of - Enter or choose the date through which you want to update your units completed.

Post To - Enter the General Ledger period corresponding to the date you chose above.

Category	U/M	Est.	Prev.	New	Total	Pcnt	Cost to Finish	Work Pcnt	Notes	User 1	User 2
EXCV.10 - Remove Topsoil	acres	4	4		4	100					
EXCV.20 - Finish Grade	cy yc	12000	12000		12000	100					
EXCV.30 - B-19 base course	tons	7200	3600		3600	50					
EXCV.40 - Finish Grade-Sand	tons	225	0		0	0					
EXCV.50 - Asphalt Pave	sq ft	1220	0		0	0					

U/M - This is the unit of measure entered for this cost code.

Est. - This is the number of units budgeted for this cost code including any change orders.

Prev. - This is the number of units completed prior to the date you entered earlier.

New - This is the total new number of units completed through the date you entered earlier.

Total - This is the total of the units previously completed and any new units completed.

Pcnt - This is the percentage of the total budgeted units that have been completed including any new units completed.

You may update your units completed by making an entry into the "New" field, the "Total" field, or the "Pcnt" field; as you enter data into one field, the others will update automatically.

Cost To Finish - You may enter the total cost to complete the activity listed here.

Wrk Pcnt - You may enter the total percentage of work that has been completed here.

Notes - Click here to enter any notes regarding this entry. This entry's notes are entered into the "Current" field; any notes entered during the prior update will display in the "Previous" section.

User fields (optional) - You have the option of activating one or two user fields in your Job Costing Parameters. Contact your ComputerEase trainer or support team if you would like more information on use of these optional fields.

Note: The "Cost to Finish" and "Work Pcnt" fields are alternative ways of tracking completion. If you are entering units or dollar amounts, do NOT enter any amount in these fields.

Note: Select **File** to print a report detailing the information on this screen or to quickly change all items to 100% complete.

Click on **OK** to save your changes or **Cancel** to leave the screen without saving changes.

3.5.2 Entering Revised Estimates

Like Enter Units Complete, this option is used to update ComputerEase on the status of jobs. This screen displays your Current Estimate, Cost to Date, Cost to Finish, Revised Estimate, Contract Amount and Billed to Date information for the phases and categories of a selected job. You are able to update either the Cost to Finish or the Revised Estimate to update the Percent Complete and WIP Report.

Select **Job Costing System > Enter Revised Estimates**.

Cost Code -Enter or choose the job or cost code you want to update. Note that you may select an entire job or just one phase and/or category of a job.

Cost as of Date - Enter or choose the date through which you want to pull costs in the revised estimates screen.

Cost as of Period - Enter or choose the period through which you want to pull costs in the revised estimates screen.

Include Committed - Check this box if your revisions include committed costs.

Revised Estimate Date - Enter the date to which you want to post your revisions. All revisions will be posted to the general ledger period in which that date falls.

	Current Estimate	Cost to Date	Cost to Finish	Revised Estimate	Contract Amount	Billed to Date
Phase A - First Floor	144,062.50	95,675.28	48,387.22	144,062.50	165,000.00	66,000.00
10 - Framing	100,000.00	79,437.68	20,562.32	100,000.00		
20 - Plumbing	17,500.00	11,237.60	6,262.40	17,500.00		
30 - Painting	12,500.00	5,000.00	7,500.00	12,500.00		
40 - Stored Materials	14,062.50	0.00	14,062.50	14,062.50		
Phase B - Phase 2	13,312.50	5,500.00	7,812.50	13,312.50	54,000.00	0.00
50 - Carpeting	11,312.50	3,500.00	7,812.50	11,312.50		
60 - Appliances	2,000.00	2,000.00	0.00	2,000.00		
Total	157,375.00	101,175.28	56,199.72	157,375.00	219,000.00	66,000.00

Current Estimate - This is the current estimated cost for this cost code including any change orders.

Cost to Date - This is the current cost to date for this cost code; if you chose the option to include committed costs, they will be included in this total.

Cost to Finish - Based on current cost posted to your Job Costing, this is the difference between your projected cost for this cost code and your cost to date.

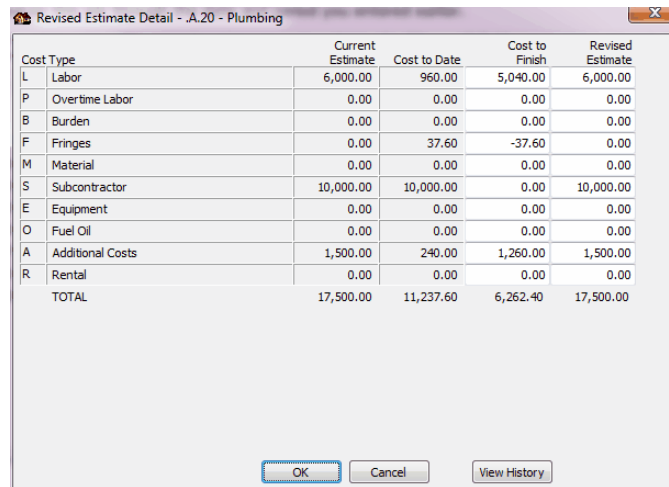
Revised Estimate - Based on current cost posted to your Job Costing, this is the total projected cost for this cost code. Note that this number will reflect any budget overages.

Contract Amount - This is the total contract amount for this phase/job including any change orders.

Billed to Date - This is the total amount billed on this job through the date and period you entered earlier.

Notes - Click here to enter any notes regarding this entry. This entry's notes are entered into the "Current" field; any notes entered during the prior revision will display in the "Previous" section.

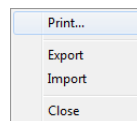
Detail - If this option is enabled in your Job Costing Parameters, you can choose to enter your revisions by cost type and ComputerEase will sum your revisions to compute the Cost to Finish and Revised Estimate for the cost code for you. Click here to access the Detail revision entry screen. Note that if you choose to enter your revisions in detail rather than in summary, future revisions must be made in detail as well. You can view prior revisions by pressing the **View History** button at the bottom of the window.



Cost Type	Current Estimate	Cost to Date	Cost to Finish	Revised Estimate
L Labor	6,000.00	960.00	5,040.00	6,000.00
P Overtime Labor	0.00	0.00	0.00	0.00
B Burden	0.00	0.00	0.00	0.00
F Fringes	0.00	37.60	-37.60	0.00
M Material	0.00	0.00	0.00	0.00
S Subcontractor	10,000.00	10,000.00	0.00	10,000.00
E Equipment	0.00	0.00	0.00	0.00
O Fuel Oil	0.00	0.00	0.00	0.00
A Additional Costs	1,500.00	240.00	1,260.00	1,500.00
R Rental	0.00	0.00	0.00	0.00
TOTAL	17,500.00	11,237.60	6,262.40	17,500.00

In either the Detail or Summary mode, you may revise your projected cost by making entries in either the "Cost to Finish" or the "Revised Estimate" column; as you enter data into one, the other will update automatically.

Note: Select **File** in the upper left corner to view the following options:



Print - Print a report displaying the information contained on this screen.

Export - Export a report via Excel template with columns to be completed for Cost to Finish or Revised Estimate that can then be imported.

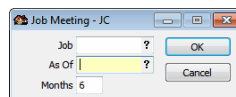
Import - Import a file with either Cost to Finish or Revised Estimate per line item.

Click on **OK** to save your changes or **Cancel** to leave the screen without saving changes.

3.5.3 Job Meeting (Trending)

The Job Meeting report allows you to view a graphical representation of a job's progress.

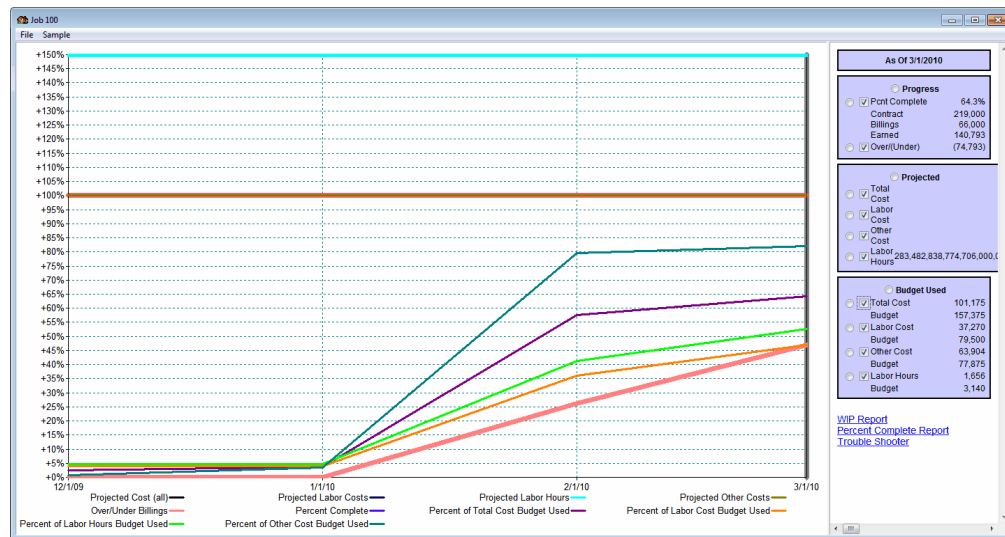
Select **Job Costing System > Job Meeting**.



Job - Enter or choose the job for which you would like to review your trending graphs.

As Of - Enter or choose the date through which you would like the reports to trend.

Months - Enter the number of prior months you would like to review in the trending report.



You have several different options along the right side that will affect what is represented in the graph to the left. Check any boxes you would like to see trended and toggle any group you would like to single out for review. As you change the options on the right, note that your graph to the left will be affected. Note that you may click on **Sample** in the upper-left corner to allow you to review daily, weekly or monthly (pictured) markers in the trending. For more information on this and other reports, contact your ComputerEase Dealer support team.

Also note that from this screen you can open the WIP and Percent Complete Reports and your Trouble Shooter.

3.5.4 Working on Loan Draws

For many contractors, loan draws are an essential part of their business. On large jobs, work is often financed by one or more loans, each drawn on as needed. There are many advantages to this process, the most obvious being the savings made by not paying interest on entire loan amounts. However, the record-keeping involved in this method is often difficult and tedious. When drawing on loans, records must be kept that track the amount that has been drawn, the amount that remains to be drawn, where the money has gone and, ideally, what moneys are budgeted to be used but have not yet been drawn. On small jobs, this record keeping can be managed without much inconvenience. However, as jobs increase in size and draws on loans become more common, it becomes increasingly difficult to track. ComputerEase provides you with the features needed to track loan draws and associated information. These features are completely optional and the records are stored separately from Job Costing records. The Job Costing System will run without incident whether or not loan draw tracking is used.

3.5.4.1 Create/Edit a Loan

Before you can track loan draws in ComputerEase, you will need to create the loan from which you will be making draws.

Select **Job Costing System > Work on Loan Draws > Work on a Loan**.

The screenshot shows a small dialog box titled 'Work on a Loan - JC'. It contains a text field labeled 'Loan Code' followed by a question mark icon. Below the text field are two buttons: 'OK' and 'Cancel'.

Loan Code - Enter the code you want to use for this loan. If this is a new loan, you will be prompted to create the loan.

Description - Enter a description of the loan.

Loan Amount - Enter the total dollar amount of the loan.

Date - Enter or choose the date of the loan.

Job - Enter or choose the job for which this loan has been secured.

Add Budget – Click to add a budgeted loan draw.

Add Approval – Click to approve a budgeted loan draw.

Add Draw – Click to enter a draw against the loan, or against a budgeted loan draw.

Amount - Enter the amount you are budgeting, approving or drawing against this loan.

Date - Enter or choose the date of the entry.

Description - Enter a brief description of the entry.

As you enter budgets, approvals and/or draws, you the totals for each entry type will accrue in the appropriate fields in the upper-right corner of the screen. When you have entered this information for the transaction, you may click on **Change Item** to change any entry, **Delete Item** to delete any entry, **OK** to save the loan and its entries, or **Cancel** to leave the screen without saving changes.

3.5.4.2 Deleting a Loan

You may delete a loan at any time; the only report that will be affected by this process is the "Loan Draw Report" since your loans and draws do not affect any other reports in ComputerEase.

Select **Job Costing System > Work on Loan Draws > Work on a Loan** and enter or choose the loan number desired.

Select **File** in the upper left corner of the screen and select **Delete this Loan**.

The screenshot shows a window titled "Loan 100-0001 - JC". The "File" menu is open, and the "Delete this Loan" option is highlighted. The window displays the following information:

Loan Amount	875,000.00
Date	5/1/2010 ?
Job	100 ?

Summary values on the right:

Budgeted	125,000.00
Approved	115,000.00
Drawn	115,000.00

A table of transactions is shown below:

Type	Amount	Date	Description
Budget	125,000.00	6/1/2010	Loan Draw #1
Approved	115,000.00	6/11/2010	Approved at 115,000 per JC
Draw	115,000.00	6/25/2010	Initial draw

Buttons on the right include: Add Budget, Add Approval, Add Draw, Change Item, Delete Item, OK, and Cancel.

3.5.4.3 Running the Loan Draw Report

Once you have begun working with Loan Draws in ComputerEase, you will occasionally need to view the status of current loans. This is accomplished by running the Loan Draw Report, which lists each loan with its description, amount, date and all detail entries.

Select **Job Costing System > Work on Loan Draws > Loan Draw Report**.

The screenshot shows the "Loan Draw Report" dialog box. It has a "View" tab and a "Defaults" section. The "Loan" field is set to "(first)" and the "To" field is set to "(last)". The "Send Report To" dropdown is set to "Display". There is a "Printer" field and "OK" and "Cancel" buttons.

Loan...To - Choose the loan or loans for which you would like to view the report.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

3.5.5 Using the Balance Screen

One of the most important tasks to be performed at the end of each accounting period is balancing Job Costing to the General Ledger. This procedure makes it easy to verify that all costs posted to your Job Costing System were correctly posted the correct account(s) and/or account type(s) in the General Ledger. This screen lists the total cost posted in Job Costing for each cost type defined in the Job Costing parameters for the specified accounting period(s). You may then compare this screen with the General Ledger postings for the same accounting period(s). If the two postings balance, then the postings to Job Costing are in balance with the postings to the General Ledger. If they do not balance, the breakdown by cost type, provide by the Balance Screen, gives you a starting point for your investigation into the incorrect posting.

Select **Job Costing System > Balance Screen**.

Cost Type	Balance	Total
Labor	<input checked="" type="checkbox"/>	
Overtime Labor	<input checked="" type="checkbox"/>	
Burden	<input checked="" type="checkbox"/>	
Fringes	<input checked="" type="checkbox"/>	
Material	<input checked="" type="checkbox"/>	
Subcontractor	<input checked="" type="checkbox"/>	
Equipment	<input checked="" type="checkbox"/>	
Fuel Oil	<input checked="" type="checkbox"/>	
Additional Costs	<input checked="" type="checkbox"/>	
Rental	<input checked="" type="checkbox"/>	

Starting Period - Enter or choose the beginning General Ledger period you want to balance at this time. If no entry is made here, all costs posted to Job Costing since you began using ComputerEase will total into this screen.

Ending Period - Enter or choose the ending General Ledger period you want to balance at this time. If no entry is made here, all costs posted to Job Costing through the date the report is run will total into this screen.

Balance - Leave checked any cost type you want to include in your totals and uncheck any cost type you do not want to include in your totals at this time.

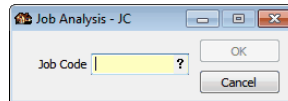
Once you have made your selections, click on **OK** to begin the calculation.

Reports - To aid you in balancing to your General Ledger, you may click on "Reports" in the upper-left corner to review either your Trial Balance or Account Inquiry without leaving this screen.

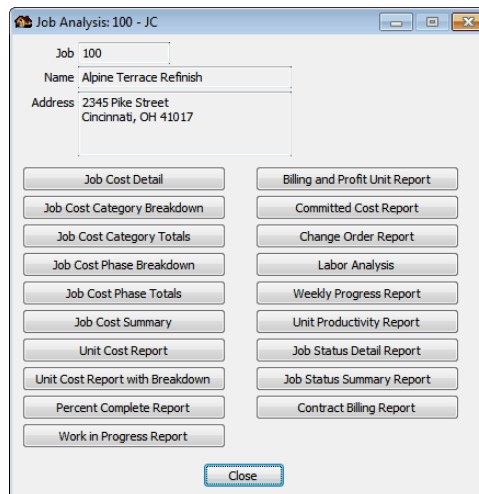
3.5.6 Using Job Analysis

As previously mentioned, the most important benefit of the Job Costing System module is the ability to produce beneficial and useful Job Costing reports. Many times, you will need to review or print several different reports at once for the same job. In order to save time, ComputerEase offers the **Job Analysis** feature which allows you to view reports for one specific job without having to specify that job each time you select a report.

Select **Job Costing System > Job Analysis**.



Job - Enter or choose the job for which you would like to review reports.



Click on the report you want to view and that report will display automatically. When you are finished reviewing the report, exit the screen and you will return to the "Job Analysis" screen from which you may make your next selection. Note that you may click on the printer or clipboard icons from your displayed reports to either print a hard copy or create a pdf copy of the report for later viewing. When you are finished, click on **Close** to leave the Job Analysis screen.

Payroll

Part

IV

4 Payroll

ComputerEase's Payroll module is a fully integrated system, providing the functions needed to perform payrolls ranging from a small crew of workers on a single job to a company with hundreds of workers in several unions working on many jobs in several states. Aside from producing employee paychecks, ComputerEase Payroll interfaces with the General Ledger, automatically subtracting the payroll checks from cash and applying them to the various labor accounts, and with Job Costing, allowing job cost to be directly posted from Payroll. If your company is using the Equipment Costing module, Payroll will also update transactions in the Equipment Costing module.

4.1 What is the Payroll System Module?

4.1.1 Other Modules and Payroll

ComputerEase's Payroll module offers a wide range of features and reports that are designed to allow you to access important and pertinent information that is both accurate and analytical in nature, as quickly and easily as possible. The Payroll Module is used to create pay checks for employees, tracking and reporting all pay, taxes and even payroll insurance such as workers' compensation.

The Payroll Module is fully integrated with the General Ledger, Job Cost, and Equipment Costing modules. Using the Payroll module has many benefits beyond simply printing pay checks. By using this module, you will post cost to the Job Costing Module and to the Equipment Costing Module, if applicable. All relevant postings are automatically posted to the General Ledger Module as well. There are a variety of useful reports, including tax reports and those that track sick and vacation time and employee absences.

4.1.2 Features in the Payroll System

ComputerEase Payroll module is a full-featured payroll system providing capabilities for all types of contractors.

Some of its features are:

- Posting directly to the General Ledger, Job Costing, and Equipment Costing modules.
- Payment to employees for job or non-job related time.
- Full tracking and reporting of workers' compensation. Workers' Compensation may be based on the employee or the job.
- Payroll checks with a comprehensive check stub, keeping the employee fully informed of his or her pay calculations.
- Ability to create a direct deposit file for financial institutions, with the option to create pre-notes for employee account verification.
- Payroll reporting for EEOC (Equal Employment Opportunity Commission).
- Payroll Absence Tracking.
- Can use the same check stock as Accounts Payable.
- Fast and easy production of tax reports, including the 941 form and W-2's.

- Any payroll check can be reversed. This includes reversal of all General Ledger, Job Cost, and Equipment Costing postings made when the check was produced.
- No limit on the number of unions, locals, and worker classifications that may be used. This includes complete tracking of fringes and deductions for each worker, by worker class, local, and/or union.
- Deductions and fringes are handled for both union and non-union companies - with full reporting.
- Full state and federal unemployment tracking and reporting.
- Certified/Prevailing Wage tracking and reporting is a simple matter of setting up the pay rates in your job - after that, the system automatically pays the correct prevailing wages and will produce a certified report that may be submitted directly to the state.
- Full support of reciprocating localities and states - local tax calculations become completely automated.
- Support for up to 50 states and no practical limit on the number of locals supported for tax withholding.
- Track sick and vacation time, with full reporting for each.

4.1.3 Reports in the Payroll System

The Payroll module contains a number of reports that will help you manage your payroll and HR department. Some of these reports are:

- **Labor Distribution Report by Employee, Job or Dept**
- **Employee Master Report/Employee Master List**
- **Employee Time History**
- **Hire/Termination Report**
- **Prevailing Wage Notifications**
- **Union Wage & Hour Reports**
- **Fringe (Union & Non-Union) Reports**
- **Union Setup Report**
- **Month, Quarter, Year to Date Report**
- **Local Taxes Withheld**
- **State Unemployment Tax Report**
- **State Tax Liability Worksheet**
- **941 Worksheet, Form and Schedule B**
- **Certified Payroll Register**
- **Job Costing Postings from Payroll**
- **Equipment Cost Postings from Payroll**
- **Employee Absence Report**
- **Ledger Card Report by Employee or Job**
- **Employee Raise History**
- **Sick/Vacation Reports**
- **EEOC Reports**
- **Deduction (Union & Non-Union) Reports**
- **Direct Deposit Reports**
- **Workers' Comp. Code List**
- **State Taxes Withheld**
- **Federal Unemployment Tax Report**
- **Workers' Compensation Reports**
- **EFTPS Worksheet**
- **W-2 Forms**
- **Payroll Checks**
- **General Ledger Postings from Payroll**
- **Worker Class Ratio Report**

4.2 Payroll Maintenance

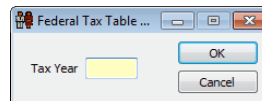
4.2.1 Tax Rate Maintenance

All federal, state and local taxes are maintained in one location for easy maintenance and review. To keep your tax tables for Federal and State taxes current, always make sure you have the latest updates for ComputerEase.

4.2.1.1 Federal Tax Table Maintenance

When payroll is processed, federal tax tables are checked against your check date for accuracy. Federal tax tables are updated by periodic software updates. Although the majority of tax changes occur with year-end updates, it is important to consistently check for updates since tax changes can be enacted at any time during the year. For more information on how to get updates see the System Setup chapter of this manual. Although you will be prompted to update your tax tables when payroll is run anytime your current tables are not the correct tables for your check date, you may manually override your tax tables at any time.

Select **Payroll System > Maintenance Programs > Tax Rate Maintenance > Federal Tax Table Maintenance**



Tax Year - Enter the tax year. ComputerEase updates the federal tax tables each year, but you may choose to enter a different Federal Unemployment Rate for each year, depending on whether your state is a credit reduction state for that year.

2020 Federal Tax Information	
File	
Single Table 2(c)	Married Table 2(c)
Head of Household Table 2(c)	
Main	Single Table Married Table Head of Household Table
Employer's ID Number	
Employer FICA Rate	6.2 %
Employee FICA Rate	6.2 %
FICA Wage Limit	137,700
Employer Medicare Rate	1.45 %
Employee Medicare Rate	1.45 %
Additional Employee Medicare Rate	0.9 % above 200,000
Allowance per Exemption	4,300
Tax Rate for Bonus Pay	22 %
Federal Unemployment Limit	7,000
Federal Unemployment Rate	0.6 %
Nonresident Aliens Wage Adjustment	8100
CARES ER Deferred FICA Payment	<input checked="" type="checkbox"/>
CARES ER Deferred FICA Account	?
<input type="button" value=" < Back"/> <input type="button" value=" Next > "/> <input type="button" value=" OK "/> <input type="button" value=" Cancel "/>	

Employer's ID Number - Enter your company's federal ID number. This number is required for several tax reports.

Employer FICA Rate - This is the current employer FICA tax rate.

Employee FICA Rate - This is the current employee FICA tax rate.

FICA Wage Limit - This is the current FICA wage base.

Employer Medicare Rate - This is the current employer Medicare tax rate.

Employee Medicare Rate - This is the current employee Medicare tax rate.

Additional Employee Medicare Rate - This is the current employee Medicare tax rate **above** the wage base for additional Medicare.

Allowance Per Exemption - This is the current federal allowance per exemption.

Tax Rate For Bonus Pay - This is the tax rate suggested by the IRS for bonus pay. If this amount is changed to 0%, the normal federal tax rates will apply to bonus pay.

Federal Unemployment Limit - This is the current federal unemployment tax wage base.

Federal Unemployment Rate - This is the current federal unemployment tax rate.

Nonresident Aliens Wage Adjustment - This is the adjustment for nonresident aliens.

CARES ER Deferred FICA Amount - Check this box if you want to take advantage of the CARES Act Social Security tax deferral for 2020.

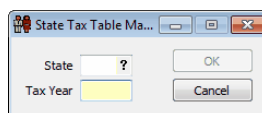
CARES ER Deferred FICA Account - If you choose to defer your Social Security taxes for 2020 under the CARES Act, enter the GL account to credit with your deferred tax amounts. Your accrual account designated in your payroll parameters will be debited.

The additional tabs contain the current federal tax tables; ComputerEase utilizes the percentage method of withholding. Refer to the IRS Publication 15 (Circular E), Employer's Tax Guide for additional information.

4.2.1.2 State Tax Table Maintenance

When payroll is processed, state tax tables are checked against your check date for accuracy. State tax tables (including unemployment tax rates and wage bases) are updated by periodic software updates. Although the majority of tax changes occur with year-end updates, it is important to consistently check for updates since tax changes can be enacted at any time during the year. For more information on how to get updates see the System Setup chapter of this manual. Although you will be prompted to update your tax tables when payroll is run anytime your current tables are not the correct tables for your check date, you may manually override your tax tables at any time.

Select **Payroll System > Maintenance Programs > Tax Rate Maintenance > State Tax Table Maintenance**.



State - You must enter the correct US Postal abbreviation for each state here. ComputerEase will allow for the creation of a "state" that is not one of the 50 United States. You will know if you have entered the

appropriate abbreviation for your state if the state name field is populated for you. If you have entered an invalid state abbreviation, your state tax settings screen will look like the one pictured below. Notice that the **State Name** field shows "(Unknown)" rather than a US state name. Some of the fields below may not apply to the states you use for payroll. However, the picture below depicts all of the possible fields you might have to address.

Tax Year - Enter the tax year. ComputerEase updates the state tax tables for each year, but you will want to update your state unemployment rates per year.

Main Tab

State Name – This should be populated with the state's name. Only if you are creating your own "state" for some other type of tax will you need to enter the name here.

G/L Account – Enter or choose the general ledger account in which to accrue state taxes.

State Tax ID# – Enter your company's state ID number. This number is required for several tax reports.

Reciprocates with -These are the states that have a reciprocating agreement with this state.

W-2 Wages - Choose Actual or Federal to determine whether actual state wages or federal taxable wages appear on W-2's for this state.

Taxable wages are gross wages - When applicable, the fields in this group are the current exemption and dependent credits used to calculate taxable wages.

Tax is from Tax Tables - When applicable, the fields in this group are the current exemption and dependent tax credits.

Tax Calculation for Bonus & Regular Pay - When applicable, choose the tax calculation method for bonus and regular pay in this state.

Tax Calculation for only Bonus Pay - When applicable, choose the tax calculation method for bonus pay

only in this state.

Multi State Calculation for Residents - If your employees work in more than one state, you may want to choose the taxable wage calculation for employees who are a resident of this state.

Multi State Calculation for Non-Residents - If your employees work in more than one state, you may want to choose the taxable wage calculation for employees who are not residents of this state.

SUTA Tab

	Company Percent	Employee Percent	Wage Limit	SUI ID#
SUI 1st Qtr	0.0000			
SUI 2nd Qtr	0.0000			
SUI 3rd Qtr	0.0000			
SUI 4th Qtr	0.0000			

Enable SUTA - Check this box if you want to allow this state to be used for SUTA accrual.

Employer Liability Account - Enter the liability account to be used to accrue SUTA for this state; this defaults to the SUTA liability account from your Payroll Parameters and you should only change it if you want to accrue each state's SUTA in a different account.

Employee Contribution Account - Enter the liability account to be used to accrue the employee contributions to state payroll taxes; this is only active for states that have an employee contribution to this type of tax.

SUI 1st Qtr - Enter the **Company Percent**, **Employee Percent** and **Wage Limit** for the first quarter; the wage limit should default for you, as it is maintained by ComputerEase for most states. For most states, this will be the same in all four quarters, but there are some in which it can differ by quarter.

SUI 2nd Qtr - Enter the **Company Percent**, **Employee Percent** and **Wage Limit** for the second quarter; the wage limit should default for you, as it is maintained by ComputerEase for most states. For most states, this will be the same in all four quarters, but there are some in which it can differ by quarter.

SUI 3rd Qtr - Enter the **Company Percent**, **Employee Percent** and **Wage Limit** for the third quarter; the wage limit should default for you, as it is maintained by ComputerEase for most states. For most states, this will be the same in all four quarters, but there are some in which it can differ by quarter.

SUI 4th Qtr - Enter the **Company Percent**, **Employee Percent** and **Wage Limit** for the fourth quarter; the wage limit should default for you, as it is maintained by ComputerEase for most states. For most states, this will be the same in all four quarters, but there are some in which it can differ by quarter.

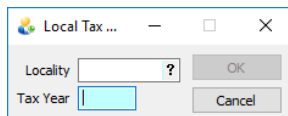
SUI ID# - Enter your company's state unemployment ID number.

The appearance of the state tax settings screen will differ depending on the state. Some states do not have state income tax or have a flat income tax so the only tabs you will see will be the **Main** tab and **SUTA** tab, with only the appropriate fields shown. Some states have additional tax types such as disability. These taxes and their rates will be included on the SUTA tab. Any state with one or more tax tables will have at least one additional tab where the tables are stored. Should your state have one or more additional tabs, please refer to the state tax publication for your state for more information; ComputerEase uses the annual percentage calculation method for all state taxes.

4.2.1.3 Local Tax Table Maintenance

Unlike the Federal and State tax tables, the Local tax tables are created and maintained by each company as necessary; ComputerEase does not incorporate local taxes for any locality into the software and does not maintain or update this information. Under Local Tax Table Maintenance, you may create as many city, county and/or school taxes as necessary in order to withhold the appropriate taxes from your employees' pay.

Select **Payroll System > Maintenance Programs > Tax Rate Maintenance > Local Tax Table Maintenance**.

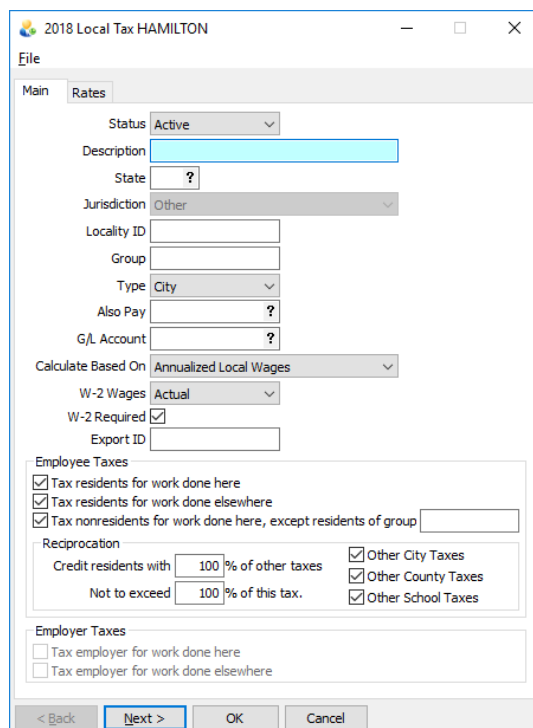


A small dialog box titled "Local Tax ...". It contains two input fields: "Locality" with a question mark icon and "Tax Year" with a blue highlight. There are "OK" and "Cancel" buttons at the bottom right.

Locality - Enter the local tax code that you want to use to identify this local tax.

Tax Year - Enter the tax year and select **OK** to create. You can keep separate tax rates per year. ComputerEase will automatically assume the rates from the prior year carry over to the following year if no changes are made.

Main Tab



A larger dialog box titled "2018 Local Tax HAMILTON". It has a "File" menu and two tabs: "Main" and "Rates". The "Main" tab is active, showing various fields for configuring a local tax. Fields include: Status (Active), Description (highlighted in blue), State (?), Jurisdiction (Other), Locality ID, Group, Type (City), Also Pay (?), G/L Account (?), Calculate Based On (Annualized Local Wages), W-2 Wages (Actual), W-2 Required (checked), and Export ID. There are sections for "Employee Taxes" with checkboxes for residents and nonresidents, and "Reciprocation" with percentage fields and checkboxes for other taxes. At the bottom are "Employer Taxes" checkboxes and navigation buttons: "< Back", "Next >" (highlighted in blue), "OK", and "Cancel".

Status - Select Active or Inactive. If Inactive is selected, time coded to the inactive local will not be able to be processed and will fail when the payroll register is run. A local cannot be made Inactive if it is set as the Company Locality in Configure > System Parameters > Payroll Parameters.

Description – Enter a description of the local tax; this will appear on tax reports and forms.

State – Enter or choose the state where this locality is located.

Jurisdiction - This option currently applies only to localities within NY state. If this is a locality within NY, choose the appropriate Jurisdiction.

Locality ID – Enter your company's local ID number. This number is used for local tax reporting.

Group – The group field allows you to group localities together for the purpose of exempting specific groups of residents from taxation in another locality.

Type – Choose the appropriate tax type, whether City, County or School.

Also Pay – If employees subject to this tax will also be subject to another local tax, select that tax here. This is most often used to apply a school tax and/or a county tax to a city tax or some other combination.

G/L Account - Enter or choose the general ledger account in which to accrue taxes for this locality.

Calculate Based On – Select the appropriate tax calculation method for this locality. The options are Annualized Local Wages, Actual MTD Local Wages, Actual YTD Local Wages or Actual MTD Federal Wages. Contact your accountant if you are unsure of which calculation method to use.

W-2 Wages - Choose Actual, State or Federal wages; this determines what wages are reported for this locality on W-2 forms at the end of the tax year.

W-2 Required - Check this option if this locality requires a W-2; if they accept a transmittal sheet in lieu of a W-2 you will want to leave this option unchecked.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Employee Taxes

Tax residents for work done here - Check this option if residents of this locality are to be taxed when they work here.

Tax residents for work done elsewhere - Check this option if residents of this locality are to be taxed when they work outside this locality.

Tax nonresidents for work done here, except residents of group - Check this option if employees who are not residents of this locality are to be taxed when they work here. If a specific group of non-residents is to be exempted from taxation when working here, enter that group in the field at the end of the row.

Reciprocation

Credit Residents with ___% of other taxes - Enter the percentage of other taxes that this locality will allow as a credit for its residents.

Not to exceed ___% of this tax – If the locality allows its residents to take credit for other local taxes, enter the maximum percentage of this tax that may be credited.

Other City Taxes, Other County Taxes, Other School Taxes - Check the box next to any types of taxes for which residents may be credited.

Employer Taxes

Tax employer for work done here – Check this option if this is an employer-paid tax to be paid on residents of this locality when they perform work here.

Tax employer for work done elsewhere – Check this option if this is an employer-paid tax to be paid on residents of this locality when they perform work outside this locality.

Rates Tab

The screenshot shows the 'Local Tax CITY' window with the 'Rates' tab selected. The window has a 'File' menu and tabs for 'Main' and 'Rates'. The 'Rates' tab contains the following fields and options:

- Standard Deduction / Single: 0.00
- Standard Deduction / Married: 0.00
- Allowance per Exemption: 0.00
- Allowance per Dependent: 0.00
- Maximum Tax: (empty field)
- Use: Federal (dropdown menu) exemption count
- Single Table:
 - ☐ Simple Rate: (empty field) %
 - Table with columns: Over, But Not Over, Add, Plus, of Excess Over. The first row contains: 0.00, (empty), (empty), 0.00 %, 0.00.
- Married Table:
 - ☒ Same as Single

At the bottom of the window are buttons for '< Back', 'Next >', 'OK', and 'Cancel'.

Standard Deduction / Single - Enter the standard deduction for residents filing Single Status.

Standard Deduction / Married - Enter the standard deduction for residents filing Married Status.

Allowance per Exemption – Enter the allowance per exemption for this locality.

Use ___ exemption count – Choose state or federal, depending on which exemption count the locality allows residents to use.

Allowance per Dependent – Enter the allowance per dependent for this locality.

Maximum Tax – Enter the maximum dollar amount of tax to be assessed for this locality.

Single Table

Simple Rate - Check this box and enter the tax rate for this locality if the locality utilizes a flat tax rate for all residents filing Single Status.

Single Tax Table – If this locality utilizes a progressive or regressive tax table, leave the box above unchecked and enter the appropriate tax table from the tax publication provided by your locality; note that ComputerEase utilizes the annual percentage method for tax calculation.

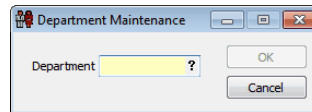
Married Table

Same as Single - This option only applies when a simple rate is not in effect. Check this box if the tax table for residents filing Married Status is the same one used for those residents filing Single Status. If not, uncheck this box and enter the appropriate tax table from the tax publication provided by your locality; note that ComputerEase utilizes the annual percentage method for tax calculation.

4.2.2 Department Maintenance

Payroll Departments are used to determine how payroll is expensed in the General Ledger. You must have at least one department set up prior to processing payroll.

Select **Payroll System > Maintenance Programs > Department Maintenance**.



Department - Select an existing code from the lookup menu or enter your new code and select **OK**, and then **Yes** to create.

General Tab

	Job Time	Shop Time	Travel Time
Regular Rate	?	?	?
Overtime	?	?	?
Sick Pay	?	?	?
Vacation Pay	?	?	?
Holiday Pay	?	?	?
Bonus Pay	?	?	?

Description – Enter a description for your department.

Shop Clock - Check this option if you will be using the Shop Clock module of ComputerEase to record time for members of this department.

Employer FICA Expense Account - Enter the General Ledger account you want to debit with the employer portion of FICA taxes for employees in this department.

FUTA Expense Account - Enter the General Ledger account you want to debit with the federal unemployment tax expense for employees in this department.

SUTA Expense Account - Enter the General Ledger account you want to debit with the state unemployment tax expense for employees in this department.

Worker's Comp. Expense Account - Enter the General Ledger account you want to debit with the workers' compensation expense for employees in this department.

General Liability Expense Account - Enter the General Ledger account you want to debit with the general liability expense for employees in this department.

State/Local Tax Expense Account – Enter the General Ledger account you want to debit with employer-paid state or local taxes for employees in this department.

Trade Rate Labor Account - Enter the General Ledger account you want to debit with the difference between the trade rate and the actual labor rate paid to employees in this department.

Trade Rate Contra Account - Enter the General Ledger account you want to credit with the difference between the trade rate and the actual labor rate paid to employees in this department.

FFCRA Credit Offset Account - Enter the General Ledger account you want to credit with the amount of any FFCRA wage and Medicare tax credits.

FFCRA Tax Liability Offset Account - Enter the General Ledger account you want to debit with the amount of any FFCRA wage and Medicare tax credits.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Regular Pay - Job Time - Enter the General Ledger account you want to debit with the labor for job time for employees in this department.

Regular Pay - Shop Time - Enter the General Ledger account you want to debit with the labor for shop time for employees in this department.

Regular Pay - Travel Time - Enter the General Ledger account you want to debit with the labor for travel time for employees in this department.

Repeat the three steps above for the remaining pay types listed in the table (O.T. Portion, Sick Pay, Vacation Pay, Holiday Pay, Bonus Pay).

Fringes Tab

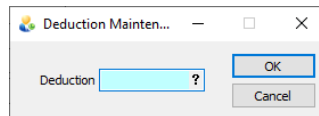
Fringe	Expense Acct
401K - 401K Employer Match	?
HEALTH - Health Care Premium - ER	?
LABORER / ADVANCE - Advancement	?
LABORER / H&W - Health & Welfare	?
LABORER / PENSION - Pension	?
LABORER / TRAIN - Training	?
OPERATOR / ANNUITY - Annuity	?
OPERATOR / APPRENTI - Apprentice Training	?
OPERATOR / H&W - Health & Welfare	?
OPERATOR / PENSION - Pension	?

If you have already set up any fringes (union or non-union), each will be listed here. Simply enter the General Ledger account you want to debit for each fringe expense listed here for employees in this department.

4.2.3 Deduction Maintenance

Setting up payroll deductions allows you to automate deduction of items like retirement account contributions, court-ordered wage garnishments, and repayment of advances. This selection is used to create non-union deductions. Any union deductions must be set up under Union Maintenance. For more information, refer to [Create/Edit a Union Deduction](#) ³⁴³.

Select **Payroll System > Maintenance Programs > Deduction Maintenance**.



Deduction - Enter the code you want to use for this deduction and select **OK**, then **Yes** to create your new deduction.

Main Tab

Description – Enter the description of this deduction.

Status - Select Active or Inactive. Any employees that are tied to an Inactive deduction will have to have that deduction removed from their Employee Maintenance record if they need to have payroll processed.

Deduction Type - Select the appropriate deduction type from the list. The deduction type is used to determine the IRS code for Box 12 reporting on the W-2 form.

Normal – Use this selection for standard deductions that do not require any special notification on the W-2 form.

401(k) Elective Deferral – This type will result in a Box 12 report with a code of **D** and an "X" in the Retirement Plan box on the W-2 form.

403(b) Elective Deferral – This type will result in a Box 12 report with a code of **E** and an "X" in the Retirement Plan box on the W-2 form.

408(k)(6) Elective Deferral – This type will result in a Box 12 report with a code of **F** and an "X" in the Retirement Plan box on the W-2 form.

501(c)(18)(D) Elective Deferral – This type will result in a Box 12 report with a code of **H** and an "X" in the Retirement Plan box on the W-2 form.

408(p) Simple – This type will result in a Box 12 report with a code of **S** and an "X" in the Retirement Plan box on the W-2 form.


Section 125 Dependent Care FSA - This type will result in a Box 10 report for Dependent Care Benefits on the W-2 form.

Section 125 HSA Contribution - This type will result in a Box 12 report with a code of **W** on the W-2 form.

Roth 401(k) Contribution - This type will result in a Box 12 report with a code of **AA** and an "X" in the Retirement Plan box on the W-2 form.

Roth 403(b) Contribution - This type will result in a Box 12 report with a code of **BB** and an "X" in the Retirement Plan box on the W-2 form.

Other Qualified Retirement Plan – This type will result in an "X" in the Retirement Plan box on the W-2 form.

Loan/Advance - This type allows for tracking and repayment of company loans/advances that are written using the [Payroll Advance](#)  feature.

Employer Sponsored Health Coverage - This type identifies this deduction as part of the total cost of an employee's health coverage and will result in a Box 12 report with a code of **DD** on the W-2 form.

Calculate on – Select whether this deduction is to be calculated on Gross Pay or Gross Pay after taxes. This selection is important when formulas are used to calculate the deduction amount.

Credit Account – Select the general ledger accrual account to be credited with amounts withheld for this deduction.

Work Location – Select Job, Shop, Travel or the appropriate combination of work locations for which this deduction is to apply.

W-2 Box 14 Code – If this deduction must be reported in Box 14 of the W-2 form, enter the appropriate corresponding code here. Contact your accountant with any questions regarding W-2 reporting for any deductions.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Show balance on stub - Select Always, Never or Non-zero to determine if the balance for this deduction is displayed on check stubs.

Case Type - This option applies to users of our Payroll Service only.

Taxable Settings - Select any taxes to which this deduction is subject. If this deduction is an after-tax deduction, leave that box checked. If this deduction is a pre-tax deduction for any tax listed, uncheck the box that corresponds to that tax. If this deduction is after-tax in some jurisdictions and pre-tax in others, select Edit next to the Exceptions button and choose which jurisdictions tax this deduction and which do not.

Payroll Periods – Select the payroll periods to which this deduction applies. Refer to [Payroll Periods](#) ³⁰³ for additional information on payroll periods and their use.

Common Rates Tab

The common rates tab allows rates to be maintained and updated at the deduction level, allowing you to select the appropriate rate code for each employee. This helps you avoid the likelihood of entry errors if you have multiple employees to whom this deduction applies and makes rate changes easier when they occur.

The screenshot shows the 'Deduction HEALTH' window with the 'Common Rates' tab selected. The window has a menu bar with 'File' and three tabs: 'Main', 'Common Rates', and 'User Fields'. The 'Common Rates' tab contains a table with the following columns: Rate Code, Description, Base Amount, % of Gross, Per Hour, Form, Monthly Cap, and Yearly Cap. There are three rows of data:

Rate Code	Description	Base Amount	% of Gross	Per Hour	Form	Monthly Cap	Yearly Cap
SINGLE	Premium - Single Individual				<input checked="" type="checkbox"/>		
FAMILY	Premium - Family				<input type="checkbox"/>		
					<input type="checkbox"/>		

Below the table is a 'Formula' label and a text input field. At the bottom of the window are four buttons: '< Back', 'Next >', 'OK', and 'Cancel'.

Rate Code - Enter a code for this rate.

Description - Enter a description of this rate code.

Base Amount - Enter a base amount to be deducted every pay period, if applicable.

% of Gross - Enter the percentage of an employee's gross pay that is to be deducted, if applicable.

Per Hour - Enter the hourly amount to be deducted from an employee's pay, if applicable.

Form. - Check this box if a formula is to be used to calculate this deduction. Only when this box is checked will the **Formula** field displayed above appear. Enter your formula into this field. If you require assistance with your formula, contact your dealer support team.

Monthly Cap - Enter the maximum amount to be deducted every month, if applicable.

Yearly Cap - Enter the maximum amount to be deducted every year, if applicable.

User Fields Tab

The user fields tab allows you to enter information into the user defined fields for deductions/fringes that were setup in the Parameters for Payroll. This tab only appears if you have created at least one user field under **Configure > System Parameters > Payroll Parameters**.

4.2.4 Direct Deposit Maintenance

4.2.4.1 Checking Account Setup

Direct Deposit payments to your employees may be processed within ComputerEase. There are just a few steps necessary to allow you to create a direct deposit file for transmission to your financial institution. Enabling this ability can save you time and effort, as long as your financial institution accepts a file in lieu of manual entry on their website.

Select **Configure > System Parameters > Payroll Parameters** and click on the **General** tab. Make sure that the **Enable Direct Deposit** option is checked.

The screenshot shows the 'Payroll Parameters' dialog box with the 'General' tab selected. The 'Enable Direct Deposit' checkbox is checked and highlighted with a red rectangle. Other options visible include 'Company State', 'Company Locality', 'Split 40 hour Entries', 'Default Labor Distribution Entry', 'Date/Time required for Nonsalaried', 'Non Salaried Automatic Weekly Overtime', 'Non Salaried Automatic Daily Overtime', 'Automatic Overtime Rate', 'Adjust Salaried Pay Rates', 'Salaried Automatic Overtime', 'Send Job Cost to another Company', 'Send Estimated Burden as Actual', 'Categories Must Have Labor Budget', 'Ask Start/End Time', and 'Use Old FieldEase Exports for Handheld'.

Additional options that apply when direct deposit is enabled can be found on the **Checks** tab.

The screenshot shows the 'Payroll Parameters' dialog box with the 'Checks' tab selected. The following options are visible:

- Check Type: 11" Normal
- Sort Checks by: Emp Number
- Show Remaining Vacation Time: Yes (All)
- Show Remaining Sick Time: Yes (All)
- Print S.S.N on Check Stub: No
- Certified Fringe Rate on Check Stub: ☒
- Show Salaried Hours on Check Stub: ☒
- Expire Accrued Sick Hours: ☐ each January
- Expire Accrued Vacation Hours: ☐ each January
- Print void checks on plain paper: ☒ Transmittal Saver
- Enable Emailed Direct Deposit Stubs: ☒
- Print Stub when Emailed: ☒

The 'Print void checks on plain paper' option and its dropdown menu are highlighted with a red rectangle.

Print void checks on plain paper - If you would like to have direct deposit checks print on plain paper instead of check stock, select this option. You may choose the format once this option is selected.

Enable Emailed Direct Deposit Stubs - Check this box to allow emailing of direct deposit check stubs to employees (stubs will be emailed in a password-protected file).

Print Stub when Emailed - If emailing direct deposit stubs, check this box to also allow printing of the check stub.

Click **OK** to save your selections.

You must also have at least one checking account with the direct deposit feature enabled in order to process and create direct deposit files.

Select **Accounts Payable > Maintenance Programs > Checking Account Maintenance** and choose the checking account you will be using. For instructions on creating a new checking account, please refer to the Accounts Payable chapter of this manual.

Direct Deposit Tab

Note: Information entered into the following fields is usually supplied by your financial institution. A general description of each field is given here for guidance; please contact your financial institution if you are unsure of any of the required information.

The screenshot shows a Windows-style dialog box titled "Account REGULAR - AP". It has two tabs: "Main" and "Direct Deposit", with "Direct Deposit" currently selected. The dialog contains the following fields and controls:

- Export Type:** A dropdown menu with "NACHA" selected.
- Destination Routing #:** A text input field.
- Destination Name:** A text input field.
- File ID Modifier:** A text input field.
- ODFI Routing #:** A text input field.
- Use Offsetting Account:** A checkbox that is currently unchecked, followed by a text input field.
- Origin Code #:** A text input field.
- Origin Name:** A text input field.
- Company ID:** A text input field.
- Company Name:** A text input field containing the text "Windows Tutorial".
- Use Header Record:** A checkbox that is currently unchecked, followed by a text input field.
- Record Separator:** A dropdown menu with "None" selected.

At the bottom of the dialog are four buttons: "< Back", "Next >", "Save", and "Cancel".

Export Type - Select either "NACHA" or "ASCII" depending on your financial institution's specifications.

Destination routing # - Enter your financial institution's routing number.

Destination Name - Enter your financial institution's name or the name given to you by your financial institution if using a third party provider.

File ID Modifier - Enter the file ID modifier specified by your financial institution.

ODFI Routing # - Enter the ODFI routing number for your financial institution or third party provider.

Use Offsetting Account - Check this box and enter an account number if your financial institution requires a balanced batch file.

Origin Code # - Enter the origin code designated by your financial institution.

Origin Name - Enter origin name designated by your financial institution.

Company ID - Enter your company ID as it appears in your financial institution's records.

Company Name - Enter your company's name, as it appears in your financial institution's records.

Use Header Record - Check this box and enter the header information your financial institution requires if they require an additional header record in the file.

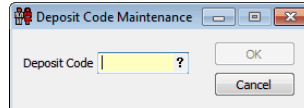
Record Separator - Choose either "None" or "<CR><LF>" depending on whether your financial institution requires a separator between records.

Click on **Save** and your checking account will be ready for use when processing direct deposit payments.

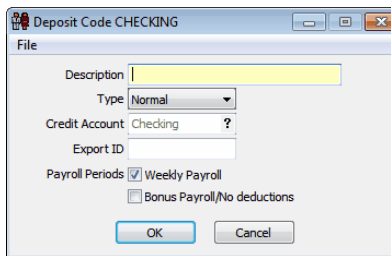
4.2.4.2 Direct Deposit Codes

Deposit Codes are used to define how many and what type of accounts employees may use to deposit pay. You must have one direct deposit code for each account you allow employees to deposit pay into; if you allow your employees to split pay between three accounts, you will have to set up three deposit codes. There is also an option to allow HSA deposits.

Select **Payroll System > Maintenance Programs > Deposit Code Maintenance**.



Deposit Code - Enter the code you want to use for this deposit code and select **OK**, then **Yes** to create your new deposit code.



Description - Enter a description of your deposit code.

Type - Choose Normal for regular deposits to employee bank accounts or HSA Deposit for deposits into employee HSA accounts.

Credit Account - Select your payroll cash account or the account that will be credited with payments to employee bank accounts.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Payroll Periods - Check the box next to any payroll periods for which this deposit code will apply. If there are any payroll periods for which you will not want employee pay to be deposited, leave that box unchecked; a live check will be printed when that payroll period is selected for payroll.

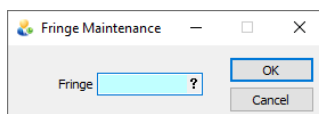
4.2.4.3 Create Employee Direct Deposit

Refer to [How do I set up Employees in ComputerEase?](#)³²⁷ for instructions on entering employee direct deposit information.

4.2.5 Fringe Maintenance

Setting up payroll fringes allows you to automate the recording and accrual of fringe benefits such as employer retirement account contributions, insurance premiums and prevailing wage cash amounts. This selection is used to create non-union fringe benefits. Any union fringes must be set up under Union Maintenance. For more information, refer to [Create/Edit a Union Fringe](#)³⁴⁵. While it is not necessary to set up non-cash fringes, doing so will allow you to job-cost and expense fringe benefits, as well as demonstrate to your employees their overall compensation.

Select **Payroll System > Maintenance Programs > Fringe Maintenance**.



Fringe - Enter the code you want to use for this fringe and select **OK**, then **Yes** to create your new fringe.

Main Tab

A screenshot of the "Fringe HEALTH" software window, specifically the "Main" tab. The window has a menu bar with "File" and a toolbar with "Back", "Next >", "OK", and "Cancel". The "Main" tab is selected, showing a "General" section with fields for Description (Health Insurance), Status (Active), Fringe Type (Active), Fringe Calculation (Normal Fringe), Calculate On (Gross Pay), Credit Account (2250.00), Cost Type (F - Fringes), Work Location (All), W-2 Box 14 Code, and Export ID. There are also checkboxes for "Show on pay stub", "Job Costed", "Certified Payroll", and "Can reduce Compensation". The "Taxable Settings" section includes checkboxes for FICA, FUTA, SUTA, Federal, State, Local, Workers Comp, and General Liability Taxable. The "Payroll Periods" section has checkboxes for "Bonus - no deduct/fri" and "All Pay periods". The "Expense Accounts" section is a table with columns for Department and Account, listing various departments and their associated account numbers.

Department	Account
CCFIELD	1460.00 ?
CONLABR	1470.00 ?
FIELD	5030.00 ?
OFFICE	8030.00 ?
PCT-COM	5030.20 ?
PCT-RES	5030.10 ?
SHOPCONT	1461.00 ?
SRV LABOR	1400.00 ?

Description – Enter the description of this fringe.

Status - Select Active or Inactive. Any employees that are tied to an Inactive fringe will have to have that fringe removed from their Employee Maintenance record if they need to have payroll processed.

Fringe Type - Select of one of the following options:

Normal – Use this selection for standard fringe benefits that do not require any special notification on the W-2 form.

401(k) Employer Contributions – This type will result in an "X" in the Retirement Plan box on the W-2 form.

Group-term Life Insurance > 50k – This type will result in a Box 12 report with a code of **C** on the W-2 form.

Employer Contribution to MSA – This type will result in a Box 12 report with a code of **R** and an "X" in the Retirement Plan box on the W-2 form.

Dependent Care Benefits – This type will result in a Box 10 report for Dependent Care Benefits on the W-2 form.

Employer Contribution to HSA - This type will result in a Box 12 report with a code of **W** on the W-2 form.

Roth 401(k) Contribution - This type will result in an "X" in the Retirement Plan box on the W-2 form.

Employer Sponsored Health Coverage - This type identifies this fringe benefit as part of the total cost of an employee's health coverage and will result in a Box 12 report with a code of **DD** on the W-2 form.

Other Qualified Retirement Plan – This type will result in an "X" in the Retirement Plan box on the W-2 form.

Fringe Calculation - Select of one of the following options:

Normal fringe – Select this type to designate that this is a regular benefit not paid to the employee in cash but paid on the employee's behalf.

Cash Fringe – Select this type to designate that this fringe is to be paid in cash to the employee.

Deduction Fringe – Select this type to designate that this fringe must be paid to the employee and then deducted back out of the employee's pay each pay period.

Calculate on – Select whether this fringe is to be calculated on Gross Pay or Gross Pay after taxes. This selection is important when formulas are used to calculate the amount of the fringe.

Credit Account – Select the general ledger accrual account to be credited with amounts paid or accrued for this fringe. For cash fringes, select the general ledger account corresponding to your payroll cash account.

Cost Type - Select the cost type to use when posting this fringe to job costing; this type defaults to **F - Fringes** but may be changed.

Work Location – Select Job, Shop, Travel or the appropriate combination of work locations for which this fringe benefit is to apply.

W-2 Box 14 Code – If this fringe must be reported in Box 14 of the W-2 form, enter the appropriate corresponding code here. Contact your accountant with any questions regarding W-2 reporting for any fringes.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Show on pay stub – Select this option if this fringe is to be displayed on employee pay stubs.

Job Costed – Select this option to post the cost of this fringe to job costing when an employee's time is expensed to a job.

Certified Payroll – Select this option if this fringe is to be included when reporting certified jobs. If this fringe is to be reported for certified jobs in some states and not others, click on the **Edit** button next to the **Exceptions** and select to which states you will report this fringe.

Can Reduce Compensation - Select this option if this fringe is to be included when determining overall compensation on certified jobs. If this fringe is recognized as compensation in some states and not others, click on the **Edit** button next to the **Exceptions** and select which states recognize this fringe and which do not.

Proportioned by - Select Pay, Hours or Calc depending on how this fringe is to be proportioned between jobs when an employee works on more than one job.

By Hours - Proportions the fringe amount based on the hours entered.

By Pay - Proportions the fringe amount based on the pay entered.

By Calc - Proportions the fringe based on the pay entered. Applies the formula as each entry is processed and subtracts the previous value.

Taxable Settings - Select any taxes to which this fringe is subject. If the value of this fringe is taxed, leave that box checked. If the value of this fringe is not taxed for any tax listed, uncheck the box that corresponds to that tax. If this fringe is taxed in some jurisdictions and not in others, select **Edit** next to the **Exceptions** button and choose which jurisdictions tax this fringe and which do not.

Payroll Periods – Select the payroll periods to which this fringe applies. Refer to [Payroll Periods](#) ³⁰³ for additional information on payroll periods and their use.

Expense Accounts – Select the appropriate general ledger expense account for this fringe for each payroll department.

Common Rates Tab

The common rates tab allows rates to be maintained and updated at the fringe level, allowing you to select the appropriate rate code for each employee. This helps you avoid the likelihood of entry errors if you have multiple employees who receive this fringe and makes rate changes easier when they occur.

Rate Code	Description	Base Amount	% of Gross	Per Hour	Form.	Monthly Cap	Yearly Cap
SINGLE	Company Portion Single				<input type="checkbox"/>		
FAMILY	Company Portion Family				<input type="checkbox"/>		
					<input type="checkbox"/>		

Rate Code - Enter a code for this rate.

Description - Enter a description of this rate code.

Base Amount - Enter a base amount to be paid or accrued every pay period, if applicable.

% of Gross - Enter the percentage of an employee's gross pay that is to be paid or accrued, if applicable.

Per Hour - Enter the hourly amount to be paid or accrued, if applicable.

Form. - Check this box if a formula is to be used to calculate this fringe. Only when this box is checked will the **Formula** field displayed above appear. Enter your formula into this field. If you require assistance with your formula, contact your dealer support team.

Monthly Cap - Enter the maximum amount to be paid or accrued every month, if applicable.

Yearly Cap - Enter the maximum amount to be paid or accrued every year, if applicable.

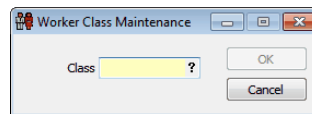
User Fields Tab

The user fields tab allows you to enter information into the user defined fields for deductions/fringes that were setup in the Parameters for Payroll. This tab only appears if you have created at least one user field under **Configure > System Parameters > Payroll Parameters**.

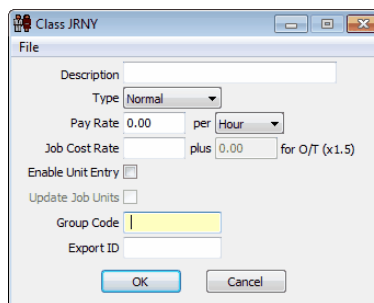
4.2.6 Worker Class Maintenance

Worker classes are used to group employees for pay purposes; they will be necessary if you have non-union employees whose pay must be adjusted when working on prevailing wage, or certified, jobs.

Select **Payroll System > Maintenance Programs > Worker Class Maintenance**.



Class - Enter the code you want to use for this worker class and select **OK**, then **Yes** to create your new class.



Description – Enter a description of the worker class.

Type – Choose Normal or Differential. Normal is used for standard worker classes. Differential worker classes are used for pay differentials (such as shift pay). For certified fringes, differential worker classes are paid the same fringes as their parent worker class.

Pay Rate – Enter the hourly or per unit rate that workers in this worker class are to be paid and choose **per** Hour or Unit. The employee will be paid the higher of this rate or the rate in the employee record. You may leave this set to 0 if the pay rate is to be set in the employee record.

Job Cost Rate - If you prefer to post a blended rate to job costing for employees belonging to this worker class in lieu of each individual's detailed pay rate, burden amounts (if opted per job), and fringe amounts (if opted per fringe), then enter the rate you want to use here. Any rate entered here will be used as the hourly total rate per employee for labor, burden and fringe for job-costing purposes only. On all job costing reports, this rate will be used to calculate the total cost posted for labor. In payroll, for paychecks and all reports, each employee's actual pay rate is used.

plus...for OT - If you are using the blended job cost rate, enter the additional dollar amount per hour to post to job cost for overtime hours if you do not incur a full 1.5 times the regular rate for overtime costs. The rate used for overtime will be the Job Cost Rate plus this rate, per hour.

Enable Unit Entry – Check this box to allow entry of units completed for this worker class.

Update Job Units - Check this box to update the units completed in Job Costing with units entered in payroll.

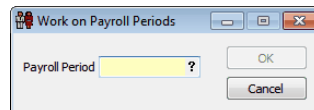
Group Code - Enter a group code if this worker class must be grouped with one or more others for the purposes of the worker class ratio report. For example, you might have several apprentice worker classes for each year, but they must all be grouped together on the worker class report. You might enter "APP" here for all of your apprentice worker classes so that they are all grouped together for the report.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

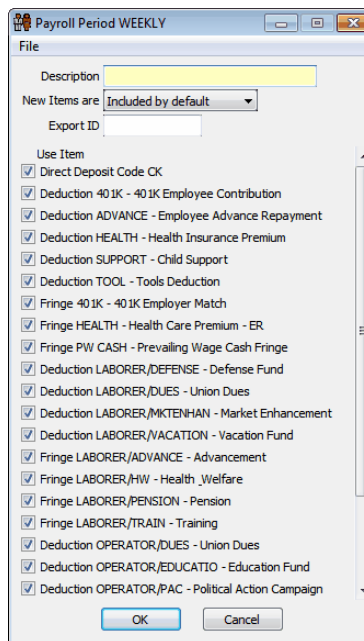
4.2.7 Payroll Periods

Payroll periods are used to determine which deductions and fringes will be applied during a particular pay cycle. While you must have at least one payroll period set up in order to process a payroll, you can set up additional pay periods at any time as you encounter a need for a new one.

Select **Payroll System > Maintenance Programs > Work on Payroll Periods**.



Payroll Period - Enter the code you want to use for this payroll period and select **OK**, then **Yes** to create your new payroll period.



Description – Enter a description of your payroll period.

New Items are – Choose Included by default or Excluded by default. When a new deduction, fringe or direct deposit item is created, this selection determines whether that new item will be included in this payroll period by default or excluded by default. If this is a standard payroll period to be used when normal payroll checks are processed, you will most likely want to select Included by default. If this is a non-standard payroll period to be used only for bonus or commission checks, you may want to select Excluded by default.

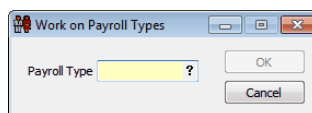
Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Use Item – Check the box next to any direct deposit items, deductions or fringes that are to be applied when payroll is processed using this payroll period.

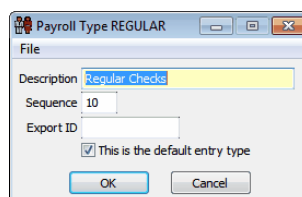
4.2.8 Setting Up Payroll Types

Payroll Types are used to allow you to print more than one check type during a payroll cycle. Payroll types are often used in conjunction with payroll periods to differentiate which group of checks will have regular deductions and fringes. The Payroll Type is selected at the time of payroll entry and is then used when the payroll register is printed to determine which checks are to be printed at that time.

Select **Payroll System > Maintenance Programs > Work on Payroll Types**.



Payroll Type - Enter the code you want to use for this payroll type and select **OK**, then **Yes** to create your new payroll type.



Description – Enter a description of this payroll type.

Sequence - This is the sequence of where this pay type will sort when viewing pay type options.

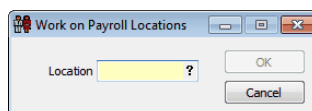
Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

This is the default entry type - Check this box if this will be the payroll type that you most commonly use. This will allow the payroll type option to be defaulted when payroll time is entered.

4.2.9 Work on Payroll Locations

Payroll locations are used for a variety of reasons; they can be used in Job Costing if work on a job is to be performed in more than one state or more than one locality, or they can be used if work on a job is to be performed under the jurisdiction of more than one union local.

Select **Payroll System > Maintenance Programs > Work on Payroll Locations**.



Location - Enter the code you want to use for this payroll override and select **OK**, then **Yes** to create your new payroll override.

Description - Enter a description of this payroll location.

Job State - If Job work performed for in this location is to default to a specific job state, enter that state here. If the purpose of this payroll location is not to override the payroll state for the job, you may leave this field empty.

Job Locality - If Job work performed for in this location is to default to a specific job locality, enter that locality here. If the purpose of this payroll location is not to override the payroll locality for the job, you may leave this field empty.

Shop State - If Shop work performed for in this location is to default to a specific job state, enter that state here. If the purpose of this payroll location is not to override the payroll state for the job, you may leave this field empty.

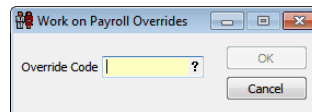
Shop Local - If Shop work performed for in this location is to default to a specific job locality, enter that locality here. If the purpose of this payroll location is not to override the payroll locality for the job, you may leave this field empty.

Union Job Locals - If your company uses union workers, you must select the appropriate job union locals for this location; if applicable, select the Shop Local and/or Contract as well.

4.2.10 Work On Payroll Overrides

Payroll Overrides are used to allow you to change the worker class or workers' compensation rates that apply on certain jobs or certain tasks on a job. The use of payroll overrides will automatically change the worker class and/or workers' compensation code when payroll is entered, decreasing the likelihood of entry errors or the mistakes that can occur when these changes are manually made.

Select **Payroll System > Maintenance Programs > Work on Payroll Overrides**.



Override Code - Enter the code you want to use for this payroll override and select **OK**, then **Yes** to create your new payroll override.

Union	Class	Override Class	Override Workers Comp
(none)	*	<input type="checkbox"/>	<input type="checkbox"/>
LABORER	*	<input type="checkbox"/>	<input type="checkbox"/>
OPERATOR	*	<input type="checkbox"/>	<input type="checkbox"/>
(none) ?	?	<input type="checkbox"/>	<input type="checkbox"/>

Description - Enter a description of this payroll override.

Union/Class - Choose either the union and worker class or the non-union worker class that you would like to apply an override to for this override code.

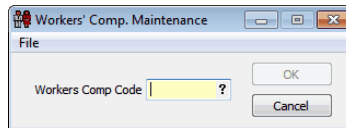
Override Class - Check this box if it is the worker class that is to be overridden for the worker class in question. Then, choose the class that is to be used for all workers in the original worker class anytime this payroll override is applied. For example, all level 1 apprentices might have to be paid at level 2 apprentice rates on a specific job. In this case, you would choose the worker class for your level 1 apprentices in the **Class** field and the worker class for your level 2 apprentices in the **Override Class** field.

Override Workers Comp - Check this box if it is the workers' compensation code/rate that is to be overridden for the worker class in question. Then, choose the code that is to be used for all workers in that worker class anytime this payroll override is applied. For example, you might have separate workers' comp. codes for each classification for two states (OH and PA). If all of your employees from OH have a default OH workers' comp. code applied in their employee record and you want the PA code to apply for PA jobs, you would enter the PA workers' comp. code that applies to workers in the worker class in question in the **Override Workers Comp** field.

4.2.11 Workers' Compensation Maintenance

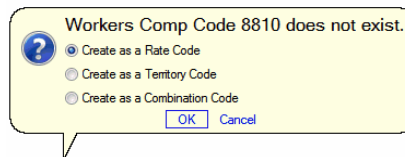
Both workers' compensation and, when applicable, general liability insurance rates may be entered into ComputerEase to allow you to expense and accrue your premiums throughout the policy year.

Select **Payroll System > Maintenance Programs > Workers' Comp. Maintenance.**



Workers Comp Code - Enter the code you want to use for this workers comp rate and select **OK**; if this is a new code you will have to choose the appropriate rate type. Check with your workers' compensation insurer if you are unsure of the rate type that applies for your policy. The most common rate type is "Rate Code."

Tip: If you have workers' compensation policies in multiple states you may want to enter the state postal abbreviation as part of the code (OH8810, IN8810 and PA8810 for example) in order to separate your rates for reporting purposes.



Create as a Rate Code – Choose this option for standard workers compensation and general liability codes.

Create as a Territory Code – Choose this option if this code is a territory code; a territory code is used to add a surcharge to a rate code.

Create as a Combination Code – Choose this option if this code is a combination code; a combination code is used to combine a rate code with a territory code.

Main Tab

The screenshot shows a Windows-style dialog box titled "Workers Comp Code 8810". It has a menu bar with "File" and a tabbed interface with "Main", "Current Rates", and "Prior Rates" tabs. The "Main" tab is active. Inside the tab, there is a "Description" text field containing the word "Clerical", an "Export ID" text field, a "Type" section with two radio buttons ("Workers Comp" which is selected, and "General Liability"), and a "Combination Use Only" checkbox which is unchecked. At the bottom of the dialog are four buttons: "< Back", "Next >", "OK", and "Cancel".

Description – Enter a description for this workers' compensation class code.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Type – Choose Workers Comp or General Liability, depending on what type of policy this rate is used for.

Combination Use Only – Check this box ONLY if this rate code is to be used in combination with a territory code. This will prevent any postings directly to this code.

Current Rates Tab

Effective on - Enter the effective date of your new policy.

Regular Pay Per Hour (Employer and Employee) – If your rate is per hour, enter that rate for this class code into the appropriate column; the first column, Employer, is used to charge the premium to the employer only and the second column, Employee, is used to deduct the premium from employees' pay.

Regular Pay Percent (Employer and Employee) – If your rate is a percentage of gross, enter that rate for this class code into the appropriate column; the first column, Employer, is used to charge the premium to the employer only and the second column, Employee, is used to deduct the premium from employees' pay.

Overtime Pay Per Hr (Employer and Employee) – If your premium is charged on overtime pay as well as regular pay, and your rate is per hour, enter that rate for this class code into the appropriate column; the first column, Employer, is used to charge the premium to the employer only and the second column, Employee, is used to deduct the premium from employees' pay.

Overtime Percent (Employer and Employee) – If your premium is charged on overtime pay as well as regular pay, and your rate is a percentage of gross, enter that rate for this class code into the appropriate column; the first column, Employer, is used to charge the premium to the employer only and the second column, Employee, is used to deduct the premium from employees' pay.

Regular Portion Only - check this option if the premium is to be charged on only the regular portion of overtime pay.

Other Pay Percent (Employer and Employee) – If your premium is charged on other taxable pay (like commissions) as well as regular pay, enter that rate for this class code into the appropriate column; the first column, Employer, is used to charge the premium to the employer only and the second column, Employee, is used to deduct the premium from employees' pay.

Unit Pay (Employer and Employee) – If your premium is charged on unit pay (for piecework, etc), enter that rate for this class code into the appropriate column; the first column, Employer, is used to charge the premium to the employer only and the second column, Employee, is used to deduct the premium from employees' pay. Check the **Include Units From Hourly Pay** option if your premium is to be charged on units that are combined with hourly pay.

Gross Pay Includes Paycheck Fringes – Check this option if your gross pay is to include paycheck fringes for the calculation of premium.

Wage Limit - Choose None, Weekly or Annual, depending on whether your policy rate is subject to a wage limit.

None - Some states do not allow a wage limit.

Weekly - Choose this option if your wage limit is a weekly limit.

Annual - Choose this option if your wage limit is an annual limit.

Limit - Enter the wage limit per week or year, depending on the limit type.

Limit Calc – Choose the appropriate limit calculation type.

Normal – This will calculate on total gross wages according to *all* above selections.

+1/2 Surplus – This will calculate your premium based on total gross wages according to *all* above selections plus 50% of all wages above the weekly limit.

Limit includes other codes - Check this option if wages earned under other codes are counted toward the maximum limit and choose the appropriate calculation type:

Wage ratio – Uses a ratio of wages per code.

Hours ratio – Uses a ration of hours per code.

OH Calc - Uses the state of Ohio's prescribed ratio for multiple code calculation.

Year Begins - Enter the day on which the year begins for the annual limit.

Alternate Code – Select this option to allow an alternative class code to be applied when a pay rate is At Least or Less Than a specified amount and enter the alternative code below.

Prior Rates Tab

This tab is used to track rates from your prior policy period.

Workers Comp Code 8810

File

Main Current Rates Prior Rates

Effective until 1/1/2010

Regular Pay

	Employer	Employee
Per Hour	0.00000	0.00000
% of Gross	0.80000	0.00000

Overtime Pay

	Employer	Employee
Per Hour	0.00000	0.00000
% of Gross	0.80000	0.00000

☒ Regular Portion Only

Other Pay

	Employer	Employee
% of Gross	0.80000	0.00000

Unit Pay

	Employer	Employee
Per Unit	0.00000	0.00000

☐ Include Units From Hourly Pay

☒ Gross Pay Includes Paycheck Fringes

Wage Limit

☒ None Limit 0.00 Limit Calc Normal

☐ Weekly ☐ Limit includes other codes

☐ Annual Year Begins Jan 1

Alternate Code

☐ If regular rate is at least 0.00

Use Code

< Back Next > OK Cancel

You can enter prior rates here manually or, prior to entering rates for your new policy period, you can copy your current rates into this tab automatically. To do so, simply select **Payroll > Maintenance Programs > Workers' Comp. Maintenance**. Select File in the upper left corner, then **Copy Current Rates to Prior**.

Workers' Comp. Maintenance

File

Close OK

Copy Current Rates to Prior... Cancel

Copy Current Rates to Prior

☐ Copy Workers Comp Rates

☐ Copy General Liability Rates

☐ Copy Territory Rates

New Effective date for Current Rate: ?

OK Cancel

Copy Workers Comp Rates - Check this box to copy rates from all codes with a type of Workers' Comp.

Copy General Liability Rates - Check this box to copy rates from all codes with a type of General Liability.

Copy Territory Rates - Check this box to copy rates from all codes designated as territory codes.

New Effective date for Current Rate - Enter the effective date of your new policy. Prior rates will become effective until this date.

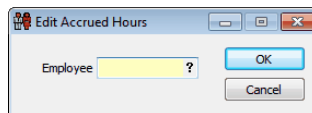
4.2.12 Work on Sick/Vacation Pay

This is where you will create your sick and vacation accrual rules and make any adjustments to accrued time.

4.2.12.1 Edit Accrued Hours

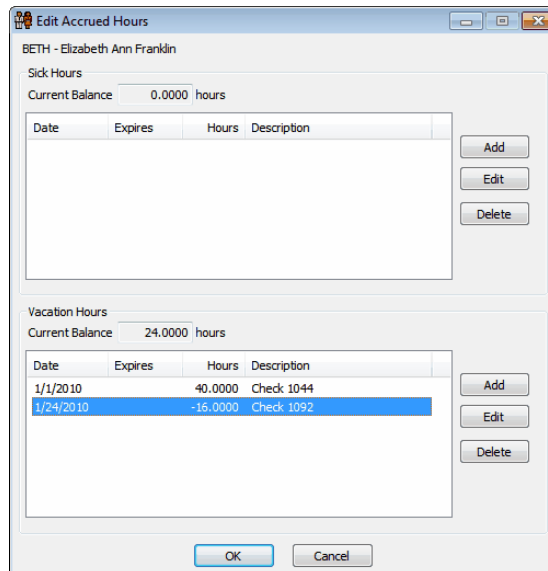
This feature allows the ability to Edit Accrued Hours for Sick and Vacation time. The information on the Edit Accrued Hours display also shows on the Sick/Vacation Reports. This will allow you to see a summary or detail of hours given, used or added to the employee.

Select **Payroll System > Maintenance Programs > Work on Sick/Vacation Pay > Edit Accrued Hours**.



A small dialog box titled "Edit Accrued Hours". It contains a label "Employee" followed by a yellow input field with a question mark. To the right of the input field are two buttons: "OK" and "Cancel".

Employee - Choose the employee whose sick/vacation hour accruals you want to edit and click **OK**.



The main window titled "Edit Accrued Hours" for employee "BETH - Elizabeth Ann Franklin". It is divided into two sections: "Sick Hours" and "Vacation Hours".

Sick Hours Section:

- Current Balance: 0.0000 hours
- Table with columns: Date, Expires, Hours, Description.
- Buttons: Add, Edit, Delete.

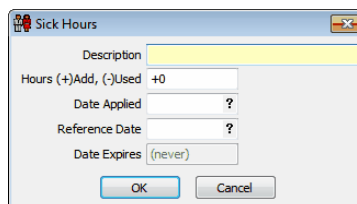
Vacation Hours Section:

- Current Balance: 24.0000 hours
- Table with columns: Date, Expires, Hours, Description.
- Buttons: Add, Edit, Delete.

At the bottom of the window are "OK" and "Cancel" buttons.

The screen is organized into two sections: Sick Hours and Vacation Hours. For each type of accrual, the employee's **Current Balance** will be displayed at the top of the section, with any detail listed below. Each detail record represents either an additional accrual or a reduction of available hours, either from expiration or use.

Add - Select this option to manually add hours to an employee's sick or vacation bank. The entry screen is the same for sick or vacation hours, other than the title bar.



A dialog box titled "Sick Hours". It contains the following fields:

- Description: A yellow input field.
- Hours (+)Add, (-)Used: A numeric input field with "+0" entered.
- Date Applied: A date input field with "?".
- Reference Date: A date input field with "?".
- Date Expires: A dropdown menu with "never" selected.

At the bottom are "OK" and "Cancel" buttons.

Description - Enter a description of the entry; usually a reason for the accrual.

Hours (+)Add, (-)Used - Enter hours to add (as a positive number) or to deduct (as a negative number).

Date Applied - Enter the date to apply the hours.

Reference Date - Enter a reference date for the entry; this can be the same as the date applied but may not be depending on the reason for the entry.

Date Expires - Enter the date the accrual will expire. If they will not expire you may leave this field empty.

Edit - If you need to change a detail entry, select this option and make the appropriate changes.

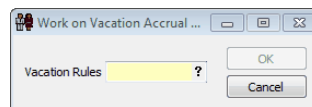
Delete - Select this option to delete any detail entry selected next to it. Be careful when selecting this option, as you will have to cancel the entry if you select this option mistakenly.

Tip: You can import accrued hours by choosing **Payroll System > Maintenance Programs > Work on Sick/Vacation Pay > Import Accrued Hours**. For more information about importing flat files, refer to **Importing Flat Files** or contact your support team.

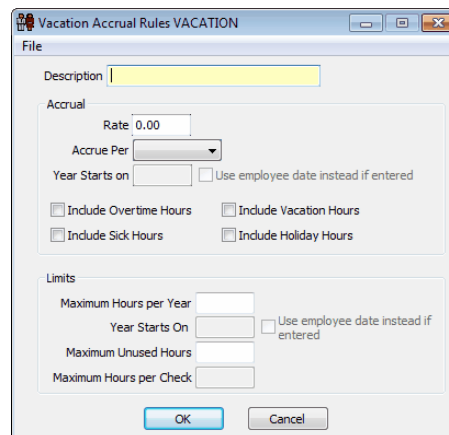
4.2.12.2 Work on Vacation Accrual Rules

This is where you will create your vacation accrual rules. You may have one rule that applies to all employees who are eligible for vacation accrual or different rules for different employees.

Select **Payroll System > Maintenance Programs > Work on Sick/Vacation Pay > Work on Vacation Accrual Rules**.



Vacation Rules - Enter the name or code for your rule and select OK.



Description - Enter a description of the rule.

Rate - Enter the number of hours to accrue per accrual period.

Accrue per - Choose your accrual period; you can accrue per Hour, Check, Pay Period, Month, Quarter, 6 Months or Year.

Year Starts on - Choose the date on which your year begins for accrual purposes; only applicable if your accrual period is Month, Quarter, 6 Months or Year.

Use employee date instead if entered - If checked and the employee has an effective date entered, this date will be used instead of the Year Starts on date for accrual purposes.

Include Overtime Hours - Check this box if overtime hours are to be used for calculating the accrual.

Include Vacation Hours - Check this box if vacation hours are to be used for calculating the accrual.

Include Sick Hours - Check this box if sick hours are to be used for calculating the accrual.

Include Holiday Hours - Check this box if holiday hours are to be used for calculating the accrual.

Maximum Hours per Year - Enter the maximum hours to accrue per year.

Year Starts on - Choose the date on which your year begins for calculating the limit.

Use employee date instead if entered - If checked and the employee has an effective date entered, this date will be used instead of the Year Starts on date for calculating the limit.

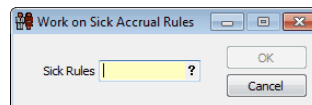
Maximum Unused Hours - Enter the maximum number of unused hours an employee may have; hours will not accrue once an employee has this many hours.

Maximum Hours per Check - Enter the maximum number of hours per check to use for accruing vacation hours per employee.

4.2.12.3 Work on Sick Accrual Rules

This is where you will create your vacation accrual rules. You may have one rule that applies to all employees who are eligible for vacation accrual or different rules for different employees.

Select **Payroll System > Maintenance Programs > Work on Sick/Vacation Pay > Work on Sick Accrual Rules**.



Sick Rules - Enter the name or code for your rule and select OK.

Description - Enter a description of the rule.

Rate - Enter the number of hours to accrue per accrual period.

Accrue per - Choose your accrual period; you can accrue per Hour, Check, Pay Period, Month, Quarter, 6 Months or Year.

Year Starts on - Choose the date on which your year begins for accrual purposes; only applicable if your accrual period is Month, Quarter, 6 Months or Year.

Use employee date instead if entered - If checked and the employee has an effective date entered, this date will be used instead of the Year Starts on date for accrual purposes.

Include Overtime Hours - Check this box if overtime hours are to be used for calculating the accrual.

Include Vacation Hours - Check this box if vacation hours are to be used for calculating the accrual.

Include Sick Hours - Check this box if sick hours are to be used for calculating the accrual.

Include Holiday Hours - Check this box if holiday hours are to be used for calculating the accrual.

Maximum Hours per Year - Enter the maximum hours to accrue per year.

Year Starts on - Choose the date on which your year begins for calculating the limit.

Use employee date instead if entered - If checked and the employee has an effective date entered, this date will be used instead of the Year Starts on date for calculating the limit.

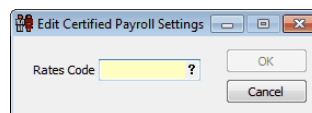
Maximum Unused Hours - Enter the maximum number of unused hours an employee may have; hours will not accrue once an employee has this many hours.

Maximum Hours per Check - Enter the maximum number of hours per check to use for accruing sick hours per employee.

4.2.13 Edit Certified Payroll Settings

Certified Payroll Settings allow you to set your wages and certified payroll report settings in one location. Those common settings are then applied to one or more jobs with the same wages and reporting rules.

Select **Payroll System > Maintenance Programs > Edit Certified Payroll Settings**.



Rates Code - Enter the Rates Code you would like to create and select OK. It is recommended that the Rate Code indicate the area or job that the rate is for.

Main Tab

Description - Enter the Description of this rate code.

Certified Job Report - Select from the options listed when the Certified Payroll Report will need to be printed for jobs in this rate code.

No - Select this option if the Certified Payroll Report does not need to be printed for jobs in this rate code.

Job Time Only - Select this option to report only time that is entered with the "Location" field set to "Job" on the Labor Distribution screen.

Job + Shop Time - Select this option to report time that is entered with the "Location" field set to "Job" or "Shop" on the Labor Distribution screen.

All Time - Select this option to report all is entered with the "Location" field set to "Job", "Shop" or "Travel" on the Labor Distribution screen will be recorded and reported.

Certified Job Wages – Select from the options listed when certified job wages must be paid for jobs in this rate code.

Job Time Only - Select this if certified wages must be paid only when the "Location" is "Job" on the Labor Distribution screen.

Shop Time Only - Select this if certified wages must be paid only when the "Location" is "Shop" on the Labor Distribution screen.

Job + Shop Time - Select this if certified wages must be paid only when the "Location" is "Job" or "Shop" on the Labor Distribution screen.

Job + Travel Time - Select this if certified wages must be paid only when the "Location" is "Job" or "Travel" on the Labor Distribution screen.

All Time - Select this if certified wages must be paid for all time entered for jobs in this rate code.

Certified Job Fringes – Select from the options listed when certified job fringes must be paid for jobs in this rate code.

Job Time Only - Select this if certified fringes must be paid only when the "Location" is "Job" on the Labor Distribution screen.

Shop Time Only - Select this if certified fringes must be paid only when the "Location" is "Shop" on the Labor Distribution screen.

Job + Shop Time - Select this if certified fringes must be paid only when the "Location" is "Job" or "Shop" on the Labor Distribution screen.

Job + Travel Time - Select this if certified fringes must be paid only when the "Location" is "Job" or "Travel" on the Labor Distribution screen.

All Time - Select this if certified fringes must be paid for all time entered for jobs in this rate code.

State - Select the appropriate payroll state for this rate code.

Certified Text - Select the certified text that should print on the Certified Payroll Report.

Show hours for residents of - If applicable, select the locality whose residents must be specified on the Certified Payroll Report.

Wage Notification Format - If wage notifications must be printed for jobs in this rate code, choose the appropriate format.

Include cash fringes in hourly rate - Select this option if cash fringes are to be included in the hourly rate rather than reported separately.

Show deduction detail - Select this option if deductions must be listed and detailed for each employee on the Certified Payroll Report.

Show fringe detail – Select this option if employee fringes must be listed and detailed for each employee on the Certified Payroll Report.

Show social security number - Select this option if each employee's social security number must be listed on the Certified Payroll Report and choose either Entire (if entire number is required) or 4 Digits (if only the last four digits are required).

Show employee address - Select this option if each employee's address must be listed on the Certified Payroll Report

Show employee phone number - Select this option if each employee's phone number must be listed on the Certified Payroll Report

Show employee race - Select this option if each employee's EEOC race must be listed on the Certified Payroll Report

Show employee gender - Select this option if each employee's gender must be listed on the Certified Payroll Report

Show fringe rate – Select this option to print the fringe rate for each employee on the Certified Payroll Report.

Report job even if no activity - Select this option if the Certified Payroll Report must be printed each week regardless of whether there was activity or not.

Print rates on payroll check stub - Select this option to print certified rates on employee check stubs.

Classes Tab

On the classes tab, you have the ability to set wage rates and fringe rates by worker class.

Note that the entry screen for union classes is different than the entry screen for non-union classes. For a non-union class entry, simply click once on **(add a class)** under Non Union at the top of the section.

Class - Select the first worker class for which you want to enter wages and/or fringes.

Minimum Paycheck Rate - Enter the minimum pay rate an employee in the selected worker class is to be paid for jobs in this rate code. The higher of this or the pay rate listed in the employee's record will prevail when working on a job in this rate code.

Employee Fringe can Reduce – Check this box if the minimum paycheck rate can be reduced by the fringes paid to the employee. If you use this option, the minimum rate should include both the base hourly rate and the fringe and you will not be required to use any additional fields on this screen for this entry.

Maximum Paycheck Rate - Enter the maximum hourly rate that an employee in the selected Class will receive while working on this job. This rate will prevail for any employee whose hourly pay rate listed in the employee record is higher than the rate listed here. You may leave this field empty if it is not applicable.

Minimum Compensation Rate - Enter the minimum hourly rate for both base wage and fringes that an employee in the selected worker class is to be paid for jobs in this rate code. This field should be used in lieu of the **Minimum Paycheck Rate** field listed above.

Paycheck Fringes - Use this field to designate the portion of the minimum paycheck rate paid directly in cash to an employee in the selected class for fringes (Health, Pension, Uniforms etc.) while working on this job. If a customer requires certain benefits to be paid to employees on a particular job and you don't normally carry these benefits, you may choose to pay the employees the benefit (fringe) amount in cash. The amount entered here will not pay additional cash to the employee; it is merely used to designate a portion of the **Minimum Compensation Rate** that is paid in cash in lieu of fringe benefits. Any amount entered here will be taken into account when determining the overtime pay rate for the employee; this amount is considered exempt from time-and-a-half calculations for overtime.

Employee Fringes Reduce Fringe - If you must pay a fringe to employees working on jobs in this rate code, but you are allowed to take credit for employee fringes paid to the employee as part of his or her regular compensation package, select the fringe here that you must pay to employees as part of this rate code. That fringe amount will be entered below, in the **Fringes** section.

Certified Pay Rate and Certified Fringe Rate - These fields are used to control the rounding of numbers for pay rates and fringe rates when printing the certified wages on the Certified Payroll Report and on employee pay stubs.

Fringes - Enter any fringe amounts that must be paid to employees in this worker class for jobs in this rate code.

Fringe - Select the fringe that must be paid as part of this rate code's compensation agreement.

Base Amount - Enter a base amount to be paid or accrued every pay period, if applicable.

% of Gross - Enter the percentage of an employee's gross pay that is to be paid or accrued, if applicable.

Per Hour - Enter the hourly amount to be paid or accrued, if applicable.

Form. - Check this box if a formula is to be used to calculate this fringe. Only when this box is checked will the Formula field appear. Enter your formula into this field. If you require assistance with your formula, contact your dealer support team.

For a union class entry, simply click once on **(add a class)** under the appropriate union.

Class - Select the first worker class for which you want to enter wages.

Minimum Paycheck Rate - Enter the minimum pay rate an employee in the selected worker class is to be paid for jobs in this rate code. The higher of this or the pay rate listed in the employee's record or the union rate record will prevail when working on a job in this rate code.

Maximum Paycheck Rate - Enter the maximum hourly rate that an employee in the selected Class will receive while working on this job. This rate will prevail for any employee whose hourly pay rate listed in the employee record or union rate record is higher than the rate listed here. You may leave this field empty if it is not applicable.

Certified Pay Rate and Certified Fringe Rate - These fields are used to control the rounding of numbers for pay rates and fringe rates when printing the certified wages on the Certified Payroll Report and on employee pay stubs.

You can copy rates from another rate code by selecting **File** in the upper left corner, then **Copy rates from...**

Certified Rates: Code STATE

File

Copy rates from...

Delete

Non Union
└─ (add a class)

LABORER - Laborer's Union
└─ (add a class)

OPERATOR - Operator's Union
└─ (add a class)

Class ?

Minimum Paycheck Rate ☐ Employee Fringes can Reduce

Maximum Paycheck Rate

Minimum Compensation Rate

Paycheck Fringes

Employee Fringes Reduce Fringe

Regular Overtime

Certified Pay Rate

Certified Fringe Rate

Fringes

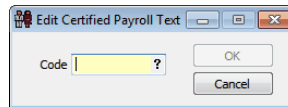
Fringe	Base Amount	% of Gross	Per Hour	Formula
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

< Back Next > OK Cancel

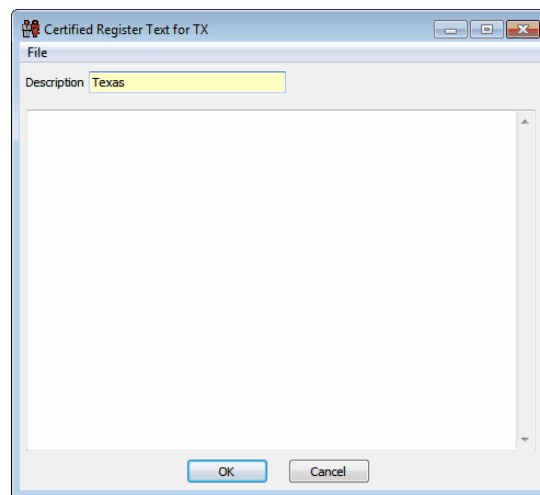
4.2.14 Editing Certified Payroll Text

Certified payroll text is the verbiage that prints at the end of the certified payroll report for a job. Because each jurisdiction has its own specified text, you may enter text for as many jurisdictions as necessary.

Select **Payroll System > Maintenance Programs > Edit Certified Payroll Text**.

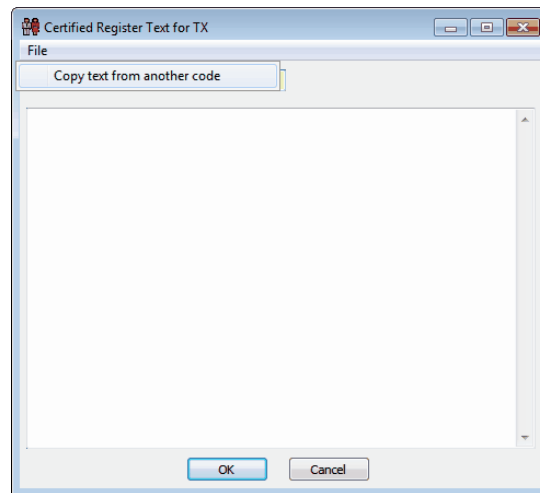


Code - Enter the code you want to use for this jurisdiction's text. Often this will be a two-digit state postal abbreviation or something similar.



Description - Enter a description of the jurisdiction or text selection.

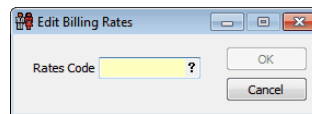
In the open white space shown, you may enter the certified text as specified by the jurisdiction for which you are entering the text. In order to facilitate the process, though, you might want to copy in the default text and edit it as necessary. To do so, simply click on **File** in the upper left corner, then **Copy text from another code**. You can then choose another code from which to populate text. For your convenience, OH certified text has been pre-loaded into ComputerEase.



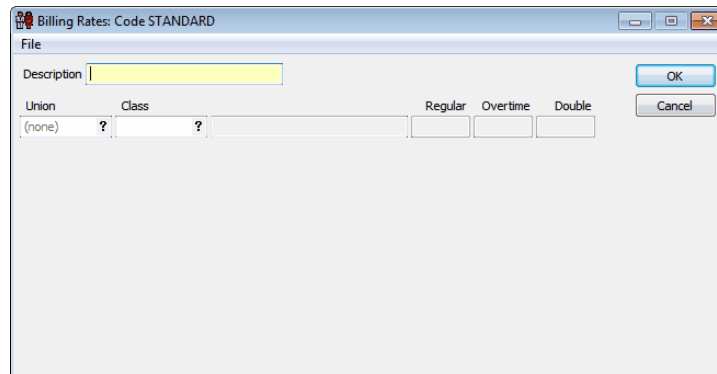
4.2.15 Edit Billing Rates

Billing Rates allow you to set your billing rates for labor for Time & Material jobs in one location. Those common settings are then applied to one or more jobs with the same billing rates and rules.

Select **Payroll System > Maintenance Programs > Edit Billing Rates**.



Rates Code - Enter the Rates Code you would like to create and select **OK**.



Description - Enter the description of this billing rates code.

Union - If applicable, select a union. If not applicable, skip this field.

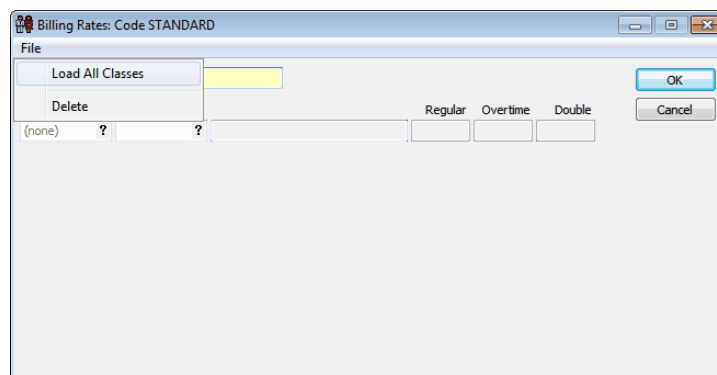
Class - Select a worker class.

Regular - Enter the bill rate for regular hours for employees in the selected worker class.

Overtime - Enter the bill rate for overtime hours for employees in the selected worker class.

Double - Enter the bill rate for double hours for employees in the selected worker class.

You can load all classes into the screen by selecting **File** in the upper left corner, then **Load All Classes**.



4.2.16 Edit Deduction/Fringe rate for all Employees

Edit Deduction/Fringe Rate for all Employees allows you to quickly enter deduction and/or fringe rates for multiple employees in one common location.

Select **Payroll System > Maintenance Programs > Edit Deduction/Fringe rate for all Employees**.

Type - Select Deduction or Fringe.

Code - Select the deduction or fringe code for which you want to enter rates.

Include inactive employees - Check this box to include inactive employees.

Only employees with a rate - Check this box to limit employees included on the entry screen to only those who already have a rate defined for the selected deduction or fringe.

Group by rate - Check this box to sort employees included on the entry screen by rate type and amount.

Employee	Rate Code	Base Amount	% of Gross	Per Hour	Formula	Monthly Cap	Yearly Cap	Balance Rem.
BETH Elizabeth Ann Franklin	SINGLE	11.25						
BILL William Taylor	SINGLE	11.25						
BOB Robert James Martin	FAMILY	38.55						
BRIAN Brian Paul Ford	SINGLE	11.25						
CHUCK Charles G. Herbert	SINGLE	11.25						
DAN Dan Alan Allman	FAMILY	38.55						
GLENN Glenn A. Oliver	FAMILY	38.55						
JAMES James K. Sparks	FAMILY	38.55						
JEFF Jeff Alan Storm	FAMILY	38.55						
JOE Joe W Morrison	FAMILY	38.55						
JOHN John Walter Jones	(custom)	38.55						
MIKE Michael William Smith Jr.	(custom)	38.55						
PATTY Patricia Lynn Fulton	(custom)							
RALPH Ralph A Smith	(custom)	11.25						
SAM Sam Edwards	(custom)	38.55						
TOM Thomas Clark Smith	(custom)	11.25						

Employee - Each employee that fits the criteria from the selection screen will be listed here. The employee number and name are listed for verification.

Rate Code - If there are any pre-defined common rates for the deduction or fringe in question, you can select that common rate from the drop-down. If a selection is made here, the corresponding amount will appear to the right but cannot be edited.

Base Amount - Enter a base amount to be deducted, paid or accrued every pay period, if applicable.

% of Gross - Enter the percentage of an employee's gross pay that is to be deducted, paid or accrued, if applicable.

Per Hour - Enter the hourly amount to be deducted, paid or accrued, if applicable.

Form. - Check this box if a formula is to be used to calculate this deduction or fringe. Only when this box is checked will the **Formula** field displayed above appear. Enter your formula into this field. If you require assistance with your formula, contact your dealer support team.

Monthly Cap - Enter the maximum amount to be deducted, paid or accrued every month, if applicable.

Yearly Cap - Enter the maximum amount to be deducted, paid or accrued every year, if applicable.

Balance Remaining - Enter the balance remaining to be deducted, paid or accrued, if applicable. Once this amount has been deducted, paid or accrued, this deduction or fringe will cease to be applied to the employee listed.

4.2.17 Payroll Employees

4.2.17.1 Employee Numbers

Each of your employees must be assigned an employee number. When you print reports in ComputerEase, most print in order by employee number. You should give some thought to the manner in which you assign numbers. Two things to take into consideration when developing a numbering scheme are making it easy for the operator to enter and/or find the code and leaving room for future growth.

This number may contain up to eight alphanumeric characters. This allows you to apply meaningful numbers to your customers. Below are a few examples:

Utilizing Alpha Only

Employee No:	JONESJ	Employee Name:	John Jones
Employee No:	JONESJE	Employee Name:	Jeremy Jones

Utilizing Alpha Numeric

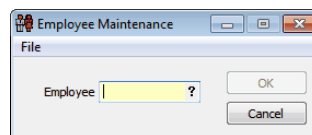
Employee No:	JONES001	Employee Name:	John Jones
Employee No:	JONES002	Employee Name:	Jeremy Jones

Keep in mind that these are only examples and by no means are they an exhaustive list of possibilities.

4.2.17.2 How do I set up Employees in ComputerEase?

Once all other payroll items have been created, you will be ready to create your employees.

Select **Payroll System > Maintenance Programs > Employee Maintenance**.



Employee - Enter the code you want to use for this employee and select **OK**, then **Yes** to create your new employee.

Tip: You can import employees or their deduction and fringe rates or direct deposit info from a flat file by choosing **File**, then **Import Employees**, or **Import Employee Direct Deposits** or **Import Employee Deductions/Fringes**. For more information about importing flat files, refer to Importing Flat Files or contact your support team. Note that

when importing this information it is still important to review imported information before processing any payrolls.

General Tab

Employee EMPLOYEE -

General Payroll Taxes Deductions/Fringes Advanced Notes User Fields Attachments

First Name

Middle Name

Last Name

Suffix

Address

City/St/Zip

Phone

Email

Status Active ▾

S.S.N.

Race ▾

Sex Male ▾

Marital Status Single ▾

Date of Birth ?

Export ID

Shop Clock Password

Equipment Operator No ▾

Executive Payroll No ▾

Email Direct Deposit Stub No ▾ P/W

Employment

Hired	Terminated	Reason
<input type="text"/> ?	<input type="text"/> ?	<input type="text"/>

< Back Next > OK Cancel

First Name - Enter the employee's first name.

Middle Name - Enter the employee's middle name (optional).

Last Name - Enter the employee's last name.

Suffix - Enter the employee's name suffix (optional).

Street - Enter the employee's street address.


City - Enter the employee's city of residence.

State - Enter the employee's state of residence.

Zip - Enter the employee's zip code.

Phone - Enter the employee's phone number.

Email - Enter the employee's email address. If you will be emailing direct deposit stubs to this employee, this is a required field.

Status - Select the employee's status: Active, Inactive or Delete. When an employee is terminated for any reason, you may change the status to Inactive. The Delete status is used to mark an employee as eligible for deletion when the Delete Old Data utility is run; for more information on purging old data, refer to [Deleting Old Data](#) .

S.S.N. - Enter the employee's social security number (required).

Race - Choose the employee's race from the drop-down list of EEOC races.

Sex - Choose the employee's gender.

Marital Status - Choose the employee's marital status. This is not used for tax reporting or calculation.

Date Of Birth - Enter the employee's date of birth.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Shop Clock Password- Enter the employee's shop clock password, if applicable.

Equipment Operator – Choose **Yes** if the employee is an equipment operator. If you have the equipment module and this option is selected, you will be prompted to enter equipment operation time when entering this employee's time in payroll entry.

Executive Payroll – Choose **Yes** if this employee is part of a group that only a select group of users will be able to access. Each ComputerEase user can be restricted from or allowed access to executive payroll.

Email Direct Deposit Stub - Choose **Yes** if you will be emailing this employee his or her direct deposit pay stub. If this option is selected, a Password is required. All direct deposit stubs that are emailed are sent in a password-protected file. The employee must enter this password to gain access to the file.

Employment (Hired & Terminated) - Enter the employee's date of hire and, once applicable, date of termination. ComputerEase allows for multiple hire/termination dates. If applicable, enter a **Reason** for the termination, for reporting purposes.

Payroll Tab

The screenshot shows the 'Employee EMP -' window with the 'Payroll' tab selected. The form is organized into several sections:

- General Information:** Department (dropdown with '?'), Location (text), Union (dropdown with '?'), Union Local (text), Worker Class (dropdown with '?').
- Employee Type:** Part Time (dropdown).
- Hours and Pay:** Hours per Week (40), Pay Rate (0.00 per Hour), Hourly Bill Rate (0.00).
- Pay Period:** Weekly (dropdown).
- Overtime:** Overtime Mult. (1.50).
- Work Location:** (from job) (dropdown).
- Workers' Comp:** (dropdown with '?').
- EEOC Level:** (None) (dropdown with '?').
- Sick Hours:** 0.00, Rules (dropdown with '?'), Effective (always) (dropdown).
- Vacation Hours:** 0.00, Rules (dropdown with '?'), Effective (always) (dropdown).
- COVID-19 Hours:** Self COVID 19 Hours (0), Used (0); Other COVID 19 Hours (0), Used (0).
- Raises Table:** A table with columns Date, Amount, and Reason. The first row shows a question mark in the Date column and 0.00 in the Amount column.
- Buttons:** < Back, Next > (highlighted), OK, Cancel, and ACA Maintenance.

Department – Select the default department to which this employee's labor will be expensed when payroll is entered. Note that this may be changed at payroll entry.

Location - Enter the employee's default location. This is a filtering tool for FieldEase and is for use in other reports.

Union – Select the employee's home union, if applicable.

Union Local - If the employee is a union employee, select the employee's home local.

Worker Class – If the employee is a union employee, select the employee's union worker class. Otherwise, select the employee's non-union worker class for certified wage reporting.

Employee Type – Choose the employee work type. When labor distribution is cleared, the employee type can be used as a filter.

Full time – Select if the employee typically works a standard work week.

Part Time – Select if the employee typically works less than a standard work week.

Salaried – Select if the employee is paid a set amount regardless of hours worked. When labor distribution is cleared, you may choose not to clear salaried employees' labor so that their hours need not be re-entered each pay period.

Hours per Week – Enter the number of hours the employee typically works in a week.

Pay Rate – Enter the employee's pay rate, then choose the pay rate type in the **per** field: Hour, Week, 2 Weeks, 1/2 Month, Month or Year.

Hourly Bill Rate - Enter the default billing rate for this employee when working on Time & Material jobs.

Pay Period – Choose the employee's pay frequency. Different employees may have different pay frequencies.

Overtime Mult. – The default overtime multiplier is 1.5; you may change it if the employee is paid other than time-and-a-half for overtime hours.

Work Location – Select the default location for this employee when entering time. The location can be used for determination of local and state taxes or for determination of certified wages and inclusion on certified wage reports.

(From Job) - Select this option if the location chosen for the job or cost code will prevail for this employee when time is entered.

Job - Select this option if this employee's work location should always default to the job site.

Shop - Select this option if this employee's work location should always default to the shop site.

Workers Comp 1 - Select the workers' compensation class code that will apply to this employee by default.

Workers Comp 2 – Select the general liability class code that will apply to this employee by default. Note that entering an additional workers' compensation class code here will result in an error.

EEOC Level – Select the appropriate EEOC skill level for this employee.

Sick Hours – This field may not be edited from this screen and is for verification purposes only; this are the current balances for sick time available that have accrued according to the **Rules**. Enter the rules to apply for sick accrual for this employee. You might also choose to enter the **Effective** date for the rules. This date serves two purposes; first, if the accrual rule's "Use employee date instead if entered" box is checked, then this date will be used for the accrual in lieu of the "Year Starts on" date in the accrual rule for accrual purposes; second, if the accrual rule's "Use employee date instead if entered" box is unchecked, then this date will be used to determine the earliest date the accrual will take place, with each accrual thereafter taking place according the the date set in the accrual rule.

Vacation Hours – This field may not be edited from this screen and is for verification purposes only; this are the current balances for vacation time available that have accrued according to the **Rules**. Enter the rules to apply for vacation accrual for this employee. You might also choose to enter the **Effective** date for the rules. This date serves two purposes; first, if the accrual rule's "Use employee date instead if entered" box is checked, then this date will be used for the accrual in lieu of the "Year Starts on" date in the accrual rule for accrual purposes; second, if the accrual rule's "Use employee date instead if entered" box is unchecked, then this date will be used to determine the earliest date the accrual will take place, with each accrual thereafter taking place according the the date set in the accrual rule.

Self COVID19 Hours - If the employee is a resident of a state that requires Supplemental Sick Leave for COVID-19, enter the number of hours allotted for the year and **Used** hours to care for yourself or other approved reasons. Note that this is entered as Sick pay with a sub-type of Self COVID19 (see [Entering Labor Distribution](#)³⁵⁵ for more information on entering pay/hours).

Other COVID19 Hours - If the employee is a resident of a state that requires Supplemental Sick Leave for COVID-19, enter the number of hours allotted for the year and **Used** hours to care for others. Note that this is entered as Sick pay with a sub-type of Other COVID19 (see [Entering Labor Distribution](#)³⁵⁵ for more information on entering pay/hours).

Certified Exempt - Check this box to prevent this employee from being reported on Certified Payroll Reports for certified jobs.

No Automatic O/T - Check this box if using the automatic overtime option(s) and this employee is not to receive automatic overtime subject to those rules.

Salaried O/T Rate - Only enabled if the employee's "Employee Type" is "Salaried"; choose 1/2 Time or Time and 1/2 for the employee's pay rate during overtime.

Raises - Enter dates, amounts and reasons for any raises. This is optional and is for use with the Employee Raise History and will not affect the employee's pay rate; you must manually change the pay rate when an employee receives a raise.

ACA Maintenance - Click here to access the ACA Maintenance for this employee, which is used for ACA reporting.

Taxes Tab

Employee EMP -

General Payroll **Taxes** Deductions/Fringes Advanced Notes User Fields Attachments

Residency

Since ? State ? Local ?

2019 SUTA

Qtr	State	Options
1st	?	...
2nd	?	...
3rd	?	...
4th	?	...

Withholding

Fica Calculation Normal

Federal Calculation Normal

Federal W-4 2019 or Earlier

Work State OH ?

Work Locality CINCI

Filing Status

FED Single

Exempt 0 Depend\$ 0

Additional Tax

Annual	Period	Wage Adj
0.00	0.00	0.00

< Back Next > OK Cancel

Residency – Enter the date that this employee became a resident of the **State** and **Local** selected. This entry is required before payroll can be processed for this employee so that the appropriate state and/or local taxes can be applied to the employee's pay. As an employee moves or relocates, do not change this information; add an additional row with the actual move date and new state and local, if applicable. If more than one local is needed here, see [Local Tax Table Maintenance](#)²⁸⁴ for more information about the *also pay* feature.

SUTA State – Enter the state for each quarter to which you will report this employee's wages and pay unemployment.

SUTA Option – This field may be used to indicated SUTA or FUTA exemption or for various states for other purposes. Contact your ComputerEase dealer support representative for more information.

FICA Calculation – Choose the appropriate FICA calculation for this employee.

Normal - Select this option to deduct and accrue the standard FICA tax for this employee.

Exempt - Select this employee only if FICA and Medicare are not to be deducted or accrued for this employee. Check with your accountant before making this selection.

Federal Calculation – Choose the appropriate Federal tax calculation for this employee.

Normal - Select this option to deduct the standard federal tax for this employee based on the IRS marginal tax tables.

Taxable Wages are - Select this option to set a taxable wage amount to be used in lieu of the employee's actual pay per pay period when calculating federal tax. Check with your accountant before making this selection.

Withhold Tax of - Select this option to set a flat amount to be withheld for federal tax for this employee. Check with your accountant before making this selection.

Nonresident Alien - Select this option to apply the Non-resident alien marginal tax rates to this employee's pay. Check with your accountant before making this selection.

Federal W-4 – Choose the appropriate choice for the version of the W-4 that you have on file for this employee.

2019 or Earlier - Select this option if this employee filled out a W-4 that is from 2019 or earlier.

2020 with 2(c) unchecked - Select this option if this employee completed the W-4 in year 2020 or later and box 2(c) is unchecked.

2020 with 2(c) checked - Select this option if this employee completed the W-4 in year 2020 or later and box 2(c) is checked.

Work State - Select the work state for this employee. This option is only used for non-job time. This defaults to the state listed as the company's primary location in the Payroll Parameters.

Work Locality - Select the work locality for this employee. This option is only used for non-job time. This defaults to the locality listed as the company's primary location in the Payroll Parameters.

Filing Status - You should have at least two entries (rows) for each employee. The first row is the employee's federal filing status, followed by one or more rows for the employee's resident state and (depending on state reciprocity) work state(s). Choose the correct filing status from the employee's submitted tax forms for both federal and state. Some localities also require a filing status. If your employee works or lives in such a locality, add that locality here and choose the filing status.

Exempt - Enter the number of exemptions claimed in this jurisdiction; for the Federal filing status this applies only if the W-4 is from 2019 or earlier.

Depend\$ - Enter the adjustment from Step 3 of the employee's 2020 or later W-4.

Additional Tax Annual - If the employee requests that an additional tax be withheld for this jurisdiction per year, enter the amount here. The **Period** field will automatically populate with the related per-period amount. For the Federal filing status with a W-4 from 2020 or later, this is the amount from line 4(c).

Additional Tax Period – If the employee requests that an additional tax be withheld for this jurisdiction per pay period, enter the amount here. The **Annual** field will automatically populate with the related per-year amount.

Annual Wage Adjustments - Some states allow wage adjustments in lieu of exemptions. If your employee works or lives in such a state, enter the adjustment amount here. To reduce the employee's taxable wage, enter a negative amount. For the Federal filing status with a W-4 from 2020 or later, take the total on line 4(a) and subtract line 4(b) to get this total.

Deductions/Fringes Tab

For your convenience, you may enter employee deduction and fringe rates per employee on this tab, or you may use **Edit Deduction/Fringe rate for all Employees** after creating all employees or even **Import Deduction/Fringe Rates** from a flat file. For more information, refer to [Edit Deduction/Fringe rate for all Employees](#)³²⁶ or Importing Flat Files. All direct deposit info must either be entered into this screen or imported via flat file.

Deductions/Fringes

Deduction – Select the first deduction that applies to this employee.

Fringe - Select the first fringe that applies to this employee.

Rate Code - If there are any pre-defined common rates for the deduction or fringe in question, you can select that common rate from the drop-down. If a selection is made here, the corresponding amount will appear to the right but cannot be edited.

Base Amount - Enter a base amount to be deducted, paid or accrued every pay period, if applicable.

% of Gross - Enter the percentage of an employee's gross pay that is to be deducted, paid or accrued, if applicable.

Per Hour - Enter the hourly amount to be deducted, paid or accrued, if applicable.

Form. - Check this box if a formula is to be used to calculate this deduction or fringe. Only when this box is checked will the **Formula** field displayed above appear. Enter your formula into this field. If you require assistance with your formula, contact your dealer support team.

Monthly Cap - Enter the maximum amount to be deducted, paid or accrued every month, if applicable.

Yearly Cap - Enter the maximum amount to be deducted, paid or accrued every year, if applicable.

Balance Remaining - Enter the balance remaining to be deducted, paid or accrued, if applicable. Once this amount has been deducted, paid or accrued, this deduction or fringe will cease to be applied to the employee listed.

ID/State/FIPS or ID Number - Enter the identification number for the deduction or fringe; this identification number will print on deduction and fringe history reports. This number can be used to record an account number or some other identifier for a deduction or fringe. For Deltek Payroll Service customers, enter the ID, state and FIPS for the deduction.

Direct Deposit

Code – Select the direct deposit code for this entry.

Bank ID - Enter the employee's bank routing number.

Type - Select the account type, Ck (checking) or Sv (savings). This is a required element in the direct deposit file to be transmitted to the bank.

Account Number - Enter the employee's bank account number.

Base Amount - Enter a base amount to be deposited into this account every pay period, if applicable.

% of Remaining - Enter the percentage of the remaining amount of the check to deposit to this account after all taxes, deductions and direct deposit base amounts. Enter 100% here to deposit the entire check or entire remaining check.

Tip: To exclude a specific amount of money from direct deposit and receive it on a live check, enter that amount as a negative amount in the "Base Amount" field and "100" in the "% of Rem." field.

Min – Enter a minimum dollar amount to deposit to this account; for use with the % of Remaining field.

Max – Enter a maximum dollar amount to deposit to this account; for use with the % of Remaining field.

Prenote - Check this box to print the employee a live check while submitting a pre-note test file to the bank for account verification and testing.

Advanced Tab

The screenshot shows the 'Employee EMPLOYEE -' window with the 'Advanced' tab selected. The window contains three main sections:

- Pay Rates by Class:** A table with columns 'Class Code' and 'Hourly Rate'. The 'Class Code' field has a dropdown menu with a question mark icon.
- Paid Leave:** A section with a 'State' dropdown menu (showing 'MA'), a 'Participant' dropdown menu, and four checkboxes for 'Q1', 'Q2', 'Q3', and 'Q4'.
- Union Overrides:** A table with columns: 'Union', 'Type', 'Code', 'Base Amount', '% of', 'Per Hour', 'Formula', 'Yearly Cap', and 'Balance Remaining'. The 'Union' field has a dropdown menu with a question mark icon.

At the bottom of the window are buttons for '< Back', 'Next >', 'OK', and 'Cancel'.

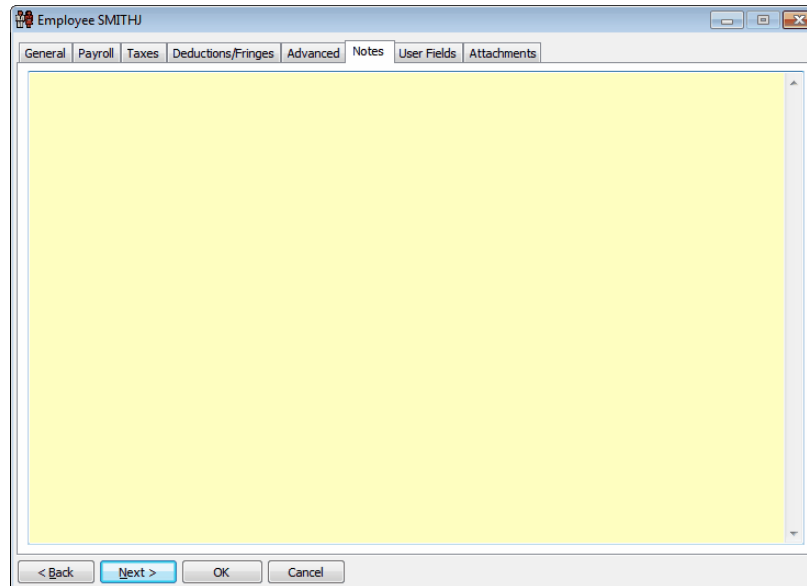
Pay Rates by Class – This option allows you to attach different pay rates for different worker classes for this employee. If the rate entered here is higher than the employee's regular rate, this rate will prevail anytime the employee works under this worker class.

Paid Leave - This option allows you to select in which state(s) paid leave programs the employee is a participant, and if applicable, which quarter. State paid leave is enabled in state tax maintenance per state if you are a participant; the rates paid and/or deducted are entered into the state tax maintenance screen.

Union Deduction /Fringe Overrides - This option allows you to enter deduction and/or fringe rates for this employee for any employee-optional deductions or fringes. It may also be used to enter a rate for this employee for any deduction or fringe that is different than the rate set for his union, local and class.

Notes Tab

The notes tab allows you to enter notes concerning this employee. These notes are for your use only and may be viewed from displayed reports.



User Fields Tab

The user fields tab allows you to enter information into the user defined fields for employees that were setup in the Parameters for Payroll. This tab only appears if you have created at least one user field under **Configure > System Parameters > Payroll Parameters**.

Attachments Tab

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the employee file. This tab only appears if you have created at least one employee attachment folder under **Configure > System Parameters > Payroll Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

4.2.18 EEOC Maintenance

For companies required to submit reports to the EEOC, or for those companies that just want to track EEOC hiring internally, ComputerEase offers an easy setup that seamlessly provides access to the information you want and need. Just a couple of easy steps are required to have your jobs and employees set up to provide these reports.

4.2.18.1 EEOC District Maintenance

The EEOC divides the country into districts for reporting purposes. You may perform work in just one or many of these districts. Once you set up any districts in which you work, you simply have to identify which district each job belongs to and you will be able to report all relevant data by district.

Select **Payroll System > Reports > EEOC Report > EEOC District Maintenance**.

EEOC District - Enter the code you want to use for this district and select **OK**, then **Yes** to create your new district.

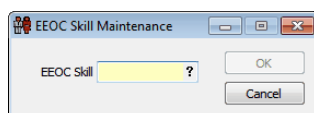
Description - Enter a description of the District.

To assign a job to a district, select **Job Costing System > Job Maintenance > Create/Edit a Job**. Choose the Payroll Tab and assign the job to a district.

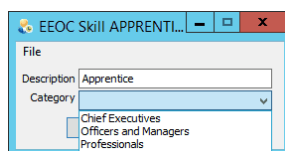
4.2.18.2 EEOC Skill Maintenance

EEOC Skill Levels are used to group your workers by skill level; typically you will want to set up those skill levels (also referred to by the EEOC as job classifications) defined by the EEOC. However, you are free to create any skill levels that you want.

Select **Payroll System > Reports > EEOC Report > EEOC District Maintenance**.



EEOC Skill - Enter the code you want to use for this skill level and select **OK**, then **Yes** to create your new skill level.



Description - Enter a description of the Skill Level.

Category - Choose the job category for component 2 reporting.

To assign an employee to a skill level, select **Payroll System > Employee Maintenance**. Choose the Payroll Tab and assign the employee to a skill level.

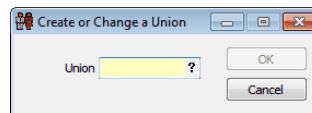
4.2.19 Union Maintenance

4.2.19.1 Create/Edit a Union

ComputerEase allows for the setup and maintenance of multiple unions.

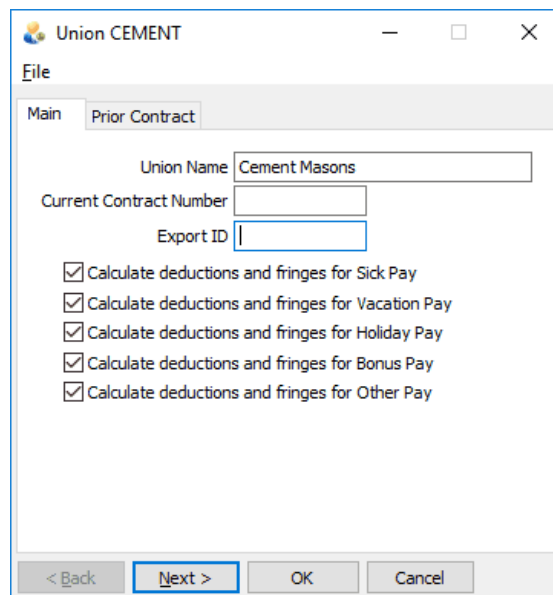
Select **Payroll System > Maintenance Programs > Union Maintenance > Create Or Change A Union**.

Important Note: This should be the Union and NOT the union local. IBT (Teamsters), IBEW (Electrical Workers) and IUOE (Operating Engineers) are all examples of unions.



Union - Enter the code you want to use for this union and select **OK**, then **Yes** to create your new union.

Main Tab



Union Name - Enter the name of the union.

Contract Number - Only use this field after discussion with your ComputerEase trainer if your union has multiple contracts. Leave this field empty if you will not be using contracts.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Calculate deductions and fringes for Sick Pay – Check this box if deductions and fringes should be calculated for Sick pay.

Calculate deductions and fringes for Vacation Pay - Check this box if deductions and fringes should be calculated for Vacation pay.

Calculate deductions and fringes for Holiday Pay – Check this box if deductions and fringes should be calculated for Holiday pay.

Calculate deductions and fringes for Bonus Pay – Check this box if deductions and fringes should be calculated for Bonus pay.

Calculate deductions and fringes for Other Pay - Check this box if deductions and fringes should be calculated for Other taxable pay.

Prior Contract Tab

Prior Contract Number - Enter the number of the union contract

Prior Contract Last Day - Enter the date of the last day the prior contract is going to be used

Type - Select Deduction or Fringe

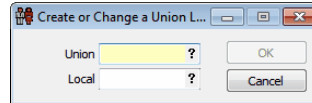
Code - Enter the Code for the Deduction or Fringe

Calculate Entire Check Using - Select Current Contract or Prior Contract. This is used for mid-week deduction or fringe rate changes.

4.2.19.2 Create/Edit a Union Local

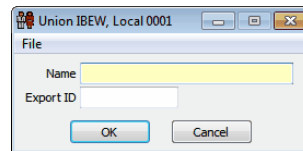
Each union has at least one, with most having multiple local chapters. You may have employees that work out of or in the jurisdiction of multiple local chapters. If so, you will need to set up each local chapter here, under **Create or Change a Union Local**.

Select **Payroll System > Maintenance Programs > Union Maintenance > Create or Change a Union Local**.



Union – Select the union for which you are adding a local chapter.

Local – Enter the code (often the number of the local chapter) you want to use for this local and select **OK**, then **Yes** to create your new union local.



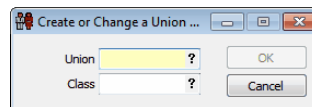
Name - Enter the name of the local chapter (often the location of the chapter).

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

4.2.19.3 Create/Edit a Union Work Class

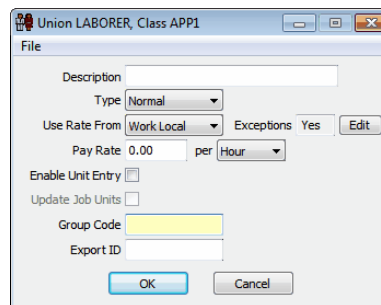
Your union worker classes are set per union, and not per local. You will have the opportunity to specify different wage rates and/or different deduction and fringe rates for each worker class per local.

Select **Payroll System > Maintenance Programs > Union Maintenance > Create or Change a Union Worker Class**.



Union - Select the union for which you are adding a worker class.

Class - Enter the code you want to use for this worker class and select **OK**, then **Yes** to create your new worker class.



Description – Enter a description of the worker class.

Type – Choose Normal or Differential. Normal is used for standard worker classes. Differential worker classes are used for pay differentials (such as shift pay). For certified fringes, differential worker classes are paid the same fringes as their parent worker class.

Use Rate From - Choose Work Local or Home Local. If there are **Exceptions** click on **Edit** and choose the appropriate exceptions.

Home Local - Choose this option to use the pay rate from the employee's home local regardless of where the job is located.

Work Local - Choose this option to use the pay rate from the job local regardless of where the employee is based.

Pay Rate – Enter the hourly or per unit rate that workers in this worker class are to be paid and choose **per** Hour or Unit. The employee will be paid the higher of this rate or the rate in the employee record. You may leave this set to 0 if the pay rate is to be set in the union rates record.

Enable Unit Entry – Check this box to allow entry of units completed for this worker class.

Update Job Units - Check this box to update the units completed in Job Costing with units entered in payroll.

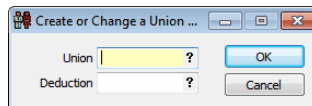
Group Code - Enter a group code if this worker class must be grouped with one or more others for the purposes of the worker class ratio report. For example, you might have several apprentice worker classes for each year, but they must all be grouped together on the worker class report. You might enter "APP" here for all of your apprentice worker classes so that they are all grouped together for the report.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

4.2.19.4 Create/Edit a Union Deduction

Union deductions are separate from non-union deductions in ComputerEase. Here you will enter only those deductions mandated by the union or that must be reported to the union.

Select **Payroll System > Maintenance Programs > Union Maintenance > Create or Change a Union Deduction**.



Union – Select the union for which you are adding a deduction.

Deduction - Enter the code you want to use for this deduction and select **OK**, then **Yes** to create your new deduction.

Description – Enter the description of this deduction.

Deduction Type - Select the appropriate deduction type from the list. The deduction type is used to determine the IRS code for Box 12 reporting on the W-2 form.

Normal – Use this selection for standard deductions that do not require any special notification on the W-2 form.

401(k) Elective Deferral – This type will result in a Box 12 report with a code of D and an "X" in the Retirement Plan box on the W-2 form.

403(b) Elective Deferral – This type will result in a Box 12 report with a code of E and an "X" in the Retirement Plan box on the W-2 form.

408(k)(6) Elective Deferral – This type will result in a Box 12 report with a code of F and an "X" in the Retirement Plan box on the W-2 form.

501(c)(18)(D) Elective Deferral – This type will result in a Box 12 report with a code of H and an "X" in the Retirement Plan box on the W-2 form.

408(p) Simple – This type will result in a Box 12 report with a code of H and an "X" in the Retirement Plan box on the W-2 form.

Section 125 Dependent Care FSA - This type will result in a Box 10 report for Dependent Care Benefits on the W-2 form.

Section 125 HSA Contribution - This type will result in a Box 12 report with a code of W on the W-2 form.

Roth 401(k) Contribution - This type will result in a Box 12 report with a code of AA and an "X" in the Retirement Plan box on the W-2 form.

Roth 403(b) Contribution - This type will result in a Box 12 report with a code of BB and an "X" in the Retirement Plan box on the W-2 form.

Other Qualified Retirement Plan – This type will result in an "X" in the Retirement Plan box on the W-2 form.

Loan/Advance - This type allows for tracking and repayment of company loans/advances that are written using the [Payroll Advance](#) 4151 feature.

Union Rate - Choose Always, Work, or Only. If there are **Exceptions** click on **Edit** and choose the appropriate exceptions.

Always - Choose this option if all work is to use the employee's home local rate for this deduction, regardless of where the work is performed.

Work - Choose this option to use the rate specified for the local in which the work is being performed, regardless of where the employee is based.

Only - Choose this option if this deduction is only to be taken when the employee is working in his or her home local.

Employee Optional - Check this box if this deduction and/or the rate for this deduction is optional for the employee.

Gross Includes Union Fringes - If this deduction is based on gross pay and that gross pay must include certain fringes, enter the code for any fringe(s) to be included in the calculation.

Credit Account – Select the general ledger accrual account to be credited with amounts withheld for this deduction.

Work Location – Select Job, Shop, Travel or the appropriate combination of work locations for which this deduction is to apply.

W-2 Box 14 Code – If this deduction must be reported in Box 14 of the W-2 form, enter the appropriate corresponding code here. Contact your accountant with any questions regarding W-2 reporting for any deductions.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Taxable Settings - Select any taxes to which this deduction is subject. If this deduction is an after-tax deduction, leave that box checked. If this deduction is a pre-tax deduction for any tax listed, uncheck the box that corresponds to that tax. If this deduction is after-tax in some jurisdictions and pre-tax in others, select Edit next to the Exceptions button and choose which jurisdictions tax this deduction and which do not.

Payroll Periods – Select the payroll periods to which this deduction applies. Refer to [Payroll Periods](#)³⁰³ for additional information on payroll periods and their use.

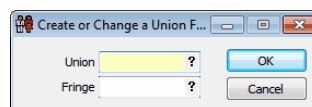
User Fields Tab

The user fields tab allows you to enter information into the user defined fields for deductions/fringes that were setup in the Parameters for Payroll. This tab only appears if you have created at least one user field under **Configure > System Parameters > Payroll Parameters**.

4.2.19.5 Create/Edit a Union Fringe

Union fringes are separate from non-union fringes in ComputerEase. Here you will enter only those fringes mandated by the union or that must be reported to the union.

Select **Payroll System > Maintenance Programs > Union Maintenance > Create or Change a Union Fringe**.



Union – Select the union for which you are adding a deduction.

Fringe - Enter the code you want to use for this fringe and select **OK**, then **Yes** to create your new fringe.

Description – Enter the description of this fringe.

Fringe Type - Select of one of the following options:

Normal – Use this selection for standard fringe benefits that do not require any special notification on the W-2 form.

401(k) Employer Contribution – This type will result in an "X" in the Retirement Plan box on the W-2 form.

Group-term Life Insurance > 50k – This type will result in a Box 12 report with a code of **C** on the W-2 form.

Employer Contribution to MSA – This type will result in a Box 12 report with a code of **R** and an "X" in the Retirement Plan box on the W-2 form.

Dependent Care Benefits – This type will result in a Box 10 report for Dependent Care Benefits on the W-2 form.

Employer Contribution to HSA - This type will result in a Box 12 report with a code of **W** on the W-2 form.

Roth 401(k) Contribution - This type will result in an "X" in the Retirement Plan box on the W-2 form.

Employer Sponsored Health Coverage - This type identifies this fringe benefit as part of the total cost of an employee's health care.

Other Qualified Retirement Plan – This type will result in an "X" in the Retirement Plan box on the W-2 form.

Union Rate - Choose Always, Work, or Only. If there are **Exceptions** click on **Edit** and choose the appropriate exceptions.

Always - Choose this option if all work is to use the employee's home local rate for this fringe, regardless of where the work is performed.

Work - Choose this option to use the rate specified for the local in which the work is being performed, regardless of where the employee is based.

Only - Choose this option if this fringe is only to be applied when the employee is working in his or her home local.

Gross Includes Union Fringes - If your union requires certain fringes to be included in gross pay for the purposes of calculating certain deductions, enter the code(s) of any union fringes that should be included in gross pay for this purpose.

Fringe Calculation - Select one of the following options:

Normal fringe – Select this type to designate that this is a regular benefit not paid to the employee in cash but paid on the employee's behalf.

Cash Fringe – Select this type to designate that this fringe is to be paid in cash to the employee.

Deduction Fringe – Select this type to designate that this fringe must be paid to the employee and then deducted back out of the employee's pay each pay period.

Credit Account – Select the general ledger accrual account to be credited with amounts paid or accrued for this fringe. For cash fringes, select the general ledger account corresponding to your payroll cash account.

Cost Type - Select the cost type to use when posting this fringe to job costing; this type defaults to **F - Fringes** but may be changed.

Work Location – Select Job, Shop, Travel or the appropriate combination of work locations for which this fringe benefit is to apply.

W-2 Box 14 Code – If this fringe must be reported in Box 14 of the W-2 form, enter the appropriate corresponding code here. Contact your accountant with any questions regarding W-2 reporting for any fringes.

Export ID - This is an additional key field most commonly used when exporting payroll data from ComputerEase for use with a payroll service.

Show on pay stub – Select this option if this fringe is to be displayed on employee pay stubs.

Job Costed – Select this option to post the cost of this fringe to job costing when an employee's time is expensed to a job.

Certified Payroll – Select this option if this fringe is to be included when reporting certified jobs. If this fringe is to be reported for certified jobs in some states and not others, click on the **Edit** button next to the **Exceptions** and select to which states you will report this fringe.

Can Reduce Compensation - Select this option if this fringe is to be included when determining overall compensation on certified jobs. If this fringe is recognized as compensation in some states and not others, click on the **Edit** button next to the **Exceptions** and select which states recognize this fringe and which do not.

Proportioned by - Select Pay, Hours or Calc depending on how this fringe is to be proportioned between jobs when an employee works on more than one job.

By Hours - Proportions the fringe amount based on the hours entered.

By Pay - Proportions the fringe amount based on the pay entered.

By Calc - Proportions the fringe based on the pay entered. Applies the formula as each entry is processed and subtracts the previous value.

Taxable Settings - Select any taxes to which this fringe is subject. If the value of this fringe is taxed, leave that box checked. If the value of this fringe is not taxed for any tax listed, uncheck the box that corresponds to that tax. If this fringe is taxed in some jurisdictions and not in others, select **Edit** next to the **Exceptions** button and choose which jurisdictions tax this fringe and which do not.

Payroll Periods – Select the payroll periods to which this fringe applies. Refer to [Payroll Periods](#) ³⁰³ for additional information on payroll periods and their use.

Expense Accounts – Select the appropriate general ledger expense account for this fringe for each payroll department.

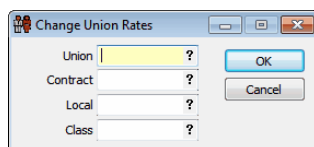
User Fields Tab

The user fields tab allows you to enter information into the user defined fields for deductions/fringes that were setup in the Parameters for Payroll. This tab only appears if you have created at least one user field under **Configure > System Parameters > Payroll Parameters**.

4.2.19.6 Changing Union Rates

Once you have created your union classes, deductions and fringes, all rates can be stored in **Change Union Rates**. This provides one convenient location to maintain rates and log any contractual rate changes.

Select **Payroll System > Maintenance Programs > Union Maintenance > Change Union Rates**.



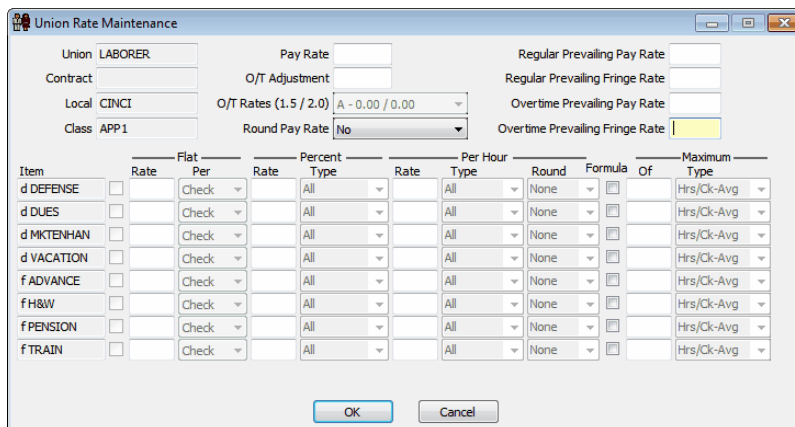
The 'Change Union Rates' dialog box contains four input fields: 'Union', 'Contract', 'Local', and 'Class', each followed by a question mark icon. There are 'OK' and 'Cancel' buttons on the right side.

Union - Select the union for which you are adding rates.

Contract - If applicable, select the contract for which the rates will apply.

Local - Select the local for which you are adding rates.

Class - Select the worker class for which you are adding rates.



The 'Union Rate Maintenance' dialog box is a complex form for managing union rates. It includes fields for 'Union' (LABORER), 'Contract', 'Local' (CINCI), and 'Class' (APP1). It also has fields for 'Pay Rate', 'O/T Adjustment', 'O/T Rates (1.5 / 2.0)', 'Round Pay Rate', 'Regular Prevailing Pay Rate', 'Regular Prevailing Fringe Rate', 'Overtime Prevailing Pay Rate', and 'Overtime Prevailing Fringe Rate'. Below these fields is a table with columns for 'Item', 'Rate', 'Flat', 'Per', 'Rate', 'Percent', 'Type', 'Rate', 'Per Hour', 'Type', 'Round', 'Formula', 'Of', and 'Maximum Type'. The table lists several items: d DEFENSE, d DUES, d MKTENHAN, d VACATION, F ADVANCE, F H&W, F PENSION, and F TRAIN. Each item has a checkbox and a dropdown menu for 'Rate' and 'Type'. At the bottom are 'OK' and 'Cancel' buttons.

Pay Rate – Enter the hourly pay rate for employees working in this class for this union/local/contract combination.

O/T Adjustment - If your union requires an adjustment factor for calculation of overtime and double time pay rates, enter the adjustment factor here.

O/T Rates (1.5 / 2.0) - If your union requires an adjustment for overtime rates, select the applicable rates for the overtime adjustment entered above.

Round Pay Rate – Select **To nearest cent** if you must round wages, or **No** if wages do not need to be rounded.

Regular Prevailing Pay Rate - Enter the hourly pay rate for prevailing wage regular time that is to display on pay stubs.

Regular Prevailing Fringe Rate - Enter the hourly fringe rate for prevailing wage regular time that is to display on pay stubs.

Overtime Prevailing Pay Rate - Enter the hourly pay rate for prevailing wage overtime that is to display on pay stubs.

Overtime Prevailing Fringe Rate - Enter the hourly fringe rate for prevailing wage overtime that is to display on pay stubs.

Deduction/Fringe Rates

Flat Rate

Rate - Enter a base amount to be deducted, accrued or paid, if applicable.

Per - Choose the frequency the flat rate will be used.

Check - Flat amount deducted, accrued or paid per paycheck.

Month - Flat amount deducted, accrued or paid per month.

Day - Flat amount deducted, accrued or paid per day worked.

Percent

Rate - Enter the percentage of an employee's gross pay that is to be deducted, accrued or paid, if applicable.

Per - Choose the rule to use when calculating the total gross on which the percentage will be based.

All - Gross = All pay at rate paid.

R+OT@R - Gross = All hours paid at regular rate.

Reg - Gross = Regular pay only.

OT - Gross = Overtime pay only.

OT@R - Gross = Overtime pay only, but hours paid at regular (not overtime) rate.

R+OT@1 1/2 - Gross = Regular pay plus all overtime at time and a half (regardless of actual rate paid).

Per Hour

Rate - Enter the hourly amount to be deducted, paid or accrued, if applicable.

Type - Choose the rule to use when calculating the total hours on which the hourly rate will be based.

All - Hours = All hours worked.

R+OT@P - Hours = Regular hours plus overtime hours at premium (1.5 hours for each OT hour worked; 2 hours for each DT hour worked).

Reg - Hours = Regular hours only.

OT - Hours = Overtime/Double-time hours only.

OT@P - Hours = Overtime hours only at premium (1.5 hours for each OT hour worked; 2 hours for each DT hour worked).

Prem - Hours = Premium portion of overtime hours only (.5 hours for each OT hour worked; 1 hours for each DT hour worked).

R+OTx2 - Hours = Regular hours plus overtime hours at double (2 hours for each OT/DT hour worked).

Round - Choose the rounding rules to apply when calculating hours on which the rate will be based.

None - Hours will not round.

To 1h - Hours will round up or down to the nearest hour.

Up 1h - Hours will round up to the nearest hour.

Dn 1h - Hours will round down to the nearest hour.

To 1/2h - Hours will round up or down to the nearest half hour.

Up 1/2h - Hours will round up to the nearest half hour.

Dn 1/2h - Hours will round down to the nearest half hour.

Formula – Check this box if a formula is to be used to calculate this deduction or fringe. Only when this box is checked will the **Formula** field appear. Enter your formula into this field. If you require assistance with your formula, contact your dealer support team.

Maximum

Of - If the deduction/fringe has a Maximum enter the amount of the maximum to apply.

Type – Choose the type of maximum to apply.

Hrs/Ck-Avg - Maximum number of hours per check to use in calculation; averages all pay rates that apply.

Hrs/Ck-Min - Maximum number of hours per check to use in calculation; uses hours from lower pay rates first.

Hrs/Ck-Max - Maximum number of hours per check to use in calculation; uses hours from higher pay rates first.

Hrs/Mon-All - Maximum number of hours per month to use in calculation; uses hours from all locals.

Hrs/Mon-This - Maximum number of hours to per check to use in calculation; uses hours from this local only.

Amt/Ck - Maximum amount per check.

Amt/Mon-All - Maximum amount per month; uses amounts from all locals.

Amt/Mon-This - Maximum amount per check; uses hours from this local only.

Amt/Payroll - Maximum amount per payroll.

4.2.19.7 Copying Union Rates

It is often the case that from one local to another and/or one class to another, the deduction and/or fringe rates may not vary or may vary only slightly. You can easily copy rates from one local and/or class to another, allowing you to only change those rates that differ.

Select **Payroll System > Maintenance Programs > Union Maintenance > Copy Union Rates to another Local/Class**.

Union - Select the union for which you are copying rates.

From Contract - If applicable, select the contract from which you want to copy rates.

To Contract - If applicable, select the contract to which you want to copy rates.

From Local - Select the local from which you are copying rates.

To Local - Select the local to which you are copying rates.

From Class - Select the class from which you are copying rates.

To Class - Select the class to which you are copying rates.

Adjust Pay Rates - Enter the percentage by which to adjust pay rates (not deduction and/or fringe rates) from the original local/class to the new local/class. This is optional, since you can manually adjust any rates on the next screen.

Decimal Places - If using the option to adjust pay rates, select the number of decimal places to which you want to round pay rates.

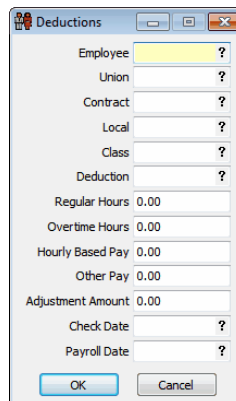
4.2.19.8 Union Detail Maintenance

Occasionally, you may need to make changes to the detail that appears on your union reports. The Union Detail Maintenance utility allows you to modify only the union reports; no other reports in Payroll or any other module are affected by these changes. If you have questions about union detail maintenance, contact your dealer support representative.

4.2.19.8.1 Union Detail Maintenance Deduction

In order to change a deduction amount or to add or remove it from one union report, use the option to edit Union Detail Deductions.

Select **Payroll System > Maintenance Programs > Union Maintenance > Union Detail Maintenance > Deductions**.



Employee - Select the employee whose union deduction detail you are changing.

Union - Select the union for which you are changing deduction detail.

Contract - If applicable, select the contract for which you are changing deduction detail.

Local - Select the local for which you are changing deduction detail.

Class - Select the employee's worker class for which you are changing deduction detail.

Deduction - Select the deduction for which you want to change detail.

Regular Hours - Enter the number of regular hours to be used in the detail record you are creating.

Overtime Hours - Enter the number of overtime hours to be used in the detail record you are creating.

Hourly Based Pay - Enter the hourly pay to be used in the detail record you are creating.

Other Pay - Enter the other (non-hourly) pay to be used in the detail record you are creating.

Adjustment Amount - Enter the amount by which to adjust the selected deduction.

Check Date - Select the check date for which to apply the new entry.

Payroll Date - Select the payroll date for which to apply the new entry.

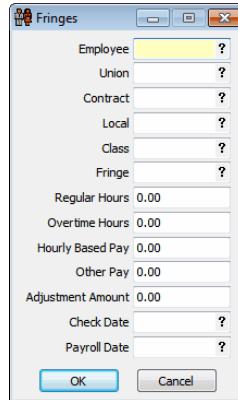
Note: Select **OK** one time only; selecting **OK** multiple times will create multiple entries.

4.2.19.8.2 Union Detail Maintenance Fringes

In order to change a fringe amount or to add or remove it from one union report, use the option to edit Union Detail Fringes.

Select **Payroll System > Maintenance Programs > Union Maintenance > Union Detail Maintenance > Fringes**.

Union Detail Maintenance by Fringe allows the ability to correct a Union Fringes on the Union Reports.



Employee - Select the employee whose union fringe detail you are changing.

Union - Select the union for which you are changing fringe detail.

Contract - If applicable, select the contract for which you are changing fringe detail.

Local - Select the local for which you are changing fringe detail.

Class - Select the employee's worker class for which you are changing fringe detail.

Fringe - Select the fringe for which you want to change detail.

Regular Hours - Enter the number of regular hours to be used in the detail record you are creating.

Overtime Hours - Enter the number of overtime hours to be used in the detail record you are creating.

Hourly Based Pay - Enter the hourly pay to be used in the detail record you are creating.

Other Pay - Enter the other (non-hourly) pay to be used in the detail record you are creating.

Adjustment Amount - Enter the amount by which to adjust the selected fringe.

Check Date - Select the check date for which to apply the new entry.

Payroll Date - Select the payroll date for which to apply the new entry.

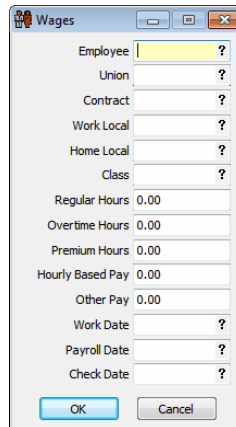
Note: Select **OK** one time only; selecting **OK** multiple times will create multiple entries.

4.2.19.8.3 Union Detail Maintenance Wages

In order to change an employee's wages or to add or remove them from one union report, use the option to edit Union Detail Wages.

Select **Payroll System > Maintenance Programs > Union Maintenance > Union Detail Maintenance > Wages**.

Union Detail Maintenance by Wages allows the ability to correct Union Wages on Union Reports.



Employee - Select the employee whose union wage detail you are changing.

Union - Select the union for which you are changing wage detail.

Contract - If applicable, select the contract for which you are changing wage detail.

Work Local - Select the work local for which you are changing wage detail.

Home Local - Select the home local for the employee for whom you are changing wage detail.

Class - Select the employee's worker class for which you are changing wage detail.

Regular Hours - Enter the number of regular hours to be used in the detail record you are creating.

Overtime Hours - Enter the number of overtime hours to be used in the detail record you are creating.

Premium Hours - Enter the number of premium hours to be used in the detail record you are creating.

Hourly Based Pay - Enter the hourly pay to be used in the detail record you are creating.

Other Pay - Enter the other (non-hourly) pay to be used in the detail record you are creating.

Work Date - Select the work date for the entry.

Check Date - Select the check date for which to apply the new entry.

Payroll Date - Select the payroll date for which to apply the new entry.

Note: Select **OK** one time only; selecting **OK** multiple times will create multiple entries.

4.3 How Do I Work with Time Sheets in ComputerEase?

There are three options for inputting time into ComputerEase for payroll. You may use any combination of the three, or you may decide that using just one of the options works well for you.

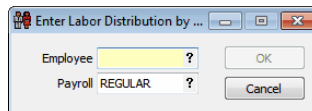
4.3.1 Entering Labor Distribution

The first two options for entering time are **Enter Labor Distribution by Employee** and **Enter Labor Distribution by Job**. These two options allow you to enter time and distribute that time to one or more jobs. The entry screens also give you the flexibility to change an employee's department, worker class, or any other data required for payroll processing as you go. While it is required that you use one of these options to enter time that is to be assigned to jobs, you do not have to assign time entered here to a job. Non-job time may also be entered using either of these entry options.

4.3.1.1 Labor Distribution by Employee

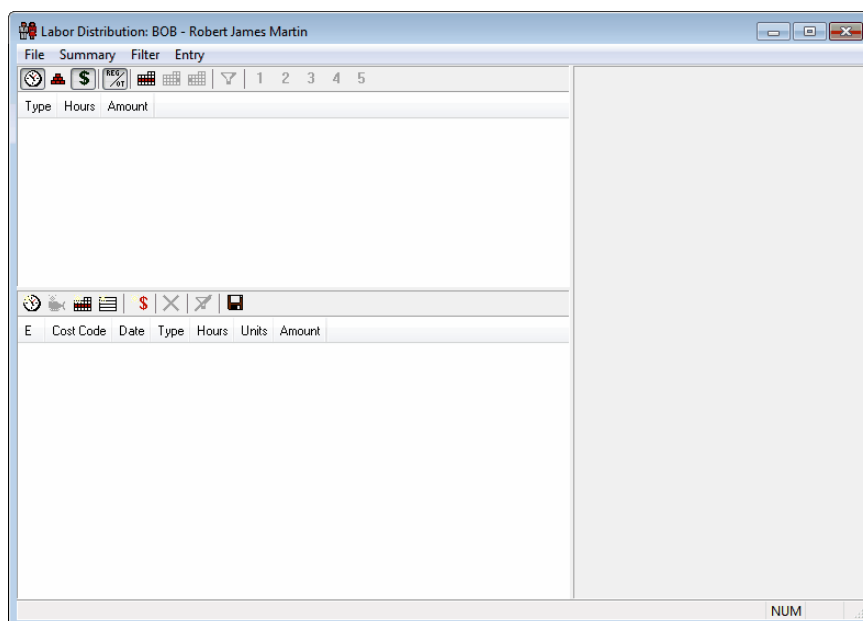
Entering Labor Distribution by Employee is the first option for entering time sheets in ComputerEase. Using this option, you will select an employee and enter time for that employee, then select another employee and repeat the process.

Select **Payroll System > Enter Labor Distribution by Employee**.



Employee - Select the employee for whom you will be entering time/wages.

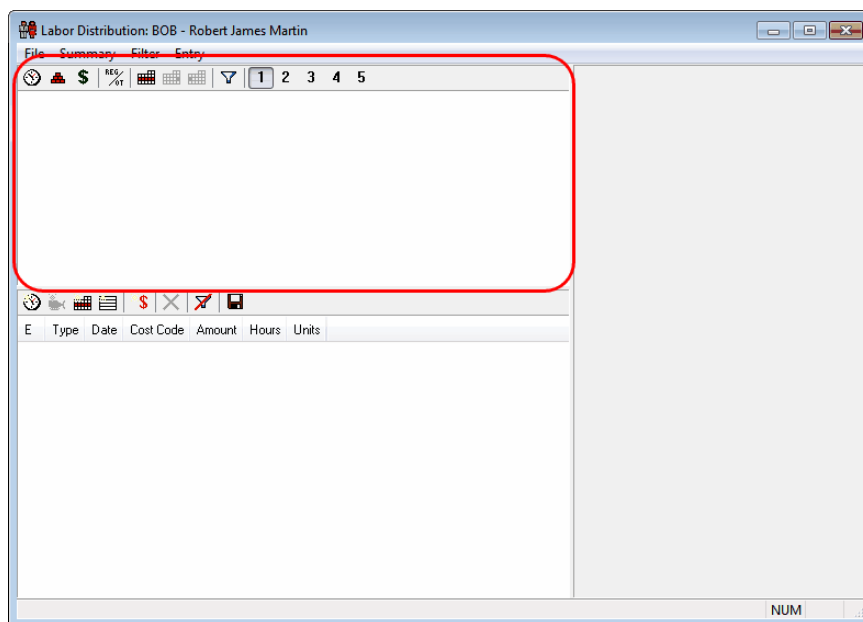
Payroll - Select the payroll type that you will be using to process this entry. For more information on payroll types, see [Setting Up Payroll Types](#) ³⁰⁴. Note that the payroll type selected as the default will automatically be selected here.




If you have not previously entered any time for this employee and payroll type, the default entry screen you have selected in your Payroll Parameters will open over the labor distribution screen.


The labor distribution screen is divided into two sections: the upper "summary layout" and the lower "detail layout." Above each are a series of icons.


The icons directly above the summary layout are used to change how information is displayed in the summary portion of the screen.




- Toggle to show or hide hours. You can also select **Summary>Hours** from the top of the screen.
- Toggle to show or hide units. You can also select **Summary>Units** from the top of the screen.
- Toggle to show or hide pay. You can also select **Summary>Pay** from the top of the screen.

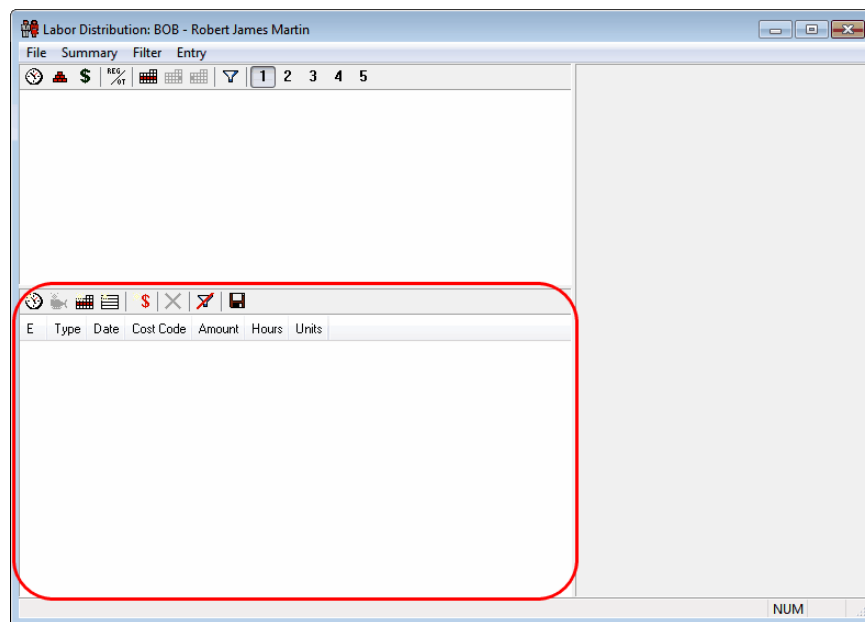
 – Toggle to show or hide pay types. You can also select **Summary>Pay Types** from the top of the screen.


 – Toggle to show or hide daily entries; once you have selected the option to show daily entries, you may show Saturday and/or Sunday entries as well. You can also select **Summary>Week** and then **Summary>Saturday** and/or **Summary>Sunday** from the top of the screen.


 – Toggle to apply a filter. Only entries corresponding to the summary selection you make will be displayed in the detail section of the screen. You can also select **Filter/Apply** from the top of the screen.


 - Toggle to apply a summary layout. To save a summary layout, select the display settings of your choice, then click on **File>Save Summary Layout**, then choose which layout number you want to assign your selections to. You can also turn on a summary layout by selecting **Summary>Use Layout (layout number)** at the top of the screen.


The icons directly above the detail layout are used to open additional entry screens or perform certain actions.




 – Access the Time Entry screen. You can also click on the **A** key on your keyboard to access this entry screen or select **Entry>Time Entry** from the top of the screen.

 – Access the Equipment Entry screen. You can also click on the **E** key on your keyboard to access this entry screen or select **Entry>Equipment Entry** from the top of the screen.

 – Access the Weekly Entry screen. You can also click on the **W** key on your keyboard to access this entry screen or select **Entry>Week Entry** from the top of the screen.

 – Access the Grid Entry screen. You can also click on the **G** key on your keyboard to access this entry screen or select **Entry>Grid Entry** from the top of the screen.

 – Access the Payroll Tax Override screen. You can also click on the **O** key on your keyboard to access this entry screen or select **Entry>Tax Override** from the top of the screen.



– Delete a line item; if you have selected a line in the detail section of the screen, clicking on this icon will delete that line. You can also select **Entry>Delete** from the top of the screen to delete a selected line.



– Toggle to remove a filter. You can also select **Filter>Remove** from the top of the screen.



– Save the current entry. You can also select **File>Save** from the top of the screen to save your entry.

The detail layout includes certain columns by default for quick reference: Entry Type, Cost Code, Date, Pay Type, Hours, Units and Amount. These columns are also used to sort your information. To sort your entries by any column displayed, right click on the column you want to sort by and choose the appropriate sorting option (**Sort by (column name 1)/(column name 2)/etc**). You can add columns to the detail layout by right-clicking on any line in the detail layout and choosing **Insert Column**, then selecting the column to add. You can remove a column by right-clicking on that column and selecting **Remove (column name)**. You can change the order in which your columns appear by dragging and dropping the column headings in the column title bar. Once you have configured your detail layout as you want it, you can save it by selecting **File>Save Detail Layout** in the upper left corner of the screen. The following fields are available columns in the detail entry portion of the screen:

Employee - Employee number.

Department - Department number for work performed.

Job - Job number for work.

Cost code - Cost code (job, phase and/or category) for work performed.

Cost type - Cost type (L for regular hourly pay) for job.

Type - Pay type; the pay types available are Regular, Overtime, Double, Sick, Vacation, Holiday, Other, NonTax and Bonus. Note that if you choose the Sick pay type and your employee has Self COVID19 or COVID19 Other hours available, you will need to choose between Normal and the appropriate COVID19 SPSL type. If your employee does not have these types of pay available, you will not have the opportunity to change the Sick pay sub-type, as it defaults to Normal. The Sick pay sub-type is not available via the Week Entry screen.

Mult - Pay rate multiplier (1 for regular pay, typically 1.5 for OT and 2 for double).

Account - General ledger expense account.

Description - Description of work performed.

Date - Date work was performed.

Class - Worker class for work performed.

Hours - Number of hours worked.

Units - Units completed for unit pay.

Rate - Rate of pay for hourly pay.

Amount - Amount paid.

Bill At - Bill at rate per hour for time and material billing. This must be non-zero if billing through cyclical billing.

Location - Job, shop or travel.

WComp - Workers' compensation code.

State - State in which work was done.

Locality - Locality in which work was done.

Union Loc - Union local for work done.

Equipment - Equipment used.

Equipment Hours - Number of equipment cost hours.

Equipment Cost - Equipment cost code.

Entry Order - The sequence in which entries were entered into the software (regardless of sort order).

Employee Name - The employee's full name.

Prevailing Wage - "X" if the job is a prevailing wage job.

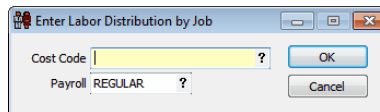
Work Ticket - The service management work ticket number, if applicable.

FFCRA - If FFCRA leave applies, this is the type (Self, Family or Child) (only available for time taken prior to 12/31/2021).

4.3.1.2 Labor Distribution by Job

Entering Labor Distribution by Job is the second option for entering time sheets in ComputerEase. This option is by far the most flexible of the three entry methods, as it allows you to enter time for all employees at once, or just for one job at a time.

Select **Payroll System > Enter Labor Distribution by Job**.



Cost Code - Select the job for which you will be entering time/wages. Note that you can leave this field empty in order to enter time for more than one job at once.

Payroll - Select the payroll type that you will be using to process this entry. For more information on payroll types, see [Setting Up Payroll Types](#)³⁰⁴. Note that the payroll type selected as the default will automatically be selected here.

Note that the labor distribution screen that you see is the same one that you see using **Enter Labor Distribution by Employee**. Only the information pre-filled on your entry screens and the actual data you can input at one time will vary between the two entry methods.

Tip: You can import your payroll hours from the service management module or from a flat file by selecting **File**, then **Import from Service** or **Import from a File** in the upper left corner of the **Enter Labor Distribution by Job** screen.

4.3.1.3 Entry Screens

There are three entry screens to choose from within **Enter Labor Distribution**. All three are available to use whether entering labor distribution by employee or by job. Two of these entry screens can be customized. Which one(s) you use will depend on your personal preference.

4.3.1.3.1 Time Entry

The time entry screen allows you to make your payroll entries in sequence, one after another.

To customize your time entry screen, select **File > Configure Time Entry**. This option allows you to hide fields that you don't normally access while entering payroll and/or change the order in which your selected fields appear in the entry screen.

Highlight a field in the **Fields Shown** column and click the **>>** button and the selected field will move to the **Fields Hidden** column and will be hidden from view when you enter payroll. Select a field in the **Fields Shown** column and click **Up** or **Down** to customize the order of the fields when entering payroll. When you are finished, click **OK**. You can click on **Defaults** to return to the default view.

Click the Time Entry and the selected entry screen will display showing only the fields you have chosen to display. You may access the fields you have chosen to hide by clicking on the down arrow at the bottom of these entry screens.

Employee - Choose the employee for whom you are entering hours/wages.

Department - This defaults to the payroll department for the employee and job combination for the current entry. It may be manually changed if necessary.

Cost Code - Enter the cost code for this time entry, if applicable.

Pay Type - Choose the pay type; the pay types are defaulted in the software and cannot be amended. They are Regular, Overtime, Double, Sick, Vacation, Holiday, Other, Bonus and Nontax, with three Bill pay types for special use. The bill types are used not to pay an individual but to post billable time for an employee without paying that employee. The Sick pay type has an option to select a sub-type depending on whether the employee has COVID19 available. If COVID19 is not available to the employee, then the sub-type will not apply. If COVID19 is available to the employee, you will need to choose the correct sub-type for the sick pay from **Normal**, **Self COVID19**, and **Other COVID19**. These sick pay sub-types are only available in some states and may not apply for some or all of your employees.

C/T - The cost type for all pay types is Labor, with the exception of Other and Bonus. If you select Other or Nontax as the pay type, choose the appropriate cost type if you have chosen a cost code.

Account - The General Ledger account for all pay types is defaulted from the payroll department. You can only change this account here if you have chosen Other or Nontax as the pay type.

Description - Enter a description for the entry, if applicable. This will appear on job cost reports for job-costed entries, or on the check stub for Other and Nontax entries.

Date - Enter the date the work was performed.

Class - Select the worker class, if applicable; for prevailing wage jobs, the class is important.

Hours - Enter the number of hours for hourly pay types.

Units - Enter the number of units completed on this day, if this employee is paid by the unit.

Rate - This is the default pay rate for this employee. This rate can come from the employee maintenance file, the job, or the union wage setup. It may be manually changed if necessary, but should not have to be.

Amount - This is a calculated field for pay types other than Other, Nontax or Bonus. If one of those pay types is chosen, enter the amount to pay to the employee.

Billat - This is the billable rate per hour for Time & Material jobs. This will come from the employee file or the job.

Location - Choose where the work was performed. The location has many uses, including determination of taxing jurisdiction and prevailing wage rate and fringe rules.

W.Comp - Select the worker's compensation code to apply to this entry. The second field is for a general liability code, if applicable.

State - Select the state where the work was performed.

Locality - Select the locality where the work was performed.

Union Local - Select the union local presiding over the area where the work was performed.

Equipment - Select the equipment to which the time should be coded, if applicable.

Code - Select the equipment revenue code to which the time should be coded, if applicable.

Order - Select the equipment service order to which the time should be coded, if applicable.

Work Ticket - Select the work ticket you would like to tie the payroll entry to, if applicable.

FFCRA - Choose the appropriate FFCRA leave type, if applicable. Self Leave is for emergency sick leave for taking care of yourself, with pay up to \$511/day up to 10 days per year; Family Leave is for emergency leave for taking care of someone in your family, with pay up to \$200/day at 2/3 the regular rate of pay, up to 10 days per year; Child Care is for emergency leave for child care, with pay at 2/3 the regular rate of pay up to \$200/day, up to 10 weeks per year. FFCRA pay expired 12/31/2021.

Reg. Rate - This is the employee's regular rate of pay (defined by the WHD under the FLSA); it defaults to the employee's pay rate from employee maintenance, but you should review the FFCRA for rules on determining rate of pay to use here. This is used to determine how much of the emergency leave pay is creditable under the FFCRA. The employee will be paid using the **Rate** field.

4.3.1.3.2 Grid Entry

The grid entry screen allows you to make your payroll entries all in one entry screen for each employee, each job or for all employees (depending on your Labor Distribution Entry selection).

To customize your time entry screen, select **File > Configure Grid Entry**. This option allows you to skip fields that you don't normally access while entering payroll and/or change the order in which your selected fields appear in the entry screen.

Highlight a field in the **Fields Entered** column and click the **>>** button and the selected field will move to the **Fields Skipped** column and will be hidden from view when you enter payroll. Select a field in the **Fields Entered** column and click **Up** or **Down** to customize the order of the fields when entering payroll. When you are finished, click **OK**. You can click on **Defaults** to return to the default view.

Click the Grid entry screen and you will notice a bar between the entries you have chosen to enter and those you have chosen to skip. When you tab through the fields, once you reach the bar between fields entered and fields skipped, your cursor will skip down to the next row.

Employee - Choose the employee for whom you are entering hours/wages.

Department - This defaults to the payroll department for the employee and job combination for the current entry. It may be manually changed if necessary.

Cost Code - Enter the cost code for this time entry, if applicable.

Pay Type - Choose the pay type; the pay types are defaulted in the software and cannot be amended. They are Regular, Overtime, Double, Sick, Vacation, Holiday, Other, Bonus and Nontax, with three Bill pay types for special use. The bill types are used not to pay an individual but to post billable time for an employee without paying that employee. The Sick pay type has an option to select a sub-type depending on whether the employee has COVID19 available. If COVID19 is not available to the employee, then the sub-type will not apply. If COVID19 is available to the employee, you will need to choose the correct sub-type for the sick pay from **Normal, Self COVID19, and Other COVID19**. These sick pay sub-types are only available in some states and may not apply for some or all of your employees.

Cost Type - The cost type for all pay types is Labor, with the exception of Other and Bonus. If you select Other or Nontax as the pay type, choose the appropriate cost type if you have chosen a cost code.

Account - The General Ledger account for all pay types is defaulted from the payroll department. You can only change this account here if you have chosen Other or Nontax as the pay type.

Description - Enter a description for the entry, if applicable. This will appear on job cost reports for job-costed entries, or on the check stub for Other and Nontax entries.

Date - Enter the date the work was performed.

Class - Select the worker class, if applicable; for prevailing wage jobs, the class is important.

Hours - Enter the number of hours for hourly pay types.

Units - Enter the number of units completed on this day, if this employee is paid by the unit.

Rate - This is the default pay rate for this employee. This rate can come from the employee maintenance file, the job, or the union wage setup. It may be manually changed if necessary, but should not have to be.

Amount - This is a calculated field for pay types other than Other, Nontax or Bonus. If one of those pay types is chosen, enter the amount to pay to the employee.

Billat - This is the billable rate per hour for Time & Material jobs. This will come from the employee file or the job.

Location - Choose where the work was performed. The location has many uses, including determination of taxing jurisdiction and prevailing wage rate and fringe rules.

W.Comp - Select the worker's compensation code to apply to this entry. The second field is for a general liability code, if applicable.

State - Select the state where the work was performed.

Locality - Select the locality where the work was performed.

Union Local - Select the union local presiding over the area where the work was performed.

Equipment - Select the equipment to which the time should be coded, if applicable.

Code - Select the equipment revenue code to which the time should be coded, if applicable.

Order - Select the equipment service order to which the time should be coded, if applicable.

Work Ticket - Select the work ticket you would like to tie the payroll entry to, if applicable.

FFCRA - Choose the appropriate FFCRA leave type, if applicable. Self Leave is for emergency sick leave for taking care of yourself, with pay up to \$511/day up to 10 days per year; Family Leave is for emergency leave for taking care of someone in your family, with pay up to \$200/day at 2/3 the regular rate of pay, up to 10 days per year; Child Care is for emergency leave for child care, with pay at 2/3 the regular rate of pay up to \$200/day, up to 10 weeks per year. FFCRA pay expired 12/31/2021.

Reg. Rate - This is the employee's regular rate of pay (defined by the WHD under the FLSA); it defaults to the employee's pay rate from employee maintenance, but you should review the FFCRA for rules on determining rate of pay to use here. This is used to determine how much of the emergency leave pay is creditable under the FFCRA. The employee will be paid using the **Rate** field.

There is a special selection in the grid entry that differentiates it from the time entry by more than just appearance. When configuring the grid entry screen, you will notice check boxes for **Weekly Entry**, **Enable Saturdays** and **Enable Sundays**. Checking these boxes or a combination of these boxes allows you to enter daily payroll for the entire week on one row (rather than each daily entry on a separate row).

The screenshot shows the 'Grid Entry' window. At the top, there's a 'File' menu and a 'Date' field set to '07/20/20'. Below this is a header row with fields: Employee, Cost Code, Pay Type (set to 'Regular'), Account, Class, and a row of day selectors (Sun-03, Mon-04, Tue-05, Wed-06, Thu-07, Fri-08, Sat-09). To the right of these are fields for Rate (0.00), Amount (0.00), Billat Location (0.00), Job, W. Comp 1, W. Comp 2, State, Locality, Union Local, Equipment, Code, Order, and Description. The grid below is empty. At the bottom, there are 'OK' and 'Cancel' buttons, and a status bar showing Units: 0.00, Hours: 0.00, and Amount: 0.00.

4.3.1.3.3 Week Entry

The week entry screen allows you to make your payroll entries for the entire week for each job for each employee. Other, Nontax and Bonus pay may not be paid using this entry screen, and equipment entries cannot be made using this screen. COVID19 Sick pay cannot be entered using this screen.

	Total	Rate	Amount	Bill Rate
Reg	0	26.00	0.00	0.00
OT	0	39.00	0.00	0.00
Dbl	0	52.00	0.00	0.00
Sick	0	26.00	0.00	0.00
Vac	0	26.00	0.00	0.00
Hol	0	26.00	0.00	0.00

Employee - Choose the employee for whom you are entering hours/wages.

Department - This defaults to the payroll department for the employee and job combination for the current entry. It may be manually changed if necessary.

Cost Code - Enter the cost code for this time entry, if applicable.

Date - Enter any date for the week for which you are entering time.

Class - Select the worker class, if applicable; for prevailing wage jobs, the class is important.

Description - Enter a description for the entry, if applicable.

Location - Choose where the work was performed. The location has many uses, including determination of taxing jurisdiction and prevailing wage rate and fringe rules.

W.Comp - Select the worker's compensation code to apply to this entry. The second field is for a general liability code, if applicable.

State - Select the state where the work was performed.

Locality - Select the locality where the work was performed.

Union Local - Select the union local presiding over the area where the work was performed.

Hours - Enter the number of hours worked on each day into the row corresponding to the correct pay type.

Total - This is a calculated field that will show the total hours entered for each pay type.

Rate - This is the default pay rate for this employee. This rate can come from the employee maintenance file, the job, or the union wage setup. It may be manually changed if necessary, but should not have to be.

Amount - This is a calculated field.

Bill Rate - This is the billable rate per hour for Time & Material jobs. This will come from the employee file or the job.

4.3.2 Entering Non-Job Hours

Entering Non-Job Hours is the final option for entering time sheets in ComputerEase. This option is the most restrictive, as only hours not assigned to a job may be entered here, and SPSS Sick hours cannot be entered here.

Select **Payroll System > Enter Non-Job Hours**.

Employee - Select the employee for whom you will be entering time/wages.

Payroll - Select the payroll type that you will be using to process this entry. For more information on payroll types, see [Setting Up Payroll Types](#) [304]. Note that the payroll type selected as the default will automatically be selected here.

Employee - The employee number and name are displayed here for verification purposes only.

Payroll - The payroll type selected above is displayed here for verification purposes only.

Regular Hours - Enter the regular hours worked by the employee.

Overtime Hours - Enter the overtime hours worked by the employee.

Double time Hours - Enter the double-time hours worked by the employee.

Sick Hours - Enter the sick hours used by the employee. This will deduct hours from sick hours accrued for the employee.

Vacation Hours - Enter the vacation hours used by the employee. This will deduct hours from vacation hours accrued for the employee.

Holiday Hours - Enter the holiday hours paid to the employee. This pay type is for your and your employees' information only as holiday hours are not accrued.

Other Pay - Enter the other taxable pay to be paid to the employee.

Nontaxable Pay - Enter any nontaxable pay to be paid to the employee. This will not be included in the employee's taxable pay or any tax report

Bonus Pay - Enter any bonus pay to be paid to the employee. Note that this will be taxed at the special bonus pay tax rates recommended by the IRS and/or your state.

4.3.3 Running the Labor Distribution Reports

This report is used to proof the time entered for the current payroll. It is recommended that you review this report prior to printing the Payroll Register. There are several different options to print this report based on the way you want to sort and subtotal the data. Those options are Labor Distribution Report By Employee, Labor Distribution Report By Job, and Labor Distribution Report by Department. It is highly recommend that this report be filed and retained for a minimum of seven years.

Each of the following entries should be carefully verified before printing the payroll register or checks:

- Department: The department is what determines which G/L account is debited with the labor expense.
- Pay type: Verify that the pay type is correct for each entry.
- Hours: Verify timecard totals to report totals.
- Rate: Are the pay rates correct?
- Cost Code: Is there a cost code for all job costed entries and is it correct?
- Bill @: For jobs using cyclical billing are the bill at rates correct for invoicing purposes?

Note: It is important to note that this report may only be run for the current payroll; once you have posted your payroll this report cannot be reprinted.

4.3.3.1 Running the Labor Distribution by Employee

Select **Payroll System > Labor Distribution Report > by Employee**.

Pay Types - Choose the pay type or pay types to include in the report. Options are: **R** - Regular Time, **O** - Overtime, **D** - Double Time, **S** - Sick Time, **V** - Vacation Time, **H** - Holiday Time, **T** - Other, **N** - Non-Tax and **B** - Bonus. By double clicking on one Pay Type the remaining Pay Types will automatically be excluded. If you want all Pay Types to show on the report leave all unmarked (as shown above).

Date...To - Select a date or date range to review, if applicable.

Employee...To - Select an employee or employee range to review, if applicable.

Payroll...To - Select the payroll or payroll type range to review, if applicable.

Print Landscape if Possible – Select **Yes** to print the form in landscape rather than portrait format (this allows more information to be included in the report).

Employee Time Signature Sheet – Select **Yes** if you want to print a sheet for each employee to verify information with an acknowledgement and space for an employee signature.

Detail, Summary, or Totals - Select whether to print details for each employee, a summary with total hours and pay for each employee or total hours and pay.

Entered by - Select an employee ID if you want to review only labor entered by that user ID.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

4.3.3.2 Running the Labor Distribution by Job

Select **Payroll System > Labor Distribution Report > by Job**.

Pay Types - Choose the pay type or pay types to include in the report. Options are: **R** - Regular Time, **O** - Overtime, **D** - Double Time, **S** - Sick Time, **V** - Vacation Time, **H** - Holiday Time, **T** - Other, **N** - Non-Tax and **B** - Bonus. By double clicking on one Pay Type the remaining Pay Types will automatically be excluded. If you want all Pay Types to show on the report leave all unmarked (as shown above).

Date...To - Select a date or date range to review, if applicable.

Employee...To - Select an employee or employee range to review, if applicable.

Job...To - Select a job or range of jobs to review, if applicable.

Include Non-Job Entries - Select **Yes** to include non-job hours or **No** to leave non-job entries off of the report.

Payroll...To - Select the payroll or payroll type range to review, if applicable.

Detail, Summary, or Totals - Select whether to print details for each employee, a summary with total hours and pay for each employee or total hours and pay.

New Page for each Job - Select **Yes** to begin each job on a new page.

Print Landscape if Possible – Select **Yes** to print the form in landscape rather than portrait format (this allows more information to be included in the report).

Entered by - Select an employee ID if you want to review only labor entered by that user ID.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

4.3.3.3 Running the Labor Distribution by Department

Select **Payroll System > Labor Distribution Report > by Department**.

Pay Types - Choose the pay type or pay types to include in the report. Options are: **R** - Regular Time, **O** - Overtime, **D** - Double Time, **S** - Sick Time, **V** - Vacation Time, **H** - Holiday Time, **T** - Other, **N** - Non-Tax and **B** - Bonus. By double clicking on one Pay Type the remaining Pay Types will automatically be excluded. If you want all Pay Types to show on the report leave all unmarked (as shown above).

Date...To - Select a date or date range to review, if applicable.

Employee...To - Select an employee or employee range to review, if applicable.

Department...To - Select a payroll department or range of departments to review, if applicable.

Payroll...To - Select the payroll or payroll type range to review, if applicable.

Print Landscape if Possible – Select **Yes** to print the form in landscape rather than portrait format (this allows more information to be included in the report).

Detail, Summary, or Totals - Select whether to print details for each employee, a summary with total hours and pay for each employee or total hours and pay.

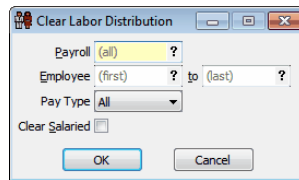
Entered by - Select an employee ID if you want to review only labor entered by that user ID.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

4.3.4 Clearing Labor Distribution

The **Clear Labor Distribution** function allows you to clear all or some labor distribution for the current payroll without having to go into each employee/job and manually delete the entries. Depending on your selection in the payroll parameters, labor distribution is automatically cleared for non-salaried employees when you process payroll, so you might only need to run this process in the middle of payroll entry if you need to delete entries for any reason.

Select **Payroll System > Clear Labor Distribution**.



Payroll – Select the payroll type for which you want to clear entries, if applicable.

Employee...To - Select an employee or range of employees for whom you want to clear entries, if applicable.

Pay Type - Choose the pay type for which you want to clear corresponding hours, or leave set to **All** to clear all pay for the payroll and employees selected.

Clear Salaried – By default, salaried employees' pay is not cleared; check this box to clear your pay for salaried employees.

4.4 How Do I Process Payroll Checks in ComputerEase?

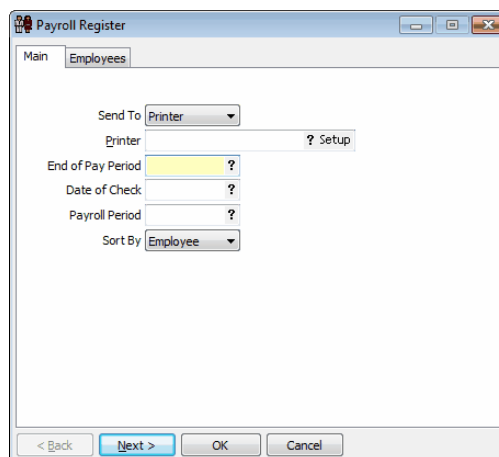
4.4.1 Running the Payroll Register

The Payroll Register is the final report that must be run prior to printing payroll checks. The payroll register calculates deductions, fringes and taxes. It is important to review the payroll register prior to printing payroll checks to verify that each employee's information looks correct. If you find any mistakes, you can still make changes to the payroll at this time; simply reprint the payroll register after making any changes.

The payroll register must be printed to a printer prior to printing payroll checks.

Select **Payroll System > Print Payroll Register**.

Main Tab



Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Printer - If you send the report to the printer, select the printer to which you want to send the report.

End of Payroll Period - Enter the last work date for the payroll period. This will default based on your entries in your Payroll Parameters on the Pay Periods tab.

Date of Check - Enter the check date you want to use for these checks. This will default based on your entries in your Payroll Parameters on the Pay Periods tab.

Payroll Period - Select the correct pay period for this payroll. This field controls which deductions and fringes are calculated for the current payroll. See [Payroll Periods](#) ³⁰³ for further details.

Sort by – Choose how the payroll register will be sorted and/or subtotaled.

Employee – Choosing to sort by employee will list employees by employee number, with a final total at the end of the report.

Department – Choosing to sort by department will list employees by department (by employee number within each department), with a subtotal for each department and final total at the end of the report.

Employees Tab

Pay Periods	Code	Name
<input checked="" type="checkbox"/> Weekly	<input checked="" type="checkbox"/> BETH	Elizabeth Ann Franklin
<input type="checkbox"/> Bi-Weekly	<input checked="" type="checkbox"/> BOB	Robert James Martin
<input type="checkbox"/> Semi-Monthly	<input checked="" type="checkbox"/> JAMES	James K. Sparks
<input type="checkbox"/> Monthly		

Departments
<input checked="" type="checkbox"/> Field Department
<input checked="" type="checkbox"/> Office

Payrolls
<input checked="" type="checkbox"/> Bonus Checks
<input checked="" type="checkbox"/> Regular Checks
<input checked="" type="checkbox"/> Vacation Checks

Pay Periods – In this section, select the pay periods for which you want to print checks.

Weekly – This pay period will be checked by default. This designates that all weekly employees to be included in the current check run. If you do not want employees paid weekly to be paid at this time, uncheck this box.

Bi-Weekly – Check this box to include bi-weekly employees in the current check run. If you do not want employees paid every other week to be paid at this time, uncheck this box.

Semi-Monthly – Check this box to include semi-monthly employees in the current check run. If you do not want employees paid twice a month to be paid at this time, uncheck this box.

Monthly – Check this box to include monthly employees in the current check run. If you do not want employees paid monthly to be paid at this time, uncheck this box.

Departments – In this section, select the payroll departments for which you want to print checks.

Payrolls – In this section, select the payroll types for which you want to print checks. Remember that if you have time entered for more than one payroll type for any employee, that employee will receive a separate check for each payroll type.

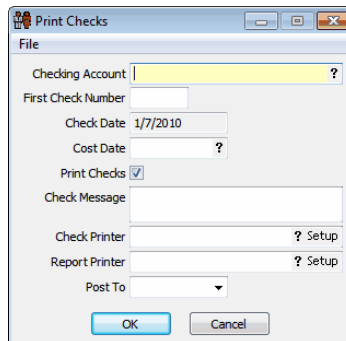
Code / Name – In this section, select any employees for whom you want to print a check. All employees will be selected by default; you can right-click in this section to choose to "Select All" or "Select None" if you need to.

Once you have printed a copy of the payroll register and verified all amounts, you can proceed directly to check printing.

4.4.2 Running Checks

Once you have printed your Payroll Register, the **Print Checks** option will print checks for all employees listed on the Payroll Register. ComputerEase is designed to print information onto pre-printed check forms. After checks are printed, several reports will print with detailed posting information; it is important that you keep these for your records.

Select **Payroll System > Print Checks**.



Checking Account – This will default to the checking account designated as the default payroll checking account in your Accounts Payable Parameters. You may change this account at this time to print checks using a different checking account. If you are using direct deposit and will be exporting a file for your bank, make a note of this account.

First Check Number - This will default to the next available check number for the appropriate account; you can change this if necessary.

Check Date – This will default to the check date selected when the payroll register was printed. This date can only be changed by reprinting the payroll register and choosing a different check date.

Cost Date - This field defaults to the same date as the check date. This is the date posted to job cost, if you are not using detail job postings. This date can be different than the check date.

Print Checks – Leave this box checked to print your checks. If hard copies are not necessary for any reason, you may uncheck this box and no checks will print, but will only post instead.

Check Message – This is an optional 60-character field. You can enter a message here that will print on all checks.

Check Printer – Select the printer to which the checks will print. This will default to the Check Printer selected in **Configure > Configure User**. If this is not the correct printer, press **F2** or click on the **?** to select from the available printers.

Report Printer – Select the printer to which reports will print. This will default to the Report Printer selected in **Configure > Configure User**. If this is not the correct printer, press **F2** or click on the **?** to select from the available printers.

Post To – This is the G/L period to which checks will be posted. This defaults to the G/L period corresponding to the check date. You can change this if necessary.

Insert your checks into your check printer and click on **OK** to print checks. If the same printer is selected for Checks and Reports, you will receive a notification when the checks are done printing to remove them to prepare for the reports to be printed. Wait until all checks have been printed; take out remaining checks and place plain paper in printer. Only click **OK** on this message once you are ready to print your reports.

The system will now print the following posting reports:

Payroll Check Summary - The Payroll Check Summary prints in check number sequence and shows the net amount of the check and employee code/name.

Payroll Postings to General Ledger - This report contains all postings that will be made to the General Ledger once checks are posted.

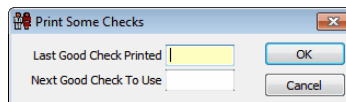
Payroll Postings to Job Costing - This report shows the detail job postings made for this payroll.

Payroll Postings to Worker's Compensation – This report shows the detail postings made to the Worker's Compensation codes.

Payroll Postings to Equipment Costing – This report shows detail for all postings to equipment, if any. This report will only be available if using the Equipment Costing module.

You will receive a message asking if you want to post your checks. If the checks are correct and you received all posting reports and have confirmed they are correct, click on **Yes**; If there is something incorrect, click on **No** to abort the posting process.

Note: For printing errors only, if some checks printed correctly and others did not, go to **File** and select **Only Print Some Checks**. Enter the number of the last good check printed and the next check to use (in case some were destroyed in printing).

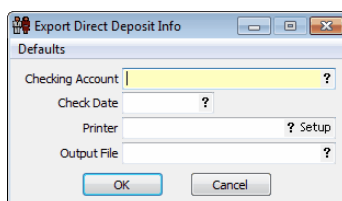


The above reports serve as your audit trail; it is recommended that you store these reports and do not destroy them.

4.4.3 Exporting Direct Deposit Information

Once you have posted checks, you will be ready to export your direct deposit information for your bank. If you have not previously exported the pay advice for this pay period's payroll, you will choose to export "New Amounts". You can always re-export a period's information if necessary by choosing "From a Previous Payroll".

Select **Payroll System > Export Direct Deposit Info > New Amounts** (if this is your first time to export this pay period's payroll) or **From a Previous Payroll** (if you must re-export the information for any reason)



Checking Account - Choose the checking account you used when you posted your payroll checks.

Check Date - Choose the date of your checks (note that this date defaults from your parameters and will be listed on both your payroll register as well as any printed checks).

Printer - Select the printer to which your deposit report will print. This will default to the Report Printer selected in **Configure > Configure User**. If this is not the correct printer, press **F2** or click on the ? to select from the available printers.

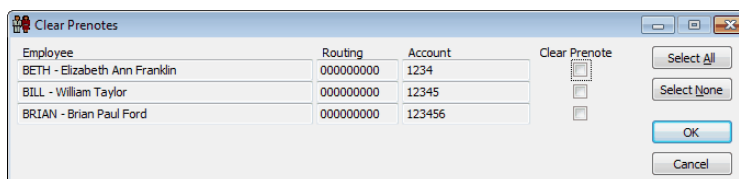
Output File - Enter the destination and file name for your direct deposit file. Make a note of both the file name and location, since you will have to transmit this file to your bank for processing.

When you have finished making your selections, choose **OK** to create the file, or **Cancel** to exit the screen without creating the file.

4.4.4 Clearing Prenotes

After you successfully process your first direct deposit with a new bank, you can easily clear all pre-notes in one place.

Select **Payroll System > Export Direct Deposit Info > Clear Prenotes**.

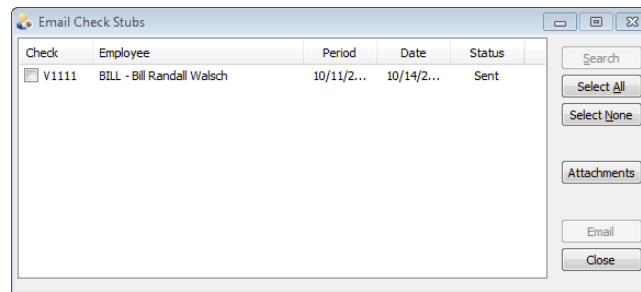


Clear all prenotes by choosing **Select All**, or choose individual pre-notes to clear by checking the **Clear Prenote** box and then select **OK**.

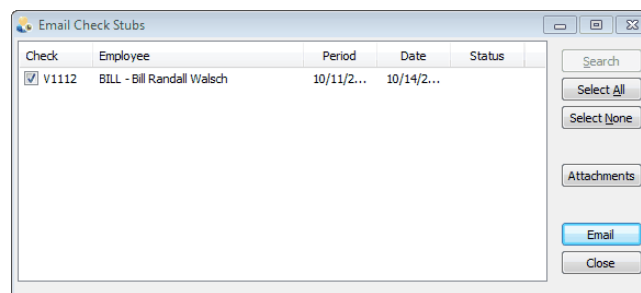
4.4.5 Emailing Check Stubs

If you email your check stubs to any of your employees then your check stubs will either be sent immediately after posting your payroll, you will be prompted to email your check stubs after posting your payroll or you will have to email your stubs at a time of your choosing; a setting in your Payroll Parameters determines this.

If you have selected to send check stubs automatically after posting your payroll, then you will not have to do anything once payroll is posted. Your check stubs will automatically be sent once you post your payroll. After your checks stubs are sent, the "Email Check Stubs" window will appear showing you which stubs were sent.

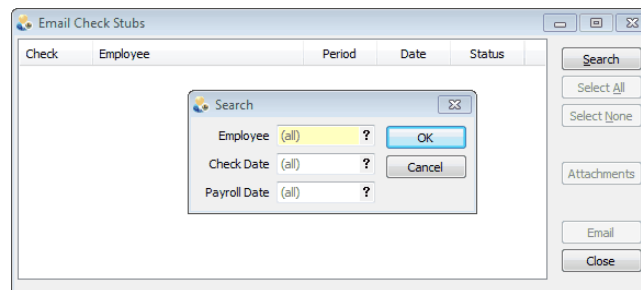


If you have selected to be asked after posting payroll, then once you post checks, the "Email Check Stubs" window will appear with each employee who is to receive an emailed check stub listed which a check box next to his or her name.



To send all check stubs, simply leave the box next to each employee checked and click on the **Email** button to send. If you want to send any attachments with the check stubs, click on the **Attachments** button and browse to any files you would like to send with your check stubs (note that the same file will be sent to each employee selected), then click **Email**. If you want to only send some at this time, you can use the **Select None** button, and if you need to select all, you can use the **Select All** button. You can **Close** the window when you are finished.

If you have selected to send check stubs manually, then once you post checks and are ready to email your check stubs, select **Payroll System > Email Check Stubs**.



You will need to search using the **Employee**, **Check Date**, or **Payroll Date**. Once you have found the check or checks you want to email, you can use the **Select All** button to choose all or individually select employees. Then you can attach a file using the **Attachments** button or just click **Email** to send the stubs.

4.5 How Do I Setup ACA Reporting

4.5.1 Preparing Your Data

With the introduction of the new ACA filing requirements, you may want to start compiling all of the information you will need for entering into ComputerEase; making the transition as seamless as possible. ComputerEase will be releasing later this month the ACA features that will allow you to enter this data directly into ComputerEase for the creation of the ACA forms.

First, you will need to define your insurance plan or plans. For all offered plan(s), you will need to know the start dates, the minimum coverage offered, and the premiums for all levels of coverage - for each category of coverage.

Secondly, you will want to define the following: your standard measurement period (when it begins and ends), and your standard stability period (when it begins and ends).

Thirdly, you will need to categorize each employee as full-time, part-time, or variable hourly and the date that status took effect.

In addition to the information you should already have on file for your employees (name, SSN, address, and phone number), you will need to know which plan(s) they were offered for each month (this information may be the same for all months). This information is reported on form 1095-C on line 14 and is categorized by "Offer Code". Please refer to the IRS "Instructions for Forms 1094-C and 1095-C" (<https://www.irs.gov/pub/irs-pdf/i109495c.pdf>) for assistance determining which code applies for your employees.

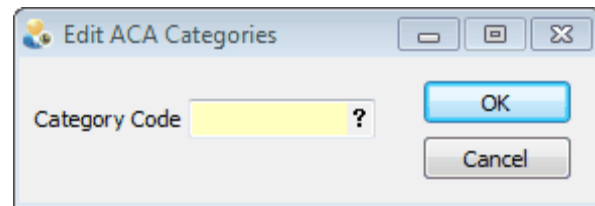
Lastly, you will need to know the employee share of the lowest cost monthly premium for self-only minimum value coverage. As well as if any Section 4980H safe harbor codes can be applied in any month during the year, for each employee. We have created a flow chart (see page 36) to assist you in determining if any of these codes apply. Please refer to the IRS "Instructions for Forms 1094-C and 1095-C" (<https://www.irs.gov/pub/irs-pdf/i109495c.pdf>) for assistance determining which code applies for your employees.

4.5.2 Entering Your Data

4.5.2.1 Creating Categories

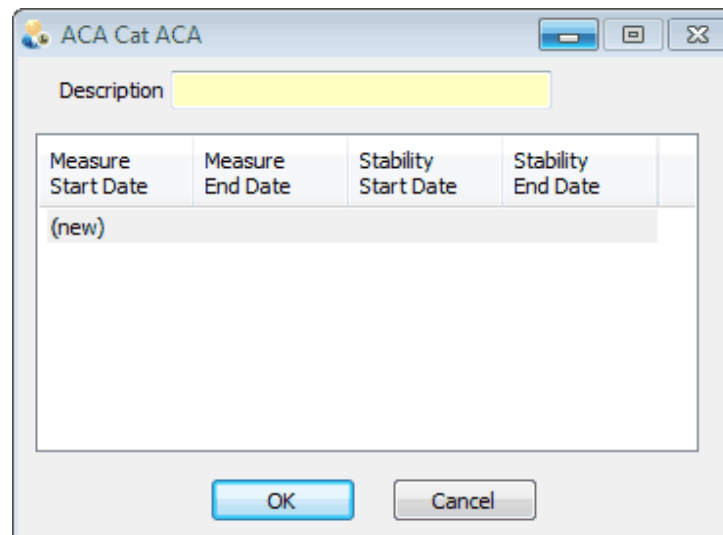
You will need to create at least one ACA Category in ComputerEase; the ACA Category is used to track the standard measurement period information. If you only have one standard measurement period, which will be typical for most companies, then you will only need one ACA category.

From the Payroll System main menu, select **Maintenance Programs > ACA Maintenance > Edit ACA Categories**.



The "Edit ACA Categories" dialog box features a title bar with a globe icon and the text "Edit ACA Categories". It includes standard window controls (minimize, maximize, close). The main area contains a label "Category Code" followed by a yellow text input field with a question mark icon. Below the input field are two buttons: "OK" (highlighted in blue) and "Cancel" (greyed out).

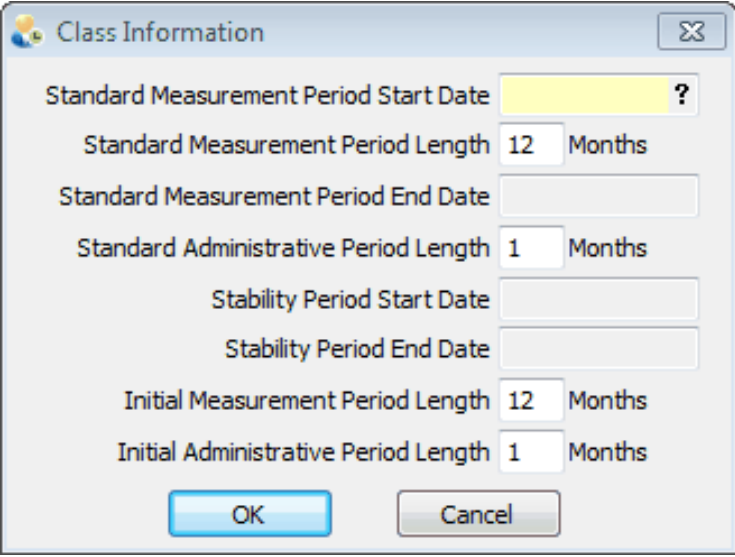
Category Code - Enter a category code up to 12 alphanumeric characters to define your ACA category and select **OK**.



The "ACA Cat ACA" dialog box has a title bar with a globe icon and the text "ACA Cat ACA". It includes standard window controls. The main area has a "Description" label followed by a yellow text input field. Below this is a table with four columns: "Measure Start Date", "Measure End Date", "Stability Start Date", and "Stability End Date". The first row of the table contains the text "(new)". At the bottom of the dialog are "OK" (highlighted in blue) and "Cancel" (greyed out) buttons.

Measure Start Date	Measure End Date	Stability Start Date	Stability End Date
(new)			

Description - Enter a description of your ACA category and double-click on the row with "(new)" in the "Measure Start Date" field to create a new measurement period associated with this ACA category.



The image shows a 'Class Information' dialog box with the following fields and values:

Field	Value	Unit
Standard Measurement Period Start Date	[Yellow box]	?
Standard Measurement Period Length	12	Months
Standard Measurement Period End Date	[Empty]	
Standard Administrative Period Length	1	Months
Stability Period Start Date	[Empty]	
Stability Period End Date	[Empty]	
Initial Measurement Period Length	12	Months
Initial Administrative Period Length	1	Months

Buttons: OK, Cancel

Standard Measurement Period Start Date - Enter the start date of your standard measurement period.

Standard Measurement Period Length - Enter the length of your standard measurement period in months.

Standard Measurement Period End Date - This field will automatically fill with the calculated end date of your standard measurement period.

Standard Administrative Period Length - Enter the length of your standard administrative period in months. This is the period of time between the time that your standard measurement period ends and your stability period begins

Stability Period Start Date - This field will automatically fill with the calculated start date of your stability period based on data entered above.

Stability Period End Date - This field will automatically fill with the calculated end date of your stability period based on data entered above.

Initial Measurement Period Length - Enter the length of your initial measurement period in months.

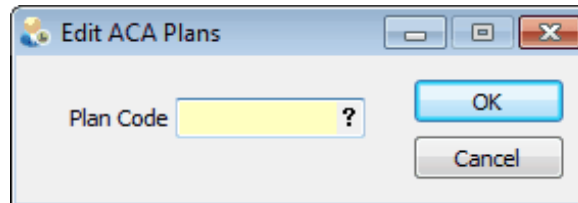
Initial Administrative Period Length - Enter the length of your initial administrative period in months.

Each time your measurement period is renewed you will edit your category and double-click on the "(new)" row to add new information. The information will pre-fill, based on information entered previously (the assumption is that your standard measurement period, stability period and administrative period will remain unchanged and your new start dates will be based on the end of the old). You would only need to make changes if you decide on administrative changes.

4.5.2.2 Creating Plans

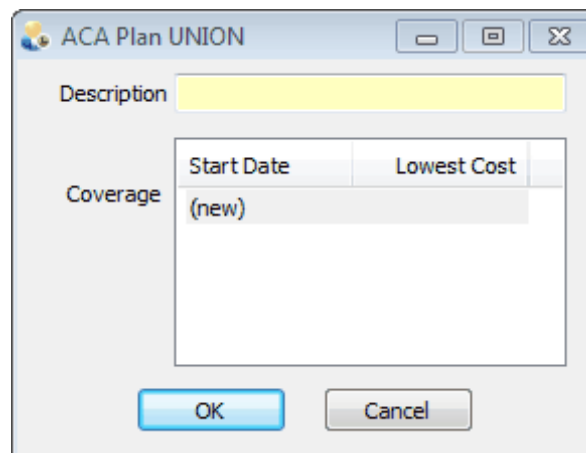
You will need to create at least one ACA Plan in ComputerEase; the ACA Plan is used to track the start date of your plan and the employee share of the lowest cost monthly premium for self-only minimum value coverage. You will need to create one plan for each combination of these two that you have. So if you have two separate plans that you offer to different employee groups even if they begin on the same date, you would need to create two plans in ComputerEase.

From the Payroll System main menu, select **Maintenance Programs > ACA Maintenance > Edit ACA Plans**.



The "Edit ACA Plans" dialog box features a title bar with a help icon, a minus button, a maximize button, and a close button. It contains a "Plan Code" text field followed by a question mark icon. Below the text field are two buttons: "OK" and "Cancel".

Plan Code - Enter a plan code up to 12 alphanumeric characters to define your ACA plan and select **OK**.

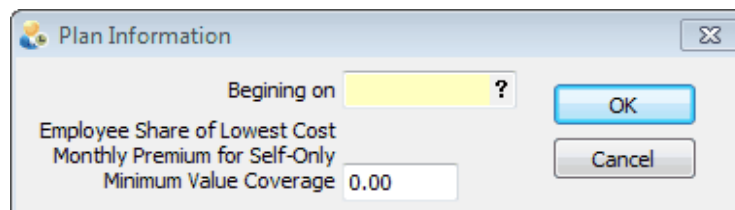


The "ACA Plan UNION" dialog box has a title bar with a help icon, a minus button, a maximize button, and a close button. It includes a "Description" text field. Below it is a table with the following structure:

Coverage	Start Date	Lowest Cost
	(new)	

At the bottom of the dialog are "OK" and "Cancel" buttons.

Description - Enter a description of your ACA plan and double-click on the row with "(new)" in the "Start Date" field to define your plan.



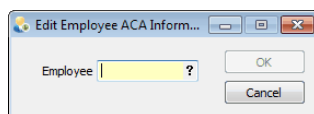
The "Plan Information" dialog box has a title bar with a help icon and a close button. It contains a "Beginning on" text field with a question mark icon. Below this are two labels: "Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage" and a text field containing "0.00". At the bottom are "OK" and "Cancel" buttons.

Enter the start date of the plan in the **Beginning on** field and the **Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage**. Each time the plan is renewed you will edit the plan and double-click on the "(new)" row to add a renewal to the plan with a new start date and new employee share of premium.

4.5.2.3 Entering Employee Information

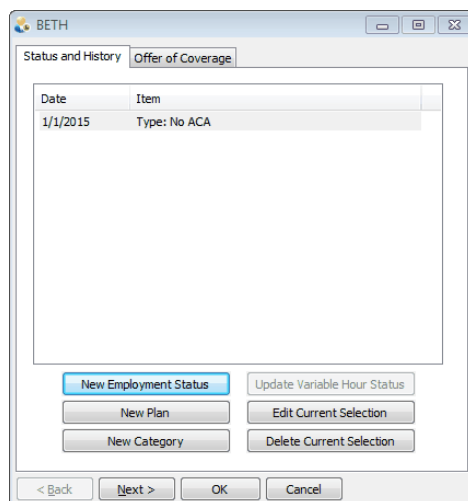
If you are an ALE, you will need to enter some additional information for each employee in order to report this information from ComputerEase.

From the Payroll System main menu, select **Maintenance Programs > ACA Maintenance > Edit Employee ACA Information.**



Employee - Choose an employee for whom you want to edit ACA information and select **OK**.

Status and History Tab

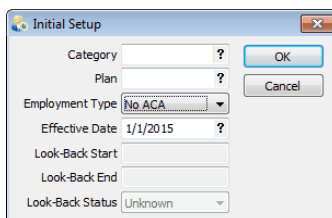


New Employment Status - Select this button to add a new status at any time; if any employee changes status from full-time to part-time or vice-versa, you would select this option to add a new status.

New Plan - Select this option to add a new ACA Plan (with a new effective date).

New Category - Select this option to add a new ACA Category for this employee (with a new effective date).

Edit Current Selection - Select this option to edit the selection above that is currently selected (highlighted) above. After the update introducing the ACA changes, all employees were set to a status of "No ACA" with an effective date of 1/1/2015. To change this and set their status as of 1/1/2015, either double-click on that entry or select this button.



Category - Choose the category that applies to this employee; this will define the stability period and measurement period for your variable hour employees.

Plan - Choose the plan that applies to this employee.

Employment Type - Choose the employment type that applies to this employee. If you are not an ALE, then "No ACA" would apply for all; otherwise, choose Full-Time, Part-Time or Variable Hour.

Effective Date - Choose the Effective Date that the information entered above became effective. Any time there is a change to the information above you must enter new information here.

Look-Back Start - Only if an employee is classified as variable hour should this information display; it is calculated based on the information entered above. This is the start date of the look-back period for this employee. It should be one month after the effective date.

Look-Back End - Only if an employee is classified as variable hour should this information display; it is calculated based on the information entered above. This is the end date of the look-back period for this employee. It should be the end date of the standard measurement period of the employee's class/ category.

Look-Back Status - Choose what you believe this employee's status to be at this time; the choices are Full Time, Part Time or Unknown. At the end of the Look-Back Period you will be able to use the ACA Variable Hour Employee Status Report to help determine the employee's calculated status.

Delete Current Selection - Select this option to remove the status currently selected (highlighted) above.

Offer of Coverage Tab

Month	OoC Code	Safe Harbor Code
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Year - This should default to the current year; you can change this to the year for which you want to enter data.

OoC Code - Choose the applicable Offer of Coverage code for each month; the code you choose for each month will automatically populate each month following. This will populate Form 1095-C, line 14 for this employee.

Safe Harbor Code - Choose the applicable section 4980H Safe Harbor code for each month; the code you choose for each month will automatically populate each month following. This will populate Form 1095-C, line 16 for this employee. If you need assistance refer to the flowchart.

Zip Code - For OoC codes of 1L, 1M or 1N, enter the employee's primary residence zip code. For OoC codes of 1O, 1P or 1Q, enter the employee's primary employment zip code affordability safe harbor.

Tip: You can use your mouse to navigate and the drop-down to select the code in each month or you can use the

tab and/or arrow keys on your keyboard to move between the code fields per month and select the applicable codes by selecting the letter corresponding to each code; for example, to select Offer of Coverage code 1B for January and February and 1C for all other months, you would tab to January and select the B on your keyboard, then tab or arrow to March and select C on your keyboard. In order to revert a selection to the code in the field above, select the "Delete" key on your keyboard.

Covered Individuals Tab

Year - This should default to the current year; you can change this to the year for which you want to enter data.

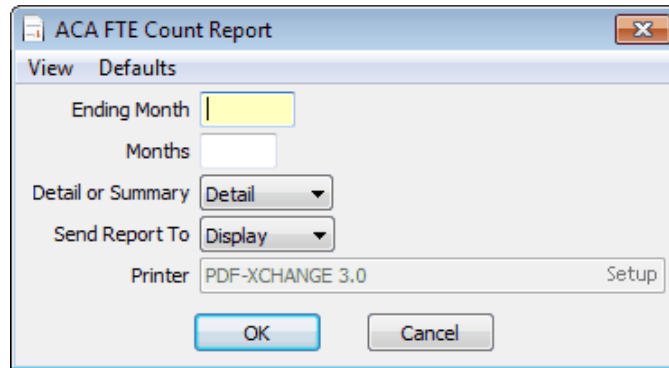
Employer provided self-insured coverage - Check this box if you provided self-insured coverage. Enter the first name, middle name, last name, name suffix, S.S.N. and birth date for each individual covered for this employee. Then check the box(es) corresponding to the month(s) they were covered.

4.5.3 ACA Reports

4.5.3.1 ACA FTE Count Report

The ACA FTE Count Report is designed to help you determine the number of Full Time and Full Time Equivalent Employees your employ during a given time period. Each calendar year this report can help you determine your ALE status. It can also help you determine each employee's full-time or part-time status. Unlike other payroll reports which are based on pay date, this report is based on work date. If you do not enter the date worked (for example, for salaried employees), this will be estimated based on payroll ending date.

From the Payroll System main menu, select **Reports > Tax Reporting > ACA Reports > ACA FTE Count**.

The screenshot shows a dialog box titled "ACA FTE Count Report" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the dialog, there are two tabs: "View" and "Defaults", with "View" currently selected. Below the tabs, there are several input fields and dropdown menus: "Ending Month" (a text box with a yellow highlight), "Months" (a text box), "Detail or Summary" (a dropdown menu with "Detail" selected), "Send Report To" (a dropdown menu with "Display" selected), and "Printer" (a text box showing "PDF-XCHANGE 3.0" with a "Setup" button to its right). At the bottom of the dialog are two buttons: "OK" and "Cancel".

Ending Month - Enter the month through which you want to run the report.

Months - Enter the number of months for which you want to report your hours.

Detail or Summary - Choose detail if you want to see each employee listed with the number of hours worked per month. Choose summary if you just want to see a count of total full time and full time equivalent employees.

For the purposes of counting full time employees, the ACA defines any employee who works at least 130 hours per month as full time. However, when calculating full time equivalent employees, only the first 120 hours an employee works are used when calculated FTEs. For all employees working less than 130 hours in a month, all hours less than 120 per employee are totaled and divided by 120 to determine the number of full time equivalent employees that those employees represent when determining whether your business is an ALE.

4.5.3.2 ACA Variable Hour Employee Status Report

This report is designed to help you determine the status of any variable hour employees at the end of the measurement period.

From the Payroll System main menu, select **Reports > Tax Reporting > ACA Reports > ACA Variable Hour Employee Status**.

As Of - Enter the date through which you want to report weekly average hours and calculated status for each variable hour employee.

4.5.3.3 ACA Employee Type

This report is used to determine how each employee is currently classified for ACA reporting purposes.

From the Payroll System main menu, select **Reports > Tax Reporting > ACA Reports > ACA Employee Type**.

As Of - Enter the date through which you want to report the ACA status for each employee; note that employee status can change.

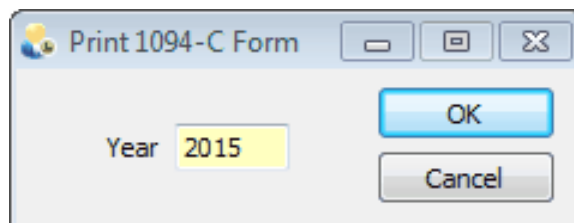
Employees - Choose an employee or employees or leave blank to report all employees.

Status - Choose Active, Inactive or All.

4.5.3.4 Printing the 1094-C Form

The 1094-C Form is the cover sheet for the 1095-C forms that you are furnishing to the IRS.

From the Payroll System main menu, select **Reports > Tax Reporting > ACA Reports > Print 1094-C Form**.



Year - Enter the year for which you want to print the 1094-C; this will default to the current year.

Part I and II

Contact Name - Enter the name of the contact for the form 1095-C.

Number of Forms 1095-C submitted with this form - This will default to the number of forms calculated based on ALE information entered. You can change it if you intend to submit a different number of 1095-C forms to the IRS.

Is this the authoritative transmittal - Each company must send one authoritative transmittal; if you are filing multiple 1094-C forms, you should choose Yes only when the form you are printing is the authoritative transmittal.

Total Number of Forms 1095-C filed - This will default to the total number of forms calculated based on ALE information entered. You can change it if you have filed a different number of 1095-C forms.

Member of Aggregated ALE Group - Choose Yes if you are a member of an aggregated group; that is, if this company is one of multiple companies that are combined and treated as one company for the purposes of determining ALE status per the IRS code.

Certifications of Eligibility - Check the appropriate boxes as they apply: Qualifying Offer Method, Qualifying Offer Method Transition Relief, Section 4980H Transition Relief, and/or 98% Offer Method. Used to completed line 22 of Part II of the 1094-C.

Part III

	Minimal Essential Coverage Offer		Full-Time Employee Count	Total Employee Count	Aggregated Group Indicator	Section 4980H Transition Relief Indicator
	Yes	No				
All 12 Months	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
January	<input type="checkbox"/>	<input type="checkbox"/>	53	54	<input type="checkbox"/>	
February	<input type="checkbox"/>	<input type="checkbox"/>	53	54	<input type="checkbox"/>	
March	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	
April	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	
May	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	
June	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	
July	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	
August	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	
September	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	
October	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	
November	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	
December	<input type="checkbox"/>	<input type="checkbox"/>	52	53	<input type="checkbox"/>	

< Back Next > OK Cancel

Minimal Essential Coverage Offer - Choose Yes or No; did you offer minimal essential coverage either for "All 12 Months" or the appropriate response for each month if different by month.

Full-Time Employee Count - This field will populate with the full-time employee count based on information entered into ComputerEase. If your data differs (for example, if you did your payroll for part of the year outside of ComputerEase), you can change it per month here.

Total Employee Count - This field will populate with the total employee count (full and part-time) based on information entered into ComputerEase. If your data differs (for example, if you did your payroll for part of the year outside of ComputerEase), you can change it per month here.

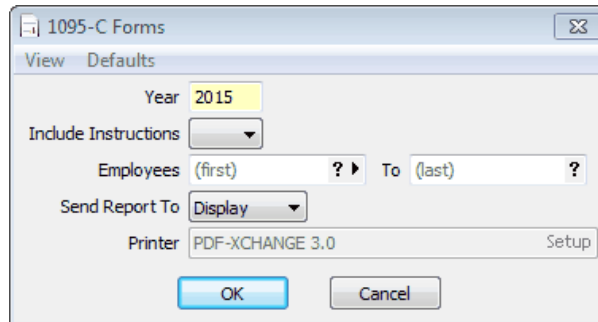
Aggregated Group Indicator - If you indicated on the first tab that you are a member of an aggregated ALE group, you can check the box indicating that you were a member of that group either for "All 12 Months" or per month if different by month.

Section 4980H Transition Relief Indicator - If you selected on the first tab that you are eligible for Section 4980H Transition Relief, enter the appropriate code either for "All 12 Months" or per month if different by month; applicable codes are A if eligible for the 50 to 99 Relief or B if eligible for the 100 or More Relief.

4.5.3.5 Printing the 1095-C Forms

ComputerEase prints the completed 1095-C forms using information entered into the ACA Maintenance programs (with the exception of Part III).

From the Payroll System main menu, select **Reports > Tax Reporting > Reports > Print 1095-C Forms**.



Year - Enter the year for which you want to print the 1095-C forms; this will default to the current year.

Include Instructions - Choose Yes to print the instructions for each form or No to print only the form.

Employees - Choose an employee or employees or leave blank to print forms for all employees.

If any employees with a status other than "No ACA" during the year indicated are missing any necessary information, a page will print indicating any errors (such as missing Offer of Coverage codes). You should correct any errors prior to printing your forms. Keep in mind when reviewing forms that line 15 will only have a value for line 14 values of 1B, 1C, 1D or 1E.

4.6 Employee Hub

4.6.1 Enabling the Employee Hub

From the system menu, select **Systems Parameters > Payroll Parameters**.

The screenshot shows the 'Payroll Parameters' dialog box with the 'General' tab selected. The 'Employee Hub Enabled' checkbox is checked, and the dropdown menu is open, showing options: 'Send Automatically' (selected), 'Send Automatically', 'Send Manually', and 'Ask After Posting'. A red box highlights the 'Employee Hub Enabled' checkbox and the dropdown menu.

Employee Hub Enabled - Check this box to enable the Employee Hub. Once enabled, you'll need to choose how pay stubs will be sent to the Employee Hub website.

Send Automatically - Pay stubs will automatically be pushed to the website after checks are printed/posted.

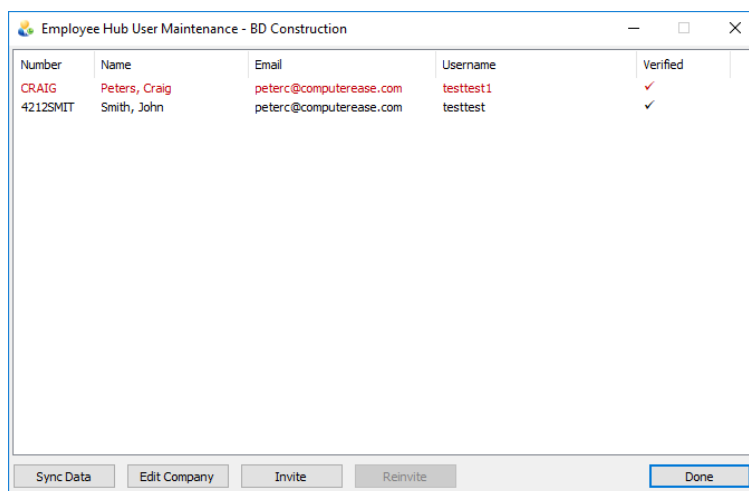
Send Manually - Pay stubs will need to be pushed to the website using the Payroll System > Upload new Documents to Employee Hub option.

Ask After Posting - After printing/posting checks, you will be prompted to upload the pay stubs.

Click **OK** to save your changes or **Cancel** to exit without saving.

4.6.2 Employee Hub User Maintenance

From the system menu, select **Payroll System > Maintenance Programs > Employee Hub User Maintenance**. The Employee Hub User Maintenance screen will show all employees who have been invited.



Number - The employee number (code) is displayed here (from employee maintenance).

Name - The employee last name, first name is displayed here (from employee maintenance).

Email - The employee email address is displayed here (from employee maintenance).

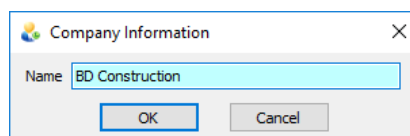
Username - If the invited employee has gone through the verification process, the Username they created will be displayed here.

Verified - If the invited employee has gone through the verification process a check mark will be displayed here.

Note: If the employee's email is changed prior to being invited or verified, the email change will appear on the User Maintenance screen. Once the email has been verified, it can no longer be changed on this screen.

Sync Data - If a change has been made in Employee Maintenance to the First Name, Last Name, Date of Birth or S.S.N. the invited user will turn red indicating that the data needs to be synced with the website. Click Sync Data to sync the modified data with the website.

Edit Company - The company name displayed on the Employee Hub website will default to the company name entered in **Configure > Company Name**. If you would like to modify the company name displayed on the website, you can change it here.



Invite - The invite button allows you to invite employees who have not yet been invited to the Employee Hub website. Employees who have met all the requisite requirements to be invited (Email, Date of Birth and S.S.N.) will have a check box enabled next to their name.

<input checked="" type="checkbox"/>	Employee	First	Last	Status	Email	D.O	S.S.N.
<input checked="" type="checkbox"/>	BILL	Bill	Walton	Active	✓	✓	✓
<input checked="" type="checkbox"/>	BRAD	Brad	Tucker	Active	✓	✓	✓
	DEPOSIT	John	Deposit	Active			✓
	FURN	Paul	Furnier	Active		✓	✓
	HENWAS	Henry	Washburn	Active		✓	✓
	JOE	Joe	Smith	Active		✓	✓
	JOHNSON	John	Johnson	Active		✓	✓
	KEN	Ken	Doll	Active		✓	✓
	LARROB	Darrel	Crandall	Active		✓	✓
	MARGRA	Marty	Grady	Active		✓	✓
	PENAF	Fabio	Pena	Active		✓	✓
	PETER	Peter	May	Active		✓	✓
<input checked="" type="checkbox"/>	RAND	Scott	Randall	Active	✓	✓	✓
<input checked="" type="checkbox"/>	RIDD	Bill	Riddle	Active	✓	✓	✓
	RON	Ron	Hammer	Active		✓	✓
<input checked="" type="checkbox"/>	STAN	Stan	Middleton	Active	✓	✓	✓
	WALKER	Bill	Walker	Active		✓	✓

Buttons: Edit, Send Invites, Cancel

Employee - The employee code is displayed here.

First - The employee first name is displayed here.

Last - The employee last name is displayed here.

Status - The employees current status (Active or Inactive) in employee maintenance is displayed here.

Email - If a valid email address is entered in employee maintenance, a check mark will display here.

D.O.B. - If a Date of Birth is entered in employee maintenance, a check mark will display here.

S.S.N. - If a valid social security number is entered in employee maintenance, a check mark will display here.

Note: The employee needs to enter their D.O.B. and last 4 of their S.S.N. when creating their account, so please make sure these are accurate.

Edit - To access Employee Maintenance from the Invite screen, highlight the employee you wish to edit and click Edit. You can also double click the employee to bring up Employee Maintenance.

Send Invites - To send invites, check off the employee(s) you want to invite then click Send Invites.

4.6.3 Uploading new Documents to Employee Hub

Pay Stubs

How pay stubs are uploaded will depend on which method was selected during the Enable Employee Hub process in Payroll Parameters.

Payroll Parameters

General Checks Accounts Pay Periods Shop Clock Data Files

Company State OH ?

Company Locality CINTI ?

Split 40 hour Entries Ask

Default Labor Distribution Entry Grid

Date/Time required for Nonsalaried No

Non Salaried Automatic Weekly Overtime Yes

Non Salaried Automatic Daily Overtime ☐ above 8 hours

Automatic Overtime Rate Average

Adjust Salaried Pay Rates ☒

Salaried Automatic Overtime ☐

Send Job Cost to another Company ☐ Company

Send Estimated Burden as Actual ☐ plus 0 %

Categories Must Have Labor Budget ☐

Ask Start/End Time ☐

Enable Direct Deposit ☒

Use Old FieldEase Exports for Handheld ☐

Expire Accrued Sick Hours ☒ each January

Expire Accrued Vacation Hours ☒ each January

Employee Hub Enabled ☒ Send Automatically

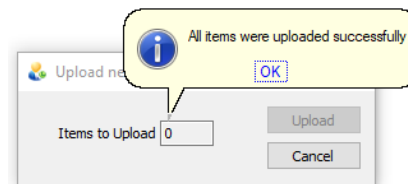
Send Automatically

Send Manually

Ask After Posting

< Back Next > OK

Send Automatically - After posting payroll, stubs will automatically upload and you will receive a message that the automatic upload was successful.



Send Manually - After posting payroll, you will need to select **Payroll System > Upload new Documents to Employee Hub** from the system menu. Click **Upload** to send all available items to the Employee Hub.

Upload new Documents

Add

Items to Upload 1

Upload

Cancel

If you need to send additional checks from a prior payroll, choose **Add** in the upper left corner, followed by **Checks**. Then use the selection screen to choose additional checks to upload.

Add Checks

Employee (all) ?

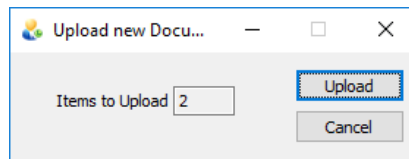
Check Date (all) ?

Payroll Date (all) ?

OK

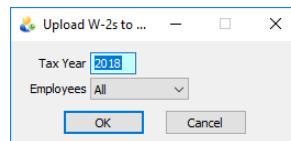
Cancel

Ask After Posting - After posting payroll, click **Upload** to send all available items to the Employee Hub when prompted.



W-2's

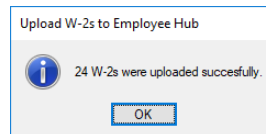
To upload W-2's, select **Payroll System > Reports > Tax Reporting > Work on W-2's > Upload W-2s to Employee Hub**.



Tax Year - Enter 2018 or greater.

Employees - Select **All** or **Selected**.

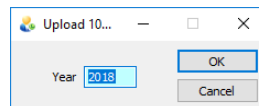
Click **Ok** to continue or **Cancel** to exit. If **Selected** was chosen, you will be prompted to select the employee or range of employees you wish to upload.



Once the upload is complete you will receive a message that the upload was successful.

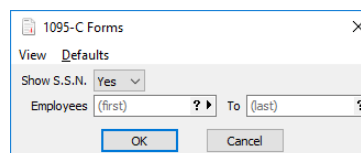
1095-C's

To upload 1095-C's, select **Payroll System > Reports > Tax Reporting > ACA Reports > Upload 1095-C Forms to Employee Hub**.



Year - Enter 2018 or greater.

Click **OK** to continue or **Cancel** to exit.



Show S.S.N. - Select Yes to show the S.S.N. on the 1095-C or No to hide it.

Employees - Select (first) to (last) for all employees or select an employee or range of employees.

Click **OK** to upload or **Cancel** to exit.

4.7 Employee Absences

The Employee Absences section of payroll allows you to optionally record employee absences. Absences recorded here are used to generate the employee absence report, which can be a useful tool during employee review.

4.7.1 Absence Code Maintenance

Employee absence codes allow you to categorize and group your employee absences together for reporting. The use of absence codes is optional.

Select **Payroll System > Employee Absences > Absence Code Maintenance**.

 A small dialog box titled "Absence Code Maintenance". It contains a text field labeled "Absence Code" with a yellow background and a question mark icon. Below the field are two buttons: "OK" and "Cancel".

Absence Code - Enter a code up to eight alphanumeric characters for the absence code. Then select **OK** to create your absence code.

 A small dialog box titled "Absence Code MEDICAL". It contains a text field labeled "Description" with a yellow background. Below the field are two buttons: "OK" and "Cancel".

Description - Enter a description of the absence code. Then press **OK** to save the entry.

4.7.2 Enter Employee Absence

You have the option to record any employee absences in ComputerEase. Absences entered here are for record-keeping purposes and are not linked to an employee's pay record.

Select **Payroll System > Employee Absences > Enter Employee Absence**.

 A dialog box titled "New Employee Absence". It has a "File" menu at the top. Below the menu are several fields: "Employee" (yellow background with a question mark), "Name" (disabled), "Date" (yellow background with a question mark), "Description" (text field), "Hours" (text field with "0.00" entered), "Absence Code" (yellow background with a question mark), and "Notes" (text area). At the bottom are "OK" and "Cancel" buttons.

Employee - Enter or choose the employee whose absence you want to record.

Name - The employee's name from the employee maintenance file will display here. This field cannot be edited.

Date - Enter the date of the absence.

Description - Enter a brief description of the absence. This is a required field.

Hours - Enter the number of hours the employee was absent.

Absence Code - Choose the absence code (if applicable) to categorize the absence. This code is optional and will be used to view absence reports by code.

Notes - Enter any notes regarding the absence. This can be a more detailed description for your records.

Once you have entered all necessary information, select **OK** to save the record or **Cancel** to exit the screen without saving your information.

4.7.3 Edit Employee Absence

You might need to edit or delete a previously-recorded employee absence.

Select **Payroll System > Employee Absences > Edit Employee Absence**.

Employee - Enter or choose the employee for whom you want to edit a recorded absence and select **OK**.

Date	Description
2/1/2011	Sick
2/2/2011	Sick
2/3/2011	Sick

You will see a list of all recorded absences for the selected employee; use the filter fields below to search for the record in question if necessary. Choose the record you want to change and select **OK**.

Make any changes to the record or select **File** in the upper-left corner and **Delete this Entry** to delete the entry if it is invalid.

4.7.4 Employee Absence Report

The employee absence report can be viewed **by Employee** or **by Date**. The difference is how the report will be grouped. If viewed by employee, each employee's absences will be grouped together. If viewed by date, all employee absences for a date will be grouped together. If viewed by absence code, all employee absences categorized with the same absence code will be grouped together.

Select **Payroll System > Employee Absences > Employee Absence Report**.

Then choose to view the report **by Employee**, **by Date** or **by Code**.

Employee...To - Choose an employee or range of employees whose absences you want to review or leave blank to view all.

Status - Choose **Active** to view only selected active employees, **Inactive** to view only selected inactive employees or **All** to view all selected employees regardless of employment status.

Date...To - Enter a date or date range for which to view absences or leave blank to view all.

Absence Code...To - Enter an absence code or range of codes if applicable to view absences categorized by code.

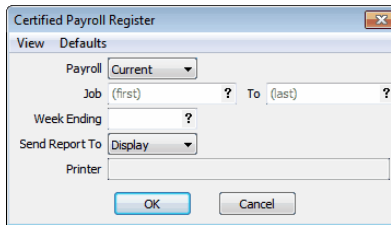
Show Notes - Choose **Yes** to print additional notes entered into the Notes field on the report or **No** to view only the brief description, along with employee name, hours and date.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

4.8 Running the Certified Payroll Register

For any jobs that require a certified payroll report, this report can be run at any point after the payroll register has been printed for a payroll. You can also print this report at any point after checks have been printed; even for a date weeks, months or years in the past.

Select **Payroll System > Print Certified Payroll Register**.



Payroll – Choose whether the report is for the current payroll or a prior payroll. Current payrolls are those for which the payroll register has been printed, but checks have not. Prior payrolls are any payrolls for which checks have been printed and posted.

Job Number...To - Select the job or range of jobs for which you want to print the certified payroll register. If you leave these fields empty, the Certified Payroll Settings for each job will determine whether or not that job is included when this report is run.

Week Ending – Enter the work week ending date. Certified payroll registers must be printed for one week at a time only.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

The Certified Payroll Register report will not print for the current payroll until the Payroll Register has been printed (not displayed). It is important to remember that deductions, fringes and taxes are not calculated until the payroll register is printed.

Note: The Certified Payroll Settings for each job will determine what information will be displayed and how it will be displayed on the Certified Payroll Report. See [Edit Certified Payroll Settings](#) ³¹⁵ for information on these settings.

4.9 How Do I Use Reports in the Payroll System?

Follow these procedures to run and analyze ComputerEase Payroll reports.

Below is a listing of ComputerEase reports that may be found in the Payroll module. These reports provide you with a wide range of information, from a simple listing of employees and phone numbers to tax reports such as W-2's and the 941 Quarterly form. In addition to these reports, your company may purchase customized reports for your system. Contact your local dealer for more information. If your company has purchased custom reports, you may access those reports by choosing Payroll from the ComputerEase Main Menu and selecting User Reports. The reports listed below are all included in the Payroll module:

- Labor Distribution Report by Employee, Job or Dept
- Employee Master Report/Employee Master List
- Employee Time History
- Hire/Termination Report
- Prevailing Wage Notifications
- Union Wage & Hour Reports
- Fringe (Union & Non-Union) Reports
- Union Setup Report
- Month, Quarter, Year to Date Report
- Local Taxes Withheld
- State Unemployment Tax Report
- State Tax Liability Worksheet
- 941 Worksheet, Form and Schedule B
- Certified Payroll Register
- Job Costing Postings from Payroll
- Equipment Cost Postings from Payroll
- New Hire Report
- Employee Absence Report
- Ledger Card Report by Employee or Job
- Employee Raise History
- Sick/Vacation Reports
- EEOC Reports
- Deduction (Union & Non-Union) Reports
- Direct Deposit Reports
- Workers' Comp. Code List
- State Taxes Withheld
- Federal Unemployment Tax Report
- Workers' Compensation Reports
- EFTPS Worksheet
- W-2 Forms
- Payroll Checks
- General Ledger Postings from Payroll
- FFCRA Report

You might not use all of the reports in Payroll. However, all of these reports may be accessed in the Payroll module and each of them may be printed as a hard copy, displayed on your computer screen for a quick reference, printed to a pdf in the clipboard for later viewing or emailed. Many reports are date sensitive, allowing you to run the report for only certain date ranges. Most reports contained in the Reports section of the Payroll menu are available only after payroll is posted.

Running Reports

Most of the reports listed above may be accessed by selecting Payroll from the ComputerEase Main Menu and choosing Reports. The Employee Absence Report, Labor Distribution Reports, Payroll Register, Certified Payroll Register and Payroll Checks may be accessed by selecting Payroll from the ComputerEase Main Menu and choosing the appropriate report. When you have selected the report you want to run, that report's informational screen will display. Below is an explanation of fields you will most commonly find on these screens. Which fields are displayed on a report's informational screen will vary by report, and not all fields listed below will apply to all reports.

Period – This field defaults to Month. This selection will print/display Month to Date information per employee. If you select Quarter the report will include all payroll detail for the quarter. If you select Year the report will show year to date totals.

As of – This field is used to print or display the report as of a specific month or date. This option will give you a picture back in time. This can be very helpful for quarterly and annual reporting.

Employee...To - These fields are used to filter the report by employee. Leaving these fields blank will run the report for all employees.

Date...To - These fields are used to filter the report by date. Leaving these fields blank will run the report for all dates. Note that for most payroll reports, the date refers to the check date rather than the work date.

Detail, Summary or Totals - Use this option to determine how much detail is contained on the report.

Job...To - These fields are used to filter the report by job. Leaving these fields blank will run the report for all jobs.

State...To – Use this field to enter the state(s) you want included in the report.

Month – In this field enter the calendar month you wish to review. If you want a Quarterly report enter the last month of the quarter.

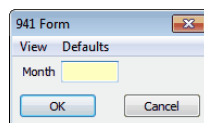
Status - Choose Active, Inactive or All employees.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Some Special Reports

Several reports require special preparation prior to being run. These include the 941 and W-2 Forms.

941 Form



Month - Enter the last month of the quarter for which you are printing the form in MM/YYYY format.

Monthly depositor for entire quarter - Choose Yes or No; this will determine if Monthly tax liabilities are entered for line 17.

Current quarter's sick pay (7b) - Enter the current quarter's sick pay for line 7b.

Current quarter's adjustments for tips/insurance (7c) - Enter the current quarter's tips and group-term life insurance for line 7c.

Total Deposits for this quarter (11) - Enter the current quarter's total deposits to be reported on line 11.

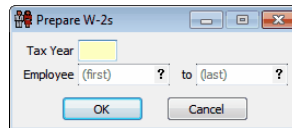
Cobra premium assistance payments (12a) - Enter the current quarter's COBRA premium assistance payments to be reported on line 12a.

Number of individuals reports on 12a - Enter the total number of individuals provided COBRA premium assistance.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

W-2 Form

W-2 forms must be prepared prior to printing. This should be done anytime after the final payroll of the year is run.



Tax Year - Enter the tax year for which you are preparing W-2 forms.

Employee...to - Leave blank to prepare W-2's for all employee or select one employee or a range of employees. Note that W-2's will only be available for printing for employees for whom they are prepared.

You will receive a notification that W-2's have been prepared; the number of employees displayed in this message may not be the number of W-2's required. It is simply the number of employees that were processed to determine if W-2 information exists.

Once prepared, W-2's may be edited (note that if they are re-prepared any edits will be lost) or printed. For any tax jurisdictions that do not require a W-2, you may print Transmittal Sheets to provide in lieu of W-2 forms.

The totals and other information for the W-3 can be edited prior to printing on your form (note that any changes are for that printing only). Edits to your W-2's will flow through to your W-3. The option to **Create Magnetic Media File** can be used to prepare a file to submit electronically.

File Exports

You state unemployment report and W-2/W-3's may be exported to files that can be uploaded your state or the Social Security Administration.

To export your state unemployment information simply choose **Payroll System > Reports > Tax Reporting > State Unemployment Report > Create Magnetic Media**. Once you select the state for which you want to export a file, the screen that you see next will depend on the specifications provided to us by your state; some states require additional information, which you will be prompted for. The simplest of the entry screens will only require a minimal number of entries.

The screenshot shows a dialog box titled "Create Magnetic Media File". It has the following fields and controls:

- Output File:** A text input field with a yellow highlight and a question mark icon.
- Quarter:** A dropdown menu.
- Company Name:** A text input field.
- Street:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Zip:** A text input field.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Output File - Select the destination for the output file and name the file to be exported. If you simply enter a file name here, the file will be saved to your ComputerEase directory.

Quarter - Select the quarter and year for the information you want to export.

Company Name - Enter your company's name for the file. This will default to the name entered under **Configure > Company Name**.

Street - Enter your company's physical street address for the file. This will default to the street address entered under **Configure > Company Name**.

City - Enter your company location's city for the file. This will default to the city entered under **Configure > Company Name**.

State - Enter your company location's state for the file. This will default to the state entered under **Configure > Company Name**.

Zip - Enter your company location's zip code for the file. This will default to the zip code entered under **Configure > Company Name**.

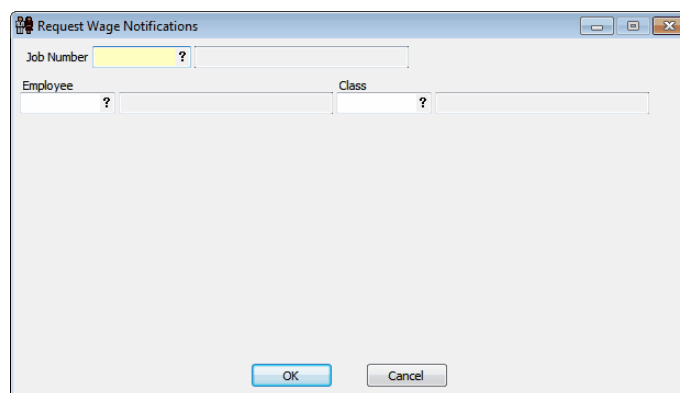
To export your W-2/W-3 information simply choose **Payroll System > Reports > Tax Reporting > Work on W-2s > Create Magnetic Media File**. Then select either **Federal Info**, **State Info** or **City Info**, depending on what you want to export. The selection screens that follow will depend on the selections you make. Note that the **Output File** field is a required field for each export; if it defaults to a specific file location and name, make a note of both the location and name to retrieve the file once exported, or you may change it manually.

4.10 Printing Wage Notifications

ComputerEase allows you to print wage notifications for employees working on prevailing wage jobs. This allows you to provide them with notice of prevailing wage and fringe rates, which is required for some jobs.

Wage notifications must be requested prior to printing.

Select **Payroll System > Reports > Wage Notifications > Request Wage Notifications**.



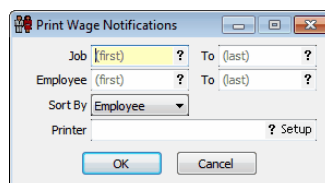
Job Number - Select the job for which you are going to print prevailing wage notifications.

Employee - Select each employee for whom you will need to print a notification.

Class - Select the worker class the employee will be working under and for which they must receive a wage notification.

Once Wage Notifications have been requested, they can be printed at any time.

Select **Payroll System > Reports > Wage Notifications > Print Wage Notifications**.



Job...To - Select the job or range of jobs for which you want to print notifications that have been requested.

Employee...To - Select the employee or range of employees for whom you want to print notifications that have been requested.

Sort By - Choose Employee to sort notification forms by employee or choose Job to sort them by job.

Printer - Select the printer to which you want to print the forms. Note that if you have not selected a notification format in your Certified Payroll Settings, notifications will not print for that job; they will merely stay in pending status once requested. Please see [Edit Certified Payroll Settings](#)³¹⁵ for more information on setting up a job's certified payroll settings.

The Wage Notification Report tells you for which employees you have printed wage notifications, and for which employees a notification still has not been printed.

Select **Payroll System > Reports > Wage Notifications > Print Wage Notifications**. This report can be printed **by Employee** or **by Job**.

4.11 Payroll Center

The Payroll Center is designed to give you a snapshot of your company and/or an individual employee's payroll. Like all of ComputerEase's Management Centers, the Payroll Center also has links to perform payroll functions directly from the Payroll Center, such as entering time, printing checks or running reports. Select **Payroll >**

Payroll Center.

All Classes - Choose **Yes** to include all worker classes or **No** to select a specific worker class.

Union - Select the Union for which you want to view information, if applicable. Note that this field only becomes active if the **All Classes** selection is **No**.

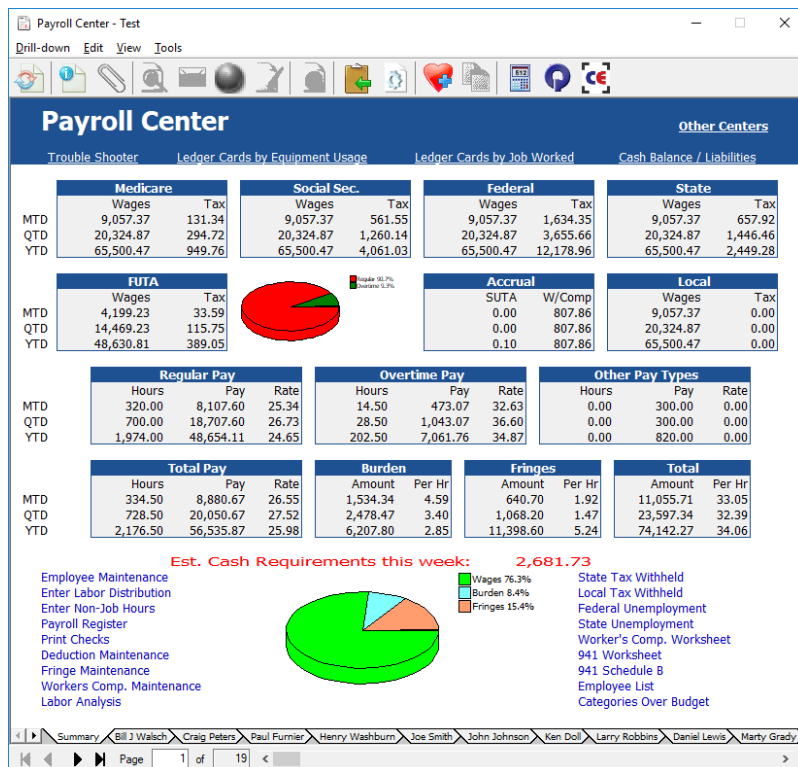
Class - Select the worker class for which you want to view information, if applicable. Note that this field only becomes active if the **All Classes** selection is **No**.

Employee... To - Select an employee or range of employees for which you want to view information, if applicable. If left blank, all employees that meet the other criteria will be selected.

As Of - Enter the month and year as of which payroll information will be displayed.

Show Employee Picture - If you have employee pictures saved in your ComputerEase directory, you may choose **Yes** to view each employee's picture.

Status - Select **Active**, **Inactive** or **All**.



Note: Regardless of how many employees you select, the Summary tab will summarize totals for all employees selected.

Tax Information/General Information - On the Summary tab, Month to Date, Quarter to Date and Year to Date tax totals are displayed here, along with Regular, Overtime and Other Pay totals. On individual employee tabs, information from the employee maintenance screen, along with Month to Date, Quarter to Date and Year to Date Regular, Overtime and Other Pay totals.

Gross - Month to Date, Quarter to Date and Year to Date total Pay, Hours and Pay Rate are displayed here.

Burden - Month to Date, Quarter to Date and Year to Date total Burden amount and Hourly Rate are displayed here.

Fringes - Month to Date, Quarter to Date and Year to Date total Fringe amount and Hourly Rate are displayed here.

Total Cost - Month to Date, Quarter to Date and Year to Date Total Pay and Hourly Rate are displayed here.

Menu Selections - Depending on whether you view the Summary tab or the tab for an individual employee, you will see different selections from the employee menu.

Other Options

Trouble Shooter - Double-click to execute the Payroll Troubleshooter to identify and potential problems with current payroll.

Ledger Cards by Equipment Usage - Double-click to view the Ledger Cards by Equipment for the month selected.

Ledger Cards by Job Worked - Double-click to view the Ledger Card report by Job for the month selected.

Cash Balance / Liabilities - Double-click to view a report with current cash balance, estimated cash requirements and payroll liability account balances.

Management Centers - Double-click to select and run any of the other ComputerEase Management Centers.

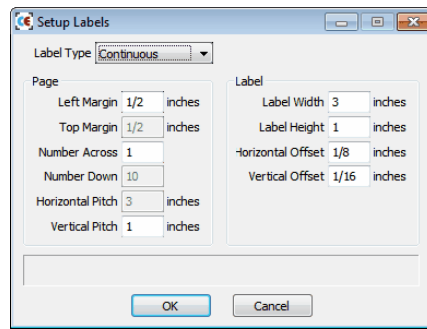
4.12 Printing Labels

You have the ability to print mailing labels for some or all of your employees directly from ComputerEase. First you must configure your labels according to your label type. Once you have configured your labels, you can print as often as you want.

4.12.1 Setting Up Labels

Prior to printing labels, you will need to configure your labels so that ComputerEase will know how your label sheets are laid out; the same program configures labels for Accounts Payable, Accounts Receivable and Payroll, so you only need to configure them once.

Select **Configure > Setup Labels**.



Note: By placing your cursor in any field you will see a description of that field in the empty box at the bottom of the screen.

Label Type – Choose the label type, Continuous (Dot Matrix printers) or Cut Sheet (Laser or InkJet printers).

Left Margin – Enter the distance from the left edge of the paper to the first label.

Top Margin - Enter the distance from the top of the paper to the first label.

Number Across – Enter the number of labels in each row on your label sheet.

Number Down – Enter the number of labels in each column on your label sheet.

Horizontal Pitch – Enter the distance from the left edge of one label to the left edge of the one in the next column.

Vertical Pitch - Enter the distance from the top edge of one label to the top edge of the one below.

Label Width – Enter the width of your labels.

Label Height - Enter the height of your labels.

Horizontal Offset - Enter the distance from the left edge of each label to where the first character should be printed; this sets the left margin on each label.

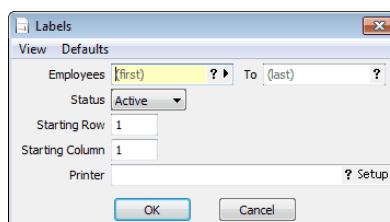
Vertical Offset - Enter the distance from the top edge of a label to where the first row should be printed; this sets the top margin of each label.

When you are finished, click on OK to save your information or Cancel to leave the screen without saving your changes.

4.12.2 Printing Labels

Once you have set your label format, you can use this function to print mailing labels for some or all of your employees.

Select **Payroll > Reports > Print Labels**.



Employees...To - Choose a employee or range of employees for which to print labels, or leave blank to print for all employees that meet other criteria.

Status - Choose to print labels for Active employees, Inactive employees or All employees.

Starting Row - Enter the row at which to start printing labels or leave at the default of "1" to start printing in the first label space.

Starting Column - Enter the column at which to start printing labels or leave at the default of "1" to start printing in the first label space.

Printer - Choose the printer that holds your label sheets.

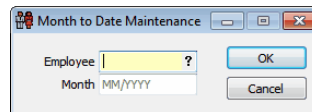
Once you have made your selections, select **OK** and your label sheets will print.

4.13 Other Features of Payroll

4.13.1 Month to Date Maintenance

Month to Date Maintenance can be used to enter beginning payroll balances when you first begin using ComputerEase payroll, but it might also be used periodically to make corrections to employee pay if errors are discovered. Any changes made through Month to Date Maintenance are for reporting purposes only and will only affect employee pay going forward; if adjustments need to be passed on to an employee, it may be best to use some other method for correcting the error.

Select **Payroll System > Maintenance Programs > Month to Date Maintenance**.



Employee - Choose the employee for whom you want to make an entry or correction.

Month - Enter the month and year for which you will be making an entry.

Federal Tab

	Hours	Pay		
Regular	0.00	0.00	Federal Tax	0.00
Overtime	0.00	0.00	Advance EIC	0.00
Double	0.00	0.00	Employee FICA	0.00
Sick	0.00	0.00	Employee Medicare	0.00
Vacation	0.00	0.00	Employer FICA	0.00
Holiday	0.00	0.00	Employer Medicare	0.00
Other		0.00	Employee Wkrs Comp	0.00
Nontax		0.00		
Bonus		0.00		
	0.00	0.00		

Buttons: Direct Deposit..., Deductions..., Fringes...

Navigation: < Back, Next >, OK, Cancel

The Federal hours, pay, deduction, and fringe fields are populated from the entries made on the State tab; these fields are not available for editing on this tab and are here for review only. Adjustments can be made to the following fields.

Federal Tax - This represents the total federal tax withheld for this employee for the month selected.

Advanced EIC – This represents the total EIC for this employee for the month selected.

Employee FICA - This represents the total FICA tax withheld for this employee for the month selected.

Employee Medicare - This represents the total Medicare tax withheld for this employee for the month selected.

Employer FICA - This represents the total accrued for the employer share of FICA for this employee for the month selected.

Employer Medicare - This represents the total accrued for the employer share of Medicare for this employee for the month selected.

Employee Workers Comp – This represents the total workers' compensation withheld for this employee for the month selected. Note that this represents only workers' compensation deducted from employee pay and not any premium accrued and paid by the employer.

State Tab

If an employee works in multiple states, it may be necessary to review and/or make changes to several states using this tab. Any adjustments made here will also update the totals on the Federal tab.

	Hours	Pay	State Tax Withheld
Regular	0.00	0.00	0.00
Overtime	0.00	0.00	
Double	0.00	0.00	
Sick	0.00	0.00	
Vacation	0.00	0.00	
Holiday	0.00	0.00	
Other		0.00	
Nontax		0.00	
Bonus		0.00	
	0.00	0.00	

State – This defaults to the employee's resident state. To select a different state, simply choose a different state on the drop-down menu. If the employee selected has worked in more than one state, the information displayed below will change to reflect wages and taxes for the state chosen.

Regular Hours – This represents the total Regular hours worked by this employee for the month selected for the state selected.

Regular Amount – This represents the total amount paid to this employee for Regular hours worked for the month selected for the state selected.

Overtime Hours - This represents the total Overtime hours worked by this employee for the month selected for the state selected.

Overtime Amount - This represents the total amount paid to this employee for Overtime hours worked for the month selected for the state selected.

Double Hours - This represents the total Double hours worked by this employee for the month selected for the state selected.

Double Amount - This represents the total amount paid to this employee for Double hours worked for the month selected for the state selected.

Sick Hours - This represents the total Sick hours paid to this employee for the month selected for the state selected.

Sick Amount - This represents the total amount paid to this employee for Sick pay for the month selected for the state selected.

Vacation Hours - This represents the total Vacation hours paid to this employee for the month selected for the state selected.

Vacation Amount - This represents the total amount paid to this employee for Vacation for the month selected for the state selected.

Holiday Hours - This represents the total Holiday hours paid to this employee for the month selected for the state selected.

Holiday Amount – This represents the total amount paid to this employee for Holidays for the month selected for the state selected.

Other Amount - This represents the total amount paid to this employee for Other taxable pay for the month selected for the state selected.

Nontax Amount - This represents the total amount paid to this employee for Nontaxable pay for the month selected for the state selected.

Bonus Amount - This represents the total amount paid to this employee for Bonus pay for the month selected for the state selected.

State Tax Withheld – This represents the total state tax withheld for this employee for the month selected for the state selected.

Note: Other states with additional state taxes paid by employees may have additional fields listed here to represent withholding for those taxes.

Deductions - This screen includes the amount deducted for each deduction from the selected employee's pay for the state selected for the month selected, if applicable.

Deduction	Amount
401K - 401K Employee Contribution	3.00
ADVANCE - Employee Advance Repayment	0.00
HEALTH - Health Insurance Premium	0.00
SUPPORT - Child Support	0.00
TOOL - Tools Deduction	0.00
LABORER/DEFENSE - Defense Fund	0.00
LABORER/DUES - Union Dues	0.00
LABORER/MKTENHAN - Market Enhancement	0.00
LABORER/VACATION - Vacation Fund	0.00
OPERATOR/DUES - Union Dues	0.00
OPERATOR/EDUCATIO - Education Fund	0.00
OPERATOR/PAC - Political Action Campaign	0.00
OPERATOR/VACATION - Vacation Fund	0.00

Fringes - This screen includes the amount paid in cash, paid and deducted from, or paid on behalf of the selected employee for the selected state for the month selected, if applicable.

Fringe	Cash Paid	Deducted	Accrued
401K - 401K Employer Match	3.00	0.00	0.00
HEALTH - Health Care Premium - ER	0.00	0.00	0.00
PW CASH - Prevailing Wage Cash Fringe	0.00	0.00	0.00
LABORER/ADVANCE - Advancement	0.00	0.00	0.00
LABORER/H&W - Health & Welfare	0.00	0.00	0.00
LABORER/PENSION - Pension	0.00	0.00	0.00
LABORER/TRAIN - Training	0.00	0.00	0.00
OPERATOR/ANNUITY - Annuity	0.00	0.00	0.00
OPERATOR/APPRENTI - Apprentice Training	0.00	0.00	0.00
OPERATOR/H&W - Health & Welfare	0.00	0.00	0.00
OPERATOR/PENSION - Pension	0.00	0.00	0.00

Local Tab

Locality - To select a different locality, simply choose a different locality on the drop-down menu. If the employee selected has worked in more than one locality, the information displayed below will change to reflect wages and taxes for the locality chosen.

Local Tax – This represents the total local tax withheld for this employee for the month selected for the locality selected.

Earned Here - These entries represent the hours and pay for each pay type earned in this locality for this employee for the month selected.

Earned Elsewhere - These entries represent the hours and pay for each pay type earned outside this locality for this employee for the month selected.

When you click on **OK**, you will be prompted to enter an effective date for changes. This effective date is necessary for reports that are run by date range. Enter the effective date of any changes you have made and click **OK**.

4.13.2 Undoing a Payroll Check

Undo a Payroll Check will void a payroll check throughout the system. Any entries made to the General Ledger or to Job Costing as a result of the check will be reversed, and the pay will be reversed from the employee's pay record. If the voided check must be replaced, it will be necessary to re-enter the employee's Labor Distribution and follow the regular payroll process to pay the employee.

Select **Payroll System > Maintenance Programs > Undo a Payroll Check**.

Checking Account – Choose the checking account from which the check was written; this will default to your default payroll account.

Void Check to Date – This field will default to the current log-in date. You should void the check to any date that falls on or after the original check date. This date will be used for all payroll reporting, including tax reporting.

Void Check to Period – This field will default to the current open general ledger period. You should void the check to any period on or after the original posting period of the check.

Cost Date – This field will default to the current log-in date. You should void the check to any date that falls on or after the original check date. This date will be used for all job cost reporting.

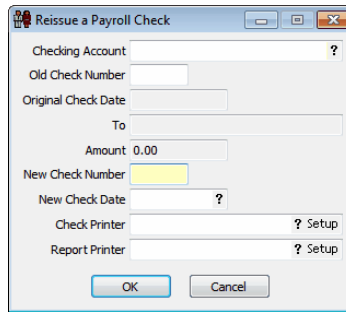
Printer – Select the printer you want to use to print your posting report(s). You will receive a report for each type of posting reversed.

Check Number – Enter the check number you want to void. If you need to void more than one check, enter one check per row. The original check date, employee name and original amount will be displayed next to each check number. Carefully review all information listed here before hitting **OK** to continue with the check reversal. Once you hit **OK** you will be unable to reverse this reversal.

4.13.3 Reissuing a Payroll Check

Reissue a Payroll Check will void a payroll check and post the information from that check to a new check number. This program should be used if an employee's check is lost or damaged in a way that makes it ineligible for deposit.

Select **Payroll System > Maintenance Programs > Reissue a Payroll Check**.



Checking Account – Choose the checking account from which the check was written; this will default to your default payroll account.

Old Check Number – Enter the original check number.

Check Date - The original date of the check will be displayed here. This is for verification and review only.

To – The employee to whom the check was written will be displayed here. This is for verification and review only.

Amount – The amount of the check will be displayed here. This is for verification and review only.

New Check Number – Enter the number for the replacement check you want to use.

New Check Date - Enter the new check date; this is strictly used in situations where a check-cashing limit has passed. Entering a different check date will not affect any tax reports.

Check Printer – Select the printer you want to use to print your new check.

Report Printer – Select the printer you want to use to print your posting report(s).

4.13.4 Payroll Advance

The Payroll Advance option allows you to issue a check for an advance directly to an employee, and automatically tracks the maximum amount to be deducted back out of the employee's pay.

Note: You must have a Loan/Advance type deduction that will be used to deduct the advance back out of the employee's pay in order to use this feature. For information on setting up deductions, refer to [Deduction Maintenance](#) ²⁹¹.

Select **Payroll System > Maintenance Programs > Payroll Advance**.

Employee - Choose the employee whose pay will be advanced.

Deduction - Choose the deduction that will be used to deduct this advance back out of the selected employee's pay.

Advance Amount - Enter the amount of the advance; this will set up the deduction for this employee with this amount added to the Remaining Balance column.

Deduct (per check) - Enter the amount to deduct per check; this will automatically set up the deduction to deduct this amount per check until the Remaining Balance is satisfied.

Payable To - This defaults to the employee's name, but may be overridden if the check is payable to a third party.

Address - This defaults to the employee's address, but may be overridden if the check is payable to a third party.

Date - Enter the date of the check. This defaults to the current log-in date

Period - Choose the general ledger period to which this check will post. This defaults to the general ledger period that corresponds to the check date.

Checking Account - Choose the checking account from which to write the check. This defaults to the default payroll checking account.

Check Number - This defaults to the next available check number for that checking account. Make sure this matches the check that is placed in the printer for printing.

Check Printer - Select the printer you want to use to print your check.

Report Printer - Select the printer you want to use to print your posting report(s).

Once you select **OK** you will see a prompt asking if it is OK to post the check. Do not answer until the check and report(s) have printed; if everything printed with no errors click on **OK** to post. If there was an error click on **No** and you will be returned to the **Payroll Advance** screen, where you can change any info necessary.

Once the check has been printed, the amount of the advance will show as a "balance remaining" for the deduction code selected in your employee's record. If you did not enter it here, you must enter an amount to be deducted (either base, % of gross or per hour) before this will be deducted from the employee's pay.

4.13.5 Workers ' Comp. Detail Maintenance

While ComputerEase is designed to allow you to automate the application of a workers' comp. class code to each of your labor entries, you may have the need to make adjustments to the class code that was applied to prior pay. Workers' Comp. Detail Maintenance allows you to add wages to one class code and remove them from another if the need arises.

Select **Payroll System > Maintenance Programs > Workers' Comp. Detail Maintenance**.

Wages

Select this option to post wages to a workers' comp. class code.

Employee - Select the employee whose wages must be adjusted.

Code - Select the Workers' Compensation Code that must be adjusted.

Pay Type - Select the appropriate pay type from the drop-down.

Pay Period - Select the pay period from the drop-down.

Adjustment Hours - Enter the number of hours that must be posted to this workers' comp code for this employee. To decrease hours applied to a workers' comp code, enter the hours as a negative number.

Adjustment Amount - Enter the wages to be added or deducted from this workers' comp code for this employee.

Adjustment Units - Enter the units to be added or deducted from this workers' comp code for this employee, if applicable.

Check Date - Enter the date of the check for which this adjustment is being made.

Cost Code - If the wages being adjusted are to be applied to a cost code, enter it here. Note that this will not

result in an accrual in job costing and is designed only for use when viewing the **Workers' Comp. Worksheet** report by Job.

Regular Hourly Rate - Enter the employee's regular hourly rate.

Employee Contribution - Enter the employee's contribution to workers' compensation, if applicable.

Cash Fringes - Enter the cash fringe payment to the employee, if applicable.

Department - Enter the payroll department for the entry. This is for use when viewing the **Workers' Comp. Worksheet** report by Department.

Deductions

Select this option if your workers' comp subject wages are affected by any deductions. If you have no deductions that are exempt from workers' comp, this step is not necessary.

Employee - Select the employee whose wages must be adjusted.

Code - Select the Workers' Compensation Code that must be adjusted.

Pay Type - Select the appropriate pay type from the drop-down.

Pay Period - Select the pay period from the drop-down.

Union - Select the employee's union, if applicable.

Deduction - Select the deduction that must be adjusted.

Amount - Enter the amount to be deducted from the employee's subject wages.

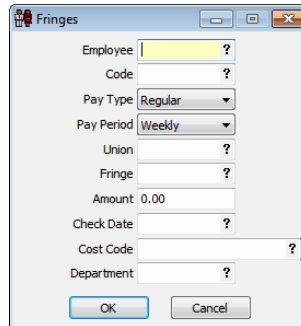
Check Date - Enter the date of the check for which this adjustment is being made.

Cost Code - If the amount being deducted from workers' comp wages should be applied to a cost code, enter it here. Note that this will not result in an accrual in job costing and is designed only for use when viewing the **Workers' Comp. Worksheet** report by Job.

Department - Enter the payroll department for the entry. This is for use when viewing the **Workers' Comp. Worksheet** report by Department.

Fringes

Select this option if your workers' comp subject wages are affected by any fringes. If you have no fringes that are subject to workers' comp, this step is not necessary.



Employee - Select the employee whose wages must be adjusted.

Code - Select the Workers' Compensation Code that must be adjusted.

Pay Type - Select the appropriate pay type from the drop-down.

Pay Period - Select the pay period from the drop-down.

Union - Select the employee's union, if applicable.

Fringe - Select the fringe that must be adjusted.

Amount - Enter the amount of the fringe that must be adjusted.

Check Date - Enter the date of the check for which this adjustment is being made.

Cost Code - If the fringe amount being adjusted should be applied to a cost code, enter it here. Note that this will not result in an accrual in job costing and is designed only for use when viewing the **Workers' Comp. Worksheet** report by Job.

Department - Enter the payroll department for the entry. This is for use when viewing the **Workers' Comp. Worksheet** report by Department.

When you have completed your entry, select **OK**. You will notice that only the **Amount** field is zeroed out; this is to aid you with entry if you have multiple entries for the same employee. Once you have completed entries, select **Cancel** to close the screen.

4.14 Deleting Old Data

This program is used for deleting/purging old payroll information from the software.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy prior to deleting any payroll data. Once you have purged your information, these will be your only options for retrieving this information.

Select **Payroll System > Maintenance Programs > Delete Old Data**.

Data used for	Keep For or While
Voiding Checks	Prior 6 Years
Printing Workers Comp Report	Prior 6 Years
Printing Union Reports	Prior 6 Years
Printing EEOC Report	Prior 6 Years
Printing W-2s	Prior 6 Years
Printing Certified Payroll Register	Prior 6 Years
Printing MTD/QTID/YTD Tax Reports	Prior 6 Years

Keep For - For each type of data, choose how much data you want to keep. Your choices will range from **Forever** to **Current Quarter**. If you select **Forever**, no data of that type will be deleted. While it is possible to keep data only for the current quarter and/or year, you should think carefully about whether you really want to remove data for ALL previous years, since you will have to access a backup to access that information.

or While - For the EEOC Report data or Certified Payroll Register data, you have additional options to keep data while **The job is open** or while **The job exists**. If you select to keep data while the job is open, any data of the selected type will be kept for open jobs; if you select to keep data while the job exists, any data of the selected type will be kept for jobs that have not been deleted from the system. **N/A** skips this additional criteria and uses on the rule selected in **Keep For** when choosing which detail to purge.

When you click **OK**, you will see a verification confirming what data is about to be deleted.

This verification screen is the last warning you will receive before selected detail is deleted. If you do not agree with the statements on the verification screen, click on **Cancel**. You will be taken back to the previous screen where you can adjust your selections.

If you agree with the statements on this screen select **OK**. The system will delete/purge all selected detail.

Deleting Employees

If an employee has been marked with a Status of **Delete**, that employee will be deleted only when all associated detail for that employee is deleted; this includes W-2 information.

Shop Clock

Part



V

5 Shop Clock

5.1 What is the Shop Clock Module?

The ComputerEase Shop Clock module is a fully integrated system, providing the functions needed to perform time collection. Whether you are an Engineer who is working on multiple jobs throughout the day or shop department that fabricates material for multiple jobs through out the course of a day, Shop Clock will record it all.

5.2 Setting up Shop Clock

The ability to easily view employees in the time collection module is enabled by payroll department.

Select **Payroll > Maintenance Programs > Department Maintenance**.

Select a department for which you want to enable time entry and mark the **Shop Clock** field.

Department DEPT

File

General Fringes

Description

Shop Clock ☒

Employer FICA Expense Account

FUTA Expense Account

SUTA Expense Account

Worker's Comp Expense Account

General Liability Expense Account

State/Local Tax Expense Account

Trade Rate Labor Account (actual)

Trade Rate Contra Account

FFCRA Credit Offset Account

FFCRA Tax Liability Offset Account

Export ID

	Job Time	Shop Time	Travel Time
Regular Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sick Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vacation Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Holiday Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bonus Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>

< Back Next > OK Cancel

You may also want to password-protect the time entry process.

Select **Payroll > Maintenance Programs > Employee Maintenance**.

Select an employee and enter the password chosen by that employee in the **Shop Clock Password** field. The password may contain up to ten alphanumeric characters.

The screenshot shows the 'Employee EMP -' window with the 'General' tab selected. The form contains various fields for employee information, including First Name, Middle Name, Last Name, Suffix, Address, City/St/Zip, Phone, Email, Status, S.S.N., Race, Sex, Marital Status, Date of Birth, Export ID, Shop Clock Password, Equipment Operator, Executive Payroll, and Email Direct Deposit Stub. The 'Shop Clock Password' field is highlighted in light blue and contains the text 'password'. A red arrow points to this field. At the bottom of the window, there are buttons for '< Back', 'Next >', 'OK', and 'Cancel'.

You are now ready to use the Shop Clock module.

5.3 Clocking In

Select **Shop Clock > Time Entry**.

The screenshot shows the 'Time Entry' window. At the top, it displays 'Thursday 8/12/2010' and '09:04:59 AM'. The window contains several input fields on the left: Employee (with a dropdown arrow), Action (with a dropdown arrow), Job, Phase, Cat, Class, Department, Units, Equipment, Equip Code, Description, and Comment. On the right side, there are buttons for 'Start Job', 'Multi Job', 'Start Non-Job', 'Break', 'Lunch', 'Resume', 'Units', 'Comment', and 'Clock Out'. At the bottom left of the main form area are 'OK Save' and 'Reset' buttons. Below the main form is a table with columns: Day, Time, Action, Job, Phase, Cat, Elapsed, Hrs, and Comment. The table is currently empty. At the very bottom center is an 'Exit' button.

Employee - Enter or select an employee. If you do not know the correct code press the **F2** key or **?** for a complete listing of eligible employees. If you have entered a time collection password for the employee, you will be prompted to enter that password now.

The screenshot shows a small 'Enter Password' dialog box. It has a label 'Password' next to a text input field. Below the input field are two buttons: 'OK' and 'Cancel'.

Action - Select **Start Job** or **Start Non-Job**.

Time Entry

Thursday 8/12/2010 09:09:10 AM

Employee BETH Elizabeth Ann Franklin

Action

Job

Phase

Cat

Class

Department

Units

Equipment

Equip Code

Description

Comment

Day	Time	Action	Job	Phase	Cat	Elapsed	Hrs	Comment

Job - If you selected **Start Job**, select the appropriate job. If the job you select has Phases and Categories these fields will become available for use.

Phase - If applicable, select the appropriate phase of the job on which you are about to begin work.

Cat - If applicable, select the appropriate category of the job on which you are about to begin work.

Class - If you enabled access to this field in your Payroll Parameters, select the appropriate worker class, if applicable.

Department - If you enabled access to this field in your Payroll Parameters, select the appropriate payroll department, if applicable.

Units - This field is not for use during the clock-in process.

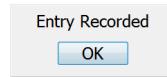
Equipment - If you are going to be working with equipment, select the equipment you will be working on.

Equipment Code - If you are going to be working with equipment, select the appropriate equipment cost code.

Description - Enter an optional description of work.

Comment - This field is not for use during the clock-in process.

When you have completed this time entry you may hit **F10** or **OK Save** at the bottom of the screen. A new window will appear telling you the entry has been recorded. Press **OK** or simply allow the window to disappear.



At this time you may opt to make another entry or click on **Exit** to exit and close the screen. Note that at any point during the entry process, you may press **Reset** to clear the entry screen without saving your work.

5.4 Other Shop Clock Actions

Clocking out and other actions are also performed by employees using the Shop Clock module.

Select **Shop Clock > Time Entry**.

 The "Time Entry" window displays the date and time as "Thursday 8/12/2010 04:31:05 PM". It contains several input fields: Employee (with a dropdown arrow), Action (dropdown), Job, Phase, Cat, Class, Department, Units, Equipment, Equip Code, Description, and Comment. To the right of these fields is a vertical column of buttons: Start Job, Multi Job, Start Non-Job, Break, Lunch, Resume, Units, Comment, and Clock Out. At the bottom of the form area are "OK Save" and "Reset" buttons. Below the form is a table with columns: Day, Time, Action, Job, Phase, Cat, Elapsed, Hrs, and Comment. The table is currently empty. At the very bottom of the window is an "Exit" button.

Employee - Enter or select an employee. If you do not know the correct code press the **F2** key or **?** for a complete listing of eligible employees. If you have entered a time collection password for the employee, you will be prompted to enter that password now.

 A small dialog box titled "Enter Password" with a "Password" input field and "OK" and "Cancel" buttons.

Action - Select the appropriate action from the drop-down menu or by clicking on the appropriate button on the right side of the screen.

The screenshot shows the 'Time Entry' window for Thursday, 8/12/2010 at 04:42:45 PM. The employee is JEFF, Jeff Alan Storm. The 'Action' dropdown menu is open, showing options: Start Job, Multi Job, Start Non-Job, Break, Lunch, Units, Comment, and Clock Out. On the right side, there are buttons for Start Job, Multi Job, Start Non-Job, Break, Lunch, Resume, Units, Comment, and Clock Out. At the bottom, there are 'OK Save' and 'Reset' buttons. Below these is a table showing a summary of entries for the day.

Day	Time	Action	Job	Phase	Cat	Elapsed	Hrs	Comment
Today	07:30:00 AM	Multi Job	100	A	10	09:12:45	9.21	
Today	07:30:00 AM	Clock In				09:12:45	9.21	

Start Job - Select to begin time collection for a job.

Multi Job - Select to allow time to accumulate for more than one job or more than one cost code. Time will be distributed evenly between all jobs entered.

Start Non-Job - Select to begin time collection for non-job activity.

Break - Select to begins a break.

Lunch - Select to begin lunch.

Resume - Select to begin the clock with the same activity that was last reported on the collection, prior to selecting either **Break** or **Lunch**.

Units - Select to enter the number of units completed on a job.

Comment - Select to enter a comment.

Clock Out - Select to clock out and stop all activity for the day.

Note: At the bottom of the screen you will see a summary of all of your previous entries for the day, with total time elapsed for each activity.

When you have completed this time entry you may hit **F10** or **OK Save** at the bottom of the screen. A new window will appear telling you the entry has been recorded. Press **OK** or simply allow the window to disappear.

A small dialog box titled 'Entry Recorded' with an 'OK' button.

At this time you may opt to make another entry or click on **Exit** to exit and close the screen. Note that at any point during the entry process, you may press **Reset** to clear the entry screen without saving your work.

5.5 Time Entry Monitor

The time entry monitor allows you to view all employees who are currently clocked into the Shop Clock module.

Select **Shop Clock > Time Entry Monitor**.

Employee	Name	Clocked In	Time On	Current	Started	Elapsed
JOHN	John Walter Jones	Today	06:15 AM 08:13:07	Job EXCV.30	Today	06:15 AM 08:13:07
PATTY	Patricia Lynn Fulton	Today	07:45 AM 06:43:07	Non-Job	Today	07:45 AM 06:43:07

Employee - Use to select one employee or leave empty to view all employees in one screen.

Department - Use to select one department or leave empty to view all employees in all departments in one screen.

Class - Use to select one class or leave empty to view all employees in all classes in one screen.

Job - Use to select one job or leave empty to view all employees working on all jobs in one screen.

Show Employees Not Clocked In - Check this box to view all employees, including those who are not clocked into the shop clock module.

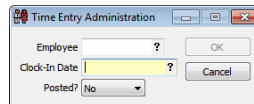
Continuously Refresh Display - Check this box to allow screen to continuously refresh as new employees select new actions and to continuously update time elapsed.

Choose **Reload** to refresh screen when new selections are made to the fields above. Or press **Cancel** to exit the screen.

5.6 Time Entry Administration

Time entry administration allows you to make changes to any entries processed in the **Time Entry** screen. You might need to change entries if someone changes does not record an activity (such as clocking in) on time.

Select **Shop Clock > Time Entry Administration**.



Employee - Select or enter the employee for whom you will need to make adjustments.

Clock-In Date - Select or enter the date for which you will need to make adjustments.

Posted? - Select **Yes** if this time entry has been posted to payroll. If not select **No**.

 The main "Time Entry Administration" window. At the top, it shows "Employee: PATTY - Patricia Lynn Fulton" and "Clock-In Date: 8/12/2010". Below this, "Total Hours Worked" is 8.03. There are radio buttons for "Round-Up Times" (selected) and "Actual Times". A table lists time entries with columns: Check, Date, Time, Action, Elapsed, Hours, Cost Code, Units, Equipment, Equip Code, Dept, Class, Description/Comment. The table has three rows: "OK 8/12 Thu 16:57:59 Clock Out", "OK 8/12 Thu 08:56:04 Start Non-Job 08:01:55 8.03", and "OK 8/12 Thu 08:56:04 Clock In". The third row is highlighted. At the bottom, there are buttons for "Add", "Edit", "Delete", "Refresh", "Preview", "OK", "Cancel", and "Reset Post".

Employee - The employee code and name will display in this field; this is for your review only.

Round-Up Times - Choose this option to round time elapsed based on rules set in **Time Round-Up Table Maintenance**.

Actual Times - Choose this option to view actual times and ignore rules set in **Time Round-Up Table Maintenance**.

Clock-In Date - The date you are working with will display in this field; this is for your review only.

Total Hours Worked - The total number of hours worked for this employee on this date will display in this field; this is for review only and will update as detail times are adjusted.

Refresh - Select this button to refresh the screen based on any changes made.

Preview - Select this button to view the information on this screen in report format. Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Add - Select to add a new time collection entry directly from this screen.

Edit - Highlight the detail item you would like to adjust and select this option. You will be able to adjust any relevant field with the exception of the employee.

Delete - Highlight the detail item you would like to delete and select this option.

Reset Post - If the entry has been posted, select this option to change the status of the entry to Unposted.

Note: From this screen you can hide or expand columns by clicking and dragging the line that separates the columns.

Select **OK** to save your changes or **Cancel** to exit the screen without saving changes.

5.7 Time Entry Preview and Posting

Time entry preview and posting allows you to review a report showing entries made in shop clock and to post those entries into the payroll module for processing.

Select **Shop Clock > Time Entry Preview and Posting**.

Clock-In Date...To - Enter or select the date or date range for the entries you want to preview and/or post. If you want to display all dates leave these fields empty.

Employee...To - Enter or select an employee or employees. If you want to see all employees leave the employee fields empty.

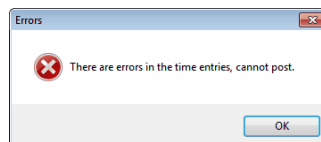
Post? - Select **Yes** if you want to post the your time entries into payroll for processing. Select **No** if you only want to preview and do not want to post the the entries at this time.

Note: If there are errors on the items selected for review it will NOT let you post to payroll. All errors will need to be addressed before the entries may be posted.

Include Previously Posted Entries? - Select **Yes** if you would like to review time entries already posted to payroll. Select **No** to review only unposted entries.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Review the entries on your report. Note that if you have any errors and you selected the option to post, you will receive the following message:



Once the errors have been corrected you will need to preview the entries again before you may post.

Date	Cost Code	Dept	Class	Equip	Code	Units	Hours	Description
BOB Robert James Martin								
8/12/2010	AIA.C.4	FIELD	JRNY			0.00	9.17	
DAY TOTAL							9.17	
TOTAL							9.17	
JOE Joe W Morrison								
8/12/2010	EXCV-1.10					0.00	9.00	Complete work today
DAY TOTAL							9.00	
TOTAL							9.00	
PATTY Patricia Lynn Fulton								
8/12/2010						0.00	8.25	
DAY TOTAL							8.25	
TOTAL							8.25	
PAUL Paul Matthews								
8/12/2010	EXCV.30					0.00	4.42	
DAY TOTAL							4.42	
TOTAL							4.42	
REPORT TOTAL							30.84	
Total Errors:							0	

After reviewing the report, if you have selected the option to post, you will need to import the entries into payroll.

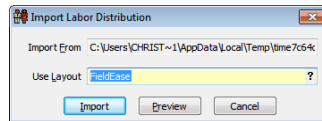
Enter Labor Distribution by Job

Cost Code: (import)

Payroll: REGULAR ?

OK Cancel

Payroll - This will default to your default payroll type; you may want to select a different payroll type.



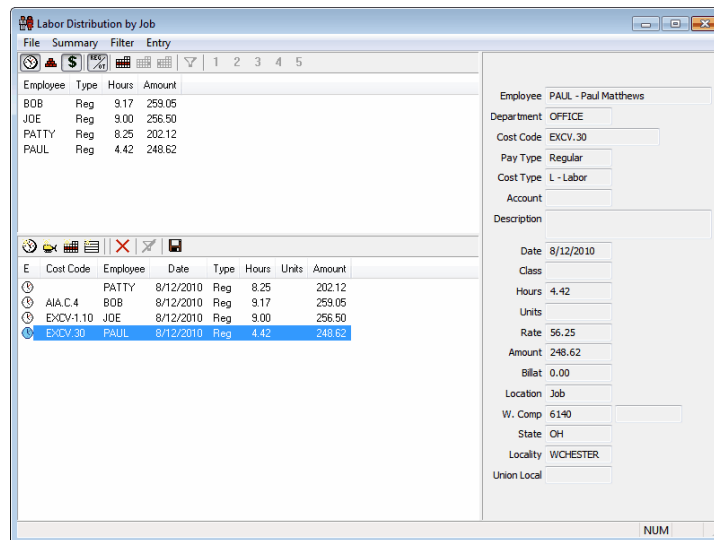
Use Layout - Leave this set to **FieldEase**.

Import - Select this option to import the shop clock entries into payroll.

Preview - Select this option to review the entries about to be imported.

Cancel - Select this option to exit the import screen without importing your entries into payroll.

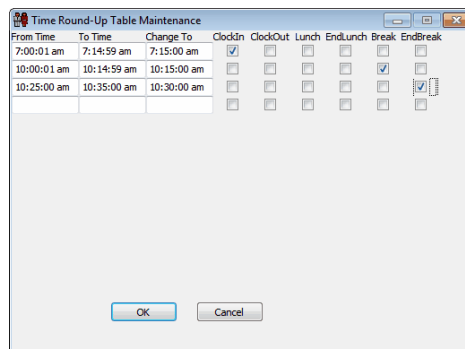
Once the import is complete, all time entries will be available in your payroll labor distribution for editing, review or payroll processing.



5.8 Time Round-Up Table Maintenance

You may want to set certain rules to round clock-in and clock-out times.

Select **Shop Clock > Time Round-Up Table Maintenance**.



From Time - Enter the first time of the time range that you would like to round.

To Time - Enter the last time of the time range that you would like to round.

Change To - Enter the time that you would like to use in lieu of any time falling between the **From Time** and **To Time** range.

ClockIn - Select this option when the times entered apply to Clock In entries.

ClockOut - Select this option when the times entered apply to Clock Out entries.

Lunch - Select this option when the times entered apply to Lunch begin entries.

EndLunch - Select this option when the times entered apply to Lunch end entries.

Break - Select this option when the times entered apply to Break begin entries.

EndBreak - Select this option when the times entered apply to Break end entries.

Note: You may define as many rules as you want for rounding time entries. In the example above, any Clock In entry from 7:00:01 am to 7:14:59 am will be rounded to 7:15:00 am.

General Ledger

Part



VI

6 General Ledger

The General Ledger module, along with the Job Costing System module, is the central point of ComputerEase software. All data concerning the financial position of your company is processed in this module. Accounts Payable, Accounts Receivable, Payroll, Equipment Costing, Service Management and Inventory Control all post information directly to this module, making for accurate, timely and easy to understand financial information. This section is designed to familiarize you with the basics as to how this module works and the tools and information this module offers you.

Every module in ComputerEase revolves around the General Ledger and the Job Costing System. Each module posts its information directly into the General Ledger and the Job Costing System which are, in turn, fully integrated with each other. This system was designed with the contractor in mind so that you may easily track expenses and profits without the need to monitor and manipulate the General Ledger on a day-to-day basis.

6.1 What is the General Ledger Module?

6.1.1 The General Ledger Module

The General Ledger module, along with the Job Costing System module, is the central point of ComputerEase software. All data concerning the financial position of your company is processed in this module. Accounts Payable, Accounts Receivable, Payroll, Equipment Costing, Service Management and Inventory Control all post information directly to this module, making for accurate, timely and easy to understand financial information. This section is designed to familiarize you with how this module works and the tools and information this module offers you.

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6.1.2 Features in the General Ledger

- Full integration with all other ComputerEase modules.
- The ability to post to previous and future months and years without the need to close the current period.
- Comprehensive audit trails, including the ability to track a posting to an individual account based on computer-generated reference numbers.
- The ability to create General Ledger accounts as needed so that as your business changes and expands, your financial reporting can change and expand with it.
- Simple and easy-to-use T-account style of General Ledger detail information.
- Error correcting features that work to prevent your accounts from being out of balance.
- The ability to create standard journal entries that will post and reverse automatically when a new month begins.
- A flexible account number format that allows you, in most cases, to use your current account format.
- A posting description associated with each posting for future reference.

6.1.3 Reports in the General Ledger

Reports you will find in the General Ledger include:

- | | |
|---|--|
| <ul style="list-style-type: none">• Chart of Accounts• Profit and Loss Statement<ul style="list-style-type: none">◦ Consolidated◦ Standard◦ Period Range◦ User Defined• General Ledger Report• Posting Crossreference Report• Variance Report<ul style="list-style-type: none">◦ Standard◦ User Defined• Statement of Cash Flows<ul style="list-style-type: none">◦ User Defined | <ul style="list-style-type: none">Department List• Balance Sheet<ul style="list-style-type: none">◦ Comparative◦ Consolidated◦ Standard◦ User Defined• Trial Balance• Account Inquiry• Comparative Operating Report<ul style="list-style-type: none">◦ Standard◦ User Defined |
|---|--|

6.1.4 Accounting Periods in the General Ledger

The General Ledger allows you to process financial information using a variety of methods. You may choose between twelve or thirteen accounting periods and define any of these accounting periods as the beginning and ending of your fiscal year. If your fiscal year begins in June, the system allows you to post through to the next calendar year, treating that entire calendar year as one financial unit. If you use twelve accounting periods, the periods are considered to be the twelve months of a year. If you use a thirteen period year, each period is assigned a number 1 through 13.

6.1.5 Chart of Accounts

The General Ledger is very flexible when allowing you to choose a format for your account numbers. Your account numbers may be up to nine characters long and may include departmentalization. In most cases, this will allow you to use your current numbering system.

6.1.6 General Ledger Detail Entries

General ledger detail entries are posted to the General Ledger in a variety of ways. Most often, they will be generated automatically by another module, such as Accounts Payable or Payroll. When an entry is made from another module, the entry does not necessarily post to the General Ledger as a single entry. A posting from Accounts Payable, for example, may include invoices that affect multiple periods of the General Ledger as the last invoices arrive from suppliers just after the end of a month.

In addition to posting detail entries from other modules, the General Ledger also provides the tools necessary to enter data manually into the General Ledger using a simple double-entry style of data entry similar to those taught in most business courses and accounting textbooks.

6.1.7 Working with Multiple Companies

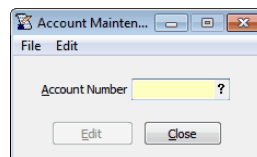
ComputerEase has the capacity to maintain multiple companies at the same time. Most people use only 1 or 2 companies. However, if you should have the need to work with a large number of companies, this capability has been built into ComputerEase. Each company will have its own set of financials and the financial structure of each company might not be the same as the financial structure of another. One might have a 3-digit account number and a twelve period year while another might have a 5-digit account number with a 2-digit department number and a thirteen period year. But if all companies have the same General Ledger structure and account numbers you may also run combined financials in ComputerEase while still maintaining the financials separately.

6.2 How do I Set Up and Work with My General Ledger Accounts in ComputerEase?

6.2.1 Create/Edit Accounts

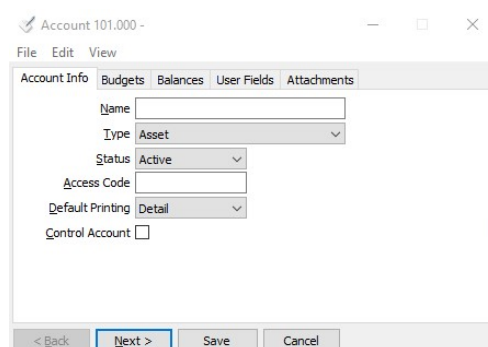
Once you have decided what General Ledger accounts you need for your business and what format you wish these accounts to have, you may begin adding new accounts to your General Ledger Chart of Accounts.

From the ComputerEase Main Menu, select **General Ledger > General Ledger Account Maintenance**.



Account Number - Enter the account number for the account you wish to add to your chart of accounts in the format you have established in the General Ledger Parameters and click **Edit**.

Account Info Tab



Name - This is a 30-character alphanumeric field. Enter a description of the account; this is the name that will print on printed/displayed reports.

Type - Select the account type for this account. You may choose **Asset, Cost of Sales, Equity, Liability, Operating Expenses, Other Income, Provisions for Taxes** or **Sales**. The selection in this field controls whether this account will be reported on your balance sheet or profit and loss reports.

Status - This field has two options, active and inactive. Active means this account is an active account that has a balance and is currently in use. Inactive means that you are no longer using this account and that it has a zero balance. You will have the option to choose to report Active, Inactive or All accounts on many reports.

Access Code - In this field enter the access code(s) of the users you wish to be given access to this account. Access codes are used to restrict access to this account among users who have access to the General Ledger module. It is a form of security in addition to the regular password protection system in ComputerEase.

Default Printing - In this field select **Detail** if you wish every transaction (i.e. check numbers, voucher numbers, invoice numbers) to print on reports. Select **Summary** if you wish only the total for each affected General Ledger account to print on reports. This field may be changed at any time.

Control Account - Check this field if you wish to make this account a "control account" and only those users who have been given permission to access control accounts through password maintenance will be able to make manual postings to this account.

Budget Tab

Account 101.000 -

File Edit View

Account Info Budgets Balances User Fields Attachments

January, 2021	0.00	July, 2021	0.00
February, 2021	0.00	August, 2021	0.00
March, 2021	0.00	September, 2021	0.00
April, 2021	0.00	October, 2021	0.00
May, 2021	0.00	November, 2021	0.00
June, 2021	0.00	December, 2021	0.00
Annual 0.00		Year 2021	

< Back Next > Save Cancel

The number of budget fields will vary depending on whether the General Ledger parameter is set to a 12- or 13-period year. If the parameter is set to a 12-period year, each month of the year will be displayed. If, however, you are operating on a 13-period year, you will see all 13 periods. Enter the dollar amount you wish to budget for this General Ledger account in each period's field or enter a total budget amount in the **Annual** field and ComputerEase will automatically distribute that amount evenly among the periods. You may adjust the **Year** field to enter budget amounts for future years or to review budget amounts that were entered in previous years. Budgets are completely optional for General Ledger accounts; however, the information entered in this screen is used to generate the Variance Report. If you do not wish to use them, simply the entries on this tab set to zero.

Balances Tab

Account 101.000 -

File Edit View

Account Info Budgets Balances User Fields Attachments

January, 2021	0.00	July, 2021	0.00
February, 2021	0.00	August, 2021	0.00
March, 2021	0.00	September, 2021	0.00
April, 2021	0.00	October, 2021	0.00
May, 2021	0.00	November, 2021	0.00
June, 2021	0.00	December, 2021	0.00
		Year 2021	

< Back Next > Save Cancel

This tab tracks the account balances for each accounting period. This screen is maintained automatically by ComputerEase. The only field you may adjust is the **Year** field to review the account's period balances in other years.

User Fields Tab

The user fields allows you to enter information into the user defined fields for accounts that were setup in the Parameters for the General Ledger. This tab only appears if you have created at least one user field under **Configure > System Parameters > General Ledger Parameters**.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

Attachments Tab

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the GL account file. This tab only appears if you have created at least one general ledger account attachment folder under **Configure > System Parameters > General Ledger Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

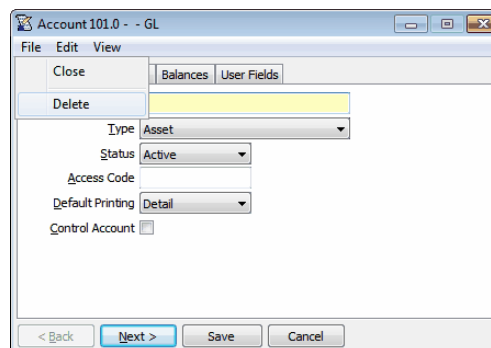
Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

6.2.2 Deleting General Ledger Accounts

Note: You can only delete an account once you purge the activity that has been posted to it, or if there was never any activity posted to it. The balance in each period must be zero. If the account has a balance in any period, your may set the status to "Inactive" but may not delete the account.

Select **General Ledger > General Ledger Account Maintenance** and enter or choose the account number desired.

Select **File** in the upper left corner of the screen and select **Delete**.



6.3 How Do I Post to the General Ledger?

6.3.1 Posting to the General Ledger

Although most postings to the General Ledger will be performed by the system as information is posted from the other modules, it will be necessary from time to time to make a manual posting to the General Ledger. Follow these procedures to post entries to the General Ledger, post entries to previous or future General Ledger periods and run the General Ledger Posting Report.

Notes:

- ComputerEase will not allow you to post to the General Ledger until the debits and credits of your entry are in balance.
- You can view the transactions before posting them by selecting Preview. This allows you to confirm your entries and can be easier to review if you have multiple entries.
- Each line of the posting entry must have a reference entered before you proceed to the next line of entry.

6.3.2 Making a General Ledger Posting

Select **General Ledger > General Ledger Posting**.

Main Tab

Journal Entry 1

File

Main Notes

Post To ▼ ☐ Reverse Next Period Preview

Default Reference

Account Number and Name	Debits	Credits	Date	Reference
?			?	
0.00		0.00		

< Back
Next >
Save
Cancel

Post To - In this field you select the General Ledger period to which you want to post your entry. The selections in this field will contain either months and years (if you are using a 12-period financial year) or period numbers (if you are using a 13-period financial year).

Reverse Next Period - Check this box if you wish to have ComputerEase automatically reverse this journal entry in the next General Ledger period.

Default Reference - Use this field to enter a description for this journal entry. Each line item of the entry may have a different description or reference; however, the description entered in this field will be the default description for every line item.

Account Number - Select the General Ledger account you wish to debit or credit in this journal entry.

Name - This field is populated with the General Ledger account name when the account number is selected in the previous field; it is for your review only.

Debits - Enter the amount you would like to debit this account. If you are crediting this account instead, press **Enter** to skip to the next field or enter a negative number here.

Credits - Enter the amount you would like to credit this account. If you chose to debit this account, and have entered an amount in the **Debits** field, the system will skip this field automatically.

Date - Select or enter the date you would like to associate with this entry for future reference. This field defaults to the ComputerEase login date and in no way affects the period to which this posting is made.

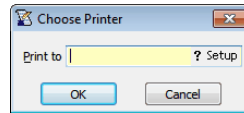
Reference - Use this field to enter a description for this entry. If you entered a description in the **Default Reference** field at the top of the screen, that description will be displayed in this field automatically; you may manually change it or leave it. If you did not enter a description previously, this field will be blank. This field is a required field so you must use the default reference or enter a new reference description.

After completing each line item of the journal entry you will move down to the next row to enter another line item. After you have entered all information for this journal entry, you may want to click **Preview** in the top right corner of the screen; this will allow you to print or display the entry before posting it to the General Ledger.

Notes Tab

Enter any notes about this entry that you need to record. These notes are displayed on your posting report for reference.

Click on **OK** to save your entry or **Cancel** to exit the screen without saving your changes. If you choose **OK** the entry will post to the General Ledger, but you must print a posting report for future reference.



Note: The total of the debits and credits columns must be in balance before the system will allow you to save this screen. This is to ensure that your General Ledger remains in balance.

You may also need to edit posted Journal entries from time to time.

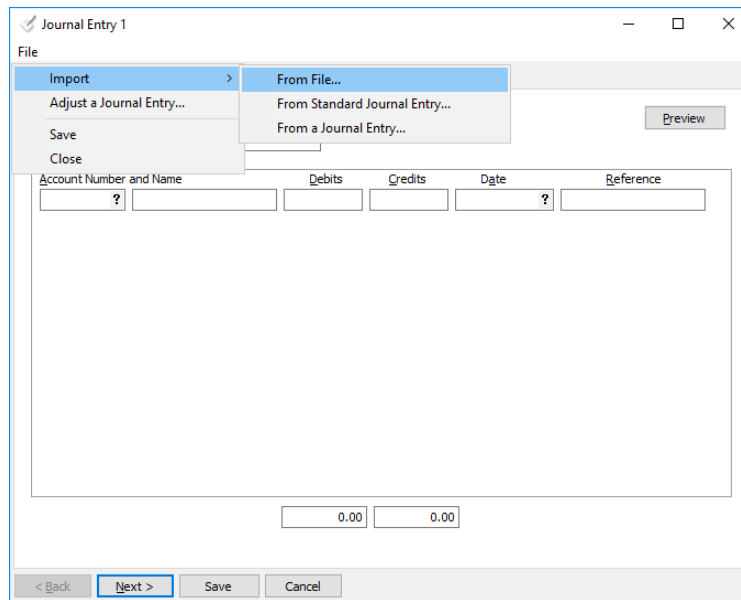
To edit a journal entry, click on File, then "Adjust a Journal Entry".

Reference Number - Enter the posting cross-reference number for the entry you want to edit. Once the entry populates, make any changes you want to make and enter a Description of the changes. Only the changes will be posted to the GL.

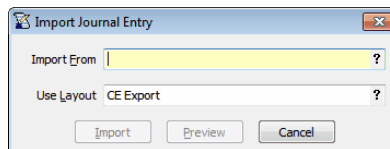
6.3.3 Importing a General Ledger Posting

Select **General Ledger > General Ledger Posting**.

Select **File** in the upper left corner of the screen and select **Import**; you can choose to import a file, a standard journal entry, or an existing journal entry.



Refer to [Posting Standard Journal Entries](#) ⁴⁴⁸ for instructions on importing standard journal entries. To import a file, select **From File**.



Import From - Click on the ? to browse to the file you wish to import.

Use Layout - The default entry here, **CE Export**, should be used if you are importing an entry sent to you from another ComputerEase user (your CPA, for instance). For instructions on creating custom layouts, contact your ComputerEase dealer's support team.

Import - Select this option to import the entry into your **General Ledger Posting** screen.

Preview - Select this option to review the entries about to be imported.

Cancel - Select this option to exit the import screen without importing your entries into the G/L.

6.3.4 Posting to Previous General Ledger Periods

Posting to a previous General Ledger period should be done with caution. When you post to a previous period all financial statements for the periods between the one being posted to and the current period are affected and updated, making previously printed financial statements obsolete. When a posting to a previous period is made, ComputerEase automatically makes adjustments to all periods that must be affected seamlessly, giving the appearance that the posting was made during that period originally. If the period being posted to is within the same fiscal year as your current period, your **Current Retained Earnings** account identified in your **General Ledger Parameters** will be affected. If the period being posted to is in a prior fiscal year than your current period, your **Prior Retained Earnings** account identified in your **General Ledger Parameters** will be affected.

Be sure to review your Balance Sheet and Profit & Loss Statement for any/all periods affected once you have completed a posting to a previous period.

6.3.5 The General Ledger Posting Register

Each time you make a General Ledger posting, ComputerEase will print the General Ledger Posting Register. It is recommended that this document be retained in your permanent records as an audit trail, backing up your electronic records. The General Ledger Posting Register contains the following information:

Company Name - This first line of the General Ledger Posting Register contains the name of the company for which this register is being printed.

Title - In this field "Posting Register" is printed in large print under the company name so that it may easily be distinguished from other papers in a file.

Date - This field displays the system date of the posting (in most cases, this will be the actual date that the work was performed) to be an aid in tracking down incorrect postings to the General Ledger.

Postings To - Since ComputerEase allows for previous period postings, it is imperative to be able to tell what period this posting was made to.

Reference - The Posting Register reference number is your most powerful tool when tracking postings. This reference number will be different for every Posting Register that ComputerEase prints. It is a unique number that is based on a combination of the date and the number of reports printed on that day. Each detail posting to the General Ledger is associated with this reference number, allowing you to track all other postings made at the same time as the posting in question. You may also run several reports in ComputerEase that will show this number.

Column Headings - The columns contained on the report from left to right are: Account Number, Account Name, Reference Date, Reference, Debit Amount, Credit Amount, and Source.

Totals - The total of all debit entries and the total of all credit entries is displayed at the bottom of the report. These two totals should always be the same in order to keep your General Ledger balanced. If the two are not the same, you should see a warning at the top of the report.

6.4 How Do I Use Standard Journal Entries in the General Ledger?

6.4.1 Using Standard Journal Entries in the General Ledger

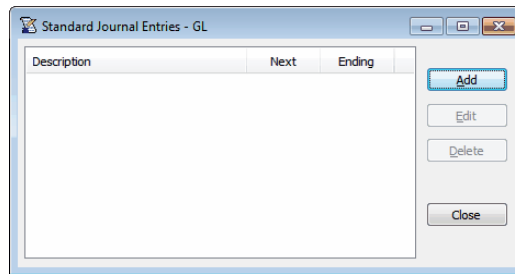
Standard Journal Entries provide a way for you to make repetitive or reoccurring journal entries in a "batch" mode of processing in an effort to save time. Periodically you will need to post the standard journal entries, and all selected standard journal entries will then be posted to the General Ledger at the same time. Journal entries that you might wish to set up as "standard" include depreciation, prepaid expenses, and expense accruals. Follow the procedures in this section to create, edit, delete and post these standard entries.

6.4.2 Create Standard Journal Entries

Before you can post standard journal entries to the General Ledger, you will first need to create the journal entries to be posted.

Select **General Ledger > Work on Standard Journal Entries > Edit Standard Journal Entries**.

Any standard journal entries that have already been created will be listed on this screen.



Click **Add** to create a new standard journal entry.

Description - Use this field to enter a description for the journal entry. This description will become the reference for the posting made.

Template- Mark this box if you want to use this entry as a template, which will allow you to create a standard journal entry form that may or may not have debit and credit amounts. If you select this option, the period fields will no longer be available.

Reverse Next Period - Select this option if this is a template to be used to post entries into one period and reversals into the next.

Next Period - In this field you will select the next financial period to which you want to post this entry. In most cases, this is the current General Ledger period, so that is the default for this field. However, you may choose to select a future General Ledger period.

Final Period - In this field select the last financial period you wish to have this standard journal entry post to. If an accounting period is entered in this field, ComputerEase will continue to post this journal entry up to and including the period entered. If this field is left blank, ComputerEase will continue to post this journal entry each and every period until an ending period is entered or until the standard entry is deleted from the system.

Account Number - Select the General Ledger account you wish to debit or credit in this journal entry.

Name - This field is populated with the General Ledger account name when the account number is selected in the previous field; it is for your review only.

Debits - Enter the amount you would like to debit this account. If you are crediting this account instead, press **Enter** or **Tab** to skip to the next field or enter a negative number here.

Credits - Enter the amount you would like to credit this account. If you chose to debit this account, and have entered an amount in the **Debits** field, the system will skip this field automatically.

Once you have entered all of the detail for your standard journal entry, click **OK** to save the entry or **Cancel** to exit the screen without saving your entry.

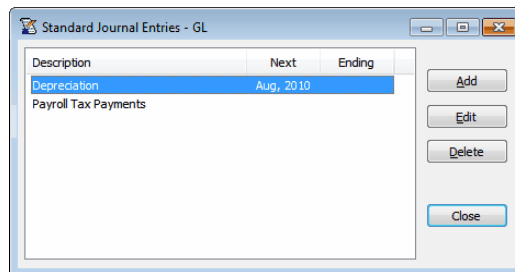
Note: The total of the debits and credits columns must be in balance before the system will allow you to save this screen. This is to ensure that your General Ledger remains in balance.

6.4.3 Deleting Standard Journal Entries

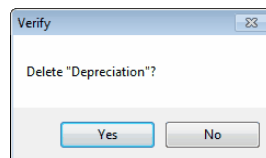
Some standard journal entries only last for a specific time while others change completely from time to time. So occasionally it may become necessary to delete one or more of your standard journal entries.

Select **General Ledger > Work on Standard Journal Entries > Edit Standard Journal Entries**.

Any standard journal entries that have already been created will be listed on this screen.



Highlight the journal entry you wish to delete and click **Delete**.



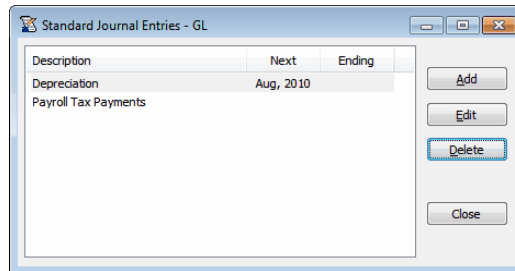
You will receive a message asking you to confirm this deletion. Click **Yes** and the selected journal entry will be removed the system or click on **No** to leave the entry in the system and cancel the deletion. Once you click on **Yes** you will have to re-create the entry in order to use it in the future.

6.4.4 Editing Standard Journal Entries

Occasionally it may become necessary to edit that journal entry.

Select **General Ledger > Work on Standard Journal Entries > Edit Standard Journal Entries**.

Any standard journal entries that have already been created will be listed on this screen.



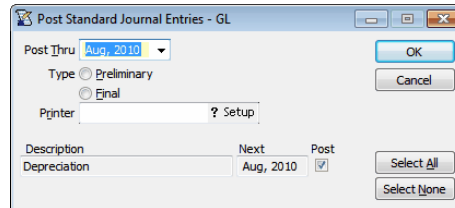
Highlight the journal entry you wish to edit and click **Edit**. You may change any information for this journal entry. When you are finished, click **OK** and your changes will be saved.

Tip: You can click on any column (Description, Next or Ending) to sort your pending journal entries by that column.

6.4.5 Posting Standard Journal Entries

Once you have created standard journal entries, you will need to post them to your General Ledger.

Select **General Ledger > Work on Standard Journal Entries > Post Standard Journal Entries**.



Post Thru - Select the General Ledger period through which you would like to post all standard journal entries. Based on the standard journal entries you have created and the posting period you choose, you will see a list below of all entries that will be posted, along with the next posting period for that entry. Note that if you choose to post through a period after the period listed for an entry's **Next** posting, you will get a posting to each period beginning with the period listed **Next** up to and including the period you select to **Post Thru**.

Type - Select **Preliminary** to print a proof report showing all postings that will be made but without actually making these postings to the General Ledger. Select **Final** to post the entries to the general ledger and generate a report.

Printer - Choose your printer; a posting report will print to be saved for your review.

Post - Check this box for each entry you want to post at this time.

Select All - Select this option to check the **Post** field for all entries listed.

Select None - Select this option to uncheck the **Post** field for all entries listed.

Click on **OK** to save and post your entries or **Cancel** to exit the screen without posting your entries.

Another way to post Standard Journal Entries is to use the General Ledger Posting option.

Select **General Ledger > General Ledger Posting**.

Select **File** in the upper left corner of the screen and select **Import > From Standard Journal Entry**.

Select the entry you want to post.

The **General Ledger Posting** screen will populate with information from the standard entry. Note that if the entry was set up as a template, you will have the opportunity to enter debit and credit amounts for each account before saving the entry. You may also make any changes to the entry at this time.

Account Number and Name	Debits	Credits	Date	Reference
210.0 ? FICA Withholding			8/12/2010 ?	Payroll Tax Payments
211.0 ? FICA Accrual			8/12/2010 ?	Payroll Tax Payments
212.0 ? Federal Withholding			8/12/2010 ?	Payroll Tax Payments
213.0 ? State Withholding			8/12/2010 ?	Payroll Tax Payments
214.0 ? Local Taxes			8/12/2010 ?	Payroll Tax Payments
215.0 ? FUTA			8/12/2010 ?	Payroll Tax Payments
216.0 ? SUTA			8/12/2010 ?	Payroll Tax Payments
217.0 ? Worker's Compensation			8/12/2010 ?	Payroll Tax Payments
100.0 ? Cash			8/12/2010 ?	Payroll Tax Payments
?			?	

Click **OK** to save the entry or **Cancel** to exit the screen without saving and without posting your entry.

6.5 How Do I Use Reports in the General Ledger?

6.5.1 General Ledger Report Definitions

Chart of Accounts (by Account or Description) - A list of all General Ledger accounts, sorted by account number (Account) or name (Description), which includes each account's number, name, status and type.

Account Inquiry - A report of information for a single General Ledger account or group of accounts that includes the account's number, name, status, period and year-to-date balances and any current period postings made to that account.

Trial Balance - A list of General Ledger accounts with their current period balance and type of balance (debit or credit). This report should be run before closing each accounting period to confirm General Ledger account balances.

Balance Sheet (Standard, Comparative and Consolidated) - A report showing the Assets, Liabilities and Equity account balances in the General Ledger. You may customize this report by grouping General Ledger accounts. A Comparative Balance Sheet compares the current and prior period's balances and the current and prior year's balances. A Consolidated Balance Sheet combines the Balance Sheets of multiple companies as long as each company's General Ledger has the same numbering format.

General Ledger - A report of all detail contained within the Chart of Accounts for a specified period of time. Information given for each account includes account number, description, and balance at the beginning of the period, total debits and credits, net change and balance at the end of the period. Detail postings that make up the totals are listed under each account and include the posting date, reference, credit or debit amount of the posting, reference number and source code. Source codes shown on this report identify where the posting was generated.

Profit and Loss Statement (Standard, Consolidated and Period Range) - A report summarizing total Income, Cost of Sales, Operating Expenses and Profit for month-to-date and year-to-date. Also known as the Income Statement, the Profit and Loss Statement should be run for each General Ledger period. A Consolidated Profit and Loss Statement combines the Profit and Loss Statements of multiple companies as long as each company's General Ledger has the same numbering format. A Period Range Profit and Loss Statement shows the Profit and Loss Statements of multiple periods within a specified range.

Comparative Operating Report - A comparison report of one General Ledger period's Profit and Loss Statement to the same period of the previous year showing current and prior amounts for the period and year-to-date. This report also includes the percent of sales and percent of change.

Variance Report - A comparison report of actual account activity versus budgeted account activity. This report includes the current account balance, budget and the dollar variance for the selected period and year-to-date. This report is accessible only if you have entered Budget amounts in the account's maintenance master file.

Posting Cross-reference Report - A reprinting of a specified Posting Report based on the assigned reference number.

6.5.2 Using Reports in the General Ledger

The General Ledger is capable of a number of reports ranging from a simple Chart of Accounts List to a more complex Profit And Loss Statement. You are able to alter the appearance of many of these reports by grouping General Ledger accounts (see [Grouping Accounts Together](#)⁴⁶⁴) or you may customize certain financial statements to your liking. This section will describe how to run reports in the General Ledger, what information each report provides you with and how to customize your financial statements.

Below is a list of ComputerEase reports that may be found in the General Ledger module. In addition to these reports, your company may purchase customized reports for your system. Contact your local dealer for more information. If your company has purchased custom reports, you may access those reports by choosing **General Ledger** from the ComputerEase Main Menu and selecting **User Reports**. The reports listed below are all included in the General Ledger module:

- | | |
|----------------------------|--|
| • Chart of Accounts | • Profit and Loss Statement |
| • Account Inquiry | • Comparative Operating Report |
| • Trial Balance | • Variance Report |
| • Balance Sheet | • Statement of Cash Flows |
| • General Ledger | • Posting Crossreference Report |

You might not use all of the reports in the General Ledger. However, all of these reports may be accessed in the General Ledger module and each of them may be printed as a hard copy, displayed on your computer screen for a quick reference, printed to a pdf in the clipboard for later viewing or emailed. Many reports are date sensitive, allowing you to run the report for only certain period ranges.

Running Reports

The reports listed above may be accessed by selecting General Ledger from the ComputerEase Main Menu and choosing Reports. Click on **Chart of Accounts**, **Balance Sheet**, **Profit and Loss Statement**, **Comparative Operating Report**, or **Variance Report** to display a sub-menu for these reports. When you have selected the report you wish to run, that report's informational screen will display. Below is an explanation of fields you will most commonly find on these screens. Which fields are displayed on a report's informational screen will vary by report, and not all fields listed below will apply to all reports.

Account...To - In this field select the General Ledger account range for which you wish to run this report. Leaving this field blank will run the report for all General Ledger accounts.

Status - In this field select **All** to include all accounts on the report, **Active** to run the report for only active General Ledger accounts or **Inactive** to run the report including only inactive General Ledger accounts.

Period...To - These fields are used to select the General Ledger period or period range for which you wish to run this report. ComputerEase will gather data according to the General Ledger period to which postings were made. For example, if an invoice is entered in March but posted to February, entering **Feb** to **Feb** in this field will show that invoice.

Detail or Summary - Select **Detail** if you wish to see detailed line items with a subtotal per posting. Select **Summary** if you wish to only see one summary line per posting. Select **Defaults** to use the **Default Printing** setting that was entered in each account's maintenance master file.

Include Zero Balances - In this field select **Yes** if you wish to have accounts with a zero balance included on this report or **No** if you wish to print this report showing only accounts with a balance.

Sort by - In this field select **Posting Date** if you wish to have postings on the report sorted by their date or **Source Code** if you wish to have the postings on the report sorted by their source codes.

Reference Number - Use this field to enter the reference number of the Posting Register you wish to print. This number is found on the General Ledger Posting Register (see [The General Ledger Posting Register](#)⁴⁴⁴).

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

In addition to the reports listed above, you may also see a **Department List** if you have created and are using departments within the General Ledger.

There is also an option to **Export Journal Entry** in the **Reports** section of your General Ledger module. This allows you to export a journal entry to a delimited file that can be imported by other ComputerEase users. It is most commonly used by CPA's who have their own copy of ComputerEase for preparing your period-ending financial statements. Contact your ComputerEase dealer if your CPA is interested in obtaining a copy of the software.

6.5.3 Source Codes

When postings are made to the General Ledger, each detail transaction posted includes a Source Code. The source code is useful in identifying how the posting was made. Below is a complete list of source codes used in ComputerEase. They are grouped by source module.

Accounts Payable

APC Accounts Payable Checks

APV	Voucher
APV-J	Voucher – Job Related
EXP	Expense
EXP-J	Expense - Job Related
EXPCK	Expense Check

Accounts Receivable

AR-CARD	A/R Apply Payments - Card Payments
AR-CASH	A/R Apply Payments - Cash Payments
AR-CHECK	A/R Apply Payments - Check Payments
AR-OTHER	A/R Apply Payments - Other Payments
ARA	AIA Invoice
ARB	Batch Entry Invoice
ARC	Cash Receipt
ARF	Freeform Invoice
ARK	Contract Invoice
ARU	Unit Entry Invoice
ARL	Finance Charge
CMINV	Service Management Invoice
ARBI	Batch Invoice Import

General Ledger

JE	Journal Entry
JEAD	Automatic Journal Entry
JEREV	Automatic Reverse Journal Entry
JEST	Standard Journal Entry
JEOM	Automatic Journal Entry for Close-of-the-Month
JBOY	Automatic Journal Entry for End-of-the-Year (Bal. Forward)

Inventory Control

ICA	Inventory Adjustment
ICA-J	Inventory Adjustment – Job Related
ICCNT	Inventory Physical Count
ICP	Purchase Order Receipts
ICP-J	Purchase Order Receipts – Job Related

Equipment Cost

ECM	Equipment Job Entry Cost
ECP	Equipment Cost Payroll
ECC	Accrued Equipment Cost

Service Management

SMDEP	Work Ticket Deposit
SMPAY	Work Ticket Apply Payment
SMCST	Work Ticket Cost of Sales
SMCST-J	Work Ticket Cost of Sales – Job Related

Job Cost

JME-J	Job Detail Maintenance Entry
-------	------------------------------

Payroll

PRC	Payroll Checks
PRD	Payroll Deductions
PRDD	Direct Deposit
PRDDC	Direct Deposit Checks
PREI	Earned Income Credits
PRF	Payroll Fringes
PRF-J	Payroll Job Fringes
PRFI	FICA Withheld

PRFM	Employer FICA Match
PRFU	FUTA
PRFW	Federal Withholding
PRGL	General Liability
PRLE	Employer Paid Local Taxes
PRWC	Worker's Compensation Insurance
PRSW	State Withholding
PRSU	SUTA
PRO-J	Misc. or Other Pay (Pay Type) – Job Related
PRO	Misc. or Other Pay (Pay Type)
PRN-J	Non-taxable Pay – Job Related
PRN	Non-taxable Pay
PRLW	Local Withholding Tax
PRL-J	Labor – Job Related
PRL	Payroll Labor (non-job, vacation, holiday)
PRSE	Employer Paid State Taxes
PRHSA	Direct Deposit to HSA account
PRTL-J	Trade Rate Difference from Actual
PRTC-J	Trade Rate Difference from Actual - Contra
PRADV	Payroll Advance

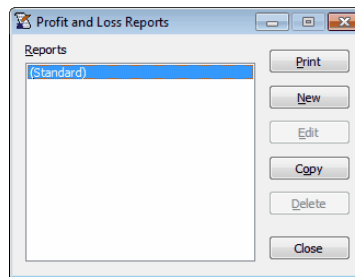
Rental

RBILL	Rental Billing
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6.5.4 Create/Edit User Defined Statements

In ComputerEase, you may use the standard Balance Sheet, Profit & Loss Statement, Comparative Operating Report and Variance Report or you may customize these four reports to suit your company's needs. You may create as many different versions of these statements as you choose and you may create different statements for each department. Note that by customizing your Profit & Loss Statement, you automatically customize the Comparative Operating Report and Variance Report in the same way, since these two reports are merely variations on the Profit & Loss Statement.

Select **General Ledger > Reports**. Select one of the reports mentioned above.



Print - Highlight a report on the list and click to print the report. You will see the normal report prompts here.

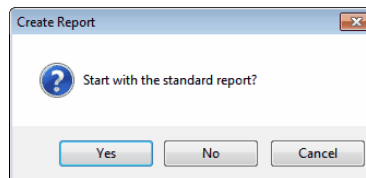
Edit - Highlight a user-defined report on the list and click to make changes to that report's format.

Copy - Highlight a user-defined report on the list and click to make a copy of that report. Note that you may find it easier to begin with an already-defined report and just make small changes to it.

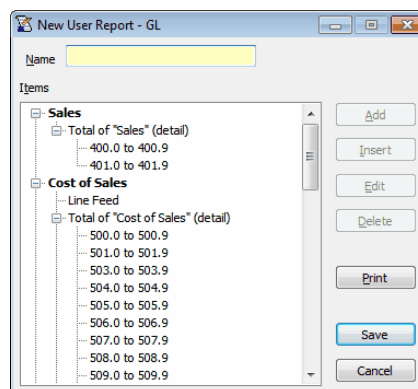
Delete - Highlight a user-defined report on the list and click to permanently delete that report.

Close - Click this button to close the report menu.

New - Click to create a new report.



You will be prompted to begin with the standard report. It is recommended but not required that you begin with the standard report.

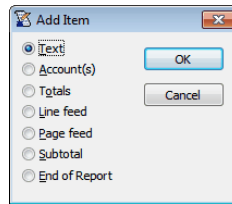


Name - Use this field to enter a name for the report you are creating.

Add - Click this button to add an element to the end of the highlighted section of the report.

Insert - Click this button to insert an element above the highlighted element in the report.

When you select **Add** or **Insert**, you will be prompted to determine what type of element you would like to add to the report.



Text - Select this to add a line of text to the report. Note that this option does not affect report calculations.

Account(s) - Select this option to add an account to a section of the report. Note that this option will affect report calculations, as account balances are included in all totals and subtotals.

Totals - Select this option to add a report total. Any accounts grouped within a total will be included in the total.

Line feed - Select this option to insert a blank line in the report for appearance.

Page feed - Select this option to insert a new page feed into the report. You may wish to have different account groupings appear on separate pages.

Subtotal - Select this option to add a subtotal to a report. The subtotal will sum all lines immediately above it on the same level of the report as the subtotal entry.

End of Report - Select this option to end the report after the entry immediately above. This will insert a "Stop Printing" action line. Any items listed after this action line will not be included in the report; it is strongly recommended that you do not remove any accounts from the report to which they belong, as this results in inaccurate financial reporting.

Click **OK** to enter the desired element and follow the prompts.

Edit - Click this button to edit the highlighted element of the report.

Delete - Click this button to delete the highlighted element from the report from the current section. Please note that this selection should not be used to remove an account from a report; any account deleted will simply be added to the bottom of the report section to which the account belongs. Accounts should never be removed from the report to which they belong, as this results in inaccurate financial reporting.

Print - Click this button to access this user defined report's informational screen to run the report.

Save - Click this button to save this user defined report in the system.

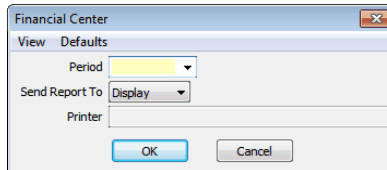
Items - As you customize your report, you may use the buttons described above but to move accounts from one section and one total group to another, you may drag-and-drop your accounts. As you edit the report, you may want to print it to the display to see your progress and how the report structure is affected by different moves.

Once you have created a report, you may access it at anytime to edit or print the report. You may save as many user-defined financial report formats as you need.

6.5.5 Using the Financial Center

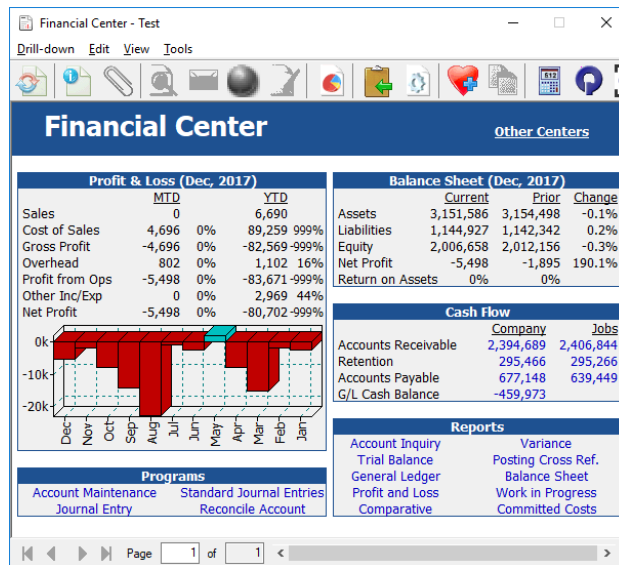
The Financial Center is a unique ComputerEase tool that allows for a quick view of the financial position of your company. From the Financial Center, you may view summary and detail information about this General Ledger period and update or change information within the General Ledger. More detailed information may be viewed simply by double-clicking on blue drill down text.

Select **General Ledger > Financial Center**.



Period - In this field select the General Ledger period through which you wish to run the Financial Center.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.



Profit & Loss - This section displays a summarized Profit & Loss statement for the specified General Ledger period. A graphical display of this information by period is shown below this section.

Balance Sheet - This section displays a summarized Balance Sheet for the specified General Ledger period, showing this period's assets, liabilities and equity.

Cash Flow - This section shows the cash flow position of your company for the specified General Ledger period, including open receivables, open payables and the General Ledger cash balance.

Reports - This section lists a number of reports for this period that may be easily accessed simply by double-clicking on the report name.

Programs - This section displays a list of tasks that may be accessed simply by double-clicking on the task you wish to perform.

Double-click on **Management Centers** in the right-hand corner of the screen to display a drop-down list of all ComputerEase management centers available for your review.

6.6 How Do I Use the Auto Distribution Feature in the General Ledger?

6.6.1 Using the Auto Distribution Feature in the General Ledger

The Auto Distribution feature in ComputerEase is used to distribute expenses from one account to one or more other accounts within the General Ledger automatically at the end of the month or at any time during the period. Follow the procedures in this section to set up and edit distributions, post distributions and run distribution reports.

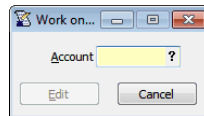
The Auto Distribution program automatically distributes expenses between accounts with the optional use of a contra account. The contra account is used to offset the amount distributed from the specified account. This feature is most commonly used to allocate overhead to various departments. For example, you may expense your cell phone bills to the General Ledger account called "Cell Phone Expense" but you may wish to have this expense distributed in some proportion between two other accounts: "Field Cell Phone Expense" and "Office Cell Phone Expense." Using the Auto Distribution feature in ComputerEase, this entry will be made automatically when you close the period or at any time you choose during the period.

Note: Prior balances in the account for which you are creating an Auto Distribution will need to be distributed manually. The distribution will apply to future postings only.

6.6.2 Working on Distributions

Before you post Automatic Distributions, you must first set up Distributions with percentages assigned to various accounts.

Select **General Ledger > Work on Automatic Distribution > Distribution Maintenance**.



Account - Enter or choose the account number from which you wish to distribute postings. When you have entered the account number, click **Edit** to enter a distribution.

Distributing - This field is populated with the General Ledger account number and name when the account number is selected in the previous screen; it is for your review only.

Contra Account - Use this field only if you wish to make postings to a contra account when your distributions are posted.

Account - Select an account to post distributions to from the selected account.

Description - This field is populated with the General Ledger account name when the account number is selected in the previous field; it is for your review only.

Percent - Enter the percentage of the activity that will post to the account listed above that you would like to post to this account.

Comments - Enter any comments for this distribution. These comments will be the reference or description for this posting.

If you wish to delete this distribution, click **File** in the top left-hand corner of the screen and select **Delete**.

Click **Save** to save this distribution or click **Cancel** to exit the screen without saving your changes.

6.6.3 Posting Distributions

Ordinarily, Distribution entries will post to the General Ledger automatically at the close of each General Ledger period. There may be times, however, when you cannot close the period but need to post the Distributions to the General Ledger.

Select **General Ledger > Work on Automatic Distribution**.

Post Thru - Select the General Ledger period through which you want to post distributions. Note that if you have several open periods, you may enter a period in the future and any unposted distributions will be posted for each period up to and including the period entered here.

Printer - Choose your printer; a posting report will print to be saved for your review.

Click on **OK** to post your distributions or **Cancel** to exit the screen without posting your distributions.

6.6.4 Running Distribution Reports

6.6.4.1 Distribution Setup Report

You may want to review which distributions you have created in ComputerEase. The Distribution Setup Report lists all Distributions that have been created in ComputerEase.

Select **General Ledger > Work on Automatic Distribution > Distribution Setup Report**.

Account...To - These fields are used to filter the report by account. Leaving these fields blank will run the report for all accounts.

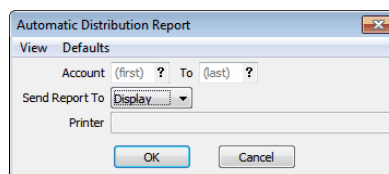
Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Click **OK** to print your report or **Cancel** to exit the screen without printing.

6.6.4.2 Distribution Report

The Distribution Report lists all Distributions that are to be posted, by period. For every account with a balance to distribute, this report will list that account along with the percentage and amount to distribute as well as each account to which a balance will be posted, along with the percentage and amount to be posted.

Select **General Ledger > Work on Automatic Distribution > Distribution Report**.



Account...To - These fields are used to filter the report by account. Leaving these fields blank will run the report for all accounts.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Click **OK** to print your report or **Cancel** to exit the screen without printing.

6.6.5 Editing Distribution Amounts

This option allows you to enter or edit a distribution on a one-time basis if you do not wish to have the total amount of the distribution account distributed.

Select **General Ledger > Work on Automatic Distribution > Edit Distribution Amounts**.

Period	Account	Description	Amount
Aug, 2010	708.0	? Telephone	1,850.00
	?		0.00

OK Cancel

Period - This is the period to which the distribution will be posted.

Account - This is the account number from which the distribution will be posted.

Description - This field is populated with the General Ledger account name when the account number is selected in the previous field; it is for your review only.

Amount - This is the amount to be distributed based on the activity posted to the account listed.

Once you have made your changes, click **OK** to save your changes or you may press **Cancel** to exit the screen without saving changes.

6.7 How Do I Use the Other Features in the General Ledger?

6.7.1 Using the Other Features in the General Ledger

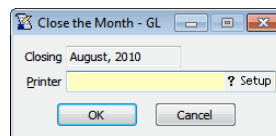
In addition to creating accounts and posting and reporting financial information, there are a few other features offered in the General Ledger module. These features include Closing the Period, Grouping Accounts Together, Reconciling Accounts, The Outstanding Check Report and Deleting Old Data. Follow these procedures to utilize those features.

6.7.2 Closing the Current Period

At the end of each accounting period, you must close out the accounting period. Closing the period will increase or decrease the Current Retained Earnings account in the General Ledger to reflect the amount of profit or loss for the period being closed.

Note: Before closing the General Ledger period, it is highly recommended (but not required) that you be sure all necessary reports have been run and all modules have been balanced to the General Ledger.

Select **General Ledger > Close Current Period**.



Closing - ComputerEase will display the period you are about to close here; this is for review only.

Printer – Choose your printer to print the posting report for the entries made to Retained Earnings.

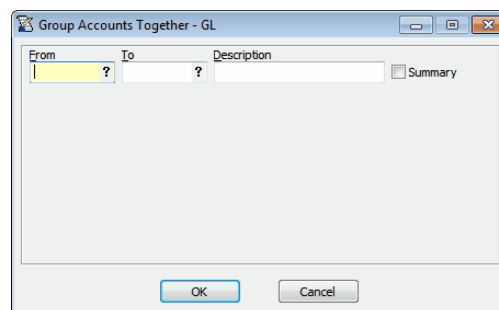
Click on **OK** to print the Posting Register and close the period or **Cancel** to exit the screen without closing the period.

6.7.3 Grouping Accounts Together

The General Ledger has eight types of accounts: Assets, Liabilities, Equity, Sales, Cost of Sales, Other Income, Operating Expenses and Provisions for Taxes. Some companies prefer to use further break-down for each of these types. Assets, for example, might be broken down into Current Assets and Fixed Assets, while Liabilities could be broken down into Current Liabilities and Long-term Liabilities. Each of these would need to be shown as separate subtotals on the Balance Sheet. The **Group Accounts Together** feature allows you to do just that, categorizing accounts under subtotal headings on certain reports. ComputerEase will subtotal each type under the grand total of Assets automatically when you print the Balance Sheet, Profit & Loss Statement, Comparative Operating Report or Variance Report.

Note: The accounts you are grouping together must be sequential accounts. For example, you may group accounts 100 through 110 into "Cash", but you may not group accounts 100, 102, 116 and 118 into "Cash" while grouping 101, 103 and 115 into a separate grouping.

Select **General Ledger > Group Accounts Together**.



From - Select the first account to be included in this group of accounts.

To - Select the last account to be included in this group of accounts.

Description - Enter a description for this group of accounts; this is the name that will be shown on printed or displayed reports.

Summary - Select this option if you wish to group accounts with similar descriptions into one total on your reports with no detail displayed. For example, if you have four or five different cash accounts, select this option if you wish to have these four or five cash accounts combined into one account on financial reports. If you do not select this option, each account will report individually, with a subtotal for the group.

Continue to enter all account ranges that you wish to have grouped together. When you have entered all groupings, click **OK** and ComputerEase will save this information or click **Cancel** to exit the screen without saving your changes. Once you have saved these groupings, we recommend you print a set of financial reports to make sure that you have grouped accounts the way you want them. Note that you may edit or delete these groupings at any time.

6.7.4 Reconciling Accounts

The **Reconcile Accounts** feature is a tool used to verify that your account balances in ComputerEase match the balance that your bank has for that account. Use this feature to reconcile checks, deposits and any other items affecting your checking and cash accounts. When you perform this function, reconciled checks will be removed from the Outstanding Check Report.

Select **General Ledger > Reconcile Account**.

Checking Account -Select the checking account you wish to reconcile from the checking accounts that were set up in Accounts Payable.

Cash Account - This field will default to the cash account associated with the checking account you selected above.

Ending Date - You may want to enter an ending date here to restrict the transactions in the reconciliation screen to only those that fall before a specified date.

Ending Period - You may want to choose an ending period here to restrict the transactions in the reconciliation screen to only those that fall prior to or within a specified period.

Reconcile to G/L Period - This will default to your Ending Period if you enter an ending period (recommended). If you enter a period here, your ending balance for this period will be used for the reconciling feature to ensure that once outstanding items are taken into account, your bank balance reconciles to your balance in the software.

Reconcile Account

Main

Beginning Balance	0.00
Ending Balance	0.00
Reconciled Balance	0.00
Needed To Reconcile	0.00cr
Deposits/Credits in Transit	8,105.39
Outstanding Checks/Debits	-181,406.57
Cleared Deposits/Credits	252.86
Cleared Checks/Debits	252.86

Reconcile G/L for Sep, 2018

Reconciled Balance	0.00
Outstanding Debits on/before	-18,065.32
Outstanding Credits on/before	8,105.39
Outstanding Checks on/before	-105,047.48
Reconciled Credits after	0.00
Reconciled Debits after	0.00
Reconciled Checks after	0.00
Rec. Checks not in the G/L	0.00
Adjusted Balance	-115,007.41
Account Balance	-115,007.41
Difference	0.00

Item	Date	Amount	R	Description
6657	2/15/2008	126.42	Y	Ron Hammer
6658	2/15/2008	126.44	Y	Ron Hammer
6659	2/15/2008	126.42		Ron Hammer
6660	2/15/2008	269.50		Peter May
6661	2/15/2008	189.99		Ron Hammer
6662	3/7/2008	332.20		Bill Walsch
6663	3/7/2008	198.63		Craig Peters
6664	3/7/2008	177.67		Paul Furnier
6665	3/7/2008	588.40		Scott Randall
6666	3/7/2008	654.18		Bill Riddle
6667	3/21/2008	259.55		Joe Smith
6668	3/21/2008	177.64		John Johnson
6669	3/21/2008	556.62		Ken Doll
6670	3/21/2008	316.03		Larry Robbins
6671	3/21/2008	462.66		Daniel Lewis
6672	3/21/2008	375.24		Marty Grady
6673	3/21/2008	374.68		Fabio E Pena
6674	3/21/2008	556.62		Stan Middleton
6675	3/21/2008	462.66		John Stegemill
6676	3/21/2008	581.88		Bill Walker
6677	6/13/2008	339.96		Bill J Walsch
6678	7/4/2008	214.38		Daniel Lewis
6679	7/4/2008	438.38		Marty Grady
6680	7/4/2008	438.38		Marty Grady
6681	7/4/2008	438.38		Marty Grady

Buttons: < Back, Next >, Save, Cancel

Buttons: Reconcile, Unreconcile, Partial..., Range..., Import..., Checks, Transactions, Report, Help

Beginning Balance - Enter the beginning balance of the bank account you are reconciling from your statement. If this is not your first time using this screen, this field will be populated with the ending balance of this account from your previous reconciliation.

Ending Balance - Enter the ending balance of the bank account you are reconciling from your statement.

Reconciled Balance - This field displays a running balance for this account as items are reconciled. Initially, this field will equal the beginning balance; however, this amount will decrease as you reconcile checks and increase as you reconcile deposits. In the end, this amount should equal your ending balance. This field is populated by ComputerEase and is for your review only.

Needed to Reconcile - This field displays a running total of the dollar amount needed to balance to the your statement. This figure represents the difference between the ending balance and the reconciled balance. This field is populated by ComputerEase and is for your review only.

Deposits/Credits in Transit - This field displays a running total of all deposits and credits that have not been marked reconciled. This field is populated by ComputerEase and is for your review only.

Outstanding Checks/Debits - This field displays a running total of all checks and debits that have not been marked reconciled. This field is populated by ComputerEase and is for your review only.

Cleared Deposits/Credits - This field displays a running total of all deposits and credits that have been marked reconciled. This field is populated by ComputerEase and is for your review only.

Cleared Checks/Debits - This field displays a running total of all checks and debits that have been marked reconciled. This field is populated by ComputerEase and is for your review only.

Reconcile G/L for *Period* (only populated if you entered a "Reconcile to G/L Period" earlier)

Reconciled Balance - This is your reconciled balance from above.

Outstanding Debits on/before - This is the total of all outstanding debits remaining through the period listed.

Outstanding Credits on/before - This is the total of all outstanding credits remaining through the period listed.

Outstanding Checks on/before - This is the total of all outstanding checks remaining through the period listed.

Reconciled Credits after - This is the total of all outstanding debits remaining after the period listed if you have previously marked any items reconciled and saved those items.

Reconciled Debits after - This is the total of all outstanding credits remaining after the period listed if you have previously marked any items reconciled and saved those items.

Reconciled Checks after - This is the total of all outstanding checks remaining after the period listed if you have previously marked any items reconciled and saved those items.

Reconciled Checks not in the G/L - This is the total of any reconciled checks not yet posted to the G/L (deposits and other debits must be posted to the G/L in order to show up in the Reconcile Account screen).

Adjusted Balance - This is your adjusted bank balance.

Account Balance - This is your G/L cash balance.

Difference - This is the difference between your adjusted bank balance and your G/L cash balance.

Your items for reconciliation are listed to the right. They are listed initially with checks listed first, followed by deposits and journal entries. You may click on any of the column headings to sort by that field.

Item - This column shows the check number if it was written from Accounts Payable or Payroll.

Date - This column shows the date of this transaction; for Accounts Receivable deposits this is the date the payments were posted to the G/L.

Amount - This column shows the amount of this transaction.

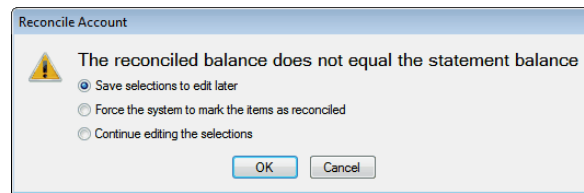
R - This is the column where you select which line items are reconciled. Click in this column to display a **Y**, indicating that this line item is reconciled. Click on a **Y** in this column to remove the **Y** and indicate that the line item is not reconciled.

Description - This column displays the payee on the check, the description from the journal entry or the source of the posting.

On the right-hand side of the screen, there are several buttons that you may use to process the reconciliation.

Save - Click this button to save the information you have entered. Depending on whether the amount shown in the **Needed to Reconcile** field is 0, you will have several options.

If the amount shown in the **Needed to Reconcile** field is not 0 (i.e., you have not successfully completed your reconciliation) you will see the following screen:

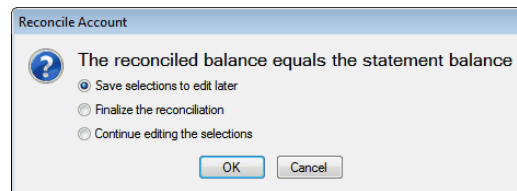


Save selections to edit later - Select this option to save your selections so that you may come back and complete the process later and pick the reconciliation up where you left off.

Force the system to mark the items as reconciled - Select this option to finalize your reconciliation if you know that you are in balance. Contact your ComputerEase dealer support team for assistance with this option.

Continue editing the selections - Select this option to go back to reconciling the account.

If the amount shown in the **Needed to Reconcile** field is 0 (because either you have successfully completed your reconciliation or are using daily balancing) you will see the following screen:



Save selections to edit later - Select this option to save your selections so that you may come back and complete the process later and pick the reconciliation up where you left off.

Finalize the reconciliation - Select this option to finalize your reconciliation.

Continue editing the selections - Select this option to go back to reconciling the account.

Cancel - Click this button to exit the **Reconcile Account** screen without saving the information that has been entered.

Reconcile - Click this button to indicate that the highlighted transaction has been reconciled. This is the same action as clicking in the **R** field or clicking the **Y** on your keyboard.

Unreconcile - Click this button to indicate that the highlighted transaction has not been reconciled. This is the same action as clicking on a **Y** in the **R** column or clicking the **N** on your keyboard.

Partial - Click this button to indicate that a portion of the highlighted transaction has been reconciled. You may not partially reconcile any checks written through Accounts Payable or Payroll. Any differences between the amount the check was written for and the amount that cleared your bank will need to be addressed before completing your reconciliation.

Range - Click this button to select a range of transactions to be reconciled. This can help speed up the reconciliation process.

Import...

Checks - Click this button to import a file of cleared checks from your bank. The file must be either Tab Delimited, Fixed Length, or Comma Delimited. For more information on importing files, see Importing_Flat_Files.

Transactions - Click this button to import transactions from a file. The file must be either Tab Delimited, Fixed Length or Comma Delimited. The Import Transaction feature includes the ability to include transactions other than checks (credit card, ACH, transfers, etc.).

ComputerEase will attempt to auto match imported transactions (transaction date of 120 days or less) against unreconciled entries (with a G/L date 90 days or less) by looking at Item Number, Date and Amount. If the auto match finds more than one possible match, you will be prompted to select which entry you want the transaction to be matched with.

Entries that were reconciled using an imported transaction will appear in green (greenbar color). Select an entry then click Accept to match the transaction to the selected entry. Click Skip if you do not want the transaction to be auto matched.

Item	Date	Amount	R	Description
6657	2/15/2008	126.42	Y	Ron Hammer
6658	2/15/2008	126.44	Y	Ron Hammer
6659	2/15/2008	126.42		Ron Hammer
6660	2/15/2008	269.50		Peter May
6661	2/15/2008	189.99		Ron Hammer
6662	3/7/2008	332.20		Bill Walsch
6663	3/7/2008	198.63		Craig Peters
6664	3/7/2008	177.67		Paul Furnier
6665	3/7/2008	588.40		Scott Randall
6666	3/7/2008	654.18		Bill Riddle
6667	3/21/2008	259.55		Joe Smith
6668	3/21/2008	177.64		John Johnson
6669	3/21/2008	556.62		Ken Doll
6670	3/21/2008	316.03		Larry Robbins
6671	3/21/2008	462.66		Daniel Lewis
6672	3/21/2008	375.24		Marty Grady
6673	3/21/2008	374.68		Fabio E Pena
6674	3/21/2008	556.62		Stan Middleton
6675	3/21/2008	462.66		John Stegemill
6676	3/21/2008	581.88		Bill Walker
6677	6/13/2008	339.96		Bill J Walsch
6678	7/4/2008	214.38		Daniel Lewis
6679	7/4/2008	438.38		Marty Grady
6680	7/4/2008	438.38		Marty Grady
6681	7/4/2008	438.38		Marty Grady

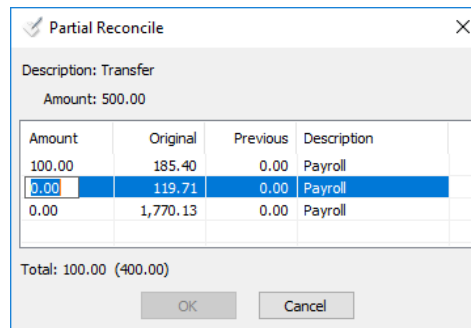
If there are unmatched transactions, an Unmatched Tab will be activated.

Imported Transactions that were not auto matched will appear on the left hand side. Unreconciled G/L Entries will appear on the right.

If any or all transaction were imported in error, you can right click on a selected transaction(s) and select Delete Select Transaction(s) or Delete All Imported Transactions.

To reconcile or partially reconcile an entry, highlight the transaction on the left. Entries that cannot be matched to the selected transaction will be grayed out.

If the entry amount equals the amount of the selected transaction, the Reconcile button will activate. If the entry amount is less than the transaction amount, the Partial button will activate.



Partial Reconcile

Description: Transfer
Amount: 500.00

Amount	Original	Previous	Description
100.00	185.40	0.00	Payroll
0.00	119.71	0.00	Payroll
0.00	1,770.13	0.00	Payroll

Total: 100.00 (400.00)

OK Cancel

If using a transaction to partially reconcile more than one transaction, you will need to enter the amount that you wish to apply to each entry and click OK to save.

Once all unmatched transactions have been reconciled, the unmatched tab will disappear and you will be taken back to the main screen.

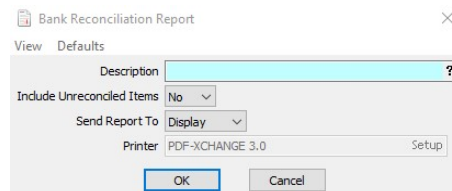
Report - Click this button to run the Bank Reconciliation Report. You may indicate whether or not to include Unreconciled items on this report.

Help - Click this button to access the ComputerEase help for this screen.

6.7.5 Printing the Bank Reconciliation Report

Use this feature to reprint a reconciliation report after you have completed your bank reconciliation.

Select **General Ledger > Print Bank Reconciliation Report**.



Bank Reconciliation Report

View Defaults

Description: ?

Include Unreconciled Items: No

Send Report To: Display

Printer: PDF-XCHANGE 3.0 Setup

OK Cancel

Description -Select the report you want to reprint using the lookup.

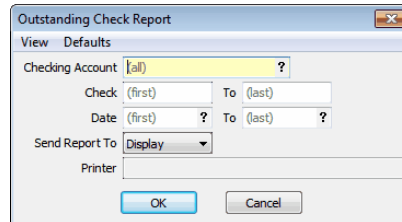
Include Unreconciled Items - Choose yes or no to include unreconciled items on the report.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

6.7.6 Running the Outstanding Check Report

The Outstanding Check Report may be run to show all outstanding checks that have not been reconciled for an individual checking account or for all checking accounts in ComputerEase. This report includes check numbers (in ascending order), dates of the checks, payees of the checks, amounts of the checks and a total amount of all outstanding checks.

Select **General Ledger > Outstanding Check Report**.



Checking Account - This field will default to your Accounts Payable checking account that you designated under **Configure > System Parameters > Accounts Payable Parameters**. If this is not the checking account that you wish to view simply choose the correct checking account by hitting **F2** or the **?** and selecting the correct account from the displayed list. If you clear the checking account listed, you will be able to print checks from all of your checking accounts on one check register.

Check Number...To - These fields are used to filter the report by check number.

Date...To - These fields are used to filter the report by date.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

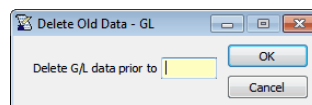
Click **OK** to print the report or **Cancel** to exit the screen without printing the report.

6.7.7 Deleting Old Data

From time to time you may find that you want to purge information from the General Ledger from previous periods. This procedure removes all detail and balances for every period prior to the selected year and therefore **MUST** be performed with the utmost care. The main reason for performing this option should be to free up space on your computer. Since each period's detail can build up to become a rather large amount of data, this feature allows you to reclaim some of that disk space at the expense of no longer being able to run reports for or post easily to that period. You may not select the current or any future year when deleting old data. If you select to delete a previous fiscal year, you will receive a warning reminding you that comparative reports will no longer be able to provide useful information, as the balances of the previous period (the period that is used as a comparison) will be zero.

Note: This option should be chosen with care. Once you perform this feature, the data for the selected period will be irrevocably lost and reports may no longer be run for that period. The only time this option should be exercised is if space is needed on your hard drive and/or you are absolutely sure that you do not require a period's data any longer. Even if either of these situations is true, you should always perform a backup before choosing to Delete Old Data. It is also recommended that you print hard copies of all reports for years for which data will be deleted.

Select **General Ledger > Delete Old Data**.



Delete G/L data prior to - Enter the year prior to which you want to remove detail. If you enter 2005 here, then data from 2004 and before will be deleted.

Click on **OK** to purge your data or **Cancel** to exit the screen without purging any data. If you choose **OK** you will receive a message asking you to confirm the deletion. After clicking **Yes** you will only be able to retrieve that data from a backup.

Accounts Receivable

Part

VII

7 Accounts Receivable

Accounts Receivable is one of the base modules of ComputerEase. This section is designed to familiarize you with the basics of how this module works and the tools and information this module offers you.

In Accounts Receivable, you will generate the actual billing amounts that are ultimately posted to Job Costing and the General Ledger. The main tasks performed in Accounts Receivable include invoice entry and printing, payment receipt and generating statements and past due notices.

7.1 What is the Accounts Receivable Module?

7.1.1 Other Modules and Accounts Receivable

ComputerEase's Accounts Receivable module offers a wide range of features and reports that are designed to allow you to access important and pertinent information that is both accurate and analytical in nature, as quickly and easily as possible. The Accounts Receivable Module is used to create various types of invoices, apply payments to invoices and generate reports tracking the current status of a customer's account and history. The types of invoices that can be created and printed are: Free Form Invoices, Time & Material Invoices, Contract Invoices, Unit Billing Invoices, and AIA Invoices. You may also use Batch Invoices, which allow you to create a receivable balance but not produce a hard copy of an invoice.

The Accounts Receivable Module is fully integrated with the General Ledger, Job Cost, and Inventory Control modules. Using the Accounts Receivable module has many benefits beyond simply printing invoices. By using this module, you will post billings to the Job Costing Module, allowing cost versus billing reports. Additionally, your sales, discounts given, sales tax, and other sales related accounts in your General Ledger will update reducing the opportunity for mistakes. There are a variety of helpful programs within Accounts Receivable including programs to print statements and past due notifications as well as other helpful reports and generate service charges.

7.1.2 Features in Accounts Receivable

The Accounts Receivable module contains a number of tools you will use to manage billing, which is one of the most important factors in your business.

Some of these features are:

- Posting directly to Job Cost. This keeps your billings versus costs up to date.
- Posting directly to the General Ledger. This helps insure that each month your General Ledger will balance with the correct amounts, giving you an accurate picture of your financial status.
- A complete customer history is kept for as long as you desire - enabling you to track customers purchasing habits.
- Invoices may be posted to previous financial periods.
- Many types of invoices may be stored and posted at later dates - this feature is especially important for AIA and contract billings, where the payment and billing are not always the same.
- Full retention tracking and billing.
- On time and material jobs, you may elect to pull invoice detail directly from the Job Cost detail, in effect allowing the system to generate most of the invoice for you.

- Sales tax is tracked as ComputerEase handles any combination of local and state sales taxes.
- Finance charges may be computed at any time during the month, helping to insure they are billed accurately, even if it's the middle of the month.

7.1.3 Reports in Account Receivable

The Accounts Receivable module contains a number of reports that will help you manage the flow of your customer and job billing. These reports are designed to help you keep on top of your incoming cash and invoicing. Some of these reports are:

- | | |
|--|---------------------------------------|
| • AIA/Unit Billing Change Order Report | • AIA/Unit Billing Subcontract Report |
| • AIA/Unit Billing Worksheet | • Open Invoice Report |
| • Customer Receivables Inquiry | • Sales Register |
| • Aged Trial Balance | • Collection Report |
| • Cash Summary Register | • Statements |
| • Past Due Notices | • Sales Tax Report |
| • Customer Master List | • Mailing Labels |
| • Contract Billing Report | • Retention Due Report |
| • Unposted Freeform Invoices Report | • Unposted Progress Billings Report |

7.1.4 Types of Invoices

There are six methods of invoicing in the Accounts Receivable module; five of those methods result in a hard copy invoice that may be sent to customers.

Batch Entry is used to post an balance to a customer account without producing a physical invoice. The invoice will update the Aged Trial Balance allowing for payment to be applied. When the posting procedure is performed the billed to date, in Job Cost, will be updated along with the General Ledger. This function is primarily used for entering initial open balances.

Freeform Invoice entry allows the user to control what information prints on the invoice. Freeform invoices are commonly used for time and material billings that have a set amount to bill for the contract or for over-the-counter sales.

Cyclical Billing is ComputerEase's Time & Material billing process. The billing cycle will bill detail directly from Job Cost, allowing the user to choose which items they would like to bill in a given billing cycle. ComputerEase automatically tracks which items have or have not been billed making sure all items are billed.

AIA Invoice (American Institutes of Architect) entry allows the user to print on the actual G702 and G703 or to print their own version of this type of invoice. ComputerEase automatically tracks work completed in this and previous periods, stored materials, and retention for each Schedule of Values. As each application is generated the appropriate columns are updated.

Contract Invoice entry produces a lump sum progressive billing. Similar to an AIA, this type of invoice is actually performed within AIA Invoicing but the invoice format is indicated by changing the invoice type to Contract. It does not include the second page of line item detail (G703). The original contract amount along with change orders are

tracked separately along with retention.

Unit Billing is used to track the progressive billing of units. This invoice allows the customer to see the number of units to be performed, the amount per unit to be billed, the number of units completed to date, and amount billed to date. As each application is generated the various columns are automatically updated.

7.2 Accounts Receivable Customers

7.2.1 Customer Numbers

Each of your customers must be assigned a customer number. When you print reports in ComputerEase, they print in order by customer number. You should give some thought to the manner in which you assign numbers. Two things to take into consideration when developing a numbering scheme are making it easy for the operator to enter and/or find the code and leaving room for future growth.

This number may contain up to eight alphanumeric characters. This allows you to apply meaningful numbers to your customers. Below are a few examples:

Utilizing Alpha Only

Customer No: ABCGC

Customer Name: ABC General Contractors

Customer No: ABCCO

Customer Name: ABC Construction Company

Utilizing Alpha Numeric

Customer No: ABC100

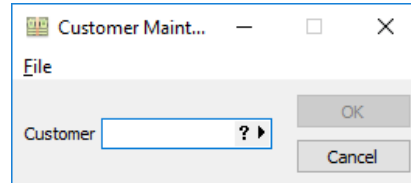
Customer Name: ABC General Contractors

Customer No: ABC125

Customer Name: ABC Construction Company

7.2.2 How Do I Set Up Customers in ComputerEase?

Select **Accounts Receivable > Maintenance Programs > Customer Maintenance**.



Customer Number - Enter the alphanumeric code (up to eight characters) you want to assign to the new customer or click the right arrow to select a customer sequence and click on **OK**.

Name and Address Tab

Status – The system defaults to Active, you may use the space bar to change to Inactive. Active means the customer is actively being used and will print on all AR reports. Inactive prevents the customer from printing on most reports, yet holds the account in the system for possible future reference. Hold puts the customer on hold and warns you they are on hold if you try to use them.

Name – Type in the customer's name. If it is longer than 30 characters, use the **Invoice Name** field on the next tab to record a name to print on the customer's invoices that is up to 60 characters.

Address – This field contains 2 lines that are 30 characters per line. This address prints on reports and invoices. Enter the customer's address.

City - Enter the customer's city.

Tip: If you enter a valid US zip code into the "City" field and press your **Tab** key, ComputerEase will automatically fill in the correct city, state and zip code.

State - Enter the customer's 2-character state postal abbreviation.

Zip - Enter the customer's zip code.

Contact – Enter the name of the billing contact at this customer.

Phone – Enter the customer's phone number.

Fax – Enter the customer's fax number.

Email – Enter the customer's email address. If you select the stamped envelope icon after information is entered in this field ComputerEase will open a new email message to this address.

Web – Enter this customer's website address. If you select the arrow icon after information is entered in this field ComputerEase will open an internet window to this website.

Short Notes – The notes section consists of three 30-character fields. Enter any pertinent information you may want to keep on file for this customer.

Department – This is a required field if you are using A/R departments.

Sales Rep – Enter the sales representative that is assigned to this customer.

Billing Tab

The screenshot shows the 'Customer CUSTOMER' window with the 'Billing' tab selected. The window contains several sections of fields:

- Separate Invoice Address:** A checkbox that is checked. Below it are fields for 'Invoice Name' (Customer 10), 'Address', 'City/St/Zip', 'Phone', and 'Fax'.
- Email Invoices:** A checkbox that is checked, followed by an email address field.
- Price and Tax:** Fields for 'Price Code' (1), 'Tax Code' (?), and 'Tax Exempt No'.
- Discounts:** Fields for 'Trade Discount %' (0.00), 'Finance Discount %' (0.00), and 'Retention %' (0.00). There is also a field for 'If paid within' (0) days.
- Terms:** A dropdown menu set to 'Net' and a field for '30 days'.
- Credit and Service:** Fields for 'Credit Limit' (0.00), 'Credit Rating' (Good), 'Freeform Format' (NORMAL), and 'Service Format' (NORMAL). There are also checkboxes for 'Print Statement', 'Past Due Notices', and 'Service Charges'.
- Balance and Payment:** Fields for 'Balance' (0.00) and 'Last Payment' (0.00) on a date field (?).

At the bottom of the window are buttons for '< Back', 'Next >', 'Save', and 'Cancel'.

Separate Invoice Address - Check this box if the customer has an address to which to send billings that is separate from their physical address listed on the previous tab or if the name you want to print on their invoice is longer than 30 characters. Once you check this field, you will have the opportunity to enter the **Invoice Name, Address, City, State and Zip** to which to send invoices.

Email Invoices - Check this box if you would like to automatically email freeform and service invoices to this customer rather than printing them. Once you check this field, you will have the opportunity to enter an email address to which to send invoices; the email address field will automatically populate with the email address from the Main tab, if entered, but can be changed.

Price Code – Select the price code to apply when selling items from your inventory to this customer.

Tax Code – Enter the sales tax code you want to apply to this customer's invoices.

Tax Exempt No – Enter this customer's tax exempt number if this customer is tax exempt.

Trade Discount – Enter the percentage by which you would like to discount each invoice that is prepared for this customer.

Finance Discount – Enter the percentage by which you would like to discounts each invoice that is prepared for this customer if payment is made according to the terms entered into the next field.

If Paid - Select **within** and enter the number of days past the invoice date for which the discount is valid or **by the** and enter the day of the month that the discount will expire.

Retention - Enter a default retention percentage for this customer that will be used on all invoices.

Terms - Enter the credit terms you want to extend to this customer. The selection made in this field will print on invoices for this customer and be used for aging purposes.

Net - Selecting this option from the drop-down and entering a number (xx) in the second field will use a due date xx days after the invoice date for all invoices created for this customer.

COD - Selecting this option from the drop-down will use the invoice date for the due date and print "COD" for the terms on the customer's invoices.

Cash - Selecting this option from the drop-down will use the invoice date for the due date and print "Cash" for the terms on the customer's invoices.

None - Selecting this option from the drop-down will use the invoice date for the due date and no terms will print on the customer's invoices.

Day - Selecting this option from the drop-down and entering a number (xx) in the second field will use a due date that falls on the next xxth of the month that occurs. For xx of 10, an invoice dated 04/01 will be due 04/10 and an invoice dated 04/11 will be due 05/10.

Receipt - Selecting this option from the drop-down will use the invoice date for the due date and print "On Rcpt" for the terms on the customer's invoices.

Credit Limit - Enter the amount of credit you are willing to extend to this customer. ComputerEase will warn you during invoice entry when this customer's open balance exceeds the amount entered in this field. This is an optional field and may be left at 0.00 indicating the customer does not have a limit.

Credit Rating - Select Good or Bad to indicate this customer's credit rating.

Freeform Format - Select the freeform invoice format you would like to use by default when preparing freeform invoices for this customer.

Service Format – Select the service invoice format you would like to use by default when preparing service invoices for this customer.

Print Statement - Check this box if you want to print statements for this customer when they have activity on their account.

Past Due Notices - Check this box if you want to the customer to be included when you print Past Due Notices.

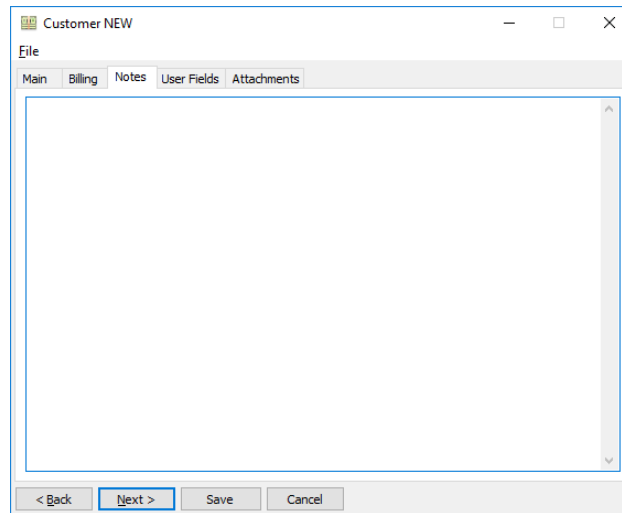
Service Charges - Check this box if you want to charge service charges to this customer on any late unpaid balances.

Balance – The customer's current balance is reported here for informational purposes only.

Last Payment was...on – The customer's last payment amount and date are reported here for informational purposes only.

Notes Tab

The notes tab allows you to enter notes concerning this customer. These notes are for your use only and may be viewed from displayed reports.



User Fields Tab

The user fields tab allows you to enter information into the user defined fields for customers that were setup in the Parameters for Accounts Receivable. This tab only appears if you have created at least one user field under **Configure > System Parameters > Accounts Receivable Parameters**.

Attachments Tab

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the customer file. This tab only appears if you have created at least one customer attachment folder under **Configure > System Parameters > Accounts Receivable Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

7.2.3 Deleting a Customer

Note: You can only delete a customer once you purge their history, or if they were never used as a customer.

Select **Accounts Receivable > Maintenance Programs > Customer Maintenance** and enter or choose the customer number desired.

Select **File** in the upper left corner of the screen and select **Delete this Customer**.

The screenshot shows a software window titled "Customer HAMILTON". The "File" menu is open, showing options: "Close", "Delete this Customer...", and "Attachments". The "Delete this Customer..." option is highlighted. The form fields are as follows:

Status	Active
Name	City of Hamilton
Address	3322 Main Street
City/St/Zip	Hamilton OH 45231
Contact	
Phone	(513) 789-1000
Fax	
Email	
Web	
Short Notes	
Department	CONST ?
Sales Rep	?

At the bottom of the window are four buttons: "< Back", "Next >", "Save", and "Cancel".

7.2.4 Running the Customer Master List

The Customer Master List is a list of all the customers you have entered into the system. The information displayed on the customer master list differs depending on whether it was printed in detail or summary.

Select **Accounts Receivable > Reports > Customer Master List**.

Customer...To - These fields are used to limit the report to one customer or a range of customers.

Detail or Summary - Detail instructs the system to print out a detailed listing of customers that includes customer number, name, address and phone number. Summary instructs the system to print out a report only listing customer number, name and phone number.

Status - This option allow for filtering of the customer master list by status. Options are All, Inactive, Active or Hold.

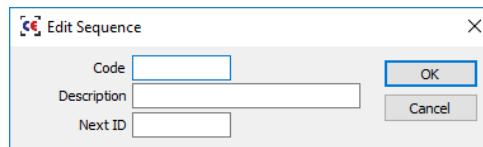
Send Report To - Select Display, Printer, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

7.2.5 Creating Customer Sequences

You may want ComputerEase to automatically number your sites for you. If so, you will need to create at least one site numbering sequence.

Select **Accounts Receivable > Maintenance Programs > Customer Sequence Maintenance**

New - Click here to add a new customer numbering sequence.

A screenshot of a software dialog box titled "Edit Sequence". It contains three input fields: "Code", "Description", and "Next ID". To the right of the "Code" field is an "OK" button, and below it is a "Cancel" button. The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

Code - Enter a code or ID for this customer numbering sequence, up to 8 alphanumeric characters.

Description - Enter a description of this customer numbering sequence.

Next ID - Enter the next number customer number you want to use for this customer numbering sequence. When you are finished, press **OK** to save.

Edit - Highlight a numbering sequence you want to make changes to and click here to edit a customer numbering sequence.

Up - Highlight a sequence and click here to move it higher on the list. Customer sequences will be listed in the order listed here when you create a customer and are asked to choose the customer sequence to which the customer belongs.

Down - Highlight a sequence and click here to move it lower on the list. Customer sequences will be listed in the order listed here when you create a customer and are asked to choose the customer sequence to which the customer belongs.

Delete - Highlight a numbering sequence you want to remove to and click here to delete a customer numbering sequence.

When you have finished maintaining your customer numbering sequences, click **OK** to save or **Cancel** to exit the screen without saving any changes.

7.3 Invoicing in Accounts Receivable

7.3.1 Using Batch Entry Invoices

This feature is used to enter invoices that were prepared and/or printed outside ComputerEase, or for which no hard copy is necessary. Batch Entry does not create a hard copy of an invoice to be printed. Batch Entry will update Job Cost and Accounts Receivable immediately.

Select **Accounts Receivable > Batch Entry**.

Invoice Tab

Batch Entry

File

Invoice

Job Invoice Number

Customer Invoice Date

Department Post To

Sales Rep Due Date

Description

Finance Discount % Expires

Credit Invoice ☐ Sales Tax ?

	Amount	Account	
Total Sales Amount	0.00	4000.10 ?	Residential
Nontaxable Sales	0.00		
<input type="text" value="0"/> % Trade Discount	0.00	8710.00 ?	Finance Charges
Freight	0.00	6000.00 ?	Other Income
Other	0.00	6000.00 ?	Other Income
Sales Tax	0.00	2300.00 ?	Sales Tax Payable
<input type="text" value="0"/> % Retention	0.00	1101.00 ?	Accounts Receivable-Retention
	0.00	1100.00 ?	Accounts Receivable

< Back Next > **Save** Cancel

Job – Enter or choose the job which you are billing. This is an optional field.

Customer – Enter or choose the customer to invoice. This information will default from the job file if you entered one above and if it is selected on the job.

Department – Enter or choose the A/R department to which to post this invoice, if applicable. This information will default from the customer file if it is selected there.

Sales Rep – Enter or choose the sales rep responsible for this sale.

Description - Enter a brief description of the invoice here. This description will show up in various places such as the Customer Receivables Inquiry.

Credit Invoice – Check this box if the invoice is a credit to the customer. You will always enter the amount of the invoice as a positive number.

Invoice Number – Enter the number you want to assign to the invoice or leave blank to allow ComputerEase to assign the invoice number.

Invoice Date – The date of the invoice for aging purposes. This defaults to your log-in date but may be changed if necessary.

Post To – Enter or choose the G/L period corresponding to your invoice date.

Due Date – The due date of the invoice will default based on the invoice date and the terms from the customer file; you may change it if necessary.

Finance Discount – Enter the percentage of the invoice to offer as a discount to your customer for prompt payment. This will default from the customer file or you may change it if necessary.

Expires - Enter the date that the finance discount will expire if payment is not received. This will default based on discount terms entered in the customer file or you may change it if necessary.

Sales Tax – If you want to add tax to this invoice, enter or choose the taxing jurisdiction here. The tax rate associated with that jurisdiction will be used to add sales tax to the invoice total taxable sales.

Total Sales Amount – Enter the total amount to be invoiced.

Non-Taxable Sales - Enter any portion of the total sales amount that is not taxable. If you did not choose a Sales Tax Code above, no tax will be added to the invoice regardless of whether you classify the sale as taxable or nontaxable. However, your Sales Register will separate your Taxable Sales from Non-Taxable Sales, so you may want to classify your sales appropriately here.

Trade Discount – Enter either a percentage or an amount to discount from the invoice. Unlike finance discounts, trade discounts do not expire.

Freight - Enter any freight amount to charge.

Other - Enter any other amounts to charge for this invoice.

Sales Tax - The amount of sales tax calculated will be displayed here.

Retention – Enter either a percentage or an amount to hold as retention at this time.

Account - The account for each line default from either the Accounts Receivable Parameters or the A/R Department to which the invoice is assigned (if applicable). You may manually change the General Ledger account for any line here.

Job Distribution Tab

If you have entered a job number for the invoice, you must complete the "Job Distribution" tab.

Cost Code	Amount
9.	0.00
<hr/>	
	0.00

The information entered here is used to compare the billing amount against the cost for each phase of the job to track profitability. If you are not tracking this detail, just leave the job number in the Cost Code field and type the total amount of the invoice in the Amount field. You must distribute the full amount of the invoice to either the job or one or more phases and/or categories on the job in order to save the invoice.

Note: Once you have saved this Batch Entry invoice, you will not be able to edit or print it.

7.3.2 Using Freeform Invoices

7.3.2.1 Entering a Freeform Invoice

The Freeform Invoicing feature allows you to create, edit, print, and post invoices to Accounts Receivable. This feature may be used for general invoicing of any type. Freeform Invoices may optionally read the data from your Job Cost detail files to create the invoice based on billing information you entered into ComputerEase when posting Payroll, Accounts Payable, and Inventory to your jobs. For additional information on this see [Cyclical Billing](#)⁵⁵².

Select **Accounts Receivable > Work on Freeform Invoices > Enter a Freeform Invoice**.

Main Tab

New Freeform Invoice

File

MainNotesItemsSummaryAttachments

Job

Number ?

Name

Address

Customer

Number ?

Name

Address

Read Job Detail ☒ Cycle

Using

Cost Code (all)

Markup: Labor %Material %

Services %Other %

Invoice Type Detail

PO Number

Invoice Number (next)

Description

Invoice Notes ?

Bill From ? to ?

Sales Tax ?

Trade Discount% 0

Retention Percent

Deposit 0.00

Invoice Date 10/16/2017 ?

Terms Net 0 days

Due Date 10/16/2017 ?

Finance Discount % 0 Expires 10/16/2017

Ship Via

Ship Date ?

Freight Type None

Freight Amount 0.00

Sales Rep ?

Price Code 1

Department ?

Sales Account 4000.10 ?

< Back

Next >

Save

Cancel

NUM

Job Number - Enter or choose the job which you are billing. This is an optional field, as freeform invoices can be prepared for non-job sales, such as over-the-counter sales.

Customer Number - Enter or choose the customer to invoice. This information will default from the job file if you entered one above and if it is selected on the job.

Customer Address - The customer address will default from the customer file. This can be changed here, but changes here will not update the customer master file.

Read Job Detail - Make sure this box is checked for cyclical billing invoices. If you are not using the cyclical billing process, simply leave this box unchecked.

Billing Cycle - If you are using the cyclical billing process, verify that the billing cycle number is the correct one. This defaults to the last billing cycle closed. If you have not closed your billing cycle yet, you will need to manually change this to the correct billing cycle. If you are not using the cyclical billing process, simply ignore this field.

Using - This field only applies if you are using the cyclical billing process. This will default to the T&M Billing Settings associated with this job and determines what information from job costing will print on the invoice. You can change it at this time if necessary. Refer to the Job Costing chapter of this manual for further information on T&M Billing Settings.

Cost Code - This field only applies if you are using the cyclical billing process. Enter or choose a cost code to bill at this time if necessary.

Markup: - You can allow ComputerEase to add overhead and profit to your Freeform Invoices for you; if you do not want to use this feature, simply leave these fields empty. Markup will be listed separately on printed copies of your invoice. The prices that you enter for your invoice items will be marked up based on Billing Class; see the Inventory Control chapter of your Management Tools Manual for more information. If using Cyclical Billing, these markups may be defaulted in your T&M Billing Settings.

Labor % - If you want ComputerEase to "mark up" prices entered for items on the "Items" tab, enter the percentage you would like to have added for "Labor" items; "Labor" items are any items in your Inventory Control Item database with a Billing Class of "Labor".

Material % - If you want ComputerEase to "mark up" prices entered for items on the "Items" tab, enter the percentage you would like to have added for "Material" items; "Material" items are any items in your Inventory Control Item database with a Billing Class of "Material".

Services % - If you want ComputerEase to "mark up" prices entered for items on the "Items" tab, enter the percentage you would like to have added for "Services"; "Services" are any items in your Inventory Control Item database with a Billing Class of "Services".

Other % - If you want ComputerEase to "mark up" prices entered for items on the "Items" tab, enter the percentage you would like to have added for "Other" items; "Other" items are any items in your Inventory Control Item database with a Billing Class of "Other" or any entries that do not use an item from your Inventory Control Item database.

Invoice Type - Choose "Detail" to print all detail from the invoice on the customer's copy of the invoice; choose "Summary" to summarize the invoice by type (Labor and Materials & Other) on the customer's copy of the invoice.

PO Number - Enter the customer's purchase order number, if applicable. This will default from the job file if it was entered.

Invoice Number – Enter the number you want to assign to the invoice or leave blank to allow ComputerEase to assign the invoice number.

Description – Enter a brief description of the invoice here. This description will show up in various places such as the Customer Receivables Inquiry.

Invoice Notes – These are predefined notes that can be selected to be placed at the bottom of the invoice. Pressing **F2** will allow you to select from the notes that already exist or you can click on **Maintenance** after pressing **F2** to setup an additional note.

Bill From...to - Enter the work date range for which you are billing.

Sales Tax – The amount of sales tax calculated will be displayed here.

Trade Discount – Enter either a percentage or an amount to discount from the invoice. Unlike finance discounts, trade discounts do not expire.

Retention – Enter either a percentage or an amount to hold as retention at this time and be certain to select either "Percent" or "Dollars" to the right.

Deposit - If you received a deposit for this invoice, enter the deposit amount. This will appear on the invoice, but does not create a cash general ledger posting or reduce the amount of the sale.

Invoice Date – The date of the invoice for aging purposes. This defaults to your log-in date but may be changed if necessary.

Terms – The terms default from the customer file. You may change them if desired.

Due Date – The due date of the invoice will default based on the invoice date and the terms from the customer file; you may change it if necessary.

Finance Discount – Enter the percentage of the invoice to offer as a discount to your customer for prompt payment and the date that discount will expire. This will default from the customer file or you may change it if necessary.

Ship Via – Enter the shipping method for any freight here.

Ship Date - Enter the shipping date for any freight here.

Freight Type - Select the appropriate type of freight charge from the list: None, Charged, Prepaid, Delivered, Pickup Collect. This is for informational purposes only.

Freight Amount – If freight is being added to this invoice enter the amount here. The amount entered here will be posted to the freight account in your Accounts Receivable Parameters or your A/R department.

Sales Rep – Enter or choose the sales rep responsible for this sale.

Price Code – Select the price code to apply when adding items from your inventory to this invoice.

Department – Enter or choose the A/R department to which to post this invoice, if applicable. This information will default from the customer file if it is selected there.

Sales Account - Enter or choose the sales account to which this sale should be posted. This will default from either your Accounts Receivable Parameters, your job, or your A/R Department, but you may change it if necessary.

Notes Tab

The notes tab allows you to enter notes concerning this invoice. These notes will print on the invoice and are meant to provide the customer with additional information. If you have entered any saved notes into the "Edit Predefined Instructions" section, you can select **File** in the upper-left corner, then select **Insert Notes** or simply hit the **?** on the right side of the notes section. Select the notes you want to enter here and click **OK**.

The screenshot shows a software window titled "New Freeform Invoice". It has a menu bar with "File" and a tab bar with "Main", "Notes", "Items", "Summary", and "Attachments". The "Notes" tab is active, displaying a large text area for entering notes. A question mark icon is visible on the right side of the text area. At the bottom, there are buttons for "< Back", "Next >", "Save", and "Cancel". A status bar at the bottom right shows "NUM" and a small icon.

Items Tab

Add - Click here to add a new line item to your invoice.

Item - Enter or choose an item from your inventory, if applicable. If you are not adding an inventory item to your invoice, simply skip this field.

Location - If you have multiple inventory locations and are adding an item out of your inventory, select the inventory location from which this inventory item will be relieved.

Quantity – Enter a quantity; the quantity must not be zero.

Description - Enter a description of the charge. If you chose an item from your inventory, that item's description will show up here. You may add to or change that description.

Price – Enter the unit price of the charge. If you chose an item from your inventory, the price associated with the price code from the "Main" tab of the invoice will be used.

Extended - This field is calculated by ComputerEase and is for your review only. This is the total price (quantity times price) for this line item.

Note: The following three fields will only be visible if you have selected that they are not hidden under your Accounts Receivable Parameters.

Taxable – Check this box if the charge is taxable. If you did not select a sales tax code on the "Main" tab of the invoice, checking this box will designate that the item is taxable, but that tax is included in the total.

Sales Account - Enter the sales account to credit with the sale of this item, ONLY if it is different than the sales account chosen for the entire invoice on the "Main" tab.

Cost - If this is an inventory item, this is the unit cost that will be used to relieve your inventory.

Once you have added your items, click on **Cancel** to return to the "Items" tab and, if necessary, choose one of the options below.

Insert - Click here to insert a new line item above the current line item.

Change - Click here to change a highlighted line item.

Delete - Click here to delete a highlighted line item.

Summary Tab

If you entered a job number in the Job field you must distribute the total sale on the "Summary" tab. The information entered here is used to compare the billing amount against the cost for each phase of the job to track profitability. If you are not tracking this detail, just leave the job number in the Cost Code field and type the total amount of the invoice in the Amount field. You must distribute the full amount of the invoice to either the job or one or more phases and/or categories on the job in order to save the invoice.

Tip: If this invoice was prepared using "Cyclical Billing" and your T&M Billing Settings are set to "Bill to Cost Code" this tab will already be filled in for you.

The screenshot shows the 'New Freeform Invoice' window with the 'Summary' tab selected. The 'Cost Code' field contains '07-24' and the 'Amount' field contains '0.00'. Below these are several summary items, each with a value of '0.00': Item Total, Markup, Total Sales Amount, Nontaxable Sales, Trade Discount, Freight, Sales Tax, and Retention. At the bottom, there are four buttons: '< Back', 'Next >', 'Save', and 'Cancel'. A status bar at the very bottom shows 'NUM'.

You will also see a summary of the total invoice once all miscellaneous items such as markup, retention and sales tax are applied. Once you have verified the information here and completed your job distribution, hit **Save**.

Post Invoice - Check this box to print a copy of the invoice at this time. It is recommended that you not check this box at this time. By not posting the invoice a copy can be printed and reviewed for any errors and then revised if necessary. The invoice can be posted at a later time using either the "Post a Freeform Invoice" or "Post Multiple Freeform Invoices" option.

Invoice Date - The date of the invoice for your review only. It cannot be changed from this screen.

G/L Period - Enter or choose the G/L period corresponding to your invoice date.

Print Now - Check this box to print a copy of the invoice at this time.

Send To – Select Display, Plain Paper, Preprinted Forms, Email or Clipboard depending on what you would like to do with this invoice. If you are printing the invoice, select the appropriate printer in the next field. Click **OK** and the invoice will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

Format – If you want to use a different printing format than the default format for the customer, choose the printing format you would like to use here.

Click **OK** to print and/or post your invoice, **Cancel** to return to the invoice for editing, or **Skip** to save the invoice without printing or posting.

Adding Attachments to a Freeform Invoice

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the freeform invoice. This tab only appears if you have created at least one Invoices attachment folder under **Configure > System Parameters > Accounts Receivable Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

7.3.2.2 Editing a Freeform Invoice

Once you have entered a Freeform Invoice and reviewed it, you may have to make changes to it.

Note: Once the invoice has been posted to the A/R module, only select fields can be edited.

Select **Accounts Receivable > Work on Freeform Invoices > Edit a Freeform Invoice**.

Customer - This field allows you to enter the customer code for the invoice to be edited. You may bypass this field if the invoice number is known.

Invoice - This field allows you to enter the invoice number that you want to edit.

The Edit a Freeform Invoice screen is exactly the same screen as the Enter a Freeform Invoice screen. Any field can be updated at this time, depending upon your user permissions.

7.3.2.3 Copying a Freeform Invoice

You can copy any freeform invoice you have created in either normal or credit format. This allows you to credit and re-bill invoices or to use an invoice as a template to easily build new invoices.

Select **Accounts Receivable > Work on Freeform Invoices > Copy a Freeform Invoice**.

Customer - This field allows you to enter the customer code for the invoice to be copied. You may bypass this field if the invoice number is known.

Invoice - This field allows you to enter the invoice number that you want to copy.

Copy As - Choose "Normal Invoice" to create the copy with items exactly as the original was entered or "Credit Invoice" to create the copy with items credited. Note that if an item was entered as a negative on the original invoice and you choose "Credit Invoice", the item will appear as a positive on the new invoice.

The Copy a Freeform Invoice screen is exactly the same screen as the Enter a Freeform Invoice screen. Any field can be updated at this time, depending upon your user permissions. All of the fields that were entered on the original invoice, including invoice date, will appear on the copy exactly as they appeared on the original with the exception of the invoice number.

7.3.2.4 Entering a Retention Invoice

A common practice in the construction industry is the withholding of retention. When retention has been held from an invoice, it must be billed separately once it becomes due. Retention held from invoices entered in either Batch Entry or Freeform Invoicing must be billed using the Freeform Retention billing process. Retention held from invoices entered in either AIA or Unit Billing must be billed using the same method as the invoice from which it was held.

Select **Accounts Receivable > Work on Freeform Invoices > Enter a Retention Invoice**.

It is only required that you input information into one of the three fields here in order for ComputerEase to find any open retention. How many and which fields you use will depend on whether you are billing all retention for a job, all retention for a customer, or only retention for a specific invoice.

Job – Enter or choose the job for which you want to bill retention.

Customer – Enter or choose the customer for whom you want to bill retention.

Invoice – Enter or choose the original invoice for which you are ready to bill retention.

Invoice	Description	Billed	Remaining	Bill
369		0.00	100.00	100.00

Bill – Enter the amount of retention you want to bill. The original invoice number, description, previous retention billed, and retention remaining to be billed are all displayed here for your information.

Once you confirm that the total listed is the total you want to bill, hit **OK**.

Job - The job, if any, for which retention is to be billed. If you are billing retention for more than one job, this field will remain empty. This information is for display purposes only and cannot be edited.

Customer - The customer for whom retention is to be billed. This information is for display purposes only and cannot be edited.

Invoice Number – Enter the number you want to assign to the invoice or leave blank to allow ComputerEase to assign the invoice number.

Post To – Enter or choose the G/L period corresponding to your invoice date.

Invoice Date – The date of the invoice for aging purposes. This defaults to your log-in date but may be changed if necessary.

Terms – The terms default from the customer file. You may change them if desired.

Due Date – The due date is calculated using the invoice date and terms. If you change it, the "Terms" field will update appropriately to reflect the terms that correspond to your due date.

Finance Discount – Enter the percentage of the invoice to offer as a discount to your customer for prompt payment and the date that discount will expire. This will default from the customer file or you may change it if necessary.

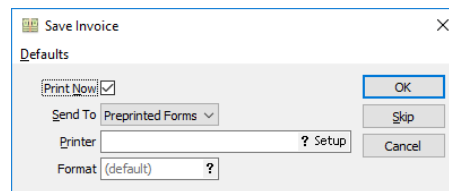
Total Retention - The total retention for all invoices for which you are billing retention. This information is for display purposes only and cannot be edited.

Previously Billed - The total retention previously billed for all invoices for which you are billing retention. This information is for display purposes only and cannot be edited.

Retention to Bill - The total retention that you are billing at this time, determined by your entries on the previous screen. This information is for display purposes only and cannot be edited.

Description – Enter a brief description of the invoice. This defaults to "Retention from previous invoices" but may be changed or added to if desired.

Once you have verified all information, select **OK** to post the invoice. Note that the invoice will post automatically. You will have the option to print the invoice.



Print Now - Check this box to print a copy of the Retention Invoice at this time.

Send To – Select Display, Plain Paper, Preprinted Forms, Email or Clipboard depending on what you would like to do with this invoice. If you are printing the invoice, select the appropriate printer in the next field. Click **OK** and the invoice will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

Format – If you want to use a different printing format than the default format for the customer, choose the printing format you would like to use here.

7.3.2.5 Printing a Freeform Invoice

This option allows you to print or reprint a single freeform invoice, regardless of whether it has been posted.

Select **Accounts Receivable > Work on Freeform Invoices > Print a Freeform Invoice**.

Send To – Select Display, Plain Paper, Preprinted Forms, Email or Clipboard depending on what you would like to do with this invoice. If you are printing the invoice, select the appropriate printer in the next field. Click **OK** and the invoice will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

Enable Email - Select **No** if you do not want to email invoices when the "Email Invoices" option is enabled by customer in lieu of printing; select **Edit emails** if you want to email invoices when the "Email Invoices" option is enabled by customer in lieu of printing and want to be able to edit the emails before sending; or choose **Send emails immediately** if you want to email invoices when the "Email Invoices" option is enabled by customer in lieu of printing and want the email to send immediately with no interaction on your part.

Customer – Enter or choose the customer whose invoice you want to print. Note that you can skip this field if you only know the invoice number.

Invoice - Enter or choose the invoice you want to print. If you selected a customer above and hit **F2** or the **?** you will only see the invoices belonging to that customer.

Format – If you want to use a different printing format than the default format for the customer, choose the printing format you would like to use here.

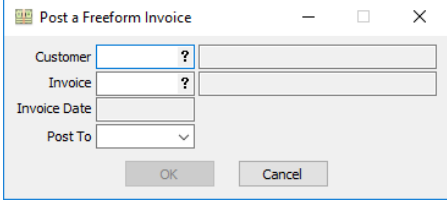
7.3.2.6 Posting a Freeform Invoice

When an invoice is entered, you may want to wait to post it until a later time to allow for review. The advantage of not posting the invoice is that it may be edited as many times as desired. However, until an invoice is posted, it is not considered part of the customer's receivable amounts and does not post to job cost or general ledger.

It is recommended to post all invoices after they have been printed out and reviewed for accuracy.

Note: Once the invoice has been posted it will no longer be available to be editing or deletion.

Select **Accounts Receivable > Work on Freeform Invoices > Post a Freeform Invoice**.



Customer - Enter or choose the customer whose invoice you want to post. Note that you can skip this field if you only know the invoice number.

Invoice - Enter or choose the invoice you want to post. If you selected a customer above and hit **F2** or the **?** you will only see the invoices belonging to that customer.

Invoice Date - The invoice date is displayed here for your review only and to aid you in determining to which G/L period to post the invoice.

Post To - Select the G/L period to which you want to post the invoice. This will default to the G/L period corresponding to your invoice date but may be changed if necessary.

7.3.2.7 Posting Multiple Freeform Invoices

To quickly and easily post more than one invoice at a time, or to simply make finding your invoice more convenient, ComputerEase has the option to "Post Multiple Freeform Invoices."

Select **Accounts Receivable > Work on Freeform Invoices > Post Multiple Freeform Invoice**.

Customer	Invoice	Date	Department	Amount	Post
Bob Martin, Inc.	1028	10/16/2017		135,000.00	<input type="checkbox"/>
City of Hamilton	1029	10/16/2017		2,750.00	<input type="checkbox"/>

Selected: 0.00

G/L Period - Select "Automatic" to post each invoice into the General Ledger period that corresponds to the invoice date or "Manual" to select the General Ledger period into which all invoices will be posted.

Find the invoice(s) you want to post. To help you identify the invoices, the Customer, Invoice, Date and Amount are all displayed here.

Post - To the right of each invoice, uncheck the invoices that you do not want to post at this time; leave checked any invoices you do want to post.

Select All - Click here to select all invoices to post.

Select None - Click here to uncheck all invoices so that you can individually select which invoices to post.

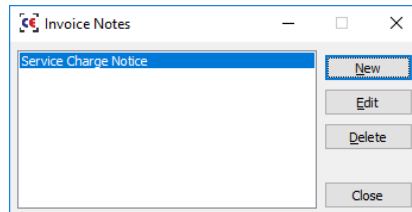
Select Dept - Click here to choose a department so that you can post only invoices for that department, if this applies.

Once you click **OK** your invoices will be posted to Accounts Receivable and cannot be edited or deleted.

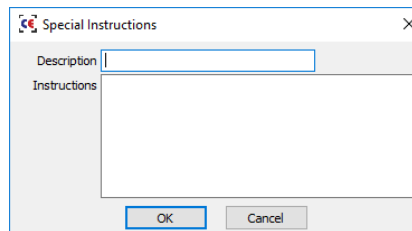
7.3.2.8 Editing Predefined Instructions

The "Edit Predefined Instructions" option allows you to save different blurbs or instructions for quick entry when creating a freeform invoice.

Select **Accounts Receivable > Work on Freeform Invoices > Edit Predefined Instructions**.



New - Click here to enter a new set of notes.



Description - Enter a brief description of the note; this will be how you will select the note for use.

Instructions - Enter the instructions that will print on the quote when it is printed.

Edit - Click here to make changes to an existing note.

Delete - Click here to delete an existing note.

Close - Click here to exit the screen and save your changes.

7.3.2.9 Deleting a Freeform Invoice

Note: Once the invoice has been posted it may not be edited or deleted.

Select **Accounts Receivable > Work on Freeform Invoices > Edit a Freeform Invoice**.

Select **File** in the upper left corner of the menu and select **Delete this Invoice**.

The screenshot shows a software window titled "BOB Invoice 1028". In the top-left corner, a "File" menu is open, displaying two options: "Insert Notes" and "Delete this Invoice". The "Delete this Invoice" option is highlighted with a blue background. The main area of the window is a form for editing invoice details. It includes fields for Customer information (Number, Name, Address), Invoice details (Invoice Number, Description, Invoice Date, Terms, Due Date, Finance Discount, Ship Date, Freight Type, Freight Amount, Sales Rep, Price Code, Department, Sales Account), and other settings (Read Job Detail, Cycle, Using, Cost Code, Markup, Services, Other, Invoice Type, PO Number, Bill From, Sales Tax, Trade Discount, Retention). At the bottom, there are navigation buttons: "< Back", "Next >", "Save", and "Cancel". The "Next >" button is highlighted with a blue border. A status bar at the very bottom shows "NUM" and a small icon.

7.3.2.10 Printing Multiple Freeform Invoices

The option to Print Multiple Freeform Invoices is provided to allow you to print a hard copy of multiple invoices at once.

Select **Accounts Receivable > Work on Freeform Invoices > Print Multiple Freeform Invoices**.

Customer - Enter or select a customer to print only unprinted invoices for one customer.

Invoice - Enter an invoice or range of invoices to print only one invoice or a range of invoices.

Department - If you use A/R departments, you can choose a specific department for which to print invoices. Only freeform invoices assigned to that department will print.

Sort by - Select from the drop-down to sort your invoices by Customer or by Invoice number when they print.

Type - Select from the drop-down either "Unprinted" to print only those invoices selected that have not previously been printed to hard copy or that have been edited since they were last printed or "All" to print all invoices selected using the prompts above.

Send To – Select Plain Paper, Preprinted Forms, or Clipboard depending on the format you want to use and whether you want to print to a printer or send a pdf to the Clipboard.

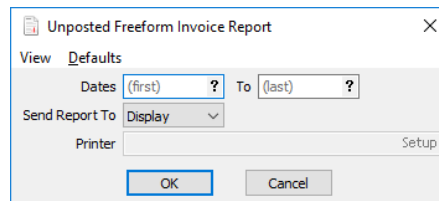
Format – If you want to use a different printing format than the default format for the customer, choose the printing format you would like to use here.

Enable Email - Select **No** if you do not want to email invoices when the "Email Invoices" option is enabled by customer in lieu of printing; select **Edit emails** if you want to email invoices when the "Email Invoices" option is enabled by customer in lieu of printing and want to be able to edit the emails before sending; or choose **Send emails immediately** if you want to email invoices when the "Email Invoices" option is enabled by customer in lieu of printing and want the email to send immediately with no interaction on your part. Note that when emailing multiple invoices choosing the "Edit emails" option will bring each email up individually and you must send that email before the next will be created.

7.3.2.11 Printing the Unposted Freeform Invoices Report

ComputerEase provides you with a report of all invoices entered through Freeform Invoices that have not yet been posted. The report includes the customer, invoice number, total amount, date, sales rep, and distribution information.

Select **Accounts Receivable > Work on Freeform Invoices > Unposted Freeform Invoices Report**.

The image shows a dialog box titled "Unposted Freeform Invoice Report" with a close button (X) in the top right corner. Inside the dialog, there is a "View" section with a "Defaults" tab selected. Below this, there are two date input fields labeled "Dates" and "To", each containing "(first)" and "(last)" respectively, followed by question mark icons. Below the date fields is a "Send Report To" dropdown menu currently set to "Display". Below that is a "Printer" field with a "Setup" button to its right. At the bottom of the dialog are "OK" and "Cancel" buttons.

Date...To - Enter a date or date range or leave empty to view all Freeform Invoices that have not been posted.

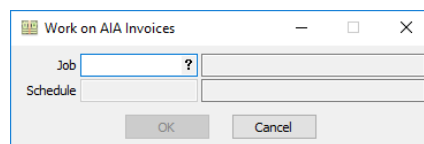
Send Report To – Select Display, Printer, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

7.3.3 Using AIA Invoices

7.3.3.1 Create/Edit an AIA Schedule

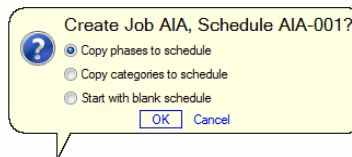
For many of your contract jobs, you may be required to submit periodic invoices based on percentage of completion. In ComputerEase, progress billing is completed under "Work on AIA Invoices." An AIA (American Institute of Architects) billing is one that requires you to submit requests for payment using the AIA forms G702/ G732 and G703. Each invoice progressively bills for work completed and materials stored, showing your customer total contract, change orders, work completed (in the current period and previous periods) and stored materials. AIA invoicing also allows for detailed retention tracking to allow you to easily bill it at a later time.

Select **Accounts Receivable > Work on AIA Invoices**.



Job - Enter or choose the job you want to bill against here.

Schedule - The schedule option allows you to bill more than one billing schedule per job. If you have only one schedule to bill for the job, it is easiest to simply leave this field empty; ComputerEase will assign the job number as the schedule number. If you have multiple billing schedules or want to use a schedule number other than the job number, enter the schedule number you want to use here.



When you create a new schedule, you will be prompted to copy phases and/or categories from your job, depending on the type of job, or to start with a blank schedule. If you select to copy your phases to the schedule, your phases from Job Costing will become your Schedule of Values and the contract amount assigned to each phase will be that line item's scheduled value. If you select to copy your categories to the schedule, your categories will become your Schedule of Values; however, since the contract amount is never assigned by category, the value for each line item will begin at \$0. If you select to start with a blank schedule, you will have to create your Schedule of Values next.

Summary of Current Application	
Application Number	1
Original Contract Sum	219,000.00
Previous Change Orders	0.00
Current Change Orders	0.00
Contract Sum to Date	219,000.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	219,000.00

Buttons on the right:

- Setup Schedule (highlighted)
- Enter Work Completed
- Enter Change Orders
- Print Invoice
- Post Invoice
- Reports
- Enter Payments
- Reprint a Previous Invoice
- Undo the Previous Invoice

Exit button at the bottom.

On the left side of the screen, you will see your "Summary of Current Application" and on the right, you will see buttons for the various functions in ComputerEase. You will begin by creating or modifying your schedule.

7.3.3.2 Setup Schedule

Select **Setup Schedule**.

Buttons on the right:

- Setup Schedule (highlighted with red border)
- Enter Work Completed
- Enter Change Orders
- Print Invoice
- Post Invoice
- Reports
- Enter Payments
- Reprint a Previous Invoice
- Undo the Previous Invoice

Project Tab

Project Number – Enter the project number. This field defaults to the PO number from the job file.

Customer – Enter or choose the customer you will be billing. This field defaults to the customer from the job file.

Project Name – Enter the project name. This field defaults to the job name from the job file.

Project Address - Enter the project's address. This field defaults to the job address from the job file.

Architect – Enter the architect for the job. This field defaults to the contact chosen as the "Architect" in the job file, if applicable.

Architect Address - Enter the architect's address. This field defaults to the address of the contact chosen as the architect in the job file, if applicable.

Contract For - Enter the type of work the contract is for; this entry will print on the AIA form.

Construction Manager – Enter the construction manager for the job. This field defaults to the contact chosen as the "Manager" in the job file, if applicable.

Contract Date - Enter the date of the contract. This field defaults to the "Date Open" in the job file.

Invoice Type – Choose the printing format to use when printing your invoices. There are several default formats, and you may create your own. The default formats that come with the system are:

Normal - 1992 Normal format; this format will print on genuine AIA pre-printed 1992 standard forms.

Work Billed - 1992 Work Billed format; this format is like the Normal format but will automatically move the stored materials from column F to column D on the G703.

Contract/Contract (Word) - These formats are for the contract system invoice and MS Word template invoice. The Contract formats do not print the schedule of values.

Word/Word Work Billed - These formats allow you to create your own MS Word version of an AIA-type invoice.

CMA 1992/CMA 2009 - These formats will print on genuine AIA pre-printed G702 or G732 CMA forms.

CMA 1992 Word/CMA 2009 Word - These formats allow you to create your own MS Word version of the CMA forms from AIA.

Sales Tax - If you want to add tax to this invoice, enter or choose the taxing jurisdiction here. The tax rate associated with that jurisdiction will be used to add sales tax to the invoice total taxable sales.

Calculate Sales Tax on - Choose "Entire Amount" or "Amount less Retention" depending on how your taxing jurisdiction requires sales tax to be paid. Note that for most taxing authorities, "Entire Amount" is the appropriate selection.

Current Application - This will begin at 1 when you first set up your schedule. You may change the number here only if no pay applications have been posted for this schedule.

Group Work Retention - This field will allow you to apply the same retention percentage to all or a group of line items from the schedule of values. You may also cap your retention here by percentage of completion.

Tip: If you use the "Group Work Retention" option, all you have to do when you are ready to bill for retention is change the retention percentage here to 0%, and post the invoice.

Department - Enter or choose the A/R department to which to post this invoice, if applicable. This information will default from the customer file if it is selected there.

Sales Account - Enter or choose the sales account to which this sale should be posted. This will default from either your Accounts Receivable Parameters, your job, or your A/R Department, but you may change it if necessary.

Receivables Account - Enter or choose the asset account to be debited with the amount due. This will default from either your Accounts Receivable Parameters or your A/R Department, but you may change it if necessary.

Retention Account - Enter or choose the asset account to be debited with the retention held. This will default from either your Accounts Receivable Parameters or your A/R Department, but you may change it if necessary.

Sales Rep - Enter or choose the sales rep responsible for this sale.

Next Invoice Number - Enter the next invoice number you want to use when posting invoices for this schedule. This allows you to number your invoices for this job sequentially. If you leave this field empty, ComputerEase will assign the next sequential number from your Accounts Receivable Parameters.

Waiver Type - Enter or choose the waiver format to use to print the lien release after your invoice prints.

Schedule of Values Tab

Item Num	Description	Cost Code	Original Value	Grp	Wrk%	Cap%	Cap\$	Mat%	Tax	Sales Account	Update From Job
A	First Floor	A.	165,000.00	<input checked="" type="checkbox"/>	10.0			10.0	<input type="checkbox"/>	400.0	Percent
B	Phase 2	B.	54,000.00	<input checked="" type="checkbox"/>	10.0			10.0	<input type="checkbox"/>	400.0	Percent
			0.00	<input type="checkbox"/>					<input type="checkbox"/>	400.0	Percent

Update From Job: 219,000.00

< Back Next > Save Cancel

Item Num – Enter the ID you want to assign to this line item.

Description – Enter the description for this line item.

Cost Code – The information entered here is used to compare the billing amount against the cost for each phase of the job to track profitability. Enter the phase and/or category to which you want to post the billing for this line item. If you are not tracking this detail, just leave the Cost Code field empty.

Original Value – Enter the contract amount for this line item.

Grp – Check this box to apply the group retention percentage entered on the "Project" tab to this line item.

Wrk % - If you are not grouping your retention, enter the percentage to be withheld for retention for this line item.

Tip: If you do not use the "Group Work Retention" option, when you are ready to bill for retention you will have to change your retention to 0% here for each line item for which retention is ready to be billed. Then, post your invoice.

Cap % - If you are not grouping your retention, enter the percentage of completion on the job after which retention will cease to be held for this line item.

Cap \$ - If you are not grouping your retention, enter the maximum amount of retention to be held for this line item.

Mat % - Enter the retention to be held for any stored materials when they are billed for this line item.

Tax – Check this box if this line item is taxable.

Sales Account – If revenue from this line item is to be credited to an account other than the primary sales account for the invoice, enter or choose that account here.

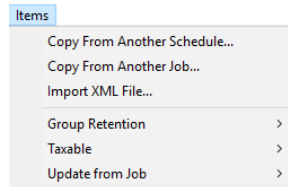
Update from Job - Choose from the drop-down whether you want to update the percentage of completion for this item from job costing when entering work completed for the billing period. Options are:

No - Item will not be updated when choosing "Update Completed from Job" option in "Enter Work Completed".

Percent - Item will be updated using percent complete in job costing when choosing "Update Completed from Job" option in "Enter Work Completed". "Update Completed from Job" will be by date.

Cyclical - Item will be updated using cyclical billing when choosing "Update Completed from Job" option in "Enter Work Completed". "Update Completed from Job" will be by billing cycle(s). This choice requires that cyclical billing process is run prior to billing through AIA.

There are several time-saving options available for the Schedule of Values under **Items** in the upper-left corner.



Copy From Another Schedule - Choose this option to import the Schedule of Values from another schedule (for the same job or a different job) into this Schedule of Values.

Copy From Another Job - Choose this option to import the phases or categories from another job into this Schedule of Values.

Import XML File - Choose this option to import your Schedule of Values from an XML file. Please contact your ComputerEase Dealer support team for assistance with XML files.

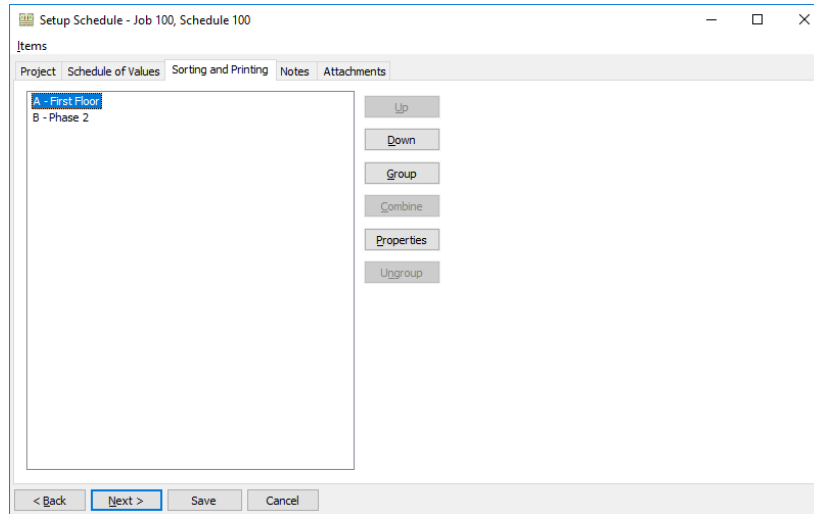
Group Retention - Choose this option, then "Check All" or "Uncheck All" to either check or uncheck the **Grp** box for all line items.

Taxable - Choose this option, then "Check All" or "Uncheck All" to either check or uncheck the **Tax** box for all line items.

Update from Job - Choose whether you want items to update from job costing by selecting "Set all to No", "Set all to Percent" or "Set all to Cyclical".

Sorting and Printing Tab

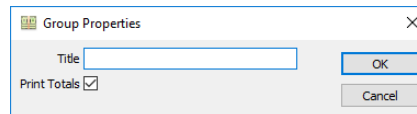
The Sorting and Printing tab allows you to organize your G703 for printing purposes only. You can change the order in which items print, group items under a heading and subtotal them or combine items to print as one total.



Up - Click here to move an item higher on the schedule. Note that you may also click and drag your items to move them.

Down - Click here to move an item lower on the schedule.

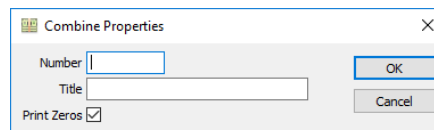
Group - Select the items you want to group together and click here. This option is used to group one or more items under a heading.



Title - Enter the heading you want to print above the grouped item(s) on your G703.

Print Totals - Check this box if you want to subtotal the grouped item(s). This will insert subtotals into your G703.

Combine - Select the items you want to combine and click here. This option is used to combine two or more items into one item on your G703. The line items will be combined for printing purposes only.



Number - Enter the line ID for the new line item.

Title - Enter the description for the new line item.

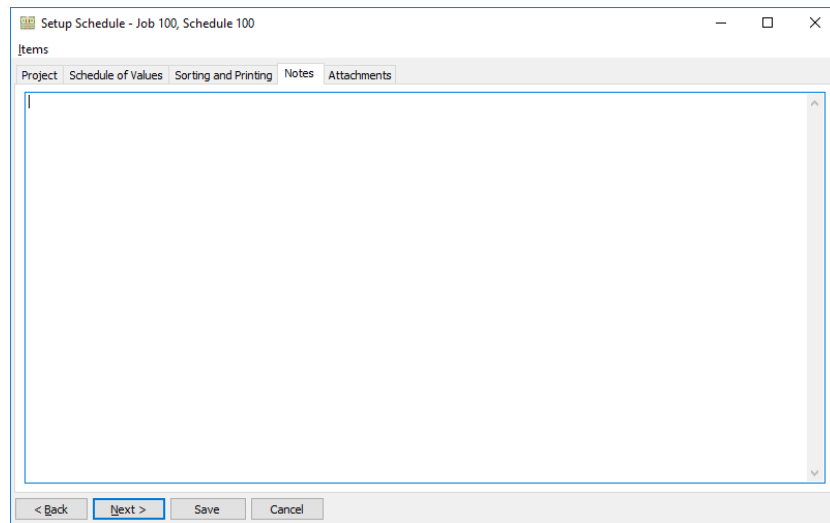
Print Zeros - Check this option to still print the item even if it has a scheduled value of \$0. If this option is unchecked, this item will be removed from printing on your G703 if it has a scheduled value of \$0.

Properties - Click here to change the properties of a line item, a group or a combination.

Ungroup – Click here to undo a grouping or a combination.

Notes Tab

The notes tab allows you to enter notes concerning this schedule. These notes will print on the invoice and are meant to provide the customer with additional information.



Adding Attachments to an AIA Invoice

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the AIA invoice. This tab only appears if you have created at least one Invoices attachment folder under **Configure > System Parameters > Accounts Receivable Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

7.3.3.3 Entering Work Completed

Once the schedule is created, your billings will be created by entering Work Complete.

Select **Enter Work Completed**.

The screenshot shows a software window titled "Job 100, Schedule 100". It contains a "File" menu and a "Summary of Current Application" section with a table of financial data. To the right of the table is a vertical list of buttons. The "Enter Work Completed" button is highlighted with a red rectangular box.

Summary of Current Application	
Application Number	3
Original Contract Sum	219,000.00
Previous Change Orders	0.00
Current Change Orders	0.00
Contract Sum to Date	219,000.00
Total Completed and Stored	66,000.00
Total Retainage	6,600.00
Total Earned less Retainage	59,400.00
Less Previous Billings	59,400.00
Current Payment Due	0.00
Balance to Finish	159,600.00

Buttons on the right side of the window:

- Setup Schedule
- Enter Work Completed** (highlighted)
- Enter Change Orders
- Print Invoice
- Post Invoice
- Reports
- Enter Payments
- Reprint a Previous Invoice
- Undo the Previous Invoice

Exit button at the bottom center.

Items Tab

Enter Work - Job 100, Schedule 100

Items

Items Notes

Item	Scheduled Value	Previously Completed	Completed this Period		Total Completed		Stored Material	
			Dollars	Percent	Dollars	Percent		
A - First Floor	165,000.00	66,000.00	0.00	0.000	66,000.00	40.000	0.00	All
B - Phase 2	54,000.00	0.00	0.00	0.000	0.00	0.000	0.00	All
<div> <div>219,000.00</div> <div>66,000.00</div> <div>0.00</div> <div>0.000</div> <div>66,000.00</div> <div>30.137</div> <div>0.00</div> </div>								

< Back Next > Save Cancel

Item - The line item ID and description for the schedule of values. This is displayed for informational purposes only and may not be changed from this screen.

Scheduled Value - The contract amount for this line item from the schedule of values you set up earlier. This is displayed for informational purposes only and may not be changed from this screen.

Previously Completed - The total completed to date in previous pay applications. This is displayed for informational purposes only and may not be changed without revising one or more previous pay applications.

Completed this Period - You may choose to enter the work completed this period as a dollar value or as a percentage of completion.

Total Completed - You may choose to enter the total completed to date (including this application) as a dollar value or as a percentage of completion.

Note: It is your choice whether to update the **Completed this Period** or **Total Completed** columns, as well as whether to update by entering a dollar value or a percentage of completion. However, you will notice that when you update one of the four columns, the other three automatically populate with corresponding values.

Stored Material - When billing for stored material, enter the billing amount for the material here. It is important to note that stored material is not included in the Completed this Period or Total Completed columns, as these columns reflect work completed only.

All - Click here to access more detailed billing options.

Item	A - First Floor	
Scheduled Value	165,000.00	
Previously Completed	66,000.00	(40.000 %)
Completed this Period	0.00	(0.000 %)
Total Completed	66,000.00	(40.000 %)
Materials Previously Stored	0.00	
New Materials Stored this Period	0.00	
Materials Used this Period	0.00	
Total Materials Stored	0.00	
Total Completed and Stored	66,000.00	
Retention for Work	6,600.00	(10.000 % +/-)
Retention for Stored Material	0.00	(10.000 % +/-)
Total Retention	6,600.00	

Any entries made in the previous screen will be displayed here in the appropriate field.

Item - The line item ID and description for the schedule of values. This is displayed for informational purposes only and may not be changed from this screen.

Scheduled Value - The contract amount for this line item from the schedule of values you set up earlier. This is displayed for informational purposes only and may not be changed from this screen.

Previously Completed - The total completed to date as a dollar value and a percentage in previous pay applications. This is displayed for informational purposes only and may not be changed without revising one or more previous pay applications.

Completed this Period - Total work completed in this pay application period, expressed as a dollar value and a percentage. If you entered this information into the previous screen, this information will populate automatically. Any change here will update the previous screen when you save your changes.

Total Completed - Total work completed including this pay application period, expressed as a dollar value and a percentage. If you entered this information into the previous screen, this information will populate automatically. Any change here will update the previous screen when you save your changes.

Materials Previously Stored - Total materials stored in previous pay application periods. This is displayed for informational purposes only and may not be changed without revising one or more previous pay applications.

New Materials Stored this Period - Total material stored in this pay application period. If you entered this information into the previous screen, this information will populate automatically. Any change here will update the previous screen when you save your changes.

Materials Used this Period - Enter any materials from stored material that were used in this pay application period.

Total Materials Stored - This is the difference between the two previous fields. Any changes to those fields will result in a change to this field, and vice versa.

Totals Completed and Stored - The total of "Materials Previously Stored" and "Total Materials Stored" from above. This field cannot be edited.

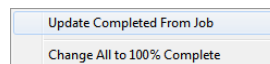
Description of Material - Enter an optional description of material stored.

Retention for Work - Enter total retention for work completed. Note that if you entered a retention percentage for work completed when setting up the schedule of values, this field will automatically populate. If you included this line item in your retention grouping, this field is not available for editing. If you need to adjust it you may do so by either keying over the total or by adjusting the % or the +/- to the right. If calculated retention needs to be adjusted by a known amount, it might be easier to enter a +/- adjustment that will carry forward to future billings.

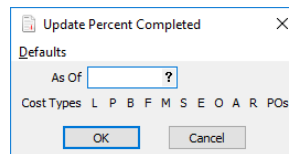
Retention for Material - Enter total retention for stored material. Note that if you entered a retention percentage for stored material when setting up the schedule of values, this field will automatically populate. If you need to adjust it you may do so by either keying over the total or by adjusting the % or the +/- to the right. If calculated retention needs to be adjusted by a known amount, it might be easier to enter a +/- adjustment that will carry forward to future billings.

Total Retention - Displays total retention for work and material. This field cannot be edited.

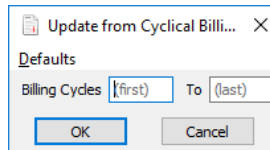
There are two time-saving options available for entering work completed under **Items** in the upper-left corner.



Update Completed From Job - Allows you to enter a date through which to pull percent complete from job costing and to choose which cost types to include or exclude when calculating percent complete if updating by percent:



Or to choose a billing cycle(s) to bill for if updating from cyclical billing.



Change All to 100% Complete - This will mark all line items 100% complete in Total Completed Percent column.

Note: If you bill for more than 100% of the scheduled value of a line, you will see a warning symbol for that line.

Item	Scheduled Value	Previously Completed	Completed this Period		Total Completed		Stored Material	
			Dollars	Percent	Dollars	Percent		
A - First Floor	165,000.00	66,000.00	0.00	0.000	66,000.00	40.000	0.00	All
B - Phase 2	54,000.00	0.00	55,000.00	101.852	55,000.00	101.852	0.00	All
<div style="text-align: right;"> 219,000.00 66,000.00 55,000.00 25.114 121,000.00 55.251 0.00 </div>								

< Back **Next >** Save Cancel

Notes Tab

The notes tab allows you to enter notes concerning this pay application. These notes will print on the G703 and are meant to provide the customer with additional information.

< Back Next > **Save** Cancel

7.3.3.4 Invoicing Change Orders

When working with Progress Billings you will want to check to see if there are any Change Orders entered that need to be on the Schedule of Values.

Select **Enter Change Orders**.

Job 100, Schedule 100

File

Summary of Current Application

Application Number	3
Original Contract Sum	219,000.00
Previous Change Orders	0.00
Current Change Orders	0.00
Contract Sum to Date	219,000.00
Total Completed and Stored	66,000.00
Total Retainage	6,600.00
Total Earned less Retainage	59,400.00
Less Previous Billings	59,400.00
Current Payment Due	0.00
Balance to Finish	159,600.00

Buttons: Setup Schedule, Enter Work Completed, **Enter Change Orders**, Print Invoice, Post Invoice, Reports, Enter Payments, Reprint a Previous Invoice, Undo the Previous Invoice, Exit

Any RFCs/Change Orders entered through Job Costing will be displayed for your review.

RFC Number	Description	Job Cost Status	CO Number	Job Cost Contract Amt	Schedule Contract Amt	Schedule Status
1	Owner requested changes	Approved	1	2,500.00		
2	Additional Electrical Work	Pending		3,000.00		

Buttons: Add, Edit, Copy J/C, N/A, Clear, OK, Cancel

RFC Number - The RFC number entered in Job Costing for this change order.

Description - The RFC description from Job Costing for this change order.

Job Cost Status - The status of the RFC in Job Costing.

Job Cost Contract Amt - The total contract change for this change order.

Schedule Contract Amt - The total contract change to the schedule of values once the change order is approved in AIA.

Schedule Status - The status of the change order in AIA.

Add - Click here to add a change order to the AIA schedule of values **ONLY**. This will not create a corresponding RFC/Change Order in Job Costing and if you create one after adding a change order here, the two will not be associated.

Edit - Click here to update the status of the change order highlighted.

Copy J/C - Click here to update the status of the change order with information from Job Costing. The status will be changed to match the Job Cost Status and the amount will be changed to match the Job Cost Contract Amount.

N/A - Click here to mark a change order "Not Applicable" if it has been denied.

Clear - Click here to change the status from "N/A" in order to mark it approved or pending.

Note: When you are ready to add a change order to the schedule, you may want that change order to have its own line item(s) on the schedule. Any new lines must be added to the schedule under "Setup Schedule" (see [Setup Schedule](#) ⁵⁰⁶ for instructions on adding a line to the schedule). When adding a new line to the schedule of values for a change order, you **MUST** remember to leave an "Original Value" of \$0.00 for that line.

To approve a change order for billing and add it to your contract value, click on either **Edit** or **Copy J/C**.

Item	Description	Value
C	Change Order #1	2,500.00
?		0.00

RFC Number - The RFC number from Job Costing. You may change it if necessary, but that change will not be reflected in Job Costing.

Job Cost Status - The status of the RFC in Job Costing. This field cannot be edited from here and is for informational purposes only.

Job Cost Amount - The value of the RFC/Change Order from Job Costing. This field cannot be edited from here and is for informational purposes only.

Description - This is the description of the change order from Job Costing. You may change it if necessary.

Date - This is the date of the change order from Job Costing. You may change this date if necessary.

Status - Choose "Approved" or "Pending" to reflect the status of the change order.

Item - Enter or choose a line from the schedule of values to which to assign the value of this change order. Note that you may choose to distribute the change order between several lines; to do so, simply enter the value corresponding to each line and drop down to the next line to continue entering change values until you have assigned the total amount of the change order.

Value - Enter the amount to add to the line item selected.

Once you have approved a change order and added it to one or more lines on your schedule, you will be able to bill against that change order when entering work completed.

Enter Work - Job 100, Schedule 100

Items

Item	Scheduled Value	Previously Completed	Completed this Period		Total Completed		Stored Material	
			Dollars	Percent	Dollars	Percent		
A - First Floor	165,000.00	66,000.00	2,000	0.000	66,000.00	40.000	0.00	All
B - Phase 2	54,000.00	0.00	0.00	0.000	0.00	0.000	0.00	All
C - Change Order #1	2,500.00	0.00	0.00	0.000	0.00	0.000	0.00	All

221,500.00	66,000.00	0.00	0.000	66,000.00	29.797	0.00
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< Back Next > Save Cancel

And your AIA summary will reflect the contract change.

Job 100, Schedule 100

File

Summary of Current Application

Application Number	3
Original Contract Sum	219,000.00
Previous Change Orders	0.00
Current Change Orders	2,500.00
Contract Sum to Date	221,500.00
Total Completed and Stored	66,000.00
Total Retainage	6,600.00
Total Earned less Retainage	59,400.00
Less Previous Billings	59,400.00
Current Payment Due	0.00
Balance to Finish	162,100.00

Setup Schedule

Enter Work Completed

Enter Change Orders

Print Invoice

Post Invoice

Reports

Enter Payments

Reprint a Previous Invoice

Undo the Previous Invoice

Exit

7.3.3.5 Printing an AIA Invoice

Select **Print Invoice**.

Job 100, Schedule 100

File

Summary of Current Application

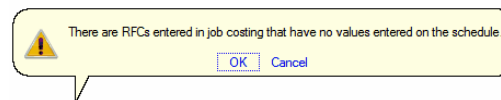
Application Number	3
Original Contract Sum	219,000.00
Previous Change Orders	0.00
Current Change Orders	2,500.00
Contract Sum to Date	221,500.00
Total Completed and Stored	66,000.00
Total Retainage	6,600.00
Total Earned less Retainage	59,400.00
Less Previous Billings	59,400.00
Current Payment Due	0.00
Balance to Finish	162,100.00

Buttons on the right:

- Setup Schedule
- Enter Work Completed
- Enter Change Orders
- Print Invoice** (highlighted)
- Post Invoice
- Reports
- Enter Payments
- Reprint a Previous Invoice
- Undo the Previous Invoice

Exit

Note: If you have any RFCs/Change Orders entered in Job Costing that have not been approved or denied in AIA under "Enter Change Orders" you will get a warning to that affect when you attempt to print your invoice.



The format that will be used to print your invoice is selected under "Setup Schedule" and must be changed there as well should you want to change the printing format.

Print Invoice

Period Ending ?

Invoice Number (next)

Invoice Date ?

Terms Net 30 days

Due Date ?

Print Invoice

OK Cancel

Period Ending – Enter the date through which you are billing.

Invoice Number – Enter the number you want to assign to the invoice or leave blank to allow ComputerEase to assign the invoice number.

Invoice Date – The date of the invoice for aging purposes. This defaults to your log-in date but may be changed if necessary.

Terms – The terms default from the customer file. You may change them if desired.

Due Date – The due date is calculated using the invoice date and terms. If you change it, the "Terms" field will update appropriately to reflect the terms that correspond to your due date.

Print - If you chose a lien waiver format under "Setup Schedule" you will have the option here to print your "Invoice" only, "Waiver" only or "All" to print both (the invoice will print first, followed by the waiver).

Once you click **OK** the fields you see on the next screen will depend on your invoice printing format.

Forms – Choose "Preprinted" to print data on a pre-printed AIA form (or pre-printed contract invoice if your format is the Contract format) or "Plain Paper" to print a plain-paper format. Note that if your invoice format is any MS Word format, this choice will not be available.

Pages – Choose "G702" only ("G732" if your invoice format is the 2009 CMA), "G703" only, or "All" to print both. Note that if your invoice format is any MS Word format or Contract format, this choice will not be available.

Send Report To – Select Display, Printer, Email or Clipboard depending on what you would like to do with this invoice. If you are printing the invoice, select the appropriate printer in the next field. Click **OK** and the invoice will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

There are several selections available in main screen of the AIA that affect how information prints here. Select **File**, then **Preprinted Forms...**

Note that these settings are global settings; that is, they will apply to all AIA schedules and not just the current AIA schedule.

G702 Forms - Select "Small Heading" or "Large Heading" depending on the version of the form that you have.

G702/CMA Forms - Select "Small Heading" or either "Large Heading (older)" or "Large Heading" depending on the version of the form that you have.

Show Invoice Number - Check this box to print your ComputerEase invoice number on the form in addition to the pay application number.

Show Cents on G703 - Check this box to print cents on the G703; if this option is not checked totals on the G703 will be rounded.

7.3.3.6 Posting an AIA Invoice

After printing your invoice and confirming that the data printed is correct, you will need to post your invoice to your Accounts Receivable module. Until your invoice is posted, it will not appear on your receivables report or in Job Costing and will not be available to post to the General Ledger.

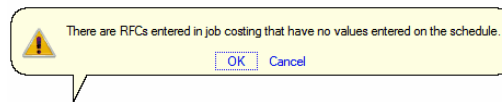
Select **Post Invoice**.

The screenshot shows a window titled "Job 100, Schedule 100". On the left, under the "File" menu, is the "Summary of Current Application" section. It contains a table with the following data:

Application Number	3
Original Contract Sum	219,000.00
Previous Change Orders	0.00
Current Change Orders	2,500.00
Contract Sum to Date	221,500.00
Total Completed and Stored	66,000.00
Total Retainage	6,600.00
Total Earned less Retainage	59,400.00
Less Previous Billings	59,400.00
Current Payment Due	0.00
Balance to Finish	162,100.00

On the right side of the window, there is a vertical list of buttons: "Setup Schedule", "Enter Work Completed", "Enter Change Orders", "Print Invoice", "Post Invoice" (highlighted with a red rectangle), "Reports", "Enter Payments", "Reprint a Previous Invoice", and "Undo the Previous Invoice". At the bottom center is an "Exit" button.

Note: If you have any RFCs/Change Orders entered in Job Costing that have not been approved or denied in AIA under "Enter Change Orders" you will get a warning to that affect when you attempt to post your invoice.



If you have previously printed your invoice, the fields on the following screen will all be filled in with values entered when you printed the invoice. You may change any of these values at this time; remember to print a new copy of your invoice if your changes will affect the printed copy.

Post Invoice

Period Ending ?

Invoice Number (next)

Invoice Date ?

Terms Net 30 days

Due Date ?

Post To

Print Invoice

OK Cancel

Period Ending – Enter the date through which you are billing.

Invoice Number – Enter the number you want to assign to the invoice or leave blank to allow ComputerEase to assign the invoice number.

Invoice Date – The date of the invoice for aging purposes. This defaults to your log-in date but may be changed if necessary.

Terms – The terms default from the customer file. You may change them if desired.

Due Date – The due date is calculated using the invoice date and terms. If you change it, the "Terms" field will update appropriately to reflect the terms that correspond to your due date.

Print - If you chose a lien waiver format under "Setup Schedule" you will have the option here to print your "Invoice" only, "Waiver" only, "All" to print both (the invoice will print first, followed by the waiver), or "None" if you only want to post your invoice at this time and do not want to print another copy.

Once you click **OK** and once you print your invoice (if applicable), you will notice that your "Summary of Current Application" has advanced.

Job 100, Schedule 100

File

Summary of Current Application

Application Number	4
Original Contract Sum	219,000.00
Previous Change Orders	2,500.00
Current Change Orders	0.00
Contract Sum to Date	221,500.00
Total Completed and Stored	68,500.00
Total Retainage	6,600.00
Total Earned less Retainage	61,900.00
Previous Billings	61,900.00
Current Change Orders/Current Payment Due are set to 0.00 and Previous Billings total increases.	159,600.00

Application number rolls forward

Exit

Setup Schedule

Enter Work Completed

Enter Change Orders

Print Invoice

Post Invoice

Reports

Enter Payments

Reprint a Previous Invoice

Undo the Previous Invoice

7.3.3.7 Reprinting a Previous Invoice

Once you have posted at least one pay application in a schedule, you may find that you need to reprint a previous invoice.

Select **Reprint a Previous Invoice**.

Job 100, Schedule 100

File

Summary of Current Application	
Application Number	4
Original Contract Sum	219,000.00
Previous Change Orders	2,500.00
Current Change Orders	0.00
Contract Sum to Date	221,500.00
Total Completed and Stored	68,500.00
Total Retainage	6,600.00
Total Earned less Retainage	61,900.00
Less Previous Billings	61,900.00
Current Payment Due	0.00
Balance to Finish	159,600.00

Buttons on the right:

- Setup Schedule
- Enter Work Completed
- Enter Change Orders
- Print Invoice
- Post Invoice
- Reports
- Enter Payments
- Reprint a Previous Invoice** (highlighted)
- Undo the Previous Invoice

Exit

Note that this button only becomes available if you have at least one posted pay application for this schedule.

Reprint Prior Application

Application Number: ?

Print: All

OK Cancel

Application Number – Enter or choose the pay application you want to reprint.

Print - If you chose a lien waiver format under "Setup Schedule" you will have the option here to print your "Invoice" only, "Waiver" only or "All" to print both (the invoice will print first, followed by the waiver).

7.3.3.8 Undoing a Previous AIA Invoice

Once you have posted a pay application in AIA, you may be called upon to make revisions to your invoice. ComputerEase will allow you to "undo" your previous pay applications in order to make those revisions. It is important to know that when you "undo" a previous invoice, a credit is created on your receivables and when the change is posted, a new invoice is created as well.

Select **Undo the Previous Invoice**.

Job 100, Schedule 100

File

Summary of Current Application

Application Number	4
Original Contract Sum	219,000.00
Previous Change Orders	2,500.00
Current Change Orders	0.00
Contract Sum to Date	221,500.00
Total Completed and Stored	68,500.00
Total Retainage	6,600.00
Total Earned less Retainage	61,900.00
Less Previous Billings	61,900.00
Current Payment Due	0.00
Balance to Finish	159,600.00

Buttons on the right:

- Setup Schedule
- Enter Work Completed
- Enter Change Orders
- Print Invoice
- Post Invoice
- Reports
- Enter Payments
- Reprint a Previous Invoice
- Undo the Previous Invoice** (highlighted)

Exit

When you choose to undo a previous invoice, only the last invoice posted will be "undone." If you need to undo additional invoices, simply continue using this function until you have arrived at the first pay application you need to revise. They will be "undone" in reverse order.

Undo Invoice

Credit Invoice Number (next)

Credit Invoice Date ?

Post To

OK Cancel

Credit Invoice Number - Enter the number you want to assign to the credit invoice or leave blank to allow ComputerEase to assign the credit invoice number. It can be helpful to use the original invoice number followed by a "C" or some other pattern to help identify that the invoices are related when reviewing reports.

Credit Invoice Date - The date of the credit invoice for aging purposes. This defaults to your log-in date but may be changed if necessary.

Post To - Select the G/L period corresponding to the credit invoice date.

Once you click **OK**, you will notice that your "Summary of Current Application" has been restored to the data from the previous pay application. When you "Enter Work Completed" you will see the amounts from your previous pay application have been restored so that you can make the necessary changes.

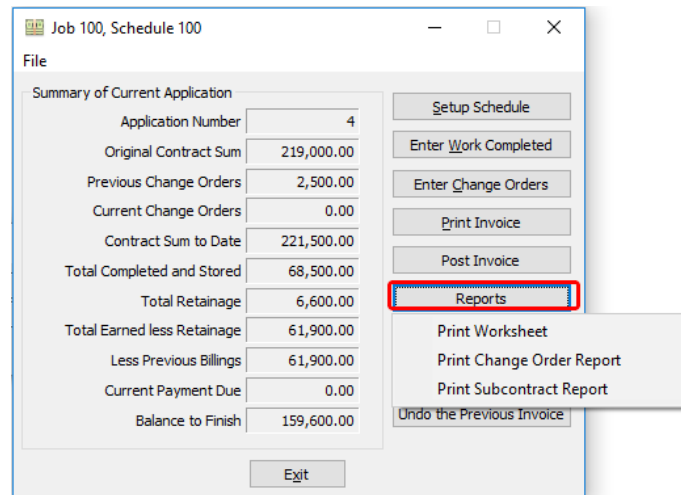
7.3.3.9 Other Progress Billings

In ComputerEase, all progress billings that do not involve units are completed under "Work on AIA Invoices." Contract invoices are completed in the same way as AIA invoices, with the only exception being that the Invoice Format chosen is one of the Contract-type invoices. Contract-type invoices do not print the schedule of values.

7.3.3.10 AIA Reports

AIA Billing has several reports available meant to aid you in determining and expressing how much to bill.

Select **Reports**.



From the choices select one of the three reports available.

Print Worksheet - Prints a worksheet showing original values, total previously completed and total stored material; provides a space for project manager to enter the total to be billed this period.

Print Change Order Report - Prints a change order report showing all RFCs entered in Job Costing and all Change Orders entered in AIA along with status in both Job Cost and the AIA Schedule.

Print Subcontract Report - Prints a subcontract report through a date you specify showing all existing subcontracts for your job, as well as invoices and payments against those subcontracts.

7.3.3.11 AIA Payments

The "Enter Payments" option allows you to track how much payment has been received by line item. While entries here have no effect on your cash receipts, this can be a useful tool, especially if you have a customized invoice that requires you to display payments by line item.

Select **Enter Payments**.

The screenshot shows a window titled "Job 100, Schedule 100". On the left, under the "File" menu, is a "Summary of Current Application" section with the following data:

Field	Value
Application Number	4
Original Contract Sum	219,000.00
Previous Change Orders	2,500.00
Current Change Orders	0.00
Contract Sum to Date	221,500.00
Total Completed and Stored	68,500.00
Total Retainage	6,600.00
Total Earned less Retainage	61,900.00
Less Previous Billings	61,900.00
Current Payment Due	0.00
Balance to Finish	159,600.00

On the right side of the window, there is a vertical list of buttons: "Setup Schedule", "Enter Work Completed", "Enter Change Orders", "Print Invoice", "Post Invoice", "Reports", "Enter Payments" (highlighted with a red rectangle), "Reprint a Previous Invoice", and "Undo the Previous Invoice". An "Exit" button is located at the bottom center.

The entries made here are strictly for internal tracking and special invoice formats.

The screenshot shows the "Enter Payments" window. It contains a table with the following columns: "Item", "Previously Paid", "Current Payment", and "Total Paid".

Item	Previously Paid	Current Payment	Total Paid
A - First Floor	0.00	0.00	0.00
B - Phase 2	0.00	0.00	0.00
C - Change Order #1	0.00	0.00	0.00

At the bottom of the table, there is a summary row with the following values: 0.00, 0.00, and 0.00. Below the table are buttons for "< Back", "Next >", "Save", and "Cancel".

- Item** - The item ID and description are displayed here for reference.
- Previously Paid** - This is the total payment previously entered for that line item. This field cannot be edited.
- Current Payment** - Enter the current payment received for that line item.
- Total Paid** - This is the total of "Previously Paid" and "Current Payment." If you change the amount in this field, the "Current Payment" amount will change.

7.3.4 Using Unit Billing Invoices

7.3.4.1 Create/Edit a Unit Billing

Jobs that are bid by units (cubic yards, lineal feet, etc) may need to be billed/invoiced by these quantities as the units are completed. Unit billing generates that type of invoice. Each application tracks the total quantity, unit of measure, unit cost, total cost, completed units, current value, prior value, and amount due this request. You can also track stored materials. A detailed invoice may then be printed for the customer showing this detailed information. Additionally, full retention tracking is possible for billing at a later date.

Select **Accounts Receivable > Work on Unit Billing**.

Job - Enter or choose the job you want to bill against here.

Schedule - The schedule option allows you to bill more than one billing schedule per job. If you have only one schedule to bill for the job, it is easiest to simply leave this field empty; ComputerEase will assign the job number as the schedule number. If you have multiple billing schedules or want to use a schedule number other than the job number, enter the schedule number you want to use here.

When you create a new schedule, you will be prompted to copy phases and/or categories from your job, depending on the type of job, or to start with a blank schedule. If you select to copy your phases to the schedule, your phases from Job Costing will become your Schedule of Values, but because units are assigned at the category level and not the unit level, units and unit price (and therefore total value) will have no value. If you select to copy your categories to the schedule, your categories will become your Schedule of Values, and the units for each category will be imported as the originally-scheduled units for that line item; but since categories do not have a contract value, the unit price and therefore total value will have no value and will need to be manually set. If you select to start with a blank schedule, you will have to create your Schedule of Values next.

Summary of Current Application	
Application Number	1
Original Contract Sum	0.00
Previous Change Orders	0.00
Current Change Orders	0.00
Contract Sum to Date	0.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	0.00

On the left side of the screen, you will see your "Summary of Current Application" and on the right, you will see buttons for the various functions in ComputerEase. You will begin by creating or modifying your schedule.

7.3.4.2 Setup Schedule

Select **Setup Schedule**.

Job CONTRACT, Schedule CONTRACT

File

Summary of Current Application

Application Number	1
Original Contract Sum	0.00
Previous Change Orders	0.00
Current Change Orders	0.00
Contract Sum to Date	0.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	0.00

Setup Schedule

Enter Work Completed

Enter Change Orders

Print Invoice

Post Invoice

Reports

Enter Payments

Reprint a Previous Invoice

Undo the Previous Invoice

Exit

Project Tab

Project Number – Enter the project number. This field defaults to the PO number from the job file.

Customer – Enter or choose the customer you will be billing. This field defaults to the customer from the job file.

Project Name – Enter the project name. This field defaults to the job name from the job file.

Project Address - Enter the project's address. This field defaults to the job address from the job file.

Architect – Enter the architect for the job. This field defaults to the contact chosen as the "Architect" in the job file, if applicable.

Architect Address - Enter the architect's address. This field defaults to the address of the contact chosen as the architect in the job file, if applicable.

Contract For - Enter the type of work the contract is for; this entry will print on the AIA form.

Construction Manager – Enter the construction manager for the job. This field defaults to the contact chosen as the "Manager" in the job file, if applicable.

Contract Date - Enter the date of the contract. This field defaults to the "Date Open" in the job file.

Invoice Type – Choose the printing format to use when printing your invoices. There are several default formats, and you may create your own. The default formats that come with the system are:

With Logo - Adds your company logo to the Normal invoice.

Normal - Prints a summary on the first page and the schedule of values detail on subsequent page(s).

Normal (Portrait) - Prints schedule of values detail on one page (if possible) with summary.

With Stored Material - Separates stored material from work completed on the invoice.

Word - Allows you to create your own MS Word invoice format.

Sales Tax - If you want to add tax to this invoice, enter or choose the taxing jurisdiction here. The tax rate associated with that jurisdiction will be used to add sales tax to the invoice total taxable sales.

Calculate Sales Tax on - Choose "Entire Amount" or "Amount less Retention" depending on how your taxing jurisdiction requires sales tax to be paid. Note that for most taxing authorities, "Entire Amount" is the appropriate selection.

Current Application - This will begin at 1 when you first set up your schedule. You may change the number here only if no pay applications have been posted for this schedule.

Group Work Retention – This field will allow you to apply the same retention percentage to all or a group of line items from the schedule of values. You may also cap your retention here by percentage of completion.

Tip: If you use the "Group Work Retention" option, all you have to do when you are ready to bill for retention is change the retention percentage here to 0%, and post the invoice.

Department – Enter or choose the A/R department to which to post this invoice, if applicable. This information will default from the customer file if it is selected there.

Sales Account - Enter or choose the sales account to which this sale should be posted. This will default from either your Accounts Receivable Parameters, your job, or your A/R Department, but you may change it if necessary.

Receivables Account - Enter or choose the asset account to be debited with the amount due. This will default from either your Accounts Receivable Parameters or your A/R Department, but you may change it if necessary.

Retention Account - Enter or choose the asset account to be debited with the retention held. This will default from either your Accounts Receivable Parameters or your A/R Department, but you may change it if necessary.

Sales Rep – Enter or choose the sales rep responsible for this sale.

Next Invoice Number - Enter the next invoice number you want to use when posting invoices for this schedule. This allows you to number your invoices for this job sequentially. If you leave this field empty, ComputerEase will assign the next sequential number from your Accounts Receivable Parameters.

Waiver Type - Enter or choose the waiver format to use to print the lien release after your invoice prints.

Schedule of Values Tab

Item Num. / Description	Cost Code	Original Units	Unit of Measure	Unit Price / Total Value	Grp	Wrk%	Cap%	Cap\$	Mat%	Tax	Sales Account	Auto Upd
1	?	100	EA	175	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	400.0	<input checked="" type="checkbox"/>
Phase 1				17,500.00								
2	?	250	EA	320	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	400.0	<input checked="" type="checkbox"/>
Phase 2				80,000.00								
	?	0		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	400.0	<input checked="" type="checkbox"/>
				0.00								

Update From Job: 97,500.00

< Back Next > Save Cancel

Each "line item" on the schedule of values actually takes up two lines on this screen. The image above has been highlighted to demonstrate this.

Item Num./Description – Enter the ID you want to assign to this line item and a description for this line item in the field beneath.

Cost Code – The information entered here is used to compare the billing amount against the cost for each phase of the job to track profitability. Enter the phase and/or category to which you want to post the billing for this line item. If you are not tracking this detail, just leave the Cost Code field empty.

Original Units - Enter the number of units to be billed for this line item. If Units Budgeted was entered during the job setup and you choose to copy categories to schedule when creating the schedule, this field will be populated with that value.

Unit of Measure - Enter the unit of measure for this line item. If Unit of Measure was entered during the job setup and you choose to copy categories to schedule when creating the schedule, this field will be populated with that value.

Unit Price/Total Value - Enter the price per unit for this line item; the total value will be calculated and populated beneath the unit price.

Grp – Check this box to apply the group retention percentage entered on the "Project" tab to this line item.

Wrk % - If you are not grouping your retention, enter the percentage to be withheld for retention for this line item.

Tip: If you do not use the "Group Work Retention" option, when you are ready to bill for retention you will have to change your retention to 0% here for each line item for which retention is ready to be billed. Then, post your invoice.

Cap % - If you are not grouping your retention, enter the percentage of completion on the job after which retention will cease to be held for this line item.

Cap \$ - If you are not grouping your retention, enter the maximum amount of retention to be held for this line item.

Mat % - Enter the retention to be held for any stored materials when they are billed for this line item.

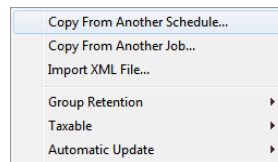
Tax – Check this box if this line item is taxable.

Sales Account – If revenue from this line item is to be credited to an account other than the primary sales account for the invoice, enter or choose that account here.

Auto Upd - Check this box to automatically update the percentage of completion for this line item from job costing when entering your work completed for the billing period.

Update Job - Use this button to pull in any changes made at the job level (Original Units, Unit of Measure, etc.).

There are several time-saving options available for the Schedule of Values under **Items** in the upper-left corner.



Copy From Another Schedule - Choose this option to import the Schedule of Values from another schedule (for the same job or a different job) into this Schedule of Values.

Copy From Another Job - Choose this option to import the phases or categories from another job into this Schedule of Values.

Import XML File - Choose this option to import your Schedule of Values from an XML file. Please contact your ComputerEase Dealer support team for assistance with XML files.

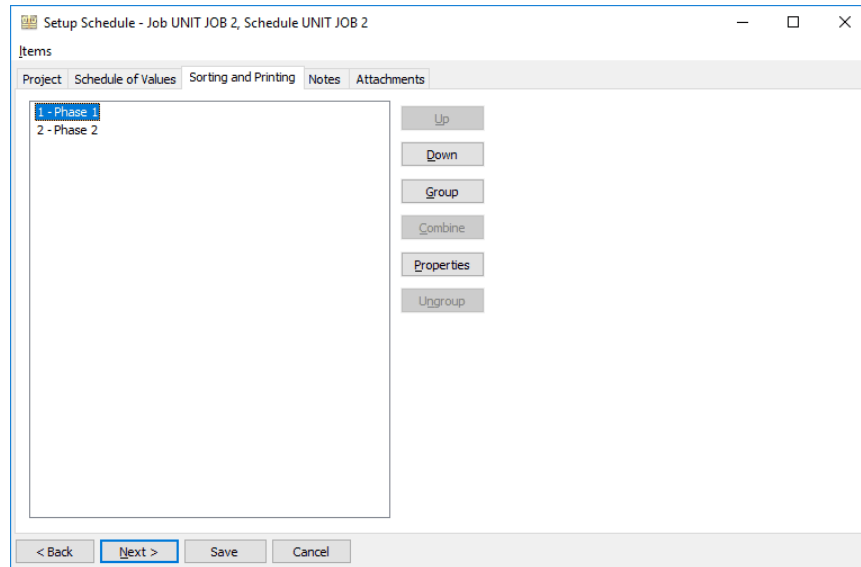
Group Retention - Choose this option, then "Check All" or "Uncheck All" to either check or uncheck the **Grp** box for all line items.

Taxable - Choose this option, then "Check All" or "Uncheck All" to either check or uncheck the **Tax** box for all line items.

Automatic Update - Choose this option, then "Check All" or "Uncheck All" to either check or uncheck the **Auto Upd** box for all line items.

Sorting and Printing Tab

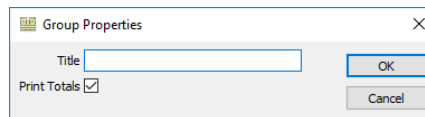
The Sorting and Printing tab allows you to organize your schedule of values for printing purposes only. You can change the order in which items print, group items under a heading and subtotal them or combine items to print as one total.



Up - Click here to move an item higher on the schedule. Note that you may also click and drag your items to move them.

Down - Click here to move an item lower on the schedule.

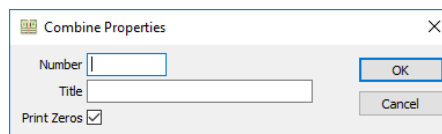
Group - Select the items you want to group together and click here. This option is used to group one or more items under a heading.



Title - Enter the heading you want to print above the grouped item(s) on your schedule of values detail.

Print Totals - Check this box if you want to subtotal the grouped item(s). This will insert subtotals into your schedule of values detail.

Combine - Select the items you want to combine and click here. This option is used to combine two or more items into one item in your schedule of values detail. The line items will be combined for printing purposes only.



Number - Enter the line ID for the new line item.

Title - Enter the description for the new line item.

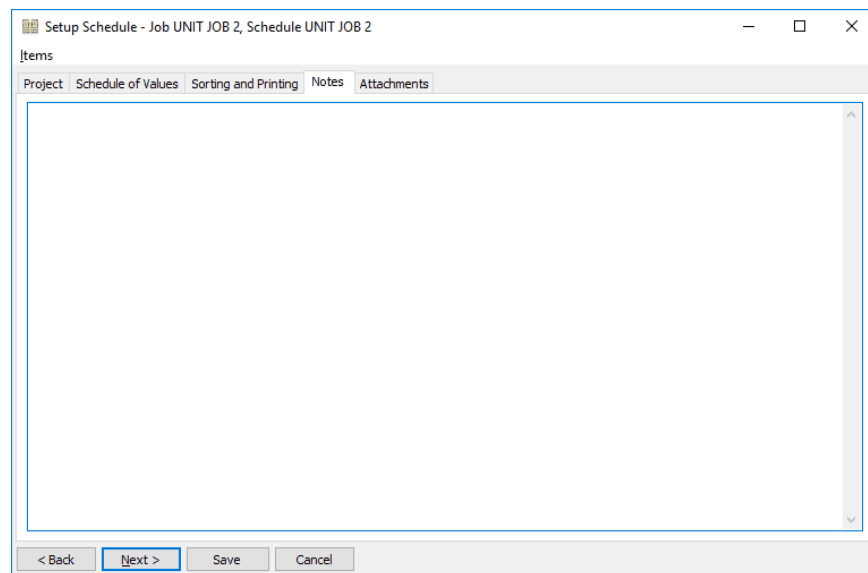
Print Zeros - Check this option to still print the item even if it has a scheduled value of \$0. If this option is unchecked, this item will be removed from printing in your schedule of values detail if it has a scheduled value of \$0.

Properties - Click here to change the properties of a line item, a group or a combination.

Ungroup – Click here to undo a grouping or a combination.

Notes Tab

The notes tab allows you to enter notes concerning this schedule. These notes will print on the invoice and are meant to provide the customer with additional information.



Adding Attachments to a Unit Invoice

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the Unit invoice. This tab only appears if you have created at least one Invoices attachment folder under **Configure > System Parameters > Accounts Receivable Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

7.3.4.3 Entering Work Completed

Once the schedule is created, your billings will be created by entering Work Complete.

Select **Enter Work Completed**.

Job UNIT JOB 2, Schedule UNIT JOB 2

File

Summary of Current Application	
Application Number	1
Original Contract Sum	97,500.00
Previous Change Orders	0.00
Current Change Orders	0.00
Contract Sum to Date	97,500.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	97,500.00

Buttons:

- Setup Schedule
- Enter Work Completed** (highlighted with a red box)
- Enter Change Orders
- Print Invoice
- Post Invoice
- Reports
- Enter Payments
- Reprint a Previous Invoice
- Undo the Previous Invoice

Exit

Items Tab

Enter Work - Job UNIT JOB 2, Schedule UNIT JOB 2

Items

Items Notes

Scheduled Value 97,500.00 Completed this Period 3,500.00 Stored Materials 0.00

Previously Completed 0.00 Total Completed 3,500.00

Item	Scheduled Units	Previously Completed	Completed this Period		Total Completed		Stored Material	
			Units	Percent	Units	Percent		
1 - Phase 1	100	0	20	20.000	20	20.000	0.00	All
2 - Phase 2	250	0	0	0.000	0	0.000	0.00	All

< Back Next > Save Cancel

Since all billing is done by unit here, the majority of your dollar-based values are at the top of the screen. These fields are displayed here for informational purposes only and may not be edited directly.

Scheduled Value - The total contract value from the schedule of values you entered earlier.

Previously Completed - Total value of all previous pay applications.

Completed this Period - Total value of all current billing.

Total Completed - The total of "Previously Completed" and "Completed this Period."

Stored Materials - Total of stored materials.

All of your entries are made below these totals.

Item - The line item ID and description for the schedule of values. This is displayed for informational purposes only and may not be changed from this screen.

Scheduled Units - The scheduled number of units for this line item from the schedule of values you set up earlier. This is displayed for informational purposes only and may not be changed from this screen.

Previously Completed - The total units completed to date in previous pay applications. This is displayed for informational purposes only and may not be changed without revising one or more previous pay applications.

Completed this Period - You may choose to enter the work completed this period by total units or as a percentage of completion.

Total Completed - You may choose to enter the total completed to date (including this application) by total units or as a percentage of completion.

Note: It is your choice whether to update the **Completed this Period** or **Total Completed** columns, as well as whether to update by entering a dollar value or a percentage of completion. However, you will notice that when you update one of the four columns, the other three automatically populate with corresponding values.

Stored Material - When billing for stored material, enter the billing amount for the material here. It is important to note that stored material is not included in the Completed this Period or Total Completed columns, as these columns reflect work completed only.

All - Click here to access more detailed billing options.

Item: 1 - Phase 1		
Scheduled Units	100 EA	\$17,500.00
Previously Completed	0 (0.000 %)	\$0.00
Completed this Period	20 (20.000 %)	\$3,500.00
Total Completed	20 (20.000 %)	\$3,500.00
Previously Materials Stored	0.00	
New Materials Stored this Period	0.00	
Materials Used this Period	0.00	
Total Materials Stored	0.00	
Total Completed and Stored	3,500.00	
Retention for Work	0.00 (0.000 % +/-)	
Retention for Stored Material	0.00 (0.000 % +/-)	
Total Retention	0.00	

Any entries made in the previous screen will be displayed here in the appropriate field.

Item - The line item ID and description for the schedule of values. This is displayed for informational purposes only and may not be changed from this screen.

Scheduled Units - The scheduled number of units, unit of measure and total scheduled value for this line item from the schedule of values you set up earlier. This is displayed for informational purposes only and may not be changed from this screen.

Previously Completed - The total units completed in previous pay applications, expressed also as a percentage and dollar value. This is displayed for informational purposes only and may not be changed without revising one or more previous pay applications.

Completed this Period - Total units completed in this pay application period, expressed also as a percentage and as a dollar value. If you entered this information into the previous screen, this information will populate automatically. Any change here will update the previous screen when you save your changes.

Total Completed - Total units completed including this pay application period, expressed also as a percentage and as a dollar value. If you entered this information into the previous screen, this information will populate automatically. Any change here will update the previous screen when you save your changes.

Materials Previously Stored - Total materials stored in previous pay application periods. This is displayed for informational purposes only and may not be changed without revising one or more previous pay applications.

New Materials Stored this Period - Total material stored in this pay application period. If you entered this information into the previous screen, this information will populate automatically. Any change here will update the previous screen when you save your changes.

Materials Used this Period - Enter any materials from stored material that were used in this pay application period.

Total Materials Stored - This is the difference between the two previous fields. Any changes to those fields will result in a change to this field, and vice versa.

Totals Completed and Stored - The total of "Materials Previously Stored" and "Total Materials Stored" from above. This field cannot be edited.

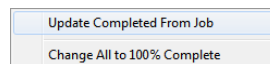
Description of Material - Enter an optional description of material stored.

Retention for Work - Enter total retention for work completed. Note that if you entered a retention percentage for work completed when setting up the schedule of values, this field will automatically populate. If you included this line item in your retention grouping, this field is not available for editing. If you need to adjust it you may do so by either keying over the total or by adjusting the % or the +/- to the right. If calculated retention needs to be adjusted by a known amount, it might be easier to enter a +/- adjustment that will carry forward to future billings.

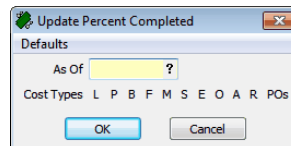
Retention for Stored Material - Enter total retention for stored material. Note that if you entered a retention percentage for stored material when setting up the schedule of values, this field will automatically populate. If you need to adjust it you may do so by either keying over the total or by adjusting the % or the +/- to the right. If calculated retention needs to be adjusted by a known amount, it might be easier to enter a +/- adjustment that will carry forward to future billings.

Total Retention - Displays total retention for work and material. This field cannot be edited.

There are two time-saving options available for entering work completed under **Items** in the upper-left corner.



Update Completed From Job - Allows you to enter a date through which to pull percent complete from job costing, and to choose which cost types to include or exclude when calculating percent complete.



Change All to 100% Complete - This will mark all line items 100% complete in Total Completed Percent column.

Note: If you bill for more than the scheduled value of a line, you will see a warning symbol for that line.

Enter Work - Job UNIT JOB 2, Schedule UNIT JOB 2

Items

Items Notes

Scheduled Value 97,500.00 Completed this Period 17,675.00 Stored Materials 0.00

Previously Completed 0.00 Total Completed 17,675.00

Item	Scheduled Units	Previously Completed	Completed this Period		Total Completed		Stored Material	
			Units	Percent	Units	Percent		
1 - Phase 1	100	0	101	101.000	101	101.000	0.00	All
2 - Phase 2	250	0	0	0.000	0	0.000	0.00	All

< Back Next > Save Cancel

Notes Tab

The notes tab allows you to enter notes concerning this pay application. These notes will print on the invoice and are meant to provide the customer with additional information.

Enter Work - Job UNIT JOB 2, Schedule UNIT JOB 2

Items

Items Notes

< Back Next > Save Cancel

7.3.4.4 Invoicing Change Orders

When working with Unit Billings you will want to check to see if there are any Change Orders entered that need to be on the Schedule of Values.

Select **Enter Change Orders**.

Job UNIT JOB 2, Schedule UNIT JOB 2

File

Summary of Current Application

Application Number	1
Original Contract Sum	97,500.00
Previous Change Orders	0.00
Current Change Orders	0.00
Contract Sum to Date	97,500.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	97,500.00

Buttons: Setup Schedule, Enter Work Completed, **Enter Change Orders**, Print Invoice, Post Invoice, Reports, Enter Payments, Reprint a Previous Invoice, Undo the Previous Invoice, Exit

Any RFCs/Change Orders entered through Job Costing will be displayed for your review.

RFC Number	Description	Job Cost Status	CO Number	Job Cost Units	Job Cost Contract Amt	Schedule Units	Schedule Contract Amt	Schedule Status
2	Additional Stone	Pending		15	2,750.00			
3	Tree Removal	Approved	3	15	4,700.00			

Buttons: Add, Edit, Copy J/C, U / A, Clear, OK, Cancel

RFC Number - The RFC number entered in Job Costing for this change order.

Description - The RFC description from Job Costing for this change order.

Job Cost Status - The status of the RFC in Job Costing.

CO Number - The change order # if the RFC has been approved.

Job Cost Units - The total units change for this change order.

Job Cost Contract Amt - The total contract change for this change order.

Schedule Units - The total units change to the schedule of values once the change order is approved in Unit Billing.

Schedule Contract Amt - The total contract change to the schedule of values once the change order is approved in Unit Billing.

Schedule Status - The status of the change order in Unit Billing.

Add - Click here to add a change order to the Unit Billing schedule of values ONLY. This will not create a corresponding RFC/Change Order in Job Costing and if you create one after adding a change order here, the two will not be associated.

Edit - Click here to update the status of the change order highlighted.

Copy J/C - Click here to update the status of the change order with information from Job Costing. The status will be changed to match the Job Cost Status and the units and contract amount will be changed to match the Job Cost Units and Contract Amount.

N/A - Click here to mark a change order "Not Applicable" if it has been denied.

Clear - Click here to change the status from "N/A" in order to mark it approved or pending.

Note: When you are ready to add a change order to the schedule, you may want that change order to have its own line item(s) on the schedule. Any new lines must be added to the schedule under "Setup Schedule" (see [Setup Schedule](#) ⁵³⁰ for instructions on adding a line to the schedule). When adding a new line to the schedule of values for a change order, you **MUST** remember to leave "Original Units" of 0 for that line.

To approve a change order for billing and add it to your contract value, click on either **Edit** or **Copy J/C**.

Item	Description	Units	Value
1	Phase 1	15	2,625.00
1		0	0.00

RFC Number - The RFC number from Job Costing. You may change it if necessary, but that change will not be reflected in Job Costing.

Description - This is the description of the change order from Job Costing. You may change it if necessary.

Date - This is the date of the change order from Job Costing. You may change this date if necessary.

Status - Choose "Approved" or "Pending" to reflect the status of the change order.

Item - Enter or choose a line from the schedule of values to which to assign the value of this change order. Note that you may choose to distribute the change order between several lines; to do so, simply enter the units corresponding to each line and drop down to the next line to continue entering change values until you have assigned the total of all units on the change order.

Description - This is the Description of the Item entered in the schedule of values.

Units - Enter the number of units to add to the line item selected.

Value - The contract change value will be displayed here for informational purposes only. This field may not be changed here; it is calculated by multiplying the original unit price from the schedule of values by the units entered here.

Once you have approved a change order and added it to one or more lines on your schedule, you will be able to bill against that change order when entering units completed.

Enter Work - Job UNIT JOB 2, Schedule UNIT JOB 2

Items

Items Notes

Scheduled Value 97,500.00 Completed this Period 0.00 Stored Materials 0.00

Previously Completed 0.00 Total Completed 0.00

Item	Scheduled Units	Previously Completed	Completed this Period Units	Percent	Total Completed Units	Percent	Stored Material	
1 - Phase 1	100	0	0	0.000	0	0.000	0.00	All
2 - Phase 2	250	0	0	0.000	0	0.000	0.00	All
3 - Change Order	15	0	0		0		0.00	All

< Back Next > Save Cancel

And your Unit Billing summary will reflect the contract change.

Job UNIT JOB 2, Schedule UNIT JOB 2

File

Summary of Current Application

Application Number 1

Original Contract Sum 102,200.00

Previous Change Orders 0.00

Current Change Orders 4,700.00

Contract Sum to Date 106,900.00

Total Completed and Stored 0.00

Total Retainage 0.00

Total Earned less Retainage 0.00

Less Previous Billings 0.00

Current Payment Due 0.00

Balance to Finish 106,900.00

Exit

Setup Schedule

Enter Work Completed

Enter Change Orders

Print Invoice

Post Invoice

Reports

Enter Payments

Reprint a Previous Invoice

Undo the Previous Invoice

7.3.4.5 Printing an Unit Invoice

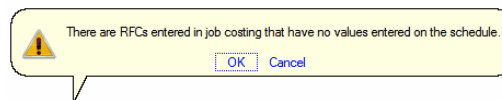
Select **Print Invoice**.

Summary of Current Application	
Application Number	1
Original Contract Sum	102,200.00
Previous Change Orders	0.00
Current Change Orders	4,700.00
Contract Sum to Date	106,900.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	106,900.00

Buttons on the right: Setup Schedule, Enter Work Completed, Enter Change Orders, **Print Invoice**, Post Invoice, Reports, Enter Payments, Reprint a Previous Invoice, Undo the Previous Invoice.

Buttons at the bottom: Exit

Note: If you have any RFCs/Change Orders entered in Job Costing that have not been approved or denied in Unit Billing under "Enter Change Orders" you will get a warning to that affect when you attempt to print your invoice.



The format that will be used to print your invoice is selected under "Setup Schedule" and must be changed there as well should you want to change the printing format.

Print Invoice dialog box fields:

- Period Ending: ?
- Invoice Number: (next)
- Invoice Date: ?
- Terms: Net 30 days
- Due Date: ?
- Print: Invoice

Buttons: OK, Cancel

Period Ending – Enter the date through which you are billing.

Invoice Number – Enter the number you want to assign to the invoice or leave blank to allow ComputerEase to assign the invoice number.

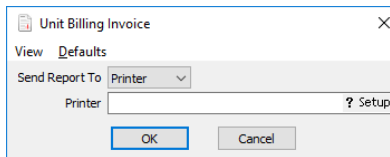
Invoice Date – The date of the invoice for aging purposes. This defaults to your log-in date but may be changed if necessary.

Terms – The terms default from the customer file. You may change them if desired.

Due Date – The due date is calculated using the invoice date and terms. If you change it, the "Terms" field will update appropriately to reflect the terms that correspond to your due date.

Print - If you chose a lien waiver format under "Setup Schedule" you will have the option here to print your "Invoice" only, "Waiver" only or "All" to print both (the invoice will print first, followed by the waiver).

Once you click **OK** you will have the opportunity to print your invoice and/or waiver.

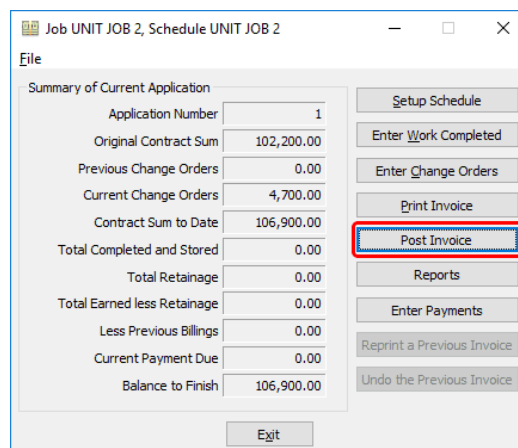


Send Report To – Select Display, Printer, Email or Clipboard depending on what you would like to do with this invoice. If you are printing the invoice, select the appropriate printer in the next field. Click **OK** and the invoice will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

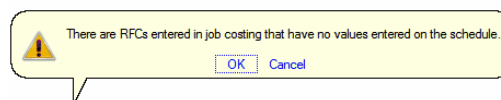
7.3.4.6 Posting a Unit Invoice

After printing your invoice and confirming that the data printed is correct, you will need to post your invoice to your Accounts Receivable module. Until your invoice is posted, it will not appear on your receivables report or in Job Costing and will not be available to post to the General Ledger.

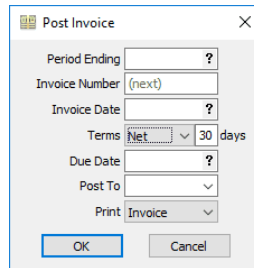
Select **Post Invoice**.



Note: If you have any RFCs/Change Orders entered in Job Costing that have not been approved or denied in AIA under "Enter Change Orders" you will get a warning to that affect when you attempt to post your invoice.



If you have previously printed your invoice, the fields on the following screen will all be filled in with values entered when you printed the invoice. You may change any of these values at this time; remember to print a new copy of your invoice if your changes will affect the printed copy.



The "Post Invoice" dialog box contains the following fields and controls:

- Period Ending: [?] (text box)
- Invoice Number: (next) (text box)
- Invoice Date: [?] (text box)
- Terms: [Net] (dropdown menu) 30 days (text)
- Due Date: [?] (text box)
- Post To: [?] (dropdown menu)
- Print: Invoice (dropdown menu)
- Buttons: OK, Cancel

Period Ending – Enter the date through which you are billing.

Invoice Number – Enter the number you want to assign to the invoice or leave blank to allow ComputerEase to assign the invoice number.

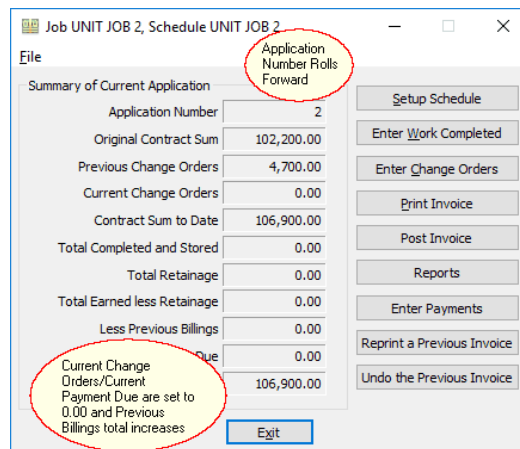
Invoice Date – The date of the invoice for aging purposes. This defaults to your log-in date but may be changed if necessary.

Terms – The terms default from the customer file. You may change them if desired.

Due Date – The due date is calculated using the invoice date and terms. If you change it, the "Terms" field will update appropriately to reflect the terms that correspond to your due date.

Print - If you chose a lien waiver format under "Setup Schedule" you will have the option here to print your "Invoice" only, "Waiver" only, "All" to print both (the invoice will print first, followed by the waiver), or "None" if you only want to post your invoice at this time and do not want to print another copy.

Once you click **OK** and once you print your invoice (if applicable), you will notice that your "Summary of Current Application" is advanced.



The "Job UNIT JOB 2, Schedule UNIT JOB 2" summary screen displays the following information:

- Summary of Current Application:**
 - Application Number: 2
 - Original Contract Sum: 102,200.00
 - Previous Change Orders: 4,700.00
 - Current Change Orders: 0.00
 - Contract Sum to Date: 106,900.00
 - Total Completed and Stored: 0.00
 - Total Retainage: 0.00
 - Total Earned less Retainage: 0.00
 - Less Previous Billings: 0.00
 - Current Change Orders/Current Payment Due are set to 0.00 and Previous Billings total increases: 106,900.00
- Buttons:** Setup Schedule, Enter Work Completed, Enter Change Orders, Print Invoice, Post Invoice, Reports, Enter Payments, Reprint a Previous Invoice, Undo the Previous Invoice, Exit.

Annotations in the image highlight "Application Number Rolls Forward" and "Current Change Orders/Current Payment Due are set to 0.00 and Previous Billings total increases".

7.3.4.7 Reprinting a Previous Unit Invoice

Once you have posted at least one pay application in a schedule, you may find that you need to reprint a previous invoice.

Select **Reprint a Previous Invoice**.

Job UNIT JOB 2, Schedule UNIT JOB 2

File

Summary of Current Application

Application Number	2
Original Contract Sum	102,200.00
Previous Change Orders	4,700.00
Current Change Orders	0.00
Contract Sum to Date	106,900.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	106,900.00

Buttons:

- Setup Schedule
- Enter Work Completed
- Enter Change Orders
- Print Invoice
- Post Invoice
- Reports
- Enter Payments
- Reprint a Previous Invoice**
- Undo the Previous Invoice

Exit

Note that this button only becomes available if you have at least one posted pay application for this schedule.

Reprint Prior Application

Application Number ?

Print Invoice

OK Cancel

Application Number – Enter or choose the pay application you want to reprint.

Print - If you chose a lien waiver format under "Setup Schedule" you will have the option here to print your "Invoice" only, "Waiver" only or "All" to print both (the invoice will print first, followed by the waiver).

7.3.4.8 Undoing a Previous Unit Invoice

Once you have posted a pay application in Unit Billing, you may be called upon to make revisions to your invoice. ComputerEase will allow you to "undo" your previous pay applications in order to make those revisions. It is important to know that when you "undo" a previous invoice, a credit is created on your receivables and when the change is posted, a new invoice is created as well.

Select **Undo the Previous Invoice**.

Summary of Current Application	
Application Number	2
Original Contract Sum	102,200.00
Previous Change Orders	4,700.00
Current Change Orders	0.00
Contract Sum to Date	106,900.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	106,900.00

Buttons: Setup Schedule, Enter Work Completed, Enter Change Orders, Print Invoice, Post Invoice, Reports, Enter Payments, Reprint a Previous Invoice, **Undo the Previous Invoice**, Exit.

When you choose to undo a previous invoice, only the last invoice posted will be "undone." If you need to undo additional invoices, simply continue using this function until you have arrived at the first pay application you need to revise. They will be "undone" in reverse order.

Fields: Credit Invoice Number (next), Credit Invoice Date ?, Post To (dropdown). Buttons: **OK**, Cancel.

Credit Invoice Number - Enter the number you want to assign to the credit invoice or leave blank to allow ComputerEase to assign the credit invoice number. It can be helpful to use the original invoice number followed by a "C" or some other pattern to help identify that the invoices are related when reviewing reports.

Credit Invoice Date - The date of the credit invoice for aging purposes. This defaults to your log-in date but may be changed if necessary.

Post To - Select the G/L period corresponding to the credit invoice date.

Once you click **OK**, you will notice that your "Summary of Current Application" has been restored to the data from the previous pay application. When you "Enter Work Completed" you will see the amounts from your previous pay application have been restored so that you can make the necessary changes.

7.3.4.9 Unit Billing Reports

Unit Billing has several reports available meant to aid you in determining and expressing how much to bill.

Select **Reports**.

Summary of Current Application	
Application Number	2
Original Contract Sum	102,200.00
Previous Change Orders	4,700.00
Current Change Orders	0.00
Contract Sum to Date	106,900.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	106,900.00

From the choices select one of the three reports available.

Print Worksheet - Prints a worksheet showing original units and units previously completed; provides a space for project manager to enter the total units to be billed this period.

Print Change Order Report - Prints a change order report showing all RFCs entered in Job Costing and all Change Orders entered in AIA along with status in both Job Cost and the Unit Billing Schedule.

Print Subcontract Report - Prints a subcontract report through a date you specify showing all existing subcontracts for your job, as well as invoices and payments against those subcontracts.

7.3.4.10 Unit Billing Payments

The "Enter Payments" option allows you to track how much payment has been received by line item. While entries here have no effect on your cash receipts, this can be a useful tool, especially if you have a customized invoice that requires you to display payments by line item.

Select **Enter Payments**.

Job UNIT JOB 2, Schedule UNIT JOB 2

File

Summary of Current Application

Application Number	2
Original Contract Sum	102,200.00
Previous Change Orders	4,700.00
Current Change Orders	0.00
Contract Sum to Date	106,900.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	106,900.00

Buttons: Setup Schedule, Enter Work Completed, Enter Change Orders, Print Invoice, Post Invoice, Reports, **Enter Payments**, Reprint a Previous Invoice, Undo the Previous Invoice, Exit

The entries made here are strictly for internal tracking and special invoice formats.

Enter Payments

Items

Item	Total Qty Completed	Previously Paid		Current Payment		Total Payments	
		Units	Dollars	Units	Dollars	Units	Dollars
1 - Phase 1	0	0	0.00	0	0.00	0	0.00
2 - Phase 2	0	0	0.00	0	0.00	0	0.00
3 - Change Order	10	0	0.00	0	0.00	0	0.00

0.00 0.00 0.00

< Back Next > Save Cancel

Item - The item ID and description are displayed here for reference.

Total Qty Completed - This is the total number of billed units for that line item. It is displayed here for reference only.

Previously Paid - This is the total payment previously entered for that line item, expressed in units and dollars.

Current Payment - Enter the current payment received for that line item in either units or dollars.

Total Paid - This is the total of "Previously Paid" and "Current Payment" units and dollars. These fields cannot be edited.

7.3.5 Using Cyclical Billing

7.3.5.1 Cyclical Billing

Cyclical Billing is a billing process that reads the job cost detail file. The records that are posted to the job are then used to generate the invoice. This function is based on the use of billing cycles. The billing cycle can be daily, weekly, monthly or any period defined by the operator. By using cycles, you will control what records are billed in the current cycle/period and what records you want to defer to a future billing cycle.

This unique feature is designed to never allow a billing cost record to be lost. Each cost record posted from Payroll, Payables, Inventory, Equipment Costing and Job Maintenance is kept track of until you either include it on an invoice or mark it as not being billable for this cycle.

Cyclical Billing can be performed on any type of job. The only requirement is that in Job Maintenance, there is a Cyclical Billing Group assigned to that job.

The screenshot shows the 'Job Maintenance' window for 'Job 100 - Alpine Terrace Refinish'. The window has tabs for Main, Cost Types, Payroll, Phases & Categories, Document Management, Notes, and User Fields. The 'Main' tab is active, displaying various fields for job details. The 'Billing Group' field is highlighted with a red box, showing the value 'MAIN'. Other fields include Customer (SUE), Job Name (Alpine Terrace Refinish), Address (2345 Pike Street), City/State/Zip (Cincinnati, OH, 41017), Status (Active), Sales Tax Code, Direct Pay Code, PO Sales Tax Code, T&M Billing Code (DEFAULT), Billing Notes, RFC Rates, RFC Markups, E/C Billing Rates, Pay Items, Lien Waivers, Lock Budgets, Warn if Over Budget, Price Code, Bar Code, and various retention and routing options.

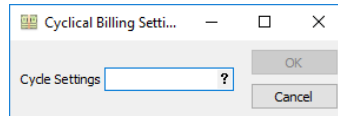
Once you have defined your cycle/period, the invoice is prepared and printed in the Work on Freeform Invoice option. Below is the order/sequence used in cycle billing, each is outlined in more detail in the following pages.

- After a period cutoff (usually after a payroll has been entered), Select Jobs to bill; this program gathers the detailed billing cost records posted to the jobs.
- Print the Billing Proof Report to review the items you want to bill or edit.
- Select Items to Bill Later, and decide which billing records you want to defer into a future cycle.
- Close the Billing period.
- Go to Freeform Invoice and confirm that the proper billing cycle is showing or AIA Billing and choose the job and choose the appropriate billing cycle.
- Print and Post the invoice.

7.3.5.2 Cyclical Billing Settings

Cyclical Billing Settings are used to control what costs are billed during a cyclical billing process. Cyclical billing settings can be used to pre-define which costs are billed at different times in the month. You may want to have multiple cyclical billing settings for various points in the billing cycle. Contact your ComputerEase Dealer support for additional information on a cyclical billing setup that will meet your needs.

Select **Accounts Receivable > Work on Cyclical Billing > Cyclical Billing Settings**.



Cycle Settings - Enter the alphanumeric code you want to use for this set of cyclical billing settings and click **OK**.

Description - Enter a description of the billing group that describes its use.

Billing Group - Enter the billing group that is to be used by default for these settings. Note that this is not a required field, and if multiple billing groups will be using these settings, you may want to leave this field empty. You can check the **Locked** box if you want to prevent users from changing the billing group during the cyclical billing process.

Bill Cost Code/To - Enter or choose the cost code(s) you want to bill by default when using these settings. You can choose a job or range of jobs here, but you can also select only specific phases and or categories if you only want to bill a portion of a job at this time. Note that you would commonly only make an entry here if you have one set of Cyclical Billing Settings for each job; if this is not the case you may want to leave this field empty. You can check the **Locked** box if you want to prevent users from changing this setting during the cyclical billing process.

Bill Cost Types - Select the cost types you would like to bill by default when using these settings. You may click once on any cost type to remove it from these settings or double-click on any cost type to remove all other cost types. You can check the **Locked** box if you want to prevent users from changing this setting during the cyclical billing process.

Job Cost Date - Choose the appropriate date selection criteria to use by default when using these settings. Choose either the Cost Date (the actual date of the work or the date of the invoice) or the date the Post Date (entry date). For example, if a payables invoice is received and entered into ComputerEase on 2/10 but is dated 1/31 and you are currently billing thru 1/31, the invoice will be included if you choose "Cost Date" but will not be included if you choose "Post Date." You can check the **Locked** box if you want to prevent users from changing this setting during the cyclical billing process.

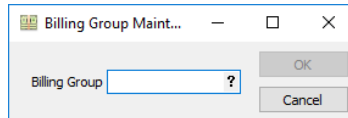
Include Unposted Payroll - Check this box if you want to bill for unposted payroll by default when using these settings. You can check the **Locked** box if you want to prevent users from changing this setting during the cyclical billing process.

Once you have made your selections, click on **OK** to save.

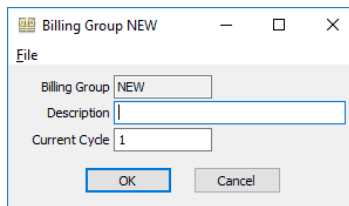
7.3.5.3 Billing Groups

Billing Groups are used to select which jobs are available for billing. When a job is created that is to be billed using cyclical billing, it is assigned to a particular billing group. By having multiple billing groups, you can allow more than one person/department to use cyclical billing at one time. Contact your ComputerEase Dealer support for additional information on a billing group setup that will meet your needs.

Select **Accounts Receivable > Work on Cyclical Billing > Billing Group Maintenance**.


 A dialog box titled "Billing Group Maint..." with a standard Windows window border. It contains a text input field labeled "Billing Group" followed by a question mark icon. To the right of the input field are two buttons: "OK" and "Cancel".

Billing Group - Enter the alphanumeric code you want to use for this set of cyclical billing settings and click **OK**.


 A dialog box titled "Billing Group NEW" with a standard Windows window border. It contains three text input fields: "Billing Group" (containing "NEW"), "Description" (empty), and "Current Cycle" (containing "1"). Below the input fields are two buttons: "OK" and "Cancel".

Billing Group - This is the billing group code you entered on the previous screen.

Description - Enter a description of the billing group.

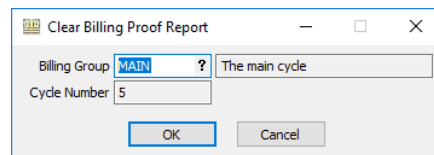
Current Cycle - Enter the beginning cycle number you would like to use. This defaults to 1.

Once you have made your selections, click on **OK** to save.

7.3.5.4 Clearing the Bill Proof Report

This function will clear the billing proof report for the current and previous billing cycles. Any unbilled detail that is cleared detail will be available for selection at a later time.

Select **Accounts Receivable > Work on Cyclical Billing > Clear Billing Proof Report**.


 A dialog box titled "Clear Billing Proof Report" with a standard Windows window border. It contains two text input fields: "Billing Group" (containing "MAIN" and followed by a question mark icon) and "Cycle Number" (containing "5"). To the right of the "Billing Group" field is a text label "The main cycle". Below the input fields are two buttons: "OK" and "Cancel".

Choose the billing group for which you are about to clear the billing proof report. Click **OK** to clear the billing cycle. Note that the number displayed here is your current billing cycle number.

7.3.5.5 Selecting Jobs to Bill

When you are ready to bill, you can select either individual jobs or a range of jobs to bill in the current cycle. This program posts the costs to the Billing Proof Report for review prior to invoicing and may be run consecutively as many times as needed. As long as the billing cycle is not cleared, each consecutive job will be added to the billing

cycle.

Select **Accounts Receivable > Work on Cyclical Billing > Select Jobs to Bill**.

Cycle Settings - Choose the cycle settings to use for this billing cycle.

Bill Thru - Enter the date through which you want to bill. This defaults to your log-in date but may be changed if necessary.

Billing Group - If not already defined in the Cycle Settings, select the Billing Group for which to bill. The billing group will determine which jobs are available for billing.

Billing Cycle – This is the current open billing cycle for the billing group listed above.

Bill Cost Code/To – Enter or choose the cost code(s) you want to bill at this time. You can choose a job or range of jobs here, but you can also select only specific phases and or categories if you only want to bill a portion of a job at this time. If you leave both fields empty, all jobs with unbilled cost that are flagged for this Billing Group will be queried for cost to bill.

Bill Cost Types - If not already defined in the Cycle Settings, select the cost types you would like to bill at this time. You may click once on any cost type to remove it from this billing cycle or double-click on any cost type to remove all other cost types.

Job Cost Date – If not already defined in the Cycle Settings, choose the appropriate date selection criteria. Choose either the Cost Date (the actual date of the work or the date of the invoice) or the date the Post Date (entry date). For example, if a payables invoice is received and entered into ComputerEase on 2/10 but is dated 1/31 and you are currently billing thru 1/31, the invoice will be included if you choose "Cost Date" but will not be included if you choose "Post Date."

Bill for Unposted Payroll - If not already defined in the Cycle Settings, check this option to bill for payroll that has been entered but not yet posted. If selected, ComputerEase will track whether the labor has been billed to prevent double billings.

When you click **OK** here, ComputerEase will query your job cost detail. When it is finished, you will see a message at the bottom of the screen that says "xx Records were updated" where "xx" is the number of unbilled records you will need to review for billing.

7.3.5.6 Running the Billing Proof Report

Once you have selected which jobs to bill, you will want to review which records are about to be billed. The Billing Proof Report is a detailed audit report of all costs that are about to be posted for this cycle as well as all costs from previous cycles. Review this report prior to preparing invoices with the Freeform Invoice entry program. This report shows the date of each transaction, a description, the invoice number, the units, if applicable, cost, markup, and price and margin per item and for the whole.

It is a good idea to save the Billing Proof Report and file it with the customer job file. It is a permanent record of costs invoiced in a cycle. It is a good idea to reconcile this report with the actual invoice copies prior to releasing the invoices.

Select **Accounts Receivable > Work on Cyclical Billing > Billing Proof Report**.

Billing Group - Select the billing group for which you would like to review items to be billed.

Billing Cycle – Select the billing cycle(s) to review.

Note: If you have run the Clear Billing Proof Report, the data for closed billing cycles may not be available.

Job – Enter or choose a job or range of jobs. Even if you have included multiple jobs in one billing cycle, this report can be prepared separately for each.

New Page for each Job – Select "Yes" if you want a separate page for each job. "No" will allow for only a space break between jobs.

Send Report To – Select Display, Printer, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

7.3.5.7 Selecting Items to Bill Later

After reviewing the Billing Proof Report, you may want to save some items to bill at a later date.

Select **Accounts Receivable > Work on Cyclical Billing > Select Items to Bill Later**.

The dialog box titled "Select Items to Bill Later" has three input fields: "Billing Group" with a dropdown menu showing "MAIN", "Cycle Number" with a text box containing "5", and "Cost Code" with a dropdown menu showing "?". To the right of the "Billing Group" dropdown is a text label "The main cycle". At the bottom are "OK" and "Cancel" buttons.

Billing Group - Choose the billing group for which you want to review items to be billed.

Billing Cycle - This is the current open billing cycle and cannot be changed.

Cost Code - Enter or choose the cost code for which you want to defer items for later billing.

The dialog box titled "Items selected to be billed for TM" contains a table with the following data:

Cost Code	Type	Date	Description	Amount	Bill
	L	2/8/2010	Joe W Morrison	228.00	<input checked="" type="checkbox"/>
	B	2/8/2010	FICA, FUTA, SUTA, Workers Comp	33.05	<input checked="" type="checkbox"/>
	F	2/8/2010	Fringes	7.88	<input checked="" type="checkbox"/>
	L	2/9/2010	Joe W Morrison	228.00	<input checked="" type="checkbox"/>
	B	2/9/2010	FICA, FUTA, SUTA, Workers Comp	33.03	<input checked="" type="checkbox"/>
	F	2/9/2010	Fringes	7.88	<input checked="" type="checkbox"/>
	L	2/10/2010	Joe W Morrison	228.00	<input checked="" type="checkbox"/>
	B	2/10/2010	FICA, FUTA, SUTA, Workers Comp	33.02	<input checked="" type="checkbox"/>
	F	2/10/2010	Fringes	7.88	<input checked="" type="checkbox"/>

On the right side of the table are buttons: "OK", "Cancel", "Select All", and "Select None".

Find the item(s) you want to bill later. To help you identify the items, the Cost Code, Cost Type, item Date, Description and Amount are all displayed here.

Bill - To the right of each item, uncheck the line items to be removed from this billing cycle for invoicing at a later date. Note that you may "Select All" or "Select None" to quickly select all or no items to be billed.

Once you are finished, click **OK** to save your selections.

7.3.5.8 Closing the Billing Period

Once you have completed billing for a particular cycle, you may want to close the billing period. It is important to note that although it is not required to close the billing period to bill the items, if you do not close your billing period you will have to be very careful not to clear the Billing Proof Report. Doing so could allow double-billings on any jobs billed during that cycle.

Select **Accounts Receivable > Work on Cyclical Billing > Close Billing Period**.

The dialog box titled "Close Billing Period" has two input fields: "Billing Group" with a dropdown menu showing "MAIN" and "Cycle Number" with a text box containing "5". To the right of the "Billing Group" dropdown is a text label "The main cycle". At the bottom are "OK" and "Cancel" buttons.

Billing Group - Select the billing group for which you want to close the billing cycle.

Cycle Number - This defaults to the current open cycle number and cannot be changed. Cycles must be

closed in order for each group.

Select **OK** to close the billing period. Once you have closed the period, you can no longer make changes to it in Accounts Receivable.

7.3.5.9 Generating the Invoice

The billing detail that was selected for billing during the billing cycle is most typically invoiced using Freeform Invoices. Here, you can edit item descriptions and/or prices, add additional charges or even delete charges. Any items deleted from the Freeform Invoice will not be billed at a later time.

Select **Accounts Receivable > Work on Freeform Invoices > Enter a Freeform Invoice**.

Job - Enter or choose the job you want to bill.

Read Job Detail - Make sure this box is checked for cyclical billing invoices.

Billing Cycle - Verify that the billing cycle number is the correct one. This defaults to the last billing cycle closed. If you have not closed your billing cycle yet, you will need to manually change this to the correct billing cycle.

Using - This will default to the T&M Billing Settings associated with this job. You can change it at this time if necessary. Refer to the Job Costing chapter of this manual for further information on T&M Billing Settings.

Cost Code - Enter or choose a cost code to bill at this time if necessary.

Markups - Add optional % markups to Labor, Material, Services and Other Billing Classes.

Invoice Type - Choose "Detail" to print all detail from the invoice on the customer's copy of the invoice; choose "Summary" to summarize the invoice by type (Labor and Materials & Other) on the customer's copy of the invoice.

Refer to [Entering a Freeform Invoice](#) ⁴⁸⁷ for information on completing the remainder of your Freeform Invoice. When you advance to the "Items" tab, you will see all items that were not selected for later billing available for editing.

Item	Quantity	Description	Price	Extended Price
LABOR	4:00Hr	10/26/2009: Jeff Alan Storm	50.00	200.00
LABOR	4:00Hr	10/27/2009: Jeff Alan Storm	50.00	200.00
LABOR	4:00Hr	10/28/2009: Jeff Alan Storm	50.00	200.00
LABOR	4:00Hr	10/29/2009: Jeff Alan Storm	50.00	200.00
LABOR	4:00Hr	10/30/2009: Jeff Alan Storm	50.00	200.00
LABOR	4:00Hr	1/6/2010: William Taylor	78.50	314.00
LABOR	4:00Hr	1/7/2010: William Taylor	78.50	314.00
LABOR	8:00Hr	1/7/2010: Thomas Clark Smith	78.50	628.00
LABOR	4:00Hr	1/8/2010: William Taylor	78.50	314.00
LABOR	8:00Hr	1/8/2010: Thomas Clark Smith	78.50	628.00
LABOR	8:00Hr	1/11/2010: Joe W Morrison	78.50	628.00
LABOR	8:00Hr	1/11/2010: Thomas Clark Smith	78.50	628.00
LABOR	8:00Hr	1/12/2010:		

Item Total: 11,990.00

Optionally, the billing detail that was selected for billing during the billing cycle can be invoiced using AIA Invoices. Here, you will pull totals in by cost code and can edit any totals under "Enter Work Completed".

Select **Accounts Receivable > Work on AIA Invoices**.

Job - Choose the job you want to bill.

Schedule - Choose the schedule you want to bill and click **OK**.

Summary of Current Application	
Application Number	1
Original Contract Sum	30,000.00
Previous Change Orders	0.00
Current Change Orders	0.00
Contract Sum to Date	30,000.00
Total Completed and Stored	0.00
Total Retainage	0.00
Total Earned less Retainage	0.00
Less Previous Billings	0.00
Current Payment Due	0.00
Balance to Finish	30,000.00

Click on **Setup Schedule** and choose the "Schedule of Values" tab.

Setup Schedule - Job AIA, Schedule 1

Items

ProjectSchedule of ValuesSorting and PrintingNotes

Item Num	Description	Cost Code	Original Value	Retention			Mat% Tax	Sales Account	Update From Job
				Grp	Wrk%	Cap%			
A	Excavation	A.	12,000.00		10.0		10.0	400.0	Cyclical
B	First Floor	B.	45,000.00		10.0		10.0	400.0	Cyclical
C	Attic/Roof	C.	20,000.00		10.0		10.0	400.0	Cyclical
			0.00					400.0	Percent

Update From Job77,000.00

< BackNext > Save Cancel

Change **Update From Job** to "Cyclical" by either choosing it for each item in the drop-down or by selecting **Items** in the upper left corner, then **Update from Job**, then **Set all to Cyclical**. Click **Save**.

Note: Cyclical billing totals will populate by cost code. If no cost codes are entered for a line item, that item will not be billed and if a cost code does not have a line item associated with it, that cost code will not be billed. It is very important that your items on your schedule of values have a one-to-one relationship with your cost codes when completing the cyclical billing process through AIA.

Now choose **Enter Work Completed**.

Enter Work - Job TM, Schedule TM

ItemsNotes

Item	Scheduled Value	Previously Completed	Completed this Period		Total Completed		Stored Material	
			Dollars	Percent	Dollars	Percent		
1 - Excavation	10,000.00	0.00	0.00	0.000	0.00	0.000	0.00	All
2 - Foundation	20,000.00	0.00	0.00	0.000	0.00	0.000	0.00	All

30,000.000.000.000.0000.000.0000.00

< BackNext > Save Cancel

To pull in billing amounts from cyclical billing, select **Items** in the upper left corner, then **Update Completed from Job**.

Update from Cyclical Billi... X

Defaults

Billing Cycles (first) To (last)

OKCancel

Enter the billing cycle(s) you are billing and click **OK** to populate billing amounts from cyclical billing.

Item	Scheduled Value	Previously Completed	Completed this Period		Total Completed		Stored Material
			Dollars	Percent	Dollars	Percent	
1 - Excavation	10,000.00	0.00	2,500.00	25.000	2,500.00	25.000	0.00 All
2 - Foundation	20,000.00	0.00	7,000.00	35.000	7,000.00	35.000	0.00 All
<div> <div>30,000.00</div> <div>0.00</div> <div>9,500.00</div> <div>31.667</div> <div>9,500.00</div> <div>31.667</div> <div>0.00</div> </div>							

At this time you can make any changes you want to the completed amounts; then print and post your invoice. See [Printing an AIA Invoice](#) ⁵²¹ for more information on completing the AIA printing and posting process.

7.4 Working on Quotes

7.4.1 Creating Quote Statuses

You can create and use quote statuses to track the status of a quote; reports can be run using the status as a filter.

Select **Accounts Receivable > Work on Quotes > Quote Status Maintenance**.

New - Click here to add a New Quote Status.

Status Code - Enter an alphanumeric code for the status, up to 12 characters.

Description - Enter a description of the status.

Default Status - Check this box if you would like new quotes to default to this status. You can have only one default status.

When you have finished creating your status, click on **OK** to save or **Cancel** to leave the screen without saving your changes.

Once you have created at least one status, you may also **Edit** or **Delete** a status using those buttons.

When you are finished working with your statuses, click **OK** to save or **Cancel** to leave the screen without saving your changes.

7.4.2 Entering a Quote

Select **Accounts Receivable > Work on Quotes > Enter a new Quote**.

Customer Info Tab

The screenshot shows the 'New Quote' window with the 'Customer Info' tab selected. The form includes the following fields and controls:

- Quote Number: (next sequential) with a right-pointing arrow.
- Quote Date: 7/16/2021 with a question mark.
- Valid Thru: 9/13/2021 with a question mark.
- Description: A text input field.
- Status: OPEN with a question mark.
- Site: A text input field with a question mark.
- Master Job: A text input field with a question mark.
- Job: A text input field with a question mark.
- Customer: (new customer) with a question mark.
- Customer Name: A text input field.
- Address: A text input field.
- City/St/Zip: A text input field.
- Phone: A text input field.
- Sales Rep: A text input field with a question mark.
- Price Code: 1 with a dropdown arrow.
- Sales Tax: A text input field with a question mark.
- Format: DEFAULT with a question mark.
- Markup: Labor %: A text input field.
- Material %: A text input field.
- Services %: A text input field.
- Other %: A text input field.

At the bottom of the form are four buttons: '< Back', 'Next >' (highlighted with a blue border), 'Save', and 'Cancel'.

Quote Number - The reference number for the quote. You may leave this field empty to allow ComputerEase to assign a quote number or manually enter your own. If you want to see what number will be assigned by ComputerEase, click on the arrow to the right of the field.

Quote Date - Enter the date of the quote. This date will be used to determine when the date expires, by adding the number of days the quote is valid (from your Accounts Receivable Parameters) to this date.

Valid Thru - This is the date on which this quote will no longer be valid. It will default based on your quote date and the number of days the quote is valid, but may be changed if necessary.

Description - Enter a brief description of the quote.

Status - If you are using quote statuses to track the status of your quotes, enter or choose the appropriate status for this quote. If you have selected one status as your default, that status will populate this field for you.

Site - If the quote is for a sale for an existing site, enter or choose the site number here. The customer from the site will automatically populate the fields below.

Master Job - Select a Master Job if you would like to distribute quote items to the phases/categories of a Master Job so they can later be imported into a job.

Job - If the quote is for a sale for an existing job, enter or choose the job number here. If the job has an assigned customer, that information will automatically populate the fields below.

Customer - If the quote is for an existing customer, choose the customer number. The information below (from "Customer Name" through "Sales Tax") will automatically populate from the customer file. If the quote is for a new potential customer, leave this field empty and key in the information in the fields below.

Customer Name - Enter the name of the customer; this name will appear on the quote and the invoice when this quote is billed.

Address - Enter the address of the customer; the quote and the invoice will use this address.

City/State/Zip - Enter the city, state and zip for the customer.

Phone - Enter the customer's phone number.

Sales Rep - Enter the sales rep responsible for this quote.

Price Code – Select the price code to apply when adding items from your inventory to this quote.

Sales Tax - If you want to add tax to this quote, enter or choose the taxing jurisdiction here. The tax rate associated with that jurisdiction will be used to add sales tax to the quote total.

Format - Enter or choose the printing format you want to use for this quote. ComputerEase allows you to have multiple quote formats.

Markup - You can allow ComputerEase to add overhead and profit to your Quotes for you; if you do not want to use this feature, simply leave these fields empty. Markups will be listed separately on printed copies of your quote. The prices that you enter for your quote items will be marked up based on Billing Class; see the Inventory Control chapter of your Management Tools Manual for more information.

Labor % - If you want ComputerEase to "mark up" prices entered for items on the "Items" tab, enter the percentage you would like to have added for "Labor" items; "Labor" items are any items in your Inventory Control Item database with a Billing Class of "Labor".

Material % - If you want ComputerEase to "mark up" prices entered for items on the "Items" tab, enter the percentage you would like to have added for "Material" items; "Material" items are any items in your Inventory Control Item database with a Billing Class of "Material".

Services % - If you want ComputerEase to "mark up" prices entered for items on the "Items" tab, enter the percentage you would like to have added for "Services"; "Services" are any items in your Inventory Control Item database with a Billing Class of "Services".

Other % - If you want ComputerEase to "mark up" prices entered for items on the "Items" tab, enter the percentage you would like to have added for "Other" items; "Other" items are any items in your Inventory Control Item database with a Billing Class of "Other" or any entries that do not use an item from your Inventory Control Item database.

Items Tab

Add - Click here to add a new line item to your quote.

Item - Enter or choose an item from your inventory, if applicable. If you are not adding an inventory item to your quote, simply skip this field.

Quantity – Enter a quantity; the quantity must not be zero.

Description - Enter a description of the charge. If you chose an item from your inventory, that item's description will show up here. You may add to or change that description.

Price – Enter the unit price of the charge. If you chose an item from your inventory, the price associated with the price code from the "Customer Info" tab of the quote will be used.

Extended - This field is calculated by ComputerEase and is for your review only. This is the total price (quantity times price) for this line item.

Taxable – Check this box if the charge is taxable. If you did not select a sales tax code on the "Customer Info" tab of the quote, checking this box will designate that the item is taxable, but that tax is included in the total.

Distribution

The Distribution section will only be visible if a Master Job was selected on the Customer Info tab. The information entered here will be used to populate the phases and/or categories along with the budget information when the items are imported into a job.

Cost Code & Type - Select the phase and/or category to tie the item to along with the appropriate cost type (labor, material, etc.).

Units - Enter the budgeted units for the item (if needed). If multiple items with budgeted units are applied to the same cost code, the combined units will be used for the category budget when the items are imported onto a job.

Est Hours - Enter the budgeted estimated hours for the item (if needed).

Rate - Enter the budgeted rate for the item (if needed).

Est Cost - Enter the budgeted estimated cost for the item (if needed).

Once you have added your items, click on **Cancel** to return to the "Items" tab and, if necessary, choose one of the options below.

Insert - Click here to insert a new line item above the current line item.

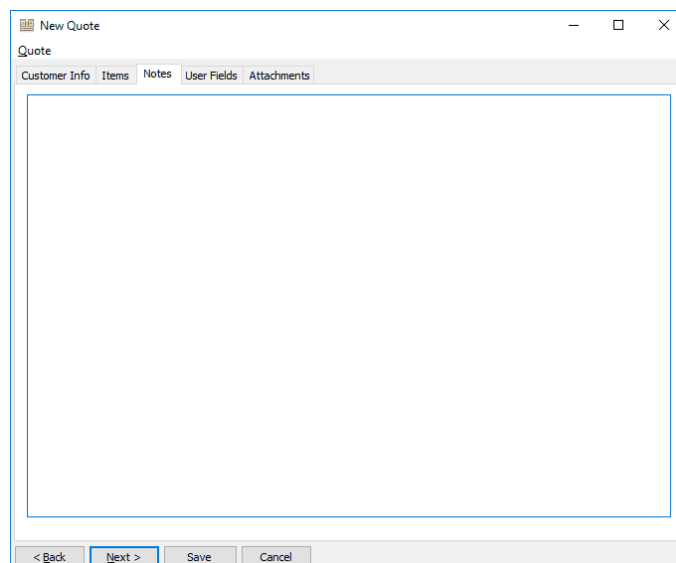
Change - Click here to change a highlighted line item.

Delete - Click here to delete a highlighted line item from your quote.

Note: You can copy the items from another quote by clicking on **Quote** in the upper-left corner, then **Copy Items from another Quote**. Choose the quote from which to copy items and click **OK**.

Notes Tab

The notes tab allows you to enter notes concerning this quote. These notes will print on the quote and are meant to provide the customer with additional information. If you have entered any saved notes into the "Edit Notes" section, you can select **Quote** in the upper-left corner, then select **Insert Notes**. Select the notes you want to enter here and click **OK**.

The screenshot shows a software window titled "New Quote". Inside the window, there is a tabbed interface with five tabs: "Quote", "Customer Info", "Items", "Notes", "User Fields", and "Attachments". The "Notes" tab is currently selected and active. The main area of the window is a large, empty rectangular box for entering text. At the bottom of the window, there is a horizontal bar containing four buttons: "< Back", "Next >", "Save", and "Cancel". The "Next >" button is highlighted with a blue border.

User Fields Tab

The user fields tab allows you to enter information into the user defined fields for quotes that were setup in the Parameters for Accounts Receivable. This tab only appears if you have created at least one user field under **Configure > System Parameters > Accounts Receivable Parameters**.

Attachments Tab

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the quote file. This tab only appears if you have created at least one quote attachment folder under **Configure > System Parameters > Accounts Receivable Parameters**.

The AutoEmail folder on the attachments tab is used to add attachments that you want to automatically attach when the quote is emailed.

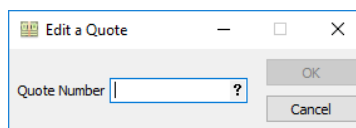
For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

Click on **Save** to save your entry or **Cancel** to exit the screen without saving your changes.

7.4.3 Editing a Quote

Once you have entered a Quote and reviewed it, you may have to make changes to it.

Select **Accounts Receivable > Work on Quotes > Edit a Quote**.



Quote Number - Enter the number of the quote to be edited or click the ? or **F2** to look it up if you do not know the number.

The Edit a Quote screen is exactly the same screen as the Enter a Quote screen. Any field except the quote number can be updated at this time.

7.4.4 Create a Pull List from a Quote

When creating a pull list in the Purchasing & Inventory Module, you have the option to copy the items into the pull list from your quote.

Select **Purchasing & Inventory > Purchasing > Create or Edit a Pull List**.

Job 360 Purchase List 1

List

- Import Items...
- Copy Items From Another List...
- Copy Items From a Quote...
- Delete List

Entered ? Buyer ?

Required ? Location CENTRAL ?

	Quantity	Cost Code	Taxable	Vendor	Price	Required
?	0	?	<input checked="" type="checkbox"/>	?	?	?

< Back Next > Save Cancel

Enter the job number and a pull list number. If the pull list does not exist it will be created. Select **List** in the upper-left corner and then **Copy Items From a Quote...**

Copy Items From a Quote

From Quote Number ?

Assign to Cost Code ?

OK Cancel

From Quote Number - Enter or choose the quote from which you want to copy items.

Assign to Cost Code - Enter or choose the cost code to which the cost for these items will be posted.

For more information on completing a pull list, refer to the Inventory Control Chapter of your manual.

7.4.5 Create an Invoice from a Quote

Select **Accounts Receivable > Work on Quotes > Invoice a Quote**.

Quote Number - Enter or choose the quote you want to invoice.

Customer Number - This field will automatically populate if the quote number selected has a valid customer number assigned to it. You can change the customer to invoice at this time.

Inventory Location - Choose the inventory location to use for items used on this quote.

Reduce Inventory - Check this box if you want to reduce your inventory for any inventory items entered on the quote. If your inventory has already been reduced using inventory "To Job" adjustments, uncheck this box.

When you select **OK** you will be directed into the "Enter a Freeform Invoice" screen. For more information on completing a freeform invoice, see [Using Freeform Invoices](#)⁴⁸⁷.

7.4.6 Printing a Quote

Select **Accounts Receivable > Work on Quotes > Print a Quote**.

Quote Number - Select the quote number wanted for printing.

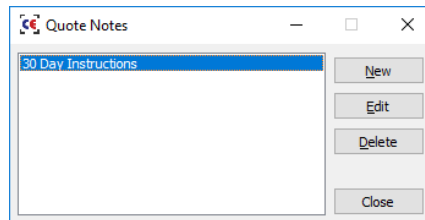
Send To – Select Display, Printer, Email or Clipboard depending on what you would like to do with this quote. If you are printing the quote, select the appropriate printer in the next field. Click **OK** and the quote will print, display, create a PDF file on the clipboard or generate an email depending on your choice in this field.

Format - If you want to use a different printing format than you selected when creating the quote, choose the printing format you would like to use here.

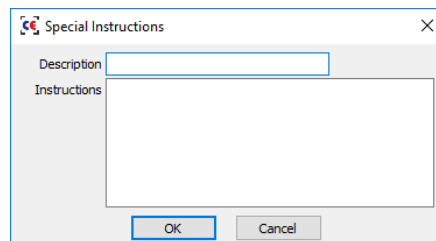
7.4.7 Create/Edit Quote Notes

The "Edit Notes" option allows you to save different blurbs or instructions for quick entry when creating a quote.

Select **Accounts Receivable > Work on Quotes > Edit Notes**.



New - Click here to enter a new set of notes.



Description - Enter a brief description of the note; this will be how you will select the note for use.

Instructions - Enter the instructions that will print on the quote when it is printed.

Edit - Click here to make changes to an existing note.

Delete - Click here to delete an existing note.

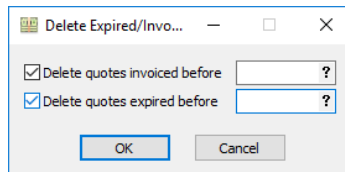
Close - Click here to exit the screen and save your changes.

7.4.8 Deleting/Expired/Invoiced Quotes

You may want, from time to time, to delete old quotes that have either expired or that have already been invoiced.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy prior to deleting your quotes. Once purged, these are your only options for retrieving this information.

Select **Accounts Receivable > Work on Quotes > Delete Expired/Invoiced Quotes**.



Delete quotes invoiced before - Check the box to the left if you want to delete invoices quotes; then enter the first date for which you want to keep quotes that were invoiced. For example, if you enter January 1 here, all quotes that were invoiced December 31 of the prior year and before will be purged. Note that this option uses the invoice date rather than the quote date.

Delete quotes expired before - Check the box to the left if you want to delete expired quotes; then enter the first date for which you want to keep quotes that expired. For example, if you enter January 1 here, all quotes that expired December 31 of the prior year and before will be purged. Note that this option uses the "Valid Thru" date from the quote.

7.5 Applying Payments

When you receive payment on an invoice from a customer, that payment is entered using Apply Payments functions. It is important to note that when you post to the General Ledger from your Accounts Receivable module, all payments posted into Accounts Receivable since you last updated the General Ledger will be grouped together as one lump sum in your Bank Account Reconciliation screen. This allows you to control which payments are grouped together for reconciliation purposes, making it easier to reconcile your account with your bank statement each month.

7.5.1 Entering Payments

The **Enter Payments** screen allows you to enter one or more payments from one or more customers at one time. It is important to note that the payments entered here must still be applied to open invoices using the **Apply Payments** screen; until they are applied, they are considered "ON ACCT" payments against the customer's account and will show up that way in your A/R reports.

While the Enter Payments screen can be used to enter payments and the, payments cannot be applied here. If you will be applying the payment(s) against an invoice, you may prefer to enter your payments directly into the **Apply Payments** screen for simplicity.

Select **Accounts Receivable > Enter Payments**.

Processing Date - Enter or choose the date of the check or the deposit date. It is recommended that you use the deposit date here.

Post To - Enter or choose the G/L period corresponding to the date selected above.

Customer - Enter or choose the customer whose payment is being entered.

Name and Address - The name and address of the customer selected will display here for confirmation.

Payment Type - Choose the payment type from the choices listed: Card, Cash, Check, Infintech (if enabled) or Other.

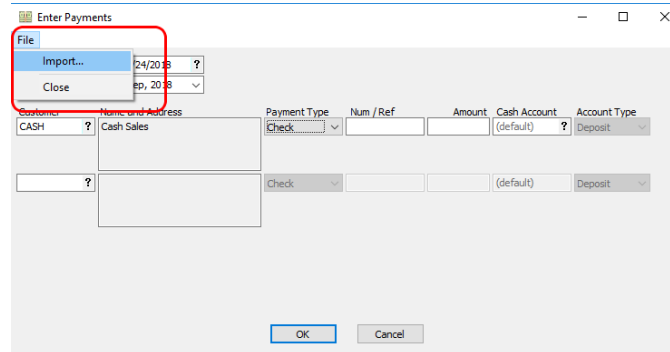
Num/Ref - Enter the check or reference number for the payment. This is an optional field, but it is recommended that you enter the number here for research and reporting purposes later.

Amount - Enter the amount of the payment.

Cash Account - Select the G/L account to which this payment will be posted. This will default to the Cash account from your Accounts Receivable Parameters or your A/R Department (if applicable); however, you may change the account at this time.

Account Type - If you choose an account in the previous field, select whether this account will be a "Deposit" account or a "Holding" account; a deposit account is where the money is posted and kept even after the payment is applied to an invoice while a holding account is where the money is posted until it is applied, at which time it is transferred to the normal default cash account from your Accounts Receivable Parameters or your A/R Department (if applicable).

To import payments from a file, select **File > Import**. The file must be either Tab Delimited, Fixed Length, or Comma Delimited.



7.5.2 Applying Payments

The **Apply Payments** screen is used to apply payments entered using the **Enter Payments** screen to open invoices but it may also be used to enter the payment prior to application. In fact, if you are applying your payments as you enter them, you may prefer to enter all payments directly into the **Apply Payments** screen.

Select **Accounts Receivable > Apply Payments**.

Date	Customer	Name	Type	Ref	Total Amount	On Account Amount	
6/11/2018	1	Buffalo Technology Inc.	Check	123463	1,250.00	984.25	Apply
6/11/2018	ALB500	Albany Correction	CC	2323	7,500.00	7,500.00	New
6/11/2018	AT&T	AT&T Maintenance	Cash	232	250.00	250.00	Edit
6/11/2018	FIFTH	Fifth Third Bank	Other	3432432	475.00	475.00	Find
3/21/2018	ALB500	Albany Correction	Check	12322	500.00	150.00	Auto Apply
2/21/2018	ALB500	Albany Correction	Cash		1,000.00	800.00	Close
1/16/2018	ARCAVE	ARC Avenue, Inc.	Check	1243324	100.00	100.00	
11/15/2017	BRD	BRD Construction	Check		120.00	120.00	
5/8/2017	HARTFORD	The Hartford Companies	Check	1324234	1,440.00	1,440.00	
11/3/2016	AT&T	AT&T Maintenance	Check	232	5,000.00	5,000.00	
11/3/2016	BAPS	B.A.P.S.	Check	12334	5,000.00	5,000.00	
	SHAWMUT	Shawmut Construction	Other	ON ACCOUNT	19,401.00	19,401.00	

If any payments have been entered using the **Enter Payments** screen, you will see them listed here.

Date - The reference date from the **Enter Payments** screen.

Customer - The customer account credited with the payment.

Name - The name of the customer.

Type - The type of payment: Cash, Check, Credit Card or Other.

Ref - The check or reference number of the payment.

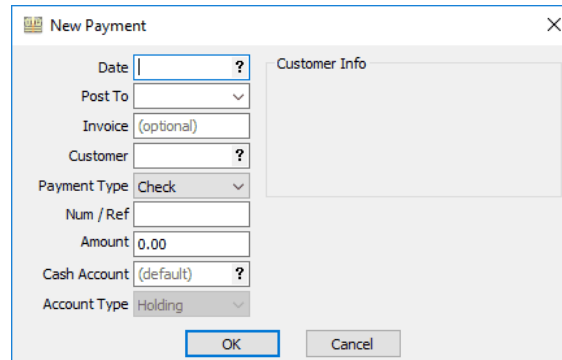
Total Amount - The total original amount of the payment.

On Account Amount - The unapplied portion of the payment; this amount must be applied in order to remove it from the "ON ACCT" listing for the customer.

On the right side of the screen are several buttons corresponding to different functions.

Apply - Highlight a payment you want to apply and click here to apply the payment against one or more customer invoices.

New - Click here to enter a new payment.



Date - Enter or choose the date of the check or the deposit date. It is recommended that you use the deposit date here.

Post To - Enter or choose the G/L period corresponding to the date selected above.

Invoice - Enter an optional invoice number.

Customer - Enter or choose the customer whose payment is being entered.

Payment Type - Choose the payment type from the choices listed: Cash, Check, Infintech (only visible when Infintech is turned on in the license file) and Other.

Num/Ref - Enter the check or reference number for the payment. This is an optional field, but it is recommended that you enter the number here for research and reporting purposes later.

Amount - Enter the amount of the payment.

Cash Account - Select the G/L account to which this payment will be posted. This will default to the Cash account from your Accounts Receivable Parameters or your A/R Department (if applicable); however, you may change the account at this time.

Account Type - If you choose an account in the previous field, select whether this account will be a "Deposit" account or a "Holding" account; a deposit account is where the money is posted and kept even after the payment is applied to an invoice while a holding account is where the money is posted until it is applied, at which time it is transferred to the normal default cash account from your Accounts Receivable Parameters or your A/R Department (if applicable).

Edit - Click here to Edit the payment. You can change anything from the original payment entry.

Find - Click here to search for a payment.

Auto Apply - Click here to auto apply a payment. ComputerEase will attempt to combine payments by customer. The auto apply will look at open invoices for the customer from oldest due date to newest until it runs out of money to apply. If it finds any credit invoices for the customer, it will skip the auto apply process for that customer. Each customer grouping will have a check box next to it. If you wish to skip the auto apply for any customer(s), uncheck the box before clicking OK to complete the auto apply process.

Auto Apply Payments

Customer	Name	Payment Date	On Account	Invoice Number	Due Date	Open Amount	Pay Amount
<input checked="" type="checkbox"/> 1	Buffalo Technology Inc	6/11/2018	984.25	373 387 516 518 524	12/28/2017 6/1/2018 7/25/2018 8/6/2018 9/14/2018	100.00 45.00 50.00 100.00 100.00	100.00 45.00 50.00 100.00 100.00
<input checked="" type="checkbox"/> ALB500	Albany Correction	2/21/2018 3/21/2018 6/11/2018	800.00 150.00 7,500.00	406 433	8/24/2017 8/24/2017	150.00 763.12	150.00 8,300.00
<input checked="" type="checkbox"/> ARCAVE	ARC Avenue, Inc.	1/16/2018	100.00	53 272	5/31/2017 5/31/2017	100.00 10.00	100.00 0.00
<input checked="" type="checkbox"/> AT&T	AT&T Maintenance	11/3/2016	5,000.00	349 415 418 424 430 463	5/31/2017 7/25/2017 7/25/2017 7/25/2017 7/25/2017 7/25/2017	593.00 90.00 228.75 105.75 8.00 710.00	593.00 90.00 228.75 105.75 8.00 710.00

OK Cancel

Close - Click here to close your screen and save your changes.

When you choose **Apply**, you will have the opportunity to apply your payment or other adjustments to your customer's invoice.

Apply Payment: 00196 - Covig Family LLC

Date: 10/30/2017 ? Payment Amount: 1,200.00
 Post To: Oct, 2017 Paid: 0.00
 Remaining: 1,200.00

Invoice	Due Date	Invoice Amount	Invoice Balance	Payments	Credits / (Charges)	New Balance	Job Number	Job Name
S334	9/13/2017	833.34	833.34	0.00	0.00	833.34		

OK Cancel

Pay Adjust Force Discount Show Detail Notes Clear Changes Goto Invoice Show Zeros

Across the top of the screen, you will see several fields.

Date - This is the date of the payment. You may change the date the payment is applied if necessary.

Post To - The G/L period corresponding to your payment date.

Payment Amount - The amount of the payment. This may only be changed in the previous screen using the "Edit" function.

Paid - The amount of the payment applied so far.

Remaining - The amount of the payment remaining to be applied.

Without making any additional selections at this time, you will see any open invoices for your customer listed in this screen. Note that you may right-click on the toolbar above your invoices to choose which of the fields explained below are displayed here. You may also click and drag your fields from left to right to change the order in which they appear.

Invoice - The original invoice number.

Notes - If there are any invoices notes, you will see the icon indicating so here.

Invoice Date - The original date of the invoice.

Due Date - The original due date of the invoice.

Invoice Amount - The original amount of the invoice.

Invoice Balance - The outstanding amount of the invoice; this will be different than the "Invoice Amount" if any payments have been applied.

Payments - The amount of any payments against the invoice.

Credits/(Charges) - The amount of any credits or charges against the invoice.

New Balance - The new balance of the invoice after today's payments or other adjustments have been applied.

Job Number - The job number from the invoice, if applicable.

Job Name - The job name from the invoice, if applicable.

On the right side of the screen are several buttons corresponding to different functions.

Pay - Highlight an invoice and click here to apply payment from the "Remaining" field to the invoice up to the amount of the invoice.

Adjust - Click here to make other adjustments to your invoice.

Apply Payments: Invoice S334				
Job	-			
Description				
Due Date	9/13/2017			
Discount Date	8/14/2017			
Original Amount	833.34			
Previous Applications				
	Amount			
Payments	0.00			
Discounts	0.00			
Charges	0.00			
Credits	0.00			
Previous Balance	833.34			
Current Application				
	Amount	Rev.	Description	Account
Payments		<input type="checkbox"/>	CC	1000.00
Discounts		<input type="checkbox"/>		6100.00
Charges		<input type="checkbox"/>		
Credits		<input type="checkbox"/>		
New Balance	833.34			
OK Cancel				

Note that only the fields in the "Current Application" section are available for editing here. All other fields are strictly for review and informational purposes.

Payments - Any payments applied with show up here as a negative number.

Discounts - Enter any discounts to apply to the invoice.

Charges - Enter any charges to apply against the invoice. Charges will increase the amount of the invoice.

Credits - Enter any credits to apply to the invoice.

Description - Enter a description of the transaction for your records. For payments, this will default to the reference number.

Account - Enter or choose the account against which to apply the adjustment.

Force Discount - Click here to apply an expired discount to an invoice.

Show Detail - Click here to display the invoice detail report, which includes invoice date, due date, discount date and amount and any previous payments/adjustments.

Notes - Click here to display the invoice notes, if any.

Clear Changes - Click here to undo any payments or adjustments to the invoice in this session.

Goto Invoice - Click here to search for an invoice by number.

Show Zeros - Click here to display zero-balance invoices.

OK - Click here to save your changes and exit the screen.

Cancel - Click here to leave the screen without saving changes.

7.5.3 Making a Deposit

The deposit feature allows you to group together cash and checks to create a deposit and print a deposit ticket to present to your bank. Utilizing this feature will help ensure that your deposit record in ComputerEase is always in balance with your bank's deposit record. Deposit tickets can be ordered from the ComputerEase Forms Division.

Select **Accounts Receivable > Make a Deposit**.

Customer	Name	Date	Ref	Amount
<input checked="" type="checkbox"/> ACICON	ACI Construction	9/8/2017	1322	1,320.00

Date: 10/30/2017 ?
 Checks: 1,320.00 (1 Check)
 Cash: 0.00
 Total: 1,320.00

Buttons: Include (Y), Exclude (N), Select All, Select None, OK, Cancel

Any checks previously entered and not deposited will be displayed here.

Date - This will default to your log-in date. You may change it if necessary.

Checks - The total of all checks selected to be included in this deposit.

Cash - Enter any cash amount to be deposited.

Total - The deposit total.

Include - Click here while highlighting a payment to include it in the deposit. Alternatively, you can click **Y** on your keyboard or check the box to the left of the payment to include it.

Exclude - Click here while highlighting a payment to exclude it from the deposit. Alternatively, you can click the **N** on your keyboard or uncheck the box to the left of the payment to exclude it.

Select All - Click here to select all payments listed.

Select None - Click here to deselect all payments listed.

When you are finished making your selections, click **OK** to save your changes and leave the screen or **Cancel** to exit the screen without saving your changes. If you have create a deposit, you will have the option to print a deposit ticket.

Printer: [Dropdown] ? Setup

Buttons: OK, Skip, Cancel

The printer will default to the printer designated as your "Checks" printer. You may select another printer and select **OK** to print your deposit slip or press **Skip** to save your deposit without printing a deposit ticket or **Cancel** to return to the **Make a Deposit** screen.

7.5.4 Editing a Deposit

Once you have created a deposit, you may need to make changes to that deposit and/or reprint the deposit ticket.

Select **Accounts Receivable > Edit a Deposit**.

Deposit Number - Click F2 or the ? to select the deposit you want to edit. Note that deposits are numbered using the following numbering scheme: `yyyymmdd-#`. That is, the first deposit made on January 1, 2010 would be numbered 20100101-1, the second deposit made that day would be numbered 20100101-2, etc.

Customer	Name	Date	Ref	Amount	
<input checked="" type="checkbox"/>	PIGFORG	City Pigeon Forge	8/29/2017	54154	106,637.50

Date: 8/29/2017
 Checks: 106,637.50 (1 Check)
 Cash: 0.00
 Total: 106,637.50

You may choose to exclude one or more checks or change the cash amount included in the deposit. When you have finished making your changes, click **OK** to save and print a new deposit ticket. Clicking **OK** without making any changes will allow you to reprint your deposit ticket.

7.6 How Do I Use Other Features In Accounts Receivable?

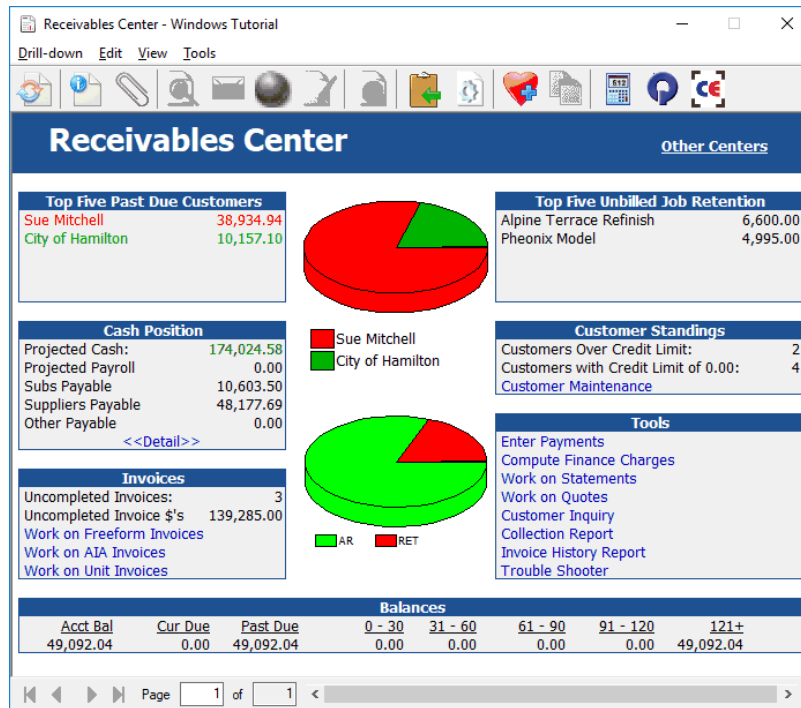
7.6.1 Using the Receivables Center

The Receivables Center is a unique ComputerEase tool that allows for a quick view of all your current receivables activity. From the Receivables Center, you may view summary and detail information about a your customer accounts and even complete billing. More detailed information may be viewed simply by double-clicking on blue "drill down" text.

Select **Accounts Receivable > Receivables Center**.

G/L Month for Cash Balance - Choose the General Ledger Period to use for reporting your cash balance. This should correspond to the date you choose in the next field.

Week Ending Date - Enter a date to use for aging and report calculations.



Top Five Past Due Customers - This section displays up to five customers with past due balances, beginning with the largest past due balance.

Cash Position - This section shows the your projected cash position; drill down on Detail to view the Cash Flow Center and it's calculations.

Invoices - Double-click on the options listed in this section to invoice directly from the Center; you will also see what unposted invoices are awaiting completion.

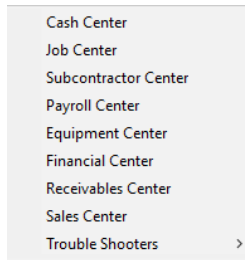
Top Five Unbilled Job Retention - This section displays up to five jobs with unbilled retention, beginning with the largest unbilled retention balance.

Customer Standings - This section is designed to notify you of concerns regarding your customers and to access your Customer Maintenance.

Tools - Drill down on any of the links here to access many of the features of the Accounts Receivable module. You may also review the Invoice History Report, which is available only from the Receivables Center.

Balances - This section displays a summary of your customers' aging.

Tip: Click on [Other Centers](#) in the upper right of the screen for a pop-up list of other centers and trouble shooters that you can navigate to.



7.6.2 How Do I Use Reports in Accounts Receivable?

Below is a listing of ComputerEase reports that may be found in the Accounts Receivable module. These reports provide you with a wide range of information, from a simple listing of customer to more complex invoice and payment reporting. In addition to these reports, your company may purchase customized reports for your system. Contact your local dealer for more information. If your company has purchased custom reports, you may access those reports by choosing Accounts Receivable from the ComputerEase Main Menu and selecting User Reports. The reports listed below are all included in the Accounts Receivable module:

- **AIA/Unit Billing Change Order Report**
- **AIA/Unit Billing Worksheet**
- **Customer Receivables Inquiry**
- **Aged Trial Balance**
- **Cash Summary Register**
- **Past Due Notices**
- **Customer Master List**
- **Contract Billing Report**
- **Unposted Freeform Invoices Report**
- **AIA/Unit Billing Subcontract Report**
- **Open Invoice Report**
- **Sales Register**
- **Collection Report**
- **Statements**
- **Sales Tax Report**
- **Mailing Labels**
- **Unposted Progress Billings Report**
- **Retention Due**

You might not use all of the reports in Accounts Receivable. However, all of these reports may be accessed in one convenient location and each of them may be printed as a hard copy, displayed on your computer screen for a quick reference, printed to a pdf in the clipboard for later viewing or emailed. Many reports are date-sensitive, allowing you to run the report for only certain date ranges.

Running Reports

Most of the reports listed above may be accessed by selecting Accounts Receivable from the ComputerEase Main Menu and choosing Reports. Click on Sales Register, Aged Trial Balance, Cash Summary Register, Work on Statements or Retention Due Report to display a sub-menu for these reports. When you have selected the report you want to run, that report's informational screen will display. Below is an explanation of fields you will most commonly find on these screens. Which fields are displayed on a report's informational screen will vary by report, and not all fields listed below will apply to all reports.

Customer...To - These fields are used to filter the report by customer. Leaving this field blank will run the report for all customers. Choosing a customer in only the first field will include only information for customers whose customer numbers occur at or after that customer numerically/alphabetically. Choosing a customer only the last field will include only information for customers whose customer numbers occur at or prior to that customer number numerically/alphabetically.

Date...To - These fields are used to filter the report by invoice date. Leaving this field blank will run the report for all invoices regardless of invoice date.

Invoice...To – These fields are used to filter the report by invoice number. Leaving this field blank will run the report for all invoices.

Job...To – These fields are used to filter the report by job. Leaving this field blank will run the report for all invoices.

Department – This field is used to filter the report by A/R department, if they are in use.

Period...To - Enter the accounting period for which the report is to be generated.

As of - This field is used to print or display the report as of a specific date. This option will give you a picture back in time. For example, if the date is 4/15 and you need to see what invoices were actually open as of 12/31 of the prior year, you will enter 12/31 into this field. This can be very helpful in balancing Accounts Receivable to the General Ledger.

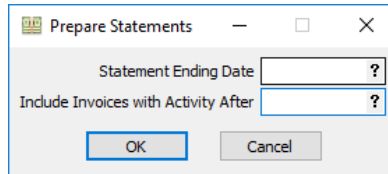
As of Period - This field is used to print or display the report as of a specific General Ledger period. This option will also give you a picture back in time.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

7.6.3 Preparing and Printing Statements

You have the ability to prepare and print statements for your clients for any interval of time and at any time.

Select **Accounts Receivable > Reports > Work on Statements > Prepare Statements**.



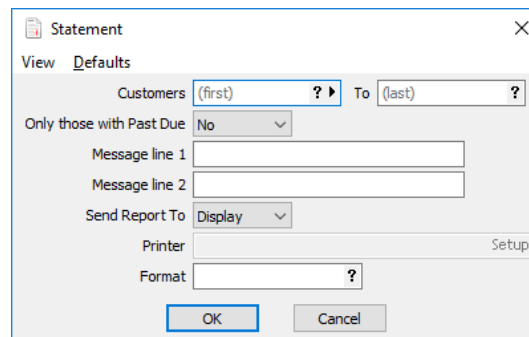
The 'Prepare Statements' dialog box contains two input fields: 'Statement Ending Date' and 'Include Invoices with Activity After'. Both fields have a question mark icon to the right of the text box. At the bottom, there are 'OK' and 'Cancel' buttons.

Statement Ending Date - Enter the last date for activity to be included on printed statements.

Include Invoices with Activity After – Enter the date after which activity is to be included on printed statements. This is typically the last statement ending date. However, this date can be used strategically to remove unwanted activity (such as application of credit memos) from printed statements.

Click on **OK** after you have made your selections. This will prepare the data that is to be printed on your statements.

After you have prepared the statements, select **Print Statements by Customer** or **Print Statements by Job** depending on how you would like to group activity.



The 'Statement' dialog box has a 'View' tab and a 'Defaults' section. The 'Customers' field is set to '(first)' and the 'To' field is set to '(last)'. Below these are fields for 'Only those with Past Due' (set to 'No'), 'Message line 1', 'Message line 2', 'Send Report To' (set to 'Display'), 'Printer', and 'Format' (with a question mark icon). There are 'OK' and 'Cancel' buttons at the bottom.

Customer/Job...To - Depending on whether you selected to print statements by customer or by job, this field is used to filter which customers or jobs for which statements will print.

Only those with Past Due - You can choose to only print statements for those customers/jobs with balances that are past due by 1+, 31+, 61+, 91+, or Over 120 or choose No to print statements for all.

Message Line 1 & 2 – Enter a short statement that you would like to appear on the printed statements, if applicable.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Format - Select Plain for the system report, Preprinted if you are printing onto Preprinted forms, or Word if you have created your own Word template.

Click on **OK** after you have made your selections. Your statement(s) will print to the appropriate medium. Note that you may repeat this process for individual customers or jobs if you choose.

7.6.4 Printing Past Due Notices

From time to time, you may want to print a more forceful reminder for your customers about past due accounts.

Select **Accounts Receivable > Reports > Print Past Due Notices**.

Only Invoices Due By - Enter a cutoff date for your past due notices. Only invoices with a due date prior to this date will be included when printing notices.

Customer...To – This field is used to filter which customers for which past due notices will print.

Show Credit Invoices – Select Yes or No to print credit invoices on the notices.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Format - Select Plain for the system report or Word if you have created your own Word template.

7.6.5 Computing Finance Charges

This function will calculate finance or service charges on past due customer balances. The charges will post to the customer's account and will print on the customer's statements and will post to the General Ledger. Finance charges are calculated using the average daily balance of past due amounts.

The Customer Master file must be set to allow Service Charges in order to perform this function. See [How Do I Set Up Customers in ComputerEase?](#)^[478] for more information.

Select **Accounts Receivable > Maintenance Programs > Compute Finance Charges**.

From Customer...to - Enter the customer or range of customers that you want to compute charges for.

Charge from Date...to - Enter the first and last date for the period for which to calculate finance charges. This may be the first and last of the month, or any duration depending on how often you charge finance charges. For any past due amount in this date range that falls outside the grace period, a finance charge will be calculated.

Annual Finance Charge - Enter the annual percentage rate you want to use to calculate charges.

Minimum Charge - The system will post and print the greater of the actual finance charges or this amount on the statement; this is one tool that is used to prevent nominal charges appearing on customer accounts.

Ignore Charges Under - The system will ignore any finance charges that are less than the entered amount; this is another tool that is used to prevent nominal charges appearing on customer accounts.

Ignore Accounts Current On - This field will allow you to ignore accounts that are current as of a particular date.

Grace Period - Enter the number of days grace period to extend without accruing charges.

Calculate per Customer/per Job - Choose to calculate charges per customer or per job.

Post To - Enter the G/L period to which these charges should be posted.

Application Date - Enter the date you want to use for the charges.

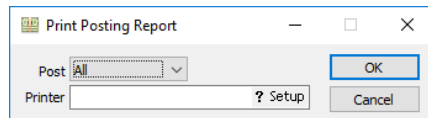
Printer - Choose the printer to which you want to print your Finance Charge Report detailing which customers were charged, how many days they were charged for and the amount they were charged.

You will be prompted to post the finance charges; review the report that prints before accepting charges.

7.6.6 Posting to the General Ledger

This menu selection posts all General Ledger transactions created in the Accounts Receivable module since the last time you posted to the General Ledger. This posting process can be done daily or weekly, or after each invoice/payment process.

Select **Accounts Receivable > Maintenance Programs > Post to General Ledger > Print Posting Report**.



Post - Select one of the following options:

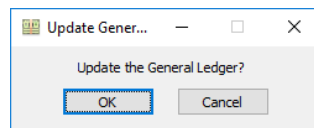
All - This will post all unposted Invoices and Payments.

Invoices - This will post all unposted Invoices.

Payments - This will post all unposted Payments.

Printer - This will default to the printer you have selected as your **Plain Paper Printer** under **Configure > Configure User**. You may press the **F2** key or **?** to choose a different printer.

Once printed, confirm the data is correct and then select **Update General Ledger**.



Click on **OK** to post items to the General Ledger. If you choose **Cancel** here, your Accounts Receivable entries will not be posted to the General Ledger at this time.

7.6.7 Working with Sales Reps

Sales Reps may be set up to track sales for performance-based pay or reviews.

Select **Accounts Receivable > Maintenance Programs > Sales Rep Maintenance**.

Sales Rep - Enter or choose a sales rep code and click **OK** to create or edit.

Main Tab

Name – Type in the sales rep's name.

Address – This field contains 2 lines that are 30 characters per line. Enter the sales rep's address.

City - Enter the sales rep's city.

Tip: If you enter a valid US zip code into the "City" field and press your **Tab** key, ComputerEase will automatically fill in the correct city, state and zip code.

State - Enter the sales rep's 2-character state postal abbreviation.

Zip - Enter the sales rep's zip code.

Phone – Enter the sales rep's phone number.

Fax – Enter the sales rep's fax number.

Email – Enter the sales rep's email address. If you select the stamped envelope icon after information is entered in this field ComputerEase will open a new email message to this address.

Employee - For informational purposes only, choose the employee ID for this sales rep.

Notes Tab

The notes tab allows you to enter notes concerning this sales rep. These notes are for your use only.

The screenshot shows a window titled "Sales Rep JOHN". It has three tabs: "Main", "Notes", and "User Fields". The "Notes" tab is selected, showing a large empty text area for entering notes. At the bottom of the window are four buttons: "< Back", "Next >", "Save", and "Cancel". The "Next >" button is highlighted with a blue border.

User Fields Tab

The user fields tab allows you to enter information into the user defined fields for sales reps that were setup in the Parameters for Accounts Receivable. This tab only appears if you have created at least one user field under **Configure > System Parameters > Accounts Receivable Parameters**.

7.6.8 Working on Sales Tax

7.6.8.1 Create/Edit Tax Codes

Select **Accounts Receivable > Maintenance Programs > Work on Sales Tax > Sales Tax Maintenance**.

The screenshot shows a small window titled "Sales Tax Mai...". It contains a "Tax Code" label followed by a text box with a question mark icon. To the right of the text box are two buttons: "OK" and "Cancel".

Tax Code - Select an existing code from the drop down menu or enter your new code and select **OK**, and then **Yes** to create.

The screenshot shows a window titled "Tax Code HAM". It has a "File" menu and several fields: "Status" (a dropdown menu set to "Active"), "Description" (a text box), "Rate (%)" (a text box set to "0.0000"), "Limit" (a dropdown menu set to "None" with an adjacent text box), "per" (a dropdown menu set to "Invoice"), "Freight Taxable" (a checkbox), and "Also Pay" (a text box with a question mark icon). At the bottom are "OK" and "Cancel" buttons.

Status – This field has two options, "Active" and "Inactive." "Active" is for any tax codes that are currently in

use in your system. "Inactive" is for tax codes no longer in use.

Description – This field is where you enter the description/name for the tax code.

Rate – This field is where you enter the percentage that should be used for this tax code.

Limit – This field defines whether there is a cut off or starting point for this sales tax. Your options are:

None – All dollars posted to this sales tax code are taxable.

Up To – Only dollar amounts up to a specified amount are taxable.

After – Only dollar amounts greater than a specified amount are taxable.

Between – Only dollar amounts within a range specified are taxable.

Per - This field specifies whether the limit entered above is per Invoice or per Item.

Tax Freight – This field identifies if freight is taxable (for sales only).

Also Pay – This field is used to identify another tax code that is to be used whenever this code is used.

7.6.8.2 Printing the Sales Tax Master List

This program prints/displays the tax codes that you have entered into the system.

Select **Accounts Receivable > Maintenance Programs > Work on Sales Tax > Sales Tax Master List**.

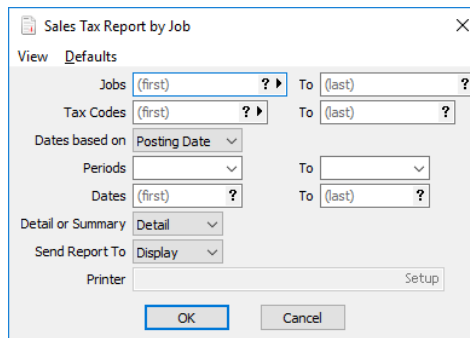
Tax Code...To - These fields are used to filter this report by tax code.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

7.6.8.3 Printing the Sales Tax Report

This report will generate the total purchases and taxes owed per tax code for all invoices/vouchers entered into the system. The report can be run by Code or by Job.

Select **Accounts Receivable > Maintenance Programs > Work on Sales Tax > Sales Tax Report**.



The "Sales Tax Report by Job" dialog box has a "View" tab and a "Defaults" section. The "Jobs" field has a dropdown menu with "(first)" and a "? ▶" button, and a "To" field with "(last)" and a "?" button. The "Tax Codes" field has a dropdown menu with "(first)" and a "? ▶" button, and a "To" field with "(last)" and a "?" button. The "Dates based on" field has a dropdown menu with "Posting Date". The "Periods" field has a dropdown menu. The "Dates" field has a dropdown menu with "(first)" and a "?" button, and a "To" field with "(last)" and a "?" button. The "Detail or Summary" field has a dropdown menu with "Detail". The "Send Report To" field has a dropdown menu with "Display". The "Printer" field has a text box and a "Setup" button. There are "OK" and "Cancel" buttons at the bottom.

Job...To - These fields are only displayed if **By Job** was selected. It is used to filter the report by Job.

Tax Code...To - These fields are used to filter the report by tax code.

Dates based on - Select Posting Date or Invoice Date; it is important to be consistent each month with the choice you make here.

Period...To - These fields are used to filter the report by General Ledger period.

Date... To – These fields are used to filter the report by date.

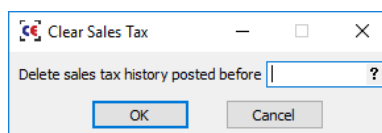
Detail or Summary – Choose "Detail" to see each invoice for the selections made above, along with totals; choose "Summary" to see totals only for each job and/or tax code.

7.6.8.4 Clearing Sales Tax

This program will allow you to purge details from the Sales Tax History.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy of your sales tax report prior to clearing the sales tax. Once purged, these are your only options for retrieving this information.

Select **Accounts Receivable > Maintenance Programs > Work on Sales Tax > Clear Sales Tax**.



The "Clear Sales Tax" dialog box has a title bar with a red "X" icon. The main text says "Delete sales tax history posted before" followed by a text box with a "?" button. There are "OK" and "Cancel" buttons at the bottom.

Delete Sales Tax History posted before - Enter the date through which you would like to delete sales tax history and choose **OK**. Those sales tax postings made on or before the date specified will be permanently purged from your data.

7.6.9 Printing Labels

You have the ability to print mailing labels for some or all of your customers directly from ComputerEase. First you must configure your labels according to your label type. Once you have configured your labels, you can print as often as you want.

7.6.9.1 Setting Up Labels

Prior to printing labels, you will need to configure your labels so that ComputerEase will know how your label sheets are laid out; the same program configures labels for Accounts Payable, Accounts Receivable and Payroll, so you only need to configure them once.

Select **Configure > Setup Labels**.

Note: By placing your cursor in any field you will see a description of that field in the empty box at the bottom of the screen.

Label Type – Choose the label type, Continuous (Dot Matrix printers) or Cut Sheet (Laser or InkJet printers).

Left Margin – Enter the distance from the left edge of the paper to the first label.

Top Margin - Enter the distance from the top of the paper to the first label.

Number Across – Enter the number of labels in each row on your label sheet.

Number Down – Enter the number of labels in each column on your label sheet.

Horizontal Pitch – Enter the distance from the left edge of one label to the left edge of the one in the next column.

Vertical Pitch - Enter the distance from the top edge of one label to the top edge of the one below.

Label Width – Enter the width of your labels.

Label Height - Enter the height of your labels.

Horizontal Offset - Enter the distance from the left edge of each label to where the first character should be printed; this sets the left margin on each label.

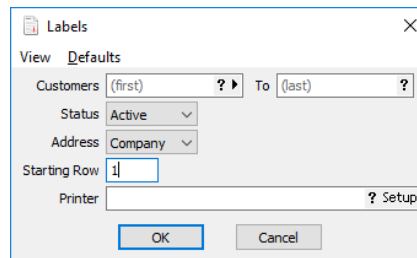
Vertical Offset - Enter the distance from the top edge of a label to where the first row should be printed; this sets the top margin of each label.

When you are finished, click on OK to save your information or Cancel to leave the screen without saving your changes.

7.6.9.2 Printing Labels

Once you have set your label format, you can use this function to print mailing labels for some or all of your customers.

Select **Accounts Receivable > Reports > Print Labels**.



The 'Labels' dialog box has a title bar with a close button. It contains two tabs: 'View' and 'Defaults'. The 'Defaults' tab is selected. Inside the tab, there are several fields: 'Customers' with a dropdown menu showing '(first)' and a right arrow, followed by 'To' with a dropdown menu showing '(last)' and a question mark; 'Status' with a dropdown menu showing 'Active'; 'Address' with a dropdown menu showing 'Company'; 'Starting Row' with a text box containing '1'; and 'Printer' with a text box and a '? Setup' button. At the bottom are 'OK' and 'Cancel' buttons.

Customer...To - Choose a customer or range of customers for which to print labels, or leave blank to print for all customers that meet other criteria.

Status - Choose to print labels for Active customers, Inactive customers or All customers.

Address - Choose to use the Company address for all customers or the Invoice address, when available, when printing labels.

Starting Row - If Cut Sheet was selected in the setup, enter the row at which to start printing labels or leave at the default of "1" to start printing in the first label space.

Printer - Choose the printer that holds your label sheets.

Once you have made your selections, select **OK** and your label sheets will print.

7.6.10 Reorganizing Files

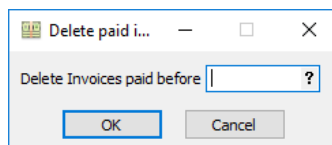
From time to time you may find it useful to purge old data from the system. It is never required that you purge your Accounts Receivable data, although after several years you may find that you have a large amount of unused data in your database. Data in the Accounts Receivable module may be purged in steps.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy of any reports prior to performing any of these functions. Once purged, these are your only options for retrieving this information.

7.6.10.1 Deleting Paid Invoices

This function will delete invoices that have been paid prior to the date you specify. The invoice must have a zero balance.

Select **Accounts Receivable > Maintenance Programs > Reorganize Files > Delete Paid Invoices**.



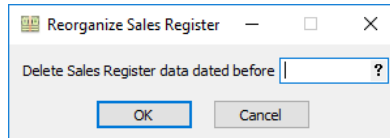
The 'Delete paid i...' dialog box has a title bar with a close button. It contains a text box labeled 'Delete Invoices paid before' followed by a question mark. At the bottom are 'OK' and 'Cancel' buttons.

Delete Invoices paid on or before - Enter the first date for which you want to keep information. All invoices paid prior to that date will be deleted.

7.6.10.2 Reorganizing the Sales Register

This function will remove all invoice activity up to a specified date from the sales register.

Select **Accounts Receivable > Maintenance Programs > Reorganize Files > Reorganize Sales Register**.

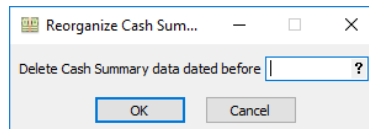


Delete Sales Register data dated before - Enter the first date for which you want to keep information. All invoices dated prior to that date will be deleted from your sales register.

7.6.10.3 Reorganizing the Cash Summary Register

This function will remove payment data from the cash summary register.

Select **Accounts Receivable > Maintenance Programs > Reorganize Files > Reorganize Cash Summary Register**.

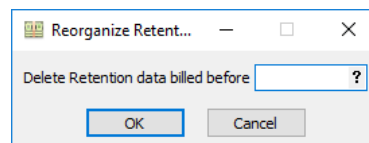


Delete Cash Summary data dated before - Enter the first date for which you want to keep information. All payments dated prior to that date will be deleted from your cash summary register.

7.6.10.4 Reorganizing the Retention File

This function will remove old billed retention data from the system.

Select **Accounts Receivable > Maintenance Programs > Reorganize Files > Reorganize Retention File**.

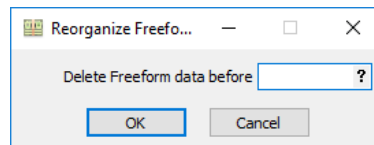


Delete Retention data billed before - Enter the first date for which you want to keep information. All retention that was billed in full prior to that date will be deleted from your retention due report.

7.6.10.5 Reorganizing Freeform Invoices

This function will remove old freeform invoices from your system.

Select **Accounts Receivable > Maintenance Programs > Reorganize Files > Reorganize Freeform Invoice File**.

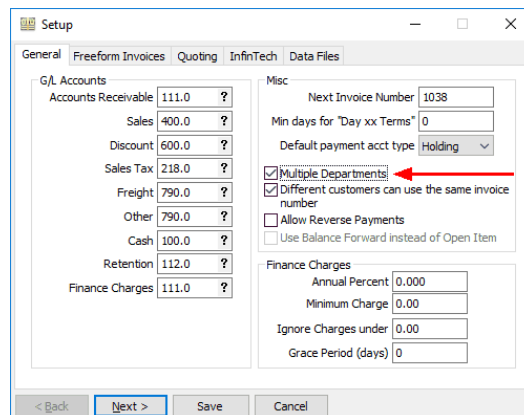


Delete Freeform data before - Enter the first date for which you want to keep information. All freeform invoices dated prior to that date will be deleted from your freeform invoice history and you will no longer be able to reprint those invoices.

7.6.11 Working With Departments

7.6.11.1 Department Maintenance

The Accounts Receivable Module allows you to set up different departments in order to better manage your Receivables. In order to have the option of setting up departments you must first activate the **Multiple Departments** option in the **Accounts Receivable Parameters**.



Note: If you already have invoices entered into your Receivables and want to begin utilizing departments in Accounts Receivable, it is important to know that upon checking this box the system will ask you for a specific name of a department to which all existing invoices will be assigned. You will then need to create each department and edit any unposted invoices if you want to assign them to an alternate department.

Select **Accounts Receivable > Maintenance Programs > Work on Departments > Department Maintenance**.

Department - Select an existing code from the lookup menu or enter your new code and select **OK**, and then **Yes** to create.

Description - Enter a description for your department.

Accounts Receivable Account - Enter the Asset account you want to debit when a sales invoice is posted.

Sales Account - Enter the General Ledger account you want to credit when a sales invoice is posted.

Discount Account - Enter the General Ledger account you want credit with discounts that are deducted from an invoice when the invoice is paid within a specified time. If this option does not apply to your company, you may enter your suspense account.

Sales Tax Account - Enter the General Ledger account you want credit with the sales due when a sales invoice is posted. If this option does not apply to your company, you may enter your suspense account.

Freight Account - Enter the General Ledger account you want to credit if an invoice includes a freight charge. If this option does not apply to your company, you may enter your suspense account.

Other Account - Enter the General Ledger account you want to credit if the invoice includes other charges to the customer besides those listed above. If this option does not apply to your company, you may enter your suspense account.

Cash Account - Enter the Cash account to debit when you apply payments or post cash to open invoices in the Accounts Receivable module.

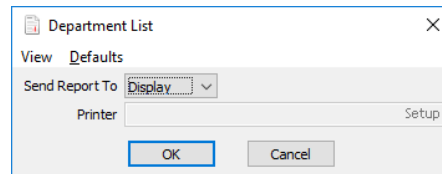
Retention Account - Enter the General Ledger account you want to debit for retention that is to be withheld. If this option does not apply to your company, you may enter your suspense account.

Finance Charge Account - Enter the General Ledger account you want to be credited when you compute finance charges in the Accounts Receivable module. If this option does not apply to your company, you may enter your suspense account.

7.6.11.2 Printing the Department List

You may want to print a list of your departments for your employees' reference.

Select **Accounts Receivable > Maintenance Programs > Work on Departments > Department List**.



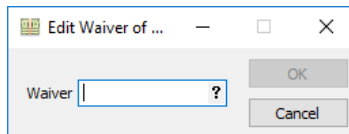
Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

7.6.12 Editing Waiver of Lien Text

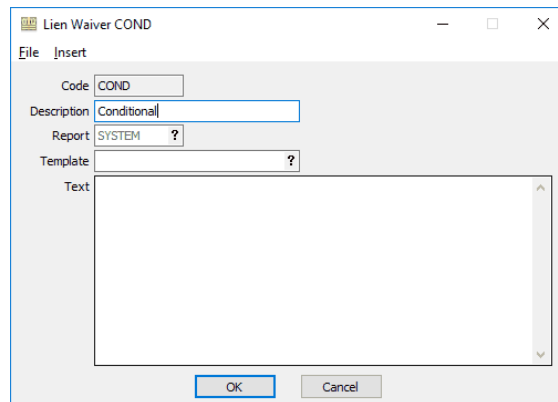
Occasionally, you may require a Waiver Of Lien for customer on a certain job. These lien waivers are printed immediately after the AIA or Unit invoices. This only occurs if the schedule is set to print lien waivers.

ComputerEase comes with a default lien waiver. However, since the lien waiver is a legal document, the wording supplied might not always be acceptable in all areas and/or for all customers. Therefore, ComputerEase has the built-in capability to edit the wording of the waiver and to have multiple formats should you required different forms for different customers.

Select **Accounts Receivable > Maintenance Programs > Edit Waiver of Lien text.**



Waiver Code - Select the code to edit, or you can create a new one.



Description - Enter a brief description for your use when choosing which lien waiver to print.

Report - Choose "System" or "Word" depending on which format your want to use. The system report uses text in the **Text** box below. The Word report uses a Microsoft Word template, which you may customize.

Template - If your choose "Word" for the report, specify the Word template from your ComputerEase directory that is to be used when printing this lien waiver.

Text - If you choose a "System" report, enter the text of your lien waiver. Also while your cursor is in the Text box, you can select Insert from the top left and insert additional fields as many times as needed. You can also use ComputerEase's default text by selecting **File, Load Default Text.**

Once you have completed your editing, select **OK** to save your changes.

Purchasing & Inventory

Part

VIII

8 Purchasing & Inventory

The Purchasing & Inventory module includes all the features you need to track your inventory, post the inventory to jobs, and issue Purchase Orders for your goods. This module interfaces with many of ComputerEase's modules, including Job Cost, Accounts Payable, Accounts Receivable, General Ledger, Fleet & Assets, Tool & Equipment Tracking and Service Management, giving you the flexibility to use your inventory as intuitively and conveniently as possible.

8.1 What is the Purchasing & Inventory Module?

8.1.1 Features in Purchasing & Inventory

The Purchasing & Inventory module contains numerous features that you will use to manage your inventory and issue Purchase Orders, as well as apply and transfer stock items to jobs. Some of these features are:

- Posting directly to Job Cost. This keeps both your inventory and job cost up to date.
- Posting directly to General Ledger. This allows you to track inventory value and inventory sales with ease.
- The Purchasing & Inventory module contains a complete Purchase Order sub-system with the capability of entering purchase orders, printing purchase orders, and receiving ordered items into inventory.
- Purchase Order interface to Accounts Payable. Purchase Orders are available for receipt as the voucher is being entered in the Accounts Payable module. This allows the operator to optionally enter receipts as well as the bill for the items entered at one time.
- Flexible inventory quantities. Each inventory item may be broken up into sub-units for sale. You could, for example, buy an item by the roll but sell by the foot.
- Flexible pricing and formats. Pricing and quantities may be displayed and printed in a variety of formats and styles.
- Global cost and price adjustments. If an entire product line changes in price and cost by a certain percentage, the entire line may be easily adjusted.
- Serialized Inventory. Inventory may be tracked by serial number for a single item or by lot.
- Multi-location inventory. Keep track of the number of identical items in different warehouses, trucks, etc.
- Full tracking of last received price, last receipt date, and last receipt vendor.
- Interface to Accounts Receivable. All inventory items are available for direct sale in the Accounts Receivable Freeform Invoicing. This in turn will reduce inventory and increase the sold amounts.
- Bin numbers may be assigned and reports printed in bin number order, allowing easy checking of physical inventories.
- Pull Lists are available for requisitioning items from stock or creating a purchase order for easy order placement.
- Compare pricing for inventory items for the best price per item or the best pricing by vendor for a group of items.
- Assemblies may be built for sales using existing inventory items.

- The PO Search Center allows you to review all of your purchase orders in one place.
- Track what items have been requisitioned/purchased and what is still left to be fulfilled.

8.1.2 Reports in Inventory Control

The Purchasing & Inventory module contains a number of reports that will help you manage the flow of your purchasing and inventory. These reports are designed to help keep you on top of your inventory and purchasing on a day-by-day, week-by-week, or month-by-month basis. Some of these reports are:

- | | |
|---|--|
| • Item Inquiry | • Inventory Valuation and Gross Margin Report |
| • General Inventory Report | • Inventory Quantity Report |
| • Understock Report | • Cost Of Sales Report |
| • Inventory Transaction Report | • On-Order Report |
| • Items Received Report | • Purchase Order Status Report |
| • Purchase Order Expediting Report | • Purchase Order Balance Report |
| • Un-Invoiced Purchase Order Receipts Report | • Inventory Balancing Report |
| • Inventory Variance Report | • Open Pos and Subcontract Report |
| • Serial Number Activity Report | • Serial Number Status Report |

Any of the reports listed above may be printed, e-mailed, displayed, copied onto the clipboard or sent to FieldEase. In all applicable cases, item, vendor and purchase order number ranges may be specified.

8.2 How Do I Set Up Inventory in ComputerEase?

8.2.1 Creating Items

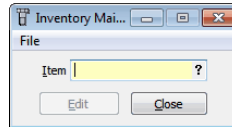
To fully use the ComputerEase Purchasing & Inventory module, you must first create at least one inventory item in the Inventory Master File. The Inventory Master File is simply a list of all the items in your inventory. Each of your items must be assigned an item code or number. This number may contain up to fifteen alphanumeric characters. This allows you to apply meaningful codes to your inventory. If, for example, you had an inventory item that was copper wire, your inventory item code could be COPPERWIRE.

In addition to the item number considerations outlined above, you should consider how your quantities should be formatted and tracked. For example, do you have wire that is bought by the roll but sold by the foot? Or gravel, that is bought by the truckload but sold by the ton? You might also sell items in partial quantities. If so, how many decimal places should the quantity hold? It is best to have these questions answered before you start entering your inventory in order to facilitate an easy inventory setup process.

Even if you do not store items, you may find that setting up items that you commonly order in your inventory can speed your purchase order entry process. You can also set up non-material "items" such as services that you commonly add to invoices.

8.2.1.1 How Do I Set Up Items in ComputerEase?

Select **Purchasing & Inventory > Maintenance Programs > Inventory Maintenance**.



Item – Enter the item number for this item, up to fifteen alphanumeric characters and press **OK**.

General Tab

Description – Enter a description of the item. This description appears on purchase orders and invoices. There are two 30-character lines available to describe the item.

Use Notes for billing description - Check this box to use the notes from the Notes tab for the description when billing in Freeform or Service Management.

Status - Choose whether the item is Active or Inactive.

Class - The class is used to group like items together for reporting purposes. This field can also be used when generating physical count sheets and when using the global price adjustment program.

Billing Class – Choose the appropriate billing class for this item. The billing class is used primarily for billing purposes. In Freeform Invoicing, the billing class is used to group and subtotal items on the system format of the invoice and in Service Management the Billing Class can be used to determine markups using Bill Types.

Labor - Used to identify this item as a labor-type item. This billing class must be set to labor for items to post to payroll if you are interfacing your Service Management and payroll systems. Labor items are grouped and subtotaled alone on the system format of the Freeform Invoice report.

Material - Used to identify this item as material. Material, service and other items are grouped and subtotaled together on the system format of the Freeform Invoice report.

Services - Used to identify this item as a service. Material, service and other items are grouped and subtotaled together on the system format of the Freeform Invoice report.

Other - Used to identify this item as some other type of item that does not meet any of the other definitions. Material, service and other items are grouped and subtotaled together on the system format of the Freeform Invoice report.

Value Class - Choose the appropriate value class for this item. The value class is used to determine how transactions involving an item affect the General Ledger and/or inventory item counts.

G/L - Transactions using this item will affect the general ledger.

Non G/L - Transactions using this item will not affect the general ledger.

Intangible - The item has no monetary value associated with it and quantities are not tracked.

UPC Number – Enter the Universal Price Code for this item. This is an optional field but might be used by third party pricing programs that interface to ComputerEase.

Sales Account – If you want to record revenue for this item in a General Ledger account other than the default account used for your invoices when billing, enter or choose that account here. If left blank, sales of this item will default to the sales account used for the invoice.

Sequence – This number is used to sort inventory items on reports. Lower numbers will print on reports before higher numbers. The default is 5000 and this should only be changed if you want your items to print in some order other than standard numeric/alphabetical order.

Lookup 1 & Lookup 2 - These optional fields offer additional assistance when looking up items.

Billing Phase/Cat - If sales of this item are typically recorded in one phase and/or category in Job Costing, enter it here. This will be used for your invoice distribution.

Bar Code - Enter a barcode for this item; this is used by barcode scanning applications to identify transactions. Alternatively, you can allow ComputerEase to generate barcodes.

Bin Number - For each inventory location, you can identify the bin number where this item is located. This is used to aid in physical counts.

Assembly Tab

The ComputerEase Inventory System allows you to use assemblies for invoicing and quoting. Assemblies are used to group individual inventory items into one assembled item. An example would be a lighting fixture quote: 1 electrical box, 20' wire, 2 hrs labor and 1 fixture type A. Assemblies may not be used for purchasing.

This item is an assembly - Check this box if this item is an assembly of other items to be used for quoting and/or sales purposes.

Price is sum of parts - Check this box if the price for this item should be calculated from the price of the individual items that make up the assembly. If this option is not selected, you can enter the price(s) for this item on the Sales tab.

Show parts on invoice - Check this box if you want the individual items that make up this assembly to appear on printed copies of quotes and invoices.

Parts - As you add parts to the assembly, you can interface with the inventory system. Only inventory items may be added to the assembly. While entering parts to the assembly, you can easily add an item to inventory by typing in the name of the item you wish to use. The system will prompt you to the maintenance program for inventory.

Item/Description - Enter or choose an item that is included in the assembly of this item. The description will display to the right for verification. As you add items, you will have the opportunity to add additional items in the rows below.

Qty - Enter the quantity of this item to be included in the assembly.

Optional - Check this box if this item is not a required part of the assembly. If selected, the user will be prompted as to whether they want the optional part to be included when adding it to quotes or invoices.

Rental Information Tab

The screenshot shows the 'Item WIRE - IC' window with the 'Rental Information' tab selected. The window contains the following fields and controls:

- ☐ Inactive
- Group Code: [] ?
- Price Code: [] ?
- Rental Cost/Day: []
- Buyout Cost: []
- Buyout Sell Price: []
- ☒ New ☐ Used
- ☐ Default Choice on Rental
- Reminder: []

At the bottom of the window are the buttons: '< Back', 'Next >', 'Save', and 'Cancel'.

Inactive - Check this box to prevent the item from being rented or available for rent once it is no longer available for rent.

Group Code - Enter the group code for this item.

Price Code - Select the price code for this item.

Rental Cost/Day - The per unit/per day cost (not the selling price) to be booked to the General Ledger when this item is rented. This may be left at zero, if you do not want to track costs on rentals.

Buyout Cost - Enter the unit cost that would be booked against inventory if the item were sold as a buyout (see below).

Buyout Sell Price - Enter the per unit price that a customer would be charged for this item if they were to purchase it, the amount they would be charged if the item were lost or destroyed.

New/Used - All rental items must be set to **Used**. If the same item is to be offered both for sale and as a rental, separate item numbers should be established. When new items are assigned to the rental pool, they become "used" and must be transferred with the inventory adjustment entry.

Default Choice on Rental - When entering a new rental ticket, frequently rented items may be marked as defaults to speed entry. Check this box to include the item on the initial rental ticket. This item will automatically populate all rental orders; if it is not to be used, the quantity can simply be left at 0.

Reminder - Enter an optional short phrase that will "pop up" whenever a rental quantity is entered for this item. This can be used to serve as a suggestion or reminder when renting out an item if additional related items are needed. For example when renting out barrels, the reminder might be "Need Lights?" which would prompt the user to follow up with the additional rental of lights.

Serialization Tab

The screenshot shows the 'Item WIRE - IC' window with the 'Serialization' tab selected. The window has a menu bar with 'File' and a toolbar with 'Purchasing', 'User Fields', 'Notes', and 'Attachments'. Below the toolbar are tabs for 'General', 'Assembly', 'Rental Information', 'Serialization', and 'Sales'. The 'Serialization' tab is active, showing three radio button options: 'No Serialization', 'Unique Serial Numbers' (which is selected), and 'Lot Serial Numbers'. Below these are two input fields for 'Serial Length Min' and 'Max', both set to '0'. A 'Format' section contains four radio button options: 'Any' (selected), 'Numeric Only', 'Alpha Only', and 'Alpha and Numeric'. At the bottom are buttons for '< Back', 'Next >', 'Save', and 'Cancel'.

No Serialization/Unique Serial Numbers/Lot Serial Numbers - Choose the appropriate option. If this item is serialized, you must indicate whether the serial numbers are unique to each item or to each lot.

Serial Length Min/Max - Enter the minimum and maximum number of characters that the serial numbers for this item can contain. If its serial numbers are always a set length, enter the same number into both spaces. These length restrictions are useful in preventing user error when entering serial numbers.

Format - Choose the appropriate format for the serial numbers.

Any - The serial number format has no restriction regarding numbers and/or letters.

Numeric Only - The serial number can contain numbers only.

Alpha Only - The serial number can contain letters only.

Alpha and Numeric - The serial number can be any combination of numbers and/or letters.

Sales Tab

The screenshot shows the 'Item WIRE - IC' window with the 'Sales' tab selected. The 'Qty Format' section includes 'Unit of Measure' (1), 'is' (1), 'unit(s), subdivided into' (1), and 'piece(s)'. The 'Alternate Measure' section is empty. The 'Qty Format' dropdown is set to '#', and the 'Commas' checkbox is checked. The 'Decimal Places' section shows '0' to '0'. The 'Separator' field is empty. The 'Pricing' section shows 'Unit of Sale' as '(1 xx is 1 unit(s))' and 'Price Format' as '#.##'. The 'Decimal Places' section shows '2'. The 'Price' section shows six price fields, all set to '0.00'. The 'Sales Use' dropdown is set to 'Average Cost'.

Unit of Measure - Enter the one or two character unit of measure that determines how this item is sold into the first empty field. If your item's unit of measure for sales is not one-to-one, enter how many individual units make up one unit in the next field, which is defaulted to 1. If each unit is subdivided into additional pieces, enter that quantity into the last field, which again is defaulted to 1. For example, if your item is sold by the box and each box contains 12 units, your entry would look like this: 1 BX is 12 unit(s).

Alternate Measure – If this item is occasionally sold by a different unit of measure, enter it here. This will allow your user to use either unit of measure when entering this item on sales invoices. For example, if each roll of insulation contains 10 square feet and you typically sell rolls of insulation but field workers report to the office by the number of square feet they install, you could set your primary unit of measure to roll and your alternate to square foot. In this example, your entry for alternate unit of measure would look like this: 10 SF is 1 unit. When sales are recorded using the alternate unit of measure, the entry is converted to the primary unit of measure.

Qty Format/Commas - Select how you want your quantities to be formatted on reports, including invoices. The number of choices in your drop-down depends on unit of measure, decimal places and separator fields. If you select a choice that includes the unit of measure, your unit of measure will print after the numeric quantity on reports. If you want your numbers to include commas, check the Commas box.

Decimal Places...to - Enter the minimum number of decimal places that will be used when entering quantities of this item in the first field and the maximum number of decimal places that will be used when entering quantities of this item in the second field. If this item is sold by the whole unit, you can leave these set to 0; however, if you sometimes sell this unit by the half or quarter unit, you might want to allow 1 to 2 or 2 to 2 decimal places.

Separator - Enter the character that will be placed between whole and partial units in your quantities. This is typically a decimal point, but you might want to use a colon or other separator for certain items such as labor items.

Unit of Sale - Enter the one or two character unit of measure that determines how this item is priced when it is sold into the first empty field. If your item's unit of measure for pricing is not one-to-one, enter how many individual units make up one unit in the next field, which is defaulted to 1. For example, if your item is priced by the box and each box contains 12 units, your entry would look like this: 1 BX is 12 unit(s). Depending on how your item quantity format is entered, this field might be used to convert prices automatically.

Price Format/Commas – Select how you want your prices to be formatted on reports, including invoices. The number of choices in your drop-down depends on unit of measure, decimal places and unit quantity fields. If you select a choice that includes the unit of measure, your unit of measure will print after the numeric price on reports. If you want your numbers to include commas, check the Commas box.

Decimal Places – Enter the number of decimal places to which your prices will be rounded.

Prices 1 through 6 - Each inventory item supports up to six sale price levels. The price that a customer is charged is determined in turn by the price code indicated on the customer, job or individual invoice record. If you want to use only one price for each item, you need fill in only the first price displayed here, as the default in the customer master file is price level 1. Enter the price you want to charge at each level for this item into the appropriate field.

Sales Use - Choose Average Cost or Last Cost here. Because ComputerEase values your inventory on an average cost basis, it is recommended that you leave this set to Average Cost. This determines whether the average cost or last cost paid for an item is used when recording sales of an item to reduce your inventory value.

Purchasing Tab

Same as Sales - Check this box next to Qty Format and/or Price Format to use the information entered into the Qty Format and/or Price Format fields on the Sales tab to eliminate double-entry.

Unit of Measure - Enter the one or two character unit of measure that determines how this item is bought into the first empty field. If your item's unit of measure for purchases is not one-to-one, enter how many individual units make up one unit in the next field, which is defaulted to 1. If each unit is subdivided into additional pieces, enter that quantity into the last field, which again is defaulted to 1. For example, if your item is bought by the box and each box contains 12 units, your entry would look like this: 1 BX is 12 unit(s).

Qty Format/Commas - Select how you want your quantities to be formatted on reports, including purchase orders. The number of choices in your drop-down depends on unit of measure, decimal places and separator fields. If you select a choice that includes the unit of measure, your unit of measure will print after the numeric quantity on reports. If you want your numbers to include commas, check the Commas box.

Decimal Places...to - Enter the minimum number of decimal places that will be used when entering quantities of this item in the first field and the maximum number of decimal places that will be used when entering quantities of this item in the second field. If this item is bought by the whole unit, you can leave these set to 0; however, if you sometimes buy this unit by the half or quarter unit, you might want to allow 1 to 2 or 2 to 2 decimal places.

Separator - Enter the character that will be placed between whole and partial units in your quantities. This is typically a decimal point, but you might want to use a colon or other separator for certain items such as labor items.

Unit of Sale - Enter the one or two character unit of measure that determines how this item is priced when it is bought into the first empty field. If your item's unit of measure for pricing is not one-to-one, enter how many individual units make up one unit in the next field, which is defaulted to 1. For example, if your item is priced by the box and each box contains 12 units, your entry would look like this: 1 BX is 12 unit(s). Depending on how your item quantity format is entered, this field might be used to convert prices automatically.

Price Format/Commas – Select how you want your prices to be formatted on reports, including purchase orders. The number of choices in your drop-down depends on unit of measure, decimal places and unit quantity fields. If you select a choice that includes the unit of measure, your unit of measure will print after the numeric price on reports. If you want your numbers to include commas, check the Commas box.

Decimal Places – Enter the number of decimal places to which your prices will be rounded.

Avg Cost - This is the average price you have paid for an item. This field is calculated by dividing the on hand value by the on hand quantity and is updated with every transaction.

Last Cost – This is the last price you paid for an item.

Min Cost - This is the minimum cost that you have paid for this item.

Max Cost - This is the maximum cost that you have paid for this item.

On Hand Qty - This is the total quantity that you have on hand in all locations.

On Hand Value - This is the total value of all of this item that you have on hand.

Note: The Average Cost, On Hand Quantity and On Hand Value must be in proportion to one other in order to keep your inventory of that item in balance. If you change one of these fields, you must ensure that your on hand quantity times your average cost is still equal to your on hand value. If this equation is not satisfied, your inventory is considered out of balance.

On Order Qty - This field is automatically populated to show you how many of this item are currently on order.

Vendor – Enter or choose the vendor from whom you most commonly order this item. If you do not have a primary vendor for this item leave this field empty.

Vendor Item – If your primary vendor uses an item number for this item that is different than you item number, enter your vendor's item number here. This will print on purchase orders to ensure you receive the correct item.

Warehouse Reorder Qty - Enter the minimum quantity you want to have on hand in your warehouse locations before a restocking should be triggered. The Understock report will report this item when quantities have reached the reorder level. This is an important tool for managing stock items.

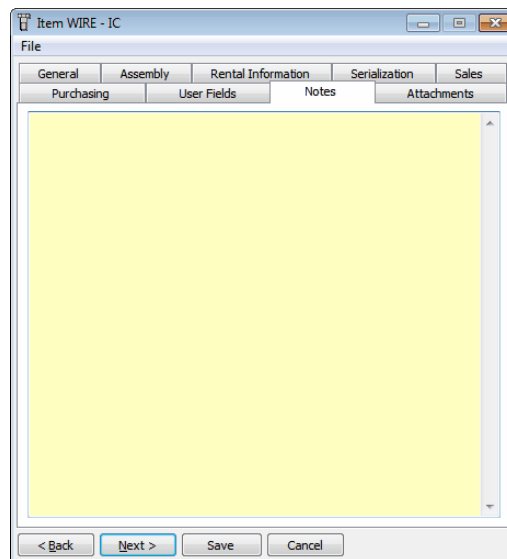
Truck Reorder Qty- Enter the minimum quantity you want to have on hand in your truck locations before a restocking should be triggered. The Understock report will report this item when quantities have reached the reorder level. This is an important tool for managing stock items.

User Fields Tab

The user fields tab allows you to enter information into the user defined fields for items that were setup in the Parameters for Inventory Control. This tab only appears if you have created at least one user field under **Configure > System Parameters > Purchasing & Inventory Parameters**.

Notes Tab

The notes tab allows you to enter notes concerning this item. These notes are for your use only and may be viewed from displayed reports.



Attachments Tab

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the item file. This tab only appears if you have created at least one item attachment folder under **Configure > System Parameters > Purchasing & Inventory Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

When you are finished with your entry, press **Save** to save the item or **Cancel** to exit the screen without saving your changes.

8.2.1.2 Inventory Item "LABOR"

There is one special item you may want to add to your inventory, the LABOR inventory item. This item, which has no description, is used to format the payroll labor hours that populate invoices. If you use Cyclical Billing, you labor items will automatically be assigned the item number LABOR. By adding this item to your inventory, you control how the quantity and price are displayed on the screen and printed on your invoices and other inventory reports and allow yourself the opportunity to make changes to you cyclical billing labor entries. There are three basic ways that most companies display the quantities of the LABOR item.

The first is the time-based method of HH:MM, which gives exact hours and minutes. This approach requires the following settings in the inventory master file for LABOR, under the Sales Tab:

Unit Of Measure: Hr (1 Hr is 1 unit(s), subdivided into 60 piece(s))
Separator: (colon)
Quantity Format: #: ##hr or #: ##
Decimal Positions: Min=0 Max=0

The second method is HH.M where the hours are displayed as usual, but the minutes that are displayed round up to the next nearest tenth of an hour. This approach requires the following settings in the inventory master file for LABOR:

Unit Of Measure: Hr (1 Hr is 1 unit(s), subdivided into 1 piece(s))
Separator: (none)
Quantity Format: #: #Hr or #: #
Decimal Positions: Min=1 Max=1

The final method is similar to that just shown, but it shows hundredths of an hour in the format HH.MM. This approach requires the following settings in the inventory master file for LABOR:

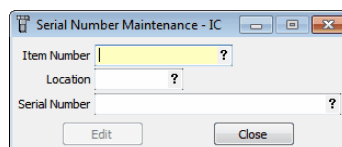
Unit Of Measure: Hr (1hr is 1 unit(s), subdivided into 1 piece(s))
Separator: (none)
Quantity Format: #: ##Hr or #: ##
Decimal Positions: Min=2 Max=2

While these are just some samples, you may have your own rules for labor charges and the setup for your labor item can be tailored to your own needs.

8.2.1.3 Serial Number Maintenance

Your serialized inventory items can optionally be tracked by serial number.

Select **Purchasing & Inventory > Maintenance Programs > Serial Number Maintenance**.



Item Number - Enter or choose the item number.

Location - Enter or choose the location of the item, if applicable.

Serial Number - Enter or select the serial number for the item.

Quantity - Enter the quantity of this item with this serial number in this location.

Notes - Enter any notes about this particular item/serial number combination.

When you are finished, press **Save** to save your work or **Cancel** to leave the screen without saving your changes.

8.2.2 Creating Locations

ComputerEase supports multiple inventory locations. You have the capability to track inventory for multiple warehouses, trucks, and miscellaneous locations. Each of these types may have different restock points, bin locations, and General Ledger posting accounts. If you already have inventory items built and then add locations, ComputerEase assumes the existing inventory to be in the first location defined as a warehouse location. The Inventory Parameters under the configure tab must be set to **Yes** for multiple locations in order to have access this menu option.

Select **Purchasing & Inventory > Maintenance Programs > Location Maintenance**.

Location – Enter a name for your location, up to eight alphanumeric characters and press **OK**.

Description - Enter a description for this inventory location.

Type - Select the type for this location. Other than Department, all other types are simply informational and only used to determine if reorder quantities apply.

Warehouse - Used to define a location as a warehouse storage location. If selected, the Warehouse Reorder Qty for each item will apply for stocking reports for this location.

Truck - Used to define a location as a truck-type location. If selected, the Truck Reorder Qty for each item will apply for stocking reports for this location.

Other - Used to define a location as some other type of location. If selected, neither type of Reorder Qty will apply for stocking reports for this location.

Department - Used to define a location as a department of another location. If selected, you must choose the location for which this is a department. Departments are designed to allow you to direct transactions for one "location" to different General Ledger accounts if you have multiple divisions. Departments will never have an on-hand quantity for any item.

Inventory Accounts - Enter or choose the General Ledger accounts number to use for each of the following types of transactions.

Inventory - Enter the Inventory Asset account to be credited or debited with an item's value when adjusting inventory quantities for this location.

Non-Inventory - Enter the G/L account to be used by default when posting a transaction for this location for which there is no item in your inventory database.

Cost of Sales - Enter the G/L account to be used as a default account when adjusting sales items for this location.

Direct Pay/Usage Tax - Enter the G/L account to be used as a default account for sales or use tax for this location.

Rental Contra - Enter the G/L account to credit when posting internal or other rental billings for this location.

Lost - Enter the General Ledger account to be used as a default account when adjusting for items lost from this location.

Scrapped - Enter the General Ledger account to be used as a default account when adjusting for destroyed items for this location.

Other Adjustments - Enter the General Ledger account to be used as a default account when making adjustments for this location.

Shipping Address - Enter the shipping address to use when items are to be shipped to this inventory location. This address will be used for purchase orders that direct the vendor to ship to this location.

Job Cost Accounts - Cost types will differ based on your Job Costing parameters. While the first five cost types (Labor through Material) are hard-coded and cannot be change, what you see listed after Material will differ. Next to each cost type listed, enter or choose the General Ledger account number that you want to charge inventory transactions against for each cost type. This account will be credited or debited when inventory items are moved between your inventory and a job.

Once you have entered all the information for this Location, press the **F10** key or **OK** to save this location.

8.3 How Do I Work with Purchase Orders in ComputerEase?

8.3.1 Working on Purchase Orders

Select **Purchasing & Inventory > Work on Purchase Orders > Enter a new Purchase Order.**

General Tab

P.O. Number – Each Purchase Order you enter in ComputerEase through Purchasing & Inventory will need a unique number. The purchase order number can be up to ten alphanumeric characters. If you do not currently have a Purchase Order numbering sequence, you may start with any number you wish. ComputerEase will assign your numbers sequentially based on your selection for the next number in the inventory control parameters. You can enter your own number, leave the field empty to let ComputerEase assign a number or press the right-arrow button to see the number that ComputerEase will assign.

Approved - Check this box if the purchase order is approved. This will default depending on your selection in your inventory control parameters. If this purchase order has not yet been approved, uncheck this box.

P.O. Date – Enter the date for the purchase; the date will default to the system date but can be edited.

Required By - Enter the date by which the items on the order will be required; this field is optional.

Expected Date - Enter the date by which the items on the order are expected to arrive; this field is optional.

Vendor – Choose the vendor from whom you are ordering the items.

Buyer - Enter the name or initials of the person placing the order; this field is optional.

Retention % - If retention will be held on payments to your vendor, enter the percentage here.

Primary Location - This defaults to your primary location if you have multiple locations; you must select a location even if you are ordering items for a job. The location determines the general ledger account that will be debited with the cost of the items.

Primary Cost Code - If you are purchasing the majority of the materials on this Purchase Order for a particular cost code, entering that cost code at this point will default the information for distribution on the purchase order items. If you choose to leave this field blank, the system will automatically assume the items are going directly to your inventory, although you can manually enter the distribution for each item.

Use Job Address for Ship To? - If you entered a cost code, you will be prompted to use the job address for the ship to address. Select **Yes** to use the job address or **No** otherwise.

Primary Direct Pay Code – If you will be required to pay use tax on some or all items, enter the applicable tax code here.

Primary Equipment – If these items are to be expensed to a piece of equipment, choose that equipment here.

Code - If these items are to be expensed to a piece of equipment, choose the equipment cost code here.

Order - If these items are to be expensed to an equipment service order, choose that order number here.

Sales Tax - If you will be charged sales tax by the vendor on some or all items and do not want to include tax in the price of the items, enter the applicable tax code here.

Primary Work Order - If you are purchasing the majority of the materials on this Purchase Order for a particular service management work order, enter or choose the work order number here. This will default this information for distributions for items added to the purchase order.

Complex PO – Check this box if this purchase order is for multiple cost codes and/or locations. Checking this box will cause ComputerEase to prompt you for the distribution for each item entered on the next tab.

Ship To – From the drop-down, choose the address to use for the shipping address.

Tip: If you want to default your shipping address so that you do not have to change it every time, select **Ship To** in the upper left corner, then **Save as default**.

Ship Via – Enter the preferred shipping method, if desired.

Track Lien Waivers - Check this box if you want to track the lien waivers associated to this PO.

Items Tab

Tip: You can always copy items to this tab from another purchase order by selecting **P.O.** in the upper left corner, then **Copy from another P.O.** Then choose the Purchase Order from which to copy your items. You can always make changes at this time.

Add - Click here to add individual items to your purchase order.

Item – If you are purchasing an item listed in your inventory item database, select it here. If the entry you want to order is not listed in your inventory item database, skip this field.

Quantity – Enter the quantity you want to order. This field must be at least 1 in order to calculate an extended price.

Description – This field will default to the item description from your inventory item; it can be edited if necessary. If you are adding a non-inventory item, enter a description here. Pressing **Enter** on your keyboard will move the cursor down to the next description line; **Tab** will advance the cursor to the next field.

Price – Enter the unit price for this item.

Extended – This field is calculated using the quantity and unit price.

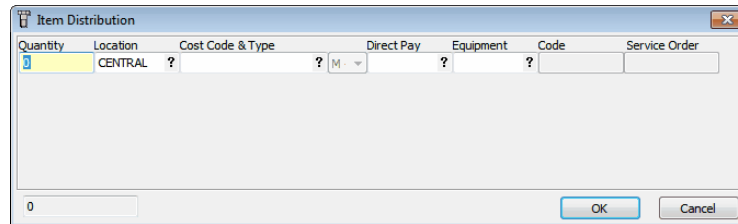
Vendor Item – If the vendor uses a different item number, you may enter it here so that it will print on the purchase order to ensure accuracy.

Taxable – Check this box if you added a sales tax code to the previous tab and this item is taxable.

Required By – If you need this item by a specific date different than the date by which you need other items on the order, enter it here.

Expected – If this item is expected to arrive by a specific date different than other items on the order, enter it here.

Distribution - Click here to distribute quantities to one or more cost codes, locations, equipment, or work orders; if you indicated this is a complex PO, this screen will come up automatically with no input from you required.



The 'Item Distribution' dialog box contains a table with the following columns: Quantity, Location, Cost Code & Type, Direct Pay, Equipment, Code, and Service Order. The first row has a yellow background and contains the values: 1, CENTRAL, ?, M, ?, ?, and ?. Below the table is a text box containing the number 0. At the bottom right are 'OK' and 'Cancel' buttons.

Quantity - The quantity will be populated here based on the quantity entered for the item. Change this quantity to the quantity you are ordering for your first line of distribution.

Location - Choose the location to use for these items.

Cost Code & Type - If this portion of the order is for a cost code, enter that cost code and choose the cost type for the expense.

Direct Pay - If you will be required to pay use tax on these items, enter the applicable tax code here.

Equipment - If this portion of the order is to be expensed to a piece of equipment, enter it here.

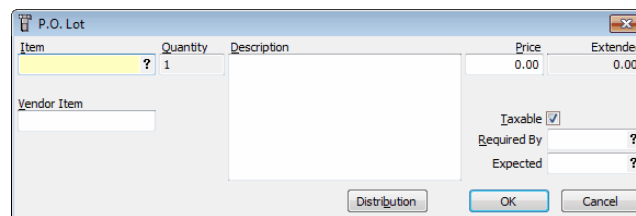
Code - If this portion of the order is to be expensed to a piece of equipment, enter the equipment cost code here.

Service Order - If this portion of the order is to be expensed to an equipment service order, enter the order number here.

Once you have completed your distribution, select **OK** to save this distribution entry.

Once you have completed entry of the item, including distribution if applicable, select **OK** to save this item. Continue adding items until you have finished, then press **OK** or **Cancel** on the item entry screen.

Add Lot



The 'P.O. Lot' dialog box contains a table with the following columns: Item, Quantity, Description, Price, and Extended. The first row has a yellow background and contains the values: ?, 1, , 0.00, and 0.00. Below the table is a 'Vendor Item' text box. To the right of the table are checkboxes for 'Taxable' (checked) and 'Required By' (with a question mark), and a text box for 'Expected' (with a question mark). At the bottom are 'Distribution', 'OK', and 'Cancel' buttons.

Item - If you are purchasing a lot listed in your inventory item database, select it here. If the lot of items you want to order is not listed in your inventory item database, skip this field.

Quantity - The quantity for a lot is always 1.

Description - This field will default to the item description from your inventory item; it can be edited if necessary. If you are adding a non-inventory item, enter a description here. Pressing **Enter** on your keyboard will move the cursor down to the next description line; **Tab** will advance the cursor to the next field.

Price - Enter the price you will pay for the entire lot.

Extended – Since the lot quantity is 1, this is the same as the unit price.

Vendor Item – If the vendor uses a different item number, you may enter it here so that it will print on the purchase order to ensure accuracy.

Taxable – Check this box if you added a sales tax code to the previous tab and this item is taxable.

Required By – If you need this item by a specific date different than the date by which you need other items on the order, enter it here.

Expected – If this item is expected to arrive by a specific date different than other items on the order, enter it here.

Distribution - Click here to distribute dollar values to a cost code, location, equipment, or work order; if you indicated this is a complex PO, this screen will come up automatically with no input from you required.

Quantity	Location	Cost Code & Type	Direct Pay	Equipment	Code	Service Order
0.00	CENTRAL	?	M	?	?	

0.00

OK Cancel

Quantity - The quantity will be populated here based on the price entered for the lot.

Location - Choose the location to use for this lot.

Cost Code & Type - If this lot is for a cost code, enter that cost code and choose the cost type for the expense.

Direct Pay - If you will be required to pay use tax on this purchase, enter the applicable tax code here.

Equipment - If this lot is to be expensed to a piece of equipment, enter it here.

Code - If this lot is to be expensed to a piece of equipment, enter the equipment cost code here.

Service Order - If this lot is to be expensed to an equipment service order, enter the order number here.

Once you have completed your distribution, select **OK** to save this distribution entry.

Once you have completed your distribution for your lot, select **OK**. You will now have the opportunity to enter the individual items and quantities that make up your lot purchase; note that the dollar value for individual items is not tracked or entered. You may select **Cancel** at this time if you do not want to order this detail.

Add Lot Item

Item	Quantity	Description	Price	Extended
?	0		0.00	0.00

Vendor Item

Distribution

Taxable ☐ ?
 Required By ?
 Expected ?

OK Cancel

Item – If you are purchasing an item listed in your inventory item database, select it here. If the entry you want to order is not listed in your inventory item database, skip this field.

Quantity – Enter the quantity you want to order.

Description – This field will default to the item description from your inventory item; it can be edited if necessary. If you are adding a non-inventory item, enter a description here. Pressing **Enter** on your keyboard will move the cursor down to the next description line; **Tab** will advance the cursor to the next field.

Price - This field will not be available for lot items. The price is set for the lot, not for the individual items that make up the lot.

Extended - This field will not be available for lot items. The price is set for the lot, not for the individual items that make up the lot.

Vendor Item - If the vendor uses a different item number, you may enter it here so that it will print on the purchase order to ensure accuracy.

Taxable – This field will not be available for lot items. Only the lot itself is taxable or not since only the lot is priced.

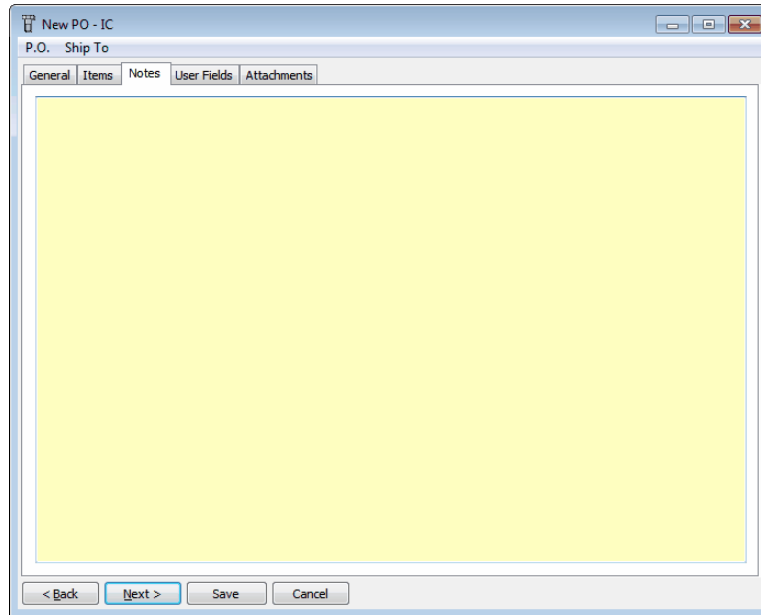
Required By – If you need this item by a specific date different than the date by which you need other items on the order, enter it here.

Expected – If this item is expected to arrive by a specific date different than other items on the order, enter it here.

Once you have entered all items and/or lots you can highlight any entry and press **Change** to make changes to it or **Delete** to delete it.

Notes Tab

The notes tab allows you to enter notes concerning this purchase. These notes are for your use only and may be viewed from displayed reports.



You can insert pre-defined notes here by selecting **P.O.** in the upper left corner, then **Insert Instructions**. You will see a list of all pre-defined instructions. Select the notes you want to insert and press **OK**.

User Fields Tab

The user fields tab allows you to enter information into the user defined fields for purchase orders that were setup in the Parameters for Inventory Control. This tab only appears if you have created at least one user field under **Configure > System Parameters > Purchasing & Inventory Parameters**.

Attachments Tab

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the purchase order file. This tab only appears if you have created at least one PO attachment folder under **Configure > System Parameters > Purchasing & Inventory Parameters**.

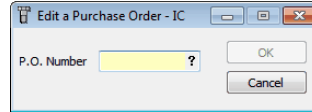
The AutoEmail folder on the attachments tab is used to add attachments that you want to automatically attach when the purchase order is emailed.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

When you are finished with your entry, press **Save** to save the order or **Cancel** to exit the screen without saving your changes.

8.3.2 Editing a Purchase Order

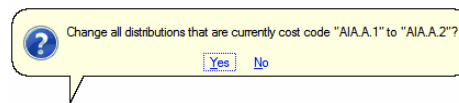
Select **Purchasing & Inventory > Work on Purchase Orders > Edit a Purchase Order**.



P.O. Number - Enter or choose the purchase order you want to change.

Any field with the exception of the purchase order number may be changed. However, if you have had receipts against your order, you may want to contact your ComputerEase Dealer Support team for assistance with any changes you want to make.

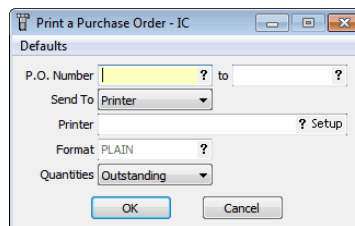
A common change that you might make is to change the primary cost code for the purchase order. If you do this you will be prompted to change the distribution on all items in a message similar to the one displayed here. If you do not select Yes when prompted here, you will have to manually change the distribution for all items using the Items tab.



8.3.3 Printing a Purchase Order

You can print a purchase order at any time.

Select **Purchasing & Inventory > Work on Purchase Orders > Print a Purchase Order**.



P.O. Number - Enter the purchase order number or a range of numbers that you would like to print.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Format - Choose the format to use when printing your purchase order. This form has a Word template format available.

Quantities - Choose Outstanding to print a copy of the purchase order with only items still remaining to be received. Or choose Original to reprint the purchase order with original quantities.

8.3.4 Entering Receipts

When items ordered are received, those receipts can be entered in either the Purchasing & Inventory module or in the Accounts Payable module as part of the invoice entry process. If you have a separate shipping and receiving department, you will use the inventory module to enter receipts. When you enter receipts via the inventory module, your on-hand quantities and values are increased. However, your job cost and general ledger are not affected until the invoice is entered for the items.

Select **Purchasing & Inventory > Work on Purchase Orders > Enter Receipts**.

P.O. Number - Enter or choose the purchase order number for which items have been received.

Item & Description	On Order	Received	Unit Price	Extended	Taxable
200: B.P.S. 3 Pole, 480V 1200	0	0	8.75	0.00	<input checked="" type="checkbox"/>
CON 1: 10 foot length 1" Conduit	0	0	13.50	0.00	<input checked="" type="checkbox"/>
CON 1/2: 10 Foot Length 1/2 Condu	0	0	8.25	0.00	<input checked="" type="checkbox"/>
CON 3/4: 10 Foot Length 3/4 Condu	0	0	9.75	0.00	<input checked="" type="checkbox"/>
EMT 1/2 2#12: EMT 1/2 2#12	50	0	1.75	0.00	<input checked="" type="checkbox"/>
EMT 1/2 3#12: EMT 1/2 3#12	50	0	2.50	0.00	<input checked="" type="checkbox"/>
EMT 3/4 5#12: EMT 3/4 5#12	50	0	1.15	0.00	<input checked="" type="checkbox"/>

Receipt Date - This defaults to your log-in date. You may change it to the date the items were received if necessary.

Received - For each item, enter the quantity received. To the left you will see the quantity on order for confirmation purposes.

Unit Price - If your shipping list indicates a different unit price than the one on the purchase order, enter it here. The extended price is calculated using this value.

Taxable - Check this box for any item that is taxable.

Serial Nos - If any item received is a serialized inventory item, you must enter the serial numbers of the items received here.

Receive All - Click here to mark all outstanding items received at this time.

Import - Click here to import item receipts from a flat file.

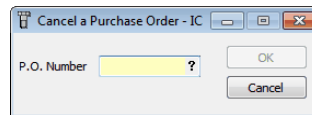
Cancel Remaining Balances - If you want to cancel your order for items not received at this time, click here. All receipts entered here will be saved and additional ordered quantities canceled.

When you are finished entering receipts, press **OK** to save your changes or **Cancel** to exit the screen without saving changes.

8.3.5 Cancelling a Purchase Order

Occasionally, you may have a need to cancel a Purchase Order that you have entered into ComputerEase. Cancelling a Purchase Order zeroes out the quantities on order for those items that have not been received. It does not delete the purchase order from the program.

Select **Purchasing & Inventory > Work on Purchase Orders > Cancel a Purchase Order**.



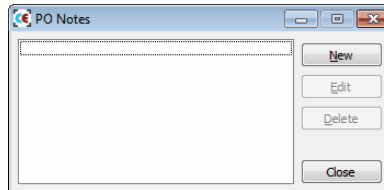
P.O. Number – Enter or choose the purchase order whose remaining quantities you want to cancel.

Press **OK** and you will be prompted to confirm the cancellation. Click on **Yes** to cancel the remaining balances of the purchase order. The purchase order will not be deleted from ComputerEase. It will remain in the system with a zero balance.

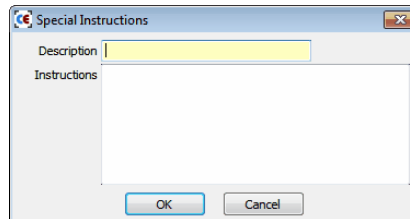
8.3.6 PO Notes/Instructions

To save yourself time from having to make duplicate entries when preparing purchase orders, ComputerEase allows for an easy method of entering notes/instructions on a PO. If you have different types of instructions based on a vendor, location, or items ordered, you only have to type them in once. Then, quickly insert them into each purchase order on which they are required.

Select **Purchasing & Inventory > Work on Purchase Orders > Edit Notes**.



New - Click here to add new notes.



Description - The description of this set of notes.

Instructions - The body of your notes. This is what will print on the order. Press **OK** to save this entry.

Edit - Highlight any notes and click here to make changes to them.

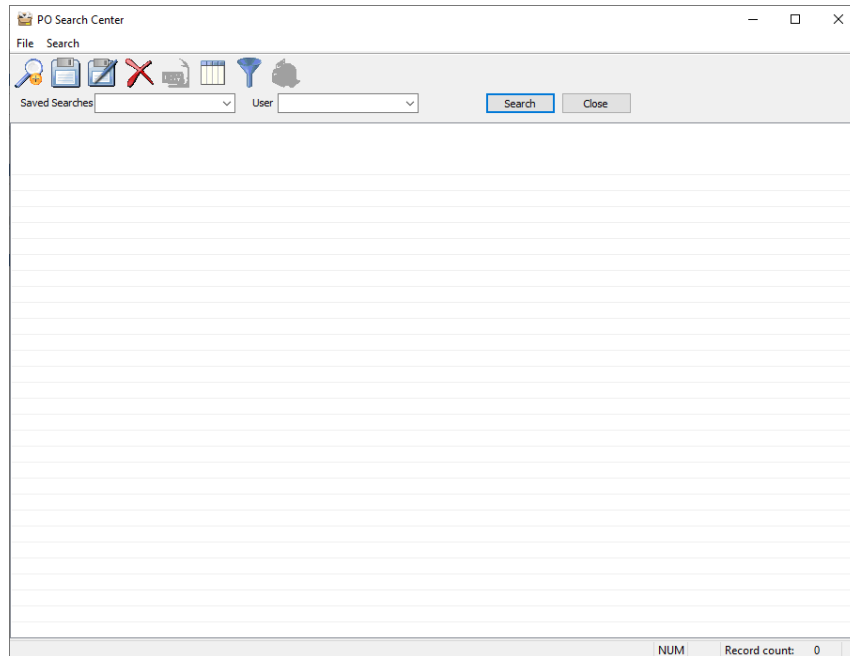
Delete - Highlight any notes and click here to delete these notes.

Close - Click her to exit the screen.

8.3.7 PO Search Center

The PO Search Center allows you to view and organize purchase orders in one central location. When purchase orders are imported from FieldEase, they are accessible here.

Select **Purchasing & Inventory > Work on Purchase Orders > PO Search Center**.



New Search - Click to start a new search.



Save Search- Click to save the current search. Once a search is saved it will be available in the **Saved Searches** dropdown list.



Save Search As - Click to save the current search and be prompted to enter a new Search Name.



Delete Search - Click to delete a saved search. When a search is deleted it will be removed from the **Saved Searches** dropdown list.



Export Results - Click to export the current search results to an Excel spreadsheet. You will be prompted for a file name and location.



Choose Columns - Click to select which columns display in the Search Center. You can set columns for each individual search or you can set your default columns using this option. You can also select your preferred Date Format.

8.4 How Do I Use Purchasing in ComputerEase?

The Purchasing section within Purchasing & Inventory allows users the ability to not only create purchase orders as in but also allows for the creation of Pull Lists and setting up vendor/item pricing capabilities.

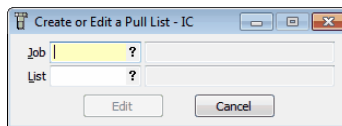
The ability to create a Pull List of all materials needed for a project or task, with the ability to pull in-stock items automatically and create purchase orders for anything not in stock is a time-saving feature. Items can be requisitioned and purchased all at one time or just in the amount that is required for that stage of the job with the rest of the items procured at a later date for the remainder of the job. Pricing can be compared by vendor for the best price per item or the best pricing by vendor for a group of items.

8.4.1 Using Pull Lists

8.4.1.1 Creating a Pull List

A pull list is a listing of items required for a job. Items on that list can be pulled from stock or ordered via purchase order.

Select **Purchasing & Inventory > Purchasing > Create or Edit a Pull List**.



Job - Enter or choose the job number for which the items are required.

List - Enter a list name or number.

General Tab

Job 100 Purchase List MATERIAL - IC

List

General Notes Attachments User Fields

Description Entered ? Buyer ?

Sales Tax ? Required ? Location ?

Item	Description	Quantity	Cost Code	Taxable	Vendor	Price	Required
?		0	?	<input checked="" type="checkbox"/>	?		?

< Back Next > Save Cancel

Description – Enter a description for this list.

Sales Tax – Enter or choose the sales tax code to apply to items ordered from this list.

Entered - Enter the date this list was entered or created.

Required - Enter the date by which these items are required, if applicable.

Buyer - Enter the buyer or choose a buyer from the list of users, if applicable.

Location - Enter or choose the inventory location to use when pulling items you will need for this job; this will default to the location for the job department, if applicable.

Item – Enter or choose an item from your inventory that you will need for this job. If the item needed is not part of your inventory and you do not wish to add it, you can skip this field and enter a manual description.

Description – This field defaults from the item master file or, if the item is not part of your inventory, you may type in the description.

Quantity – Enter the quantity needed.

Cost Code – Enter the phase and/or category, if applicable, where this item will be expensed.

Taxable - Check this box if this item is taxable.

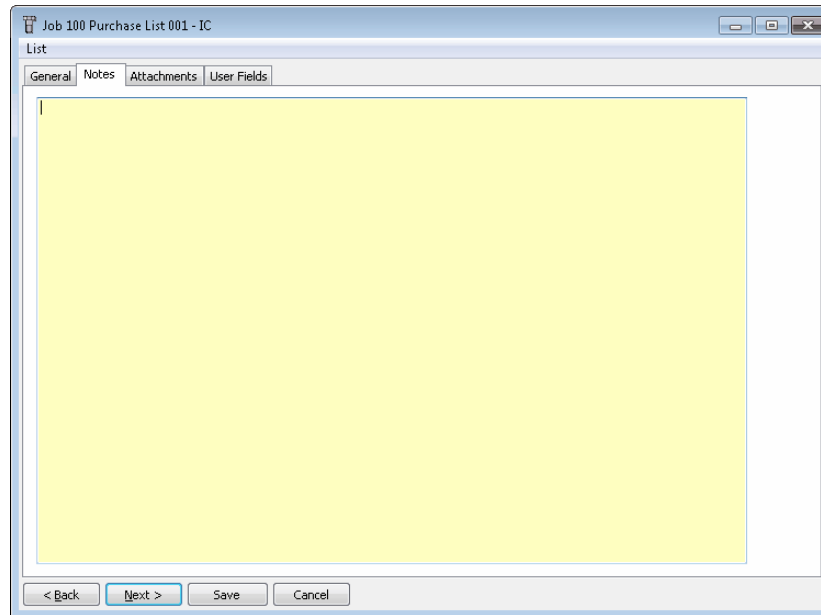
Vendor - If you will be ordering this item and already know which vendor you will purchase it from, enter or choose your vendor here.

Price - If you will be ordering this item and have already been quoted a price, enter it here.

Required - Enter the date by which this item is required, if applicable.

Notes Tab

Enter any notes about this pull list here.



Attachments Tab

The Attachments tab gives you the option to add files, scan documents, and drag existing saved documentation into the pull list file. This tab only appears if you have created at least one pull list attachment folder under **Configure > System Parameters > Purchasing & Inventory Parameters**.

For instructions on adding attachments, refer to "How Do I Work With Attachments" in the "System Setup" chapter of your manual.

When you are finished with your entry, press **Save** to save the item or **Cancel** to exit the screen without saving your changes.

You can import a list of items from a flat file by selecting **File** in the upper left corner, then **Import Items**. Under **File**, you also have the option to **Copy Items From Another List**, **Copy Items From a Quote** or **Delete List**.

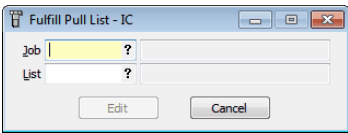
User Fields Tab

The user fields tab allows you to enter information into the user defined fields for pull lists that were setup in the Parameters for Inventory Control. This tab only appears if you have created at least one pull list user field under **Configure > System Parameters > Purchasing & Inventory Parameters**.

8.4.1.2 Fulfilling a Pull List

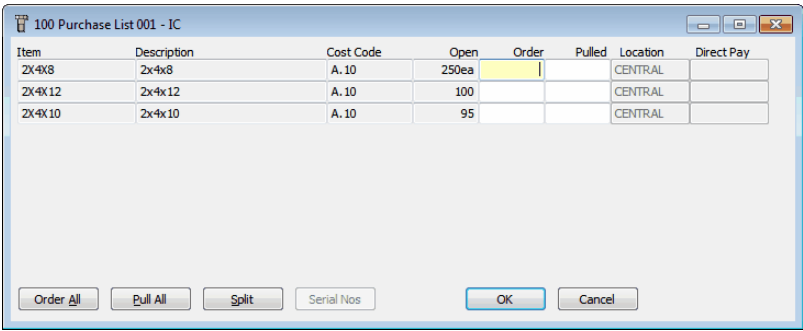
When you know which items on your pull list will be ordered and which will be pulled from stock, you are ready to fulfill your pull list.

Select **Purchasing & Inventory > Purchasing > Fulfill Pull List**.



Job - Enter or choose the job for which you want to fulfill the list.

List - Choose the pull list you want to fulfill.



Order – Enter the quantity that will be ordered.

Pulled – Enter the quantity that will be pulled from your inventory.

Location - If you will be pulling items from inventory and have multiple locations, choose the location from which the items will be pulled; if you chose a location when entering the list, it will default here.

Direct Pay - If you will be pulling items from inventory and will be paying use tax on those items, choose the tax code that will apply.

Order All – Press this button to order all items.

Pull All – Press this button to pull all items from inventory.

Split - Press this button if the item is going to be pulled from more than one location. This will give you the opportunity to pull some of an item from one location and some from another. In the example below 200 of item 2X4X8 will be pulled from CENTRAL and 50 from OHIO.

Item	Description	Cost Code	Open	Order	Pulled	Location	Direct Pay
2X4X8	2x4x8	A.10	250ea		200ea	CENTRAL	?
2X4X8	2x4x8	A.10			50ea	OHIO	?
2X4X12	2x4x12	A.10	100			CENTRAL	
2X4X10	2x4x10	A.10	95			CENTRAL	

Once you have made your selections, press OK to save this fulfillment.

G/L Period - Choose the General Ledger period to which to post adjustments for items pulled from inventory.

Print Packing List - Check this box to print a packing list of items pulled and ordered.

Print Adjustment Register - Check this box to print an adjustment register for items pulled from inventory.

Printer - Choose the printer to use for printing your packing list and/or adjustment register.

Format - Choose the format to use when printing your packing list. This form has a Word template format available.

8.4.1.3 Printing Requests for Quotes

When deciding which vendor you want to use to fulfill a pull list, you might want to get quotes from various vendors. Quote requests can be printed and either faxed or emailed to the vendor. In order to generate a quote for one or more items, the **Get Quote** box must be checked in Vendor/Item pricing.

Select **Purchasing & Inventory > Purchasing > Print Request for Quotes**.

Job – Choose the job for which the items will be ordered.

List – Choose the pull list for which the items will be ordered.

Vendor – Leave this field empty if you want to print quote requests from all vendors for whom you have indicated you want to Get Quotes. Or choose a vendor to print a request for just one vendor.

Include - Select All Items to include all items from the quote. Select Quotable Items to select only items from the quote marked quotable in Item Pricing.

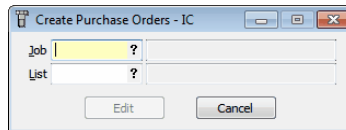
Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Once you receive your quotes, prices can be entered via Vendor or Item Pricing.

8.4.1.4 Creating Purchase Orders

If items from your pull list must be ordered, your next step will be to create purchase orders from your pull list.

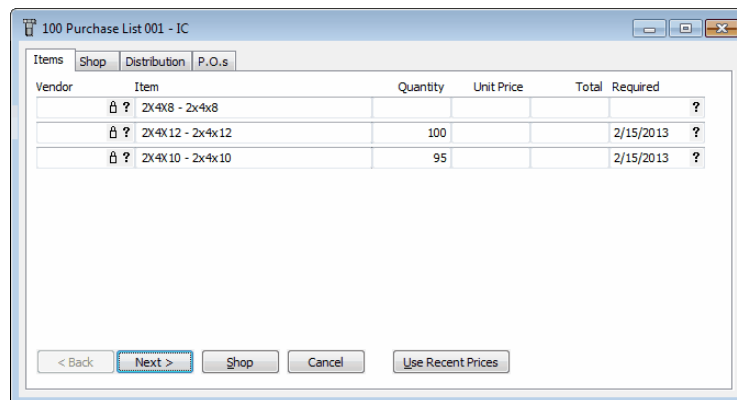
Select **Purchasing & Inventory > Purchasing > Create Purchase Orders**.



Job – Choose the job for which the items will be ordered.

List – Choose the pull list for which the items will be ordered.

Items Tab



Vendor – Choose the vendor you want to use when purchasing this item.

Item – Each item from your list will be listed here.

Quantity – This will default to the quantity you indicated you would purchase when you fulfilled your pull list.

Unit Price – Enter the unit price you have been quoted for the item, if applicable.

Total – This will display the extended price.

If you do not yet know which vendor you want to use, you can select the Shop tab. This will allow you to compare prices for the different items selected on the pull list. Prices will need to be entered by vendor or by item in order to use the Shop feature. The comparison can be done on item-by-item base or the best overall vendor. Click on Shop to activate this feature.

Shop Tab

Vendor	Item	EIGHTY	LOWES	LUMBER
L	2X4X8 - 2x4x8	0.00	0.00	0.00
L	2X4X12 - 2x4x12	1520.00	1600.00	1495.00
L	2X4X10 - 2x4x10	1230.25	1220.75	1244.50

Show ☐ Unit Price ☒ Total Price

< Back Next > Add Vendor Best Overall Vendor Best per Item Cancel

Vendor – This field will default from the Items screen and can be changed.

Item – Each item from your list will be listed here.

Show - Choose Unit Price or Total Price to be displayed for each item.

Add Vendor – Click here to add vendors for whom you want to compare pricing.

Best Overall Vendor – Once you have added vendors for whom you want to compare prices, you can click here to select to order from the vendor with the lowest price overall.

Vendor	Item	EIGHTY	LOWES	LUMBER
L	2X4X8 - 2x4x8	0.00	0.00	0.00 <input checked="" type="radio"/>
L	2X4X12 - 2x4x12	1520.00	1600.00	1495.00 <input type="radio"/>
L	2X4X10 - 2x4x10	1230.25	1220.75	1244.50 <input type="radio"/>

Show ☐ Unit Price ☒ Total Price

< Back Next > Add Vendor Best Overall Vendor Best per Item Cancel

Best per Item – Once you have added vendors for whom you want to compare prices, you can click here to select to order each item from the vendor with the lowest price for that item.

Vendor	Item	EIGHTY	LOWES	LUMBER
EIGHTY	2X4x8 - 2x4x8	0.00	0.00	0.00
LUMBER	2X4x12 - 2x4x12	1520.00	1600.00	1495.00
LOWES	2X4x10 - 2x4x10	1230.25	1220.75	1244.50

Once you have chosen how you want to order your items and from which vendor, you will make sure your item distribution is correct.

Distribution Tab

Item	Quantity	Location	Cost Code & Type	Direct Pay
2X4x12 - 2x4x12	100	CENTRAL	A.10	M
2X4x10 - 2x4x10	95	CENTRAL	A.10	M

Item - Each item that you will be ordering will be listed here.

Quantity - This will list the quantity you are ordering.

Location - Choose the location that is ordering the items. This will help determine which cost of sales account is debited with the expense for this item.

Cost Code & Type - The cost code from the original pull list entry will be listed here. You can change it if necessary, as well as the cost type for the items.

Direct Pay - If you will be paying use tax to the vendor on these items, choose the tax code you will pay here.

Split - If the item is to be split between cost codes, click here to additional rows to split the distribution.

Once you have confirmed the distribution for the items, you are ready to create your purchase orders.

P.O.s Tab

100 Purchase List 001 - IC

Items Shop Distribution **P.O.s**

P.O. Number ☒ Use Next

Vendor	PO Number	PO Amount
LOWES	1002	1220.75
LUMBER	1003	1495.00

Base: 1002
Prefix:
Suffix:

P.O. Date: ?
Required: ?
Buyer:
Sales Tax: ?
Retention %: 0

Ship To: Windows Tutorial
3016 Harrison Ave.
Cincinnati, OH 45211

Via:

< Back Create PO(s) Cancel

P.O. Number – This is where the purchase order numbers to be used will be determined.

Use Next – Check this box to use the next available P.O. number.

Base/Prefix/Suffix – If you want to use a numbering system for your purchase orders, enter your numbering scheme here. If only a base is used, that number is increased sequentially for each purchase order generated. If a prefix is used as well, the same prefix will apply for all orders and the base number will be increased sequentially. If a suffix is used as well, the prefix and base will remain the same for all orders and the suffix will increase sequentially.

P.O. Date – Enter the purchase order date for all orders.

Required – Enter the date the items will be required, if applicable.

Buyer – Enter the name or initials of the person who is creating the Purchase Order(s); this field is optional.

Sales Tax - If sales tax will be due on your purchase order(s), enter the tax code here.

Retention % - If retention will be held on payments to your vendor(s), enter the percentage here.

Ship To – Enter the address to which items should be shipped, or press **Job** or **Office** to select either address.

Ship Via – Enter the preferred shipping method, if desired.

Once all the information has been entered press **Create PO(s)** to create the actual Purchase Orders. You will have the opportunity to print the orders at this time.

Print a Purchase Order - IC

Defaults

P.O. Number: to:

Send To: Printer

Printer: ? Setup

Format: PLAIN ?

Quantities: Outstanding

OK Cancel

8.4.1.5 Pull List Management Center

The pull list management center allows you to view and organize pull lists in one central location. When pull lists are imported from FieldEase, they are accessible here.

Select **Purchasing & Inventory > Purchasing > Pull List Management Center**.

Batch	Job	List	Entered	Description	Amount	Status
100	001		2/1/2011	Material List - phase 1	0.00	

The fields at the top are used to select which pull lists are available in the center. Use any or all to find specific lists for specific days or jobs.

FieldEase Import Batch -If you imported your pull lists from FieldEase, you can select a batch here. Only lists imported with that batch will be displayed below.

Date Entered... To - Enter or choose a date range for which the pull lists were entered.

Job - Enter or choose a job to view pull lists for that specific job.

List - Enter or choose a pull list name to view only that pull list.

Once you have made your selections, click on **Search**. Basic information is displayed to help you identify each pull list.

Batch - The FieldEase batch number that this list was imported as a part of.

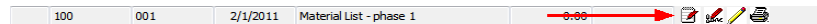
Job - The job number for the list.

List - The list name or number.

Entered - The date entered will be displayed here, if applicable.

Description - The pull list description entered when it was created.

Next to each list are several buttons.



These icons perform the following actions:



- Select to view handwritten notes from FieldEase.



- Select to view the signature captured from FieldEase.



- Select to edit the pull list.



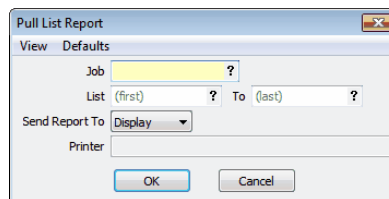
- Select to print the pull list report.

8.4.1.6 Pull List Reports

8.4.1.6.1 Pull List Report

The Pull List report includes quantities ordered and pulled for each item on the list.

Select **Purchasing & Inventory > Purchasing > Pull List Reports > Pull List Report**.



Job - Choose a job for which to print a pull list report.

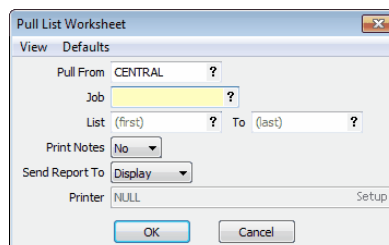
List...To - Choose one list or a range of lists for the selected job for which to print this report.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

8.4.1.6.2 Pull List Worksheet

For each pull list, you can print a worksheet, listing all items on a pull list with spaces to indicate quantities available to pull from inventory for each item.

Select **Purchasing & Inventory > Purchasing > Pull List Reports > Pull List Worksheet**.



Pull From - Choose the location from which you will be pulling items.

Job - Choose a job for which to print a pull list worksheet.

List...To - Choose one list or a range of lists for the selected job for which to print a worksheet.

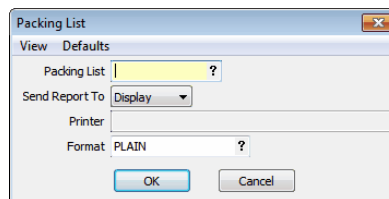
Print Notes - Choose Yes or No to print pull list notes, if applicable, for each pull list.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

8.4.1.6.3 Reprint Packing List

If you need to reprint any packing list, you have the option here.

Select **Purchasing & Inventory > Purchasing > Pull List Reports > Reprint Packing List**.



Packing List - Choose the list you want to reprint.

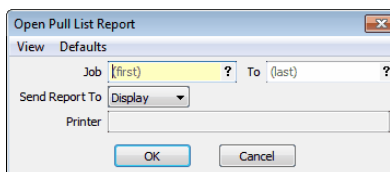
Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Format - Choose the format to use when printing your packing list. This form has a Word template format available.

8.4.1.6.4 Open Pull List Report

The Open Pull List report is useful to see what pull lists still have outstanding items required.

Select **Purchasing & Inventory > Purchasing > Pull List Reports > Open Pull List Report**.



Job - Choose a job or range of jobs for which to review open pull lists.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

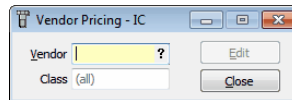
8.4.2 Setting Pricing

If you get pricing updates from multiple vendors or if you want to request quotes from vendors for shopping prices, you can use the vendor or item pricing options.

8.4.2.1 Using Vendor Pricing

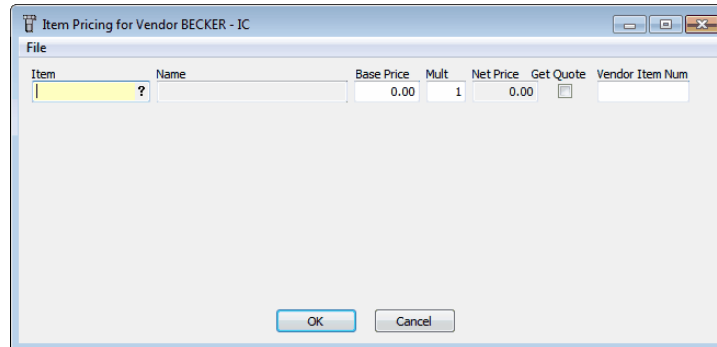
Vendor pricing allows you to set pricing for items by vendor. This is most often used if a vendor supplies you with a price list.

Select **Purchasing & Inventory > Purchasing > Vendor Pricing**.



Vendor - Enter or choose the vendor for whom you want to enter item pricing.

Class - If you have previously set pricing by class for this vendor, enter that class here and you will be able to update pricing for just items in that class. Leave blank to enter items in multiple classes.



Item/Name – Enter or choose the item number for which you have a price. Its description will display to the right.

Base Price – Enter the price per unit for this item from the selected vendor.

Mult – Enter the pricing multiplier used by the vendor, if applicable.

Net Price – This is the vendor's net price based on the base and multiplier.

Get Quote – Check this box if you want to be able to request a quote from this vendor for this item.

Vendor Item Number – Enter the vendor-specific item number; this number will print on your purchase orders to ensure that the correct item is ordered and received.

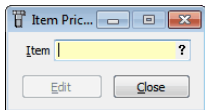
Press **OK** when you have completed entering prices or **Cancel** to exit the screen without saving changes.

Note that you have the option of importing a price list from a flat file. Select **File** then **Import Prices** in the upper left corner of the screen.

8.4.2.2 Using Item Pricing

Item pricing allows you to set pricing for items by item. This is most often used if you have received quotes on an item from multiple vendors.

Select **Purchasing & Inventory > Purchasing > Item Pricing**.



Item - Enter or choose the item for which you want to enter pricing.

A larger dialog box titled "Vendor Pricing for Item EMT 1/2 2#12 - IC". It contains a table with the following columns: Vendor, Name, Base Price, Mult, Net Price, Get Quote, and Vendor Item Num. The first row has a yellow background with a question mark in the Vendor field, and the following values: Name (empty), Base Price (0.00), Mult (1), Net Price (0.00), Get Quote (unchecked checkbox), and Vendor Item Num (empty). Below the table are "OK" and "Cancel" buttons.

Vendor/Name – Enter or choose the vendor for whom you want to enter pricing for the selected item. The vendor's name will display to the right.

Base Price – Enter the price per unit from this vendor for the selected item.

Mult – Enter the pricing multiplier used by the vendor, if applicable.

Net Price – This is the vendor's net price based on the base and multiplier.

Get Quote – Check this box if you want to be able to request a quote from this vendor for this item.

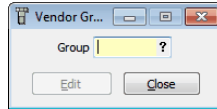
Vendor Item Number – Enter the vendor-specific item number; this number will print on your purchase orders to ensure that the correct item is ordered and received.

Press **OK** when you have completed entering prices or **Cancel** to exit the screen without saving changes.

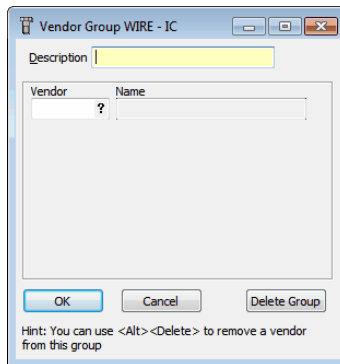
8.4.2.3 Using Vendor Groups

Vendor Groups allows you to create sets of vendors that can be selected as a whole when shopping items in while purchasing items from a pull list.

Select **Purchasing & Inventory > Purchasing > Vendor Groups**.



Group - Enter the name for this group, up to eight alphanumeric characters.



Description - Enter a description for this group.

Vendor/Name – Enter or choose a vendor who will be part of this group. The vendor's name will display to the right.

When you have finished adding vendors, press **OK** to save this group, **Cancel** to exist the screen without saving your changes or **Delete Group** to remove a group entirely.

8.5 How Do I Use Reports In Purchasing & Inventory?

There are a variety of reports available in the Purchasing & Inventory module. Those reports include:

- Item Inquiry
- General Inventory Report
- Understock Report
- Inventory Transaction Report
- Items Received Report
- Purchase Order Expediting Report
- Un-Invoiced Purchase Order Receipts Report
- Inventory Variance Report
- Serial Number Activity Report
- Inventory Valuation and Gross Margin Report
- Inventory Quantity Report
- Cost Of Sales Report
- On-Order Report
- Purchase Order Status Report
- Purchase Order Balance Report
- Inventory Balancing Report
- Open Pos and Subcontract Report
- Serial Number Status Report

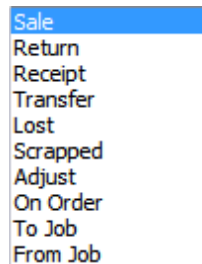
You might not use all of the reports in the Purchasing & Inventory module. However, each of these reports is available for your use and may be printed, emailed or simply displayed for quick reference. Many reports are date-sensitive, allowing you to run the report only for a specific date range, and many can be run by location, job, class, purchase order or selection of items.

8.6 How Do I Use Other Features in Purchasing & Inventory?

8.6.1 Adjusting Inventory

There are ten types of adjustments that can be made to your inventory using the Inventory Adjustment feature. Of these, many can be accomplished some other way in ComputerEase; Inventory Adjustment will most often be used when moving inventory to and from a job site or when moving inventory between locations.

The ten types of inventory adjustments that can be made here are:



Sale - This adjustment is used to record a sale of an item and reduce your on hand quantity while increasing your sales total. It is important to know that this will not be reflected on your Sales Register in Accounts Receivable.

Return - This adjustment is used to record the return of an item to your inventory and increase your on hand quantity while reducing your sales total.

Receipt – This adjustment is used to record receipt of an item on order and increase your on hand quantity while reducing your on order total. Note that this adjustment will not affect quantities on purchase orders.

Transfer - This adjustment type is only available if you have multiple inventory locations and is used to record the movement of an item from one location to another. It will reduce to on hand quantity and inventory valuation in the location from which the item is transferred and increase the on hand quantity and inventory valuation in the location to which the item is transferred.

Lost – This adjustment is used to reduce your on hand quantity and post the value of the lost goods to your expense account for lost items.

Scrapped – This adjustment is used to reduce your on hand quantity and post the value of the scrapped goods to your expense account for scrapped items.

Adjust – This adjustment is used to modify the quantity on hand and on hand value, either increasing or reducing your on hand quantity. The cost of the adjustment can optionally be charged against an item from your Equipment Costing.

On Order - This adjustment is used to modify the on order quantities for an item, increasing or decreasing the on order quantity. Note that this adjustment will not affect quantities on purchase orders.

To Job - This adjustment is used to record a movement of items from your inventory to a job. Your job cost and sales quantities will be increased and on hand quantities and values will be reduced. The cost of the adjustment can optionally be charged against an item from your Equipment Costing.

From Job - This adjustment is used to record a movement of items from a job into your inventory. Your job cost and sales quantities will be reduced and on hand quantities and values will be increased. The cost of the adjustment can optionally be charged against an item from your Equipment Costing.

Select **Purchasing & Inventory > Inventory Adjustment**.

Note: The fields available here will vary depending on the type of adjustment selected. Any combination of the field listed below might apply.

Adjustment - Choose the type of adjustment you want to record.

Item - Enter or choose the item to adjust. If you want to record an adjustment for an item not listed in your inventory, leave this field empty.

Description – This will default to the inventory item description and can be modified.

Quantity – Enter the number of units to adjust. Note that regardless of the type of transaction you choose, you should not use a negative number unless you want to enter a reversal of the transaction listed.

Serial Number - This field will be used if the item you are taking from inventory has been designated with a serial number.

From Location – If you are moving an item from a location, enter or choose that location.

To Location – If you are moving an item to a location, enter or choose that location.

For Location – If you are updating the quantity ordered for a location, enter or choose that location.

At Location - If you are receiving or adjusting an item at a location, enter or choose that location.

Serial Number -If you are working with a serialized inventory item, this field will be required.

Serial Notes - If you receive a serialized item, you may have notes to enter about a specific serial number received.

Date – Enter the date of this adjustment.

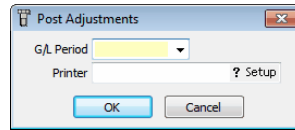
Inventory Adjustment - IC

Item	Adjustment	Quantity	Location	Unit Price	Unit Cost
------	------------	----------	----------	------------	-----------

Add Change Delete Proof List Import OK Cancel

Import - Click here to import your entries from a flat file. Contact your ComputerEase Dealer Support team for more information on importing entries.

Once you are ready to post your entries, press **OK**.



G/L Period - Choose the General Ledger period to which to post your entries. This will default to the current open period but should match the date of the entries.

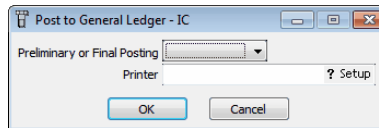
Printer – Choose the printer to which to print your Adjustment Register, which serves as an audit trail of your transactions.

Once you select **OK**, your adjustments will be posted.

8.6.2 Posting to the General Ledger

At least once during each financial period, you should Post to General Ledger. This feature will post the value of your inventory adjustments to the General Ledger. If your company uses the direct pay option for recording and paying use tax, your use tax transactions will only be posted to your sales tax report when you post to the General Ledger.

Select **Purchasing & Inventory > Post to General Ledger**.



Preliminary or Final Posting - It is always a good idea to choose to review a preliminary posting report prior to posting your transactions. Once you choose Final here, your Inventory postings will be posted to the General Ledger.

Printer - Choose the printer to which to print your posting report that will serve as an audit trail of your changes.

8.6.3 Globally Adjusting Prices

The ability to globally adjust your prices and costs is a time-saving tool that allows you to adjust pricing for many or all items at once.

8.6.3.1 Adjusting Costs and Prices

This feature will allow you to adjust your cost and/or price levels by a set percentage for a particular product class or all classes.

Select **Purchasing & Inventory > Maintenance Programs > Global Adjust Items > Adjust Cost & Prices**.

Only Class/All Classes – Choose whether you want to make changes for all items or only for one item class. If you select Only Class, you must enter a class into the open field.

Change in Cost - Enter the percentage by which to adjust your cost. If you want to lower costs, enter a negative number here.

Change in Price 1-6 - Enter the percentage by which to adjust your prices. If you want to lower your prices, enter a negative number here.

Round - Select how ComputerEase should round the new prices and costs if calculated amounts are not to an even cent.

Up - Choose up to always round fractions of cents up to the next penny.

Down - Choose down to always round fractions of cents down to the next lower penny.

Nearest - Choose nearest to round fractions of cents to the nearest penny. All amounts .5 cents and greater will be rounded up and all amounts .49 cents and less will be rounded down.

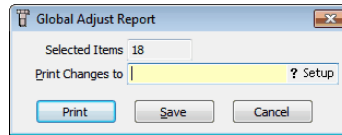
Multiple of - Enter the units to use for rounding. If you wish to round to even cents, enter .01 here. If you wish to round to the nearest nickel, enter .05, and so on.

Once you have confirmed your entries, press **OK** to save your entries and post the changes or **Cancel** to exit the screen without saving your changes.

Selected Items - This will let you know how many of your inventory items will be impacted by this change.

Print Changes to - Choose the printer to which to print a report that will serve as an audit trail of your changes.

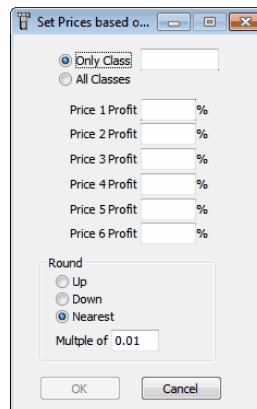
Choose **Print** to print the report, **Skip** to skip printing the report but still post your changes or **Cancel** to take you back to the entry screen to make adjustments. If you choose to print your report, your selections on this screen will change; **Skip** will be replaced with the option to **Save**.



8.6.3.2 Setting Prices on Average Cost

This feature will allow you to set your price levels based on your average cost for a particular product class or all classes.

Select **Purchasing & Inventory > Maintenance Programs > Global Adjust Items > Set Prices Based on Average Cost**.



Only Class/All Classes – Choose whether you want to make changes for all items or only for one item class. If you select Only Class, you must enter a class into the open field.

Price 1-6 Profit - Enter the percentage by which you want to mark up your average cost for each price level.

Round - Select how ComputerEase should round the new prices if calculated amounts are not to an even cent or multiple of your choosing.

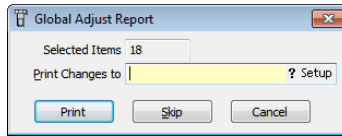
Up - Choose up to always round fractions of cents up to the next multiple.

Down - Choose down to always round fractions of cents down to the next lower multiple.

Nearest - Choose nearest to round fractions of cents to the nearest multiple. All amounts .5 units and greater will be rounded up and all amounts .49 units and less will be rounded down.

Multiple of - Enter the units to use for rounding. If you wish to round to even cents, enter .01 here. If you wish to round to the nearest nickel, enter .05, and so on.

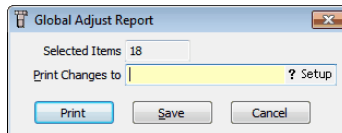
Once you have confirmed your entries, press **OK** to save your entries and post the changes or **Cancel** to exit the screen without saving your changes.



Selected Items - This will let you know how many of your inventory items will be impacted by this change.

Print Changes to - Choose the printer to which to print a report that will serve as an audit trail of your changes.

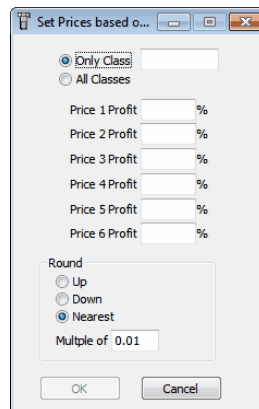
Choose **Print** to print the report, **Skip** to skip printing the report but still post your changes or **Cancel** to take you back to the entry screen to make adjustments. If you choose to print your report, your selections on this screen will change; **Skip** will be replaced with the option to **Save**.



8.6.3.3 Setting Prices on Last Received Cost

This feature will allow you to set your price levels based on your last received cost for a particular product class or all classes.

Select **Purchasing & Inventory > Maintenance Programs > Global Adjust Items > Set Prices Based on Last Received Cost**.



Only Class/All Classes – Choose whether you want to make changes for all items or only for one item class. If you select Only Class, you must enter a class into the open field.

Price 1-6 Profit - Enter the percentage by which you want to mark up your last received cost for each price level.

Round - Select how ComputerEase should round the new prices if calculated amounts are not to an even cent or multiple of your choosing.

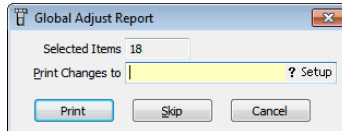
Up - Choose up to always round fractions of cents up to the next multiple.

Down - Choose down to always round fractions of cents down to the next lower multiple.

Nearest - Choose nearest to round fractions of cents to the nearest multiple. All amounts .5 units and greater will be rounded up and all amounts .49 units and less will be rounded down.

Multiple of - Enter the units to use for rounding. If you wish to round to even cents, enter .01 here. If you wish to round to the nearest nickel, enter .05, and so on.

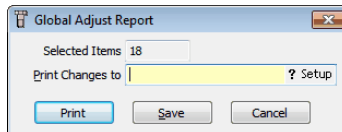
Once you have confirmed your entries, press **OK** to save your entries and post the changes or **Cancel** to exit the screen without saving your changes.



Selected Items - This will let you know how many of your inventory items will be impacted by this change.

Print Changes to - Choose the printer to which to print a report that will serve as an audit trail of your changes.

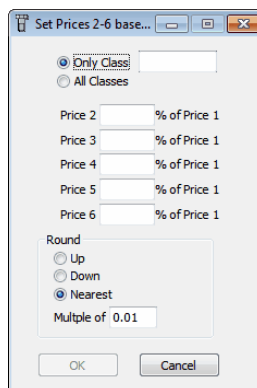
Choose **Print** to print the report, **Skip** to skip printing the report but still post your changes or **Cancel** to take you back to the entry screen to make adjustments. If you choose to print your report, your selections on this screen will change; **Skip** will be replaced with the option to **Save**.



8.6.3.4 Setting Prices 2-6 on Price 1

This feature will allow you to set your price levels 2-6 based on your price level 1 for a particular product class or all classes.

Select **Purchasing & Inventory > Maintenance Programs > Global Adjust Items > Set Prices 2-6 based on price 1**.



Only Class/All Classes – Choose whether you want to make changes for all items or only for one item class. If you select Only Class, you must enter a class into the open field.

Price 2-6 % of Price 1 - Enter the percentage by which you want to mark up or down Price 1 for each price level.

Round - Select how ComputerEase should round the new prices if calculated amounts are not to an even cent or multiple of your choosing.

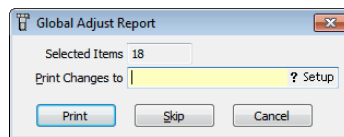
Up - Choose up to always round fractions of cents up to the next multiple.

Down - Choose down to always round fractions of cents down to the next lower multiple.

Nearest - Choose nearest to round fractions of cents to the nearest multiple. All amounts .5 units and greater will be rounded up and all amounts .49 units and less will be rounded down.

Multiple of - Enter the units to use for rounding. If you wish to round to even cents, enter .01 here. If you wish to round to the nearest nickel, enter .05, and so on.

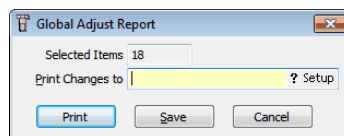
Once you have confirmed your entries, press **OK** to save your entries and post the changes or **Cancel** to exit the screen without saving your changes.



Selected Items - This will let you know how many of your inventory items will be impacted by this change.

Print Changes to - Choose the printer to which to print a report that will serve as an audit trail of your changes.

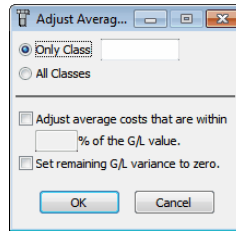
Choose **Print** to print the report, **Skip** to skip printing the report but still post your changes or **Cancel** to take you back to the entry screen to make adjustments. If you choose to print your report, your selections on this screen will change; **Skip** will be replaced with the option to **Save**.



8.6.3.5 Adjust Average Cost/GL Variance

This feature allows you to adjust the average cost for your items if there is a variance between your average cost and your on hand value divided by your on hand quantity. To view what items the system will adjust if you run this utility, review the Inventory Variance Report.

Select **Purchasing & Inventory > Maintenance Programs > Global Adjust Items > Adjust Average Cost/GL Variance**.

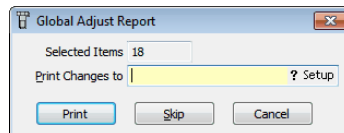


Only Class/All Classes – Choose whether you want to make changes for all items or only for one item class. If you select Only Class, you must enter a class into the open field.

Adjust average costs that are within ___% of the G/L value. - Selecting this option will determine what the average cost for each item should be by dividing the on hand value by the quantity on hand. If an item's recorded average cost does not match this calculated value and the discrepancy is within the percentage you enter here, the on average cost for the item will be adjusted.

Set remaining G/L variance to zero - Selecting this option will determine what the on hand value for each item should be by multiplying the quantity on hand by the average cost. If an item's recorded value does not match this calculated value, the on hand value for the item will be adjusted. The value of this adjustment will be posted to the General Ledger with your next posting from the Inventory Control module.

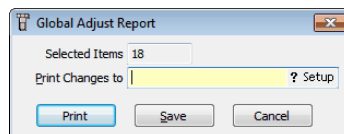
Once you have confirmed your entries, press **OK** to save your entries and post the changes or **Cancel** to exit the screen without saving your changes.



Selected Items - This will let you know how many of your inventory items will be impacted by this change.

Print Changes to - Choose the printer to which to print a report that will serve as an audit trail of your changes.

Choose **Print** to print the report, **Skip** to skip printing the report but still post your changes or **Cancel** to take you back to the entry screen to make adjustments. If you choose to print your report, your selections on this screen will change; **Skip** will be replaced with the option to **Save**.

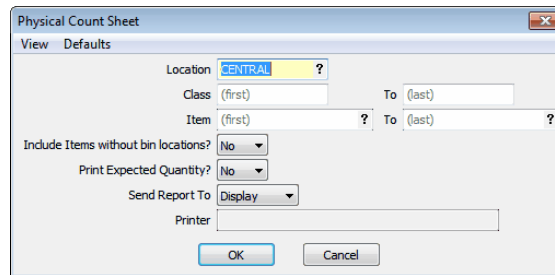


8.6.4 Taking & Recording a Physical Count

8.6.4.1 Running the Physical Count Sheet

When you are ready to take a physical count of your inventory items, you can print a count sheet out on which to enter on hand quantities.

Select **Purchasing & Inventory > Maintenance Programs > Physical Count Sheet**.



The 'Physical Count Sheet' dialog box contains the following fields and controls:

- Location:** A text field with 'CENTRAL' entered and a question mark icon.
- Class:** A text field with '(first)' entered.
- To:** A text field with '(last)' entered.
- Item:** A text field with '(first)' entered.
- To:** A text field with '(last)' entered.
- Include Items without bin locations?:** A dropdown menu with 'No' selected.
- Print Expected Quantity?:** A dropdown menu with 'No' selected.
- Send Report To:** A dropdown menu with 'Display' selected.
- Printer:** An empty text field.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Location – Enter or choose the location for which you want to print a count sheet. If you want all locations, leave blank.

Class...To - If you want to print separate reports by class, enter an item class or range of classes to include on this sheet or leave blank to include all.

Item...To - Enter or choose an item or range of items to include on this sheet or leave blank to include all.

Include Items without bin locations – Choose Yes if you want to include items for which bin locations are not entered. If you do not use bin locations, you must set this to Yes.

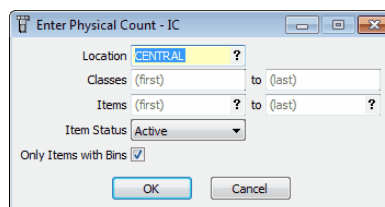
Print Expected Quantity – Choose Yes if you want the expected quantity on hand to be included on the printed sheet.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

8.6.4.2 Entering Physical Count

Once you have counted your inventory and recorded on hand quantities, the Enter Physical Count menu option allows you to quickly and easily enter the quantities you have on hand for each location. It is important to note that your count is always entered as of the current date. You should not enter a count that is not current and confirmed to be accurate.

Select **Purchasing & Inventory > Maintenance Programs > Enter Physical Count**.



The 'Enter Physical Count - IC' dialog box contains the following fields and controls:

- Location:** A text field with 'CENTRAL' entered and a question mark icon.
- Classes:** A text field with '(first)' entered.
- to:** A text field with '(last)' entered.
- Items:** A text field with '(first)' entered.
- to:** A text field with '(last)' entered.
- Item Status:** A dropdown menu with 'Active' selected.
- Only Items with Bins:** A checked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Location – Enter or choose the location for which you want to enter your count. Because each location must be entered separately, if you have multiple locations you must make a selection here.

Class...To - If you want to enter items separately by class, enter an item class or range of classes to include on your entry screen or leave blank to include all.

Item...To - Enter or choose an item or range of items to include on your entry screen or leave blank to include all.

Item Status - Choose whether you want to enter your count for Active, Inactive or All items.

Only Items with Bins – Check this box to only include items with bin locations in your entry screen. If you do not use bin locations, you must uncheck this box.

Bin	Item	Expected	On Hand
	1/2 4x8 DRYWALL - 1/2 4x8 Drywall	100	100
	2X4x8 - 2x4x8	500ea	500ea
	2X4x10 - 2x4x10	500	500
	2X4x12 - 2x4x12	1,000	1,000
	200 - B.P.S. 3 Pole, 480V 1200	20	20
	AC METER - AC Meter W/Sel. Switch	0	0
	AC VOLT METER - AC Voltmeter W/Sel. Switch	0ea	0ea
	CON 1 - 10 foot length 1" Conduit	40	40
	CON 1/2 - 10 Foot Length 1/2 Conduit	40	40
	CON 3/4 - 10 Foot Length 3/4 Conduit	40	40
	EMT 1/2 2#12 - EMT 1/2 2#12	50	50
	EMT 1/2 3#12 - EMT 1/2 3#12	50	50
	EMT 3/4 5#12 - EMT 3/4 5#12	50	50
	FREON - Freon	0	0
	GASKET - Gasket	10Dz0	10Dz0

Bin/Item/Expected - For each item, the bin location, items number and description and expected quantity will display.

On Hand – Enter the on hand count for each item.

Once you have completed your entries, select **Proof List** to review your entries. The Physical Count Proof report will include any variances so that you know exactly how much your inventory valuation will be affected once your count is posted.

Once you have reviewed your entries and are ready to post your count, select **OK**.

Transaction Date - Enter the date to which you want to post any adjustments.

G/L Period - Choose the General Ledger period to which you want to post any adjustments.

Once you press **OK** your inventory will be adjusted if there were any discrepancies between your expected and on hand quantities.

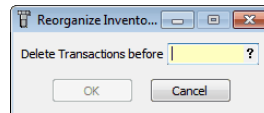
8.6.5 Purging Data in Purchasing & Inventory

8.6.5.1 Reorganizing Inventory Transaction File

Occasionally, you may wish to reorganize the inventory transaction file. This process deletes inventory transaction history that occurred before a specified date. There are several advantages to performing this operation occasionally. First, when posting to the General Ledger, ComputerEase must run through this file to determine the transactions to be posted. The smaller the file, the quicker the process in generating the report. Second, reorganizing this file may save disk space. Finally, the inventory transaction report may become quite large due to the accumulation of data, reorganizing this file allows you to get shorter reports without worrying about date ranges for the report.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy of your inventory transaction report prior to deleting inventory transactions. Once you have purged inventory transactions, these will be your only options for retrieving this information.

Select **Purchasing & Inventory > Maintenance Programs > Reorganize Inventory Transaction File**.



Delete Transactions before - Enter the first date for which you wish to keep inventory transaction information. All prior information will be deleted.

Once you press **OK** and confirm your selections, your data will be permanently purged from this database.

8.6.5.2 Reorganizing Purchase Order Balance Report

Occasionally, you may wish to reorganize the purchase order balance report file. This process deletes purchase order transaction history that occurred before a specified date or for a specified PO. There are several advantages to performing this operation occasionally. First, a purchase order may not be purged until its history is purged. Second, reorganizing this file may save disk space. Finally, the inventory balancing report may become quite large due to the accumulation of data; reorganizing this file allows you to get shorter reports.

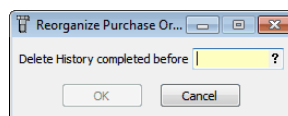
Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy of your purchase order balance report prior to deleting purchase order transactions. Once you have purged purchasing transactions, these will be your only options for retrieving this information.

Select **Purchasing & Inventory > Maintenance Programs > Reorganize Purchase Order Balance Report**.

Then choose either **by Date** or **by PO Number**.

By Date

This menu selection allows you to delete Purchase Order history prior to a certain date.

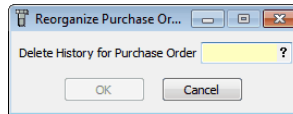


Delete History completed before - Enter the first date for which you wish to keep purchase order transaction information. All prior information will be deleted.

Once you press **OK** and confirm your selections, your data will be permanently purged from this database.

By PO Number

This menu selection allows you to delete Purchase Order history for a particular purchase order.



Delete History for Purchase Order - Enter the purchase order for which you want to purge transaction history. All transaction information will be deleted.

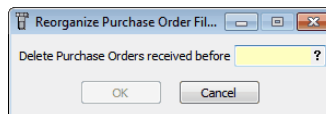
Once you press **OK** and confirm your selections, your data will be permanently purged from this database.

8.6.5.3 Reorganizing Purchase Order File

Occasionally, you may wish to reorganize the purchase order file. This process deletes purchase orders that were received prior to a specified date. There are several advantages to performing this operation occasionally. First, your purchase order list might be very long. Purging old orders can help you find current orders more easily. Second, reorganizing this file may save disk space. Finally, the your purchase order reports may become quite large due to the accumulation of data; reorganizing this file allows you to get shorter reports.

Note: Remember to confirm that you have a good backup of your data and/or print out a hard copy of your purchase order balance report prior to deleting purchase order transactions. Once you have purged purchasing transactions, these will be your only options for retrieving this information.

Select **Purchasing & Inventory > Maintenance Programs > Reorganize Purchase Order File**.



Delete Purchase Orders received before - Enter the first date after which purchase orders with receipts should be kept. All prior information will be deleted.

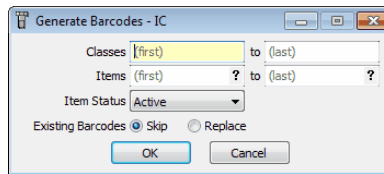
Once you press **OK** and confirm your selections, your data will be permanently purged from this database.

8.6.6 Using Barcodes

Barcodes can be used if you are using the ComputerEase Inventory Adjustment app or if you have a scanner that you use to log transactions. ComputerEase allows you to set your own barcodes by item, or you can generate barcodes.

Before generating barcodes, you must configure your Inventory Control Parameters to Enable Barcode Generation; for information on this configuration, refer to [Configuring the Purchasing & Inventory Parameters](#) ⁵⁰¹ in the System Setup chapter of your manual.

Select **Purchasing & Inventory > Maintenance Programs > Generate Barcodes**.



Classes...to - Enter the class or range of classes for which you want to generate barcodes, if generating by class.

Items...to - Enter the item or range of items for which you want to generate barcodes.

Item Status - Choose to generate barcodes for Active, Inactive or All items.

Existing Barcodes - Choose to **Skip** items which already have a barcode, or **Replace** the existing barcode if it exists for an item.

When you have made your selections, click on **OK** to generate your item barcodes.

QTool

Part



IX

9 QTool

9.1 Overview of QTool

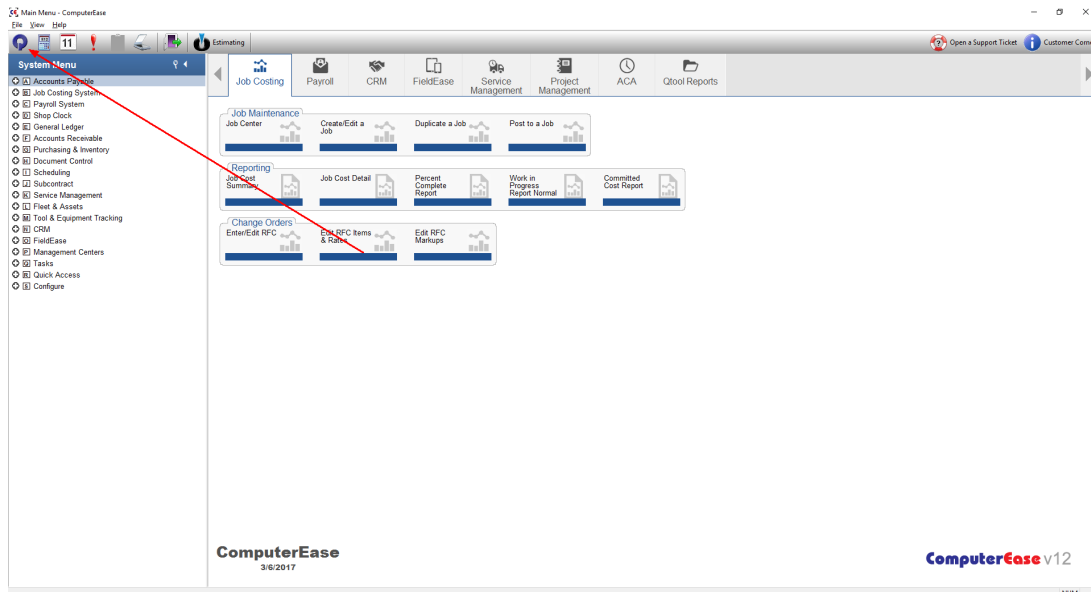
QTool Report Writer contains all the devices necessary to provide your company with up-to-the-minute customized reports for all modules. With QTool, you no longer need to be a programmer to have information the way you need to see it. QTool allows the user to easily choose the fields reported, in the order that they want to see them.

- Easily create reports on demand that fit the specific needs of your company.
- Create your own fields by adding, subtracting, dividing, and multiplying existing fields.
- Print report by choosing print option.
- Instantly copy your report to any spreadsheet or word processor application.
- Add, delete, or rearrange report columns while the report is on the screen.
- Send vendor, customer or employee information to a database to be used for letters and proposals.
- Write your own Job Cost reports, sorted by project manager or job classification.
- Write Payroll reports with up to date employee information.
- Save report formats to use at any time.
- Include user defined field information within your reports.
- Easily format your report by placing commas, percent signs, dollar signs, and totals on any column.
- Create your own fields by performing simple or complex calculations on existing and/or user defined fields.
- Select records to only show information that you require for the report.

Note: Permission to view QTool reports is set in PW MAINT per report.

9.2 Creating a New QTool Report


Click on the **QTool** icon from the tool bar in the upper left hand corner of the screen.

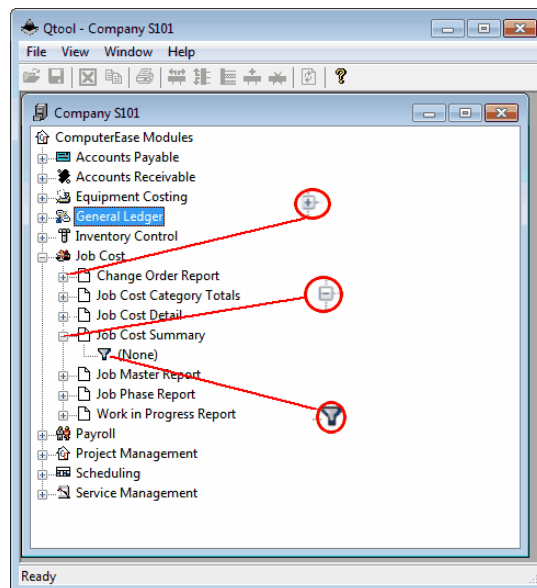


Click on the **+** next to the module you would like to work in to view the available reports for that module.

[+] Will expand the options for the selected item.

[-] Will collapse the options for the selected item.

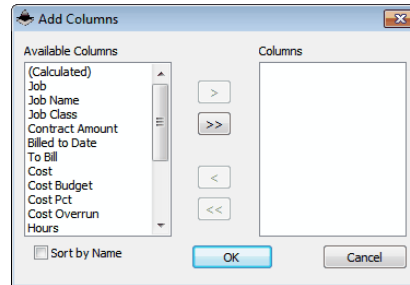
 Double clicking on this icon will generate/create a new report.




Under each module, a list of system reports will appear that you can use as a starting point for your report. Click on the Report that you want to use and then double click on **(None)**.


Note: When pulling certain QTool reports (such as Job Cost or General Ledger reports) there will be a filter screen prompt before selecting fields. The filter screen allows the user to filter the information that will be used to create the report just as it would when pulling the regular system reports.


You will be prompted to select which columns you would like to add to your report. Note that the list of available columns differs and depends on which report is being used.




You may want to choose the **Sort by Name** option to list the fields in alphabetical order instead of data entry order.

To select a field, double-click on the field name to move it from the **Available Columns** section to the **Columns** section or highlight the field and click on the single right-pointing arrow button .

To select all fields, click on the double right-pointing arrow button .

If you want to remove a column, click on the single left-pointing arrow button .

To remove all selected columns, click on the double left-pointing arrow button .

When all desired columns have been selected, click **OK** to create the report.

Job	Job Name	Job Class	Contract Amount	Billed to Date	To Bill	Cost	Cost Budget	Cost Pct	Cost Overrun	Hours	Hours Budget	Hours Pct	Hours Overrun
100	Alpine Terrace Refinish	CINTI	219,000.00	153,600.00	65,400.00	138,820.68	157,375.00	88.21%	-18,554.32	3,051.00	3,140.00	97.17%	-89.00
AIA	Phoenix Model		77,000.00	71,250.00	5,750.00	54,266.09	50,800.00	106.82%	3,466.09	416.00	426.00	97.65%	-10.00
CONTRACT	3245 Vine Street Building		20,000.00	0.00	20,000.00	7,340.80	12,380.00	59.30%	-5,039.20	296.00	168.00	176.19%	128.00
EXCV	Deer Run Development	HWAY	100,000.00	57,306.00	42,694.00	35,865.13	69,200.00	51.83%	-33,334.87	1,084.00	1,320.00	82.12%	-236.00
EXCV-1	Deer Run Development Phase 2	HWAY	124,000.00	0.00	124,000.00	7,841.16	99,200.00	7.90%	-91,358.84	328.00	2,280.00	14.39%	-1,952.00
HOME	Emmett Woods Home		293,445.00	246,775.25	46,669.75	225,001.58	262,505.00	85.71%	-37,503.42	512.00	360.00	142.22%	152.00
KROGER	Kroger Service Contract		0.00	0.00	0.00	0.00	550.33	0.00%	-550.33	0.00	0.00	0.00%	0.00
MILNER	Milner Building		50,000.00	35,751.25	14,248.75	12,750.16	33,025.00	38.61%	-20,274.84	456.00	696.00	65.52%	-240.00
TM	Rebuild deck		0.00	17,874.00	-17,874.00	7,044.77	0.00	0.00%	7,044.77	264.00	0.00	0.00%	264.00

There are several shortcuts that can be used when working with QTool reports. The icons are displayed below along with a description of the function of each.



Click on the **QTool** icon to execute the program from any menu.










Saves the report to be used again.



Export reports right to excel.



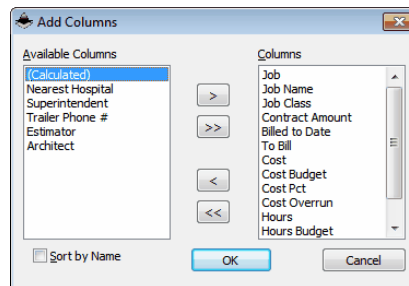
Copy the reports to the clipboard.

-  Prints the report to a printer.
-  Moves the column – changing the order of the fields.
-  Sort the rows based on the criteria entered.
-  Select rows by filtering on the criteria requested.
-  Add a column to the report.
-  Deletes a column from the report.
-  Refreshes data.

9.3 Creating a Calculated Field

Creating a calculated field allows you to define the mathematical equation based on the available fields for that report. By defining your own equations you can analyze the data in a different light.

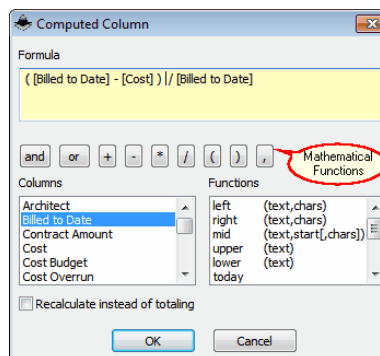
Double click on **Calculated** in the Available Fields list.



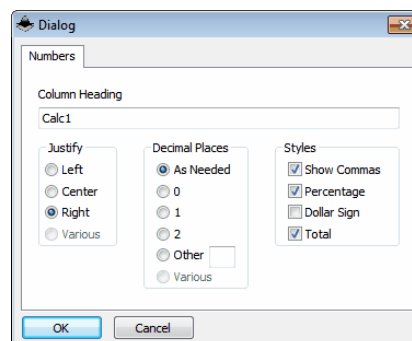
From the **Columns** section, select the first field to be used in the equation by double clicking on it.

Then from the icons shown (see image below) or from the **Functions** section, select a mathematical function.

Once again, select another field on the **Columns** section to complete the equation.



When finished, click on **OK**. You will then have the Column Properties screen display. At this time, you can name the **Column Heading** what you want it to say and perform any additional formatting (Justify, Decimal Places, and Styles) that may be needed.



9.4 Changing Properties on Columns Selected

You have the ability to customize the display of the data in the columns, allowing you to control the alignment of the columns and whether the columns total at the end of the report.

Click once on the column heading. Keeping your mouse on that field, right click and select **Format**.

The screenshot shows a software window titled "Company S101 - Job Cost Summary - test". It contains a table with columns: Job, Job Name, Job Class, Contract Amount, Billed to Date, To Bill, Cost, Cost Budget, Cost Pct, Cost Overrun, Hours, Hours Budget, Hours Pct, and Hours Overrun. A right-click context menu is open over the "Contract Amount" column, showing options: Format, Sort Ascending, Sort Descending, Sort Details, Subtotal Levels, and Delete. The "Format" option is highlighted.

The other option is to click on the column you wish to change, click on **Table** and select **Column Format**.

The screenshot shows a "Dialog" box with a "Numbers" tab. It has a "Column Heading" field containing "Contract Amount". Below this are three sections: "Justify" with radio buttons for Left, Center, Right (selected), and Various; "Decimal Places" with radio buttons for As Needed, 0, 1, 2 (selected), Other, and Various; and "Styles" with checkboxes for Show Commas, Percentage, Dollar Sign, and Total (checked). At the bottom are "OK" and "Cancel" buttons.

Column Heading - This is the name of the field that will display on the report.

Justify - This allows you to control the text alignment in the column. You may choose to have the text align to the left while numeric values align to the right.

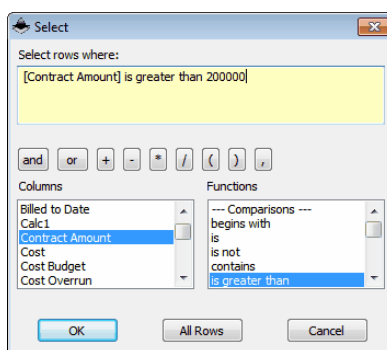
Decimal Places - This will control how many digits display past the decimal. Selecting 0 will round the number to the nearest whole number.

Styles - These options control how the numeric values are formatted with either comma separation, a percentage sign or a dollar sign. Placing a check mark in the Total box will calculate a total for the column at the end of the report. On a calculated column, you may choose to have the total recalculate instead of totalling if your column value is a percentage.

9.5 Selecting Data

There are times that you may wish to run a filter on a report's data showing only certain information based on given criteria.

Once the report has been created, click on the **Select Rows** icon ..



From the **Columns** section, choose (by double-clicking) the field you wish to filter. The field does not have to be part of the report in order to filter it.

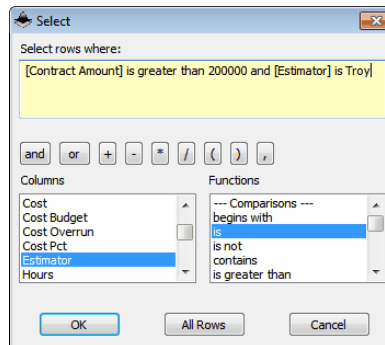
Then, in the **Functions** section, choose the filter you wish to use.

Once the fields have been selected, enter the value in the **Select rows where:** section to complete the equation.

Click on **OK** to apply the filters.

9.6 Helpful Hints


- More than one filter can be applied. After entering the first filter, double click on the **and** button, then add your next filter.

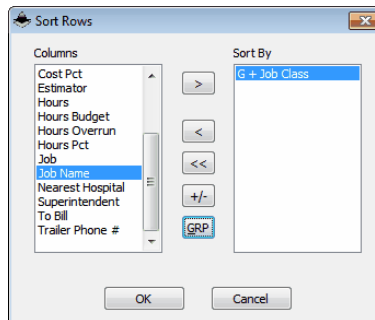


- To filter job names, job number, customer names or vendor names, use the following functions: **begins with**, **is**, **is not** and **contains**.
- To filter numeric values, use the following functions: **is greater than**, **is less than**, **is not less than** and **is not greater than**.
- To filter date values, use the following functions: **year**, **month** and **day**.
- To clear all filters, choose the **All Rows** button.

9.7 Sorting Data

The **Sort Rows** feature allows you to sort the report in the format that is most useful to you. This can be done in either ascending or descending order and it can be text or numeric fields. Depending on the report type, the sorting function can also be used to subtotal and consolidate the detail to summarize line items.

Once the report has been created, click on the **Sort Rows** icon .



From the **Columns** section, select the field to use to sort the report. You can select more than one field to sort the report; the report will sort by the fields you choose in order, with the first field listed being the primary sorting field, the second being the secondary field, etc.

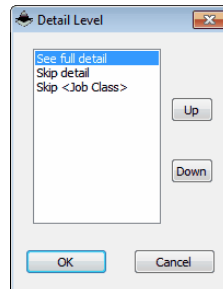
The **+/-** button will control whether the sort is in ascending or descending order.

The **GRP** button will group like items together and subtotal all numeric fields for each of that item on the report. In the example listed above, the report will be sorted by job class. For each job class, the report will include subtotals for any numeric columns included in the report. Any text fields that have the same value for all entries within a group will display that value on the subtotal row.

9.8 Subtotaling and Consolidating Detail

Any subtotaled data can be consolidated to display just a single line of detail. This is especially useful when generating a job cost detail report to various lines of detail yet keep a single line of detail for the final comparison. In order to consolidate, you need to have the **GRP** function first applied to the sort method. If not, you will not be able to utilize this function.

From the tool bar select **Table** and **Subtotal Level**.



Choose **See full detail** to display all the detail selected in the report.

Choose **Skip detail** to display one line for the sort field.

Choose **Skip (sort field)** if utilizing more than one sort criteria to display one line of detail for only one of the sort fields.

9.9 Adding and Deleting Columns

Once the report has been created, you can add additional columns or delete columns you no longer want. This can be done while the report is displayed on the screen.

Add a Column

There are two ways to add a new column to your report.

- Click once on the column you wish to delete and the click on the **Add Column** icon
- Double-click on the column heading and then move the column from the **Available Columns** section to the **Columns** section.


Delete a Column

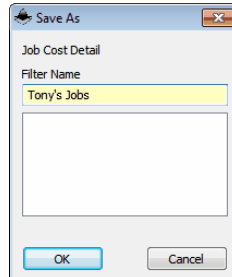
There are three ways to delete a column from your report.

- Right-click on the column heading and choose **Delete** from the options listed.
- Click once on the column you wish to delete and the click on the **Delete Column** icon
- Double-click on the column heading and then move the column from the **Columns** section to the **Available Columns** section.

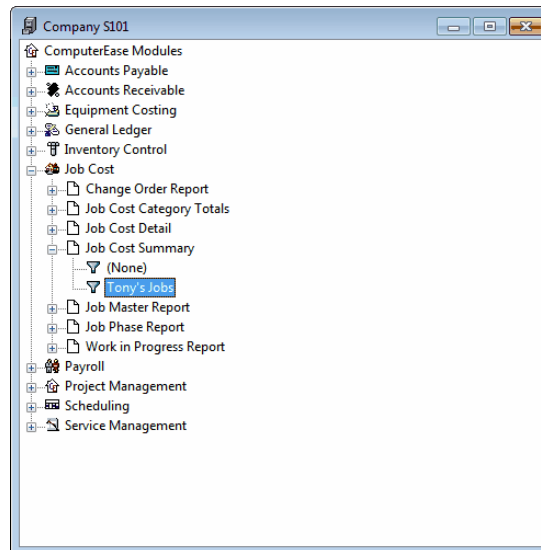
9.10 Saving Reports in QTool

Once you have created a report, you may wish to save the report settings so that you may pull it quickly and easily in the future without having to design it once again. Once the report has been saved, it will be listed below the **None** option for each report. You may save as many report formats as you like. When selecting a saved report, it will automatically update with any new or adjusted information.

While the report is still displayed, click on the **Save** icon  or select **File** and **Save**.



Name the report in the **Filter Name**. When you are ready to view the report again, simply double-click on that report in your report list.

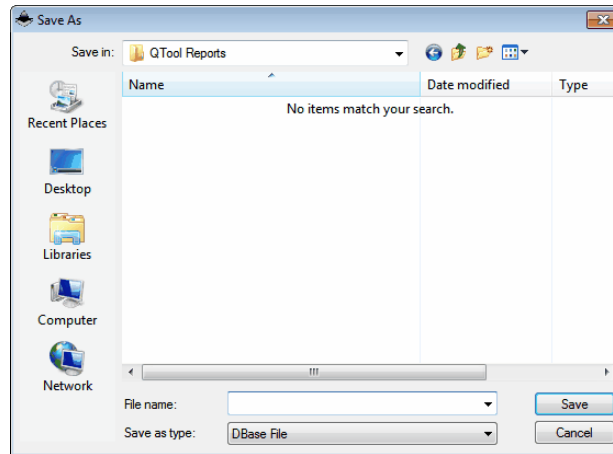


Note: Saved Reports can be dragged and dropped onto the Workflow Menu.

9.11 Saving Reports to File

When you save a report in QTool, you have the option to save the report to other file formats such as Dbase, Text & Tabs, and Lotus. Reports that are exported may then be formatted or have additional formulas created. Keep in mind that files that are exported are not updated when ComputerEase records are. You will need to export the report each time the data changes.


Select **File** and then choose **Export**.




Save In – Browse to the directory where you wish to save this report.

File Name – Enter a name for the exported file.

Save as type – Choose from **Dbase File**, **Lotus**, and **Text & Tabs**.

To export to Excel, click the **Excel** icon  while the report is displayed. It will immediately open in Excel for editing.

9.12 Printing a Report

A report can be printed directly from QTool by clicking on the **Printer** icon  or by selecting **File** and **Printer**; you will be prompted to choose a printer.

